

***COUNCIL MEETING AGENDA***

***May 8, 2018***

***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. Continued disruption could result in expulsion from the meeting. *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](http://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.

- 
- 100      ***CALL TO ORDER***
- 200      ***AMENDMENTS TO THE AGENDA***
- 300      ***APPROVAL OF THE AGENDA***
- 400      ***ADOPTION OF MINUTES***
- 500      ***PRESENTATIONS AT THE REQUEST OF COUNCIL***
- 600      ***DELEGATIONS***
- 601      **Maple Ridge Community Heritage Commission Update**
  - Brenda Smith, Chair
- 602      **Burnett Street Neighbours**
  - Rose-Marie Bordeleau
  - Jessica Flynn
  - Ahmed Yousef

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 April 16, 17, 24 and May 1, 2018

701.2      Minutes of Meetings of Committees and Commissions of Council

- Maple Ridge Advisory Design Panel – March 21, 2018
- Public Art Steering Committee – January 30, 2018

702      ***Reports***

702.1      **2018 Council Expenses**

Staff report dated May 8, 2018 providing an update for Council expenses recorded to date.

703      ***Correspondence***

704      ***Release of Items from Closed Council Status***

800      ***UNFINISHED BUSINESS***

801      **2018-084-RZ, 22108, 22118, 22126, 22136, 22146, 22154 and 22164  
Lougheed Highway, RS-1 to RM-2  
- Reconsideration of a motion according to the Community Charter, Section 131**

Reconsideration of the following motion from the staff report dated April 10, 2018 recommending that Maple Ridge Zone Amending Bylaw No. 7449-2018 to rezone from RS-1 (One Family Urban Residential) to RM-2 (Medium Density Apartment Residential) to allow for future development of a four to five storey apartment building with approximately 120 to 150 units and underground parking be given first reading and that the applicant provide further information as described on Schedules C and D of the Development Procedures Bylaw No. 5879-1999.

MOTION

1. That Bylaw No. 7449-2018 be given first reading; and
2. That the applicant provide further information as described on Schedules C and D of the Development Procedures Bylaw No. 5879-1999.

900 ***CORRESPONDENCE***

1000 ***BYLAWS***

**Bylaws for Adoption**

- 1001 **11907 228 Street Housing Agreement Bylaw No. 7447-2018**  
To allow the City of Maple Ridge to enter into a housing agreement for 19907 228 Street to secure units as below-market rental housing in perpetuity  
Adoption
- 1002 **Maple Ridge Soil Deposit Regulation Bylaw No. 7412-2017**  
To regulate the deposit of soil and other material in order to protect residents, public infrastructure, agricultural lands and the City's natural resources  
Adoption
- 1003 **Maple Ridge 2018 Tax Rates Bylaws**
- 1003.1 **Albion Dyking District Tax Rates Bylaw No. 7439-2018**  
To allow for dyke maintenance and improvements and equipment repair and maintenance  
Adoption
- 1003.2 **Maple Ridge Road 13 Dyking District Tax Rates Bylaw No. 7440-2018**  
To allow for dyke maintenance and improvements and equipment repair and maintenance  
Adoption
- 1004 **Maple Ridge 2018-2022 Financial Plan Amending Bylaw No. 7452-2018**  
To amend the 2018-2022 Financial Plan Bylaw  
Adoption
- 1005 **Maple Ridge 2018 Property Tax Rates Bylaw No. 7453-2018**  
To establish property tax rates for Municipal and Regional District purposes for the year 2018  
Adoption

**1100     *REPORTS AND RECOMMENDATIONS***

***Public Works and Development Services***

**1101     2018-071-AL, 12225 250 Street, Application to Exclude Land from the Agricultural Land Reserve**

Staff report dated May 8, 2018 providing options for consideration pertaining to Application 2018-071-AL to exclude approximately 0.987 (2.4 acres) of land from the Agricultural Land Reserve.

**1102     2018-093-RZ, 11780 Burnett Street, RS-1 to RT-1**

Staff report dated May 8, 2018 recommending that Maple Ridge Zone Amending Bylaw No. 7450-2018 to rezone from RS-1 (One Family Urban Residential) to RT-1 (Two Family Urban Residential) to permit the development of a duplex be given first reading and that the applicant provide further information as described on Schedule B of the Development Procedures Bylaw No. 5879-1999.

**1103     2018-122-RZ, 12419 Garibaldi Street, RS-3 to RS-2**

Staff report dated May 8, 2018 recommending that Maple Ridge Zone Amending Bylaw No. 7451-2018 to rezone from RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential) to permit the creation of one additional lot be given first reading and that the applicant provide further information as described on Schedules B, E and J of the Development Procedures Bylaw No. 5879-1999, along with information required for a subdivision application.

**1104     2015-318-RZ, 11650 224 Street, RS-1 and C-3 to RM-2**

Staff report dated May 8, 2018 recommending that Maple Ridge Official Community Plan Amending Bylaw No. 7329-2017 to redesignate a portion of the site from Ground Oriented Multi-Family to Low-Rise Apartment be given first and second reading and be forwarded to Public Hearing and that Maple Ridge Zone Amending Bylaw No. 7198-2015 to rezone from RS-1 (One Family Urban Residential) and C-3 (Town Centre Commercial) to RM-2 (Medium Density Apartment Residential) to permit construction of a 130 unit multi-family building be given second reading and be forwarded to Public Hearing.



**1105      2017-385-DP, 11907 228 Street**

Staff report dated May 8, 2018 recommending that the Corporate Officer be authorized to sign and seal 2017-385-DP to permit construction of a mixed use building combining office space and below market rental housing units.

**1106      Repeal of Maple Ridge Soil Deposit Fee Bylaw No. 4570-1991**

Staff report dated May 8, 2018 recommending that Maple Ridge Soil Deposit Fee Bylaw No. 4570-1991 be repealed.

**1107      Maple Ridge Ticket Information Utilization Amending Bylaw**

Staff report dated May 8, 2018 recommending that Maple Ridge Ticket Information Utilization Amending Bylaw No. 7456-2018 to amend the fine schedule to coincide with the amendments to the Maple Ridge Soil Deposition Regulation Bylaw be given first, second and third readings.

**1108      Silver Valley Brewing Co. Ltd. Liquor License Amendment Application – Increase in Seating Capacity**

Staff report dated May 8, 2018 recommending that the application by Silver Valley Brewing Co. Ltd. located at 104-11952 224 Street, Maple Ridge, BC for an increase in their seating capacity be approved and that a copy of the resolution be forwarded to the Liquor Control and Licensing Branch in accordance with legislative requirements.

**1109      Award of Contract: ITT-EN18-10: 287 Street at 123 Avenue Bridge Replacement**

Staff report dated May 8, 2018 recommending that Contract ITT-EN18-10: 287 Street at 123 Avenue Bridge Replacement be awarded to Seismic 2000 Construction Ltd.; that the Financial Plan be amended to increase project funding from Infrastructure Sustainability – Roads Fund; that a contract contingency be approved to address potential variations in field conditions and that the Corporate Officer be authorized to execute the contract.

**1110 Award of Contract: ITT-EN18-21, 232 Street Road and Drainage Improvements (132 Avenue to Silver Valley Road)**

Staff report dated May 8, 2018 recommending that Contract ITT-EN18-21, 232 Street Road and Drainage Improvements (132 Avenue to Silver Valley Road) be awarded to MRC Total Build LP by its General Partner MRC Total Build Ltd; that a construction contingency be approved to address potential variations in field conditions; that the McElhanney Consulting Services Ltd. contract for Engineering Design Services for 232 Street Preliminary and Detailed Design (132 Avenue to Silver Valley road) be amended to increase the budget and that the Corporate Officer be authorized to execute the contract.

**1111 Award of Contract: ITT-EN18-32: Foreman Drive at 232 Street PRV and Flow Meter Station**

Staff report dated May 8, 2018 recommending that Contract ITT-EN18-32: Foreman Drive at 232 Street PRV and Flow Meter Station be awarded to Webbco Industrial Ltd.; that a contract contingency be approved for unforeseen items and that the Corporate Officer be authorized to execute the contract.

**Financial and Corporate Services (including Fire and Police)**

**1131 2017 Consolidated Financial Statements**

Staff report dated May 8, 2018 recommending that the 2017 Financial Statements be accepted.

**Parks, Recreation & Culture**

1151

**Administration**

1171

**Other Committee Issues**

1191

1200     ***STAFF REPORTS***

1300     ***OTHER MATTERS DEEMED EXPEDIENT***

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

1500     ***ADJOURNMENT***

**QUESTIONS FROM THE PUBLIC**

The purpose of the Question Period 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 Question Period 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](mailto:clerks@mapleridge.ca).

Mayor and Council at [mayorandcouncil@mapleridge.ca](mailto:mayorandcouncil@mapleridge.ca).

Checked by: \_\_\_\_\_

Date: \_\_\_\_\_

700     *ITEMS ON CONSENT*



## 701.1 Development Agreements Committee

**CITY OF MAPLE RIDGE  
DEVELOPMENT AGREEMENTS COMMITTEE**

April 16, 2018  
Mayor's Office

CIRCULATED TO:

Nicole Read, Mayor  
Chair

Paul Gill, Chief Administrative Officer  
Member

Catherine Schmidt, Recording Secretary

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**1. 17-128203; 17-127754; 17-128205; 2017-127747; 2017-122123**

LEGAL: Lots 4, 7, 8, 16 and 16 all of: District Lot 241 Group 1 New Westminster District Plan EPP50932

LOCATION: 12271 207A Street; 12217 207A Street; 12213 207A Street; 12260 207A Street; 12276 207A Street

OWNER: 1002256 B.C. Ltd.

REQUIRED AGREEMENTS: Secondary Suite Covenant

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 17-128203; 17-127754; 17-128205; 2017-127747; 2017-122123.**

**CARRIED**

**2. 2015-242-SD**

LEGAL: Lot 3 Section 11 Township 12 New Westminster District Plan EPP40314

LOCATION: 24891 104 Avenue

OWNER: 0865274 B.C. Ltd.

REQUIRED AGREEMENTS: Statutory Right of Way

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 2015-242-SD.**

**CARRIED**

**3. 16-118074**

LEGAL: Lot 123 Section 10 Township 12 New Westminster District  
Plan BCP22697

LOCATION: 10693 247A Street

OWNER: Romana M Osborne & Philip D Osborne

REQUIRED AGREEMENTS: Secondary Suite Covenant

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 16-118074.**

**CARRIED**

**4. 2017-501-VP**

LEGAL: Lot 3 District Lot 401 Group 1 New Westminster District Plan  
EPP65496

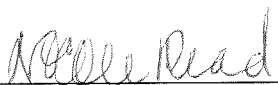
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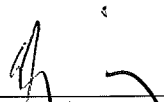
OWNER: City of Maple Ridge

REQUIRED AGREEMENTS: Parking Covenant

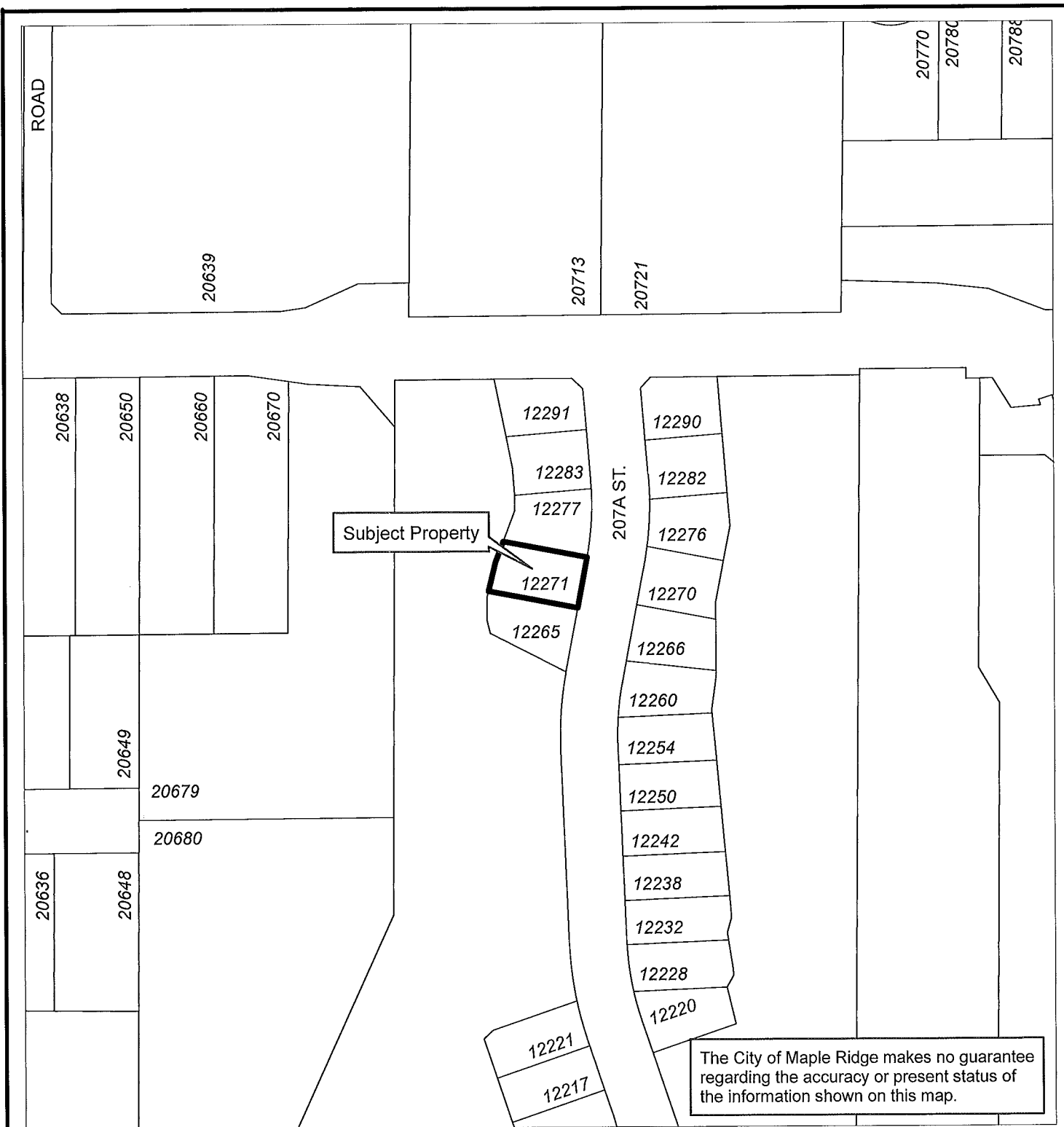
**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 2017-501-VP.**

**CARRIED**

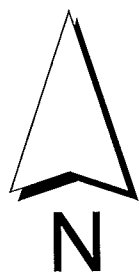
  
\_\_\_\_\_  
Nicole Read, Mayor  
Chair

  
\_\_\_\_\_  
Paul Gill, Chief Administrative Officer  
Member

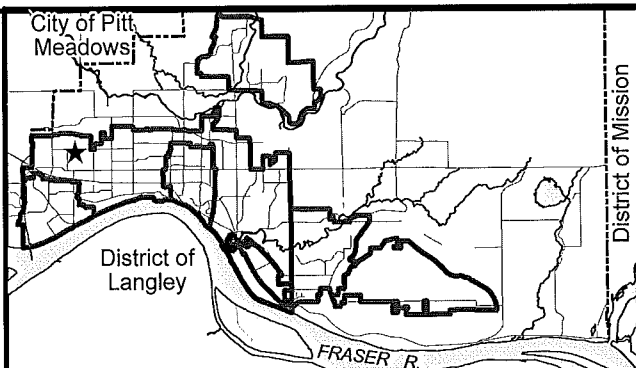




The City of Maple Ridge makes no guarantee regarding the accuracy or present status of the information shown on this map.



Scale: 1:1,500



12271 207A St

ENGINEERING DEPARTMENT

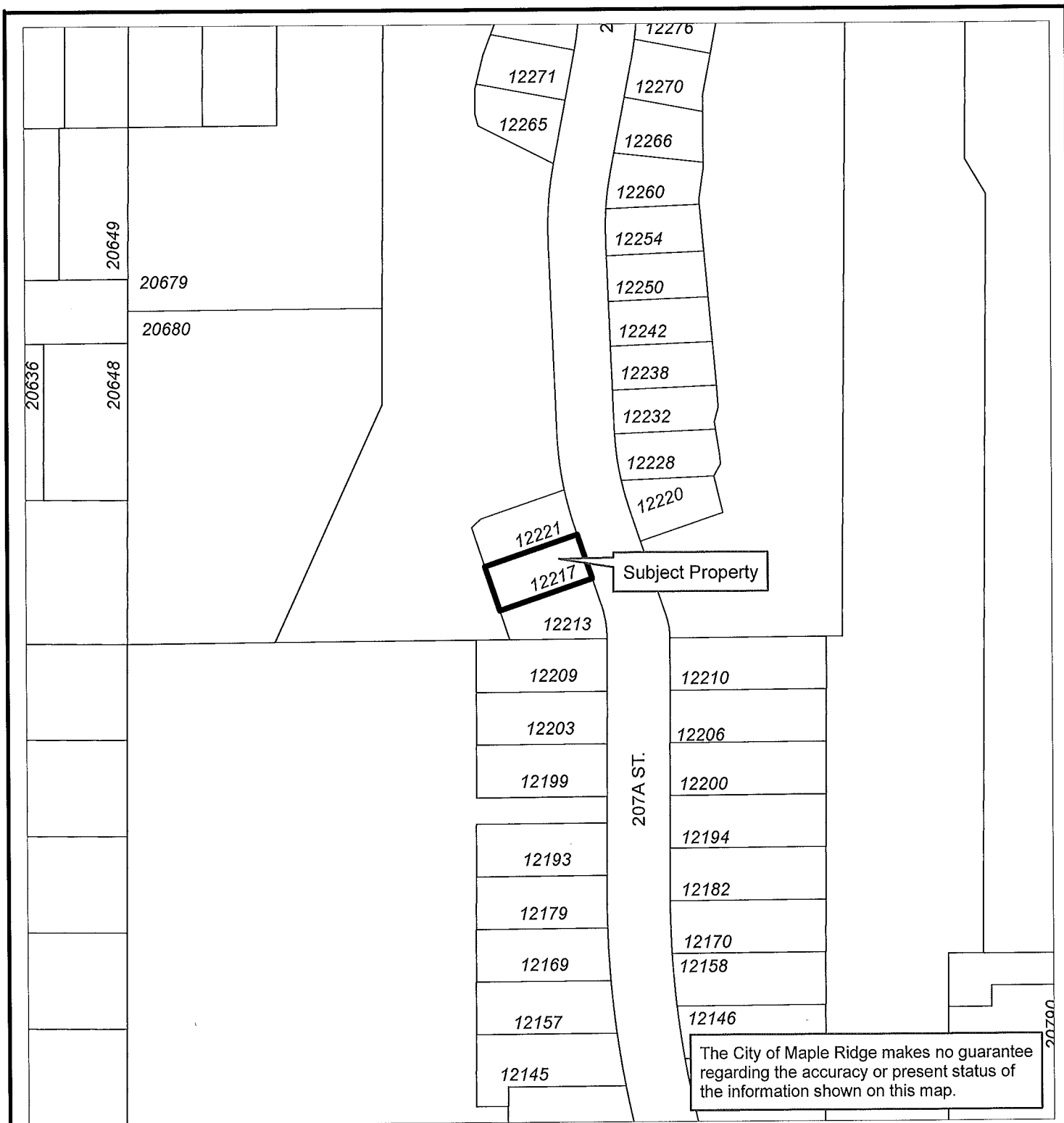


**MAPLE RIDGE**  
British Columbia

**mapleridge.ca**

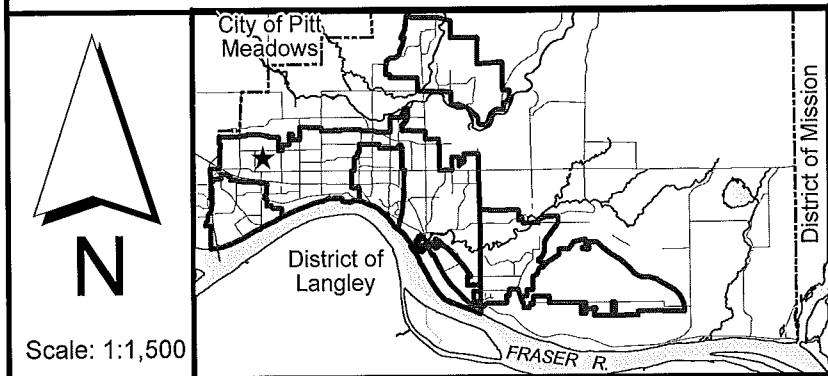
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DATE: Apr 13, 2018

BY: MC



Subject Property

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



12217 207A St

ENGINEERING DEPARTMENT



MAPLE RIDGE

British Columbia

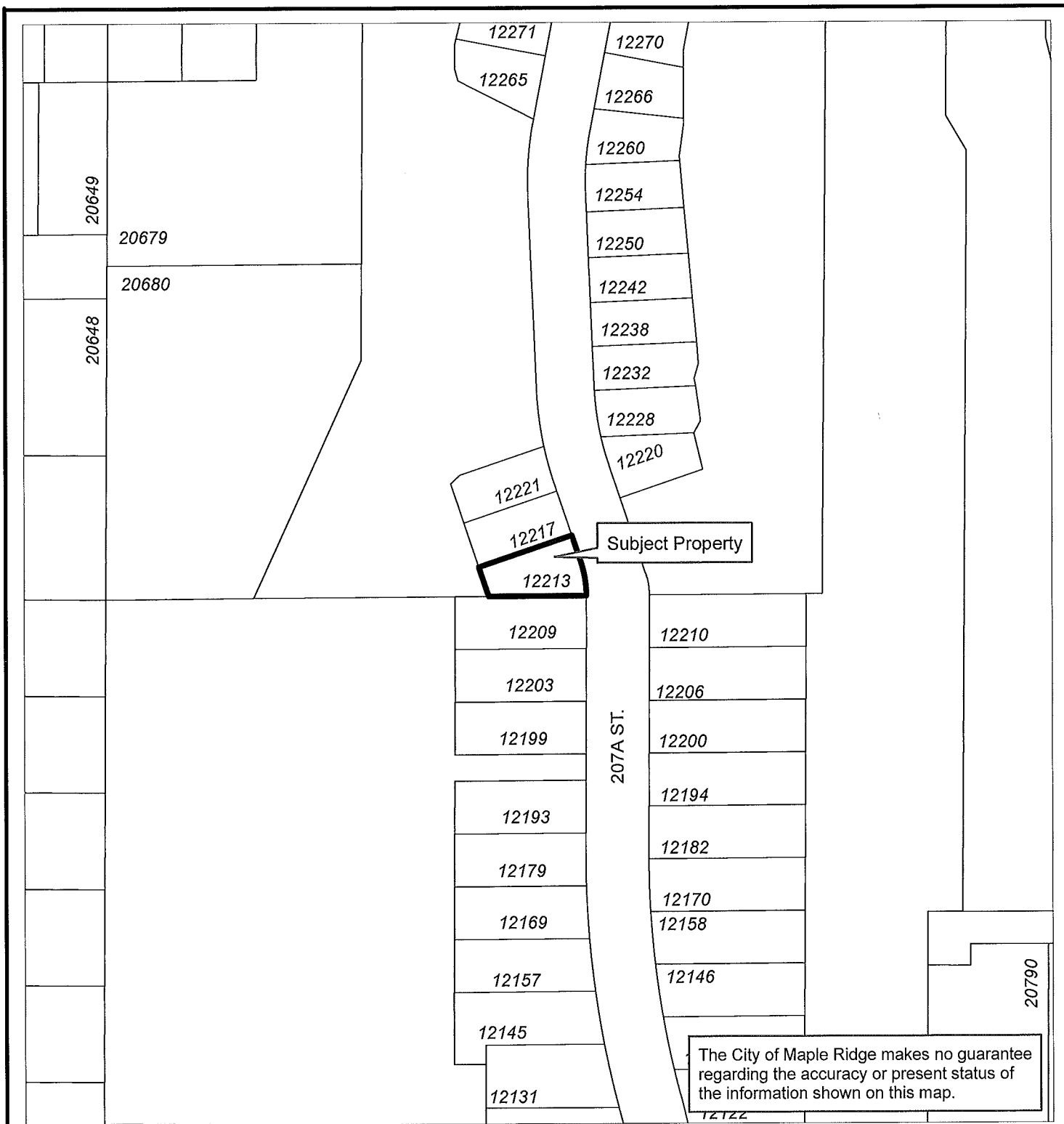
[mapleridge.ca](http://mapleridge.ca)

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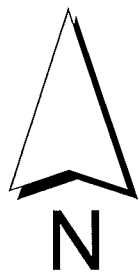
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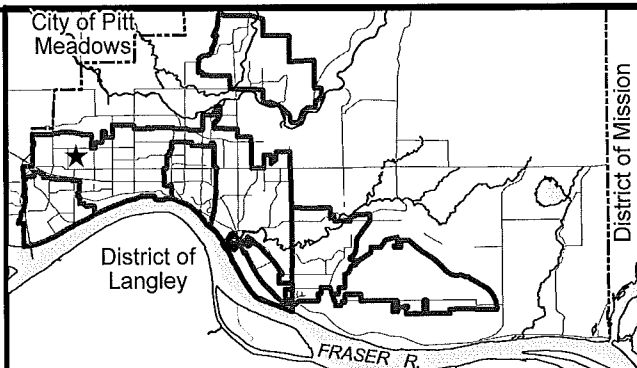
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Scale: 1:1,500



12213 207A St

ENGINEERING DEPARTMENT



MAPLE RIDGE

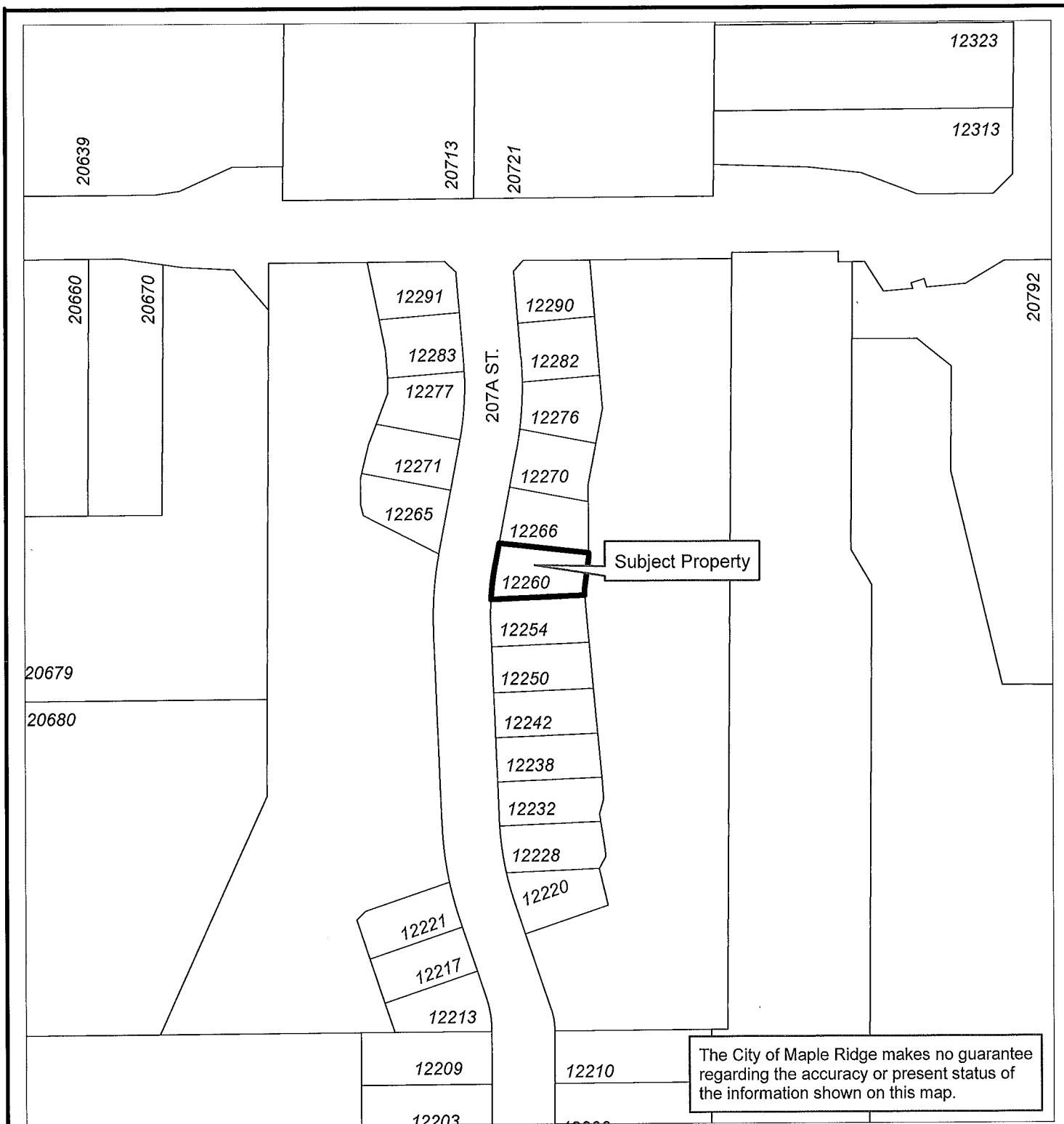
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[mapleridge.ca](http://mapleridge.ca)

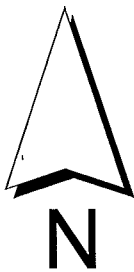
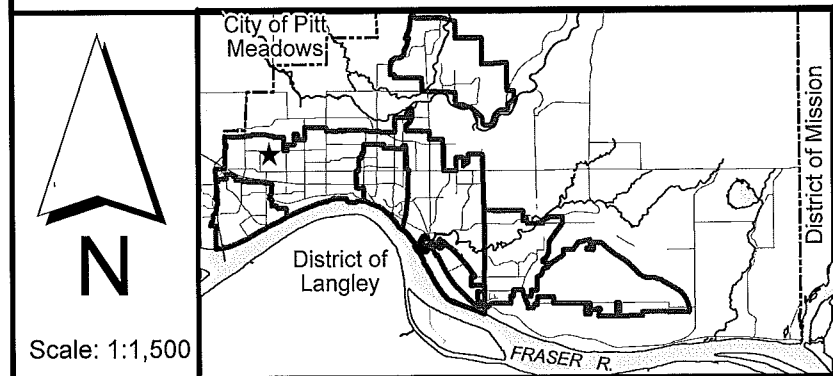
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DATE: Apr 13, 2018

BY: MC



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Scale: 1:1,500

12260 207A St

ENGINEERING DEPARTMENT



MAPLE RIDGE

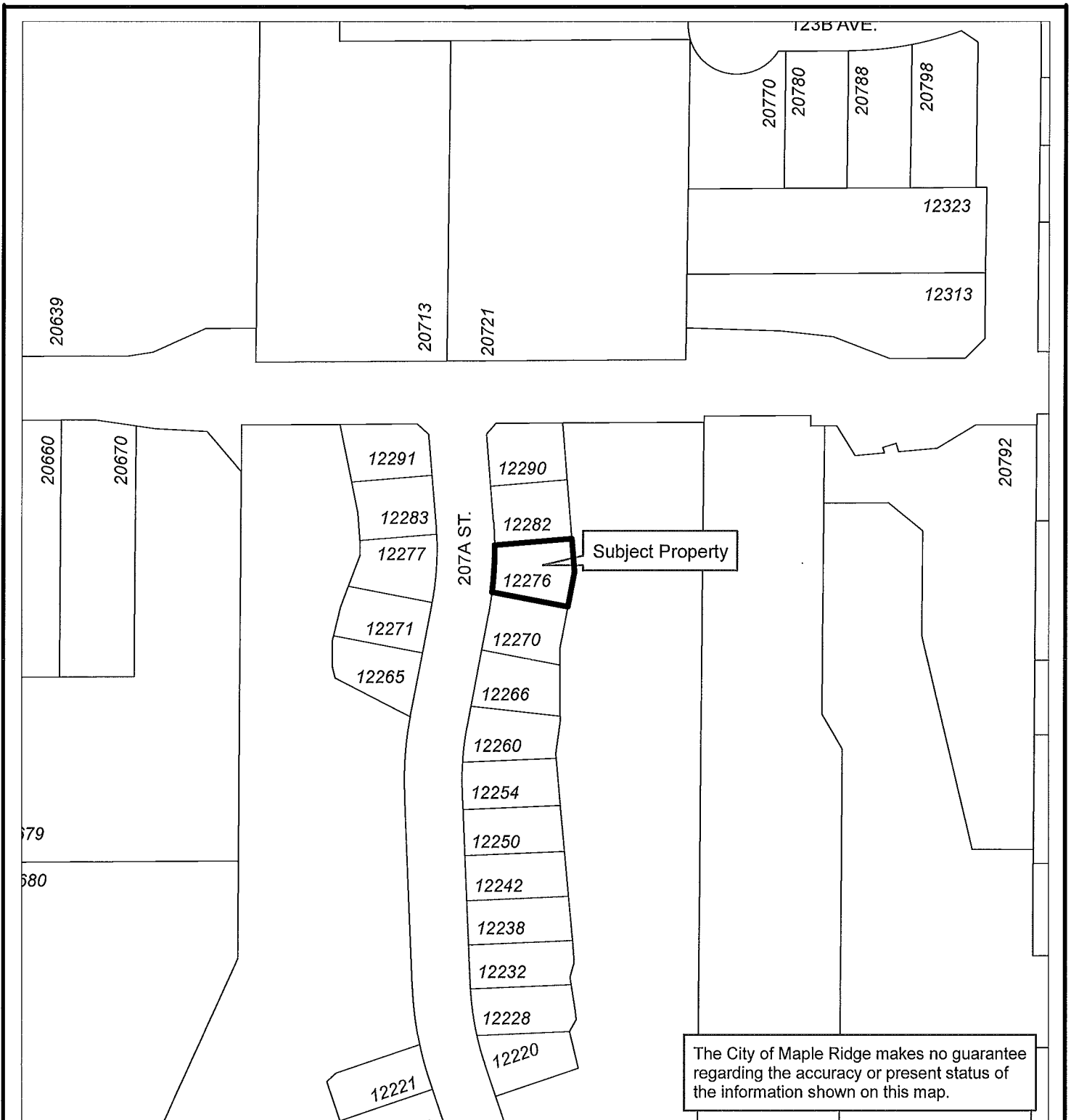
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[mapleridge.ca](http://mapleridge.ca)

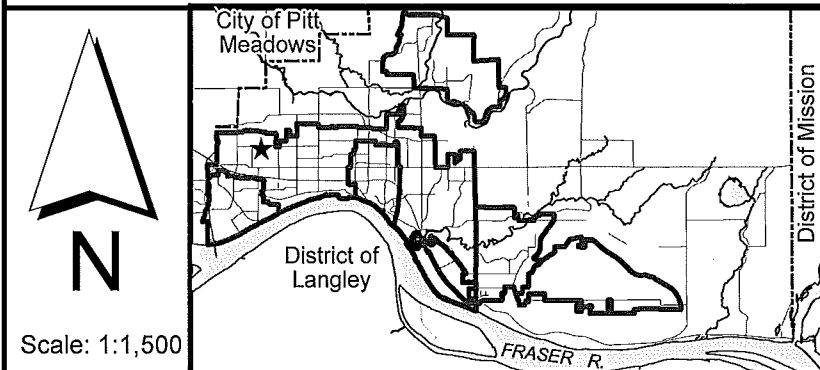
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BY: MC



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12276 207A St

ENGINEERING DEPARTMENT

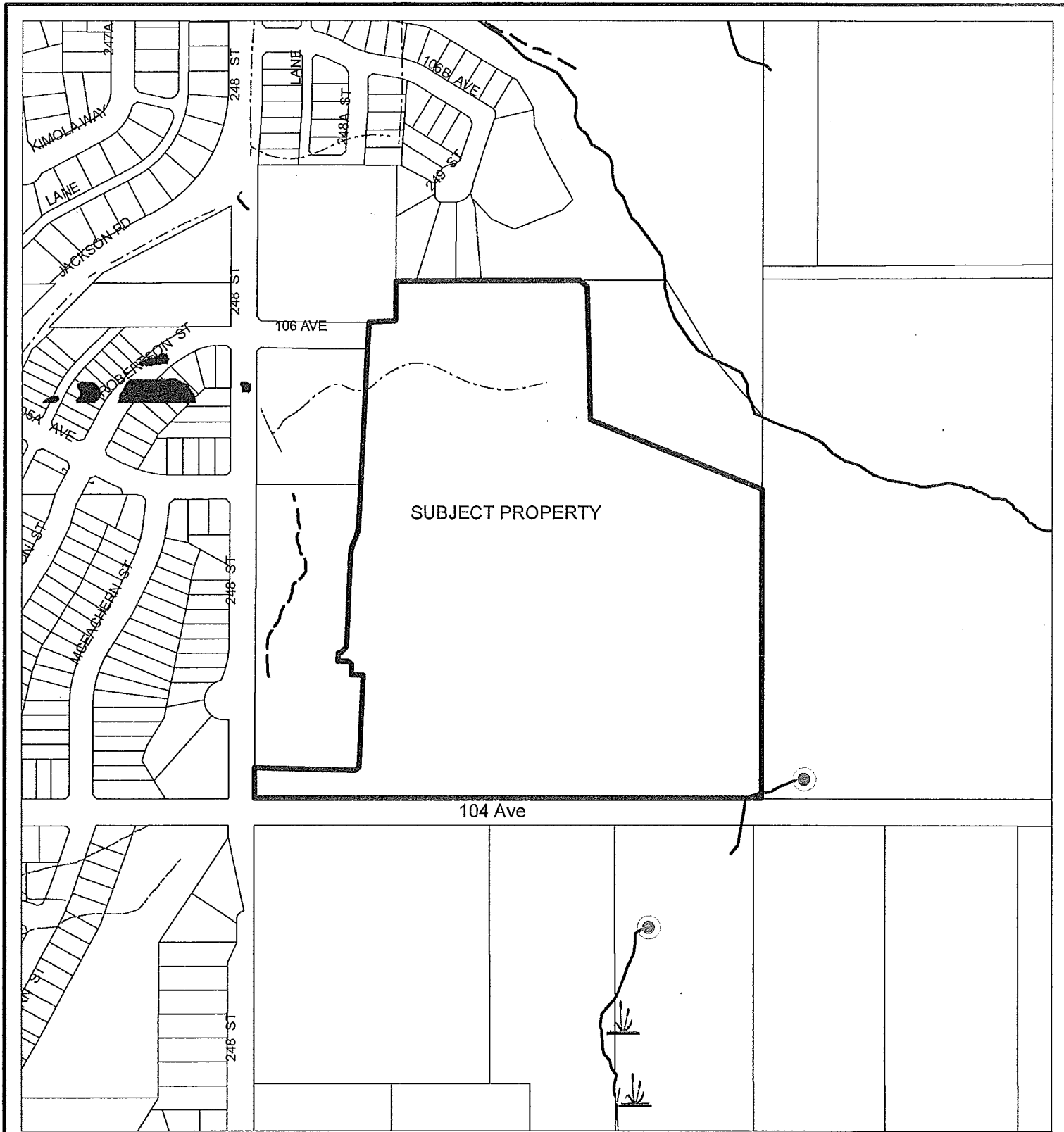


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British Columbia

**mapleridge.ca**

FILE: Subject\_Map10.4.1.mxd  
DATE: Apr 13, 2018












BY: MC

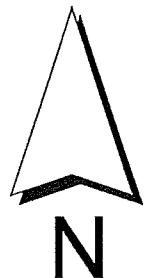


104 Ave

SUBJECT PROPERTY

Legend

-  Ponds
-  Wetlands
-  GPS Creek Centreline
-  Streams & Rivers (Topographic)
-  Feature Type
-  Individual Creek Centreline
-  Dash Centreline
-  River Centreline
-  Rivers & Lakes (Topographic)
-  Feature Type
-  Canal
-  Flooded Land
-  Lake/Reservoir
-  Marsh
-  River



Scale: 1:4,000

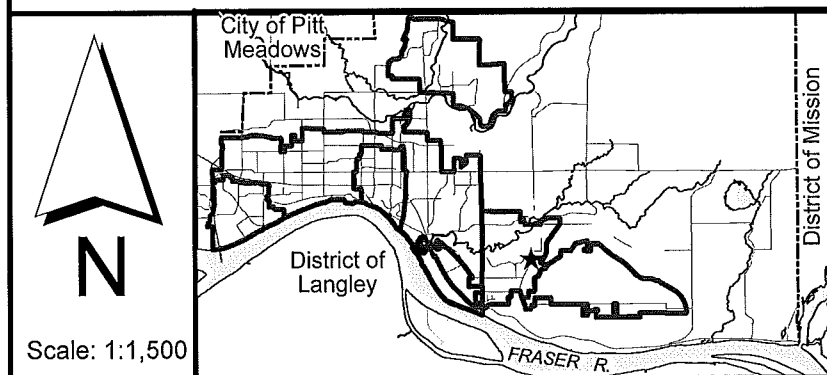
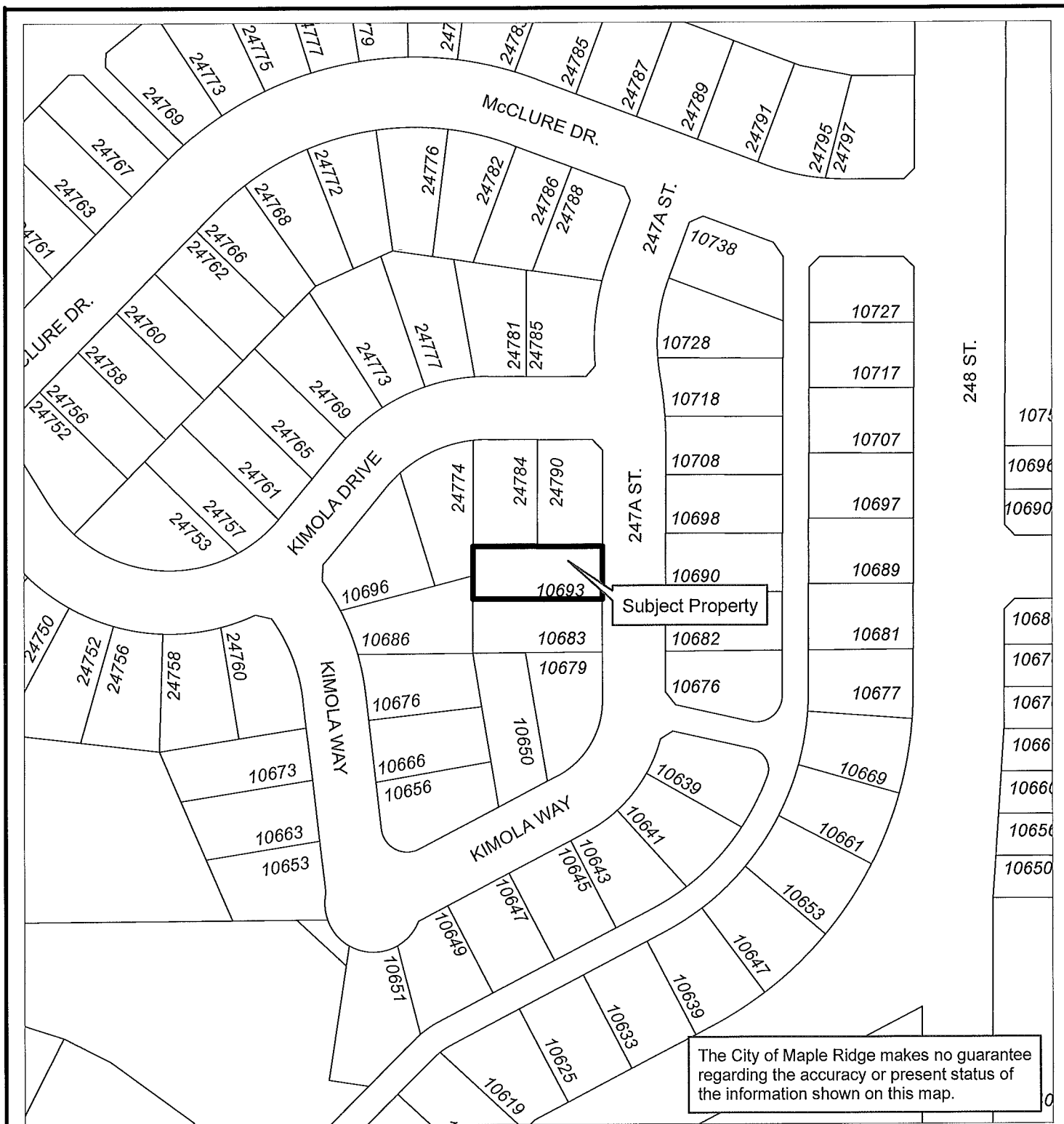
24891 104 Avenue



CITY OF MAPLE RIDGE  
PLANNING DEPARTMENT

DATE: May 15, 2015 2015-132-SD

BY: JV



## 10693 247A St

ENGINEERING DEPARTMENT

**MAPLE RIDGE**

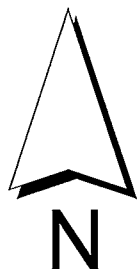
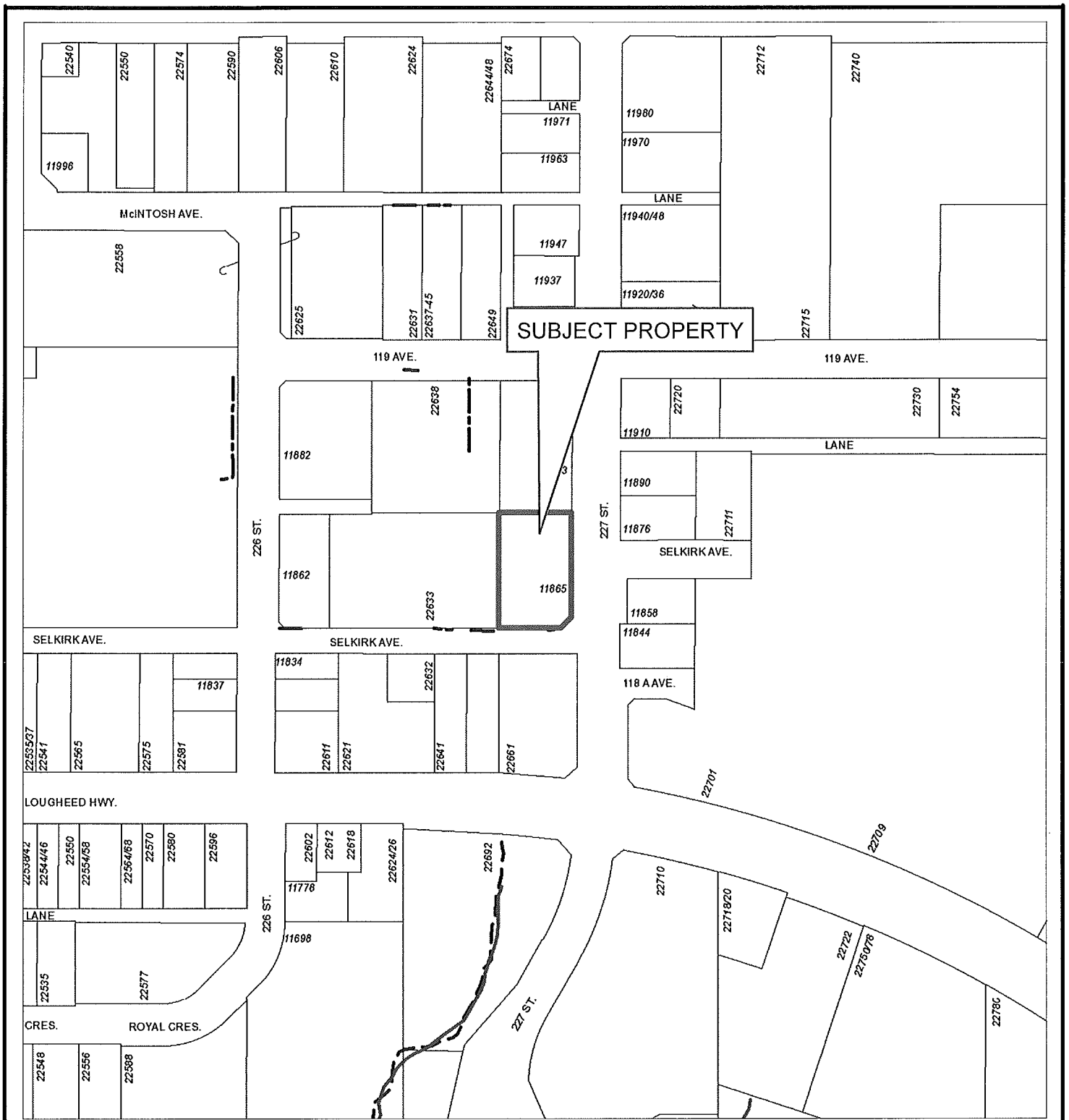
British Columbia

**mapleridge.ca**

FILE: Subject\_Map10.4.1.mxd



DATE: Apr 16, 2018

BY: MC



Scale: 1:2,500

## Legend

-  Stream
-  Indefinite Creek
-  River
-  Major Rivers & Lakes

11865 227 Street

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

[mapleridge.ca](http://mapleridge.ca)

2017-501-VP

DATE: Oct 31, 2017

BY: JV



**CITY OF MAPLE RIDGE  
DEVELOPMENT AGREEMENTS COMMITTEE**

April 17, 2018  
Mayor's Office

CIRCULATED TO:

Nicole Read, Mayor  
Chair

Paul Gill, Chief Administrative Officer  
Member

Catherine Schmidt, Recording Secretary


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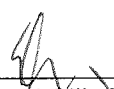
**1. 2015-132-SD**

LEGAL:	No PIDs, Strata Lots 1 – 8, all of: Section 11 Township 12 New Westminster District Strata Plan EPS4350
LOCATION:	24891 104 Avenue
OWNER:	0865274 BC Limited
REQUIRED AGREEMENTS:	Rock Wall Easement Agreement Slope Protection Covenant Geotechnical Covenant Statutory Right of Way for Fire Hydrants (Lots 5 & 6) Statutory Right of Way for Drainage for Retaining Wall Stormwater Management System Covenant Private Storm and Sanitary Sewer Connection Easement

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENTS AS THEY RELATE TO 2015-132-SD.**

**CARRIED**

  
\_\_\_\_\_  
Nicole Read, Mayor  
Chair

  
\_\_\_\_\_  
Paul Gill, Chief Administrative Officer  
Member



**CITY OF MAPLE RIDGE  
DEVELOPMENT AGREEMENTS COMMITTEE**

April 24, 2018  
Mayor's Office

CIRCULATED TO:

Nicole Read, Mayor  
Chair

Paul Gill, Chief Administrative Officer  
Member

Catherine Schmidt, Recording Secretary

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**1. 17-122282 BG**

LEGAL: Lot 283 District Lot 408 Group 1 New Westminster District  
Plan LMP11751

LOCATION: 23747 105 Avenue

OWNER: Michael and Stephanie Oughton

REQUIRED AGREEMENTS: Temporary Residential Use Covenant

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING  
DOCUMENT AS IT RELATES TO 17-122282 BG.**

**CARRIED**

**2. 15-122531 BG**

LEGAL: Lot 8 District Lot 404 and 408 Group 1 New Westminster  
District Plan LMP35705

LOCATION: 23734 110 Avenue

OWNER: Erik Visscher and Sandra Lewke

REQUIRED AGREEMENTS: Temporary Residential Use Covenant

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING  
DOCUMENT AS IT RELATES TO 15-122531 BG**

**CARRIED**

**3. 16-109095 BG**

LEGAL: Lot "M" District Lot 399 Group 1 New Westminster District  
Plan 18496

LOCATION: 12170 223 Street

OWNER: Anil Sharma

REQUIRED AGREEMENTS: Secondary Suite Covenant

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 16-109095 BG.**

**CARRIED**

**4. 5245-20-1132**

LEGAL: Lot 10 Section 32 Township 12 New Westminster District  
Plan NWP38408 Except Plans BCP48908, EPP27588 and  
EPP44846 (Parent Parcel Prior to Subdivision)

LOCATION: Asphalt Paving along 230A Street, 136 Avenue, and  
Gilbert Drive (See: Map Location)

OWNER: Campton Services Corp. (Joel Lycan)

REQUIRED AGREEMENTS: Servicing Maintenance Agreement

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 5245-20-1132.**

**CARRIED**

**5. COWAN, Norman - BG**

LEGAL: Lot 87 District Lot 249 Group 1 New Westminster District  
Plan 37720

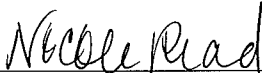
LOCATION: 21031 River Road


OWNER: Norman Cowan

REQUIRED AGREEMENTS: Floodplain Covenant

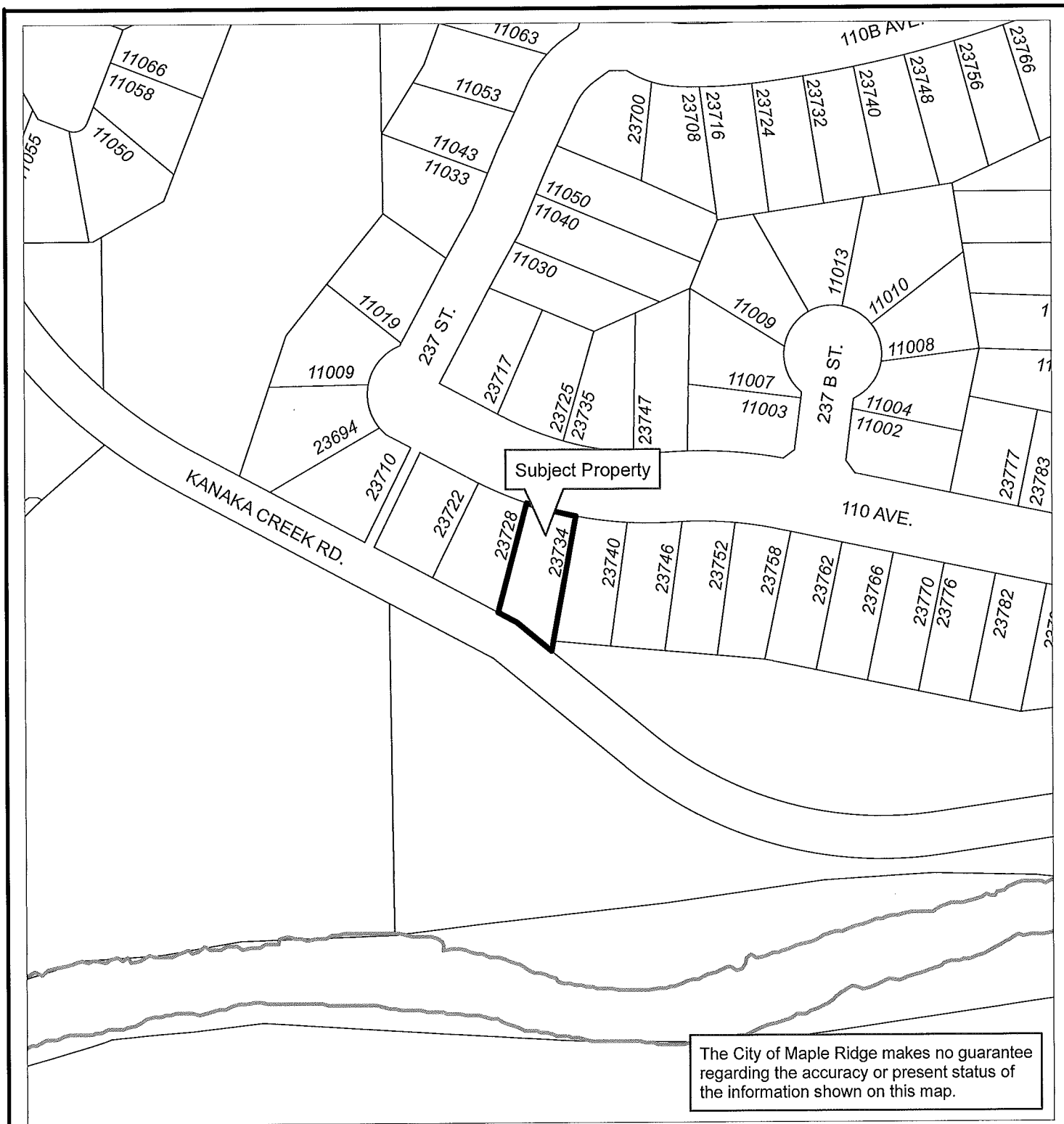
**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO COWAN, Norman.**

**CARRIED**

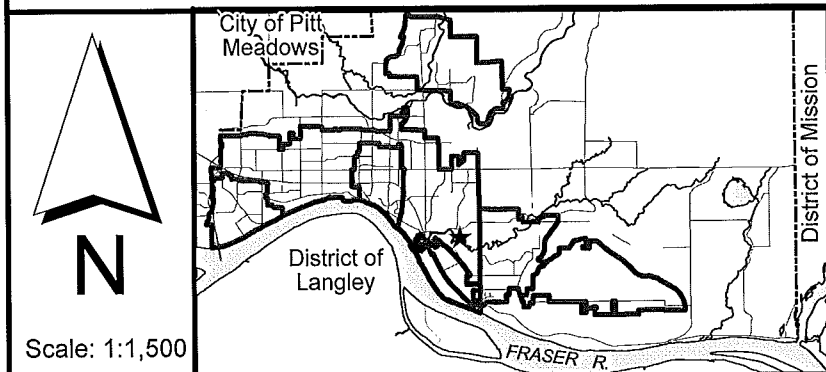
  
\_\_\_\_\_  
Nicole Read, Mayor  
Chair

  
\_\_\_\_\_  
Paul Gill, Chief Administrative Officer  
Member





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23734 110 Ave

ENGINEERING DEPARTMENT



MAPLE RIDGE

British Columbia

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FILE: Subject\_Map10.4.1.mxd

DATE: Apr 23, 2018

BY: MC







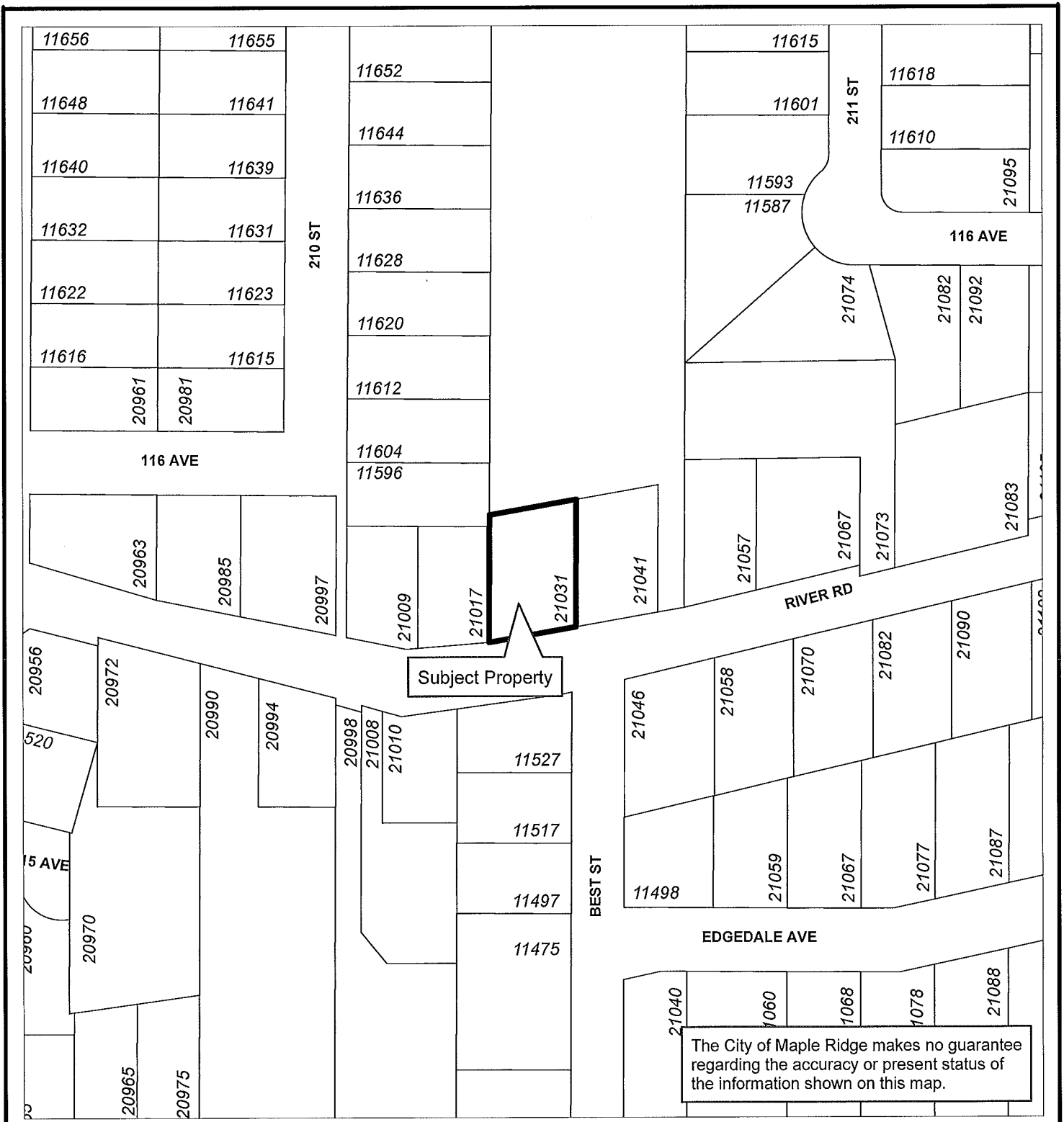
## LOCATION MAP



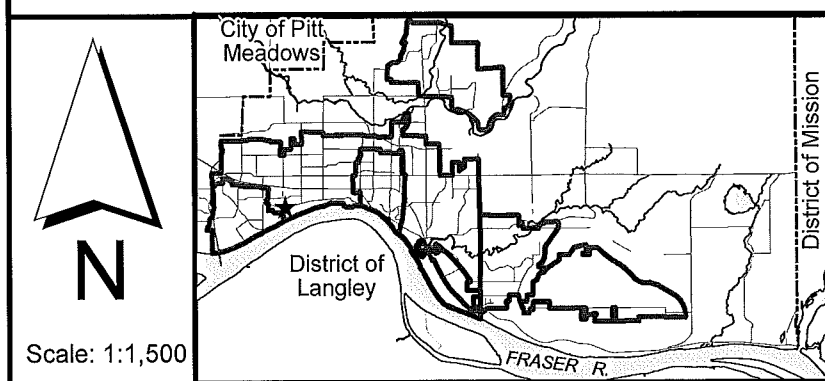
CITY OF MAPLE RIDGE  
ENGINEERING  
DEPARTMENT

DATE: APRIL 2018

FILE/DWG No SK0408



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



## 21031 River Rd

ENGINEERING DEPARTMENT

**MAPLE RIDGE**

British Columbia

**mapleridge.ca**

FILE: Subject\_Map10.4.1.mxd

DATE: Apr 24, 2018

BY: MC

**CITY OF MAPLE RIDGE  
DEVELOPMENT AGREEMENTS COMMITTEE**

May 1, 2018  
Mayor's Office

CIRCULATED TO:

Nicole Read, Mayor  
Chair

Paul Gill, Chief Administrative Officer  
Member

Catherine Schmidt, Recording Secretary

---

**1. 18-106095 BG**

LEGAL:	Lot 9 Section 16 Township 12 New Westminster District Plan LMP34938
LOCATION:	11434 233A Street
OWNER:	Joerg Reidegeld and Sylvie Dufour
REQUIRED AGREEMENTS:	Release of Covenant (BL323382)

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 18-106095 BG.**

**CARRIED**

**2. 18-108354 BG**

LEGAL:	Lot 7 Section 3 Township 12 New Westminster District Plan EPP23645
LOCATION:	10043 246B Street
OWNER:	Vida and Vlado Goltes
REQUIRED AGREEMENTS:	Secondary Suite Covenant

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 18-108354 BG.**

**CARRIED**

**3. 18-105986 BG**

LEGAL: Lot 32 Section 28 Township 12 New Westminster District  
Plan 60224

LOCATION: 23385 128 Avenue

OWNER: Deborah and David Pollock

REQUIRED AGREEMENTS: Flood Protection Covenant

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 18-105986 BG.**

**CARRIED**

**4. 2017-234-SD**

LEGAL: Lot A Section 3 Township 12 New Westminster District  
Plan EPP49494 Except Phase one Strata Plan EPS4930

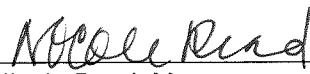
LOCATION: 24108 104 Avenue

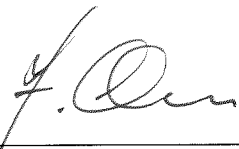
OWNER: Guards Capital Corp., Gurjeet and Surinder Dhindsa


REQUIRED AGREEMENTS: Phased Strata Reciprocal Access Agreement  
Release of Covenants BB221387, BB668088,  
BB668090

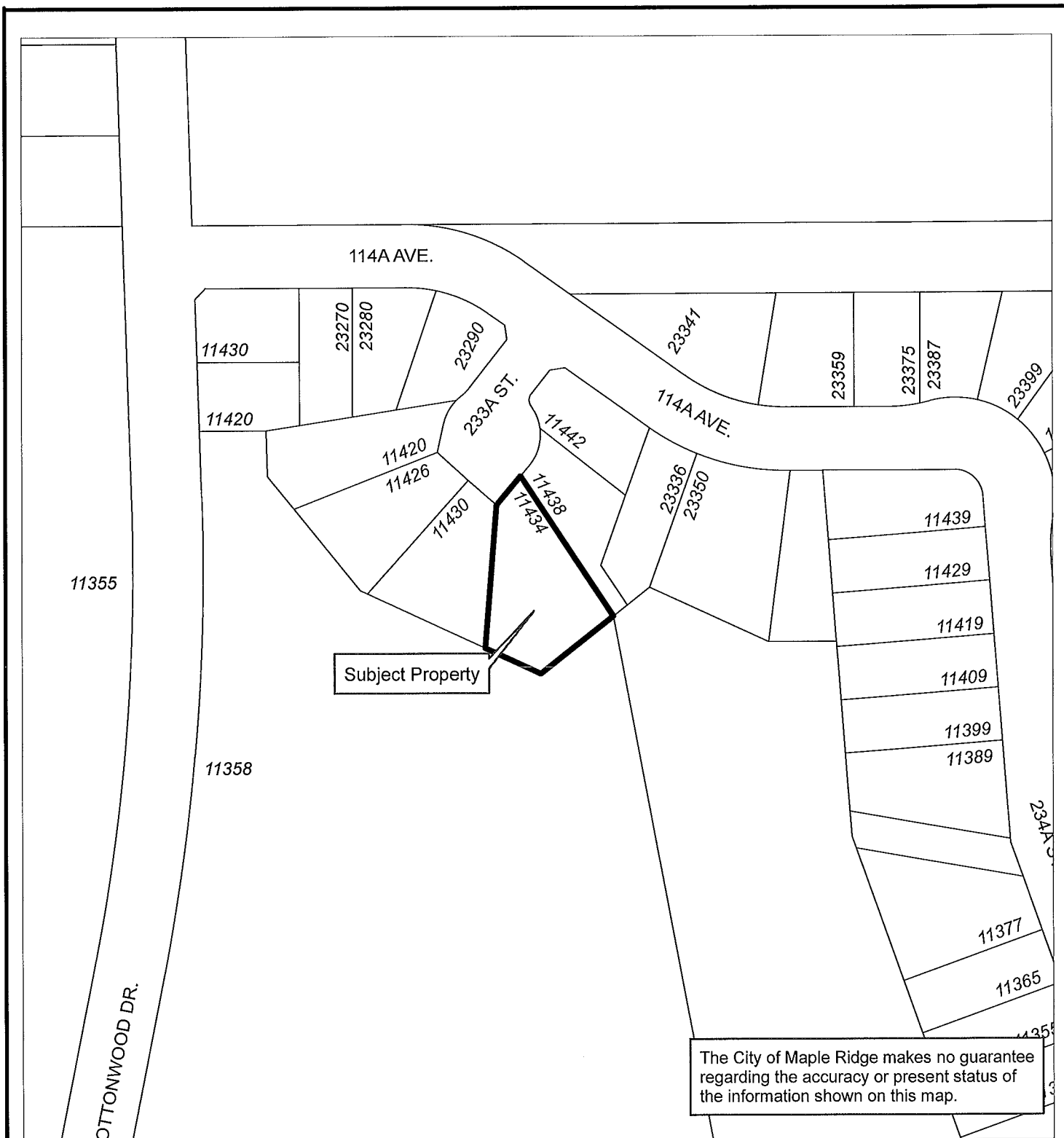
**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENTS AS THEY RELATE TO 2017-234-SD,**

**CARRIED**

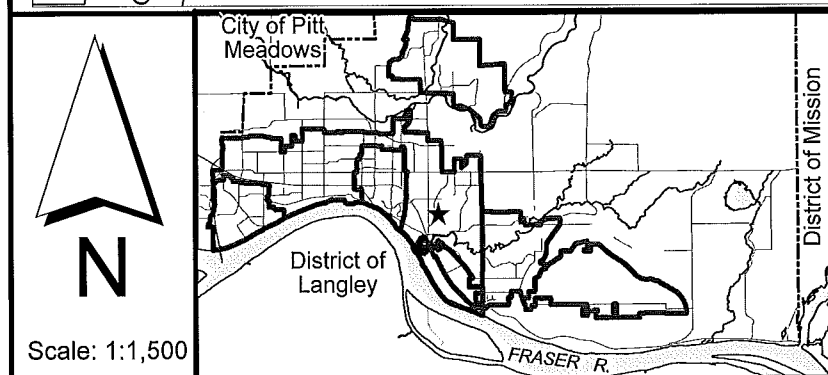
  
\_\_\_\_\_  
Nicole Read, Mayor  
Chair

  
\_\_\_\_\_  
Paul Gill, 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.



11434 233A St

ENGINEERING DEPARTMENT



MAPLE RIDGE

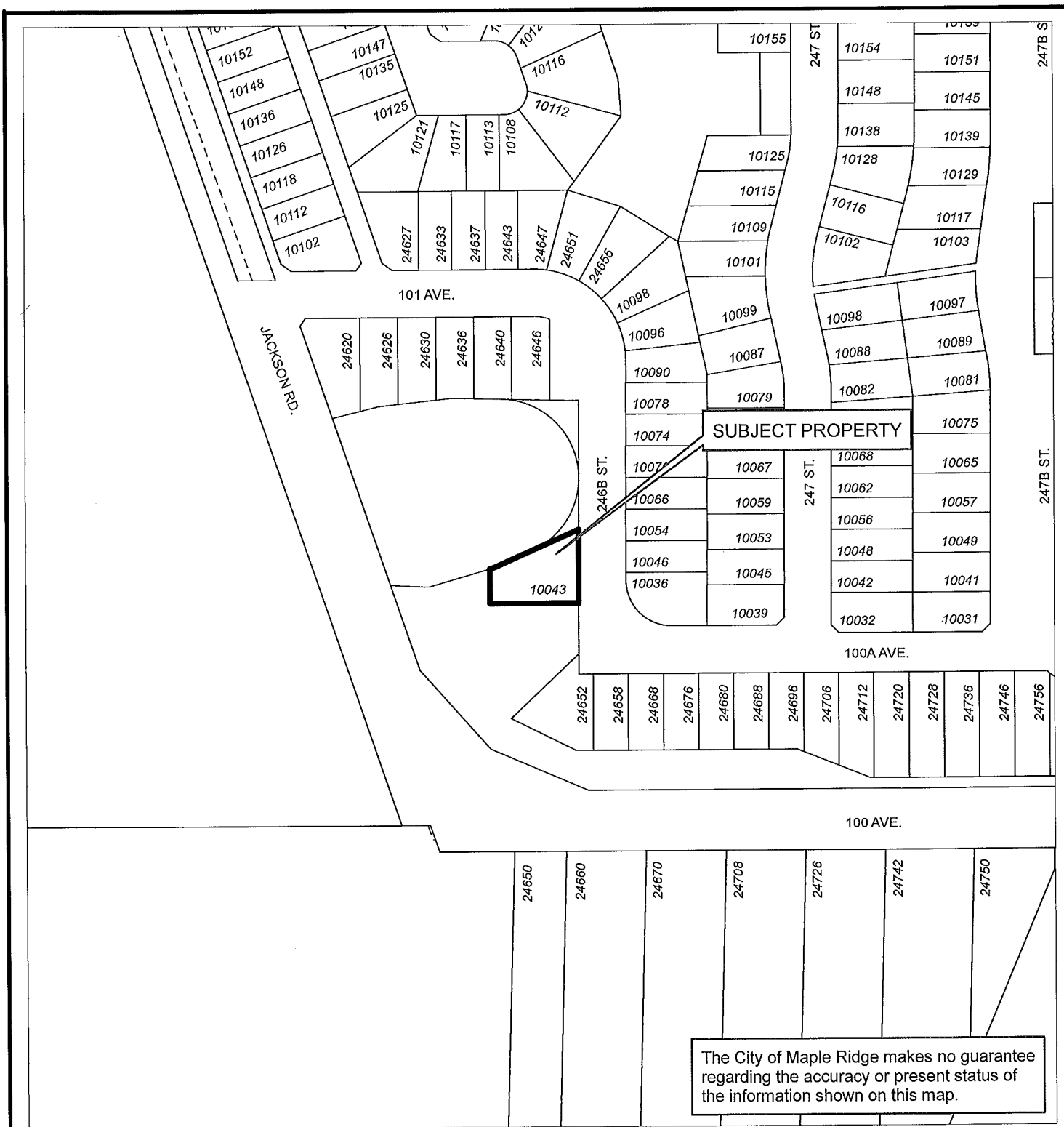
British Columbia

[mapleridge.ca](http://mapleridge.ca)

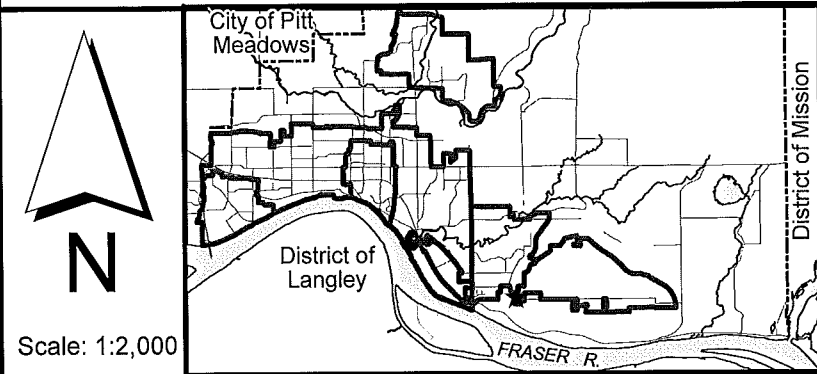
FILE: Subject\_Map10.4.1.mxd

DATE: Apr 20, 2018

BY: MC




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



10043 246B St

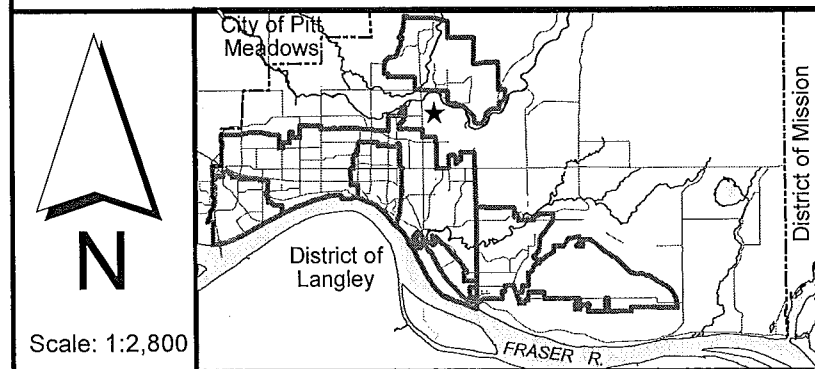
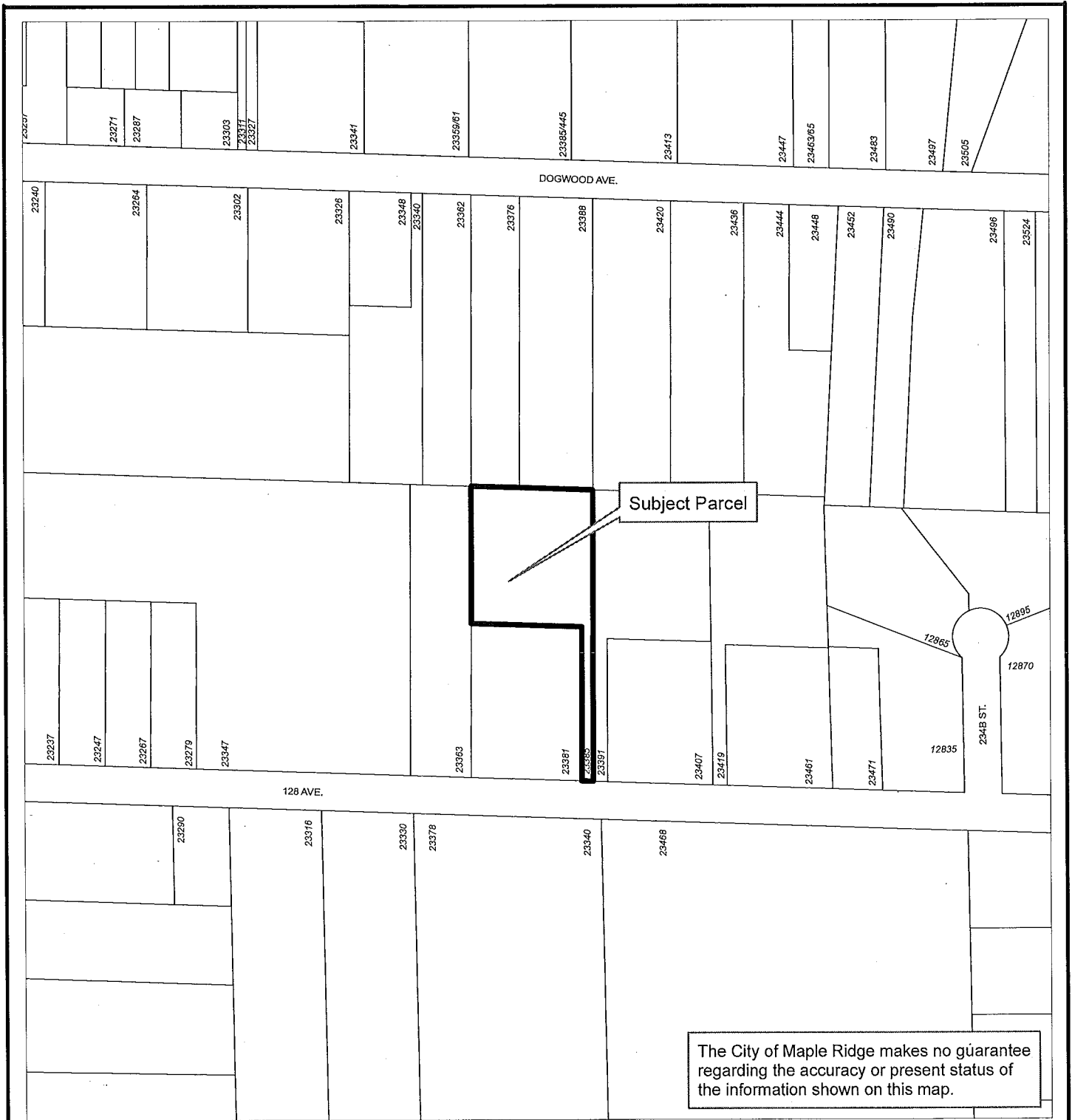
ENGINEERING DEPARTMENT

 **MAPLE RIDGE**  
British Columbia

**mapleridge.ca**

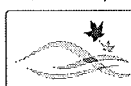
FILE: Subject\_Map10.4.1.mxd  
DATE: Apr 25, 2018

BY: NV



**23385 128 Ave**  
**Section 219 Flood Protection Covenant**

LICENCES, PERMITS & BYLAWS DEPT.



**MAPLE RIDGE**  
 British Columbia

**mapleridge.ca**

FILE: Untitled  
 DATE: Apr 27, 2018

BY: ML





## 701.2 Minutes of Meetings of Committees and Commissions of Council



**City of Maple Ridge  
ADVISORY DESIGN PANEL**

The Minutes of the Regular Meeting of the Maple Ridge Advisory Design Panel held in the Blaney at  
Maple Ridge Municipal Hall, 11995 Haney Place, Maple Ridge, British Columbia, on Wednesday,  
March 21, 2018 at 4:06 pm.

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**PANEL MEMBERS PRESENT**

Craig Mitchell, Chair	Architect
Shan Tennyson, Vice Chair	Landscape Architect
Shida Neshat-Behzadi	Architect
Stephen Heller	Landscape Architect
Steven Bartok	Architect

**STAFF MEMBERS PRESENT**

Adrian Kopystynski	Staff Liaison
Amanda Allen	Committee Clerk

---

**1. CALL TO ORDER**

**2. APPROVAL OF THE AGENDA**

R/2018-012

It was moved and seconded

That the agenda for the March 21, 2018 Advisory Design Panel meeting be approved as circulated.

CARRIED

**3. ADOPTION OF MINUTES**

R/2018-013

It was moved and seconded

That the minutes of the Maple Ridge Advisory Design Panel meeting dated February 21, 2018 be adopted as circulated.

CARRIED

#### 4. PROJECTS

##### 4.1 2016-320-DP

Applicant:	David Lee, Prism Construction
Project Architect:	John E. Kristainson
Project Landscape Architect:	Jonathan Losee
Proposal:	Mini-Warehouse
Location:	11307 Maple Crescent
File manager:	Wendy Cooper

The staff liaison provided an overview of the proposed project. The project team made a presentation of the project plans.

R/2018-014

It was moved and seconded

That File No. 2016-320-DP be supported and the following concerns be addressed as the design develops and submitted to Planning staff for follow-up:

##### Landscape Comments:

1. Replace Western Red Cedars at rear of building with smaller species such as Smaragd Cedar or similar;
2. Should the C-3 zoned portion be developed in the future, develop a contingency plan for stormwater management should a portion or all of the bioswale be removed;
3. Consider establishing uses and a plaza to integrate vibrancy to the project as a transition between the residential area across Maple Crescent and the subject industrial project;
4. Consider extending a hard surface path from the western fire access to the front of the building.

##### Architectural Comments:

1. Provide a colour and materials palette including renderings with incorporated landscaping;
2. Give further attention to the articulation detail and lighting of the rear façade;
3. Consider softening texture or materials on building façade;
4. Consider adding murals on the rear face of the building.

CARRIED

#### 5. NEW AND UNFINISHED BUSINESS

##### 5.1 Review of ADP submission package

The staff liaison reviewed the ADP submission checklist. There was discussion and evaluation of the submission checklist. The Panel suggested a category be added to the checklist that includes the following two checkbox items: Civil Engineering Drawings and Site Servicing and Grading. It was advised that Item F 2. be revised to include fencing and site furniture in the landscaping detail list. The staff liaison outlined the ADP minimum submission requirements document..

#### 6. CORRESPONDENCE - Nil

7. QUESTION PERIOD - Nil
8. ADJOURNMENT – 5:50 pm.

  
\_\_\_\_\_  
C. Mitchell, Chair

/aa

City of Maple Ridge  
***PUBLIC ART STEERING COMMITTEE MEETING MINUTES***

The Minutes of the Regular Meeting of the Public Art Steering Committee, held in the  
Coho Room, at Maple Ridge City Hall, 11995 Haney Place, Maple Ridge, British Columbia, on  
Tuesday, January 30, 2018 at 3:00 p.m.

---

**COMMITTEE MEMBERS PRESENT**

Wayne Bissky, Chair	Architect
Leanne Koehn, Vice-Chair	Community at Large Member
Councillor Duncan	City of Maple Ridge
Barbara Duncan	Arts Council Representative
Donald Luxton	Developer
Don Miskiman	Community at Large Member

**STAFF MEMBERS PRESENT**

Yvonne Chui	Manager, Arts and Community Connections
Amanda Allen	Committee Clerk

**REGRETS/ABSENTS**

Wan-Yi Lin	Artist
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**1. WELCOME AND INTRODUCTIONS**

There being a quorum present the Chair called the meeting to order at 3:10 pm.

**2. 2018 CHAIR AND VICE CHAIR ELECTIONS**

The Staff Liaison opened the floor to nominations for a Chair.

R/2018-001

It was moved and seconded

**That Wayne Bissky be elected Chair of the Public Art Steering Committee for 2018**

CARRIED

The Staff Liaison opened the floor to nominations for a Vice Chair.

R/2018-002

It was moved and seconded

**That Leanne Koehn be elected Vice Chair of the Public Art Steering Committee for 2018**

CARRIED

**3. AGENDA APPROVAL**

R/2018-003

It was moved and seconded

**That the Public Art Steering Committee agenda dated January 30, 2018 be amended to add item 7.1 Developer Public Art, that items be renumbered accordingly and that the agenda as amended be adopted.**

CARRIED

**4. MINUTES APPROVAL**

R/2018-004

It was moved and seconded

**That the Public Art Steering Committee minutes dated November 28, 2017 be approved.**

CARRIED

**5. DELEGATIONS - Nil**

**6. QUESTION PERIOD – Nil**

**7. NEW & UNFINISHED BUSINESS**

**7.1 Developer Public Art**

Barbara Duncan acknowledged that the Developer Public Art Guidelines have been on hold due to Canada 150 initiatives and proposed a return to the project as interest and feedback from developers has been positive. There was discussion around current and proposed development in Maple Ridge and how the guidelines can be an asset to the community. The Staff Liaison will schedule a Guideline review meeting and will provide a draft to members for review in advance of a discussion at an upcoming meeting.

**7.2 Cultural Plan – next steps**

The Staff Liaison advised that the Cultural Plan will be presented to Council at the February 20, 2018 Workshop meeting and invited Committee members to attend. The Staff Liaison will forward the final version of the Cultural Plan to the Committee and task group members for review.

**7.3 Merkley Park/LeBlanc Field Update**

The Staff Liaison provided an update on the project. Maple Ridge Secondary Students attended two workshops led by Glen Anderson, with Wan-Yi Lin and Susan Hayes in attendance, and developed the theme of the piece. The theme of the artwork is footsteps over the field throughout time, ranging from animal tracks and ending with the footprints of Karina LeBlanc. The Staff Liaison informed that the Opening Ceremony for the Field will be April 7, 2018 and requested a Committee member speak at the ceremony.

**7.4 Leisure Centre Public Art Call – Draft**

The Staff Liaison circulated and summarized the draft Leisure Center Public Art Call and advised that the Expression of Interest will be released next week and will close end of March. The Staff Liaison confirmed that the call outlines three possible locations for the art and that it is the artist's choice on which location(s) they propose for their art. There was

discussion and revision to the call to increase the maximum project budget to a total of \$60,000. There was discussion about Statutory Declarations and whether the Committee should consider utilizing this resource in the future with projects that have a budget greater than \$50,000.

The detailed proposal and presentation honorarium/fee to finalists for the call was discussed and the Staff Liaison reported that research indicates they are priced at 1%-2% of the project budget. At the completion of the Leisure Centre Public Art Call, the Committee would like to solicit feedback from the artists who applied with regards to the honorarium amount.

R/2018-005

It was moved and seconded

**That a subcommittee be formed consisting of Don Luxton (alternate: Leanne Koehn) and Barbara Duncan (alternate: Don Miskiman) to review the selection for the Leisure Centre Public Art Call.**

CARRIED

#### **7.5 New Parks, Recreation & Culture Civic Infrastructure - Considerations**

The Staff Liaison reported that the Alternate Approval Process is underway and that City staff will be meeting to discuss potential facilities that could be targeted for public art. The Staff Liaison requested the Committee begin to strategically think of possible locations for art in the proposed facilities. Discussion around whether the Developer Public Art Guidelines could generate additional funds useful for these types of public art pieces.

Note: The Chair left meeting at 4:13pm. He did not return.

Note: The Vice Chair assumed the Chair.

Note: The Vice Chair excused herself from discussion of Item 7.6 due to conflict of interest and Donald Luxton assumed the Chair

#### **7.6 Community Public Art Grant – March 30 deadline**

The Staff Liaison reported that a grant request has been received from the Art Studio Tour. In celebration of their 20<sup>th</sup> anniversary, the Art Studio Tour is proposing a 'Faces over the Fence: Discover the Artists in Your Neighbourhood' project which will engage residents at the different events and festivals of 2018. The artists will work with event /festival goers to help them build and create their portrait to attach to the ever-growing fence.

R/2018-006

It was moved and seconded

**That the Public Art Steering Committee approve a \$1500 grant to the Maple Ridge Pitt Meadows Art Studio Tour for the 'Faces over the Fence' project through the Community Public Art Program.**

CARRIED

Note: The Vice Chair returned to meeting at 4:37pm and resumed as Chair.

**7.7 Artist in Residence Program – next intake call for 2019 and program update**

The Staff Liaison reported that the term for the current Artists in Residence, Kat Wahama and Robi Smith will conclude in January 2019. The Staff Liaison recommends a review of the Artist in Residence program. Discussion on forming a subcommittee to review the program, the program partners, and to gather feedback from the existing artists. The Staff Liaison will provide a summary of the key points of the program and outline funding opportunities for review and further discussion.

**7.8 Annual reporting to Council – May**

The Staff Liaison advised that the annual PASC presentation to Council, which highlights Committee accomplishments and future plans, is scheduled for May.

**8. ROUNDTABLE**

Barbara Duncan acknowledged the new exhibition with Roger Luko. Life drawing classes will be moved from Yennadon Elementary to the Art Gallery and will be held Thursday evenings starting in March.

Note: Councillor Duncan left the meeting at 4:56 pm

Don Miskiman shared details of a recent trip to the Vancouver Art Gallery. The City of Abbotsford is developing two parkettes that will include public art.

Donald Luxton reported on the opening of the Burrard Bridge and advised the historic braziers have been refurbished and celebratory lighting on bridge can be turned any colour. Haney House making great progress in returning the house to a much more accurate and authentic heritage site.

Leanne Koehn advised that Earth Day is April 21, 2018 and has a theme of DIY: Make it, Grow it, Fix it, Share it. There are several Earth Day lead up events scheduled in March/April and can be found on the website [www.mrearthday.ca](http://www.mrearthday.ca). A penny floor has been installed at the Hammond Forever House and a two minute video of the process can be viewed at [www.hammondfh.ca](http://www.hammondfh.ca).

Yvonne Chui reported the opening of the restored Haney House is tentatively planned for May. Heritage Week begins February 19, 2018 and the Heritage Awards are scheduled for February 22, 2018 at St. Andrews Church. Ms. Chui thoroughly enjoyed and recommends the Surrey Art Gallery's exhibit "Many Visions, Many Versions: Art from Indigenous Communities in India".

**9. ADJOURNMENT**

It was moved and seconded

~~That the meeting be adjourned at 5:11 pm.~~

  
Leanne Koehn, Vice Chair

/aa





**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** 2018 Council Expenses

**MEETING DATE:** May 8, 2018  
**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 date. 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.

***"original signed by Cindy Dale"***

---

Prepared by: Cindy Dale  
Executive Assistant, Corporate & Financial Services

***"original signed by Trevor Thompson"***

---

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

***"original signed by Paul Gill"***

---

Approved by: Paul Gill, BBA, CPA, CGA  
Chief Administrative Officer

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Mileage / Parking	Cell Phones / iPads	Totals
<b>Bell, Corisa</b>						
January	Portable electronic device charges (e.g. Ipad)				17.12	
	Local Government Leadership Academy (LGLA) Conference	156.60				
February	South Asian Cultural Society Gala		110.00			
	Portable electronic device charges (e.g. Ipad)				17.12	
	Alouette Addictions Fundraiser		60.00			
March	Portable electronic device charges (e.g. Ipad)				17.12	
	MR Chamber of Commerce Business Excellence Awards		125.00			
April						
May						
June						
July						
August						
September						
October						
November						
December						
		<b>156.60</b>	<b>295.00</b>	<b>-</b>	<b>51.36</b>	<b>502.96</b>
<b>Duncan, Kiersten</b>						
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	Portable electronic device charges (e.g. Ipad)				17.12	
	Cell phone charges				42.95	
April						
May						
June						
July						
August						
September						
October						
November						
December						
		<b>758.44</b>	<b>110.00</b>	<b>-</b>	<b>176.67</b>	<b>1,045.11</b>

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Mileage / Parking	Cell Phones / iPads	Totals
<b>Masse, Bob</b>						
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
		-	-	-	-	-
<b>Read, Nicole</b>						
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	Portable electronic device charges (e.g. Ipad)				17.12	
	Cell phone charges				47.52	
April						
May						
June						
July						
August						
September						
October						
November						
December						
		-	-	-	176.14	176.14

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Mileage / Parking	Cell Phones / iPads	Totals
<b>Robson, Gordy</b>						
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						
May						
June						
July						
August						
September						
October						
November						
December						
		-	110.00	-	12.84	122.84
<b>Shymkiw, Tyler</b>						
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						
May						
June						
July						
August						
September						
October						
November						
December						
		-	110.00	-	12.84	122.84

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Mileage / Parking	Cell Phones / iPads	Totals
<b>Speirs, Craig</b>						
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	Portable electronic device charges (e.g. Ipad)				4.28	
	MR Chamber of Commerce Business Excellence Awards		125.00			
	Cell phone charges				42.80	
April						
May	Federation of Canadian Municipalities (FCM) Conference	1,796.20				
June						
July						
August						
September						
October						
November						
December						
		1,796.20	235.00	-	143.43	2,174.63
<b>TOTALS</b>						
		2,711.24	860.00	0.00	573.28	4,144.52

800     *Unfinished Business*



## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** **First Reading**  
**Zone Amending Bylaw No. 7449-2018**  
**22108, 22118, 22126, 22136, 22146, 22154, and**  
**22164 Lougheed Highway**

**MEETING DATE:** April 10, 2018  
**FILE NO:** 2018-084-RZ  
**MEETING:** Council

---

### EXECUTIVE SUMMARY:

An application has been received to rezone the subject properties, located at 22108, 22118, 22126, 22136, 22146, 22154, and 22164 Lougheed Highway, from RS-1 (One Family Urban Residential) to RM-2 (Medium Density Apartment Residential) to allow for a four to five storey apartment building with approximately 120 to 150 units and underground parking.

To proceed further with this application additional information is required as outlined below. Pursuant to Council Policy 6.31, this application is subject to the Community Amenity Contribution charge of approximately \$3,100 per apartment dwelling unit created.

### RECOMMENDATIONS:

1. That Zone Amending Bylaw No. 7449-2018 be given first reading; and
2. That the applicant provide further information as described on Schedules C and D of the Development Procedures Bylaw No. 5879-1999.

### DISCUSSION:

#### a) Background Context:

Applicant:	R. Acharya, Land Vision Solutions Inc.
Legal Descriptions:	Lots 4 through 10, District Lot 397, Group 1, New Westminster District Plan 8614
OCP:	
Existing:	Low Rise Apartment
Proposed:	Low Rise Apartment
Zoning:	
Existing:	RS-1 (One Family Urban Residential)
Proposed:	RM-2 (Medium Density Apartment Residential)
Surrounding Uses:	
North:	Use: Church
	Zone: P-4 (Place of Worship)
	Designation: Institutional



South:	Use:	Single Family Residential
	Zone:	RS-1 (One Family Urban Residential)
	Designation:	Single Family Residential
East:	Use:	Salvation Army Caring Place
	Zone:	C-3 (Town Centre Commercial)
	Designation:	Town Centre Commercial
West:	Use:	Single Family Residential
	Zone:	RS-1 (One Family Urban Residential)
	Designation:	Urban Residential
Existing Use of Properties:		Single Family Residential
Proposed Use of Property:		Multi-Family Residential
Combined Site Area:		0.57 ha (1.4 acres)
Access:		Lane south of Lougheed Highway
Servicing requirement:		Urban Standard

**b) Site Characteristics:**

The seven subject properties, located at 22108, 22118, 22126, 22136, 22146, 22154, and 22164 Lougheed Highway, are located on the south side of Lougheed Highway, between 221 Street and the Haney Bypass. The properties are relatively flat and are currently occupied by single family residences (see Appendices A and B).

**c) Project Description:**

The applicant is proposing to rezone the seven subject properties from RS-1 (One Family Urban Residential) to RM-2 (Medium Density Apartment Residential) to allow for a four to five storey apartment building with approximately 120 to 150 units and underground parking. The applicant is proposing a mix of studio, one bedroom and two bedroom units. A variance would be required to the RM-2 (Medium Density Apartment Residential) zone to allow for a five storey apartment building; however, the applicant has not yet determined the design of the building and if they will be seeking this variance or not.

At this time the current application has been assessed to determine its compliance with the Official Community Plan (OCP) and provide a land use assessment only. Detailed review and comments will need to be made once full application packages have been received. A more detailed analysis and a further report will be required prior to second reading. Such assessment may impact proposed lot boundaries and yields, OCP designations and Bylaw particulars, and may require application for further development permits.

**d) Planning Analysis:**

**Official Community Plan:**

The subject properties are located at the western edge of the South of Lougheed (SOLO) precinct in the Town Centre Area Plan and are currently designated *Low Rise Apartment*. This designation is intended for development in a three to five storey apartment form where units are accessed from an internal corridor and residential parking is provided underground.

The following OCP policies would also apply to this rezoning application:

*3-31 Maple Ridge supports the provision of rental accommodation and encourages the construction of rental units that vary in size and number of bedrooms.*

*3-32 Maple Ridge supports the provision of affordable, rental and special needs housing throughout the District.*

*3-33 Maple Ridge will encourage housing that incorporates “age-in-place” concepts and senior housing designed to accommodate special needs.*

The applicant has not indicated how they intend to meet the above-referenced policies at this point; however this will be discussed in a future second reading report to Council.

**Housing Action Plan:**

Maple Ridge’s vision and commitment to towards housing is encompassed in this statement contained in the Maple Ridge Housing Action Plan (MRHAP):

*“Access to safe, affordable, and appropriate housing that meets the diverse and changing needs of the community is a priority.”*

The current application will provide approximately 120-150 new apartments in the Town Centre; however, it does not improve the diversity or choice of market rate, owner-occupied residential units as it only offers one and two bedroom units. As mentioned previously, it also does not address the need for rental, affordable, special needs or age-in place housing at this time, which have been fulfilled by other recent applications around the Town Centre Area.

**Zoning Bylaw:**

The applicant is proposing to rezone the seven subject properties from RS-1 (One Family Urban Residential) to RM-2 (Medium Density Apartment Residential) (see Appendix C) to allow for a four to five storey apartment building with approximately 120 to 150 units and underground parking (see Appendix D). The applicant is proposing a mix of studio, one bedroom and two bedroom units.

The minimum lot size for the proposed RM-2 (Medium Density Apartment Residential) zone is 0.13 ha (0.3 acres) and the proposed consolidated lot area is approximately 0.57 ha (1.4 acres). Any variations from the requirements of the proposed zone will require a Development Variance Permit application.

**Development Permits:**

Pursuant to Section 8.11 of the OCP, a Town Centre Development Permit for the South of Lougheed precinct is required for all multi-family residential, flexible mixed use and commercial development located in the Town Centre.

**Advisory Design Panel:**

A Town Centre Development Permit is required and must be reviewed by the Advisory Design Panel prior to second reading.

**Development Information Meeting:**

A Development Information Meeting is required for this application. Prior to second reading the applicant is required to host a Development Information Meeting in accordance with Council Policy 6.20.

**e) Interdepartmental Implications:**

In order to advance the current application, after first reading, comments and input, will be sought from the various internal departments and external agencies listed below:

- a) Engineering Department;
- b) Operations Department;
- c) Fire Department;
- d) Building Department;
- e) School District;
- f) Ministry of Transportation and Infrastructure; and
- g) Canada Post.

The above list is intended to be indicative only and it may become necessary, as the application progresses, to liaise with agencies and/or departments not listed above.

This application has not been forwarded to the Engineering Department for comments at this time; therefore, an evaluation of servicing requirements has not been undertaken. We anticipate that this evaluation will take place between first and second reading.

**f) Intergovernmental Implications:**

The Ministry of Transportation and Infrastructure (MOTI) has a Haney Bypass Intersection Improvement Project underway. This development application will be referred to MOTI after first reading to determine if they have any concerns or requirements that will impact the proposed development. MOTI will need to approve of Zoning Bylaw No. 7449-2018 prior to the bylaw obtaining final reading.

**g) Development Applications:**

In order for this application to proceed, the following information must be provided as required by *Development Procedures Bylaw No. 5879-1999*, as amended:

1. A complete Rezoning Application (Schedule C); and
2. A Town Centre Development Permit Application (Schedule D).

The above list is intended to be indicative only, other applications may be necessary as the assessment of the proposal progresses.

## CONCLUSION:

The development proposal is in compliance with the OCP, therefore, it is recommended that Council grant first reading subject to additional information being provided and assessed prior to second reading.

“Original signed by Michelle Baski”

---

**Prepared by:** Michelle Baski, ASCT, MA  
Planner 2

“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

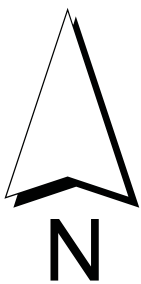
“Original signed by Frank Quinn”

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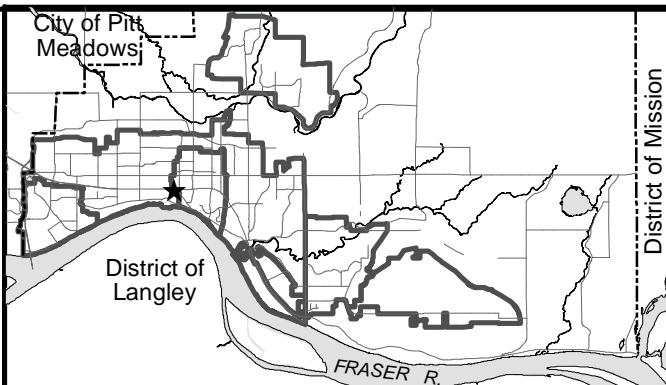
**Concurrence:** Paul Gill, CPA, CGA  
Chief Administrative Officer

The following appendices are attached hereto:

Appendix A – Subject Map  
Appendix B – Ortho Map  
Appendix C – Zone Amending Bylaw No. 7449-2018  
Appendix D – Proposed Site Plan



Scale: 1:2,500



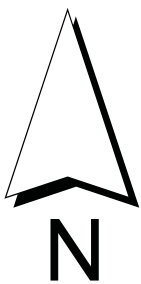
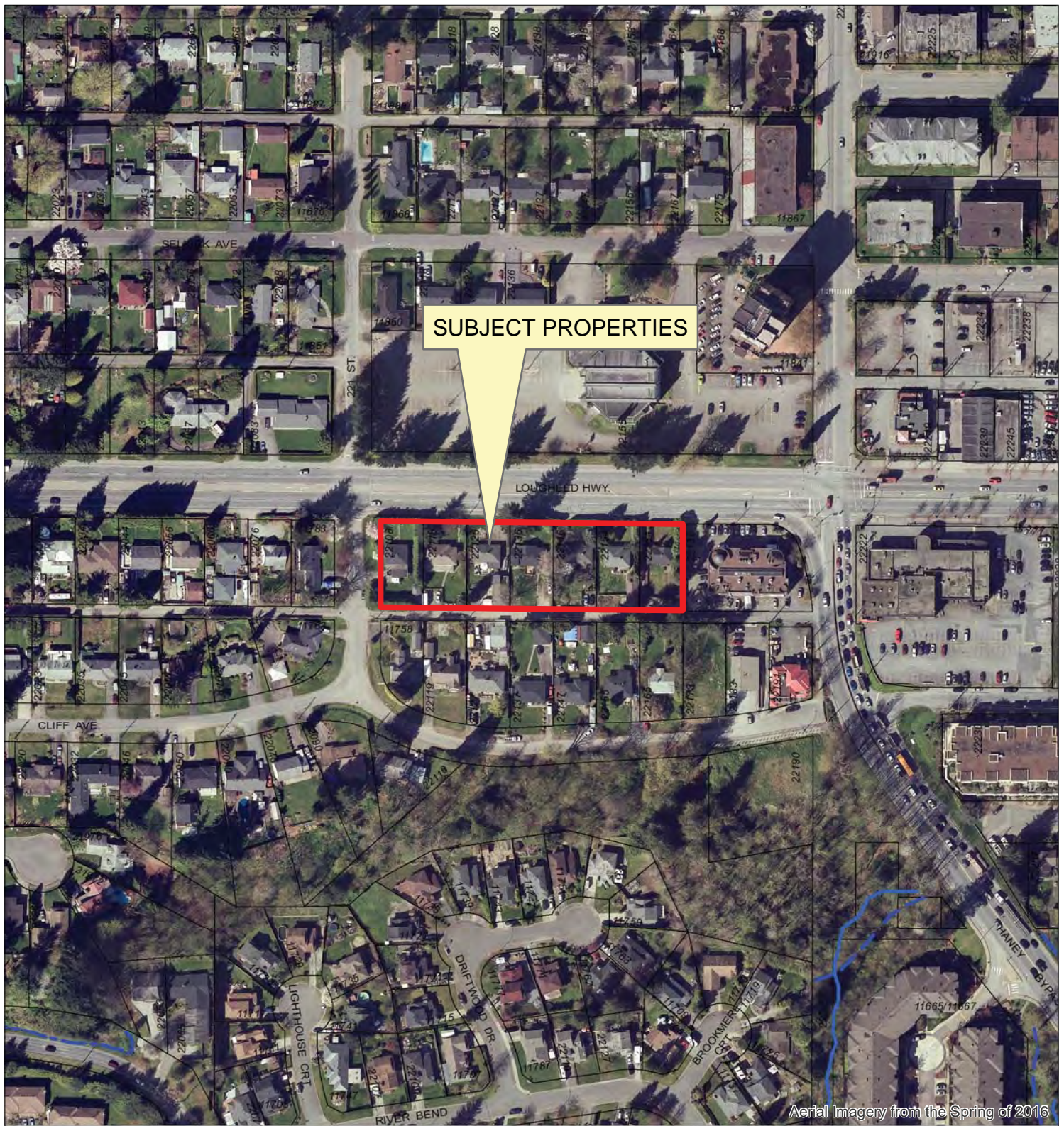
22108 - 22164 Lougheed Hwy



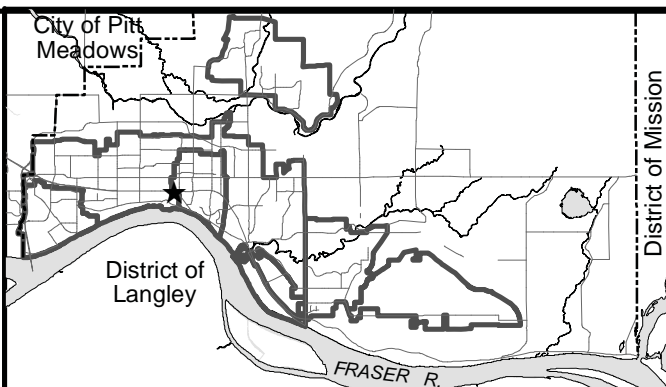
2018-084-RZ  
DATE: Mar 8, 2018

BY: JV





Scale: 1:2,500



22108 - 22164 Lougheed Hwy



2018-084-RZ  
DATE: Mar 8, 2018

BY: JV



## APPENDIX C

**CITY OF MAPLE RIDGE  
BYLAW NO. 7449-2018**

A Bylaw to amend Map "A" forming part of Zoning Bylaw No. 3510 - 1985 as amended

**WHEREAS**, it is deemed expedient to amend Maple Ridge Zoning Bylaw No. 3510 - 1985 as amended;

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7449-2018."
2. Those parcels or tracts of land and premises known and described as:

Lot 4 District Lot 397 Group 1 New Westminster District Plan 8614  
 Lot 5 District Lot 397 Group 1 New Westminster District Plan 8614  
 Lot 6 District Lot 397 Group 1 New Westminster District Plan 8614  
 Lot 7 District Lot 397 Group 1 New Westminster District Plan 8614  
 Lot 8 District Lot 397 Group 1 New Westminster District Plan 8614  
 Lot 9 District Lot 397 Group 1 New Westminster District Plan 8614  
 Lot 10 District Lot 397 Group 1 New Westminster District Plan 8614

and outlined in heavy black line on Map No. 1756 a copy of which is attached hereto and forms part of this Bylaw, are hereby rezoned to RM-2 (Medium Density Apartment Residential).

3. Maple Ridge Zoning Bylaw No. 3510 - 1985 as amended and Map "A" attached thereto are hereby amended accordingly.

**READ** a first time the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**READ** a second time the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**PUBLIC HEARING** held the       day of       , 20

**READ** a third time the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**APPROVED** by the Ministry of Transportation and Infrastructure this       day of       , 20       .

**ADOPTED,** the            day of            , 20

**PRESIDING MEMBER**

CORPORATE OFFICER





APPENDIX D



SITE RECONCILIATION:

CIVIC ADDRESSES:  
22108, 22118, 22126, 22136, 22146, 22154 and 22164  
Lougheed Hwy Maple Ridge BC

ZONING INFORMATION:

Existing Zoning: RS-1 (One Family Urban Residential)  
Proposed Zoning: RM-2 (Medium Density Apartment Residential)

Consolidated Gross Lot area: 5,663 sq m (60,956.02 sq ft)  
Total anticipated road dedication area: approx 109.50 sq m (1178.65 sq ft)  
Consolidated Net Lot area: 5,553.50 sq m (59777.38 sq ft)

Lot Setbacks: required 7.5 m from all lot line.  
Lot Density: permitted FSR 1.8 times the Net Lot Area  
Total Gross Floor Area= 9,996.3 sq m (107599.27 sq ft), excluding underground parkade area, indoor common activity area (1 sq m per unit), common corridors, staircase/elevator shafts, balconies, patios, storage/mechanical rooms, long term bike storage areas, etc.  
If four storeys are supported, this would translate to 2,499 sq m per floor and if five storeys are supported, this would translate to 1,999 sq m per floor.

Building Height: 15.0 m

Usable Open Space: 20% of consolidated lot area= 1,132.6 sq m (12,151.2 sq ft) which is provided within the setbacks and at the pedestrian entrance.

Common Activity Area: 1 sq m per unit will be provided indoor and deducted from the Usable Open Space requirement

Resident Parking: the development site lies within the Central Business District of the Town Centre Area, hence the following ratio applies: (the proposed units may vary between 120-150, depending on the mix of Studio, One bedroom or Two bedroom. 10% of the spaces will be for small cars. The parking ratio will apply accordingly based on the requirements stated below)

Bachelor unit = 0.9 spaces/unit  
1 bedroom unit = 1 space/unit  
2 bedroom unit = 1.5 spaces/unit  
3 bedroom unit = 2.2 spaces/unit

Visitor Parking: 0.10 space/unit where on-street supply available and 0.20 space/unit - where on-street supply is not available

Bicycle Parking:  
Long term: 1 space per 4 units (will be proposed in the underground parkade)  
Short term: 6 spaces for every 20 units (will be proposed at the pedestrian main entrance along the lane)  
The number of short-term and long-term parking spaces required will depend on the total number of units, to be determined.

REV	DESCRIPTION	BY	DATE
REVISIONS:			

SITE: 22108,22118,22126,22136,22146,22154,22164 LOUGHEED HWY, MAPLE RIDGE, BC		A-01		22108	08-MAR-18
TITLE: PRELIMINARY SITE PLAN		DRAWING NO.	PROJECT NO.	DATE	
		1:500	RA	RA	0
		SCALE AT A4	DRAWN	CHECKED	REVISION



**Land Vision Solutions Inc**  
www.LandSolutionsBC.com  
Tel: +1 (604) 283-5797 Fax: +1 (604) 283-4693  
info@landvisionsolutionsbc.com

1000 Bylaws

**CITY OF MAPLE RIDGE  
BYLAW NO. 7447-2018**

A Bylaw to Authorize the City of Maple Ridge to enter into a  
Housing Agreement for 11907 228<sup>th</sup> Street.

---

**WHEREAS**, pursuant to Section 483 of the Local Government Act, as amended, Council may, by bylaw, enter into a housing agreement under that Section;

**AND WHEREAS** Council and Maple Ridge – Pitt Meadows Community Services Council wishes to enter into a housing agreement for the subject properties at 11907 228 Street;

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

This bylaw may be cited as “11907 228 Street Housing Agreement Bylaw No. 7447-2018”.

1. By this bylaw Council authorizes the City to enter into a housing agreement with Maple Ridge – Pitt Meadows Community Services Council 96355, in respect to the following land:

Lot B Block 3 District Lot 401 Group 1 New Westminster District Plan 21553

2. The Mayor and Corporate Officer are authorized to execute the housing agreement and all incidental instruments on behalf of the City of Maple Ridge.
3. Schedule A, attached to this Bylaw, is incorporated into and forms part of this Bylaw.
4. This Bylaw shall take effect as of the date of adoption hereof.

**READ** a first time the 10<sup>th</sup> day of April, 2018.

**READ** a second time the 10<sup>th</sup> day of April, 2018.

**READ** a third time the 10<sup>th</sup> day of April, 2018.

**ADOPTED** the            day of            , 20

---

**PRESIDING MEMBER**

---

**CORPORATE OFFICER**

**PART 2 – TERMS OF INSTRUMENT**

**LAND TITLE ACT  
SECTION 219 COVENANT AND HOUSING AGREEMENT  
(2017-385-DVP)**

**BETWEEN:**

**MAPLE RIDGE – PITT MEADOWS COMMUNITY SERVICES COUNCIL**

11907–228th Street, Maple Ridge, BC V2X 8G8  
(hereinafter called the “Covenantor”)

OF THE FIRST PART

**AND:**

**CITY OF MAPLE RIDGE**

11995 Haney Place  
Maple Ridge, BC V2X 6A9

(hereinafter called the “City”)

OF THE SECOND PART

**WHEREAS:**

A. The Covenantor is the registered owner of or has an equity of redemption in certain lands situate in the City of Maple Ridge, in the Province of British Columbia, and more particularly known and described as:

PID: PID: 016-029-500

Lot: B, D.L.: 401, Block: 3, Plan: NWP21553

(hereinafter called the “Lands”).

B. The Covenantor has proposed that the Lands be developed to contain office space and to provide 94 rental accommodation dwelling units.

C. The Covenantor and the City wish to enter into this Agreement to restrict the use of housing units to be constructed on the Lands, on the terms and conditions of this Agreement, to have effect as both a covenant under section 219 of the *Land Title Act* and a housing agreement under section 483 of the *Local Government Act*.

D. The City has adopted a by-law under section 483 of the *Local Government Act* to authorize this Agreement as a housing agreement.

NOW THEREFORE in consideration of the premises and the covenants herein contained, the payment of the sum of One Dollar (\$1.00) paid by the City to the Covenantor, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties covenant and agree, pursuant to section 483 of the *Local Government Act* and section 219 of the *Land Title Act* (British Columbia) as follows:

**Definitions**

1. In this Agreement:

- (a) “Dwelling Units” means all residential dwelling units located or to be located on the Lands whether those dwelling units are lots or parcels, or parts or portions thereof, into which ownership or right of possession of occupation of the Lands may be subdivided

(hereinafter defined) and includes single family detached dwellings, duplexes, townhouses, auxiliary residential dwelling units, rental apartments and strata lots in a building strata plan;

- (b) "Lands" means the land described in item 2 of the General Instrument, including any buildings now or hereafter located on the aforementioned lands, and any part or a portion of such land or building into which said land or building is or may at any time be subdivided;
- (c) "Subdivide" means to divide, apportion, consolidate or subdivide the Lands, or the ownership or right to possession or occupation of the Lands into two or more lots, parcels, parts, portion or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, or otherwise, and includes the creation, conversation, organization or development of "cooperative interest" or "shared interest in land" as defined in the *Real Development Marketing Act*.
- (d) "Tenancy Agreement" means a residential tenancy agreement as defined in, and subject to, the *Residential Tenancy Act* (British Columbia) or its successor legislation.
- (e) "Below-market rental housing" means housing with rents equal to, or lower than, average rates in private-market rental housing.

#### **Use, Occupancy, Subdivision and No Separate Sale Restrictions**

2. The Covenantor covenants and agrees with the City that:

- (a) all Dwelling Units shall only be used to provide below-market rental housing;
- (b) all Dwelling Units shall remain as below-market rental housing in perpetuity;
- (c) all Dwelling Units shall be rented in accordance with the *Residential Tenancy Act* where applicable;
- (d) no Dwelling Unit may be occupied except by an individual who occupies pursuant to a Tenancy Agreement or other such agreement that meets the requirements of this section;
- (e) the Lands shall not be Subdivided;
- (f) the existence of this Agreement and the occupancy restrictions that apply to the Dwelling Unit are specified in every Tenancy Agreement or other such agreement;
- (g) upon 30 days of written demand by the City, the Covenantor will deliver a copy of any, or each current Tenancy Agreement for any Dwelling Unit to the City's Director of Planning, unless prohibited from doing so by a court of competent jurisdiction;
- (h) within 30 days of written demand by the City, the Covenantor must, in respect of any Dwelling Unit, deliver to the City a statutory declaration in the form attached as Schedule A or such other form as may be determined from time to time by the City, sworn by the Covenantor or a director or officer of the Covenantor containing all the information required to complete the statutory declaration. The Covenantor hereby irrevocably authorizes City to make such inquiries as it considers necessary and reasonable in order to confirm that the Covenantor is complying with this Agreement, and irrevocably authorizes and directs the recipient of the request for information from the City to provide such information to the City.

### **Specific Performance**

3. The Covenantor agrees that because of the public interest in ensuring that all of the matters described in this Agreement are complied with, the public interest strongly favours the award of a prohibitory or mandatory injunction, or an order for specific performance or other specific relief, by the Supreme Court of British Columbia at the instance of the City, in the event of an actual or threatened breach of this Agreement.

### **Notice of Housing Agreement**

4. For clarity, the Covenantor acknowledges and agrees that:
  - (a) this Agreement constitutes both a covenant under section 219 of the *Land Title Act* and a housing agreement entered into under section 483 of the *Local Government Act*.
  - (b) the City is required to file a notice of this Housing Agreement in the Land Title Office against title to the Lands as required by s. 483 of the *Local Government Act* and may register this Agreement as a Section 219 Covenant as a charge against the Lands, with priority over all other charges of whatsoever nature except for those charges approved by the City; and
  - (c) once the notice of Housing Agreement and the s. 219 Covenant are filed, this Agreement binds all persons who acquire an interest in the Lands.

### **No Obligation to Enforce**

5. The rights given to the City by the Agreement are permissive only and nothing in this Agreement imposes any legal duty of any kind on the City to anyone, or obliges the City to enforce this Agreement, to perform any act or to incur any expense in respect of this Agreement.

### **No Effect on Law or Powers**

6. This Agreement does not:
  - (a) affect or limit the discretion, rights duties or powers of the City or the approving officer for the City under the common law or any statute, by-law or other enactment nor does this Agreement create or give rise to, nor do the parties intend this Agreement to create, any implied obligations concerning such discretionary rights, duties or powers;
  - (b) affect or limit the common law or any statute, by-law or other enactment applying to the Lands; or
  - (c) relieve the Covenantor from complying with any common law or any statute, regulation, by-law or other enactment.

### **Indemnity**

7. The Covenantor hereby releases the City, and indemnifies and saves the City harmless, from and against any and all actions, causes of actions, suits, claims (including claims for injurious affection), cost (including legal fees and disbursements), expenses, debts, demands, losses



(including economic loss) and liabilities of whatsoever kind arising out of or in any way due or relating to the granting or existence of this Agreement, the restrictions or obligations contained in this Agreement or the performance or non-performance by the Covenantor of this Agreement that the City is or may become liable for, incur or suffer.

### **Priority**

8. The Covenantor will do everything necessary, at the Covenantor's expense, to ensure that this Agreement is registered against title to the Lands in priority to all liens, charges and encumbrances registered or pending registration against title to the Lands save and except those specifically approved in writing by the City and those in favour of the City.

### **Waiver**

9. An alleged waiver of any breach of this Agreement is effective only if it is an express waiver in writing of the breach. A waiver of a breach of this Agreement does not operate as a waiver of any other breach of this Agreement.

### **Interpretation**

10. In this Agreement:
  - (a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;
  - (b) reference to a particular numbered section or article, or to a particular lettered Schedule, is a reference to the correspondingly numbered or lettered article, section or Schedule of this Agreement;
  - (c) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
  - (d) the word "enactment" has the meaning given to it in the *Interpretation Act* (British Columbia) on the reference date of this Agreement;
  - (e) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided;
  - (f) reference to "party" or the "parties" is a reference to a party, or the parties, to this Agreement and their respective successors, assigns, trustees, administrators and receivers;
  - (g) time is of the essence; and
  - (h) reference to a "day", "month" or "year" is a reference to a calendar day, calendar month, or calendar year unless otherwise expressly provided.

### **Further Acts**

11. The covenantor will do everything reasonably necessary to give effect to the intent of this Agreement, including execution of further instruments.

### **Severance**

12. If any part of this Agreement is held to be invalid, illegal or unenforceable by a court having the jurisdiction to do so, that part is to be considered to have been severed from the rest of this

Agreement and the rest of this Agreement remains in force unaffected by that holding or by the severance of that part.

### No Other Agreements

13. This Agreement is the entire agreement between the parties regarding its subject and it terminates and supersedes all other agreements and arrangements regarding its subject.

### Enurement

14. This Agreement binds the parties to it and their respective successors, heirs, executors and administrators.

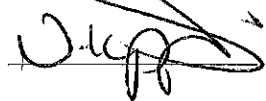
### Deed and Contract

15. By executing and delivering this Agreement each of the parties intends to create both a contract and a deed executed and delivered under seal.

As evidence of their agreement to be bound by the Agreement, the Covenantor and the City have executed the *Land Title Act* (British Columbia) Form C as the case may be, attached to and forming part of this Agreement.

Dated at Maple Ridge, BC, 25 day of April 2018

MAPLE RIDGE PITT MEADOWS COMMUNITY SERVICES COUNCIL 9635S, by its authorized signatory(ies):



CITY OF MAPLE RIDGE  
By its authorized signatory(s)

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer



**Schedule "A"**  
**Statutory Declaration**  
**CANADA**  
**PROVINCE OF BRITISH COLUMBIA**  
**IN THE MATTER OF A HOUSING AGREEMENT WITH**  
**THE CITY OF MAPLE RIDGE AND ("Housing Agreement")**

TO WIT:

I, \_\_\_\_\_ of \_\_\_\_\_, British Columbia, do solemnly declare that:

1. I am an authorized signatory of the owner of the real property legally described as: \_\_\_\_\_

PID: **PID: 016-029-500**

**Lot: B, D.L.: 401, Block: 3, Plan: NWP21553**

(the "Dwelling Unit")

and make this declaration to the best of my personal knowledge.

2. This declaration is made pursuant to the Housing Agreement in respect of the Dwelling Unit.
3. From the period from \_\_\_\_\_ to \_\_\_\_\_ the Dwelling Unit was occupied only by following occupants whose names, current addresses and phone numbers appear below:  
  
*[insert names, addresses and phone numbers of occupants]*
4. I confirm that I have complied with all of the obligations of the Covenantor (as defined in the Housing Agreement) under the Housing Agreement.
5. I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and pursuant to the *Evidence Act* (British Columbia).

DECLARED BEFORE ME at the City of Maple Ridge, British  
Columbia, this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
A Commissioner for taking Affidavits for British Columbia

)  
)  
)  
)

\_\_\_\_\_



City of Maple Ridge

# Maple Ridge Soil Deposit Regulation Bylaw

## Bylaw No. 7412 - 2017

Effective Date:

## City of Maple Ridge

# Maple Ridge Soil Deposit Regulation Bylaw No. 7412 - 2017

## Table of Contents

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Part 1	Citation .....	2
Part 2	Severability .....	2
Part 3	Previous Bylaw Repeal .....	2
Part 4	Definitions.....	2
Part 5	Regulations.....	5
5.1	Bylaw Application .....	5
5.2	Prohibitions.....	5
5.3	Permit Exemptions .....	6
5.4	Permits .....	7
5.5	Permit Fees.....	10
5.6	Security Deposits.....	10
5.7	Permit Issuance.....	11
5.8	Permit Posting .....	11
5.9	Refusal of a Permit.....	11
5.10	Permit Renewal.....	11
5.11	Insurance .....	12
5.12	Soil Deposit Requirements .....	12
5.13	Rectification Provisions.....	14
5.14	Administration and Enforcement.....	14
Part 7	Offence and Penalty.....	17
Schedule A:	Permit Application Form .....	17
Schedule B:	Plans and Specifications .....	20
Schedule C:	Permit Fees and Refundable Security Deposits .....	25
Schedule D:	Public Notification.....	26
Schedule E:	Soil Deposit Permit Form .....	31

## City of Maple Ridge

### Maple Ridge Soil Deposit Regulation Bylaw No. 7412 - 2017

A bylaw to regulate the deposit of soil and other material in order to protect residents, public infrastructure, agricultural lands and the City's natural resources.

---

**WHEREAS** the Council of the City of Maple Ridge deems it expedient to provide for the **deposit** of **soil** and **other material** within the boundaries of the **City**;

And **WHEREAS** paragraph 8(3) (m) of the Community Charter, SBC 2003, c.26 provides general authority to regulate the **removal** and **deposit** of **soil** and **other material**;

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

#### Part 1 Citation

- 1.1 This bylaw may be cited as Maple Ridge Soil Deposit Regulation Bylaw No. 7412-2017.

#### Part 2 Severability

- 2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsequent, paragraph, subparagraph, clause or phrase.

#### Part 3 Previous Bylaw Repeal

- 3.1 Maple Ridge Soil Deposit Regulation, Bylaw No. 5763 - 1999 is hereby repealed;

#### Part 4 Definitions

- 4.1 In this bylaw:

**"Agent"** means a person that is acting on behalf of a property **owner** and who has written consent from the property **owner** to conduct business with the City.

**"Aggregate"** means coarse sand, gravel, crushed stone and quarry rock and similar materials sourced from a **licensed facility** or from a permitted extraction location that are used in the

construction and maintenance of civil and structural projects excluding recycled materials **or other material**.

**“Agricultural Land Reserve”** means the area of land within the City of Maple Ridge designated as agricultural land under the *Agricultural Land Commission Act*, SBC 2002, C.36, as amended.

**“Applicant”** means a property **owner** or that persons authorized **agent**.

**“Application”** means a written request by an **Applicant** for the issuance of a **Permit** in the form attached to this Bylaw as Schedule “A” as amended from time to time.

**“City”** means the City of Maple Ridge.

**“Contaminated Material”** means any material that is proven to have one or more contaminant concentrations above the applicable land use standard for any given property as per the standards outlined in the Contaminated Sites Regulation (375/96) of the *Environmental Management Act*.

**“Contractor”** means the **person** or company that is paid to complete construction related work, including the excavation and **removal** of **soil** or **other material** from, or the **deposit** of **soil** or **other material** on, a privately or publicly owned parcel of land.

**“Deposit or deposition”** means the act of temporarily or permanently placing soil or other material on any lands within the **City** which is transported from another property or location from within or outside of the **City**;

**“Dispatch company or person”** means the person or company that is responsible for organizing the delivery of **soil** and **other material** to properties and that directs the trucks hauling **soil** and **other material** to properties for the purpose of deposit;

**“Highway”** includes every highway within the meaning of the Transportation Act and amendments thereto; every road, street, lane or right-of-way designed or intended for or used by the general public for the passage of vehicles; and every private place or passage way to which the public, for the purpose of parking or servicing of vehicles, has access or is invited; and includes disabled zones and the roadway, shoulder, boulevard, ditch and sidewalk and whatever lands lie between the property lines of the **highway**;

**“Letter of Completion”** means a letter prepared by a permit holder or their Qualified Professional, where a Qualified Professional is required as per Schedule B, confirming the soil deposit project for which a permit has been issued is completed in substantial compliance with that permit;

**“Licensed Facility”** means a business with a valid business license that sells **aggregate** products from their property and the material is sourced from a permitted extraction location and is free of **other material**.

**“Manager”** means the Manager of Development and Environmental Services for the City of Maple Ridge and his/or her designate;

**“Other material”** means

- a. construction, building or demolition wastes such as masonry rubble, concrete rubble, asphalt, plaster, lumber, metal, shingles, glass, gyproc or any other material derived from building demolition and construction;
- b. hog fuel, sawdust, shavings, edgings, or other wood waste which results from the manufacturing process of lumber or other wood products;
- c. land clearing wood waste, consisting of stumps, brush and logs or any other waste derived from land clearing activities;
- d. waste material derived from commercial, industrial and manufacturing activities;
- e. **Soil** material containing invasive species; and
- f. **Soil** material containing **contaminated material**.

**“Owner”** means the registered owner or owners of a fee simple parcel of land, or the Strata Corporation of a strata lot.

**“Permit”** means a written authority granted by the **Manager** pursuant to this Bylaw for the **deposit** of **soil** or **other material**.

**“Permit holder”** means the person to whom the authority to carry out the activities or to supervise the carrying out of the activities for **soil deposit** is granted pursuant to a valid **permit**. The permit holder may, or may not be, the **owner**.

**“Person”** means an individual, association, corporation, firm, body politic, partnership, or similar organization, and their heirs, executors, successors, and assigns or other legal representatives, whether acting alone or by a servant, agent or employee.

**“Person responsible”** means any person, **permit** applicant, or **permit holder**, **contractor**, or occupant, leaseholder, or **owner** of a lot who causes, transports, allows, permits, supervises or directs **soil** or **other material** to be **removed** from or **deposited** upon a private or public lot or **highway**.

**“Qualified Professional”** means a person who is registered by a professional association that is regulated by statute; who is in good standing with the professional association; who is qualified in the particular area with respect to which services are being provided; and, who maintains professional errors and omissions liability insurance; including but not limited to a registered Professional Engineer, registered Professional Geoscientist, registered Professional Agrologist, and registered Professional Landscape Architect.

**“Removal”** or **“remove”** means to take, excavate or extract soil from any property or location from within or outside of the **City**;

**“Soil”** means clay, silt, sand, gravel, cobbles, boulders, peat or other substance of which land is naturally composed, but shall not include other material.

**“Wood Waste”** means hog fuel, mill ends, wood chips, bark and sawdust, but does not include demolition waste, construction waste, tree stumps, branches, logs or log ends as defined under the Agricultural Waste Control Regulation, as amended from time to time, of the *Environmental Management Act*.

## Part 5 Regulations

### 5.1 Bylaw Application

- 5.1.1 This Bylaw applies to all land within the City of Maple Ridge.
- 5.1.2 The provisions of this Bylaw do not apply to Crown land, Provincial Highways, or for soil deposit work conducted on municipal lands or municipal highways by municipal staff on behalf of the **City** for the purpose of constructing, landscaping, or maintaining municipal lands or infrastructure.
- 5.1.3 **Soil deposit** in the **City** may be permitted and shall only occur after a **permit** has been issued by the **Manager**, unless a requirement for a valid **permit** is specifically exempted under Section 5.3 of this Bylaw.
- 5.1.4 Where an **application** for soil deposition is proposed for land within the **Agricultural Land Reserve** and the **application** requires approval from the Agricultural Land Commission, pursuant to the *Agricultural Land Commission Act*, S.B.C, 2002, c36, as amended, no **permit** shall be issued until:
  1. The Agricultural Land Commission has granted approval after receiving and considering a resolution regarding the **application** from the City Council; or
  2. An agreement between the **City** and the Agricultural Land Commission has been entered into pursuant to Section 26 of the *Agricultural Land Commission Act*, S.B.C. 2002, c.36, as amended, and City Council has granted an approval in accordance with the agreement.
- 5.1.5 The issuance of a **soil deposit permit** from the **City** in no way relieves the **owner** or his/her agents of the responsibility of adhering to all local bylaws of the **City** and provincial and federal legislation including, but not limited, to the *Agricultural Land Commission Act*, *Water Sustainability Act*, the *Environmental Management Act*, the *Wildlife Act*, and the *Fisheries Act*.
- 5.1.6 Development Permits are required for any **soil deposition** proposed for land designated within a Watercourse Development Permit Area and/or within a Natural Features Development Permit Area as identified in the City of Maple Ridge Official Community Plan No. 7060-2014.

### 5.2 Prohibitions

- 5.2.1 Subject to Section 5.3 of this Bylaw, no **person** will cause or permit the placement of **soil** or **other material** on any land within the **City** without a valid **permit** issued by the **City**.

- 5.2.2 No **person** will cause or permit the placement of **soil** or **other material** on any **highway**, right of way, park space (or other municipally owned land) without a valid **permit** issued by the **City**.

### 5.3 Permit Exemptions

- 5.3.1 No permit exemption provided in this Section (5.3) applies to the **deposit** of any material within a Natural Features Development Permit Area or Watercourse Protection Development Permit Area as identified in the City of Maple Ridge Official Community Plan No. 6425-2014:

1. on slopes steeper than five metres horizontal and one metre vertical (20 percent grade);
2. within 30 metres of the crest or toe of slopes steeper than five metres horizontal and one metre vertical (20 percent grade);
3. within 30 metres of any top of bank or high water mark of any watercourse, ravine, lake, wetland or drainage ditch;

- 5.3.2 Provided the **deposit** of **soil** is carried out in compliance with the relevant provisions of this Bylaw and subject to the provisions of the *Agricultural Land Commission Act*, a **permit** may not be required:

1. where the **soil** is used for the construction, improvement, repair or maintenance of public works or services undertaken by a governmental authority other than the City of Maple Ridge;
2. where the volume of **soil deposited** on a parcel of land over a period of 12 consecutive months does not exceed 25 cubic metres;
3. where material consists of clean **aggregate** is **deposited** for the installation of structural material for servicing and for a road base under an approved, and issued, servicing permit and an approved subdivision approval;
4. where material consists of clean **aggregate** is **deposited** for the installation of a structural base for the construction of a building or structure under an approved, and issued, building permit;
5. where material consists of clean **aggregate** is **deposited** for the installation of a property access from the fronting road surface for a total access length no greater than the Principal Use Minimum Setback identified under the City's Zoning Requirements;
6. where material consists of clean **aggregate** is **deposited** as a component of a professionally designed septic field;
7. where fertilizers, manure, composts, **wood wastes** or soil conditioners for agricultural, farming, horticulture, nursery or



domestic gardening and landscaping purposes are deposited in accordance with good agricultural practice as defined by the BC Ministry of Agriculture and the Agricultural Land Commission where the land is within the **Agricultural Land Reserve**;

8. where wood chips, hog fuel, bark chips, shavings, trimmings, sawdust and other **wood wastes** generated by sawmilling and lumber manufacturing are **deposited** and incorporated into the native soil as per the Agricultural Waste Control Regulation, as amended from time to time, and the *Environmental Management Act*:
  - a. readily incorporated into the soil, to a maximum depth of 15 cm for agricultural, horticultural, nursery or domestic landscaping purposes, provided the material is placed in accordance with good agricultural practice or sound landscaping practice whichever the case may be;
  - b. used for animal bedding, or as foundation material for equestrian or construction purposes, provided the maximum area of land over which the material is deposited on any parcel of land will not exceed 25 % of the surficial area of the parcel to a maximum of 4000 square meters and the maximum depth of the material will not exceed 30 cm;
9. where such material is **wood waste**, the product of a processing or manufacturing activity situated on the same parcel, a product for the **deposit** of which a **permit** or approval has been issued under the *Environmental Management Act*; and

#### 5.4 Permits

- 5.4.1 Any **person** who proposes to **deposit soil** or **other material** on a parcel of land must first obtain a **permit** under this Bylaw; and, where a parcel of land is within the **Agricultural Land Reserve** the **City** may forward the **soil deposit permit application** on to the Agricultural Land Commission, upon approval by the Council, for review and resolution by the Commission.
- 5.4.2 Every **application** for a **permit** to **deposit soil** or **other material** must be made by the **owner(s)** of the land or his/her **agent**.
- 5.4.3 Every **application** for a **permit** pursuant to this bylaw shall:
  1. be made in writing to the **Manager**;
  2. include a completed and signed permit **application** form (Schedule A);
  3. include all applicable reports, plans and specifications (Schedule B);
  4. be accompanied by the applicable permit application fees (Schedule C);
  5. be accompanied by the applicable soil deposit volume fee (Schedule C); and

6. be accompanied by the applicable refundable security deposit (Schedule C).
- 5.4.4 Every **application** for a **permit** for the **deposit** of more than 350 cubic metres will require public notification as outlined in Schedule D of this Bylaw.
- 5.4.5 The **Manager** may refer any **application** for a **permit** to the Engineering Department, Public Works, Building Department, or consultants for comments and advice. The **applicant** may be required to provide better and more detailed information to supplement the **application**. Where further information is required by the **Manager**, the **application** will be deemed incomplete until the information is provided.
- 5.4.6 A **permit application** that has remained idle, without alteration or progression to completion, for more than 6 months will become null and void. The **permit application** fee will be forfeited. Soil deposit volume fees and refundable securities that have been paid under the **application** will be refunded. Continuance of the **application** process will require the submission of a new **permit application** and all applicable fees and securities.
- 5.4.7 A **permit** issued under this Bylaw is valid for a period of 12 months from the date of issuance and is non-transferable.
- 5.4.8 An **application** for a **permit** that is submitted within 5 years (60 months) of a previous **soil deposit permit** will be reviewed under the total sum of all **soil** volume proposed for **deposit** over that 5 year term and that **application** for a **permit** will be subject to the **permit** requirements for that total sum proposed for **deposit**.
- 5.4.9 A **permit** shall not be issued if the proposed **deposit** of **soil** or **other material** will:
1. endanger or otherwise adversely affect any adjacent land, structure, road, or right-of-way; or
  2. foul, obstruct, impede or otherwise adversely affect any stream, creek, waterway, watercourse, groundwater aquifer, waterworks, ditch, drain, sewer or other established drainage facility unless the owner holds a permit to do so under the *Water Sustainability Act* and *Fisheries Act* and amendments thereto.
- 5.4.10 An **application** for a **permit** for the **deposit** of **soil** volume greater than 20,000 cubic metres will be referred to City Council for review and approval.
- 5.4.11 All work completed under an approved **Soil Deposit Permit** shall be undertaken in accordance with the conditions imposed by this Bylaw, the

approved **permit**, and the plans submitted in support of the approved **permit**.

- 5.4.12 Every **permit holder** shall keep a daily record in a log book of all soil material (or other material) that is **deposited** on the permit site. The record must contain the following information:
1. the date, time and origin of each delivery of soil;
  2. the contact information (name and number) for each project site or property where the soil originated from;
  3. total quantity of soil deposited;
  4. the company that delivered the soil and the name of the truck driver;
  5. the license plates of the trucks and trailers that delivered soil to the property;
  6. the name of the person recording the log book information;
  7. copies of receipts from source locations; and
  8. copies of receipts from the permit site.
- 5.4.13 A **soil deposit** log book shall be submitted to the City every month following the date of issuance of the **soil deposit permit** and/or immediately following the **deposit** of 500 cubic metres of **soil** material or **other material**, whichever milestone occurs first.
- 5.4.14 The final **soil deposit** log book is to be submitted within 5 business days following the earliest of either the expiration of the **soil deposit permit** or the completion of the soil deposit work.
- 5.4.15 Every permit holder shall, no later than forty-eight (48) hours after a request for review of the **soil deposit** log book, provide a complete record of **soil** (or **other material**) **deposit** activities on the permit site to the **Manager**.
- 5.4.16 Where the information in the submitted **soil deposit** log book is incomplete or is determined to be false, the **permit** will be suspended and the **permit holder**, agent and/or land **owner** shall undertake one or more of the following measures, as determined by the **Manager**, to renew work under the **permit**:
1. a soil quality assessment, including laboratory analysis for contamination, for entire **soil deposit** footprint completed by a **Qualified Professional**;
  2. complete the **soil deposit** log book;
  3. correct any false **soil deposit** records in the log book; and/or
  4. agree to submit weekly soil deposit log books for all subsequent works under the **permit**.

## 5.5 Permit Fees

- 5.5.1 An **applicant** for a **permit** shall be accompanied by the applicable fees as outlined in Schedule C.

## 5.6 Security Deposits

A security for the full and proper compliance with the provisions of the Bylaw and the performance of all terms and conditions expressed in the **permit** will be required.

- 5.6.1 The **applicant** shall provide a cash deposit or clean, unconditional self-renewing and irrevocable letter of credit drawn upon a Canadian chartered bank, in favour of the City, in a form acceptable to the **City** and in the amount specified in Schedule C of this Bylaw prior to the issuance of a **permit**. The letter of credit may be presented at any branch of the chartered bank in the City of Maple Ridge.
- 5.6.2 The letter of credit shall be self-renewing and maintained in full force and effect throughout the **permit** period plus a period of One Hundred & Twenty (120) days following expiration of the **permit**. If proper compliance with the provisions of the Bylaw are not met within Ninety (90) days following the expiration of the **permit**, the security will be drawn down and held by the **City** until compliance is met or the City uses the cash to complete the work. If the cash is insufficient for the **City** to complete the work the **applicant** will pay any deficiency to the **City** on demand.
- 5.6.3 If the **applicant** complies with the provisions of the Bylaw and meets all the terms and conditions of the **permit** the **City** will promptly return the deposit to the **applicant**.
- 5.6.4 Refundable security deposits will only be released by the City once a Letter of Completion has been received by the City that clearly provides the following information:
1. Confirmation that all works as described in the plans submitted as part of the permit application have been completed as per the submitted plans under the approved **permit**;
  2. BCLS topographical survey showing the final grades and elevations for **permits** that are issued for the **deposit** of more than 350 cubic metres of **soil** and/or **other material**; and
  3. The letter is to be prepared and sealed by a Qualified Professional for permits that are issued for the **deposit** of more than 350 cubic metres of **soil** and/or **other material**.

## 5.7 Permit Issuance

- 5.7.1 Every **permit** issued will be deemed to incorporate the plans, specifications, documents and information in the **application** as approved and will be incorporated into the terms and conditions of the **permit**. A **permit** will be substantially in the form of Schedule E attached to this bylaw.
- 5.7.2 No **application** for the **deposit** of **soil** or **other material** will be complete unless all applicable **soil deposit permit** fees and refundable securities are paid pursuant to Schedule C of this Bylaw.

## 5.8 Permit Posting

- 5.8.1 Every permit holder shall post a copy of the **permit** and permit sign at the entrance of the permitted property in a location visible to the adjacent road right-of-way.

## 5.9 Refusal of a Permit

- 5.9.1 An **application** for a **Soil Deposit Permit** may be refused by the **Manager** in any specific case, provided that:
1. the **application** shall not be unreasonably refused; and
  2. the **Manager** shall give written reasons for the refusal.
- 5.9.2 The **owner**, who is subject to a decision of the **Manager** to refuse a **permit**, is entitled to appeal to Council to have the decision reconsidered. An **application** for reconsideration must be made in writing to the **City Clerk** within 30 days from the date of refusal by the **Manager**. There is no fee for an appeal application for reconsideration.

## 5.10 Permit Renewal

- 5.10.1 A request for a **permit** renewal must be made in writing to the **Manager** within 30 days of the expiration date of an approved **permit**.
- 5.10.2 There will be no obligation upon the **City** to renew any **permit**.
- 5.10.3 If an **applicant** applies for a renewal of a **soil deposit permit**, the **Manager** may issue the renewal if all applicable reports, plans and specifications for the **soil deposit** area are updated as necessary to identify any material changes to site conditions and to demonstrate compliance with current bylaws and regulations, including but not limited to the *Agricultural Land Commission Act*.

5.10.4 No **soil deposit permit** will be renewed unless:

1. a **soil deposit permit** renewal fee is paid pursuant to permit fees outlined in Schedule C of this Bylaw;
2. reports are submitted from all **Qualified Professionals** responsible for the **soil deposit** project providing an update on site conditions and **permit** compliance;
3. all soil deposit records are up to date and complete;
4. any and all infractions under this Bylaw and related Soil Deposit **Permit** are remedied to the satisfaction of the **City**; and
5. for those permits that are issued for properties within the Agricultural Land Reserve, the Agricultural Land Commission confirms that the soil deposit activities are compliant with the *Agricultural Land Commission Act*, Regulation and any decisions made by the Agricultural Land Commission.

#### 5.11 Insurance

5.11.1 Applicants for **soil deposit** where the volume proposed is greater than 25 cubic metres are required to carry comprehensive general liability coverage in the amount of \$5,000,000 including liability for bodily injury or death and property damage for the duration of the work. The amount of insurance may be reduced to \$1,000,000 if the volume of soil to be deposited is not more than 350 cubic metres. Insurance may be waived by the **Manager** when the **City** is the responsible party completing the soil deposit activity. This City is to be named as an insured under the liability insurance coverage.

#### 5.12 Soil Deposit Requirements

**Soil deposit** activities will at all times be conducted in accordance with the following requirements:

- 5.12.1 The slope of any part of an exposed face of any **deposited soil** or **other material** will not be greater than the angle of repose necessary for stability of the deposited material. Where that slope face is within 10 meters of a property boundary the maximum slope grade will be 4:1 (4 horizontal metres to 1 vertical metre).
- 5.12.2 The **deposited** material must be graded in such a manner that positive gravity drainage is assured, and a drainage system of sufficient capacity and extent will be installed to ensure that runoff to any adjacent lands will be no greater or lesser than run-off prior to the commencement of the soil deposit project.
- 5.12.3 **Soil** or **other material** must not be **deposited** over any dedicated public right-of-way or registered easement without first obtaining the written approval of the authority having jurisdiction over the right-of-way or

easement, and a copy of the written approval has been provided to the **Manager**.

- 5.12.4 Where the natural subsoil is compressible, **soil** or **other material** shall not be **deposited** in the immediate vicinity of any utilities or services which might be damaged by settlement of the deposited material without first obtaining written approval from the authority having jurisdiction over the right-of-way or easement, and a copy of the written approval has been provided to the City's General Manager, Public Works and Development Services.
- 5.12.5 **Soil** or **other material** must not be **deposited** over wells or private sewage disposal systems.
- 5.12.6 All drainage facilities and natural watercourses must be kept free of silt, clay, sand, rubble, debris, gravel, and all **other material** originating from the **soil deposit** project, which might obstruct, impair or impede drainage facilities and natural watercourses.
- 5.12.7 All damage to **City** or privately owned drainage facilities, natural watercourses, roads, lanes, or other **City** or privately owned properties or facilities, resulting from the **soil deposit** project must be promptly and properly repaired to the complete satisfaction of the **City**.
- 5.12.8 Dirt, mud, debris etc. resulting from a **soil deposit** project which is tracked onto public roads must be removed on a daily basis or as directed by the **Manager**.
- 5.12.9 Should the **permit holder** fail to remove the dirt, mud, debris etc. from public roads, the **City** may direct others to do so and the cost will be the responsibility of the **permit holder**. The **permit holder** must remit all payments within 14 days of receiving the invoice(s). If the **permit holder** fails to remit all payments within the specified time frame, the **City** may draw on all or part of the irrevocable letter of credit to cover the cost of the work and/or suspend the **permit** until all bills have been paid, or both.
- 5.12.10 The **deposited soil** (or **other material**) and related activities must not encroach upon, undermine, damage or endanger any adjacent property or any setbacks prescribed in the **permit**.
- 5.12.11 Stockpiles of **soil** or **other material** which are part of a **soil deposit** project must be located and maintained in accordance with the erosion and sediment control plan that is prepared for, and that comprises a part of, a valid **permit**.
- 5.12.12 Hauling of **soil** or **other material** and onsite **soil deposit** activities involving heavy equipment operation are to only occur during the approved times

identified in the Maple Ridge Noise Control Bylaw (5122-1994) as amended from time to time.

- 5.12.13 All work authorized by a **permit** shall be conducted by the Owner or by a contractor that has a valid business license to work within the City of Maple Ridge.

### 5.13 Rectification Provisions

Upon completion of **deposition** of **soil** or **other material**, the **permit holder** will forthwith:

- 5.13.1 Leave all surfaces of the **deposit** area with a slope not greater than the grade shown on the plans filed pursuant to Section 5.4.3 and as specified in the **permit**;
- 5.13.2 Cover all surfaces of the **deposit** area with an established growth of grass or other suitable and approved ground cover for erosion control as specified in the submitted Erosion and Sediment Control Plan;
- 5.13.3 Should the necessary rectification of the property not be completed within a period of ninety (90) days following expiration of the **permit**, all letters of credit held as security for the project will be presented and drawn down and all monies will be held by the **City** until the completion of all required works;
- 5.13.4 Should the **permit holder** not complete all the rectification work as required under the permit to the satisfaction of the **City**, the **City** may enter the lands and carry out all the work necessary to complete the required rectification, and expend the security for such purpose; and
- 5.13.5 Where the refundable security is not enough to cover the cost borne by the **City** to complete the rectification work, the **City** shall recover all costs from the **permit holder** and/or property **owner**.

### 5.14 Administration and Enforcement

- 5.14.1 The **Manager**, the Bylaw Enforcement Officer and all **City** employees under their direction will have the right at all reasonable hours to enter upon and inspect any land or premises in the **City** to determine if the provisions of this Bylaw are being met.
- 5.14.2 In the event of a breach of any of the provisions of this Bylaw, or a **permit** issued under this Bylaw, the **Manager** or Bylaw Enforcement Officer will issue a notice of breach to the persons responsible including, but not limited to:
  - 1. the **owner** of the lands upon which the **soil** or **other material** is being **deposited** or,
  - 2. the **applicant** and/or **permit holder** or,



3. the **person responsible** for the **soil deposit** work on site or,
4. the **person**, land **owner**, or contractor responsible for having the **soil** or **other material** removed from the source property or,
5. the person and/or trucking company responsible for **depositing** the **soil** or **other material** or,
6. the **dispatch company or person** (dispatcher) responsible for directing and coordinating the delivery of the **soil** or **other material** to the site.

Any person receiving a notice of breach will forthwith cease and desist the **deposition** of **soil** or **other material**, or permitting the **deposition** of **soil** or **other material** upon the lands until the breach is remedied.

- 5.14.3 In the event that the **deposition** of **soil** or **other material** has occurred on a parcel of land without a valid **permit**, or approval from the **Manager**, and a notice of breach has been received, all work on the property must cease and, where a **permit** is required, a **permit application** must be submitted within 14 days with payment of all applicable fees, including an enforcement **permit** fee, pursuant to Section 5.5 and Schedule C of this Bylaw.
- 5.14.4 If in the event of a breach of the provisions of this Bylaw or works in contravention of an approved **permit** the **Manager** or Bylaw Enforcement Officer may post a stop work notice anywhere on the parcel where the breach has occurred. Upon the posting of such notice all construction or **deposit** related works shall cease until the contravention has been remedied, and the **Manager** has authorized them to recommence.
- 5.14.5 All **soil** or **other material** is to be removed within 14 days of receiving a notice of breach for unpermitted **deposit** of **soil** or **other material** unless a **permit application** has been submitted to the **City**.
- 5.14.6 In the event that **other material** is **deposited** without a valid **permit**, and where a **permit** for the **other material** is not granted by the **City**, the **other material** will be removed from the property and disposed of at a permitted facility or property.
- 5.14.7 In the event that the **other material** is **contaminated material** as per section 5.14.7, all **contaminated material** will be removed from the property and disposed of at an approved contaminated sites treatment facility or approved site as directed by a **Qualified Professional** and approved by the **City**.
- 5.14.8 In the event that any **person**, having received a stop work notice, fails to remedy the breach within the time frame specified by the **City**, or otherwise proceed to breach any provisions of the Bylaw and/or **permit**, the **permit** will become null and void and all monies collected with respect to the **permit** will be forfeited. Once the breach has been corrected, it will then be necessary for the **permit holder** to apply for and obtain a new **permit** and all

fees set out in the Bylaw will be due and payable as a condition of **permit** issuance.

- 5.14.9 The **City** may not issue subsequent **Soil Deposit Permits** to any **person** who has had a **permit** revoked, unless and until such **person**, in addition to any other security required pursuant to this Bylaw, posts an additional security up to a maximum of \$100,000 as determined necessary by the **City**.
- 5.14.10 Where any **permit holder** neglects and/or refuses to carry out the works, assessments, and surveys in accordance with the **permit**, then in accordance with the provisions of this Bylaw and/or conditions of said **permit**, it will be considered an offense against the Bylaw and every day that the land and/or the required works remain in a condition contrary to the provisions of this Bylaw and/or terms and conditions of the **permit**, a new offence is committed and the **permit** holder will be liable to the penalty hereinafter provided.
- 5.14.11 Where any **permit holder** neglects and/or refuses to carry out the works, assessments and surveys in accordance with the **permit**, the **Manager** may approve the **City**, or its approved contractor/s, to enter the premises to carry out any works required to remedy the contravention, or repair any resultant damage at the expense of the permit holder and/or the property owner.
- 5.14.12 If in the event of a breach of this Bylaw, where the responsible party or property owner do not remediate the offence or submit an application within 14 days, the **Manager** may approve the **City**, or its approved contractor/s, to enter the premises to carry out any remedial works, and/or repair any resultant damage to private property or public infrastructure, at the expense of the property owner or responsible person or party.
- 5.14.13 Where remedial works are carried out by the **City** for **soil deposit** works in contravention of an approved **Soil Deposit Permit**, the **City** will deduct the cost of the remedial works carried out by the **City** or its approved contractor/s, from the security deposit submitted in accordance with the **permit** application. Where the security is insufficient to cover the costs of remedial works, the **City** will recover any outstanding costs as municipal taxes against the lot where the contravention has occurred.
- 5.14.14 Where remedial works are carried out by the **City** for the **deposit of soil** (or **other material**) in contravention of the Bylaw and not in association with an approved **permit**, the **City** will recover any outstanding costs as municipal taxes against the lot where the contravention has occurred.

## Part 6 Offence and Penalty

- 6.1 Every **person** who violates a provision of this bylaw, or who consents, allows or permits an act or thing to be done in violation of a provision of this bylaw, or who neglects to or refrains from doing anything required to be done by a provision of this bylaw, is guilty of an offence and is liable to the penalties imposed under this bylaw, and is guilty of a separate offence each day that a violation continues to exist.
- 6.2 Every **person** who commits an offence is liable on summary conviction to a fine not exceeding the maximum allowed by the *Offence Act*.

**READ** a first time the 28<sup>th</sup> day of November, 2017.

**READ** a second time the 24<sup>th</sup> day of April, 2018.

**READ** a third time the 24<sup>th</sup> day of April, 2018.

**ADOPTED** the        day of        , 2018.

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**PRESIDING MEMBER**

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**CORPORATE OFFICER**

### Schedules

- Schedule A – Permit Application Form
- Schedule B – Plans and Specifications
- Schedule C – Permit Fees and Refundable Security Deposits
- Schedule D – Public Notification
- Schedule E – Soil Deposit Permit Form

## Schedule A: Permit Application Form

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### 1. Applicant Information:

Full name(s):

Address:

Postal Code:

Home Phone:

Cell Phone:

Email:

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### 2. Property Owner information (if different than applicant):

Full name(s):

Address:

Postal Code:

Home Phone:

Email:

(A consent form signed by the property owner must accompany this application if the applicant and owner are not the same)

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### 3. Company or Contractor information (if the owner is not the person completing the onsite work):

Full name (s) of the Contractor and company:

Address:

Postal Code:

Office Phone:

Cell Phone:

Email:

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### 4. Property proposed for Soil Deposit:

Street Address:\_\_\_\_\_

Or Legal Description:\_\_\_\_\_

Property is in the ALR: yes ☐ no ☐

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### 5. Purpose of the proposed Soil Deposit:

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### 6. Soil type(s) to be deposited:

7. **Surface area** of the proposed Soil Deposit area:
8. **Volume of Soil** to be deposited (in cubic metres):
9. The following plans are required to complete this Soil Deposit Permit application as per Section 5.4.3 and Schedule B of the Maple Ridge Soil Deposit Regulation Bylaw (7412-2017):
  - \_\_\_ BCLS land survey
  - \_\_\_ Site plans
  - \_\_\_ Stormwater Management Plan
  - \_\_\_ Erosion and Sediment Control Plan
  - \_\_\_ Tree Impact Assessment and Management Plan
  - \_\_\_ Invasive Species Assessment and Management Plan
  - \_\_\_ Geotechnical Assessment
  - \_\_\_ Soil Quality Assessment
  - \_\_\_ Agricultural Farm Plan
  - \_\_\_ Road Quality Assessment
  - \_\_\_ Floodplain Impact Assessment
  - \_\_\_ Groundwater Assessment
  - \_\_\_ Certification of Professional Engineer
  - \_\_\_ Government applications and approvals (provincial, federal)

FEE: Applications for a permit shall be accompanied by the prescribed fees and refundable security deposit as set out in Section 5.4.3 and Schedule C of the Maple Ridge Soil Deposit Regulation Bylaw (7412-2017)

**I HEREBY DECLARE** that the above information is correct, that it is my intention to place fill on the property in accordance with the attached plans and specifications and information, that I am aware of the provisions of the Maple Ridge Soil Deposit Regulation By-law No. 7412-2017 and that I will abide by all applicable provisions of said by-law and such terms and conditions as may form part of any Soil Deposit Permit issued pursuant to this Application.

I further agree to indemnify and hold harmless the City of Maple Ridge, its agents, employees or officers from and against any claims, demands, losses, costs, damages, actions, suits or proceedings whatsoever by whomsoever brought against the City, its agents, employees or officers by reason of the City granting the owner and contractor named herein the Soil Deposit Permit to conduct the work in accordance with the plans submitted and described in this application.

Name of applicant(s): \_\_\_\_\_

Signature of Applicant(s): \_\_\_\_\_

Date: \_\_\_\_\_

## **Schedule B: Plans and Specifications**

**1. All Soil Deposit Permit applications require the following:**

**a. Address and personal contact information:**

- i. the legal description and civic address of the land on which fill is to be placed;
- ii. the legal description and civic address of the land where the fill originates;
- iii. the name and the address of the person applying for the permit; and
- iv. the name, address and telephone/fax numbers of the registered owner(s) of the land on which the fill is to be placed. Where there is more than one registered owner, the names, addresses and telephone/fax numbers of ALL registered owners must be provided.

**b. The soils assessment and soil deposit plan shall include:**

- i. the composition of the proposed soil;
- ii. the proposed method of placing the soil;
- iii. the exact location and depths where the fill is to be placed, defined by reference to any existing buildings, structures, improvements, and parcel boundaries all of which must be shown as a dimensioned contour sketch plan in metric units;
- iv. the proposed volume of fill including calculations, cross-sections and other pertinent information used in calculating volume; and
- v. the dates proposed for commencement and completion of the soil deposit.

**c. Vegetation assessments and management plans:**

- i. Tree assessment and management plan to ensure trees on the property and on neighbouring properties will not be impacted by the soil deposit activity and the identification of species and location of significant trees;
- ii. Identification and location of significant trees, as defined by the City of Maple Ridge Tree Management and Protection Bylaw (#7133-2015) on the property and within 5m of the property boundaries; and
- iii. Invasive species, including noxious weeds, assessment and management plan to ensure that additional problem species are not transferred to or from the property, and to ensure that the extent of the species is not spread across the property as a result of any soil deposit activity.

**d. Safety considerations for the Soil Deposit Project:**

- i. measures proposed to prevent personal injury or property damage resulting from filling; and

- ii. a **Traffic Management Plan** that includes:
  - the proposed routes to be taken by vehicles transporting soil to the land;
  - vehicle parking or staging locations on and off site;
  - the measures proposed to prevent safety concerns along transportation routes including traffic management personnel and signs; and
  - current and proposed access on the property.
- e. Protection of drainages and infrastructure:
  - i. A site plan that includes the location of all watercourses, waterworks, wells, ditches, drains, sewers, septic fields, catch basins, culverts, manholes, rights-of-way, public utilities and public works, and private structures on adjacent land parcels within 30 meters of the boundaries of the parcel on which soil is to be placed, and the measures to protect them;
  - ii. an **Erosion and Sediment Control plan** that includes:
    - the measures proposed to control erosion and sedimentation;
    - the measures proposed to minimize or prevent tracking of soil or other material onto municipal streets and roads and measures for cleaning the streets and roads abutting the parcel on which soil is to be placed; and
    - the reclamation measures proposed to stabilize, landscape, and restore the land upon completion of filling.
  - iii. a **Stormwater Management Plan** that includes:
    - identifies current drainage features, wells, watercourses, septic systems and contours of the land;
    - identifies the proposed drainage systems during the proposed work and how existing drainage features, wells, septic systems will be protected;
    - identifies the final contours of the property and the final drainage features; and
    - certifies that adjoining properties will not be subject to increased flooding caused directly by stormwater runoff from the soil deposit site.

- f. copies of all certificates, permits and approvals, as may be required by provincial and/or federal government agencies as required under legislation including, but not limited to, the *Water Act*, *Environmental Management Act*, *Wildlife Act*, and *Fisheries Act* and amendments thereto or any other authority having jurisdiction;
  - g. A **Watercourse Protection Development Permit** application and applicable supporting information and fees shall be submitted for any work that is proposed within 50m of a watercourse;
  - h. A **Natural Features Development Permit** application and applicable supporting information and fees shall be submitted for any work proposed on slopes, or within 30m of slopes, greater than 15% gradient, or for work proposed within a floodplain; and
  - i. any and all other plans, reports, assessments and approvals by other agencies as deemed necessary by the Manager of Development and Environmental Services.
2. Applications for soil deposit permits for soil volumes greater than 350 cubic metres will include the following plans and specifications:
- a. all plans and assessments completed pursuant to Schedule B 1. are to be completed by Qualified Professionals;
  - b. **BCLS survey** of the property that includes:
    - i. location of all structures and private infrastructure on the property;
    - ii. location of all public infrastructure within 20m of the property;
    - iii. location of all watercourses, drainages, septic systems and wells on the property and within 30m of the property boundary;
    - iv. contour plans to a scale not smaller than one thousand to one (1000:1), showing at 0.5 meter intervals the elevations as they exist and showing 0.5 meter intervals the proposed elevations of the land after the deposit of soil;
    - v. current access to the property; and
    - vi. location of trees within 10m of the proposed soil deposit project area, including significant trees (as defined by the City of Maple Ridge Tree Management and Protection Bylaw (#7133-2015)); and
  - c. the City may require a Road Quality Assessment of the roads identified in the Traffic Management Plan prior to the approval of a soil deposit permit.



3. Applications for soil deposit permits where the proposed soil deposit is for agriculturally zoned lands or is for the improvement of the agricultural potential or farm use of a property will require the following plans and specifications:
  - a. an **Agricultural Farm Use Plan**; and
  - b. a **soil assessment** and report completed by a Qualified Professional Agrologist that includes:
    - i. the soil characteristics of the proposed soil deposit site;
    - ii. the soil characteristics of the proposed soil source site;
    - iii. the benefits that the proposed soil deposit will provide for agricultural productivity and use; and
    - iv. any limitations, conditions or recommendations to ensure agricultural integrity is maintained and improved.
  
4. Applications for soil deposit permits where proposed soil deposit depths are to exceed 1m will require the following plans and specifications:
  - a. a report prepared by a Qualified Professional Geotechnical Engineer that certifies:
    - i. the proposed volume of soil including calculations, cross-sections and other engineering data and pertinent information used in calculating volume;
    - ii. that there will be no more settling or subsidence of land, a building or a structure forming any part of the premises or adjoining property than prior to the soil deposition;
    - iii. that the placement of soil and resulting settlement or subsidence will not prevent any use permitted under the City of Maple Ridge Zoning Bylaw No. 3510-1985; and
    - iv. that adjoining properties will not be subject to increased flooding caused directly by stormwater runoff from the soil deposit site.
  
5. Applications for soil deposit permits for properties or lands located within a floodplain, pursuant to Section 524 of the *Local Government Act*, will require the following plans and specifications:
  - a. a report prepared by a qualified professional engineer in **hydrology and/or hydrogeology** that certifies that adjoining properties and infrastructure will not be subject to increased flooding and hydraulic impacts caused directly by:
    - i. an increase in floodwater due to the reduced absorption capacity of the property due to fill activity;
    - ii. a reduction in flood capacity of the general area; and,

- iii. by the blockage or redirection of floodplain flow pattern.
6. Applications for soil deposit permits for properties or lands located within 100m of a provincially designated vulnerable aquifer will require the following plans and specifications:
- a. a **Groundwater Impact Assessment** completed by a Qualified Professional.

## **Schedule C: Permit Fees and Refundable Security Deposits**

### **1. Permit Application fee:**

- a. \$50.00 for a Soil Deposit Permit application for the deposit of up to 350 cubic metres of soil material;
- b. \$350.00 for a Soil Deposit Permit application for the deposit of 351 to 5,000 cubic metres of soil material; and
- c. \$750.00 for a Soil Deposit Permit application for the deposit of more than 5,000 cubic metres of soil material.

### **2. Volume fee** in the amount of \$0.50 per cubic metre.

### **3. Refundable Security:**

- a. \$1,000.00 as a soil deposit security for all permits for the deposit of up to 350 cubic metres of material;
- b. A minimum security deposit of \$5,000 for the deposit of more than 350 cubic metres of material;
- c. \$2.00 per cubic metre for proposed volume of material up to 20,000 cubic metres of soil material to be deposited; and
- d. \$1.00 per cubic metre for each proposed cubic metre over 20,000 cubic metres to be deposited.

### **4. An application for a permit renewal shall be accompanied by the applicable **Permit Renewal Fee**:**

- a. \$50.00 for a Soil Deposit Permit for the deposit of up to 350 cubic metres of soil material;
- b. \$175.00 for a Soil Deposit Permit for the deposit of 351 to 5,000 cubic metres of soil material; and
- c. \$375.00 for a Soil Deposit Permit for the deposit of more than 5,000 cubic metres of soil material.

### **5. Enforcement Permit Fee:**

- a. \$350.00 for a soil deposit permit application following a Soil Deposit Bylaw infraction, in addition to the permit application fee.

## Schedule D: Public Notification

1. For permit applications for the **deposit of up to 350 cubic metres** of soil and/or other material:
  - a. Public notification may be required by the **Manager**.
2. For permit applications for the **deposit of 351 to 5,000 cubic metres** of soil and/or other material public notification will consist of the following:
  - a. A letter to all property owners of parcels within 500 metres of the proposed soil deposit site and along the Local Road haul route/s proposed for the project.
3. For permit applications for the **deposit of more than 5,000 cubic metres** of soil and/or other material public notification will consist of the following:
  - a. A letter to all property owners of parcels within 500 metres of the proposed soil deposit site and along the Local Road haul route/s proposed for the project.
  - b. The posting of a sign in the form provided below.
4. For permit applications for the **deposit of more than 20,000 cubic metres** of soil and/or other material public notification will consist of the following:
  - a. A letter to all property owners of parcels within 500 metres of the proposed soil deposit site and along the Local Road haul route/s proposed for the project.
  - b. The posting of a sign in the form provided below.
  - c. Soil Deposit Information Meeting in similar format to a Development Information Meeting as per Policy 6.20.
5. For permit applications that could have a significant impact on the character of the surrounding area public notification will consist of any of the following:
  - a. A letter to all property owners of parcels within 500 metres of the proposed soil deposit site and along the Local Road haul route/s proposed for the project.
  - b. The posting of a sign in the form provided.
  - c. Soil Deposit Information Meeting in similar format to a Development Information Meeting as per Policy 6.20.

## **Public Notification: Soil Deposit Information Letters**

The applicant shall be responsible for all notification of the Soil Deposit Project. The applicant must mail or otherwise deliver a Soil Deposit Information letter to property owners and residents of parcels within 500 metres of the proposed soil deposit site and along the Local Road haul route/s proposed for the project and to the Planning Department as soon as possible following the submission of a Soil Deposit Permit application and prior to an application review by City Staff. The Planning Department will provide the applicant with a list of mailing addresses for all property owners and residents. The letter must contain the following project specific information:

- a. the application number;
- b. the property address(es) of the proposed soil deposit;
- c. the volume of soil proposed for deposit;
- d. a map showing the location of the soil deposit site (note: not the location of the meeting);
- e. a sketch of the proposed soil deposit area;
- f. the purpose of the application; and
- g. an invitation to obtain information from the applicant, including contact information and the Planning Department's contact information.

## Public Notification: Soil Deposit Information Sign

Please note that all text must be approved by the Planning Department prior to construction of the sign. All text is Helvetica and all colour must be black. The sign background is white. Sign dimensions are to be 2.4 m (h) x 1.2 m (v). The inset Map is to be 0.6m (h) x 0.6 m (v).

SOIL DEPOSIT PERMIT APPLICATION

No. 2016-001-SP 10 cm

Address for proposed soil deposit: 12345 100 Street

Volume of Soil for Deposit: 1234 cubic metres

Applicant: John Smith 6.5cm

604-123-4567

Planning Department

604 467 7341

www.mapleridge.ca

### SUBJECT MAP

- Subject parcel shaded
- North arrow
- Adjoining roads and parcels
- Road names and addresses in bold

See below for the information to be added to this area as required

This soil deposit permit application will be presented at a Soil Deposit Information Meeting at \_\_\_\_\_ on \_\_\_\_\_, \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ pm

Install on sign min. 10 days before information meeting

BACKGROUND COLOUR-OLUMPIC BLUE

This soil deposit permit application will be presented to Council in the Council Chambers at the Municipal Hall on \_\_\_\_\_ at \_\_\_\_\_ am/pm 4 cm

Install on sign min. 10 days before presentation to City Council

BACKGROUND COLOUR-TOMATO RED

## Public Notification: Soil Permit Information Meetings

- 1) An applicant shall be required to hold a Soil Deposit Information Meeting when an application involves the following:
  - a) the deposit more than **20,000 cubic metres**; or
  - b) any deposit, where in the opinion of the Director of Planning, the development could have a significant impact on the character of the surrounding area.
- 2) The meeting is the responsibility of the applicant to host and all costs related to the meeting are to be assumed by the applicant. The arrangement for and provision of facilities for the Soil Deposit Information Meeting are the responsibility of the applicant.
- 3) A fee may be charged by the City of Maple Ridge to cover the cost of staff time, as set out in the current *Development Application Fee Bylaw No. 6592-2008*, should attendance as an observer be required, at the discretion of the Director of Planning.
- 4) Applicants will be required to discuss the timing and location of the Soil Deposit Information Meeting with the Planning Department and agree upon the appropriate scheduling of the meeting. The meeting should be scheduled at a time that ensures adequate opportunity for the public to attend and time to provide feedback about the project (not less than two hours in length). The location of the meeting should be in close proximity to the project site and should be large enough to accommodate the anticipated turnout. Appropriate venues may include community halls, schools or churches, but do not include private homes, or the applicant's office. An applicant who holds a Soil Deposit Information Meeting without having reached agreement on the time and place of the meeting with the Planning Department may be required to re-schedule another meeting at their cost, at an agreed upon time and location.
- 5) The following materials must be made available at the Soil Deposit Information Meeting:
  - i. Site Plan, showing:
    - all areas of proposed disturbance
    - proposed tree removals
    - fill depths on 0.5m contours
    - stormwater drainages
    - existing infrastructure or natural features
  - ii. supporting professional reports;
    - i. submission information as outlined in Schedules F, G, and J of the *Development Procedures Bylaw No. 5879 – 1999*, if the application is subject to a Watercourse Protection or Natural Features; and
    - ii. meeting records:
      - sign-in sheet to record number of attendees\*;
      - comment sheets for attendees\*; and

- copies of any emails or correspondence that may have been submitted.

The above listed information must be reviewed by the Planning Department prior to presentation at the Soil Deposit Information Meeting. Records from the meeting are to be kept by the applicant and forwarded to the City within three days of the meeting.

\*Sign-in and comment sheets must include the following disclaimer:

*“Please note that all comment and attendance sheets produced as a result of this Soil Deposit Information Meeting will be provided to the City of Maple Ridge and form part of the public record that is available for viewing by the public upon request.”*

- 6) The applicant shall be responsible for all notification of the Soil Deposit Information Meeting. The applicant must mail or otherwise deliver a Soil Deposit Information Meeting letter to all property owners and residents within 500 metres of the proposed soil deposit site and along the proposed Local Road haul route/s and to the Planning Department at least 10 days in advance of the meeting date. The Planning Department will provide the applicant with a list of mailing labels for all property owners and residents. The letter must contain the following project specific information:
  - h. the application number;
  - i. the property address(es) of the proposed soil deposit;
  - j. the volume of soil proposed for deposit;
  - k. a map showing the location of the soil deposit site (note: not the location of the meeting);
  - l. the purpose of the application;
  - m. the date, place, start and end times of the Soil Deposit Information Meeting; and
  - n. an invitation to obtain information from the applicant, including contact information and the Planning Department’s contact information.
- 7) A Soil Deposit Information Meeting advertisement must be published in at least two consecutive issues of a local newspaper, the last publication to appear not less than three and not more than ten days before the meeting. The notice must be a minimum of three columns width, or 9 cm by 12 cm (3.54 in. by 4.72 in.) in size. The advertisement must include the project specific information listed in 6) a) through f).
- 8) A notification decal shall be posted on the Soil Deposit site’s sign(s) a minimum of 10 days prior to the meeting in accordance with the Council Policy 6.21 – *Development Sign Policy*.



- 9) The applicant shall be responsible for the format of the meeting and the keeping of a detailed record of the meeting. Within three days of the Soil Deposit Information Meeting, a summary report shall be submitted to the Planning Department containing the following:
- a) completed meeting records including: sign-in sheets, comment sheets; and copies of any emails or correspondence that may have been submitted;
  - b) summary notes or minutes from the meeting;
  - c) analysis of the comment sheets; and
  - d) summary on how the issues and concerns identified from the Soil Deposit Information Meeting will be addressed in the project.



## Schedule E: Soil Deposit Permit Form

CITY OF MAPLE RIDGE

SOIL DEPOSIT PERMIT NO. \_\_\_\_\_

Pursuant to the Maple Ridge Soil Deposit Regulation Bylaw No. 7412-2017, permission is hereby granted to:

\_\_\_\_\_  
(Name)

of

\_\_\_\_\_  
(Address; telephone #; email address)

to deposit \_\_\_\_\_ cubic metres upon

\_\_\_\_\_  
(Address of property)

\_\_\_\_\_  
(Legal description of property)

in accordance with the provisions of the Maple Ridge Soil Deposit Regulation Bylaw No. 7412-2017, **Application No.** \_\_\_\_\_ and the plans, specifications and other supporting documents filed therewith as approved, and initialed as approved by the permit holder, all which form a part of this Permit and constitute the terms and conditions of this Permit.

**PERMIT CONDITIONS:** (to be stipulated by the City of Maple Ridge)

**Fees:** Received from \_\_\_\_\_ on this day \_\_\_\_\_ (date), the sum of \$\_\_\_\_\_ as Soil Deposit Permit Application Fee, Receipt No. \_\_\_\_\_; the sum of \$\_\_\_\_\_ as Soil Deposit Volumetric Fee, Receipt No. \_\_\_\_\_; and, the sum of \$\_\_\_\_\_ refundable Security Deposit, Receipt No. \_\_\_\_\_.

This Soil Deposit Permit is issued \_\_\_\_\_ (date) on the condition that the permit holder fully complies with all provisions of the Maple Ridge Soil Deposit Regulation Bylaw No. 7412-2017 and all the terms and conditions herein of this Permit. This Permit shall expire twelve months after the day of issuance, namely \_\_\_\_\_ (date). Any proposed extension of the Soil Deposit Permit shall be applied for within 30 days of the end this period.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Manager of Development and Environmental Services

**CITY OF MAPLE RIDGE**

**BYLAW NO.7349-2018**

A Bylaw for imposing taxes upon lands in the Albion Dyking District

---

**WHEREAS** the Council of the City of Maple Ridge, acting as Receiver for the Albion Dyking District, enacts as follows:

1. This Bylaw may be cited for all purposes as “Albion Dyking District Tax Rates Bylaw No.7349-2018”.
2. The following rates are hereby imposed and levied for those lands within the boundaries of Albion Dyking District:

For purposes of dyke maintenance and improvements and equipment repair and maintenance:

- (a) a rate of \$2.283 per \$1,000 of assessment of land and improvements in all categories
3. If any section, subsection, clause or other part of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.

**READ** a first time on the 24<sup>th</sup> day of April, 2018.

**READ** a second time on the 24<sup>th</sup> day of April, 2018.

**READ** a third time on the 24<sup>th</sup> day of April, 2018.

**ADOPTED** on the      day of      , 2018.

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**PRESIDING MEMBER**

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**CORPORATE OFFICER**

**CITY OF MAPLE RIDGE**

**BYLAW NO. 7440-2018**

A Bylaw for imposing taxes upon lands in Maple Ridge Road 13 Dyking District

---

**WHEREAS** the Council of the City of Maple Ridge, acting on behalf of the Trustees for Maple Ridge Road 13 Dyking District, enacts as follows:

1. This Bylaw may be cited for all purposes as “Maple Ridge Road 13 Dyking District Tax Rates Bylaw No. 7440-2018”.
2. The following rates are hereby imposed and levied for those lands within the boundaries of Maple Ridge Road 13 Dyking District:  
  
For purposes of dyke maintenance and improvements and equipment repair and maintenance:
  - (a) a rate of \$0.3270 per \$1,000 of assessment of land and improvements in all categories
  - (b) a rate of \$12.00 per acre of land with a minimum charge of \$5.00.
3. If any section, subsection, clause or other part of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.

**READ** a first time on the 24<sup>th</sup> day of April, 2018.

**READ** a second time on the 24<sup>th</sup> day of April, 2018.

**READ** a third time on the 24<sup>th</sup> day of April, 2018.

**ADOPTED** on the     day of     , 2018.

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**PRESIDING MEMBER**

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**CORPORATE OFFICER**

**CITY OF MAPLE RIDGE**

**BYLAW NO. 7452-2018**

A bylaw to amend Maple Ridge 2018-2022 Financial Plan Bylaw No.7405-2017

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**WHEREAS**, a public process in open meetings the financial plan overview was presented;

**AND WHEREAS**, the public had an opportunity to provide feedback on the 2018-2022 Financial Plan Guidelines.

**AND WHEREAS**, the public will have the opportunity to provide comments or suggestions with respect to the financial plan;

**AND WHEREAS**, Council deems this to be a process of public consultation under Section 166 of the Community Charter;

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

1. This Bylaw may be cited as “Maple Ridge 2018-2022 Financial Plan Amending Bylaw No. 7452-2018”.
2. Statement 1, Statement 2 and Statement 3 attached to and forming part of Maple Ridge 2018-2022 Financial Plan Bylaw No. 7405-2017 are deleted in their entirety and replaced by Statement 1, Statement 2 and Statement 3 attached and forming part of Maple Ridge 2018-2022 Financial Plan Amending Bylaw No. 7452-2018.

**READ** a first time the 24<sup>th</sup> day of April, 2018.

**READ** a second time the 24<sup>th</sup> day of April, 2018.

**READ** a third time the 24<sup>th</sup> day of April, 2018.

**PUBLIC CONSULTATION** completed on the                      day of                      .

**ADOPTED** the                      day of                      .

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**PRESIDING MEMBER**

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**CORPORATE OFFICER**

ATTACHMENT: Statement 1, Statement 2 and Statement 3

# Statement 1

## Consolidated Financial Plan 2018-2022 (in \$ thousands)

	2018	2019	2020	2021	2022
<b>REVENUES</b>					
Revenues					
Development Fees					
Developer Contributed Assets	20,000	20,000	20,000	20,000	20,000
Developer Cost Charges	35,599	9,493	7,918	5,310	3,323
Developer Specified Projects	-	-	-	-	-
Parkland Acquisition	1,164	200	200	200	200
Contribution from Others	2,417	1,296	1,399	1,291	1,298
Development Fees Total	59,180	30,989	29,517	26,801	24,821
Property Taxes	82,598	86,924	91,529	96,341	101,369
Parcel Charges	3,110	3,208	3,309	3,413	3,521
Fees & Charges	42,043	43,712	45,329	47,036	48,836
Interest	2,133	2,148	2,313	2,328	2,343
Grants	11,777	4,390	4,800	5,000	4,350
Property Sales	1,583	1,500	2,500	-	-
Total Revenues	202,424	172,871	179,297	180,919	185,240
<b>EXPENDITURES</b>					
Operating Expenditures					
Debt & Interest Payments	2,547	2,803	2,674	3,284	3,112
Amortization	19,780	19,780	19,780	19,780	19,780
Other Expenditures	116,545	112,012	115,891	120,031	124,058
Total Expenditures	138,872	134,595	138,345	143,095	146,950
<b>ANNUAL SURPLUS</b>	<b>63,552</b>	<b>38,276</b>	<b>40,952</b>	<b>37,824</b>	<b>38,290</b>
Add Back: Amortization Expense (Surplus)	19,780	19,780	19,780	19,780	19,780
Less: Capital Expenditures	172,904	51,185	26,075	25,126	19,652
Less: Developer Contributed Capital	20,000	20,000	20,000	20,000	20,000
<b>CHANGE IN FINANCIAL POSITION</b>	<b>(109,572)</b>	<b>(13,129)</b>	<b>14,657</b>	<b>12,478</b>	<b>18,418</b>
<b>OTHER REVENUES</b>					
Add: Borrowing Proceeds	44,537	19,000	-	-	-
<b>OTHER EXPENDITURES</b>					
Less: Principal Payments on Debt	3,709	3,786	3,871	4,972	5,097
<b>TOTAL REVENUES LESS EXPENSES</b>	<b>(68,744)</b>	<b>2,085</b>	<b>10,786</b>	<b>7,506</b>	<b>13,321</b>
<b>INTERNAL TRANSFERS</b>					
Transfer From Reserve Funds					
Capital Works Reserve	11,688	150	150	150	150
Equipment Replacement Reserve	8,732	2,131	1,395	1,963	2,183
Fire Department Capital Reserve	11,624	-	-	-	-
Land Reserve	-	-	-	-	-
Local Area Service Reserve	779	-	-	-	-
Sanitary Sewer Reserve	1,651	-	-	-	-
Total Transfer From Reserve Funds	34,474	2,281	1,545	2,113	2,333
Less :Transfer To Reserve Funds					
Capital Works Reserve	3,273	2,705	4,179	1,686	4,192
Equipment Replacement Reserve	2,999	3,138	3,378	3,554	3,806
Fire Department Capital Reserve	863	915	1,052	1,195	1,342
Land Reserve	5	5	5	5	5
Local Area Service Reserve	-	-	-	-	-
Sanitary Sewer Reserve	-	-	-	-	-
Total Transfer To Reserve Funds	7,140	6,763	8,614	6,440	9,345
Transfer From (To) Own Reserves	39,157	637	(1,315)	(45)	(904)
Transfer From (To) Surplus	2,253	1,760	(2,402)	(3,134)	(5,405)
Transfer From (To) Surplus & Own Reserves	41,410	2,397	(3,717)	(3,179)	(6,309)
<b>TOTAL INTERNAL TRANSFERS</b>	<b>68,744</b>	<b>(2,085)</b>	<b>(10,786)</b>	<b>(7,506)</b>	<b>(13,321)</b>
<b>BALANCED BUDGET</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Statement 2

### Revenue and Property Tax Policy Disclosure

#### REVENUE DISCLOSURE

Revenue Proportions	2018		2019		2020		2021		2022	
	\$ ('000s)	%	\$ ('000s)	%	\$ ('000s)	%	\$ ('000s)	%	\$ ('000s)	%
<b>Revenues</b>										
Property Taxes	82,598	33.4	86,924	45.3	91,529	51.0	96,341	53.3	101,369	54.7
Parcel Charges	3,110	1.3	3,208	1.7	3,309	1.8	3,413	1.9	3,521	1.9
Fees & Charges	42,043	17.0	43,712	22.8	45,329	25.3	47,036	26.0	48,836	26.4
Borrowing Proceeds	44,537	18.0	19,000	9.9	-	-	-	-	-	-
Other Sources	74,673	30.2	39,027	20.3	39,130	21.8	34,129	18.9	31,514	17.0
Total Revenues	246,961	100	191,871	100	179,297	100	180,919	100	185,240	100
<b>Other Sources include:</b>										
Development Fees Total	59,180	24.0	30,989	16.2	29,517	16.5	26,801	14.8	24,821	13.4
Interest	2,133	0.9	2,148	1.1	2,313	1.3	2,328	1.3	2,343	1.3
Grants (Other Govts)	11,777	4.8	4,390	2.3	4,800	2.7	5,000	2.8	4,350	2.3
Property Sales	1,583	0.6	1,500	0.8	2,500	1.4	-	-	-	-
	74,673	30.2	39,027	20.3	39,130	21.8	34,129	18.9	31,514	17.0

#### OBJECTIVES & POLICIES

##### Property Tax Revenue

Property tax revenue is the City's primary revenue source, and one which is heavily reliant on the residential class. Diversification of the tax base and generation of non-tax revenue are ongoing objectives, outlined in Financial Sustainability Policy 5.52 section 6.

The Financial Plan includes property tax increases that are as listed below:

	2018	2019	2020	2021	2022
General Purpose	1.53%	1.90%	2.00%	2.00%	2.00%
Infrastructure Replacement	0.70%	0.70%	0.70%	0.70%	0.90%
Parks & Recreation	0.45%	0.60%	0.60%	0.60%	0.60%
Drainage	0.30%	0.30%	0.30%	0.30%	0.10%
Total Property Tax Increase	2.98%	3.50%	3.60%	3.60%	3.60%

Additional information on the tax increases and the cost drivers can be found in the most recent Financial Plan Overview Report. Specific policies discussing the tax increases are included in the Financial Sustainability Plan and related policies which were adopted in 2004.

Property tax revenue includes property taxes as well as grants in lieu of property taxes.

##### Parcel Charges

Parcel charges are comprised of a recycling charge, a sewer charge and on some properties, a local area service or improvement charge. Parcel charges are a useful tool to charge all or a subset of properties for a fixed or variable amount to support services. Unlike property taxation the variable amount does not need to be related to property assessment value, but can be something that more accurately reflects the cost of the service.

## Statement 2 (cont.)

### Revenue and Property Tax Policy Disclosure

#### Fees & Charges

Fees should be reviewed annually and updated if needed. Recent fee amendments include recreation fees, development application fees, business license fees and cemetery fees. A major amendment to the Development Costs Charges (DCC) has been sent to the Inspector of Municipalities for approval. Some fees are used to offset the costs of providing specific services. The utility fees are reviewed annually with a view towards using rate stabilization practices to smooth out large fluctuations in rates, as set out in the Business Planning Guidelines.

#### Borrowing Proceeds

Debt is used when it makes sense, and with caution as it commits future cash flows to debt payments, restricting the ability to use these funds to provide other services. The source of the debt payments needs to be considered as does the justification for advancing the project. More information on previously approved borrowing can be found in the most recent Financial Plan Overview report and our website for information on the new parks and recreation infrastructure which Council has recently adopted Loan Authorization Bylaws for.

#### Other Sources

This will vary greatly year to year as it includes:

- Development fees which fund capital projects from the DCC Reserve
- Contribution from others in relation to capital
- Grants which are sought from various agencies and may be leveraged with City funds

## PROPERTY TAX DISCLOSURE

### Property Tax Revenue Distribution

Property Class	Taxation Revenue (‘000s)		Assessed Value (‘000s)		Tax Rate (\$/1000)	Multiple (Rate/Res.Rate)
1 Residential	63,001	78.5%	21,027,290	92.7%	2.9961	1.0
2 Utility	616	0.8%	15,393	0.1%	40.0000	13.4
4 Major Industry	628	0.8%	26,537	0.1%	23.6677	7.9
5 Light Industry	2,981	3.7%	302,845	1.3%	9.8429	3.3
6 Business/Other	12,860	16.0%	1,306,484	5.8%	9.8429	3.3
8 Rec./ Non-Profit	50	0.1%	4,018	0.0%	12.5402	4.2
9 Farm	157	0.2%	4,627	0.0%	34.0106	11.4
Total	<u>80,293</u>	<u>100%</u>	<u>22,687,195</u>	<u>100%</u>		



## **Statement 2 (cont.)**

### **Revenue and Property Tax Policy Disclosure**

#### Objectives & Policies

Property taxes are the City's largest source of revenue and are contained by efficient business practices. Annual business planning practices are the mechanism for resource allocation decisions.

The City's Financial Sustainability Policy section 6 discusses the necessity of diversifying the tax base. Development of employment-related properties is one method of diversification; therefore a key performance measurement in Strategic Economic Initiatives tracks the increased investment and development of non-residential properties.

A policy in the Financial Sustainability Plan that calls for stable tax increases and the adoption of the annual increase early in the prior year in the Business Planning Guidelines provides citizens with a more stable and predictable set of cost increases. In some cases costs are phased in over multiple years to stay within the set tax increases.

#### Property Tax Rates

It is policy to adjust property tax rates annually to negate the impact of fluctuations in the market values of properties. Tax rates are reduced to negate the market increases. Property tax increases are then applied at the same relative increase for all classes, unless legislation restricts the rates, as with Class 2, Utility.

The Business Class and Light Industry Class properties have the same tax rate and are treated as a composite class when setting the tax rates, as the types of businesses in each class are similar. In 2016, the increase was reduced from 3.15% to 1.85% to reduce the relative property tax burden for these properties.

A review was done on the Major Industry Class rates and the recommendation from the Audit and Finance Committee and Council was a 5% property tax reduction in both 2009 and 2010 to support additional investments in the subject property and to keep rates competitive. In 2014 and 2015, property taxes charged to major industrial class properties were reduced by \$70,000 in each year.

In reviewing tax rates to ensure competitiveness, absolute rates, tax multiples and overall tax burden are considered. The impact that assessed values have when comparing to other geographical areas must be considered in a comparison of tax rates.

#### Permissive Tax Exemptions

Council has set policies around the use of permissive tax exemptions. These are Council Policies 5.19 through 5.24. These policies discuss Churches, Community Halls, Heritage Sites, Homes for the Care of Children and the Relief of the Aged, the Poor, the Disabled and the Infirm, Municipal Recreational Services, Private Hospitals and Daycares, Private School and Youth Recreation Groups.

#### Revitalization Tax Exemption Program

The Employment Land Investment Incentive Program is designed to encourage job creation by supporting private investment in buildings and infrastructure on identified "employment lands".

More information on this tax exemption can be found on our website.

## Statement 3

### Capital Expenditure Disclosure

The sole purpose of this statement is to meet legislative requirements and highlight the value of the DCC program; no other conclusions should be drawn from the figures as the information could be misconstrued. This disclosure is required under the Local Government Act s. 560 (2); capital costs attributable to projects to be partially funded by Development Cost Charges (DCC) must be included in the financial plan. The DCC program includes projects as far out as 2037 so the capital expenditures must be extended to match. Certain types of projects are not planned past the five year time horizon of the financial plan. Much less scrutiny is given to projects that are planned in years 2023 through 2037. Projects in these years typically exceed likely funding available.

### Capital Works Program for 2023 – 2037

(in \$ thousands)

<b>Capital Works Program</b>	<b>341,499</b>
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#### Source of Funding

##### Development Fees

Development Cost Charges	154,753
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Parkland Acquisition Reserve	-
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Contribution from Others	3,224
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157,977

Borrowing Proceeds	-
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Grants	38,130
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Transfer from Reserve Funds	19,175
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Revenue Funds	126,216
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183,521

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**341,499**

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City of Maple Ridge  
**Schedule 'A' to Bylaw No. 7453-2018**  
Tax Rates (dollars of tax per \$1,000 taxable value)

		1	2	4	5	6	8	9
		Residential	Utility	Major Industry	Light Industry	Business/ Other	Rec/ Non-profit	Farm
A	General Municipal	2.9087	38.8320	22.9767	9.5555	9.5555	12.1740	33.0176
B	Drainage Improvements Levy	0.0458	0.6121	0.3621	0.1506	0.1506	0.1919	0.5204
C	Park & Recreation Improvements Levy	0.0416	0.5559	0.3289	0.1368	0.1368	0.1743	0.4726
Total		2.9961	40.0000	23.6677	9.8429	9.8429	12.5402	34.0106

City of Maple Ridge  
**Schedule 'B' to Bylaw No. 7453-2018**  
Tax Rates (dollars of tax per \$1,000 taxable value)

		1	2	4	5	6	8	9
		Residential	Utility	Major Industry	Light Industry	Business/ Other	Rec/ Non-profit	Farm
A	Greater Vancouver Regional District	0.0476	0.1666	0.1618	0.1618	0.1166	0.0476	0.0476

1100 *Reports and Recommendations*

## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Application to Exclude Land from the Agricultural Land Reserve  
12225 250 Street

**MEETING DATE:** May 8, 2018  
**FILE NO:** 2018-071-AL  
**MEETING:** Council

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### EXECUTIVE SUMMARY:

An application has been received under Section 30 (1) of the Agricultural Land Commission Act to exclude approximately 0.987 hectares (2.4 acres) of land from the Agricultural Land Reserve. The Applicant's submission conforms with the notice of application requirements of the Agricultural Land Commission.

This property will be familiar to Council as the applicant had previously communicated to neighbours the intention to develop a intensive poultry farm on the subject property. Many residents expressed opposition to a poultry farm of that magnitude with chickens, and some of these residents have indicated support for excluding the property from the Agricultural Land Reserve. Letters of support have been included in the applicant's submission to the Agricultural Land Commission.

The recommendation of this report has been in accordance with Council direction and does not articulate a specific approach. However, Council is advised to consider the following in their decision making process:

- Neighbourhood opposition to the proposed poultry farm was a specific response to a potentially offensive type of farming in a residential context, due to odours, traffic impacts, and visual intrusion. Consideration of a more extensive range of possible agricultural uses and impacts for this property have not been advanced at this time. It may be that appropriate small lot agricultural uses that are consistent with hobby farming would be welcomed in the neighbourhood. There is local support for small lot agriculture that offers modest income potential for farming interests, and local agricultural products to the customer base.
- Council has recently directed staff to prepare Zoning Bylaw amendments to increase siting setbacks for certain types of agricultural buildings in order to prevent conflicts with adjacent residential uses. These amendments are in process.
- The applicant's intention for urban levels of residential development at this location is at odds with the direction of the Official Community Plan. The existing RS-1 One Family Urban Residential Zone of the properties in this vicinity is not consistent with the land use

designations of either Estate Suburban or Agricultural, and should be considered legal non-conforming.

- Should this application prove successful, it will reduce the land base in the Agricultural Land Reserve within the community and likely increase speculative interests in agricultural properties next to residential development. Within the area, there are a number of properties in the Agricultural Land Reserve that are also zoned RS-1 One Family Urban Residential (as shown on Appendix C). This application, if successful, will increase development pressures on these properties.

#### **RECOMMENDATION:**

The following resolutions are provided for Council's consideration:

- a) That the application not be authorized to go forward to the Agricultural Land Commission;
- b) That the application be authorized to go forward to the Agricultural Land Commission with a summary of Council's comments and the staff report.

#### **DISCUSSION:**

##### **a) Background Context:**

Applicant:	Eva Pozsar
Legal Description:	Lot A, Section: 23, Township: 12, Plan: NWP87852
OCP : Existing:	Agricultural
Zoning: Existing:	RS-1 One Family Urban Residential
Surrounding Uses	
North:	Use: Rural Residential Zone: RS-1 One Family Urban Residential Designation: Agricultural
South:	Use: 10 properties, urban residential use Zone: RS-1 One Family Urban Residential Designation: Estate Suburban Residential.
East:	Use: 3 properties, urban residential use Zone: RS-1 One Family Urban Residential Designation: Estate Suburban
West:	Use: Rural Residential Zone: RS-1 One Family Urban Residential Designation: Agricultural
Existing Use of Property:	Rural Residential
Proposed Use of Property:	Urban Residential

Site Area: 0.987  
Access: 250<sup>th</sup> Street

**b) Site Context:**

The site context includes the “Smith Avenue subdivision”, a block of parcels created in 1957 that are designated Estate Suburban in the Official Community Plan. These properties predate the creation of the Agricultural Land Reserve. Zoned RS-1 One Family Urban Residential, the properties within this subdivision generally conform to the minimum area requirements of the zone. Despite their parcel size and their urban zoning, these properties are remote from the urban area and are designated Rural in Metro Vancouver’s Regional Growth Strategy.

The acreage parcels that enclosed this subdivision (many of which were also zoned RS-1 One Family Urban Residential) were included in the Agricultural Land Reserve in 1972. The 0.987 hectare (2.4 acre) subject property sits at the northern boundary of these Estate Suburban Properties. Appendix C shows zoning and the Agricultural Land Reserve. Appendix D shows the Agricultural and the Estate Suburban land use designations.

**c) Project Description:**

The applicant proposes to exclude the property from the Agricultural Land Reserve in order to create a 9 lot subdivision under the subject property’s current RS-1 One Family Rural Residential Zoning. A landscape strip is proposed as a buffer to separate the newly created lots from adjacent agricultural land. A subdivision proposal is appended to this report in Appendix E.

Should this application be successful, the property would not require rezoning in order to develop to urban residential densities, due to the existing urban zoning of the subject property. However, development considerations include the requirement for full urban services as a condition of subdivision. The subject property has one sewer connection, and this service could not be expanded without the consent of the Greater Vancouver Sewerage and Drainage District, which has coordinated its mandate (The Integrated Liquid Waste and Resource Management Plan) with Metro Vancouver’s Regional Growth Strategy. The subject property is designated Agricultural in the Regional Growth Strategy, and the extension of additional urban services at this location would be at odds with regional growth management goals.

**d) Planning Analysis:**

On July 19, 2004, a report for processing exclusion applications was received by Council outlining legal implications and the local government’s role in processing applications for exclusion from the Agricultural Land Reserve. Council resolved to consider the following options for referring applications to the Agricultural Land Commission:

- The application be authorized to go forward to the Agricultural Land Commission with no comment.
- The application be authorized to go forward to the Agricultural Land Commission with comments.



- The application be authorized to go forward to the Agricultural Land Commission with a recommendation to exclude the property with or without comments.
- The application be authorized to go forward to the Agricultural Land Commission with a recommendation to not exclude the property with or without comments.
- The application not be authorized to go forward to the Agricultural Land Commission.

The process for decision making on applications for exclusion from the Agricultural Land Reserve was further refined by Council at their February 14, 2005 Workshop. At that time, Council streamlined this process to include the following options:

- a) That the application not be authorized to go forward to the Agricultural Land Commission;*
- b) That the application be authorized to go forward to the Agricultural Land Commission with a summary of Council's comments and the staff report.*

The above resolution forms the recommendations presented in this staff report. To assist Council in the decision of allowing this application to proceed further, this development proposal will be reviewed in light of the policies and policy concerns of the Official Community Plan, and the Agricultural Plan.

### **Zoning Bylaw**

On February 28, 2017 Council directed staff to prepare a Zoning Bylaw amendment to increase the interior side yard setback for buildings and structures for agricultural uses in certain zones, including the RS-1 Zone in the Agricultural Land Reserve. This work is in progress, has been reviewed by the Agricultural Advisory Committee, with support from the Agricultural Land Commission and the Ministry of Agriculture. As a result of this work, in future there will be reduced potential for conflicts between certain types of agriculture and residential uses. The bylaw amendment report is expected to be presented to Council in May 2018.

By urban standards, the RS-1 One Family Urban Residential zoning of the subject property permits relatively large lot sizes of 668 m<sup>2</sup> (approximately 7000 ft<sup>2</sup>). Minimum lot dimensions include 27 metres for lot depth and 18 metres for lot width. However, this lot size is significantly smaller than would typically be allowed in a Rural Residential or Estate Suburban land use designation. The aligning zone in the Estate Suburban designation is RS-2 One Family Suburban Residential, which has a minimum parcel size of 0.4 ha (1 acre) and minimum dimensions of 36 metres of lot width with 60 metres of lot depth. As the zoning of these properties does not align with the land use designation, this zone is legally non-conforming at this location.

### **Subdivision and Servicing Bylaw**

The existing RS-1 One Family Urban Residential Zone has servicing requirements as a condition of subdivision. These include full urban services, including street trees, water, sanitary sewer, storm drainage, asphalt, curb and gutters, underground wiring, boulevard treatment, sidewalks, street

lighting, and transit bays. The extension of sanitary sewer at this location would require the approval of the Greater Vancouver Sewerage and Drainage District.

**Lot Geometry:** The subject property has a lot width of 51.7 metres. The newly proposed lots would take their lot depth from this frontage. A 15 metre cul-de sac would be required to give each newly created lot sufficient road frontage.

As the required parcel depth in the RS-1 One Family Urban Residential Zone is 27 metres, the remainder from this dimension (51.7 – (27 + 15)) would provide over 8 meters which could potentially be used as an agricultural buffer.

### **Official Community Plan**

OCP policies that are pertinent to this application are expressed as follows:

*6 - 8 Maple Ridge will work cooperatively with senior levels of government and other agencies to promote agricultural business opportunities by:*

- a) aligning land use bylaws to permit supportive non-farm uses such as agro-tourism, bed and breakfasts, and on-farm sales;*
- b) assisting agricultural landowners to identify and develop agricultural opportunities (e.g. value added, agri-tourism, bed and breakfast, recreation);*
- c) identifying and encouraging access by agricultural landowners to agricultural programs;*
- d) promoting the demand for, and sale of, local agricultural products within the community (e.g. farmer's market, on-farm marketing, District food and plant material procurement policies);*
- e) developing a small lot agricultural initiative tailored to Maple Ridge conditions.*

In recognition that many Maple Ridge agricultural properties are small, (less than 4 hectares or 10 acres), Policy 6-11 states the following:

*6 - 11 Maple Ridge will review policies and regulations to support and encourage small lot agriculture.*

To guide Council in their decision making process with properties that are within the Agricultural Land Reserve, Policy 6-12 states the following:

*6 - 12 Maple Ridge will protect the productivity of its agricultural land by:*

- a) adopting a guiding principle of "positive benefit to agriculture" when making land use decisions that could affect the agricultural land base, with favourable recognition of initiatives including but not limited to supportive non-farm uses, infrastructure improvements for farmland, or the inclusion of land elsewhere in the Agricultural Land Reserve;*
- b) requiring agricultural impact assessments (AIAs) and Groundwater Impact Assessment of non-farm development and infrastructure projects and identifying measures to off-set impacts on agricultural capability;*

- c) *preserving larger farm units and areas by using appropriate buffers such as roads, topographic features, watercourses, ditching, fencing, or gradually reduced residential densities on properties adjacent to agricultural land;*
- d) *discouraging the subdivision of agricultural land into smaller parcels, except where positive benefits to agriculture can be demonstrated;*
- e) *reinforcing the concept that the Agricultural Land Reserve is intended for agricultural use by increasing the minimum lot size for ALR properties that are zoned Rural Residential;*
- f) *encouraging the amalgamation of smaller parcels of farmland into larger, more cohesive parcels.*

The applicant's submission appears to conflict with many of these objectives. The applicant's claim of benefit to agriculture is the landscape buffer submitted with the subdivision plan aimed at protecting the agricultural properties to the north and to the west of the site, once it is excluded. The subdivision plan and rationale are attached as Appendix D. It should be noted that the intent of agricultural buffers is that they be placed on the non-ALR side of the agricultural interface. It is not the intent that the properties at the interface get excluded in order to create a buffer (and a new interface).

### **Agricultural Plan**

The Maple Ridge Agricultural Plan, endorsed by Council in 2009, recognized the challenges and opportunities facing the agricultural industry in Maple Ridge. The Plan emphasized that within the Maple Ridge agricultural sector, there is support for initiatives to protect, enhance, and promote agriculture:

*There is an expectation that traditional farming models will not be as applicable in the future and that alternative models with new and multiple objectives should be pursued. There are individuals within the Maple Ridge agricultural sector who see a need for changes in how the agricultural sector currently interacts with the community and are embracing new emerging food system options.*

*Key observations emerged from sector consultations that will guide the agricultural planning process. Close proximity to a large urban population with increasing demand for local food and agricultural products is the biggest strength of Maple Ridge agriculture. As such, there is considerable opportunity to develop markets for a diverse range of high quality products that are fresher, safer, and healthier by virtue of being local.*

*There was overall optimism identified during the consultation process that food trends could be translated into profitable business opportunities regardless of the constraints posed by parcel size, fragmentation of the land base, or resource characteristics. These proponents include both established farmers and also relatively unseasoned operators with post-secondary educations, new ideas and substantial amounts of capital who are just starting out.*

The poultry farm proposal advanced by the applicant could be described as a more traditional type of agriculture. The emphasis made by the Plan indicates that there may be other options for an agricultural future for the property that would be lost if excluded and subdivided.

Since the 1996 endorsement of the Agricultural Plan, a number of initiatives have been advanced to support this work. Most recent development includes the advancement of development permit area guidelines for non-farm development near the ALR boundary.

A recommendation that has not yet been advanced pertains to the zoning of properties within the Agricultural Land Reserve. In particular, the Plan notes that the RS-3 One Family Rural Residential Zone, the most prevalent zone within the Agricultural Land Reserve, may contribute to a perception that agriculture is not a principal use within this zone. The Plan contains recommendations for redress of this situation.

The Plan does not comment on the impacts that RS-1 One Family Urban Residential Zoning may have on properties within the Agricultural Land Reserve. However, it is reasonable to conclude that this urban zone also increases the perception that the long term use of these properties is not for agricultural purposes. On this basis, Council may wish to consider it appropriate to amend the zoning of these properties to reflect the Agricultural Land Use Designation.

### **Contemporary Perspective**

The applicant has communicated with the neighbourhood of the plans to develop an intensive chicken farm on the property and in response received significant opposition to this proposal, due to concerns about neighbourhood impacts that such an operation would create. There is little question that an intensive poultry operation would ideally be situated more remotely from a residential neighbourhood, with appropriate buffers in place.

There are, however, other types of agriculture that could actually benefit from closer proximity to residential development. In **Agricultural Urbanism**, the book's authors advance the concept of "Artisan Agriculture" to describe a form of low impact agriculture that benefits from close proximity to residential development.

Pertinent excerpts from this document are as follows:

*Conventional agriculture today does not integrate easily into the urban fabric because it requires large areas of farmland, significant industrial scale barns and machinery and heavy spraying of fertilizers, pesticides, and in some cases, manure. The risk of dust or chemicals drifting into nearby residential areas is always a concern, and the scale of machinery makes it immediately evident that these uses are incompatible.*

*One response to this dilemma is to create significant buffers between agriculture and human settlement, essentially further separating our cities and the production of the food that sustains them. These buffers are appropriate in many cases are also being promoted as a partial solution to the ongoing trade-offs between agriculture and habitat. However, as noted elsewhere, conventional buffers tend to sever the physical and psychological connections between people and agriculture.*

*When we begin to pursue the closer integration of farming and cities, we need to envision or articulate an alternative model of farming that will not only survive being in close proximity to homes, but will actually benefit from that adjacency. <sup>1</sup>*

Key components of this approach are:

- Low-toxicity farming practices that minimize the use of pesticides and herbicides
- High value products with direct to consumer marketing
- Vertically integrated farming operations with value added products.

**Agricultural Land Commission.** The Agricultural Land Commission recognizes certain types of land uses that support existing agriculture, such as on-site produce sales, processing, and agri-tourism. These activities are particularly supportive of small scale agriculture, due to their potential to promote agriculture and increase gross farm receipts.

Although the neighbourhood may have been concerned about an intensive poultry farm in their vicinity, there are other potential farming activities that could be compatible with adjacent residential uses. The policies of the Agricultural Land Commission could support these smaller scale farming activities. This opportunity would be lost if this property was removed from the ALR and subdivided.

**Growth Management and Extension of Sewer Services.** At the January 9, 2017 Council Workshop, Council received a report from the Engineering Department titled “Metro Vancouver Sewerage Extension Provisions.” This report outlined the policy considerations pertinent to Metro Vancouver in reviewing applications for extending sewer services. These policy considerations include restricting the extension of regional sewerage services to Rural, Agricultural or Conservation and Recreation designated lands that are outside the Urban Containment Boundary. The priorities driving these restrictions are to ensure consistency with the regional land use designation, and with growth management goals. Within this context, the only justification for sewer extension in these areas is to address public health or environmental risks.

This application would require the extension of sewer to serve the proposed subdivision application, and such an extension could not be justified based on the considerations noted above.

One of the concepts that have been advanced as part of this regional approach is one of “No Significant Impact” in the review of sewer extension applications. It was noted that while extending service to individual properties might not be significant from a regional capacity perspective, a single property approval could establish precedents and lead to additional requests within a municipality. The cumulative effect of additional applications could have an impact on regional capacity.

As this regional jurisdiction over extending sewer services is not well understood in the community, the prospect of acquiring a property with both urban residential zoning and a sewer connection may seem deceptively attractive to potential investors, who likely will not understand these servicing constraints. As there are several ALR properties in this vicinity with urban residential zoning, it is

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<sup>1</sup> **Agricultural Urbanism**, Janine de la Salle & Mark Holland, Green Frigate Books, 2010, p 61.

likely that this application will generate interest among these property owners. If successful, this application will increase development pressures in the area.

**e) Alternatives:**

As this report has been prepared in accordance with Council direction for processing applications for exclusion from the Agricultural Land Reserve, there is no specific recommendation for Council's consideration. However, Council may wish to consider the implications of forwarding this application, as it may increase land speculation in the area, and undermine the intent of the Agricultural Land Reserve. In addition, if this application is successful, a required next step would be an application for sewer extension, which would be a responsibility of Council to advance.

**CONCLUSION:**

This application for exclusion from the Agricultural Land Reserve has been reviewed in light of the property's existing zoning, potential lot geometry, agricultural potential, and servicing considerations. As this application would involve regional approvals if successfully removed from the Agricultural Land Reserve, the policy implications involved with sewer extension have been discussed. The report's recommendations are in accordance with Council's direction, and for this reason, a specific recommendation has not been made.

"Original signed by Diana Hall"

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**Prepared by: Diana Hall, MA, MCIP, RPP  
Planner 2**

"Original signed by Christine Carter"

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

"Original signed by Frank Quinn"

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

"Original signed by Paul Gill"

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

The following appendices are attached hereto:

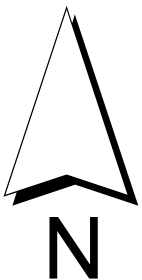
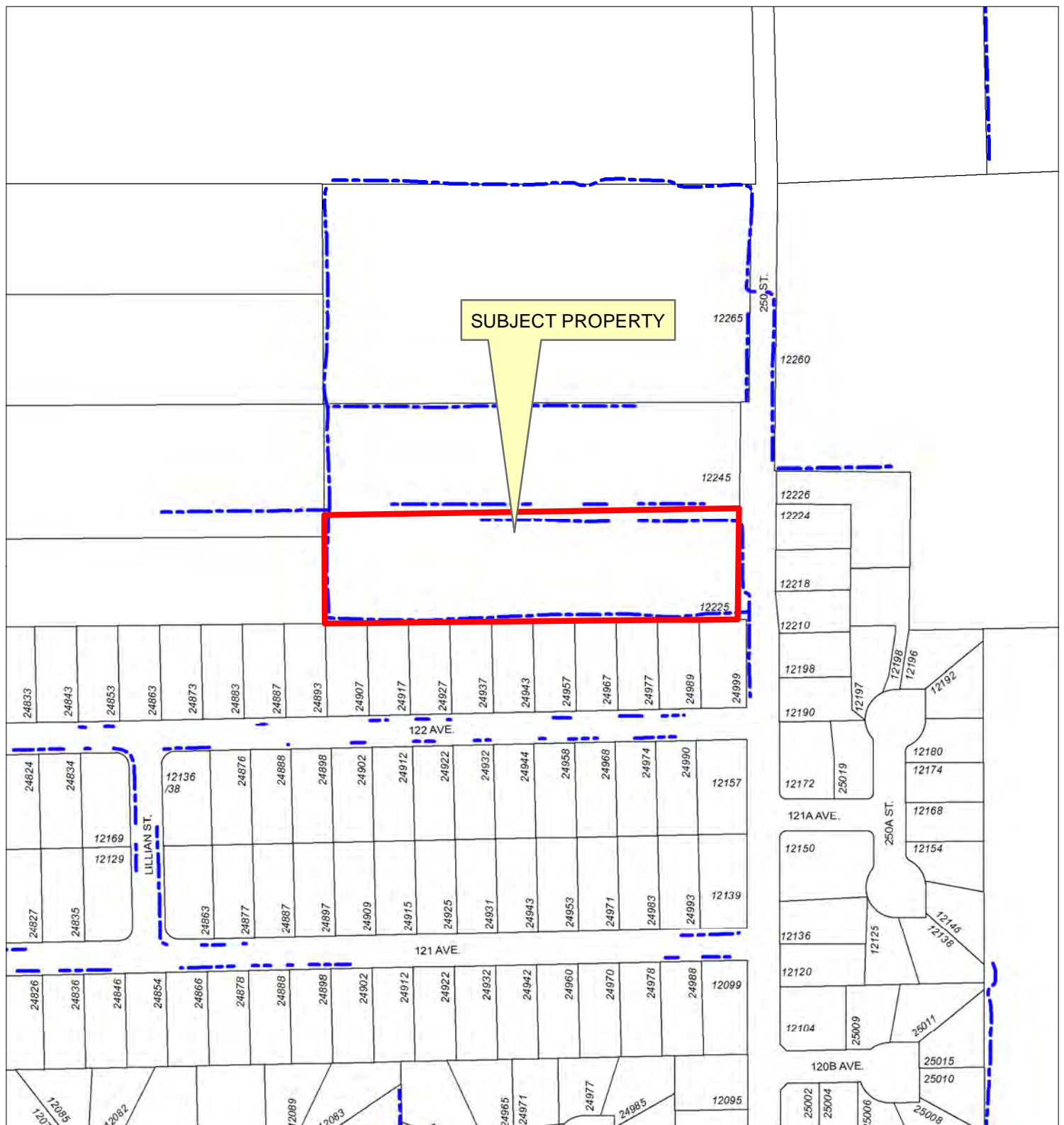
Appendix A – subject map

Appendix B – ortho map

Appendix C – map showing ALR and Zoning



Appendix D – OCP Map

Appendix E – correspondence and subdivision plan prepared by the applicant



Scale: 1:2,500

## Legend

-  Stream  
 Indefinite Creek  
 River  
 Major Rivers & Lakes

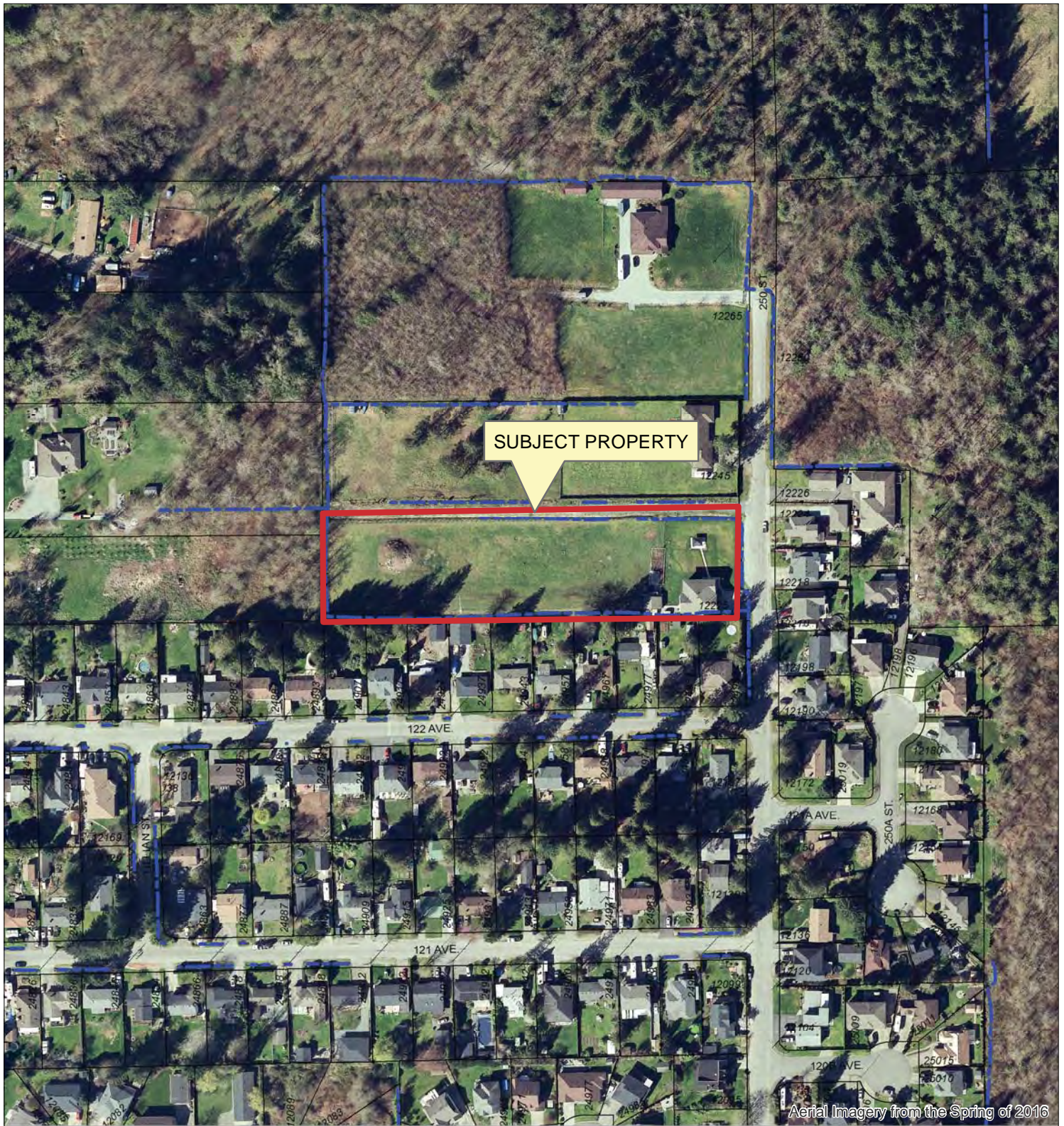
12225 250 Street



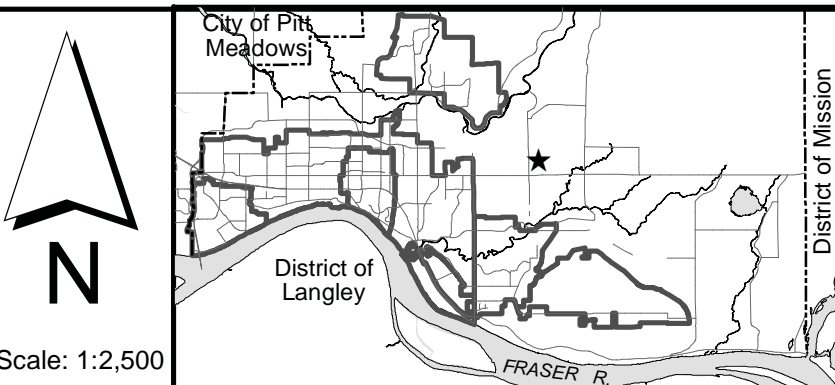
2018-071-AL  
DATE: Mar 1, 2018

BY: JV





Aerial Imagery from the Spring of 2016



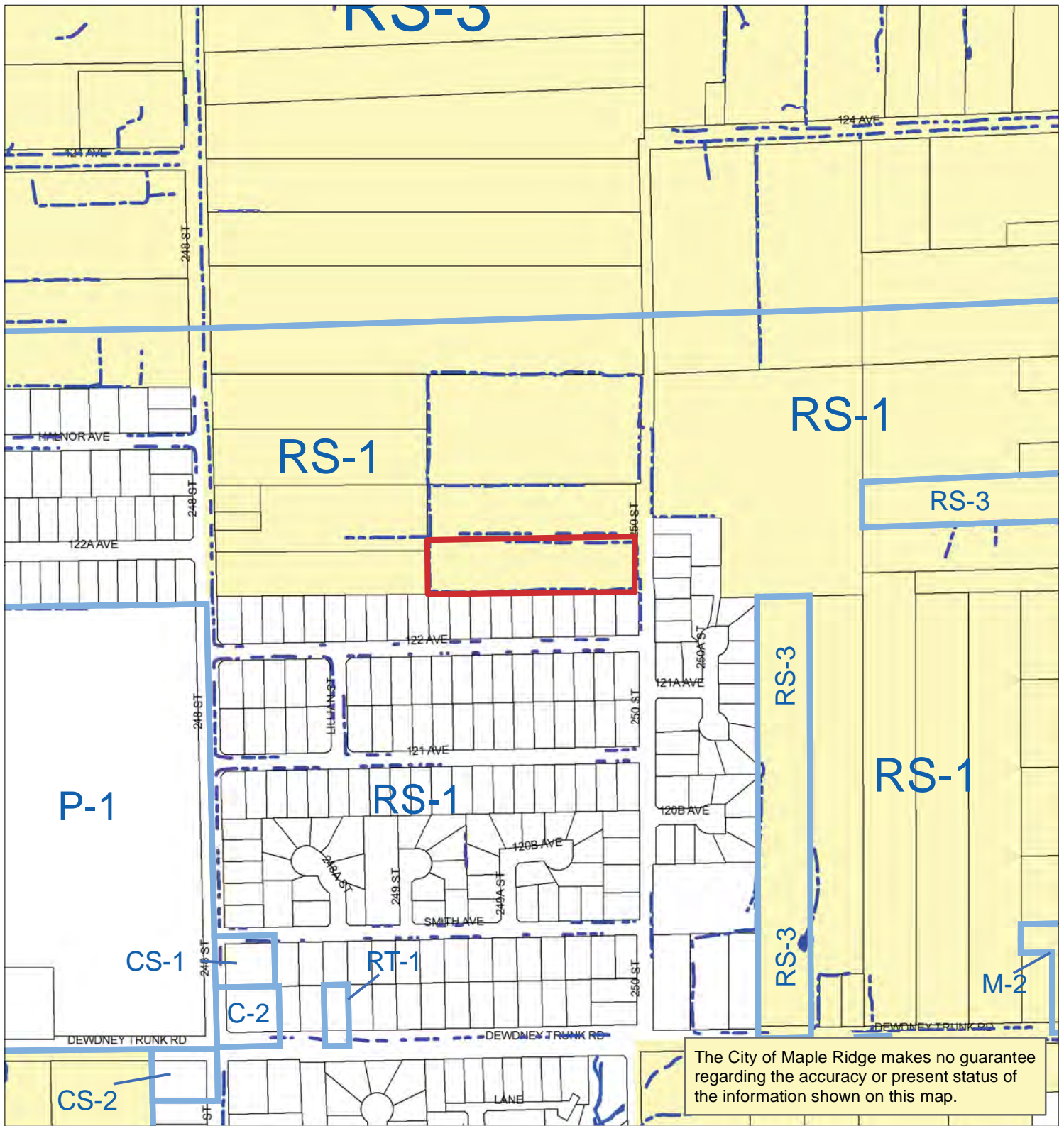
12225 250 STREET



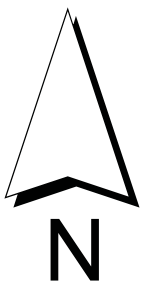
FILE: 2018-071-AL  
 DATE: Apr 26, 2018

BY: PC

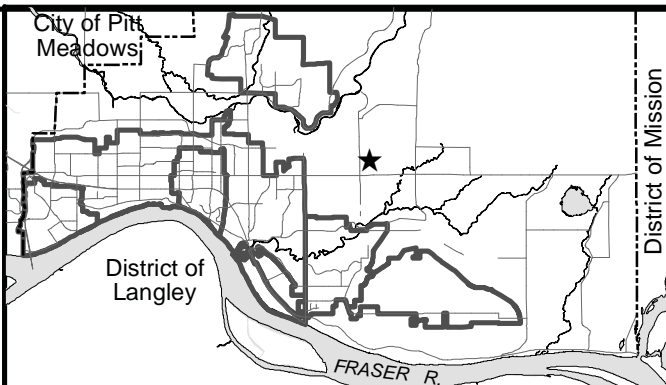




The City of Maple Ridge makes no guarantee regarding the accuracy or present status of the information shown on this map.



Scale: 1:5,000



12225 250 STREET

PLANNING DEPARTMENT



MAPLE RIDGE

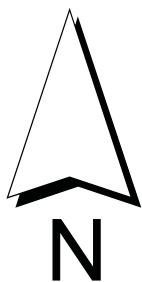
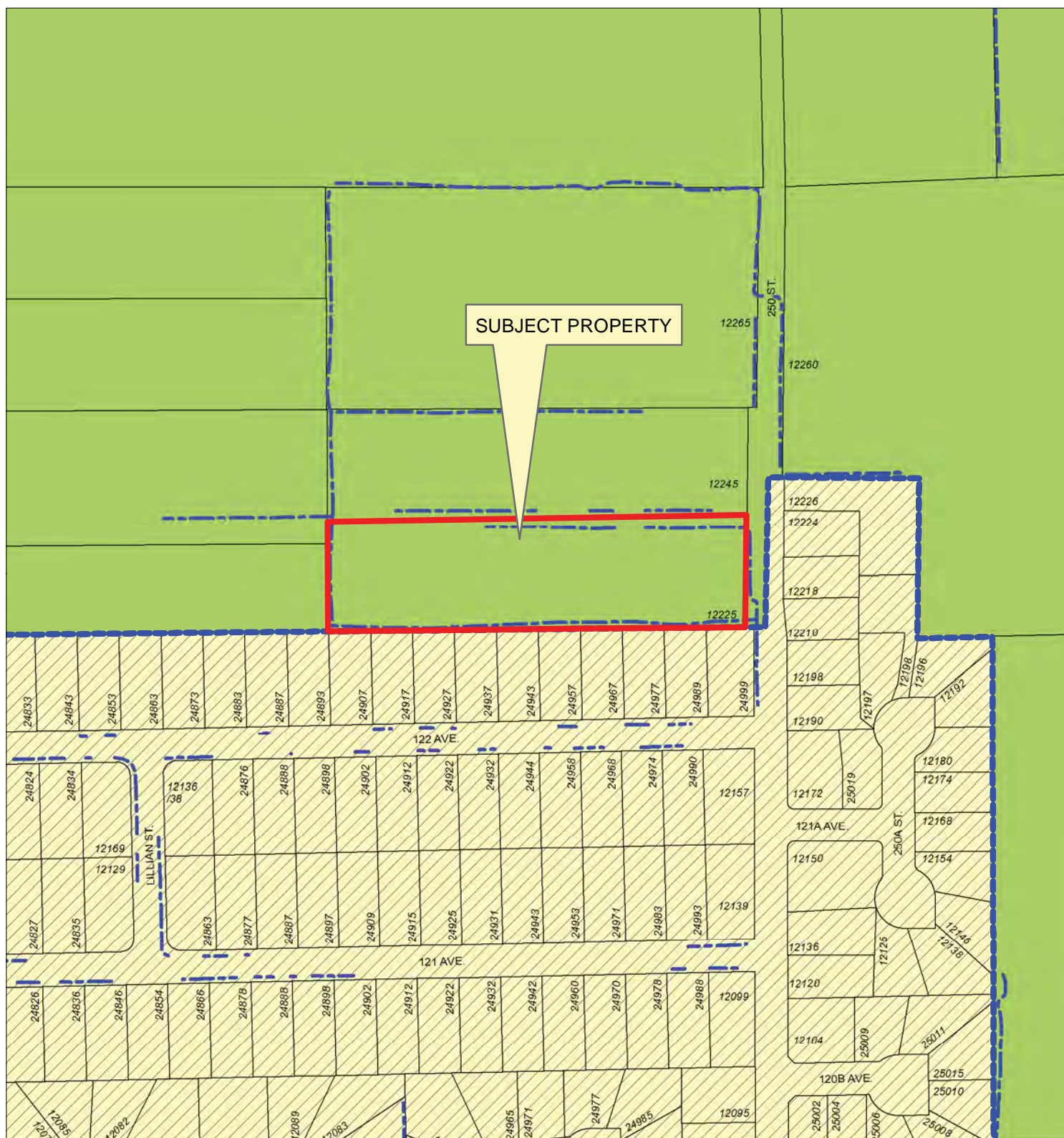
British Columbia

mapleridge.ca

FILE: 2018-071-AL  
DATE: Apr 24, 2018



BY: PC





Scale: 1:2,500

## Legend

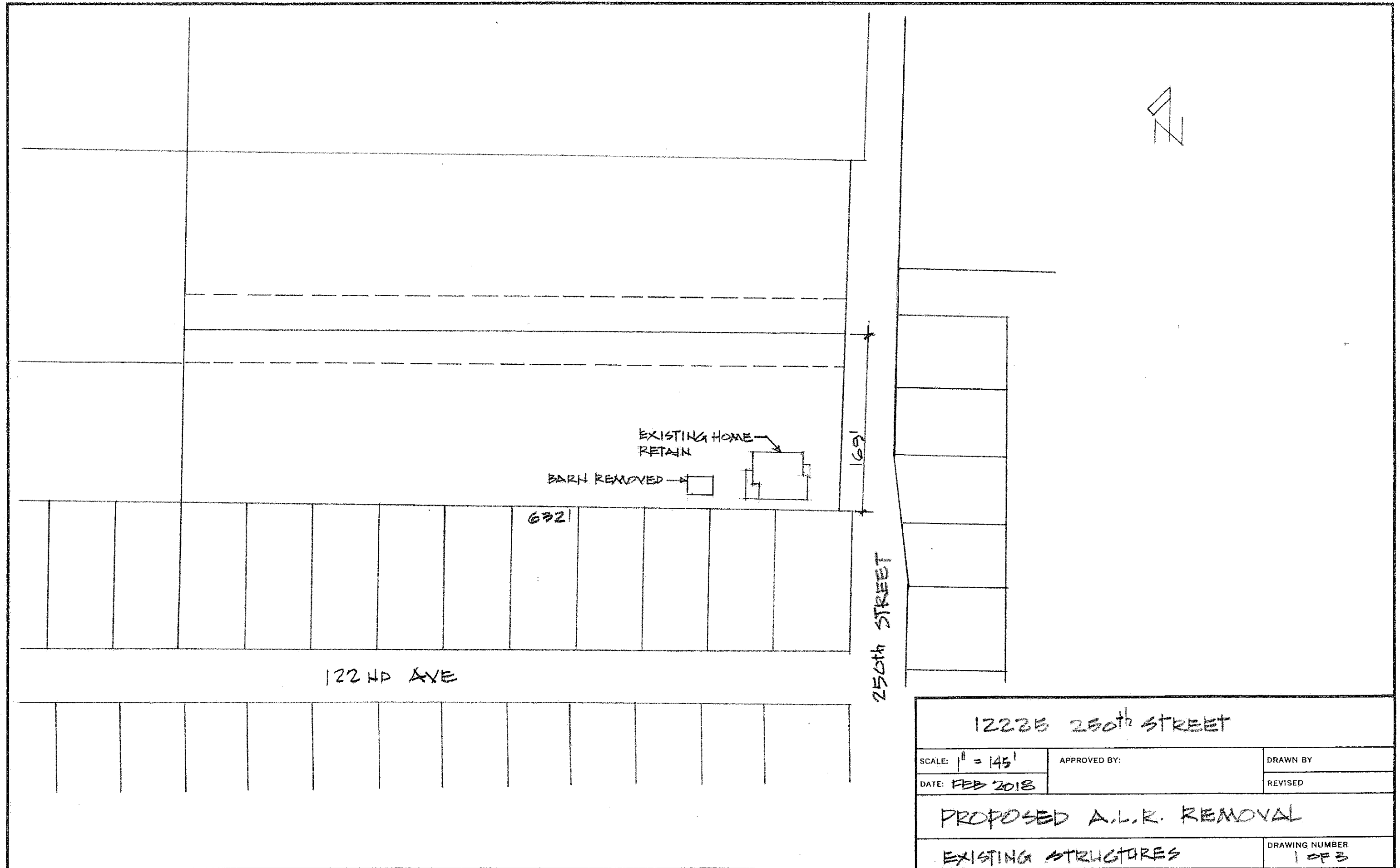
-  Agricultural
-  Estate Suburban Residential

12225 250 Street



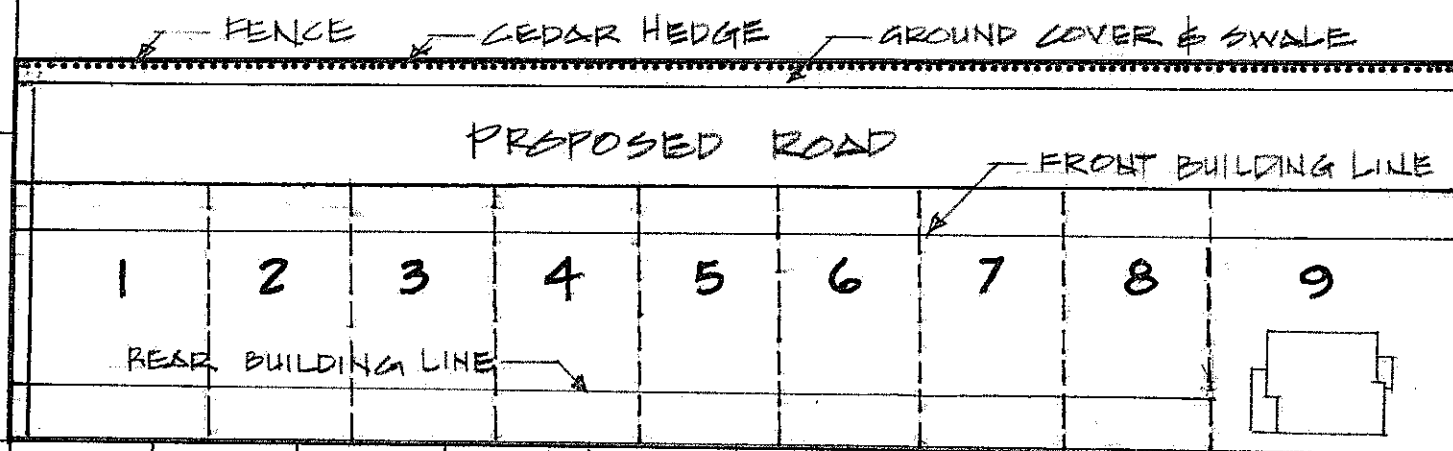
2018-071-AL  
DATE: Mar 1, 2018

BY: JV





LOT B ALR



40' 0" 119'

250th STREET

122ND AVE

632'

### PROPOSED RS-1 LOTS

SCALE: 1" = 145'	APPROVED BY:	DRAWN BY
DATE: FEB 2018		REVISED
12225 250 <sup>th</sup> STREET		
		DRAWING NUMBER 2 OF 3

# Proposal

## Introduction

My name is Eva Pozsar, I purchased my property at 12225 - 250st Maple Ridge BC in 2007. It is 0.987 ha and I bought it for the purpose of starting a poultry farm. My husband, Andrew Pozsar grew up on a chicken farm, and it is his dream to be a chicken farmer again and I fully support him on that.

## Back-round

After I purchased the property, it took us a few years to get ready for farming. We had to clear the property, build a house, fence it, come up with a business plan and find investors. By 2016, we were ready to start the project. Following the advice of industry experts, Cathy Erickson, BC Chicken Marketing Board; Chris Zabek, Regional Agrologist; Gloria Chojnacki, BCFIRB; and Olga Kolomyeychuk, Metro Vancouver; we completed a neighbourhood survey in January of 2017 on the project, of which the survey results turned out to be disastrous. The neighbourhood immediately became very angry about the farming proposal. We had no other choice but to temporarily abandon our farming plans in March 2017. Even long after we announced our plans publicly, not to go through with the poultry farm, the bullying continued by our residential neighbours.

I strongly believe that the main components of our failed farming attempt are, the lack of buffering / edge planing, by not separating agricultural land, from the residential neighbours. Also the lack of special covenants on residential properties had a major negative affect. The unfortunate fact is that 11 years ago, when I purchased the property, there was a minimal buffer, that separated my agricultural land from my residential neighbours. Unfortunately, the City of Maple Ridge allowed our residential neighbours to completely destroy the buffer and build structures only 5 feet from the ALR boundary. By now there is absolutely no separation between my farmland and my residential neighbours. (see pictures, Exhibit "CC")

## The Proposal

My proposal is focusing not so much on what I want to do with the property upon a successful exemption of the ALR, but rather how I can promote and protect farming in the surrounding area. I can tell you from my own experience, and reading the Zbeetnoff Agricultural Report, Landscaped Buffer Specification and Guide to Edge Planing, that I understand a buffer with a clear separation is a must for successful agriculture. I could also tell you that notifying the residential property owners before they buy their property with a special covenant is extremely important. Furthermore, a good fence and a green belt is very helpful. My proposal is that upon a successful exemption from the ALR, I will build a road with a sidewalk on the north side of my current property line with a fence and a green belt. That separation is going to be at least 50 feet from the ALR boundary to the residential property line. Currently it is zero. Once I complete the subdivision, I will put a special covenant on every building lot, warning potential buyers that they are moving into a farming area where, noise, odour, dust, light, and farm traffic occasionally occurs. (see sketches, Exhibits "I I")

## Special covenant

I'm in full agreement with the above mentioned publications from the ALC , Ministry of Agriculture, and the Zbeetnoff Agricultural report for Maple Ridge and it's findings on buffering.

I do believe that the special covenant is a very important part of a successful edge planing. Notifying prospective residential buyers will ensure long term farm-ability for surrounding ALR parcels. However the wording on the covenant “ accept farming activities “ does not go far enough in my view. Accepting farming, simply means holding your nose and putting up with it. This is not good enough! One must celebrate the fact that there is farming in the area. That is the only way to ensure, long-term, peaceful farming activities on ALR land. The wording that I will put on the special covenant will reflect this and therefore only, like-minded individuals will purchase their properties in this new subdivision. People who understand support and appreciate farming. This will encourage and support local ALR land owners to start farming their land, because no farmer should go through the stress, bullying , harassment, legal and physical treats that my husband and I went through.

### **Green belt buffering**

My plans are to install a fence and an evergreen buffer on the north and west side of my current property line. The fence will prevent trespassing onto ALR land and the evergreens will provide the necessary separation. This work will be done before I sell the individual building lots to builders / developers to prevent any interference with the ALR neighbours. The evergreens will not only be planted but also cared for by a local arborist company for at least 3 years to ensure their survival. I will pay for that cost. I will also install a warning sign on the new street, advising people that they are entering into an agricultural area, and their behaviour could negatively affect farming operations. I believe that with these steps taken, we can ensure the right environment for farming on the ALR parcels in this area. I strongly believe that in order for farming to succeed and do well, you must provide the ideal environment. For example, a baby chicken in the ideal environment will grow to be a full-size bird in 6 weeks. But if the environment is less than perfect, its not going to do well, or simply die.

### **Current zoning**

At this time, I'd like to mention that the zoning of my property is RS1 single-family dwellings allowed on 7,200 sf lots; Therefore, upon successful exclusion, no further public consultation is needed on the municipal level. The property is also connected to the GVRD sewer system and an expansion of the sewer line onto the new subdivision is likely that it will be approved by the GVRD. (Please see zoning maps and supporting documents added, 9 pgs)

### **Construction**

I will make it part of the contract with the builder / developer that they must install higher quality windows and extra sound insulation in the walls to cut down on potential noise from farming operations. I will also insist on locating the new structures to the back of the property as much as possible to have maximum separation distance from ALR boundary.

### **Neighbourhood**

This neighbourhood has changed quite a bit in the past 11 years. Many families moved here from Vancouver, Burnaby, Coquitlam, North Vancouver, etc.

With that, it is increasingly becoming more and more urbanized. The fact is that these people move next to land that is reserved for future farming under the ALR, but did not know and were not informed about it since no covenant were in place. There are 14 out of my 17 neighbours, which are, single family dwellings.

I'd also like to point out the close proximity to both elementary and high schools. The nearby schools are only a couple of blocks away. The Garibaldi High school operates at approximately 75% capacity. The Blue Mountain Elementary School operates at approximately 95% capacity. These numbers are according to the survey in February, 2017.

## **Neighbours**

Now I'd like to talk about the residents in this neighbourhood. Most of the residents do not care about the fact that my husband is a disabled man and unable to get a job, even a volunteer job that he's fully qualified for. His only option for meaningful employment is to be self-employed, as a poultry farmer. My husband is an experienced poultry farmer and he is capable to do so, successfully. As noted, there were unexpected and somewhat, radical reactions by the neighbourhood concerning our plans for a poultry operation. This was a very painful awakening for us.

Since our proposed farming plans most of our residential neighbours still refuse to talk to us, or even say hi. Andrew's friend, Mr. Phil Beall, overheard one of my neighbour, around March 2017, Mr. James Allen of 12210 250 st Maple Ridge, as he was instructing his children " don't talk to them they are bad people " referring to my husband and I. Few days later his 7 years old daughter Sophia Allen told Andrew, when her parents were not around, "daddy said not to talk to you anymore". These are the same children who would always say hi, and were coming over to my yard on the regular basis in the past, to play with my goats.

The animosity got so out of hand that my husband received a death threat from one of the residential neighbours. I had to spend thousands of dollars to upgrade my security camera system because we feared for our lives. (see Exhibit "O")

On a positive note, all of my ALR neighbours are very supportive of my exclusion application, and they are all in favour of my proposal.

## **Our plans to start farming**

The main reason for my exclusion proposal has very much to do with our plans to start farming poultry. After a successful exclusion application and subdivision, I'm planning to purchase a pre-existing poultry barn in the Lower Mainland where we can finally start farming. This is our long-term dream, to be able to grow food locally, for the local market. We are working with a Realtor, Nav Sekhon and have been since June, 2017. Nav Sekhon is specialized in respect of farms in BC. We do trust his knowledge, experience and expertise to find us the perfect farm. Andrew is staying in contact with the BC Chicken Marketing Board (CMB) and spoke to Kathy Erickson again on Feb 13, 2018 . We are aware that even in the case of purchasing a pre-existing operation, it would have to be upgraded to current standards before the BC CMB would allow the transfer of the quota, and I'm budgeting for that.

## **BC Farm Industry Review Board (BCFIRB)**

In November of 2016, Andrew spoke to Gloria Chojnacki at the BCFIRB based on Kathy Erickson's recommendation. Ms. Erickson warned Andrew about potential lawsuits from neighbours, and gave couple of examples when farmers lost a lot of money due to lawsuits. Andrew wanted to find out if other farmers were successful farming in similar settings such as my property, near to residential neighbours and relative close proximity to schools.

Andrew was told by Gloria that she was not aware of any farmers successfully farming in a similar setting. She did point out a case that involved a farmer in Saanich BC, who started a blueberry crop farm, in a similar settings to my property, (surrounded by residential neighbours without buffer) but due to noise complaints from the residential neighbourhood, he was forced to shut down his farming

operation. My understanding is, there was no buffer separating the blueberry farm from the residential neighbours.

## **Closing**

In closing I'd like to bring your attention to Exhibit "M", e-mail #127. Mr. David O'Really of 24917 - 122 st of Maple Ridge, responds to our proposed poultry farm project, and echos the entire neighbourhood's opinion. "You have already caused a lot of pain and angst by proposing to place this into a predominantly residential neighbourhood". He also stated, "Just because you have the legal right to take an action doesn't make it right to take it".

Jennifer Allen of 12210 250 st Maple Ridge writes, "You have said multiple times that you can go ahead and do this because you are ALR. Just because you can do something doesn't mean you should or that it's right". She also writes, "It is incredibly selfish on your part to disrupt this nice family community", and latter she added, "If this is your dream than why would you not buy a property in an acceptable farming area. Not a residential area". Exhibit "M", E-mail #32.

I strongly believe that my property is not farm-able and not capable of any agricultural production for the following reasons; Lack of special covenant for residential neighbours, lack of buffering and edge planing on the residential side, unwelcoming and uneducated residential neighbours, poor soil and drainage conditions and lack of support for farming from the City of Maple Ridge. As Nicole Jennings writes "They don't support it they just can't stop it" Exhibit "M" E-mail #70. (Structural side set backs on ALR land recently got increased by the City of Maple Ridge from 7.5meters to 15meters).

I'm asking you to please look at my proposal favourably, as in my opinion, it would be a clear benefit to local agriculture, and it would give us a chance to finally start farming poultry. Please see Affidavit of Andrew Pozsar and corresponding exhibits as our plans and circumstances are explained in detail.

Respectfully,

Eva Pozsar



## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** First Reading  
Zone Amending Bylaw No. 7450-2018  
11780 Burnett Street

**MEETING DATE:** May 8, 2018  
**FILE NO:** 2018-093-RZ  
**MEETING:** Council

---

### EXECUTIVE SUMMARY:

An application has been received to rezone the subject property, located at 11780 Burnett Street, from RS-1 (One Family Urban Residential) to RT-1 (Two Family Urban Residential) to permit the development of a duplex.

One of the two duplex units is subject to a \$4,100 charge as part of the Community Amenity Contribution (CAC) Program Policy 6.31 as updated December 12, 2017.

The City has been undergoing a Zoning Bylaw review, and through this process, staff have identified regulation changes to modernize the bylaw. In the interim, Council has noted an interest in advancing certain changes to the bylaw, rather than waiting for the completion of the new Zoning Bylaw. This proposed development application represents one such Zoning Bylaw change, as it would reduce the minimum area requirements for duplexes from 891 m<sup>2</sup> to 750 m<sup>2</sup>, and respond to changing development styles, affordability and market demand.

Therefore, Zone Amending Bylaw No. 7450-2018 proposes to rezone the subject property to RT-1 (Two Family Urban Residential), but also includes a text amendment to reduce the minimum parcel size, minimum width and depth in the RT-1 (Two Family Urban Residential) zone. The proposed zoning regulations for the RT-1 (Two Family Urban Residential) zone are: 750 m<sup>2</sup> area, 20 m width and 27 m depth.

To proceed further with this application additional information is required as outlined below.

### RECOMMENDATIONS:

**That Zone Amending Bylaw No. 7450-2018 be given first reading; and**

**That the applicant provide further information as described on Schedule B of the Development Procedures Bylaw No. 5879-1999.**

### DISCUSSION:

#### a) Background Context:

Applicant: Jasminder Bajwa

Legal Description: Lot 103, Section 17, Township 12, New Westminster District Plan 41319

OCP:  
Existing: Urban Residential  
Proposed: No change

Zoning:  
Existing: RS-1 (One Family Urban Residential)  
Proposed: RT-1 (Two Family Urban Residential)

Surrounding Uses:

North:	Use:	Single-Family Residential
	Zone:	RS-1 (One Family Urban Residential)
	Designation:	Urban Residential
South:	Use:	Single-Family Residential
	Zone:	RS-1 (One Family Urban Residential)
	Designation:	Urban Residential
East:	Use:	Single-Family Residential
	Zone:	RS-1 (One Family Urban Residential)
	Designation:	Urban Residential
West:	Use:	Vacant (under two separate applications for apartments, and supportive housing and shelter facility)
	Zone:	RS-1 (One Family Urban Residential)
	Designation:	Low-Rise Apartment

Existing Use of Property: Single-Family Residential  
Proposed Use of Property: Duplex  
Site Area: 817 m<sup>2</sup> (0.2 acres)  
Access: Burnett Street  
Servicing requirement: Urban Standard

**b) Site Characteristics:**

The subject property, located at 11780 Burnett Street, is a rectangular shaped lot that is 817 m<sup>2</sup> (0.2 acres) in size (see Appendix A). The subject property and surrounding lots to the north, east and south are characterized by single family dwellings of one to two storeys in height. The subject property is located on the eastern edge, but just outside of the *Town Centre Area Plan*. The four lots to the west of the subject property across Burnett Street are currently vacant, but are under separate applications for an apartment building (2017-035-RZ) and a new facility providing supportive housing and temporary shelter beds (2018-145-RZ) (see Appendix A).

The existing house on the property will require removal as part of the rezoning approval. The subject property is relatively flat with a few trees spread across the lot (see Appendix B).

**c) Project Description:**

The current application proposes to rezone the subject property from RS-1 (One Family Urban Residential) to RT-1 (Two Family Urban Residential), to permit the development of a duplex. No site plan has been provided at this time, but it is expected that the two units will be housed in one building, and four off-street parking spaces will be provided in conformity with the City's *Off-Street Parking and Loading Bylaw*. A full site plan and development details will be provided at second reading.

The subject property is smaller than the minimum lot size, 891 m<sup>2</sup>, required by the current RT-1 zone. Therefore, the Zone Amending Bylaw 7450-2018 that accompanies this application also includes a text amendment to reduce the minimum parcel size and regulations for the RT-1 zone from 891 m<sup>2</sup> to 750 m<sup>2</sup> outside of the Town Centre Area.

At this time the current application has been assessed to determine its compliance with the Official Community Plan (OCP) and provide a land use assessment only. Detailed review and comments will need to be made once full application packages have been received. A more detailed analysis and a further report will be required prior to second reading. Such assessment may impact proposed lot boundaries and yields, OCP designations and Bylaw particulars, and may require application for further development permits.

**d) Planning Analysis:**

**Official Community Plan:**

The subject property is designated *Urban Residential*. The following OCP policies apply to the current application:

*Policy 3-1 encourages growth within the Urban Area Boundary (UAB) and to accommodate growth through infill by promoting a mix of housing types and tenures [...].*

*Policy 3-19 Neighbourhood Residential Infill, and 3-21 Compatibility Criteria.* These two policies require development to be compatible with the surrounding neighbourhood with regards to size, scale, massing and architectural elements. They also require development to reinforce the physical patterns and characteristics of established neighbourhoods, with particular attention to setbacks and lot configuration with the existing pattern of development in the area.

*Policy 3-19* supports a change in unit type and specifically cites duplexes as well as triplexes as compatible.

The proposed rezoning to RT-1 (Two Family Urban Residential) is in conformance with the *Urban Residential* designation and OCP policies listed above.

### **Housing Action Plan**

The Housing Action Plan was endorsed in 2014, and includes a number of goals and principles aimed at providing safe, affordable and appropriate housing for the community. Specific goals in support of duplex housing include: “To improve housing choice for all current and future households”. Strategy #1 Housing Action Plan relates to housing mix and innovation and reads “support the development of a mix of housing forms”. Based on the above, it is clear that reducing minimum parcel size to the RT-1 (Two Family Urban Residential) zone is in alignment with the goals, principles and strategies in the Housing Action Plan, and the current application for a duplex development also aligns with the intent of the Housing Action Plan.

### **Zoning Bylaw:**

The current application proposes to rezone the subject property at 11780 Burnett Street from RS-1 (One Family Urban Residential) to RT-1 (Two Family Urban Residential) to permit the development of a duplex. The minimum lot size for the current RS-1 (One Family Urban Residential) zone is 668 m<sup>2</sup> (7,191 sf), and the minimum lot size for the proposed RT-1 (Two Family Urban Residential) zone is 891m<sup>2</sup> (9,591 sf).

As part of the Zoning Bylaw review process, the minimum parcel dimensions and parcel area for the RT-1 (Two Family Urban Residential) zone are proposed to be reduced to maximize opportunities for duplex infill in the city, both within and outside the *Town Centre Area Plan*. As the subject property does not meet the current area for the existing RT-1 zone, but does meet the proposed draft regulations, this report supports the application. A text amendment to the RT-1 zone is included with this application, which has been brought forward in advance of the complete revision of the Zoning Bylaw, to facilitate this application. Therefore, the text amendment allowing a minimum lot size of 750m<sup>2</sup> (8,073 sf) is included in Zone Amending Bylaw 7450-2018.

It should be noted that there are several other in-stream duplex applications at various stages of the rezoning process which also include a text amendment to the RT-1 zone. They include applications within the Urban Area Boundary but outside the *Town Centre Area Plan* (e.g. 2016-109-RZ), as well as an application within the *Town Centre Area Plan* (e.g. 2014-076-RZ). In the case of the latter, a smaller minimum lot size of 557 m<sup>2</sup> is proposed for a duplex, provided that the property is a corner lot or has access to a rear lane. For consistency, the text amendments to the RT-1 zone included in current in-stream applications contain the modified duplex requirements for properties both within and outside the *Town Centre Area Plan*. The first application to receive final reading will then adopt a set of RT-1 requirements that are applicable to all other in-stream applications.

There are no known variances from the requirements of the proposed zone that are requested at this time. Any variations from the requirements of the proposed zone will require a Development Variance Permit application.

### **Development Permits:**

A Development Permit is not required for this rezoning application, as a duplex is exempt from the Development Permit Area Guidelines. However, a Section 219 Restrictive Covenant will be required to regulate the form and character of the duplex. The RT-1 (Two Family Urban Residential) zone does not permit secondary suites, and this restriction will be considered in the design of the building.

**Advisory Design Panel:**

A Form and Character Development Permit is not required because this is a duplex project; therefore, this application does not need to be reviewed by the Advisory Design Panel.

**Development Information Meeting:**

A Development Information Meeting is not required for this application because it is in compliance with the OCP and is proposing less than 5 dwelling units.

**e) Interdepartmental Implications:**

In order to advance the current application, after first reading, comments and input, will be sought from the various internal departments and external agencies listed below:

- a) Engineering Department;
- b) Fire Department;
- c) Building Department;
- d) Canada Post.

The above list is intended to be indicative only and it may become necessary, as the application progresses, to liaise with agencies and/or departments not listed above.

This application has not been forwarded to the Engineering Department for comments at this time; therefore, an evaluation of servicing requirements has not been undertaken. We anticipate that this evaluation will take place between first and second reading.

**f) Development Applications:**

In order for this application to proceed the following information must be provided, as required by Development Procedures Bylaw No. 5879-1999 as amended:

1. A complete Rezoning Application (Schedule B);

The above list is intended to be indicative only, other applications may be necessary as the assessment of the proposal progresses.

## CONCLUSION:

The development proposal is in compliance with the OCP, therefore, it is recommended that Council grant first reading subject to additional information being provided and assessed prior to second reading.

“Original signed by Chee Chan”

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**Prepared by:** Chee Chan, MCIP, RPP, B.Sc.  
Planner 1

“Original signed by Christine Carter”

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

“Original signed by Frank Quinn”

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

“Original signed by Paul Gill”

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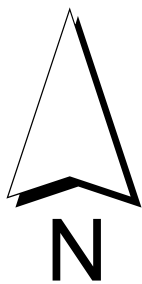
**Concurrence:** Paul Gill, CPA, CGA  
Chief Administrative Officer

The following appendices are attached hereto:

Appendix A – Subject Map

Appendix B – Ortho Map

Appendix C – Zone Amending Bylaw No. 7450-2018



Scale: 1:1,500

## Legend

--- Ditch Centreline

11780 BURNETT STREET

PLANNING DEPARTMENT



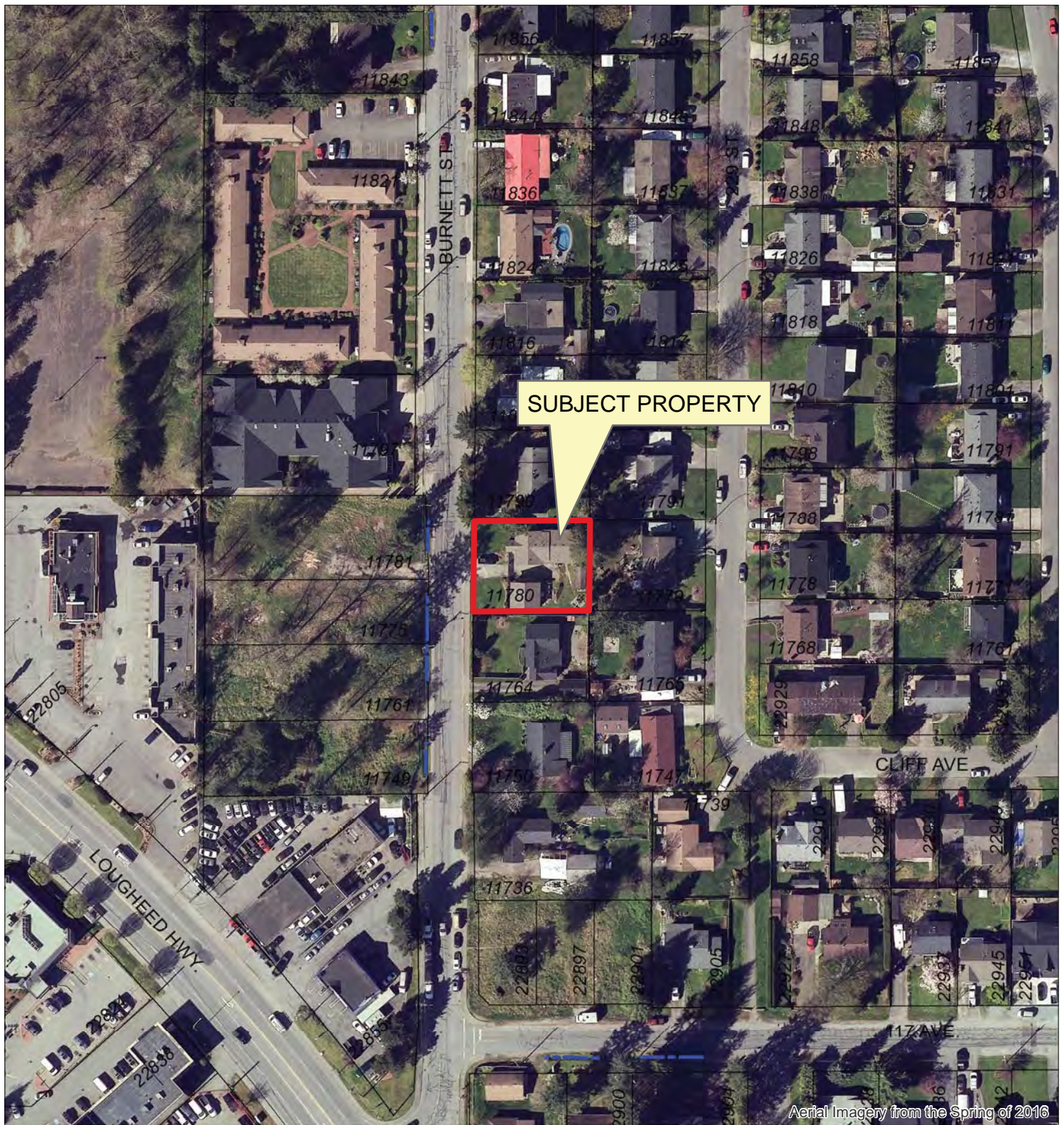
MAPLE RIDGE  
British Columbia

mapleridge.ca

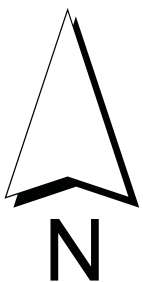
FILE: 2018-093-RZ  
DATE: Apr 30, 2018

BY: PC





Aerial Imagery from the Spring of 2016



Scale: 1:1,500

## Legend

--- Indefinite Creek

11780 Burnett St

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

[mapleridge.ca](http://mapleridge.ca)

2018-093-RZ  
DATE: Mar 19, 2018

BY: JV



## CITY OF MAPLE RIDGE BYLAW NO. 7450-2018

A Bylaw to amend Map "A" forming part of Zoning Bylaw No. 3510 - 1985 as amended

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**WHEREAS**, it is deemed expedient to amend Maple Ridge Zoning Bylaw No. 3510 - 1985 as amended;

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7450-2018."
2. That PART 6, RESIDENTIAL ZONES, SECTION 601, (C) REGULATIONS FOR THE SIZE, SHAPE AND SITING OF BUILDING AND STRUCTURES, item 4) Buildings and Structures for Two Family Residential Use in the RT-1 Zone is amended by deleting item (d) and replacing it with the following:
  - (d) shall not be permitted on a lot less than 750 m<sup>2</sup>.
  - (e) notwithstanding item (d) above, lots located within the Town Centre, as identified on Schedule H, which are either a corner lot or provided with lane access, shall not be permitted on a lot less than 557 m<sup>2</sup>.
3. To Amend Schedule "D" **MINIMUM LOT AREA AND DIMENSIONS** by the modification of the following line as follows:

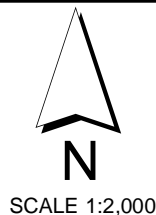
RT-1	20 m	27m	750 m <sup>2</sup>	See item 7 below
------	------	-----	--------------------	------------------
4. To Amend Schedule "D" **MINIMUM LOT AREA AND DIMENSIONS** after item 6:
  7. For lots located within the Town Centre, as identified on Schedule H, which are either a corner lot or provided with lane access, shall not be less than 557 m<sup>2</sup>.
5. That parcel or tract of land and premises known and described as:

Lot 103 Section 17 Township 12 New Westminster District Plan 41319

and outlined in heavy black line on Map No. 1757 a copy of which is attached hereto and forms part of this Bylaw, is hereby rezoned to RT-1 (Two Family Urban Residential).

- READ** a first time the                      day of                      , 20
- READ** a second time the                      day of                      , 20
- PUBLIC HEARING** held the                      day of                      , 20
- READ** a third time the                      day of                      , 20
- ADOPTED,** the                      day of                      , 20

CORPORATE OFFICER



## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** First Reading  
Zone Amending Bylaw No. 7451-2018  
12419 Garibaldi Street

**MEETING DATE:** May 8, 2018  
**FILE NO:** 2018-122-RZ  
**MEETING:** Council

---

### EXECUTIVE SUMMARY:

An application has been received to rezone the subject property from RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential) to permit the subdivision of the subject property to create one additional lot. To proceed further with this application additional information is required as outlined below.

The proposed development will be subject to the City Wide Community Amenity Contribution (CAC) Program (Policy No. 6.31). The proposed development, if approved, would be subject to a \$5,100 CAC for the additional single family lot created.

### RECOMMENDATIONS:

That Zone Amending Bylaw No. 7451-2018 be given first reading; and

That the applicant provide further information as described on Schedules B, E and J of the Development Procedures Bylaw No. 5879-1999, along with the information required for a Subdivision application.

### DISCUSSION:

#### a) Background Context:

Applicant: Andria and William Harmon

Legal Description: Lot 37, D.L. 6881, Group 1, NWD Plan 57415

OCP:

Existing: Suburban Residential

Zoning:

Existing: RS-3 (One Family Rural Residential)

Proposed: RS-2 (One Family Suburban Residential)

#### Surrounding Uses:

North:	Use:	Single Family Residential
	Zone:	RS-2 (One Family Suburban Residential)
	Designation:	Suburban Residential
South:	Use:	Single Family Residential
	Zone:	RS-3 (One Family Rural Residential)
	Designation:	Suburban Residential
East:	Use:	Single Family Residential
	Zone:	RS-3 (One Family Rural Residential)
	Designation:	Suburban Residential
West:	Use:	Single Family Residential
	Zone:	RS-3 (One Family Rural Residential)
	Designation:	Suburban Residential
Existing Use of Property:		Single Family Residential
Proposed Use of Property:		Single Family Residential
Site Area:		0.808 HA. HA (2 acres)
Access:		Garibaldi Street
Servicing requirement:		Rural Standard

#### **b) Site Characteristics:**

The subject property is located on the west side of Garibaldi Street; south of 128<sup>th</sup> Avenue and north of Sayers Crescent. The subject property gently slopes from the north/west to the south/east. There is an existing single family home located towards the north boundary of the property which the applicant proposes to keep. The property falls outside of the Urban Containment Boundary. The existing single family home is serviced by an on-site sewage disposal system and City water.

#### **c) Project Description:**

The applicant has applied to rezone the subject property from RS-3 (One Family Rural Residential) zone to RS-2 (Single Family Suburban Residential) zone to facilitate the subdivision of the subject property into two Suburban Residential lots. The applicant is proposing to retain the existing single family residence.

There have been several rezoning's in the area to RS-2 (One Family Suburban Residential). Attachment "E" highlights the subject property under application as well as, the properties in the surrounding neighbourhood that area zoned RS-2 (One Family Suburban Residential) zone.

At this time the current application has been assessed to determine its compliance with the Official Community Plan (OCP) and provide a land use assessment only. Detailed review and comments will need to be made once full application packages have been received. A more detailed analysis and a further report will be required prior to Second Reading. Such assessment may impact proposed lot boundaries and yields, OCP designations and Bylaw particulars, and may require application for further development permits.

**d) Planning Analysis:**

**Official Community Plan:**

The surrounding neighbourhood is designated Suburban Residential within the Official Community Plan. The Suburban Residential designation Zoning Matrix identifies that the RS-2 (Single Family Suburban Residential) zone is a compatible zone within the designation. The subject property is located outside of the Urban Containment Boundary.

The following Official Community Plan policies support the rezoning of the subject property to RS-2 (One Family Suburban Residential) zone:

- Section 3.1.3 Suburban Residential, describes Suburban Residential designation as supporting single detached and duplex housing in areas outside the Urban Area Boundary that may have water service but which are not connected to the municipal sanitary sewer system.
- Suburban Residential Policy 3-11 supports single detached housing on large suburban lots. Lots sizes within this land use designation are generally 0.4 hectares in size.

The subject property has an onsite sewage disposal system and is serviced by City water.

In August, 2016 Council received a staff report outlining Suburban Residential and Estate Suburban Residential land use designation options. On September 5, 2017 after further review Council resolved that no changes would be made to the Estate Suburban and Suburban Residential OCP policies and that residential development proceed accordingly.

The subject site is designated Suburban Residential in the Official Community Plan which permits a single detached housing form located outside of the Urban Area Boundary. The RS-2 (One Family Suburban Residential) zone is in compliance with this designation, and requires city water and sewage disposal provided by a private system.

**Zoning Bylaw:**

The current application proposes to rezone the property located at 12419 Garibaldi Street from RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential) to permit the future subdivision of two (2) single family lots. The minimum lot size for the current RS-3 (One Family Rural Residential) zone is 0.80 ha, and the minimum lot size for the proposed RS-2 (One Family Suburban Residential) zone is 0.40 ha.

Any variations from the requirements of the proposed zone will require a Development Variance Permit application.

**Development Permits:**

Pursuant to Section 8.12 of the OCP, a Wildfire Development Permit application is required for all development and subdivision activity identified in wildfire risk areas. The purpose of the Wildfire Development Permit is for the protection of life and property in designated areas that could be at risk for wildland fire; and where this risk may be reasonably abated through implementation of appropriate precautionary measures. The subject property is located within the Wildfire Development Permit Area, identified on Map 1 in Section 8.12 of the Official Community Plan. Prior

to second reading a Registered Professional Forester's Report will be required to determine wildfire mitigation requirements.

**Development Information Meeting:**

A Development Information Meeting is not required for this application.

**e) Interdepartmental Implications:**

In order to advance the current application, after First Reading, comments and input, will be sought from the various internal departments and external agencies listed below:

- a) Engineering Department;
- b) Operations Department;
- c) Fire Department;
- d) Building Department;
- e) Parks Department;
- f) School District; and
- g) Utility companies.

The above list is intended to be indicative only and it may become necessary, as the application progresses, to liaise with agencies and/or departments not listed above.

This application has not been forwarded to the Engineering Department for comments at this time; therefore, an evaluation of servicing requirements has not been undertaken. We anticipate that this evaluation will take place between First and Second Reading.

**f) Development Applications:**

In order for this application to proceed the following information must be provided, as required by Development Procedures Bylaw No. 5879-1999 as amended:

- 1. A complete Rezoning Application (Schedule B or Schedule C);
- 2. A Development Variance Permit (Schedule E);
- 3. A Wildfire Development Permit Application (Schedule J);
- 4. A Subdivision Application.

The above list is intended to be indicative only, other applications may be necessary as the assessment of the proposal progresses.

## CONCLUSION:

The development proposal is in compliance with the OCP, therefore, it is recommended that Council grant First Reading subject to additional information being provided and assessed prior to Second Reading.

The proposed layout has not been reviewed in relation to the relevant bylaws and regulations governing subdivision applications. Any subdivision layout provided is strictly preliminary and must be approved by the City of Maple Ridge's Approving Officer.

"Original signed by Wendy Cooper"

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**Prepared by:** Wendy Cooper, MCIP, RPP  
Senior Planning Technician

"Original signed by Christine Carter"

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

"Original signed by Frank Quinn"

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

"Original signed by Paul Gill"

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

The following appendices are attached hereto:

Appendix A – Subject Map

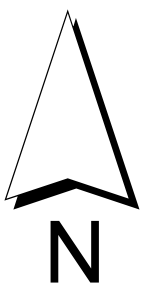
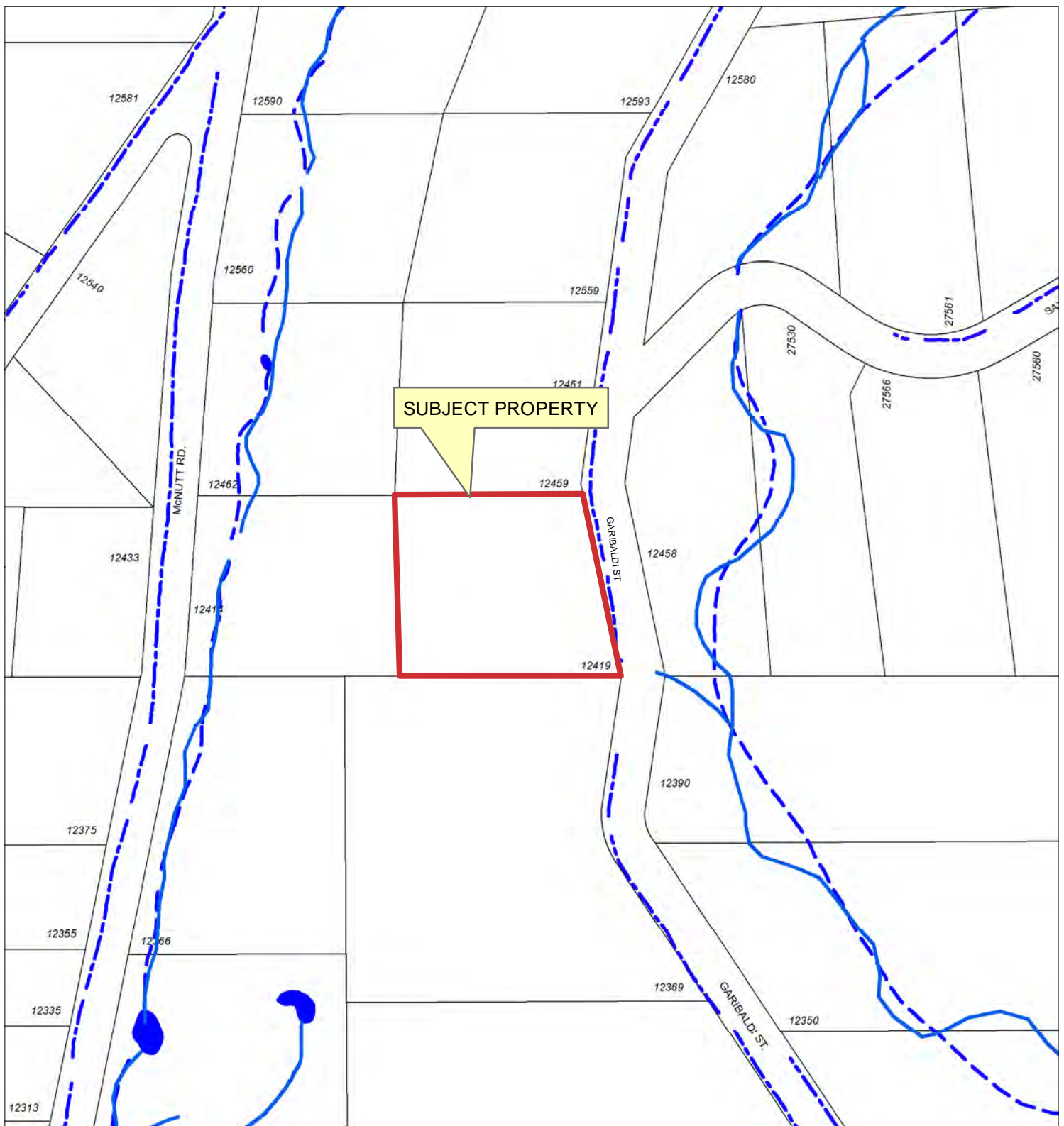
Appendix B – Ortho Map

Appendix C – Zone Amending Bylaw No. 7451-2018

Appendix D – Proposed Site Plan

Appendix E – Zoning Context Map





Scale: 1:2,500

## Legend

- Stream
- Ditch Centreline
- ... Indefinite Creek
- Lake or Reservoir

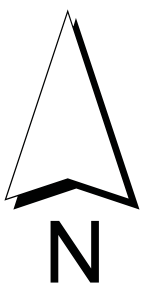
12419 GARIBALDI STREET



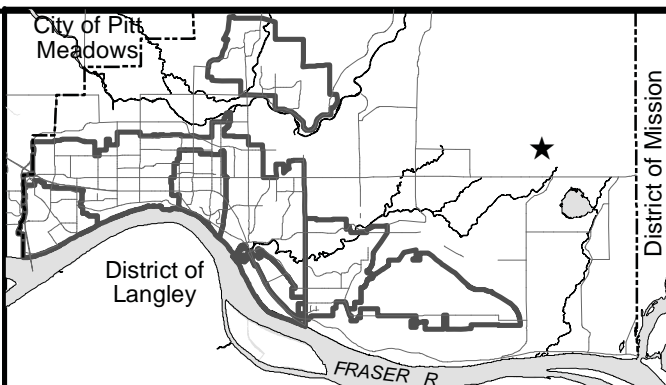
FILE: 2018-122-RZ  
 DATE: Apr 6, 2018

BY: PC





Scale: 1:2,500



12419 GARIBALDI STREET



FILE: 2018-122-RZ  
DATE: Apr 6, 2018

BY: PC



**CITY OF MAPLE RIDGE  
BYLAW NO. 7451-2018**

A Bylaw to amend Map "A" forming part of Zoning Bylaw No. 3510 - 1985 as amended

**WHEREAS**, it is deemed expedient to amend Maple Ridge Zoning Bylaw No. 3510 - 1985 as amended;

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7451-2018."
2. That parcel or tract of land and premises known and described as:

Lot 37 District Lot 6881 Group 1 New Westminster District Plan 57415

and outlined in heavy black line on Map No. 1758 a copy of which is attached hereto and forms part of this Bylaw, is hereby rezoned to RS-2 (One Family Suburban Residential).

3. Maple Ridge Zoning Bylaw No. 3510 - 1985 as amended and Map "A" attached thereto are hereby amended accordingly.

**READ** a first time the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**READ** a second time the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**PUBLIC HEARING** held the       day of       , 20

**READ** a third time the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**ADOPTED,** the            day of            , 20

**PRESIDING MEMBER**

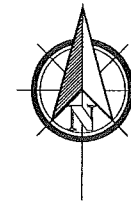
CORPORATE OFFICER



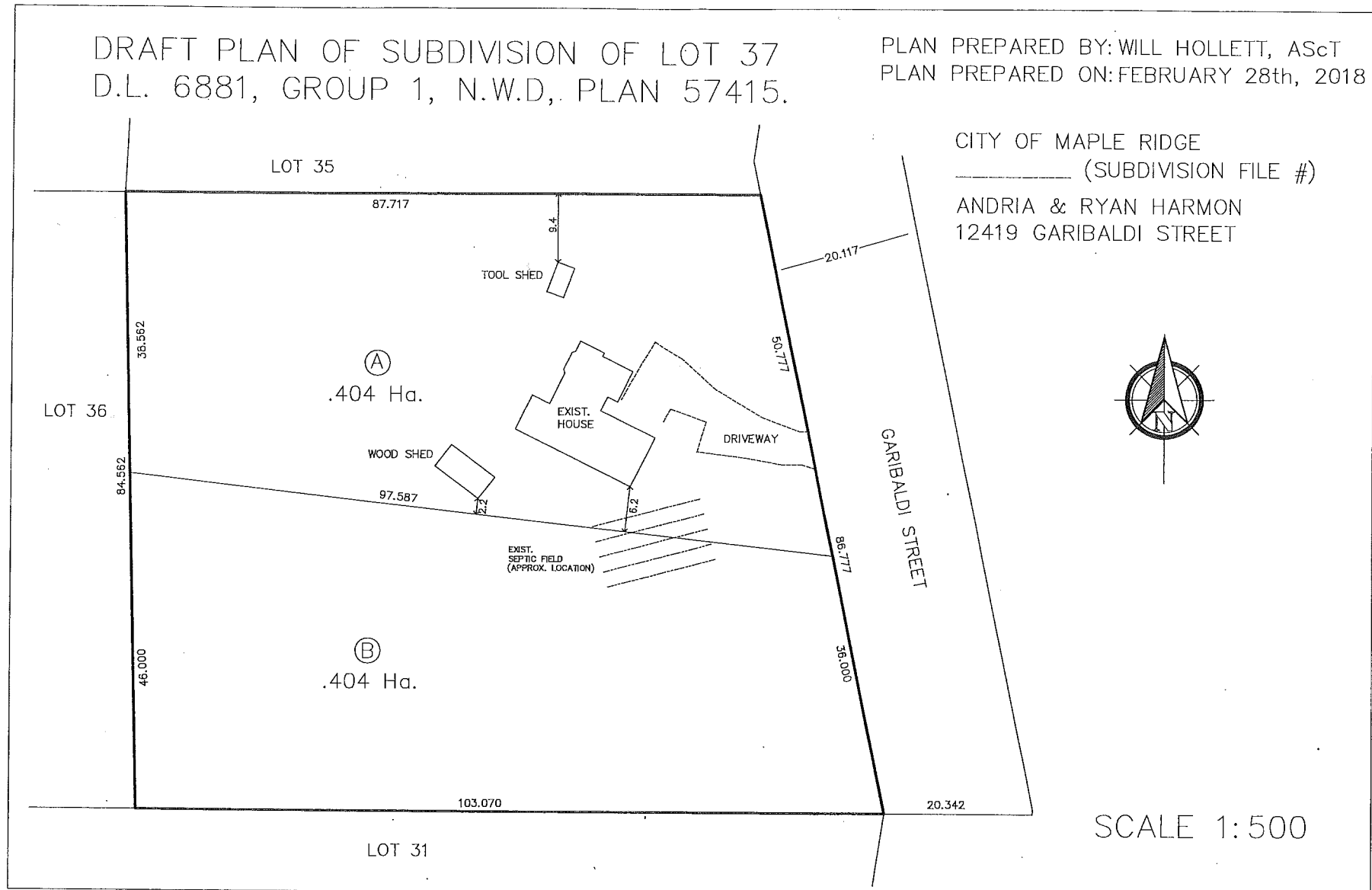
## DRAFT PLAN OF SUBDIVISION OF LOT 37 D.L. 6881, GROUP 1, N.W.D., PLAN 57415.

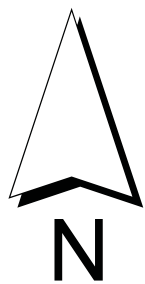
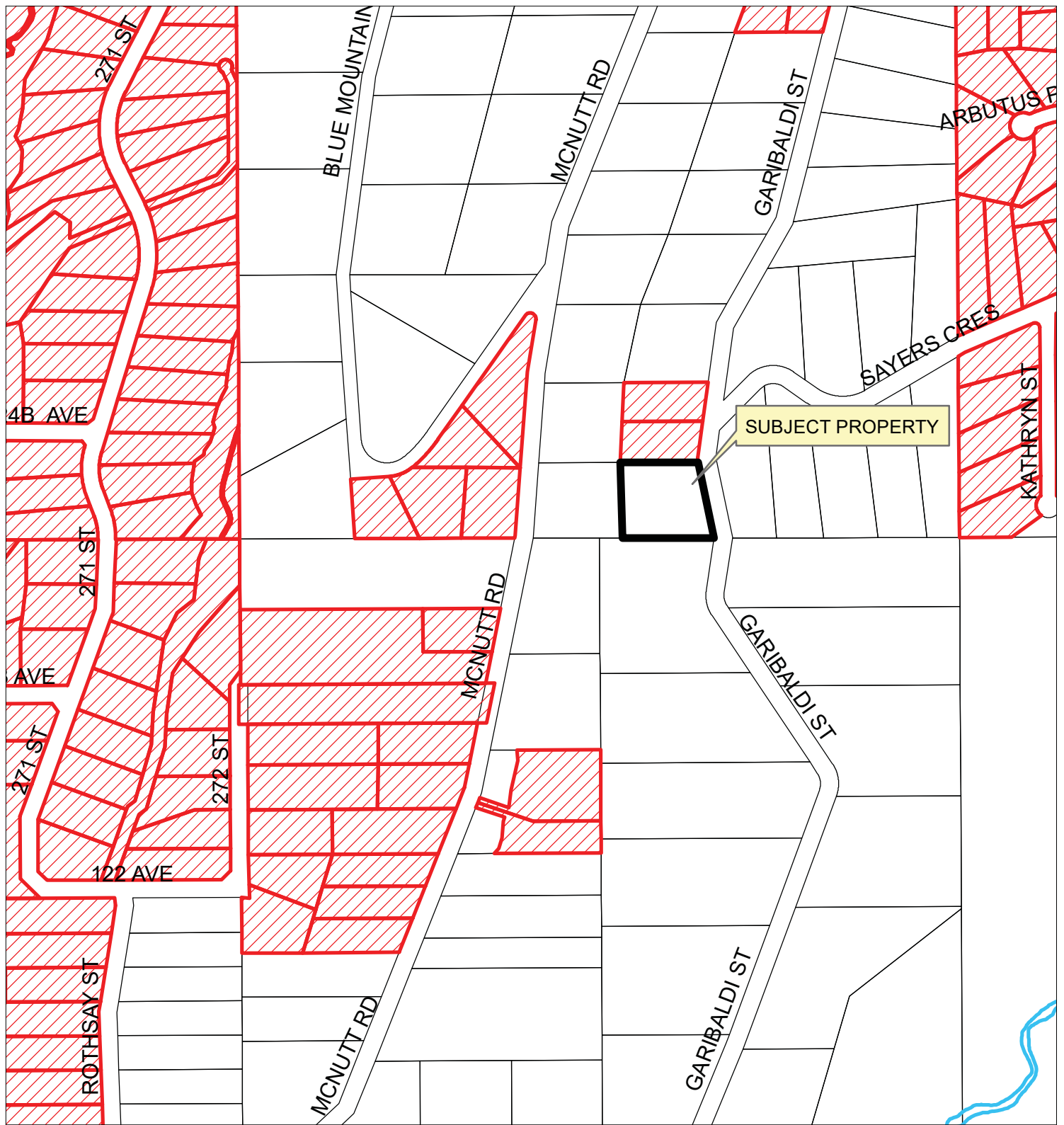
PLAN PREPARED BY: WILL HOLLETT, ASCT  
PLAN PREPARED ON: FEBRUARY 28th, 2018

CITY OF MAPLE RIDGE  
\_\_\_\_ (SUBDIVISION FILE #)  
ANDRIA & RYAN HARMON  
12419 GARIBALDI STREET

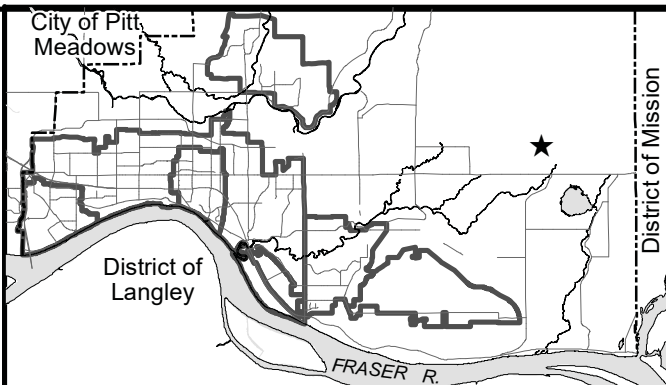


SCALE 1:500





Scale: 1:6,000



## 2018-122-RZ RS-2 Zoned Properties

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

[mapleridge.ca](http://mapleridge.ca)

FILE: 2014-122-RZ\_EmergingRS2.mxd

DATE: Apr 19, 2018

BY: DT

## City of Maple Ridge

<b>TO:</b>	Her Worship Mayor Nicole Read and Members of Council	<b>MEETING DATE:</b>	May 8, 2018
<b>FROM:</b>	Chief Administrative Officer	<b>FILE NO:</b>	2015-318-RZ
		<b>MEETING:</b>	Council
<b>SUBJECT:</b>	<b>First and Second Reading Official Community Plan Amending Bylaw No. 7329-2017; Second Reading Zone Amending Bylaw No. 7198-2015; 11650 224 Street</b>		

---

### EXECUTIVE SUMMARY:

An application has been received to rezone the subject property located at 11650 224 Street from RS-1 (One Family Urban Residential), C-3 (Town Centre Commercial) to RM-2 (Medium Density Apartment Residential), to permit the future construction of a 130 unit Multi-Family building. Council granted first reading to Zone Amending Bylaw No. 7198-2015 and considered the early consultation requirements for the Official Community Plan (OCP) amendment on January 16, 2016. The minimum lot size for the current RS-1 One Family Urban Residential Zone is 668 m<sup>2</sup>.

This application requires an amendment to the Official Community Plan (OCP) to re-designate a portion of the site from Ground Oriented Multi-Family to Low-Rise Apartment.

After this application received first reading approval, in December 2017 the Community Amenity Contribution Program was amended to remove the exemption given to Town Centre rezoning applications. This proposal is no longer exempt, and therefore, pursuant to Council policy, this application is subject to the Community Amenity Contribution Program at a rate of (\$3,100.00 per apartment dwelling unit), for an estimated amount of \$403,000.00.

### RECOMMENDATIONS:

- 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. 7329-2017 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. 7329-2017 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. 7329-2017 is consistent with the Capital Expenditure Plan and Waste Management Plan;
- 4) That Official Community Plan Amending Bylaw No. 7329-2017 be given first and second readings and be forwarded to Public Hearing;

- 5) That Zone Amending Bylaw No. 7198-2015 be given second reading, and be forwarded to Public Hearing;
- 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) Approval from the Ministry of Transportation and Infrastructure;
  - iii) Amendment to Official Community Plan Schedule "A", Chapter 10.4 Town Centre Area Plan, Schedule 1 – Town Centre Area Land-Use Designation Map;
  - iv) Road dedication on Fraser Street and 224<sup>th</sup> Street as required;
  - v) Consolidation of the subject properties;
  - vi) Registration of a Restrictive Covenant for the Geotechnical Report which addresses the suitability of the subject property for the proposed development;
  - vii) Registration of a Restrictive Covenant for protecting the Visitor Parking;
  - viii) Registration of a Restrictive Covenant for Stormwater Management
  - ix) That a voluntary contribution, in the amount of \$3100.00 per unit for a total of \$403,000.00 be provided in keeping with the Council Policy with regard to Community Amenity Contributions.

## DISCUSSION:

### 1) Background Context:

Applicant: Bissky Architecture And Urban Design Inc. Wayne Bissky

Legal Description: D.L.: 398, Block: 2, Plan: NWP155

OCP:

Existing:	Ground-Oriented Multi-Family, Town Centre Commercial
Proposed:	High Density Residential

Zoning:

Existing:	RS-1 (One Family Urban Residential), C-3 (Town Centre Commercial)
Proposed:	RM-2 (Medium Density Apartment Residential)

Surrounding Uses:

North:	Use:	2 lots, Strata condominium
	Zone:	RM-2 (Medium Density Apartment Residential)
	Designation:	Low Rise Apartment



South:	Use:	Apartment
	Zone:	RM-3
	Designation:	Low-Rise Apartment
East:	Use:	Single Family
	Zone:	Land Use Contract
	Designation:	Ground Oriented Multi-Family
West:	Use:	2 properties, single family and vacant
	Zone:	C-3 Town Centre Commercial
	Designation:	Town Centre Commercial
Existing Use of Property:		Vacant
Proposed Use of Property:		Mix of Ground Oriented, Medium Density, and High Density Residential Uses
Site Area:		0.901 HA. (2.25 acres)
Servicing requirement:		Urban Standard

## 2) Project Description:

This application for multi-family residential housing is for a split designated parcel in the Town Centre. This proposal reflects a comprehensive residential development that will link two adjacent buildings through its landscape design. The two separately zoned portions of the site will be subdivided as part of this proposal in a separate application. The existing C-3 Town Centre Zoned portion of the site will not change and will be developed separately after completion of the subdivision application. This proposed rezoning is for the east side of the property, facing Fraser Street. A 130 unit multi-family building is proposed, offering a central courtyard, and stepped building heights of 6 storeys to the west, and 3 storeys to the east. The housing types include 76 one bedroom apartments, and 49 two bedroom apartments, with the ground oriented housing fronting Fraser Street providing 5 three bedroom units.

This project will include the completion of Fraser Street, thereby bridging the north and south portions of the site.

## 3) Planning Analysis:

### Official Community Plan:

The development site is located within the Town Centre Area Plan to the immediate east of Port Haney and has 2 land use designations (Town Centre Commercial and Ground Oriented Multi-Family). The portion of the site that is designated Town Centre Commercial fronts 224<sup>th</sup> Street and aligns with the C-3 Town Centre Zoning for that portion of the site. However, an OCP amendment will be required to re-designate the eastern portion of the site fronting Fraser Street from Ground Oriented Multi-Family to Low-Rise Apartment to allow the proposed RM-2 Medium Density Apartment Zoning.

This required amendment to the Official Community Plan is supportable as the proposed development is designed for compatibility with the diverse neighbourhood context. The stepped design of the building is proposed to be a 3 storey ground oriented townhouse at the eastern edge adjacent to Fraser Street that transitions to a 6 storey format on the central portion of the site. This range of building heights will attain consistency with adjacent developments, from the ground oriented housing designation across Fraser Street to the proposed 6 storey structure of the C-3 Town Centre Commercial portion of the site to the West. This portion fronting 224<sup>th</sup> Street will be developed at a later date.

### **Housing Action Plan**

This application has not proposed rental housing, and Council did not require that rental units be provided in their first reading approval. It should be noted that the Maple Ridge Housing Action Plan, endorsed by Council in 2014, contains strategies to increase the scope of affordable and appropriate housing to meet diverse housing needs.

The implementation of this work is in progress, but will not be completed in time for this application. In advance of this work, Council may wish to consider for this application additional requirements in support of housing options for the community.

### **Zoning Bylaw:**

The eastern portion of the site is proposed to be rezoned from RS-1 (One Family Urban Residential), to RM-2 (Medium Density Apartment Residential) to permit a 130 unit multi-family building. The minimum lot size for the current RS-1 One Family Urban Residential Zone is 668m<sup>2</sup>, and the minimum lot size for the proposed RM-2 Medium Density Apartment Zone is 1300 m<sup>2</sup>. Any variations from the requirements of the proposed zone will require a Development Variance Permit application.

### **Off-Street Parking And Loading Bylaw:**

Required parking for 130 multi-family units in the RM-2 Zone is 1.5 per unit, or 195 stalls. An additional parking requirement for visitor parking is 0.2 stall per unit, or 26 stalls, for a minimum requirement of 221 stalls. The proposal contains a total of 225 stalls, of which 5 are accessible, and 7 are small car stalls. These provisions meet or exceed the requirements of the bylaw.

The provisions for bicycle parking require that townhouse units provide long term bicycle storage within their attached garage space, and short term bicycle storage at a ratio of 3 per 20 units. Based on these requirements, 5 townhouse units will require 0.6 or 1 short term bicycle parking spot (provided). Long term bicycle parking for the apartment portion is 1 per 4 dwelling units, or 31.25 spots for 125 apartment units (32 spots have been provided). Short term bicycle parking is to be provided at a ratio of 6 spaces per 20 units, or 37.5 spots for 125 apartment units (38 spots have been provided).

In addition to the above, staff will be pursuing a voluntary provision of electric charging stations.

### **Proposed Variances:**

A Development Variance Permit application has been received for this project and involves the following relaxations:

- *Maple Ridge Zoning Bylaw No. 3510 -1985, Section 604, Part 6 and Part 7;*

- To vary the front yard setback from 7.5 metres to 2.0 meters
- To vary the height of the structure from 4 storeys maximum to 6 storeys.

The Building Department has also noted over height retaining walls on the site plan that will require Council approval for the variance. The requested variances to the RM-2 (Medium Density Apartment Residential District) Zone and will be the subject of a future Council report.

#### **Development Permits:**

Pursuant to Section 8.11 of the OCP, a Town Centre Development Permit application is required for all multifamily residential, flexible mixed use and commercial development located in the Town Centre.

#### **Advisory Design Panel:**

The Advisory Design Panel (ADP) reviewed the form and character of the proposed development and the landscaping plans at a meeting held on January 17, 2018.

Following presentations by the project Architect and Landscape Architect, the ADP made the following resolution that:

***File No. 2015-318-DP be supported and the following concerns be addressed as the design develops and submitted to Planning staff for follow-up:***

#### **Landscape Comments:**

1. Consider adding a trellis feature at the entrances to public pathway;
2. Consider adding bench at north west and south west corner of 2m path;
3. Continue the paving material of the 2m pathway eastward through to the public sidewalks on Fraser Street at both the North and South sides;
4. Consider replacing the concrete with unit pavers in the perimeter walkway if acceptable by the Fire Department;
5. Consider a decorative paving treatment at the lower and upper parking accesses.

#### **Architectural Comments:**

1. Extend and distinguish the public sidewalk through the driveway to municipal sidewalk on Fraser Street;
2. Review the requirements for guardrails on the retaining walls and add as required;
3. Emphasize the main entrance to the building with both hard and soft landscaping materials - Consider enhancing the stairway entrance as a secondary entrance; provide wayfinding to direct pedestrians to building entrance from top of stairs;
4. Follow the municipal guidelines for the recycling component of the building and consider expanding the component and locate on both P1 & P2;
5. Add windows to bedrooms (Corner units) on 6<sup>th</sup> floor;
6. Emphasize the continuity of the red colour accent throughout the courtyard's guardrail having some form of architectural, landscape or decorative elements;
7. Provide lighting along perimeter path (either as bollards or on the building) to improve visibility and improve CPTED concerns;
8. Integrate storm water management into the landscaping plans as appropriate;

9. Consider possibility of registering a public easement between 224<sup>th</sup> to Fraser Street for continuous public walkway along the south side of this and the future project to the West.

ADP concerns have been addressed and are reflected in the current plans. A detailed description of how these items were incorporated into the final design will be included in a future development permit report to Council.

#### **Development Information Meeting:**

A Development Information Meeting was held at the FraserView Village Fireside Lounge, at 22610 116th Avenue on Wednesday, March 7, 2018. Approximately 30 people from the community attended with 24 names provided on the attendance sheet. Four comment sheets were filled in.

Concerns noted:

- Some were enquiring about purchasing a unit.
- Some south apartment residents were concerned about the gravel access currently partially on the subject site; they want to know if the new development will impede access.
- Some raised concerns about traffic after Fraser Street is completed.
- A few did not agree with the proposal.
- Several concerns about parking, and concerned about street parking although the proposal meets the required parking in the bylaw.
- One individual wanted to see more handicap accessible suites.
- Concerns were raised about street lights, want to make sure they are installed for added security in the area; “the more light the better” was the comment.

The following are provided in response to the issues raised by the public:

- A marketing plan for these units will address the concerns of those wishing to purchase units
- Although public access to the private property will not be made possible, the proposal does increase the connectivity for pedestrians and vehicular traffic.
- Parking provided exceeds the requirements of the bylaw.
- Accessibility and street lighting are to be provided in accordance with bylaw requirements.

In general there seemed to be an overall interest in the project with a few people voicing their opposition to the project.

#### **4) Environmental Implications:**

The Ministry of Environment has provided a certificate of compliance for remediation of contaminated sites, dated July 21, 2017.

#### **5) Traffic Impact:**

As the subject property is located within 800 metres of the Lougheed Highway, a referral has been sent to the Ministry of Transportation and Infrastructure.

**6) Interdepartmental Implications:**

**i. Engineering Department:**

The Engineering Department requirements include road dedication along 224<sup>th</sup> Street, and submission of funds to be held in trust for its completion to a collector standard. Dedication and construction of Fraser Street to an 11.6 metre wide collector will be required, including street lighting and street trees. Upgrades to the water system, demonstration of sanitary sewer capacity, and possible upgrades to the storm sewer system will be required.

**ii. License, Permits and Bylaws Department:**

Building Department comments focused on the need to integrate the stormwater management plan in the geotechnical report. A 3.0 metre Statutory Right of Way will be required at the south edge of the apartment site to link the storm system to Fraser Street. A development variance permit may be required for over-height retaining walls.

**iii. Fire Department:**

The Fire Department provided guidance regarding addressing, fire alarms, sprinkler, emergency access, building security, a fire safety plan, and the need for the submission of architectural plans for pre-incident planning purposes.

**iv. Operations:**

Conflicts were noted in the servicing provisions and the landscape plan, which will require redress prior to final approval.

**7) School District No. 42 Comments:**

Pursuant to Section 476 of the *Local Government Act*, consultation with School District No. 42 is required at the time of preparing or amending the OCP. School District No. 42 responded to the referral on May 2, 2017 and expressed concerns about the existing schools within the catchment area already operating above capacity.

**Local Government Act:**

An amendment to the OCP requires the local government to consult with any affected parties and to adopt related bylaws in compliance with the procedures outlined in Section 477 of the *Local Government Act*. The amendment required for this application, from Ground Oriented Multi-Family to Low Rise Apartment, is considered to be minor in nature. It has been determined that no additional consultation beyond existing procedures is required, including referrals to the Board of the Regional District, the Council of an adjacent municipality, First Nations, the School District or agencies of the Federal and Provincial Governments.

The amendment has been reviewed with the Financial Plan/Capital Plan and the Waste Management Plan of the Greater Vancouver Regional District and determined to have no impact.

## 8) Citizen/Customer Implications:

Community benefits to be realized by this proposal include the improved connectivity through the construction of Fraser Street fronting the site to an urban standard.

### CONCLUSION:

It is recommended that first and second reading be given to OCP Amending Bylaw No. 7329-2017, that second reading be given to Zone Amending Bylaw No. 7198-2015, and that application 2015-318-RZ be forwarded to Public Hearing.

“Original signed by Diana Hall”

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

“Original signed by Christine Carter”

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

“Original signed by Frank Quinn”

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

“Original signed by Frank Quinn” for

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

The following appendices are attached hereto:

Appendix A – Subject Map

Appendix B – Ortho Map

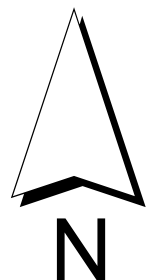
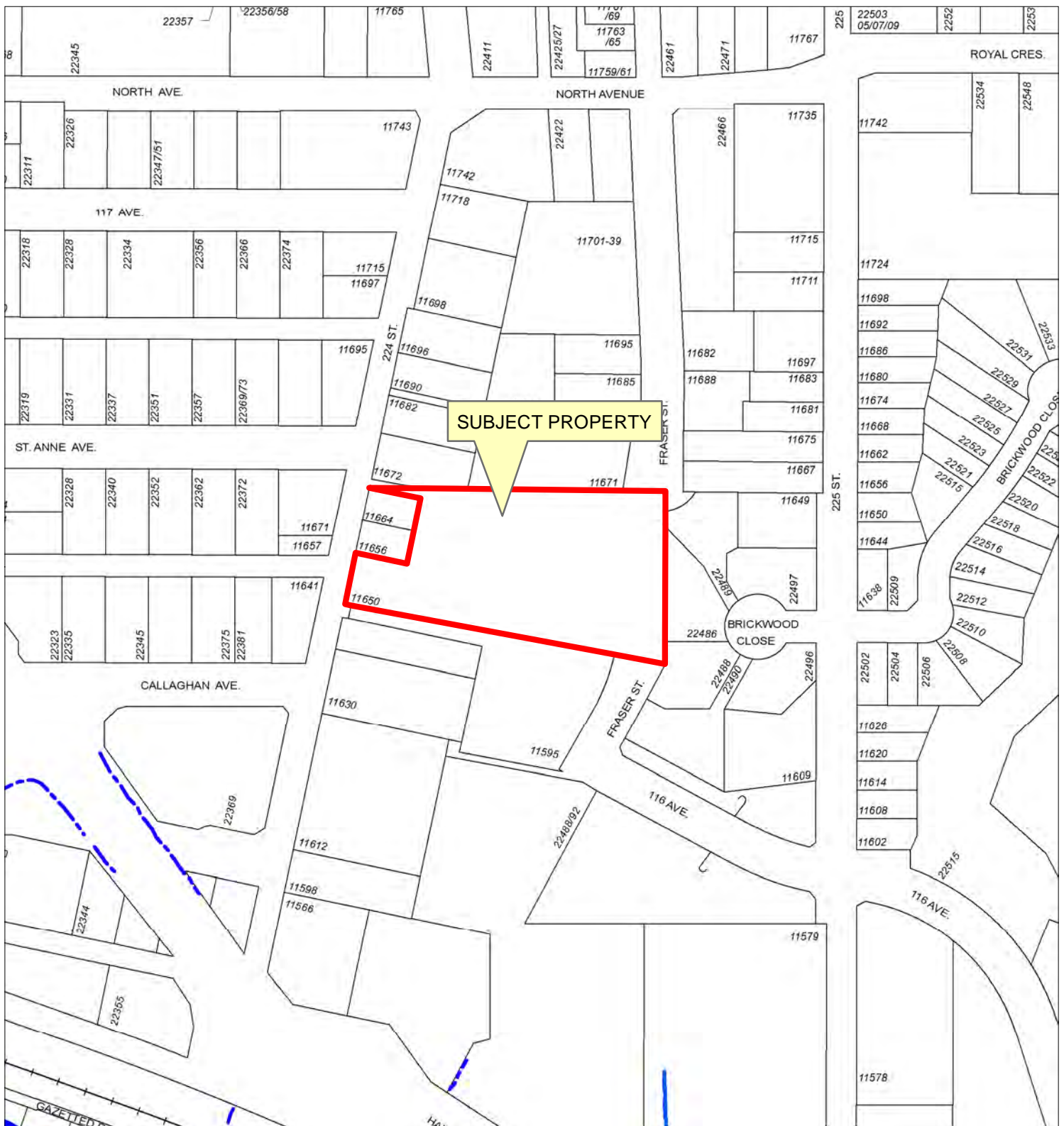
Appendix C – OCP Amending Bylaw No. 7329-2017

Appendix D – Zone Amending Bylaw No. 7198-2015

Appendix E – Site Plan

Appendix F – Building Elevation Plans

Appendix G – Landscape Plan



Scale: 1:2,500

## Legend

- Stream
- Ditch Centreline
- Indefinite Creek
- River Centreline
- Major Rivers & Lakes

11650 224 St  
2011 Image

PLANNING DEPARTMENT



**MAPLE RIDGE**

British Columbia

**mapleridge.ca**

2015-318-RZ

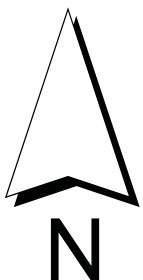
DATE: Oct 16, 2015

BY: JV





City of Maple Ridge



Scale: 1:2,500

## Legend

- Stream
- Ditch Centreline
- Indefinite Creek
- River Centreline
- Major Rivers & Lakes

11650 224 St  
2011 Image

PLANNING DEPARTMENT



**MAPLE RIDGE**

British Columbia

[mapleridge.ca](http://mapleridge.ca)

2015-318-RZ

DATE: Oct 16, 2015

BY: JV



## APPENDIX C

## CITY OF MAPLE RIDGE

## BYLAW NO. 7329-2017

## A Bylaw to amend the Official Community Plan Bylaw No. 7060-2014

**WHEREAS** Section 477 of the Local Government Act provides that the Council may revise the Official Community Plan;

**AND WHEREAS** it is deemed expedient to amend Schedule "B" to the Official Community Plan;

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

1. This Bylaw may be cited for all purposes as "Maple Ridge Official Community Plan Amending Bylaw No. 7329-2017."
2. Schedule "A", Chapter 10.4 Town Centre Area Plan, Schedule 1 – Town Centre Area Land-Use Designation Map is hereby amended for that parcel or tract of land and premises known and described as:

Parcel "One" (L60023E) of Parcel "T" (Plan with Fee Deposited 52214F), Lot 4 Block 2  
District Lot 398 Group 1 New Westminster District Plan 155

and outlined in heavy black line on Map No. 941, a copy of which is attached hereto and forms part of this Bylaw, is hereby designated/amended as shown.

3. Maple Ridge Official Community Plan Bylaw No. 7060-2014 is hereby amended accordingly.

**READ** a first time the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**READ** a second time the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

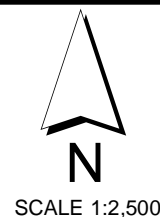
**PUBLIC HEARING** held the       day of       , 20

**READ** a third time the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**ADOPTED**, the            day of            , 20   .

**PRESIDING MEMBER**

CORPORATE OFFICER



**CITY OF MAPLE RIDGE**

**BYLAW NO. 7198-2015**

A Bylaw to amend Map "A" forming part of Zoning Bylaw No. 3510 - 1985 as amended

---

**WHEREAS**, it is deemed expedient to amend Maple Ridge Zoning Bylaw No. 3510 - 1985 as amended;

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7198-2015."
2. That parcel or tract of land and premises known and described as:

Parcel "One" (L60023E) of Parcel "T" (Plan with Fee Deposited 52214F), Lot 4 Block 2 District Lot 398 Group 1 New Westminster District Plan 155

and outlined in heavy black line on Map No. 1655 a copy of which is attached hereto and forms part of this Bylaw, is hereby rezoned to RM-2 (Medium Density Apartment Residential).

3. Maple Ridge Zoning Bylaw No. 3510 - 1985 as amended and Map "A" attached thereto are hereby amended accordingly.

**READ** a first time the 12<sup>th</sup> day of January, 2016.

**READ** a second time the            day of            , 20

**PUBLIC HEARING** held the            day of            , 20

**READ** a third time the            day of            , 20

**APPROVED** by the Ministry of Transportation and Infrastructure this            day of            , 20

**ADOPTED** the            day of            , 20

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**PRESIDING MEMBER**

---

**CORPORATE OFFICER**



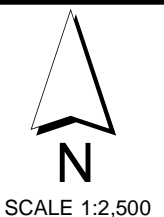
# MAPLE RIDGE ZONE AMENDING

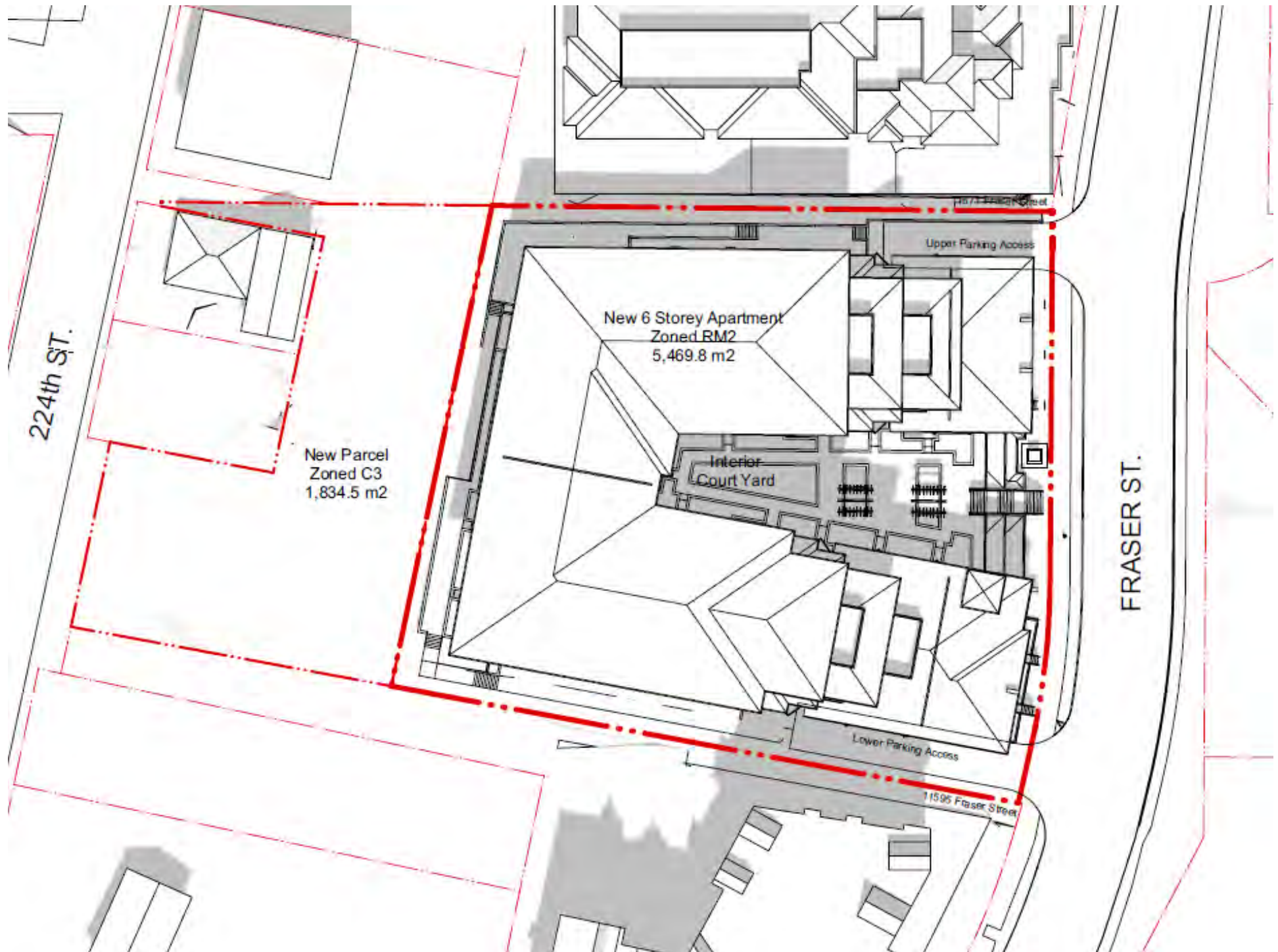
Bylaw No. 7198-2015

Map No. 1655

From: RS-1 (One Family Urban Residential)

To: RM-2 (Medium Density Apartment Residential)







## APPENDIX F

PRELIMINARY ONLY NOT FOR CONSTRUCTION













## City of Maple Ridge

<b>TO:</b>	Her Worship Mayor Nicole Read and Members of Council	<b>MEETING DATE:</b>	May 8, 2018
<b>FROM:</b>	Chief Administrative Officer	<b>FILE NO:</b>	2017-385-DP
		<b>MEETING:</b>	Council
<b>SUBJECT:</b>	Development Permit 11907 228 Street		

---

### EXECUTIVE SUMMARY:

A Development Permit application has been received for the property cited above to permit the construction of a mixed use building combining 1858m<sup>2</sup> (20,000 ft<sup>2</sup>) of office space and 94 below market rental housing units. The proposal is being advanced by a non-profit organization (Maple Ridge Pitt Meadows Community Services Council) who will be operating in partnership with BC Housing to provide affordable rental housing to low income individuals and families.

The mixed use development proposal is consistent with the property's existing C-3 Town Centre Zoning. A form and character development permit is required prior to issuance of a building permit. The pertinent development permit guidelines are Section 8.11 Town Centre Development Permit.

This development permit application has been preceded by a Development Variance Permit (Application 2017-385-DVP) for relaxations on siting and parking. These variance were approved by Council on April 24, 2018.

### RECOMMENDATION:

**That the Corporate Officer be authorized to sign and seal 2017-385-DP respecting property located at 11907 228 Street.**

### DISCUSSION:

#### a) Background Context:

Applicant:	Bissky Architecture And Urban Design Inc. Wayne Bissky
Owner:	Maple Ridge - Pitt Meadows Community Services Council
Legal Description:	Lot: B, D.L.: 401, Block: 3, Plan: NWP21553
OCP :	
Existing:	TCCOMM (Town Centre Commercial)
Proposed:	Town Centre Commercial
Zoning:	
Existing:	C-3 (Town Centre Commercial)
Proposed:	C-3 (Town Centre Commercial)

#### Surrounding Uses:

North:	Use:	Vacant
	Zone:	CS-1 Service Commercial
	Designation:	Low Rise Apartment
South:	Use:	Shopping Mall
	Zone:	C-3 Town Centre Commercial
	Designation:	Town Centre Commercial
East:	Use:	Vacant
	Zone:	RM-6 High-Rise Apartment
	Designation:	Medium and High-Rise Apartment
West:	Use:	Bowling Alley
	Zone:	C-3 Town Centre Commercial
	Designation:	Town Centre Commercial

Existing Use of Property:	Office Building
Proposed Use of Property:	mixed use
Site Area:	2750 m <sup>2</sup>
Access:	228 <sup>th</sup>
Servicing:	urban standard

#### b) Project Description:

This development proposal includes a mixed use development comprising 1858m<sup>2</sup> (20,000 square feet) of office and program space for Maple Ridge/Pitt Meadows Community Services (MRPMCS) on the first two storeys of the building. A portion of the second storey will also accommodate below market rental housing, for a total of 94 affordable residential units between the second and the sixth storeys. These housing units will conform to BC Housing design requirements varying from studio to 3 bedroom apartments and will include accessible units.

Parking is located mostly underground with some on grade at the south lane and along the west side. Main entries to the various functions occur along the north facade on 119th, although some staff and secondary entries have been designed along the south side of the building. A 2 storey high central lobby is the main focal point for MRPMCS, providing control and a sense of community for the entire building. The residential entry is adjacent. Amenity spaces are provided, including a tenant area and an outdoor deck on the second floor. A secure outdoor play area for children has been provided on grade at the south side as well.

#### c) Planning Analysis:

**Affordable Rental Housing.** The proposed below market rental accommodation will improve the housing stock diversity in the Community. The Maple Ridge Official Community Plan notes that Maple Ridge has a shortage of specific types of rental accommodation, including 3 bedroom apartments, which are proposed with this application. The following OCP policies support rental and affordable rental housing:

Policy 3-33 – Maple Ridge supports the provision of rental accommodation and encourages the construction of rental units that vary in size and number of bedrooms.

Policy 3-34 – Maple Ridge supports the provision of affordable, rental and special needs housing throughout the District.

OCP policy 3-33 supports the provision of rental accommodation in varying dwelling unit size and number of bedrooms, and OCP policy 3-34 supports the provision of affordable, rental and special housing needs throughout the City. A concurrent application for a housing agreement to secure these units as below market rental housing is underway.

### **Housing Action Plan:**

The Housing Action Plan, endorsed by Council on September 15, 2014, identifies affordable rental housing as a priority. Low income individuals and single parents face the greatest challenge with finding suitable and affordable housing, and are at the greatest risk of losing their housing.

There is a need for a range of non-market housing that could include facilitating access to rental units through the private market, by way of rent supplements or the acquisition and construction of new non-market housing units. Non-market housing and rental housing should be located in areas that are accessible to services and transit. In advancing these initiatives, the City plays a role as advocate, facilitator, and partner.

As this proposed development will increase below market rental housing stock in the community, this proposal will meet the objectives of the Housing Action Plan. As noted earlier in this report, a rental housing agreement will secure this housing as below market rental in perpetuity.

### **d) Development Permit Guidelines:**

The subject property is subject to the Design Guidelines of Section 8.11 Town Centre Development Permit (Downtown East Precinct). The following is a brief description and assessment of the proposal's compliance with the applicable Development Permit Guidelines:

#### **1. Provide a gateway to the Town Centre.**

- a. Does proposed development maintain architectural quality and character of associated new development?*

**Explanation:** The proposed building is the first of new development anticipated in the area. Therefore, it will set the design tone for the area. The City can expect mixed use development to emerge in the area in the near future.

#### **2. Create a pedestrian-oriented, boutique-style shopping district.**

- b. Does the building's form and mass support a strong pedestrian-oriented urban realm and help define the street and sidewalk areas as active public spaces? Taller buildings should be stepped back podium style.*

**Explanation:** Yes, street presence is emphasized with canopies, landscape and fenestration. The building will also have a mixed use nature, with office uses on the ground floor, and residential above.

### **3. Enhance the quality, character and vibrancy of the Town Centre.**

- c. Does proposed development promote the quality, character, and vibrancy of the urban environment?*

**Explanation:** Yes, there is an emphasis on welcoming entrances and street presence, with a significant amount of density to an area that is currently lightly populated.

- d. Are colours consistent and materials of sustainable quality?*

**Explanation:** Yes, natural wood tone colour scheme is used, and the proposed building provides an attractive appearance to the street and maintains a cohesive building style

### **4. Capitalize on important views.**

- e. Does proposed new development capitalize on mountain and/or river views?*

**Explanation:** Yes, views to be offered include South towards the Fraser River and North towards Golden Ears.

### **5. Provide public outdoor space.**

- f. Are public spaces designed to accommodate a range of activities, incorporate universal access, reduce vandalism, and increase safety?*

**Explanation:** Yes, the 2 storey lobby will be accessible while second storey play areas and plantings will offer security for residents.

### **6. Provide climate appropriate landscaping and green features.**

- g. Are landscape elements designed to enrich the pedestrian environment, moderate the internal building climate, manage stormwater on site, and reference the architectural quality of the building?*

**Explanation:** Yes, a stormwater management plan has been integrated with the landscape plan.

### **7. Maintain street interconnectivity.**

- h. Does proposed development maintain street interconnectivity and the use of the lane as a service street and secondary vehicular and pedestrian thoroughway?*

**Explanation:** Yes, the existing grid pattern and lane are utilized with this design.

- i. Is required parking provided underground?*

**Explanation:** Parking is provided underground and at grade behind the building facing the lane.

**e) Advisory Design Panel:**

The applicant presented the proposal at the January 17, 2018 Advisory Design Panel. In response, the ADP passed the following resolution:

*That the following concerns be addressed and digital versions of revised drawings & memo be submitted to Planning staff; and further that Planning staff forward this on to the Advisory Design Panel for information:*

**Architectural Comments:**

1. ADP: Given the location of the building at a prominent intersection, and the importance of the facility in the community, the facility needs to present an improved architectural expression.

**Applicant's Response:** *While the building's expression and colour palette was driven by the clients' wish for a warm, welcoming expression, they have consented to a reduction in the material types and a simplification of their placement and pattern on the exterior for a cleaner, slightly more contemporary vocabulary.*

2. ADP: Re-evaluate the materials and building composition, including the hierarchy of materials, reduce the amount of materials, articulation and transition of different materials, demarcate the different entrances to the programs/uses, etc.

**Applicant's Response:** *See previous comment. In addition please note that there is more balance between the horizontal and vertical elements on the building.*

3. ADP: In conjunction with #2, achieve a more balanced colour palate.

**Applicant's Response:** *See previous comment. In addition, please note that the darker grey siding has been removed and the amount of the cedar accents has been reduced for a simpler, more contemporary vocabulary.*

4. ADP: Integrate storm water management into the landscaping plans as appropriate.

**Applicant's Response:** *The detention on the second floor level on the west side of the building will provide irrigation for much of the landscaping onsite. The landscape architect has made this note on his drawing.*

**Landscape Comments:**

5. ADP: Consider making planter boxes with seating edges on second floor balconies.

**Applicant's Response:** *The second level decks have been expanded out over the walkway below and replace the roof overhang originally provide. The residential amenity deck now incorporates planter boxes and seating as recommended.*

6. ADP: Consider combining outdoor space for clubhouse amenity space with the outdoor play area and adding more planting, possibly remove some parking spaces to accommodate this.

**Applicant's Response:** *We have double checked with the clients on this item. The two user groups with the referenced outdoors spaces are not compatible in any way. This was the rationale for separating them in the original design as submitted to the ADP. However, the play area has now been expanded south into the adjacent parking stalls and more landscaping has been added. We will be requesting that 3 parking stalls be added to our request for a variance in the overall parking count.*

7. ADP: Consider adding upper level community garden boxes and seating.

**Applicant's Response:** *Done*

8. ADP: Provide bollards or raised planting to separate the main parking area off 119 Avenue from the parking stalls off the lane to reduce potential conflicts with vehicles and pedestrians.

**Applicant's Response:** *Done.*

The applicant has responded to all of these comments. Where it was felt to be feasible, changes have been made. A rationale has been provided for those concerns that have not been addressed as recommended by the ADP. The ADP is an advisory body to assist Council, and Council is not bound by their recommendations in the decision making process.

**f) Intergovernmental Issues:**

This project will be advanced in collaboration with BC Housing, a provincial agency.

**g) Environmental Implications:**

This multi-family development will be located near transit, thereby reducing the need for private automobiles.

**h) Citizen/Customer Implications:**

The applicant hosted a Development Information Meeting on January 11, 2018 on the site premises (Clubhouse) from 5pm to 8pm.

A total of 22 community members attended the meeting and signed in. Most of the attendees lived in close proximity to the site. All interactions at the meeting were positive, with many of the attendees having general questions about the design of the building and eventual tenants of the affordable rental housing. There were no specific issues or concerns raised at the meeting that need addressing from the project team. Only one comment sheet was received, and it was supportive of the project.

**i) Financial Implications:**

In accordance with Council's Landscape Security Policy, a refundable security equivalent to 100% of the estimated landscape cost will be provided to ensure satisfactory provision of landscaping in accordance with the terms and conditions of the Development Permit. Based on an estimated landscape cost of **\$72,115.00**, the security will be **\$72,115.00**.

There will be 8 trees added to the municipal street tree inventory on completion of this project. The costs associated with maintaining these trees will need to be included in a subsequent operating budget.

**CONCLUSION:**

This application is for a form and character development permit for a project that meets a recognized community need, is in compliance with the current zoning of the property, and with the Official Community Plan. On this basis, the application is found to be supportable.

"Original signed by Diana Hall"

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

"Original signed by Christine Carter"

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

"Original signed by Frank Quinn"

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**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

The following appendices are attached hereto:

Appendix A – Subject Map  
Appendix B – Ortho Photo  
Appendix C – Site Plan  
Appendix D - Architectural Drawings  
Appendix E - Landscape Plan

Scale: 1:2,500

## Legend

- Stream
- Indefinite Creek
- River
- Major Rivers & Lakes

11907 228 Street



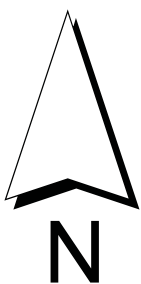
2017-385-VP  
DATE: Sep 6, 2017

BY: LP

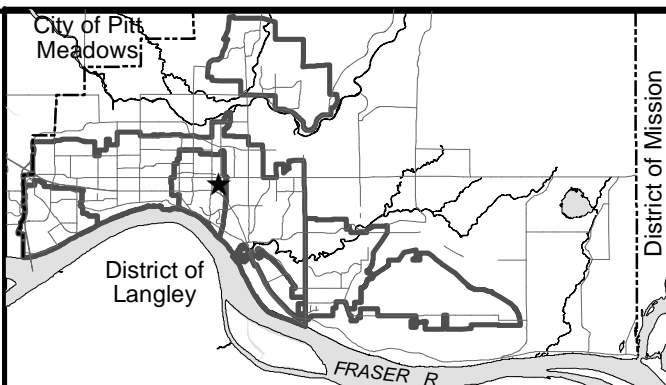




Aerial Imagery from the Spring of 2016



Scale: 1:2,500



11907 228 STREET

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

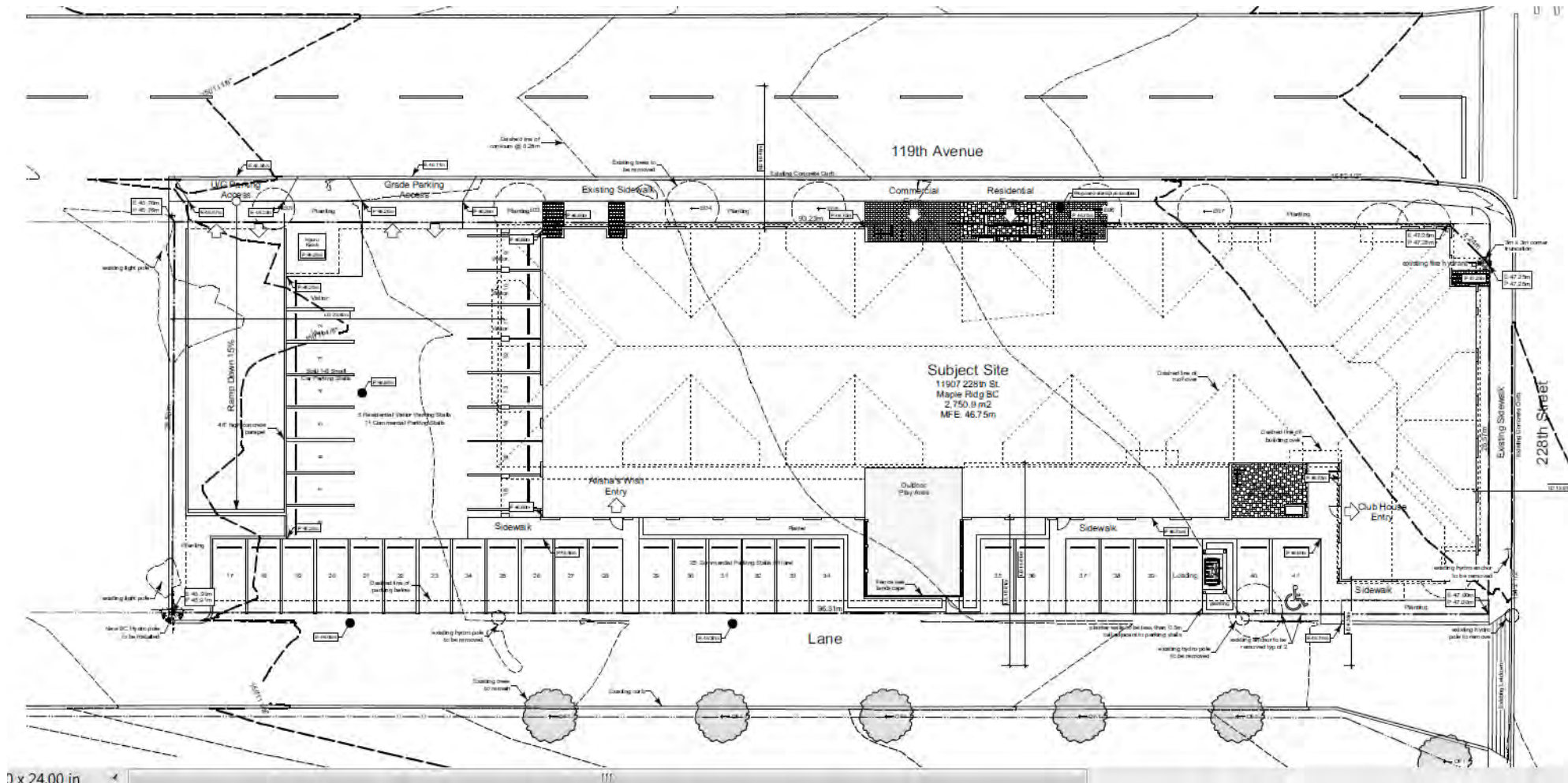
[mapleridge.ca](http://mapleridge.ca)

FILE: 2017-385-DP  
DATE: Apr 10, 2018

BY: PC



## Site Plan



# Rendering





North and East Elevation



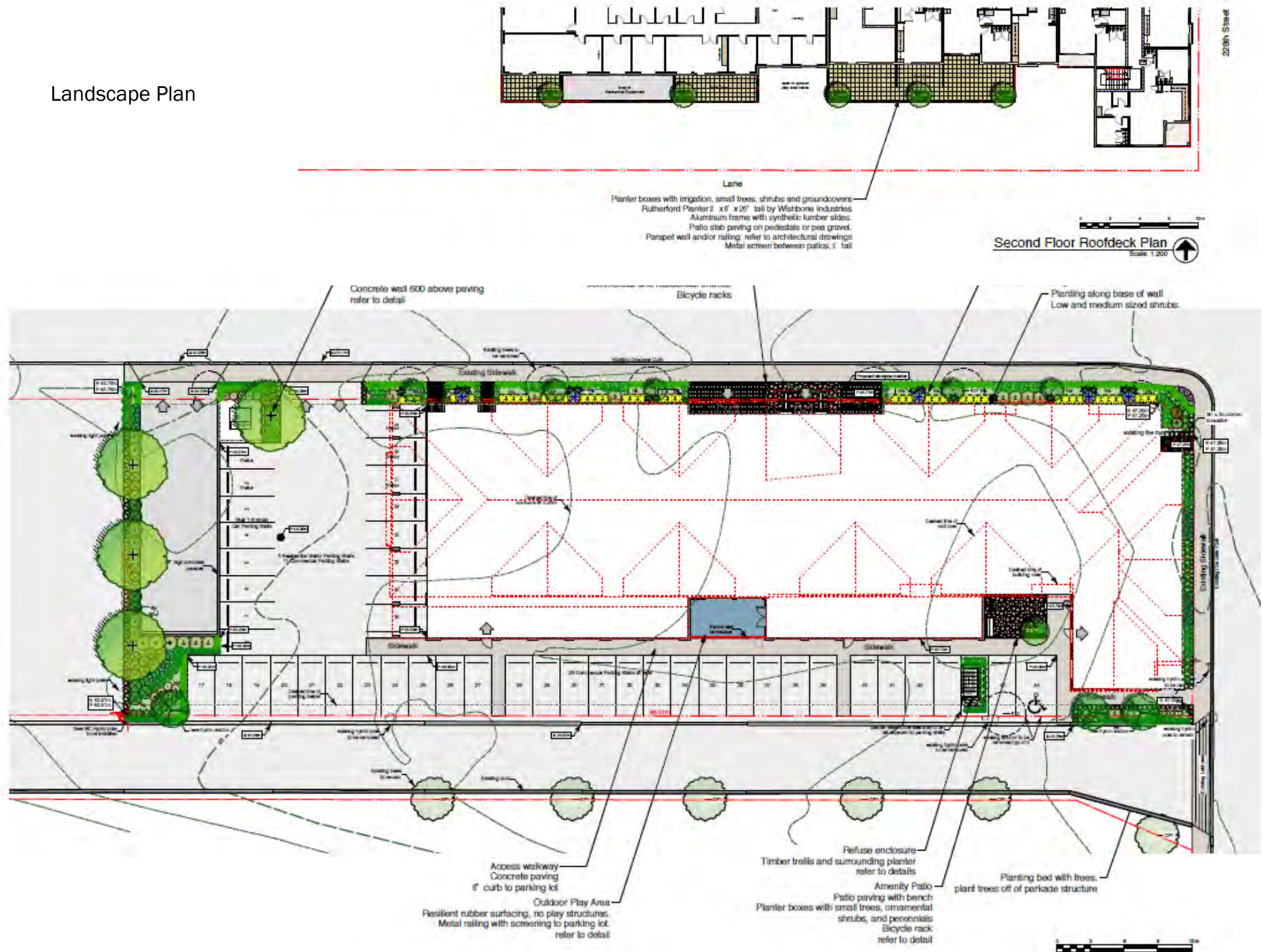
South and East Elevations





## APPENDIX E

## Landscape Plan



## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read  
and Members of Council

**MEETING DATE:** May 8, 2018  
**FILE NO:**

**FROM:** Chief Administrative Officer

**MEETING:** Council

**SUBJECT:** Repeal Maple Ridge Soil Deposit Fee Bylaw No. 4570 - 1991

---

### EXECUTIVE SUMMARY:

There are two bylaws currently, that govern the deposit of Soil in Maple Ridge. The Soil Deposit Regulation Bylaw 5763-1999 provides direction on permitting and compliance for the deposit of soil, while the Soil Deposit Fee Bylaw 4570-1991 provides direction on permit fees.

The new Maple Ridge Soil Deposit Regulation Bylaw 7412-2017 was granted Second and Third readings by Council at the Council Meeting on April 24, 2018 and will be presented to Council at the May 8<sup>th</sup> Council meeting for Final Adoption. Bylaw 7412-2017 provides direction for both the permitting and compliance for the deposit of soil as well as for permit fees.

As part of the final adoption of Bylaw 7412-2017, the current Soil Deposit Regulation Bylaw 5763 – 1999 will be repealed. Given that the new Soil Deposit Regulation Bylaw 7412-2017 contains a schedule that prescribes the permit fees, it is necessary to repeal the current Maple Ridge Soil Deposit Fee Bylaw 4570 – 1991.

### RECOMMENDATION:

**That the Maple Ridge Soil Deposit Fee Bylaw No. 4570-1991 be repealed.**

### CONCLUSION:

The Maple Ridge Soil Deposit Fee Bylaw 4570 – 1991 is no longer required as direction for permit fees has been incorporated into the Soil Deposit Regulation Bylaw 7412-2017. Repealing Bylaw 4570-1991 is an administrative housekeeping matter and should be completed following the Final Adoption of the Soil Deposit Regulation Bylaw 7412-2017.

“Original signed by Mike Pym”

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***Prepared by:***                 **Mike Pym, M.R.M, MCIP, RPP**  
   **Environmental Planner**

“Original signed by Christine Carter”

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

“Original signed by Frank Quinn”

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

“Original signed by Paul Gill”

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***Approved by:***                 **Paul Gill, CPA, CGA**  
   **Chief Administrative Officer**

Appendix A:     Maple Ridge Soil Deposit Fee Bylaw 4570 - 1991



**THE FOLLOWING DOCUMENT HAS BEEN REPRODUCED FOR CONVENIENCE ONLY** and is a consolidation of the following:

1. Maple Ridge Soil Deposit By-law No. 4570-1991
2. Maple Ridge Soil Deposit Amending By-law No. 5764-1999

**Individual copies of any of the above by-laws can be obtained by contacting the Clerk's Department.**

## **CORPORATION OF THE DISTRICT OF MAPLE RIDGE**

### **BY-LAW NO. 4570-1991**

#### **A By-law to impose fees for soil deposit permits and to impose fees for the deposit of soil or other fill material on land**

#### **WHEREAS:**

- A. The Council may by bylaw impose rates or levels of fees for a permit to deposit soil or other material on land within the municipality;
- B. The Council may by bylaw impose rates or levels of fees for the activity of depositing soil or other material on land in the municipality;
- C. The Council considers that it is in the public interest to impose fees for a permit to deposit soil or other material and fees for the activity of depositing soil or other material on land in the municipality.

**NOW THEREFORE IN OPEN MEETING ASSEMBLED** the Council of the Corporation of the District of Maple Ridge **ENACTS AS FOLLOWS:**

1. This bylaw may be cited as Maple Ridge Soil Deposit Fee Bylaw No. 4570-1991.
2. Every person applying for a soil deposit permit pursuant to Maple Ridge Soil Deposit Regulation Bylaw No. 5763-1999 or a permit to deposit soil or other material pursuant to the Soil Conservation Act, R.S.B.C. 1979, c. 391 shall pay to the District at the time of such application the applicable soil deposit permit fee as set forth in Schedule "A" to this bylaw.
3. No application for a soil deposit permit shall be complete unless the soil deposit permit fee is paid.
4. No soil deposit permit fee paid to the District pursuant to Section 2 of this bylaw shall be refunded.
5. Every person to whom a soil deposit permit pursuant to Maple Ridge Soil Deposit Regulation Bylaw No. 5763-1999 is issued shall at the time of issuance pay to the District the applicable soil deposit fee as set forth in Schedule "B" to this bylaw in accordance with the terms and conditions in the said Schedule "B".
6. No soil deposit permit pursuant to Maple Ridge Soil Deposit Regulation Bylaw 5763-1999 shall be issued unless the soil deposit fee is paid.

**READ** a first time this 15th day of July, 1991.

**READ** a second time this 15th day of July, 1991.

**READ** a third time this 15th day of July, 1991.

**APPROVED** by the Minister of Municipal Affairs Recreation and Housing on the 28th day of November, 1991.

**RECONSIDERED AND FINALLY ADOPTED** this 9th day of December, 1991.

B. Morse

Mayor

J.R. McBride

Clerk

5764-1999

**SCHEDULE "A"**  
**Soil Deposit Permit Fees**

A permit fee of \$150.00 shall be paid at the time of application for designation of land for soil deposit.

5764-1999

**SCHEDULE "B"**

**Soil Deposit Fees**

1. For the first 1000 cubic metres of soil                      \$0.15/m<sup>3</sup>
2. Thereafter for each cubic metre  
over 1000 cubic metres of soil or other material      \$0.30/m<sup>3</sup>

Provided that within 60 days after the expiry of the soil deposit permit issued pursuant to Maple Ridge Soil Deposit Regulation Bylaw 5763-1999 the permit holder may upon delivery to the District's Engineer of a Statutory Declaration sworn before a commissioner for the taking of oaths setting out the actual amount of soil deposited, claim a refund of such proportion of the soil deposit fees paid in excess of that required to be paid for the actual amount of soil deposited. If no claim is made within the 60 day period above provided the permit holder shall not be entitled to a refund of any part of the soil deposit fee and shall have been deemed to have not deposited less soil than authorized by the soil deposit permit.



## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer  
**MEETING DATE:** May 8, 2018  
**MEETING:** Council  
**SUBJECT:** Maple Ridge Ticket Information Utilization Amending Bylaw No.7456-2018

---

### EXECUTIVE SUMMARY:

The purpose of this report is to present the Maple Ridge Ticket Information Utilization Amending Bylaw No.7456-2018 (Appendix I) to amend the fine schedule to coincide with the amendments to the Maple Ridge Soil Deposit Regulation Bylaw.

The Maple Ridge Ticket Information Utilization Amending Bylaw No.7456-2018 has been prepared in response to the adoption of amendments to the Maple Ridge Soil Deposit Regulation Bylaw. As these amendments include new sections as well as renumbering of old sections, the fine schedule in the Ticket Utilization Bylaw must change in order to maintain consistency with both bylaws.

### RECOMMENDATION(S):

That Maple Ridge Ticket Information Utilization Amending Bylaw No.7456-2018 be given first, second and third readings.

### DISCUSSION:

Staff continually review City of Maple Ridge bylaws to ensure that they are current and consistent. When changes are made to one bylaw it can affect complementing bylaws. In this case, it was determined that some significant amendments needed to be made to the Soil Deposit Bylaw. As the Ticket Information Bylaw is a vehicle for compliance measures with any City bylaw, the sections must coincide exactly.

### CONCLUSIONS:

Maple Ridge Ticket Information Utilization Amending Bylaw No.7456-2018 ensures that there are appropriate measures for dealing with infractions of the Maple Ridge Soil Deposit Regulation Bylaw.

**“Original signed by R. MacNair”**

---

Prepared by: **R. MacNair**  
**Manager Bylaw & Licensing Services**

**“Original signed by Frank Quinn”**

---

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

**“Original signed by Paul Gill”**

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

Appendix I – Maple Ridge Ticket Information Utilization Amending Bylaw No. 7456 - 2018

## City of Maple Ridge

**Maple Ridge Ticket Information Utilization Amending Bylaw No. 7456-2018**

A bylaw to amend Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012

---

**WHEREAS** the Council of The City of Maple Ridge deems it expedient to amend the Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012

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

1. This bylaw may be cited as Maple Ridge Ticket Information Utilization Amending Bylaw No. 7456-2018
2. Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012 is amended by deleting Schedule 21 in its entirety and replacing it with:

**Schedule 21****Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012****From Maple Ridge Soil Deposit Regulation Bylaw No. 7412-2017**

	<b>Section</b>	<b>Fine</b>
Permit placement of soil without permit	5.2.1	\$1000.00
Permit placement of soil without permit	5.2.2	\$1000.00
Fail to submit log	5.4.13	\$200.00
Fail to provide log within 48 hours	5.4.15	\$200.00
Submission of false log	5.4.16	\$500.00
Material interfering with drainage	5.12.2	\$1000.00
Soil deposited over right of way	5.12.3	\$1000.00
Soil placed in vicinity of utilities	5.12.4	\$1000.00
Soil placed over well or sewage system	5.12.5	\$1000.00
Cause obstruction to drainage	5.12.6	\$1000.00
Fail to remove dirt on road	5.12.8	\$500.00

## APPENDIX I

Damage adjacent property	5.12.10	\$500.00
Activities outside restricted hours	5.12.2	\$500.00
Fail to comply with permit	5.14.11	\$500.00

READ A FIRST TIME the \_\_\_\_ day of \_\_\_\_\_, 2018.

READ A SECOND TIME the \_\_\_\_ day of \_\_\_\_\_, 2018.

READ A THIRD TIME the \_\_\_\_ day of \_\_\_\_\_, 2018.

ADOPTED the \_\_\_\_ day of \_\_\_\_\_, 2018.

---

PRESIDING MEMBER

---

CORPORATE OFFICER



## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer  
**MEETING DATE:** May 8, 2018  
**MEETING:** Council  
**SUBJECT:** Silver Valley Brewing Co. Ltd. Liquor License Amendment Application – Increase in Seating Capacity

---

### EXECUTIVE SUMMARY:

The Liquor Control and Licensing Branch (LCLB) have received an application from Silver Valley Brewing Co. Ltd. located at #104 – 11952 224 Street for an increase in their seating capacity (Appendix I).

One of the considerations utilized by the LCLB in reviewing an application for occupancy increases of a liquor primary license 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. 352 letters were sent to owners and occupants within the vicinity of the subject site. No responses were received. Council may choose to support the application, not support the application or indicate they do not wish to comment.

### RECOMMENDATION(S):

1. That the application by Silver Valley Brewing Co. Ltd. located at #104 – 11952 224 Street Maple Ridge, BC for an increase in their seating capacity as an amendment to Liquor License No. 307546, be approved based on the information contained in the Council report dated May 8, 2018.
2. That a copy of the resolution be forwarded to the Liquor Control and Licensing Branch in accordance with the legislative requirements.

### DISCUSSION:

#### a) Background Context:

On January 31, 2018, Silver Valley Brewing Co. Ltd. through the Liquor Control and Licensing Branch submitted a structural change application to their Liquor Primary Licence #307546.

The LCLB 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. 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, 352 letters were sent to owners and occupants of property within approximately 200 metres of the subject site with the vast majority of the

recipients being residents and the rest of the property owners showing as registered companies. There was no response to the 352 letters sent to surrounding property owners and occupants.

The City also posted a Public Notice in the local newspaper running in two separate editions; March 14 and April 4, 2018.

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.

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

- Witchcraft Pub – 22648 Dewdney Trunk Road
- Haney Motor Hotel – 22222 Lougheed Highway
- The Wolf Bar – 22336 Lougheed Highway

**b) Desired Outcome(s):**

That Council supports the application from Silver Valley Brewing Co. Ltd. to increase their seating capacity as requested.

**c) 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.

**d) 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.

**e) 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.

**f) Alternatives:**

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

**CONCLUSIONS:**

The submission and review of this application to increase seating capacity at the Silver Valley Brewing Co. Ltd has conformed to the required criteria. It is recommended that the application be approved and forwarded to the LCLB.

**“Original signed by R. MacNair”**

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***Prepared by:* R. MacNair**  
**Manager of Bylaw & Licencing Services**

**“Original signed by Frank Quinn”**

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

**“Original signed by Paul Gill”**

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

/jd

Appendix I – License Primary Structural Change application

RECEIVED

APPENDIX I

JAN 31 2018



Liquor Control and Licensing Branch  
4th Floor, 3350 Douglas St, Victoria, BC, V8W 8J8  
Mail: PO Box 9282 Stn Provincial Govt, Victoria, BC V8W 9A1  
Phone: 1 866 209-2111 Fax: 250-952-7036

MAPLE RIDGE

# MANUFACTURING FACILITY STRUCTURAL CHANGE APPLICATION

Liquor Control and Licensing Form LCLB013

**Instructions:**

Complete all applicable fields then submit with the required documentation, if applicable, and payment as outlined in Part 6 of this application form. If you have any questions about this application, call the Liquor Control and Licensing Branch (LCLB) toll-free at: 1 866 209-2111.

**Licence Information**Licence # affected: 307546
☐ Please check if licence is currently dormant.

If yes, attach a letter signed by the licensee requesting the licence to be reactivated if this application is approved.

Do you currently hold other licences at this location? ☐ Food Primary \_\_\_\_\_ (Licence #)
☐ Liquor Primary \_\_\_\_\_ (Licence #) ☐ Licensee Retail Store \_\_\_\_\_ (Licence #) ☐ UBrew/UVin \_\_\_\_\_ (Licence #) or Other
Licensee name [as shown on licence]: Silver Valley Brewing Co LtdEstablishment name [as shown on licence]: Silver Valley Brewing Co Ltd

Establishment Location address: 104-11952 224th St Maple Ridge BC V2X 6B3  
(as shown on licence) Street City Province Postal Code  
604-380-1222

Business Tel with area code: \_\_\_\_\_ Business Fax with area code: N/ABusiness e-mail: silvervalleybrewing@outlook.com

Business Mailing address: \_\_\_\_\_  
(if different from above) Street City Province Postal Code

**Contact Person**

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

Name: Brandi Fulton Phone number: \_\_\_\_\_E-mail address: silvervalleybrewing@outlook.com**Type of Change Requested**Please check ☒ appropriate box(es) below:Sub- Job Number  
Office Use Only

Part 1	<input type="checkbox"/> New Outdoor Patio: when the licensee proposes to add a new patio. (This only applies to approved lounge or special event endorsements.)	1	Outdoor Patio (C4-LIC) _____
Part 2	<input checked="" type="checkbox"/> Structural Alterations: when the licensee proposed changes to: A: Approved lounge or special event endorsement areas	2	Structural - with capacity change (C4-LIC) _____
	B: Manufacturing facilities (includes changes to on-site store area, tasting/sampling area, manufacturing area, storage areas, etc.)		Structural - no capacity change (C4-LIC) _____

**Note:** To apply for changes to your existing picnic area, including an increase in capacity, use the Manufacturer On-Site Store and/or Picnic Area Endorsement Licence Application Form (LCLB049B).

**Part 1: Addition of a New Outdoor Patio**

C4 - LIC

Only applies to Approved Lounge or Special Event Area Endorsements

Fee: \$440 per licence = \$

The addition of a licensed outdoor patio must be approved by the Liquor Control and Licensing Branch. Floor plans must have sufficient detail to be acceptable to the branch. Please be advised that the applicant is responsible for complying with any local bylaws related to the licensed establishment patios.

Attach the following:

- ☐ Attach one 11" x 17" copy of the proposed patio floor plan (see Appendix I on page 7 for floor plan instructions). The branch requires an occupant load (patrons plus staff) for the proposed patio area(s) which must be marked/stamped and dated on the plan you submit. Do not submit this application if you do not have the occupant load calculation stamped on your patio plans.

1. Provide height and composition of the patio perimeter or bounding that is designed to control patron entry/exit. (i.e., railing, fencing, planters, hedging, etc.)

2. Describe the location of the patio in relationship to the interior service area.

3. Describe how patrons will access the patio (i.e. from interior).

4. Will servers have to carry liquor through any unlicensed area to get to the patio? ☐ No ☐ Yes If Yes, please explain:

5. Describe how staff will manage and control the patio from the interior service area.

6. Is the patio located on: (a) grass, (b) earth, (c) gravel, (d) finished flooring, (e) cement sidewalk or (f) other (please specify below). If located on grass, earth or gravel, please make sure that you have local health authority approval.

7. Will the patio have a fixed or portable liquor service bar? ☐ Yes ☐ No

8. If "No", will liquor be served from the interior service bar? ☐ Yes ☐ No

9. ☐ Attach a photo if the patio is already built.

10. Is the manufacturing site part of the Agricultural Land Reserve (ALR)? ☐ Yes ☐ No

**Note:** Agricultural Land Commission (ALC) may restrict the size and capacity of a lounge and/or patio. Prior to submitting your application, verify if restrictions exist. Provide details as applicable.

**Note:** You must request a local government/First Nation resolution commenting on the application. Local government must complete and sign Part 4 of this form. For further information on local government resolutions, read Part 3.

Also complete Parts 5 and 6

**Part 2: Structural Alterations (Sections A & B)**

C3 - LIC C4 - LIC

**A. Structural Alterations to an Approved Lounge or Special Events Area Endorsement**

(This only applies to existing and approved lounge or special event areas)

Fee: \$440 per endorsement = \$ 440.00

**Note:** If you are adding a new patio complete Part 1. If you are expanding or making changes to an existing lounge/patio area or Special Event Area, complete this section.

Attach the following:

- ☐ Attach one 11" x 17" copy of the proposed floor plan reflecting proposed changes (see Appendix I on page 7 for floor plan instructions). The branch requires an occupant load (patrons plus staff) for the proposed area(s) which must be marked/stamped and dated on the plan you submit. Do not submit this application if you do not have the occupant load calculation stamped on your plans.

1. Current total person capacity of endorsement area (as shown on the liquor licence): 302. Occupant load for all new areas, as stamped on the submitted plans:           3. Proposed capacity of Outdoor Special Event Area(s): N/A

**Important:** If the proposed changes result in an increase to your total occupant load/person capacity, you must request a local government/First Nation resolution. Local government/First Nation must complete Part 4 of this form.

3. Describe the proposed alterations, including the general construction changes.

An additional bar height counter against front window  
and adding 14 seats.

Is this manufacturing site part of the Agricultural Land Reserve? ☐ Yes ☒ No

**Note:** Agricultural Land Commission (ALC) may restrict the size and capacity of a lounge and special event area. Prior to submitting your application, verify if restrictions exist. Provide details as applicable.

Also complete Parts 5 and 6

**B. Structural Alteration to a Manufacturing Facility (winery, brewery or distillery)**

C4 - LIC

Check those applicable.

Fee: \$440 per licence           

- ☐ Changes to the manufacturing facility.
- ☐ Changes to or adding new secured storage facility/building.
- ☐ Adding new tasting or sampling area(s).
- ☐ Making changes to the existing on-site store area (or point of sale).

1. Describe in full detail the proposed alterations.

Provide the following:

- ☐ Attach one 11" x 17" scaled, detailed floor plan of the manufacturing facility showing the changes proposed, manufacturing equipment, sampling area(s), retail sales area, and storage areas.
- ☐ Attach a site plan showing the location of the manufacturing buildings as well as all other buildings (i.e. storage, personal residence, garage, other businesses, agricultural crops, roadways, driveways, parking) on the manufacturing site.
- ☐ If your manufacturing facility abuts other businesses, please provide details regarding the other businesses (i.e., type of business, physical connection to your business, etc.)

**Note for distilleries only:** The Office of the Fire Commissioner (OFC) requires that a distillery owner/applicant construct and maintain their distillery in conformance with the BC Fire Code requirements for fire prevention/protection.

Also complete Parts 5 and 6

**Part 3: Local Government/First Nation Resolutions: Information for the Applicant**

For the following changes to an existing lounge and/or special event area(s) endorsement, a resolution from your local government or First Nation, commenting on the application is required:

- Addition of a new patio to an approved lounge and/or special event area endorsement
- Any alteration that increases the total occupant load/capacity of the lounge or interior special event endorsement areas.

Licensee responsibilities:

1. Fill out appropriate sections in this form.
2. Attach updated floor plans showing the proposed changes with an updated occupant load calculation stamped on it.
3. Request your local government/First Nation to sign and date Part 4 of this form.
4. Request that a resolution be provided within 90 days and sent directly to the Liquor Control and Licensing Branch (LCLB), Victoria.
5. Send the original form, application fees, and updated floor and/or site plan to the branch.
6. The LCLB will follow up with the local government/First Nation if a resolution has not been received by the Branch within 90 days of the local government's receipt of your request. An extension may be required by local government.

Your local government/First Nation may decide that it does not wish to provide comment on your change request. If they indicate on the form that they opt out of providing comment, submit your application to LCLB.

**Part 4: Local Government / First Nation (LG/FN) Confirm Receipt of Application**

If you are applying for a new patio (Part 1) or a proposed change that increases the occupant load/capacity (Part 2) then public interest factors may be affected by the structural change(s). This section is to be filled out by the LG/FN prior to submitting this application to the Branch.

Local government/First Nation (name):

City of Maple Ridge

Name of Official:

Diachuk, Jae  
(last / first / middle)

Title/Position:

Admin Program Assistant

Email:

jdiachuk@mapleridge.ca

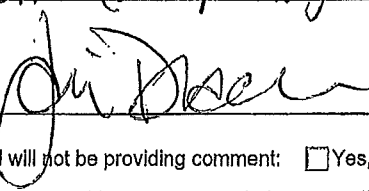
Phone:

604-467-7391

Date Received:

31/01/2018  
(Day/Month/Year)

Signature of Official:



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

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

Is this establishment on Treaty First Nation land? ☐ Yes ☐ No

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

This serves as notice that an application for a structural change to a manufacturer lounge and/or special event area endorsement is being made within your community. The Branch requests that you consider this application (application form and floor plan) and provide the Branch with a 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 Structural Change application form and floor plan to LG/FN.
- If there are any major issues (e.g. bylaws), 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 above 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 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 in the immediate vicinity of the proposed endorsement service area(s).
- 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.

#### Part 5: Declaration

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: Bianchi Feltz  
Authorized Signatory of the Licensee

Name: Fulton Branli Marie Position: Owner/Administrator Date: 10/1/2018  
(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 applicant 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, 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 applicant's behalf, the branch will accept the licensee representative's signature.



## Appendix I - Lounge and Special Event Area Floor Plan and Occupant Load

Your application can only be considered if you include floor plans with occupant load. Plans must show all service areas and the following details:

- labels for each room
- patio(s)
- liquor service bars
- furniture layout
- kitchen
- stage
- sound or DJ booth
- washrooms
- stairs, entrances and exits

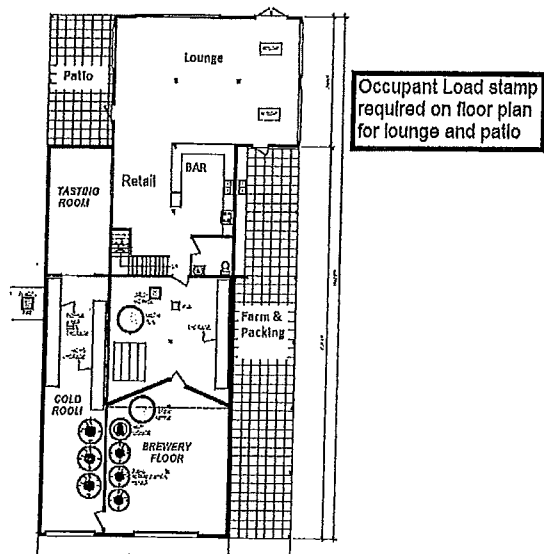
Plans must also show the physical separation (e.g. pony wall or full height wall) separating the proposed service area(s) from other licences or unlicensed areas. If there is another licence, or another business (such as a retail store) at the same site, provide floor plans showing the other business in relation to the lounge or special event area.

### Occupant Load Calculation

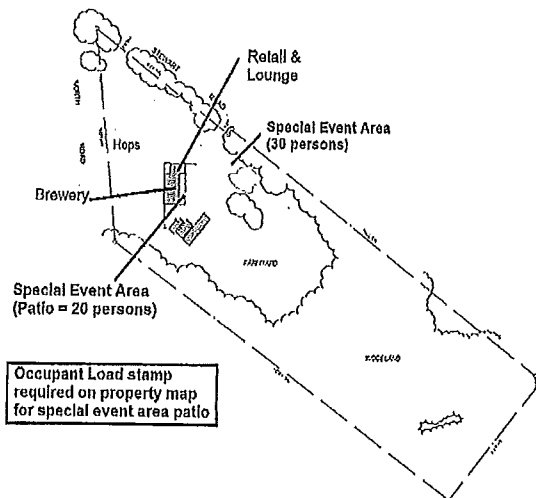
Occupant Load is the maximum number of people (patrons plus staff) permitted in a service area. Contact the LG/FN to obtain an occupant load on your floor plan. The occupant load must be stamped or written, dated and signed on the floor plan by the appropriate authority.

If LG/FN will not provide the occupant load, they must supply a letter confirming they do not issue an occupant load. You must submit the LG/FN letter with your floor plan. Where a LG/FN will not provide the occupant load, the Branch will accept an occupant load calculation from a professional architect or engineer.

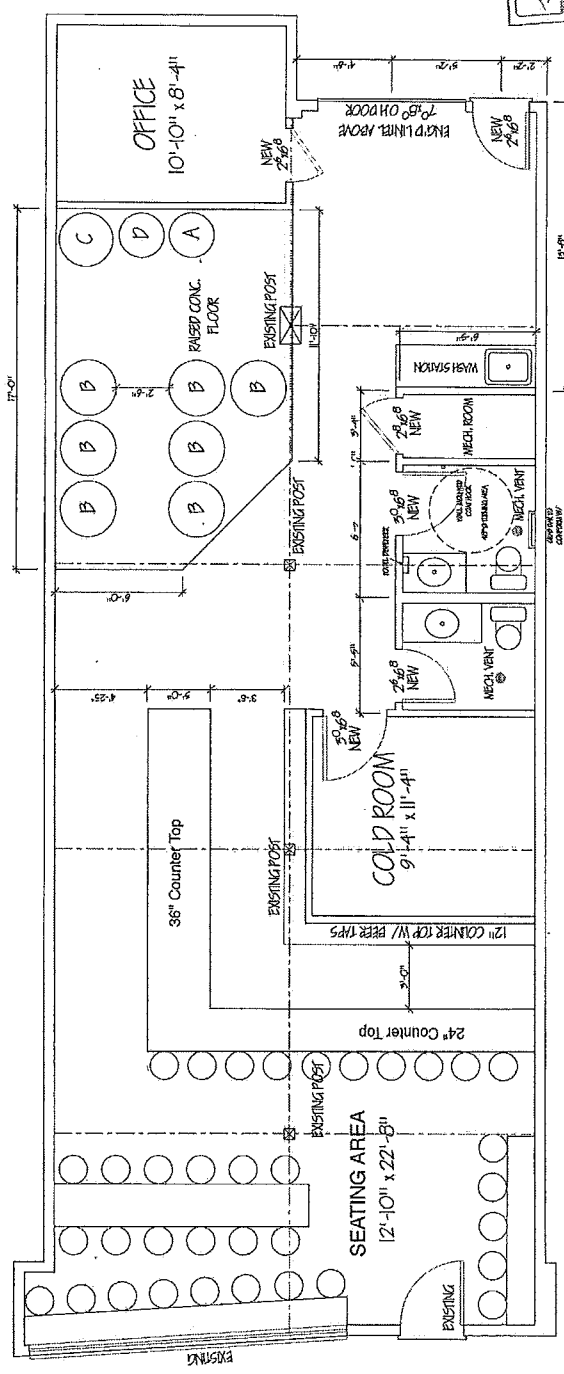
Sample Floor Plan



8f. Sample Floor Plan: Patio and Outdoor Special Event Area



APPLICANT'S COPY



NEW UNIVERSAL WASHROOM  
TO COMPLY WITH IBC 2012

- KETTLE UNIT  
A= 22.5" g 90 GALLON  
60" HT
- FENDER  
B= 31.5" g 80 GALLON  
66.5" HT
- HOT LIQUOR TANK  
C= 30.5" g 160 GALLON  
72" HT
- WASH UNIT  
D= 22.5" g 80 GALLON  
50.5" HT
- NEW 24" FRAMED  
WALL - 24" e 24" OC

	TOTAL OCCUPANT LOAD	40
	PATRON OCCUPANT LOAD	35
	EMPLOYEE S	5
	BP #	18-105096
ISSUED	JAN 31	2018
Date		

## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer  
**MEETING DATE:** May 8, 2018  
**FILE NO:** 11-5255-40-207  
**MEETING:** Council  
**SUBJECT:** Award of Contract ITT-EN18-10: 287 Street at 123 Avenue Bridge Replacement

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### EXECUTIVE SUMMARY:

The 287 Street bridge which crosses Whonnock Creek has been identified for replacement through the City's Annual Bridge Inspection Program. The bridge provides access to 123 Avenue, a dead end road servicing 13 properties. The bridge was built in 1991 using two twin steel used railcars joined together with cast-in-place concrete deck on timber formwork founded on reinforced concrete spread footings. The consultant has recommended replacement of the bridge as repairing the bridge is not an option due to the unique construction. The bridge replacement is in the City's approved 2018 Financial Plan.

The City has developed an innovative approach to minimize impacts to the neighbourhood. It is proposed that a new prefabricated girder bridge with concrete deck will be constructed on the road allowance, and the old bridge will be lifted out and replaced with the new structure the same day. The road will be out of service for approximately half a day only. The Fire Department will have a vehicle and crew on the far side during the structure replacement. Residents are aware of the proposed bridge replacement and a communications plan will ensure they are informed through the project duration.

The 287 Street bridge project entails removal and disposal of the existing bridge structure, cleaning and sealing the existing abutments, re-grading the embankments, placement of riprap to protect abutments and installation of a new prefabricated vehicular girder bridge.

An Invitation to Tender for this project was issued on March 13, 2018 and closed on April 13, 2018. Three tenders were received and the lowest compliant bid was submitted by Seismic 2000 Construction Ltd. in the amount of \$408,213.00, excluding taxes. A contract contingency of \$40,820.00 is recommended to address potential variations in field conditions.

Council approval to award the contract is required for the work to proceed.

### RECOMMENDATION:

**THAT Contract ITT-EN18-10: 287 Street at 123 Avenue Bridge Replacement be awarded to Seismic 2000 Construction Ltd. in the amount of \$408,213.00 excluding taxes; and**

**THAT the Financial Plan be amended to increase project funding by \$110,500.00 from Infrastructure Sustainability – Roads Fund; and**

**THAT a contract contingency of \$40,820.00 be approved to address potential variations in field conditions; and further**

**THAT the Corporate Officer be authorized to execute the contract.**

## DISCUSSION:

### a) Background Context:

The 287 Street bridge which crosses Whonnock Creek has been identified for replacement through the City's Annual Bridge Inspection Program. The bridge provides access to 123 Avenue, a dead end road servicing 13 properties. The bridge was built in 1991 using two twin steel used railcars joined together with cast-in-place concrete deck on timber formwork founded on reinforced concrete spread footings. The consultant has recommended replacement of the bridge as repairing the bridge is not an option due to the unique construction. The bridge replacement is in the City's approved 2018 Financial Plan.

The City has developed an innovative approach to minimize impacts to the neighbourhood. It is proposed that a new prefabricated girder bridge with concrete deck will be constructed on the road allowance, and the old bridge will be lifted out and replaced with the new structure the same day. The road will be out of service for approximately half a day only. The Fire Department will have a vehicle and crew on the far side during the structure replacement. Residents are aware of the proposed bridge replacement and a communications plan will ensure they are informed through the project duration.

The 287 Street bridge project entails removal and disposal of the existing bridge structure, cleaning and sealing the existing abutments, re-grading the embankments, placement of riprap to protect abutments and installation of a new prefabricated vehicular girder bridge.

#### Tender Evaluation

An Invitation to Tender issued on March 13, 2018 and closed on April 13, 2018. Three compliant tenders were received. These are listed below from lowest to highest price (excluding taxes):

	<u>Tender Price</u> <u>(excluding taxes)</u>
Seismic 2000 Construction Ltd.	\$408,213.00
Kingston Construction Ltd.	\$499,350.00
Surespan Construction Ltd.	\$560,200.00

Staff has evaluated the tenders and the lowest compliant bid is \$408,213.00 from Seismic 2000 Construction Ltd. They have completed a number of projects with a similar scope as 287 Street at 123 Avenue Bridge Replacement and are suitably qualified to complete the works. Staff undertook reference checks to confirm Seismic 2000 Construction Ltd. is capable of completing the project successfully and feedback was positive.

### b) Desired Outcome:

The desired outcome is to remove and dispose the old bridge and install a new prefabricated vehicular girder bridge to service 123 Avenue residents, while minimizing disruption to residents. This bridge is the only access to 123 Avenue.

**c) Strategic Alignment:**

The Corporate Strategic Plan has directed staff to manage municipal infrastructure through infrastructure plans. The plan to upgrade this bridge is supported by annual bridge inspections and technical review and it is now appropriate to complete the construction.

**d) Citizens/Customer Implications:**

The replacement of the bridge is important as it is the only access to 123 Avenue that services 13 properties.

Construction is anticipated to commence in June and the access to 123 Avenue is expected to remain open to traffic during the construction, except for a 6 hour full closure during the removal and replacement of the bridge. The Fire Department will have a vehicle and crew on the far side during the structure replacement.

The surrounding residents have been informed of the project and they will be kept updated during construction through the Communications Plan.

**e) Interdepartmental Implications:**

The Engineering Department has worked with the Operations and Fire Department in developing this project.

**f) Business Plan/Financial Implications:**

The projected expenditures (excluding taxes) are as follows:

Operations	\$	203.37
Consultants	\$	11,072.50
Construction Contract Cost	\$	408,213.00
Contract Contingency	\$	40,820.00
<b>Total Projected Project Cost</b>	<b>\$</b>	<b>460,308.87</b>
<u>Existing Funding</u>		
2017 – ISR Roads	\$	350,000.00
2018 – ISR Roads (Proposed)	\$	110,500.00
<b>Total Funding Sources</b>	<b>\$</b>	<b>460,500.00</b>

The bridge replacement is in the City's approved 2018 Financial Plan for a budget of \$350,000.00. A contract contingency of \$40,820.00 is recommended to address potential variations in field conditions. Costs to date are \$10,000.00 leaving a shortfall of \$110,500.00 that will be funded from Infrastructure Sustainability – Roads Fund.

## CONCLUSIONS:

The 287 Street bridge which crosses Whonnock Creek has been identified for replacement as part of the City's Annual Inspection Program and is in the approved 2018 Financial Plan. The City has developed an innovative approach to minimize impacts to the neighbourhood.

The tender price of \$408,213.00 excluding taxes by Seismic 2000 Construction Ltd. is the lowest compliant tendered price. It is recommended that Council approve the award to Seismic 2000 Construction Ltd. It is also recommended that contract contingency of \$40,820.00 be approved to address unforeseen items and that the Financial Plan be amended to increase project funding by \$110,500.00 from Infrastructure Sustainability – Roads Fund.

"Original signed by Jeff Boehmer"

*Prepared by:* **Jeff Boehmer, PEng.**  
**Manager of Design & Construction**

"Original signed by Catherine Nolan" for

*Financial* **Trevor Thompson, BBA, CPA, CGA**  
*Concurrence:* **Chief Financial Officer**

"Original signed by David Pollock"

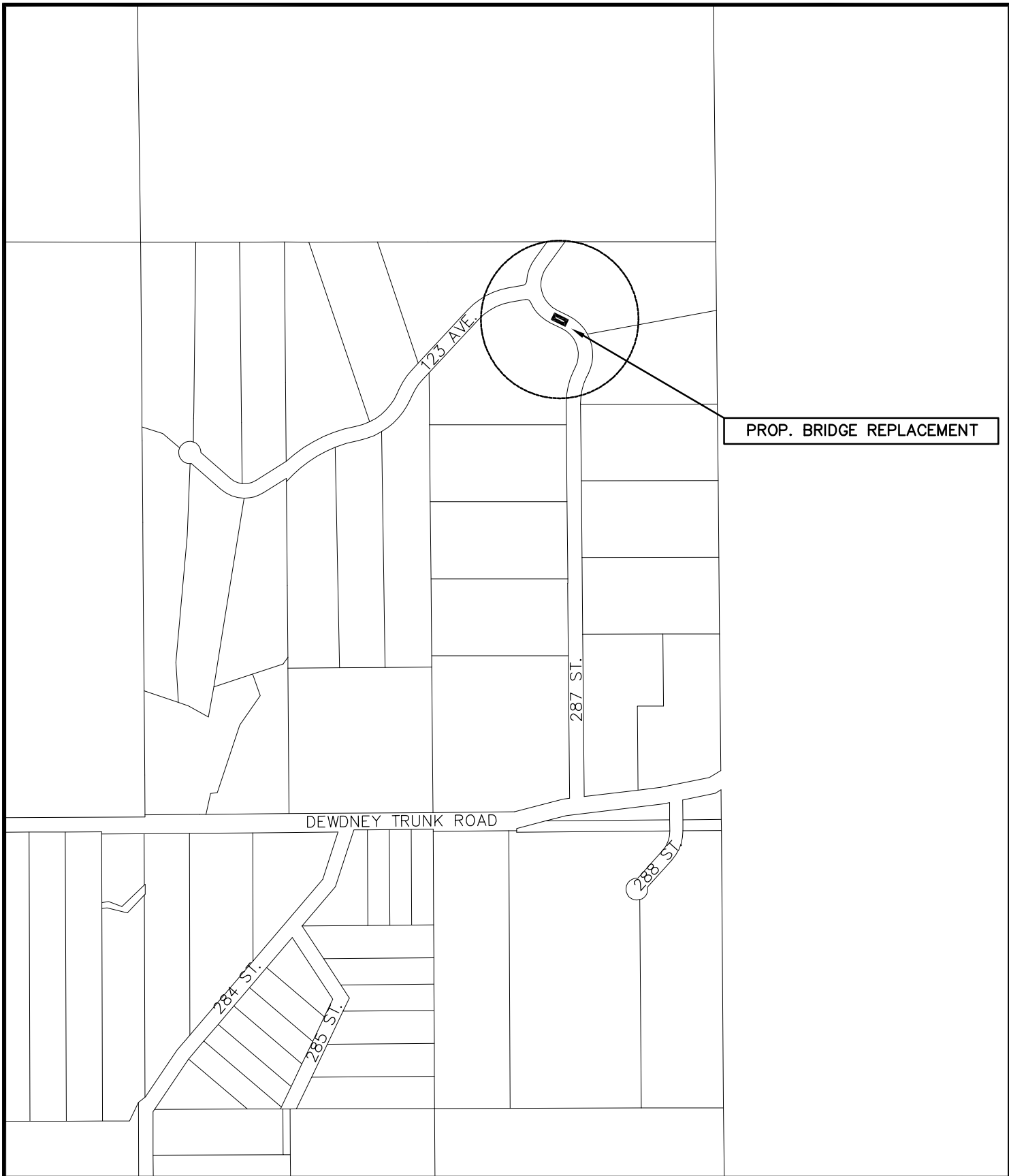
*Reviewed by:* **David Pollock, PEng.**  
**Municipal Engineer**

"Original signed by Frank Quinn"

*Approved by:* **Frank Quinn, MBA, PEng.**  
**General Manager Public Works & Development Services**

"Original signed by Paul Gill"

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



BRIDGE REPLACEMENT  
287 STREET  
123 AVE.



CITY OF MAPLE RIDGE  
ENGINEERING  
DEPARTMENT

DATE: APR 2018

FILE/DWG No SK0409

## City of Maple Ridge

<b>TO:</b>	Her Worship Mayor Nicole Read and Members of Council	<b>MEETING DATE:</b>	May 8, 2018
<b>FROM:</b>	Chief Administrative Officer	<b>FILE NO:</b>	11-5255-40-187
		<b>MEETING:</b>	Council
<b>SUBJECT:</b>	Award of Contract ITT-EN18-21: 232 Street Road and Drainage Improvements (132 Avenue to Silver Valley Road)		

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### EXECUTIVE SUMMARY:

232 Street between 132 Avenue and Silver Valley Road is a major corridor into Silver Valley and as development progresses the traffic demands on 232 Street will continue to increase. The 232 Street Road and Drainage Improvements (132 Avenue to Silver Valley Road) project is in the City's approved Financial Plan to construct to a two-lane multi-modal urban roadway configuration with safe pedestrian and cycling facilities with accommodation for equestrian users. A portion of the environmental works for this project, the relocation of Paradise Creek was successfully completed in 2017. Additional off-site environmental works will be completed at Blaney Hamlet Park in 2019 under a separate contract to meet the environmental compensation requirements.

The 232 Street (132 Avenue to Silver Valley Road) project entails upgrading the existing roadway to a two lane multi-modal urban roadway and includes roadway construction, embankment fill, retaining walls, reconstruction and extension of driveways onto private properties, multi-use path, sidewalk, curbs, a southbound bike lane, ducting for future fibre optic cable, LED street lighting, a roundabout at 132 Avenue, storm sewer, ditch infill and an environmental compensation channel adjacent to the Alouette River. The project construction is anticipated to commence in late May 2018 with substantial completion by January 2019. A road closure in the area from 132 Avenue to 136 Avenue is planned for a period of up to two months, during July and August, to increase production and realize cost saving to the City and minimize overall inconvenience to residents. During the road closure, access through the corridor will be maintained for TransLink buses, residents fronting the project and heavy construction vehicles accessing Silver Valley that are not permitted to cross the bridge on 224 Street. The road closure will not affect access to Yennadon Elementary School. All efforts will be made to minimise the duration of the road closure and residents will be regularly informed of the project status through the project's communication plan.

Reconstruction of an existing roadway is challenging as the design had to recognize and accommodate the existing road profile, utilities as well as established dwellings. In the case of 232 Street the existing road grade is greater than that allowed in current design standards, is underlain in parts by bedrock and there is variation in elevation across the road allowance. The engineering consultant created and evaluated multiple road profiles in an effort to balance all of the elements, utilizing the maximum allowable grades but there is a portion of the roadway that will require the construction of retaining walls at the property lines along with the reconstruction and re-profiling of driveways onto private properties.

Since the early stages of the design a property consultant has been working with each impacted property owner to resolve issues around temporary access onto private property to construct the retaining walls as well as the re-profiling of the driveways. Out of a total of 32 affected properties, 25 have signed off on a Temporary Construction Access Agreement (TCAA) and the City is continuing to work with to achieve signoff on the remainder.



An Invitation to Tender was issued on March 13, 2018 and closed on April 13, 2018. Two tenders were received and the lowest compliant bid was submitted by “MRC Total Build LP by its General Partner MRC Total Build Ltd.” (MRC) in the amount of \$5,079,856.94, excluding taxes. The total project costs are within the approved budget, including a construction contingency of \$800,000.00 that is recommended due to the complexity of the work and will only be utilized if required to address unforeseen issues throughout construction. The project also involves third party utility relocations, electrical, geotechnical, environmental monitoring, construction compliance reviews, contract administration and construction inspection. It is recommended the design consultant, McElhanney Consulting Services Ltd. (McElhanney) be retained for construction inspection and contract administration services due to the complexity of the project.

The construction contract is structured such that if subdivision developments on 232 Street north of 136 Avenue that are currently under construction do not complete their underground works in advance of the City’s project as scheduled, then the roadworks component of this project will terminate at 136 Avenue in 2018. The roadworks between 136 Avenue and Silver Valley road would then be completed under a separate capital construction contract in 2019. Should these scheduling conflicts arise, delaying the roadworks north of 136 Avenue will minimize disruptions to Silver Valley residents and minimize the need for development projects adjacent to 232 Street to disturb a newly constructed roadway to install servicing in the near future.

The City has submitted an application (award is pending) to Bike BC for \$879,012.19 for cycling infrastructure grant funding for projects that support Regional Cycling Corridors by creating efficient and safe direct travel routes. The City has secured grant funding from TransLink in the amount of \$251,340.00 in support of regional bike needs and will be accessing Gas Tax funding for \$270,000.00.

Council approval to award the contract is required for the work to proceed.

#### **RECOMMENDATION:**

**THAT Contract ITT-EN18-21, 232 Street Road and Drainage Improvements (132 Avenue to Silver Valley Road), be awarded to MRC Total Build LP by its General Partner MRC Total Build Ltd. in the amount of \$5,079,856.94 excluding taxes; and**

**THAT a construction contingency of \$800,000.00 be approved to address potential variations in field conditions; and**

**THAT the McElhanney Consulting Services Ltd. contract for Engineering Design Services for 232 Street Preliminary and Detailed Design (132 Avenue to Silver Valley Road), be amended to increase the budget by \$420,000.00 for contract administration, construction inspection and support services during construction to a total of \$735,855.00; and further**

**THAT the Corporate Officer be authorized to execute the contracts.**

## DISCUSSION:

### a) Background Context:

232 Street between 132 Avenue and Silver Valley Road is a major corridor into Silver Valley and as development progresses the traffic demands on 232 Street will continue to increase. The 232 Street Road and Drainage Improvements (132 Avenue to Silver Valley Road) project is in the City's approved Financial Plan to construct to a two-lane multi-modal urban roadway configuration with safe pedestrian and cycling facilities with accommodation for equestrian users. A portion of the environmental works for this project, the relocation of Paradise Creek was successfully completed in 2017. Additional off-site environmental works will be completed at Blaney Hamlet Park in 2019 under a separate contract to meet the environmental compensation requirements.

The 232 Street (132 Avenue to Silver Valley Road) project entails upgrading the existing roadway to a two lane multi-modal urban roadway and includes roadway construction, embankment fill, retaining walls, reconstruction and extension of driveways onto private properties, multi-use path, sidewalk, curbs, a southbound bike lane, ducting for future fibre optic cable, LED street lighting, a roundabout at 132 Avenue, storm sewer, ditch infill and an environmental compensation channel adjacent to the Alouette River. The project construction is anticipated to commence in late May 2018 with substantial completion by January 2019. A road closure in the area from 132 Avenue to 136 Avenue is planned for a period of up to two months, during July and August, to increase production and realize cost saving to the City and minimize overall inconvenience to residents. During the road closure, access through the corridor will be maintained for TransLink buses, residents fronting the project and heavy construction vehicles accessing Silver Valley that are not permitted to cross the bridge on 224 Street. The road closure will not affect access to Yennadon Elementary School. All efforts will be made to minimise the duration of the road closure and residents will be regularly informed of the project status through the project's communication plan.

Reconstruction of an existing roadway is challenging as the design had to recognize and accommodate the existing road profile, utilities as well as established dwellings. In the case of 232 Street the existing road grade is greater than that allowed in current design standards, is underlain in parts by bedrock and there is variation in elevation across the road allowance. The engineering consultant created and evaluated multiple road profiles in an effort to balance all of the elements, utilizing the maximum allowable grades but there is a portion of the roadway that will require the construction of retaining walls at the property lines along with the reconstruction and re-profiling of driveways onto private properties.

Utility relocations by third parties including BC Hydro, Telus, Shaw and Fortis are required as part of the project and are included in the total project costs.

### Tender Evaluation

An Invitation to Tender was issued on March 13, 2018 for the 232 Street Road and Drainage Improvements (132 Avenue to Silver Valley Road) and closed on April 13, 2018. Two compliant tenders were received as noted below:

	<u>Tender Price</u> <u>(excluding taxes)</u>
MRC Total Build LP by its General Partner	
MRC Total Build Ltd. (MRC)	\$5,079,856.94
B&B Contracting (2012) Ltd.	\$6,168,600.00

Staff have reviewed the tenders and the lowest compliant bid is \$5,079,856.94 from MRC. They have completed a number of projects on municipal roadways and are suitably qualified to complete the works. Reference checks were completed to confirm MRC is capable of completing the project successfully and feedback from other clients was positive.

#### Consultant Construction Services

Staff recommend that given the complex nature of the topography, private property alterations, third party utility relocations, environmental mitigation and drainage elements of the project, on-site field reviews and monitoring by the design consultant, that McElhanney be retained to satisfy Engineer of Record requirements. Furthermore, McElhanney be retained to provide contract administration and construction inspection services for the project.

McElhanney's property consultant has also been working with the 232 Street residents since July 2017 to develop Temporary Construction Access Agreements to facilitate construction, and will continue this role as liaison with residents.

Included in the construction services provided by McElhanney is the specialized support of an environmental consultant (McElhanney), a geotechnical consultant (Braun Geotechnical) and an electrical consultant (DMD) to provide support during construction. McElhanney has provided an estimate for these services in the amount of \$420,000.

#### **b) Desired Outcome:**

The desired outcome of this report is to obtain Council approval to award the contract to re-construct 232 Street between 132 Avenue and Silver Valley Road that will provide significant improvements to safety, convenience and accessible movement of people, goods and services. This project will also provide a strong multi-modal transportation system by promoting alternative modes (pedestrian, bike) of travel to reduce reliance on the automobile.

#### **c) Strategic Alignment:**

The improvements on 232 Street will contribute to the development of a multi-modal transportation system and provide enhanced pedestrian and cycling facilities as recommended in the Strategic Transportation Plan.

#### **d) Citizen/Customer Implications:**

Since the early stages of the design project a property consultant has been working with each impacted property owner to resolve issues around temporary access onto private property to construct the retaining walls as well as the re-profiling of the driveways. Out of a total of 32 affected properties, 25 have signed off on a Temporary Construction Access Agreement (TCAA) and the City is very close to achieving signoff on the remainder.

A Communication Plan has been developed with the City's Manager of Corporate Communications, which will include the general public being informed of the construction progress through the City's website, social media sources and electronic information boards at key locations. The estimated construction duration is approximately eight months (160 working days) with construction commencing approximately two weeks after the project is awarded.

The impact to local traffic, residents, and businesses in the neighbourhood will be minimized as much as possible. 232 Street will remain open to general traffic throughout construction with the exception of up to a two month road closure commencing in July 2018; all effort will be made to minimize the closure period. During this scheduled closure, general traffic will be detoured via Foreman Drive and 224 Street; however, access through the corridor will be provided to residents within the project limits, transit buses, garbage/recycling collection and trucks weighing over 32 tonnes. Outside of the road closure, work on roadways and interruption of traffic is prohibited during peak traffic periods of 6:00am – 9:00am and 3:00pm – 6:00pm. Single lane alternating traffic will be maintained at all times unless approved otherwise in the Traffic Management Plan.

**e) Interdepartmental Implications:**

The Engineering, Operations, Planning (Environmental Services) and Parks Departments have provided input during the design and City resources will be utilized where possible in the interests of cost effectiveness and efficiencies.

**f) Business Plan/Financial Implications:**

The projected expenditures (excluding taxes) are within the existing approved budget and as follows:

Costs to Date (Design & 2017 Construction)	\$	1,076,339.28
Consultant Construction Services (McElhanney)	\$	420,000.00
Construction Contract Cost (MRC Total Build)	\$	5,079,856.94
Utility Relocates (Hydro, Telus, Shaw and Fortis)	\$	505,000.00
Tie-ins and Relocations - Operations (Water)	\$	225,000.00
Off-site Environmental Compensation (2019)	\$	150,000.00
Property Acquisition and Statutory ROW	\$	175,000.00
Property Restorations	\$	238,000.00
Contract Contingency (as needed)	\$	800,000.00
<b>Total Projected Project Cost</b>	<b>\$</b>	<b>8,669,196.22</b>

The project funding sources from 232 Street (132 Ave to Silver Valley Rd), LTC 002065, are as follows:

Development Cost Charges (DCC)	\$	5,695,670.00
General Capital Funding (GCF)	\$	880,370.00
Drainage Reserve	\$	1,000,759.00
Grant Funding (Gas, MRNB, BICCS)	\$	521,340.00
Infrastructure Sustainability – Roads	\$	571,862.00
<b>Total Approved Budget</b>	<b>\$</b>	<b>8,670,001.00</b>

In addition to the secured funding noted above, the City has a pending application with BikeBC for \$879,012.19 in grant funding that if secured will result in a reduction of City funding by an equal amount. The construction contingency will only be utilized if required to address unforeseen issues throughout construction.

## CONCLUSIONS:

The 232 Street Road and Drainage Improvements (132 Avenue to Silver Valley Road) project is in the City's approved Financial Plan to upgrade this major corridor to create a safe and inviting roadway for all road users.

The tender price of \$5,079,856.94 excluding taxes by MRC Total Build LP by its General Partner MRC Total Build Ltd. for 232 Street Road and Drainage Improvements (132 Avenue to Silver Valley Road) is the lowest compliant tendered price. It is recommended that Council approve the award of the contract to MRC Total Build LP by its General Partner MRC Total Build Ltd. and a contract contingency of \$800,000.00 be approved. It is also recommended that construction consulting services by McElhanney Consulting Services Ltd. for \$420,000.00 be approved.

"Original signed by Jeff Boehmer"

*Prepared by:* **Jeff Boehmer, PEng.**  
**Manager of Design & Construction**

"Original signed by Catherine Nolan" for

*Financial* **Trevor Thompson, BBA, CPA, CGA**  
*Concurrence:* **Chief Financial Officer**

"Original signed by David Pollock"

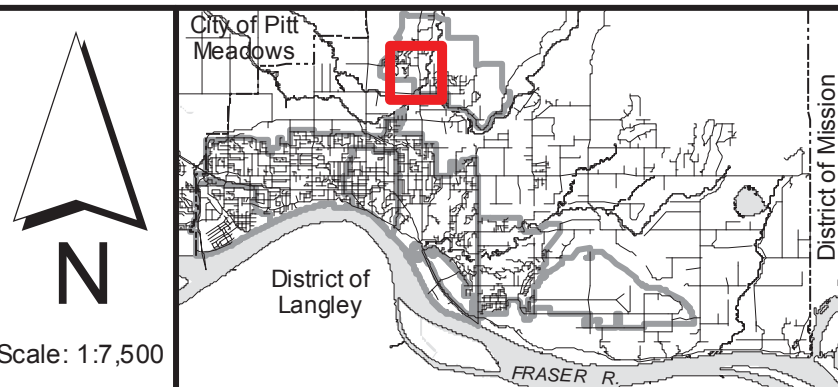
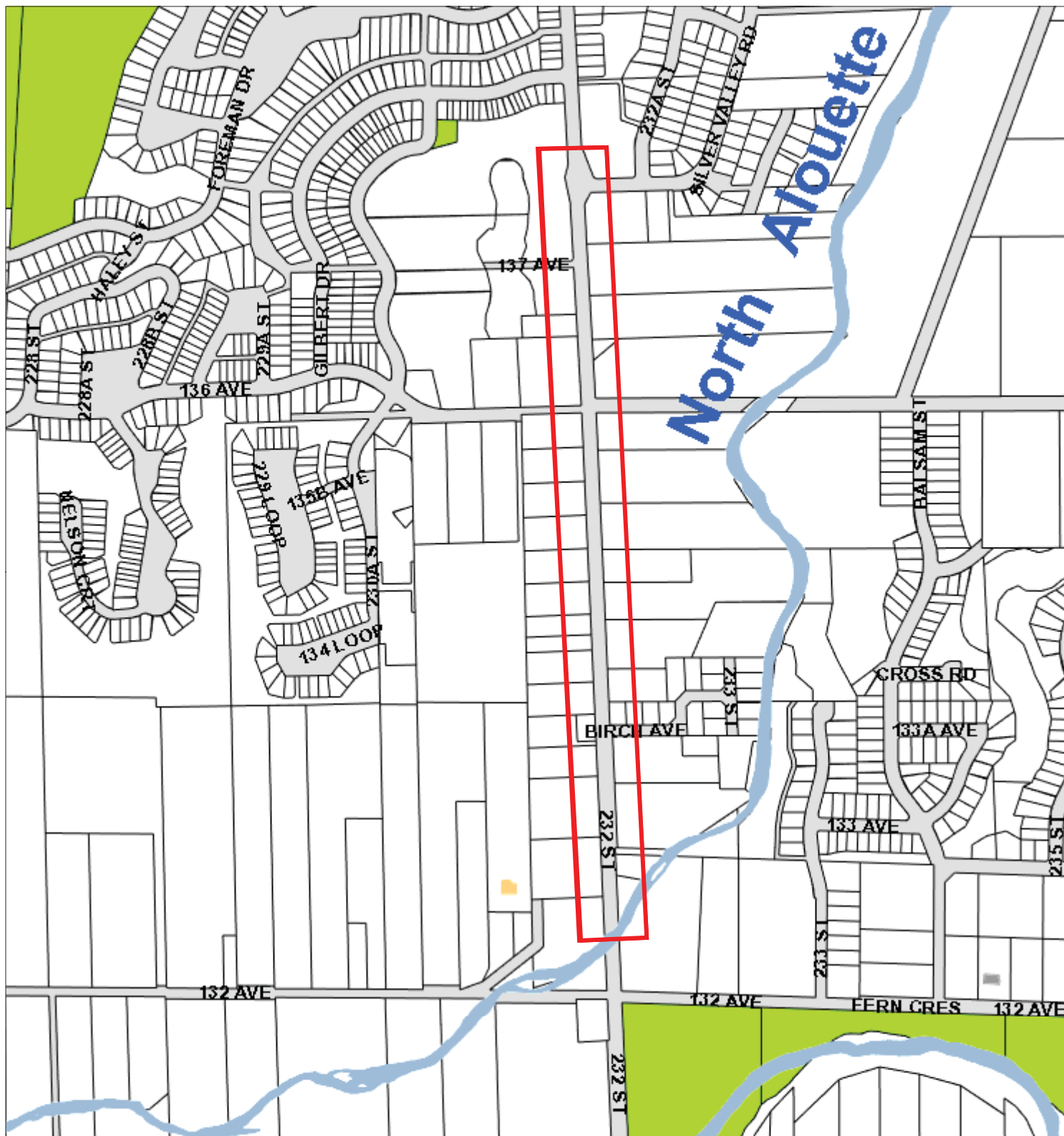
*Reviewed by:* **David Pollock, PEng.**  
**Municipal Engineer**

"Original signed by Frank Quinn"

*Approved by:* **Frank Quinn, MBA, PEng.**  
**General Manager Public Works & Development Services**

"Original signed by Paul Gill"

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



Scale: 1:7,500

## 232 Street Location Map



0 80 160 240 320 m  
0 270 540 810 1,080 ft

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

Department: Engineering

Date: Feb 2, 2017

<b>TO:</b>	Her Worship Mayor Nicole Read and Members of Council	<b>MEETING DATE:</b>	May 8, 2018
<b>FROM:</b>	Chief Administrative Officer	<b>FILE NO:</b>	11-5255-70-114
		<b>MEETING:</b>	Council
<b>SUBJECT:</b>	Award of Contract ITT-EN-18-32: Foreman Drive at 232 Street PRV and Flow Meter Station		

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**EXECUTIVE SUMMARY:**

The Foreman Drive at 232 Street Pressure Reducing Valve (PRV) and Flow Meter Station is required to facilitate ongoing development in Silver Valley. The PRV will improve water system reliability by allowing water to flow from the higher pressure zone into the lower pressure zone during periods of high demand. The project also facilitates watermain upgrades that are required as part of the 232 Street Road and Drainage Improvements project that will be constructed in 2018.

The Foreman Drive at 232 Street PRV and Flow Meter Station project works generally consist of the supply and installation of a PRV Chamber, control kiosk including power supply, radio antenna pole for SCADA communications, modifications to the existing Flow Meter Chamber, connections to the watermain system and associated civil, electrical and mechanical work as well as general site clean-up. The Foreman Drive at 232 Street PRV and Flow Meter Station installation is in the City's approved Financial Plan and is identified in the Water Distribution Master Plan.

An Invitation to Tender was issued on March 19, 2018 and closed on April 16, 2018. Three tenders were received and the lowest compliant bid was submitted by Webbco Industrial Ltd. in the amount of \$384,600.00, excluding taxes. A contract contingency of \$39,000 is recommended for unforeseen items.

Council approval to award the contract is required for the work to proceed.

**RECOMMENDATION:**

**THAT Contract ITT-EN18-32: Foreman Drive at 232 Street PRV and Flow Meter Station, be awarded to Webbco Industrial Ltd. in the amount of \$384,600.00 excluding taxes; and**

**THAT a contract contingency of \$39,000 be approved for unforeseen items; and further**

**THAT the Corporate Officer be authorized to execute the contract.**

**DISCUSSION:**

**a) Background Context:**

The Foreman Drive at 232 Street Pressure Reducing Valve (PRV) and Flow Meter Station project has been recommended by engineering consultants to address the ongoing development in the Silver Valley area.

The Foreman Drive at 232 Street PRV and Flow Meter Station is part of phased improvements that will enable the provision of drinking water to higher elevations in Silver Valley (west of the North Alouette) than are presently served. The existing empty Flow Meter Chamber will be modified to allow for installation of a flow meter. This project also supports the watermain upgrades that are required as part of the 232 Street Road and Drainage Improvements project that will be constructed in 2018.

The Foreman Drive at 232 Street PRV and Flow Meter Station project works generally consist of supply and installation of a PRV Chamber, control kiosk including power supply, radio antenna pole for SCADA communications, modifications to the existing Flow Meter Chamber, connections to the watermain system associated civil, electrical and mechanical work and general site clean-up. The Foreman Drive at 232 Street PRV and Flow Meter Station installation is in the City's approved Financial Plan and is identified in the Water Distribution Master Plan.

#### Tender Evaluation

An Invitation to Tender was issued on March 19, 2018 and closed April 16, 2018. Three tenders were received as listed below from lowest to highest price (excluding taxes):

#### Tender Price (excluding taxes)

Webbco Industrial Ltd.	\$384,600.00
Drake Excavating (2016) Ltd.	\$460,257.00
Sandpiper Contracting LLP	\$636,831.00

The lowest compliant bid was \$384,600.00 (excluding taxes) from Webbco Industrial Ltd. Staff have reviewed the tenders and recommend the contract be awarded to Webbco Industrial Ltd. Staff have checked references on past and comparable projects and have confirmed satisfactory performance. Webbco is presently undertaking a similar project for the City of the installation of a PRV at 224 Street and 127 Avenue.

#### **b) Desired Outcome:**

To ensure the water distribution system has appropriate capacity for ongoing growth in Silver Valley.

#### **c) Strategic Alignment:**

The Corporate Strategic Plan has directed staff to manage municipal infrastructure. The Water Distribution Master Plan and water system modeling recommends this installation to improve water system reliability by allowing water to flow from the high pressure zone into the lower pressure zone during periods of high demand.

#### **d) Citizen/Customer Implications:**

Construction will commence two weeks after contract award and traffic management plans will be in place to minimize the impact to everyday traffic, residents, and businesses in the neighbourhood. Most of the work will take place on the north boulevard of Foreman Drive and out of the way of traffic.

Impacted parties, as well as the general public will be informed of the construction progress through the Communications Plan. Any traffic impacts will be minor and short in duration between the hours of 9:00 am and 3:00 pm and coordinated with the 232 Street Road and Drainage Improvements project.



**e) Interdepartmental Implications:**

The Engineering and Operations Departments have provided input during the design stage and City resources will be utilized where possible in the interests of cost effectiveness and efficiencies. Inspection services will be undertaken by the City during construction, but due to the complex nature of this project, Stantec will provide construction support services to review technical submissions and interim inspections.

**f) Business Plan/Financial Implications:**

The projected expenditures (excluding taxes) are as follows:

Costs to date (Stantec for design)	\$	58,518.00
Tie-Ins by Operations	\$	30,000.00
Construction Contract Cost	\$	384,600.00
Construction Support Services (Stantec)	\$	20,000.00
Contract Contingency	\$	39,000.00
<b>Total Projected Project Cost</b>	<b>\$</b>	<b>532,118.00</b>
 <u>Existing Funding</u>		
Development Cost Charges	\$	490,012.00
Water Utility Fund	\$	59,989.00
<b>Total Funding Sources</b>	<b>\$</b>	<b>550,001.00</b>

**CONCLUSIONS:**

The Foreman Drive at 232 Street Pressure Reducing Valve (PRV) and Flow Meter Station has been identified for installation as part of the City's Water Distribution Master Plan and is in the approved 2018 Financial Plan. The operation of the PRV will facilitate ongoing development in Silver Valley.

The tender price of \$384,600.00 excluding taxes by Webbco Industrial Ltd. for Foreman Drive at 232 Street PRV and Flow Meter Station is the lowest compliant tendered price. It is recommended that Council approve the award to Webbco Industrial Ltd. It is also recommended that contract contingency of \$39,000 be approved to address unforeseen items, for a total amount of \$423,600.00 excluding taxes.

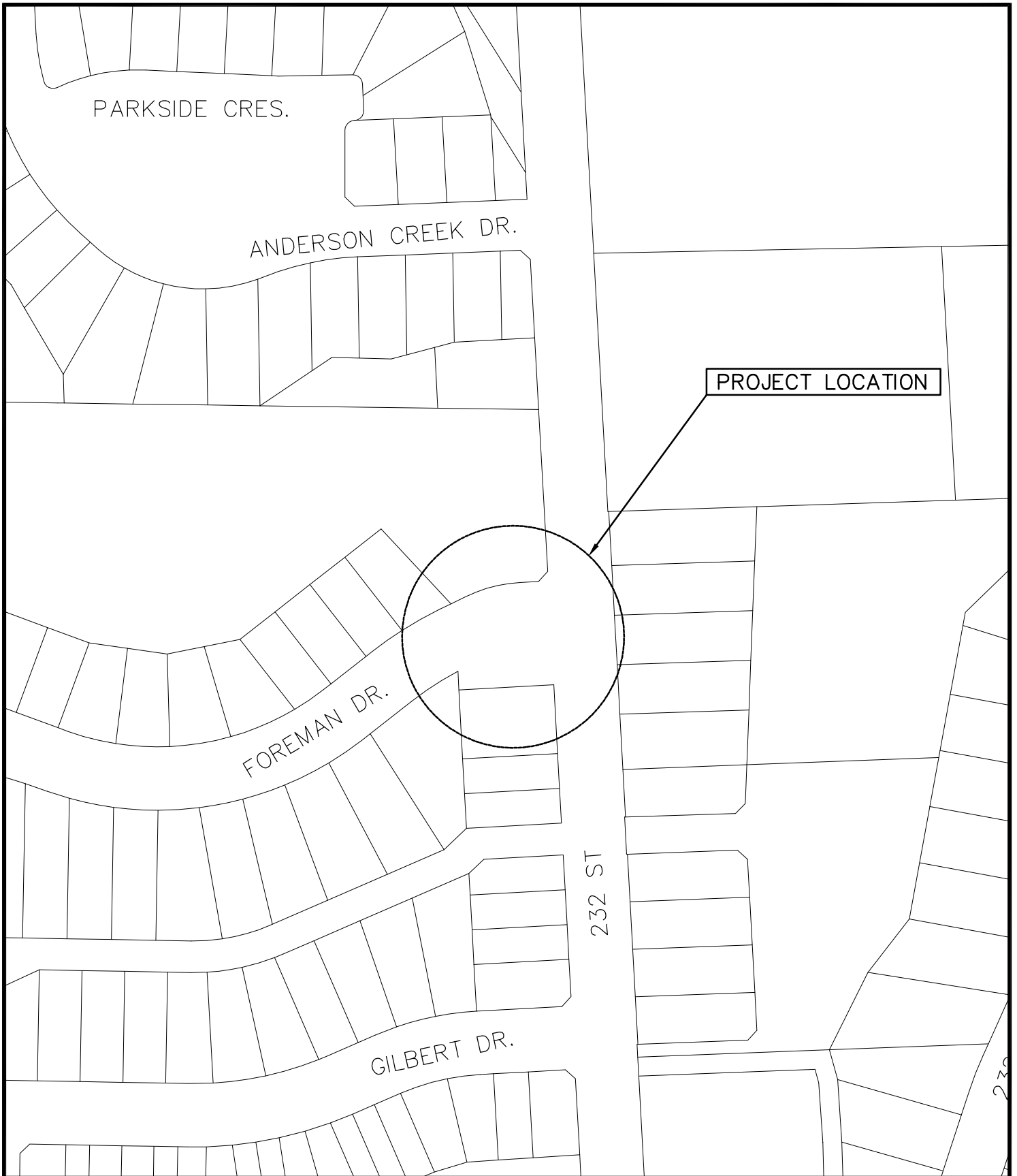
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"Original signed by Jeff Boehmer"  
Prepared by: **Jeff Boehmer, PEng.**  
**Manager of Design & Construction**

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"Original signed by Trevor Thompson"  
Financial **Trevor Thompson, BBA, CPA, CGA**  
Concurrence: **Chief Financial Officer**

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"Original signed by David Pollock"  
Reviewed by: **David Pollock, PEng.**  
**Municipal Engineer**

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"Original signed by Frank Quinn"  
Approved by: **Frank Quinn, MBA, PEng.**

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"Original signed by Paul Gill"  
Concurrence: **Paul Gill, CPA, CGA**  
**Chief Administrative Officer**



FOREMAN DRIVE AND  
232 STREET PRV AND  
FLOWMETER STATION



CITY OF MAPLE RIDGE  
ENGINEERING  
DEPARTMENT

DATE: APR 2018

FILE/DWG No SK0410

TO: Her Worship Mayor Nicole Read  
and Members of Council  
FROM: Chief Administrative Officer  
MEETING DATE: May 8, 2018  
FILE NO:  
MEETING: Council  
SUBJECT: 2017 Consolidated Financial Statements

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### EXECUTIVE SUMMARY:

The 2017 Financial Statements have been prepared using the accounting standards and reporting model mandated by the Public Sector Accounting Board (PSAB). BDO Canada LLP has conducted an audit of the financial statements and they will form an integral part of the 2017 Annual Report. In order to satisfy current audit rules, Council must formally accept the financial statements before BDO can issue their audit opinion.

Financial reporting in local government serves to communicate the fiscal health and well-being of a community and there are two main documents that form part of the City's financial reporting:

- The **Financial Plan**, a forward looking document that sets out planned expenditures and how they will be paid for over the next five years, and
- The **Financial Statements**, a retrospective document that reports on the City's financial condition at a point in time and financial performance during the year just ended.

There are a number of key terms included in the financial statements that are important to understand before drawing any conclusions about the City's financial results for 2017:

- **Net Financial Position:** provides a snapshot of where the City stands financially in terms of the resources it held and the debt it owed at December 31. It is the difference between our financial assets and our liabilities and provides an indication of financial flexibility. If Net Financial Position is negative it is referred to as Net Debt and indicates that revenues that will be collected in the future are needed to pay for liabilities that already exist. If it is positive, it is referred to as Net Financial Assets and indicates a greater degree of flexibility.
- **Accumulated Surplus:** is the total of all the City's assets, both financial and non-financial, less our liabilities. It represents the net economic resources available for service provision. The largest element of this number is the value of our tangible capital assets, the physical assets used in day-to-day service provision, meaning the accumulated surplus balance does not represent a source of cash available to finance our day-to-day operations.
- **Annual Surplus:** is the difference between annual revenues and expenses, as reported on the Statement of Operations. It is important to keep in mind that items included in revenue do not necessarily represent cash received during the year. For example, the value of contributed tangible capital assets is reported as a revenue, but does not represent cash the City received. On the expense side, only the annual cost of using those assets is recognized through amortization. The amounts expended for capital investment or renewal is not included, nor is the value of infrastructure contributed to the City through development. This accounting requirement results in a large reported annual surplus, but does not represent a cash surplus.

This report focuses on our Financial Statements for the 2017 fiscal year. Overall results for the year were positive. Our Net Financial Position increased by \$18.26 million to \$104.6 million and our Accumulated Surplus increased by \$34 million to \$1.097 billion.

## **RECOMMENDATION:**

**That the 2017 Financial Statements be accepted.**

## **DISCUSSION:**

Financial reporting in local government serves to communicate the fiscal health and well-being of a community and there are two main documents that accomplish this: the **Financial Plan** and the **Financial Statements**, each with very different objectives.

The **Financial Plan** is a forward looking document that sets out the City's planned expenditures and transfers to reserves for the next five years and identifies how those expenditures and transfers will be funded. The *Community Charter* requires that municipalities prepare a "balanced budget". This means that the total of any proposed expenditures or transfers to reserves must not exceed the total of proposed revenues or transfers from reserves. In simple terms, the Financial Plan answers the question: "what are we going to do and how are we going to pay for it?"

In contrast, the **Financial Statements**, are a retrospective document that look at the year just ended, comparing our actual financial performance in the year to the activities identified in the Financial Plan. The *Community Charter* requires municipalities to prepare the financial statements in accordance with generally accepted accounting principles for local governments. In Canada, those principles are set by the Public Sector Accounting Board (PSAB). The objective of a municipality's Financial Statements is to report on its financial condition at a point in time and its financial performance for the year.

The differing objectives of the Financial Plan and the Financial Statements, combined with the different rules guiding their preparation, can easily result in confusion when trying to compare the two documents. For example, the Financial Plan treats transfers to and from reserves as transactions, while the Financial Statements, at the consolidated level, ignore transfers as they take place within the corporate entity. It is important to keep the different rules and objectives in mind as we now look at financial results for 2016.

The 2017 Consolidated Financial Statements present the City's results of operations during the year and the financial position as at December 31, 2017. Financial performance is compared to the Financial Plan adopted in May of 2017 as this was the plan used to set property taxation rates, and to prior year results. The transactions included in the Financial Statements are those that took place between the City and outside parties, internal transactions, such as transfers between reserves, which are important for financial planning purposes, have been eliminated.

The City's auditors, BDO Canada LLP, have conducted an audit of the Statements and, pending Council's acceptance of the statements, will finalize their audit report. The audit report will be "unqualified". This is the highest form of assurance an auditor can provide and indicates the statements are free of material misstatements and that readers can rely on them for decision making purposes.

There are a number of key terms in the Financial Statements that are important to be familiar with before drawing any conclusions about the 2017 results:

- **Net Financial Position:** provides a snapshot of where the City stands financially in terms of the resources it held and the debt it owed at December 31. It is the difference between our financial assets and our liabilities and provides an indication of financial flexibility. If Net Financial Position

is negative it is referred to as Net Debt and indicates that revenues that will be collected in the future are needed to pay for liabilities that already exist. If it is positive, it is referred to as Net Financial Assets and indicates a greater degree of flexibility.

- **Accumulated Surplus:** is the total of all the City's assets, both financial and non-financial, less our liabilities. It represents the net economic resources available for service provision. The largest element of this number is the value of our tangible capital assets, the physical assets used in day-to-day service provision, meaning the accumulated surplus balance does not represent a source of cash available to finance our day-to-day operations.
- **Annual Surplus:** is the difference between annual revenues and expenses, as reported on the Statement of Operations. It is important to keep in mind that items included in revenue do not necessarily represent cash received during the year. For example, the value of contributed tangible capital assets is reported as a revenue, but does not represent cash the City received. On the expense side, only the annual cost of using those assets is recognized through amortization. The amounts expended for capital investment or renewal is not included, nor is the value of infrastructure contributed to the City through development. This accounting requirement results in a large reported annual surplus, but does not represent a cash surplus.

The City's Financial Statements are comprised of the following:

- Statement of Financial Position
- Statement of Operations
- Statement of Change in Net Financial Assets
- Statement of Cash Flow
- Significant Accounting Policies
- Notes to the Financial Statements
- Segment Report
- Supporting Schedules 1-6

The Notes to the Financial Statements provide additional information for the items found on the Statement of Financial Position and the Statement of Operations and are referenced on each of these statements.

A discussion of the Financial Statements follows:

### **Statement of Financial Position**

The Statement of Financial Position is the public sector version of a balance sheet. One of the key indicators on this statement is the Net Financial Position. As noted above, it is calculated by subtracting our liabilities from our financial assets and is one piece of information available to assess the City's financial flexibility. At the end of 2017 the City had Net Financial Assets of \$104.6 million, an increase of \$18.26 million over 2016. The increase is the result of timing differences actual and planned expenditures, in addition, as part of our long-term financial planning processes, we may deliberately collect revenues over time to build the financial capacity needed for future expenditures. This practice will increase our financial assets, and our financial position, until the expenditures occur.

The other key indicator that appears on this statement is Accumulated Surplus. As noted above, this is the total of all our assets, both financial and non-financial, less our liabilities. This number represents the net economic resources available for service provision. The bulk of this number comes from the value of our tangible capital assets, meaning it does not represent cash that can be spent to support our operations. At the end of 2017, the City's accumulated surplus was \$1.097 billion compared to \$1.064 billion in 2016. Of this amount, \$976 million is the book value of the City's tangible capital assets, compared to \$960.4 million in 2016.

Key items to note on the Statement of Financial Position:

- Combined cash and cash equivalents, and portfolio investments increased by \$37.2 million. This is the result of increased cash balances available to invest due to timing differences between planned and actual expenditures, increases in development related deposits and collections.
- Debt decreased by \$2.93 million due to the scheduled repayment of debt, most of which relates to our Town Centre facilities.

### Statement of Operations

The Statement of Operations is the public sector version of an income statement, reporting revenues and expenses for the year. The difference between revenues and expenses is referred to as the annual surplus if positive, or the annual deficit if negative. It is important to note that accounting rules require us to include in revenues items such as the value of infrastructure contributed to the city through development, but on the expense side we include only the cost of using those assets through amortization, not the value of the assets received. This results in a reported annual surplus that does not represent a cash surplus. In 2017, the City recorded contributed infrastructure with a value of \$16.7 million. This amount was recorded as revenue. On the expense side, the amortization recorded for these assets was \$172K. The City's Annual Surplus was \$34.04 million. Almost half of this amount comes from the transactions associated with contributed assets received during the year and, as noted previously, there is no cash received by the City related to these assets.

As noted earlier in the report, when the Financial Plan is prepared, we ensure that all planned sources of funding are equal to all planned uses of funding. This is referred to as a "balanced budget". Not all of the elements that result in a balanced budget are included in the Statement of Operations. Some Financial Plan transactions, such as transfers to and from reserves, are eliminated from the summary financial statements as they are internal transactions; other items are not included as they do not meet the definition of an expense. For example, our planned investment in tangible capital assets will result in an expenditure of resources, but not an expense. The annual cost of using our tangible capital assets, recorded as amortization, is an expense and is included on this statement. A reconciliation between the Financial Plan and the Financial Statements is shown in Note 17 to the Financial Statements.

The following discusses the Statement of Operations:

### Consolidated Revenues: Actual \$156.4 million; Budget \$193.65 million

Not all monies the City receives are recorded as revenues at the time of receipt. Monies, such as Development Cost Charges, that are collected for specific capital works are recorded as a liability when received. When we budget for the capital expenditures that are funded from these sources we also budget to record the revenue, which results in a draw down of the liability. If capital expenditures do not occur, no revenue is recognized and the funds remain on hand, recorded as a liability.

In 2017, consolidated revenues were below budget by \$37.26 million. This is comprised of variances in a number of categories, particularly those related to capital. The following highlights some of the key variances:

- User fees and other revenues in excess of budget estimates by \$2 million. Key contributors include building permits (\$345,000) and planning fees (\$200,000) both driven by the continued brisk pace of development in the community; recycling revenues (\$265,000), as well as user fees in both the Sewer & Water Utilities (\$620,000).
- Development revenues below budget estimates by \$31.9 million, due in large part to factors such as DCC liabilities not being drawn down to fund the related work.
- Government Transfers (grants) revenues below budget estimates by \$3.8 million, due to timing differences between budget and actual

- Developer contributed assets less than budget estimates by \$3.3 million.

As noted above, revenues below budget estimates for development revenues do not represent a cash shortfall as the related expenditures did not occur. Similarly, the revenue amount recorded for contributed assets, does not represent a cash shortfall as this number represents the value of assets received, not a payment received by the City.

### **Consolidated Expenses – Actual \$122.35 million; Budget \$132.96 million**

Expenses are comprised of general operating expenses for goods and services, labour, interest on debt and amortization of our tangible capital assets. The actual cash expended to invest in the replacement or acquisition of assets is not reflected on this statement.

In 2017, consolidated expenses were below budget by \$10.6 million. Some key items contributing to this result include:

- Approximately \$3.6 million in capital related projects
- \$300 thousand from the RCMP contract
- Approximately \$4.8 million in projects scheduled for 2017 that will proceed in 2017.
- Savings of approximately \$1.5 million on salary costs, due in part to recruitment challenges experienced in 2017.

### **Statement of Change in Net Financial Assets**

The change in Net Financial Position in a year is explained by the difference between revenues and expenditures. If we recognize more revenue than we expend, then the net financial position will increase; if less then it will decrease. In 2017, the City's financial position increased by \$18.26 million to \$104.6 million. It is important to keep in mind that as part of the City's long-term financial planning processes, we may collect revenues over time to build capacity for future expenditures. This practice increases the City's financial assets, and the net financial position, until the related expenditures occur.

### **Statement of Cash Flow**

The Statement of Cash Flow explains the change in the balance of cash and cash equivalents for the year, showing the impact of various types of transactions on the balance. For example the statement shows that \$46 million was generated from operating activities and that \$19.7 million was used for capital activities.

### **Segment Report**

The Segment Report enhances the information found on the Consolidated Statement of Operations. The information is laid out in the same manner, but provides a greater level of detail. City services have been segmented by grouping activities by function, as directed by PSAB. For example, protection of the public is achieved by activities such as bylaw enforcement and inspection services in addition to police and fire fighting services, so all of these activities are reported as part of the Protective Services segment. Revenues that are directed related to the costs of a function have been reported in each segment, including revenues related to capital investment. Expenses are broken down to the categories of goods and services, labour, debt servicing, and amortization. The Segment Report allows us to see how much each segment contributes to the annual surplus before considering allocations of taxes and other municipal resources. As described earlier, annual surplus is the difference between annual revenues and expenses.

The following table shows the departments included in each segment:

Reporting Segments						
General Gov't	Protective Svc	Recreation	Planning; Public Health & Other	Transportation	Water	Sewer
Human Resources	Police	Parks	Planning	Engineering	Water	Sewer
Clerks	Fire	Leisure Svc	Recycling	Operations		
Administration	Bylaws	Youth Svc	Cemetery	Drainage		
Finance	Inspection Svc	Arts	Social Planning	Roads		
Purchasing	Emergency Svc	Library				
Information Svc						
Legislative Svc						
Economic Dev						
Communications						

The above discussion focuses on the Consolidated Financial Statements, and, as noted, consists of transactions only with outside parties; internal transactions, such as transfers are not included. It is useful to look at some areas of our organization in isolation, particularly the General Revenue Fund and the Sewer and Water Utilities. While the Financial Statements do not show each of these elements in isolation, aggregated information is shown on Schedules 1 and 3 to the Consolidated Financial Statements.

### General Revenue

It is important to look at the General Revenue Fund in isolation, as to a large extent, the transactions that take place in this fund drive property taxation. The Audit and Finance Committee received a report on March 6, 2018, noting that preliminary results were favourable in comparison to budget, suggesting a General Revenue annual surplus of \$850,000. Now that results have been finalized, the General Revenue annual surplus is \$726,000 bringing the accumulated surplus balance to \$10 million.

### Sewer and Water Utilities

The Sewer and Water Utilities are self-funded business units that manage the collection and distribution of water and liquid waste as well as the related infrastructure. A large portion of the costs in the utilities are driven by the Regional District and Council has used a rate stabilization policy for a number of years. Under this policy, accumulated surplus amounts are deliberately built in a systematic manner over a period of time in order to provide for our commitment towards larger regional projects as well as variations in our own annual infrastructure investment. This practice allows Council to smooth the impact of variations in annual spending levels on our rate payers.

The accumulated surplus balances in both utilities increased in 2017, as shown in Note 14 to the Financial Statements, in part due to work projects that will proceed in 2018, and in part to build the financial capacity to address future infrastructure renewal requirements. The accumulated surplus balance in the sewer utility is expected to be drawn down in 2018 and 2019 and then begin to accumulate again through 2022; in the water utility, the accumulated surplus balance is expected to continue to build through 2022.



The following shows the accumulated surplus amounts in each of the utilities:

	2017	2016
Sewer Utility	\$ 8,935,862	\$ 8,144,538
Water Utility	\$ 12,840,034	\$ 11,296,039

### Reserves

The City's reserves are an important financial planning tool and provide a mechanism to build capacity over time to undertake strategic projects. They are reviewed on a regular basis to assess their adequacy, with adjustments made when capacity permits.

The term "reserve" is often applied to both our reserve funds and our reserve accounts and there are important distinctions between the two resources. Reserve funds are statutory, meaning they are established by bylaw for specific purposes. Once monies are transferred to a reserve fund, they can only be used for the purpose outlined in the establishing bylaw. Reserve accounts are appropriations of surplus, established to meet specific business needs. They can be established or dissolved as directed by Council, as long as identified business needs are met and risks managed appropriately.

At the beginning of 2017, the City had \$84.6 million in total reserves, as shown in Schedule 6 to the Financial Statements. At the end of 2017 the City has \$97.7 million in reserves, an increase of \$13.1 million. This variance is the combined result of planned capital investment that will occur in the future and end of year provisions for various operating projects and initiatives. A separate report will provide detailed information on our reserves.

### CONCLUSIONS:

The City's reserves are sound and the long-term financial plans reflect the ability of the City to meet its future obligations. Overall results for 2017 are positive. We ended the year with an Annual Surplus amount of \$34 million, and an Accumulated Surplus balance of \$1.098 billion.

*"Original signed by Catherine Nolan"*

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Prepared by: Catherine Nolan, CPA, CGA  
Corporate Controller

*"Original signed by Trevor Thompson"*

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

*"Original signed by Paul Gill"*

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Concurrence: Paul Gill, CPA, CGA  
Chief Administrative Officer

City of Maple Ridge

# **Financial Statements and Auditor's Report**

For the Year Ended December 31, 2017



# Management's Responsibility for Financial Reporting

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The information in this Annual Report is the responsibility of management. The consolidated financial statements have been prepared in accordance with Canadian Public Sector accounting guidelines as outlined under "Significant Accounting Policies". These include some amounts based on management's best estimates and careful judgment.

Management maintains a system of internal accounting controls to provide reasonable assurance that assets are safeguarded and that transactions are authorized, recorded, and reported properly. Management also administers a program of proper business compliance.

BDO Canada LLP, the Municipality's independent auditors have audited the accompanying financial statements. Their report accompanies this statement.

Council carries out its responsibility for the consolidated financial statements jointly with its Audit and Finance Committee. The Committee meets with management on a scheduled basis and at least semi-annually with BDO Canada LLP to review their activities and to discuss auditing, internal control, accounting policy, and financial reporting matters.

BDO Canada LLP has unrestricted access to the Municipality, the Audit and Finance Committee, and Council. Council approves the consolidated financial statements, the Audit and Finance Committee reviews the recommendations of the independent auditors for improvements to controls and as well as the actions of management to implement such recommendations.



Paul Gill, BBA, CPA, CGA  
Chief Administrative Officer



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## INDEPENDENT AUDITOR'S REPORT

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### To the Mayor and Council of the City of Maple Ridge

We have audited the accompanying consolidated financial statements of the City of Maple Ridge, which comprise the Consolidated Statement of Financial Position as at December 31, 2017, and the Consolidated Statements of Operations, Change in Net Financial Assets and Cash Flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the consolidated financial statements present fairly in all material respects, the financial position of the City of Maple Ridge as at December 31, 2017 and its results of operations, changes in net financial assets and cash flows for the year then ended, in accordance with Canadian public sector accounting standards.

Chartered Professional Accountants

Vancouver, British Columbia

**DATE of Council Approval**

**Consolidated Statement of Financial Position**  
as at December 31, 2017

	2017	2016
<b>Financial Assets</b>		
Cash and cash equivalents (Note 1)	\$ 27,631,877	\$ 19,542,094
Portfolio investments (Note 2)	187,717,851	158,579,174
Accounts receivable (Note 3)	14,663,433	16,981,661
Recoverable local improvements (Note 4)	1,126,247	1,211,936
Other assets (Note 5)	763,208	779,296
Inventory available for resale	<u>3,579,094</u>	<u>4,304,688</u>
	<b>235,481,710</b>	<b>201,398,849</b>
<b>Liabilities</b>		
Accounts payable and accrued liabilities (Note 6)	20,795,751	18,649,403
Deferred revenue (Note 8)	14,198,182	11,238,972
Restricted revenue (Note 9)	39,633,654	33,401,914
Refundable performance deposits and other	23,403,713	15,853,204
Employee future benefits (Note 10)	4,567,300	4,704,700
Debt (Note 11, Schedule 4)	<u>28,273,707</u>	<u>31,204,532</u>
	<b>130,872,307</b>	<b>115,052,725</b>
<b>Net Financial Assets</b>	<u><b>104,609,403</b></u>	<u><b>86,346,124</b></u>
<b>Non Financial Assets</b>		
Tangible capital assets (Note 12, Schedule 5)	976,145,224	960,396,101
Undeveloped land bank properties (Note 13)	15,526,529	15,526,529
Supplies inventory	363,885	355,162
Prepaid expenses	<u>1,294,624</u>	<u>1,277,835</u>
	<b>993,330,262</b>	<b>977,555,627</b>
<b>Accumulated Surplus (Note 14)</b>	<u><b>\$ 1,097,939,665</b></u>	<u><b>\$ 1,063,901,751</b></u>

The accompanying summary of significant accounting policies and notes to the Consolidated Financial Statements are an integral part of this statement.

## Consolidated Statement of Operations

For the year ended December 31, 2017

	Actual 2017	Budget 2017 (Note 17)	Actual 2016
<b>Revenue (Segment Report, Note 20)</b>			
Taxes for municipal purposes (Note 15)	\$ 81,729,003	\$ 81,624,555	\$ 77,452,203
User fees and other revenue	42,409,361	40,289,865	43,211,346
Government transfers (Note 16)	3,434,531	7,232,253	2,775,735
Development revenue	8,155,007	40,056,557	17,893,281
Interest and investment income			
Investment Income	561,683		
Interest Income	2,984,982		
Less: Restricted amount	<u>(363,771)</u>		
Interest and investment income	3,182,894	1,898,004	2,478,388
Gaming revenues	1,561,090	1,050,000	1,338,678
Refinancing and asset disposal gains (losses)	(807,330)	1,500,000	(3,833,337)
Contributed tangible capital assets (Note 12)	<u>16,725,863</u>	<u>20,000,000</u>	<u>39,062,791</u>
	156,390,419	193,651,234	180,379,085
<b>Expenses (Segment Report, Note 20)</b>			
Protective services	38,065,340	40,620,751	35,844,566
Transportation services	19,511,458	21,090,430	15,835,722
Recreation and cultural	19,784,632	21,236,613	21,584,478
Water utility	13,305,309	14,560,540	12,628,882
Sewer utility	10,761,203	10,964,767	10,068,307
General government	15,106,167	17,876,072	14,821,099
Planning, public health and other	<u>5,818,396</u>	<u>6,616,582</u>	<u>5,518,328</u>
	122,352,505	132,965,755	116,301,382
<b>Annual Surplus</b>	<u>34,037,914</u>	<u>60,685,479</u>	<u>64,077,703</u>
<b>Accumulated Surplus - beginning of year</b>	<u>1,063,901,751</u>	<u>1,063,901,751</u>	<u>999,824,048</u>
<b>Accumulated Surplus - end of year (Note 14)</b>	<u>\$ 1,097,939,665</u>	<u>\$1,124,587,230</u>	<u>\$1,063,901,751</u>

The accompanying summary of significant accounting policies and notes to the Consolidated Financial Statements are an integral part of this statement.

## Consolidated Statement of Change in Net Financial Assets

For the year ended December 31, 2017

	Actual 2017	Budget 2017 (Note 17)	Actual 2016
<b>Annual Surplus</b>	<b>\$ 34,037,914</b>	<b>\$ 60,685,479</b>	<b>\$ 64,077,703</b>
<b>Add (Less):</b>			
<b>Change in Tangible Capital Assets</b>			
Acquisition of tangible capital assets	(38,277,439)	(132,222,075)	(71,729,097)
Amortization	20,585,216	19,780,000	18,209,180
Proceeds from disposal of tangible capital assets	278,424	1,500,000	181,645
(Gain) loss on disposal of tangible capital assets	<u>1,664,676</u>	<u>(1,500,000)</u>	<u>3,833,337</u>
	(15,749,123)	(112,442,075)	(49,504,935)
<b>Change in Other Non Financial Assets</b>			
Decrease (increase) in supplies inventory	(8,723)	-	(4,357)
Reclassification of undeveloped land bank	-	-	53,499
Reclassification of tangible capital assets	-	-	-
Increase in prepaid expenses	<u>(16,789)</u>	<u>-</u>	<u>(328,910)</u>
	(25,512)	-	(279,768)
<b>Increase (decrease) in Net Financial Assets</b>	<b>18,263,279</b>	<b>\$ (51,756,596)</b>	<b>14,293,000</b>
<b>Net Financial Assets beginning of the year</b>	<b><u>86,346,124</u></b>	<b><u>86,346,121</u></b>	<b><u>72,053,124</u></b>
<b>Net Financial Assets end of the year</b>	<b><u>\$ 104,609,403</u></b>	<b><u>\$ 34,589,525</u></b>	<b><u>\$ 86,346,124</u></b>

The accompanying summary of significant accounting policies and notes to the Consolidated Financial Statements are an integral part of this statement

# Consolidated Statement of Cash Flow

For the year ended December 31, 2017

	Actual	Actual
	2017	2016
<b>Operating transactions</b>		
Annual surplus	\$34,037,914	\$64,077,703
Items not utilizing cash		
Amortization	20,585,216	18,209,180
Loss on disposal of assets	807,520	3,833,337
Contributed tangible capital assets	(16,725,863)	(39,062,791)
Restricted revenues recognized	<u>(7,606,470)</u>	<u>(17,026,027)</u>
	(2,939,597)	(34,046,301)
<b>Change in non-cash operating items</b>		
Increase in prepaid expenses	(16,789)	(328,909)
Decrease (increase) in supplies inventory	(8,723)	(4,357)
Decrease (increase) in accounts receivable	2,318,228	1,941,406
Decrease (increase) in recoverable local improvements	85,689	361,160
Decrease (increase) in other assets	16,088	(21,190)
Increase (decrease) in accounts payable and accrued liabilities	2,146,348	730,522
Increase (decrease) in deferred revenue	2,959,211	571,194
Increase (decrease) in refundable performance deposits	7,550,507	2,002,979
Increase (decrease) in employee future benefits	<u>(137,401)</u>	<u>(203,299)</u>
	14,913,158	5,049,506
Cash provided by operating transactions	<u>46,011,475</u>	<u>35,080,908</u>
<b>Capital transactions</b>		
Proceeds on disposal of assets	1,861,174	181,645
Acquisition of tangible capital assets	<u>(21,551,576)</u>	<u>(32,666,306)</u>
Cash applied to capital transactions	<u>(19,690,402)</u>	<u>(32,484,661)</u>
<b>Investing transactions</b>		
Decrease (increase) in portfolio investments	<u>(29,138,677)</u>	<u>916,766</u>
	(29,138,677)	916,766
<b>Financing transactions</b>		
Debt repayment	(2,930,825)	(2,859,107)
Collection of restricted revenues	<u>13,838,212</u>	<u>8,741,894</u>
Cash applied to financing transactions	<u>10,907,387</u>	<u>5,882,787</u>
<b>Increase (decrease) in cash and cash equivalents</b>	8,089,783	9,395,800
Cash and cash equivalents - beginning of year	<u>19,542,094</u>	<u>10,146,294</u>
<b>Cash and cash equivalents - end of year</b>	<u>\$27,631,877</u>	<u>\$19,542,094</u>
<b>Supplementary information:</b>		
Non-cash transactions:		
Transfer from tangible capital assets to undeveloped land bank	\$ -	\$ -
Transfer from tangible capital assets to inventory available for sale	\$ -	\$ -

The accompanying summary of significant accounting policies and notes to the Consolidated Financial Statements are an integral part of this statement



## **Summary of Significant Accounting Policies**

### **For the year ended December 31, 2017**

The City of Maple Ridge (the "City") is a municipality in the province of British Columbia and operates under the provisions of the Community Charter. The City provides municipal services such as fire, public works, planning, parks, recreation and other general government services.

**(a) Reporting Entity and Basis of Consolidation**

These financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards (PSAS) using guidelines developed by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

They consolidate the activities of all of the funds of the City and the City's wholly owned subsidiaries C.D.M.R. Developments Ltd. and Maple Ridge Municipal Holdings Ltd. Transactions between the City's funds and wholly owned subsidiaries have been eliminated and only transactions with outside entities are reported.

**(b) Basis of Accounting**

The basis of accounting followed in these financial statements is the accrual method and includes revenues in the period in which the transactions or events occurred that gave rise to the revenues and expenses in the period the goods and services were acquired and a liability was incurred.

**(c) Non-financial Assets**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of business.

**(d) Tangible Capital Assets**

Tangible capital assets are a special class of non-financial assets and are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation and installation costs, design and engineering fees, legal fees and site preparation costs. Amortization is recorded on a straight line basis over the estimated life of the tangible capital asset commencing once the asset is put into use. Assets under construction are not amortized. Contributed tangible capital assets are recorded at fair value at the time of the contribution and are also recorded as revenue.

Estimated useful lives of tangible capital assets are as follows:

Buildings (including building components)	7 to 50 years
Transportation network	10 to 75 years
Storm sewer system	10 to 75 years
Fleet and equipment	8 to 20 years
Technology	3 to 25 years
Water system	10 to 85 years
Sanitary sewer system	30 to 75 years
Furniture and fixtures	3 to 20 years
Structures	15 to 75 years

Tangible capital assets do not include works of art or historical treasures. Costs related to the acquisition of such items are expensed in the year in which they are acquired.

**(e) Liability for Contaminated Sites**

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. Liabilities are recorded net of any expected recoveries.

A liability for remediation of a contaminated site is recognized when a site is not in productive use and the following criteria are met:

- i. an environmental standard exists;
- ii. contamination exceeds the environmental standards;
- iii. the City is directly responsible or accepts responsibility;
- iv. it is expected that future economic benefits will be given up; and
- v. a reasonable estimate of the amount can be made.

The liability is recognized as management's best estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site. Management has assessed its potential liabilities for contamination, including sites that are no longer in productive use and sites for which the City accepts responsibility. There were no such sites that had contamination in excess of an environmental standard requiring remediation at this time, therefore no liability was recognized at December 31, 2017 or December 31, 2016.

**(f) Revenue Recognition  
Taxation**

Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. Annual levies for non-optional municipal services and general administrative services are recorded as taxes for municipal services in the year they are levied. Taxes receivable are recognized net of an allowance for anticipated uncollectable amounts. Levies imposed by other taxing authorities are not included as taxes for municipal purposes.

Through the British Columbia Assessments' appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes are recognized at the time they are awarded.

**User fees and other revenue**

Charges for sewer and water usage are recorded as user fees and other revenue.

**Government transfers**

Government transfers are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Government transfers are recorded as deferred revenue when transfer stipulations give rise to a liability and are recognized in the statement of operations as the stipulated liabilities are settled.

**Development revenues**

Receipts that are restricted by the legislation of senior governments or by agreement with external parties are a liability of the municipality and are reported as Restricted Revenues at

the time they are received. When qualifying expenditures are incurred Restricted Revenues are brought into revenue as development revenue. Restricted Revenues are comprised of the amounts shown in Note 9.

#### **Investment income**

Investment income is recorded on the accrual basis and recognized when earned. Investment income is allocated to various reserves and operating funds on a proportionate basis.

To the extent that financial instruments have no stated rate of return, investment income is recognized as it is received.

#### **Contributed tangible capital assets**

Subdivision developers are required to provide subdivision infrastructure such as streets, lighting, sidewalks, and drainage etc. Upon completion these assets are turned over to the City. Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are also recorded as revenue.

#### **(g) Use of estimates/measurement uncertainty**

The preparation of financial statements in accordance with Canadian PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Significant areas requiring use of management estimates relate to the useful lives of tangible capital assets, determination of employee future benefits, the outcome of litigation and claims, and the percentage of completion of buildings and subdivision inspections. Actual results could differ from those estimates.

#### **(h) Budget figures**

The budget figures reported in the Consolidated Financial Statements represent the 2017 component of the Financial Plan Bylaw adopted by Council on May 9, 2017.

#### **(i) Financial instruments**

The City's financial instruments consist of cash and cash equivalents, portfolio investments, accounts receivable, recoverable local improvements, other assets, accounts payable and accrued liabilities, refundable performance deposits and debt. Unless otherwise indicated, it is management's opinion that the City is not exposed to any significant interest, credit or currency risks arising from these financial instruments.

#### **(j) Cash and cash equivalents**

Cash and cash equivalents are comprised of the amounts held in the City's bank accounts and investments with an original maturity date of three months or less.

#### **(k) Portfolio Investments**

Investments with an original maturity date of more than three month are reported as portfolio investments. Investments and pooled investments are reported using the cost method. Provisions for declines in the market value of investments are recorded when they are considered to be other than temporary. Declines in the market values of investments are considered to be other than temporary when the carrying value exceeds market value for more than three years.

**(l) Basis of segmentation (Segment Report, Note 20)**

Municipal services have been segmented by grouping services that have similar service objectives (by function). Revenues that are directly related to the costs of the function have been attributed to each segment. Interest expense is allocated to functions based on the purpose of specific borrowings.

**(m) Employee future benefits**

The City and its employees make contributions to the Municipal Pension Plan, and the employees accrue benefits under this plan based on service. The City's contributions are expensed as incurred. (Note 19)

Sick leave benefits and retirement severance benefits are also available to the City's employees. The costs of these benefits are actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. The liabilities under these benefit plans are accrued based on projected benefits prorated as the employees render services necessary to earn the future benefits. (Note 10)

**Notes to the Consolidated Financial Statements**  
For the year ended December 31, 2017

**1. Cash and cash equivalents**

Cash and cash equivalents as at December 31, 2017 were comprised as follows:

	<u>Dec 31, 2017</u>	<u>Dec 31, 2016</u>
Cash	\$ 20,631,877	\$ 11,443,946
Cash equivalents	<u>7,000,000</u>	<u>8,098,148</u>
	<u>\$ 27,631,877</u>	<u>\$ 19,542,094</u>

Cash equivalents are comprised of BC Credit Union term deposits with effective interest rates of **1.5% - 1.9%** (1.5% - 1.6% for 2016). Additionally, the City holds cash and cash equivalents of **\$3,288,086** (\$2,633,511 for 2016) and agreements and interest receivable of **\$215,934** (\$187,345 for 2016) for trusts which are not reported elsewhere in the financial statements. They are held for the following trusts:

	Balance Dec 31, 2016	Interest Earned	Receipts	Disbursements	Balance Dec 31, 2017
Latecomer Fees	\$ 40,544	\$ -	\$ 152,478	\$ 108,187	\$ 84,835
Cemetery Perpetual Care	1,090,511	28,976	61,093	28,976	1,151,604
Greater Vancouver Sewer & Drainage District	535,147	-	1,362,049	942,091	955,105
Albion Dyking District	<u>1,154,654</u>	<u>585</u>	<u>262,117</u>	<u>104,880</u>	<u>1,312,476</u>
	<u>\$ 2,820,856</u>	<u>\$ 29,561</u>	<u>\$ 1,837,737</u>	<u>\$ 1,184,134</u>	<u>\$ 3,504,020</u>

**2. Portfolio Investments**

Portfolio investments include Canadian bank notes and BC Credit Union term deposits with effective interest rates of 1.65% - 2.91%. A portion of the bank notes held have interest payments linked to the performance of a set of equities or a financial index without stated or certain interest rates. For these investments, income is recognized as it is received; in 2017 returns were positive and ranged to 3.64%. Included in interest earnings are gains on investments sold before maturity. In 2017 gains were **\$71,498** (\$0 for 2016). The City does not hold any asset backed commercial paper or hedge funds.

The carrying value of securities is based on the cost method whereby the cost of the security is adjusted to reflect investment income that is accruing and any permanent decline in market value. During the term of individual investments there will be fluctuations in market values. Such fluctuations are considered normal, and if held to maturity, market value will be equal to face value.

The carrying value of Portfolio Investments at December 31, 2017 was **\$187,717,851** (\$158,579,174 for 2016). The market value at December 31, 2017 was **\$187,715,380** (\$158,703,643 for 2016).

**3. Accounts Receivable**

	<u>2017</u>	<u>2016</u>
Property Taxes	\$ 4,944,597	\$ 5,025,022
Other Governments	2,450,382	4,197,992
General and Accrued Interest	3,856,276	3,920,849
Development Cost Charges	<u>3,472,935</u>	<u>3,877,516</u>
	14,724,190	17,021,379
Less: Allowance for Doubtful Accounts	<u>(60,757)</u>	<u>(39,718)</u>
	<u>\$ 14,663,433</u>	<u>\$ 16,981,661</u>

#### 4. Recoverable Local Improvements

The City provides interim financing for certain geographically localized capital projects. It recovers these amounts from benefiting property owners. Interest rates are established at the outset of the process and are a function of borrowing rates at the time. Repayment is typically made over fifteen years.

#### 5. Other Assets

##### Debt Reserve Fund:

The Municipal Finance Authority of British Columbia (MFA) provides capital financing for regional districts and their member municipalities. The MFA is required to establish a Debt Reserve Fund. Each regional district, through its member municipalities who share in the proceeds of a debt issue, is required to pay into the Debt Reserve Fund certain amounts set out in the debt agreements. The MFA pays into the Debt Reserve Fund these monies from which interest earned thereon less administrative expenses becomes an obligation to the regional districts. It must then use this fund, if at any time there are insufficient funds, to meet payments on its obligations. If this occurs, the regional districts may be called upon to restore the fund.

Upon the maturity of a debt issue the unused portion of the Debt Reserve Fund established for that issue will be discharged to the City. The City has estimated that there is only a remote possibility that these funds will not be paid to it and therefore these funds have been included in Other Assets of **\$763,208** (\$779,296 for 2016).

#### 6. Accounts Payable and Accrued Liabilities

	<u>2017</u>	<u>2016</u>
<b>Accounts Payable:</b>		
General	\$ 5,587,746	\$ 8,334,403
Other Governments	12,197,994	7,341,118
Salaries and Wages	<u>1,701,308</u>	<u>1,659,815</u>
	<b>19,487,048</b>	<b>17,335,336</b>
<b>Accrued Liabilities:</b>		
Vacation Pay	401,134	368,785
Other Vested Benefits	<u>907,569</u>	<u>945,282</u>
	<b>1,308,703</b>	<b>1,314,067</b>
	<b>\$ <u>20,795,751</u></b>	<b>\$ <u>18,649,403</u></b>

#### 7. Contingencies, Commitments and Unrecognized Liabilities:

##### (a) Third Party Claims

Where losses related to litigation are possible and can be reasonably estimated management accrues its best estimate of loss. For 2017 this estimate is **\$171,236** (\$522,834 for 2016). These amounts are included in accounts payable and accrued liabilities.

There are various other claims by and against the City, the outcome of which cannot reasonably be estimated. Any ultimate settlements will be recorded in the year the settlements occur.

##### (b) Contractual Obligations

###### (i) Water

The City has entered into a cost share agreement with the Greater Vancouver Water District for the construction of infrastructure. Under this agreement the City expects to incur costs of approximately **\$400,000** by the time of project completion. The expense is recorded as the related costs are incurred.

###### (ii) Recreation and Cultural Services

In 1998 the City entered into an agreement to purchase ice sheet time for five years commencing in 1999, with three five-year renewal options. In 2013, the agreement was renewed for an additional five-year period. The minimum annual payment due for the provision of ice time is \$686,225. These payments are recorded as expenses when the ice time is provided.

(c) **Unrecognized Liability**

The City holds shares in a non-profit organization that provides protective services to its members. Should the organization dissolve or management choose to withdraw from the organization the City would be liable for a proportionate share of any debt the organization held at that time. The liability is expected to be discharged over time through payments by the City and others for the provision of these services by the organization. Due to the ongoing operations of the organization the liability could only be quantified if the City chose to withdraw. Consequently no liability has been recognized in these financial statements.

**8. Deferred Revenues**

Deferred revenues held by the City were comprised as follows:

	Prepaid Taxes		Connection Revenues	
	2017	2016	2017	2016
Beginning balance	\$ 6,437,206	\$ 6,118,372	\$ 724,875	\$ 629,820
Deferred during the year	13,645,937	12,673,842	1,026,652	1,042,486
Revenue recognized	(13,218,876)	(12,355,008)	(716,490)	(947,431)
Ending balance	<u>\$ 6,864,267</u>	<u>\$ 6,437,206</u>	<u>\$ 1,035,037</u>	<u>\$ 724,875</u>

	Other		Total Deferred Revenues	
	2017	2016	2017	2016
Beginning balance	\$ 4,076,891	\$ 3,919,585	\$ 11,238,972	\$ 10,667,777
Deferred during the year	4,068,902	2,262,634	18,741,491	15,978,962
Revenue recognized	(1,846,915)	(2,105,328)	(15,782,281)	(15,407,767)
Ending balance	<u>\$ 6,298,878</u>	<u>\$ 4,076,891</u>	<u>\$ 14,198,182</u>	<u>\$ 11,238,972</u>

**9. Restricted Revenues**

Restricted revenues held by the City were comprised as follows:

	Development Cost Charges		Parkland Acquisition Charges	
	2017	2016	2017	2016
Beginning Balance	\$ 26,019,028	\$ 33,971,866	\$ 412,027	\$ 1,203,400
Collections and interest	10,988,859	7,923,252	779,225	209,463
Disbursements - operating	(118,685)	(406,180)	-	-
Disbursements - capital	(7,342,530)	(15,469,910)	(27,301)	(1,000,834)
Ending Balance	<u>\$ 29,546,672</u>	<u>\$ 26,019,028</u>	<u>\$ 1,163,951</u>	<u>\$ 412,029</u>

	Other Restricted Revenues		Total Restricted Revenues	
	2017	2016	2017	2016
Beginning Balance	\$ 6,970,857	\$ 6,510,781	\$ 33,401,912	\$ 41,686,047
Collections and interest	2,070,128	609,179	13,838,212	8,741,894
Disbursements - operating	(54,574)	(42,268)	(173,259)	(448,448)
Disbursements - capital	(63,380)	(106,835)	(7,433,211)	(16,577,579)
Ending Balance	<u>\$ 8,923,031</u>	<u>\$ 6,970,857</u>	<u>\$ 39,633,654</u>	<u>\$ 33,401,914</u>

## 10. Employee Future Benefits

The City provides employee future benefits in the form of severance benefits and vested and non-vested sick leave to qualifying employees. These benefits are not separately funded.

Severance benefits are cash settlements paid to employees who cease their employment with the City after a specified period of time. Employees hired before February 11, 1999 qualify for five days pay per year of employment, provided they either work a minimum of 20 years with the City or retire as defined by the Public Sector Pension Plan Act. Full time employees hired after February 11, 1999 qualify for 20 days pay provided they work a minimum of 10 years with the City and retire as defined by the Public Sector Pension Plan Act.

The City permits regular employees to accumulate up to 18 days per year of service for future illnesses up to a maximum of 250 days. For certain qualifying employees a portion of this benefit vests; for the balance, this benefit does not vest and cannot be converted to any other type of benefit.

An actuarial valuation of these benefits was performed to determine the City's liability and accrued benefit obligation as at December 31, 2015 and updated for December 31, 2017. The valuation resulted in an unamortized actuarial loss of **\$364,900** (\$398,200 for 2016) at December 31, 2017. Actuarial gains or losses are amortized over the expected average remaining service life of employees. The benefit liability at December 31, 2017 was **\$4,567,300**, (\$4,704,700 for 2016) comprised as follows:

	<u>2017</u>	<u>2016</u>
Benefit Liability - Beginning of the year	\$ 4,704,700	\$ 4,908,000
Add: Current service costs	343,800	374,500
Interest on accrued benefit obligation	148,300	150,200
Less: Amortization of actuarial loss (gain)	33,300	35,600
Benefits paid during the year	<u>(662,800)</u>	<u>(763,600)</u>
Benefit Liability - End of the year	4,567,300	4,704,700
 Add (Less): Unamortized actuarial loss	 <u>364,900</u>	 <u>398,200</u>
Accrued benefit obligation - End of the year	4,932,200	5,102,900

Actuarial assumptions used to determine the City's accrued benefit obligation are as follows:

	<u>2017</u>	<u>2016</u>
Discount rate (long-term borrowing rate)	2.90 %	2.90 %
Expected future inflation rate	2.00 %	2.00 %
Merit and inflationary wage and salary increases averaging	3.04 %	3.04 %
Estimated average remaining service life of employees (years)	13.0	13.0



#### 11. Debt (Schedule 4)

The City obtains debt instruments through the Municipal Finance Authority (MFA), pursuant to security issuing bylaws under authority of the Community Charter, to finance certain capital expenditures. Debt is reported net of Sinking Fund balances and interest expense is reported net of Sinking Fund earnings.

The City carries no debt for others.

The following debenture debt amounts plus related interest are payable over the next five years and thereafter:

	<u>Debt Payments</u>
2018	\$ 2,129,744
2019	2,172,036
2020	2,215,521
2021	2,260,235
2022	2,306,211
Thereafter	12,253,117
Sinking Fund Contributions	<u>4,936,843</u>
Debt principal repayments	<u>\$ 28,273,707</u>

The City has the following authorized but un-issued long term debt as at December 31, 2017:

<u>L/A Bylaw</u>	<u>L/A Amount</u>
#6558	\$ 6,000,000
#6560	275,000
#6679	<u>1,100,000</u>
	<u>\$ 7,375,000</u>

#### 12. Tangible Capital Assets

	<u>Net book value</u>	
	<u>2017</u>	<u>2016</u>
Land	\$ 226,003,706	\$ 215,898,649
Buildings	44,141,166	45,632,627
Transportation network	218,934,481	223,230,279
Storm sewer system	206,751,562	201,919,428
Fleet and equipment	14,680,214	13,625,491
Technology	4,516,466	4,751,490
Water system	116,201,245	113,622,225
Sanitary sewer system	128,186,305	126,551,687
Other	<u>16,730,081</u>	<u>15,164,227</u>
	<u>\$ 976,145,224</u>	<u>\$ 960,396,101</u>

For additional information, see the Schedule of Tangible Capital Assets (Schedule 5)

During the year there were no write-downs of assets (2016 - \$Nil) and no interest was capitalized (2016 - \$Nil). In addition, roads and related infrastructure, underground networks and land contributed to the City totaled **\$16,725,863** (\$39,062,791 for 2016) and were capitalized at their fair value at the time of receipt.

Works of art, artifacts, cultural and historic assets are not recorded as assets in the financial statements. The City controls various works of art and historical treasures including artifacts, paintings, sculptures and mosaics located at City sites and public display areas.

### 13. Undeveloped Land Bank

The City owns property in various areas identified for future growth in the Official Community Plan. These properties are not currently used in the provision of service to the citizens of Maple Ridge. The properties represent a strategic, non-renewable resource available for the advancement of Council's strategic plan.

### 14. Accumulated Surplus

Accumulated Surplus is comprised of operating surpluses and equity in tangible capital assets held in the general, sewer and water funds as well as reserves. Accumulated surplus for 2017 is **\$1,097,939,665** (\$1,063,901,751 for 2016) and is distributed as follows:

		<u>2017</u>	<u>2016</u>
Operating surplus (Schedule 1)	General	\$ 10,011,882	\$ 9,285,688
	Sewer	8,935,862	8,144,538
	Water	<u>12,840,034</u>	<u>11,296,039</u>
		31,787,778	28,726,265
Equity in the capital funds (Schedule 2)	General	721,401,366	709,048,629
	Sewer	129,423,192	127,032,307
	Water	<u>117,671,736</u>	<u>114,453,816</u>
		968,496,294	950,534,752
Reserves (Schedule 3)	Funds	41,639,403	38,755,844
	Accounts	<u>56,016,190</u>	<u>45,884,890</u>
		97,655,593	84,640,734
Accumulated Surplus		<u>\$ 1,097,939,665</u>	<u>\$ 1,063,901,751</u>

### 15. Property Tax Levies

In addition to its own tax levies, the City is required to levy taxes on behalf of various other taxing authorities. These include the provincial government for local school taxes, incorporated dyking districts located within the City and, organizations providing regional services in which the City has become a member. Taxes levied for other agencies are not included in City revenues. Total tax levies were comprised as follows:

	<u>2017</u>	<u>2017 Budget</u>	<u>2016</u>
Municipal Tax Levies	\$ 81,729,003	\$ 81,624,555	\$ 77,452,203
Levies for other authorities			
School taxes	34,552,104	33,447,351	32,805,061
Greater Vancouver Transit Authority	5,622,711	5,538,987	5,397,878
British Columbia Assessment	995,188	949,329	925,179
Greater Vancouver Regional District	958,555	915,066	892,390
Dyking Districts	616,936	523,716	558,943
Municipal Finance Authority	<u>4,328</u>	<u>3,358</u>	<u>3,272</u>
Total Collections for Others	<u>42,749,822</u>	<u>41,377,807</u>	<u>40,582,723</u>
Total Tax Levies	<u>\$ 124,478,825</u>	<u>\$ 123,002,362</u>	<u>\$ 118,034,926</u>

## 16. Government Transfers

Government transfers received during the year were comprised of the following:

	<u>2017</u>		<u>2016</u>	
	Capital	Operating	Capital	Operating
Federal Gov't	\$ 136,508	\$ 353,137	\$ 5,141	\$ 289,215
Provincial Gov't	186,465	1,293,903	233,219	1,167,396
TransLink	116,794	1,092,910	371,777	497,800
Other	<u>176,932</u>	<u>77,882</u>	<u>160,802</u>	<u>50,385</u>
Total	<u>\$ 616,699</u>	<u>\$ 2,817,832</u>	<u>\$ 770,939</u>	<u>\$ 2,004,796</u>

## 17. Budget

Budget amounts represent the Financial Plan Bylaw adopted by Council on May 9, 2017. The Financial Plan anticipated use of surpluses accumulated in previous years to balance against current year expenditures in excess of current year revenues.

The following shows how these amounts were combined:

	Financial Plan Bylaw	Financial Statement Budget
<b>Revenue</b>		
Taxation	\$ 81,624,555	\$ 81,624,555
User fees and other revenue	40,289,865	40,289,865
Other	51,736,814	51,736,814
Contributed subdivision infrastructure	<u>20,000,000</u>	<u>20,000,000</u>
<b>Total Revenue</b>	<u>193,651,234</u>	<u>193,651,234</u>
<b>Expenses</b>		
Protective services	40,620,751	40,620,751
Transportation services	21,090,430	21,090,430
Recreation and cultural	21,236,613	21,236,613
Water utility	14,560,540	14,560,540
Sewer utility	10,964,767	10,964,767
General Government	17,876,072	17,876,072
Planning, public health and other	<u>6,616,582</u>	<u>6,616,582</u>
<b>Total expenses</b>	<u>132,965,755</u>	<u>132,965,755</u>
<b>Annual Surplus</b>	<u>\$ 60,685,479</u>	<u>\$ 60,685,479</u>
Less:		
Capital expenditures	132,222,075	
Debt repayment	3,703,615	
Add:		
Interfund transfers	42,414,113	
Amortization	19,780,000	
Borrowing proceeds	<u>13,046,098</u>	
	<u>\$ -</u>	

## 18. Expenditures and Expenses by Object

	Operations	Capital Acquisitions	2017 Total	2017 Budget	2016 Total
Goods and services	\$ 57,540,668	\$ 20,669,161	\$ 78,209,829	\$ 179,304,581	\$ 85,967,417
Wages and salaries	42,506,084	882,415	43,388,499	44,097,000	42,941,796
Interest	<u>1,720,537</u>	<u>-</u>	<u>1,720,537</u>	<u>2,006,249</u>	<u>1,849,295</u>
Total Expenditures	101,767,289	21,551,576	123,318,865	225,407,830	130,758,508
Amortization expenses	20,585,216	-	20,585,216	19,780,000	18,209,180
Contributed tangible capital assets	<u>-</u>	<u>16,725,863</u>	<u>16,725,863</u>	<u>20,000,000</u>	<u>39,062,791</u>
Total Expenditures and Expenses	<u>\$ 122,352,505</u>	<u>\$ 38,277,439</u>	<u>\$ 160,629,944</u>	<u>\$ 265,187,830</u>	<u>\$ 188,030,479</u>

## 19. Pension Plan

The employer and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2016, the plan has about 193,000 active members and approximately 90,000 retired members. Active members include approximately 38,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as of December 31, 2015, indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1.927 million was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged.

The City of Maple Ridge paid **\$3,436,295** (2016 \$3,440,174) for employer contributions while employees contributed **\$2,817,284** (2016 \$2,778,065) to the plan in fiscal 2017.

The next valuation will be as at December 31, 2018, with results available in 2019.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

## **20. Segmented Information**

The City is a diversified municipal government entity in the province of British Columbia that provides a wide range of services to its citizens. Municipal services have been segmented by grouping activities that have similar service objectives (by function) and separately disclosed in the segment report. Where certain activities cannot be attributed to a specific segment they have been reported as unallocated. The segments and the services they provide are as follows:

### **Protective Services**

Protective Services is comprised of the Ridge Meadows RCMP detachment, the Maple Ridge Fire Department, bylaw enforcement, inspection services and emergency services. Services provided by the segment are focused on protecting the citizens of Maple Ridge.

### **Transportation Services**

Transportation Services is comprised of Engineering, Operations, Drainage and Roads. Services provided by the segment include the construction and maintenance of transportation related infrastructure.

### **Recreation and Cultural**

Recreation and cultural services provides library services, access to recreation facilities and maintains and operates City parks.

### **Water Utility**

The Water Utility, in conjunction with Metro Vancouver, provides safe, clean, reliable water to the residents and businesses of the City of Maple Ridge.

### **Sewer Utility**

The Sewer Utility collects waste water and transports it to treatment plants operated by Metro Vancouver in addition to maintaining the sanitary sewer infrastructure.

### **General Government**

General Government provides administrative, legislative and support services for the City. Functions include financial planning and reporting, information technology, economic development and communications.

### **Planning, Public Health and Other**

This segment is comprised of Planning, Recycling, Cemetery and Social Planning. Activities include land use guidelines, development of the City's official community plan, management of the recycling contract and improving the social well-being of the community.

### **Unallocated**

Unallocated includes revenues and expenses that cannot be directly attributed to the activities of an identified functional segment.

## Consolidated Report of Segmented Revenue and Expenses

For the year ended December 31, 2017

	Protective Services	Transportation Services	Recreation and Cultural	Water Utility	Sewer Utility
<b>Revenue</b>					
Tax revenue	\$ -	\$ -	\$ -	\$ 130,677	\$ 905,380
Other revenues	5,735,485	758,536	3,363,415	16,589,309	9,868,103
Government transfers	105,727	1,582,340	583,119	-	129,778
Development revenue	10,837	2,055,404	2,039,808	2,251,480	1,530,704
Interest and investment income	-	-	-	-	-
Gaming Revenues					
Refinancing & asset disposal gain(loss)	22,617	(1,176,533)	(37,975)	(176,025)	(245,604)
Contributed infrastructure	<u>-</u>	<u>10,484,830</u>	<u>3,060,831</u>	<u>1,246,034</u>	<u>1,893,166</u>
<b>Total Revenue</b>	<b>5,874,666</b>	<b>13,704,577</b>	<b>9,009,198</b>	<b>20,041,475</b>	<b>14,081,527</b>
<b>Expenses</b>					
Operating:					
Goods and services	21,323,878	3,208,702	8,602,356	9,727,741	7,683,698
Labour	15,393,349	5,857,899	8,060,999	1,465,461	570,559
Debt Servicing	<u>12,471</u>	<u>(22,198)</u>	<u>863,578</u>	<u>-</u>	<u>-</u>
Sub total	36,729,698	9,044,403	17,526,933	11,193,202	8,254,257
Amortization	<u>1,335,642</u>	<u>10,467,055</u>	<u>2,257,699</u>	<u>2,112,107</u>	<u>2,506,946</u>
<b>Total Expenses</b>	<b><u>38,065,340</u></b>	<b><u>19,511,458</u></b>	<b><u>19,784,632</u></b>	<b><u>13,305,309</u></b>	<b><u>10,761,203</u></b>
<b>Excess (deficiency) of revenue over expenses</b>	<b>\$ <u>(32,190,674)</u></b>	<b>\$ <u>(5,806,881)</u></b>	<b>\$ <u>(10,775,434)</u></b>	<b>\$ <u>6,736,166</u></b>	<b>\$ <u>3,320,324</u></b>

General Government	Commercial Tower	Planning Public Health & Other	Unallocated	Total 2017 Actual	Total Budget	Total 2016 Actual
\$ -	\$ -	\$ 2,012,967	\$ 78,679,979	\$ 81,729,003	\$ 81,624,555	\$ 77,452,203
1,694,500	1,554,662	2,845,351	-	42,409,361	40,289,865	43,211,346
970,939	-	62,628	-	3,434,531	7,232,253	2,775,735
251,524	-	15,250	-	8,155,007	40,056,557	17,893,281
-	-	-	3,182,894	3,182,894	1,898,004	2,478,388
			1,561,090	1,561,090	1,050,000	1,338,678
812,583	-	(6,583)	190	(807,330)	1,500,000	(3,833,337)
<u>41,002</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>16,725,863</u>	<u>20,000,000</u>	<u>39,062,791</u>
3,770,548	1,554,662	4,929,613	83,424,153	156,390,419	193,651,234	180,379,085
3,640,736	510,892	2,842,665	-	57,540,668	67,082,506	54,224,117
8,459,391	-	2,698,426	-	42,506,084	44,097,000	42,018,791
<u>267,951</u>	<u>544,011</u>	<u>54,724</u>	<u>-</u>	<u>1,720,537</u>	<u>2,006,249</u>	<u>1,849,294</u>
12,368,078	1,054,903	5,595,815	-	101,767,289	113,185,755	98,092,202
<u>1,683,186</u>	<u>-</u>	<u>222,581</u>	<u>-</u>	<u>20,585,216</u>	<u>19,780,000</u>	<u>18,209,180</u>
<u>14,051,264</u>	<u>1,054,903</u>	<u>5,818,396</u>	<u>-</u>	<u>122,352,505</u>	<u>132,965,755</u>	<u>116,301,382</u>
<u>\$ (10,280,716)</u>	<u>\$ 499,759</u>	<u>\$ (888,783)</u>	<u>\$ 83,424,153</u>	<u>\$ 34,037,914</u>	<u>\$ 60,685,479</u>	<u>\$ 64,077,703</u>

**Schedule of Change in Operating Accumulated Surplus**  
For the year ended December 31, 2017

	Actual 2017	Budget 2017	Actual 2016
<b>Revenue</b>			
Taxes for municipal purposes	\$ 81,729,003	\$ 81,624,555	\$ 77,452,203
User fees and other revenues	42,409,361	40,289,865	43,211,346
Government transfers	2,817,832	2,792,386	2,004,796
Development Revenue	612,917	(4,811,393)	1,003,410
Interest and investment income	2,334,227	1,323,004	1,717,684
Gaming revenues	1,561,090	1,050,000	1,338,678
Refinancing and other gains	<u>1,861,363</u>	<u>1,500,000</u>	<u>181,645</u>
	133,325,793	123,768,417	126,909,762
<b>Expenses</b>			
Protective services	36,729,698	39,270,751	34,523,641
Transportation services	9,044,403	11,130,430	8,362,432
Recreation and cultural	17,526,933	19,026,613	18,630,397
Water utilities	11,193,202	12,540,540	10,453,276
Sewer utilities	8,254,257	8,574,767	7,626,314
General government	13,422,981	16,286,072	13,225,196
Public and environmental health	<u>5,595,815</u>	<u>6,356,582</u>	<u>5,270,947</u>
	101,767,289	113,185,755	98,092,203
<b>Annual Surplus</b>	31,558,504	10,582,662	28,817,559
<b>Internal transfers</b>			
Transfers to capital funds	(6,317,213)	(12,722,488)	(7,851,339)
Transfers to reserves	<u>(22,179,779)</u>	<u>(2,924,522)</u>	<u>(16,867,657)</u>
Increase (decrease) in operating accumulated surplus	3,061,513	(5,064,348)	4,098,563
<b>Operating accumulated surplus-beginning of year</b>	<u>28,726,265</u>	<u>28,726,265</u>	<u>24,627,702</u>
<b>Operating accumulated surplus-end of year (Note 14)</b>	\$ <u>31,787,778</u>	\$ <u>23,661,917</u>	\$ <u>28,726,265</u>



## Schedule 2

**Schedule of Change in Capital Funds**  
For the year ended December 31, 2017

	Actual 2017	Budget 2017	Actual 2016
<b>Revenue</b>			
Subdivision infrastructure contributions	\$ 16,725,863	\$ 20,000,000	\$ 39,062,791
Government transfers	616,699	4,439,867	770,939
Development fees	7,412,371	42,789,766	16,470,744
Other capital contributions	129,719	2,078,184	419,127
Disposal of tangible capital assets	(2,668,693)	-	(4,014,982)
Total Revenue	22,215,959	69,307,817	52,708,619
<b>Expenses</b>			
Amortization	20,585,216	19,780,000	18,209,180
Total Expenses	20,585,216	19,780,000	18,209,180
<b>Annual Surplus</b>	1,630,743	49,527,817	34,499,439
<b>Internal Transfers</b>			
Transfers and principal payments from revenue funds	6,317,213	12,722,488	7,851,339
Transfers from reserves	10,013,587	46,849,285	10,019,157
<b>Increase in capital funds</b>	17,961,543	109,099,590	52,369,935
<b>Capital funds - beginning of the year</b>	950,534,751	950,534,751	898,164,816
<b>Capital funds - end of the year (Note 14)</b>	\$ 968,496,294	\$ 1,059,634,341	\$ 950,534,751

## Schedule 3

**Schedule of Change in Reserves**

For the year ended December 31, 2017

	Actual 2017	Budget 2017	Actual 2016
<b>Revenue and Transfers</b>			
Revenue			
Interest and investment income	\$ 848,667	\$ 575,000	\$ 760,704
<b>Add (less)</b>			
Internal transfers			
Transfers from revenue funds	22,179,779	2,924,522	16,867,657
Transfers to capital funds	<u>(10,013,587)</u>	<u>(46,849,285)</u>	<u>(10,019,157)</u>
<b>Increase (decrease) in Reserved Accumulated Surplus</b>	13,014,859	(43,349,763)	7,609,204
<b>Reserved Accumulated Surplus - Beginning of the Year</b>	<u>84,640,734</u>	<u>84,640,734</u>	<u>77,031,531</u>
<b>Reserved Accumulated Surplus - End of Year (Note 14)</b>	<u>\$ 97,655,593</u>	<u>\$ 41,290,971</u>	<u>\$ 84,640,734</u>

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**Continuity Schedule of Debenture Debt**

For the Year Ended December 31, 2017

	Date of Issue/Maturity	Bylaw/MFA	Function/Purpose	Interest Rate
<b>Long Term Debts</b>				
	Apr 2005/2027	6246/93	Recreation/Downtown Civic Properties	5.7 %
	Apr 2005/2027	6246/93	General Government/Downtown Office Complex	5.7 %
	Dec 2006/2026	6246/99	General Government/Downtown Office Complex	5.0 %
	Oct 2012/2017	6562/121	General Government/River Road Drainage	2.1 %
	Oct 2012/2027	6560/121	Protective Services/Animal Shelter	2.9 %
	Oct 2012/2037	6559/121	Public Health/Cemetery Expansion	2.9 %
	Oct 2012/2037	6679/121	Public Health/Cemetery Expansion	2.9 %
			Subtotal	
<b>LESS:</b>				
<b>Sinking Funds</b>				
	Dec 2006/2026	6246/99	General Government/Downtown Office Complex	5.0 %
	Oct 2012/2017	6562/121	General Government/River Road Drainage	2.1 %
	Oct 2012/2027	6560/121	Protective Services/Animal Shelter	2.9 %
	Oct 2012/2037	6559/121	Public Health/Cemetery Expansion	2.9 %
	Oct 2012/2037	6679/121	Public Health/Cemetery Expansion	2.9 %
			Subtotal	
<b>Net Amount</b>				

Dec 31, 2016 Balance Outstanding	New Debt Issued During the year	Principal/ Sinking Fund Payments	Sinking Fund Earnings	2017 Balance Outstanding	Interest Paid/ Earned For The Year
\$ 16,237,127	\$ -	\$ 1,279,312	\$ -	\$ 14,957,815	\$ 863,578
2,251,745	-	177,400	-	2,074,345	119,751
16,300,000	-	-	-	16,300,000	813,370
2,675,000	-	-	-	2,675,000	41,466
625,000	-	-	-	625,000	18,125
1,520,000	-	-	-	1,520,000	44,080
<u>700,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>700,000</u>	<u>20,300</u>
40,308,872	-	1,456,712	-	38,852,160	1,920,670
6,624,512	-	547,383	269,359	7,441,254	269,359
2,117,458	-	493,878	63,664	2,675,000	63,664
133,824	-	31,213	5,654	170,691	5,654
156,482	-	36,498	6,611	199,591	6,611
<u>72,064</u>	<u>-</u>	<u>16,808</u>	<u>3,045</u>	<u>91,917</u>	<u>3,045</u>
9,104,340	-	1,125,780	348,333	10,578,453	348,333
<u>\$ 31,204,532</u>	<u>\$ -</u>	<u>\$ 2,582,492</u>	<u>\$ 348,333</u>	<u>\$ 28,273,707</u>	<u>\$ 1,572,337</u>

## Schedule of Tangible Capital Assets

For the year ended December 31, 2017

	Land <sup>2</sup>	Building	Transportation Network	Storm System
<b>Historical Cost <sup>1</sup></b>				
Opening cost	\$ 215,898,649	\$ 92,096,017	\$ 338,970,711	\$ 260,890,240
Additions	10,105,057	1,202,662	2,881,900	8,888,275
Disposals	<u>-</u>	<u>(162,261)</u>	<u>(3,215,524)</u>	<u>(663,274)</u>
	226,003,706	93,136,418	338,637,087	269,115,241
<b>Accumulated Amortization</b>				
Opening balance	-	46,463,390	115,740,432	58,970,812
Amortization expense	-	2,683,929	6,363,052	3,596,721
Effect of disposals	<u>-</u>	<u>(152,067)</u>	<u>(2,400,878)</u>	<u>(203,854)</u>
	<u>-</u>	<u>48,995,252</u>	<u>119,702,606</u>	<u>62,363,679</u>
<b>Net Book Value as at December 31, 2017</b>	<u>\$ 226,003,706</u>	<u>\$ 44,141,166</u>	<u>\$ 218,934,481</u>	<u>\$ 206,751,562</u>
Net Book Value as at December 31, 2016	\$ 215,898,649	\$ 45,632,627	\$ 223,230,279	\$ 201,919,428

<sup>1</sup> Historical cost includes work in progress at December 31, 2017 of **\$5,004,065** (\$13,675,368 for 2016) comprised of: Land \$34,081 (\$24,177 for 2016); Buildings \$771,438 (\$2,716,945 for 2016); Transportation network \$987,757 (\$10,162,075 for 2016); Storm system \$1,479 (\$46,711 for 2016); Fleet and equipment \$32,836 (\$3,448 for 2016); Technology \$27,900 (\$3,000 for 2016); Water system \$1,355,848 (\$440,517 for 2016); Sanitary system \$238,912 (\$73,575 for 2016); and Other \$1,553,814 (\$204,919 for 2016). Work in progress is not amortized.

<sup>2</sup> Additions to land are net of \$-Nil (\$-Nil for 2016) of land reclassified to inventory available for sale.

<sup>3</sup> "Other" at net book value includes Furniture and Fixtures at \$561,343 (\$495,795 for 2016) and structures at \$16,168,739 (\$14,668,431 for 2016)

Fleet and Equipment	Technology	Water System	Sanitary System	Other <sup>3</sup>	Total
\$ 27,642,620	\$ 10,859,758	\$ 146,977,903	\$ 170,811,020	\$ 30,612,410	\$ 1,294,759,326
2,668,476	729,341	4,794,069	4,281,695	2,725,964	38,277,439
<u>(1,087,438)</u>	<u>(120,781)</u>	<u>(357,264)</u>	<u>(375,930)</u>	<u>(337,962)</u>	<u>(6,320,434)</u>
29,223,658	11,468,318	151,414,708	174,716,785	33,000,412	1,326,716,331
14,017,129	6,108,268	33,355,678	44,259,333	15,448,184	334,363,226
1,441,824	933,380	2,038,242	2,401,473	1,126,595	20,585,216
<u>(915,509)</u>	<u>(89,796)</u>	<u>(180,457)</u>	<u>(130,326)</u>	<u>(304,448)</u>	<u>(4,377,335)</u>
<u>14,543,444</u>	<u>6,951,852</u>	<u>35,213,463</u>	<u>46,530,480</u>	<u>16,270,331</u>	<u>350,571,107</u>
<u>\$ 14,680,214</u>	<u>\$ 4,516,466</u>	<u>\$ 116,201,245</u>	<u>\$ 128,186,305</u>	<u>\$ 16,730,081</u>	<u>\$ 976,145,224</u>
\$ 13,625,491	\$ 4,751,490	\$ 113,622,225	\$ 126,551,687	\$ 15,164,227	\$ 960,396,101

# Continuity Schedule of Reserves

For the year ended December 31, 2017

	<u>Balance Dec, 31, 2016</u>	<u>Interest Allocated</u>
<b>Reserve Funds</b>		
Local Improvements	\$ 2,565,270	\$ 18,613
Equipment Replacement	15,143,197	210,281
Capital Works	10,727,978	150,866
Fire Department Capital Acquisition	8,404,264	121,204
Sanitary Sewer	1,636,239	21,742
Land	<u>278,896</u>	<u>3,884</u>
<b>Total Reserve Funds</b>	38,755,844	526,590
<b>Reserve Accounts</b>		
Specific Projects - Capital	8,327,760	-
Specific Projects - Operating	7,834,360	-
Self Insurance	848,971	11,464
Police Services	7,299,090	96,438
Core Development	1,780,335	25,284
Recycling	2,148,985	27,814
Building Inspections	3,119,544	41,449
Gravel Extraction	762,288	10,511
Community Works (Gas Tax)	-	-
Facility Maintenance	2,441,898	38,805
Snow Removal	473,061	-
Cemetery Maintenance	117,606	-
Infrastructure Sustainability (Town Centre Buildings)	373,206	-
Infrastructure Sustainability (Road Network)	1,673,167	32,443
Infrastructure Sustainability (Drainage)	1,311,875	20,900
Drainage Improvements	807,108	14,290
Critical Infrastructure	203,511	2,679
Infrastructure Grants Contribution	3,557	-
Gaming Revenues	1,336,791	-
Self Insurance (sewer utility)	141,377	-
Self Insurance (water utility)	119,732	-
Specific Projects (sewer utility)	2,319,380	-
Specific Projects (water utility)	<u>2,441,288</u>	<u>-</u>
<b>Total Reserve Accounts</b>	<u>45,884,890</u>	<u>322,077</u>
<b>Total Reserves</b>	<u><u>\$ 84,640,734</u></u>	<u><u>\$ 848,667</u></u>



<u>Transfers Revenue Funds</u>	<u>Transfers Capital Funds</u>	<u>Balance Dec 31, 2017</u>
\$ -	\$ -	\$ 2,583,883
2,889,903	(2,288,262)	15,955,119
1,948,383	(1,540,671)	11,286,556
1,534,071	(210,788)	9,848,751
-	-	1,657,981
<u>24,333</u>	<u>-</u>	<u>307,113</u>
6,396,690	(4,039,721)	41,639,403
4,156,291	(1,553,046)	10,931,005
132,480	-	7,966,840
16,115	-	876,550
171,375	(52,093)	7,514,810
193,085	(14,802)	1,983,902
418,441	(25,000)	2,570,240
172,250	-	3,333,243
24,784	-	797,583
283,437	(25,997)	257,440
601,471	(198,819)	2,883,355
377,000	-	850,061
172,999	(47,119)	243,486
112,400	(9,868)	475,738
2,849,277	(1,984,509)	2,570,378
560,165	(401,926)	1,491,014
870,795	(556,970)	1,135,223
-	(10,263)	195,927
-	-	3,557
798,339	(92,250)	2,042,880
6,504	-	147,881
6,504	-	126,236
1,273,598	(513,229)	3,079,749
<u>2,585,779</u>	<u>(487,975)</u>	<u>4,539,092</u>
<u>15,783,089</u>	<u>(5,973,866)</u>	<u>56,016,190</u>
<u>\$ 22,179,779</u>	<u>\$ (10,013,587)</u>	<u>\$ 97,655,593</u>