

***COUNCIL WORKSHOP AGENDA***

***June 19, 2018***

***5:30 p.m.***

***PLEASE NOTE THE CHANGE IN TIME***

***Council Chambers, 1<sup>st</sup> Floor, City Hall***

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

***REMINDERS***

**June 19, 2018**

Public Hearing

7:00 p.m.

1. ***APPROVAL OF THE AGENDA***

2. ***ADOPTION OF MINUTES***

2.1 Minutes of the June 5, 2018 Council Workshop Meeting

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

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

4.1 **Community Opinion Poll - Solid Waste Pickup**

Staff report dated June 19, 2018 recommending that a non-binding community opinion poll be administered during General Election Day on October 20, 2018.

4.2 **Detached Garden Suites Pilot Project Look-Book Concepts**

Staff report dated June 19, 2018 recommending that staff be directed to prepare zone amending bylaws for test cases in the Detached Garden Suites Pilot Project Look-Book and that staff be directed to proceed with Phase II of the Detached Garden Suites Pilot Project.

Note: Item 4.3 was deferred from the February 6, 2018 Council Workshop Meeting and from the June 5, 2018 Council Workshop Meeting

#### **4.3 Rental Housing Program: Rental Options for New Development**

Staff report dated February 6, 2018 recommending that staff bring forward reports outlining a Density Bonus approach and a Community Amenity Contribution approach as a component of developing a Rental Housing Program.

*4.3.1 Additional staff report dated March 6, 2018 titled Community Amenity Contribution Allocations to Affordable Housing (deferred from the March 6, 2018 Council Workshop Meeting)*

Note: Item 4.4 was deferred from the June 5, 2018 Council Workshop Meeting

#### **4.4 Regional Context Statement Update**

Staff report dated June 5, 2018 recommending that the Regional Context Statement as reviewed be submitted for re-acceptance by the Metro Vancouver Regional District Board.

### **5. *CORRESPONDENCE***

#### **5.1 Upcoming Events**

June 20, 2018 8:30 a.m. to 10:30 a.m.	Indigenous People's Day, Meadowridge School, 12224 240 Street, Maple Ridge, BC Organizer: Meadowridge School Students
June 20, 2018 4:00 p.m.	Samuel Robertson Technical School Graduation, Gateway Church, 2884 Gladys Avenue, Abbotsford, BC Organizer: Samuel Robertson Technical School
June 21, 2018 6:00 p.m.	Garibaldi Secondary School Graduation, Gateway Church, 2884 Gladys Avenue, Abbotsford BC Organizer: Garibaldi Secondary School
June 23, 2018 10:00 a.m. to 2:00 p.m.	Aboriginal Day Celebration, Memorial Peace Park, Maple Ridge, BC Organizer: FRANAS (Fraser River All Nations Aboriginal Society)
June 23 and 24, 2018 10:00 a.m.	Amateur Radio Field Day, Albion Fairgrounds, Maple Ridge, BC Organizer: Martin Hill, Club President
June 27, 2018 4:00 p.m. to 6:00 p.m.	Multicultural Day, Memorial Peace Park, Maple Ridge, BC Organizer: Family Education

July 1, 2018 12:00 p.m. to 8:00 p.m.	Canada Day, Memorial Peace Park, Maple Ridge, BC Organizer: City of Maple Ridge
July 7, 2018 11:00 a.m.	EID Celebrations, Maple Ridge Public Library, Maple Ridge, BC Organizer: Maple Ridge Public Library

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

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

8. ***MATTERS DEEMED EXPEDIENT***

9. ***ADJOURNMENT***

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

2.0 Minutes

***COUNCIL WORKSHOP MINUTES***

June 5, 2018

The Minutes of the City Council Workshop held on June 5, 2018 at 6:00 p.m. in the Blaney Room of City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

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***PRESENT***

***Elected Officials***

Mayor N. Read

Councillor C. Bell

Councillor T. Shymkiw

Councillor C. Speirs

***Appointed Staff***

P. Gill, Chief Administrative Officer

K. Swift, General Manager of Parks, Recreation & Culture

F. Quinn, General Manager Public Works and Development Services

D. Denton, Acting Corporate Officer

***ABSENT***

Councillor K. Duncan

Councillor B. Masse

Councillor G Robson

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Note: These Minutes are posted on the City Web Site at [www.mapleridge.ca](http://www.mapleridge.ca)

Note: Councillor Speirs attended the meeting via teleconferencing.

**1. *APPROVAL OF THE AGENDA***

R/2018-309

It was moved and seconded

**That the agenda of the June 5, 2018 Council Workshop Meeting be amended to add Item 4.7 Pitt Meadows Airport Society – Temporary Board of Directors, that Items 4.1 to 4.5 and Item 5.1 be deferred to the June 19, 2018 Council Workshop Meeting and that the agenda be approved as amended.**

CARRIED

2. ***MINUTES***

2.1 **Minutes of the May 1, 2018 and May 15, 2018 Council Workshop Meeting**

R/2018-310

It was moved and seconded

**That the minutes of the Council Workshop Meeting of May 1, 2018 and May 15, 2018 be adopted as circulated.**

CARRIED

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

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

Note: Items 4.1 to 4.5 were deferred to the June 19, 2018 Council Workshop Meeting.

4.1 **Maple Ridge Sport Network**

Staff report dated May 22, 2018 recommending that the Sport Network Terms of Reference be endorsed and that a proposed Sport and Physical Activity Strategy Implementation Plan be provided.

4.2 **Rental Housing Program: Rental Options for New Development**

Staff report dated February 6, 2018 recommending that staff bring forward reports outlining a Density Bonus approach and a Community Amenity Contribution approach as a component of developing a Rental Housing Program.

4.3 **Regional Context Statement Update**

Staff report dated June 5, 2018 recommending that the Regional Context Statement as reviewed be submitted for re-acceptance by the Metro Vancouver Regional District Board.

4.4 **Agri-Food Hub: Maple Ridge Food Hub Implementation Plan Update**

Staff report dated June 5, 2018 recommending that the proposed consultation program for the Maple Ridge Agri-Food Hub Implementation Plan be endorsed.

#### **4.5 Tempest Software Program**

Presentation by the Chief Information Officer and the Manager of Bylaw and Licensing Services

#### **4.6 BC Hydro Alouette Water Licence**

Staff report dated June 5, 2018 recommending that a Memorandum of Understanding (“MOU”) among Katzie First Nation, Kwantlen First Nation, Alouette River Management Society (ARMS) and the City of Maple Ridge be prepared for coordination of an aligned request to BC Hydro regarding fish passage, compensation and restoration related to the Alouette Watershed; that a process to engage an independent Project Coordinator be pursued; and that the MOU and the costs of the project coordinator be brought back to Council for consideration.

R/2018-311

It was moved and seconded

**That a Memorandum of Understanding among Katzie First Nation, Kwantlen First Nation, Alouette River Management Society (ARMS) and the City of Maple Ridge be prepared for the coordination of an aligned request to BC Hydro regarding fish passage, compensation and restoration related to the Alouette Watershed; and**

**That a process to engage an independent Project Coordinator be pursued; and**

**That the Memorandum of Understanding and the costs of the project coordinator be brought back to Council for consideration.**

CARRIED

#### **4.7 Pitt Meadows Airport Society – Temporary Board of Directors**

The Chief Administrative Officer spoke on the requirement of an appointment to the temporary Board of Directors of the Pitt Meadows Airport Society.

R/2018-312

It was moved and seconded

**That for the month of June 2018, Councillor Bob Masse be replaced on the Temporary Board of Directors of the Pitt Meadows Airport Society by Mayor Nicole Read.**

CARRIED

## 5. ***CORRESPONDENCE***

Note: Item 5.1 was deferred to the June 19, 2018 Council Workshop Meeting

### 5.1 **City of Langley – Provincial Employer Health Tax**

Letter dated May 17, 2018 from Kelly Kenney, Corporate Officer, City of Langley, urging municipalities to write to the provincial government requesting the elimination or reduction of the newly implemented Employer Health Tax.

### 5.2 **Upcoming Events**

June 6, 2018 6:00 p.m.	Thomas Haney Secondary School Graduation Ceremony, Queen Elizabeth Theatre, 650 Hampton Street, Vancouver Organizer: Thomas Haney Secondary School
June 6, 2018 9:30 a.m. to 1:00 p.m.	KPU Advanced Manufacturing Meeting & Forum, Kwantlen Polytechnic University, Organizer: Kwantlen Polytechnic University
June 7, 2018 1:00 p.m.	Mayor's Business Walk, E-one Moli Energy, 20000 Stewart Crescent, Maple Ridge Organizer: Maple Ridge Economic Development & Civic Property Department
June 9, 2018 9:00 a.m. to 1:00 p.m.	3 <sup>rd</sup> Annual Car Boot Sale, Burnett Fellowship, 20639 123 Avenue, Maple Ridge Organizer: Burnett Fellowship
June 9, 2018 12:50 p.m.	354 Royal Canadian Sea Cadet Corps 10 <sup>th</sup> Annual Review, Maple Ridge Baptist Church, 22155 Lougheed Highway, Maple Ridge Organizer: 354 Royal Canadian Sea Cadet Corps
June 12, 2018 7:00 p.m.	Ridge Meadows College Graduation Ceremony, Riverside Centre, 20575 Thorne Avenue, Maple Ridge Organizer: Ridge Meadows College
June 12, 2018 2:30 and 6:30 p.m. June 13, 2018 10:30 a.m., 2:30 and 6:30 p.m. June 14, 2018 10:30 a.m. and 2:30 p.m.	Douglas College Summer 2018 Graduation Ceremonies, Laura C. Muir Performing Arts Theatre, New Westminster Campus Organizer: Douglas College



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| June 14, 2018                            | Continuing Ed Maple Ridge & Pitt Meadows, School District No. 42, Riverside Centre, 20585 Thorne Avenue, Maple Ridge<br>Organizer: Adult Recognition Planning Committee, Riverside Centre |
| June 17, 2018<br>11:00 a.m. to 1:00 p.m. | Father's Day Fish Release, Maple Ridge Park, 23200 Fern Crescent, Maple Ridge<br>Organizer: Alouette River Management Society & Maple Ridge Adopt-a-Stream Program                        |
| June 20, 2018<br>4:00 p.m.               | Samuel Robertson Technical Secondary School Graduation Ceremony, Hard Rock Casino Vancouver, 2080 United Boulevard, Coquitlam<br>Organizer: Samuel Robertson Technical Secondary School   |

6. ***MAYOR'S AND COUNCILLORS' REPORTS*** - Nil
7. ***BRIEFING ON OTHER ITEMS OF INTEREST/QUESTIONS FROM COUNCIL*** - Nil
8. ***MATTERS DEEMED EXPEDIENT*** - Nil
9. ***ADJOURNMENT*** - 6:08 p.m.

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N. Read, Mayor

Certified Correct

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D. Denton, Acting Corporate Officer

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Community Opinion Poll - Solid Waste Curbside Collection

**MEETING DATE:** June 19, 2018  
**FILE NO:** LF 1970420  
**MEETING:** Council Workshop

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**EXECUTIVE SUMMARY:**

Council has participated in a comprehensive dialogue regarding the potential introduction of a municipal solid waste curbside collection system. In 2016 Council established the Level of Service for a municipal solid waste curbside collection system based upon a comprehensive suite, the summary of which is attached in Appendix A. Council also instructed that staff prepare a Request for Proposal (RFP) document that is now complete.

In October 2017 Council directed staff to *“conduct a plebiscite for the provision of road-side waste pick-up (garbage and organics) as a municipal service under the following conditions:*

- a) The plebiscite is open to the complete list of electors for Maple Ridge; and*
- b) The plebiscite will take place at the same time as the next local government election; and further*
- c) That the RFP be issued to coincide with the timelines required for information to be relevant for plebiscite (sic).”*

The RFP document will be issued in early July, closing at the end of August. It will require that all bidders honour their contract prices for a minimum of six months after the RFP closing to allow the incoming Council adequate time to determine if the City shall proceed with a municipally-administered solid waste curbside collection program.

In addition to the actual contract costs for collection, there are additional factors to consider in establishing a solid waste utility charge including the disposal costs, contract administration, education and pilot projects that when incorporated would equate to the annual per household charge for consideration in the October plebiscite.

The proposed document that will be presented to voters for consideration on October 20, 2018 is a non-binding community poll for the collection and disposal of curbside solid waste, as included in Appendix B of this report. The costs to be included in the proposed poll question will be established through a report to Council following the close of the RFP process.

**RECOMMENDATION:**

**That staff administer a non-binding community opinion poll as outlined in Appendix B of the June 19, 2018 Council report titled “Community Opinion Poll – Solid Waste Curbside Collection” during General Election Day on October 20, 2018.**

## **DISCUSSION:**

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

The City is singular in Metro Vancouver in not having a municipal solid waste collection program, having instead a user-pay system where residents enter into individual agreements with independent solid waste contractors at a service level that meets their needs. Alternatively, residents may choose to take their garbage to the Metro Vancouver Transfer Station in Albion.

Council has deliberated the subject of residential solid waste collection on a number of occasions in this term as well as previous terms and has received a number of reports outlining current practices throughout the Metro Vancouver Region (Region) as well as within the City along with the description of various methodologies and a range of charges to consider moving forward.

In July 2016 Council provided direction to prepare a Request for Proposal (RFP) document. The RFP is based upon the Level of Service determined by Council that includes elements such as service area; eligible land uses; collection frequency and methodology, supply of totes and so on.

Establishing a solid waste utility charge includes not only the actual collection contract costs but also additional factors including disposal costs, the funding of a reserve, contract administration, education and pilot projects that when incorporated would equate to the annual per household charge.

Council also provided direction at the October 3, 2017 Council Workshop on the process to ascertain public support for a municipal solid waste curbside collection program.

### **b) Desired Outcome:**

The issuance of a RFP will determine actual costs for a municipal solid waste curbside collection program from which an appropriate annual utility charge will be established to enable residents to indicate their support for a municipal solid waste collection program in a non-binding community opinion poll on the Election Day, October 20, 2018.

### **c) Citizen/Customer Implications:**

Should the City implement a municipal solid waste curbside collection program, it is not expected that those residents receiving the service would experience noticeable changes in their level of service under the current user-pay system. One difference would be the standardization of service across the entire area served. It is possible that residents in areas not served by a municipal collection system may not be able to secure service from a private hauler given the reduced market share for the private contractors.

### **d) Interdepartmental Implications:**

Should the City proceed with a municipal collection system that there will be a need to provide additional staff resources to administer the contract.

### **e) Business Plan/Financial Implications:**

Should a municipal curbside collection system be implemented it will be necessary to create a Solid Waste Utility, a bylaw to administer the collection and disposal program, and an amendment to the Financial Plan.

Given the current private user-pay system the City currently has no labour resources committed to contract administration and so additional staff resources will be required. In discussions with staff from other municipalities in the Region, regardless of whether it be in-house or contracted out service it was noted that garbage related issues from residents are one of the highest call volumes received.

**f) Policy Implications:**

The creation and implementation of a municipal solid waste curbside collection program will require the establishment of a Solid Waste Utility and associated bylaw.

**g) Alternatives:**

The City may elect to retain the current user-pay private solid waste collection system.

**CONCLUSIONS:**

The proposed document that will be presented to voters for consideration on October 20, 2018 is a non-binding community poll for the collection and disposal of curbside solid waste, as included in Appendix B of this report. The costs to be included in the proposed poll question will be established through a report to Council following the close of the RFP process.

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*Prepared by:* Laura Benson, CPA, CMA  
Director of Corporate Administration

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*Prepared by:* David Pollock, P.Eng.  
Municipal Engineer

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

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

**Attachments:**

Appendix A - July 25, 2016 Level of Service Decision Matrix  
Appendix B – Solid Waste Pickup Community Opinion Poll

## July 25, 2016 Level of Service Decision Matrix

(Council decisions shaded)

	Level of Service	Option A	Option B	Option C
1	Frequency of Service	Weekly Garbage; weekly organics	<b>Every-other-week garbage; weekly organics</b>	Every-other-week garbage; every- other-week organics
2	Service Area	Entire City	<b>Areas served by Ridge Meadows Recycling Society</b>	Urban Development Body
3	Collection System	Automated	Manual	<b>No preference</b>
4	Land Uses Included	All – Single-family, townhouses, and multi-family	<b>Single-family and townhouses</b>	Single-family only
5	Carts – default size	120 L	<b>240 L</b>	360 L
6	Carts – supply & maintenance (including option for bear proof containers)	<b>Contractor</b>	City	Resident
7	Collection Vehicles	Regular fuel	Alternative fuel – LNG or CNG	<b>No preference</b>
8	Resident Education	<b>Provided by City</b>	Provided by Contractor	-
9	Pilot Programs	<b>Run by City</b>	Run by Contractor	None
10	Large Item Pickup	Four times per year	<b>Two times per year</b>	None
11	Hazardous Waste Drop- Off	<b>One time per year</b>	Two times per year	None
12	Administration	<b>City Staff</b>	Contractor	-

## Solid Waste Curbside Collection - Community Opinion Poll

*Do you support paying \$xxx per year per household for a municipally-administered waste pickup service with the following characteristics:*

**BASE SERVICE:**

- Weekly kitchen scraps and green waste pickup;
- Biweekly (every two weeks) garbage pickup;
- One set of totes/cans per household included.

YES

☐

NO

☐

Additional information:

- This information is being collected by the City of Maple Ridge as a non-binding, community opinion poll;
- The results of this community opinion poll are not binding on the current or future Council(s);
- All citizens are being asked to respond, although not all citizens would be immediately eligible for waste pickup, if the service is implemented;
- The charge will be on the annual property tax bill, and all eligible residences in the service area will be charged, regardless of whether or not the service is used (**no opting out**).
- The annual charge approximated in the question is reflective of 2019 costs, and may be adjusted annually as required to fund the program.
- The results will be received by Council during the November 2018 through November 2022 term; any decisions based upon the information will be up to the future Council(s) to determine.

Data will be collected in such a manner that results can be calculated separately for the following:

1. Those who currently receive curbside pickup from Ridge Meadows Recycling Society;
2. Those within the service area but who do NOT receive curbside pickup (primarily apartments);
3. Those outside the service area (primarily houses and townhouses who may become eligible for service sometime in the future, as areas are further developed).

## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Detached Garden Suites (DGS) Pilot Project – Look-Book Concepts

**MEETING DATE:** June 19, 2018  
**FILE NO:** 2018-200-RZ  
**MEETING:** Workshop

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### EXECUTIVE SUMMARY:

At the May 1, 2018 workshop, Council endorsed a process and timeline for the DGS Pilot Project. The project is intended to create tangible examples of DGS units to showcase the following:

- Allow a Secondary Suite and a DGS on the same lot;
- Allow a DGS to be a minimum of 20.3m<sup>2</sup> (219 ft<sup>2</sup>) in size; and
- Allow a DGS to be up to 140m<sup>2</sup> (1500 ft<sup>2</sup>) in size or 15% of the lot area, whichever is less.

Initial steps in the endorsed DGS Pilot Project process involved identifying property owners who were able to commit to the design and construction of a DGS within a short timeframe, followed by preparation of a Look-Book conceptual design document.

Notifications through newspaper advertisement and social media were used to solicit interest in participating in the Pilot Project. About 60 inquiries were received, culminating in a shortlist of six potential test cases that met the criteria. Of those, four test cases are proposed to be advanced through the next phases of the project. These four test cases are identified in the attached Look-Book (Appendix A).

This report discusses the outcomes of the steps taken so far in the DGS Pilot Project and also presents the Look-Book document for Council to review and consider for endorsement. Upon receiving Council endorsement of the Look-Book, the next steps will involve bringing Zoning Bylaw text amendments to Council for First and Second Reading on June 26<sup>th</sup>, with an aim to proceed to Public Hearing and Third Reading by the end of July. As indicated in the May 1<sup>st</sup> Pilot Project process Council workshop report, proceeding with bylaw readings as next steps is intended to provide property owners with a reasonable assurance of Council support before proceeding with preparation of building permit plans.

Additionally, this report presents a proposed Phase II for the DGS Pilot Project to seek potential participants interested in constructing smaller DGS units between 20.3m<sup>2</sup> (219 ft<sup>2</sup>) and 36m<sup>2</sup> (387 ft<sup>2</sup>) as well as two or three urban examples of larger DGS units sized at 15% of the lot area.

## RECOMMENDATIONS:

1. THAT pursuant with the previously endorsed DGS Pilot Project process, that staff be directed to prepare zone amending bylaws for the test cases identified in the DGS Pilot Project Look-Book dated June 2018;
2. AND THAT staff be directed to proceed with Phase II of the DGS Pilot Project, as outlined in the report titled Detached Garden Suite Pilot Project – Look-Book Concepts, dated June 19, 2018.

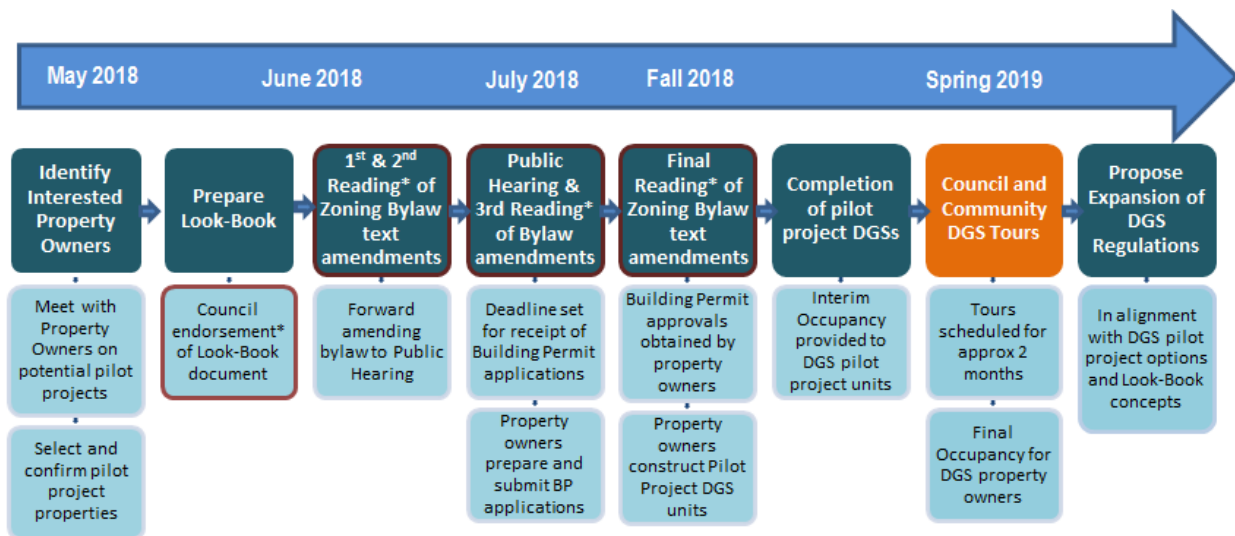
## 1.0 BACKGROUND:

A review of the Zoning Bylaw regulations for DGS and Secondary Suites (SS) was initiated through Council direction from the August 29, 2016 workshop. Public consultation on potential expanded options for SS and DGS was undertaken in November 2017 with a DGS workshop and a SS and DGS public open house. The outcomes of the public consultation were presented to Council at the February 6, 2018 workshop, wherein exploration of a pilot project was initiated through a Council resolution.

Council endorsed a process and timeline for the DGS Pilot Project at the May 1, 2018 workshop. The project is intended to create tangible examples to showcase the following:

- Secondary Suite and a DGS on the same lot;
- DGS size to be a minimum of 20.3m<sup>2</sup> (219 ft<sup>2</sup>); and
- DGS size to be up to 140m<sup>2</sup> (1500 ft<sup>2</sup>) or 15% of the lot area, whichever is less.

The process and timeline for the DGS Pilot Project is shown in the diagram below.



\* Council consideration required



## 2.0 DISCUSSION

Notification of the DGS Pilot Project was sent out, with information on project details and a response deadline of May 3, 2018, through a variety of methods including:

- Updating the DGS regulatory review webpage with a homepage banner to connect directly to the DGS webpage;
- The City's FaceBook page and Twitter;
- Email to attendees of the November 2017 open house event who requested they be kept updated on this process;
- A newspaper advertisement in the Maple Ridge news on May 4, 2018.

The notifications asked interested property owners to respond with their address, intended Pilot Project option, and contact information. Approximately 60 inquiries of interest have been received to date on potential participation in the project, the majority of which expressed interest in the 140m<sup>2</sup> (1500 ft<sup>2</sup>) DGS option.

The following set of criteria was used to select participant properties:

- Property owners who were first to confirm interest were given priority consideration;
- Feasibility of property for one of the three Pilot Project options;
- Project will contribute to a wide range of examples, both urban and rural, depicting a variety of sizes, DGS forms and designs;
- Owners able to meet Pilot Project deadlines and commit to:
  - Payment up to \$1,000 to contribute to costs for preparation of Look-Book document,;
  - Signing a Housing Agreement Bylaw that will be registered on the property title;
  - Allowing Council and the community to tour DGS units for a period of two months prior to receiving final occupancy;
  - Gifting approved building permit plans to the City to be used as pre-approved plans as an option for future DGS property owners.

Properties within the Agricultural Land Reserve were excluded due to the restrictions and complexities for accessory dwelling units in the *Agricultural Land Commission Act* that include:

- The accessory unit to be located above an existing building;
- A maximum size limit of less than 90m<sup>2</sup> (968 ft<sup>2</sup>);
- A requirement that the property must have farm status.

It was also determined that the extra time it would take for property owners to obtain ALC approval for a DGS on farm property would make participation within the tight project timelines unfeasible.

## 2.1 Participating Property Owners

The vast majority of inquiries were from property owners with large acreage lots with an interest in constructing a 140m<sup>2</sup> (1500 ft<sup>2</sup>) DGS as a residence for family members. Three of the project participant examples are representative of the family situations that have been common amongst most of the pilot project inquiries, wherein the parents are intending to live in the principal dwelling unit and the adult children and grandchildren will reside in the newly constructed DGS. Very few inquiries were received with regard to constructing an urban example of a DGS up to 15% of the lot area, a SS and DGS on the same property, or on the option to construct a small 20.3m<sup>2</sup> (219 ft<sup>2</sup>) DGS.

An interdepartmental working group met and discussed a shortlist of potential participants. After working through the selection criteria with the inquiries received, a total of six properties were chosen for the pilot project and the particulars for each are shown in Table 1 below:

**Table 1: Properties Selected for Participation in DGS Pilot Project**

	Neighbourhood	Lot Size	Zoning	Site Conditions	DGS Proposal
1.	Rural - Whispering Falls	1.05 acres	RS-2	water, septic, no-build area for septic	140 m <sup>2</sup> (1500 ft <sup>2</sup> ) unit
2.	Rural - Yennadon	1 acre	RS-2	water, septic, floodplain, Wildfire DP Area	140 m <sup>2</sup> (1500 ft <sup>2</sup> ) unit
3.	Rural - Academy Park	1 acre	RS-2	water, septic, outside Urban Containment Boundary	140 m <sup>2</sup> (1500 ft <sup>2</sup> ) unit
4.	Urban - Albion Area	588.30m <sup>2</sup>	RS-1b	fully serviced, new subdivision, vacant lot	DGS size 47.6m <sup>2</sup> (512 ft <sup>2</sup> ) and SS on same lot
5.	Urban - Hammond Area	629.5m <sup>2</sup>	RS-1	fully serviced lot	DGS size 94m <sup>2</sup> (1016 ft <sup>2</sup> ) over garage and SS on same lot
6.	Rural - Ruskin Area	1.72 ha	RS-3	well water, septic	20.3 m <sup>2</sup> (219 ft <sup>2</sup> ) unit

Note: Six properties were initially selected for participation in the DGS Pilot Project process and early on two properties (#5 and #6) either declined or withdrew from participation.

The property owner for the #6 property above determined very early on that the estimated cost for constructing a second well on the lot to service the DGS would make the construction cost for such a small unit too high and declined the offer to participate. Additionally, the property owner for #5 withdrew from participation early in the process. A total of four properties (#1 through #4) continue to remain in the project.

Of the four properties that are remaining in the Pilot Project, the first three in the table above are on one acre rural properties and each property owner intends to construct the maximum permitted size unit of 140m<sup>2</sup> (1500 ft<sup>2</sup>). Two of the units will be above a garage, whereas one will be a single storey at grade. Also, the location of the DGS units will differ on each property, with one in the front yard, one in the exterior side yard, and one at the rear, due to the location of existing buildings and configurations of each site.

The #4 property in Table 1 above is an RS1-b urban lot located in a recently completed subdivision in the Albion Area. The lot is currently vacant and the SS and DGS will be constructed along with the principal dwelling unit.

## **2.2 Look-Book Information Gathering Process**

Gathering and compiling information for the Look-Book (Appendix A) involved the following steps:

- Meeting with each property owner to go through the project commitments outlined in the Letter of Agreement (Appendix B) and provide additional information that will be helpful through the process such as:
  - DGS building permit guide;
  - SS building permit guide (if applicable);
  - Erecting sign on property for Zoning Bylaw text amendment;
  - A list of key dates and deadlines;
  - Handouts (if applicable) for Tree Bylaw and Wildfire DP construction materials.
- Confirming with property owners the size, location, and general configuration of the DGS and required parking on the property for preparation of site plan and conceptual images;
- Preparing referrals for each property and sending to the Engineering and Building Departments to identify and comment on specific requirements early in the process.
- Each participant was contacted by a representative from Small Housing BC for a phone survey to ask questions about their intended DGS, who will be living there, and their projected construction costs.

Each property owner has signed a Letter of Agreement and paid the \$1,000 required fee.

The referral information from Engineering and Building was provided to the participating property owners, along with direct contacts in the Planning, Engineering and Building Departments to answer any questions.

## **2.3 Look-Book Features**

The Look-Book document provides an overview of the project, including background, Look-Book goals, assumptions and exclusions, with the primary focus being on the four participating properties. Each participating property is identified as a “test case” and the information provided includes:

- A map showing the area where the site is located in Maple Ridge;
- A site map showing surrounding road and properties and conceptual site plan of the principal dwelling, the proposed DGS, driveway and surface parking areas;
- Homeowner profile of information obtained through phone survey;
- Site details, such as the address, lot size and dimensions, and lot features and challenges;
- Current property assessment values;
- A description of the intended DGS from property owners, including design details and estimated costs;
- The requirements identified to date from the Engineering, Planning, and Building Departments, along with additional requirements, recommendations, and notifications to property owners regarding next steps;
- Conceptual elevation images to show the relative size and orientation of the DGS in relation to the other buildings, trees, etc. on the site.

## **2.4 Project Outcomes To-Date**

Allowing for more housing choice and affordability has been the primary goal of the SS and DGS regulatory review. While the initial intent included facilitating more rental units, only one rental DGS unit will be created through this Pilot Project. However, all four of the Pilot Project scenarios represent families in separate households coming together to make an affordable housing choice that provides not only financial benefits, but also social benefits to their families and ultimately to the larger community.

### **2.4.1 Benefits to Families**

As discussed in Section 3 above, the majority of inquiries received to date have been from property owners with large properties interested in having a large DGS where family members may reside. It is evident that all of the Pilot Project participants were considering options for their family members prior to commencement of the DGS regulatory review and had either attended the open house event or were following the process. As affordable homeownership options are dwindling due to increasing housing costs, families are considering how to best utilize their collective resources to live within the same community. Through the regulatory review process, many property owners have expressed that the maximum permitted size of 90m<sup>2</sup> (968 ft<sup>2</sup>) under the current regulations is not large enough for their adult children and grandchildren, or their downsizing parents, and therefore did not choose to pursue a DGS until the Pilot Project was proposed. As such, several inquiries for the larger form of DGS were received prior to the May 1, 2018 Council report outlining the DGS Pilot Project process.

While only one of the participants (in scenario #4) will provide an urban lot example, it will contain a SS and DGS. The property owners have stated they intend to rent out the DGS and permitting the option to also construct a SS within the principal dwelling is enabling two related families to live on the property while generating rental income.

### **2.4.2 Seeking Small DGS and Urban DGS Examples**

Very few inquiries were received on the options for a smaller 20.3m<sup>2</sup> (219 ft<sup>2</sup>) unit, DGS in urban areas at 15% of lot area, and the SS and DGS on the same lot (although we do have one example of the SS and DGS in this in the Pilot Project). This may be due to a couple of factors:

- The notification period for property owners to confirm interest in the project was a very short time period of just over one week;
- Smaller DGS units are more likely to be for rental purposes and property owners may need more time to consider and develop this idea, along with financing options, into their household budget.

It is possible that if a second phase of the Pilot Project were advertised to the community, focusing on the small units, but also allowing two or three examples of larger units (at 15% of lot area) on urban sized lots and allowing a longer timeframe for notification and confirmation of interest, more inquiries and potential project sites could be received. While the timeframe for Phase II would not be able to coincide with the construction timeframe for the current Pilot Project, as DGS tours are anticipated to commence in March 2019, it is proposed to follow the same process and include a second round of DGS tours.

### **3.0 NEXT STEPS**

#### **3.1. DGS Pilot Project Process**

The next steps in the process is to bring the Zoning Bylaw text amendments and the Housing Agreement Bylaw to the next Council meeting on June 26, 2018 for consideration of First and Second Readings on June 26, 2018. The aim is for the bylaws to be presented at the July 17, 2018 Public Hearing so that Third Reading may be considered by Council on July 24, 2018.

Once the bylaws receive Third Reading, the participating property owners may begin preparation of their building permit plans in order to meet an application deadline set for August 20, 2018. Achieving this deadline will provide the Building Department with sufficient time to process each application by mid-September and then bring the bylaws to Council for final reading and adoption on October 9, 2018. Building permit plans will not be issued until bylaw adoption and then each property owner will be required to commence construction with a completion deadline of March 2, 2019. A schedule for the DGS tours is anticipated to be available and promoted in early 2019.

#### **3.2 Proposed Phase II**

If Council supports a Phase II for the DGS Pilot Project, as discussed in Section 2.4.2 above, the aim would be to confirm property owners interested in constructing a:

- Small DGS unit, between 20.3m (219 ft<sup>2</sup>) and 36m<sup>2</sup> (387ft<sup>2</sup>);
- Large DGS unit up to 15% of the lot area within the urban area on lot size between 557m<sup>2</sup> (5,995 ft<sup>2</sup>) and 900m<sup>2</sup> (8,611 ft<sup>2</sup>);
- SS and DGS within the urban area.

The time proposed for Phase II of the DGS Pilot Project is as follows:

- June through September 2018:
  - Notifications on Phase II sent out through City webpage, FaceBook, Twitter, emails to those on “update” list;
  - Advertisements put into Maple Ridge News – in June, July, and August
- If necessary, staff could also augment the process with a public information meeting as a further strategy to increase awareness of the ongoing pilot projects.
- Confirm up to 10 Phase II participants in the Fall of 2018;
- Prepare Phase II Look-Book and present to Council for endorsement in early 2019, with the intent to continue to follow in the same steps of the current Pilot Project process.

### **4.0 INTERDEPARTMENTAL IMPLICATIONS**

It is anticipated that Planning staff will continue working on the DGS Pilot Project with the Building, Engineering, and Fire Departments to respond to participant inquiries, review applications, and work through the regulatory process towards construction of each DGS Pilot Project unit.

## 5.0 ALTERNATIVE RECOMMENDATION

Should Council have concerns with any of the test cases presented in the Look-Book document and wish to proceed in a different manner than the recommendations provided in this report, an alternative to recommendation number 1 has been provided below. Recommendation number 2 remains unchanged.

1. THAT pursuant with the previously endorsed DGS Pilot process, that staff be directed to prepare zone amending bylaws for test cases [insert test case(s)] identified in the DGS Look-Book dated June 2018.

## 6.0 CONCLUSION:

The DGS Pilot Project has been popular early on for property owners interested in larger DGS units for family members. Interest for these larger units was expressed through the public consultation process in November 2017 and has continued through the Pilot Project participant selection process. It is clear that allowing these larger units is providing both monetary and social benefits for the participating families.

With the completion of the Look-Book document, the next steps will be to bring text amendments to the Zoning Bylaw and Housing Agreement Bylaws to Council for consideration.

While increasing choice and stock for the rental market was a primary goal of the SS and DGS regulatory review, only one of the Pilot Project examples will result in a rental DGS unit. However, allowing more time for property owners to consider and investigate the option to construct a smaller DGS unit, as Phase II to the Pilot Project, may result in more property owners to come forward with feasible small unit and urban DGS projects.

"Original signed by Brent Elliott" for  
**Prepared by: Lisa Zosiak, MRM, MCIP, RPP**  
**Planner**

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

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

"Original signed by Paul Gill"  
**Concurrence: Paul Gill, CPA, CGA**  
**Chief Administrative Officer**

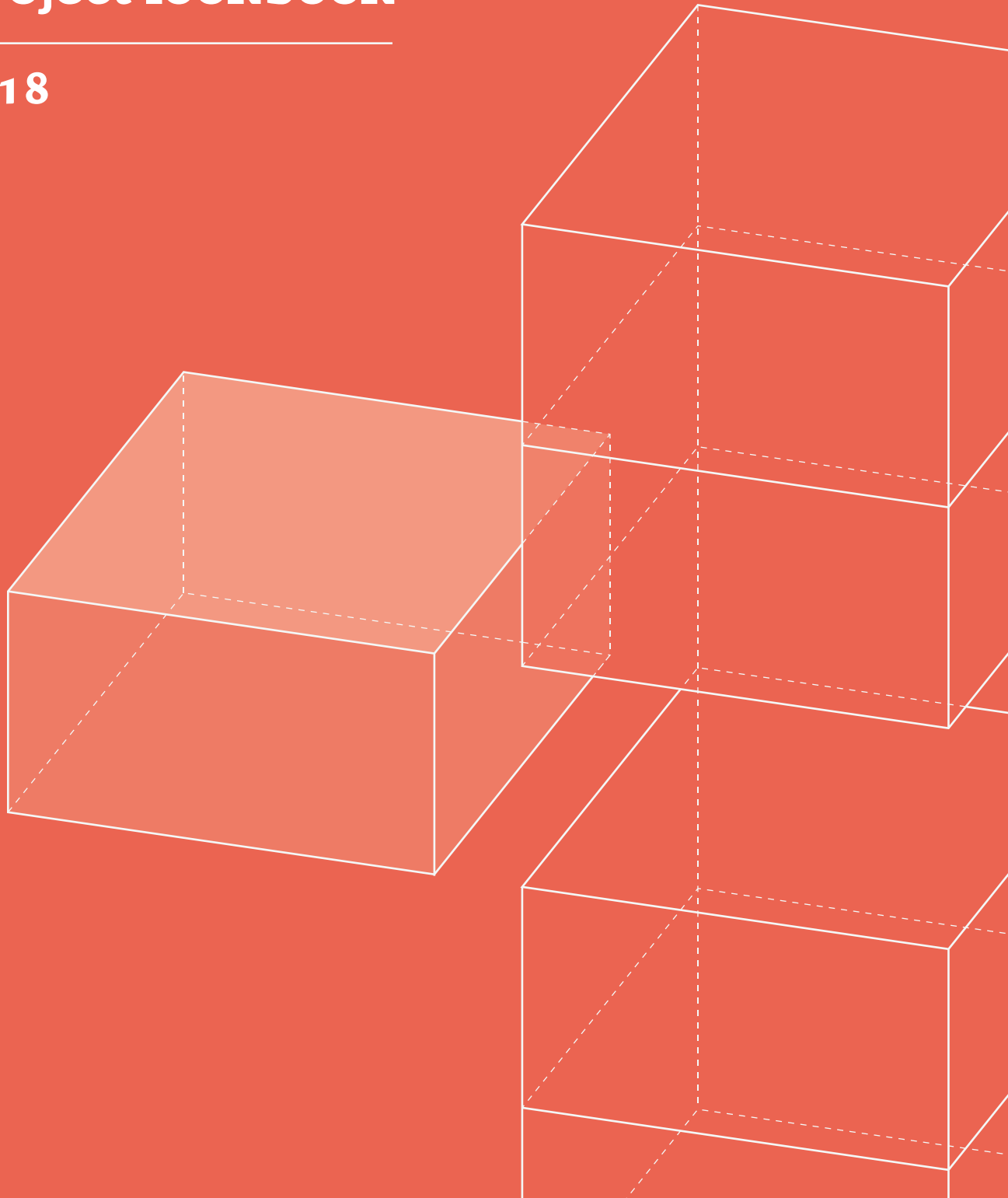
The following appendices are attached hereto:

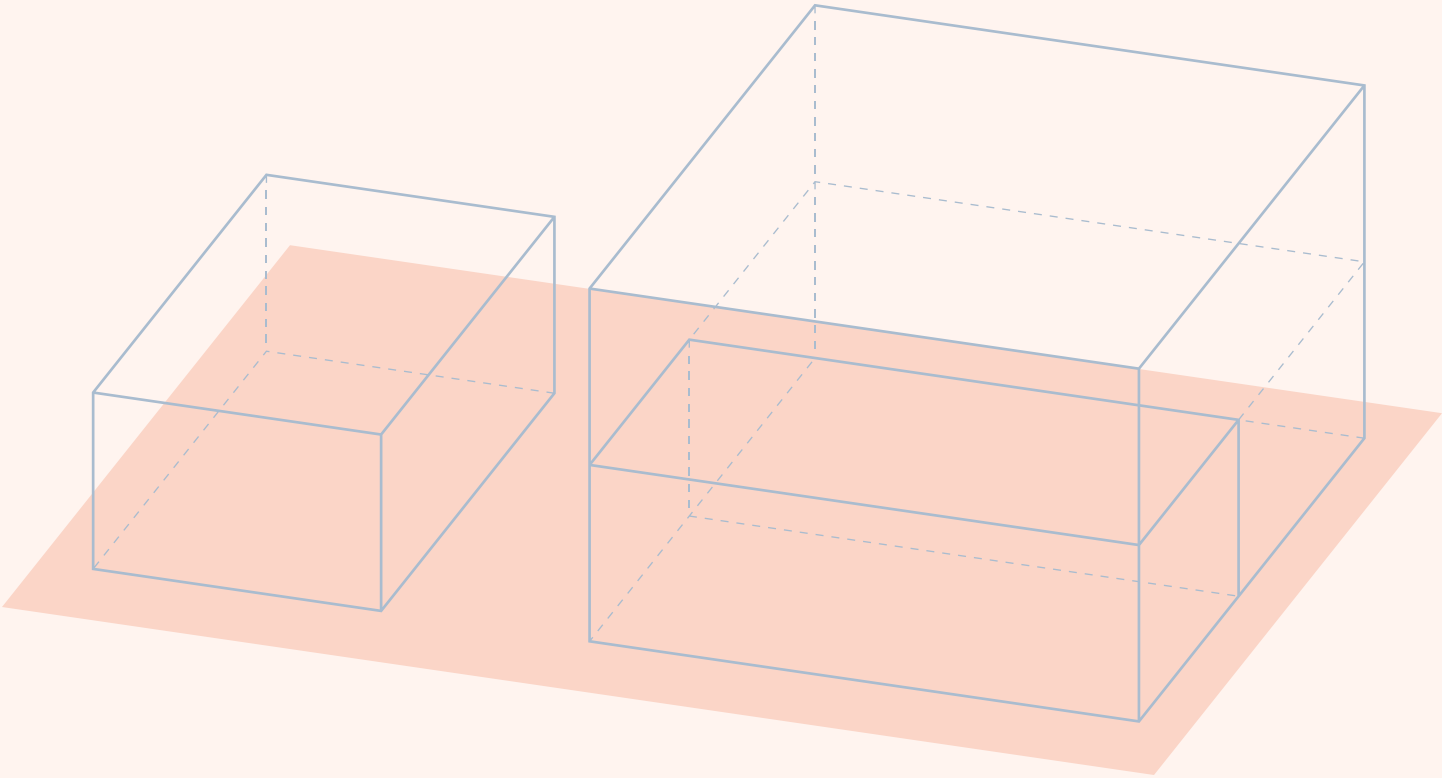
- Appendix A: The Detached Garden Suite Pilot Project Lookbook  
Appendix B: DGS Pilot Project Letter of Agreement

# The detached garden suite pilot project lookbook

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**JUNE 2018**







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D. DGS pilot project timeline

E. Engineering servicing estimate

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# Introduction

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7	Lookbook assumptions and exclusions
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## Background

### What is a detached garden suite?

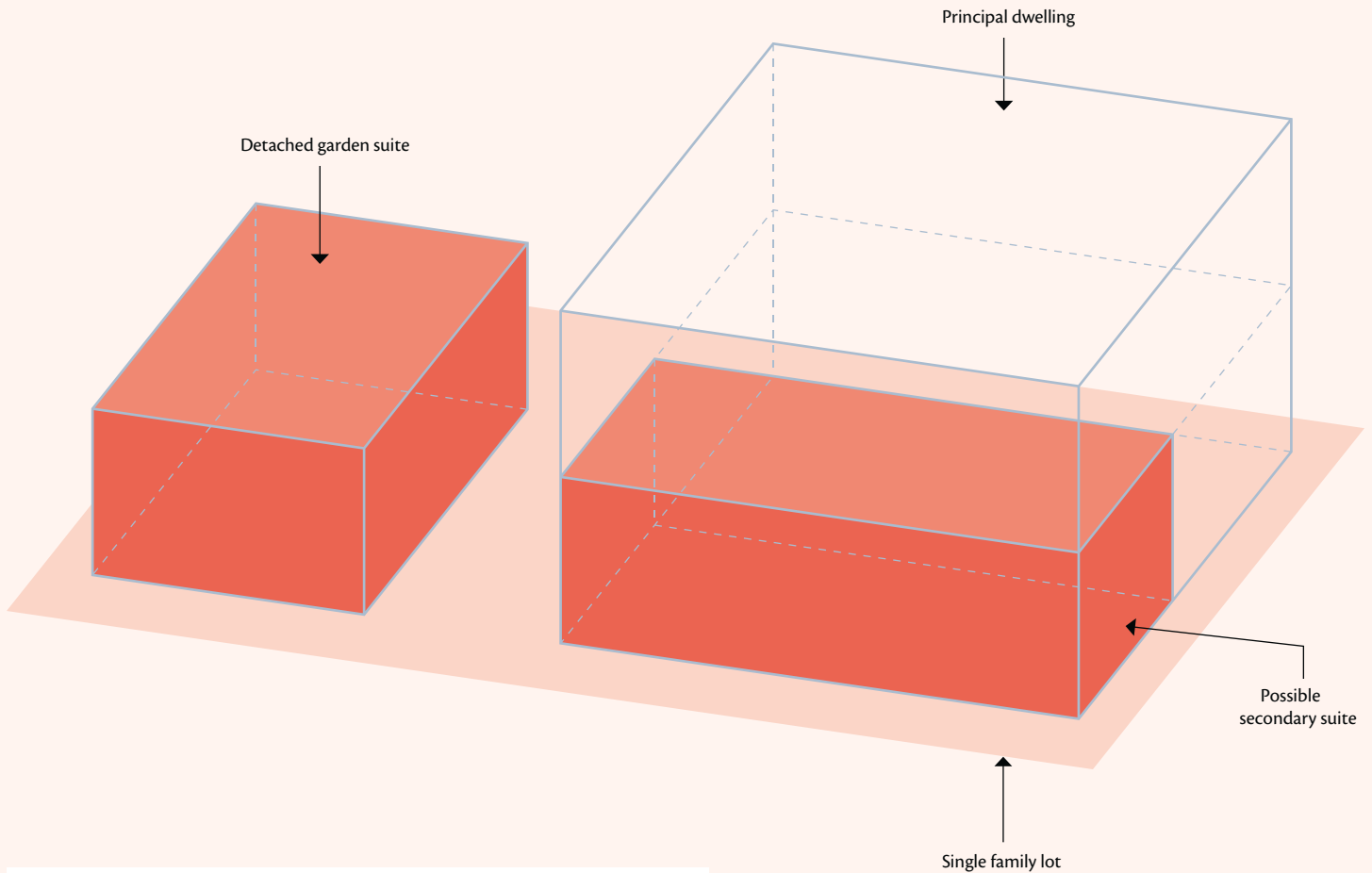
According to the [City of Maple Ridge Zoning Bylaw](#), a detached garden suite (DGS) is a:

*self-contained dwelling unit, accessory to, subordinate and detached from a one family residential use, limited to one dwelling unit on the same lot, located within the rear yard.*

In short, a DGS is a fully detached small dwelling placed behind the principal or main home on a single-family lot. Also known as an accessory dwelling unit (ADU) or laneway house.

In 2008, the City adopted its DGS program. To date, approximately 40 DGS units have been built. [Current ADU regulations](#) allow for units to be no smaller than 37m<sup>2</sup> (398ft<sup>2</sup>) or larger than 90m<sup>2</sup> (968ft<sup>2</sup>) or 10% of the lot area. Additionally, a DGS is not currently permitted on a lot with a secondary suite (SS).\*

ILLUSTRATED EXAMPLE OF A DETACHED GARDEN SUITE



\* A **SECONDARY SUITE (SS)** is a separate unit within the principal dwelling or home. For instance, a basement or attic suite. To date, over 600 secondary suites have been built in Maple Ridge.

## Detached garden suite program expansion

Council directed staff to review existing DGS and secondary suite regulations at the August 29, 2017 Council workshop, and look into expanding both programs.<sup>1</sup>

The review is intended to encourage a greater diversity of housing forms to help improve housing choice within the community. Through this process, the City hopes to create more affordable homeownership and rental choices in residential zones where DGS and SS are already permitted.

On November 16, 2017, City staff brought key stakeholders together—DGS property owners/developers and industry professionals—to discuss opportunities around design and policy innovations. This event was followed by a public open house on November 25, 2017. The City wanted to gauge the community's appetite for accessory dwelling units and get feedback on its [proposed ideas to increase DGS and SS uptake in Maple Ridge](#). Attendees and the general public were also invited to share their thoughts and concerns through a questionnaire (which was available in paper format and online) up until December 16, 2017. The outreach outcomes were then presented to Council through the [February 6, 2018 workshop report](#). At that meeting, Council directed staff to explore pathways to allow:

- » Detached garden suites and secondary suites on the same lot,
- » A minimum DGS size of 20.3m<sup>2</sup> (219ft<sup>2</sup>), and
- » A maximum DGS size of 140m<sup>2</sup> (1500ft<sup>2</sup>) or 15% of the lot area (whichever is less).

On May 1, 2018, [City staff presented a pilot project process in a workshop report to Council](#) that would use real lots and DGS test cases to explore all three situations; Council endorsed it. This lookbook is step one of this DGS pilot project.

## Small Housing BC partnership

In September 2017, the City of Maple Ridge partnered with [Small Housing BC](#) (SHBC)<sup>2</sup> to explore an expansion of its DGS program as part of SHBC's multi-year project *Small Housing: Bringing Little Homes to the City*. SHBC is contributing research and writing skills, as well as leveraging its expert network, towards this collaboration up until December 2018. The *Small Housing* project is developed and managed by SHBC and funded by Vancity, the Real Estate Foundation of BC and BC Housing's Licensing & Consumer Services (formerly the Homeowner Protection Office).

<sup>2</sup> Small Housing BC is a Vancouver-based non-profit in support of the promotion and development of smaller housing forms (200 to 1500ft<sup>2</sup>) across British Columbia. It conducts research, convenes leading thinkers and engages cities and other key stakeholders to accelerate the uptake of small forms in our single-family neighbourhoods. For more on this project and SBHC, see [smallhousingbc.org](http://smallhousingbc.org).

## A new direction: The DGS lookbook

A lookbook is a conceptual design document. It helps readers better visualize a project's development and outcomes by using images and text to illustrate and describe proposed scenarios.

This lookbook features four real properties in Maple Ridge. While each site is unique, all homeowners want to build a DGS on his/her lot with features not currently permitted in existing regulations; this includes the number of dwelling units per site, and various configurations, forms and sizes. Through this lookbook, the City is investigating the following test cases:

- » Sites with a DGS and SS on the same lot,
- » Detached garden suites placed in the exterior side and front yard rather than the rear yard,
- » Units above garages,
- » Detached garden suites with a crawl space, and
- » Units from 47.6m<sup>2</sup> (512ft<sup>2</sup>) to 140m<sup>2</sup> (1500ft<sup>2</sup>), or up to 7.5m (24.61ft) high.

To achieve this, the booklet includes contextual and visual information for each lot, and features: homeowner profiles, site plans and information, site constraints or issues, servicing requirements, projected costs, and conceptual designs/elevations to showcase placement and views adjacent to existing buildings.

<sup>1</sup> Scoping reports for the secondary suite and detached garden suite review were presented to council on September 19, 2017 and October 3, 2017 respectively. Each report outlined a public consultation process and were endorsed by Council.

## Lookbook assumptions and exclusions

### Assumptions

- » There is community-wide support for an expanded DGS program ([based on findings from the City's December 2017 questionnaire results](#))
- » A revised DGS and SS program—with DGS/SS units on the same lot and smaller minimums and units up to 140m<sup>2</sup> (1500ft<sup>2</sup>)—will encourage the development of more affordable diverse housing options in the City, and therefore, greater uptake of the DGS/SS program
- » The featured lots demonstrate a cross-section of sites, their constraints and requirements. This lookbook is intended to help inform future homeowner-developers on the DGS development process should they wish to build one on their property and should the pilot project be expanded city-wide

### Exclusions

- » Fully designed DGS units; the units included in this lookbook are concepts only based on initial conversations with the property owners. One property owner provided preliminary design plans and these plans were used to inform the concept plan for that site. Furthermore, it is important to note that the conceptual designs shown in the lookbook do not depict the style or materials that will be used for DGS construction, as those details will be determined by each property owner
- » Fully defined costs, for servicing be they selected to servicing, permitting or construction. The costs presented for each property test case are order of magnitude in nature at this stage

#### The goals of this lookbook are:

- » To provide council and the community a visual roadmap through the DGS pilot project
- » To help inform Council on required zoning bylaw text amendments (a prerequisite to the pilot project)
- » To identify site challenges and possible solutions (based on form and lot) that will inform pilot project DGS designs
- » To outline site requirements and implications for future DGS builders/homeowner-developers
- » To increase program awareness and DGS/SS uptake overall
- » To explore affordable housing options

## Property owners and sites selection process

### General

The City of Maple Ridge reached out to single-family property owners who wanted to build a DGS on their owner-occupied lots to collaborate in this exploratory pilot program expansion.

For participating in this lookbook and pilot, homeowners will have their zoning bylaw amendment (\$1,913) and public hearing (\$882) fees waived in order to develop their DGS; in exchange, the city will explore possible new DGS arrangements and be gifted access to approved building permit plans for potential future use as pre-approved plans (subject to copyright). Note: Eligible property owners are responsible for the work and cost associated with future building permit plans, obtaining building permit approvals and the overall construction of their unit. See Appendix C for the letter of agreement between property owners and the City of Maple Ridge. [For more on the pilot project process, please see the May 1, 2018 Council workshop report.](#)

### Outreach

Outreach to potential homeowners for this pilot began after Council endorsed the DGS pilot project on May 1, 2018. An online banner was posted on the City's website, FaceBook and Twitter accounts, and an ad was put in the May 4<sup>th</sup> edition of the *Maple Ridge-Pitt Meadows News* (see Appendix B). Attendees from the November 26, 2017 public open house, who showed interest and signed up for DGS program updates, were also emailed about the opportunity. The deadline to respond was May 13, 2018; City staff received over 50 telephone and email inquiries.

### Eligibility and requirements

The following variables were considered in selecting property owners and sites for this lookbook:

- » First come, first serve,
- » Suitability of site,<sup>3</sup>
- » Showcase a wide range of examples, both urban and rural, that depict a variety of sizes, DGS forms and designs,
- » Willingness by property owners to meet project objectives, timelines and commitments, including the signing of a letter of agreement and providing the City a refundable payment of \$1000 to cover pilot project related costs,
- » Commitment to commence construction of the DGS immediately upon adoption of the text amendment to the zoning bylaw and building permit issuance, and
- » Commitment to showcase their property and share their DGS story once their units are complete.

<sup>3</sup> Sites with Agricultural Land Reserve (ALR) designation were excluded from this project.

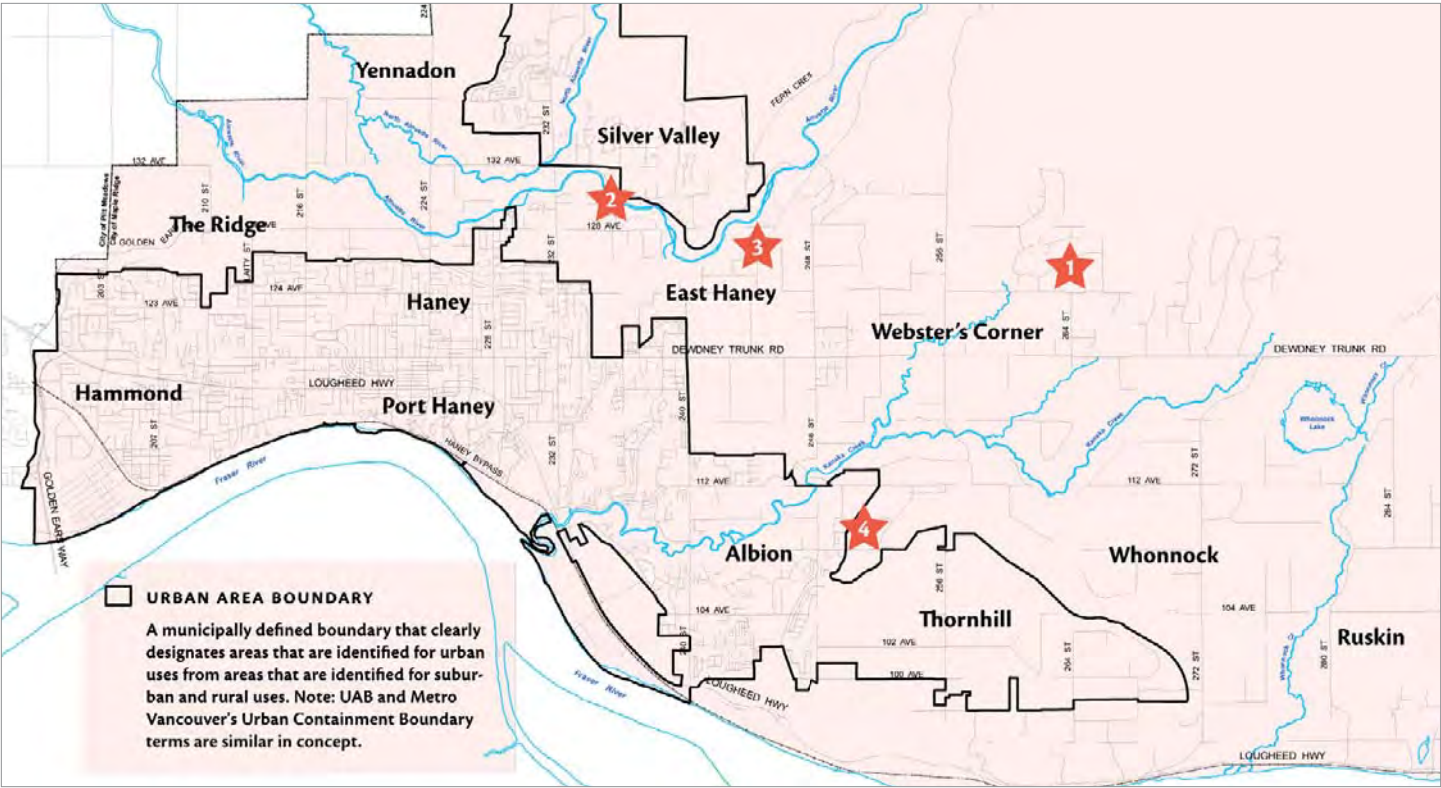
Internal review process

City staff formed an internal working committee with members from the Planning, Engineering, Fire and Building Departments. The group reviewed shortlisted property owners, who later met with planning staff to discuss project requirements and site details. Selected participants also conducted a 30-minute questionnaire over the phone to learn more about their property and reasons for building a DGS.

Referrals were drafted and reviewed by a working committee, who then provided input on site-specific constraints, opportunities and recommendations.



Final sites



TEST CASE	ADDRESS	NEIGHBOURHOOD	DGS SCENARIO	DGS SIZE
1	26378 126 <sup>th</sup> Avenue	Whispering Falls	DGS over a garage on acreage	140m <sup>2</sup> (1500ft <sup>2</sup> )
2	23525 Dogwood Avenue	Yennadon	One-storey DGS located in front yard on acreage	140m <sup>2</sup> (1500ft <sup>2</sup> )
3	12621 Ansell Avenue	Academy Park	Above garage DGS on front yard of an acreage corner lot with height at 7.5m and potential crawl space	140m <sup>2</sup> (1500ft <sup>2</sup> )
4	10861 Morrisette Place	Albion Area	DGS and secondary suite on a single-family lot in a new subdivision	48m <sup>2</sup> (512ft <sup>2</sup> )

### Disclaimer

This document was prepared in compliance with municipal bylaws in effect at the time of the DGS Pilot Project property inquiries. It is also noted that the information contained in this document is preliminary and specific to each of the DGS Pilot Project test cases and that the City's position may change if new information arises, or if a test case proposal changes. Proceeding to DGS construction on the Pilot Project properties is dependent upon Council approval of zoning bylaw text amendments for each test case. Prior to proceeding with a building permit application, all applicants are encouraged to discuss their proposals with City staff to ensure that the position noted within this correspondence remains valid, and that the proposal is in compliance with all relevant and current city bylaws, policies and objectives.

## Next steps

### Text amendments

Should the test cases included in this lookbook be endorsed by Council, text amendments<sup>4</sup> to the zoning bylaw will be made. These will be brought to Council for first and second readings, with a recommendation that the amending bylaws go to public hearing and a final reading in fall 2018.

### Pilot project and tours

This lookbook is a visual representation of the greater pilot project. If Council approves a final reading, the homeowners will start construction on their DGS units. We anticipate this could happen as early as the fall, with the pilot ending in spring 2019 (see Appendix D for timeline).

In addition to building their new homes, participating property owners will offer tours of their finished DGS to Council and the public for up to two months prior to receiving final occupancy. They will also let the City document their DGS journey by sharing images and their stories online and through print media in order to showcase the outcomes of this pilot project and increase awareness of the expanded DGS program. Once the tours are complete, a final report to Council will be prepared and include:

- » An update on lookbook designs and costing information,
- » Feedback from property owners on their experience and project outcomes,
- » Feedback received from surrounding neighbours on the completed units,
- » Lessons learned through the pilot project process, and
- » Recommendations on proceeding with an expansion of the DGS regulations to fully incorporate the pilot project options into the zoning bylaw.

## Contact

For more information on this lookbook, the proposed pilot project and/or the detached garden suite program, please contact the City of Maple Ridge's Planning Department at 604-467-7341 or [planning@mapleridge.ca](mailto:planning@mapleridge.ca).

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<sup>4</sup> The text amendment bylaws are necessary to take these test cases from proposed to actual DGS developments as part of this pilot project.



**“It’s a family plan at this point.”**

**Keeps our family in Maple Ridge, allows our children the opportunity to own a home and the potential for us to move into the DGS as we get older. Keeps family close, especially, if we need a helping hand.**

—Brenda Richardson, participating homeowner in DGS pilot



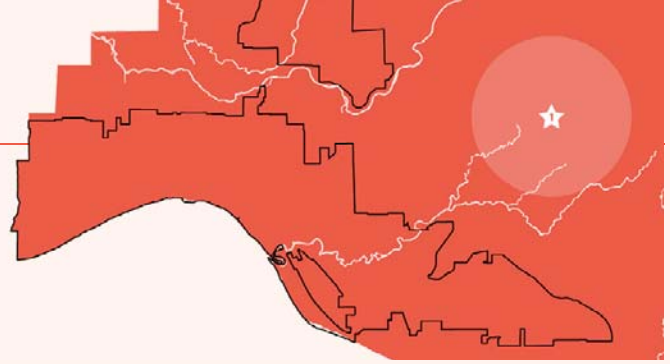
# Test cases

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12	Test case #1: 126 <sup>th</sup> Avenue
16	Test case #2: Dogwood Avenue
20	Test case #3: Ansell Avenue
24	Test case #4: Morrisette Place

# Test case #1

A 140m<sup>2</sup> (1500ft<sup>2</sup>) DGS over a garage (with a building height variance to 7.5m, 24.61ft), located in rear yard, on acreage with an on-site sewage system.



## Homeowner profile: Garry and Lesli Altenried



### NO. PERSONS IN HOME: 2

- » WITH THE DGS: 4  
(parents, daughter and husband)
- » AGES: 58, 57, 27, 26

### WHAT WE ENJOY MOST ABOUT

**OUR HOME/NEIGHBOURHOOD:**  
Safe for kids, neighbours are respectful and tend to their yards, it's quiet

### YEARS LIVED AT PROPERTY:

22 years

### OUR DETACHED GARDEN SUITE (DGS) STORY:

We're building a DGS for our daughter and her husband. They both have good jobs but this allows them a foot in the door and to build some equity. They will make the mortgage payments on the DGS (estimate \$1500 per month). We wouldn't stay here if the family weren't part of the housing equation; we would look at downsizing. We're good for another 10 years or longer.

Site details

ADDRESS	26378 126 <sup>th</sup> Avenue
NEIGHBOURHOOD	Whispering Falls
ZONE	RS-2 (one-family suburban residential)
LOT SIZE	1.05 acres (4260m², 45,854ft²)
LOT DIMENSIONS	FRONT: 51.77m (169.85ft) SIDE EAST: 62.75m (205.87ft) SIDE WEST: 80.15m (262.96ft) REAR: 37.96m (124.54ft)
BUILDINGS ON-SITE	Principal and accessory dwellings*
PARKING	Three-car garage below DGS
SERVICING	Municipal water and on septic
LOT FEATURES/ CHALLENGES	Slight slope upward from west to east of site; on septic and municipal water, the DGS may require a separate septic field

Financials

PROPERTY VALUE (2018)	\$826,000
IMPROVEMENTS, IF ANY	\$417,000

\*PRINCIPAL AND ACCESSORY DWELLINGS. [City of Maple Ridge Bylaw no. 3510-1985](#): accessory use means customarily incidental, subordinate and exclusively devoted to the principal permitted use or uses of land, buildings or structure.

Our DGS

UNIT SIZE	140m² (1500ft²)
NO. OF STOREYS	Two
DESIGN DETAILS	» DGS constructed over three-car garage » 2 bedroom and 1 bathroom » Open concept and contemporary with an upscale Whistler feel » Want to keep the same colour scheme and stonework as the main house
FEATURES	» On-demand water and efficient heating system » Solar panels are a possibility but depends on cost
DESIGNER	Hiring a professional but researching concepts
BUILDER	Will do the general contracting but have friends and family to help with framing, plumbing and electrical hookups; we built our house 22 years ago
PLACEMENT ON LOT	Behind on-site sewage system encumbrance area in centre rear yard; driveway will extend to DGS garage
TYPE OF FOUNDATION	Concrete slab
LANDSCAPING	DGS will remain surrounded by existing trees and cedar hedge
SERVICING DETAILS	Municipal water, on septic system
COSTS (ESTIMATED)	» CONSTRUCTION WITH FOUNDATION: \$250,000–\$300,000 » SERVICING (INCL. WATER, SEWAGE) <sup>1</sup> : \$7000 » ELECTRICAL (BC HYDRO): Unknown » OTHER: Electrician could be \$3000-\$10,000

<sup>1</sup> See Appendix E for a blank engineering servicing estimate form.

## City of Maple Ridge departmental requirements and/or comments<sup>2</sup>

### Engineering

#### POLICY:

- » Only one access per lot is permitted, pursuant to Schedule D of the Subdivision and Development Servicing Bylaw; proposed DGS to utilize the existing driveway access off of 126th Avenue (see Appendix F for Driveway policy)
- » This property is located outside the Metro Vancouver Urban Containment Boundary\*
- » There is a “no-build” Statutory Right of Way\*\* on file for the subject site, LMP19851, to maintain area for existing and future septic system

#### FRONTAGE UPGRADES:

None

#### UNDERGROUND SERVICING:<sup>3</sup>

- » The existing 20mm water service connection will need to be disconnected and a new 38mm service installed by City crews at the applicant's cost
- » Sanitary disposal to be handled on-site via septic field. System may need expansion with DGS construction. Approvals required through Fraser Health
- » There is no existing storm sewer fronting this property. Storm drainage to be directed to the ditch fronting the lot. An on-site source control facility will need to be constructed to effectively deal with the three-tier stormwater management criteria

#### UTILITY WORKS:

- » Underground BC Hydro, TELUS services to the property line are not required
- » Coordinate all gas works

### Planning

- » Property is located in Wildfire Development Permit (DP) Area and may be required to use fire retardant construction materials, as per the document guidelines (see Appendix G)
- » The Planning Department will bring the following to Council for consideration and approval:
  - › Proposed Zoning Bylaw text amendment to allow a 140m<sup>2</sup> (1500ft<sup>2</sup>) DGS with a building height up to 7.5m (24.61ft)
  - › Proposed Housing Agreement Bylaw to include:
    - Ongoing owner occupancy on the subject property,
    - Providing and maintaining one parking stall for DGS,
    - Allowing tours of the constructed DGS, and
    - Permitting use of personal profile information

### Building

See [DGS Guide](#) for building permit requirements. Specific comments are anticipated once complete building permit drawings received and reviewed

### Sustainability

Additional density on existing lot

### Other

- » If servicing upgrades or frontage improvements are required, the applicant will be responsible to provide:
  - › Engineering construction drawings, and
  - › Assessment of the condition and capacity of any existing service connections to the property or municipal system including water distribution or storm sewer
- » The applicant will have the option to have City crews complete the servicing works or choose a contractor
- » Legal/Property Title Documentation:
  - › Upon Council adoption of the Housing Agreement Bylaw (see Appendix C, within letter of agreement), the fully executed document must be registered on the property title through a Restrictive Covenant\*\*\*

## Recommendations and/or next steps, if any:

- » At the time of the building permit application, a detailed review of the property will be provided by the City
- » Prior to proceeding with a building permit application, it is recommended to contact:
  - › The Engineering Department regarding site servicing requirements; and the Planning and Building Departments regarding any development permits or restrictions that may apply to the property in question. The applicant will also be responsible to coordinate all third party utility work including BC Hydro, Telecommunications and Fortis

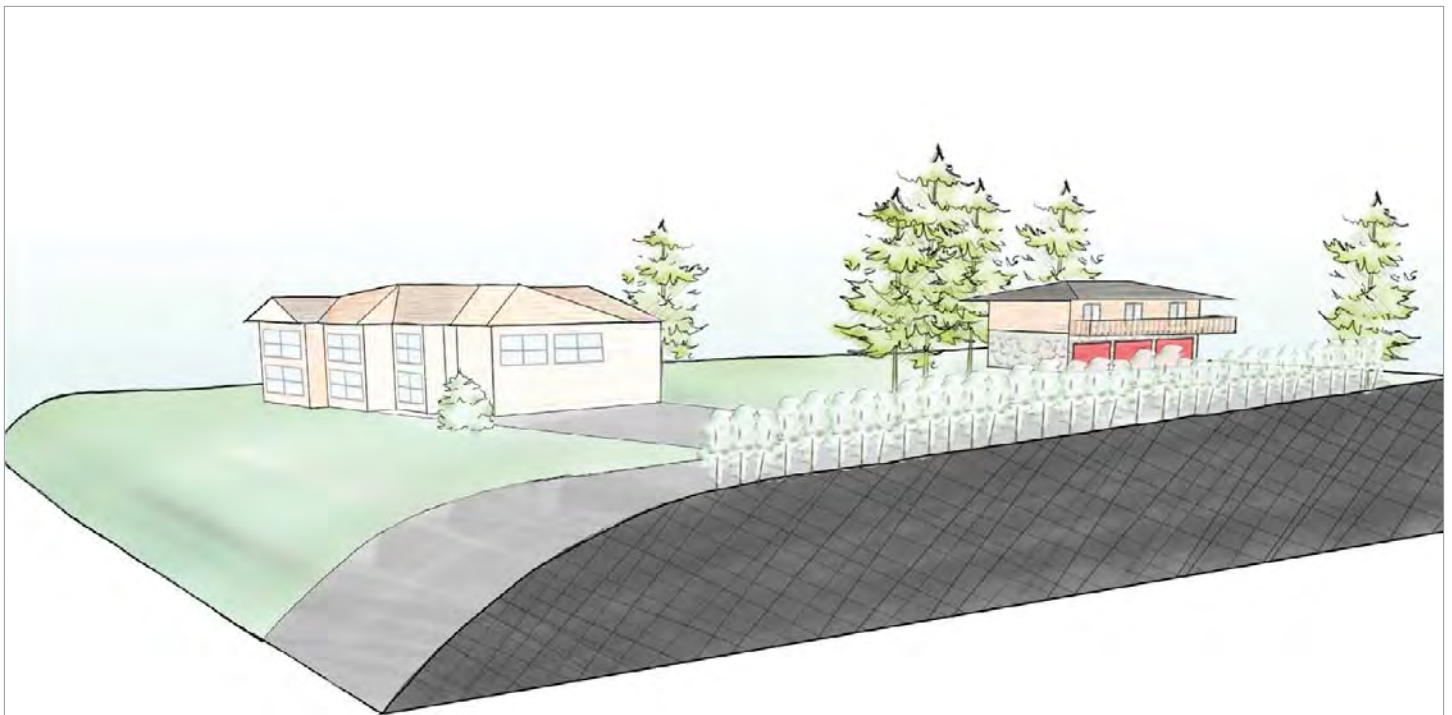
\* THE URBAN CONTAINMENT BOUNDARY (UCB) is a regionally defined area that establishes a stable, longterm footprint for urban development identified in [Metro Vancouver's Regional Growth Strategy](#). It can accommodate all growth projected for 2040.

\*\* STATUTORY RIGHT OF WAY is a legal term under the BC Land Title Act: an easement without a designated dominant tenement registrable under section 218.

\*\*\* A RESTRICTIVE COVENANT is a [signed agreement between a property owner and, in this case, the City of Maple Ridge](#). The agreement specifies some restriction of activities or land use applied to a portion of the property.

<sup>2</sup> The servicing standards identified below are only approximations and may change through field verification or bylaw amendments at the time of application.

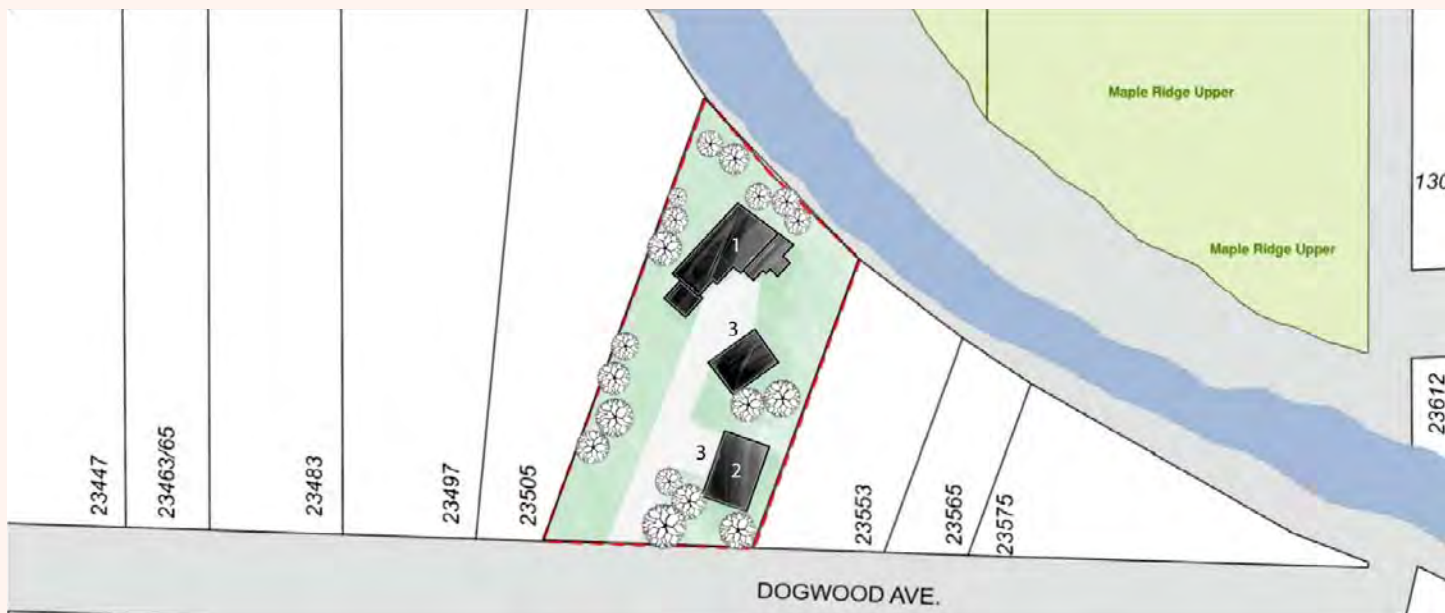
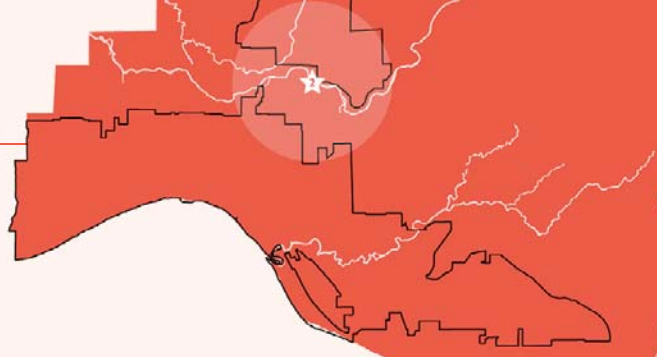
<sup>3</sup> Each property is permitted one water connection, one sanitary connection and one storm connection. Each connection provided is to be shared by both the existing house and the proposed DGS.





# Test case #2

A one-storey 140m<sup>2</sup> (1500ft<sup>2</sup>) DGS, located in the front yard on acreage with municipal water and sewer service.



SITE PLAN 1. Principal dwelling 2. DGS 3. Parking

## Homeowner profile: Brenda and Jim Richardson



### NO. PERSONS IN HOME: 2

- » WITH THE DGS: 5  
(parents, son and his wife and child)
- » AGES: 60, 62

### WHAT WE ENJOY MOST ABOUT

#### OUR HOME/NEIGHBOURHOOD:

It's quiet and private, and the property is big enough that you don't see your neighbours as much

### YEARS LIVED AT PROPERTY:

19 years

### OUR DETACHED GARDEN SUITE (DGS) STORY:

Our property is on a large acreage with the main house (which is a cottage converted into a rancher from 1956) by the river. Our DGS would be closer to the road at the front of the property. Our son, his wife and grandson would live in the DGS.

Site details

ADDRESS	23525 Dogwood Avenue
NEIGHBOURHOOD	Yennadon
ZONE	RS-2 (one-family suburban residential)
LOT SIZE	1 acre (4047m², 43,561ft²)
LOT DIMENSIONS	FRONT: 48.22m (158.20ft) SIDE EAST: 70.47m (231.20ft) SIDE WEST: 108.17m (354.89ft) REAR: 50.70m (166.34ft)
BUILDINGS ON-SITE	Principal dwelling
PARKING	Building a detached two-car garage
SERVICING	Municipal water and on septic
LOT FEATURES/ CHALLENGES	Forested, on floodplain,* Alouette River at rear of property

Financials

PROPERTY VALUE (2018)	\$990,000
IMPROVEMENTS, IF ANY	\$135,000

Our DGS

UNIT SIZE	140m² (1500ft²)
NO. OF STOREYS	One (at grade)
DESIGN DETAILS	» Country rancher with a double garage off to the side but connected to the DGS » 3 bedrooms, 2 bathrooms » Want it to blend in nicely with nature and to complement the main house (although the DGS may be a bit more modern)
FEATURES	Will require fire retardant materials as we're in the <a href="#">Wildfire Development Permit (DP) area</a>
DESIGNER	Will hire an architect
BUILDER	Currently interviewing builders
PLACEMENT ON LOT	Front yard on east side
TYPE OF FOUNDATION	Perhaps concrete slab; also interested to do a crawl space for storage
LANDSCAPING	Remaining forest will provide landscaping
SERVICING DETAILS	Municipal water, installing sewer
COSTS (ESTIMATED)	» CONSTRUCTION WITH FOUNDATION: \$300,000 » SERVICING (INCL. WATER, SEWAGE) <sup>4</sup> : \$9000 » ELECTRICAL (BC HYDRO): Unknown » OTHER: None

\* SITE CONSTRAINTS: Areas prone to flooding are designated as floodplains by the federal and provincial government. [Several municipal policies and regulations reflect this information.](#)

<sup>4</sup> See Appendix E for a blank engineering servicing estimate form.

## City of Maple Ridge departmental requirements and/or comments<sup>5</sup>

### Engineering

#### **POLICY:**

Only one access per lot is permitted pursuant to Schedule D of the Subdivision and Development Servicing Bylaw; the DGS will utilize the existing access off of Dogwood Avenue (see Appendix F for Driveway policy)

#### **FRONTAGE UPGRADES:**

Road widening is required under the Schedule D of the Subdivision and Development Servicing Bylaw (see Appendix F); however, the existing asphalt width of 6m (19.69ft) provides an adequate level of service for the road, and as such, the Engineering Department will support a Development Variance Permit application for Council approval to waive this requirement

#### **UNDERGROUND SERVICING:<sup>6</sup>**

- » The existing 25mm water service connection will need to be disconnected and a new 38mm service installed by City crews at the applicant's cost
- » There appears to be an existing service connection that seems to be adequate for the intended use
- » There is no existing storm sewer fronting this property; storm drainage to be contained on-site, and an on-site source control facility will need to be constructed to effectively deal with the three-tier stormwater management criteria

#### **UTILITY WORKS:**

- » Underground BC Hydro, TELUS services to the property line are not required
- » Coordinate all gas works

### Planning

- » Property is located in Wildfire Development Permit Area and may be required to use fire retardant construction materials, as per the DP Guidelines (see Appendix G)
- » Proposed removal of trees for DGS construction to comply with requirements in the [Tree Protection and Management Bylaw No. 7133-2015](#)
- » The Planning Department will bring the following to Council for consideration and approval:
  - › Proposed Zoning Bylaw text amendment to allow a 140m<sup>2</sup> (1500ft<sup>2</sup>) DGS that will be located in front yard
  - › Proposed Housing Agreement Bylaw that includes:
    - Ongoing owner occupancy on the subject property,
    - Providing and maintaining one parking stall for DGS,
    - Allowing tours of the constructed DGS, and
    - Permitting use of personal profile information
  - › A proposed variance to the Subdivision and Development Services Bylaw to waive road widening requirements

### Building

- » This property is located in the floodplain and will require a report from a professional engineer with experience in geotechnical engineering certifying that the land may be used safely for the purpose intended, pursuant to Section 8.3.1 of the [Building Bylaw No. 6925-2012](#)
- » See [DGS Guide](#) for building permit requirements. Specific comments are anticipated once complete building permit drawings received and reviewed

### Sustainability

Additional density on property

### Other

- » If servicing upgrades or frontage improvements are required, the applicant will be responsible to provide:
  - › Engineering construction drawings, and
  - › Assessment of the condition and capacity of any existing service connections to the property or municipal system including water distribution, storm sewer or sanitary sewer
- » The applicant will have the option to have City crews complete the servicing works or choose a contractor
- » Legal/Property Title Documentation:
  - › Upon Council adoption of the Housing Agreement Bylaw, the fully executed document must be registered on the property title through a Restrictive Covenant,
  - › Upon Council approval of a development variance permit to waive road widening, as required in Section D of the Subdivision and Development Services Bylaw (see Appendix F), a notification must be placed on the property title, and
  - › The floodplain geotechnical report must be registered on the property title through a Restrictive Covenant, pursuant to Section 8.3.1 of the [Building Bylaw](#)

## Recommendations and/or next steps, if any:

- » At the time of the building permit application, a detailed review of the property will be provided by the City
- » Prior to proceeding with a building permit application, it is recommended to contact:
  - › The Engineering Department regarding site servicing requirements; and the Planning and Building Departments regarding any development permits or restrictions that may apply to the property in question. The applicant will also be responsible to coordinate all third party utility work including BC Hydro, Telecommunications and Fortis

<sup>5</sup> The servicing standards identified below are only approximations and may change through field verification or bylaw amendments at the time of application.

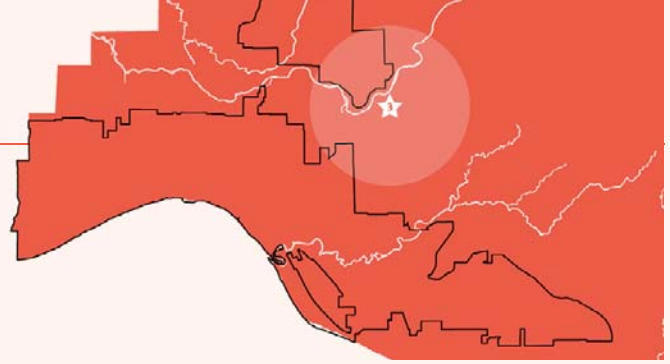
<sup>6</sup> Each property is permitted one water connection, one sanitary connection and one storm connection. Each connection provided is to be shared by both the existing house and the proposed DGS.





# Test case #3

An above-garage DGS unit with a potential crawl space (and a building height up to 7.5m, 24.61ft) located in exterior side yard of an acreage corner lot with municipal water and sewer service.



## Homeowner profile: Margaret and Jay Crandell



### NO. PERSONS IN HOME: –

- » WITH THE DGS: 7  
(3 parents, 2 daughters, son-in-law, grandchild)
- » AGES: 82, 51, 51, 27, 26, 25, 2

### YEARS LIVED AT PROPERTY:

0, moving from Maple Ridge into new home in July 2018

### WHAT WE ENJOY MOST ABOUT OUR NEW HOME/

**NEIGHBOURHOOD:** The view, size of the property, quiet neighbourhood and mature landscaping

### OUR DETACHED GARDEN SUITE (DGS) STORY:

We purchased this property because of its suitability for a detached garage with a garden suite. Our daughter and her family will be moving from their townhouse into the DGS. We may use the DGS later on to age in place.

## Site details

<b>ADDRESS</b>	12621 Ansell Street
<b>NEIGHBOURHOOD</b>	Academy Park
<b>ZONE</b>	RS-2 (one-family suburban residential)
<b>LOT SIZE</b>	1 acre (4047m <sup>2</sup> , 43,561.50ft <sup>2</sup> )
<b>LOT DIMENSIONS</b>	FRONT: 32.79m (107.58ft) EXTERIOR SIDE: 74m (242.78ft) INTERIOR SIDE: 86.45m (283.63ft) REAR: 76.98m (252.56ft)
<b>BUILDINGS ON-SITE</b>	Principal dwelling
<b>PARKING</b>	Two to three-bay garage
<b>SERVICING</b>	Municipal water and sewer
<b>LOT FEATURES/ CHALLENGES</b>	» Corner lot, circular driveway provided access to Ansell and 126 <sup>th</sup> » In Fraser Sewer Area, but not within regional Urban Containment Boundary; connecting to existing sewer will require Metro Vancouver approval (estimated at six months)

## Financials

<b>PROPERTY VALUE (2018)</b>	\$1,155,000
<b>IMPROVEMENTS, IF ANY</b>	\$219,000

## Our DGS

<b>UNIT SIZE</b>	140m <sup>2</sup> (1500ft <sup>2</sup> )
<b>NO. OF STOREYS</b>	Two
<b>DESIGN DETAILS</b>	» Two-storey DGS with the second floor above » 3 bedrooms, 3 bathrooms » Traditional or transitional style » Windows will face the north, to the view; we want DGS to be compatible, although not a perfect match, with the main house, as we may want to upgrade it down the road
<b>FEATURES</b>	On-demand hot water and possible hot water heating
<b>DESIGNER</b>	Will hire an architect
<b>BUILDER</b>	We will do the contracting (we built a house in Maple Ridge 17 years ago)
<b>PLACEMENT ON LOT</b>	Side yard, closer to 126 <sup>th</sup> ; DGS garage will access existing driveway
<b>TYPE OF FOUNDATION</b>	Slab on grade but considering a crawl space for storage
<b>LANDSCAPING</b>	DGS location will remain surrounded by existing trees
<b>SERVICING DETAILS</b>	Municipal water and septic (and possibly sewer; will need Metro Vancouver approval)
<b>COSTS (ESTIMATED)</b>	» CONSTRUCTION WITH FOUNDATION: \$250,000 » SERVICING (INCL. WATER, SEWAGE) <sup>7</sup> : \$8000 » ELECTRICAL (BC HYDRO): Unknown » OTHER: None

**“It's a way to help our daughter and family get into an affordable detached home.”**

—Margaret Crandell

<sup>7</sup> See Appendix E for a blank engineering servicing estimate form.

## City of Maple Ridge departmental requirements and/or comments<sup>8</sup>

### Engineering

#### POLICY:

- » Only one driveway access per lot is permitted pursuant to Schedule D of the Subdivision and Development Servicing Bylaw, the existing access must be used for the proposed detached garden suite (see Appendix F for Driveway policy)
- » This property is outside the Metro Vancouver Urban Containment Boundary

#### FRONTAGE UPGRADES:

Road widening is required to achieve a rural local road standard; however, the Engineering Department will support a Development Variance Permit application for Council approval to waive this requirement. The existing asphalt width for Ansell Street is adequate

#### UNDERGROUND SERVICING:<sup>9</sup>

- » The existing 20mm water service connection will need to be disconnected and a new 38mm service to be installed by City crews at the applicant's cost
- » The existing sanitary service connection which serves the existing house appears to be adequate for continued use. However, given the property is outside the regional Urban Containment Boundary, the new proposed dwelling will be required to dispose of sanitary sewage by septic field or if a connection to the sanitary sewer is desired for the proposed DGS. Metro Vancouver will consider a request for a sanitary sewer connection if it includes a resolution in support from Maple Ridge Council
- » There is no existing storm sewer fronting this property. Storm drainage to be handled on-site and overflow to the existing ditch, none to go to adjacent properties. In addition, an on-site source control facility will need to be constructed to effectively deal with the three-tier stormwater management criteria

#### UTILITY WORKS:

- » Underground BC Hydro, TELUS services to the property line are not required
- » Coordinate all gas works

### Planning

The Planning Department will bring the following to Council for consideration and approval:

- » Proposed Zoning Bylaw text amendment to include a building height increase to 7.5m (24.61ft) and permit DGS location in exterior side yard
- » Proposed Housing Agreement Bylaw to include:
  - › Ongoing owner occupancy on the subject property.
  - › Providing and maintaining one parking stall for DGS.
  - › Allowing tours of the constructed DGS, and
  - › Permitting use of personal profile information

- » A proposed variance to the Subdivision and Development Services Bylaw to waive road widening requirements

### Building

See [DGS Guide](#) for building permit requirements. Specific comments are anticipated once complete building permit drawings received and reviewed

### Sustainability

None

### Other

- » Engineering will support a variance required to waive road upgrade requirements in the [Subdivision and Development Servicing of Land Bylaw](#); Planning will send to Council at appropriate time
- » If servicing upgrades or frontage improvements are required, the applicant will be responsible to provide:
  - › Engineering construction drawings, and
  - › Assessment of the condition and capacity of any existing service connections to the property or municipal system including water distribution, storm sewer or sanitary sewer
- » The applicant will have the option to have City crews complete the servicing works or choose a contractor
- » Legal/Property Title Documentation:
  - › Upon Council adoption of the Housing Agreement Bylaw, the fully executed document must be registered on the property title through a Restrictive Covenant, and
  - › Upon Council approval of a development variance permit to waive road widening, as required in Section D of the Subdivision and Development Services Bylaw (see Appendix F), a notification must be placed on the property title

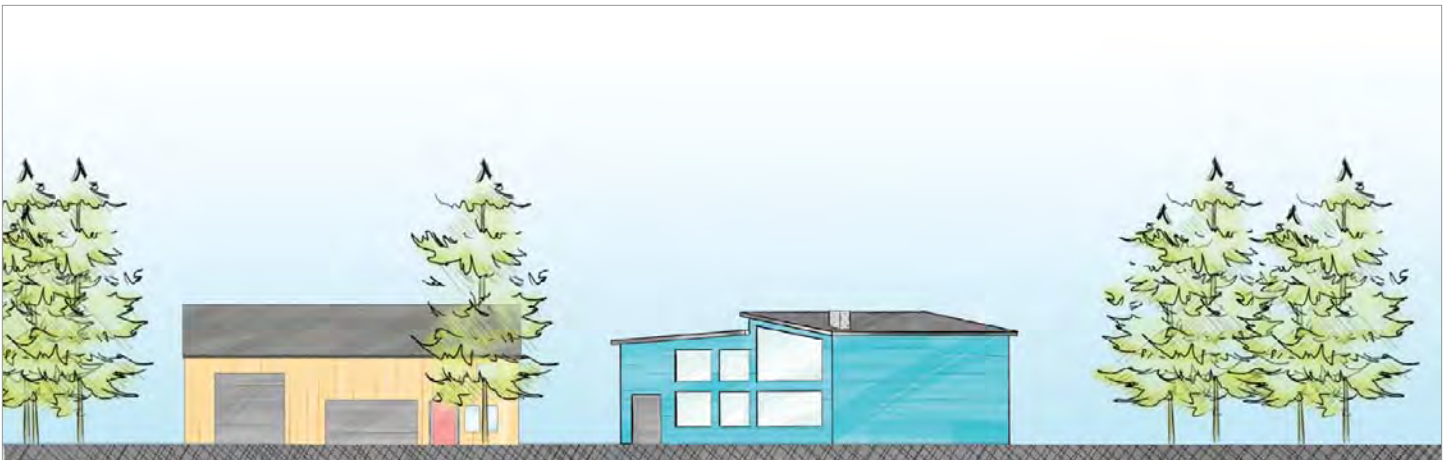
## Recommendations and/or next steps, if any:

- » At the time of the building permit application, a detailed review of the property will be provided by the City
- » Prior to proceeding with a building permit application, it is recommended to contact:
  - › The Engineering Department regarding site servicing requirements; and the Planning and Building Departments regarding any development permits or restrictions that may apply to the property in question. The applicant will also be responsible to coordinate all third party utility work including BC Hydro, Telecommunications and Fortis

<sup>8</sup> The servicing standards identified below are only approximations and may change through field verification or bylaw amendments at the time of application.

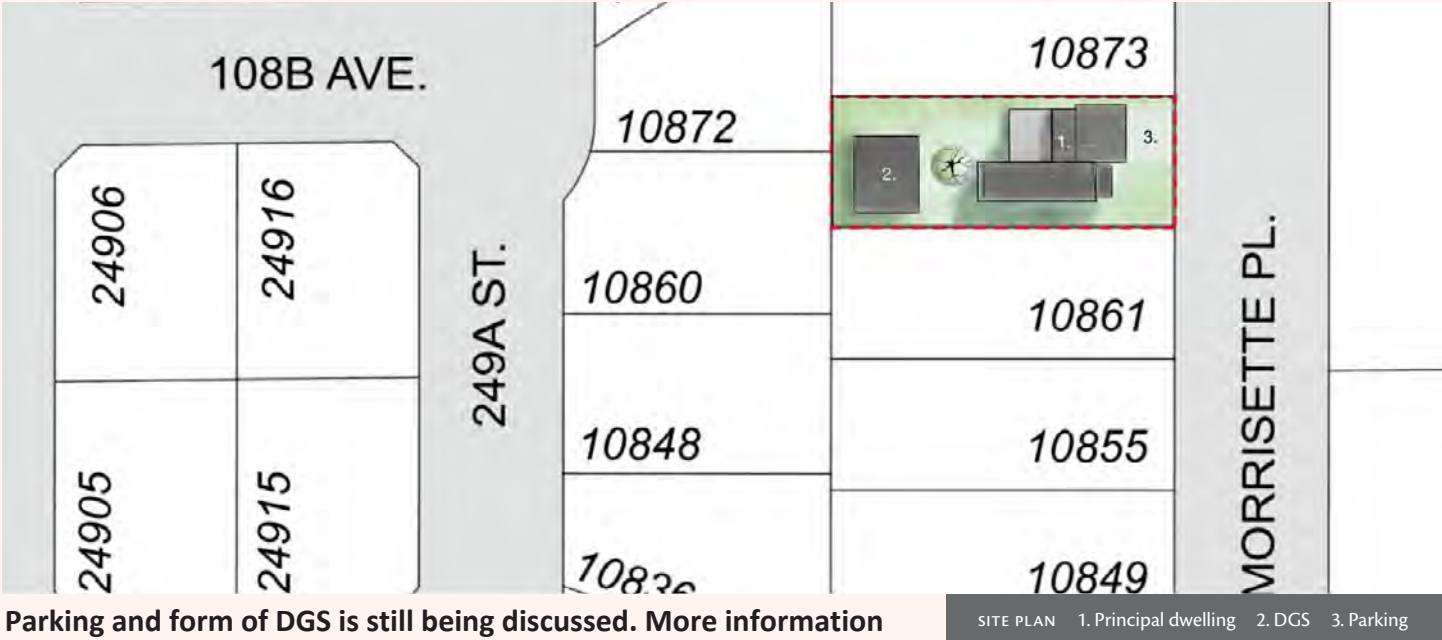
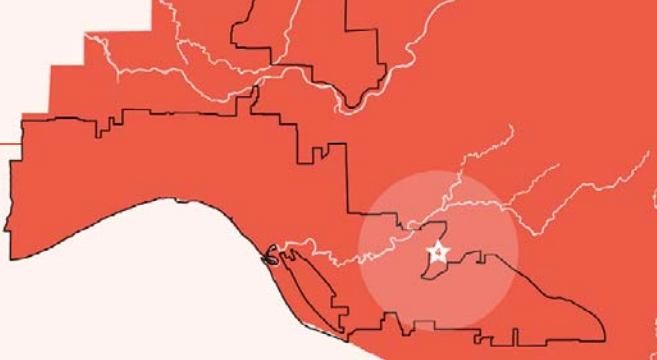
<sup>9</sup> Each property is permitted one water connection, one sanitary connection and one storm connection. Each connection provided is to be shared by both the existing house and the proposed DGS.





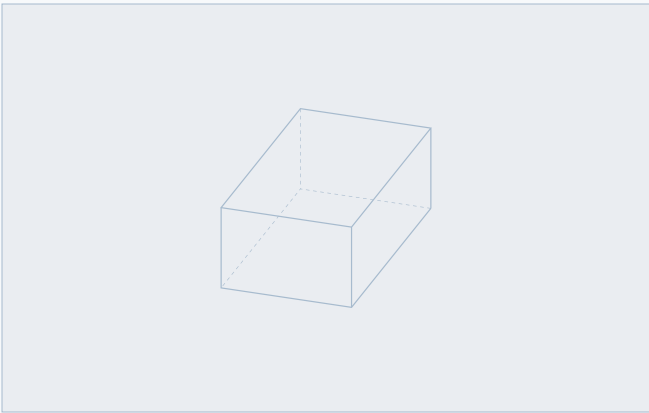
# Test case #4

A 47.6m<sup>2</sup> (512ft<sup>2</sup>) DGS and a secondary suite on a new single-family residential lot within the Urban Area Boundary.<sup>10</sup>



Parking and form of DGS is still being discussed. More information will be available at First and Second Readings.

## Homeowner profile: Ramandeep and Swarandit Dhaliwal



**NO. PERSONS IN HOME:** –  
» WITH THE DGS: 2 families, each set of parents has 3 kids  
» AGES: 1.5, 5, 5, 7, 9, 13, 35–40 (4)

**YEARS LIVED AT PROPERTY:**  
0, moving from Abbotsford into brand new subdivision

**WHAT WE ENJOY MOST ABOUT OUR NEW HOME/ NEIGHBOURHOOD:** Closer to school and work, bigger lot

**OUR DETACHED GARDEN SUITE (DGS) STORY:** We’re bringing two families together to live under one roof and adding a secondary suite to the new main house (approximately 74m<sup>2</sup>, or 800ft<sup>2</sup>); the DGS in the back will be rented out for about \$900 a month. Later on, we may move in our aging parents into the DGS.

## Site details

<b>ADDRESS</b>	10861 Morrisette Place
<b>NEIGHBOURHOOD</b>	Albion Area Place
<b>ZONE</b>	RS-1b (one-family urban medium density residential)
<b>LOT SIZE</b>	588.30m <sup>2</sup> (6332.40ft <sup>2</sup> )
<b>LOT DIMENSIONS</b>	FRONT/REAR: 15m (49.21ft) SOUTH SIDE: 39.23m (128.71ft) NORTH SIDE: 39.22m (128.67ft)
<b>BUILDINGS ON-SITE</b>	None (part of a new subdivision and new lot construction)
<b>PARKING</b>	Concrete driveway to the rear of the house; one stall for DGS and one stall for secondary suite
<b>SERVICING</b>	Municipal water and sewer
<b>LOT FEATURES/ CHALLENGES</b>	Slope and right of way off the rear lot; requires a 3m (9.84ft) setback

## Financials

<b>PROPERTY VALUE (2018)</b>	\$384,000
<b>IMPROVEMENTS, IF ANY</b>	Vacant, new subdivision

## Our DGS

<b>UNIT SIZE</b>	47.60m <sup>2</sup> (512ft <sup>2</sup> )
<b>NO. OF STOREYS</b>	One
<b>DESIGN DETAILS</b>	» Single-storey with 1 bedroom and 1 bathroom » Contemporary style with a semi-flat roof » Design is already complete, with the DGS matching the exterior and colour of the main house
<b>FEATURES</b>	Separate meter for electrical
<b>DESIGNER</b>	Method Design
<b>BUILDER</b>	Ricky Flora of Swaraj Developments Ltd.
<b>PLACEMENT ON LOT</b>	Rear yard, closer to south side yard lot line
<b>TYPE OF FOUNDATION</b>	Concrete slab
<b>LANDSCAPING</b>	New build, will require landscaping
<b>SERVICING DETAILS</b>	Off-site servicing requirements currently under construction under 2012-109-SD; water, sewer and drainage at rear of property
<b>COSTS (ESTIMATED)</b>	» CONSTRUCTION WITH FOUNDATION AND SERVICING (INCL. WATER, SEWAGE) <sup>11</sup> : \$60,000 » ELECTRICAL (BC HYDRO): Unknown » OTHER: None

<sup>10</sup> URBAN AREA BOUNDARY is a municipally defined boundary that clearly designates areas that are identified for urban uses from areas that are identified for suburban and rural uses. Note: UAB and Metro Vancouver's Urban Containment Boundary terms are similar in concept.

<sup>11</sup> See Appendix E for a blank engineering servicing estimate form.

## City of Maple Ridge departmental requirements and/or comments<sup>12</sup>

### Engineering

#### **POLICY:**

- » Only one access per lot is permitted pursuant to Schedule D of the Subdivision and Development Servicing Bylaw; proposed DGS to share access with future principal dwelling (see Appendix F for Driveway policy)
- » There is a 3m-wide (9.84ft) Statutory Right of Way along the westside of the property for drainage purposes under Plan EPP70728
- » All subdivision works must be complete prior to Building Permit application

#### **FRONTAGE UPGRADES:**

All frontages works along Morrisette Place are currently being constructed under Subdivision Application File No. 2012-109-SD

#### **UNDERGROUND SERVICING:<sup>13</sup>**

All utility servicing works along Morrisette Place are currently being constructed under Subdivision Application File No. 2012-109-SD

#### **UTILITY WORKS:**

- » Underground BC Hydro, TELUS services to the property line are required; this may be accomplished from service dips from existing overhead wires
- » Coordinate all gas works

### Planning

The Planning Department will bring the following to Council for consideration and approval:

- » Proposed Zoning Bylaw text amendment to permit a SS and DGS on the same lot
- » Proposed Housing Agreement Bylaw to include:
  - › Ongoing owner occupancy on the subject property,
  - › Providing and maintaining one parking stall for DGS,
  - › Allowing tours of the constructed DGS, and
  - › Permitting use of personal profile information

### Building

See [DGS Guide](#) for building permit requirements. Specific comments are anticipated once complete building permit drawings received and reviewed

### Sustainability

None

### Other

- » If servicing upgrades or frontage improvements are required, the applicant will be responsible to provide:
  - › Engineering construction drawings, and
  - › Assessment of the condition and capacity of any existing service connections to the property or municipal system including water distribution, storm sewer or sanitary sewer
- » The applicant will have the option to have City crews complete the servicing works or choose a contractor
- » Legal/Property Title Documentation:
  - › Upon Council adoption of the Housing Agreement Bylaw, the fully executed document must be registered on the property title through a Restrictive Covenant

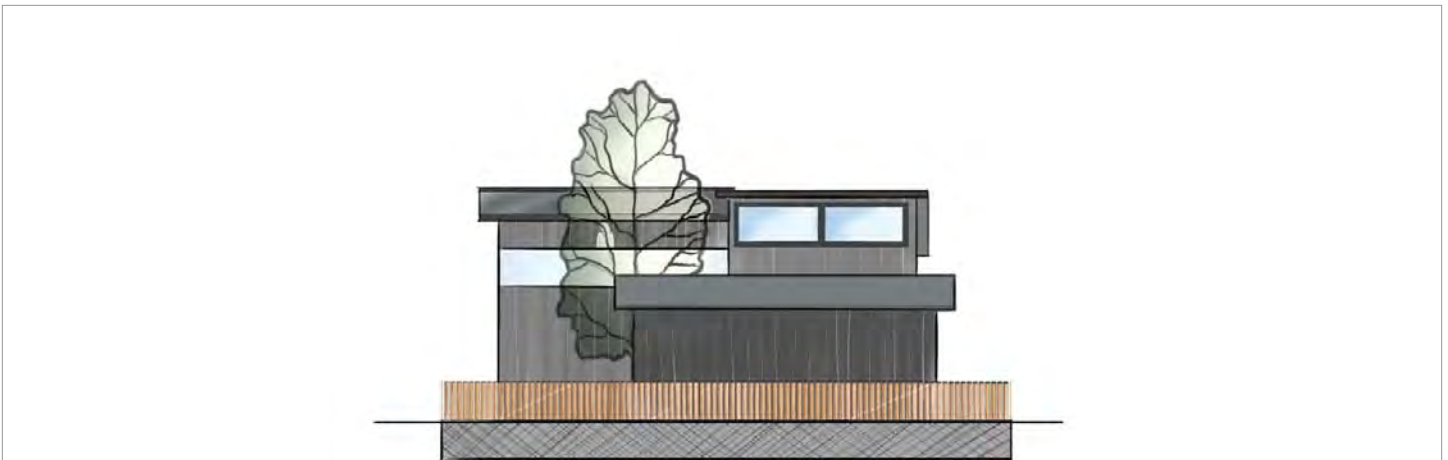
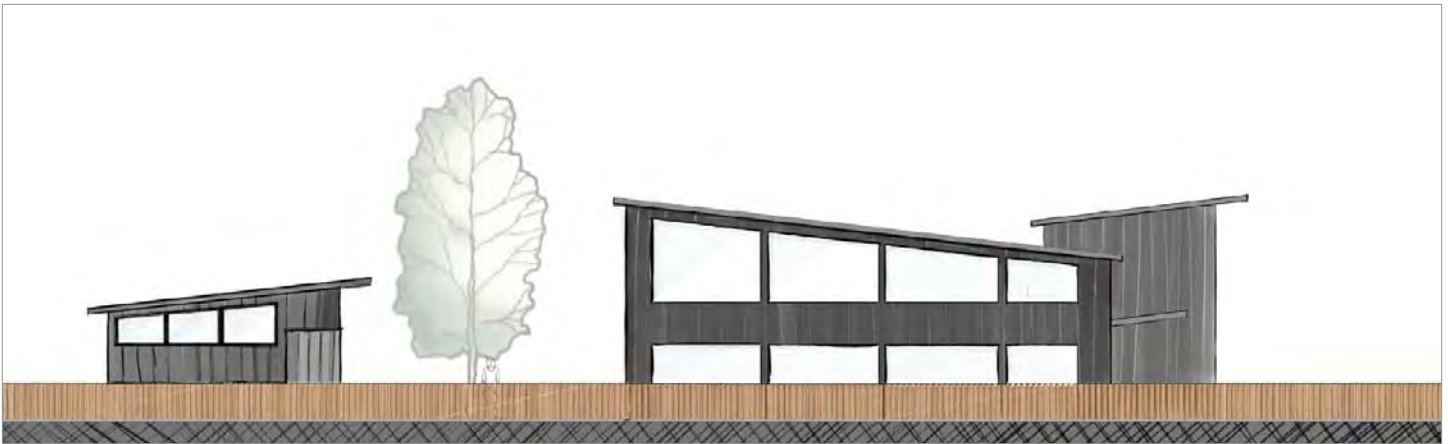
## Recommendations and/or next steps, if any:

- » At the time of the building permit application, a detailed review of the property will be provided by the City
- » Prior to proceeding with a building permit application, it is recommended to contact:
  - › The Engineering Department regarding site servicing requirements; and the Planning and Building Departments regarding any development permits or restrictions that may apply to the property in question. The applicant will also be responsible to coordinate all third party utility work including BC Hydro, Telecommunications and Fortis

<sup>12</sup> The servicing standards identified below are only approximations and may change through field verification or bylaw amendments at the time of application.

<sup>13</sup> Each property is permitted one water connection, one sanitary connection and one storm connection. Each connection provided is to be shared by both the existing house and the proposed DGS.





# Appendix

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29	A. Acknowledgements
30	B. Recruitment ad for pilot project
31	C. Letter of agreement
36	D. DGS pilot project timeline
37	E. Engineering servicing estimate
38	F. Driveway policy
39	G. Wildfire construction requirements

A. Acknowledgements

City of Maple Ridge staff, including:

- Lisa Zosiak, planner
- Brent Elliott, manager of community planning
- Bill Ozeroff, manager of permit services
- David Pollock, municipal engineer
- Michael Van Dop, deputy fire chief
- Eric Morin, subdivision development tech

Participating property owners and collaborators:

- Garry and Lesli Altenried
- Brenda and Jim Richardson
- Margaret and Jay Crandell
- Ricky Flora
- Ramandeep and Swarandit Dhaliwal

Small Housing BC, contractors and design consultants including:

- Anastasia Koutalianos
- Callahan Tufts
- Tracy Ly

## B. Recruitment ad for pilot project



# DETACHED GARDEN SUITE PILOT PROJECT



### Considering Construction of a Detached Garden Suite?

Detached Garden Suites (DGS) have been permitted in Maple Ridge since 2008. As part of a process to explore opportunities to expand our DGS program, the City of Maple Ridge is looking for property owners who are considering constructing a DGS. If you are interested in one of the following DGS options on your property, we want to hear from you:

- A Secondary Suite and DGS on the same lot;
- A DGS that is between 20.3m<sup>2</sup> (219 ft<sup>2</sup>) and 28m<sup>2</sup> (300 ft<sup>2</sup>) in size; or
- A DGS that is 140m<sup>2</sup> (1500 ft<sup>2</sup>) in size or 15% of the lot area, whichever is less.

The City is interested in working with property owners who would be willing to showcase their property and their DGS story once completed. A process to undertake Zoning Bylaw regulatory amendments will be required for all properties selected to participate. Property owners will be responsible for the work and cost involved in preparing building permit plans, obtaining building permit approvals, and undertaking construction\*.

The primary benefit to participating in this pilot project is to help explore these new DGS forms while also enabling property owners to construct a DGS under special provisions that would not otherwise be permitted under existing Zoning Bylaw regulations.

Please visit [www.mapleridge.ca](http://www.mapleridge.ca) for more information. If you want to confirm your interest in the DGS Pilot Project, or for more information please contact Lisa Zosiak at [lzosiak@mapleridge.ca](mailto:lzosiak@mapleridge.ca) or 604-467-7383.

Deadline for your interest in participating is Sunday May 13, 2018. Please contact Lisa with your name, address, and information on DGS option of interest.

\* Subject to Council adoption of a Zoning Bylaw amendment.

11995 Haney Place, Maple Ridge, BC V2X 6A9  
Tel: 604-463-5221 • Fax: 604-467-7329

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

## C. Letter of agreement

Page 1 of 5

### DETACHED GARDEN SUITE PILOT PROJECT

#### LETTER OF AGREEMENT

The City of Maple Ridge has launched a pilot project as part of a review of its existing Detached Garden Suite (DGS) regulations. The DGS Pilot Project is scheduled to take place between May 2018 and May 2019. In February 2018 Council directed that the following three options for potential regulatory expansion be showcased through a DGS Pilot Project:

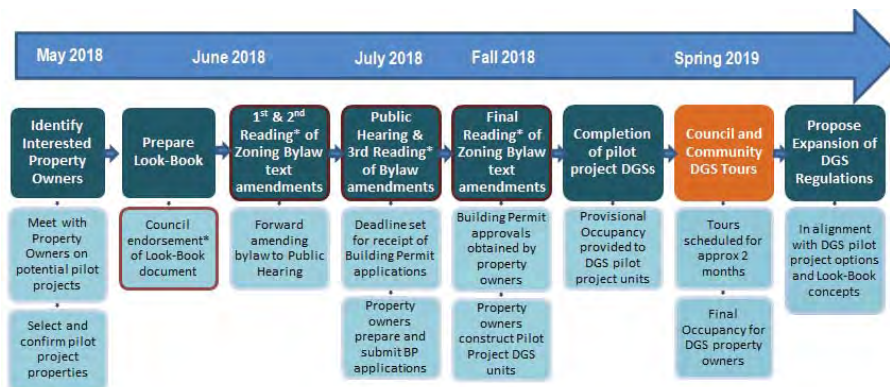
- Secondary Suite and DGS on the same lot;
- DGS minimum of 20.3m<sup>2</sup> (219 ft<sup>2</sup>) in size;
- DGS maximum of 140m<sup>2</sup> (1500 ft<sup>2</sup>) in size, or 15% of the lot area, whichever is less.

In May 2018, Council endorsed the DGS Pilot Project process (see Appendix A), which will involve creating tangible examples of the above options to be showcased to the community.

This Letter of Agreement outlines the timing and the required commitments of the City and all residents participating in the DGS Pilot Project.

#### 1.0 DGS Pilot Project Timeline

The following timeline outlines the required steps involved in the DGS Pilot Project.



\* Council consideration required

## C. Letter of agreement

Page 2 of 5

### 2.0 DGS Pilot Project Commitments

#### 2.1 City of Maple Ridge Commitments

As a participant in the DGS Pilot Project, the City of Maple Ridge commits to the following:

- The City of Maple Ridge will prepare a Look-Book document of background information and conceptual plans for each participating property.
- The City intends to produce a Look-book that will include production costs totaling \$5,000. The City expects that each participating owner will equally share the production cost of the Look-Book and the cost to each owner will depend on how many properties are participating in the Pilot Project. It is estimated that each property owner will be required to pay between \$500 and \$1,000 to participate and recoup the Look-Book production costs. The City will confirm the shared cost by **May 23, 2018**.
- Information to be included in the Look-Book is as follows:
  - a. Property Owner profiles and DGS story for each Pilot Project property;
  - b. Neighbourhood context;
  - c. Site conditions;
  - d. Site servicing requirements and estimated related costs;
  - e. Site Plan;
  - f. Conceptual elevations.
- Maple Ridge Planning Department will complete the Look-Book document and present to Council for consideration of endorsement in June 2018.
- Maple Ridge Planning Department will complete Zoning Bylaw text amendments and Housing Agreement bylaws for each participant property and bring to Council for four readings and a public hearing, as follows:
  - 1<sup>st</sup> and 2<sup>nd</sup> Readings – June 2018;
  - Public Hearing – July 2018;
  - 3<sup>rd</sup> Reading – July 2018;
  - Final Reading and Adoption will be brought to Council when building permits are ready to be issued for pilot project properties – October 2018.
- Arrange for public tours of completed DGS units that will be scheduled for specific days and hours over a period of two months.
- Upon completion of the public tours, final occupancy permits will be issued to units that are in full compliance with Building Department requirements.

## C. Letter of agreement

Page 3 of 5

### 2.2 Property Owner Commitments

To participate in the DGS Pilot Project the property owners must agree to the commitments outlined below and confirm with signature(s) at the end of this document.

- Payment to the City of Maple Ridge to cover costs of Look-Book preparation in the estimated amount of \$500 to \$1,000 (amount to be confirmed by City) must be paid by **May 28, 2018**.
- The property owner must prepare and erect a sign on the subject property by **Friday, June 15, 2018**, in accordance with the City's Development Sign Policy 6.21, in preparation for the Zoning Bylaw text amendment process;
- The property owner will immediately commence preparation of building permit plans desired DGS Pilot Project option(s) immediately after the Zoning Bylaw text amendment(s) receive **Third (3<sup>rd</sup>) Reading**;
- The property owner will submit a complete building permit application, including application fees, to the Maple Ridge Building Department by **August 20, 2018** in order that building permits for DGS construction may be ready for issuance by September 17, 2018.
- The property owner must agree to fully execute a Housing Agreement Bylaw immediately upon adoption by Council and the City will register the executed Housing Agreement Bylaw on the property title, at the property owner's expense, which Housing Agreement will include commitments to:
  - a. Ongoing owner occupancy on the subject property;
  - b. Providing and maintaining one parking stall for the DGS (and one additional stall for a secondary suite if applicable);
  - c. Allowing tours of the constructed DGS unit for Council and the community for approximately two months after receiving preliminary occupancy, but prior to receiving Final Occupancy;
  - d. Permitting the use of personal profile information of property owners and DGS images in ongoing web and print media to further showcase the pilot project outcomes.
- The property owner must commence construction immediately upon adoption of the bylaws referred to in this document and ensure that construction of the DGS unit (and Secondary Suite unit where applicable) are complete and ready for receipt of a preliminary occupancy permit by **March 2, 2019**.
- Upon receiving a provisional occupancy permit for the DGS unit, the property owner must permit public tours of the unit for a two month period;
- The property owner and design representative must agree to transfer ownership and copyright of the approved Building Permit plans for the DGS unit to the City of Maple Ridge (in an electronic format), and the City may use such plans as pre-approved DGS building permit plans for the potential use of other Maple Ridge property owners who wish to construct a similar DGS in the future.
- Upon completion of the two month public tour period, final occupancy permits will be issued to units that are in full compliance with Building Department requirements.

DGS Pilot Project Letter of Agreement

Page 3





## C. Letter of agreement

Page 4 of 5

### 2.3 Pilot Project Risks

- If Council does not endorse Look-Book properties or give appropriate reading to the bylaws referred to in this document, the City of Maple Ridge is under no obligation to permit construction of the options contemplated by the DGS Pilot Project.
- All property owners who agree to participate in the DGS Pilot Project do so at their own risk and will not be refunded in any way by the City of Maple Ridge if Council chooses to not proceed with this Pilot Project at any time or you are unable to meet the deadlines or proceed with the Pilot Project.

### 2.4 Indemnity

- The undersigned Property Owner hereby releases the City and indemnifies the City and saves the City harmless from and against all actions, cause of actions, suits, claims (including for injurious affection), costs, legal fees and expenditures, expenses, debts, demands, losses (including economic loss) and all liabilities of whatsoever kind howsoever arising out of or in any way due to or relating to the City's participation in this Agreement.
- Despite any provision in this Letter of Agreement or any subsequent agreement between the City and the Property Owner related to, arising from or pertaining to the development and use of the Property Owner's lands for a Detached Garden Suite, the City is and does not and will not be obliged to indemnify the Property Owner in respect of any expenses, debt, damages, claims or contracted liabilities of whatsoever nature including negligence acts of the Property Owner or those contracting with the Property Owner to participate in developing a Detached Garden Suite on the Owner's Property as contemplated in this Letter of Agreement.
- The Property Owner must prioritize receiving a building permit to construct a Detached Garden Suite as contemplated by this Letter of Agreement and the Property Owner must provide evidence of insurance (with a minimum value of \$1 million) indemnifying the Property Owner against all third party claims of negligence or damage arising/occurring out from the construction and development of the Detached Garden Suite and which insurance indemnifies both the City and the Property Owner for any damage or injury incurred by any member of the public during the tours of the Property Owner's lands and of the Detached Garden Suite.



## C. Letter of agreement

Page 5 of 5

IN WITNESS WHEREOF the parties hereto have executed this Letter of Agreement this      day of 2018.

**DGS Pilot Project address:** \_\_\_\_\_

**Property Owner(s)**

\_\_\_\_\_  
NAME (Please Print)

\_\_\_\_\_  
NAME (Please Print)

\_\_\_\_\_  
Signature

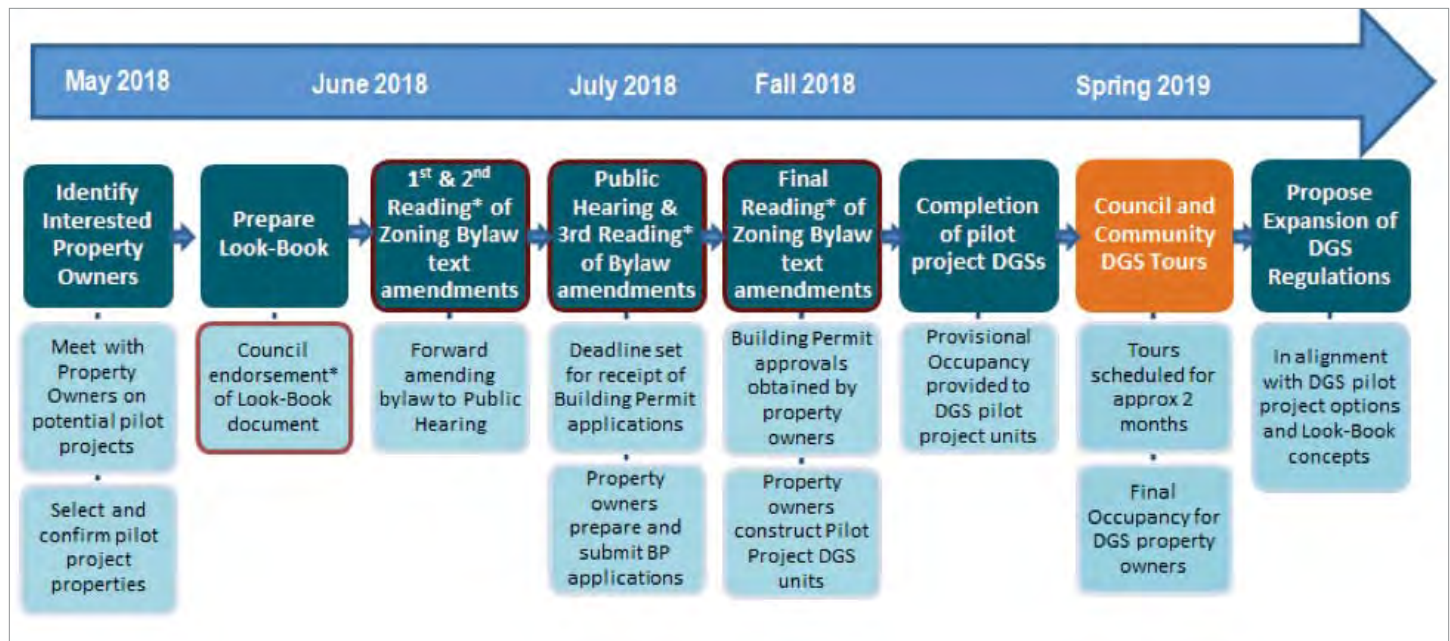
\_\_\_\_\_  
Signature

**City of Maple Ridge**

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Authorized Signatory

## D. DGS pilot project timeline



## E. Engineering servicing estimate form (blank)

### Preliminary Engineering Servicing Review-Single Family Dwelling

Property Address \_\_\_\_\_

Engineering File No.: \_\_\_\_\_

Property Inquiry \_\_\_\_\_

CITY OF MAPLE RIDGE

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	EXTENTION
<b>1.0 Water Distriution System (W)</b>					
1.1	Watermain 300mm				
1.2	Water Service Connection				
<b>2.0 Sanitary Sewer (SS)</b>					
2.1	San. Sewer Main 250mm (2-2.5m)				
2.2	Sanitary Service Connection				
<b>3.0 Storm Drainage System (SD)</b>					
3.1	Storm Sewer 250mm (2-2.5m)				
3.2	Storm Service Connection				
<b>4.0 Road Works (A, C, SW, BT, SL, ST)</b>					
4.1	Urban Widening 2.5m				
4.3	Concrete Curb & Gutter				
4.4	Sidewalk 1.6m				
4.5	Boulevard Treatment				
4.6	Street Trees				
4.7	Streetlight c/w ducting				
<b>5.0 Underground Wiring (UW)</b>					
6.1	Hydro Service to Property				
6.2	Gas Service to Property				
6.3	Telecommunication Service to Property				
<b>10.0 Transportation (TB)</b>					
10.1	Transit Bay				
10.2	Bike Route				
<b>11.0 Miscellaneous</b>					
11.1	Latecomer Charges				
11.2	Fraser River Escarpment				
11.3	Floodplain				
				PAGE TOTAL	
				TOTAL	\$

DATE \_\_\_\_\_ BY \_\_\_\_\_ SHEET 1 OF 1

The level of servicing required is based upon the current zoning and site conditions identified through online mapping and available documentation, no field review or detailed assessment of the property has been completed at this time. The servicing standards identified below and in the attached cost estimate are only approximations and subject to change overtime through field verification or bylaw amendments.

## F. Driveway policy

Schedule D of Subdivision and Development Servicing Bylaw: Design Criteria Manual (September 2015), pages 18–19;

<https://www.mapleridge.ca/DocumentCenter/View/6033/Part-1>.

To view Subdivision and Development Servicing Bylaw in full, see:

<https://www.mapleridge.ca/DocumentCenter/View/577/Subdivision-and-Development-Servicing>.

### R13 Driveways

#### R13.1 RESIDENTIAL ACCESS TO ARTERIAL AND COLLECTOR ROADS

Residential driveway access to an arterial road is not permitted. Wherever physically possible, alternate access shall be dedicated to preclude residential driveways accessing directly onto arterial roads.

Residential driveway access to town center collector roads from properties with an area less than 370m<sup>2</sup> is not permitted, alternate access shall be dedicated to preclude residential driveways accessing directly onto collector roads.

#### R13.2 NUMBER OF DRIVEWAYS

One primary driveway is permitted per property.

A secondary driveway requires approval by the Municipal Engineer and may be permitted to access land with a physical barrier such as conservation area or steep slope, upon demonstrated need to support the intended land use, or for emergency response.

Where a lot abuts roads of different classifications, the primary driveway shall be located to access the road of the lower classification and secondary access from the same or higher classification.

Driveway crossings from the road pavement to the property line shall conform to the applicable standard drawing.

#### R13.3 DRIVEWAY LOCATION AND WIDTH

- a. Single family urban development's driveways shall have a minimum width of 4m and a maximum width of 6m and in no case exceed 50% of the frontage width. Driveways on corner lots shall be no closer than 7.5m from the lot corner nearest the intersection. All urban residential driveways with barrier curbs will require letdowns to City standards.
- b. Commercial, industrial, institutional, comprehensive and multifamily development driveways shall have a minimum width of 6m to a maximum of 9m. For access with center islands the access in shall have a minimum width of 6m and access out shall have a minimum of 4m. Driveways on corner lots shall be located no closer than 15m from the property line of the adjoining road. Where a corner lot adjoins a road of different classification, the principal driveway shall be constructed so as to access the road of the lower classification and emergency access to the higher classification, except for service stations where access may be provided from both adjoining roads.

#### R13.4 DRIVEWAY GRADES

Driveway access grades shall be designed to permit the appropriate vehicular access for the zone, without "bottoming-out" or "hanging-up". From edge of pavement to property line, the driveway shall follow proper boulevard slope to drain towards the road. For the first 10m on private property, the maximum grade shall be limited to 10% if accessing a collector, or if a commercial or industrial zone.

#### R13.5 DRIVEWAY LETDOWN AND CURB RETURN

At the discretion of the Municipal Engineer, access to large parking areas, commercial, industrial and multifamily developments may be by curb returns rather than a driveway letdown.

The Municipal Engineer may require deceleration and acceleration lanes for access off major roads for safety reasons and to minimize disruption to traffic flows. Design of such access shall follow the recommendations of the current Ministry of Transportation and Highways, Highway Engineering Branch "Design Manual" and TAC "Geometric Design Guide for Canadian Roads".

## G. Wildfire construction requirements



### Wildfire Construction Requirements

(Building upgrades to construction in Wildfire Areas with no DP)

Page 1 of 1

The following are requirements for Single Family Dwellings and accessory residential buildings being constructed within Wildfire Areas that do not have a Development Permit registered against title. Buildings constructed within designated Wildfire Areas are required to upgrade those building elevations that face the forest edge to provide a more fire resistant elevation to minimize the propagation of fire. The construction of these building elevations must comply with the following;

#### Roofing Materials

- Roof materials shall have a Class A or B fire resistance rating as defined in the current BC Building Code. Examples of typical Class A or B roofing products include (but are not limited to) Asphalt Shingles, Metal, Concrete Tile, Clay Tile, Synthetic, Slate, Hybrid Composite materials.

**Note: Wood shakes & shingles are not acceptable unless certified to Class A or B.**

#### Exterior Cladding

- Exterior cladding shall be constructed of ignition-resistant or noncombustible materials such as;
  - Stucco, metal siding, brick, cement shingles, cement board, concrete block, poured concrete, concrete composite, rock and logs or heavy timber.

**Note: Wood & Vinyl sidings are not permitted.**

- Decorative construction features such as fascia, trim board materials and trim accents are exempted from this requirement.

#### Overhanging Projections & Cantilevered Floors

- Overhanging projections attached to buildings and their support (ie. decks, balconies, porches, structural columns, beams) shall be constructed of heavy timber construction, ignition-resistant or noncombustible materials such as those allowed in the "Exterior Cladding".
- The underside of all exposed floors (i.e. underside of balconies, decks and porches) with clearance less than 3 feet from the ground, creating a confined space, shall be skirted with fire resistant materials such as allowed for "Exterior Cladding", **OR** noncombustible, corrosion-resistant metal screen with opening not more than ¼" (6.3mm) in size.
- The underside of all exposed floors with clearance more than 3 feet shall be protected with ignition-resistant or noncombustible materials such as those allowed under "Eaves, Soffits & Vents".
- The underside of all cantilevered floors (ie. Bay windows, hatches, window seats) shall be protected with fire resistant materials & have the floor system fire blocked at the exterior wall plane.
- Areas under all overhanging projections must be kept clear of debris.

#### Exterior Doors & Windows

- Exterior doors and garage doors shall be of noncombustible construction (i.e. metal clad, solid core wood or have a 20 minute fire protection rating), and must meet the requirements of NAFS.
- Exterior windows, glazed doors, windows within exterior doors and skylights shall be tempered glass, multi-layer glazing, or have a fire protection rating of not less than 20 minutes, and must meet the requirements of NAFS.
- Openable windows shall be covered with noncombustible corrosion-resistant screens.

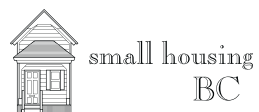
#### Eaves, Soffits & Vents

- All eaves, ventilation openings in exterior walls and vents through roofs including soffits shall be covered with noncombustible, corrosion-resistant wire mesh or be designed to prevent flame or ember penetration into the structure.
- Eaves and soffits shall be constructed of ignition-resistant or non-combustible materials.

#### Chimney

- Spark arrester screens are required on all wood burning appliances.

"This information is provided for convenience only and is not a substitution of applicable City Bylaws, Provincial or Federal Codes or Laws. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes or other laws."



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For more information on this lookbook, the proposed pilot project and/or the detached garden suite program, please contact the City of Maple Ridge's Planning Department at 604-467-7341 or [planning@mapleridge.ca](mailto:planning@mapleridge.ca).

## DETACHED GARDEN SUITE PILOT PROJECT

### LETTER OF AGREEMENT

The City of Maple Ridge has launched a pilot project as part of a review of its existing Detached Garden Suite (DGS) regulations. The DGS Pilot Project is scheduled to take place between May 2018 and May 2019. In February 2018 Council directed that the following three options for potential regulatory expansion be showcased through a DGS Pilot Project:

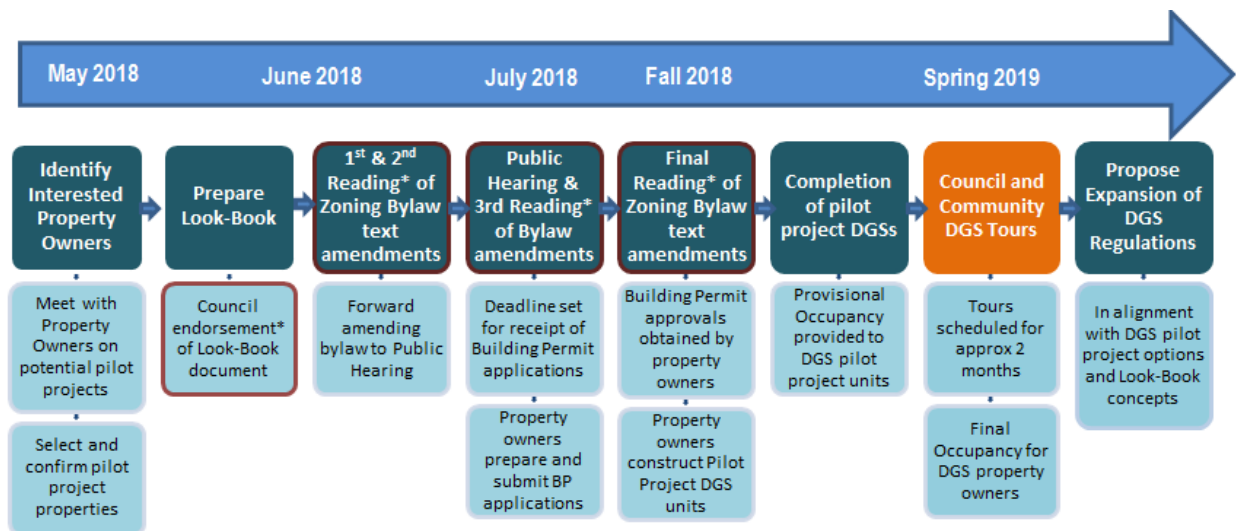
- Secondary Suite and DGS on the same lot;
- DGS minimum of 20.3m<sup>2</sup> (219 ft<sup>2</sup>) in size;
- DGS maximum of 140m<sup>2</sup> (1500 ft<sup>2</sup>) in size, or 15% of the lot area, whichever is less.

In May 2018, Council endorsed the DGS Pilot Project process (see Appendix A), which will involve creating tangible examples of the above options to be showcased to the community.

This Letter of Agreement outlines the timing and the required commitments of the City and all residents participating in the DGS Pilot Project.

### 1.0 DGS Pilot Project Timeline

The following timeline outlines the required steps involved in the DGS Pilot Project.



\* Council consideration required

## 2.0 DGS Pilot Project Commitments

### 2.1 City of Maple Ridge Commitments

As a participant in the DGS Pilot Project, the City of Maple Ridge commits to the following:

- The City of Maple Ridge will prepare a Look-Book document of background information and conceptual plans for each participating property.
- The City intends to produce a Look-book that will include production costs totaling \$5,000. The City expects that each participating owner will equally share the production cost of the Look-Book and the cost to each owner will depend on how many properties are participating in the Pilot Project. It is estimated that each property owner will be required to pay between \$500 and \$1,000 to participate and recoup the Look-Book production costs. The City will confirm the shared cost by **May 23, 2018**.
- Information to be included in the Look-Book is as follows:
  - a. Property Owner profiles and DGS story for each Pilot Project property;
  - b. Neighbourhood context;
  - c. Site conditions;
  - d. Site servicing requirements and estimated related costs;
  - e. Site Plan;
  - f. Conceptual elevations.
- Maple Ridge Planning Department will complete the Look-Book document and present to Council for consideration of endorsement in June 2018.
- Maple Ridge Planning Department will complete Zoning Bylaw text amendments and Housing Agreement bylaws for each participant property and bring to Council for four readings and a public hearing, as follows:
  - 1<sup>st</sup> and 2<sup>nd</sup> Readings – June 2018;
  - Public Hearing – July 2018;
  - 3<sup>rd</sup> Reading – July 2018;
  - Final Reading and Adoption will be brought to Council when building permits are ready to be issued for pilot project properties – October 2018.
- Arrange for public tours of completed DGS units that will be scheduled for specific days and hours over a period of two months.
- Upon completion of the public tours, final occupancy permits will be issued to units that are in full compliance with Building Department requirements.



## 2.2 Property Owner Commitments

To participate in the DGS Pilot Project the property owners must agree to the commitments outlined below and confirm with signature(s) at the end of this document.

- Payment to the City of Maple Ridge to cover costs of Look-Book preparation in the estimated amount of \$500 to \$1,000 (amount to be confirmed by City) must be paid by **May 28, 2018**.
- The property owner must prepare and erect a sign on the subject property by **Friday, June 15, 2018**, in accordance with the City's Development Sign Policy 6.21, in preparation for the Zoning Bylaw text amendment process;
- The property owner will immediately commence preparation of building permit plans desired DGS Pilot Project option(s) immediately after the Zoning Bylaw text amendment(s) receive **Third (3<sup>rd</sup>) Reading**;
- The property owner will submit a complete building permit application, including application fees, to the Maple Ridge Building Department by **August 20, 2018** in order that building permits for DGS construction may be ready for issuance by September 17, 2018.
- The property owner must agree to fully execute a Housing Agreement Bylaw immediately upon adoption by Council and the City will register the executed Housing Agreement Bylaw on the property title, at the property owner's expense, which Housing Agreement will include commitments to:
  - a. Ongoing owner occupancy on the subject property;
  - b. Providing and maintaining one parking stall for the DGS (and one additional stall for a secondary suite if applicable);
  - c. Allowing tours of the constructed DGS unit for Council and the community for approximately two months after receiving preliminary occupancy, but prior to receiving Final Occupancy;
  - d. Permitting the use of personal profile information of property owners and DGS images in ongoing web and print media to further showcase the pilot project outcomes.
- The property owner must commence construction immediately upon adoption of the bylaws referred to in this document and ensure that construction of the DGS unit (and Secondary Suite unit where applicable) are complete and ready for receipt of a preliminary occupancy permit by **March 2, 2019**.
- Upon receiving a provisional occupancy permit for the DGS unit, the property owner must permit public tours of the unit for a two month period;
- The property owner and design representative must agree to transfer ownership and copyright of the approved Building Permit plans for the DGS unit to the City of Maple Ridge (in an electronic format), and the City may use such plans as pre-approved DGS building permit plans for the potential use of other Maple Ridge property owners who wish to construct a similar DGS in the future.
- Upon completion of the two month public tour period, final occupancy permits will be issued to units that are in full compliance with Building Department requirements.

### **2.3 Pilot Project Risks**

- If Council does not endorse Look-Book properties or give appropriate reading to the bylaws referred to in this document, the City of Maple Ridge is under no obligation to permit construction of the options contemplated by the DGS Pilot Project.
- All property owners who agree to participate in the DGS Pilot Project do so at their own risk and will not be refunded in any way by the City of Maple Ridge if Council chooses to not proceed with this Pilot Project at any time or you are unable to meet the deadlines or proceed with the Pilot Project.

### **2.4 Indemnity**

- The undersigned Property Owner hereby releases the City and indemnifies the City and saves the City harmless from and against all actions, cause of actions, suits, claims (including for injurious affection), costs, legal fees and expenditures, expenses, debts, demands, losses (including economic loss) and all liabilities of whatsoever kind howsoever arising out of or in any way due to or relating to the City's participation in this Agreement.
- Despite any provision in this Letter of Agreement or any subsequent agreement between the City and the Property Owner related to, arising from or pertaining to the development and use of the Property Owner's lands for a Detached Garden Suite, the City is and does not and will not be obliged to indemnify the Property Owner in respect of any expenses, debt, damages, claims or contracted liabilities of whatsoever nature including negligence acts of the Property Owner or those contracting with the Property Owner to participate in developing a Detached Garden Suite on the Owner's Property as contemplated in this Letter of Agreement.
- The Property Owner must prioritize receiving a building permit to construct a Detached Garden Suite as contemplated by this Letter of Agreement and the Property Owner must provide evidence of insurance (with a minimum value of \$1 million) indemnifying the Property Owner against all third party claims of negligence or damage arising/occurring out from the construction and development of the Detached Garden Suite and which insurance indemnifies both the City and the Property Owner for any damage or injury incurred by any member of the public during the tours of the Property Owner's lands and of the Detached Garden Suite.

IN WITNESS WHEREOF the parties hereto have executed this Letter of Agreement this      day of 2018.

**DGS Pilot Project address:** \_\_\_\_\_

**Property Owner(s)**

\_\_\_\_\_  
NAME (Please Print)

\_\_\_\_\_  
NAME (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**City of Maple Ridge**

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Authorized Signatory

## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read  
and Members of Council

**MEETING DATE:** February 6, 2018

**FROM:** Chief Administrative Officer

**MEETING:** Council Workshop

**SUBJECT:** Rental Housing Program: Rental Options for New Development

---

### EXECUTIVE SUMMARY:

Existing City policy encourages the voluntary provision of rental housing, through which 604 secured rental units have been proposed through recent commercial, market condominium or purpose-built rental projects. These rental housing units would represent approximately 23% of the total number of dwelling units being proposed through new development. Building from this success to-date, and in pursuit of Council direction to identify options to encourage greater rental housing opportunities in the City, staff and a consultant have prepared an overview of additional options available to the City related to rental housing.

CitySpaces Consulting, the consultant involved with the development of the City's Housing Action Plan, was re-engaged to provide an overview of municipal best practice regarding rental policy and regulatory options from around the Metro and Fraser Valley regions (Appendix A). While many municipalities rely on policy and some utilise zoning tools, municipalities such as the Cities of North Vancouver, Richmond and New Westminster have developed programs that make clear their respective interests in securing rental units and/or cash in-lieu contributions through new development. Additionally, in the City of Chilliwack, a non-profit Housing Hub represents an example of a non-governmental approach towards addressing the rental housing needs in their community.

The policy and regulatory options presented in this report and its attachment are being presented to inform Council's deliberation on how to address the matter of securing rental units at the time of development. In doing so, staff is recommending two options that would augment the City's existing voluntary approach, both of which would necessitate follow up reports be brought forward to outline the necessary policy and/or regulatory amendments, if approved. Alternatively, Council may prefer to establish a new Community Amenity Contribution (CAC), by increasing the existing CAC contribution rates, which would be targeted towards affordable, rental and special needs housing.

### RECOMMENDATION:

- 1) That, as a component of developing a Rental Housing Program, staff bring forward reports outlining:
  - a) A Density Bonus approach that would optionally require, in exchange for bonus density, the provision of secured rental units, secured affordable rental units, and/or a cash-in-lieu contribution;
  - b) A Community Amenity Contribution (CAC) approach that would maintain existing CAC contribution rates, but allocate 20% of all CAC funds received towards affordable housing.

## **BACKGROUND:**

On September 14, 2015 Council endorsed the Housing Action Plan (HAP) Implementation Framework. The HAP Implementation Framework builds from the key strategies recommended in the Housing Action Plan. Strategy Four of the HAP is to Create New Rental Housing Opportunities.

On August 29, 2016, during a follow-up Workshop discussion related to the prioritisation of the list of available regulatory and infill measures to facilitate the development of greater rental opportunities in the City, Council directed staff to prepare a detailed report and amending bylaw package for the following actions:

1. Review and expand the Secondary Suites Program;
2. Review and expand the Detached Garden Suites Program;
3. Permit duplexes in Single Family zones without rezoning, on minimum, lot sizes of 557 m<sup>2</sup> in the town Centre and 750 m<sup>2</sup> within the Urban Area Boundary; and
4. Develop a policy to support rental units above commercial.

On October 24, 2016, Council directed staff to prepare reports on the following incentives for rental housing:

1. Fast Tracking Applications
2. Reduce/Waive Development Cost Charges
3. Reduce/Waive Rezoning, Development Permit and Building Permit Fees
4. Payment of Fees for Legal Documents
5. Detached Garden Suites Pilot Project

On September 19, 2017, Council directed staff to initiate a community engagement process to gain feedback on a number of possible options to expand the City's Secondary Suites program as part of the City's effort to encourage greater rental opportunities in the City, and to report back the results for next step directions.

On October 3, 2017, in a further effort to foster more rental housing, Council endorsed a community engagement process to review possible opportunities to expand the City's existing Detached Garden Suite program and to report back outcomes for further direction.

On December 12, following a discussion related to Community Amenity Contribution and affordable housing, Council expressed interest in receiving a report outlining options to facilitate the development of rental housing in the Maple Ridge.

## **DISCUSSION:**

Based on Council's direction stemming from their August 29, 2016 workshop meeting, staff's original focus was the creation of rental housing opportunities above commercial uses. Council has subsequently been addressing this specific interest as individual applications come forth, each on a case by case basis.

To date, Council has required residential units above some commercial developments, including Silver Valley Road and 232 Avenue, and 240 Street and 112 Avenue; however, Council has waived this requirement for other commercial developments, including the medical building/Doctors office on Loughheed Highway, just east of 216 Street, and the two commercial developments located at 11951 240 Street (Tim Hortons) and 11939 240 Street.

In addition, through ongoing Council conversations, the interest in rental housing has broadened beyond commercial developments to include other forms of development, notably multi-family residential projects. Council specifically raised questions about pursuing cash in-lieu of the direct provision of rental units through the evaluation of the rezoning at 22638 119 Avenue and 22633 Selkirk Avenue.

Given the evolution of the conversation on rental housing, and in response to Council's 2016 and more recent December 2017 discussions that expressed an interest in examining opportunities to gain more rental housing stock, staff widened the focus of their original assessment. Staff also sought additional insights from a consultant, CitySpaces Consulting, given their familiarity with the City's and other municipal Housing Action Plans. This report and the attached consultant research brief examines the City's existing practices to encourage rental housing through development in light of best practices identified from across the Metro and Fraser Valley regions. The report further outlines for Council a number of possible options and considerations for facilitating the delivery of rental housing through both development, be it rental over commercial or market rental through residential projects.

This staff report is the third report coming forward in response to Council's interest in creating more rental opportunities in the City, and relates to the parallel discussion held by Council regarding the use of Community Amenity Contributions to address housing affordability, in part. Separate and future reports are anticipated in early 2018, including an assessment of the possible financial incentive opportunities that may be considered towards incentivising the development of rental housing in the City. The overall intent of this and the reports to come will be to help establish the framework for a potential Rental Housing Program in Maple Ridge.

#### **a) Existing Rental Housing Policies**

From a review of our surrounding communities in the Metro and Fraser Valley regions, and from the research undertaken by the consultant, municipalities generally appear to favour policy and zoning measures to influence the delivery of affordable housing. Typical measures include:

- Official Community Plan and Area Plan policies encouraging the provision of housing choice;
- Permitting secondary suites or detached suites (a.k.a. garden suites) in single family zones;
- Density bonus provisions for affordable housing;
- The permitting of infill housing forms (e.g. triplex, fourplex, smaller lots, etc.) in certain single family zones;
- The requirement and use of Housing Agreements to secure affordable housing.

While the City utilises many of the above tools, our approach is fundamentally policy based (as opposed to reliant on zoning) and is voluntary. Through the City's Official Community Plan, rental housing is encouraged:

- *Policy 3 – 31:* Maple Ridge supports the provision of rental accommodation and encourages the construction of rental units that vary in size and number of bedrooms.
- *Policy 3 – 32:* Maple Ridge supports the provision of affordable, rental and special needs housing throughout the City. Where appropriate, the provision of affordable, rental, and special needs housing will be a component of area plans.

Consistent with the above direction, the City's Housing Action Plan establishes as a key strategy the creation of new rental housing opportunities. As a short term action item, the endorsed 2015 implementation plan suggests the widening of the City's residential-over-commercial zoning regulations to include more zones, zones that apply to areas of density transition, as well as the potential use of density bonuses, and other incentives to foster greater rental housing in the City.

#### **b) Rental Market Snapshot**

According to CMHC's 2016 Rental Market Report, the regional rental market remained tight in 2016. Strong demand for rental units in the Metro Region outpaced new additions to the supply. Such pressures caused vacancy rates to decrease while rents continued to rise in 2016. Across the region, the overall vacancy rate declined to 0.7 per cent from 0.8 per cent in 2015. In the Ridge Meadows sub-region, a more significant decline was observed with vacancy rates falling from 1.6 in 2015 to 0.5 in 2016. In terms of rents, regionally rents increased by about 6%, resulting in an average of about \$1,200. For our more local sub-region, average rents were seen to be about \$864.

Breaking this data down further by structure type, the CMHC average rent data for Maple Ridge largely focused on private apartment units. In the Ridge Meadows sub-region, there were 1,566 apartment units with the average rents being about \$837 in 2016. For comparison purposes, staff examined how local rents might have changed over the past year by undertaking an assessment of rental listings in Maple Ridge for the period of October 1<sup>st</sup> to the 31<sup>st</sup>, 2017. From the assessment, staff identified that the average rents for an apartment in Maple Ridge as of October 2017 were roughly \$1,100. As with the CMHC 2016 data, there were few 3+ bedroom apartment rental listings.

#### **c) Rental Units in Stream**

Looking forward, staff also examined the future supply of new rental units that are anticipated through our development process. As of October 2017, there are currently 604 rental units being proposed through current development applications across the City, with the majority proposed in the Town Centre.

By comparison, for the same moment in time there were currently about 2,060 units/lots (non-rental) being proposed across the City. With that, it appears that about 23% of all units currently being proposed could be rental, pending final reading.

Looking more closely at the 604 rental units that are currently proposed through new development:

- 66% (397) of the rental units are derived from 3 proposed purpose-built rental buildings;
- 34% (207) of the rental units are secured market rental units that are either proposed above commercial uses in various projects throughout the City or form part of a larger market condo project;
- 70% (424) of all of the proposed rental units are intended to be in the Town Centre, with the remaining projects intended for the Port Haney, Silver Valley, or Albion neighbourhoods.

#### **d) Municipal Comparison and Rental Housing Options**

Specific to rental housing, the attached CitySpaces Consulting report (Appendix A) takes a closer look at a number of surrounding and wider Metro municipalities, highlighting the best practices undertaken towards encouraging and/or requiring the provision of rental units through new development.

From the research, three possible options have emerged for addressing the delivery of rental housing in the City:

## 1. Retain the Existing Status Quo:

Going forward, this option would see the City maintain its current use of policy to encourage the *voluntary* inclusion of rental housing as a part of either a commercial or residential development proposal. This option alone is not recommended, but such policies could be augmented as discussed below, in order to expand the City's ability to deliver rental housing.

## 2. Require Rental Housing through a Density Bonus:

Consistent with the approaches undertaken by the Cities of North Vancouver and Richmond, this option would see City policy and zoning be amended to outline a set of density bonus regulations that would *optionally require* the provision of rental housing at the time of development, only if the developer chose to pursue the available bonused density. That is, density bonus programs are optional in nature, and as illustrated below, such amenity zoning would set out both a fixed base level of density available outright to all development and an optional maximum permissible density that could be achieved should the applicant wish to provide rental housing as an amenity contribution.

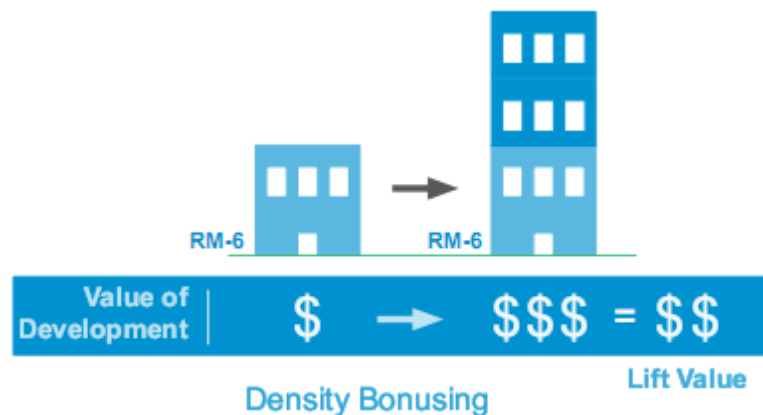


Figure 1: Illustration of Base Density (Light Blue) and Bonus Density (Dark Blue) as part of a Density Bonus Program

From the Consultant's report, such bonus density rental requirements could be tiered depending on the type of rental unit prioritised by the City. For example, for market condominiums or low-end of market projects (as defined in the Consultant's report), policy/zoning could require that 10% of the total proposed number of units be secured as rental, in exchange for the bonus density. Similarly, should non-market units be prioritised, the secured rental requirement could be lowered to 5% of the total proposed number of rental units, in light of the increased cost to provide such units.

Such a density bonus approach could exist in parallel with the City's existing policies that encourage the voluntary inclusion of rental housing as part of a proposed development. Further, and consistent with Council's October 24, 2016 direction, any rental requirements premised under a density bonus framework could include additional incentives that may further encourage the provision of rental units. As noted in the October 2016 Council discussion, such incentives may include: the covering of legal fees involved in registering Housing Agreements; reducing rezoning, development permit and/or building permit fees; fast tracking applications; and/or reducing development cost charges. From their research, the Consultant has proposed that should Council opt for this direction, that similar to the City of New Westminster such incentives be offered to help facilitate both increased levels of



affordability and the long-term preservation of such rental units, with a focus on secured terms of at least 60 years (or life of building whichever is greater).

As outlined in the two municipal examples of the City of North Vancouver and City of Richmond, such a density bonus approach could be further detailed by also outlining requirements that of the secured rental units provided, that a number also be tailored towards families by ensuring that a certain percentage of such units are three-bedrooms.

Should Council opt for this approach, management of any directly provided rental options would require further direction (see below section Management of Rental Housing). However, it is worth noting that under such an approach, cash-in-lieu of the direct provision of rental units could still be a choice for future applicants. As in the case of the City of Richmond, a cash in-lieu contribution may be provided where the small size of a residential project makes the provision of rental units unfeasible, or where the project is a commercial development.

Based on the above, staff recommends preparing a report to further explore this option, including identifying any implications to existing land economics and the City's zoning bylaw.

### **3. Require an Affordable Housing Community Amenity Contribution**

The City currently requires the provision of a Community Amenity Contribution (CAC) at the time of any rezoning, which may be applied at Council's discretion towards the delivery of future affordable, rental and special needs housing under the City's CAC Legislative Policy 6.31. To provide greater clarity, this approach would necessitate that the existing CAC policy be amended to identify the preferred allocation of all CAC funds received that should be directed specifically towards the creation of affordable housing in the community. As Council may recall from its recent December 12, 2017 CAC discussion, such an approach could take two forms:

- i) Council could opt to allocate at least 20% - or as Council may otherwise direct - of all City-Wide CACs collected directly towards the creation of new affordable housing; or
- ii) Council could increase current CAC contribution rates, which would effectively create a new affordable housing CAC, over and above the CAC rates required across the City. This approach could be in-lieu of any encouragement or requirement to provide rental units.

As noted in the December 2017 Council discussion, staff acknowledges that the City's Development Liaison Committee did not support an increase to our CAC contribution rates, suggesting that it was too soon as the CAC program was only introduced in 2016. With that, and in reflection of Council's recent discussion, staff recommends preparing amendments to Council's Policy 6.31 to outline that a minimum of 20% of all City-Wide CAC's collected be directly reserved for investments in affordable housing.

In addition to the policy amendments, staff from the Planning and Finance Departments is also recommending that an amendment bylaw to the City's existing Reserve Fund be prepared for Council's approval.

Key to this cash contribution discussion is the valuation of such cash contributions in comparison with directly provided rental/affordable housing units. A more detailed discussion on this latter point is provided below.

#### **e) Management of Rental Housing**

As outlined in more detail in the attached CitySpaces report, the experiences from Richmond and Chilliwack's Housing Hub concept demonstrates that the non-profit sector is increasingly willing to partner with the development community to administer and monitor rental units once created. As also evidenced by the Richmond example, the City can play a role in facilitating such arrangements through the establishment of a list of possible non-profit housing societies interested in managing market and/or non-market rental housing components proposed through development. A recent delegation by the YWCA indicated an interest in participating in such a program.

#### **f) Direct Provision of Rental Units vs. Cash In-lieu**

Throughout 2017, during the review and consideration of various development applications, Council has debated the merit of seeking the direct provision of rental units vs. accepting cash in-lieu as part of either a mixed-use commercial or larger residential condo project.

From the consultant report, it is noted that some municipalities like North Vancouver and Richmond require the direct provision of secured rental units while New Westminster considers a voluntary cash in-lieu alternative to the direct provision of rental units.

The evaluation of either seeking a direct provision of rental units and/or accepting a cash in-lieu alternative depends greatly on the valuation of either the units provided or the cash contribution rate. For clarity, the term "value" was examined by staff, in working with Rollo + Associates, through three separate analyses: the construction value required to build one rental unit; the revenue value expected from one rental units; and the sales value of one rental unit. Combined, these assessments identified that the typical value of a market condo in Maple Ridge is about \$250,000 - \$300,000.

Such an achieved value under the direct provision approach would conceivably be challenging to replicate under a strictly cash in-lieu option, especially if a development proposal had the potential to contribute multiple rental units. However, it may be more equitable to conceive the value of a cash in-lieu contribution as not being 100% equivalent to that of a unit gained through the direct provision approach. Rather, a cash in-lieu option may be more likely to generate 20-25% of the estimated value of a rental unit, which may be reflective of the typical partnership arrangements (i.e. with other levels of governments, developers, non-profit groups, etc.) that are often entered into to build a purpose-built affordable housing/rental project.

#### **ALTERNATIVE RECOMMENDATION:**

Noting the success of the City's existing policies that encourage the voluntary delivery of rental units through development, staff has put forth two recommendations that could augment our policy base, towards directing density bonus incentives along with a specific percentage of CAC amenity funding to help foster greater rental housing opportunities in the City. Acknowledging that CAC's are a requirement of any rezoning, staff note that the proposed density bonus approach would be optional. With that, staff raises for Council an alternative approach to recommendation 1(b) above that would establish a clear requirement for development to address the matter of rental housing:

- 1. b) That, in lieu of the direct provision of rental units at the time of development, staff be directed to report back on an appropriate increase to the existing Community Amenity Contribution (CAC) rates in order to create a new Affordable, Rental and Special Needs Housing CAC.**

#### **CONCLUSION:**

Rental housing is a key policy interest, as set out in the Official Community Plan and the City's Housing Action Plan. Building from the success the City has had to-date in encouraging the voluntary provision of rental housing through new development; the attached CitySpaces Consulting report identifies a number of possible approaches to further advance rental housing opportunities in Maple

Ridge. From this work, and past discussions with Council and development industry representatives, this report recommends two options to augment our existing voluntary policy approach; namely, the development of new zoning that offers bonus density in exchange for the provision of secured rental housing; and the use of the City's existing CAC program to clarify and direct that 20% of all contribution rates received be allocated towards future affordable housing. Alternatively, Council may prefer to increase the existing CAC contribution rates, effectively creating a new CAC over and above the current CAC rates required across the City, to be applied towards Affordable, Rental and Special Needs Housing.

"Original signed by Brent Elliott"

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Chief Administrative Officer

Attachment: CitySpaces Consulting, Research Brief - Housing Action Plan Implementation: Residential Unit Requirements, Jan. 31, 2018.



# RESEARCH BRIEF

## Housing Action Plan Implementation: Residential Unit Requirements

Prepared for the City of Maple Ridge | January 31<sup>st</sup>, 2018



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# Introduction

The City of Maple Ridge prepared its second Housing Action Plan in 2014. The Plan outlines priority issues including the need for market rental housing, recognizing that the existing rental housing stock in Maple Ridge is aging and the demand for rental housing is increasing. The Plan's Strategy #4 to *Create New Rental Housing Opportunities* suggests that the City could secure market rental housing through providing incentives, including in new mixed-use commercial development projects with rental units above commercial floors.

The City has made progress since adopting the Housing Action Plan, including securing rental housing units:

- As of October 2017, there were 669 proposed rental units across the entire City of Maple Ridge. The majority of which (489 or 73%) are located within the Town Centre, and the other (180 or 27%) are located outside the Town Centre.
- As of October 2017, there were 2,060 market condominiums proposed for the entire City of Maple Ridge. Combined with rental units, there are a total of 2,729 multi-family units being proposed for the City.

The market response to develop more rental housing units is directly responding to the housing need in Maple Ridge, as well as the overarching rental housing policy established by the City through its Housing Action Plan. Still, the policy is broad in its description and does not outline a minimum requirement for rental units within new residential development projects. While it allows for development flexibility, the absence of a minimum requirement can result in missed opportunities to secure rental housing, including rental housing that is more affordable to low and moderate income earners.

In addition, since the endorsed Housing Action Plan in 2015, there have been considerable changes to the market and, on the whole, there are more pressures and demand for rental housing, including market rental and affordable rental units. This is being observed throughout the Metro Vancouver region, as described in the regional context section of this report, which is affecting the availability and affordability of the rental housing supply in Maple Ridge.

In August 2016, City staff were directed to explore the opportunities to include rental housing units over commercial spaces. This research brief examines the broader perspective of securing rental units through all forms of development, specifically how a select number of other municipalities in the region are securing rental housing units in new development projects, with considerations for potential application in the City of Maple Ridge. This research is an initial first step and it is anticipated that follow-up research will be undertaken following Council's direction on next steps.

# Regional Context

## Regional Housing Pressures

The 2016 census reported the Metro Vancouver region as having a population of over 2.4 million people, a 6.5% increase since the 2011 census<sup>1</sup>. Metro Vancouver's member municipalities that have experienced the most significant population growth increases are outside Metro Vancouver's core, including Maple Ridge (+8.2%), Surrey (+10.6%) and the Township of Langley (+12.6%)<sup>1</sup>. The population increases for these municipalities can be attributed to many factors, including migration from other areas of the province, the country, internationally as well as intra-regional migration.

The increased population growth for communities like Maple Ridge generates pressure on the local housing stock, including homeownership, market rental and non-market housing tenures. The median resale housing price in the region for a detached dwelling is \$1.4 million<sup>2</sup>. With fewer households able to enter the homeownership market, the rental housing supply experiences added pressure. The region's overall vacancy rate is 0.7%, with the average rent for all unit types at \$1,223<sup>3</sup>. The most significant increase in rental households is within the age cohort between 25 and 29<sup>1</sup>, who are spending more time in school and postponing "family formation" given the high cost of housing and living. The supply and demand dynamics of the region have placed upward pressures on the cost of rent in the region.

The real estate market has responded to the surge of rental housing demand, and starts for purpose-built rental units in the region have reached record highs<sup>3</sup>. While there is movement to create new rental units throughout the region, the region is dredging out of a rental housing supply deficit from the lack of rental housing construction in the past three decades. And, while new market rental units are targeting moderate income earning households in the region, the average rents for these new units remain largely unaffordable for low-income households and vulnerable populations. Over 43%

- ▶ **Market rental:** Means market rental units delivered by the private market with rents determined at fair market value. This includes purpose-built rental housing as well as rental housing delivered through the secondary rental market such as secondary suites, rental condominium units, or other investor-owned houses/units.
- ▶ **Low-end market rental:** Means rental units provided at slightly lower rental rates than the average market rental prices. Typically, low end market rental is provided at 10% below CMHC average market rents for the area and households are not eligible for subsidized non-market housing.
- ▶ **Non-market rental:** Means affordable housing that is owned or subsidized by government, a non-profit society, or a housing co-

<sup>1</sup> Statistics Canada, 2016 Census

<sup>2</sup> Greater Vancouver Real Estate Board, December 2016 Market Highlight Report

<sup>3</sup> CMHC Market Rental Report, 2016



of renters in the Metro Vancouver region pay greater than 30% or more of their gross income on housing costs<sup>1,4</sup>.

## Metro Vancouver Regional Affordable Housing Strategy

In response to the regional growth pressures and housing affordability issues, and to advance its' complete community goals of *Metro 2040 Strategy*, Metro Vancouver prepared an update to its' *Regional Affordable Housing Strategy* in 2016. A strong focus of the strategy was on encouraging and facilitating the development of rental housing throughout the region, outlining specific actions for the region as well as other jurisdictions, including member municipalities. Specific strategies include:

- Expand the supply of rental housing, including new purpose-built market rental housing.
- Facilitate new rental housing supply that is affordable for very low and low income households, as well as facilitate non-profit and co-operative housing providers to create new mixed-income housing through redevelopment or other means.
- Increase the rental housing supply along the Frequent Transit Network (FTN), including to plan for transit station areas, stop areas and corridors to include rental housing affordable for a range of income levels; as well as encourage mixed-income rental housing near the FTN.

The Metro Vancouver Regional Affordable Housing Strategy outlines specific considerations for municipalities to implement the above strategies through local plans, policies and programs, as follows:

**Table 1: Regional Affordable Housing Strategy - Excerpts for Municipal Considerations**

2.f. Offer incentives and using tools that will help make development of new purpose-built market rental housing nancially viable (i.e. parking reductions, fee waivers, increased density, and fast- tracking) as needed.	3.n. Offer incentives to non-profits and cooperatives for proposed new mixed income housing (i.e. parking reductions, fee waivers, increased density, and fast-tracking) to assist in making these housing options financially viable.
2.g. Offer incentives and using tools to preserve and sustain existing purpose-built market rental housing (i.e. reduced parking, increased density for infill development, transfer of density, one for one replacement policies, standards of maintenance bylaws) as needed.	3.o. Clearly state expectations and policies for development of new non-profit rental and co-operative housing.

<sup>4</sup> Andy Yan, 2017

2.h. Facilitate non-profit housing organizations to purchase existing rental buildings for conversion to non-profit operation.	3.p. Ensure a portion of amenity contributions or payments in lieu are allocated for housing affordable to low and moderate income households.
2.i. Supporting efforts to reduce rental operating costs by improving energy performance of purpose-built rental buildings through the use of energy efficiency incentives offered by Fortis and BC Hydro, such as energy advisors, energy audits, demonstration projects, etc.	3. q. Allocate housing reserve fund monies to affordable housing projects based on clearly articulated and communicated policies.
2.j. Establish bedroom mix objectives to accommodate families in new condominiums and purpose built rental housing.	3. r. Work with non-profit co-operative housing providers to address issues related to expiring operating agreements, including renegotiating or renewing municipal land leases, if applicable, with suitable provisions for affordable housing, facilitating redevelopment at higher density, and/or other measures, as appropriate.
2.k. Provide clear expectations and policies for increasing and retaining the purpose-built market rental housing supply.	4. g. Establish transit-oriented inclusionary housing targets for purpose built rental and for housing affordable to very low to low income households within 800 metres of new or existing rapid transit stations and 400 metres of frequent bus corridors that are anticipated to accommodate enhanced residential growth.
2.l. Require tenant relocation plans as a condition of approving the redevelopment of existing rental housing.	4.h. Provide incentives for new purpose-built rental housing and mixed-income housing located in transit-oriented locations to enable these developments to achieve financial viability, as warranted.
2.m. Ensure that developers notify tenants impacted by redevelopment of their rights under the <i>Residential Tenancy Act</i> .	

## Metro Vancouver Housing Corporation

The Metro Vancouver Housing Corporation (MVHC) is a non-profit organization that provides affordable housing for low and moderate income households. The MVHC owns and operates 50 sites with market and

subsidized rental housing for more than 10,000 people in the region, including the Fraserwood Apartment building located at 22450 121<sup>st</sup> Avenue in Maple Ridge<sup>5</sup>.

The Regional Affordable Housing Strategy outlines specific actions for the MVHC to address regional housing issues. Specifically:

- Work with municipal partners to identify suitable MVHC sites for redevelopment at higher density to increase the supply of mixed-income non-profit rental housing, providing that adequate municipal incentives and / or other funding is available.
- Explore the sale of surplus or under-utilized MVHC sites with proceeds reinvested into other sites that offer greater opportunity to supply more affordable housing units.
- Explore with municipalities opportunities on municipal sites for expanding the supply of mixed-income non-profit rental housing.
- Consider management of affordable rental units obtained by municipalities through inclusionary housing policies, provided the units can be managed by MVHC on a cost-effective basis.
- Create a tenancy management package providing MVHC estimated fees for services to manage, on a cost recovery basis, various aspects of affordable housing units obtained through municipal policies.
- Explore making available for relocating tenants of redeveloping non-profit and purpose-built market rental projects rental housing from within MVHC's existing portfolio of market rental units.

The MVHC has continued to move forward on acquiring more units within their portfolio since the adoption of the Regional Affordable Housing Strategy, through a combination of new-build projects, redevelopment of existing sites, and acquiring units generated through municipal policies such as inclusionary zoning.

One notable MVHC housing redevelopment currently underway is the Heather Place Redevelopment in Vancouver. This redevelopment will replace the existing 86-unit townhouse complex with 230 purpose-built rental apartments consisting of one, two and three bedroom units. As part of the terms established at rezoning, the MVHC and the City of Vancouver entered into a Housing Agreement in the form of a Building Use Covenant that requires 23% of future tenants to have rent-geared-to-income (RGI) under the MVHC's existing program, while an additional 11.5% will be rented at rates where the maximum occupancy charges are affordable to households with an income at or below BC Housing's Housing Income Limits (HILs). Essentially, the future rents of 34.5% of Heather Place tenants will be calculated at 30% of their gross income, HILs, or less.

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<sup>5</sup> *Affordable Rental Housing Guide, Metro Vancouver, 2016*

Actively engaged in building their portfolio, there are opportunities for MVHC to work with municipalities, like Maple Ridge, to invest, develop, redevelop, or acquire units through private market development projects and public sector partnerships.

# Comparable Municipalities

A select number of member municipalities have updated their Housing Action Plans since the adoption of the Metro Vancouver Regional Affordable Housing Strategy in order to align their local actions with broader regional initiatives, including requiring rental housing units in new development projects. Others have developed stand-alone policies to encourage and facilitate more rental housing units in their communities, many tied directly to a density bonus policy. The following section summarizes these actions.

## City of North Vancouver

The City of North Vancouver prepared their first *Housing Action Plan* in 2016. While the City has implemented housing policy for decades, this was their first comprehensive review and plan that compiled all City housing policies in one cohesive document, and one that aligns with the City's recently adopted Official Community Plan. Below is a summary of select housing actions from their plan to secure rental housing units.

### DEFINITION OF AFFORDABLE HOUSING

The City of North Vancouver defines affordable housing as rental housing that is affordable to low to moderate income households, where households pay 30% or less of their gross income towards housing costs. Within this broad definition is “mid-market rental units” - commonly referred to as “low-end market rental units”, are units provided at slightly lower rental rates than the average market rental prices in North Vancouver and “non-market rental units”, units occupied by households with incomes below the Housing Income Limits (HILs) defined by BC Housing.

**Table 2: City of North Vancouver Definition of Affordable Housing**

Unit Type	MID-MARKET RENTAL UNITS		
	Maximum Household Income Limit for Eligible Applicants	Average Rent (2015)	Mid-Market Rents
Bachelor	\$31,400	\$876	\$788
1 bdrm	\$37,000	\$1,024	\$921
2 bdrm	\$46,000	\$1,279	\$1,151
3 bdrm	\$57,000	\$1,586	\$1,427

The definition of affordable housing outlined in Table 2 are calculated as follows:

- The maximum mid-market rents are based on 10% below CMHC's average market rents reported for the City of North Vancouver, by unit type.
- The maximum household income limits for mid-market rents are determined by calculating what 30% of gross household income would be for the mid-market rents (rents determined by CMHC).

## CURRENT MECHANISMS TO SECURE RENTAL UNITS IN NEW DEVELOPMENT PROJECTS

To incentivize new mid-market rental units, the City utilizes its density bonus tool for new development projects, where the City requires built mid-market rental units in exchange for additional density (1.0 floor space ratio density bonus) for new projects. Specifically:

- All new 100% purpose-built market rental development projects seeking the density bonus incentive are required to provide a minimum of 10% of units as mid-market rental units. All mid-market rental units generated through private development must be secured up to a period of 10 years.
- In addition, 30% of increment/bonus amount of density is required to be provided as non-market rental housing, secured in perpetuity.
- Cash-in-lieu contributions are accepted only in unique circumstances, and at the discretion of the City, in order to assure timely mitigation of additional density in a neighbourhood, when deemed appropriate.

The City of North Vancouver also introduced a new family-friendly housing policy in order to increase the number of multi-unit housing projects that meets the needs of families, given the current multi-unit stock has limited units with enough bedrooms to accommodate all members of a family household and given that fewer families are able to purchase larger units such as single-detached homes. The family-friendly housing policy requires:

- A minimum of 10% of units to be three or more bedrooms for all new multi-unit residential development projects, including both purpose-built rental housing projects and condo/stratified projects.

In support of the family-friendly housing policy, the City is also looking to update their sustainable development guidelines to incorporate design considerations that meets the needs of families, such as ground-oriented units, multi-generational outdoor amenity spaces, and child and youth friendly spaces.

In addition to the above policy, the City may consider bonus density transfer to another site in order to maintain an existing rental building. For this condition to apply, a recipient site for the density transfer must be determined in advance, and at the City's discretion, with a demonstrated business plan to upgrade/repair the existing rental building.

## SUCCESSSES, CHALLENGES, AND LESSONS LEARNED

The City of North Vancouver planning department provided insight and lessons learned on their mechanisms to secure rental units. The planning department indicated that the first units of the 10% mid-market units secured for 10 years are currently under construction. They recognized that their incentives have been working in securing the units in recent developments, however they have not yet had to provide administration for these units. The City also recognized that there will be a learning curve when these rental units are operational and require administrative oversight.

The planning department also indicated that, because of increased demand for rental housing, Council has recently directed staff to research the feasibility of increasing the percentage of required mid-market rental units in a development from 10% to 20%. Council has also requested whether these units could be secured for a longer period than 10 years. The planning department recognizes that there is a balance to find with incentivizing mid-market rental units and also providing more non-market units in the City.

One unique challenge experienced by the planning department is related to their family friendly housing policy. They have found that feedback has been overall positive, however some family friendly units are being rented to downsizing retirees. To further incentivize family use of family friendly units, the planning department is considering opportunities to integrate family-friendly design features into future units to ensure they are matched to the target population of families. This process has not yet started.

## City of Richmond

The City of Richmond initiated an update to their 2007 *Affordable Housing Strategy*, now their *Housing Action Plan*, in 2016. The City undertook community consultation and policy research in 2016-2017, and are currently drafting the Housing Action Plan, anticipated to be adopted in early 2018. Below is a summary of the supported policy directions related to securing rental housing units.

## DEFINITION OF AFFORDABLE HOUSING

The City of Richmond broadly defines affordable housing as rental housing that is affordable to low and moderate income earners. The City has two affordable housing categories: low-end market rental (LEMR) units, and non-market rental units. Both of these categories are defined by maximum total household income (to determine household eligibility for units generated in these categories), and total maximum monthly rent by unit type. These definitions apply to units secured through new development projects, described further under the City's mechanisms to require rental units in new projects.

**Table 3: City of Richmond Definition of Affordable Housing**

Unit Type	LEMR UNITS		NON-MARKET RENTAL UNITS	
	Maximum Total Household Income ("Threshold") for Eligible Applications	Maximum Monthly Rent	Maximum Total Household Income ("Threshold") for Eligible Applications	Maximum Monthly Rent
<b>Bachelor</b>	\$36,650 or less	\$759	\$28,875 or less	\$632
<b>1 bdrm</b>	\$38,250 or less	\$923	\$31,875 or less	\$769
<b>2 bdrm</b>	\$46,800 or less	\$1,166	\$39,000 or less	\$972
<b>3 bdrm</b>	\$58,050 or less	\$1,436	\$48,375 or less	\$1,197

The above definitions of affordable housing are calculated as follows:

- For LEMR units secured through development, income thresholds are based on 10% below BC Housing's Housing Income Limits ("HILs"), and maximum rents based on 10% below CMHC's average market rents reported for Richmond.
- For non-market rental projects supported by the City, income thresholds are based on 25% below BC Housing HILs, and maximum rents are based on 25% below CMHC's average market rents reported for Richmond. Given the challenges to make non-profit / deeply subsidized housing projects viable, the City considers flexibility to allow for a range of rent structures in cases where projects are proposed to be 100% affordable rental (which can include low-end market rental and non-market rental units).

### CURRENT MECHANISMS TO SECURE RENTAL UNITS IN NEW DEVELOPMENT PROJECTS

The City of Richmond utilizes an inclusionary housing approach to secure rental housing units in new development projects, where a density bonus is required in exchange for "built" low-end market rental units secured through a housing agreement registered on title. Since 2007 when the original City's Affordable Housing Strategy was adopted, the City had secured 423 LEMR units through development, of which 131 units have been built.

- At that time, developers were required to contribute 5% of the total residential floor area for development projects over 80 units as LEMR units in exchange for density bonus.



- Also at that time, developers of projects with less than 80 units were required to make a cash-in-lieu contribution.

As part of the updated Housing Action Plan, the City re-evaluated their policy for percentage requirement and cash-in-lieu contributions. An economic analysis was undertaken to test the financial viability of increasing the built requirement, as well as the viability of decreasing the project size threshold from 80 units to smaller 30 to 60 units. As a result of this analysis, the City is supporting the following policy directions in their anticipated Housing Action Plan update:

- Increase the minimum developer contribution of built units from 5% to 10% total residential floor area, applied to new multi-unit projects that are 60 units or larger (reduced from 80 units or larger).
- Cash-in-lieu contributions (generated through single-detached, townhouse, and multi-unit residential rezoning projects) are applied to new development projects that are less than 60 units. Funds generated through the cash-in-lieu policy are directed to the City's Affordable Housing Reserve Fund and used to support affordable housing projects in partnership with the non-profit sector and senior levels of government.
- As part of the updated Housing Action Plan, the City is raising the cash-in-lieu contribution rates to better match the built-unit contribution towards supporting future affordable housing projects. The proposed rate increases were informed by an economic analysis, which found that the City of Richmond's floor area contribution rate was higher than the equivalent cash-in-lieu contribution rates in terms of overall value of affordable housing units produced. To create a more equitable approach, the cash-in-lieu contribution rates are proposed to be increased to match the "built" value, as illustrated in Table 4.

**Table 4: City of Richmond Cash-in-Lieu Contribution Rates**

<b>Housing Type</b>	<b>Current Cash-in-Lieu Contribution Rates (\$ / square foot)</b>	<b>Proposed Cash-in-Lieu Contribution Rates (\$ / square foot)</b>
<b>Single-detached</b>	\$2	\$4
<b>Townhouse</b>	\$4	\$8.50
<b>Multi-unit Apartment</b>	\$6	\$10 (wood frame construction) \$14 (concrete construction)

In addition, the City is proposing a new policy to generate more family-friendly rental units in new residential development projects. The family-friendly housing policy will require:

- A minimum of 15% two-bedroom units and 5% three-bedroom units for all LEMR units secured in new development projects.

Overtime, the City will monitor the policy and unit absorption and consider applying the same required percentage of family-friendly units in all new market rental development projects.

The City has also established minimum LEMR unit sizes and are considering waiving development cost charges if LEMR units are purchased by a non-profit housing society. The City has also made a commitment to facilitate potential partnerships between developers and non-profit housing societies in the pre-application and rezoning stages of development projects to address the management and administration of LEMR units generated through private market development projects. The City, through its Housing Action Plan implementation, will be issuing a RFP to create a pre-approved list of non-profit housing providers that can be informed about and potentially partner on development opportunities to manage LEMR units.

## SUCCESSSES, CHALLENGES, AND LESSONS LEARNED

The City of Richmond's planning department provided insights and lessons learned on their mechanisms to secure rental units. The planning department indicated that they recently implemented a policy change from 5% of total residential floor area for projects of 80 units or more to 10% of total residential floor area for projects of 60 units or more. While 423 LEMR units were secured under the previous requirements, a couple of new applications have been submitted under the new requirements but none have reached the housing agreement stage yet.

The planning department had also made changes to requirements based on operational challenges for the low-end of market units. To make it easier for operators, the City is encouraging low-end of market units to be clustered in a development, rather than equally distributed across a project. This change is based on Council direction to limit City involvement in management of the units and incentivize non-profit operators to become involved. The planning department is also looking for ways to facilitate relationships between the non-profit sector and developers, including creating a pre-qualified list of non-profit operators. The hope is to involve non-profits in the development process early on to ensure success with non-profit friendly design and operations.

## City of New Westminster

The City of New Westminster prepared an *Affordable Housing Strategy* in 2010, which was an update to their original 1998 housing strategy. A key goal of this plan was to preserve and enhance the City's rental housing supply, and particularly housing for low and moderate income households. The following summarizes how the City of New Westminster defines housing affordability, and an overview of their secured market rental housing policy.

## DEFINITION OF AFFORDABLE HOUSING

The City has a broad definition of affordable housing in their community, as described in their 2010 Affordable Housing Strategy:

- “Affordable housing is homeownership and rental housing for low and moderate income households that does not cost a household more than 30% of its gross income (before-tax)”.

## CURRENT MECHANISMS TO SECURE RENTAL UNITS IN NEW DEVELOPMENT PROJECTS

The City of New Westminster has implemented actions within their *Affordable Housing Strategy* since its adoption, including a policy for secured market rental housing originally prepared in 2013. The policy utilizes financial incentives and bylaw regulations in order to retain and renew the existing rental housing supply and to encourage the creation of new rental housing units.

- The City of New Westminster’s *Secured Market Rental Housing Policy* is designed to reduce the financial gap between rental housing development and market ownership development towards making purpose-built rental housing projects more likely to be viable.

Within this context, the City of New Westminster has three types of secured market rental housing categories: (i) long-term; (ii) medium term; and, (iii) short-term. The City provides the most incentives for the long-term secured rental housing projects, and less incentives/less certainty for medium and short-term projects.

- *Long-term secured market rental housing projects:* purpose-built rental housing units secured for 60 years or the life of the building, whichever is greater. Incentive tools include density bonus, reduction in building permit fees (50%), concurrent rezoning and development permit application process, and City payments for legal fees to prepare housing agreement and covenant documents. Parking reduction incentives are provided for sites located within 400m of skytrain stations, along the Frequent Transit Network or the downtown, and payment in-lieu of parking for further relaxations on sites within 400m to transit.
- *Medium-term secured market rental housing projects:* are also purpose-built rental housing units, secured for 30 to 59 years. For this category, the City may offer most of the same incentives as the long-term secured market rental housing projects (reduction in building permit fees, concurrent rezoning and development permit process, and payment of legal fees). Outright parking reductions are not offered for this category, however parking variances may be considered. The City uses their discretion to grant incentives, depending on the model and program proposed.
- *Short-term secured market rental housing projects:* are also purpose-built rental housing projects, secured for a minimum of 10 years. The City only offers an incentive to pay for legal fees to prepare and register housing agreements and covenant documents. Outright parking reductions are not offered for this category, however parking variances may be considered.

In New Westminster, there is no required percentage of units to be secured as market rental. The program is voluntary for private developers if they wish to pursue the incentives. In some cases, the City may receive applications that have a rental market component (not 100% purpose-built) which, at the City’s discretion, may offer incentives for a component/portion of the project (i.e. 50% purpose-built may be offered half the density

bonus increase compared to 100% purpose-built rental projects). The City considers these on a case by case basis and within the neighbourhood, location and scale context.

The New Westminster secured market rental policy and incentives are only geared towards market rental units, and does not include low-end market rental units or non-market rental units. However, the City, through its complementary Affordable Housing Strategy actions, encourages the inclusion of low-end market rental and non-market units in these projects, but is not a requirement. The City also does not offer cash-in-lieu as a substitute for built units, only payment-in-lieu for parking spaces.

In addition, the City of New Westminster was the first municipality in Metro Vancouver to introduce a family-friendly housing requirement for all new multi-unit development projects, in 2015. The family-friendly housing policy requires:

- For new multi-unit purpose-built rental projects, a minimum of 25% two and three bedroom units, and of those 25% a minimum of 5% three or more bedroom units.
- For new multi-unit ownership/condominium projects, a minimum of 30% two and three bedroom units, and of those 30% a minimum of 10% three or more bedroom units.

## SUCCESSSES, CHALLENGES, AND LESSONS LEARNED

The City of New Westminster's planning department shared insights and lessons learned on their mechanisms to secure rental units. The planning department noted that they have received comments from developers that the bonus density and the parking reductions have been significant factors in encouraging rental development. As of January 2018, 330 secured market rental units have been completed through the policy. In addition, another 784 secured market rental units are under construction and 298 secured market rental units are currently going through the development approvals process. The policy has been especially effective at encouraging new market rental units in the downtown area.

The planning department recognized that there is also need to balance market rental with non-market rental housing. The city is currently undertaking research related to other initiatives that could create more affordable rental housing.

## Communities in the Fraser Valley

The City of Abbotsford, the City of Chilliwack and the District of Mission all have Affordable Housing Strategies, prepared in 2011, 2008 and 2010, respectively.

The City of Abbotsford defines affordable housing within their Affordable Housing Strategy:

- "Affordable housing is when housing costs (rent or mortgage and property taxes, plus heating and electricity costs) do not exceed 30% of gross household income".

The City of Chilliwack defines affordable housing within their Affordable Housing Strategy:

- “Affordable housing is defined as housing that should not cost more than 30% of a household’s gross income regardless of whether they are living in market or non-market housing”.

The District of Mission defines affordable housing as:

- “Housing that is appropriate to household needs and whose cost, without compromising basic survival needs, is within reach of household incomes”.

All three of these municipal strategies identify inclusionary zoning as a key action to leverage development opportunities to deliver affordable housing units in exchange for increased density; however, they are all in various stages of implementation. The City of Abbotsford is currently exploring the implementation of their inclusionary zoning, including undertaking land economic analysis to inform the City’s ability to secure voluntary built and cash contributions for affordable housing projects.

The District of Mission currently has policy to secure affordable housing units in new development projects, but do not prioritize unit types, and do not specify term or cash-in-lieu options.

- Another idea for consideration is supporting a non-profit driven approach to affordable housing initiatives. An initiative that is in early formation in Chilliwack, for example, is a “Housing Hub”. This is a non-profit led initiative, the purpose of which is to connect residents to existing rental housing in the private market, and to support the retention of housing. The idea of the Hub is to recognize resources that already exists in the community and connect people to the housing or services they need. For example, the Hub intends to cultivate a number of landlords or existing private market rental units and match them with potential tenants. The Hub concept is still in early stages and has not yet fully developed a structure, operation model, or approach to tenant selection.

▶ While a typical municipal approach focuses on generating and administering new affordable rental units through development projects, the Housing Hub initiative is non-profit led and focuses on utilizing existing rental units in the private market.
- At this time, the Housing Hub does not have direct City funding, but was started through a federal grant for a Housing Development Coordinator position. The application for funding was made by the City, Fraser Health, and the Pacific Community Resources Society.
- A brief interview with the City of Chilliwack planning department noted that the City intends to provide in-kind support to the Housing Development Coordinator position, such as providing a workspace at municipal hall. There are no specific bylaws, policies, or City funds tied to this position or initiative. The Hub will also require more funding from multiple levels of government to operate.

- While a municipal approach focuses on new affordable rental units through development projects, the Housing Hub initiative is non-profit led and focuses on existing rental units in the private market.

As indicated in the Chilliwack Homelessness Action Plan (2016), the City views its role as primarily an advocate for increased housing options and funding through other levels of government and local partnership collaborations such as the Chilliwack Healthier Community network.

## Summary of Comparable Municipalities

Below is a high-level summary of policies to secure residential units in new development projects in other communities, and compared to the City of Maple Ridge

**Table 5: Summary of Comparable Municipalities**

	<b>City of North Vancouver</b>	<b>City of Richmond</b>	<b>City of New Westminster</b>	<b>City of Maple Ridge</b>
<b>Definition of affordable housing</b>	Households pay no more than 30% of gross income on housing costs; and in relation to average CMHC rents	Based on BC Housing HILs calculations, and average CMHC rents	Households pay no more than 30% of gross income on housing costs	Housing that is adequate in standard and does not cost so much that individuals and families have trouble paying for other necessities such as food, health and transportation on an ongoing basis
<b>Approach</b>	Required	Required	Voluntary	Voluntary
<b>Zoning or Policy</b>	Policy and Zoning	Policy and Zoning	Policy	Policy
<b>Types of units secured</b>	Mid-market rental units (same as low-end market rental units) and non-market units	Low end market rental units and non-market units	Market rental units	Market rental units

<b>Term</b>	Min 10 years for mid-market units  In perpetuity for non-market units	In perpetuity	60 years or life of building; or  39-50 years, with less incentives; or  10 years, with minimal incentives	None / currently determined on a case-by-case basis
<b>Cash-in-lieu option</b>	Council discretion for mid-market units  None for non-market units	For projects less than 60 units	None	None/ currently determined on a case-by-case basis
<b>Required family-friendly housing units</b>	Min 10% three or more bdrms for new multi-unit projects, both purpose-built rental and condos  30% of increment/ bonus amount is required for non-market units	Min 15% two-bdrm units and 5% three-bdrm units for LEMR units secured in new developments	Min 25% two and three bdrm and min 5% three or more bdrms for purpose-built rental projects  Min 30% two and three bdrm and min 10% three or more bdrms for ownership/ condominium projects	None

# Key Considerations for the City of Maple Ridge

Research from comparable municipalities indicate that there are a range of options to secure rental units through new residential development projects or as part of a commercial development, often tailored to the community context. Based on this research, preliminary considerations for the City of Maple Ridge are outlined as follows:

## #1 - Minimum Requirement for Securing Market Rental Units

- For the purpose of secured market rental units, consider defining market rental housing as purpose-built market rental units delivered by the private market. This does not include units delivered through the secondary rental market such as secondary suites, market rental condominium units, or other investor-owned houses/units.
- In all new multi-unit development projects, consider requiring or encouraging a minimum of 10% of units be secured as market rental.
- For secured market rental units, consider determining rent ranges by the market or the average CMHC average market rents for the City of Maple Ridge (Maple Ridge-Pitt Meadows “Zone”), without subsidy.
- Consider incentives for projects that meet or exceed the minimum levels of secured market rental housing units as outlined in policy and/or zoning. These incentives should also be allocated according to the City's overall rental housing program, with the highest and best incentives oriented towards the most affordable forms of rental housing and by length of the secured term. Some examples include: fast-tracking applications, reduce/waive development cost charges, reduce/waive rezoning fees, reduce/waive development permit fees, reduce/waive building permit fees, and payment of fees for legal documents. With the exception of fast-tracking applications, consider applying these incentives only to the portion of the building dedicated to the secured market rental units.

**Table 6: Proposed Terms and Incentives for Secured Market Rental Housing Units**

	Long-term (secured 60 years or life of building - whichever is greater)	Medium-term (secured 30 to 59 years)	Short-term (secured minimum of 10 years)
<b>Fast-tracking applications</b>	✓		
<b>Reduce / waive development cost charges</b>	✓		



<b>Reduce / waive rezoning fees</b>	✓		
<b>Reduce / waive development permit fees</b>	✓	✓	
<b>Reduce / waive building permit fees</b>	✓	✓	
<b>Payment of fees for legal documents</b>	✓	✓	✓

- Recognizing that the City of Maple Ridge has a range of new rental housing projects in terms of size and scale, considering providing options for smaller development projects that may be financially challenged to incorporate built units. As such, consider accepting cash-in-lieu contributions as a substitute for built market rental units for projects with fewer than 30 units, or at the discretion of the City, including all single-detached, townhouse and multi-unit residential rezoning projects as well as commercial projects.
- Consider undertaking a financial analysis to determine \$/square foot rate to ensure a fair alignment between the cash-in-lieu contribution rate and the value of the built units. Establishing an Affordable Housing Reserve Fund could be considered for the funds to be allocated.
- Consider monitoring absorption rates and adjust policy if/when required over time.

## #2 - Minimum Requirement for Securing Low-End Market Rental Units

- Should the City consider securing low-end market rental units, consider defining low-end market rental housing as purpose-built market rental units delivered by the private market (not including units delivered through the secondary rental market such as secondary suites, rental condominium units, or other investor-owned houses/units), rented at slightly below (10% below) CMHC average market rents for Maple Ridge.
- In 100% purpose-built rental projects, consider requiring or encouraging a minimum of 10% of units be secured as low-end market rental units, registered on title for the duration of that term.
- Consider calculating low-end market rental units as maximum rents based on 10% below CMHC's average market rents reported for the City of Maple Ridge (Maple Ridge-Pitt Meadows "Zone")<sup>6</sup>.

<sup>6</sup> Table 7 calculations based on CMHC Rental Market Report, 2016. Calculations for LEMR units secured through private sector development would need to be updated annually as CMHC market reports are issued.

**Table 7: Recommended Maximum Rents and Household Income for Securing Low-End Market Rental Units in Maple Ridge**

Unit Type	LEMR UNITS - Secured through private sector development		
	CMHC Average Market Rents (Maple Ridge-Pitt Meadows) <sup>6</sup>	LEMR Unit Rent (10% below)	Maximum Eligible Household Income
<b>Bachelor</b>	\$624	\$562	\$22,480
<b>1 bdrm</b>	\$762	\$686	\$27,432
<b>2 bdrm</b>	\$953	\$858	\$34,308
<b>3 bdrm</b>	\$1,070	\$963	\$38,520
<b>4 bdrm</b>	-	-	-

- Consider providing additional incentives for all projects that secure 10% of units as low-end market rental which should include, at minimum, the same incentives provided for projects with secured market rental housing plus additional incentives to make low-end of market rental more viable.
- Consider directly correlating the level of incentives by the length of the secured term, registered on title for the duration of that term. There is opportunity to consider additional incentives, upon review and direction from Council.
- Consider accepting cash-in-lieu contributions as a substitute for built low-end market units for projects that generate less than 5 low-end market rental units, or at the discretion of the City. Consider undertaking a financial analysis to determine \$/square foot rate to ensure a fair alignment to the value of the built units. Establishing an Affordable Housing Reserve Fund could be considered for the funds to be allocated.
- The minimum requirements to secure low-end market rental units outlined above are conservative, and it is recommended that they be monitored closely if implemented and adjusted as needed. Should the City of Maple Ridge desire higher requirements, it is suggested that the City undertake a more comprehensive financial analysis and test sample pro formas to determine if higher requirements would be viable. Comprehensive financial analysis were undertaken by the City of North Vancouver (for density bonus in exchange for mid-market units), City of Richmond (for density bonus in exchange for low-end market rental units and non-market units, by location and construction methods), and by the City of New Westminster

(for the family-friendly housing requirement). At minimum, the City should monitor absorption rates and adjust policy if/when required over time.

### #3 - Minimum Requirement for Securing Non-Market Rental Units

- For the purpose of secured non-market market rental units, the City may consider defining non-market rental housing as units owned or subsidized by government, a non-profit society, or a housing co-operative. Non-market housing units can be generated from purpose-built private market development projects (not including units delivered through the secondary rental market such as secondary suites, rental condominium units, or other investor-owned houses/units), rented at below (25% below) CMHC average market rents for Maple Ridge.
- In 100% purpose-built rental projects, consider requiring or encouraging a minimum of 5% of units to be secured as non-market rental units, registered on title for the duration of that term.
- Consider calculating non-market rental units as maximum rents based on 25% below CMHC's average market rents reported for the City of Maple Ridge (Maple Ridge-Pitt Meadows "Zone")<sup>7</sup>.

**Table 8: Recommended Maximum Rents and Household Income for Securing Non-Market Rental Units in Maple Ridge**

Unit Type	NON-MARKET UNITS - Secured through private sector development		
	CMHC Average Market Rents (Maple Ridge-Pitt Meadows) <sup>7</sup>	LEMR Unit Rent (25% below)	Maximum Eligible Household Income
Bachelor	\$624	\$468	\$18,720
1 bdrm	\$762	\$572	\$22,860
2 bdrm	\$953	\$715	\$28,590
3 bdrm	\$1,070	\$814	\$32,550
4 bdrm	-	-	-

<sup>7</sup> Table 8 calculations based on CMHC Rental Market Report, 2016. Calculations for LEMR units secured through private sector development would need to be updated annually as CMHC market reports are issued.

- Consider providing further incentives for all projects that secure 5% of units as non-market rental which should include, at minimum, the same incentives provided for projects with secured market rental housing and low-end market rental housing plus additional incentives to make non-market rental more viable.
- Consider directly correlating the level of incentives by the length of the secured term, registered on title for the duration of that term. There is opportunity to consider additional incentives, upon review and direction from Council.
- Consider accepting cash-in-lieu contributions as a substitute for built non-market units for projects that generate less than 5 non-market rental units, or at the discretion of the City. Consider undertaking a financial analysis to determine \$/square foot rate to ensure a fair alignment to built units. Establishing an Affordable Housing Reserve Fund could be considered for the funds to be allocated.
- The minimum requirements to secure non-market rental units outlined above are conservative, and it is recommended that they be monitored closely if implemented and adjusted as needed. Should the City of Maple Ridge desire higher requirements, it is suggested that the City undertake a more comprehensive financial analysis and test sample pro formas to determine if higher requirements would be viable. As noted above, comprehensive financial analysis were undertaken by the City of North Vancouver, City of Richmond, and by the City of New Westminster. At minimum, the City may wish to monitor absorption rates and adjust policy if/when required over time.

#### #4 - Family-friendly Housing Policy

- As the City evolves its discussion on rental housing policy and/or zoning, consider requiring a minimum number of family-friendly housing units in all new multi-unit development projects, with an option to also extend towards both market condominium and purpose-built market rental units. This policy could facilitate the creation of more housing choices for low and moderate income family households in Maple Ridge.

**Table 9: Recommended Minimum Requirements for Family-Friendly Units in New Multi-unit Development Projects**

	<b>New Multi-unit Market Condominium Projects</b>	<b>New Multi-unit Market Rental Projects</b>
<b>3+ bedroom units</b>	Minimum 5%	Minimum 5%

- The minimum requirements to require family-friendly units outlined above are conservative, and should be monitored closely if implemented and adjusted as needed. Should the City of Maple Ridge desire higher requirements, it is suggested that the City undertake a more comprehensive financial analysis and test sample pro formas to determine if higher requirements would be viable. Comprehensive financial analysis

were undertaken by the City of New Westminster (for the family-friendly housing requirement) to identify their requirement. At minimum, the City should monitor absorption rates and adjust policy if/when required over time.

#### *#5 - Facilitate Partnerships between Developers and the Non-Profit Housing Sector*

- For secured low-end market rental units and secured non-market rental units, the City may wish to consider strategies to identify organizations to administer and monitor the units secured through new development projects. Typically, non-profit housing societies acquire these secured units in partnership, such as the Metro Vancouver Housing Corporation, and are ideally introduced to the project concept in early stages of the development process.
- It is recommended that the City research and outline strategies to facilitate partnerships between the non-profit housing sector and private developers to ensure appropriate and sustainable management of secured low-end market rental units and secured non-market rental units.
- For secured market rental units, these units are typically managed by the private sector either by the developer or by a property management company engaged by the developer. Non-profit housing societies typically do not manage market rental units secured through private market development projects, unless there is a low-end market rental or non-market rental component. However, more non-profit housing societies are becoming increasingly open to acquiring market rental units as part of their portfolio, especially housing societies that have tenants who are no longer eligible for their subsidized units (i.e. tenant household income has improved/increased). Having market rental units as part of a non-profit housing society's portfolio provides the housing society with flexibility to relocate tenants if needed. There are a limited number of housing societies whose mandates support this approach.
- It is recommended that the City research and outline strategies to engage with non-profit housing societies that have a market rental housing component within their mandate, and facilitate partnerships between these select non-profit housing societies and private developers to administer secured market rental units in cases where the developer does not intend or have the ability to manage the secured market rental units.





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## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read  
and Members of Council

**MEETING DATE:** March 6, 2018

**FROM:** Chief Administrative Officer

**MEETING:** Council Workshop

**SUBJECT:** Community Amenity Contribution Allocations to Affordable Housing

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### EXECUTIVE SUMMARY:

The creation of affordable, rental and special needs housing options in Maple Ridge is a key policy interest, as set out in our Official Community Plan and the City's Housing Action Plan. Based on a February 6, 2018 Council Workshop discussion that explored options to further utilise the City's existing Community Amenity Contribution (CAC) program to help foster affordable housing in the City, this report presents for Council's approval amendments to Council Policy No. 6.31 entitled Community Amenity Contribution Program. The proposed amendments reflect Council's direction to allocate community amenity contributions received from the previously exempted Town Centre area towards future affordable housing, up to a maximum of 20% of all CACs collected City-wide.

### RECOMMENDATION:

That Council Policy No. 6.31 entitled "Community Amenity Contribution Program", as amended to allocate all CAC funds collected from the previously exempted Town Centre area to affordable housing until funding reaches a maximum of 20% of total CAC's collected City-wide, be adopted.

### BACKGROUND:

On September 14, 2015 Council endorsed the Housing Action Plan (HAP) Implementation Framework. The HAP Implementation Framework builds from the key strategies recommended in the Housing Action Plan. Strategy #11 of the HAP encourages the use of community amenity contribution funding for affordable housing.

On December 12, 2017 following a discussion related to Community Amenity Contribution and affordable housing, Council expressed interest in receiving a report outlining options to facilitate the development of rental housing in the Maple Ridge.

On February 6, 2018, Council moved that, as a component of developing a Rental Housing Program, staff should bring forward an additional report outlining a Density Bonus approach that would optionally require, in exchange for bonus density, the provision of secured rental units, secured affordable rental units, and/or a cash-in-lieu contribution.



On February 6, 2018, Council also directed staff to amend Council Policy #6.31 - Community Amenity Contribution Program - in order to ensure that all CAC funds collected from the Town Centre area be allocated to affordable housing until such funding reaches a maximum of 20% of the total CAC's collected City-wide.

Specifically, R/2018-084 reads:

*That, as a component of developing a Rental Housing Program, staff bring forward a report outlining a Community Amenity Contribution (CAC) approach that would maintain existing CAC contribution rates and allocate all CAC funds collected from the previously exempted Town Centre area to affordable housing until funding reaches a maximum of 20% of total CAC's collected city-wide.*

#### **DISCUSSION:**

Based on Council's direction stemming from their February 6, 2018 workshop discussion, staff from the Planning and Finance Departments have prepared an amended Community Amenity Contribution Program Policy No. 6.31 to clarify how the City-Wide CAC program will support the creation of affordable, rental and special needs housing in the community.

Specifically, the policy as amended now requires that all CACs collected from rezonings in the Town Centre area be allocated towards the creation of future affordable housing. The extent to which such Town Centre generated CACs would be allocated to this goal is fixed; not to exceed 20% of the total of all CAC's collected. It is acknowledged that this resulting threshold figure, being derived from a percentage of all CACs collected, will increase with each new development application and its ensuing amenity contribution. To compensate for this variability, staff suggests that the contributions reserved for affordable housing be calculated annually, based on both the total contributions received City-wide and those specifically from the Town Centre area.

In summary, the proposed approach becomes a variable but continuing method to utilise CAC funding to support the future creation of affordable housing in the community. Going forward, constant affordable housing allocations will be dependent on both there being capacity within the maximum 20% threshold and that a portion of the total CAC collected is generated from the Town Centre.

An amended version of the Community Amenity Contribution Program Policy No. 6.31, establishing the above described arrangements, is attached in Appendix A.

#### **ALTERNATIVE RECOMMENDATION:**

Noting the Council discussion of February 6, 2018, staff also present two optional recommendations for Council's consideration should it wish to revisit previous recommendations proposed or offered as alternatives.

In assessing how the above described use of CAC funding for affordable housing would be implemented, staff has identified that such an approach is dependant on Town Centre redevelopment activity. Directly relating the allocation of affordable housing funding to development in the Town Centre will be beneficial as it is anticipated that the majority of future affordable, rental and special needs housing will be constructed in the Town Centre area.

Staff notes though that the Town Centre Area Plan also identifies the need for future investments in civic facilities, parks and open space, and other amenities beyond affordable housing units. Staff also acknowledges that development in the Town Centre is increasing in scale and number of new dwelling units, and that the ensuing future residents from such development could raise the need for additional amenities in the Town Centre that would not otherwise be attainable through Development Cost Charges, and would need to rely on municipal taxes in lieu of amenity program funding.

As a result, alternative recommendation #1 is presented as an option whereby 20% of all CAC funds collected would be allocated towards affordable housing, without requiring that such contributions be limited to only those collected from Town Centre rezonings.

Alternative recommendation #2 is raised as staff also recall from the December 12<sup>th</sup>, 2017 Council discussion an interest in moving away from establishing a fixed percentage of CAC funds that would be allocated to affordable housing and instead directing that CAC contribution rates be increased to create additional contributions for future affordable housing.

1. That Council Policy No. 6.31 entitled “Community Amenity Contribution Program” be amended to maintain existing CAC contribution rates, but allocate 20% of all CAC funds received towards affordable housing.

OR

2. That staff be directed to report back on amendments to Council Policy No. 6.31 entitled “Community Amenity Contribution Program”, to increase existing Community Amenity Contribution (CAC) rates in order to create a new Affordable, Rental and Special Needs Housing CAC.

#### **FINANCIAL IMPLICATIONS:**

The Local Government Act requires a Reserve Fund to be established for contributions from amenity zoning or community amenity contributions. Through the past CAC and Albion Density Bonus work, Council established a City-Wide CAC Reserve Fund and an Albion Area Reserve Fund.

To ensure that the CAC funding and its allocations to affordable housing is appropriately tracked, Finance staff suggest maintaining the City’s existing City-Wide CAC Reserve Fund, without requiring the creation of a new Reserve Funds or the amendment to the existing Reserve Fund Bylaw.

#### **INTERDEPARTMENTAL IMPLICATIONS:**

The Planning and Finance Department collaborated in the development and assessment of the above described approaches to allocate CAC collected funds towards affordable housing. Going forward, and if the proposed amendments to Council Policy No. 6.31 are approved, Finance Department staff will monitor the City-wide CAC Reserve Fund and calculate the 20% allocation to be specifically reserved for future investments in affordable, rental or special needs housing. Interdepartmental discussions on future affordable, rental or special needs housing opportunities will be ongoing with future Council direction required prior to the spending of any such allocated affordable housing funds.

## CONCLUSION:

As a further step towards the implementation of the City's Housing Action Plan, and based on Council direction from February 2018, staff has outlined amendments to the City's Community Amenity Contribution Policy No. 6.31 to allocate a portion of those amenity contributions raised through rezonings in the Town Centre directly towards an affordable, rental and special needs housing. Such allocations would provide the City with future funding that may foster additional investments in affordable housing in our community. Should Council wish to revisit its previous direction, alternative recommendations are also outlined.

"Original signed by Brent Elliott"

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**Prepared by:** Brent Elliott, MCIP, RPP,  
Manager of Community Planning

"Original signed by Trevor Thompson"

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**Prepared by:** Trevor Thompson, CPA, CGA  
Director of Finance - Interim

"Original signed by Christine Carter"

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**Approved by:** Christine Carter, MPL, MCIP, RPP  
Director of Planning

"Original signed by Frank Quinn"

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

"Original signed by Frank Quinn" for

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

Attachment:

Appendix A: Amended Council Policy No. 6.31 – Community Amenity Contribution Program

<b>Title:</b> <b>Community Amenity Contribution Program</b>	<b>Policy No:</b> 6.31  <b>Supersedes:</b>  <b>AMENDED</b> <u><b>March 6, 2018</b></u>
<b>Authority:</b> <input checked="" type="checkbox"/> <b>Legislative</b> <input type="checkbox"/> <b>Operational</b>  <b>Approval:</b> <input checked="" type="checkbox"/> <b>Council</b> <input type="checkbox"/> <b>CMT</b>  <span style="margin-left: 200px;"><input type="checkbox"/> <b>General Manager</b></span>	<b>Effective Date:</b>  <u><b>TBD</b></u>  <hr/> <b>Review Date:</b>  <u><b>TBD</b></u>
<b>Policy Statement:</b>  <p>The City of Maple Ridge is committed to providing a variety of amenities throughout the municipality, including the provision of affordable and special needs housing, in a financially sustainable manner.</p> <p>The Community Amenity Contribution Program (CAC Program) is comprised of the following components:</p> <ol style="list-style-type: none"> <li>1. The CAC Program will apply city-wide.</li> <li>2. Each CAC will be based on a contribution rate as follows:             <ol style="list-style-type: none"> <li>a) \$5100 per single family lot created;</li> <li>b) \$4100 per townhouse or other attached ground-oriented dwelling unit;</li> <li>c) \$3100 per apartment dwelling unit.</li> </ol> </li> <li>3. The CAC Program applies to the development of all residential dwellings, including those that are included in a mixed-use development (such as commercial and residential) with the following exceptions:             <ol style="list-style-type: none"> <li>a) Affordable and special needs housing that are secured through a Housing Agreement as established in Section 483 of the <i>Local Government Act</i>;</li> <li>b) Rental housing units that are secured through a Housing Agreement established under Section 483 of the <i>Local Government Act</i> will also be subject to a covenant enacted under Section 219 of the <i>Land Titles Act</i>;</li> <li>c) Single family residential subdivisions proposing fewer than 3 lots – only the original lot is exempt, after which the CAC program applies to each additional lot;</li> <li>d) Accessory dwelling units, such as a secondary suite or detached garden suite;</li> <li>e) Duplex, triplex and fourplex dwelling units, where only one building is being constructed - only the first dwelling unit is exempt, after which the CAC program applies to each additional dwelling unit;</li> </ol> </li> </ol>	

- f) Courtyard dwelling units, located on a single property – only the first dwelling unit is exempt, after which the CAC program applies to each additional dwelling unit.
- 4. The Density Bonus Framework established in the Albion Area Plan will continue to apply, in addition to the city-wide CAC Program.
  - a) For developments that take advantage of the density bonus provisions included in the Maple Ridge Zoning Bylaw for the Albion Area Plan, the amenity contribution rate will be:
    - i) \$5100 per single family lot created;
    - ii) \$4100 per townhouse or other attached ground-oriented dwelling unit;
    - iii) \$3100 per apartment dwelling unit;in addition to the \$3100 density bonus rate.
  - b) For developments that do not take advantage of the density bonus provisions included in the Maple Ridge Zoning Bylaw, the CAC rate will be the rate established in Section 2 of this policy.
- 5. The Official Community Plan may also establish additional or alternative community amenity contribution policies, guidelines and density bonus provisions for each Area Plan.
- 6. Development applications that are in process (in-stream) at the time of enactment of the CAC Program Council Policy, will:
  - a) be subject to the provisions of this Policy unless the applicable Official Community Plan or Zoning Bylaw amending bylaw has received Third Reading; OR
  - b) be subject to the provisions of this Policy if a condition for the Policy to apply was included in the first or second reading report of the applicable Official Community Plan or Zoning Bylaw amending bylaw.
- 7. All development applications that are seeking an extension under Development Procedures Bylaw No. 5879-1999 (as amended), may be subject to the city-wide community amenity contribution program at the discretion of Council.
- 8. Council will establish one or more Reserve Funds and identify those amenities that may benefit from the community amenity contributions.
- 9. Community Amenity Contribution funds received will contribute to any of the following eligible amenities:
  - a) Civic facility;
  - b) Public art;
  - c) Acquisition of land for the provision of:
    - o Affordable or special needs housing;
    - o Parks
    - o Trails
    - o Significant ecological features
  - d) Park or trail construction and/or maintenance;
  - e) Affordable, rental or special needs housing;
  - f) Heritage conservation; or
  - g) Conservation of significant ecological features.

10. Notwithstanding Section 9 above, Community Amenity Contribution funds collected from those properties within the Town Centre Area Plan boundaries will be contributed only to affordable, rental, or special needs housing until such funding reaches a maximum of 20% of the total Community Amenity Contribution funds collected City-wide.

11. The provision of a specific amenity, rather than a cash-in-lieu contribution may also be considered by Maple Ridge Council. If Council determines that the provision of an amenity is more desirable, the following list is to be used as a general guide for determining the type of community amenity:

- a) Public art;
- b) Heritage conservation;
- c) Land for the provision of:
  - Affordable or special needs housing;
  - Parks
  - Trails
  - Significant ecological features
- d) Affordable or special needs housing units; or
- e) Park or trail construction or improvements.

**Purpose:**

To provide direction on the implementation of a city-wide community amenity contribution (CAC) program, including the process to determine the contribution amount.

**Definitions:**

**“Community Amenity”** means any public amenity that provides a benefit to the residents of the city or a specific neighbourhood as the result of increased residential density.

## City of Maple Ridge

<b>TO:</b>	Her Worship Mayor Nicole Read and Members of Council	<b>MEETING DATE:</b>	June 5, 2018
<b>FROM:</b>	Chief Administrative Officer	<b>MEETING:</b>	Workshop
<b>SUBJECT:</b>	<b>Regional Context Statement Update</b>		

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### EXECUTIVE SUMMARY:

The City's Regional Context Statement identifies the relationship between Maple Ridge's Official Community Plan (OCP) and Metro Vancouver's Regional Growth Strategy. Under *Local Government Act* requirements, the Regional Context Statement must be reviewed every five years to ensure it continues to support the Regional Growth Strategy. Maple Ridge's current Regional Context Statement forms part of the OCP and a copy is included in this report as Appendix A.

The current Regional Context Statement was accepted by Metro Vancouver on September 23, 2013 and followed the approval of the Regional Growth Strategy. City staff and Council worked closely with Metro Vancouver staff in the preparation of the Regional Growth Strategy, and issues raised during the 2009 review process were reflected in the adopted Regional Growth Strategy. As a result, the subsequent Regional Context Statement contained no inconsistencies with the Regional Growth Strategy.

This year marks the trigger date by which the City must review its Regional Context Statement and advise Metro Vancouver if there are any proposed changes. In light of the pending deadline, staff have undertaken a review of the current Regional Context Statement, and have determined that the Regional Context Statement continues to accurately identify the relationship between Maple Ridge's OCP and Metro Vancouver's Regional Growth Strategy. As a result, no Regional Context Statement updates are considered necessary at this five year interval. This report outlines the City's Regional Context Statement background and legislative framework, and recommends that at this time Council request re-acceptance of the Regional Context Statement by Metro Vancouver.

### RECOMMENDATIONS:

**That the Regional Context Statement be submitted for re-acceptance by the Metro Vancouver Regional District Board.**

### BACKGROUND:

#### *Legislative Requirements*

The *Local Government Act* outlines the requirements for Regional Growth Strategies and a municipality's requirement to include a Regional Context Statement in their OCP (Part 25, Sec. 446). After a new Regional Context Statement has been accepted by the Metro Vancouver Board there are three instances in which municipalities are required to submit a revised or new Regional Context Statement:

1. when a new OCP is being developed;
2. when amendments to an existing OCP are proposed that are not consistent with the accepted Regional Context Statement; or

3. within five years of the Board's latest acceptance of the Regional Context Statement.

Preparing a new or amended Regional Context Statement is an amendment to the OCP and as such, must follow the requirements outlined in the *Local Government Act* respecting consultation during the development or amendment of an OCP. In accordance with the *Local Government Act*, once a municipal Regional Context Statement has been accepted by Metro Vancouver, it must be reviewed at least every five years by the respective Council, and if there are no changes, resubmitted to the Board for continued acceptance.

#### *Consideration of Existing Regional Context Statement*

The City last underwent a Regional Context Statement review process in 2012-2013, following the adoption of the Regional Growth Strategy. The following resolution referring the draft Regional Context Statement to Metro Vancouver was made on July 23, 2013:

***That Bylaw No. 7002-2013 be given first reading; and***

***That Bylaw No. 7002-2013 be referred to Metro Vancouver as part of the formal referral process for acceptance by the Metro Vancouver Regional Board.***

Subsequent to Metro Vancouver's review of the draft Regional Context Statement, the Metro Vancouver Regional Board formally accepted the City's Regional Context Statement on September 23, 2013. This acceptance allowed consideration of further readings of the Regional Context Statement bylaw, resulting in final reading on November 26, 2013.

#### *Consideration of Metro Vancouver 2040: Shaping Our Future Review*

In September 2016, Metro Vancouver provided written communication to Council seeking comments on the need for, and scope of, a review of the *Metro Vancouver 2040: Shaping Our Future* Regional Growth Strategy. In response, Council provided the following resolution on October 24, 2016:

***That staff advise Metro Vancouver that Maple Ridge Council recommends no full review of Metro 2040 – Regional Growth Strategy at this time, indicating, however, that concerns related to climate change issues were raised.***

The City's position that no full review be conducted in 2016 was consistent with communication from six other member municipalities; while no position was taken by remaining member municipalities. Based on the responses Metro Vancouver received, no full review process was undertaken at that time.

#### **DISCUSSION:**

The Regional Growth Strategy was adopted in 2011 following an involved review process between Council and Metro Vancouver. In 2009, the City submitted formal comments and resolutions to Metro Vancouver, and this feedback was reflected in the final Regional Growth Strategy. Because of that detailed work, the Regional Growth Strategy and OCP were clearly aligned. The subsequent preparation of the Regional Context Statement reflected the alignment between the Regional Growth Strategy and OCP; and was favorably reviewed and accepted by Metro Vancouver staff and the Metro Vancouver Board. Due to this earlier Regional Growth Strategy work, no inconsistencies are identified in the Regional Context Statement.

Through the preparation of this report, the current Regional Context Statement was reviewed and no necessary changes were identified. Staff does note that since the adoption of the current Regional Context Statement, the City has completed a number of significant studies including the Strategic



Transportation Plan, the Housing Action Plan, and the Environmental Management Study. However, as these policy initiative were undertaken as part of the implementation of the City's OCP, and to further support Metro's Regional Growth Strategy as anticipated by our existing Regional Context Statement, staff have confirmed that both the current Regional Context Statement and the City's OCP remain in line with the Metro Vancouver Regional Growth Strategy. While some housekeeping amendments to the Regional Context Statement are anticipated later this year to reflect the endorsed plans and strategies completed by the City during the 2013-2018 period, it is felt that such amendments will not alter the alignment currently in place between the Regional Context Statement and the Regional Growth Strategy.

There is no requirement to update the Regional Context Statement if Council determines the document still aligns with the OCP and Regional Growth Strategy. As there are no significant amendments anticipated, staff recommend that Council adopt a resolution stating that consideration was given to the existing Regional Context Statement, and that it should be forwarded to the Metro Board for re-acceptance. In doing so, this approach will satisfy and achieve the City's five year review timeline.

#### **NEXT STEPS:**

In regards to updating Maple Ridge's Regional Context Statement, staff recommend that communication be sent to Metro Vancouver requesting re-acceptance of the current Regional Context Statement. Such as timeline will be in keeping with our 2018 deadline and will facilitate a September review by Metro Vancouver.

#### **CONCLUSION:**

The *Local Government Act* stipulates the conditions under which a municipality must submit a revised Regional Context Statement. As Maple Ridge's Regional Context Statement will be five years old this year, staff have reviewed the Regional Context Statement and confirm that it continues to accurately identify an aligned and supportive relationship between Maple Ridge's OCP and Metro Vancouver's Regional Growth Strategy. It is recommended that Council give consideration to the existing Regional Context Statement and request re-acceptance of the Regional Context Statement by the Metro Vancouver Board.

"Original signed by Amelia Bowden"

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**Prepared by:** Amelia Bowden, M.Urb, MCIP, RPP  
Planner 1

"Original signed by Christine Carter"

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

"Original signed by Frank Quinn"

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

"Original signed by Paul Gill"

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

Appendix A – Regional Context Statement



## 1.4 REGIONAL CONTEXT STATEMENT

On July 29, 2011, The Metro Vancouver Board of Directors approved the Metro Vancouver 2040 Regional Growth Strategy Bylaw, pursuant to Section 863(1) of the *Local Government Act*.

Part 25 of the Local Government Act requires that an Official Community Plan must include a Regional Context Statement that is accepted in accordance with Section 866 of the Local Government Act by the Board of the Regional Government, in this case Metro Vancouver. The Regional Context Statement must identify the relationship between the municipal Official Community Plan and the Regional Growth Strategy and if applicable, how the OCP will be made consistent with the Regional Growth Strategy over time.

The Metro Vancouver 2040 Regional Growth Strategy is organized into five main goals:

- Goal 1: Create a Compact Urban Area
- Goal 2: Support a Sustainable Economy
- Goal 3: Protect the Environment and Respond to Climate Change Impacts
- Goal 4: Develop Complete Communities
- Goal 5: Support Sustainable Transportation Choices

The RGS also includes Regional Land Use Designations that are aimed at achieving the five goal areas of the Plan and include:

- General Urban
- Industrial
- Mixed Employment
- Rural
- Agricultural
- Conservation and Recreation

In addition a Regional Urban Containment Boundary has been established as a long-term area for urban development across the Region, within which nine urban centres have been identified, including the Maple Ridge Town Centre.

## OFFICIAL COMMUNITY PLAN – STUDIES CURRENTLY UNDERWAY (JULY 2013)

The District of Maple Ridge is currently undertaking a number of significant studies that are anticipated to result in policy amendments to the Official Community Plan (as of July 2013). These studies include:

- Commercial and Industrial Strategy – that will provide updated employment projections and policy recommendations that strengthen the employment base (commercial, industrial and other employment opportunities) within the District.
- Strategic Transportation Plan – that will provide long-term direction for transportation network development and improvements, and may include revisions to the Major Corridor Network (OCP Figure 4), as well as other policy-related recommendations.
- Environmental Management Strategy – that will strive to connect the existing policy basis contained within the Official Community Plan with environmental and watercourse development permit guidelines and other Official Community Plan policies.
- Housing Action Plan – as a requirement of the Regional Growth Strategy, that will follow Maple Ridge Council’s consideration of potential bylaw amendments (e.g. Zoning Bylaw, Parking Bylaw) related to Secondary Suites and Temporary Residential Uses.
- Albion Flats Area Plan- preparation of an area plan for the Albion Flats area of Maple Ridge, currently designated as a Special Study Area within the Regional Growth Strategy.
- Population and Dwelling Unit Projections – will be undertaken by the District to align with the Regional Growth Strategy projections prior to 2018.

Each of the above projects is expected to contain policy recommendations that will be evaluated by District staff and within the context of the Regional Growth Strategy. It is anticipated that these studies will contribute to Maple Ridge working toward consistency with the Regional Growth Strategy.



# GOAL 1: CREATE A COMPACT URBAN AREA

*“Metro Vancouver’s growth is concentrated in compact communities with access to a range of housing choices, and close to employment, amenities and services. Compact transit-oriented development patterns help reduce greenhouse gas emissions and pollution, and support both the efficient use of land and an efficient transportation network.”*

## STRATEGY 1.1: CONTAIN URBAN DEVELOPMENT WITHIN THE URBAN CONTAINMENT BOUNDARY

### *Role of Municipalities:*

#### Strategy 1.1.3a) Depict the Urban Containment Boundary

- Schedule “B” of the Official Community Plan (Bylaw 6425-2006) identifies the *Urban Area Boundary*. This boundary is generally consistent with the *Urban Containment Boundary* identified on the Maple Ridge Regional Context Statement - Regional Land Use Designations map.

#### 1.1.3b) Provide municipal population, dwelling unit and employment projections

- The 2041 RGS includes estimated projections for the District of Maple Ridge that are intended to provide guidance to assist in regional and local planning. The estimated projections for Maple Ridge are:
  - Population = 132 000
  - Dwelling Units = 50 900
  - Employment = 48 000
- The District’s estimated projections are a guide for long-range planning purposes only and are the result of a comprehensive demographic analysis completed as part of the 2006 Official Community Plan update. The projections are generally consistent with the 2041 RGS as follows:
  - Population = 118,000\*
  - Dwelling Units = 45,000\*
  - Employment = 42 500\*\*

\*The population and dwelling unit projections are taken from the proposed updates to the RGS projections identified by Metro Vancouver that are reflective of the 2011 Census. The targets included are the low range for both population and dwelling units, as identified by Metro Vancouver

\*\*Employment projections have been taken from The Commercial & Industrial Strategy: 2012 – 2041 prepared by G.P. Rollo & Associates, as received by Maple Ridge Council on November 26, 2012.

## **STRATEGY 1.2: FOCUS GROWTH IN URBAN CENTRES AND FREQUENT TRANSIT DEVELOPMENT AREAS**

### **Strategy 1.2.6a) Provide dwelling unit and employment projections that indicate the municipal share of planned growth and that contribute to achieving the regional share of growth for Urban Centres and Frequent Transit Development Areas**

- Chapter 10.4 Town Centre Area Plan, Section 1.3 Assumptions and Targets identifies the population, density, housing and commercial projections for the Regional Town Centre to 2021 as follows:
  - Population = 21,750 (approximately 24% of the total population)
  - Density = 70 to 100 persons per hectare
  - Housing = 11,065 dwelling units (approximately 32.5% of total housing)
  - Commercial goal to create between 0.25 to 0.75 new jobs for every new dwelling unit in the Town Centre.
- The District of Maple Ridge will work toward undertaking a review of the population, density, housing and commercial goals within the Town Centre Area Plan boundaries, which forms the extent of the Regional City Centre. This review will be to better align the projections for the Regional City Centre with the overall population, dwelling units and employment projections for the entire District.
- The Regional Growth Strategy does not identify any Frequent Transit Development Areas in Maple Ridge. The Official Community Plan is consistent with the RGS.

### **1.2.6b) Include policies for Urban Centres which:**

*i) Identify the general location, boundaries and types of Urban Centres on a map*

- Schedule “B” of the Official Community Plan identifies the boundaries of the Town Centre Area Plan, which aligns with the location of the Regional Town Centre identified on *Map 2: Regional Land Use Designations* of the RGS.

*ii) Focus growth and development in Urban Centres*

- Chapter 2 Growth Management, Section 2.1.2 – Compact & Unique Community.
- 10.4 Town Centre Area Plan, Sections 1.2.1 Goals and Objectives; 1.3 Assumptions and Targets; 3.2 General Land-Use Requirements, policies 3-1 and 3-3.

*iii) Encourage office development through policies and/or other financial incentives, such as zoning that reserves capacity for office uses and density bonus provisions;*

- Chapter 6.3 Commercial Opportunities, Section 6.3.1 Commercial Strategy, policy 6-20.
- Chapter 10.4 Town Centre Area Plan, Chapter 3.2 General Land Use Requirements, policies 3-1 and 3-2

*iv) In coordination with the provision of transit service, establish or maintain reduced residential and commercial parking requirements in Urban Centres, where appropriate*

- 10.4 Town Centre Area Plan parking standard; Section 5.0 Multi-Modal Transportation Network, policies 5-4, 5-5 and 5-6.

**1.2.6c) Include policies for Frequent Transit Development Areas which:**

*i) Identify on a map, in consultation with TransLink, the general location and boundaries of Frequent Transit Development Areas*

- The Regional Growth Strategy does not identify any Frequent Transit Development Areas in Maple Ridge.

*ii) Focus growth and development in Frequent Transit Development Areas*

- The Regional Growth Strategy does not identify any Frequent Transit Development Areas in Maple Ridge.

*iii) In coordination with the provision of transit service, establish or maintain reduced residential and commercial parking requirements in Urban Centres, where appropriate*

- The Regional Growth Strategy does not identify any Frequent Transit Development Areas in Maple Ridge.

**1.2.6d) Include policies for General Urban areas which:**

*i) Identify the General Urban areas and their boundaries on a map generally consistent with the Regional Land Use Designations map (Map 2).*

- Schedule “B” of the Official Community Plan (Bylaw 6425-2006) identifies lands designated *Urban Residential; Commercial, Industrial, Institutional, Parks and Conservation and Urban Reserve* that are located within the Urban Area Boundary. These land uses are generally consistent with the Regional Land Use Designations of “General Urban”, “Industrial” and “Conservation and Recreation” identified on the Maple Ridge Regional Context Statement - Regional Land Use Designations map.

*ii) Ensure development in General Urban areas outside of Urban Centres and Frequent Transit Development Areas are generally lower density than development in General Urban areas within Urban Centres and Frequent Transit Development Areas*

- Chapter 2.1 Growth Management, Section 2.1.2 A Compact and Unique Community, policy 2-3.
- Section 10.1 Area Planning of the Official Community Plan establishes the area planning program for the District. In addition, Sections 10.2 – Albion Area Plan; 10.3 Silver Valley Area Plan; and 10.4 Town Centre Area Plan establish policies and guidelines for development within each of the area plan boundaries.
- Section 3.1.3 Residential Designations, Urban Residential policies 3-18 1) Neighbourhood Residential and 3-18 2) Major Corridor Residential.
- Section 3.1.4 Residential Infill and Compatibility Criteria, policies 3-19, 3-20 and 3-21.

*iii) where appropriate, identify small scale Local Centres in the General Urban areas that provide a mix of housing types, local-serving commercial activities and good access to transit.*

- The Regional Growth Strategy does not identify any Local Centres in the District of Maple Ridge. However, the following OCP policies reflect the spirit and intent of a ‘local centre’ as identified in the RGS:
  - Section 6.3.5 Community Commercial Node, policies 6-26, 6-27, 6-28 and 6-29.
  - Section 6.3.6 Neighbourhood Commercial Centres, policies 6-30, 6-31, 6-32 and 6-33.
  - Section 6.3.8 Historic Commercial, policies 6-37, 6-38 and 6-39.
  - Chapter 10.3 Silver Valley Area Plan, Section 5.2 River Village and 5.2.3 Main Street Commercial Areas.

*iv) exclude non-residential major trip-generating uses, as defined in the Regional Context Statement, from those portions of General Urban areas outside of Urban Centres and Frequent Transit Development Areas*

- Chapter 7.2 Road Network Plan, policy 7-11.

*v) encourage infill development by directing growth to established areas, where possible;*

- Chapter 2.1 Growth Management, Section 2.1.2 A Compact and Unique Community, policy 2-3.
- Chapter 3.1 Residential, Section 3.1.4 Residential Infill and Compatibility Criteria, policies 3-19, 3-20 and 3-21.

**1.2.6e) Include policies that, for Urban Centres or Frequent Transit Development Areas that overlay Industrial, Mixed Employment, or Conservation and Recreation areas, the Industrial, Mixed Employment, and Conservation and Recreation intent and policies prevail, except in the Mixed Employment areas contained within the overlay area;**

- Chapter 10.4 Town Centre Area Plan, Section 2.2.1 Protection of Natural Features, policies 2-1, 2-2, 2-13, 2-14 and 2-15.
- The Regional Growth Strategy does not identify any Frequent Transit Development Areas or Mixed Employment lands within the District of Maple Ridge.

**1.2.6f) for Urban Centres, Frequent Transit Development Areas and General Urban areas, include policies which:**

*i) support continued industrial uses by minimizing the impacts of urban uses on industrial activities;*

- Chapter 2.1 Growth Management, policy 2-1.
- Section 6.4.1 Industrial Lands, policies 6-40, 6-41 and 6-42.
- Note: The District of Maple Ridge is currently undertaking the preparation of a Commercial and Industrial Land Use Strategy that is anticipated to result in Official Community Plan policy amendments for the support, protection and intensification of industrial land uses.

*ii) encourage safe and efficient transit, cycling and walking;*

- Chapter 7.3 Transit
- Chapter 7.4 Cyclists
- Chapter 7.5 Pedestrians
- Chapter 10.4 Town Centre Area Plan, Section 5.2 Defining the Transportation Network.

*iii) implement transit priority measures, where appropriate;*

- Chapter 7.1 Transportation, policies 7-3, 7-4 and 7-5.
- Chapter 7.3 Transit, policies 7-16 through 7-24.
- Chapter 10.4 Town Centre Area Plan, Section 5.2 Defining the Transportation Network, policies 5-12 and 5-13.

*iv) support district energy systems and renewable energy generation, where appropriate.*

- Chapter 10.4 Town Centre Area Plan, Section 2.2 Integrating Green Infrastructure, policy 2-19.
- Chapter 5.5 Air Quality, policies 5-39 & 5-40.
- Chapter 5.6 Preparing for Climate Change.

### **STRATEGY 1.3: PROTECT RURAL AREAS FROM URBAN DEVELOPMENT**

**Strategy 1.3.3a) identify the Rural areas and their boundaries on a map generally consistent with the Regional Land Use Designations map (Map 2);**

- Schedule “B” of the Official Community Plan (Bylaw 6425-2006) identifies land uses outside of the Urban Area Boundary that include Agricultural, Park, Parks Within the ALR, Forest, Rural Residential, Suburban Residential, Estate Suburban Residential and Conservation. These land uses are generally consistent with the Regional Land Use Designations of “Rural” and “Conservation and Recreation” identified on the Maple Ridge Regional Context Statement - Regional Land Use Designations map.



**1.3.3b) limit development to a scale, form, and density consistent with the intent for the Rural land use designation, and that is compatible with on-site sewer servicing;**

- Chapter 2.1 Growth Management, Section 2.1.2 A Compact and Unique Community, policies 2-4 and 2-6.
- Chapter 2.2 .2.2 Land Use Designations, *Agricultural, Rural Residential, Suburban Residential, Estate Suburban Residential*.
- Chapter 3.1 Residential, Section 3.1.3 Residential Designations, Rural Residential policies 3-6 through 3-9, Suburban Residential policies 3-10 through 3-13 and Estate Suburban Residential policies 3-14 through 3-17.
- Chapter 9.1 Municipal Services, Section 9.1.2 Septic Systems, policies 9-5 and 9-6.

**1.3.3 c) include policies which:**

*i) specify the allowable density and form, consistent with Action 1.3.1, for land uses within the Rural land use designation;*

- Section 3.1.3 Residential Designations policies 3-6 through 3-17.

*ii) support agricultural uses within the Agricultural Land Reserve, and where appropriate, outside of the Agricultural Land Reserve.*

- Section 2.1.2 A Compact and Unique Community policy 2-6.
- Chapter 6.2 Agricultural Opportunities, Sections 6.2.1 Economic Development Strategy and 6.2.2 Sustainable Agriculture.





## GOAL 2: SUPPORT A SUSTAINABLE ECONOMY

*“The land base and transportation systems required to nurture a healthy business sector are protected and supported. This includes supporting regional employment and economic growth. Industrial and agricultural land is protected and commerce flourishes in Urban Centres throughout the region.”*

### **STRATEGY 2.1: PROMOTE LAND DEVELOPMENT PATTERNS THAT SUPPORT A DIVERSE REGIONAL ECONOMY AND EMPLOYMENT CLOSE TO WHERE PEOPLE LIVE**

#### *Role of Municipalities:*

**2.1.4 a) include policies that support appropriate economic development in Urban Centres, Frequent Transit Development Areas, Industrial and Mixed Employment areas;**

- Chapter 6.1 Employment Generating Opportunities, policies 6-1, 6-2, 6-3 and 6-4.
- Note: The District of Maple Ridge is currently undertaking the preparation of a Commercial and Industrial Land Use Strategy that is anticipated to result in Official Community Plan policy amendments for the support, protection and intensification of industrial land uses.
- Chapter 6.3 Commercial Opportunities, policies 6-18, 6-20 and 6-21.
- Chapter 10.4 Town Centre Area Plan, Section 1.2 – 8 Guiding Sustainability Principles, Section 1.2.1 Goals and Objectives, Principles: 1 Each Neighbourhood is Complete 6 Jobs are close to home; and 7 The Centre is distinctive, attractive and vibrant.
- Chapter 10.4 Town Centre Area Plan, Section 3.2 General Land-Use Requirements policies 3-1, 3-2, 3-3, 3-5, 3-6, 3-9, 3-14 and 3-15.

**2.1.4 b) support the development of office space in Urban Centres, through policies such as zoning that reserves land for office uses, density bonus provisions to encourage office development, variable development cost charges, and/or other financial incentives;**

- Chapter 6.3 Commercial Opportunities, Section 6.31 Commercial Strategy policies 6-17, 6-18 and 6-21.
- Chapter 10.4 Town Centre Area Plan, Section 3.2 General Land-Use Requirements, policies 3-2 and 3-6.

**2.1.4 c) include policies that discourage major commercial and institutional development outside of Urban Centres or Frequent Transit Development Areas;**

The Maple Ridge Regional City Centre is intended to serve as the main commercial area within the District and provides a number of significant municipal services and facilities. It is also intended to be the primary location for any future post-secondary or technical institutional uses that do not require special site characteristics found elsewhere in the District.

- Chapter 4.2 Institutional, policies 4-31 through 4-37.
- Chapter 6.3 Commercial Opportunities, Section 6.3.1 Commercial Strategy, policy 6-22.

**2.1.4 d) show how the economic development role of Special Employment Areas, post secondary institutions and hospitals are supported through land use and transportation policies.**

- Chapter 6.5 Additional Employment Generating Opportunities, Section 6.5.5 Post Secondary Educational Institutions.

**STRATEGY 2.2: PROTECT THE SUPPLY OF INDUSTRIAL LAND**

**2.2.4 a) identify the Industrial areas and their boundaries on a map generally consistent with the Regional Land Use Designations map (Map 2);**

- Schedule “B” of the Official Community Plan (Bylaw 6425-2006) identifies land designated as *Industrial* and *Rural Resource*. These lands are generally consistent with the Regional Land Use Designation of “Industrial” identified on Maple Ridge Regional Context Statement - Regional Land Use Designations map.

**2.2.4 b) include policies for Industrial areas which:**

*i) support and protect industrial areas;*

- Chapter 6.4 Industrial Opportunities, Section 6.4.1 Industrial Lands, policies 6-40 through 6-46.
- Note: The District of Maple Ridge is currently undertaking the preparation of a Commercial and Industrial Land Use Strategy that is anticipated to result in Official Community Plan policy amendments for the support, protection and intensification of industrial land uses.

*ii) support appropriate accessory uses, including commercial space and caretaker units;*

- Section 6.4.2 Business Parks, policy 6-47.

*iii) exclude uses which are inconsistent with the intent of industrial areas, such as medium and large format retail, residential uses (other than industrial caretaker units where necessary), and stand-alone office uses that are not supportive of industrial activities;*

- Within the District, 'business parks' are intended to provide a range of light industrial uses and supporting industries. They are not considered to be the primary locations for office uses (restricted to a maximum of 25% of the total floor area of the development) or for professional and/or personal services.
- Section 6.4.2 Business Parks, policy 6-49.
- Section 6.5.3 Large Format Retail.

*iv) encourage better utilization and intensification of industrial areas for industrial activities;*

- Section 6.4.1 Industrial Lands, policies 6-41, 6-42 and 6-44.
- Note: The District of Maple Ridge is currently undertaking the preparation of a Commercial and Industrial Land Use Strategy that is anticipated to result in Official Community Plan policy amendments for the support, protection and intensification of industrial land uses.

**2.2.4 c) identify the Mixed Employment areas and their boundaries on a map generally consistent with the Regional Land Use Designation map (Map 2);**

- The Regional Growth Strategy does not identify any Mixed Employment lands within the District of Maple Ridge.

**2.2.4 d) include policies for Mixed Employment areas which:**

*i) support a mix of industrial, commercial, office and other related employment uses, while maintaining support for established industrial areas, including potential intensification policies for industrial activities, where appropriate;*

- The Regional Growth Strategy does not identify any Mixed Employment lands within the District of Maple Ridge.
- Chapter 6.1 Employment Generating Opportunities, policy 6-4.
- Note: The District of Maple Ridge is currently undertaking the preparation of a Commercial and Industrial Land Use Strategy that is anticipated to result in Official Community Plan policy amendments that may support a greater mix of employment-based land uses within the municipality.

*ii) allow large and medium format retail, where appropriate, provided that such development will not undermine the broad objectives of the Regional Growth Strategy;*

- The Regional Growth Strategy does not identify any Mixed Employment lands within the District of Maple Ridge.
- Chapter 6.1 Employment Generating Opportunities, policy 6-4.
- Note: The District of Maple Ridge is currently undertaking the preparation of a Commercial and Industrial Land Use Strategy that is anticipated to result in Official Community Plan policy amendments that may support a greater mix of employment-based land uses within the municipality.

*iii) support the regional objective of concentrating commercial and other major trip-generating uses in Urban Centres and Frequent Transit Development Areas;*

- The Regional Growth Strategy does not identify any Mixed Employment lands within the District of Maple Ridge.
- Chapter 6.1 Employment Generating Opportunities, policies 6-1 through 6-4.
- Note: The District of Maple Ridge is currently undertaking the preparation of a Commercial and Industrial Land Use Strategy that is anticipated to result in Official Community Plan policy amendments that may support a greater mix of employment-based land uses within the municipality.

*iv) where Mixed Employment areas are located within Urban Centres or Frequent Transit Development Areas, support higher density commercial development and allow employment and service activities consistent with the intent of Urban Centres or Frequent Transit Development Areas;*

- The Regional Growth Strategy does not identify any Mixed Employment lands within the District of Maple Ridge.
- Chapter 6.1 Employment Generating Opportunities, policies 6-1 through 6-4.
- Note: The District of Maple Ridge is currently undertaking the preparation of a Commercial and Industrial Land Use Strategy that is anticipated to result in Official Community Plan policy amendments that may support a greater mix of employment-based land uses within the municipality.

*v) allow low density infill / expansion based on currently accepted local plans and policies in Mixed Employment areas and support increases in density only where the Mixed Employment area has transit service or where an expansion of transit service has been identified in TransLink's strategic transportation plans for the planned densities;*

- The Regional Growth Strategy does not identify any Mixed Employment lands within the District of Maple Ridge.
- Note: The District of Maple Ridge is currently undertaking the preparation of a Commercial and Industrial Land Use Strategy that is anticipated to result in Official Community Plan policy amendments that may support a greater mix of employment-based land uses within the municipality.

#### **2.2.4 e) include policies which help reduce environmental impacts and promote energy efficiency.**

- Chapter 5.5 Air Quality, policies 5-39 through 5-42.
- Note: The District is currently undertaking an Environment Management Strategy that may recommend Official Community Plan amendments to include additional policies that promote energy efficiency.



## **STRATEGY 2.3: PROTECT THE SUPPLY OF AGRICULTURAL LAND AND PROMOTE AGRICULTURAL VIABILITY WITH AN EMPHASIS ON FOOD PRODUCTION**

### ***Role of Municipalities:***

#### **2.3.6 Adopt Regional Context Statements which:**

##### **a) specify the Agricultural areas and their boundaries on a map generally consistent with the Regional Land Use Designations map (Map 2);**

- Schedule “B” of the Official Community Plan (Bylaw 6425-2006) identifies lands designated Agricultural and Parks within the ALR. These land uses are generally consistent with the Regional Land Use Designation of “Agriculture” identified on the Maple Ridge Regional Context Statement - Regional Land Use Designations map.

##### **2.3.6 b) include policies to support agricultural viability including those which:**

*i) assign appropriate regional land use designations that support agricultural viability and discourage non-farm uses that do not complement agriculture;*

- Chapter 6.2 Agricultural Opportunities, Section 6.2.2 Sustainable Agriculture, policies 6-9 through 6-14.

*ii) discourage subdivision of agricultural land leading to farm fragmentation;*

- Section 6.2.2 Sustainable Agriculture, policies 6-12 and 6-13.

*iii) where feasible, and appropriate with other governments and agencies, maintain and improve transportation, drainage and irrigation infrastructure to support agricultural activities;*

- Chapter 7.2 Road Network Plan, policy 7-9.

*iv) manage the agricultural-urban interface to protect the integrity and viability of agricultural operations (e.g. buffers between agricultural and urban areas or edge planning);*

- Chapter 2.1 Growth Management, Section 2.1.2 A Compact and Unique Community, policies 2-2, 2-4 and 2-6.
- Chapter 6.2 Agricultural Opportunities, Section 6.2.1 Economic Development Strategy, policy 6-6. (Note: Maple Ridge Agricultural Plan endorsed by Council Resolution R/09-516 in December 2009).
- Section 6.2.2 Sustainable Agriculture, policies 6-10, 6-12 and 6-13.

v) demonstrate support for economic development opportunities for agricultural operations (e.g. processing, agri-tourism, farmers' markets and urban agriculture);

- Section 6.2.1 Economic Development Strategy, policies 6-5 through 6-8.
- Section 6.2.2 Sustainable Agriculture, policies 6-9 through 6-14.

vi) encourage the use of agricultural land, with an emphasis on food production;

- Section 6.2.1 Economic Development Strategy, policies 6-7 and 6-8.

vii) support educational programs that provide information on agriculture and its importance for the regional economy and local food systems.

- Section 6.2.1 Economic Development Strategy, policies 6-6 and 6-8. (Note: Maple Ridge Agricultural Plan endorsed by Council Resolution R/09-516 in December 2009).





## **GOAL 3: PROTECT THE ENVIRONMENT AND RESPOND TO CLIMATE CHANGE IMPACTS**

*“Metro Vancouver’s vital ecosystems continue to provide the essentials of life – clean air, water and food. A connected network of habitats is maintained for a wide variety of wildlife and plant species. Protected natural areas provide residents and visitors with diverse recreational opportunities. Strategies also help Metro Vancouver and member municipalities meet their greenhouse gas emission targets, and prepare for, and mitigate risks from climate change and natural hazards.”*

### **STRATEGY 3.1: PROTECT CONSERVATION AND RECREATION LANDS**

#### ***Role of Municipalities:***

#### **3.1.4 Adopt Regional Context Statements which:**

**a) identify the Conservation and Recreation areas and their boundaries on a map generally consistent with the Regional Land Use Designations map (Map 2);**

- Schedule “B” of the Official Community Plan (Bylaw 6425-2006) identifies lands designated Conservation, Forest, Park and Parks within the ALR. These land uses are generally consistent with the Regional Land Use Designation of “Conservation and Recreation” identified on the Maple Ridge Regional Context Statement - Regional Land Use Designations map.

**3.1.4 b) include land use policies to support the protection of Conservation and Recreation areas that are generally consistent with the following:**

*i) public service infrastructure, including the supply of high quality drinking water;*

- Chapter 4.3 Heritage, Section 4.3.1 Heritage Recognition, policy 4-40, and Section 4.3.2 Heritage Management, policy 4-45.
- Chapter 5.4 Water Resources, policies 5-32 through 5-38.

*ii) environmental conservation;*

- Chapter 5.2 Environmental Management Model, policies 5-1 through 5-8.
- Chapter 5.3 Land Resources, policies 5-9 through 5-16.
- Chapter 5.4 Water Resources, policies 5-28 through 5-32.



*iii) recreation, primarily outdoor;*

- Chapter 4.1 Social Sustainability, Section 4.1.2 Community Wellness, policies 4-7, 4-9 and 4-10.
- Chapter 5.3 Land Resources, policies 5-15 and 5-16.
- Chapter 10.3 Silver Valley Area Plan, Section 5.2.7 River Village Parks, Section 5.3.8 Blaney, Forest and Horse Hamlets Parks and Schools and 5.4.5 Eco-Clusters Parks.

*iv) education, research and training facilities and uses that serve conservation and/or recreation users;*

- Section 4.1.2 Community Wellness, policies 4-5, 4-6, 4-7 and 4-8.
- Chapter 6.5 Additional Employment Generating Opportunities, Section 6.5.1 Tourism.
- Chapter 6.5 Additional Employment Generating Opportunities, Section 6.5.4 Forest.

*v) commercial uses, tourism activities, and public cultural or community amenities that are appropriately located, scaled and consistent with the intent of the designation;*

- Chapter 4.1 Social Sustainability, Section 4.1.2 Community Wellness, policies 4-5, 4-7, 4-8, 4-10 through 4-13.
- Chapter 6.5 Additional Employment Generating Opportunities, Section 6.5.1 Tourism, policies 6-54, 6-55 and 6-56.

**3.1.4 c) include policies, where appropriate, that effectively buffer Conservation and Recreation areas from activities in adjacent areas.**

- Chapter 5.2 Environmental Management Model, policy 5-8.
- Chapter 5.3 Land Resources, policies 5-10 through 5-13 and 5-17.
- Chapter 5.3 Land Resources, Section 5.3.1 Hillside Development, policies 5-20 through 5-24.
- Chapter 6.2 Agricultural Opportunities, Section 6.2.2 Sustainable Agriculture, policy 6-12(b).

## **STRATEGY 3.2: PROTECT AND ENHANCE NATURAL FEATURES AND THEIR CONNECTIVITY**

### ***Role of Municipalities:***

**3.2.4 Adopt Regional Context Statements which include policies and/or maps that indicate how ecologically important areas and natural features will be managed (as conceptually shown on Map 10) (e.g. steep slopes and ravines, intertidal areas and other natural features not addressed in Strategy 3.1).**

- Schedule “C” of the Maple Ridge Official Community Plan (Bylaw No. 6425-2006) identifies Natural Features including conservation lands, forests and major parks; Fraser River 200 Year Floodplain, Kanaka Creek Floodplain (interpreted) and Alouette River Floodplain, Canadian Wildlife Service Wetlands and the Fraser River Escarpment.

**3.2.5 In collaboration with other agencies, develop and manage municipal components of the Metro Vancouver Regional Recreation Greenway Network and connect community trails, bikeways and greenways to the Regional Recreation Greenway Network where appropriate.**

- Chapter 4.1 Social Sustainability, Section 4.1.2 Community Wellness, policies 4-8, 4-9 and 4-10.
- Chapter 5.2 Environmental Management Model, policies 5-3, 5-7 and 5-8.
- Chapter 5.3 Land Resources, policies 5-15 and 5-16.
- Chapter 7.6 Multi-Use Equestrian Trails, policies 7-42 and 7-43.

**3.2.6 Identify where appropriate measures to protect, enhance and restore ecologically important systems, features, corridors and establish buffers along watercourses, coastlines, agricultural lands, and other ecologically important features (e.g. conservation covenants, land trusts, tax exemptions and ecogifting).**

- Chapter 5.2 Environmental Management Model, policy 5-8.
- Chapter 5.4 Water Resources, policy 5-30.
- Chapter 6.2 Agricultural Opportunities, Section 6.2.2 Sustainable Agriculture, policy 6-12(b).
- Chapter 8 Development Permit Guidelines, Watercourse Protection Development Permit Area Guidelines.

**3.2.7 Consider watershed and ecosystem planning and/or Integrated Stormwater Management Plans in the development of municipal plans.**

- Chapter 5.4 Water Resources, policies 5-28, 5-29, 5-32 and 5-33.

### **STRATEGY 3.3: ENCOURAGE LAND USE AND TRANSPORTATION INFRASTRUCTURE THAT REDUCE ENERGY CONSUMPTION AND GREENHOUSE GAS EMISSIONS, AND IMPROVE AIR QUALITY**

#### ***Role of Municipalities:***

**3.3.4 Adopt Regional Context Statements which:**

**a) identify how municipalities will use their land development and transportation strategies to meet their greenhouse gas reduction targets and consider how these targets will contribute to the regional targets;**

- Chapter 5.6 Preparing for Climate Change, policies 5-43 through 5-45.
- Chapter 7.1 Transportation, policies 7-1, 7-3 and 7-4.

**3.3.4 b) identify policies and/or programs that reduce energy consumption and greenhouse gas emissions, and improve air quality from land use and transportation infrastructure, such as:**

- *existing building retrofits and construction of new buildings to green performance guidelines or standards, district energy systems, and energy recovery and renewable energy generation technologies, such as solar panels and geexchange systems, and electric vehicle charging infrastructure;*
- *community design and facility provisions that encourages transit, cycling and walking (e.g. direct and safe pedestrian and cycling linkages to the transit system);*
- Chapter 5.5 Air Quality, policies 5-39 through 5-42.
- Chapter 5.6 Preparing for Climate Change, policies 5-43, 5-44 and 5-45.
- Chapter 10.4 Town Centre Area Plan, Section 2.2 Integrating Green Infrastructure, policies 2-21 through 2-24.

**3.3.4 c) focus infrastructure and amenity investments in Urban Centres and Frequent Transit Development Areas, and at appropriate locations along TransLink's Frequent Transit Network;**

- Chapter 9.1 Municipal Services, Section 9.1.1 Municipal Infrastructure, policies 9-1, 9-2 and 9-3.

**3.3.4 d) implement land use policies and development control strategies which support integrated storm water management and water conservation objectives.**

- Chapter 5.4 Water Resources, policies 5-28, 5-30, 5-32 through 5-38.
- Chapter 10.4 Town Centre Area Plan, Section 2.2.1 Protection of Natural Features.





### **STRATEGY 3.4: ENCOURAGE LAND USE AND TRANSPORTATION INFRASTRUCTURE THAT IMPROVE THE ABILITY TO WITHSTAND CLIMATE CHANGE IMPACTS AND NATURAL HAZARD RISKS**

#### ***Role of Municipalities:***

**3.4.4 Adopt Regional Context Statements that include policies to encourage settlement patterns that minimize risks associated with climate change and natural hazards (e.g. earthquake, flooding, erosion, subsidence, mudslides, interface fires).**

- Chapter 5.3 Land Resources, policies 5-10 through 5-14, 5-18 and 5-19.
- Section 5.3.1 Hillside Development, policies 5-20 through 5-24.

**3.4.5 Consider incorporating climate change and natural hazard risk assessments into the planning and location of municipal utilities, assets and operations.**

- Chapter 5.3 Land Resources, policy 5-9.
- Chapter 5.6 Preparing for Climate Change, policy 5-43.
- Chapter 9.1 Municipal Services, Section 9.1.1 Municipal Infrastructure, policy 9-4
- Section 9.1.2 Septic Systems, policies 9-5 and 9-6.
- Section 9.1.3 Waste Reduction and Recycling, policies 9-7, 9-8 and 9-9.





## GOAL 4: DEVELOP COMPLETE COMMUNITIES

*“Metro Vancouver is a region of communities with a diverse range of housing choices suitable for residents at any stage of their lives. The distribution of employment and access to services and amenities builds complete communities throughout the region. Complete communities are designed to support walking, cycling and transit, and to foster healthy lifestyles.”*

### STRATEGY 4.1: PROVIDE DIVERSE AND AFFORDABLE HOUSING CHOICES

#### Role of Municipalities:

#### 4.1.7 Adopt Regional Context Statements which:

a) include policies or strategies that indicate how municipalities will work towards meeting the estimate future housing demand as set out in Appendix Table A.4, which:

i) ensure the need for diverse housing options is articulated in municipal plans and policies, including neighbourhood and area plans;

- Chapter 2.1 Growth Management, Section 2.1.2 A Compact and Unique Community, policies 2-1, 2-2, 2-3, 2-5 and 2-6.
- Chapter 3.1 Residential, section 3.1.1 Housing and Land Requirements, policy 3-1.
- Section 3.1.2 Community Character and Sense of Place, policies 3-2, 3-3 and 3-5.
- Section 3.1.3 Residential Designations policies 3-8, 3-12, 3-15, 3-17, 3-18 (1) and (2).
- Section 3.1.4 Residential Infill and Compatibility Criteria, policies 3-19 (1) and (2), 3-20 and 3-21.
- Section 3.1.5 Urban Reserve.
- Chapter 10.4 Town Centre Area Plan, Section 3.2 General Land-Use Requirements, policy 3-1.

ii) increase the supply and diversity of the housing stock through infill developments, more compact housing forms and increased density;

- Section 3.1.4 Residential Infill and Compatibility Criteria

iii) in collaboration with the federal government and the province, assist in increasing the supply of affordable rental units for households with low or low to moderate incomes through policies, such as density bonus provisions, inclusionary zoning or other mechanisms, particularly in areas that are well served by transit;

- Chapter 3.2 Affordable, Rental and Special Needs Housing, policies 3-27 through 3-33.

*iv) encourage and facilitate affordable housing development through measures such as reduced parking requirements, streamlined and prioritized approval processes, below market leases of publicly owned property, and fiscal measures.*

- Chapter 10.4 Town Centre Area Plan, Section 3.2 General Land-Use Requirements, policies 3-1, 3-7 and 3-8.
- Chapter 10.4 Town Centre Area Plan, Section 5.0 Multi-Modal Transportation Network, Section 5.1 Offering Transportation Choices, policy 5-4.
- \*Note: Section 10.0 of the Off-Street parking and Loading Bylaw No. 4350-1990 (as amended), outlines provisions for reduced parking standards for multi-family non-market housing, Seniors Independent Living, Assisted Living, Supportive Housing and Congregate Care facilities.

#### **4.1.8 Prepare and implement Housing Action Plans which:**

##### **a) assesses local housing market conditions, by tenure, including assessing housing supply, demand and affordability;**

- Chapter 3.2 Affordable, Rental and Special Needs Housing, policies 3-27, 3-28, 3-29 and 3-31.
- Note: The Maple Ridge Housing Action Plan is currently in preparation with an anticipated Council endorsement/adoption date in 2014.

##### **4.1.8 b) identify housing priorities, based on the assessment of local housing market conditions, and consideration of changing household demographics, characteristics and needs;**

- Chapter 3.2 Affordable, Rental and special Needs Housing, policies 3-27, 3-29, 3-30, 3-31 and 3-32.
- Note: The Maple Ridge Housing Action Plan is currently in preparation with an anticipated Council endorsement/adoption date in 2014.

##### **4.1.8 c) identify implementation measures within the jurisdiction and financial capabilities of municipalities, including actions set out in Action 4.1.7;**

- The Maple Ridge Housing Action Plan is currently in preparation with an anticipated Council endorsement/adoption date in 2014.

##### **4.1.8 d) encourage the supply of new rental housing and where appropriate mitigate or limit the loss of existing rental housing stock;**

- Chapter 3.2 Affordable, Rental and special Needs Housing, policies 3-30 through 3-33.
- Note: The Maple Ridge Housing Action Plan is currently in preparation with an anticipated Council endorsement/adoption date in 2014.

##### **4.1.8 e) identify opportunities to participate in programs with other levels of government to secure additional affordable housing units to meet housing needs across the continuum;**

- Chapter 3.2 Affordable, Rental and special Needs Housing, policy 3-28.

- Note: The Maple Ridge Housing Action Plan is currently in preparation with an anticipated Council endorsement/adoption date in 2014.

#### **4.1.8 f) cooperate with and facilitate the activities of the Metro Vancouver Housing Corporation under Action 4.1.5.**

- Chapter 3.2 Affordable, Rental and special Needs Housing, policy 3-28.
- Note: The Maple Ridge Housing Action Plan is currently in preparation with an anticipated Council endorsement/adoption date in 2014.

### **STRATEGY 4.2: DEVELOP HEALTHY AND COMPLETE COMMUNITIES WITH ACCESS TO A RANGE OF SERVICES AND AMENITIES**

#### **4.2.4 Include policies within municipal plans or strategies, that may be referenced in the Regional Context Statements which:**

##### **a) support compact, mixed use, transit, cycling and walking oriented communities;**

- Chapter 2.1 Growth Management, Section 2.1.2 A Compact and Unique Community.
- Chapter 3.1 Residential, Section 3.1.2 Community Character and Sense of Place.
- Section 3.1.3 Residential Designations, policies 3-18 (1) and (2).
- Section 3.1.4 Residential Infill and Compatibility Criteria.
- Chapter 4.1 Social Sustainability, Section 4.1.2 Community Wellness Community & Cultural Services, policies 4-2, 4-5, 4-7 through 4-11 and 4-13.
- Chapter 7.3 Transit.
- Chapter 7.4 Cyclists.
- Chapter 7.5 Pedestrians.
- Chapter 7.6 Multi-Use and Equestrian Trails.
- Chapter 10.2 Albion Area Plan, Section 10.2.6 Village Centre.
- Chapter 10.3 Silver Valley Area Plan, Section 5.2 River Village and Section 5.3 Hamlets.
- Chapter 10.4 Town Centre Area Plan, Section 1.2.8 Guiding Sustainability Principles, Section 1.2.1 Goals and Objectives, Section 3.2 General Land-Use Requirements, Section 4.0 Park and Conservation, Section 5.1 Offering Transportation Choices and Section 5.2 Defining the Transportation Network.

##### **4.2.4 b) locate community, arts, cultural, recreational, institutional, medical/health, social service, education facilities and affordable housing development in Urban Centres or areas with good access to transit;**

- Chapter 4.1 Social Sustainability, Section 4.1.2 Community Wellness, Community & Cultural Services.
- Section 4.1.4 Diverse Population.
- Chapter 4.2 Institutional.
- Chapter 4.3 Heritage, Section 4.3.2 Heritage Management.
- Chapter 6.5 Additional Employment Generating Opportunities, Section 6.5.5 Post Secondary Educational Institutions.



**4.2.4 c) provide public spaces and other place-making amenities for increased social interaction and community engagement;**

- Chapter 4.1 Social Sustainability, Section 4.1.2 Community Wellness Community & Cultural Services.
- Section 4.1.4 Diverse Population, policies 4-18 and 4-19.

**4.2.4 d) support active living through the provision of recreation facilities, parks, trails, and safe and inviting pedestrian and cycling environments;**

- Chapter 4.1 Social Sustainability, Section 4.1.2 Community Wellness, Community & Cultural Services, policies 4-5, 4-7 through 4-13.
- Chapter 5.2 Environmental Management Model, policies 5-7 and 5-8.
- Chapter 5.3 Land Resources, policies 5-14, 5-15 and 5-16.
- Chapter 7.2 Road Network Plan, policies 7-10, 7-11, 7-13 and 7-15.
- Chapter 7.4 Cyclists.
- Chapter 7.5 Pedestrians.
- Chapter 7.6 Multi-Use and Equestrian Trails.

**4.2.4 e) support food production and distribution throughout the region, including in urban areas, roof top gardens, green roofs and community gardens on private and municipally-owned lands and healthy food retailers, such as grocery stores and farmers' markets near housing and transit services;**

- Chapter 6.2 Agricultural Opportunities, Section 6.2.1 Economic Development Strategy.
- Section 6.2.2 Sustainable Agriculture.

**4.2.4 f) assess overall health implications of proposed new communities, infrastructure and transportation services, including air quality and noise, with input from public health authorities;**

- Chapter 2.1 Growth Management, Section 2.1.2 A Compact and Unique Community, policy 2-5.
- Chapter 3.1 Residential, Section 3.1.2 Community Character and Sense of Place, policy 3-5.
- Chapter 5.5 Air Quality, policies 5-39 through 5-42.
- Chapter 7.1 Transportation, policies 7-1 and 7-4.
- Chapter 10.1 Area Planning, policy 10-3.

**4.2.4 g) support universally accessible community design;**

- Chapter 3.1 Residential, policy 3-1.
- Section 3.1.2 Community Character and Sense of Place, policy 3-5.
- Chapter 7.5 Pedestrians, policy 7-38.



**4.2.4 h) where appropriate, identify small scale Local Centres in General Urban areas that provide a mix of housing types, local-servicing commercial activities and good access to transit. Local Centres are not intended to compete with or compromise the role of Urban Centres and should preferably be located within Frequent Transit Development areas;**

- Chapter 6.3 Commercial Opportunities, Section 6.3.6 Neighbourhood Commercial Centres, policies 6-30, 6-32 and 6-33.
- Section 6.3.8 Historic Commercial, policies 6-37 through 6-39.

**4.2.4 i) recognize the Special Employment Areas as shown on the Local Centres, Hospitals and Post-Secondary Institutions map (Map 11). Special Employment Areas are located outside of Urban Centres and Frequent Transit Development Areas, and are region-serving, special purpose facilities that have a high level of related transportation activity due to employee, student or passenger trips.**

- Map 11 of the Regional Growth Strategy does not identify any Special Employment Areas in the District of Maple Ridge.





## GOAL 5: SUPPORT SUSTAINABLE TRANSPORTATION CHOICES

*“Metro Vancouver’s compact, transit-oriented urban form supports a range of sustainable transportation choices. This pattern of development expands the opportunities for transit, multiple-occupancy vehicles, cycling and walking, encourages active lifestyles, and reduces energy use, greenhouse gas emissions, household expenditure on transportation, and improves air quality. The region’s road, transit, rail and waterway networks play a vital role in serving and shaping regional development, providing linkages among the region’s communities and providing vital goods movement networks.”*

### STRATEGY 5.1: COORDINATE LAND USE AND TRANSPORTATION TO ENCOURAGE TRANSIT, MULTIPLE-OCCUPANCY VEHICLES, CYCLING AND WALKING

#### *Role of Municipalities:*

#### **5.1.6 Adopt Regional Context Statements which:**

**a) identify land use and transportation policies and actions, and describe how they are coordinated, to encourage a greater share of trips made by transit, multiple-occupancy vehicles, cycling and walking, and to support TransLink’s Frequent Transit Network;**

- Chapter 7.1 Transportation, policies 7-1 through 7-5.
- Chapter 7.2 Road Network Plan, policies 7-9, 7-10, 7-11 and 7-15.
- Chapter 7.3 Transit, policies 7-16 through 7-24.
- Chapter 7.4 Cyclists, policies 7-25 through 7-33.
- Chapter 7.5 Pedestrians, policies 7-34 through 7-41.
- Chapter 10.4 Town Centre Area Plan, Section 5.2 Defining the Transportation Network.
- Chapter 10.4 Town Centre Area Plan, Figure 3 Future Rapid Transit Route identifies the potential future location of a rapid transit route along the Lougheed Highway in the Regional City Centre.
- The District will work towards consistency between the OCP and RGS over time through the completion of the Maple Ridge Transportation Plan. (Note: The Transportation Plan is currently under preparation with an anticipated completion in 2013.)

**5.1.6 b) identify policies and actions that support the development and implementation of municipal and regional transportation system and demand management strategies, such as parking pricing and supply measures, transit priority measures, ridesharing, and car-sharing programs;**

- Chapter 10.4 Town Centre Area Plan, Section 5.1 Offering Transportation Choices, policies 5-4, 5-5 and 5-6.
- The District will work towards consistency between the OCP and RGS over time through the completion of the Maple Ridge Transportation Plan. (Note: The Transportation Plan is currently under preparation with an anticipated completion in 2013.)

**5.1.6 c) identify policies and actions to manage and enhance municipal infrastructure to support transit, multiple-occupancy vehicles, cycling and walking.**

- Chapter 7.1 Transportation, policies 7-1, 7-4 and 7-5.
- Chapter 7.2 Road Network, policies 7-10, 7-11 and 7-14.
- Chapter 7.3 Transit, policies 7-16, 7-17, 7-19, 7-20, 7-23 and 7-24.
- Chapter 7.4 Cyclists, policies 7-25, 7-26 and 7-29 through 7-33.
- Chapter 10.4 Town Centre Area Plan, Section 5.1 Offering Transportation Choices, policies 5-1 and 5-2.
- The District will work towards consistency between the OCP and RGS over time through the completion of the Maple Ridge Transportation Plan. (Note: The Transportation Plan is currently under preparation with an anticipated completion in 2013.)

## **STRATEGY 5.2: COORDINATE LAND USE AND TRANSPORTATION TO SUPPORT THE SAFE AND EFFICIENT MOVEMENT OF VEHICLES FOR PASSENGERS, GOODS AND SERVICES**

### ***Role of Municipalities:***

#### **5.2.3 Adopt Regional Context Statements which:**

**a) identify routes on a map for the safe and efficient movement of goods and service vehicles to, from, and within Urban Centres, Frequent Transit Development Areas, Industrial, Mixed Employment and Agricultural areas, Special Employment Area, ports, airports and international border crossings;**

- Figure 4 – Proposed Major Corridor Network Plan (2005 – 2031) identifies the current (Nov. 14, 2006) and proposed major transportation routes within the District.
- Note: The District is currently preparing a Transportation Plan which may include proposed changes to Figure 4 – Proposed Major Corridor Network Plan (2005 – 2031).

**5.2.3 b) identify land use and related policies and actions that support optimizing the efficient movement of vehicles for passengers, Special Employment Areas, goods and services on the Major Road Network, provincial highways, and federal transportation facilities;**

- Chapter 7.1 Transportation, policies 7-1, 7-2 and 7-3.

- Chapter 7.2 Road Network Plan, policies 7-8, 7-9, 7-10, 7-12 and 7-14.
- Note: The District is currently preparing a Transportation Plan that may include additional policies and actions that further address this Strategy.

**5.2.3 c) support the development of local and regional transportation system management strategies, such as the provision of information to operators of goods and service vehicles for efficient travel decisions, management of traffic flow using transit priority measures, coordinated traffic signalization, and lane management;**

- Chapter 7.1 Transportation, policy 7-1.
- Chapter 7.2 Road Network Plan, policies 7-6 through 7-11.
- Chapter 7.3 Transit, policy 7-18.
- Note: The District is currently preparing a Transportation Plan that may include additional policies and actions that further address this Strategy.

**5.2.3 d) identify policies and actions which support the protection of rail rights-of-way and access points to navigable waterways in order to reserve the potential for goods movement, in consideration of the potential impacts on air quality, habitat and communities.**

- Chapter 7.2 Road Network Plan, policies 7-12 and 7-13.
- Chapter 10.4 Town Centre Area Plan, Section 5.2.2 Enhancing the Multi-Modal Network, policy 5-13.
- The District will work towards consistency between the OCP and RGS over time through the completion of the Maple Ridge Transportation Plan. (Note: The Transportation Plan is currently under preparation with an anticipated completion in 2013.)

## **REGIONAL GROWTH STRATEGY IMPLEMENTATION FRAMEWORK**

### **6.2 REGIONAL CONTEXT STATEMENTS: PROVIDING FOR APPROPRIATE MUNICIPAL FLEXIBILITY**

**6.2.7 A municipality may include language in its Regional Context Statement that permits amendments to the municipality's Official Community Plan to adjust the boundaries of regional land use designations (or their equivalent Official Community Plan designation) within the Urban Containment Boundary, provided that:**

**a) the municipality may re-designate land from one regional land use designation to another regional land use designation, only if the aggregate area of all proximate sites so re-designated does not exceed one hectare;**

- The Maple Ridge Official Community Plan hereby permits such amendments.

**6.2.7 b) notwithstanding section 6.2.7(a), for sites that are three hectares or less, the municipality may re-designate land:**

- **from Mixed Employment or Industrial to General Urban land use designation, if the site is located on the edge of an Industrial or Mixed Employment area and the developable portion of the site will be predominantly within 150 metres of an existing or approved rapid transit station on TransLink's Frequent Transit Network; or**
- **from Industrial to Mixed Employment land use designation if the developable portion of the site will be predominantly within 250 metres of an existing or approved rapid transit station on TransLink's Frequent Transit Network;**

**provided that:**

- **the re-designation does not impede direct rail, waterway, road or highway access for industrial uses; and**
- **the aggregate area of all proximate sites that area re-designated does not exceed three hectares;**
- The Maple Ridge Official Community Plan hereby permits such amendments.

**6.2.7 c) the aggregate area of land affected by all re-designations under section 6.2.7(a) and (b) together cannot exceed two percent of the municipality's total lands within each applicable regional land use designation.**

- The Maple Ridge Official Community Plan hereby permits such amendments.

**6.2.8 A municipality may include language in its Regional Context Statement that permits amendments to the municipality's Official Community Plan to adjust the boundaries of the municipality's Urban Centres and Frequent Transit Development Areas, provided such boundary adjustments meet the guidelines set out in Table 3 (Guidelines for Urban Centres and Frequent Transit Development Areas) of the Regional Growth Strategy.**

- The Maple Ridge Official Community Plan hereby permits such amendments.

**6.2.9 Municipalities will notify Metro Vancouver of all adjustments, as permitted by sections 6.2.7 and 6.2.8, as soon as practicable after the municipality has adopted its Official Community Plan amendment bylaw.**

- The District of Maple Ridge will implement policy 6.2.9 of the Regional Growth Strategy.



**6.2.10** If a municipality includes language in its Regional Context Statement that permits amendments to the municipality's Official Community Plan to adjust the boundaries of regional land use designations within the Urban Containment Boundary or the boundaries of Urban Centres and Frequent Transit Development Areas, as permitted by sections 6.2.7 and 6.2.8 respectively, the prescribe adjustments do not require an amendment to the municipality's Regional Context Statement. All other adjustments to regional land use designation boundaries will require an amendment to the municipality's Regional Context Statement, which must be submitted to the Metro Vancouver Board for acceptance in accordance with the requirements of the Local Government Act.

- The Maple Ridge Official Community Plan hereby permits such amendments.





