

City of Maple Ridge

COUNCIL MEETING AGENDA

May 10, 2022

7:00 p.m.

Virtual Online Meeting including Council Chambers

Meeting Decorum:

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

The meeting is live streamed and recorded by the City of Maple Ridge.

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

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

For virtual public participation during Public Question Period register by going to www.mapleridge.ca/640/Council-Meetings and clicking on the meeting date

100 CALL TO ORDER

200 AMENDMENTS TO THE AGENDA

300 APPROVAL OF THE AGENDA

400 ADOPTION OF MINUTES

401 Minutes - April 26, 2022

402 Report of Public Hearing - April 19, 2022

500 PRESENTATIONS AT THE REQUEST OF COUNCIL

600 DELEGATIONS

700 CONSENT AGENDA

701 **Minutes**

701.1 **Development Agreements Committee**

- April 27, 2022

702 **Reports**

702.1 **Quarter 1, 2022 Corporate Update**

Staff report dated May 10, 2022 providing a corporate update for the first quarter of 2022.

702.2 **Quarter 1, 2022 Financial Update**

Staff report dated May 10, 2022 providing a financial update for the first quarter of 2022.

703 **Correspondence**

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

April 19, 2022

That the following item from the April 19, 2022 Closed Council Meeting be released from Closed Council status:

- Item 4.1 - Albion Dyking District and Maple Ridge Road 13 Dyking District Update

705 **Recommendation to Receive Items on Consent**

800 **UNFINISHED BUSINESS**

900 **CORRESPONDENCE**

1000 **BYLAWS**

For Final Reading and Adoption

1001 **Council Procedure Bylaw No. 7799-2021**

To provide permanent options to hold Council meetings and Public Hearings electronically and guidance on procedural matters dealing with late attendance by Members.

1002 **2022-2026 Financial Plan Bylaw No. 7848-2022**

To update the financial plan to reflect information received since the Plan's adoption in December 2021.

1003 **2022 Property Tax Rates Bylaw No. 7849-2022**

To establish property tax rates for Municipal and Regional District purposes for the year 2022.

1004 **Recycling Charges Bylaw No. 7842-2022**

To update the annual regular rate increases.

1005 **Maple Ridge Albion Dyking District Tax Rates Bylaw No. 7835-2022**

To establish a tax rate in order to impose rates for the payment of dyke improvements, maintenance and related costs.

1006 **Maple Ridge Road 13 Dyking District Tax Rates Bylaw No. 7836-2022**

To establish a tax rate in order to impose rates for the payment of dyke improvements, maintenance, and related costs.

1100 COMMITTEE REPORTS AND RECOMMENDATIONS

*The items in the "Committee Reports and Recommendations" category are staff reports presented at an earlier Committee of the Whole meeting, typically a week prior, to provide Council with an opportunity to ask staff detailed questions. The items are now before the regular Council Meeting for debate and vote. Both meetings are open to the public. **The reports are not reprinted again in hard copy**, however; they can be found in the electronic agenda or in the Committee of the Whole agenda package dated accordingly.*

Planning and Development Services

1101 **2022-034-RZ, 11956, 11946, 11936 & 11926 236 Street and 23638 Dewdney Trunk Road, RS-3 to RM-1 and R-2**

Staff report dated May 3, 2022, recommending that Zone Amending Bylaw No. 7852-2022 to rezone from RS-3 (Single Detached Rural Residential) to RM-1 (Low Density Townhouse Residential), to permit the future construction of 52 townhomes and three single-family lots, be given first reading and that the applicant provide further information as described in the report.

1102 **2021-323-RZ, 23348 141 Avenue, RS-3 to R-1 and R-2**

Staff report dated May 3, 2022, recommending that Official Community Plan Amending Bylaw No. 7847-2022 be given first and second reading and forwarded to Public Hearing and that Zone Amending Bylaw No. 7774-2021 to rezone from RS-3 (Single Detached Rural Residential) to R-1 (Single Detached (Low Density) Urban Residential) and R-2 (Single Detached (Medium Density) Urban Residential), to permit a future subdivision of approximately 23 single-family lots and to revise the boundaries of land use designation, be given second reading as amended and forwarded to Public Hearing.

1103 **2020-168-RZ, 13960 232 Street, 13897 and 14027 Silver Valley Road, Alternate Approval Process for Park Use**

Staff report dated May 3, 2022, recommending that staff develop a Park Use Bylaw to permit a City storm sewer line in Dedicated Park Land located at Silver Valley Road (Plan BCP 46658 Section 33 Township 12 New Westminster District and that staff commence public engagement through the Alternative Approval Process.

Engineering Services

1131 **Award of Contract ITT-EN22-3: 236 Street Water Pump Station Replacement**

Staff report dated May 3, 2022, recommending that Council approve the award to Drake Excavating (2016) Ltd., a contract contingency, an increase to the existing Stantec Consulting Ltd. contract for Engineering Design Services for the 236 Street Water Pump Station Replacement, and that the Financial Plan be amended to fund this project from the Water Revenue Fund and Development Cost Charges.

Corporate Services

1151 **2021 Consolidated Financials**

Staff report dated May 3, 2022 recommending the 2021 Consolidated Financial Statements be approved.

1152 **Amendment of Consolidated Fees & Charges Bylaw and Maple Ridge Tree Protection & Management Bylaw**

Staff report dated May 3, 2022, recommending that Maple Ridge Fees & Charges Amending Bylaw No. 7850-2020 and Maple Ridge Tree Protection & Management Amending Bylaw No. 7851-2022 be given first, second and third readings to provide greater clarity to the public on municipal fees and to ensure rate alignment with market levels.

Parks, Recreation and Culture

Other Committee Issues

Administration (including Fire and Police)

1300 **OTHER MATTERS DEEMED EXPEDIENT**

1400 **PUBLIC QUESTION PERIOD**

1500 MAYOR AND COUNCILLOR REPORTS

1600 NOTICES OF MOTION AND MATTERS FOR FUTURE MEETING

1700 ADJOURNMENT

PUBLIC QUESTION PERIOD

The purpose of Public 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.

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

Please check our website for the latest updates on how the City is facilitating public participation in response to evolving Provincial Public Health Orders:

<https://www.mapleridge.ca/2408/COVID-19-Information>

We encourage the public to watch the video recording of the meeting via live stream or any time after the meeting via

<http://media.mapleridge.ca/Mediasite/Showcase>.

Using Zoom, input from the public during Public Question Period is being facilitated via email to clerks@mapleridge.ca and/or via the raised hand function through the Zoom meeting. For virtual public participation during Public Question Period please join the meeting by clicking on the date of the meeting at <https://www.mapleridge.ca/640/Council-Meetings>. When the meeting reaches Public Question Period, please raise your virtual hand to indicate you would like to speak.

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

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

For more information on these opportunities contact:

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

APPROVED BY:	<u>Patrick Hlavac-Winson</u>		
DATE:	<u>May 5, 2022</u>		
PREPARED BY:	<u>Corinn Howes</u>	CHECKED BY:	<u>M. McLean</u>
DATE:	<u>May 5, 2022</u>	DATE:	<u>May 5, 2022</u>

400 ADOPTION AND RECEIPT OF MINUTES

401 Minutes of Regular and Special Council Meetings

COUNCIL MEETING MINUTES

April 26, 2022

The Minutes of the City Council Meeting held virtually and hosted in Council Chambers on April 26, 2022 at 7:02 p.m. at City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

<i>PRESENT</i>	<i>Appointed Staff</i>
<i>Elected Officials</i>	S. Hartman, Chief Administrative Officer
Mayor M. Morden	C. Crabtree, General Manager Corporate Services
Councillor J. Dueck	S. Labonne, General Manager Parks, Recreation & Culture
Councillor C. Meadus	D. Pollock, General Manager Engineering Services
Councillor G. Robson	P. Hlavac-Winsor, Acting Corporate Officer, General
Councillor R. Svendsen	Counsel and Executive Director, Legislative Services
Councillor A. Yousef	A. Nurvo, Deputy Corporate Officer
<i>ABSENT</i>	<i>Other Staff as Required</i>
Councillor K. Duncan	V. Richmond, Director of Parks and Facilities
	F. Smith, Director of Engineering
	T. Thompson, Director of Finance

Note: These Minutes are also posted on the City's Web Site at www.mapleridge.ca
Video of the meeting is posted at media.mapleridge.ca/Mediasite/Showcase

Note: Councillor Robson and Councillor Yousef participated electronically. The Mayor chaired the meeting from Council Chambers.

100 **CALL TO ORDER**

200 **AMENDMENTS TO THE AGENDA**

The Acting Corporate Officer advised of the following amendments to the agenda:

1. That Council waives the notice requirement set out in s. 42 of Council Procedure Bylaw No. 7700-2021 and accepts an addendum to 2022 Property Taxes Rates Bylaw and 2022-2026 Financial Plan Amending Bylaw Report dated April 19, 2022 as circulated on April 26, 2022;
2. That Item 1101 is removed from the agenda.

300 **APPROVAL OF THE AGENDA**

R/2022-CM-125

It was moved and seconded

That the agenda of the Regular Council Meeting of April 26, 2022 be adopted as amended.

CARRIED

400 ***ADOPTION AND RECEIPT OF MINUTES***

401 Minutes of the Regular Council Meeting of April 12, 2022

R/2022-CM-126

It was moved and seconded

That the minutes of the Regular Council Meeting of April 12, 2022 be adopted as circulated.

CARRIED

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

600 ***DELEGATIONS***

601 **Bike Skills Facility Donation at Blaney Hamlet/Silver Valley Gathering Place**

Angela McIlldoon reviewed a PowerPoint presentation outlining the McIlldoon family proposal to donate the Jordan McIlldoon Memorial Bike Park to the community. She reviewed the design, funding, and donations from various community sources, and acknowledged Maple Ridge's donation of the lands and agreement to be responsible for the ongoing maintenance of the park. Mayor and Council thanked her for the donation and the legacy for the community.

602 **Work Shouldn't Hurt: Make Health and Safety a Fundamental Principle and Right at Work**

Barb Owen, Representative, New Westminster & District Labour Council provided a presentation seeking support from Maple Ridge by recognizing April 28 as the Day of Mourning for workers injured or killed on the job.

700 ***ITEMS ON CONSENT***

701 ***Minutes***

701.1 **Meetings of the Development Agreements Committee**

- April 19, 2022

702 ***Reports***

702.1 **Disbursements for the month ended March 31, 2022**

Staff report dated April 26, 2022 providing information on disbursements for the month ended March 31, 2022.

702.2 **Council Expenses to March 31, 2022**

Staff report dated April 26, 2022 providing information on Council expenses recorded to March 31, 2022.

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

From the February 22, 2022 Closed Council Meeting be released from Closed Council status:

- Item 4.1 – First Nations - Opportunities for Reconciliation

That staff seek grant funding to facilitate dialogue and tangible outcomes between First Nations and local governments, provided that the grant funding conditions do not hinder Council initiatives.

From the April 12, 2022 Closed Council Meeting be released from Closed Council status:

- Item 4.1 - Municipal Advisory Committee on Accessibility and Inclusiveness Membership - 2022 Appointment of Alex Ward
- Item 4.2 - Board of Variance Membership – Appointment of Daoud Nouri

705 **Recommendation to Receive Items on Consent**

R/2022-CM-127

It was moved and seconded

That the items on the Consent Agenda of the April 26, 2022 Council Meeting be received into the record.

CARRIED

800 ***UNFINISHED BUSINESS*** - Nil

900 ***CORRESPONDENCE*** – Nil

1000 ***BYLAWS***

Note: Item 1001 is from the April 19, 2022 Public Hearing

Bylaw for Third Reading and Adoption

1001 **2021-457-RZ, Regulation of Pharmacies, Maple Ridge Zone Amending Bylaw No. 7790-2021**

A bylaw to regulate pharmacy use within the City of Maple Ridge.

R/2022-CM-128

It was moved and seconded

That Maple Ridge Zone Amending Bylaw No. 7790-2021 be given third reading and be adopted.

CARRIED

1100 ***REPORTS AND RECOMMENDATIONS***

Planning and Development Services

1101 **2020-237-RZ, 11070 Lockwood Street and 24984, 25024 & 25038 112 Avenue**

This item was removed from the agenda.

1102 **2021-411-RZ, 12392 Gray Street, RS-1 to R-1**

Staff report dated April 19, 2022, recommending that Zone Amending Bylaw No. 7845-2022 to rezone from RS-1 (Single Detached Residential) to R-1 (Single Detached (Low Density) Urban Residential), to permit a future subdivision of approximately two lots be given first reading and that the applicant provide further information as described in the staff report.

R/2022-CM-129

It was moved and seconded

That Zone Amending Bylaw No. 7845-2022 be given first reading; and further

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

CARRIED

1103 **2021-556-RZ, 22020 119 Avenue, RS-1 to RT-2**

Staff report dated April 19, 2022, recommending that Zone Amending Bylaw No. 7830-2022 to rezone from RS-1 (Single Detached Residential) to RT-2 (Ground-Oriented Residential Infill) to permit the future construction of a triplex be given first reading and that the applicant provide further information as described in the staff report.

R/2022-CM-130

It was moved and seconded

That Zone Amending Bylaw No. 7830-2022 be given first reading; and further

That the applicant provide further information as described on Schedules C and D of the Development Procedures Bylaw No. 5879-1999.

CARRIED

1104 **2021-244-RZ, 13917 & 13992 Silver Valley Road and 13897 & 13960 232 Street, RS-3 to R-1 and R-2**

Staff report dated April 19, 2022, recommending that Official Community Plan Amending Bylaw No. 7846-2022 be given first and second reading and forwarded to Public Hearing and that Zone Amending Bylaw No. 7768-2021 to rezone from RS-3 (Single Detached Rural Residential) to R-1 (Single Detached (Low Density) Urban Residential) and R-2 (Single Detached (Medium Density) Urban Residential) to permit a future subdivision of approximately 17 lots, be given second reading and forwarded to Public Hearing.

R/2022-CM-131

It was moved and seconded

1. That, in accordance with Section 475 of the Local Government Act, opportunity for early and on-going consultation has been provided by way of posting Official Community Plan Amending Bylaw No. 7846-2022 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. 7846-2022 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. 7846-2022 is consistent with the Capital Expenditure Plan and Waste Management Plan;
4. That Official Community Plan Amending Bylaw No. 7846-2022 be given first and second reading and forwarded to Public Hearing;
5. That Zone Amending Bylaw No. 7768-2021 be given second reading as amended, and forwarded to Public Hearing; and further
6. That the following terms and conditions be met prior to final reading:
 - i) Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;
 - ii) Amendment to Official Community Plan Schedule "A", Chapter 10.3, Part VI, A – Silver Valley, Figure 2 - Land Use Plan, Figure 3A – Blaney Hamlet, and Figure 4 - Trails / Open Space;
 - iii) Road dedication on Silver Valley Road as required;

- iv) Park dedication as required, including construction of a multi-purpose trails; and removal of all debris and garbage from park land;
- v) Consolidation of the subject properties;
- vi) Registration of a Restrictive Covenant for the Geotechnical Report, which addresses the suitability of the subject properties for the proposed development;
- vii) Registration of a Restrictive Covenant for the protection of the Environmentally Sensitive areas (wetlands) on the subject properties;
- viii) Registration of a Restrictive covenant prohibiting building or subdivision and release of liability until a municipal water system is installed to service the subject properties to the satisfaction of the City;
- ix) Registration of a Statutory Right-of-Way plan and agreement for City infrastructure;
- x) Removal of existing buildings;
- xi) In addition to the Ministry of Environment Site Disclosure Statement, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject properties. If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site; and
- xii) That a voluntary contribution be provided in keeping with the Council Policy 6.31 with regard to Community Amenity Contributions applicable at the time of third reading of this application.

CARRIED
Councillor Robson opposed

1105 2015-318-DVP/DP, 11655 Fraser Street

Staff report dated April 19, 2022, recommending that the Corporate Officer be authorized to sign and seal 2015-318-DVP and 2015-318-DP to reduce the front lot, north and south interior side lots and rear lot setbacks to accommodate east wing walls, balcony projections and the required fire wall, and that the Corporate Officer be authorized to release the No-Build Covenant from title, upon payment of the outstanding Community Amenity Contributions.

R/2022-CM-132
It was moved and seconded

1. That the Corporate Officer be authorized to sign and seal 2015-318-DVP respecting property located at 11655 Fraser Street;
2. That the Corporate Officer be authorized to sign and seal 2015-318-DP respecting property located at 11655 Fraser Street; and further
3. That the Corporate Officer be authorized to release the No-Build Covenant from the title of 11655 Fraser Street, upon payment of the outstanding Community Amenity Contributions.

CARRIED

Corporate Services

1151 2022 Property Tax Rates Bylaw and 2022-2026 Financial Plan Amending Bylaw

Staff report dated April 19, 2022, recommending that 2022-2026 Financial Plan Amending Bylaw No. 7848-2022 to update the financial plan to reflect information received since the Plan's adoption in December 2021, and 2022 Property Tax Rates Bylaw No. 7849-2022 to establish property tax rates for Municipal and Regional District purposes for the year 2022 be given first, second and third reading. T. Thompson compared Alternative 3 and Alternative 4 and answered Council questions.

Note: Councillor Yousef left the meeting at 7:54 p.m. and returned at 7:58 p.m.

R/2022-CM-133

It was moved and seconded

That 2022-2026 Financial Plan Amending Bylaw No. 7848-2022 as outlined in Alternative 4 be given first, second and third readings; and

That 2022 Property Tax Rates Bylaw No. 7849-2022 as outlined in Alternative 4 be given first, second and third readings.

CARRIED

The Mayor read a preamble providing rationale for the following motion:

“Whereas given the financial needs of our City’s future, that Council direct the administration to bring back a business planning framework in accord with our needs, to review all related financial bylaws and policies, and provide any tools for Council in order to meet those needs, such as infrastructure, drainage, parks and recreation, civic facilities, public safety, various present and future masterplans, and provide the related various funding methods to deliver upon these needs such as borrowing, DCC’s, reserves, CAC’s, as well as to modernize public reporting.”

R/2022-CM-134

It was moved and seconded

That staff be directed to review the structure of City's financial policies, bylaws, and levies, and provide any recommendations back to Council for consideration as necessary to meet the City's anticipated future needs.

CARRIED

1152 Albion and Maple Ridge Road 13 Dyking Districts 2022 Tax Rate Bylaws

Staff report dated April 19, 2022 recommending that Maple Ridge Albion Dyking District Tax Rates Bylaw No. 7835-2022 and Maple Ridge Road 13 Dyking District Tax Rates Bylaw No. 7836-2022 to set the 2022 rates to pay for dyke improvements and maintenance be given first, second, and third readings. T. Thompson provided Council with information on the impacts of 2022-2026 Financial Plan Amending Bylaw No. 7848-2022, and 2022 Property Tax Rates Bylaw No. 7849-2022 Alternative 4 on item 1152 and answered Council questions, confirming that the tax rate bylaws for the dyking districts be in alignment with the rates in Alternative 4 and be adopted as amended accordingly.

R/2022-CM-135

It was moved and seconded

That Maple Ridge Albion Dyking District Tax Rates Bylaw No. 7835-2022 be given first, second, and third readings and be adopted as amended in alignment with Alternative 4 as approved in Tax Rates Bylaw No. 7849-2022; and

That Maple Ridge Road 13 Dyking District Tax Rates Bylaw No. 7836-2022 be given first, second and third readings and be adopted as amended in alignment with Alternative 4 as approved in Tax Rates Bylaw No. 7849-2022.

CARRIED

1153 Recycling Charges Bylaw Amendment

Staff report dated April 19, 2022, recommending that Recycling Charges Amending Bylaw No. 7842-2022, to update the annual regular rate increases be given first, second and third readings.

Note: Councillor Yousef left the meeting at 8:07 p.m. and returned at 8:08 p.m.

R/2022-CM-136

It was moved and seconded

That Maple Ridge Recycling Charges Amending Bylaw No. 7842-2022 be given first, second and third readings.

CARRIED

1200 STAFF REPORTS – Nil

1300 ***OTHER MATTERS DEEMED EXPEDIENT*** – Nil

1400 ***PUBLIC QUESTION PERIOD***

Chris O’Brian attended the meeting electronically and requested that Council consider increasing the number of member of Council to 8, since this would be a better representation of the community as we grow to 100,000 population. The Mayor advised that a staff report will be presented shortly where this will be considered further.

Note: Councillor Yousef left the meeting at 8:17 p.m. and returned at 8:18 p.m.

1500 ***MAYOR AND COUNCILLORS’ REPORTS***

Council members provided reports on their recent participation in community activities.

1600 ***NOTICES OF MOTION AND MATTERS FOR FUTURE MEETINGS*** - Nil

1700 ***ADJOURNMENT*** – 8:19 p.m.

Certified Correct

M. Morden, Mayor

P. Hlavac-Winsor, Acting Corporate Officer

402 Report of Public Hearing

City of Maple Ridge

REPORT OF PUBLIC HEARING

April 19, 2022

The report of the Public Hearing held as a virtual meeting hosted in the Council Chambers of City Hall, 11995 Haney Place, Maple Ridge, British Columbia on April 19, 2022 at 7:00 p.m.

PRESENT

Elected Officials

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

Appointed Staff

S. Hartman, Chief Administrative Officer
C. Carter, General Manager Planning & Development Services
C. Crabtree, General Manager Corporate Services
D. Pollock, General Manager Engineering Services
P. Hlavac-Winsor, General Counsel and Executive Director, Legislative Services, Acting Corporate Officer
S. Labonne, General Manager, Parks, Recreation and Culture
A. Nurvo, Deputy Corporate Officer

ABSENT

Councillor K. Duncan

Other Staff as Required

C. Goddard, Director of Planning
L. Zosiak, Manager of Community Planning

Note: The Mayor, Councillors Robson, Dueck, Svendsen and Yousef participated electronically. The Acting Mayor, C. Meadus, chaired the meeting from Council Chambers.

Note: The Mayor was absent at the start of the meeting and joined at 7:02 pm

Note: Councillor Yousef was absent at the start of the meeting and joined at 7:03 pm

The Acting Mayor called the meeting to order. The Acting Corporate Officer explained the procedure and rules of order of the Public Hearing and advised that the bylaws will be considered further at the next Council Meeting on April 26, 2022.

The Acting Mayor then called upon Planning Department staff to present the following item on the agenda:

1) **2021-457-RZ, Regulation of Pharmacies**

1a) **Maple Ridge Zone Amending Bylaw No. 7790-2021**

First Reading: March 8, 2022

Second Reading: March 8, 2022

Purpose: To amend Maple Ridge Zoning Bylaw No. 7600-2019 to:

- introduce a definition for a pharmacy use;
- prohibit the principal pharmacy use within the City of Maple Ridge;
- prohibit the accessory pharmacy use in commercial establishments with less than 700 square meters of Gross Leasable Area within the Town Centre Area; and
- regulate the accessory pharmacy use outside of the Town Centre Area by implementing a geographic buffer of 400m between new pharmacy applications.

The subject application is to regulate pharmacy use within the City of Maple Ridge.

L. Zosiak, Manager of Community Planning, gave a detailed presentation providing information on the application.

The Corporate Officer advised that that no correspondence was received in response to this item.

The Acting Mayor called for speakers three times.

There being no comment, the Acting Mayor declared this item dealt with.

Having given all those persons whose interests were deemed affected by the matters contained herein a chance to be heard, the Acting Mayor adjourned the Public Hearing at 7:06 p.m.

C. Meadus, Acting Mayor

Certified Correct

P. Hlavac-Winsor, Acting Corporate Officer

700 ITEMS ON CONSENT

701 Minutes

**CITY OF MAPLE RIDGE
DEVELOPMENT AGREEMENTS COMMITTEE**

April 27, 2022
Mayor's Office

CIRCULATED TO:

Michael Morden, Mayor
Chair

Scott Hartman, Chief Administrative Officer
Member

Patrick Hlavac-Winsor, Recording Secretary

1. 21-107513-BG

LEGAL: Lot 6 Section 20 Township 12 New Westminster District Plan 22518
PID: 009-270-868
LOCATION: 12687 – 227th Street
OWNER: Robert Buchanan and Joanne Buchanan
REQUIRED AGREEMENT: Flood Protection Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 21-107513-BG.

CARRIED

2. 21-109294-BG

LEGAL: Lot 4 Except: Part Subdivided by Plan 24562, Section 5 Township 15
New Westminster District Plan 3598
PID: 006-946-526
LOCATION: 9966 276th Street
OWNER: Kelly Ladbrook and William Ladbrook
REQUIRED AGREEMENT: Geotechnical Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 21-109294-BG.

CARRIED

3. 21-119708-BG

LEGAL: Lot 99 Section 32 Township 12 New Westminster District Plan
EPP93695

PID: 030-913-918

LOCATION: 14142 230 Street

OWNER: Morningstar Homes Ltd.

REQUIRED AGREEMENT: Sanitary Pump Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 21-119708-BG.

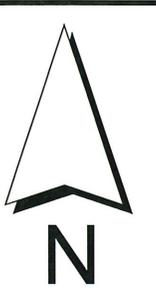
CARRIED



Michael Morden, Mayor
Chair



Scott Hartman, Chief Administrative Officer
Member



Scale: 1:2,500

12687 227 St

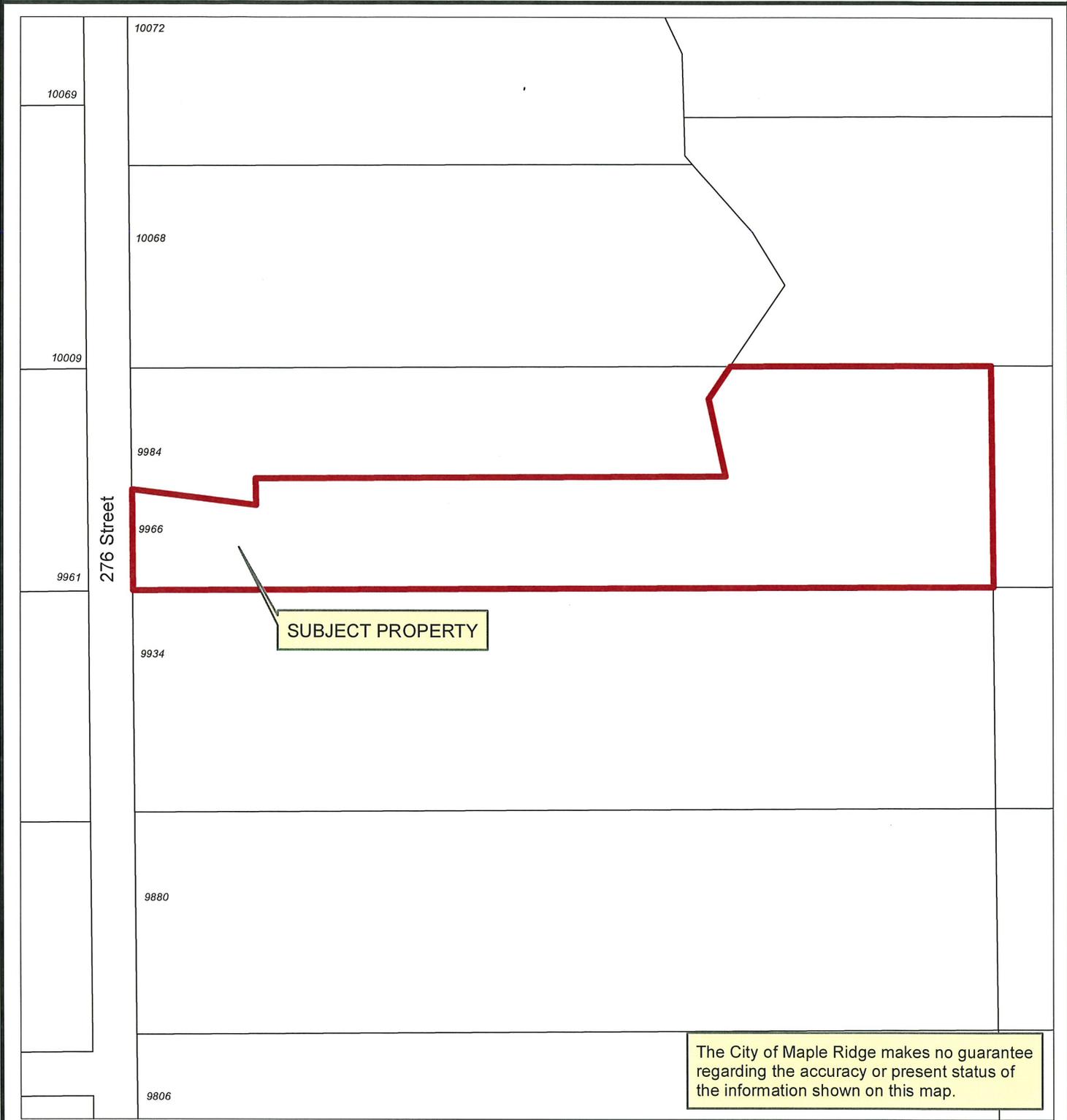
LICENCES, PERMITS & BYLAWS DEPT.



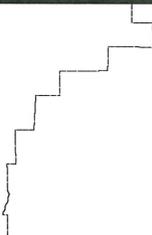
mapleridge.ca

FILE: Subject Map
DATE: Mar 28, 2022

BY: AD



Scale: 1:2,399



9966 276 STREET

LICENCES, PERMITS & BYLAWS DEPT.



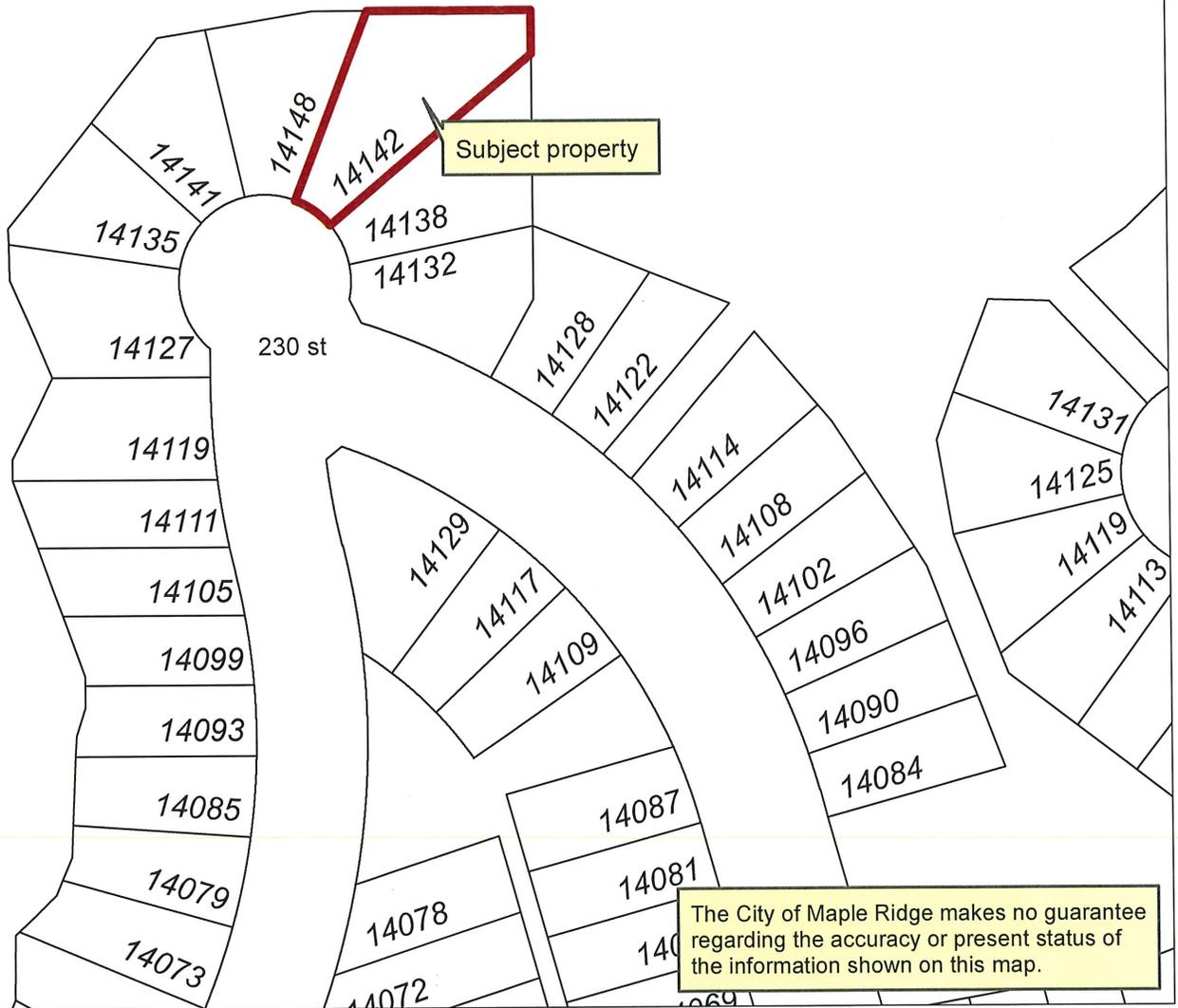
MAPLE RIDGE

British Columbia

mapleridge.ca

FILE: Subject Map
DATE: Apr 25, 2022

BY: AD



Subject property

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



Scale: 1:1,151

14142 230 st

LICENCES, PERMITS & BYLAWS DEPT.



mapleridge.ca

FILE: Subject Map
DATE: Apr 25, 2022

BY: AD

702 Reports



City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council

MEETING DATE: May 10, 2022
FILE NO: 01-0115-20

FROM: Chief Administrative Officer

MEETING: Council

SUBJECT: 2022 Q1 Corporate Report

EXECUTIVE SUMMARY:

The following is the Director Working Group's (DWG) corporate update to the end of the quarter 1, 2022 on the advancement of Council's strategic priorities which include:

- Community Safety
- Growth Management
- Community Pride & Spirit
- Inter-Government Relations
- Natural Environment

This report will provide Council with a summary of key initiatives delivered between January 1 and March 31, 2022 including relevant performance measures.

RECOMMENDATION:

For information only.

DISCUSSION:

a) Background Context:

The purpose of this report is to provide a corporate summary for the first quarter of 2022, focusing on advancements to Council's strategic priorities. For the past two years we have continued to navigate operations and service delivery through public health orders pertaining to the ongoing Covid-19 pandemic, regularly adapting our response to ensure our employees and customers were safe. As we move into 2022, restrictions are being lifted and we are looking forward to returning to a more normal operational environment.

Corporate & Internal Services/Support

Since the onset of the pandemic the IT Department has responded to an increased demand for technology solutions to support different ways of working. They have continued this work into 2022 with the following notable achievements:

- Completed the new server room at Fire Hall #4, moving the City's 260+ servers, 500+ applications and online services, 1.5+ petabytes of data, and multitude of firewalls,

switches, and routing services to their new home and Primary Server Room at Firehall #4. The scope of this work involved reconnecting these systems to 10 of our City sites to support staff working from the office and offsite and for the public accessing our services online.

- Issued an RFP to refresh the existing Amanda system. The intent is to implement a modernized solution that will not only replace existing functionality but also address current gaps, embrace opportunities for efficiencies and automation, and potentially support other municipal requirements not currently supported by existing legacy systems (e.g., enhanced public portal and mobile workflow management.) The City has undertaken a consultant-facilitated process to develop a strategic direction for the project and define future state business requirements. The RFP will close early in Q2 at which time we will begin the evaluation process.
- Completed the migration of approximately 150 databases to SQL. This is a newer technology that is more scalable and allows us to virtualize the environment, resulting in reduced costs and allowing us to effectively manage the databases to sustain the City well into the future.
- Replaced the City's aged data storage arrays with newer storage as a service model. This allows us to employ one of the fastest and most advanced compression technologies in storage infrastructure. It will have a significant positive impact on performance as well, for all our systems. This is required due to growth and is part of the server roll-out.

The Human Resources department continued their busy pace into Q1 of the current year, continuing to support staff with changing Covid-19 restrictions and regulations along with regular work loads. Some of the notable work achieved by Human Resources includes:

- Launched the City's Equity, Diversity, and Inclusion Framework on March 3, 2022; including the initiation of an organizational committee comprised of staff representatives.
- Rolled out the 2022 Learning and Development Catalogue on February 24, 2022.
- Completed the selection, approval and award of the successful proponent for the benefits RFP.
- Refreshed the City's telework policy and associated guide and electronic processes
- Through a consultative approach, completed the HR Strategic plan with implementation and communication to follow in Q2.

Legal and Legislative Services conducted a talent mapping process for existing staff and realigned the various service lines to meet the needs of the organization, and to further develop the legal function.

In addition to this, the department looked at revamping the Council Procedure Policy, setting out guidelines to support more efficient and orderly meetings. Much of this work was driven by changes introduced in response to the pandemic.

Engineering Operations Clerks responded and processed a range of complex inquiries, triaging 2,496 calls, of which 1,596 went to Action Request and subsequently 1,431 were completed in Q1.

Community Safety

The Integrated Court Team is a crucial initiative within the Community Social Safety Action Plan. We have secured agreement to participate from RCMP, the CSOs, Probation, Fraser Health Mental Health, Ministry of Social Development Poverty Reduction, Coast Mental Health. There will be a phased approach to the initiative, starting with caseload of 6, leading towards asking the Courts for a dedicated Judge, Crown, Defense, and time for a virtual itinerant court.

The Hub continues to be a huge success. Data is showing that during Hub hours, there are 51% fewer calls for service for nuisance, disorderly or offensive behaviour, homeless camps, graffiti, shopping carts and abandoned chattel throughout the City. Since opening, the Hub has received a total of 2,400 visits, made 58 referrals into Treatment, Recovery and Detox, 463 health and mental health services have been provided, and 67 housing referrals. In March alone, 134 showers and 713 meals were provided.

The Bylaws Department worked with consultant Global Networks to implement a Functional Assertive Situation Table (FAST). Under this program, a champions group will provide guidance, education and mentorship to table participants.

With the successful recruitment and onboarding of two CSO's and 1 BCO most vacancies have been filled, allowing the CSSI 16/7 service delivery model to be re-established.

The CSSI is quickly becoming a Provincial standard and is highly respected by municipalities trying to tackle their own social safety challenges. In Q1 the City provided advice and support to both Nanaimo and Prince George with their community safety challenges.

In order to approve a retail non-medical cannabis store on Lougheed Highway Council requested and approved a text amendment to the zoning bylaw to relax the distance requirement between stores.

In Q1 and as Covid-19 restrictions lessened we were able to re-engage our RCMP volunteer programming again. This included recruitment and re-orientation in multiple RCMP programs such as Citizens on Patrol, Speed Watch and Citizen's Bike Patrol, as well as the newly instated ISAT program. By revising an existing RCMP volunteer program the City was able to create a one of a kind, joint program between the RCMP and the City. The Integrated Safety Ambassador Team is run by the RCMP however is inclusive of city safety initiatives which follow the City of Maple Ridge CSSI to help citizens and businesses with safety information, communication and connections.

The RCMP brought a focus on the downtown core and businesses utilizing Project Blitz and Project Core. Project Blitz focusses on arrests of prolific retail thieves in local business centers. Project Core specifically increases foot patrols and communication with citizens and businesses. Police utilize the ISAT team to follow up on communications with businesses to ensure that improvements have been realized.

In Q1 the RCMP implemented both the Black Cat Program and the Scarecrow Program. The Black Cat program digitally records vehicle information and speeds, allowing our Road Safety Team to be in the right place at the right time through analyzing the data. The Scarecrow program uses life-size visual deterrents placed in high visibility locations, including schools and parks.

The Water Department serviced 2,561 hydrants in Q1. Fire hydrants are maintained on a regular schedule and after every use to meet the guidelines of the BC Fire Code and Fire Underwriters Survey.

The Electro-mechanical department continued to roll out the five-year LED street lighting upgrade program. We are currently in the third year of the program and 313 streetlights were upgraded in Q1. Additionally, 44 streetlight poles were replaced as part of a multi-year replacement program.

In response to winter weather conditions that saw eight days of snowfall in Q1, operations used approximately 2,500 tonnes of salt to keep our community roads safe.

Growth Management

The Downtown Maple Ridge Business Improvement Association hosted an evening for local businesses and citizens to learn more about the film production industry in Maple Ridge. The objectives for the event were to develop connections and open dialogue so to foster and build great relationships between the film industry and businesses. The event was attended by new film liaisons and staff from Creative BC; Mayor Morden, Councilors and city staff also attended.

The City of Maple Ridge engaged RC Strategies to support the development of the 2022 Parks Recreation & Culture (PRC) Master plan. The Master Plan will serve as a road map for services/programs, capital funding and infrastructure while providing Council and staff a point of reference to inform data-driven and transparent decisions. The PRC Master Plan will help manage the impact projected population growth will have on parks, recreation and arts/culture programs, services and infrastructure.

At the Albion Community Centre, the finishing touches are underway with the hardwood flooring in the lobby, social area and Great Room and sports flooring through the multipurpose rooms complete. The parking lot and shared accessway were paved over spring break to reduce impacts to c'usquela school operations. The green roof system, solar panels and landscape have been installed, and testing and commissioning of the building systems is proceeding. The next quarter update will include the news that the doors have been opened to the community!

In the Silver Valley neighbourhood, the Gathering Place is wrapping up construction, with new parkour elements, street-scape skate park, pump track complete, with the gathering place pavilion roof to be craned into place and the finishing touches to the landscape to come shortly. Grant funding of \$200,000 was received, enabling the City to bolster the youth-focused amenities delivered in this park. Parks staff have been working with a donor family for a bike skills area at this location and have received a high degree of support from the community for this future amenity.

The detailed design and construction tender package for the City's newest neighbourhood park in the rapidly growing Albion area is nearing completion with feedback from the community incorporated into the design. The amenities planned for this park include a sports court, playground, splash park, picnic shelter, accessible washrooms, walking paths and open lawn area. Grant funding of \$500,000 was awarded that will enable the delivery of enhanced amenities. The construction contract award is anticipated for mid-summer with construction to commence shortly after.

The playground in Albion Park was renovated and expanded to provide a nature themed play area with a wider variety of play opportunities and accessible play elements for children from 2 to 12 and a bit beyond. A larger play structure with climbing features and slide, a new 50' zip line, 'rock wall' climber, multi-seat accessible spinner, face-to-face swing and a separate toddler play area with a roller slide and tunnel are some of the features. The City was successful in obtaining grant funding for the new play equipment.

In 2021, the City began the process of acquiring LiDAR datasets including datasets for building footprints, urban tree canopy and vegetation classification. Using updated GIS Technology, current LiDAR will be used for Planning, Engineering, Parks, Safety and Economic Development for analytical purposes to examine natural and built environments with greater precision and flexibility than before and will support the development of the PRC Master Plan. All datasets have been received except for the urban tree canopy.

The Engineering Department initiated a residential water metering analysis to assess the cost/benefit of residential water metering in Maple Ridge and consideration of implementation of City-wide program. A consultant has been engaged to review Metro Vancouver's water meter analysis tool for Maple Ridge. This information will be utilized to review various water metering scenarios to inform a universal water metering strategy evaluation to Council in Q2 2022.

The City has successfully advocated TransLink to initiate a traffic operations study of Golden Ears Way. The study will identify corridor improvements to reduce congestion and support future volume demands. This study is currently underway and anticipated to complete in Q2, 2022.

The Roads Department completed a technical evaluation of the road networks and 31 locations for paving were identified through Q3. To facilitate this work the paving contract has been renewed.

In support of new development, the Sewer Department completed 19 new sanitary sewer connections.

Community Pride & Spirit

The Recreation and Community Engagement Department hosted a virtual community special event to celebrate the 20th anniversary of the Greg Moore Youth Centre (GMYC) including filming and producing a video to celebrate the occasion. The GMYC has been a home for youth-driven activities, recreation, leadership opportunities and relationships that have had lifelong impacts on thousands of individuals over the years.

A number of other initiatives and activities were undertaken to support Council's strategic priority of Community Pride and Spirit including:

- Supported the return of the Ridge Meadows Home Show at Planet Ice after a two-year hiatus due to Covid-19. This staple event is coming back to the community providing residents an opportunity to support local businesses by shopping local.
- Developed and implemented the Creative Dimension Visual Art Program, a six-week art and music program for individuals with memory loss and/or their care givers. The program provides support and social opportunities to those in need.
- CMR (Move Maple Ridge) teamed up with community partners SportAbility BC and BC Wheelchair Basketball to host an adaptive sports day for the community. The event launched the City's very own sport wheelchairs – a first for the City! Participants from all over the lower mainland attended in addition to other local sport organizations who facilitated their own para-sport. Over thirty participants tried Wheelchair Basketball, Para-Archery, Para-Ice Hockey (adapted for the gymnasium), Boccia and learned the fundamental skills needed for a sport wheelchair.
- Completed a number of BC Summer Games Legacy Funds Projects, including equipment purchases for Ridge Canoe and Kayak Club and the Haney Neptunes. In addition, local

Katzie artist, Raine Pierre, was commissioned to work with local teens for a mural inside the Foundry Youth Wellness Centre.

- At the end of 2021, public health orders restricted fitness centre use for adults. During this time, the facility remained open to our youth population. Over the course of several weeks, the fitness centre and gymnasium were well used by local youth. In order to support their continued use of the space, staff implemented Youth Only times on Tuesdays and Thursday afternoons. On average, upwards of 50 youth participate in activities during the Youth Only time.

Natural Environment

In 2021, the Engineering Department initiated a consultant review of the Fraser River Escarpment to evaluate current conditions and perform a slope stability risk assessment to identify possible remedial actions and provide a framework to update related policies. This review is ongoing and is anticipated to complete by Q2 2022.

Engineering also completed their Integrated Stormwater Management Plans for the South Alouette & Kanaka Creek watersheds as well as the North Alouette, Blaney Bog and Fraser River Watersheds Integrated Stormwater Management Plans (ISMPs). These are provincially mandated high-level watershed reviews developed to preserve watershed health while facilitating the requirements of community growth. To achieve this, the ISMP process examines the relationship between land use planning and development, environmental performance, existing drainage infrastructure and environmental protection. ISMPs have been developed for the South Alouette River and Kanaka Creek watersheds as well as the Blaney Creek, North Alouette and Fraser River watersheds. Council endorsed both plans, in principle, on March 8, 2022.

In addition, Engineering initiated development of Sub-Catchment Drainage Master Plans for Lower Hammond and Northeast of Dewdney Trunk Road and 228 Street (Eagle - Gee neighbourhood). Sub-Watershed Drainage Master Plans are necessary to validate the assumptions of the Integrated Stormwater Management Plan (ISMP) model, study overland flow paths and analyze pipes smaller than 400mm (or 16"). Both sub-watershed plans noted were initiated in Q4 of 2021 with work continuing in Q1 of 2022.

Sanitary sewer flow monitoring was collected over the past few years during both dry and wet conditions in order to quantify the extent of groundwater seepage into the sanitary network and help identify potential cross connections. This information is now being used to create an inflow and infiltration reduction strategy in 2022.

Finally, Engineering completed Phase 3 of the Strategic Transportation Plan (STP) update. The update includes a review of the transportation conditions present in Maple Ridge today, and will outline updated transportation goals and strategies to guide the long-term vision for the enhancement of the City's transportation system. The STP will provide directions for policy and infrastructure projects for both development activities and capital expenditures for the next 10 years. Phase 3 (of a five-phase plan) was completed in Q1 2022, that established the vision, goals and principles of the plan. Phase four plan development is currently underway.

b) Desired Outcome:

To provide Council and the community with regular updates on City initiatives that deliver on Council's strategic priorities and contribute to a well-balanced community.

c) Interdepartmental Implications:

Many of the initiatives and projects completed include collaboration between multiple departments as reflected in this report and accompanying info graph.

CONCLUSION:

Although the last two years have been extremely difficult, staff continue to advance Council's key strategic priorities to make the City of Maple Ridge a great place to live, work and play.



Prepared by: **Catherine Nolan, CPA, CGA**
Deputy Director of Finance
Chair, Directors Working Group



Reviewed by: **Michelle Orsetti**
for **Director of Bylaw & Licensing Services**
Co-Chair, Directors Working Group



Approved by: **Christina Crabtree**
General Manager of Corporate Services

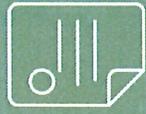


Concurrence: **Scott Hartman**
Chief Administrative Officer

Attachments:
(A) Info Graphs

Growth

All stats displayed represent January - March 31, 2022 or the indicated year



44

Planning Reports to Council



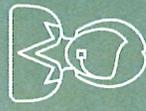
527

Total Active Applications In House



1,702

Telephone Planning Public Inquiries



1,019

2021 49
2020 44

2021 632
2020 320

2021 1,822
2020 1,135

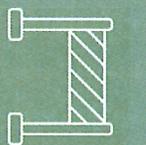
2021 615
2020 927

Note: Covid Halt Closure March 13, 2020



1,431

Operations Dept. Completed Service Requests

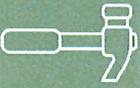


679

Facilities Work Requests

2021 451
2020 601

→ Q1
Q2
Q3
Q4



1,363

Permits Issued

4,332

Inspections

\$76.5

ConstValue In Millions

182

Units

2021 1,486
2020 1,180

5,609
4,443

\$54.2
\$67.6

113
183

Building Statistics

11

Rezoning

8

Subdivision

41

Building Permits Development Referrals to Engineering

12

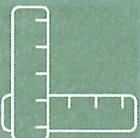
Service Review Inquiries

2021 5
2020 8

6
5

104
82

60
42



Community Safety

All stats displayed represent January - March 31, 2022 or the indicated year

- Q1
- Q2
- Q3
- Q4



1,380

Total Calls
Fire Department
2021 1,109
2020 1,019



823

Medical Calls
Fire Department
2021 586
2020 538



81

Motor Vehicle Accident Calls
Fire Department
2021 92
2020 99



41

Structure Fire Calls
Fire Department
2021 36
2020 36



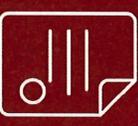
4,881

Calls for Service
RCMP
2021 5,397
2020 6,073



899

Calls for Service
Bylaw & Licensing
Department
2021 1,235
2020 883



1,804

Business Licences
Bylaw & Licensing
Department
2021 1,600
2020 1,470



5,676

Dog Tags
Bylaw & Licensing
Department
2021 5,800
2020 6,183



4

Social Service Referrals
Community Safety Officers
2021 5
2020 4



75

Shopping Carts Removed
Community Safety Officers
2021 150
2020 0



86

Truckloads of Chattel
Community Safety Officers
2021 121
2020 0

* Some data was not collected until Q2 in previous years, data will populate upon Q2 reporting

Community Pride and Spirit

All stats displayed represent January - March 31, 2022 or the indicated year



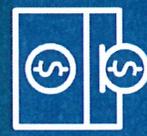
Facebook Followers
14,303

2021	10,794
2020	10,192



Website Visits
255,741

2021	216,337
2020	248,523



Grant Money Rec'd
\$818,994

2021	\$302,231
2020	\$1,087,926



MRLC Admissions
50,181

2021	25,070
2020	46,169



Program Participants
3,888

2021	1,894
2020	2,977

- Q1
- Q2
- Q3
- Q4



Film Permits
45

2021	56
2020	47



PRC Volunteers
3

Year	PRC Volunteers	PRC Volunteer Hours
2021	0	0
2020	11	229



Community and Youth Events
0

Year	Number of Events	Number of Participants
2021	0	0
2020	2	67

* Due to COVID-19 many Community Events and Volunteer Activities have been temporarily suspended





City of Maple Ridge

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

MEETING DATE: 10-May-2022
FILE NO: 05-1830-22
MEETING: Council

SUBJECT: Quarter 1, 2022 Financial Update

EXECUTIVE SUMMARY:

The purpose of this report is to provide a financial update on the operating results of the City for the first quarter of 2022.

To the end of the March 31 2022, we are seeing that expenses are in excess of revenues which is expected for operating results through the first quarter of a typical year. The City's revenues are mainly earned in the second quarter, while expenses are incurred more evenly throughout the year, but weighted more heavily towards the end of the year. Due to the limited predictive quality of Q1 financial information, estimated ranges forecasting year-end results have not been included on Schedule "A" to this report.

After being heavily impacted by the COVID-19 pandemic over the previous two years, City operations are now focusing on returning back to normal in 2022. Although we expect that it will still take some time before all operating results return to pre-pandemic levels, we are anticipating a much less significant impact on the operating results this year. We will continue to monitor any changes to pandemic response and any impacts of these on both revenues and expenses.

RECOMMENDATION:

For information only

DISCUSSION:

a) Background Context:

The first three months of a fiscal year do not provide enough information to support forecasting of results to the end of the year or to identify any significant variances to planned results. Consequently, the results to the end of March, shown on Schedule "A" to this report, do not include any estimated ranges for year-end results. The annual budget numbers indicate that, should all activities in the proposed financial plan be completed in the year we will see a draw down of our operating Accumulated Surplus by \$4.5 million, with approximately \$600 thousand of this coming from the General Revenue.

The impacts of the COVID-19 pandemic are starting to lessen and we expect to see a smaller impact on revenues and expenses to those experienced over the last two years. Capacity restrictions in City facilities have been lifted and we anticipate that we will see the majority of City operations return to normal throughout the year. In March, the Bank of Canada increased its overnight interest rate and subsequent to the quarter end, they made an additional interest rate hike. The rising interest rates will allow the City to seek higher paying investment opportunities throughout the year which should translate into increased investment income by the end of the year.

As noted earlier in the report, at this point of the year there is not enough financial information available to arrive with any meaningful trends in the data. Results are where we typically see them at this point of the year and we will provide an additional update after Q2 has ended.

CONCLUSION:

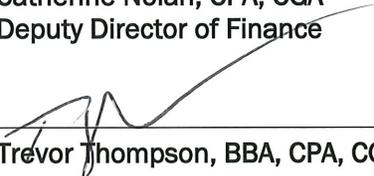
In summary, results to the end of the first quarter are what we would expect. Expenses are exceeding the revenues, which is normal for the City at this point of the year. The majority of the Cities revenues are earned in Q2 when property taxes are levied while expenses are weighted more evenly throughout the year. After being heavily impacted by the COVID-19 pandemic over the past two years, the City is continuing to shift operations back to normal in 2022. We will be back after Q2 has ended with the Q2 update which will provide enough financial data to start forecasting year end ranges.



Prepared by: **Trevor Hansvall**
Accountant 1



Reviewed by: **Catherine Nolan, CPA, CGA**
Deputy Director of Finance



Reviewed by: **Trevor Thompson, BBA, CPA, CGA**
Director of Finance



Approved by: **Christina Crabtree**
GM, Corporate Services



Concurrence: **Scott Hartman**
Chief Administrative Officer

Attachments:

- (A) Schedule "A" – Quarter 1 Statement of Operations
- (B) Schedule "B" – Operating Accumulated Surplus Distribution

City of Maple Ridge
Quarter 1 Statement of Operations
Updated to March 31, 2022

	YTD Actual	Proposed Annual Budget
Revenues		
Taxes for municipal purposes	-	36,663
User fees and other revenue	6,539,572	104,750,494
Government transfers	818,994	52,910,221
Development revenue	9,692	4,259,326
Interest and investment income	1,055,218	1,571,072
Gaming revenues	-	2,149,988
Disposal Proceeds	126	750,004
Total Revenue	8,386,938	166,391,105
Expenses (excluding amortization)		
General Government	5,670,301	21,736,837
Protective Services	12,474,577	49,963,160
Transportation	2,274,924	15,371,345
Planning; Public Health & Other	1,682,325	8,133,417
Recreation	4,424,166	23,904,223
Sewer	470,513	12,758,467
Water	1,477,741	16,810,711
Total Expenses	28,474,547	148,678,160
Annual Surplus	- 20,087,609	17,712,945
Internal transfers & principal payments		
Principal Payments	2,815,152	4,055,066
Estimated Transfers to(from) reserves	4,087,477	548,687
Estimated Transfers to capital	-	17,656,509
Total Internal transfers & principal payments	6,902,629	22,260,262
Increase (decrease) in operating accumulated surplus	- 26,990,238	- 4,547,316
Accumulated surplus - beginning of year	28,237,294	28,237,294
Accumulated surplus as at March 31, 2022	1,247,056	23,689,978

* Accumulated surplus is the balance of revenues in excess of expenses and net transfers to reserves that accumulates over time; it is not the result of one year of operations.

City of Maple Ridge
Operating Accumulated Surplus Distribution

Budgeted Change	Opening Balance	Proposed Budget	Ending Balance
General Revenue	\$ 8,563,194	\$ (585,076)	\$ 7,978,125
Sewer Revenue	5,966,930	(1,765,456)	4,201,474
Water Revenue	13,707,170	(2,196,784)	11,510,386
	\$ 28,237,294	\$ (4,547,316)	\$ 23,689,978

Q1 Change:	Opening Balance	Q1 Change	Ending Balance
General Revenue	\$ 8,563,194	\$ (25,372,271)	\$ (16,809,070)
Sewer Revenue	5,966,930	(390,193)	5,576,737
Water Revenue	13,707,170	(1,227,775)	12,479,395
	\$ 28,237,294	\$ (26,990,238)	\$ 1,247,056

* Accumulated surplus is the balance of revenues in excess of expenses and net transfers to reserves that accumulates over time; it is not the result of one year of operations.

1000 BYLAWS



City of Maple Ridge
Council Procedure Bylaw No. 7799-2021

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City of Maple Ridge

Bylaw No. 7799-2021

A Bylaw to regulate the proceedings of Council, Council Meetings and other Council reporting bodies

WHEREAS pursuant to the *Community Charter*, Council must by bylaw, establish general procedures to be followed by Council and committees in conducting their business;

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

PART 1 – INTRODUCTION

1. Title

(1) This Bylaw may be cited as the “Maple Ridge Council Procedure Bylaw No. 7799-2021”.

2. Repeal

(1) Maple Ridge Council Procedure Bylaw No. 7700-2021 is hereby repealed in its entirety upon the adoption of this Bylaw.

3. Definitions

(1) In this Bylaw,

“Accountability” means an obligation and willingness to accept responsibility or to be accountable for one’s actions. Conduct under this principle is demonstrated when Council Members, individually and collectively, accept responsibility for their actions and decisions;

“Acting Mayor” means the Council member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant;

“Agenda” means the list of items and order of business for any meeting of Council or its Committees;

“Alternate Public Notice” means the method adopted by bylaw setting out alternative means of publishing a notice under section 94.2 of the *Community Charter* instead of publishing the notice in a newspaper in accordance with section 94.1(1)(a) and (b) of the *Community Charter*;

“Chair” means the Mayor, Acting Mayor or presiding officer appointed under the *Community Charter* or this Bylaw, who is chairing a meeting;

“City” means the Corporation of the City of Maple Ridge;

“City Hall” means Maple Ridge City Hall located at 11995 Haney Place, Maple Ridge, British Columbia;

“City Website” means the information resource found at an internet address provided by the City, the current home landing page located at www.mapleridge.ca;

“Commission” means a municipal commission established under s.143 of the *Community Charter*;

"Committee" means a Select or Standing committee of Council, an Authority, an Advisory Committee, a Board and any other committee established by Council or authorized by statute and excludes the Committee of the Whole;

“Committee of the Whole” [CoW] is a committee of all members of Council established to consider but not to decide on matters of the City’s business with its primary purpose being the initial review of information to ensure Council can debate and vote on issues at a future Council Meeting;

“Community Charter” means Chapter 26 [SBC 2003];

“Corporate Officer” means the municipal employee appointed as Corporate Officer to carry out duties as defined in section 148 of the *Community Charter* or a designate;

“Council” means the Council of the City of Maple Ridge;

“Council Meeting” means any gathering to which members of Council have been invited, whereby quorum is obtained, at which discussion could be seen to be making decisions or moving towards making decisions, and is a material part of Council’s decision-making process;

“Councillor” means a member of Council other than the Mayor;

“Council Workshop” means a Council Meeting the primary purpose of which is the receipt of information, review and discussion of policies and other matters of interest to Council, and to make decisions related to such matters as required;

“Electronic Means” means through the use of videoconferencing technology enabling real-time bidirectional video feeds showing the participants and in a manner that allows meeting participants to see and hear the other meeting participants;

"Harassing" means conduct which is discriminatory, sexual, or personal harassment, which may include but is not limited to:

- (a) any unwelcome or objectionable conduct or comment that would be considered discriminatory under the *BC Human Rights Code* if the conduct or comment was in respect prohibited grounds, and including the following:
 - (i) race,
 - (ii) conviction for an offence,
 - (iii) colour,
 - (iv) ancestry,
 - (v) physical disability,
 - (vi) place of origin,
 - (vii) mental disability,
 - (viii) political belief,
 - (ix) sex,
 - (x) religion,
 - (xi) gender identity or expression
 - (xii) age,

- (xiii) marital status,
- (xiv) sexual orientation,
- (xv) family status;
- (b) Sexual Harassment;
- (c) any other unwelcome or objectionable conduct or comment by a Member or Committee appointee toward another Member, a Committee appointee, volunteer or staff that causes that individual to be humiliated or intimidated, including verbal aggression or insults, making derogatory comments, including questioning the professional competence of an Committee appointee, volunteer or staff, calling someone derogatory names, hazing or initiation practices, vandalizing personal belongings or spreading malicious and untrue rumours;

“Inaugural Meeting” means the meeting at which Members elected at the most recent general local election are sworn in as Members of Council;

“Local Government Act” means Chapter 1 [RSBC 2015];

“Mayor” means the duly elected Mayor of the City of Maple Ridge;

“Member” means the Mayor or a Councillor in relation to Council, or an appointed individual of a committee or commission, in relation to a committee or commission;

“Motion” means a formal proposal made by a Member at a meeting of Council or Committee that directs an approval or a specified course of action (see also Resolution);

“Point of information” means the procedure pursuant to which a Member may raise their hand and ask the Chair to require further information on the subject being debated;

“Point of order” means a procedure by which a Member interrupts another speaker to ask the Chair to rule on a procedural matter immediately;

“Public Notice Posting Place” for the purpose of giving notice under section 94 of the *Community Charter*, means:

- (1) the window in the west entrance to the lobby of the City Hall; and,
- (2) the City Website.

“Question” means the subject matter of a Motion currently under debate, except where referring to public question period;

“Quorum” means:

- (1) In the case of Council Meetings, a majority of the number of members of which the Council consists under the *Community Charter*; and,
- (2) In the case of a Committee or Commission, a majority of the voting members appointed.

“Resolution” means a formal determination made by Council or Committee that approves or orders a specified course of action (see also Motion);

“Respectful Debate” means a polite discussion in which different positions on a topic are outlined and deliberated. Although the act of discussing opposing viewpoints or ideas regarding a particular matter can be uncomfortable, such discussions are permitted

provided that they are conducted in a dignified and respectful manner. Personal attacks do not constitute Respectful Debate;

“Tabled” means to lay on the table whereby an item will be dealt with within the current meeting or on the next meeting Agenda as unfinished business;

“Urgent Business” means business that requires the urgent attention of Council prior to the next regularly scheduled Meeting in connection with public health or safety, a financial or legal matter of significance to the City, or a request for a leave of absence.

4. Incorporation of Definitions

- (1) Unless otherwise defined in this Bylaw, the definitions used in the *Community Charter* and the *Local Government Act* and the *Interpretation Act* apply to this Bylaw.

5. Application of Rules of Procedure

- (1) The provisions of this Bylaw govern the proceedings of Council Workshop, Regular Council, Committee of the Whole, Closed Council, all Committees and Commissions.
- (2) In cases not provided for under this Bylaw, then the most current version of Robert’s Rules of Order applies to the proceedings of Council, Committee of the Whole, Committees and Commissions to the extent that those Rules are:
 - (a) applicable in the circumstances; and
 - (b) not inconsistent with provisions of this Bylaw or the *Community Charter*.
- (3) The rules of procedure contained in this Bylaw, except those that are governed by statutory provisions, may be temporarily suspended by two-thirds vote of all Members present.

6. Public Notice Posting Place

- (1) The Public Notice Posting Place is to be used for the purpose of giving notices under Section 94 of the *Community Charter*.

PART 2 – COUNCIL MEETINGS

7. Inaugural Meeting

- (1) Following a general local election, the first meeting of Council must be held within the first ten (10) days of November in accordance with section 124(2)(g) of the *Community Charter* in the year of the general local election.
- (2) If a quorum of Council Members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council Meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

8. Time and Location of Meetings

- (1) All Council Meetings must take place within City Hall except when Council resolves to hold meetings elsewhere or through Electronic Means if it would not be practicable or efficient to hold the Meeting in person. Except in the case of a meeting outside of City boundaries, Council may pass the Resolution to hold a meeting outside of City Hall at the commencement of that meeting.
- (2) Council must establish prior to December 31, by resolution, a schedule of Regular Meetings. The Regular Council Meetings will typically:
 - (a) be held on the second and fourth Tuesday of each month unless otherwise scheduled by Council resolution; and,
 - (b) begin at 7:00 pm.
- (3) Other Meetings of Council:
 - (a) Committee of the Whole will be held on the first and third Tuesday of each month; and
 - (b) Council Workshop will be held on the second and fourth Tuesday of each month.
- (4) Council may by resolution:
 - (a) reschedule or cancel meetings;
 - (b) change the time or location for holding meetings;
 - (c) recess for a short period with a statement of approximate time a meeting will be reconvened; and,
 - (d) call an additional meeting(s) at the time and place stipulated in the Council resolution.
- (5) The Corporate Officer may, in accordance with the Mayor and the Chief Administrative Officer or by a Resolution of Council, cancel, postpone, or reschedule any meeting of Council, and establish a different day, time or place for that meeting.

9. Notice of Council Meetings

- (1) In accordance with section 127 of the *Community Charter [notice of council meetings]*, Council must prepare, annually on or before December 31 a schedule of the dates, times and places of regular Council Meetings and must make the schedule available to the public at least once a year in accordance with section 94 of the *Community Charter*, and by posting it at the Public Notice Posting Places.
- (2) Where revisions are necessary to the annual schedule of regular Council Meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a regular Council Meeting.
- (3) The Corporate Officer must give public notice or Alternate Public Notice of a cancelled or rescheduled meeting in respect of which Council has resolved to exclude the public.
- (4) In the event a meeting open to the public or Public Hearing is held through Electronic Means, the Corporate Officer must give public notice or Alternate Public Notice of the link to allow participation in the meeting.

10. Calling and Notice of Special Council Meetings

- (1) The Mayor may call a Special Council Meeting at any time by sending a written notice of the date, time, place and nature of the meeting to each Councillor and to the Corporate Officer.
- (2) Two or more Councillors may, in writing, request that the Mayor call a Special Council Meeting.
- (3) Two or more Councillors may request that the Mayor call a Special Council Meeting by sending a Special Council Meeting Notice to all Council Members and to the Corporate Officer if:
 - (a) within 24 hours after receiving a request pursuant to Section 10(2), the Mayor has not made arrangements for a Special Council Meeting to be held within the next 7 days; or
 - (b) the Mayor and the Acting Mayor are absent or otherwise unable to call a Special Council Meeting.
- (4) Except where notice of a special Council Meeting is waived by unanimous vote of all Council Members present under section 127(4) of the *Community Charter* and items on the special Meeting Agenda are Urgent Business, a notice of the date, hour, and place of a special Council Meeting must be given at least 24 hours before the time of meeting, by:
 - (a) posting a copy of the notice at the regular Council Meeting place;
 - (b) posting a copy of the notice at the Public Notice Posting Place; and
 - (c) leaving one copy of the notice for each Council Member in the Council Member's mailbox at City Hall and providing an electronic copy for each Council Member through the City's eAgenda.
- (5) The notice under subsection (4) must describe in general terms the purpose of the Meeting and be signed by the Corporate Officer or designate.
- (6) Before the time of a special Council Meeting, the person or persons calling the meeting may by notice:
 - (a) cancel the meeting; or
 - (b) postpone the meeting and reschedule it to a different day and time.

11. Electronic Meeting Participation by Council Members

- (1) A Council, Committee or Commission Meeting may be conducted through Electronic Means, as an in-person meeting, or a hybrid of both.
- (2) The Chair shall determine if in-person attendance is a requirement at a Council Meeting, subject to Members being provided with five (5) days advance notice of the requirement to attend in person.
- (3) Public notice or Alternate Public Notice of a meeting of Council will be posted on the City Website and will include:
 - (a) the way in which the meeting is to be conducted by Electronic Means, in-person, or a hybrid of both; and,
 - (b) the ways in which the public may attend to hear, or watch and hear, the proceedings.

- (4) A Member of Council, Committee or Commission who is unable to attend in person at a regular Council Meeting, a special Council Meeting or a Committee or Commission meeting may participate in the meeting by Electronic Means if:
 - (a) the facilities enable the other Members of Council, the Committee or Commission to hear and see and be heard and seen by the Council, Committee or Commission Members;
 - (b) except for any part of the Meeting that is closed to the public, the facilities enable the public to hear, or watch and hear, the Council or Council Committee member;
 - (c) the Council Member attending by Electronic Means uses one of the corporate approved backgrounds or their natural environment so that it is clear that they are not in Council Chambers; and
 - (d) the Council member intending to use Electronic Means to participate has tested and ensured that the audio, microphone and video is functioning, does not delay or interfere with the functioning of the Meeting, and meets the minimum requirements of the City's Information Technology department prior to the meeting.
- (5) Members of Council, Committees and Commissions who are participating in a meeting conducted in accordance with this section are deemed to be present at the meeting.
- (6) The Member presiding as Chair at a meeting must not participate by Electronic Means and must be present in person at the place where the public may attend to hear, or watch and hear the meeting. The Corporate Officer must also be present in person.
- (7) When any Member of Council participates in a Meeting of Council by Electronic Means:
 - (a) If a Member is not present at the start of the meeting, the Chair shall keep the Member in the virtual waiting room until the current Agenda item has concluded as to not interrupt the proceedings;
 - (b) The Chair shall announce when a Council Member joins the Meeting;
 - (c) A Council Member shall advise when they leave the Meeting and shall state the reason why, including declaring a conflict with an Agenda item; and
 - (d) The Chair shall repeat the results of each vote, including the names of Council members voting in favour and opposition, immediately following each vote.
- (8) Where any Member participates in a Closed Council Meeting through Electronic Means:
 - (a) The Member shall verbally acknowledge that they are in a secure area where no one else can hear them and that they will maintain that confidentiality for the duration of the Meeting.
 - (b) The Corporate Officer will record this acknowledgement in the minutes of the Closed Council Meeting.
- (9) In the case of an interruption in the communication link to the Member(s) participating through Electronic Means at a Council Meeting:
 - (a) The Chair or Council Member will notify the City's technical support staff.
 - (b) Should the Member be disconnected while speaking, the Chair may move on to the next speaker.
 - (c) Once communications are re-established, the Council Member will be provided another opportunity to speak so long as the current item is being considered.

(d) The Meeting will continue without the participant(s) attending through Electronic Means so long as there is quorum present.

- (10) Members shall provide the Corporate Officer with a confirmation of their planned method of attendance at a Meeting (if the meeting is held through Electronic Means, in-person, or through a hybrid of both) no later than the end of day the day before the meeting.

12. Public Hearings

- (1) Public Hearings will be held on the third Tuesday of each month (unless stated in the current Council Meeting Schedule published before December 31 each year) and will begin at 7:00 pm.
- (2) Public Hearings are to be held in Council Chambers except when the scope of a Public Hearing may warrant holding it in a larger location and may be held by Electronic Means, as an in-person meeting, or a hybrid of both.
- (3) Public Hearings must be held after the after second reading of a bylaw and before third reading.
- (4) More than one item for consideration that is the subject of a bylaw may be included in a Notice of Public Hearing or through Alternate Public Notice and more than one bylaw may be considered at a Public Hearing.
- (5) A written report of each Public Hearing item containing a summary of the nature of the representations respecting the bylaw that were made at the Public Hearing, must be prepared and maintained as a public record.
- (6) The report under subsection 12(5) must be signed by the Presiding Member and be certified as being fair and accurate by the Corporate Officer or designate.
- (7) A Public Hearing may be adjourned and no further notice of the hearing is necessary if a time and place for the resumption of the hearing is stated to those present at the time that the hearing is adjourned.
- (8) Despite Section 135(3) of the *Community Charter* [at least one day between third reading and adoption] a Council may adopt an official community plan or zoning bylaw at the same meeting at which the bylaw(s) were given third reading.
- (9) Members shall provide the Corporate Officer with a confirmation of their planned method of attendance at a Public Hearing (if the meeting is held through Electronic Means, in-person, or through a hybrid of both) no later than the end of day the day before the Public Hearing.

PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

13. Acting Mayor

- (1) Annually, in November, Council must from amongst all its Members, designate Councillors to serve on a rotating basis as the Acting Mayor. The term of the designated Acting Mayor is not required to be equal amongst all Councillors, and Councillors may choose to exclude themselves from the Acting Mayor rotation with the vote of Council. If a Councillor is unable or unwilling to participate in an Acting Mayor rotation, that Councillor may be excluded from an Acting Mayor rotation for up to one year with the vote of Council.
- (2) The Acting Mayor shall chair the Committee of the Whole meetings.
- (3) Should the Acting Mayor be absent or 15 minutes late at the start of the meeting, the next member in line for Acting Mayor will preside at that meeting.
- (4) Each Councillor designated under this section must fulfill the responsibilities of the Mayor in his or her absence.
- (5) The member designated under this section has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 – COUNCIL PROCEEDINGS

14. Application of Rules to Other Bodies

- (1) In addition to applying to Council Meetings, sections 15, 16 and 17 also apply to meetings of the following (note: other Parts of this Bylaw may also apply to these bodies as applicable):
 - (a) Committee of the Whole (CoW);
 - (b) Standing Committees;
 - (c) Select Committees;
 - (d) An advisory body established by Council;
 - (e) A Commission;
 - (f) A body that under the *Community Charter* or other Act may exercise the powers of the City or Council;
 - (g) The Parcel Tax Roll Review Panel; and
 - (h) A body prescribed by Provincial Regulation.

15. Attendance of Public at Meetings

- (1) Except where the provisions of section 90 of the *Community Charter* [*meetings that may or must be closed to the public*] apply, all Council Meetings must be open to the public.
- (2) The presiding Member may expel or exclude from a Council Meeting any person in accordance with section 133 of the *Community Charter*.

16. Attendance at Closed Meetings

- (1) Council may allow City staff to attend or may exclude them from attending closed meetings, as it considers appropriate.

- (2) Council may allow a person other than a City staff to attend a closed meeting or a portion of a closed meeting, if Council considers it necessary and if the person already has knowledge of confidential information or is a lawyer attending to provide legal advice in relation to the matter.
- (3) The minutes of closed meetings must record the names of all persons in attendance and when they entered and left the meeting.
- (4) The electronic recordings of closed meetings shall be retained until the later of:
 - a. The minutes of closed meetings have been verified as to their accuracy by comparing them to the recording of the closed meeting and have been adopted; and
 - b. Six (6) months after the date the meeting took place.

17. Resolution Required Before Closed Meeting

Before a closed meeting is held, Council must state by resolution passed in a public meeting in accordance with section 92 of the *Community Charter* [requirements before Council Meeting is closed], the fact that the meeting or part thereof is to be closed, and the basis for the closed meeting as described in section 90 of the *Community Charter* under which the meeting or part thereof is to be closed.

18. Closed Meetings and Bylaws

Council must not vote on the reading or adoption of a bylaw at a closed meeting.

19. Confidentiality

All Members must keep in confidence information that was considered, or is scheduled to be considered, at any closed meeting, until and unless Council by resolution agrees to make the confidential information available to the public. The Chair of the closed meeting in conjunction with representatives of City administration (which may include the Chief Administrative Officer, Corporate Officer, General Counsel), may determine at their discretion the method of providing the materials presented at the closed meeting if the nature of the materials does not allow them to be readily distributed to Members, and whether materials are to be collected at the end of the closed meeting. Whenever possible, confidential materials are to be provided to Members in advance of the meeting.

20. Meeting Minutes

- (1) Minutes of the proceedings of Council must be:
 - (a) legibly recorded;
 - (b) certified as correct by the Corporate Officer; and
 - (c) signed by the Mayor or other member presiding at the meeting.
- (2) The minutes of previous meetings, by Resolution of Council, shall be adopted.
- (3) In accordance with section 97(1)(b) of the *Community Charter* [other records to which public access must be provided] minutes of the proceedings of Council must be open for public inspection at City Hall during its regular office hours.

- (4) Subsection 21(3) does not apply to minutes of a Council Meeting or that part of a Council Meeting from which persons were excluded under section 90 of the *Community Charter [meetings that may be closed to the public]*.

21. Calling Meeting to Order

- (1) As soon as possible after the time specified for the commencement of a Council Meeting, if there is a quorum present:
 - (a) The Mayor, if present, must take the Chair and call the meeting to order; or
 - (b) If the Mayor is absent, the Acting Mayor take the Chair and call the meeting to order.
- (2) If a quorum of Council is present but neither the Mayor nor the Acting Mayor are present at the time at which the meeting is scheduled to begin:
 - (a) the Corporate Officer must call to order the Members present, and
 - (b) those members in attendance must appoint a member to preside for that meeting.

22. Adjourning Meeting Where No Quorum

- (1) If there is no quorum of Council present within 15 minutes of the scheduled time for a Council Meeting, the Corporate Officer must:
 - (a) record the names of the Members present, and those absent; and
 - (b) adjourn the meeting until the next scheduled meeting.
- (2) If a quorum of Council is lost during a meeting the Corporate Officer must record the names of the Members present and those absent, and temporarily adjourn the meeting until a quorum is present. If a quorum does not reconvene within 15 minutes, the Corporate Officer must adjourn the meeting until the next scheduled meeting.

23. Agenda

- (1) Prior to each Council Meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the Agenda.
- (2) Business at a Council Meeting must in all cases be taken up in the order in which it is listed in section 24 unless otherwise resolved by Council.
- (3) The Corporate Officer must make the Agenda available to the members of Council and the public on the Friday prior to the Meeting.

24. Order of Proceedings and Business

- (1) The Agenda for all regular Council Meetings shall contain the following matters in the order in which they are listed below; however, where appropriate for timing or other reasons, Council may by Resolution, determine an alternative order or variation in the Agenda:
 - a. Call to Order;
 - b. Amendments to the Agenda¹;

¹ Amendments to the agenda are limited to the order of business not to adding late items.

- c. Approval of Agenda;
- d. Adoption of Minutes;
- e. Presentations at the Request of Council;
- f. Delegations;
- g. Items on Consent;
- h. Unfinished Business;
- i. Bylaws;
- j. Committee Reports and Recommendations;
- k. Staff Reports;
- l. Other Matters Deemed Expedient²
- m. Public Question Period;
- n. Mayor and Councillor Reports³;
- o. Notices of Motions and Matters for Introduction at Future Meetings⁴;
- p. Adjournment.

25. Consent Agenda Items

- (1) Items listed under “Items on Consent” are considered for approval in one motion, unless a Member of Council wishes to debate an item and requests that it be excluded. The rule of order establishing a consent agenda provides that consent agenda items may be considered in total and without debate or amendment.
- (2) Once moved and seconded, if any member requests that an item be removed from the consent agenda to be discussed and decided separately, the balance of the items will be voted on together.
- (3) If an item is excluded from the “Items on Consent”, the item will be considered as an Agenda item under the appropriate section at the discretion of the Corporate Officer and without Resolution, to discuss such items in more detail or to provide an opportunity for Motions on the item(s) excluded. Each item removed from the Consent Agenda will be debated and voted on by Council separately.
- (4) Items will be listed in the “Items on Consent” section that, in the opinion of the Chief Administrative Officer and/or Corporate Officer, require little or no discussion by Council.

26. Other Matters Deemed Expedient

- (1) An item of business not included on the Agenda must not be considered at a meeting unless introduction of the item is approved by Council Resolution at the time allocated on the Agenda under Other Matters Deemed Expedient and is a matter of Urgent Business.
- (2) A Member must, when making a request, inform Council of the nature of the business and the reason for urgent consideration.
- (3) If the Council makes a Resolution under section 26(1), information pertaining to such items must be distributed to Members and to the public as soon as possible.
- (4) Non-urgent items shall be dealt with through the Notice of Motion process.

² See Section 26 – Other Matters Deemed Expedient.

³ Mayor and Councillor reports will not be recorded into the Minutes.

⁴ Council must not consider matters raised under this section at the same meeting the matter is introduced.

27. Public Question Period

- (1) At the end of Council business, the public will be afforded an opportunity to address Council.
- (2) Questions or statements in response to a Temporary Use Permit notice shall be addressed through a scheduled Public Hearing and not during a regularly scheduled Council Meeting.
- (3) The purpose of the Public 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 or delegations to Council.
- (4) Each question must be limited to two (2) minutes, with a total of 15 minutes per Public Question Period for each Meeting, unless extended with approval of Council through an affirmative vote.
- (5) Members of the public participating in Public Question Period in Council Meetings conducted through hybrid or Electronic Means shall enable their video and audio allowing Members to see them prior to asking their question.

28. Voting at Meetings

- (1) The following procedures apply to voting at Council Meetings:
 - (a) When debate on a matter is closed the presiding member must put the matter to a vote of Council members;
 - (b) when the Council is ready to vote, the presiding member must put the matter to a vote by stating something similar to:

"All those in favour raise your hands." and then "All those opposed raise your hands."
 - (c) when the presiding member is putting the matter to a vote under paragraphs (a) and (b) a member must not:
 - (i) cross or leave the room, unless excused as a result of not being entitled to vote under the *Community Charter* or if excused by Council;
 - (ii) make a noise or other disturbance; or
 - (iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order.
 - (d) if requested by a Member, Council must vote separately on each distinct part of a Motion that is under consideration;
 - (e) after the presiding member finally puts the Question to a vote under paragraph (b), a member must not speak to the Question or make a Motion concerning it, except to move to postpone to a certain time or postpone indefinitely, or to refer the item back to staff which Motion will supersede the main Motion and must be voted on first;
 - (f) the presiding member's decision about whether a Question has been finally put is conclusive;
 - (g) whenever a vote of Council on a matter is taken, each Member present must signify their vote by raising their hand either in favour or opposed; failing which it will be deemed that they are voting in favour of the Motion.);

- (h) if the votes of the Members present at a Council Meeting at the time of the vote are equal for and against a motion, the Motion is defeated;
- (i) the presiding member must declare the result of the voting by stating that the Question is decided in either the affirmative or the negative and the result will be recorded in the Minutes as “CARRIED UNANIMOUSLY”, “CARRIED” or “DEFEATED” as circumstances dictate;
- (j) the names of those who vote negative, against a question, shall be entered into the Minutes;
- (k) the names of those who are in attendance at the Meeting but absent at the time of the vote on a matter shall be entered into the Minutes.

29. Delegations

- (1) Requests to appear as a delegation before a meeting of Council, Committee or Commission, must be submitted to the Corporate Officer at least one week prior to the preferred meeting.
- (2) Requests must be in the form of the “Appear as a Delegation to Council” online application form on the City’s website.
- (3) Delegations will not be heard at regular meetings of Council on the following:
 - (a) Official Community Plan Bylaws, Temporary Use Permits or Zoning Bylaws, including amendments to such bylaws, which have received first reading and which have not yet been adopted, defeated, or abandoned;
 - (b) matters on which the City has commenced prosecution and on which judgment has not been rendered;
 - (c) the promotion of commercial products or services which have no connection to the business of the City; and,
 - (d) publicly tendered contracts or proposal calls for the provision of goods and services for the City, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded by the City.
- (4) The provisions of subsection (3)(a) do not apply where a second or subsequent Public Hearing is to be held on an Official Community Plan, Temporary Use Permit or Zoning Bylaw or amendments to such bylaws.
- (5) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer’s decision, the information must be distributed under separate cover to Council for their consideration.
- (6) If the request is granted by the Corporate Officer the Corporate Officer will contact the delegation to confirm attendance at the requested meeting or make alternate arrangements.
- (7) A maximum of three delegations will be permitted at any Council, Committee or Commission meeting.
- (8) If a delegation wishes to appear at consecutive meetings, the delegation will be approved only if no more than two delegations are scheduled for the later meeting.

- (9) Delegations will be required to abide by the following general rules:
- (a) Delegations will be allowed a maximum of 10 minutes to make their presentation, excluding the time taken for questions posed by Council, unless Council the Committee or Commission agrees to extend the time limit.
 - (b) A Delegation intending to use audio and/or audio-visual equipment must advise the Corporate Officer prior to the Council Meeting, on the understanding that the City will assist with, but not be responsible for, the provision of the necessary equipment;
 - (c) A Delegation to Council must not speak disrespectfully of any person, and where in the opinion of the Chair, a Delegation has done so, the Chair may ask the Delegation to withdraw the offensive remarks;
 - (d) If the Delegation refuses to withdraw remarks considered by the Chair to be offensive, or refuses to abide by the rules for Delegations, or the instructions of the Chair, the Chair may terminate the presentation and direct the Delegation to vacate the speaker's podium and return to the public seating area;
 - (e) Where a Delegation refuses to comply with such direction, the Chair may order the expulsion and exclusion of the Delegation from the meeting, as permitted in section 133(1) of the *Community Charter*.
 - (f) If the offending Delegation apologizes, Council may permit the Delegation to either continue their presentation or to remain in the public seating area whichever Council considers appropriate in the circumstances.

30. Points of Order

- (1) Without limiting the Chair's duty under the *Community Charter*, a Member may raise a Point of Order at any time.
- (2) When a Point of Order is raised, the Chair must:
 - (a) interrupt a matter of consideration on the Agenda;
 - (b) interrupt a Member who had been speaking, until the Point of Order is ruled upon;
 - (c) ask the Member raising the Point of Order to state the substance of and the basis for the Point of Order; and
 - (d) rule on the Point of Order without debate.
- (3) The Member who raised the Point of Order:
 - (a) must, upon request by the Chair, state the substance of and the basis for the Point of Order; and
 - (b) may, once the Chair has ruled on the Point of Order, appeal the Chair's ruling. If the ruling of the Chair is appealed, the Chair must put the appeal to a vote of Council, pursuant to the *Community Charter*.
- (4) If a Member puts a question to the Chair regarding any matter connected to the affairs of Council or the City, the Chair may respond, or may:
 - (a) require the Member to put the question in writing; and
 - (b) take the question on notice and respond during the next regular meeting.

31. Conduct and Debate

- (1) During a Council Meeting, a person must not engage in bullying or harassing behaviour in respect of a Council Member, Government Official or a City employee, which includes but is not limited to:
 - (a) expressing a negative opinion about the personality or character of a Council Member, Government Official or City employee;
 - (b) speaking disrespectfully about a Council Member, a Government Official or a City employee;
 - (c) speaking or acting aggressively towards a Council Member, a Government Official or a City employee;
 - (d) using offensive gestures or signs;
 - (e) questioning the motives of a Council Member, Government Official or City employee;
 - (f) using rude or offensive language or engaging in rude or offensive conduct;
 - (g) engaging in Harassing conduct as defined herein; or
 - (h) disrupting or unnecessarily delaying the conduct of business at the Council Meeting.

- (2) During a Council Meeting, a person must:
 - (a) not speak on electronic communication devices when a person or Council Member is speaking, except in the case of emergencies;
 - (b) cease speaking, if called to order by the person presiding over the meeting;
 - (c) adhere to the provisions of this Bylaw;
 - (d) adhere to Respectful Debate as defined herein; and,
 - (e) adhere to any rulings or decisions made pursuant to this Bylaw.

- (3) Members wishing to speak shall be recognized by the presiding member in the order in which the members indicate their request, preference being given to the mover and to the seconder should either or both wish to speak. If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.

- (4) Members not present during the introduction of the matter under debate shall not be recognized by the presiding member until after the debate on the matter is concluded and the matter is dealt with by Council, and shall not be considered present at the meeting for the purposes of quorum during the portion of the meeting where they have been excluded under this section. Members not present during the introduction of the matter under debate shall not discuss that matter when recognized by the presiding member.

- (5) Members are addressed, as appropriate, in the following manner: the Mayor as "Mayor (here use the surname)"; a presiding member who is not the Mayor as Chair; and a Councillor as "Councillor (here use the surname)".

- (6) A member wishing to speak for the purpose of speaking directly and concisely on the matter under debate, may do so after being recognized by the presiding member. Speaking times are limited to, unless extended by the president member where deemed appropriate or by Council Motion:

	1 st Round	2 nd Round	Amendment
CoW	Up to 5 minutes	Up to 5 Minutes	Additional 5 minutes
Council Workshop	Up to 10 minutes	Up to 10 Minutes	Additional 5 minutes
Regular Council	Up to 5 minutes	Up to 5 minutes	Up to 5 minutes

- (7) No member may interrupt a member who is speaking except to raise a point of order.
- (8) Members who are called to order by the presiding member:
 - (a) must immediately stop speaking;
 - (b) may explain their position on the point of order; and
 - (c) may appeal to Council for its decision on the point of order in accordance with section 132 of the *Community Charter [authority of presiding member]*.
 - (d) If a member appeals the decision of the presiding member the question of whether the presiding members' decision will stand must be asked by the presiding member and voted on without debate and without the presiding member voting. A tie vote in this situation passes in the affirmative.
- (9) Members speaking at a Council Meeting
 - (a) must use respectful language;
 - (b) must not use offensive gestures or signs;
 - (c) must speak only in connection with the matter being debated;
 - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded or reconsidered pursuant to section 38 of this Bylaw; and
 - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- (10) A member may require the question being debated at a Council Meeting to be read at any time during the debate if that does not interrupt another member who is speaking.

32. Expulsion from Council Meetings

- (1) A person who contravenes the general rules of conduct, Respectful Debate or Accountability as defined herein or the Council Code of Conduct as amended or replaced from time to time, may be ordered expelled from the meeting in accordance with section 133 of the *Community Charter*.
- (2) If a member is of the opinion that a person has contravened the general rules of conduct, the member must state on the record how the general rules of conduct were contravened.
- (3) If the presiding member is of the opinion that the named person did not contravene the general rules of conduct, the presiding member must state on the record why they believe the rules of conduct were not contravened.
- (4) If a member alleges a contravention of the general rules of conduct and the presiding member is of the opinion that the named person contravened the general rules of conduct, the presiding member shall:
 - (a) permit the person to apologize immediately to Council for the conduct that contravened the Bylaw; or
 - (b) order the person to leave the Council Meeting immediately.
- (5) If a person who has contravened the general rules of conduct is permitted to apologize and does so apologize, the presiding Member shall:
 - (a) permit the person to remain in the meeting; or

- (b) order the person to leave the meeting immediately if the presiding member is of the opinion that the apology was inadequate.
- (6) If a person does not voluntarily comply with an order to leave the meeting, that person may be removed from the meeting by a peace officer, pursuant to s.133 (2) of the *Community Charter*.

33. Motions Generally

- (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (2) A member wishing to make a motion may do so after being recognized by the presiding member and shall immediately state the motion in the form "I move that".
- (3) A Motion that deals with a matter that is not on the Agenda of the Council Meeting at which the motion is introduced may be introduced with Council's approval through the notice of motion process set out in section 34 below.
- (4) A Council member may make only the following motions, when the Council is considering a Question:
 - (a) to refer (to committee or back to staff) – means to send the matter to committee or staff to address details and additional information required in order for the matter to be brought back to a meeting;
 - (b) to amend – means changing the words of a motion to add or omit words from the original motion to clarify the wording of the motion;
 - (c) to lay on the table – means put the main motion temporarily aside to be dealt with within the current meeting or on next meeting Agenda as unfinished business;
 - (d) to postpone indefinitely – means the matter is disposed of by a majority vote;
 - (e) to postpone to a certain time (date) - means to the matter is rescheduled for a vote at a specified later time (date);
 - (f) to move the previous question – means to call the question by ending the debate and bringing an immediate vote on the original motion;
 - (g) to adjourn – means to immediately adjourn to the next regularly scheduled meeting by a simple majority vote;
- (5) A motion may be withdrawn by the mover if done so before the presiding member states the question. A motion may be withdrawn by the mover and seconder only with consent of all members present.
- (6) A motion made under subsections (4)(c) to (g) is not amendable or debatable.
- (7) Council must vote separately on each distinct part of a question that is under consideration at a Council Meeting if requested by a Council member.

34. Notice of Motion Process

- (1) If a Member wishes to bring any matter that is not listed on the Agenda to Council for consideration, they must provide a Notice of Motion to the Corporate Officer prior to the meeting. The Corporate Officer will circulate the Notice of Motion to the rest of Council, if time permits, prior to the meeting.

- (2) A copy of the motion will appear in the minutes of meeting referred to in Section 24(1)(o) above as a Notice of Motion.
- (3) Upon the Member being acknowledged by the Chair the Member will read aloud the Motion.
- (4) The Corporate Officer shall place the Motion and any supporting materials provided by the Member presenting the Motion on the Agenda of the next Council Meeting for consideration.

35. Motion to Refer

Until it is decided, a Motion made at a Council Meeting to refer an item to a Committee or to staff precludes an amendment of the main question.

36. Motion for the Main Question

- (1) In this section, "main question", in relation to a matter, means the Motion that first brings the matter before the Council.
- (2) At a Council Meeting, the following rules apply to a Motion for the main question, or for the main question as amended:
 - (a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
 - (b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the question, or proceed to other business.

37. Amendments Generally

- (1) A Council member may, without notice, move to amend a motion that is being considered at a Council Meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.
- (4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (5) An amendment may be amended once only.
- (6) An amendment that has been defeated by a (negative) vote of Council cannot be proposed again.
- (7) A Council member may propose an amendment to an adopted amendment.
- (8) The presiding member must put the main question and its amendments in the following order for the vote of Council:
 - (a) a motion to amend a motion amending the main question;

- (b) a motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (a) is positive;
- (c) the main question.

38. Reconsideration by Council Member

- (1) Subject to subsection (5), a Council member who voted with the majority either for or against a motion may, at the next Council Meeting:
 - (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken;
 - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption; and
 - (c) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (2) When considering a motion to reconsider, Council has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.
- (3) A motion to reconsider can be debated but must not be reconsidered.
- (4) Council may only reconsider a matter that has not:
 - (a) had the approval or assent of the electors and been adopted;
 - (b) been previously reconsidered under subsection (1) or section 131 of the *Community Charter [mayor may require Council reconsideration of a matter]*; or
 - (c) been acted on irreversibly by an officer, employee, or agent of the City.
- (5) If a motion to reconsider is defeated, the subject matter of the resolution or proceeding may not be open for consideration by the Council within six months except by way of a new and substantially different motion.
- (6) Subject to applicable enactments, the Council may by resolution, rescind the most recent reading of a proposed bylaw, other than first reading, and then give the proposed bylaw that reading again with or without amendment.
- (7) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rescinding or amending under this section.
- (8) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or section 131 of the *Community Charter [Mayor may require Council reconsideration of a matter]* is as valid and has the same effect as it had before reconsideration.

39. Privilege

- (1) In this section, a matter of privilege refers to any of the following motions:
 - (a) fix the time to adjourn;
 - (b) adjourn;
 - (c) recess;
 - (d) raise a question of privilege of the Council; and,
 - (e) raise a question of privilege of a member of Council.

- (2) A matter of privilege must be immediately considered by a vote of the majority of Council Members present when it arises at a Council Meeting.
- (3) For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

40. Reports from Committees

- (1) Council may take any of the following actions in connection with a resolution it receives from any committee or other body appointed by Council:
 - (a) agree or disagree with the resolution, support or deny support;
 - (b) amend the resolution;
 - (c) refer the resolution back to committee, etc.;
 - (d) postpone its consideration of the resolution.

41. Adjournment

- (1) A Council may continue a Council Meeting
 - (a) after 10:30 pm only by an affirmative vote of the members present; and
 - (b) after 11:00 pm only by a unanimous vote of the members present.
- (2) A motion to adjourn either a Council Meeting or the debate at a Council Meeting is always in order if that motion has not been preceded at that meeting by the same motion.
- (3) Subsection (2) does not apply to either of the following motions:
 - (a) a motion to adjourn to a specific day; or
 - (b) a motion that adds an opinion or qualification to a preceding motion to adjourn.

PART 5 – BYLAWS

42. Copies of Proposed Bylaws to Council Members

A proposed bylaw may be introduced at a Council Meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council Meeting, or all Council members present unanimously agree to waive this requirement.

43. Form of Bylaws

- (1) A bylaw introduced at a Council Meeting must:
 - (a) be printed;
 - (b) have a distinguishing name;
 - (c) have a distinguishing number;
 - (d) contain an introductory statement of purpose; and
 - (e) be divided into sections if applicable.

44. Bylaws to be Considered Separately or Jointly

- (1) Council must consider a proposed bylaw at a Council Meeting either:
 - (a) separately when directed by the presiding member or requested by another Council member; or
 - (b) jointly with other proposed bylaws in the sequence determined by the presiding member.

45. Reading and Adopting Bylaws

- (1) The presiding member of a Council Meeting may:
 - (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws; and then
 - (b) request a motion that the proposed bylaw or group of bylaws be read.
- (2) The only motion required for the reading of a bylaw shall be:

“That (short title of bylaw) be given first reading (or first and second readings, or first, second and third readings).”
- (3) The only motion required for the adoption of a bylaw shall be:

“That (short title of bylaw) be adopted.”
- (4) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter* and, if amended, a motion at third reading shall be “to give the bylaw third reading as amended”.
- (5) Subject to section 477 of the *Local Government Act [OCP adoption procedures]*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- (6) In accordance with section 135 of the *Community Charter [requirements for passing bylaws]*, Council may give two or three readings to a proposed bylaw at the same Council Meeting.
- (7) Despite section 135(3) of the *Community Charter [requirements for passing bylaws]*, and in accordance with section 477 and 480 of the *Local Government Act [public hearings]*, Council may adopt a proposed official community plan bylaw or zoning bylaw at the same meeting at which the bylaw received third reading.
- (8) The Corporate Officer is hereby authorized to consolidate one or more of the bylaws of the City pursuant to Section 139 [*consolidation of bylaws*] of the *Community Charter* and to make minor corrections to bylaws at third reading and adoption of bylaws, such as but not limited to spelling mistakes and sequential numbering errors.

46. Bylaws Must be Signed

- (1) After a bylaw is adopted, and signed by the Corporate Officer and the presiding member of the Council Meeting at which it was adopted, the Corporate Officer must have it placed in the City's records for safekeeping and endorse upon it:
 - (a) the City's corporate seal, the dates of its readings and adoption; and
 - (b) the date of Ministerial approval or approval of the electorate if applicable.

PART 6 - RESOLUTIONS

47. Form of Resolution

A resolution shall be dealt with on a motion put by a member and seconded by another member.

48. Introducing Resolutions

- (1) The presiding member of a meeting may:
 - (a) have the Corporate Officer read the resolution; and
 - (b) request a motion that the resolution be introduced.

PART 7 - COMMITTEE OF THE WHOLE (CoW)

49. Meeting Procedures

- (1) The Committee of the Whole meetings will be held in the Council Chambers on the first and third Tuesday of each month, except August, unless otherwise resolved by Council.
- (2) Annually Council must make available to the public a schedule of the dates, times, and places of regular Committee of the Whole meetings in the same manner as is required for regular Council Meetings. The Committee of the Whole meeting schedule may be combined and made available with the annual notice of regular Council Meetings.
- (3) A special meeting of the Committee of the Whole may be called in the same manner as a special Council Meeting as provided for in the *Community Charter* and notice of this special Committee of the Whole meeting must be given in the same manner as for a special Council Meeting.
- (4) At any time during a regular or special Council Meeting for which proper notice has been given Council may resolve to go into Committee of the Whole without further notice. Upon the Committee of the Whole rising and reporting, the regular or special Council Meeting will resume with the first order of business thereafter being Council considering the report of the Committee of the Whole.

50. Minutes of CoW Meeting to be Maintained and Available to Public

- (1) Minutes of the proceedings of CoW must be:
 - (a) legibly recorded;
 - (b) certified by the Corporate Officer; and

- (c) open for public inspection in accordance with section 97(1)(c) of the *Community Charter* [other records to which public access must be provided].

51. Presiding Members at CoW Meetings and Quorum

- (1) The Mayor or Acting Mayor shall preside at CoW meetings.
- (2) The quorum of CoW is the majority of Council members.

PART 8 – COMMITTEES and COMMISSIONS

52. Committees and Commissions of Council

- (1) Council shall appoint all representatives on Committees, Commissions, or other bodies to which the City is entitled to appoint representatives except Standing Committees.
- (2) Council may establish and appoint a Select Committee to consider or inquire into any matter and to report its findings and opinion and recommendations to Council. At least one member of a Select Committee must be a Council member and persons who are not Council members may be appointed. Council may dissolve a Select Committee at any time.
- (3) The Mayor may establish Standing Committees for matters the Mayor considers would be more appropriately dealt with by committee and must appoint persons to those committees. At least half of the members of a Standing Committee must be Council members and persons who are not Council members may be appointed.
- (4) The Mayor may dissolve a Standing Committee at any time.
- (5) The authority to appoint persons to Committees and Commissions includes the authority to rescind the appointment at any time.

53. Duties and Authority of Standing Committees

- (1) Standing Committees must consider, inquire into, report, and make recommendations to Council about matters that are referred by the Mayor or Council or on matters set out on the committee's terms of reference.
- (2) Standing Committees should report their findings and opinions to Council as set out in their terms of reference or at the next Council Meeting if a time is not specified.
- (3) Standing Committees are advisory in nature unless enabled by bylaw.

54. Duties and Authority of Select Committees

- (1) Select Committees must consider, inquire into, report, and make recommendations to Council about matters that are referred by Council or on matters set out on the committee's terms of reference.
- (2) Select Committees should report their findings and opinions to Council as set out in their terms of reference or at the next Council Meeting if a time is not specified.
- (3) Select committees are advisory in nature unless enabled by bylaw.

55. Schedule of Committee Meetings

- (1) At its first meeting after its establishment or the first meeting of the year, a committee must establish an annual schedule of meetings to be held at City Hall unless otherwise stated in the terms of reference for the committee and must provide a copy of the schedule to the Corporate Officer.
- (2) Standing and select committees should meet at minimum on a quarterly basis.
- (3) The Chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

56. Notice of Committee Meetings

- (1) Subject to subsection (2), after the committee has established the annual schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by the Corporate Officer by:
 - (a) posting the meeting dates, time and places on the City's website; and
 - (b) providing a copy of the schedule to each member of the committee.
- (2) Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as possible, update the City's website with any revisions to the date, time and place or cancellation of a committee meeting.

57. Attendance at Committee Meetings

- (1) Except where the provisions of section 90 of the *Community Charter [meetings that may or must be closed to the public]* apply, all committee meetings are open to the public.
- (2) Before closing a committee meeting or part of a committee meeting to the public, the committee must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter*, which includes the reason for the closed meeting as described in section 90 of the *Community Charter*.
- (3) Individuals that are not members of the committee are not permitted to participate in discussion during committee meetings unless called upon by the Chair. If a member alternate is in attendance in addition to the primary member the member alternate is not permitted to participate in discussion unless called upon by the Chair.
- (4) Only voting members as identified in the committee terms of reference may vote on committee matters. If a member alternate is in attendance in addition to the primary member the member alternate is not permitted to vote.
- (5) Members shall provide the Committee Clerk with a confirmation of their planned method of attendance at a Committee meeting (if the meeting is held through Electronic Means, in-person, or through a hybrid of both) no later than the end of day the day before the meeting.

58. Quorum

The quorum for a Committee is a majority of all of its members unless otherwise noted in the terms of reference for that committee.

59. Conduct and Debate

The rules and procedures of Council defined in this Bylaw must be observed during Committee meetings, including the requirements to engage in Respectful Debate, demonstrate Accountability, and to abstain from Harassing conduct toward another Member, a Committee appointee, volunteer or staff.

60. Minutes of Committee Meetings to be Maintained and Available to Public

- (1) Minutes of the proceedings of a Committee must be:
 - (a) legibly recorded;
 - (b) certified as correct and signed by the Chair once approved by the Committee; and
 - (c) available for public inspection at City Hall and on the website, other than a meeting or part of a meeting that is closed to the public.
- (2) Sections (60)(1)(a), (b) and (c) shall only apply to meetings of the following, unless this bylaw provides for other procedures for taking of minutes by one or more bodies referred to in this subsection, the body is exempted by regulation, or to the extent they are modified by regulations:
 - (a) a Standing or Select Committee established by Council;
 - (b) a Commission established under section 143 of the *Community Charter*;
 - (c) a body that under the *Community Charter* or any other Act may exercise the powers of Council;
 - (d) a parcel tax review panel established under section 204 of the *Community Charter*; and,
 - (e) a body prescribed by regulation.

PART 9 – GENERAL

61. Severance

- (1) If any section, subsection or clause 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.
- (2) This Bylaw may not be amended or repealed and substituted unless Council first gives Alternate Public Notice or notice in accordance with section 94 of the *Community Charter* [public notice].

62. Modifications

- (1) This Bylaw shall be reviewed by Council on each 12-month anniversary of its adoption to determine if amendments are required.
- (2) In the event that Council determines through a Resolution that amendments are required, amendments to this Bylaw shall be presented to Council within three (3) months of that Resolution, with final adoption of amendments within five (5) months of that Resolution.

READ a first time the 29th day of March, 2022.

READ a second time the 29th day of March, 2022.

READ a third time the 29th day of March, 2022.

NOTICE of intention to proceed with adoption published in the Maple Ridge-Pitt Meadows News, on April 8, 2022 and April 15, 2022, pursuant to Section 124(3) of the *Community Charter*.

ADOPTED, the ____ day of _____, 2022.

PRESIDING MEMBER

CORPORATE OFFICER

CITY OF MAPLE RIDGE

BYLAW NO. 7848-2022

A bylaw to amend Maple Ridge 2022-2026 Financial Plan Bylaw No. 7813-2021

WHEREAS, a process of public consultation was undertaken in adopting the previous financial plan;

AND WHEREAS, the public will have the opportunity to provide comments and questions with respect to the amendment 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 2022-2026 Financial Plan Amending Bylaw No. 7848-2022".
2. The Maple Ridge 2022-2026 Financial Plan Bylaw No. 7813-2021 is hereby amended by replacing "Statement 1, Statement 2 and Statement 3" entirely with "Statement 1, Statement 2 and Statement 3" attached to and forming part of this bylaw.

READ a first time the 26th day of April, 2022.

READ a second time the 26th day of April, 2022.

READ a third time the 26th day of April, 2022.

PUBLIC CONSULTATION completed on the day of .

ADOPTED the day of .

PRESIDING MEMBER

CORPORATE OFFICER

Statement 1
Consolidated Financial Plan 2022-2026 (in \$ thousands)

	2022	2023	2024	2025	2026
REVENUES					
Development Fees					
Developer Contributed Assets	20,000	20,000	20,000	20,000	20,000
Developer Cost Charges	32,051	8,225	11,717	26,003	7,417
Developer Projects & Amenity Contributions	1,484	-	150	-	-
Parkland Acquisition	2,196	200	200	200	200
Contribution from Others	1,727	1,343	1,351	1,356	1,363
Development Fees Total	57,458	29,768	33,418	47,559	28,980
Property Taxes	100,391	105,800	111,509	117,369	123,132
Parcel Charges	3,601	3,716	3,835	3,958	4,085
Fees & Charges	52,910	55,822	58,927	62,274	65,888
Interest	2,695	2,710	2,725	2,740	2,755
Grants	13,660	6,011	6,015	37,481	4,881
Total Revenues	230,715	203,827	216,429	271,381	229,721
EXPENDITURES					
Operating Expenditures					
Debt Interest Payments	1,760	1,600	2,353	2,176	1,969
Amortization	24,594	24,594	24,594	24,594	24,594
Other Expenditures	146,908	140,904	147,773	155,529	165,957
Total Expenditures	173,262	167,098	174,720	182,299	192,520
ANNUAL SURPLUS	57,453	36,729	41,709	89,082	37,201
Add Back: Amortization Expense (Surplus)	24,594	24,594	24,594	24,594	24,594
Less: Capital Expenditures	167,741	33,204	38,674	81,923	28,787
Less: Developer Contributed Capital	20,000	20,000	20,000	20,000	20,000
CHANGE IN FINANCIAL POSITION	(105,694)	8,119	7,629	11,753	13,008
OTHER REVENUES					
Add: Borrowing Proceeds	28,901	-	-	-	-
OTHER EXPENDITURES					
Less: Principal Payments on Debt	4,057	4,176	4,979	5,127	5,282
TOTAL REVENUES LESS EXPENSES	(80,850)	3,943	2,650	6,626	7,726
INTERNAL TRANSFERS					
Transfer From Reserve Funds					
Capital Works Reserve	2,512	250	250	250	250
Equipment Replacement Reserve	9,174	3,539	2,832	2,068	1,977
Fire Department Capital Reserve	245	-	-	-	-
Sanitary Sewer Reserve	1,122	-	-	-	-
Total Transfer From Reserve Funds	13,053	3,789	3,082	2,318	2,227
Less :Transfer To Reserve Funds					
Capital Works Reserve	1,105	1,411	941	1,574	1,214
Equipment Replacement Reserve	3,195	3,228	3,417	3,570	3,729
Fire Department Capital Reserve	1,040	1,182	1,279	1,380	1,535
Land Reserve	5	5	5	5	5
Total Transfer To Reserve Funds	5,345	5,826	5,642	6,529	6,483
Transfer From (To) Own Reserves	67,741	2,190	(431)	(997)	(1,908)
Transfer From (To) Surplus	5,401	(4,096)	341	(1,418)	(1,562)
Transfer From (To) Surplus & Own Reserves	73,142	(1,906)	(90)	(2,415)	(3,470)
TOTAL INTERNAL TRANSFERS	80,850	(3,943)	(2,650)	(6,626)	(7,726)
BALANCED BUDGET	-	-	-	-	-

Statement 2

Revenue and Property Tax Policy Disclosure

REVENUE DISCLOSURE

Revenue Proportions	2022		2023		2024		2025		2026	
	\$ ('000s)	%								
Revenues										
Property Taxes	100,391	38.8	105,800	51.9	111,509	51.5	117,369	43.2	123,132	53.5
Parcel Charges	3,601	1.4	3,716	1.8	3,835	1.8	3,958	1.5	4,085	1.8
Fees & Charges	52,910	20.4	55,822	27.4	58,927	27.2	62,274	22.9	65,888	28.7
Borrowing Proceeds	28,901	11.1	-	-	-	-	-	-	-	-
Other Sources	73,813	28.4	38,489	18.9	42,158	19.5	87,780	32.3	36,616	15.9
Total Revenues	259,616	100	203,827	100	216,429	100	271,381	100	229,721	100

Other Sources include:

Development Fees Total	57,458	22.1	29,768	14.7	33,418	15.3	47,559	17.5	28,980	12.5
Interest	2,695	1.0	2,710	1.3	2,725	1.3	2,740	1.0	2,755	1.2
Grants (Other Govts)	13,660	5.3	6,011	2.9	6,015	2.8	37,481	13.8	4,881	2.1
Property Sales	-	-	-	-	-	-	-	-	-	-
	73,813	28.4	38,489	18.9	42,158	19.5	87,780	32.3	36,616	15.9

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:

	2022	2023	2024	2025	2026
General Purpose	2.00%	2.00%	2.00%	2.00%	2.00%
RCMP Contract Settlement	1.60%				
Infrastructure Replacement	0.00%	0.90%	0.90%	1.00%	1.00%
Parks & Recreation	0.00%	0.60%	0.60%	0.40%	0.25%
Drainage	0.00%	0.00%	0.00%	0.00%	0.00%
Total Property Tax Increase	3.60%	3.50%	3.50%	3.40%	3.25%

Information on the tax increases and the cost drivers can be found in the most recent Financial Plan Overview Report. As outlined in the staff report accompanying this bylaw the 2022 and 2023 General Purpose portion increase by 1.6% due to the increased cost of the RCMP contract. To offset this increase the levies for Infrastructure Replacement and Parks & Recreation have been paused for 1 year. In addition, the Drainage Levy has been removed pending the Integrated Storm (Drainage) Master Plan. Specific policies discussing the tax increases are included in the Financial Sustainability Plan and related policies. Property tax revenue includes property taxes as well as grants in lieu of property taxes.

Statement 2

Revenue and Property Tax Policy Disclosure

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 the property assessment value, but can be something that more accurately reflects the cost of the service.

Fees & Charges

Fees should be reviewed annually and updated if needed. Past fee amendments include recreation fees, development application fees, business license fees and cemetery fees. A major amendment to the Development Costs Charges (DCC) was approved in 2018. Fees are often 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 on our website for information on the new parks and recreation infrastructure.

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		Assessed Value (`000s)		Tax Rate (\$ per 1000)	Multiple (Rate / Res. Rate)
1 Residential	77,616,607	79.0%	32,168,686	92.0%	2.4128	1.0
2 Utility	856,735	1.0%	21,418	0.1%	40.0000	16.6
4 Major Industry	-	0.0%	-	0.0%	14.2388	5.9
5 Light Industry	4,760,143	4.8%	668,616	1.9%	7.1194	3.0
6 Business, Other	14,913,148	15.2%	2,094,720	6.0%	7.1194	3.0
8 Rec., Non-Profit	61,687	0.1%	6,067	0.0%	10.1682	4.2
9 Farm	87,202	0.1%	4,560	0.0%	19.1216	7.9
Total	98,295,521	100%	34,964,067	100%		

Statement 2

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. 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 reviewing tax rates to ensure competitiveness, absolute rates, tax multiples and the 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 Exemptions (no current programs)

In the past, Revitalization Tax Exemptions have been leveraged as a tool to provide incentives for the attainment of strategic goals related to land development and the attraction of high-value jobs. The Town Centre Investment Incentive Program was established to attract private investment in the fulfillment of the Town Centre Area Plan. Similarly, the Employment Land investment Incentive Program was designed to encourage job creation by supporting investment in buildings and infrastructure on identified "employment lands".

Statement 3

Capital Expenditure Disclosure

The sole purpose of this statement is to meet legislative requirements and highlight the value of the Development Cost Charges; no other conclusions should be drawn from the figures. This disclosure is required under the Local Government Act section 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 2041 therefore 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 2027 through 2041. Projects in these years may exceed annual funding available.

Capital Program for 2027 – 2041

(in \$ thousands)

Capital Works Program	403,086
Source of Funding	
Development Fees	
Development Cost Charges	208,953
Parkland Acquisition Reserve	-
Contribution from Others	1,259
	<hr/>
	210,212
Borrowing Proceeds	-
Grants	37,355
Transfer from Reserve Funds	20,621
Revenue Funds	134,897
	<hr/>
	192,874
	<hr/>
	403,086
	<hr/>

City of Maple Ridge
Schedule 'A' to Bylaw No. 7849-2022
 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	2.3755	39.3822	14.0189	7.0094	7.0094	10.0112	18.8263
B	RCMP Contract Settlement Levy	0.0373	0.6178	0.2199	0.1100	0.1100	0.1570	0.2953
Total		2.4128	40.0000	14.2388	7.1194	7.1194	10.1682	19.1216

City of Maple Ridge
Schedule 'B' to Bylaw No. 7849-2022
 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	0.0526	0.1841	0.1788	0.1788	0.1289	0.0526	0.0526

**City of Maple Ridge
Maple Ridge Recycling Charges Bylaw No. 4655-1992**

**SCHEDULE "B"
Recycling Charges (Annual Rates)**

<u>Recycling Charge</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
A. Single Family Residential					
(1) Per Taxable Property	\$39.86	\$40.96	\$42.09	\$43.24	\$44.43
B. Multi-Family Residential					
(1) Where individual curbside collection is provided or no collection is available:					
Per Taxable Property	\$39.86	\$40.96	\$42.09	\$43.24	\$44.43
(2) Where centralized collection is provided the Recycling Charge is included in the Curbside Collection Charge:					
Per Taxable Property	Not Applicable				
C. Industrial, Commercial, Institutional					
(1) Per Taxable Property	\$39.86	\$40.96	\$42.09	\$43.24	\$44.43
 <u>Curbside Collection Charge</u>					
A. Single Family Residential					
(1) Per Dwelling Unit	\$41.02	\$42.14	\$43.30	\$44.49	\$45.72
B. Multi-Family Residential					
(1) Where individual curbside collection is provided:					
Per Dwelling Unit	\$41.02	\$42.14	\$43.30	\$44.49	\$45.72
(2) Where centralized collection is provided:					
Per Dwelling Unit	\$40.73	\$41.85	\$43.00	\$44.18	\$45.40

CITY OF MAPLE RIDGE

BYLAW NO.7385-2022

A bylaw to impose rates for the payment of dyke maintenance costs in Albion Dyking District

WHEREAS, the Council of the City of Maple Ridge, acting as Receiver for the Albion Dyking District, must by bylaw establish a tax rate bylaw for the Albion Dyking District to impose rates for the payment of dyke maintenance, improvements, equipment repair and related costs;

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

1. This Bylaw may be cited for all purposes as “Maple Ridge Albion Dyking District Tax Rates Bylaw No. 7385-2022”.
2. The following rates are hereby imposed and levied for those lands within the boundaries of Albion Dyking District:
 - (a) a rate of \$1.11229 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 the 26th day of April, 2022.

READ a second time the 26th day of April, 2022.

READ a third time the 26th day of April, 2022.

ADOPTED, the ____ day of _____, 2022.

PRESIDING MEMBER

CORPORATE OFFICER

CITY OF MAPLE RIDGE

BYLAW NO. 7386-2022

A bylaw to impose rates for the payment of dyke maintenance costs 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, must establish a tax rate bylaw for the Road 13 Dyking District, to impose rates for the payment of dyke maintenance, improvements, equipment repair and related costs;

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

1. This Bylaw may be cited for all purposes as "Maple Ridge Road 13 Dyking District Tax Rates Bylaw No. 7386-2022."
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 \$0.24295 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 the 26th day of April, 2022.

READ a second time the 26th day of April, 2022.

READ a third time the 26th day of April, 2022.

ADOPTED, the ____ day of _____, 2022.

PRESIDING MEMBER

CORPORATE OFFICER

1100 COMMITTEE REPORTS AND RECOMMENDATIONS



mapleridge.ca

City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council

FROM: Chief Administrative Officer

SUBJECT: **First Reading**
Zone Amending Bylaw No. 7852-2022
11956, 11946, 11936 & 11926 236 Street and 23638 Dewdney Trunk Road

MEETING DATE: May 3, 2022
FILE NO: 2022-034-RZ
MEETING: C o W

EXECUTIVE SUMMARY:

An application has been received to rezone the subject properties located at 11956, 11946, 11936 & 11926 236 Street and the majority of 23638 Dewdney Trunk Road, from RS-3 (Single Detached Rural Residential) to RM-1 (Low Density Townhouse Residential), to permit the future construction of 52 townhomes. The northern portion of 23638 Dewdney Trunk Road is also to be rezoned from RS-3 (Single Detached Rural Residential) to R-2 Single Detached (Medium Density) Urban Residential to create three single-family lots. To proceed further with this application additional information is required as outlined below.

As per Council Policy 6.31, this application is subject to the Community Amenity Contribution (CAC) program. The CAC rates in Policy 6.31 are currently under review, and if approved at an upcoming Council meeting, it is anticipated that this application will be subject to new rates. The expected CAC contribution rate for this rezoning application will be confirmed in the second reading report.

RECOMMENDATIONS:

1. That Zone Amending Bylaw No. 7852-2022 be given first reading; and further
2. That the applicant provide further information as described on Schedules B to E of the *Development Procedures Bylaw No. 5879-1999*, along with the information required for a Subdivision application.

DISCUSSION:

a) Background Context:

Applicant:	Alvair Development Ltd.
Legal Description:	Lot 45 Section 16 Township 12 Plan NWP20770; Lot 46 Section 16 Township 12 Plan NWP20770; Lot 47 Section 16 Township 12 Plan NWP20770; Lot 48 Section 16 Township 12 Plan NWP20770; Lot 3 Section 16 Township 12 Plan NWP10361

OCP:

Existing:	Urban Residential
Proposed:	Urban Residential

Within Urban Area Boundary:	Yes
Area Plan:	General Land Use Plan
OCP Major Corridor:	Yes
Zoning:	RS-3 (Single Detached Rural Residential)
Existing:	RS-3 (Single Detached Rural Residential)
Proposed:	RM-1 (Low Density Townhouse Residential); and R-2 Single Detached (Medium Density) Urban Residential
Surrounding Uses:	
North:	Use: Single-Family Residential; and Multi-Family Residential Zone: R-3 (Single Detached (Intensive) Urban Residential); and RM-1 (Low Density Townhouse Residential) Designation: Urban Residential
South:	Use: Single-Family Residential Zone: RS-1b (Single Detached (Medium Density) Residential) Designation: Urban Residential
East:	Use: Light Industrial Zone: M-2 (General Industrial) Designation: Urban Residential
West:	Use: Multi-Family Residential Zone: RM-1 (Low Density Townhouse Residential) Designation: Urban Residential
Existing Use of Property:	Single-Family Residential
Proposed Use of Property:	Single-Family Residential and Multi-Family Residential
Site Area:	1.06 ha (2.62 acres)
Access:	236 Street and a municipal lane
Servicing requirement:	Urban Standard

b) Site Characteristics:

The subject properties consist of low-density residential dwellings in the form of single-family detached houses which abut Dewdney Trunk Road and 236 Street (see Appendices A and B). There is a mix of mature indigenous and non-indigenous vegetation found throughout the site. There are no known water features and the subject properties are relatively flat with little to no changes in elevation. The subject properties are surrounded by different dwelling forms and densities, with the most dominant forms being townhouses and intensive residential dwelling units.

c) Project Description:

The development proposes to rezone the majority of the site (see Appendix C) from RS-3 (Single Detached Rural Residential) to RM-1 (Low Density Townhouse Residential) to create 52 dwelling units. The remainder of the site will be rezoned from RS-3 (Single Detached Rural Residential) to R-2 Single Detached (Medium Density) Urban Residential to create 3 single-family lots.

Multi-Family Residential – RM-1 (Low Density Townhouse Residential)

The development application proposes to rezone the majority of the site to the RM-1 zone to enable the creation of 52 dwelling units within nine separate buildings (see Appendix D). A common driveway access will be permitted from 236 Street and a secondary access is permitted from a municipal lane to the north. The proposed development will have two outdoor amenity areas and one indoor amenity area centrally located on the site. The development is proposing that a combination of the dwelling units be in a tandem parking configuration and double configuration. A table of the breakdown of tandem parking versus side-by-side parking is provided below:

Parking Configuration	Number of Dwelling Units	Percentage of Dwelling Units
Double (side-by-side)	34	65%
Tandem (one behind the other)	18	35%
Total	52	100%

The proposed number of dwelling units with tandem parking contravenes Council Policy No. 6.35, which took effect on May 25, 2021. Council Policy 6.35, subsection 2, limits the number of tandem parking garage units to a maximum of 30% (Appendix E). However, an increase in tandem garage parking may be permitted if on-street parking is available adjacent to the development and if there are geographical constraints. The site is flat, with no geotechnical constraints and parking is not permitted on Dewdney Trunk Road, but is permitted on 236 Street. Each dwelling unit will be required to install Level 2 electrical infrastructure to accommodate the future use of electric vehicles.

The proposed development will be requesting lot line setback variances for both the building faces and accessory projection structures (e.g. stairs, porches, utility closets, balconies, patios, etc.) on the front, rear, interior and exterior lot lines. The specific variances will be outlined in a future report to Council.

Single-Family Residential – R-2 (Single Detached (Medium Density) Urban Residential)

The small northern portion of the subject site fronting Dewdney Trunk Road is being proposed to be rezoned to the R-2 zone to enable the creation of three lots of not less than 336m² (0.08 acres) abutting Dewdney Trunk Road. Vehicle access to the proposed lots will be from a rear municipal lane while pedestrian access will be from both the front and back.

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 further reports 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.

Any subdivision layout provided is strictly preliminary and could change after servicing details and analysis reports are reviewed. Any subdivision layout provided is strictly preliminary and must be approved by the Approving Officer.

d) Planning Analysis:

Official Community Plan:

The development site is currently designated *Urban Residential* in the *Official Community Plan*. The *Urban Residential* designation Major Corridor Policies support the proposed development under the - RM-1 (Low Density Townhouse Residential) zone and the R-2 Single Detached (Medium Density) Urban Residential zone. In this regard, section 3-20 of the *Official Community Plan* supports different housing forms which consist of single detached dwellings, duplexes, triplexes, fourplexes, courtyard residential developments, townhouses, and apartments along the Major Corridor. Additionally, the policy also supports maximum heights of two and a half storeys for ground-oriented developments.

Section 3-21 of the *Official Community Plan* in which the proposed development is subject to, requires that adverse parking and traffic is minimized in the existing neighbourhood whilst supporting a gradual transition of scale and density through building mass and form. The proposed development will be reviewed to ensure it conforms with the *Official Community Plan* and the *Development Permit Area Guidelines*.

Zoning Bylaw:

The current application proposes to rezone the subject properties located at 11956, 11946, 11936 & 11926 236 Street and the majority of 23638 Dewdney Trunk Road, from RS-3 (Single Detached Rural Residential) to RM-1 (Low Density Townhouse Residential), to permit the future construction of 52 dwelling units and a small portion of 23638 Dewdney Trunk Road from RS-3 (Single Detached Rural Residential) to R-2 Single Detached (Medium Density) Urban Residential to create three lots exceeding 315m² (see Appendices C and D). Any variations from the requirements of the proposed zone will require a Development Variance Permit application.

Development Permits:

Pursuant to Section 8.7 of the OCP, a Multi-Family Development Permit application is required to ensure the proposed townhouse portion of the site enhances existing neighbourhoods with compatible housing styles that meet diverse needs, and minimize potential conflicts with neighbouring land uses.

Advisory Design Panel:

A Multi-Family Development Permit is required for the townhouses 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) Parks, Recreation and Culture Department;

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.

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 Multi-Family Residential Development Permit Application (Schedule D);
- 3. A Development Variance Permit (Schedule E); and
- 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 and it is recommended that Council not require any further additional OCP consultation.

“Original signed by Tyson Baker”

Prepared by: **Tyson Baker, B.Pl.**
Planning Technician

“Original signed by Mark McMullen” for

Reviewed by: **Charles R. Goddard, BA, MA**
Director of Planning

“Original signed by Christine Carter”

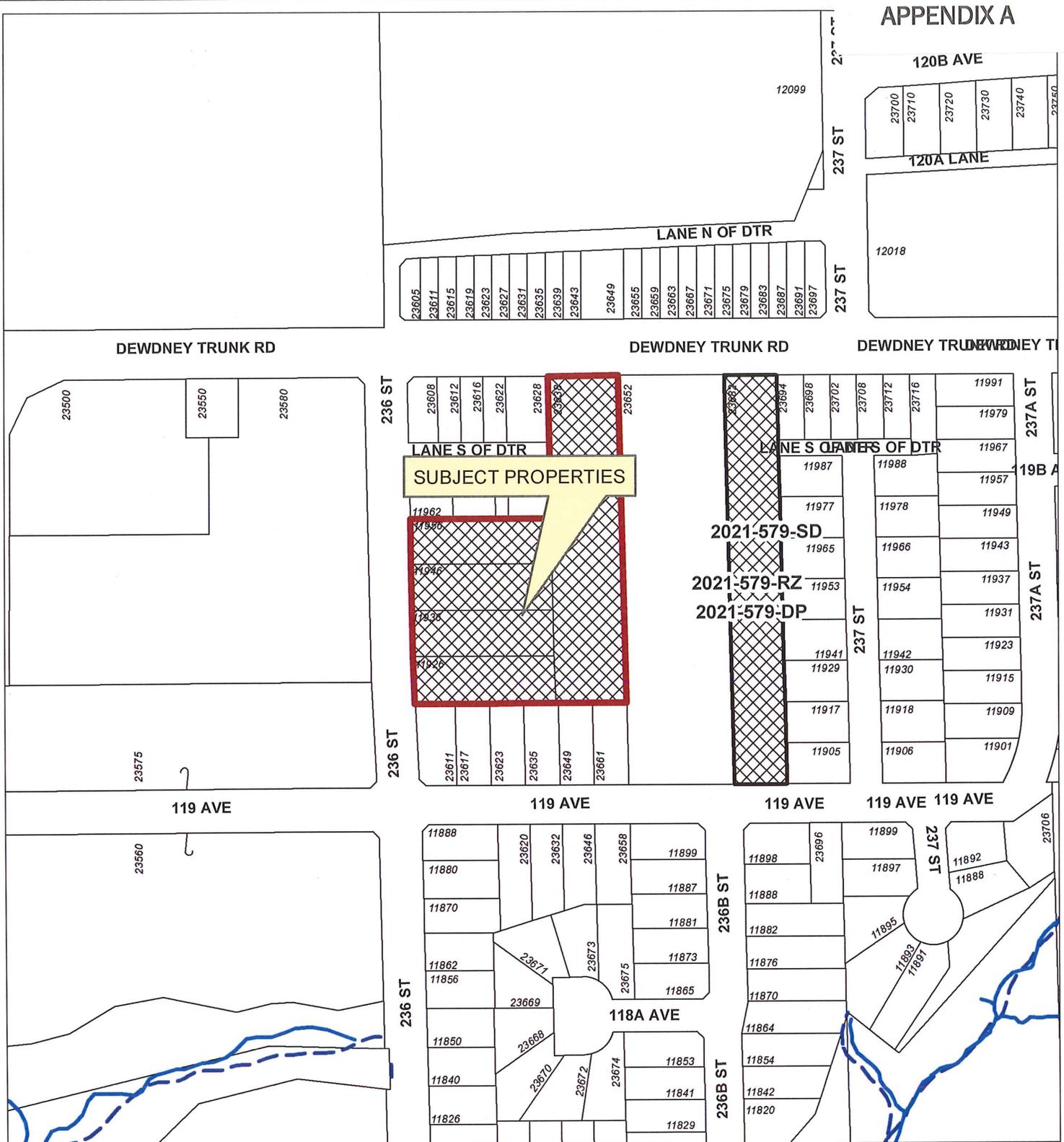
Approved by: **Christine Carter, M.PL, MCIP, RPP**
GM Planning & Development Services

“Original signed by Scott Hartman”

Concurrence: **Scott Hartman**
Chief Administrative Officer

The following appendices are attached hereto:

- Appendix A – Subject Map
- Appendix B – Ortho Map
- Appendix C – Zone Amending Bylaw No. 7852-2022
- Appendix D – Proposed Site Plan
- Appendix E – Policy No. 6.35



Scale: 1:2,500

Legend

- Stream
- Ditch Centreline
- Indefinite Creek
- Active Applications (RZ/SD/DP/VP)

11956/ 46/ 36/ 26 236 STREET &
 23638 DEWDNEY TRUNK ROAD
 PID'S: 009-527-664, 009-527-681,
 009-527-702, 003-899-993 & 002-684-047

PLANNING DEPARTMENT

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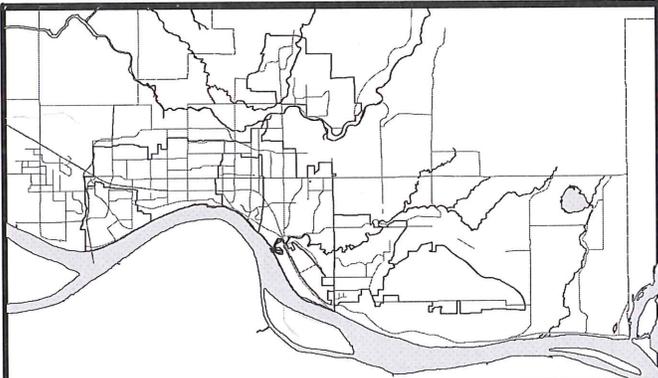
FILE: 2022-034-RZ/DP
 DATE: Apr 14, 2022
 BY: AH



Aerial Imagery from the Spring of 2020



Scale: 1:2,500



11956/ 46/ 36/ 26 236 STREET &
 23638 DEWDNEY TRUNK ROAD
 PID'S: 009-527-664, 009-527-681,
 009-527-702, 003-899-993 & 002-684-047

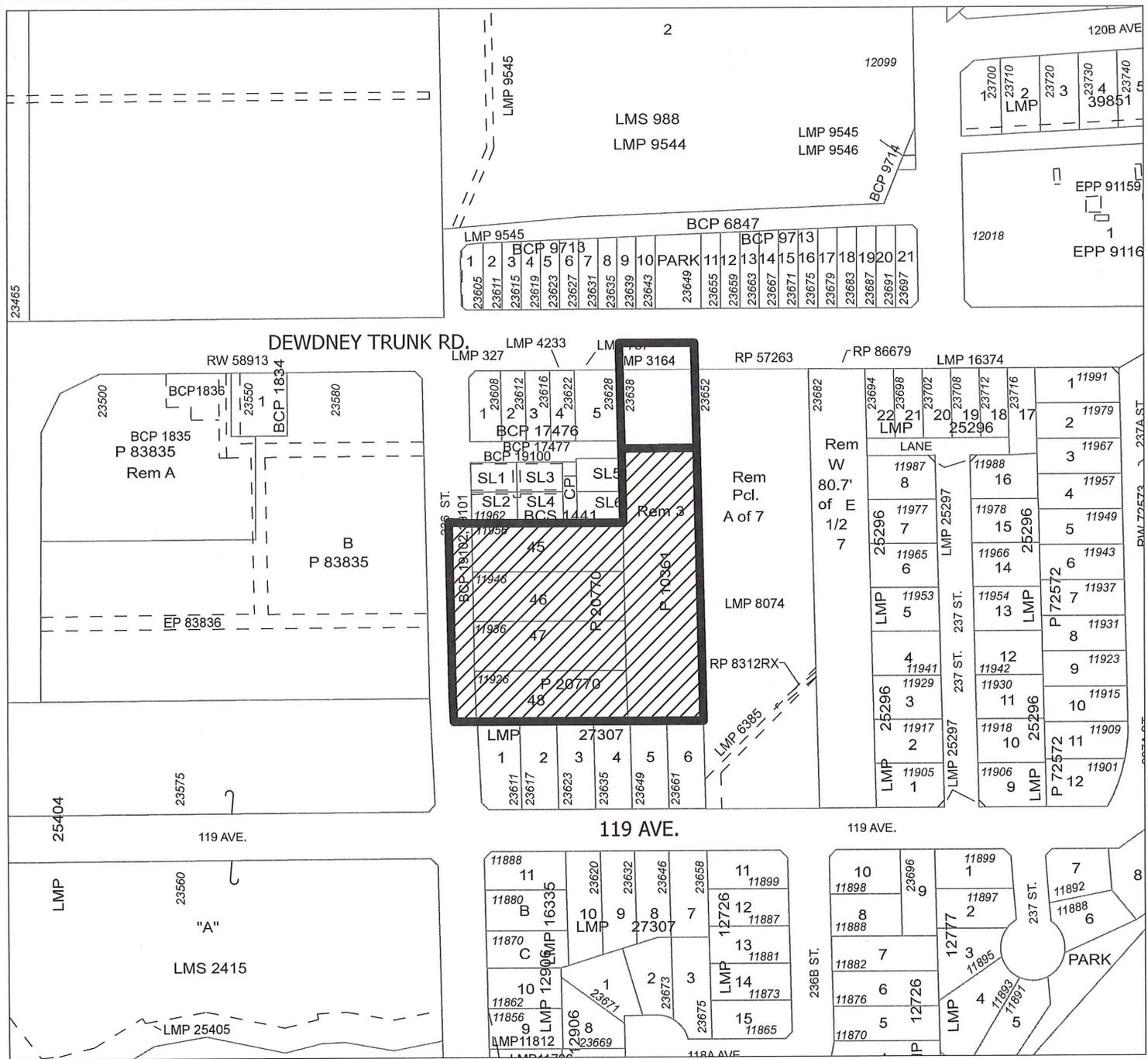
PLANNING DEPARTMENT



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FILE: 2022-034-RZ/DP
 DATE: Apr 14, 2022

BY: AH



MAPLE RIDGE ZONE AMENDING

Bylaw No. 7852-2022

Map No. 1960

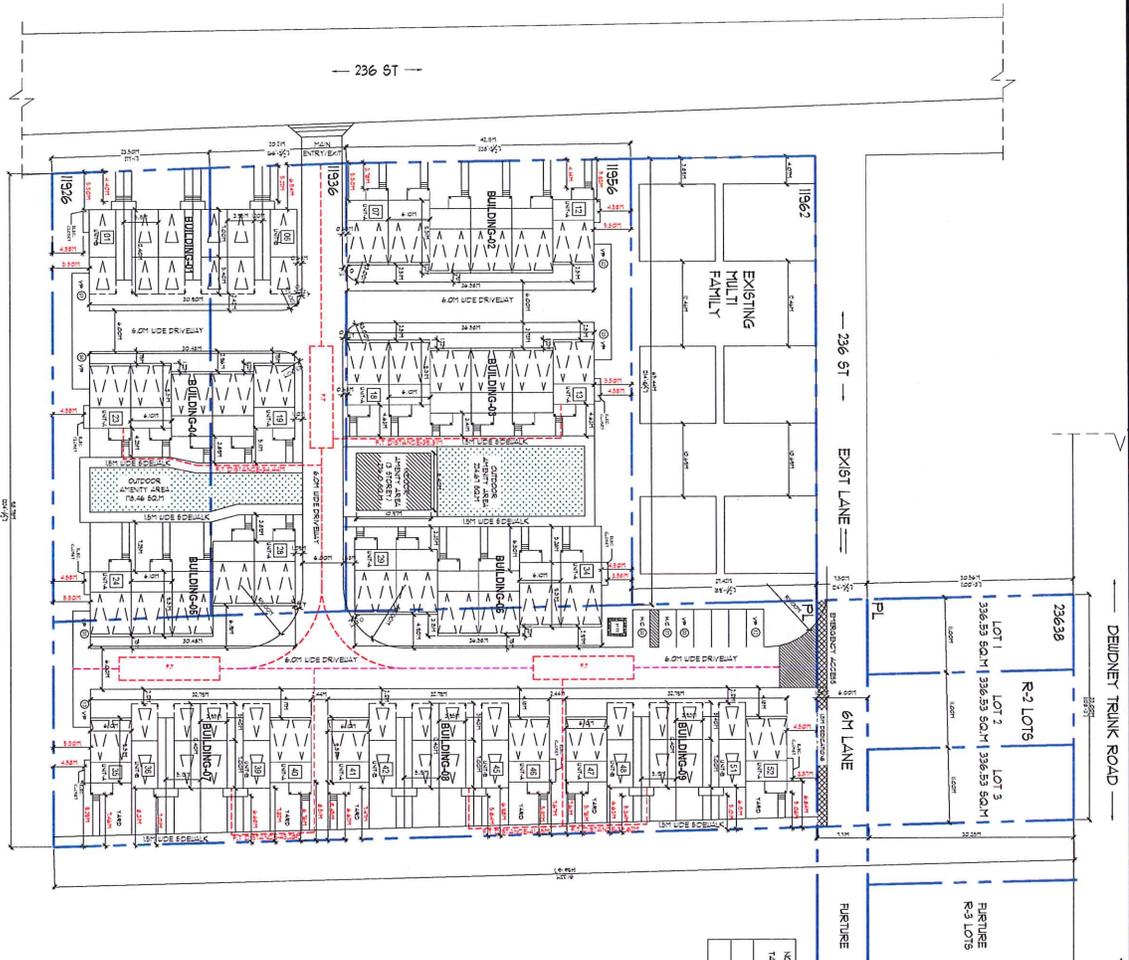
From: RS-3 (Single Detached Rural Residential)

To:  R-2 (Single Detached (Medium Density) Urban Residential)
 RM-1 (Low Density Townhouse Residential)



SCALE 1:2,500

1 SITE PLAN
1/2" = 1'-0"



NOTE: PROPOSED TOWNHOUSES - ZONE STANDARD	
LENGTH - 6.1M	LENGTH - 6.1M
WIDTH - 3.1M	WIDTH - 3.1M/3.63M (CORNER UNIT)

<p>PROJECT: 23638 DEWIDNEY TRUNK RD, MAPLE RIDGE, B.C. CANADA.</p> <p>SHEET DESCRIPTION: SITE PLAN OPTION-4</p> <p>CLIENT: DOUGLAS R. JOHNSON ARCHITECT LTD. 4274-9811 WEST 280 AVE. RICHMOND, BC V7V 2P9 TEL: (604) 273-0117 OFFICE: (604) 273-0117</p>	<p>DATE: 28 OCT 2021</p> <p>DESCRIPTION: PRELIMINARY DESIGN LAYOUT ISSUED FOR DP SUBMISSION</p> <p>DATE: 15 JUL 2021</p> <p>DESCRIPTION: PRELIMINARY DESIGN LAYOUT</p>	<p>DATE: 15 JUL 2021</p> <p>DESCRIPTION: PRELIMINARY DESIGN LAYOUT</p> <p>DATE: 15 JUL 2021</p> <p>DESCRIPTION: PRELIMINARY DESIGN LAYOUT</p>
<p>SCALE: 1/2" = 1'-0"</p> <p>DATE: 28 OCT 2021</p> <p>BY: [Signature]</p> <p>CHECKED: [Signature]</p> <p>REVISION: DP-2.11</p>	<p>COPYRIGHT RESERVED THIS PLAN, DESIGN, DRAWING, SPECIFICATION, AND ALL INFORMATION CONTAINED HEREIN IS THE PROPERTY OF DOUGLAS R. JOHNSON ARCHITECT LTD. AND IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. ANY REUSE, REPRODUCTION, OR DISTRIBUTION OF THIS INFORMATION WITHOUT THE WRITTEN PERMISSION OF DOUGLAS R. JOHNSON ARCHITECT LTD. IS STRICTLY PROHIBITED. THE USER OF THIS INFORMATION AGREES TO HOLD DOUGLAS R. JOHNSON ARCHITECT LTD. HARMLESS FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES, AND EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES, ARISING OUT OF OR RESULTING FROM THE USE OF THIS INFORMATION. REVISED: 2021-10-28</p>	



POLICY MANUAL

Tandem Parking Garage Units Within Townhouse Developments		Policy No.: 6.35
Authority: Legislative <input type="checkbox"/> Operational <input checked="" type="checkbox"/>		Effective Date: May 25, 2021
Approval: Council <input checked="" type="checkbox"/> CMT <input type="checkbox"/> General Manager <input checked="" type="checkbox"/>		Supersedes: N/A
<p>Policy Statement:</p> <p>That with respect to the percentage of tandem parking garage units permitted within a townhouse development with at-grade parking, mainly the RM-1 (Low Density Townhouse Residential) zone, be it resolved that the policy take effect when approved by Council.</p> <ol style="list-style-type: none"> 1. This policy shall apply to all RM-1 (Low Density Townhouse Residential) zoned developments. 2. Council desires no more than 30% tandem parking garage units within the development. 3. Should site-specific conditions, such as geotechnical, watercourse or natural features significantly impact the developable area of the site, up to a maximum of 50% tandem parking garage units may be permitted, as provided in <i>Zoning Bylaw 7600-2019</i>, at the discretion of the Director of Planning. 4. Such an increase in tandem parking garage units shall only be permitted if on-street parking is available adjacent to the development. 		
<p>Purpose:</p> <p>To restrict the amount of tandem parking garage units provided within a townhouse development and to reduce the need for a Development Variance Permit should a variance be warranted based on site-specific conditions.</p>		
<p>Definitions:</p> <p>Tandem Parking: means the placement of one parking space behind another parking space, such that only one parking space has unobstructed access to a drive aisle, driveway or highway.</p>		
Key Areas of Responsibility		
Action to Take	Responsibility	
Advise developers of the Tandem Parking Garage Unit restriction and enforce it through plan review.	Planning	

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: First and Second Reading
Official Community Plan Amending Bylaw No. 7847-2022
Second Reading
Zone Amending Bylaw No. 7774-2021
23348 141 Avenue

MEETING DATE: May 3, 2022
FILE NO: 2021-323-RZ
MEETING: C o W

EXECUTIVE SUMMARY:

An application has been received to rezone the subject property located at 23348 141 Avenue from RS-3 (Single Detached Rural Residential) to R-1 (Single Detached (Low Density) Urban Residential) and R-2 (Single Detached (Medium Density) Urban Residential), to permit a future subdivision of approximately 23 single-family lots. Council granted first reading to Zone Amending Bylaw No. 7774-2021 and considered the early consultation requirements for the Official Community Plan (OCP) amendment on July 13, 2021.

The proposed development is in compliance with the policies of the Silver Valley Area Plan in the Official Community Plan (OCP). Ground-truthing on the site has established the developable areas, and as a result, an OCP amendment is required to revise the boundaries of the land use designations to fit the site conditions.

Pursuant to Council Policy 6.31, this application is subject to the Community Amenity Contribution (CAC) Program at a rate of \$5,100.00 per single family lot, for an estimated amount of \$117,300.00, or such rate as adopted by Council prior to third reading of this rezoning application.

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. 7847-2022 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. 7847-2022 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. 7847-2022 is consistent with the Capital Expenditure Plan and Waste Management Plan;
4. That Official Community Plan Amending Bylaw No. 7847-2022 be given first and second reading and forwarded to Public Hearing;

5. That Zone Amending Bylaw No. 7774-2021 be given second reading as amended, and 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) Amendment to Official Community Plan Schedule "A", Chapter 10.3, Part VI, A – Silver Valley, Figure 2 - Land Use Plan, Figure 3A-Blaney Haney and Figure 4 - Trails / Open Space;
 - iii) Road dedication as required;
 - iv) Park dedication as required, including construction of multi-purpose trails and removal of all debris and garbage from park land;
 - v) Registration of a Restrictive Covenant for the Geotechnical Report, which addresses the suitability of the subject property for the proposed development;
 - vi) Registration of a Restrictive Covenant prohibiting building or subdivision and release of liability until a municipal water system is installed to service the subject properties to the satisfaction of the City;
 - vii) Registration of a Restrictive Covenant for the protection of the Environmentally Sensitive areas (wetlands) on the subject property;
 - viii) Registration of a Statutory Right-of-Way plan and agreement for City infrastructure;
 - ix) Registration of a Restrictive Covenant Tree Protection and Stormwater Management;
 - x) In addition to the Ministry of Environment Site Disclosure Statement, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject property. If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site; and
 - xi) That a voluntary contribution be provided in keeping with the Council Policy 6.31 with regards to Community Amenity Contributions applicable at the time of third reading of this application.

DISCUSSION:

1. Background Context:

Applicant: Morningstar Homes Ltd.

Legal Description: Parcel "One" (Explanatory Plan 16905) Lot "G" Section 33
Township 12 New Westminster District, Plan 16208

OCP:
Existing: Eco-Clusters and Conservation
Proposed: Eco-Clusters and Conservation

Within Urban Area Boundary: Yes
Area Plan: Silver Valley Area Plan
OCP Major Corridor: No

Zoning:
Existing: RS-3 (Single Detached Rural Residential)
Proposed: R-1 (Single Detached (Low Density) Urban Residential) and
R-2 (Single Detached (Medium Density) Urban Residential)

Surrounding Uses:

North:	Use:	Single-Family Residential
	Zone:	RS-3 (Single Detached Rural Residential)
	Designation:	Conservation and Eco-Clusters
South:	Use:	Single-Family Residential
	Zone:	RS-3 (Single Detached Rural Residential)
	Designation:	Conservation and Eco-Clusters
East:	Use:	Single-Family Residential
	Zone:	RS-3 (Single Detached Rural Residential)
	Designation:	Eco-Clusters
West:	Use:	Single-Family Residential
	Zone:	RS-3 (Single Detached Rural Residential)
	Designation:	Conservation and Eco-Clusters

Existing Use of Property: Single-Family Residential (1 house)
Proposed Use of Property: Single-Family Residential (23 houses)
Site Area: 1.49 ha (3.7 acres)
Access: 141 Avenue and new road proposed under Rezoning
Application 2020-168-RZ

Servicing Requirements: Urban Standard
Flood Plain: No
Fraser Sewer Area: Yes

2. Project Description:

The applicant is proposing to rezone the subject property from RS-3 (One Family Rural Residential) to R-1 (Single Detached (Low Density) Urban Residential), with five lots ranging from 372m² to 569.5m², and R-2 (Single Detached (Medium Density) Urban Residential), with 18 lots ranging from 315m² to 357m², to allow a subdivision of approximately 23 single-family lots (see Appendix A).

3. Planning Analysis:

i) Official Community Plan:

The subject properties are designated Eco-Cluster; Conservation and Open Space (see Appendix B). The Eco-Cluster designation refers to the developable portions of the site. Some adjustments in the designations have been made in response to ground-truthing as noted above. These have been adjusted as shown in Appendix C. Section 5.4.6 of the Silver Valley Area Plan speaks to Eco-Cluster densities, as follows:

- i. Densities and housing types should be diversified within and between Eco-Clusters.
- ii. The densities of Eco-Clusters in the eastern sector should be lower than other Eco-Clusters due to limited access and the requirements for accommodating equestrian activities, i.e. pastures and stables.
- iii. An Eco-Cluster includes varying levels of density, ranging from 5 to 15 units per hectare, in the form of single and/or multi-family units, dependent on proximity to a Hamlet centre, slope constraints, view impacts, and existing development.
- iv. Residential areas should be developed in a manner to allow a gradual and natural increase in density over time.

The Eco-Cluster designation is intended to provide development opportunities in sparsely developed or rural areas, in a cluster form which supports sensitive integration of housing into a natural forest setting. Eco-Clusters are located in areas where topography is difficult and the existing rural character should be retained. The specific areas include steep slopes and watercourse are proposed to be designated as Conservation and dedicated to the City as park. The proposed development, with single-family lots and park area, is consistent with the Area Plan.

ii) Zoning Bylaw:

The application proposes a mixture of R-1 (Single Detached (Low Density) Urban Residential), and R-2 (Single Detached (Medium Density) Urban Residential) zones lots (see Appendix D). The table below details the minimum parcel sizes for each zone.

Zone	Minimum Lot Area	Estimated No. of Lots
R-1 (Single Detached (Low Density) Urban Residential)	371m ²	5
R-2 (Single Detached (Medium Density) Urban Residential)	315m ²	18

iii) Off-Street Parking and Loading Bylaw:

Each of the residential zones requires two off-street parking stalls to be provided per lot. The R-1 Single Detached (Low Density) Urban Residential) zone permits a secondary suite as an accessory use; an additional parking stall would be required if a secondary suite was developed in those homes.

iv) Development Permits:

Pursuant to Section 8.10 of the OCP, a Natural Features Development Permit application is required for all development and subdivision activity or building permits for:

- All areas designated *Conservation* on Schedule “B” or all areas within 50 metres of an area designated *Conservation* on Schedule “B”, or on Figures 2, 3 and 4 in the Silver Valley Area Plan;
- All lands with an average natural slope of greater than 15 percent; and
- All floodplain areas and forest lands identified on Schedule “C”

to ensure the preservation, protection, restoration and enhancement of the natural environment and for development that is protected from hazardous conditions.

v) **Development Information Meeting:**

A Development Information Meeting (DIM) was conducted via the Public Comment Opportunity process from March 10, 2022 to March 19, 2022. The applicant received 13 comment cards from the public in which 11 supported and 2 opposed the proposed development. A summary of the main comments and discussions with the attendees was provided by the applicant (see Appendix E).

vi) **Parkland Requirement:**

As there are more than two additional lots proposed to be created, the developer will be required to comply with the park dedication requirements of Section 510 of the *Local Government Act* prior to subdivision approval.

For this project, there is sufficient land that is proposed to be dedicated as park, amounting to approximately 0.22 ha or 14% of the site being required to be dedicated as park as a condition of final reading.

4. **Interdepartmental Implications:**

i) **Engineering Department:**

The Engineering Department has identified that the services required in support of this development do not yet exist on the site. Similar to other development in this neighbourhood of Silver Valley the applicant will need to enter into a Rezoning Servicing Agreement and post securities to do the work identified in the agreement prior to final reading of the bylaw.

Highlights of comments by Engineering include:

- Road dedication along 141 Avenue as required to meet the requirements of the Subdivision & Development Servicing Bylaw for a collector road. The internal road dedications will be a condition of the future subdivision.
- Frontage upgrades along 141 Avenue to an urban collector road standard. The internal roads will be constructed to an urban standard as a condition of the future subdivision application.
- Extension of municipal services along the 141 Avenue as required to meet the requirements of the Subdivision & Development Servicing Bylaw.
- Improvements to the municipal water system to ensure there are adequate fire flows to support the development.
- Construction of a municipal trail system.

ii) **Parks, Recreation and Culture Department:**

The Silver Valley Area Plan identifies a trail through the development site. The dedication and development of this trail as well as, park dedication is a condition of rezoning.

iii) **Environmental Implications:**

The proposed site plan has been considered through an extensive review with the Environmental Section and the applicant's Environmental Professionals. The site plan reflects this collaborative approach in site design. The site design incorporated the recommendations of the Environmental Impact Assessment, the Arborist Report, the Geotechnical Report, the Wildfire Hazard Assessment, and the Stormwater Management Plan to achieve the objectives of the Silver Valley Area Plan.

During the City review of the Watercourse Protection Development Permit, Natural Features Development Permit and subdivision applications, there will be further work with the applicant's consultants on the development site and park areas on:

- the assessment of trees which need to be removed to ensure wind firmness;
- planting of replacement trees as required; and
- coordination with engineering and environmental requirements for stormwater management.

5. 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. A referral was sent to School District No. 42 and their response is Appendix G.

6. Intergovernmental Issues:

i) **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, to conservation and open space boundaries, 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.

7. Citizen/Customer Implications:

The applicant has conducted a Developers Information Meeting which is a City requirement. There is a statutory Public Hearing required as part of the rezoning process for this application.

CONCLUSION:

It is recommended that first and second reading be given to OCP Amending Bylaw No. 7847-2022, that second reading be given to Zone Amending Bylaw No. 7774-2021, and that application 2021-323-RZ be forwarded to Public Hearing.

“Original signed by Wendy Cooper”

Prepared by: **Wendy Cooper, M.Sc., MCIP, RPP
Planner**

“Original signed by Charles Goddard”

Reviewed by: **Charles R. Goddard, BA, MA
Director of Planning**

“Original signed by Christine Carter”

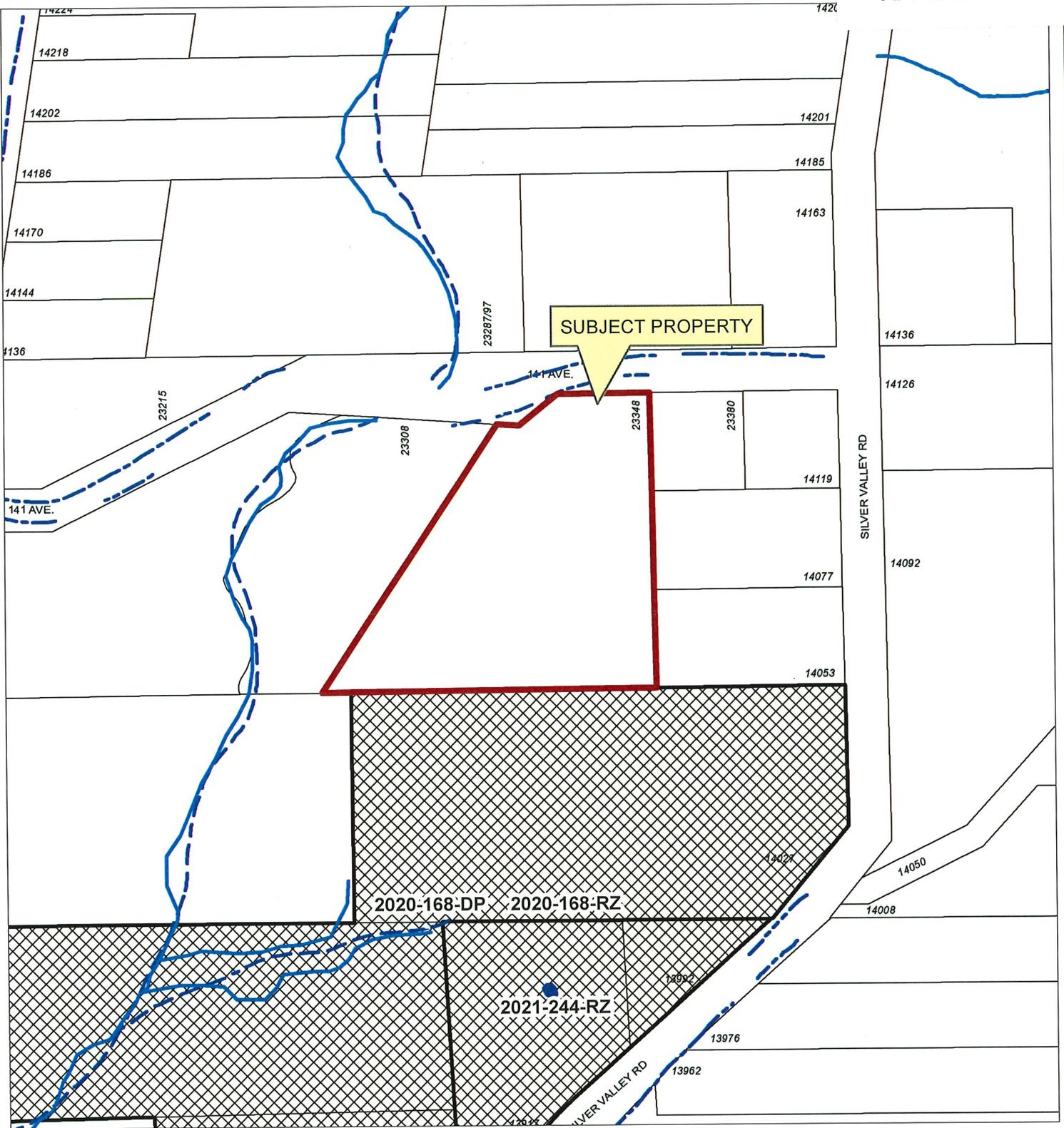
Approved by: **Christine Carter, M.PL, MCIP, RPP
GM Planning & Development Services**

“Original signed by Scott Hartman”

Concurrence: **Scott Hartman
Chief Administrative Officer**

The following appendices are attached hereto:

- Appendix A – Subject Map
- Appendix B – Ortho Map
- Appendix C – OCP Amending Bylaw No. 7847-2022
- Appendix D – Zone Amending Bylaw No. 7774-2021
- Appendix E – DIM Summary form Applicant
- Appendix F – Site Plan
- Appendix G – School District No. 42 Response



Scale: 1:2,500

Legend

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

23348 141 AVENUE
PID: 003-826-589

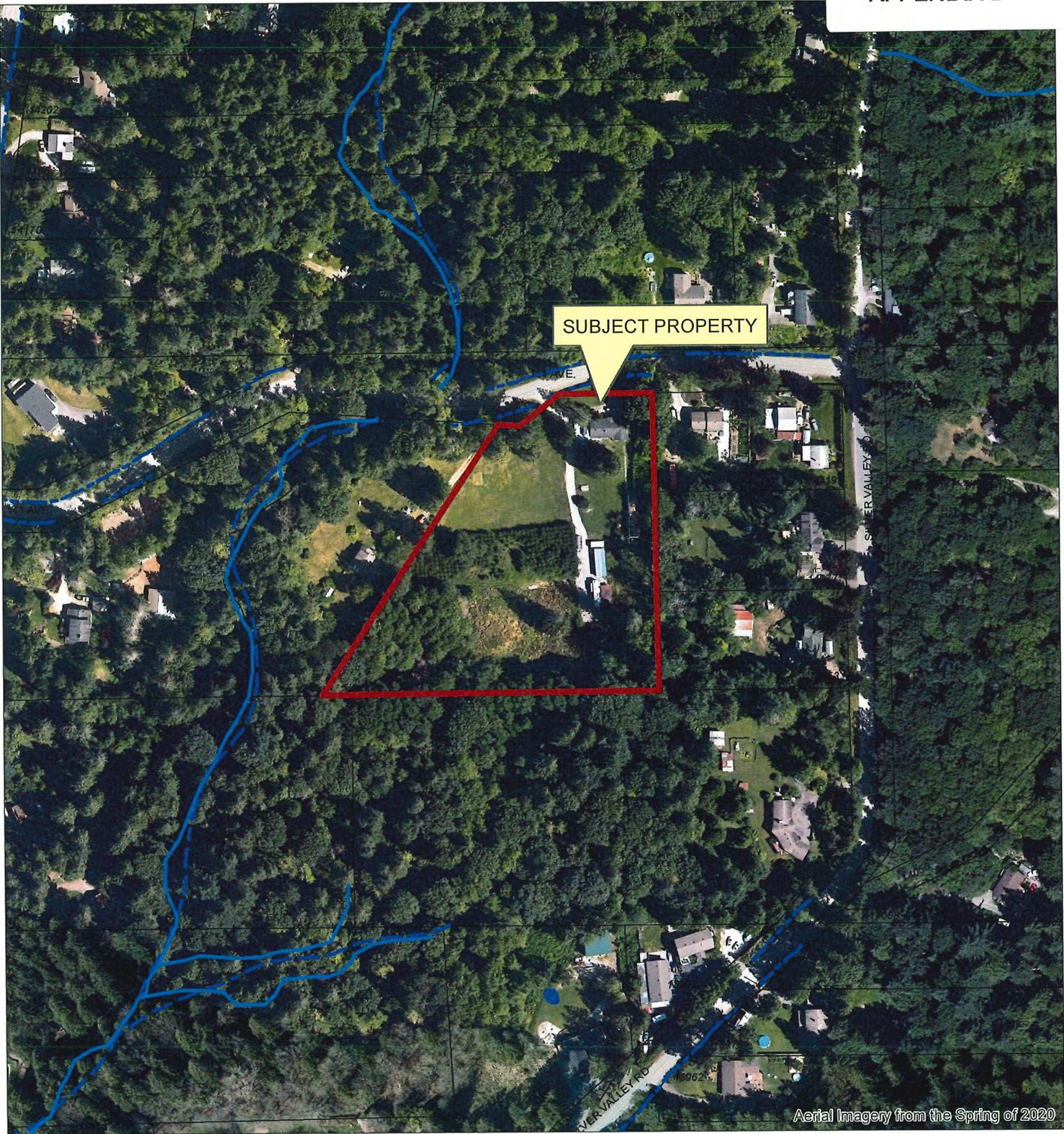
PLANNING DEPARTMENT



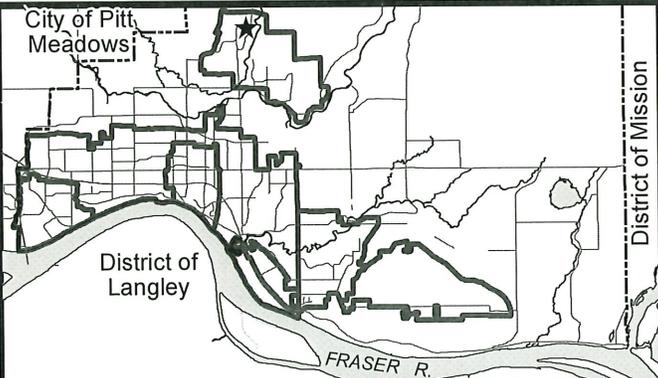
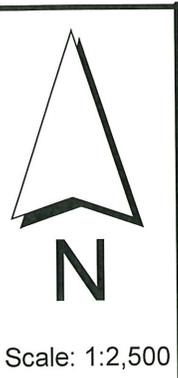
mapleridge.ca

FILE: 2021-323-RZ
DATE: Jun 14, 2021

BY: PC



Aerial Imagery from the Spring of 2020



23348 141 AVENUE
 PID: 003-826-589

PLANNING DEPARTMENT



MAPLE RIDGE
 British Columbia

mapleridge.ca

FILE: 2021-323-RZ
 DATE: Jun 14, 2021

BY: PC

**CITY OF MAPLE RIDGE
BYLAW NO. 7774-2021**

A Bylaw to amend Schedule "A" Zoning Bylaw Map forming part of
Zoning Bylaw No. 7600-2019 as amended

WHEREAS, it is deemed expedient to amend Maple Ridge Zoning Bylaw No. 7600-2019 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. 7774-2021."
2. That parcel or tract of land and premises known and described as:

Parcel "One" (Explanatory Plan 16905) Lot G Section 33 Township 12 New Westminster Plan 16208

and outlined in heavy black line on Map No. 1897 a copy of which is attached hereto and forms part of this Bylaw, is hereby rezoned to R-1 (Single Detached (Low Density) Urban Residential), and R-2 (Single Detached (Medium Density) Urban Residential).

3. Maple Ridge Zoning Bylaw No. 7600-2019 as amended and Map "A" attached thereto are hereby amended accordingly.

READ a first time the 9th day of November, 2021.

READ a second time as amended 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

March 21st, 2022

Planning Department
City of Maple Ridge
11995 Haney Place, Maple Ridge
Attention: Wendy Cooper

**Re: 2021-323-RZ – Public Comment Opportunity – Karasin Phase 3
23348 141st Avenue, Maple Ridge**

Dear Wendy,

The following documents reflect the results from our Development Information / Public Comment Opportunity held from March 10th – 19th, 2022.

1. Public Comment Opportunity Summary
2. Copy of Site Signs, News Ad, and Invitation Letter
3. 13 Comment Cards (11 in Support, 2 Opposed)

We trust the above is in order and we would like to request a Report to Council for Second Reading.

Warm Regards,

A handwritten signature in blue ink, appearing to read "Addie Anderson".

Addie Anderson
Development Manager
Morningstar Homes

580-861 201 Street
Langley, BC V2Y 0G9
aanderson@mstarhomes.com

Public Comment Opportunity Summary

The Public Comment Opportunity for 2021-323-RZ was held during March 10th – 19th, 2022 inclusive. Comments were collected mainly through emails to aanderson@mstarhomes.com, some by phone (which were recorded and approved to submit), and by comment card provided.

The following documents were provided to notify the public, per DIM policy:

1. Posted update to the Development Information Sign, (March 1st, 2022)
2. Ads in the *Maple Ridge Pitt Meadows News* (February 25th and March 4th, 2022)
3. Invitation Letter delivered to neighbourhood residents (March 5th, 2022)

Summary of Feedback:

13 responses were collected:

11 responses were in support.

2 responses were opposed.

Comment Summary

Please review attached original comment cards for details.

Development Sign: Updated for PCO March 1st, 2022



580-861 201 Street
Langley, BC V2Y 0G9
aanderson@mstarhomes.com

Invitation Letter Package Mailed and Shared with Residents

MORNINGSTAR

March 5th, 2022

PUBLIC COMMENT OPPORTUNITY FOR 2021-323-RZ
23348 141st Avenue, Maple Ridge
March 10-19th, 2022

Re: 2021-323-RZ – OCP, REZONING

Dear Neighbour,

You are invited to participate in a Public Comment Opportunity to review and provide comments on the proposed development in your neighbourhood. The intent of this opportunity is to seek input from the area residents on the proposed development and address any questions which may arise. The proposal includes the following components:

Official Community Plan Boundary Amendment:

Existing: Eco Cluster
Proposed: Eco Cluster and Open Space

Zoning Amendment:

Existing: RS-3 (Single Detached Rural Residential)
Proposed: R-1 (Single Detached Low Density Residential), R-2 (Single Detached Medium Density Residential)

Subdivision Proposal:

23 Single Family Homes, min lot size: 315m²
Trail Extension: ~50m, Park Area: ~3,040m², Total Site Size: ~3.7 Acres

If you require additional information or would like to provide your comments, please contact: Morningstar Homes at 778-688-4000 or by email aanderson@mstarhomes.com, or the City of Maple Ridge Planning Department 604-467-7341.

PUBLIC COMMENT OPPORTUNITY PERIOD:

March 10-19th, 2022

EMAIL OR CALL FOR INFORMATION AND TO PROVIDE COMMENTS:

778-688-4000 aanderson@mstarhomes.com

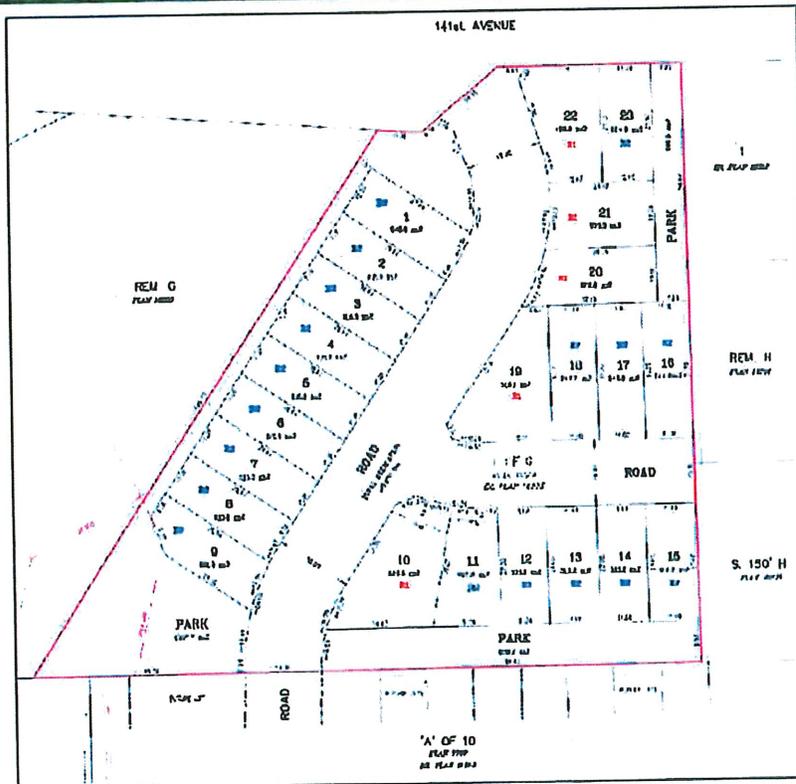
Sincerely,

Addie Anderson
Development Manager
Morningstar Homes Ltd.
778-688-4000

Please note that all comment and attendance sheets produced as a result of this Public Comment Opportunity 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

580-861 201 Street
Langley, BC V2Y 0G9
aanderson@mstarhomes.com

Proposed Subdivision Plan – 2021-323-RZ Phase 3



Please note that all comment and attendance sheets produced as a result of this Public Comment Opportunity 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

PUBLIC COMMENT OPPORTUNITY - COMMENT CARD

2021-323-RZ Proposed Subdivision by Morningstar Homes at:
23348 141st Avenue, Maple Ridge

Once completed, please scan or take a photo of your comment card and send it to aanderson@mstarhomes.com or text it to 778-688-4000.

If you have any questions, call 778-688-4000.

Comments will be collected during March 10th – 19th 2022.

Name: _____

Phone Number: _____

Address: _____

Brief description of your relationship to the community:

(For example: live in the area / work in the area / visit for recreation etc.)

Provide your comments on the 2021-323-RZ Proposal:

Do you have any questions for Morningstar Homes?

Signature: _____

Date: _____

Please note that all comment and attendance sheets produced as a result of this Public Comment Opportunity 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

Comment Cards and Emails Received

13 Total

11 in Support

2 Opposed



PUBLIC COMMENT OPPORTUNITY - COMMENT CARD

2021-323-RZ Proposed Subdivision by Morningstar Homes at:
23348 141st Avenue, Maple Ridge

Once completed, please scan or take a photo of your comment card and send it to aanderson@mstarhomes.com or text it to 778-688-4000.

If you have any questions, call 778-688-4000.

Comments will be collected during March 10th – 19th 2022.

Name:

Phone Number:

Address:

Brief description of your relationship to the community:
(For example: live in the area / work in the area / visit for recreation etc.)

Grew up in Whonnock

Provide your comments on the 2021-323-RZ Proposal:

I supported 2nd Phase and I support the 3rd Phase as well.

Thank you for helping build our communities and being part of the housing supply solution.

Do you have any questions for Morningstar Homes?

What has to happen for the city to expedite home construction permits to tackle the serious housing supply problem?

Signature: _____

Date: March 7, 2022

Please note that all comment and attendance sheets produced as a result of this Public Comment Opportunity 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

PUBLIC COMMENT OPPORTUNITY - COMMENT CARD

2021-323-RZ Proposed Subdivision by Morningstar Homes at
23348 141st Avenue, Maple Ridge

Once completed, please scan or take a photo of your comment card and send it to
randerson@mstarhomes.com or text it to 778-688-4000.

If you have any questions, call 778-688-4000.
Comments will be collected during March 10th - 19th 2022.

Name:

Phone Number:

Address:

Brief description of your relationship to the community:
(For example: live in the area / work in the area / visit for recreation etc.)

Maple Ridge resident for 31 years.
Silver valley Resident for 14 years.

Provide your comments on the 2021-323-RZ Proposal:

Proposal starts addressing housing needs of
community and housing stock and diverse
needs.

Do you have any questions for Morningstar Homes?

Continue building the high quality homes
which add value to the neighborhood.

Signature:

[Redacted Signature]

Date:

Please note that all comment card information is confidential and will be provided to the City of Maple Ridge and form part of the public record.



PUBLIC COMMENT OPPORTUNITY - COMMENT CARD

2021-323-RZ Proposed Subdivision by Morningstar Homes at:
23348 141st Avenue, Maple Ridge

Once completed, please scan or take a photo of your comment card and send it to aanderson@mstarhomes.com or text it to 778-688-4000.

If you have any questions, call 778-688-4000.

Comments will be collected during March 10th – 19th 2022.

Name:

Phone Number:

Address:

Brief description of your relationship to the community:
(For example: live in the area / work in the area / visit for recreation etc.)

I live in Anderson Creek Estates, a small neighbourhood of 27 homes next to Bride Ridge off 232 (another Morningstar development)

Provide your comments on the 2021-323-RZ Proposal:

I have had a chance to review the plan as depicted in the proposed plan and am pleased to see single family homes coming into that development in this phase. I think this mix of different units (homes vs townhomes) is good.

Do you have any questions for Morningstar Homes? *→ (none, I have already asked)*

As neighbours to Bride Ridge, well into its 3rd year of construction, we continue to be satisfied with Morningstar's behaviour throughout this time. We have no reason to believe this project would be any different. As a company, Morningstar's messaging and execution seem to be very aligned/consistent. That's always a good sign. We therefore, support their new project proposals.

Signature: _____

Date: Mar 11
2022

Please note that all comment and attendance sheets produced as a result of this Public Comment Opportunity 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

PUBLIC COMMENT OPPORTUNITY - COMMENT CARD

2021-323-RZ Proposed Subdivision by Morningstar Homes at:
23348 141st Avenue, Maple Ridge

Once completed, please scan or take a photo of your comment card and send it to aanderson@mstarhomes.com or text it to 778-688-4000.

If you have any questions, call 778-688-4000.

Comments will be collected during March 10th - 19th 2022.

Name: _____ Phone Number: _____

Address: _____

Brief description of your relationship to the community:
(For example: live in the area / work in the area / visit for recreation etc.)

LIVE IN THE AREA

Provide your comments on the 2021-323-RZ Proposal:

Very excited about it, Morningstar has beautiful homes & they are a great developer to have in the community.

Do you have any questions for Morningstar Homes?

N/A

Signature: _____

Date: MAR 11 2022

PUBLIC COMMENT OPPORTUNITY - COMMENT CARD

2021-323-RZ Proposed Subdivision by Morningstar Homes at:
23348 141st Avenue, Maple Ridge

Once completed, please scan or take a photo of your comment card and send it to aanderson@mstarhomes.com or text it to 778-688-4000.

If you have any questions, call 778-688-4000.

Comments will be collected during March 10th – 19th 2022.

Name:

Phone Number:

Address:

Brief description of your relationship to the community:

(For example: live in the area / work in the area / visit for recreation etc.)

- We are neighbours to Morningstar's development on 110 AVENUE in Maple Ridge.
 - Morningstar & Addie Anderson have proven to be excellent to deal with in regards to updates or information on the project. Provide your comments on the 2021-323-RZ Proposal. Meet door.
 - We are in support of Morningstar's 2021-323-RZ proposal.
 - Morningstar has proven that they can build quality homes, protect the environment and build positive relationships.
- Do you have any questions for Morningstar Homes?
- Just a comment! Keep up the great work! Morningstar is building quality homes and adding well designed additions to our neighbourhoods!

Signature: _____

Date: March 17, 2022



PUBLIC COMMENT OPPORTUNITY - COMMENT CARD

2021-323-RZ Proposed Subdivision by Morningstar Homes at:
23348 141st Avenue, Maple Ridge

Once completed, please scan or take a photo of your comment card and send it to aanderson@mstarhomes.com or text it to 778-688-4000.
If you have any questions, call 778-688-4000.
Comments will be collected during March 10th - 19th 2022.

Name: _____ Phone Number: _____

Address: _____

Brief description of your relationship to the community:
(For example: live in the area / work in the area / visit for recreation etc.)

I live in the area

Provide your comments on the 2021-323-RZ Proposal:

I supported this proposal before, and still support this.

Do you have any questions for Morningstar Homes?

Signature: _____

Date: *March 17th 2022*

Please note that all comment and attendance sheets produced as a result of this Public Comment Opportunity 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



PUBLIC COMMENT OPPORTUNITY - COMMENT CARD

2021-323-RZ Proposed Subdivision by Morningstar Homes at:
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If you have any questions, call 778-688-4000.

Comments will be collected during March 10th – 19th 2022.

Name: _____ Phone Number: _____

Address: _____

Brief description of your relationship to the community:
(For example: live in the area / work in the area / visit for recreation etc.)

We own a home nearby and have lived in Silver valley for almost 10 years.
We use and enjoy the trails in the area often.

Provide your comments on the 2021-323-RZ Proposal:

I supported phase 1 and 2, and also support phase 3. The conservation and eco-cluster zoning strikes a nice balance between nature and development. Looking forward to the upgrades on Silver Valley Road.

Do you have any questions for Morningstar Homes?

None.

Signature: _____

Date: Mar 17 2022

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PUBLIC COMMENT OPPORTUNITY - COMMENT CARD

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If you have any questions, call 778-688-4000.

Comments will be collected during March 10th – 19th 2022.

Name:

Phone Number:

Address:

Brief description of your relationship to the community:

(For example: live in the area / work in the area / visit for recreation etc.)

I work in the area as well as spend time visiting local establishments in my free time.

Provide your comments on the 2021-323-RZ Proposal:

The new development is a great idea and would benefit our community. It would provide more housing which is needed in our neighbourhood. Post-development the community would see extensive social and economic benefits which would impact everyone in the community.

Do you have any questions for Morningstar Homes?

I have no questions currently.

Signature: _____

Date: 03-17-2022

Please note that all comment and attendance sheets produced as a result of this Public Comment Opportunity 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



PUBLIC COMMENT OPPORTUNITY - COMMENT CARD

2021-323-RZ Proposed Subdivision by Morningstar Homes at:
23348 141st Avenue, Maple Ridge

Once completed, please scan or take a photo of your comment card and send it to

aanderson@mstarhomes.com or text it to 778-688-4000.

If you have any questions, call 778-688-4000.

Comments will be collected during March 10th – 19th 2022.

Name:

Phone Number:

Address:

Brief description of your relationship to the community:

(For example: live in the area / work in the area / visit for recreation etc.)

I have lived and worked in Maple Ridge for the last 2 years now.

Provide your comments on the 2021-323-RZ Proposal:

Having visited other Morning Star developments, I have been impressed with their desire to include trails, park and riparian works that add to the livability of these homes. The addition of these homes, will open up more areas for people and kids to explore their neighbourhood.

Do you have any questions for Morningstar Homes?

Are you hoping to develop more homes on the lot to the east of the proposed subdivision.

Signature: _____

Date: March 7, 2022

Please note that all comment and attendance sheets produced as a result of this Public Comment Opportunity 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



PUBLIC COMMENT OPPORTUNITY - COMMENT CARD

2021-323-RZ Proposed Subdivision by Morningstar Homes at:
23348 141st Avenue, Maple Ridge

Once completed, please scan or take a photo of your comment card and send it to aanderson@mstarhomes.com or text it to 778-688-4000.

If you have any questions, call 778-688-4000.

Comments will be collected during March 10th – 19th 2022.

Name:

Phone Number:

Address:

Brief description of your relationship to the community:

(For example: live in the area / work in the area / visit for recreation etc.)

I am a neighbour to this development and have lived in the Silver Valley on 141st since 1977.

Provide your comments on the 2021-323-RZ Proposal:

- I like the traffic connections through 141st and Silver Valley Road
- I like the trail connection and park areas.

Do you have any questions for Morningstar Homes?

No.

Signature: _____

Date: March 11th 2022

Please note that all comment and attendance sheets produced as a result of this Public Comment Opportunity 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



PUBLIC COMMENT OPPORTUNITY - COMMENT CARD

2021-323-RZ Proposed Subdivision by Morningstar Homes at:
23348 141st Avenue, Maple Ridge

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If you have any questions, call 778-688-4000.

Comments will be collected during March 10th – 19th 2022.

Name:

Phone Number:

Address:

Brief description of your relationship to the community:
(For example: live in the area / work in the area / visit for recreation etc.)

LIVE / WORK

Provide your comments on the 2021-323-RZ Proposal:

I SUPPORT THIS DEVELOPMENT
THERE IS AN EXTREME SHORTAGE
OF HOUSES IN MAPLE RIDGE

Do you have any questions for Morningstar Homes?

Signature: _____

Date: MARCH 14/22

Please note that all comment and attendance sheets produced as a result of this Public Comment Opportunity 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

Addie Anderson

From: .
Sent: March 19, 2022 3:50 PM
To: Addie Anderson
Cc:
Subject: Public Comment For 2021-323-RZ

Please submit this as my public comment for the proposed development of 23348 141st Ave. I own and reside at
Our family and property has been greatly impacted by development in the area. The impacts on the environment and quality of life here due to increased crime, noise, garbage and traffic are not being addressed by the city as new proposals are approved. I am concerned that plans are drawn up based on past environmental conditions without consideration to the evolving climate and extreme weather conditions we are sure to see in future years. With limited road access to the area, thousands of people being stranded in a fire or flood event could have tragic consequences. I love my long time home in Silver Valley but no longer have the sense of calm and security I once did here.

Addie Anderson

From: [redacted]
Sent: March 19, 2022 9:12 PM
To: Addie Anderson
Subject: Re: 2021-323-RZ; 23348 141st Avenue

Thanks, Addie.

On Saturday, March 19, 2022, 07:11:25 p.m. PDT, Addie Anderson <aanderson@mstarhomes.com> wrote:

Hello

Thank you for your feedback. I will include it in the package to council.

Regarding your comment about preserving forested areas - to help clarify, this parcel of land had been cleared by the previous owners and maintained as a Christmas tree and hobby farm over the past decade. No natural forest ecosystem is being removed for this proposal. In fact, many trees along the edges of the development are being retained within the proposed park dedication.

If you have any other questions, please do not hesitate to reach out.

Thank you,

Addie Anderson

On Mar 19, 2022, at 6:51 PM, [redacted] wrote:

Hi Addie,

I have the following comments regarding the above development application:

I do not support this development application for the following reasons:

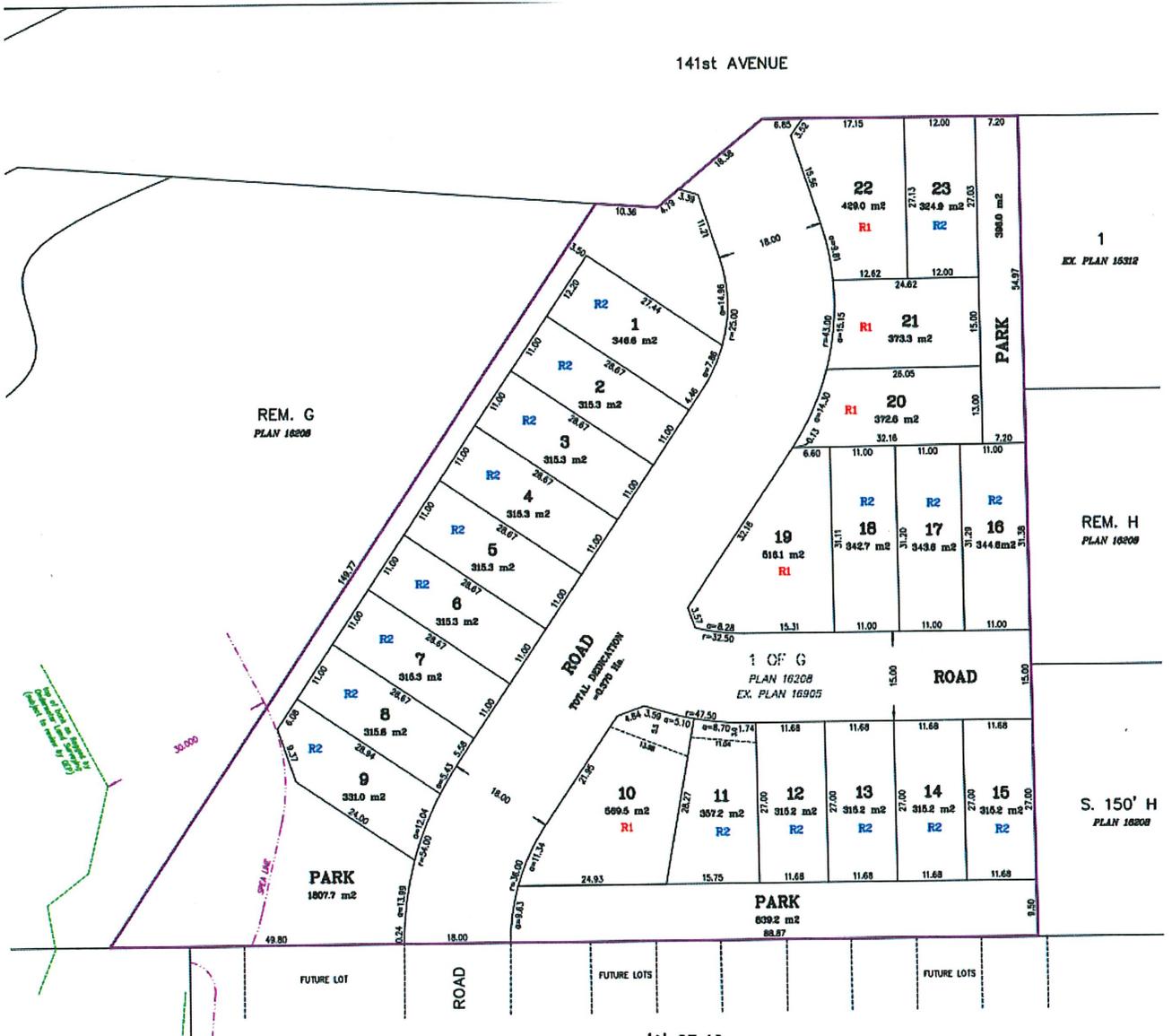
In view of worsening climate change effects, in particular the hotter and drier summers, I think the concept of eco-clusters such as this one needs to be revisited. In case of a forest fire, the people living in these homes may become trapped, as access is by one single road.

Also as a result of worsening climate change, extreme rainfall events are expected to increase. Further development on the mountainside will increase the risk of flooding and erosion downstream.

I also do not think it's a good idea to allow more single family development on a mountainside so far from amenities, as those who will be living here will be 100% car dependent.

Another reason why I am opposed to this development is the need to preserve forested areas as much as possible.

Thanks,





April 3, 2022

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

Attention: Wendy Cooper

Dear Ms. Cooper:

Re: File #: 2021-323-RZ
Legal: Lot: G, Section: 33, Township: 12, Plan: NWP16208
Location: 23348 141 AVE
From: RS-3 (Single Detached Rural Residential)
To: R-1 (Single Detached (Low Density) Urban Residential), R-2 (Single Detached (Medium Density) Urban Residential)

The proposed application would affect the student population for the catchment areas currently served by Yennadon Elementary and Garibaldi Secondary School.

Yennadon Elementary has an operating capacity of 628 students. For the 2021-22 school year the student enrolment at Yennadon Elementary is 688 students (110% utilization) including 76 students from out of catchment.

Garibaldi Secondary School has an operating capacity of 1050 students. For the 2021-22 school year the student enrolment at Garibaldi Secondary School is 982 students (94% utilization) including 270 students from out of catchment.

Sincerely,

Flavia Coughlan
Secretary Treasurer
The Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows)

cc: Ihor Politylo
David Vandergugten
Derek Oppedisano



City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
MEETING DATE: May 3, 2022
FILE NO: 2020-168-RZ
MEETING: C o W

SUBJECT: Alternate Approval Process for Park Use Bylaw
Silver Valley Road (Plan BCP 46658 Section 33 Township 12 NWD);
Zone Amending Bylaw No. 7662-2020
13960 232 Street, 13897 and 14027 Silver Valley Road

EXECUTIVE SUMMARY:

Council granted third reading to Zone Amending Bylaw No. 7662-2020 on June 22, 2021, to permit a future subdivision of approximately 64 lots for the properties located at 13960 232 Street and 13897 & 14027 Silver Valley Road. One of the conditions that must be met by the applicant prior to adoption of Zone Amending Bylaw No. 7662-2020 is the installation of a storm sewer line to service the properties (see Appendices A and B). The proposed routing of this storm sewer line is through a portion of a park (Appendix C).

As required under Section 27 of the *Community Charter*, S.B.C., 2003, c26, a bylaw must be approved by Council to permit the utilization of park land for this proposed storm sewer line. That bylaw will come before Council under a separate report at a later date and will take into account the results of the required public notice/process or alternative approval process for public to comment on the encumbrance of the park land.

RECOMMENDATIONS:

1. That staff develop a Park Use Bylaw to permit a City storm sewer line in Dedicated Park Land located at Silver Valley Road (Plan BCP 46658 Section 33 Township 12 New Westminster District); and further
2. That staff commence public engagement through the Alternative Approval Process for the proposed Park Use Bylaw to permit a City storm sewer line in Dedicated Park Land located at Silver Valley Road (Plan BCP 46658 Section 33 Township 12 New Westminster District), subject to the compliance with the notice provisions of Sections 27, 86 and 94 of the *Community Charter*, S.B.C., 2003, c.26.

DISCUSSION:

a) **Background Context:**

Applicant: Morningstar Homes Ltd.
Legal Description: Silver Valley Road (Dedicated Park on Plan BCP 46658, Section 33, Township 12, New Westminster District)

OCP:		
Existing:		Open Space
Within Urban Area Boundary:		Yes
Area Plan:		Silver Valley Area Plan
OCP Major Corridor:		Yes
Zoning:		
Existing:		RS-3 (One Family Rural Residential)
Proposed:		RS-3 (One Family Rural Residential)
Surrounding Uses:		
North:	Use:	Single-Family Residential under rezoning application 2020-168-RZ
	Zone:	RS-3 (Single Detached Rural Residential)
	Designation:	Eco Cluster, Conservation, and Open Space
South:	Use:	Single-Family Residential
	Zone:	RS-1 (Single Detached Residential)
	Designation:	Low Density Urban
East:	Use:	Silver Valley Road then across the road Single-Family Residential
	Zone:	RS-3 (One Family Rural Residential)
	Designation:	Eco Cluster and Conservation
West:	Use:	Single-Family Residential
	Zone:	RS-1b (Single Detached (Medium Density) Residential)
	Designation:	Low/Medium Density Residential
Existing Use of Property:		Park
Proposed Use of Property:		Park
Site Area:		2.24 ha (5.53 acres)
Access:		232 Street and Silver Valley Road
Servicing requirement:		Urban Standard

b) Site Characteristics:

The subject park is located in the Silver Valley neighbourhood east of 232 Street, west of Silver Valley Road, and south of 13920 232 Street as shown on Appendix C. The subject park contains a mixture of coniferous and deciduous trees. The subject park is a passive park containing a constructed gravel multi- use trail. This gravel multi-use trail runs from Silver Valley Road through the park to 232 Street.

c) Project Description:

The proposed use within the park land would be the installation of a City storm sewer line. Since the park land was dedicated park under Section 510 of the Local Government Act (LGA) there was no title created at the time of subdivision. In order to use this dedicated park for purposes other than park, public notice and approval through alternate process must be obtained, and a bylaw must be created to allow the use and encumbrance through a Statutory Right Of Way (SRW).

The City Engineering and Parks Departments support the proposed City storm sewer line through the subject park.

The proposed area to be used for the City storm sewer line is conceptual and requires refinement through the detailed engineering design at time of approval of the Servicing Agreement.

An SRW is an encumbrance on a parcel of land, and Section 27 of the *Community Charter* requires that such an encumbrance (even if unregistered) on land dedicated as park by a subdivision plan require the adoption of a bylaw allowing for same. This is based on the broad definition of the word “dispose” in the *Interpretation Act*, whereby to charge the land with an encumbrance may be interpreted as a disposition of the park land interest for the purpose it was dedicated. That bylaw will come before Council under a separate report at a later date and will take into account the results of the required public notice/process or alternative approval process for public to comment on the encumbrance of the park land.

CONCLUSION:

The proposed use of the subject park will provide a necessary routing for a City storm sewer line. It is recommended that Council authorize staff to bring forward an appropriate bylaw to permit the installation of a City storm sewer line within the subject park property.

“Original signed by Wendy Cooper”

Prepared by: **Wendy Cooper, M.Sc., MCIP, RPP
Planner**

“Original signed by Charles Goddard”

Reviewed by: **Chuck Goddard, BA, MA
Director of Planning**

“Original signed by Patrick Hlavac-Winsor”

Reviewed by: **Patrick Hlavac-Winsor
General Counsel and Executive Director,
Legal & Legislative Services**

“Original signed by Christine Carter”

Approved by: **Christine Carter, M.PL, MCIP, RPP
GM Planning & Development Services**

“Original signed by Scott Hartman”

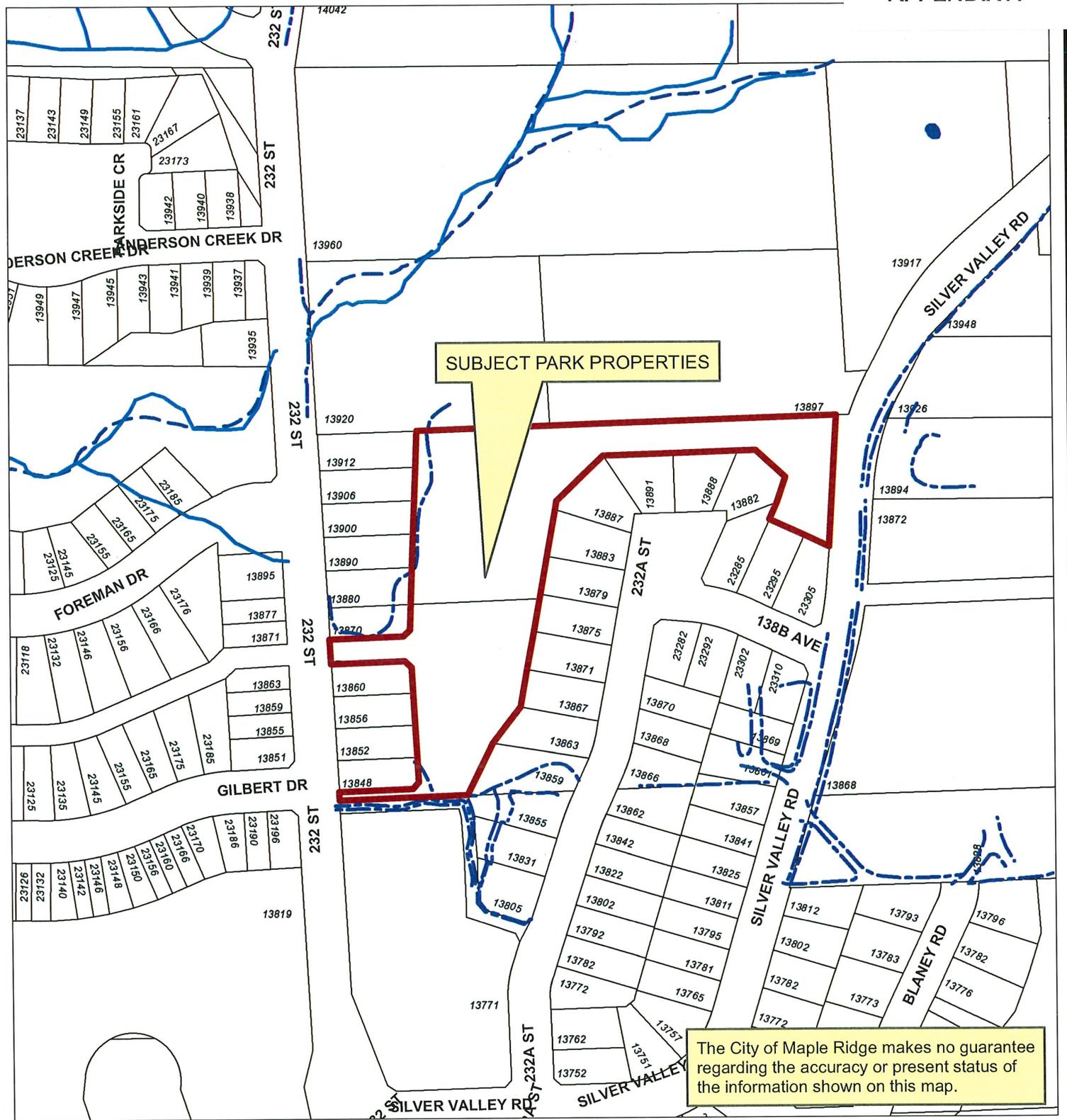
Concurrence: **Scott Hartman
Chief Administrative Officer**

The following appendices are attached hereto:

Appendix A – Subject Map

Appendix B – Ortho Map

Appendix C – Storm Sewer Alignment



SUBJECT PARK PROPERTIES

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



Scale: 1:2,500



PLANNING

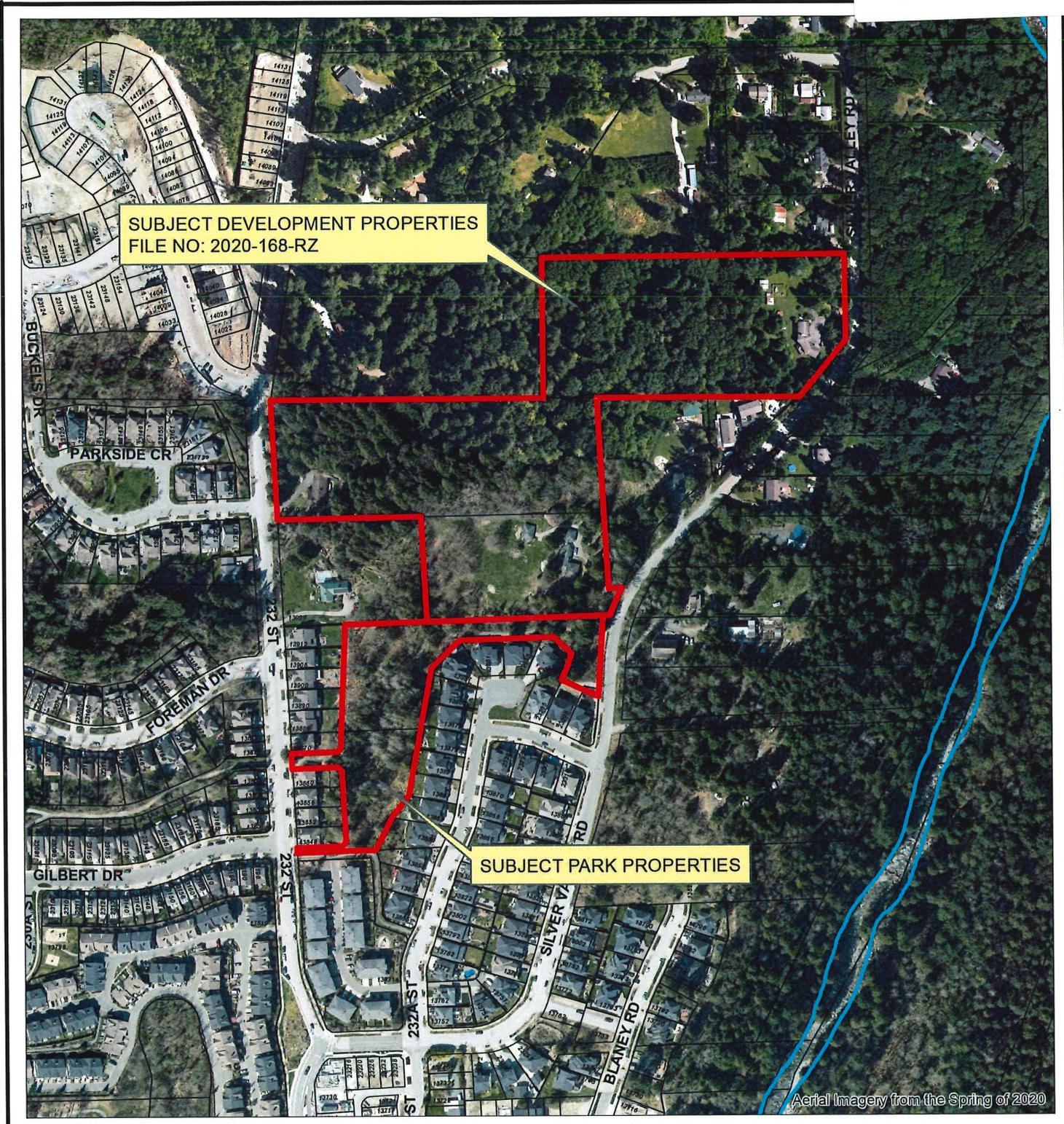
PLANNING DEPARTMENT



mapleridge.ca

FILE: Subject Map
DATE: Apr 13, 2022

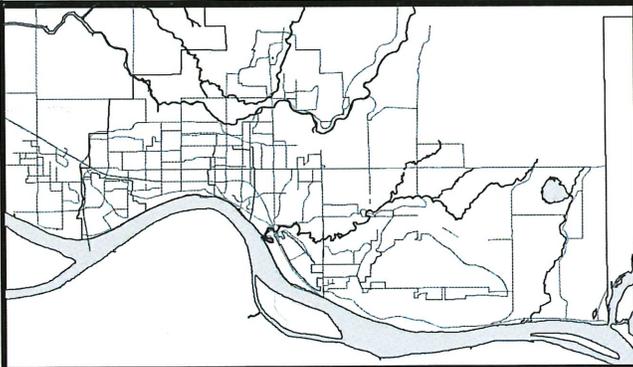
BY: AH



Aerial Imagery from the Spring of 2020



Scale: 1:4,000



SUBJECT PROPERTY MAP

PLANNING DEPARTMENT

mapleridge.ca

FILE: 2020-168-RZ & Park Properties
 DATE: Apr 13, 2022

BY: DT



City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council **MEETING DATE:** May 3, 2022
FILE NO: 11-5255-70-116

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

SUBJECT: Award of Contract ITT-EN22-3: 236 Street Water Pump Station Replacement

EXECUTIVE SUMMARY:

The purpose of this report is to obtain Council approval to award the 236 Street Water Pump Station Replacement construction contract to Drake Excavating (2016) Ltd. in the amount of \$5,352,110.00, excluding taxes.

The project generally consists of site clearing and grading, retaining walls, a new single storey pump station building with equipment and instrumentation, a standby generator, watermain installation and connection to the existing water system, site drainage, and security system. The contract also includes the construction of frontage improvements to an Urban Standard as well as a horse trail across the south property frontage.

The project supports Council's Strategic Plan of Growth by increasing water distribution capacity in support of the development of Silver Valley. These upgrades are part of the approved 2022 Financial Plan and the procurement process was consistent with the City's Procurement Policy.

An Invitation to Tender for the project was issued on January 27, 2022 and closed on April 5, 2022. Eleven compliant bids were received and the lowest compliant bid was submitted by Drake Excavating (2016) Ltd. in the amount of \$5,352,110.00 (excluding taxes), approximately \$320,000 over the project estimate, or a 6% budget discrepancy. This price escalation reflects current market conditions.

Further, Stantec Consulting Ltd. (Stantec) is the City's engineering consultant hired to complete the design phase of the project. In awarding the construction contract, additional services are required of Stantec, including engineering construction support, inspection services and contract administration. This report recommends increasing their contract by \$350,000.00 to provide these construction services.

The project is funded through Development Cost Charges and the Water Revenue Fund. Additional funds are required to adjust for market pricing and maintain project contingencies. The contingency allocation will only be used if needed, for unforeseen items.

RECOMMENDATION:

That Contract ITT-EN22-3: 236 Street Water Pump Station Replacement be awarded to Drake Excavating (2016) Ltd. in the amount of \$5,352,110.00 excluding taxes; and

That a contract contingency of \$535,000.00 be approved to address potential variations in field conditions; and

That the existing Stantec Consulting Ltd. contract for Engineering Design Services for 236 Street Water Pump Station Replacement be increased by \$350,000.00; and

That the Financial Plan be amended to increase the project funding by \$320,000.00 from the Water Revenue Fund and Development Cost Charges; and further

That the Corporate Officer be authorized to execute the contract.

DISCUSSION:

a) Background Context:

The existing 236 Street pump station was built in 1996 to service the Silver Valley community and its need for replacement was determined by the long-term Capital Works program. The existing pump station and all its pertinent equipment has reached the end of their design life, as well as the need to meet the future demands of the developing Silver Valley area.

The existing pump station site, located on the park property on the southwest corner of 132 Avenue and 236 Street, is constrained and cannot accommodate the necessary upgrades that are required. The City acquired the property at 13215 236 Street and oversaw the demolition of the existing single-family home on the property in 2020. To facilitate construction of the new larger pump station, the current pump station will remain in service to ensure there are no interruptions to the water supply in the area. After the completion and commissioning of the new pump station, the existing pump station will be decommissioned and demolished.

The 236 Street pump station boosts the water pressure from the Greater Vancouver Water District (GVWD) supply to the 176m Rockridge/Silver Valley pressure zone. The pumped water is stored at the Rockridge Reservoir and is used to meet domestic and fire flows demands to the area. Additionally, this system discharges water to the existing lower pressure zones through Pressure Reducing Valves (PRV's) and will also service future high-pressure zones.

The new pump station will allow for further growth and development in the area in accordance with the OCP.

The project generally consists of site clearing and grading, retaining walls, a new single storey pump station building with equipment and instrumentation, a standby generator, watermain installation and connection to the existing water system, site drainage, and security system.

As part of neighborhood urbanization, the work will also upgrade the road frontage to an Urban Collector standard. This consists of road widening, ditch infill, curb and gutter, road drainage, separated sidewalks, driveway letdown, street lights, street trees and a horse trail across the south property frontage.

Tender Evaluation

An Invitation to Tender was issued on January 27, 2022 and closed on April 5, 2022. Eleven compliant bids were received, listed below from lowest to highest price. The lowest tender price was submitted by Drake Excavating (2016) Ltd. in the amount of \$5,352,110.00, excluding taxes.

	<u>Tender Price (excluding taxes)</u>
Drake Excavating (2016) Ltd.	\$5,352,110.00
Industra Construction Corp.	\$5,488,375.25
GCL Contractors Inc.	\$5,498,836.00
Pomerleau Inc.	\$5,534,455.00
Tritech Group Ltd.	\$5,567,169.64
Westport Construction Group Inc.	\$5,670,295.00
NAC Construction Corp.	\$5,914,440.00
Regehr Contracting Ltd.	\$6,381,747.00
Kingston Construction Ltd.	\$6,665,856.20
EXO Construction Group	\$6,959,234.45
HANNA Infrastructure Ltd.	\$7,093,948.90

The number of bids received and the range of prices indicate a competitive environment and a fair market value for the project. The tendering process was compliant with the City's Procurement Policy. Drake Excavating (2016) Ltd. has completed similar work for the City previously.

It is recommended that the contract be awarded to Drake Excavating (2016) Ltd. in the amount of \$5,352,110.00 (excluding taxes).

b) Desired Outcome:

The desired outcome is to provide reliable water distribution with sufficient capacity for all current and future residents in the area.

c) Strategic Alignment:

This project supports Council's Strategic Plan to manage municipal infrastructure to accommodate future developments and growth in accordance to the OCP.

d) Citizen/Customer Implications:

Construction will commence after the project is awarded and is anticipated to be completed in fall 2023. 236 Street is expected to remain open to traffic throughout construction as the majority of work will take place on the property. Attempts will be made to minimize the impact to everyday traffic, residents and businesses in the neighborhood. However, short-term lane closures will be required when completing road upgrades. There will be an approved traffic management plan and traffic control personnel will be provided as required. The general public will be informed of traffic changes and construction progress through the City's website and social media sources.

e) Interdepartmental Implications:

The Engineering Department has worked with the Engineering Operations Department in developing this project. Tie-ins to the live water system will be completed by the City crews.

The Infrastructure Development section of the Engineering Department was also consulted on the off-site road upgrades required of an Urban Collector road. This will ensure the works are coordinated with and tie into upgrades being completed by development properties in the area.

Contract Administration and Inspection Services during construction will be provided Stantec Consulting Ltd.

f) Business Plan/Financial Implications:

There are funds available from the 236 Street Water Pump Station Replacement (LTC No. 017086 & 015041) to complete construction of this project. Additional funds are required to provide a project contingency.

Current Expenditures (Excluding Taxes):

Property Acquisition and Building Demolition	\$ 1,868,606.38
Service Disconnections (Water & Sewer – Engineering Operations)	\$ 2,139.41
Engineering Design Services (Stantec)	\$ 410,660.84
Total Current Costs	\$ 2,281,406.63

Projected Expenditures (Excluding Taxes):

Water Tie-ins (Engineering Operations)	\$ 200,000.00
Electrical Service and Design (BC Hydro)	\$ 67,537.10
Construction Contract – Drake Excavating (2016) Ltd.	\$ 5,352,110.00
Construction Contingency (As Needed)	\$ 535,000.00
Consultant Construction Support Services (Stantec)	\$ 350,000.00
Existing Pump Station Demolition	\$ 20,000.00
Total Projected Costs	\$ 6,524,647.10

Total Projected Expenditures **\$ 8,806,053.73**

Project Funding Sources:

Development Cost Charges (2017, 2018, 2019, 2021)	\$ 1,708,322.00
2021 Water Revenue Fund (LTC No. 017086 & 015041)	\$ 6,791,678.00
Additional funding from Development Cost Charges	\$ 64,000.00
Additional funding from Water Revenue Fund	\$ 256,000.00
Total Funding Sources	\$ 8,820,000.00

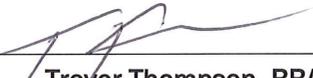
CONCLUSION:

The tender price \$5,352,110.00 (excluding taxes) by Drake Excavating (2016) Ltd. for the 236 Street Water Pump Station Replacement is the lowest compliant tendered price. It is recommended that Council approve the award to Drake Excavating (2016) Ltd. and that a contract contingency of \$535,000.00 be approved to address unforeseen items.

It is also recommended that Council approve an increase to the existing Stantec Consulting Ltd. contract for Engineering Design Services for the 236 Street Water Pump Station Replacement in the amount of \$350,000.00 for consultant construction support services. It is further recommended that the Financial Plan be amended to fund this project from the Water Revenue Fund and Development Cost Charges in the amount of \$320,000.00.



Submitted by: **Bradley Romeo**
Acting Manager of Design & Construction



Financial: **Trevor Thompson, BBA, CPA, CGA**
Concurrence: **Director of Finance**



Reviewed by: **Forrest Smith, P.Eng.**
Director of Engineering

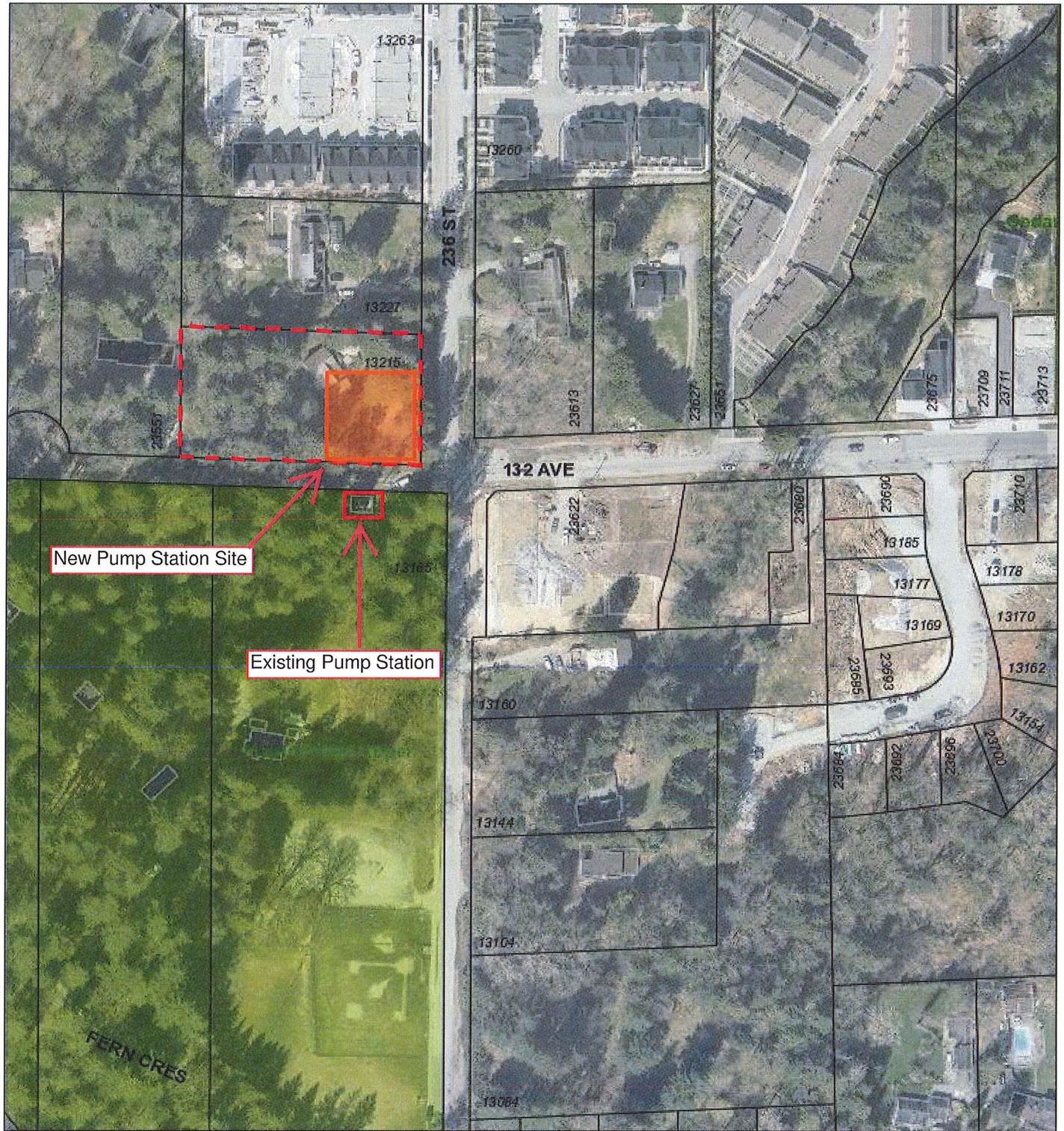


Approved by: **David Pollock, P.Eng.**
General Manager Engineering Services

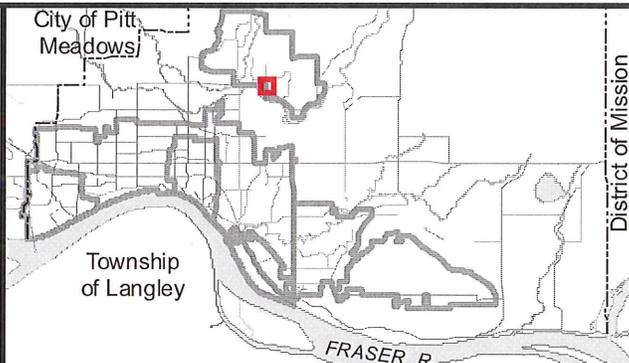


Concurrence: **Scott Hartman**
Chief Administrative Officer

Attachments:
(A) Map



Scale: 1:2,000



236 Street Water Pump Station Replacement
Project No. ITT-EN22-3



0 10 20 40 60 80 m

0 35 70 140 210 280 ft

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

Engineering File No. 11-5255-70-116



mapleridge.ca

CITY OF MAPLE RIDGE

TO: His Worship Mayor Morden
and Members of Council
FROM: Chief Administrative Officer
MEETING DATE: May 3, 2022
FILE NO: 05-1830-20
MEETING: CoW
SUBJECT: 2021 Consolidated Financial Statements

EXECUTIVE SUMMARY:

The purpose of this report is to communicate the financial results for the City of Maple Ridge's 2021 fiscal year. Each year staff undertake a number of processes to review and refine the data that feeds into the City's Financial Statements and from time to time restatements are needed to previously reported results. In 2021, we have restated prior years' results to reflect information regarding the retroactive RCMP settlement.

Financial reporting in local government serves to communicate the fiscal health and well-being of a community. In 2021, the City's operations were impacted by the ongoing pandemic but overall results for the year remain positive. Our Net Financial Position increased by \$1.56 million to \$121.35 million and our Accumulated Surplus increased by \$33.66 million to \$1.292 billion.

The 2021 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 2021 Annual Report. In order to satisfy current audit rules, Council must approve the Financial Statements before BDO can issue their final audit opinion. 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.

RECOMMENDATION:

That the 2021 Consolidated Financial Statements be approved.

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 also 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 looks at the year that has 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 look at financial results for 2021.

The 2021 Consolidated Financial Statements present the City's results of operations during the year and the financial position as at December 31, 2021. Financial performance is compared to the Financial Plan adopted in May of 2021 as this was the plan used to set property taxation rates, and to prior year results, as restated. 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 2021 results:

- **Net Financial Position:** provides a snapshot of where the City stood financially in terms of the resources it held and the amounts it owed at December 31, 2021. It is the difference between our financial assets and our liabilities and is considered an indicator 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 may indicate 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 1-2

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. Of note, Schedule 6 is a temporary schedule to the Financial Statements and meets the Provincial requirement to provide information regarding the use of the BC Safe Restart funding received by the City. Once that funding is fully utilized, it will no longer form a part of the City's Financial Statements.

A discussion of the Financial Statements follows:

Statement of Financial Position

The Statement of Financial Position provides information about the City's assets, both financial and non-financial, and its liabilities. 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 2021, the City had Net Financial Assets of \$121.35 million, an increase of \$1.56 million from 2020.

The other key indicator that appears on this Statement is Accumulated Surplus. As noted above, this is the total of all of 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 2021, the City's Accumulated Surplus was \$1.292 billion compared to \$1.259 billion, as restated, for 2020. Of this amount, \$1.154 billion is the book value of the City's tangible capital assets, compared to \$1.122 billion in 2020.

Key items to note on the Statement of Financial Position:

- 2020 results were restated to reflect information regarding the retroactive compensation increases for the RCMP as a result of the ratification of their first collective agreement. This resulted in an increase to accounts payable of \$4.4 million and an equivalent decrease to both Net Financial Position and Accumulated Surplus.
- Combined cash and cash equivalents, and portfolio investments increased by \$46.13 million. This is linked to an increase in liabilities such as accounts payable and accrued liabilities, deferred and restricted revenues, refundable deposits and debt.
- Accounts receivable and recoverable local improvements decreased by \$0.8 million
- Debt increased by \$26.29 million due to accessing previously improved borrowing of \$29 million, net of principal payments.
- Accounts payable and accrued liabilities increased by \$3.99 million.

Statement of Operations

The Statement of Operations reports the City's 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. As such, this results in a reported Annual Surplus that does not represent a cash surplus. In 2021, the City recorded contributed infrastructure with a value of \$16.4 million. This amount was recognized as revenue. On the expense side, the amortization recorded for these assets was approximately \$94 thousand. The City's Annual Surplus was \$33.66 million and almost 50% of that 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 this 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 19 to the Financial Statements.

The restatement of previously reported results for 2020 led to an increase in Protective Services expenses of \$1.95 million and an equivalent decrease in the annual surplus. As noted in the section on the Statement of Financial Position, Accumulated Surplus was reduced by \$4.4 million.

The following discusses the Statement of Operations:

Consolidated Revenues: Actual \$180.2 million; Budget \$219.0 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 2021, consolidated revenues were below budget by \$38.9 million. This is comprised of variances in a number of categories, particularly those related to capital. The following highlights some of the key variances:

- Government Transfers (grants) revenues were below budget estimates by \$7.07 million due to timing delays in grant funded capital projects.
- Development revenues below budget estimates by \$28.67 million, due in large part to factors such as DCC liabilities not being drawn down to fund the related work.
- Asset disposals before the end of their estimated useful life resulted in a reported loss of \$1 million. This is an accounting entry associated with the disposal or replacement of the City's tangible capital assets before the end of their estimated useful service life and does not represent a cash loss.

As noted above, revenues below budget estimates for development revenues do not represent a cash shortfall as the related expenditures did not occur. Similarly, revenues recorded for contributed assets

does not represent a cash windfall as this number represents the value of assets received, not a payment received by the City.

Consolidated Expenses – Actual \$146.5 million; Budget \$163.9 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 2021, consolidated expenses were below budget by \$17.5 million. Some key items contributing to this result include:

- Approximately \$0.7 million in interest costs related to authorized borrowing that had not been entered into as at December 31.
- \$1.4 million from Financial Plan estimates for the RCMP contract.
- Approximately \$8.0 million in projects scheduled for 2021 that will proceed in 2022.
- Savings of approximately \$4.2 million on labour costs, due in part to facility closures related to the pandemic, a higher than normal number of vacancies throughout the organization and ongoing recruitment challenges.
- Approximately \$3 million in additional savings from Parks Recreation & Culture.

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 2021, the City's financial position increased by \$1.56 million to \$121.35 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 will increase 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 \$47.87 million was generated from operating activities and that \$40.87 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 directly related to the costs of a function have been reported in each segment, including revenues related to capital investment. Expenses are broken down into 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	Parks Recreation & Cultural	Planning; Public Health & Other	Transportation	Water	Sewer
Administration	Police	Parks	Planning	Engineering	Water	Sewer
Legal & Legislative	Fire	Leisure Svc	Recycling	Operations		
Economic Dev	Bylaws	Youth Svc	Cemetery	Drainage		
Communications	Inspection Svc	Arts	Social Planning	Roads		
Finance	Emergency Svc	Library				
Human Resources Information Svc						

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.

The following section of the report looks 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, they are incorporated into the Statement of Operations.

Throughout 2021 Council received quarterly financial updates for the City's operating funds. Preliminary results for 2021 were presented on March 8, 2022. As indicated at the time of the presentation, final results for the year differed from those presented. The following provides a summary update of the information provided in March, further separated into our General Revenue Fund and the Sewer and Water Utilities.

General Revenue

The majority of the City's diverse day-to-day operations fall within the General Revenue fund and includes activities ranging from the development of plans to guide the community's future, to maintaining infrastructure such as roads to all the activities integral to the delivery of the City's Strategic Plan. In late 2020, the City received funding through the BC Safe Restart Fund to help offset the impact of COVID-19 on City operations. After offsetting the 2020 impact, we had \$2.3 million held in reserve to assist with ongoing costs in 2021. The majority of this funding was exhausted during 2021 to offset revenue shortfalls and increased costs leaving us with a small residual balance of \$165,000 to address any remaining 2022 impacts associated with the pandemic.

At the end of 2021 the General Revenue Accumulated Surplus is \$8.56 million, reduced from previously reported results due to the use of this one-time funding source to support the acquisition of strategic properties. Restated results are impacted by the prior years flow through of the RCMP settlement.

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 and the related infrastructure. A large portion of the costs in the utilities are driven by the Regional District and Council has employed a rate stabilization practice for a number of years to manage fluctuations in these costs. Under this practice, we will see cycles where Accumulated Surplus amounts are deliberately built up over a period of time, then subsequently drawn down 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.

As set out in the financial plan, the Accumulated Surplus balances in both the Sewer and Water Utilities were drawn down in 2021.

The following shows the Accumulated Surplus amounts in each of the General Revenue fund and the Sewer and Water Utilities, and can also be found in Note 14 to the Financial Statements:

	2021	2020
General Revenue	\$ 8,563,194	\$ 6,662,021
Sewer Utility	5,966,930	6,270,330
Water Utility	<u>13,707,170</u>	<u>16,656,631</u>
	<u>\$ 28,237,294</u>	<u>\$ 29,588,982</u>

Reserves

The City's Reserves are an important financial planning tool, providing a mechanism to build capacity over time to undertake strategic projects or address long-term infrastructure sustainability requirements. They are reviewed on a regular basis to assess their adequacy, with adjustments made when capacity permits.

The City's Reserves consist of two distinct categories, Reserve Funds and Reserve Accounts. 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 are managed appropriately.

Note 15 to the Financial Statements provides a listing of all the City's Reserves showing an opening balance of \$129.4 million and a closing balance of \$139.7 million. Contributors to the increase of \$10.3 million include the following:

Rate stabilization provision	\$1.5 million
One-time costs – Corporate Priorities	\$0.7 million
Capital Projects in progress	\$4.5 million
Net draw from Police Svc Reserve for retro	-\$3.1 million
Repay Capital Works for internal borrowing	\$4.6 million
Drainage Improvements	\$1.5 million

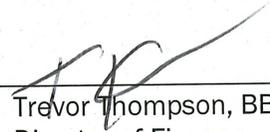
CONCLUSION:

The 2021 Consolidated 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. In order to satisfy current audit rules, Council must formally approve the Financial Statements before BDO can issue their final audit opinion. 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.

Overall results for 2021 are positive. We ended the year with an Annual Surplus amount of \$33.6 million, and an Accumulated Surplus balance of \$1.29 billion. The City's Reserves and long-term financial plans reflect the ability of the City to meet its future obligations.



Prepared by: Catherine Nolan, CPA, CGA
Deputy Director of Finance



Reviewed by: Trevor Thompson, BBA, CPA, CGA
Director of Finance



Approved by: Christina Crabtree
GM, Corporate Services



Concurrence: Scott Hartman
Chief Administrative Officer

Attachments: 2021 Consolidated Financial Statements
BDO Audit Results Letter

City of Maple Ridge

**Financial Statements
and
Auditor's Report**

For the Year Ended December 31, 2021



Management's Responsibility for Financial Reporting

The information in this 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 as well as the actions of management to implement such recommendations.



Scott Hartman
Chief Administrative Officer



Trevor Thompson, BBA, CPA, CGA
Director of Finance

Independent Auditor's Report

To the Mayor and Council of the City of Maple Ridge

Opinion

We have audited the consolidated financial statements of the City of Maple Ridge (the "City"), which comprise the Consolidated Statement of Financial Position as at December 31, 2021, the Consolidated Statements of Operations, Changes in Net Financial Assets and Cash Flows for the year then ended, and notes and schedules, comprising a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the City as at December 31, 2020 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.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter - Restated Comparative Information

We draw attention to Note 24 of the consolidated financial statements, which explains that certain comparative information presented for the year December 31, 2021 has been restated. Our opinion is not modified in respect of the matter.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the 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.

In preparing the consolidated financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements (Continued)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Unaudited Information

We have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of 'Schedule 2 - Schedule for BC Safe Restart Grant' that is included in these consolidated financial statements.

Chartered Professional Accountants

Vancouver, British Columbia
[REPORT DATE]

Consolidated Statement of Financial Position

as at December 31, 2021

	2021	2020 Restated - Note 24
Financial Assets		
Cash and cash equivalents (Note 1)	\$ 116,531,792	\$ 130,961,876
Portfolio investments (Note 2)	150,882,727	90,320,234
Accounts receivable (Note 3)	16,238,012	15,032,584
Recoverable local improvements (Note 4)	772,641	1,175,712
Other assets (Note 5)	1,121,812	814,397
Inventory available for resale	<u>56,169</u>	<u>56,169</u>
	285,603,153	238,360,972
Liabilities		
Accounts payable and accrued liabilities (Note 6)	32,035,516	28,047,896
Deferred revenue (Note 8)	18,065,700	15,286,398
Restricted revenue (Note 9)	38,083,113	30,738,864
Refundable performance deposits and other	25,945,403	20,473,999
Employee future benefits (Note 10)	3,145,300	3,348,200
Debt (Note 11)	<u>46,975,903</u>	<u>20,676,495</u>
	164,250,935	118,571,852
Net Financial Assets	<u>121,352,218</u>	<u>119,789,120</u>
Non Financial Assets		
Tangible capital assets (Note 12, Schedule 1)	1,154,325,050	1,122,447,588
Undeveloped land bank properties (Note 13)	15,526,529	15,526,529
Supplies inventory	533,617	461,953
Prepaid expenses	<u>1,003,351</u>	<u>853,216</u>
	1,171,388,547	1,139,289,286
Accumulated Surplus (Note 14)	<u>\$ 1,292,740,765</u>	<u>\$ 1,259,078,406</u>

Scott Hartman
Chief Administrative Officer

Trevor Thompson, BBA, CPA, CGA
Director of Finance

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, 2021

	Budget 2021 Note 19	Actual 2021	Actual 2020 Restated - Note 24
Revenue (Segment Report, Note 23)			
Taxes for municipal purposes (Note 16)	\$ 99,130,772	\$ 99,296,699	\$ 94,914,905
User fees and other revenue	49,956,147	50,497,200	45,433,301
Government transfers (Note 17)	13,873,679	6,803,129	11,004,973
Development revenue	33,683,054	5,016,024	13,801,911
Interest and investment income	2,428,004	2,411,236	5,286,485
Gaming revenues	-	780,946	323,738
Refinancing and asset disposal losses	-	(1,065,038)	(3,099,311)
Contributed tangible capital assets (Note 12)	20,000,000	16,435,062	21,023,012
	<u>219,071,656</u>	<u>180,175,258</u>	<u>188,689,014</u>
Expenses (Segment Report, Note 23)			
Protective services	47,815,543	45,049,842	42,305,469
Transportation services	26,742,409	22,798,719	22,354,372
Recreation and cultural	26,535,488	21,263,223	19,197,925
Water utility	18,004,850	16,757,542	15,351,570
Sewer utility	14,930,985	13,395,349	12,899,985
General government	22,083,435	20,074,697	17,633,091
Planning, public health and other	7,867,485	7,173,527	6,744,713
	<u>163,980,195</u>	<u>146,512,899</u>	<u>136,487,125</u>
Annual Surplus	<u>55,091,461</u>	<u>33,662,359</u>	<u>52,201,889</u>
Accumulated Surplus - beginning of year	<u>1,259,078,406</u>	<u>1,259,078,406</u>	<u>1,206,876,517</u>
Accumulated Surplus - end of year (Note 14)	<u>\$ 1,314,169,867</u>	<u>\$ 1,292,740,765</u>	<u>\$ 1,259,078,406</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, 2021

	Budget 2021 Note 19	Actual 2021	Actual 2020 Restated - Note 24
Annual Surplus	\$ 55,091,461	\$ 33,662,359	\$ 52,201,889
Add (Less):			
Change in Tangible Capital Assets			
Acquisition of tangible capital assets	(204,796,530)	(57,444,676)	(69,544,005)
Amortization	24,037,321	23,863,066	23,641,391
Proceeds from disposal of tangible capital assets	-	139,110	96,614
Loss on disposal of tangible capital assets	-	1,565,038	3,099,312
	(180,759,209)	(31,877,462)	(42,706,688)
Change in Other Non Financial Assets			
Increase in supplies inventory	-	(71,664)	(144,450)
Increase in prepaid expenses	-	(150,135)	(187,666)
	-	(221,799)	(332,116)
Increase (decrease) in Net Financial Assets	(125,667,748)	1,563,098	9,163,085
Net Financial Assets beginning of the year	119,789,120	119,789,120	110,626,034
Net Financial Assets end of the year	\$ (5,878,628)	\$ 121,352,218	\$ 119,789,120

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, 2021

	Actual 2021	Actual 2020 Restated - Note 24
Operating transactions		
Annual surplus	\$ 33,662,359	\$ 52,201,889
Items not utilizing cash		
Amortization	23,863,066	23,641,391
Loss on disposal of assets	1,065,038	3,099,311
Contributed tangible capital assets	(16,435,062)	(21,023,012)
Actuarial adjustment on debt	(440,357)	(399,333)
Restricted revenues recognized	(4,550,168)	(13,155,174)
	3,502,517	(7,836,817)
Change in non-cash operating items		
Increase in prepaid expenses	(150,135)	(187,666)
Increase in supplies inventory	(71,664)	(144,451)
Decrease (increase) in accounts receivable	(1,205,428)	2,624,954
Decrease in recoverable local improvements	403,071	518,259
Increase in other assets	(307,415)	(16,420)
Increase (decrease) in accounts payable and accrued liabilities	3,987,620	(5,560,873)
Increase (decrease) in deferred revenue	2,779,302	(1,515,409)
Increase (decrease) in refundable performance deposits	5,471,404	(3,151,736)
(Decrease) in employee future benefits	(202,900)	(650,799)
	10,703,855	(8,084,141)
 Cash provided by operating transactions	 47,868,731	 36,280,931
Capital transactions		
Proceeds on disposal of tangible capital assets	139,110	96,614
Cash used to acquire tangible capital assets	(41,009,614)	(48,520,994)
	(40,870,504)	(48,424,380)
Investing transactions		
Proceeds on disposal of land available for sale	500,000	-
(Increase) decrease in portfolio investments	(60,562,493)	74,217,909
	(60,062,493)	74,217,909
Financing transactions		
Proceeds from debt issues	29,000,000	-
Debt repayment	(2,260,235)	(2,215,522)
Collection of restricted revenues	11,894,417	7,312,362
	38,634,182	5,096,840
(Decrease) increase in cash and cash equivalents	(14,430,084)	67,171,300
Cash and cash equivalents - beginning of year	130,961,876	63,790,576
Cash and cash equivalents - end of year	\$ 116,531,792	\$ 130,961,876

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, 2021

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. Interest costs are not capitalized during construction. 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 estimated 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

Natural resources, works of art and historic assets are not recorded as assets in these consolidated financial statements.

(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.

A liability for remediation of a contaminated site is recognized when a site is not in productive use or an unexpected event occurs 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 remediation and 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, 2021 or December 31, 2020.

(f) Landfill Closure and Post Closure Costs

The Ministry of Environment establishes certain requirements for the closure and post closure monitoring of landfill sites. The obligation for closure and post closure costs associated with the City's former landfill is based on the present value of estimated future expenses.

(g) Expense Recognition

Expenses are recorded using the accrual basis of accounting whereby expenses are recognized as they are incurred and measurable based upon receipt of goods and services and/or the legal obligation to pay.

**(h) 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 taxation for municipal purposes 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 in the City's revenues.

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 when the services are provided.

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.

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. Contributed tangible capital assets are recorded at their estimated fair value at the time of contribution and are also recorded as revenue.

(i) Use of estimates/measurement uncertainty

The preparation of financial statements 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, landfill closure and post closure obligations, the outcome of litigation and claims, and the percentage of completion of buildings and subdivision inspections. Actual results could differ from these estimates.

(j) Budget figures

The budget figures reported in the Consolidated Financial Statements represent the 2021 component of the Financial Plan Bylaw, No. 7727-2021, adopted by Council on May 11, 2021.

(k) 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.

(l) 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 term to maturity of three months or less.

(m) Portfolio Investments

Investments with an original term to maturity of more than three months from the date of acquisition 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.

(n) Basis of segmentation

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.

(o) 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. As this is a multi-employer plan, no liability is attributed to the City and no liability is recorded in the financial statements.

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.

Notes to the Consolidated Financial Statements
For the year ended December 31, 2021

1. Cash and cash equivalents

Cash and cash equivalents as at December 31, 2021 were comprised as follows:

	<u>Dec 31, 2021</u>	<u>Dec 31, 2020</u>
Cash	\$ 108,452,634	\$ 120,961,876
Cash equivalents	<u>8,079,158</u>	<u>10,000,000</u>
	<u>\$ 116,531,792</u>	<u>\$ 130,961,876</u>

Cash equivalents were comprised of a pooled mortgage fund or term deposits held at Canadian banking institutions with an effective interest rates of **4.82%** (1.90% for 2020).

2. Portfolio Investments

Portfolio investments include Canadian bank notes, Guaranteed Investment Certificates and BC Credit Union term deposits with effective interest rates of 0.85% - 2.69%. 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. In 2021 gains were \$Nil (\$319,170 for 2020).

The carrying value of Portfolio Investments at December 31, 2021 was **\$150,882,727** (\$90,320,234 for 2020). The market value at December 31, 2021 was **\$151,802,777** (\$90,540,977 for 2020).

3. Accounts Receivable

	<u>2021</u>	<u>2020</u>
Property Taxes	\$ 5,594,269	\$ 6,824,750
Other Governments	3,178,097	1,394,155
General and Accrued Interest	4,257,060	4,320,952
Development Cost Charges	<u>3,395,482</u>	<u>2,660,826</u>
	16,424,908	15,200,683
Less: Allowance for Doubtful Accounts	<u>(186,896)</u>	<u>(168,099)</u>
	<u>\$ 16,238,012</u>	<u>\$ 15,032,584</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. As part of each loan issuance, 1% of the gross debt proceeds are held back by the MFA to form the MFA's Debt Reserve Fund (DRF). The amounts in the DRF are held in trust for each borrower by the MFA, as protection against borrower default. Upon maturity of each debt issue, the DRF and any interest earned is discharged to the borrower. The City has estimated that there is only a remote possibility that these funds will not be recovered and therefore these funds have been included in Other Assets of **\$1,121,812** (\$814,397 for 2020).

6. Accounts Payable and Accrued Liabilities

	<u>2021</u>	<u>2020</u> (Restated-Note 24)
Accounts Payable:		
General	\$ 9,779,172	\$ 8,237,574
Other Governments	14,853,709	12,951,353
Salaries and Wages	<u>1,639,827</u>	<u>960,069</u>
	26,272,708	22,148,996
Accrued Liabilities:		
Landfill Liability	3,750,986	4,078,820
Vacation Pay	887,756	686,557
Other Employment Benefits	<u>1,124,066</u>	<u>1,133,523</u>
	<u>5,762,808</u>	<u>5,898,900</u>
	<u>\$ 32,035,516</u>	<u>\$ 28,047,896</u>

The City's Landfill closed in 1989 and legislation requires closure and post closure care of solid waste landfill sites. Closure is estimated to be completed in 2030 and includes final covering, landscaping, erosion control, leachate and gas management. Post closure requirements extend for 30 years beyond completion of the closure plan and includes inspection and maintenance of the final covering, ground water monitoring, gas management systems operations, inspections and annual reports.

The liability recognized in the consolidated financial statements is the present value of the expected future cash flows for the closure and post closure care activities and is subject to measurement uncertainty. The inflation rate used was 2.16% (2% for 2020) and the discount rate was 2.59% (2.43% for 2020). As at the Consolidated Financial Statement date the feasibility of a revised closure plan is being considered. Should a revised plan be approved by the provincial regulator, it is expected the liability will increase.

7. Contingencies and Commitments:

- (a) Where losses related to litigation are likely and can be reasonably estimated management accrues its best estimate of loss. 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 and are not expected to be material.

- (b) In 1998 the City entered into an agreement to purchase ice sheet time for five years commencing in 1999, with five five-year renewal options. In 2018, the agreement was renewed for an additional five-year period. The minimum annual payment due for the provision of ice time is \$706,000. Additional ice time is purchased separately. These payments are recorded as expenses when the ice time is provided.

- (c) The City is a shareholder and member of E-Comm Emergency Communications for British Columbia Incorporated ("E-Comm") whose services provided include: regional 9-1-1 call centre for the Greater Vancouver Regional District; Wide Area Radio network; dispatch operations; and records management. The city has 1 Class A share and 2 Class B shares (of a total of 36 Class A shares and 19 Class B shares issued and outstanding as of December 31, 2021).

As a class A shareholder, the City shares in both funding the future operations and capital obligations of E-Comm (in accordance with a cost sharing formula), including any lease obligations committed to by E-Comm up to the shareholder's withdrawal date.

8. Deferred Revenues

Deferred revenues held by the City were comprised as follows:

	December 31, 2020	Additions	Revenue earned	December 31, 2021
Property taxes	\$ 7,631,955	\$ 16,481,461	\$ 15,524,180	\$ 8,589,236
Connection Revenues	1,481,290	1,119,944	759,740	1,841,494
Other	<u>6,173,153</u>	<u>5,441,923</u>	<u>3,980,106</u>	<u>7,634,970</u>
	<u>\$ 15,286,398</u>	<u>\$ 23,043,328</u>	<u>\$ 20,264,026</u>	<u>\$ 18,065,700</u>

9. Restricted Revenues

Restricted revenues held by the City were comprised as follows:

	December 31, 2020	Collections/Interest	Disbursements	December 31, 2021
Development cost charges	\$ 15,030,851	\$ 8,825,955	\$ (2,779,710)	\$ 21,077,096
Parkland acquisition charges	2,071,971	124,020	-	2,195,991
Other	<u>13,636,042</u>	<u>2,944,442</u>	<u>(1,770,458)</u>	<u>14,810,026</u>
	<u>\$ 30,738,864</u>	<u>\$ 11,894,417</u>	<u>\$ (4,550,168)</u>	<u>\$ 38,083,113</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, 2021. The valuation resulted in a cumulative unamortized actuarial loss of **\$64,200** at December 31, 2021, (cumulative unamortized gain of \$30,300 for 2020). Actuarial gains or losses are amortized over the expected average remaining service life of employees. The benefit liability at December 31, 2021 was **\$3,145,300**, (\$3,348,200 for 2020) comprised as follows:

	<u>2021</u>	<u>2020</u>
Accrued benefit obligation, beginning of year	\$ 3,317,900	\$ 3,329,400
Add: Current service costs	200,400	172,200
Interest on accrued benefit obligation	49,100	96,800
Actuarial loss	82,300	574,800
Less: Benefits paid during the year	<u>(440,200)</u>	<u>(855,300)</u>
Accrued benefit obligation, end of year	3,209,500	3,317,900
Add: Unamortized actuarial (loss)/gain	<u>(64,200)</u>	<u>30,300</u>
Accrued Benefit liability	<u>3,145,300</u>	<u>3,348,200</u>

10. Employee Future Benefits (cont'd)

Actuarial assumptions used to determine the City's accrued benefit obligation are as follows:

	<u>2021</u>	<u>2020</u>
Discount rate (long-term borrowing rate)	2.25 %	1.50 %
Expected future inflation rate	2.00 %	2.00 %
Merit and inflationary wage and salary increases averaging	2.73 %	2.59 %
Estimated average remaining service life of employees (years)	12.0	11.0

11. Debt

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. During the year, the City's outstanding debt balance was reduced by a combination of direct principal payments and sinking fund earnings totaling **\$2,700,592** (\$2,614,854 for 2020). Interest payments for the year totalled **\$1,581,216** (\$1,220,765 for 2020).

The gross amount of debt less sinking fund installments and actuarial adjustments to date are as follows:

MFA Issue	Bylaw No.	Purpose	Rate	Due	Gross Debt	Cumulative Payments	2021 Debt Outstanding	2020 Debt Outstanding
93	6246	Downtown Civic Facilities	5.70%	2027	32,100,000	21,317,769	10,782,231	12,410,564
99	6246	Downtown Office Complex	5.00%	2026	16,300,000	11,048,247	5,251,753	6,207,226
121	6560	Animal Shelter	2.90%	2027	625,000	333,508	291,492	334,621
121	6559	Cemetery Expansion	2.90%	2037	1,520,000	389,978	1,130,022	1,180,454
121	6679	Cemetery Expansion	2.90%	2037	700,000	179,595	520,405	543,630
153	6558	Fire Hall #4	2.41%	2031	6,000,000	-	6,000,000	-
153	7370	Leisure Ctr. Reno	2.41%	2046	3,500,000	-	3,500,000	-
153	7371	Synthetic Field	2.41%	2046	7,000,000	-	7,000,000	-
153	7372	Albion Community Ctr.	2.41%	2046	8,500,000	-	8,500,000	-
153	7374	Hammond Community Ctr.	2.41%	2046	2,000,000	-	2,000,000	-
153	7376	MRSS Track Facility	2.41%	2046	2,000,000	-	2,000,000	-
					<u>80,245,000</u>	<u>33,269,097</u>	<u>46,975,903</u>	<u>20,676,495</u>

The following debenture debt amounts plus projected Sinking Fund earnings are payable over the next five years and thereafter are as follows:

	<u>Debt Payments</u>
2022	\$ 3,543,365
2023	3,590,639
2024	3,639,248
2025	3,689,229
2026	3,740,622
Thereafter	19,159,180
Sinking Fund earnings	9,613,620
	<u>\$ 46,975,903</u>

The City has the following authorized but unissued financing available as at December 31, 2021:

<u>L/A Bylaw</u>	<u>L/A Amount</u>	<u>L/A Bylaw</u>	<u>L/A Amount</u>
#6560	\$ 275,000	#6679	\$ 1,100,000
#7373	1,000,000	#7374	500,000
#7375	1,000,000	#7376	500,000
#7377	23,500,000		
		Total	<u>\$ 27,875,000</u>

12. Tangible Capital Assets

		Net book value	
		<u>2021</u>	<u>2020</u>
Land	\$	287,303,392	\$ 271,742,707
Buildings		85,896,611	77,357,035
Transportation network		216,622,442	216,737,333
Storm sewer system		222,817,744	222,065,866
Fleet and equipment		20,263,737	17,771,496
Technology		6,217,561	6,516,919
Water system		136,157,705	134,784,335
Sanitary sewer system		141,032,148	138,719,265
Other		38,013,710	36,752,632
	\$	<u>1,154,325,050</u>	<u>\$ 1,122,447,588</u>

For additional information, see the Schedule of Tangible Capital Assets (Schedule 1)

During the year there were no write-downs of assets (2020 - \$Nil). In addition, the fair value of roads and related infrastructure, underground networks and land contributed to the City totaled **\$16,435,062** (\$21,023,012 for 2020) and was capitalized and recorded as revenue at the time of recognition.

Natural assets, works of art, artifacts, cultural and historic assets are not recorded as assets in these 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 2021 is **\$1,292,740,765** (\$1,259,078,406 for 2020) and is distributed as follows:

		<u>2021</u>	<u>2020</u>
			Restated - Note 24
Operating surplus	General	\$ 8,563,194	\$ 6,662,021
	Sewer	5,966,930	6,270,330
	Water	<u>13,707,170</u>	<u>16,656,631</u>
		28,237,294	29,588,982
Equity in the capital funds	General	842,930,177	822,245,719
	Sewer	142,398,327	139,718,499
	Water	<u>139,437,695</u>	<u>138,119,026</u>
		1,124,766,199	1,100,083,244
Reserves	Funds	44,524,272	37,237,663
	Accounts	<u>95,213,000</u>	<u>92,168,517</u>
		139,737,272	129,406,180
Accumulated Surplus		<u>\$ 1,292,740,765</u>	<u>\$ 1,259,078,406</u>

15. Reserves

	December 31, 2020	Interest Allocated	Contributions/ Transfers	Use of Reserves	December 31, 2021
Reserve Funds					
Local Improvement	\$ 2,661,126	\$ 8,621	\$ -	\$ -	\$ 2,669,747
Equipment Replacement	18,496,667	101,465	3,445,707	(2,460,568)	19,583,271
Capital Works	10,565,706	57,966	5,552,549	-	16,176,221
Fire Department Capital Acquisition	3,546,671	17,449	1,927,755	(1,397,173)	4,094,702
Sanitary Sewer	1,198,573	7,169	21,462	-	1,227,204
Land	<u>768,920</u>	<u>4,207</u>	<u>-</u>	<u>-</u>	<u>773,127</u>
Total Reserve Funds	37,237,663	196,877	10,947,473	(3,857,741)	44,524,272
Reserve Accounts					
Specific Projects - Capital	15,969,700	-	927,402	(3,097,341)	13,799,761
Specific Projects - Operating	11,258,271	-	5,781,447	(7,192,834)	9,846,884
Self Insurance	734,261	3,287	45,000	(128,739)	653,809
Police Services	12,830,122	70,089	1,527,275	(4,680,522)	9,746,964
Fire Services	-	-	485,230	-	485,230
Core Development	2,812,203	13,139	5,749,667	(6,850,837)	1,724,172
Recycling	3,926,764	21,705	269,848	(111,423)	4,106,894
Community Safety Initiatives	906,857	-	-	(134,111)	772,746
Building Inspections	3,549,607	19,423	-	-	3,569,030
Gravel Extraction	891,383	4,982	19,992	(3,500)	912,857
Community Works (Gas Tax)	717,813	4,313	616,463	(372,013)	966,576
Facility Maintenance	120,587	4,039	2,125,000	(1,801,482)	448,144
Snow Removal	850,061	-	-	-	850,061
Park & Recreation Improvements	4,738,602	-	2,394,214	(1,822,795)	5,310,021
Cemetery Maintenance	164,517	-	92,323	-	256,840
Infrastructure Sustainability (Town Centre Bldgs)	6,280	-	762,211	(768,491)	-
Infrastructure Sustainability (Roads)	5,433,724	31,552	3,792,315	(3,842,173)	5,415,418
Infrastructure Sustainability (Drainage)	2,721,578	16,963	942,692	(339,640)	3,341,593
Drainage Improvements	4,214,589	27,578	2,000,239	(444,534)	5,797,872
Gaming Revenues	2,030,682	-	780,946	(558,132)	2,253,496
Self Insurance (Sewer)	165,436	-	6,504	-	171,940
Self Insurance (Water)	145,748	-	6,504	-	152,252
Specific Projects (Sewer)	10,116,388	-	5,310,469	(3,664,754)	11,762,103
Specific Projects (Water)	<u>7,863,344</u>	<u>-</u>	<u>8,560,325</u>	<u>(3,555,332)</u>	<u>12,868,337</u>
Total Reserve Accounts	92,168,517	217,070	42,196,066	(39,368,653)	95,213,000
Total Reserves	\$ <u>129,406,180</u>	\$ <u>413,947</u>	\$ <u>53,143,539</u>	\$ <u>(43,226,394)</u>	\$ <u>139,737,272</u>

16. Property Tax Levies

In addition to its own tax levies, the City is required to collect 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:

	2021	2021 Budget	2020
Municipal Tax Levies	\$ 99,296,699	\$ 99,130,772	\$ 94,914,905
Levies for other authorities			
School taxes	42,974,954	42,992,343	35,174,508
TransLink	8,277,785	8,280,503	7,617,871
British Columbia Assessment	1,259,526	1,259,644	1,210,627
Metro Vancouver Regional District	1,693,254	1,693,750	1,476,913
Dyking Districts	744,042	744,042	730,556
Municipal Finance Authority	<u>6,003</u>	<u>6,005</u>	<u>5,644</u>
Total Collections for Others	54,955,564	54,976,287	46,216,119
Total Tax Levies	\$ <u>154,252,263</u>	\$ <u>154,107,059</u>	\$ <u>141,131,024</u>

17. Government Transfers

Government transfers recognized as revenues during the year were comprised of the following:

	2021			2020
	Capital	Operating	Total	Total
Federal Gov't	\$ 1,069,155	\$ 628,463	\$ 1,697,618	\$ 918,996
Provincial Gov't	355,064	2,163,197	2,518,261	8,204,151
TransLink	882,409	1,677,278	2,559,687	1,838,502
Other	25,564	2,000	27,564	43,324
Total	\$ 2,332,192	\$ 4,470,938	\$ 6,803,130	\$ 11,004,973

18. Trust Funds

Certain assets have been conveyed or assigned to the City to be administered as directed by an agreement or statute. The City holds the assets for the benefit of, and stands in a fiduciary relationship, to the beneficiary. The following trusts are excluded from the City's consolidated financial statements:

	Balance Dec 31, 2020	Interest Earned	Receipts	Disbursements	Balance Dec 31, 2021
Latecomer Fees	\$ 15,234	\$ -	\$ 161,803	\$ 177,037	\$ -
Cemetery Perpetual Care	1,335,821	13,433	74,961	13,433	1,410,782
Election Surplus	8,642	48	-	-	8,690
Metro Vancouver Sewer & Drainage District	733,732	-	2,441,899	953,565	2,222,066
TransLink	220,075	-	1,311,665	612,292	919,448
Road 13 Dyking District	1,443,905	-	173,639	196,564	1,420,980
Albion Dyking District	2,109,753	-	300,468	8,736	2,401,485
	<u>\$ 5,867,162</u>	<u>\$ 13,481</u>	<u>\$ 4,464,435</u>	<u>\$ 1,961,627</u>	<u>\$ 8,383,451</u>

19. Expenses and Expenditures by Object

	Operations	Capital	2021 Total	2021 Budget	2020 Total
		Acquisitions			
Goods and services	\$ 70,531,201	\$ 40,189,670	\$ 110,720,871	\$ 267,807,617	\$ 114,417,344
Wages and salaries	50,488,315	819,944	51,308,259	54,630,845	45,198,372
Interest	1,630,317	-	1,630,317	2,300,942	1,317,565
Total	122,649,833	41,009,614	163,659,447	324,739,404	160,933,281
Amortization expenses	23,863,066	-	23,863,066	24,037,321	23,641,391
Contributed tangible capital assets	-	16,435,062	16,435,062	20,000,000	21,023,012
Total Expenses and Expenditures	\$ 146,512,899	\$ 57,444,676	\$ 203,957,575	\$ 368,776,725	\$ 205,597,684

20. Budget

Budget amounts represent the Financial Plan Bylaw adopted by Council on May 11, 2021. 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 the reconciliation of the amounts presented on the financial statements to the approved budget:

Revenue	
Taxation	\$ 99,130,772
User fees and other revenue	49,956,147
Other	49,984,737
Contributed subdivision infrastructure	<u>20,000,000</u>
Total Revenue	<u>219,071,656</u>
Expenses	
Protective services	47,815,543
Transportation services	26,742,409
Recreation and cultural	26,535,488
Water utility	18,004,850
Sewer utility	14,930,985
General Government	22,083,435
Planning, public health and other	<u>7,867,485</u>
Total expenses	<u>163,980,195</u>
Annual Surplus	<u>\$ 55,091,461</u>
Less:	
Capital expenditures	204,796,530
Debt repayment	3,304,398
Add:	
Interfund transfers	77,580,142
Amortization	24,037,321
Borrowing proceeds	<u>51,392,004</u>
Financial Plan Bylaw	<u>\$ -</u>

21. Contractual Rights

There are a number of development projects in progress throughout the City where there is a requirement for the developer to provide infrastructure to the City, such as roads, sewers, sidewalks and street lighting. The estimated fair value of the infrastructure is recognized as "contributed tangible capital assets" revenue in these consolidated financial statements when the City accepts responsibility for the infrastructure. Estimated fair value is determined at the time the assets are recognized.

22. Municipal Pension Plan

The City of Maple Ridge 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 2020, the plan has about 220,000 active members and approximately 112,000 retired members. Active members include approximately 42,000 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, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The City of Maple Ridge paid **\$3,848,908** (2020 \$3,672,047) for employer contributions while employees contributed **\$3,218,889** (2020 \$3,087,136) to the plan in fiscal 2021.

The next valuation will be as at December 31, 2021, with results available in 2022.

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.

23. 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.

23. Segmented Information (cont'd)

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. Commercial operations are also included in this segment.

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 that cannot be directly attributed to the activities of an identified functional segment.

24. Prior Period Adjustment

The City contracts its policing services to the Royal Canadian Mounted Police (RCMP). Over the past several years, the RCMP has been engaged with its members in the formation of their first collective agreement, which was ratified in August 2021. The newly formed collective agreement provides for retroactive pay to members for services starting in 2017. The City has not previously accrued for retroactive pay during the negotiations.

As the liability for retroactive pay is linked to the timing of service provision, the City has retroactively adjusted the Consolidated Financial Statements to reflect estimated prior year costs related to the new collective agreement.

The prior year comparative figures have been adjusted as follows:

	<u>Previously Reported</u>	<u>Increase (Decrease)</u>	<u>Restated</u>
Accumulated surplus - beginning of year	\$1,209,359,166	\$(2,482,649)	\$1,206,876,517
Accounts payable	23,613,524	4,434,372	28,047,896
Net financial assets	124,223,492	(4,434,372)	119,789,120
Expenses	134,535,402	1,951,723	136,487,125
Accumulated surplus - end of year	1,263,512,778	(4,434,372)	1,259,078,406

Consolidated Report of Segmented Revenue and Expenses

For the year ended December 31, 2021

	Protective Services	Transportation Services	Recreation and Cultural	Water Utility	Sewer Utility
Revenue					
Tax revenue	\$ -	\$ -	\$ -	\$ 143,675	\$ 988,855
Other revenues	5,973,439	509,180	2,035,266	20,448,105	14,109,201
Government transfers	1,634,867	3,189,959	1,031,558	-	499,593
Development revenue	2,998	1,676,683	1,949,106	139,031	940,634
Interest and investment income	-	-	-	-	-
Gaming Revenues					
Asset disposal gain(loss)	(4,723)	(877,632)	38,847	(184,408)	(535,309)
Contributed infrastructure	-	8,361,722	6,218,900	677,688	1,176,752
Total Revenue	<u>7,606,581</u>	<u>12,859,912</u>	<u>11,273,677</u>	<u>21,224,091</u>	<u>17,179,726</u>
Expenses					
Operating:					
Goods and services	23,292,538	4,551,798	9,578,753	12,276,298	10,018,700
Labour	19,432,264	6,349,505	8,155,771	1,734,338	610,128
Debt Servicing	108,964	-	948,472	-	-
Sub total	42,833,766	10,901,303	18,682,996	14,010,636	10,628,828
Amortization	2,216,076	11,897,416	2,580,227	2,746,906	2,766,521
Total Expenses	<u>45,049,842</u>	<u>22,798,719</u>	<u>21,263,223</u>	<u>16,757,542</u>	<u>13,395,349</u>
Excess (deficiency) of revenue over expenses	<u>\$ (37,443,261)</u>	<u>\$ (9,938,807)</u>	<u>\$ (9,989,546)</u>	<u>\$ 4,466,549</u>	<u>\$ 3,784,377</u>

General Government	Commercial Tower	Planning Public Health & Other	Unallocated	Total 2021 Actual	Total Budget	Total 2020 Actual Restated - Note 24
\$ -	\$ -	\$ 2,388,360	\$ 95,775,809	\$ 99,296,699	\$ 99,130,772	\$ 94,914,905
2,225,402	1,935,457	3,261,150	-	50,497,200	49,956,147	45,433,301
423,753	-	23,400	-	6,803,130	13,873,679	11,004,973
296,294	-	11,277	-	5,016,023	33,683,054	13,801,911
-	-	-	2,411,236	2,411,236	2,428,004	5,286,485
-	-	-	780,946	780,946	-	323,738
(1,553)	-	(260)	500,000	(1,065,038)	-	(3,099,311)
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>16,435,062</u>	<u>20,000,000</u>	<u>21,023,012</u>
2,943,896	1,935,457	5,683,927	99,467,991	180,175,258	219,071,656	188,689,014
6,156,531	754,626	3,901,957	-	70,531,201	83,011,087	67,122,046
11,209,220	-	2,997,089	-	50,488,315	54,630,845	44,406,123
<u>125,976</u>	<u>403,052</u>	<u>43,853</u>	<u>-</u>	<u>1,630,317</u>	<u>2,300,942</u>	<u>1,317,565</u>
17,491,727	1,157,678	6,942,899	-	122,649,833	139,942,874	112,845,734
<u>1,425,292</u>	<u>-</u>	<u>230,628</u>	<u>-</u>	<u>23,863,066</u>	<u>24,037,321</u>	<u>23,641,391</u>
<u>18,917,019</u>	<u>1,157,678</u>	<u>7,173,527</u>	<u>-</u>	<u>146,512,899</u>	<u>163,980,195</u>	<u>136,487,125</u>
<u>\$ (15,973,123)</u>	<u>\$ 777,779</u>	<u>\$ (1,489,600)</u>	<u>\$ 99,467,991</u>	<u>\$ 33,662,359</u>	<u>\$ 55,091,461</u>	<u>\$ 52,201,889</u>

Schedule of Tangible Capital Assets

For the year ended December 31, 2021

	Land ²	Building	Transportation Network	Storm System
Historical Cost ¹				
Opening cost	\$ 271,742,707	\$ 133,225,678	\$ 351,884,173	\$ 295,595,030
Additions	15,560,685	11,428,597	7,377,235	5,340,913
Disposals	-	(187,754)	(2,362,402)	(704,494)
	<u>287,303,392</u>	<u>144,466,521</u>	<u>356,899,006</u>	<u>300,231,449</u>
Accumulated Amortization				
Opening balance	-	55,868,643	135,146,840	73,529,164
Amortization expense	-	2,881,585	7,113,536	4,068,653
Effect of disposals	-	(180,318)	(1,983,812)	(184,112)
	<u>-</u>	<u>58,569,910</u>	<u>140,276,564</u>	<u>77,413,705</u>
Net Book Value as at December 31, 2021	<u>\$ 287,303,392</u>	<u>\$ 85,896,611</u>	<u>\$ 216,622,442</u>	<u>\$ 222,817,744</u>
Net Book Value as at December 31, 2020	\$ 271,742,707	\$ 77,357,035	\$ 216,737,333	\$ 222,065,866

¹ Historical cost includes work in progress at December 31, 2021 of **\$31,977,067** (\$20,064,975 for 2020) comprised of: Land \$614,988 (\$631,732 for 2020); Buildings \$20,275,525 (\$10,259,878 for 2020); Transportation network \$876,825 (\$806,550 for 2020); Storm system \$24,641 (\$180,344 for 2020); Fleet and equipment \$430,962 (\$169,640 for 2020); Technology \$177,218 (\$416,509 for 2020); Water system \$1,960,180 (\$2,383,718 for 2020); Sanitary system \$6,697,799 (\$5,039,278 for 2020); and Other \$918,930 (\$177,325 for 2020). Work in progress is not amortized.

² Additions to land are net of \$-Nil (\$-Nil for 2020) of land reclassified to inventory available for sale.

³ "Other" at net book value includes Furniture and Fixtures at \$967,734 (\$1,091,973 for 2020) and Structures at \$37,045,974 (\$35,660,657 for 2020)

Fleet and Equipment	Technology	Water System	Sanitary System	Other³	Total
\$ 33,722,110	\$ 15,227,025	\$ 176,010,509	\$ 192,366,192	\$ 54,919,553	\$ 1,524,692,977
4,454,888	879,355	4,135,138	5,629,791	2,638,074	57,444,676
<u>(473,485)</u>	<u>(125,666)</u>	<u>(325,140)</u>	<u>(1,138,525)</u>	<u>(272,469)</u>	<u>(5,589,935)</u>
37,703,513	15,980,714	179,820,507	196,857,458	57,285,158	1,576,547,718
15,950,614	8,710,106	41,226,174	53,646,927	18,166,921	402,245,389
1,922,056	1,176,648	2,577,358	2,756,068	1,367,162	23,863,066
<u>(432,894)</u>	<u>(123,601)</u>	<u>(140,730)</u>	<u>(577,685)</u>	<u>(262,635)</u>	<u>(3,885,787)</u>
<u>17,439,776</u>	<u>9,763,153</u>	<u>43,662,802</u>	<u>55,825,310</u>	<u>19,271,448</u>	<u>422,222,668</u>
<u>\$ 20,263,737</u>	<u>\$ 6,217,561</u>	<u>\$ 136,157,705</u>	<u>\$ 141,032,148</u>	<u>\$ 38,013,710</u>	<u>\$ 1,154,325,050</u>
\$ 17,771,496	\$ 6,516,919	\$ 134,784,335	\$ 138,719,265	\$ 36,752,632	\$ 1,122,447,588

Schedule for BC Safe Restart Grant
For the year ended December 31, 2021
(unaudited)

Grant Received	
Balance of BC Safe Restart Grant	\$ 2,286,400
Application of Grant	
Lost revenue*	1,151,287
Operational adaptations**	<u>969,500</u>
Total Application	\$ <u>2,120,787</u>
Balance Remaining	\$ <u>165,613</u>

* Lost revenues are comprised of revenue shortfalls associated with the closure of City Recreation facilities

**Operational adaptations are comprised of expenditures incurred to facilitate remote work and meeting attendance for staff and Council, the installation of physical barriers in the workplace, increased cleaning and various other incremental costs.

City of Maple Ridge

Audit findings report to the Mayor and Council
for the year ended December 31, 2021

START

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To the Mayor and Council of City of Maple Ridge

We are pleased to provide you with the results of our audit of City of Maple Ridge's (the "City") consolidated financial statements for the year ended December 31, 2021.

The enclosed final report includes our approach to your audit, including: significant risks identified and the nature, extent, and results of our audit work. We also report any significant internal control deficiencies identified during our audit and reconfirm our independence.

During the course of our audit, management made certain representations to us—in discussions and in writing. We documented these representations in the audit working papers.

The business environment has changed for us all during the time of COVID-19. Cash flow, strategy, operations: each has received a rethink. As your auditors, we have relied on our digital audit suite to stay connected—among ourselves, with management, and with you.

This report has been prepared solely for the use of the City's Mayor and Council and others within the organization, and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.

We look forward to discussing our audit conclusions with you. In the meantime, please feel free to contact us if you have any questions or concerns.

Yours truly,

BDO Canada LLP

BDO Canada LLP



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Audit at a glance

Status of the Audit

We have substantially completed our audit of the consolidated financial statements for the year ended December 31, 2021.

We conducted our audit in accordance with Canadian generally accepted auditing standards. The objective of our audit was to obtain reasonable, not absolute, assurance about whether the consolidated financial statements are free from material misstatement.

Please refer to the draft consolidated financial statement package for a copy of our draft independent auditor's report.

Independence & Professional Ethics

Our Independence Letter is included in [Appendix A](#).

We have complied with relevant ethical requirements and confirm that we are independent with respect to the City within the meaning of the Code of Professional Conduct of the Chartered Professional Accountants of British Columbia.

Scope of our Work

The scope of the work performed was substantially the same as that described in our Planning Report to the Mayor and Council.

As communicated to you in our Planning Report, preliminary materiality for all items other than infrastructure was set at \$3.2m and materiality for infrastructure was set at \$22.5m. These levels are based on expenses and tangible capital assets, respectively, and were based on the prior year results with consideration for the current year's planned results.

Final materiality for all items other than infrastructure has been revised to \$3m, and materiality for infrastructure has been revised to \$23m.

Auditor's Responsibility With Respect To Fraud

Our responsibilities with respect to fraud were communicated in our Planning Report to the Mayor and Council.

We are not aware of any fraud affecting the City. If you have become aware of changes to processes or are aware of any instances of actual, suspected, or alleged fraud since our discussions held at planning, please let us know.





Audit findings

As part of our ongoing communications with you, we are required to have a discussion on our views about significant qualitative aspects of the City's accounting practices, including accounting policies, accounting estimates and consolidated financial statements disclosures. We look forward to exploring these topics in depth and answering your questions. A summary of the key discussion points are below:

Financial statement areas	Risks noted	Audit findings
<p>Risk of Fraudulent Revenue Recognition <i>[Rebuttable presumption]</i></p>	<p>Auditing standards require us to consider the risk of fraudulent revenue recognition, due to the nature of the City's revenue, we have rebutted this presumption.</p>	<p>Grant funding received was confirmed through a review of agreements. We also ensured the revenue is recorded accurately in accordance with the settlement of any stipulations.</p>
<p>Recognition of Grant & Government Transfer Revenue</p>	<p>Nevertheless, accounting standards relating to grant and government transfer revenue recognition are complex and open to variation in application. There is a risk that grants or revenue derived from other government transfers may be incorrectly deferred into future periods or recognized prior to stipulations being met.</p>	<p>We reviewed the deferred revenue balances by examining supporting documentation and validate the accounting treatment.</p> <p>Other revenues streams also contain revenue recognition issues which we reviewed in with the context of the relevant revenue recognition standards.</p> <p>All audit testing was performed in this area as planned with no issues to report.</p>
<p>Management Override of Internal Controls <i>[Mandatory audit consideration]</i></p>	<p>Management is generally in a unique position to perpetrate fraud because of its ability to directly or indirectly manipulate accounting records, and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.</p> <p>This risk is not unique to the City.</p>	<p>We reviewed transactions recorded in the various ledgers for unusual or non-recurring adjustments not addressed by other audit procedures.</p> <p>We reviewed the controls relating to processing of journal entries and examined a sample of journal entries subject to risk.</p> <p>All audit testing was performed in this area as planned with no issues to report where controls were overridden.</p>



Internal control matters



We are required to report to you in writing about any significant deficiencies in internal control that we have identified during the audit.

A significant deficiency is defined as a deficiency or combination of deficiencies in internal control that merits the attention of those charged with governance.

The audit expresses an opinion on the City's consolidated financial statements. As a result, it does not cover every aspect of internal controls—only those relevant to preparing the consolidated financial statements and designing appropriate audit procedures. This work was not for the purpose of expressing an opinion on the effectiveness of internal control.

No control deficiencies were noted that, in our opinion, are of significant importance to discuss.

During the audit, we performed the following procedures regarding the City's internal control environment:

- ▶ Documented operating systems to assess the design and implementation of control activities that were relevant to the audit.
- ▶ Discussed and considered potential audit risks with management.

We considered the results of these procedures in determining the extent and nature of audit testing required.

Management Letter

Please refer to [redacted] for observations we have made during the course of our audit, as well as best practice recommendations relating to these matters.

Audit differences

Unadjusted difference

	Increase (Decrease) - in \$			
	Assets	Liabilities	Opening Accumulated Surplus	Annual Surplus
To reflect developer contributed tangible capital assets that the City obtained control over during November-December 2020 as additions to the prior year (2020) accumulated surplus, instead of the current year (2021) annual surplus.				
<i>Dr. Developer contributed asset revenue</i> <i>Cr. Opening accumulated surplus</i>			2,800,000	(2,800,000)
Effect of prior year's reversing errors	-	-	-	-
Total unadjusted differences	-	-	\$2,800,000	(\$2,800,000)

Adjusted difference

During the year, a new collective bargaining agreement was finalized between The National Police Federation and The Royal Canadian Mounted Police. This agreement included provisions to retroactively increase pay rates for members of the RCMP between 2017 and 2021, and as a result, costs to the City for policing services provided in this time period increased. The RCMP had issued guidance in previous years that would have enabled a reasonable estimate (for accounting purposes) of these costs to have been made. Given that the services had been provided in each of these previous years, accounting standards require an estimate to have been made for the cost increases, and an accrued liability then be recognized in each prior accounting period.

Management has recorded an adjustment to reflect the amount of the cost increase pertaining to years prior to 2021 (approximately \$4.4m) as an adjustment to the opening accumulated surplus for each of the years ended December 31, 2021 and 2020. Please refer to Note 24 in the draft consolidated financial statements for a full summary of the impact of this adjustment on the consolidated financial statements.

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How we audit financial statements

IDENTIFY AND ASSESS RISK

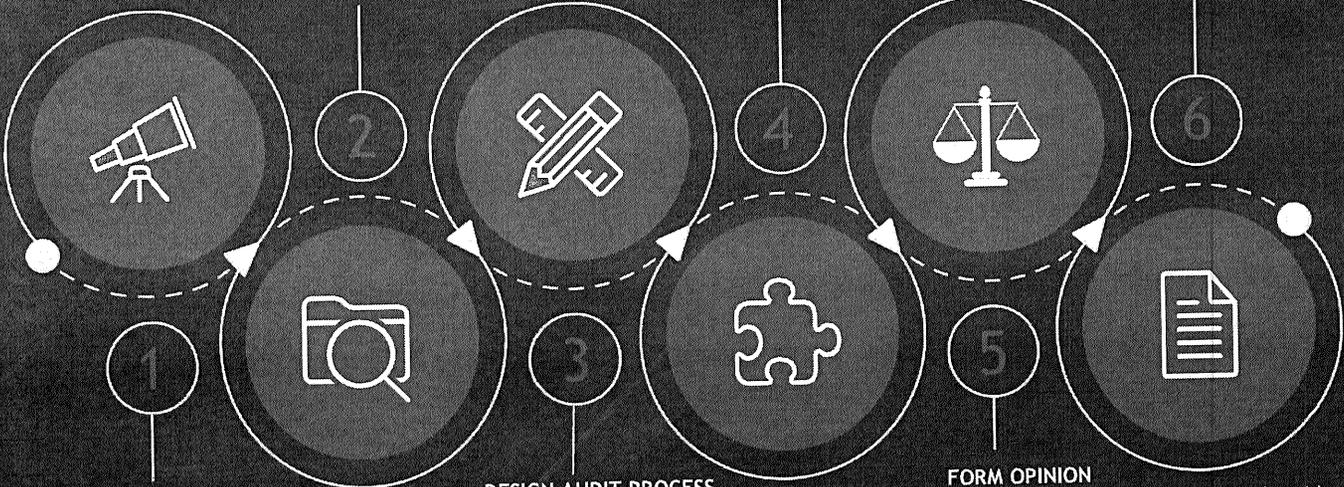
Focus on those areas of financial statements that contain potential material misstatements as a consequence of the risks you face

OBTAIN AUDIT EVIDENCE

Perform audit procedures while maintaining appropriate degree of professional skepticism, to conclude whether or not the financial statements are presented fairly

REPORT

Communicate our opinion and details of matters on which we are required to report



SCOPING

Complete a preliminary review to plan the audit, determine the materiality level, and define the audit scope

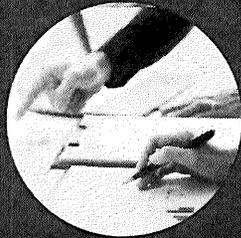
DESIGN AUDIT PROCESS

Design an appropriate audit strategy to obtain sufficient assurance and enable us to report on the financial statements

FORM OPINION

Evaluate whether we have enough evidence to conclude that the financial statements are free from material misstatement, and consider the effect of any potential misstatements found

New Standard for Audit Quality



ISQM 1

The quality of an audit depends not only on the people conducting it—but also on the systems underpinning it. These new rules up the ante for your audit quality.

[SEE THE STANDARD](#)



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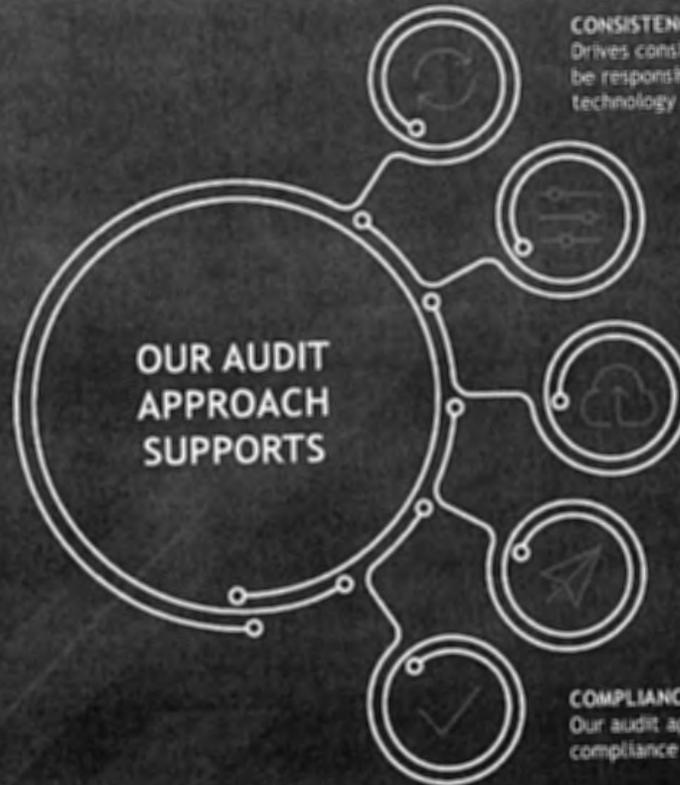
Your audit: Client-centricity in action

The cornerstone of each audit engagement is how we deliver our services.

Our firm is deliberately structured to allow one partner to every six staff members. This means easy access to senior staff and the lead partner throughout your audit, as well as a quick turnaround on any questions. It also helps our team gain a better understanding of your organization.

Our audit process differs from the typical audit in our use of in-field reviews, subject to COVID-19 safety protocols. The benefit of these in-field reviews is that final decision-makers are on site ensuring issues are resolved and files closed quickly.

We offer clients the full-service expertise of a national firm. Even more: As part of the global BDO network, we provide seamless and consistent cross-border services to clients with global needs. Yet we maintain a local community focus. The comprehensive range of services we deliver is complemented by a deep industry knowledge gained from nearly 100 years of working within local communities.



CONSISTENCY

Drives consistency and quality in audit execution throughout BDO, enabling us to be responsive to your size and location needs, providing access to the latest technology solutions

CUSTOMIZATION

Providing sufficient flexibility to allow us to customize the scope of our work to meet your organizational needs, risk profile and changes

A DIGITAL APPROACH

We promote a paperless audit where we perform and document our audit and exchange information with you and your team using technology

EXCEPTIONAL DELIVERY

Using our highly trained teams, supported by state-of-the-art technologies and underpinned by an exceptionally intuitive audit methodology, to enable timely and efficient delivery of your audit

COMPLIANCE

Our audit approach and related technologies ensure compliance with Canadian Auditing Standards (CASs)

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Appendices

- ▶ [Appendix A: Management Letter Point](#)
- ▶ [Appendix B: Independence Letter](#)
- ▶ [Appendix C: Representation letter](#)

Appendix A: Management Letter Point

Current Year Recommendations

We have not raised any new recommendations in the current year.

Update on Prior Year Recommendations

Records and Financial Management Software

We previously commented on two elements of City's information systems: tangible capital asset record keeping and document management. We had observed that the City's enterprise resource planning system ("ERP") is at the end of its useful life, and that this is impacting the City's ability to maintain complete and timely tangible capital asset records. We had recommended that the City begin investigating options to replace the current ERP system and consider a dedicated system for the management and planning of the City's infrastructure. We also recommended that the City consider incorporating a digital document storage solution alongside or within any new system implementation in order to reduce reliance on paper-based processes and storage.

In response, management previously noted the City's long-term capital program includes a provision to replace the City's financials systems in the near future, and that these recommendations will be considered within the scope of that plan.

We have not identified any further recommendations in relation to this matter throughout the course of the current year's audit engagement, but continue to emphasize the importance of this matter.

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Appendix B: Independence Letter





Tel: (604) 688-5421
Fax: (604) 688-5132
www.bdo.ca

BDO Canada LLP
1100 Royal Centre
1055 West Georgia Street
Vancouver, British Columbia
V6E 3P3

April 13, 2022

To the Mayor and Council
The City of Maple Ridge

Dear Mayor and Council:

We have been engaged to audit the consolidated financial statements of The City of Maple Ridge (the "City") for the year ended December 31, 2021.

Canadian generally accepted auditing standards require that we communicate at least annually with you regarding all relationships between the City and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by the appropriate provincial institute/order and applicable legislation, covering such matters as:

- Holding a financial interest, either directly or indirectly in a client;
- Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- Economic dependence on a client; and
- Provision of services in addition to the audit engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising since April 27, 2021, the date of our last letter.

We are not aware of any relationships between the City and our Firm that, in our professional judgment may reasonably be thought to bear on independence that have occurred from April 27, 2021, to the date of this letter.

We hereby confirm that we are independent with respect to the City within the meaning of the Code of Professional Conduct of the Chartered Professional Accountants of British Columbia as of the date of this letter.

This letter is intended solely for the use of the Mayor and Council, management and those charged with governance within the City and should not be used for any other purpose.

Yours truly,

BDO Canada LLP

Chartered Professional Accountants

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Appendix B: Representation letter

For the year ended December 31, 2022



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

[REPORT DATE]

BDO Canada LLP
Chartered Professional Accountants
1100 Royal Centre
1055 West Georgia Street
Vancouver, BC, V6E 3P3

This representation letter is provided in connection with your audit of the consolidated financial statements ("financial statements") of the City of Maple Ridge for the year ended December 31, 2021 for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian public sector accounting standards.

We confirm that to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Financial Statements

We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated November 14, 2019, for the preparation of the financial statements in accordance with Canadian public sector accounting standards; in particular, the financial statements are fairly presented in accordance therewith.

- The methods, significant assumptions, and data used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement and/or disclosure that are reasonable in accordance with Canadian public sector accounting standards.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian public sector accounting standards.
- All events subsequent to the date of the financial statements and for which Canadian public sector accounting standards require adjustment or disclosure have been adjusted or disclosed.
- The financial statements of the entity use appropriate accounting policies that have been properly disclosed and consistently applied.

Information Provided

- We have provided you with:
 - access to all information of which we are aware that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
 - additional information that you have requested from us for the purpose of the audit; and
 - unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- We are responsible for the design, implementation and maintenance of internal controls to prevent, detect and correct fraud and error, and have communicated to you all deficiencies in internal control of which we are aware.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.

- We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

Fraud and Error

- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements.
- We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators, or others.

General Representations

- Where the value of any asset has been impaired, an appropriate provision has been made in the financial statements or has otherwise been disclosed to you.
- We have provided you with significant assumptions that in our opinion are reasonable and appropriately reflect our intent and ability to carry out specific courses of action on behalf of the entity when relevant to the use of fair value measurements or disclosures in the financial statements.
- We confirm that there are no derivatives or off-balance sheet financial instruments held at year end that have not been properly recorded or disclosed in the financial statements.
- Except as disclosed in the financial statements, there have been no changes to title, control over assets, liens or assets pledged as security for liabilities or collateral.
- The entity has complied with all provisions in its agreements related to debt and there were no defaults in principal or interest, or in the covenants and conditions contained in such agreements.
- There have been no plans or intentions that may materially affect the recognition, measurement, presentation or disclosure of assets and liabilities (actual and contingent).
- The nature of all material uncertainties have been appropriately measured and disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.
- There were no direct contingencies or provisions (including those associated with guarantees or indemnification provisions), unusual contractual obligations nor any substantial commitments, whether oral or written, other than in the ordinary course of business, which would materially

affect the financial statements or financial position of the entity, except as disclosed in the financial statements.

Other Representations Where the Situation Exists

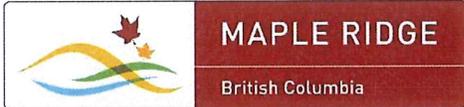
- We have informed you of all known actual or possible litigation and claims, whether or not they have been discussed with legal counsel. Since there are no actual, outstanding or possible litigation and claims, no disclosure is required in the financial statements.
- We will provide to you, when available and prior to issuance by the entity, the final version of the document(s) comprising the annual report.
- We have provided you all the relevant information in order to appropriately record and disclose the restatement made to correct a misstatement in the prior period financial statements that affect the comparative information. This restatement was for the accrual of retro pay for RCMP services.

Yours truly,

Scott Hartman, Chief Administrative Officer

Trevor Thompson, Director of Finance

Catherine Nolan, Corporate Controller



mapleridge.ca

TO: His Worship Mayor Michael Morden **MEETING DATE:** May 3, 2022
and Members of Council **FILE NO:** 01-0110-01

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

SUBJECT: Bylaw 7575-2019 Maple Ridge Fees & Charges Bylaw Amendments

EXECUTIVE SUMMARY:

The Maple Ridge Fees and Charges Bylaw was adopted in 2020 to provide transparency and ease of access to costs for municipal services. Over time new schedules have been added as fees have been reviewed. Most recently, Development Application and Subdivision and Development Servicing fees were added to the Bylaw.

The proposed amendments add front counter Finance fees to the Bylaw, re-positions Parks, Recreation & Culture rates in line with market, adjusts language within Planning fees, and amend the Tree Protection and Management Bylaw to reference the new bylaw.

RECOMMENDATION:

That Maple Ridge Fees & Charges Amending Bylaw No. 7850-2022 be given first, second and third reading; and further

That Maple Ridge Tree Protection & Management Amending Bylaw No. 7851-2022 be given first, second and third reading.

DISCUSSION:

a) Background Context:

In 2020, the City of Maple Ridge adopted the Fees & Charges Bylaw to initiate the process of consolidating all municipal charges into a single bylaw. Since the original bylaw was adopted, schedules for Development Application and Subdivision & Development Servicing fees have been added.

The amendments proposed in this report seek to provide clarity on existing fees, incorporate a new schedule for General Administration fees, and update Parks, Recreation & Culture (PRC) admissions and rental fees. A comparison between current fees and proposed rates is provided in Attachment A.

Development Application Fees - Housekeeping

Council approved a new structure and rates for development applications in July 2021, coming into effect in September. After operating under the new structure for several months, Planning staff have proposed text amendments to clarify the purpose and application of new fees.

The most notable amendment is the multi-family rezoning fee which currently reads “per lot” and is proposed to be “per unit”. During development industry consultation on the new fee model last year,

per unit language was always utilized and has been applied since adoption of the fees without issue. The fee is commonly applied in this manner in other jurisdictions.

All proposed changes are provided in Table 1 with text removals in **red** and additions in **green**.

Table 1 - Development Application Fee Amendments

Current Verbiage	New Verbiage
Multi-Family – plus: Per Lot	Multi-Family – plus: Per Unit
Subdivision Extension Fee	Subdivision PRL Extension Fee
PRL Extension Fee	
Rezoning Extension at 1st and 3rd Reading	Rezoning Extension at Third Reading
Official Community Plan Extension at 1st and 3rd Reading	Official Community Plan Extension at Third Reading
Heritage Alteration Agreement	Heritage Conservation Restrictive Covenant
Landscape Inspection Request	Landscape Re-Inspection Request

To ensure transparency, the Tree Protection & Management Bylaw requires updating to reflect the consolidated bylaw. A proposed amendment to the Bylaw, as noted in Attachment C, updates the reference and public facing documentation.

Finance Miscellaneous Fees

The Revenue and Collections Department, also known as the Tax Counter, is a front-line department that liaises with the public on property tax and utility related issues and collects payment on behalf of City departments. In 2015, the department introduced a bylaw to formalize fees for record requests. In 2017, the bylaw was amended to include fees for Fire Department incident records. The attached bylaw amendment introduces the fees into the consolidated bylaw and aligns rates with the market.

Recommended increases are proposed based on a regional survey conducted in late 2021. New rates align with the average values found in the assessment, as noted in the tables of Appendix B. All current City rates are below average for like services provided by other jurisdictions. Proposed increases bring fees inline with the market, while including an annual schedule of increases at 2%.

These fees will form the first component of the General Administration section of the Maple Ridge Fees & Charges Bylaw. This section captures fees for corporate services and aligns with common practice in the municipal sector.

Recreation Fees and Charges

The most recent increase to recreation facility fees came as a phased approach implemented between 2014 and 2016, with a subsequent report in 2019 on the Synthetic Field Sport User Annual Contribution fee and the dry floor rate. Council deferred the implementation of new fees during the introduction of the Fees & Charges Bylaw in 2020, due to the uncertainty of the COVID-19 pandemic and potential financial impacts to residents. Staff are recommending a modest increase of most recreation fees, effective September 1, 2022, to offset the rise in operating costs.

The recommended fee adjustments included in this report were brought to the Parks, Recreation & Culture Advisory Committee on March 31, 2021. After some minor revisions based on feedback from the Committee, fees were brought back for subsequent review on September 29, 2021 and endorsed unanimously to move forward for Council’s consideration.

On an annual basis, staff review the rental and admission rates of several Lower Mainland recreation facilities, including but not limited to Mission, Pitt Meadows, Langley, Coquitlam and Port Coquitlam. The data gathered is used to determine current market rental and admission rates compared to operating costs to ensure we are in line with regional comparators.

Based on an analysis of neighbouring municipalities, staff are recommending the following changes:

Overall, rates to be adjusted to reflect market average. This equates to an average increase of 2-5% for most fees with a higher increase, in some cases, for commercial rates with a gradual increase over the next 3 years.

Where the City of Maple Ridge was above market average it is recommended that rates stay the same. Specifically:

- No increase to the 10 Pass Membership and a 5% reduction in 1 Year Memberships.
- No increase to Gymnasium fees (except for Commercial rates).
- No increase to CLASS A fields for Adult Non-Profits in Special Events & Regular Use.

Market and registrant analysis identified opportunities to re-configure rate structures to meet standard industry practices and better serve the needs of the City's customers. The following adjustments are proposed as a result:

- Removal of the 6-Month Membership Pass.
- Flat rate for users accessing the Outdoor Pool.
- Amalgamating the Fundraising category into Special Events for Sport Fields.
- Separation of CLASS A fields and Artificial Field fees and a 10% increase for the Artificial Field Fees over the next 2 years (no increase for regular use by youth/senior, non-profit agencies).
- Introduction of the Swim Club rate for Hammond Pool in alignment with fee classification at the Maple Ridge Leisure Centre.
- Introduction of a Junior B Hockey rate based on best practice research and as determined in collaboration with the local Junior B club.
- Integration of the Albion Community Centre and it's multi-use spaces.

Lastly, by way of Council decision on June 4, 2019, no increases to the Sport Field User Annual Contribution and Miscellaneous Fees are proposed.

Electric Vehicle Parking Rates

Since 2013 the City of Maple Ridge has provided electric vehicle charging at no cost to the public to promote adoption of electric and hybrid transportation. Community usage has increased rapidly since the program initiated, as noted in Figure 1.

All charging stations are currently located within the civic area of the Town Centre. Currently, users pay the standard parking rate, where applicable, for use of stalls with access to EV chargers. No additional charges apply.

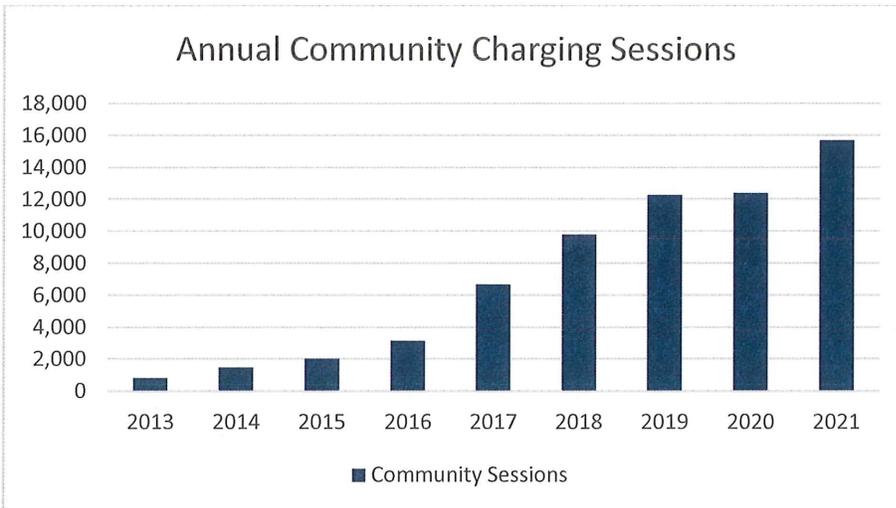


Figure 1 - Annual EV Charging Sessions on Municipal Network

With the construction of c’usquanela Elementary, School District No. 42 installed the first charging stations at a school site within the District. To promote turnover of the parking stalls and recover operating costs, the School District levies a fee of \$1.50 per hour (\$0.025 per minute) for charging at the two stations located in the parking lot. Two, dual-port charging stations are being installed at the City’s co-located Albion Community Centre parking lot.

Staff from the School District approached City representatives regarding a common charging rate for the co-located site. It is recommended that the City adopt a parking rate in alignment with School District fees to balance demand of the two sets of chargers and parking spaces. The new fee is only applicable to the Albion Community Centre parking lot. A joint one-year review with the School District will be conducted to ensure that the intent of fee-matching is being achieved.

b) Desired Outcome:

Adjusting fee-for-service rates to reflect operating costs and market conditions re-balances the reliance on general revenue taxation. In addition, consolidating fee schedules into a single bylaw adds transparency and simplifies access to municipal fees and charges.

c) Strategic Alignment:

Regular updates of City fees and charges are in alignment with the Growth priority of Council’s Strategic Plan. Maintaining a balance of user-pay to general revenue subsidized services supports tax-payer affordability and accessibility to City programs.

d) Citizen/Customer Implications:

Fee updates to Finance and PRC rates were last adopted in 2015 and 2014, respectively. Modest fee increases assist in offsetting facility operating costs, while balancing the need to ensure services and facilities remain accessible to all residents.

e) Interdepartmental Implications:

Implementation of proposed rates will require the support of the Information Technology Department. Amendments will be made over the summer months, if proposed changes are approved.

f) Business Plan/Financial Implications:

The proposed amendments to Planning and Finance fees will have a negligible impact on revenues due the low volume, low value nature of the fees. Adjustments to Parks, Recreation and Culture fees have been noted with the Finance Department and will be accounted for in the upcoming Financial Plan. However, the realization of budgeted revenue is subject to many factors influenced by COVID-19 health orders.

g) Policy Implications:

The systematic review and update of fees is identified in Policy 9.0 of the Financial Sustainability Plan Policy. In alignment with the Policy, new rates will come into effect September 1, 2022 to allow for a three month notification period if adopted by the end of May. The lone exception being Electric Vehicle Parking Rates which are to come into effect with adoption of the bylaw amendment.

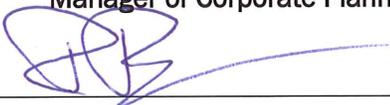
h) Alternatives:

Council may choose to defer increases to fees and charges. This approach is not recommended, as delaying the implementation of updated Parks, Recreation & Culture fees past September 1st would impact users with a more aggressive increase in the future. New revenue generated from this service would not be realized until September 2023.

CONCLUSION:

The proposed amendment to the Maple Ridge Fees & Charges Bylaw provides greater clarity to the public on municipal fees and aligns rates with market levels.


Prepared by: **Dan Olivieri**
Manager of Corporate Planning & Consultation


Reviewed by: **Russ Brummer**
Manager of Business Operations


Reviewed by: **CK Lee**
Manager of Revenue & Collections


Reviewed by: **Mark McMullen**
Manager of Development & Environmental Services


Reviewed by: **Trevor Thompson**
Director of Finance



Approved by: **Christine Carter**
General Manager, Planning & Development Services



Approved by: **Christina Crabtree**
General Manager, Corporate Services



Approved by: **Stephane Labonne**
General Manager, Parks, Recreation & Culture



Concurrence: **Scott Hartman**
Chief Administrative Officer

Attachments:

- (A) Attachment A – Rate Change Comparison
- (B) Attachment B - Property Information Regional Comparison
- (C) Attachment C – Maple Ridge Tree Protection & Management Amending Bylaw No. 7851-2022
- (D) Attachment D – Maple Ridge Fees & Charges Amending Bylaw No. 7850-2022

Attachment A – Rate Change Comparison

General Administration

Copying Costs	Current	Proposed	Adjustment
Standard copies - 8.5 x 11	\$0.50	\$0.50	0%

Property Information Request/Tax Certificate	Current	Proposed	Adjustment
From property owner	No Charge	No Charge	0%
From non-owner	\$35.00	\$40.00	14%
Requests through BC Online (BC Online customers will have BC Online administration fee added to this fee)	\$35.00	\$40.00	14%
Payment File for Mortgage Company Tax Clients - per folio/roll number	\$7.50	\$10.00	33%
Returned Cheque Fee	\$25.00	\$30.00	20%

Historical Property Related Information – Per Hour	Current	Proposed	Adjustment
From property owner - First hour	No Charge	No Charge	0%
From property owner - Additional hour or portion	\$35.00	\$40.00	14%
From non-owner	\$35.00	\$40.00	14%
Requests through BC Online (BC Online customers will have BC Online administration fee added to this fee)	\$35.00	\$40.00	14%

Fire Department Record Requests	Current	Proposed	Adjustment
Fire Incident/Investigation Reports (including color photographs)	\$200.00	\$200.00	0%
MVA/Medical Incident Report	\$100.00	\$100.00	0%

Attachment A – Rate Change Comparison

Parks, Recreation & Culture

Admissions

Child	Current	Proposed	Adjustment
Single	\$ 2.90	\$ 3.05	5%
10 Pass	\$ 26.10	\$ 26.10	0%
20 Pass	\$ 46.40	\$ 48.72	5%
1 Month	\$ 26.10	\$ 27.41	5%
3 Months	\$ 69.60	\$ 73.08	5%
1 Year	\$ 261.00	\$ 247.95	-5%

Youth/Student/Senior	Current	Proposed	Adjustment
Single	\$ 3.90	\$ 4.10	5%
10 Pass	\$ 35.10	\$ 35.10	0%
20 Pass	\$ 62.40	\$ 65.52	5%
1 Month	\$ 35.10	\$ 36.86	5%
3 Months	\$ 93.60	\$ 98.28	5%
1 Year	\$ 351.00	\$ 333.45	-5%

Adult	Current	Proposed	Adjustment
Single	\$ 5.70	\$ 5.99	5%
10 Pass	\$ 51.30	\$ 51.30	0%
20 Pass	\$ 91.20	\$ 95.76	5%
1 Month	\$ 51.30	\$ 53.87	5%
3 Months	\$ 136.80	\$ 143.64	5%
1 Year	\$ 513.00	\$ 487.35	-5%

Family	Current	Proposed	Adjustment
Single	\$ 10.44	\$ 10.96	5%
10 Pass	\$ 98.46	\$ 98.46	0%
20 Pass	\$ 167.04	\$ 175.39	5%
1 Month	\$ 98.46	\$ 103.38	5%
3 Months	\$ 262.56	\$ 275.69	5%
1 Year	\$ 984.60	\$ 935.37	-5%

Drop-In Skating - Single	Current	Proposed	Adjustment
Child	\$ 2.60	\$ 2.73	5%
Youth/Student/Senior	\$ 3.50	\$ 3.68	5%
Adult/Parent & Tot	\$ 4.73	\$ 4.97	5%
Family	\$ 8.33	\$ 8.75	5%

Attachment A – Rate Change Comparison

Outdoor Pool Admission - Single	Current	Proposed	Adjustment
Child	1.76	\$ 1.90	See report
Youth/Student/Senior	2.37	\$ 1.90	See report
Adult/Parent & Tot	3.03	\$ 2.86	See report

Fairgrounds (Hrly)

Barns	Current	Proposed	Adjustment
Youth/Senior Non-Profit	\$ 8.16	\$ 8.32	2%
Adult Non-Profit	\$ 12.24	\$ 12.48	2%
Private	\$ 20.40	\$ 20.81	2%
Commercial	\$ 22.44	\$ 22.89	2%
Non-Resident	\$ 24.48	\$ 24.97	2%

Grounds & Showrings	Current	Proposed	Adjustment
Youth/Senior Non-Profit	\$ 7.14	\$ 7.28	2%
Adult Non-Profit	\$ 10.71	\$ 10.92	2%
Private	\$ 17.85	\$ 18.21	2%
Commercial	\$ 19.64	\$ 20.03	2%
Non-Resident	\$ 21.42	\$ 21.85	2%

Halls

Great Hall - Albion Community Centre (Hrly)	Current	Proposed	Adjustment
Youth/Senior Non-Profit	NA	\$ 49.35	NA
Adult Non-Profit	NA	\$ 74.02	NA
Private	NA	\$ 123.37	NA
Commercial	NA	\$ 244.31	NA
Non-Resident	NA	\$ 237.33	NA

Hammond Hall - Hourly	Current	Proposed	Adjustment
Youth/Senior Non-Profit	\$ 25.46	\$ 25.97	2%
Adult Non-Profit	\$ 38.20	\$ 38.96	2%
Private	\$ 63.66	\$ 64.93	2%
Commercial	\$ 83.17	\$ 87.33	5%
Non-Resident	\$ 78.12	\$ 79.68	2%

Whonnock Hall - Hourly	Current	Proposed	Adjustment
Youth/Senior Non-Profit	\$ 83.18	\$ 84.84	2%
Adult Non-Profit	\$ 124.77	\$ 127.27	2%
Private	\$ 207.95	\$ 212.11	2%
Commercial	\$ 232.68	\$ 244.31	5%
Non-Resident	\$ 232.68	\$ 237.33	2%

Attachment A – Rate Change Comparison

Kitchen (Day Rate)	Current	Proposed	Adjustment
Youth/Senior Non-Profit	\$ 34.16	\$ 34.84	2%
Adult Non-Profit	\$ 51.25	\$ 52.28	2%
Private	\$ 85.41	\$ 87.12	2%
Commercial	\$ 120.30	\$ 122.71	2%
Non-Resident	\$ 120.30	\$ 122.71	2%

Pools (Hrly)

Competition/Teach Pool (Per Lane)	Current	Proposed	Adjustment
Swim Club - Competition Pool	\$ 5.96	\$ 5.96	0%
Swim Club - Teach Pool	\$ 5.07	\$ 5.07	0%
Youth/Senior Non-Profit	\$ 9.88	\$ 10.37	5%
Adult Non-Profit	\$ 14.82	\$ 15.56	5%
Private	\$ 24.70	\$ 25.94	5%
Commercial	\$ 31.38	\$ 32.95	5%
Non-Resident	\$ 29.28	\$ 30.74	5%

Hammond Pool (Whole Pool)	Current	Proposed	Adjustment
Swim Club	NA	\$ 20.28	NA
Youth/Senior Non-Profit	\$ 26.75	\$ 27.29	2%
Adult Non-Profit	\$ 40.13	\$ 40.93	2%
Private	\$ 66.88	\$ 68.22	2%
Commercial	\$ 70.54	\$ 74.07	2%
Non-Resident	\$ 68.14	\$ 69.50	2%

Arenas (Hrly)

Ice - Prime Time	Current	Proposed	Adjustment
Youth/Senior Non-Profit	\$ 110.34	\$ 115.86	5%
Adult Non-Profit	\$ 165.50	\$ 173.78	5%
Private	\$ 275.84	\$ 289.63	5%
Commercial	\$ 304.99	\$ 320.24	5%
Non-Resident	\$ 295.04	\$ 309.79	5%

Ice - Non-Prime Time	Current	Proposed	Adjustment
Youth/Senior Non-Profit	\$ 82.76	\$ 86.90	5%
Adult Non-Profit	\$ 124.13	\$ 130.34	5%
Private	\$ 206.88	\$ 217.22	5%
Commercial	\$ 228.74	\$ 240.18	5%
Non-Resident	\$ 221.28	\$ 232.34	5%

Attachment A – Rate Change Comparison

Dry Floor - Prime Time	Current	Proposed	Adjustment
Youth/Senior Non-Profit	\$ 44.03	\$ 44.03	See report
Adult Non-Profit	\$ 66.05	\$ 66.05	See report
Private	\$ 110.08	\$ 110.08	See report
Commercial	\$ 139.61	\$ 146.59	5%
Non-Resident	\$ 131.85	\$ 131.85	See report

Ice - Junior B	Current	Proposed	Adjustment
Prime Time/Games	NA	\$ 121.37	NA
Non-Prime/Practices	NA	\$ 91.04	NA

Rooms (Hrly)

Multi-Purpose Room (capacity 1-15)	Current	Proposed	Adjustment
Youth/Senior Non-Profit	\$ 4.51	\$ 4.74	5%
Adult Non-Profit	\$ 6.76	\$ 7.10	5%
Private	\$ 11.27	\$ 11.83	5%
Commercial	\$ 13.84	\$ 14.53	5%
Non-Resident	\$ 13.84	\$ 14.53	5%

Multi-Purpose Room (capacity 15-30)	Current	Proposed	Adjustment
Youth/Senior Non-Profit	\$ 9.01	\$ 9.46	5%
Adult Non-Profit	\$ 13.52	\$ 14.20	5%
Private	\$ 22.53	\$ 23.66	5%
Commercial	\$ 27.67	\$ 29.05	5%
Non-Resident	\$ 27.67	\$ 29.05	5%

Multi-Purpose Room (capacity 40-60)	Current	Proposed	Adjustment
Youth/Senior Non-Profit	\$ 11.83	\$ 12.42	5%
Adult Non-Profit	\$ 17.75	\$ 18.64	5%
Private	\$ 29.58	\$ 31.06	5%
Commercial	\$ 35.57	\$ 37.35	5%
Non-Resident	\$ 32.62	\$ 34.25	5%

Multi-Purpose Room (capacity 60-80)	Current	Proposed	Adjustment
Youth/Senior Non-Profit	\$ 13.94	\$ 14.64	5%
Adult Non-Profit	\$ 20.91	\$ 21.96	5%
Private	\$ 34.85	\$ 36.59	5%
Commercial	\$ 48.36	\$ 50.78	5%
Non-Resident	\$ 45.36	\$ 47.63	5%

Attachment A – Rate Change Comparison

Gymnasium	Current	Proposed	Adjustment
Youth/Senior Non-Profit	\$ 49.35	\$ 49.35	0%
Adult Non-Profit	\$ 74.02	\$ 74.02	0%
Private	\$ 123.37	\$ 123.37	0%
Commercial	\$ 154.31	\$ 154.31	0%
Non-Resident	\$ 132.64	\$ 132.64	0%

Fields (Hrly)

Youth/Senior Non-Profit

Artificial Turf	Current	Proposed	Adjustment
Commercial	\$ 22.07	\$ 23.17	5%
Special Event	\$ 5.52	\$ 5.80	5%
Regular Use	\$ -	\$ -	NA

Class A	Current	Proposed	Adjustment
Commercial	\$ 22.07	\$ 23.17	5%
Special Event	\$ 5.52	\$ 5.80	5%
Regular Use	\$ -	\$ -	NA

Class B	Current	Proposed	Adjustment
Commercial	\$ 16.44	\$ 17.26	5%
Special Event	\$ 4.11	\$ 4.32	5%
Regular Use	\$ -	\$ -	NA

Class C	Current	Proposed	Adjustment
Commercial	\$ 5.49	\$ 5.76	5%
Special Event	\$ 1.37	\$ 1.44	5%
Regular Use	\$ -	\$ -	NA

Adult Non-Profit

Artificial Turf	Current	Proposed	Adjustment
Commercial	\$ 22.07	\$ 23.17	5%
Special Event	\$ 17.07	\$ 17.92	5%
Regular Use	\$ 12.70	\$ 13.34	5%

Class A	Current	Proposed	Adjustment
Commercial	\$ 22.07	\$ 23.17	5%
Special Event	\$ 17.07	\$ 17.07	0%
Regular Use	\$ 12.70	\$ 12.70	0%

Attachment A – Rate Change Comparison

Class B	Current	Proposed	Adjustment
Commercial	\$ 16.44	\$ 17.26	5%
Special Event	\$ 11.44	\$ 12.01	5%
Regular Use	\$ 6.65	\$ 6.98	5%

Class C	Current	Proposed	Adjustment
Commercial	\$ 5.49	\$ 5.76	5%
Special Event	\$ 2.75	\$ 2.89	5%
Regular Use	\$ -	\$ -	NA

Local, Private or Political (Hourly)	Current	Proposed	Adjustment
Artificial Turf	\$ 22.07	\$ 23.17	5%
Class A	\$ 22.07	\$ 23.17	5%
Class B	\$ 16.44	\$ 17.26	5%
Class C	\$ 5.49	\$ 5.76	5%

Commercial (Hourly)	Current	Proposed	Adjustment
Artificial Turf	\$ 24.28	\$ 25.49	5%
Class A	\$ 24.28	\$ 25.49	5%
Class B	\$ 18.08	\$ 18.98	5%
Class C	\$ 6.04	\$ 6.34	5%

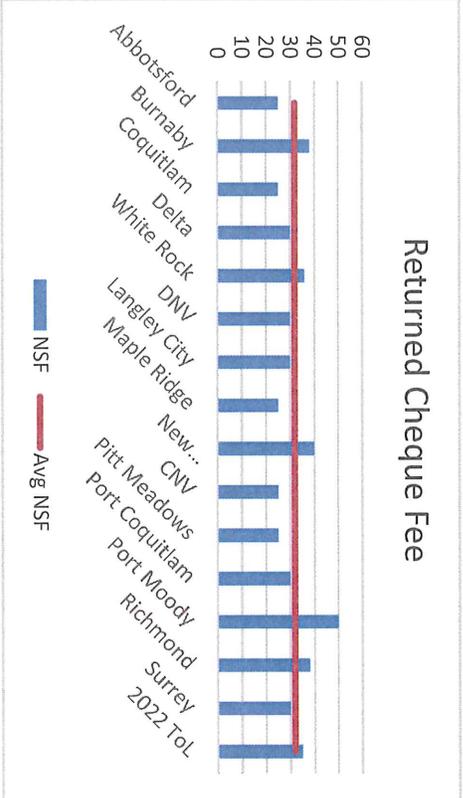
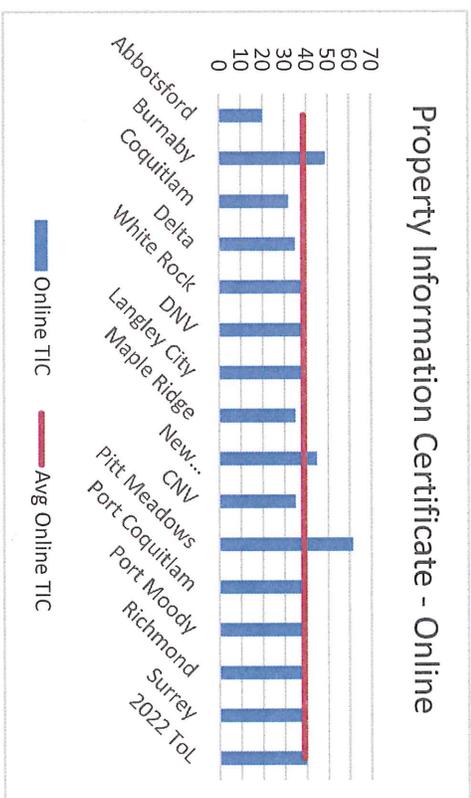
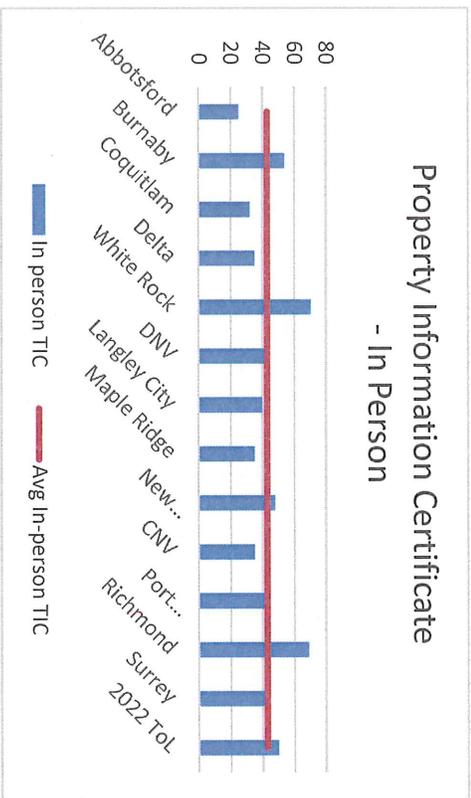
Non-Resident	Current	Proposed	Adjustment
Artificial Turf	\$ 26.48	\$ 29.13	5%
Class A	\$ 26.48	\$ 29.13	5%
Class B	\$ 19.73	\$ 24.66	5%
Class C	\$ 6.59	\$ 8.57	5%

Sports Field User Annual Contribution	Current	Proposed	Adjustment
Fall/Winter Clubs - per registration	\$ 30.00	\$ 30.00	See report
Spring/Summer Clubs - per registration	\$ 15.00	\$ 15.00	See report

Miscellaneous

	Current	Proposed	Adjustment
Park Shelter (day rate)	\$ 70.00	\$ 73.50	5%
Event Trailer (day rate)	\$ 147.31	\$ 147.31	NA
Tennis/Sport Court (Commercial)	\$ 15.00	\$ 15.75	5%

Attachment B – Property Information Regional Comparison



Attachment B – Property Information Regional Comparison

Table 2 - Comparator Municipalities

Municipality
Abbotsford
Burnaby
Coquitlam
Delta
White Rock
District of North Vancouver
City of Langley
Maple Ridge
New Westminster
City of North Vancouver
Pitt Meadows
Port Coquitlam
Port Moody
Richmond
Surrey
Township of Langley

THE CORPORATION OF THE CITY OF MAPLE RIDGE
Bylaw No. 7851-2022

A Bylaw to amend Maple Ridge Tree Protection & Management Bylaw No. 7314-2015

WHEREAS it is deemed expedient to amend Maple Ridge Tree Protection & Management Bylaw No. 7314-2015;

NOW THEREFORE the Council of the Corporation of the City of Maple Ridge, ENACT AS FOLLOWS:

1. This bylaw shall be cited for all purposes as "Maple Ridge Tree Protection & Management Amending Bylaw No. 7851-2022".

2. Tree Protection & Management Bylaw No. 7314-2015 is amended by:
 - (a) Replacing **6.1 (d)** in its entirety with "be accompanied by the applicable Permit fee in accordance with Schedule C of the Maple Ridge Fees & Charges Bylaw No. 7575-2021."

 - (b) Replacing **Schedule "D"** Tree Permit Application with Schedule "A" of the Maple Ridge Tree Protection & Management Amending Bylaw 7851-2022.

READ a first time the day of , 2022

READ a second time the day of , 2022

READ a third time the day of , 2022

RECONSIDERED AND ADOPTED the day of , 2022

PRESIDING MEMBER

CORPORATE OFFICER

Schedule A – Tree Permit Application



Maple Ridge Tree Management Bylaw No. 7133-2015
Schedule "D"

TREE PERMIT APPLICATION

1. Full name(s) and address of **applicant**:

Postal Code: _____ Home phone: _____ Cell: _____

Email: _____

2. Full name(s) and address of **owner** (if different than applicant):

Postal Code: _____ Telephone: _____

Email: _____

A consent form signed by the Owner must accompany this application if applicant and owner are not the same.

3. Full name of **tree cutting company**:

Phone: _____ Email: _____

4. **Property** proposed for tree cutting:

Street Address: _____

Or Legal Description: _____

5. **Purpose** of proposed tree cutting: (hazard trees must be verified by City staff):

6. **Number, Type and Location of trees** to be cut: (trees are to be tagged on site):

7. **Draw a dimensional sketch of the parcel** showing the approximate location of the trees to be cut, the location of the trees to be retained, the location of barrier fencing, the location and species of any required Replacement Trees, topographic and hydrological features, structures, roads and other information useful in determining location.

8. A **Tree Management Plan** must accompany this application if tree cutting is taking place on property that is under a development application, when cutting more than 20 trees; or when clearing more than 500 square metres of land.

FEE: Applications for a permit shall be accompanied by the prescribed fee as set out in the Maple Ridge Fees and Charges Bylaw No. 7575-2019.

Urban Area and Urban Reserve and Rural parcels less than 0.5 ha	\$75 for first tree + \$25 each additional tree
Rural Area on parcels greater than 0.5 ha	\$75 for 11 th tree + \$25 each additional tree
Development & Large Scale Clearing:	\$300 base fee + \$25 per tree
Tree Replacement:	\$600

I HEREBY DECLARE that the above information is correct, and that I will abide by all the applicable provisions of the Maple Ridge Tree Protection and Management bylaw and conditions of the Tree Removal Permit issued pursuant to this application.

Name of Applicant(s):

Signature of Applicant(s):

Date: _____

THE CORPORATION OF THE CITY OF MAPLE RIDGE
Bylaw No. 7850-2022

A Bylaw to amend Maple Ridge Fees & Charges Bylaw No. 7575-2019

WHEREAS it is deemed expedient to amend Maple Ridge Fees & Charges Bylaw No. 7575-2019;

NOW THEREFORE the Council of the Corporation of the City of Maple Ridge, ENACT AS FOLLOWS:

1. This bylaw shall be cited for all purposes as "Maple Ridge Fees & Charges Amending Bylaw No. 7850-2022".
2. Maple Ridge Fees & Charges Bylaw No. 7575-2019 is amended by:
 - (a) In the **Table of Contents**, under **Fees** and **Description**:
 1. Adding Schedule D General Administration as the last row with the Descriptions:
"Copying Costs"
"Record Requests"
 - (b) In **Part 3, Previous Bylaw Repeal** below 3.1 add "3.2 Bylaw No. 7137-2017 as amended is hereby repealed in its entirety";
 - (c) Replacing Schedule B "Parks, Recreation & Culture Fees" with Fees & Charges Amending Bylaw 7850-2022 Schedule A "Parks, Recreation & Culture Fees", attached hereto;
 - (d) Adding Schedule D "General Administration Fees" with Fees & Charges Amending Bylaw 7850-2022 Schedule B "General Administration Fees", attached hereto;
 - (e) Replacing the cell in the Rezoning Table in Schedule "C" from "Multi-Family – plus: Per Lot" to "Multi-Family – plus: Per Unit"
 - (f) Retitling "Subdivision Extension Fee" to "Subdivision PRL Extension Fee";
 - (g) Removing PRL Extension Fee row in its entirety;
 - (h) Retitling "Rezoning Extension at 1st and 3rd Reading" with "Rezoning Extension at 3rd Reading";
 - (i) Retitling "Official Community Plan Amendment Extension at 1st and 3rd Reading" with "Official Community Plan Amendment Extension at 3rd Reading";
 - (j) Retitling "Heritage Alteration Agreement" to "Heritage Conservation Restrictive Covenant";
 - (k) Retitling "Landscape Inspection Request" to "Landscape Re-Inspection Request".
 - (l) Adding Schedule E "Electric Vehicle Parking Fees" with Fees & Charges Amending Bylaw 7850-2022 Schedule C "Electric Vehicle Parking Fee", attached hereto.

READ a first time the day of , 2022

READ a second time the day of , 2022

READ a third time the day of , 2022

RECONSIDERED AND ADOPTED the day of , 2022

PRESIDING MEMBER

CORPORATE OFFICER

Schedule A – “Parks, Recreation & Culture Fees”

Schedule “B” – Parks, Recreation & Culture Fees

Note:

1. New rates come into effect September 1 of the noted year.
2. All fees are exclusive of tax, which will be added, if applicable.
3. Non-prime time rates will be a 50% reduction of the regular rates and applied to all hours outside of the prime time windows listed below:

Days	Hours
Monday – Friday	5:00 pm – 9:00 pm
Saturday/Sunday (Year-Round)	8:00 am – 9:00 pm

Admissions

Child	2022
Single	\$ 3.05
10 Pass	\$ 26.10
20 Pass	\$ 48.72
1 Month	\$ 27.41
3 Months	\$ 73.08
1 Year	\$247.95

Youth/Student/Senior	2022
Single	\$ 4.10
10 Pass	\$ 35.10
20 Pass	\$ 65.52
1 Month	\$ 36.86
3 Months	\$ 98.28
1 Year	\$333.45

Adult	2022
Single	\$ 5.99
10 Pass	\$ 51.30
20 Pass	\$ 95.76
1 Month	\$ 53.87
3 Months	\$143.64
1 Year	\$487.35

Schedule A – “Parks, Recreation & Culture Fees”

Family	2022
Single	\$ 10.96
10 Pass	\$ 98.46
20 Pass	\$175.39
1 Month	\$103.38
3 Months	\$275.69
1 Year	\$935.37

Drop-In Skating - Single	2022
Child	\$ 2.99
Youth/Student/Senior	\$ 4.03
Adult/Parent & Tot	\$ 5.44
Family	\$ 9.58

Outdoor Pool Admission - Single	2022
Child	\$ 1.90
Youth/Student/Senior	\$ 1.90
Adult/Parent & Tot	\$ 2.86

Schedule A – “Parks, Recreation & Culture Fees”

Arenas

All rates are listed hourly

Ice - Prime Time	2022	2023	2024
Youth/Senior Non-Profit	\$ 115.86		
Adult Non-Profit	\$ 173.78		
Private	\$ 289.63		
Commercial	\$ 320.24	\$ 336.25	\$ 353.06
Non-Resident	\$ 309.79		

Ice - Non-Prime Time	2022	2023	2024
Youth/Senior Non-Profit	\$ 86.90		
Adult Non-Profit	\$ 130.34		
Private	\$ 217.22		
Commercial	\$ 240.18	\$ 252.19	\$ 264.80
Non-Resident	\$ 232.34		

Dry Floor - Prime Time	2022	2023	2024
Youth/Senior Non-Profit	\$ 44.03		
Adult Non-Profit	\$ 66.05		
Private	\$ 110.08		
Commercial	\$ 146.59	\$ 149.52	\$ 152.51
Non-Resident	\$ 131.85		

Ice - Junior B	2022
Prime Time/Games	\$ 121.37
Non-Prime/Practices	\$ 91.04

Schedule A – “Parks, Recreation & Culture Fees”

Fairgrounds

Stage included at no-charge when booking grounds All rates are hourly
--

Barns	2022
Youth/Senior Non-Profit	\$ 8.32
Adult Non-Profit	\$ 12.48
Private	\$ 20.81
Commercial	\$ 22.89
Non-Resident	\$ 24.97

Grounds & Showrings	2022
Youth/Senior Non-Profit	\$ 7.28
Adult Non-Profit	\$ 10.92
Private	\$ 18.21
Commercial	\$ 20.03
Non-Resident	\$ 21.85

Attachment D – Maple Ridge Fees & Charges Amending Bylaw No. 7850-2022

Halls

Non-Prime time rates will be a 50% reduction of the regular rates. Facility rates are hourly Kitchen rates are daily
--

Great Hall - Albion Community Centre	2022	2023	2024	2025
Youth/Senior Non-Profit	\$ 49.35			
Adult Non-Profit	\$ 74.02			
Private	\$123.37			
Commercial	\$244.31	\$256.53	\$269.35	\$282.82
Non-Resident	\$237.33			

Hammond Hall - Hourly	2022	2023	2024	2025
Youth/Senior Non-Profit	\$ 25.97			
Adult Non-Profit	\$ 38.96			
Private	\$ 64.93			
Commercial	\$ 87.33	\$ 91.70	\$ 96.28	\$101.10
Non-Resident	\$ 79.68			

Whonnock Hall - Hourly	2022	2023	2024	2025
Youth/Senior Non-Profit	\$ 84.84			
Adult Non-Profit	\$127.27			
Private	\$212.11			
Commercial	\$244.31	\$256.53	\$269.35	\$282.82
Non-Resident	\$237.33			

Kitchen	2022	2023	2024	2025
Youth/Senior Non-Profit	\$ 34.84			
Adult Non-Profit	\$ 52.28			
Private	\$ 87.12			
Commercial	\$122.71	\$125.16	\$127.67	\$130.22
Non-Resident	\$122.71			

Schedule A – “Parks, Recreation & Culture Fees”

Pools

All rates are listed hourly

Competition/Teach Pool (Per Lane)	2022	2023	2024	2025
Swim Club - Competition Pool	\$ 5.96			
Swim Club - Teach Pool	\$ 5.07			
Youth/Senior Non-Profit	\$ 10.37			
Adult Non-Profit	\$ 15.56			
Private	\$ 25.94			
Commercial	\$ 32.95	\$ 34.60	\$ 36.33	\$ 38.14
Non-Resident	\$ 30.74			

Hammond Pool (Whole Pool)	2022	2023	2024	2025
Swim Club	\$ 20.28			
Youth/Senior Non-Profit	\$ 27.29			
Adult Non-Profit	\$ 40.93			
Private	\$ 68.22			
Commercial	\$ 74.07	\$ 77.77	\$ 81.66	\$ 85.75
Non-Resident	\$ 69.50			

Attachment D – Maple Ridge Fees & Charges Amending Bylaw No. 7850-2022

Fields

Youth/Senior Non-Profit

Artificial Turf	2022	2023
Commercial	\$ 23.17	\$ 24.33
Special Event	\$ 5.80	\$ 6.09
Regular Use	\$ -	

Class A	2022	2023
Commercial	\$ 23.17	
Special Event	\$ 5.50	
Regular Use	\$ -	

Class B	2022	2023
Commercial	\$ 17.26	
Special Event	\$ 4.32	
Regular Use	\$ -	

Class C	2022	2023
Commercial	\$ 5.76	
Special Event	\$ 1.44	
Regular Use	\$ -	

Schedule A – “Parks, Recreation & Culture Fees”

Adult Non-Profit

Artificial Turf	2022	2023
Commercial	\$ 23.17	\$ 24.33
Special Event	\$ 17.92	\$ 18.82
Regular Use	\$ 13.34	\$ 14.01

Class A	2022
Commercial	\$ 23.17
Special Event	\$ 17.07
Regular Use	\$ 12.70

Class B	2022
Commercial	\$ 17.26
Special Event	\$ 12.01
Regular Use	\$ 6.98

Class C	2022
Commercial	\$ 5.76
Special Event	\$ 2.89
Regular Use	\$ -

Local, Private or Political (Hourly)	2022	2023
Artificial Turf	\$ 23.17	\$ 24.33
Class A	\$ 23.17	
Class B	\$ 17.26	
Class C	\$ 5.76	

Commercial (Hourly)	2022	2023	2024	2025
Artificial Turf	\$ 25.49	\$ 26.76	\$ 28.10	\$ 29.51
Class A	\$ 25.49	\$ 26.76	\$ 28.10	\$ 29.51
Class B	\$ 18.98	\$ 19.93	\$ 20.93	\$ 21.97
Class C	\$ 6.34	\$ 6.66	\$ 6.99	\$ 7.34

Non-Resident	2022	2023
Artificial Turf	\$ 29.13	\$ 30.59
Class A	\$ 29.13	
Class B	\$ 24.66	
Class C	\$ 8.57	

Schedule A – “Parks, Recreation & Culture Fees”

Miscellaneous

Sports Field User Annual Contribution	2022	2023	2024	2025
Park Shelter (day rate)	\$ 73.50			
Event Trailer (day rate)	\$ 147.31			
Tennis/Sport Court (Commercial)	\$ 15.75	\$ 16.54	\$ 17.36	\$ 18.23

Schedule B – “General Administration Fees”

Schedule “D” – General Administration Fees

Copying Costs	2022	2023	2024	2025
Standard copies - 8.5 x 11	\$ 0.50	\$ 0.51	\$ 0.52	\$ 0.53

Property Information Request/Tax Certificate	2022	2023	2024	2025
From property owner	No Charge	No Charge	No Charge	No Charge
From non-owner	\$ 40.00	\$ 40.80	\$ 41.62	\$ 42.45
Requests through BC Online (BC Online customers will have BC Online administration fee added to this fee)	\$ 40.00	\$ 40.80	\$ 41.62	\$ 42.45
Payment File for Mortgage Company Tax Clients - per folio/roll number	\$ 10.00	\$ 10.20	\$ 10.40	\$ 10.61
Returned Cheque Fee	\$ 30.00	\$ 30.60	\$ 31.21	\$ 31.84

Historical Property Related Information – Per Hour	2022	2023	2024	2025
From property owner - First hour	No Charge	No Charge	No Charge	No Charge
From property owner - Additional hour or portion	\$ 40.00	\$ 40.80	\$ 41.62	\$ 42.45
From non-owner	\$ 40.00	\$ 40.80	\$ 41.62	\$ 42.45
Requests through BC Online (BC Online customers will have BC Online administration fee added to this fee)	\$ 40.00	\$ 40.80	\$ 41.62	\$ 42.45

Fire Department Record Requests	2022	2023	2024	2025
Fire Incident/Investigation Reports (including color photographs)	\$200.00	\$204.00	\$208.08	\$212.24
MVA/Medical Incident Report	\$100.00	\$102.00	\$104.04	\$106.12

Schedule “E” – Electric Vehicle Parking Fees

Albion Community Centre	2022
Level 2 EV Charging Session Parking Rate	\$0.025/min (\$1.50/hr)