City of Maple Ridge

COUNCIL MEETING AGENDA
November 28, 2017
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.

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100 *CALL TO ORDER*

200 *AMENDMENTS TO THE AGENDA*

300 *APPROVAL OF THE AGENDA*

400 *ADOPTION AND RECEIPT OF MINUTES*

401 Minutes of the Regular Council Meeting of October 24, 2017

402 Minutes of the Public Hearing of November 21, 2017

500 *PRESENTATIONS AT THE REQUEST OF COUNCIL*

600 *DELEGATIONS*

601 Maple Ridge Arts Council Annual Report and Program Update
- Philip Hartwick, Acting Executive Director
- Dawn Flanagan, President

602 **Small Cell Towers in Maple Ridge – RFRadiation**

- Ted Archibald

603 **United Way Month – Seniors' "Party Bus" Program**

- Maggie Karpilovsky, Planner, Community Impact and Better Home, United Way of the Lower Mainland
- Angie Brunner, Participant
- Sandra Salvadore, Seniors' Connect Coordinator

700 *ITEMS ON CONSENT*

701 *Minutes*

701.1 Minutes of the Development Agreements Committee Meetings of November 7 and 14, 2017

701.2 Minutes of Meetings of Committees and Commissions of Council

- Community Heritage Commission – October 12, 2017
- Municipal Advisory Committee on Accessibility and Inclusiveness – September 21, 2017

702 *Reports*

702.1 **Disbursements for the month ended October 31, 2017**

Staff report dated November 28, 2017 recommending that the disbursements for the month ended October 31, 2017 be received for information.

702.2 **2017 Council Expenses**

Staff report dated November 28, 2017 providing an update on Council expenses recorded to date.

703 *Correspondence*

704 *Release of Items from Closed Council Status*

800 *UNFINISHED BUSINESS*

801 Falcon Homes – Amendments to Purchase and Sale Agreement

Staff report dated November 28, 2018 recommending that first and second amendments to the Purchase and Sale Agreement between the City of Maple Ridge and Falcon Homes Ltd. be approved and that the Corporate Officer be authorized to execute the agreements.

802 2016-145-RZ, 11749 and 11761 Burnett Street - Reconsideration of a motion according to Maple Ridge Council Procedure Bylaw 6472-2007 Part 17

Reconsideration of the following motion from the staff report dated November 14, 2017 recommending that Maple Ridge Zone Amending Bylaw No. 7252-2016 to rezone from RS-1 (One Family Urban Residential) to RM-2 (Medium Density Apartment Residential) to permit the future construction of a 64 unit Apartment Building be given second reading and be forwarded to Public Hearing. The original motion was amended with the addition of xi) and xii) to terms and conditions and carried as amended.

1) That Bylaw No. 7252-2016 be given second reading, and be forwarded to Public Hearing; and

2) That the following terms and conditions be met prior to final reading:
   - i) Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;
   - ii) Approval from the Ministry of Transportation and Infrastructure;
   - iii) Road dedication on Burnett Street as required;
   - iv) Consolidation of the subject properties;
   - v) Registration of a Restrictive Covenant for the protection of the Adaptive Housing Units;
   - vi) Registration of a Restrictive Covenant for the protection of visitor parking;
   - vii) Registration of a Restrictive Covenant protecting the public art;
   - viii) Registration of a Restrictive Covenant for storm water management works;
   - ix) Removal of existing building/s;
   - x) In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject properties. If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site.
   - xi) Proceeding with a bylaw to authorize entering into a housing agreement for 10 years with relocation assistance provisions.
   - xii) Registration of housing agreement Restrictive Covenant.

803 **2017-281-RZ, 21428, 21460, 21472 Dewdney Trunk Road, RS-1 to P-6**

Reconsidered of the following motion from the staff report dated November 14, 2017 recommending that Maple Ridge Official Community Plan Amending Bylaw No. 7357-2017 to redesignate three subject properties from Urban Residential to Institutional to allow for the expansion of the Maple Ridge Cemetery be given second reading and be forwarded to Public Hearing and that Maple Ridge Zone Amending Bylaw No. 7360-2017 to rezone 21428 Dewdney Trunk Road from RS-1 (One Family Urban Residential) to P-6 (Civic Institutional) be given second reading and be forwarded to Public Hearing.

1) That, in accordance with Section 475 of the *Local Government Act,* opportunity for early and on-going consultation has been provided by way of posting Bylaw No. 7357-2017 on the municipal website and requiring that the applicant host a Development Information Meeting (DIM), and Council considers it unnecessary to provide any further consultation opportunities, except by way of holding a Public Hearing on the bylaw;

2) That Bylaw No. 7357-2017 be considered in conjunction with the Capital Expenditure Plan and Waste Management Plan;

3) That it be confirmed that Bylaw No. 7357-2017 is consistent with the Capital Expenditure Plan and Waste Management Plan;

4) That Bylaw No. 7357-2017 be given second reading and be forwarded to Public Hearing;

5) That Bylaw No. 7360-2017 be given second reading, and be forwarded to Public Hearing;

6) That the following terms and conditions be met prior to final reading:
   i) Approval from the Ministry of Transportation and Infrastructure;
   ii) Amendment to Official Community Plan Schedule "B"; and
   iii) Road dedication on Dewdney Trunk Road as required.

900 *CORRESPONDENCE*

1000 *BYLAWS*

Note: Items 1001 to 1004 are from the November 21, 2017 Public Hearing

Bylaws for Third Reading

1001 **2017-291-RZ, 24093 and 24137 104 Avenue and PID 009-437-061**

1001.1 **Maple Ridge Official Community Plan Amending Bylaw No. 7369-2017**
To designate from Medium Density Residential and Institutional to Institutional and Conservation and to add to Conservation
Third reading

1001.2 **Maple Ridge Zone Amending Bylaw No. 7364-2017**
To rezone from RS-3 (One Family Rural Residential) and RS-2 (One Family Suburban Residential) to P-1 (Park and School) to facilitate the co-location and joint development of a new Albion Elementary School and Albion Community Centre
Third reading

1002 **2015-347-RZ, 20621 123 Avenue**

1002.1 **Maple Ridge Official Community Plan Amending Bylaw No. 7383-2017**
To designate from Urban Residential to Conservation and to add to Conservation
Third reading

1002.2 **Maple Ridge Zone Amending Bylaw No. 7193-2015**
To rezone from RS-3 (One Family Rural Residential) to RS-1b (One Family Urban (Medium Density) Residential) to permit a future subdivision of approximately 10 lots
Third reading

1003 **2016-336-RZ, 11300 and 11250 240 Street**

1003.1 **Maple Ridge Official Community Plan Amending Bylaw No. 7396-2017**
To designate from Medium Density Residential to Conservation and to add to Conservation
Third reading

1003.2 **Maple Ridge Zone Amending Bylaw No. 7287-2016**
To rezone from RS-3 (One Family Rural Residential) to RM-1 (Townhouse Residential) and R-2 (Urban Residential District) to permit the future subdivision of 5 lots and the future construction of a 54 unit townhouse development
Third reading

1004 **2016-191-RZ, 11939 240 Street**
Maple Ridge Zone Amending Bylaw No. 7257-2017
To rezone from CS-1 (Service Commercial) to C-2 (Community Commercial) to permit construction of a multi-tenant commercial development
Third reading

<u>Bylaws for Adoption</u>

1005 **Maple Ridge Tree Protection Amending Bylaw No. 7314-2017 and 2017-066-RZ, 21241 Wicklund Avenue**

Maple Ridge Tree Protection Amending Bylaw No. 7314-2017
To allow for minor changes, updates, and amendments that can create additional efficiencies, reduce municipal costs, provide greater clarity for permit holders, and promote better integration of development requirements with tree management requirements
Adoption

2017-066-RZ, 21241 Wicklund Avenue
To repeal Maple Ridge Zone Amending Bylaw No. 7314-2017 to correct the use of duplicate numbers and that Maple Ridge Zone Amending Bylaw No. 7322-2017 to rezone from RS-1 (One Family Urban Residential) to RT-1 (Two Family Urban Residential) to permit development of a duplex be given first reading

1006 **2016-240-RZ, 22638 119 Avenue and 22633 Selkirk Avenue**

1006.1 **Maple Ridge Official Community Plan Amending Bylaw No. 7342-2017**
To amend Schedule "B" of the Official Community Plan from Medium and High-Rise Apartment to Town Centre Commercial
Adoption

1006.2 **Maple Ridge Zone Amending Bylaw No. 7262-2016**
To rezone from RS-1 (One Family Urban Residential) to C-3 (Town Centre Commercial) to permit the future construction of three mixed use commercial residential six storey buildings
Adoption

1006.3 **Selkirk Avenue Housing Agreement Bylaw No. 7347-2017**
To allow the City of Maple Ridge to enter into a Housing Agreement
First, second and third readings

1100 *REPORTS AND RECOMMENDATIONS*

Public Works and Development Services

1101 **2017-430-RZ, 11839 and 11795 267 Street, RS-3 to RS-2**

Staff report dated November 28, 2017 recommending that Maple Ridge Zone Amending Bylaw No. 7408-2017 to rezone from RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential) to create a 16 lot subdivision be given first reading and that the applicant provide further information as described on Schedules A, B, D, F, and G of the Development Procedures Bylaw No. 5879-1999, along with information required for a Subdivision application.

1102 **2013-115-RZ, 24440 128 Avenue, RS-3 to RS-2**

Staff report dated November 28, 2017 recommending that Maple Ridge Official Community Plan Amending Bylaw No. 7410-2017 to adjust area designated Conservation around a watercourse from Suburban Residential to Conservation and to add to Conservation be given first and second readings and be forwarded to Public Hearing and that Maple Ridge Zone Amending Bylaw No. 7052-2017 to rezone from RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential) to permit a future subdivision of 6 lots be given first and second readings and be forwarded to Public Hearing.

1103 **2016-240-DVP, 2016-240-DP, 22638 119 Avenue and 22633 Selkirk Avenue**

Staff report dated November 28, 2017 recommending that the Corporate Officer be authorized to sign and seal 2016-240-DVP to reduce a distance from side lot lines, to reduce the distance from front and rear lot lines above the second storey and to allow the tandem parking stall configuration in the C-3 zone and that the Corporate Officer be authorized to sign and seal 2016-240-DP to permit future construction of two mixed use commercial residential six storey buildings.

1104 **Environmental Management Strategy Implementation – Soil Deposit Regulation Bylaw Review Process Update –Soil Deposit Regulation Bylaw**

Staff report dated November 28, 2017 recommending that Soil Deposit Regulation Bylaw No. 7412-2017 be given first reading.

1105 **Award of Contract ITT-EN-17-77: 224 Street PRV and Flow Meter Chamber (224 Street and 127 Avenue)**

Staff report dated November 28, 2017 recommending that Contract ITT-EN-17-77: 224 Street PRV and Flow Meter Chamber (224 Street and 127 Avenue) be awarded to 1138904 B.C. Ltd., that a contingency be approved for unforeseen items and that the Corporate Officer be authorized to execute the contract.

Financial and Corporate Services (including Fire and Police)

1131 **Community Emergency Preparedness Fund Grant Applications**

Staff report dated November 28, 2017 recommending that the Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning grant application be supported and that the Emergency Social Services grant application be supported.

1132 **Award of Contract, Maple Ridge Fire Hall 1 Trailer Shelter Construction**

Staff report dated November 28, 2017 recommending that the Trailer Shelter Construction contract for Fire Hall 1 be awarded to RJS Construction Ltd., that a contingency be established, that the Financial Plan be amended to increase the budget and that the Corporate Officer be authorized to execute the contract.

1133 **Justice Institute Agreement**

Staff report dated November 28, 2017 recommending that the Corporate Officer be authorized to execute an agreement with the Justice Institute of BC.

1134 **Bylaw No. 7411-2017, Amendment to Maple Ridge Council Procedure Bylaw No. 6472-2017**

Staff report dated November 28, 2017 recommending that Maple Ridge Council Procedure Amending Bylaw No. 7411-2017 be given first, second and third readings.

1135 **Alternative Approval Process for Loan Authorization Bylaws – Update**

Staff report dated November 28, 2017 recommending that the borrowing bylaw for the Outdoor Pool be withdrawn from the Alternative Approval Process at this time and that the schedule for required advertisements for the Alternative Approval Process and the deadlines for the submission of Elector Response Forms be approved.

1136 **2018-2022 Financial Plan**

Staff report dated November 28, 2017 recommending that ongoing incremental adjustments to the 2018-2022 Financial Plan indicated in the report be approved and that staff be directed to bring back a Financial Plan Bylaw incorporating the adjustments.

Parks, Recreation & Culture

1151 **New Public Art Location Recommendations**

Staff report dated November 28, 2017 recommending that the locations for proposed new public art commissions at the Leisure Centre and Merkley Park/Karina LeBlanc Field 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 ***QUESTIONS FROM THE PUBLIC***

1600 *ADJOURNMENT*

QUESTION PERIOD

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: _____

400 Adoption and Receipt of Minutes

City of Maple Ridge

COUNCIL MEETING MINUTES

October 24, 2017

The Minutes of the City Council Meeting held on October 24, 2017 at 7:04 p.m. in the Council Chamber of the City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

PRESENT

Elected Officials	*Appointed Staff*
Mayor N. Read	P. Gill, Chief Administrative Officer
Councillor C. Bell	K. Swift, General Manager of Parks, Recreation & Culture
Councillor K. Duncan	F. Quinn, General Manager Public Works and Development Services
Councillor B. Masse	C. Nolan, Interim Director of Finance
Councillor G. Robson	C. Carter, Director of Planning
Councillor T. Shymkiw	L. Darcus, Manager of Legislative Services
Councillor C. Speirs	A. Gaunt, Confidential Secretary
	Other staff as required
	D. Pollock, Municipal Engineer
	C. Goddard, Manager of Development and Environmental Services
	B. Elliott, Manager of Community Planning
	D. Hall, Planner 2
	R. MacNair, Manager by Bylaw and Licensing Services

Note: These Minutes are also posted on the City's Web Site at www.mapleridge.ca
The meeting was live streamed and recorded by the City of Maple Ridge

Note: Councillor Bell and Councillor Duncan were not in attendance at the start of the meeting.

100 *CALL TO ORDER*

200 *AMENDMENTS TO THE AGENDA*

The inclusion of the Council Meeting Addendum dated October 20, 2017; Item 1500 Question Period to be dealt with following Item 600 Delegations; Item 901 to be withdrawn.

Note: Councillor Duncan joined the meeting at 7:05 p.m.

300 *APPROVAL OF THE AGENDA*

R/2017-488
It was moved and seconded

That the agenda for the October 24, 2017 Council Meeting be amended to include the Council Meeting Addendum dated October 20, 2017, allow Item 1500 Question Period to be dealt with following Item 600 Delegations and to withdraw Item 901; and

That the agenda as amended be adopted.

CARRIED

400 *ADOPTION AND RECEIPT OF MINUTES*

401 Minutes of Council Meetings

- Special Council Meeting of October 3, 2017
- Special Council Meeting of October 10, 2017
- Regular Council Meeting of October 10, 2017
- Special Council Meeting of October 17, 2017

Note: Councillor Bell joined the meeting at 7:06 p.m.

R/2017-489
It was moved and seconded

That the minutes of the Special Council Meeting of October 3, 2017, the Special Council Meeting of October 10, 2017, the Regular Council Meeting of October 10, 2017 and the Special Council Meeting of October 17, 2017 be adopted as circulated.

CARRIED

402 Minutes of the Public Hearing of October 17, 2017

R/2017-490
It was moved and seconded

That the minutes of the Public Hearing of October 17, 2017 be adopted as circulated.

CARRIED

500 *PRESENTATIONS AT THE REQUEST OF COUNCIL* – Nil

600 *DELEGATIONS*

601 Ridge Meadows Recycling Society – Waste Reduction Week

- Judy Dueck, President
- Leanne Koehn, Community Engagement

Judy Dueck acknowledged Ridge Meadows Recycling Society Board members and its Executive Director. She provided information on Waste Reduction Week and gave a summary of services provided by the Society as part of a partnership agreement with the City of Male Ridge.

Ms. Koehn provided further information on services provided by Ridge Meadows Recycling Society. She outlined responses received through an apartment resident survey requesting feedback on services provided by the Recycling Society. She highlighted key messaging developed this year outlining materials collected and materials which are not accepted at the Recycling Depot. Ms. Koehn provided information on a program called Grow It, Fix It, Share It and on a new program providing access to repair cafes.

Note: Councillor Duncan excused herself from the presentation of Item 602 at 7:16 p.m. due to a conflict of interest

602 Construction of a New Indoor Pool in East Maple Ridge

- Linda Meyer, A.A.B.A.P.B.D., Legal Representative/Legal Advocate

Ms. Meyer read from prepared notes. She encouraged Council to build a new indoor pool on the east side of town rather than build an outdoor pool. Ms. Meyer is opposed to the location of the outdoor pool and questioned the date change on the proposed closure of the existing leisure centre. She encouraged Council to revisit their decision regarding an outdoor pool.

Note: Councillor Duncan returned to the meeting at 7:24 p.m.

603 Businesses and Homeowners Frustrated with Tent City

- Ahmed Yosef, Business Owner
- Mark Lancaster, North Fraser Automotive Repair Ltd.
- Scott O'Dell, Home Hardware
- Yvan Charette, The Haney Public House

Ahmed Yosef

Mr. Yosef read from a prepared statement. He addressed Council as a small business owner in Maple Ridge who recognized that the complexities of tent city have caused a profoundly negative impact on local businesses. Mr. Yosef outlined the negative impacts faced by local businesses, their staff and their customers. He introduced Mark Lancaster, Scott O'Dell and Yvan Charette as local business owners in close proximity to the St. Anne Camp.

Mark Lancaster – owner of North Fraser Automotive Repair

Mr. Lancaster read from a prepared statement. Mr. Lancaster shared his personal feelings and events he has witnessed occurring at the Anita's Place tent city. Mr. Lancaster and his customers have suffered verbal attacks, property damage, and intimidation from individuals residing in the camp. Mr. Lancaster requested someone take responsibility and immediate action to remove the camp.

Scott O'Dell – owner of Home Hardware

Mr. O'Dell read from a prepared statement. Mr. O'Dell, his staff and his customers have suffered verbal attacks and property damage. Mr. O'Dell posed questions to Council regarding the camp, its residents and the RCMP presence at the camp.

Yvan Charette - owner of the Haney Hotel

Mr. Charette read from a prepared statement. Mr. Charette informed Council that his business has endured negative impacts since the temporary shelter opened three years ago and that his business is suffering losses. He spoke about open drug use and dealing, prostitution and crime in the area, much of which he is dealing with on his own as a property owner. He expressed his concerns with lack of action on the part of the City and the despair the area has fallen into. Mr. Charette believes there are solutions but is frustrated with the lack of action in bettering the downtown core.

Ahmed Yosef

Mr. Yosef advised that the speakers on the delegation are not alone and read out names of other companies and organizations negatively impacted by the tent city and outlined various crimes which have occurred in the last three months to businesses and residences throughout the area. He expressed that what is being done is not working in that while attempting to help addicted homeless a Wild West environment has been created which is as damaging to the homeless as it is to the community and to the businesses. He implored Council to stand with the residents and businesses which have built the community.

Mayor Read requested that RCMP Superintendent Jennifer Hyland respond to questions and concerns of members of the delegation.

Superintendent Hyland advised on data pertaining to the camp and crime rates since inception of the camp. She stated that long term statistics will be put out. She also stated that many issues being encountered are larger social issues which go beyond law enforcement.

Note: Question Period was dealt with following Item 600 Delegations

1500 Questions from the Public

Jody Johnson

Ms. Johnson posed a question with regard to crime stats. She stated that she had called several times to report men trying to get into her backyard when she was home alone with her children. She advised that she was told that this was not trespassing as it was occurring during daylight hours and stated that there was no response from the police nor was there a police file. She does not feel crime stats are accurate

The RCMP Superintendent addressed the concerns with regard to communication and reporting crime.

Ms. Johnson asked how she can identify the person she is speaking with when calling 911 or the non-emergency number. The Superintendent advised that when calling 911 Maple Ridge citizens are speaking to dispatchers working of E-Comm. She encouraged residents call the local RCMP office to follow up on any complaints with E-Comm

Ron Lancaster

Mr. Lancaster requested that Council respond to the concerns of the delegation. He expressed concerns with the negative changes in the downtown core and asked that Council be supportive of its citizens, businesses and residents. Mr. Lancaster does not feel much is being done and asked what citizens and businesses can expect in the future.

Mayor Read addressed Mr. Lancaster's concerns.

Steve Ranta

Mr. Ranta advised that he grew up in Maple Ridge and is unhappy with the issues happening in Haney. He expressed concern that many people are angry with representatives who listen the most and felt the community needed to work together. He asked how citizens can make the Provincial Government more accountable.

Mayor Read advised that both the Federal and Provincial Governments needed to become involved. She provided names of MLA's and MP's who can be contacted.

Note: Councillor Bell left the meeting at 8:00 p.m.

R/2017-491
It was moved and seconded
That Question Period be extended for an additional 15 minutes.

CARRIED

Teal Quin
Ms. Quin advised that she provided food to persons at the St. Anne Camp. She expressed that the engagement of the Federal and Provincial Governments is the missing part of the puzzle and that unaffordable housing is an issue as well. Ms. Quin asked for a time frame in which safety for the residents at Anita's place which includes proper housing, not warehouse housing, will be provided.

Mayor Read addressed the question on time frame.

Ted Hajdu
Mr. Hajdu stated he is staff at Anita Place in the form of security. He advised that he therefore engages residents on a daily basis. He asked what Council can provide to citizens, business owners and persons at tent city in terms of a communications strategy that is open and transparent and allows all to see what three levels of government are doing.

Mayor Read advised that the City of Maple Ridge has always communicated and has been accessible and outlined events and forums held to further communication. She added that a local government cannot control communication for the Provincial and Federal Governments.

Mr. Hajdu advised that there is a criminal operating parallel to tent city. He asked how can we define what is direct damage done by a resident of the camp compared to something that has been done by someone who is not a resident of the camp. He expressed concern that blame for much crime is being moved toward residents of the camp.

Mayor Read addressed Mr. Hajdu's questions and concerns on criminality in the camp and the impact on neighbours.

Note: Councillor Bell returned to the meeting at 8:14 p.m.

Ahmed Yosef

Mr. Yosef asked how the community can assist Council with getting the Federal and Provincial Governments to the table to discuss issues. He also asked how the community can help police address issues and mitigate the fears of business owners, staff and operators

Mayor Read advised on additional security provided by BC Housing for the downtown area. She encouraged citizens to report crime and to let the local RCMP detachment know if there are concerns with E-Comm responses.

Graham Mowatt

Mr. Mowatt asked how citizens can communicate directly with the Ridge Meadows RCMP detachment if the only number available is an E-Comm number.

Superintendent Hyland advised that e-mail addresses for both the local detachment and herself at on the RCMP website.

Mr. Mowatt requested that the contact information for the RCMP be placed on the City's website. He expressed that as store owners and residents pay taxes for police protection, it is wrong to have to pay extra money for their own security. He asked if the City can provide the businesses in the St. Anne area more protection through the RCMP.

Mayor Read advised that the RCMP is active in the area. She spoke to challenges facing the RCMP.

Mr. Mowatt asked whether charges will be laid or whether the City will sue the persons who formed the St. Anne camp.

Mayor Read advised that discussions on legal matters are not open to the public.

Gordy Westran

Mr. Westran thanked Council for the help provided to the homeless at the beginning of the exercise. He feels that the current issues are not homeless rather are related to persons who are addicted. He asked that since there seems to be a group of people who wish to maintain their addiction, how can Council deal with that issue. He expressed that the police are the only one who can dealt with such persons.

Mayor Read responded to the comments on addiction and policing.

Katrina Treklosky

Ms. Treklosky identified herself as a business owner. She expressed that she had not been part of the delegation as she feared people not coming to her business. She shared issues she has experienced and expressed her fear to be alone in her business. She advised that she has reported many things to the RCMP and has been told that she was reporting too much. Ms. Treklosky asked what Council will do to help business owners. She expressed concern that businesses are failing, people are scared and help is needed.

Mayor Read addressed the concerns in terms of protection by the RCMP. She advised that Superintendent Hyland will follow up on the concern expressed pertaining to reporting crimes.

Ms. Treklosky asked what businesses should do in the meantime.

Mayor Read advised on options for citizens and businesses.

Note: Councillor Robson left the room at 8:28 p.m.

Chris Bosley

Mr. Bosley expressed concern that the community had fallen back to where it was two years ago when the Cliff encampment was closed and a temporary shelter was opened. He referred to the Provincial Government's offer to communities for modular housing and asked whether the City will request some of these housing units.

Mayor Read advised on discussions being held with BC Housing around plans for modular housing.

Ted Ingram

Mr. Ingram expressed his concern with the definition of homelessness and the possible return to an antiquated model of care such as Riverview. He feels that a solution is to have resources in communities. He asked where resources proposed for communities are.

Mayor Read stated that Council is supportive of the opening of health services as well as the reopening of Riverview by the Provincial Government.

Linda Meyer

Ms. Meyer stated that modular housing is temporary and asked when persons accessing modular housing transition out and where they would transition to.

Mayor Read addressed Ms. Meyer's question.

Speaker – no name and address provided
The speaker expressed that too much is being blamed on people living in the camp. She felt that the crux of the situation is poverty and this needs to be discussed. She asked whether Maple Ridge done any investigation on how many persons in the community are living in their vehicles.

The Mayor responded to the question. She advised that such information should be available through the 2017 Homeless count.

Jasper Deroche
Mr. Deroche felt that problems with crime have been going on in Maple Ridge for a long while. He asked that due to the fentanyl crisis whether or not persons who are addicted can be restrained.

Mayor Read advised that there is no mechanism for persons to be forcibly put into treatment.

Ahmed Yosef
Mr. Yosef asked what is being done by the RCMP to differentiate between mental health calls and actual crime calls.

Mayor Read advised on the challenges of the RCMP dealing with mental health calls and on a system in place which is meant to track calls.

Linda Meyer
Ms. Meyer advised that the Mental Health Care Act can be invoked in response to the question of whether or not persons who are addicted can be restrained.

Brian Harris
Mr. Harris advised on work he does around the community. He also advised that he will hire persons from Anita Place to work for him and that there are a certain number of people in the camp who can work and others who can't. He asked what is being done to separate or help persons who are able to work and aren't addicted to drugs and just have a mental health issue from people who are introducing drugs to them every day;

The Mayor advised that this type of action is a Federal and Provincial Government responsibility.

Diane Guthrie
Ms. Guthrie advised that she cannot access Council Meetings using her I-Pad and requested assistance.

It was advised that she call the Manager of Legislative Services

Note: The meeting was paused to allow persons to leave the room. The Mayor resumed the meeting at 8:55 p.m. Councillor Duncan and Councillor Speirs were not in attendance when the meeting restarted.

700 *ITEMS ON CONSENT*

701 *Minutes*

701.1 Minutes of the Development Agreements Committee Meeting of October 11, 2017

701.2 Minutes of Committees and Commissions of Council
- Community Heritage Commission – September 14, 2017

702 *Reports*

702.1 **2017 Council Expenses**

Staff report dated October 24, 2017 providing an update on Council expenses recorded to date.

702.2 **Disbursements for the month ended September 30, 2017**

Staff report dated October 24, 2017 recommending that the disbursements for the month ended September 30, 2017 be received for information.

702.3 **Adjustments to the 2016 and 2017 Collector's Roll**

Staff report dated October 24, 2017 submitting information on changes to the 2016 and 2017 Collector's Roll through the issuance of Supplementary Rolls 3 through 6.

702.4 **Pitt Meadows Airport – Strategic Framework**

Staff report dated October 24, 2017 provided information on a strategic framework for the Pitt Meadows Airport.

702.5 **Ridge Meadows Minor Lacrosse Outdoor Box Follow Up**

Staff report dated October 24, 2017 providing information on a potential location for a new lacrosse box, costing information and a development timeline.

703 *Correspondence* – Nil

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

R/2017-492
It was moved and seconded
That Items 701.1, 701.2, 702.1, 702.2, 702.3, 702.4 and 702.5 on the "Items on Consent" agenda be received into the record.

CARRIED

800 *UNFINISHED BUSINESS* – Nil

900 *CORRESPONDENCE*

Note: Item 901 was withdrawn

901 **Support for Alouette River Management Society ("ARMS") Proposal entitled "Alouette Sockeye – Determination of Fish Passage Feasibility" Plan**

1000 *BYLAWS*

Note: Items 1001 to 1004 are from the October 17, 2017 Public Hearing

Bylaws for Third Reading

1001 **2015-327-RZ, 21710 and 21728 Lougheed Highway**
Maple Ridge Zone Amending Bylaw No. 7196-2015
To rezone from RS-1 (One Family Urban Residential) to C-2 (Community Commercial), the current application is to permit the future construction of a Gold's Gym
Third reading

R/2017-493
It was moved and seconded
That Bylaw No. 7196-2015 be given third reading.

CARRIED

1002 **2016-109-RZ, 21137 River Road**
Maple Ridge Zone Amending Bylaw No. 7249-2016
To rezone from RS-1 (One Family Urban Residential) to RT-1 (Two Family Urban Residential), the current application is to permit the development of a duplex
Third reading

R/2017-494
It was moved and seconded
That Bylaw No. 7249-2016 be given third reading.

CARRIED

Note: Councillor Duncan joined the meeting at 8:57 p.m.

1003 **2016-066-RZ, 24240 125 Avenue**
Maple Ridge Zone Amending Bylaw No. 7239-2016
To rezone from RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential), the current application is to permit a future subdivision of 2 lots
Third reading

R/2017-495
It was moved and seconded
That Bylaw No. 7239-2016 be given third reading.

CARRIED

1004 **2016-244-RZ, 11184, 11154 and 11080 240 Street**

1004.1 **Maple Ridge Official Community Plan Amending Bylaw No. 7381-2017**
To amend Schedule "A", Chapter 10.2 Albion Area Plan, Schedule 1: Albion Area Plan from Neighbourhood Commercial, Medium Density Residential and Conservation to Village Commercial, Medium Density Residential and Conservation and to amend Schedule “C” of the Official Community Plan to remove from Conservation and to add to Conservation
Third reading

R/2017-496
It was moved and seconded
That Bylaw No. 7381-2017 be given third reading.

CARRIED

Note: Councillor Speirs joined meeting at 8:58 p.m.

1004.2 **Maple Ridge Zone Amending Bylaw No. 7276-2016**
To rezone from RS-3 (One Family Rural Residential) to RM-1 (Townhouse Residential) and C-5 (Village Centre Commercial), the current application is to permit the future construction of a 130 unit townhouse development and a 905 square metre commercial building with residential uses on the second story
Third reading

R/2017-497
It was moved and seconded
That Bylaw No. 7276-2016 be given third reading.

CARRIED

Bylaws for Adoption

Note: Mayor Read excused herself from discussion of Item 1005 at 8:59 p.m. as it is in close proximity to her home. Councillor Bell acted as Chair.

1005 **2013-086-RZ, 13704 232 Street**
Staff report dated October 24, 2017 recommending adoption of bylaws as amended

1005.1 **Maple Ridge Official Community Plan Amending Bylaw No. 7160-2015**
To revise land use designation boundaries and an equestrian trail location
Adoption

R/2017-498
It was moved and seconded
That Bylaw No. 7160-2015 as amended in the staff report dated October 24, 2017 be adopted.

CARRIED

1005.2 **Maple Ridge Zone Amending Bylaw No. 7023-2013**
To rezone from RS-3 (One Family Rural Residential) to RS-1 (One Family Urban Residential), R-3 (Special Amenity Residential District), RST-SV (Street Townhouse – Silver Valley), RS-1b (One Family Urban [Medium Density] Residential), P-1 (Park and School), R-1 (Residential District) and C-5 (Village Centre Commercial) to permit a future subdivision of 42 single family lots, 16 street townhouse lots, one commercial lot, and a neighbourhood park
Adoption

R/2017-499
It was moved and seconded
That Bylaw No. 7023-2013 as amended in the staff report dated October 24, 2017 be adopted.

CARRIED

1005.3 **13704 232 Street Housing Agreement Bylaw No. 7295-2016**
To restrict two units as rental units in perpetuity
Adoption

R/2017-500
It was moved and seconded
That Bylaw No. 7295-2016 be adopted.

CARRIED

1006 **232A Street Local Area Service Bylaw No. 7393-2017**
To permit enhanced landscape maintenance of bioswales along newly proposed 232A Street and some riparian planting along 232 Street and 132 Avenue
Adoption

R/2017-501
It was moved and seconded
That Bylaw No. 7393-2017 be adopted.

CARRIED

Note: Mayor Read returned to the meeting at 9:01 and resumed as Chair.

1100 *REPORTS AND RECOMMENDATIONS*

Public Works and Development Services

1101 **2017-155-RZ, 21319 and 21333 Lougheed Highway, RS-1 to C-2**

Staff report dated October 24, 2017 recommending that Maple Ridge Zone Amending Bylaw No. 7358-2017 to rezone from RS-1 (One Family Urban Residential) to C-2 (Community Commercial) to permit development of a two-storey commercial building be given first reading and that the applicant provide further information as described on Schedules C, D and E of the Development Procedures Bylaw No. 5879-1999.

R/2017-502
It was moved and seconded

1) **That Bylaw No. 7358-2017be given first reading; and**

2) **That the applicant provide further information as described on Schedules C, D and E of the Development Procedures Bylaw No. 5879–1999.**

CARRIED

1102 **2017-242-RZ, Home Occupation Regulations Zone Amending Bylaw**

Staff report dated October 24, 2017 recommending that Maple Ridge Zone Amending Bylaw No. 7394-2017 to amend the home occupation regulations of Maple Ridge Zoning Bylaw No. 3510-1985 be given first reading and be forwarded to the Agricultural Land Commission for comment.

R/2017-503
It was moved and seconded

i) **That Bylaw No. 7394 – 2017 be given first reading and be forwarded to the Agricultural Land Commission for comment.**

ii) **Upon receipt of Agricultural Land Commission comments, that Bylaw No. 7394-2017 be forwarded to the next available Council meeting for second reading and be forwarded to Public Hearing.**

CARRIED

1103 **2017-318-RZ, 12842 Alouette Road, RS-3 to RS-2**

Staff report dated October 24, 2017 recommending that Maple Ridge Zone Amending Bylaw No. 7379-2017 to rezone from RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential) to allow a subdivision of three single family lots be given first reading and that the applicant provide further information as described on Schedules A, C, F and J of the Development Procedures Bylaw No. 5879-1999, along with the information required for a Subdivision application.

R/2017-504
It was moved and seconded

In respect of Section 475 of the Local Government Act, requirement for consultation during the development or amendment of an Official Community Plan, Council must consider whether consultation is required with specifically:

i. The Board of the Regional District in which the area covered by the plan is located, in the case of a Municipal Official Community Plan;
ii. The Board of any Regional District that is adjacent to the area covered by the plan;
iii. The Council of any municipality that is adjacent to the area covered by the plan;
iv. First Nations;
v. Boards of Education, Greater Boards and Improvements District Boards; and
vi. The Provincial and Federal Governments and their agencies.

and in that regard it is recommended that no additional consultation be required in respect of this matter beyond the early posting of the proposed Official Community Plan amendments on the City's website, together with an invitation to the public to comment, and;

That Bylaw No. 7379-2017 be given first reading; and

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

CARRIED

Mayor Read, Councillor Duncan, Councillor Speirs - OPPOSED

1104 **2015-347-RZ, 20621 123 Avenue, RS-3 to RS-1b**

Staff report dated October 24, 2017 recommending that Maple Ridge Official Community Plan Amending Bylaw No. 7383-2017 to adjust a conservation boundary around a watercourse be given first and second readings and be forwarded to Public Hearing and that Maple Ridge Zone Amending Bylaw No. 7193-2015 to rezone from RS-3 (One Family Rural Residential) to RS-1b (One Family Urban [Medium Density] Residential) to permit a future subdivision of approximately 10 lots be given second reading and be forwarded to Public Hearing.

R/2017-505
It was moved and seconded

1) That, in accordance with Section 475 of the Local Government Act, opportunity for early and on-going consultation has been provided by way of posting Bylaw No. 7383-2017 on the municipal website and requiring that the applicant host a Development Information Meeting (DIM), and Council considers it unnecessary to provide any further consultation opportunities, except by way of holding a Public Hearing on the bylaw;

2) That Bylaw No. 7383-2017 be considered in conjunction with the Capital Expenditure Plan and Waste Management Plan;

3) That it be confirmed that Bylaw No. 7383-2017 is consistent with the Capital Expenditure Plan and Waste Management Plan;

4) That Bylaw No. 7383-2017 be given first and second readings and be forwarded to Public Hearing;

5) That Bylaw No. 7193-2015 be given second reading, and be forwarded to Public Hearing;

6) That the following terms and conditions be met prior to final reading:
   i) Amendment to Official Community Plan Schedules "B" and "C";
   ii) Road dedication as required;
   iii) Park dedication, as required, and removal of all debris and garbage from park land;
   iv) Registration of a Restrictive Covenant for the Geotechnical report, which addresses the suitability of the subject property for the proposed development;
   v) Removal of existing building/s;
   vi) In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject property. If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site; and
   vii) That a voluntary contribution, in the amount of $51,000.00 be provided in keeping with the Council Policy with regard to Community Amenity Contributions.

CARRIED

1105 **2016-336-RZ, 11300 and 11250 240 Street, RS-3 to RM-1 and R-2**

Staff report dated October 24, 2017 recommending that Maple Ridge Official Community Plan Amending Bylaw No. 7396-2017 to amend the conservation boundary be given first and second readings and be forwarded to Public Hearing and that Maple Ridge Zone Amending Bylaw No. 7287-2016 to rezone from RS-3 (One Family Rural Residential) to RM-1 (Townhouse Residential) and R-2 (Urban Residential District) to permit a future subdivision of 5 lots and construction of a 54 unit townhouse development be given second reading and be forwarded to Public Hearing.

R/2017-506
It was moved and seconded

1) That, in accordance with Section 475 of the *Local Government Act,* opportunity for early and on-going consultation has been provided by way of posting Bylaw No. 7396-2017 on the municipal website and requiring that the applicant host a Development Information Meeting (DIM), and Council considers it unnecessary to provide any further consultation opportunities, except by way of holding a Public Hearing on the bylaw;
2) That Bylaw No. 7396-2017 be considered in conjunction with the Capital Expenditure Plan and Waste Management Plan;
3) That it be confirmed that Bylaw No. 7396-2017 is consistent with the Capital Expenditure Plan and Waste Management Plan;
4) That Bylaw No. 7396-2017 be given first and second readings and be forwarded to Public Hearing;
5) That Bylaw No. 7287-2016 be given second reading, and be forwarded to Public Hearing;
6) That the following terms and conditions be met prior to final reading:
    i) Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;
    ii) Amendment to Official Community Plan Schedule "A", Chapter 10.2 Albion Area Plan, Schedule 1: Albion Area Plan, Figure 1: and Schedule “C”
    iii) Road dedication and lane dedication as required;
    iv) Trail construction as required.
    v) Registration of a Restrictive Covenant for the Geotechnical Report, which addresses the suitability of the subject properties for the proposed development;
    vi) Registration of a Restrictive Covenant for the protection of the Environmentally Sensitive land on the subject properties;
    vii) Registration of a Restrictive Covenant for protecting the Visitor Parking;
    viii) Registration of a Restrictive Covenant for Stormwater Management;
    ix) Notification to the Department of Fisheries and Oceans and the Ministry of Environment for in-stream works on the site;
    x) That a voluntary contribution, in the amount of $246,900.00 ($5,100.00/lot plus $4,100.00/unit) be provided in keeping with the Council Policy with regard to Community Amenity Contributions.
    xi) That an additional Amenity Contribution for density bonus in the RM-1 Townhouse Zone be provided in the amount of $3,100.00 per unit, for a total of $167,400.00.

CARRIED

1106 **2017-291-RZ, 24093 and 24137 104 Avenue and PID 009-437-061, RS-3 and RS-2 to P-1**

Staff report dated October 24, 2017 recommending that Maple Ridge Official Community Plan Amending Bylaw No. 7369-2017 to re-designate from Medium Density Residential and Institutional to Institutional and Conservation be given first and second readings and be forwarded to Public Hearing and that Maple Ridge Zone Amending Bylaw No. 7364-2017 to rezone from RS-3 (One Family Rural Residential) and RS-2 (One Family Suburban Residential) to P-1 (Park and School) to permit development of an elementary school and community centre be given first and second readings and be forwarded to Public Hearing.

R/2017-507
It was moved and seconded

1) That, in accordance with Section 475 of the *Local Government Act,* Council has considered and provided opportunity for early and on-going consultation by way of posting Bylaw No. 7369-2017 on the municipal website and requiring that the applicant host a Development Information Meeting (DIM), and Council considers it unnecessary to provide any further consultation opportunities, except by way of holding a Public Hearing on the bylaw;
2) That Bylaw No. 7369-2017 be considered in conjunction with the Capital Expenditure Plan and Waste Management Plan;
3) That it be confirmed that Bylaw No. 7369-2017 is consistent with the Capital Expenditure Plan and Waste Management Plan;
4) That Bylaw No. 7369-2017 be given first and second readings and be forwarded to Public Hearing;
5) That Bylaw No. 7364-2017 be given first and second readings, and be forwarded to Public Hearing;
6) That the following terms and conditions be met prior to final reading:
    i) Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;
    ii) Amendment to Official Community Plan Schedule "A", Chapter 10.2 Albion Area Plan, Schedule 1: Albion Area Plan, Figure 1: Northeast Albion and Schedule “C”;
    iii) Park dedication as required, including construction of walkways and trails; and removal of all debris and garbage from park land;
    iv) Consolidation of the subject properties;
    v) Registration of a Restrictive Covenant for the Geotechnical Report, which addresses the suitability of the subject properties for the proposed development;
    vi) Registration of a Reciprocal Statutory Right-of-Way Agreement for shared parking;

vii) Registration of a Reciprocal Cross Access Easement Agreement;
viii) Registration of a Restrictive Covenant for Tree Protection;
ix) Registration of a Restrictive Covenant for Stormwater Management;
x) Submission of a Traffic Impact Study Report and approval of the report from the Engineering Department;
xi) Removal of existing buildings;
xii) A Water Supply Operating Permit from Fraser Health will be required for any water supply system serving everything other than a single family dwelling;
xiii) A Professional Engineer's certification that adequate water quantity for domestic and fire protection purposes can be provided; and
xiv) In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject properties. If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site.

CARRIED

1107 **2016-191-RZ, 11939 240 Street, CS-1 to C-2**

Staff report dated October 24, 2017 recommending that Maple Ridge Zone Amending Bylaw No. 7257-2016 to rezone from CS-1 (Service Commercial) to C-2 (Community Commercial) to permit future construction of a multi-tenant commercial development be given second reading and be forwarded to Public Hearing.

R/2017-508
It was moved and seconded

1) That Bylaw No. 7257-2016 be given second reading, and be forwarded to Public Hearing;
2) That the following terms and conditions be met prior to final reading:
   i) Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;
   ii) Road dedication on 240th Street as required;
   iii) Registration of a Statutory Right-of-Way plan and agreement for pedestrian access from the south end of the site;
   iv) Registration of a Reciprocal Cross Access Easement Agreement;
   v) Registration of a Restrictive Covenant for the Stormwater Management Plan

vi) **Removal of existing buildings;**
vii) **Receipt of a Certificate of Compliance from the Ministry of Environment and Climate Change Strategy noting conformance with applicable environmental quality standards in the Regulation.**

CARRIED

1108 **2016-008-DVP, 24021 110 Avenue**

Staff report dated October 24, 2017 recommending that the Corporate Officer be authorized to sign and seal 2016-008-DVP to increase maximum building height, reduce front yard setbacks, reduce rear yard setbacks, reduce exterior side setbacks, reduce interior side setbacks for various units and increase maximum height for retaining walls.

R/2017-509
It was moved and seconded
That the Corporate Officer be authorized to sign and seal 2016-008-DVP respecting the property located at 24021 110 Avenue.

CARRIED

1109 **2017-323-DVP, 23055 117 Avenue**

Staff report dated October 24, 2017 recommending that the Corporate Officer be authorized to sign and seal 2017-323-DVP to reduce the required lot width for Lots 1 and 2.

R/2017-510
It was moved and seconded
That the Corporate Officer be authorized to sign and seal 2017-323-DVP respecting property located at 23055 117 Avenue.

CARRIED

1110 **2016-347-DP, 24021 110 Avenue, Intensive Residential Development Permit**

Staff report dated October 24, 2017 recommending that the Corporate Officer be authorized to sign and seal 2016-347-DP to permit eight R-3 (Special Amenity Residential District) zoned lots.

R/2017-511
It was moved and seconded

That the Corporate Officer be authorized to sign and seal 2016-347-DP respecting property located at 24021 110 Avenue.

CARRIED

1111 **Sign Control Bylaw No. 7008-2013**

Staff report dated October 24, 2017 recommending that the three readings given to Sign Control Bylaw No. 7008-2013 be rescinded.

R/2017-512
It was moved and seconded

That the three readings given to Sign Control Bylaw No. 7008-2013 be rescinded.

CARRIED

1112 **Proposed New Sign Control Bylaw No. 7389-2017**

Staff report dated October 24, 2017 recommending that Maple Ridge Sign Bylaw No. 7389-2017 be given first reading and that the public process outlined in the report be supported.

R/2017-513
It was moved and seconded

1. That Maple Ridge Sign Bylaw No. 7389-2017 be given first reading.

2. That Council support the public process as outlined in this report.

CARRIED

Councillor Shymkiw - OPPOSED

Financial and Corporate Services (including Fire and Police)

1131 **Financial Plan and Council Work Plan**

Staff report dated October 24, 2017 recommending that staff be directed to bring forward the 2018-2022 Financial Plan for consideration and that the Council Work Schedule Matrix to March 2018 be endorsed.

R/2017-514
It was moved and seconded

That staff be directed to bring forward the 2018-2022 Financial Plan for consideration; and further

That the Council Work Schedule Matrix to March 2018 be endorsed.

CARRIED

Parks, Recreation & Culture – Nil

Administration – Nil

Other Committee Issues – Nil

1200 *STAFF REPORTS* – Nil

1300 *OTHER MATTERS DEEMED EXPEDIENT*

1301 **2016-052-DVP, 22260 and 22292 122 Avenue, 12159 and 12167 223 Street**
- Reconsideration of a motion according to Maple Ridge Council Procedure Bylaw 6472-2007 Part 17

Reconsideration of the following motion from the staff report dated October 10, 2017 recommending that the Corporate Officer be authorized to sign and seal 2016-052-DVP to vary exterior side yard, rear yard, interior side yard and front yard setbacks and to reduce parking requirements.

That the Corporate Officer be authorized to sign and seal 2016-052-DVP respecting property located at 22260 & 22292 122 Avenue, 12159 & 12167 223 Street.

1301.1
R/2017-515
It was moved and seconded

That 2016-052-DVP, 22260 and 22292 122 Avenue and 12159 and 12167 223 Street be brought back for reconsideration.

CARRIED

1301.2
R/2017-516
It was moved and seconded

That the Corporate Officer be authorized to sign and seal 2016-052-DVP respecting property located 22260 & 22292 122 Avenue, 12159 & 12167 223 Street.

CARRIED

Councillor Shymkiw - OPPOSED

Note: Item 1302 was deferred at the October 10, 2017 Council Meeting

1302 **2016-052-DP, 22260 and 22292 122 Avenue, 12159 and 12167 223 Street**

Staff report dated October 10, 2017 recommending that the Corporate Officer be authorized to sign and seal 2016-052-DP to permit construction of a 288 unit rental apartment building in the Town Centre.

R/2017-517
It was moved and seconded

That the Corporate Officer be authorized to sign and seal 2016-052-DP respecting property located at 22260 & 22292 122 Avenue, 12159 & 12167 223 Street.

CARRIED

Councillor Shymkiw - OPPOSED

1400 *NOTICES OF MOTION AND MATTERS FOR FUTURE MEETINGS*

Notice of motions by Councillor Bell on proposed changes to the Maple Ridge Council Procedure Bylaw related to members of Council addressing questions posed during Question Period and on a recommendation for a new staff position working directly with Council.

Councillor Bell provided a review of the motions she will bring forward at the next Council Meeting

Note: Item 1500 was dealt with following Item 600

1500 ***QUESTIONS FROM THE PUBLIC***

1600 ***ADJOURNMENT*** – 9:55 p.m.

N. Read, Mayor

Certified Correct

L. Darcus, Corporate Officer

City of Maple Ridge

PUBLIC HEARING

November 21, 2017

The Minutes of the Public Hearing held in the Council Chamber of City Hall, 11995 Haney Place, Maple Ridge, British Columbia on November 21, 2017 at 7:00 p.m.

PRESENT

Elected Officials	*Appointed Staff*
Mayor N. Read	P. Gill, Chief Administrative Officer
Councillor C. Bell	K. Swift, General Manager of Parks, Recreation & Culture
Councillor K. Duncan	F. Quinn, General Manager of Public Works and Development
Councillor G. Robson	L. Darcus, Manager of Legislative Services
Councillor T. Shymkiw	A. Gaunt, Confidential Secretary
Councillor C. Speirs	C. Carter, Director of Planning
ABSENT	C. Goddard, Manager of Development and Environmental Services
Councillor B. Masse	D. Hall, Planner 2
	D. Pollock, Municipal Engineer

Mayor Read called the meeting to order. The Manager of Legislative Services explained the procedure and rules of order of the Public Hearing and advised that the bylaws will be considered further at the next Council Meeting on November 28, 2017.

The Mayor then called upon the Manager of Development and Environmental Services to present the following items on the agenda:

1) **2017-291-RZ, 24093 and 24137 104 Avenue and PID 009-437-061**
Maple Ridge Official Community Plan Amending Bylaw No. 7369-2017
To amend Schedule "A", Chapter 10.2 Albion Area Plan, Schedule 1: Albion Area Plan from Medium Density Residential and Institutional to Institutional and Conservation
To amend Schedule “C” of the Official Community Plan to add to Conservation.

Maple Ridge Zone Amending Bylaw No. 7364-2017
To rezone from RS-3 (One Family Rural Residential) and RS-2 (One Family Suburban Residential) to P-1 (Park and School) to facilitate the co-location and joint development of a new Albion Elementary School and Albion Community Centre

The Manager of Legislative Services advised that correspondence was received from HUB Cycling stating preference for bicycle lanes on both sides of the road.

The Manager of Development and Environmental Services gave a power point presentation providing the following information:

- Application Information
- Subject Map
- Official Community Plan Context
- Neighbourhood Context
- Site Characteristics
- Development Proposal
- Proposed Plan
- Exterior Elevations
- Terms and Conditions

The Mayor called for speakers three times.

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

2) **2015-347-RZ, 20621 123 Avenue**
Maple Ridge Official Community Plan Amending Bylaw No. 7383-2017
To amend Schedule"B" of the Official Community Plan from Urban Residential to Conservation and to amend Schedule "C" of the Official Community Plan to add to Conservation.

Maple Ridge Zone Amending Bylaw No. 7193-2015
To rezone from RS-3 (One Family Rural Residential) to RS-1b (One Family Urban (Medium Density) Residential) to permit a future subdivision of approximately 10 lots

The Manager of Legislative Services advised that correspondence expressing concerns with the application was received from Steve Robinson on behalf of the Board at Burnett Fellowship.

The Manager of Development and Environmental Services gave a power point presentation providing the following information:

- Application Information
- Subject Map
- Official Community Plan Context
- Neighbourhood Plan Context
- Site Characteristics
- Development Proposal
- Proposed Site Plan
- Terms and Conditions

Councillor Shymkiw requested that staff provide clarification on access to the church property

The Manager of Development and Environmental Services explained access to the church property and the proposed development.

The Municipal Engineer clarified management of access pertaining to new developments and advised that follow up with the applicant can be done to further explore moving an access.

The Mayor called for speakers for the first time.

Barry Waterman - Treasurer and Elder at Burnett Fellowship Church
Mr. Waterman stated that Burnett Fellowship does not oppose the application however he indicated concern with the increase in the volume of traffic resulting from the proposed development which will add to the large amount of traffic coming and going through Burnett Fellowship parking area multiple times per week. He wished to stress the fact that there is a lot of traffic coming and going from the church property already.

Ken Galpin
Mr. Galpin expressed concern with the current traffic on 123 Street. He commented on the opening of 107A Street within the same block and on the issues within the block. Mr. Galpin requested that Council request a traffic impact study for the proposed development.

The Mayor called for speakers for a second time.

Steve Robinson
Mr. Robinson advised that he was part of a leadership team when Burnett Fellowship went through the rezoning process originally. He commented that the church made a contribution to the existing road to allow the property next door to be subdivided. He reiterated that the church is not against the proposed development. He expressed that the main issue is with the width of the proposed road as being too narrow and therefore not allowing parking for access to the church. He also expressed concern with grades and the removal of a dedicated tax to upkeep existing plantings.

The Mayor called for speakers for a third time.

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

3) 2016-336-RZ, 11300 and 11250 240 Street

Maple Ridge Official Community Plan Amending Bylaw No. 7396-2017
To amend Schedule "A", Chapter 10.2 Albion Area Plan, Schedule 1: Albion Area Plan from Medium Density Residential to Conservation and to amend Schedule "C" of the Official Community Plan to add to Conservation

Maple Ridge Zone Amending Bylaw No. 7287-2016
To rezone from RS-3 (One Family Rural Residential) to RM-1 (Townhouse Residential) and R-2 (Urban Residential District) to permit the future subdivision of 5 lots and the future construction of a 54 unit townhouse development

The Manager of Legislative Services advised that correspondence was received from Greg Menzies expressing concern with traffic, speeding, dangerous driving and noise.

The Planner gave a power point presentation providing the following information:

- Application Information
- Subject Map
- Official Community Plan Context
- Neighbourhood Context
- Site Characteristics
- Development Proposal
- Site Plan
- Streetscapes
- Landscape Plan
- Terms and Conditions

The Mayor called for speakers three times.

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

4) 2016-191-RZ, 11939 240 Street

Maple Ridge Zone Amending Bylaw No. 7257-2016
To rezone from CS-1 (Service Commercial) to C-2 (Community Commercial) to permit construction of a multi-tenant commercial development

The Manager of Legislative Services advised that correspondence supporting the application was received from Ron and Nadine Herman, Barj Dhahan from Sanders Group, Francis Turner, Sydney Keay, Wayne Lyle, Jim Pritichard and Susan Langas Hall. Mr. Pritchard provided comments with concerns over the pedestrian access way. Correspondence was also received from Robert Hornsey requesting a berm and sound abatement, that garbage and recycling be taken away from the residential boundaries and that the overhead lighting not face the houses.

The Planner gave a power point presentation providing the following information:

- Application Information
- Subject Map
- Neighbourhood Plan Context
- Official Community Plan Context
- Site Characteristics
- Development Proposal
- Proposed Site Plan
- Front Elevations
- Landscape Plan
- Terms and Conditions

The Mayor called for speakers a first time.

Jim Pritchard
Mr. Pritchard is not opposed to the project as a whole. He would like the pedestrian access on the south side of the property eliminated citing that it is not necessary as the property can be accessed from Dewdney Trunk Road. He expressed concern with late night traffic and the use of the laneway for possible overflow parking for person who may use that access to get to the shopping centre.

The Mayor called for speakers a second and third time.

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

Having given all those persons whose interests were deemed affected by the matters contained herein a chance to be heard, the Mayor adjourned the Public Hearing at 7:35 p.m.

_____
N. Read, Mayor

Certified Correct

_____
L. Darcus, Corporate Officer

600 Delegations

600

Financial statements of

Maple Ridge and Pitt Meadows Arts Council

June 30, 2017

Maple Ridge and Pitt Meadows Arts Council
June 30, 2017

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Independent Auditor's Report

The Members,
Maple Ridge and Pitt Meadows Arts Council

We have audited the accompanying financial statements of Maple Ridge and Pitt Meadows Arts Council, which comprise the statement of financial position as at June 30, 2017, and the statements of changes in net assets, operations and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit.
We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Maple Ridge and Pitt Meadows Arts Council as at June 30, 2017, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Report on Other Legal and Regulatory Requirements

As required by the Societies Act (British Columbia), we report that, in our opinion, these financial statements are presented on a basis consistent with that of the preceding year.

Deloitte LLP

Chartered Professional Accountants
September 11, 2017
Langley, British Columbia

Maple Ridge and Pitt Meadows Arts Council

Statement of financial position
as at June 30, 2017

	2017	2016
	$	$
Assets		
Current assets		
Cash		
Unrestricted	**277,236**	346,693
Restricted (Note 3)	**245,230**	263,735
Temporary investment (Note 4)	**104,138**	53,575
Accounts receivable	**25,035**	16,840
Inventory	**12,974**	7,966
Prepaid expenses and deposits	**47,898**	42,106
	712,511	730,915
Property and equipment (Note 5)	**9,625**	11,000
	722,136	741,915
Liabilities		
Current liabilities		
Accounts payable and accrued liabilities	**205,919**	196,496
Deferred revenue	**219,209**	231,774
Deferred contributions - capital improvement fund (Note 8)	**143,765**	171,926
	568,893	600,196
Net assets		
Invested in property and equipment	**9,625**	11,000
Internally restricted (Note 7)	**19,485**	19,485
Unrestricted	**124,133**	111,234
	153,243	141,719
	722,136	741,915

Approved by the Directors

_____ Director

_____ Director

The accompanying notes are an integral part of these financial statements.

Maple Ridge and Pitt Meadows Arts Council

Statement of changes in net assets

year ended June 30, 2017

	2017				2016			
	Invested in property and equipment	**Internally restricted**	**Unrestricted**	**Total**	Invested in property and equipment	Internally restricted	Unrestricted	Total
	$	**$**	**$**	**$**	$	$	$	$
Net assets, beginning of year	**11,000**	**19,485**	**111,234**	**141,719**	12,375	19,485	130,484	162,344
Surplus (deficit) of revenue over expenditures for the year	**(1,375)**	**-**	**12,899**	**11,524**	(1,375)	-	(19,250)	(20,625)
Net assets, end of year	**9,625**	**19,485**	**124,133**	**153,243**	11,000	19,485	111,234	141,719

The accompanying notes are an integral part of these financial statements.

Maple Ridge and Pitt Meadows Arts Council

Statement of operations
year ended June 30, 2017

	2017	2016
	$	$
Revenue		
Arts council presentations	**197,709**	188,643
Art gallery	**20,629**	19,639
Arts programs	**235,094**	218,167
Capital improvement fund (Note 8)	**81,536**	41,750
Event services	**116,733**	103,767
Fundraising	**36,657**	23,418
Operating grant (Note 6)	**743,714**	714,954
Other grants (Note 9)	**199,550**	133,876
Other revenue	**145,536**	133,226
Rentals	**304,377**	292,456
Ticket centre revenue	**80,445**	65,146
	2,161,980	1,935,042
Expenditures		
Administration	**138,235**	148,022
Amortization	**1,375**	1,375
Art gallery	**20,516**	17,312
Arts council presentations	**150,006**	157,272
Arts programs	**163,464**	150,544
Bad debts	**648**	710
Bank charges	**25,556**	22,930
Building	**78,587**	63,636
Community programs	**29,720**	28,959
Contribution to City assets (Note 6)	**142,527**	71,412
Event services	**35,538**	31,155
Fundraising	**6,826**	2,616
Lease (Note 6)	**80,000**	80,000
Marketing	**136,491**	131,137
Payroll	**1,057,424**	981,253
Ticket centre	**2,204**	5,046
Utilities	**81,339**	74,433
	2,150,456	1,967,812
Surplus (deficit) of revenue over expenditures before contribution to Arts Centre equipment reserve	**11,524**	(32,770)
Receipts from (contributions to)		
Arts Centre equipment reserve (Note 6)		
Receipts	-	12,145
Contributions	-	-
Surplus (deficit) of revenue over expenditures for the year	**11,524**	(20,625)

The accompanying notes are an integral part of these financial statements.

Maple Ridge and Pitt Meadows Arts Council

Statement of cash flows
year ended June 30, 2017

	2017	2016
	$	$
Operating activities		
Surplus (deficit) of revenue over expenditures for the year	**11,524**	(20,625)
Items not involving cash		
Amortization of property and equipment	**1,375**	1,375
Amortization of capital improvement fund	**(81,536)**	(41,750)
	(68,637)	(61,000)
Changes in non-cash operating working capital		
Accounts receivable	**(8,195)**	4,261
Inventory	**(5,008)**	(4,007)
Prepaid expenses	**(5,792)**	1,331
Accounts payable and accrued liabilities	**9,423**	1,125
Deferred revenue	**(12,565)**	43,104
	(22,137)	45,814
	(90,774)	(15,186)
Financing activity		
Capital improvement fund contributions received	**53,375**	48,299
Investing activities		
Change in temporary investments	**(50,563)**	(292)
Change in restricted cash	**18,505**	(8,678)
	(32,058)	(8,970)
Change in cash during the year	**(69,457)**	24,143
Cash, beginning of year	**346,693**	322,550
Cash, end of year	**277,236**	346,693

The accompanying notes are an integral part of these financial statements.

1. Purpose of the organization

The mission of the Maple Ridge and Pitt Meadows Arts Council (the "Society") is to develop, promote, and celebrate the arts in Maple Ridge and Pitt Meadows. The Society is incorporated under the British Columbia Societies Act as a not-for-profit organization and is a registered charity under the Income Tax Act.

2. Significant accounting policies

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

Revenue recognition

The Society follows the deferral method of accounting for contributions. Restricted contributions, including grants received for specific purposes or operating periods, are recognized as revenue in the period which the grant relates to or the period in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount can be reasonably estimated and collection is reasonably assured.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

Operating grant, theatre, ticket centre, event services, arts programs, art gallery, and rental revenues are recognized when the services are provided or product is delivered and collection is reasonably assured.

Financial instruments

Financial assets and financial liabilities are initially recognized at fair value when the Society becomes a party to the contractual provisions of the financial instrument. Subsequently, all financial instruments are measured at amortized cost.

Transaction costs related to financial instruments measured subsequent to initial recognition at fair value are expensed as incurred. Transaction costs related to other financial instruments are added to the carrying value of the asset or netted against the carrying value of the liability and are then recognized over the expected life of the instrument using the straight-line method. Any premium or discount related to an instrument measured at amortized cost is amortized over the expected life of the item using the straight-line method and recognized in the statement of operations as interest income or expense.

With respect to financial assets measured at cost or amortized cost, the Society recognizes in the statement of operations an impairment loss, if any, when it determines that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows. When the extent of impairment of a previously written-down asset decreases and the decrease can be related to an event occurring after the impairment was recognized, the previously recognized impairment loss shall be reversed in the statement of operations in the period the reversal event occurs.

Property and equipment

Property and equipment is recorded at cost. Amortization is provided using the straight line method over their estimated useful life as follows:

Grand piano	20 years

Amortization is reduced to one half the normal rate in the year of acquisition.

An impairment loss is recognized in property and equipment when the asset no longer has any service potential to the Society. The amount of impairment loss is determined as the excess of its net carrying value over any residual value and is recognized in the statement of operations.

2. Significant accounting policies (continued)

Inventory

Inventory is comprised of items held for resale by the Society's art gallery, arts programs, and concession and is valued at the lower of actual cost and net realizable value. Cost is determined on the average cost basis. Net realizable value is the selling price less the cost necessary to make the sale. During the year the Society expensed $43,929 (2016 - $34,517) of inventory.

Contributed services

Several members of the community contribute numerous volunteer hours each year organizing and over-seeing the administration of the Society's activities. Contributed services are not recognized in the financial statements.

Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of the assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Key components of the financial statements requiring management to make estimates include the provision for doubtful accounts in respect of receivables, the useful lives and impairment of property and equipment and certain accrued liabilities. Actual results could differ from these estimates.

3. Restricted cash

	2017	2016
	$	$
Board designated funds (Note 7)	**19,485**	19,485
Externally restricted gaming funds	**81,980**	72,324
Capital improvement fund (Note 8)	**143,765**	171,926
	245,230	263,735

4. Temporary investment

Temporary investment consists of two guaranteed investment certificates both of which earns interest at 0.6% (2016 - 0.65%), one matures in December 2017 and one in January 2018.

5. Property and equipment

			2017	2016
	Cost	**Accumulated amortization**	**Net book value**	Net book value
	$	**$**	**$**	$
Grand piano	**27,500**	**17,875**	**9,625**	11,000

6. Operating agreement

During 2015, the Society entered into an operating agreement (the "agreement") with the Maple Ridge and Pitt Meadows Parks and Leisure Services Commission (the "Commission"), whereby the Society receives monies from the Commission to manage and operate the ACT Arts Centre (the "Arts Centre"). As part of this agreement the Society is required to lease the Arts Centre from the City of Maple Ridge (the "City").

In 2016 the Cities of Maple Ridge and Pitt Meadows agreed to end their association with the Commission effective October 31, 2016. Subsequently, the City of Maple Ridge agreed to assume all rights and obligations of the operating agreement. The agreement provides for the following expected operating grants from the Commission and lease charges to be paid to the City until December 31, 2017, assuming the agreement is not terminated by either party:

	Operating grant	Lease charges	Net
	$	$	$
July 1, 2016 - June 30, 2017	727,613	(80,000)	647,613
July 1, 2017 - December 31, 2017	367,003	(40,000)	327,003
	1,094,616	(120,000)	974,616

Under the terms of the agreement all equipment used in the operation of the Arts Centre is the property of the City except for the grand piano and specific equipment which has been identified as the property of the Society. During the year the Society expended $142,527 (2016 - $71,412) on various equipment that now belongs to the City and, accordingly, has been recorded as an expense in these financial statements.

The operating agreement requires the Society to make certain equipment reserve and surplus sharing payments to an Arts Centre Equipment Reserve fund controlled and maintained by the City, when the Society's unrestricted net assets exceed $150,000 and there is an annual surplus as defined in the agreement. This fund was established to provide for future Arts Centre capital additions and replacement. According to the formula, no payments were required to be made by the Society to this reserve fund in fiscal 2017 or 2016.

The Society entered into a separate agreement with the City of Pitt Meadows effective January 1, 2017. The agreement provided for annual operating grants of $32,202 from the City of Pitt Meadows until December 31, 2017. However, in April 2017 the Society gave notice for termination of this agreement with City of Pitt Meadows effective August 31, 2017.

7. Restrictions on net assets

The internally restricted net assets are held for capital purposes and their expenditure requires approval from the board of directors.

8. Capital improvement fund

The Society has established a capital improvement fund, the purpose of which is to fund the purchase and maintenance of property and equipment used to operate the Arts Centre. During 2017 the Society collected $53,375 (2016 - $48,299) of restricted contributions for the fund through a capital improvement fee added to the price of certain event tickets. Prior to the establishment of the capital improvement fund in 2010, the funds collected were unrestricted and reported as revenue in the year collected. The board of directors internally restricted those prior year funds (Note 7).

These externally restricted contributions will be recognized as revenue when expenses are recorded related to the use of these funds on the purchase or maintenance of equipment. During fiscal 2017 the Society used $81,536 (2016 - $41,750) of these funds. At June 30, 2017 the Society has $143,765 (2016 - $171,926) of unspent funds held for future use (Note 3).

9. Other grants

	2017	2016
	$	$
Community gaming grants	**72,500**	70,000
BC Arts Council	**34,008**	35,151
Canadian Heritage	**75,268**	17,000
Other	**17,774**	11,725
	199,550	133,876

10. Government remittances

The Society has government remittances totaling $17,716 recorded in accounts payable and accrued liabilities at year end (2016 - $14,041).

11. Disclosure of director and employment remuneration

For the fiscal year ending June 30, 2017, the Society did not remunerate the directors for their duties as these are volunteer positions. The Society paid total annual remuneration of $75,000 or greater to one employee. The executive director received total remuneration of $108,150 in fiscal 2017.

THE ACT ARTS COUNCIL

2016/17 ANNUAL REPORT

ACT arts centre

ACT arts centre

2016/17 ANNUAL REPORT

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4 Funders, Donors and Sponsors
5 Supporting Arts In Our Community
7 Community Events
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Executive Summary

In 2016-17 we continued to achieve the goals of our current three-year strategic plan in exciting and wonderful ways. We have grown our artistic programming to include a greater array of live presentations, secured additional funding to support free tours and school workshops related to our exhibits in The ACT Art Gallery, and expanded the capacity for arts programs. This is all in addition to increased outreach through our Arts Ambassadors and Tech Club programs, additional support for our scholarships and member group grants, and more communication with our members throughout the year. All of this provides better arts experiences for our community.

It was also a year of many changes, from undertaking building renovations, which increased the capacity of our offices and digital media lab, to hiring a new Facility Manager, who is dedicating his time to maintaining and improving The ACT Arts Centre, and the departure of Lindy Sisson, our Artistic and Executive Director of eight years.

As we quickly approach the 15th anniversary of The ACT Arts Centre in 2018, we look forward to providing continued service by developing a new Strategic Plan, and through a renewed relationship with the City of Maple Ridge, Parks, Recreation & Culture and other community partners. We hope you will join us on this adventure.

Korleen Carreras
PRESIDENT
MAPLE RIDGE PITT MEADOWS
ARTS COUNCIL

Philip Hartwick
ACTING EXECUTIVE DIRECTOR
MAPLE RIDGE PITT MEADOWS
ARTS COUNCIL

Board of Directors

Board President: **Korleen Carreras**
Board Vice President: **Dawn Flanagan**
Board Treasurer: **Bill Thiessen**
Board Secretary: **Laura Butler**
Board Of Directors: **Linda King, Bob D'eith, Brad Tones, Ray Wallis, Jason Etherington, Vicki Kipps, Susan Chambers**
School District 42 Liaison: **Dave Rempel**
City Of Maple Ridge Liaison: **Councillor Corisa Bell**
City Of Maple Ridge, Parks, Recreation and Culture Liaison: **Yvonne Chui**

Staff (UP TO JULY 2017)

Executive & Artistic Director: **Lindy Sisson**
Arts Program Manager: **Carol Cheremkora**
Arts Program & Administrative Assistant: **Lori Ceaser**
Gallery Curator: **Barbara Duncan**
Gallery Assistant: **Courtney Harrod**
Business Manager: **Philip Hartwick**
Bookkeeper: **Pilaar Yule**
Accounting Clerk: **Jennifer Babstock**
Communications and Development Manager: **Karen Pighin**
Marketing & Communications Supervisor: **Anna Black**
Marketing & Web Content: **Matthew Seligman**
Event & Volunteer Manager: **Landrie Davies**
Event Services Supervisors: **Melissa Harris, Thomas Smith, Whitney Fox**
Bartenders: **Anthony Valentyne, Chris McGill**
Community Engagement & Special Events Coordinator: **Camila Ramos Bravo**
Ticket Centre Manager: **Tracey Brady**
Ticket Centre Supervisor and Accounting Clerk: **Jennifer Babstock**
Ticket Centre Attendants: **Abby Brown-John, Vienna Chisholm, Cindy Ingram**
Facility Manager: **David Law**
Custodian: **Colin McKay**
Technical Director: **Alex House**
Technicians On-Call: **John Supeene, Shadoe Reisler, Don Parman, Stephanie Bruce, Marian Greksa, Kyle Myhre, Brady Veltin, Taylor Jackson, Cameron Davies-Conley**

ACT arts council

VISION

To bring arts to the heart of our community.

MISSION

We work in partnership with the community to develop, promote and celebrate the arts.

VALUES

Leadership • Collaboration • Integrity • Diversity • Accessibility • Innovation • Enjoyment

PROGRAMMING MANDATE

- to present high quality exhibitions and performances featuring primarily Canadian artists
- to present a diverse balance of artistic and educational programming
- to develop The ACT Arts Centre as an inclusive centre for arts and culture within the community, appealing to a wide range of interests and ages
- to create mutually beneficial co-presenting opportunities, within our resources, with other not-for-profit arts and community organizations that will strengthen and diversify the cultural sector
- to encourage and support local artists and arts organizations through the execution of our vision, mission and values

BJM performed October 23, 2016

Funders, Donors and Sponsors

Funders

Corporate Sponsors

CRE8 Youth Arts Day

Classical Coffee Concerts, Volunteer Program & The ACT Art Gallery

Media Sponsor

ACT Presents Arts Hero and Champion Sponsors

COTTONWOOD Medical Clinic

Maple Ridge Festival of BC Film Sponsors

Corporate Donors

Coast Capital Savings Credit Union | Chances Maple Ridge / Great Canadian Gaming | Meadow Ridge Rotary | Rotary Club of Haney
The Ridge Studios | Xi Epsilon Mu Women's Group | Westminster Savings Credit Union

Individual Donors

Douglas Bing | Helen Bing | Anna Black | Doug Botting | Iola Boyce | Laura Butler | Korleen & Diego Carreras | Susan Chambers
Betty Coy | Julia Coustol | Jean Davidson | Corry De Haan | Christine Duamel | Barbara Duncan | Kim Eriksson | Leah Faulkner
Dawn Flanagan | Kevin Freer | Patricia Hamer | Jeff Holden | Myra Hutchinson | Barb Kark | Linda King | Vicki Kipps | Berit Korsvold
Margaret Kury | Michelle Lannon | Tony Lee | Blaine Lewis | Barb MacKinnon | Sandra McKenzie | Kerry McLaren | Antonio Medeiros
Carla Mellado | Connie-Jean Moore | Gabriella Morrison | Gwen Murphy | Sheila Nickols | Janice O'Brien | Erin Olde | Paula Panek
Gerry Pinel | Sandra Pinner | Sheila Pratt | Linda & Les Raskewicz | Stephen Raskewicz | Valerie Robertson-McCaffrey | Sandra Russell
Warin Rychkun | Lynda Sangster | Hanna Schlayintweit | Phyllis Schnider | Laura Stark | Heather Steele | Simone Sullivan
Micheline Surridge | Janet Symonds | Sandra Taylor | Lyn Thomas | Renne Tyson | Kendra Valois | Desmond Wilson

2016 Chair-ity Raffle

Harbour Air | Pan Pacific Whistler Mountainside | Pitt Meadows Golf Club | Stomping Grounds Café | Holley Neisen | Duso's Pasta and Sauces

2017 TeaGarden

Piroche Plants | Karla's Specialteas | *TeaGarden individual donors listed above*

204 MEMBERS INCLUDING **55 VIPS** **35 Group Members**

SUPPORTING ARTS IN OUR COMMUNITY

Through our Arts Angels and School Access program, and the generosity of Westminster Savings, the Ridge Meadows Rotary, the Haney Rotary and numerous donors, who support these programs, we provide access to art programs, live performances, and Art Gallery workshops.

The giving continues through Arts Scholarships and Member Group Grants.

Scholarships

The ACT Arts Centre is proud to award five deserving Grade 12 students from School District 42 scholarships of $1,500 each. Scholarships are applicable to any accredited post-secondary institution to support their continued arts education.

This year The ACT Arts Centre scholarship recipients are:

- Visual & Media Arts Scholarship: **Alex Waite** (Thomas Haney Secondary)
- Theatre Scholarship in memory of Amy Wallis: **Victoria Caitlin Dufficy** (Garibaldi Secondary)
- Dance Scholarship: **Brianna MacDonald** (Maple Ridge Secondary)
- Music Scholarship in memory of Judith Bergthorson: **Boyana Makedonska** (Pitt Meadows Secondary)
- Literary Scholarship: **Georgia Masaki** (Maple Ridge Secondary)

"To be supported in my love for literature and writing by the ACT Arts Centre has made me feel valid and valued in my love for the arts. I cannot wait to pursue a creative future, and allow my passions to carry me to a fulfilling career with which I may not only build a life for myself, but be provided the means to encourage others to live their dream as I plan on living mine."
— Georgia Masaki

LEFT: 2017 Scholarship Award recipients with Board members Susan Chambers (L) and Brad Tones (R)

Garibaldi Art Club of Maple Ridge

Member Group Grants

With the support of Chances Maple Ridge, The ACT Arts Council provides support for arts related activities in the community through Member Group Grants. This year, 16 grants were awarded for a total of $10,000 dollars to the following Member Groups:

- Specc-tacular Productions
- Art Studio Tour – Maple Ridge Pitt Meadows
- Maple Ridge Concert Band Association
- Ridge Meadows Quilters' Guild
- Garibaldi Art Club of Maple Ridge
- Maple Ridge Caribbean Festival Society
- Royal Canadian Theatre Company
- Emerald Pig Theatrical Society
- Clear Focus Camera Club
- Maple Ridge Historical Society
- Odeum Theatre Society
- Maple Ridge Choral Society
- Ridge Meadows Recycling Society
- Golden Ears Writers
- Variete D'Arts Society
- Alouette River Management Society

COMMUNITY EVENTS

Culture Day

Family Day

A Christmas Tradition

A "HOP"ening Time

Newcomers Welcome Event

Halloween

Maple Ridge Festival of BC Film

THE ACT PRESENTS

What fun we had over the 2016/17 season, starting with a roaring performance by *Chibi Taiko* in front of The ACT Arts Centre as part of our Japanese focus for Culture Day. Our audiences came out in full force to enjoy the Classical Coffee Concert and Arts Club Series, plus the always intriguing ALT Fest! Thanks to a new BC Touring Council fund called "Warming up the Act," at the festival we were able to feature up and coming performances by *Ouro Collective, Camilo the Magician* and *Maya Rae* at the festival. The season started with Cuban rhythms and ended with those of Flamenco. Music offerings included swing, boogie-woogie piano, country, rock unplugged and blues to the max!

Made possible through a partnership with Made in BC Dance on Tour, audiences were blown away by the dynamic performance of *Ballet Jazz de Montreal* and treated to the tap musical *Love. Be. Best. Free.* Families had fun with *Norman Foote* on Halloween and *DuffleBag Theatre* at the Christmas Tradition event as well as *Charlotte Diamond* on Family Day. Our holiday season performances included the return of the *B3 Kings* and a first time sold out performance by the *North Shore Celtic Ensemble*. Through our School Access program, supported by Westminster Savings and the Rotary Club of Haney and the Rotary Club of Meadow Ridge, over 1,000 school-aged children were able to attend free performances of *Good Night Moon* by Mermaid Theatre from Nova Scotia.

TOP: Charlotte Diamond and Matt Diamond performed February 13, 2017; CENTRE: Michael Kaeshammer performed April 23, 2017; BOTTOM: Adonis Puentes performed October 15, 2016

The inaugural Maple Ridge Festival of BC Film was a great success and was well supported and attended by the BC Film industry. We were very proud to facilitate dialogue between the audience and the filmmakers themselves through question and answer periods following each of the six films. Having benefited from the film industry, and wanting to support its growth and increase exposure for BC films, The ACT Arts Centre and the Ridge Film Studios, with the support of the City of Maple Ridge, created this festival to provide an opportunity for B.C. filmmakers to showcase their work and to highlight the positive impact the film industry has on the community.

35
Presentations

8,838
Attendees

ACT presents

COMMUNITY OUTREACH AND ARTISTIC ENGAGEMENT

The 2016-2017 season focused on increased artistic engagement and community outreach opportunities. The season began with a free **Latin Fiesta Zumba Class** with Cuban rhythms, co-hosted by Fiesta Latina Fitness. This experience warmed up the community to Latin rhythms while promoting *Adonis Puentes'* concert. We continued to engage dance lovers with a second performance by the world-renowned dance company, *Les Ballets Jazz de Montreal (BJM)*, and ACT Presents performance attendees enjoyed a pre-show talk from BJM's Artistic Director, Louis Robitaille. We also connected with local dance programs and schools to offer a **masterclass opportunity** with BJM. Thomas Haney Secondary school's dance program participants were treated to a masterclass by BJM's principal dancer, Ashley Michelle.

In February, we collaborated with **LIPS** (Local Immigration Partnerships) and hosted a **Newcomers Welcoming Event** as part of *Kiran Ahluwalia's* pre-show experience, providing the opportunity to get to know our facility and programming and to socialize and enjoy music and dance with Boris Sichon. The event welcomed over 80 new community members and we were able to invite these newcomers, through the **Arts Angels** funding program, to join us at the *Kiran Ahluwalia* concert.

In March, we coordinated a series of community engaged dance projects that reached different generations. Rising young tap talent and *Love. Be. Best. Free.* choreographer, Danny Nielsen, led a **tap workshop** at the Ridge Meadows Seniors Society with 30 seniors participating. The ACT Arts Centre also partnered with the Maple Ridge Youth Services and the Ridge Meadows Seniors Society in bringing artists Julia Carr and Meghan Goodman from the **Body Narratives Collective** to our community to facilitate a multimedia interactive dance project titled, **Puzzle People.** This project generated a space for seniors and youth to connect while utilizing dance, film, and new media as means for connecting to one another.

We continued to engage different audiences through other artistic opportunities post-show talks during the **Maple Ridge Festival of BC Film** involving numerous directors, actors, and producers that followed each film as a means of increasing connectivity between the audience and the filmmaker.

COMMUNITY INITIATIVES:

280 Workshops, Co-presentations, Partnership & Outreach Activities

7,456
PARTICIPANTS

Outreach Project
TOP: Love.Be.Best.Free.
BOTTOM: Puzzle People

ARTS PROGRAMS

Our Arts Programs connect artists with the community through participation, social interaction and skill building and arts exploration. We offer students of all ages and abilities the opportunity to experience and develop an appreciation of the arts. We continue to strive to introduce new and diverse programming each season providing increased opportunities and accessibility through registered programs, Educational Arts Programs, and our Arts Bursary Program.

Highlights for new programming this year included: Speech Arts & Drama and Art Mix for Kids and Drawing in the Afternoon for Adults. Our new spring & summer camps included Fashion Design—Project Runway Upcycle, Design Your Own Skateboard, "School House Rock Mini Musical, and "Newsies" Spring Camp Mini Musical.

In addition to the broad range of diverse programs, our artBAR evenings for adults have been very successful. Led by our professional artists, these evenings provide participants a fun evening of fine arts and wine, and no experience is necessary!

ACT arts programs

419
Arts Programs

3,038
Participants

"Art means you can embrace yourself." — Emily, 8 years old

"It's fun and I love making crafts and Arabic music." — Leen, 11 years old

ART GALLERY AND SHOP

The ACT Art Gallery showed strong representation of local artists in particular this year, with solo shows by painter/sculptor Setsuko Piroche (Pitt Meadows) and painter/mixed media artist, Zoran Malinovski (Maple Ridge). A group show on the theme of wood and wood-fired clay was definitely one of the highlights of the year, and the Christmas Group show, Ensemble, opened with its usual fanfare and good cheer as a salute to the holiday season. An exhibition by the Fraser Valley Potters showed a remarkable variety of high quality ceramics in both the functional and fine art realm. And, as part of our ongoing commitment to encouraging more experimental work, the gallery hosted a public art project designed, created and installed by Whonnock-based artists Wan-Yi Lin and Roger Chen. This project was made possible in part through a community project grant from the Maple Ridge Public Art Steering Committee. The Passagio Gallery's series of rotating exhibits by the Garibaldi Art Club added a vibrant outlook to the upstairs space, and the club clearly appreciates the opportunity to display their work on an ongoing basis.

Approximately 625 local students attended our free school art gallery program, and we are looking at ways of expanding the program to meet the demand.

Our annual fundraiser, **TeaGarden**, proved to be a very popular event once again, with many local art gallery fans enjoying a garden presentation accompanied by specialty teas and treats served by our volunteers.

ACT art gallery

9,687
ATTENDANCE

38 Workshops & Tours

104 Local Artists Represented

6 GALLERY

+12 ADDITIONAL EXHIBITIONS

Gallery Shop

The lively display of solo exhibits in the shop has proved very popular with our customers, and the small space offers a friendly, intimate space for smaller, more focussed displays. We continue to respond to both local and more general trends as we bring in a variety of new `home goods' and 'consumable' items like candles, preserves and limited edition beauty products in addition to jewelry, ceramics and other fine craft items.

Art Gallery volunteers who act as shop assistants make wonderful ambassadors for the organization. Whether they are assisting in the Shop, Gallery or elsewhere in the building, volunteers make each visitor feel welcome as they enter the space.

FINANCIAL SUMMARY

Revenue

	Report	Amount	Formulas
Operating Grant	34%	727,613	34%
Other Grants	9%	199,550	9%
Earned Revenue	55%	1,190,355	55%
Membership, Sponsorship & Donations	2%	44,462	2%
	100%	2,161,980	100%

Expenses

	Report	Amount	Formulas
Artistic and Community Programming	17%	366,555	17%
Marketing and Fundraising	7%	143,318	7%
Administration	8%	163,789	8%
Payroll	49%	1,057,424	49%
Facility Expenses	19%	417,995	19%
	100%	2,149,081	100%
Amortization, grand piano		1,375	
Net Income (adjusted for ACER and amortization)		11,524	

74
Rental Clients

268
Rental Activities

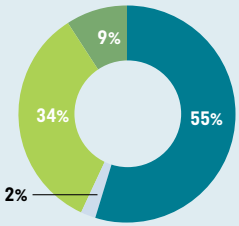
53,285
Rental Activity Attendance

1,058
Events & Activities

82,304
PEOPLE THROUGH THE FACILITY

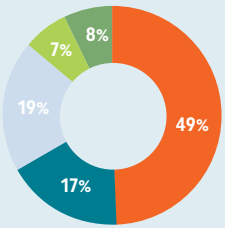
Revenue by Category

- Earned Revenue
- Membership, Sponsorships & Donations
- PLS Operating Grant
- Other Grants



Expenses by Category

- Payroll
- Artistic & Community Programming
- Facility Expenses
- Marketing & Fundraising
- Administration



"We love filming at The ACT. The staff are super helpful and always accommodating. We will book The ACT whenever we can."
— James, Film Scout • Recently filmed "Date my Dad" at The ACT Arts Centre

VOLUNTEERS

This season, the Youth Volunteer program was further developed and focused on certification, industry training and event participation. The Tech Club members provided technical support at many events including Lobby Nights, The ACT *Presents* series, and numerous community partner events. And, the youngest volunteers, our Kin Crew continued to provide Will Call support, handing out tickets to patrons before the shows.

Meanwhile, our Arts Ambassadors planned, organized and hosted our 5th annual CRE8 Youth Arts Day. They raised money at the Celebrate the Night Fireworks event in support of the ACT Arts Council youth scholarship program and even introduced a NEW event for children, A HOPening Time, which featured art projects, poetry, dance, performance, and of course Easter eggs. They managed to do this and achieve certification in World Host, Food Safe, Serving It Right, First Aid and more. There is definitely a bright future ahead for the world with this group of youth championing the arts.

While our youth volunteers were busy, the rest of our Volunteer team was equally engaged, welcoming more than 75,500 people to The ACT Arts Centre. Volunteers accumulated over 7,520 hours tearing tickets, ushering, assisting with arts programs and the Gallery Shop, serving beverages, setting up tables, handing out flyers, and providing information about arts in our community. Our team of 186 volunteers not only give of their time but also their hearts and for that, and their continued support, they cannot be thanked enough. Our Volunteers, of all ages, are truly the heART of the arts in our community.

Volunteers of the Year

- Gallery Volunteer of the Year 2017: **Susan Jeffery**
- Arts Programs Volunteer of the Year 2017: **Sasha Bacic**
- Theatre Volunteer of the Year 2017: **Jean Macrae**

186
Volunteers

5,721
Volunteer Hours

The ACT Arts Centre (Admin, Marketing, Special Events): **212**

Art Gallery: **913**

Arts Council Board Committees: **348**

Arts Programs: **27**

The ACT Theatre: **3,760**

Youth Programs (Kin Crew, Youth Crew, Tech Club, Arts Ambassadors): **461**

ACT arts centre

The ACT Arts Centre
11944 Haney Place, Maple Ridge, BC V2X 6G1
604.476.2787
theactmapleridge.org

mapleridgeact | @mapleridgeact | mapleridgeact | The ACT Arts Centre

700

701.1 Development Agreements Committee

CITY OF MAPLE RIDGE
DEVELOPMENT AGREEMENTS COMMITTEE

November 14, 2017
Mayor's Office

CIRCULATED TO:

Nicole Read, Mayor
Chair

Paul Gill, Chief Administrative Officer
Member

Amanda Allen, Recording Secretary

---

1. 2016-352-RZ

LEGAL:	Parcel A (Reference Plan 7941) Lot 1 Except: Part Dedicated Road Plan NWP87590; Section 17 Township 12 New Westminster District Plan 3179
LOCATION:	23004 Dewdney Trunk Road
OWNER:	Wasti Holding Ltd.
REQUIRED AGREEMENTS:	Rezoning Servicing Agreement; Covenants: • Stormwater Management System; • Housing Agreement.

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENTS AS THEY RELATE TO 2016-352-RZ.

CARRIED

2. 17-127887 BG & 17-127885 BG

LEGAL:	Lots 8 and 9, both of Section 16 Township 12 New Westminster District Plan EPP62331
LOCATION:	11252 and 11258 243B Street
OWNER:	CIPE Homes Inc.
REQUIRED AGREEMENTS:	Secondary Suite Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 17-127887 BG AND 17-127885 BG.

CARRIED

3. 16-132520 BG

LEGAL:	Lot 38 Section 16 Township 12 New Westminster District Plan LMP36721
LOCATION:	11716 Creekside Street
OWNER:	Lan Nguyen
REQUIRED AGREEMENTS:	Release of Covenant BM021960 and BM021961 (No Suite)

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 16-132520 BG.

CARRIED

4. 2016-061-SD

LEGAL:	Lot 1 Section 19 Township 15 New Westminster District Plan EPP67726; Lot 2 Section 19 Township 15 New Westminster District Plan LMP17142 Except: Lot 1 Plan EPP67726
LOCATION:	12303 270 Street
OWNER:	Geoffrey and Christine Fox
REQUIRED AGREEMENTS:	Covenants: • Slope Protection; • Geotechnical; • Stormwater Management; • Septic Field. Release of Covenants: • BF128740 (residential dwelling use & water); • W65956 (No Build - creek); • BH213938 (Septic Field); • R43648 (No Build - watercourse); • W65948 (Exterior Design Control); • W65952 (Potable Water System); • W65958(No Build/No Disturb); • X105393 (Rezoning Development Agreement); • BN196845 (Right of Way).

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENTS AS THEY RELATE TO 2016-061-SD.

CARRIED

5. 16-130373 BG

LEGAL:	Lot 34 Section 32 Township 12 New Westminster District Plan EPP22999
LOCATION:	13696 McKercher Drive
OWNER:	Shelter Ridge Build and Design and Hollam Design Inc.
REQUIRED AGREEMENTS:	Secondary Suite Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 16-130373 BG.

CARRIED

6. 17-122502 BG

LEGAL:	Lot A Section 22 Township 12 New Westminster District Plan 73144
LOCATION:	24110 125 Avenue
OWNER:	Sriram & Mahalaxmi Iyer
REQUIRED AGREEMENTS:	Secondary Suite Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 17-122502 BG.

CARRIED

7. 17-119681 BG

LEGAL:	Lot 135 District Lot 395 Group 1 New Westminster District Plan 43569 Except Plan BCP52027
LOCATION:	21944 128 Avenue
OWNER:	Young Lee
REQUIRED AGREEMENTS:	Floodplain Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 17-119681 BG.

CARRIED

8. 17-123167 BG

LEGAL:	Lot "C" District Lot 398 Group 1 New Westminster District Plan 5194
LOCATION:	11770 Fraser Street
OWNER:	Medkinetic Health and Medical Supplies Ltd.
REQUIRED AGREEMENTS:	Stormwater Management System Covenant

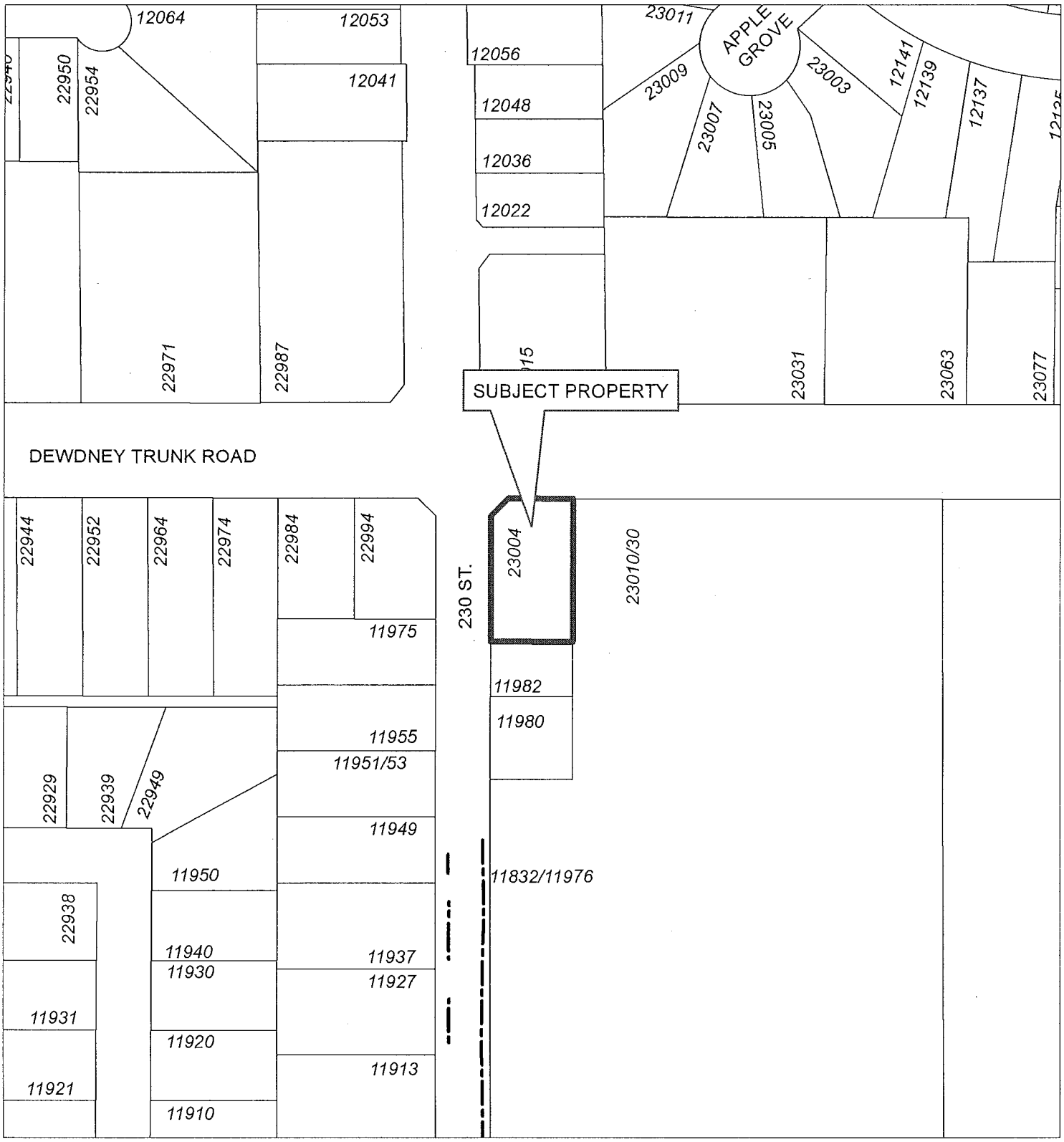
THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 17-123167 BG.

CARRIED

Nicole Read

Nicole Read, Mayor
Chair

Paul Gill, Chief Administrative Officer
Member



N

Scale: 1:1,500

Legend

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

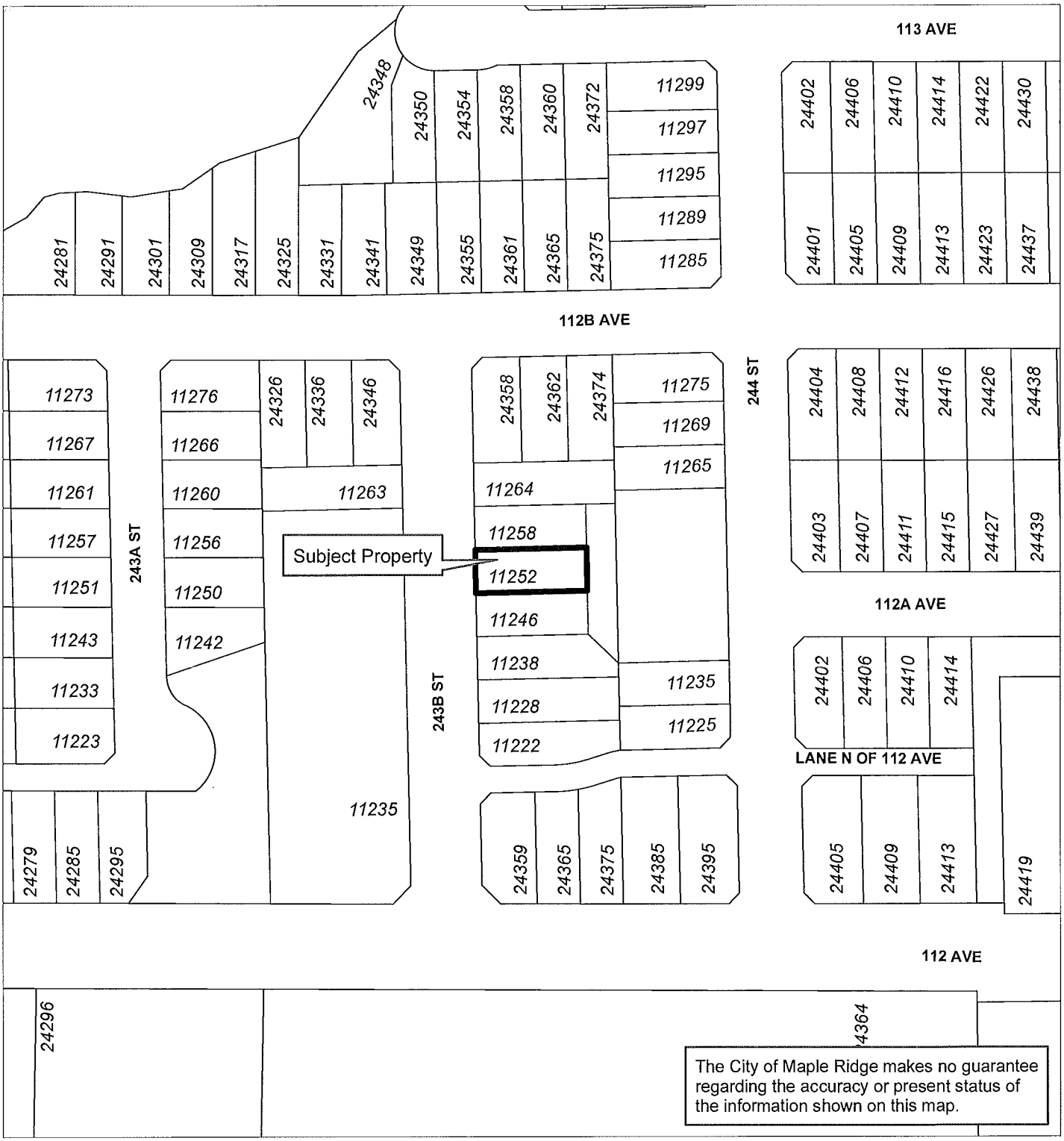
23004 Dewdney Trunk Road

PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia

mapleridge.ca

2016-352-RZ
DATE: Sep 9, 2016
BY: JV



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

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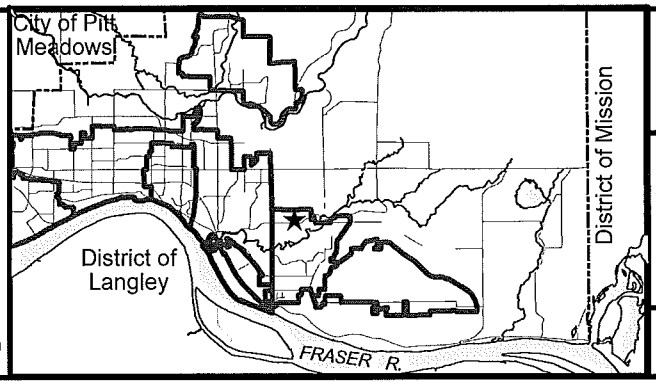


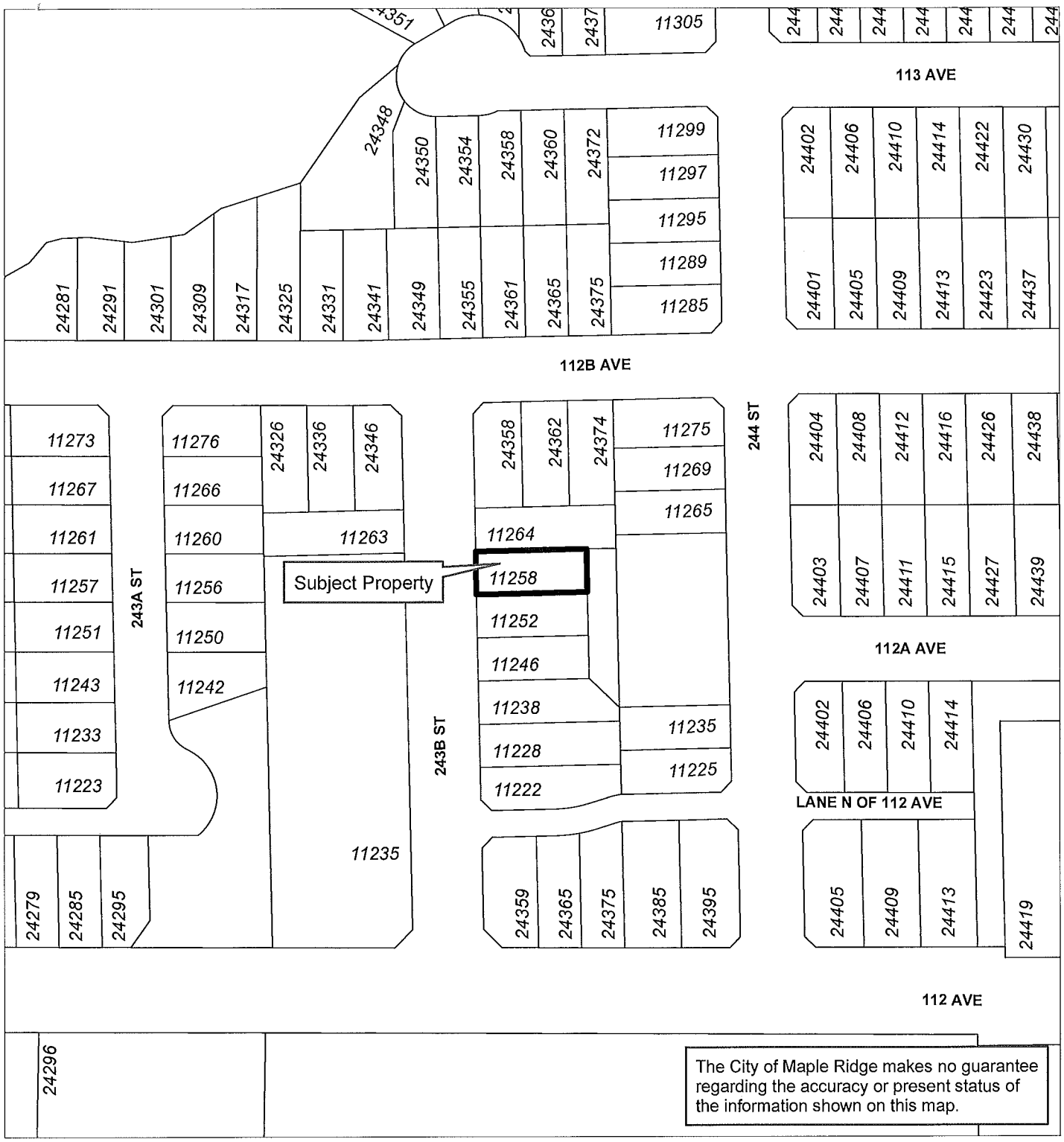
11252 243B St

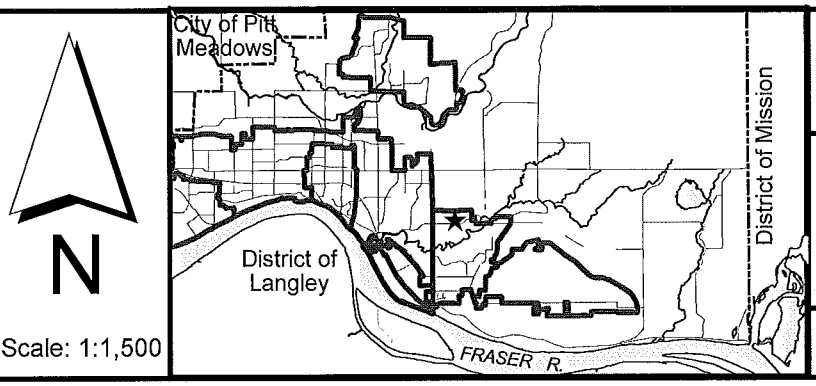
ENGINEERING DEPARTMENT

MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: Untitled
DATE: Nov 3, 2017
BY: MC





Scale: 1:1,500

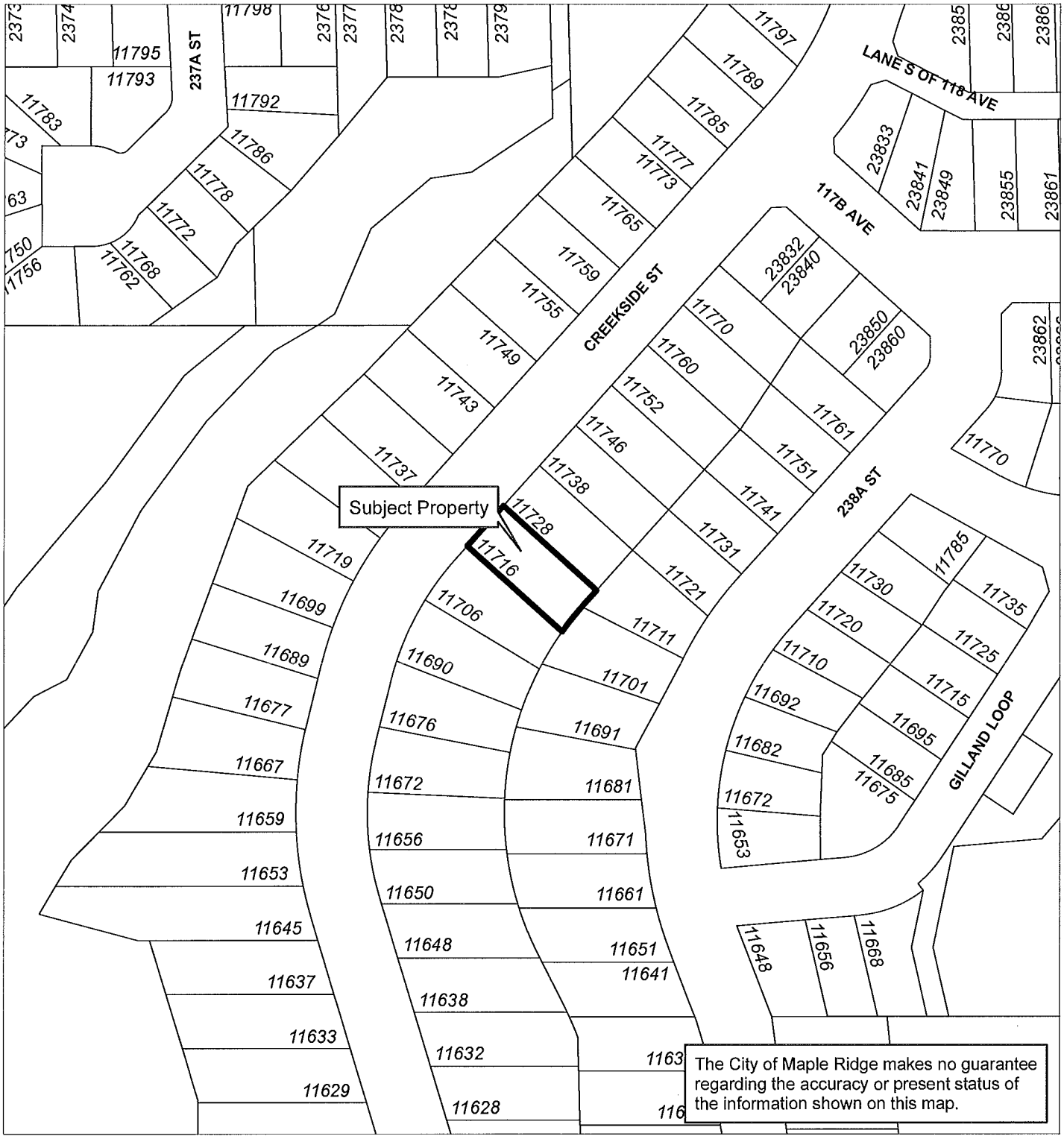
11258 243B St

ENGINEERING DEPARTMENT

MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: Untitled
DATE: Nov 3, 2017
BY: MC



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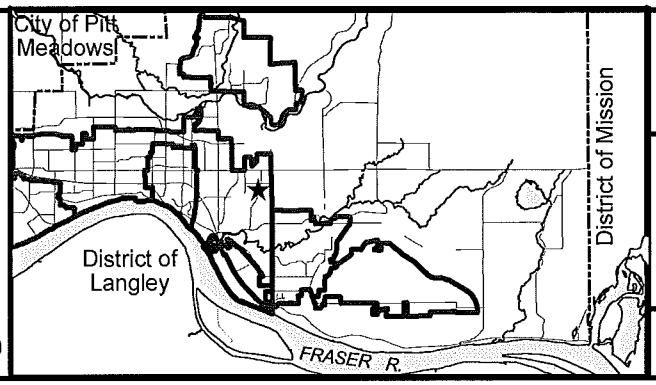


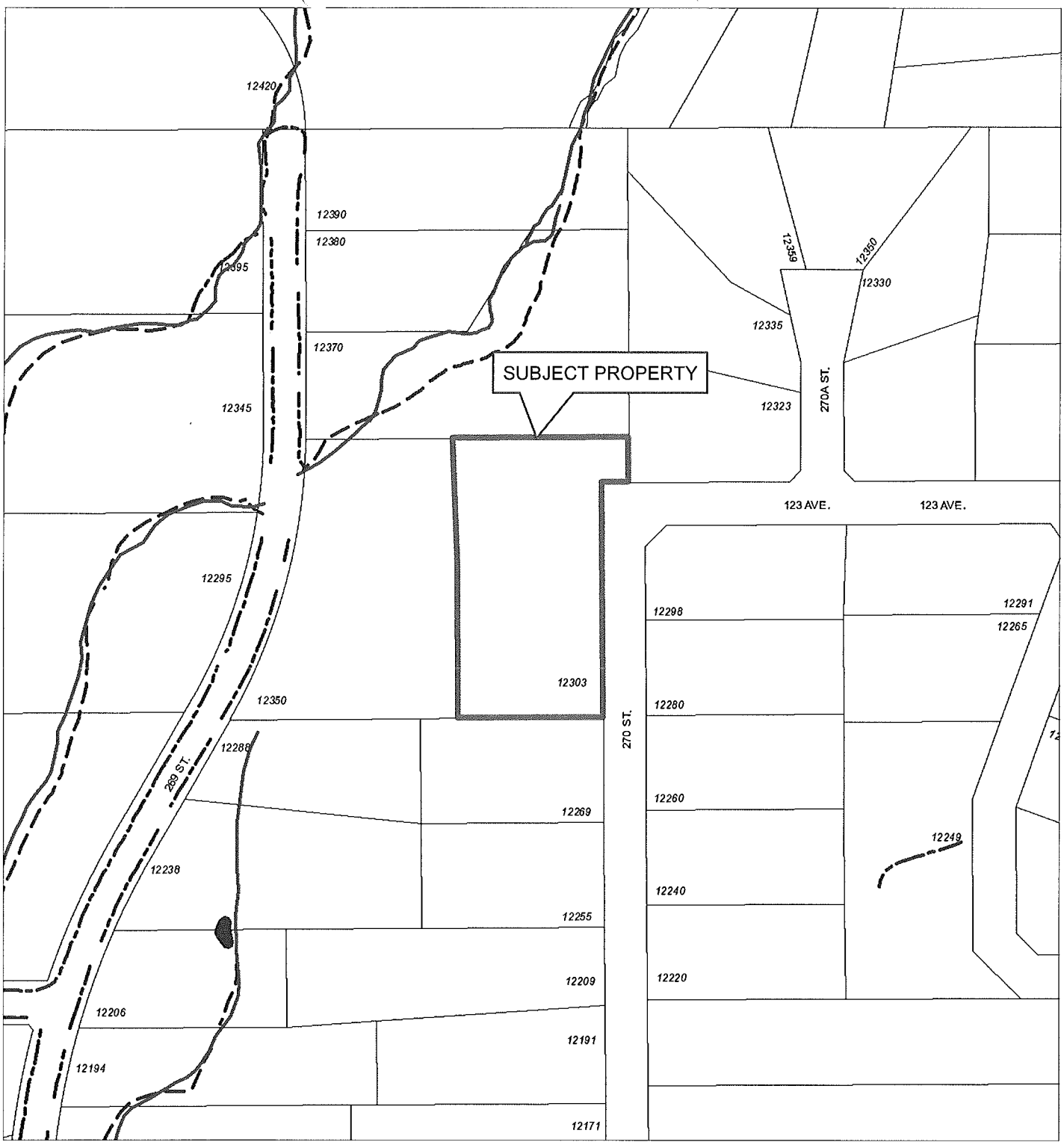
11716 Creekside St

ENGINEERING DEPARTMENT

MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: Untitled
DATE: Nov 7, 2017
BY: MC



N

Scale: 1:2,500

Legend

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

12303 270 STREET

PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: 2016-061-SD
DATE: Mar 9, 2016

BY: PC

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

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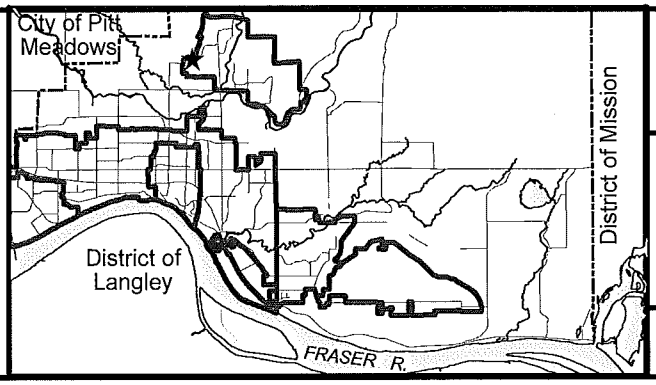

13696 McKercher Dr

ENGINEERING DEPARTMENT

MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: Untitled
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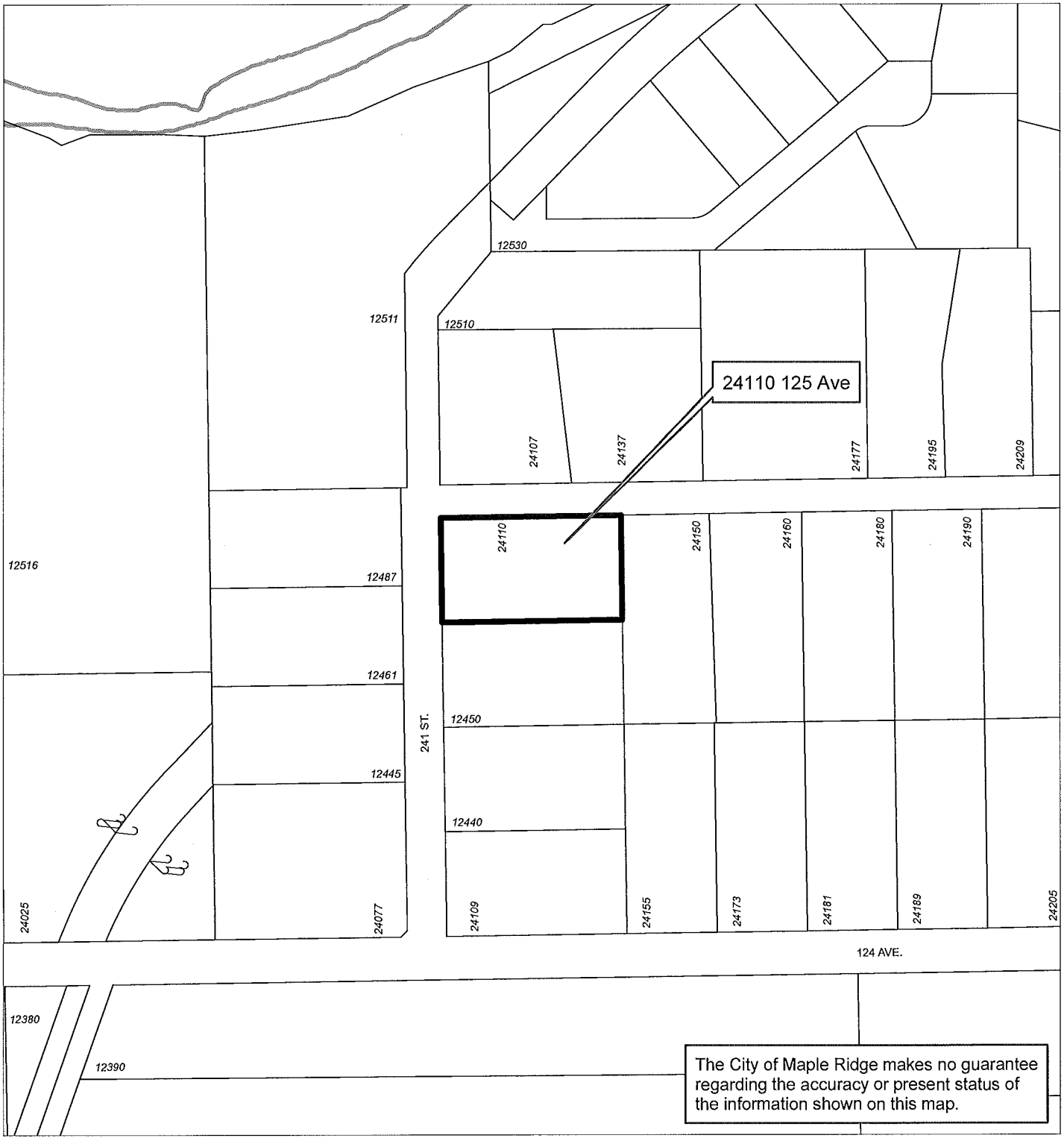
BY: NV



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

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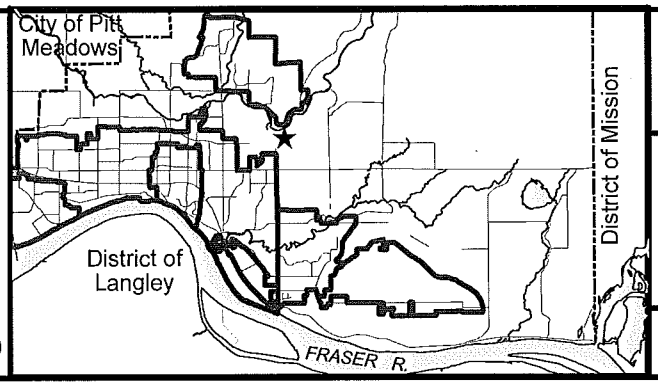


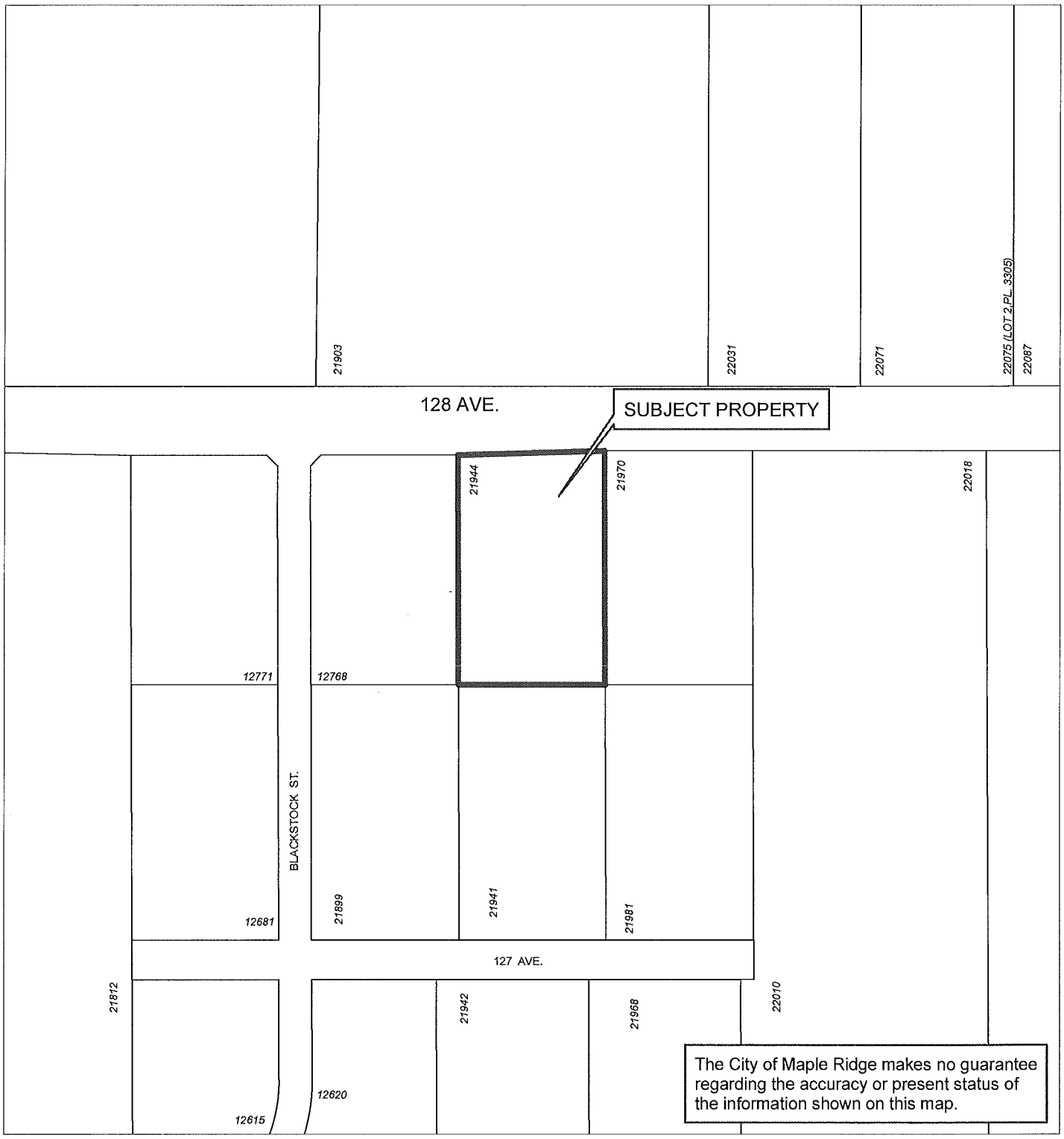
24110 125 Ave

ENGINEERING DEPARTMENT

MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: Untitled
DATE: Nov 9, 2017
BY: NV



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

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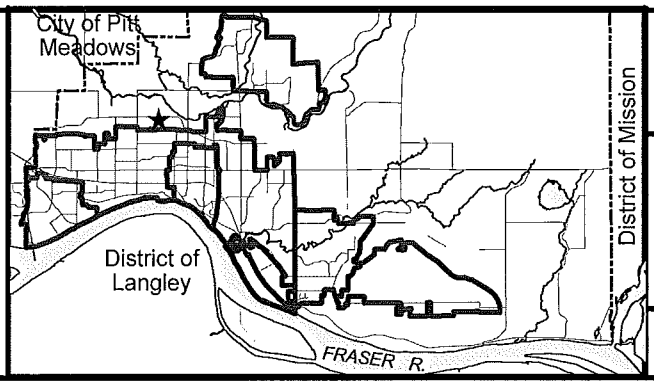
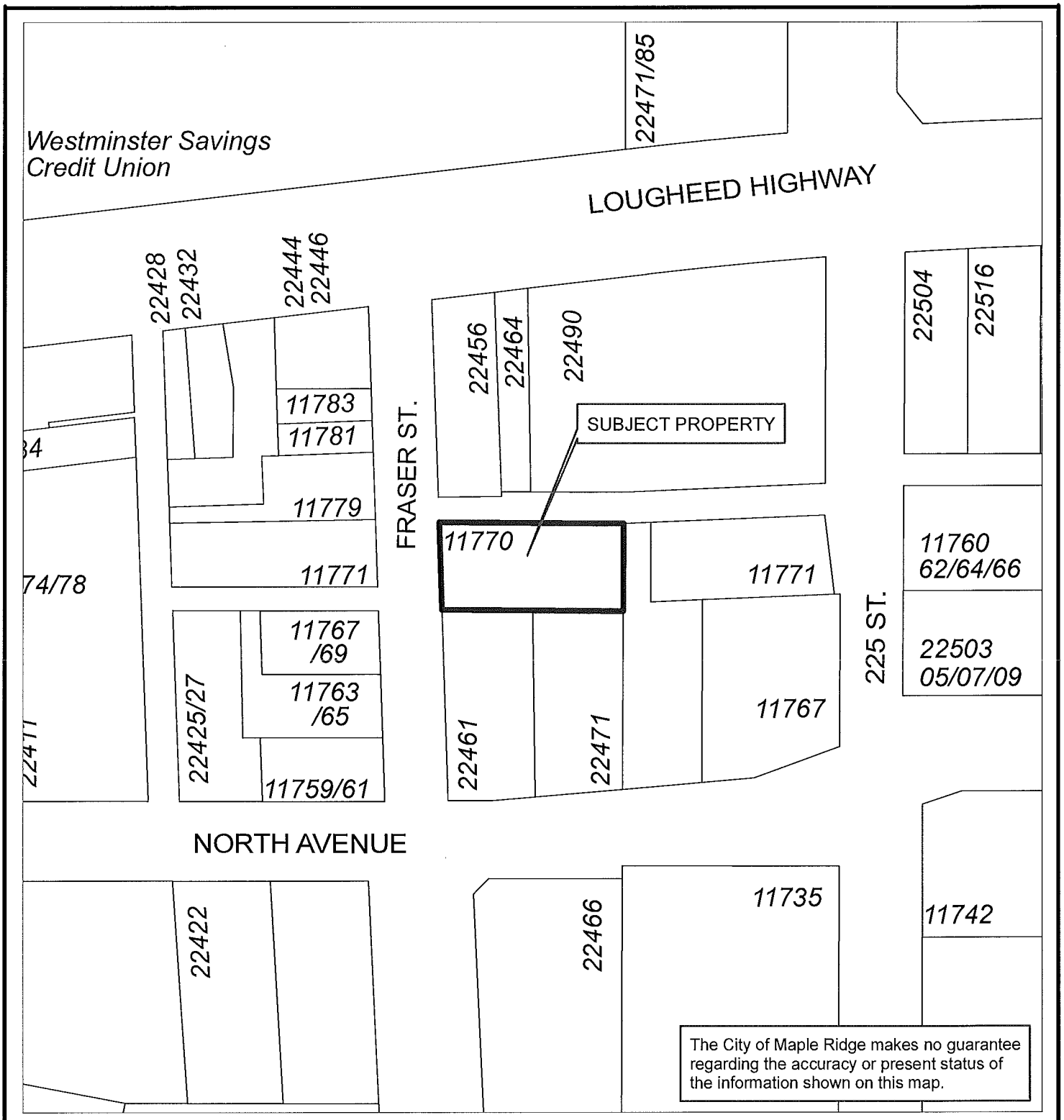


21944-128 AVENUE FLOOD PROTECTION COVENANT

LICENCES, PERMITS & BYLAWS DEPT.

MAPLE RIDGE
British Columbia
mapleridge.ca

FILE: Untitled
DATE: Nov 14, 2017
BY: JP



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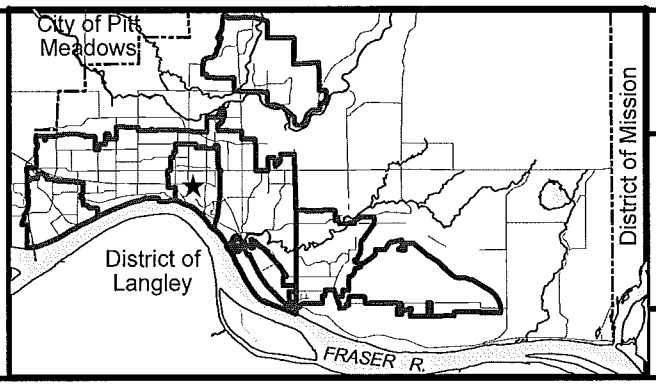
Scale: 1:1,000



11770 FRASER STREET STORMWATER MANAGEMENT COVENANT

LICENCES, PERMITS & BYLAWS DEPT.

MAPLE RIDGE
British Columbia
mapleridge.ca

FILE: Untitled
DATE: Nov 14, 2017
BY: JP

701.2 Minutes of Meetings of Committees and Commissions of Council

MAPLE RIDGE
Community Heritage
Commission

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 Thursday, October 12, 2017 at 7:00 pm

---

COMMISSION MEMBERS PRESENT

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

STAFF PRESENT

Lisa Zosiak	Staff Liaison, Community Planner
Renee Moffatt	Committee Clerk

GUESTS

Erica Williams	President, Maple Ridge Historical Society

REGRETS/ABSENT

Eric Phillips	Member at Large

---

1. **CALL TO ORDER**

There being a quorum present, the Chair called the meeting to order at 7:02 pm and introductions were made.

Welcome to Renee Moffatt, the temporary Committee Clerk.

2. **AGENDA APPROVAL**

R17-028
It was moved and seconded.

That the agenda dated October 12, 2017 be adopted.

CARRIED

3. **MINUTES APPROVAL**

R17-029
It was moved and seconded

That the Minutes of the September 14, 2017 meeting be approved.

CARRIED

4. **DELEGATIONS** - Nil

5. **FINANCE**

5.1 Financial Update – 2018 Business Plan
The Chair provided information on the 2018 Business Plan. The deadline is October 13, 2017. Russell Irvine updated the committee on the 2017 Financials. The Staff Liaison discussed the budget, how much was spent, saved and raised.

Note: Lindsay Foreman arrive 7:08pm

R17-030
It was moved and seconded
To accept the figures Lisa put forward on the Financial Report

CARRIED

6. CORRESPONDENCE - Nil

7. NEW & UNFINISHED BUSINESS

7.1 Membership – Brenda Smith

The Chair reminded the committee that Intersections is not on October 30th. The Staff Liaison informed the committee that the Heritage Inventory draft is going to committee.

7.1.1 Calendar of Events

7.2 Cultural Plan Update

The Chair reported that they have received the first draft of the Cultural Plan. There will be one more meeting, a public session and then it will go to Council.

7.3 Tourism Strategy Update

Russell Irvine provided an update on the strategy. Mr. Irvine discussed some issues and concerns he had with the drafted Tourism Strategy. Julie Koehn shared her thoughts on having a tourism office in Maple Ridge.

7.4 Canada 150

Kevin Bennett reported that geocaching has finsihed since September. Promotions will start again in the spring. The Chair discussed the Reminiscing Kits at the library. The Chair reported that they had 20 people attend.

7.4.1 Private Members Tax Credit

No update.

7.5 Haney House Conservation Work

Lindsay Foreman provided and update on the renovations taking place at the Haney House.

7.6 Intersections Event Planning

The Chair advised the group that the date for Intersections has been changed. Date will be confirmed by the Staff Liaison.

8. SUBCOMMITTEE REPORTS

8.1 Communications Subcommittee

The Chair recommended that council finance a Communication Strategy for us.

8.1.1 Request to Council for Communications Support

Drafting

8.2 Recognitions Subcommittee

8.2.1 Heritage Week Subcommittee

Kevin Bennett provided information on the Heritage Week meeting he had on October 12, 2017.

8.2.2 Heritage Nominations 2018

Kevin Bennett asked the committee if they had any ideas of nominations please bring forth by October 20, 2017.

8.3 Education Subcommittee

Lindsay Foreman is looking into contacting the private schools in Maple Ridge to see if they would like to participate in the Heritage Fair.

Note: Steve Ranta left the room at 8:08pm and returned at 8:10pm

8.3.1 Local Voices

The Chair reported that the Local Voices session was a success and provided information on the 2 speakers and their immigration experience.

8.3.2 Heritage BC Webinars

8.3.3 BC Heritage Fairs

8.4 Maple Ridge Oral History Project

Steve Ranta announced that Maple Ridge Secondary School has been awarded the first opportunity to participate in the Oral History project. Information was shared on going forward with the project.

8.5 Digitization Project Subcommittee

The Chair provided an update on the project and that she would like to have Jonathan Jenson come out and provide a demonstration to the subcommittee, IT and Clerks.

8.6 Heritage Inventory Project Update

The Chair reported that they are meeting on October 30, 2017 to go through the final draft.

8.7 Heritage Register Update
The Chair reported they are ready to write the RFP.

8.8 Robertson Family Cemetery Project Subcommittee
The Staff Liaison provided information on the Robertson Family Cemetery Project. Everything is done, waiting on the Legal Clerk to go forward.

8.9 Museum and Archives Update
The Chair discussed her report to Council and the issues with the storage locker and running out of space.

8.10 BCMA Site Visit to Maple Ridge
No update

9. LIAISON UPDATES

9.1 BC Historical Federation
The Chair reported that the BC Historical Federation will be held in Nakusp in May. The Chair asked if the committee has any historically valid stories of schoolhouses in BC. Submissions are due in November for the March issue.

9.2 Heritage BC
The Chair informed the committee that there is a conference call with Heritage BC, looking for more support from Heritage BC. The Staff Liaison to send out and email on location and time, the committee is encouraged to attend.

9.3 BC Museums Association
The Chair gave an overview on the BC Museums Association Conference 2017. She shared the summary and 3 recommendations she had from attending the conference.

R17-031
It was moved and seconded
That the 3 recommendations from the BC Museums Association Conference be accepted as presented.

CARRIED

9.4 Maple Ridge Historical Society
Julie Koehn provided an update on the renovations on the Haney House and St Andrews Church. Mrs. Koehn reported that there is a Cultural Plan Open House on November 1, 2017 at the ACT and that the CHC awards deadline is October 20, 2017.

9.5 Council Liaison
Councillor Spiers shared his thoughts on the Open Government Portal. The Open Government Portal will be live on Tuesday October 17, 2017 http://mapleridge.ca/1813/Open-Government-Portal . Councillor Speirs provided an update on the Sunshine Apartments and the rebuild of the 280 units.

10. QUESTION PERIOD

11. ROUNDTABLE

12. ADJOURNMENT

It was moved that the meeting be adjourned at 9:06pm

Chair

/rm

QUESTION PERIOD

Question Period provides the public with the opportunity to ask questions or make comments. Each person will be given 2 minutes to speak. Up to ten minutes in total is allotted for Question Period.

/rm

MAPLE RIDGE/PITT MEADOWS
MUNICIPAL ADVISORY COMMITTEE ON ACCESSIBILITY AND INCLUSIVENESS

The Minutes of the Regular Meeting of the Maple Ridge/Pitt Meadows Municipal Advisory Committee on Accessibility and Inclusiveness, held in the Blaney Room at the Maple Ridge City Hall on Thursday, September 21, 2017 at 4:00 p.m.

COMMITTEE MEMBERS PRESENT

Kim McLennan	Fraser Health
Mike Murray	School District #42 Trustee
Councillor Bruce Bell	Council Liaison, City of Pitt Meadows
Councillor Craig Speirs	Council Liaison, City of Maple Ridge
Maria Kovacs	Member At Large, Maple Ridge
Gillian Small	Ridge Meadows Association for Community Living
Kristina Morrison	Member At Large, Maple Ridge

STAFF PRESENT

Sunny Schiller	Committee Clerk
Petra Frederick	Staff Liaison
Micheal Eng	Traffic & Transportation Technologist

GUESTS

Patrick Hughes	Presenter – Parking Initiatives

REGRETS/ABSENT

Greg Turnbull	Member At Large, Maple Ridge
Paul Oliner	Member at Large, Maple Ridge

---

1. CALL TO ORDER

The Staff Liaison called the meeting to order at 4:07 pm.

3. AGENDA ADOPTION

R17-009
It was moved and seconded

That agenda be amended to defer Item 2 Chair and Vice-Chair Election to the January meeting and to add Item 6.7 Age Friendly Initiative Update and that the agenda be adopted as amended.

CARRIED

4. MINUTE APPROVAL

R17-010
It was moved and seconded

That the minutes dated June 15, 2017 be approved.

CARRIED

5. PRESENTATIONS

5.1 Patrick Hughes – Parking Initiatives

The Staff Liaison introduced Patrick Hughes, a member of the public who is actively involved in the community and volunteers with Red Cross . Mr. Hughes reached out to the municipality to share his concerns about parking accessibility. Mr. Hughes shared research he has done on parking in Maple Ridge. Specific locations where accessibility is limited were discussed. Mr. Hughes provided ideas on increasing accessibility to parking, especially for service providers such as home care nurses or meals on wheels drivers.

Note: Councillor Speirs entered at 4:21 pm.

The Committee discussed with Staff the process for getting changes made to parking regulations.

R17-011
It was moved and seconded

That MACAI recommend to the City that handicapped parking stalls be made available to meals on wheels and health service providers to facilitate enhanced services to seniors and those with accessibility issues.

DEFEATED

R17-012
It was moved and seconded

That MACAI direct Staff to further investigate possible solutions to the parking issues raised during the presentation on parking at the September MACAI meeting; and that Staff work with the relevant City departments to bring a resolution on this topic back to MACAI for review.

CARRIED

Staff will investigate two issues: providing increased time for handicapped parking spots and exemptions for health care workers.

6. NEW AND UNFINISHED BUSINESS

6.1 Leisure Centre Retrofit Update

The Staff Liaison provided an update on improvements planned as part of the Leisure Centre retrofit. Suggestions for improved accessibility are welcomed. Information and the opportunity to give feedback is available online. Alternative options for aquatic programs during the renovations were discussed.

6.2 Bylaw Introduction

The Staff Liaison provided an overview of the new Maple Ridge and Pitt Meadows bylaws adopted earlier this summer. MACAI is now known as the Municipal Advisory Committee on Accessibility and Inclusivity.

6.7 Age Friendly Initiative

The Staff Liaison provided information on the "Age Friendly" initiative. Both Maple Ridge and Pitt Meadows have obtained the "Age Friendly Community" designation from the provincial government and action plans have been developed for both communities.

R17-013
It was moved and seconded

That MACAI form an Age Friendly Subcommittee to support the implementation of the items identified in the Age Friendly Community Action Plans.

CARRIED

R17-014
It was moved and seconded

That Staff establish Terms of Reference for the Age Friendly Subcommittee.

CARRIED

Kristi Morrison volunteered to serve as Age Friendly Subcommittee Liaison to the Seniors Network. Potential members for the subcommittee were suggested. Councillor Speirs volunteered to participate.

6.5 Accessibility Survey – Review and Implementation

The Committee discussed the Accessibility Survey conducted in 2016.

6.3 Business Planning

It was agreed the 2018 MACAI Business Plan will focus on parking issues, age friendly initiatives and MACAI promotion. Additional priorities coming out as a result of the recently expanded mandate were raised. The draft plan will be circulated to the Committee for review.

6.4 Accessibility Awards 2017 Review

Previously dealt with under Item 6.3.

6.6 Advisory Committee Update

Deferred.

7. QUESTION PERIOD – Nil

8. CORRESPONDENCE - Nil

9. ROUNDTABLE

10. ADJOURNMENT

It was moved and seconded that the meeting be adjourned at 6:05 pm.

Chair
/ss

City of Maple Ridge

TO:	Her Worship Mayor Nicole Read and Members of Council	**MEETING DATE:**	November 28, 2017
FROM:	Chief Administrative Officer	**MEETING:**	Council
SUBJECT:	Disbursements for the month ended October 31, 2017		

EXECUTIVE SUMMARY:

The disbursements summary for the past period is attached for information. All voucher payments are approved by the Mayor or Acting Mayor and a Finance Manager. Council authorizes the disbursements listing through Council resolution. Expenditure details are available by request through the Finance Department.

RECOMMENDATION:

That the disbursements as listed below for the month ended October 31, 2017 be received for information only.

GENERAL	$ 10,693,233
PAYROLL	$ 1,855,082
PURCHASE CARD	$ 93,238
	$ 12,641,553

DISCUSSION:

a) **Background Context:**

The adoption of the Five Year Consolidated Financial Plan has appropriated funds and provided authorization for expenditures to deliver municipal services.

The disbursements are for expenditures that are provided in the financial plan.

b) **Community Communications:**

The citizens of Maple Ridge are informed on a routine monthly basis of financial disbursements.

702.1

c) **Business Plan / Financial Implications:**

Highlights of larger items included in Financial Plan or Council Resolution

• BA Blacktop – 2017 paving program	$	419,671
• Cedar Crest Lands (BC) Ltd. – Merkley artificial turf field	$	228,010
• G.V. Water District – Water consumption June 28 – August 1/17	$	1,250,499
• G.V. Regional District – Debt payment	$	2,082,039
• PW Trenchless Const Inc - Sanitary sewer replacement	$	204,005
• Ridge Meadows Recycling Society – monthly contract for recycling	$	203,709
• Triahn Enterprises Ltd – 117 Ave multi-user path	$	255,275

d) **Policy Implications:**

Corporate governance practice includes reporting the disbursements to Council monthly.

CONCLUSIONS:

The disbursements for the month ended October 31, 2017 have been reviewed and are in order.

Original signed by Andy Dhah

Prepared by: **Andy Dhah**
Accounting Clerk II

Original signed by Trevor Thompson

Approved by: **Trevor Thompson, BBA, CPA, CGA**
Manager of Financial Planning

Original signed by Paul Gill

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

CITY OF MAPLE RIDGE

MONTHLY DISBURSEMENTS - OCTOBER 2017

VENDOR NAME	DESCRIPTION OF PAYMENT		AMOUNT
0740396 BC Ltd	Security refund		98,880
0981077 BC Ltd	Security refund		32,315
ABC Pipe Cleaning Services	Abernethy Extension Study		49,585
Airclean Systems Canada	Hood Fan		15,471
Alouette River Management Society	Adopt-a-Block service agreement	6,250	
	Eco camps summer 2017	11,458	17,708
Associated Engineering(BC) Ltd	225 Street forcemain upgrade	16,043	
	240 Street sewer upgrades (109 Ave to South of Bridge)	6,784	22,826
BA Blacktop	2017 paving program		419,671
Badger Daylighting LP	Hydro-excavation - mulitple locations		15,846
BC Hydro	Electricity		148,133
BC SPCA	Contract payment - Oct		29,190
Bhuller, Ajitpal	Security refund		20,000
CUPE Local 622	Dues - pay periods 17/20 & 17/21		26,058
Cedar Crest Lands (BC) Ltd	Merkley artificial turf field		228,010
Chevron Canada R & M ULC	Gasoline & diesel fuel		39,592
Cobing Building Solutions	Electrical/Mechanical Maintenance:		
	City Hall	2,885	
	Firehalls	1,229	
	Greg Moore Youth Centre	2,688	
	Leisure Centre	3,391	
	Library	544	
	Neighbourhood Park	406	
	Operations	1,047	
	Randy Herman Building	1,563	
	RCMP	1,500	
	The Act	14,979	
	Whonnock Lake Community Centre	406	30,638
Co-Pilot Industries Ltd	Gravel & dump fees		18,832
DTM Systems Corporation	Critrix upgrade		16,133
Eagle West Crane & Rigging	Delivery and placement of concrete barriers		19,159
Emergency Communications	Dispatch levy - 4th quarter		262,699
Falcon Village Joint Venture	Security refund		319,844
Fred Surridge Ltd	Waterworks supplies		38,404
Gotraffic Management Inc	Traffic control		56,419
Greater Vanc Water District	Water consumption June 28 - August 1/17		1,250,499
Greater Vancouver Regional Dis	Debt payment	2,082,039	
	Mosquito control program	1,258	2,083,297
Hallmark Facility Services Inc	Janitorial services & supplies:		
	City Hall	3,496	
	Firehalls	3,441	
	Library	5,571	
	Operations	4,151	
	Randy Herman Building	4,861	
	RCMP	4,151	25,672
Heavy PDG Equipment Ltd	Excavator rental		19,909
Hi Cube Storage Products	LFI Spacesaver Mechanical Assit System with Static Shelving		55,874
Horizon Landscape Contractors	Grass cutting - Aug	3,842	
	Waste bag collection - Jul & Aug & Sept	16,907	20,750
Imaginet Resources Corp	Office 365 Implantation		18,826
Jackson Ridge Project	Security refund		533,375
Jeske, Bernard	Security refund		20,770
Lafarge Canada Inc	Roadworks material		72,199
Langley Concrete Group	12035 Glenhurst St storm sewer relocation		18,717
Manulife Financial	Employer/employee remittance		146,425
Maple Industries Ltd	Security refund		706,147
Maple Ridge & PM Arts Council	Arts Centre contract payment	54,167	
	Program revenue - Sep	16,681	70,848
Medical Services Plan	Employee medical & health premiums		41,850
Meridian Acquisitions Ltd	Security refund		23,233
Municipal Pension Plan BC	Employer/employee remittance		471,960
Nova Pole Int'L Inc	Street light poles & supplies		23,044
Oakvale Developments Ltd	Security refund		65,000
Opus International Consultants	Inflow & infiltration reduction program	4,481	
	McNutt reservoir expansion	4,821	
	North slope interceptor capacity upgrade	10,248	19,549
Pacific Flow Control Ltd	Waterworks supplies		21,429
Paul Bunyan Tree Services	Tree maintenance & damaged tree removal		16,383

VENDOR NAME	DESCRIPTION OF PAYMENT		AMOUNT
Perpetual Success Enterprises	Security refund		20,008
PW Trenchless Construction Inc	Sanitary sewer replacement on River Road (Kanaka Creek - McKay Ave)		204,005
Raybern Erectors Ltd	Hammond Stadium - installation of baseball backstop netting structure	52,637	
	Maple Ridge Upper Park - high dog park fencing	4,855	
	Red Alder Park - handrail install	1,122	58,614
Receiver General For Canada	Employer/Employee remittance PP17/20 & PP17/21		644,342
RG Arenas (Maple Ridge) Ltd	Ice rental - Sep	94,835	
	Curling rink operating expenses - Sep	5,124	99,959
Ridge Meadows Seniors Society	Quarterly operating grant		50,893
Ridge Meadows Recycling Society	Monthly contract for recycling	203,709	
	Weekly recycling	2,888	
	Toilet rebate program	104	206,701
Sanscorp Products Ltd	Roadworks material		37,026
Shape Architecture Inc	Leisure Centre pool systems redesign	26,385	
	Leisure Centre pool change room & lobby renovation design	17,263	43,649
Stantec Consulting Ltd	270A Street reservoir & pump station		75,669
Tavanco Management Ltd	Security refund		293,940
Thomas G Andison Law "In Trust"	Security refund		15,392
Triahn Enterprises Ltd	117 Ave multi-user path (Burnett St to 231 St)		255,275
Urban Systems	South Alouette & Kanaka integrated stormwater management plan		35,089
Warrington PCI Management	Advance for Tower common costs plus expenses		81,511
Workers Compensation Board BC	3rd quarter remittance		140,532
Disbursements In Excess $15,000			**9,913,771**
Disbursements Under $15,000			**779,462**
Total Payee Disbursements			**10,693,233**
Payroll	PP17/21 & PP17/22		**1,855,082**
Purchase Cards - Payment			**93,238**
Total Disbursements October 2017			**12,641,553**

City of Maple Ridge

TO:	Her Worship Mayor Nicole Read and Members of Council	**MEETING DATE:**	November 28, 2017
		FILE NO:	
FROM:	Chief Administrative Officer	**MEETING:**	Council
SUBJECT:	2017 Council Expenses		

EXECUTIVE SUMMARY

In keeping with Council's commitment to transparency in local government, the attached Schedule lists Council expenses recorded to date. The expenses included on the schedule are those required to be reported in the annual Statement of Financial Information and are available on our website.

RECOMMENDATION:

Receive for information

Discussion

The expenses included in the attached schedule are those reported in the annual Statement of Financial Information (SOFI), including those incurred under Policy 3.07 "Council Training, Conferences and Association Building". The budget for Council includes the provision noted in Policy 3.07 as well as a separate budget for cell phone and iPad usage. The amounts on the attached Schedule are those recorded prior to the preparation of this report and are subject to change.

"original signed by Paula Melvin"

Prepared by: Paula Melvin
Executive Assistant, Corporate Administration

"original signed by Catherine Nolan"

Approved by: Catherine Nolan, CPA, CGA
Interim Director of Finance

"original signed by Paul Gill"

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

702.2

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Mileage / Parking	Cell Phones / iPads	Totals
Bell, Corisa						
January	Portable electronic device charges (e.g. Ipad)				4.28	
February	Portable electronic device charges (e.g. Ipad)				4.28	
March	Portable electronic device charges (e.g. Ipad)				4.28	
April	Portable electronic device charges (e.g. Ipad)				4.28	
May	Portable electronic device charges (e.g. Ipad)				17.12	
June	Portable electronic device charges (e.g. Ipad)				17.12	
July	Portable electronic device charges (e.g. Ipad)				8.56	
August	Portable electronic device charges (e.g. Ipad)				4.28	
	Union of BC Municipalities Conference	1,148.02				
September	Portable electronic device charges (e.g. Ipad)				8.56	
October						
November						
December						
		1,148.02	-	-	72.76	1,220.78
Duncan, Kiersten						
January	Cell phone charges				42.80	
	Portable electronic device charges (e.g. Ipad)				4.28	
February	Cell phone charges				42.80	
	South Asian Cultural Society Gala		110.00			
	Portable electronic device charges (e.g. Ipad)				4.28	
March	Cell phone charges				43.10	
	Portable electronic device charges (e.g. Ipad)				4.28	
	High Ground Conference	528.48				
April	Cell phone charges				114.67	
	Portable electronic device charges (e.g. Ipad)				8.56	
May	Lower Mainland Local Government Association (LMLGA) Conference	931.30				
	Cell phone charges				42.96	
	Portable electronic device charges (e.g. Ipad)				34.24	
June	Cell phone charges				43.10	
	Portable electronic device charges (e.g. Ipad)				17.12	
July	Cell phone charges				42.80	
	Portable electronic device charges (e.g. Ipad)				4.28	
August	Cell phone charges				43.10	
	Portable electronic device charges (e.g. Ipad)				4.28	
	Union of BC Municipalities Conference	475.00				
September	Cell phone charges				42.80	
	Portable electronic device charges (e.g. Ipad)				8.56	
October	Making Cities Liveable Conference	1,973.72				
	Cell phone charges				44.41	
November						
December						
		3,908.50	110.00	-	592.42	4,610.92

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Mileage / Parking	Cell Phones / iPads	Totals
Masse, Bob						
January						
February						
March	Ridge Meadows Chamber Business Excellence Awards		125.00			
April						
May	Maple Ridge Community Foundation Citizen of the Year Award		125.00			
June						
July						
August						
September						
October	Ridge Meadows Hospital Foundation Gala		175.00			
November						
December						
		-	425.00	-	-	425.00
Read, Nicole						
January	Cell phone charges				42.80	
	Portable electronic device charges (e.g. Ipad)				17.12	
February	Cell phone charges				42.80	
	South Asian Cultural Society Gala		110.00			
	Portable electronic device charges (e.g. Ipad)				17.12	
March	Cell phone charges				44.97	
	Ridge Meadows Chamber Business Excellence Awards		125.00			
	Portable electronic device charges (e.g. Ipad)				17.12	
April	Cell phone charges				48.83	
	Portable electronic device charges (e.g. Ipad)				8.56	
May	Cell phone charges				43.85	
	Portable electronic device charges (e.g. Ipad)				17.12	
June	Cell phone charges				52.31	
	Portable electronic device charges (e.g. Ipad)				34.24	
	Federation of Canadian Municipalities (FCM) Conference	3,762.32				
July	Cell phone charges				54.93	
	Portable electronic device charges (e.g. Ipad)				17.12	
	Provincial Swearing-in Ceremony	698.63				
August	Cell phone charges				58.15	
	Portable electronic device charges (e.g. Ipad)				34.24	
September	Cell phone charges				44.62	
	Portable electronic device charges (e.g. Ipad)				34.24	
October	National Conference on Ending Homelessness	1,149.25				
	Cell phone charges				49.32	
November						
December						
		5,610.20	235.00	-	679.46	6,524.66

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Mileage / Parking	Cell Phones / iPads	Totals
Robson, Gordy						
January	Portable electronic device charges (e.g. Ipad)				4.28	
February	South Asian Cultural Society Gala		110.00			
	Portable electronic device charges (e.g. Ipad)				4.28	
March	Ridge Meadows Chamber Business Excellence Awards		125.00			
	Portable electronic device charges (e.g. Ipad)				4.28	
April	Portable electronic device charges (e.g. Ipad)				4.28	
May	Lower Mainland Local Government Association (LMLGA) Conference	908.70				
	Maple Ridge Community Foundation Citizen of the Year Award		125.00			
	Portable electronic device charges (e.g. Ipad)				4.28	
June	Portable electronic device charges (e.g. Ipad)				4.28	
July	Portable electronic device charges (e.g. Ipad)				4.28	
August	Portable electronic device charges (e.g. Ipad)				4.28	
September	Portable electronic device charges (e.g. Ipad)				4.28	
October						
November						
December						
		908.70	360.00	-	38.52	1,307.22
Shymkiw, Tyler						
January	Portable electronic device charges (e.g. Ipad)				4.28	
February	South Asian Cultural Society Gala		110.00			
	Portable electronic device charges (e.g. Ipad)				17.12	
March	Attendance at meetings - parking			9.52		
	Portable electronic device charges (e.g. Ipad)				4.28	
April	Portable electronic device charges (e.g. Ipad)				4.28	
May	Maple Ridge Community Foundation Citizen of the Year Award		125.00			
	Portable electronic device charges (e.g. Ipad)				34.24	
June	Portable electronic device charges (e.g. Ipad)				111.28	
July	Portable electronic device charges (e.g. Ipad)				34.24	
August	Portable electronic device charges (e.g. Ipad)				34.24	
September	Portable electronic device charges (e.g. Ipad)				17.12	
October	Ridge Meadows Hospital Foundation Gala		175.00			
November						
December						
		-	410.00	9.52	261.08	680.60

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Mileage / Parking	Cell Phones / iPads	Totals
Speirs, Craig						
January	Cell phone charges				42.96	
	Portable electronic device charges (e.g. Ipad)				8.56	
February	Cell phone charges				48.29	
	South Asian Cultural Society Gala		110.00			
	Portable electronic device charges (e.g. Ipad)				8.56	
March	Cell phone charges				42.80	
	Ridge Meadows Chamber Business Excellence Awards		125.00			
	Portable electronic device charges (e.g. Ipad)				4.28	
	High Ground Conference	240.31				
April	Cell phone charges				41.87	
	Haney Farmers Market Fundraiser		35.00			
	Ridge Meadows Multi Cultural Society Inaugural Gala		50.00			
	Portable electronic device charges (e.g. Ipad)				34.24	
May	Maple Ridge Community Foundation Citizen of the Year Award		125.00			
	Cell phone charges				42.80	
	Lower Mainland Local Government Association (LMLGA) Conference	967.33				
	Portable electronic device charges (e.g. Ipad)				51.36	
June	Cell phone charges				51.41	
	Federation of Canadian Municipalities (FCM) Conference	3,572.87				
	Portable electronic device charges (e.g. Ipad)				34.24	
July	Cell phone charges				45.95	
	Portable electronic device charges (e.g. Ipad)				4.28	
August	Cell phone charges				42.80	
	Portable electronic device charges (e.g. Ipad)				4.28	
	Union of BC Municipalities Conference	1,388.83				
September	Cell phone charges				43.40	
	Portable electronic device charges (e.g. Ipad)				4.28	
October	Cell phone charges				42.80	
	Ridge Meadows Hospital Foundation Gala		175.00			
November						
December						
		6,169.34	620.00	-	599.16	7,388.50
TOTALS		**17,744.76**	**2,160.00**	**9.52**	**2,243.40**	**22,157.68**

City of Maple Ridge

TO:	Her Worship Mayor Nicole Read and Members of Council	**MEETING DATE:**	November 28, 2017
		FILE NO:	
FROM:	Chief Administrative Officer	**MEETING:**	**Council**

SUBJECT: Falcon Homes – Amendments to Purchase and Sale Agreement

EXECUTIVE SUMMARY:

At the August 31, 2015 Closed Meeting, Council approved the terms of the Purchase and Sale Agreement (PSA) between the City and Falcon Homes Ltd. (Falcon) for the 3.04 acre City-owned Town Centre lands and staff were directed to initiate and complete the process for disposition as per the Community Charter requirements.

Falcon requested that original PSA be amended in May 2017 to accommodate revisions to the phasing of the development and the timing of the payments to the City, and to capture new conditions as required to move the development forward. As per legal counsel, the amended PSA was included as an appendix to the Rezoning Amendment Report approved by Council on June 13, 2017. This first amendment to the PSA is included as Appendix A.

Again at the request of Falcon, a second amendment to the PSA has been drafted to facilitate the rezoning process. For simplicity a single omnibus covenant has been drafted to include all legal restrictions to be registered immediately as per Council recommendations. This second Appendix is included as Appendix B.

Both City staff and legal counsel have reviewed the two amending documents and to ensure compliance with Community Charter provisions, are recommending approval of the first amending document and the second amending document.

RECOMMENDATIONS:

That the first amendment to the Purchase and Sale Agreement between the City of Maple Ridge and Falcon Homes Ltd. dated May 21, 2017 be approved and that the Corporate Officer be authorized to execute the agreement.

That the second amendment to the Purchase and Sale Agreement between the City of Maple Ridge and Falcon Homes Ltd. dated November 22, 2017 be approved and that the Corporate Office be authorized to execute the agreement.

CONCLUSION:

The first phase of the Falcon Home development has sold out and the company is accelerating its efforts to bring forward the subsequent phases for sale and development. The City continues to work with Falcon Homes to ensure that Council's original goals and objectives for the Town Centre lands are met and that the development is delivered in as timely and efficient manner as possible. The amendments to the original Purchase and Sale Agreement have been prepared by the City's

legal counsel to ensure that the City's long term interests in both the sale of the properties and their respective development are met.

"Original signed by Darrell Denton"
Prepared by: **Darrell Denton**
Property & Risk Manager

"Original signed by Laurie Darcus"
Approved by: **Laurie Darcus**
Manager of Legislative Services & Emergency Program

"Original signed by Frank Quinn"
Approved by: **Frank Quinn**
General Manager: Public Works & Development Services

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

Appendixes:
Appendix A: Purchase and Sale Agreement – August 27, 2015
Appendix B: Report to Closed Council – August 31, 2015 (released)
Appendix C: Amendment to Purchase and Sale Agreement – May 21, 2017
Appendix D: Amendment to Purchase and Sale Agreement – November 22, 2017

APPENDIX A

PURCHASE AND SALE AGREEMENT

THIS AGREEMENT dated for reference August 27, 2015 is

BETWEEN:

THE CORPORATION OF THE CITY OF MAPLE RIDGE, 11995 Haney Place, Maple Ridge, BC V2X 6A9

(the "**City**")

AND:

FALCON HOMES LTD. a company incorporated in British Columbia under No. BC0868845, and having a registered office at 22311 – 119th Avenue, Maple Ridge, BC V2X 2Z2

(the "**Developer**")

In consideration of the promises exchanged below and other good and valuable consideration the receipt and sufficiency of which the City and Developer each acknowledge, the City and the Developer agree as follows:

ARTICLE 1 - DEFINITIONS

1.1 **Definitions** – In this Agreement, in addition to any terms defined elsewhere in this Agreement:

(a) "Business Day" means a day other than a Saturday, Sunday or statutory holiday in British Columbia.

(b) "City's Solicitors" means Young, Anderson.

(c) "Completion" means completion of the transfer of a Phase of the Lands to the Developer in accordance with Article 4.

(d) "Completion Date" means the date for completion of the transfer to the Developer of fee simple title to the lands in a Phase, determined in accordance with Article 2.

(e) "Conditions Precedent" means the conditions precedent under Article 3.

(f) "Contaminants" means

(i) as defined in the *Environmental Management Act*: any biomedical waste, contamination, contaminant, effluent, pollution, recyclable material, refuse, hazardous waste or waste;

Initials

(ii) matter of any kind which is or may be harmful to human safety or health or to the environment; or

(iii) matter of any kind the storage, manufacture, disposal, emission, discharge, treatment, generation, use, transport, release, remediation, mitigation or removal of which is now or is at any time required, prohibited, controlled, regulated or licensed under any Environmental Laws.

(g) "Day" means ordinary calendar day, provided that if the calculation of time produces a day is not a Business Day then the next following Business Day will be the calculated day.

(h) "Deposit" means the sum of $1,000,000.

(i) "Developer's Solicitors" means Vernon & Thompson Law Group.

(j) "Environmental Law" means any past, present or future common law or principle, enactment, statute, regulation, order, bylaw or permit, and any requirement, standard or guideline, of any Governmental Authority having jurisdiction, relating to the environment, environmental protection, pollution or public or occupational safety or health.

(k) "Governmental Authority" means any federal, provincial, municipal, regional or local government or government authority, domestic or foreign, and includes any department, commission, bureau, board, administrative agency or regulatory body of any of the foregoing.

(l) "GST" means any tax levied under Part IX of the *Excise Tax Act* (Canada) as the same may be amended or replaced from time to time, including for certainty, goods and services tax or the harmonized sales tax, as applicable.

(m) "GST Certificate" means the certificate referred to in section 6.2.

(n) "Lands" means all of the following properties in the City of Maple Ridge, and all improvements thereto, legally described as follows:

PID: 009-280-618
Lot "A" District Lot 401 Group 1 NWD Plan 22418

PID: 009-280-642
Lot "B" District Lot 401 Group 1 NWD Plan 22418

PID: 009-280-685
Lot "C" District Lot 401 Group 1 NWD Plan 22418

Initials

(the above three lots together hereinafter called "**Phase 1 Lands**")

PID: 011-418-796
Lot 5 District Lot 401 Group 1 NWD Plan 9236

PID: 011-418-800
Lot 6 District Lot 401 Group 1 NWD Plan 9236

(the above two lots together hereinafter called "**Phase 2 Lands**")

PID: 011-381-612
Lot 17 District Lot 401 Group 1 NWD Plan 9190

PID: 011-381-663
Lot 18 District Lot 401 Group 1 NWD Plan 9190

PID: 011-281-671
Lot 19 District Lot 401 Group 1 NWD Plan 9190

(the above three lots together hereinafter called "**Phase 3 Lands**")

PID: 011-381-604
Lot 15 District Lot 401 Group 1 NWD Plan 9190

PID: 002-605-708
Lot 16 District Lot 401 Group 1 NWD Plan 9190

(the above two lots together hereinafter called "**Phase 4 Lands**")

PID: 003-047-024
Lot 13 Parcel "D" District Lot 401 Group 1 NWD Plan 7997

PID: 011-298-235
Lot 14 Parcel "D" District Lot 401 Group 1 NWD Plan 7997

PID: 005-171-563
Lot 15 District Lot 401 Group 1 NWD Plan 7997

PID: 005-113-121
Lot 16 District Lot 401 Group 1 NWD Plan 7997

(the above four lots together hereinafter called "**Phase 5 Lands**").

Initials

(o) "LTO" means the appropriate land title office.

(p) "Permitted Encumbrances" means the reservations and exceptions contained in the original grant from Crown, any liens, charges and encumbrances described in Schedule A, and any charges and encumbrances to be registered pursuant to this Agreement.

(q) "Phase" means any of the five groups of lots comprising the Lands, as listed in the definition of "Lands" above, to be purchased by the Developer in accordance with the timeline contained in Article 2.

(r) "Proposed Development" means the proposed development of the Lands by the Developer as described in Schedule B.

(s) "Purchase Price" means the purchase price for each Phase in the amount identified in section 2.8, which purchase price does not include GST.

(t) "Re-Purchase Option" means the agreement, in the form attached as Schedule C, to be entered into by the City and the Developer with respect to each Phase providing the City with an option to purchase the lands in that Phase exercisable by the City if the Developer does not commence development of the Phase in accordance with the Re-Purchase Option.

(u) "Transfer" means a transfer or transfers in registrable form transferring the estate in fee simple of the lands in a Phase to the Developer.

ARTICLE 2 - SALE OF LAND

2.1 **Purchase and Sale of Lands** – The Developer will purchase from the City, and the City will sell to the Developer, all of the Lands, free and clear of all liens, charges and encumbrances, except for the Permitted Encumbrances, in a series of five separate Completions, on the terms and conditions of this Agreement.

2.2 **Re-Purchase Options** - Concurrently with the Completion of the transfer to the Developer of fee simple title to the lands in each Phase, the Developer and the City will enter into, and the Developer will cause the Re-Purchase Option with respect to the lands in that Phase to be registered in the LTO.

2.3 **Completion Date for Phase 1 Lands** – The Completion Date for the transfer of the Phase 1 Lands to the Developer will be the day that is 21 Days following the issuance of a building permit for the Phase 1 Lands to the Developer, but may not be later than March 1, 2017.

2.4 **Completion Date for Phase 2 Lands** - The Completion Date for the transfer of the Phase 2 Lands will be the day that is 21 Days following the issuance of a building permit for the Phase 2 Lands to the Developer but may not be later than January 31, 2018.

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2.5 **Completion Date for Phase 3 Lands** - The Completion Date for the transfer of the Phase 3 Lands will be the day that is 21 Days following the issuance of a building permit for the Phase 3 Lands to the Developer, but may not be later than October 31, 2018.

2.6 **Completion Date for Phase 4 Lands** - The Completion Date for the transfer of the Phase 4 Lands will be the day that is 21 Days following the issuance of a building permit for the Phase 4 Lands to the Developer, but may not be later than July 30, 2019.

2.7 **Completion Date for Phase 5 Lands** - The Completion Date for the transfer of the Phase 5 Lands will be the day that is 21 Days following the issuance of a building permit for the Phase 5 Lands to the Developer, but may not be later than April 30, 2020.

2.8 **Purchase Price** – The Developer and the City agree that Purchase Price for the Lands shall be as follows:

(a)	Phase 1 Lands	$1,500,000.00
(b)	Phase 2 Lands	$1,500,000.00
(c)	Phase 3 Lands:	$1,500,000.00
(d)	Phase 4 Lands	$1,500,000.00
(e)	Phase 5 Lands	$1,000,000.00

all excluding GST, PROVIDED HOWEVER that if the Completion Date for either of the last two Phases will take place after August 1, 2019, the Purchase Price for those last two Phases will be determined by the appraisal mechanism determined pursuant to section 2.9. If either of the last two Phases to complete are appraised using the mechanism below, the Developer understands that the City will need to give public notice of disposition showing the revised purchase price.

2.9 **Appraisal for Late Completion** - The City, if it wishes to use the appraisal method of valuing either or both of the last two Phases to complete, as the case may be, as described in section 2.8, will be responsible for obtaining an appraisal of that Phase at the appropriate time by an appraiser chosen by the City, having at least 5 years real estate appraisal experience in the Lower Mainland and with the Appraisal Institute of Canada AACI designation, the American Institute of Real Estate MAI designation, or the Real Estate Institute of British Columbia (RBC) designation. The City is responsible for half the cost of the appraisal and the Developer is responsible for half the cost of the appraisal. The appraiser's estimate of the market value of that Phase, will be final and conclusive, and cannot be challenged by either the City or the Developer. The appraisal shall be based on the following:

Initials

(a) The purpose of the appraisal shall be to estimate the market value of the Lands as at the date of the fulfilment of the developer's condition precedent in section 3.1;

(b) Market value shall be defined as the highest price in terms of money which that Phase, as the case may be should bring in a competitive and open market under all conditions requisite to a fair sale and the buyer and seller each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus;

(c) The highest and best use of that Phase is as a multi-family development, as described in the developer's condition precedent in section 3.1without reference to the development on the remainder of the Lands;

(d) It shall be assumed by the appraiser that there are no hidden conditions that would render that Phase more or less valuable; and

(e) The appraisal price may not be less than the stipulated applicable purchase price for that Phase in section 2.8, as the case may be.

The parties agree that the calculation of purchase price for that Phase is reasonable having regard to the City's statutorily mandated obligation to receive fair market value for municipal real property.

2.10 **Payment of Purchase Price** - The parties agree that, subject to the Purchase Price adjustments provided for in this agreement, the Purchase Price must be paid by the Developer s follows:

(a) by payment of the Deposit forthwith upon execution of this agreement by the Purchaser to be held by the Developer's Solicitors in trust, with the City and the Developer agreeing that:

(i) upon Completion, the Deposit must be credited on account of the Purchase Price for Completion of each Phase as follows:

(1) $200,000 for the Phase 1 Lands;

(2) $200,000 for the Phase 2 Lands;

(3) $200,000 for the Phase 3 Lands;

(4) $200,000 for the Phase 4 Lands; and

(5) $200,000 for the Phase 5 Lands;

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(ii) the Deposit, or any remainder of the Deposit, must be paid to the City if the Developer is in default of its obligation to Complete the purchase of the subsequent Phase(s) under this agreement and that default is not waived in writing by the City, and such payment will constitute liquidated damages and preclude the City from exercising any other legal remedies available to it, the parties agreeing that the Deposit constitutes a genuine pre-estimate of the City's damages,

(iii) the Deposit, or any remainder of the Deposit, must be repaid to the Developer if the City is in default of its obligation to complete the sale of the Land under this agreement and that default is not waived in writing by the Developer; and

(b) by payment to the Vendor on the Completion Date of the balance of the Purchase Price for each Phase as adjusted pursuant to section 4.3.

2.11 **Right to extend if building permit delayed** - If any building permit has been applied for by the Developer but has not been issued by any of the ultimate deadlines for completion of a Phase contained in any of sections 2.3 through 2.7, the Developer will be entitled to and may by written notice to the City elect to either:

(a) extend the deadline for completion of that Phase for a period of not more than ninety (90) days to allow for the City to issue the required building permit; or

(b) terminate this Agreement with respect to that Phase, in which event the Deposit for that Phase, plus accrued interest thereon, shall be forthwith returned to the Purchaser without set-off or deduction and neither the City nor the Developer will have any rights, duties, obligations or liabilities arising out of or in connection with that Phase or the transaction for that Phase as contemplated herein save and except for the obligations of the Developer pursuant to section 5.4.

ARTICLE 3 - CONDITIONS PRECEDENT

3.1 **Developer's Conditions Precedent** – The Developer's obligation to complete the transactions contemplated by this Agreement is subject to the satisfaction of the following condition precedent, which is for sole the benefit of the Developer and may be waived by the Developer at any time at its sole discretion:

(a) On or before 21 Days before the Completion Date for a Phase, the Developer has obtained a rezoning of the lands within that Phase to a mixed-use zoning under Zoning Bylaw No. 3510 of the City of Maple Ridge, as amended, in compliance with both the City's Official Community Plan and the City's Town Centre Area Plan, that permits the construction of the Proposed Development.

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In consideration of $10.00 non-refundable paid by the Developer to the City and other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the City, the City agrees not to revoke its acceptance of this Agreement while it remains subject to the conditions precedent under this section. If the Developer does not give the City notice of its satisfaction or waiver of any of the conditions precedent under this section within the time provided herein, this Agreement will automatically terminate.

3.2 **Termination of Agreement** – If any of the Conditions Precedent is not satisfied or, if permitted, waived in accordance with this Article within the applicable time provided for herein, this Agreement shall automatically terminate and the parties will have no further obligations under this Agreement except pursuant to section 5.4, which shall survive such termination.

ARTICLE 4 - COMPLETION

4.1 **General** - This Article sets out the terms and conditions applicable to the Completion of the transfer to the Developer of fee simple title to all lands in each Phase. Terms defined in this Agreement are used in this Article in reference to the applicable lands in each Phase being transferred, where applicable, in any given case.

4.2 **Title and Possession** – On the Completion Date, the City will:

(a) convey the estate in fee simple of the lands in each Phase to the Developer free and clear of all liens, charges and encumbrances except for the Permitted Encumbrances; and

(b) give vacant possession of the lands in each Phase to the Developer, subject only to the Permitted Encumbrances.

4.3 **Adjustments & Payment** – All adjustments in respect of each Phase, both incoming and outgoing, usually the subject of adjustments between a vendor and a purchaser in connection with the purchase and sale of land will be made up to and including the applicable Completion Date. The party owing payment to the other pursuant to the statement of adjustments with respect to the transfer of a Phase will pay that amount by delivering a cheque for same to the other party on the Completion Date. Since the Developer will not pay property taxes on the Phase in the year of acquisition, the Developer agrees that it will pay, as an addition to the Purchase Price, an amount equal to the taxes that would be apportioned to a purchaser if the Lands in the Phase were not tax exempt as a contribution to that year's property taxes.

4.4 **Closing Documents** –

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(a) No later than 5 Days before the Completion Date, the Developer will cause the Developer's Solicitors to deliver to the City's Solicitors:

(i) the Transfer, to be approved and executed by the City;

(ii) 2 copies of the City's Statement of Adjustments, to be approved and executed by the City; and

(iii) the GST Certificate,

each duly executed by the Developer, as applicable.

(b) Before the Completion Date, the City will cause the City's Solicitors to deliver to the Developer's Solicitors, the Transfer and the Re-Purchase Option, each duly executed on behalf of the City.

4.5 **Completion** – On or before the Completion Date:

(a) forthwith after receipt by the Developer's Solicitors of such payment and of the applicable documents Purchase Option from the City's Solicitors under section 4.4(b), the Developer will cause the Developer's Solicitors to apply to the LTO to, as applicable, deposit and register the Transfer and Re-Purchase Option in the LTO, as an all or nothing concurrent application; and

(b) upon the Developer's Solicitors being satisfied after application to the LTO for to deposit and register the Transfer and Re-Purchase Option, in the LTO that there are no transfers, liens, charges or encumbrances, other than the Transfer and the Permitted Encumbrances, registered or pending registration against title to the lands in that Phase, the Developer will cause the Developer's Solicitors to deliver to the City's Solicitors a certified solicitor's trust cheque for the adjusted Purchase Price for that Phase.

The parties agree that all requirements of this section are concurrent requirements and that nothing will be Completed on the Completion Date until everything required to be done by this section is done.

4.6 **Risk** – Each Phase is at the City's risk until application is made to register the Transfer in the LTO, and is thereafter at the Developer's risk.

ARTICLE 5 - REPRESENTATIONS, WARRANTIES AND RELATED MATTERS

5.1 **Developer's Representations and Warranties** – The Developer hereby represents and warrants to the City that the following are true, and covenants with the City that the following will be true for each Phase on its corresponding Completion Date:

Initials

(a) the Developer is a company formed and existing under the laws of Canada or a Province of Canada and duly qualified to purchase and own the Lands and the Developer has full power, authority and capacity to enter into this Agreement and carry out the transactions contemplated herein;

(b) there is no action or proceeding pending, or to the Developer's knowledge threatened, against the Developer before any court, arbiter, arbitration panel, administrative tribunal or agency which, if decided adversely to the Developer, might materially affect the Developer's ability to perform its obligations hereunder;

(c) neither the Developer entering into this Agreement nor the performance of its terms will result in the breach of or constitute a default under any term or provision of any indenture, mortgage, deed of trust or other agreement to which the Developer is bound or subject;

(d) the Developer has taken all necessary or desirable actions, steps and other proceedings to approve and authorize, validly and effectively, the entering into, execution, delivery and performance of this Agreement; and

(e) the Developer is registered under the *Excise Tax Act* (Canada) for the purposes of GST and the Developer's registration number is 83457 7462 RT0001.

5.2 **Acknowledgments and Agreements by Developer** – The Developer acknowledges and agrees that:

(a) the City sells and the Developer purchases the Lands on an "as is" basis and condition;

(b) the City has not made any representations, warranties or agreements as to the condition or quality of the Land, including as to:

(i) the subsurface nature or condition of the Land (including soil type, hydrology and geotechnical quality or stability);

(ii) the environmental condition of the Land (including regarding Contaminants in, on, under or migrating to or from the Land) or regarding the compliance of the Land, or past or present activities on it, with any Environment Laws;

(iii) the suitability of the Lands for the Developer's intended use for, or development of, the Lands; or

(iv) access to or from the Lands;

(c) it is the sole responsibility of the Developer to satisfy itself with respect to:

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(i) the environmental condition of the Land (including regarding Contaminants in, on or under or migrating to or from the Land);

(ii) regarding the compliance of the Land or past or present activities on it, with any Environmental Laws, including by conducting any reports, tests, investigations, studies, audits and other enquiries that the Developer, in its sole discretion, considers prudent;

(d) effective from and after Completion of the transfer of each Phase, the Developer:

(i) assumes and is solely responsible for, and releases the City (and its elected and appointed officials, employees, contractors and agents) from and against, any and all actions, causes of action, liabilities, demands, claims, losses, damages, costs (including remediation costs (as defined in the *Environmental Management Act* (British Columbia)), the costs of complying with any Environmental Laws and any consultant and legal fees, costs and disbursements), expenses, fines and penalties whether occurring, incurred, accrued or caused before, on or after Completion, which the Developer or any other person has or may have arising out of or in any way related to or in connection with the Phase, including the presence of Contaminants in, on, under or migrating to or from the Phase, and any mandatory or voluntary remediation, mitigation or removal of any Contaminants; and

(ii) will indemnify and save harmless the City (and its elected and appointed officials, employees, contractors and agents) from and against, any and all actions, causes of action, liabilities, demands, claims, losses, damages, costs (including remediation costs (as defined in the *Environmental Management Act* (British Columbia)), the costs of complying with any Environmental Laws and any consultant and legal fees, costs and disbursements), expenses, fines and penalties whether occurring, incurred, accrued or caused before, on or after Completion, which the City, or its elected or appointed officials, employees, contractors or agents, or any third party, may suffer, incur, be subject to or liable for, whether brought against anyone or more of them by the Developer or any other person, or any government authority or agency, arising out of or in any way related to or in connection with the Phase, including the presence of Contaminants in, on, under or migrating to or from the Phase, and any mandatory or voluntary remediation, mitigation or removal of any Contaminants;

(e) without limiting section 5.2(d), for the purposes of allocation of remediation costs pursuant to the *Environmental Management Act* (British Columbia), after Completion of the transfer of each Phase the Developer will be, as between the

City and the Developer, solely responsible for the costs of any mandatory or voluntary remediation of the Phase under that Act and this binds the Developer with respect to any allocation of remediation costs, as defined by that Act, by any procedure under that Act;

(f) the City has not made any representations, warranties or agreements with the Developer as to whether any GST is payable by the Developer in respect of the sale of the Lands to the Developer; and

(g) the Developer hereby acknowledges that the laneway through the Proposed Development between 226 Street and 227 Street will be maintained as a perpetual east-west public pedestrian and vehicle access.

5.3 **Site Profile** – The Developer hereby waives delivery by the City to the Developer of a site profile (as defined in the *Environmental Management Act* (British Columbia)) with respect to the Land.

5.4 **Access** – The Developer, its agents and employees have a licence, exercisable on 24 hours prior written notice to the City, but subject to the rights of any occupants of the Land and compliance with such rights, to enter upon the Land from time to time prior to the Completion Date, at the Developer's sole risk and expense, for the purpose of making inspections, surveys, tests and studies of the Land. The Developer agrees to:

(a) release and indemnify, and hold harmless, the City from and against any and all actions, causes of actions, liability, demands, losses, costs and expenses (including legal fees and disbursements) which the City or any third party may suffer, incur, be subject to or liable for, arising out of or in any way related to or in connection with the exercise by the Developer of its rights under this section; and

(b) leave the Land in the same condition as that in which the Developer found the Land, including by removing any equipment, refuse or other matter brought onto the Land by the Developer or its agents or contractors.

ARTICLE 6 - MISCELLANEOUS

6.1 **Fees and Taxes** – The Developer will pay, as and when due and payable:

(a) the costs of all studies, investigations and reports required by the City or any Governmental Authority in connection with the planning, rezoning and subdivision approvals for the Proposed Development;

(b) all fees and charges associated with the planning, rezoning and subdivision approvals for the Proposed Development;

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(c) the costs of addressing and satisfying any other conditions and requirements as may be necessary to enable the Proposed Development to proceed as contemplated;

(d) any property transfer tax payable under the *Property Transfer Tax Act* (British Columbia) with respect to the purchase of the Lands hereunder;

(e) LTO fees in connection with the registration or deposit with the LTO of any document to be registered pursuant to the terms of this Agreement;

(f) its own legal fees and disbursements; and

(g) any GST payable in respect of the sale to the Developer of the Lands hereunder, with the Developer and the City agreeing that the consideration payable by the Developer to the City does not include GST.

6.2 **GST Certificate** – On or before each Completion Date, the Developer will provide the City with a certificate (the "**GST Certificate**"), executed by the Developer, stating that the Developer is registered with Canada Revenue Agency or any successor thereto for the purposes of GST and setting out its GST registration number. On each Completion Date, the Developer shall self-assess the GST exigible on the consideration payable by the Purchase to the City for the applicable Phase, as the case may be, and account directly to the Canada Revenue Agency therefor on a timely basis. The Developer shall indemnify and save harmless the City from and against any and all claims, demands, actions or causes of action and all losses, costs, liabilities and expenses that may be suffered or incurred by the City in respect of any GST payable in respect of the sale of the Lands hereunder.

6.3 **Currency** – All dollar amounts referred to in this Agreement are Canadian dollars.

6.4 **Preparation of Documents and Clearing Title** – The Developer will at its expense prepare all necessary conveyancing documentation. At its expense, the City will clear title to the lands in each Phase, subject only to the Permitted Encumbrances.

6.5 **Further Assurances** - Each of the parties will at all times execute and deliver at the request of the other all such further documents, deeds and instruments, and do and perform such other acts, as may be reasonably necessary to give full effect to the intent and meaning of this Agreement.

6.6 **Notice** - Any demand or notice which may be given pursuant to this Agreement will be in writing and delivered, faxed, sent by e-mail or sent by postage prepaid mail and addressed to the applicable party as follows:

to the City:

The Corporation of the City of Maple Ridge
11995 Haney Place
Maple Ridge, B.C. V2X 6A9
Fax Number: 604. 467. 7329
Email Address: ddenton@mapleridge.ca
Attention: Property & Risk Manager

to the Developer:

Falcon Homes Ltd.
22311 - 119 Avenue
Maple Ridge, BC V2X 2Z2
Fax Number: 604-961-0006
Email Address: fred@falconhomes.com
Attention: Fred Formosa

or at such other address as either party may specify by notice in writing to the other. The time of giving and receiving any such notice will be deemed to be on the day of delivery or receipt if delivered or sent by fax or email, or on the third Business Day after the day of mailing thereof if sent by mail. In the event of any disruption of mail services, all notices will be delivered or sent by fax or email rather than mailed.

6.7 **No Effect on Powers** – For clarity, this Agreement does not:

(a) affect or limit the discretion, rights, duties or powers of the City or the approving officer for the City under the common law or any statute, bylaw or other enactment nor does this Agreement create or give rise to, nor do the parties intend this Agreement to create, any implied obligations concerning such discretionary rights, duties or powers;

(b) affect or limit the common law or any statute, bylaw or other enactment applying to the Land; or

(c) relieve the Developer from complying with any common law or any statute, regulation, bylaw or other enactment.

6.8 **Time of Essence** - Time is of essence of this Agreement and the transaction for which it provides.

6.9 **Tender** - Any tender of documents or money may be made upon the parties at their respective addresses set out in this Agreement or upon their respective solicitors.

6.10 **Change of Solicitors** – A party may change its solicitor by providing notice to the other party.

Initials

6.11 **No Other Agreements** - This Agreement (including, for clarity, the agreements to be executed pursuant to this Agreement) is the entire agreement between the parties regarding its subject matter and it terminates and supersedes all prior representations, warranties, promises and agreements regarding its subject matter.

6.12 **Assignment** – The Developer may only assign this Agreement, or the benefit hereof, to a company, partnership or joint venture of the Owner, with the prior written consent of the City, which may not be unreasonably withheld.

6.13 **Benefit** - This Agreement enures to the benefit of and is binding upon the parties and their respective heirs, executors, administrators, successors and assigns.

6.14 **Schedules** – The following Schedules to this Agreement form an integral part of this Agreement:

Schedule A – Permitted Encumbrances
Schedule B – Proposed Development
Schedule C – Re-Purchase Option

6.15 **Modification** - This Agreement may not be modified except by agreement in writing signed by the parties. The parties may agree to change the completion dates for the Phases, thereby changing the order of transfer of the Phases, by written agreement.

6.16 **Interpretation** - Wherever the singular or neuter is used in this Agreement, it will include the plural, the feminine, the masculine or body corporate where the context requires.

6.17 **Governing Law** – This Agreement will be governed by and construed in accordance with the laws of British Columbia.

6.18 **No Real Estate Agent** – The Developer represents and warrants to the City that no real estate agent or other agent has assisted the Developer, or in any way directly or indirectly participated, in the making of this Agreement and that no real estate agent or other agent is entitled to any commission or other remuneration in any way in connection with this Agreement or the sale and purchase of the Lands between the City and the Developer, and the Developer agrees to indemnify and hold the City harmless from and against any such commission or remuneration, and any action, cause of action or liability relating thereto.

6.19 **Non-Merger** – None of the provisions of this Agreement will merge on Completion of the transfer of any or all of the Lands.

As evidence of their agreement to be bound by the terms and conditions of this Agreement, the parties have executed this Agreement below:

FALCON HOMES LTD. by its authorized signatories:

Name:

Fred Formosa.

Name:

Date: Oct 22 2015.

THE CORPORATION OF THE CITY OF MAPLE RIDGE by its authorized signatories:

Mayor:

Ceri Marlo

Clerk:

CERI E. MARLO
CORPORATE OFFICER

Date: October 26, 2015

Schedule A

Permitted Encumbrances

PIDs: 009-280-618, 009-280-642, 009-280-685 (Phase 1 Lands)

None

PIDs: 011-418-796, 011-418-800 (Phase 2 Lands)

None

PIDs: 011-381-612, 011-381-663, 011-381-671 (Phase 3 Lands)

Undersurface Rights AB81529

PIDs: 011-381-604, 002-605-708 (Phase 4 Lands)

Undersurface Rights AB81529

Undersurface Rights Y170450

PIDs: 003-047-024, 011-298-235, 005-171-563, 005-113-121 (Phase 5 Lands)

None

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Schedule B – **Proposed Development**

The Proposed Development will include a total of five buildings, each 5 to6 stories in height with a total finished floor area of approximately 296,000 ft.^{2} including 26,000 ft.^{2} of commercial space. The residential portion of the Proposed Development will comprise approximately 300 - 1, 2 and 3 bedroom units averaging 900 ft.^{2} per unit.

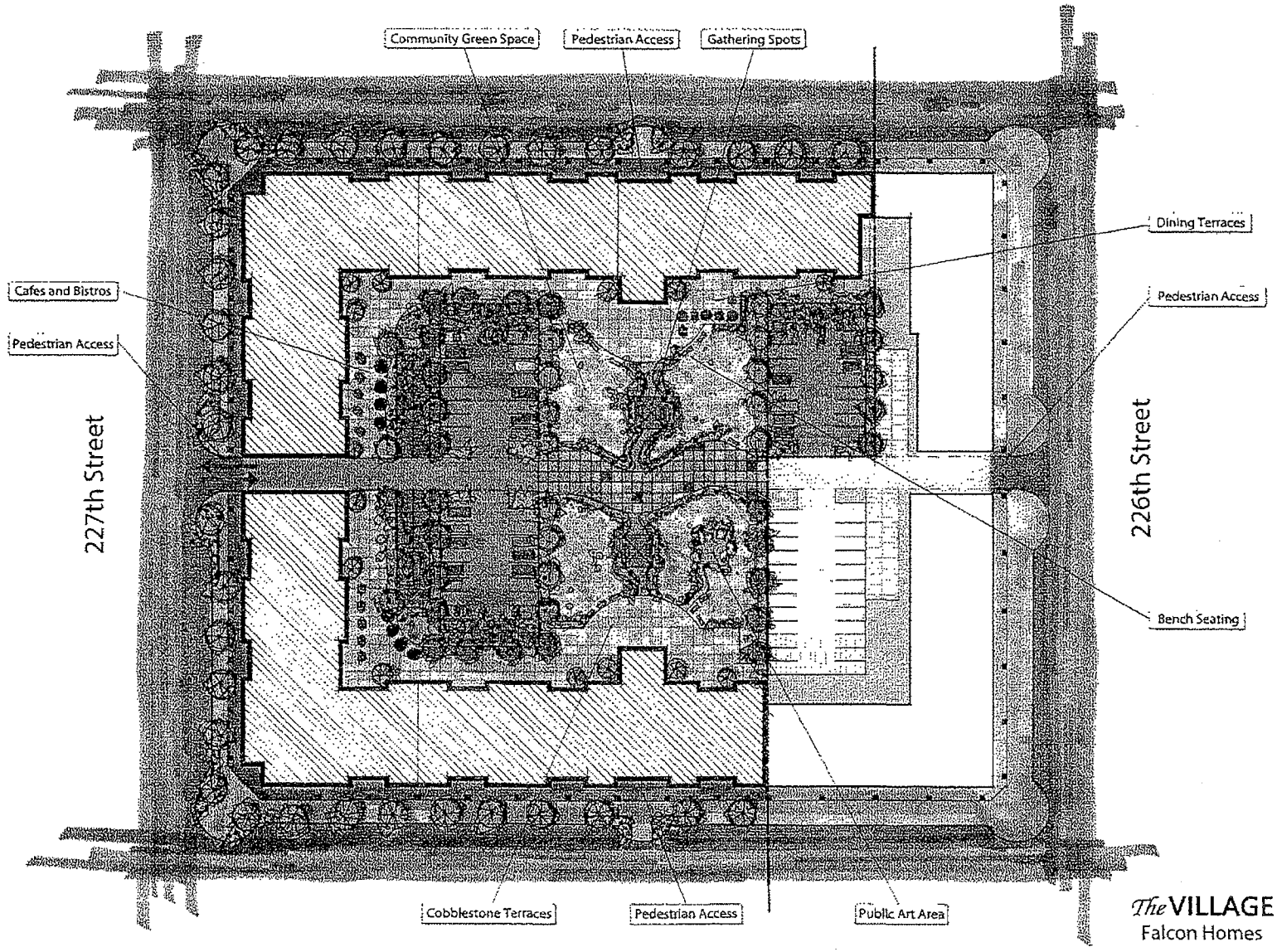
The Proposed Development will comply with the Official Community Plan and the Town Centre Area Plan as enacted as of the date of this Agreement.

The Proposed Development will use sustainable building practices and be constructed to meet the standards known as LEED Bronze for multi-family development. The Proposed Development will include composting facilities and infrastructure for future alternative energy sources.

The Proposed Development will incorporate adaptive housing units to accommodate aging in place. Developer will explore options with the City for partnering with leading housing agencies to provide affordable and/or rental housing options within each Phase.

The Proposed Development will include prominent, accessible commercial space measured at a minimum of 700 ft.^{2} to be transferred to the City for community use for nominal fee. Developer will work with City to explore the potential to secure a post-secondary education tenant for the Proposed Development.

Initials



The VILLAGE
Falcon Homes

Initials

The VILLAGE
Falcon Homes

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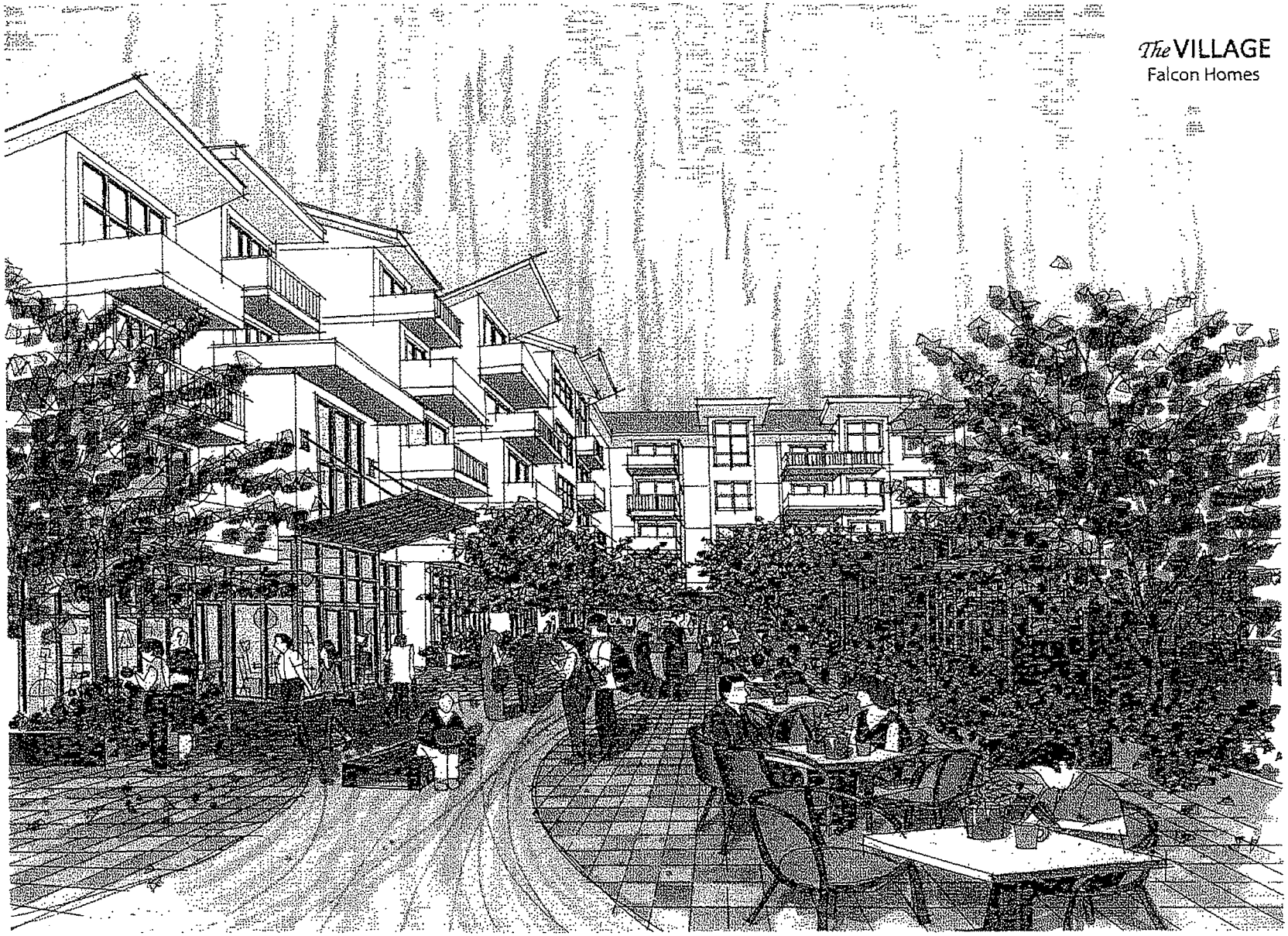

Initials

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The VILLAGE
Falcon Homes

Schedule "C"

TERMS OF INSTRUMENT – PART 2

OPTION TO PURCHASE

THIS AGREEMENT dated for reference _____ is

BETWEEN:

[***insert owner name***]

[*insert owner address*]

(the "**Owner**")

AND:

THE CORPORATION OF THE CITY OF MAPLE RIDGE, 11995 Haney Place, Maple Ridge, BC V2X 6A9

(the "**City**")

WHEREAS:

A. The Owner is the registered owner in fee simple of those properties located at _____ Road, Maple Ridge, B.C. and legally described as:

Parcel Identifier: _____, Lot _____, Plan _____

(collectively, the "**Land**");

B. The City transferred the Land to the Owner on the basis that the Owner would construct a mixed-use development on the Land (the "**Development**") in a timely manner;

C. The City also transferred the Land to the Owner on the basis that the Owner must grant the City this Option to Purchase the Land, which Option could be exercised by the City should the Owner fail to substantially commence the Development, as outlined below;

NOW THEREFORE THIS AGREEMENT WITNESSES THAT, in consideration of the transfer of the Land from the City to the Owner, the premises and promises contained in this Agreement, the payment of $10.00 by the City to the Owner, and other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged by the parties), the parties covenant and agree as follows:

Initials

ARTICLE 1 **INTERPRETATION**

1.1 **Definitions** – In this Agreement, in addition to the words defined herein, the following terms shall have the meanings set out below:

(a) "**Agreement**" means this agreement and any amendments or modifications of it;

(b) "**Appraised Value**" means an appraisal, commissioned and paid for by the City, for the value of the Land, prepared by an appraiser having at least 5 years real estate appraisal experience in the Lower Mainland and with the Appraisal Institute of Canada AACI designation, the American Institute of Real Estate MAI designation, or the Real Estate Institute of British Columbia (RBC) designation, based on the following:

(i) The purpose of the appraisal shall be to estimate the market value of the Land as at the date of exercise of the Option;

(ii) Market value shall be defined as the highest price in terms of money which the Land, as the case may be should bring in a competitive and open market under all conditions requisite to a fair sale and the buyer and seller each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus;

(iii) The highest and best use of the Land is as a multi-family development consistent with the current zoning of the Land as of the date of the exercise of the Option; and

(iv) It shall be assumed by the appraiser that there are no hidden conditions that would render the Land more or less valuable;

(c) "**Business Day**" means a day other than a Saturday, Sunday or statutory holiday in B.C.;

(d) "**Person**" is to be broadly interpreted and includes an individual, a corporation, a partnership, a trust, an unincorporated organization, the government of a country or any political subdivision thereof, or any agency or department of any such government;

(e) "**Purchase Price**" means the lower of:

(i) the Appraised Value, and

(ii) the unadjusted purchase price that the Owner (or original Owner) paid to acquire the Land from the City.

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ARTICLE 2 GRANT OF OPTION TO ACQUIRE LAND

2.1 **Option** – The Owner hereby grants to the City, under seal, and for the consideration recited above, the sole and exclusive option (the "**Option**"), irrevocable within the time for exercise by the City herein limited, to acquire the Land for the **Purchase Price**, which Purchase Price does not include GST and other taxes.

ARTICLE 3 EXERCISE OF OPTION

3.1 **Exercise of Option** – The City may exercise the Option if the Owner has not obtained all necessary municipal development and building permits for the Development and if the Owner has not completed construction and obtained a satisfactory inspection of the foundation of the Development (including any underground parking) within two (2) years of the date on which the City transferred the Land to the Owner.

3.2 **Exercise of Option** – The Option may be exercised by the City at any time during the period commencing on _____[*two years after land transferred*], 201__ and ending at midnight on December 31, 2024 by the City giving written notice to the Owner (in the manner required for the giving of notices herein).

3.3 **Expiry of Option** – If the Option is not exercised within the time and the manner herein set forth, the Option will be null and void and no longer binding upon the parties hereto.

3.4 **Non-Exercise of Option** – The parties acknowledge that the City may elect not to exercise the Option for any reason.

ARTICLE 4 COMPLETION

4.1 **Binding Contract** – If the Option is exercised in the manner herein provided, this Agreement will become a binding contract of purchase and sale of the Land on the terms and conditions of this Agreement.

4.2 **Completion Date** – The purchase and sale of the Land will be completed upon the terms herein contained on the date (the "**Completion Date**") chosen by the City, provided that the Completion Date must not be more than 180 days after the date on which the City exercises the Option.

4.3 **Possession** – Upon deposit of the Transfer, the City will have vacant possession of the Land and the Owner must transfer the Land to the City free of all liens, interests, charges and encumbrances except the following:

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(a) _____

(b) _____

(the "**Permitted Encumbrances**").

4.4 **Non-Permitted Encumbrances** - If the title to the Land is subject to an encumbrance that is not a Permitted Encumbrance and the Owner refuses to remove it, the City may (but is not obliged to) complete the purchase of the Land but in that case, the City may deduct the cost of removal from the Purchase Price.

4.5 **Adjustments** – There will be no adjustments to the Purchase Price.

4.6 **Risk** – The Land will be at the Owner's risk until the deposit of the Transfer in the Land Title Office and, subject to section 6.2, thereafter at the City's risk.

4.7 **Site Profile** – The City waives any right it may have to receive, under the *Environmental Management Act*, a site profile of the Land.

ARTICLE 5 **CLOSING PROCEDURE**

5.1 **GST Certificate** – On or before the Completion Date, the City will sign and deliver to the Owner or its solicitors a GST certificate confirming the City will remit directly any and all GST payable in respect of the transfer of the Land.

5.2 **Residency Declaration** - Before the Completion Date, the City will cause to be delivered to the Owner, or its solicitors, a residency declaration confirming the Owner is not a non-resident of Canada, and the Owner must execute the declaration and deliver it to the City, or its solicitors, no later than the day before the Completion Date.

5.3 **Transfer** – Before the Completion Date, the City will cause to be delivered to the Owner, or its solicitors, one or more Form A Transfers of the Land (or whichever form is then in use) (collectively, the "**Transfer**") and the Owner must execute the Transfer in registrable form and deliver it to the City, or its solicitors, on appropriate undertakings, no later than the day before the Completion Date.

5.4 **Closing Procedure** – The transfer of the Land by the Owner to the City will be completed in accordance with the following procedure:

(a) after receipt of the executed Transfer, the City, at its own cost, will cause the City's solicitors to apply to register the Transfer in the Land Title Office on the Completion Date;

(b) following the application referred to in subsection (a) and upon receipt by the City's solicitors of a satisfactory title search of the Land showing only the Transfer as a

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pending charge, and indicating that in the usual course of Land Title Office routine, the City will be the registered owner of the Land subject only to the Permitted Encumbrances, the City will deliver or the City will cause the City's solicitors to deliver to the Owner or to the Owner's solicitors a cheque for the Purchase Price (subject to sections 4.4 and 6.3(d)).

ARTICLE 6 OWNER'S COVENANTS, REPRESENTATIONS, AND WARRANTIES

6.1 **Owner's Covenants** – The Owner covenants and agrees that it will:

(a) whether or not the City has exercised the Option, permit the City and the City's employees, engineers, agents, surveyors and advisors to carry out such inspections, tests, studies, surveys and other investigations of the Land as the City may desire and will provide reasonable cooperation and assistance to the City and its consultants in conducting such investigations;

(b) whether or not the City has exercised the Option, cooperate with the City and its consultants in allowing the City, at the City's sole cost and expense, to conduct environmental tests or audits of the Land and provide to the City or its consultants all information in its possession or control or to its knowledge relating to those areas;

(c) maintain in force insurance covering loss or damage to the Land and covering public liability, in both cases against such risks and to such limits as are in accordance with prudent business practice and suitable to the Land; and

(d) preserve the Land intact as would a prudent owner during the term of this Agreement.

6.2 **Owner's Indemnity** – The Owner agrees to indemnify and save harmless the City and its elected officials, officers, employees, agents and others from all losses, actions, demands, claims, expenses, remediation costs, and harm of any kind which the City or its elected officials, officers, employees, agents or others may directly or indirectly suffer, whether before or after the Completion Date, in relation to environmental contamination of or from the Land. This indemnity survives the Completion Date.

6.3 **No Encumbrances** – The Owner shall not grant or register or permit any new encumbrances of any kind on the Land which affect or may affect the Land or the City's acquisition of the Land unless the Owner has obtained the prior written consent of the City to such encumbrance, which consent may be unreasonably withheld.

Notwithstanding the foregoing, the Owner may grant a mortgage over the Land with the prior written consent of the City provided that:

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(a) the mortgage amount, including possible accrued interest, penalties and other charges, cannot exceed the Purchase Price;

(b) the mortgagee executes a postponement agreement to this Agreement (if required by the City);

(c) the mortgagee provides a legal commitment to the City, in a form satisfactory to the City, that if the City exercises the Option, the mortgagee will not dispute the rights of the City to registration of the Transfer free of the mortgage pursuant to section 242 of the *Land Title Act*; and

(d) if the City exercises the Option, the City may pay all or part of the Purchase Price to the mortgagee in order to obtain a discharge of the mortgage.

ARTICLE 7 **GENERAL**

7.1 **Time** – Time will be of the essence of this Agreement and will remain of the essence notwithstanding the extension of any of the dates hereunder.

7.2 **Extension** – Save and except for lack of funds or events giving rise thereto, if the Owner is delayed from completing construction and obtaining a satisfactory inspection of the foundation of the Development as required by section 3.1 due to fire, flood or an act of God, or any other event beyond the control of the Owner (including for clarity, a delay by a government authority, including the City, in issuing any permit, license, authorization or approval, but not including financial difficulty of the Owner), the Owner and the City may agree to an extension to the applicable deadline in section 3.1 of this Agreement of up to 6 months.

7.3 **Entire Agreement** – This Agreement sets forth the entire agreement and understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements and understandings among the parties with respect to the matters herein, and there are no oral or written agreements, promises, warranties, terms, conditions, representations or collateral agreement whatsoever, express or implied, other than those contained in this Agreement.

7.4 **Amendment** – This Agreement may be altered or amended only by an agreement in writing signed by the parties hereto.

7.5 **Notices** – Any notice or other writing required or permitted to be given under this Agreement or for the purposes of this Agreement to any party shall be sufficiently given if delivered by hand, or if sent by prepaid courier or if transmitted by facsimile to such party or if sent by prepaid registered mail:

(a) in the case of a notice to the City, at:

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The Corporation of the City of Maple Ridge
11995 Haney Place
Maple Ridge, B.C. V2X 6A9
Email Address: denton@mapleridge.ca
Attention: Property & Risk Manager

(b) in the case of a notice to the Owner, the address of the Owner as shown on the title to the Land or if the Owner is a corporation, to the registered address for the corporation as shown on a B.C. Company Summary from Corporate Registry,

or at such other address or addresses as the party to whom such notice or other writing is to be given shall have last notified the party giving the same in the manner provided in this section.

Any notice or other writing delivered by hand or delivered by prepaid courier shall be deemed to have been given and received on the day it is so delivered.

Any notice or other writing transmitted by facsimile shall be deemed to have been given and received on the day it is so transmitted.

Any notice or other writing sent by prepaid registered mail shall be deemed to have been given and received on the third day after mailing, whether or not acknowledgement of receipt is signed.

7.6 **Attornment** – Each of the parties attorns to the exclusive jurisdiction of the courts of the Province of British Columbia.

7.7 **Enurement** – This Agreement shall enure to the benefit of and be binding on the parties hereto and their respective successors and assigns.

7.8 **Further Assurances** – Each of the parties hereto shall, with reasonable diligence, do all such things and provide all such reasonable assurances and assistance as may be required to give effect to this Agreement and each such party shall provide such further documents or instruments required by any other party as may reasonably be necessary or desirable to give effect to the terms and purpose of this Agreement and carry out its provisions.

7.9 **Governing Law** – This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia and the federal laws of Canada as applicable.

7.10 **No Public Law Duty** – Whenever in this Agreement the City is required or entitled by the terms hereof to exercise any discretion in the granting of consent or approval, or is entitled to make any determination, take any action or exercise any contractual right or remedy, the City may do so in accordance with the contractual provisions of this Agreement and no public law duty, whether arising from the principles of procedural fairness or the rules of natural justice or otherwise, shall have any application.

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7.11 **Waiver** – No supplement, modification, waiver or termination of this Agreement shall be binding unless executed in writing by the party to be bound thereby. No waiver of any of the provisions of this Agreement shall be deemed to or shall constitute a waiver of any other provisions (whether or not similar) nor shall such waiver constitute a continuing waiver unless otherwise expressly provided.

7.12 **Statute References** – Any reference in this Agreement to any statute or any section thereof shall, unless otherwise expressly stated, be deemed to be a reference to such statute or section as amended, restated or re-enacted from time to time.

7.13 **Period Terminating on a Non-Business Day** – Should the period of time permitted under this Agreement to perform any obligation or take any action, including the delivery of a notice, terminate, or any action or thing occur or be scheduled to occur, on a day other than a Business Day, then such period shall be extended to the next following Business Day.

7.14 **Headings** – The headings appearing in this Agreement have been inserted for reference and as a matter of convenience and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision thereof.

7.15 **Illegality, Invalidity, Etc.** – In the event that one or more provisions, or any portion thereof, of this Agreement or any agreement, document or other instrument required to be delivered hereunder or pursuant hereto should be illegal, invalid or unenforceable in any respect under any applicable law, the validity, legality and enforceability of the remaining provisions hereof or thereof, or any remaining portion thereof, shall not be affected or impaired thereby.

7.16 **Registration** – The Owner agrees to do everything necessary, at the Owner's expense, to ensure that this Agreement is registered against title to the Land with priority over all financial charges, liens and encumbrances registered, or the registration of which is pending, at the time of application for registration of each charge.

7.17 **Deed and Contract** – By executing and delivering this Agreement each of the parties intends to create both a contract and a deed executed and delivered under seal.

7.18 **Joint and Several** – Where the Owner consists of more than one Person, all covenants made by the Owner shall be construed as being several as well as joint.

7.19 **No Compensation** – The Owner shall not be entitled to any further compensation or payment for the transfer of the Land, whether or not there are servicing works or other improvements made to the Land or structures constructed on the Land, or for any injurious affection or disturbances resulting therefrom. Without limitation, the Owner shall not be entitled to and agrees not to seek compensation for business losses, loss of profit, loss of market value, relocation costs or other consequential loss by reason of the transfer of the

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Land under this Agreement.

7.20 **No Effect on Laws or Powers** – This Agreement does not:

(a) affect or restrict the City's ability to acquire any land or interest in land by expropriation or other legal means of acquisition;

(b) affect or restrict the discretion, rights, duties or powers of the City under any enactment (as defined in the *Interpretation Act*) or at common law; or

(c) relieve the Owner from complying with any enactment or the common law.

7.21 **Interpretation** –

(a) Wherever the singular or masculine or neuter is used in this Agreement, the same shall be construed as meaning the plural, the feminine or body corporate where the context or the parties so require.

(b) The word "including" when following any general statement or term shall not be construed to limit the general statement or term to the specific items set forth following the general statement or term (or to similar terms) whether or not non-limiting language (such as "without limitation") is used, but rather shall be construed to permit the general statement or term to refer to all other items that could reasonably fall within its broadest possible scope.

As evidence of their agreement to be bound by the terms of this instrument, the parties each have executed and delivered this Agreement under seal by executing Part 1 of the *Land Title Act* Form C to which this Agreement is attached and which forms part of this Agreement.

END OF DOCUMENT

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APPENDIX B

MAPLE RIDGE
British Columbia
mapleridge.ca

City of Maple Ridge

TO:	Her Worship Mayor Nicole Read and Members of Council	**MEETING DATE:**	August 31, 2015
		FILE NO:	
FROM:	Chief Administrative Officer	**MEETING:**	Closed

SUBJECT: City-Owned Town Centre Lands – Approval of Purchase and Sale Agreement

---

EXECUTIVE SUMMARY:

The purpose of this report is to seek Council's approval of the Purchase and Sale Agreement for the sale of the City-owned Town Centre Lands and to proceed with the public process for the disposition of the municipal property.

On December 15, 2010, the City of Maple Ridge completed the purchase of 14 properties located between Haney Place Mall and ValleyFair Mall - a development site that encompassed 3.04 acres. The City's cost for the property including acquisition costs, demolition of the existing homes and preliminary environmental remediation amounted to about $4 million dollars.

In October 2014, a Request for Proposals was released and in April of 2015, Council directed staff to proceed with discussions and negotiations with the lead proponent, Falcon Homes. The Business Terms and Conditions reached with Falcon were approved by Council on July 20, 2015.

The Purchase and Sale Agreement incorporating the Council-approved terms and conditions has been completed and approved by Falcon Homes and is attached as an appendix to this report.

RECOMMENDATION(S):

1. That the Purchase and Sale Agreement between the City of Maple Ridge and Falcon Homes Ltd. for the City's 3.04 acre Town Centre Lands and reflecting the Business Terms and Conditions as presented to Council on July 20, 2015 be approved.

2. That staff be directed to initiate and complete the process for disposal of municipally-owned land for the City of Maple Ridge's 3.04 acre Town Centre Lands as required under Sections 26 and 94 of the Community Charter.

DISCUSSION:

a) **Background Context:**

On December 15, 2010, the City of Maple Ridge completed the purchase of 14 properties located between Haney Place Mall and ValleyFair Mall - a development site encompassing 3.04 acres which cost the City about $4 million dollars.

Staff prepared and released a Request for Proposals (RFP) on October 6, 2014, which closed on January 16, 2015. In April of 2015, staff presented an overview of the RFP submissions for

Council's consideration and identified Falcon Homes as the primary proponent. From this presentation, Council directed staff to "enter into discussions and negotiations with the lead proponent (Falcon Homes) with a view to arriving at a mutual understanding of the key business points to be included in a formal Letter of Intent and that staff report back to Council on the outcome of that process." The key business terms that staff arrived at were approved by Council on July 20, 2015. The July 20, 2015 report is included as an attachment to this report (Appendix A).

The business terms were incorporated into a formal Purchase and Sale Agreement (PSA) which is attached as Appendix B for Council's consideration for approval.

b) Desired Outcome

The desired outcome is for approval by Council of the Purchase and Sale Agreement such that staff can initiate and complete the process for disposal of the City of Maple Ridge's 3.04 acre Town Centre Lands as required under Sections 26 and 94 of the Community Charter.

c) Citizen/Customer Implications:

City-owned land is an asset of the taxpayers of Maple Ridge. Proactive utilization of this asset will positively enhance the community as a whole, influencing the creation of a special neighbourhood, generating new jobs, greater tax revenues, supporting complementary businesses, and producing greater overall awareness of the community as a whole. While the City's initial clean-up of the development site was viewed as very positive step for the community at large, there is the potential to develop something unique that blends in with, and supports, the surrounding neighborhood. As such, careful consideration was exercised to ensure that the Purchase and Sale Agreement as negotiated with Falcon Homes leads to a final development that is befitting its true potential.

d) Interdepartmental Implications:

This initiative will continue to require cooperation and direct collaboration among Planning, Engineering, Parks and Leisure Services, Financing, Property & Risk Management and Economic Development as well as the City's Corporate Management Team.

e) Business Plan/Financial Implications:

There will be direct business plan implications for the 2016 – 2020 planning cycles for the departments involved and it should be expected that if the decision is made to approve the Purchase and Sale Agreement that the proposed development will consume staff resources from within each department. In addition, this initiative may generate some direct costs as related to appraisals of the various properties, outside consultant costs, legal costs and specific feasibility studies (or the like) if deemed warranted.

f) Policy Implications:

While this particular development site falls within the well-defined and articulated Town Centre Area Plan, it is possible that certain parcels contained within the site may be subject to either re-zoning or Official Community Plan amendments.

Alternatives:

Council may wish to defer the disposition of the City-owned Town Centre Lands to a later date.

CONCLUSIONS:
Given the quality of the Falcon Homes RFP submission, coupled with the close alignment of the City's development objectives with the negotiated business terms, the recommendation is to approve the attached Purchase and Sale Agreement and to proceed with the public disposition process for the municipal property.

"Original signed by Darrell Denton"
Prepared by: Darrell Denton
Property and Property Manager

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

"Original signed by Frank Quinn" for
Concurrence: Paul Gill, BBA, CGA
General Manager: Corporate & Financial Services
Acting Chief Administrative Officer

Appendix A: July 20, 2015 - Closed Council Report
Appendix B: Purchase and Sale Agreement dated August 27, 2015 between the City of Maple Ridge and Falcon Homes Ltd.

APPENDIX C

AMENDMENT OF PURCHASE AND SALE AGREEMENT

THIS AMENDMENT AGREEMENT made as of May 21, 2017.

BETWEEN:

CITY OF MAPLE RIDGE, 11995 Haney Place, Maple Ridge, BC, V2X 6A9

(the "**City**")

AND:

FALCON VILLAGE DEVELOPMENT LTD., a company incorporated in British Columbia under No. BC1106837, having a registered office at c/o Fleming Olson Taneda & MacDougall, 4038- 200B Street, Langley, BC, V3A 1N9

(the "**Developer**")

WHEREAS:

A. Pursuant to an Agreement of Purchase and Sale dated for reference August 27, 2015 between the City and Falcon Homes Ltd, as assigned by a assignment and assumption agreement between the City, Falcon Homes Ltd., and the Developer dated for reference February 22, 2017 (collectively the "**Purchase Agreement**"), the City agreed to sell and the Developer agreed to purchase 14 parcels of land located on 227th St. between 119th Ave. and Selkirk Avenue in the Municipality of Maple Ridge as more particularly described in the Purchase Agreement.

B. The City and the Developer have agreed to amend the Purchase Agreement as set out herein.

NOW THEREFORE the Developer and the City, in consideration of the payment of $1.00 by the Developer to the City, the promises exchanged in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, covenant and agree with each other as follows:

1. DEFINITIONS

Capitalized terms not otherwise defined herein will have the meaning assigned to them in the Purchase Agreement.

2. RATIFYING AND REVIVING PURCHASE AGREEMENT

The parties hereby confirm that the Purchase Agreement is revived, ratified and for all purposes is a firm contract binding on each of the parties.

3. AMENDMENTS TO PURCHASE AGREEMENT

The Purchase Agreement is hereby amended as follows:

(1) The definition of "Lands" in section 1.1(n) is deleted and replaced with the following:

(n) "Lands" means all of the following properties in the City of Maple Ridge, and all improvements thereto, legally described as follows:

PID: 009-280-618
Lot "A" District Lot 401 Group 1 NWD Plan 22418 except part in Plan EPP65495

PID: 009-280-642
Lot "B" District Lot 401 Group 1 NWD Plan 22418 except part in Plan EPP65495

PID: 009-280-685
Lot "C" District Lot 401 Group 1 NWD Plan 22418 except part in Plan EPP65495

NO PID
That closed portion of lane shown as Remainder Lot B on Survey Plan EPP65495 attached hereto as Schedule "D" (hereinafter called "**Closed Road Lot B**")

(the above four lots together hereinafter called "**Phase 1 Lands**")

PID: 003-047-024
Lot 13 Parcel "D" District Lot 401 Group 1 NWD Plan 7997 except part in Plan EPP65495

PID: 011-298-235
Lot 14 Parcel "D" District Lot 401 Group 1 NWD Plan 7997 except part in Plan EPP65495

PID: 005-171-563
Lot 15 District Lot 401 Group 1 NWD Plan 7997 except part in Plan EPP65495

PID: 005-113-121
Lot 16 District Lot 401 Group 1 NWD Plan 7997 except part in Plan EPP65495

NO PID
That closed portion of lane shown as Remainder Lot A on Survey Plan EPP65495 attached hereto as Schedule "D" (hereinafter called "**Closed Road Lot A**")

(the above five lots together hereinafter called "**Phase 2 Lands**")

PID: 011-418-796
Lot 5 District Lot 401 Group 1 NWD Plan 9236 except part in Plan EPP65495

PID: 011-418-800
Lot 6 District Lot 401 Group 1 NWD Plan 9236 except part in Plan EPP65495

(the above two lots together hereinafter called "**Phase 3 Lands**")

PID: 011-381-604
Lot 15 District Lot 401 Group 1 NWD Plan 9190 except part in Plan EPP65495

PID: 002-605-708
Lot 16 District Lot 401 Group 1 NWD Plan 9190 except part in Plan EPP65495

PID: 011-381-612
Lot 17 District Lot 401 Group 1 NWD Plan 9190

PID: 011-381-663
Lot 18 District Lot 401 Group 1 NWD Plan 9190

PID: 011-381-671
Lot 19 District Lot 401 Group 1 NWD Plan 9190

(the above five lots together hereinafter called "**Phase 4 Lands**")

(2) Section 1.1(q) is amended by removing the word "five" in the first line and replacing it with "four";

(3) By inserting the following new subsections in 1.1, and renumbering the following sub sections accordingly:

(u) "Road Closure Bylaw" means a bylaw of the City of Maple Ridge closing to traffic those parts of the public laneway dedicated by Plans 9190 and 9236 shown as 'Lot A' and 'Lot B' as shown on the Road Closure Plan and removing their dedication as highway pursuant to section 40 of the *Community Charter* (British Columbia);

(v) "Road Closure Plan" means that Reference Plan EPP65494 accompanying the Road Closure Bylaw, a copy of which is attached hereto as Schedule "D";

(w) "Road Dedication Plan" means that Reference Plan EPP65495, a copy of which is attached hereto as Schedule "E";

(x) "S. 219 Covenant" means a covenant under s. 219 of the *Land Title Act* to be granted by the Developer to the City on the Completion Date for each Phase, having the terms set out in Schedule "F";

(y) "SRW for Access" means a statutory right of way under s. 218 of the *Land Title Act*, to be granted by the City to itself on the Completion Date over all of the Lands for pedestrian and first responder access, having the terms set out in Schedule "H".

(4) Section 2.1 is amended by removing the word "five" in the third line and replacing it with "four";

(5) By inserting a new section 2.2A as follows:

2.2.A S. 219 Covenant – Concurrently with the Completion of the transfer for the Developer of fee simple title to the lands in each Phase, the Developer and the City will enter into, and the Developer will cause to be registered, the S. 219 Covenant with respect to the lands in that Phase.

(6) Sections 2.3, 2.4, 2.5, 2.6, 2.7 and 2.8 are deleted and replaced with the following:

2.3 **Completion Date for Phase 1 Lands** – The Completion Date for the transfer of the Phase 1 Lands to the Developer will be June 9, 2017 or earlier.

2.4 **Completion Date for Phase 2 Lands** - The Completion Date for the transfer of the Phase 2 Lands will be the day that is 21 Days following the issuance of a building permit issued by the City's Building Services Department for the Phase 2 Lands to the Developer but may not be later than June 22, 2018.

2.5 **Completion Date for Phase 3 Lands** - The Completion Date for the transfer of the Phase 3 Lands will be the day that is 21 Days following the issuance of a building permit issued by the City's Building Services Department for the Phase 3 Lands to the Developer, but may not be later than May 4, 2019.

2.6 **Completion Date for Phase 4 Lands** - The Completion Date for the transfer of the Phase 4 Lands will be the day that is 21 Days following the issuance of a building permit issued by the City's Building Services Department for the Phase 4 Lands to the Developer, but may not be later than April 30, 2020.

2.7 **Road Closure, Road Dedication, SRW for Access, and Consolidation Plan –** The Developer will be responsible, at its own cost and expense, for

(a) deposit and registration of the Road Closure Bylaw, Road Closure Plan, and other LTO documents necessary to raise title to the laneway area in the name of the City;

(b) arranging the execution and deposit of the Road Dedication Plan;

(c) arranging the execution and registration of the SRW for Access over all the Lands; and

(d) arranging the execution and deposit of Reference Plan EPP65496 (the "Consolidation Plan", attached hereto as Schedule "G"),

all for registration/deposit immediately prior to registering the Transfer for the Phase 1 Lands. The City will work in good faith with the Developer to obtain required signatures and approvals for the documents and plans described in this section. Because the effect of deposit of the Road Dedication Plan and the Consolidation Plan will be to change the legal description of the Phases 1, 2, 3 and 4 Lands, the parties agree that the Developer will take title to the Lands in each of the Phases as described by Plan EPP65496.

2.8 **Purchase Price** – The Developer and the City agree that Purchase Price for the Lands shall be as follows:

Phase 1 Lands	$1,582,750.00
Phase 2 Lands	$1,582,750.00
Phase 3 Lands:	$1,500,000.00
Phase 4 Lands	$2,500,000.00

all excluding GST, PROVIDED HOWEVER that if the Completion Date for Phase 4 will take place after August 1, 2019, the Purchase Price for the Phase 4 Lands will be determined by the appraisal mechanism determined pursuant to section 2.9. If the Phase 4 Lands are appraised using the mechanism below, the Developer understands that the City will need to give public notice of disposition showing the revised purchase price.

(7) Section 2.9 is amended by removing the phrase "either or both of the last two Phases to complete, as the case may be" and replacing it with "the Phase 4 Lands";

(8) Section 2.10 is amended by deleting subparagraphs 2.10(a)(i)(4) and (5) and replacing them with the following:

(4) $400,000 for the Phase 4 Lands;

(9) Section 2.11 is amended by inserting the following sentence at the end of the section: "The City will work in good faith with the Developer to obtain required signatures and approvals for the building permits described in this section."

(10) By inserting the following as a new section 3.1A:

The obligation of the City and Developer to complete the transaction contemplated by this Agreement is subject to the fulfilment on or before June 2, 2017 of the Approving Officer having approved:

(a) The Road Dedication Plan substantially in the form attached as Schedule "E".

The City and Developer agree that the condition precedent created by this section is for the benefit of both of them and cannot be waived.

(11) By deleting subparagraphs 4.4(a)(i), (ii), and (iii) and replacing them with the following:

(i) in the case of the Completion for Phase 1:

1. the application to deposit the Road Closure Plan signed by all parties except the City, along with a copy of the Road Closure Plan;

2. the application to deposit the Road Dedication Plan, signed by all parties except the City, along with a copy of the Road Dedication Plan;

3. the SRW for Access;

4. the application to deposit the Consolidation Plan signed by all persons required to sign it except for the City, along with a copy of the Consolidation Plan, and

(ii) in the case of Completion for each and every Phase:

1. The Transfer;

2. The City's statement of adjustments;

3. The Developer's GST Certificate;

4. the Option to Purchase, and

5. the S. 219 Covenant,

(12) By deleting section 4.4(b) in its entirety and replacing it with:

(b) Before the Completion Date, the City will cause the City's Solicitors to deliver to the Developer's Solicitors:

(i) in the case of the Completion for Phase 1:

(1) one certified copy of the Road Closure Bylaw;

(2) the signed application to deposit the Road Closure Plan;

(3) The City's certificate applying to cancel the Province's right of resumption in Closed Road Lot A and Closed Road Lot B;

(4) The signed application to deposit the Road Dedication Plan;

(5) the SRW for Access, signed on behalf of the City; and

(6) the signed application to deposit the Consolidation Plan;

(ii) in the case of Completion for each and every Phase:

1. the Transfer, signed on behalf of the City;

2. the City's statement of adjustments, signed on behalf of the City;

3. the Option to Purchase, signed on behalf of the City; and

4. the S. 219 Covenant, signed on behalf of the City

to the Developer's Solicitors, on undertakings satisfactory to the City's Solicitors, acting reasonably. The Developer shall cause the Developer's Solicitors to prepare all associated filing forms for the documents mentioned in this section.

(13) By deleting Section 4.5 in its entirety and replacing it with the following:

4.5 **Completion** – On or before the Completion Date for a Phase,

(a) forthwith after receipt by the Developer's Solicitors of such payment from the Developer of the Purchase Price for that Phase as described in section 2.8, adjusted under section 4.3, and the documents listed in section 4.4(b) from the City's Solicitors for that Phase, the Developer will cause the Developer's Solicitors to apply to the LTO to deposit and register the documents listed in section 4.4(b) (except the City's statement of adjustments) in the LTO as an all or nothing concurrent application; and

(b) upon the Developer's Solicitor being satisfied after deposit of the documents described in the 4.5(a) for registration in the LTO that, in the normal course of LTO routine, the Developer will be the registered owner in fee simple of the Lands in that Phase, subject only to the Permitted Encumbrances, the Developer will cause the Developer's Solicitors to deliver a certified solicitor's trust cheque for the adjusted Purchase Price for that Phase payable to the City directly to the City.

The parties agree that all requirements of this section are concurrent requirements and that nothing will be Completed on the Completion Date of a phase until everything required to be done by this section for that Phase is done.

(14) By deleting section 5.2 (g) in its entirety; and

(15) Section 6.6 is amended by replacing the notice information for the Developer with the following:

Falcon Village Development Ltd.
#101-11862 226th Street
Maple Ridge, BC V2X 9C8
fax number: 604-477-5575
Email Address: fred@falconhomes.com
Attention: Fred Formosa

(16) Section 6.14 is amending by adding the following references:

Schedule D – Road Closure Plan
Schedule E – Road Dedication Plan
Schedule F – S. 219 Covenant
Schedule G – Consolidation Plan
Schedule H – SRW for Access

(17) By changing all references in the Agreement to the "Re-Purchase Option" to be "Option to Purchase"

4. SCHEDULES TO PURCHASE AGREEMENT

The Purchase Agreement is hereby further amended by

(1) Replacing Schedule "A" with the page attached to this Agreement as Schedule "A";

(2) Replacing Schedule "B" with the pages attached to this Agreement as Schedule "B";

(3) in Schedule "C", changing the legal name of the City on page 23, from "the Corporation of the City of Maple Ridge" to "City of Maple Ridge";

(4) Attaching as a new Schedule "D" the page attached to this Agreement as Schedule "D";

(5) Attaching as a new Schedule "E" the page attached to this Agreement as Schedule "E";

(6) Attaching as a new Schedule "F" the covenant terms attached to this Agreement as Schedule "F";

(7) Attaching as a new Schedule "G" the page attached to this Agreement as Schedule "G"; and

(8) Attaching as a new Schedule "H' the SRW terms attached to this Agreement as Schedule "H".

5. CONFLICT

The parties affirm and agree that the Purchase Agreement remains unchanged, except as amended herein. This Agreement will be read together with the Purchase Agreement as if the provisions of this Agreement and the Purchase Agreement were contained in one agreement. If there is any conflict or inconsistency between the provisions of this Agreement and the provisions of the Purchase Agreement, the provisions of this Agreement will prevail.

6. EFFECT

All amendments in this Agreement take effect as of the date and year first written above.

7. ENUREMENT

This Agreement will enure to the benefit of and be binding upon the parties and their respective successors and assigns.

8. TIME TO REMAIN OF THE ESSENCE

Time shall remain of the essence in respect of the Purchase Agreement and this Agreement.

9. GOVERNING LAW

This Agreement will in all respects be governed exclusively by and construed in accordance with the laws of British Columbia and the laws of Canada applicable therein and will be treated in all respects as a British Columbia contract.

10. COUNTERPARTS

This Agreement may be signed in one or more counterparts, all of which together will constitute one and the same instrument, and any party may sign by utilizing facsimile transmission facilities.

As evidence of their agreement to be bound by the terms, the parties have caused this Agreement to be signed and delivered under seal by their authorized signatories as of the dates set out below:

CITY OF MAPLE RIDGE, by its authorized signatories:

_____
Mayor:

_____
Corporate Officer:

_____
Date

FALCON VILLAGE DEVELOPMENT LTD., by its authorized signatories:

_____
Name:

June 2/2017
Date

APPENDIX D

SECOND AMENDMENT OF PURCHASE AND SALE AGREEMENT

THIS AMENDMENT AGREEMENT made as of November 23 2017.

BETWEEN:

CITY OF MAPLE RIDGE, 11995 Haney Place, Maple Ridge, BC, V2X 6A9

(the "**City**")

AND:

FALCON VILLAGE DEVELOPMENT LTD., a company incorporated in British Columbia under number BC1106837, having a registered office at c/o Fleming Olson Taneda & MacDougall, 4038- 200B Street, Langley BC V3A 1N9

(the "**Developer**")

WHEREAS:

A. Pursuant to an Agreement of Purchase and Sale dated for reference August 27, 2015 between the City and Falcon Homes Ltd, as assigned by a assignment and assumption agreement between the City, Falcon Homes Ltd., and the Developer dated for reference February 22, 2017, and a further amendment agreement dated for reference May 21, 2017 (collectively the "**Purchase Agreement**"), the City agreed to sell and the Developer agreed to purchase 14 parcels of land located on 227th St. between 119th Ave. and Selkirk Avenue in the City of Maple Ridge as more particularly described in the Purchase Agreement.

B. The Developer has applied for rezoning of the Phase 2 Lands and the Phase 4 Lands, and the Council of the City has required further covenants and easements be granted by the Developer as preconditions to adoption of the rezoning bylaw;

C. The City and the Developer have agreed to further amend the Purchase Agreement as set out herein.

NOW THEREFORE the Developer and the City, in consideration of the payment of $1.00 by the Developer to the City, the promises exchanged in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, covenant and agree with each other as follows:

1. DEFINITIONS

Capitalized terms not otherwise defined herein will have the meaning assigned to them in the Purchase Agreement.

2. FURTHER AMENDMENTS TO PURCHASE AGREEMENT

The Purchase Agreement is hereby further amended as follows:

(1) By inserting a new section 2.2B as follows:

2.2.B **Reciprocal Easements** – On the earlier of:

(a) The Completion Date for the Phase 3 Lands, and

(b) The Developer depositing at the Land Title Office the strata plan for the Phase 1 Lands,

the Developer and the City will enter into, and the Developer will concurrently cause to be registered the following agreements over the Phase 1 Lands, Phase 2 Lands, Phase 3 Lands and Phase 4 Lands:

(c) Reciprocal Cross Access Easement Agreement among Phases 2 and 4 and Phases 1 and 4, including a Covenant in favour of the City to ensure the easement will not be released without City approval, and

(d) Reciprocal Parking Easement among Phases 2 and 4 and Phases 1 and 4, including a Covenant in favour of the City to ensure the easement will not be released without City approval.

(2) By including the following as permitted encumbrances in Schedule "A" for PIDs: 003-047-024, 011-298-235, 005-171-563, 005-113-121, Closed Road Lot A (Phase 2 Lands):

Covenant for servicing works over Phases 2, 3, and 4, in favour of the City, on the City's standard terms

Omnibus Covenant requiring compliance with the geotechnical report prepared by Geopacific Consultants dated August 3, 2016, for storm/rain water management, public art, visitor parking stalls and tandem stalls, in favour of the City, on the City's standard terms

Reciprocal Cross Access Easement Agreement among Phases 2 and 4 and Phases 1 and 4, including a Covenant in favour of the City to ensure the easement will not be released without City approval

Reciprocal Parking Easement among Phases 2 and 4 and Phases 1 and 4, including a Covenant in favour of the City to ensure the easement will not be released without City approval

Section 219 Covenant/Housing Agreement over Phases 1, 2, 3, and 4 for the construction of market rental units, affordable housing units, accessible units and units built to the SAFERHome Standards, in favour of the City

(3) By including the following as permitted encumbrances for PIDs: 011-418-796, 011-418-800 (Phase 3 Lands):

Section 219 Covenant/Housing Agreement over Phases 1, 2, 3, and 4 for the construction of market rental units, affordable housing units, accessible units and units built to the SAFERHome Standards, in favour of the City

(4) By including the following as permitted encumbrances in Schedule "A" for PIDs: 011-381-604, 002-605-708, 011-381-612, 011-381-663, 011-381-671 (Phase 4 Lands):

Covenant for servicing works over Phases 2, 3, and 4, in favour of the City, on the City's standard terms

Omnibus Covenant requiring compliance with the geotechnical report prepared by Geopacific Consultants dated August 3, 2016, for storm/rain water management, public art, visitor parking stalls and tandem stalls, in favour of the City, on the City's standard terms

Reciprocal Cross Access Easement Agreement among Phases 2 and 4 and Phases 1 and 4, including a Covenant in favour of the City to ensure the easement will not be released without City approval

Reciprocal Parking Easement among Phases 2 and 4 and Phases 1 and 4, including a Covenant in favour of the City to ensure the easement will not be released without City approval

Section 219 Covenant/Housing Agreement over Phases 1, 2, 3, and 4 for the construction of market rental units, affordable housing units, accessible units and units built to the SAFERHome Standards, in favour of the City

(5) By replacing Schedule "F" with the covenant terms attached hereto as Schedule "F".

3. <u>CONFLICT</u>

The parties affirm and agree that the Purchase Agreement remains unchanged, except as amended herein. This Agreement will be read together with the Purchase Agreement as if the provisions of this Agreement and the Purchase Agreement were contained in one agreement. If there is any conflict or inconsistency between the provisions of this Agreement and the provisions of the Purchase Agreement, the provisions of this Agreement will prevail.

4. EFFECT

All amendments in this Agreement take effect as of the date and year first written above.

5. ENUREMENT

This Agreement will enure to the benefit of and be binding upon the parties and their respective successors and assigns.

6. TIME TO REMAIN OF THE ESSENCE

Time shall remain of the essence in respect of the Purchase Agreement and this Agreement.

7. GOVERNING LAW

This Agreement will in all respects be governed exclusively by and construed in accordance with the laws of British Columbia and the laws of Canada applicable therein and will be treated in all respects as a British Columbia contract.

8. COUNTERPARTS

This Agreement may be executed in one or more counterparts, all of which together will constitute one and the same instrument, and any party may sign by utilizing facsimile transmission facilities.

As evidence of their agreement to be bound by the terms, the parties have caused this Agreement to be executed and delivered under seal by their authorized signatories as of the dates set out below:

CITY OF MAPLE RIDGE, by its authorized signatories:

_____
Mayor:

_____
Corporate Officer:

_____
Date

FALCON VILLAGE DEVELOPMENT LTD., by its authorized signatories:

_____

Name:

_____

Date

Schedule "F"

TERMS OF INSTRUMENT - PART 2
Section 219 Covenant

THIS COVENANT dated for reference the ____ day of _____, 201__,

BETWEEN:

FALCON VILLAGE DEVELOPMENT LTD., a company incorporated in British Columbia under No. BC1106837, having a registered office at c/o Fleming Olson Taneda & MacDougall, 4038- 200B Street, Langley, BC, V3A 1N9

(the "Developer")

AND:

CITY OF MAPLE RIDGE, a municipality incorporated under the *Community Charter*, and having its office at 11995 Haney Place, Maple Ridge, BC, V2X 6A9

("City")

WHEREAS:

A. The Developer is the registered owner in fee simple of those lands and premises in Maple Ridge, British Columbia which are legally in Item 2 of the Form C attached hereto (collectively, the "Lands");

B. Section 219 of the *Land Title Act* of British Columbia permits the registration of a covenant of a negative or positive nature in favour of a municipality, in respect of the use of land, the building on land, the subdivision of land and the preservation of land or a specific amenity on the land;

C. The City, after a request for proposal process, sold the Lands to the Developer in Phases on the condition that the Lands are developed in conformance with the Developer's development proposal, including the provision of amenities for the development;

D. [***USE FOR PHASE 2, 3 and 4***] An agreement on these same terms is also registered against another portion of this development being PID: ____, Lot _____, and it is intended that this Agreement and the agreement registered on that other property shall be read as one agreement.

E. The Developer wishes to grant and City wishes to accept these covenants over the Lands restricting the use and subdivision of the Lands in the manner herein provided;

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

Grant of Section 219 Covenant

1. The Developer hereby covenants, promises and agrees, pursuant to the Section 219 of the *Land Title Act*, as amended, that the Developer shall not subdivide, not build, use or not use the Lands, as the case may be, and may not apply for a building permit or occupancy permit as the case may be, except as provided for in Attachment "1" attached hereto.

Costs

2. The Developer shall comply with all the requirements of this Agreement at its own cost and expense.

Construction Standards

3. All works and services required to be undertaken by the Developer pursuant to this Agreement shall be completed to City's standards for those works and services and to the satisfaction of City.

Plans

4. Where a covenant, right of way or other document required by this Agreement requires a survey or other plan, the Developer shall be solely responsible, at its own cost, for preparation of the document, including the survey and the plan.

Registration

5. The Developer agrees to do everything necessary, at the Developer's expense, to ensure that this Agreement is registered against title to the Lands with priority over all financial charges, liens and encumbrances that are registered, or the registration of which is pending at the time of application for registration of this Agreement, except those in favour of City.

Priority

6. Where any part of this Agreement requires the Developer to grant City a further covenant, statutory right of way or other interest in land as a condition of a subdivision

or use of the Lands, the Developer shall apply to register that document, at its own cost, in priority to all registered and pending financial charges.

Severance

7. If any portion of this Agreement is held invalid by a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of the Agreement.

Runs with Lands

8. The covenants set forth herein shall charge the Lands pursuant to Section 219 of the *Land Title Act* and shall be covenants the burden of which shall run with the Lands and bind the Lands and every part or parts thereof, and shall attach to and run with the Lands and each and every part to which the Lands may be divided or subdivided, whether by subdivision plan, strata plan or otherwise howsoever. The covenants set forth herein shall not terminate if and when a purchaser becomes the owner in fee simple of the Lands, but shall charge the whole of the interest of such purchaser and shall continue to run with the Lands and bind the Lands and all future owners of the Lands and any portion thereof.

Other Development Requirements

9. The Developer acknowledges and agrees that this Agreement does not include all the requirements for development of the Lands or any portion of the Lands, and that prior to construction or other development work, the Developer must obtain all necessary development permits, development variance permits, building permits, and other required approvals from City. The Developer acknowledges and agrees that acceptance of this Agreement by City is not confirmation that permits and other approvals will be granted or given by City.

Specific Relief

10. Because of the public interest in ensuring that all of the matters described in this agreement, and the provisions of all applicable laws, are complied with, the public interest strongly favours the award of a prohibitory or mandatory injunction, or an order for specific performance or other specific relief, by the Supreme Court of British Columbia at the instance of the Municipality, in the event of an actual or threatened breach of this agreement.

Indemnity

11. The Developer hereby releases, indemnifies and saves harmless City, its elected officials, officers, employees, agents and others for whom City is responsible at law

from and against any and all manner of actions, causes of actions, claims, costs, expenses (including actual legal fees), losses, damages, debts, demands and harm, by whomsoever brought, of whatsoever kind and howsoever arising out of or in any way due to or relating to the granting or existence of this Agreement or the carrying out of the transactions contemplated by it.

Interpretation

12. Wherever the singular or masculine or neuter is used in this Agreement, the same shall be construed as meaning the plural, the feminine or body corporate where the context or the parties thereto so require.

Bylaw to the Contrary

13. This Agreement shall restrict the subdivision and use of the Lands in the manner provided herein notwithstanding any right or permission to the contrary contained in any bylaw of City.

Other Requirements

14. The Developer acknowledges that satisfaction of the conditions established by this Agreement does not relieve the Developer from complying with all enactments and lawful requirements in relation to the subdivision and use of the Lands.

Further Assurances

15. The parties hereto shall execute and do all such further deeds, acts, things, and assurances as may be reasonably required to carry out the intent of this Agreement.

Waiver

16. Waiver by City of any default by the Developer shall not be deemed to be a waiver of any subsequent default.

Powers Preserved

17. Nothing contained or implied herein shall prejudice or affect the rights and powers of City in the exercise of its functions pursuant to the *Local Government Act* or the *Community Charter* or its rights and powers under all of its public and private statutes, bylaws, orders and regulations to the extent the same are applicable to the Lands, all of which may be fully and effectively exercised in relation to the Lands as if this Agreement had not been executed and delivered by the Developer.

Enurement

18. This Agreement shall enure to the benefit of and be binding on the parties hereto and their respective successors and permitted assigns.

Municipal Discretion

19. Wherever in this Agreement the approval of City is required, some act or thing is to be done to the satisfaction of City, or City is entitled to form an opinion or is given a sole discretion:

    (a) The relevant provision is not deemed fulfilled or waived unless the approval, opinion or expression of satisfaction is in writing signed by a representative of City;

    (b) The approval, opinion or satisfaction is in the discretion of City in its sole and unfettered discretion; and

    (c) City is under no public law duty of fairness or natural justice and may do any of those things in the same manner as if it were a private party and not a public body.

References

20. Every reference to each party is deemed to include the heirs, executors, administrators, personal representatives, successors, assigns, servants, employees, agents, contractors, officers, licensees and invitees of such party, wherever the context so requires or allows.

City's Representative

21. Any opinion, decision, act or expression of satisfaction or acceptance provided for in this Agreement may be taken or made by City's Director of Planning or his/her delegate ("Planner").

As evidence of their agreement to be bound by the terms of this instrument, the parties hereto have executed the Land Title Office Form C which is attached hereto and forms part of this Agreement.

ATTACHMENT "1"

Siting and Development

1. All buildings and structures to be constructed or erected on the Lands shall be constructed or erected in compliance with the Design Guidelines, attached hereto as Attachment "2". The City's Planner is hereby authorized to approve minor amendments to the Design Guidelines provided that such amendments are consistent with the overall character and intent of the original Design Guidelines. All references to Phases in this Attachment "1" refer to the buildings to be built in phases as shown on the Design Guidelines.

2. The Lands shall not be occupied for residential purposes unless the Developer has constructed, installed and completed all trees, shrubs, flowers, structural soils or approved alternative, irrigation systems, screening, decorative pavers, decorative concrete, decorative brick, decorative lighting, water features, seating areas and other aesthetic features to be constructed and installed on the Lands, as shown on the Design Guidelines to the satisfaction of the Planner, on or before the date that is ninety (90) days following the substantial completion of all dwellings to be constructed on the Lands .

3. All vehicular traffic through the Lands will be prohibited except through the east-west corridor marked "Lane" on page DP1.2 of the Design Guidelines.

4. The Developer will make provision for routes for pedestrian, wheelchair and bicycle transportation through the development, including granting easements for passage over the Lands or common property as the case may be, to the satisfaction of the Planner.

Public Art

5. [INTENTIONALLY REMOVED]

6. [INTENTIONALLY REMOVED]

Child Care Centre

7. The Developer shall, as part of the development of Phase 4, construct a daycare space within that development being one commercial retail unit, of at least 1,615 sq ft of indoor space (not including bathrooms and hallways) and 1663 sq ft of exclusive-use outdoor space, for use as a 25-child daycare (the "Daycare Space").

8. No building or structure on that part of the Lands known as Phase 4 shall be occupied until and unless the Developer has, to the satisfaction of the Planner and the Planner has confirmed same in writing:

a. obtained an occupancy permit from the City of Maple Ridge for the Daycare Space, and

b. entered into a written lease agreement with a daycare operator for use and operation of the Daycare Space.

9. Notwithstanding the City's zoning bylaw or any other bylaws for changes to the bylaws, the Developer will use the Daycare Space only for the operation of a daycare.

Green Building – LEED Certified Equivalency

10. Prior to applying for an occupancy permit in respect of any commercial buildings on the Lands, the Developer will ensure that the commercial and multi-family residential buildings on the Lands are constructed in a manner that is equivalent to or exceeds the 'LEED Certified' building standard set by the Canada Green Building Council in effect as at the date of the Phased Development Agreement, exclusive of any performance requirements of that standard ("LEED Certified"). The Developer will obtain written confirmation from a registered architect or other professional acceptable to the City that the buildings will meet or exceed the LEED Certified standard of construction in effect as of the date of this Agreement, exclusive of any performance requirements of that standard, and provide written confirmation to the City. For clarity, the parties anticipate that the Developer will employ the following methods:

    a. Low-impact development standards, including absorbent soils, naturalized landscaping and xeriscaping, and permeable surfaces;

    b. Rain water recovery systems;

    c. Organic waste facilities;

    d. Infrastructure for future alternative energy sources;

    e. Roof gardens and permeable paving to reduce impervious surfaces;

    f. Reduced indoor and outdoor water use through fixture selection and irrigation requirements;

    g. Optimize energy efficiency through fixture and appliance selection, extensive use of daylight, and maximized envelope performance;

    h. Materials are environmentally, economically, and socially have preferable life-cycle impacts;

    i. Reduce construction water and divert materials wherever possible;

    j. Enhance indoor air quality, thermal comfort and overall well-being by: conducting air quality assessment, utilizing low-emitting materials, maximizing natural ventilation, offering individual control of air temperature, maximizing daylight and providing unobstructed views for the majority of living control of air temperatures, maximizing daylight and providing unobstructed views for the

majority of living commercial spaces; and

k. Electrical vehicle charging stations and provision for Electrical Vehicles:

   i. Public parking: one Level 3 fast-charging receptacle located within the public surface parking area to be provided and wired to city power;

   ii. CRU tenant parking: install conduit to allow for one Level 2 charging receptacle per CRU unit; and

   iii. Residents' parking: install conduit to 10% of the parking stalls to allow for future Level 1 charging receptacles.

Rental Housing – Affordable Rental and Market Rental

11. [INTENTIONALLY REMOVED]

Adaptable Units

12. [INTENTIONALLY REMOVED]

Restriction on Subdivision

13. The Developer shall not subdivide any portion of the Lands by way of strata plan under the *Strata Property Act* unless the Planner states in writing that the Planner is satisfied that the Developer has met or is on track to meet all requirements of this Agreement.

ATTACHMENT "2'

[Site Plan, Design Guidelines, Landscaping Plan]

END OF DOCUMENT

City of Maple Ridge

TO:	Her Worship Mayor Nicole Read and Members of Council	**MEETING DATE:**	November 14, 2017
		FILE NO:	2016-145-RZ
FROM:	Chief Administrative Officer	**MEETING:**	Council

SUBJECT: **Second Reading**
Zone Amending Bylaw No. 7252-2016;
11749 and 11761 Burnett Street

EXECUTIVE SUMMARY:

An application has been received to rezone the subject properties located at 11749 and 11761 Burnett Street (Appendix A and B) from RS-1 (One Family Urban Residential) to RM-2 (Medium Density Apartment Residential) to permit the future construction of a 64 unit Apartment Building. At the time of the application, the project was presented as a rental apartment building. However, the applicant has reconsidered their position and would like the flexibility of making the decision later and not entering into a Housing Agreement.

The applicant advised that the *Homeowner Protection Act* and its regulations, allow an owner-developer not to have third-party home warranty insurance on the units if the owner developer retains ownership and undertakes to correct any defects in labour, materials or design deficiencies for 10 years after first occupancy. During this period, the units must be rented. This is their reason for not entering into a Housing Agreement with the City.

Council granted first reading to Zone Amending Bylaw No. 7252-2016 (Appendix C) on June 28, 2016.

Over the past number of years, Council has been directing that applications address OCP Policy 3-32 (i.e. the provision of affordable, rental and special needs housing) consistent with the Housing Action Plan goal relating to the creation of rental accommodations in the City. With the new approach proposed by the applicant, Policy 3-32 and the Housing Action Plan may not entirely be satisfied. The Adaptive Dwellings being proposed do achieve an aspect of Policy 3-32. The questions in determining further compliance become: Does Council wish this project to be rental? If rental, should it be subject to a Housing Agreement? As to a time period, is Council comfortable with a set rental period (10 years) or prefer it to be in perpetuity? Finally, if the rental is set to end, does Council wish a tenant relocation policy to be in place to assist tenants during the transition?

As listed in a table later in this report, whether proposals are for all or a portion of units to be rental or adaptive dwellings, through negotiations taking place between first and second reading, all such units have been secured by Housing Agreements between the City and developers.

In other respects, this application is in compliance with the OCP land use designation. Respecting compliance with the Zoning bylaw, a variance is required to increase the building's height to five (5) storeys to accommodate the additional floor area being sought by this applicant.

Pursuant to Council policy, this application is not subject to the Community Amenity Contribution Program because it is located in the Town Centre Area.

RECOMMENDATIONS:

1) That Zone Amending Bylaw No. 7252-2016 be given second reading, and be forwarded to Public Hearing; and

2) That the following terms and conditions be met prior to final reading:

   i) Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;

   ii) Approval from the Ministry of Transportation and Infrastructure;

   iii) Road dedication on Burnett Street as required;

   iv) Consolidation of the subject properties;

   v) Registration of a Restrictive Covenant for the protection of the Adaptive Housing Units;

   vi) Registration of a Restrictive Covenant for the protection of visitor parking;

   vii) Registration of a Restrictive Covenant protecting the public art;

   viii) Registration of a Restrictive Covenant for storm water management works;

   ix) Removal of existing building/s;

   x) In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject properties. If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site.

DISCUSSION:

1) Background Context:

Applicant:	Quantum Properties Sienna Inc. (Robert Delves)
Legal Description:	Lot 1 Except: North 55 Feet, Section 17 Township 12 NWD Plan 8312; and the North 55 Feet of Lot 1 Section 17 Township 12 NWD Plan 8312
OCP:	
	Existing: Low-Rise Apartment
	Proposed: Low-Rise Apartment
Zoning:	
	Existing: RS-1 (One Family Urban Residential)
	Proposed: RM-2 (Medium Density Apartment Residential)

Surrounding Uses:		
North:	Use:	Urban Residential with Multi-Residential Zoning application (2017-035-RZ) for a similar rental apartment building
	Zone:	RS-1 (One Family Urban Residential) with RM-2 (Medium Density Apartment Residential) proposed
	Designation:	Low-Rise Apartment
South:	Use:	Commercial
	Zone:	CS-1 (Service Commercial)
	Designation:	Town Centre Commercial
East:	Use:	Residential
	Zone:	RS-1 (One Family Urban Residential)
	Designation:	Urban Residential
West:	Use:	Commercial
	Zone:	CS-1 (Service Commercial
	Designation:	Town Centre Commercial
Existing Use of Properties:		Vacant
Proposed Use of Property:		Multi-family Residential
Site Area:		0.262 HA. (0.65 acres)
Access:		Burnett Avenue
Servicing requirement:		Urban Standard

2) Project Description:

The proposal is for a five (5) storey apartment building containing approximately 64 suites, four (4) of which would be adaptive units, (37 one bedroom, 20 two bedroom and 7 three bedroom) with an underground parking structure containing approximately 76 parking spaces, seven of which are intended to be for visitors and two of which are disabled parking spaces (Appendix D), with landscaping consisting of plantings, trees and hardscaping (Appendix E).

At first reading, the project was presented to Council as a rental project. The applicant prefers that the decision about proceeding with market housing or rental housing be made at the building permit stage. The applicant may apply the provisions of the *Homeowner Protection Act* and retain the building as a rental project for a period of up to 10 years in lieu of having third-party new home warranty insurance for the units. This is described in greater detail later in the report.

Four (4) of the apartments will be Adaptive Units designed to meet the combined requirement of SAFERHome (Appendix F) and Section 3.4.5 of the BC Building Code. This complies with OCP Policy 3-32, which in part, encourages this type of special need housing and aging in place as described further later in this report. The attached plans show these units and the Building Department confirmed they are in compliance. This will permit aging in place and accommodate the mobility needs of individuals confined to wheelchairs. A restrictive covenant would specify the units to be so designed.

The subject site is flat with some mature trees and shrubs being removed for construction of the proposed underground parking structure. The lands to the south are automotive-related commercial that front Lougheed Highway, with access both to the Highway and Burnett Avenue. North is a site consisting of two properties subject to a rezoning to RM-2 (Medium Density Apartment Residential) and a Housing Agreement for a similar rental apartment building (2017-035-RZ). To the west is a commercial site with a number of restaurants. Burnett Avenue is the eastern boundary of the Town Centre Area. The properties to the east are Urban Residential, some with proposals to permit infill lot subdivisions.

The developer is proposing to incorporate public art elements into the area between the apartment building entrance and the street. The details of this public art will be included in the development permit plans.

3) **Planning Analysis:**

i) **Official Community Plan:**

The development site is located within the East Precinct of the Town Centre Area Plan and is currently designated Low Rise Apartment. The following policies apply to this proposal:

Town Centre Area Plan Policy 3-10 *Land assembly or lot consolidation proposed in conjunction with development, redevelopment, conversion, or infilling should meet the following conditions:*

a. That any residual lots or remaining land parcels are left in a configuration and lot area which are suitable for a future development proposal, or can be consolidated with other abutting residual lots or land parcel and complies with the applicable Land-Use Designations and Policies of Section 3.3 of this Plan;

There will be two lots forming a site of approximately the same size, between the subject site and an existing multi-residential building further to the north. It is anticipated that the adjacent site could accommodate a similar project in the future. Therefore, the proposal complies with this policy.

Town Centre Area Plan Policy 3-22 *All Low-Rise Apartment developments should be a minimum of three (3) storeys and a maximum of five (5) storeys in height.*

The proposal will comply with this height range envisioned by the policy.

OCP Policy 3 - 31 *Maple Ridge supports the provision of rental accommodation and encourages the construction of rental units that vary in size and number of bedrooms. Maple Ridge may also limit the demolition or strata conversion of existing rental units, unless District-wide vacancy rates are within a healthy range as defined by the Canada Mortgage and Housing Corporation.*

The applicant has provided a healthy mix of one (1), two (2) and three (3) bedroom sized units and aside from not necessarily being rental units, the proposal complies with the portion of this policy that pertains to achieving a good mix in the size and the number of bedroom units. The three (3) bedroom units would accommodate families with children.

OCP Policy 3 - 32 *Maple Ridge supports the provision of affordable, rental and special needs housing throughout the District. Where appropriate, the provision of affordable, rental, and special needs housing will be a component of area plans.*

The proposal may not be in compliance with this policy if the owner chooses to proceed to sell the units as strata housing or if the rental is limited to up to 10 years. While the proposal will provide short term rental (up to 10 years), beyond that date some of these units may be lost as rental stock.

OCP Policy 3 – 33 *Maple Ridge will encourage housing that incorporates "age-in-place" concepts and seniors housing designed to accommodate special needs.*

The applicant is proposing to provide four (4) Adaptive Housing units designed to meet the combined requirement of SAFERHome and Section 3.4.5 of the BC Building Code. This would be 6.25% of the units, which generally in keeping with the other projects in the Town Centre Area.

Community Amenity Contribution (CAC) Policy:

The project is exempt from payment of the per-unit Community Amenity Contribution (CAC) fee; because it is located in the Town Centre Area. However, the project does incorporate the usual common areas and amenities for the convenience and health of the future residents such as indoor recreation/common room space, outdoor open space, public art, pedestrian furniture, child play furniture, etc.

Provision of public art located within the landscaped area in front of the proposed building, will be concluded with the applicant, protected by way of a restrictive covenant on title and specified in the detailed submission with the Development Permit Application.

Housing Action Plan:

Background:

The establishment and retention of new rental housing stock has been a priority for Council.

The Housing Action Plan was endorsed by Council on September 15, 2014 and Housing Action Plan Implementation Framework endorsed on September 14, 2015. Among its strategies are to introduce an adaptable housing policy, to create new rental housing opportunities. When originally presented to Council, the project included rental units; however, the applicant is now seeking to make their decision about whether the units will be sold on the market as strata units or to be offered as rental units for about 10 years at the building permit stage.

If these dwelling units are rental units, this may help to increase the rental housing stock in the community by 64 units, with a range of bedroom sizes, including seven (7) 3- bedroom apartments, potentially suitable for accommodating families with children. Constructing four (4) or 6.25% of its housing units as Adaptive Housing is similar to the 10% average being proposed by other projects in the Town Centre Area. It may be assumed even if the building is stratified, that after 10 years, some units will likely remain as market rental units and others owner occupied.

Current Practice:

The current practice of the City is for applicants to enter into Housing Agreements with associated Restrictive Covenants to protect proposed rental apartments and adaptive dwelling in perpetuity. The SAFERHome guidelines are attached to the covenant as well. By being on title, should ownership change before a project is built, subsequent owners would be bound by the requirements to build and maintain the rental and adaptive units.

The City has entered into such agreements for the following rental housing project, some including Adaptive Housing:

File Number	Location	Description (# of units)
RZ/044/09	11225 240 ST	16 rental apartments
2011-015-RZ	11959 203 Street	6 rental apartments
2011-084-RZ	23980 Kanaka Way	Two rental apartments
2013-052-RZ	23227Dogwood Ave.	5 rental apartments
2014-019-RZ	24815 Dewdney Trunk Road & 12040 248 Street	One rental apartment
2016-052-RZ	22260/92 122 Avenue & 12159/67 223 Street	289 rental apartments

Recently, Council expressed some thoughts as to the circumstances under which rental would be required, whether rentals be subject to housing agreements, Council's role in Strata Conversion and leaving the decision to provide market versus rental housing to the development industry and market analysis.

Subject Proposal:

This application was made to the City as a "64 unit, wood-frame rental building" and this was presented to Council for first reading on June 27, 2016. The report and letter from the City confirming Council's first reading identified the applicant would be required to enter into a Housing Agreement. Staff advised the applicant following first reading by letter dated July 4, 2016 of the Council practice to require a Housing Agreement for rental buildings in the City.

This report does not include the draft housing agreement prepared and forwarded to the applicant based on the current Council practice. Should it be Council's direction to proceed with a housing agreement, a separate report with the necessary authorizing bylaw would be forwarded to Council and coordinated with final reading of this rezoning proposal.

The applicant, however, would prefer to leave the decision about whether the project will be rental or strata owned to the building permit stage. In part, this is because the developer is not comfortable in entering into a Housing Agreement or the provision to retain the rentals in perpetuity.

Instead, their desire is to follow the provisions contained in the *Homeowner Protection Act* and its regulations. This Act requires all new dwelling units to have third-party home warranty insurance for home buyers. The Act also provides for exemptions from requiring this warranty and placing the obligation on the developer to correct any defects in labour, materials or design deficiencies for 10 years after first occupancy in these instances:

- Multi-unit buildings owned under a single title and constructed for rental purposes.
- Multi-unit buildings that are strata-titled, but held under single ownership and constructed for rental purpose.
- Three or more dwelling units built for rental purposes and owned under a single legal title.

The developer must register a restrictive covenant, using a provincial template, and promising not to sell the units for a 10 year period, ostensibly to insure the owner-developer is responsible to undertake the corrections in lieu of a third-part insurer. Thus, if the residential development is one of the first two points above, it would be a de facto ten (10) year agreement for the rental of the subject apartment units, except as described in the next section. The City would not be a party to such an agreement. The proponent prefers to address the rental/condo question after rezoning and prior to obtaining their building permit.

Discussion:

<u>Basic Questions:</u>
The fundamental question concerning this application is whether Council wishes this project to be a rental or a market building. If it is to be a market building, the application can simply proceed with the usual requirements, including a restrictive covenant for the adaptive dwelling.

If Council wishes this to be a rental building, then there are three matters Council needs to consider and provide direction. These are:

1. *Whether or not Council wishes to enter into a Housing Agreement*: Without a Housing Agreement, there is no certainty the building will become a purpose built rental building or will remain as such once built;

2. *Whether rental is to be in perpetuity or for a set period of time*: If apartment building is only rental temporarily and not in perpetuity as Housing Agreements currently require, there is no guarantee units developed as rental housing will remain rental and contribute to building up the rental housing stock in the City. This may make it more difficult to find suitable rental housing in the City.

3. *Whether Council wishes to approve conversion of rentals to ownership*: Older apartment buildings, which were not strata titled before they were occupied, require Council approval before they are converted from rental units to strata titled units. New apartment are often strata titled by developers before being occupied, whether or not it will be sold or rented. Therefore, renters have no protection from being evicted and may face problems relocating and finding suitable housing where the tenure chance can take place outside of the conversion process.

Current Practice:
The current practice is that all buildings requiring rentals are subject to a housing agreement, protecting the units in perpetuity. The uncertainty of whether the subject development will or will not be rental, and the fact the rental may only be for 10 years calls to question whether the project fully or only partially compiles with the OCP policy respecting the provision of affordable, rental and special needs housing if Council wishes the building to be a rental.

Rental Termination and Potential Relocation Policy:
The potential that rental units may be for a fixed period also raises the specter of eviction and relocation. Some protection would be offered to renters under the provisions of the *Rental Tenancy Act*. Without going into details, there are various grounds with corresponding periods of notice that the Act requires for a landlord to provide to their tenants. For example, notice can be 10 days (involving breach of agreement, illegal activities, after repeated notices, etc.), 2 months (the typical notice for landlord or landlord's family member moving in, for a new owner buying the unit, etc.) and 12 months (Conversion of Manufactured Home Park). Council saw it fit to establish its own policy for conversion of mobile homes, expanding on the Provincial requirements.

Furthermore, Council has passed the following resolution in relation to the impact on residents at the fire damaged rental building being redeveloped under application 2016-052-RZ:

> *That staff be directed to prepare a tenant relocation assistance policy that will establish acceptable guidelines for reviewing development proposals in light of existing tenants who may be affected by potential impacts to affordable rental housing;*

A report concerning this proposed policy is in its final stage of drafting and is to be presented at Council Workshop in early 2018. The purpose of this policy will be to assist tenants in affordable rental buildings that are subject to redevelopment, to be given sufficient notice for termination of the rental, to assist renters to find suitable rental accommodations at comparable rental rate levels and financial assistance to relocate.

Such a policy could also encompass greenfield-type development. As in the case of this project, where units may be rented out for a particular period of time, a Tenant Relocation Assistance Policy that Council may wish to establish could be registered on title as a condition of rezoning. Alternatively, this policy could be included in a Housing Agreement or in a Restrictive Covenant in those instances where such instruments are used.

Conversion of Non-strated Rental to Strata Ownership:
Council is granted power by the *Strata Properties Act* to be the Approving Authority when rental housing is converted to strata. That authority includes considering acceptable relocation conditions. More broadly, it gives Council the authority to require a number of factors to be considered in when Council considers passing the necessary resolution approving a conversion, including the priority of rental accommodations over privately owned housing, provisions for relocation, Code compliance and any other matters Council deems relevant.

However, this approval process does not apply if an apartment is stratified immediately after it is constructed and before it is first occupied by tenants who rent the units.

Restricting Stratafication:
If Council wises to be able to exercise its authority to approve conversions, stratification would need to be prohibited. The rezoning condition to be added would be that the apartment building cannot be strata titled before occupied. That would provide Council with the next best assurance after a Housing Agreement that the building will be rented. Furthermore, it gives Council the added bonus that before a conversion from rental to ownership is approved, Council will receive a conversion application.

Markets and housing needs change in time. Council may explore and set conditions for actions to be taken by applicants at the time the conversion applications are made, including: giving adequate notice for tenants to vacate, providing necessary relocation assistance for the tenants and insuring necessary building repairs are addressed before the units are sold and turned over to strata owners. Council could also deny the conversion and not pass a resolution to approve a conversion if it is deemed that the rental stock vacancy rates in the City are too low at the time of the conversion application.

ii) **Zoning Bylaw:**

The two lots encompassing the site are proposed to be consolidated and rezoned to RM-2 (Medium Density Apartment Residential). The proposed lot size, density and siting will comply with the Zoning Bylaw. The building is proposed to exceed the maximum building height by one storey and approximately 5 metres (20 metres rather than 15 metres).

The variance is justified because the project provides adaptive housing with some possibility of rental housing, the shape of the site (narrow and deep) and there is a commitment by the developer to incorporate public art into the project. There will be a separate report to Council detailing the proposed variance and provision of public art.

iii) Off-Street Parking And Loading Bylaw:

The parking requirement for this project is as follows:

- 1 space for each of the 37 1-bedroom apartments = 37
- 1.1 spaces for each of the 20 2-bedroom apartments = 22
- 1.2 spaces for each of the 7 3-bedroom apartments = 9
- 0.1 visitor parking spaces for each of the 63 apartments = 7

Total = 75

The current proposal has 76 parking spaces all in an underground structure, which is one space more than required by the Bylaw. Within this total, two (2) will be designed as small car spaces, which is within the percentage of small cars permitted and two (2) are designed as disabled parking spaces also compliance with the Bylaw. The width of the ramp into the underground parking ramp off Burnett Street meets the Bylaw minimum of 7.0 meteres.

iv) Proposed Variances:

A Development Variance Permit application has been received for this project and involves the following relaxations (see Appendix D):

- *Maple Ridge Zoning Bylaw No. 3510 -1985,* Part 6, 603 RM-2 Medium Density Apartment Residential, Section 7 is proposed to be varied from a maximum building height of 15 metres and 4 storeys to 20 metres and 5 storeys.

This proposed variance is justified because the Town Centre Low-Rise Apartment designation permits development of three (3) to five (5) storeys, the shape of the lot (narrow and deep) and public art is being incorporated into the project.

Given the uncertainty about this project becoming rental housing, the variance for the extra floor may not align with the proposed new Zoning Bylaw. The RM-2 zone in the new Zoning Bylaw proposes to allow a fifth storey; however, there is discussion underway whether this additional height would be by way of a density bonus or be permitted outright.

The Planning Department has been tasked with preparing a report on Citywide Community Amenity Contributions (CACs) and density bonusing, which will explore the issue of increasing height in certain zone, including the RM-2 Zone, and determining if this will be done through a density bonus or as a right. If additional height would be a bonus density, the bonus could be derived from the following: provision of affordable, rental and special housing, public art (being provided by this applicant), sustainable construction such as LEED, energy efficiently measures, electric vehicle charging stations and sustainable features such as green roof and green walls.

The requested variance to RM-2 (Medium Density Apartment Residential) zone will be the subject of a future Council report.

v) Development Permits:

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

vi) <u>Advisory Design Panel</u>:

The Advisory Design Panel (ADP) reviewed the form and character of the proposed development and the landscaping plans at a meeting held on July 19, 2017 and August 19, 2017 (see Appendix E & F)

All the following issues identified by the ADP were satisfactorily resolved in the resubmission made by the Architect and Landscape Architect on August 19, 2017:

Architecture:
1. Provide protection over exit stairs on west side.
2. Show through wall flashings on building elevation.
3. Show operable windows on elevation.
4. Review slope of entrance canopy
5. Show where rain water leader are located on all elevations.
6. Demonstrate that the elevator meets emergency requirements.

Landscaping:
1. Landscape plan and site are not coordinated and need to be reviewed by both consultants.
2. Provide details discussed, including the following:
   - a section showing transition from grass to planting bed.
   - a hardscape schedule for paving materials.
   - the guard rail.
   - the fence.
   - the garbage enclosure in regards to materials, finishes and green roof over garbage enclosure.
3. Storm water management to be coordinated with the landscape plan.
4. Provide vertical landscape structure in outdoor amenity area.
5. Remove grass strip between amenity space and private unit.
6. Provide arborist report including protection methodology for the tree to be retained.

Site and Other:
1. Elaborate on the public art.
2. Enhance the entrance to the underground parkade. Coordinate with the entrance canopy.
3. Review ramp slope elevation and transition from the main street.
4. Raise walkway along ramp while maintain the required ramp width.
5. Provide building identification signage.
6. Consider outdoor visitor bike rack.

A detailed description of the how these items were addressed will be included in a future development permit report to Council.

vii) <u>Development Information Meeting</u>:

A Development Information Meeting was held at the Maple Ridge Seniors Centre on June 21, 2017. Three (3) people attended the meeting. A summary of the main comments and discussions with the attendees was provided by the applicant and include the following main points:

- Accommodate a bike route, including removing on street parking to accommodate a bike lane; and
- Retaining the trees on the property.

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

- If on street parking is removed, the project would need to increase the number of visitor parking spaces by about two (2) spaces in accordance with the Off Street Parking requirements.
- The applicant is not proposing to retain the existing trees, but rather plant new ones because the underground parking structured covers nearly the entire lot.

viii) Environmental Comments

The applicant has proposed a stormwater management strategy which incorporated a bio-swale and soil amendments into the overall landscaping of the site. A tree cutting permit will be required. Tree replacement recommended by the applicant's Arborist has been submitted and accepted in accordance with City requirements. Suitable street trees have been proposed.

4) Interdepartmental Implications:

i) Engineering Department:

Engineering has identified the upgrades necessary through a Rezoning Servicing Agreement. These include road widening and constructing curbs, gutters and sidewalk, installing street lighting, planting street trees and upgrading of utilities.

ii) Fire Department:

The Fire Department has reviewed the proposed plans. They outlined the typical details that are addressed at the Building Permit stage, including the requirement for balconies to be sprinklered and installation of an additional stand pipe in the underground parking area. The matters identified do not affect the proposed siting or the form and character of the proposed development.

iii) Building Department;

The Building Department comments included the following:

- The accepted stormwater management plans must be registered on title;
- The submitted Geotechnical Report is acceptable; however, does not need to be registered on title in this instance; and
- The three (3) adaptive dwelling units were reviewed and required modification were made by the architect for these units to comply with the combined requirement of SAFERHome and Section 3.4.5 of the BC Building Code.

iv) Parks, Recreation and Culture Department;

The Parks, Recreation and Culture Department reviewed the proposal about the artist and their art work to be incorporated into the project as public art. The final selection is to be suitable for the context of this precinct in the Town Centre Area and the subject area. Parks, Recreation and Culture Department staff is prepared to provide feedback to the applicant to assist in their selection process for public art as may be requested by the applicant.

ALTERNATIVES:

Given Council's recent discussion about rental housing and decision not to require certain Town Centre Area applications to provide rental housing, the recommendation as written in this report does not require the applicant to provide rental or enter into a Housing Agreement.

The alternatives are as follows:

1. If Council supports rental in perpetuity, then the recommendation would be to proceed with a Housing Agreement. This would require a separate report to be brought to Council with a bylaw to authorize such an Agreement and its terms. The authorization bylaw would be coordinated with final approval of the zone amending bylaw for the subject application. If this is Council's preferred alternate, then following terms and conditions need to be added to those listed in Recommendation 2:

    xi) **Proceeding with a bylaw to authorize entering into a housing agreement.**

    xii) **Registration of housing agreement Restrictive Covenant.**

2. If Council supports rental for the period of 10 years as proposed by the applicant, then the recommendation would be to proceed to second reading with a Housing Agreement, proceeding as described above, that specifies the 10 year period and relocation assistance, by adding the following terms and conditions:

    xi) **Proceeding with a bylaw to authorize entering into a housing agreement for 10 years with relocation assistance provisions.**

    xii) **Registration of housing agreement Restrictive Covenant.**

3. If Council supports rental for the period of 10 years as proposed by the applicant without a Housing Agreement, but retaining the ability to approve conversion in the future, then the recommendation would be to proceed to second reading, by adding the following terms and conditions:

    xi) **Registration of a Restrictive Covenant prohibiting the building from being strata titled.**

CONCLUSION:

The proposal is in compliance with the Official Community Plan respecting density, form and character; however, it is not a permanent rental building as initially proposed. Adaptive housing units are being proposed. It may become rental building for a period of time under *Homeowner Protection Act* at the discretion of the applicant at the building permit stage.

It is, therefore, recommended that Council grant second reading to Zone Amending Bylaw No. 7252-2016, noting that alternative terms and conditions may be selected by Council, and advance this application to the next Public Hearing.

"Original signed by Adrian Kopystynski"

Prepared by: Adrian Kopystynski MCIP, RPP, MCAHP
Planner

"Original signed by Christine Carter"

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

"Original signed by Frank Quinn"

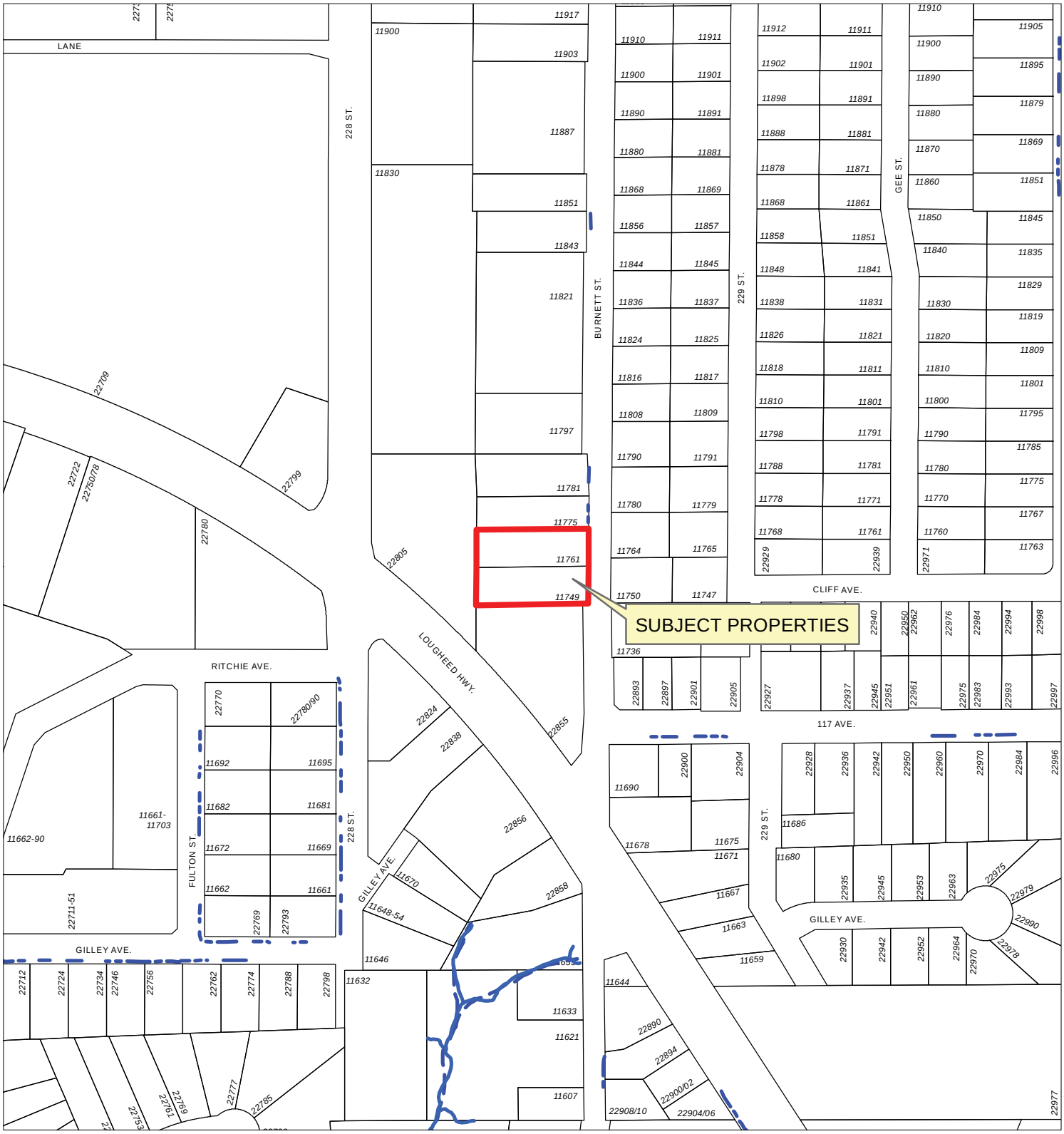
Approved by: Frank Quinn, MBA, P.Eng
GM: Public Works & Development Services

"Original signed by Paul Gill"

Concurrence: Paul Gill, CPA, CGA
Chief Administrative Officer

The following appendices are attached hereto:
Appendix A – Subject Map
Appendix B – Ortho Map
Appendix C – Zone Amending Bylaw No. 7252-2016
Appendix D – Site Plan and Architectural Plans
Appendix E – Landscape Plan
Appendix F – SAFERHome Standards for Adaptive Housing Units

APPENDIX A



N

Scale: 1:3,000

Legend

- Stream
- Ditch Centreline
- Indefinite Creek

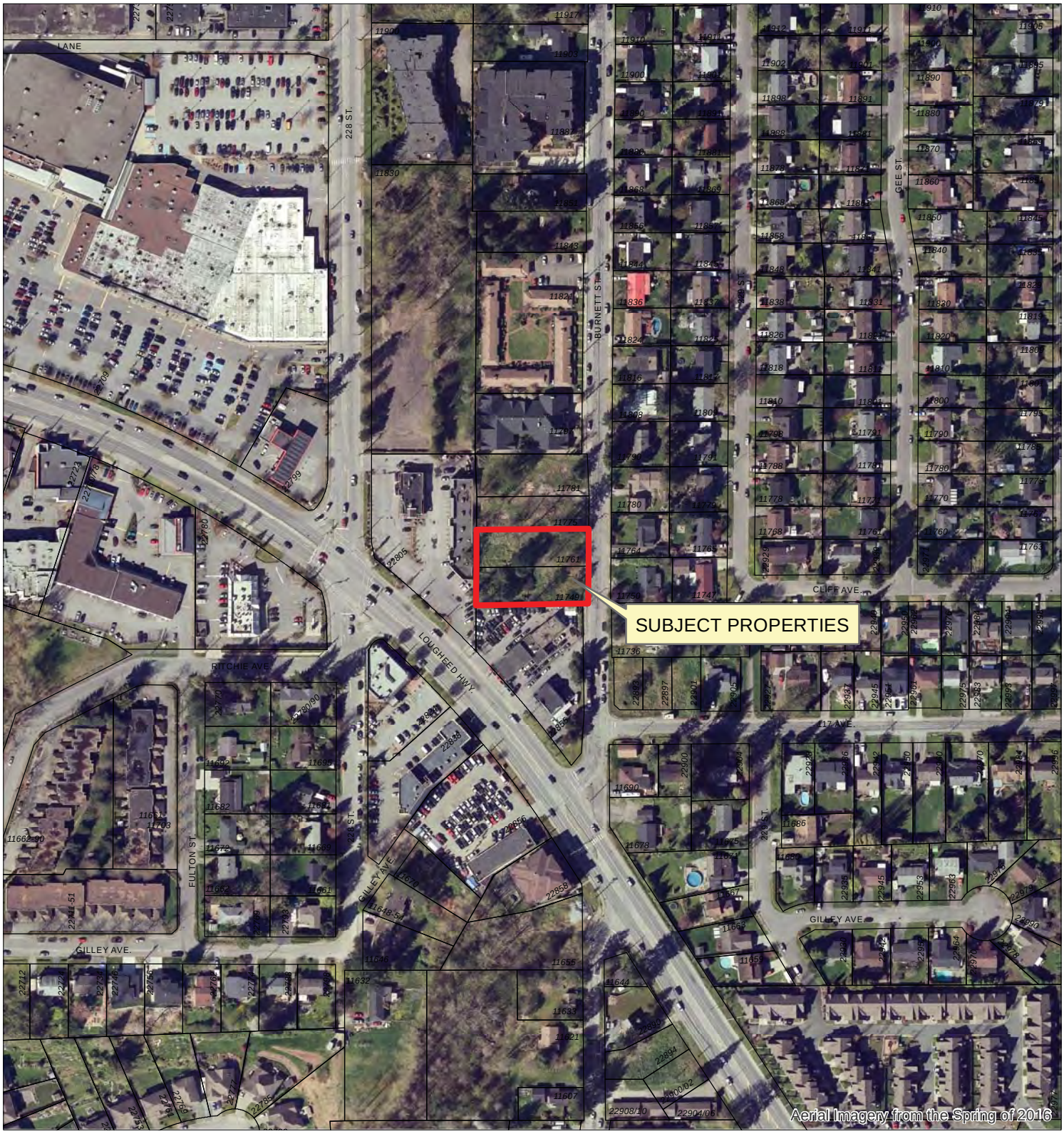
11749/61 BURNETT STREET

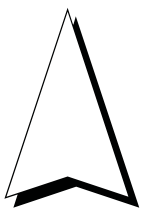
PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia
mapleridge.ca

FILE: 2016-145-VP
DATE: Sep 15, 2017
BY: DT

APPENDIX B





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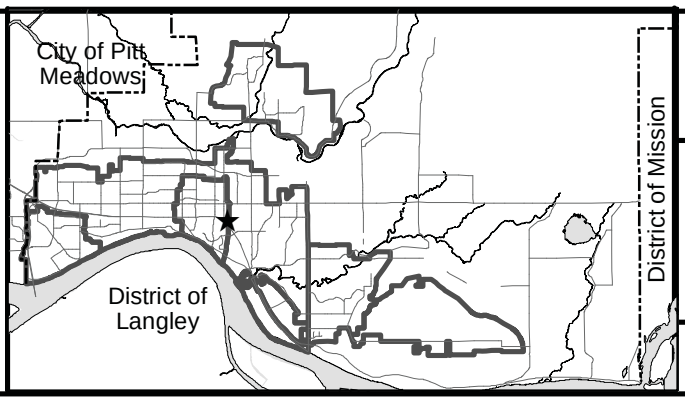


11749/61 BURNETT STREET

PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia
mapleridge.ca

FILE: 2016-145-VP
DATE: Sep 15, 2017
BY: DT

APPENDIX C

CITY OF MAPLE RIDGE

BYLAW NO. 7252-2016

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

---

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

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7252-2016."

2. Those parcel (s) or tract (s) of land and premises known and described as:

   Lot 1 Except: North 55 feet, Section 17 Township 12 New Westminster District Plan 8312

   The North 55 feet of Lot 1 Section 17 Township 12 New Westminster District Plan 8312

   and outlined in heavy black line on Map No. 1678 a copy of which is attached hereto and forms part of this Bylaw, are hereby rezoned to RM-2 (Medium Density Apartment Residential).

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

   READ a first time the 28th day of June, 2016.

   READ a second time the day of , 20

   PUBLIC HEARING held the day of , 20

   READ a third time the day of , 20

   ADOPTED, the day of , 20

PRESIDING MEMBER

CORPORATE OFFICER

MAPLE RIDGE ZONE AMENDING

Bylaw No. 7252-2016

Map No. 1678

From: RS-1 (One Family Urban Residential)

To: RM-2 (Medium Density Apartment Residential)

MAPLE RIDGE
British Columbia

N

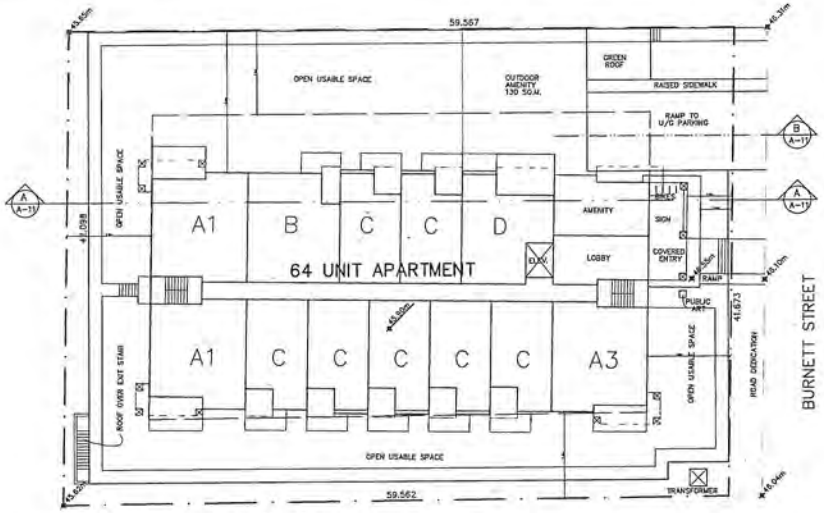
SCALE 1:2,000

APPENDIX D

APPENDIX D

CONTEXT PLAN

SCALE : NTS



PRELIMINARY SITE PLAN

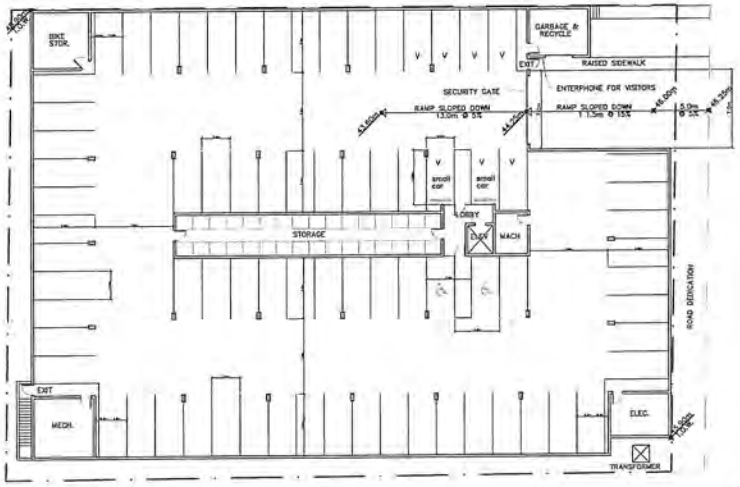
SCALE : 1/16" = 1'-0"

SITE RECONCILIATION

PROPOSED ZONE	– RM 2
LOT AREA	– 0.62 ACRES
EXISTING ZONE	– RS 1
ALLOWABLE DENSITY	– 1.8
PROPOSED DENSITY	– 1.75
ALLOWABLE LOT COVERAGE	– 80%
	– 20% USABLE OPEN SPACE
PROPOSED LOT COVERAGE	– 35%
ALLOWABLE HEIGHT	– 4 STOREYS (15.0m = 49'-2")
PROPOSED HEIGHT	– 5 STOREYS (20.0m = 65'-10")
REQUIRED SETBACK	– 7.5m
PROPOSED SETBACK	– 7.5m
PARKING	– 74 STALLS REQUIRED
	1.0 STALL / 1 BEDROOM UNIT = 54
	0.10 STALL / ADDITIONAL BEDROOM = 3.4
	0.10 VISITOR STALLS PER UNIT = 6.4
	– 76 STALLS PROVIDED
AVERAGE GRADE CALC.	– 45.65m 45.62m 46.04m + 46.3 1m 183.62 / 4 = 45.90m AVERAGE GRADE
PARKADE HEIGHT	– 45.90m TOP OF WALL (EQUAL TO AVE. GRADE)
INDOOR AMENITY	– 64 SQ.M. REQUIRED
	– 64 SQ.M. PROPOSED
OUTDOOR AMENITY	– 64 SQ.M. REQUIRED
	– 130 SQ.M. PROPOSED
USABLE OPEN SPACE	– 20 % REQUIRED
	– 41 % PROPOSED

SUITE SUMMARY

A1	2 SUITES	818 SQ. FT. TWO BEDROOM
A2	8 SUITES	846 SQ. FT. TWO BED. (4 ADAPTABLE)
A3	7 SUITES	846 SQ. FT. THREE BEDROOM
B	5 SUITES	794 SQ. FT. TWO BEDROOM
C	35 SUITES	528 SQ. FT. ONE BEDROOM
D	5 SUITES	665 SQ. FT. TWO BEDROOM
E	2 SUITES	846 SQ. FT. ONE BEDROOM
	64 SUITES	



UNDERGROUND PARKING PLAN

SCALE : 1/16" = 1'-0"

NORTH

AUG 15/17 – REVISED FOR ADP.
JULY 26/17 – REVISED FOR ADP.
JUNE 6/17 – SUBMITTED FOR ADP.
NOV. 9/16 – REVISED FOR DEVELOPMENT PERMIT
SEP.13/16 – ISSUED FOR DEVELOPMENT PERMIT
JUNE 8/16 – ADDED 3 BEDROOM UNITS.

REVISIONS:

THIS DRAWING IS THE PROPERTY OF POINTS WEST ARCHITECTURE, AND MAY NOT BE USED, DUPLICATED, OR REPRODUCED IN ANY WAY WITHOUT EXPRESS WRITTEN PERMISSION.

CONSULTANT:

points west ARCHITECTURE
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Abbotsford, B.C.
V2S 2E2
PHONE: 604-504-6005
FACSIMILE: 604-504-6006
pwa@pointswestarch.com

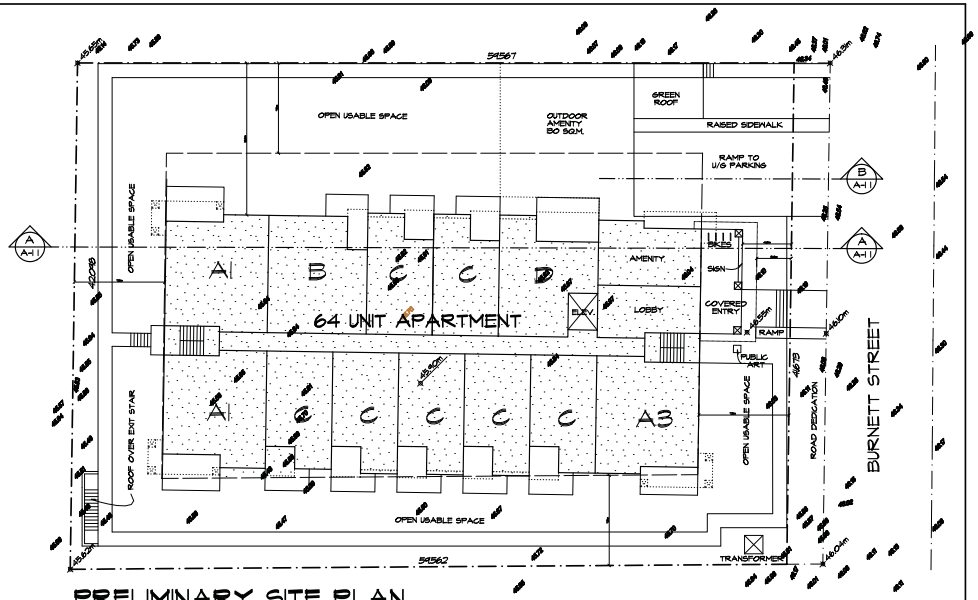
PROJECT:
SIENNA RENTAL APARTMENT

11749 & 11761 BURNETT
MAPLE RIDGE, BC

DATE :	SEPTEMBER 15, 2011
SCALE :	1/16" = 1'-0"
DRAWN :	W.F.

DRAWING TITLE :
PRELIMINARY SITE PLAN AND UNDERGROUND PARKING PLAN

JOB NO :	SHEET NO :
1110	P-1



PRELIMINARY SITE PLAN

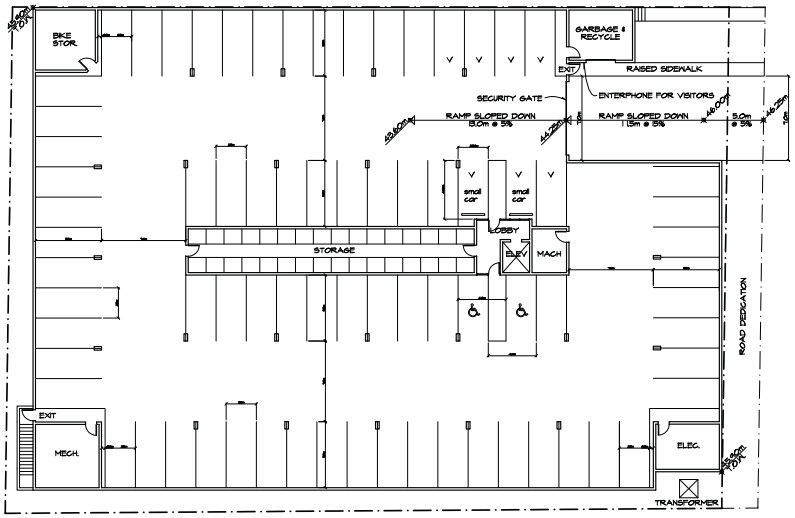
SCALE : 1/16" = 1'-0"

SITE RECONCILIATION

PROPOSED ZONE	- RM 2
LOT AREA	- 0.62 ACRES
EXISTING ZONE	- RS 1
ALLOWABLE DENSITY	- 1.8
PROPOSED DENSITY	- 1.75
ALLOWABLE LOT COVERAGE	- 80%
	- 20% USABLE OPEN SPACE
PROPOSED LOT COVERAGE	- 35%
ALLOWABLE HEIGHT	- 4 STOREYS (15.0m = 49'-2")
PROPOSED HEIGHT	- 5 STOREYS (20.0m = 65'-10")
REQUIRED SETBACK	- 7.5m
PROPOSED SETBACK	- 7.5m
PARKING	- 74 STALLS REQUIRED
	1.0 STALL / 1 BEDROOM UNIT = 64
	0.10 STALL / ADDITIONAL BEDROOM = 3.4
	0.10 VISITOR STALLS PER UNIT = 6.4
	- 76 STALLS PROVIDED
AVERAGE GRADE CALC.	- 45.65m
	45.62m
	46.04m
	+ 46.13 m
	183.62 / 4 = 45.90m AVERAGE GRADE
PARKADE HEIGHT	- 45.90m TOP OF WALL (EQUAL TO AVE. GRADE)
INDOOR AMENITY	- 64 SQ.M. REQUIRED
	- 64 SQ.M. PROPOSED
OUTDOOR AMENITY	- 64 SQ.M. REQUIRED
	- 130 SQ.M. PROPOSED
USABLE OPEN SPACE	- 20 % REQUIRED
	- 41 % PROPOSED

SUITE SUMMARY

A1	2 SUITES	818 SQ. FT.	TWO BEDROOM
A2	8 SUITES	846 SQ. FT.	TWO BED. (4 ADAPTABLE)
A3	7 SUITES	846 SQ. FT.	THREE BEDROOM
B	5 SUITES	744 SQ. FT.	TWO BEDROOM
C	35 SUITES	528 SQ. FT.	ONE BEDROOM
D	5 SUITES	665 SQ. FT.	TWO BEDROOM
E	2 SUITES	846 SQ. FT.	ONE BEDROOM
	64 SUITES		



UNDERGROUND PARKING PLAN

SCALE : 1/16" = 1'-0"

NORTH

AUG 15/17 - REVISED FOR ADP.
JULY 26/17 - REVISED FOR ADP.
JUNE 6/17 - SUBMITTED FOR ADP.
NOV. 9/16 - REVISED FOR DEVELOPMENT PERMIT.
SEPT.1/16 - ISSUED FOR DEVELOPMENT PERMIT.
JUNE 8/16 - ADDED 3 BEDROOM UNITS.

REVISIONS:

THIS DRAWING IS THE PROPERTY OF POINTS WEST ARCHITECTURE, AND MAY NOT BE USED, DUPLICATED, OR REPRODUCED IN ANY WAY WITHOUT EXPRESS WRITTEN PERMISSION.

CONSULTANT:

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V2S 2E2
PHONE: 604-504-5525
FAX: 604-504-5503
pwa@pointswestarch.com

PROJECT:

SIENNA RENTAL APARTMENT

11749 & 11761 BURNETT
MAPLE RIDGE, BC

DATE :	SEPTEMBER 15, 2011
SCALE :	1/16" = 1'-0"
DRAWN :	W.F.

DRAWING TITLE :

PRELIMINARY SITE PLAN AND UNDERGROUND PARKING PLAN

JOB NO : 1110

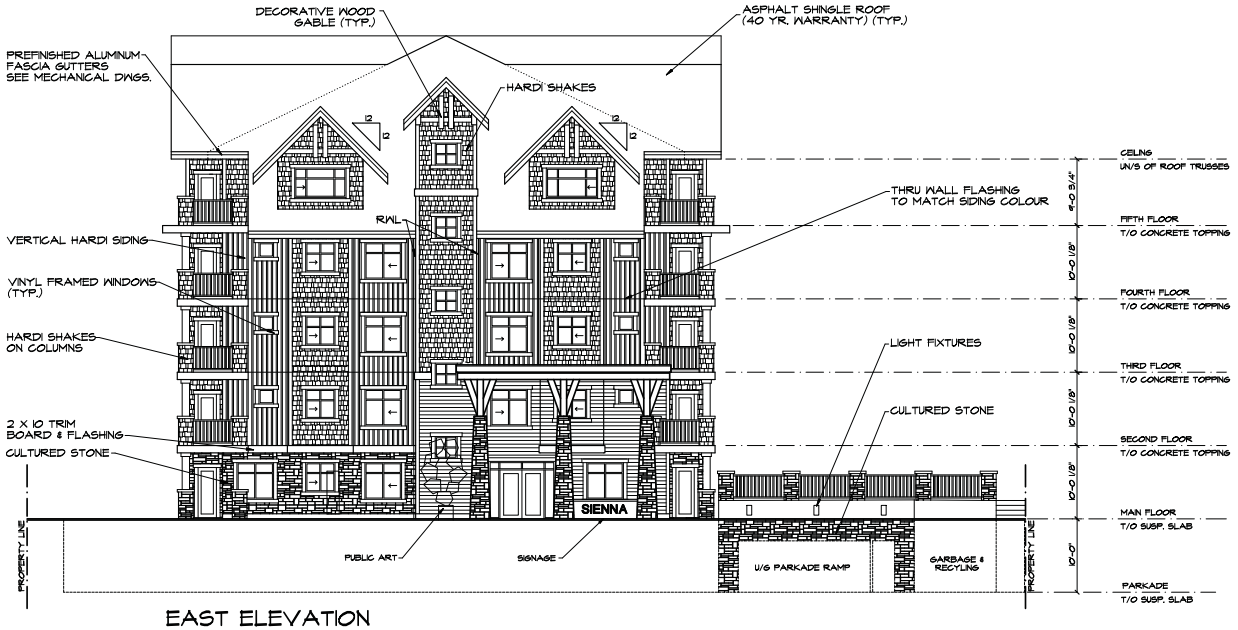
SHEET NO : P-1

SOUTH ELEVATION

SCALE: 1/8" = 1'-0"

MATERIALS & FINISHES

ROOFING: ASPHALT SHINGLES
1ST FLOOR: CULTURED STONE
2ND FLOOR: VERTICAL HARDI SIDING, HARDI SHAKES
3RD FLOOR: VERTICAL HARDI SIDING, HARDI SHAKES
4TH FLOOR: VERTICAL HARDI SIDING, HARDI SHAKES
GABLE BRACES AND BEAMS: HEAVY TIMBER
COLUMNS: CULTURED STONE & HEAVY TIMBER
RAILINGS: ALUMINUM PICKETS
WINDOWS: VINYL FRAMES



EAST ELEVATION

SCALE: 1/8" = 1'-0"

AUG 15/17 – REVISED FOR ADP.
JULY 26/17 – REVISED FOR ADP.
JUNE 6/17 – ISSUED FOR ADP.
NOV. 9/16 – REVISED FOR DEVELOPMENT PERMIT.
SEPT.1/16 – ISSUED FOR DEVELOPMENT PERMIT.
JUNE 8/16 – ADDED 3 BEDROOM UNITS.

REVISIONS:

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PROJECT:

SIENNA RENTAL APARTMENT

11749 & 11761 BURNETT
MAPLE RIDGE, B.C.

DATE :	SEPTEMBER 15, 2011
SCALE :	1/8" = 1'-0"
DRAWN :	W.F. T.M.

DRAWING TITLE :

PRELIMINARY MAIN ELEVATIONS

JOB NO : **1110**

SHEET NO : **P-6**

NORTH ELEVATION

SCALE 1/8" = 1'-0"

WEST ELEVATION

SCALE 1/8" = 1'-0"

JULY 26/17 - REVISED FOR ADP.
JUNE 6/17 - ISSUED FOR ADP.
NOV. 9/16 - REVISED FOR DEVELOPMENT PERMIT.
SEPT.1/16 - ISSUED FOR DEVELOPMENT PERMIT.
JUNE 8/16 - ADDED 3 BEDROOM UNITS.

REVISIONS:

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PROJECT:

SIENNA RENTAL APARTMENT

11749 & 11761 BURNETT
MAPLE RIDGE, B.C.

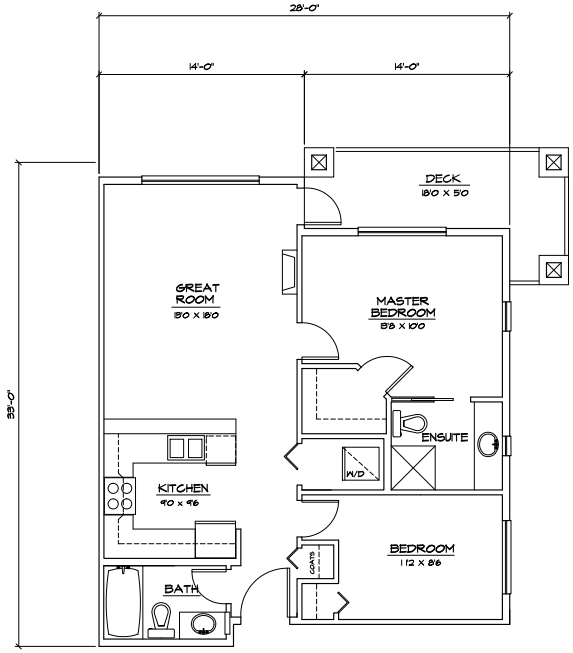
DATE :	SEPTEMBER 15, 2011
SCALE :	1/8" = 1'-0"
DRAWN :	W.F. T.M.

DRAWING TITLE :

PRELIMINARY MAIN ELEVATIONS

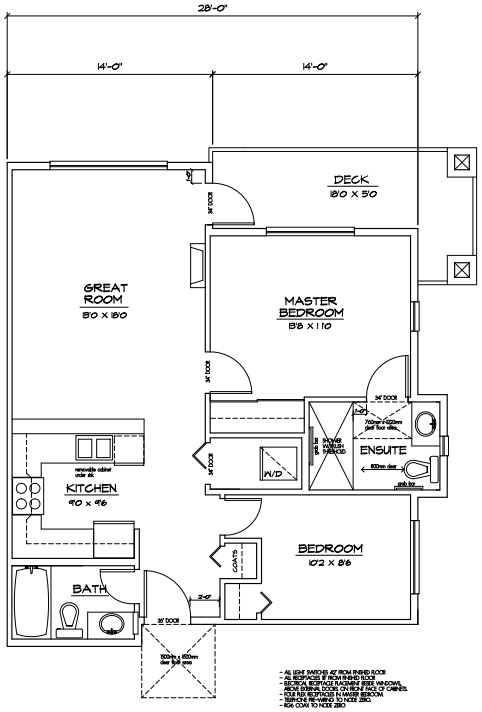
JOB NO : **1110**

SHEET NO : **P-7**



'A1' UNIT

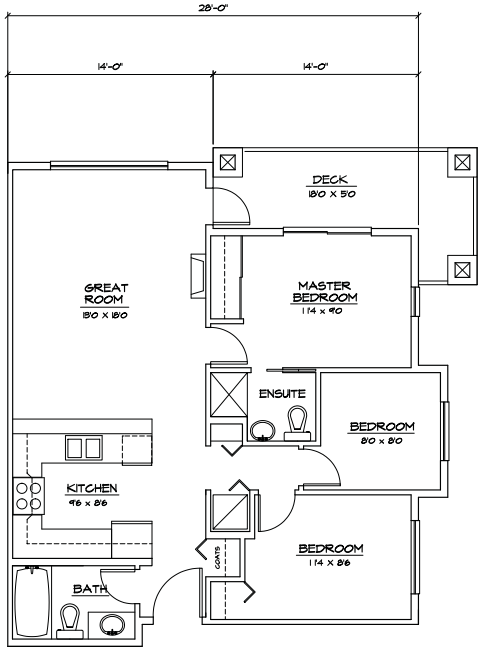
818 SQ. FT.



'A2' UNIT

846 SQ. FT.

ADAPTAPLE UNIT TO COMPLY WITH
SAFERHOME STANDARDS & B.C.B.C. 3.8.5.



'A3' UNIT

852 SQ. FT.

JUNE 6/17 – ISSUED FOR ADP.
SEPT/16 – ISSUED FOR DEVELOPMENT PERMIT.
JUNE 8/16 – ADDED 3 BEDROOM UNITS.

REVISIONS:

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pwa@pointswestarch.com

PROJECT:
SIENNA RENTAL APARTMENT

11749 & 11761 BURNETT
MAPLE RIDGE, BC

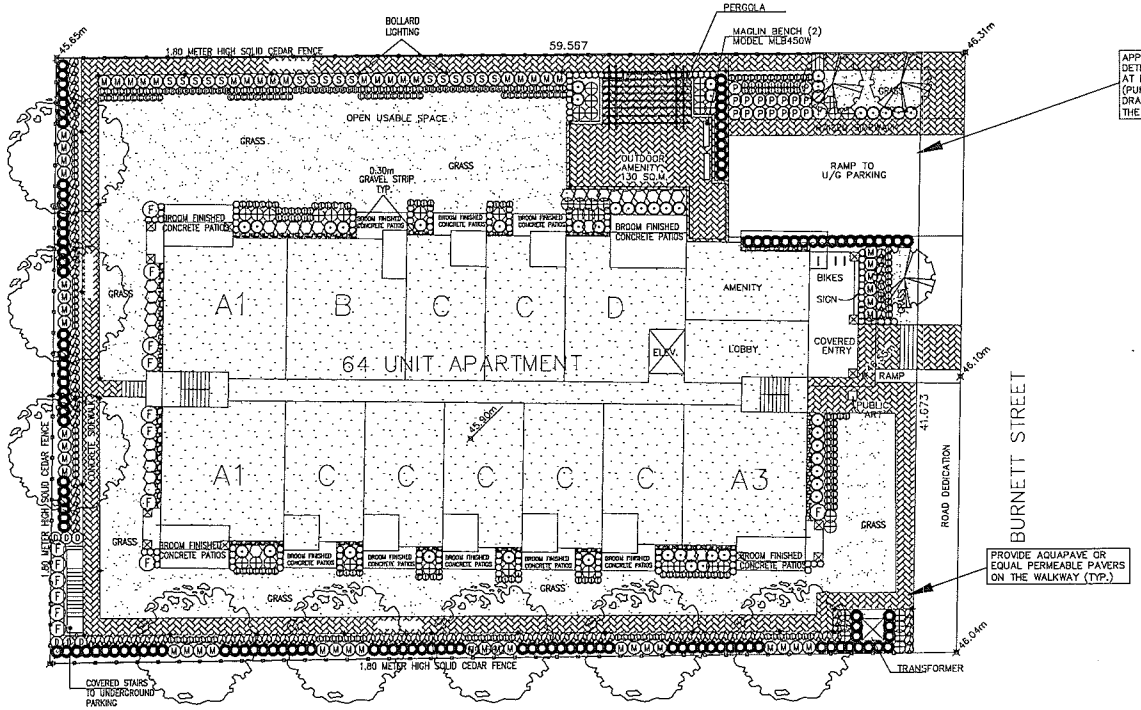
DATE :	SEPTEMBER 2011
SCALE :	1/4" = 1'-0"
DRAWN :	WF TM

DRAWING TITLE :
PRELIMINARY 'A' & 'A1' SUITE PLANS

JOB NO : **1110**

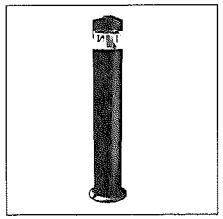
SHEET NO : **P-8**

APPENDIX E



PLANT LIST

KEY	BOTANICAL NAME	COMMON NAME	QTY.	SIZE	SPACING	REMARKS
	MAGNOLIA SOULANDIANA	SAUCER MAGNOLIA	3	3.00 METERS	AS SHOWN	B. & B.
	CORNUS NUTTALLII 'EDDIE'S WHITE WONDER'	PACIFIC DOGWOOD	8	6 CM. CAL.	AS SHOWN	B. & B.
⊕	AZALEA JAPONICA (VAR.)	JAPANESE AZALEA	31	#3 POT	85 CM. O.C.	
o	BUXUS MACROPHYLLA 'WINTER GEM'	ASIAN BOXWOOD	113	#3 POT	45 CM. O.C.	
Ⓓ	CORNUS ALBA 'BUILHALO 'IVORY HALO'	VARIGATED DOGWOOD	6	#3 POT	90 CM. O.C.	
Ⓕ	FORSYTHIA x INTERMEDIA 'KOLGOLD'	MAGICAL GOLD FORSYTHIA	13	#3 POT	120 CM. O.C.	
⬡	PIERIS JAPONICA 'FOREST FLAME'	JAPANESE PIERIS	23	#3 POT	90 CM. O.C.	
⊙	MEDIUM RHODODENDRON (VAR.)	RHODODENDRON	31	#3 POT	90 CM. O.C.	
Ⓡ	ROSA MEIDILAND 'PINK'	MEIDILAND ROSE	119	#3 POT	65 CM. O.C.	
Ⓢ	SYRINGA VULGARIS 'MICHEL BUCHNER'	LILAC	16	#3 POT	AS SHOWN	
○	POLYSTICHUM MUNITUM	SWORD FERN	16	#3 POT	90 CM. O.C.	
⊛	RUDBECKIA	BLACK-EYED SUSAN	35	#3 POT	45 CM. O.C.	
⊛	VERBENA CANADENSIS 'HOMESTEAD PURPLE'	VERBENA	40	#3 POT	45 CM. O.C.	
⊛	ERICA CARNEA 'MYRETOUN PINK	HEATHER	26	#1 POT	30 CM. O.C.	
⊛	LAVANDUAL ANGUSTIFOLIA 'MUNSTEAD'	LAVENDER	163	#3 POT	45 CM. O.C.	
⊛	HEMEROCALLIS STELLA D'ORO	DAY LILY	56	#3 POT	45 CM. O.C.	
Ⓜ	MISCANTHUS 'PURPURASCENS	ORANGE FLAME GRASS	58	#3 POT	90 CM. O.C.	
●	THUJA OCCIDENTALIS 'SMARAGD'	EMERALD ARBORVITAE	112	1.50 METERS	75 CM. O.C.	



BOLLARD LIGHTING

NOTES / GENERAL

1) [illegible]

ALL PLANT MATERIAL MUST BE PROVIDED FROM CERTIFIED "DISEASE FREE" NURSERY. ALL PLANT MATERIAL MUST CONFORM TO THE LATEST EDITION OF THE "BC LANDSCAPE STANDARD". PROVIDE CERTIFICATION UPON REQUEST. ALL LANDSCAPING AND LANDSCAPE MATERIALS TO CONFORM TO THE LATEST EDITION OF THE BCSLA/BCNLA "LANDSCAPE STANDARDS"

2) MIN. GROWING MEDIUM DEPTHS OVER PREPARED SUBGRADE SHALL BE :

LAWN AREAS	450 mm
GROUND COVER AREAS	450 mm
SHRUB AREAS	450 mm
TREE PITS	300 mm AROUND ROOT BALL

3) GROWING MEDIUM SHALL HAVE PHYSICAL AND CHEMICAL PROPERTIES AS DESCRIBED IN THE STANDARDS FOR LEVEL 2 AND LEVEL 3 AREAS, EXCEPT FOR AREAS OVER STRUCTURES WHERE THE MEDIUM SHALL CONFORM TO THE REQUIREMENTS FOR LEVEL 1 APPLICATIONS. PROCESSING AND MIXING OF GROWING MEDIUM COMPONENTS SHALL BE DONE OFF-SITE USING A MECHANIZED SCREENING PROCESS. PROPOSED GROWING MEDIUM SHALL BE TESTED BY A RECOGNIZED LABORATORY. THE CONTRACTOR SHALL GUARANTEE THAT THE SOIL SUBMITTED FOR TESTING IS A REPRESENTATIVE SAMPLE TAKEN FROM THE SOIL THAT WILL BE USED AT THE SITE.

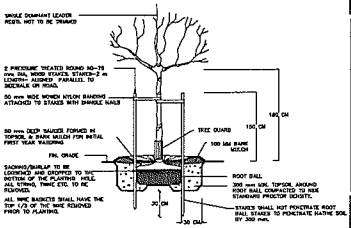
4) ON-SITE OR IMPORTED SOILS SHALL SATISFY THE REQUIREMENTS OF THE STANDARDS FOR GROWING MEDIUM. SOILS SHALL BE NATURALLY FREE FROM SUBSOIL, WOOD INCL. WOODY PLANT PARTS, WEED OR REPRODUCTIVE PARTS OF WEEDS, PLANT PATHOGENIC ORGANISMS, TOXIC MATERIALS, STONES OVER 30 MM AND FOREIGN OBJECTS.

5) ALL PLANTING BEDS SHALL RECEIVE MIN. 50 MM BARK MULCH.

6) PLANT SPECIES AND VARIETIES MAY NOT BE SUBSTITUTED WITHOUT THE APPROVAL OF THE LANDSCAPE ARCHITECT.

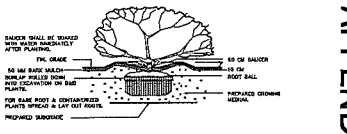
7) THE CONTRACTOR SHALL GUARANTEE ALL MATERIALS AND WORKMANSHIP FOR A PERIOD OF ONE (1) FULL YEAR FROM THE DATE OF FINAL ACCEPTANCE, UNLESS OTHERWISE SPECIFIED. ALL PLANT MATERIAL NOT SURVIVING, OR IN POOR CONDITION DURING THE GUARANTEE PERIOD SHALL BE REPLACED BY THE CONTRACTOR AT NO EXTRA COST TO THE OWNER.

8) THE CONTRACTOR SHALL CLEAN AWAY FROM THE SITE ALL RUBBISH AS IT ACCUMULATES, AND SHALL, AT THE COMPLETION OF THE WORK, LEAVE THE WORK AND THE SITE THEREOF IN A CLEAN AND PRESENTABLE CONDITION, FREE FROM ALL OBSTRUCTIONS.



TREE PLANTING DETAIL

SECTION N.T.



PLANTING DETAIL – SHRUBS & GRD. COVER PLANTS

SECTION N.T.

DATE	REMARKS	NO.
AUG/17	REVISED SITE PLAN	3
DEC/16	REVISED SITE PLAN	2
DEC/16	REVISED SITE PLAN	1

REVISIONS

C.KAVOLINAS & ASSOCIATES INC.
BCSLA CSLA

2462 JONQUIL COURT
ABBOTSFORD, B.C.
V3G 3E8

PHONE (604) 857-2376

CLIENT

QUANTUM PROPERTIES INC.
c/o POINTS WEST ARCHITECTURE

SUITE #203
2180 WEST RAILWAY AVENUE
ABBOTSFORD, B.C.
v2s 6e6
604-

TITLE

PLAN VIEW

LANDSCAPE PLAN
PROPOSED
NDO DEVELOPMENT
1749 & 11761 BURNETT STREET
MISSION, B.C.

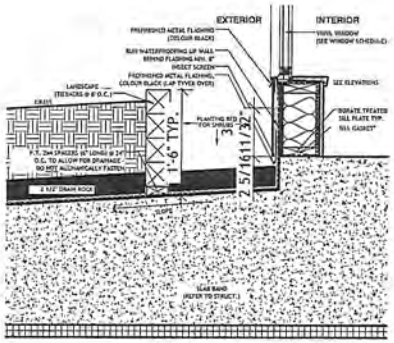
1:50	DATE MAY/15	
	CHK'D	
	CHK'D	
	AS BUILT	

JOB No.

DRAWING No. L-1 3

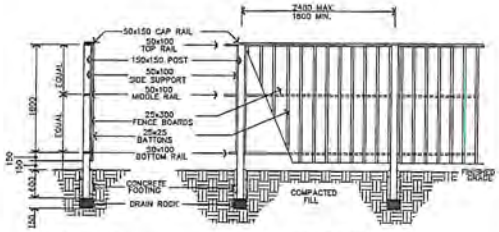
APPENDIX E

PLANTING OVER SLAB DETAIL



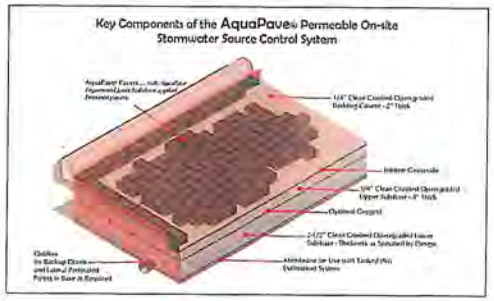
FENCE DETAIL

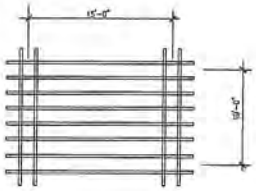
(DIMENSIONS IN mm)
N.T.S.

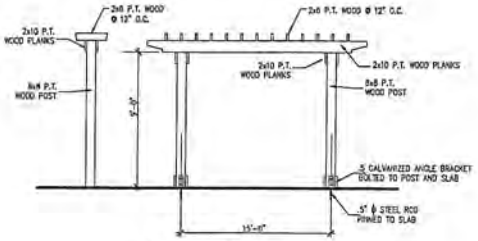


SECTION

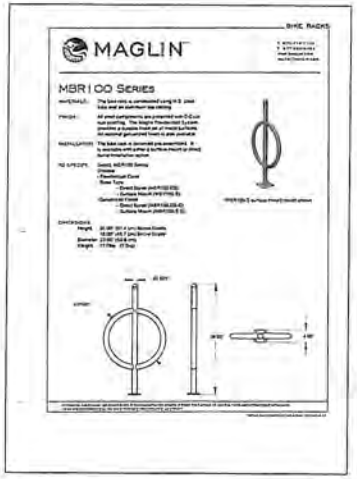
ELEVATION







PERGOLA DETAIL



AUG/17	REVISED SITE PLAN	3
DEC/16	REVISED SITE PLAN	2
SEP/16	REVISED SITE PLAN	1
DATE	REVISION	NO.

C.KAVOLINAS & ASSOCIATES INC.
BCSLA CSLA
2462 JONQUIL COURT
ABBOTSFORD, B.C.
V3G 2C8
PHONE (604) 857-2278

CLIENT

QUANTUM PROPERTIES INC.
c/o POINTS WEST ARCHITECTURE
SUITE #203
2150 WEST RAILWAY AVENUE
ABBOTSFORD, B.C.
V2S 2A6
604-

TITLE

PLAN VIEW

LANDSCAPE DETAILS
PROPOSED
CONDO DEVELOPMENT
11749 & 11761 BURNETT STREET
MISSION, B.C.

SCALE N.T.S.	DATE MAY/15
DRAWN	DATE
CHK'D	DATE
APPR'D	JOB SUBT

PROJECT | JOB NO. | DRAWING NO. L-2 | 3

APPENDIX F

Schedule B

The SAFERhome Standards Criteria
For Multi-Family Attached

1. All exterior thresholds are flush.
2. Interior thresholds meet minimal code constraints.
3. Bath and shower controls off set from centre, roughly 1/2 way between the historic centre location and the outside edge of the shower or tub enclosure.
4. Pressure/temperature control valves on all shower faucets .
5. 2"x12" block lumber in all washroom tub, shower, and toilet locations.
6. Waste pipes brought in at 12-14" to the centre of the pipe from floor level.
7. Cabinets underneath sinks easily removable.
8. Doors a minimum of 34" wide but should ideally be 36".
9. Hallways and stairways a minimum of 40" wide but should ideally be 42" wide, passage ways and pinch points like doors should be 36".
10. Light switches 42" to the centre of the electrical box from the finished floor.
11. Receptacles 18" to the centre of the electrical box from the finished floor.
12. Electrical receptacles placed as follows:
    - Beside windows, especially where draperies or blinds may be installed.
    - Top and bottom of stairways
    - Beside the toilet
    - Above external doors (outside and inside) - On front face of kitchen counter
    - At Node Zero Location (the communications control centre for smart home options) where all the house wiring meets in one place.
13. Larger grey electrical boxes utilized .
14. Four-plex receptacles in master bedroom, home office.
15. Level 5 (4 pair) telephone pre-wire to all areas returning to one central area (Node Zero).
16. RG-6 coaxial cable runs returning to one central area (Node Zero).
17. All low-voltage runs returning to one central area (Node Zero).
18. Walls at the top of stairs reinforced with 2"x12" at 36" to centre.
19. Either: allowance made for elevator in stacked closets or make the staircase 42" wide.

Source: saferhome_manual_final_2009-11-12

City of Maple Ridge

TO:	Her Worship Mayor Nicole Read and Members of Council	**MEETING DATE:**	November 14, 2017
		FILE NO:	2017-281-RZ
FROM:	Chief Administrative Officer	**MEETING:**	Council

SUBJECT: **Second Reading**
Official Community Plan Amending Bylaw No. 7357-2017;
Second Reading
Zone Amending Bylaw No. 7360-2017;
21428, 21460, 21472 Dewdney Trunk Road

EXECUTIVE SUMMARY:

An application has been received to re-designate the three subject properties from Urban Residential to Institutional to allow for the expansion of the Maple Ridge Cemetery. Furthermore, the applicant has requested that one of the three properties, 21428 Dewdney Trunk Road, be rezoned from RS-1 (One Family Urban Residential) to P-6 (Civic Institutional) to accommodate the cemetery expansion in 2018.

Council granted first reading to the Official Community Plan Amending Bylaw No. 7357-2017 and Zone Amending Bylaw No. 7360-2017 on July 25, 2017. At that time, Council also considered the early consultation requirements for the Official Community Plan (OCP) amendment.

The designation of the three properties for Institutional Use (cemetery) supports the future expansion of the Maple Ridge Cemetery as guided by the City's 2008 Cemetery Master Plan (CMP), adopted by Council on March 11, 2008 (R/08-128). As the cemetery is anticipated to be at full capacity for adult burial plots by the end of 2017, the first phase of expansion will be necessary to accommodate requests for new burials. For this reason, the western most subject property, 21428 Dewdney Trunk Road, is being rezoned concurrently such that the development of cemetery grounds may begin as soon as the OCP amendment and rezoning processes are completed. The subject property being rezoned is anticipated to provide capacity for a five to ten year timeframe.

RECOMMENDATIONS:

1) **That, in accordance with Section 475 of the *Local Government Act,* opportunity for early and on-going consultation has been provided by way of posting Official Community Plan Amending Bylaw No. 7357-2017 on the municipal website and requiring that the applicant host a Development Information Meeting (DIM), and Council considers it unnecessary to provide any further consultation opportunities, except by way of holding a Public Hearing on the bylaw;**

2) **That Official Community Plan Amending Bylaw No. 7357-2017 be considered in conjunction with the Capital Expenditure Plan and Waste Management Plan;**

3) **That it be confirmed that Official Community Plan Amending Bylaw No. 7357-2017 is consistent with the Capital Expenditure Plan and Waste Management Plan;**

4) That Official Community Plan Amending Bylaw No. 7357-2017 be given second reading and be forwarded to Public Hearing;

5) That Zone Amending Bylaw No. 7360-2017 be given second reading, and be forwarded to Public Hearing;

6) That the following terms and conditions be met prior to final reading:

   i) Approval from the Ministry of Transportation and Infrastructure;

   ii) Amendment to Official Community Plan Schedule "B"; and

   iii) Road dedication on Dewdney Trunk Road as required.

DISCUSSION:

1) Background Context:

Applicant:		City of Maple Ridge Parks, Recreation and Culture Department
Owner:		City of Maple Ridge (21428 and 21472 Dewdney Trunk Road) Private property owner (21460 Dewdney Trunk Road)
Legal Description:		Lots 2, 3 and 4, District Lot 247, New Westminster Plan 8050
OCP:		
Existing:		Urban Residential
Proposed:		Institutional
Zoning:		
Existing:		RS-1 (One Family Urban Residential)
Proposed:		P-6 Civic Institutional for 21428 Dewdney Trunk Road only No Change for 21460 and 21472 Dewdney Trunk Road
Surrounding Uses:		
North:	Use:	Residential and Institutional
	Zone:	RM-1 (Townhouse Residential) and P-4 (Place of Worship Institutional)
	Designation:	Urban Residential and Institutional
South:	Use:	Maple Ridge Cemetery
	Zone:	RS-1 (One Family Urban Residential)
	Designation:	Institutional
East:	Use:	Single Family Dwellings
	Zone:	R-1 (Residential District)
	Designation:	Urban Residential
West:	Use:	Residential
	Zone:	RS-1 (One Family Urban Residential)
	Designation:	Urban Residential

Existing Use of Properties:	Vacant
Proposed Use of Properties:	Cemetery
Site Area:	1.219 ha (3.0 acres)
Access:	214 Street
Servicing requirement:	Urban Standard

2) Background:

The three subject properties were identified as suitable for future cemetery expansion in the 2008 Cemetery Master Plan (2008 CMP). The 2008 CMP, adopted on March 11, 2008 by Council (R/08-128), serves as the guiding policy document for the planning and management of the two cemeteries in Maple Ridge. Specifically in that Council Meeting:

> *It was moved and seconded that staff be authorized to move forward with the recommendations contained in [the Cemetery Master Plan] as and when the required funding becomes available to do so.*

Maple Ridge's main cemetery, first established in 1878, is directly to the south of the three subject properties. The main cemetery has evolved to meet the needs of almost all burials that occur in Maple Ridge.

3) Project Description:

The subject properties are located within the Urban Area Boundary and currently designated Urban Residential. The City proposes to re-designate the site to Institutional to allow cemetery use. The rezoning of one of the three properties, 21428 Dewdney Trunk Road, from RS-1 (One Family Urban Residential) to P-6 (Civic Institutional) is running concurrently with this re-designation application so that the City may be able to begin the development of cemetery grounds and services (e.g. laying out new burial grounds, landscaping, local access roads, maintenance facilities, onsite parking, etc.) as soon as the OCP amendment and rezoning processes complete.

A rezoning application for the other two subject properties, 21460 and 21472 Dewdney Trunk Road, is not required at this time.

4) Planning Analysis:

At this time, the applicant, Parks, Recreation and Culture Department, has confirmed that the current cemetery is nearing its capacity, and there are very few spaces left for burial (although cremation interment is still possible). Furthermore, the 2008 CMP highlights that demographic, burial and cremation trends point towards increased demand for cemetery services in the city over the next 15 years and possibly beyond. Increased population growth and migration to Maple Ridge are contributing to this demand. While cremation rates will rise, they are not likely to increase significantly beyond current levels (approximately 85%). Therefore, there will continue to be demand for space for full depth (i.e. in ground) burial as well as to inter cremated remains. At its foundation, this application for the expansion of the cemetery will allow for cemetery services to continue to serve the near and midterm needs of Maple Ridge residents for a place for burial, interment, grieving, memorialization and commemoration that is closer to home.

i) Official Community Plan:

Section 4.2 of the OCP covers the Institutional Designation. The objective for institutionally designated properties is to meet community needs in the provision of accessible institutional facilities while minimizing potential conflicts.

The following policies should be considered in this application.

> *4-33 Large Scale Institutional Facilities [...] should:*

a) Be within the Urban Area Boundary;
b) Be conveniently located near public transit;
c) Have direct access to a collector, arterial, TransLink major road or Provincial Highway;
d) Where considered necessary, require the completion of a transportation impact study;
e) Respect the neighbourhood context and natural features.

The current application to expand the Maple Ridge Cemetery onto the subject properties respects Policy 4-33 a) to c) by the nature of its location.

With respect to item d) staff have determined that a transportation impact study will not be required for this rezoning application. Additional traffic due to the expansion is not anticipated to be heavy and visitors will continue using the Cemetery's current access from 214 Street off Dewdney Trunk Road to access the site.

With respect to item e) the subject properties are located within the Urban Residential area. They, and the existing cemetery, are surrounded principally by a range of residential housing forms ranging from single family dwellings to townhouse complexes. The cemetery's long history in this area (since 1878) and open spaces are a compatible and respectful land use type. In addition to its primary function, it is also an attractive and welcoming amenity and outdoor space for passive recreational activities such as walking, quiet contemplation, resting, reading, tai chi. Furthermore, the public expressed, during a public open house held as part of the development of the 2008 CMP, that these kinds of compatible recreational activities should be encouraged for the cemetery lands. Therefore, the cemetery use respects the neighbourhood context, as is an important element in the spectrum of open space and recreation opportunities in Maple Ridge.

> *4-34 Proposed expansion in the [...] size of existing Large Scale Institutional Facilities must be evaluated on their impacts to the adjacent neighbourhood, to the transportation network, to existing services and facilities, and to the surrounding community and its natural features.*

The applicant's site plan for the subject property being redesignated and rezoned, 21428 Dewdney Trunk Road, has been reviewed and found to be respectful and compatible with the existing neighbourhood. It will serve as an amenity for the local neighbourhood, and go towards implementing some of the recommendations set out in the 2008 CMP (see discussion below). Site plans for the two other properties being redesignated, 21460 and 21472 Dewdney Trunk Road, will be reviewed against this policy when a rezoning application is received at a future date.

<u>2008 Cemetery Master Plan:</u>

The current cemetery is setback approximately 100 metres from Dewdney Trunk Road. It is not easily seen from the main road, thereby reducing both its physical and visual accessibility. The expansion of the cemetery on the three subject properties adjacent to Dewdney Truck Road would help to address these issues, strengthen its placemaking qualities, facilitate passive recreation, and provide greater natural surveillance, as contained in the 2008 CMP.

> *If the site had access and visual sight lines from Dewdney Trunk Road, it would be perceived as a more accessible open space [...]. This would address security issues such as theft and vandalism by creating better visibility. More exposure would also encourage passive recreation and would make finding the cemetery site easier for out of town visitors and members of the funeral entourage.*

The 2008 CMP also recommends that cemetery lands should:

- *Accommodate most of the short and medium term cemetery needs in one location;*
- *Be located in an attractive setting that can be designed and built to create a meaningful place of remembrance;*
- *Be situated on stable, free draining soils;*
- *Be readily accessible; and*
- *Not be a detriment to the neighbourhood.*

For these reasons, the 2008 CMP recommends that the subject properties are ideal for acquisition and cemetery expansion.

ii) Zoning Bylaw:

The current application proposes to rezone only 21428 Dewdney Trunk Road from RS-1 (One Family Urban Residential) to P-6 (Civic Institutional) to permit the cemetery use. The proposed site plan has been examined and does not raise any issues with respect to the Zoning Bylaw's P-6 zone and fence provisions. There are no proposed buildings on the site. The only proposed structures are some columbaria that are not intrusive in height or massing, and similar to existing columbaria in the cemetery to the south.

The applicable provisions of the Zoning Bylaw for the two other properties being redesignated, 21460 and 21472 Dewdney Trunk Road, can be reviewed when a rezoning application is received at a future date.

iii) Off-Street Parking And Loading Bylaw:

As there are no buildings on site, there are no requirements contained within the City's *Off-Street Parking and Loading Byl*aw 5879-1999 for the provision of off-street parking. Nonetheless, parking is not anticipated to be an issue with the rezoning application. The existing cemetery provides parking for visitors, and it is anticipated any additional parking requirements can be accommodated along the proposed internal roadway on 21428 Dewdney Trunk Road.

The off-street parking requirements for the two other properties being redesignated can be re-examined when a rezoning application is received at a future date.

iv) Proposed Variances:

No *variances* are required for this application.

v) Development Permits:

No *development* permits are required as part of this application, as institutional uses are not a designated Development Permit Area according to the Local Government Act.

vi) Advisory Design Panel:

Review *of* this application by the Advisory Design Panel is not required.

vii) Development Information Meeting:

A *Development* Information Meeting was held in the Alouette Room of the Maple Ridge Library on October 25, 2017. Nine people attended the meeting. A summary of the main comments and discussions with attendees was provided by the applicant and include the following main points:

- Four individuals were supportive of the application because the land use would not be used for housing, and would remain a greenspace. They also noted that the cemetery expansion is needed, given that the current Maple Ridge Cemetery is nearing capacity;
- Three individuals opposed the application and the cemetery expansion in general, citing concerns about its proximity to their house nearby, their land value, and that the land should be used for housing instead;
- One individual suggested that the eastern property boundary of 21472 Dewdney Trunk Road should be fenced to deter people from cutting across the vacant lots. However, this individual realized that this may negatively impact the informal neighbourhood use of this area; and
- One individual expressed concerns with a homeless individual living on the private property at 21460 Dewdney Trunk Road.

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

- The current application conforms with the City's 2008 Cemetery Master Plan, and addresses a short term need for additional burial space;
- The applicant can address the need for fencing along the eastern most boundary of the three subject properties when a rezoning application is made in future.

5) Environmental Implications:

This application has been reviewed by staff. No issues were flagged by this application. The trees on *21428* Dewdney Trunk Road will be retained to the extent possible, while new trees will also be planted. Note that the City's Parks, Recreation and Culture Department does not require a tree cutting permit for work on City owned lands but will provide replacement trees as necessary.

The subject properties are located within the Fraser River Escarpment Area, and no stormwater infiltration from impervious surfaces (i.e. internal roadway) is allowed. A stormwater ditch and connection to the City's stormwater drainage system has been planned.

6) Traffic Impact:

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

Ministry approval of the Zone Amending Bylaw will be required as a condition of final reading. At this time, the Ministry has granted preliminary approval of the development application.

7) Interdepartmental Implications:

i) Engineering Department:

The Engineering Department has provided comments on servicing the site, which are minimal because no buildings are being built. Road dedication along Dewdney Trunk Road, a new driveway

letdown, and a connection between the on-site stormwater ditch to the off-site sanitary drainage system will be required. These comments have been addressed by the applicant.

ii) Parks, Recreation and Culture Department:

As the applicant, the Parks, Recreation and Culture Department has reviewed and adjusted the site plan according to their specifications.

iii) Fire Department:

The Fire Department reviewed the preliminary site plan and provided one comment regarding marking an address to the site, which has been addressed.

iv) Licences, Bylaws and Permits Department:

There are no comments from the Licences, Bylaws and Permits Department because there are no buildings being proposed.

8) School District No. 42 Comments:

Pursuant to Section 476 of the *Local Government Act*, consultation with School District No. 42 is required at the time of preparing or amending the OCP. A referral has been sent to School District No. 42 to indicate that the change in designation from Urban Residential to Institutional.

9) Intergovernmental Issues:

i) Local Government Act:

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

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

10) Citizen/Customer Implications:

Citizens were provided an opportunity to comment on this application at the Development Information Meeting (see above). Another opportunity for citizen input will be at Public Hearing.

CONCLUSION:

It is recommended that second reading be given to OCP Amending Bylaw No. 7357-2017, that second reading be given to Zone Amending Bylaw No. 7360-2017, and that applications 2017-281-RZ and 2017-281-CP be forwarded to Public Hearing.

"Original signed by Chee Chan"

Prepared by: Chee Chan, MUP, MCIP, RPP, BSc
Planner 1

"Original signed by Christine Carter"

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

"Original signed by Frank Quinn"

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

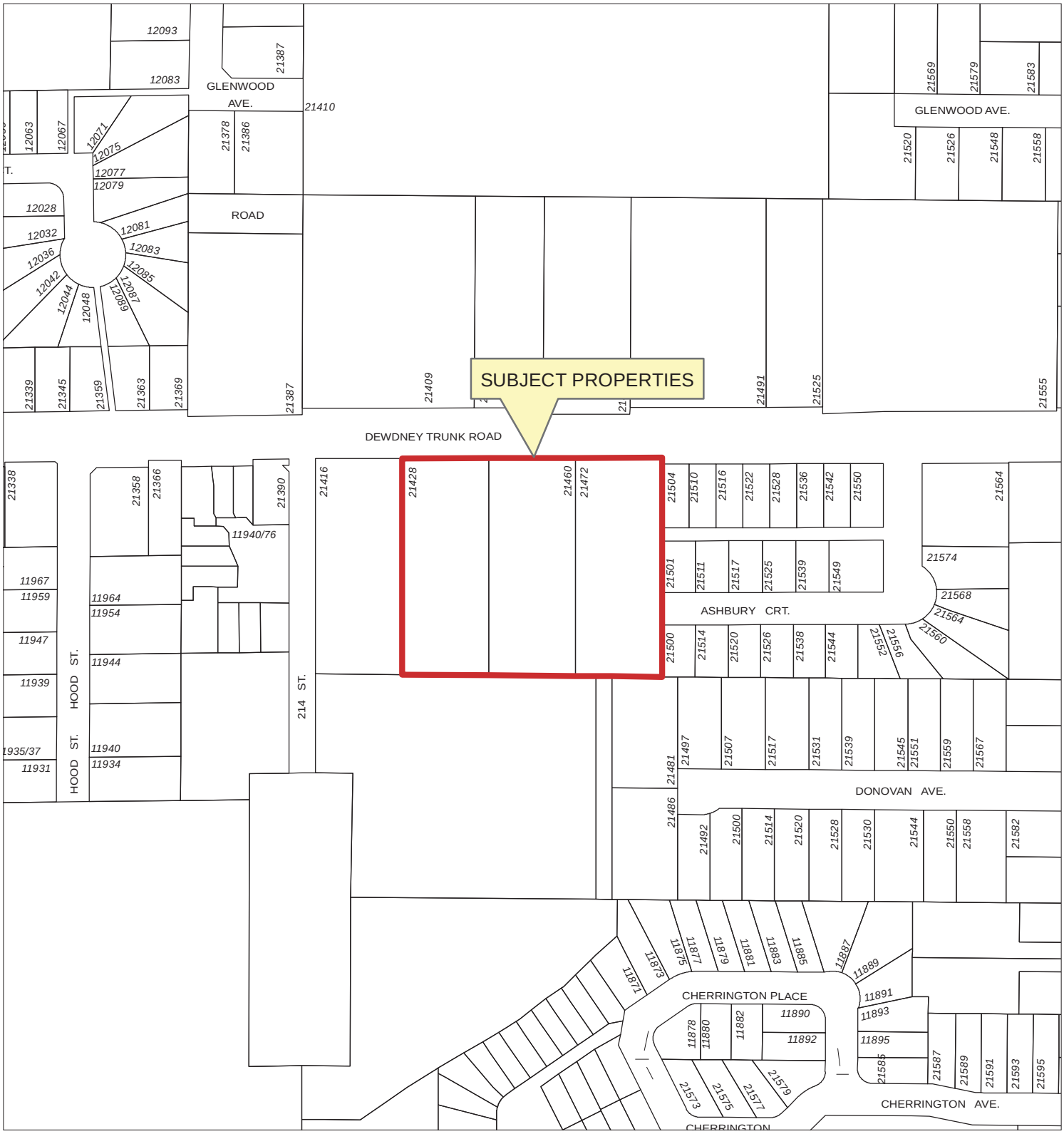
"Original signed by Paul Gill"

Concurrence: Paul Gill, CPA, CGA
Chief Administrative Officer

The following appendices are attached hereto:

Appendix A – Subject Map
Appendix B – Ortho Map
Appendix C – OCP Amending Bylaw No. 7357-2017
Appendix D – Zone Amending Bylaw No. 7360-2017
Appendix E – Site Plan

APPENDIX A



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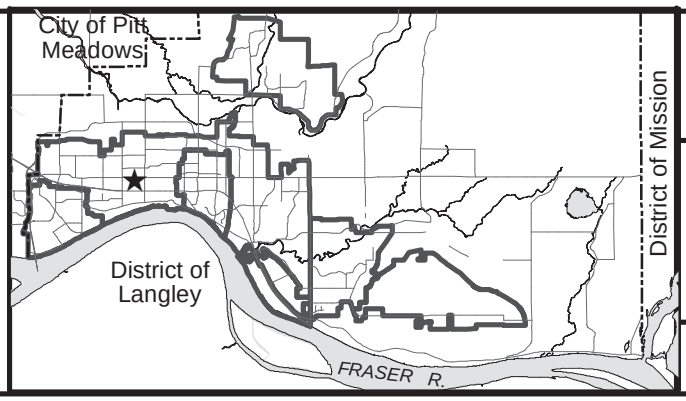


21428/60/72 DEWDNEY TRUNK ROAD

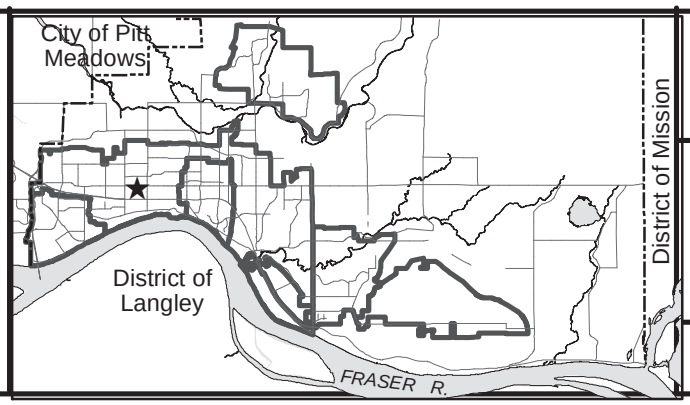
PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia
mapleridge.ca

FILE: 2017-281-CP
DATE: Jul 20, 2017
BY: PC

APPENDIX B

Scale: 1:2,500



21428/60/72 DEWDNEY TRUNK ROAD

PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia
mapleridge.ca

FILE: 2017-281-CP
DATE: Jul 20, 2017
BY: PC

APPENDIX C

CITY OF MAPLE RIDGE
BYLAW NO. 7357-2017

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

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

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

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

1. This Bylaw may be cited for all purposes as "Maple Ridge Official Community Plan Amending Bylaw No. 7357-2017."

2. Schedule "B" is hereby amended for that parcel or tract of land and premises known and described as:

   Lot 2 District Lot 247 Group 1 New Westminster District Plan 8050
   Lot 3 District Lot 247 Group 1 New Westminster District Plan 8050
   Lot 4 District Lot 247 Group 1 New Westminster District Plan 8050

   and outlined in heavy black line on Map No. 951, a copy of which is attached hereto and forms part of this Bylaw, is hereby designated/amended as shown.

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

READ a first time the 25th day of July , 2017

READ a second time the day of , 20

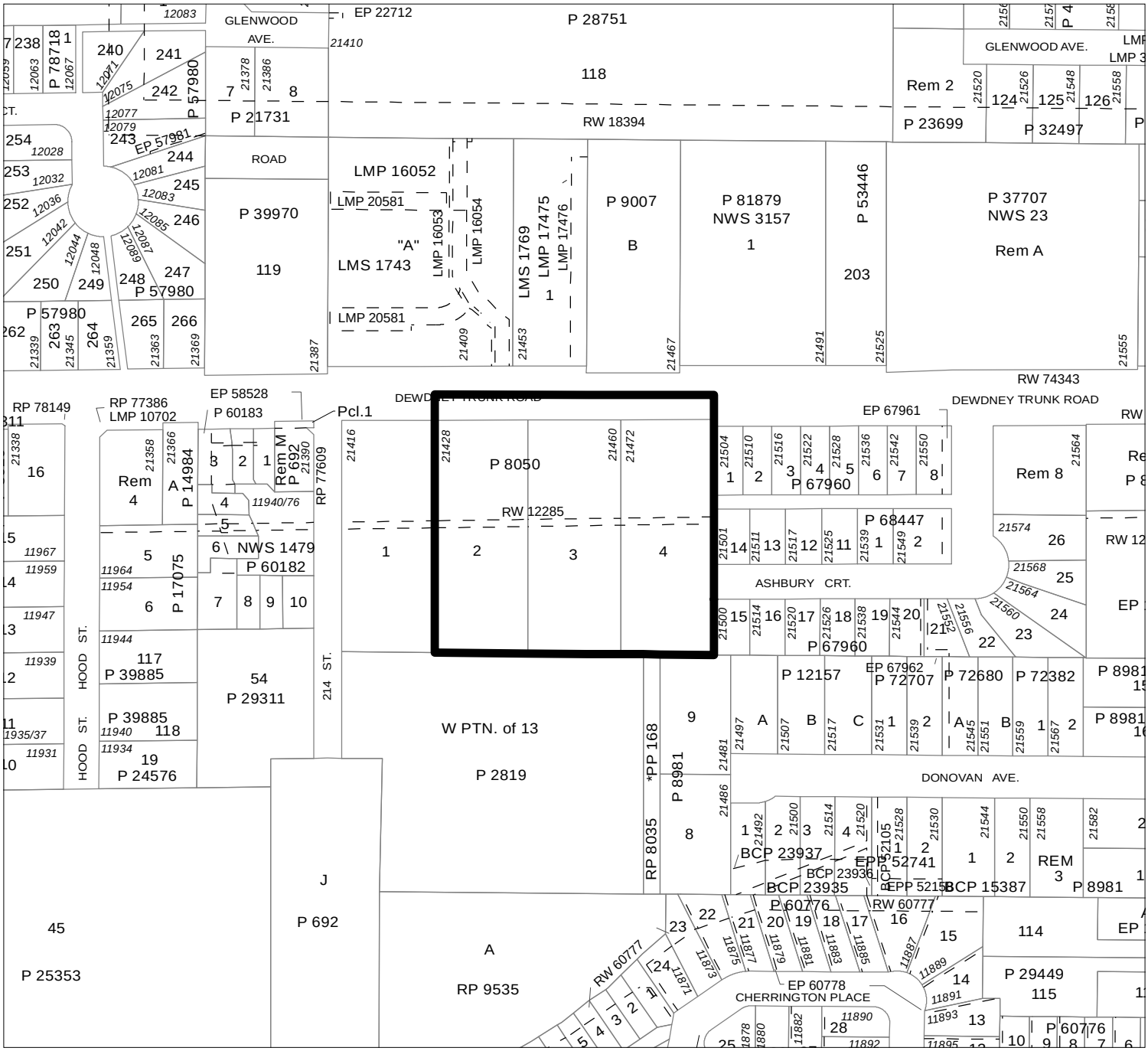
PUBLIC HEARING held the day of , 20

READ a third time the day of , 20

ADOPTED the day of , 20 .

PRESIDING MEMBER

CORPORATE OFFICER



MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7357-2017

Map No. 951

From: Urban Residential

To: Institutional

MAPLE RIDGE
British Columbia

N

SCALE 1:2,500

APPENDIX D

CITY OF MAPLE RIDGE
BYLAW NO. 7360-2017

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

---

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

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7360-2017."

2. That parcel or tract of land and premises known and described as:

   Lot 2 District Lot 247 Group 1 New Westminster District Plan 8050

   and outlined in heavy black line on Map No. 1721 a copy of which is attached hereto and forms part of this Bylaw, is hereby rezoned to P-6 (Civic Institutional).

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

   READ a first time the 25th day of July, 2017.

   READ a second time the day of , 20

   PUBLIC HEARING held the day of , 20

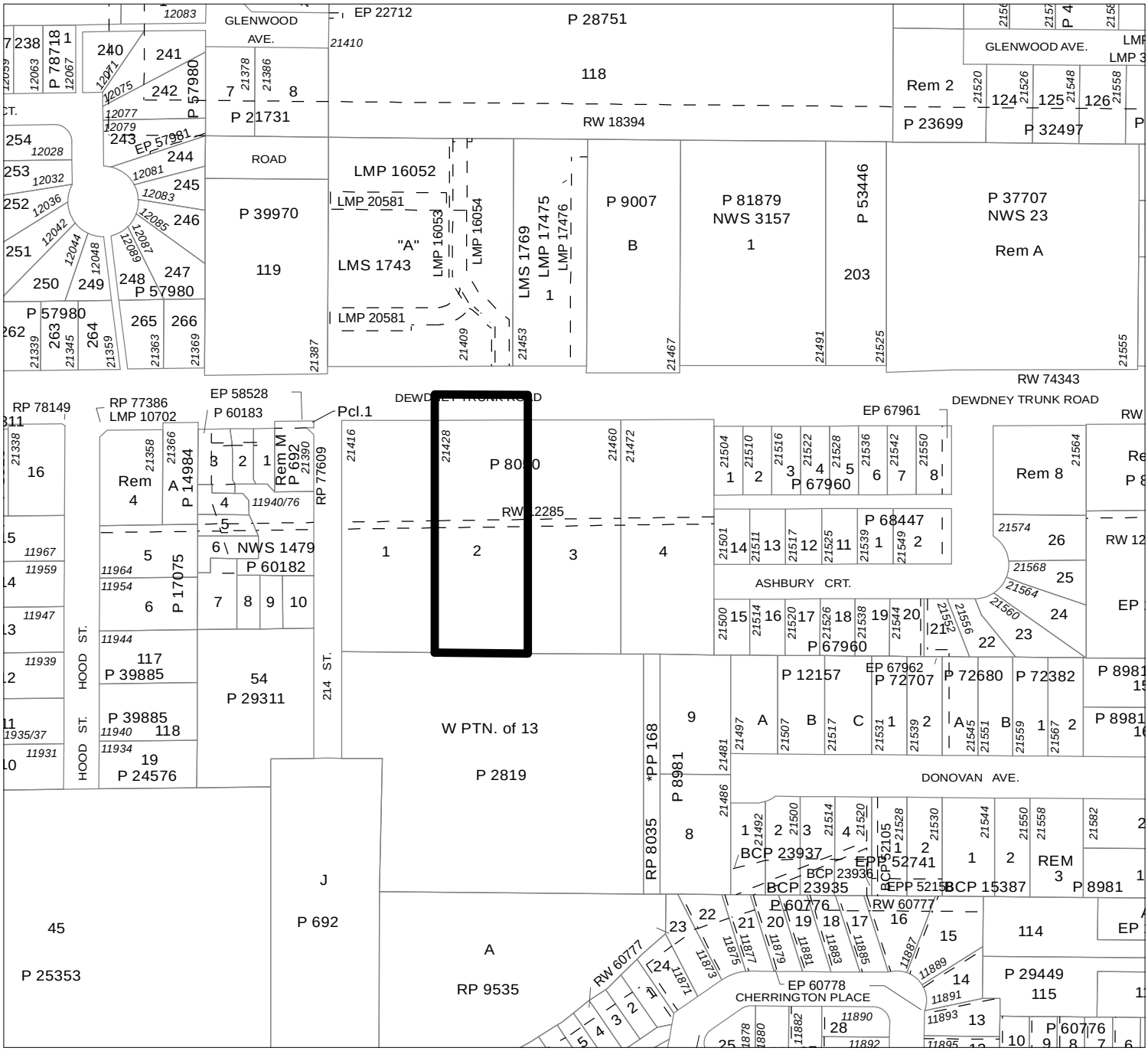
   READ a third time the day of , 20

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

   ADOPTED the day of , 20

_____ _____

PRESIDING MEMBER CORPORATE OFFICER



MAPLE RIDGE ZONE AMENDING

Bylaw No. 7360-2017

Map No. 1721

From: RS-1 (One Family Urban residential)

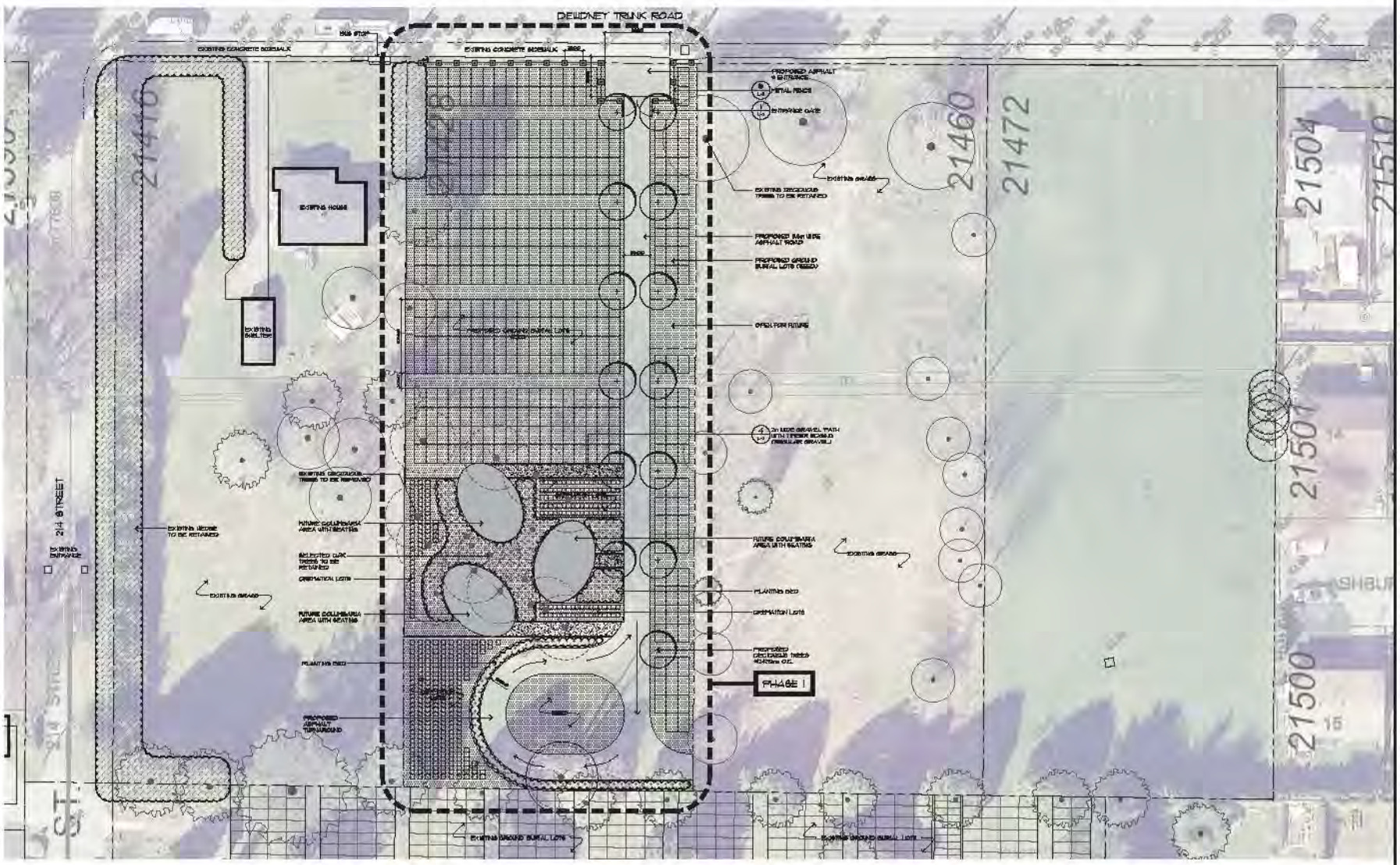
To: P-6 (Civic Institutional)

MAPLE RIDGE
British Columbia

N

SCALE 1:2,500

APPENDIX E


DEWDNEY TRUNK ROAD
214 STREET
21410
21460
21472
21504
21507
21500
EXISTING HOUSE
EXISTING SHELTER
EXISTING CONCRETE SIDEWALK
PROPOSED ASPHALT ENTRANCE
METAL FENCE
ENTRANCE GATE
EXISTING GRASS
EXISTING DECIDUOUS TREES TO BE RETAINED
PROPOSED 5.5m WIDE ASPHALT ROAD
PROPOSED GROUND BURIAL LOTS (TYPICAL)
OPEN FOR FUTURE
PROPOSED GROUND BURIAL LOTS
2m WIDE GRAVEL PATH WITH 150mm DEEP SCALED PARTICLE GRAVEL
EXISTING DECIDUOUS TREES TO BE REMOVED
FUTURE COLUMBARIA AREA WITH SEATING
EXISTING HEDGE TO BE RETAINED
DELIMITED OAK TREES TO BE RETAINED
CREMATION LOTS
PLANTING BED
FUTURE COLUMBARIA AREA WITH SEATING
PROPOSED DECIDUOUS TREES (EXISTING O.C.)
PHASE 1
PROPOSED ASPHALT TURNAROUND
EXISTING GROUND BURIAL LOTS
EXISTING GROUND BURIAL LOTS
NOTE
THE LOCATION OF EXISTING TREES IS BASED ON AERIAL PHOTOS
LEGEND
PROPERTY LINE
NEW FENCE
CREMATION LOTS (SEAMLESS SLA)
GROUND BURIAL LOTS (SEAMLESS SLA)
SOD
PARTIALLY GRAVEL WITH TIMBER EDGING
EXISTING HEDGE TO REMAIN
PLANTING BED
FUTURE COLUMBARIA AREA WITH SEATING
EXISTING TREE TO BE REMOVED
EXISTING DECIDUOUS TREE TO BE RETAINED
EXISTING CONIFEROUS TREE TO BE RETAINED
PROPOSED DECIDUOUS TREE
LANDSCAPE PLAN-PHASE 1
SCALE 1 : 350
CRAVEN/HUSTON/POWERS ARCHITECTS
ARCHITECTURE AND LANDSCAPE ARCHITECTURE
9355 YOUNG ROAD, CHILLIWACK B.C., V2P 4S3 TEL: 793-9445
PROJECT NAME:
MAPLE RIDGE CEMETERY EXPANSION
21404 Dewdney Trunk Rd Maple Ridge, BC
DRAWING NAME:
ISSUED FOR REVIEW
NO. REVISION / ISSUE DATE
1 REVISED FOR COMMENT 17.06.06
2 REVISED FOR REVIEW 17.06.08
3
PROJECT NUMBER: 17093
SCALE: 1:350
DATE: 20 - 17.06.08
DRAWN: CD
L-1
1 OF 2

1000 Bylaws

CITY OF MAPLE RIDGE

BYLAW NO. 7369-2017

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

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

AND WHEREAS it is deemed expedient to amend Schedule "A", Chapter 10.2 Albion Area Plan, Schedule 1: Albion Area Plan, and Schedule "C" of the Official Community Plan;

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

1. This Bylaw may be cited for all purposes as "Maple Ridge Official Community Plan Amending Bylaw No. 7369-2017

2. Schedule "A", Chapter 10.2 Albion Area Plan, Schedule 1: Albion Area Plan is hereby amended for that parcel or tract of land and premises known and described as:

   Lot 3 Section 10 Township 12 New Westminster District Plan 10921
   Lot 4 Section 10 Township 12 New Westminster District Plan 10921
   Lot 9 Section 10 Township 12 New Westminster District Plan 14750

   and outlined in heavy black line on Map No. 952, a copy of which is attached hereto and forms part of this Bylaw, is hereby amended as shown.

3. Schedule "C" is hereby amended for that parcel or tract of land and premises known and described as:

   Lot 3 Section 10 Township 12 New Westminster District Plan 10921
   Lot 4 Section 10 Township 12 New Westminster District Plan 10921
   Lot 9 Section 10 Township 12 New Westminster District Plan 14750

   and outlined in heavy black line on Map No. 963, a copy of which is attached hereto and forms part of this Bylaw, is hereby amended by adjusting the Conservation boundary.

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

READ a first time the 24th day of October, 2017.

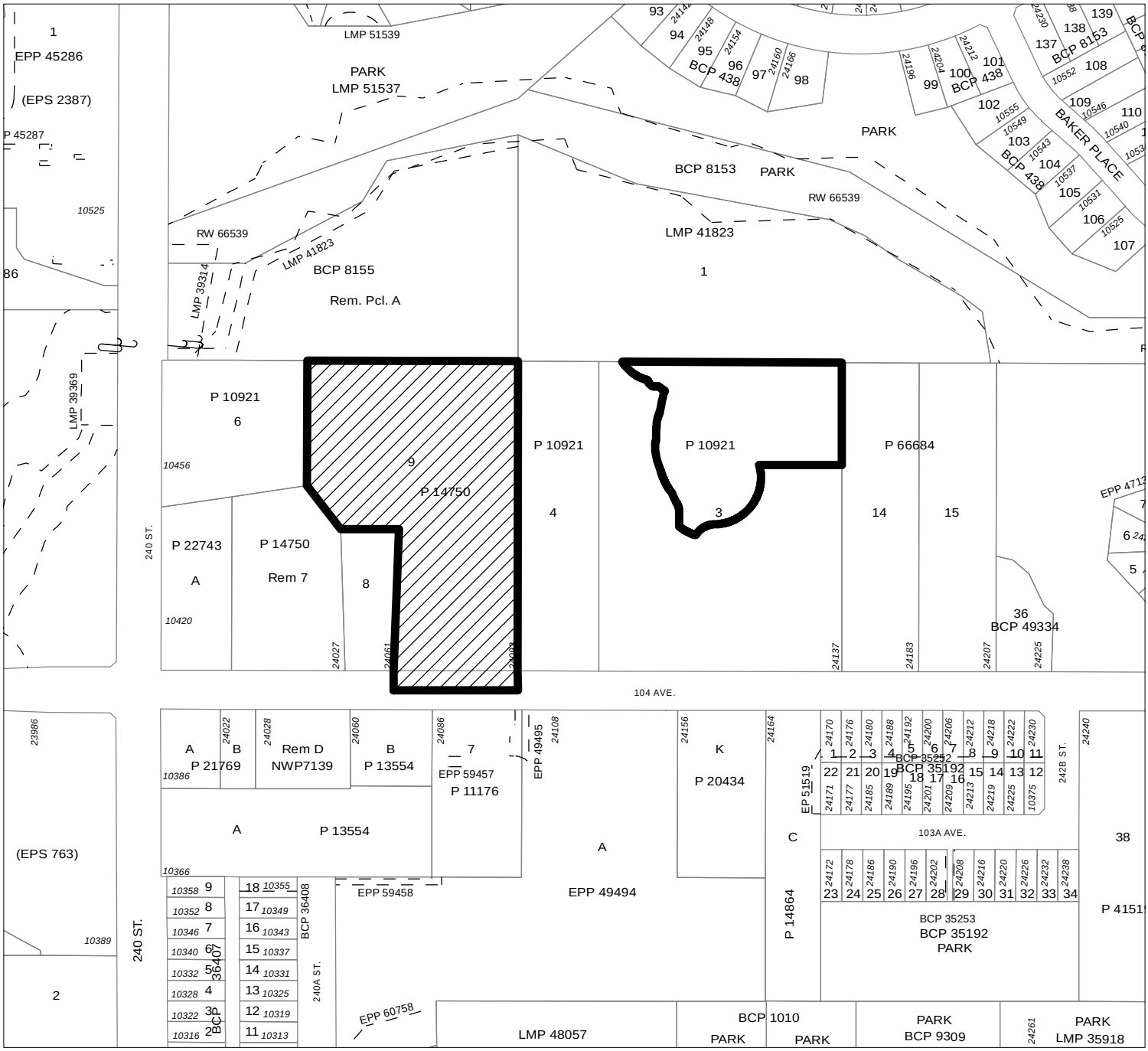
READ a second time the 24th day of October, 2017.

PUBLIC HEARING held the 21st day of November, 2017.

READ a third time the day of , 20 .

ADOPTED the day of , 20 .

PRESIDING MEMBER	CORPORATE OFFICER



MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7369-2017

Map No. 952

Purpose: To Amend Albion Area Plan Schedule 1

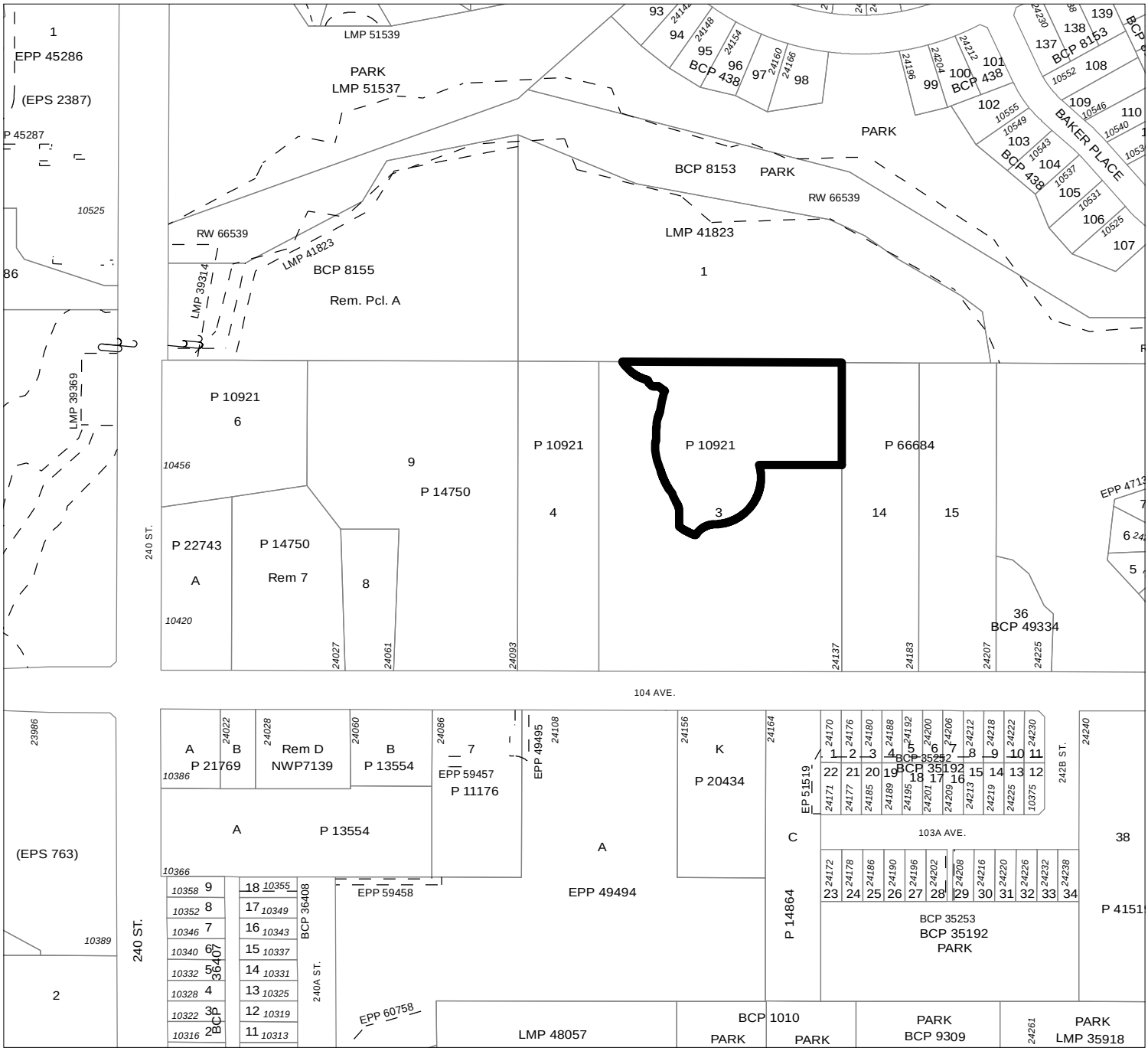
From: Medium Density Residential and Institutional

To: Institutional Conservation

MAPLE RIDGE
British Columbia

N

SCALE 1:3,000



MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7369-2017

Map No. 963

Purpose: To Amend Schedule C as shown

To Add to Conservation

MAPLE RIDGE
British Columbia

N

SCALE 1:3,000

CITY OF MAPLE RIDGE

BYLAW NO. 7364-2017

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

---

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

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7364-2017."

2. That PART 2 INTERPRETATION, ASSEMBLY USE definition is amended by replacing with the following: a use providing for the assembly of persons for charitable, philanthropic, cultural, entertainment uses, public transportation depots, or private educational purposes; includes auditoriums, youth centres, social halls, community centres, group camps, theatres, private schools, kindergartens, and child care centres.

3. Those parcel (s) or tract (s) of land and premises known and described as:

   Lot 3 Section 10 Township 12 New Westminster District Plan 10921
   Lot 4 Section 10 Township 12 New Westminster District Plan 10921
   Lot 9 Section 10 Township 12 New Westminster District Plan 14750

   and outlined in heavy black line on Map No. 1725 a copy of which is attached hereto and forms part of this Bylaw, are hereby rezoned to P-1 (Park and School).

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

   READ a first time the 24th day of October, 2017.

   READ a second time the 24th day of October, 2017.

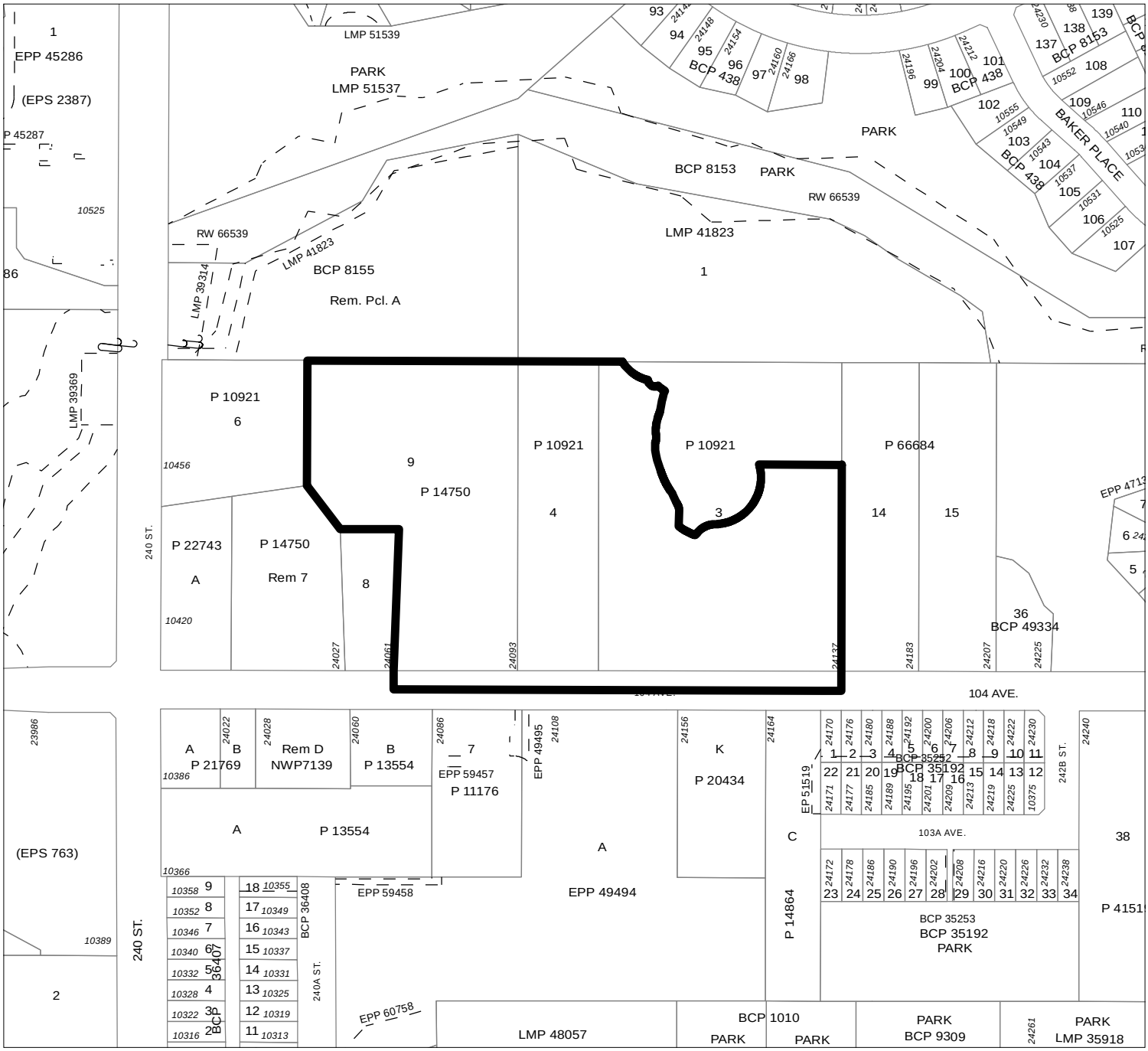
   PUBLIC HEARING held the 21st day of November, 2017.

   READ a third time the day of , 20

   ADOPTED the day of , 20

PRESIDING MEMBER

CORPORATE OFFICER



MAPLE RIDGE ZONE AMENDING

Bylaw No. 7364-2017

Map No. 1725

From: RS-3 (One Family Rural Residential)
RS-2 (One Family Suburban Residential)

To: P-1 (Park and School)

MAPLE RIDGE
British Columbia

N

SCALE 1:3,000

CITY OF MAPLE RIDGE
BYLAW NO. 7383-2017

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

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

AND WHEREAS it is deemed expedient to amend Schedules "B" & "C" to the Official Community Plan;

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

1. This Bylaw may be cited for all purposes as "Maple Ridge Official Community Plan Amending Bylaw No. 7383-2017

2. Schedule "B" is hereby amended for that parcel or tract of land and premises known and described as:

   Lot 1 District Lot 276 Group 1 New Westminster District Plan 80156

   and outlined in heavy black line on Map No. 955, a copy of which is attached hereto and forms part of this Bylaw, is hereby designated/amended as shown.

2. Schedule “C” is hereby amended for that parcel or tract of land and premises known and described as:

   Lot 1 District Lot 276 Group 1 New Westminster District Plan 80156

   and outlined in heavy black line on Map No. 956, a copy of which is attached hereto and forms part of this Bylaw, is hereby amended by adding Conservation.

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

   READ a first time the 24th day of October, 2017.

   READ a second time the 24th day of October, 2017.

   PUBLIC HEARING held the 21st day of November, 2017.

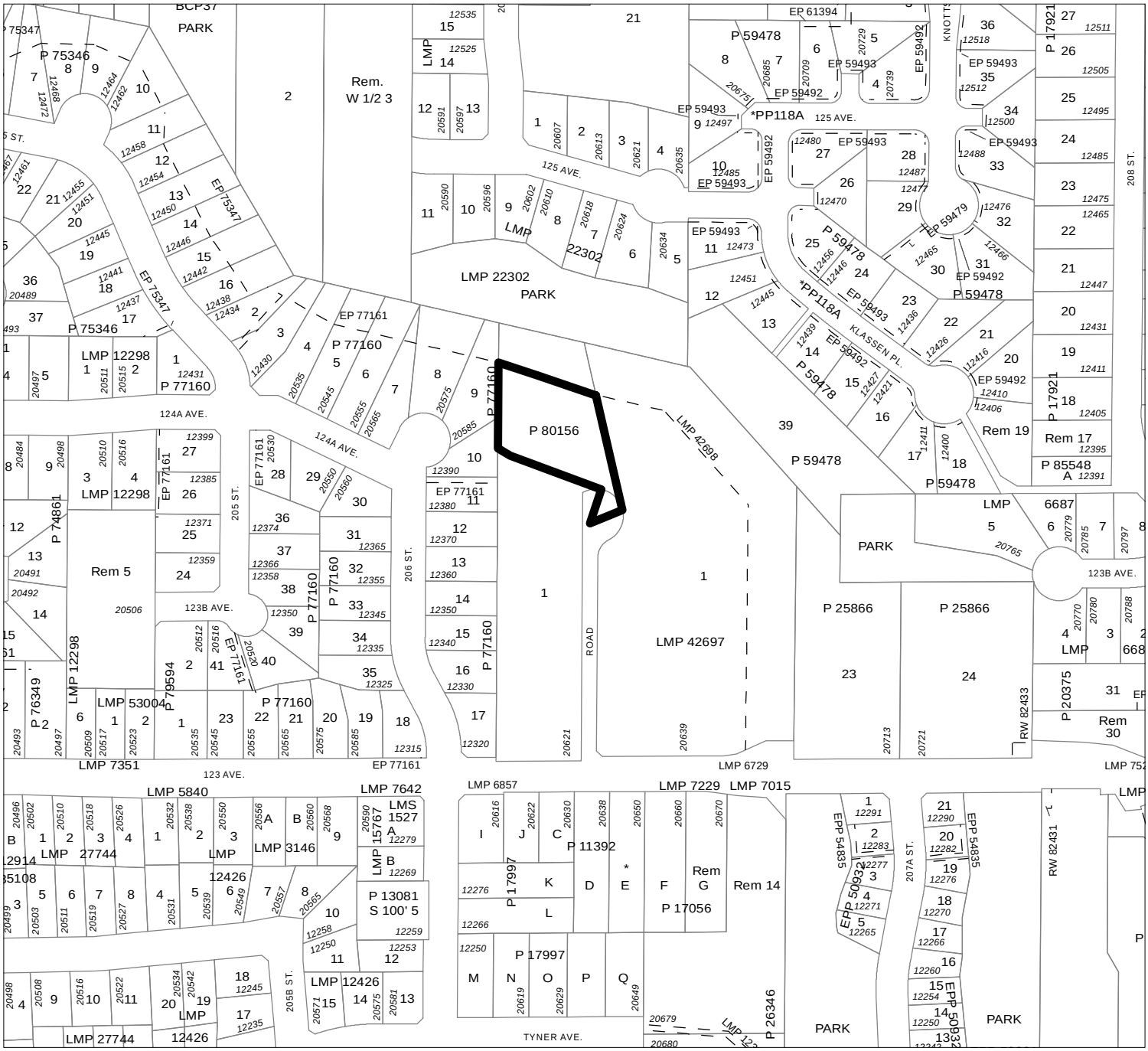
   READ a third time the day of , 20

   ADOPTED the day of , 20 .

_____ _____

PRESIDING MEMBER CORPORATE OFFICER

1002.1



MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7383-2017

Map No. 955

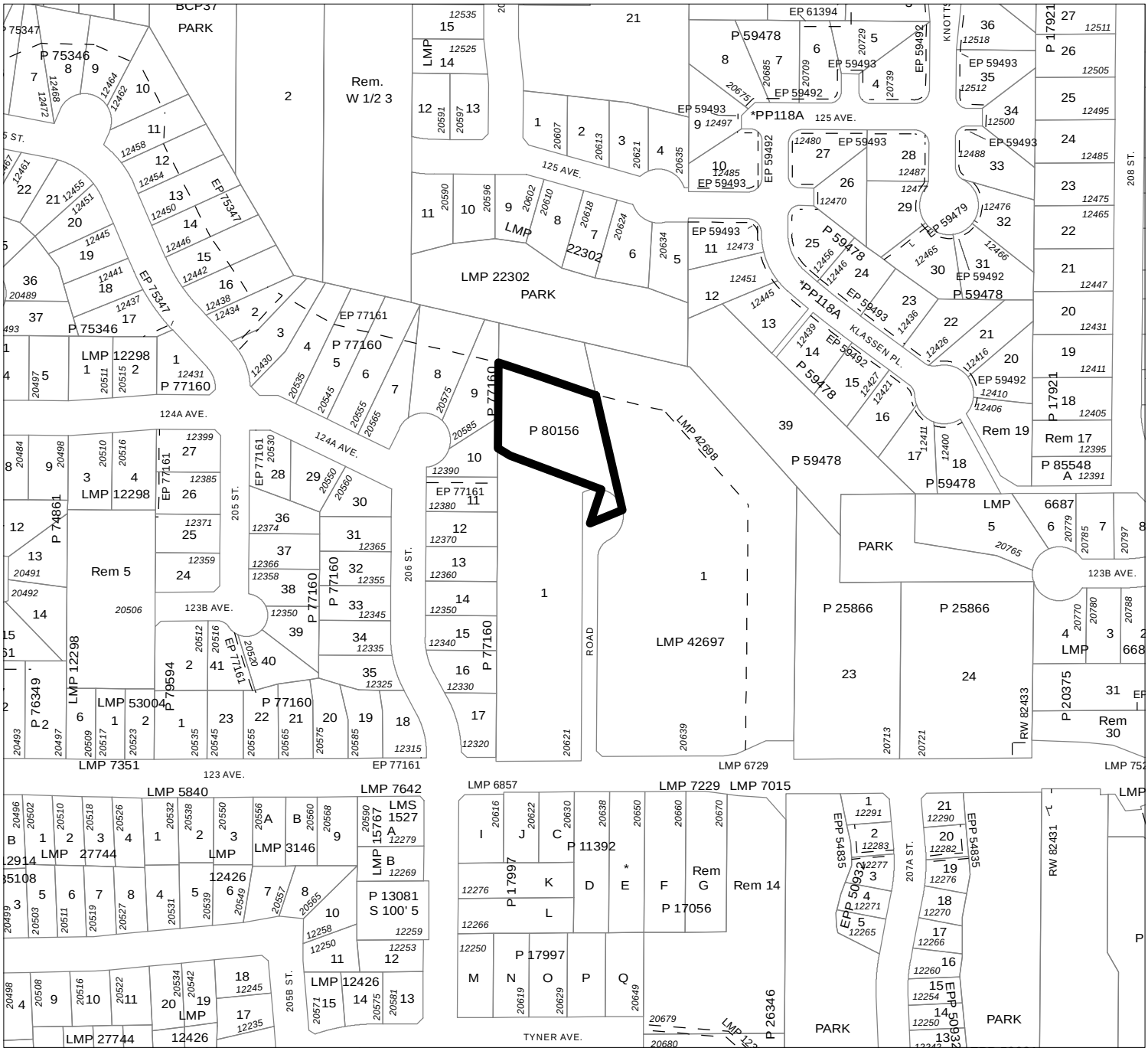
From: Urban Residential

To: Conservation

MAPLE RIDGE
British Columbia

N

SCALE 1:3,000



MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7383-2017

Map No. 956

Purpose: To Amend Schedule C as shown

Add to Conservation

MAPLE RIDGE
British Columbia

N

SCALE 1:3,000

CITY OF MAPLE RIDGE

BYLAW NO. 7193-2015

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

---

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

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7193-2015."

2. That parcel or tract of land and premises known and described as:

   Lot 1 District Lot 276 Group 1 New Westminster District Plan 80156

   and outlined in heavy black line on Map No. 1651 a copy of which is attached hereto and forms part of this Bylaw, is hereby rezoned to RS-1b (One Family Urban (Medium Density) Residential).

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

   READ a first time the 12th day of January, 2016.

   READ a second time the 24th day of October, 2017.

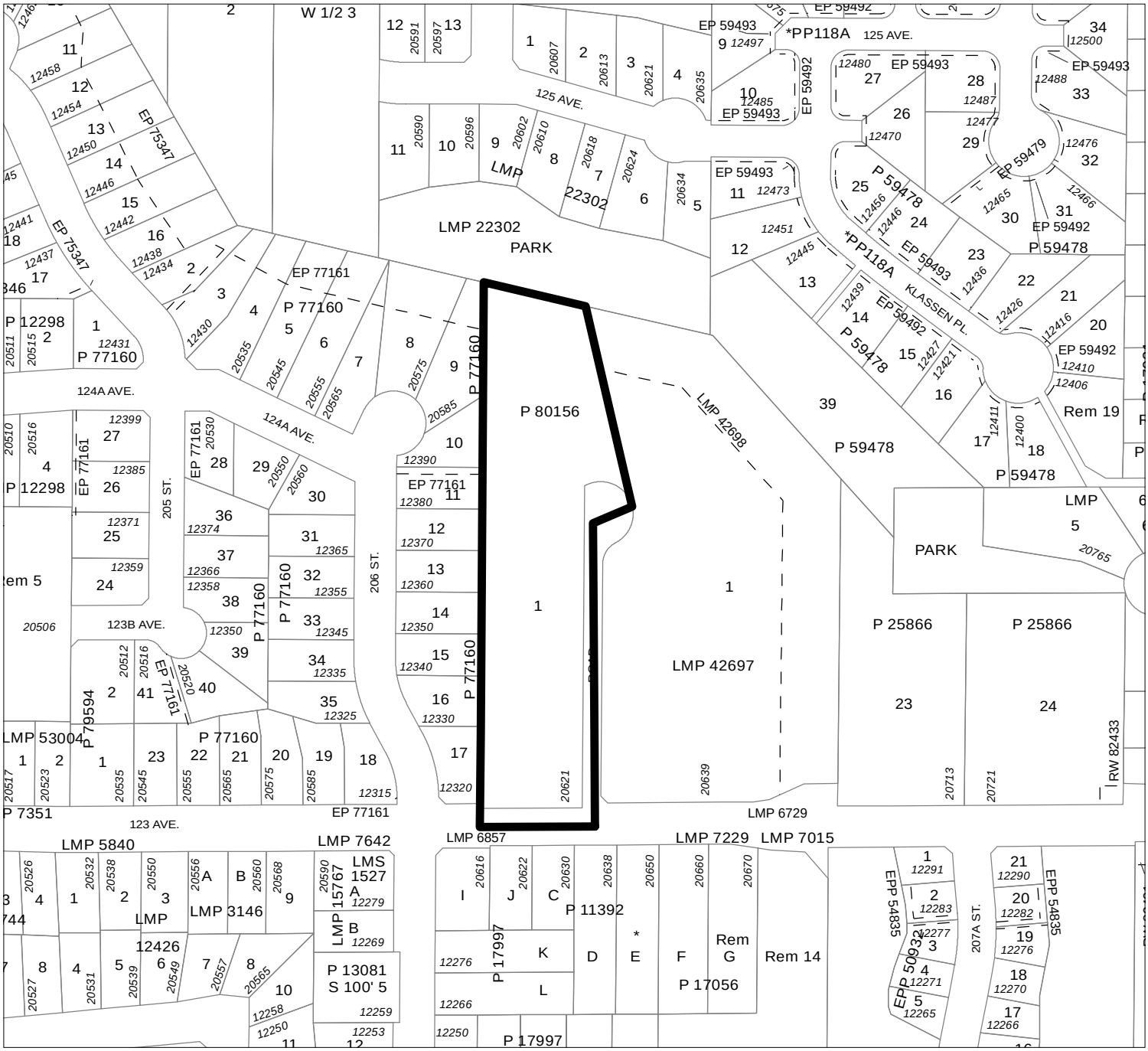
   PUBLIC HEARING held the 21st day of November, 2017.

   READ a third time the day of , 20

   ADOPTED the day of , 20

_____ _____

PRESIDING MEMBER CORPORATE OFFICER



MAPLE RIDGE ZONE AMENDING

Bylaw No. 7193-2015

Map No. 1651

From: RS-3 (One Family Rural Residential)

To: RS-1b (One Family Urban (Medium Density) Residential)

MAPLE RIDGE
British Columbia

N

SCALE 1:2,500

CITY OF MAPLE RIDGE
BYLAW NO. 7396-2017

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

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

AND WHEREAS it is deemed expedient to amend Schedules "A" & "C" to the Official Community Plan;

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

1. This Bylaw may be cited for all purposes as "Maple Ridge Official Community Plan Amending Bylaw No. 7396-2017."

2. Schedule "A", Chapter 10.2 Albion Area Plan, Schedule 1: Albion Area Plan is hereby amended for that parcel or tract of land and premises known and described as:

   Lot 1 Section 15 Township 12 New Westminster District Plan 22347
   Lot 2 Section 15 Township 12 New Westminster District Plan 22347

   and outlined in heavy black line on Map No. 958, a copy of which is attached hereto and forms part of this bylaw, are hereby designated as shown.

3. Schedule “C” is hereby amended for that parcel or tract of land and premises known and described as:

   Lot 1 Section 15 Township 12 New Westminster District Plan 22347
   Lot 2 Section 15 Township 12 New Westminster District Plan 22347

   and outlined in heavy black line on Map No. 959, a copy of which is attached hereto and forms part of this Bylaw, is hereby amended by adding Conservation.

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

READ a first time the 24th day of October, 2017.

READ a second time the 24th day of October, 2017.

PUBLIC HEARING held the 21st day of November, 2017.

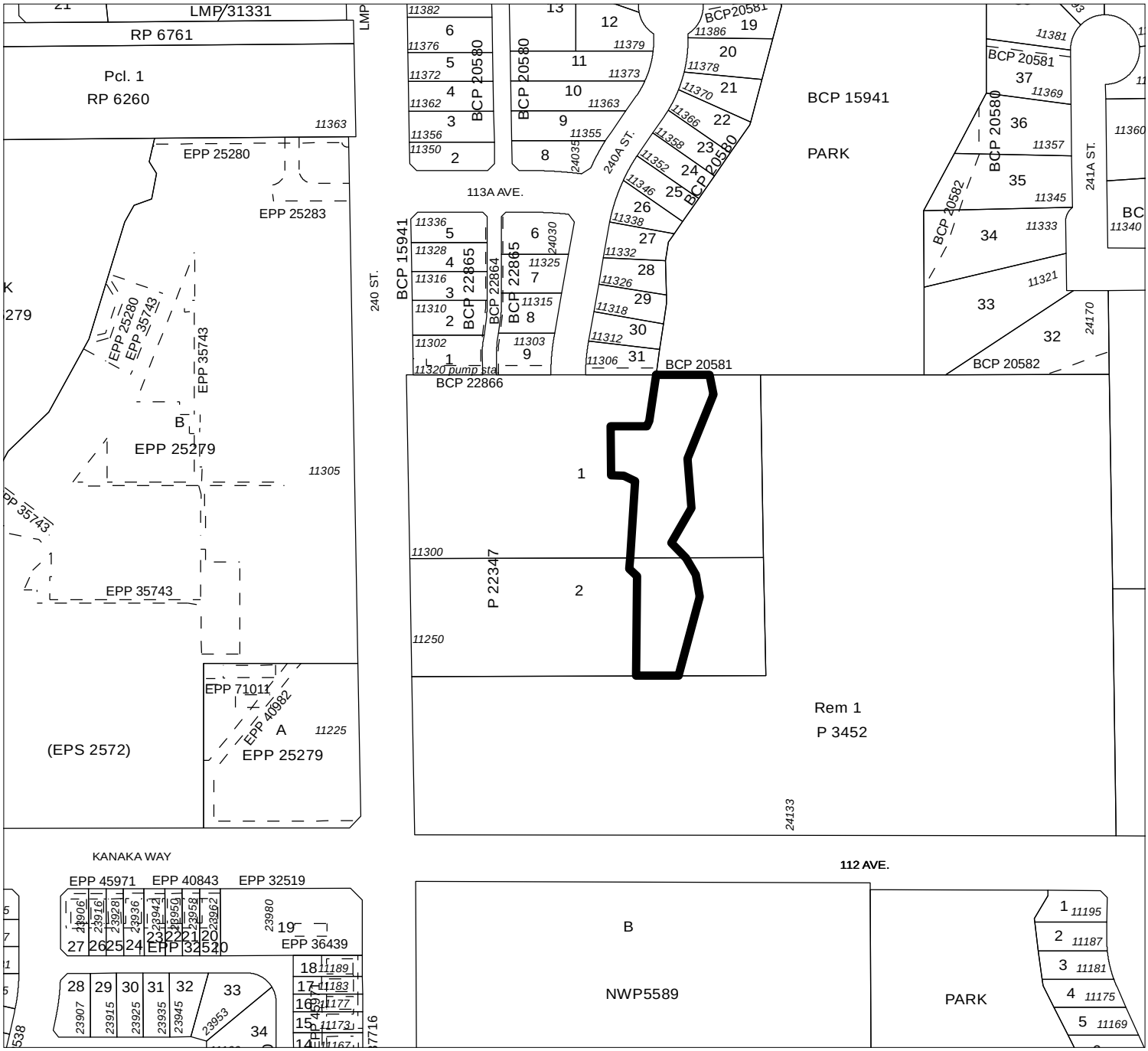
READ a third time the day of , 20 .

ADOPTED the day of , 20 .

PRESIDING MEMBER

CORPORATE OFFICER

1003.1



MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7396-2017

Map No. 958

Purpose To Amend Albion Area Plan Schedule 1

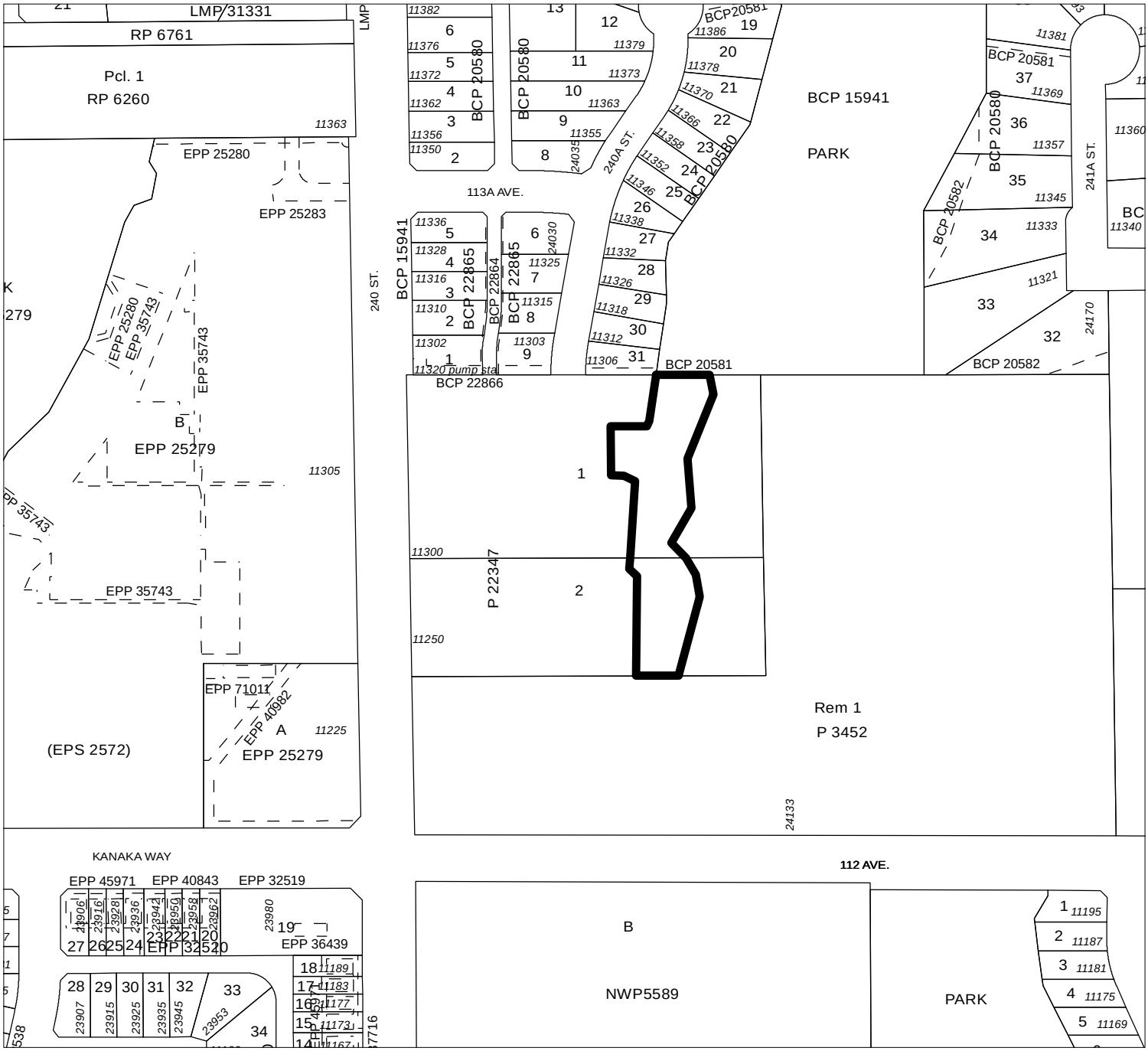
From: Medium Density Residential

To: Conservation

MAPLE RIDGE
British Columbia

N

SCALE 1:2,500



MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7396-2017

Map No. 959

Purpose To amend Schedule C as shown

To Add to Conservation

MAPLE RIDGE
British Columbia

N

SCALE 1:2,500

CITY OF MAPLE RIDGE

BYLAW NO. 7287-2016

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

---

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

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7287-2016."

2. Those parcel (s) or tract (s) of land and premises known and described as:

   Lot 1 Section 15 Township 12 New Westminster District Plan 22347
   Lot 2 Section 15 Township 12 New Westminster District Plan 22347

   and outlined in heavy black line on Map No. 1696 a copy of which is attached hereto and forms part of this Bylaw, are hereby rezoned to RM-1 (Townhouse Residential), R-2 (Urban Residential District).

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

READ a first time the 25th day of October, 2016.

READ a second time the 24th day of October, 2017.

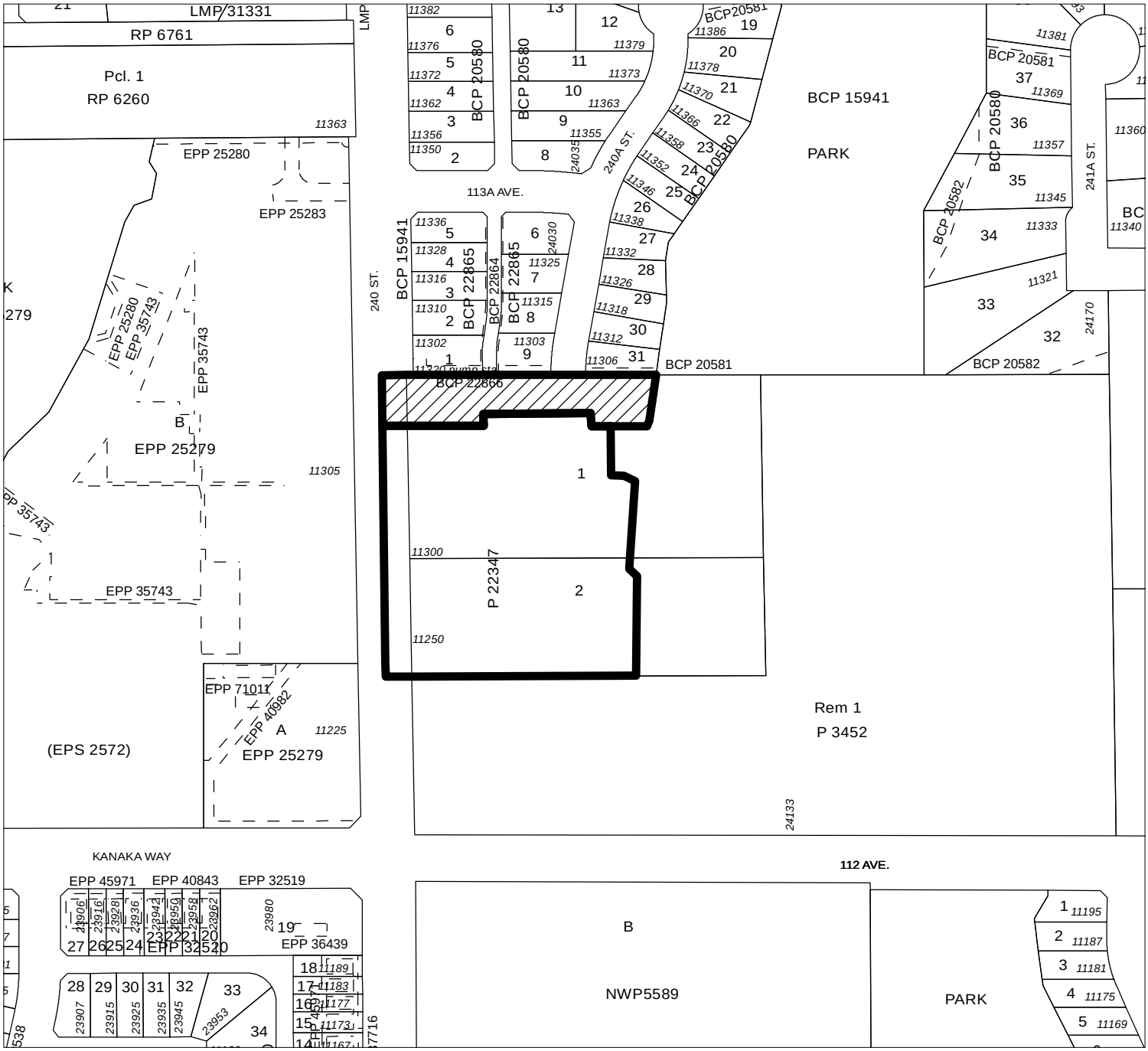
PUBLIC HEARING held the 21st day of November, 2017.

READ a third time the day of , 20

ADOPTED the day of , 20

PRESIDING MEMBER

CORPORATE OFFICER



MAPLE RIDGE ZONE AMENDING

Bylaw No. 7287-2016

Map No. 1696

From: RS-3 (One Family Rural Residential)

To: RM-1 (Townhouse Residential)

R-2 (Urban Residential District)

MAPLE RIDGE
British Columbia

N

SCALE 1:2,500

CITY OF MAPLE RIDGE

BYLAW NO. 7257-2016

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

---

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

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7257-2016."

2. That parcel or tract of land and premises known and described as:

   South Half Lot 1 Section 16 Township 12 New Westminster District Plan 1676

   and outlined in heavy black line on Map No. 1681 a copy of which is attached hereto and forms part of this Bylaw, is hereby rezoned to C-2 (Community Commercial).

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

   READ a first time the 12th day of July, 2016.

   READ a second time the 24th day of October, 2017.

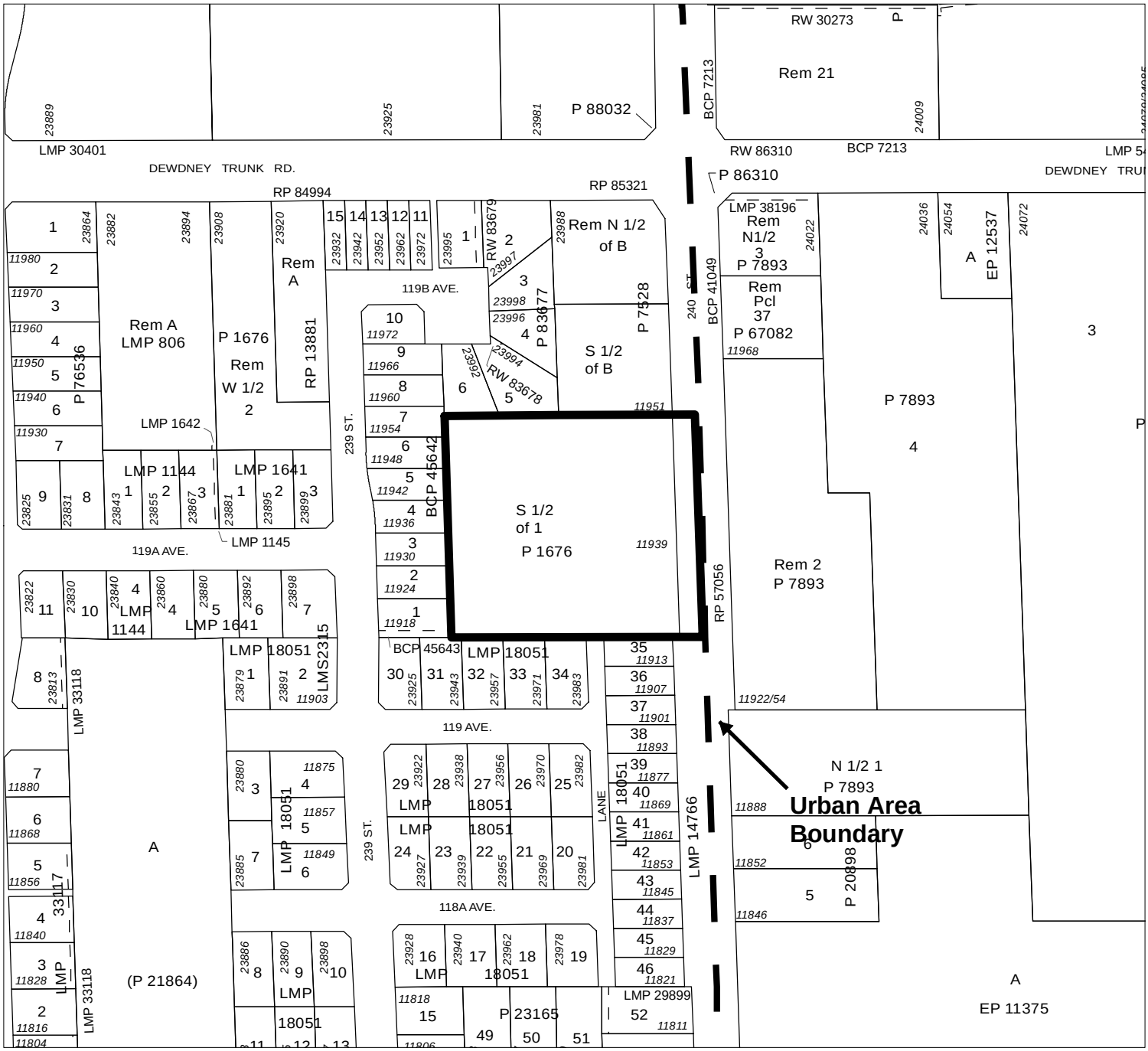
   PUBLIC HEARING held the 21st day of November, 2017.

   READ a third time the day of , 20

   ADOPTED the day of , 20

_____ _____

PRESIDING MEMBER CORPORATE OFFICER



MAPLE RIDGE ZONE AMENDING

Bylaw No. 7257-2016

Map No. 1681

From: CS-1 (Service Commercial)

To: C-2 (Community Commercial)

MAPLE RIDGE
British Columbia

— — Urban Area Boundary

N

SCALE 1:2,500

MAPLE RIDGE
British Columbia
mapleridge.ca

City of Maple Ridge

TO:	Her Worship Mayor Nicole Read and Members of Council	**MEETING DATE:**	November 28, 2017
		FILE NO:	2017-066-RZ
FROM:	Chief Administrative Officer	**MEETING:**	Council

SUBJECT: **Repeal Zone Amending Bylaw No. 7314-2017;**
Zone Amending Bylaw No. 7322-2017
First Reading;
21241 Wicklund Avenue

Tree Protection Amending Bylaw No. 7314-2017
Final Reading

EXECUTIVE SUMMARY:

A duplicate Bylaw Number was mistakenly used for two different files, resulting in the need to repeal one and assign a new Bylaw number. Specifically, Rezoning Application 2017-066-RZ for property at 21241 Wicklund Avenue and Maple Ridge Tree Protection Amending Bylaw were both drafted using Bylaw No. 7314-2017. As a result, to correct this, staff have prepared an administrative amendment that will repeal Zone Amending Bylaw No. 7314-2017 (which was previously granted first reading) and replace, and grant first reading to a new Zone Amending Bylaw No. 7322-2017. Maple Ridge Tree Protection Bylaw No. 7314-2017 will remain unchanged, and is recommended to be adopted.

RECOMMENDATIONS:

1. **That Zone Amending Bylaw No. 7314-2017 be repealed; and**
2. **That Zone Amending Bylaw No. 7322-2017 be given first reading;**
3. **That Tree Protection Amending Bylaw No. 7314-2017 be adopted.**

DISCUSSION:

a) Background Context:

The purpose of this report is for Council to consider an administrative amendment that has been prepared to correct duplicate Bylaw numbers that were mistakenly used for two different files. Specifically Zone Amending Bylaw 7314-2017 was granted first Reading for property at 21241 Wicklund Avenue and Tree Protection Amending Bylaw No. 7314-2017 was granted three readings. Details of those applications are as follows:

<u>2017-066-RZ, 21241 Wicklund Avenue</u>
An application has been received to rezone property at 21241 Wicklund Avenue from RS-1 (One Family Urban Residential) to RT-1 (Two Family Urban Residential) to permit the development of a duplex. The original Zone Amending Bylaw No. 7314-2017 was granted first reading on April 25,

2017. It is recommended that this Zone Amending Bylaw be repealed, and replaced with new Zone Amending Bylaw No. 7322-2017. It is further recommended that Zone Amending Bylaw No. 7322-2017 be granted first reading.

Maple Ridge Tree Protection Bylaw

On November 14, 2017, Council granted three readings to Tree Protection Bylaw No. 7314-2017. Maple Ridge Tree Amending Bylaw No. 7314-2017 will remain unchanged, and it is recommended that final reading be granted to the Bylaw.

CONCLUSION:

It is recommended that Zone Amending Bylaw No. 7314-2017 be repealed, and Zone Amending Bylaw No.7322-2017 be given first reading. It is also recommended that Tree Protection Amending Bylaw No. 7314-2017 be adopted.

"Original signed by Debbie Pope"

Prepared by: Debbie Pope
Administrative Assistant

"Original signed by Christine Carter"

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

"Original signed by Frank Quinn"

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

"Original signed by Paul Gill"

Concurrence: Paul Gill, CPA, CGA
Chief Administrative Officer

The following appendices are attached hereto:
Appendix A – Zone Amending Bylaw No. 7314-2017
Appendix B – Zone Amending Bylaw No. 7322-2017
Appendix C – Tree Protection Amending Bylaw No. 7314-2017

APPENDIX A

CITY OF MAPLE RIDGE

BYLAW NO. 7314-2017

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

---

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

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7314-2017."

2. That parcel or tract of land and premises known and described as:

   Lot 3 District Lot 242 Group 1 New Westminster District Plan 14112

   and outlined in heavy black line on Map No. 1706 a copy of which is attached hereto and forms part of this Bylaw, is hereby rezoned to RT-1 (Two Family Urban Residential).

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

   READ a first time the 25th day of April, 2017.

   READ a second time the day of , 20

   PUBLIC HEARING held the day of , 20

   READ a third time the day of , 20

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

   ADOPTED the day of , 20

_____ _____

PRESIDING MEMBER CORPORATE OFFICER

APPENDIX B

CITY OF MAPLE RIDGE
BYLAW NO. 7322-2017

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

---

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

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7322-2017."

2. That parcel or tract of land and premises known and described as:

   Lot 3 District Lot 242 Group 1 New Westminster District Plan 14112

   and outlined in heavy black line on Map No. 1706 a copy of which is attached hereto and forms part of this Bylaw, is hereby rezoned to RT-1 (Two Family Urban Residential).

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

   READ a first time the day of , 20

   READ a second time the day of , 20

   PUBLIC HEARING held the day of , 20

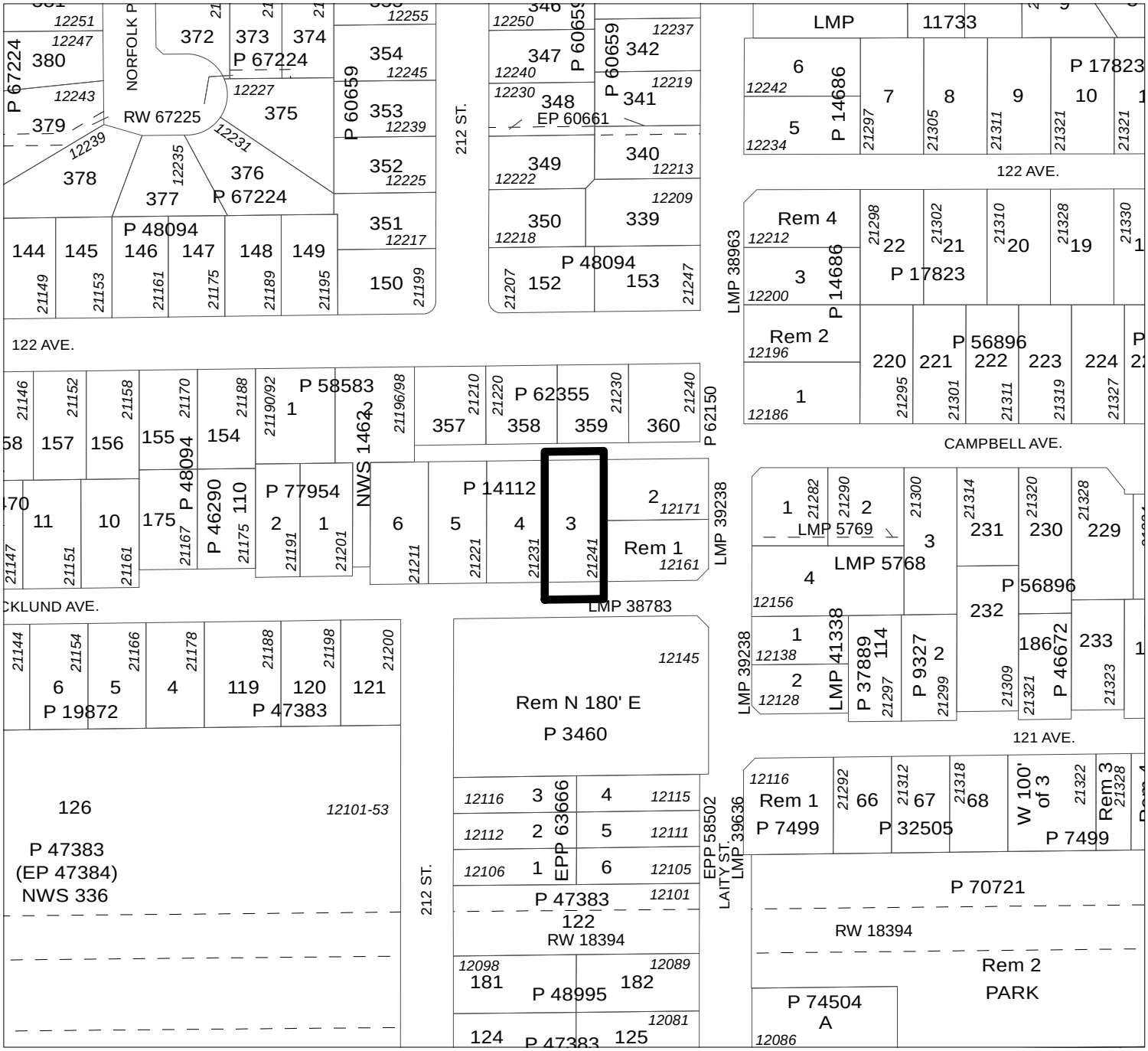
   READ a third time the day of , 20

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

   ADOPTED, the day of , 20

PRESIDING MEMBER

CORPORATE OFFICER



MAPLE RIDGE ZONE AMENDING

Bylaw No. 7322-2017

Map No. 1706

From: RS-1 (One Family Urban Residential)

To: RT-1 (Two Family Urban Residential)

MAPLE RIDGE
British Columbia

N

SCALE 1:2,000

APPENDIX C

CITY OF MAPLE RIDGE
TREE PROTECTION AMENDING BYLAW NO. 7314-2017

A Bylaw to amend the text of Maple Ridge Tree Protection Bylaw No. 7133-2015 as amended.

WHEREAS, it is deemed expedient to amend Maple Ridge Tree Protection Bylaw No. 7133-2015 as amended;

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

1. This Bylaw may be cited as "Maple Ridge Tree Protection Amending Bylaw No. 7314-2017

2. Maple Ridge Tree Protection Bylaw No. 7133-2015 is hereby amended by:

A. Section Three Definitions is hereby amended as follows:

a. The addition of the following in correct Alphabetical order:
"City Tree – any tree of any size located on City owned property, including, but not limited to, Park, boulevard and Rights of Way "

b. That the definition of Permit Tree be amended by the addition of the following sentence after the words "DBH or greater"
"and any size tree in a Conservation Area or on City owned property"

c. That the Definition of Significant Tree be amended by inserting the following after the words "means a tree" and before the words "that is greater…"
"outside of Conservation Areas"

B. Section 5 Exemptions is amended as follows:

a. That Section 5.1 d be deleted in its entirety and be replaced with the following:

"cutting of no more than ten trees, "**excluding alder and poplar species"**, in any twelve month period on parcel greater than half a hectare in the Rural Area; provided that there remains 40 trees per hectare over 20 cm DBH on the parcel; and the trees being cut are not over 70 cm DBH; **and the removals are not for building or development purposes; and not in a protected conservation area."**

b. That the definition of section 5.1.(f) be amended to include the following words…**"or is dead"** after the words "Hazard Tree"

C. Section 6 Permits is amended as follows:

a. That subsection 6.3 is amended by inserting the following after the words "City Clerk".. "…**within thirty days of the date of letter of denial."** and before the words "There is no fee"…

b. The addition of the following item:

6.11 A Permit application is valid for three months from date of application. If required information for the permit application has not been submitted within three months, the application will be closed.

D. Section 9 Replacement Trees is amended as follows:

a. That subsection 9.7 is amended by replacing $425 with **$600** and replace $17,000 with **$24,000**

E. Schedule B Tree Management Plan Requirements

a. That Schedule 'B' Tree Management Plan Requirements in Section 5 entitled Replacement Planting Plan be amended by inserting the following after the words "then replacement trees are required" and before the words "the replacement plan must identify the locations":

"**Replacement trees must be located across proposed lots to equal the 40 trees per hectare ratio for each lot, where possible."**

b. That Schedule 'B Tree Management Plan Section 7 entitled "Calculation of Security" be amended as follows:

replace $425 with **$600** and replace $17,000 with **$24,000**

F. Schedule D Tree Cutting Permit Application

a. That Schedule D title be amended to delete the word 'Cutting' from the title after the word "tree" and before the word "permit" to read "Tree Permit Application".

b. That the deletion of Sections 7 and 8. in their entirety be deleted from Schedule "D" and that the section is renumbered accordingly.

G. Schedule E Replacement Tree Criteria

a. That the Deletion of the table in Schedule "E" Replacement Tree Criteria be deleted in its entirety and be replaced with the following:

"All trees removed from Conservation Areas require replacements. Trees removed from non-Conservation Areas require replacements or Cash in Lieu to achieve 40 trees/hectare ratio."

b. That there is an amendment to Schedule "E" City Tree Fund as follows:

replace $425 with **$600** and replace $17,000 with **$24,000**

c. That section 1 of Schedule "E" be deleted and that the section is renumbered accordingly.

READ a first time the 14th day of November, 2017.

READ a second time the 14th day of November, 2017.

READ a third time the 14th day of November, 2017.

ADOPTED the day of , 2017.

PRESIDING MEMBER	CORPORATE OFFICER

MAPLE RIDGE
British Columbia
mapleridge.ca

City of Maple Ridge

TO:	Her Worship Mayor Nicole Read and Members of Council	**MEETING DATE:**	November 28, 2017
		FILE NO:	2016-240-RZ
FROM:	Chief Administrative Officer	**MEETING:**	COUNCIL

SUBJECT: **Final Reading:**
Official Community Plan Amending Bylaw No. 7342-2017
Zone Amending Bylaw No. 7262-2016

Repeal:
Selkirk Avenue Housing Agreement Bylaw No. 7346-2017
22638 -119 Avenue and 22633 Selkirk Avenue

First; Second and Third Reading
Selkirk Avenue Housing Agreement Bylaw No. 7347-2017
11893 - 11865 - 227th; 22638 - 119 Avenue and 22633 Selkirk Avenue

---

EXECUTIVE SUMMARY:

The purpose of the rezoning is to permit the construction of two, six storey mixed use buildings at 22638 - 119th Avenue and 22633 Selkirk Avenue. In order to achieve the rezoning the following bylaws and motions are required.

Council granted first reading for Zone Amending Bylaw No. 7262-2016 on July 26, 2016. Council granted first and second reading for Official Community Plan Amending Bylaw No.7342-2017 on June 13, 2017 and second reading for Zone Amending Bylaw No.7262-2016 on June 13, 2017. This application was presented at Public Hearing on July 18, 2017, and Council granted third reading on July 25, 2017.

Council also granted a first and second reading of Selkirk Avenue Housing Agreement Bylaw No. 7346-2017 on June 13, 2017. However, this Bylaw must be repealed and replaced with Housing Agreement Bylaw No. 7347-2017 to be consistent with the Sales and Purchase Agreement.

RECOMMENDATION:

That Official Community Plan Amending Bylaw No. 7342-2017 be adopted; and

That Zone Amending Bylaw No. 7262-2016 be adopted; and

That first and seconding readings of Selkirk Avenue Housing Agreement Bylaw No. 7346-2017 be repealed; and

That Selkirk Avenue Housing Agreement Bylaw No. 7347-2017 be given first. second and third readings.

DISCUSSION:

a) Background Context:

Council considered this rezoning application at a Public Hearing held on July 20, 2017. On July 26, 2017 Council granted Third Reading to Official Community Plan Amending Bylaw No. 7342-2017 and Zone Amending Bylaw No. 7262-2016 with the stipulation that the following conditions be addressed:

i) Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;

ii) Approval from the Ministry of Transportation and Infrastructure;

iii) Amendment to Official Community Plan Schedule "A", Chapter 10.4 Town Centre Area Plan, Schedule 1;

iv) Registration of a geotechnical report as a Restrictive Covenant which addresses the suitability of the site for the proposed development;

v) Registration of a Restrictive Covenant which addresses storm/rain water management;

vi) Road dedication and truncation as required;

vii) Registration a Restrictive Covenant for Public Art;

viii) Registration of a Statutory Right-of-Way plan and agreement for public access and emergency access;

ix) Registration of a Reciprocal Cross Access Easement Agreement for vehicles and pedestrians;

x) Registration of a Reciprocal Parking Easement Agreement as maybe necessary;

xi) Registration of a Restrictive Covenant for protecting the Visitor Parking;

xii) Registration of a Covenant tying each required parking stall to a specific unit which prohibits a future Strata Corporation from reducing the number of parking stalls allocated to each unit and that each tandem parking stall is tied to one unit;

xiii) Registration of a Restrictive Covenant that the owner developer or Strata Corporation must provide in the budget the cost to maintain the Statutory Right of Way Area for public access and emergency access;

xiv) If the Director of Waste Management from the Ministry of Environment determines that a site investigation is required based on the submitted Site Profile, a rezoning, development, or development variance permit cannot be approved until a release is obtained for the subject properties;

xv) In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the

subject property. If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site;

xvi) A Traffic Impact Assessment prepared at the sole cost of the proponent to the satisfaction of the City. The findings in the assessment may require the proponent to upgrade infrastructure at their sole cost; and

xvii) Registration of a Housing Agreement in accordance with Section 483 of the Local Government Act and a Restrictive Covenant stating that a minimum of 7 dwelling units will be restricted to rental units consisting of market and non market housing; a minimum of ten percent of the dwelling units will be designed and built to comply with SaferHome Standards, and in accordance with Section 3.8.5 Adaptive Dwelling Units of the British Columbia Building Code as amended; one unit must be fully accessible per the BC Building Code; and the rental units will be in perpetuity.

<u>The following applies to the above:</u>

i. The City of Maple Ridge is currently the owner of the property; therefore the City must enter into the Rezoning Servicing Agreement. The applicant has requested that the agreement be in the form of a phased payment scheme so that payment of the required works and services will be in conjunction with the completion of the purchase of each parcel of land as outlined in the Purchase and Sales Agreement (PSA), save and except phase 2 that has been secured in conjunction with this rezoning. The City of Maple Ridge has received $290,646.00 for the payment of phase 2 security and $24,361.40 for fees. The City will receive the remaining security and fees at the time of completion of the purchase of each subsequent phase. Phase 3 security will be $464,556.00 and the fees paid will be $35,644.05. Phase 4 security will be $146,420.00 and the fees paid will be $7,171.35;

ii. The Housing Agreement will be registered on the title of the subject property and is a charge that will carry when the title of the property is transferred into the applicant's name when the purchases of the properties are completed. (Appendix E);

iii. A single omnibus restrictive covenant has been prepared that includes the following restrictions:
   - Geotechnical Requirements;
   - Storm and rainwater management;
   - Public Art;
   - Protection of Visitor Parking; and
   - Parking Stall assignment for strata unit.

   The City of Maple Ridge is currently the owner of the property; therefore the City must enter into the restrictive covenant. The restrictive covenant will be registered on the titles of the subject properties and are a charge that will carry when the title of the property is transferred into the applicant's name when the purchase of the properties are completed. The restrictive covenant is a charge on the title of the lands in perpetuity;

iv. The Ministry of Transportation and Infrastructure has signed Bylaw 7262-2016;

v. Road dedication has been completed via subdivision plan EPP6549;

vi. Statutory Right of Way has been registered on the title of the properties;

vii. The required easements will be obtained now at the time of completion of the sale of the lands;

viii. The applicant has provided a letter of determination from the Ministry of Environment that in accordance with section 7(1) of the Contaminated Sites Regulations, the Director does not require or intend to order a site investigation under section 41 of the Act;

ix. Letter from applicant's engineer that there is no evidence of underground storage tanks on the subject property; and

x. The applicant's engineer has submitted a Traffic Impact Study which has been accepted by the City.

CONCLUSION:

As the applicant has met Council's conditions, it is recommended that Final Reading be given to Official Community Plan Amending Bylaw No. 7342-2017 and Zone Amending Bylaw No. 7262-2016. It is also recommended that first and second reading of Selkirk Avenue Housing Agreement Bylaw No. 7346-2017 be rescinded and the updated Selkirk Avenue Housing Agreement Bylaw No. 7347-2017 be given first; second and third reading.

"Original signed by Wendy Cooper"

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

"Original signed by Christine Carter"

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

"Original signed by Frank Quinn"

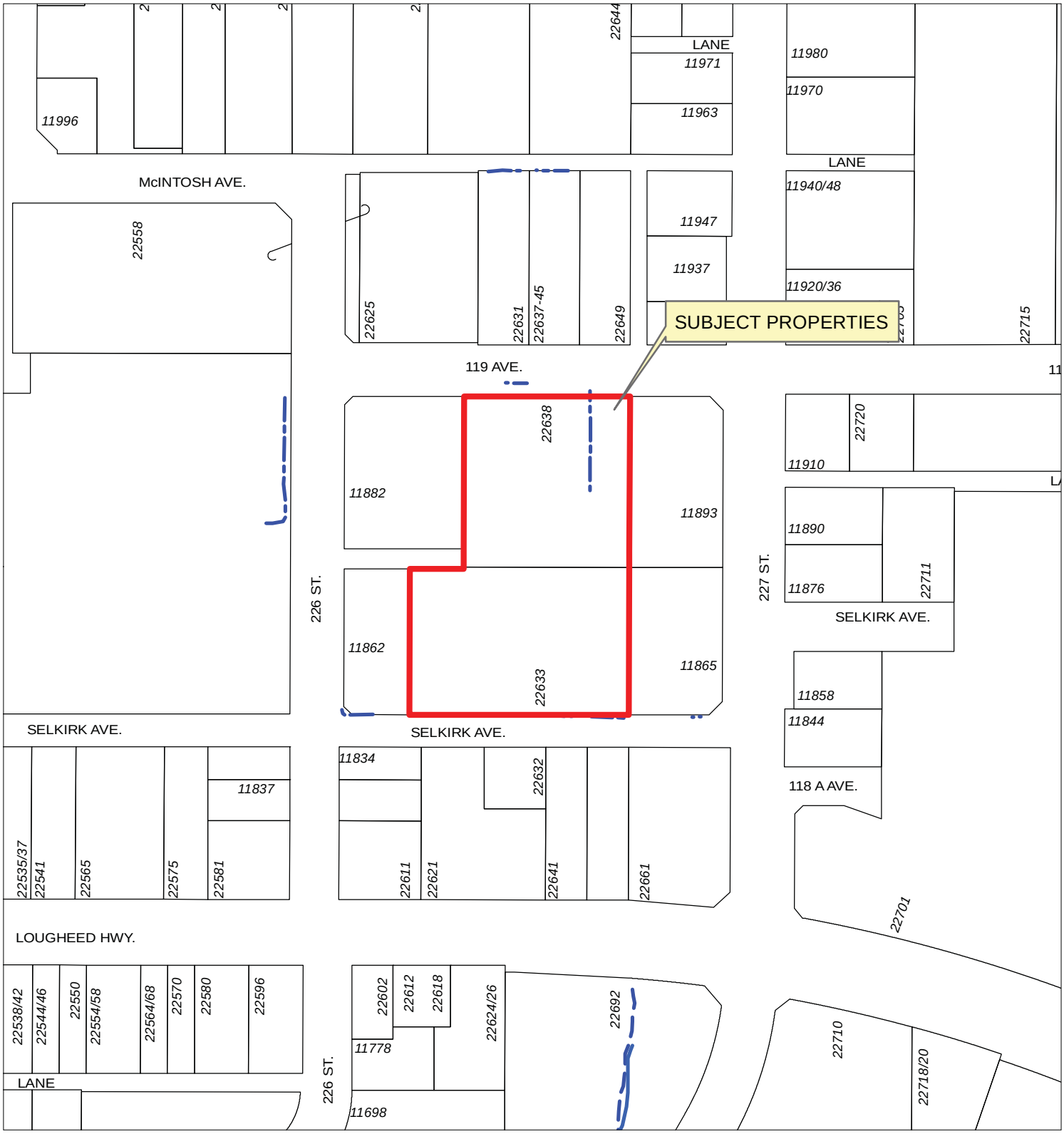
Approved by: Frank Quinn, MBA, P.Eng
GM: Public Works & Development Services

"Original signed by Paul Gill"

Concurrence: Paul Gill, CPA, CGA
Chief Administrative Officer

The following appendices are attached hereto:
Appendix A – Subject Map
Appendix B – Bylaw No. 7342-2017
Appendix C – Bylaw No. 7262-2016
Appendix D – Bylaw No. 7347-2017
Appendix E – Housing Agreement

APPENDIX A



N

Scale: 1:2,000

Legend

- Stream
- Ditch Centreline
- Indefinite Creek

22633 SELKIRK AVENUE
22638 119 AVENUE

PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia
mapleridge.ca

FILE: 2016-240-VP
DATE: Nov 15, 2017
BY: DT

APPENDIX B

CITY OF MAPLE RIDGE
BYLAW NO. 7342-2017

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

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

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

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

1. This Bylaw may be cited for all purposes as "Maple Ridge Official Community Plan Amending Bylaw No. 7342-2017."

2. Schedule "B" is hereby amended for that parcel or tract of land and premises known and described as:

   Lot 2 District Lot 401 Group 1 New Westminster District Plan EPP65496
   Lot 4 District Lot 401 Group 1 New Westminster District Plan EPP65496

   and outlined in heavy black line on Map No. 948, a copy of which is attached hereto and forms part of this Bylaw, is hereby designated/amended as shown.

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

READ a first time the 13th day of June, 2017.

READ a second time the 13th day of June, 2017.

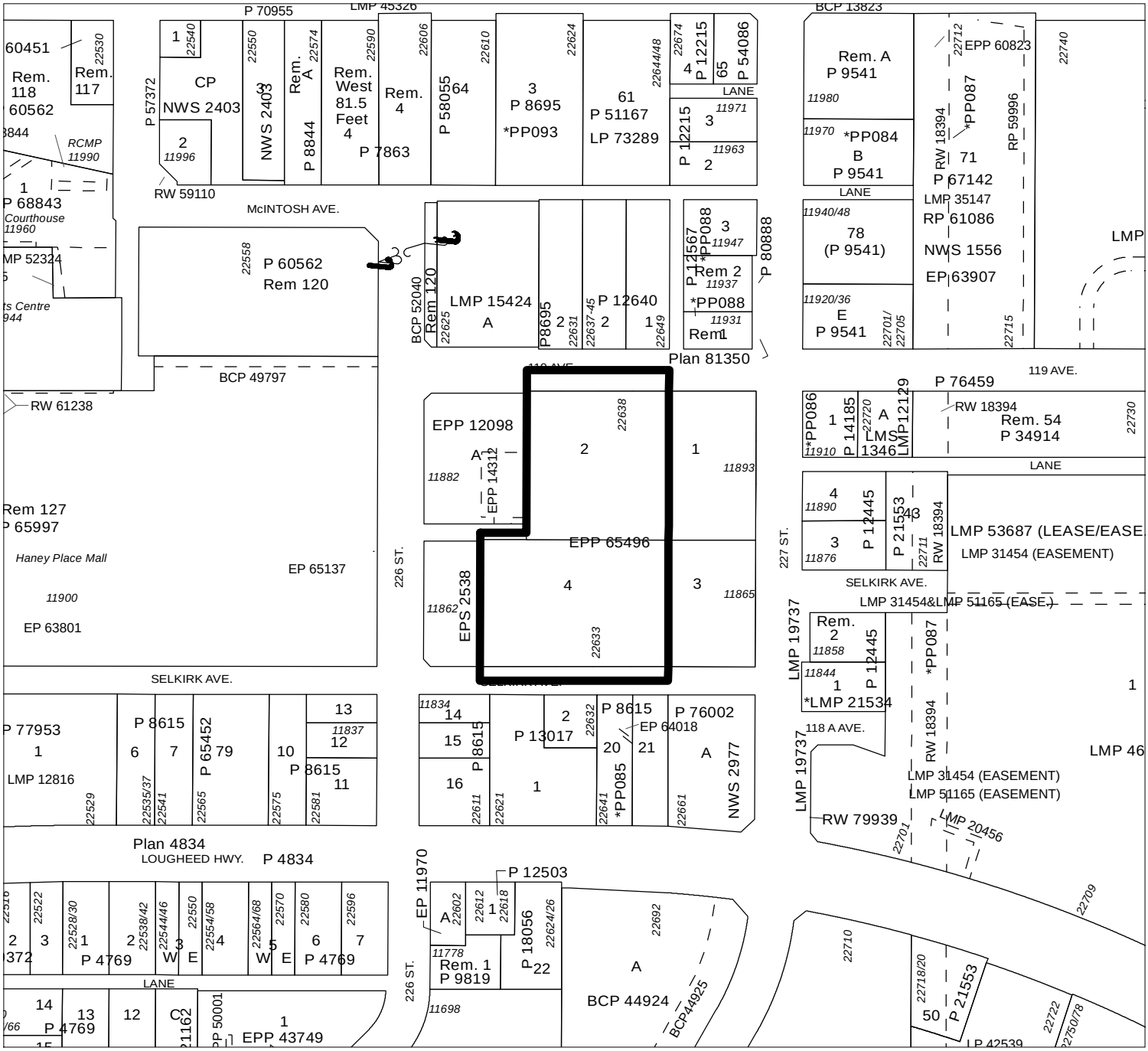
PUBLIC HEARING held the 18th day of July, 2017

READ a third time the 25th day of July, 2017

ADOPTED the day of , 20 .

PRESIDING MEMBER

CORPORATE OFFICER



MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7342-2017

Map No. 948

From: Medium and High-Rise Apartment

To: Town Centre Commercial

MAPLE RIDGE
British Columbia

N

SCALE 1:2,500

APPENDIX C

CITY OF MAPLE RIDGE

BYLAW NO. 7262-2016

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

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

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7262-2016."

2. Those parcel (s) or tract (s) of land and premises known and described as:

   Lot 2 District Lot 401 Group 1 New Westminster District Plan EPP65496
   Lot 4 District Lot 401 Group 1 New Westminster District Plan EPP65496

   and outlined in heavy black line on Map No. 1685 a copy of which is attached hereto and forms part of this Bylaw, are hereby rezoned to C-3 (Town Centre Commercial).

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

   READ a first time the 13th day of June, 2016

   READ a second time the 13th day of June, 2017

   PUBLIC HEARING held the 18th day of July , 2017

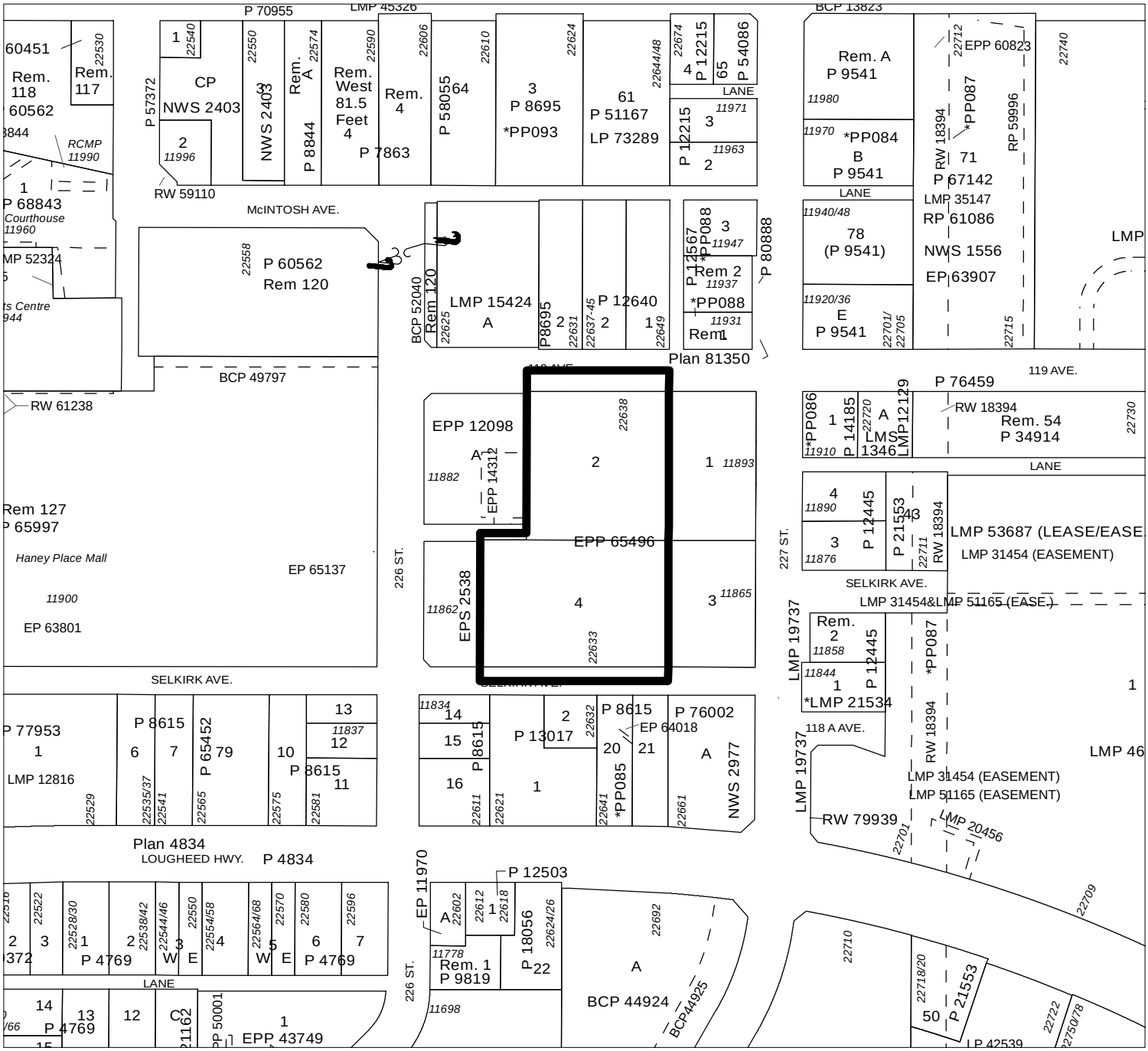
   READ a third time the 25th day of July, 2017

   APPROVED by the Ministry of Transportation and Infrastructure this 18th day of October, 2017

   ADOPTED the day of , 20

_____ _____

PRESIDING MEMBER CORPORATE OFFICER



MAPLE RIDGE ZONE AMENDING

Bylaw No. 7262-2016

Map No. 1685

From: RS-1 (One Family Urban Residential)

To: C-3 (Town Centre Commercial)

MAPLE RIDGE
British Columbia

N

SCALE 1:2,500

APPENDIX D

CITY OF MAPLE RIDGE
BYLAW NO. 7347-2017

A Bylaw to authorize the City of Maple Ridge to enter into a Housing Agreement for 11893 227 Street; 11865 227 Street; 22638 119 Avenue and 22633 Selkirk Avenue.

WHEREAS, pursuant to Section 483 of the *Local Government Act*, R.S.B.C. 2015, c. 1, as amended, Council may, by bylaw, enter into a housing agreement under that Section.

AND WHEREAS, the Municipal Council of the City of Maple Ridge, and Falcon Village Development Ltd. (BC1106837) wishes to enter into a Housing Agreement for the subject properties at 11893 227 Street; 11865 227 Street; 22638 119 Avenue and 22633 Selkirk Avenue;

NOW THEREFORE, the Municipal Council of the City of Maple Ridge, in open meeting assembled, **ENACTS AS FOLLOWS**:

1. This Bylaw may be cited as "11893 – 227 Street; 11865 – 227 Street; 22638 – 119 Avenue and 22633 Selkirk Avenue Housing Agreement Bylaw No. 7347-2017".

2. By this Bylaw Council authorizes the City to enter into a Housing Agreement in the form attached to this Bylaw as Schedule "A" with Falcon Village Development Ltd. (BC1106837) and The City of Maple Ridge, in respect of the following lands:

   Lot 1 District Lot 401 Group 1 New Westminster District Plan EPP65496
   Lot 2 District Lot 401 Group 1 New Westminster District Plan EPP65496
   Lot 3 District Lot 401 Group 1 New Westminster District Plan EPP65496 and
   Lot 4 District Lot 401 Group 1 New Westminster District Plan EPP65496,

3. The Mayor and Corporate Officer are authorized to execute the Housing Agreement and all incidental instruments on behalf of the City of Maple Ridge and the Corporate Officer is authorized to sign and file in the Land Title Office notice of the Housing Agreement, as required by the *Local Government Act*.

4. Schedule A, attached to this Bylaw, is incorporated into and forms part of this Bylaw.

5. This Bylaw shall take effect as of the date of adoption hereof.

READ a first time the day of , 20
READ a second time the day of , 20
READ a third time the day of , 20
ADOPTED the day of , 20

PRESIDING MEMBER

CORPORATE OFFICER

APPENDIX E

LAND TITLE ACT
FORM C (Section 233) CHARGE
GENERAL INSTRUMENT - PART 1 Province of British Columbia

Your electronic signature is a representation that you are a subscriber as defined by the Land Title Act, RSBC 1996 c.250, and that you have applied your electronic signature in accordance with Section 168.3, and a true copy, or a copy of that true copy, is in your possession.

1. APPLICATION: (Name, address, phone number of applicant, applicant's solicitor or agent)

Christina Reed, Barrister & Solicitor
YOUNG ANDERSON
1616 - 808 Nelson Street
Vancouver BC V6Z 2H2

Phone: (604) 689-7400
File: 39-714
cov-housing agreement

Deduct LTSA Fees? Yes ☑

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:
[PID] [LEGAL DESCRIPTION]

SEE SCHEDULE

STC? YES ☐

3. NATURE OF INTEREST | CHARGE NO. | ADDITIONAL INFORMATION

Covenant | | s.219

4. TERMS: Part 2 of this instrument consists of (select one only)
(a) ☐ Filed Standard Charge Terms D.F. No. (b) ☑ Express Charge Terms Annexed as Part 2
A selection of (a) includes any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument.

5. TRANSFEROR(S):

FALCON VILLAGE DEVELOPMENT LTD., INC.NO. BC1106837
CITY OF MAPLE RIDGE

6. TRANSFEREE(S): (including postal address(es) and postal code(s))

CITY OF MAPLE RIDGE

11995 HANEY PLACE
MAPLE RIDGE BRITISH COLUMBIA
V2X 6A9 CANADA

7. ADDITIONAL OR MODIFIED TERMS:

8. EXECUTION(S): This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Officer Signature(s)

Amanda Sprague

AMANDA M. SPRAGUE
Commissioner for Taking
Affidavits for British Columbia
11995 Haney Place
Maple Ridge, B.C. V2X 6A9
Expiry Date: March 31, 2020

Execution Date		
Y	M	D
17	11	24

Transferor(s) Signature(s)

FALCON VILLAGE DEVELOPMENT LTD., by its authorized signatory(ies):

Name: Fred Formosa

Name:

(as to all signatures)

OFFICER CERTIFICATION:
Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

LAND TITLE ACT
FORM D
EXECUTIONS CONTINUED

Officer Signature(s)	Execution Date			Transferor / Borrower / Party Signature(s)
	Y	M	D	CITY OF MAPLE RIDGE by its authorized signatory(ies):
				Name:
				Name:
(as to all signatures)				

OFFICER CERTIFICATION:
Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

LAND TITLE ACT
FORM E

SCHEDULE

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND

STC for each PID listed below? YES ☐

[PID]	[LEGAL DESCRIPTION – must fit in a single text line]
030-163-617	**LOT 1 DISTRICT LOT 401 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP65496**
030-163-625	**LOT 2 DISTRICT LOT 401 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP65496**
030-163-633	**LOT 3 DISTRICT LOT 401 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP65496**
030-163-641	**LOT 4 DISTRICT LOT 401 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP65496**

TERMS OF INSTRUMENT - PART 2

SECTION 219 COVENANT AND HOUSING AGREEMENT (2016-240-RZ)

AMONG:

CITY OF MAPLE RIDGE, a Municipal Corporation under the *Local Government Act*, Chapter 1 of the Revised Statutes of British Columbia, 2015, having its municipal offices at 11995 Haney Place, in the City of Maple Ridge, in the Province of British Columbia V2X 6A9, and

(hereinafter called "Maple Ridge")

AND:

FALCON VILLAGE DEVELOPMENT LTD., a company duly incorporated in the Province of British Columbia under No. BC1106837 and having its registered office at101 – 11862 226 Street, in the City of Maple Ridge, in the Province of British Columbia V2X 6H4

(hereinafter called "Falcon")

AND:

CITY OF MAPLE RIDGE, a Municipal Corporation under the *Local Government Act*, Chapter 1 of the Revised Statutes of British Columbia, 2015, having its municipal offices at 11995 Haney Place, in the City of Maple Ridge, in the Province of British Columbia V2X 6A9

(hereinafter called the "**City**")

WHEREAS:

A. Falcon is the registered owner of certain lands situated in the City of Maple Ridge, in the Province of British Columbia, and more particularly known and described as:

PID: 030-163-617
Lot 1
District Lot 401
Group 1
New Westminster District
Plan EPP65496

(hereinafter "Lot 1")

B. Maple Ridge is the registered owner of certain lands situated in the City of Maple Ridge in the Province of British Columbia, and more particularly known and described as:

PID: 030-163-625
Lot 2
District Lot 401

PID: 030-163-633
Lot 3
District Lot 401

Group 1
New Westminster District
Plan EPP65496

Group 1
New Westminster District
Plan EPP65496

PID: 030-163-641
Lot 4
District Lot 401
Group 1
New Westminster District
Plan EPP65496

(hereinafter, "Lot 2", "Lot 3" and "Lot 4" respectively).

C. Maple Ridge and Falcon have entered into an agreement of purchase and sale with respect to Lot 2, Lot 3 and Lot 4.

D. In this Agreement, Lot 1, Lot 2, Lot 3 and Lot 4 and collectively called the "Lands" and Maple Ridge as owner and Falcon are hereinafter collectively called the "Owner".

E. The City is willing to rezone Lot 2 and Lot 4 so that 138 dwelling units, of which eleven (11) must be rental dwelling units, may be constructed on the Lands together with 3,067.10 sq. m of commercial floor area.

F. The Owner and the City wish to enter into this Agreement to restrict the tenure of the rental units to be constructed on the Lands, on the terms and conditions of this Agreement, to have effect as both a covenant pursuant to Section 219 of the *Land Title Act* (British Columbia) and a Housing Agreement pursuant to Section 483 of the *Local Government Act* (British Columbia).

G. The City has adopted a bylaw pursuant Section 483 of the *Local Government Act* to authorize this Agreement as a housing agreement.

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

Definitions

1. In this Agreement:

(a) "**Affordable Rental Unit**" means each of the ten Dwelling Units on the Lands designated for occupancy through Tenancy Agreements at the Affordable Residential Rental Rate;

(b) "**Affordable Residential Rental Rate**" means 30% of the Housing Income Limit for the applicable size of Affordable Rental Unit, divided by 12 months;

(c) "**CPI**" means the All-Items Consumer Price Index for Vancouver, B.C. published from time to time by Statistics Canada, or its successor in function;

(d) "**Dwelling Unit**" means accommodation providing sleeping rooms, washrooms, and no more than one kitchen, intended for domestic use, and used or intended to be used permanently or semi-permanently for a Household. This use does not include a room in a hotel or a motel;

(e) "**Fully Accessible**" means incorporating the accessibility requirements for persons with disabilities as set out in the BC Building Code, including without limitation, section 3.8 of Division B of and the Building Access Handbook 2014;

(f) **"Household"** means:

(i) A person;

(ii) Two or more persons related by blood, marriage, or adoption, or associated through foster care, all living together in one dwelling unit as a single household using common cooking facilities;

(iii) An unrelated group of not more than three persons, all living together in one dwelling unit as a single household using common cooking facilities; or

(iv) A combination of (ii) and (iii), provided that the combined total does not include more than three persons unrelated by blood, marriage or adoption or associated through foster care; all living together in one dwelling unit as a single household using common cooking facilities;

(g) "**Gross Annual Income**" means the sum of all taxable incomes, being the amount identified as taxable income on the most recent income tax return (line 260 of the income tax T1 General Form), of all individuals 18 years and older that reside in the Household;

(h) "**Housing Income Limit**" means the annual income required to pay the average market rent for an appropriately sized unit in the private Maple Ridge-area housing market, as published by BC Housing or its successor in function from time to time on an annual basis, for Dwelling Units of the following sizes: Bachelor, 1 Bedroom, 2 Bedroom, 3 Bedroom, and 4+ Bedroom. The 2017 Housing Income Limits are attached hereto as Schedule A, and for the purpose of this Agreement the applicable Housing Income Limit will be for the Abbotsford area;

(i) **"Lands"** means the lands described in Recital D above including any buildings now or hereafter located on the aforementioned lands, and any part or a portion of such land or building into which said lands or buildings are or may at any time be subdivided;

(j) "**Market Rental Unit**" means each of the eleven Dwelling Units on the Lands designated for occupancy through Tenancy Agreements, but without any restriction as to rental rates;

(k) "**Maximum Allowable Income**" means the Housing Income Limit for the applicable size Dwelling Unit;

(l) "**Owner**" means the registered owner of the Lands from time to time and any parcels

into which the Lands are subdivided;

(m) "**Qualified Tenant**" means a Household occupying an Affordable Rental Unit pursuant to a Tenancy Agreement and that has a Gross Annual Income equal to or less than the Maximum Allowable Income;

(n) "**Saferhome Standard**" means the SAFERhome standard for Multi-Story Residential Towers, published by the Saferhome Standards Society, in effect at the time of registration of this Agreement at the Land Title Office; and

(o) **"Tenancy Agreement"** means a residential tenancy agreement as defined in, and subject to, the *Residential Tenancy Act* (British Columbia) or its successor legislation.

INTERPRETATION

2. Statutory Foundation – This Housing Agreement is made pursuant to Section 483 of the *Local Government Act*, and the covenants herein are granted by the Owner to the City pursuant to Section 219 of the *Land Title Act*; and in this Agreement:

(a) Reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;

(b) Reference to "the Agreement" includes the Housing Agreement and the s. 219 Covenant;

(c) Reference to a particular numbered section or article, or to a particular lettered Schedule, is a reference to the correspondingly numbered or lettered article, section or Schedule of this Agreement;

(d) If a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meaning;

(e) The word "enactment" has the meaning given in the *Interpretation Act* (British Columbia) as of the reference date of this Agreement;

(f) Reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;

(g) Reference to any enactment is a reference to that enactment as consolidated, revised, amended, reenacted or replaced, unless otherwise expressly provided;

(h) The provisions of s.25 of the *Interpretation Act* with respect to the calculation of time apply;

(i) Time is of the essence;

(j) Reference to a "party" is a reference to a party to this Agreement and to their respective successors, assigns, trustees, administrators and receivers; and

(k) Reference to a "day", "month", "quarter" or "year" is reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided.

PURPOSE AND REMEDIES

3. The Owner and the City agree that

(a) this Agreement is intended to serve the public interest by providing for the construction, rental and occupancy of the rental units on the Lands to be occupied only through Tenancy Agreements;

(b) performance of this Agreement by the Owner is a condition of the Owner becoming entitled to certain development entitlements on the Lands which development entitlements the Owner acknowledges are a benefit to the Owner; and

(c) damages are not an adequate remedy for the City in respect of any breach of this Agreement by the Owner and that the public interest strongly favours specific performance, injunctive relief (mandatory or otherwise), or other equitable relief, as the only adequate remedy for a default under this Agreement.

CONSTRUCTION AND DESIGNATION OF MARKET RENTAL UNITS AND AFFORDABLE RENTAL UNITS

4. The Lands must be used and occupied only in accordance with this Agreement.

5. The Owner will design, construct and maintain strata lots, a building, buildings or portions of a building on the Lands providing eleven Market Rental Units and ten Affordable Rental Units, as follows:

(a) Five units on Lot 1, being:

i. two Market Rental Units having two bedrooms each;

ii. two Market Rental Units having three bedrooms each; and

iii. one Fully Accessible, Affordable Rental Unit, having two bedrooms;

(b) four units on Lot 2, being:

i. three Market Rental Units, having one bedroom each; and

ii. one Fully Accessible, Affordable Rental Unit having three bedrooms each;

(c) five units on Lot 3, being:

i. two Market Rental Units, having two bedrooms each;

ii. two Market Rental Units, having three bedrooms each; and

iii. one Fully Accessible, Affordable Rental Unit having two bedrooms;

(d) seven units on Lot 4, being:

i. three Affordable Rental Units, having two bedrooms each; and

ii. four Affordable Rental Units, having one bedroom each, of which two Affordable Rental Units must be built to Fully Accessible standard.

The Owner will designate the eleven Market Rental Units and ten Affordable Rental Units by written notice delivered to the City prior to occupancy permit for the building in which those units are located, which is irrevocable by the Owner upon receipt by the City of the written notice, but no designation is effective unless and until the City confirms in writing that the location of those eleven Market Rental Units and ten Affordable Rental Units are approved by the City for the purpose-built rental housing, acting reasonably as a local government.

6. If not all the Dwelling Units within a multi-family building on the Lands are to be used as Market Rental Units and/or Affordable Rental Units, the Owner will not apply for a release of registered notice of this Agreement pursuant to section 7 below in respect of any Dwelling Unit within that multi-family building, and the City will be under no obligation to provide such release, unless at the time that the Owner applies for the release:

(a) the Owner is not in breach of any of its obligations under this Agreement;

(b) the Market Rental Units and Affordable Rental Units within that multi-family building have been designated as purpose built rental housing and occupancy permits for those Market Rental Units (as described in section 5 above) and Affordable Rental Units have been issued by the City; and

(c) those Market Rental Units and Affordable Rental Units are used and always have been used, occupied and transferred in compliance with this Agreement.

7. Subject to section 6 above, at the request of the Owner and at the Owner's sole expense, the City will deliver to the Owner releases of notice of this Agreement in registrable form for a Dwelling Unit that:

(a) is a separate legal parcel; and

(b) has not been designated as an Affordable Rental Unit or Market Rental Unit as described in section 5,

provided that, if that portion of the Lands containing any Market Rental Units or Affordable Rental Units is subdivided under the *Strata Property Act*, the City may withhold delivery of any release under this section unless:

(a) the Owner has filed a Rental Disclosure Statement pursuant to section 139 of the *Strata Property Act* designating each Affordable Rental Unit or Market Rental Unit as a rental strata lot with a rental period expiry date no earlier than 70 years from the date of stratification; and

(b) the strata corporation created by the filing of the strata plan has the following

contained within its bylaws:

"Strata Lots are subject to a Housing Agreement with the City of Maple Ridge. No action shall be taken by the owners or the strata corporation to restrict or limit the terms of the Housing Agreement, including, but not limited to, amendment to these bylaws".

CONSTRUCTION AND DESIGNATION OF ADAPTABLE UNITS

8. Prior to applying for an occupancy permit in respect of any residential building on the Lands, the Owner will provide satisfactory certification to the City that at least 10% of the Dwelling Units in the residential building have been built to meet the Saferhome Standard, either by written confirmation from a registered architect or other professional acceptable to the City. For clarity, the Dwelling Units constructed to the Saferhome Standard will not also be counted as Fully Accessible Dwelling Units under section 5.

USE AND OCCUPANCY of the AFFORDABLE RENTAL UNITS and MARKET RENTAL UNITS

9. The Owner will rent or lease each Affordable Rental Unit and Market Rental Unit on the Lands in accordance with the *Residential Tenancy Act*, and in no event may the Owner itself occupy an Affordable Rental Unit or Market Rental Unit, or use an Affordable Rental Unit or Market Rental Unit for short-term vacation accommodation.

10. The Owner, to the best of its knowledge, acting in a commercially reasonable way, will not rent or lease an Affordable Rental Unit to a Household that is not a Qualified Tenant. The Owner, to the best of its knowledge, acting in a commercially reasonable way, will be solely responsible for screening prospective tenants to determine whether or not they qualify as Qualified Tenants and whether or not their Households have Gross Annual Incomes equal to or lesser than the Maximum Allowable Income, in accordance with this Agreement. For greater certainty, the Owner agrees that the City is not responsible for, and makes no representation to the Owner regarding, the suitability of any prospective tenant.

11. The Owner will not charge a monthly rent payable for and Affordable Rental Unit that exceeds the Affordable Residential Rental Rate, except that the Owner may, subject to the provisions of the *Residential Tenancy Act*, increase the rent payable for an Affordable Residential Rental Rate annually, beginning with the first anniversary of the day on which the Tenancy Agreement was signed, by an amount determined by multiplying the rent payable for the Affordable Housing Unit at the time of the proposed rent increase by the percentage change in the CPI for the previous 12 month period.

12. The Owner must specify in every Tenancy Agreement the existence of this Agreement and the occupancy restrictions applicable to the Affordable Rental Unit or Market Rental Unit, as the case may be, and attach a copy of this Agreement to every Tenancy Agreement.

13. The Owner will deliver a copy of any or each current Tenancy Agreement for any Affordable Rental Unit or Market Rental Unit to the City's Director of Planning within 30 days of written demand by the City, unless prohibited from doing so by a court of competent jurisdiction.

14. Within 30 days of written demand by the City, the Owner must, in respect of any Affordable Rental Unit or Market Rental Unit, deliver to the City a statutory declaration in the form attached as Schedule B or such other form as may be determined from time to time by the City, sworn by the Owner or a director or officer of the Owner containing all the information required to complete the statutory declaration. The City may request such a statutory declaration in respect of an Affordable Rental Unit or a Market Rental Unit no more than 4 times in any calendar year. The Owner hereby irrevocably authorizes City to make such inquiries as it considers necessary and reasonable in order to confirm that the Owner is complying with this Agreement, and irrevocably authorizes and directs the recipient of the request for information from the City to provide such information to the City.

15. The Owner covenants and agrees that it will furnish good and efficient management of the Affordable Rental Units and the Market Rental Units and will permit representatives of the City to inspect the Affordable Rental Units and the Market Rental Units at any reasonable time, subject the notice provisions of the *Residential Tenancy Act*. The Owner further covenants and agrees that it will maintain the Affordable Rental Units and the Market Rental Units in a satisfactory state of repair and fit for habitation and will comply with all laws, including health and safety standards applicable to the Lands..

16. In the event that the Housing Income Limits cease to be published for the Abbotsford area, the City acting reasonably may publish its own Housing Income Limits.

REGISTRATION AND NOTICE

17. For clarity, the Owner acknowledges and agrees that:

    (a) This Agreement constitutes both a covenant under section 219 of the *Land Title Act* and a Housing Agreement entered into under section 483 of the *Local Government Act;*

    (b) the City may file a notice of this Housing Agreement in the Land Title Office as notice against title to the Land as required by s. 483 of the *Local Government Act* and may register this Agreement as a Section 219 Covenant as a charge against the Lands, with priority over all other charges of whatsoever nature except for those charges approved by the City; and

    (c) once the notice of Housing Agreement and the s. 219 Covenant are filed, this Agreement binds all persons who acquire an interest in the Lands.

18. For certainty, despite the City's grant of the section 219 Covenant herein to itself, the term "Owner" refers to the current and each future owner of the Lands from time to time.

19. This Agreement does not impose on the City any legal duty or obligation, including any duty of care or contractual or other legal duty to enforce this Agreement.

Strata Bylaws

20. The bylaws of any strata corporation formed upon the subdivision of the Lands under the *Strata Property Act* (British Columbia) shall not prevent, restrict or abridge any of the Affordable Rental Units or Market Rental Units on the Lands from being used as rental accommodation.

21. This Agreement shall be binding upon all strata corporations on the Lands. Any strata corporation bylaw which prevents, restricts or abridges the right to use or occupy any of the Affordable Rental Units or Market Rental Units as rental accommodations shall have no force or effect.

22. No strata bylaws preventing, restricting or limiting any of the Market Rental Units or Affordable Rental Units on the Lands from being used as rental accommodation shall be valid or applicable in respect of those units, all of which Market Rental Units and Affordable Rental Units may only be occupied by tenants.

Specific Performance

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

No Effect on Laws or Powers

24. This Agreement does not:

    (a) affect or limit the discretion, rights, duties, or powers of the City or the Approving Officer for the City under the common law or any statute, bylaw, or other enactment, nor does this Agreement date or give rise to, nor do the parties intend this Agreement to create any implied obligations concerning such discretionary rights, duties or powers;

    (b) affect or limit the common law or any statute, bylaw or other enactment applying to the Lands; or

    (c) relieve the owner from complying with any common law or any statute, regulation, bylaw or other enactment.

Indemnity

25. The Owner hereby releases the City, and indemnifies and saves the City harmless, from and against any and all actions, causes of actions, suits, claims (including claims for injurious affection), cost (including legal fees and disbursements), expenses, debts, demands, losses (including economic loss) and liabilities of whatsoever kind arising out of or in any way due or relating to the granting or existence of this Agreement, the restrictions or obligations contained in this Agreement or the performance or non-performance by the Owner of this Agreement that the City is or may become liable for, incur or suffer, save and except those resulting from the negligence or willful misconduct of the City.

Priority

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

Waiver

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

Further Acts

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

Severance

29. If any part of this Agreement is held to be invalid, illegal or unenforceable by a court having the jurisdiction to do so, that part is to be considered to have been severed from the rest of this Agreement and the rest of this Agreement remains in force unaffected by that holding or by the severance of that part.

No Other Agreements

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

Enurement

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

Deed and Contract

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

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

BC HOUSING

2017 Housing Income Limits (HILs)

Housing Income Limits represent the income required to pay the average market rent for an appropriately sized unit in the private market. Average rents are derived from CMHC's annual Rental Market Survey, done in the fall and released in the spring. The size of unit required by a household is governed by federal/provincial occupancy standards.

Planning Area	Bach	1 Bdrm	2 Bdrm	3 Bdrm	4+ Bdrm
Lower Mainland					
Abbotsford	$27,000	$31,500	$38,500	$63,000	$73,500
Chilliwack	$23,000	$28,500	$37,500	$44,500	$52,000
Hope	$23,000	$27,000	$33,000	$39,500	$46,000
Powell River	$28,000	$31,000	$33,000	$37,000	$43,000
Squamish	$37,000	$41,500	$42,500	$55,500	$65,000
Sunshine Coast	$30,500	$36,000	$39,000	$45,500	$53,000
Vancouver	$40,000	$45,000	$55,500	$66,500	$77,000
Non-Market Areas	N/A	$70,000	$79,000	$84,500	$90,500

Planning Area	Bach	1 Bdrm	2 Bdrm	3 Bdrm	4+ Bdrm
Southern BC					
Ashcroft/Cache Creek	$24,000	$25,500	$30,000	$36,500	$42,500
Castlegar	$26,500	$28,500	$33,500	$40,500	$47,000
Cranbrook	$26,000	$29,000	$35,500	$44,000	$51,000
Creston	$22,000	$26,000	$32,000	$37,000	$41,000
Elk Valley	$29,000	$31,000	$34,500	$46,000	$53,000
Golden	$25,500	$28,000	$35,000	$41,000	$47,500
Grand Forks	$22,000	$24,000	$30,500	$37,000	$43,000
Kamloops	$31,000	$35,000	$41,000	$52,000	$60,500
Kelowna	$30,500	$36,000	$45,000	$53,000	$58,000
Kimberley	$20,000	$26,000	$30,500	$35,000	$40,000
Merritt	$25,000	$27,000	$32,000	$39,000	$45,000
Nelson	$25,500	$31,000	$35,500	$47,000	$54,000
Oliver/Osoyoos	$26,500	$29,000	$35,500	$43,000	$50,000
Penticton	$27,000	$32,000	$38,500	$50,500	$58,500
Princeton	$22,000	$26,500	$30,000	$35,500	$39,000
Revelstoke	$35,500	$39,000	$41,500	$45,500	$52,500
Salmon Arm	$24,000	$30,000	$37,000	$45,000	$52,000
Trail	$19,500	$26,000	$31,500	$41,500	$48,000
Vernon	$23,500	$31,500	$38,500	$44,500	$51,500
Non-Market Areas	N/A	$53,000	$61,000	$67,500	$73,000

Planning Area	Bach	1 Bdrm	2 Bdrm	3 Bdrm	4+ Bdrm
Vancouver Island					
Campbell River	$26,000	$31,000	$36,000	$52,000	$60,500
Courtenay-Comox	$23,500	$30,500	$38,000	$47,000	$55,000
Duncan-N.Cowichan	$24,500	$29,500	$36,000	$46,500	$54,000
Nanaimo	$28,000	$32,500	$39,000	$49,500	$58,000
Parksville-Qualicum	$25,000	$33,500	$37,000	$46,000	$53,500
Port Alberni	$25,000	$26,500	$33,000	$38,000	$44,500
Port Hardy	$19,500	$23,500	$31,500	$35,500	$41,500
Victoria	$32,000	$37,000	$48,000	$69,000	$78,000
Non-Market Areas	N/A	$46,500	$53,500	$59,000	$64,000

Planning Area	Bach	1 Bdrm	2 Bdrm	3 Bdrm	4+ Bdrm
Northern BC					
Chetwynd	$34,500	$37,000	$43,500	$47,500	$54,500
Dawson Creek	$31,000	$36,500	$50,000	$57,500	$66,000
Fort St.John	$33,000	$39,000	$49,000	$61,500	$70,500
Houston	$22,000	$23,500	$28,000	$33,500	$38,500
Kitimat	$35,000	$37,500	$47,000	$51,500	$59,000
Mackenzie	$36,500	$39,000	$43,500	$53,000	$61,000
Prince George	$25,500	$31,000	$37,000	$41,500	$48,000
Prince Rupert	$25,000	$31,500	$38,500	$40,500	$47,000
Quesnel	$21,000	$28,000	$31,500	$35,500	$41,000
Smithers	$28,000	$30,500	$37,000	$42,500	$49,000
Terrace	$27,500	$34,500	$42,500	$48,000	$55,500
Vanderhoof	$27,000	$29,500	$33,500	$40,500	$47,000
Williams Lake	$23,000	$32,000	$37,000	$44,500	$51,500
Non-Market Areas	N/A	$50,500	$59,000	$65,500	$71,000

Occupancy Standards:

1. There shall be no more than 2 or less than 1 person per bedroom.
2. Spouses and couples share a bedroom.
3. Parents do not share a bedroom with children.
4. Dependants aged 18 or more do not share a bedroom.
5. Dependants aged 5 or more of opposite sex do not share a bedroom.

Municipalities not on HILs Table*

Municipality	HILs Planning Area	Municipality	HILs Planning Area
100 Mile House	Williams Lake	Masset	Northern BC-Non-Market
Aldergrove	Vancouver	McBride	Northern BC-Non-Market
Armstrong	Vernon	Mission	Abbotsford
Barriere	Kamloops	New Westminster	Vancouver
Burnaby	Vancouver	North Vancouver	Vancouver
Burns Lake	Northern BC Non-Market	Port Alice	L. Mainland-Non-Market
Chase	Kamloops	Pouce Coupe	Dawson Creek
Chemainus	Duncan	Pemberton	L. Mainland-Non-Market
Clearbrook	Abbotsford	Pender Island	Victoria
Coquitlam	Vancouver	Pitt Meadows	Vancouver
Delta	Vancouver	Port Coquitlam	Vancouver
Elkford	Elk Valley	Point Hardy	Port Hardy
Enderby	Salmon Arm	Port Moody	Vancouver
Fernie	Elk Valley	Qualicum	Parksville-Qualicum
Fort St. James	Northern BC-Non Market	Richmond	Vancouver
Galiano Island	Victoria	Riondel	Southern BC-Non-Market
Gibsons	Sunshine Coast	Salmo Rock	Southern BC-Non-Market
Greenwood	Southern BC-Non-Market	Saanich	Victoria
Haney	Vancouver	Sardis	Chilliwack
Hazelton	Smithers	Sechelt	Sunshine Coast
Invermere	Southern BC-Non-Market	Sidney	Victoria
Keremeos	Southern BC-Non-Market	Sooke	Victoria
Ladner	Vancouver	Sparwood	Elk Valley
Langley	Vancouver	Saltspring Island	Victoria
Lake Cowichan	Northern BC-Non-Market	Summerland	Penticton
Ladysmith	Nanaimo	Surrey	Vancouver
Langford	Victoria	Taylor	Fort St. John
Lillooet	Southern BC-Non-Market	Westbank	Kelowna
Lumby	Vernon	West Vancouver	Vancouver
Maple Ridge	Vancouver	Whistler	Squamish
Matsqui	Abbotsford	White Rock	Vancouver
		Winfield	Kelowna

*Housing Income Limits (HILs) were previously called the Core Need Income Thresholds (CNITs)

Schedule "B"

Statutory Declaration

CANADA

PROVINCE OF BRITISH COLUMBIA

IN THE MATTER OF A HOUSING AGREEMENT WITH

THE CITY OF MAPLE RIDGE and ("Housing Agreement")

TO WIT:

I, _____ of _____, British Columbia, do solemnly declare that:

1. I am the owner of _____ (the "Rental Unit"), and make this declaration to the best of my personal knowledge.

2. This declaration is made pursuant to the Housing Agreement in respect of the Rental Unit.

3. For the period from _____ to _____ the Rental Unit was occupied only by following occupants whose names, current addresses and phone numbers appear below:

   [insert names, addresses and phone numbers of occupants]

4. The rent charged each month for the Rental Unit is as follows:

   a. the monthly rent on the date 365 days before this date of this statutory declaration: $_____ per month;

   b. the rent on the date of this statutory declaration: $_____; and

   c. the proposed or actual rent that will be payable on the date that is 90 days after the date of this statutory declaration: $_____.

5. I confirm that I have complied with all of the obligations of the Owner (as defined in the Housing Agreement) under the Housing Agreement.

6. I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if make under oath and pursuant to the *Evidence Act* (British Columbia).

DECLARED BEFORE ME at the _____, British Columbia, this _____ day of _____	)	_____
_____	)	
A Commissioner for taking Affidavits for British Columbia	)	

1100 *Reports and Recommendations*

MAPLE RIDGE
British Columbia
mapleridge.ca

City of Maple Ridge

TO:	Her Worship Mayor Nicole Read and Members of Council	**MEETING DATE:**	November 28, 2017
		FILE NO:	2017-430-RZ
FROM:	Chief Administrative Officer	**MEETING:**	Council

SUBJECT: **First Reading**
Zone Amending Bylaw No. 7408-2017
11839 and 11795 267 Street

EXECUTIVE SUMMARY:

An application has been received to rezone the subject property from RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential) to create a 16 lot subdivision with parcel sizes ranging from 4,489 square metres (1.1 acres) to 4000 square metres (1 acre).

The proposed RS-2 Zoning aligns with the Suburban Residential designation, but has been discussed extensively by Council. Council has expressed concern about allowing residential development outside of the urban area boundary and have previously denied applications for this purpose. On September 5, 2017, Council reaffirmed the Suburban Residential designation with the following resolution:

> *That no changes be made to the current policies in the Official Community Plan for Estate Suburban Residential and Suburban Residential Land Use Designations, as discussed in the Council report dated September 5, 2017.*

On this basis, this proposal remains consistent with the Official Community Plan. To proceed further with this application additional information is required as outlined below.

Pursuant to Council resolution, this application is subject to the Community Amenity Contribution Program.

RECOMMENDATIONS:

In respect of Section 475 of the *Local Government Act,* requirement for consultation during the development or amendment of an Official Community Plan, Council must consider whether consultation is required with specifically:

i. **The Board of the Regional District in which the area covered by the plan is located, in the case of a Municipal Official Community Plan;**
ii. **The Board of any Regional District that is adjacent to the area covered by the plan;**
iii. **The Council of any municipality that is adjacent to the area covered by the plan;**
iv. **First Nations;**
v. **Boards of Education, Greater Boards and Improvements District Boards; and**
vi. **The Provincial and Federal Governments and their agencies.**

and in that regard it is recommended that no additional consultation be required in respect of this matter beyond the early posting of the proposed Official Community Plan amendments on the City's website, together with an invitation to the public to comment, and;

That Zone Amending Bylaw No. 7408-2017 be given first reading; and

That the applicant provide further information as described on Schedules (A, B, D, F, & G) of the Development Procedures Bylaw No. 5879–1999, along with the information required for a Subdivision application.

DISCUSSION:

a) Background Context:

Applicant:		Aplin & Martin Consultants
Legal Description:		Lot: 2, Section: 18, Township: 15, Plan: NWP7439, Lot: 4, Section: 18, Township: 15, Plan: NWP5612
OCP:		
Existing:		SUBRES (Suburban Residential)
Proposed:		Suburban Residential
Zoning:		
Existing:		RS-3 (One Family Rural Residential)
Proposed:		RS-2 (One Family Suburban Residential)
Surrounding Uses:		
North:	Use:	Rural Residential
	Zone:	RS-3 One Family Rural Residential
	Designation:	Suburban Residential
South:	Use:	Park (Kanaka Creek Regional Park)
	Zone:	RS-3 One Family Rural Residential
	Designation:	Park
East:	Use:	2 parcels, rural residential
	Zone:	RS-3 One Family Rural Residential
	Designation:	Suburban Residential
West:	Use:	2 parcels, 1 vacant, 1 rural residential
	Zone:	RS-3 One Family Rural Residential
	Designation:	Agricultural and Suburban Residential
Existing Use of Properties		Rural Residential:
Proposed Use of Property:		Suburban Residential
Site Area:		7.080 HA. (17.3 acres)
Access:		267 Street
Servicing requirement:		Suburban Standard (municipal water, on-site septic)

b) Site Characteristics:

The subject properties are designated Suburban Residential. The Southwest boundary of the site is adjacent to the Agricultural Land Reserve, and Kanaka Creek Regional Park intersects at the

Southeast corner. A watercourse traverses the site along its eastern edge and the north portion of its western edge. The site is also within the vicinity of the Whonnock Aquifer.

c) Project Description:

This rezoning application is in support of a 16 lot subdivision of RS-2 One Family Suburban Residential parcels. Each of the two subject properties has an existing house, and both dwellings are proposed to be retained with this proposal. The proposed road layout for this development will enable the development potential for adjacent properties that are also designated Suburban Residential. This development proposal is consistent with the Suburban Residential land use designation of the subject property.

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

d) Planning Analysis:

The development site is designated Suburban Residential. This designation has been the subject of Council discussion for a few years. While not unanimous in this approach, Council has expressed concern about allowing residential development outside of the urban area boundary. As a result, some rezoning applications to RS-2 in this designation have been denied by Council.

On September 5, 2017 Council reaffirmed the Suburban Residential designation. Their resolution is as follows:

> *That no changes be made to the current policies in the Official Community Plan for Estate Suburban Residential and Suburban Residential Land Use Designations, as discussed in the Council report dated September 5, 2017.*

With the September 5, 2017 reaffirmation of this land use designation, it is clear that this proposal for rezoning to RS-2 Suburban Residential is consistent with the stated direction of both Council and the Official Community Plan.

Portions of the site will need to be designated as conservation for watercourse and natural features protection purposes, therefore triggering the need for an amendment to the Official Community Plan. Due to the proximity of the site to the Whonnock Aquifer, the Agricultural Land Reserve, to watercourses (which are protected though a development permit), and to the Kanaka Creek Regional Plan, additional policies within the Official Community Plan are pertinent to this application and could impact its developable area. These policies are described below.

Whonnock Aquifer. Chapter 5 of the Official Community Plan addresses the implications of groundwater impacts. Policy 5-37 is pertinent, as follows:

> *Maple Ridge will require an evaluation of groundwater flows, conducted by a qualified environmental professional, for new development that is adjacent to areas reliant on well water. Development proposals that cannot ensure adequate*

groundwater flows, sufficient water quality or mitigate potential impacts to existing and surrounding well water systems will not be supported.

Agricultural Land Reserve. As the southern property is adjacent to the Agricultural Land Reserve at its west property line, the Agricultural policies of the Official Community Plan are pertinent, in particular Policy 6-12 b) and c), as follows:

Maple Ridge will protect the productivity of its agricultural land by:

a) requiring agricultural impact assessments (AIAs) and Groundwater Impact Assessment of non-farm development and infrastructure projects and identifying measures to off-set impacts on agricultural capability;

b) preserving larger farm units and areas by using appropriate buffers such as roads, topographic features, watercourses, ditching, fencing, or gradually reduced residential densities on properties adjacent to agricultural land.

As outlined in the Official Community Plan, an agricultural impact assessment and a groundwater impact assessment will be required as a condition of Final Reading for this application.

Kanaka Creek Regional Park. Policy 5-7 of the Official Community Plan recognizes the role of senior agencies in managing the City's natural resources, as follows:

Maple Ridge will work in co-operation with Regional, Provincial, and Federal authorities and plans that contribute to the management and protection of the District's natural features, and many include but are not limited to the Blue Mountain Provincial Forest Recreation Management Strategy, Blaney Bog Regional Park, the Kanaka Creek Regional Park Management Plan, and the policies and regulations of the Agricultural Land Commission.

A representative from Metro Vancouver has contacted City staff in connection with this proposal, and this development application will be referred to their parks planning section prior to Second Reading.

Zoning Bylaw:

The development site is designated Suburban Residential and this proposal for rezoning to RS-2 Suburban Residential is consistent with its designation. All proposed lots are a minimum of 4,000 m^2 and will conform to the minimum requirements for the RS-2 One Family Suburban Residential zone for lot geometry and lot area. No variances will be required as these lots conform to the requirements of the zone.

Development Information Meeting:

Prior to Second Reading the applicant is required to host a Development Information Meeting in accordance with Council Policy 6.20.

e) Interdepartmental Implications:

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

a) Engineering Department;
b) Operations Department;
c) Fire Department;
d) Building Department;
e) Parks Department;
f) Fisheries & Oceans Canada;
g) Ministry of Environment; and
h) Canada Post.
i) Metro Vancouver Regional Parks Division.

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

This application has not been forwarded to the Engineering Department for comments at this time; therefore, an evaluation of servicing requirements has not been undertaken. We anticipate that this evaluation will take place between First and Second Reading. It should be noted, however, that the subject properties will be served by on-site septic disposal as well as community water. A qualified professional will be required to assess the capacity of the site for septic disposal.

f) Early and Ongoing Consultation:

In respect of Section 475 of the *Local Government Act* for consultation during an Official Community Plan amendment, it is recommended that no additional consultation is required beyond the early posting of the proposed OCP amendments on the City's website, together with an invitation to the public to comment.

g) Development Applications:

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

1. An OCP Application (Schedule A);
2. A complete Rezoning Application (Schedule B or Schedule C);
3. A Watercourse Protection Development Permit Application (Schedule F);
4. A Natural Features Development Permit Application (Schedule G); and
5. A Subdivision Application.

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

CONCLUSION:

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

It is recommended that Council not require any further additional OCP consultation.

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

"Original signed by Diana Hall"

Prepared by:	Diana Hall M.A.(Planning), MCIP, RPP Planner 2

"Original signed by Christine Carter"

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

"Original signed by Frank Quinn"

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

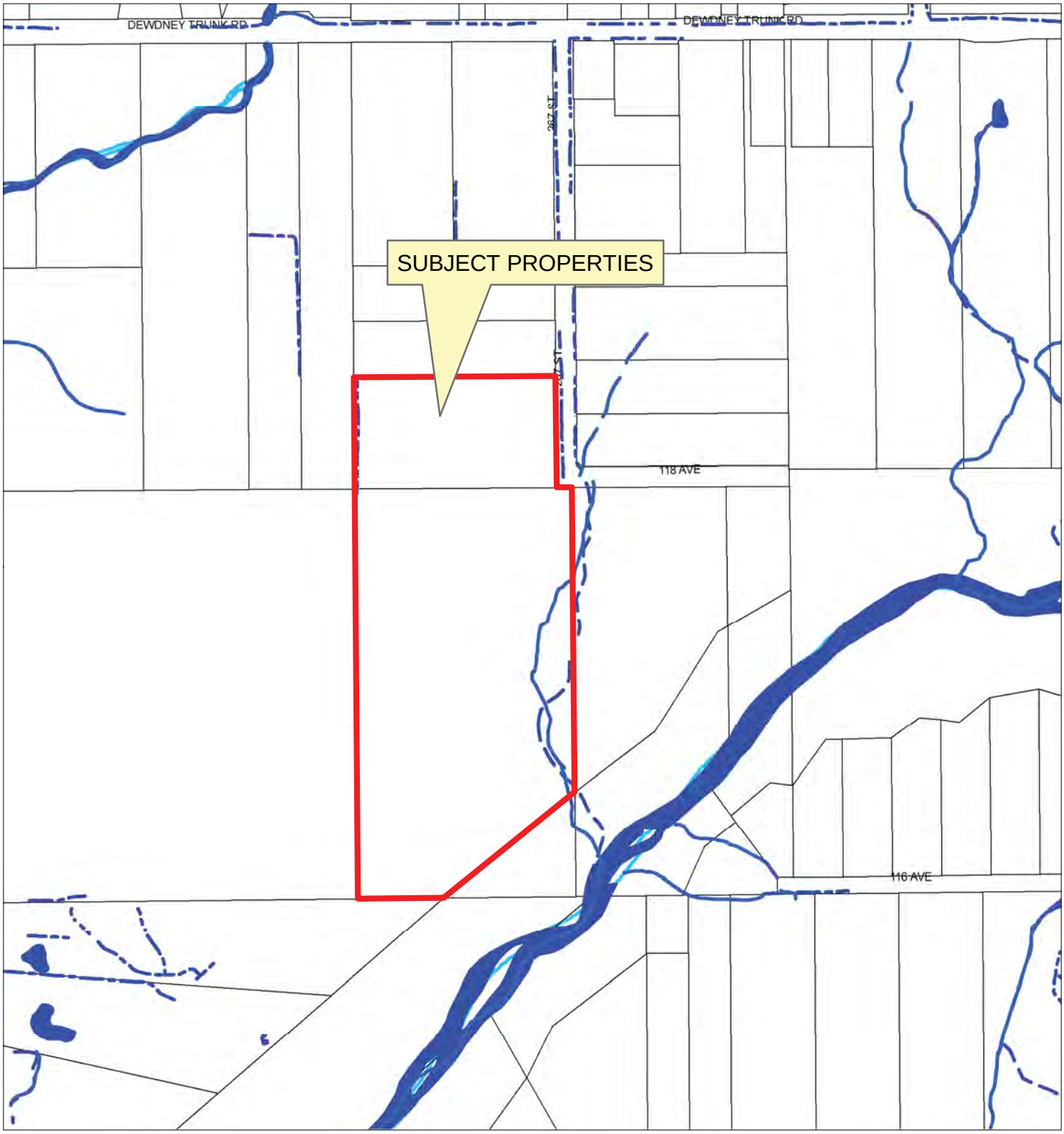
"Original signed by Paul Gill"

Concurrence:	Paul Gill, CPA, CGA Chief Administrative Officer

The following appendices are attached hereto:

Appendix A – Subject Map
Appendix B – Ortho Map
Appendix C – Zone Amending Bylaw No. 7408-2017
Appendix D – Proposed Site Plan

APPENDIX A



N

Scale: 1:5,000

Legend

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

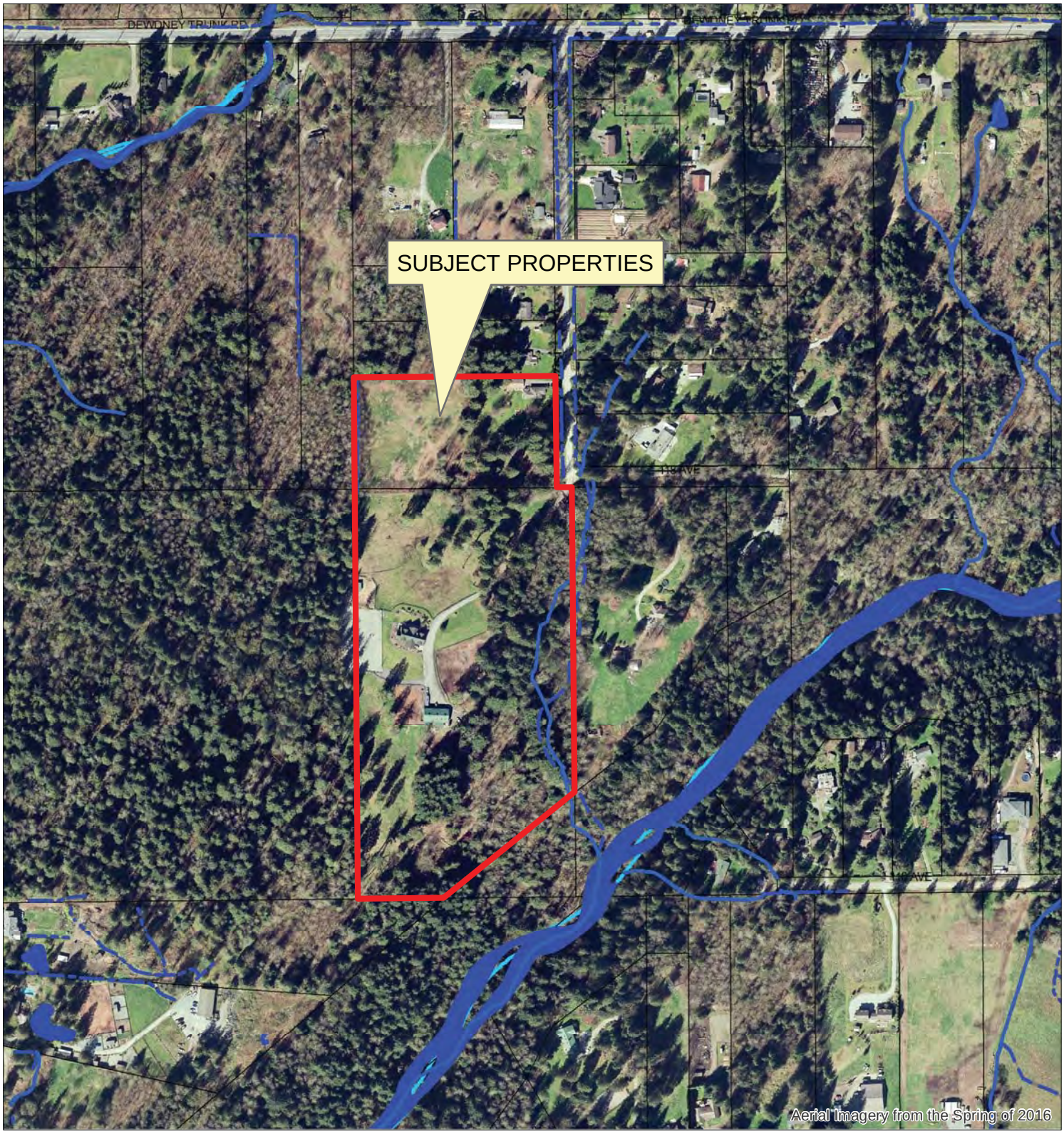
11795 & 11839 267 Street

PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia
mapleridge.ca

2017-430-RZ
DATE: Sep 27, 2017 BY: JV

APPENDIX B



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Scale: 1:5,000

Legend

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

11795 & 11839 267 Street

PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia
mapleridge.ca

2017-430-RZ
DATE: Sep 27, 2017 BY: JV

APPENDIX C

CITY OF MAPLE RIDGE
BYLAW NO. 7408-2017

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

---

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

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7408-2017."

2. Those parcels or tracts of land and premises known and described as:

   Lot 2 Section 18 Township 15 New Westminster District Plan 7439
   Lot 4 Except: Parcel A (Statutory Right Of Way Plan LMP50235) Section 18 Township 15 New Westminster District Plan 5612

   and outlined in heavy black line on Map No. 1741 a copy of which is attached hereto and forms part of this Bylaw, are hereby rezoned to RS-2 (One Family Suburban Residential).

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

   READ a first time the day of , 20

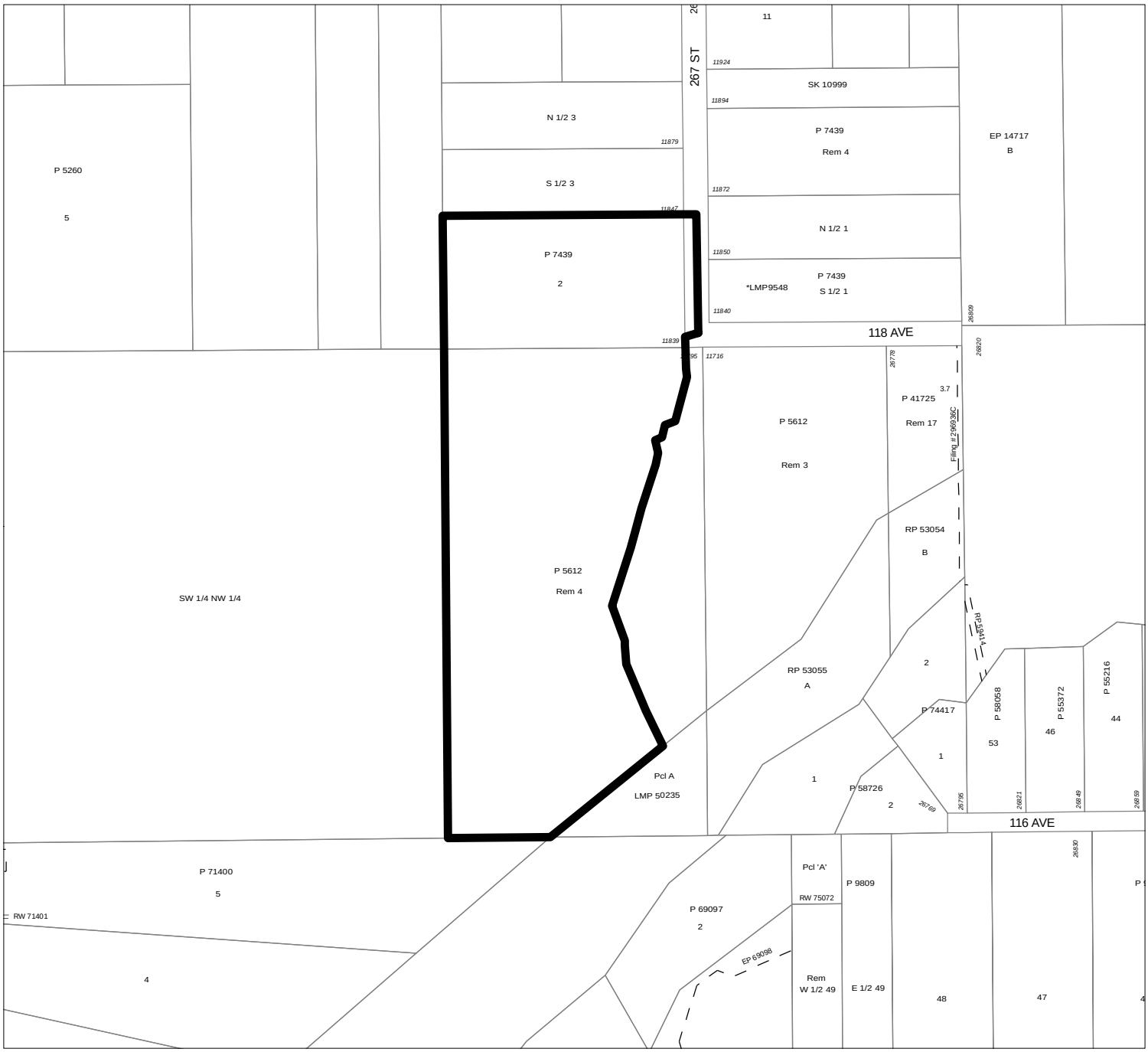
   READ a second time the day of , 20

   PUBLIC HEARING held the day of , 20

   READ a third time the day of , 20

   ADOPTED, the day of , 20

_____ _____
PRESIDING MEMBER CORPORATE OFFICER



MAPLE RIDGE ZONE AMENDING

Bylaw No. 7408-2017

Map No. 1741

From: RS-3 (One Family Rural Residential)

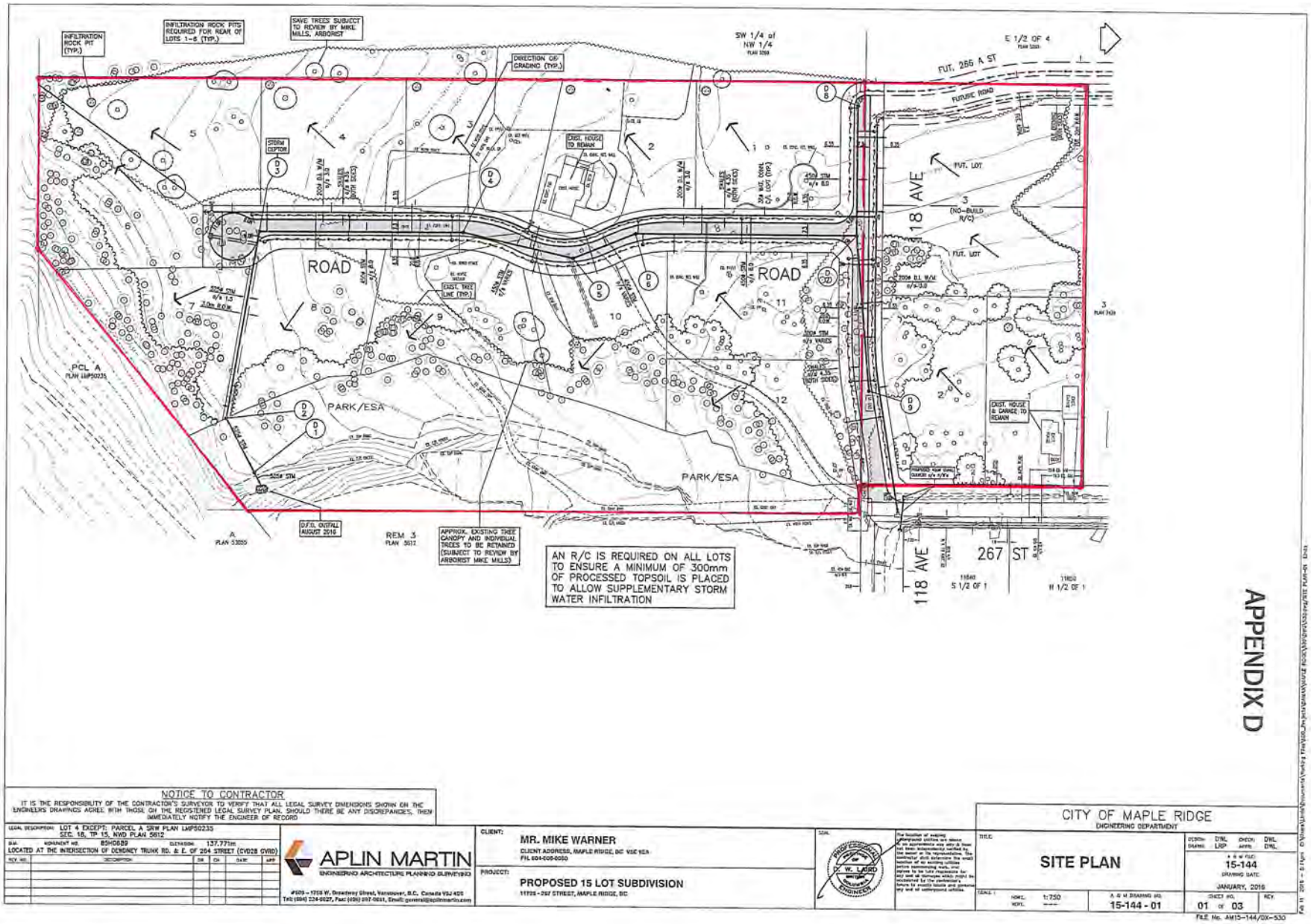
To: RS-2 (One Family Suburban Residential)

MAPLE RIDGE
British Columbia

N

SCALE 1:4,500

APPENDIX D


INFILTRATION ROCK PIT (TYP.)
INFILTRATION ROCK PITS REQUIRED FOR REAR OF LOTS 1-6 (TYP.)
SAVE TREES SUBJECT TO REVIEW BY MIKE MILLS, ARBORIST
DIRECTION OF GRADING (TYP.)
SW 1/4 of NW 1/4
E 1/2 OF 4
FUT. 266 A ST
FUTURE ROAD
STORM CEPTOR
EXIST. HOUSE TO REMAIN
FUT. LOT
118 AVE
(NO-BUILD R/C)
ROAD
ROAD
EXIST. TREE LINE (TYP.)
PCL A
PARK/ESA
PARK/ESA
EXIST. HOUSE & GARAGE TO REMAIN
D.F.G. OUTFALL AUGUST 2010
REM 3
APPROX. EXISTING TREE CANOPY AND INDIVIDUAL TREES TO BE RETAINED (SUBJECT TO REVIEW BY ARBORIST MIKE MILLS)
AN R/C IS REQUIRED ON ALL LOTS TO ENSURE A MINIMUM OF 300mm OF PROCESSED TOPSOIL IS PLACED TO ALLOW SUPPLEMENTARY STORM WATER INFILTRATION
118 AVE
267 ST
S 1/2 OF 1
N 1/2 OF 1
APPENDIX D
NOTICE TO CONTRACTOR
IT IS THE RESPONSIBILITY OF THE CONTRACTOR'S SURVEYOR TO VERIFY THAT ALL LEGAL SURVEY DIMENSIONS SHOWN ON THE ENGINEERS DRAWINGS AGREE WITH THOSE ON THE REGISTERED LEGAL SURVEY PLAN. SHOULD THERE BE ANY DISCREPANCIES, THEN IMMEDIATELY NOTIFY THE ENGINEER OF RECORD
LEGAL DESCRIPTION: LOT 4 EXCEPT: PARCEL A SRW PLAN LMP50235 SEC. 18, TP 15, NWD PLAN 5612
LOCATED AT THE INTERSECTION OF DEWDNEY TRUNK RD. & E. OF 264 STREET (CVD28 GVRD)
APLIN MARTIN
ENGINEERING ARCHITECTURE PLANNING SURVEYING
CLIENT: MR. MIKE WARNER
CLIENT ADDRESS, MAPLE RIDGE, BC V2X 9E4
PROJECT: PROPOSED 15 LOT SUBDIVISION
11705 - 267 STREET, MAPLE RIDGE, BC
CITY OF MAPLE RIDGE
ENGINEERING DEPARTMENT
TITLE: SITE PLAN
15-144
JANUARY, 2016
15-144 - 01
01 OF 03
FILE No. AM15-144/DX-530

City of Maple Ridge

TO:	Her Worship Mayor Nicole Read and Members of Council	**MEETING DATE:**	November 28, 2017
		FILE NO:	2013-115-RZ
FROM:	Chief Administrative Officer	**MEETING:**	Council

SUBJECT: **First and Second Reading**
Official Community Plan Amending Bylaw No. 7410-2017
Second Reading
Zone Amending Bylaw No. 7052-2014;
24440 128 Avenue

EXECUTIVE SUMMARY:

An application has been received to rezone the subject properties located at 24440 128 Avenue from RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential), to permit a future subdivision of 6 lots. Council granted first reading to Zone Amending Bylaw No. 7052-2014 and considered the early consultation requirements for the Official Community Plan (OCP) amendment on January 28, 2014. The minimum lot size for the current RS-3 zone is 8,000 m^2, and the minimum lot size for the proposed RS-2 Zone is 4,000 m^2.

The proposed RS-2 One Family Suburban Residential zoning complies with the policies of the Official Community Plan and with the Suburban Residential designation, but has been discussed extensively by Council. Council has expressed concern about allowing residential development outside of the urban area boundary and have previously denied applications for this purpose. On September 5, 2017, Council reaffirmed the Suburban Residential designation with the following resolution:

> *That no changes be made to the current policies in the Official Community Plan for Estate Suburban Residential and Suburban Residential Land Use Designations, as discussed in the Council report dated September 5, 2017.*

On this basis, this proposal remains consistent with the Official Community Plan. However, an amendment to the OCP is required to adjust the area designated *Conservation* around the watercourse.

Pursuant to Council policy, this application is subject to the Community Amenity Contribution Program at a rate of $5,100.00 per single family lot, for an estimated amount of $30,600.00.

RECOMMENDATIONS:

1) **That, in accordance with Section 475 of the *Local Government Act,* opportunity for early and on-going consultation has been provided by way of posting Official Community Plan Amending Bylaw No. 7410-2017on the municipal website, and Council considers it unnecessary to provide any further consultation opportunities, except by way of holding a Public Hearing on the bylaw;**

2) **That Official Community Plan Amending Bylaw No. 7410-2017 be considered in conjunction with the Capital Expenditure Plan and Waste Management Plan;**

3) That it be confirmed that Official Community Plan Amending Bylaw No. 7410-2017 is consistent with the Capital Expenditure Plan and Waste Management Plan;

4) That Official Community Plan Amending Bylaw No. 7410-2017 be given first and second readings and be forwarded to Public Hearing;

5) That Zone Amending Bylaw No. 7052-2014 be given second reading, and be forwarded to Public Hearing;

6) That the following terms and conditions be met prior to final reading:

   i) Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;

   ii) Amendment to Official Community Plan Schedules "B" and "C;

   iii) Registration of a Restrictive Covenant for the Geotechnical Report, which addresses the suitability of the subject property for the proposed development;

   iv) Registration of a Restrictive Covenant for the protection of the Environmentally Sensitive areas (wetlands) on the subject property;

   v) Registration of a Restrictive Covenant for Stormwater Management;

   vi) Removal of existing buildings;

   vii) Registration with Fraser Health for septic disposal; and registration of a Restrictive Covenant for the protection of the septic field areas; and

   viii) That a voluntary contribution, in the amount of $30,600.00 ($5,100.00/lot,) be provided in keeping with the Council Policy with regard to Community Amenity Contributions.

DISCUSSION:

1) Background Context:

Applicant: Wayne Stephen Bissky Architecture And Urban Design

Legal Description: Lot 1, Section 22, township 12, Plan NWP23770

OCP:
- Existing: Suburban Residential
- Proposed: Suburban Residential, Conservation

Zoning:
- Existing: RS-3 (One Family Rural Residential)
- Proposed: RS-2 (One Family Suburban Residential)

Surrounding Uses:

North:
- Use: Vacant
- Zone: RS-3 (One Family Rural Residential)
- Designation: Suburban Residential

South:	Use:	Vacant Municipal lands
	Zone:	RS-3 (One Family Rural Residential)
	Designation:	Suburban Residential
East:	Use:	Single Family Residential
	Zone:	RS-3 (One Family Rural Residential)
	Designation:	Suburban Residential
West:	Use:	Single Family Residential
	Zone:	RS-3 (One Family Rural Residential)
	Designation:	Estate Suburban Residential
Existing Use of Property:		Single Family Residential
Proposed Use of Property:		Single Family Residential
Site Area:		4.046 HA (10 acres)
Access:		128 Avenue
Servicing requirement:		Suburban Standard

2) Background:

The subject site is located outside of the Urban Area Boundary, south and east of the South Alouette River, south of the 128 Avenue road right-of-way, and west of Alouette Road. An equestrian trail and the Bosa Creek run along the northern property line within the 128 Avenue road right-of-way, which were both recently improved through construction activity for the sanitary sewer main extension on 128 Avenue. The land slopes down to the South Alouette River from the embankment on the municipal lands to the south; however, the subject site itself is relatively flat and vacant with the exception of an outbuilding. The majority of the property is densely vegetated, with some water features worthy of preservation. The initial layout proposed in the first reading report has been altered, as discussed below.

3) Project Description:

The applicant has submitted a proposal to rezone the property to RS-2 (One Family Suburban Residential) and subdivide the parcel into suburban residential lots no less than 0.4 ha (1 acre) in area, with a new local road proposed on the site. The initial layout that accompanied the first reading report proposed 8 lots. However, with more detailed ground truthing, the environmentally sensitive areas at the north and the south portions of the site became clear. The applicant responded with a simplified and sensitive access scheme with a reduced lot yield of 6 proposed lots, and a combination of dedication and conservation covenants of the environmentally protected areas. The access to the site will be from 128th Avenue. To accommodate the sensitive nature of the site, the proposed lots were arranged as pie-shaped, with only one incursion into the environmentally protected area. The resulting wedge shaped lots radiate outwards from this access with reduced fronting widths. The minimum lot width in the RS-2 Zone is 36 meters. The minimum proposed lot width is 14.6 meters. Approval for these reduced lot widths will need to be attained through the Development Variance Permit Process. The proposed lot layout is attached as Appendix E.

4) Planning Analysis:

i) Official Community Plan:

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

The Suburban Residential designation has been the subject of Council discussion for a few years. While not unanimous in this approach, Council has expressed concern about allowing residential development outside of the urban area boundary. As a result, some rezoning applications to RS-2 in this designation have been denied by Council.

On September 5, 2017 Council reaffirmed the Suburban Residential designation. The resolution is as follows:

> *That no changes be made to the current policies in the Official Community Plan for Estate Suburban Residential and Suburban Residential Land Use Designations, as discussed in the Council report dated September 5, 2017.*

With the September 5, 2017 reaffirmation of this land use designation, it is clear that this proposal for rezoning to RS-2 Suburban Residential is consistent with the stated direction of both Council and the Official Community Plan.

The setback areas on the property for the protection of Bosa Creek on the property will need to be dedicated as park and designated as conservation, thereby triggering the need for an amendment to the Official Community Plan.

ii) <u>Zoning Bylaw</u>:

The current application proposes to rezone the property located at 24440 128 Avenue from RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential) to permit future subdivision into approximately seven lots (see Appendix C). Any variations from the requirements of the proposed zone will require a Development Variance Permit application. The minimum lot size for the current RS-3 One Family Rural Residential zone is 8000 m^2, and the minimum lot size for the proposed RS-2 One Family Suburban Residential zone is 4000 m^2.

iii) <u>Off-Street Parking And Loading Bylaw:</u>

The Off-Street Parking and Loading Bylaw establishes a minimum of 2 off street parking spaces be provided for one family residential uses. It should also be noted that a secondary suite or a detached garden suite is permitted in the proposed RS-2 Zone. Each of these uses requires an additional parking spot. The large parcel sizes proposed with this application should readily be able to accommodate parking for all permitted uses.

Parking requirements will be addressed as part of the building permit application upon completion of the subdivision application.

iv) <u>Proposed Variances:</u>

A Development Variance Permit application will be required for this project that will involve the following relaxations:

- *Maple Ridge Zoning Bylaw No. 3510 -1985,*

> To vary the lot width in the RS-2 One Family Suburban Residential Zone from 36 metres to 14.6 metres.

The narrow frontages of the proposed lots relate to their wedge shaped geometry as they converge towards a central access (subdivision plan is attached as Appendix E). The siting of this access will minimize the incursions into an environmentally sensitive area. Each proposed lot will share driveway access from the cul-de-sac, offering the appearance of a wider frontage (appearing as 3 lots instead of 6). An access easement will be established as a condition of subdivision to protect this shared access.

As the visual impact of the reduced frontages will be minimized by the clustering of these access points, the use of a cul-de-sac design, and preservation of a large number of trees on the site, the application is supportable. The proposed layout and the wide swath of protected environmentally sensitive areas along 128th Avenue and the unconstructed Alouette Road will help to retain the rural character of this area.

The requested variances to the RS-2 Zone zone will be the subject of a future Council report.

v) Development Permits:

Pursuant to Section 8.9 of the OCP, a Watercourse Protection Development Permit application is required to ensure the preservation, protection, restoration and enhancement of watercourse and riparian areas. Approximately 30% of this site will be dedicated as parkland and a significant number of trees will be preserved on the proposed lots via a tree protection covenant. These measures will preserve the rural character of the site.

vi) Development Information Meeting:

This rezoning application was made in 2013, and first reading was granted on January 28, 2014, in advance of the changed requirements for DIM processes (July 4, 2016). The applicant was therefore not advised of these new requirements in the letter that was sent after receipt of first reading. As 6 lots are to be created, this proposal meets the conditions for requiring a Development Information Meeting under the conditions of Policy 6.20. However, given the timing and the remote site context, it is recommended that the policy be waived and the application proceed without requiring this meeting. However, Council has the option to require that a Development Information Meeting be held prior to granting second reading.

5) Environmental Implications:

The proposed layout has been the result of significant dialogue between the applicant, their qualified environmental professional, and the Planning Department. Significant revisions to the original proposal have occurred as a result of this dialogue, resulting in a reduced lot yield and greater protection of environmental assets. A tree survey has been provided, and the shared driveway will reduce the amount of required tree cutting to realize this subdivision. Both park dedication and protection covenants will be used to preserve the rural character of the site.

6) Interdepartmental Implications:

i) Engineering Department:

Engineering comments included the need to construct 128th Avenue to a rural standard with an equestrian trail included in the road design. Water service will need to be extended as a condition of rezoning. Street lighting is also required. A latecomers agreement may be required.

ii) Parks & Leisure Services Department:

Comments included the need for maintenance of the protected areas fronting 128th Avenue, and retention of the equestrian trail.

iii) License, Permits and Bylaws Department:

It was noted that at the subdivision stage, more information is needed for the lot grading plan and the stormwater management plan.

7) Intergovernmental Issues:

i) Local Government Act:

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

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

8) Citizen/Customer Implications:

Opportunities for public input will be provided through the required Public Hearing and neighbour notification for the required variance.

CONCLUSION:

It is recommended that first and second reading be given to OCP Amending Bylaw No. 7410-2017, that second reading be given to Zone Amending Bylaw No. 7052-2014, and that Application 2013-115-RZ be forwarded to Public Hearing.

"Original signed by Diana Hall"

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

"Original signed by Christine Carter"

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

"Original signed by Frank Quinn"

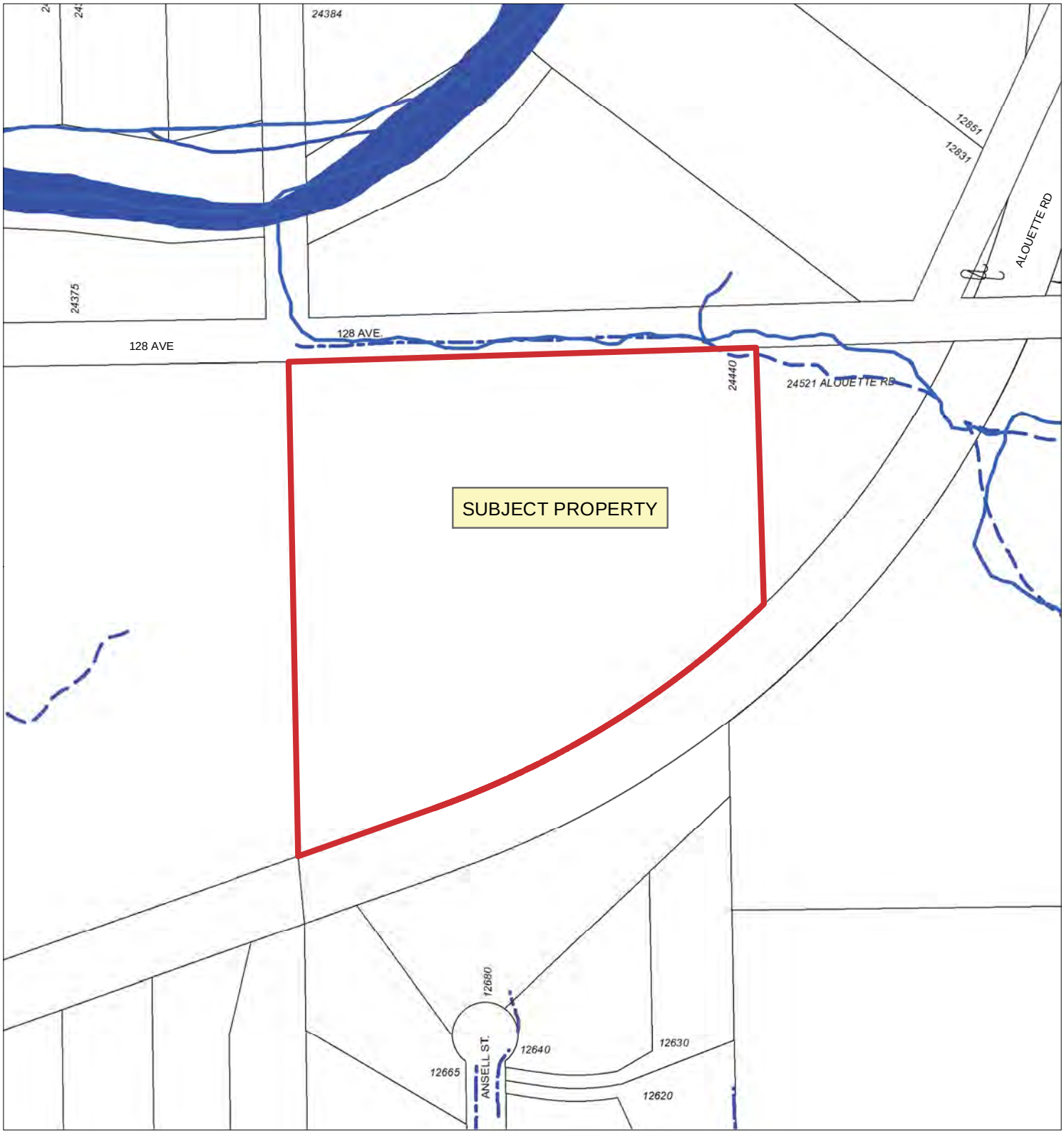
Approved by: Frank Quinn, MBA, P.Eng
GM: Public Works & Development Services

"Original signed by Paul Gill"

Concurrence: Paul Gill, CPA, CGA
Chief Administrative Officer

The following appendices are attached hereto:
Appendix A – Subject Map
Appendix B – Ortho Map
Appendix C – OCP Amending Bylaw No. 7410-2014
Appendix D – Zone Amending Bylaw No. 7052-2014
Appendix E – Subdivision Plan

APPENDIX A



N

Scale: 1:2,500

Legend

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

24440 128 AVENUE

PLANNING DEPARTMENT

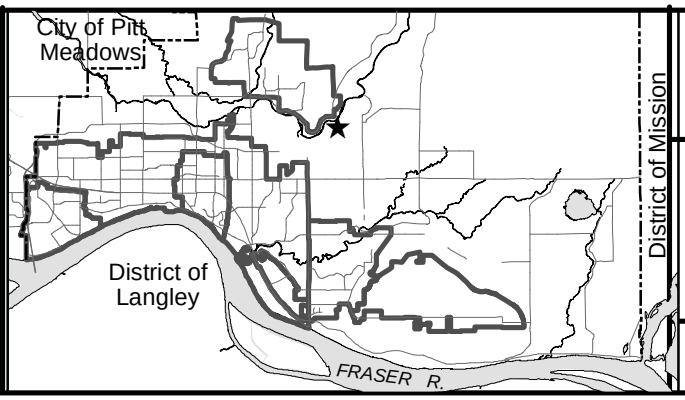
MAPLE RIDGE
British Columbia
mapleridge.ca

FILE: 2013-115-RZ
DATE: Nov 21, 2017
BY: PC

APPENDIX B

N

Scale: 1:2,500



24440 128 AVENUE

PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia
mapleridge.ca

FILE: 2013-115-RZ
DATE: Nov 21, 2017

BY: PC

APPENDIX C

CITY OF MAPLE RIDGE
BYLAW NO. 7410-2017

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

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

AND WHEREAS it is deemed expedient to amend Schedules "B" & "C" to the Official Community Plan;

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

1. This Bylaw may be cited for all purposes as "Maple Ridge Official Community Plan Amending Bylaw No. 7410-2017

2. Schedule "B" is hereby amended for that parcel or tract of land and premises known and described as:

   Lot 1 Section 22 Township 12 New Westminster District Plan 23770

   and outlined in heavy black line on Map No. 967, a copy of which is attached hereto and forms part of this Bylaw, is hereby designated/amended as shown.

3. Schedule “C” is hereby amended for that parcel or tract of land and premises known and described as:

   Lot 1 Section 22 Township 12 New Westminster District Plan 23770

   and outlined in heavy black line on Map No. 968, a copy of which is attached hereto and forms part of this Bylaw, is hereby amended by adding Conservation.

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

READ a first time the day of , 20

READ a second time the day of , 20

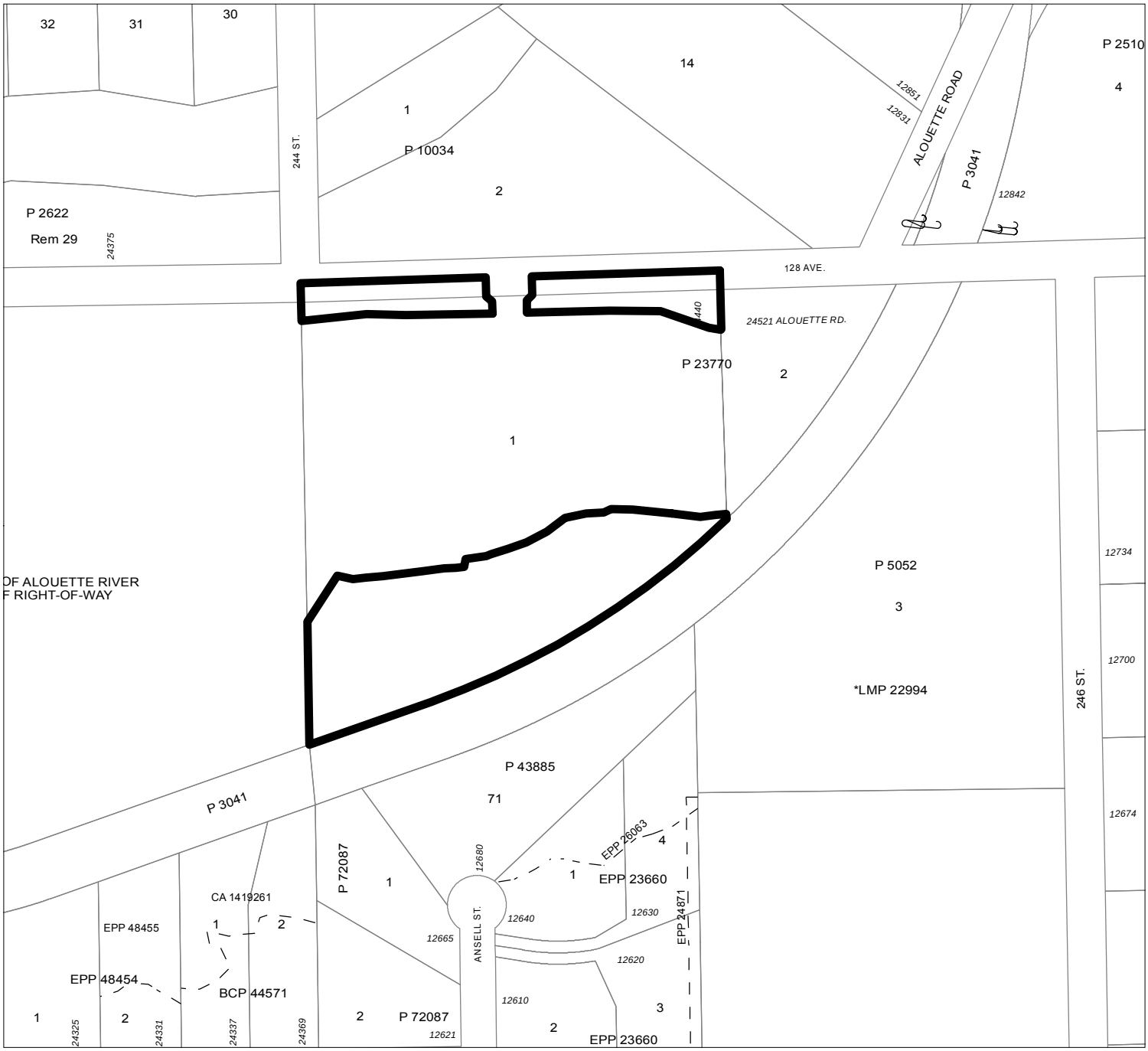
PUBLIC HEARING held the day of , 20

READ a third time the day of , 20

ADOPTED, the day of ,20 .

PRESIDING MEMBER

CORPORATE OFFICER



MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7410-2017

Map No. 967

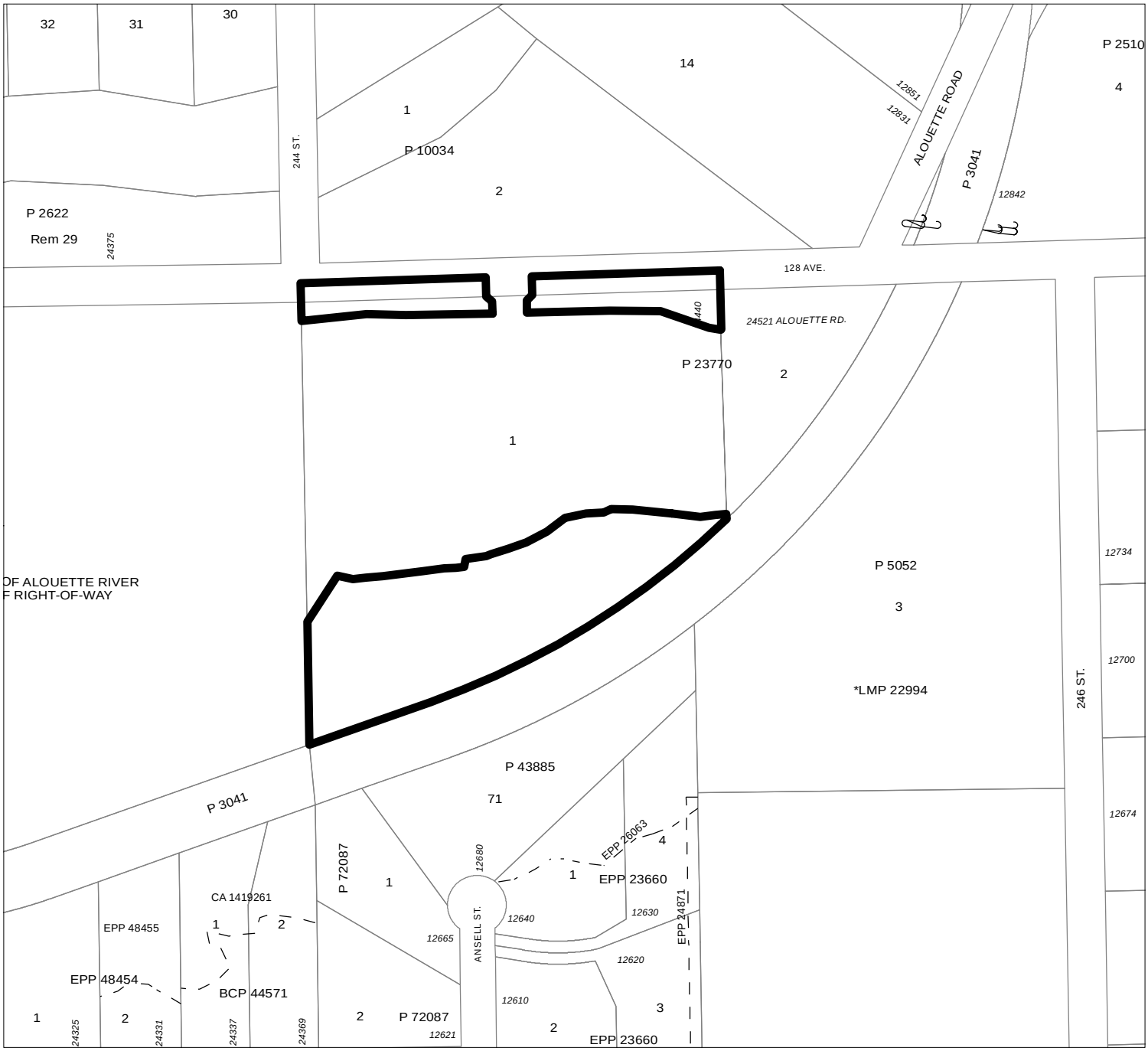
From: Suburban Residential

To: Conservation

MAPLE RIDGE
British Columbia

N

SCALE 1:3,000



MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7410-2017

Map No. 968

Purpose: To Amend Schedule C as shown

To Add to Conservation

MAPLE RIDGE
British Columbia

N

SCALE 1:3,000

APPENDIX D

CITY OF MAPLE RIDGE

BYLAW NO. 7052-2014

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

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

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7052-2014."

2. That parcel or tract of land and premises known and described as:

   Lot 1 Section 22 Township 12 New Westminster District Plan 23770

   and outlined in heavy black line on Map No. 1605 a copy of which is attached hereto and forms part of this Bylaw, is hereby rezoned to RS-2 (One Family Suburban Residential).

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

READ a first time the 28th day of January, 2014.

READ a second time the day of , 20

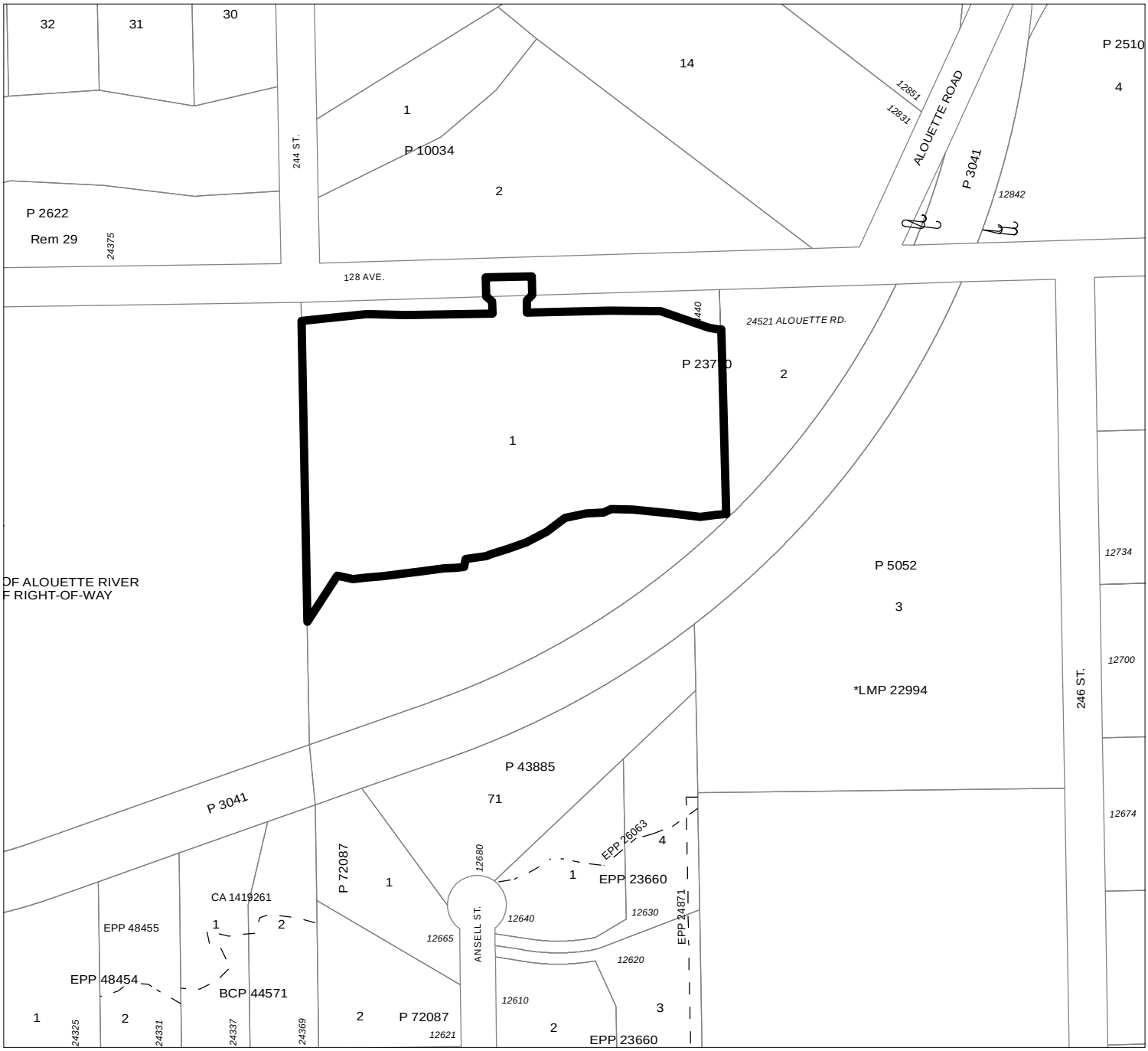
PUBLIC HEARING held the day of , 20

READ a third time the day of , 20

ADOPTED the day of , 20

PRESIDING MEMBER

CORPORATE OFFICER



MAPLE RIDGE ZONE AMENDING

Bylaw No. 7052-2014

Map No. 1605

From: RS-3 (One Family Rural Residential)

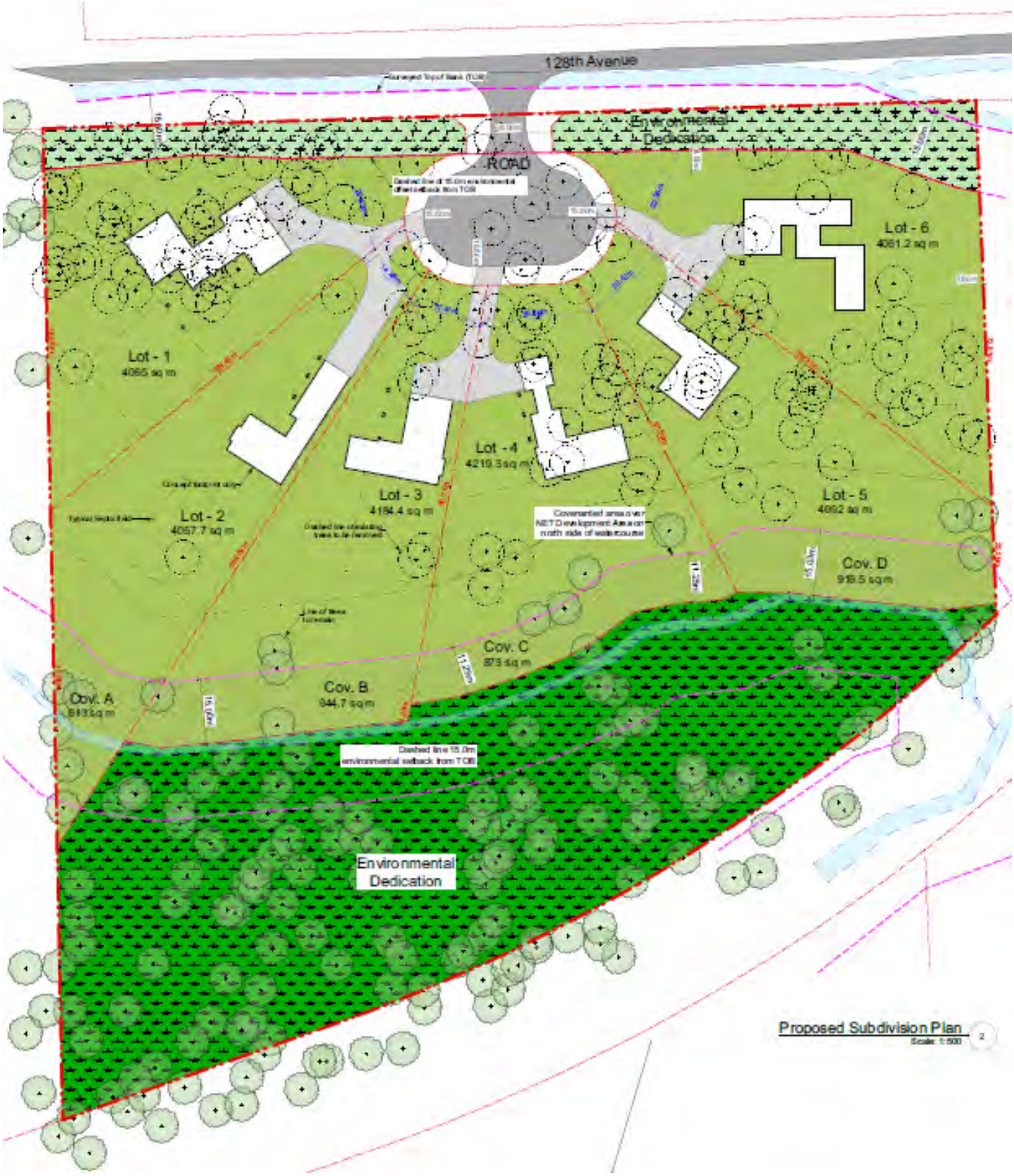
To: RS-2 (One Family Suburban Residential)

MAPLE RIDGE
British Columbia

N

SCALE 1:3,000

APPENDIX E


128th Avenue
Environmental Dedication
ROAD
Lot - 6
4061.2 sq m
Lot - 1
4065 sq m
Lot - 4
4219.3 sq m
Lot - 3
4184.4 sq m
Lot - 2
4057.7 sq m
Lot - 5
4092 sq m
Cov. D
919.5 sq m
Cov. C
873 sq m
Cov. B
944.7 sq m
Cov. A
Environmental Dedication
Proposed Subdivision Plan
Scale: 1:500

City of Maple Ridge

TO:	Her Worship Mayor Nicole Read and Members of Council	**MEETING DATE:**	November 28, 2017
		FILE NO:	2016-240-DVP 2016-240-DP
FROM:	Chief Administrative Officer	**MEETING:**	Council
SUBJECT:	**Development Variance Permit and Development Permit 22638 119 Avenue and 22633 Selkirk Avenue**		

EXECUTIVE SUMMARY:

A Development Variance Permit (2016-240-DVP) has been received in conjunction with a Town Centre Development Permit application (2016-240-DP) to permit the future construction of two mixed use commercial residential six storey buildings consisting of approximately 2,677m^2 (28,700 ft^2) of ground floor commercial and 138 residential units. The project is designed around a central plaza consisting of pedestrian park and a parking area with 71 parking spaces for the commercial units. The requested variances are to the following bylaws:

Zoning Bylaw No. 3510-1985, Section 703 Town Centre Commercial (C-3)

1. Section 703(8)(b) requires that above the third storey of a building, the distance from the side lot lines shall be not less than 4.5 metres. The variance request is to reduce the distance from the side lot lines from 4.5 metres to 0 metres. This will create the appearance of a uniform building design for the entire city block; and
2. Section 703 (8)(a) requires that where a building is used for apartment use above a second storey, the distance from the front and rear lot lines above the second storey shall be not less than 7.5 metres. The variance request is to reduce this requirement from 7.5 metres to 0.5 metres. The proposed variance will create strong building orientation to the street and reduce the tier distance between floors.

AND

Off Street Parking and Loading Bylaw No. 4350-1990

1. Section 4.1 (a) (iv) is proposed to be varied to allow tandem parking in the C-3 (Town Centre Commercial) zone which may have obstructed access where the primary parking space is a carport or garage and the obstruction is an intervening parking stall. This is supportable as the development exceeds the required number of parking spaces and these tandem stalls are in excess of the minimum requirement. The tandem parking stalls will be allocated to a single unit via a restrictive covenant. The proposal requires 155 residential parking stalls and 366 parking stalls including the 48 tandem stalls in the private underground garage, that are provided for residential use.

Council will be considering final reading for rezoning application 2016-240-RZ on November 28, 2017.

It is recommended that Development Variance Permit 2016-240-DVP be approved and Development Permit 2016-240-DP be approved.

Council considered rezoning application 2016-240-RZ and granted first reading for Zone Amending Bylaw No.7262-2016 on July 26, 2016. Council granted first and second reading for Official Community Plan Amending Bylaw No.7342-2017 on July 13, 2017, and second reading for Zone Amending Bylaw No. 7262-2016 on June 13, 2017. This application was presented at Public Hearing on July 18, 2017 and Council granted third reading on July 26, 2017. Council will be considering final reading for rezoning application 2016-240-RZ on November 28, 2017.

RECOMMENDATION:

That the Corporate Officer be authorized to sign and seal 2016-240-DVP respecting property located at 22638 119 Avenue and 22633 Selkirk Avenue.

That the Corporate Officer be authorized to sign and seal 2016-240-DP respecting property located at 22638 119 Avenue and 22633 Selkirk Avenue.

DISCUSSION:

a) Background Context

Applicant:		Falcon Village Joint Venture
Owner:		City of Maple Ridge
Legal Description:		Lot 2 District Lot 401 Group 1 New Westminster District Plan EPP65496 Lot 4 District Lot 401 Group 1 New Westminster District Plan EPP65496
OCP :		
Existing:		APTH (Medium and High-Rise Apartment)
Proposed:		Med/High Density Residential
Zoning:		
Existing:		RS-1 (One Family Urban Residential)
Proposed:		RM-1 (Townhouse Residential)
Surrounding Uses:		
North:	Use:	One and Two Family Residential
	Zone:	RS-1 (One Family Residential), RM-1 (Townhouse Residential)
	Designation	Medium and High-Rise Residential
South:	Use:	Commercial, Off-Street Parking
	Zone:	C-3 (Town Centre Commercial)
	Designation:	Town Centre Commercial
East:	Use:	Vacant, under application 2016-115-DP
	Zone:	C-3 (Town Centre Commercial)
	Designation:	Town Centre Commercial
West:	Use:	Mixed-Use Residential and Commercial
	Zone:	C-3 (Town Centre Commercial)
	Designation:	Town Centre Commercial

Existing Use of Property:	Vacant – excavation site
Proposed Use of Property:	Mixed Use Multi-Family and Commercial
Site Area:	0.8 Ha (2 acres)
Access:	227th Street
Servicing:	Urban
Concurrent Applications:	2016-240-RZ

b) Project Description:

The subject properties under application are part of a four phased development project which includes a total of four mixed-use (residential/commercial) buildings varying in height from five to six storeys, arranged in a quadrangle style with an inner courtyard.

The phase one building is currently under construction and the land is zoned C-3 (Town Centre Commercial). The land for phase two and four are zoned RS-1 (One Family Urban Residential) which does not allow apartment or commercial as permitted uses. Therefore, the proponent has applied to rezone them to C-3 (Town Centre Commercial) which permits both of those uses. The chart below details the rezoning.

Summary of Development Phase Two and Four		
Phase	Phase Two	Phase Four
Amenity Spaces and Public Art as part of rezoning	Yes	Yes
Child Care Centre (Phase Four)	No	Phase Four -The proponent will construct a daycare space within one of the commercial retail units of at least 1,615 sq. ft. of indoor space (not including bathrooms and hallways) and 996 sq. ft. of exclusive use of outdoor space for use as a (25 –child) daycare. This has been secured with a Restrictive Covenant as a condition of the sale of the property to proponent.
Rental Housing/ Affordable and Market	Phase Two - 4 Rental Units	Phase Four – 7 affordable non-market units
Residential Units	59 Units	79 Units
Commercial Units with total combined floor area	13 CRU (14,518 sq.ft.)	13 CRU (18,496 sq.ft.)
Height of Buildings	6 storeys above ground and 2 storeys of parking below ground.	6 storeys above ground and 2 storeys of parking below ground.

Phase three is also zoned C-3 (Town Centre Commercial) and requires a Town Centre Development Permit, Civic Core Precinct, has just been received by the City, at this point the application has not been reviewed by the Advisory Design Panel.

The form and character of the development will continue the building material, form, massing, style, and colour scheme from the existing buildings on 226 Street, with some variation in material and colour to maintain visual interest.

The comprehensive development plan includes an underground parkade spanning the balance of the city block that will serve all future buildings. Two ramps to the underground parking structure will be accessed from the internal lane, similar to the existing design for buildings located on 226 Street. Building and parkade construction will occur in four phases, beginning in the north-east corner and ending with the buildings along Selkirk Avenue.

Both the Town Centre Area Plan guiding principles and design guidelines speak to new developments that create a pedestrian-friendly design and enhanced public spaces that ensure an attractive, distinctive and vibrant centre. The developer has incorporated a central public plaza integrated with some surface parking within the centre of the block (Phase two and four) that provides landscaped green spaces, public art, seating areas, water features and routes for non-motorized transportation (emergency vehicles access is permitted). Additionally, the pedestrian realm also extends around the perimeter of the site along 119 and Selkirk Avenues, and 227 Street. Canopies and arcades will provide weather protection, and new pedestrian amenities including bike lock-ups, benches, street lighting and landscaping will be installed.

c) Planning Analysis:

Development Permit:

The Development Permit Application made to the City prompting this referral to the ADP is subject to the Key Guidelines and the Design Guidelines of Section 8.11 Town Centre Development Permit.

Key Guidelines:

The following is a brief description and assessment of the proposal's compliance with the applicable Key Development Permit Guidelines:

1. *Promote the Civic Core as the "heart" of the Town Centre.*

The subject development is part of a larger multi-phased re-development that will revitalize the largely vacant city block between the Town Centre's two main malls, Haney Place and Valley Fair. The building has been designed to foster a vibrant urban environment by providing sensitive design to both street frontages, as well as a future central gathering space that will accommodate a range of activities for the public.

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

Ground floor commercial units sited at 0 m setbacks to the front and exterior side of the property lines create an inviting pedestrian realm. Arcade features consistent with existing buildings on this block provide weather protection for pedestrians and outdoor seating opportunities.

3. *Reference traditional architectural styles.*

The building's architectural style reflects existing buildings in the Town Centre with the prominent use of bricks as a construction material. Building materials include brick, which references the Town Centre's existing buildings and heritage. Additionally, the design echoes recently constructed buildings on the opposite side of the subject city block and an "Old World" quadrangle desing set around a Public Plaza.

4. *Capitalize on important views.*

Residential corner units are oriented to the north-east for mountain view opportunities.

5. *Enhance existing and cultural activities and public open space.*

The first phase of development will include a portion of public open space surrounding the ground floor commercial units that will form part of a larger central space.

6. *Provide climate appropriate landscaping and green features.*

A rooftop indoor and outdoor amenity space has been included in the design with appropriate landscaping for the enjoyment of the building occupants. Storm water detention facilities have been incorporated into the project and plaza area.

7. *Maintain street interconnectivity*

Careful thought has been provided to street interconnectivity, with the creation of a predominantly pedestrian east-west lane design through the plaza, as well as, around the entire perimeter of the block.

Variance Analysis:

The Zoning Bylaw establishes general minimum and maximum regulations for Mixed Use developments. A Development Variance Permit allows Council some flexibility in the approval process.

The requested variances and rationale for support are described below:

1. *Maple Ridge Zoning Bylaw No 3510 -1985*,

    a. Section 703 (8) (b) is proposed to be varied from a minimum above the third storey of a building, the distance from side lot lines shall be not less than 4.5 m to zero; and

    b. Section 703 (8) (a) is proposed to be varied from where the building is used for apartment use above the second storey, the distance from the front and rear lot lines above the second storey shall be not less than 7.5m to 0.5 m.

The proposed variances will create a strong building orientation to the street and reduce the tier distance between floors and create the appearance of a uniform building design for the entire city block which is supported by the following Town Centre Development Permit Guidelines. Similar variances were required to accommodate the early buildings on 226th and 227th Street.

2. *Maple Ridge Off Street Parking and Loading Bylaw No 4350 -1990,*

    a. Section 4.1 (a) (iv) is proposed to be varied to allow tandem parking in the C-3 (Town Centre Commercial) zone which may have obstructed access where the primary parking space is a carport or garage and the obstruction is an intervening parking stall.

The proposed parking is in excess of the required minimum parking standards. The proposed variance is to allow tandem parking configuration as the development exceeds the required number of parking spaces and these tandem stalls are in excess of the minimum requirement. The tandem parking stalls, all located in the underground parking garage,

will be allocated to a single unit via a restrictive covenant. The proposal requires 155 residential parking stalls and 366 parking stalls including the 48 tandem stalls, that are provided for residential use

d) Advisory Design Panel

The Advisory Design Panel (ADP) reviewed the form and character of the proposed development and the landscaping plans at a meeting held on February 14, 2017. Following presentations by the project Architect and Landscape Architect, the ADP made the following resolutions and the applicants Architects response is in italics.

1. Use different colours of pavers.

   "Added to the site plan are different coloured pavers. This includes the parking lots, pathways, and areas previously scheduled as concreate or asphalt"

2. Consider using the same material to connect from 119th Avenue to Selkirk.

   "The same coloured paving material is being used to connect 119th Avenue to Selkirk."

3. Provide a landscape design in the detention ponds to accommodate programs for all seasons.

   " *'All season programming' in the detention ponds is the core idea behind the design. Storm water management plays a key role in the sustainability component of this project. The two 30' X 30' storm water receptacles centered in the plaza. Captures the hardscape and roof top water during the winter months. These storm water receptacles are at grade of the lawn, and are meant to be beautiful centerpieces, with submersible lighting, like 'pools of light' in the water.*

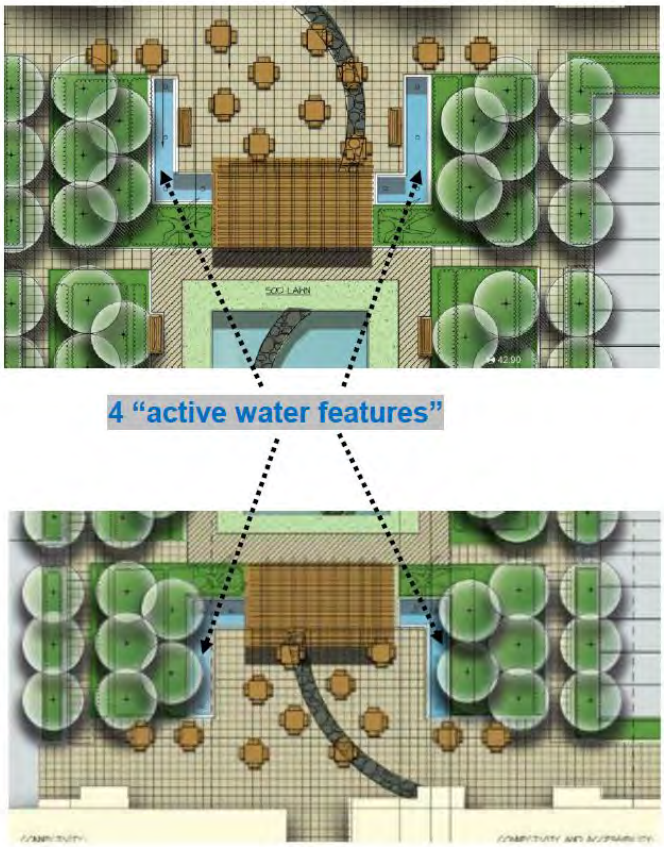
   In the summer, because they will be dry. They function as gathering places, for several public opportunities, Artist and craft people can have weekend display; neighbouring children can stage art exhibits and puppet shows, dog lovers can stage dog shows, community evening movies, and events pf all kinds reflecting the diverse cultural heritage of the area."

4. Consider having amphitheater style seating into the detention ponds.

   "To enhance the summer programming and functionality of the ponds, amphitheatre style steps have been added to the 18" deep pond."

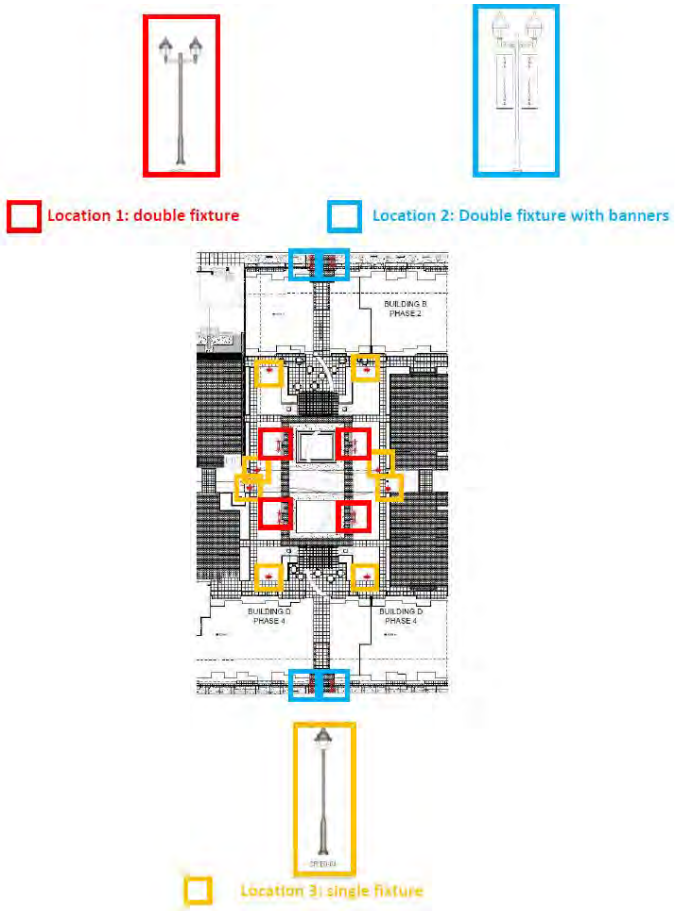
5. Consider an active water feature for summer use.

   "Existing in the design are Four "active water features" for all season uses. Two water features flanks the trellis bistro area on the north side and the other two flanks the trellis bistro area on the south side."



6. Eliminate bollards and introduce pedestrian scale decorative light columns.

   "Pedestrian scale decorative light columns were added at several locations
   Location 1: Behind the benches. Double fixture columns.
   Location 2: 119th and Selkirk double fixture columns with banners, for way finding and street presence
   Location 3: Along pathways and threshold points, single fixture columns
   The removable bollards will remains situated on the interior lane to promote bicycle use while minimizing vehicle use"



7. Coordinate with the City for the public art installation.

   "Although many projects require a public art component, and sometimes partially funded by the City, this project, is different.

   For this project, the client offered the sculptures and further requested they become an integral component to the overall design.

   The 'Tree Theme' then developed in response to the idea of celebrating the history of Maple Ridge. As noted on the City website (history section):

   "On September 12, 1874, a group of settlers met at John McIver's farm and decided that they should incorporate and become a municipality.

   The choice of the name came from the trees and topography of John McIver's farm. There was a magnificent stand of maple trees along the ridge that ran along the edge of the McIver farm and followed the line of the Fraser River. This new municipality officially became 'Maple Ridge'."

   Four sculptures, define the four quadrants of the design. The "Tree Theme" represents the Maple tree growing on John MacIver's farm.

It is the wish of the applicant to follow through with the character and theme of the sculpter as represented on the design for the reasons identified."

8. Consider minimum 2 inches of poured in place rubber for and use a variety of colours for daycare play area.

   "Two inches of poured in place rubber using a variety of colours, will be added to the children's play area."

9. Improve accessibility to and circulation within patios where possible.

   "Additional patio doors have been added to improve patio access on 2nd Floor."

10. Provide different laundry room layout.

    "Revised laundry layouts provided"

11. Accentuate each residential entrance with its distinct canopy or port cochere.

    "Decorative metal blade signs have been added above the main residential lobby entrances."

12. Provide gateway or way finding at entrance to the courtyard.

    "Decorative metal signage has been added at the breezeway entries."

13. Consider varying silhouette at the roofline.

    "The roofs over the breezeways are raised in order to establish roof hierarchy."

14. Provide variation of hardie and brick colour to achieve a rhythm at the elevations.

    "A second hardie colour is added to select bays. Brick siding is raised at the breezeways."

15. Provide indoor amenity area / multi-purpose space where possible, such as in the vicinity of the residential lobbies.

    "Indoor amenity spaces are added adjacent to the main residential lobbies."

16. Consider further details in regards to the operative details of windows and the partition between patios.

    "All windows are operable. Privacy walls are replaced by thinner, 6' high metal screens."

17. Provide a side light to all elevator lobbies.

    "Glazing is provided to elevator lobbies and other large enclosed egress/exit paths."

18. Explore additional requirements for adaptive units to comply with SaferHOME Standards and Section 3.8.5 of BC Building Code (adaptable dwelling units).

    "Minimum 2'-10" doors are added to adaptable units. Other regulations are met."

The above noted changes to the design of the building and landscaping addresses the areas of concern that the Advisory Design Panel expressed.

e) Financial Implications:

In accordance with Council's Landscape Security Policy, a refundable security equivalent to 100% of the estimated landscape cost will be provided to ensure satisfactory provision of landscaping in accordance with the terms and conditions of the Development Permit. Based on an estimated landscape cost of $781,809.34 the security will be $781,809.34.

CONCLUSION:

A Development Variance Permit application and a Town Centre Development Permit application have been received for the subject properties, located at 22638 – 119 Avenue (P.I.D 030-163-625) and 22633 Selkirk Avenue (030-163-641), to construct two mixed use commercial residential six storey buildings consisting of approximately 2,677 sq. m (28,700 ft2) of ground floor commercial and 138 residential units. This application is subject to the Town Centre Development Permit – Civic Core Guidelines as outlined in the Town Centre Area Plan of the Official Community Plan (OCP). It is recommended that the Corporate Officer be authorized to sign and seal applications 2016-240-DVP and 2016-240-DP.

"Original signed by Wendy Cooper"

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

"Original signed by Christine Carter"

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

"Original signed by Frank Quinn"

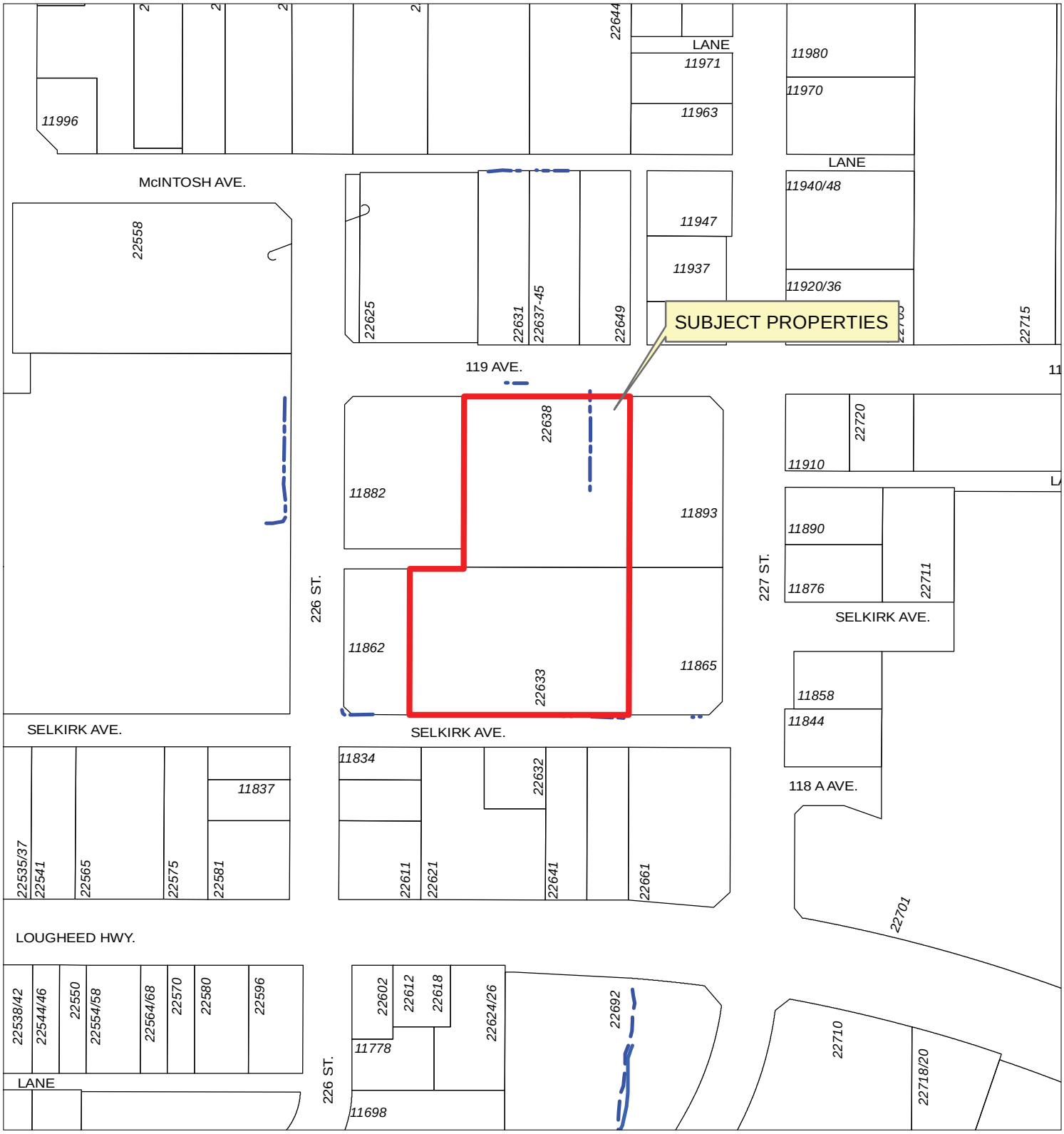
Approved by: Frank Quinn, MBA, P.Eng
GM: Public Works & Development Services

"Original signed by Paul Gill"

Concurrence: Paul Gill, CPA, CGA
Chief Administrative Officer

The following appendices are attached hereto:
Appendix A – Subject Map
Appendix B – Ortho Map
Appendix C – Landscape Plans
Appendix D – Architectural Elevations

APPENDIX A



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Scale: 1:2,000

Legend

- Stream
- Ditch Centreline
- Indefinite Creek

22633 SELKIRK AVENUE
22638 119 AVENUE

PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia
mapleridge.ca

FILE: 2016-240-VP
DATE: Nov 15, 2017
BY: DT

APPENDIX B

N

Scale: 1:2,000

Legend

- Stream
- Ditch Centreline
- Indefinite Creek

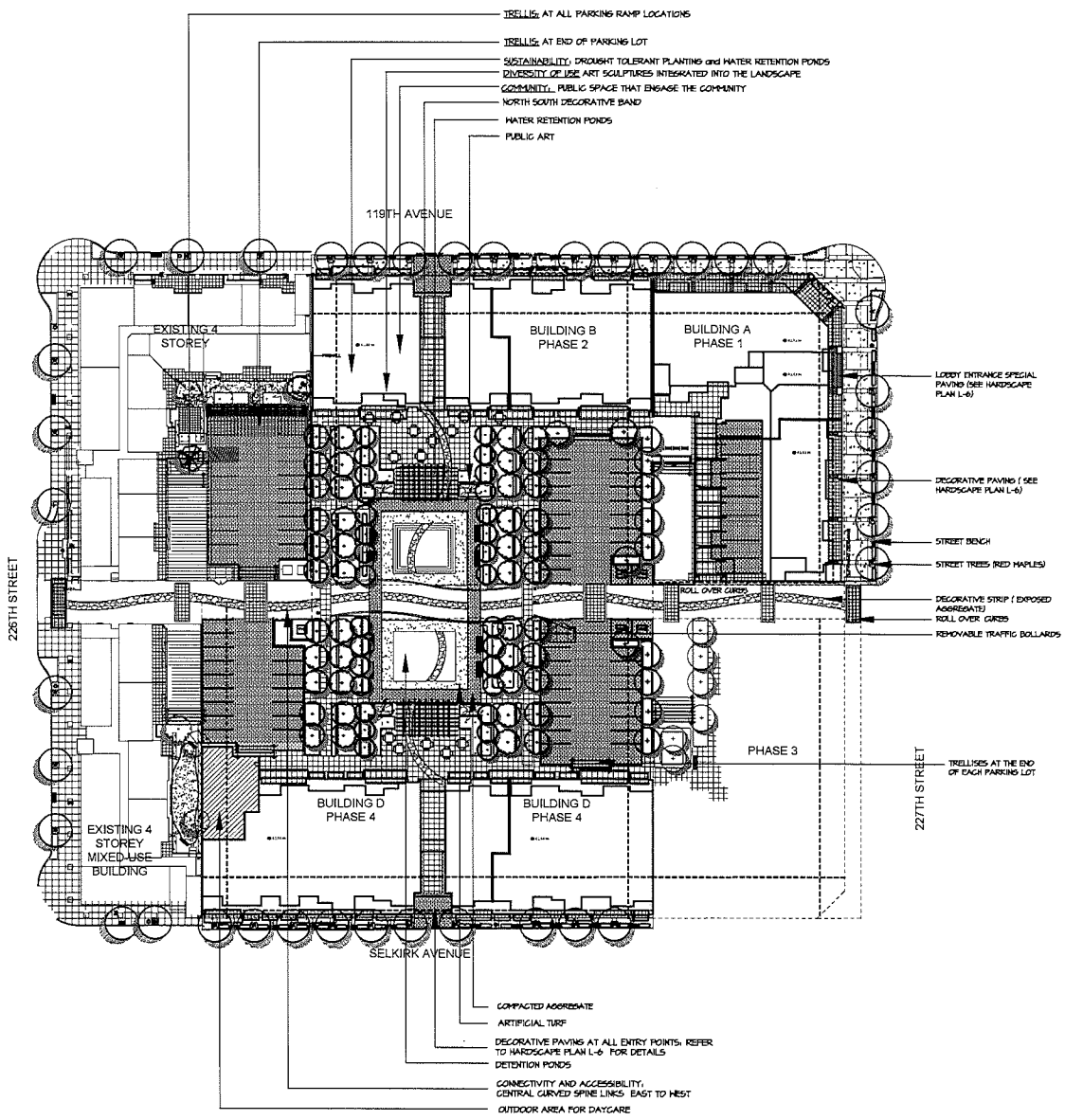
22633 SELKIRK AVENUE
22638 119 AVENUE

PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia
mapleridge.ca

FILE: 2016-240-VP
DATE: Nov 15, 2017 BY: DT

APPENDIX C



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N

NO.	DATE	REVISION DESCRIPTION	DR.
10	09.12.2017	DWELLINGS REPL AS PER CITY COM. DP	DY
9	MAY.2017	PER ADP COMMENTS	TK/CL
8	FEB 8 2017	DP SUBMISSION	TK
7	JUL 20 2017	PHASE 2&4 ROOFTOP PLANS (DP)	DB
6	DEC 8 2016	DP SUBMISSION	TK
5	DEC.05.2016	PER CLIENT COMMENTS	DB
4	OCT.05.2016	PER MOST RECENT ARCH. FILE	DB
3	AUG.11.2016	PER NEW SITE PLAN	BN
2	MAY 9 2016	PER FIRST ADP COMMENTS	TK
1	2016.04.15	PER NEW SITE PLAN FROM ARCHIT	TK

SEAL:

PROJECT:
BRICKWATER VILLAGE
MAPLE RIDGE
phases 2&4

DRAWING TITLE:
SITE PLAN

DATE: FEB 9TH 2016
SCALE: 1/32"=1'-0"
DRAWN: TK
DESIGN: TK
CH'CD: MM

DRAWING NUMBER: L1 OF 15

M2LA PROJECT NUMBER: JOB NO 1607

APPENDIX C

BISTRO TABLES WITH PATHWAYS

DETENTION PONDS

TREE LINED PATHWAYS

BLVD TREES

THEME AND CHARACTER

RAISED FOUNTAIN IN BISTRO AREAS

WISTERIA ON THE TRELLISES

RAISED FOUNTAIN IN BISTRO AREAS

SIGNAGE THEME

COMBINING MODERN PUBLIC ART WITH TIME PERIOD SIGNAGE

BRICK MATERIAL AT KEY LOCATIONS

1607-SLzp

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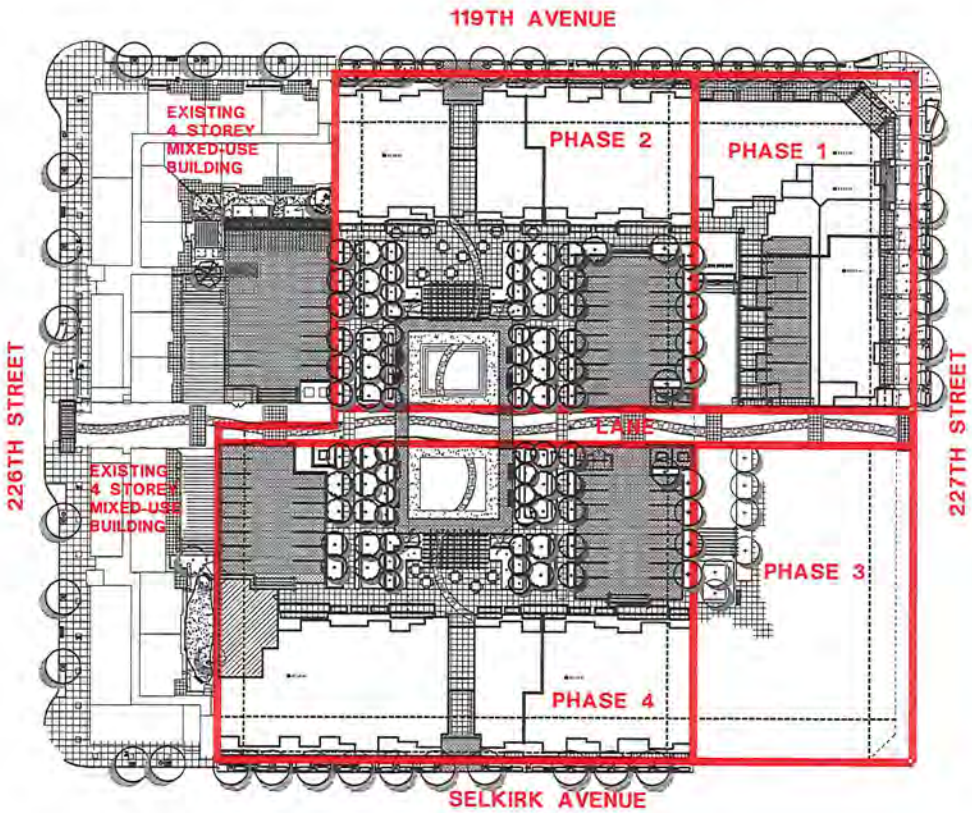
NO.	DATE	REVISION DESCRIPTION	DR.
10	07.03.2017	SUBDIVISION REV. AS PER CITY COM. DP	DY
9	MAY 2017	PER ADP COMMENTS	RC/CL
8	FEB 8 2017	DP SUBMISSION	TK
7	JAN 30 2017	PHASE 3&4 ROOFTOP PLANS (DP)	DB
6	DEC 9 2016	DP SUBMISSION	TK
5	DEC.02.2016	PER CLIENT COMMENTS	DB
4	OCT.31.2016	PER MOST RECENT ARCH. FILE	DB
3	JULY.1.2016	PER NEW SITE PLAN	SH
2	NOV.9.2015	PER FIRST ADP COMMENTS	TK
1	FEB.APR.15	PER NEW SITE PLAN FROM ARCHIT	TK

SEAL:

PROJECT:
BRICKWATER VILLAGE
MAPLE RIDGE
phases 2&4

DRAWING TITLE:
THEME AND CHARACTER

DATE: FEB 5TH 2016
SCALE: -
DRAWN: TK
DESIGN: TK
CH'D: MM
DRAWING NUMBER: L2 OF 13
M2LA PROJECT NUMBER: JOB NO 1607



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NO.	DATE	REVISION DESCRIPTION	DR.
10	[illegible]	[illegible] REV. AS PER CITY COM. DP.	DY
9	MAR/ 2017	PER ADP COMMENTS	TK/JL
8	FEB 9 2017	DP SUBMISSION	TK
7	JAN 27 2017	PHASE 3&4 ROOFTOP PLANS (DP)	DB
6	DEC 8 2016	DP SUBMISSION	TK
5	DEC/01/2016	PER CLIENT COMMENTS	DB
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3	AUG/2016	PER NEW SITE PLAN	DN
2	NOV. 2015	PER FIRST ADP COMMENTS	TK
1	[illegible]	PER NEW SITE PLAN FROM ARCHIT	TK

SEAL:

PROJECT:
BRICKWATER VILLAGE
MAPLE RIDGE
phases 2&4

DRAWING TITLE:
PHASE LINES

DATE: FEB 3TH 2016
SCALE: 1/32"=1'-0"
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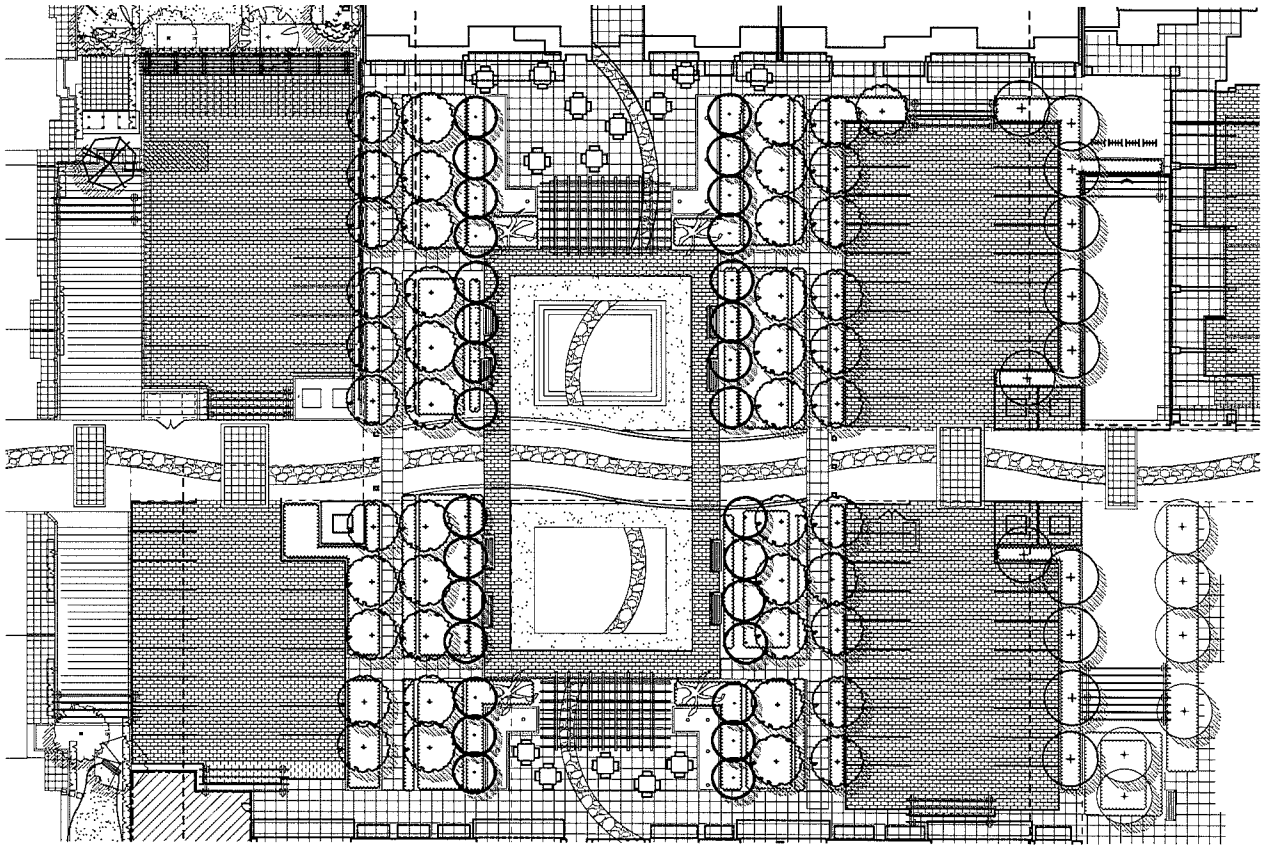
DESIGN: TK
CHK'D: MM
DRAWING NUMBER: L3
OF 13
M2LA PROJECT NUMBER: JOB NO 1607

lot1-dup



PLANT SCHEDULE

M2 JOB NUMBER: 9x-xxx

KEY	QTY	BOTANICAL NAME	COMMON NAME	PLANTED SIZE / REMARKS
TREE				
	12	ACER RUBRUM 'OCTOBER GLORY'	OCTOBER GLORY MAPLE	6CM CAL; 2M STD; B&B
	46	CARPINUS BETULUS 'FASTIGIATA'	PYRAMIDAL EUROPEAN HORNBEAM	7 CM CAL; B&B; 1.8M STD
	30	CORNUS KOUSA 'WOLFEYES'	WOLFEYES CHINESE DOGWOOD	3M HT; 1.5M STD; B&B

NOTES: * PLANT SIZES IN THIS LIST ARE SPECIFIED ACCORDING TO THE BC LANDSCAPE STANDARD, LATEST EDITION. CONTAINER SIZES SPECIFIED AS PER CNTA STANDARDS. BOTH PLANT SIZE AND CONTAINER SIZE ARE THE MINIMUM ACCEPTABLE SIZES. * REFER TO SPECIFICATIONS FOR DEFINED CONTAINER MEASUREMENTS AND OTHER PLANT MATERIAL REQUIREMENTS. * SEARCH AND REVISH: MAKE PLANT MATERIAL AVAILABLE FOR OPTIONAL REVISH BY LANDSCAPE ARCHITECT AT SOURCE OF SUPPLY. AREA OF SEARCH TO INCLUDE LOWER MAINLAND AND FRASER VALLEY. * SUBSTITUTIONS: OBTAIN WRITTEN APPROVAL FROM THE LANDSCAPE ARCHITECT PRIOR TO MAKING ANY SUBSTITUTIONS TO THE SPECIFIED MATERIAL. UNAPPROVED SUBSTITUTIONS WILL BE REJECTED. ALLOW A MINIMUM OF FIVE DAYS PRIOR TO DELIVERY FOR REQUEST TO SUBSTITUTE. SUBSTITUTIONS ARE SUBJECT TO BC LANDSCAPE STANDARD - DEFINITION OF CONDITIONS OF AVAILABILITY.

ALL PLANT MATERIAL MUST BE PROVIDED FROM CERTIFIED DISEASE FREE NURSERY. PROVIDE CERTIFICATION UPON REQUEST.

16017-SL.zip

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NO.	DATE	REVISION DESCRIPTION	DR.
10	10/10/2017	VARIABLES REPL AS PER CITY COM. DP	DY
4	MAR/ 2017	PER ADP COMMENTS	TK/DL
8	FEB 8 2017	DP SUBMISSION	TK
7	JAN 30 2017	PHASE 3&4 ROOFTOP PLANS (DP)	DB
6	DEC 8 2016	DP SUBMISSION	TK
5	DEC/02/2016	PER CLIENT COMMENTS	DB
4	OCT/31/2016	PER MOST RECENT AREA PLE	DB
3	JULY/2016	PER NEW SITE PLAN	BN
2	JUN 9 2016	PER FIRST ADP COMMENTS	TK
1	20MAR16	PER NEW SITE PLAN FROM ARCHIT	TK

SEAL:

PROJECT:

BRICKWATER VILLAGE
MAPLE RIDGE
phases 2&4

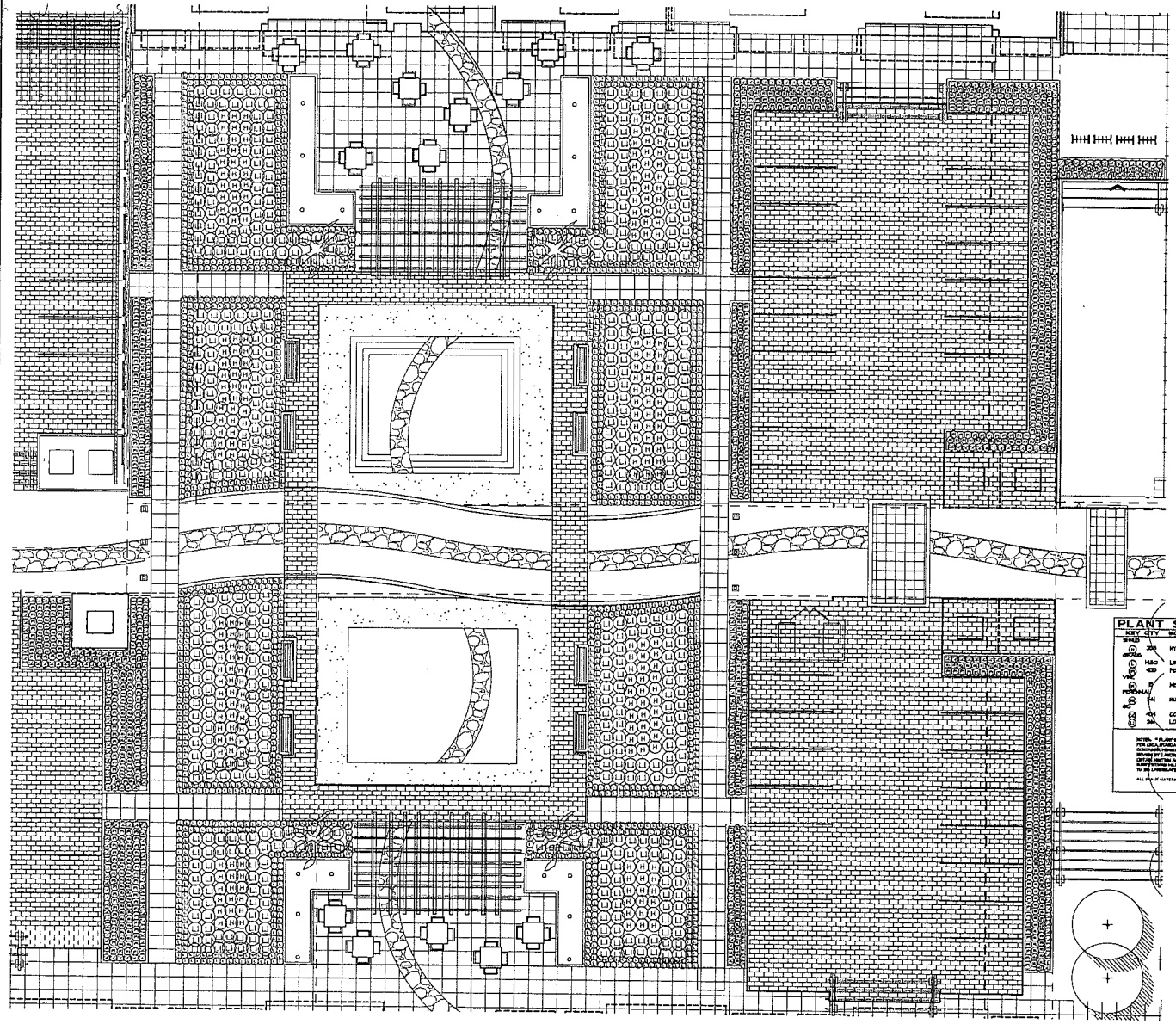
DRAWING TITLE:

TREE PLAN

DATE: FEB 9TH 2016
SCALE: 1/16"=1'-0"
DRAWN: TK
DESIGN: TK
CHK'D: MH

DRAWING NUMBER: L4 OF 13

M2LA PROJECT NUMBER: JOB NO 16017



PLANT SCHEDULE

M2 JOB NUMBER: 1007

KEY	QTY	BOTANICAL NAME	COMMON NAME	PLANTED SIZE / REMARKS
SHRUB				
HA	200	HYDRANGEA ARBORESCENS 'ANNABELLE'	HYDRANGEA	#2 POT; 80CM
LM	1480	LIRIOPE MUSCARI	LILY TURF	#1 POT
PA	400	PENNISETUM ALOPECUROIDES 'HAMELN'	DWARF FOUNTAIN GRASS	#1 POT
PORENNIAL				
WF	8	WISTERIA FLORIBUNDA	JAPANESE WISTERIA	#2 POT;
WS	34	WEIGELA FLORIDA VAR. SILLIVANTII 'BOJOSTAR' (RUBIDOR)		#1 POT
CD	404	COTONEASTER DAMMERI	DEAMERIRIT COTONEASTER	#1 POT
LP	340	LONICERA PILEATA	PRIVET HONEYSUCKLE	#2 POT; 60CM

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ALL PLANT MATERIAL MUST BE PROVIDED FROM CERTIFIED NURSERY FREE FROM PEST, PLANT CERTIFICATION [IF ANY] REQUIRED.

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NO.	DATE	REVISION DESCRIPTION	DR.
10	10/03 2017	SHRUBS REV. AS PER CITY COM. DP	DY
9	MAR 2017	PER ADP COMMENTS	TK/CL
8	FEB 8 2017	DP SUBMISSION	TK
7	JAN 30 2017	PHASE 2&4 ROOFTOP PLANS (DP)	DB
6	DEC 8 2016	DP SUBMISSION	TK
5	DEC/02/2016	PER CLIENT COMMENTS	DB
4	OCT/31/2016	PER MOST RECENT ARCH. FILE	DB
3	JULY/1/2016	PER NEW SITE PLAN	DY
2	MAY/18 2016	PER FIRST ADP COMMENTS	TK
1	07/04/2016	PER NEW SITE PLAN FROM ARCHT	TK

SEAL:

PROJECT:

BRICKWATER VILLAGE
MAPLE RIDGE
phases 2&4

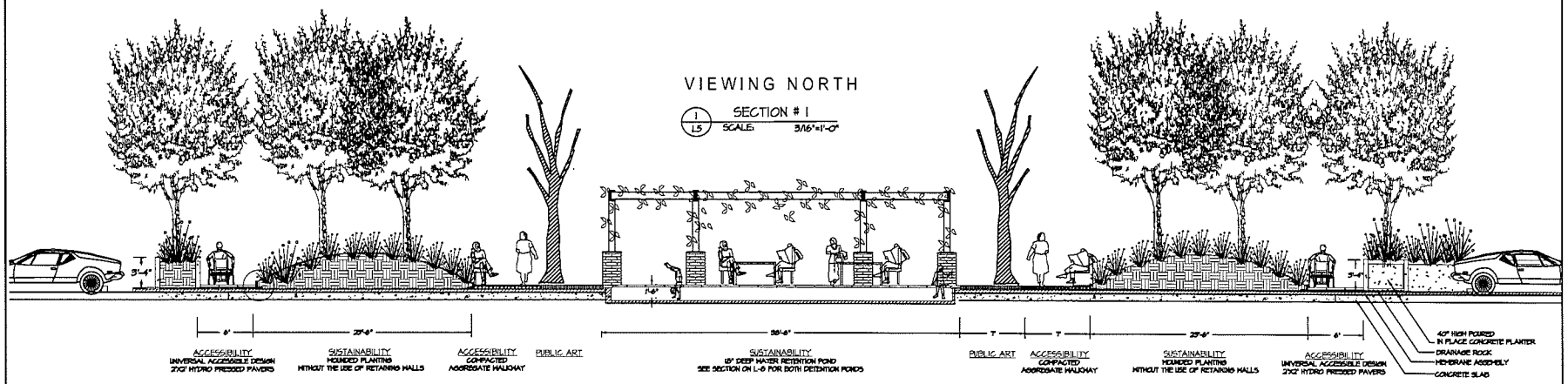
DRAWING TITLE:

SHRUB PLAN

DATE: FEB 5TH 2016
SCALE: 1:20"=1'-0"
DRAWN: TK
DESIGN: TK
CHK'D: HH

DRAWING NUMBER: L5 OF 10

M2LA PROJECT NUMBER: JOB NO 1007



SECTION ENLARGEMENTS

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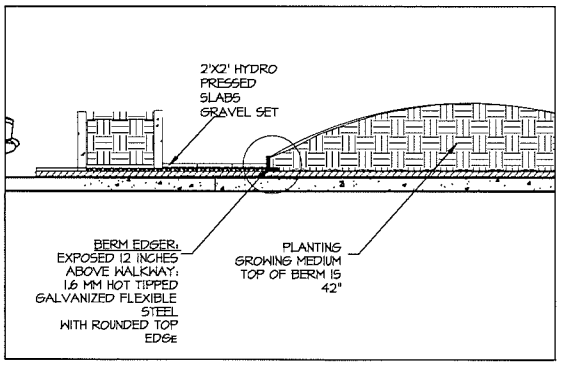

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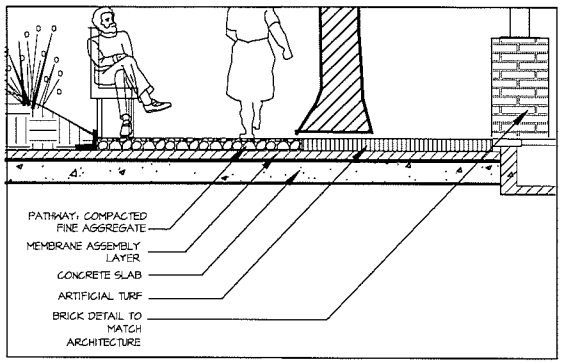

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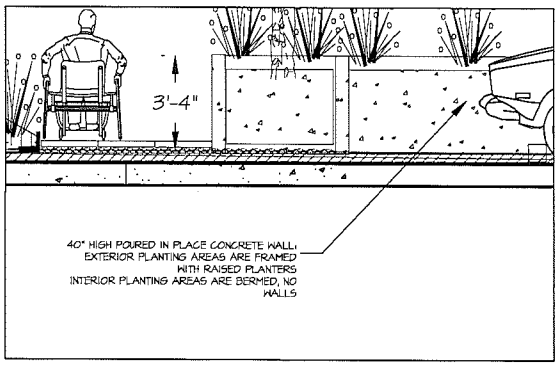

CONCRETE PLANTERS

1607-01.zip

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NO.	DATE	REVISION DESCRIPTION	DR.
10	NOV 13 2017	MINOR REV. AS PER CITY COM. DP	DT
9	MAY 2017	PER ADP COMMENTS	TK/GL
8	FEB 8 2017	DP SUBMISSION	TK
7	JUN 20 2017	PHASE 2&4 ROOFTOP PLANS (DP)	DB
6	DEC 8 2016	DP SUBMISSION	TK
5	DEC/02/2016	PER CLIENT COMMENTS	DB
4	OCT/31/2016	PER MOST RECENT AREA FILE	DB
3	JUL/21/2016	PER NEW SITE PLAN	BN
2	MAY/10 2016	PER FIRST ADP COMMENTS	TK
1	FEB/4/2016	PER NEW SITE PLAN FROM ARCHIT.	TK

SEAL:

PROJECT:
BRICKWATER VILLAGE
MAPLE RIDGE
phases 2&4

DRAWING TITLE:
SECTIONS

DATE: FEB 27TH 2018
SCALE: AS SHOWN
DRAWN: TK
DESIGN: TK
CHK'D: NH
M2LA PROJECT NUMBER: JOB NO 1607

DRAWING NUMBER:
L9
OF 10

APPENDIX D

BRICKWATER VILLAGE - PHASE 2

No.	Description	Date
6a	REISSUED FOR ADP	MAR. 10 2017
5a	REISSUED FOR ADP	MAR. 9 2017
4a	ISSUED FOR ADP	JAN. 20, 2017
3a	ISSUED FOR DEVELOPMENT PERMIT	DEC. 19, 2016
2a	ISSUED FOR CLIENT REVIEW	DEC. 16, 2016
1a	ISSUED FOR CLIENT REVIEW	NOV. 22, 2016

CONSULTANT:

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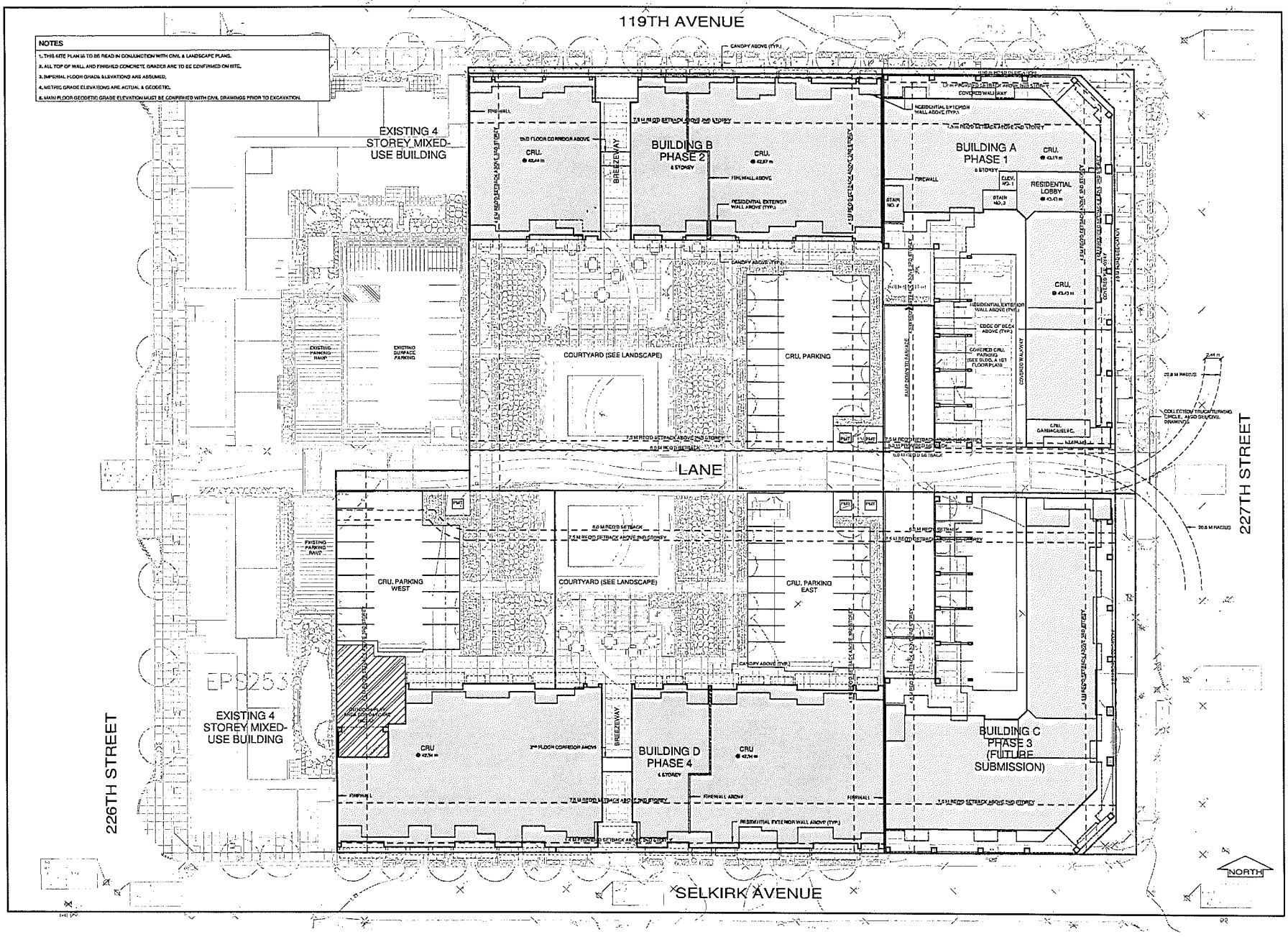
PROJECT:
BRICKWATER VILLAGE PHASE 2, BLDG B 55 UNITS
11609 - 227th STREET, MAPLE RIDGE

DATE:	APRIL 2016
SCALE:	
DRAWN:	WF TF HB AG AF

DRAWING TITLE:
COVER SHEET

JOB NO:	SHEET NO:
1604	DP1.0b



NOTES

1. THIS SITE PLAN IS TO BE READ IN CONJUNCTION WITH CIVIL & LANDSCAPE PLANS.
2. ALL TOP OF WALL AND FINISHED CONCRETE GRADES ARE TO BE CONFIRMED ON SITE.
3. IMPERIAL FLOOR GRADE ELEVATIONS ARE ASSUMED.
4. METRIC GRADE ELEVATIONS ARE ACTUAL & GEODETIC.
5. MAIN FLOOR GEODETIC GRADE ELEVATION MUST BE CONFIRMED WITH CIVIL DRAWINGS PRIOR TO EXCAVATION.

No.	Description	Date
5d	REISSUED FOR ADP	MAR. 10 2017
5c	REISSUED FOR ADP	MAR. 10 2017
4d	REISSUED FOR ADP	MAR. 3 2017
5b	REISSUED FOR ADP	MAR. 3 2017
6a	ISSUED FOR BUILDING PERMIT	FEB. 6 2017
7a	REISSUED FOR DEVELOPMENT PERMIT	JAN. 20 2017
3d	ISSUED FOR ADP	JAN. 20 2017
4b	ISSUED FOR ADP	JAN. 20, 2017
5a	ISSUED FOR COORDINATION	JAN. 13, 2017
5a	REISSUED FOR DEVELOPMENT PERMIT	DEC. 20, 2016
3d	ISSUED FOR DEVELOPMENT PERMIT	DEC. 19, 2016
3b	ISSUED FOR DEVELOPMENT PERMIT	DEC. 19, 2016
1d	ISSUED FOR CLIENT REVIEW	DEC. 16, 2016
2c	ISSUED FOR CLIENT REVIEW	DEC. 14, 2016
4a	ISSUED FOR COORDINATION	NOV. 23, 2016
1b	ISSUED FOR CLIENT REVIEW	NOV. 22, 2016
3a	ISSUED FOR COORDINATION	NOV. 3, 2016
2a	ISSUED FOR COORDINATION	OCT. 5, 2016
1a	ISSUED FOR DEVELOPMENT PERMIT	DEC. 12, 2016

REVISIONS:

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PROJECT:
BRICKWATER VILLAGE

11909 - 227th STREET, MAPLE RIDGE

DATE:	APRIL 2016
SCALE:	As indicated
DRAWN:	WF TP HD AO AF

DRAWING TITLE:
SITE PLAN

JOB NO: 1509 1604 1608 1609

SHEET NO: DP1.2

BRICKWATER VILLAGE - PHASE 4

No.	Description	Date
5d	REISSUED FOR ADP	MAR. 10 2017
4d	REISSUED FOR ADP	MAR. 3 2017
3d	ISSUED FOR ADP	JAN. 20 2017
2d	ISSUED FOR DEVELOPMENT PERMIT	DEC. 19, 2016
1d	ISSUED FOR CLIENT REVIEW	DEC. 16, 2016

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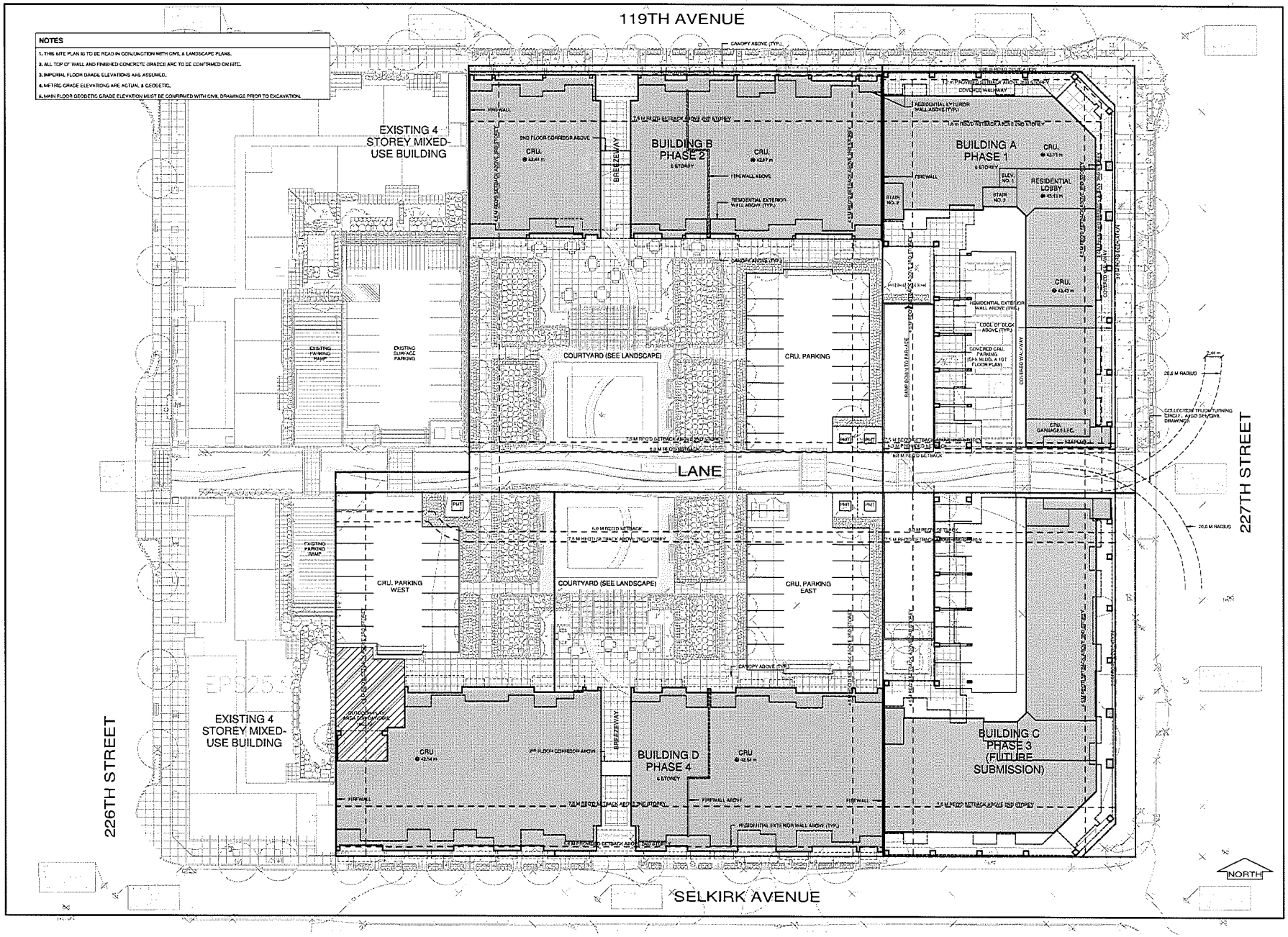
PROJECT:
BRICKWATER VILLAGE, BLDG D 79 UNITS
11509 - 227th STREET, MAPLE RIDGE

DATE: APRIL 2016
SCALE:
DRAWN: WF TF HS AG AF

DRAWING TITLE:
COVER SHEET

JOB NO: 1609

SHEET NO: DP1.0d



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No.	Description	Date
5d	REISSUED FOR ADP	MAR. 10 2017
6b	REISSUED FOR ADP	MAR. 10 2017
4d	REISSUED FOR ADP	MAR. 3 2017
3e	REISSUED FOR ADP	MAR. 3 2017
8a	ISSUED FOR BUILDING PERMIT	FEB. 8 2017
7a	REISSUED FOR DEVELOPMENT PERMIT	JAN. 20 2017
5d	ISSUED FOR ADP	JAN. 20 2017
4b	ISSUED FOR ADP	JAN. 20, 2017
6a	ISSUED FOR COORDINATION	JAN. 13, 2017
5a	REISSUED FOR DEVELOPMENT PERMIT	DEC. 20, 2016
2d	ISSUED FOR DEVELOPMENT PERMIT	DEC. 19, 2016
3b	ISSUED FOR DEVELOPMENT PERMIT	DEC. 19, 2016
1d	ISSUED FOR CLIENT REVIEW	DEC. 16, 2016
2b	ISSUED FOR CLIENT REVIEW	DEC. 16, 2016
4a	ISSUED FOR COORDINATION	NOV. 25, 2016
1b	ISSUED FOR CLIENT REVIEW	NOV. 22, 2016
3a	ISSUED FOR COORDINATION	NOV. 3, 2016
2a	ISSUED FOR COORDINATION	OCT. 6, 2016
1a	ISSUED FOR DEVELOPMENT PERMIT	DEC. 12, 2015

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PROJECT:
BRICKWATER VILLAGE

11900 - 227th STREET, MAPLE RIDGE

DATE:	APRIL 2016
SCALE:	As indicated
DRAWN:	WF TF HB AG AF

DRAWING TITLE:
SITE PLAN

JOB NO: 1509 1604 1608 1609

SHEET NO: DP1.2

MAPLE RIDGE
British Columbia
mapleridge.ca

City of Maple Ridge

TO:	Her Worship Mayor Nicole Read and Members of Council	**MEETING DATE:**	November 28, 2017
		FILE NO:	
FROM:	Chief Administrative Officer	**MEETING:**	Council

SUBJECT: **Environmental Management Strategy Implementation – Soil Deposit Regulation Bylaw Review Process Update First Reading Soil Deposit Regulation Bylaw 7412-2017**

EXECUTIVE SUMMARY:

At the November 24, 2015 Council Meeting, Council directed staff to initiate a review of the Maple Ridge Soil Deposit Regulation Bylaw No. 5763-1999 (the Bylaw). At the July 11, 2016 Workshop, staff provided Council with a summary of the challenges that have been identified by residents and staff related to soil deposit activities and provided an outline of a public consultation program to engage residents on updating and enhancing the Soil Deposit Regulation Bylaw. Council endorsed the proposed public consultation process.

The City's current Bylaw identifies how the depositing of soil and fill is to occur in Maple Ridge. It also provides protection for residents, infrastructure and agricultural lands through the requirements for professional studies and reports, through securities, and through enforcement direction (including fines). Over the past number of years, residents and staff have identified areas of the Bylaw that need to be reviewed, improved and updated.

The purpose of this report is to provide Council with an update on the public consultation process and recommended amendments to the Soil Deposit Regulation Bylaw.

RECOMMENDATION:

That Soil Deposit Regulation Bylaw No. 7412-2017 be given First Reading.

PUBLIC CONSULTATION UPDATE:

Pursuant with the Council endorsed process, the public consultation process has so far included two Public Open House events, two Questionnaires and ongoing discussions with residents.

Two Public Open House events were held on September 29, 2016 and February 2, 2017 and were attended by 28 and 45 people respectively. Attendees had the opportunity to review information boards and to engage in discussions with staff. Staff documented comments received during the Open House and these comments were added to the feedback received from the Questionnaires.

The Questionnaires were available to residents and local businesses from September 21, 2016 until October 28, 2016 and from February 1, 2017 until March 6, 2017 and a total of 45 (17 and 28 respectively) questionnaires were completed and submitted to the City. The Questionnaires were available in both hard copy and on the City's website. The hard copies were made available at the Public Open House events and at the Planning Department Front Counter at the Municipal Hall.

Public Notice

Notices for the public consultation opportunities including Open House events and questionnaires have included the following.

- Newspaper ads (3) were run over a three week period.
- Information on consultation opportunities were outlined on the City's website.
- Information Bulletins were available at the Planning Department Front Counter as were copies of the Questionnaires.
- Emails were sent to Consultants, Engineers, Developers, Builders, and neighbourhood associations.
- Verbal notices were provided to residents and local businesses as inquiries, questions and concerns were received from the community.

Summary of feedback

Initial public consultation efforts in September, 2016; feedback received during the Public Open House; and from the completed Questionnaires, all confirmed that the community was looking for:

- public notification for soil deposit sites;
- improved assessments and planning (related to Agricultural use, drainage, contamination, invasive species and road impacts) prior to soil deposit activities related;
- improved monitoring of soil deposit sites; and,
- improved compliance and enforcement.

Following the initial public consultation in September 2016, staff prepared a Draft Soil Deposit Bylaw that accommodated the feedback that was received. The Draft Bylaw was presented to Council in November 2016 for comment and was then presented to the community for review and comment at a Public open House on February 2nd, 2017. A summary of the feedback from the Open House and the responses and comments from the Questionnaire are provided below and are organized similar to the format provided in the Questionnaire.

1. Public Notification

- Most respondents agreed that notification for potential soil deposit sites is important.
- Most respondents agreed with the thresholds for letter notifications, for signs, information meetings and Council review.
- Respondents commented that the distance for the distribution of notification letters should be greater than 100m from the proposed project site.
- Most of those respondents that disagreed with the notification requirements did so as they wanted lower thresholds, while a couple believe those thresholds should be higher.
- A few respondents believe that requiring notifications for Building and Subdivision related soil deposit projects is redundant as these projects are subject to another review process.

2. Permitting Structure

- The majority of respondents agree with the graduated permit structure and the proposed thresholds for permits, surveys and professional oversight for soil deposit projects.
- Respondents that disagreed with the permit structure and requirements primarily did so as they felt the requirements should be more stringent requiring all sites to have permits and requiring surveys and professional oversight for lower volumes of soil deposition.
- One respondent commented that the permit thresholds should relate to property size while another respondent commented that the proposed bylaw will only punish law-abiding residents while those that behave poorly will continue to do so.

3. Protection for Project Sites and Neighbouring Properties

- The majority of respondents agreed with the requirement for assessment and plans.
- Two respondents believe the requirements for assessments and plans are redundant for sites that have other applications submitted for development and subdivisions.
- Several respondents believe that Groundwater Impact Assessments should be required for sites further than 100m from a vulnerable aquifer.
- The majority of respondents agreed with the proposed soil deposit security.
- Many of the respondents believe the security value is too low.
- Respondents agreed that log books and monitoring of Soil deposit sites will be an important aspect of maintaining permit compliance.
- Some respondents commented that the City will need to be active in the monitoring process and that the log books should be submitted more often than the proposed 3 months.

4. Permit Fees

- The majority of respondents agreed with the sliding scale for the permitting structure and fees as well as the permit renewal fee.
- Most of the respondents that disagreed with the permit fees believe the fees are too low.
- A few respondents that disagreed with the permit fees felt that the fees were too high, the fee structure did not support smaller farm use and added to development costs.

5. Enforcement

- Most respondents agreed with requiring soil permits for septic field installations, building permits and subdivision projects.
- Some of the respondents stated that requiring Soil Deposit Permits for these activities duplicated the permit requirements and felt it was unnecessary.
- Other respondents felt that there should be no exemptions for any type of fill activity.
- Majority of the respondents agreed with the requirement for an enforcement permit fee.
- Many respondents commented that the enforcement permit fee was too low.
- Some of the respondents commented that enforcement was important and that fines and compliance should occur before sites receive permits.
- A couple of respondents stated that where unpermitted activity has occurred, the responsible parties should receive fines and should not receive permits.
- The majority of respondents agreed that the Bylaw offers the potential for improvements in enforcement opportunity and disagreed that the Bylaw was too strict.

6. General comments

Additional comments from the Questionnaires and from the Public Open House include:

i. *Living in the Alouette Valley for 30+ years we have witnessed profound disregard for the environment and all levels of governmental enforcement. This bylaw is a HUGE improvement moving forward!*
ii. *This is a very well thought out bylaw and should go a long way to preventing some of the problems which occurred in the past.*
iii. *This is not a punitive bylaw, rather a progressive one.*
iv. *Bylaw is not strict enough, but it is a start.*
v. *The City should retain third party professionals to oversee projects as the professionals retained by contractors should not be trusted.*
vi. *Adding costs (fees and delays) to development have a direct connection to affordable housing concerns.*
vii. *Increasing regulation may serve only to punish law-abiding contractors while those who already behave poorly will simply ignore the regulation.*
viii. *The proposed new requirements are far too onerous and add to what is already a far too over-regulated development process.*
ix. *If a project is already subject to servicing agreements and rezoning/subdividing, they go through Council and the DIM process already. Council already has a full plate and staff has the expertise to review and approve these applications.*

7. Feedback conclusions

Based on the responses to the Questionnaire and the comments received at the Public Open House, it would appear that residents are supportive of the proposed bylaw changes. Some of the general concerns that were raised during the February Open House and from the questionnaire responses include the following.

- Duplicate processes for developments, subdivisions and building projects are onerous.
- Some respondents state that as septic fields are requirements for some building lots, that soil deposition for the installation of septic fields should be an exempt activity.
- Proposed permit fees are too low.
- The security deposits need to ensure that sites will be compliant.
- Security deposits are duplicated where projects occur in the Agricultural Land Reserve.
- The city needs to be involved in site monitoring including regular log book review.
- Notifications should be provided to residents further from a fill site than 100m, especially along a project's proposed haul route.
- Residents want strict enforcement (fines first) of project sites and unpermitted uses.
- Some farm practices should be considered for exemption.
- Groundwater assessments should be required for soil deposit projects further than 100m from a vulnerable aquifer.

PROPOSED BYLAW AMENDEMENTS:

The Draft Bylaw was prepared (Attachment A) by incorporating the feedback that has been received from the community, staff and stakeholders. The Draft Bylaw provides a more structured approach to permit applications and aims to provide greater assurances to residents and local businesses that soil deposit projects will be completed without impacts to property, resources or infrastructure.

Amendments to the 1999 Soil Deposit Bylaw include the following:

1. General updates to definitions, terms and applicable and referenced legislation.
2. The removal and revision of several permit exemptions:
    a. exempt the deposit of structural material for building construction, the installation of roads and infrastructure, and the construction of a property access from the fronting road surface to the Principal Use Minimum Setback (zoning requirements);
    b. exempt the deposit of soil material for the installation of an approved septic field; and,
    c. exempt the deposit of up to 25 cubic metres of soil material for all properties.
3. Assessments, reports and monitoring are required for all sites including Qualified Professionals for larger projects.
4. Graduated permit requirements (based on volume) including plans and specifications, monitoring, fees and security deposits.
5. Written notification to residents within 500 m of a proposed soil deposit project and to residents of properties along Local Road systems where a truck haul route has been proposed for sites proposing to deposit more than 350 cubic metres of soil material;
6. An enforcement permit fee of $350 (revised up from $250).
7. A minimum soil deposit security to $1,000 for projects depositing up to 350 cubic metres and $5,000 for projects depositing more than 350 cubic metres (revised up from $500).
8. Requirement for the submission of log books on a monthly basis or at the deposit of 500 cubic metres (and the subsequent deposits of 500 cubic metres), whichever occurs first.
9. Subsequent soil deposit permit applications for the same property would require a permit that reflects the total amount of soil deposited over a 5 year (60 month) period to ensure that all requirements are met according to the Bylaw's permit structure;
10. Permit fees for Soil Deposit Permits are currently provided in the Soil Deposit Fee Bylaw (5764-1999) and are referenced in the Soil Deposit Regulation Bylaw. Soil Deposit Permit fees have now been written into the Draft Soil Deposit Bylaw. The Soil Deposit Fee Bylaw will need to be repealed as part of this review and bylaw amendment process.

Summary of Recommended Soil Deposit Bylaw Changes:

Current Bylaw Section	Current Bylaw Application	Draft Bylaw Application
Exemptions (Section 5)	• Volume of soil does not exceed 50 cubic metres (m^3) • Where fill is placed as a component of making topsoil for that property • Soil deposit for building permits • Soil deposit for approved subdivisions • Septic field installation • Soil Deposited on Agricultural Land Reserve and exempt under the Soil Conservation Act (ALC Act)	• Volume of soil does not exceed 25 cubic metres (m^3) • Importing soil to make topsoil for a property is not exempt • Structural material for approved building construction • Structural material for installation of property accesses (limited) • Structural material for servicing, roads and infrastructure • Septic fields are exempt only for the deposit of sand material that is imported from an approved source
Plans and Specifications (Section 7)	• General information from applicant on fill composition, drainage, erosion and sediment control and contoured sketch plan for applications • BCLS Survey and Engineer Report required for projects: proposing minimum of 1m grade change; in a floodplain; and on a slope exceeding 30% in grade	• Plans and assessments required for all sites • BCLS Survey and Qualified Professional assessments and plans required for permits depositing > 350m^3 of soil • Soil quality assessments and farm plans required for Agricultural lands • Groundwater Impact Assessments required for sites within 100m of a vulnerable aquifer
Public Notification (No Section)	• Public notification not required	• Letters required for lots within 500m and along the Local Road haul route for the deposit of > 350m^3 • A Sign required for deposit of > 5,000m^3 • Information meeting required for the deposit of > 20,000m^3
Permit Application Fees (Fee Bylaw)	• $204 for all permits	• $50 for permits of 26 – 350m^3 • $350 for permits of 351$m^3$ to 5,000m^3 • $750 for permits of more than 5,000m^3
Volume fees (Fee Bylaw)	• $0.15 and $0.30 per cubic metre	• $0.50 per cubic metre
Refundable Security deposit (Section 9)	• $1,000 per hectare of land • Not required on ALR lands where ALC has taken a security	• $2 per cubic metre of soil up to 20,000m^3; $1 per cubic metre for each cubic metre above 20,000m^3 • $1,000 and $5,000 minimum security deposits
Permit Renewal (No Section)	• No fee required	• Fees required based on permit size ($50, $175, and $375 respectively)
Monitoring (Section 7)	• May be required	• Is required for soil quality, soil sources, volume, erosion and sediment control, drainage, trees and invasive vegetation
Enforcement	• Stop Work Order • Fines	• Stop Work Order • Fines • Enforcement Permit fee of $350

Enforcement and Staffing implications

The administration and enforcement of the bylaw is the responsibility of the Planning Department's Environmental staff. Implementation of the bylaw will involve a review and inspection mechanism similar to the one already used for the current soil deposit permit process. Environment Staff will review and critique permit applications and conduct site visits to confirm bylaw compliance.

As presented, the Draft Soil Deposit Bylaw is expected to increase the time required to review and process permit applications as more information and more permit applications are expected to be submitted. The increase in permit requirements and removal of some permit exemptions are expected to improve permit and bylaw compliance respectively in the long run and therefore potentially reduce enforcement related processes.

As part of the Planning Department 2017 Planning Business Plan and budget process Council funded an Environmental Technician position. The new position's primary focus is to enforce the City's Watercourse Protection Bylaw and Soil Deposit Regulation Bylaw and assist with the review of soil deposit permit applications and erosion and sediment control plans for building permit applications and development applications. Given that the Environmental Technician has been hired, the Department is positioned to expand the Soil Deposit Permit Program in the City.

Staff are aware that there will need to be a period of education and awareness to ensure residents are aware of the new Bylaw. Staff suggest that soil deposit activity be monitored for two years following adoption of a new Soil Deposit Bylaw and that staff then report back to Council on the effectiveness and impact of the implementation of the bylaw on staff resources and the community.

Inter-Departmental Implications and Legal Review

Staff from Parks, Bylaws, Building, Engineering, Operations and other departments will continue to be included in the consultation process. Any proposed Bylaw amendments and subsequent revisions will require review by the City Solicitor prior to presentation of the Bylaw to Council for 2nd and 3rd Readings.

Inter-Governmental Implications

Agricultural Land Commission

The Agricultural Land Commission will be consulted to ensure that the amended Bylaw is in alignment with the *Agricultural Land Commission Act* and Regulations. In addition, Section 46 of the *Agricultural Land Commission Act* notes that Local Governments cannot enact a Bylaw that is inconsistent with the *Agricultural Land Commission Act.* A formal referral will be sent to the Agricultural Land Commission as a component of the Step IV – Council Consideration of Bylaws.

Ministry of Agriculture

The Ministry of Agriculture has been consulted to ensure that the amended Bylaw supports viable farm practices and protects agricultural lands.

Metro Vancouver

Metro Vancouver will continue to be consulted as part of an ongoing collaborative effort to protect farm land through the management of soils and the disposal of fill throughout the lower mainland.

Soil Deposit Bylaw Review Process

On July 11, 2016 Council endorsed the Soil Deposit Regulation Bylaw Review Process. The Soil Deposit Bylaw review process is currently at the end of Step III with this update on the consultation process and the presentation of the Draft Bylaw to Council for First Reading. Following First Reading the Bylaw will be referred to the Agricultural Land Commission, Ministry of Environment, Ministry of Agriculture, Environmental Advisory Committee, Agricultural Advisory Committee and the UDI/CVHBC Liaison Committee for review and comments. This Bylaw is not required to be forwarded to a Public Hearing.

Table 1. Soil Deposit Regulation Bylaw Review Process

Step I – Council Endorse Review Process • Council to endorse the Soil Deposit Regulation Bylaw review and consultation process	July 11, 2016 Completed
Step II – Open House with Questionnaire • Consultation with residents, neighbourhood groups, professional engineers, contractors, development consultants, environmental stewardship groups, and environmental and agricultural professionals. • Consultation update to Council and Draft Soil Deposit Bylaw submitted to Council	September through November 2016 Completed
Step III –Open House with Questionnaire • Proposed Draft Soil Deposit Bylaw to be provided to residents and circulated to local professional engineers, contractors, development consultants, environmental stewardship groups, and environmental and agricultural professionals. • Consultation update to Council	December 2016 through February 2017 Completed
Step IV - Council Consideration of Bylaw for 1st, 2nd, and 3rd reading and Final Adoption • Formal referrals to Agencies (Agricultural Land Commission, Ministry of Agriculture, Metro Vancouver) and the Environmental Advisory Committee • Amended Soil Deposit Regulation Bylaw • Repeal Soil Deposit Fee Bylaw	1st Quarter 2018 (updated timeline)

CONCLUSION:

Feedback received from the community and stakeholders indicates that the majority of residents are satisfied with the changes presented in the Draft Soil Deposit Regulation Bylaw. This report provides a summary of the consultation process results to date and a summary of the substantial amendments that have been made to the Soil Deposit Regulation Bylaw.

Step III of the Council endorsed Bylaw Review Process is now completed and Step 4 of the process has been initiated with the presentation of the Draft Bylaw to Council for First Reading. Following First Reading, the Draft Bylaw will be referred to the Agricultural Land Commission, the Ministry of Environment (Contaminated Sites), and MetroVancouver. Staff will also present the Draft Bylaw to the Maple Ridge Environmental Advisory Committee and the Maple Ridge Agricultural Advisory Committee and the UDI/GVHBC Liaison Committee for review and comments.

Once feedback (and/or endorsement) has been received from the senior agencies and from the Committees, the Draft Bylaw will be amended where necessary. The amended Bylaw is expected to be presented to Council for Second and Third Reading and Final Adoption in the first quarter of 2018.

"Original signed by Mike Pym"

Prepared by: Mike Pym, M.R.M, MCIP, RPP
Environmental Technician

"Original signed by Christine Carter"

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

"Original signed by Frank Quinn"

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

"Original signed by Paul Gill"

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

Appendix A: Draft Soil Deposit Regulation Bylaw 7412-2007
Appendix B: February 2, 2017 Public Open House information boards
Appendix C: February 2017 Questionnaire

APPENDIX A

City of Maple Ridge

Maple Ridge Soil Deposit Regulation Bylaw

Bylaw No. 7412 - 2017

Effective Date:

City of Maple Ridge

Maple Ridge Soil Deposit Regulation Bylaw No. 7412 - 2017

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City of Maple Ridge

Maple Ridge Soil Deposit Regulation Bylaw No. 7412 - 2017

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

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

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

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

Part 1 Citation

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

Part 2 Severability

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

Part 3 Previous Bylaw Repeal

3.1 Maple Ridge Soil Deposit Regulation, Bylaw No. 5763 - 1999 (adopted on November 23, 1999) is hereby repealed;

Part 4 Definitions

4.1 In this bylaw:

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

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

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

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

"**City**" means the City of Maple Ridge.

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

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

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

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

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

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

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

"**Other material**" means

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

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

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

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

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

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

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

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

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

Part 5 Regulations

5.1 Bylaw Application

5.1.1 This Bylaw applies to all land within the City of Maple Ridge.

5.1.2 The provisions of this Bylaw do not apply to Crown land, Provincial Highways, or for soil deposit work conducted on municipal lands by municipal staff on behalf of the **City** for the purpose of constructing, landscaping, or maintaining municipal lands or infrastructure.

5.1.3 **Soil deposit** in the **City** may be permitted and shall only occur after a **permit** has been issued by the **Manager**, unless a requirement for a valid **permit** is specifically exempted under Section 5.3 of this Bylaw.

5.1.4 Where an **application** for soil deposition is proposed for land within the **Agricultural Land Reserve** and the **application** requires approval from the Agricultural Land Commission, pursuant to the *Agricultural Land Commission Act*, S.B.C, 2002, c36, as amended, no **permit** shall be issued until:

1. The Agricultural Land Commission has granted approval after receiving and considering a resolution regarding the **application** from the City Council; or
2. An agreement between the **City** and the Agricultural Land Commission has been entered into pursuant to Section 26 of the *Agricultural Land Commission Act*, S.B.C. 2002, c.36, as amended, and City Council has granted an approval in accordance with the agreement.

5.1.5 The issuance of a **soil deposit permit** from the **City** in no way relieves the **owner** or his/her agents of the responsibility of adhering to all local bylaws of the **City** and provincial and federal legislation including, but not limited, to the *Water Sustainability Act,* the *Environmental Management Act,* the *Wildlife Act,* and the *Fisheries Act.*

5.1.6 Development Permits are required for any **soil deposition** proposed for land designated within a Watercourse Development Permit Area and/or within a Natural Features Development Permit Area as identified in the City of Maple Ridge Official Community Plan No. 6425-2014.

5.2 Prohibitions

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

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

5.3 Permit Exemptions

Any exemption outlined in Section 5.3 does not apply to the **deposit** of any material within a Natural Features Development Permit Area or Watercourse Protection Development Permit Area as identified in the City of Maple Ridge Official Community Plan No. 6425-2014:

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

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

5.3.1 where the **soil** is used for the construction, improvement, repair or maintenance of public works or services undertaken by a governmental authority other than the City of Maple Ridge;

5.3.2 where the volume of **soil deposited** on a parcel of land over a period of 12 consecutive months does not exceed 25 cubic metres;

5.3.3 where material consists of clean aggregate is **deposited** for the installation of structural material for servicing and for a road base under an approved, and issued, servicing permit and an approved subdivision approval;

5.3.4 where material consists of clean aggregate is **deposited** for the installation of a structural base for the construction of a building or structure under an approved, and issued, building permit;

5.3.5 where material consists of clean aggregate is **deposited** for the installation of a property access from the fronting road surface for a total access length no greater than the Principal Use Minimum Setback identified under the City's Zoning Requirements;

5.3.6 where **soil** material from an approved source location as identified by the City's Environment Staff is deposited as per the approved septic field (and location) designs;

5.3.7 where fertilizers, manure, composts, mulches or soil conditioners for agricultural, farming, horticulture, nursery or domestic gardening and landscaping purposes are deposited in accordance with good agricultural

practice as defined by the BC Ministry of Agriculture and the Agricultural Land Commission where the land is within the **Agricultural Land Reserve**;

5.3.8 where wood chips, hog fuel, bark chips, shavings, trimmings, sawdust and other wood wastes generated by sawmilling and lumber manufacturing are **deposited** and incorporated in to the native soil as per the Agricultural Waste Control Regulation, as amended from time to time, and the *Environmental Management Act*:

1. readily incorporated into the soil, to a maximum depth of 10 cm for agricultural, horticultural, nursery or domestic landscaping purposes, provided the material is placed in accordance with good agricultural practice or sound landscaping practice whichever the case may be;
2. used for animal bedding, or as foundation material for equestrian or construction purposes, provided the maximum area of land over which the material is deposited on any parcel of land will not exceed 25 % of the surficial area of the parcel to a maximum of 4000 square meters and the maximum depth of the material will not exceed 30 cm;

5.3.9 where such material is **wood waste**, the product of a processing or manufacturing activity situated on the same or adjoining parcel, a product for the **deposit** of which a **permit** or approval has been issued under the *Environmental Management Act*; and

5.4 Permits

5.4.1 Any **person** who proposes to **deposit soil** on a parcel of land will first obtain a **permit** under this Bylaw; where a parcel of land is within the **Agricultural Land Reserve** the **City** may forward the **soil deposit permit application** on to the Agricultural Land Commission, upon approval by the Council, for review and resolution by the Commission.

5.4.2 Every **application** for a **permit** to **deposit soil** must be made by the **owner**(s) of the land or his/her **agent**.

5.4.3 Every **application** for a **permit** pursuant to this bylaw shall:

1. be made in writing to the **Manager**;
2. include a completed and signed permit **application** form (Schedule A);
3. include all applicable reports, plans and specifications (Schedule B);
4. be accompanied by the applicable permit application fees (Schedule C);
5. be accompanied by the applicable soil deposit volume fee (Schedule C); and
6. be accompanied by the applicable refundable security deposit (Schedule C).

5.4.4 Every **application** for a **permit** for the **deposit** of more than 350 cubic metres will require public notification as outlined in Schedule D of this Bylaw.

5.4.5 The **Manager** may refer any **application** for a **permit** to the Engineering Department, Public Works, Building Department, or consultants for comments and advice. The **applicant** may be required to provide better and more detailed information to supplement the **application**. Where further information is required by the **Manager**, the **application** will be deemed incomplete until the information is provided.

5.4.6 A **permit application** that has remained idle, without alteration or progression to completion, for more than 6 months will become null and void. The **permit application** fee will be forfeited. Soil deposit volume fees and refundable securities that have been paid under the **application** will be refunded. Continuance of the **application** process will require the submission of a new **permit application** and all applicable fees and securities.

5.4.7 A **permit** issued under this Bylaw is valid for a period of 12 months from the date of issuance and is non-transferable.

5.4.8 An **application** for a **permit** that is submitted within 5 years (60 months) of a previous **soil deposit permit** will be reviewed under the total sum of all **soil** volume proposed for **deposit** over that 5 year term and that **application** for a **permit** will be subject to the **permit** requirements for that total sum proposed for **deposit**.

5.4.9 A **permit** shall not be issued if the proposed **deposit** of **soil** will:

1. endanger or otherwise adversely affect any adjacent land, structure, road, or right-of-way; or
2. foul, obstruct, impede or otherwise adversely affect any stream, creek, waterway, watercourse, groundwater aquifer, waterworks, ditch, drain, sewer or other established drainage facility unless the owner holds a permit to do so under the *Water Sustainability Act* and *Fisheries Act* and amendments thereto.

5.4.10 An **application** for a **permit** for the **deposit** of **soil** volume greater than 20,000 cubic metres will be referred to City Council for review and approval.

5.4.11 All work completed under an approved **Soil Deposit Permit** shall be undertaken in accordance with the conditions imposed by this Bylaw, the approved **permit**, and the plans submitted in support of the approved **permit**.

5.4.12 Every **permit holder** shall keep a daily record of all soil material (or other material) that is deposited on the permit site. The record must contain the following information:

1. the date, time and origin of each delivery of soil;
2. the contact information (name and number) for each project site or property where the soil originated from;
3. total quantity of soil deposited;
4. the company that delivered the soil and the name of the truck driver;
5. the license plates of the trucks and trailers that delivered soil to the property;
6. the name of the person recording the log book information;
7. copies of receipts from source locations; and
8. copies of receipts from the permit site.

5.4.13 Soil deposit records shall be submitted to the City every month following the date of issuance of the **Soil Deposit Permit** and/or immediately following the **deposit** of 500 cubic metres of **soil** material or **other material**, whichever milestone occurs first.

5.4.14 The final soil deposit record is to be submitted within 5 business days following the earliest of either the expiration of the soil deposit permit or the completion of the soil deposit work.

5.4.15 Every permit holder shall, no later than forty-eight (48) hours after a request for review of the soil deposit record, provide a complete record of soil deposit activities on the permit site to the **Manager**.

5.4.16 Where the information in the submitted soil deposit record is incomplete or is determined to be false, the **permit** will be suspended and the **permit holder**, agent and/or land **owner** shall undertake one or more of the following measures, as determined by the **Manager**, to renew work under the **permit**:

1. a soil quality assessment, including laboratory analysis for contamination, for entire **soil deposit** footprint completed by a **Qualified Professional**;
2. complete the **soil deposit** record;
3. correct the false **soil deposit** record; and/or
4. agree to submit weekly soil deposit records for all subsequent works under the **permit**.

5.5 Permit Fees

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

5.6 Security Deposits

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

5.6.1 The **applicant** shall provide a cash deposit or irrevocable letter of credit drawn upon a chartered bank, in a form acceptable to the **City** and in the amount specified in Schedule C of this Bylaw prior to the issuance of a **permit**.

5.6.2 The security shall be maintained in full force and effect throughout the **permit** period plus a period of One Hundred & Twenty (120) days following expiration of the **permit**. If proper compliance with the provisions of the Bylaw is not met within Ninety (90) days following the expiration of the **permit**, the security will be cashed and held by the **City** until compliance is met or use the cash to complete the work. If the cash is insufficient for the **City** to complete the work the **applicant** will pay any deficiency to the **City** on demand.

5.6.3 If the **applicant** complies with the provisions of the Bylaw and meets all the terms and conditions of the **permit** the **City** will promptly return the deposit to the **applicant**. If any letter of credit will expire prior to the **applicant** complying with the provisions of the **permit**, the **applicant** will deliver to the **City**, at least 30 days prior to its expiry, a replacement letter of credit on like terms. If the **applicant** fails to provide a replacement letter of credit the **City** will draw on the original letter of credit prior to expiration and will hold cash until a replacement letter of credit is provided or the work is successfully completed whichever occurs first.

5.6.4 Refundable security deposits will only be released by the City once a Letter of Completion has been received by the City that clearly provides the following information:

1. Confirmation that all works as described in the plans submitted as part of the permit application have been completed as per the submitted plans under the approved permit;

2. BCLS survey showing the final grades and elevations for **permits** that are issued for the **deposit** of more than 350 cubic metres of **soil** and/or **other material**; and

3. The letter is to be prepared and sealed by a Qualified Professional for permits that are issued for the **deposit** of more than 350 cubic metres of **soil** and/or **other material**.

5.7 Permit Issuance

5.7.1 Every **permit** issued will be deemed to incorporate the plans, specifications, documents and information in the **application** as approved and will be

incorporated into the terms and conditions of the **permit**. A **permit** will be substantially in the form of Schedule E attached to this bylaw.

5.7.2 No **application** for **soil deposit** will be complete unless all applicable **soil deposit permit** fees and refundable securities are paid pursuant to Schedule C of this Bylaw.

5.8 Permit Posting

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

5.9 Refusal of a Permit

5.9.1 An **application** for a **Soil Deposit Permit** may be refused by the **Manager** in any specific case, provided that:

1. the **application** shall not be unreasonably refused; and
2. the **Manager** shall give written reasons for the refusal.

5.9.2 The **owner,** who is subject to a decision of the **Manager** to refuse a **permit**, is entitled to appeal to Council to have the decision reconsidered. An **application** for reconsideration must be made in writing to the **City** Clerk within 30 days from the date of refusal by the **Manager**. There is no fee for an appeal application for reconsideration.

5.10 Permit Renewal

5.10.1 A request for a **permit** renewal must be made in writing to the **Manager** within 30 days of the expiration date of an approved **permit**.

5.10.2 There will be no obligation upon the **City** to renew any **permit**.

5.10.3 If an **applicant** applies for a renewal of a **soil deposit permit**, the **Manager** may issue the renewal if all applicable reports, plans and specifications for the **soil deposit** area are updated as necessary to identify any material changes to site conditions and to demonstrate compliance with current bylaws and regulations.

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

1. a **soil deposit permit** renewal fee is paid pursuant to permit fees outlined in Schedule C of this Bylaw;
2. reports are submitted from all **Qualified Professionals** responsible for the **soil deposit** project providing an update on site conditions and **permit** compliance;
3. all soil deposit records are up to date and complete; and

4. any and all infractions under this Bylaw and related Soil Deposit **Permit** are remedied to the satisfaction of the **City**.

5.11 Insurance

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

5.12 Soil Deposit Requirements

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

5.12.1 The slope of any part of an exposed face of any deposited **soil** will not be greater than the angle of repose necessary for stability of the **soil**. Where that slope face is within 10 meters of a property boundary the maximum slope grade will be 4:1 (4 horizontal metres to 1 vertical metre).

5.12.2 The **deposited soil** will be graded in such a manner that positive gravity drainage is assured, and a drainage system of sufficient capacity and extent will be installed to ensure that runoff to any adjacent lands will be no greater or lesser than run-off prior to the commencement of the soil deposit project.

5.12.3 **Soil** must not be **deposited** over any dedicated public right-of-way or registered easement without first obtaining the written approval of the authority having jurisdiction over the right-of-way or easement, and a copy of the written approval has been provided to the **Manager**.

5.12.4 Where the natural subsoil is compressible, **soil** shall not be **deposited** in the immediate vicinity of any utilities or services which might be damaged by settlement of the **soil** without first obtaining written approval from the authority having jurisdiction over the right-of-way or easement, and a copy of the written approval has been provided to the General Manager, Public Works and Development Services.

5.12.5 **Soil** must not be **deposited** over wells or private sewage disposal systems.

5.12.6 All drainage facilities and natural watercourses must be kept free of silt, clay, sand, rubble, debris, gravel, and all **other material** originating from the **soil deposit** project, which might obstruct, impair or impede drainage facilities and natural watercourses.

5.12.7 All damage to **City** or privately owned drainage facilities, natural watercourses, roads, lanes, or other **City** or privately owned properties or facilities, resulting from the **soil deposit** project must be promptly and properly repaired to the complete satisfaction of the **City**.

5.12.8 Dirt, mud, debris etc. resulting from a **soil deposit** project which is tracked onto public roads must be removed on a daily basis or as directed by the **Manager**.

5.12.9 Should the **permit holder** fail to remove the dirt, mud, debris etc. from public roads, the **City** may direct others to do so and the cost will be the responsibility of the **permit holder**. The **permit holder** must remit all payments within 14 days of receiving the invoice(s). If the **permit holder** fails to remit all payments within the specified time frame, the **City** may draw on all or part of the irrevocable letter of credit to cover the cost of the work and/or suspend the **permit** until all bills have been paid, or both.

5.12.10 The **deposited soil** and related activities must not encroach upon, undermine, damage or endanger any adjacent property or any setbacks prescribed in the **permit**.

5.12.11 Stockpiles of **soil** which are part of a **soil deposit** project must be located and maintained in accordance with the erosion and sediment control plan that is prepared for, and that comprises a part of, a valid **permit**.

5.12.12 Hauling of **soil** material and onsite **soil deposit** activities involving heavy equipment operation are to only occur during the approved times identified in the Maple Ridge Noise Control Bylaw (5122-1994) as amended from time to time.

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

5.13 Rectification Provisions

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

5.13.1 Leave all surfaces of the **soil deposit** area with a slope not greater than the grade shown on the plans filed pursuant to Section 5.4.3 and as specified in the **permit**;

5.13.2 Cover all surfaces of the **soil deposit** area with an established growth of grass or other suitable and approved ground cover for erosion control as specified in the submitted Erosion and Sediment Control Plan;

5.13.3 Should the necessary rectification of the property not be completed within a period of ninety (90) days following expiration of the **permit**, all letters of

credit held as security for the project will be cashed and all monies will be held by the **City** until the completion of all required works;

5.13.4 Should the **permit holder** not complete all the rectification work as required under the permit to the satisfaction of the **City**, the **City** may enter the lands and carry out all the work necessary to complete the required rectification, and

5.13.5 Where the refundable security is not enough to cover the cost borne by the **City** to complete the rectification work, the **City** shall recover all costs from the **permit holder** and/or property **owner**.

5.14 Administration and Enforcement

5.14.1 This Bylaw will be administered by the **Manager**.

5.14.2 The **Manager**, the Bylaw Enforcement Officer and all **City** employees under their direction will have the right at all reasonable hours to enter upon and inspect any land or premises in the **City** to determine if the provisions of the Bylaw are being met.

5.14.3 In the event of a breach of any of the provisions of this Bylaw, or a **permit** issued under this Bylaw, the **Manager** or Bylaw Enforcement Officer will issue to:

1. the **owner** of the lands upon which the **soil** or **other material** is being **deposited** or,
2. the **applicant** and/or **permit** holder or,
3. the **person responsible** for the **soil deposit** work on site or,
4. the **person**, land **owner**, or contractor responsible for having the **soil** or **other material** removed from the source property or,
5. the person and/or trucking company responsible for **depositing** the **soil** or **other material** or,
6. the **dispatch company or person** (dispatcher) responsible for directing and coordinating the delivery of the **soil** or **other material** to the site

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

5.14.4 In the event that the deposition of **soil** or **other material** has occurred on a parcel of land without a valid **permit**, or approval from the **Manager**, and a notice of breach has been received, all work on the property must cease and, where a **permit** is required, a **permit application** must be submitted within 14 days with payment of all applicable fees, including an enforcement **permit** fee, pursuant to Section 5.5 and Schedule C of this Bylaw.

5.14.5 If in the event of a breach of the provisions of this Bylaw or works in contravention of an approved **permit** the **Manager or** Bylaw Enforcement Officer may post a stop work notice anywhere on the parcel where the breach has occurred. Upon the posting of such notice all construction or **soil deposit** related works shall cease until the contravention has been remedied, and the **Manager** has authorized them to recommence.

5.14.6 All **soil** or **other material** is to be removed within 14 days of receiving a notice of breach for unpermitted **deposit** of **soil** or **other material** unless a **permit application** has been submitted to the **City**.

5.14.7 In the event that **other material** is deposited without a valid **permit**, and where a **permit** for the **other material** is not granted by the **City**, the **other material** will be removed from the property and disposed of at a permitted facility or property.

5.14.8 In the event that the **other material** is **contaminated material** as per section 5.14.7, all **contaminated material** will be removed from the property and disposed of at an approved contaminated sites treatment facility or approved site as directed by a **Qualified Professional** and approved by the **City**.

5.14.9 In the event that any **person**, having received a stop work notice, fails to remedy the breach within the time frame specified by the **City**, or otherwise proceed to breach any provisions of the Bylaw and/or **permit**, the **permit** will become null and void and all monies collected with respect to the **permit** will be forfeited. Once the breach has been corrected, it will then be necessary for the **permit holder** to apply for and obtain a new **permit** and all fees set out in the Bylaw will be due and payable as a condition of **permit** issuance.

5.14.10 The **City** shall not issue subsequent **Soil Deposit Permits** to any **person** who has had a **permit** revoked, unless and until such **person**, in addition to any other security required pursuant to this Bylaw, posts an additional security up to a maximum of $100,000 as determined necessary by the **City**.

5.14.11 Where any **permit holder** neglects and/or refuses to carry out the works, assessments, and surveys in accordance with the **permit**, then in accordance with the provisions of this Bylaw and/or conditions of said **permit**, it will be considered an offense against the Bylaw and every day that the land and/or the required works remain in a condition contrary to the provisions of this Bylaw and/or terms and conditions of the **permit**, a new offence is committed and the **permit** holder will be liable to the penalty hereinafter provided.

5.14.12 Where any **permit holder** neglects and/or refuses to carry out the works, assessments and surveys in accordance with the **permit**, the **Manager** may approve the **City**, or its approved contractor/s, to enter the premises to

carry out any works required to remedy the contravention, or repair any resultant damage at the expense of the permit holder and/or the property owner.

5.14.13 If in the event of a breach of this Bylaw, where the responsible party or property owner do not remediate the offence or submit an application within 14 days, the **Manager** may approve the **City**, or its approved contractor/s, to enter the premises to carry out any remedial works, and/or repair any resultant damage to private property or public infrastructure, at the expense of the property owner or responsible person or party.

5.14.14 Where remedial works are carried out by the **City** for **soil deposit** works in contravention of an approved **Soil Deposit Permit**, the **City** will deduct the cost of the remedial works carried out by the **City** or its approved contractor/s, from the security deposit submitted in accordance with the **permit** application. Where the security is insufficient to cover the costs of remedial works, the **City** will recover any outstanding costs as municipal taxes against the lot where the contravention has occurred.

5.14.15 Where remedial works are carried out by the **City** for **soil deposit** works in contravention of the Bylaw and not in association with an approved **permit**, the **City** will recover any outstanding costs as municipal taxes against the lot where the contravention has occurred.

Part 6 Offence and Penalty

6.1 Every **person** who violates a provision of this bylaw, or who consents, allows or permits an act or thing to be done in violation of a provision of this bylaw, or who neglects to or refrains from doing anything required to be done by a provision of this bylaw, is guilty of an offence and is liable to the penalties imposed under this bylaw, and is guilty of a separate offence each day that a violation continues to exist.

6.2 Every **person** who commits an offence is liable on summary conviction to a fine or to imprisonment, or to both a fine and imprisonment, not exceeding the maximum allowed by the *Offence Act*.

Schedules

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

READ A FIRST TIME on [Date]

READ A SECOND TIME on [Date]

READ A THIRD TIME on [Date]

ADOPTED by the Council on [Date]

PRESIDING MEMBER	CORPORATE OFFICER

Schedule A: Permit Application Form

1. **Applicant Information**:

   Full name(s):

   Address: Postal Code:

   Home Phone: Cell Phone: Email:

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

   Full name(s):

   Address: Postal Code:

   Home Phone: Email:

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

3. **Company or Contractor information** (if the owner is not the person completing the onsite work):
   Full name (s) of the Contractor and company:

   Address: Postal Code:

   Office Phone: Cell Phone: Email:

4. **Property proposed for Soil Deposit**:

   Street Address:_____

   Or Legal Description:_____

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

_____

_____

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

7. **Surface area** of the proposed Soil Deposit area:

8. **Volume of Soil** to be deposited (in cubic metres):

9. The following plans are required to complete this Soil Deposit Permit application as per Section 5.4.3 and Schedule B of the Maple Ridge Soil Deposit Regulation Bylaw (7412-2017):

   ___ BCLS land survey
   ___ Site plans
   ___ Stormwater Management Plan
   ___ Erosion and Sediment Control Plan
   ___ Tree Impact Assessment and Management Plan
   ___ Invasive Species Assessment and Management Plan
   ___ Geotechnical Assessment
   ___ Soil Quality Assessment
   ___ Agricultural Farm Plan
   ___ Road Quality Assessment
   ___ Floodplain Impact Assessment
   ___ Groundwater Assessment
   ___ Certification of Professional Engineer
   ___ Government applications and approvals (provincial, federal)

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

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

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

Name of applicant(s): _____

Signature of Applicant(s):_____

Date: _____

Schedule B: Plans and Specifications

1. All Soil Deposit Permit applications require the following:

   a. Address and personal contact information:

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

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

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

   c. Vegetation assessments and management plans:

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

   d. Safety considerations for the Soil Deposit Project:

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

ii. a **Traffic Management Plan** that includes:
- the proposed routes to be taken by vehicles transporting soil to the land;
- vehicle parking or staging locations on and off site;
- the measures proposed to prevent safety concerns along transportation routes including traffic management personnel and signs; and
- current and proposed access on the property.

e. Protection of drainages and infrastructure:

i. A site plan that includes the location of all watercourses, waterworks, wells, ditches, drains, sewers, septic fields, catch basins, culverts, manholes, rights-of-way, public utilities and public works, and private structures on adjacent land parcels within 30 meters of the boundaries of the parcel on which soil is to be placed, and the measures to protect them;

ii. an **Erosion and Sediment Control plan** that includes:
- the measures proposed to control erosion and sedimentation;
- the measures proposed to minimize or prevent tracking of soil or other material onto municipal streets and roads and measures for cleaning the streets and roads abutting the parcel on which soil is to be placed; and
- the reclamation measures proposed to stabilize, landscape, and restore the land upon completion of filling.

iii. a **Stormwater Management Plan** that includes:
- identifies current drainage features, wells, watercourses, septic systems and contours of the land;
- identifies the proposed drainage systems during the proposed work and how existing drainage features, wells, septic systems will be protected;
- identifies the final contours of the property and the final drainage features; and
- certifies that adjoining properties will not be subject to increased flooding caused directly by stormwater runoff from the soil deposit site.

f. copies of all certificates, permits and approvals, as may be required by provincial and/or federal government agencies as required under legislation including, but not limited to, the *Water Act*, *Environmental Management Act*, *Wildlife Act*, and *Fisheries Act* and amendments thereto or any other authority having jurisdiction;

g. A **Watercourse Protection Development Permit** application and applicable supporting information and fees shall be submitted for any work that is proposed within 50m of a watercourse;

h. A **Natural Features Development Permit** application and applicable supporting information and fees shall be submitted for any work proposed on slopes, or within 30m of slopes, greater than 15% gradient, or for work proposed within a floodplain; and

i. any and all other plans, reports, assessments and approvals by other agencies as deemed necessary by the Manager of Development and Environmental Services.

2. Applications for soil deposit permits for soil volumes greater than 350 cubic metres will include the following plans and specifications:

a. all plans and assessments completed pursuant to Schedule B 1. are to be completed by Qualified Professionals;

b. **BCLS survey** of the property that includes:

i. location of all structures and private infrastructure on the property;
ii. location of all public infrastructure within 20m of the property;
iii. location of all watercourses, drainages, septic systems and wells on the property and within 30m of the property boundary;
iv. contour plans to a scale not smaller than one thousand to one (1000:1), showing at 0.5 meter intervals the elevations as they exist and showing 0.5 meter intervals the proposed elevations of the land after the deposit of soil;
v. current access to the property; and
vi. location of trees within 10m of the proposed soil deposit project area, including significant trees (as defined by the City of Maple Ridge Tree Management and Protection Bylaw (#7133-2015)); and

c. the City may require a Road Quality Assessment of the roads identified in the Traffic Management Plan prior to the approval of a soil deposit permit.

3. Applications for soil deposit permits where the proposed soil deposit is for agriculturally zoned lands or is for the improvement of the agricultural potential or farm use of a property will require the following plans and specifications:

   a. An **Agricultural Farm Use Plan**; and

   b. A **soil assessment** and report completed by a Qualified Professional Agrologist that includes:

      - the soil characteristics of the proposed soil deposit site;
      - the soil characteristics of the proposed soil source site;
      - the benefits that the proposed soil deposit will provide for agricultural productivity and use; and
      - any limitations, conditions or recommendations to ensure agricultural integrity is maintained and improved.

4. Applications for soil deposit permits where proposed soil deposit depths are to exceed 1m will require the following plans and specifications:

   a. a report prepared by a Qualified Professional Geotechnical Engineer that certifies:

      i. the proposed volume of soil including calculations, cross-sections and other engineering data and pertinent information used in calculating volume;
      ii. that there will be no more settling or subsidence of land, a building or a structure forming any part of the premises or adjoining property than prior to the soil deposition;
      iii. that the placement of soil and resulting settlement or subsidence will not prevent any use permitted under the City of Maple Ridge Zoning Bylaw No. 3510-1985; and
      iv. that adjoining properties will not be subject to increased flooding caused directly by stormwater runoff from the soil deposit site.

5. Applications for soil deposit permits for properties or lands located within a floodplain, pursuant to Section 524 of the *Local Government Act*, will require the following plans and specifications:

   a. a report prepared by a qualified professional engineer in **hydrology and/or hydrogeology** that certifies that adjoining properties and infrastructure will not be subject to increased flooding and hydraulic impacts caused directly by:

      i. an increase in floodwater due to the reduced absorption capacity of the property due to fill activity;
      ii. a reduction in flood capacity of the general area; and,

iii. by the blockage or redirection of floodplain flow pattern.

6. Applications for soil deposit permits for properties or lands located within 100m of a provincially designated vulnerable aquifer will require the following plans and specifications:

   a. a **Groundwater Impact Assessment** completed by a Qualified Professional.

Schedule C: Permit Fees and Refundable Security Deposits

1. **Permit Application fee**:

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

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

3. **Refundable Security**:

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

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

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

5. **Enforcement Permit Fee**:

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

Schedule D: Public Notification

1. For permit applications for the **deposit of up to 350 cubic metres** of soil and/or other material:
    a. Public notification may be required by the **Manager**.

2. For permit applications for the **deposit of 351 to 5,000 cubic metres** of soil and/or other material public notification will consist of the following**:**
    a. A letter to all property owners of parcels within 500 metres of the proposed soil deposit site and along the Local Road haul route/s proposed for the project.

3. For permit applications for the **deposit of more than 5,000 cubic metres** of soil and/or other material public notification will consist of the following:
    a. A letter to all property owners of parcels within 500 metres of the proposed soil deposit site and along the Local Road haul route/s proposed for the project.
    b. The posting of a sign in the form provided below.

4. For permit applications for the **deposit of more than 20,000 cubic metres** of soil and/or other material public notification will consist of the following:
    a. A letter to all property owners of parcels within 500 metres of the proposed soil deposit site and along the Local Road haul route/s proposed for the project.
    b. The posting of a sign in the form provided below.
    c. Soil Deposit Information Meeting in similar format to a Development Information Meeting as per Policy 6.20.

5. For permit applications that could have a significant impact on the character of the surrounding area public notification will consist of any of the following:
    a. A letter to all property owners of parcels within 500 metres of the proposed soil deposit site and along the Local Road haul route/s proposed for the project.
    b. The posting of a sign in the form provided.
    c. Soil Deposit Information Meeting in similar format to a Development Information Meeting as per Policy 6.20.

Public Notification: Soil Deposit Information Letters

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

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

Public Notification: Soil Deposit Information Sign

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

SOIL DEPOSIT PERMIT APPLICATION No. 2016-001-SP 10 cm

Address for proposed soil deposit: 12345 100 Street

Volume of Soil for Deposit: 1234 cubic metres

Applicant: John Smith 6.5cm

604-123-4567

Planning Department
604 467 7341
www.mapleridge.ca

SUBJECT MAP

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

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

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

Install on sign min. 10 days before information meeting
BACKGROUND COLOUR-OLUMPIC BLUE

This soil deposit permit application will be presented to Council in the Council Chambers at the Municipal Hall on _____, _____ at _____ am/pm

4 cm

Install on sign min. 10 days before presentation to City Council
BACKGROUND COLOUR-TOMATO RED

Public Notification: Soil Permit Information Meetings

1) An applicant shall be required to hold a Soil Deposit Information Meeting when an application involves the following:

   a) the deposit more than **20,000 cubic metres**; or
   b) any deposit, where in the opinion of the Director of Planning, the development could have a significant impact on the character of the surrounding area.

2) The meeting is the responsibility of the applicant to host and all costs related to the meeting are to be assumed by the applicant. The arrangement for and provision of facilities for the Soil Deposit Information Meeting are the responsibility of the applicant.

3) A fee may be charged by the City of Maple Ridge to cover the cost of staff time, as set out in the current *Development Application Fee Bylaw No. 6592-2008*, should attendance as an observer be required, at the discretion of the Director of Planning.

4) Applicants will be required to discuss the timing and location of the Soil Deposit Information Meeting with the Planning Department and agree upon the appropriate scheduling of the meeting. The meeting should be scheduled at a time that ensures adequate opportunity for the public to attend and time to provide feedback about the project (not less than two hours in length). The location of the meeting should be in close proximity to the project site and should be large enough to accommodate the anticipated turnout. Appropriate venues may include community halls, schools or churches, but do not include private homes, or the applicant's office. An applicant who holds a Soil Deposit Information Meeting without having reached agreement on the time and place of the meeting with the Planning Department may be required to re-schedule another meeting at their cost, at an agreed upon time and location.

5) The following materials must be made available at the Soil Deposit Information Meeting:
   i. Site Plan, showing:
      - all areas of proposed disturbance
      - proposed tree removals
      - fill depths on 0.5m contours
      - stormwater drainages
      - existing infrastructure or natural features
   ii. supporting professional reports;
   i. submission information as outlined in Schedules F, G, and J of the *Development Procedures Bylaw No. 5879 – 1999*, if the application is subject to a Watercourse Protection or Natural Features; and
   ii. meeting records:
      - sign-in sheet to record number of attendees*;
      - comment sheets for attendees*; and

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

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

*Sign-in and comment sheets must include the following disclaimer:
"Please note that all comment and attendance sheets produced as a result of this Soil Deposit Information Meeting will be provided to the City of Maple Ridge and form part of the public record that is available for viewing by the public upon request."

6) The applicant shall be responsible for all notification of the Soil Deposit Information Meeting. The applicant must mail or otherwise deliver a Soil Deposit Information Meeting letter to all property owners and residents within 500 metres of the proposed soil deposit site and along the proposed Local Road haul route/s and to the Planning Department at least 10 days in advance of the meeting date. The Planning Department will provide the applicant with a list of mailing labels for all property owners and residents. The letter must contain the following project specific information:

   h. the application number;
   i. the property address(es) of the proposed soil deposit;
   j. the volume of soil proposed for deposit;
   k. a map showing the location of the soil deposit site (note: not the location of the meeting);
   l. the purpose of the application;
   m. the date, place, start and end times of the Soil Deposit Information Meeting; and
   n. an invitation to obtain information from the applicant, including contact information and the Planning Department's contact information.

7) A Soil Deposit Information Meeting advertisement must be published in at least two consecutive issues of a local newspaper, the last publication to appear not less than three and not more than ten days before the meeting. The notice must be a minimum of three columns width, or 9 cm by 12 cm (3.54 in. by 4.72 in.) in size. The advertisement must include the project specific information listed in 6) a) through f).

8) A notification decal shall be posted on the Soil Deposit site's sign(s) a minimum of 10 days prior to the meeting in accordance with the Council Policy 6.21 – *Development Sign Policy*.

9) The applicant shall be responsible for the format of the meeting and the keeping of a detailed record of the meeting. Within three days of the Soil Deposit Information Meeting, a summary report shall be submitted to the Planning Department containing the following:

   a) completed meeting records including: sign-in sheets, comment sheets; and copies of any emails or correspondence that may have been submitted;
   b) summary notes or minutes from the meeting;
   c) analysis of the comment sheets; and
   d) summary on how the issues and concerns identified from the Soil Deposit Information Meeting will be addressed in the project.

Schedule E: Soil Deposit Permit Form

CITY OF MAPLE RIDGE

SOIL DEPOSIT PERMIT NO. _____

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

_____
(Name)

of _____
(Address; telephone #; email address)

to deposit _____ cubic metres upon

_____
(Address of property)

_____
(Legal description of property)

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

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

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

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

_____
Applicant

_____
Manager of Development and Environmental Services

Maple Ridge Soil Deposit Bylaw

February 2, 2017 Public Open House

Station 1: Why Are We Here?
Consultation Program

Station 2: The Growing Challenge
Summary of Issues
Summary of Improvements

Station 3: Issues Overview (9) and related Bylaw Changes

Station 4: Permit Requirements
Implications
Municipal Comparison

Station 5: Next Steps

MAPLE RIDGE
British Columbia

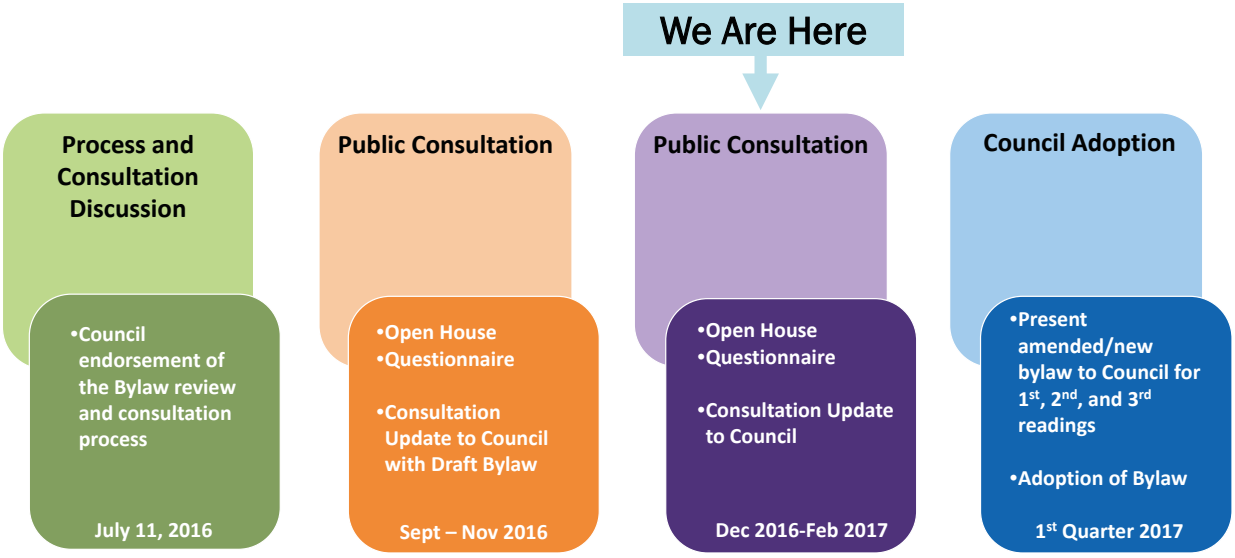
Why Are We Here?

1. **Council directed Staff** to undertake a Soil Deposit Bylaw review process with consultation opportunities (July 11, 2016).
2. **Planning Department Business Plan** for 2016 includes the review of the Soil Deposit Bylaw.
3. **Community Feedback** from previous studies and questionnaires including the Environmental Management Strategy (EMS), 2014 Citizen Satisfaction Survey, and Official Community Plan (OCP).
4. **OCP Policies** that encourage protection and management of soil resources and the protection of agricultural lands.
5. **Public Concerns** about impacts from permitted and unpermitted soil deposit activity, including costs transferred onto taxpayers and neighbouring properties.
6. **Lessons from Other Municipalities** on Soil Deposit Projects, impacts and enforcement.
7. **MetroVancouver Illegal Fill Team** was established to assist municipalities in managing unpermitted soil deposition across the Lower Mainland and in protecting agricultural lands.

MAPLE RIDGE
British Columbia

Consultation Program

Review of the Maple Ridge Soil Deposit Bylaw



Consultation Process

- **Public Review Process endorsed July 11, 2016**
- **Public Open House** held on September 29, 2016
- **Questionnaire /On-Line Questionnaire** was available for completion and submission from September 26 to October 31, 2016
- **Update to Council** on public review process on December 5, 2016

MAPLE RIDGE
British Columbia

A Growing Challenge

Developers and Contractors have noted a growing challenge in identifying appropriate locations for re-using or disposing of soils. An increase in soil deposit activity (permitted and unpermitted) in recent years has resulted from an increase in development and building projects occurring all across the Lower Mainland. The projects are occurring on greenfield areas as municipalities expand as well as on brownfield areas as urban areas are revitalized and repurposed. Receiving sites for this soil material are primarily the agricultural areas of Lower Mainland municipalities, including Maple Ridge.

As a result of the volume of development activity, an industry has formed around the removal and deposit of soil. Contractors and land owners at the soil deposit locations are able to charge for the deposit of soils. Although many soil deposit projects are improving soil characteristics, drainage, agricultural productivity, and property use, other sites that would not normally require soil for maintenance or management are now receiving soil. This activity is commonly referred to as "**fill-farming**".

MAPLE RIDGE
British Columbia

Ongoing Soil Deposit Concerns

- The Maple Ridge Soil Deposit Bylaw guides the placement (deposit) of soil on properties within the municipality in order to prevent impacts to natural features, properties, municipal infrastructure as well as the safety of residents.
- To date, residents, businesses and community groups have provided feedback related to permitted and unpermitted Soil Deposit Activity.
- The challenges that have been identified by the community are listed below. These challenges are discussed in the following information boards.

Challenges Identified

- Public Notification
- Drainage Issues and Flooding
- Contamination
- Invasive Species
- Agricultural Productivity
- Aesthetics and Public Nuisance
- Road Impacts and Road Safety
- Permit Non-Compliance
- Unpermitted Activity

MAPLE RIDGE
British Columbia

Draft Bylaw
Summary of Improvements

Based on the feedback received during the Soil Deposit Bylaw Review Process (including the Public Open House held on September 29, 2016 and from the Questionnaire responses) as well as from feedback received previously, a new Draft Soil Deposit Bylaw has been prepared.

The Draft Soil Deposit Bylaw attempts to address the issues that were previously identified and discussed. The Bylaw improvements include:

1. Improved Protection

- for local residents and neighbourhoods
- for agricultural lands
- more assessments and plans
- more monitoring

2. Costs/Application requirements are related to project size

3. Improved Enforcement

- better baseline data
- enforcement fee for unpermitted deposits
- appropriate securities

4. Simplified Application Form

MAPLE RIDGE
British Columbia

ISSUE #1: Public Notification

Residents have stated that public notification should be required for soil deposit projects so that residents have the opportunity to comment on the projects prior to a decision on approval.

CURRENT BYLAW

- Does not require public notification
- Applications for ALR lands (Non-farm use) are reviewed by Council at Committee of the Whole and approved or denied at a Council Meeting

DRAFT BYLAW

- Information Letters :
  - required for deposits > 350m^3 (approx. 50 trucks)
  - to be sent to properties within 100m of the project site
- Information Signs :
  - required for deposits > 5,000m^3 (approx. 715 trucks)
  - similar in format to Development Application signs.
- Information Meetings:
  - required for deposits > 20,000m^3 (approx. 2,900 trucks)
  - similar format to Development Information Meetings.
- Applications for ALR lands (Non-farm use) are reviewed by Council at Committee of the Whole and approved or denied at a Council Meeting

MAPLE RIDGE
British Columbia

Issue #2: Drainage

Residents have expressed concern over the potential impacts of soil deposition on the hydrology of project sites and surrounding areas. Soil deposition can:

- elevate landscapes that changes drainage patterns;
- alter soil regimes that change the capacity of the soils to retain, hold, or drain surface and ground water; and,
- negatively impact septic fields, groundwater aquifers, wells, nearby watercourses and wetlands, and floodplain drainage capacity and patterns.

CURRENT BYLAW

- Requires Stormwater Impact Assessments for floodplains
- States that adjacent properties are not to be impacted
- Does not require plans or monitoring

DRAFT BYLAW

- All sites require protection for drainages and infrastructure
- **Erosion and Sediment Control** and **Stormwater Management Plans** for all sites
- Deposit > 350m^3 requires **BCLS land surveys** and **professional plans**
- Deposit > 1m depth Qualified Engineer to approve project
- **Floodplain Impact Assessments** for projects in a floodplain
- **Groundwater Assessments** for projects within 100m of a vulnerable aquifer

MAPLE RIDGE
British Columbia

Issue #3: Contamination

Redevelopment in areas with contaminated soils results in the spread of contaminated material (knowingly or unknowingly) to properties across the Lower Mainland. These soils may end up in and around residential homes or on agricultural lands. Contaminated soils could impact the health of residents and animals directly from interactions with the contaminated soil, as well as from nearby wells and watercourses.

The costs for residents to remove contaminated material once it has been deposited are substantial. As an example, the disposal of three truck loads of contaminated material from an illegal dump cost the City $5,795.00 (not including costs for professional analysis and reporting).

CURRENT BYLAW

- Construction debris is not permitted for deposit on any property
- Neighbouring properties are not to be impacted
- Soil deposits for building construction and subdivisions may be exempt
- City may provide exemption for deposit of up to 50m^3
- Security Deposit of $1,000/ha
- **BCLS land survey** is only required for sites depositing soil greater than 1m in depth, on a steep slope or in a floodplain.

DRAFT BYLAW

- Construction debris not permitted for deposit on any property
- Soil deposits for building construction or subdivisions are not exempt
- City may provide exemption for deposit of up to 15m^3 (2.5 trucks)
- **Soil Deposit Security** is $2/m^3 (approximately $12 - 14 per truck load)
- **Log books** required for all permits
- **BCLS land survey** for deposits > 350m^3 (50 trucks) and for depths > 1m
- Unpermitted soil deposits:
  - Removal or testing for contaminants required
  - An ***Enforcement Permit Fee*** of $250 is required in addition to a Soil Deposit Permit fee for soils remaining on site

MAPLE RIDGE
British Columbia

Issue #4: Invasive Species

Invasive species (Japanese knotweed, Himalayan blackberry, morning glory, and Scotch broom) have been spread to various properties through permitted and unpermitted soil deposition. These species spread quickly and are difficult and costly to remove once established. The presence and spread of these species can impact sensitive natural areas, agricultural potential and, in the case of Knotweed, have the potential to impact municipal and private infrastructure and buildings. The provincial government recognizes Knotweed as a noxious weed requiring residents to manage the species on their properties.

CURRENT BYLAW

- Does not speak to invasive species management

DRAFT BYLAW

- **Invasive Species Assessment** of project site
- **Invasive Species Monitoring** of project site during operation
- **Invasive Species Management Plans** required once invasive species have been identified on the project site
- **Log books** required (identify source sites with invasive species)
- Unpermitted soil deposits:
  - removal required or
  - *an **Enforcement Permit Fee*** of $250 is required (in addition to a Soil Deposit Permit fee)

MAPLE RIDGE
British Columbia

Issue #5: Agricultural Lands

Farm use and productivity are dependent on many landscape factors including: grades, angle of exposure, groundwater, surface water, and soil stratification. Soil Deposit Permit applications are often to amend one or more of these conditions. Although soil deposition can improve site conditions, it can also be detrimental to the growing potential of agricultural lands:

- site grading and compaction can disrupt site drainage;
- topsoil can be lost as it is mixed with structural soil or buried;
- contaminants in the soils can be deposited on site unknowingly; and,
- noxious or invasive plant species can be imported to the deposit sites.

Residents have expressed concern over the potential for "fill-farming" on agricultural lands. They are concerned that filling is occurring for revenue at the expense of the agricultural potential of the lands.

CURRENT BYLAW

- Does not speak to requirements for agricultural land other than the need to include the Agricultural Land Commission in the process for ALR properties
- Identifies exemptions for the deposit of wood waste for farm uses

DRAFT BYLAW

- **Farm Use Plans** are required
- **Soil Quality Assessments** are required for projects that are improving farm potential
- **BCLS land surveys** are required for deposits > 350m^3 and/or depths are >1m
- **Log books** are required for all sites
- **Invasive Species Assessments**, monitoring, and management plans
- **Stormwater Management Plans** and **Floodplain Impact Assessments**
- Unpermitted soil deposits :
  - Require removal or
  - Require an ***Enforcement Permit Fee*** of $250 (in addition to a Soil Deposit Permit fee) and require **testing for contamination** by a Qualified Professional

Photo Credit to Visionshare. Photo accessed from http://blogs.ei.columbia.edu/2012/04/12/why-soil-matters/

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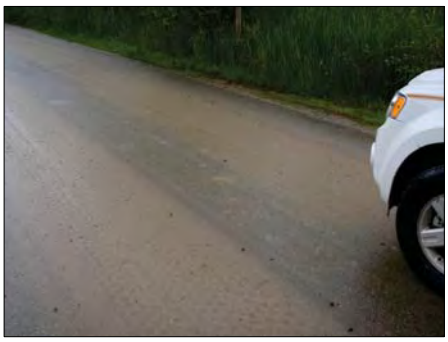
British Columbia

Issue #6: Neighbourhood Impacts

Residents have expressed concern over the impacts to general aesthetics to a neighbourhood area as well as to adjacent properties as a result of Soil Deposit Projects. Projects have resulted in significant change to grades and elevations within close proximity to property lines. Residents have been concerned over these significant differences and the resulting impacts to the visual appeal of their properties.

Residents on occasion have also commented on their frustration with permits that continue well beyond the initial one year permit period (permit renewals or amendments). Residents have expressed fatigue with the noise, dust, trucks, ground vibrations, road impacts and other challenges that they have experienced with ongoing permits.



CURRENT BYLAW

- Does not speak to aesthetics or buffers
- States that permit duration is for one year and permit renewals are possible without fees

DRAFT BYLAW

- **Permit Renewal Fees** for projects lasting longer than 1 year
- **BCLS land survey** required for deposit of > 350m^3
- **Farm Use Plans** required for projects on agricultural land and for deposits that are to improve farm land
- **Traffic Management Plans** required for all projects
- **Soil Quality Assessments** required for all projects
- **Erosion and Sediment Control Plans** are required

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Issue #7: Road Impacts and Safety

Residents have expressed concern over road impacts and road safety as a result of high truck traffic volumes associated with soil deposit sites. Most sites that are proposed for soil deposition are large acreages that are situated in rural areas and are often zoned as Agricultural.

Residents have noted damage to their roads including both road shoulders and road surfaces. Residents have also reported the tracking of mud and other debris onto the road surfaces. In addition to impacts to roads conditions, residents have also noted at times that traffic at high activity sites poses a potential danger to both vehicle traffic and pedestrians (walkers, bikers and on horse back).

CURRENT BYLAW

- Requires applicants to provide traffic routes for trucks.
- Does not require detailed traffic management plans.
- Requires erosion and drainage control as well as road cleaning.
- Volume fee is \$0.15/0.30 per m^3 of soil deposited on site. (Volume fees are for road repairs and improvements)

DRAFT BYLAW

- **Traffic Management Plan** required for all sites (routes and safety)
- **Erosion and Sediment Control Plan** required for all sites
- **Log books** are required - will assist in monitoring trucking companies
- **Volume Fee** is \$0.50 per m^3 of soil deposited on site
- **Road Quality Assessments** may be required for projects depositing more than 350m^3 of material.

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Issue #8: Permit Non-Compliance

Soil Deposit Permit applications are submitted to improve farm productivity and drainage, property access, for landscaping and for building and development related projects. While many permits are completed without issue, there are occasions where concerns arise and in some instances enforcement is required.

Effective enforcement is often a challenge due to the following reasons:

1. lack of baseline data;
2. limited securities; and,
3. limited disincentives to dissuade bylaw infractions.

CURRENT BYLAW

- Requires engineering plans and surveys only for projects on floodplains, on slopes or where fill deposited is greater than 1m in depth
- Stormwater assessments and plans only required for floodplain sites
- Does not require Erosion and Sediment Control Plans or monitoring for all sites
- Requires a refundable security in the amount of $1,000/ha

DRAFT BYLAW

- **Assessments and plans** (drainage, invasive species, trees, soil, erosion and sediment control) are required for all sites
- **Groundwater Assessments and Plans** required within 100m of vulnerable aquifer
- **Agricultural Farm Use Plans** required for agricultural improvements
- **BCLS land surveys** and **professional assessments/plans** are required for projects depositing:
    1. more than 350m^3
    2. on floodplains
    3. on slopes
- **Refundable security is $2/m^3** (up to 20,000m^3) and then $1/m^3
- **Log books** required for all sites

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Issue #9: Unpermitted Deposits

When City receives calls from concerned residents, staff attend the sites in question and inspect the properties for Bylaw compliance. The reasons for the unpermitted soil deposit range from landscaping to farm use to the disposal of waste materials. Some of the observed activity would be permitted under the Bylaw through a Soil Deposit Permit. In some instances the property owners were unaware of the Bylaw requirements while in other instances the property owners and contractors believed they were exempt (due to farm use or volume). In other instances the material deposited was not necessary for landscaping, drainage, access improvements or farm use.

CURRENT BYLAW

- The City may provide exemptions for soil deposit:
  1. under 50m^3 (per year)
  2. for some farm uses, and
  3. for building construction and subdivisions.
- Permit application fee is $204, no matter the scope of a project
- Source of soils and dispatch companies are not finable entities
- Log books not required

DRAFT BYLAW

- The City may provide exemption for soil deposit up to 15m^3 (per year)
- **Building and subdivision construction require Soil Deposit Permits**
- Permit fee for small projects (under 350m^3) is $50
- Dispatch companies and owners of source sites are finable entities
- Unpermitted soil deposits:
  - Require a **log book** of the sources and trucking companies responsible
  - Require removal, or
  - Require an ***Enforcement Permit Fee*** of $250 (in addition to a Soil Deposit Permit fee) and **testing for contamination** by a Qualified Professional

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Draft Bylaw – Permit Requirements

A. Permits for 16m^3 to 350m^3 (3 to 50 trucks)

- Permit Fee: $50.00
- Public Notification: No notification required
- Assessments and Plans: may be completed by applicant:
- Refundable security: (minimum of $500.00) up to $700.00
- Volume fees: ranging from $7.50 to $175

B. Permits for 351m^3 to 5,000m^3 (50 to 715 trucks)

- Permit Fee: $350.00
- Public Notification: Letters (for properties within 100m)
- Assessments to be completed by Qualified Professionals
- BCLS land survey required
- Refundable security from $700.00 to $10,000
- Volume fees ranging from $175 to $2,500

C. Permits for 5,001m^3 to 20,000m^3 (715 to 2,900 trucks)

- Permit Fee: $750.00
- Public Notification: Letters and a Sign (similar to Development application)
- Assessments to be completed by Qualified Professionals
- BCLS land survey required
- Refundable security from $10,000 to $40,000
- Volume fees ranging from $2,500 to $10,000

D. Permits for greater than 20,000m^3 (>2,900 trucks)

- Permit Fee: $750.00
- Public Notification: Letters, a Sign and an Information Meeting
- Assessments to be completed by Qualified Professionals
- BCLS land survey required
- Refundable security > $40,000 ($2/m^3 up to 20,000m^3, then $1/m^3)
- Volume fees > $10,000 ($0.50/m^3)

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Draft Bylaw – Permit Requirements

E. Permit Renewals:

- Required after 1 year subject to permit review, justification and compliance
- Permit renewal fees: $50, $175 and $375, respectively
- Updates required for all assessments and plans

F. Assessment and Plan Requirements:

- Soil Assessment and Management Plan (all sites)
- Tree Impact Assessment and Management Plan (all sites)
- Invasive Species Assessment and Management Plan (if present) (all sites)
- Stormwater (Drainage) Assessment and Management Plan (all sites)
- Erosion and Sediment Control Plan (all sites)
- Traffic Management Plans (all sites)
- Road Quality Assessments may be required (all sites)
- Agricultural Farm Use Plans for farm improvement-based soil deposits
- Floodplain Impact Assessment for sites in a floodplain
- Groundwater Impact Assessment and Management Plan for sites within 100m of a vulnerable aquifer
- Geotechnical Impact Assessments for sites on or near a steep slope or where the proposed depth of fill is more than 1m

G. Site Monitoring:

- Stormwater/Groundwater Management impacts during and post project
- Soil Quality Assessment and Agrologist Report for agricultural lands
- Invasive Species
- Tree Impacts
- Erosion and Sediment Control
- Log books to ensure source materials are suitable
- Geotechnical
- BCLS land surveys
- Floodplain Impact Assessments and report for sites in floodplains

MAPLE RIDGE
British Columbia

Learning From Other Municipalities

Municipality	Population	Size Sq Km	Bylaw Year	Permit Fees				Enforcement		Exemption limits			Assessments/plans/reports											Public Notification
				Application	Renewal	Transfer	Volume ($/m3)	Permit Application Fee	Refundable Security	Volume (m3/yr)	depth (m)	Activities	BCLS survey	Floodplain	Groundwater	Stormwater	Agrologist	Invasive Species	Road Impact	Erosion & Sediment Control	Traffic Management	Aesthetics/Buffer	Log books	
Abbotsford	140,000	360	2003	$0			0.67		$10,000 + $5,000/ha			Wood Waste	✓		✓	✓					--	✓		
Burnaby	230,000	98	1971	$250									✓											
Chilliwack	78,000	261	2010	$250			0.50		$5,000			Farm, Nursery, Horticulture	--		--	✓			--		--	✓	✓	
Coquitlam	130,000	152		$50-$500	$50-$250					500	<1	Building, Subdivision	✓			✓				--	--		--	--
Delta	100,000	364	2011	*$100; $500			0.50		$0.5/m3	15 - 100	<0.5	Building, Subdivision, Wood Waste, Septic			--	--	--					--		
Maple Ridge Current	77,000	267	1999	$200			0.15; 0.30		$1000/ha	50		Building, Wood Waste	--			--				--	--			
Maple Ridge Draft	77,000	267		$50,$350, $750	$50, $175, $350		$0.50		$2/m^3 (to 20,000 m^3); $1/m^3	15		Wood waste	✓	✓	✓	✓	✓	✓		✓	✓		✓	✓
Mission	38,000	226	2015	$180	$100		0.52		$5000+ $2500/ha	200		Building	--			--							✓	
Port Coquitlam	57,000	29	1997	$150	$100	$100	0.20; 0.10		$5000 + $5000/ha	200		Farm, Horticulture				✓						✓		✓
New Westminster	71,000	16	2013	$365			0.30		$5000+$3600 (per 5000m^3)	**5; 10	<0.15	Subdivision, Nursery, Horticulture, Septic	✓		--	✓				✓	✓		✓	✓
Richmond	200,000	130	2007	$600	$100				$20.00/m3	100	<1	Farm, Building, Subdivision Horticulture, Septic				✓	✓				--	--		
Surrey	480,000	316	2007	$650		$245			$5.00/m3	15; 100	<0.5	Building, Subdivision		--		--						--	✓	
Township of Langley	110,000	316	2013	$250	$50		0.50	$500	$5/m3			Building, Subdivision	✓		--	✓			✓	✓	--	✓	--	✓

✓ = the municipal bylaw does require the assess/plan/report or notification

-- = the municipal bylaw requires some information but not specifically an assessment/plan/report or formal notification

* = Permit cost for agricultural land($100) versus non-agricultural land ($500)

** = Volume exemption limit is for a 2 year period.

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British Columbia

Draft Bylaw – Implications

1. Greater costs for applicants
   - For more assessments, monitoring, plans, BCLS Surveys, follow up studies, and reports, and notifications (signs, meetings, ads, etc.)
   - For volume fees
   - For refundable securities

2. More time required
   - To complete assessments, surveys, plans, reports, site inspections of source sites, and to prepare and submit log books.
   - For Staff to review permit applications, monitoring reports, log books, follow up assessments.

3. Staff Resources
   - For improved Enforcement
   - For additional application reviews
   - For additional assessment and report reviews
   - For site monitoring

4. Improved Protection
   - for local residents and neighbourhoods
   - for Agricultural lands
   - more assessments and plans
   - more monitoring

5. Costs/application requirements are related to project size

6. Improved Enforcement
   - better baseline data
   - enforcement fee for unpermitted deposits
   - appropriate securities

7. Simplified Application form

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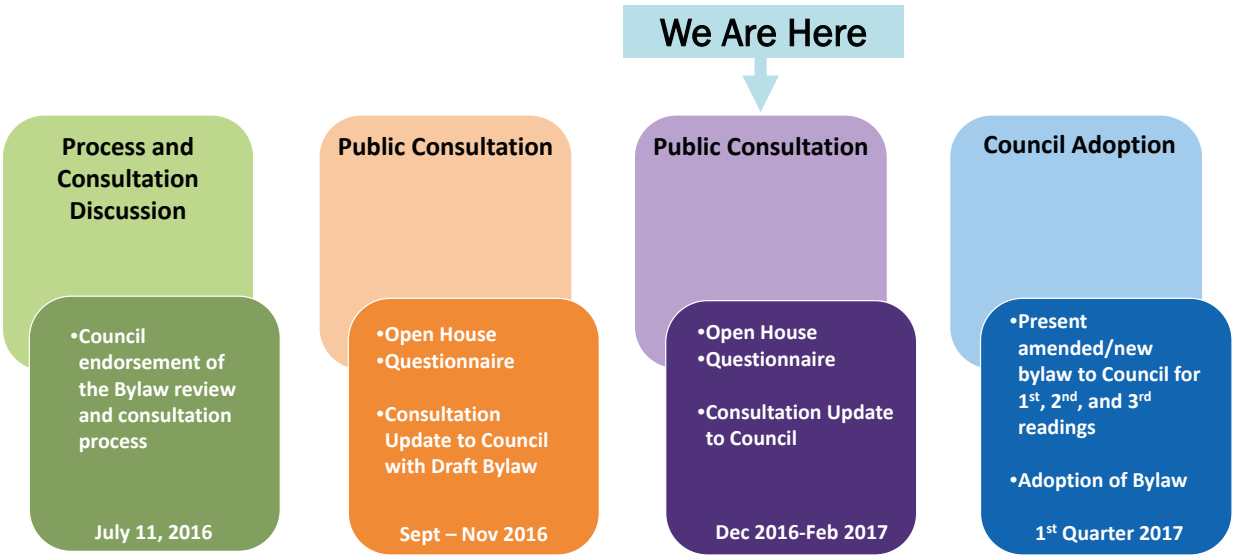
British Columbia

Next Steps



1. **Receive and compile feedback** from residents, business owners and stakeholders from the Open House and Questionnaire.

2. **Report back to Council** on consultation feedback in March 2017.

3. **Submit the Soil Deposit Bylaw to Council** for their consideration and adoption.

Thank you for attending!

MAPLE RIDGE
British Columbia

Maple Ridge Soil Deposit Bylaw

Maple Ridge
DRAFT Soil Deposit Bylaw
Questionnaire

The Soil Deposit Bylaw guides the placement (deposit) of soil on properties within the municipality in order to prevent impacts to natural features, properties, municipal infrastructure as well as the safety of residents.

The City of Maple Ridge initiated a review of the Maple Ridge Soil Deposit Regulation Bylaw (Bylaw No. 5763-1999) in July 2016. Public consultation is a pivotal component of this review process. A Public Open House and a Questionnaire were completed in the Fall of 2016 that gave residents, businesses and community groups the opportunity to provide feedback on the current Soil Deposit Bylaw and the Bylaw review process. Following the Open House and Questionnaire, City staff have prepared a new Draft Soil Deposit Bylaw. The City is looking to present the Draft Soil Deposit Bylaw and continue our dialogue with citizens, business owners, and other stakeholders.

Staff expect that a new Soil Deposit Bylaw will be based on the following principles:

- **Simplicity and Effectiveness:** The Bylaw should be easily understood and capable of effective management and enforcement.

- **Reasonable Cost:** The Bylaw should not impose an unreasonable financial burden on property owners or on the City in administering the Bylaw or in dealing with soil deposit impacts.

- **A Balanced Approach:** The Bylaw should provide a balance between the use and enjoyment of private property, while addressing the need to avoid or manage impacts to neighbouring properties and to City lands and infrastructure where possible.

We want your feedback:

Council would like to receive feedback from residents, property owners, businesses, community groups and other stakeholders on the Draft Soil Deposit Bylaw.

Please refer to the Council Report and supporting information provided to Council about the Soil Deposit Bylaw and the Draft Soil Deposit Bylaw on the City website http://www.mapleridge.ca/152/Planning and respond to the attached questions. Please include any additional comments you may have.

Please return your completed questionnaire to the City of Maple Ridge Planning Department front counter, submit by mail, by email to mpym@mapleridge.ca or you could consider completing the questionnaire online at http://www.mapleridge.ca/152/Planning.

Please note that if you have any questions regarding the Draft Soil Deposit Bylaw, the Soil Deposit Bylaw Review process or if you have any questions regarding this questionnaire please contact Mike Pym, Environmental Planner at mpym@mapleridge.ca or at 604 463-5221.

Issues identified with the Soil Deposit Bylaw

A number of public concerns about impacts associated with soil deposit activities within the municipality have prompted the City of Maple Ridge to review and amend the City's Soil Deposit Bylaw. Please note that the Council Report titled "Environmental Management Strategy Implementation – Maple Ridge Soil Deposit Regulation Bylaw (5763-1999) Review" dated July 11, 2016 provides a more detailed summation of these concerns. The Public Open House that was held on September 29, 2016 and the associated Questionnaire identified these concerns and asked residents, business owners, community groups and stakeholders for feedback on these issues and potential options for addressing these concerns.

The issues that have been identified to date include:

1. **a lack of public notification;**
2. **site impacts related to drainage;**
3. **site impacts related to contamination;**
4. **site impacts related to invasive species;**
5. **site impacts related to agricultural productivity;**
6. **site impacts related to aesthetics and public nuisance;**
7. **road impacts and road safety;**
8. **Soil Deposit Permit non-compliance; and,**
9. **unpermitted soil deposit activity.**

1. Do you have other concerns that have not been identified above? If so, what are your concerns and what are your recommendations for addressing those concerns?

Comments:_____
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Draft Bylaw – Summary of Bylaw amendments

Following the Public Open House and Questionnaire period, Staff reviewed the feedback that was received and prepared the Draft Bylaw with the intention of addressing the nine issues that have been identified to date. The Draft Bylaw is available for review and should be read either prior to or in conjunction with the completion of this questionnaire.

Notable improvements of the Draft Bylaw include:

1. **Public Notification** for the deposit of more than 350m^3 (50 trucks)
2. **Four - tier Permit Structure** to accommodate different project sizes through the requirements for public notification, site assessments, and management Plans
3. **Protection** for project sites and adjacent properties through
    - assessments and management plans
    - Qualified Professionals for sites depositing more than 350m^3
    - Monitoring
    - Security Deposits
4. **Permit Fees** to reflect the use of City resources in both staff time and road impacts
5. **Enforcement and Exemptions**
    - Required baseline information for permitted sites
    - Dis-incentives for non-compliance
    - Amendment to permit exemptions

1. Draft Bylaw – Public Notification

The Current Bylaw does not require public notification for soil deposit projects of any size or complexity. Residents have commented that public notification should be required for soil deposit projects to provide residents an opportunity to comment on the projects prior to a decision on approval. The Draft Bylaw requires public notification for any soil deposit project that will deposit more than 350m^3 (50 trucks):

1. Notification letters:
    - for projects that will deposit more than 350m^3 of soil material (50 trucks)
    - to be sent to properties within 100m of project sites

2. Information Signs:
    - for projects that will deposit more than 5,000m^3 of soil material (715 trucks)
    - placed on the project property, in a location clearly visible from the adjacent road, during the permit application review process

- to be in a similar format as a Development or Rezoning Application Sign

3. Information meetings:
   - for projects that will deposit more than 20,000m^3 of soil material (2,850 trucks)
   - to be in a similar format as Development Information Meetings and to occur during the review process of a Soil Deposit Permit

4. Council Review of Soil Deposit Permit Applications:
   - for projects that will deposit more than 20,000m^3 of soil material (2,850 trucks)
   - for all non-farm use applications for properties within the Agricultural Land Reserve

What are your thoughts on the public notification requirements?

1. Do you agree that the notification requirements (letters, signs, meetings) are important?]
   ☐ **Agree** ☐ **Disagree**

2. Do you agree that notification letters should be required for all projects that deposit more than 350m^3?
   ☐ **Agree** ☐ **Disagree**

3. Do you agree that notification signs should be required for all projects that deposit more than 5,000m^3?
   ☐ **Agree** ☐ **Disagree**

4. Do you agree that Information meetings should be required for all projects that deposit more than 20,000m^3?
   ☐ **Agree** ☐ **Disagree**

5. Do you agree that Council should review Soil Deposit Permit applications for projects that are over 20,000m^3 in size?
   ☐ **Agree** ☐ **Disagree**

6. Do you have comments associated with the questions you answered above and are there any potential options that have not been considered?

Comments_____
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2. Draft Bylaw – Permit Structure

The Current Bylaw has one permit structure for all projects no matter the size, shape, or complexity. The Draft Bylaw proposed a four-tiered permit structure based on soil volume as detailed in the table below:

Soil Volume	0 – 15m^3	16-350m^3	351-5,000m^3	5,001-20,000m^3	> 20,000m^3
# of Truck loads	0 - 2.5	2.5 - 50	50 - 715	715 - 2850	> 2850
Application Fees	Exempt	$50	$350	$750	$750
Notification	Exempt	None	• Letters	• Letters • Sign	• Letters • Sign • Information Meeting
Assessments	Exempt	Applicant	Qualified Professional	Qualified Professional	Qualified Professional
BCLS Land Survey	Exempt	Not required	Required	Required	Required
Management Plans	Exempt	Applicant	Qualified Professional	Qualified Professional	Qualified Professional

The table above indicates that simple projects will be easier and less expensive to complete. As projects become larger, and more complex, the permit fees and requirements increase.

What are your thoughts on the Permit Structure?

1. Do you agree with the permit exemption for sites depositing up to 15m^3 (2.5 trucks)?
   ☐ Agree ☐ Disagree

2. Do you agree with the requirement for BCLS land surveys for the deposit of more than 350m^3?
   ☐ Agree ☐ Disagree

3. Do you agree with the requirement for qualified professionals to complete assessments (soils, drainage, trees, invasive species, etc.) and management plans for the deposit of more than 350m^3?
   ☐ Agree ☐ Disagree

4. Do you have comments associated with the questions you answered above and are there any potential options that have not been considered?

Comments_____
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3. Draft Bylaw –protection for projects sites and adjacent areas

Residents, local businesses and stakeholders have expressed concern over the potential impacts of soil deposition on drainage, agricultural potential of farm land, trees, invasive species, floodplains, and groundwater aquifers. The community has also commented that they want a Bylaw that is proactive rather than reactive.

The Draft Bylaw provides a proactive approach:

1. *Assessments and Plans*
    - All projects, regardless of size, require assessments and plans for soils, drainage, erosion and sediment control, trees, invasive species (if present), and traffic
    - Farm Use Plans are required for deposits on agricultural land or for farm use
    - Applicants can complete the assessments and plans for smaller projects (up to $350m^3$)

2. *Qualified Professionals are to complete:*
    - all assessments and plans identified above for projects larger than $350m^3$
    - Floodplain Impact Assessments for sites in a floodplain
    - Geotechnical assessments and plans for deposits more than 1 metre in depth
    - Groundwater Impact Assessments for sites within 100m of a vulnerable aquifer
    - BCLS Land Surveys for all projects larger than $350m^3$

3. *Monitoring*
    - Log books (soil sources, trucking companies and contact information) for all sites

- Log books to be submitted to the City every three months
- Monitoring of the site on a regular basis (as per approved Management Plans) and monitoring reports submitted every 3 months

4. *Security Deposits*
    - Based on the volume of material that will be deposited
    - $2/m^3$ (up to 20,000m^3) and $1/m^3$ (above 20,000m^3)
    - A minimum security deposit of $500.00

5. *Assessments for source sites*
    - Contaminated site profiles for all source sites prior to that soil material being permitted for deposit
    - Invasive Species Assessments required for all source sites prior to that soil material being permitted for deposit

What are your thoughts on the protection of project sites and adjacent areas?

1. Do you agree that all sites should require assessments and plans for soils, drainage, erosion, trees, and invasive species?

   ☐ **Agree** ☐ **Disagree**

2. Do you feel that the security deposit is an appropriate value to ensure that projects are completed in accordance with the Bylaw and permit conditions while not being too costly?

   ☐ **Agree** ☐ **Disagree**

3. Do you agree with the monitoring and log book requirements?

   ☐ **Agree** ☐ **Disagree**

4. Do you agree that soil sources should be proven free of contamination and invasive species prior to that soil being permitted for deposit?

   ☐ **Agree** ☐ **Disagree**

5. Are there any potential options that have not been identified and/or do you have comments associated with the questions you answered above?

Comments_____
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4. Draft Bylaw – Improved Permit Fees

Residents have commented that they do not want taxpayers responsible for paying for the staff time needed to review soil deposit permit applications or site monitoring. The community has also commented that they do not want any road maintenance or repair costs associated with soil deposit sites to be downloaded onto taxpayers.

The permit application fee under the current bylaw remains the same for all projects of scope, size, duration and complexity. In addition, the current Bylaw does not require a permit renewal fee for those permit holders that require permit renewals. Permit renewals require staff time to review site conditions, review updated plans and prepare updated permits. The Volume Fee that is taken by the City for Soil Deposit sites is one of the lowest in the Lower Mainland and is determined to be too low to cover the longer term impacts to municipal roads.

1. *Application Fees:*
    - The Draft Bylaw proposes three different application fees based on the volume of soil proposed for deposit
    - $50 for the deposit of up to 50 trucks of material
    - $350 for the deposit of 50 to 715 trucks of material
    - $750 for the deposit of more than 715 trucks of material

2. *Permit Renewal Fees:*
    - $50 for permits issued for the deposit of up to 50 trucks of material;
    - $175 for permits issued for the deposit of 50 to 715 trucks of material; and,
    - $375 for permits issued for the deposit of more than 715 trucks of material.

3. *Volume Fees: (to address road impacts)*:
    - $0.50 per m^3 of material deposited (approximately $3.50 per truck). The current volume fee is $0.15/$m^3$ up to 1,000m^3 and $0.30/$m^3$ for all material above 1,000m^3

What are your thoughts on the permit fees?

1. Do you agree with the permit fee structure and the values allocated to each?

☐ **Agree** ☐ **Disagree**

2. Do you agree with the requirement for a permit renewal fee and the values allocated to each permit renewal?

   ☐ **Agree** ☐ **Disagree**

3. Do you agree with the Volume Fee?

   ☐ **Agree** ☐ **Disagree**

4. Are there any potential options that have not been identified and/or do you have comments associated with the questions you answered above?

Comments_____

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5. Draft Bylaw – Improved Enforcement

Staff attend sites to inspect for Bylaw and permit compliance after receiving calls from concerned residents regarding soil deposit activity. On some occasions residents and contractors have deposited soil without a permit and staff work with those individuals to bring their sites back into compliance. For many sites that have permits, no issues arise and the permits are completed without issue. On occasion there are concerns that arise on permitted sites and in some instances enforcement is required.

1. Exemptions removed from Bylaw:
   - Building and subdivision construction
   - Installation of septic fields

2. Improved baseline information:
   - Assessments and plans for all sites
   - Professional assessments for sites depositing more than $350m^3$
   - BCLS surveys for sites depositing more than $350m^3$

3. Permit Fees:
    - Reduced application fee of $50 for small projects up to 350m^3 in size
    - Enforcement Permit Fee of $250, in addition to a soil deposit permit application fee, for unpermitted soil deposits where a permit is applied for following enforcement

4. Security Deposits:
    - Based on the project size ($2/m^3 up to 20,000m^3; $1/m^3 above 20,000m^3)
    - Encourage compliance
    - Provide the necessary securities to remediate potential issues on project sites

5. Monitoring:
    - Log books required for all sites
    - Monitoring of site conditions required for all sites
    - Log books and monitoring reports are to be submitted to City every three months

What are your thoughts on the enforcement and exemptions?

1. Do you agree with the removal of permit exemptions for building and subdivision construction and septic field installation?
   ☐ **Agree** ☐ **Disagree**

2. Do you agree with the removal of permit exemption for septic field installation?
   ☐ **Agree** ☐ **Disagree**

3. Do you agree with the requirement for the Enforcement Permit Fee for unpermitted soil deposit activity and do you feel the value of $250 is appropriate?
   ☐ **Agree** ☐ **Disagree**

4. In consideration of all the amendments that have been incorporated into the Draft Bylaw, do you feel that the Bylaw offers the potential for improved enforcement?
   ☐ **Agree** ☐ **Disagree**

5. Do you feel that the Bylaw is too strict in any way?
   ☐ **Agree** ☐ **Disagree**

6. Are there any potential options that have not been identified and/or do you have comments associated with the questions you answered above?

Comments_____
_____
_____
_____

Thank you for taking the time to complete this survey. Please submit your completed survey to the City of Maple Ridge Planning Department by March 5th either by mail, drop off at the Planning Department front counter at the City Hall, or scan and email to mpym@mapleridge.ca.

City of Maple Ridge

TO:	Her Worship Mayor Nicole Read and Members of Council	**MEETING DATE:**	November 28, 2017
		FILE NO:	11-5255-70-078
FROM:	Chief Administrative Officer	**MEETING:**	**Council**

SUBJECT: **Award of Contract ITT-EN-17-77: 224 Street PRV and Flow Meter Chamber (224 Street and 127 Avenue)**

EXECUTIVE SUMMARY:

The 224 Street Pressure Reducing Valve (PRV) and Flow Meter Chamber project will allow the City to connect to the new Metro Vancouver Maple Ridge Watermain West (MRWW) which was installed by Metro Vancouver in 2016.

The PRV is needed in order to reduce the pressure from the range of 220 to 280 psi to the City's watermain typical operational pressure of 55 to 80 psi. The Flow Meter Chamber will quantify the amount of water used which will assist in the water system operation and billing by Metro Vancouver.

The 224 Street PRV and Flow Meter Chamber project works generally consist of excavation and installation of two concrete chambers, supply and installation of PRV and Flow Meter Chamber assemblies, connections to the storm sewer system, extension of power and SCADA, backfill, and general site clean up. The 224 Street PRV and Flow Meter Chamber installation is in the City's approved Financial Plan and is identified in the Water Distribution Master Plan.

An Invitation to Tender was issued on October 4, 2017 and closed on October 31, 2017. Six tenders were received and the lowest compliant bid was submitted by 1138904 B.C. Ltd. in the amount of $288,550.00, excluding taxes. A contract contingency of $30,000 has been allowed for unforeseen items.

Council approval to award the contract is required for the work to proceed.

RECOMMENDATION:

THAT Contract ITT-EN17-77: 224 Street PRV and Flow Meter Chamber (224 Street and 127 Avenue), be awarded to 1138904 B.C. Ltd. in the amount of $288,550.00 excluding taxes; and

THAT a contract contingency of $30,000 be approved for unforeseen items; and further

THAT the Corporate Officer be authorized to execute the contract.

DISCUSSION:

a) Background Context:

The 224 Street Pressure Reducing Valve (PRV) and Flow Meter Chamber project will allow the City to connect to the new Metro Vancouver Maple Ridge Watermain West (MRWW) which was installed by Metro Vancouver in 2016.

The PRV is needed in order to reduce the pressure from the range of 220 to 280 psi to the City's watermain typical operational pressure of 55 to 80 psi. The Flow Meter Chamber will quantify the amount of water used which will assist in the water system operation and billing by Metro Vancouver.

The 224 Street PRV and Flow Meter Chamber project works generally consist of excavation and installation of two concrete chambers, supply and installation of PRV and Flow Meter Chamber assemblies, connections to the storm sewer system, extension of power and SCADA, backfill, and general site clean up. The 224 Street PRV and Flow Meter Chamber installation is in the City's approved Financial Plan and is identified in the Water Distribution Master Plan.

Tender Evaluation

An Invitation to Tender issued on October 4, 2017 and closed October 31, 2017. Six tenders were received and opened in public on October 31, 2017. These are listed below from lowest to highest price (excluding taxes):

	Tender Price (excluding taxes)
1138904 B.C. Ltd.	$288,550.00
Drake Excavating Ltd.	$293,572.00
Sandpiper Contracting LLP	*$311,431.00
Jewel Holdings Ltd.	$355,694.00
Tritech Group Ltd.	$367,945.02
RTR Terra Contracting Ltd.	$394,450.00

***Note:** The tender total was revised after the tender opening to reflect arithmetic corrections.

The lowest compliant bid was $288,550.00 (excluding taxes) from 1138904 B.C. Ltd. Staff have reviewed the tenders and recommend the contract be awarded to 1138904 BC Ltd. Staff have checked references on past and comparable projects and have confirmed satisfactory performance.

b) Desired Outcome:

The connection to the Metro Vancouver Watermain West will strengthen the City's water system.

c) Strategic Alignment:

The Corporate Strategic Plan has directed staff to manage municipal infrastructure through the Watermain Upgrade Plan.

d) **Citizen/Customer Implications:**

Construction will commence soon after the project is awarded and traffic management plans will be in place to minimize the impact to everyday traffic, residents, and businesses in the neighbourhood. Most of the work will take place on the boulevard. Impacted parties, as well as the general public will be informed of the construction progress through the City's website and social media sources.

e) **Interdepartmental Implications:**

The Engineering and Operations Departments have provided input during the design stage and City resources have been utilized where possible in the interests of cost effectiveness and efficiencies. A City staff inspector will provide inspection services during construction.

f) **Business Plan/Financial Implications:**

The projected expenditures (excluding taxes) are as follows:

Costs to date (Stantec, KWL, Operations)	$	91,108.00
Tie-Ins	$	20,000.00
Construction Contract Cost (1183904 B.C. Ltd)	$	288,550.00
Contract Contingency	$	30,000.00
Total Projected Project Cost	**$**	**429,658.00**
Total Funding Sources	**$**	**479,751.00**

Funding is primarily from Development Cost Charges (80%), and the Water Utility Fund (20%).

CONCLUSIONS:

The tender price of $288,550.00 excluding taxes by 1138904 BC Ltd. for 224 Street PRV and Flow Meter Chamber (224 Street and 127 Avenue) is the lowest compliant tendered price. It is recommended that Council approve the award to 1138904 B.C. Ltd. It is also recommended that contract contingency of $30,000 be approved to address unforeseen items, for a total amount of $318,550.00 excluding taxes.

"Original signed by Jeff Boehmer"
Prepared by: **Jeff Boehmer, PEng.**
Manager of Design & Construction

"Original signed by Trevor Thompson"
Financial Concurrence: **Trevor Thompson, BBA, CPA, CGA**
Manager of Financial Planning

"Original signed Frank Quinn" for
Reviewed by: **David Pollock, PEng.**
Municipal Engineer

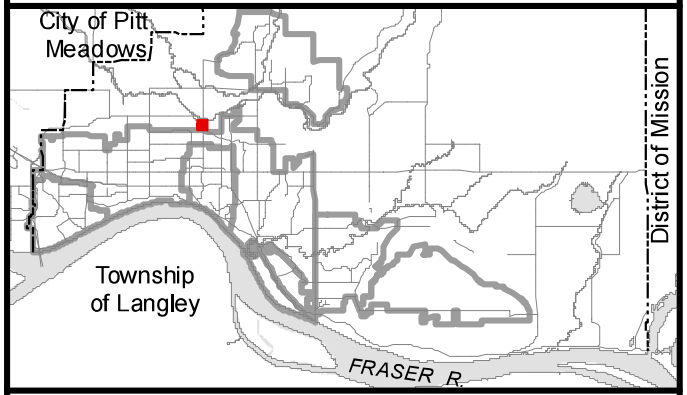
"Original signed by Frank Quinn"
Approved by: **Frank Quinn, MBA, PEng.**
General Manager: Public Works & Development Services

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

polygonLayer
- Override 1
- Street Name Label
- Municipal Boundary
- Parcel Hook
- Railway
- Major River or Lake Edge
- Major River or Lake
- Parcel Boundaries
- Property
- Building
- School
- Park
- Air Valve
- Altitude Valve
- Auto Flusher
- Blow Off Assembly
- Bulk Fill Station
- Check Valve
- City Well

Fire Hydrant
- City of Maple Ridge
- Private
- Flow Meter Chamber
- Pipe End
- Pressure Monitor
- Pressure Reducing Valve
- Pump Station
- Reservoir
- Sample Station

Valve
- Closed
- Open
- Valve Chamber
- Structure
- Water Main



224 Street PRV & Flowmeter

Scale: 1:1,000

0 5 10 20 30 40 m

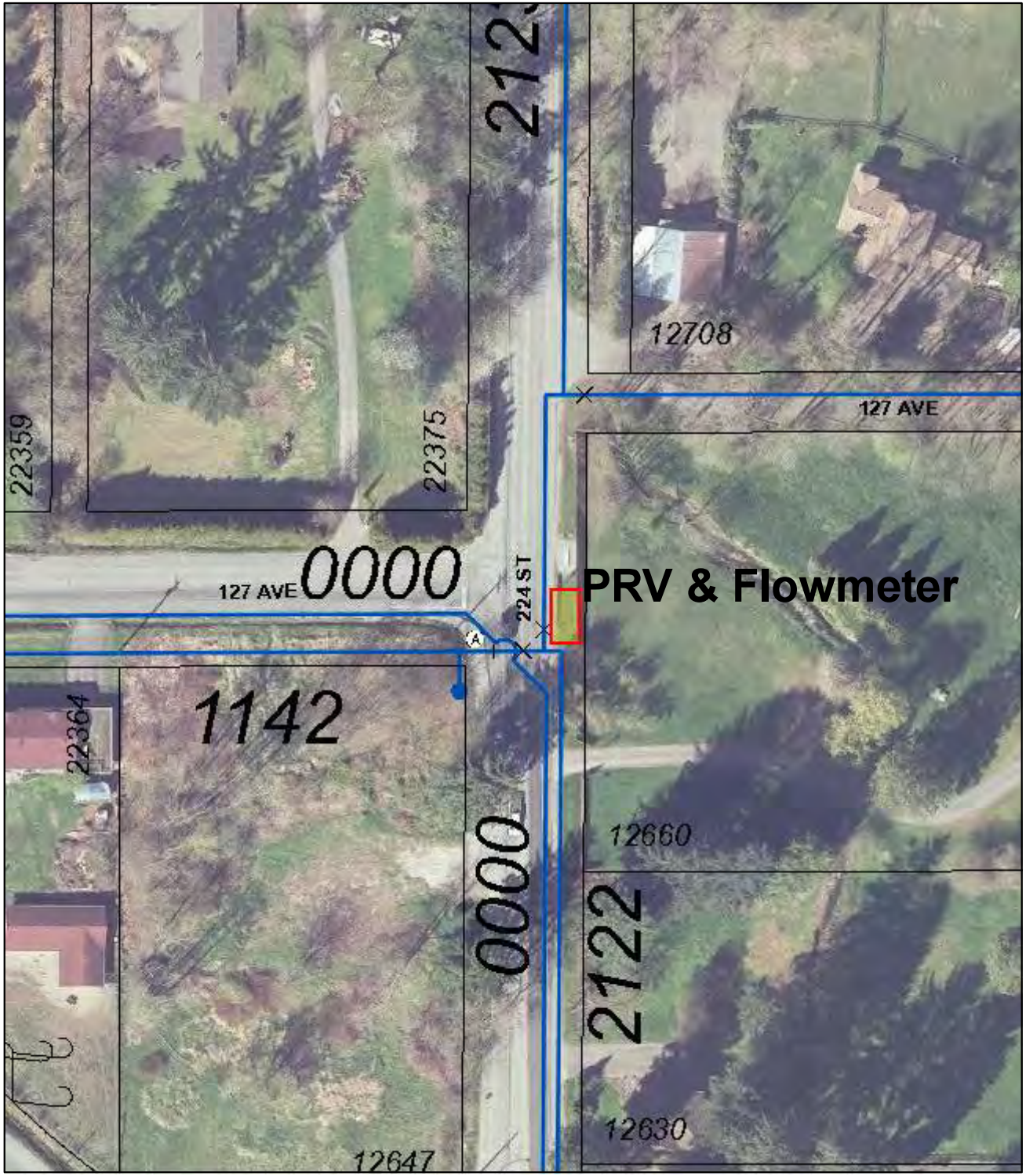
0 15 30 60 90 120 ft

N

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

Department: Engineering

Date: Nov 23, 2017



City of Maple Ridge

TO:	Her Worship Mayor Nicole Read and Members of Council	**MEETING DATE:**	November 28, 2017
		FILE NO:	14-7130-01
FROM:	Chief Administrative Officer	**MEETING:**	Council

SUBJECT: Community Emergency Preparedness Fund Grant Applications

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EXECUTIVE SUMMARY:

Staff attempt to take advantage of grant opportunities as they arise. This report describes two current opportunities that will support our Emergency Preparedness Program and Council is being asked to provide support for the applications.

RECOMMENDATION(S):

That the Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning grant application for $150,000 be supported; and further

That the Emergency Social Services grant application for $25,000 be supported.

DISCUSSION:

a) **Background Context:**

The Community Emergency Preparedness Fund (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments and their residents in responding to emergencies. Funding is provided by the Province of BC and is administered by UBCM.

CEPF was announced as part of a recent $80 million announcement from the Ministry of Transportation & Infrastructure.

Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning

The intent of this funding stream is to support eligible applicants to ensure they have accurate knowledge of the flood hazards they face and to develop effective strategies to mitigate and prepare for those risks.

The goal for the City of Maple Ridge grant application is to update and consolidate the 200-year floodplain models and conduct a more thorough analysis of vulnerable populations in areas related to the 200-year floodplain.

The 2017 CEPF Grant application outlines the rationale and process in which staff along with a number of community partners, agencies and organizations will work together to identify discrepancies in flood maps and identify challenges to evacuation planning. The completed project will ensure that proper planning and mitigation efforts can be implemented and will ensure that vulnerable populations will have the appropriate supports needed if an evacuation was ever warranted.

Emergency Social Services (ESS)

The intent of this funding stream is to support eligible applicants to build local capacity to provide emergency social services through training, volunteer recruitment and retention, and the purchase of ESS equipment.

The goal for the City of Maple Ridge grant application is to complete recommendations from the 2016 process review conducted to identify best practices with regards to volunteer recruitment, retention and training. The grant also includes some funding to purchase equipment to allow digital information to be sent through amateur radio frequencies from a reception centre to the Emergency Operations Centre.

The 2017 CEPF Grant application provides details on the proposed marketing strategy and training program for volunteers and the specific components needed to complete the radio project.

b) Desired Outcomes:

That Council support the grant applications mentioned herein and that the City is successful in attracting this funding.

c) Strategic Alignment:

The projects that will be completed with grant funding will support building a safe and resilient community.

d) Interdepartmental Implications:

The flood mapping will benefit first responders such as Police, Fire as well as Planning, Building and even Operations.

e) Business Plan/Financial Implications:

Any additional grant funding allows the municipality to achieve more than could be achieved within current budgets.

f) Alternatives:

That grant funding not be applied for in these instances.

CONCLUSIONS:

Whenever possible it is a benefit to apply for grants that will provide value to the City.

"Original signed by Patrick Cullen"

Prepared by: Patrick Cullen, Emergency Program Coordinator

"Original signed by Laurie Darcus"

Approved by: Laurie Darcus, Manager of Legislative Services and Emergency Program

"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:**	November 28, 2017
		FILE NO:	
FROM:	Chief Administrative Officer	**MEETING:**	Council

SUBJECT: Maple Ridge Fire Hall 1 – Trailer Shelter Construction Award of Contract

---

EXECUTIVE SUMMARY:

On November 8, 2017 four submissions were received for *ITT-FD17-81 Trailer Shelter Construction* for the construction of a trailer equipment shelter to be located at Fire Hall 1. Staff reviewed the tenders in accordance with established bid criteria and is recommending award to RJS Construction Ltd. This project is in the 2017 Council approved Financial Plan at $250,000.

RECOMMENDATIONS:

1. **That the Trailer Shelter Construction contract (ITT-FD17-81) be awarded to RJS Construction Ltd. for a contract price of $270,887 (including options & excluding GST), and;**

2. **That a contingency of 10% in the amount of $27,089 (excluding GST) be established for this project, and;**

3. **That the Financial Plan be amended to increase the budget for the Trailer Shelter Construction from $250,000 to $300,000 funded through the Fire Department Capital Acquisition Reserve.**

4. **That the Corporate Officer be authorized to execute the contract.**

DISCUSSION:

a) **Background Context:**

The 2017 Fire Department business plan included a capital project for the construction of a trailer shelter to be located at Fire Hall 1. On November 8th, 2017 four submissions were received for ITT-FD17-81 Trailer Shelter Construction. Base price bids (excluding GST, pricing for optional work, and pricing for alternative work) were received from:

1. EHR Contracting Ltd. $236,580
2. RJS Construction Ltd. $250,037
3. Kingston Construction Ltd. $317,518
4. Magil Construction Pacific Inc. $348,484

Optional pricing was requested and included with the bids for soffit material specification. Additionally, alternate roof finish materials were proposed by the bidders. The option pricing and alternate material pricing were considered and opted for; the total contract price includes these options. The lowest priced bid was disqualified upon review of their proposed construction schedule and work references similar in scope.

The Fire Department utilizes trailers to house and transport operational equipment related to wildland/interface fire suppression, wildland rescue, large animal training prop, and investigation. These trailers currently reside in the parking lot at FH1 where they are exposed to the weather 24/7. This has resulted in accelerated decay of trailer roofs and mold developing inside the trailers due to high moisture content. A covered area to park and store these trailers will extend their service life and ensure they are operationally ready at all times. The carport will also serve to act as a covered area for the Fire Department support vehicles that tow the trailers to park beneath.

b) Desired Outcome:
Maintaining ready equipment for emergency response and training is one of the principle mandates of the Fire Department. Keeping equipment dry and out of the elements will extend the service life of existing equipment and ensure its operational readiness at all times.

c) Strategic Alignment:
Fiscal responsibility and providing best value for corporate money is the goal for all Fire Department expenditures. Spending capital resources to protect valuable equipment ensuring it's ready to operate status and prolonging its effective life will provide for long term return on investment.

d) Business Plan/Financial Implications:
This 2017project is included in the Council adopted Financial Plan at $250,000. The additional $50,000 requested can be funded through the Fire Department Capital Acquisition Reserve.

CONCLUSIONS:
Staff recommends that the contract for the Trailer Shelter Construction be awarded to RJS Construction Ltd. for $270,887. An additional funding allotment of $27,089, representing 10%, is also recommended as a contingency. This project was included in the 2017 Capital Program and this award will ensure that this project is completed in the near future.

"Original signed by Michael Van Dop"
Prepared by: Michael Van Dop, MBA, Deputy Fire Chief

"Original signed by Trevor Thompson"
Reviewed by: Trevor Thompson, Manager of Financial Planning

'Original signed by Howard Exner"
Approved by: Howard Exner, Fire Chief

"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:**	November 28, 2017
		FILE NO:	
FROM:	Chief Administrative Officer	**MEETING:**	Council
SUBJECT:	Justice Institute Agreement		

EXECUTIVE SUMMARY:
After the longstanding agreements for the use of the Justice Institute of BC, Fire and Safety Training site expired, Council directed Fire Department Staff to attempt to negotiate an interim agreement until our Hall 4 Training Center is available in 2019. The new agreement allows for 5 years of access to the JIBC Site for $50,000.00/year.

RECOMMENDATION(S):
That the Corporate Officer be authorized to execute the agreement with the Justice Institute of BC as attached to the staff report dated November 28, 2017.

DISCUSSION:

a) **Background Context:**
For many years the City of Maple Ridge enjoyed a special agreement with the Justice Institute of BC for the use of the Fire and Safety Training site on 256th street by trading expired fire trucks. This agreement allowed the fire department access to a training center to train and develop firefighters. The last of those agreements expired on December 31, 2016 with no option to continue like agreements.

As our training centre at Hall 4 will not be available until 2019 Council requested Fire Department Staff began negotiating with the Justice Institute Fire and Safety Division in order to create a new in term agreement for access to the training center. In October 2017 a mutually beneficial agreement was negotiated.

The highlights of new agreement are that it provides the same access to the training center that the fire department previously enjoyed. The length of the agreement is for 5 years with a 6 month cancelation clause. The annual cost of the agreement is $50,000.00 for a lifetime cost of $250,000.00

This agreement has been approved and duly signed by the Financial Officer for the Justice Institute of BC.

b) **Desired Outcome(s): (whenever possible)**
To maintain access to a suitable training center to maintain firefighter skills training until the training center at 4 Hall is available in 2019.

c) **Business Plan/Financial Implications:**

The 2017 Financial plan was approved with a $175,000.00 increase to the Fire Department's training budget for 2017 and 2018 allocated to training at the JIBC site. The new agreement includes a much lower annual fee of $50,000.00 over the life of the contract. The costs previously approved and that portion no longer required will be returned to Accumulated Surplus.

CONCLUSIONS:

This is very beneficial agreement that reflects the collaborative relationship between the City of Maple Ridge and the Justice Institute of BC. The agreement allows for the continuation of access to the JIBC's Training Center by the Fire Department at a much reduced cost.

"Original signed by Howard Exner"

Prepared and approved by: Howard R. Exner Fire Chief

"Original signed by Paul Gill"

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

JUSTICE INSTITUTE of BRITISH COLUMBIA

Maple Ridge Fire Department access to JIBC Maple Ridge Campus for in-house fire service training.

November 10, 2017

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Maple Ridge Fire Department access to JIBC Maple Ridge Campus for in-house fire service training. .....

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General Principles

The Justice Institute of BC (JIBC) is proposing the following principles for a 5 year agreement (January 1, 2017 – December 31, 2021)

The foundation of this agreement is based on the long standing relationship of mutual cooperation and support between the JIBC and the City of Maple Ridge, and with the intent of fostering a continuation of this supportive relationship

This agreement represents significant complementary and or discounted access to the JIBC Maple Ridge campus.

The terms and conditions of this agreement shall not be divulged to other agencies or organizations without the knowledge and written consent from the JIBC

- A scheduled of dates requesting Maple Ridge Fire Department access to the JIBC campus must be sent for JIBC approval in October for the following year. The dates proposed for Maple Ridge Fire Department cannot interfere with existing JIBC Fire & Safety Division activities.
- The JIBC will likewise avoid scheduling activities that will interfere with discounted training that has been scheduled and approved for the Maple Ridge Fire Department.
- The JIBC and Maple Ridge Fire Department agree to where possible, adjust training in order to facilitate any possible conflicts that arise after the schedule has been approved.
- There will be no access to the site available on Statutory Holidays
- A request for instructors, safety officers, technician support, fork lift usage, or other props and or vehicles must be placed 5 working days before the scheduled training.
- Site access does not include the cost of consumables and JIBC technicians used as a result of training, all consumables and Forklift usage will be tracked and invoiced on a quarterly basis. Payment terms are net 30 days
- An updated schedule of costs for consumables and forklift will be sent to Maple Ridge Fire Department at the beginning of January each year.
- Site use must be utilized as scheduled and cannot interfere with other programs that are in operation
- Access to the Vehicle extrication pad
    - Maple Ridge Fire Department, must supply any and all scrap vehicles required for training intended by the department
    - Scrap vehicles brought to the site may be stored on site for no longer than 30 days
- On weekends where there is no existing or conflicting training taking place on the site the non-peak hours training may be shifted to an earlier time based on mutual approval of the JIBC and Maple Ridge Fire Department. JIBC will provide 5 business days' notice of the availability to shift times on the weekend

- A minimum of one JIBC technician must be present during all live fire training. Maple Ridge Fire Department firefighters who have been pre-approved by the JIBC, may be utilized as instructors and safety officers.
- Maple Ridge Fire Department and its officers and firefighters must comply with all JIBC policies and procedures which govern the delivery of training at the Maple Ridge Campus.
- The term of this agreement is 5 years with the opportunity for either party to terminate this agreement with a minimum of 6 months' notice.

Financial Contribution

An annual contribution of $50,000 will secure Maple Ridge Fire Department access to the JIBC Campus for the time periods detailed below.

There will be no refund or prorating of the amount should the Fire Department not utilize all the time allotted in this agreement

The $50,000 contribution will be submitted to the JIBC in the first week of January each year

If the agreement is terminated by either party, the JIBC will, upon full payment of any consumables owing, refund the City of Maple Ridge $4,166 for each full month of time left in the calendar year after the expiry of the six month notification period.

Site Usage

Non-peak hours –evenings seven days a week (no fires)

- Access will be granted to the site for use of the road ways, hydrants, concrete and steel burn buildings, smoke house, ship mock up, extinguisher pad, auto extrication pad, metal rescue tower and round tank/barrel rack without the use of any fires.
- Up to a maximum of 22- six hour sessions between the hours of 4 pm -10 pm
- *Up to a maximum of 42- three hour session between the hours of 7 pm -10 pm
  *The Maple Ridge Fire Department must notify the JIBC no later than Thursday of the week preceding the Monday night training should Maple Ridge intend on not using the site.

Non-peak hours –evenings seven days a week (with fires)

- Up to a maximum of 12 six hour training sessions from 4 p.m. to 10 p.m. utilizing live fire and access to the Concrete and Steel Burn Building , round tank/barrel rack , dumpster, car fires and extinguisher pads.

Peak hours seven days a week – (No fires)

- Access will be granted to the site for use of the road ways, hydrants, concrete and steel burn buildings, smoke house, ship mock up, extinguisher pad, metal rescue tower and round tank/barrel rack without the use of any fires
- Up to a maximum of 42 - three hour sessions between the hours of 9 am – 12 am
- Up to a maximum of 15 students

Peak hours seven days a week – (with fires)

- Up to a maximum of 8 six hour training sessions between the hours of 8 am. – 4 p.m. utilizing live fire and access to the Concrete and Steel Burn Building, round tank/barrel rack, dumpster, car fires and extinguisher pads
- Up to a maximum of 15 students

Complementary access will be granted for up to a maximum of 5 days for the following activities

- Youth academy program
- Events supporting and encouraging Women and Diversity in the Fire Service
- Fire Chief for a Day activities
- Other mutually agreed upon Public Education opportunities

City of Maple Ridge In Kind Contributions

- In recognition of the complementary access and significant discounts, the City of Maple Ridge agrees to support at no cost to the JIBC:
- Installation of way-finding signage in the community leading to the JIBC campus
- Provide JIBC Students in the Fire Fighter Technology Certificate (FFTC)program, access to preceptorship opportunities in the form of ride-alongs, truck checks, maintenance, training, public education, charitable fund raising and any other associated activities that would provide the students with exposure to the day to day duties and activities of a career firefighter.
- The JIBC FFTC students would be placed under a student practicum agreement. Under this practicum agreement the JIBC will provide liability insurance and WorkSafeBC coverage for the practicum students. The JIBC will also supply uniforms and PPE for the student practicum placement.
- JIBC access to the Maple Ridge Fire Hall #1 training room if not being utilized by Fire Department or City Staff.
- Request for access to the Fire Hall #1 training room will be submitted by JIBC a minimum of one week in advance
- If the Maple Ridge Fire Hall #1 training room is utilized outside of normal business hours (Monday to Friday 8 am-4:30 pm) an additional cost will be applied for the provision of a Maple Ridge supervisory staff member
- Explore future opportunities for mutual cooperation such as JIBC campus connection to the City's Fiber optic network and JIBC access to the proposed Maple Ridge Fire Hall #4 training grounds.

Limitations

- This agreement is intended for the training of Maple Ridge Fire Department, staff, employees and paid on call members. It does not authorize the training of other individuals outside of the Maple Ridge Fire department. While on site all members of the Maple Ridge Fire department are considered City employees and not JIBC students. The Maple Ridge Fire Department is responsible for notifying the Fire Department personnel attending the JIBC campus and insuring they understand and acknowledge that they continue to be City of Maple Ridge employees while they are at the Maple Ridge campus and are covered by the accident , sickness , injury liability provisions of the City of Maple Ridge.

Use of Justice Institute of British Columbia Asset's Agreement

In consideration of the use of the following premises/equipment/general assets of the JIBC, the User;

- Hereby agrees that there is no warranty expressed or implied on the part of the JIBC as to the suitability or condition of the JIBC assets hereby demised and that the User accepts the said assets at his own risk and that in consideration for the JIBC permitting the use of its assets, as set forth in this Agreement, the User agrees to indemnify and save harmless the JIBC from any and all loss, cost or damage, whether caused directly or indirectly by the User.
- The User shall without limiting its obligation or liabilities herein and at its own expense, provide and maintain comprehensive general liability insurance with a limit not less than **four million dollars** inclusive per occurrence for bodily injury and property damage including loss of use thereof. Such insurance shall extend to cover the user group, its officers, employees, contractors and volunteers and shall include JIBC as additional insureds with respect to liability arising out of the use or occupancy by the user group of the property belonging to JIBC.
- The User understands and agrees that this Agreement may be revised or terminated with 6 months' notice, with or without cause and that in the event of such revocation or termination the User shall have no claim or right to damages, or reimbursement beyond the amount detailed in the agreement above, on account of any loss, or damage or expense whatsoever.
- The User also hereby agrees to the following terms:
    1. To exercise the greatest care in the use of the JIBC assets.
    2. To pay the Institute for the use of space and equipment as outlined.
    3. To pay the Institute for the cost of repairing damage to the equipment, buildings, structures, grounds incurred during the access period.
    4. To accept the equipment in "as is" condition without any claim against the JIBC should any malfunction occur.
    5. To complete and submit a report to JIBC within 48 hours whenever medical/first aid attention is administered or loss/damage to JIBC property occurs.
    6. Notice of Cancellation must be received one week prior to the date of booking. With the exception of evening training which will be required no later than Thursday of the previous week

ON BEHALF OF THE INSTITUTE	ON BEHALF OF THE CITY OF MAPLE RIDGE
KAYOKO TAKEUCHI	
Print Name	Print Name
Vice President, Finance and Administration	
	Title
Signature	Signature
November 15 2017	
Date	Date

City of Maple Ridge

TO:	Her Worship Mayor Nicole Read and Members of Council	**MEETING DATE:**	November 28, 2017
		FILE NO:	01-0530-01
FROM:	Chief Administrative Officer	**MEETING:**	**Council**

SUBJECT: Bylaw No. 7411-2017, Amendment to Maple Ridge Council Procedure Bylaw No. 6472-2007

EXECUTIVE SUMMARY:

The changes included in Amending Bylaw No. 7411-2017(Appendix A) to the current Council Procedure Bylaw No. 6472-2007 (Appendix B) include:

1. A change to S. 31, moving 'Questions from the Public' to follow 'Delegations' as per Council direction.
2. A change to the day of the first regular Council meeting after an election (Housekeeping).

RECOMMENDATION(S):

That Bylaw No. 7411-2017be granted first, second and third readings.

DISCUSSION:

Questions from the Public Agenda Item

The Community Charter S. 124. (1) states:

> *A council must, by bylaw, establish the general procedures to be followed by council and council committees in conducting their business.*

At the Regular meeting of Council on November 14, 2017, Council passed the following resolution:

> *That Question Period be scheduled nearer the beginning of Regular Council Meetings, after delegations, and the Maple Ridge Council Procedure Bylaw No. 6472-2007 be amended to reflect this change.*

The amending bylaw moves 'Questions from the Public' to item (g) on the agenda, following 'Delegations' and all subsequent items are numbered. This change also clarifies the 15 minute limit, unless extension is agreed to by majority of Council.

First Council Meeting After the Local Government Election

As Council meeting dates and times have changed, there is a required housekeeping change to the Council Procedure Bylaw.

The Community Charter S. 125 (1) states:

> *The first regular council meeting following a general local election must be on the day set by procedure bylaw under section 124 (2) (g).*

1134

The Community Charter S. 124 (2) (g) states:

> *Without limiting the matters that may be dealt with under this section [Procedure Bylaws], a council must, by bylaw, do the following:*
>
> *(g) establish the first regular council meeting date referred to in section 125 (1) [council meetings] as a day in the first 10 days of November following a general local election.*

Maple Ridge Council Procedure Bylaw No. 6472-2007 currently states:

> *8. Following a general local election, the first regular Council meeting must be held on the first Monday in November in the year of the election.*

As Council has changed the meeting days and times, this would now fall to a Tuesday. The change recommended to the Procedure Bylaw is as follows:

> *8. Following a general local election, the first regular Council meeting must be held within the first ten (10) days in November in the year of the election.*

By not suggesting a particular day of the week, should regular meeting days of Council change in the future, the new S.8 would comply with the Community Charter.

Under S. 124 (3), any changes to a Council Procedure Bylaw must be advertised through two notices in the local paper in subsequent weeks. Should Maple Ridge Council Procedure Amending Bylaw No. 7411-2017 receive three readings, staff will proceed with the appropriate public notification.

CONCLUSIONS:

The recommended Council Procedures Amending Bylaw No. 7411-2017 covers the Council request to move the 'Questions from the Public' section closer to the beginning of the meeting and updates the first regular Council meeting after an election section to meet the requirements under the Community Charter and be adjustable for days of the week.

"Original signed by Laurie Darcus"

Prepared by: Laurie Darcus, MA, MMC
Manager of Legislative Services

"Original signed by Paul Gill"

Concurrence: **Paul Gill**
Chief Administrative Officer

Appendices: A. Maple Ridge Council Procedures Amending Bylaw No. 7411-2017
B. Maple Ridge Council Procedures Bylaw No. 6472-2007 (consolidated)

APPENDIX A

CITY OF MAPLE RIDGE

BYLAW NO. 7411-2017

A Bylaw to amend Maple Ridge Council Procedure Bylaw No. 6472-2007

WHEREAS, it is deemed expedient to amend Maple Ridge Council Procedure Bylaw No. 6472-2007 as amended;

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

1. This Bylaw may be cited as "Maple Ridge Council Procedure Amending Bylaw No. 7411-2017."

2. That Maple Ridge Council Procedure Bylaw No. 6472-2007, be amended as follows:

   Delete:

   8. Following a general local election, the first regular Council meeting must be held on the first Monday in November in the year of the election.

   Replace with:

   8. Following a general local election, the first regular Council meeting must be held within the first ten (10) days in November in the year of the election.

   Delete:

   Order of Proceedings and Business

   1. (a) Call to order

      (b) Amendments to the agenda

      (c) Approval of the agenda

      (d) Adoption of minutes

      (e) Presentations at the request of Council

      (f) Delegations

      (g) Items on consent

      (h) Unfinished business

      (i) Bylaws

      (j) Committee reports and recommendations

(k) Staff reports

(l) Other matters deemed expedient

(m) Notices of motions and matters for introduction at future meetings

(n) Questions from the public

(o) Adjournment

Replace with:

Order of Proceedings and Business

1. (a) Call to order

(b) Amendments to the agenda

(c) Approval of the agenda

(d) Adoption of minutes

(e) Presentations at the request of Council

(f) Delegations

(g) Questions from the public – Maximum 15 minutes unless extended by motion approved by majority of Council

(h) Items on consent

(i) Unfinished business

(j) Bylaws

(k) Committee reports and recommendations

(l) Staff reports

(m) Other matters deemed expedient

(n) Notices of motions and matters for introduction at future meetings

(o) Adjournment

READ a first time the th day of September, 2017.

READ a second time the th day of September, 2017.

READ a third time the th day of September, 2017.

ADOPTED the th day of September, 2017.

PRESIDING MEMBER	CORPORATE OFFICER

APPENDIX B

THE FOLLOWING DOCUMENT HAS BEEN REPRODUCED FOR CONVENIENCE ONLY and is a consolidation of the following:

1. Maple Ridge Council Procedure Bylaw No. 6472-2007
2. Maple Ridge Council Procedure Amending Bylaw No. 6514-2007
3. Maple Ridge Council Procedure Amending Bylaw No. 6777-2010
4. Maple Ridge Council Procedure Amending Bylaw No. 7149-2015
5. Maple Ridge Council Procedure Amending Bylaw No. 7174-2015
6. Maple Ridge Council Procedure Amending Bylaw No. 7263-2016
7. Maple Ridge Council Procedure Amending Bylaw No. 7301-2016

Individual copies of any of the above bylaws can be obtained by contacting the Clerk's Department.

7263-2016

CITY OF MAPLE RIDGE

BYLAW NO. 6472-2007

A Bylaw to Govern the Meetings of the Council and Committees of Council of the City of Maple Ridge

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WHEREAS section 124(1) of the *Community Charte*r requires Council, by bylaw, to establish the general procedures to be followed by Council and Council committees in conducting their business;

AND WHEREAS Council has given notice of this Bylaw, pursuant to section 124(3) of the *Community Charter*;

7263-2016 NOW THEREFORE, pursuant to the above-recited and other authority, the Council of the City of Maple Ridge, in open meeting assembled, enacts as follows:

PART 1 - INTRODUCTION

Name of Bylaw

1. This Bylaw may be cited for all purposes as **"Maple Ridge Council Procedure Bylaw No. 6472-2007".**

Repeal

2. Maple Ridge Council Procedure Bylaw No. 5871 – 1999, as amended, is hereby repealed in its entirety and Council policy number 3.07 (Delegation Policy) is hereby repealed.

Definitions

3. In this Bylaw:

"Corporate Officer" means the municipal employee appointed as the Corporate Officer under section 148 of the *Community Charter*;

"Committee" means a standing, select or other committee of Council, and includes the Committee of the Whole, whether or not the word is capitalized;

7263-2016 **"Council"** means the Council of the City of Maple Ridge;

7263-2016 **"City"** means the Corporation of the City of Maple Ridge;

7263-2016 **"Mayor"** means the Mayor of the City of Maple Ridge.

6777-2010 **"Moment of Reflection"** means a prayer, a blessing, a reading, a thought, or a moment of silence.

Incorporation of Definitions

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

Application of Bylaw

5. The provisions of this Bylaw govern the proceedings of Council and each Committee, as applicable.

Robert's Rules of Order

6. In cases not provided for under this Bylaw, the then most-current edition of Robert's Rules of Order applies to the proceedings of Council and each Committee, to the extent that those Rules are:

(a) applicable in the circumstances; and

(b) not inconsistent with provisions of this Bylaw or the *Community Charter*.

Public Notice Posting Place

7. For the purpose of giving notices under section 94 of the *Community Charter*, the public notice posting place is the window in the west entrance to the lobby of the Municipal Hall.

PART 2 – REGULAR COUNCIL MEETINGS

First Regular Council Meeting

7263-2016

8. Following a general local election, the first regular Council meeting must be held on the first Monday in November in the year of the election.

9. Regular Council meetings for each year must be held in accordance with the schedule of dates and times adopted by Council prior to December 31st of the preceding year.

Cancellation, Rescheduling and Postponement of Regular Council Meetings

10. Before the time of a regular Council meeting, Council may:

    (a) cancel the meeting, or

    (b) postpone the meeting and reschedule it to a different day and time.

Council Workshop

11. A regular Council meeting may be a Council Workshop which has as its primary purpose the review and discussion of policies and other matters of interest to Council, and the provisions of this Bylaw on regular Council meetings apply to Council Workshops.

PART 3 – SPECIAL COUNCIL MEETINGS

Cancellation of Special Council Meeting

12. Before the time of a special Council meeting, the person or persons calling the meeting may by notice:

    (a) cancel the meeting, or

    (b) postpone the meeting and reschedule it to a different day and time.

PART 4 – ELECTRONIC COUNCIL MEETINGS

Electronic Special Council Meetings

13. A special Council meeting may be conducted by means of electronic or other communication facilities in compliance with the statutory requirements for that meeting and notice of that meeting.

Member Participation by Electronic Communication

14. One or more members of Council who are unable to attend a Council meeting may participate in the meeting by means of electronic or other communication facilities in compliance with the statutory requirements for that meeting, but the member presiding at that Council meeting must not participate electronically.

PART 5 – LOCATION OF COUNCIL MEETINGS

Council Meetings at Municipal Hall

7263-2016

15. All Council meetings must take place within Municipal Hall except when Council resolves to hold a meeting elsewhere within the City.

Council Meetings Within Boundaries

7263-2016

16. All Council meetings must take place within the boundaries of the City except when Council resolves to hold a Council meeting outside the boundaries.

PART 6 – PUBLIC NOTICE OF COUNCIL MEETINGS

Public Notice of Regular Council Meetings

17. The schedule of dates, times and places of regular Council meetings for each calendar year shall be posted on the Public Notice Posting Place and published prior to December 31st of the preceding year.

Council Waiver of Public Notice of Special Council Meeting

18. Public notice of a special Council meeting may be waived by unanimous vote of all Council members.

Public Notice of Changes to Council Meetings

19. Where a regular Council meeting or a special Council meeting is cancelled or rescheduled, the Corporate Officer must, as soon as possible, whether before or after the time of the planned meeting, post a notice of such at the Public Notice Posting Place.

PART 7 – COUNCIL NOTICE OF COUNCIL MEETINGS

Council Notice of Changes to Council Meetings

20. Where a regular Council meeting or special Council meeting is cancelled or rescheduled, the Corporate Officer must, as soon as possible, whether before or after the time of the planned meeting, post a notice of such at the regular Council meeting place, and leave a notice of such for each Council member at the place to which the member has directed notices be sent.

PART 8 – MINUTES OF COUNCIL MEETINGS

Minutes of Council Meetings

21. Minutes of the proceedings of Council must be

    (a) legibly recorded,

    (b) certified as correct by the Corporate Officer, and

    (c) signed by the Mayor or other member who presided at the meeting.

Minutes of Electronic Meetings

22. The Corporate Officer shall record in the minutes the members present including those participating electronically.

Minutes Available to the Public

23. Minutes or portions of minutes of Council meetings that are available to the public must be open for public inspection at Municipal Hall during its regular office hours.

PART 9 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

7174-2015
7263-2016

Annual Designation of Member to Act in Place of Mayor

24. Council must, from amongst its members, designate for defined periods of each year, members to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.

25. Each Councillor designated under section 24 must fulfill the responsibilities of the Mayor in the Mayor's absence.

Absence of Mayor

26. The Mayor shall preside at Council meetings and if the Mayor is absent, the member designated to act in place of the Mayor shall preside at the meeting and if that member should be absent, the meeting shall be presided over by the next member, following the rotation established in section 24, who is present at the meeting.

PART 10 – CALLING MEETING TO ORDER

Calling Meeting to Order

27. As soon after the time specified for a Council meeting a quorum is present, the Mayor, or other member presiding at the meeting under section 26, shall call the Council meeting to order.

PART 11 – QUORUM

Continued Meeting where No Quorum

28. If there is no quorum of Council present within fifteen minutes of the scheduled time for a Council meeting, or a quorum is lost during a meeting, the Corporate Officer must record the names of the members present, and those absent, and all business on the agenda for that meeting not dealt with at that meeting is incorporated in the agenda for the next meeting.

PART 12 – AGENDA AND ORDER OF BUSINESS

Preparation of Agenda

29. Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out the items for consideration at that meeting.

Distribution of Agenda

30. The Corporate Officer must make the agenda available to the members of Council at least twenty-four hours prior to a regular Council meeting.

7149-2015
6777-2010
7263-2016 Order of Proceedings and Business

31. (a) Call to order

(b) Amendments to the agenda

(c) Approval of the agenda

(d) Adoption of minutes

(e) Presentations at the request of Council

(f) Delegations

(g) Items on consent

(h) Unfinished business

(i) Bylaws

(j) Committee reports and recommendations

(k) Staff reports

(l) Other matters deemed expedient

(m) Notices of motions and matters for introduction at future meetings

(n) Questions from the public

(o) Adjournment

PART 13 – VOTING AT COUNCIL MEETINGS

Voting at Closure of Debate

32. When debate on a matter is closed, the presiding member must put the matter to a vote of Council members.

Voting By Show of Hands

33. When the Council is ready to vote, the presiding member must ask for a show of hands of Council members, indicating those in favour and those opposed.

Prohibited Actions During Voting

34. After the presiding member finally puts the question to a vote, a member must not speak to the question or make a motion concerning it.

35. The presiding member's decision about whether a question has been finally put is conclusive.

Results of Voting

36. The presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.

Recording of Votes

37. The Corporate Officer must record in the minutes of a meeting the name of any member who voted in the negative on any question.

7301-2016 37.1 When a resolution is released by Council from Closed status, and unless otherwise resolved by Council, the names of any members who voted in the negative will be released as decided on a case by case basis.

PART 14 – CONDUCT

Interruptions

38. No member may interrupt a member who is speaking except to raise a point of order.

39. If more than one member begins to speak at the same time, the presiding member must call on the member who, in the presiding member's opinion, first spoke.

Respectful Behaviour

40. Members speaking at a Council meeting

(a) must use respectful language,

(b) must not use offensive gestures or signs,

(c) must speak only in connection with the matter being debated,

(d) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member, subject to section 132 of the *Community Charter*;

(e) who are called to order by the presiding member must immediately stop speaking.

PART 15 – DEBATE

Reading of Question

41. A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.

Motions Generally

42. Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.

Motions During Consideration of a Question

43. A Council member may make only the following motions, when the Council is considering a question:

    (a) to defer consideration;

    (b) to refer to committee;

    (c) to amend;

    (d) to withdraw; or

    (e) to adjourn.

44. A motion made under clause 43(a) is not amendable and debate is limited to setting the meeting at which the motion will be considered.

Separate Votes

45. Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member and agreed to by the majority of members present.

Amendments

46. A proposed amendment must be decided or withdrawn before the main motion being considered is put to a vote.

PART 16 – POINTS OF ORDER

Raising Points of Order

47. A member may raise a point of order at any time, whereupon the presiding member must:

    (a) interrupt the matter under consideration;

    (b) interrupt a member who had been speaking;

    (c) ask the member raising the point of order to state the substance of and the basis for the point of order; and

    (d) rule as to whether or not the Point of Order is valid.

PART 17 – RECONSIDERATION OF A MOTION

Council Member Request for Reconsideration

7263-2016

48. (a) A member who voted with the prevailing side may, at any time within one month of the vote, introduce a motion to reconsider the resolution, motion or proceeding, including the defeat of a motion, if the resolution, motion or proceeding has not been acted upon irreversibly by an officer, employee or agent of the municipality.

(b) If a motion to reconsider is defeated, the subject matter of the resolution or proceeding may not be open for consideration by the Council within 6 months except by way of a new and substantially different motion.

PART 18 – DELEGATIONS

6514-2007

Delegations

49. Requests to appear as a delegation before a meeting of Council, Advisory Committee or Advisory Commission, must be submitted to the office of the Corporate Officer at least one week prior to the preferred meeting.

50. Requests must be in writing, by email, fax or mail, and include the subject matter and the name of the spokesperson(s).

51. Delegations will not be heard at regular meetings of Council on the following:

(a) Official Community Plan Bylaws or Zoning Bylaws, including amendments to either such bylaws, which have received first reading and which have not yet been adopted, defeated, or abandoned;

7263-2016

(b) matters on which the City has commenced prosecution and on which judgement has not been rendered;

7263-2016

(c) the promotion of commercial products or services which have no connection to the business of the City; and

7263-2016

(d) publicly tendered contracts or proposal calls for the provision of goods and services for the City, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by Council or City staff.

52. The provisions of Section 51(a) do not apply where a second or subsequent Public Hearing is to be held on an Official Community Plan or Zoning Bylaw or amendments to such bylaws, whichever is the case.

53. The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.

54. If the request is granted by the Corporate Officer, or by Council in the case of a consultation, the Corporate Officer will contact the delegation to confirm attendance at the requested meeting or make alternate arrangements.

55. A maximum of three delegations will be permitted at any Council or Committee meeting.

56. If a delegation wishes to appear at consecutive meetings, the delegation will be approved only if no more than two delegations are scheduled for the later meeting.

57. Delegations will be required to abide by the following general rules:

(a) Delegations will be allowed a maximum of 10 minutes to make their presentation, excluding the time taken for questions posed by Council, unless Council or the Committee agrees to extend the time limit.

7263-2016

(b) A delegation intending to use audio and/or audio-visual equipment must advise the Corporate Officer prior to the Council meeting, on the understanding that the City will assist with, but not be responsible for, the provision of the necessary equipment;

(c) A delegation to Council must not speak disrespectfully of any person, and where in the opinion of the Chair, a delegation has done so, the Chair may ask the delegation to withdraw the offensive remarks;

(d) If the delegation refuses to withdraw remarks considered by the Chair to be offensive, or refuses to abide by the rules for delegations, or the instructions of the Chair, the Chair may terminate the presentation and direct the delegation to vacate the speaker's podium and return to the public seating area;

(e) Where a delegation refuses to comply with such direction, the Chair may order the expulsion and exclusion of the delegation from the meeting, as permitted in Part 5, Div 2, Sec 133(1) of the *Community Charter*.

(f) If the offending delegation apologizes, Council may permit the delegation to either continue their presentation or to remain in the public seating area whichever Council considers appropriate in the circumstances.

58. Delegations will be allowed a maximum of 10 minutes to make their presentation unless Council or the Committee agrees to extend the time limit.

7149-2015
6777-2010

PART 19 – BYLAWS

Form of Bylaws

59. Every bylaw must be presented in written form before it is introduced for consideration by Council.

Three Readings

60. Unless there is a statutory requirement for an approval or other act to be completed before a reading of a bylaw, a bylaw may be given up to 3 readings at one meeting of Council.

Form of Bylaw Readings

61. The only motion required for the reading of a bylaw shall be:

> "THAT (short title of bylaw) be given first reading (or first and second readings, or first, second and third readings)."

62. The only motion required for the adoption of a bylaw shall be:

> "THAT (short title of bylaw) be adopted."

Storage of Bylaws

7263-2016

63. After a Bylaw is signed, the Corporate Officer must have it placed in the City's records for safekeeping.

PART 20 – COMMITTEE OF THE WHOLE, STANDING & SELECT COMMITTEES

Appointments to Standing Committees

64. The Mayor shall appoint the members of each standing committee that the Mayor establishes.

Committee of the Whole

65. All members of the Committee of the Whole must be Council members and all members of Council are members of the Committee of the Whole.

Presiding Member of Committee of the Whole Meetings

66. The Mayor is the presiding member of the Committee of the Whole. On or before January 1 of the year, the Mayor will from amongst its members, designate for defined periods of that year, members to serve on a rotating basis as the member responsible for acting as the presiding member.

Chairperson of Standing Committees

67. The members of each standing committee shall appoint a chairperson and vice-chairperson to preside at meetings in the absence of the chairperson and in the event of the absence of both the chairperson and vice-chairperson, the committee members in attendance shall choose one of their members to preside at that meeting.

Calling Committee Meetings

68. Committee of the Whole meetings for each year must be held in accordance with the schedule of dates and times adopted by the Committee prior to January 1st of each year.

69. A meeting of a standing and select committee may be called by the chairperson, or in the absence of the chairperson, by the vice-chairperson, or by a majority of the members of the committee.

Committee Member Notice of Committee Meetings

70. If a standing or select committee has established a regular schedule of committee meetings, a copy of that schedule must be provided to each member of the committee, by email or other manner that the member has directed that notices be sent.

71. If a special meeting of a standing or select committee has been called or if there is a change to a regular meeting, the meeting may not be held unless at least 24 hours advance notice of that meeting has been sent to each committee member, by email or other manner that the member has directed that notices be sent.

72. Notice of a committee meeting may be waived by unanimous consent of all the members of that committee.

Public Notice of Committee Meetings

73. For Committee of the Whole and any other committee that has established a regular schedule of committee meetings, the chairperson of the committee must give public notice of the schedule, including the times, dates and places of the committee meetings, by posting a copy of the schedule at the Public Notice Posting Place.

74. If a special meeting of a committee has been called or if there is a change to a regularly scheduled committee meeting, the chairperson is responsible to give at least 24 hours

advance public notice, including the time, date, place and general purpose in the case of a special meeting by posting at the Public Notice Posting Place.

75. Public notice of a committee meeting may be waived by unanimous consent of all the members of that committee.

Committee Meetings Within Boundaries

7263-2016

76. Committee meetings may take place outside the boundaries of the City.

Electronic Attendance at Committee Meetings

77. Sections 13 and 14 of this Bylaw apply to committee meetings.

Voting Rules for Committee Meetings

78. A motion on a resolution, or on any other question before a committee, is decided by a majority of the committee members present at the meeting.

79. Each committee member has one vote on any question.

80. Each committee member present at the time of a vote must vote on the matter.

81. If a committee member does not indicate how he or she votes, the member is deemed to have voted in the affirmative.

82. If the votes of the members present at a committee meeting at the time of the vote are equal for and against a motion, the motion is defeated.

83. Council members attending a meeting of a committee of which they are not a member must not vote on a question unless the Council member is an alternate to a committee member.

Reconsideration

84. Committees are not limited in their ability to reconsider resolutions or other proceedings.

Minutes of Committee Meetings to be Maintained and Available to Public

85. The provisions of this Bylaw respecting minutes of a Council meeting apply to minutes of the proceedings of a Committee, except that minutes of a Committee meeting must be certified and signed by the person who chaired that meeting.

Quorum

86. The quorum for a committee is a majority of all of its members unless otherwise stated in the bylaw establishing the committee.

Conduct and Debate

87. The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw or in the bylaw establishing the committee.

PART 21 – GENERAL

Severance

88. If any section, subsection, clause or other part of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.

READ A FIRST TIME this 8th day of May, 2007.

READ A SECOND TIME this 8th day of May, 2007.

READ A THIRD TIME this 8th day of May, 2007.

ADOPTED this 22nd day of May, 2007.

MAYOR	CORPORATE OFFICER

City of Maple Ridge

TO:	Her Worship Mayor Nicole Read and Members of Council	**MEETING DATE:**	November 28, 2017
		FILE NO:	09-4200-01
FROM:	Chief Administrative Officer	**MEETING:**	**Council**

SUBJECT: Alternative Approval Process for Loan Authorization Bylaws – Update

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EXECUTIVE SUMMARY:

Council passed three readings for the Parks and Recreation borrowing bylaws on September 12, 2017 and directed staff to apply for approval from the Inspector of Municipalities to enter into an Alternative Approval Process. The projects currently included in the borrowing bylaws are:

1. Maple Ridge Leisure Centre Renovation	An additional $3.5 million
2. Telosky Stadium Synthetic Fields	$10 million
3. Albion Community Centre	$10 million
4. Silver Valley Neighbourhood Gathering Places	$1 million
5. Hammond Community Centre Renovation	$2.5 million
6. Whonnock Lake Canoeing and Kayaking Facility Improvement	$1 million
7. Maple Ridge Senior Secondary Track Facility Upgrades	$2.5 million
8. Ice Sheet Addition	$25 million
9. Outdoor Pool	$6 million

The Inspector of Municipalities has approved the bylaws and the Alternative Approval Process to proceed. Council is now required to set the deadlines for Elector Response Forms.

RECOMMENDATION(S):

1. **That the borrowing bylaw for the Outdoor Pool be withdrawn from the Alternative Approval Process at this time.**

2. **That the schedule for required advertisements for the Alternative Approval Process and the deadlines for the submission of Elector Response Forms, as outlined in the staff report dated November 28, 2017 be approved.**

1135

DISCUSSION:

The Alternative Approval Process (AAP) for obtaining elector approval requires that the City advertise the opportunity in two consecutive weeks of a local paper. The electors would then have 30 days after the second notice to submit elector response forms to the Corporate Officer. Due to the timing of the Inspector of Municipalities' approval, it is not recommended that we proceed with the advertisements and the AAP during December, a holiday season when electors may not have the best opportunities to participate. The following schedule is recommended;

AAP Advertisements and Deadline for Elector Response Forms:

First notification to be published	January 12, 2018
Second notification to be published	January 17, 2018
Deadline for Elector Response Forms	
to be submitted to the Corporate Officer	February 19, 2018

Note: The last day of publication and the deadline day are not to be included in the 30 day response period. Under the above schedule, the 30 days would end on a Saturday, so the deadline has been moved to the Monday.

Due to the nature of unknown costs to complete construction of an outdoor pool, the recommendation is to remove this project from the AAP process at this time and defer the bylaw.

The Inspector of Municipalities has also recommended we include in the notice the increased tax impact on the average residential property. As outlined in the funding model discussed at the July 18, 2017 Audit & Finance Committee meeting, the long term debt is amortized over 25 years. An additional property tax increase of 0.35% each year for 7 years will be required to fund the debt and cover the operating costs. Subsequently on August 1st, Council provided direction to also proceed with an outdoor pool for $6 million. The operating and debt servicing costs from that project will result in an additional 0.10% tax increase, making the total tax increase 0.45% each year for 7 years. The proposed increase in property taxes will be noted on the advertisement.

Staff has created a website where electors can get more information and download Elector Response Forms. This will go live on the date of the first public notice.

The following are the basic steps for the City to complete the borrowing for the projects and the status of each step:

- Complete three readings of each of the Loan Authorization Bylaws - COMPLETED
- Submit Bylaws and Liability Servicing Limit Certificate (signed by the Chief Financial Officer) to the applicable Ministry for review and approval - COMPLETED
- Seek elector approval through the Alternative Approval Process. Two public notices in subsequent weeks are required, after which time the forms will be available to the public at City Hall or on the City's website. Electorate will have 30 days after the second publication to submit original forms to the Corporate Officer – IN PROCESS.
- Adopt the Loan Authorization Bylaws for those Bylaws that did not receive opposition of 10% or greater of the electorate. The Provincial provisional number of registered voters as of May 9, 2017 is 60,618 making the 10% threshold of electors 6,062.
- Subsequent to the thirty day quashing period as required by S. 760 of the Local Government Act, application for the Certificate of Approval by the Ministry, which upon receipt the City may borrow funds.

CONCLUSIONS:

The Inspector of Municipalities has approved the borrowing bylaws for the Parks and Recreation projects and has provided authority for the City to proceed with the Alternative Approval Process for elector approval. The recommended dates of the notices and deadline for submission of Elector Response Forms have been provided in this report.

"Original signed by Laurie Darcus"

Prepared by: Laurie Darcus, MA, MMC
Manager of Legislative Services

"Original signed by Kelly Swift"

Approved by: Kelly Swift, General Manager
Parks, Recreation and Culture

"Original signed by Paul Gill"

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

City of Maple Ridge

TO:	Her Worship Mayor Nicole Read and Members of Council	**MEETING DATE:**	28-November-2017
FROM:	Chief Administrative Officer	**MEETING:**	Council
SUBJECT:	2018-2022 Financial Plan		

EXECUTIVE SUMMARY:

At the November 14 Audit & Finance Committee meeting, staff provided the Committee with an introduction to the 2018-2022 Financial Plan. The committee received a presentation outlining changes since the 2017-2021 Financial Plan was adopted in May, and a number of incremental adjustments recommended by staff. A funding strategy to accommodate those requests was also provided. It should be noted that reallocation of existing funding is a key element of that strategy. The Committee also received a presentation on the City's proposed capital plan which forms a significant part of the overall budget.

For the past several years staff has been preparing the Financial Overview Report (FOR), recapping key information about the Financial Plan. The report is not something we are required to produce. Rather, it is an example of the City's commitment to open and transparent government and it is the right thing to do.

At this time, staff is asking Council to give formal direction on the incremental adjustments. That direction will be built in to a Financial Bylaw and will be brought back for Council's consideration. As noted at the Audit & Finance Committee meeting, there are no surprises in the 2018-2022 plan, and the funding strategy for the proposed adjustments respects Council's budget guidelines adopted this past July.

RECOMMENDATION(S):

				2018
1	That the following on-going incremental adjustments be approved			
	a	Human Resources Health & Safety Associate		$ 75,000
	b	Human Resources External Consulting Support		25,000
	c	Human Resources Employee Engagement		50,000
	d	Economic Development Tourism Coordination		60,000
	e	RCMP Civilian Support Positions		
		i	Executive Assistant	95,000
		ii	Disclosure Coordinator	70,000
		iii	Fleet Coordinator (Part Time)	22,000
	f	Additional Downtown Security		40,000
	g	Additional Fire Fighters (starting in 2020)		
	h	Parks Operations Manager		142.000
	i	Community Festivals		25,000
	j	Seniors Network Support		25,000

	k	Chipping Program (additional funding)	25,000
	l	Downtown Pest Control	8,000
	m	Tree Replacement	5,000
	n	Intersection Maintenance	60,000
	o	Water Infrastructure Maintenance	60,000
2	That the following one-time requests be approved		
	a	Communications: Social Media Consulting	10,000
	b	Economic Development: Innovation Week	15,000
	c	Sustainability: EV Charger Installation	30,000
	d	Sustainability: Corporate Organics Collection & Disposal	25,000
	e	Agricultural Committee: Golden Harvest 10-year anniversary	6,000
	f	Heritage Committee: Incentives Review	20,000
	g	Heritage Committee: Conservation Master Plan	30,000
	h	Environmental Advisory Committee: Communications Strategy	13,000

3 That staff be directed to bring back a Financial Plan Bylaw, incorporating the above, to the next Council meeting for consideration

DISCUSSION:

At the November 14 Audit & Finance Committee meeting, staff provided the Committee with an introduction to the 2018-2022 Financial Plan. The committee received a presentation outlining changes since the 2017-2021 Financial Plan was adopted in May and a number of incremental adjustments recommended by staff. The incremental adjustments are comprised of both ongoing and one-time requests for funding. A summary of those requests and the related funding strategy is attached to this report as Appendix 2. A key element of the funding strategy is the reallocation of existing resources and all of the recommended requests can be accommodated within the Financial Plan guidelines adopted in July.

For a number of years staff has been preparing the Financial Overview Report. The report includes comprehensive information about the Financial Plan, including Council's Financial Planning Guidelines, information about the City's proposed Capital Plan, the impact of the proposed plan to the average home, and how taxes in Maple Ridge compare to other municipalities. The report for the 2018-2022 Financial Plan is attached as Appendix 1

At this time, staff is asking that Council provide formal direction on the incremental adjustments. That direction will be built in to a Financial Plan Bylaw that will be brought back for Council's consideration.

CONCLUSION

In July 2017, Council adopted Guidelines for the 2018-2022 Business Planning cycle and staff began developing a Financial Plan respecting those guidelines. A number of incremental requests were submitted to address ongoing workload pressures. The recommended funding strategy for those adjustments respects Council's guidelines and reallocates funds where possible. The final outcome of the Business Planning Process is the Financial Plan Bylaw and staff is seeking Council direction to bring forward a Financial Plan Bylaw, incorporating the approved incremental adjustments, for consideration.

"Original signed by Catherine Nolan"

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

"Original signed by Trevor Thompson"

Reviewed by: Trevor Thompson, CPA, CGA
Manager of Financial Planning

"Original signed by Frank Quinn"

Approved by: Frank Quinn
GM: Public Works & Development Services

"Original signed by Kelly Swift"

Approved by: Kelly Swift
GM: Parks, Recreation & Culture

"Original signed by Paul Gill"

Concurrence: Paul Gill, CPA, CGA
Chief Administrative Officer

Financial Overview Report

Financial Plan
2018 – 2022

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Financial Planning in the Budget

Opening Remarks

The Financial Plan for the City of Maple Ridge outlines the services provided by the City and the financial implications thereof. This document provides an overview of the 2018 - 2022 Financial Plan.

The City's Financial Plan, more commonly known as the "Budget", is the outcome of a robust Business Planning process that sees each department develop a business plan aligned with Council's strategic direction. For the past number of years, a key part of that Business Planning process has involved departmental presentations to Council over a number of days prior to consideration of the Financial Plan.

For the 2018-2022 business planning cycle that process has been modified slightly. Council will receive the Financial Plan in late November/early December, and departments will present to Council at meetings over the coming months to allow for a discussion of the services provided. In the interest of openness and accountability, all of these meetings are open to the public and will be live streamed.

This report begins with a discussion of the legislative framework that we operate in, as well as the process that we go through in developing the Financial Plan. It then discusses the key cost drivers and financial strategies that are built into the plan. The impact of the Financial Plan to the average home is also highlighted.

While this report is prepared by the Corporate & Financial Services division, it would not have been possible without the direction of City Council and the support of all other departments.

Introduction

At the end of the day, budgeting is a balancing act between what the City would like to do and what it can afford. The decisions that are made are not just about the numbers; they affect the programs and services that we depend on for our quality of life every day. In developing the Financial Plan, we try to keep our mind on the issues of the day, as well as those of tomorrow.

5-Year Financial Plan

The current Business & Financial Planning process has been developed over many years and while it is considered a best practice amongst local government organizations, it has seen refinements each year.

It begins with direction from Council which is set early in the planning cycle. This year, Council considered the direction for the 2018 - 2022 Financial Plan in late May. Following that, Council approved a number of Parks & Recreation projects and amended the guidelines in July to provide the additional funding for those projects. Since that time, staff has been working on developing a plan in alignment with Council's direction.

As required by section 165 of the Community Charter, our Financial Plan covers a time frame of five years, the year for which it is specified to come into force and the following four years. The plan must be adopted annually, by bylaw, before the annual property tax bylaw is adopted.

The content of the Financial Plan bylaw is prescribed by both the Community Charter and the Local Government Act. The bylaw itself does not provide the typical reader with sufficient information. That is why we produce this report and provide detailed budgets for each service area as part of the departmental Business Plans.

Balanced Budget – Can't Run Deficits

The Community Charter specifies that all proposed expenditures and transfers to reserves must not exceed the total of proposed funding sources and transfers from reserves. Simply put, this means that unlike other levels of government, we are not allowed to run a deficit. If we want to spend money, we must identify where that money is coming from.

Financial Planning vs Financial Reporting

The City produces two main financial documents: the Financial Plan and the Financial Statements. Each has very different objectives that it is important to be aware of. The Financial Plan is a forward looking document, looking at a five-year time frame and setting out what the City plans to do and how it plans to pay for it. In accounting terms, the Financial Plan is prepared on a "cash" basis. In contrast, the Financial Statements are a retrospective document showing the financial condition of the City as at December 31 of each year. The Financial Statements are prepared on an "accrual" basis, according to accounting guidelines set by the Public Sector Accounting Board. It is important for the reader to keep these differences in mind when reading each of the documents.

Open & Transparent Budget Deliberations

Section 166 of the Community Charter requires Council to undertake a process of public consultation before adopting the Financial Plan, but does not prescribe how to accomplish that. It would be technically possible to meet the legislated requirement through a simple advertisement in the local newspaper inviting comment. In Maple Ridge, we are committed to an open and transparent process, and offer several opportunities for citizens and stakeholders to contribute. We have a dedicated e-mail: *budget@mapleridge.ca*, as well as a dedicated phone line 604-467-7484, and all of Council's budget deliberations are open to the public.

The ideal time for citizens to provide input into the budgeting process is when Council is considering the Financial Plan Guidelines early in the year. It is these guidelines that provide direction about proposed property tax increases for the upcoming budgeting cycle. Public feedback is welcome throughout the year, regardless of the business planning stage Council and staff are engaged in. Council and staff are interested in your ideas and suggestions.

How Have We Been Doing in Relation to Our Budget This Year?

2017 Financial Performance

As we begin to look forward to the 2018 - 2022 Financial Plan, it is useful to take a look at how the current year is shaping up to provide some context to the upcoming discussions. The focus of this discussion is the General Revenue Fund, as this is where Council has the most discretion and the transactions in this fund drive property tax rates.

Building permit revenue is a significant item in our Financial Plan. For the past number of years building permit revenues have consistently exceeded Financial Plan targets. Past experience shows they can be quite variable and in some years revenues have missed Financial Plan targets. To manage this variability, the City uses its financial sustainability policies, conservative budgeting and a practice of planning for the bad times during the good. Temporary shortfalls in revenue can be managed through the Building Inspection Reserve; the current balance in the reserve is $3.14 million. For 2017, annual building permit revenues will exceed our Financial Plan target of $2.46 million although current indications are they will not achieve the same level as 2016. The following shows building permit revenues for the past 5 years:

Historical Building Permit Revenue

2013 $1.76 million

2014 $2.03 million

2015 $3.03 million

2016 $3.44 million

2017 $2.80 million (10 months)

As you can see it is hard to predict revenue. We don't lock ourselves into expenditures at a high level.

In 2010, the City began receiving revenues from the local gaming facility. To date, in 2017, we have recorded $ 769,000 in gaming revenues and expect annual revenues to exceed our Financial Plan target of $1.05 million. Monies received from this source are allocated in line with Council's policy. Gaming revenues are inherently volatile in nature, which is the reason Council adopted a policy framework to guide their use.

Results to the end of August indicate a General Revenue surplus at year-end. Overall cost containment by departments is a key contributing factor. Some departments will be under budget at the end of the year due to timing issues related to ongoing projects; these amounts will be transferred to reserves as part of our year-end processes to allow work to continue in 2018.

Other trends that we are seeing:

Revenues:

Investment income in the General Revenue Fund will exceed Financial Plan targets in 2017. At the end of August, investment income is $1.35 million against a Financial Plan target of $1.34 million. It should be noted, that if the pace of capital project spending increases, the size of the investment portfolio will decrease as will our investment earnings.

Gravel revenues of $300,000 included in the Financial Plan will not be realized in 2017 as the contract was not renewed. There are no revenue expectations in future years.

The Financial Plan included revenues of $1.70 million from the commercial section of the office tower. Current projections indicate that revenues will miss this target by slightly more than 9.5% due to vacancies that occurred during the year.

The sale of the first phase of town centre lands was completed in June, resulting in proceeds of $1.58 million. As per Council direction, the monies from the sale of these lands are being directed toward the capital program, and in particular, the development of artificial turf fields.

Expenses:

Overall, expenses are expected to come in within budget as a combined result of continued cost containment and timing variations in the completion of various studies and projects. The following highlights some significant cost centres:

The RCMP contract cost will likely come in under Financial Plan targets. In line with Council practice, a portion of the savings will be transferred to the Police Services Reserve. The contract includes costs associated with Police Services including RCMP, Community Police Officers, centralized dispatch services and regional initiatives such as an Integrated Homicide Team, an Emergency Response Team, Forensic Identification, a Dog Unit and a Traffic Reconstruction Unit.

Fire Department costs are expected to be within the annual budget envelope as a result of careful cost containment.

With the dissolution of the Joint Leisure Services Agreement with Pitt Meadows in October of 2016, this is the first full year of a Maple Ridge only service delivery model. As at the end of August indications are that Parks, Recreation & Culture costs will be within Financial Plan targets for the year.

General government costs are expected to be under budget at the end of the year. Much of this relates to the timing of various studies and projects, as well as payments related to the Town Centre Investment Incentive Program. These savings will be transferred to reserves at the end of the year so that the funds are available when required. These savings do not flow to the bottom line.

Borrowing for Fire Hall No. 4 will not be entered into this year resulting in savings on principal & interest of $800,000. Funding for this comes from the Fire Department Capital Acquisition Reserve and the monies will remain in the reserve until needed.

Costs for snow removal exceed Financial Plan targets as a result of higher than normal volume of snow received in the first quarter of 2017. Forecasters are already warning that we may see another year of significant snow accumulations, if forecasts are correct, costs will continue to increase. The Snow Removal Reserve is available to help offset higher than normal costs. The balance in the Snow Removal Reserve is $473,000.

Any unspent portion of budgets in capital projects funded through General Revenue that are still in progress at the end of the year will be transferred to reserves at year-end as work on the related projects will continue in 2018.

The above summary is based on results to the end of August and points to a General Revenue surplus for 2017.

Property Tax Increases

Council's 2018 – 2022 Budget Guidelines

With that brief introduction, we will now turn our minds to the 2018—2022 Budget Guidelines. These guidelines serve as direction to staff for developing the Financial Plan. The Audit & Finance Committee reviewed and endorsed the 2018—2022 Business & Financial Planning Guidelines at the May 29, 2017 meeting and recommended that they be forwarded to Council for approval. Following that meeting Council approved a number of Parks, Recreation & Culture projects with an estimated cost of $55.5 million. The recommended funding model for these projects was endorsed by the Audit & Finance Committee on July 18, 2017 and the tax implications of that decision have now been incorporated into the 2018—2022 Business & Financial Planning Guidelines. Final approval of these projects is subject to an elector approval process as discussed later in the report.

As can be seen on the chart that appears below, the approved guidelines show a General Purpose tax increase of 1.90% which remains the lowest increase in years. The guideline for the overall annual tax increase for 2018 was set at 3.5%. We are pleased to report that the Financial Plan that has been developed meets these guidelines.

	Actual				Proposed				
Municipal Property Tax & User Fee Increases	**2014**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**
Property Tax increases									
General Purpose	1.90%	1.92%	2.10%	1.90%	1.90%	2.00%	2.00%	2.00%	2.00%
Infrastructure Replacement	0.50%	0.50%	0.50%	0.70%	0.70%	0.70%	0.70%	0.70%	0.70%
Parks and Recreation	0.25%	0.25%	0.25%	0.25%	0.60%	0.60%	0.60%	0.60%	0.60%
Drainage	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%
Total Property Tax Increase	**2.95%**	**2.97%**	**3.15%**	**3.15%**	**3.50%**	**3.60%**	**3.60%**	**3.60%**	**3.60%**
User Fee Increases									
Recycling	0.00%	0.00%	0.00%	1.67%	1.67%	2.75%	2.75%	2.75%	2.75%
Water	5.50%	11.30%	5.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%
Sewer*	4.07%	4.10%	4.10%	3.24%	3.25%	3.25%	3.27%	3.28%	3.29%
Total Municipal Property Tax & User Fee Increases	**3.46%**	**3.49%**	**3.33%**	**3.39%**	**3.62%**	**3.72%**	**3.72%**	**3.72%**	**3.72%**

* *This percentage increase is less than the user fee increases in the Financial Plan Guidelines due to a $35 sewer parcel charge that remains unchanged*

** *Average home is assessed at $592,666 in 2017. The average composite home represents the assessed value of all single family and multi-family homes*

Property Tax Increases

Some additional history on our tax experience is shown in the chart that follows. An explanation of each component of the proposed increase is also provided.

	General Purpose	Infra-structure	Drainage	Parks & Rec.	Fire Levy	Town Centre	Total Increase
2022	2.00%	0.70%	0.30%	0.60%			3.60%
2021	2.00%	0.70%	0.30%	0.60%			3.60%
2020	2.00%	0.70%	0.30%	0.60%			3.60%
2019	2.00%	0.70%	0.30%	0.60%			3.60%
2018	1.90%	0.70%	0.30%	0.60%			3.50%
2017	1.90%	0.70%	0.30%	0.25%			3.15%
2016	2.10%	0.50%	0.30%	0.25%			3.15%
2015	1.92%	0.50%	0.30%	0.25%			2.97%
2014	1.90%	0.50%	0.30%	0.25%	Inc. in GP		2.95%
2013	2.25%	0.50%	0.30%	0.13%	300,000		3.51%
2012	3.00%	1.00%			600,000		4.88%
2011	3.00%	1.00%			600,000		4.99%
2010	3.00%	1.00%			600,000		5.13%
2009	3.00%	1.00%			600,000		5.18%
2008	3.00%	1.00%			600,000		5.31%
2007	3.75%				600,000	1.00%	6.18%
2006	3.75%				600,000	1.00%	6.37%
2005	3.00%				600,000	1.00%	5.77%
2004	3.00%					1.00%	4.00%
2003	3.00%					1.00%	4.00%

General Purpose Increase – this is the portion of the increase that is used to cover the cost of existing services. The cost implications of collective agreements are provided for in this section and have been revised to reflect recent contract settlements in the City.

Infrastructure Sustainability – this portion of the increase goes towards the rehabilitation and replacement of our existing assets and is discussed in detail later in the report. An increase of 0.70% is planned for each year of the Financial Plan.

Parks, Recreation & Culture – this portion of the increase goes towards improvements in Parks, Recreation & Cultural Services. An increase of 0.60% is planned for each year of the Financial Plan which includes funding for the Parks & Recreation projects approved by Council. This increase is comprised of the previously approved 0.25% and an additional 0.35% for the proposed projects. The projects are proceeding through a public approval process for the associated borrowing. If approved, these projects will be paid for through a combination of tax increases and the use of reserves. The Financial Plan will be amended once it is determined which projects will be proceeding. In the interim the plan has been amended to include the 0.35% annual tax increase approved by Council.

Drainage Levy – this portion of the increase goes towards storm water management. An increase of 0.30% is planned for each year of the Financial Plan.

Water Levy – this portion of the increase goes towards the cost of water services, including those services provided by Metro Vancouver. An increase of 4.50% is planned for each year of the Financial Plan.

Sewer Levy – this portion of the increase goes towards the cost of sanitary sewer services, including those services provided by Metro Vancouver. An increase of 3.60% is planned for each year of the Financial Plan.

Recycling Services – this portion of the increase goes towards operating the recycling depot as well as for the blue box service. An increase of 1.67% is planned for 2018 and 2.75% per year of the Financial Plan for 2019 through 2022.

With this understanding of Council's budget guidelines and the results that have been achieved, we turn our minds to a conceptual overview of the budget.

Where Does The Money Come From and Where Does It Go?

Conceptual Overview

From time to time, we hear from citizens asking why a tax increase is required, when there is additional money coming into the City from new construction. This section of the report provides a conceptual overview of where the City's money comes from and where it goes.

New Revenue

The following chart shows the revenue coming into the City. We begin with the taxes that were collected last year and adjust it for the taxes coming in from new construction. The new construction represents value that was not taxed previously and we refer to the additional tax revenue as Growth Revenue.

To this subtotal, we add the additional revenue requirements approved by Council that were discussed on the previous page. These include:

- The General Purpose component of the increase is what is used to cover the cost increases of existing services (i.e. inflation).
- Infrastructure replacement funding refers to the amount that will be invested in the rehabilitation and replacement of our existing assets.
- The increase for Parks, Recreation & Culture provides the financial capacity to implement the recommendations of the Parks & Recreation Masterplan.
- The Drainage amount is designed to provide increased funding for drainage works throughout the City.

As well, there are tax adjustments that have to be provided for as a result of assessment appeals and provincial rules around the tax rate applied to the Utilities Class. Projected revenue increases are also included. At the end of the day, an additional $4.6 million in revenue is expected to accrue to the City in 2018.

Conceptual Overview of New Revenue

Item ($ in thousands)	2018	2019	2020	2021	2022
Previous Year's Taxation	*76,280*	*80,585*	*85,095*	*89,860*	*94,895*
Growth Rate	2.00%	2.00%	2.00%	2.00%	2.00%
Growth Rate (Town Centre Incentive)	0.15%				
Growth Revenue	**1,640**	**1,610**	**1,700**	**1,795**	**1,900**
Previous Year's Taxation + Growth	*77,920*	*82,195*	*86,795*	*91,655*	*96,795*
Property Tax Increases:					
General Purpose	1.90%	2.00%	2.00%	2.00%	2.00%
Infrastructure Replacement	0.70%	0.70%	0.70%	0.70%	0.70%
Parks & Recreation Improvements	0.60%	0.60%	0.60%	0.60%	0.60%
Drainage Improvements	0.30%	0.30%	0.30%	0.30%	0.30%
Total Property Tax Increase	**3.50%**	**3.60%**	**3.60%**	**3.60%**	**3.60%**
Property Tax Increase	**2,725**	**2,960**	**3,125**	**3,300**	**3,485**
Utility Class Cap. & Sup. Adj. Contingency	**(60)**	**(60)**	**(60)**	**(60)**	**(60)**
Additional Property Taxes vs. Prior Year	**4,305**	**4,510**	**4,765**	**5,035**	**5,325**
Next Year's Taxation Base	*80,585*	*85,095*	*89,860*	*94,895*	*100,220*
Ice Rentals	*80*				
Increases in Other Revenue	**200**	**157**	**34**	**35**	**30**
Increase in General Revenue	**4,585**	**4,667**	**4,799**	**5,070**	**5,355**

When Costs Go Up as a Result of Inflation, Increases Must be Covered Within This Line

Transfers

The previous section discussed the additional money coming into the City from tax increases, fees and charges, as well as new construction. Now we turn our minds to the demands against that money.

Reserves are an important part of our Financial Plan. The Contributions to Reserves are referred to as Transfers and our Financial Plan relies on Reserves to meet major expenditures. For example, rather than having to provide full funding in the year that we need to replace a fire truck, we try to set aside a smaller amount each year over the useful life of the vehicle. This is done by putting money aside each year in what we call the Equipment Replacement Reserve. We keep a close eye on these reserves to make sure that they are able to meet their obligations. Annual adjustments are made to the contributions to these reserves as required, and the table below shows the adjustments included in this Financial Plan. A more complete discussion on our reserves is included beginning on page 28 of this report.

Conceptual Overview of Changes to Transfers

Item ($ in thousands)	2018	2019	2020	2021	2022
Additional General Revenue available	**4,585**	**4,667**	**4,799**	**5,070**	**5,355**
Transfers to Reserves:					
Capital Works Reserve	(90)	(45)	(45)	(50)	(50)
Fire Department Capital	(105)	(110)	(120)	(125)	(135)
General Revenue Funded Capital (net CWR tfrs)	(160)	(165)	(190)	(215)	(210)
Police Services Reserve	(295)	(100)	(100)	-	-
Available after transfers	**3,935**	**4,247**	**4,344**	**4,680**	**4,960**

We Use Reserves to Provide Long-Term Financial Stability

Expenditures

After we have adjusted for the reserve transfers, we must provide for expected cost increases. Many of these cost increases are the result of contractual commitments.

When looking at this table, keep in mind that we are looking at the additional funding required over the previous year. For instance in the Fire Department, the 2018 costs are increasing by $320,000 from 2017 and are increasing by a further $410,000 in 2019.

As already mentioned, we have little discretion in funding these items as they are the result of existing contracts (labour agreements, RCMP and Fraser Valley Regional Library are some examples).

After providing for the expenditure changes described on the following page, the General Revenue Surplus is $161,000.

Conceptual Overview of Expenditure Changes

Item ($ in thousands)	2018	2019	2020	2021	2022
Available after transfers	**3,935**	**4,247**	**4,344**	**4,680**	**4,960**
Increase in expenditures:					
Labour (excluding Fire Protection)	(520)	(655)	(665)	(800)	(820)
Equipment (excluding Fire & Police)	(50)	(45)	(45)	(50)	(50)
Fire Department	(320)	(410)	(280)	(285)	(265)
Parks & Recreation Facilities Plan	(470)	(585)	(520)	(550)	(580)
Policing Contracts (RCMP, ITEAMS, ECOMM)	(500)	(725)	(615)	(765)	(510)
Contracts (SPCA, Library, Arts)	(110)	(110)	(115)	(115)	(120)
Inflation Allowance	(225)	(220)	(235)	(250)	(275)
Infrastructure Replacement	(660)	(575)	(610)	(640)	(680)
Drainage Levy Related Capital Projects	(235)	(245)	(260)	(275)	(290)
Growth Costs	(415)	(415)	(415)	(415)	(415)
Streetlights	(125)	(20)	(20)	(20)	(20)
Subsidized Ice	(200)	-	-	-	-
Arenas Contract (CPI adjustment)	-	(90)	-	-	-
Use of Accumulated Surplus (PW&D Staff Funding)	(85)	(80)	-	-	-
Available after expenditures	**20**	**72**	**564**	**515**	**935**
Surplus from prior year	208	161	83	590	1,055
Other Adjustments & Rounding	(66)	(151)	(57)	(50)	(59)
General Revenue Surplus	**161**	**83**	**590**	**1,055**	**1,931**

There are a number of contracts already in place. There is little discretion in funding these commitments.

Some of the Larger Expenditures are Discussed Below:

Labour: This line reflects the financial impact of wage and benefit cost increases.

Fire Department: The evolution of our Fire Department to include full time paid responders took place over many years. Costs continue to increase, though no additional firefighters are provided for until 2020.

Policing: This line includes the cost for contracts associated with Police Services including RCMP, centralized dispatch services and regional initiatives such as an Integrated Homicide Team, an Emergency Response Team, Forensic Identification, a Dog Unit and a Traffic Reconstruction Unit. The budget previously included the addition of six police officers over the 5-year life of the plan. The recommendation is to now reduce that to five police officers and use the savings to add to the civilian support staff.

Library: We are part of a regional library system and so our costs are affected by a number of factors, including changes in relative service levels. For instance, if one member opens up a new library, some of the costs are direct costs to the member while other costs are shared by the entire system. The cost of the contracted service with the Fraser Valley Regional Library is expected to increase by about $85,000.

Infrastructure Replacement: In 2008, Council approved a 1% tax increase to help maintain our existing infrastructure. The annual increase for the years 2013-2016 was reduced to 0.5% though this amount was supplemented by committing a portion of gaming revenues and the growth in property taxes due to the Town Centre Incentive Program to infrastructure replacement. Starting in 2017, the annual tax increase for Infrastructure was increased to 0.70% and this will remain through 2022. Additional discussion on infrastructure replacement is included on page 31.

Inflation Allowance: The inflation allowance covers over 1,000 items, amounting to almost $10 million in materials and services, for which increases are not specifically built into departmental budgets. An allowance of 2% per year for 2018—2022 is included in fiscal services to cover inflationary cost increases.

Budget Allocations for Growth: Maple Ridge is a growing community. Each year, more and more roads and sidewalks are built, more boulevard trees are planted. All of these have to be looked after. In recognition of the additional work required each year, a portion of the new tax revenue from new construction is set aside to meet the growth demands. The table below shows the growth amounts included in this Financial Plan.

Item ($ in thousands)	2018	2019	2020	2021	2022
General Revenue Fund					
Fire Dept. Equipment Mtce. & Capital	50	50	50	50	50
Operations Department	65	65	65	65	65
Parks Maintenance	65	65	65	65	65
Corporate & Financial Services (CFS)	65	65	65	65	65
Software Maintenance	40	40	40	40	40
Public Works & Development (PWDS)	65	65	65	65	65
Parks, Recreation & Culture (PRC)	65	65	65	65	65
General Revenue Total	**415**	**415**	**415**	**415**	**415**
Water Revenue Fund - Maintenance	15	15	15	15	15
Sewer Revenue Fund - Maintenance	10	10	10	10	10

It should be noted that this allocation is subject to us meeting the growth revenue projections.

One question that we are often asked is "*Why do the City's costs increase so much more than inflation*?" In asking this question people are often referring to the Consumer Price Index (CPI), which has been around 2% for some time. The short answer is that CPI refers to the price change of a basket of goods that includes things like groceries. The purchases that the City makes are very different than those purchases that are included in the CPI basket.

Changes to Previous Operating Budget

The next section outlines the changes to this Financial Plan from the one that covered the years 2017—2021. If we plan properly there should be few changes from one Financial Plan to the next.

Our last Financial Plan showed a surplus of $73,000 for 2018. Here is a summary of the changes that have been made:

1. A number of Parks & Recreation projects are proceeding through a public approval process. At this time the Financial Plan has been amended to include a 0.35% annual tax increase. The additional revenue will be used for debt payments and operating costs for the projects. If needed, adjustments will be made following the completion of the approval process.
2. Labour and benefit cost estimates have been updated and this has reduced costs by $380,000 in 2018, increasing to $509,000 in 2021.
3. This position was partially paid for through a $50,000 annual grant from BC Hydro which has been discontinued. Last year, this position was approved to be funded on an ongoing basis from general revenue and $20,000 from divisional growth. The $16,000 noted is the portion of the existing position that was paid for through temporary salary savings and now requires ongoing funding.
4. Employee assistance program costs have been increased to reflect actual experience.
5. Cost increases for liability insurance, postage, bank fees (related to increased credit card use) and software are now reflected in the Financial Plan.
6. Street light operating costs have increased due to increased electricity costs.
7. Council approved an increase in subsidized ice time. The net impact of $120,000 is now included in the Financial Plan.
8. Cost and revenue items in a number of other accounts have been updated with an aggregate impact of $55,000 in 2018.

As a result, the 2018 surplus has increased to $161,000 and $83,000 for 2019. The surplus in the latter years of the Financial Plan is larger as revenue projections have been built in while cost increases for some items have not.

General Revenue Fund (GRF) Reconciliation of 2018—2022 Financial Plan

($ in thousands)			2018	2019	2020	2021	2022
May Adopted Financial Plan 2017-2021 General Revenue Fund (GRF) Surplus			**73**	**12**	**477**	**1,029**	**n/a**
Changes							
Property Tax Increase		Increase of 0.35% for 7 years	429	804	1,199	1,614	
Parks & Rec Infrastructure		Parks & Rec - Op. and Debt Servicing	130	(1,563)	(1,440)	(3,073)	
Reliance on Reserves		Parks & Rec - Op. and Debt Servicing	(559)	759	241	1,458	
City Wide		Rate Change Savings: Salaries & Benefits	380	395	476	509	
Administration	Sustainability	Research Technician	(16)	(14)	(15)	(16)	
	HR	Consulting / EA Program	(16)	(16)	(16)	(16)	
Corp. & Financial Services	Clerks	Liability Insurance	(52)	(52)	(52)	(52)	
	Clerks	Postage	(8)	(9)	(9)	(10)	
	Finance	Bank Fees	(15)	(16)	(18)	(19)	
	IT	Software Maintenance	(10)	(28)	(48)	(68)	
	Fiscal Serv.	Life Cycle Transfer				(75)	
Public Works & Dev.	Operations	Street Lights	(109)	(117)	(127)	(138)	
Parks, Rec & Culture	Arenas	Subsidized Ice Increase (Council Directed)	(200)	(200)	(200)	(200)	
	Arenas	Revenue	80	80	80	80	
All Other Adjustments			55	48	42	31	
			89	71	112	25	
GRF Surplus before Incremental Adjustments			**161**	**83**	**590**	**1,055**	**1,931**

Incremental Adjustments

The last section showed that after dealing with existing commitments and policy direction, $161,000 is available to deal with other Council priorities. We refer to these other priorities as "Incremental Adjustments". Incremental adjustments represent service level changes not previously included in the Financial Plan. The Corporate Management Team (CMT) has met with all of the departments heads and reviewed all of the business plans. From this review, it is clear that workload pressures have continued to build in a number of areas and it is important they be addressed. In addressing the priority items, CMT has reallocated funding from other areas in order to minimize the bottom line financial impact.

The following enhancements are recommended by the Corporate Management Team:

Administration:
Human Resources: Health & Safety Associate
Additional staff support is required in the area of health and safety. This work can improve workers' safety and reduce other costs, included WSBC related costs. $75,000 is required for additional support and in the first two years of the Financial Plan, the costs can be covered by the WSBC premium rebates we have received.

Human Resources: External Consulting Support
External consulting services are required to assist with the recruitment of difficult-to-fill-positions, (Engineering in particular). As well, due to a relatively small HR department, our ability to offer a more complete suite of human resources programs, services and supports that an organization of our size requires is constrained. Rather than adding staff to our Human Resources Department, we are recommending a phased approach to a consulting budget for this area: $25,000 in 2018, increasing to $50,000 for 2019 and future years. Existing growth funding from Corporate & Financial Services is being used to pay for this.

Human Resources: Employee Engagement
Feedback from employees has highlighted the need for competency-building work placement opportunities. In order to do this, a budget needs to be established to fund, when required, replacement staff for those attending training. $50,000 per year is recommended to support these initiatives; $25,000 of which is contributed by growth funding from Public Works & Development Services.

Economic Development: Tourism Coordinator
Economic Development is looking for $60,000 to carry out the Tourism Strategy. It is recommended that funding from an existing vacant position be directed towards this.

Corporate & Financial Services
RCMP & Security
Support services staff play a critical role in delivering the services provided by the RCMP. A Disclosure Coordinator is requested to deal with the new requirements of the courts. As well, the Superintendent is seeking support for an Executive Assistant. Both of these resources will allow police officers to dedicate more time to policing, rather than to clerical/administrative matters. A ½ time Fleet Coordinator is requested to make the current role a full position. To manage costs, we recommend that this role start half way through the year. In the life of the existing Financial Plan, six additional police officers were planned over the ensuing five years. This is now being reduced to five additional officers to pay for this additional support. In recent years, we have provided an enhanced level of private security in the downtown area, funding for which was provided through the Protective Services Reserve. We recommend that ongoing funding be provided. The favourable adjustments in the RCMP contract budget allow us to accommodate this.

Fire Department
It is important to ensure the complement of firefighters we have can provide the level of fire protection service needed in the community now and in to the future. We can start to build capacity in the Financial Plan by taking a long-term, phased approach to this important issue. The recommendation is to increase the budget for firefighters by $132,000 per year starting in 2020.

Parks, Recreation & Culture

Parks: Operations Manager

The Parks structure was amended as a result of the conclusion of the Joint Services Agreement with the City of Pitt Meadows. Implementation was monitored throughout the year and $142,000 from existing staff and growth funding has been re-allocated to address the need for a Manager of Parks Operations.

Recreation: Community Investments

In 2017, we received $25,000 in Canada 150 grants which went towards community festivals. We recommend that we include this amount in future budgets so that these festivals can continue. As well, $25,000 is being requested to support the Seniors Network. These two requests can be funded through Gaming Revenues.

Public Works & Development Services

Over the years, the demand for our Chipping Program has continued to increase so an additional $25,000 is required to keep up with this demand. We are also recommending $8,000 per year for summer pest control in the downtown. This program is offered in partnership with the Business Improvement Area. As well, with the recent weather events, we have had to replace some boulevard trees and no budget is set aside for this activity. We recommend establishing an annual allotment of $5,000 for this work. These three items totalling $38,000 are recommended to be funded from General Revenue. In addition, we are responsible for the semi-annual maintenance of a number of intersections and crosswalks. The budget needs to be increased to reflect our actual costs. Funding from TransLink is available for this activity.

If all of these incremental requests are approved, the 2018 Surplus is reduced from $161,000 to $98,000. This is a relatively small adjustment, given the number of items included in the list. This accomplishment is the result of providing for items through a reallocation of resources.

In addition to the ongoing incrementals, the following requests for one time funding are recommended:

Communications: Social Media Consulting

The work would provide an outside review of our social media engagement and would be a one-time cost of $10,000.

Economic Development: Innovation Week

Funding of $15,000 will support the hosting of an innovation week modelled on successful events in other communities.

Sustainability: EV Charger Installation

Funding of $30,000 will provide for the installation of additional electric vehicle charging stations.

Sustainability: Corporate Organics Collection and Disposal

A number of years ago the City began a pilot composting program in civic facilities in the downtown area. Since the City's program was implemented, Metro Vancouver established an organics ban at all of its waste disposal facilities, requiring that organic material be removed from the regular waste stream.

In order to improve the City's current program and allow time to explore options to increase the effectiveness and efficiency of the initiative one time funding of $25,000 is recommended.

Agricultural Committee: Golden Harvest

2018 will be the 10-year anniversary of the popular Golden Harvest festival and we are recommending one time funding of $6,000 to support this milestone celebration.

Heritage Committee: Conservation Master Plan

A program to establish a conservation framework for all municipal heritage assets and identify a maintenance program intended to assist in short, medium, and long-term planning of maintenance needs. This would be a one-time cost of $30,000.

Heritage Committee: Incentives Review

There is a need within the heritage initiatives of the City to review our incentive program. This would be a one-time cost of $20,000.

Environmental Advisory Committee: Communications Outreach Strategy

Protection and responsible management of the natural environment has been recognized as a high level priority, as identified in every community survey. The EAC intends to develop a number of communications action items at a one-time cost of $13,000.

These items, totaling $149,000, can be funded from Accumulated Surplus.

Details on all of the incremental packages are available in the departmental Business Plans. The impact of these Incremental Adjustments is shown in the following table and described on the previous pages.

Item ($ in thousands)	2018	2019	2020	2021	2022
General Revenue Surplus	**161**	**83**	**590**	**1,055**	**1,931**
Proposed Ongoing Incremental Operating Items					
Administration					
Human Resources					
Health & Safety Associate	(75)	(75)	(75)	(75)	(75)
WCB Rebate Previously Received	75	75			
Consulting - Recruitment	(25)	(50)	(50)	(50)	(50)
CFS Existing Growth Funding	25	50	50	50	50
Employee Engagement	(50)	(50)	(50)	(50)	(50)
PW&D Existing Growth Funding	25	25	25	25	25
Economic Development					
Tourism Coordination	(60)	(60)	(60)	(60)	(60)
Existing Staff Reallocation	60	60	60	60	60
Corporate & Financial Services					
Police Services					
Executive Assistant (Shareable)	(95)	(95)	(95)	(95)	(95)
Disclosure Coordinator (Shareable)	(70)	(70)	(70)	(70)	(70)
Fleet Coordinator Part Time (Shareable)	(22)	(38)	(38)	(38)	(38)
Pitt Meadows Cost-share	36	39	39	39	39
Security (Non-shareable)	(40)	(40)	(40)	(40)	(40)
RCMP Officer & Contract Adjustments	191	204	204	204	204
Fire Department					
Additional Fire Fighter			(132)	(264)	(396)
Parks, Recreation and Culture					
Parks Operation Manager	(142)	(142)	(142)	(142)	(142)
CDPR Existing Growth Funding	92	92	92	92	92
PRC - Existing Staffing Funding	50	50	50	50	50
Festivals - Family	(25)	(25)	(25)	(25)	(25)
Seniors Network	(25)	(25)	(25)	(25)	(25)
Gaming Revenues	50	50	50	50	50
Public Works and Development					
Recycling - Brush Chipping Pickup Program	(25)	(25)	(25)	(25)	(25)
Operations - Pest Control Program	(8)	(8)	(8)	(8)	(8)
Operations - Tree Replacement Program	(5)	(5)	(5)	(5)	(5)
TransLink Traffic Intersection	(60)	(60)	(60)	(60)	(60)
TransLink Maintenance Funding	60	60	60	60	60
Subtotal General Revenue Surplus	**98**	**20**	**320**	**653**	**1,397**
Proposed One Time Operating Items funded by Accumulated Surplus					
Communications - Social Media Consultant	(10)				
Economic Dev. Committee - Innovation Week	(15)				
Sustainability - EV Charger Installation	(30)				
Sustainability - Corp. Organics Collection & Disposal	(25)				
Planning					
Committee - 10th Annual Golden Harvest Celebration	(6)				
Committee - Heritage Incentives Review	(20)				
Committee - Heritage Conservation Master Plan	(30)				
Committee - EAC Communications Outreach Strategy	(13)				
Transfer From Accumulated Surplus	149	-	-	-	-
General Revenue Surplus	**98**	**20**	**320**	**653**	**1,397**

For 2018, our surplus of $161,000 has been reduced to $98,000. The effect is not as significant as one might have thought due to the use of surplus, reserves and increased revenues. Additional items funded by the Utility Funds are shown below. These have no impact on the General Revenue Surplus.

Item ($ in thousands)	2018	2019	2020	2021	2022
Proposed Ongoing Operating Items funded by Water Revenue Fund					
Water Pump Station Maintenance	(60)	(60)	(60)	(60)	(60)
Water Revenue Funding	60	60	60	60	60

What Would a Zero Tax Increase Look Like?

A few communities speak about having achieved a zero tax increase and sometimes we are asked if we could do the same. The answer is "*Yes, absolutely we could achieve a zero tax increase. The key thing is to do it properly*." Here are some of the methods that are used and we strongly recommend against them:

Defer Infrastructure Renewal and Maintenance - Some municipalities reduce expenditures in this area. From our perspective, this is short-sighted and can prove to be far more costly in the longer term. The old Fram Oil Filter commercial and its "*Pay me now or pay me later*" slogan holds so true. The saying could actually be changed to "*Pay me now or pay me much more later*."

Use Savings to Cushion Tax Increases in the Short Run - This approach has also been used by some municipalities and there is nothing wrong with it, providing there is a plan to reduce the reliance on savings and a plan to replenish them. The question to ask is "*What will you do when the savings run out?*"

Use Unstable Revenue Sources to Fund Core Expenditures - There is general agreement in the municipal field that certain revenues such as revenue from gaming can be quite volatile and that such revenue should not be used to fund core expenditures. That is because revenues can drop off with little advanced warning, creating difficulty in funding the associated costs. Our own policy on gaming revenue warns against this, though some municipalities have used this approach to keep tax increases down.

Defer Capital Projects - While it is important to take a look at capital projects and their associated operating costs, automatically deferring capital projects can stagnate a city. It is important for the City to invest in capital projects so that others will see those investments and will want to invest too. Capital projects including parks, recreation facilities, water, sewer and drainage systems must be done in a timely manner so that citizens and businesses receive the services they need to succeed.

Amend Financial Plan Assumptions - As Council is aware, the Financial Plan includes realistic assumptions around revenue growth, growth in the tax base and cost increases. By altering these assumptions, tax increases could be reduced. This may result in savings having to be used when projected results don't materialize. For this reason, this approach is not recommended.

So What Can We Do to Achieve a Lower Tax Increase or Even No Tax Increase?

Well, the way to do this properly is to look at what is driving the tax increase. In other words, which areas are costs going up in? For Maple Ridge, here are the key cost drivers for 2018:

RCMP Costs

	2017	2018	Increase
RCMP Contract	$19,382.000	$19,891,000	$509,000

Comments: The largest changes in the RCMP Contract costs are due to increases in compensation and RCMP overhead, items that the City has no discretion with. Over the life of this Financial Plan, we are trying to provide for the addition of about 1.5 members per year to keep up with workloads. One additional member costs about $150,000 so to bring the RCMP budget in at a zero increase would result in the loss of about three members. This is not recommended due to the effect it would have on public safety.

Infrastructure Maintenance & Renewal

	2017	2018	Increase
Annual Contribution	$5,145,000	$5,839,000	$694,000

Comments: We have a substantial infrastructure renewal/maintenance deficit that we are starting to address. We do not have to do this and could continue to defer this item. Timely maintenance and renewal can help avoid larger expenditures later and that is why we recommend that we not defer this item.

Fire Department

	2017	2018	Increase
Annual Costs	$10,788,000	$11,161,000	$373,000

Comments: The largest portion of the increase in the Fire Department is related to the wages and benefits of the full time firefighters that are determined under a collective agreement. No additional personnel are included in the budget. For the department to hold the line in its increase, it would have to take one truck out of service which would reduce costs by $500,000. This is not recommended as our response times to calls for service will increase. Further, the composite model that we have spent some time developing may be compromised. This increase differs from the Fire Department item in the Conceptual Overview of Expenditures chart due to $50,000 of growth funding reported separately.

Parks, Recreation & Culture

	2017	2018	Increase
Master Plan Funding	$700,000	$1,168,000	$468,000

Comments: The Parks, Recreation & Culture Master Plan was adopted in 2010 through community consultation. There are a number of priorities in the plan that this funding could be allocated toward, the specifics of which will be determined by Council. We could push back the phased-in funding which would delay planning and implementation of those priorities. The 2018 funding includes the amounts needed for debt payments and operating costs for a number of Parks & Recreation projects approved in 2017. The final approval for these projects is subject to the approval of the electors.

Drainage Improvements

	2017	2018	Increase
Annual Levy	$995,000	$1,228,750	$233,750

Comments: Parts of the community have high potential for flooding and we have been trying to systematically make improvements to our drainage system. An increase of $233,750 was planned for 2018, but we do not have to do this.

Contribution to Reserves

	2017	2018	Increase
Fire Department	**$1,925,000**	**$2,028,000**	**$103,000**
Capital Works	**830,000**	**920,000**	**90,000**
Equipment Replacement	**2,160,000**	**2,185,000**	**25,000**

Comments: The City relies on Reserve Funds to manage large expenditures and the above-noted increases in contributions were planned for 2018. These systematic contributions allow us to deal with large Capital items without having to pass large tax increases on to our citizens. As Council is aware, detailed analysis on all of our reserves is done to make sure that the balance is adequate. We do not have to set aside this additional money into reserves, but reserves help us smooth the impact of larger costs over time and remove volatility in fees and charges.

General Inflation, including Labour

	2018 Increase
Labour	$520,000
Inflation	225,000

Comments: As Council is aware, most line items in the budget are held to no increase. The financial impact of contractual agreements is built into the Financial Plan.

Service Level Reductions (Not Recommended)

In addition to making adjustments in the areas where costs are going up, Council can also consider service level adjustments. Here are some of the areas that could be looked at, keeping in mind that these reductions are not recommended by staff.

Community Grants

Eliminate — Council has set aside $45,000 on an annual basis to support a range of community grants. This program could be reduced and/or eliminated over a period of time.

Port-a-Potties in Parks

Eliminate in parks, trails and sport fields. This could save $30,000, but result in lowered satisfaction by park and trail patrons who expect this level of service.

Core Security

Eliminate on-site daily supervision and security services in Memorial Peace Park and surrounding buildings. This could save $60,000, but result in risk of increased negative behaviours in the area and have a corresponding impact on RCMP resources.

Subsidized Ice Allocation

Reduce the amount of subsidized ice allocated to minor sports. This could save $120,000, but would limit the ability of minor ice users to access ice time at affordable rates.

Brushing and Chipping Program

Eliminate — This could save $100,000. This program was implemented many years ago when an outdoor burning ban was placed in the urban area. The intent was to offer citizens an alternative to burning branches or having to take such debris to the transfer station.

Mosquito Control Program

Reduce service level — This could save $20,000. This program is offered by the GVRD and there are municipalities that choose not to participate.

Contract with ARMS/KEEPS

Eliminate — This could save $40,000. These are valuable community groups that receive assistance from us and Council may wish to reconsider this assistance.

Our Business Planning methodology involves looking at all that we do to make sure that it is being done in the best way possible. This has resulted in improvements to the efficiency and effectiveness of our services and in significant savings for our citizens. Also, if you look at the departmental budgets that are included with our Business Plans, you will see that most line items do not increase at all year over year. This, coupled with close monitoring of expenses, is what allows us to keep our tax increases to a minimum. To achieve a lower tax increase, it is important to address the cost drivers or look at service level reductions.

Efficiency & Effectiveness Improvements Implemented in Recent Years

So to reiterate, a zero tax increase or lower tax increase can be achieved. To do it properly, it should be done by looking at cost drivers and/or through service level reductions. The reader should keep in mind that on an ongoing basis we look at ways to improve service delivery and save money. Over the past period of time, we have implemented a number of initiatives that have done exactly this. Here is a selection of our more notable successes.

Shared Services

1. Mutual Aid Agreements with Pitt Meadows, Mission and Langley for emergency fire services. These agreements allow us to deal with peak loads more efficiently.
2. Fire Department has partnered with the Justice Institute to use their training facility at favourable rates.
3. Partnership with Rogers Communications that allowed for the design and rebuild of an abandoned sewer line for communication services under the Haney Bypass for our mutual use.
4. RCMP Regional Forensic Investigation Unit has been relocated to Maple Ridge providing us with enhanced service and rental income.
5. Centralized fueling of City fleet vehicles and bulk fuel purchases have resulted in favourable pricing. Presently, our price is about 0.15¢ per litre cheaper than retail.
6. Partnered with a number of municipalities in BC to define the scope and participate in a joint RFP project for recreation software replacement.
7. Our Operations Centre is now doing routine maintenance on the police vehicles and this has reduced our costs.
8. Partnering with post-secondary institutions such as BCIT and SFU to leverage student resources for mutual benefit. Includes development of new technology to more efficiently establish forested area inventories and data development to support sustainable community performance measures.

Business Process Efficiency

1. Computer-aided dispatch and truck allocation in our Fire Department has reduced wait times for information.
2. Bylaw Adjudication System – a new way of 'serving' infractions has saved us about $40,000 per year in Bylaw Officer time.
3. Vacant staffing positions are subjected to reviews to ensure need and efficiency.
4. Operations adapts dump trucks for snowplow use and Parks & Facilities licences certain lawnmowers for more efficient transportation between locations.
5. Issue and manage parking tickets in real time in the field using smart phones. This eliminates duplicate data entry, reduces staff time and serves as a customer service boost as tickets are entered online and in real time.

Service Delivery Improvements

1. Open Government Portal - The open government portal is filled with tools and applications to help citizens understand How Things Work, How They Can Participate and Where They Can Find Information. This portal makes information more accessible, promotes community engagement and demonstrates transparency and accountability of actions.
2. Business Finder online application provides access to information about all the registered businesses in the City.
3. ePayments for certain City services are being widely embraced.
4. Customer Service Coordinator for business licences provides a one-on-one interface for business licence applicants. We have received significant positive feedback on this change.

5. The Metro Vancouver Chapter of the Commercial Real Estate Development Association (NAIOP) presented Maple Ridge with a NAIOP Award for Municipal Excellence recognizing Maple Ridge as the 'Most Business Friendly Municipality' in the region for the third consecutive year in recognition of work the City has undertaken in an effort to reduce processing times and increase employment-designated land.
6. WorkSafeBC recognized our Health and Safety program with a rebate of $94,000 on our annual assessment.
7. Utilization of volunteers for festivals and events (30,403 hrs), Parks, Recreation & Culture (14,220 hrs) and support for RCMP programs (10,500 hrs) to augment objectives and contain staffing costs.
8. Civilianization of RCMP Roles – where possible we look to have civilian staff perform support work for the RCMP. In the past few years three police roles have been converted to civilian roles at substantial savings.
9. Bylaws/Permits Laptops in Vehicles – pilot project underway on in-field access to digital case files in vehicle laptops. Expected to yield significant efficiency and time savings when fully operational.
10. Renewed emphasis on customer service, including updated training for employees.
11. Service Automation – enhanced irrigation system for hanging basket fertilization reducing manpower costs.
12. Realignment of duties in the Information Technology department to improve service delivery.
13. Realignment of downtown security services to improve service.
14. Collaboration/Communication Tools for internal and external parties. The tools used to produce Maple Ridge this Week were adapted for use by the Economic Development Technology Task Force and Forward 2020 projects. We expect many more groups to use this service going forward.

Contract Arrangements

1. E-Comm Contract – entered a contract in 2011 for police dispatch services with E-Comm that reduced our costs by $1 million over 5 years. The contract was renewed effective 2017 without a large increase.
2. Awarded a one-year contract for audit services at a savings of $9,000 from 2017.
3. The Operations Centre worked with ICBC and was able to achieve an insurance rebate of $13,820 in 2017.
4. Arranging our property and insurance coverage through the Municipal Insurance Association has reduced our insurance costs.
5. Legal Services – renegotiated the agreement that has improved service and reduced costs.
6. Entered into an Administrative Services contract for some of our employee benefits. It has improved service and reduced our costs.

Technological Innovation

1. Leisure Centre Retrofit – the use of solar power, dehumidification and heat recovery system water heating since 2011 has resulted in the recovery of the cost of the retrofit and a 60% decrease in natural gas consumption for water heating.
2. Hybrid Vehicles – the hybrid fleet saves the City $32,600 in fuel yearly.
3. Electric Vehicles – the City deployed three electric vehicles in 2013 with expected savings of $3,000 annually.
4. RCMP Roof Replacement Project – completed in 2013, this project saw the installation of a white roof which is expected to save significantly on air conditioning costs over the course of the lifetime of the roof.
5. RCMP Asset Tagging Initiative – using radio frequency tagging of assets since 2011, the RCMP have realized efficiencies in staff time valued at about $12,000 annually.

6. Replaced Workstations with Thin Clients – replaced 200 PC's with cheaper 'thin clients' saving about $500 per device. Further significant savings in power consumption and IT support, also received an efficiency award for power savings.
7. Reduced Number of Hardware Servers – 'virtualization' has allowed the City to host 80 'virtual servers' on six physical machines saving about $5,000 per device.
8. LED Streetlights – Operations staff are testing LED streetlights for deployment in a new subdivision to determine citizen impact. LED streetlights are being added and retrofitted on arterial and major collector roadways as scheduled projects present opportunities. These deliver savings quantified under Asset Management.
9. A computerized irrigation control system was installed at several sport field locations which reduces commuting and site visits. Staff can now make changes to all irrigation systems at the touch of a button.

Asset Management

1. Adaptive Reuse of Old Infrastructure – the City has reused over 3,000 metres of abandoned underground pipes for our fibre optic network. Resulted in off-setting costs of about $500,000 than if built from scratch.
2. City Lands – leveraged City land to get a new SPCA building built at substantial savings. As well, utilized City lands at the top of Grant Hill to locate our own telecommunications tower at significant construction savings. Also, property on 119 Avenue was purchased, remediated and is now under a sales contract resulting in a significant profit for the City.
3. Top Soil Reuse – construction of the Mountain Bike Skills Course at Albion Park was made possible through the relocation of organic soil from Albion Park playfield project.
4. Excavation Reuse – re-contoured berms onsite during playfield construction to accommodate excavated material saving on hauling costs.
5. Equipment Improvements – replaced single-use heavy backhoe with lighter multi-use tractor and attachments for use in cemetery, sports fields and for park maintenance.
6. Electricity – the City is now saving about $240,000 annually in electricity and associated maintenance costs as a result of energy management improvements, and received rebates and grants of $150,000 over the past six years.
7. Tree watering bags were offered to residents for a returnable deposit of $10.00 per bag to assist staff with watering boulevard trees well as resident's own trees. This reduced the costs for watering young trees and also helped to reduce the number of trees that were lost as a result of the prolonged dry weather period.

Alternative Revenues

1. City Radio Tower – Grant Hill radio tower has off-set operating costs of renting space elsewhere, and has also resulted in secondary revenue of over $50,000 per year in leasing excess space.
2. Grants – recent grants received include Climate Action rebate of $50,000, Traffic Fine revenue of $886,000, BC Hydro Energy Manager grants of $350,000 from 2011-2018.
3. Abernethy Way was designated a major regional road thereby leveraging funding from senior agencies.
4. Gaming Revenue contributing to infrastructure renewal and other strategic priorities.
5. Introduction of Amenity Charges to pay for needed Community Infrastructure.
6. Pursuit of senior government grants for community projects, including sports field upgrades.
7. TransLink contributes the majority of operating costs for Dewdney Trunk Road (200 Street to 232 Street) and Lougheed Highway (222 Street to Kanaka). These are costs that we do not have to pay.

Utilities & Recycling

Utility user fees form a portion of the levies charged to our taxpayers. The next section provides some insight into these rates.

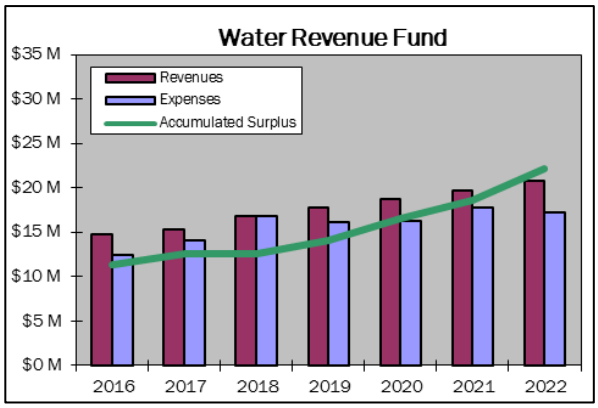
Unlike the General Revenue Fund that includes separate reserves for revenue smoothing, capital purchases and infrastructure replacement, the Water and Sewer Funds use Accumulated Surplus for these purposes. As we start to set funds aside for water and sewer infrastructure replacement it may be worthwhile explicitly earmarking these funds in a reserve in order to be clear about the purpose of these funds. Water and sewer infrastructure have a fairly long life and we are fortunate that our infrastructure is relatively young. That being said, the costs are significant which is why it is important to start building the funds for the eventual replacement.

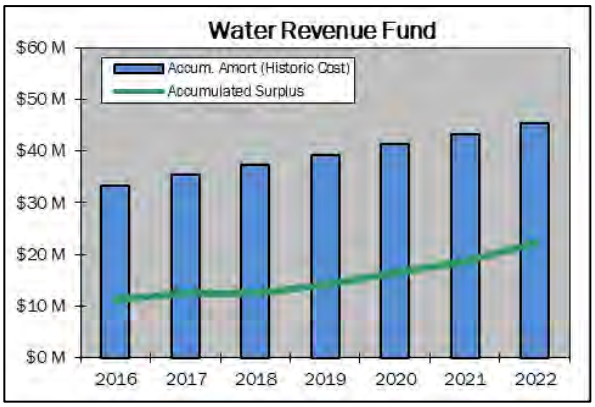
There are two graphs below. The first shows the revenues and expenditures and the impact this has on accumulated surplus. The accumulated surplus projected is heavily influenced by regional costs. The second graph shows how the accumulated surplus compares to the accumulated amortization for City assets. The accumulated amortization is the prorated cost of the portion of assets currently consumed. For example, if the useful life of asset was 50 years and it's 25 years old the accumulated amortization would be about half of the original cost. The purpose of this graph is to show that we are getting closer to establishing the financial capacity to replace our assets by creating financially sustainable utilities. The region also has significant investments in water and sewer assets that will require replacement which will result in additional funding requirements for each member municipality.

Water Utility Rates

The majority of the Water Utility revenue is from the flat rate water levy and charges for metered water assessed to individual properties. These revenues cover the costs associated with water purchases, maintenance and both regional and local capital infrastructure. The 2018 flat rate water fee is approximately $575, half of which is required just for the purchase of water from the region.

When setting water rates, we need to consider not only our own planned expenditures and infrastructure requirements, but also those planned by the region. Several years ago, the Regional District had projected rate increases that were very significant with one year as high as 18%. Since that time they have deferred projects and water rates increases were only increased marginally. The municipal rate increase has been set at 4.5% for each of the next five years. This may need to be revisited depending on how quickly the region proceeds with projects that have been deferred. The other consideration is funding the replacement of water infrastructure and how long we take to address this funding gap.

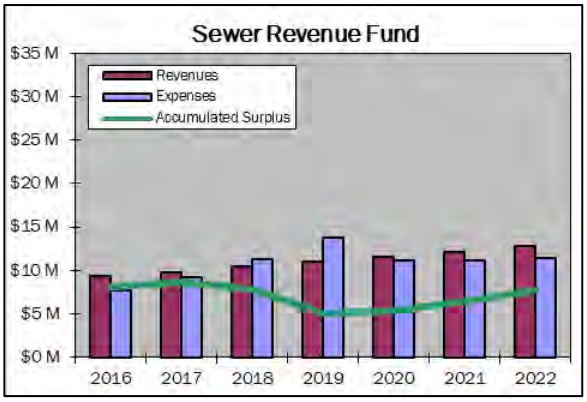


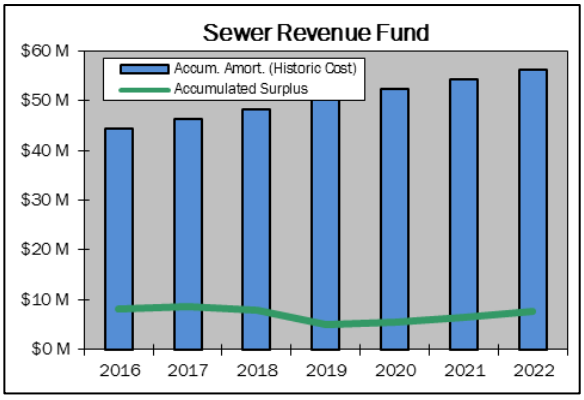


Sewer Utility Rates

The Sewer Utility pays for regional capital expenditures through an allocation model that essentially spreads rate increases over time to utility ratepayers. Additionally, the utility pays for our local sewer infrastructure and maintenance requirements. The 2018 sewer fees are approximately $370 per property, of which approximately 60% is required for regional costs of wastewater treatment.

Any cost impact that new wastewater regulations have on capital investment requirements will be addressed at the regional level with member municipalities paying their respective portions. Implementation of changes to the regional cost allocation formula may be a significant factor in future rate increases. The regional cost for sewer is expected to increase approximately 9% in 2018. By using the reserves that we have built up over the years, the increase that our residents pay can be held to 3.6%.





Recycling Rates

The Ridge Meadows Recycling Society (RMRS) is a charitable non-profit organization that provides a range of recycling services. They also provide employment for adults with disabilities.

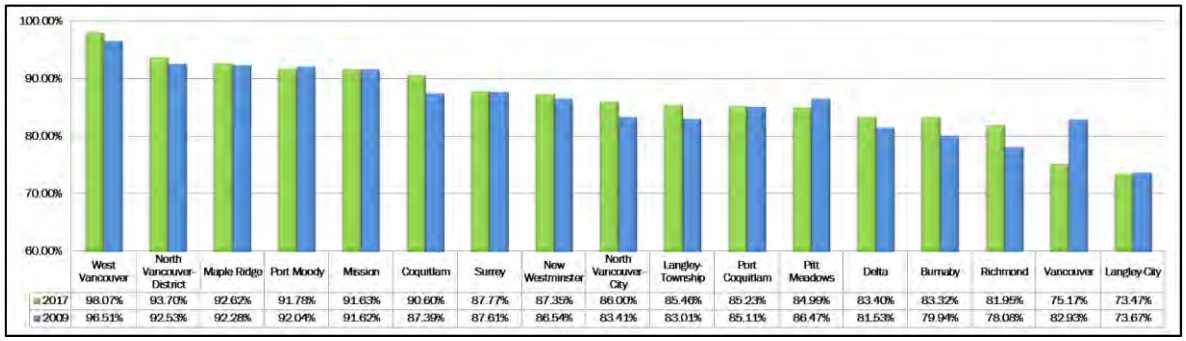
Provincial regulations shifted recycling responsibilities to producers. As a result of the Multi-Materials BC contract, recycling fees remained unchanged between 2013 and 2017. A rate increase of 1.67% is planned for 2018 followed by 2.75% annually in 2019 through 2022; however rates will continue to be reviewed annually.

Composition of Property Assessment Base

The tax rate charged to the Residential class is relatively low when compared to the rate charged to the Business and Industry classes, so we need to keep an eye on the composition of our property tax base.

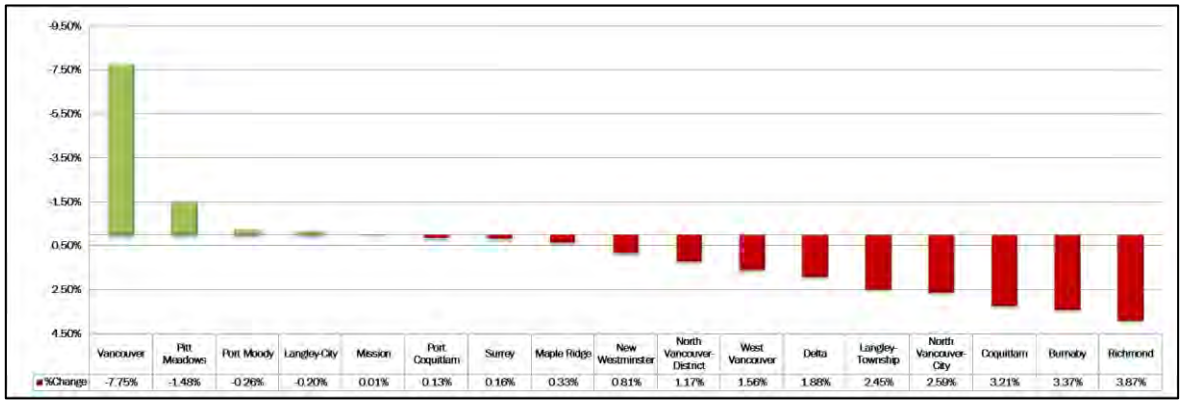
The following chart shows the residential proportion of the assessment base in area municipalities. The range is from a low of 73.47% in the City of Langley to a high of 98.07% in West Vancouver. The chart also shows how this percentage has changed between 2009 and 2017.

Lower Mainland Municipalities
% of Residential Class Property Assessment Values



Four area municipalities have seen a reduction in the proportion of the assessment base that is represented by Residential properties; 13, including Maple Ridge have shown an increase.

Lower Mainland Municipalities
% Change in % of Residential Portion of Property Assessment Values from 2009—2017



One should be careful with conclusions that are reached by looking at this data. For instance, the changes could be simply the result of market value fluctuations rather than new construction. It is just one piece of information that should be kept in mind in Council's deliberations.

Source: BC Assessment, 2010 and 2017 Revised Rolls

Budget Summary

Much of the discussion has been on what has changed each year. It is important not to lose sight of the relative costs of each area given that some areas have significant revenues, such as Public Works & Development Services and others, such as Protective Services, do not. This table summarizes the financial summary sheets included in each department's Business Plan and provides some context to the relative reliance each area has on property taxes. A more detailed description of the composition of each area's budget is included in each department's Business Plan.

City of Maple Ridge

Proposed Financial Plan 2018-2022

All $ values in 000's (thousands)	Adopted 2017	Proposed 2018	Proposed Changes $	Proposed Changes %	Proposed 2019	Proposed 2020	Proposed 2021	Proposed 2022
General Revenue & Taxation								
Financial Services - Revenue & Taxation	(83,416)	(87,518)	(4,102)	5%	(91,905)	(96,703)	(101,771)	(107,125)
Administration								
CAO Administration	530	535	6	1%	544	554	564	575
Communications	282	285	3	1%	289	294	299	305
Economic Development	502	506	4	1%	491	500	511	522
Emergency Program	133	137	5	4%	140	143	146	148
Human Resources	1,411	1,501	90	6%	1,574	1,630	1,661	1,692
Legislative Services	651	659	7	1%	671	683	696	708
Sustainability & Corporate Planning	293	358	65	22%	391	400	410	420
Total Administration	3,801	3,981	180	5%	4,101	4,204	4,287	4,371
Corporate & Financial Services								
CFS Administration	375	279	(96)	(26%)	349	419	489	560
Clerks	1,265	1,507	242	19%	1,431	1,455	1,482	1,610
Finance	1,500	1,596	95	6%	1,630	1,665	1,705	1,746
Fire Protection	12,664	13,138	474	4%	13,535	13,985	14,447	14,894
Fiscal Services	13,055	14,351	1,296	10%	14,732	17,093	17,899	20,701
Information Technology	2,951	3,128	177	6%	3,243	3,360	3,485	3,612
Police Services	21,834	22,371	537	2%	23,178	23,877	24,739	25,349
Total CFS	53,643	56,369	2,726	5%	58,097	61,853	64,247	68,471
Parks, Recreation & Culture								
PRC Administration	3,342	3,843	501	15%	5,680	5,699	7,597	7,735
Community Development	693	703	9	1%	718	732	749	766
Community Services	726	735	8	1%	750	766	784	802
Facilities	2,201	2,210	9	0%	2,268	2,351	2,360	2,369
Leisure Centre / Pools	1,433	1,461	28	2%	1,513	1,565	1,623	1,685
Parks & Open Space	2,363	2,485	122	5%	2,556	2,688	2,763	2,900
Program Development	3,427	3,525	98	3%	3,623	3,725	3,829	3,937
Recreation - Other	1,244	1,372	128	10%	1,482	1,502	1,518	1,534
Total PRC	15,429	16,333	904	6%	18,590	19,028	21,222	21,727
Public Works & Development								
PWDS Administration	278	312	34	12%	381	449	521	592
Building	(266)	(320)	(54)	20%	(327)	(275)	(216)	(155)
Engineering	2,123	2,245	122	6%	2,209	2,313	2,283	2,389
Licences & Bylaws	766	661	(105)	(14%)	703	745	792	840
Operations	5,628	5,877	249	4%	6,046	6,223	6,406	6,593
Planning	2,014	2,060	46	2%	2,104	2,162	2,229	2,297
Recycling, Sewer & Water *	-	-	-		-	-	-	-
Total PWDS	10,543	10,836	293	3%	11,117	11,617	12,014	12,555

* Recycling Sewer and Water are user fee based and are not funded from general taxation

Total Annual Budget Surplus						
General Revenue Surplus available (before incrementals)	**161**	**83**	**590**	**1,055**	**1,931**
Less: Proposed Incremental Adjustments	63	63	270	402	534
General Revenue Surplus available (after incrementals)	**98**	**20**	**320**	**653**	**1,397**

Capital Program

Status of 2017 Capital Projects

The budget for the 2017 Capital Works Program is just over $127 million, with funding coming from multiple sources, including approximately $50 million from Development Cost Charges. The 2017 budget is higher than the budget in subsequent years because it includes projects approved in prior years that are not yet complete, but are still a priority.

Projects may take several years to deliver and their progress is often dependent on many factors. What is important is that when the projects are ready to proceed, they are in the approved budget with funding in place. The budget for projects that have been started is $97 million and consists of projects that are in various stages as follows:

- Complete or nearly complete $24.0M
- Well underway 9.0M
- Early stages of design and tendering 51.0M
- Early stages of review 13.0M

The budget for projects not yet started is approximately $30 million and is comprised of projects in the following stages:

- Reliant on Other Capital Work $ 9.5M
- Land Acquisition Delays 9.0M
- Other 7.5M
- Strategic, Staffing & Technical Delays 4.0M

Some examples of larger, previously approved projects that have extended over one year are:

- Fire Hall No. 4 Construction and Equipment
- Parks & Recreation:
  - Park Acquisitions (various locations)
  - Leisure Centre Renovations
- Road & Drainage Works:
  - 240 St. (Lougheed Hwy. – 104 Ave.)
  - 128 Ave. (216 St. – 224 St.)
  - 203 St. (Lougheed Hwy. – Golden Ears Way)
- Water Reservoirs Works:
  - 270A St. Reservoir
  - McNutt Reservoir
  - Grant – Albion Reservoir Expansion

Projects that are not complete at the end of 2017 remain in the Capital Plan. They are reviewed at year-end and the projects as well as the associated funding are carried forward to be included in the 2018-2022 Financial Plan when it is amended.

What is important, is that when the projects are ready to proceed, they are in the approved budget and funding is in place.

2018 - 2022 Capital Plan

The five-year Capital Works Program is $191 million; 2018 planned capital projects are $62.8 million, excluding projects that will be carried forward from previous years. It should be noted that developers will contribute millions in subdivision infrastructure to our community and these contributions are not included in our capital plan. A detailed list of the projects in the five-year Capital Works Program is attached to the Capital Works Program Business Plan. The following chart summarizes the Capital Program according to the type of project.

Proposed Capital Spending by Category

Section $ in thousands	2018	2019	2020	2021	2022
Government	700	1,524	511	964	374
Technology	1,618	2,345	1,972	1,193	1,196
Protective Fire	1,498	-	-	-	-
Protective Police	9	40	158	-	-
Parks	26,478	23,635	2,693	2,866	1,365
Highways	15,799	9,556	12,455	12,139	7,303
Drainage	1,516	2,587	3,089	2,682	3,753
Sewage	8,328	5,786	1,966	941	941
Water	6,912	6,543	3,310	4,395	4,775
Grand Total	**62,857**	**52,015**	**26,154**	**25,179**	**19,706**

By far, most of the projects are in the Parks category. The following table illustrates the sources of funding for these projects. The proposed Capital Program is relatively large in some years due to projects funded through Development Cost Charges and Reserves.

Proposed Capital Funding Sources

Fund Group $ in thousands	2018	2019	2020	2021	2022
General Revenue	**3,276**	**3,555**	**3,318**	**3,629**	**1,352**
Debt	**20,500**	**19,000**	**-**	**-**	**-**
Albion Amenity Reserve	1,000	-	-	-	-
Capital Works Reserve	150	150	150	150	150
Community Amenity Reserve	3,000	1,000	-	-	-
Development Cost Charges	10,769	9,124	7,172	4,573	2,584
Drainage Improvement Levy	1,228	1,474	1,735	2,010	2,300
Equip Replacement Reserve	3,461	2,187	1,395	1,963	2,183
Fire Dept Capital Reserve	692	-	-	-	-
Gaming	200	190	200	190	200
Grants, LAS, 3rd Parties	4,142	1,059	1,565	1,650	1,000
Infrastructure Sustainability Reserve	4,159	4,643	5,095	5,614	6,099
Parkland Acquisition Reserve	200	200	200	200	200
Police Services Reserve	12	37	131	5	-
Recycling Reserve	65	390	60	380	80
Sewer Capital	4,477	4,583	1,333	673	658
Surplus	500	500	500	-	-
Water Capital	5,026	3,923	3,299	4,143	2,900
Total Capital Program	**62,857**	**52,015**	**26,154**	**25,179**	**19,706**

A discussion of some of the key funding sources follows:

General Revenue
This represents funding contributed by general tax levies.

Capital Works Reserve
This reserve, established by bylaw is designed to assist with the funding of Capital Projects that cannot be funded through development revenues. Some key projects with funding from the Capital Works Reserve include the Karina Leblanc Synthetic Field and the upcoming Leisure Centre renovation.

Development Cost Charges
These are revenues collected from the development community for specific capital works required as a result of development. The types of projects for which fees can be levied are determined by provincial legislation and the funds can only be expended for those projects. DCC funding has been a key source of funding for improvements along Abernethy Road.

Drainage Levy
Funding for storm related works not resulting from development can be funded from this source.

Equipment Replacement Reserve
The replacement of existing equipment is funded through this reserve, contributions to which are made annually.

Infrastructure Replacement
The annual funding set aside in our Financial Plan is being used to fund capital projects (in addition to regular maintenance and renewal).

Reserves
The City also has financial resources held in reserves. These reserves serve to stabilize taxes, fees and charges by providing funds during tight years and receiving those funds back during better years. Reserves shield our customers and taxpayers from sharp rate increases. A list of all of our reserves follows and the main ones are discussed below.

Here is a recap of all of our Reserves as at the end of 2016, the main ones of which are discussed in the following pages.

$ in thousands

Accumulated Surplus	
General Revenue	9,286
Sewer Revenue	8,145
Water Revenue	11,296
Total Accumulated Surplus	***28,727***

Reserve Fund Balances	
Local Improvement	2,565
Equipment Replacement	15,143
Capital Works	10,728
Fire Department Capital	8,404
Sanitary Sewer	1,636
Land	279
Reserve Funds	***38,755***

Restricted Revenue Balances	
Development Cost Charges	26,019
Parkland (ESA) Acquisition	412
Other Restricted Revenues	6,971
Total Restricted Revenues	***33,402***

Reserve Accounts	
General Revenue:	
Specific Projects - Capital	8,328
Specific Projects - Operating	7,834
Self-Insurance	849
Police Services	7,299
Core Development	1,780
Recycling	2,149
Community Development	–
Building Inspections	3,120
Gravel Extraction	762
Facility Maintenance	2,442
Snow Removal	473
Cemetery Maintenance	118
Infrastructure Sustainability	3,358
Drainage Improvements	807
Critical Building Infrastructure	204
Infrastructure Grant Contribution	4
Gaming Revenues	1,337
General Revenue Reserve Accounts	***40,864***
Sewer Reserve Accounts	2,461
Water Reserve Accounts	2,561
Total Reserve Accounts	***45,886***

Total Reserves: Accumulated Surplus, Reserve Funds and Reserve Accounts – $100.9 million

Restricted Revenues are not considered reserves; rather they are liabilities, as they have been collected in advance of specific expenditures.

Capital Works Reserve

The Capital Works Reserve Fund is intended to assist with funding capital projects, especially those that cannot be funded from development revenues. Generally, this reserve builds funds for large projects and is then drawn down. Each year, a percentage of general taxation is added to this account along with a portion of the proceeds from land sales and other fixed amounts. In previous years, gravel revenues were added to the reserve, that agreement has expired and the annual contributions to the capital works reserve have been adjusted to reflect this. Projections of the demands on this account are also prepared. It has been Council's policy to keep a minimum reserve balance of 10% of the prior year's property taxes in this account, to assist with unforeseen and uninsurable events. This account has also been used to finance the initial outlay for certain projects that produce future savings, with the reserve repaid from future savings. This minimum reserve balance was temporarily used to internally finance the conversion of synthetic fields for $3 million in 2017 and is expected to be replenished by 2020, largely through the proceeds expected from the sale of lands in the town centre.

Here is our analysis of the Capital Works Reserve.

Capital Works Reserve Projection

$ in thousands	2018	2019	2020	2021	2022
Opening Balance	453	3,225	5,895	9,942	11,538
Inflows					
GRF Annual Transfer	1,175	1,207	1,256	1,321	1,375
Gravel Revenue Adjustment	(500)	(500)	(500)	(500)	(500)
Land Sales Proceeds	1,583	1,500	2,500	-	-
Repayment Pool Reno (Other Reserves)	870	870	870	870	870
Total Inflows	3,128	3,077	4,126	1,691	1,745
Outflows					
Planned Capital Expenditures	(150)	(150)	(150)	(150)	(150)
Balance of GCF funded capital	(207)	(257)	71	54	2,491
Debt (River Road)	-	-	-	-	-
Total Outflows	(357)	(407)	(79)	(96)	2,341
Estimated Ending Balance	3,225	5,895	9,942	11,538	15,624
Min Reserve (10% PY Taxes)	7,218	7,628	8,059	8,510	8,986
Unencumbered Balance	(3,994)	(1,733)	1,884	3,028	6,638

Fire Department Capital Acquisition Reserve

Each year a portion of general taxation is transferred to the reserve to build the financial capacity required to respond to increasing the fire protection capacity needed as the community grows. The project to construct Fire Hall No. 4 is now in the early stages and this reserve will be used to repay the associated debt. The planned capital expenditures are detailed in the following table:

Fire Department Capital Acquisition Reserve Projection

$ in thousands	2018	2019	2020	2021	2022
Opening Balance	7,168	7,388	8,437	9,628	10,965
Inflows					
Growth Funding	280	330	380	430	480
GRF Annual Transfer	1,433	1,519	1,611	1,708	1,811
Outflows					
Planned Capital Expenditures	(692)	-	-	-	-
Debt Repayments (Firehall 4)	(800)	(800)	(800)	(800)	(800)
Estimated Ending Balance	7,388	8,437	9,628	10,965	12,456

Fire Department Equipment Replacement Reserve

The recognition of an appropriate level of funding to provide for growth would not be complete without a discussion around how we intend to replace those assets. Replacement of fire equipment is funded through this reserve. Beginning in 2009, infrastructure sustainability funds have been allocated to this reserve.

Fire Department Equipment Replacement Reserve Projection

$ in thousands	2018	2019	2020	2021	2022
Opening Balance	618	465	1,289	2,234	3,301
Inflows					
GRF Annual Transfer	752	825	944	1,067	1,194
Outflows					
Planned Capital Expenditures	(905)	-	-	-	-
Estimated Ending Balance	465	1,289	2,234	3,301	4,495

Infrastructure Sustainability

Beginning in 2008, Council directed an annual tax increase of 1% to go toward infrastructure sustainability. This helps with major rehabilitation and replacement of the City's assets which currently have a replacement value estimated in excess of $1.6 billion. For the years 2018 through 2022, the amount of the increase is 0.70%. The table below illustrates the inflows generated from general taxation and how it has been allocated. Inflows from the Core Reserve are allocated to maintaining those facilities related to the Town Centre project.

If we look only at the roads component of our infrastructure, the historic annual amount spent on repaving roads is a fraction of what is required to maintain their condition. Over the past number of years we have been able to increase the annual amount dedicated to road maintenance and, as a result, we are seeing positive results in the condition of our roads, though further funding is needed to close the gap between current and recommended funding levels. This funding gap results in deferred maintenance which translates into larger future expenditures to resurface or perhaps even reconstruct roads.

As we are several years into this funding model, the amounts dedicated to infrastructure are making an impact; however, we are still a very long way away from dedicating the estimated $30 million needed each year to fund the replacement of our infrastructure.

Depending on the scope of projects required, one year's allocation may not meet the funding requirements. In these cases, funding may be held over until enough has accumulated to allow the works to proceed, or borrowing may be considered. The charts highlight the impact that the property tax increases have had on the infrastructure deficit.

Infrastructure Sustainability Allocation of Funding

$ in thousands	2018	2019	2020	2021	2022
Inflows					
Property Taxes Prior Year	4,159	4,159	4,159	4,159	4,159
Property Tax Increase	545	1,121	1,728	2,370	3,048
Gaming Funds	550	550	550	550	550
Town Centre Incentive	584	584	584	584	584
Total Inflows	5,839	6,414	7,022	7,664	8,341
Allocations					
Building Infrastructure Planned	1,090	1,140	1,215	1,290	1,365
Fire Dept - Equipment Replacement	325	375	450	525	600
Highways ISR Capital Planned	3,474	3,828	4,170	4,539	4,944
Drainage Capital Planned	875	990	1,100	1,215	1,330
Major Equipment/Systems Reserve	75	81	87	94	102
Total Allocations	5,839	6,414	7,022	7,664	8,341
Estimated Ending Balance	-	-	-	-	-

We are making progress on the path to bridging our infrastructure deficit.

Capital Funded by Others

The Capital Program includes $1 million of funding each year as a placeholder for Local Area Services that property owners may petition the City to construct. The cost of these local improvements are typically recovered over 15 years as a separate charge included on the property tax bills of benefiting properties. In addition, $4 million of grants or other external funding is planned over the next five years. Projects will be re-evaluated if funding is not secured.

	CFO%	*TOTAL CAPITAL COST*		
($ in thousands)		**2018**	**2019**	**2020**
118 Ave (230 - 231)	10%	-	-	152
232 St (116 - Slager) Design	4%	-	250	-
232 St (116 - Slager) Construction	4%	-	-	1,601
232 St (132 - Silver Valley) Construct Phase 2	7%	6,300	-	-
288 St (Storm Main at Watkins Sawmill)	100%	50	-	30
Dewdney at 238B St Intersection Improvements	20%	-	200	-
Diking District 13 PS Service Analysis	100%	100	-	-
Downtown Improvements - Lougheed 224 - 226	71%	3,400		
Front Counter Kiosk Expansion	20%	-	-	150
MR Drainage to PM Diking Area ISMP	100%	200	-	-
RCMP - Furniture Replacement	20%	-	40	-
RCMP - Main Building Renovations	20%	9	-	8
		10,059	**490**	**1,941**

Borrowing

Borrowing Capacity

Under Community Charter legislation, the maximum amount of borrowing the City can undertake is such that the annual cost to service the debt does not exceed 25% of revenues as defined in the legislation. As noted in our 2016 Annual Report the unused liability servicing capacity at the end of 2016 was $24.6 million.

Short Term Borrowing, under Sec. 178 of the Community Charter, is an option for borrowing for any purpose of a capital nature that can be repaid within five years. The maximum amount to be borrowed is $50 multiplied by the population of the municipality as of the last census. For this borrowing, no public approval is required, but approval of the Inspector of Municipalities is. Currently, we have no borrowing under this section and a maximum permitted amount of approximately $4 million.

Ministry and Elector Approval

Borrowing by local governments cannot be undertaken without the approval of the Inspector of Municipalities. In addition, borrowing requires an elector approval process in a majority of cases.

An “approval-free liability zone” exists to allow borrowing without elector approval as long as current and proposed servicing costs do not exceed 5% of the municipal revenue defined in the legislation. The City’s costs exceed this figure and therefore this provision would not exempt the City from obtaining elector approval.

Elector approval can be sought in one of two ways. One option is to receive the approval of electors by holding a referendum. The second, and less-expensive method, is to hold an “alternative approval process.” If more than 10% of the electors express an opinion that a referendum should be held, by signing an Elector Response Form within 30 days of a second advertising notice, then Council would need to consider whether to proceed with the planned borrowing and, if so, a referendum must be held.

Previously Approved Borrowing Still Unissued

The 2018 - 2022 Financial Plan includes debt payments on the following previously approved projects:

Fire Hall No. 4 Construction ($6 million)
The City has authorization to borrow $6 million for this project, with the debt servicing costs funded from the Fire Department Capital Acquisition Reserve. This project was approved quite some time ago and it is likely that the construction costs need to be updated. Council recently approved a contract for the design work for Fire Hall No. 4 which will provide a more accurate cost estimate. The intent is to fund additional costs from the same reserve as the debt payments.

Cemetery Expansion ($1.1 million)
The City is also authorized to borrow $1.1 million for the expansion of the cemetery. Debt payments associated with the land purchases for cemetery expansion are funded through increased cemetery fees. Two of the three properties have been purchased and $2.22 million of external borrowing has been arranged.

The key elements when considering debt funding are that the debt payments are being funded by a secure funding source, the borrowing capacity exists and the appropriate public consultation and approval processes are undertaken. Public approval has been obtained for the projects noted above.

Proposed Borrowing for Parks & Recreation Projects

In July, following an extensive public consultation process, Council directed staff to proceed with a number of Parks & Recreation projects. The funding strategy for these projects included borrowing of $49.5 million. Electoral approval is required to proceed with borrowing and Council has elected to follow the Alternative Approval Process to obtain this. In September the first step of this process was advanced when Council gave three readings to the Loan Authorization Bylaws for each project.

The following amounts are included in the City's Capital Program as debt funding.

MR Leisure Ctr Renovation:	$3.5 million
Telosky Stad Synthetic Fields:	$7.0 million
Albion Community Centre:	$8.5 million
Silver Valley Gath'g Places:	$1.0 million
Hammond Comty Ctr Reno:	$2.5 million
Whonnock Lk Canoe & Kayak	$1.0 million
MRSS Track Facility Upgrades	$2.5 million
Additional Ice Sheet	$23.5 million

The Business Planning Guidelines include an annual 0.35% property tax increase, starting in 2018, for seven years to provide for the debt servicing and operating costs for the above projects.

Council also advanced a $6 million Loan Authorization bylaw for an outdoor pool. The vision for this project has since changed, necessitating further work to assess the impact of the change and related cost implications. As a result the outdoor pool is not included in the 2018-2022 Financial Plan at this time. The Financial Plan can be amended once the additional details are known.

Potential Future Borrowing

Metro Vancouver recently completed significant water infrastructure projects, the Barnston/Maple Ridge Pump Station and a new water main, Maple Ridge Main West, for which Maple Ridge was responsible for a share of the costs. The City has internally financed its share through the use of other DCC funds (roads, drainage parks). If external borrowing is required, a Loan Authorization Bylaw will be prepared and public approval for the borrowing will be sought.

Impact to the Average Home

At the end of the day, it is important to understand what this Financial Plan means to the average home. The assessed value of the "average home" for the 2017 taxation year was approximately $592,666.

The calculation includes all residential properties comprising both single family homes and multi-family units such as townhouses and apartments. The following table demonstrates the impact to a taxpayer based on this "average home." Service fees include flat rate water, flat rate sewer, recycling and single-home bluebox pickup.

Residence Valued at $592,666	2017	2018	2019	2020	2021	2022
Average Home Municipal Levies:						
General Purpose (Gen. & ISR)	$ 1,934.64	$ 1,986.13	$ 2,041.46	$ 2,098.79	$ 2,158.19	$ 2,219.72
Drainage	25.78	31.72	37.87	44.24	50.84	57.68
Parks & Recreation	19.80	31.68	43.98	56.72	69.92	83.59
Subtotal Property Taxes	$ 1,980.22	$ 2,049.53	$ 2,123.31	$ 2,199.75	$ 2,278.95	$ 2,360.99
User Fees						
Recycling (fixed rate)	$ 71.37	$ 72.56	$ 74.56	$ 76.61	$ 78.72	$ 80.88
Water (fixed rate)	578.20	604.20	631.40	659.80	689.50	720.55
Sewer (fixed rate)	357.25	368.85	380.85	393.30	406.20	419.55
Total Property Taxes and User Fees*	$2,987.04	$3,095.14	$3,210.12	$3,329.46	$3,453.37	$3,581.97

** Does not include collections for others (School, BCAA, GVTA, GVRD, MFA)*

	2017	2018	2019	2020	2021	2022
Average Home Municipal Levies Increases:						
General Purpose	1.90%	1.90%	2.00%	2.00%	2.00%	2.00%
Infrastructure Replacement	0.70%	0.70%	0.70%	0.70%	0.70%	0.70%
Parks & Recreation	0.25%	0.60%	0.60%	0.60%	0.60%	0.60%
Drainage	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%
Total Property Tax Increase %	3.15%	3.50%	3.60%	3.60%	3.60%	3.60%
Recycling Increase %	1.67%	1.67%	2.75%	2.75%	2.75%	2.75%
Water Increase %	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%
Sewer Increase %	3.24%	3.25%	3.25%	3.27%	3.28%	3.29%
Total Property Taxes and User Fees Increase	3.39%	3.62%	3.72%	3.72%	3.72%	3.72%

Within the General Purpose change of about 2%, existing service levels have been maintained and several significant cost increases have been accommodated, including increases in the policing contract, labour costs and Fire Department costs.

The general property tax increase averages 2% per year over the life of this Financial Plan

How Our Taxes Compare to Other Municipalities

Each year, we look at how our taxes compare to other municipalities. Our survey of 2017 Residential taxes was provided to Council on June 6, 2017 and the following table appeared in that report. The table compared the taxes assessed against the average single family dwelling across surveyed municipalities. Maple Ridge ranked as the fifth lowest. It should be noted that the dwelling value used in this table is slightly different than the one used on page 34 because the value on page 34 includes stratas.

Survey of 2017 Residential Taxes on Average Single Family Dwelling

Municipality	Average Assessed Value*	Municipal Taxes	Rank (lowest to highest)	Total Utilities	Municipal Taxes & Utilities	Rank (lowest to highest)	Notes
Pitt Meadows	673,925	2,041	2	967	3,008	1	
Langley-Township	813,562	2,021	1	1,214	3,235	2	
Mission	561,276	2,087	3	1,187	3,274	3	(3)
Surrey	1,030,922	2,274	4	1,012	3,286	4	(6)
Port Coquitlam	882,814	2,368	6	937	3,306	5	
Maple Ridge	690,966	2,309	5	1,007	3,315	6	(7)
Delta	1,017,542	2,491	7	1,035	3,526	7	(2)
Coquitlam	1,194,548	2,587	8	1,194	3,781	8	
Richmond	1,666,820	2,621	10	1,162	3,782	9	(5,6)
North Vancouver-City	1,598,641	2,757	11	1,031	3,788	10	(4)
Burnaby	1,648,485	2,617	9	1,179	3,795	11	(1)
Port Moody	1,267,812	3,268	15	1,072	4,340	12	(1)
North Vancouver-District	1,754,983	2,820	12	1,557	4,376	13	
Vancouver	2,464,420	3,107	14	1,271	4,378	14	
New Westminster	1,118,416	3,066	13	1,385	4,452	15	(1)
West Vancouver	3,734,538	4,561	16	1,094	5,655	16	(5,6)
Average	1,382,479	2,687		1,144	3,831		
Median	1,156,482	2,602		1,128	3,782		
Highest	3,734,538	4,561		1,557	5,655		
Lowest	561,276	2,021		937	3,008		

Notes:

Values are rounded.

* Average Assessed Value determined by using BC Assessment's 2017 Revised Roll Totals, Property Class Residential Single Family, divided by number of occurrences. Value has not been adjusted for new construction or supplementary changes.

(1) Water, Sewer, Garbage/Recycling Rates receive 5% discount for on time/early payment.

(2) Municipal tax rates are averaged.

(3) Drainage Levy Rate/Amount excluded from analysis. According to Mission staff, only approximately 25 homes are charged this levy - not representative of an average home in Mission.

(4) Water and Sewer Rates reflect a 5% discount for on time/early payment.

(5) Water, Sewer, Garbage/Recycling Rates receive 10% discount for on time/early payment.

(6) Sewer and Water are metered and are therefore projected amounts.

(7) Utility Rates include Water, Sewer and Recycling.

In the 2017 survey on Residential taxes, we also looked at the tax increases over the past 3 years across surveyed municipalities. Tax increases in 2017 ranged from a low of 3.1% in North Vancouver City to a high of 12% in West Vancouver. The tax increase to the average single family dwelling in Maple Ridge was 4.7%; note the 2-year change of 8.7% in Maple Ridge was the lowest of all cities surveyed.

	2015	2016		2017		
Municipality	Municipal Taxes	Change	Municipal Taxes	Change	Municipal Taxes	2 year Change
Langley Township	1,840	4.9%	1,929	4.7%	2,021	9.6%
Pitt Meadows	1,847	4.6%	1,931	5.7%	2,041	10.3%
Mission	1,915	3.4%	1,980	5.4%	2,087	8.8%
Surrey	1,985	6.2%	2,107	7.9%	2,274	14.1%
Maple Ridge	2,120	4.0%	2,205	4.7%	2,309	8.7%
Port Coquitlam	2,132	5.7%	2,253	5.1%	2,368	10.8%
Delta	2,260	6.2%	2,400	3.8%	2,491	10.0%
Coquitlam	2,329	5.6%	2,460	5.1%	2,587	10.8%
Burnaby	2,281	7.3%	2,447	6.9%	2,617	14.2%
Richmond	2,205	8.0%	2,383	10.0%	2,621	18.0%
North Vancouver City	2,419	10.5%	2,674	3.1%	2,757	13.6%
North Vancouver District	2,581	4.9%	2,708	4.1%	2,820	9.0%
New Westminster	2,634	7.6%	2,835	8.1%	3,066	15.8%
Vancouver	2,685	7.9%	2,896	7.3%	3,107	15.2%
Port Moody	2,804	7.5%	3,015	8.4%	3,268	15.9%
West Vancouver	3,901	4.3%	4,071	12.0%	4,561	16.4%

Commercial Taxes

In 2017, we also surveyed taxes assessed against the Business Class 6 and a detailed report was provided to Council on July 11, 2017. One indicator that has been getting some attention these days is that of the tax multiple. A tax multiple for Business Class 6 is calculated by taking the tax rate assessed against this class and dividing it by the Residential Class tax rate. For 2017, our tax multiple was 3.27 (10.9322 Business Class 6 rate divided by 3.3412 Residential Class rate). A lower tax multiple is preferred by businesses.

Maple Ridge Business Class, Residential Class, Tax Multiple

Year	Business	Residential	Multiple
2013	12.2307	4.2833	2.86
2014	12.7314	4.4625	2.85
2015	12.3038	4.4713	2.75
2016	11.8801	4.3761	2.71
2017	10.9322	3.3412	3.27

This chart shows how our tax multiple compares to surveyed municipalities. Our multiple is sixth lowest.

Caution should be used in reaching conclusions around multiples as multiples change as a result of differential changes in property assessed values. Nonetheless if Council wanted to move towards a multiple of 2:1, this could be done by moving about $5 million in tax burden from the Commercial Class to the Residential Class. This would amount to a 8.5% increase to the Residential Class and could be phased in over a number of years. At the end of the day, our budgets are balanced and benefits to one class are at the expense of another.

Business Class Tax Multiples, Based on General Municipal Rates

Municipality	2015	2016	2017		
	Multiple	Multiple	Business Rate	Multiple	Rank
Chilliwack	2.0	2.0	9.34863	2.3	1
Langley, City	2.3	2.6	8.47240	3.0	2
Abbotsford	2.4	2.3	11.47816	3.1	3
West Vancouver	2.6	3.0	3.79620	3.1	4
Port Moody	2.9	2.7	8.08740	3.1	5
Maple Ridge	2.8	2.7	10.93220	3.3	6
Surrey	2.8	2.9	6.32140	3.3	7
Pitt Meadows	2.8	2.9	10.25440	3.4	8
Langley, Township	3.0	3.0	8.75520	3.5	9
Richmond	3.2	3.2	5.60635	3.6	10
Mission	2.9	3.0	13.56327	3.6	11
Delta	2.9	3.1	9.26814	3.8	12
Port Coquitlam	3.0	3.2	10.54470	3.9	13
North Vancouver, City	3.3	3.5	7.38566	4.1	14
New Westminster	3.5	3.6	11.33850	4.1	15
North Vancouver, District	3.5	3.9	7.07029	4.4	16
Vancouver	4.2	4.2	5.79012	4.6	17
Burnaby	4.0	4.2	7.49000	4.7	18
Coquitlam	4.2	4.5	11.81700	5.5	19

Financial Indicators

Financial indicators provide information about an entity that may be useful in assessing its financial health or comparing its financial picture with that of other municipalities. As with all statistical data, it's important to keep in mind that ratios need to be interpreted carefully. They provide information but, on their own, do not show whether the results are good or bad.

The data for the indicators shown comes from the Province's Local Government Statistics section and is compiled from reports that each municipality is required to submit to the Province. The municipalities shown are all GVRD members (the smaller villages have been excluded), with the addition of the neighbouring municipalities of Mission, Abbotsford and Chilliwack. The comparisons we have used are for the years 2014 and 2015 as 2016 information was not available at the time this report was prepared.

Here is a brief summary of the ratios presented in the tables that follow.

Percentage of Liability Servicing Limit Used

Under the Community Charter, the provincial government has set the maximum amount that can be used for principal and interest payments on debt at 25% of certain revenues. This number is referred to as the liability servicing limit. By looking at the percentage of this limit that is already committed to debt servicing, we get a picture of how much flexibility a municipality has to consider using debt financing for future projects.

Debt Per Capita

This is the total amount of debt divided by the population of each municipality. It is a widely used ratio that shows how much of a municipality's debt can be attributed to each person living in the community.

Debt servicing as a percentage of tax revenue

This was calculated by dividing the total amount committed to principal and interest payments by the total amount of tax revenue collected in the year. It shows how much of annual property taxes are required to make principal and interest payments on outstanding debt.

Total Assets to Liabilities

Comparing total assets, both financial and non-financial, to total liabilities gives an indication of the total resources available to a municipality to settle outstanding liabilities. With this ratio, it is important to keep in mind that the largest proportion of a municipality's total assets are typically the non-financial assets, mostly infrastructure and that in many cases there is no market available to sell them and realize cash to use to settle liabilities.

Financial Assets to Liabilities

Financial assets are resources such as cash or things that are readily converted to cash, for example, accounts receivable. Comparing financial assets to liabilities provides an indication of financial strength and flexibility. A ratio above 1 shows that the City has more financial resources (cash) available to it than it owes; a ratio below 1 shows that the City owes more than its financial resources.

Government Transfers to Revenues

This shows the proportion of a municipality's revenues that comes from grant funding.

Expenditures Per Capita

This shows the amount of spending in a particular year for each person living in the community and can be affected by variations in annual spending, particularly capital spending. Expenditures include annual spending for capital investment, but exclude the amortization of existing assets.

Tax Revenues Per Capita

This shows the amount of property taxes collected in a particular year for each person living in the community.

Taxes Per Capita as a Percentage of Expenditures Per Capita

This shows the proportion of annual expenditures that are paid for by property taxes, providing an indication of a municipality's reliance on revenues other than taxation.

While looking at the percentage of a municipality's liability servicing limit that has already been used provides useful information it can be impacted by decisions, such as to repay or refinance debt. For example in 2014 Mission shows 52% of the liability servicing limit in use, but then this drops to 6% in 2015. The 2015 number was impacted by a decision to repay debt in 2014.

	Percentage of Liability Servicing Limit Used		Debt Per Capita		Debt Servicing as a Percentage of Tax Revenue	
	2015	2014	2015	2014	2015	2014
Abbotsford	13%	24%	$ 470	$ 502	5%	10%
Burnaby	0%	0%	-	-	0%	0%
Chilliwack	4%	3%	63	81	2%	1%
Coquitlam	8%	19%	151	183	3%	7%
Delta	3%	2%	44	58	1%	1%
Langley (City)	0%	0%	-	-	0%	0%
Langley (Township)	12%	9%	657	717	5%	4%
Maple Ridge	15%	16%	420	466	6%	6%
Mission	6%	52%	161	180	3%	25%
New Westminster	4%	34%	909	895	3%	21%
North Vancouver (City)	1%	1%	27	33	0%	0%
North Vancouver (District)	7%	6%	545	235	3%	3%
Pitt Meadows	10%	8%	364	412	4%	3%
Port Coquitlam	6%	7%	366	382	3%	3%
Port Moody	10%	12%	363	391	4%	5%
Richmond	6%	3%	224	253	3%	1%
Surrey	16%	10%	433	479	7%	4%
Vancouver	16%	63%	1,524	1,428	8%	32%
West Vancouver	3%	4%	175	189	2%	2%
White Rock	1%	0%	735	11	0%	0%
Average*	7%	13%	380	338	3%	6%

The data shown is for 2015 vs 2014 as 2016 information is not yet available.

** in calculating the average, the Maple Ridge numbers were not included to allow us to see how we compare to the average of other reported municipalities.*

A comparison of assets to liabilities in any given year will be affected by business decisions made during the year that do not necessarily reflect a decline in the fiscal health of a municipality. For example, a decision to borrow money will increase liabilities and reduce these ratios, as seen with White Rock in 2015.

	Total Assets to Liabilities		Financial Assets to Liabilities		Gov't Transfers to Revenue	
	2015	2014	2015	2014	2015	2014
Abbotsford	9.35	9.47	1.57	1.36	0.06	0.12
Burnaby	17.38	19.29	5.68	5.91	0.04	0.04
Chilliwack	12.06	11.78	2.30	2.14	0.07	0.07
Coquitlam	14.86	14.49	2.57	2.41	0.05	0.06
Delta	10.97	10.01	2.35	2.17	0.01	0.02
Langley (City)	10.48	10.87	2.15	2.44	0.18	0.17
Langley (Township)	7.65	7.31	1.22	1.08	0.03	0.02
Maple Ridge	9.12	8.49	1.58	1.41	0.03	0.02
Mission	16.63	17.03	2.64	2.46	0.04	0.13
New Westminster	5.85	6.28	1.38	1.35	0.05	0.07
North Vancouver (City)	6.44	6.00	2.44	2.58	0.03	0.06
North Vancouver (District)	5.76	6.58	1.72	1.88	0.07	0.06
Pitt Meadows	9.31	9.34	1.52	1.33	0.02	0.02
Port Coquitlam	9.86	9.39	2.00	1.73	0.02	0.01
Port Moody	19.92	19.17	1.78	1.67	0.05	0.07
Richmond	8.73	8.76	2.88	2.83	0.05	0.06
Surrey	10.75	10.70	1.04	0.99	0.03	0.06
Vancouver	4.40	4.50	1.04	0.96	0.02	0.03
West Vancouver	6.31	6.01	1.21	1.06	0.11	0.10
White Rock	4.29	6.57	1.85	2.89	0.02	0.01
Average*	10.05	10.19	2.07	2.07	0.05	0.06

The data shown is for 2015 vs 2014 as 2016 information is not yet available.

** in calculating the average, the Maple Ridge numbers were not included to allow us to see how we compare to the average of other reported municipalities*

Expenditures per capita are affected by annual variations in spending, particularly capital spending. In years where a greater amount of tangible capital assets are acquired, expenditures per capita will be higher than in years where a lesser amount is acquired. For example, in 2014 we recorded $43 million for the acquisition of tangible capital assets and in 2015 we recorded $57.6 million.

	Expenditures Per Capita		Tax Revenue Per Capita		Tax Revenue Per Capita as a Percentage of Expenditures Per Capita	
	2015	2014	2015	2014	2015	2014
Abbotsford	$ 1,512	$ 1,417	$ 904	$ 912	60%	64%
Burnaby	1,786	1,732	1,094	1,068	61%	62%
Chilliwack	1,496	1,385	827	849	55%	61%
Coquitlam	1,786	1,916	1,037	1,044	58%	54%
Delta	2,232	2,162	1,281	1,205	57%	56%
Langley (City)	1,841	1,673	872	894	47%	53%
Langley (Township)	1,972	2,016	972	957	49%	47%
Maple Ridge	1,858	1,727	923	914	50%	53%
Mission	1,541	1,553	806	801	52%	52%
New Westminster	2,455	2,364	970	985	40%	42%
North Vancouver (City)	3,129	2,039	1,019	1,041	33%	51%
North Vancouver (District)	2,469	2,122	1,056	1,012	43%	48%
Pitt Meadows	1,409	1,676	877	896	62%	53%
Port Coquitlam	1,342	1,540	974	967	73%	63%
Port Moody	1,662	1,692	1,053	1,015	63%	60%
Richmond	2,242	2,142	983	985	44%	46%
Surrey	1,524	1,833	662	624	43%	34%
Vancouver	2,228	2,227	1,079	1,048	48%	47%
West Vancouver	3,594	3,592	1,419	1,376	39%	38%
White Rock	2,465	1,747	1,125	1,147	46%	66%
Average*	2,036	1,938	1,001	991	51%	53%

The data shown is for 2015 vs 2014 as 2016 information is not yet available.

** in calculating the average, the Maple Ridge numbers were not included to allow us to see how we compare to the average of other reported municipalities*

Conclusion

For 2018, the City expects approximately $4.6 million in new revenue. This is primarily due to property taxes; both new taxes due to additional development and increases in property taxes. The majority of the additional revenue is used to fund the cost increases for existing services, such as labour and the RCMP Contract. A portion of the property tax increase is dedicated to improve the level of infrastructure replacement, drainage infrastructure improvements and Parks & Recreation Master Plan funding.

We continue to face pressures in delivering services to a community that is growing at a brisk pace. To address this a number of incremental requests are recommended to address workload pressures that have been building. In addressing priority items, the Corporate Management Team has reallocated funding from other areas to minimize the impact to the bottom line.

Maple Ridge's Business Planning culture also ensures the business and financial acumen exists to address current community needs. A phrase that is often used to describe our Business Planning process is ensuring that we are, "Doing the right things right." This is achieved through looking at what and how we do things and revisiting these processes to ensure we are getting the most value out of the time, effort and resources invested.

This five year Financial Plan builds on the groundwork set through many years of focus on a strong Business Planning culture. Council's continued support of Business Planning and the underlying financial policies and business processes that support it are key success factors for the community. It helps ensure that we, as public servants, provide the best overall service levels possible within the constraints that exist. Council continues to recognize the value in focusing on long term Financial Planning in setting dedicated funding to be spent on infrastructure renewal ensuring that the services our citizens currently enjoy from our assets is sustainable.

Council also recognizes some areas require additional investment and continues to commit funding, from a dedicated property tax increase, to be invested in drainage and parks and recreation improvements. Funding strategies have been developed to advance investments in parks and recreation. Depending on the timing, size of investment, ongoing operating costs and level of senior government grants, the funding model can be adapted and the resulting magnitude and duration of the dedicated property tax increase will likely need to be adjusted. Council can amend the Financial Plan Bylaw at any time and once the investments and associated funding decisions have been made the Financial Plan can be amended accordingly.

In summary, this Financial Plan allows the community to move forward, while respecting the current economic times.

Recommendations for 2018-2022 Financial Plan

This past July, Council established the budget guidelines for staff to use in developing the 2018 - 2022 Financial Plan. We are pleased to report that the Financial Plan recommended to Council respects these guidelines which call for the lowest tax increases in years. We now recommend that staff be directed to prepare the 2018 - 2022 Financial Plan Bylaw, incorporating the following:

1. General Purpose Property Tax Increase – 1.90% in 2018 and 2.00% per year in 2019 through 2022.
2. Infrastructure Sustainability Property Tax Increase – 0.70% per year.
3. Parks, Recreation & Culture Property Tax Increase – 0.25% per year.
4. Parks and Recreation Facilities Tax Increase – 0.35 per year for seven years
5. Storm Water Property Tax Increase – 0.30% per year.
6. Water Levy Increase – 4.50% per year.
7. Sewer Levy Increase – 3.60% per year.
8. Recycling Levy Increase – 1.67% in 2018 and 2.75% per year in 2019 through 2022.
9. Growth in Property Tax Revenue Assumption – 2.00% per year.
10. Incremental Adjustments as outlined on page 12.
11. Provision for costs associated with growth as outlined on page 10, subject to available funding.
12. Capital Works Program totaling $62.9 million in 2018, $52 million in 2019, $26.2 million in 2020, $25.2 million in 2021 and $19.7million in 2022.
13. Cost and revenue adjustments from page 11, which reconciles the 2017 - 2021 Financial Plan with the 2018 - 2022 Financial Plan.

General Information

Public Input

Each year we invite citizens and stakeholders to provide comment on the Financial Plan. The first opportunity comes in the spring, when Council adopts guidelines that will direct staff in the preparation of the Financial Plan. The second opportunity is in November/December, when Council formally considers the proposed Financial Plan.

In addition, your comments and questions are welcome any time of year.

- e-mail, addressed to: ***budget@mapleridge.ca***
- voice mail, Budget Hotline: 604-467-7484
- in writing, addressed to:

Trevor Thompson, Manager of Financial Planning
City of Maple Ridge
11995 Haney Place
Maple Ridge, BC V2X 6A9

Get a copy of the Financial Plan on our website *www.mapleridge.ca*

Incremental Packages

2018-2022

Incremental Packages – Executive Summary

The following enhancements are recommended by the Corporate Management Team

Administration:

Human Resources: Health & Safety Associate

Additional staff support is required in the area of health and safety. This work can improve workers' safety and reduce other costs, included WSBC related costs. $75,000 is required for additional support and in the first two years of the financial plan, the costs can be covered by the WSBC premium rebates we have received.

Human Resources: External Consulting Support

External consulting services are required to assist with the recruitment of difficult-to-fill-positions, (Engineering in particular). As well, due to a relatively small HR department, our ability to offer a more complete suite of human resources programs, services and supports that an organization of our size requires is constrained. Rather than adding staff to our Human Resources Department, we are recommending a phased approach to a consulting budget for this area: $25,000 in 2018, increasing to $50,000 for 2019 and future years. Existing growth funding from Corporate & Financial Services is being used to pay for this.

Human Resources: Employee Engagement

Feedback from employees has highlighted the need for competency-building work placement opportunities. In order to do this, a budget needs to be established to fund, when required, replacement staff for those attending training. $50,000 per year is recommended to support these initiatives; $25,000 of which is contributed by growth funding from Public Works & Development Services.

Economic Development: Tourism Coordinator

Economic Development is look for $60,000 to carry out the Tourism Strategy. It is recommended that funding from an existing vacant position be directed towards this.

Corporate & Financial Services

RCMP & Security

Support services staff play a critical role in delivering the services provided by the RCMP. A Disclosure Coordinator is requested to deal with the new requirements of the courts. As well, the Superintendent is seeking support for an Executive Assistant. Both of these resources will allow police officers to dedicate more time to policing, rather than to clerical/administrative matters. A ½ time Fleet Coordinator is requested to make the current role a full position. To manage costs, we recommend that this role start half way through the year. In the life of the existing financial plan, 6 additional police officers were planned over the ensuing 5 years. This is now being reduced to 5 additional officers to pay for this additional support. In recent years, we have provided an enhanced level of private security in the downtown area, funding for which was provided through the Protective Services Reserve. We recommend that ongoing funding be provided. The favourable adjustments in the RCMP contract budget allow us to accommodate this.

Fire Department

It is important to ensure the complement of firefighters we have can provide the level of fire protection service needed in the community now and in to the future. We can start to build capacity in the Financial Plan by taking a long-term, phased approach to this important issue. The recommendation is to increase the budget for firefighters by $130,000 per year starting in 2020.

Parks, Recreation & Culture

Parks: Operations Manager

The Parks structure was amended as a result of the conclusion of the Joint Services Agreement with the City of Pitt Meadows. Implementation was monitored throughout the year and $142,000 from existing staff and growth funding has been re-allocated to address the need for a Manager of Parks Operations.

Recreation: Community Investments

In 2017, we received $25,000 in Canada 150 grants which went towards community festivals. We recommend that we include this amount in future budgets so that these festivals can continue. As well, $25,000 is being requested to support the Seniors Network. These two requests can be funded through Gaming Revenues.

Public Works & Development Services

Over the years, the demand for our Chipping Program has continued to increase so an additional $25,000 is required to keep up with this demand. We are also recommending $8,000 per year for summer pest control in the downtown. This program is offered in partnership with the Business Improvement Area. As well, with the recent weather events, we have had to replace some boulevard trees and no budget is set aside for this activity. We recommend establishing an annual allotment of $5,000 for this work. These three items totalling $38,000 are recommended to be funded from General Revenue. In addition, we are responsible for the semi-annual maintenance of a number of intersections and crosswalks. The budget needs to be increased to reflect our actual costs. Funding from TransLink is available for this activity.

If all of these incremental requests are approved, the 2018 Surplus is reduced from $161,000 to $98,000. This is relatively small adjustment, given the number of items included in the list above. This accomplishment is the result of providing for items through a reallocation of resources.

In addition to the ongoing incrementals, the following requests for one time funding are recommended:

Communications: Social Media Consulting
The work would provide an outside review our social media engagement and would be a one-time cost of $10,000.

Economic Development: Innovation Week
Funding of $15,000 will support the hosting of an innovation week modelled on successful events in other communities.

Sustainability: EV Charger Installation
Funding of $30,000 will provide for the installation of additional electric vehicle charging stations.

Sustainability: Corporate Organics Collection and Disposal
A number of years ago the City began a pilot composting program in civic facilities in the downtown area. Since the City's program was implemented, Metro Vancouver established an organics ban at all of its waste disposal facilities, requiring that organic material be removed from the regular waste stream. In order to improve the City's current program and allow time to explore options to increase the effectiveness and efficiency of the initiative one time funding of $25,000 is recommended.

Agricultural Committee: Golden Harvest
2018 will be the 10-year anniversary of the popular Golden Harvest festival and we are recommending one time funding of $6,000 to support this milestone celebration.

Heritage Committee: Conservation Master Plan
A program to establish a conservation framework for all municipal heritage assets and identify a maintenance program intended to assist in short, medium, and long-term planning of maintenance needs. This would be a one-time cost of $30,000.

Heritage Committee: Incentives Review
There is a need within the heritage initiatives of the City to review our incentive program. This would be a one-time cost of $20,000.

Environmental Advisory Committee: Communications Outreach Strategy
Protection and responsible management of the natural environment has been recognized as a high level priority, as identified in every community survey. The EAC intends to develop a number of communications action items at a one-time cost of $13,000.

Water Pump Station and Pressure Reducing Valve
Performance measures include, high quality, safety and clean drinking water. Effective pressure management to reduce stress on the water system and private properties. Avoid premature failures by preventative maintenance schedules (plan vs. unplanned maintenance hours). Operator safety when working on the utility by insuring asset maintenance is preformed to minimize failures. This would be funded through the Water Utility in the amount of $60,000.

These items, totaling $149,000, can be funded from Accumulated Surplus.

Item ($ in thousands)	2018	2019	2020	2021	2022
General Revenue Surplus	**161**	**83**	**590**	**1,055**	**1,931**
Proposed Ongoing Incremental Operating Items					
Administration					
Human Resources					
Health & Safety Associate	(75)	(75)	(75)	(75)	(75)
WCB Rebate Previously Received	75	75			
Consulting - Recruitment	(25)	(50)	(50)	(50)	(50)
CFS Existing Growth Funding	25	50	50	50	50
Employee Engagement	(50)	(50)	(50)	(50)	(50)
PW&D Existing Growth Funding	25	25	25	25	25
Economic Development					
Tourism Coordination	(60)	(60)	(60)	(60)	(60)
Existing Staff Reallocation	60	60	60	60	60
Corporate & Financial Services					
Police Services					
Executive Assistant (Shareable)	(95)	(95)	(95)	(95)	(95)
Disclosure Coordinator (Shareable)	(70)	(70)	(70)	(70)	(70)
Fleet Coordinator Part Time (Shareable)	(22)	(38)	(38)	(38)	(38)
Pitt Meadows Cost-share	36	39	39	39	39
Security (Non-shareable)	(40)	(40)	(40)	(40)	(40)
RCMP Officer & Contract Adjustments	191	204	204	204	204
Fire Department					
Additional Fire Fighter			(132)	(264)	(396)
Parks, Recreation and Culture					
Parks Operation Manager	(142)	(142)	(142)	(142)	(142)
CDPR Existing Growth Funding	92	92	92	92	92
PRC - Existing Staffing Funding	50	50	50	50	50
Festivals - Family	(25)	(25)	(25)	(25)	(25)
Seniors Network	(25)	(25)	(25)	(25)	(25)
Gaming Revenues	50	50	50	50	50
Public Works and Development					
Recycling - Brush Chipping Pickup Program	(25)	(25)	(25)	(25)	(25)
Operations - Pest Control Program	(8)	(8)	(8)	(8)	(8)
Operations - Tree Replacement Program	(5)	(5)	(5)	(5)	(5)
TransLink Traffic Intersection	(60)	(60)	(60)	(60)	(60)
TransLink Maintenance Funding	60	60	60	60	60
Subtotal General Revenue Surplus	**98**	**20**	**320**	**653**	**1,397**
Proposed One Time Operating Items funded by Accumulated Surplus					
Communications - Social Media Consultant	(10)				
Economic Dev. Committee - Innovation Week	(15)				
Sustainability - EV Charger Installation	(30)				
Sustainability - Corp. Organics Collection & Disposal	(25)				
Planning					
Committee - 10th Annual Golden Harvest Celebration	(6)				
Committee - Heritage Incentives Review	(20)				
Committee - Heritage Conservation Master Plan	(30)				
Committee - EAC Communications Outreach Strategy	(13)				
Transfer From Accumulated Surplus	149	-	-	-	-
General Revenue Surplus	**98**	**20**	**320**	**653**	**1,397**

Incremental Adjustments: Water Revenue Funds

Item ($ in thousands)	2018	2019	2020	2021	2022
Proposed Ongoing Operating Items funded by Water Revenue Fund					
Water Pump Station Maintenance	(60)	(60)	(60)	(60)	(60)
Water Revenue Funding	60	60	60	60	60

City of Maple Ridge

TO:	Her Worship Mayor Nicole Read and Members of Council	**MEETING DATE:**	November 28, 2017
		FILE NO:	
FROM:	Chief Administrative Officer	**MEETING:**	Council

SUBJECT: New Public Art Location Recommendations

EXECUTIVE SUMMARY:

The Public Art Steering Committee (PASC) is forwarding a recommendation for the location of two new opportunities for public art in 2017-2018 which best fit the criteria. The Committee's proposal is to integrate new public artwork in two of the upcoming facility renovation projects, specifically the Maple Ridge Leisure Centre and the Merkley Park/Karina LeBlanc Field, a Canada 150 project.

RECOMMENDATION:

That the Maple Ridge Leisure Centre and the Merkley Park/Karina LeBlanc Field be approved as the locations for two new public art commissions.

DISCUSSION:

a) **Background Context:**

The Maple Ridge Public Art program was officially started in 2009 and since then a number of projects have been completed under the policy and program. The PASC's mission is to "strengthen community identity and culture by developing the 'spirit of place' through the commissioning, collecting and incorporation of unique works of art."

The proposed locations were chosen from: new opportunities that arose with the planned renovations to the Leisure Centre lobby and pool area and the new synthetic field at Merkley Park/Karina LeBlanc Field, through the Government of Canada's sesquicentennial program and Park's Infrastructure program. The Committee would like to respond to these new opportunities to fulfill its mission, create a greater sense of place and provide a chance to contribute something unique to the proposed locations.

In addition to the goals and objectives stated in the policy, the committee developed site selection criteria for the proposed commissions which may 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
- selected artwork installations are responsive to the site and benefit the larger community.

Furthermore, the proposed locations include opportunities for youth engagement and artwork that will enhance Merkley Park/Karina LeBlanc Field and urban design and an opportunity to recognize places of special heritage/community significance at the Leisure Centre.

b) **Desired Outcome:**
A creative and innovative public art program that contributes to a greater sense of community, pride and cultural identity, enhances local economic benefits, attracts tourists and participants, develops volunteerism and improves quality of life that attracts and retains existing and new residents and businesses.

c) **Strategic Alignment:**
As per the Parks, Recreation and Cultural Master Plan (2010) and Official Community Plan, increasing the number, variety and scale of public artworks will contribute towards place-making and quality of life for citizens and newcomers and building a community with rich arts and culture opportunities.

d) **Business Plan/Financial Implications:**
The proposed locations align with the Committee's business plan goals and the funding is included in the allotment of the 2017-2021 approved financial plans.

e) **Policy Implications:**
The existing public art policy and five year strategic framework guide the public art planning, selection and installation. The framework emphasizes flexibility and responsiveness to future opportunities that may arise from time to time. The Leisure Centre and Merkley Park/Karina LeBlanc Field locations are examples of new opportunities the Committee has considered with respect to the criteria in the policy and framework.

CONCLUSIONS:
Approving the proposed two locations for integrated public artwork is recommended and is within the funding envelope identified within the 2017-2021 approved financial plans. Public art will contribute to the culture and character of a place and to making communities more welcoming and livable.

"Original signed by Yvonne Chui"

Prepared by: Yvonne Chui, Arts and Community Connections Manager

"Original signed by Wendy McCormick"

Reviewed by: Wendy McCormick, 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

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