

***COUNCIL WORKSHOP AGENDA  
January 9, 2018  
6:00 p.m.  
Blaney Room, 1<sup>st</sup> Floor, City Hall***

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

**1. *ADOPTION OF THE AGENDA***

**2. *ADOPTION OF MINUTES***

**2.1 Minutes of the December 12, 2017 Special Council Workshop Meeting**

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

**4. *MAYOR AND COUNCILLORS' REPORTS***

**5. *UNFINISHED AND NEW BUSINESS***

**5.1 Mobility Pricing**

**5.1.1 Mobility Pricing Independent Commission**

Staff report dated January 9, 2018 providing information on mobility pricing and the Mobility Pricing Independent Commission established by the Mayors' Council and TransLink.

**5.1.2 Presentation by the Mobility Pricing Independent Commission**

- Daniel Firth, Executive Director, Mobility Pricing Independent Commission
- Vincent Gonslaves, Communications and Engagement, Mobility Pricing Independent Commission Staff

**Note:** Items 5.2 and 5.3 were deferred at November 21, 2017 Council Workshop Meeting

**5.2 Business Plan Presentation – Engineering Department**

Staff report dated November 21, 2017 providing the Engineering Department 2018-2022 Business Plan

**5.3 Active Transportation Advisory Committee/ Bicycling on Sidewalks and Speed Limits in Town Centre**

Staff report dated November 21, 2017 recommending amendments to Highway and Traffic Bylaw No. 6704-2009 and the reduction of the speed limit on 224 Street from Lougheed Highway to Dewdney Trunk Road.

**5.4 Zoning Restrictions for Cannabis Sales**

Staff report dated January 9, 2018 recommending that a Zoning Bylaw amendment to prohibit the sale of cannabis in any zone be prepared.

**6. *CORRESPONDENCE***

**6.1 Upcoming Events**

Date: January 17, 2018      RBC Dominion Securities Open House – 11980 227 Street,  
Time: 3:30 p.m.              Maple Ridge (above Meridian Farm Market)  
Organizer: RBC Dominion Securities

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

Links to member associations:

- Union of British Columbia Municipalities (“UBCM”) Newsletter *The Compass*
  - <http://www.ubcm.ca/EN/main/resources/past-issues-compass/2016-archive.html>
- Lower Mainland Local Government Association (“LMLGA”)
  - <http://www.lmlga.ca/>
- Federation of Canadian Municipalities (“FCM”)
  - <https://www.fcm.ca/>

8. ***MATTERS DEEMED EXPEDIENT***

9. ***ADJOURNMENT***

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

***SPECIAL COUNCIL WORKSHOP MINUTES***

December 12, 2017

The Minutes of the Special Council Workshop Meeting held on December 12, 2017 at 6:05 p.m. in the Blaney Room of City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

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***PRESENT***

*Elected Officials*

Mayor N. Read  
Councillor C. Bell  
Councillor K. Duncan  
Councillor B. Masse  
Councillor G Robson  
Councillor C. Speirs

*Appointed Staff*

P. Gill, Chief Administrative Officer  
K. Swift, General Manager of Parks, Recreation & Culture  
F. Quinn, General Manager Public Works and Development Services  
C. Nolan, Interim Director of Finance  
L. Darcus, Manager of Legislative Services

*Other Staff as Required*

***ABSENT***

Councillor T. Shymkiw

C. Carter, Director of Planning  
B. Elliott, Manager of Community Planning  
L. Benson, Manager of Sustainability and Corporate Planning

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

Note: Councillor Duncan was not in attendance at the start of the meeting.

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

R/2017-627

It was moved and seconded

**That the agenda of the December 12, 2017 Special Council Workshop Meeting be amended to add Item 5.5 Union of British Columbia Municipalities Resolutions to be sent to the Federation of Canadian Municipalities and be approved as amended.**

CARRIED

2. ***MINUTES***

2.1 **Minutes of the Council Workshop Meeting of November 21, 2017 and the Special Council Meeting of November 28, 2017**

R/2017-628

It was moved and seconded

**That the minutes of the Council Workshop Meeting of November 21, 2017 and the Special Council Meeting of November 28, 2017 be adopted as circulated.**

CARRIED

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

4 ***MAYOR'S AND COUNCILLORS' REPORTS***

Mayor Read advised that TransLink's Mayors Council has a new Chair - Derek Corrigan (Burnaby) and Vice-Chair – Richard Walton (District of North Vancouver).

5. ***UNFINISHED AND NEW BUSINESS***

5.1 **City-Wide Community Amenity Contribution Program Update**

Staff report dated December 12, 2017 recommending that proposed changes to the City-Wide Community Amenity Contribution Program policy be received as information, that feedback be obtained from the Urban Development Institute and the Greater Vancouver Home Builders Association and that a Reserve Fund Bylaw to establish an Affordable and Special Needs Housing Reserve Fund be prepared.

The General Manager, Public Works and Development Services introduced the topic. The Manager of Community Planning then presented a PowerPoint presentation covering the following:

- Background: rates set in March 2016
- Community Amenity Contributions ("CAC") Updates:
  - number of applications and contributions;
  - positive response from development community, considered a success
- Proposed CAC Directions:
  - exempt duplex and triplex currently, recommendation to exempt fourplex and courtyard residential be exempt
  - consideration for CACs in town centre

- Housing Reserve Fund (apply CACs partially to fund)
- Market and Financial Analysis
- Initial Industrial Response – mixed support for applying to City centre
- Next Steps
  - Draft Policy to UDI/GVHBA Development Liaison Committee
  - Affordable and Special Needs Housing Reserve Fund Bylaw
- Summary

#### 5.1.1

##### MAIN MOTION

R/2017-629

It was moved and seconded

- 1) That the proposed changes to the City-Wide Community Amenity Contribution Program Policy 6.31, as outlined in the report titled “City-Wide Community Amenity Contribution Program Update” dated December 12, 2017, be received as information;
- 2) That feedback be obtained from the Urban Development Institute and the Greater Vancouver Home Builders Association on draft Council Policy 6.31, to be summarized in a future report;
- 3) That a Reserve Fund Bylaw to establish an Affordable and Special Needs Housing Reserve Fund be prepared.

Note: Councillor Duncan joined the meeting at 6:46 p.m.

#### 5.1.2

R/2017-630

It was moved and seconded

**That Policy No. 6.31 be amended to remove the exemption for the properties in the Town Centre Area Plan boundaries entirely.**

CARRIED

#### 5.1.3

R/2017-631

It was moved and seconded

**That Policy No. 6.31 be amended to add the following:**

**That units created beyond the original lot through subdivision for duplexes, triplexes or fourplexes be charged Community Amenity Fees.**

CARRIED

5.1.4

R/2017-632

It was moved and seconded

**That Policy No. 6.31 be amended to add the following:**

**That a single family residential lot if divided then only the resulting lot or lots (not the original lot) be charged the Community Amenity Fees.**

CARRIED

5.1.5

AMENDMENTS TO MAIN MOTION

R/2017-633

It was moved and seconded

**That Item 1) of the main motion be replaced with:**

**That the City-Wide Community Amenity Contribution Program Policy 6.31, as outlined in the report titled “City-Wide Community Amenity Contribution Program Update” dated December 12, 2017 be adopted as amended and implemented immediately; and**

**That item 2) of the main motion be removed.**

AMENDMENT CARRIED

MAIN MOTION AS AMENDED CARRIED

5.2 Youth Strategy Implementation Schedule

Staff report dated December 12, 2017 recommending that staff work with the Maple Ridge Pitt Meadows Katzie Community Network to develop Terms of Reference for a Planning Table to oversee development of a draft implementation schedule for the Youth Strategy.

R/2017-634

It was moved and seconded

**That staff be directed to work with the Maple Ridge Pitt Meadows Katzie Community Network to develop Terms of Reference for a Planning Table to oversee development of a draft implementation schedule for the Youth Strategy for Council’s consideration.**

CARRIED

Councillor Robson - OPPOSED

**5.3 Municipal Advisory Committee on Accessibility and Inclusiveness (“MACAI”) Recommendations for an Age-friendly Sub-committee and Terms of Reference**

Staff report dated December 12, 2017 recommending that the Maple Ridge Pitt Meadows Katzie Age-Friendly Initiative sub-committee be endorsed as a sub-committee of the Municipal Advisory Committee on Accessibility and Inclusiveness based on draft Terms of Reference.

R/2017-635

It was moved and seconded

**That the Maple Ridge Pitt Meadows Katzie Age-friendly Initiative sub-committee be endorsed as a sub-committee of the Municipal Advisory Committee on Accessibility and Inclusiveness based on the attached draft Terms of Reference and, that this structure be reviewed after a period of three years.**

Note: Councillor Robson left the meeting at 8:05 p.m. He did not vote on the motion.

CARRIED

**5.4 Community Safety Plan Approach**

Staff report dated December 12, 2017 recommending that staff develop a Community Safety Plan in consultation with community partners and stakeholders and that funding for stakeholder meetings be approved from existing budget allocations.

R/2017-636

It was moved and seconded

**That staff be directed to develop a Community Safety Plan in consultation with community partners and stakeholders, based on the approach and timelines outlined in the report “Community Safety Plan Approach” dated December 4, 2017; and further**

**That \$10,000 for stakeholder meetings be approved from existing budget allocations.**

R/2017-637

It was moved and seconded

**That the staff report dated December 12, 2017 titled “Community Safety Plan Approach” be referred back to staff to provide more detailed information.**

CARRIED

Councillor Speirs - OPPOSED



**5.5 Union of British Columbia Municipalities (“UBCM”) Resolutions to be sent to the Federation of Canadian Municipalities (“FCM”)**

The Manager of Legislative Services explained the process of UBCM resolutions being forwarded to FCM. She advised that FCM will consider UBCM resolutions which fall under the jurisdiction of the Federal Government. Staff will follow up with Council via email to determine which of the Maple Ridge UBCM resolutions will be forwarded to FCM and whether Council may submit a resolution directly to FCM.

6. ***CORRESPONDENCE*** – Nil

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

8. ***MATTERS DEEMED EXPEDIENT*** – Nil

9. ***ADJOURNMENT*** – 8:40 p.m.

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N. Read, Mayor

Certified Correct

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L. Darcus, Corporate Officer

## 5.1 Mobility Pricing

## City of Maple Ridge

<b>TO:</b>	Her Worship Mayor Nicole Read and Members of Council	<b>MEETING DATE:</b>	January 9, 2018
<b>FROM:</b>	Chief Administrative Officer	<b>FILE NO:</b>	01-0230-20
		<b>MEETING:</b>	Workshop
<b>SUBJECT:</b>	Mobility Pricing Independent Commission		

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### EXECUTIVE SUMMARY:

The 10-Year Vision for Metro Vancouver Transportation developed and approved by the Mayors' Council outlines an expansive and wide-ranging phased suite of projects and programs. Phase One is funded and underway, which for Maple Ridge consists of the expansion of the existing bus and HandyDART service including new routes into Silver Valley, additional capacity on the West Coast Express as well as a new B-Line transit service to Coquitlam Centre. Additional funding sources are proposed to fund the entire Vision plan including a range of fees that may be charged for using transportation services such as transit fares, tolls, road usage charges as well as other levies for services pertaining to the movement of people and goods throughout the Region.

The Mayors' Council and TransLink have established a Mobility Pricing Independent Commission (MPIC), tasked with researching and developing recommendations on pricing regional mobility services in Metro Vancouver based upon three objectives: manage congestion; promote fairness and support investment in the transportation system.

MPIC undertook a research and public engagement project in the fall of 2017 to study how decongestion charging could be applied in Metro Vancouver and have issued a report outlining their progress.

In 2011, TransLink undertook a regional trip diary survey, a combination of online and mail-out questionnaires to obtain information on 24-hour weekday travel from a random sample of residents throughout Metro Vancouver and over 21,000 households participated. TransLink is in the process of updating the data through a new survey but it is not available at this time.

Further, in 2015 Metro Vancouver undertook a Housing and Transportation Cost Burden Study to consider housing affordability in the Region that links housing costs with quantified transportation costs in an effort to present a more complete vision of affordability for households.

The body of this report includes links to each of the documents noted above for Council's perusal.

Commission staff will be presenting information at the Workshop on their activities as well as next steps.

### RECOMMENDATION:

**This report is for information only.**

## DISCUSSION:

### a) Background Context:

The 10-Year Vision for Metro Vancouver Transportation was developed and approved by the Mayors' Council and outlines an expansive and wide-ranging suite of projects and programs in separate phases. Phase One is funded and underway, which for Maple Ridge includes the expansion of the existing bus and HandyDART service including new routes into Silver Valley, additional capacity on the West Coast Express as well as a new B-Line transit service to Coquitlam Centre. Additional funding sources are proposed to fund the entire Vision plan and that includes a range of fees that may be charged for using transportation services such as transit fares, tolls, road usage charges as well as other levies for services pertaining to the movement of people and goods throughout the Region.

The Mayors' Council and TransLink have established a Mobility Pricing Independent Commission (MPIC), tasked with researching and developing recommendations on pricing regional mobility services in Metro Vancouver based upon three objectives: manage congestion; promote fairness and support investment in the transportation system. A link to the MPIC Terms of Reference is attached for perusal:

[http://www.mobilitypricing.ca/uploads/1/0/6/9/106921821/2017-06-30\\_-\\_mpic\\_terms\\_of\\_reference.pdf](http://www.mobilitypricing.ca/uploads/1/0/6/9/106921821/2017-06-30_-_mpic_terms_of_reference.pdf)

MPIC undertook a research and public engagement project in the fall of 2017 to study how decongestion charging could be applied in Metro Vancouver, and a link to their report is attached:

[https://www.itstimemv.ca/uploads/1/0/6/9/106921821/its\\_time\\_e1\\_summary\\_report\\_-\\_moving\\_around\\_metro\\_vancouver\\_-\\_final\\_oct\\_24.pdf](https://www.itstimemv.ca/uploads/1/0/6/9/106921821/its_time_e1_summary_report_-_moving_around_metro_vancouver_-_final_oct_24.pdf)

In 2011, TransLink undertook a regional trip diary survey, a combination of online and mail-out questionnaires to obtain information on 24 hour weekday travel from a random sample of residents throughout Metro Vancouver and over 21,000 households participated. TransLink is in the process of updating the data through a new survey but it is not available at this time. A copy of the 2011 study is attached for reference:

[https://www.Translink.ca/-/media/Documents/customer\\_info/translink\\_listens/customer\\_surveys/trip\\_diaries/2011-Metro-Vancouver-Regional-Trip-Diary-Analysis-Report.pdf](https://www.Translink.ca/-/media/Documents/customer_info/translink_listens/customer_surveys/trip_diaries/2011-Metro-Vancouver-Regional-Trip-Diary-Analysis-Report.pdf)

In 2015 Metro Vancouver undertook a Housing and Transportation Cost Burden Study to consider housing affordability in the Region that links housing costs with quantified transportation costs in an effort to present a more complete vision of affordability for households. A link to the Metro Vancouver study is attached:

<http://www.metrovancouver.org/services/regional-planning/PlanningPublications/HousingAndTransportCostBurdenReport2015.pdf>

## CONCLUSIONS:

The 10-Year Vision for Metro Vancouver Transportation developed and approved by the Mayors' Council outlines an expansive and wide-ranging phased suite of projects and programs, all of which require substantial funding on an ongoing basis. The Mobility Pricing Independent Commission has been tasked with developing recommendations on pricing regional mobility services in Metro Vancouver in order to improve fairness, improve system efficiency by managing congestion and improving travel reliability, as well as support continued investment in the regional transportation system through new revenues.

"Original signed by David Pollock"

*Prepared 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**

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer  
**MEETING DATE:** November 21, 2017  
**MEETING:** Workshop  
**SUBJECT:** Annual Update: Engineering Department

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**EXECUTIVE SUMMARY:**

In recognition of the fact that 2018 is the last year of the current Council term and Council has heard from all the departments a number of times, a schedule for receiving business and financial plan presentations over the next several months was adopted by Council on October 24, 2017.

The attachment to this report is the Engineering Department's 2018-2022 business plan. David Pollock, Municipal Engineer, will provide a short presentation and will then answer any questions Council may have.

**RECOMMENDATION:**

Received for information only

"Original signed by David Pollock"

*Prepared 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**

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City of Maple Ridge  
*Public Works & Development Services – Engineering*  
Business Plan 2018 – 2022

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**Departmental Overview**

The Engineering Department is committed to ensuring that the residents of the City of Maple Ridge can rely upon high quality infrastructure services including drinking water, sanitary sewage collection, rain water collection and discharge as well as an efficient multi-modal transportation network.

Various initiatives and programs are developed and implemented to construct municipal infrastructure in support of ongoing growth throughout the City as well as ensuring the existing infrastructure elements are effectively operated and maintained through their complete life cycle. The foundation for the management of municipal infrastructure is a suite of coordinated Master Plans that cover all infrastructure components.

Capital project definitions, along with appropriate funding sources are developed for consideration in the City's Financial Plan. Staff in the Design and Construction Section oversee projects through conception, design, tendering, construction and administration for roads, sewers, drainage and water works.

Infrastructure Development Engineering staff review land development applications for compliance with the City's Design Criteria standards and identify the scope of infrastructure servicing required in support of each project. City inspectors review the works constructed by private contractors to ensure conformance with the City's construction standards and remedy any deficiencies.

The water distribution and sewage collection systems are complex and regularly monitored to ensure optimal performance. Computer models assist in system planning for future growth as well as evaluating the performance of infrastructure in the built environment. For water, the City monitors not only the quantity, but also the quality of water delivered to residents, collecting weekly from over 40 locations across the City for lab analysis.

The management of all engineering record drawings and data is handled by the Geomatics Section of the department.

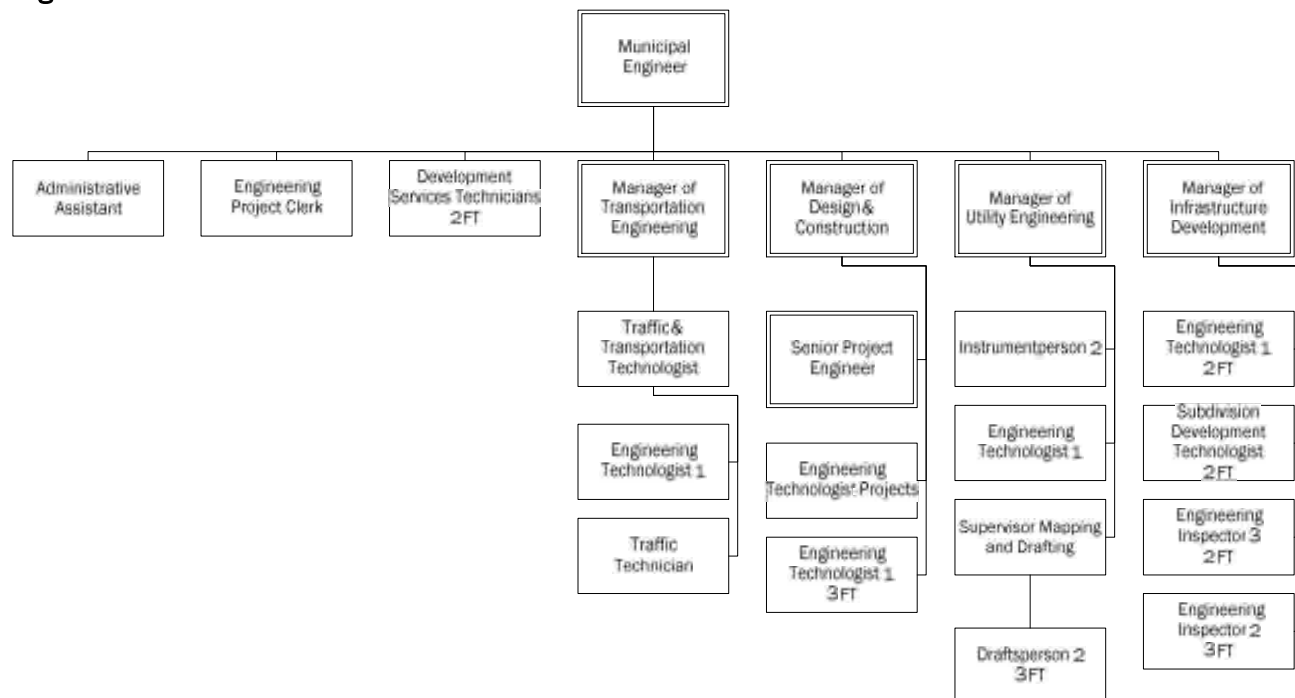
The management of the overall transportation system includes consideration of all travel modes – walking, cycling, transit as well as vehicles. Rapid growth throughout the City, especially where developments occur in a non-linear manner often provides challenges, notably for connectivity of sidewalks and bicycle facilities. The Transportation Section deals with over 400 service requests each year on traffic issues. Requests for neighbourhood traffic calming are evaluated by the Transportation Section and staff work with the RCMP and ICBC on a number of safety initiatives.

The City's ability to respond to large-scale emergency or disaster situations is critical and the Engineering Department plays a significant role within the City's Emergency Operations Centre, providing professional expertise and advice on a large range of hazard mitigation and risk management issues.

The Engineering Department works in close cooperation with other departments within the City and staff also provide information and technical expertise to internal City committees as well as a number of external regional organizations such as TransLink and Metro Vancouver.

The total expenditure budget for this department is \$2,246,000.

## Organization Chart



**Full-Time Equivalent Staff = 32**

### Strategic Alignment

- Ensuring that the residents of the City of Maple Ridge can rely upon the provision of high-quality infrastructure including drinking water, sanitary sewage collection, rain water collection and discharge as well as roads is of prime importance for the Engineering Department. The development and implementation of coordinated infrastructure planning master studies and initiatives ensure that as Maple Ridge continues to grow, the appropriate municipal services are in place or identified for future construction. That same growth provides challenges, especially in the area of streets and sidewalks as developments may not occur in a contiguous manner, thereby creating gaps in the street network.
- The development of a true multi-modal transportation network is not only desirable; it is a requirement if the City is to create a discernible shift away from the reliance upon the single-occupancy vehicle. Council's commitment to this matter is reflected in the creation of annual programs to provide enhanced facilities for cyclists and pedestrians as well as advocating for additional transit services, local locally and inter-regionally.

### Business Perspective/Environmental Scan

- The City owns, operates and maintains a wide array of infrastructure assets valued at approximately one billion dollars. The expectation is that the assets will function effectively for many years but all infrastructure has a finite service life. The challenge for the City, as for other municipalities is the maintenance and replacement of infrastructure that comes into municipal ownership through development and capital construction. The city needs to manage all assets in a cost-effective manner over their life cycle and plan for their replacement. The City has recently adopted an Asset Management Policy and is commencing an organization-wide Asset Management Strategy project.
- The securing of funding from senior agencies to complete major projects is vitally important to ensure that those projects occur in a timely manner - the extension of Abernethy Way; the buildout of 232 Street in Silver Valley; the completion of the redevelopment of Lougheed Highway from 224 Street to 226 Street; the overpass to improve access to the Albion Industrial Area; the 240 Street crossing to Silver Valley); upgrading the 225 Street Sewage Pump Station.



### **Business Perspective/Environmental Scan – cont'd**

- Public engagement is a critical component for all infrastructure construction. The scope and nature of consultation process may vary depending upon the specific project or initiative but the Engineering Department will continue to build on previous successful public consultation processes to ensure residents are engaged and informed. Recent examples include the reconstruction of 203 Street north of Dewdney Trunk Road, the 232 Street Road Improvements from 132 Avenue to Silver Valley Road as well as the significant traffic calming initiatives underway on 123 Avenue and River Road. Public consultation may include regular Open Houses throughout the development of a project, or the formation of a neighbourhood advisory committee as employed in the traffic calming initiatives.

### **Ongoing Deliverables**

#### **Infrastructure Development Engineering**

- Provide clarification on engineering-related development issues as a result of public inquiries
- Liaise with Planning Department on long-range and community planning issues and provide input on infrastructure services requirements or constraints
- Process development applications, land use inquiries and servicing design reviews
- Resolution of ongoing development-related issues during design and construction
- Provide field inspection prior to acceptance of off-site developer-constructed municipal services
- Coordination of external utility companies within municipal boundaries
- Evaluation of Local Area Service inquiries
- Updates to development processes
- Provide guidance to staff at weekly meetings related to development proposals

#### **Utility Engineering**

- In collaboration with Operations, ensure that the potable water distributed to residents in the City is in accordance with established public health standards and the Drinking Water Management Plan
- Collaborate with Operations to manage the sewage collection system in accordance with the goals of the Integrated Liquid Waste and Resource Management Plan
- Develop master plans for drinking water, sewage and drainage infrastructure
- Conduct investigations and preliminary project planning to confirm need and scope of projects flagged in high-level planning studies
- Collaborate with Operations to assess the condition of public infrastructure and develop replacement/rehabilitation plans
- Maintain infrastructure records, maps, aerial photos and topographic information; provide survey and drafting services; communicate infrastructure data to customers
- Develop emergency response plans

#### **Traffic and Transportation Engineering**

- Improve the current transportation network to incorporate all modes of transportation through provision **of bike facilities, sidewalks and road improvements**
- Undertake annual intersection performance reviews
- Support the City's Active Transportation Committee.
- Review of traffic calming requests including data collection, review and development of traffic calming plans as required

- Review of requests for activities within municipal roadways and issuance of Highway Use Permits

#### **Traffic and Transportation Engineering – cont'd**

- Liaison with school Parent Advisory Committees (PACs) and resident groups
- Participation on TransLink regional committees
- Participate with ICBC Road Improvement Program and safety awareness
- Support TransLink Travel Smart Program
- Engage with CP Rail and Transport Canada to ensure safe and efficient rail crossings
- Investigate and evaluate Action Requests and respond accordingly with a plan of action
- Manage and report out traffic counts and classifications
- Evaluate and accept requests for road closures and detours
- Support special events and filming activities within our roadway through a permitting process
- Support and provide guidance to other internal departments on traffic related issues
- Manage and evaluate street lighting program

#### **Design and Construction Engineering**

- Develop a business case/project justification document(s) for newly identified capital projects that includes a concise scope of work and current budget estimates
- Review the long term Capital Plan to ensure projects are adequately scoped and that the timing is appropriate. Any identified redundant projects will be recommended to be eliminated and replaced with new projects that support the City's long term goals and are in alignment with current infrastructure master plans for water, sewer and transportation
- Ensure the completion of the annual Capital Program on schedule and within established approved budgets
- The Design and Construction Section works collaboratively with the Operations Department to develop project scope, designs, and budgets in support of the annual water main replacement program, drainage upgrade program, culvert replacement program and sewage system rehabilitation program. The project evaluation considers long term master plans as well as main break history and the remaining life of the infrastructure. The Design and Construction Section and Operations also work closely to coordinate work plans to complete utility system relocations, tie-ins or repairs on City capital projects.
- The Operations Department undertakes a significant amount of paving annually and the Design and Construction Section liaises with Operations to identify any Infrastructure renewal projects that should be completed ahead of major roadway resurfacing projects.
- Liaison with the Parks Department to insure that any new construction incorporates review of requirements for any street trees, landscaping, and irrigation systems along with maintenance schedules.
- The Design and Construction Section undertakes the design and construction of over 40 projects each year that range in size and complexity. Staff prepare and evaluate requests for proposals, select consultants, provide project management through the design phase, issue and evaluate construction tenders and deliver contract administration expertise through construction, including financial control.

## Found Milestones

Action Item	Status or Outcome	Origin: Council Resolution, Operational Adaptation
Mobility Pricing: participate in Staff Working Group to support Regional Steering Mobility Pricing Committee	In progress	Operational Adaption
Develop plans to provide residents with drinking water in a post-disaster scenario where the Metro Vancouver supply is out of service	In progress	Operational Adaptation
Telus Small Cell and FTTP – evaluation of third-party agreement and implications for City	In Progress	Operational Adaption
Review of utility servicing requirements for North-East Albion to facilitate development	In Progress	Operational Adaption
Liaison with Metro Vancouver on development of options to address capacity constraints in regional system	In Progress	Operational Adaption
Safety Audit of 121 Ave & 214 St intersection following pedestrian accident. Analysis, liaison with SD42 and residents, construct improvements	Complete	Operational Adaption
Develop a multi-year Inflow and Infiltration reduction strategy	In progress	Operational Adaptation

## Prior Years' Deliverables

Action Item	Status or Outcome	% Complete (and ETA if not 100%)
Develop and submit a corporate asset management policy to CMT	Complete	100%
Complete a file management update that incorporates improvements to Amanda, the LaserFiche system and manual checklists	Process Review is 90% complete, next step is to develop and implement solutions to the recommendations	75% Q2 2018
Oversee the development of Integrated Stormwater Management Plans for the South Alouette and Kanaka Watersheds	This is a multi-year project that entails significant data collection and consultation.	75% Q3 2018
Update Building Permit processes in Amanda and Laserfiche	Building Permit Process has been adjusted internally through Laserfiche, groundwork for Amanda update is complete and ready for implementation	75% Q1 2018
Update Works and Services Agreement template	In progress	60% Q1 2018
Expand Engineering Development webpage	Working through information bulletins to add to website	80% Q4 2017
Construction Drawing Intake and	Undertaking scope discussion	30%

Action Item	Status or Outcome	% Complete (and ETA if not 100%)
Processing Review in order to improve the efficiency with which infrastructure construction drawings are tracked, delivered and processed		Q2 2018
Complete Integrated Stormwater Management Plans for Kanaka and South Alouette Watersheds	This is a multi-year project that entails significant data collection and consultation	75% Q3 2018
Review need and scope of infrastructure improvement projects identified in high-level master plans	Transportation Plan – 100%; Water Master Plan – 100%; %; Sanitary Master Plan – 100%; % (while marked at 100%, this is an ongoing item)	100%
Review cost/benefits of universal metering of drinking water	On hold, awaiting outcome of Metro Vancouver universal metering review	0% Q3 2018
Develop Strategic Framework for Asset Management	RFP in preparation for issuance in September 2017. Held until policy approved	5% Q4 2017
Review existing Maple Ridge Dyking District Agreement with Pitt Meadows and identify any required revisions	In progress. A consultant is reviewing the existing agreement, liaising with both Maple Ridge and Pitt Meadows staff on expectations, recent studies in each municipality	25% Q2 2018
Review and implement pedestrian crossing safety measures at existing multi-lane crosswalks as needed	Complete	100%
Review procurement process	Working with the Manager of Procurement	20% Q4 2017
Integrate mobile workstations for Field Inspections	Complete	100%
Update the Electronic Inspection Forms and AMANDA processes	In progress	80% Q1 2018
Create process for authorizing Encroachment Agreements	In progress	25% Q2 2018
Review Driveway Access and prepare policy	In progress	50% Q2 2018
Update Engineering Design and Construction Documents	In progress	75% Q4 2017
Support testing of AMANDA upgrade	Complete	100%
Develop 100 Year Rehabilitation & Replacement Forecast for Water and Sewer System	In progress	0% Q1 2018
Provide drinking water system fire flow information for fire suppression system designers	To be combined with another project	0% Q3 2018
Monitor sewage flows and pipe conditions through CCTV inspections	Complete and ongoing	100%
Create sewage system emergency response plan	In progress	5% Q1 2018

Action Item	Status or Outcome	% Complete (and ETA if not 100%)
Develop detailed Silver Valley drinking water system reconfiguration and expansion plans	Complete	100%
Update growth areas components of sewage and drinking water models for use in reviewing development proposals	In progress	75% Q4 2017
Oversee the development of Integrated Stormwater Management Plans for the North Alouette, Blaney Bog and Fraser River watersheds	In progress	50% Q3 2018
Evaluate and test pedestrian detection hardware and software at the intersection of 224 Street and 121 Avenue. Detection is to extend red time for vehicles stop for slow pedestrian crossing.	Design evaluation complete. Software evaluation in progress with field testing to come	80% Q4 2017
Provide safe cycling training to our young residents at 4 elementary schools.	Complete	100%
Liaise with Ministry of Transportation and Infrastructure to finalize the phasing of improvements along the Haney Bypass and secure appropriate provincial funding	Complete	100%
Complete Rapid Bus Study along Lougheed Hwy Corridor	Project being completed by TransLink	15% Q2 2018
Work with IT Department to implement the appropriate components of the Mayors Open Government Task Force	In progress	60% Q1 2018
Early project review to determine driveway impacts and trespasses into City right-of-ways. Followed up with notification to property owners	In progress and ongoing	100%
Review current project definition documentation and revise as appropriate	In progress and ongoing	100%

**New Deliverables for 2018** (*highlights only*) – Any incomplete items from prior years may also form part of the 2018 workplan.

Action Item	Lead	ETA
Further to recommendations of the Drinking Water Master Plan, assess the feasibility and cost-effectiveness of options for increasing available fire flows at key locations	Mgr Util Eng	Q3
Determine the flow rates available at fire hydrants and have the hydrants color-coded accordingly	Mgr Util Eng	Q4
Working with Operations and Emergency Operations Centre staff, plan and develop a post-disaster drinking water source for residents.	Mgr Util Eng	Q4
Implement the sanitary sewer Inflow and Infiltration reduction strategy	Mgr Util Eng	Q4

Action Item	Lead	ETA
Develop a multi-year schedule for sanitary sewer pump station capacity upgrades	Mgr Util Eng	Q2
Migrate the City's Geomatics system and maps to the new national vertical datum	Drafting Supervisor	Q1
Assess Diking District 13 pump capacity requirements versus projected rainwater runoff rates and to determine when/whether the pump station capacity should be upgraded	Mgr Util Eng	Q4
Prepare implantation plan for Fraser River Escarpment Gap analysis	Mgr Inf Dev	Q1
Update Website documents for engineering application process	Mgr Infr Dev	Q4
2018 Update to Engineering Design and Construction Documents	Mgr Infr Dev	Q4
Work with IT to facilitate the development and expansion of a fibre optic network in conjunction with the Capital Program	Mgr D&C	Q1
Evaluate technologies to provide bicycle count data program	Mun Eng	Q3
Review expansion of dining patios and parkettes in the Town Centre, developing policy and permit guidelines	Mun Eng	Q2
Parking and circulation review in Town Centre – evaluate current road circulation and on-street parking configurations and consider options for consideration to improve circulation and parking	Mun Eng	Q3
Speed Reduction Program along with with RCMP Traffic Division – determination of problem locations and coordinated program to educate and enforce speed limits	Mun Eng	Q3
Translink = Initiatives – Mobility Pricing, planning for B-Line rapid transit and development of Area Transit Plan.	Mun Eng	Q4
Develop City-wide Asset Management Strategy, utilizing all municipal departments	Mun Eng	Q4

### ***Measures/Outcomes***

- Review variances in when projects are first included in the Capital Plan and when the project actually proceeds. Determine if it is financial constraints, external influences / regulatory bodies, development impacts. Develop a report that identifies which projects are off schedule, determine the cause and propose a new schedule to insure project delivery. Identify if the delay is a constraint in available staff resources.
- Evaluate budgeted project contingencies to actual final expenditures to determine if practice of 10% contract contingency is appropriate, and influences that may impact the level of contingencies – complexity, external requirements. Develop recommendations about contract contingencies.
- Assess options to increase water system capacity at key locations and develop plans to ensure adequate system performance in accordance with established design standards.
- Work with the Operations Department and Fire Department to evaluate the available flow rates from fire hydrants across the water distribution system and develop a coding system for hydrants based on these available flow rates.
- Develop a post-disaster drinking water source for residents to address the possibility of the Metro Vancouver water supply being interrupted due to an emergency such as an earthquake.
- Review of specific sanitary sewer catchments within the City with the goal of reducing in rainwater and groundwater ingress to the sanitary sewer system as required by Metro Vancouver.
- A capacity review of existing sanitary sewer pump stations and development of a plan to schedule and necessary upgrades.

### **Operating Budget**

**Proposed Financial Plan 2018 – 2022**  
**Public Works & Development Services – Engineering**

All \$ values in 000's (thousands)	Adopted 2017	Proposed 2018	Proposed Changes		2019	Proposed 2020	2021	2022
			\$	%				
<b>Revenues</b>								
Fees	344	334	(10)	(3%)	344	344	344	344
Permits	10	30	20	200%	30	30	30	30
Prov Grant (Unconditional)	-	25	25		25	25	25	25
Sales	25	30	5	20%	30	30	30	30
	379	419	40	10%	429	429	429	429
<b>Expenditures</b>								
Consulting	86	86	-	0%	86	86	86	86
Environmental Monitoring	20	20	-	0%	20	20	20	20
Miscellaneous	12	12	-	0%	12	12	12	12
Other Outside Services	10	10	-	0%	10	10	10	10
Salaries	3,090	3,157	67	2%	3,232	3,306	3,392	3,480
Service Severance	68	68	-	0%	68	68	68	68
Special Projects	220	340	120	55%	265	320	230	275
Supplies	26	26	-	0%	26	26	26	26
Utilities - Telephone	12	12	-	0%	12	12	12	12
Vehicle Charges	74	76	2	3%	79	81	83	86
	3,618	3,807	189	5%	3,810	3,941	3,939	4,075
<b>Internal Transfers</b>								
Contributions from own Reserves	(12)	(12)	-	0%	(12)	(12)	(12)	(12)
Salaries Recovery	(1,033)	(1,058)	(25)	2%	(1,084)	(1,110)	(1,137)	(1,165)
Transfers from Reserve Funds	(70)	(72)	(2)	3%	(74)	(76)	(77)	(79)
	(1,115)	(1,142)	(27)	2%	(1,170)	(1,198)	(1,226)	(1,256)
<b>Totals</b>	<b>2,124</b>	<b>2,246</b>	<b>122</b>	<b>6%</b>	<b>2,211</b>	<b>2,314</b>	<b>2,284</b>	<b>2,390</b>

**Proposed Changes or Remarks:**

Permits—The budget has been increased for Highway Use Permits.

Fees—Fees for Environmental Monitoring have been reduced to zero. These fees were related to Gravel Sales that have been eliminated. Subdivision sales were increased based on recent history.

Provincial Grant—A grant from TransLink is being used to fund the Thermoplastic Marking special project.

Salaries—In 2018 there is some additional expenses from position re-grading. The savings from Licences & Bylaws were used to offset this increase.

<u>Special Projects</u>	<b>2017</b>	<b>2018</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Asset Management Study	-	100	-	-	-
Video & Spot Repairs Program - ISR Drainage	65	65	100	65	100
Safer School Travel Program GCF	50	50	50	50	50
Aerial Topographic Survey Mapping GCF	-	-	45	-	-
Cycling Transportation Signage Program GCF	-	20	20	-	20
Audible Signals GCF	5	5	5	5	5
FG 300 Changeout Program GCF	50	50	50	50	50
Town Centre-Lighting Deficiencies GAM	-	-	-	10	-
CCTV Program ISR Drainage	50	50	50	50	50
<b>Total</b>	<b>220</b>	<b>340</b>	<b>320</b>	<b>230</b>	<b>275</b>

#### **Incremental Packages – None**

#### **Capital Budget**

#### **Information Technology**

#### **Performance Measures/Indicators**

The City tracks our performance in a number of ways. Some of the measures are tracked using Performance Reporting Scorecards which appear in the City's performance system. The scorecards for this area are listed below. Full scorecards can be found under the Scorecards tab in your binder.

To access the “live” scorecard, visit [www.mapleridge.ca/787](http://www.mapleridge.ca/787) and use the Scorecard Lookup tool.

<b>Code</b>	<b>Scorecard (on following pages)</b>	<b><u>Why this Scorecard is important to this department:</u></b>
TR01	Improve Traffic Safety	The evaluation of ICBC vehicle crash data is a tool for the City to identify and monitor crash locations across the municipality and evaluate specific trends and appropriate responses to improve the road or intersection in question.



<b>TO:</b>	Her Worship Mayor Nicole Read and Members of Council	<b>MEETING DATE:</b>	November 21, 2017
<b>FROM:</b>	Chief Administrative Officer	<b>FILE NO:</b>	01-0360-20
		<b>MEETING:</b>	<b>Workshop</b>
<b>SUBJECT:</b>	Active Transportation Advisory Committee: Bicycling on Sidewalks and Speed Limits in the Town Centre		

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**EXECUTIVE SUMMARY:**

Council referred two issues to the newly-created Active Transportation Advisory Committee (ATAC), namely the matter of bicycling on sidewalks as well as the consideration of speed limits in the Town Centre. The purpose of this report is to present the findings of ATAC to Council for consideration and discuss implementation of the recommendations if supported.

Bicycling on Sidewalks

ATAC first met in January 2017 and debated the issues of bicycling on sidewalks and speed limits at a number of meetings in the first half of the year. A Subcommittee was formed to discuss the issue of bicycles on sidewalks and the Subcommittee developed options for discussion at ATAC.

Previous reports to Council have noted that the Motor Vehicle Act bicycling on sidewalks is not allowable unless the municipality has a bylaw that permits bicycling on sidewalks, which is the case in Maple Ridge. The Subcommittee recommended to ATAC not that there be a blanket ban on bicycling on sidewalks but rather that bicycles be banned on sidewalks along four specific corridors, namely Dewdney Trunk Road from 222 Street to 227 Street; Lougheed Highway from 222 Street to 227 Street; 224 Street from North Avenue to 122 Avenue and Edge Street from McIntosh Avenue to Dewdney Trunk Road. This was endorsed by ATAC at the June 28, 2017 Committee meeting. The minutes of the June 2017 ATAC meeting were endorsed by the Committee at their October 25, 2017 meeting and received by Council at the November 14, 2017 Council Meeting.

ATAC also drafted a letter to Council with some background information and a copy is attached to this report. Should Council support the recommendation to restrict bicycles on sidewalks on the above-noted corridors then staff will revise the Highway and Traffic Bylaw No. 6704-2009 to exclude bicycles on sidewalks along the specific travel corridors and forward the amended bylaw to Council for consideration and approval.

It is recommended that appropriate signage be erected along the four corridors to indicate that bicycling is not permitted on the sidewalks. In addition there will be signs painted on the sidewalks themselves for further notification.

Enforcement is a key component of this initiative's success and should Council support the proposed revision, then staff will initiate discussions with the local RCMP Traffic Services Division to ensure they are aware of the changes to the bylaw. In prior discussions, RCMP members noted that the likelihood of securing a conviction in Court on a charge of riding on sidewalks without due care and attention is extremely low – approximately 5%.

## Speed Limits in the Town Centre

ATAC reviewed the matter of speed limits in the Town Centre early in 2017 and passed a motion recommending there be no change in speed limits in the Town Centre.

In the process of reviewing the bicycling on sidewalks issue, ATAC considered the reduction of speed on a specific corridor, namely 224 Street from Lougheed Highway north to Dewdney Trunk Road. Data collection undertaken on 224 Street over a seven day period determined the measured 85<sup>th</sup> percentile vehicle speed to be 34.6 km/h during business hours. A literature review of studies across the country regarding measured vehicle speed reduction determined that the physical environment of a roadway is the key factor in determining vehicle speed. As such a reduction in speed on 224 Street between Lougheed highway and Dewdney Trunk Road from 50 km/h to 30 km/h is reflective of actual measured speeds on this section of roadway and has the benefit of providing cyclists with an opportunity to ride on the road at comparable speeds to vehicles. Implementation of the speed limit change is relatively simple, requiring the installation of speed signs at each intersection along the corridor as well as at either end.

The following recommendations are being forwarded to Council from ATAC for consideration.

### **RECOMMENDATION:**

**THAT Highway and Traffic Bylaw No. 6704-2009 be amended to exclude bicycles on sidewalks along:**

- 224 Street, from North Avenue to 122 Avenue
- Dewdney Trunk Road, from 222 Street to 227 Street
- Lougheed Highway, from 222 Street to 227 Street
- Edge Street, from McIntosh Avenue to Dewdney Trunk Road.

**AND THAT the speed limit on 224 Street from Lougheed Highway to Dewdney Trunk Road be reduced from 50 km/h to 30 km/h.**

### **DISCUSSION:**

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

In the fall of 2016 Council referred two issues to the newly-created Active Transportation Advisory Committee (ATAC), namely the matter of bicycling on sidewalks as well as the consideration of speed limits in the Town Centre. The purpose of this report is to present the finding of ATAC to Council and discuss implementation of the recommendations.

#### Bicycling on Sidewalks

ATAC first met in January 2017 and debated the issues of bicycling on sidewalks and speed limits at a number of meetings in the first half of the year. A Subcommittee was formed to discuss the issue of bicycles on sidewalks and the Subcommittee developed options for discussion at ATAC.

Previous reports to Council have noted that the Motor Vehicle Act bicycling on sidewalks is not allowable unless the municipality has a bylaw that permits bicycling on sidewalks, which is the case in Maple Ridge. The Subcommittee recommended to ATAC not that there be a blanket ban on bicycling on sidewalks but rather that bicycles be banned on sidewalks along four specific corridors, namely Dewdney Trunk Road from 222 Street to 227 Street; Lougheed Highway from 222 Street to 227 Street; 224 Street from North Avenue to 122 Avenue and Edge Street from McIntosh Avenue to Dewdney Trunk Road.

At the June 28, 2017 ATAC meeting the following resolutions were approved:

*Motion R17-021*

*That the Active Transportation Advisory Committee endorses the ban on the use of bicycles on any sidewalk, footpath or walkway along the following corridors:*

- *224 Street, from North Avenue to 122 Avenue*
- *Dewdney Trunk Road, from 222 Street to 227 Street*
- *Lougheed Highway, from 222 Street to 227 Street*
- *Edge Street, from McIntosh Avenue to Dewdney Trunk Road.*

*And that Council amend the Highway and traffic Bylaw No. 6704-2009 accordingly.*

*Motion R17-023*

*That the letter from ATAC regarding restricting the use of bicycles on certain streets be forwarded to Council as supporting documentation.*

A copy of the letter from ATAC to Council is attached to this report.

Should Council support the recommendation to restrict bicycles on sidewalks on the above-noted corridors then staff will revise the Highway and Traffic Bylaw No. 6704-2009 to exclude bicycles on sidewalks along the specific travel corridors and bring the amended bylaw to Council for approval.

It is recommended that appropriate signage be erected along the four corridors to indicate that bicycling is not permitted on the sidewalks. In addition there will be signs painted on the sidewalks themselves for further notification.

Enforcement is a key component of this initiative's success and should Council support the proposed revision then staff will initiate discussions with the local RCMP Traffic Services Division to ensure they are aware of the changes to the bylaw. In prior discussions RCMP members noted that the likelihood of securing a conviction in Court on a charge of riding on sidewalks without due care and attention is extremely low – approximately 5%.

Speed Limits in the Town Centre

ATAC reviewed the matter of speed limits in the Town Centre earlier in 2017 and endorsed the following motion:

*Motion R17-007*

*That ATAC recommends speed limits not be reduced in the Town Centre.*

In the process of reviewing the bicycling on sidewalks issue ATAC considered the reduction of speed on a specific corridor, namely 224 Street from Lougheed Highway north to Dewdney Trunk Road. A literature review of studies across the country about measured speed reduction determined that the physical environment of a roadway is the key factor in determining vehicle speed and this is reflected on 224 Street where the measured 85<sup>th</sup> percentile vehicle speed is 34.6 km/h during business hours. ATAC endorsed a motion proposing that the speed limit on 224 Street be reduced:

*Motion R17-024*

*That it be recommended to Council that the speed limit on 224 Street be reduced to 30 km/h between Dewdney Trunk Road and Lougheed Highway.*

A reduction in speed on 224 Street between Lougheed highway and Dewdney Trunk Road from 50 km/h to 30 km/h is reflective of actual measured speeds on this section of roadway and has the benefit of providing cyclists with an opportunity to ride on the road at comparable speeds to vehicles.

Implementation of the speed limit change is relatively simple, requiring the installation of speed signs at each intersection along the corridor as well as at either end.

**b) Desired Outcome:**

It is the City's goal to improve the overall transportation system for all classes of road users and this presents challenges as the Town Centre continues to densify and grow.

**c) Strategic Alignment:**

Council espouses the development of a multi-modal transportation system and is committed to improving the safety of all road users.

**d) Citizen/Customer Implications:**

The four transportation corridors noted are busy corridors for pedestrians with a large proportion of seniors who may have mobility constraints and are fearful of injuries from interactions and close calls with bicyclists (albeit unintended).

Business owners have also expressed their concerns for customers exiting stores, coming across bicyclists unexpectedly. The exclusion of bicycles on the four corridors should provide a more comfortable environment for pedestrians, especially those with mobility challenges.

**e) Interdepartmental Implications:**

The Engineering Department works with the RCMP on a number of traffic and transportation issues and will rely on the RCMP for enforcement, should the exclusion of bicycles proceed.

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

The costs to implement the signage and painting is relatively small and may be accommodated in existing budgets.

**g) Policy Implications:**

As noted previously, should a decision be made to exclude bicycles on some or all corridors then the existing Highway and Traffic Bylaw No. 6704-2009 will need to be amended.

**h) Alternatives:**

Council may elect to not proceed with the exclusion of bicycles along identified corridors in the Town Centre, or expand the area outside of those corridors noted.

## CONCLUSIONS:

Human behaviour is a component of transportation network management and the conduct of certain users can negatively impact the enjoyment and use of facilities for other users. Regardless of a bylaw amendment banning bicycles on sidewalks there will be a certain number of the populace who will continue to utilize the sidewalks to ride, sometimes without due care and attention toward other users. For vehicle speeds, the physical environment will influence driver behaviour, as exhibited on 224 Street between Loughheed Highway and Dewdney trunk Road.

"Original signed by David Pollock"

*Prepared 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**

DP:dp

July 4, 2017

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

Subject: **City of Maple Ridge - Active Transportation Advisory Committee (ATAC)  
Recommendation**

Dear Mayor and Councillors,

As you may know the City of Maple Ridge adopted Traffic Bylaw #6704-2009 in January 2010 which stated:

*A person on cycles, roller skates, a skateboard or other means of transportation, shall not ride without due care and attention or without reasonable consideration for other persons using a sidewalk, footpath or walkway.*

Since that time the City of Maple Ridge has grown dramatically. Along with that growth came a significant increase in the number of pedestrians, especially in the downtown core. A substantial number of these pedestrians are elderly, many of whom utilize assistive devices while on the city streets.

Over the past couple of years the City of Maple Ridge has received a number of letters and complaints from residents regarding cycling on sidewalks, in particular, in the downtown core.

The issue of cycling on sidewalks has been on the agenda of both the previous and current ATACs and has been discussed at every meeting of the current ATAC since our inaugural meeting on January 25th, 2017. ATAC discovered that no other Metro Vancouver city (other than New Westminster) allows cycling on city sidewalks. (Note: New Westminster does not allow cycling on certain streets) As a result of this continued discussion an *ATAC Cycling on Sidewalks sub-committee* was formed, with representation from the cycling, seniors, and downtown business sectors.

Following much discussion, the ATAC subcommittee delivered a presentation (*Appendix A*) to ATAC at their May 31st, 2017 meeting. The presentation outlined their findings and suggested that ATAC recommend the City of Maple Ridge amend its bylaw to no longer allow cyclists on certain downtown core streets as per the attached map. (*Appendix B*).

The ATAC subcommittee also recommended that signage include both standard pole mounted signs as well as 'painted on the sidewalk' signs, as shown in the presentation.

The City of Maple Ridge Active Transportation Advisory Committee would like to suggest that the Maple Ridge City council consider amending Traffic Bylaw #6704-2009 so as to no longer allow cyclists on City of Maple Ridge sidewalks as follows:

- on 224th Street (from 122nd Ave. to North Ave.)
- on Dewdney Trunk Road (from 222nd Ave. to 227th Ave.)
- on Lougheed Highway (from 223rd Ave. to 227th Ave.)
- on Edge Street (from Dewdney Trunk Rd. to McIntosh Ave.)

Please do not hesitate to contact the Active Transportation Advisory Committee should you require any additional information.

Sincerely yours,

Paul Yeoman – Chair  
City of Maple Ridge Active Transportation Advisory Committee

Appendix A – Cycling on Sidewalks Subcommittee Presentation  
Appendix B – Proposed 'No Cycling' streets



Suggested streets (high-lighted in yellow) where cycling on the sidewalk should no longer allowed.



## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Zoning Restrictions For Cannabis Sales

**MEETING DATE:** Jan 9, 2018  
**MEETING:** Workshop

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### **EXECUTIVE SUMMARY:**

On April 13, 2017, the Government of Canada introduced Bill C-45, an Act respecting cannabis and to amend the Controlled Drugs and Substances Act, the Criminal Code and other Acts in the House of Commons. The proposed Cannabis Act would implement the 2015 Speech from the Throne commitment to legalize, strictly regulate, and restrict access to cannabis.

At the 2017 UBCM convention there were several presentations on the subject of legalization of cannabis. The presentation by Young Anderson discussed the responsibilities of local governments on this subject. One of the conclusions is that a local government may rely on its statutory powers to regulate matters such as location, business licensing, or zoning and public safety more broadly, which may affect how cannabis is used, cultivated, or sold in a community. An outline of a presentation on this subject is attached as Appendix I.

Since then, on December 5, 2017, the BC Government released its first decisions on cannabis regulation. The Province anticipates establishing a retail model that includes both public and private retail opportunities and will share details regarding the model in early 2018. An outline of the Province's position from the website is outlined in Appendix II.

Based on the above, municipalities may regulate the retail of cannabis through zoning. Any applicant would have to apply for rezoning before an approval would be given.

The legal advice presented at the UBCM convention suggested that municipalities amend their zoning bylaws to specifically prohibit the retail of cannabis until the Province makes a final decision on the retail model.

### **RECOMMENDATION(S):**

**That the City begins the preparation of a Zoning Bylaw amendment in the form of a bylaw as attached in Appendix III of the staff report dated January 9, 2018 to prohibit the sale of cannabis in any zone.**

### **CONCLUSION:**

As the Provincial framework for the sale of cannabis will not be rolled out until early 2018, it is important to establish that there is no zone that currently permits the sale of cannabis in the City of Maple Ridge.

**“Original signed by R. MacNair”**

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***Prepared by:*** R. MacNair  
Manager of Bylaws and Licencing

**“Original signed by Frank Quinn”**

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

**“Original signed by Paul Gill”**

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

RM/

Attachments:

Appendix I – Legalizing Cannabis: A Joint Effort

Appendix II - BC releases first decisions on cannabis regulation after public engagement

Appendix III – Zoning Amendment Bylaw

**LEGALIZING CANNABIS: A JOINT EFFORT**

**NOVEMBER 24, 2017**

*Stefanie Ratjen*

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## LEGALIZING CANNABIS: A JOINT EFFORT

### I. INTRODUCTION

With the introduction of the *Cannabis Act*, the Federal government is proposing the legalization of the recreational use of cannabis. Local governments must now consider the implementation of a local cannabis regulatory regime in the context of this new federal approach to recreational cannabis, as well as a retail and distribution framework to be determined by the provincial government.

This paper summarizes the proposed *Cannabis Act*, and outlines which level of government will be responsible for what under the new regime. It then discusses the status of the provincial cannabis framework, and highlights how other provinces have responded to the proposed legislation to date. Finally, the jurisdiction of local governments in determining an appropriate regulatory framework is considered, and information on what considerations a local government must take into account under a new cannabis regime is presented.

### II. THE PROPOSED *CANNABIS ACT*

With Bill C-45 *Cannabis Act* and C-46 *An Act to amend the Criminal Code* (collectively, the “Act”), the Government of Canada has proposed legalizing access to cannabis across the country. With a planned adoption date in July 2018, the *Act* creates a regulatory framework for the production, distribution, sale, and possession of cannabis across Canada with the following objectives:

- Allowing adults to possess and access regulated, quality-controlled, legal cannabis;
- Protecting public health through strict product safety and quality requirements;
- Providing for the legal production of cannabis;
- Restricting and protecting against youth access to cannabis;
- Enhancing public awareness of the health risks associated with cannabis;
- Deterring and reducing criminal activity by imposing serious criminal penalties for those breaking the law; and,
- Reducing the burden on the criminal justice system.

### **III. HIGHER LEVELS OF GOVERNMENT & THEIR JURISDICTION**

#### **A. Federal Authority**

Under the *Act*, the Federal government is responsible for establishing and maintaining a comprehensive and consistent national framework for regulating production, setting standards for health and safety, and establishing criminal prohibitions. Specifically, the Federal government is responsible for:

- Individual adult possession of cannabis, including determining the maximum allowable cannabis possession and home cultivation quantities;
- Licensing commercial cannabis production;
- Industry-wide regulations on the quantities, potency, and ingredients in the types of products that will be allowed for sale;
- Promotions and advertising, including regulating how cannabis or cannabis accessories can be promoted, packaged, labelled and displayed;
- Minimum conditions for provincial/territorial distribution and retail sale;
- Allowing for the Federal government to license distribution and sale in any province/territory that does not enact cannabis retail and distribution legislation;
- Registration and tracking of cannabis from seed to sale;
- Law enforcement at the border; and,
- Criminal penalties for those operating outside the legal system.

While the provincial and territorial governments are authorized to establish a cannabis retail and distribution framework for their province, any sale of cannabis is subject to minimum federal conditions. The minimum conditions on the cannabis that may be sold are that it:

- Qualifies as fresh cannabis, cannabis oil, cannabis plants or seeds;
- Is produced by a federally authorized producer;
- Does not contain ingredients such as caffeine, alcohol, or nicotine; and,
- Has not been recalled.

All retailers must be authorized to sell cannabis under the proposed *Act*, or by provincial legislation that meets the minimum federal conditions on retail sale. The minimum conditions on retail sale are that an authorized retailer can only sell cannabis, or cannabis accessories and products:

- To a person older than 18;
- Without an appearance, shape or attribute that could be appealing to a young person;
- With appropriate record-keeping measures in place;
- Under conditions to prevent diversion to an illegal market or activity; and,
- Not through a self-service display or vending machine.

## **B. Provincial Authority**

The *Act* establishes that provinces and territories are to license and oversee the distribution and sale of cannabis, subject to the minimum federal conditions outlined above. If a province elects to not implement a retail framework, however, cannabis will still be available to individuals through a federally authorized online retail system.

Under the *Act*, a province/territory may legislate:

- Licensing of the distribution and retail sale in their respective jurisdictions, and carry out associated compliance and enforcement activities;
- Raising the minimum age above 18 for the purchase or consumption of cannabis;
- Lowering the limit on cannabis cultivation in residential premises to less than 4 plants;
- Lowering the limit on cannabis possession to less than 30g of cannabis;
- Area restrictions for where cannabis may be cultivated;
- Area restrictions for where cannabis may be consumed;
- Provincial zoning rules for cannabis-based businesses; and,
- Provincial traffic and safety laws to address driving while impaired by cannabis.

The Federal government has indicated that provincial and local governments are expected to collaborate in regulating cannabis distribution, retail, and consumption.

#### IV. THE HAZY STATE OF CANNABIS LEGISLATION IN BC

The Provincial government has indicated it intends to establish legislation to regulate the sale and consumption of cannabis in BC. This legislation will have a significant impact on the ability for local governments to regulate the sale and consumption of cannabis.

As of November 2017, however, the BC Provincial government has not identified the distribution or retail model it intends to implement. The discussion paper produced as part of the Province's stakeholder consultation initiative indicates three distribution models are being considered:

- Government – the Provincial government would be responsible for warehousing and distribution of cannabis. Licensed producers would send cannabis products to a government distributor, which would then fill orders from cannabis retailers;
- Private – One or more businesses would be responsible for the physical warehousing and distribution of cannabis; and,
- Direct – Federally-licensed producers would distribute their own products directly to retailers.

A range of retail models have also been presented as part of the consultation initiative, including:

- A public or private retail system, or a hybrid thereof (similar to the existing alcohol retail framework);
- A requirement that cannabis be sold in dedicated storefronts, or out of businesses such as liquor stores or pharmacies; and,
- A provincial direct-to-consumer mail-order system.

The Provincial government has indicated that the creation of a private retail system may allow for existing illegal dispensaries to transition to the legal system. A public system would not.

A review of publicly available submissions from local governments in this consultation process indicates that local governments are generally supportive of:

- Raising the minimum age for purchase and consumption of cannabis to 19 years;
- Extending the existing restrictions for smoking tobacco to cannabis smoking and vaping; and,

- Authorizing local governments to regulate the retail and public consumption of cannabis in a manner that is similar to local government's authority to regulate the consumption of alcohol (i.e.: section 73 of the *Liquor Control and Licensing Act*).

The report on the provincial public consultation initiative is expected in December 2017. While a Spring 2018 timeline is anticipated for any subsequent legislation, it is unknown when the Provincial government will determine the applicable model for cannabis retail and distribution. It is also unknown whether or how the Provincial government would amend other statutes, such as the *Tobacco and Vapour Products Control Act* or the *Liquor Control and Licensing Act*, to reflect the proposed changes to cannabis regulation.

## V. THE ROLL OUT IN OTHER PROVINCES

Other provinces have provided more direction on their proposed cannabis regulation strategy. In Ontario, for example, the province has announced that all cannabis retailing will be done through a provincial regulatory body, to be governed by the current Liquor Control Board of Ontario. Earlier this month, Ontario also proposed a revised *Smoke-Free Places Act*, which will place significant restrictions on the locations in which cannabis can be consumed.

Recently, the New Brunswick provincial government has announced a similar government-operated approach to cannabis retail. In that province, the NB Liquor Authority will operate recreational cannabis retail operations. Through a subsidiary, the Crown corporation will operate recreational cannabis retail operations in stand-alone stores. They will operate under the business rules, terms and conditions established by the Crown corporation mandated to oversee, conduct and manage the retailing of recreational use cannabis in that province.

In Alberta, the province has stated that retailers will be required to receive their cannabis products from a government regulated distributor. The cannabis distribution system is expected to be similar to the system Alberta currently has in place for alcohol. Whether the retail stores will be government-owned and operated, or a system of licensed and regulated private sales is to be determined.

In Manitoba, a public-private cannabis retail model has been proposed. In this model, the provincial Liquor and Gaming Authority would be given an expanded mandate to regulate the purchase, storage, distribution and retail sale of cannabis. The Manitoba Liquor and Lotteries Corporation will secure and track supply of cannabis sold in Manitoba, and be responsible for central administration, supply chain management and order processing. The private sector will operate all retail locations.

Across Canada, it appears that most provinces and territories are currently completing a consultation process on how to regulate cannabis. We expect that many of the provinces and territories will be announcing their respective frameworks in early 2018.



## VI. DIFFERENT STRAINS: RECREATIONAL VS MEDICAL CANNABIS

Until the *Act* is passed the laws regarding cannabis have not changed. The Access to Cannabis for Medical Purposes Regulations (ACMPR), released in August 2016, remain the authority for what type of cannabis production and possession is permitted. Currently, medical cannabis may only be grown by licensed producers, unlicensed possession of any cannabis is illegal, and cannabis dispensaries are not authorized businesses under the *ACMPR*.

Although the Federal government has indicated it will revisit the ACMPR regime if/once the *Act* becomes law, the current ACMPR regime would continue under the *Act*. Individuals with a prescription, including those under 18, will continue to be able to access a safe supply of medical cannabis. Medical practitioners may continue to prescribe cannabis for medical purposes. The *Act* also provides that those licenced under the ACMPR for commercial medical cannabis production will continue to be authorized under the *Act*, and be deemed to hold licences for the production of recreational cannabis.

## VII. WHAT LOCAL GOVERNMENTS WILL NEED TO HASH OUT

Local governments in BC must now consider the implementation of a local cannabis regulatory regime in the context of this new federal approach to recreational cannabis, as well as any retail and distribution framework determined by the provincial government. However, it is challenging for local governments to determine the most appropriate regulatory framework until a provincial cannabis retail framework is identified, or provincial legislation addressing cannabis is introduced. In this dynamic context, this section provides an overview of the considerations a local government might take into account under a new cannabis regime.

The *Act* will change the *Criminal Code* to allow access to cannabis for recreational purposes. Historically, the recreational use of cannabis has often been perceived in a negative manner, similar to the use of other illicit and illegal drugs. However, it is clear that societal and governmental attitudes are shifting. In the current environment, a regulatory approach that is grounded in moral objections to cannabis is increasingly susceptible to challenge.

Municipalities have been found to be acting beyond their powers when they have refused to issue business licenses or adopted prohibitive regulations based on a moral objection to a type of business, such as an ‘adult boutique’, adult movie theatre, or escort agency, that is not prohibited by the *Criminal Code*. One of the reasons for this is that local governments have no authority to regulate criminal law. The Constitutional division of powers between the Federal and Provincial governments means that provincially-empowered local governments do not have the authority to implement, enhance, or supplement criminal law. Criminal law is essentially an imposition of a prohibition and penalty based on a moral objection, and the Federal government has proposed significant changes to how cannabis may be accessed in Canada. Local governments are not able to regulate the use, cultivation or retail of cannabis on the basis that it is Council’s moral position that such activities are criminal in nature.

At the same time, while a local government cannot decide what should or should not be criminal, a local government does not need to turn a blind eye to illicit activity in regulating local businesses. For example, BC courts have upheld the cancellation of a business license for a motel where the municipality determined that the motel operator's continued poor management raised a concern for public safety and a high demand for police services. These concerns came about due to police investigations of alleged criminal activity by guests and visitors of the property. In that case, rather than determine what is or is not criminal activity, the Court found the local government's decision to revoke the business license was a remedy for a matter of public safety, or sparing the public from a business that had been shown to encourage criminal activity.

In establishing any regulations relating to the consumption, cultivation, or retail sale of cannabis, a local government must consider whether it falls within the authority of the local government. If a local government chooses to regulate cannabis-related businesses, the local government must ensure it is enacting those regulations pursuant to the appropriate authority under the *Community Charter* and the *Local Government Act*. For example, does the bylaw restrict the regulation of cannabis retail businesses to the manner in which they are operated (i.e.: location, security measures as a whole)? Or is it regulating the type of the products being sold at a retail outlet? A positive response to the former question is more likely to fall within a local government's authority than the latter.

Local governments will also need to consider whether the appropriate type of bylaw is being implemented. Depending on how the forthcoming provincial regulations regarding the retail and consumption of cannabis are crafted, a bylaw relating to the location of a cannabis-related business, for example, may need to be adopted through an amendment to zoning bylaws, not business licensing bylaws.

Local governments must also be cautious in establishing business licensing fees for cannabis-related businesses. A local government must ensure that the amount established as the fee relates reasonably to the costs of providing the business regulation and licensing service; the fees collected cannot rise above the costs of providing the service and cannot be re-directed to the local government's general revenues. Local governments should consider the amount of the fee in both the context of the overall business regulation and licensing service and the context of the business regulation and licensing services as it relates to cannabis-related businesses only.

## VIII. CONCLUSION

If the *Cannabis Act* is passed in July 2018, the regulatory landscape for recreational cannabis in Canada will change significantly. Local governments should consider whether and how they intend to implement a local regulatory regime in the context of this new approach to recreational cannabis. However, it is a challenge for local governments to determine the most appropriate regulatory framework until a provincial cannabis retail framework is identified, or provincial legislation addressing cannabis is introduced.

In establishing any regulations relating to the consumption, cultivation, or retail of cannabis, a local government must consider the type of regulation being considered, and whether it falls within the authority of the local government. Local governments are not able to regulate cannabis on the basis that it is Council's moral position that its use, cultivation, or retail should remain criminalized. A local government may, however, rely on its statutory powers to regulate matters such as location, business licensing, or zoning and public safety more broadly, which may affect how cannabis is used, cultivated, or sold in a community.

Seeking legal advice on how your local government can prepare to implement a regulatory framework that best fits within local objectives is encouraged.

## APPENDIX II

British Columbia News

### **B.C. releases first decisions on cannabis regulation after public engagement**

<https://news.gov.bc.ca/16006>

Tuesday, December 5, 2017 10:00 AM

**Victoria** - After considering input from 48,951 British Columbians, and submissions from 141 local and Indigenous governments and a range of other interested stakeholders, the Province has announced a number of key decisions related to the anticipated legalization of non-medical cannabis in July 2018.

“Looking at the responses received, it’s clear that British Columbians support the priorities of protecting young people, health and safety, keeping the criminal element out of cannabis and keeping roads safe, which will guide the Province in developing B.C.’s regulatory framework for non-medical cannabis,” said Minister of Public Safety and Solicitor General Mike Farnworth.

The following policy decisions were shaped by the feedback provided by those who participated in the engagement:

- **Minimum age**

British Columbia will set the minimum age to possess, purchase and consume cannabis at 19 years old. A minimum age of 19 is consistent with B.C.’s minimum age for alcohol and tobacco and with the age of majority in B.C.

- **Wholesale distribution of cannabis**

Like other provinces, B.C. will have a government-run wholesale distribution model. The BC Liquor Distribution Branch (LDB) will be the wholesale distributor of non-medical cannabis in B.C.

- **Retail of cannabis**

The Province anticipates establishing a retail model that includes both public and private retail opportunities and will share details regarding the model in early 2018.

From Sept. 25 to Nov. 1, 2017, the public and stakeholders were asked to share their input and expertise on a range of issues related to the regulation of non-medical cannabis in B.C., including minimum age, personal possession, public consumption, drug-impaired driving, personal cultivation, wholesale distribution and retail models.

Furthermore, the policy decisions announced today reflect the feedback received from the local government members of the Joint Provincial-Local Government Committee on Cannabis Regulation (JCCR) and are endorsed by the Union of B.C. Municipalities executive.

“We thank all British Columbians who provided their input during the important public and stakeholder engagement process,” said Farnworth. “We will continue to consider your opinions as we further develop policy and legislation that is in the best interests of this province, ensuring a made-in-B.C. approach to the legalization of non-medical cannabis that will keep our roads and communities safe, protect young people, and promote public health and safety.”

B.C. still has a number of key decisions to make as it prepares for the legalization of cannabis. These decisions will be informed by the feedback collected through the public and stakeholder engagement, and on-going consultation with local and Indigenous governments and other key stakeholders.

**Learn More:**

To read the Cannabis Regulation in B.C.: What We Heard report on public and stakeholder engagement, or to learn more about the engagement process, visit:

<http://engage.gov.bc.ca/BCcannabisregulation/>

**Contacts**

**Ministry of Public Safety and Solicitor General**  
250 213-3602

## City of Maple Ridge

### BYLAW NO. 7417-2018

A bylaw to prohibit the sale of cannabis

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**WHEREAS** the Council of The City of Maple Ridge deems it expedient to amend Maple Ridge Zoning Bylaw No. 3510-1985;

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

1. This bylaw may be cited as Maple Ridge Zone Amending Bylaw No. 7417-2018.
2. Maple Ridge Zoning Bylaw No. 3510-1985 is amended by adding the following under Part 4, GENERAL REGULATIONS, Section 401(3):

(h) The retail sale of cannabis is prohibited in any zone.

READ A FIRST TIME this \_\_\_\_ day of \_\_\_\_\_, 2018.

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_\_, 2018.

READ A THIRD TIME this \_\_\_\_ day of \_\_\_\_\_, 2018.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2018.

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**PRESIDING MEMBER**

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**CORPORATE OFFICER**

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**CORPORATE OFFICER**