

City of Maple Ridge

COUNCIL MEETING AGENDA

July 10, 2018

7:00 p.m.

Council Chamber

MEETING DECORUM

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

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

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

100 **CALL TO ORDER**

200 **AMENDMENTS TO THE AGENDA**

300 **APPROVAL OF THE AGENDA**

400 **ADOPTION OF MINUTES**

500 **PRESENTATIONS AT THE REQUEST OF COUNCIL**

600 **DELEGATIONS**

601 **Municipal Advisory Committee on Accessibility and Inclusiveness ("MACAI")**

- Recognition of Recipients of the Accessibility and Inclusiveness Awards

602 **Hope for Freedom Society Update**

- Rob Thiessen, Managing Director

603 **Public Art Steering Committee Annual Update**

- Wayne Bissky, Chair
- Yvonne Chui, Staff Liaison

Note: Item 1151 New Public Art Location Recommendations will be dealt with following Item 603

650 ***QUESTIONS FROM THE PUBLIC***

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

700 ***ITEMS ON CONSENT***

701 ***Minutes***

701.1 Minutes of the Development Agreements Committee Meetings of June 26, June 27, June 28 and July 3, 2018

701.2 Minutes of Meetings of Committees and Commissions of Council

- Community Heritage Commission – May 10, 2018

702 ***Reports***

703 ***Correspondence***

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

800 ***UNFINISHED BUSINESS***

900 ***CORRESPONDENCE***

1000 ***BYLAWS***

Bylaws for Adoption

- 1001 **Maple Ridge Ticket Information Utilization Amending Bylaw No. 7468-2018**
To amend the fine schedule to coincide with amendments to the Maple Ridge Soil Deposit Regulation Bylaw and the new Maple Ridge Wildlife and Vector Control Bylaw
Adoption

1100 ***REPORTS AND RECOMMENDATIONS***

Public Works and Development Services

- 1101 **Maple Ridge Business Licencing and Regulation Amending Bylaw**

Staff report dated July 10, 2018 recommending that Maple Ridge Business Licencing and Regulation Amending Bylaw No. 7471-2018 to amend Bylaw No. 6815-2011 be given first, second and third readings.

- 1102 **Maple Ridge Ticket Information Utilization Amending Bylaw**

Staff report dated July 10, 2018 recommending that Maple Ridge Ticket Information Utilization Amending Bylaw No. 7480-2018 to amend schedules to coincide with recent amendments to other bylaws be given first, second and third readings.

Financial and Corporate Services (including Fire and Police)

- 1131 **Maple Ridge 2019-2023 Financial Plan Bylaw**

Staff report dated July 10, 2018 recommending that Maple Ridge 2019-2023 Financial Plan Bylaw No. 7454-2018 be given first, second and third readings.

- 1132 **Maple Ridge Development Cost Charges Imposition Bylaw**

Staff report dated July 10, 2018 recommending that second and third readings of Maple Ridge Development Cost Charges Imposition Bylaw No. 7320-2017 be rescinded and that Maple Ridge Development Cost Charges Imposition Bylaw No. 7320-2017 be given second and third readings as amended and be sent to the Ministry of Municipal Affairs and Housing for review and approval by the Inspector of Municipalities.

1133 2018 Audit Services

Staff report dated July 10, 2018 recommending that the contract for audit services with BDO Canada LLP be extended to include the 2018 fiscal year.

1134 Intergovernmental Committee

Staff report dated July 10, 2018 recommending the establishment of an Intergovernmental Committee by the incoming Council.

Parks, Recreation & Culture

1151 New Public Art Location Recommendation

Staff report dated July 10, 2018 recommending that Albion Community Centre, Telosky Stadium, Hammond Community Centre, sidewalk improvements on Lougheed Highway between 224 Street and 226 Street and an area on 224th Street between Lougheed Highway and Dewdney Trunk Road be approved for new public art installations.

1152 Award of Contract – Telosky Stadium/Thomas Haney Synthetic Fields Construction

Staff report dated July 10, 2018 recommending that Contract ITT-PL18-31: Telosky Stadium Synthetic Turf Fields Civil Works be awarded to Cedar Crest Land (BC) Ltd., that a contingency be authorized and that the Corporate Officer be authorized to execute the contract.

1153 Festival Grant Program – Second Intake

Staff report dated July 10, 2018 recommending that festival support allocations for special events scheduled for November 1, 2018 to April 30, 2019 be approved.

Administration

1171

Other Committee Issues

1191

1200 ***STAFF REPORTS***

1300 ***OTHER MATTERS DEEMED EXPEDIENT***

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

1500 ***ADJOURNMENT***

QUESTIONS FROM THE PUBLIC

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

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

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

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

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

For more information on these opportunities contact:

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

Mayor and Council at **mayorandcouncil@mapleridge.ca**.

Checked by: _____

Date: _____

700 *ITEMS ON CONSENT*

700

701 *Minutes*

701.1 Development Agreements Committee

701.1

**CITY OF MAPLE RIDGE
DEVELOPMENT AGREEMENTS COMMITTEE**

June 26, 2018
Mayor's Office

CIRCULATED TO:

Nicole Read, Mayor
Chair

Paul Gill, Chief Administrative Officer
Member

Catherine Schmidt, Recording Secretary

1. 2017-304-SD

LEGAL: Lot 1 of Section 20 and 32 Township 12 New Westminster District
Plan EPP78547

LOCATION: Corner of 230A Street and 136 Avenue (no civic address)

OWNER: 1076213 B.C. Ltd.

REQUIRED AGREEMENTS: Slope Protection Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 2017-304-SD.

CARRIED

2. 2013-042-SD

LEGAL: Lot 2 Section 22 Township 12 New Westminster District
Plan EPP48454

LOCATION: 24331 and 24325 126 Avenue

OWNER: Susan A. Treleaven

REQUIRED AGREEMENTS: Release of Initial Slope Protection Covenant (CA4443591)

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 2013-042-SD.

CARRIED

3. 17-126456 BG

LEGAL: Lot 14 Section 15 Township 12 New Westminster District Plan
EPP52282

LOCATION: 11221 243 Street

OWNER: Jason Rheaume and Simona Georgieva

REQUIRED AGREEMENTS: Secondary Suite Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 17-126456 BG.

CARRIED

4. 16-125028 BG

LEGAL: Lot 13 Section 19 Township 15 New Westminster District Plan
BCP51086

LOCATION: 12010 265A Street

OWNER: Harminder and Baljinder Grewal

REQUIRED AGREEMENTS: Secondary Suite Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 16-125028 BG.

CARRIED

5. 16-114046 BG

LEGAL: Lot 10 Section 21 Township 12 New Westminster District Plan
NWP51027

LOCATION: 12790 239 Street

OWNER: Robert and Tara Payne

REQUIRED AGREEMENTS: Flood Plain Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 16-114046 BG.

CARRIED

6. 17-125550 BG

LEGAL: Lot 46 Section 32 Township 12 New Westminster District
Plan BCP22734

LOCATION: 22814 Dockstader Circle

OWNER: Nigel and Kirsty Perry

REQUIRED AGREEMENTS: Temporary Residential Use Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 17-125550 BG.

CARRIED

7. 15-127446 BG

LEGAL: Lot 4 Section 30 Township 12 New Westminster District Plan 3305
Except Plan EPP26726

LOCATION: 22180 132 Avenue

OWNER: David and Greta Sinow

REQUIRED AGREEMENTS: Storm Water Pump Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 15-127446 BG.

CARRIED

8. 18-108802 BG

LEGAL: Lot 3 Section 3 Township 12 New Westminster District Plan
BCP17387

LOCATION: 24770 102A Avenue

OWNER: Martin and Natalie Moreno

REQUIRED AGREEMENTS: Temporary Residential Use Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 18-108802 BG.

CARRIED

9. 17-122686 BG

LEGAL: Lot 57 Section 15 Township 12 New Westminster District
Plan EPP44181

LOCATION: 24420 113A Avenue

OWNER: Baljit, Sukhwinder, Harwinder, Gurmail, and Harbans GILL

REQUIRED AGREEMENTS: Secondary Suite Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 17-122686 BG.

CARRIED

10. 18-109296 BG

LEGAL: Lot 2 District Lot 402 Group 1 New Westminster District Plan
BCP32785

LOCATION: 22820 Telosky Avenue

OWNER: Di Yin and Taozhen Zhang

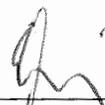
REQUIRED AGREEMENTS: Release of Covenants (BB123868 and BB1975760)

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 18-109296 BG.

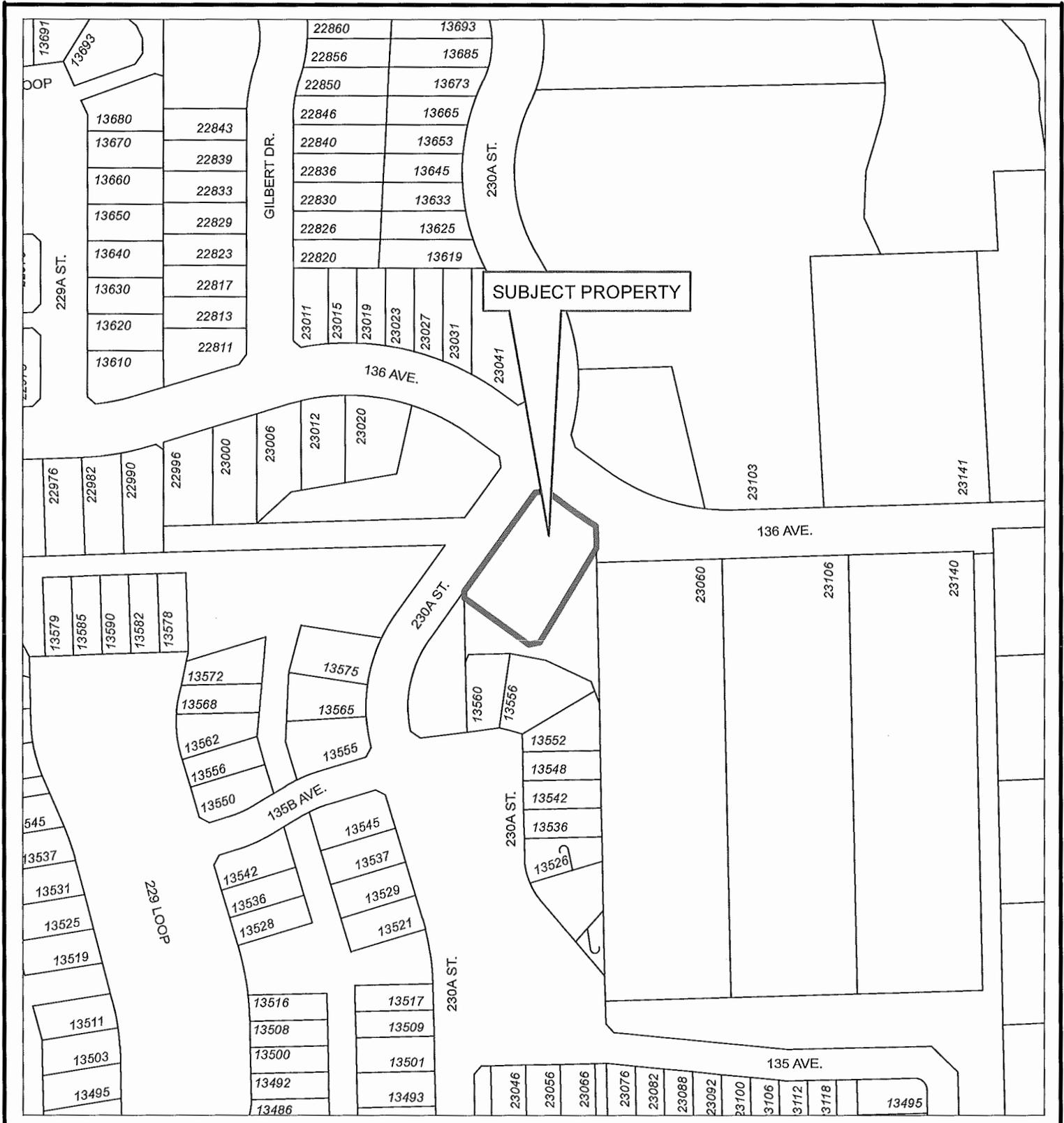
CARRIED



Nicole Read, Mayor
Chair



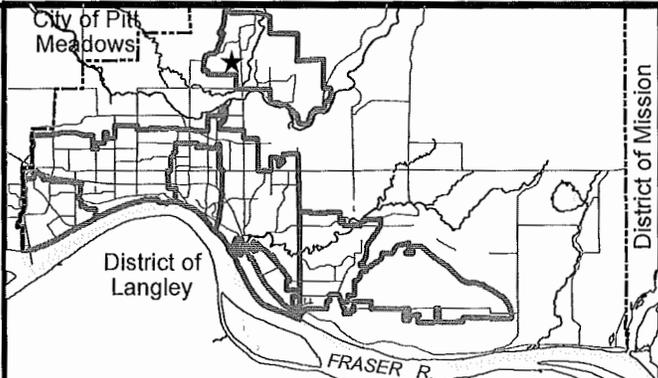
Paul Gill, Chief Administrative Officer
Member



SUBJECT PROPERTY



Scale: 1:2,000



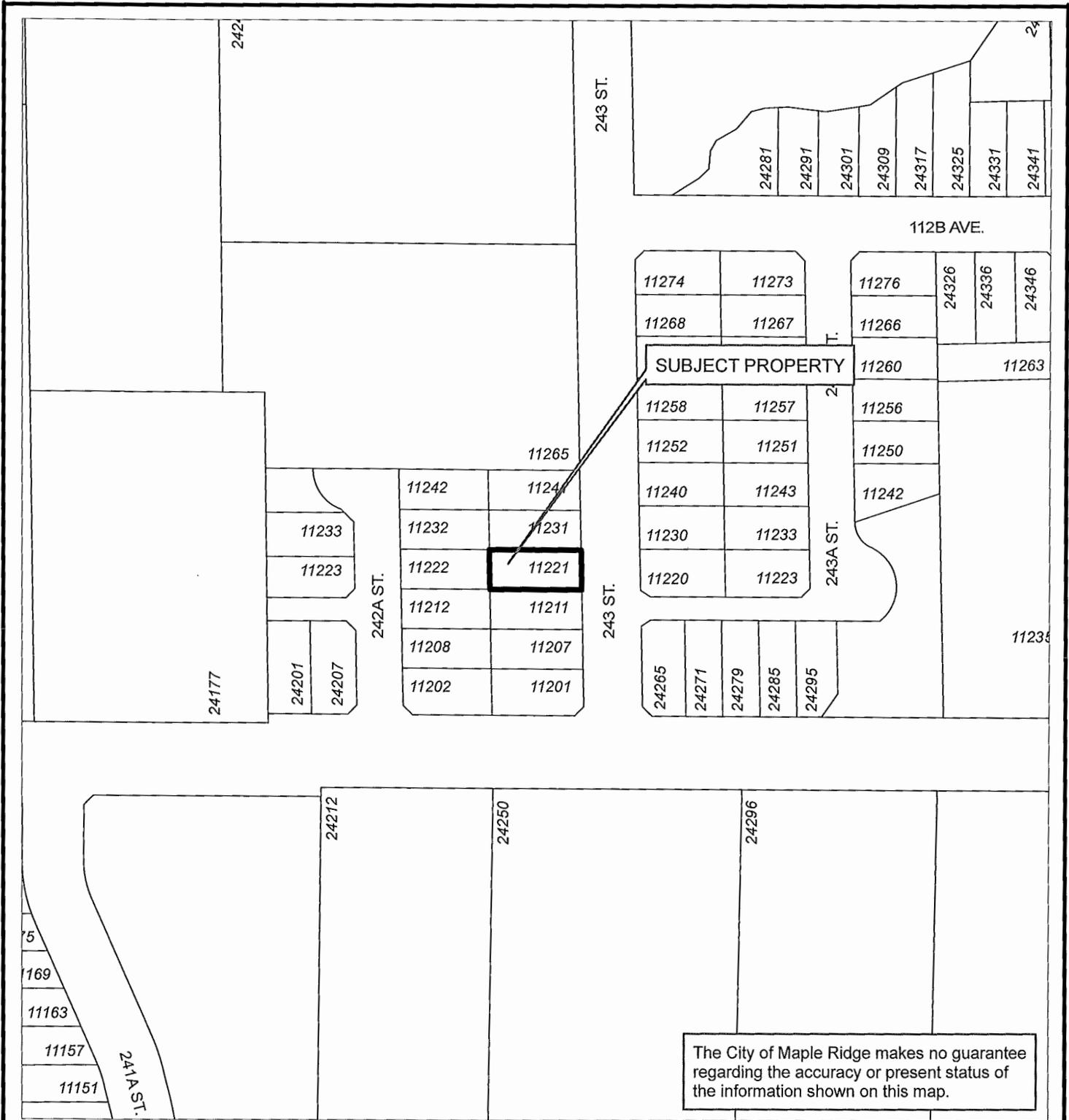
Corner of 230A St & 136 Ave

PLANNING DEPARTMENT

mapleridge.ca

2017-304-SD
DATE: Jun 26, 2018

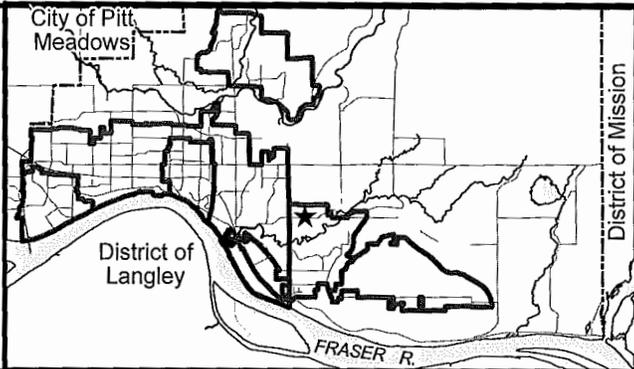
BY: JV



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



Scale: 1:1,700

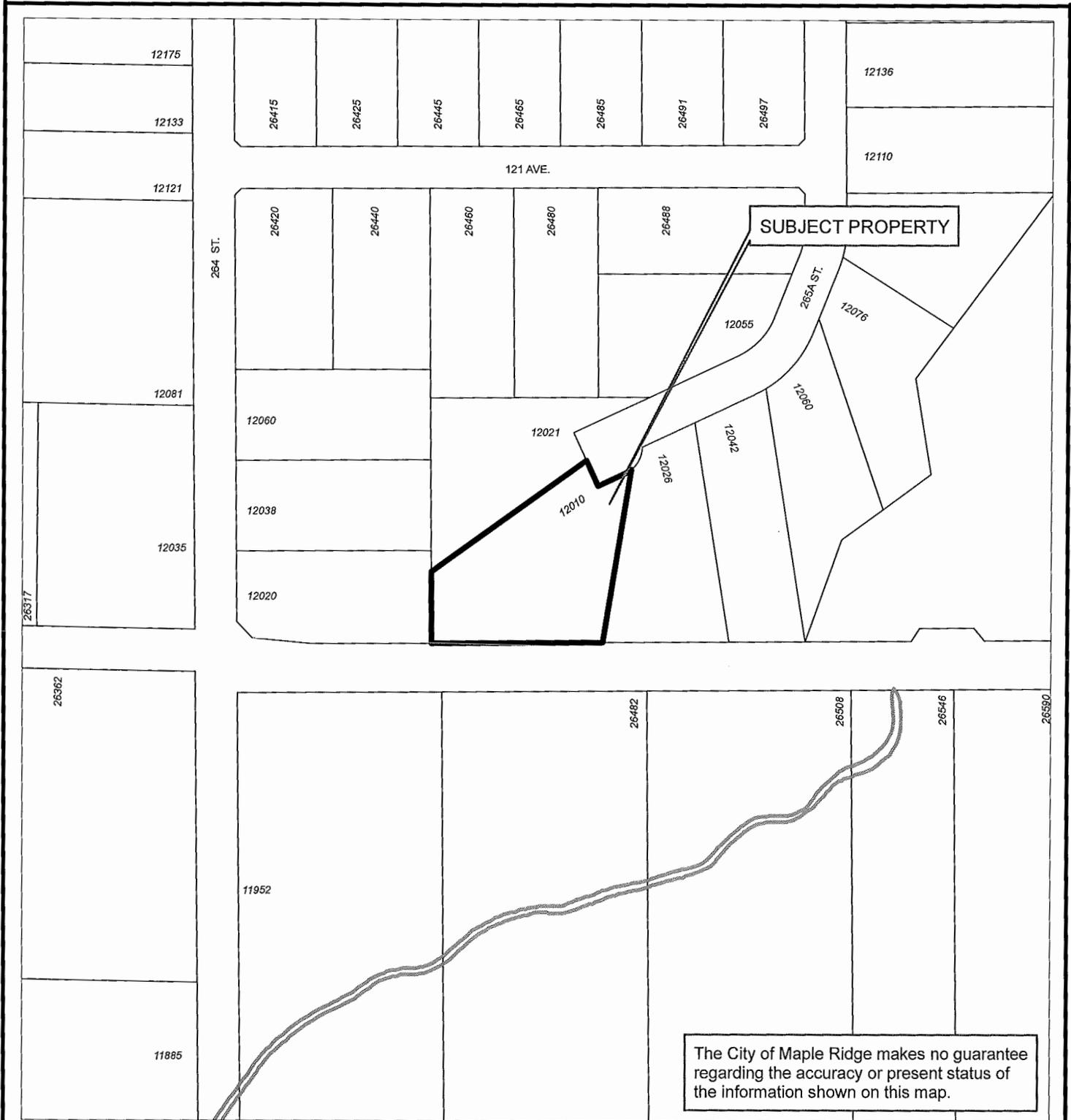


11221 243 St

ENGINEERING DEPARTMENT

mapleridge.ca

FILE: Subject_Map10.4.1.mxd
 DATE: Jun 19, 2018
 BY: NV

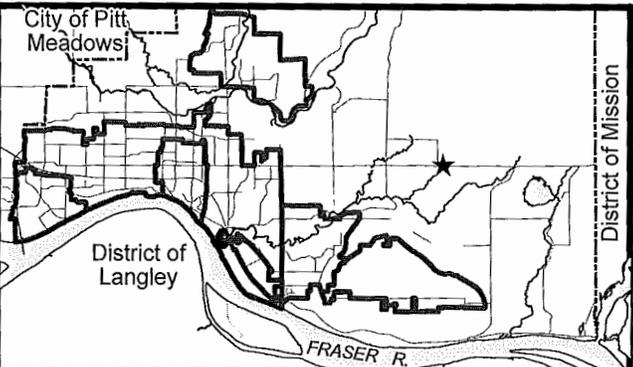


SUBJECT PROPERTY

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



Scale: 1:2,500



12010 265A St

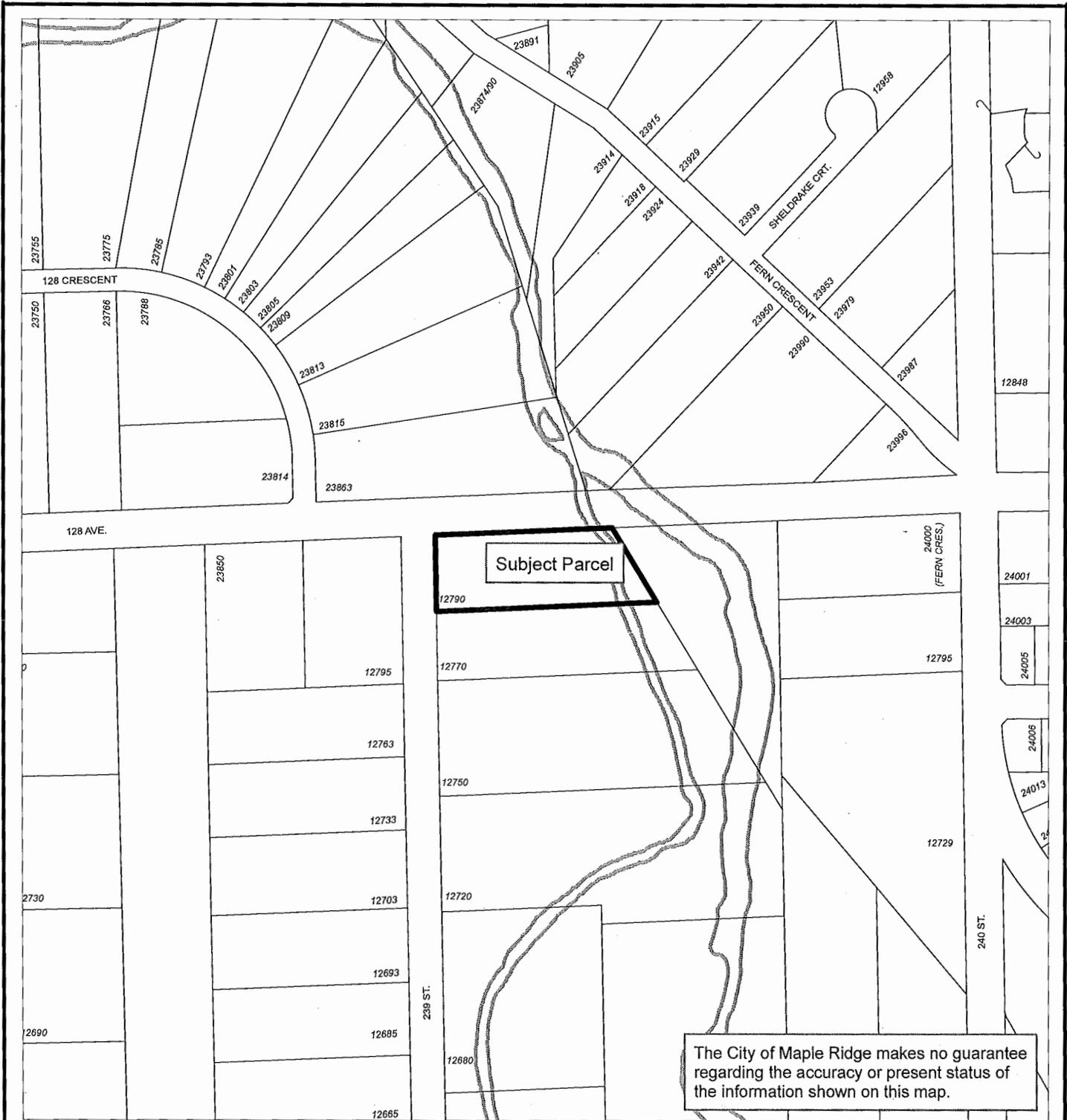
ENGINEERING DEPARTMENT



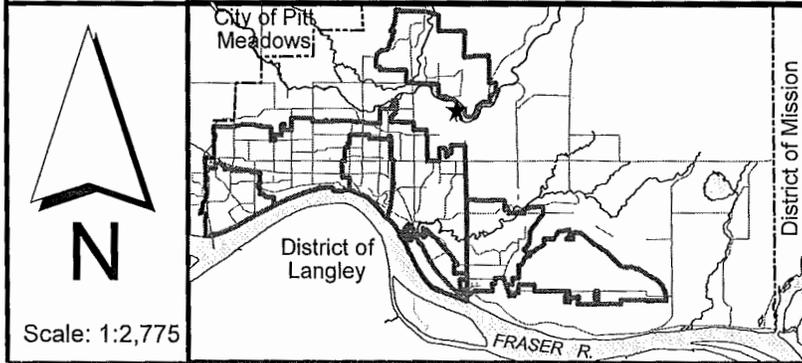
mapleridge.ca

FILE: Subject_Map10.4.1.mxd
DATE: Jun 19, 2018

BY: NV



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



Section 219 Flood Plain Covenant
12790 239 St.

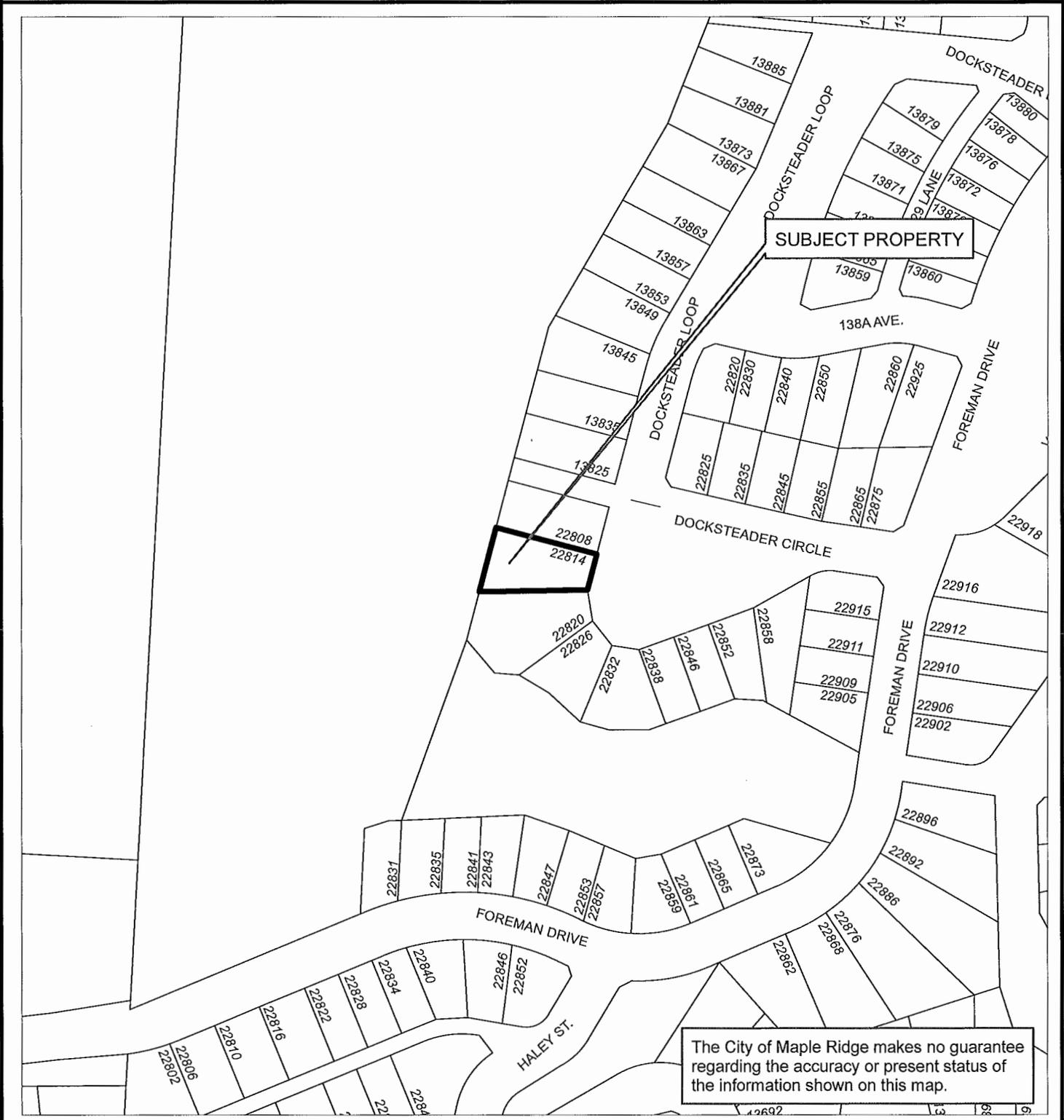
LICENCES, PERMITS & BYLAWS DEPT.

MAPLE RIDGE
 British Columbia

mapleridge.ca

FILE: Untitled
 DATE: Jun 21, 2018

BY: ML

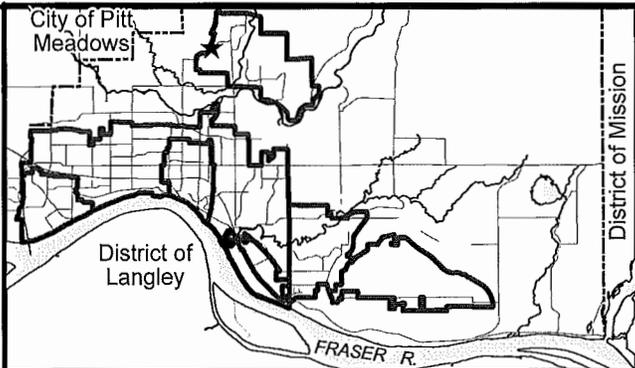


SUBJECT PROPERTY

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



Scale: 1:2,000



22814 Docksteader Circle

ENGINEERING DEPARTMENT



MAPLE RIDGE

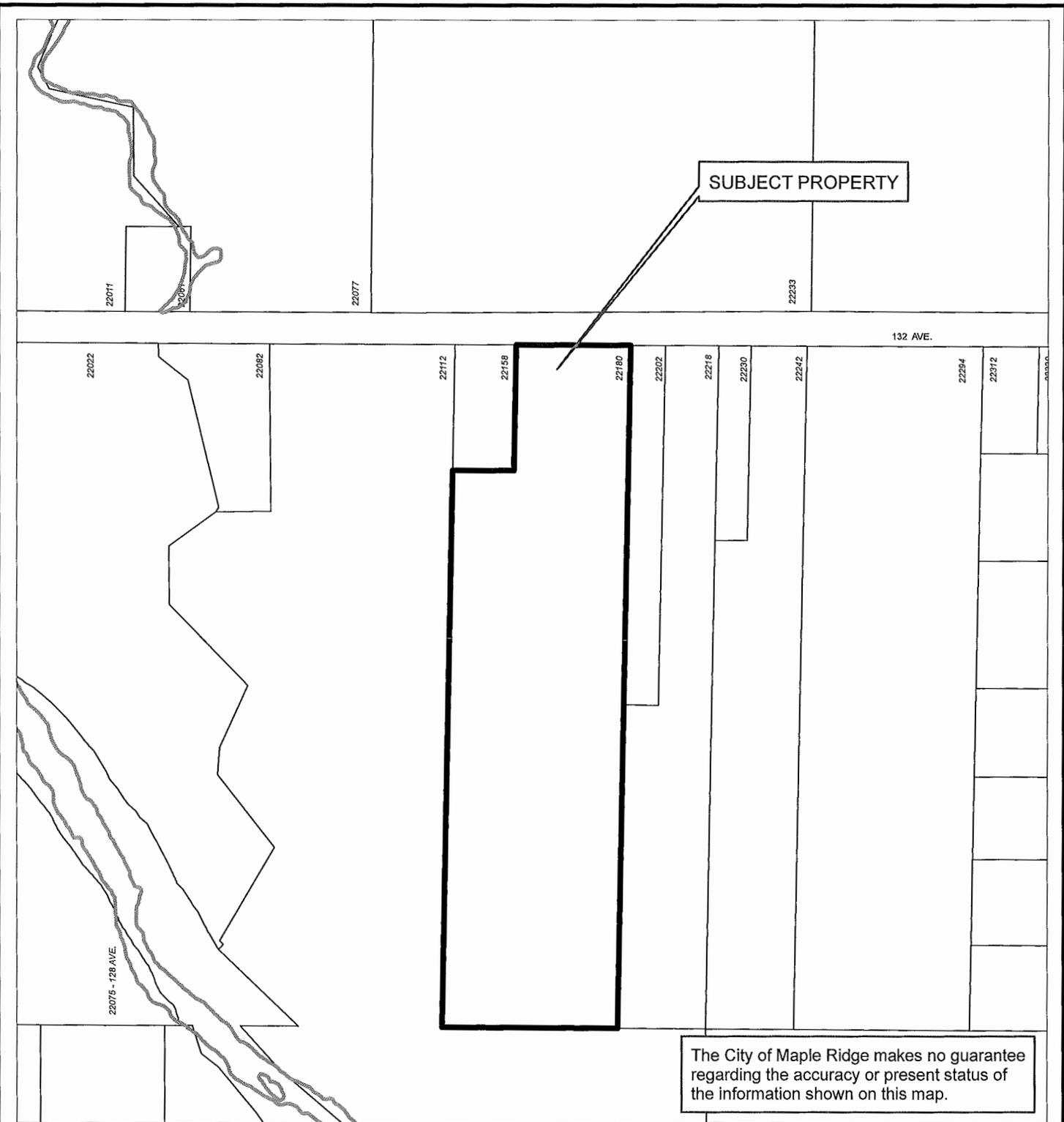
British Columbia

mapleridge.ca

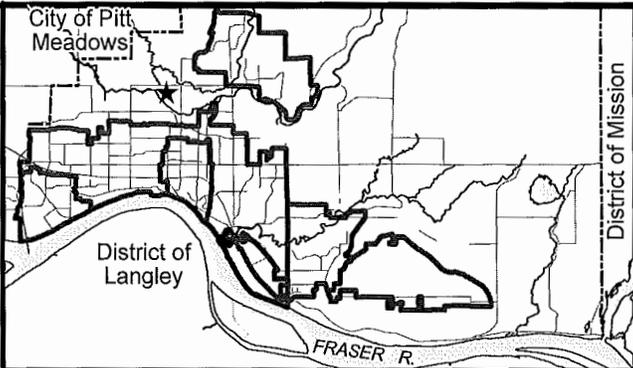
FILE: Subject_Map10.4.1.mxd

DATE: Jun 21, 2018

BY: NV



Scale: 1:3,000

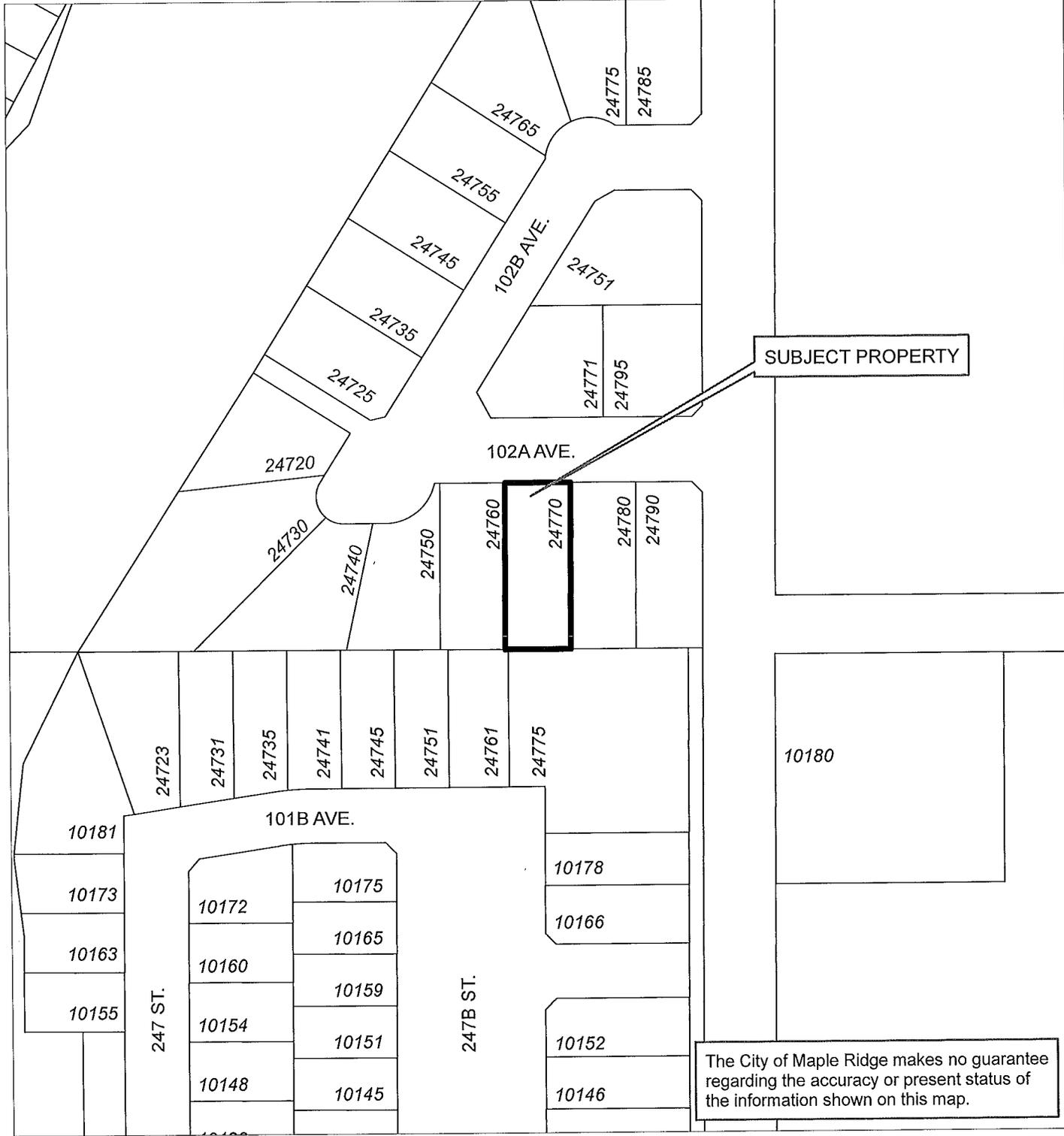


22180 132 aVE

ENGINEERING DEPARTMENT

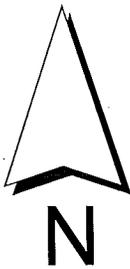
mapleridge.ca

FILE: Subject_Map10.4.1.mxd
 DATE: Jun 21, 2018
 BY: NV

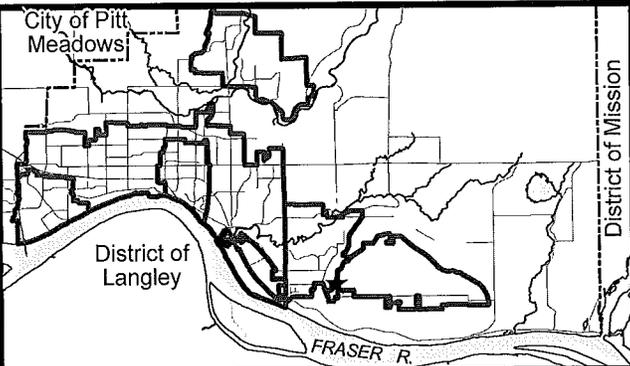


SUBJECT PROPERTY

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



Scale: 1:1,500



24770 102A Ave

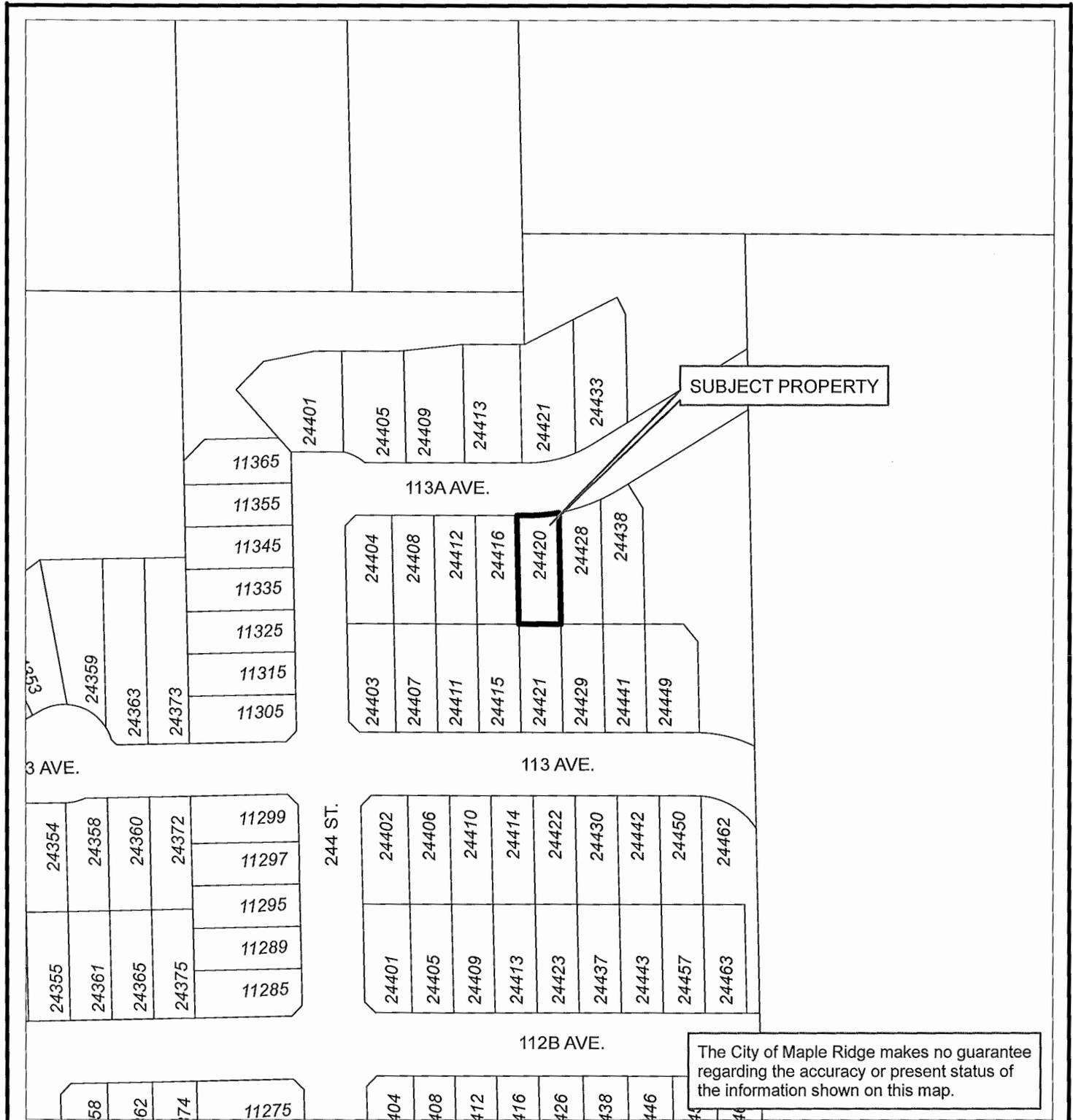
ENGINEERING DEPARTMENT



mapleridge.ca

FILE: Subject_Map10.4.1.mxd
DATE: Jun 25, 2018

BY: NV

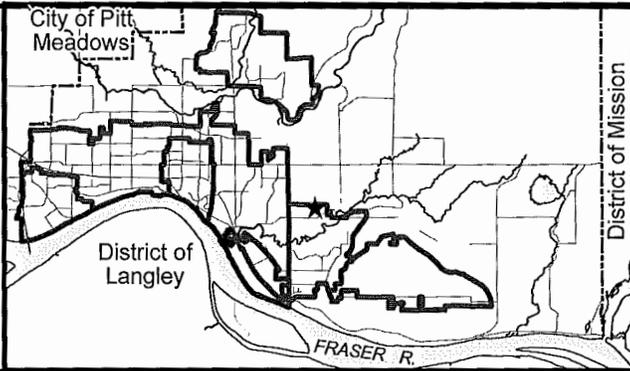


SUBJECT PROPERTY

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



Scale: 1:1,500



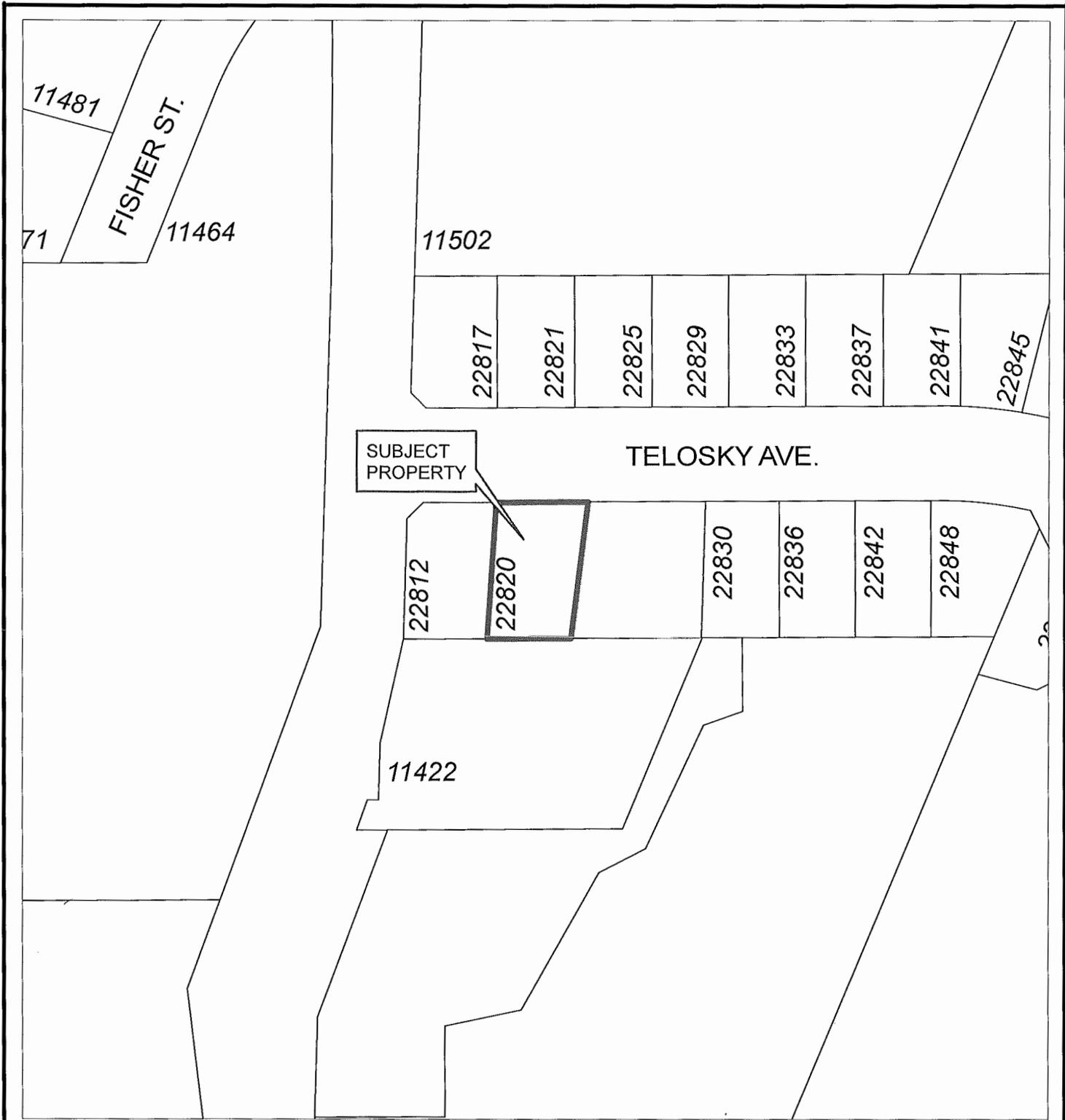
24420 113A Ave



mapleridge.ca

FILE: Subject_Map10.4.1.mxd
DATE: Jun 25, 2018

BY: NV

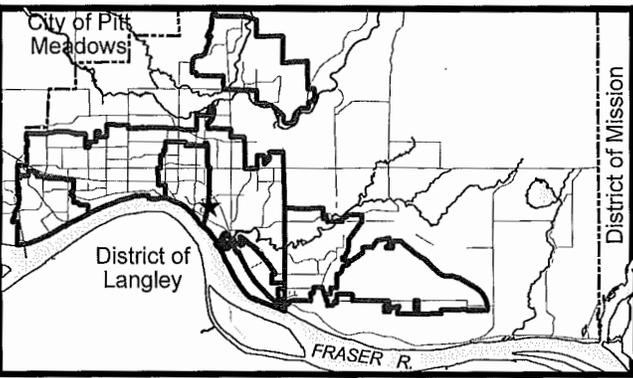


SUBJECT
PROPERTY

TELOSKY AVE.



Scale: 1:1,000



22820 Telosky Ave

ENGINEERING DEPARTMENT

mapleridge.ca

FILE: Untitled
DATE: Jun 25, 2018

BY: LM

**CITY OF MAPLE RIDGE
DEVELOPMENT AGREEMENTS COMMITTEE**

June 27, 2018
Mayor's Office

CIRCULATED TO:

Craig Speirs, Acting Mayor
Chair

Paul Gill, Chief Administrative Officer
Member

Catherine Schmidt, Recording Secretary

1. 2016-244-RZ

LEGAL: Lot A and B inclusive Section 10 Township 12 New Westminster District Plan EPP83424 and:

Parcel "B" (Reference Plan 5589) Lot 9 Section 10 Township 12 New Westminster District Plan 809

South 150 Feet Lot 1 Section 10 Township 12 New Westminster District Plan 17613 and:

Lot 1 Except: South 150 Feet Section 10 Township 12 New Westminster District Plan 17613

LOCATION: 11184, 11154 and 11080 240 Street

OWNER: Streetside Developments (BC) Ltd.

REQUIRED AGREEMENTS: Rezoning Service Agreement
Habitat Protection Agreement
Geotechnical Covenant
Stormwater Management Covenant
Housing Agreement

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 2016-244-RZ.

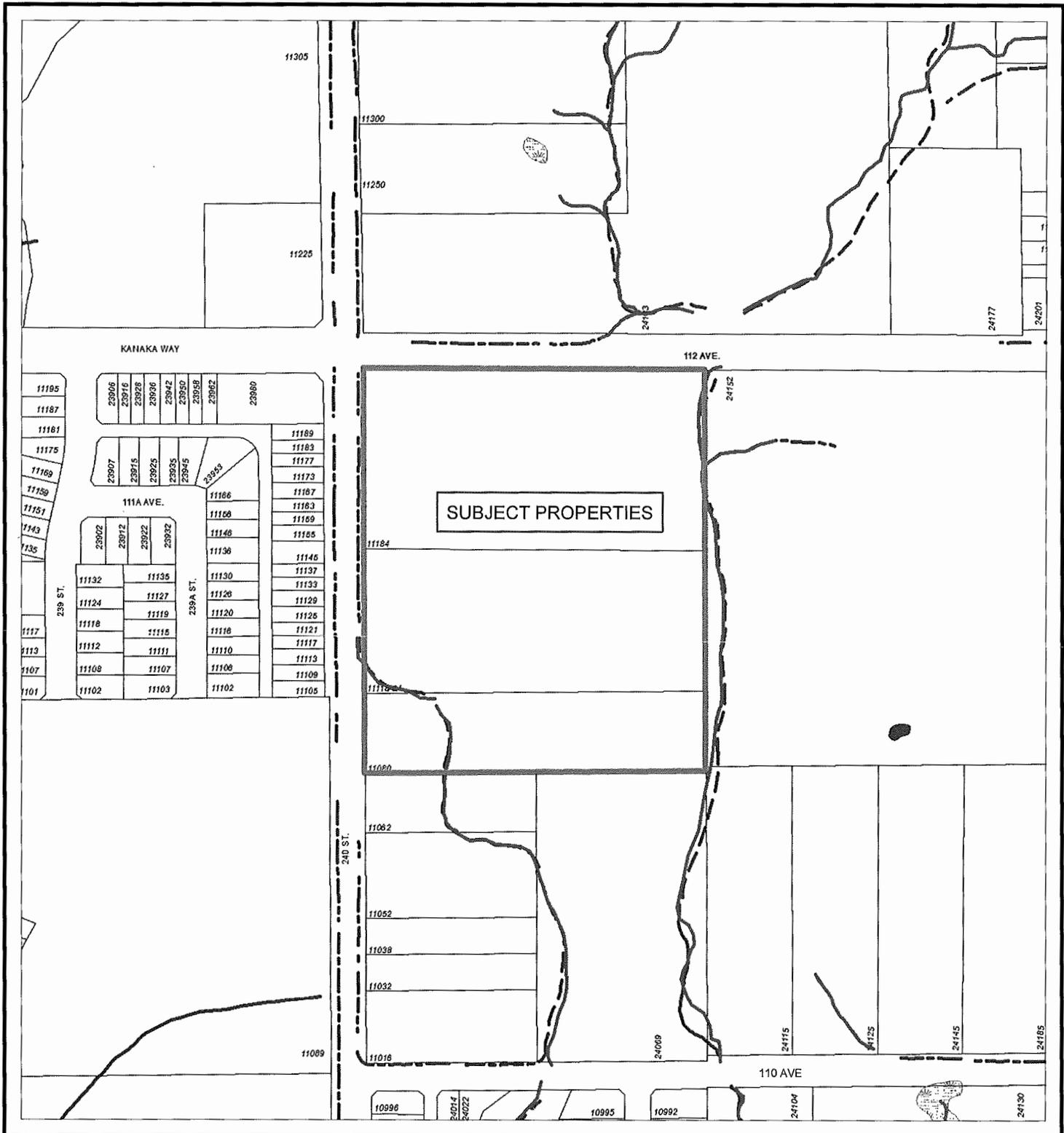
CARRIED



Craig Speirs, Acting Mayor
Chair



Paul Gill, Chief Administrative Officer
Member



Scale: 1:3,000

Legend

-  Stream
-  Ditch Centreline
-  Edge of Marsh
-  Indefinite Creek
-  River Centreline
-  Lake or Reservoir
-  Marsh

11080, 11154 & 11184 240 STREET

PLANNING DEPARTMENT



mapleridge.ca

FILE: 2016-244-RZ
DATE: Jun 30, 2016

BY: PC

**CITY OF MAPLE RIDGE
DEVELOPMENT AGREEMENTS COMMITTEE**

June 28, 2018
Mayor's Office

CIRCULATED TO:

Nicole Read, Mayor
Chair

Paul Gill, Chief Administrative Officer
Member

Catherine Schmidt, Recording Secretary

1. 2016-336-RZ

LEGAL: Lots 1 and 2 both of: Section 15 Township 12 New Westminster
District Plan NWP22347 Except Plan EPP81933

Future: Lots 1 to 6 all of Section 15 Township 12 New Westminster
District Plan EPP83476

LOCATION: 11300 and 11250 240 Street

OWNER: Main Street Willow & Oak Homes Ltd.

REQUIRED AGREEMENTS: Subdivision Servicing Agreement (Lots 1 and 2)
Enhancement and Maintenance Agreement (Lots 1 and 2)
Stormwater Management Covenant (Lots 1 to 5)
Stormwater Management Covenant (Lot 6)
Slope Protection Covenant (Lots 4 and 5)

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 2016-336-SD.

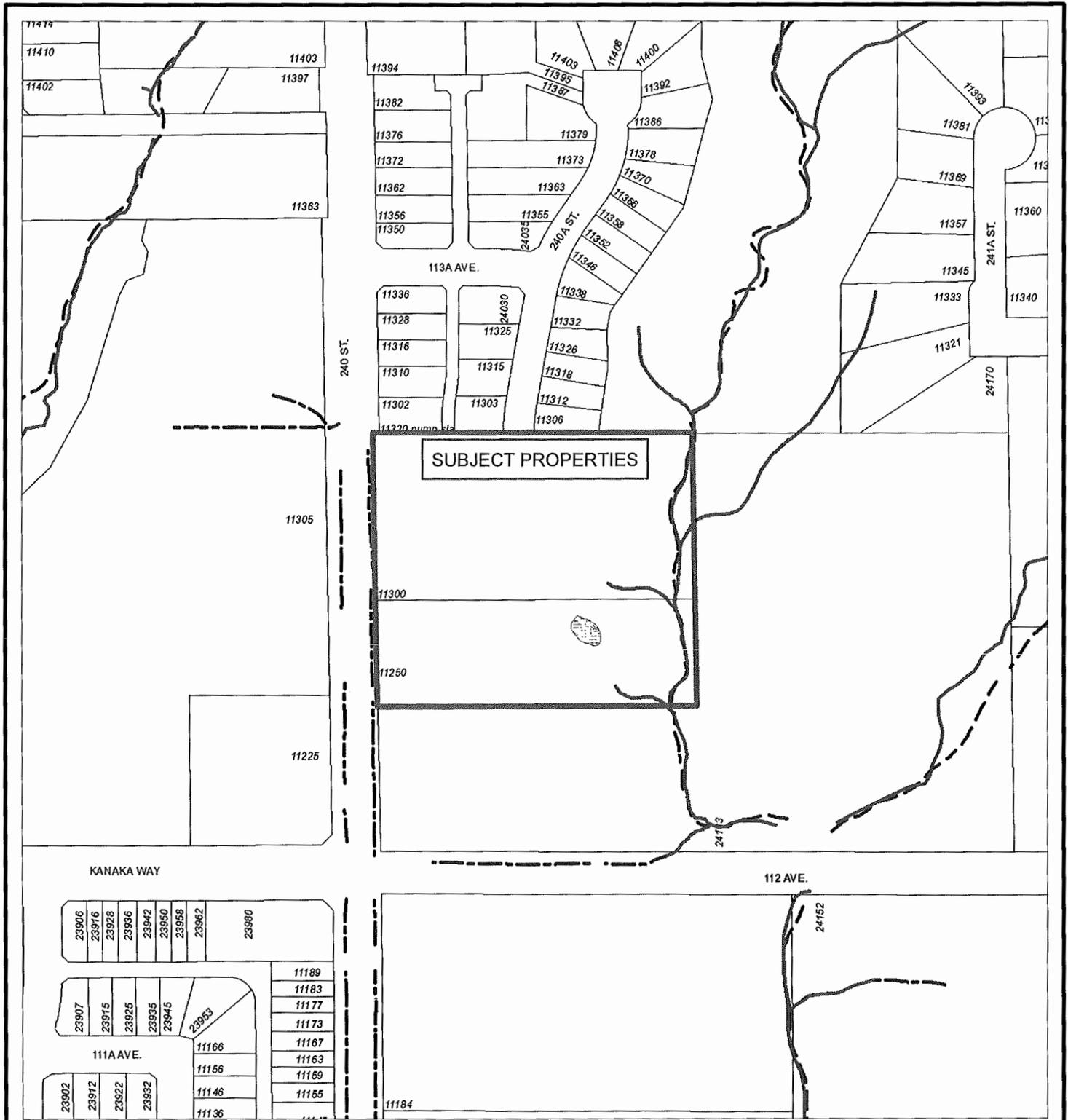
CARRIED



Nicole Read, Mayor
Chair



Paul Gill, Chief Administrative Officer
Member



SUBJECT PROPERTIES

KANAKA WAY

112 AVE.

Legend

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



Scale: 1:2,500

11250 & 11300 240 STREET

PLANNING DEPARTMENT



mapleridge.ca

FILE: 2016-336-SD
DATE: Mar 17, 2017

BY: PC

**CITY OF MAPLE RIDGE
DEVELOPMENT AGREEMENTS COMMITTEE**

July 3, 2018
Mayor's Office

CIRCULATED TO:

Nicole Read, Mayor
Chair

Paul Gill, Chief Administrative Officer
Member

Catherine Schmidt, Recording Secretary

1. 17-128052

LEGAL: Lot 25 Section 20 Township 12 New Westminster District Plan 71839
LOCATION: 22854 Reid Avenue
OWNER: Mark A Tillotson & Anna M Tillotson
REQUIRED AGREEMENTS: Temporary Residential Use Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 17-128052.

CARRIED

2. 17-119130

LEGAL: Lot 1 Section 28 Township 12 New Westminster District Plan
EPP9001
LOCATION: 13331 236 Street
OWNER: Joseph M Stockert & Tracy A Stockert
REQUIRED AGREEMENTS: Secondary Suite Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 17-119130.

CARRIED

3. 18-111408

LEGAL: Lot 11 Section 10 Township 12 New Westminster District Plan
EPP32314

LOCATION: 10456 Jackson Road

OWNER: Ricardo Z Salinas & Sharra R Morris-Zenteno

REQUIRED AGREEMENTS: Temporary Residential Use Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 18-111408.

CARRIED

4. 2017-123932

LEGAL: Lot 16 District Lot 263 Group 1 New Westminster District Plan
EPP66467

LOCATION: 12398 Allison Street

OWNER: 0931562 B.C. Ltd.

REQUIRED AGREEMENTS: Secondary Suite Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 2017-123932.

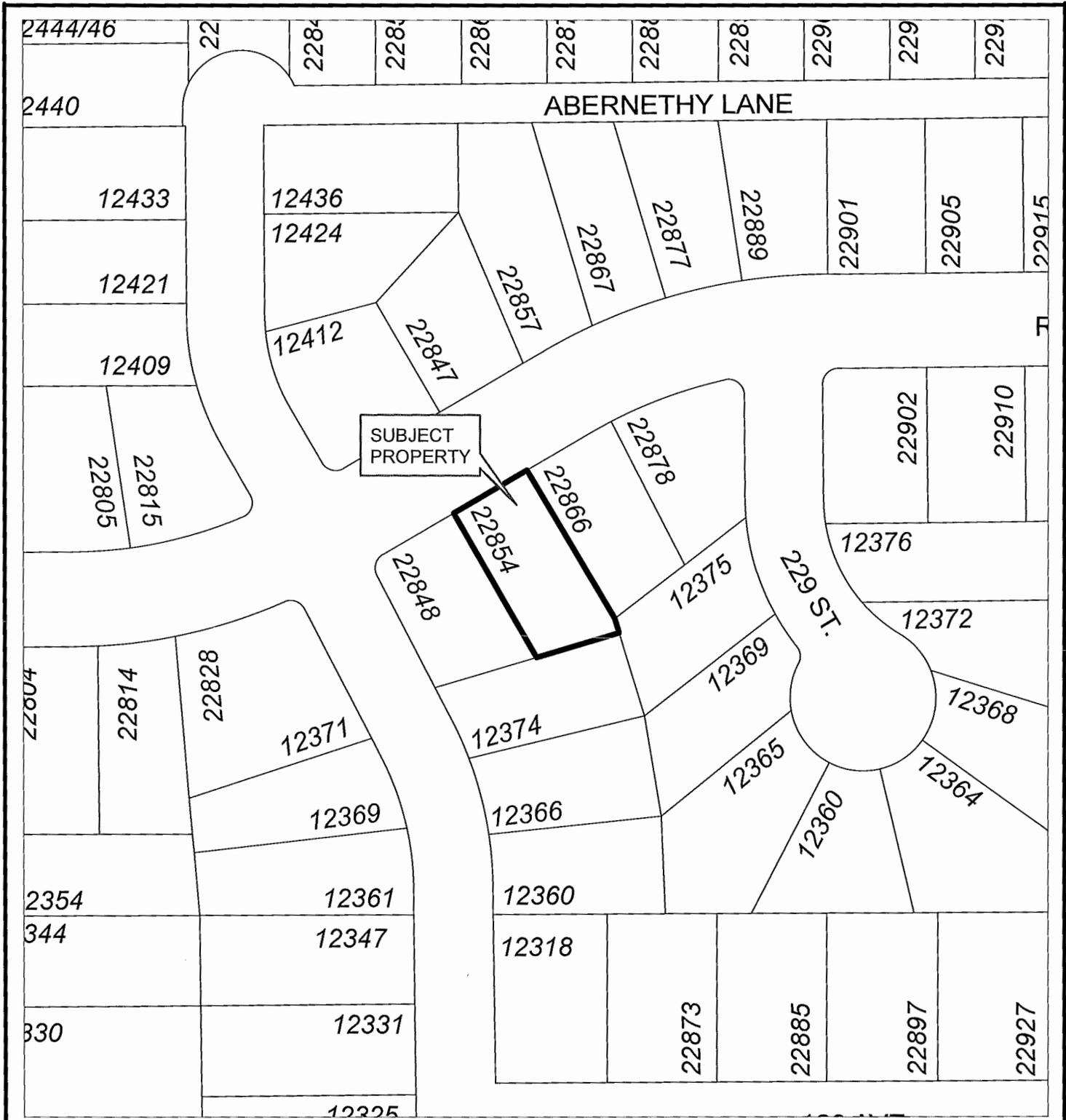
CARRIED



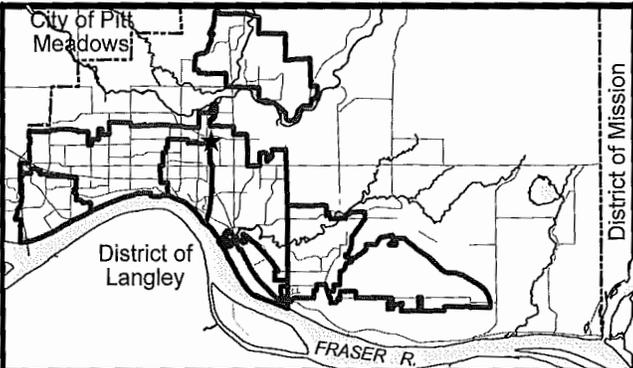
Nicole Read, Mayor
Chair



Paul Gill, Chief Administrative Officer
Member



Scale: 1:1,000



District of Mission

22854 REID AVE

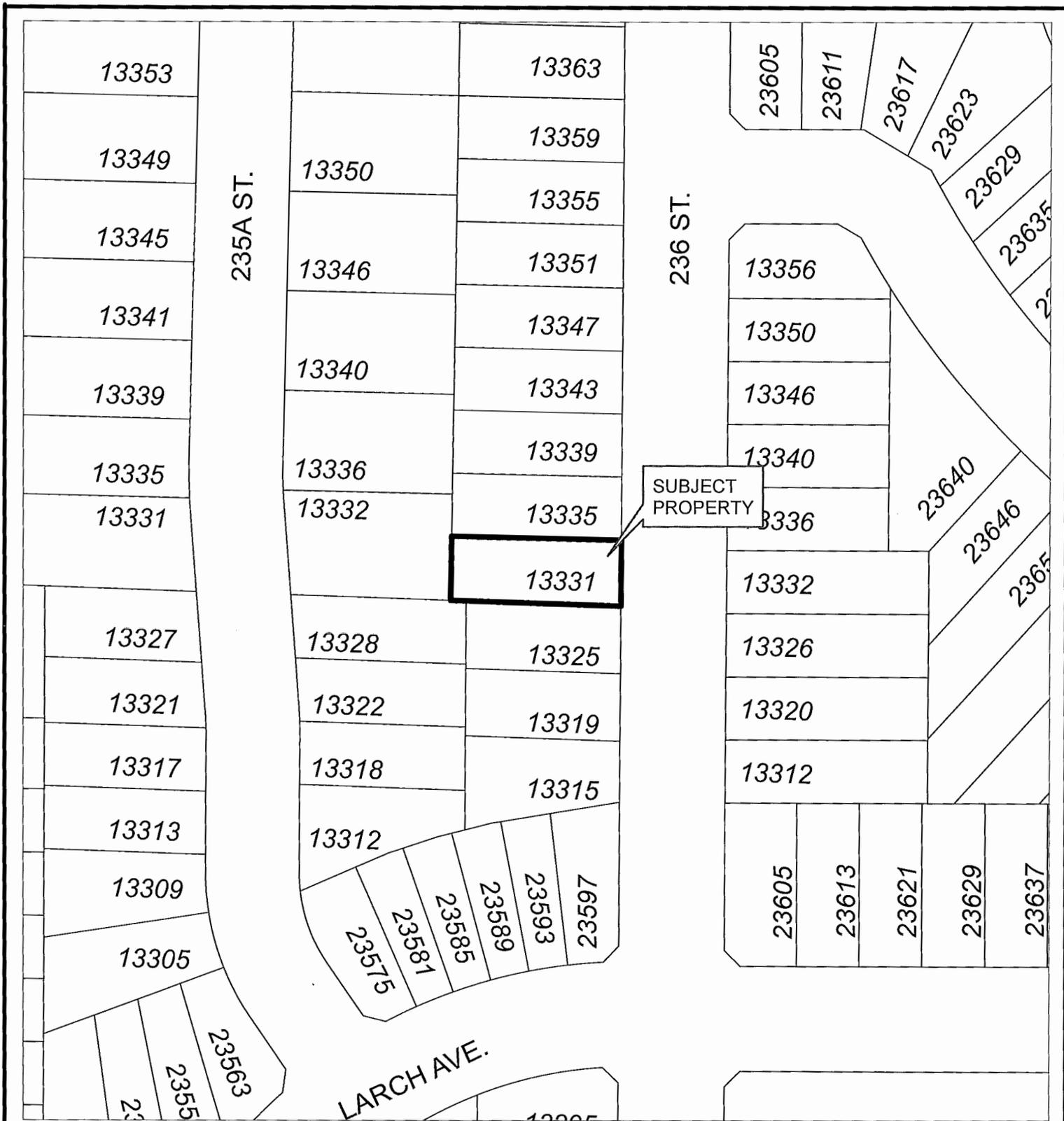
ENGINEERING DEPARTMENT



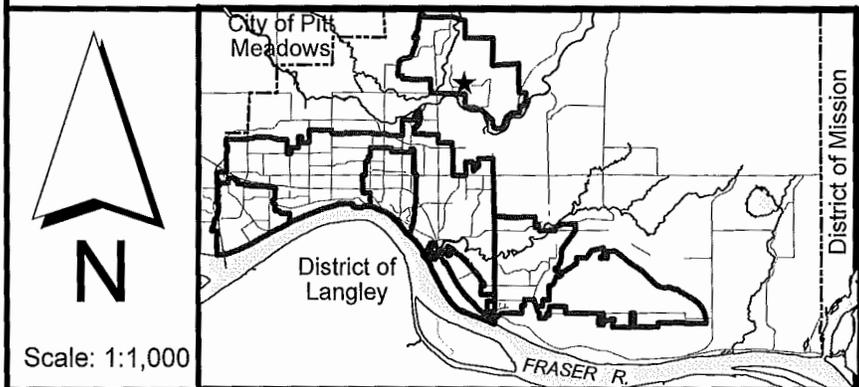
mapleridge.ca

FILE: Untitled
DATE: Jun 29, 2018

BY: LM



SUBJECT PROPERTY



Scale: 1:1,000

13331 236 ST

ENGINEERING DEPARTMENT

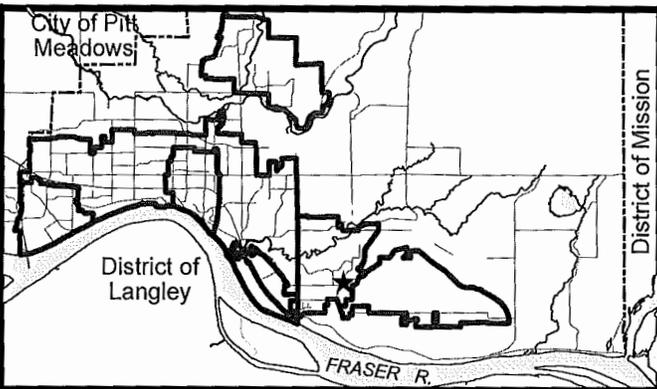
MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: Untitled
DATE: Jun 29, 2018
BY: LM



Scale: 1:1,000



10456 JACKSON RD



mapleridge.ca

FILE: Untitled
DATE: Jun 29, 2018

BY: LM

701.2 Minutes of Meetings of Committees and Commissions of Council



The Minutes of the Regular Meeting of the Community Heritage Commission, held in the Blaney Room, Maple Ridge City Hall, 11995 Haney Place, Maple Ridge, British Columbia, on May 10, 2018 at 7:02 pm.

COMMISSION MEMBERS PRESENT

Councillor Craig Speirs	Council Liaison
Brenda Smith, Chair	Maple Ridge Historical Society
Lindsay Foreman, Vice Chair	Member at Large
Eric Phillips	Member at Large
Julie Koehn	Maple Ridge Historical Society
Kevin Bennett	Member at Large
Len Pettit	Member at Large
Russell Irvine	Member at Large

STAFF PRESENT

Amelia Bowden	Staff Liaison, Planner 1
Amanda Allen	Committee Clerk

GUESTS

Erica Williams	President, Maple Ridge Historical Society
----------------	---

ABSENT

Steven Ranta	Member at Large
--------------	-----------------

1. ***CALL TO ORDER***

The Chair congratulated Julie Koehn on her nomination for Citizen of the Year

2. ***APPROVAL OF THE AGENDA***

R/2018-022

It was moved and seconded

That the agenda for the May 10, 2018 Community Heritage Commission meeting be amended to add item 7.4 Federal Government's Response to the Parliamentary Committee's Report on Heritage and that the agenda as amended be approved.

CARRIED

3. ***ADOPTION OF MINUTES***

R/2018-023

It was moved and seconded

That the minutes of the Maple Ridge Community Heritage Commission meeting dated April 12, 2018 be adopted.

CARRIED

4. **DELEGATIONS - Nil**

5. **FINANCE**

5.1. **Financial Update**

Russell Irvine provided a review of the budget. The Staff liaison advised that the carryover amounts have been transferred to the Community Heritage Commission account.

R/2018-024

It was moved and seconded

That Community Heritage Commission Financial Report dated April 25, 2018 be received for information.

CARRIED

6. **CORRESPONDENCE**

6.1. **Heritage Branch Fact Sheets**

Email dated March 19, 2018 from Judith Cook, Heritage Planner – Information & Promotions Ministry of Forests, Lands & Natural Resource Operations and Rural Development, recommending the out of date Heritage Branch fact sheets be removed from the City of Maple Ridge website. The Staff liaison advised that stale dated information has been removed from the website. Discussion was held on placing a link to the Heritage BC website on a CHC webpage.

6.2. **Mussallem Residence Donation**

Staff report to Council dated April 17, 2018 recommending the acceptance of the Mussallem Residence for relocation to the Maple Ridge Cemetery. Councillor Speirs reported that residence has been moved to the Maple Ridge Cemetery. Len Pettit advised that he is documenting the move of the Mussallem Residence. Discussion was held on including the residence on phase 1 of the Heritage Register and preparing a statement of significance for the house. The Staff liaison will speak with the General Manager Parks, Recreation and Cultural Services about including the residence into a conservation plan.

R/2018-025

It was moved and seconded

That a completed PDF of Mussallem Residence information be forwarded to Mayor and Council for information.

CARRIED

R/2018-026

It was moved and seconded

That the Community Heritage Commission prepare a statement of significance for the Mussallem residence and it be included on the Heritage Register.

CARRIED

R/2018-027

It was moved and seconded

That Community Heritage Commission recommend the Mussallem residence be included in the Conservation Master Plan and that a conservation plan be developed.

CARRIED

7. NEW AND UNFINISHED BUSINESS

7.1. Haney House Conservation Work

The Chair reported that doors have not yet been installed. Haney House will be open to the public on July 4, 2018.

7.2. Heritage Conservation Master Plan

The Chair reported terms of reference have been developed. Discussion was held on incorporating additional information to the RFP with regards to what Phase II & III will encompass.

R/2018-028

It was moved and seconded

That the Community Heritage Commission support in principal the RFP of the Heritage Conservation Master Plan subject to the addition of information for Phase II and III.

CARRIED

7.3. Heritage Resources Program

The Chair advised that the new title "Heritage Resources Program" is an amalgamation of the Heritage Register update, the incentives review and ongoing monitoring of items. There was discussion on the recommendation of Donald Luxton to annually roll items off the inventory to the Heritage Register and on the promotion of an incentive program that gauges the interest of existing Inventory property owners to move onto the Heritage Register. Discussion was held on forming a subcommittee and creating a Terms of Reference. The Chair advised that Sandra Ayers, Steve Bently and Erica Williams have expressed an interest in continuing with the heritage work.

R/2018-029

It was moved and seconded

That a Heritage Resources Program subcommittee be formed consisting of Brenda Smith, Lindsay Foreman, Councillor Speirs, Russell Irvine and Amelia Bowden and that Terms of Reference be developed.

Amended as per
June 14, 2018

CARRIED

7.4. **Federal Government's Response to the Parliamentary Committee's Report on Heritage**

Russell Irvine provided a summary of the Federal Government's Response, dated March 23, 2018, to the report *Preserving Canada's Heritage: The Foundation for Tomorrow*. The Government committed to collaboratively consider all 17 recommendations in the report and provide a response in December 2018. Mr. Irvine advised as Bill C-323 was defeated, there will be no 2018 Federal tax credits to the owners of heritage buildings and that it is the position of the National Trust and Heritage BC to continue to pursue tax incentives. The Committee Clerk will email the Federal Government response to members.

8. **SUBCOMMITTEE REPORTS**

8.1. **Communications**

The Chair noted that aspects of the heritage resource program will require a public process and encouraged members to consider how other departments and committees could help. Upcoming events were reviewed: May 28, 2018 BC Societies Act, July 7, 2018 Maillardville Walking Tour and Tea Mackin House, May 26, 2018 Merkley Park/Karina LeBlanc field opening.

8.2. **Recognitions**

Kevin Bennett advised that plaques and letters are ready. Julie Koehn will contact the Davis family and arrange for delivery of their plaque. The Chair advised that the Heritage Week brochure can be updated by a graphic artist for \$100.00.

Additionally, the Staff liaison will work to secure the geocaching brochure from the Recreation Manager Arts & Community Connection so that the Canada 150 branding can be removed from brochure and then released to the public.

R/2018-030

It was moved and seconded

That the Heritage Week brochure be updated by the graphic artist for a fee of \$100.00.

CARRIED

8.3. **Education Subcommittee**

8.3.1. **Local Voices**

Lindsay Foreman provided a report on the Local Voices event of May 7, 2018. The event speakers included Meaghan Durupt, Gord Hart, and Bill Hardy. Ms. Foreman reported that the next season of Local Voices will begin October 2018.

8.3.2. **Reminisce Kits**

The Chair advised that table clothes are purchased and hemmed. The inventory data in the Library will be upgraded once the project graphics are complete and then the kits will be ready for use in the Fall. The Chair shared gratitude and appreciation of the partnership with the staff at the Maple Ridge Library.

8.4. Heritage Marker Inventory Information

Kevin Bennett reported work on the database is well underway. Discussion was held on locations of possible missing plaques.

8.5. Heritage Inventory Project

Russell Irvine advised that the Heritage Resources of Maple Ridge 2018 document was endorsed by Council at the April 17, 2018 meeting. The Chair advised that this document will provide the foundation for the Heritage Resources program.

8.6. Robertson Family Cemetery Project

The Staff liaison advised a report will be proceeding to Council for consideration.

8.7. Hammond Cedar Mill Plaque Subcommittee

Len Pettit reported on the subcommittee discussions and the next steps of the subcommittee. The Staff liaison advised that the Maple Ridge Public Art Steering Committee will be invited to participate in the development of a standardized stanchion.

8.8. Plaque Placement Request

The Staff liaison reported that School District No. 42 has a policy not to accept memorial plaques on school grounds. The Commission agreed that further discussion is required with the Parks and Engineering Departments on identifying an alternative location for the Grant DePatie memorial plaque.

9. LIAISON UPDATES

9.1. BC Historical Federation

The Chair noted that the Conference takes place May 24-27, 2018 in Nakusp and late registration may still be open.

9.2. Heritage BC

The Chair reported the annual Conference started in the morning of May 10, 2018 and provided an update on the first day of the conference. The Chair will provide a full report at the next meeting.

9.3. Maple Ridge Historical Society

Julie Koehn provided a report on the Maple Ridge Historical Society executive election and staff changes at the Maple Ridge Museum. Work continues on the chimney at Haney House, and it will be open to the public on July 4, 2018. A grand reopening of Haney House with the Minister of Tourism, Arts and Culture is scheduled July 22, 2018. The Tourism Challenge is on until June 1, 2018 and stamps can be collected by visiting the Maple Ridge Museum. The Historical Society will be presenting *Speaking of Art and History* at the Maple Ridge ACT Speakers Series on May 30, 2018.

9.4. **Council Liaison**

The Council liaison reported on recently attended events in the community and provided an update on some recent agenda items before Council.

10. **QUESTION PERIOD** - Nil

11. **ROUNDTABLE**

Lindsay Foreman shared information from her attendance at the May 8, 2018 BC GLAM conference.

Eric Phillips will be attending the Maillardville Walking Tour on July 7, 2018 and will have the opportunity to meet unknown relatives.

Brenda Smith advised that she met with the Chair and staff liaison of the Saskatoon Municipal Heritage Advisory Committee during her recent trip to Saskatchewan and shared conversations from the meeting.

Amelia Bowden acknowledged the volunteer members of the Community Heritage Commission and expressed thanks for their work and dedication to heritage in the community.

12. **ADJOURNMENT** – 9:02 pm.



B. Smith, Chair

/aa

1000 Bylaws

City of Maple Ridge

Maple Ridge Ticket Information Utilization Amending Bylaw No.7468-2018

A bylaw to amend Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012

WHEREAS the Council of The City of Maple Ridge deems it expedient to amend the Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012

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

1. This bylaw may be cited as Maple Ridge Ticket Information Utilization Amending Bylaw No. 7468-2018
2. Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012 is amended by adding to Schedule 21 in between Section 5.12.2 and 5.14.5 the following fine:

	Section	Fine
Fail to remove soil	5.14.5	\$1000.00

3. Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012 is amended by changing the current Schedule 29 to read Schedule 30;
4. Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012 is amended by adding the following new schedule after Schedule 28 and labelling it Schedule 29:

Schedule 29
Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012

From Maple Ridge Wildlife and Vector Control Bylaw No. 7437 - 2018

	Section	Fine
Attract Wildlife	4.2	\$200.00
Provide food to Wildlife	4.3	\$200.00
Permit accumulation of seed	4.4	\$100.00
Fail to harvest fruit	4.5.1	\$100.00
Fail to remove fallen fruit	4.5.2	\$100.00

Bee hives accessible to Wildlife	4.5.3	\$100.00
Grease containers accessible to Wildlife	4.5.4	\$200.00
Refrigerator accessible to Wildlife	4.5.5	\$200.00
Dairy products put into compost piles	4.5.6	\$200.00
Garbage containers accessible to Wildlife	4.5.7	\$200.00
Unlocked resistant container	4.5.8	\$200.00
Place solid waste prior to 5:00 am	4.5.10	\$200.00
Fail to prevent infestation by vermin	4.6	\$200.00

READ A FIRST TIME the 26th day of June, 2018.

READ A SECOND TIME the 26th day of June, 2018.

READ A THIRD TIME the 26th day of June, 2018.

ADOPTED the ____ day of _____, 2018.

PRESIDING MEMBER

CORPORATE OFFICER

1100 *Reports and Recommendations*



City of Maple Ridge

TO: Her Worship Mayor Nicole Read
and Members of Council
FROM: Chief Administrative Officer
MEETING DATE: July 10, 2018
MEETING: Council
SUBJECT: Maple Ridge Business Licencing and Regulation Amending Bylaw No. 7471-2018

EXECUTIVE SUMMARY:

The Bylaw & Licencing Department is transitioning to a new computer program (Tempest) to handle all aspects of business licencing. This program was previously adopted to handle the parking system with great success.

One of the necessary steps was to completely review the Business Licencing and Regulation Bylaw with the aim of streamlining, removing redundancies and making it a clear and consistent document that is user friendly. With this in mind, staff have produced several amendments to the bylaw (Appendix I).

RECOMMENDATION(S):

That Maple Ridge Business Licencing and Regulation Amending Bylaw No.7471-2018 be given first, second and third readings.

DISCUSSION:

a) Background Context:

Staff continually reviews City of Maple Ridge bylaws to ensure that they are current and consistent. The transition to a new computer program has provided staff with the opportunity to do another review. This review has revealed several areas in the Licencing and Regulation Bylaw that can be improved providing for greater clarity and consistency.

Several new definitions have been added and some obsolete definitions have been removed. Some of the Sections have been reworded to align with current business practices.

After the detailed review of the Business Licencing and Regulation Bylaw, it was determined that these amendments were necessary to ensure that the document is current and consistent.

CONCLUSIONS:

These amendments along with the new program will provide a high level of customer service.

“Original signed by R. MacNair”

Prepared by: **R. MacNair**
Manager of Bylaw & Licencing Services

“Original signed by Frank Quinn”

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

“Original signed by Paul Gill”

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

City of Maple Ridge

Maple Ridge Business Licencing and Regulation Amending No. 7471-2018

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

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

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

1. This bylaw may be cited as Maple Ridge Business Licencing and Regulation Amending No. 7471-2018.
2. Maple Ridge Business Licencing and Regulation Bylaw No. 6815-2011 is amended in **Part 5 Definitions** by replacing the definition of “Temporary” with the following definition **“Temporary”** means sixty (60) consecutive days in a twelve (12) month period.
3. Maple Ridge Business Licencing and Regulation Bylaw No. 6815-2011 is amended by replacing subsection 6.3.2 with the following
 - 6.3.2 Notwithstanding section 6.3.1, the **Licence** fee prescribed in Schedule A may be reduced for a **Business** which a **Licence** is issued after the 30th day of September in any calendar year.
4. Maple Ridge Business Licencing and Regulation Bylaw No. 6815-2011 is amended in **Schedule A**, section **32. Personal Services** by changing **Category a.** Beauty Salon/Barber to read Barber/Hair Salon.
5. Maple Ridge Business Licencing and Regulation Bylaw No. 6815-2011 is amended in **Schedule A**, section **32. Personal Services** by deleting **Category b.** Body Painting; **Category d.** Esthetics/Manicure and **Category d.** Funeral/Crematory/Undertaker and re-lettering all subsequent categories accordingly.
6. Maple Ridge Business Licencing and Regulation Bylaw No. 6815-2011 is amended in **Schedule A**, section **34. Professional Services** by changing **Category c.** Barrister/Solicitor to read Barrister/Lawyer/Solicitor and changing the wording under the heading **Licence Fee** from \$110.00 per Barrister/Solicitor to read \$110.00 per Barrister/Lawyer/Solicitor.
7. Maple Ridge Business Licencing and Regulation Bylaw No. 6815-2011 is amended in **Schedule A**, section **34. Professional Services** by adding a new **Category e.** Dental Hygienist and adding the wording under the heading **Licence Fee** \$110.00 per Dental Hygienist.
8. Maple Ridge Business Licencing and Regulation Bylaw No. 6815-2011 is amended in **Schedule A**, section **34. Professional Services** by adding a new **Category i.** Funeral/Crematory/Undertaker and adding the wording under the heading **Licence Fee** \$110.00 per Undertaker.

9. Maple Ridge Business Licencing and Regulation Bylaw No. 6815-2011 is amended in **Schedule A**, section **34. Professional Services** by adding a new **Category** n. Optician and adding the wording under the heading **Licence Fee** \$110.00 per Optician.
10. Maple Ridge Business Licencing and Regulation Bylaw No. 6815-2011 is amended in **Schedule A**, section **34. Professional Services** by adding a new **Category** u. Registered Nurse and adding the wording under the heading **Licence Fee** \$110.00 per Registered Nurse.
11. Maple Ridge Business Licencing and Regulation Bylaw No. 6815-2011 is amended in **Schedule A**, section **34. Professional Services** by adding a new **Category** v. Speech & Hearing Health and adding the wording under the heading **Licence Fee** \$110.00 per Speech & Hearing Health Professional.
12. Maple Ridge Business Licencing and Regulation Bylaw No. 6815-2011 is amended in **Schedule A**, section **43. Second Hand Dealer** by adding a new **Category** h. Jewellery/Watches and re-lettering all subsequent categories accordingly.
13. Maple Ridge Business Licencing and Regulation Bylaw No. 6815-2011 is amended by updating the table of contents to reflect the current page numbers.

READ A FIRST TIME this ____ day of _____, 2018.

READ A SECOND TIME this ____ day of _____, 2018.

READ A THIRD TIME this ____ day of _____, 2018.

ADOPTED this ____ day of _____, 2018.

PRESIDING MEMBER

CORPORATE OFFICER



City of Maple Ridge

TO: Her Worship Mayor Nicole Read and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Maple Ridge Ticket Information Utilization Amending Bylaw No.7480-2018

MEETING DATE: July 10, 2018
MEETING: Council

EXECUTIVE SUMMARY:

The purpose of this report is to present the Maple Ridge Ticket Information Utilization Amending Bylaw No.7480-2018 (Appendix I) to amend the schedules to coincide with recent bylaw amendments.

As Council is aware, there have been several bylaws that have been recently amended and consequently we have also had to amend the MTI bylaw. These final amendments are housekeeping changes to renumber and rename some of the Schedules in the bylaw.

RECOMMENDATION(S):

That Maple Ridge Ticket Information Utilization Amending Bylaw No.7480-2018 be given first, second and third readings.

DISCUSSION:

Staff continually review City of Maple Ridge bylaws to ensure that they are current and consistent. When changes are made to one bylaw it can affect complementing bylaws. The amendments to accommodate the changes to other bylaws have already been done and now there are housekeeping changes to rename and renumber all the Schedules.

CONCLUSIONS:

Maple Ridge Ticket Information Utilization Amending Bylaw No.7480-2018 ensures that there are appropriate measures for dealing with infractions of all Maple Ridge Bylaws.

“Original signed by R. MacNair”

Prepared by: **R. MacNair**
Manager Bylaw & Licensing Services

“Original signed by Frank Quinn”

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

“Original signed by Paul Gill”

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

City of Maple Ridge

Maple Ridge Ticket Information Utilization Amending Bylaw No. 7480-2018

A bylaw to amend Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012

WHEREAS the Council of The City of Maple Ridge deems it expedient to amend the Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012

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

1. This bylaw may be cited as Maple Ridge Ticket Information Utilization Amending Bylaw No. 7480-2018.
2. Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012 is amended by deleting the **Schedules** list in its entirety and replacing it with the following:

Schedules

- Schedule 1 Designated Bylaw Compliance Officer
- Schedule 2 Animal Control and Licencing Bylaw
- Schedule 3 Building Bylaw
- Schedule 4 Business Licencing and Regulation Bylaw
- Schedule 5 Cat Spay/Neuter Bylaw
- Schedule 6 Drinking Water Conservation Plan Bylaw
- Schedule 7 Fire Prevention Bylaw
- Schedule 8 Fireworks Bylaw
- Schedule 9 Grow Operation, Health, Nuisance and Safety Bylaw
- Schedule 10 Highway & Traffic Bylaw
- Schedule 11 Kennel Regulation Bylaw
- Schedule 12 Littering Prohibition Bylaw
- Schedule 13 Noise Control Bylaw
- Schedule 14 Outdoor Burning Regulation Bylaw
- Schedule 15 Parks and Recreation Facilities Regulation Bylaw
- Schedule 16 Pesticide Use Control Bylaw
- Schedule 17 Rental Premises Standards of Maintenance Bylaw
- Schedule 18 Scrap Metal Dealer Regulation Bylaw
- Schedule 19 Sign Bylaw
- Schedule 20 Smoking Regulation Bylaw
- Schedule 21 Soil Deposit Regulation Bylaw
- Schedule 22 Soil Removal Bylaw
- Schedule 23 Solid Waste and Recycling Regulation Bylaw
- Schedule 24 Taxi Regulation Bylaw
- Schedule 25 Tree Management Bylaw
- Schedule 26 Untidy and Unsightly Premises Bylaw
- Schedule 27 Watercourse Protection Bylaw
- Schedule 28 Wildlife and Vector Control Bylaw
- Schedule 29 Zoning Bylaw

3. Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012 is amended by deleting **Schedule 1** in its entirety and replacing it with the following;

Schedule 1
Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012

Designated Bylaw Compliance Officer

Designated Bylaws

**Animal Control and Licencing
Bylaw No. 6908-2012**

Designated Bylaw Compliance Officer

Animal Control Officer
Bylaw Compliance Officer
Fire Department Officer
Manager of Bylaw & Licencing Services
R.C.M.P.

Building Bylaw No. 6925-2012

Building Inspector
Bylaw Compliance Officer
Chief Building Official
Electrical Inspector
Electrical Inspector/Safety Officer
Fire Department Officer
Gas/Plumbing Inspector
Manager of Bylaw & Licencing Services
Trades Inspector

**Business Licencing and Regulation
Bylaw No. 6815-2011**

Bylaw Compliance Officer
Fire Department Officer
Manager of Bylaw & Licencing Services
R.C.M.P.

Cat Spay/Neuter Bylaw No. 5756-1999

Animal Control Officer
Bylaw Compliance Officer
Manager of Bylaw & Licencing Services

**Drinking Water Conservation Plan
Bylaw No. 7425-2018**

Bylaw Compliance Officer
Fire Chief
Fire Department Officer
Manager of Bylaw & Licencing Services
R.C.M.P.
Waterworks Foreman
Works Inspector
Waterworks Superintendent

Fire Prevention Bylaw No. 4111-1988

Bylaw Compliance Officer
Fire Department Officer
Manager of Bylaw & Licencing Services
R.C.M.P.

Fireworks Bylaw No. 6279-2004

Bylaw Compliance Officer
R.C.M.P.
Fire Department Officer
Manager of Bylaw & Licencing Services

**Grow Operation, Health Nuisance and Safety
Bylaw No. 6274-2004**

Building Inspector
Bylaw Compliance Officer
Electrical Inspector
Electrical Inspector/Safety Officer
Fire Department Officer
Gas/Plumbing Inspector
Manager of Bylaw & Licencing Services
R.C.M.P.
Trades Inspector

Highway & Traffic Bylaw No. 6704-2009

Bylaw Compliance Officer
Fire Department Officer
Manager of Bylaw & Licencing Services
Municipal Engineer
Parking Officer
R.C.M.P.

Kennel Regulation Bylaw No. 6036-2002

Animal Control Officer
Bylaw Compliance Officer
Chief Building Official
Fire Department Officer
Manager of Bylaw & Licencing Services

Littering Prohibition Bylaw No. 5115-1994

Bylaw Compliance Officer
Fire Department Officer
Manager of Bylaw & Licencing Services
R.C.M.P.

Noise Control Bylaw No. 5122-1994

Bylaw Compliance Officer
Fire Department Officer
Manager of Bylaw & Licencing Services
R.C.M.P.

**Outdoor Burning Regulation
Bylaw No. 5535-1997**

Bylaw Compliance Officer
Fire Department Officer
Manager of Bylaw & Licencing Services
R.C.M.P.

**Parks and Recreation Facilities Regulation
Bylaw No. 7085-2014**

Bylaw Compliance Officer
Director Parks and Facilities
Fire Department Officer
Manager of Bylaw & Licencing Services
Manager Parks/Open Spaces
Parks Foreman
R.C.M.P.

APPENDIX I

Pesticide Use Control Bylaw No. 6413-2006

Bylaw Compliance Officer
Director, Parks and Facilities
Environmental Planner
Environmental Technician
Fire Department Officer
Manager of Bylaw & Licencing Services
Manager, Parks and Open Space
Parks Operations Supervisor(s)
Trades II Gardener

**Rental Premises Standards of Maintenance
Bylaw No. 6550-2008**

Building Inspector
Bylaw Compliance Officer
Chief Building Official
Fire Department Officer
Manager of Bylaw & Licencing Services
Safety Officer
Trades Inspector

**Scrap Metal Dealer Regulation
Bylaw No. 6772-2010**

Bylaw Compliance Officer
Chief Building Official
Fire Department Officer
Manager of Bylaw & Licencing Services
R.C.M.P.

Sign Bylaw No. 4653-1992

Building Inspector
Bylaw Compliance Officer
Chief Building Official
Electrical Inspector
Electrical Inspector/Safety Officer
Fire Department Officer
Gas/Plumbing Inspector
Manager of Bylaw & Licencing Services
Trades Inspector

Smoking Regulation Bylaw No. 5495-1997

Bylaw Compliance Officer
Fire Department Officer
Manager of Bylaw & Licencing Services
R.C.M.P.

Soil Deposit Regulation Bylaw No. 7412-2017

Bylaw Compliance Officer
Environmental Planner
Environmental Technician
Fire Department Officer
Manager of Development & Environmental Services
Manager of Bylaw & Licencing Services

Soil Removal Bylaw No. 6398-2006

Bylaw Compliance Officer
Environmental Planner
Environmental Technician
Manager of Development & Environmental Services
Manager of Bylaw & Licencing Services

APPENDIX I

**Solid Waste and Recycling Regulation
Bylaw No. 6800-2011**

Bylaw Compliance Officer
Manager of Bylaw & Licencing Services

Taxi Regulation Bylaw No. 6409-2006

Bylaw Compliance Officer
Fire Department Officer
Manager of Bylaw & Licencing Services
R.C.M.P.

Tree Management Bylaw No. 7133-2015

Bylaw Compliance Officer
Environmental Planner
Environmental Technician
Fire Department Officer
Manager of Bylaw & Licencing Services
Manager of Development & Environmental Services
Manager of Parks and Open Space

**Untidy and Unsightly Premises
Bylaw No. 6533-2007**

Bylaw Compliance Officer
Fire Department Officer
Manager of Bylaw & Licencing Services
R.C.M.P.

Watercourse Protection Bylaw No. 6410-2006

Building Inspector
Bylaw Compliance Officer
Chief Building Official
Environmental Planner
Environmental Technician
Fire Department Officer
Manager of Bylaw & Licencing Services
Manager of Development & Environmental Services
Municipal Engineer

**Wildlife and Vector Control
Bylaw No. 7437 - 2018**

Bylaw Compliance Officer
Environmental Planner
Environmental Technician
Manager of Bylaw & Licencing Services
R.C.M.P.

Zoning Bylaw No. 3510-1985

Bylaw Compliance Officer
Chief Building Official
Fire Department Officer
Manager of Bylaw & Licencing Services
Parking Officer
R.C.M.P.

4. Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012 is amended by changing **Schedule 28** (From Maple Ridge Drinking Water Conservation Plan Bylaw) to read **Schedule 6** and placing it in numerical order.
5. Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012 is amended by deleting **Schedule 13** (From Maple Ridge Noxious Weed & Other Growth Control Bylaw No. 2384-1976) in its entirety and re-numbering the remaining Schedules in numerical order.
6. Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012 is amended by updating the table of contents accordingly.

READ A FIRST TIME the ____ day of _____, 2018

READ A SECOND TIME the ____ day of _____, 2018

READ A THIRD TIME the ____ day of _____, 2018

ADOPTED the ____ day of _____, 2018

PRESIDING MEMBER

CORPORATE OFFICER



City of Maple Ridge

TO: Her Worship Mayor Nicole Read and Members of Council **MEETING DATE:** July 10, 2018
FROM: Chief Administrative Officer **MEETING:** Council
SUBJECT: 2019-2023 Financial Plan Bylaw

EXECUTIVE SUMMARY:

At the July 3, 2018 Audit & Finance Committee meeting direction was provided to bring forward the 2019-2023 Financial Plan Bylaw to Council reflecting the below mentioned changes.

In May, Council amended the 2018-2022 Financial Plan Bylaw. The 2018 property tax increases included the lowest General Purpose property tax increase in years. The 2019 property tax increase was also reduced and could have been much lower, if it were not for the new Provincial Payroll Tax which equates to a property tax increase of about 0.7%.

Given the refinements to the operating budget that have already taken place, staff have updated the Capital Program. The Capital Program for 2019 - 2023 has been accommodated within existing funding.

Having the 2019-2023 Financial Plan Bylaw in place will provide the latitude to the incoming Council to determine if business planning will be the first item they address. As Council is aware, Council can amend the Financial Plan Bylaw at any time and it is routinely amended in April/May to reflect updated assessed property values and real growth revenue due to new development.

RECOMMENDATION(S):

That Maple Ridge 2019-2023 Financial Plan Bylaw No. 7454 - 2018 be given first, second and third readings.

DISCUSSION:

a) Background Context

The property tax increase assumptions in the Financial Plan are identical to the existing Financial Plan and listed in the following table.

Property Tax increases	2019	2020	2021	2022	2023
General Purpose	1.90%	2.00%	2.00%	2.00%	2.00%
Infrastructure Replacement	0.70%	0.70%	0.70%	0.90%	0.90%
Parks and Recreation	0.60%	0.60%	0.60%	0.60%	0.60%
Drainage	0.30%	0.30%	0.30%	0.10%	0.10%
Total	3.50%	3.60%	3.60%	3.60%	3.60%

The 2019-2023 Capital Program has been updated and is attached in Appendix I.

For information purposes the Parks and Recreation Funding Model for the additional infrastructure and the servicing of the approved borrowing is attached in Appendix II. It has been updated to include current interest rates, anticipated timing of projects and additional facility related capital costs. The model continues to rely on Community Amenity Charges (CACs) totaling approximately \$9 million. If additional CACs are collected and Council directs them to these projects, the borrowing amounts may be reduced. If the facilities are built and operated by a third party, the payments originally intended for debt servicing costs could be used for operating payments.

There are several requirements in the Community Charter for the Financial Plan Bylaw, including: disclosure of the proportions of revenue proposed to come from various funding sources, the distribution of property taxes among property classes, and the use of permissive tax exemptions. The attached bylaw includes this information.

CONCLUSIONS:

The Financial Plan is a multi-year planning, reviewing and reporting tool that represents Council's priorities and commitment to providing quality services to the residents of Maple Ridge. This plan is in line with the direction set by Council and we recommend approval. Council has the authority to amend this bylaw at any time.

"Original Signed by Trevor Thompson"

Prepared by: Trevor Thompson, CPA, CGA
Chief Financial Officer

"Original Signed by Frank Quinn"

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

"Original Signed by Kelly Swift"

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

"Original Signed by Paul Gill"

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

APPENDIX I, 2019-2023 PROPOSED CAPITAL PLAN

(All \$ in Thousands)

Section > Projects	2019	2020	2021	2022	2023
Government	1,570	472	960	370	1,010
Equip Purch - GPS and Robotic Total Station	-	60	-	-	-
IT Office Renovations	-	12	-	-	-
Minor Capital - City	25	100	75	100	75
Minor Capital - Downtown Improvements (Safety)	15	-	15	-	15
Minor Capital - Engineering	15	15	15	15	15
Minor Capital - Gen Government	15	15	15	15	15
Minor Capital - Town Centre	100	100	100	100	100
Operations Centre - Backup Emergency Generator	555	-	-	-	-
Operations Centre - Emergency Response and Training Room	40	-	-	-	-
Operations Centre - Equipment Wash Bay	105	-	-	-	-
Operations Centre - Works Yard Security	50	50	50	-	-
Operations Fuel Island Replacement	-	-	-	-	600
Recycling Collection Equipment	40	60	80	80	130
Recycling Collection Truck	250	-	-	-	-
Recycling Collection Truck - Semi-Auto, Hydraulic Lift	-	-	300	-	-
Recycling Truck - 2019	100	-	-	-	-
Works Yard Paving Phase 1	200	-	-	-	-
Works Yard Paving Phase 2	-	-	250	-	-
Workstation Replacement	60	60	60	60	60
Technology	1,861	1,950	1,768	1,433	1,401
Agenda Manager Software	-	75	-	-	-
Archival Storage Array	-	-	-	-	150
Asset Management Phase 1	-	500	-	-	-
Asset Management Phase 2	-	-	500	-	-
Backup Disk Target Replacement	130	-	-	-	-
Deploying Virtual Desktops	20	-	-	-	-
Digital Display Board Enhancement	30	-	-	-	-
Disaster Recovery Infrastructure	-	-	-	-	97
Email and Office Upgrades	40	-	-	-	-
Enterprise CRM, Community Engagement Tools	45	-	-	-	-
Enterprise System Replacement (Financial and HRIS)	-	450	490	250	-
Equip Purch - IT	1,054	535	403	923	555
Expansion for Primary Storage	70	-	-	-	-
Fibre Extensions (various)	150	150	150	150	150
Infrastructure Growth	50	50	50	50	50
Laserfische Environment Enhancement	22	-	-	-	-
LiDAR Survey (Acquire Detailed Topographic Data)	-	35	-	-	-

Section > Projects	2019	2020	2021	2022	2023
Main Hall Cable Plant	-	-	-	-	150
Online Recruiting Application	-	50	-	-	-
Pilot ArcGIS Geo Event Server	20	-	-	-	-
Pilot Augmented Reality GIS Platform	10	-	-	-	-
Pilot Biometric Access	25	-	-	-	-
Public Access Community Kiosks	-	-	-	-	39
Security Review and Remediation Multiphase	60	-	-	60	-
Security Review and Scan	-	15	15	-	15
Security Software	50	-	-	-	-
Server Growth Increment	-	-	-	-	75
Sign RFID Video Inventory	-	75	-	-	-
SQL Environment Rebuild	35	-	-	-	-
Storage Increment 1	-	-	120	-	-
Storage Increment 2	-	-	-	-	120
Upgrade Live Streaming Infrastructure	-	-	40	-	-
Web Page Design, Content Management System	50	-	-	-	-
Wireless Hardware and Software Infrastructure	-	15	-	-	-
Protective Fire	225	-	-	-	-
AV upgrades FH1 Training Room and EOC +	225	-	-	-	-
Protective Police	40	8	150	-	-
Front Counter Kiosk Expansion +	-	-	150	-	-
RCMP - Chair Replacement - Hilton Haider +	40	-	-	-	-
RCMP - Main Building Renovation (Interview Room) +	-	8	-	-	-
Parks	26,890	3,815	2,575	1,365	305
Greenbelt Acquisition	200	200	200	200	200
Haney Nokai Park Improvement	-	-	-	450	-
Haney Nokai Park Phase 2 - Acquisition 2	660	-	-	-	-
Haney Nokai Park Phase 2 - Acquisition 3	660	-	-	-	-
Intergenerational Garden	-	35	-	-	-
Minor Capital - Gen Rec	30	30	30	30	30
Minor Capital - Improvements	75	75	75	75	75
North Central Park (232 and 122)	-	-	-	610	-
Park Development (241 and 112)	425	-	-	-	-
Pickleball Courts Phase 2	250	-	-	-	-
PRF Albion Community Centre FF&E	350	75	20	-	-
PRF Albion Neighbourhood Learning and Community Centre	5,000	-	-	-	-

Section > Projects	2019	2020	2021	2022	2023
PRF Facilities FF&E	75	-	-	-	-
PRF Ice Sheet (Planet Ice)	12,500	-	-	-	-
PRF Infrastructure Contingency	3,000	-	-	-	-
PRF MRLS FF&E	140	-	-	-	-
PRF MRSS Track Facility Upgrade	2,500	-	-	-	-
PRF Public Art	125	-	-	-	-
Silver Valley Neigh Park Completion Phase 2B	-	-	1,228	-	-
Smart Growth Park Acquisition 2	900	-	-	-	-
Smart Growth Park Acquisition 3	-	900	-	-	-
Smart Growth Park Acquisition 4	-	-	900	-	-
Whonnock Lake Acquisition 1	-	2,500	-	-	-
Whonnock Lake Development 1	-	-	122	-	-
Highways	6,900	11,637	10,719	7,886	9,185
102 Ave at 241 - Acquisition	-	-	545	-	-
116 Ave Urban Road Upgrade 203 to Warsley Design	-	50	-	-	-
117 Ave (Laity to 207) Corridor Improvements	100	-	-	-	-
118 Ave (230 - 231) +	-	152	-	-	-
123 Ave Corridor - 203 to Laity Construction	500	-	-	-	-
123 Ave Corridor - Laity to 216 Reconstruction Phase 1	-	-	600	-	-
132 Ave (Balsam - 236) - Fern Crescent Design	200	-	-	-	-
132 Ave Traffic Corridor Improv (216 - 232) Approvals	-	300	-	-	-
132 Ave Traffic Corridor Improv (216 - 232) Construction	-	-	1,150	-	-
132 Ave Traffic Corridor Improv (216 - 232) Detailed Design	150	-	-	-	-
210 St 200m N of 128 Road & Drainage Improvements Acquisition	-	-	-	358	-
210 St 200m N of 128 Road & Drainage Improvements Construction	-	-	-	-	1,000
210 St 200m N of 128 Road & Drainage Improvements Design	-	-	150	-	-
224 St at 124 Ave - Intersection Safety Improv. (Construction)	-	-	250	-	-
224 St at 132 Ave (N Alouette Bridge) Construction	-	2,823	-	-	-
228 St at 119 Ave Crosswalk Improvements	75	-	-	-	-
232 St (116 - Slager) Construction +	-	1,601	-	-	-
232 St (116 - Slager) Design +	250	-	-	-	-
233 St (132 - Larch) Design	-	100	-	-	-
240 St at McClure Traffic Signal	250	-	-	-	-
Abernethy (227 - 232) Construction +	-	-	1,000	-	-
Access Culverts	22	22	22	22	22
Bridge Repairs Struct Upgrade	150	150	150	150	150
Bus Stop Improv, Sidewalk Letdown, Tactile Installation	90	90	90	90	90
Cycling Improvements	250	250	-	500	500

Section > Projects	2019	2020	2021	2022	2023
Dewdney Trunk at 238B St Intersection Improvements +	200	-	-	-	-
Dewdney Trunk at Burnett Ped Signal	-	-	200	-	-
Ditton St Rail Crossing Upgrade	-	50	-	-	-
Dunn Ave and West Intersection Improvements	-	-	-	150	-
Emergency Traffic Pre-Empt	50	50	50	50	50
Equip Purch - Asphalt Patcher	-	165	-	-	-
Equip Purch - Fleet	1,017	800	1,500	1,200	1,200
Illuminated Street Signs Program	10	10	10	10	10
Intersection Traffic Counts, Data Collection	50	-	-	-	-
Local Area Service - Road	250	250	250	250	250
Pavement Management	-	250	-	-	-
Pedestrian Improvements	400	400	-	-	-
Princess St (Wharf - Lorne)	-	-	150	-	-
Private Driveway Crossings	7	7	7	7	7
Road Rehabilitation Program	2,272	3,291	3,771	4,276	5,082
Sidewalk Replacement	90	90	90	90	90
Skillen Urban Road Upg Wicklund to 123 (Design)	-	25	-	-	-
Street Lighting Upgrade Program	250	250	500	500	500
Streetlight Pole Replace Program	50	50	50	50	50
Survey Monument Replacement	4	4	4	4	4
SYNCHRO SimTraffic Software License	18	-	-	-	-
Telep Ave (202 - 100 M West 203 St)	-	78	-	-	-
Traffic Calming Policy Update	15	-	-	-	-
Traffic Calming Program	80	80	80	80	80
Traffic Signal Replacements	100	100	100	100	100
Transportation Master Plan Update	-	150	-	-	-
Drainage	3,237	2,859	2,682	3,753	3,773
Albion Drainage Planning	100	-	-	-	-
Culvert Replacement Program	450	450	450	450	450
Drainage Flow Monitoring	100	-	-	-	-
Drainage Replacement Program	300	332	350	400	450
Drainage Upgrade Program	1,364	1,705	1,510	2,630	2,200
Flood Abatement North Alouette	-	100	-	-	-
Flow Monitoring (LTC019023)	-	-	-	-	100
ISMP Watershed Review (2019)	200	-	-	-	-
Local Area Service - Drain	250	250	250	250	250
Lower Hammond Drainage Planning	100	-	-	-	-
Lower Hammond Dyke Review & Upgrades	150	-	-	-	-

Section > Projects	2019	2020	2021	2022	2023
Material Crushing	200	-	-	-	-
Princess Drainage Pumping Station	-	-	-	-	300
Private Storm Sewer Connections	23	23	23	23	23
Stormwater Runoff and Stream	-	-	100	-	-
Sewage	5,706	2,641	1,141	1,502	2,692
105 Ave PS Routing Study	-	-	-	-	75
208 St Sewage Station Replacement	-	-	-	-	500
225 St (Haney Bypass to 116) Phase 2	40	-	-	-	-
225 St Forcemain and PS Upgrade - Phase 3	4,200	-	-	-	-
225 St Forcemain and PS Upgrade - Phase 4	-	1,000	-	-	-
225 St PS Emergency Overflow	-	100	-	-	-
Burnett S of Teloski	-	-	75	-	-
DTR Sanitary Main Replacement 216 - 222	-	550	-	-	-
Haney Bypass W of Kanaka Way (TS12-TS13)	-	-	-	-	526
Local Area Service - Sewer	250	250	250	250	250
Meadow Brook Sewage Station Replacement	-	-	-	-	300
Private Sewer Connections	41	41	41	41	41
Sanitary Master Planning	-	-	-	-	150
Sanitary Model Update and Calibration	40	-	-	-	-
SCADA Replacement Program	100	100	100	100	100
Selkirk Ave, 226 to 227 Street	165	-	-	-	-
Sewage PS Capacity Upgrades	280	-	-	-	-
Sewage PS Emergency Response Planning	40	-	-	-	-
Sewage System Rehab and Replacement	550	600	650	700	750
Sewer SE of Leisure Centre	-	-	25	-	-
Tamarack Lane E of Kanaka Siphon	-	-	-	411	-
Water	6,513	5,195	6,295	3,725	2,795
138m and 84m Zone Boundary Review	-	-	-	-	50
216 St 124 - 128 LTC017131	-	-	650	-	-
232 St (at 132) PRV Replacement	200	-	-	-	-
232 St 122 Ave to 124 Ave Watermain Replacement	-	600	-	-	-
232 St at 136 PS - 140m to 175m conversion	-	-	2,000	-	-
236 St Pump Station Upgrade	2,000	-	-	-	-
240 St and 136 Ave W to Forest PS at Granite Way Construction	725	-	-	-	-
240 St at Kanaka Way to 112	-	-	-	280	-
263 St Reservoir Expansion Construction	-	1,100	-	-	-
263 St Reservoir Expansion Design	100	-	-	-	-

Section > Projects	2019	2020	2021	2022	2023
270A St Reservoir Replacement	-	-	-	1,500	-
84m Zone PRV Decommissioning	-	-	-	-	100
Albion PS Improv (on 104 Ave at 245) Construction	-	-	1,500	-	-
Albion PS Improv (on 104 Ave at 245) Design	-	150	-	-	-
Ansell St (124 - 125)	360	-	-	-	-
CL2 Equipment Replacement Program	50	50	50	50	50
Drinking Water Master Planning	-	-	-	-	150
DTR - 216 St to 222 St Watermain Replacement Construction	-	1,500	-	-	-
DTR - Edge St to 228 St – Construction	975	-	-	-	-
Dunn Ave (Maple Meadows Way - West St)	-	-	250	-	-
Grant Mountain Reservoir Twinning	-	-	-	-	500
Local Area Service – Water	250	250	250	250	250
Private Water Connections	408	410	410	410	410
PRV Decommissioning	120	-	-	-	-
Seismic Upgrade Program	150	150	150	150	150
Silver Valley Check Valves	40	-	-	-	-
Silver Valley Servicing Resiliency Study	50	-	-	-	-
Town Centre Growth Study and Capital Investment (Water)	40	-	-	-	-
Water Model Update and Calibration	35	-	-	-	-
Water Pump Station Upgrades	60	60	60	60	60
Water Remote Security Program	50	50	50	50	50
Water Reservoir Upgrades	50	50	50	50	50
Water System Capacity Upgrades	400	400	400	400	400
Water System Improvement Program	50	25	25	25	25
Watermain Replacement Program	400	400	450	500	550
Grand Total	52,941	28,577	26,290	20,035	21,161

Projects marked with a '+' have a portion funded by others

Appendix II

Funding Model for Approved Parks and Recreation Facilities - UPDATED JULY 2018								
(in \$thousands)								
		2018	2019	2020	2021	2022	2023	2024
Project								
Leisure Centre Renovations \$3.5M		3,500						
Telosky Field - \$10M		5,500	4,500					
Albion Community Centre - \$10M		3,000	7,000					
Silver Valley Gathering Place \$1M			1,000					
Hammond Comm. Centre \$2.5M		2,500						
Ridge Canoe and Kayak Club \$1M			1,000					
MRSS Track Facility Upgrade \$2.5M			2,500					
Ice Sheet \$25M			12,500	12,500				
Subtotal new year		14,500	28,500	12,500	-	-	-	-
Cumulative		14,500	43,000	55,500	55,500	55,500	55,500	55,500
Use of Reserves		(4,000)	(2,000)	-	-	-	-	-
Community Amenity Charges and Albion Density								
Additional Capital & Funding								
Furniture and Equipment			565	75	20			
Public Art			125					
Albion CC - Land Servicing/Dev. Fees			750					
Project Construction Contingency			2,250					
Funding: Reserves - 2017 Surplus Committed			(2,000)					
Funding: - noted below (P&R Levy)			(1,690)	(75)	(20)			
Borrowing								
Short Term		10,500	37,000	49,500	-	-	-	-
Long Term		-	-	-	49,500	49,500	49,500	49,500
Total Borrowing		10,500	37,000	49,500	49,500	49,500	49,500	49,500
Debt Servicing Costs								
Short Term		210	833	1,238	-	-	-	-
Annual Long Term (25 yr.) debt costs		-	-	-	3,000	3,000	3,000	3,000
Debt Servicing		210	833	1,238	3,000	3,000	3,000	3,000
Operating								
Telosky Field		-		250	250	250	250	250
Albion Community Centre		-	300	600	600	600	600	600
Other Neighbourhood Amenities		-	30	60	60	60	60	60
MRSS Track Fac. Upgrade		-	20	20	20	20	20	20
Ice Rink		-		500	500	500	500	500
Total Operating		-	350	1,430	1,430	1,430	1,430	1,430
Total Requirements		210	1,183	2,668	4,430	4,430	4,430	4,430
Sources of Funding								
Existing P&R Levy	0.25%	900	1,107	1,321	1,543	1,772	2,010	2,256
Gaming Funds Allocated in 2018		150	200	200	200	200	200	200
Tax Increase 7 years, note 0.2% in 2018	0.35%	160	450	750	1,060	1,381	1,714	2,058
P&R Funding Unencumbered Balance		500						
Use of P&R Levy in Capital Funding		-	(1,690)	(75)	(20)	-	-	-
Total Sources of Annual Funding Available		1,710	67	2,196	2,783	3,354	3,924	4,514
Reserves to Fund Balance								
Annual Funding Shortfall (Surplus)		(1,500)	1,116	472	1,647	1,076	506	(84)
Cumulative Use of Reserves		(1,500)	(384)	87	1,734	2,810	3,316	3,232
Initial outlay (CACs/Albion)	6,000							
Max Draw Reserves - CACs	3,316							
Total Reserve Draw	9,316							

CITY OF MAPLE RIDGE

BYLAW NO. 7454-2018

A bylaw to establish the five year financial plan for the years 2019 through 2023

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

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

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

1. This Bylaw may be cited as “Maple Ridge 2019-2023 Financial Plan Bylaw No. 7454-2018”.
2. Statement 1 attached to and forming part of this bylaw is hereby declared to be the Consolidated Financial Plan of the City of Maple Ridge for the years 2019 through 2023.
3. Statement 2 attached to and forming part of the bylaw is hereby declared to be the Revenue and Property Tax Policy Disclosure for the City of Maple Ridge.
4. Statement 3 attached to and forming part of the bylaw is hereby declared to be the Capital Expenditure Disclosure for the City of Maple Ridge.

READ a first time the day of .

READ a second time the day of .

READ a third time the day of .

PUBLIC CONSULTATION completed on the day of .

ADOPTED the day of .

PRESIDING MEMBER

CORPORATE OFFICER

ATTACHMENT: Statement 1, Statement 2 and Statement 3

Statement 1

Consolidated Financial Plan 2019-2023 (in \$ thousands)

	2019	2020	2021	2022	2023
REVENUES					
Developer Contributed Assets	20,000	20,000	20,000	20,000	20,000
Developer Cost Charges	6,727	7,901	5,999	2,977	1,304
Developer Specified Projects	-	-	-	-	-
Parkland Acquisition	200	200	200	200	200
Contribution from Others	1,296	1,369	1,321	1,298	1,305
Development Fees Total	28,223	29,470	27,520	24,475	22,809
Property Taxes	86,924	91,529	96,341	101,369	106,668
Parcel Charges	3,208	3,309	3,413	3,521	3,633
Fees & Charges	43,712	45,329	47,036	48,836	50,732
Interest	2,148	2,313	2,328	2,343	2,358
Grants	4,412	4,350	4,610	4,350	4,351
Property Sales	1,500	2,500	-	-	-
Total Revenues	170,127	178,800	181,248	184,894	190,551
EXPENDITURES					
Operating Expenditures					
Debt & Interest Payments	2,803	2,674	3,284	3,112	2,945
Amortization	19,780	19,780	19,780	19,780	19,780
Other Expenditures	112,029	115,909	120,050	124,079	127,936
Total Expenditures	134,612	138,363	143,114	146,971	150,661
ANNUAL SURPLUS	35,515	40,437	38,134	37,923	39,890
Add Back: Amortization Expense (Surplus)	19,780	19,780	19,780	19,780	19,780
Less: Capital Expenditures	52,941	28,577	26,290	20,035	21,161
Less: Developer Contributed Capital	20,000	20,000	20,000	20,000	20,000
CHANGE IN FINANCIAL POSITION	(17,646)	11,640	11,624	17,668	18,509
OTHER REVENUES					
Add: Borrowing Proceeds	19,000	-	-	-	-
OTHER EXPENDITURES					
Less: Principal Payments on Debt	3,786	3,870	4,972	5,095	5,224
TOTAL REVENUES LESS EXPENSES	(2,432)	7,770	6,652	12,573	13,285
INTERNAL TRANSFERS					
Transfer From Reserve Funds					
Capital Works Reserve	150	150	150	150	150
Equipment Replacement Reserve	2,334	1,395	1,963	2,183	1,815
Fire Department Capital Reserve	-	-	-	-	-
Land Reserve	-	-	-	-	-
Local Area Service Reserve	-	-	-	-	-
Sanitary Sewer Reserve	-	-	-	-	-
Total Transfer From Reserve Funds	2,484	1,545	2,113	2,333	1,965
Transfer (To) Reserve Funds					
Capital Works Reserve	-2527	-3905	-2051	-3624	-3090
Equipment Replacement Reserve	-3138	-3378	-3554	-3806	-3991
Fire Department Capital Reserve	-915	-1052	-1195	-1342	-1495
Land Reserve	-5	-5	-5	-5	-5
Local Area Service Reserve	0	0	0	0	0
Sanitary Sewer Reserve	0	0	0	0	0
Total Transfer To Reserve Funds	(6,585)	(8,340)	(6,805)	(8,777)	(8,581)
Transfer From (To) Own Reserves	4,148	(549)	748	(651)	(888)
Transfer From (To) Surplus	2,385	(426)	(2,708)	(5,478)	(5,781)
Transfer From (To) Surplus & Own Reserves	6,533	(975)	(1,960)	(6,129)	(6,669)
TOTAL INTERNAL TRANSFERS	2,432	(7,770)	(6,652)	(12,573)	(13,285)
BALANCED BUDGET	-	-	-	-	-

Statement 2

Revenue and Property Tax Policy Disclosure

REVENUE DISCLOSURE

Revenue Proportions	2019		2020		2021		2022		2023	
	\$ ('000s)	%								
Revenues										
Property Taxes	86,924	46.0	91,529	51.2	96,341	53.2	101,369	54.8	106,668	56.0
Parcel Charges	3,208	1.7	3,309	1.9	3,413	1.9	3,521	1.9	3,633	1.9
Fees & Charges	43,712	23.1	45,329	25.4	47,036	26.0	48,836	26.4	50,732	26.6
Borrowing Proceeds	19,000	10.0	-	-	-	-	-	-	-	-
Other Sources	36,283	19.2	38,633	21.6	34,458	19.0	31,168	16.9	29,518	15.5
Total Revenues	189,127	100	178,800	100	181,248	100	184,894	100	190,551	100
Other Sources include:										
Development Fees Total	28,223	14.9	29,470	16.5	27,520	15.2	24,475	13.2	22,809	12.0
Interest	2,148	1.1	2,313	1.3	2,328	1.3	2,343	1.3	2,358	1.2
Grants (Other Govts)	4,412	2.3	4,350	2.4	4,610	2.5	4,350	2.4	4,351	2.3
Property Sales	1,500	0.8	2,500	1.4	-	-	-	-	-	-
	36,283	19.2	38,633	21.6	34,458	19.0	31,168	16.9	29,518	15.5

OBJECTIVES & POLICIES

Property Tax Revenue

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

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

	2019	2020	2021	2022	2023
General Purpose	1.90%	2.00%	2.00%	2.00%	2.00%
Infrastructure Replacement	0.70%	0.70%	0.70%	0.90%	0.90%
Parks & Recreation	0.60%	0.60%	0.60%	0.60%	0.60%
Drainage	0.30%	0.30%	0.30%	0.10%	0.10%
Total Property Tax Increase	3.50%	3.60%	3.60%	3.60%	3.60%

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

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

Parcel Charges

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

Statement 2 (cont.)

Revenue and Property Tax Policy Disclosure

Fees & Charges

Fees should be reviewed annually and updated if needed. Recent fee amendments include recreation fees, development application fees, business license fees and cemetery fees. A major amendment to the Development Costs Charges (DCC) has been submitted to the province and is awaiting approval. The last major amendment was completed in 2008. Minor DCC amendments are done more frequently. Some fees are used to offset the costs of providing specific services. The utility fees are reviewed annually with a view towards using rate stabilization practices to smooth out large fluctuations in rates, as set out in the Business Planning Guidelines.

Borrowing Proceeds

Debt is used when it makes sense, and with caution as it commits future cash flows to debt payments, restricting the ability to use these funds to provide other services. The source of the debt payments needs to be considered as does the justification for advancing the project. More information on previously approved borrowing can be found in the most recent Financial Plan Overview report.

Other Sources

This will vary greatly year to year as it includes:

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

PROPERTY TAX DISCLOSURE

The 2019 property tax revenue and updated rates will be included in a Financial Plan Amending Bylaw that proceeds the Property Tax Rate Bylaw, as the 2019 property assessed values are not yet finalized. For information purposes the 2018 distribution is included.

Property Tax Revenue Distribution

Property Class	Taxation Revenue		Assessed Value		Tax Rate	Multiple
	(` 000s)		(` 000s)		(\$ per 1000)	(Rate / Res. Rate)
1 Residential	63,001	78.5%	21,027,290	92.7%	2.9961	1.0
2 Utility	616	0.9%	15,393	0.1%	40.0000	13.4
4 Major Industry	628	0.8%	26,537	0.1%	23.6677	7.9
5 Light Industry	2,981	3.7%	302,845	1.4%	9.8429	3.3
6 Business, Other	12,860	16.0%	1,306,484	5.8%	9.8429	3.3
8 Rec., Non-Profit	50	0.1%	4,018	0.0%	12.5402	4.2
9 Farm	157	0.2%	4,627	0.0%	34.0106	11.4
Total	80,293	100.0%	22,687,195	100.0%		

Statement 2 (cont.)

Revenue and Property Tax Policy Disclosure

PROPERTY TAX DISCLOSURE

Objectives & Policies

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

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

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

Property Tax Rates

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

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

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

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

Permissive Tax Exemptions

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

Revitalization Tax Exemption Program

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

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

Statement 3

Capital Expenditure Disclosure

The sole purpose of this statement is to meet legislative requirements and highlight the value of the DCC program; no other conclusions should be drawn from the figures as the information could be misconstrued. This disclosure is required under the Local Government Act s. 560 (2); capital costs attributable to projects to be partially funded by Development Cost Charges (DCC) must be included in the financial plan. The DCC program includes projects as far out as 2038 so the capital expenditures must be extended to match. Certain types of projects are not planned past the five year time horizon of the financial plan. Much less scrutiny is given to projects that are planned in years 2024 through 2038. Projects in these years typically exceed likely funding available.

Capital Works Program for 2024 – 2038

(in \$ thousands)

Capital Works Program	350,802
 Source of Funding	
Development Fees	
Development Cost Charges	158,922
Parkland Acquisition Reserve	-
Contribution from Others	3,224
	162,146
 Borrowing Proceeds	-
Grants	39,512
Transfer from Reserve Funds	19,175
Revenue Funds	129,969
	188,656
	350,802

TO: Her Worship Mayor Nicole Read and Members of Council **MEETING DATE:** July 10, 2018
FROM: Chief Administrative Officer **MEETING:** Council
SUBJECT: Development Cost Charges Imposition Bylaw

EXECUTIVE SUMMARY:

In December of 2017, Council provided second and third readings to the Development Cost Charges Imposition Bylaw (DCC Bylaw) and directed staff to submit it to the Ministry for review and approval. Detailed support documentation was provided and staff at the Ministry had several questions and comments. It is common for items to be raised by the Ministry when they review major amendments.

Of the items raised by the Ministry, most were questions of clarity. The Ministry did, however, raise two issues that required amendments to the DCC Bylaw. These items are discussed in detail later in this report and were accommodated within the bylaw, with little overall impact.

Based on the foregoing, the DCC Bylaw that received three readings in December should be rescinded, so that an amended DCC Bylaw can be considered by Council.

Staff at the Ministry has assured us that the turnaround time will be expedient, after the bylaw is amended.

RECOMMENDATION(S):

That second and third readings of Bylaw No. 7320-2017 be rescinded; and further

That Bylaw No. 7320-2017 be given second and third reading as amended and be sent to the Ministry of Municipal Affairs and Housing for review and approval by the Inspector of Municipalities.

DISCUSSION:

a) Background Context:

When Council first considered the DCC Imposition Bylaw on July 11, 2017 background on the following items was provided:

- What are DCCs?
- Why is a bylaw update required?
- The process for bylaw update

- Bylaw structure
- Exemptions legislated
- Waivers/Reductions
- Additional development categories
- Proposed rate changes and comparison to other municipalities
- When will the rates be in effect?
- Park improvements
- Future DCC Imposition Bylaw amendments

Direction was also provided at that time as to what the consultation process would include. Staff welcomed feedback sought through the developer's forum, a meeting with the Urban Development Institute/GVHBC Liaison Committee and a public open house with invitation both on our website and placed in the local newspaper.

Based on the conversations and comments received, the development community seems to understand DCCs and the cost drivers as well as the need for offsite infrastructure to service development, although no developer is fond of fee increases.

Upon completion of the consultation process, the DCC Bylaw received three readings and was forwarded to the Ministry for approval. The two main concerns of the Ministry were:

1. The impact of building area charges for multifamily large townhouses and apartments.
2. The partial waiver of DCC's that was provided for rural properties that do not receive water, sewer and drainage services.

Regarding Item 1, the bylaw Council previously approved included a provision that the maximum cost of multifamily units would not exceed the amount paid by a single family house. The Ministry has asked for this provision to be removed.

Regarding Item 2, the partial waiver was intended to not charge for services that would not be available. It was suggested that the same result can be achieved without having this provision in the DCC Bylaw. As a result, the Ministry requires this provision to be removed.

Staff at the Ministry has made assurances that the turnaround time for recommended approval to the Inspector of Municipalities would be expedient after the bylaw is amended.

b) Business Plan/Financial Implications:

The long term capital program and the Financial Plan Bylaw were updated to reflect the current costs and future infrastructure needs and are in alignment with the calculations in the DCC Imposition Bylaw.

CONCLUSIONS:

DCCs are one of the key funding sources to fund infrastructure required due to new construction or growth. Given the market appreciation of land values in the lower mainland and the fact that many of our strategic infrastructure plans have recently been updated, an update to the DCC Imposition Bylaw is required. The bylaw approval process and the structure of the bylaw reflect DCC Best Practices as outlined in the guide published by the Province.

“Original signed by Trevor Thompson”

Prepared by: Trevor Thompson, CPA, CGA
Chief Financial Officer

“Original signed by Kelly Swift”

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

“Original signed by Frank Quinn”

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

“Original signed by Paul Gill”

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

City of Maple Ridge

Bylaw No. 7320-2017

A Bylaw to Impose Development Cost Charges

WHEREAS, Council has considered future land use patterns and development, the phasing of works, services and provision of parkland described in the Official Community Plan, and how development designed to result in a low environment impact may affect the capital costs of infrastructure related to Development Cost Charges.

AND WHEREAS, Council does not consider the charges imposed by this bylaw:

- a. As excessive in relation to the capital cost of prevailing standards of service;
- b. Will deter development;
- c. Will discourage the construction of reasonably priced housing or the provision of reasonably priced serviced land in the city; or
- d. will discourage development designed to result in low environmental impact.

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

1. Citation

This Bylaw may be cited for all purposes as “**Maple Ridge Development Cost Charges Imposition Bylaw No. 7320-2017**”

2. Definitions:

For the purposes of this bylaw:

Apartment means a residential use where the building or buildings on a lot are each used for three or more dwelling units. It does not include Townhouse or Street Townhouse.

Apartment – Affordable Rental below Market – affordable means housing cost that is 30 per cent or less of household’s gross income and below market rental housing is housing with rents lower than average in private-market rental housing. For purposes of ensuring the units remain in this use for a minimum of 20 years a Housing Agreement or covenant on the property is required.

Apartment – High Density means apartments that are six storeys and above.

Apartment – Not-for-Profit Rental below Market means rental housing with rents not in excess of 80% of the average market rate for Maple Ridge as identified or reported in Canada Mortgage Housing Corporation’s most recent rental market survey. For purposes of ensuring the units remain in this use for a minimum of 20 years a Housing Agreement or covenant on the property is required.

Apartment – Seniors Affordable Rental below Market means Apartment Affordable below Market rental and seniors means an adult aged 55 or older. BC Housing programs, partners and housing providers may define a senior by a different age.

Building Floor Area (BA) means the total combined floor areas of all storeys, including all mezzanine floor areas, measured to the outer surface of the exterior walls, but does not include any floor area used exclusively for parking. Except for Atriums or other open interconnected floor spaces, the total building floor area will include exit stairs, stair shafts, elevator shafts and all other vertical service spaces that may penetrate one or all of the floors.

Building Permit means permission or authorization in writing by the Chief Building Official, Permits and Inspection Services to perform building construction in accordance with applicable statutes and regulations.

Commercial Development means development of a parcel for commercial use as described in the Maple Ridge Zoning Bylaw or similar development that is of a commercial nature, including but not limited to uses such as accommodation, automotive, retail, food and beverage, entertainment, office, personal services, recreation, retail and the cultivation, processing, testing, packaging or shipping of marihuana.

Duplex means a two family residential use where the building lot is used for two dwelling units.

Dwelling Unit (DU) means one or more rooms used for the residential accommodation of only one family when such room or rooms contain or provide for the installation of only one set of cooking facilities.

Gross Site Area means the whole or portion of a parcel(s) to be improved as part of the development authorized by a building permit and includes all vehicular and pedestrian circulation areas, loading, parking, storage, works, decorative and landscaped areas appurtenant to the authorized development.

Highway means any street, road, land, trail, bridge, viaduct and any other way open to the use of the public.

Housing Agreement mean the owner enters into a lease agreement with a Public Housing Body by which the Public Housing Body agrees to sublet and operate the units for at least 20 years.

Industrial Development means “industrial use” as defined by Maple Ridge Zoning Bylaw.

Institutional Development means any development that is created and exists by law or public authority for the benefit of the public in general, and includes, but is not limited to, public hospitals, public and private schools and churches.

Instream is as defined under S.568 of the Local Government Act

Lot means additional lot(s) created at subdivision

Parcel means any lot, block, strata lot or other area in which land is held or into which land is subdivided, but does not include any portion of a highway.

Precursor Application is as defined under S.568 of the Local Government Act

Public Housing Body means the Canada Mortgage and Housing Corporation (CMHC), BC Housing Management Commission, and any housing society or non-for-profit municipal housing corporation that has an agreement regarding the operation of residential property with the government of British Columbia, the BC Housing Management Commission or the CMHC.

Single Family Residential means a residential use where the building lot is used for one dwelling unit and other uses as permitted.

Social Housing means apartments that have a government or non-profit housing partner that owns and operates them.

Street Townhouse means one dwelling unit vertically attached to one or more dwelling units (i.e. triplex or fourplex) with each dwelling unit located on a lot abutting a street. For the purposes of this bylaw, it does not include a Duplex.

Subdivision means the division of land into two or more parcels, whether by plan or by metes and bounds description or otherwise, and includes a plan consolidating two or more parcels into a fewer number of parcels.

Townhouse means a single building comprised of three or more dwelling units separated one from another by party walls extending from foundation to roof, with each dwelling unit having a separate, direct entrance from grade and does not include Street Townhouse.

Unit means additional unit(s) built in support of a building permit.

3. Payment of Development Costs Charges

Every person who obtains approval of a subdivision of a parcel or a building permit must pay Development Cost Charges in accordance with Schedule "A".

For a combined land use development, the Development Cost Charge is calculated as the sum of the Development Cost Charges for all uses.

The Development Cost Charges imposed must be paid:

- a. In the case of the subdivision of a parcel, at the time the subdivision is approved; and
- b. In the case of obtaining a building permit, at the time the building permit is issued.

4. Exemptions

Pursuant to the Local Government Act and subject to regulations by the minister under S.561(11), a Development Cost Charge is not payable if any of the following applies in relation to a development::

- a. the building permit is for a place of worship that will be exempt from taxation under the Community Charter;
- b. the value of the work authorized by the building permit does not exceed \$50,000;
- c. the dwelling unit is no larger than 29 square meters;
- d. the development does not impose new capital cost burdens on the municipality;
- e. the Development Cost Charge has previously been paid for the same development unless, as a result of further development, new capital cost burdens will be imposed on the City.

Pursuant to S.561(6) of the Local Government Act, a Development Cost Charge is payable for work that will, after the construction, alteration or extension, contain fewer than 4 self-contained dwelling units.

5. Severability

If any portion of this bylaw is found invalid by a court, that portion be severed and the remainder of the bylaw will remain in effect.

6. Effective Date

This bylaw will come into force on the later of March 14, 2018 and the date it is adopted by Council.

7. Repeal

Maple Ridge Development Cost Charge Imposition Bylaw No.6462-2007, and all the amendments thereto, is hereby repealed except in the case of:

- a. Precursor applications for subdivision of land that are instream on the effective date and which are completed within one year of the effective date; and
- b. Precursor applications for building permits that are instream on the effective date and which are issuable within one year of the effective date, in which case, Maple Ridge Development Cost Charge Imposition Bylaw No.6462-2007, and all the amendments thereto, shall apply. Maple Ridge Development Cost Charge Imposition Bylaw No. 6462-2007, shall be wholly repealed one year from the effective date.

8. Schedules

Schedule "A" attached hereto form part of this bylaw.

Read a first time this ____ day of _____ 20

Read a second time this ____ day of _____ 20

Read a third time this ____ day of _____ 20

Approved by the Inspector of Municipalities this ____ day of _____20

Adopted this ____ day of _____ 20

Presiding Member

Corporate Officer

SCHEDULE "A" to BYLAW NO. 7320-2017
DEVELOPMENT COST CHARGES

Single Family Residential

per additional lot

Duplex

per additional dwelling unit

Servicing Type	
Road	\$9,483
Drainage	1,329
Water	2,268
Sanitary Sewer	1,119
Open Space	8,272
Total	\$22,471

Townhouse

per m² of BA

Servicing Type	
Road	\$54.71
Drainage	4.77
Water	14.54
Sanitary Sewer	7.17
Open Space	53.02
Total	\$134.21

Street Townhouse

per m² of BA

Servicing Type	
Road	\$43.77
Drainage	3.18
Water	14.54
Sanitary Sewer	7.17
Open Space	53.02
Total	\$121.68

Apartment

per m² of BA

Servicing Type	
Road	\$50.80
Drainage	2.95
Water	15.30
Sanitary Sewer	7.55
Open Space	55.80
Total	\$132.40

SCHEDULE "A" to BYLAW NO. 7320-2017
DEVELOPMENT COST CHARGES

Apartment High Density

(6 Storey and above)

<u>Servicing Type</u>	<i>per m² of BA</i>
Road	\$38.10
Drainage	1.11
Water	13.50
Sanitary Sewer	6.66
Open Space	49.24
Total	\$108.61

Apartment - Affordable Rental Below Market

<u>Servicing Type</u>	<i>per m² of BA</i>
Road	\$38.10
Drainage	2.95
Water	15.30
Sanitary Sewer	7.55
Open Space	55.80
Total	\$119.70

Apartment - Social Housing, Non-for-Profit Rental Below Market

or Affordable Rental-Seniors

<u>Servicing Type</u>	<i>per m² of BA</i>
Road	\$9.31
Drainage	2.95
Water	9.90
Sanitary Sewer	4.89
Open Space	21.66
Total	\$48.71

SCHEDULE "A" to BYLAW NO. 7320-2017
DEVELOPMENT COST CHARGES

Commercial	First Floor	Additional Floors
<u> Servicing Type</u>	<i>per m² of BA</i>	<i>per m² of BA</i>
Road	\$28.45	\$14.23
Water	9.45	4.73
Sanitary Sewer	2.80	1.40
Open Space	0.00	0.00
Drainage	4.65	0.00
Total	\$45.35	\$20.36

Institutional	Non-Municipal	Municipal
<u> Servicing Type</u>	<i>per m² of BA</i>	
Road	\$6.52	\$0
Water	4.73	0
Sanitary Sewer	2.33	0
Open Space	0	0
Plus	<i>per ha. of gross site area</i>	
Drainage	18,604	0

Industrial	<i>per m² of BA</i>
<u> Servicing Type</u>	
Road	\$9.48
Water	5.79
Sanitary Sewer	2.86
Open Space	0.00
Drainage	4.70
	\$22.83



City of Maple Ridge

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

MEETING DATE: 10-July-2018
MEETING: Council

EXECUTIVE SUMMARY:

The attached report regarding audit services was received by the Audit & Finance Committee at their July 3, 2018 meeting. The Committee endorsed a recommendation to extend the contact with BDO Canada LLP to include the 2018 fiscal year and directed staff to conduct an RFP for audit services in 2019 to appoint auditors for the full term of the next Council.

RECOMMENDATION:

That on the recommendation of the Audit & Finance Committee, the contract for audit services with BDO Canada LLP be extended to include the 2018 fiscal year.

DISCUSSION:

On October 10, 2017 Council appointed BDO Canada LLP as the City's auditors for a period of one year. On July 3, 2018 the Audit & Finance Committee discussed a staff recommendation that the contract be extended to include the 2018 fiscal year, with a full RFP process being undertaken in 2019.

The recommendation endorsed by the Audit & Finance Committee will allow the new Council to familiarize themselves with the audit process and any related issues before being asked to approve a multi-year contract. It will also provide an opportunity for the new Council to have input into the process of selecting an appointing an auditor for their term in office.

At this time Council approval of the Audit & Finance Committee recommendation is needed.

"Original signed by Catherine Nolan"

Prepared by: Catherine Nolan, CPA, CGA
Corporate Controller

"Original signed by Paul Gill"

Concurrence: Paul Gill, CPA, CGA
Chief Administrative Officer

TO: Councillor Bob Masse
and Members of the Audit & Finance
Committee
FROM: Corporate Controller
SUBJECT: Audit Services for 2018

MEETING DATE: 3-July-2018
FILE NO:
MEETING: Audit & Finance

EXECUTIVE SUMMARY:

In 2017, a Request for Proposals (RFP) for Audit Services was issued. At the end of an extensive evaluation process it was determined that the best overall value to the City was offered by BDO Canada LLP. Council, on the recommendation of the Audit & Finance Committee, awarded the contract for audit services to BDO Canada LLP on October 10, 2017 and BDO began their 2017 audit work shortly after that. The contract was awarded for a period of one year; prior contracts have been for a period of 5 years.

In order to allow the new Council, an opportunity to familiarize themselves with the audit process and any related issues staff is recommending that the contract with BDO be extended to include the 2018 fiscal year, and that a request for proposals be issued in 2019 with the intent to appoint an auditor for the term of Council. This will allow the new Council, through the Audit & Finance Committee, to provide input into the RFP process.

RECOMMENDATION:

That the Audit & Finance Committee recommend to Council that the contract for audit services be extended to include audit services for the 2018 fiscal year, and

That the Audit & Finance Committee direct staff to issue an RFP for Audit Services in 2019.

DISCUSSION:

In 2017, the City issued an RFP for audit services. This was the first time the City had gone to the market for audit services since 2001. At the end of an extensive evaluation process it was determined that BDO Canada LLP offered the best overall value to the City. This determination was presented to the Audit & Finance Committee on October 3, 2017. At that meeting the Committee passed a resolution recommending that Council award the contract to BDO Canada LLP. Council awarded the contract for a period of one year on October 10, 2017. Previous contracts have been for a period of 5 years.

Rather than proceed with a full RFP process this year, staff are recommending that the contract with BDO be extended to include the 2018 fiscal year, and that a full RFP process be undertaken in 2019 following the election. This would allow the new Council to familiarize themselves with the audit process and any related issues and subsequently, through the Audit & Finance Committee, provide input into the RFP process.

The City achieved a reduction in audit costs as a result of the 2017 RFP process and these savings will apply to 2018 as well.

The Committee could direct staff to undertake a full RFP process this year. As work on the 2018 audit begins in early fall, this would not allow the new Council to have input into the RFP process. For this reason, staff is not recommending this option.

CONCLUSIONS:

The auditor plays an important oversight role for all of the City's operations. While the opinion letter they provide comments on the City's financial statements, the work they do to issue that letter involves the work of all City departments. In order to provide the new Council with an opportunity to provide input in to the RFP process, staff is recommending that the current contract with BDO Canada LLP be extended to include 2018 and that a full RFP process be undertaken in 2019. The intended outcome of that process would be to appoint an auditor for the full term of Council and to ensure that the audit of the 2018 financial statements was completed within legislated timelines.

"Original signed by Catherine Nolan"

Prepared by: Catherine Nolan, CPA, CGA
Corporate Controller

"Original signed by Paul Gill"

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



City of Maple Ridge

TO: Her Worship Mayor Nicole Read
and Members of Council
MEETING DATE: 10-July-2018

FROM: Chief Administrative Officer
MEETING: Council

SUBJECT: Intergovernmental Committee

EXECUTIVE SUMMARY:

The value of an Intergovernmental Committee was discussed at the July 3, 2018 Audit and Finance Committee meeting. The Terms of Reference for such a committee could include guiding Council on issues of municipal interest related to:

- Federal and Provincial governments
- First Nations
- Inter-municipal issues
- Provincial and Regional associations

Specific responsibilities could include recommendations and advice to Council on the following:

- Positions to be taken on policy and legislative initiatives taken by other governments and agencies
- Strategies to manage relations and collaboration with other orders of governments and agencies
- Best practices in other governments and agencies that should be considered in Maple Ridge
- Strategies to advance Council's focus areas through targeted attendance at conferences and other learning opportunities.

The Committee could be comprised of Council members and supported by city staff.

RECOMMENDATION:

That incoming Council establish an Intergovernmental Committee as outlined in the staff report dated July 10, 2018

DISCUSSION:

On July 3, 2018 the Audit & Finance Committee discussed the current policy direction guiding Council expenses and attendance at various conferences and events. During that discussion, the committee passed a resolution recommending the establishment of an Intergovernmental Committee.

Such a committee could be comprised of Council members and supported by city staff. Terms of Reference could include the provision of guidance to Council on issues of municipal interest related

to inter-municipal matters, First Nations, other levels of government and Provincial and Regional Associations.

Specific responsibilities could include the provision of recommendations and advice to Council on matters such as: positions to be taken on policy and legislative initiatives taken by other levels of government and other agencies; strategies to manage relations and collaboration with other levels of governments and other agencies; best practices in other governments and agencies that should be considered in Maple Ridge, and recommending strategies to advance Council's focus areas through targeted attendance at conferences and other learning opportunities.

The Audit and Finance Committee recommends that the incoming Council establish an Intergovernmental Committee and is asking this Council to endorse that recommendation.

"Original signed by Catherine Nolan"

Prepared by: Catherine Nolan, CPA, CGA
Corporate Controller

"Original signed by Paul Gill"

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

TO: Her Worship Mayor Nicole Read
and Members of Council
MEETING DATE: July 10, 2018
FILE NO: 1975897
FROM: Chief Administrative Officer
MEETING: Council
SUBJECT: New Public Art Locations Recommendation

EXECUTIVE SUMMARY:

This report outlines the Public Art Steering Committee's (PASC) recommendation of five new locations for public art opportunities in 2018-2020. The proposed locations include integration with upcoming Parks, Recreation & Culture infrastructure projects and Town Centre enhancements that will support the City's aim to develop a spirit of place and strengthen community identity and culture through public art.

RECOMMENDATION:

That the following five locations be approved for new public art installations in 2018-2020: Albion Community Centre; Telosky Stadium; Hammond Community Centre; Sidewalk improvements on Lougheed Highway (between 224th Street and 226th Street); and 224th Street (between Lougheed Highway and Dewdney Trunk Road).

DISCUSSION:

a) Background Context:

Public art site selection is guided by the goals and objectives outlined in the Public Art Policy. In addition, PASC developed the following, more specific site selection criteria for the proposed commissions, which include: high visibility; experientially-based for pedestrians and/or motorists; adjacent to high pedestrian activity areas, places of public gathering, public open spaces; interactive and engaging for audiences; and responsive to the site and benefit the larger community.

The locations listed below meet the above criteria, and provide an excellent opportunity to build on the success to date of the Maple Ridge Public Art Program:

- Albion Community Centre;
- Telosky Stadium;
- Hammond Community Centre;
- Sidewalk improvements on Lougheed Highway (between 224th Street and 226th Street);
- 224th Street (between Lougheed Highway and Dewdney Trunk Road).

These locations support the 2017 – 2027 Culture Plan by offering opportunities to engage citizens of all ages in the arts and celebrate the natural environment and local cultural heritage, including Indigenous Peoples heritage. The Lougheed Highway and 224th Street locations were chosen to further animate the Town Centre and encourage people to use and interact more in public spaces. These projects would create a greater sense of place and the opportunity to contribute something unique to the proposed locations. It is anticipated that a combination of permanent and temporary installations will be incorporated, with the majority being permanent public artwork with a lifecycle

up to 25 years, complemented by temporary installations that support specific celebrations such as the 2020 BC Summer Games.

b) Desired Outcome:

The desired outcome is to maintain a creative and innovative public art program that contributes to a greater sense of community, pride and cultural identity, enhances local economic opportunities, attracts tourists and participants, develops volunteerism and improves quality of life to attract and retain new and existing residents and businesses.

c) Strategic Alignment:

Increasing the number, variety, location and scale of public artworks aligns with the 2010 Parks, Recreation and Culture Master Plan, Official Community Plan and Culture Plan, and will contribute to place-making and quality of life for citizens and newcomers through building a community with rich arts and culture opportunities for all.

d) Business Plan/Financial Implications:

The proposed locations align with business planning goals, and funding is included in the 2017-2021 approved Financial Plan.

e) Policy Implications:

The Public Art Policy and a five year public art strategic framework guide public art planning, selection and installation. The framework emphasizes flexibility and responsiveness to future opportunities that may arise from time to time. The new and renovated facilities and Town Centre locations are examples of new opportunities the Committee has considered with respect to the criteria in the policy and framework.

CONCLUSIONS:

The proposed locations for new public artwork represent opportunities to tell our community's stories and recognize places of special heritage and community significance in the Town Centre and neighbourhood areas. Public art is an important way to contribute to the culture and character of Maple Ridge neighbourhoods, making them more welcoming and livable.

"Original signed by Yvonne Chui"

Prepared by: Yvonne Chui, Arts and Community Connections Manager

"Original signed by Danielle Pope"

Reviewed by: Danielle Pope, Director Recreation and Community Services

"Original signed by Kelly Swift"

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

"Original signed by Paul Gill"

Concurrence: Paul Gill, CPA, CGA
Chief Administrative Officer

TO: Her Worship Mayor Nicole Read
and Members of Council
MEETING DATE: July 10, 2018
FROM: Chief Administrative Officer
DOC NO: 1922991
MEETING: Council
SUBJECT: Award of Contract – Telosky Stadium / Thomas Haney Synthetic Fields
Construction

EXECUTIVE SUMMARY:

The renovation of the ball diamonds at Telosky Stadium/Thomas Haney Secondary School site to provide for lit, synthetic sports fields and a new fieldhouse building is one of a number of Council's current infrastructure priorities. The cost to renovate two ball diamonds into synthetic sports fields and add lights for all four fields is contained within the City's adopted financial plan. Once complete, the renovated fields will increase allocation times for our sports user groups who are requesting additional field time due to growth in participation. The development timeline for the field construction is anticipated to take nine months, and is planned to start this summer with completion in spring of 2019 in time for the spring/summer sports season.

An Invitation to Tender for the civil works to construct the fields was issued on April 26, 2018, and three tenders were submitted before closing on May 29, 2018. Staff has reviewed the tenders and recommends that the work be awarded to the submission that provides the City with the best overall value, received from Cedar Crest Lands (BC) Ltd. in the amount of \$5,674,100 excluding taxes.

RECOMMENDATION:

That Contract ITT-PL18-31: Telosky Stadium Synthetic Turf Fields Civil Works be awarded to Cedar Crest Lands (BC) Ltd. in the amount of \$5,674,100 plus taxes, as well as a contingency of \$600,000 be authorized; and further

That the Corporate Officer be authorized to execute the contract.

DISCUSSION:

a) Background Context:

The field design process included consultation with sports user groups, School District No. 42 and the community at large to obtain feedback. A community open house was held at Thomas Haney Secondary School on July 19, 2017, advertised through park posters, neighbourhood mail outs, social media and on the City's park development webpage. The presentation materials were posted on the park development webpage as well, providing an opportunity for residents to review the material at their leisure. The field concept was generally supported by the community, and detailed design was advanced. A further consultation session was held with sports user groups on February 26, 2018, to garner input

on the overall design including field lining, netting and base anchors. The feedback received has been included in the design.

The overall renovation project has three components that will be priced separately: the sport fields' construction; the synthetic sports surface materials supply & installation; and the fieldhouse/concession building construction. The synthetic surface material supply and installation proposal call will be issued in July to provide the appropriate time for turf manufacture and delivery in advance of the turf installation schedule. The fieldhouse building design has been initiated and will be completed in alignment with the field work completion timeline.

The sports field construction component includes the demolition of the existing structures, concession and washroom buildings and septic system. Also included is the earthworks, drainage and sports field preparation, improved lighting for fields #1 and #2, and renovation to reorient ball diamond #3 with lighting for ball diamonds #3 and #4 as well. An Invitation to Tender for this sport field construction work was issued through BC Bid on April 26, 2018, and closed on May 29, 2018. Three tenders were submitted with the total tender prices (excluding taxes) ranging from a low of \$5,674,100 to a high of \$8,148,551. Tenders were checked for completeness and compliance with the Invitation to Tender documents, and all three tenders were found to be compliant. The three bid results are listed below from lowest to highest price.

	<u>Total Tender Price</u>
• Cedar Crest Lands (BC) Ltd.	\$5,674,100.00
• Canadian Landscape and Civil Services Ltd.	\$7,362,450.50
• Wilco Civil Ltd.	\$8,148,551.00

Staff evaluated the bids in accordance with the factors specified in the Invitation to Tender, using the information submitted within each bid. After concluding this evaluation, staff identified that the submission from Cedar Crest Lands provides the best overall value to the City. Cedar Crest Lands is experienced in synthetic field construction with recent projects throughout the lower mainland.

b) Desired Outcome:

The desired outcome is to upgrade the fields at Telosky Stadium to synthetic turf and conduct other infrastructure improvements that will enhance recreation opportunities at this facility.

c) Strategic Alignment:

This project is one of a number of Council's current infrastructure priorities, and aligns with recommendations in the 2010 Parks, Recreation & Culture Master Plan. Through the provision of increased recreation opportunities, this project is also consistent with principles in the City of Maple Ridge Official Community Plan, and in particular with Principle 13 which states that recreation is a vital component of a healthy community.

d) Citizen/Customer Implications:

Sports user groups will benefit from the provision of increased field capacity, as synthetic sports surfaces enable additional game play and practice time with fewer closures due to fall/winter adverse weather conditions.

e) Interdepartmental Implications:

The Engineering Department was consulted during the detailed design process to ensure that site servicing is to City standards and that requested off-site works are included in the construction costs noted above.

f) Business Plan/Financial Implications:

Total project funding in the amount of \$10,000,000 from Community Amenity Contributions and approved borrowing is included in the adopted financial plan for the construction of the fields and the fieldhouse replacement. Council has set aside funds to provide gap funding if needed, as the project is partially funded with Community Amenity Contributions that have not been collected at this time.

A contingency of \$600,000 is recommended in case the excavation exposes other issues that have not been identified or anticipated. If the contingency is not required for this purpose, it would not be used. The field construction cost in the amount of \$5,674,100 as well as the recommended contingency is within the allowance for this component of the total project budget.

CONCLUSIONS:

The two planned synthetic fields at Telosky Stadium, along with new synthetic fields at Arthur Peake Centre/Golden Ears Elementary School (under construction), and the Karina LeBlanc Field at Merkley Park (complete), will together add allocation times for both practice and game play to accommodate increased participation amongst sports user groups. The sports community has advised Council that the planned synthetic field redevelopment at Telosky Stadium / Thomas Haney Secondary is needed to deliver additional field allocation to meet the community's needs. Staff has reviewed the tender submissions and recommends that the project be awarded to Cedar Crest Lands (BC) Ltd. to begin the work for completion in advance of the 2019 spring/summer sports season.

"Original signed by Valoree Richmond"

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

"Original signed by David Boag"

Reviewed by: David Boag, Director of Parks & Facilities

"Original signed by Trevor Thompson"

Reviewed by: Trevor Thompson, Chief Financial Officer

"Original signed by Kelly Swift"

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

"Original signed by Paul Gill"

Concurrence: Paul Gill, CPA, CGA
Chief Administrative Officer

TO: Her Worship Mayor Nicole Read
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Festival Grant Program – Second Intake

MEETING DATE: July 10, 2018
FILE NO: 1975803
MEETING: Council

EXECUTIVE SUMMARY:

Applications for festival support were reviewed by an internal Festival Grant Committee on May 17, 2018, and evaluated with reference to the criteria outlined in the Festival Support Policy. In particular, the financial documentation supplied by the applicants was examined to ensure that event organizers had clearly demonstrated the need and justification for financial support. The Committee's recommendations for support allocations are outlined in the Festivals Support Grant Program Summary Chart 2018 – Second Intake (Attachment 1).

The eligible community groups recommended to receive funding provide free or low-cost, volunteer-driven celebrations that promote local community spirit and align with the City's culture and tourism strategies.

RECOMMENDATION:

That festival support allocations totaling \$14,143 for special events scheduled for November 1, 2018 to April 30, 2019, as outlined in Attachment 1 to the "Festival Grant Program – Second Intake" report dated July 10, 2018, be approved.

DISCUSSION:

a) Background Context:

The total approved 2018 festival grant funding budget is \$90,763. The first intake of the Festival Support Grant Program was completed in February for events scheduled between May 1 and October 31, 2018, where a total of \$76,620 was allocated. This report recommends the second intake of applications for events scheduled between November 1, 2018 and April 30, 2019; specifically, that the two eligible festival funding applicants be allocated an increase of \$900 each to recognize their growth in scope and complexity, and the other applicant to receive a minor decrease of \$200 because it has sufficient funding from other sources. Therefore, the recommended total is \$11,100 for the three applicants, with \$3,043 to be reserved for new and grassroots events that arise throughout the year. New and grassroots event applications will be reviewed on an ongoing basis according to the Festival Support Policy.

Applications for the second intake were reviewed by the Festival Grant Committee comprised of Lino Siracusa, Director of Economic Development & Civic Properties, Valoree Richmond, Manager of Parks Planning & Development, Yvonne Chui, Manager of Arts & Community Connections, and Darlene Slevin, Coordinator of Special Events & Volunteers. The committee followed established festival support guidelines to ensure consistency in decision-making, while remaining flexible to accommodate increased costs related to the expansion of activities, production, and safety-related requirements. The committee also looked for alignment with civic goals and strategies in tourism, economic development and community development.

Applicants' requests included essential event production requirements such as insurance, safety equipment, public health and volunteer program expenses. Many of these production expenses continue to increase as the respective events grow in size and complexity. Staff will outline a phased approach to strengthening festivals through alignment with the tourism and cultural plan strategies in the 2019 business planning process.

b) Desired Outcome:

The desired outcome is to provide the community with opportunities for citizen engagement and to build connections that increase a sense of belonging, pride and inclusion which contribute towards a healthy, safe and vibrant community.

c) Strategic Alignment:

As per the 2010 Parks, Recreation and Culture Master Plan and the 2017-2027 Culture Plan, increasing the quality, scope and diversity of festivals and special events promotes Maple Ridge as a destination city and community with rich arts and culture opportunities.

d) Business Plan/Financial Implications:

The recommended level of funding falls within the approved budget guidelines in the 2018-2022 Financial Plan and allows for the funding of new events as requests come forward throughout the year.

CONCLUSIONS:

An evaluation of all festival applications for the second intake was conducted by the Festival Grant Committee, and the recommendation is that applications receive the level of financial support as outlined in Attachment 1, for a total of \$14,143. Special events and festivals provided by community organizers and volunteers are successful and effective, and contribute to the development of Maple Ridge as a fun destination for locals and visitors while strengthening community spirit and engagement.

"Original signed by Yvonne Chui"

Prepared by: Yvonne Chui, Manager of Arts & Community Connections

"Original signed by Lino Siracusa"

Reviewed by: Lino Siracusa, Director of Economic Development & Civic Properties

"Original signed by Christa Balatti for Danielle Pope"

Reviewed by: Danielle Pope, Director of Recreation & Community Services

"Original signed by Kelly Swift"

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

"Original signed by Paul Gill"

Concurrence: Paul Gill, CPA, CGA
Chief Administrative Officer

Attachments:

(1) Festivals Support Grant Program Summary Chart 2018 – Second Intake

Festivals Support Grant Program Summary Chart 2018 - Second Intake

Festival Name/Organization	2018 Recommended	Variance between 2017 App. & 2018 Recommended	2017 Approved
Grassroots and New Events Reserve	\$ 3,043		\$ 3,500
Large Festivals			
Maple Ridge Christmas Festival	\$6,400	\$900	\$5,500
Mid-Sized Festivals			
Earth Day	\$3,900	\$900	\$3,000
Christmas Haven	\$800	-\$200	\$1,000
RECOMMENDED Grand Total 2nd Intake June 2018 (including Grassroots and New Event Applications)	\$14,143		\$13,000
GRANT ALLOCATIONS			
Total Approved by Council for 1st intake	\$76,620		\$51,320
Total Recommended for 2nd intake	\$14,143		\$13,000
BUDGET (\$90,763 - APPROVED)	\$90,763		\$64,320