

City of Maple Ridge

***COUNCIL MEETING AGENDA***

***January 24, 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](http://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***

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

600      ***DELEGATIONS***

601      **Presentation on Real Acts of Caring**

- Students from Banting Middle School

700 ***ITEMS ON CONSENT***

701 ***Minutes***

701.1 Minutes of the Development Agreements Committee Meetings of January 12, 2017

701.2 Minutes of Meetings of Committees and Commissions of Council

- Community Heritage Commission – December 8, 2016

702 ***Reports***

702.1 **Disbursements for the month ended December 31, 2016**

Staff report dated January 23, 2017 recommending that the disbursements for the month ended December 31, 2016 be received for information.

703 ***Correspondence***

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

800 ***UNFINISHED BUSINESS***

900 ***CORRESPONDENCE***

1000 ***BYLAWS***

**Bylaws for Adoption**

1001 2014-009-CP, 11230 and 11240 206 Street; 20605, 20617, 20627, 20643, 20645, 20661 Maple Crescent; 11202, 11233 and 11391 Dartford Street; 20598 and 20657 Lorne Avenue and PIDs 003-435-181 and 004-963-415

**Maple Ridge Zone Amending Bylaw No. 7292-2016**

To rezone from C-3 (Town Centre Commercial) and RS-1 (One Family Urban Residential) to H-2 (Hammond Village Commercial) and P-4 (Place of Worship Institutional) to align existing Hammond commercial properties with the new Hammond Village Commercial land use designation  
Adoption

- 1002     **2014-009-CP, Hammond Area Plan Bylaw No. 7279-2016**  
To designate from Agricultural to Conservation and to identify the location and boundaries of the Hammond Area Plan  
Adoption
- 1003     **2014-019-RZ, 24815, 24837 Dewdney Trunk Road and 12040 248 Street**  
Staff report dated January 24, 2017 recommending adoption
- 1003.1   **Maple Ridge Official Community Plan Amending Bylaw No. 7086-2014**  
To add a village commercial node  
Adoption
- 1003.2   **Maple Ridge Official Community Plan Amending Bylaw No. 7171-2015**  
To designate a portion of property from Estate Suburban Residential to Commercial  
Adoption
- 1003.3   **Maple Ridge Zone Amending Bylaw No. 7070-2014**  
To permit the construction of two commercial buildings with six ground level commercial units and two rental residential units on a second floor  
Adoption

***COMMITTEE REPORTS AND RECOMMENDATIONS***

1100     ***COMMITTEE OF THE WHOLE***

The following issues were presented at an earlier Committee of the Whole meeting with the recommendations being brought to this meeting for City Council consideration and final approval. The Committee of the Whole meeting is open to the public and is held in the Council Chamber at 1:00 p.m. on the Monday the week prior to this meeting.

***Public Works and Development Services***

1101     **2016-411-RZ, 21188 Wicklund Avenue, RS-1 to R-1**

Staff report dated January 23, 2017 recommending that Application 2016-411-RZ to rezone from RS-1 (One Family Urban Residential) to R-1 (Residential District) to permit subdivision into two single family residential lots not be given first reading.

**1102     2016-052-RZ, 22260 and 22292 122 Avenue, 12159 and 12167 223 Street, Addendum Report**

Staff report dated January 23, 2017 recommending that staff be directed to provide a tenant relocation assistance policy, that Maple Ridge Official Community Plan Amending Bylaw No. 7243-2016 to designate subject properties from Single Family to Low Rise Apartment be given first and second reading and be forwarded to Public Hearing and that Maple Ridge Zone Amending Bylaw No. 7244-2016 to rezone from LUC (Land Use Contracts) and RS-1 (One Family Urban Residential) to RM-2 (Medium Density Apartment Residential) to permit construction of a 291 unit multi-family rental housing development within the Town Centre be given second reading and be forwarded to Public Hearing.

**1103     2016-039-RZ, 11951 240 Street, CS-1 to C-2**

Staff report dated January 23, 2017 recommending that Maple Ridge Zone Amending Bylaw No. 7229-2016 to rezone from CS-1 (Service Commercial) to C-2 (Community Commercial) to permit construction of a Tim Hortons restaurant and drive-through be given second reading and be forwarded to Public Hearing.

**1104     2014-019-DVP, 24815 Dewdney Trunk Road**

Staff report dated January 23, 2017 recommending that the Corporate Officer be authorized to sign and seal 2014-019-DVP to reduce minimum rear and exterior lot line setbacks and to increase maximum building heights of Buildings 1 and 2.

**1105     2014-019-DP, 24815 and 24837 Dewdney Trunk Road**

Staff report dated January 23, 2017 recommending that the Corporate Officer be authorized to sign and seal 2014-019-DP to permit construction of two commercial buildings consisting of six ground level commercial units and two residential units in the C-2 (Community Commercial) zone.

**1106     2016-095-DVP, 2016-095-DP, 22335 McIntosh Avenue**

Staff report dated January 23, 2017 recommending that the Corporate Officer be authorized to sign and seal 2014-095-DVP to vary setbacks, that the Corporate Officer be authorized to sign and seal 2014-095-DP to permit a mixed use commercial and residential building and that receipt of funds for a one off street parking space for residential use be acknowledged.



**1107 Award of Contract ITT-EN16-58: Sanitary Sewer Replacement by Pipe Bursting on River Road (Kanaka Creek – McKay Avenue)**

Staff report dated January 23, 2017 recommending that Contract ITT-EN16-58: Sanitary Sewer Replacement by Pipe Bursting on River Road (Kanaka Creek – McKay Avenue) be awarded to PW Trenchless Ltd., that the Financial Plan be amended to increase project funding from the Sewer Utility, that a contract contingency be approved and further that the Corporate Officer be authorized to execute the contract.

**1108 Contract Renewal Award: Traffic Flagging Services**

Staff report dated January 23, 2017 recommending that the “Traffic Flagging Services” contracts be renewed with Go Traffic Management Inc., Ansan Industries Ltd., and BCRS Road Safe Inc., for an additional one year period and that the Corporate Officer be authorized to execute the contracts.

**Financial and Corporate Services (including Fire and Police)**

Note: Item 1131 has been placed in the “Items on Consent” agenda

**1131 Disbursements for the month ended December 31, 2016**

**1132 2016-2020 Financial Plan Amending Bylaw No. 7307-2017**

Staff report dated January 23, 2017 recommending that Maple Ridge 2016-2020 Financial Plan Amending Bylaw No. 7307-2017 be given first, second and third readings.

**Parks, Recreation and Culture**

**1151 Parks, Recreation and Culture Governance Model**

Staff report dated January 23, 2017 recommending that staff continue to utilize a stakeholder engagement model for guiding Parks, Recreation and Culture planning and that report on an advisory committee for Parks, Recreation and Culture be provided after eighteen months.

**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](mailto:clerks@mapleridge.ca).

Mayor and Council at [mayorandcouncil@mapleridge.ca](mailto:mayorandcouncil@mapleridge.ca).

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

Date: \_\_\_\_\_

CITY OF MAPLE RIDGE  
DEVELOPMENT AGREEMENTS COMMITTEE

January 12, 2017  
Mayor's Office

CIRCULATED TO:

Nicole Read, Mayor  
Chair

Ted Swabey, Chief Administrative Officer  
Member

Catherine Schmidt, Recording Secretary

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1. 5245-20-B379/~~16380~~ *PL* .

LEGAL: Lot 767 and Lot 770, both of District Lot 278, New Westminster  
District, Plan 114


LOCATION: 20658 and 20668 113 Avenue

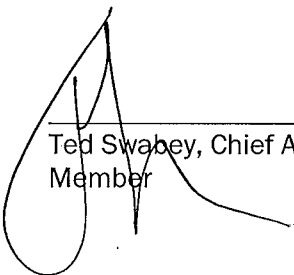
OWNER: Joshua and Joel Ellingson

REQUIRED AGREEMENTS: Building Development Agreement

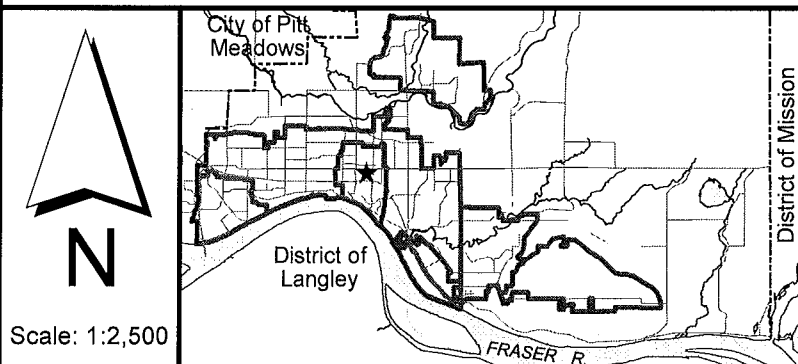
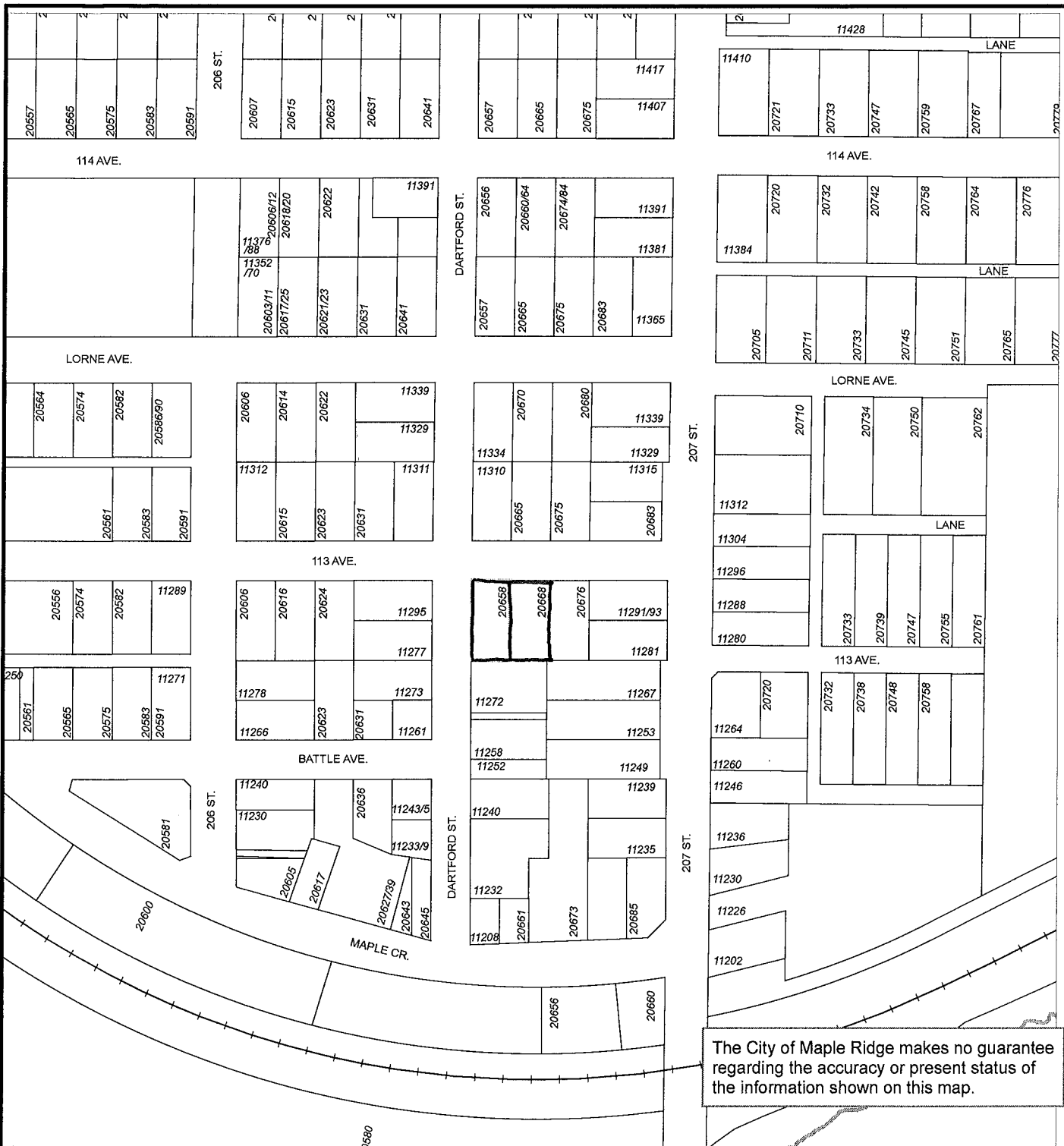
THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING  
DOCUMENTS AS THEY RELATE TO 5245-20-B379.

CARRIED

  
\_\_\_\_\_  
Nicole Read, Mayor  
Chair

  
\_\_\_\_\_  
Ted Swabey, Chief Administrative Officer  
Member

**701.1**



# DAC Referral- Subject Properties 20658/20668 113 Avenue

ENGINEERING DEPARTMENT



MAPLE RIDGE

British Columbia

mapleridge.ca

FILE: Untitled  
DATE: Jan 11, 2017

BY: EM



The Minutes of the Regular Meeting of the Community Heritage Commission, held in the Blaney Room, at Maple Ridge Municipal Hall, 11995 Haney Place, Maple Ridge, British Columbia, on Thursday, December 8, 2016 at 7:00 pm

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**COMMISSION MEMBERS PRESENT**

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

**STAFF PRESENT**

Lisa Zosiak	Staff Liaison, Community Planner
Sunny Schiller	Committee Clerk

**GUESTS**

Erica Williams	President, Maple Ridge Historical Society
Nikole Longhi	Community Member

**REGRETS/ABSENT**

Steven Ranta, Vice-Chair	Member at Large
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**1. CALL TO ORDER**

There being a quorum present, the Chair called the meeting to order at 7:03 pm and introductions were made.

**2. AGENDA ADOPTION**

R16-034

It was moved and seconded

**That the agenda dated December 8, 2016 be amended to add Item 5.2 Status of the 2017 Business Plan, Item 6.3 Thomas Haney Conversation, Item 7.1.3 2017 Meeting Schedule, Item 7.3 Canada 150, Item 7.4 Haney House Conservation Plan Implementation, Item 8.3.3 Archives and Museum Field Trip and be adopted as amended.**

CARRIED

### 3. MINUTES APPROVAL

R16-035

It was moved and seconded

**That the Minutes of the November 1, 2016 meeting be approved.**

CARRIED

### 4. PRESENTATIONS - Nil

### 5. FINANCE

#### 5.1 Financial Update

Russell Irvine provided a current budget report.

#### 5.2 Status of the 2017 Business Plan

Russell Irvine provided information on the development of the 2017-2021 Business Plan. The plan was recently presented to Council.

R16-036

It was moved and seconded

**That the Financial Update be accepted.**

CARRIED

### 6. CORRESPONDENCE

#### 6.1 Email to Tourism

The Chair shared email correspondence sent to the Economic Development Committee Tourism Strategy Task Force.

#### 6.2 Letter of Support – Webster's Corners

The Chair reported a letter from the Commission supporting the purchase the old co-op store in Webster's Corners has been forwarded to Council.

#### 6.3 Thomas Haney Conversation

The Chair shared some information regarding the Haney family.

### 7. NEW & UNFINISHED BUSINESS

#### 7.1 Membership

##### 7.1.1. CHC 2017-2018 Appointments

The Staff Liaison reported that Kevin Bennett has been appointed to the Commission, and that Eric Phillips and Len Pettit have been re-appointed to the Commission.

Sandra Ayres, whose term is ending December 31, 2016 was thanked for all her work on the Commission. Ms. Ayres will continue to work on the Heritage Inventory project.

##### 7.1.2 Calendar of Events

The Chair reported the 2017 Calendar of Events is under construction.

##### 7.1.3 2017 Meeting Schedule

The 2017 Meeting Schedule was reviewed.

#### 7.2 Heritage Planners & Professionals Meeting

The Staff Liaison reported on the meeting held November 25 in Burnaby. Presentations were made by local municipalities, Parks Canada and Heritage BC on heritage related topics.

Note: Councillor Speirs entered at 7:45 p.m.

#### 7.3 Canada 150

The Chair reported that \$1,000 in funding has been approved for heritage related initiatives as part of the Canada 150 celebrations. Members interested on working on this project should contact the Chair. The Canada 150 project will be initiated in early 2017.

**7.4 Haney House Conservation Plan Implementation**

The Chair reported on the implementation of the conservation plan. Roof repair work is currently underway. The Chair shared some plans to share the story of the house with the community.

R16-037

It was moved and seconded

**That the Chair work with Yvonne Chui, Recreation Manager, Arts & Community Connections, to develop a plan to share the story of Haney House.**

CARRIED

**8. SUBCOMMITTEE REPORTS**

**8.1 Communications Subcommittee**

**8.1.1 Local Voices**

The Chair shared some stories from the fall sessions, which were delightful. Planning for the spring presentation is underway.

**8.1.2 Communications Package**

The Chair provided an estimate for the creation of a refreshed communications package for the Commission.

R16-038

It was moved and seconded

**That \$1,800 from the Commission budget be used to pay for the creation of a refreshed Community Heritage Commission communications package.**

CARRIED

**8.2 Recognitions Subcommittee**

**8.2.1 Heritage Week Subcommittee**

Heritage Week will be February 11 – 19, 2017. The Chair reported a Heritage Week program has been drafted.

**8.2.2 Heritage Awards 2017 Nominations**

The Recognitions subcommittee has reviewed nominations received. Plans for the award ceremony were shared.

**8.3 Education Subcommittee**

**8.3.1 BC Societies Act Workshop**

The Chair reported she has discussed hosting a workshop regarding the BC Societies Act transition with Yvonne Chui, Recreation Manager, Arts & Community Connections. Further details will be provided soon.

**8.3.2 Oral History Training**

The Chair reported an opportunity for Oral History training may be upcoming.

**8.3.3 Archives and Museum Field Trip**

The Chair shared details of a planned field trip to the City of Vancouver Archives and Museum.

**8.4 Maple Ridge Oral History Project**



The Chair shared copies of a draft report on the proposed Oral History project from Steven Ranta. The subcommittee will meet soon and finalize the report. Commission members were encouraged to make suggestions of possible project participants.

**8.5 Heritage Marker Inventory Update**

The Committee Clerk reported that Peter Warmerdam, Landscape Technician will be the Parks, Recreation and Culture contact for the Heritage Marker database. The development of and purposes of the database were outlined by the Chair.

**8.6 Digitization Project Subcommittee**

The Chair reported on the Digitization project. A small amount of work remains to be done on the inventory of the archives. The second phase of the project, to catalogue the archives, will be proposed in 2017. Members are welcome to attend Digitization subcommittee meetings.

**8.7 Heritage Inventory Project Update**

The Staff Liaison provided a status report on the Heritage Inventory update project.

**8.8 Robertson Family Cemetery Project Subcommittee**

The Staff Liaison reported the project will begin soon.

**8.9 Museum and Archives Update**

The Chair reported a Museum and Archives Task Group is being formed to work on plans for a new museum and archives facility. The Task Group will meet in early January. A Public Dialogue session regarding the proposed Civic and Cultural Facility is coming up February 9.

**9. LIAISON UPDATES**

**9.1 BC Historical Federation**

The Chair reported the BC Historical Federation is holding an Archives Bootcamp conference May 25 – 28, 2017.

**9.2 Heritage BC**

The Chair raised a question regarding services provided by Heritage BC.

**9.3 BC Museums Association**

The Chair reported on a recent meeting with the new Executive Director of the BC Museums Association.

**9.4 Maple Ridge Historical Society**

Julie Koehn provided a report on Maple Ridge Historical Society activities.

**9.5 Council Liaison**

Councillor Speirs reported that an award will be presented at the Legion tomorrow (recipient name?? Tom Cameron??). The Holiday Train will happen on December 16<sup>th</sup>. Councillor Speirs reported that the budget has been given three readings and that funding for Commission initiatives has been approved.

**10. QUESTION PERIOD**

**11. ROUNDTABLE - Nil**

**12. ADJOURNMENT**

It was moved that the meeting be adjourned at 9:10 pm.



## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read and Members of Council      **MEETING DATE:** January 23, 2017  
**FROM:** Chief Administrative Officer      **MEETING:** Committee of the Whole  
**SUBJECT:** Disbursements for the month ended December 31, 2016

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### 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 December 31, 2016 be received for information only.

GENERAL	\$ 12,160,403
PAYROLL	\$ 1,819,630
PURCHASE CARD	\$ <u>97,565</u>
	\$ <u>14,077,598</u>

### 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.

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

Highlights of larger items included in Financial Plan or Council Resolution

• B & B Contracting – 128 Ave road & drainage improvements	\$	843,011
• BA Blacktop – 240 St road improvements	\$	163,922
• Eurovia BC – 203 St road & drainage improvements	\$	738,811
• Fraser Valley Regional Library – 4 <sup>th</sup> quarter member assessment	\$	657,001
• G.V. Water District – Water consumption Aug 31 – Oct 4/16	\$	795,664
• Municipal Insurance – Property insurance	\$	612,826
• Receiver General – RCMP contract Jul 1 – Sep 30/16	\$	4,085,763
• Ridge Meadows Recycling Society – Monthly contract for recycling	\$	189,713

**d) Policy Implications:**

Corporate governance practice includes reporting the disbursements to Council monthly.

**CONCLUSIONS:**

The disbursements for the month ended December 31, 2016 have been reviewed and are in order.

Original signed by G'Ann Rygg

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*Prepared by:* **G'Ann Rygg**  
**Accounting Clerk II**

Original signed by Trevor Thompson

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

Original signed by Paul Gill

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*Approved by:* **Paul Gill, BBA, CPA, CGA**  
**GM – Corporate & Financial Services**

Original signed by E.C. Swabey

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*Concurrence:* **E.C. Swabey**  
**Chief Administrative Officer**

**CITY OF MAPLE RIDGE**  
**MONTHLY DISBURSEMENTS - DECEMBER 2016**

<b><u>VENDOR NAME</u></b>	<b><u>DESCRIPTION OF PAYMENT</u></b>	<b><u>AMOUNT</u></b>
AOK Tree Service Ltd	Chipping program	15,244
Action Data Communications	Mitel phone system 3 year maintenance agreement	73,029
Al Mortgageline Ltd.	Security refund	27,500
ATS Traffic	Speed read boards	57,362
B & B Contracting Ltd	128 Ave road & drainage improvements (216 St to 224 St)	843,011
BA Blacktop	240 St road improvements (102 Ave - 104 Ave)	163,922
BC Hydro	Electricity	136,449
BC Hydro & Power Authority	Raise three manhole lids on 203 St & 124 Ave	15,868
BC SPCA	Contract payment - Nov & Dec	57,116
Boileau Electric & Pole Ltd	Maintenance: Banners	305
	Hammond Community Centre	107
	Memorial Park	102
	Street lights	857
	Street signs	321
	Traffic signals	178
	LED playfield lighting at Albion Sports Complex	19,735
	Firehall #3 generator installation	113,045
CUPE Local 622	Dues - pay periods 16/24 & 16/25	24,799
Cansel Survey Equipment	AutoCAD 3 year maintenance subscription	46,191
Chevron Canada Ltd	Gasoline & diesel fuel	51,308
City Of Pitt Meadows	PM Arena operating costshare Jan to Oct 2016	70,851
	PM Family Rec Centre Telus & internet charges to Sep & Oct	3,842
	PM Seniors Centre landscaping Jul to Sep	672
Cobing Building Solutions	Electrical/Mechanical Maintenance:	
	City Hall	716
	Firehalls	10,231
	Hammond Community Centre	615
	Library	1,847
	Leisure Centre	6,417
	Operations	174
	RCMP	1,557
	Whonnock Lake Community Centre	248
Convergent Information Systems	Mobile device management software	19,255
Donald Luxton And Associates	Heritage consulting services - museum	6,300
	Heritage inventory review & update	11,130
Eagle West Crane & Rigging	Concrete barriers for parking lot at Albion Sports Complex	22,951
Eecol Electric Corp - Langley	Christmas lights	604
	Leisure Centre pool deck lighting	34,827
Eurovia British Columbia	203 St road & drainage improvements (Lougheed Hwy to Golden Ears Way)	738,811
Fraser City Installations Ltd	Speed read board installations	19,067
Fraser Valley Regional Library	4th quarter member assessment	657,001
	Annual capital replacement funding	40,000
Fred Surridge Ltd	Waterworks supplies	16,254
Gotraffic Management Inc	Traffic control	19,534
Greater Vanc Water District	Water consumption Aug 31 - Oct 4/16	795,664
Hallmark Facility Services Inc	Janitorial services & supplies:	
	City Hall	3,793
	Firehalls	4,552
	Library	4,284
	Operations	4,070
	Pitt Meadows Heritage Hall - Oct	147
	Randy Herman Building	4,766
	RCMP	4,327
	South Bonson Community Centre - Aug to Oct	2,492
Horizon Landscape Contractors	Grass cutting	31,006
Jacks Automotive & Welding	Fire Dept equipment repairs	19,885
Jackson Ridge Project	Security refund	87,076
Kerr Wood Leidal Associates	Integrated stormwater management planning & stream monitoring	29,607
Lafarge Canada Inc	Roadworks material	16,908

<b><u>VENDOR NAME</u></b>	<b><u>DESCRIPTION OF PAYMENT</u></b>	<b><u>AMOUNT</u></b>
MacLean Homes	Security refund	40,361
Manulife Financial	Employer/employee remittance	150,676
Maple Ridge & PM Arts Council	Arts Centre contract payment	53,102
	Program revenue	5,494
	Theatre rental	6,073
McElhanney Consulting Services	203 St road & drainage improvements (DTR to Golden Ears Way)	26,949
Medical Services Plan	Employee medical & health premiums	40,230
Microsoft Corporation	Annual software licensing	141,949
Modern Ground Maintenance Ltd	Chipping program	17,526
MR PM Community Services	Youth Justice support	15,800
Municipal Insurance Assoc	Property insurance	612,826
Municipal Pension Plan BC	Employer/employee remittance	470,731
nWallace & Company Ltd.	Operations storage building & shed construction	110,940
Popular Landscaping & Gardenin	Silver Valley landscape works 2016	15,939
PW Trenchless Construction Inc	Culvert replacement program - 25600 Block of Dewdney Trunk Road	16,297
RCMP -Receiver General For Cda	RCMP contract Jul 1 - Sep 30/16	4,085,763
Receiver General For Canada	Employer/Employee remittance PP16/24 & PP16/25	572,690
Ridge Meadows Recycling Society	Monthly contract for recycling	189,713
	Weekly recycling	355
	Litter pickup contract	1,320
	Toilet rebate program	210
Sirta Enterprises	Landscaping at Rainbow Creek	191,598
Stantec Consulting Ltd	225 St pump station upgrade	20,753
	263 St water pump station replacement	31,147
	270A St reservoir & pump station	9,018
Swing Time Distributors Ltd	Tolmie Park play equipment	51,524
Tempest Development Group	Annual software support	65,203
	Parking ticket implementation services	4,043
Total Power Ltd	Generator maintenance:	
	City Hall	206
	Firehalls	619
	Operations	206
	Pump stations	15,192
	RCMP	206
	Whonnock Community Centre	207
Triahn Enterprises Ltd	108 Ave watermain & PRV chamber	57,745
True Light Building	Water service connection fee refund	33,773
Warrington PCI Management	Advance for Tower common costs plus expenses	61,200
Westridge Security Ltd	Celebrate the Night patrols	78
	Community security patrols - Oct & Nov	13,180
	Downtown core patrols - Oct & Nov	6,022
	Safe walk program	156
Whistler Center-Sustainability	Tourism strategy plan	17,739
Disbursements In Excess \$15,000		11,321,037
Disbursements Under \$15,000		839,366
Total Payee Disbursements		12,160,403
Payroll	PP16/25 & PP16/26	1,819,630
Purchase Cards - Payment		97,565
Total Disbursements December 2016		14,077,598

**CITY OF MAPLE RIDGE**

**BYLAW NO. 7292-2016**

A Bylaw to amend the text 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. 7292-2016."
2. That PART 2 INTERPRETATION be amended with the addition of the following definition after MEDICAL MARIHUANA, COMMERCIAL PRODUCTION:

**MICROBREWERY, WINERY AND DISTILLERY** means premises on which beer, ale, cider, wine or sprits are manufactured using traditional methods, often in small or seasonal batches. This use includes accessory retail display and sales as well as sampling and lounge spaces, provided that the combined floor area allocated to such accessory uses does not exceed the manufacturing floor area.

3. That PART 7 – COMMERCIAL ZONES be amended by the addition of the following commercial zone following H-1 HERITAGE COMMERCIAL:

**714        HAMMOND VILLAGE COMMERCIAL        H-2**

**1)        PURPOSE**

1. This zone is intended for mixed-use development within Hammond's historic commercial area and is specific to sites designated *Hammond Village Commercial* in the Hammond Area Plan.

**2)        PRINCIPAL USES**

1. The following principal use and no other shall be permitted in this zone:
  - (a) apartment (see Section 10, OTHER REGULATIONS in this zone);
  - (b) assembly;
  - (c) convenience store;
  - (d) financial services;
  - (e) indoor commercial recreation;
  - (f) liquor primary establishment;
  - (g) licensee retail store;
  - (h) microbrewery, winery and distillery;
  - (i) personal services;
  - (j) personal repair services;

- (k) professional services;
- (l) restaurants;
- (m) retail sales;
- (n) off-street parking, permitted on those parcels included on attached Schedule "J"  
Hammond Commercial and Off-Street Parking;
- (o) vehicle and equipment repair services, permitted on the following parcel:  
20657 Lorne Avenue  
Lot 697 District Lot 278 New Westminster District Plan 114

### **3) ACCESSORY USES**

1. The following uses shall be permitted as accessory to a permitted principal use in this zone:
  - (a) boarding, accessory to an apartment use;
  - (b) home occupation, accessory to an apartment use;
  - (c) outdoor display or sales area.

### **4) LOT AREA & DIMENSIONS**

1. Minimum lot area and dimensions shall not be less than:
  - (a) net lot area; 191.0 square metres
  - (b) lot width; 6.0 metres
  - (c) lot depth. 27.0 metres

### **5) LOT COVERAGE**

1. The lot coverage of all buildings and structures shall not exceed 90%.

### **6) SETBACKS**

1. No building or structure shall be sited less than:
  - (a) from a front lot line; 0 metres
  - (b) from a rear lot line; 1.5 metres
  - (c) from an interior lot line; 0 metres
  - (d) from an exterior lot line. 4.5 metres

### **7) HEIGHT**

1. No building or structure shall be less than 11 metres.
2. No building or structure shall be greater than 15 metres.
3. Notwithstanding clauses 1 and 2, the following height restrictions on properties identified on Schedule 'J' Hammond Commercial and Off-Street Parking shall be as follows:
  - (a) No building or structure shall be less than 3.6 metres;
  - (b) No building or structure shall be greater than 11 metres.

## 8) PARKING & LOADING

1. Off-street parking and off-street loading shall be sited to the rear of the building, inside a building or structure, or underground;
2. Off-street parking and off-street loading shall be provided in accordance with Maple Ridge Off-Street Parking and Loading Bylaw No. 4350-1990, as amended.

## 9) OTHER REGULATIONS

1. For properties identified on attached Schedule "K", Hammond Ground Floor Commercial Required, an apartment use shall be limited exclusively to storeys above the first storey of a building.
2. An apartment use:
  - (a) shall provide a minimum of 5% of the lot area as useable open space which may be provided in balconies, terraces, patios, rear yards, courtyards or roof decks.
  - (b) shall provide a balcony for all dwelling units which are not ground-oriented and shall be a minimum of 5% of the dwelling unit size or 4.6 square metres per dwelling unit, whichever is greater;
  - (c) shall have a separate public entrance from the ground floor front elevation if located in a building or structure with other uses except that on a corner lot access may be from the ground floor exterior side elevation;
  - (d) shall be permitted only if the site is serviced to the standard set out in Maple Ridge Subdivision and Development Servicing Bylaw.
3. All persons carrying out a permitted use shall conduct the business or undertaking within a completely enclosed building except for accessory outdoor display, seating, or sales area and off-street parking and loading.
4. A home occupation use shall comply with the regulations of Section 402 (4).
4. Those parcels or tracts of land and premises known and described as:  
  
Lot 795 District Lot 278 New Westminster District Plan 114  
Lot 797 District Lot 278 New Westminster District Plan 114  
PID 007-226-551  
Lot 793 District Lot 278 New Westminster District Plan 114  
Lot A District Lot 278 New Westminster District Plan 10059  
Lot B District Lot 278 New Westminster District Plan 10059  
Lot 789 District Lot 278 New Westminster District Plan 114  
Lot 790 District Lot 278 New Westminster District Plan 114  
Lot A District Lot 278 New Westminster District Plan 12703  
Lot B District Lot 278 New Westminster District Plan 12703  
Lot 1110 District Lot 278 New Westminster District Plan 52216  
PID 003-435-181  
Lot 697 District Lot 278 New Westminster District Plan 114  
Lot 726 District Lot 278 New Westminster District Plan 114



and shown on Map No. 1698 a copy of which is attached hereto and forms part of this Bylaw, are hereby rezoned to H-2 (Hammond Village Commercial).

5. Those parcels or tracts of land and premises known and described as:

Lot 695 District Lot 278 New Westminster District Plan 114

and shown on Map No. 1698 a copy of which is attached hereto and forms part of this Bylaw, are hereby rezoned to P-4 (Church Institutional).

6. Maple Ridge Zoning Bylaw No. 3510 - 1985 as amended and Map "A" attached thereto are hereby amended accordingly.

**READ** a first time the 29<sup>th</sup> day of November, 2016.

**READ** a second time the 29<sup>th</sup> day of November, 2016.

**PUBLIC HEARING** held the 17<sup>th</sup> day of January, 2017.

**READ** a third time the 17<sup>th</sup> day of January, 2017.

**ADOPTED**, the       day of       , 20

\_\_\_\_\_  
PRESIDING MEMBER

\_\_\_\_\_  
CORPORATE OFFICER









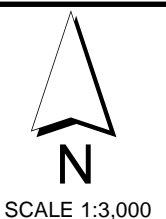
# MAPLE RIDGE ZONE AMENDING

Bylaw No. 7292-2016

Map No. 1698

From: C-3 (Town Centre Commercial) RS-1 (One Family Urban Residential)

To:  H-2 (Hammond Village Commercial)  
 P-4 (Place of Worship Institutional)



**CITY OF MAPLE RIDGE**

**BYLAW NO. 7279-2016**

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”, “B”, and “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 “Hammond Area Plan Bylaw No. 7279-2016.”
2. **Schedule “A”, Table of Contents** is amended as follows:
  - a. To add the following after 8.12 Wildfire Development Permit Area Guidelines:  
  
“8.13 Hammond Development Permit Area Guidelines”
  - b. To add the following after 10.4 Town Centre Area Plan:  
  
“10.5 Hammond Area Plan”
3. **Schedule “A”, Chapter 6, Employment, sub-section 6.3.8 Historic Commercial** is amended as follows:
  - a. To add the following sentence to the end of policy 6 - 38:  
“Specific land uses and policies to guide long range planning and development for Hammond and Port Haney are within their respective Area Plans, the Hammond Area Plan and the Town Centre Area Plan, which are imbedded in the Official Community Plan in Chapter 10, Area Planning.”
4. **Schedule “A”, Chapter 10 Area Plans** is amended as follows:
  - a. To add “Hammond Area Plan” to Section Title Page after Town Centre Area Plan
  - b. By the addition of the Hammond Area Plan, a copy of which is attached hereto and forms part of this bylaw as Schedule 1 in correct numerical order.







## 10.5 HAMMOND AREA PLAN

[Click link above to view complete document](#)







# Hammond Area Plan

## Development Permit Area Guidelines

[Click link above to view complete document](#)

September, 2016











## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Final Reading  
Official Community Plan Amending Bylaw No. 7086-2014  
Official Community Plan Amending Bylaw No. 7171-2015  
Zone Amending Bylaw No. 7070-2014  
24815, 24837 Dewdney Trunk Road & 12040 248 Street

**MEETING DATE:** January 24, 2017  
**FILE NO:** 2014-019-RZ  
**MEETING:** COUNCIL

---

### EXECUTIVE SUMMARY:

Official Community Plan Bylaw No. 7086-2014 and 7171-2015 and Zone Amending Bylaw No. 7070-2014 have been considered by Council; Public Hearing was held and subsequently the above mentioned Bylaws were granted third reading. The applicant has requested that final reading be granted. The purpose of the rezoning is to permit the construction of two commercial buildings consisting of six ground level commercial units and two residential units located on the second floor of Building 2 (see Appendix E).

The creation of a new Village Commercial category in the Official Community Plan (OCP) is proposed for the subject properties, with the objective to provide a greater level of commercial opportunities in key locations within the City. The intent of the Village Commercial category is to serve as an intermediary scale between the Community Commercial Nodes and Neighbourhood Commercial Centres, incorporating limited components of each category.

The following dates outline Council's consideration of the application and Bylaws No. 7070-2014, 7086-2014, and 7171-2015:

- First reading for Zone Amending Bylaw No. 7070-2014 and first reading for Official Community Plan Amending Bylaw No. 7086-2014 was granted on May 27, 2014;
- Second reading for Zone Amending Bylaw No. 7070-2014 and second reading for Official Community Plan Amending Bylaw No. 7086-2014 was granted July 28, 2015;
- The addition of the western 130.14 m<sup>2</sup> (1,399 ft<sup>2</sup>) portion of 24837 Dewdney Trunk Road (see Appendix F) required that second reading to Zone Amending Bylaw No. 7070-2014 be rescinded and amended. Second reading to rezone the subject properties from RS-1 (One Family Urban Residential) to C-2 (Community Commercial) was granted for the amended Zone Amending Bylaw No. 7070-2014 and Official Community Plan Amending Bylaw No. 7086-2014 on September 29, 2015. First and second reading for Official Community Plan Amending Bylaw No. 7171-2015 was granted for the western portion of 24837 Dewdney Trunk Road from *Estate Suburban* to *Commercial* on September 29, 2015.
- Public Hearing was held on October 20, 2015;

- Third reading was granted on October 27, 2015 for Zone Amending Bylaw No. 7070-2014 and Official Community Plan Amending Bylaws 7086-2014 and 7171-2015; and
- First extension was granted October 25, 2016 for Zone Amending Bylaw No. 7070-2014 and Official Community Plan Amending Bylaws 7086-2014 and 7171-2015.

#### **RECOMMENDATION:**

1. That Official Community Plan Amending Bylaw No. 7086-2014 be adopted;
2. That Official Community Plan Amending Bylaw No. 7171-2015 be adopted; and
3. That Zone Amending Bylaw No. 7070-2014 be adopted.

#### **DISCUSSION:**

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

Council considered this rezoning application at a Public Hearing held on October 20, 2015, and subsequently granted third reading to Zone Amending Bylaw No. 7070-2014 on October 27, 2015 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) Road dedication as required;
- iii) Consolidation of the subject properties;
- iv) Registration of a Reciprocal Cross Access Easement Agreement with 12040 248 Street;
- v) Registration of a Restrictive Covenant for protecting of the required Residential and Visitor Parking;
- vi) Registration of a Restrictive Covenant for Stormwater Management;
- vii) Registration of a Housing Agreement in accordance with Section 483 of the Local Government Act and a Restrictive Covenant stating that the second floor of Building 2 will be restricted to residential rental unit use only; and
- viii) 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 properties are not contaminated.

#### **The following applies to the above:**

- i) Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and security deposit has been provided by the applicant;
- ii) The Engineering Department determined that road dedication is not required as part of this development application;

- iii) Consolidation of the properties, located at 24815 Dewdney Trunk Road and 12040 248 Street, was a condition of the original application and prior to the rescinded Zone Amending Bylaw No. 7070-2014. The property located at 12040 248 Street, directly north of the subject property, was previously excluded from the current rezoning application to C-2 (Community Commercial); therefore, consolidation is not a requirement;
- iv) Registration of a Reciprocal Cross Access Easement Agreement is complete and will be a condition of subdivision;
- v) Registration of a Restrictive Covenant for Residential and Visitor Parking is complete and will be a condition of subdivision;
- vi) Registration of a Restrictive Covenant for Stormwater Management is complete and will be a condition of subdivision;
- vii) Registration of a Housing Agreement for one unit is complete and will be a condition of subdivision; and
- viii) Disclosure statement, submitted as part of a Stage 1 Site Investigation, indicates that no underground fuel storage tank exists on the subject property.

### **Village Commercial**

A new commercial category of 'Village Commercial' is being proposed through this development application, supported by the recommendations of the Commercial and Industrial Strategy. GP Rollo and Associates were asked to evaluate the viability of an expansion to the Neighbourhood Commercial Node at the intersection of Dewdney Trunk Road and 248 Street, including the impact it could have on the Historic Commercial Node of Webster's Corners located at Dewdney Trunk Road and 256 Street. The addendum to the Strategy was presented to Council in September 2013, and indicates that a Commercial Node at 248 Street and Dewdney Trunk Road would be viable based on:

- its strategic location in east Maple Ridge to capture increased commercial demand as the population grows; and
- its inclusion in the Greater Vancouver Fraser Sewer Area.

## CONCLUSION:

As the applicant has met Council's conditions, it is recommended that final reading be given to Official Community Plan Amending Bylaw No. 7086-2014, 7171-2015 and Zone Amending Bylaw No. 7070-2014.

"Original signed by Adam Rieu"

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**Prepared by:** Adam Rieu  
Planning Technician

"Original signed by Christine Carter"

---

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

"Original signed by Frank Quinn"

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

"Original signed by E.C. Swabey"

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**Concurrence:** E.C. Swabey  
Chief Administrative Officer

The following appendices are attached hereto:

Appendix A – Subject Map

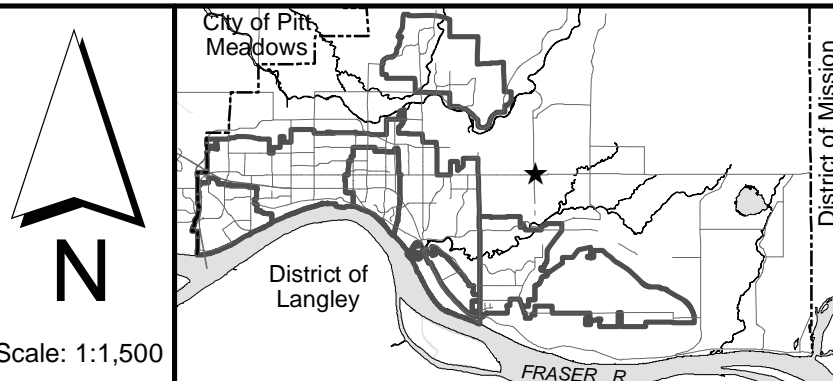
Appendix B – Official Community Plan Bylaw No. 7086-2014

Appendix C – Official Community Plan Bylaw No. 7171-2015

Appendix D – Zone Amending Bylaw No. 7070-2014

Appendix E – Site Plan

Appendix F – Sketch Plan Lot 21 (24837 Dewdney Trunk Road) and Lot 22 (24815 Dewdney Trunk Road)



24815, 24837 DEWDNEY TRUNK &  
12040 248 STREET

FILE: 2014-019-RZ  
DATE: Sep 3, 2015  
BY: PC

Scale: 1:1,500



## CITY OF MAPLE RIDGE

### BYLAW NO. 7086-2014

A Bylaw to amend the Official Community Plan Bylaw No. 7060-2014

---

**WHEREAS** Section 882 of the Local Government Act provides that the Council may revise the Official Community Plan;

**AND WHEREAS** it is deemed desirable to amend Schedule "A" 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. 7086-2014.
2. That Chapter 6 Employment Section 6.3.1 policy 6-22 is amended by adding 'Village Commercial Node' preceding 'Rural Commercial'.
3. That Chapter 6 Employment Section 6.3.2 Commercial Designations is amended by adding 'c) Village Commercial Node' following b) Community Commercial Node and renumbering the remainder of the list accordingly.
4. That Chapter 6 Employment is amended by adding the following as Section 6.3.6 and renumbering the remainder of the Sections and policies accordingly:

#### 6.3.6 Village Commercial Node

##### Issues:

- Population growth in east Maple Ridge and in existing developed areas may create a need for Village Commercial Nodes outside of the Urban Area Boundary.
- Village Commercial Nodes are comprised of commercial developments that typically serve more than one neighbourhood and provide a range of daily convenience shopping and limited community retail opportunities. Commercial space within the Village Commercial Node is typically less than 2,400m<sup>2</sup> (25,833 ft<sup>2</sup>) in area.
- Properties designated Commercial at the intersection of 248 Street and Dewdney Trunk Road is within the Metro Vancouver Fraser Sewer Area and for that reason is suitable for village commercial development.

Objective:

- To facilitate Village Commercial Nodes at key locations throughout the City to provide a mix of daily convenience shopping and limited community retail opportunities.

Policies:

- 6-30 Maple Ridge will encourage the development of Village Commercial Nodes that serve a variety of daily convenience and commercial shopping needs within close proximity to established and/or emerging neighbourhoods.
- 6-31 The Village Commercial Node is located outside the Urban Area Boundary but is within the Metro Vancouver Fraser Sewer Area. Similar properties located at other key intersections may also be suitable for Village Commercial development.
- 6-32 The establishment of Village Commercial Nodes will serve as an intermediary scale between the Community Commercial Nodes and Neighbourhood Commercial Centres and incorporates limited components of each category. As such, they are typically less than 2,400m<sup>2</sup> (25,833 ft<sup>2</sup>) in area.
- 6-33 Commercial developments proposed as part of a Village Commercial Node will be considered subject to satisfying Zoning Bylaw and Parking Bylaw requirements, site access, traffic, must be designed to be compatible with the surrounding area and will be evaluated against the following:
- i. adherence to additional design criteria as detailed in the Section 8 Development Permit Area Guidelines section of the Official Community Plan;
  - ii. commercial building(s) along the street frontage, within 25 m of the intersection;
  - iii. the ability of the existing infrastructure to support the new development.'
5. That the following sentence be deleted from the Issues section of the Neighbourhood Commercial Centres:
- 'Property designated Commercial at 248 Street and Dewdney Trunk Road is within the Metro Vancouver Fraser Sewer Area and for that reason is suitable for neighbourhood commercial development.'*
6. That Appendix E (in the OCP) Figure 2 'Community Commercial, Village Commercial and Historic Commercial Centres' is amended by deleting, in its entirety, and replacing it with Map 1 attached hereto and forming part of the Bylaw .
7. Maple Ridge Official Community Plan Bylaw No.7060-2014 as amended is hereby amended accordingly.

**READ A FIRST TIME** the 27<sup>th</sup> day of May, 2014.

**READ A SECOND TIME** the 28<sup>th</sup> day of July, 2015.

**PUBLIC HEARING HELD** the 20<sup>th</sup> day of October, 2015.

**READ A THIRD TIME** the 27<sup>th</sup> day of October, 2015.

**ADOPTED** the       day of       , 20   .

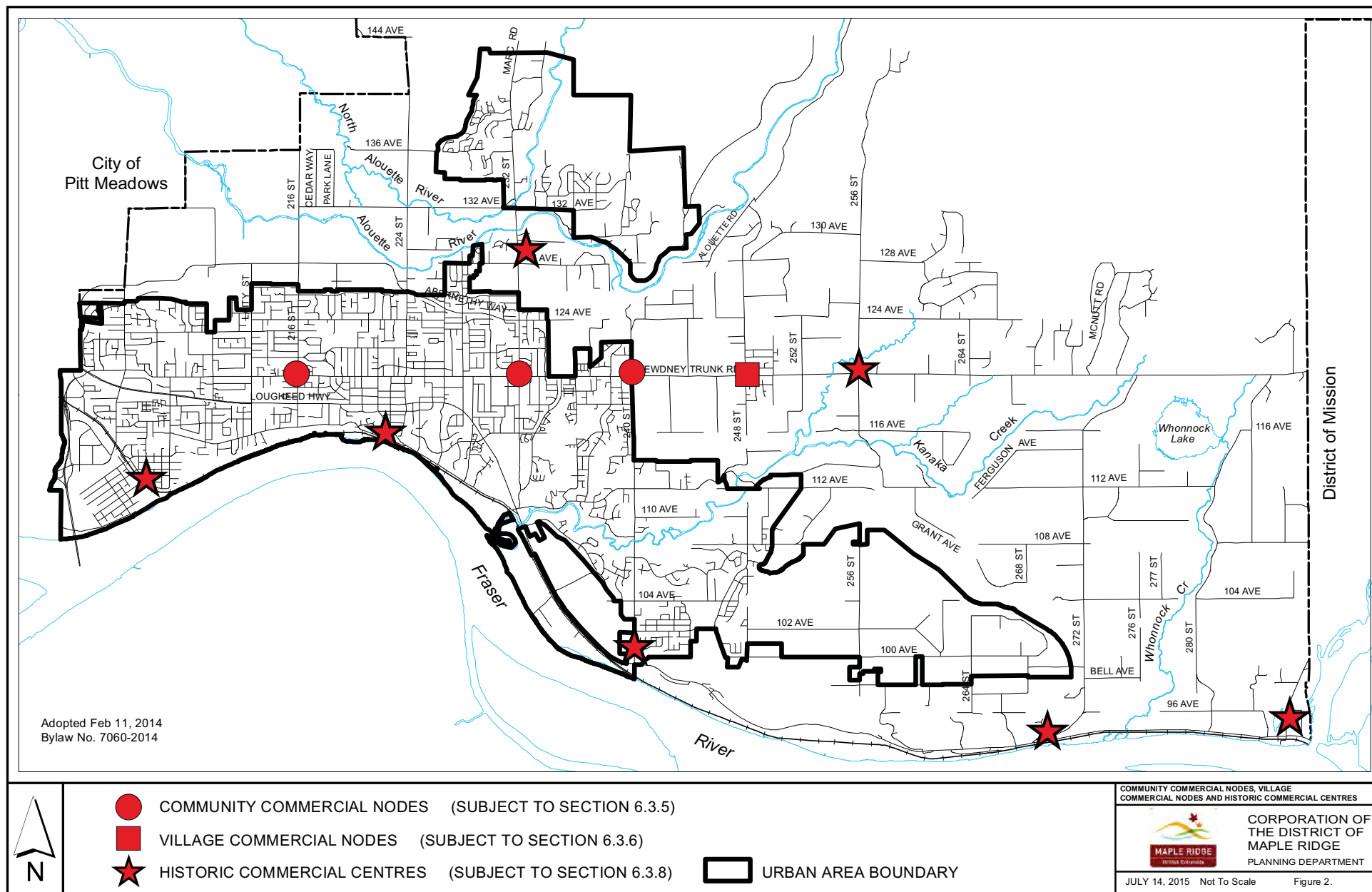
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**PRESIDING MEMBER**

---

**CORPORATE OFFICER**

# MAP 1



## CITY OF MAPLE RIDGE

### BYLAW NO. 7171-2015

A Bylaw to amend the Official Community Plan Bylaw No. 7060-2014

---

**WHEREAS** Section 882 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. 7171-2015."

2. That parcel or tract of land and premises known and described as:

Lot 21 Section 23 Township 12 New Westminster District Plan 15267

and outlined in heavy black line on Map No. 915, a copy of which is attached hereto and forms part of this Bylaw, is hereby redesignated to Commercial.

3. Maple Ridge Official Community Plan Bylaw No. 7060-2014 is hereby amended accordingly.

**READ A FIRST TIME** the 29<sup>th</sup> day of September, 2015.

**READ A SECOND TIME** the 29<sup>th</sup> day of September, 2015.

**PUBLIC HEARING HELD** the 20<sup>th</sup> day of October, 2015.

**READ A THIRD TIME** the 27<sup>th</sup> day of October, 2015.

**ADOPTED** the       day of       , 20   .

---

PRESIDING MEMBER

---

CORPORATE OFFICER



## CITY OF MAPLE RIDGE

### BYLAW NO. 7070-2014

#### 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. 7070-2014."

2. That parcel or tract of land and premises known and described as:

Lot 22 Section 23 Township 12 New Westminster District Plan 15267

Lot 21 Section 23 Township 12 New Westminster District Plan 15267

and outlined in heavy black line on Map No. 1614 a copy of which is attached hereto and forms part of this Bylaw, are 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 27<sup>th</sup> day of May, 2014.

**READ** a second time the 28<sup>th</sup> day of July, 2015.

**RESCINDED**, amended and re-read a second time the 29<sup>th</sup> day of September, 2015.

**PUBLIC HEARING** held the 20<sup>th</sup> day of October, 2015.

**READ** a third time the 27<sup>th</sup> day of October, 2015.

**ADOPTED** the       day of       , 20

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PRESIDING MEMBER

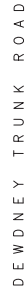
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CORPORATE OFFICER





REVISIONS		
NO.	DATE	DESCRIPTION
A	AUG 18/14	ISSUED FOR CLIENT REVIEW
B	JULY 23-14	RE-ISSUED FOR CLIENT REVIEW
C	OCT 08/14	RE- ISSUED FOR CLIENT REVIEW
D	OCT 31/14	ISSUED FOR CLIENT REVIEW
E	MAY 2015	ISSUED FOR REZONING AND DEVELOPMENT PERMIT
H	OCTOBER 2016	ISSUED FOR REZONING AND DP/DWP ENTRANCE REVISIONS



PROJECT  
PROPOSED MIXED-USE BUILDINGS  
FOR: ADRIATIC DEVELOPMENT

SHEET TITLE
MAIN FLOOR PLAN

SCALE:	1/8"=1'-0"	DRAWN BY:
DATE:	JULY 18-14	CHECKED BY:

MC	24815 DEWDNEY TRUNK ROAD
MC	12040 248 STR., MAPLE RIDGE, B.C.

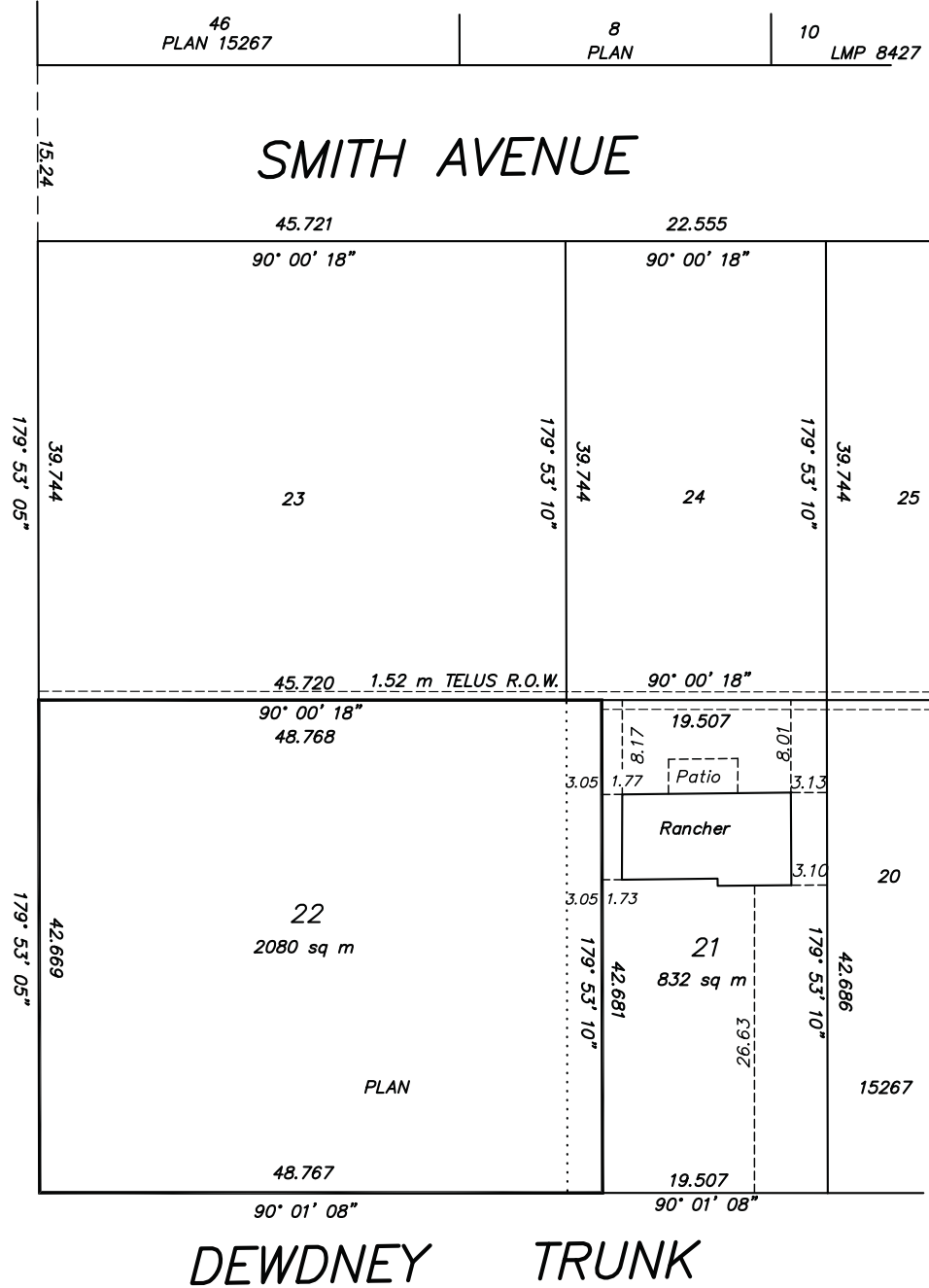
DWG. No.	15-006-A1	REV. F
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**SKETCH PLAN OF RESURVEY OF LOT 22 INCLUDING  
THAT PORTION OF LOT 21 WITHIN THE BOLD OUTLINE  
ALL OF SEC. 23, TP. 12, PLAN NWP15267**

SCALE 1:500



248TH STREET



## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer

**MEETING DATE:** January 23, 2017  
**FILE NO:** 2016-411-RZ  
**MEETING:** C of W

**SUBJECT:** First Reading  
21188 Wicklund Avenue

---

### EXECUTIVE SUMMARY:

An application has been received to rezone the subject property, located at 21188 Wicklund Avenue, from RS-1 (One Family Urban Residential) to R-1 (Residential District) to permit subdivision into two single family residential lots. As the application does not align with policies within the Official Community Plan (OCP), the recommendation is to not support this development proposal.

This application proposes the creation of fewer than 3 new lots; therefore, it is exempt from the requirements under the Community Amenity Contribution (CAC) Policy 6.31.

### RECOMMENDATION:

That application 2016-411-RZ not be given first reading.

### DISCUSSION:

#### a) Background Context:

Applicant: Anita Chowdhury

Legal Description: Lot 119 District Lot 242 Group 1 New Westminster District Plan 47383

OCP:  
Existing: Urban Residential

Zoning:  
Existing: RS-1 (One Family Urban Residential)  
Proposed: R-1 (Residential District)

Surrounding Uses:  
North: Use: Residential  
Zone: RS-1 (One Family Urban Residential) and RS-1b (One Family Urban (Medium Density) Residential)  
Designation: Urban Residential  
South: Use: Residential  
Zone: RG (Group Housing Zone)  
Designation: Urban Residential

East:	Use:	Residential
	Zone:	RS-1 (One Family Urban Residential)
	Designation:	Urban Residential
West:	Use:	Residential
	Zone:	RS-1 (One Family Urban Residential)
	Designation:	Urban Residential
Existing Use of Property:		
Proposed Use of Property:		Single Family Residential
Site Area:		Single Family Residential
Access:		969 m <sup>2</sup> (0.24 acres)
Servicing requirement:		Wicklund Avenue
		Urban Standard

**b) Site Characteristics:**

The subject property is 969 m<sup>2</sup> (0.24 acres) in size and is bound by single family residential lots to the north, west and east, and townhomes to the south. The subject property is flat with a row of hedges to the rear of the property and a few trees located in the front and rear yards. There is an existing house on the property that will require removal.

**c) Project Description:**

The applicant proposes to rezone the subject property, from RS-1 (One Family Urban Residential) to R-1 (Residential District), to permit future subdivision into two single family residential lots not less than 371 m<sup>2</sup>. It is noted that the proposed lot sizes are larger than the minimum R-1 (Residential District) requirements.

Staff had a pre-application meeting with the applicant advising that an application to rezone and subdivide to the R-1 (Residential District) zone would not be supported. Alternative development options were discussed noting that either Duplex or Triplex housing that would achieve similar density and would be in compliance with the OCP.

At this time the current application has been assessed to determine its compliance with the OCP and provide a land use assessment only. Detailed review and comments will need to be made if Council supports the proposal and once full application packages have been received. A more detailed analysis and a further report will be required prior to second reading, should Council support this development. 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:**

**Official Community Plan:**

The subject property is currently designated *Urban Residential-Neighbourhood Residential*. The Neighbourhood Residential designation allows for single detached dwellings and other housing forms, subject to the Neighbourhood Residential Infill policies. The rezoning and subdivision of this property into two single family residential lots and, specifically, use of the R-1 (Residential District) zone is not in compliance with the OCP, as per Policy 3-19 (a) (i), which states:

*The proposed lot area and widths should be not less than 80% of the lot area and width prescribed under the predominate or adjacent zoning in the surrounding neighbourhood.*

During the OCP review, the above noted policy was created stemming from conversations with residents, who advised that infill developments need to fit the character of a neighbourhood. It was acknowledged that slightly reduced lot sizes were considered appropriate in older, larger lot neighbourhoods; however, there was recognition that the reduction in lot size should be nominal, and that compatible lot width was key to preserving the character of a neighbourhood. For that reason, the policies were written to allow for a lot width not less than 80% of the zoning in the surrounding area. In addition, residents noted a preference to a Duplex or Triplex form, instead of subdivision, to achieve similar density, noting that the lot area and width would remain unchanged.

The current RS-1 (One Family Urban Residential) zone requires a minimum lot area of 668 m<sup>2</sup> and lot width of 18 m. The proposed R-1 (Residential District) zone would result in a lot area of 371 m<sup>2</sup> and lot width of 12 m. Under this policy, the RS-1b (One Family Urban (Medium Density) Residential) zone would be considered the appropriate zone, with a minimum lot area requirement of 557 m<sup>2</sup> and a lot width of 15 m; however, the applicant can not achieve the minimum lot area required for two RS-1b (One Family Urban (Medium Density) Residential) zoned lots. It has been suggested to the applicant that a Duplex or Triplex housing form could be alternative options to achieve additional density, without subdividing.

#### **Zoning Bylaw:**

The current application proposes to rezone the subject property, located at 21188 Wicklund Avenue, from RS-1 (One Family Urban Residential) to R-1 (Residential District) to permit subdivision into two single family residential lots. The minimum lot size for the current RS-1 (One Family Urban Residential) zone is 668m<sup>2</sup>, and the minimum lot size for the proposed R-1 (Residential District) zone is 371 m<sup>2</sup>.

The surrounding neighbourhood is made up of predominantly RS-1 (One Family Urban Residential) zoned lots, with the exception of two properties north-east of the subject property, and two properties to the west, which are zoned RS-1b (One Family Urban (Medium Density) Residential).

#### **Alternatives:**

That staff be directed to prepare a Bylaw in support of the development application to the R-1 (Residential District) zone. Should Council support this development application, it should be noted that it would not be referred to the Advisory Design Panel or is a Development Information Meeting required, as it is for a two lot single family subdivision. Comments and input will need to be sought from the various internal departments and external agencies and a complete rezoning and subdivision application would be required.

The other alternative would be that the application be deferred, and the applicant be requested to revise the application pending direction from Council.

## CONCLUSION:

The development proposal is not in compliance with the OCP, as per Policy 3-19, and an amendment to such is not supportable, therefore, it is recommended that this application be denied.

“original signed by Adam Rieu”

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**Prepared by:** Adam Rieu  
Planning Technician

“Original signed by Christine Carter”

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

“Original signed by Frank Quinn”

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

“Original signed by E.C. Swabey”

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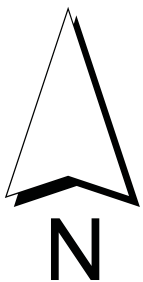
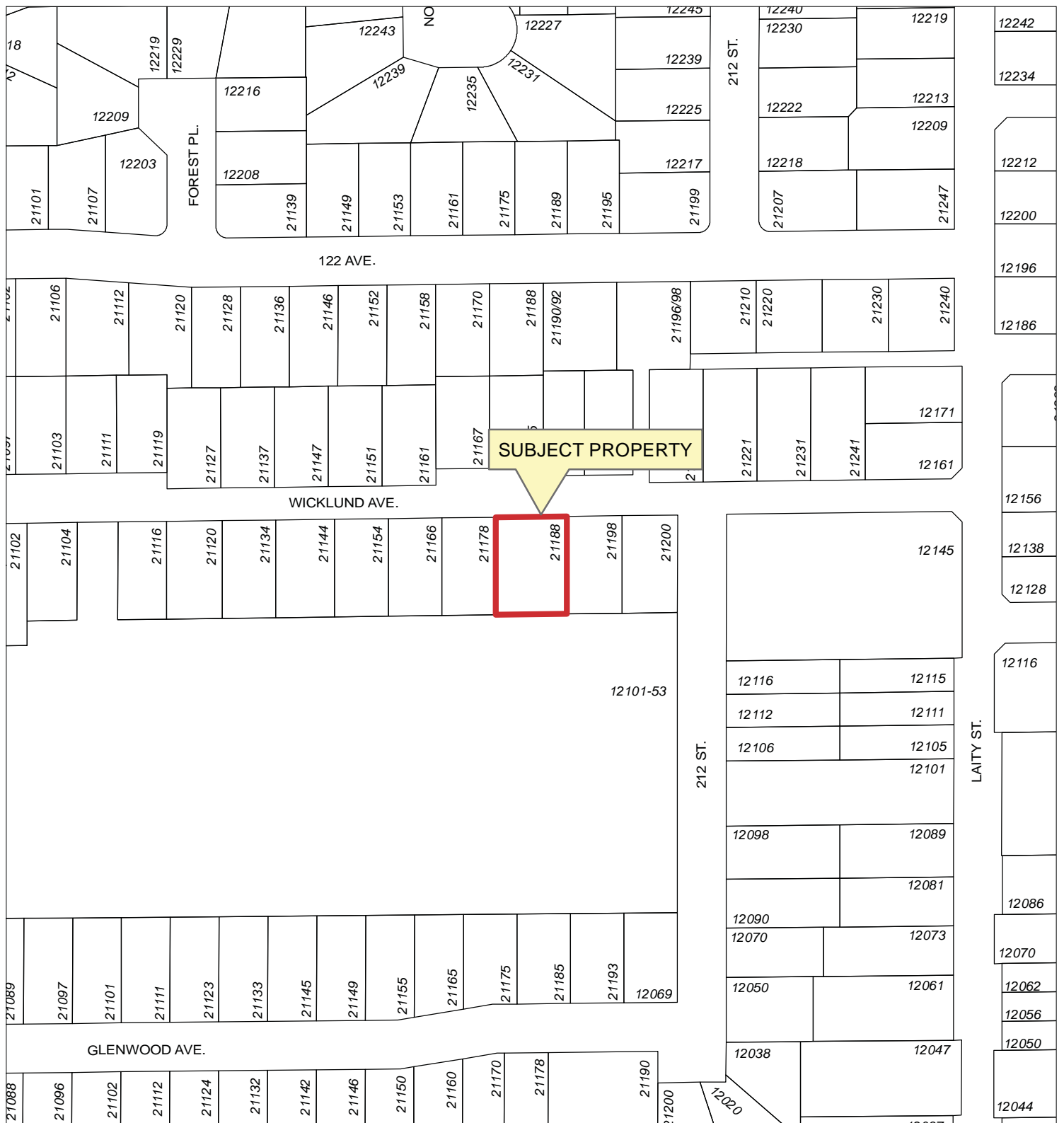
**Concurrence:** E.C. Swabey  
Chief Administrative Officer

The following appendices are attached hereto:

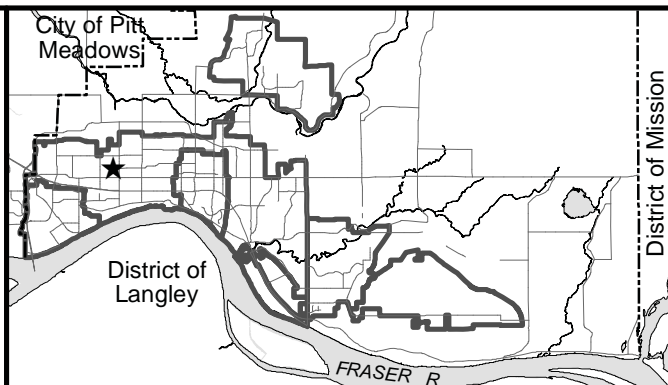
Appendix A – Subject Map

Appendix B – Ortho Map

## APPENDIX A



Scale: 1:2,000



21188 WICKLUND AVENUE

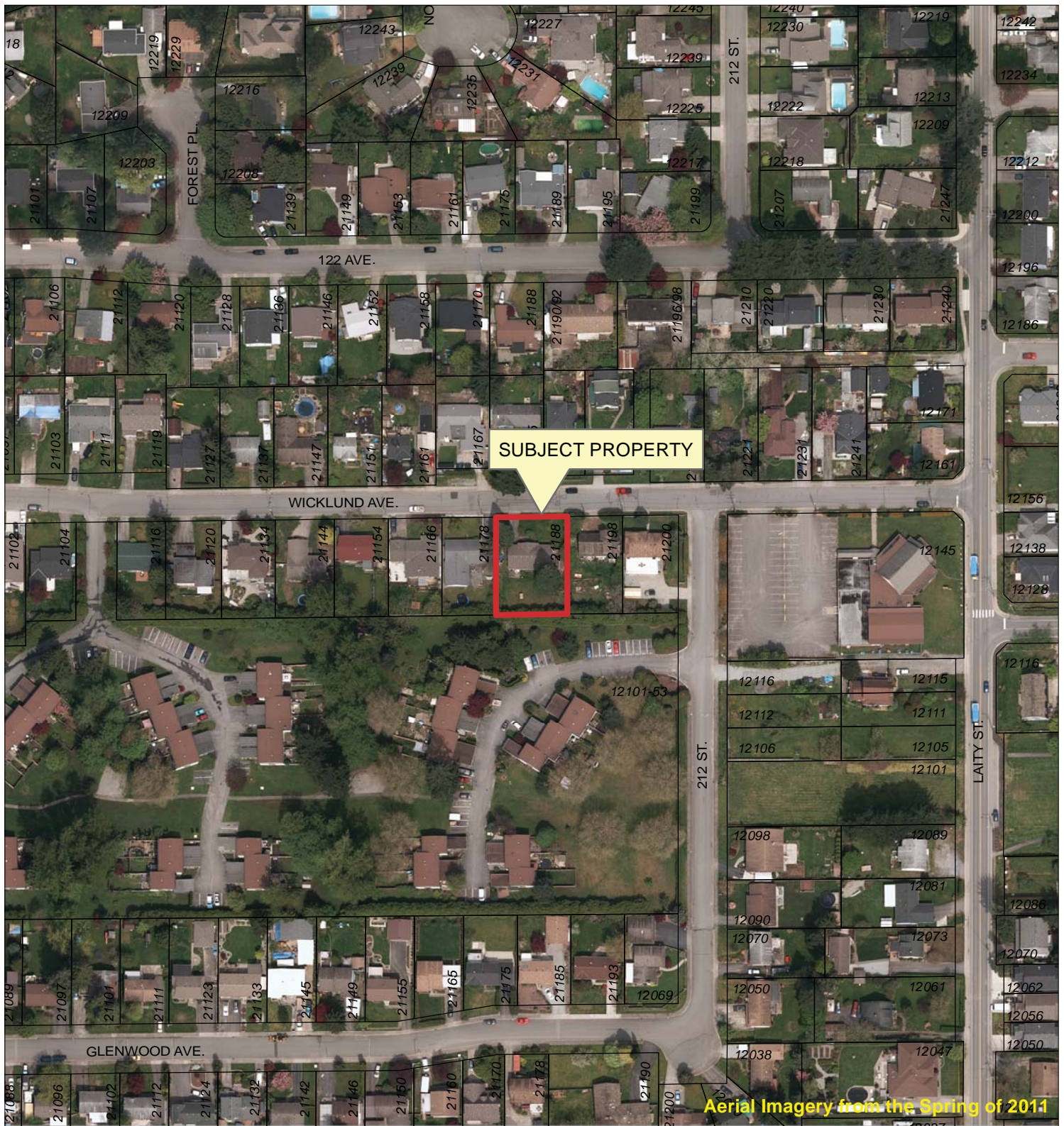


FILE: 2016-411-RZ

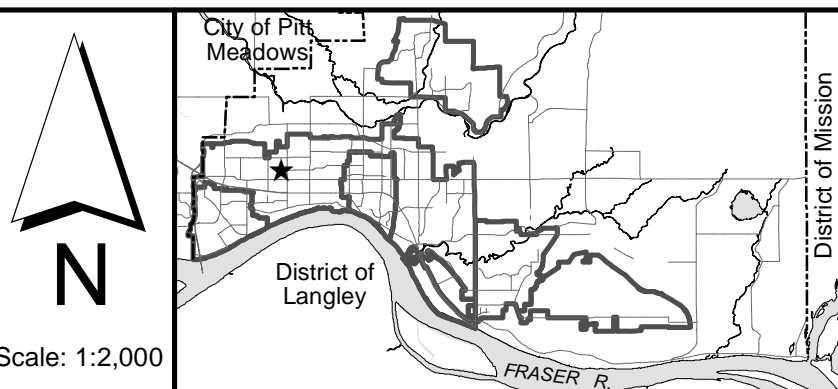
DATE: Oct 21, 2016

BY: PC





Aerial Imagery from the Spring of 2011



21188 WICKLUND AVENUE

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

mapleridge.ca

FILE: 2016-411-RZ

DATE: Oct 21, 2016

BY: PC



**City of Maple Ridge**

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Addendum report  
First and Second Reading  
Official Community Plan Amending Bylaw No. 7243-2016 and  
Second Reading  
Zone Amending Bylaw No. 7244-2016  
22260 & 22292 122 Avenue, 12159 & 12167 223 Street.

**MEETING DATE:** January 23, 2017  
**FILE NO:** 2016-052-RZ  
**MEETING:** C of W

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**EXECUTIVE SUMMARY:**

On December 6, 2016, Council deferred Application 2016-052-RZ, and passed the following resolution in support of the deferral:

*That application 2016-052-RZ be deferred pending the applicant's submission of a property management plan that identifies how their existing and proposed Maple Ridge buildings will be managed, made compliant with building and fire codes and be maintained in good repair; and the submission of a rental transition plan that identifies how existing tenants will be accommodated and how future rental rates will be established.*

The applicants have responded with a letter to address Council concerns as outlined above, which is appended to this report. This addendum report will summarize key comments made.

Out of a more widespread concern for retaining affordable housing, Council has expressed general concerns about protecting the tenants of rental properties from eviction or extensive rent increases. To address these concerns, a recommendation has been included for Council to direct staff to draft a tenant relocation policy to assist in consideration of future residential proposals with impacts to rental housing affordability.

The proposed development complies with RM-2 (Medium Density Apartment Residential) Zoning with respect to height and to Floor Space Ratio. There are variances proposed for reduced setbacks and for reduced parking provisions. These requested variances are discussed in the original second reading report, as appended. A parking reduction study has also been provided in support of the parking reduction. Council is advised to review and consider these variances in their approval of this application.

**RECOMMENDATIONS:**

- 1) 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;
- 2) 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 Bylaw No.

7243-2016 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;

- 3) That Official Community Plan Amending Bylaw No. 7243-2016 be considered in conjunction with the Capital Expenditure Plan and Waste Management Plan;
- 4) That it be confirmed that Official Community Plan Amending Bylaw No. 7243-2016 is consistent with the Capital Expenditure Plan and Waste Management Plan;
- 5) That Official Community Plan Amending Bylaw No. 7243-2016 be given first and second readings and be forwarded to Public Hearing;
- 6) That Zone Amending Bylaw No. 7244-2016 be given second reading, and be forwarded to Public Hearing;
- 7) 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) Amendment to Official Community Plan Schedule "A", Chapter 10.4 Town Centre Area Plan, Schedule 1 – Town Centre Area Land-Use Designation Map;
  - iv) Road dedication on 223 Street as required;
  - v) Consolidation of the subject properties;
  - vi) Registration of a Housing Agreement in accordance with Section 483 of the Local Government Act and a Restrictive Covenant stating that the use of the property as consolidated will be restricted to residential rental units;
  - vii) Removal of existing vacant structure at 22292 122nd Street and existing houses at 12159 & 12167 223rd Street.
  - viii) 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: Ciccozzi Architecture Shannon Seefeldt  
Owner: Viam Holdings Ltd.

Legal Description: Lot 44, D.L. 399, Plan NWP41066; Lot 48, D.L. 399, Plan NWP44211; Lot 1, D.L. 399 NWD Plan NWP14397; Lot 2, D.L. 399, NWD Plan NWP14397

OCP:

Existing: APTL (Low-Rise Apartment) and Single Family  
Proposed: Medium and High-Rise Apartment

Zoning:

Existing: LUC (Land Use Contracts) and RS-1 One Family Urban Residential  
Proposed: RM-2 (Medium Density Apartment Residential)

Surrounding Uses:

North: Use: Apartment and Single Family uses  
Zone: RM-2 Medium Density Apartment Residential, RM-5 Low Density Apartment Residential, and RS-1 One Family Urban Residential

South: Designation: Apartment and Ground Oriented Multi-Family  
Use: Seniors apartment and congregate care  
Zone: CD-1-00 (Seniors Apartment and Private Hospital)

East: Designation: Low Rise Apartment  
Use: Urban Single Family Residential  
Zone: RS-1 One Family Urban Residential

West: Designation: Ground Oriented Multi-Family  
Use: Strata Lot Condominium  
Zone: LUC (Land Use Contracts)  
Designation: Low Rise Apartment

Existing Use of Property: Vacant, Rental Apartment, and Single Family  
Proposed Use of Property: Rental Apartment  
Site Area: 1.03 HA. (2.5 acres)  
Access: 122<sup>nd</sup> Avenue and 223 Street  
Servicing requirement: Urban Standard

## 2) Background:

As noted earlier in this report, Council has deferred second reading, and requested that the applicant provide additional information regarding:

- i) protecting existing tenants from costly rental increases.
- ii) a property management plan for new and existing rental properties to keep them safe and in good repair.

The letter provided by the applicant responds to Council concerns, with the inclusion of the following:

- i. Description of responsibilities of in-house management in dealing with tenant screening and adherence to Crime Free Multi-Family Housing;
- ii. Assertion that concerns raised during annual Fire Department inspections are promptly addressed, and an independent Fire and Safety audit also occurs annually with remedial action where necessary;
- iii. Comment that the new residential facility will have improved security, and additional on-site managers, and therefore will likely minimize incidents of concern;

- iv. Statement that the phasing of the proposed development will minimize disturbance to existing tenants, offering a smooth transition to the new building once complete; and
- v. Commitment that tenants in good standing will be offered units in the new building, with rental increases limited to a maximum of \$100.00 per month above previous rent; that tenants would also have the option of moving into an older building owned by the applicant at a comparable rent (subject to vacancies occurring), and that all tenants would be offered payment equivalent to 3 months rent.

The Fire Department has been in communication with the applicant. Amacon is suggesting that building deficiencies have been rectified and a follow up fire inspection is expected to occur January 19 or 20, 2017. The results of the inspection will be provided to the applicant and communicated through to Council.

#### **CONCLUSION:**

This addendum to second reading report responds to Council concerns and previous deferral of second reading. It is recommended that first and second reading be given to OCP Amending Bylaw No. 7243-2016, that second reading be given to Zone Amending Bylaw No. 7244-2016, and that application 2016-052-RZ be forwarded to Public Hearing.

“Original signed by Chuck Goddard” for

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**Prepared by:** Diana Hall MA, MCIP, RPP  
Planner 2

“Original signed by Christine Carter”

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

“Original signed by Frank Quinn”

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

“Original signed by E.C. Swabey”

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**Concurrence:** E.C. Swabey  
Chief Administrative Officer

The following appendices are attached hereto:

Appendix A – Amacon Letter, dated January 10, 2017, with attachment

Appendix B – Second Reading report, dated December 5, 2016 with attachments

**A M A C O N**

January 10<sup>th</sup>, 2017

**City of Maple Ridge**

11995 Haney Place

Maple Ridge, BC, V2X 6A9

**RE: Application 2016-052-RZ: Proposed Amacon 291 Rental Unit Project**

**Dear Mayor Read and Members of City Council,**

Amacon would like to take this opportunity to respond to the recently carried motion to defer the second reading of Application 2016-025-RZ at the December 6, 2016 Council Meeting.

The issues brought up before Council pertained to the management of our existing and proposed properties, how these subject properties will be kept in a state of good repair and compliant with fire safety regulations, and how the current tenants of the Sorrento building will be transitioned from their current accommodations to the future redeveloped building.

As you are aware, Amacon owns and manages several properties in the City of Maple Ridge, namely Maple Court #1 (22437 – 121<sup>st</sup> Street), Maple Court #2 (22423 – 121<sup>st</sup> Street), Sorrento Apartments (22260 – 122<sup>nd</sup> Street) and the fire damaged Sunrise Apartments (22292 – 122<sup>nd</sup> Street).

All of our Maple Ridge apartment properties are managed by our in-house, licensed residential property management division who take great pride in the operation of these properties and strive to provide livable, quality homes to our valued residents.

Our tenancy process begins with a screening process of all potential residents of our buildings where we conduct a background check of each potential resident which typically involves, but is not limited to:

- Previous landlord reference
- Work/occupational reference
- Credit check
- Social media background check

Despite our best efforts to filter problematic tenants, we cannot be 100% accurate and have had our share of residents or guests who have caused disturbances and damage within the buildings often resulting in the misuse of city emergency services. In order to assist Amacon in the prompt removal of problematic residents, we mandate that all new residents sign our version of a Crime-Free Multi-Housing Addendum to the Residential Tenancy Agreement which states that each resident will not engage in criminal activity. A copy of this document has been attached for your reference.

Our management team endeavors to maintain a positive resident mix, with any residents or guests that cause disturbances or damage being promptly removed while following the strict protocol outlined in the Provincial Residential Tenancy Act.

With regard to the compliancy and maintenance of our existing properties, our management team and individual building managers' work diligently together to ensure that the upkeep and safety compliancy of the properties remains a top priority. After the annual Fire Department inspections are completed, our management team ensures that any issues identified are rectified promptly.

Over the past 6 years, there have been a number of Fire Department inspections that have passed without any issues raised. In the event that there are issues identified, often the Fire Department does not return to re-inspect the building after the work has been completed or when they do, no formal acknowledgement is provided to confirm all issues have been rectified. We have reached out to the Fire Department on multiple occasions over the past month in efforts to have them confirm that there are no further outstanding issues but have been unsuccessful in getting a response. Amacon confirms that any previously noted issues have been rectified as well as anything noted through our internal property inspections.

In addition to the yearly Fire Department inspections, Amacon also independently conducts an annual Fire and Safety inspection each November. Following this inspection, we work closely with our building managers to immediately rectify any areas of concern that are brought to our attention at that time. Furthermore, the Building Summary document which was received by City Council and which highlights the issues encountered with our Maple Ridge rental buildings can be largely attributed to the small percentage of troublesome residents and guests. It is not in our best interest to have residents be intoxicated in the common areas or assault other residents in our buildings, just as it is not our intention to cause damage to our own emergency lights, fire doors, and fire extinguishers. Following the rules and regulations of the Residential Tenancy Act, the mandated eviction process can take some time to fully remove these residents and as such, we have faced many reoccurring problems while navigating through the eviction process.

Though we work to retain residents who are not willfully damaging and vandalizing our buildings, there are those who slip through and are the root cause of many of the major issues we face in our day to day management. Our management team will continue to use the tools at hand and their best judgement, in efforts to attract and retain quality residents.

Our proposed replacement rental property will have significant improvements over and above our older Maple Ridge properties including; up to date security features with security cameras, electronically controlled access points, and a fully gated landscaped perimeter to assist in keeping trespassers out. Security cameras not only serve in a preventative capacity, but will further assist us in identifying and promptly removing any instigators in the event that an issue is encountered.

With the planned number of residences that our proposed replacement rental property will house, we envisage an on-site team of at least two resident managers to address day to day operations who will be comprehensively supported by our in house property management division.

Our phasing plan for the redevelopment of the sites has been established to minimize the disruption to our current residents in the Sorrento property. Our transition plan will involve timely communication with all tenants as we reach major milestones in the redevelopment process and approach completion of construction on Phase 1.

Our intention is to build out Phase 1 of our redevelopment which will occupy the property with the fire damaged Sunrise property. Once construction of Phase 1 is complete, we will offer the current tenants of Sorrento the first right of refusal to select a unit in our newly constructed building. As the Sunrise building is an older market rental property, the newly constructed units will likely achieve an increased market rental rate. In efforts to further assist the current tenants of Sorrento, Amacon will limit any increase in rent to all 39 Tenants (with the exception of those who are in breach of our strict policies), to a maximum of \$100 per month over and above their unit market rent.

Should a resident decide not to exercise their right of refusal and move into the new building, Amacon will assist by offering residency in one of our other rental buildings (should there be sufficient vacancy). No matter which option the resident selects, each resident of the Sorrento building will receive payment equivalent to three (3) months' rent in order to assist with any moving expenses. Residents will have the option to not pay the last three (3) months' rent in lieu of the payment or take the payment in full at the end of the tenancy. This offering will be initiated at the time we issue our official notice to tenants (3 months prior to construction completion of Phase 1). Residents that wish to vacate before the end of the three month notice period will still receive the full three months' payment.

We also understand that there are many elderly at risk residents who currently live in our Sorrento building. Our residential management team will personally work with them to come up with a solution that will further ease the transition into a new home.

We trust that the above information satisfies Councils request for information, and ask that Council instruct City staff to work with Amacon to expedite this much-needed rental project through the permitting process. Should Council require details similar to the above in the future, we also request that Amacon be made aware of the questions/comments beforehand. Through this we can directly respond in a timely manner and this will prevent future untimely delays in the development/rezoning process.

Kind Regards,  
AMACON



Simon Taylor  
Director of Development

## Residential Tenancy Agreement Addendum For Crime Free Housing

Inconsideration of the execution or renewal of a Residential Agreement of the residential property identified in the Residential Tenancy Agreement, Landlord and Resident agree as follows:

- 1.0 Resident(s), any member of the residents(s) household, and any persons affiliated with the resident or invited onto the residential property or residential premise by the resident(s) or any member of the resident's family shall not engage in any criminal activity on the premises or property including, but not limited to:
- (a) any drug-related criminal activity
  - (b) solicitation (sex trade workers and related nuisance activity)
  - (c) street gang activity
  - (d) assault or threatened assault
  - (e) unlawful use of a firearm
  - (f) any criminal activity that threatens the health, safety or welfare of the landlord, other residents or persons on the residential property or residential premises.

**VIOLATION OF THE ABOVE PROVISIONS, WHICH IS A REASONABLE AND MATERIAL TERM OF THE TENANCY AGREEMENT, SHALL BE GOOD CAUSE FOR A NOTICE TO END A TENANCY.**

A single violation of any of the provisions of this added addendum shall be deemed a serious violation and material non-compliance with the Residential Tenancy Agreement. It is understood and agreed that a single violation shall be good cause for a notice to end a Residential Tenancy Agreement. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be predominant of the evidence.

In case of conflict between the provisions of this addendum and any other provisions of the Residential Tenancy Agreement, the provisions of this addendum shall govern.

Should incidents occur resulting in police involvement, I agree to allow the investigating police service to release information to the managing company. This in accordance with the Freedom of Information and Protection of Privacy Act.

This Residential Tenancy Agreement addendum is incorporated into the Residential Tenancy Agreement executed or renewed this day between Landlord and Resident.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landlord or Authorized Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property:



## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** First and Second Reading  
Official Community Plan Amending Bylaw No. 7243-2016 and  
Second Reading  
Zone Amending Bylaw No. 7244-2016  
22260 & 22292 122<sup>nd</sup> Avenue, and 12159 & 12167 223<sup>rd</sup> Street.

**MEETING DATE:** December 5, 2016  
**FILE NO:** 2016-052-RZ  
**MEETING:** C of W

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### EXECUTIVE SUMMARY:

An application has been received to rezone the subject properties located at 22260 & 22292 122 Avenue and 12159 & 12167 223 Street from LUC (Land Use Contracts) & RS-1 (One Family Urban Residential) to RM-2 (Medium Density Apartment Residential), to permit the future construction of a 291 unit multi-family rental housing development within the Town Centre. On April 26, 2016, Council granted first reading to Zone Amending Bylaw No. 7244-2016 and considered the early consultation requirements for the Official Community Plan (OCP) amendment. In their consideration, Council expressed concern that the existing tenants would be accommodated with rental housing at rates within their means.

This application requires an amendment to the Official Community Plan (OCP) to redesignate the subject properties at 12159 & 12167 223 Street from Single Family to Low Rise Apartment. This proposal is consistent with Council priorities for the provision of rental housing, and is therefore supportable. The minimum lot size for the current RM-2 Medium Density Apartment Residential District Zone is 1300 m<sup>2</sup>.

### 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 Bylaw No. 7243-2016 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. 7243-2016 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. 7243-2016 is consistent with the Capital Expenditure Plan and Waste Management Plan;
- 4) That Official Community Plan Amending Bylaw No. 7243-2016 be given first and second readings and be forwarded to Public Hearing;
- 5) That Zone Amending Bylaw No. 7244-2016 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) 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 – Town Centre Area Land-Use Designation Map;
- iv) Road dedication on 223 Street as required;
- v) Consolidation of the subject properties;
- vi) Registration of a Housing Agreement in accordance with Section 483 of the Local Government Act and a Restrictive Covenant stating that the use of the property as consolidated will be restricted to residential rental units;
- vii) Removal of existing vacant structure at 22292 122nd Street and existing houses at 12159 & 12167 223rd Street.
- viii) 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: Ciccozzi Architecture Shannon Seefeldt  
Owner: Viam Holdings Ltd.

Legal Description: Lot: 44, D.L.: 399, Plan: NWP41066, Lot: 48, D.L.: 399, Plan: NWP44211, Lot 1; D.L.: 399 NWD; Plan: NWP14397, Lot 2; D.L.: 399; NWD; Plan NWP14397

OCP:  
Existing: APTL (Low-Rise Apartment) and Single Family  
Proposed: Medium and High-Rise Apartment

Zoning:  
Existing: LUC (Land Use Contracts) and RS-1 One Family Urban Residential  
Proposed: RM-2 (Medium Density Apartment Residential)

Surrounding Uses:  
North: Use: Apartment and Single Family uses  
Zone: RM-2 Medium Density Apartment Residential, RM-5 Low Density Apartment Residential, and RS-1 One Family Urban Residential  
Designation: Apartment and Ground Oriented Multi-Family

South:	Use:	Seniors apartment and congregate care
	Zone:	CD-1-00 (Seniors Apartment and Private Hospital)
	Designation:	Low Rise Apartment
East:	Use:	Urban Single Family Residential
	Zone:	RS-1 One Family Urban Residential
	Designation:	Ground Oriented Multi-Family
West:	Use:	Strata Lot Condominium
	Zone:	LUC (Land Use Contracts)
	Designation:	Low Rise Apartment
Existing Use of Property:		
Proposed Use of Property:		
Site Area:		
Access:		
Servicing requirement:		
		Vacant, Rental Apartment, and Single Family
		Rental Apartment
		1.03 HA. (2.5 acres)
		122 <sup>nd</sup> Avenue and 223 Street.
		Urban Standard

## 2) Background:

This development proposal is for 291 rental housing units. There are 4 properties included in this application. The multi-family development on the property at 22292 122<sup>nd</sup> Avenue (Sunrise Court) was destroyed by fire in 2015. This proposal will replace this structure with a larger multi-family unit structure. The property at 22260 122<sup>nd</sup> Avenue will also be replaced at a later phase of this development. This phased approach allows current tenants to be accommodated, initially in the existing structure, and then later, in the first of the two new buildings. The applicant has committed to providing assistance to existing tenants with the transition to new living arrangements, which may be in the new building.

## 3) Project Description:

This proposal will assemble the two smaller single family properties along 223<sup>rd</sup> Street into this development, which will rebuild existing or previous rental accommodation along 122<sup>nd</sup> Avenue. A total of 291 dwelling units are proposed, with a mix of 1, 2 and 3 bedroom units, and a projected floor area of approximately 200,000 square feet.

## PLANNING ANALYSIS:

### i) Official Community Plan:

#### Official Community Plan / Town Centre Area Plan:

The development site is located within the North View subarea of the Town Centre Area Plan and is currently designated Low Rise Apartment and Single Family. An OCP amendment will be required to re-designate the portions of the site that front 223<sup>rd</sup> Street from Single Family to Low Rise Apartment to allow the proposed RM-2 Medium Density Apartment Zoning.

These two smaller parcels were designated Single Family in the Town Centre Area Plan as they were perceived to have limited development options for a site assembly with sufficient lot depth to create a multifamily development and road dedication for the widening of 223<sup>rd</sup> Street.

These constraints will be alleviated by the consolidation of these two parcels with the larger properties to their west. For this reason, the proposed amendment to the Official Community Plan designation from Single Family to Low Rise Apartment is supportable. The resulting assembly will be

able to provide required road dedication along 223<sup>rd</sup> Street, and create a sufficiently large parcel for a comprehensive development plan.

The applicants were not able to acquire the corner parcel at 22306 122<sup>nd</sup> Avenue. However, due to its location, this parcel will be able to develop independently as a multi-family development, and does not need to be part of an assembly to realize its development potential.

**Rental Housing Accommodation.** The proposed rental accommodation will improve the housing stock diversity in the Community. The Maple Ridge Official Community Plan notes that Maple Ridge has a shortage of specific types of rental accommodation, including 3 bedroom apartments, which are proposed with this application. The following OCP policies support rental housing:

Policy 3-33 – *Maple Ridge supports the provision of rental accommodation and encourages the construction of rental units that vary in size and number of bedrooms.*

Policy 3-34 – *Maple Ridge supports the provision of affordable, rental and special needs housing throughout the District.*

OCP policy 3-33 supports the provision of rental accommodation in varying dwelling unit size and number of bedrooms, and OCP policy 3-34 supports the provision of affordable, rental and special housing needs throughout the City. A recommended approach to secure these units as rental housing will be through a Restrictive Covenant and a Housing Agreement with the property owner.

#### **Housing Action Plan:**

The Housing Action Plan, endorsed by Council on September 15, 2014, identifies rental housing as a priority. Strategy 4 of the Housing Action Plan is to **Create New Rental Housing Opportunities**. Strategy 4 notes that Municipalities can support the development of new rental housing through a set of incentives, such as a reduction in parking requirements or waiving permitting fees. The units could be “secured” as market rental housing, with a covenant on title.

A number of incentives are being considered to facilitate the development of rental housing. The 2017 Planning work program includes consideration for relaxation of parking standards to reduce construction costs to facilitate affordable housing. Reducing the amount of parking required per dwelling unit enables a higher potential dwelling unit count relative to site area, and reduced constructions costs, particularly in large multi-family buildings with underground parking. Of particular relevance to this application, the relaxation of parking requirements is supported in the Housing Action Plan as a means to facilitate the development of rental housing. In Maple Ridge, this practice is currently negotiated during the development process on a case by case basis. The development of a transparent formal process using defensible criteria, such as proximity to services and transit, should be considered as a possible incentive. This concept is currently being used by other Metro Vancouver municipalities including the Corporation of Delta, City of Langley, City of New Westminster, District of North Vancouver, City of Surrey and the City of Vancouver.

As this proposed development will increase the amount of rental housing stock in the community, this proposal will meet the objectives of the Housing Action Plan. The parking provisions it proposes comply with the requirements of the Central Business District of the Town Centre for non-market housing. However, this development is close (within 300 metres) but not within the Central Business District and therefore does not qualify for this reduced parking requirement. However, as it is consistent with the policy direction of the Housing Action Plan and proposes rental housing that is near services and transit, a parking reduction may be supportable through a development variance

permit or other mechanisms. The applicant has agreed to secure this supply of rental housing in perpetuity through a restrictive covenant registered on title<sup>1</sup>

**ii) Zoning Bylaw:**

There are 2 Land Use Contracts for the subject properties fronting 122<sup>nd</sup> Avenue. Land Use Contract #H33588 applies to the subject property at 22260 122<sup>nd</sup> Avenue, while Land Use Contract #P108265 applies to the subject property at 22292 122<sup>nd</sup> Avenue. Both contracts must be discharged prior to zoning the properties RM-2 (Medium Density Apartment Residential). To address this issue, the attached zoning amendment bylaw will also discharge these Land Use Contracts.

This application also proposes to rezone the properties located at 12159 and 12167 223<sup>rd</sup> Street from RS-1 One Family Urban Residential to RM-2 (Medium Density Apartment Residential) to permit a 4 storey apartment building. The minimum lot size for the current RS-1 (One Family Urban Residential) zone is 668 m<sup>2</sup>, and the minimum lot size for the proposed RM-2 (Medium Density Apartment Residential) zone is 1300 m<sup>2</sup>. Any variations from the requirements of the proposed zone will require a Development Variance Permit application. Appendix C describes the Zoning Map Amendment proposed with this development.

**iii) Off-Street Parking And Loading Bylaw:**

The Off Street Parking and Loading Bylaw establishes that 1.5 parking stalls and 0.2 visitor stalls are required for each dwelling unit in the RM-2 Zone. For the 291 housing units proposed, the full complement of parking would be 495 stalls. The parking provided is consistent with requirements for non-market multi-family development in the Central Business District of the Town Centre. For this reason, a parking relaxation will be required, and is supportable due to the proximity of the site to transit services along Dewdney Trunk Road and the rental tenure of the proposed housing stock.

Parking information provided by the applicant indicate that their existing rental buildings consistently have more parking than is used. The following table shows three rental housing developments managed by the applicant. Two of these are within the Maple Ridge Town Centre but out of the Central Business District (one of these is the existing Sorrento building on the subject site). The other building is in the City of Coquitlam.

<b>Parking stalls used in 3 rental housing developments in Maple Ridge and Coquitlam</b>					
Site	Total suites	Total parking provided	Stalls in use	Vacant stalls	stalls used /# suites
Coquitlam	53	78	35	43	0.66
Sorrento (MR)	22	54	22	32	0.53
Maple Ct. (MR)	108	150	53	97	0.49

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<sup>1</sup> Council has requested information on rental rates and how existing tenants will be accommodated with the transition to new housing. Dialogue with the applicant reveals concessions are being considered as follows:

- Right of first refusal in new building
- Offer of available unit in other buildings owned by the applicant (one of these is within Maple Ridge)
- Financial compensation to all tenants to assist with relocation.

In all of these examples (involving over 180 rental units), the parking complement is less than 1 stall used per dwelling unit. This ratio is significantly lower than the Off Street Parking Bylaw requirement, even for the reduced standards of the Central Business District. On this basis, a parking variance is supportable. A parking reduction study prepared by a qualified professional has been provided, offering further justification for a parking reduction, as follows:

*A key finding in the MVAPS (Metro Vancouver Apartment Parking Study) was that residents of rental apartment units (both market and non-market units combined) had average auto ownership levels of 0.82 vehicles per household, approximately 65% of that of strata units ...<sup>2</sup>*

Section 3.4 of the Off-Street Parking Bylaw provides a cash in lieu option for relaxing parking requirements for properties that are within a 930 metre radius of the boundary of the Municipal parking lot in the Town Centre. This option could be a consideration. However, the cash contribution that required would be \$8000.00 per stall, which would be onerous for the applicant to provide. Additional options for consideration could be providing car share facilities. A mix of options could be considered, including granting a variance, cash in lieu, electric car charging stations, provision of some non-market rental, and car share facilities.

**iv) Proposed Variances:**

A Development Variance Permit application has been received for this project and involves the following relaxations:

1. To vary the exterior side yard setback: (North PL along 122nd Avenue) from the required 7.5 metres to 6.0 metres.
2. To vary the interior side yard setback: (West and South PL) from the required 7.5 metres to 6.0 metres.
3. To vary the front yard setback: (East PL along 223rd Street) from 7.5 metres to 3.6 metres. Note: this setback is measured from the new property line established after a 3.9 metre road dedication along 223rd Street).
4. Parking requirements. The parking provided (288 stalls) generally complies with requirements in the Central Business District for non-market housing. However, parking requirements for the site, which is within 300 metres, but not within the CBC, are 1.7 stalls per dwelling unit, amounting to 495 stalls required.

The requested variances to the setback and parking requirements in the RM-2 Medium Density 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) 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 October 11, 2016.

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<sup>2</sup> Sunrise Re-Development Parking Variance Study, Bunt & Associates, November 2016

Following presentations by the project Architect and Landscape Architect, the ADP made the following resolution that:

The proposal be re-submitted and presented at a future Advisory Design Panel meeting with the following concerns addressed:

1. Consider relocating the office, multi purpose room, and fitness area to a central location and access to courtyards. Stacking program spaces is an option.
2. Consider further natural light elements along length of corridor and throughout building.
3. Consider further variation and diversity of building elevations for building as a whole.
4. Consider allowing additional natural light into courtyard areas by addressing building massing.
5. Consider further enhancements to courtyard resident entries.
6. Consider distributing underground bike parking throughout parking area.
7. Consider CEPTED issues and weather protection related to parking stairwells.
8. Consider additional variation of treatments and breaking up of building elevations on south façade.
9. Provide further enhancement and design forward play area for west play area.
10. Provide additional vertical elements to central play area.
11. Provide drop off area.
12. Reconsider activities for programming within courtyard area and noise conflicts.
13. Diversify the planting design within the massed planting areas.

**The applicant has responded to these comments as follows:**

**1. Consider relocating the office, multi purpose room, and fitness area to a central location and access to courtyards. Stacking program spaces is an option.**

*Response: The location for the amenity areas was carefully selected in efforts to minimize the negative impacts to the neighbouring units and therefore livability. Having the amenities located near the front entrance of the building also allows for the office to ensure a secure building by way of having clear sight lines to who is entering/exiting the building and subsequently who is utilizing the amenity areas. Therefore, the current location of our office and amenity package serves to maintain a high level of security and consequently reduce theft/damage to the building.*

**2. Consider further natural light elements along length of corridor and throughout building.**

*Response: Natural light elements in a corridor is uncommon in condo/apartment buildings, as the natural light comes at the expense of reducing unit sizes. For this proposal, we have made every effort to ensure the units are as livable as possible, with ample windows creating a vast improvement on the current condition. The corridors will be well lit and have security features throughout.*

**3. Consider further variation and diversity of building elevations for building as a whole.**

*Response: Consideration will be made to bring more individual identity to the three end elevations fronting 223rd.*

**4. Consider allowing additional natural light into courtyard areas by addressing building massing.**

*Response: The building was oriented to maximize the amount of south facing units. Adjusting massing at this point will reduce the number of units that directly face the sun throughout the day, therefore not gaining a net positive offset through more light into courtyards. During the summer months, our shadow study shows that throughout the day that majority of the courtyard areas will see sunshine into the late afternoon.*

**5. Consider further enhancements to courtyard resident entries.**

*Response: Lobby entry points will be investigated for the potential to be further refined and enhanced.*

**6. Consider distributing underground bike parking throughout parking area.**

*Response: A revised parkade plan has been developed and is appended to this report.*

**7. Consider CEPTED issues and weather protection related to parking stairwells.**

*Response: Stairwells will be secure with residents accessing through exits from the parkade below in emergency situations only. Stairwells are also located directly in front of multiple unit windows and balconies which will give many tenants a direct sightline into them. Should any issues arise, tenants will be able to contact building management who will take the appropriate steps to correct. The stairwells are also located within the boundaries/fencing of the property and will only be accessible by tenants. Additional security measures will be discussed and investigated. It is important to also consider that this will be a rental building and any security issues or damage to the building will need to be remedied at the cost of Amacon (the Landlord). It is therefore in our best interests to carefully consider the security of this building in efforts to reduce future issues.*

**8. Consider additional variation of treatments and breaking up of building elevations on south façade.**

*Response: Consideration will be made to varying the massing on the south elevation.*

**9. Provide further enhancement and design forward play area for west play area.**

*Response: Landscape architect will revise to maximize the 'fun' potential of play area while ensuring a high level of safety is maintained.*

**10. Provide additional vertical elements to central play area.**

*Response: Landscape architect will revise to maximize the 'fun' potential of play area while ensuring a high level of safety is maintained.*

**11. Provide drop off area.**

*Response: Architect and Civil engineer will investigate possibility of having loading and pickup/drop off area near front entrance of building. This will be dictated by Maple Ridge Engineering's direction for the road widening at 223rd Street.*

**12. Reconsider activities for programming within courtyard area and noise conflicts.**

*Response: Any activities that cause excessive noise will be limited (ie no basketball hoop).*

**13. Diversify the planting design within the massed planting areas.**

*Response: Landscape architect will investigate other low-maintenance vegetation that could also be planted.*

The applicant has considered and addressed ADP concerns as noted above and reflected in the current plans. A detailed description of how these items were incorporated into the final design will be included in a future report to Council pertaining to the required development permit.



Not all of the Advisory Design Panel's recommendations have been provided by the applicant. However, Council is not required to insist on strict adherence to the recommendations of this advisory committee. On this basis, Council may wish to approve or defer the applicant's latest submission.

**vii) Development Information Meeting:**

A Development Information Meeting was held at the Maple Ridge Legion at 12101 on July 20, 2016. There were 17 attendees 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:

**Concerns:**

1. Basketball court/hoop in play area
2. Skylights on top floor
3. Dishwashers
4. Amenity room rentable
5. Wooden blinds (or like material)
6. Swings in the courtyard area
7. Secluded area for smoking tenants
8. Unit square footages to remain same as those in previous buildings
9. Need big bedrooms and storage room
10. Rent to remain the same as current rates

The following are provided by the applicant in response to the issues raised by the public:

1. *Basketball court/hoop in play area.* Though we will have a courtyard suitable for all children of all ages, we will not be able to include a basketball hoop on site. There is a park on 222nd St and 121st Ave that has a basketball hoop and is within a 5 minute walk from the building.
2. *Skylights on top floor.* Skylights will require additional structural design and reinforcement which will add substantial cost to the building construction in addition to added ongoing maintenance. The rental homes on the top level will have significant natural light through oversized windows.
3. *Dishwashers.* This again comes down to the cost benefit of including a dishwasher vs the affect it will have on the rental rates. We will review as we progress.
4. *Amenity room rentable.* This is typical in condominium buildings we have done in the past and rental of the amenity room will be managed by the on – site building manager.
5. *Wooden blinds (or like material).* Each unit will come equipped with sets of blinds though the exact material has not been specified yet.
6. *Swings in the courtyard area.* As the exact play equipment has not been selected, we still have the potential to include swings in the courtyard. Liability concerns may be raised here due to potential injury on private property.
7. *Secluded area for smoking tenants.* Tenants who wish to smoke will be able to use their personal balconies unless future law requires a designated area. If so, a designated area will be provided.
8. *Unit square footages to remain same as those in previous buildings.* Our square footage for the proposed units will be smaller in size than the old Sunrise and Sorrento buildings. However, the new units will be more efficiently laid out to maximize the full potential of the unit and create a much more livable space.
9. *Need big bedrooms and storage room.* Our bedrooms will be sized to support full size bedroom furniture. We will also have entry closets and storage closets in all units. Some units will also include dens (ie 2 bedrooms + a small den).

10. *Rent to remain the same as current rates.* This cannot be guaranteed as this will be a brand new rental building at market rental rates to be assessed at completion.

**viii) Parkland Requirement:**

As this development proposes to consolidate 4 parcels into one, there will be no parkland dedication required for this proposal.

**4) 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. A traffic study will be forwarded to the Ministry for its approval.

**5) Interdepartmental Implications:**

**i) Engineering Department:**

Comments provided by the Engineering Department pertain to required servicing upgrades, traffic impacts, and road dedication. The conditions set out by the Engineering Department will be included as part of the Rezoning Servicing Agreement, stated as a condition of final approval, or will be addressed during the phase of construction by the Building Department.

**ii) License, Permits and Bylaws Department:**

The License, Permits and Bylaws Department will be addressing all matters relating to building permits and the demolition of the existing structures on the subject site. As noted, the construction process will proceed as a phased process, with the Sorrento Building that is currently occupied remaining until the initial construction is complete. At that time, the existing tenants will be relocated, and the Sorrento building will be demolished. The other 3 structures are currently undergoing demolition.

**iii) Fire Department:**

The Fire Department will require the applicant to provide a construction safety plan to cover the construction process. Additional information and requirements include structural details for emergency planning, Fire Department access based on established protocols, fire safety plan prior to occupancy, security measures, and address visibility.

**6) Intergovernmental Issues:**

**i) Local Government Act:**

An amendment to the OCP requires the local government to consult with any affected parties and to adopt related bylaws in compliance with the procedures outlined in Section 477 of the *Local Government Act*. The amendment required for this application, for the two parcels at 12159 & 223<sup>rd</sup> Street, from single family to low rise apartment, is considered to be minor in nature. It has been determined that no additional consultation beyond existing procedures is required, including referrals to the Board of the Regional District, the Council of an adjacent municipality, First Nations, the School District or agencies of the Federal and Provincial Governments.

The amendment has been reviewed with the Financial Plan/Capital Plan and the Waste Management Plan of the Greater Vancouver Regional District and determined to have no impact.

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

The provision of rental housing is needed in the community and is a Council priority. This proposal will assist with meeting these objectives, and is therefore supportable.

## **CONCLUSION:**

It is recommended that first and second reading be given to OCP Amending Bylaw No. 7243-2016, that second reading be given to Zone Amending Bylaw No. 7244-2016, and that application 2016-052-RZ be forwarded to Public Hearing.

“Original signed by Diana Hall”

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**Prepared by:** Diana Hall, MA (Planning), MCIP, RPP  
Planner 2

“Original signed by Christine Carter”

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

“Original signed by Frank Quinn”

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

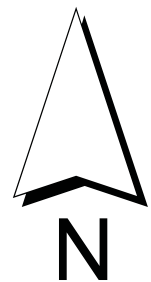
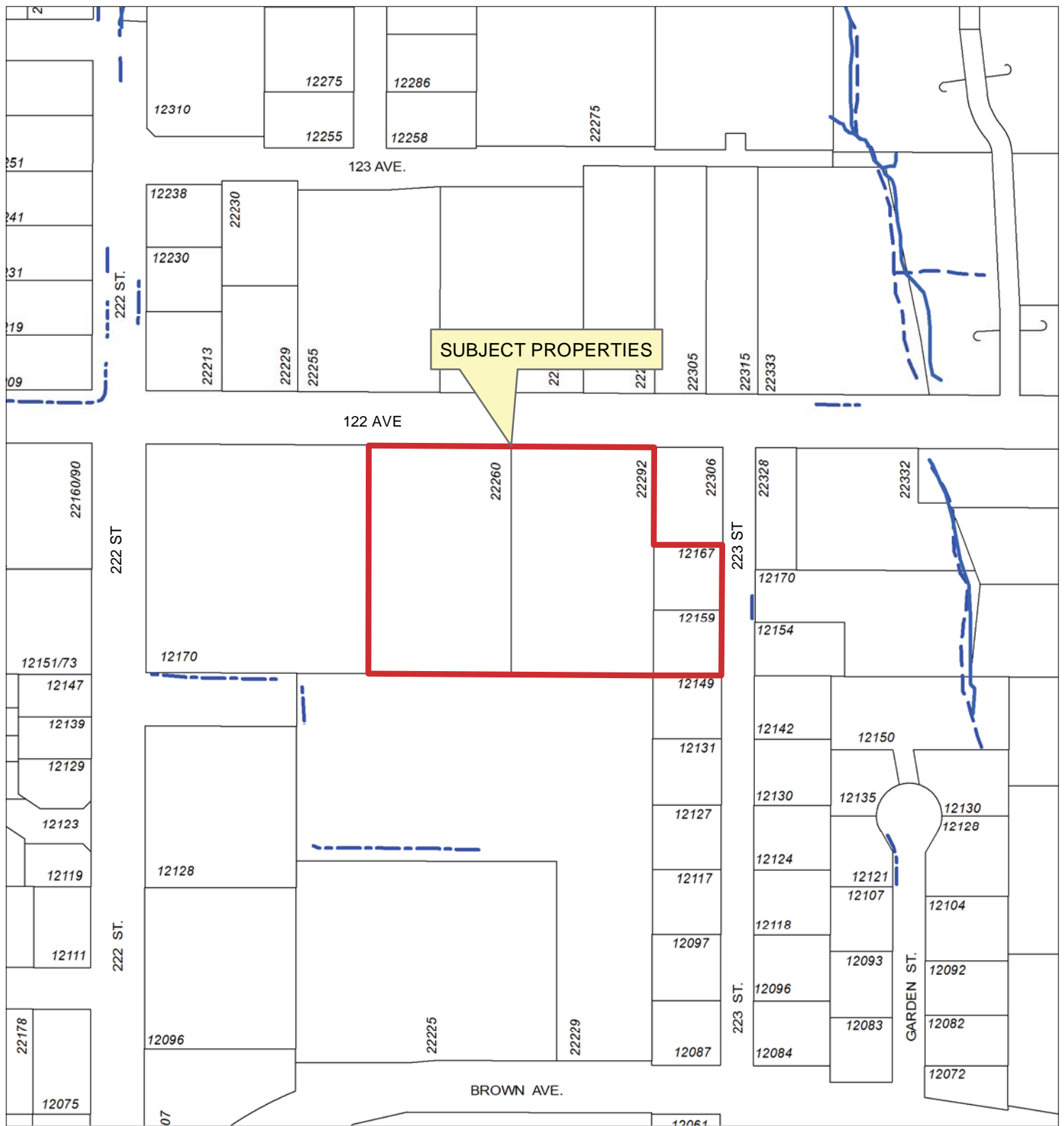
“Original signed by E.C. Swabey”

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**Concurrence:** E.C. Swabey  
Chief Administrative Officer

The following appendices are attached hereto:

Appendix A – Subject Map  
Appendix B – Ortho Map  
Appendix C – OCP Amending Bylaw No. 7243-2016  
Appendix D – Zone Amending Bylaw No. 7244-2016  
Appendix E – Site Plan and Parking Plan  
Appendix F – Building Elevation Plans  
Appendix G – Landscape Plan



Scale: 1:2,000

### Legend

- Stream
- Ditch Centreline
- Indefinite Creek

**22260/92 122 AVENUE &  
12159/67 223 STREET**

PLANNING DEPARTMENT



**mapleridge.ca**

FILE: 2016-052-RZ

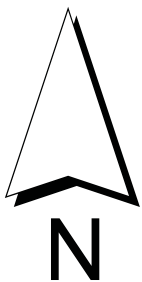
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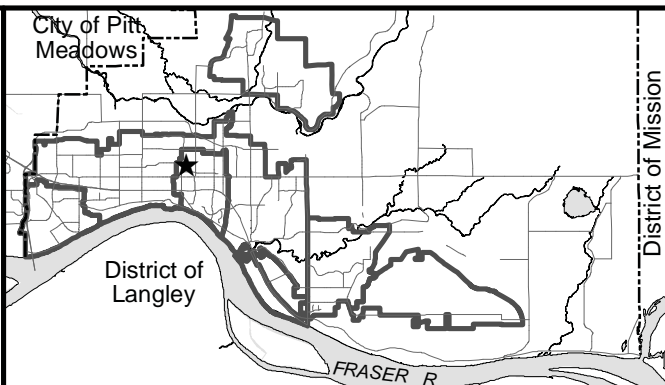




Aerial Imagery from the Spring of 2011



Scale: 1:2,000



22260/92 122 AVENUE &  
12159/67 223 STREET

PLANNING DEPARTMENT



mapleridge.ca

FILE: 2016-052-RZ

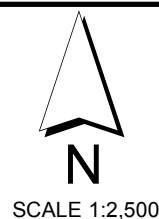
DATE: Feb 29, 2016

BY: PC

## BYLAW NO. 7243-2016

CORPORATE OFFICER





**CITY OF MAPLE RIDGE**

**BYLAW NO. 7244-2016**

A Bylaw to amend Zoning Bylaw No. 3510 - 1985 and to discharge certain Land Use Contracts

---

**WHEREAS**, it is deemed expedient to amend Maple Ridge Zoning Bylaw No. 3510 - 1985 as amended; and

WHEREAS a land use contract may, under s.546 of the Local Government Act, be discharged by bylaw with the agreement of the local government and the owner of any parcel of land that is described in the bylaw as being covered by the discharge; and

WHEREAS the owner of land legally described as:

Lot 44 District Lot 399 Group 1 New Westminster District Plan 41066 and

Lot 48 District Lot 399 Group 1 New Westminster District Plan 44211

has agreed in writing to the discharge of the land use contracts charging each of those parcels;

**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 and Land Use Contract Discharge Bylaw No. 7244-2016."
2. Those parcel (s) or tract (s) of land and premises known and described as:  
  
Lot 44 District Lot 399 Group 1 New Westminster District Plan 41066  
Lot 48 District Lot 399 Group 1 New Westminster District Plan 44211  
Lot 1 District Lot 399 Group 1 New Westminster District Plan 14397  
Lot 2 District Lot 399 Group 1 New Westminster District Plan 14397  
as shown outlined in heavy black line on Map No. 1674 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.
4. The land use contract registered on April 12, 1972 and assigned registration number H33588 is discharged from the land described as Lot 44 District Lot 399 Group 1 New Westminster District Plan 41066 (PID 002-539-187).



5. The Land Use Contract registered on November 6, 1978 and assigned registration number P108265 is discharged from the land described as Lot 48 District Lot 399 Group 1 New Westminster District Plan 4421(PID 00-354-991).
6. The Corporate Officer shall register in the Land Title Office a discharge of each of the land use contracts that is subject to this bylaw, together with a certified copy of this bylaw, in accordance with the *Land Title Act* and Sections 546 and 547 of the *Local Government Act*.

**READ** a first time the 26<sup>th</sup> day of April, 2016.

**READ** a second time the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**PUBLIC HEARING** held the       day of       , 20

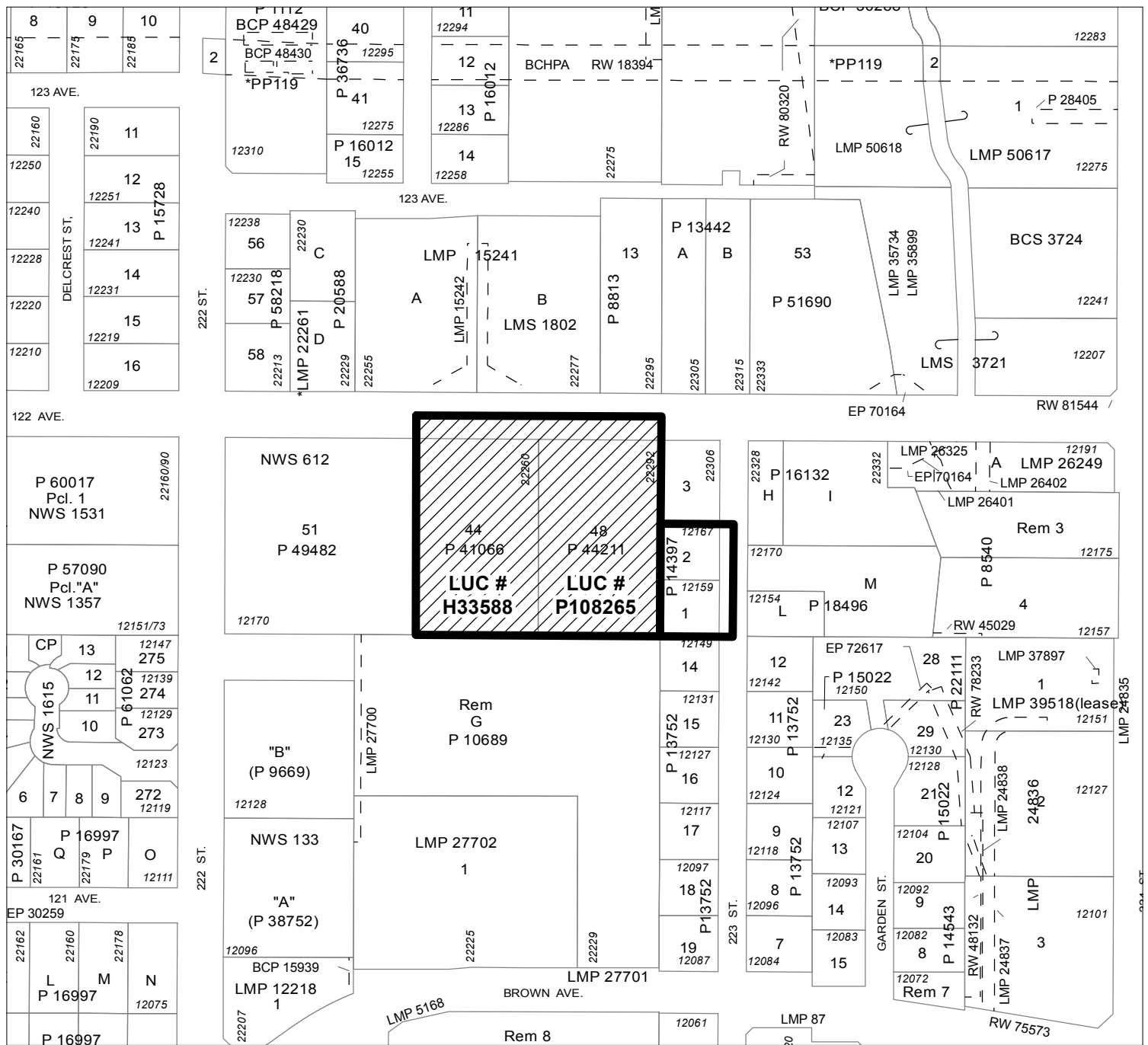
**READ** a third time the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**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. 7244-2016

Map No. 1674

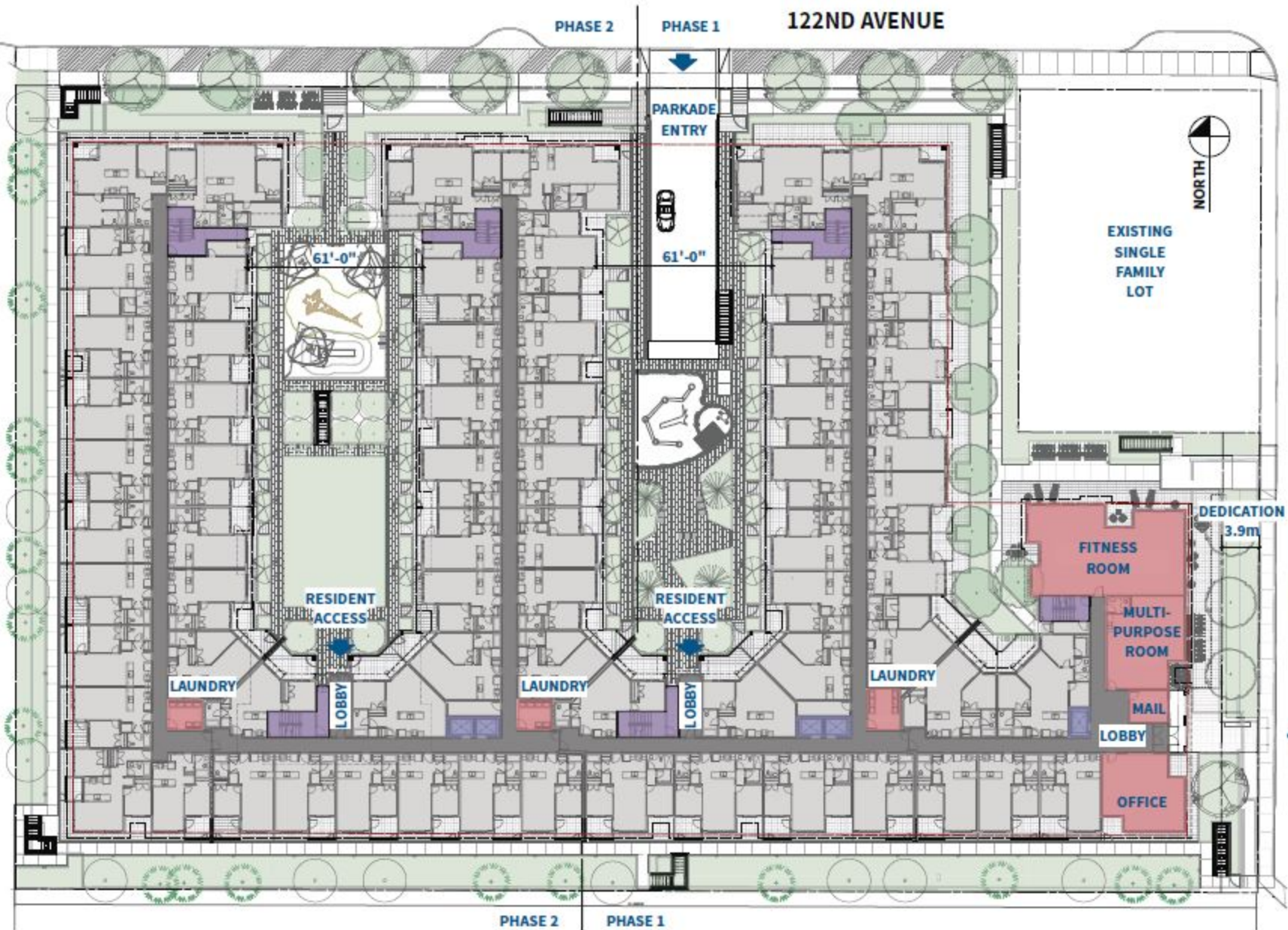
From:  LUC (Land Use Contracts) Registration #H33588 & #P108265

 RS-1 (One Family Urban Residential)

To: RM-2 (Medium Density Apartment Residential)



SCALE 1:2,500



## STATISTICS

**SITE AREA:**

**F.S.R.**

**GROSS BUILDING AREA:**

**NET BUILDING AREA:**

**UNIT COUNT:**

1 BEDROOM

2 BEDROOM

3 BEDROOM

TOTAL

**AMENITY AREA:**

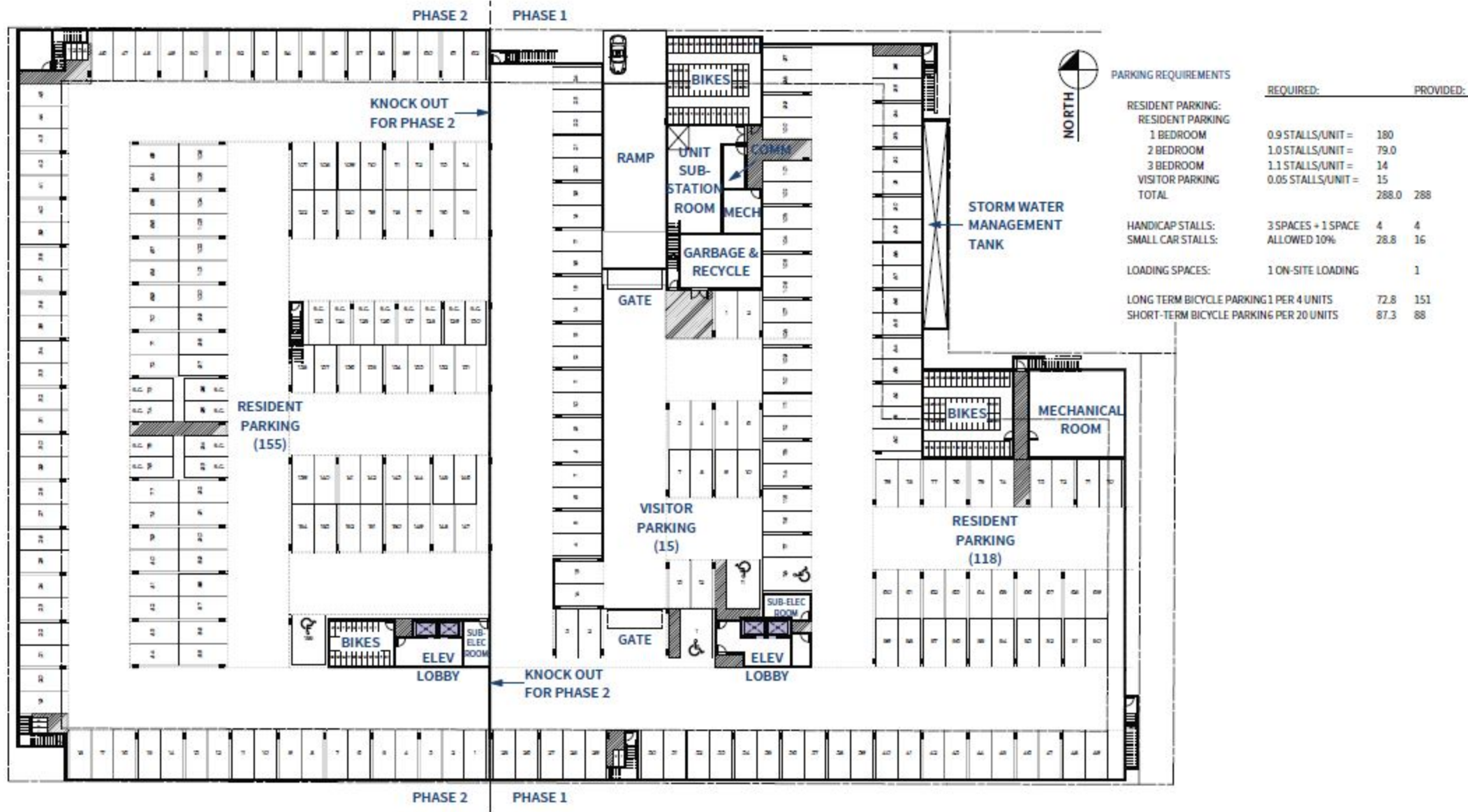
**PARKING COUNT:**

VISITOR

RESIDENT

TOTAL





SUNRISE RE-DEVELOPMENT PARKING PLAN 1:200

22260, 22292 122ND AVE & 12159-12167 223RD ST, MAPLE RIDGE

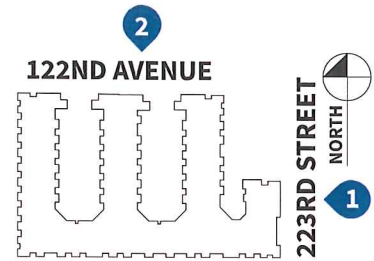
**CICCOZZI**  
ARCHITECTURE

11.28.2016



SEE: 2/ELEVATION BLOW-UPS

**1** 223RD STREET (EAST) STREETSCAPE



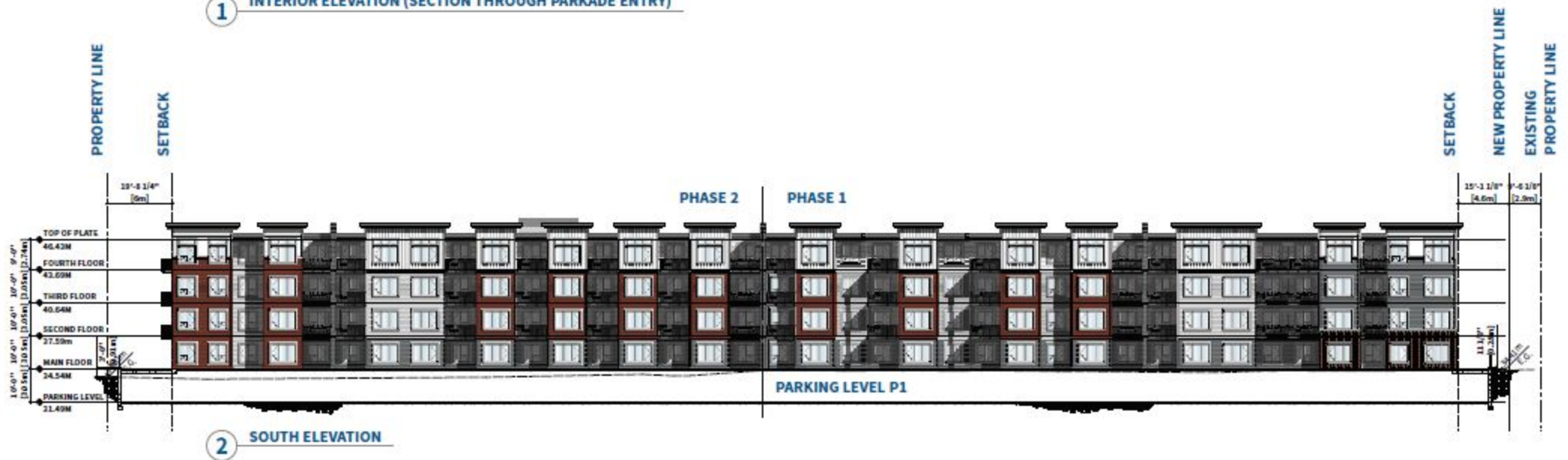
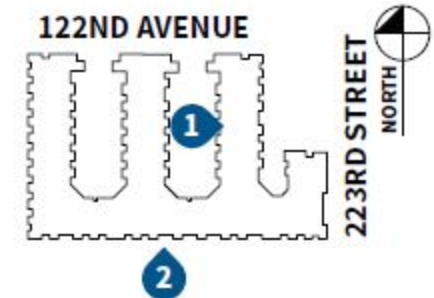
SEE: 1/ELEVATION BLOW-UPS

**2** 122ND AVE (NORTH) STREETSCAPE





1 INTERIOR ELEVATION (SECTION THROUGH PARKADE ENTRY)



2 SOUTH ELEVATION

## SUNRISE RE-DEVELOPMENT ELEVATIONS

22260, 22292 122ND AVE & 12159-12167 223RD ST, MAPLE RIDGE

**CICCOZZI**  
ARCHITECTURE

11.09.2016



SUNRISE RE-DEVELOPMENT    RENDERING    LOOKING AT MAIN ENTRY FROM 233RD STREET

22260, 22292 122ND AVE & 12159-12167 223RD ST, MAPLE RIDGE

**CICCOZZI**  
ARCHITECTURE

11.09.2016





## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer  
**MEETING DATE:** January 23, 2017  
**FILE NO:** 2016-039-RZ  
**MEETING:** C of W  
**SUBJECT:** Second Reading  
Zone Amending Bylaw No. 7229-2016  
11951 240 Street

---

### EXECUTIVE SUMMARY:

An application has been received to rezone the subject property, located at 11951 240 Street, from CS-1 (Service Commercial) to C-2 (Community Commercial) to permit the future construction of a Tim Hortons restaurant and drive-through. A site specific text amendment to the C-2 (Community Commercial) zone will be required for the siting of the commercial building. Council granted first reading to Zone Amending Bylaw No. 7229-2016 on April 12, 2016.

This application is in compliance with the Official Community Plan (OCP).

### RECOMMENDATIONS:

- 1) That Zone Amending Bylaw No. 7229-2016 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 as required;
  - iii) Registration of a Reciprocal Cross Access Easement Agreement;
  - iv) Registration of a Restrictive Covenant for Stormwater Management; and
  - v) 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.

### DISCUSSION:

#### 1) Background Context:

Applicant: Lovick Scott Architects Ltd.

Legal Description: South Half Lot “B” Section 16 Township 12 New Westminster  
District Plan 7528

OCP:

Existing: Commercial  
Proposed: Commercial

Zoning:

Existing: CS-1 (Service Commercial)  
Proposed: C-2 (Community Commercial)

Surrounding Uses:

North: Use: Commercial  
Zone: CS-1 (Service Commercial)  
Designation: Commercial

South: Use: Vacant (currently under application to C-2 (Community  
Commercial), first reading)  
Zone: CS-1 (Service Commercial)  
Designation: Commercial

East: Use: Vacant  
Zone: RS-3 (One Family Rural Residential)  
Designation: Agricultural

West: Use: Residential  
Zone: RS-1b (One Family Urban (Medium Density) Residential)  
Designation: Urban Residential

Existing Use of Property: Vacant  
Proposed Use of Property: Commercial  
Site Area: 0.23 ha (0.57 acres)  
Access: 240 Street  
Servicing requirement: Urban Standard

## 2) Project Description:

The application proposes to rezone the subject property from CS-1 (Service Commercial) to C-2 (Community Commercial) to permit the construction of a Tim Hortons restaurant, including a drive-through component. The proposed building will be a single storey structure with a total area of 250.37 m<sup>2</sup> (2,695 ft<sup>2</sup>). The building will have a modern façade treatment, with building materials consisting of wood, metal, stone and cement siding, painted to Tim Hortons standards. Building elements are compatible with the surrounding commercial buildings and meet the character of the area guidelines. The building will be sited along the northern property line with the drive-through window located on the south side of the building (see Appendix E). The applicant is proposing a dual ordering system, as part of the drive-through, similar to the Tim Hortons at the 230 Street location and other various fast-food restaurants. The dual ordering system will be located along the western portion of the property. The order box speaker will be positioned to face east, towards the centre of the development and facing away from the adjacent residential properties.

The subject property will be temporarily accessed from 240 Street; until such time that the property to the south develops. A future Statutory Right-of-Way will then be created connecting the liquor store to the north, the subject property, and the adjacent development to the south, currently under application 2016-191-RZ at first reading. Once the southern property develops, access to 240 Street will be limited to a right-in right-out only, for the subject property. The three properties combined will have full access to 240 Street from the southern lot at 11939 240 Street (see Appendices A and B).

### **3) Planning Analysis:**

#### **i) Official Community Plan:**

The development site is designated *Commercial* in the OCP and is located just south of the intersection at 240 Street and Dewdney Trunk Road. This intersection, and the adjacent commercially designated properties, is classified as a Commercial Community Node, and as stated in the OCP “*Community Commercial Nodes are comprised of commercial or mixed use developments and typically serve several neighbourhoods; provide a wider range of services; and also serve as a focus for the community*”. Typically, Community Commercial Nodes are less than 7,000 m<sup>2</sup> (75,350 ft<sup>2</sup>) in area, but may increase to 9,290 m<sup>2</sup> (100,000 ft<sup>2</sup>) over the long-term. The C-2 (Community Commercial) zone aligns with the *Commercial* designation and the Community Commercial Node.

#### **ii) Zoning Bylaw:**

The current application proposes to rezone the subject property, located at 11951 240 Street, from CS-1 (Service Commercial) to C-2 (Community Commercial) to permit the construction of a Tim Hortons restaurant and drive-through. The placement of the restaurant building, and subsequently the location of the drive-through, has been challenging on this site. Access to the site is limited to 240 Street which is an Arterial road. Left turns from the site heading north will be problematic, and not permitted as traffic builds in the general area. To help off-set this issue, a temporary driveway access will be located on the southernmost portion of the subject property, until such time that a future Right-of-Way will allow traffic to flow between neighbouring commercial lands (see Appendix G). Full access and egress for the subject property will then only be permitted on the development site directly south. The temporary access from the subject property will be limited to right-in right-out once the development south completes.

#### **Site Specific Text Amendment**

The proposed restaurant and drive-through uses will have specific demands in order to operate efficiently. After several site plan revisions, the applicant and City staff determined that the most appropriate location for the proposed building would be along the northern property line. This decision was based on site circulation and the need for multiple vehicles to queue on-site for the drive-through component of the restaurant. Siting the building in this location is intended to optimize safety through appropriate and efficient movement of pedestrians and vehicles, as well, to prevent traffic from backing onto 240 Street. The proposed location of the building along the northern property line, however, does conflict with Maple Ridge Zoning Bylaw No. 3510-1985 provision 702, (8), (e) (i) “*Where a drive-through in the Community Commercial C-2 zone adjoins a lot or parcel designated residential in the District of Maple Ridge Official Community Plan, a building is to be located between it and the adjoining residential lot or parcel*”. This Bylaw regulation was created to address neighbour concerns and complaints regarding noise from order boxes and lighting impacts. There are currently two existing residential lots to the west of the proposed drive-through. The current proposed design permits the maximum amount of car stacking (17) within the site. However, it does not conform to siting provision 702, (8), (e) (i) of the C-2 (Community Commercial) zone;



therefore, the applicant will be seeking a site specific text amendment to the C-2 (Community Commercial) zone to relax this provision, and instead allow the building to be sited on the northern property line, in place of siting the commercial building between it and the residential lots to the west.

To mitigate the noise and lighting concerns, the applicant intends to buffer the rear yards of the neighbouring lots by placing the order boxes facing away from the residential lots, and by adding both landscaping features and an acoustical fence (see Appendix G). It can be expected that this element of the project will be a topic of discussion at the Public Hearing.

**iii) Off-Street Parking And Loading Bylaw:**

The applicant is proposing 19 parking stalls, including 2 accessible stalls and 1 small car stall; above the minimum requirement of 9 stalls. The applicant is proposing 1 loading space in the north-west corner of the site. The loading area is to receive deliveries by push cart from the larger delivery vehicles, as the layout of the loading bay will not allow these vehicles adequate access.

**iv) Proposed Variances:**

A Development Variance Permit application has been received for this project and involves the following relaxation:

*Maple Ridge Zoning Bylaw No. 3510 -1985, Section 702, Community Commercial, 8) Other Regulations, c):*

- *An accessory off-street parking use shall, on a lot not exceeding 2,780 m<sup>2</sup>, be sited to the rear of a building.*

The variance to the off-street parking use, to be sited to the side of a building, is supported as site circulation and drive-through challenges are better accommodated with the current lot configuration.

The requested variances to the C-2 (Community Commercial) zone will be the subject of a future Council report.

**v) Development Permits:**

Pursuant to Section 8.5 of the OCP, a Commercial Development Permit application is required to address the current proposal's compatibility with adjacent development, and to enhance the unique character of the community in accordance with the following key development permit guidelines:

1. *Avoid conflicts with adjacent uses through sound attenuation, appropriate lighting, landscaping, traffic calming and the transition of building massing to fit with adjacent development.*
2. *Encourage a pedestrian scale through providing outdoor amenities, minimizing the visual impact of parking areas, creating landmarks and visual interest along street fronts.*
3. *Promote sustainable development with multimodal transportation circulation, and low impact building design.*

4. *Respect the need for private areas in mixed use development and adjacent residential areas.*
5. *The form and treatment of new buildings should reflect the desired character and pattern of development in the area by incorporating appropriate architectural styles, features, materials, proportions and building articulation.*

A separate Development Permit Application report with more details will be forwarded to Council at a later date.

**vi) Advisory Design Panel:**

The Advisory Design Panel reviewed the form and character of the proposed Tim Hortons building design and the landscaping plans at a meeting held December 13, 2016. Following presentations by the project Architect and Landscape Architect, the Advisory Design Panel made the following resolution that:

- *Provide hard surface markings from building rear loading area to garbage area.*
- *Consider increasing the width of the awnings for greater protection.*
- *Provide pavers to enhance hard surfacing in central parking lot area.*
- *Consider stone treatment accents for garbage enclosure to mirror finishing of building.*
- *Confirm grass boulevard and sidewalk connection to building main entrance is within project scope.*
- *Consider enhanced concrete finishing / decorative paving to front of building apron.*
- *Consider enhanced hard surface treatment to main access driveway.*
- *Consider an architectural stone base feature element to bottom of pylon sign, and add address and building number.*
- *Provide improvement to south elevation to mimic north elevation treatments, finishes and details.*
- *Consider additional glazing for seating area on south east of building.*
- *Ensure adequate soil volume for on site trees.*
- *Ensure one year maintenance period for cedar trees behind sound wall.*
- *Consider additional screening for rear of building and loading area for full west elevation.*
- *Enclose rooftop mechanical units.*

Most of the ADP recommendations have been addressed and are reflected in the current plans. A detailed description of how these items were incorporated into the final design will be included in a future Development Permit report to Council.

**vii) Development Information Meeting:**

A Development Information Meeting was held at St. Georges Church, 23500 Dewdney Trunk Road on January 5, 2017. Seventeen 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:

- *Neighbour to the west concerned about the potential noise.*
- *Neighbour to the south concerned about the amount of garbage that is currently being thrown in her yard due to the Starbucks and Subway restaurant located across the street on Dewdney Trunk Road.*

The following are provided in response to the issues raised by the public:

- *Acoustic fencing is being installed on the property, as well as a landscape buffer including hedges on the property boundary between the residents to the west and the drive-through order speaker.*
- *The developer has assured that Tim Hortons garbage disposal areas are emptied multiple times per day.*

#### **4) Environmental Implications:**

A Stage 2 Site Investigation, prepared by TRI Environmental Consulting Ltd., was provided as part of the development application. Research on historical uses, field observations and results from the report indicate that no further investigation is warranted, as concentrations of analyzed substances are within the acceptable limits.

#### **5) Agricultural Impact:**

An Agricultural Impact Assessment, prepared by Zbeetnoff Agro-Environmental Inc., was provided as part of the development application. The report indicates that the three *Agricultural* designated parcels adjacent to the development site are currently wooded or built up, vacant, contain no animals, and are not being used for farming. It was determined that there are no impacts to existing agricultural uses. It was also determined that potential constraints created by the proposed Tim Horton's development on future potential agricultural expansion and growth are considered insignificant.

#### **6) Traffic Impact:**

A Traffic Study, prepared by Bunt & Associates Engineering Ltd., was provided as part of the development application. Findings of the report indicate that some measures should be taken to mitigate the impacts to the intersection of 240 Street and Dewdney Trunk Road, to include signal timing and permissive northbound and southbound left turn phasing. The report also speaks to drive-through queue length during peak and non-peak times, and has indicated that the proposed development will accommodate a 17 vehicle queue length. It is anticipated that the proposed Tim Hortons development will alleviate some of the drive-through pressure from the Tim Hortons restaurant located 2 kilometres to the west, at 22987 Dewdney Trunk Road.

#### **7) Interdepartmental Implications:**

##### **i) Engineering Department:**

Access to the development site is limited to 240 Street, which is classified as an Arterial road. Left turns from the site, heading northbound, will be problematic and not permitted as traffic builds in the general area. To help off-set this issue, a temporary access and egress will be located at the southernmost location of the subject property, until such time that a future Statutory Right-of-Way will allow traffic flows between neighbouring commercial lands (see Appendix G). As the property directly south is currently under development application, the Engineering Department has been working with both projects to develop a long-term singular access for the three commercial properties on the west side of 240 Street (including the liquor store at 240 Street and Dewdney Trunk Road). The full access and egress for the three properties, once fully developed, will be located at the adjacent southern property, at which time the temporary access to the subject property will be reduced to right-in right-out only. Limiting the full access and egress to one location

and providing a Statutory Right-of Way across the three commercial properties will result in optimal traffic flow for 240 Street.

A Rezoning Servicing Agreement will be required to provide for deficient services, including: concrete curb and gutter upgrades, boulevard upgrades, sanitary service connection, concrete sidewalk replacement, storm service connection, street lighting, street trees, upgraded water service connection, road dedication, a Statutory Right-of-Way, underground wiring to the property; as well as any servicing related works associated with intersection modifications.

#### **CONCLUSION:**

The subject application will permit construction of one commercial building with a drive-through. There were challenges in determining the most appropriate location for the siting of the building, based on site circulation and drive-through queueing demands; therefore, the applicant will be seeking a site specific text amendment to the C-2 (Community Commercial) zone, in order to allow the building to be sited along the northern property line. Mitigation measures will be provided to reduce the potential noise and lighting concerns, in the form of landscaping and acoustical fencing. Access and egress have also been at the forefront of discussion, with a temporary access granted for the subject property in the southeast corner; until such time that the property to the south develops, which will then provide access and egress for the three commercial properties along 240 Street.

It is recommended that second reading be given to Zone Amending Bylaw No. 7229-2016, and that application 2016-039-RZ be forwarded to Public Hearing.

“Original signed by Adam Rieu”

---

**Prepared by:** Adam Rieu  
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 E.C. Swabey”

---

**Concurrence:** E.C. Swabey  
Chief Administrative Officer

The following appendices are attached hereto:

Appendix A – Subject Map

Appendix B – Ortho Map

Appendix C – Zone Amending Bylaw No. 7229-2016

Appendix D – Site Plan

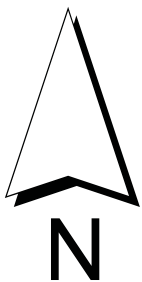
Appendix E – Elevation Plans

Appendix F – Landscape Plan

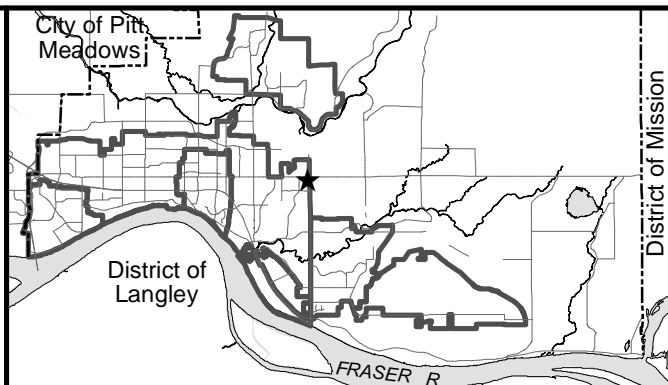
Appendix G – Proposed Site Plan, Southern Application 2016-191-RZ



## APPENDIX A



Scale: 1:2,000



11951 240 STREET



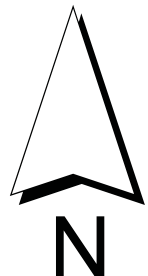
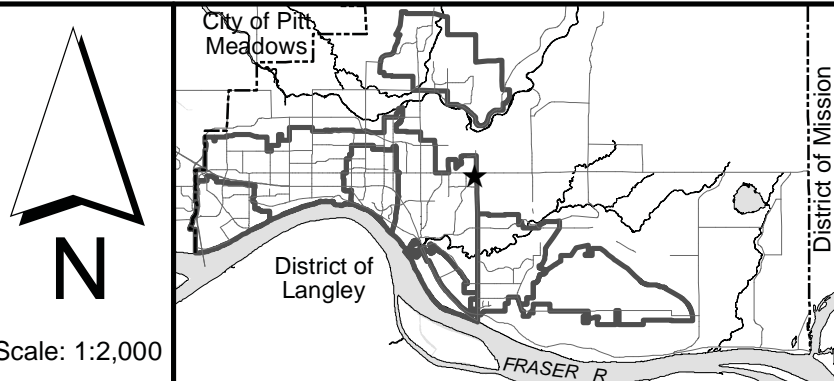
FILE: 2016-039-RZ  
DATE: Mar 22, 2016

BY: PC





Aerial Imagery from the Spring of 2015



Scale: 1:2,000

11951 240 STREET



FILE: 2016-039-RZ  
DATE: Mar 22, 2016

BY: PC



## CITY OF MAPLE RIDGE

### BYLAW NO. 7229-2016

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. 7229-2016."
2. That parcel or tract of land and premises known and described as:  
  
South Half Lot "B" Section 16 Township 12 New Westminster District Plan 7528  
  
and outlined in heavy black line on Map No. 1668 a copy of which is attached hereto and forms part of this Bylaw, is hereby rezoned to C-2 (Community Commercial).
3. That PART 7 COMMERCIAL ZONES, SECTION 702, COMMUNITY COMMERCIAL: C-2 8 (e) OTHER REGULATIONS is amended by the addition of the following in correct numerical order:
  - iii) the stipulations for item i) above are hereby waived for property located at South Half Lot "B" Section 16 Township 12 New Westminster District Plan 7528
4. Maple Ridge Zoning Bylaw No. 3510 - 1985 as amended and Map "A" attached thereto are hereby amended accordingly.

**READ** a first time the 12<sup>th</sup> day of April, 2016.

**READ** a second time the            day of            , 20

**PUBLIC HEARING** held the            day of            , 20

**READ** a third time the            day of            , 20

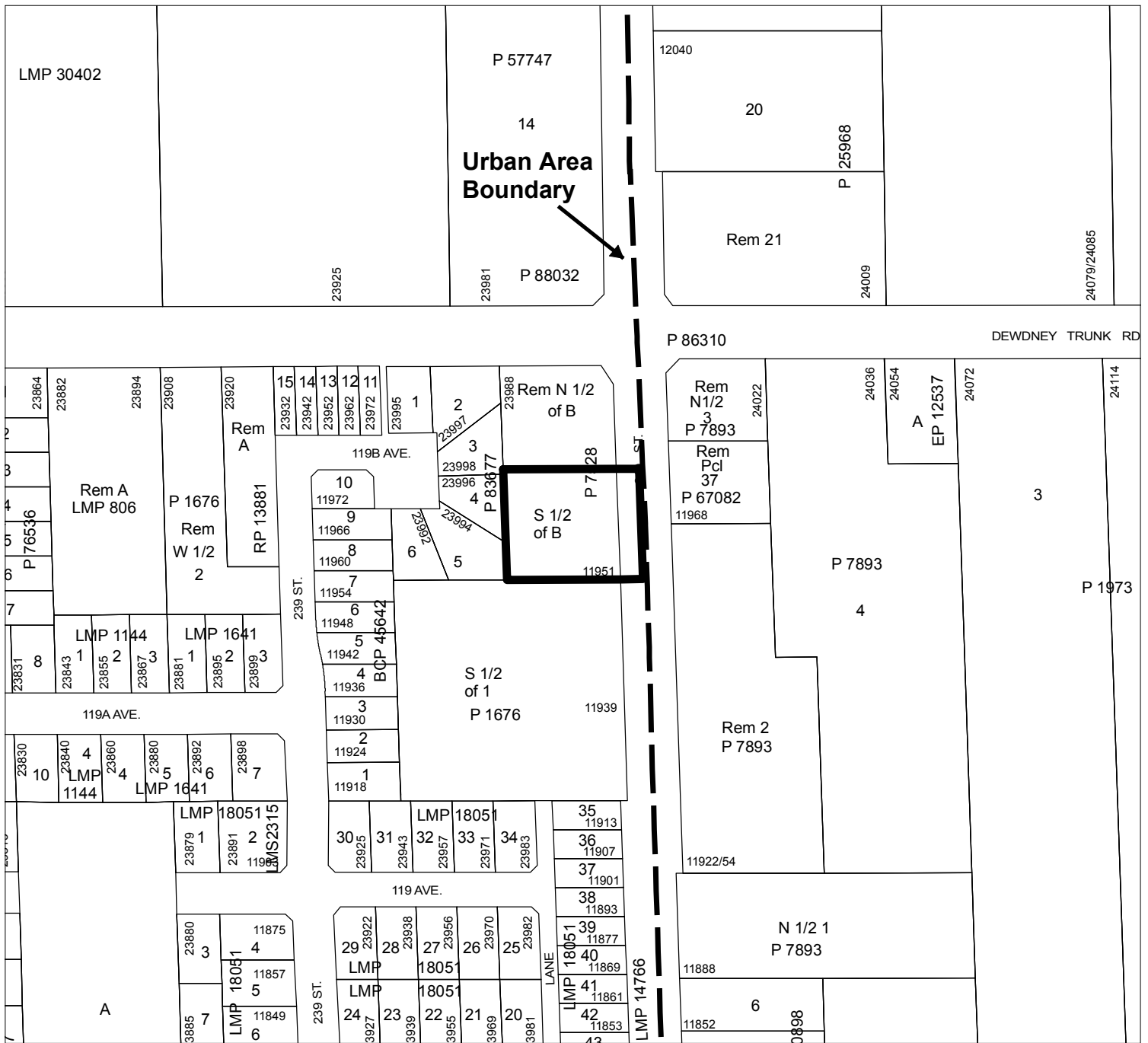
**ADOPTED** the            day of            , 20

---

PRESIDING MEMBER

---

CORPORATE OFFICER



# MAPLE RIDGE ZONE AMENDING

Bylaw No. 7229-2016  
 Map No. 1668  
 From: CS-1 (Service Commercial)  
 To: C-2 (Community Commercial)



-- Urban Area Boundary











## APPENDIX E



EXTERIOR FINISH SCHEDULE		
PRODUCT	MANUF.	TYPE & COLOUR
PREFORMED METAL FLASHING	FIRESTONE	FLASHING AT PARAPETS: COLOUR TO MATCH 'CHARCOAL GRAY'. FLASHING AT FOUNDATION: COLOUR: BANGKOK ST. ALL FLASHING AT WINDOWS IS TO BE CLEAR ANODIZED.
ANODIZED ALUMINUM	ALUMINOR LIMITED	ALUMINUM FINISH: CLASS '1' CLEAR ANODIZED (NOT ANODIZED BY ALUMINOR) CALLINGS BETWEEN WINDOW & FRAME: A PAINT CEMENT TYPE COLOUR: ANODIZED ALUMINUM (TREMPO DYKONOR)
FIBER CEMENT SORG	ALLURA	BLOCK: TSL W/ 14mm L x 1/2" THICK, THICKNESS: 25mm COLOUR: SAVANNAH WOODS & ALUMINUM RED #915 FRANGLER INTERNATIONAL, COLOUR #4607 NOTE: TOUCH-UP PAINT KIT TO BE PURCHASED THROUGH HUGG
FIBER CEMENT TRIM	ALLURA	BLOCK: TSL W/ 14mm L x 1/2" THICK, THICKNESS: 25mm COLOUR: SAVANNAH WOODS & ALUMINUM RED #915 FRANGLER INTERNATIONAL, COLOUR #4607 NOTE: TOUCH-UP PAINT KIT TO BE PURCHASED THROUGH HUGG
VERIETTA WAINSCOT CAP	BORAL	WAINSCOT CAP: 1/2" THICK, 15" HIGH THICKNESS: 35mm
VERIETTA STONE	BORAL	EDGE: SEE SPEC. 1000A, 1000B THICKNESS: 35mm
VERIETTA LIGHT STONE (VERIETTA)	BORAL	THICKNESS: 1/2" THICK, 15" HIGH THICKNESS: 35mm FRANGLER INTERNATIONAL, COLOUR #4607 ELECTRICAL STONE: BONES H-2500, 15" THICK, THICKNESS: 35mm
CORNICHE BAND	CANAMOLD	CORNICHE BAND: STB 501 BENJAMIN MOORE, #C21-101 (GRAY), KPSA SEMI-GLOSS FINISH
NOTE:		

## SYMBOL LEGEND

	<u>SECTION NUMBER</u> <u>DRAWING SHEET NUMBER</u>
	<u>BUILDING SECTION NUMBER</u> <u>DRAWING SHEET NUMBER</u>
	NOTE REFERENCE REFER TO ELEVATION NOTES
	AWNING/ BAND TYPE

<b>GENERAL NOTES</b>	
1. REFER TO EXTERIOR FINISH SCHEDULE FOR CAULKING COLOUR.	

AWNING SCHEDULE		
TYPE	SIZE	QUANTITY
AWNING TYPE #1	2139mm x 914mm	3
AWNING TYPE #2	3665mm x 914mm	1
AWNING TYPE #3	3052mm x 914mm	1
AWNING TYPE #4	4262mm x 914mm	1





DECORATIVE BANDS		
TYPE	LENGTH	QUANTITY
BAND TYPE #1	6816mm x 305mm	1
BAND TYPE #2	6396mm x 305mm	1
BAND TYPE #3	5166mm x 305mm	1
BAND TYPE #4	5175mm x 305mm	1

**NOTE:**  
1. REFER TO SPECIFICATIONS ON SHEET A12.3 FOR APPROVED SUPPLIERS LIST.

## EXTERIOR ELEVATION NOTES

- |    |   |
|----|---|
| 1  | PREFINISHED METAL FLASHING. REFER TO EXTERIOR FINISH SCHEDULE.  |
| 2  | FIBER CEMENT SIDING TO BE "SAVANNAH WICKER". REFER TO EXTERIOR FINISH SCHEDULE.   |
| 3  | FIBER CEMENT STONE PANELING. REFER TO EXTERIOR FINISH SCHEDULE.   |
| 4  | FIBER CEMENT TRIM TO BE "SAVANNAH WICKER". REFER TO EXTERIOR FINISH SCHEDULE.   |
| 5  | ANODIZED ALUMINUM FRAMES.   |
| 6  | EXPOSED FOUNDATION TO BE PARGED & FREE OF IMPERFECTIONS.  |
| 7  | WOODEN GARAGE ENCLOSURE.  |
| 8  | 160mm (42") HIGH ILLUMINATED SIGN MOUNTED ON FIBER CEMENT STONE. CONFIRM WITH TOL GROUP CORP. FOR SIZE AND SIGN PACKAGE.        |
| 9  | 152mm (6") HIGH ILLUMINATED ELLIPSE SIGN MOUNTED ON FIBER CEMENT STONE. CONFIRM WITH TOL GROUP CORP. FOR SIZE AND SIGN PACKAGE. |
| 10 | METAL PIPE RAILING. REFER TO DETAIL 2/48.   |
| 11 | 150mm DIA. METAL BOLLARD FILL W/ CONCRETE C/W BOLLARD COVER.  |
| 12 | DRIVE THRU WINDOW WITH INSULATED PANEL.   |
| 13 | EAVE'S/JOINT DECAL BY TOL GROUP CORP.   |
| 14 | OVER/LOW SCUPPER.   |
| 15 | CONCRETE SIDEWALK (BY OTHERS, REFER TO SITE PLAN.   |
| 16 | EXTERIOR RECYCLING UNIT SUPPLIED BY TOL GROUP CORP. & INSTALLED BY G.C.   |
| 17 | FIBER CEMENT SIDING TO BE "AUTUMN RED". REFER TO EXTERIOR FINISH SCHEDULE.  |
| 18 | H/VT CONCENTRIC VENT TO BE INSTALLED PRIOR TO SIDING.   |
| 19 | LOCATION OF GAS METER.  |
| 20 | FIBER CEMENT TRIM TO BE "AUTUMN RED". REFER TO EXTERIOR FINISH SCHEDULE.  |
| 21 | N/A   |
| 22 | N/A   |
| 23 | CAMP BOX.   |
| 24 | N/A   |

## SYMBOL LEGEND

	SECTION NUMBER DRAWING SHEET NUMBER
	BUILDING SECTION NUMBER DRAWING SHEET NUMBER
	NOTE REFERENCE REFER TO ELEVATION NOTES
	AWNING/ BAND TYPE

## GENERAL NOTES

1. REFER TO EXTERIOR FINISH SCHEDULE FOR  
CAULKING COLOUR.

### AWNING SCHEDULE

TYPE	SIZE	QUANTITY
AWNING TYPE #1	2139mm x 914mm	3
AWNING TYPE #2	3665mm x 914mm	1
AWNING TYPE #3	3062mm x 914mm	1
AWNING TYPE #4	4262mm x 914mm	1

### DECORATIVE BANDS

TYPE	LENGTH	QUANTITY
BAND TYPE #1	6816mm x 305mm	1
BAND TYPE #2	6396mm x 305mm	1
BAND TYPE #3	5166mm x 305mm	1
BAND TYPE #4	5175mm x 305mm	1

**NOTE:**  
1. REFER TO SPECIFICATIONS ON SHEET A12.3 FOR APPROVED SUPPLIERS LIST.

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## ISSUE TABLE

No.	Date (mm/dd/yy)	Description

01	2016-05-12	ISSUED FOR REZONING & DEVELOPMENT PERMIT
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#### REVISIONS

No.	Date	Description

DRAWINGS REVISED AS PER DESIGN BULLETIN

No.	Date	Description



ALL DIMENSIONS AND CONDITIONS TO  
BE VERIFIED ON THE SITE

Architect



**3707 1st AVENUE**  
**BURNABY, BRITISH COLUMBIA**  
 V5C 3V6 E-MAIL: [pjlovick@pjlovick.com](mailto:pjlovick@pjlovick.com)  
 tel: 604-298-3700 fax: 604-298-6081  
 Member of the AIBC Member of the RAIC  
 Certified Professional Member of the SAA  
 Member of the AAA

Architectural Seal

Project *Tim Hortons*

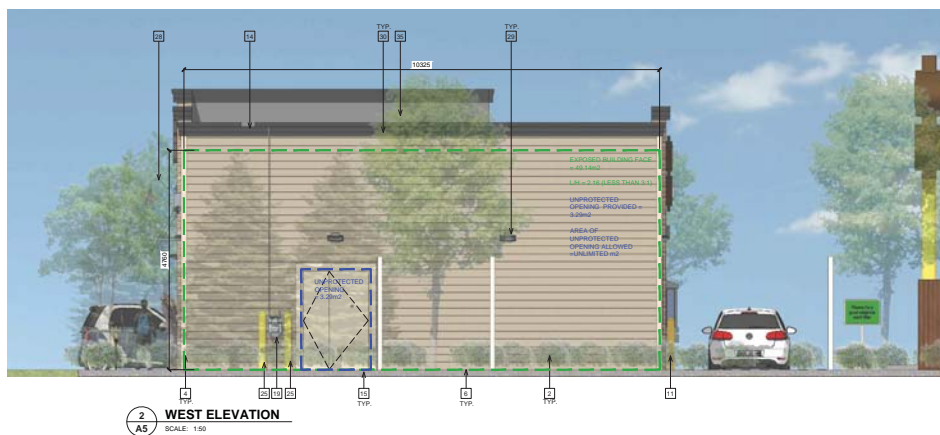
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Location  
RESTAURANT #107384, NS.04402  
11951 240 STREET

MAPLE RIDGE, B.C.

## EXTERIOR ELEVATIONS

Drawn <b>PS</b>	Checked <b>JR</b>
Scale <b>AS NOTED</b>	Date <b>JANUARY 2016</b>
Project No. <b># 107384</b>	Dwg No. <b>A5.1</b>



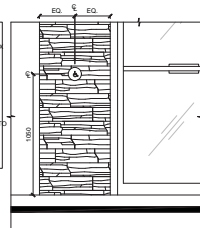
EXTERIOR FINISH SCHEDULE			
PRODUCT	MANUF.	TYPE & COLOUR	
PREFORMED MAT. FLASHING	FIRESTONE	FLASHING AT PARAPETS: *COLLOUR TO MATCH* CHIMNEY, GRAY FLASHING AT FOUNDATION, COLOUR: SANDSTONE SR. ALL FLASHING AT WINDOWS IS TO BE CLEAR ANODIZED	
ANODIZED ALUMINUM	ALUMICOR LIMITED	ALUMINUM FINISHES: * CLEAR ANODIZED FLASHING BETWEEN WINDOW FRAME & FRIMER CEMENT STONE BLOCK	
GRAY CEMENT STONE	ALLURA	SMOOTH-LAP, H= 20mm/L, L= 365mm, THICKNESS= 8mm COLOUR: BROWN FRANKLIN INTERNATIONAL CAULKING # 40671	
FUTUR CEMENT TRIM	ALLURA	SMOOTH-LAP, H= 20mm/L, L= 365mm, THICKNESS= 8mm COLOUR: BROWN FRANKLIN INTERNATIONAL CAULKING # 40671	
VERSETTA	BORAL	SMOOTH-LAP, H= 11mm/L, L= 365mm, THICKNESS= 25mm COLOUR: BROWN FRANKLIN INTERNATIONAL CAULKING # 40671	
VERSETTA STONE CAP	BORAL	SMOOTH-LAP, H= 11mm/L, L= 365mm, THICKNESS= 25mm COLOUR: BROWN FRANKLIN INTERNATIONAL CAULKING # 40671	
VERSETTA STONE (STONE/VENEER)	BORAL	SMOOTH-LAP, H= 11mm/L, L= 365mm, THICKNESS= 25mm COLOUR: BROWN FRANKLIN INTERNATIONAL CAULKING # 40671	
VERSETTA LIGHT BOX	BORAL	SMOOTH-LAP, H= 11mm/L, L= 365mm, THICKNESS= 25mm COLOUR: BROWN FRANKLIN INTERNATIONAL CAULKING # 40671	
CORNICHE BAND	CANAMOULD	CORNICHE BAND, STR 60 BENIMOL MOULD #021018 IN GRAY, *PP25 MELT-GLOSS FINISH*	

**NOTE:**





1. REFER TO SPECIFICATIONS ON SHEET A12 FOR APPROVED SUPPLIERS LIST

**NOTE**

1. PUSH TO BE VERSE
2. REF SCHED MODEL
3. G.C. AND B.T.D. PR INSTAL AUTOM INSTAL



### SYMBOL LEGEND

	<u>SECTION NUMBER</u> DRAWING SHEET NUMBER
	<u>BUILDING SECTION NUMBER</u> DRAWING SHEET NUMBER
	NOTE REFERENCE REFER TO ELEVATION NOTES
	AWNING/ BAND TYPE

GENERAL NOTES	
1.	REFER TO EXTERIOR FINISH SCHEDULE FOR CAULKING COLOUR.

AWNING SCHEDULE		
TYPE	SIZE	QUANTITY
AWNING TYPE #1	2139mm x 914mm	3
AWNING TYPE #2	3665mm x 914mm	1
AWNING TYPE #3	3062mm x 914mm	1
AWNING TYPE #4	4262mm x 914mm	1

DECORATIVE BANDS		
TYPE	LENGTH	QUANTITY
BAND TYPE #1	6816mm x 305mm	1
BAND TYPE #2	6306mm x 305mm	1
BAND TYPE #3	5166mm x 305mm	
BAND TYPE #4	5175mm x 305mm	1

**NOTE:**  
1. REFER TO SPECIFICATIONS ON SHEET A12.3 FOR APPROVED SUPPLIERS LIST.

# EXTERIOR ELEVATION NOTES

1	REFINISHED METAL FLASHING. REFER TO EXTERIOR FINISH SCHEDULE.
2	FIBER CEMENT SIDING TO BE "SAVANNAH WICKER". REFER TO EXTERIOR FINISH SCHEDULE.
3	FIBER CEMENT STONE PANELING. REFER TO EXTERIOR FINISH SCHEDULE.
4	FIBER CEMENT TRIM TO BE "SAVANNAH WICKER". REFER TO EXTERIOR FINISH SCHEDULE.
5	ANODIZED ALUMINUM FRAMES.
6	EXPOSED FOUNDATION TO BE PARGED & FREE OF IMPERFECTIONS.
7	WOODEN GARBAGE ENCLOSURE.
8	100mm 407 HIGH ILLUMINATED SIGN MOUNTED ON FIBER CEMENT STONE. CONFIRM WITH TOL GROUP CORP. FOR SIZE AND SIGN PACKAGE.
9	1524mm 807 HIGH ILLUMINATED ELLIPSE SIGN MOUNTED ON FIBER CEMENT STONE. CONFIRM WITH TOL GROUP CORP. FOR SIZE AND SIGN PACKAGE.
10	METAL PIPE RAILING. REFER TO DETAIL 21A.
11	150mm DIA. METAL BOLLARD FILL W/ CONCRETE C/B BOLLARD COVER. REFER TO DETAIL 51A.1
12	DRIVE-THRU WINDOW WITH INSULATED PANEL.
13	EXIT ONLY DECAL BY TOL GROUP CORP.
14	OVERFLOW SCUPPER.
15	CONCRETE SIDEWALK (BY OTHERS). REFER TO SITE PLAN.
16	EXTERIOR RECYCLING UNIT SUPPLIED BY TOL GROUP CORP. & INSTALLED BY G.C.
17	FIBER CEMENT SIDING TO BE "AUTUMN RED". REFER TO EXTERIOR FINISH SCHEDULE.
18	H/Vt CONCENTRIC VENT TO BE INSTALLED PRIOR TO SIDING.
19	LOCATION OF GAS METER.
20	FIBER CEMENT TRIM TO BE "AUTUMN RED". REFER TO EXTERIOR FINISH SCHEDULE.
21	NA
22	NA
23	CAMP BOX.
24	NA
25	150mm METAL BOLLARD FILLED W/ CONCRETE. PAINT FINISH BABY CHICK.
26	NA
27	NA
28	GOOSENECK LIGHTING.
29	WALL PUNCH.
30	CONCRETE BAND. REFER TO EXTERIOR FINISH SCHEDULE.
31	WAINSCOT CAP. REFER TO EXTERIOR FINISH SCHEDULE.
32	DECORATIVE BAND BY SIGN COMPANY. MOUNTED ON THE WALL. SUPPLIED & INSTALLED BY G.C. REFER TO DECORATIVE BAND SCHEDULE.
33	PREFABRICATED AWNING BY SIGN COMPANY SUPPLIED & INSTALLED BY G.C. REFER TO AWNING SCHEDULE. G.C. TO SUPPLY SOLID WOOD BLOSSOM AS REQUIRED.
34	EXTERIOR POP FRAME ITEM #021.
35	TPO ROOF MEMBRANE ON BACK OF PARAPET WALLS.

ISSUE TABLE		
No.	Date (mm/dd/yy)	Description

01	2016-05-12	ISSUED FOR REZONING & DEVELOPMENT PERMIT
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REVISIONS		
No.	Date	Description

DRAWINGS REVISED AS PER DESIGN BULLETIN

No.	Date	Description



ALL DIMENSIONS AND CONDITIONS TO  
BE VERIFIED ON THE SITE

Architect

**LOVICK  
SCOTT  
ARCHITECTS**

3707 1st AVENUE  
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V5C 3V6 E-MAIL: [pjllovick@pjllovick.com](mailto:pjllovick@pjllovick.com)  
tel: 604-298-3700 fax: 604-298-6081

Member of the AIBC  
Member of the RAC  
Certified Professional

Member of the SAA  
Member of the AAA

Architectural Seal

Project

*Tim Hortons*

Store Type

885 10 WEST

Location  
RESTAURANT #107384, NS.04402  
11951 240 STREET

MAPLE RIDGE, B.C.

Drawing Title

EXTERIOR  
ELEVATIONS

Drawn	PS	Checked	JR
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Scale	Date
AS NOTED	JANUARY 2016

Project No. # 107384	Dwg No. A5.0
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TIM HORTONS MODEL 2695-13 - 11951 240 Street Maple Ridge, BC - TDL NO 107384, NS 044402

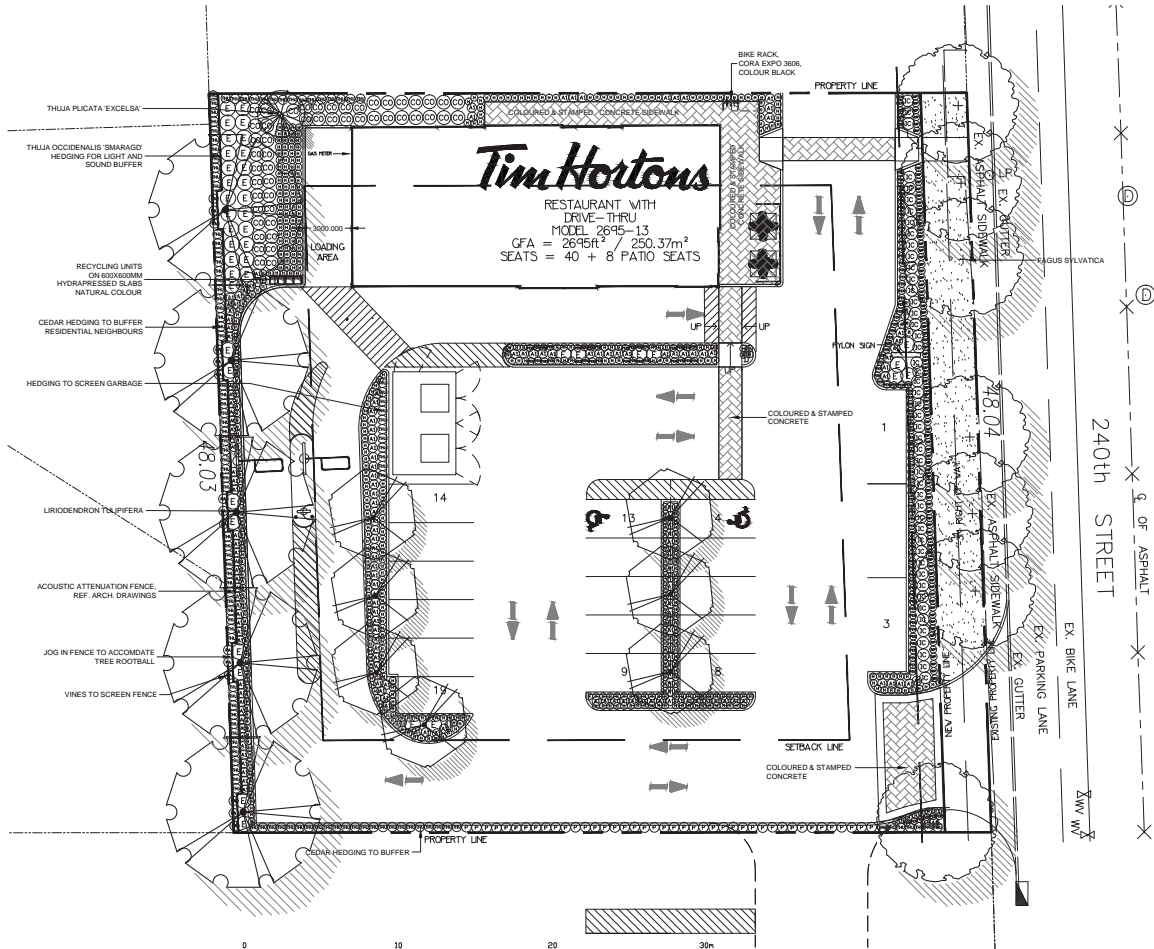
APPENDIX F

PLANT SCHEDULE			
REF.	QTY	BOTANICAL NAME	COMMON NAME
PMS PROJECT NUMBER: 16010			
PLANTED SIZE / REMARKS			
TREES			
7		ACER RUBRUM 'RED ROCKET'	RED ROCKET MAPLE
7		FRAXUS SYLVATICA	EUROPEAN BEECH
5		LIRIODENDRON TULIPIFERA	TULIP TREE
1		THUJA PLICATA 'EXCELSA'	WESTERN RED CEDAR
SHRUBS			
171		AZALEA JAPONICA 'WIND CRIMSON'	AZALEA: SINGLE DEEP CRIMSON
49		CORNUS BENEDICA 'KELSEY'	DWARF KELSEY DOGWOOD
49		EUONYMUS ALATA 'COMPACTUS'	COMPACT WINGED BURNING BUSH
49		ILEX CRENATA 'CONVEXA'	JAPANESE HOLLY
49		PRUNUS LAUROCESTRUS 'OTTO LUYKEN'	OTTO LUYKEN LAUREL
115		THUJA OCCIDENTALIS 'SMARAGD'	EMERALD GREEN CEDAR
GRASSES			
303		HELICTOTRICHON SEMPERVIRENS	BLUE OAT GRASS
81		IMPERATA CYLINDRICA 'RED BARON'	BLOOD GRASS
121		PENNISETUM ALDOPEUROIDES 'HAEMELI'	DWARF FOUNTAIN GRASS
PERENNIAL			
15		PARTHENOISSUS TRILOPIDATA 'VETCHIT'	BOSTON IVY
6		RUBROCKIA FLUIDA VAR BULLIVANTII 'GOLDSTURMROSECKIA'	#1 POT

NOTES: \* PLANT SIZES IN THIS LIST ARE SPECIFIED TO THE BC LANDSCAPE STANDARD, LATEST EDITION. CONTAINER SIZES SPECIFIED AS PER OALA 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 REVEAL: MAKE PLANT MATERIAL AVAILABLE FOR OPTIONS. REVIEW 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 LANDSCAPE MATERIAL AND WORKMANSHIP MUST MEET OR EXCEED BC LANDSCAPE STANDARDS LATEST EDITION. ALL PLANT MATERIAL MUST BE PROVIDED FROM CERTIFIED DISEASE FREE NURSERY.



CORA EXPO BIKE RACK 3606



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**pmg**  
LANDSCAPE  
ARCHITECTS  
Suite C100 - 4185 Still Creek Drive  
Burnaby, British Columbia, V5C 6G9  
p. 604-294-0011 • f. 604-294-0022

SEAL:

1	16 DEC 20	NEW SITE PLAN & COMMENTS	YR
2	16 NOV 25	NEW SITE PLAN	YR
3	16 JUL 25	REVISED FOR CITY COMMENTS	REV
4	16 MAY 09	NEW SITE PLAN	CD
5	16 JAN 27	CONCEPT DESIGN	CLG

NO. DATE REVISION DESCRIPTION DR.

CLIENT:

PROJECT:

**TIM HORTONS**  
**240TH ST & DEWDNEY TRUNK**  
**MAPLE RIDGE**

DRAWING TITLE:  
**LANDSCAPE  
PLAN**

DATE: 16 JAN 27 DRAWING NUMBER:  
SCALE: 1:150  
DRAWN: CLG  
DESIGN: CLG  
CHKD: MCY

**L1**

OF 1

16010-5.ZIP

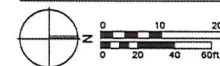
PMG PROJECT NUMBER:

16-010





SITE DATA	
ZONING:	C2 (proposed)
SITE AREA:	2.33 acres (101,682 SF)
LOT COVERAGE:	29%
TOTAL FLOOR AREA:	29,853 SF
PARKING REQUIRED:	92 STALLS [1 PER 30 SM, (323 SF)]
PARKING PROVIDED:	135 STALLS
STALLS/1000 SF:	4.5



**PROPOSED SITE PLAN**  
**PROPOSED SHOPPING CENTRE - 240TH ST MAPLE RIDGE**  
1/8"=1'-0" 2018.06.01

Figure 5: Preliminary Development Concept

City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Development Variance Permit  
24815 Dewdney Trunk Road

**MEETING DATE:** January 23, 2017  
**FILE NO:** 2014-019-DVP  
**MEETING:** CoW

---

**EXECUTIVE SUMMARY:**

Development Variance Permit application 2014-019-DVP has been received in conjunction with a rezoning and development permit application to rezone the subject property, located at 24815 Dewdney Trunk Road, from RS-1 (One Family Urban Residential) to C-2 (Community Commercial) to permit the construction of two commercial buildings with six ground level commercial units and two residential units on a second floor. The requested variances are to:

1. Reduce the minimum rear lot line setback from 6.0 m (19.6 ft.) to 1.6 m (5.2 ft.);
2. Reduce the minimum exterior side lot line setback from 3.0 m (9.8 ft.) to 1.8 m (5.9 ft.);
3. Increase the maximum building height of Building 1 from 7.5 m (24.6 ft.) to 8.2 m (26.9 ft.); and
4. Increase the maximum building height of Building 2 from 7.5 m (24.6 ft.) to 10.4 m (34.1 ft.).

Council will be considering final reading for rezoning application 2014-019-RZ on January 24, 2017.

It is recommended that Development Variance Permit 2014-019-DVP be approved.

**RECOMMENDATION:**

That the Corporate Officer be authorized to sign and seal 2014-019-DVP respecting property located at 24815 Dewdney Trunk Road.

**DISCUSSION:**

**a) Background Context**

Applicant: Rudy Di Giovanni

Legal Description: Lot 22 Section 23 Township 12 New Westminster District Plan 15267

OCP:

Existing:	Commercial (Neighbourhood)
Proposed:	Commercial - with the creation of a new Village Commercial category

Zoning:

Existing:	RS-1 (One Family Urban Residential)
Proposed:	C-2 (Community Commercial)

#### Surrounding Uses:

North:	Use:	Office (Albion FC)
	Zone:	CS-1 (Service Commercial)
	Designation:	Commercial
South:	Use:	Single-Family Residential
	Zone:	RS-1 (One Family Urban Residential)
	Designation:	Estate Suburban Residential
East:	Use:	Single-Family Residential
	Zone:	RS-1 (One Family Urban Residential)
	Designation:	Estate Suburban Residential
West:	Use:	High School (Garibaldi Secondary)
	Zone:	P-1 (Park and School)
	Designation:	Institutional
Existing Use of Property:	Vacant	
Proposed Use of Property:	Commercial	
Site Area:	1,950 m <sup>2</sup> (20,990 ft <sup>2</sup> )	
Access:	248 Street; Dewdney Trunk Road	
Servicing:	Urban Standard	

#### b) Project Description:

The current application proposes to rezone the subject property, located at 24815 Dewdney Trunk Road (see Appendices A & B), from RS-1 (One Family Urban Residential) to C-2 (Community Commercial) to permit the construction of two commercial buildings with six commercial units and two residential units above (see Appendix C).

The adjacent property located to the east, at 24837 Dewdney Trunk Road, is currently under application for subdivision, application 2014-019-SD, to consolidate approximately 130 m<sup>2</sup> (1,399 ft<sup>2</sup>) of the western property boundary with the subject property. The portion of property to be consolidated will be added to the subject property's eastern boundary and will be included in the rezoning application proposal from RS-1 (One Family Urban Residential) to C-2 (Community Commercial). The remaining portion of 24837 Dewdney Trunk Road will retain the existing house and keep its Official Community Plan (OCP) designation of *Estate Suburban Residential*, as well, the existing zoning of RS-1 (One Family Urban Residential). At a later date, the owner intends to rezone the lot north of the subject properties, located at 12040 248 Street, from CS-1 (Service Commercial) to C-2 (Community Commercial) for a future development.

This application initially included both properties, located at 12040 248 Street and 24815 Dewdney Trunk Road, to be rezoned at first reading; however, now only the southern subject property, located at 24815 Dewdney Trunk Road and 130m<sup>2</sup> (1,399 ft<sup>2</sup>) of 24837 Dewdney Trunk Road is proposed to be rezoned to C-2 (Community Commercial) at this time. It is the applicant's intention to assess the needs of the surrounding area with the current application and then develop the northern lot based on future needs. The OCP amendment to add a proposed *Village Commercial* designation

however, will establish a new *Village Commercial* node that will include both 24815 Dewdney Trunk Road and 12040 248 Street.

**c) Variance Analysis:**

The Zoning Bylaw establishes general minimum and maximum regulations for development. A Development Variance Permit allows Council some flexibility in the approval process.

The requested variances and rationale for support are described below:

*Zoning Bylaw No. 3510 -1985, Part 7, Section 702, Community Commercial, 6) Size of Buildings and Structures, a):*

- To increase the maximum building height for Building 1 from 7.5 m (24.6 ft.) to 8.2 m (26.9 ft.); and
- To increase the maximum building height for Building 2 from 7.5 m (24.6 ft.) to 10.4 m (34.1 ft.).

The increase in height is supportable to allow aesthetics and character to be accentuated through the roof lines and chimney design; as well, there are two proposed residential units above on the second floor.

*Zoning Bylaw No. 3510-1985, Part 7, Section 702, Community Commercial, 7) Siting, b)*

- To reduce the minimum rear lot line from 6.0 m (19.6 ft.) to 1.6 m (5.2 ft.).

*Zoning Bylaw No. 3510-1985, Part 7, Section 702, Community Commercial, 7) Siting, d)*

- To reduce the minimum exterior side lot line from 3.0 m (9.8 ft.) to 1.8 m (5.9 ft.).

The reduction in rear lot line and exterior lot line setbacks is supportable in order to allow Building 2 to be sited closer to the road, creating a greater street presence. This will also allow parking to be situated towards the interior and rear of the development.

**d) Citizen/Customer Implications:**

In accordance with the *Development Procedures Bylaw No. 5879-1999*, notice of Council consideration of a resolution to issue a Development Variance Permit was mailed to all owners or tenants in occupation of all parcels, any parts of which are adjacent to the property that is subject to the permit.

## CONCLUSION:

The proposed variance to an increase in height is supported as it allows the buildings to develop with an element of character through accentuated roof lines; as well, there are two proposed residential units on the second floor. The proposed variance to decrease the rear lot line and exterior lot line setbacks allows for Building 2 to be closer to Dewdney Trunk Road, further creating a greater street presence, while allowing parking to be located internally.

It is therefore recommended that this application be favourably considered and the Corporate Officer be authorized to sign and seal Development Variance Permit 2014-019-DVP.

“Original signed by Adam Rieu”

---

**Prepared by:** Adam Rieu  
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 E.C. Swabey”

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**Concurrence:** E.C. Swabey  
Chief Administrative Officer

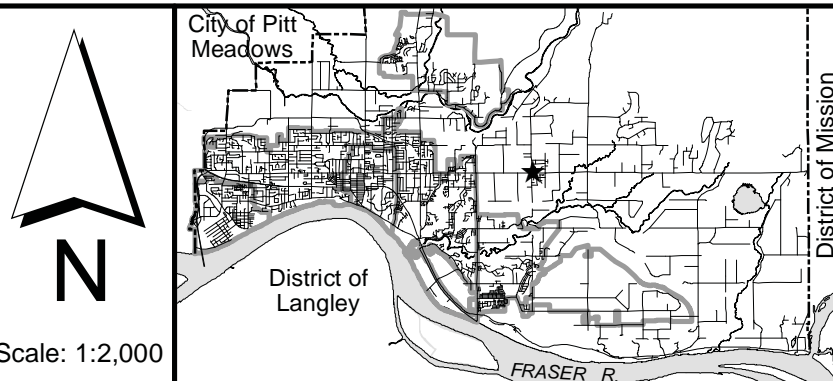
The following appendices are attached hereto:

Appendix A – Subject Map

Appendix B – Ortho Map

Appendix C – Site Map indicating exterior lot line and rear lot line variances

Appendix D – Elevations

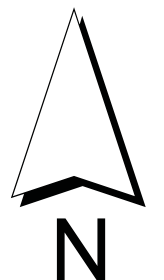
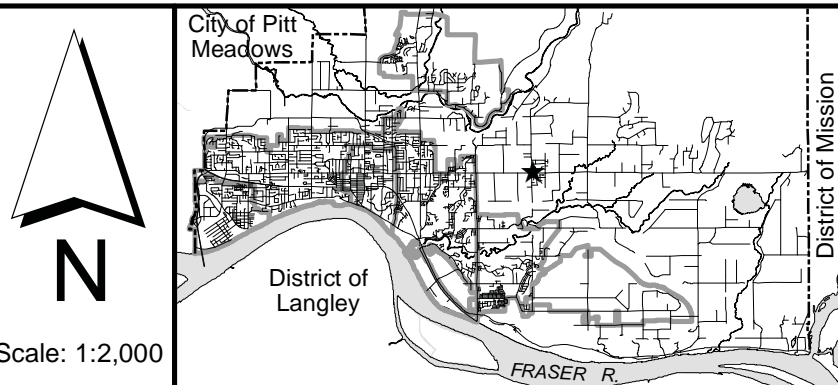


## 24815 DEWDNEY TRUNK ROAD



**CITY OF MAPLE RIDGE**  
PLANNING DEPARTMENT





Scale: 1:2,000

24815 DEWDNEY TRUNK ROAD



CITY OF MAPLE RIDGE  
PLANNING DEPARTMENT

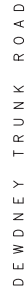
DATE: Apr 14, 2015

FILE: 2014-019-VP

BY: PC



REVISIONS		
NO.	DATE	DESCRIPTION
A	AUG 18/14	ISSUED FOR CLIENT REVIEW
B	JULY 23-14	RE-ISSUED FOR CLIENT REVIEW
C	OCT 08/14	RE- ISSUED FOR CLIENT REVIEW
D	OCT 31/14	ISSUED FOR CLIENT REVIEW
E	MAY 2015	ISSUED FOR REZONING AND DEVELOPMENT PERMIT
H	OCTOBER 2016	ISSUED FOR REZONING AND DP/DWP ENTRANCE REVISIONS



PROJECT PROPOSED MIXED-USE BUILDINGS FOR: ADRIATIC DEVELOPMENT	SHEET TITLE MAIN FLOOR PLAN
--	--------------------------------

SCALE: 1/8"=1'-0"	DRAWN BY: MC	24815 DEWDNEY TRUNK ROAD	DWG. No.	15-006-A1	REV.
DATE: JULY 18-14	CHECKED BY: MC	12040 248 STR., MAPLE RIDGE, B.C.			F



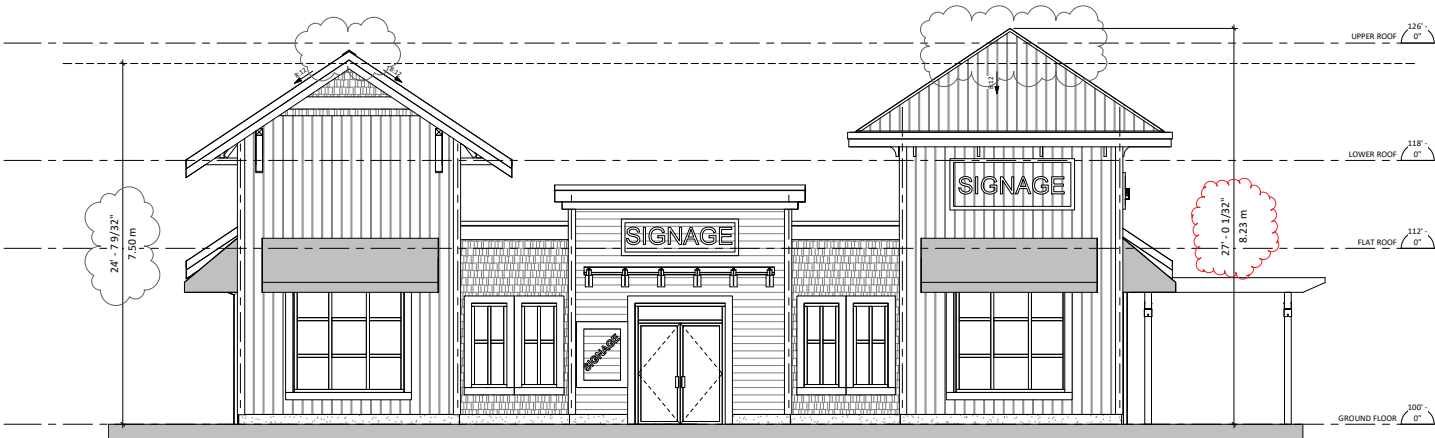
APPENDIX D



phone604 881 7173  
fax604 881 7174  
toll free1 866 881 7173  
  
addressSuite 200 - 23160 - 96 Ave  
Fort Langley, BC  
Box 249 Y1M 2N6  
  
emailinfo@sitelines.ca  
webwww.sitelines.ca

REVISIONS	
NO.	DATE
2	Date 2
Description 2	

Height Variance - Building 1 : From 7.5 m to 8.2 m



Project Name  
Enter address here

title  
WEST ELEVATION BUILDING 1  
  
scale 1/4" = 1'-0"  
date  
drawn checked  
job no. Project  
sheet no. A3.01  
consultant

Drawings are to be read in conjunction with each other. Any discrepancy found in any drawing, are to be reported to the architect before commencing work.  
Contractors are responsible to ensure that all work is executed to the requirements of the latest edition of the B.C. Building Code.  
© COPYRIGHT. ALL RIGHTS RESERVED

2016/11/18 1:05:54 PM

REVISIONS

NO.	DATE	DESCRIPTION
2	Date 2	Revision 2

Height Variance - Building 2 : From 7.5 m to 10.4 m



Project Name

Enter address here

title  
WEST ELEVATION BUILDING 2

scale 3/16" = 1'-0"

date

drawn checked

job no. Project

sheet no. A3.01

consultant

## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Development Permit  
24815 & 24837 Dewdney Trunk Road

**MEETING DATE:** January 23, 2017  
**FILE NO:** 2014-019-DP  
**MEETING:** C of W

---

### EXECUTIVE SUMMARY:

A Commercial Development Permit application has been received in conjunction with a rezoning and subdivision application, variance permit and Official Community Plan amendment. The Commercial Development Permit application is to permit the construction of two commercial buildings consisting of six ground level commercial units and two residential units in the C-2 (Community Commercial) zone. This application is subject to the Commercial Development Permit Guidelines, as outlined in the Official Community Plan (OCP).

The following dates outline Council's consideration of the application and Bylaws No. 7070-2014 7086-2014, and 7171-2015:

- First reading for Zone Amending Bylaw No. 7070-2014 and first reading for Official Community Plan Amending Bylaw No. 7086-2014 was granted on May 27, 2014;
- Second reading for Zone Amending Bylaw No. 7070-2014 and second reading for Official Community Plan Amending Bylaw No. 7086-2014 was granted July 28, 2015;
- The addition of the western 130.14 m<sup>2</sup> (1,399 ft<sup>2</sup>) portion of 24837 Dewdney Trunk Road (see Appendix F) required that second reading to Zone Amending Bylaw No. 7070-2014 be rescinded and amended. Second reading to rezone the subject properties from RS-1 (One Family Urban Residential) to C-2 (Community Commercial) was granted for the amended Zone Amending Bylaw No. 7070-2014 and Official Community Plan Amending Bylaw No. 7086-2014 on September 29, 2015. First and second reading for Official Community Plan Amending Bylaw No. 7171-2015 was granted for the western portion of 24837 Dewdney Trunk Road from *Estate Suburban* to *Commercial* on September 29, 2015.
- Public Hearing was held on October 20, 2015;
- Third reading was granted on October 27, 2015 for Zone Amending Bylaw No. 7070-2014 and Official Community Plan Amending Bylaws 7086-2014 and 7171-2015; and
- First extension was granted October 25, 2016 for Zone Amending Bylaw No. 7070-2014 and Official Community Plan Amending Bylaws 7086-2014 and 7171-2015.

### RECOMMENDATION:

That the Corporate Officer be authorized to sign and seal 2014-019-DP respecting property located at 24815 Dewdney Trunk Road.

## DISCUSSION:

### a) Background Context:

Applicant:	Rudy Di Giovanni		
Legal Description:	Lot 22 Section 23 Township 12 New Westminster District Plan 15267 Lot 21 Section 23 Township 12 New Westminster District Plan 15267		
OCP:			
Existing:	Commercial (Neighbourhood), Estate Suburban Residential		
Proposed:	Commercial - with the creation of a new Village Commercial category		
Zoning:			
Existing:	RS-1 (One Family Urban Residential)		
Proposed:	C-2 (Community Commercial)		
Surrounding Uses:			
North:	Use:	Office (Albion FC)	
	Zone:	CS-1 (Service Commercial)	
	Designation:	Commercial	
South:	Use:	Single Family Residential	
	Zone:	RS-1 (One Family Urban Residential)	
	Designation:	Estate Suburban Residential	
East:	Use:	Single Family Residential	
	Zone:	RS-1 (One Family Urban Residential)	
	Designation:	Estate Suburban Residential	
West:	Use:	High School (Garibaldi Secondary)	
	Zone:	P-1 (Park and School)	
	Designation:	Institutional	
Existing Use of Property:	Vacant		
Proposed Use of Property:	Commercial		
Site Area – Rezoning:	0.208 ha (0.51 acres)		
Site Area – OCP:	0.378 ha (0.93 acres)		
Access:	248 Street; Dewdney Trunk Road		
Servicing:	Urban		

### b) Project Description:

#### Form and Character:

The proposed development will contain two commercial buildings with a total of six commercial units on the ground floor and two residential units on the second floor. Proposed Building 1 consists of a single storey structure containing one commercial unit (see Appendix C). The total area of Building 1 is approximately 180 m<sup>2</sup> (1,936 ft<sup>2</sup>). Proposed Building 2 consists of five commercial units on the ground floor and two residential units on the second floor, with one being a rental unit. A housing agreement will be put in place to keep the residential unit as rental space only and a Restrictive Covenant will be registered on title to secure parking. The floor space for the commercial component of Building 2 is approximately 473 m<sup>2</sup> (5,094 ft<sup>2</sup>); floor space of the two residential units combined is approximately 247 m<sup>2</sup> (2,656 ft<sup>2</sup>). Building materials for both structures will consist of hardie board

painted in the traditional colours of yellow, red, blue and green. A charcoal metal roof will be used for both buildings; goose-neck lighting to accentuate signage; black framed aluminum cased windows; and black metal awnings covering the outer windows.

Circulation and Parking:

Access to the subject property will be located on the adjacent northern property, located at 12040 248 Street, which will develop as Phase 2 at a later date. A Cross-Access Easement Covenant will be registered on both the subject property and the adjacent northern property at 12040 248 Street. Another access will be provided, restricted to a right-in only, westbound, from Dewdney Trunk Road to the subject property (see Appendix C). The required amount of parking for the development site is 24 stalls, however, 42 stalls are being provided, including 2 for the residential units, 2 small car stalls, 1 for persons with disabilities, and 1 designated as a loading bay. A portion of the property to the north will be used as additional parking, with access to this site provided through the above mentioned Cross-Access Easement Covenant. Pedestrian connectivity is provided throughout the development via raised stamped concrete crossings, internal sidewalks, and various access points from both frontages.

Landscaping:

Landscaping will occur along the two property frontages of Dewdney Trunk Road and 248 Street. A cedar hedge will be planted and a cedar fence will be installed to separate the neighbouring property along the eastern property boundary. An outdoor patio is proposed for Building 1, along with a cedar pergola (see Appendix E). Outdoor amenity space with landscaping and bench seating will also be provided on the interior portion of the development.

**c) Planning Analysis:**

In accordance with the Official Community Plan Section 8.5, a Commercial Development Permit is required for all new commercial development. The guidelines for a Commercial Development Permit as outlined in the OCP are as follows;

1. *Avoid conflicts with adjacent uses through sound attenuation, appropriate lighting, landscaping, traffic calming and the transition of building massing to fit with adjacent development.*

Conflict with adjacent uses and buildings is minimized by the use of landscaping in the form of cedar hedges and cedar fencing. Building 2 is oriented to be west facing and away from the adjacent residential property. A right-in only access from Dewdney Trunk Road will ensure appropriate traffic circulation within the development site.

2. *Encourage a pedestrian scale through providing outdoor amenities, minimizing the visual impact of parking areas, creating landmarks and visual interest along street fronts.*

Pedestrian connectivity has been achieved by the use of sidewalks throughout the development, along with raised and stamped internal crossings along with several pedestrian entrances and exits. Customer seating is provided internally with the intention of deterring the local students from congregating outside the development. The applicant has requested variances to the rear and exterior lot lines, thereby siting Building 2 closer to Dewdney Trunk Road with the intention of creating a greater street presence. Parking is located internal to the development site.

3. *Promote sustainable development with multimodal transportation circulation, and low impact building design.*

A bike rack is provided in a convenient and visible location at the front of the proposed Building 1 to serve cyclists.

4. *Respect the need for private areas in mixed use development and adjacent residential areas.*

A cedar hedge and cedar fence will be provided to separate the subject property and adjacent residential property. The residential units will have their own separate parking stalls.

5. *The form and treatment of new buildings should reflect the desired character and pattern of development in the area by incorporating appropriate architectural styles, features, materials, proportions and building articulation.*

The building materials will consist of hardie board in the traditional colours of yellow, red, blue and green. Black metal aluminum windows and doors, as well as metal awnings and gooseneck lighting will be provided. Stonework is also proposed to be added to portions of the buildings. Proposed variances to height will allow roof lines to be accentuated, further adding to the aesthetics and character of the buildings.

**d) Advisory Design Panel:**

The Advisory Design Panel resolved that the applicant work with Planning Staff and address the following resolutions. The applicant's response to the resolutions are included below in italics:

- Consider a stronger connection between Building 1 and Dewdney Trunk Road.
  - *Sidewalk with stamped concrete banding extended to Dewdney Trunk Road.*
- Consider gating the rear walkway for Building 2.
  - *Two 5 ft. (1.5m) cedar gates with lattice at either end. Gates will not block the mechanical / electrical room.*
- Consider identification marker for pedestrian entry and clearly marking one way entry with signage.
  - *Banded sidewalk and additional landscaping for pedestrian entry off of 248t Street. One way entry sign designated one plan.*
- Consider enhancing the pedestrian connection between Building 1 and 248 Street with additional architectural / landscape accents and /or structures.
  - *Banded sidewalk added out to 248 Street.*
- Consider a higher level of detail for hard surfaces on all hardscaping and extend to the municipal sidewalk and the corner of Dewdney Trunk and 248 Street.
  - *All connecting sidewalks with stamped concrete banding; store fronts with stamped concrete pad at each entry.*
- Increase the cedar hedge height to 6 ft. (1.8m).
  - *Cedar hedge height increased to 6 ft. (1.8m).*

- Consider refining the design by simplifying the architectural expression.
  - *Flat canopies over flat roof areas of building only; sloped canopies over sloped roof areas. Building 2 elevation simplified by redesign of centre unit storefront.*
- Drive through should be excluded from this application and warrants further consideration for suitability on the impact of the pedestrian experience.
  - *Drive through eliminated.*
- Consider adding landscaping (ie overhead trellis) to add further definition to patio space adjacent to Dewdney Trunk Road.
  - *Pergola and low level trellis added. Ultimate design to depend on tenants corporate requirements.*
- Provide an updated rendering to reflect the updated elevations submitted with further details on façade treatments.
  - *Rendering updated as required.*
- Endorse the metal roof detailing.
  - *Metal roofs will be constructed for both Building 1 and Building 2.*
- Provide additional let downs to sidewalks.
  - *Let downs provided for as required.*
- Use the overall building design façade treatment to complement of the garbage enclosure.
  - *Open black tubular metal truss with metal roof proposed over garbage enclosure as per owners design; slope roof pitch to match Building 1.*
- Relocate the loading area to rear parking lot.
  - *Loading area relocated to centre of rear parking area to allow for ease of maneuvering.*
- Provide mechanical unit screening.
  - *Screening provided by lower centre roof height and building parapet walls. Additional mechanical unit screening to be provided if required.*
- Consider adding a window to master bedroom in Building 2.
  - *Window added to the east side of residential unit; door to roof top patio area.*
- Consider a stronger statement to provide more emphasis on the entry to the residential units.
  - *French doors added for each residential unit.*
- Provide clearly defined resident parking including the use of signs, surface treatment and landscaping.
  - *Residential parking designated through signage and paint marking.*
- Consider further detailing pedestrian crosswalk within parking lot to interconnect Buildings 1 and 2 and ensure future connection to the northern expansion.
  - *Interconnection provided between buildings and newly created interior amenity space.*



- Consider providing public amenity space at the corner of Dewdney Trunk Road and 248 Street.
  - *Amenity space will not be provided in front of Building 1 in order to discourage neighbouring students from the high school from congregating in front of the building. Amenity space with landscaping and benches has been designed within the interior of the complex between Building 1 and Building 2 along the inter-building sidewalk connections. As an alternative, some vertical elements such as a flag pole will be considered by the applicant within the corner landscaping as a visual identity element and sense of place.*

**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 **\$27,518.50**, the security will be **\$27,518.50**.

There will be 8 trees added to the municipal street tree inventory on completion of this project. The costs associated with maintaining these trees will need to be included in a subsequent operating budget.

**CONCLUSION:**

Staff have reviewed the proposal's compliance with the Commercial Development Permit Guidelines of the OCP for form and character, and it is recommended that the Corporate Officer be authorized to sign and seal 2014-019-DP respecting property located at 24815 Dewdney Trunk Road.

"Original signed by Adam Rieu"

---

**Prepared by: Adam Rieu**  
**Planning Technician**

"Original signed by Christine Carter"

---

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

"Original signed by Frank Quinn"

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

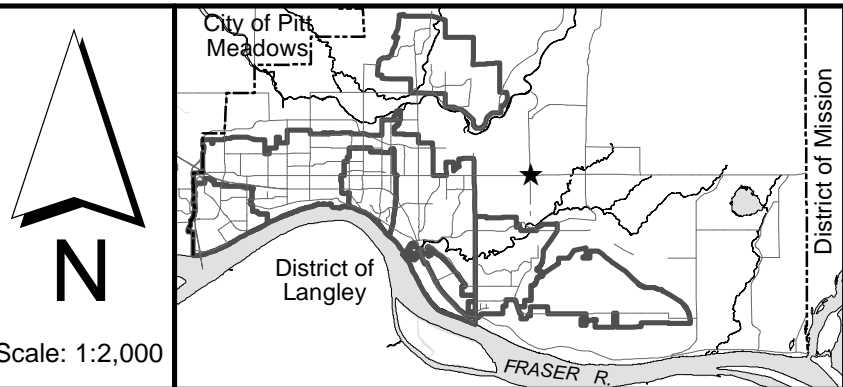
"Original signed by E.C. Swabey"

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**Concurrence: E.C. Swabey**  
**Chief Administrative Officer**

The following appendices are attached hereto:

- Appendix A – Subject Map
- Appendix B – Ortho Map
- Appendix C – Site Plan
- Appendix D – Elevations
- Appendix E – Landscape Plan
- Appendix F – Sketch Plan Lot 21 (24837 Dewdney Trunk Road) and Lot 22 (24815 Dewdney Trunk Road)



## 24815 DEWDNEY TRUNK ROAD

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

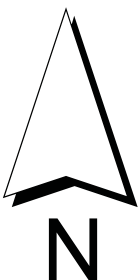
[mapleridge.ca](http://mapleridge.ca)

FILE: 2014-019-DP

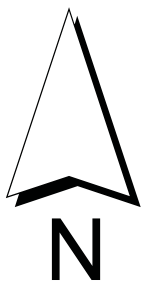
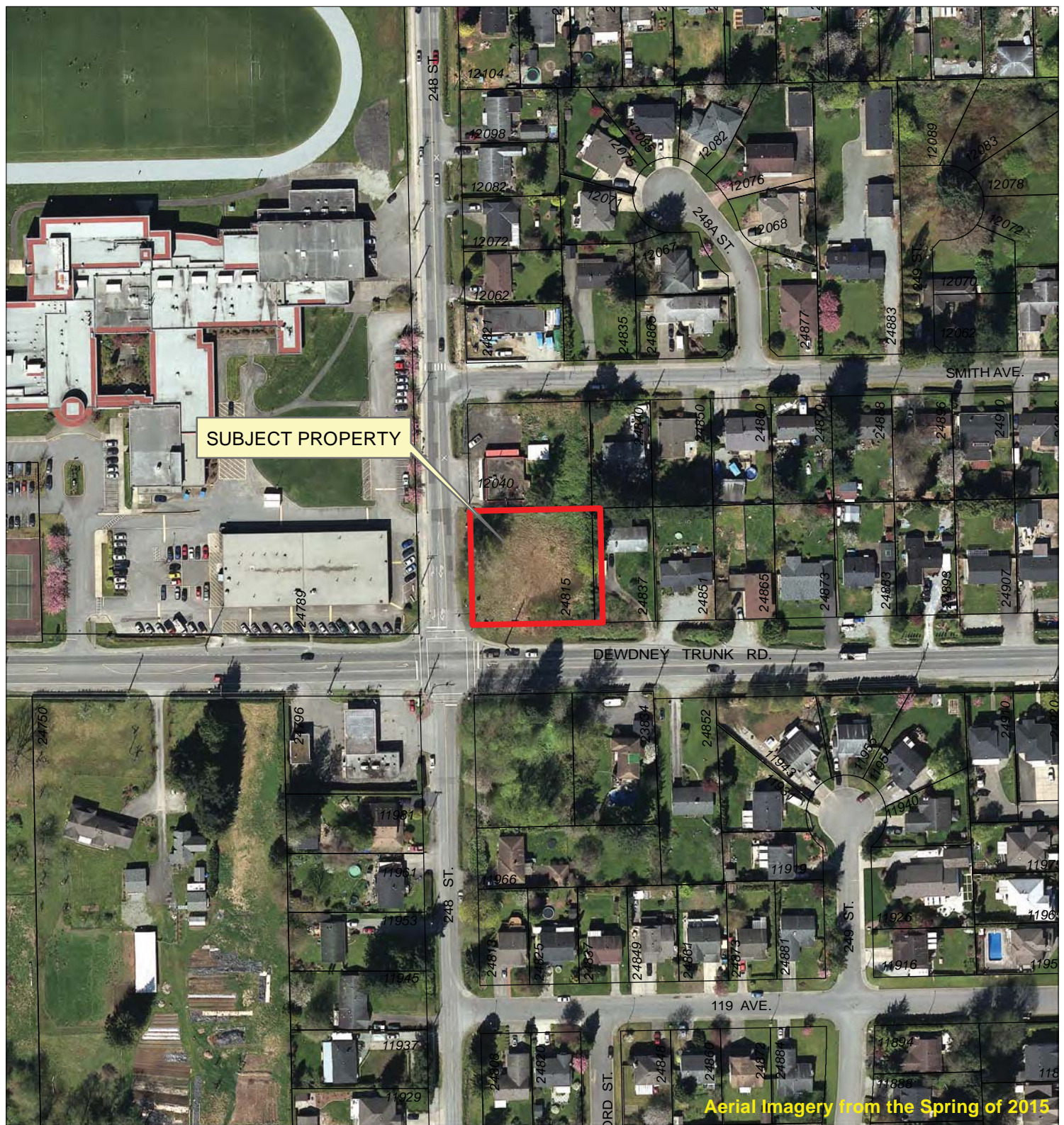
DATE: Jan 12, 2017

BY: DT

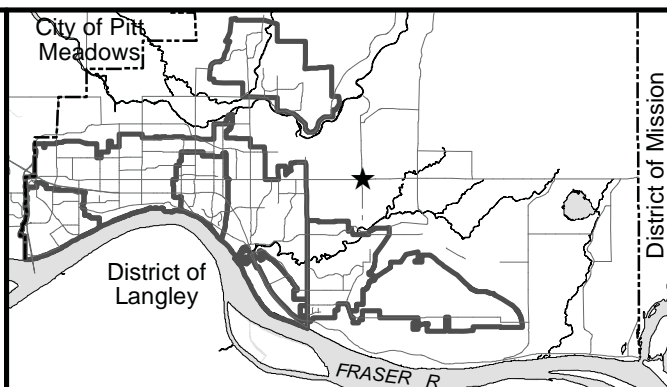
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24815 DEWDNEY TRUNK ROAD

PLANNING DEPARTMENT

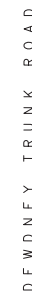


FILE: 2014-019-DP  
DATE: Jan 12, 2017

BY: DT

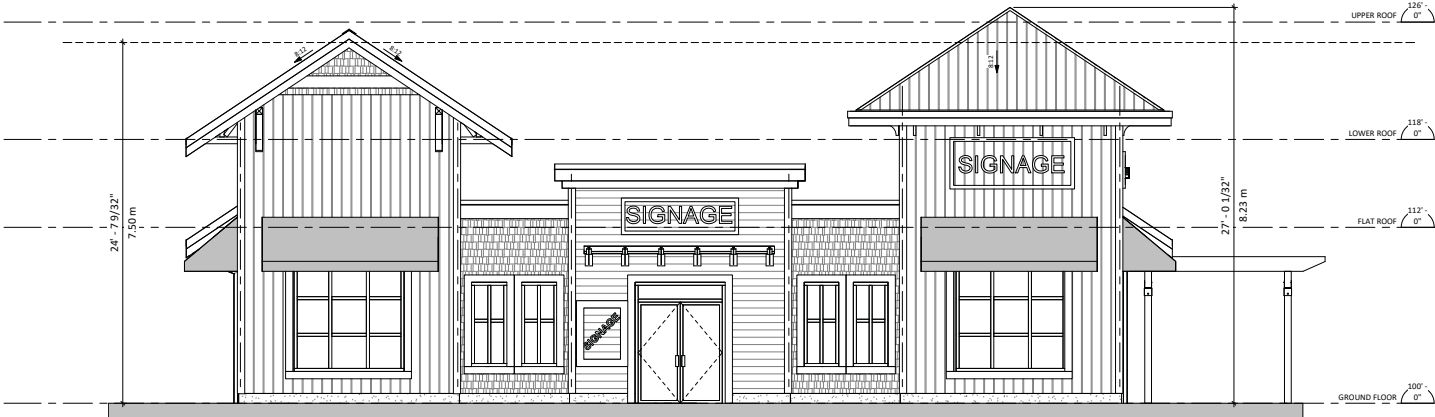


REVISIONS		
NO.	DATE	DESCRIPTION
A	AUG 18/14	ISSUED FOR CLIENT REVIEW
B	JULY 23-14	RE-ISSUED FOR CLIENT REVIEW
C	OCT 08/14	RE-ISSUED FOR CLIENT REVIEW
D	OCT 31/14	ISSUED FOR CLIENT REVIEW
E	MAY 21/15	ISSUED FOR RETIZING AND DEVELOPMENT PERMIT
H	OCTOBER 2016	ISSUED FOR RETIZING AND DP/DV ENTRANCE REVISIONS



PROJECT PROPOSED MIXED-USE BUILDINGS FOR: ADRIATIC DEVELOPMENT	SHEET TITLE MAIN FLOOR PLAN
--	--------------------------------

SCALE: 1/8"=1'-0"	DRAWN BY: MC	24815 DEWDNEY TRUNK ROAD	DWG. No.	15-006-A1	REV. F
DATE: JULY 18-14	CHECKED BY: MC	12040 248 STR., MAPLE RIDGE, B.C.			



**site lines**  
ARCHITECTURE INC.

phone 604 881 7173  
fax 604 881 7174  
toll free 1 866 881 7173

address Suite 200 - 23160 - 96 Ave  
Fort Langley, BC  
Box 249 Y1M 2N6

email info@sitelines.ca  
web www.sitelines.ca

REVISIONS	
NO.	DATE
2	Date 2
Description 2	

Project Name

Enter address here

title  
WEST ELEVATION BUILDING 1

scale 1/4" = 1'-0"

date

drawn checked

job no. Project

sheet no. A3.01

consultant

Drawings are to be read in conjunction with each other. Any discrepancy found in any drawing, are to be reported to the architect before commencing work.

Contractors are responsible to ensure that all work is executed to the requirements of the latest edition of the B.C. Building Code.

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REVISIONS

NO.	DATE	DESCRIPTION
2	Date 2	Revision 2

Project Name

Enter address here

title  
WEST ELEVATION BUILDING 2

scale 3/16" = 1'-0"

date

drawn checked

job no. Project

sheet no. A3.01

consultant

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Drawings are to be read in conjunction with each other. Any discrepancy found in any drawings are to be reported to the architect before commencing work.
















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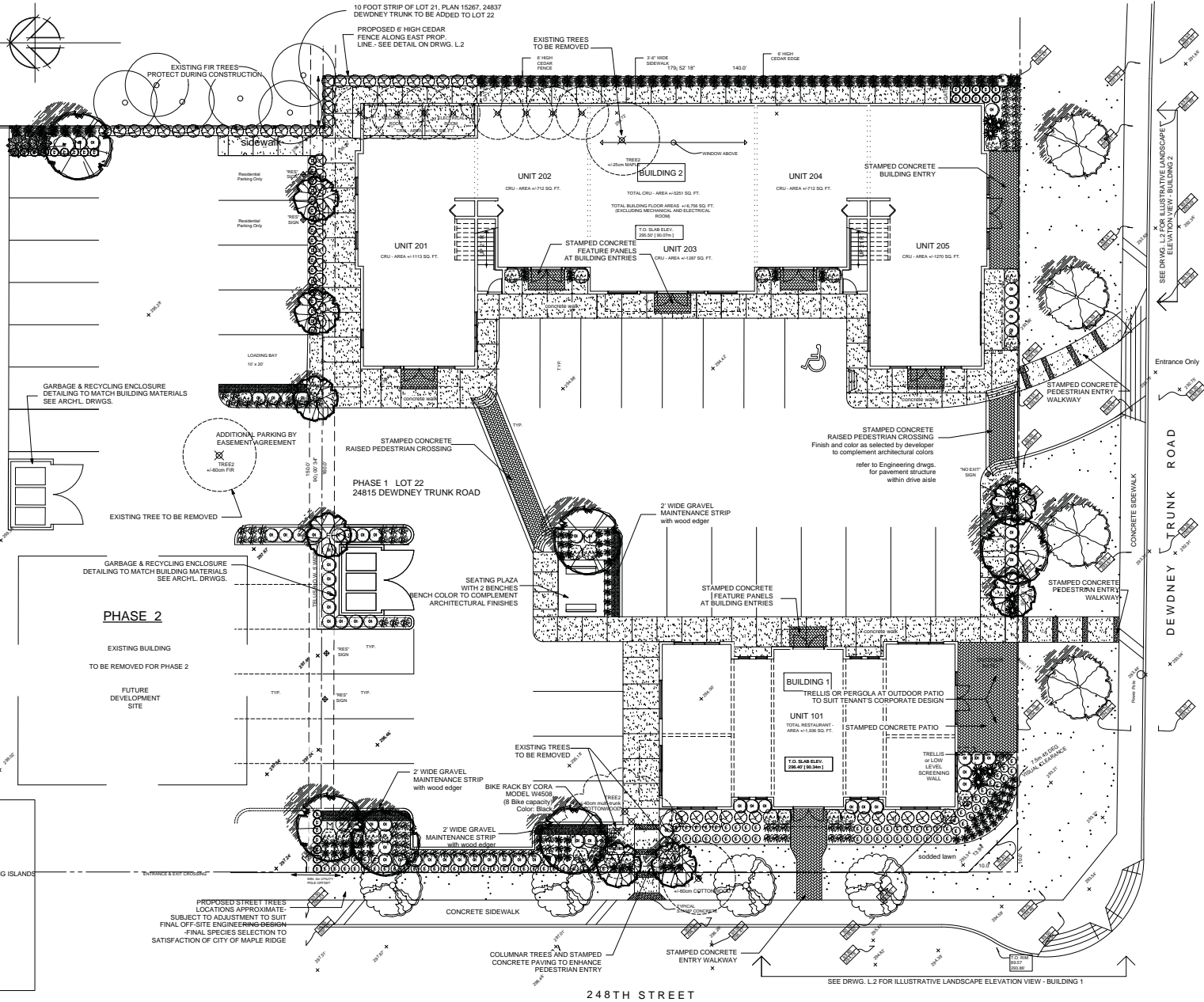


APPENDIX E

PLANT LIST

SYMBOL	QUANTITY	BOTANICAL NAME	COMMON NAME	SIZE	SPACING
	4	Fagus sylvatica 'Dawyki'	Dawyki Beech street tree Dewdney Trunk Road	6cm cal., 2.0m std., B&B	
	4	Carpinus betulus 'Globosum'	Globe European Hornbeam street tree 248th Street	6cm cal., 2.0m std., B&B	
	8	Fagus sylvatica 'Dawyki'	Dawyki Beech	5cm cal., B&B	
	6	Magnolia stellata	Star Magnolia	5cm cal., B&B	
	2	Picea omorika	Serbian Spruce	2.0m ht, B&B	
SHRUBS					
	2	Arbutus unedo	Strawberry Bush	#3 Cont.	
	26	Azalea 'Hino White'	Hino White Azalea	#2 Cont.	
	71	Prunus 'Otto Luyken'	Otto Luyken Laurel	#2 Cont., 90cm O.C.	
	54	Sarcococca hookeriana humilis	Fragrant Sweet Box	#2 Cont., 90cm O.C.	
	50	Thuja occidentalis 'Smaragd'	Smaragd Cedar	1.8m ht.	0.75m O.C.
	10	Yucca filamentosa	Adam's Needle	#2 Cont.	0.75m O.C.
GROUNDCOVERS AND PERENNIALS					
	83	Carex comans 'Bronze'	Bronze Hair Sedge	#1 Cont.	0.60m O.C.
	44	Cotoneaster dammeri	Bearberry Cotoneaster	#1 Cont.	0.60m O.C.
	93	Erica carnea 'Springwood White'	Springwood White Heather	#1 Cont.	0.60m O.C.
	79	Stipa tenuissima	Mexican Feather Grass	#1 Cont.	0.60m O.C.

**NOTES:**  
ALL WORK & MATERIALS TO CONFORM TO THE LATEST EDITION OF THE B.C. LANDSCAPE STANDARD AND IN ACCORDANCE WITH THE DISTRICT OF CITY OF MAPLE RIDGE STANDARDS, UNLESS OTHERWISE NOTED.  
PROVIDE FERTILITY & PARTICLE SIZE ANALYSIS TEST FOR GROWING MEDIUM PRIOR TO STARTING WORK. GROWING MEDIUM TO BE WEED FREE AND COMPOSTED, CONFORMING TO BCNTA STANDARD FOR LEVEL 2 SOILS.  
PROVIDE TOPSOIL DEPTHS AS FOLLOWS:  
TREES-Min. 2" IN ALL DIRECTIONS FROM ROOT BALLS. Min. 1 m3 PER TREE IN PLANTING BEDS, 2m3 TREE FOR TREES IN PARKING ISLANDS  
SHRUB BEDS-18" DEPTH CONTINUOUS.  
GROUNDCOVERS - 6" DEPTH CONTINUOUS.  
LAWN AREAS-Min. 6" DEPTH CONTINUOUS.  
PROVIDE 5CM DEPTH (2") COMPOSTED BARK MULCH IN ALL PLANTING BEDS.  
ONE YEAR PLANT WARRANTY SITE REVIEW WILL BE CONDUCTED  
ALL PLANT MATERIAL TO COME FROM A CERTIFIED DISEASE-FREE NURSERY. PROVIDE CERTIFICATION UPON REQUEST.  
PROVISION OF A LOW FLOW AUTOMATED IRRIGATION SYSTEM IS RECOMMENDED (BY DESIGN/BUILD).



**NOTES:**  
LANDSCAPE PLANS FORM AN INTEGRAL PART OF THE DEVELOPMENT AND BUILDING PERMITS AND MUST BE ADHERED TO FOR RELEASE OF THE LANDSCAPING LETTER OF CREDIT.  
RORY DAFOE LANDSCAPE ARCHITECT ASSUMES NO RESPONSIBILITY WHATSOEVER FOR ACCURACY OF BASE INFORMATION SUPPLIED BY OTHERS. BASE INFORMATION SUPPLIED BY SANFORD DESIGN GROUP AND LO STUDIO ARCHITECTURE.  
THE SOLE TERMS OF THE LANDSCAPE ARCHITECT'S SCOPE OF WORK AND PROFESSIONAL RESPONSIBILITIES ARE DEFINED ON THE LANDSCAPE SCHEDULES SUBMITTED FOR THIS PROJECT.  
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- REVIEWS:**
- 1. May 20/15 Revised per site plan changes RD
  - 2. May 27/15 Revised per site plan changes RD
  - 3. June 17/15 Revised per design panel comments and site plan changes RD
  - 4. Aug 31/15 Revised per site plan changes RD
  - 5. Nov 22/16 Driveway removed on 248th / Curb adjustments RD
  - 6. Dec 5/16 Changed street tree per MR comment RD
  - 7. Dec 12/16 Changed street trees per MR comment RD



PROPOSED DEVELOPMENT  
**GARIBALDI CROSSING**  
FOR: 981077 B.C. LTD.  
12040 248th Street, Maple Ridge, B.C.

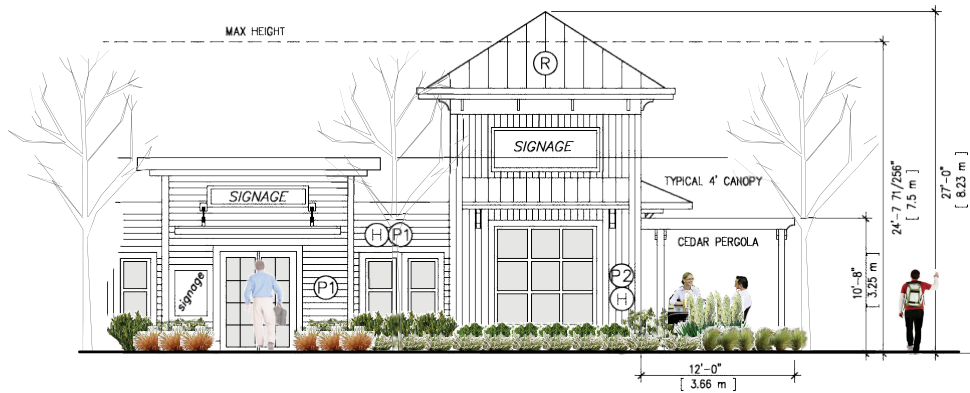
LANDSCAPE PLAN

DRAWN R.D.  
CHECKED R.D.  
SCALE: 1/8" = 1'-0"  
DATE: DEC. 15/14

DRWG. L.1 of 2

REV. #7 - Dec. 12-16



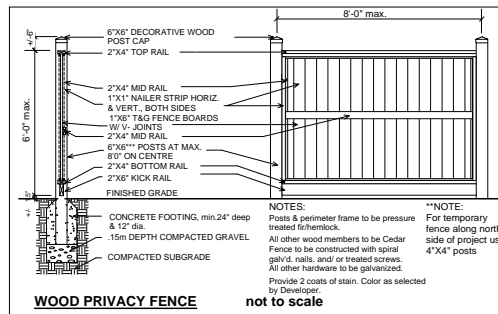
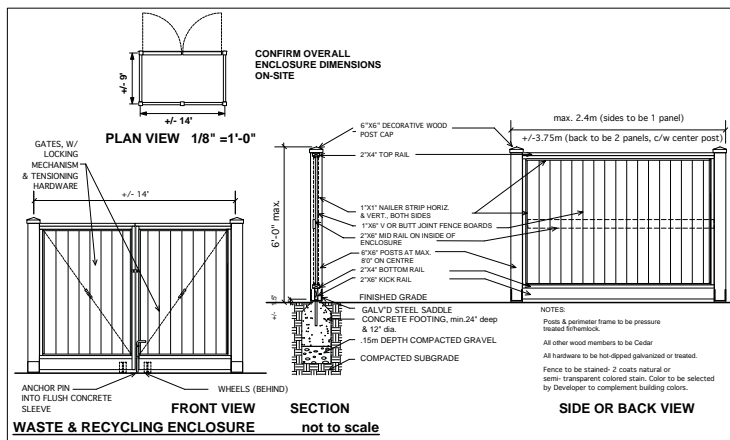


ILLUSTRATIVE LANDSCAPE ELEVATION BUILDING 1 - 248th Street Frontage Not to scale



ILLUSTRATIVE LANDSCAPE ELEVATION BUILDING 2 - Dewdney Trunk Road Frontage Not to scale

## LANDSCAPE ELEVATION VIEWS



### GROWING MEDIUM SPECIFICATION\*\*

BC Landscape Standard - Seventh Edition

6 - Growing Medium

Table 6-3: Properties of Growing Medium for Level 2 "Groomed" and Level 3 "Moderate" Areas

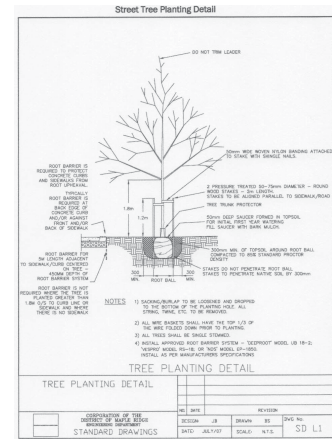
Level 2 and 3 areas, routine, high to moderate standard of maintenance is anticipated. Automatic irrigation is recommended, however such areas can be adequately irrigated through consistent use of manual irrigation equipment. The natural classification for these growing media by the Canadian System of Soil Classification is "Loamy Sand" to "Sandy Loam". These growing media accommodate a wide selection of plants, they create a balance between good drainage and water retention and are suited to moderate, normal maintenance practices. "On-site" areas should be treated as Level 1 areas, with corresponding increase in sand content and decrease in silt and clay.

Growing Medium Types	2P Low Traffic Lawn Areas Trees & Large Shrubs	3H High Traffic Lawn Areas	3P Planting Areas
Texture:	Percent of Dry Weight of Total Growing Medium		
Coarse Gravel:			
• larger than 19mm	0 - 1%	0 - 1%	0 - 1%
• smaller than 40mm			
All Gravel:			
• larger than 2mm	0 - 5%	0 - 5%	0 - 5%
• smaller than 40mm			
Sand:	Percent of Dry Weight of Growing Medium Excluding Gravel		
• larger than 0.05mm	50 - 80%	70 - 90%	40 - 80%
• smaller than 2mm			
Silt:			
• larger than 0.002mm	10 - 25%	0 - 15%	10 - 25%
• smaller than 0.05mm			
Clay:			
• smaller than 0.002mm	0 - 25%	0 - 15%	0 - 25%
Clay and Silt Combined:	Maximum 35%	Maximum 15%	Maximum 35%
Organic Content:			
Coarse?	3-10%	3-5%	10-20%
Organic Content:	3-5%	3-5%	15-20%
Acidity (pH):	6.0-7.0	6.0-7.0	4.5-6.5

Percolation shall be such that no standing water is visible 60 minutes after at least 10 minutes of moderate to heavy rain or irrigation.

1 - "Coarse" denotes locations with average annual precipitation greater than 60cm (24in). Organic matter is calculated as a percentage of the upper 20cm (8in) of growing medium.  
2 - "Sinter" denotes locations with average annual precipitation less than 60cm (24in). Organic matter is calculated as a percentage of the upper 20cm (8in) of growing medium.

\*\*PROVIDE SOIL FERTILITY & PARTICLE SIZE ANALYSIS TEST FOR APPROVAL PRIOR TO DELIVERY OR PLACEMENT OF ANY GROWING MEDIUM



### Minimum Tree Planting Distances for Maple Ridge Street Trees (off-site)

Trees should be planted a minimum distance of:

- 6.0 metres from lamp standards
- 3.0 metres from utility poles
- 2.0 metres from sidewalk crossings, catch basins, hydrants
- 1.2 metres from valve box, sewers, manholes
- 1.5 metres from sewer services
- 7.5 metres from street corners
- 2.0 metres from building for columnar trees
- 3.0 - 5.0 metres from building for spreading trees

Trees may be placed above a utility provided the utility has a minimum 0.9m cover.

### NOTES:

THE SOLE TERMS OF THE LANDSCAPE ARCHITECTS SCOPE OF WORK AND PROFESSIONAL RESPONSIBILITIES ARE DEFINED ON THE LANDSCAPE SCHEDULES SUBMITTED FOR THIS PROJECT. ALL DESIGNS AND DRAWINGS (PAPER & DIGITAL COPIES) ARE COPYRIGHT & REMAIN THE PROPERTY OF RORY DAFEO LANDSCAPE ARCHITECT AND ARE NOT TO BE REPRODUCED, REVISED OR COPIED WITHOUT PRIOR CONSENT ARCHITECTURE.

### REVISIONS:

1. May 20/15 Revised per site plan changes RD
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PROPOSED DEVELOPMENT

GARIBALDI CROSSING

FOR: 981077 B.C. LTD.  
12040 248 Street, Maple Ridge, B.C.

### LANDSCAPE ILLUSTRATIONS SPECIFICATIONS DETAILS

DRAWN R.D.

CHECKED R.D.

SCALE: AS NOTED

DATE: DEC. 15/14

DRWG. L.2 of 2

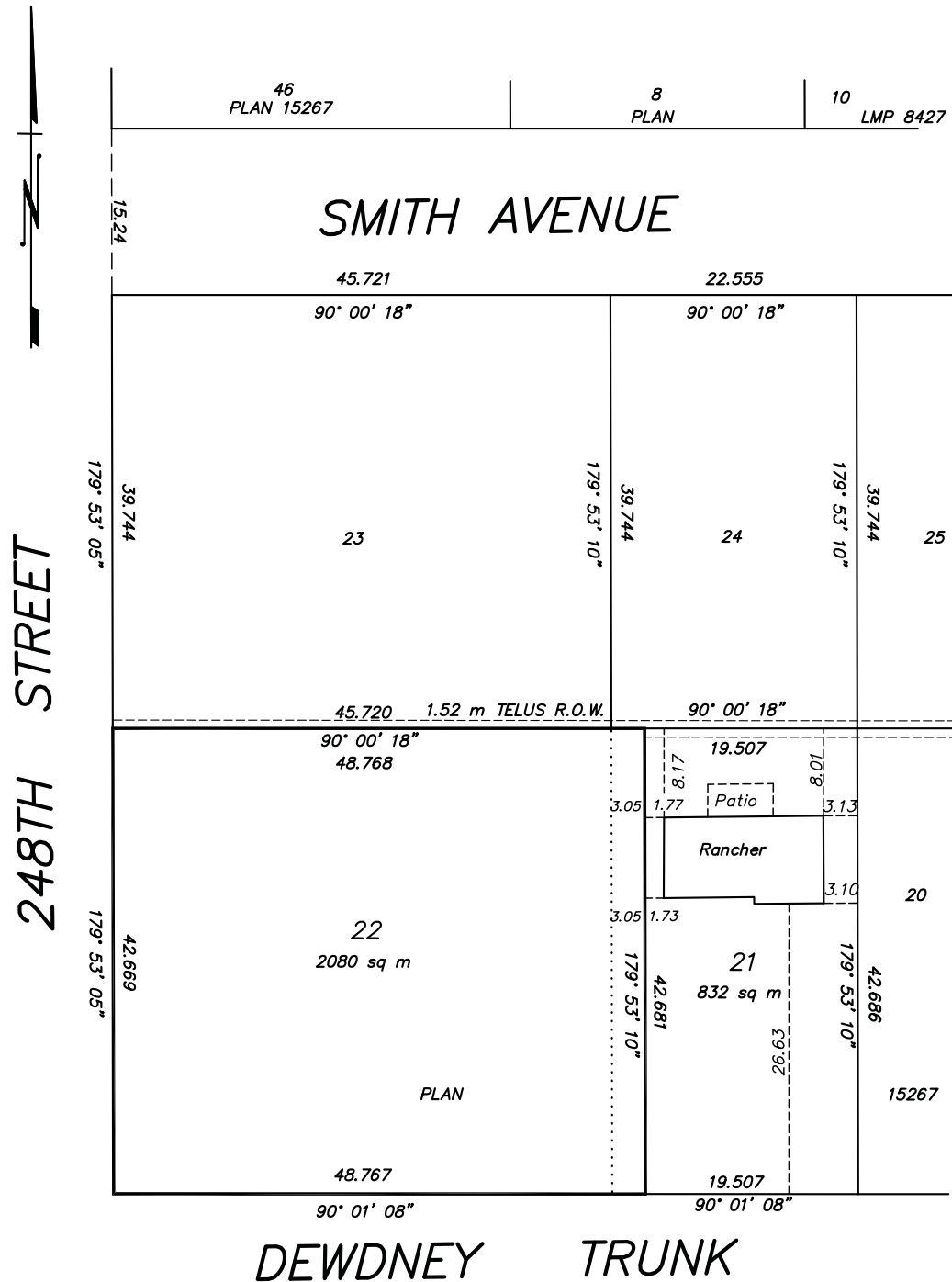
REV. #7 Dec 12/16

**SKETCH PLAN OF RESURVEY OF LOT 22 INCLUDING  
THAT PORTION OF LOT 21 WITHIN THE BOLD OUTLINE  
ALL OF SEC. 23, TP. 12, PLAN NWP15267**

SCALE 1:500



**APPENDIX F**



**City of Maple Ridge**

<b>TO:</b>	Her Worship Mayor Nicole Read and Members of Council	<b>MEETING DATE:</b>	January 23, 2017
		<b>FILE NO:</b>	2016-095-DP 2016-095-DVP
<b>FROM:</b>	Chief Administrative Officer	<b>MEETING:</b>	C of W
<b>SUBJECT:</b>	Development Permit Development Variance Permit 22335 McIntosh Avenue		

---

**EXECUTIVE SUMMARY:**

This is a development permit and a development variance permit application for a mixed use commercial and residential building located at 22335 McIntosh Avenue, which is zoned C-3 Town Centre Commercial. The building will have approximately 458.1 square metres of commercial space and 35 dwelling units in a 5 storey tower on top of a one storey podium (total 6 storeys). There are 42 parking spaces located on the first level behind the commercial area and one underground floor, both accessed from the lane. The owner is seeking setback variances and is exercising the payment-in-lieu provision contained in the Off Street Parking and Loading Bylaw, by paying \$8,000 to reduce by one space the required residential parking.

**RECOMMENDATION:**

1. That the Corporate Officer be authorized to sign and seal 2016-095-DVP respecting property located at 22335 McIntosh Avenue;
2. That the Corporate Officer be authorized to sign and seal 2016-095-DP; and
3. That receipt of \$8,000 is acknowledged for one (1) off street parking space provided for residential use respecting the property located at 22335 McIntosh Avenue.

**DISCUSSION:**

**a) Background Context:**

Applicant:	Bissky Architecture and Urban Design Inc.
Owner:	Halostar Development Corporation Inc. No. A0070687
Legal Description:	Parcel F, Group 1, (Being A Consolidation of Lot 16 and Lot 17, See BB4084864), DL 398; NWD; PL NWP3206
OCP:	Existing: Flexible Mixed-Use
Zoning:	Existing: C-3 Town Centre Commercial

**Surrounding Uses:**

North:	Use:	Commercial
	Zone:	C-3 Town Centre Commercial
	Designation:	Town Centre Commercial
South:	Use:	Mixed Use – Commercial and Apartment Residential
	Zone:	C-3 Town Centre Commercial
	Designation:	Flexible Mixed-Use
East:	Use:	Mixed Use – Commercial and Apartment Residential recently renovated after fire (2014-065-DP)
	Zone:	C-3 Town Centre Commercial
	Designation:	Flexible Mixed-Use
West:	Use:	Mixed Use – Commercial and Apartment Residential
	Zone:	C-3 Town Centre Commercial
	Designation:	Flexible Mixed-Use

Existing Use of Property:	Vacant
Proposed Use of Property:	Mixed Use – Commercial and Apartment Residential
Site Area:	0.121 Ha (0.30 Acres)
Access:	Lane
Servicing:	Urban

**b) Project Description:**

The site is located in the heart of the Town Centre area, between a newly renovated 4-storey mixed use commercial-residential building to the east and an older 2 storey commercial building to the west. Across the street is McIntosh Plaza, a taller 10 storey mixed use commercial-residential building, and across the lane are older single storey commercial buildings fronting on Dewdney Trunk Road.

The proposal is for a 6-storey mixed use building with 35 2-bedroom market apartment units and two commercial units totaling 458.1 square metres (4,931 sq. ft.) of commercial floor space on the ground floor. The main (ground level) contains the commercial units fronting McIntosh Avenue and the rear is for a total of 14 commercial and residential visitor parking, with vehicle access from the lane to the north. There is direct access to walk into the two commercial units from this parking area as well as to the lobby for apartment visitors. The remaining 28 parking spaces, including one disabled parking space, are located in an underground level with vehicle access from the same rear lane. A central lobby gives shared access to the apartments and 2 commercial units.

Long term bicycle storage is located in a storage area on the first level and refuse / recycling and a loading bay are enclosed with access off the lane. There is short term bicycle storage in the front of the building along McIntosh Avenue.

**c) Planning Analysis:**

OCP Analysis:

The subject site is designated Flexible Mixed-Use. The following is an analysis of the project's compliance with the applicable policies in the Town Centre Area Plan:

**Policy 3-15**      *Concealed parking structures are encouraged in all commercial, mixed-use, multi-family uses, and institutional uses in the Town Centre. Below grade parking structures are particularly encouraged for Low-Rise, Medium, and High-Rise Apartment, Mixed-Use, Flexible Mixed-Use/Live-Work, Commercial, and Institutional*

*buildings. Above grade concealed parking is a viable option where building height (six or more storeys) coupled with challenging site conditions make it cost prohibitive to provide all required parking spaces in an underground structure. Above grade parking structures should be designed in such a manner that the pedestrian realm, streetscape façade, and protected views of the Town Centre are not impaired.*

All the parking has been provided either underground or concealed in the rear portion of the first story in accordance with the above cited policy. There is also on-street parking that would be accessible for use, primarily for users of the commercial units.

**Policy 3-25** *Buildings should be a minimum of three (3) and a maximum five (5) storeys in height.*

This guideline needs to be read in conjunction with the Town Centre Development Permit Area (TCDPA) Guidelines for the Downtown West Precinct.

This area is intended to have buildings creating a strong street level pedestrian environment; therefore, there is the strict requirement to have at least three (3) storeys along streets in this area. In terms of the overall urban form, the tallest buildings (potentially 20 storeys or more) are to be concentrated in and closest to the Core Area, with variety of buildings generally declining in heights away from the Core Area.

The Land Use and Building Form description for the TCDPA Guidelines for the Downtown West Precinct indicates that building density and potential height will be largely influenced by parcel size and the height and size requirement in applicable zones. Depending on the zone, residential units can range in density and height from townhouses, to low rise (3 – 5 storeys), to high rises over 20 storeys in height.

The area already has a variety of taller buildings, including a mixed use 10 storey tower across the street from the subject site (22324 McIntosh), a 12 storey mixed use a block west at the southeast corner of Dewdney Trunk Road and 222 Street (11980 222 Street) and at the 11 storey residential tower northwest corner of 222 Street at 119 Avenue (11929 22 Street). Each of these projects have a site large enough to achieve these tall buildings.

Given the subject site is a larger parcel, commercial space is proposed at the ground level and the site is zoned Town Centre Commercial C-3 which accommodates taller buildings, the proposed six storey building height fits into the area and is justified.

**Policy 3-26** *Multi-family residential is a permitted use in Flexible Mixed-Use, but must be designed with the flexibility to convert ground floor units to a commercial use in the future.*

The ground level is designed to accommodate two (2) commercial tenants, one 285 sq. m. (3,070 sq. ft.) and the other 198 sq. m (2,137 sq. ft.).

**Policy 3-27** *Retail, service, and entertainment uses, in a Mixed-Use development, shall be encouraged on the ground floor with office and/or residential uses encouraged in the second storey and above.*

This proposal fully complies with this policy placing all residential units above the commercial first floor.

#### Zoning and Parking Analysis:

The subject site is zoned C-3 (Town Centre Commercial) and is in compliance with the applicable City regulations, except for the setback variances being requested and described in the following section. The proposal has a density (Floor Space Ratio) of 2.2 (2,633 sq. m. or 28,670 sq. ft.) which complies with the maximum possible density of 2.3 FSR (2,784 sq. m. or 29,972 sq. ft.).

The required parking is based on the standard for Multi-Family Market Housing combined with other uses in the Central Business District (Mixed-Use) as follows:

Residential Component:	
0.9 per one bedroom dwelling unit	32 spaces
0.1 for 2 <sup>nd</sup> bedroom	4 spaces
Visitors Component:	
0.05 space per unit	2 spaces
Commercial Component:	
<u>1/100 square metres</u>	<u>5 spaces</u>
TOTAL	43 spaces

The applicant is proposing to provide 42 spaces, which is one parking space less than required; however, the amount of parking is compliant with the Off Street Parking and Loading Bylaw because Section 3.4 provides a cash-in-lieu option for certain properties in the Town Centre Area. Thus, the applicant is complying with the minimum off-street parking requirement by exercising the payment-in-lieu provision and paying \$8,000 to reduce by one space the required residential parking.

#### Variance Analysis:

The Zoning Bylaw establishes general minimum and maximum regulations for commercial development. A Development Variance Permit allows Council some flexibility in the approval process.

The requested variance and rationale for support are described below:

1. *Maple Ridge Zoning Bylaw No 3510 -1985, 703 Town Centre Commercial: C-3 Zone, Section 703 8) Siting:*
  - a. To vary/reduce the rear setback for apartment uses on the second storey from 6.0 metres and for apartment uses above the second storey from 7.5 metres, to 2.25 metres to the wall face and 1.11 metres to the balcony face;
  - b. To vary/reduce the front setback for apartment uses above the second storey from 6.0 metres to 5.47 metres to the wall face and 3.76 metres to the balcony face;
  - c. To vary/reduce the front setback for the second storey from 6.0 metres to 5.47 metres to the wall face;
  - d. To vary/reduce the interior side setback for apartment uses above the third storey on east side from 4.5 metres to 3.42 metres to the balcony face and on the west side from 4.5 metres to 2.85 metres to the balcony face; and
  - e. The interior side setback for apartment uses on the second and third storeys on east side from 4.5 metres to 3.42 metres to the balcony face and on the west side from 4.5 metres to 2.85 metres to the balcony face; and
  - f. To allow the rear yard setback for the first storey to be reduced from 6.0 metres to 0.0 metres in spite of part of the first storey not being occupied and used only by accessory off street parking and the associated provisos.

all as shown in Appendix D.



These setback variances are justified because:

- This permits all parking to be concealed and secured underground or within the first floor building envelope;
- The wall facing the lane will be covered with landscaping vines;
- The street-facing façade will be articulated and enhances the streetscape, and
- Similar setbacks are replicated on existing mixed-use apartment buildings nearby.

With respect to parking, a variance is not required because the applicant elected to make the prescribed \$8,000 payment-in-lieu of providing parking in accordance with the Off-Street Parking and Loading Bylaw. The reduction of one parking space on the property can be justified because:

- A parking space in the municipal facility is paid for by the applicant and may be used by a future resident of the apartment building if necessary; and
- The effect of this reduction is minimal because the site is located in the Town Centre Area, where residents can walk or cycle to stores, offices and recreation, and the Haney Bus Loop is within a convenient walking distance.

The Off Street Parking and Loading Bylaw requires the following action to be taken by Council:

*Where an owner has paid money to the City of Maple Ridge in lieu of providing off-street parking spaces, Council shall by resolution acknowledge receipt of such payment and the resolution shall set out the real property and the number of off-street parking spaces in respect of which the payment was received.*

The necessary resolution has been included in the Recommendation section of this report.

#### **d) Advisory Design Panel:**

The following explanations describe how each comment from the Advisory Design Panel was addressed by the Architect:

1. Confirm wheelchair ramp complies with requirements for slope and handrails.

Architect's response: The wheelchair ramp and handrails comply with the current BC Building Code.

2. Provide further details and resolution on separating commercial and residential lobby access.

Architect's response: A separate entry has been provided south of parking stall 11 through to Commercial Unit 1. There is also a separate access east of parking stall 8 from the interior main floor parking into commercial unit 2.

3. Consider further resolution to bike racks on McIntosh Avenue to ensure no conflicts with pedestrian access.

Architect's response: The bike rack locations have been rearranged to ensure they are located completely onsite.

4. Ensure growing medium depth on second floor is accurate and reconciled against the parapet height.

Architect's response: The parapet height is 48", well sufficient for growing medium in this area.

5. Consider better definition of planters on the McIntosh Avenue frontage with raising planters to pedestal height and substituting plant material with evergreen species.

Architect's response: Layout revised with new ramp, stair and planter configuration. Plant material was replaced with a low evergreen hedge and cascading ground cover.

6. Consider increasing the lobby size off of McIntosh Avenue.

Architect's response: The lobby has been increased in size.

7. Provide further details on at grade planting pockets for vines on rear lane to ensure longevity of plant material.

Architect's response: In consideration of the limited available space between the parkade structure and property line (5" to 7"), the planting pockets have been deleted. If the section is correct on L2, then there is about 24" of parapet for vines to climb before spilling over the back. This can be made to work, but relies on the maintenance contractor to train the vines onto the mesh.

8. Provide additional quantity of vines for green screen on rear lane to ensure maximum coverage in short time frame.

Architect's response: Quantity of vines to be planted along edge of roof deck has been increased by 25%, and plants previously indicated for planting at lane level have been reallocated to the roof deck level.

9. Provide further details on elevator shaft and roof access and reflect on building elevations.

Architect's response: It was confirmed that the elevator shafts fit within the existing roof line as designed.

10. Provide further signage details.

Architects response: Signage details provided.

Staff Comment: The proposed placement, type and design of signage is compatible with the form and character of the building architecture. Separate application will be required for each sign before it is installed to insure safe installation, electrical wiring and copy size is compliant will all applicable City bylaws and Code requirements.

**e) Citizen/Customer Implications:**

In accordance with the *Development Procedures Bylaw No. 5879-1999*, notice of Council consideration of a resolution to issue a Development Variance Permit was mailed to all owners or tenants in occupation of all parcels, any parts of which are adjacent to the property that is subject to the permit.

**f) 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 \$67,931.00 the security will be \$67,931.00.

## **CONCLUSION:**

The proposed mixed use commercial and multiple residential building totaling 6 storeys is located at 22335 McIntosh Avenue within the Town Centre Area. This project will add vibrancy in the Town Centre area with the additional residents and business it will accommodate.

It is recommended that the Corporate Officer be authorized to sign and seal 2016-095-DVP and 2016-095-DP respecting property located at 22335 McIntosh Avenue.

“Original signed by Adrian Kopystynski”

---

**Prepared by:** Adrian Kopystynski RPP, MCIP, 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

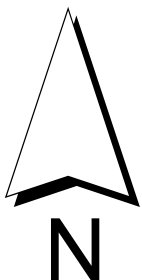
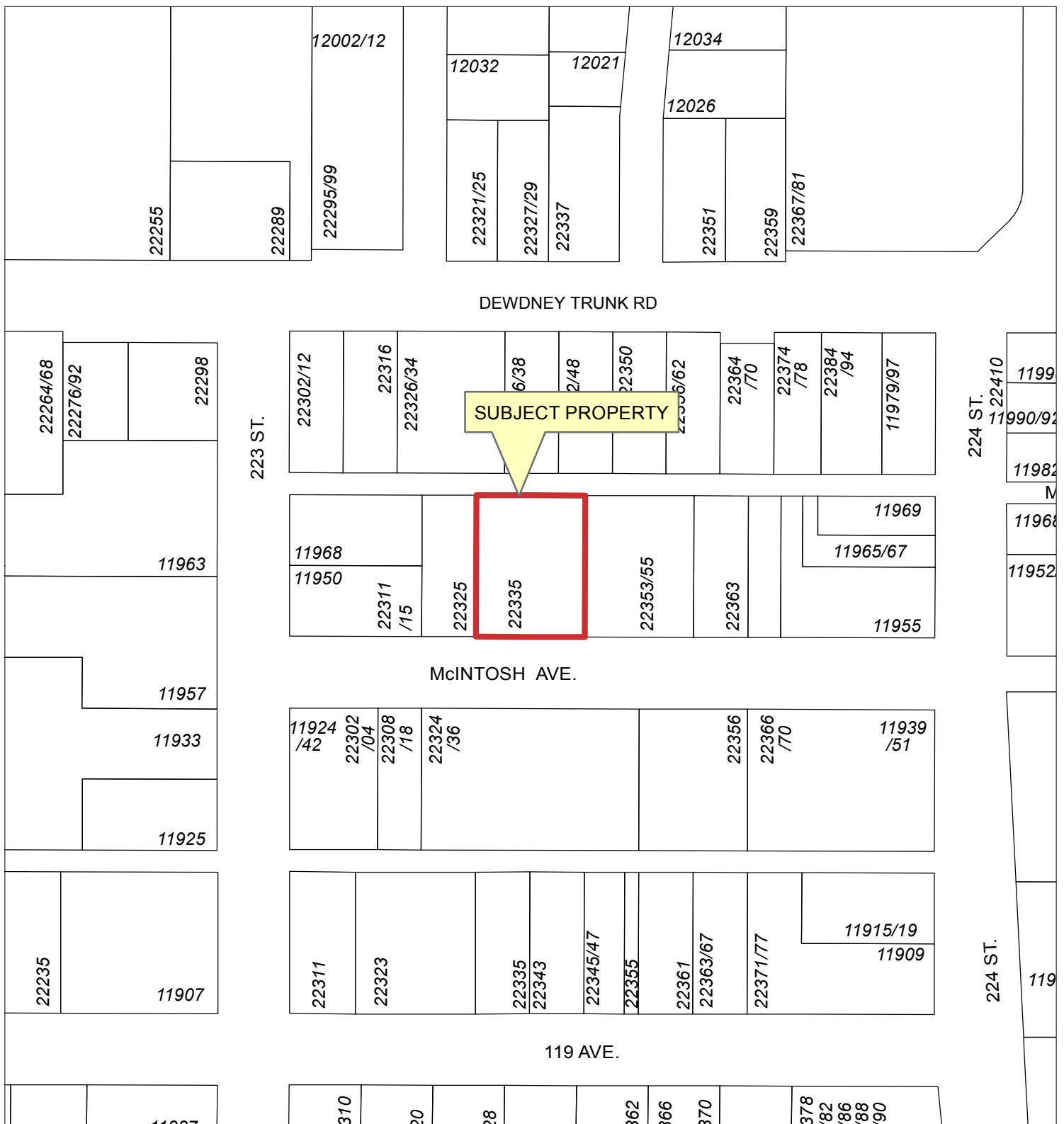
“Original signed by E.C. Swabey”

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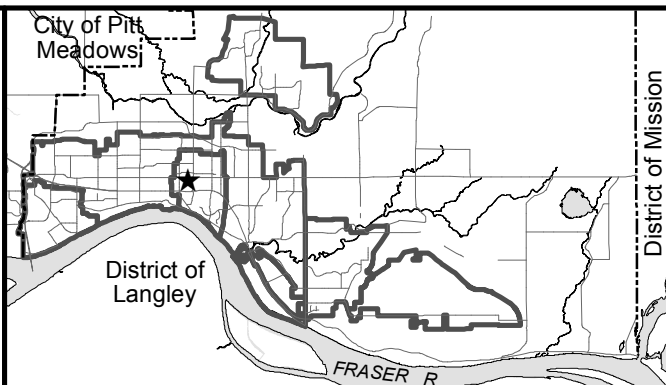
**Concurrence:** E.C. Swabey  
Chief Administrative Officer

The following appendices are attached hereto:

- Appendix A - Subject Map
- Appendix B – Aerial Photo
- Appendix C – Architectural and Landscape Plans
- Appendix D – Site Plan showing setback variances.
- Appendix E – Renderings



Scale: 1:1,500



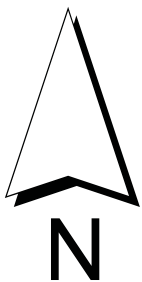
22335 MCINTOSH AVENUE



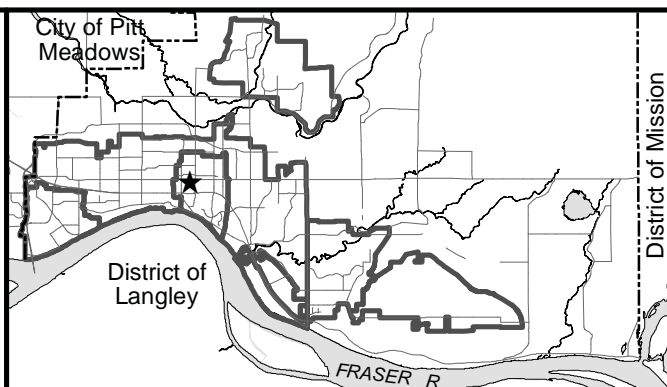
FILE: 2016-095-DP  
DATE: Apr 1, 2016

BY: PC





Scale: 1:1,500



22335 MCINTOSH AVENUE

PLANNING DEPARTMENT



## MAPLE RIDGE

British Columbia

mapleridge.ca

FILE: 2016-095-DP

DATE: Apr 1, 2016

BY: PC

PRELIMINARY ONLY NOT FOR CONSTRUCTION

## Area Compliance Calculations

## Residential

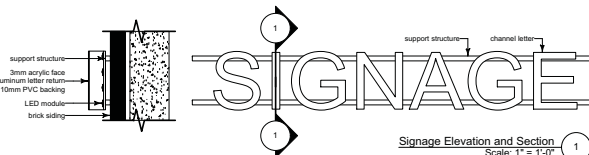
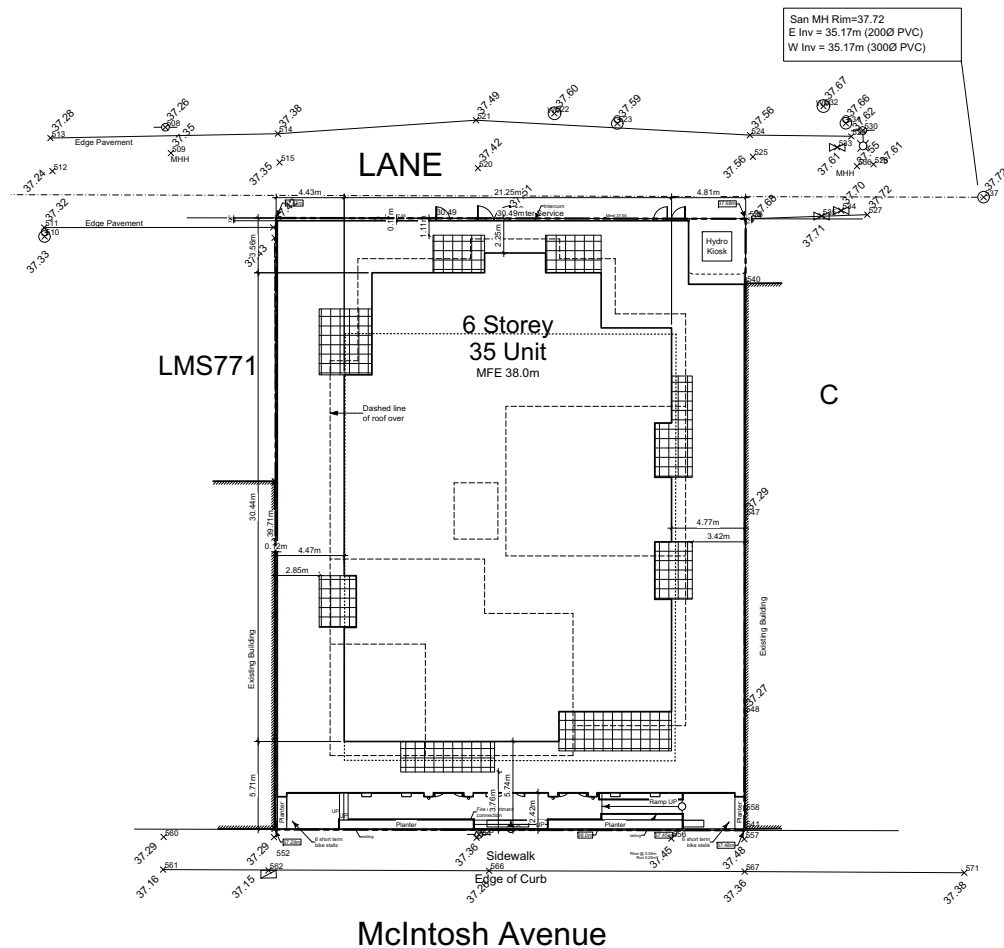
	Unit A	Unit B	Unit C	Unit D	Unit E	Unit F	Unit G	
Comment / Description	2 Bedroom	2 Bedroom	2 Bedroom	2 Bedroom	2 Bedroom	2 Bedroom	2 Bedroom	
Floor Area	78.3 m <sup>2</sup>	80.8 m <sup>2</sup>	69.0 m <sup>2</sup>	71.9 m <sup>2</sup>	88.2 m <sup>2</sup>	71.5 m <sup>2</sup>	73.1 m <sup>2</sup>	Total # of Units
Density (# of Units)	5	5	5	5	5	5	5	35 units
Sub-Total of Floor Area	391.3 m <sup>2</sup>	403.8 m <sup>2</sup>	344.8 m <sup>2</sup>	359.5 m <sup>2</sup>	441.2 m <sup>2</sup>	357.5 m <sup>2</sup>	365.3 m <sup>2</sup>	Total Floor Area: 2,863.5 m <sup>2</sup> = 28,670 sq ft

## Commercial

	Unit 1	Unit 2	
Floor Area	285.3 m <sup>2</sup>	198.6 m <sup>2</sup>	Total # of Units: 2 units
LEED Density	3,147.4 m <sup>2</sup>	2,137.7 m <sup>2</sup>	Total Floor Area: 483.9 m <sup>2</sup> = 5,208 sq ft

## Zone C-3 Reconciliation

	Town Centre Commercial	Existing / Required	Proposed / Provided
Lot Area:	186 m <sup>2</sup>	2,002.1 sq ft	1,210.7 m <sup>2</sup> 13,032 sq ft
Lot Width:	6m		
Lot Depth:	27m		
Building Height:	No Height Restriction		6 Storeys
# of residential units:			35 Units
Commercial Area:			444.0 m <sup>2</sup> 4,779 sq ft
Residential FSR:	2,784.5 m <sup>2</sup>	29,972 sq ft	2,863.5 m <sup>2</sup> 28,670 sq ft
Ratio:	2.300		2.200
Difference:	121.0 m <sup>2</sup>	1,303 sq ft	
Setbacks			
Front Setback:	= 6.0 m		Rear setback can be reduced to 0m with covered parking and landscaped roof deck zone
Rear Setback:	= 6.0 m		
Exterior Side Yard Setback:	= 0.0 m		
Interior Side Yard Setback:	= 0.0 m		
Setbacks Above Floor 2 Apartment			
Front & Rear Setback:	= 7.5 m		Variance Requested
Setbacks Above Floor 3:			
Interior Side Yard Setback:	= 4.5 m		
Parking Requirements			
Residential Unit:	0.9 / Unit	31.5 stalls	32 stalls
Additional Bedrm:	0.1 / Bedrm	3.5 stalls	3 stalls
Residential Visitor:	0.05 / Unit	1.8 stalls	2 stalls
Commercial:	1 / 100 m <sup>2</sup>	4.8 stalls	5 stalls
<b>Total Parking Stalls:</b>		<b>42 stalls</b>	<b>42 stalls</b>
Handicap Accessible Parking: 1/50 Stalls		1 stalls	1 stalls
Small Parking Stalls Allowed: 0.1 / Unit		4 stalls	2 stalls
Bicycle Requirements Residential			
Long Term:	1 / 4 Units	8.8 stalls	9 stalls
Short Term:	6 / 20 Units	10.5 stalls	11 stalls
Bicycle Requirements Commercial			
Long Term:	1 / 750 m <sup>2</sup>	0.6 stalls	1 stalls
Short Term:	6 / 1500 m <sup>2</sup>	1.8 stalls	1 stalls

Signage Elevation and Section  
Scale: 1" = 1'-0"Site Plan  
Scale: 1:150

## List of Requested Variances

Type	Allowed	Requested
Sitting Front Setback Floor 2-6	7.5m	3.7m
Sitting Rear Setback Floor 2-6	7.5m	1.1m
Sitting East Interior Side Yard Setback Floor 2-6	4.5m	3.4m
Sitting West Interior Side Yard Setback Floor 2-6	4.5m	2.8m



ISSUED DRAWINGS

10-10-18 Issued for ADP Review

10-10-18 Issued for ADP &amp; DCP

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City Address: 2333 Montrose Ave  
Maple Ridge BC  
Legal Address: Parcel F (Consolidation of lot 16 & 17, see B6008884, District Lot 3981 NMD Plan 3208)  
PG # 029-654-424

Site Plan c/w Survey

WAYNE STEPHEN BISSKY  
ARCHITECT INC  
PLANNING INTERIOR DESIGN  
K204-220101, 1000 West 10th Ave.  
Vancouver, BC V6H 2G6  
Tel: 604-687-2000 Fax: 604-687-2001  
Website: www.wsbdesign.com

Date: 2016-11-07

Scale: As Noted

Drawn: WB / JM

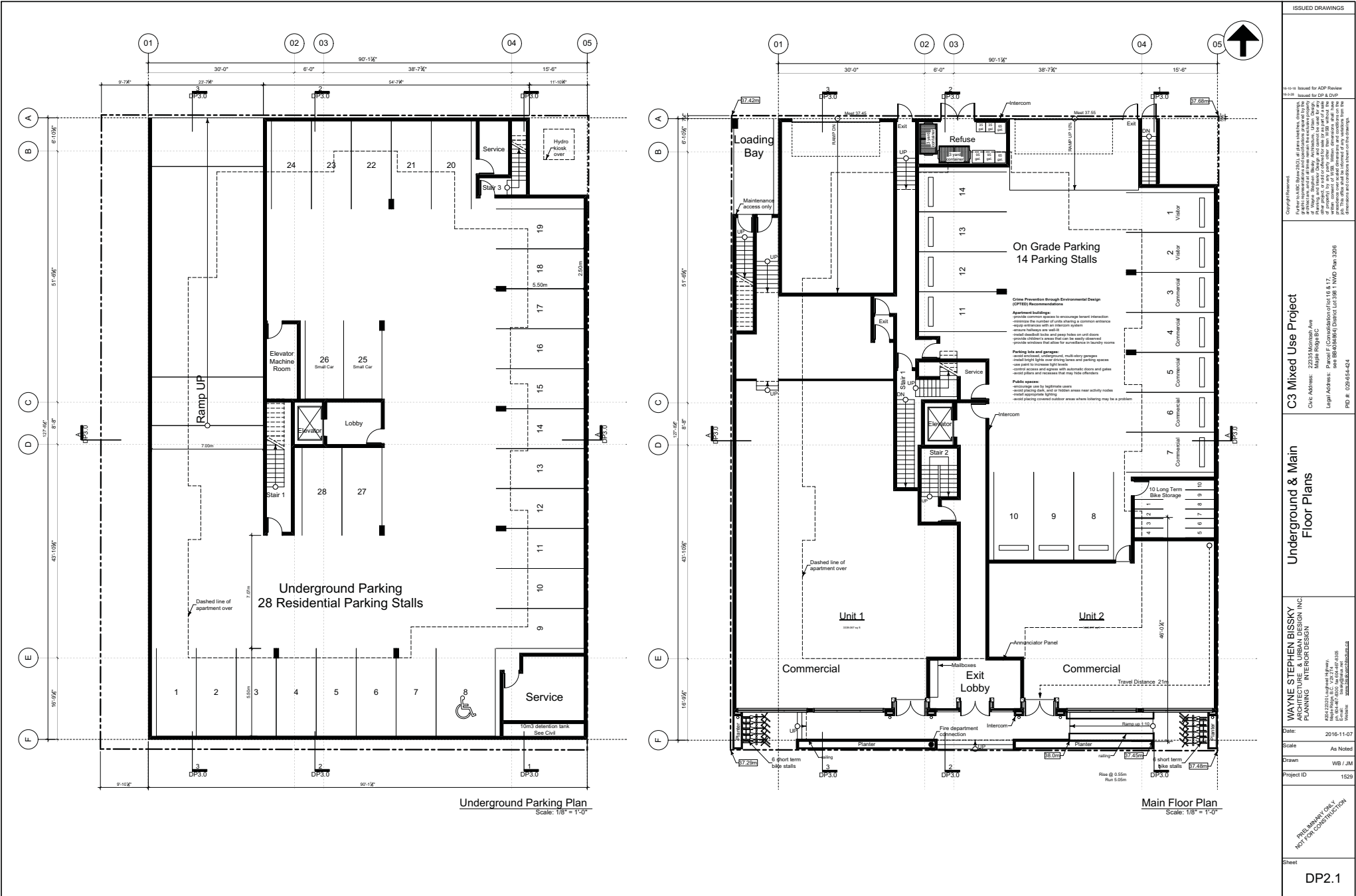
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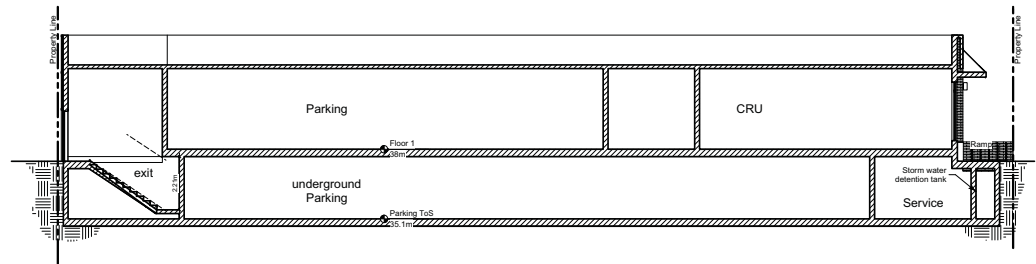
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DP1.1

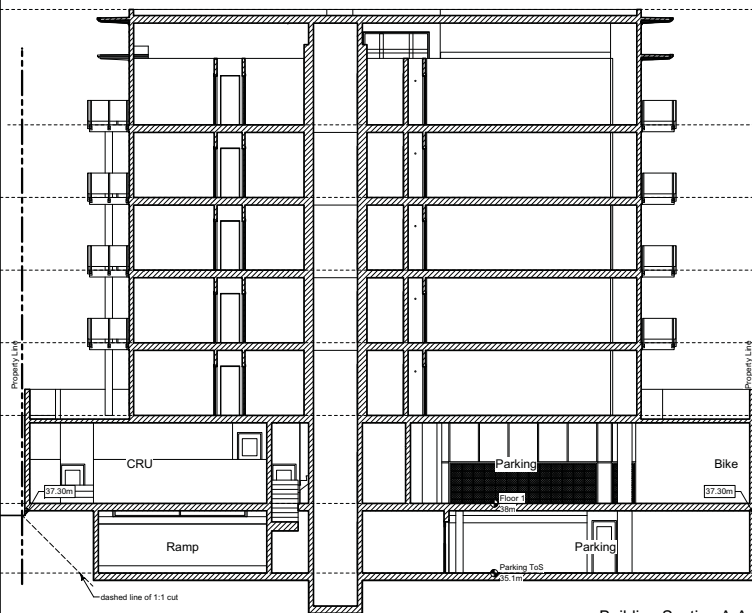




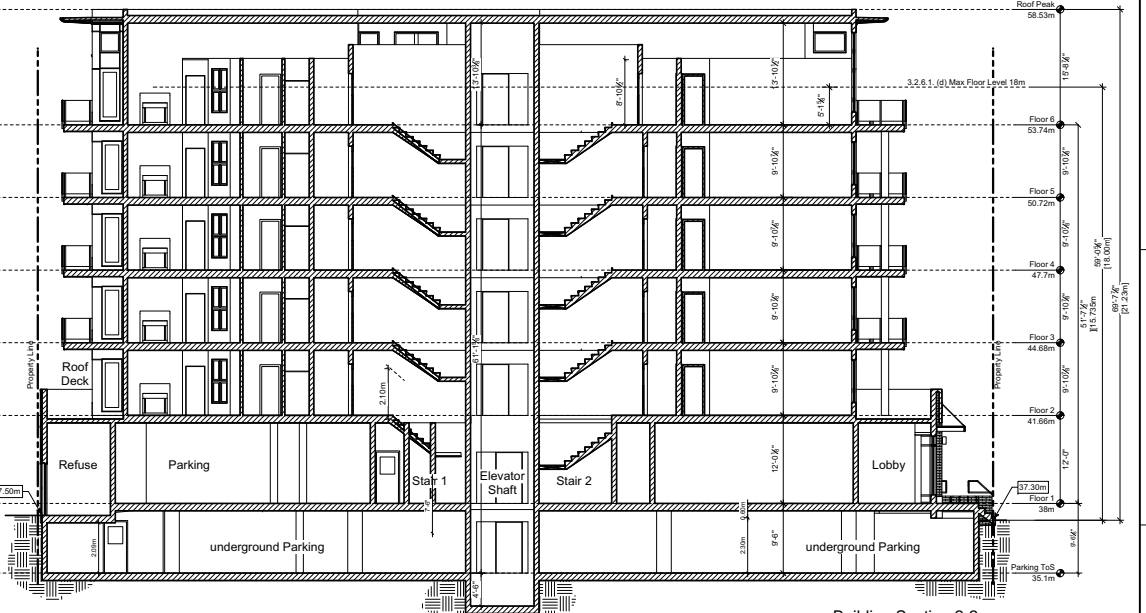
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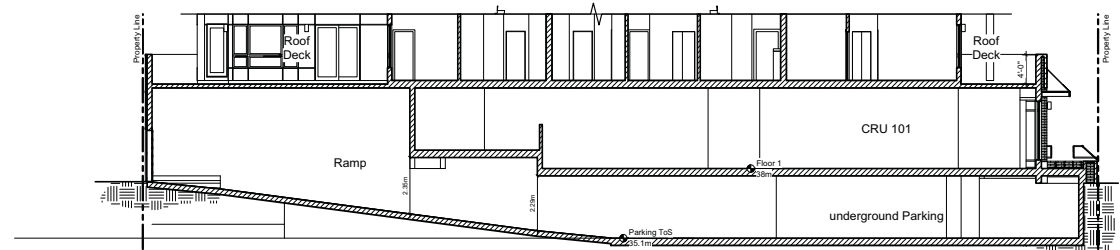
**Building Section 1-1**  
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**Building Section A-A**  
Scale: 1/8" = 1'-0"



**Building Section 2-2**  
Scale: 1/8" = 1'-0"



**Building Section 3-3**  
Scale: 1/8" = 1'-0"

Date: 2016, October 18 8:53:07 AM File name: 1529 Architectural 2016-10-11.vwx

DIMENSIONS AND SPACES ARE NOT FINAL SUBJECT TO CHANGE TO SCALE WHEN PRINTED ON ARCH D (36" x 24")

ISSUED DRAWINGS

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**C3 Mixed Use Project**  
Civic Address: 22335 Mainish Ave  
Maple Ridge BC  
Legal Address: Parcel F (Consolidation of lot 10 & 17,  
see BB-04/94/06/4) District Lot 388 1 NWO Plan 3206  
PID #: 029-654-424

## Building Sections

**WAYNE STEPHEN BISSKY**  
ARCHITECTURE & URBAN DESIGN INC.  
PLANNING INTERIOR DESIGN

4204 223201 outland highway,  
Moria Heights, B.C. V2X 2T4  
fax: 604-487-8100 fax 604-487-8306  
E-mail: [bis@sigtel.us.net](mailto:bis@sigtel.us.net)  
Website: [www.bis-us.net/bis-us.ca](http://www.bis-us.net/bis-us.ca)

Date: 2016-11-07

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WB / JM

Project ID	1529
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PREPARED FOR

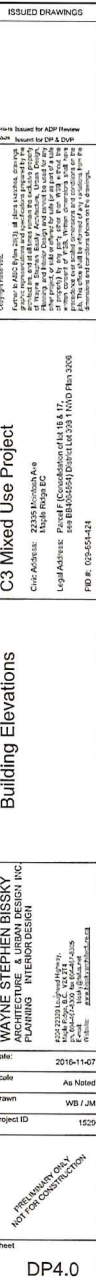
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sheet

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Page 10







#	Description	Material	Manufacture	Colour
1	2 x 2 Wood trim	Wood		C-04
2	Cast Gully	Aluminum		C-03
3	Balustrade	Aluminum	Geniesh	Bright White
4	Canopy	Metal & Glass		C-02
5	Commercial Staircase Handrails	Aluminum & Glass		
6	Commercial Floor A	15" Tempra LED	Elston	
7	Commercial Floor B	PISA	Progress Lighting	Metallic Gray
8	Exposed Concrete	Concrete		
9	External Panel Silver A	Metal	AL 13	Harvard Maple
10	External Panel Silver B	Metal	AL 13	White Metallic
11	External Panel Silver C	Metal		White
12	Screen	Metal	The Westman Group	The Living Screen
13	Guards & Handrails	Glass & Metal		
14	Masonry	Brick	Mutual Materials	Cool Cream - Mission
15	Residential Windows	Naïl on Vinyl Plank & Glass		C-01
16	Residential Windows	Extruded Acrylic Lens		

C-01 Benjamin Moore - Black Knight - 2136-10  
C-02 Benjamin Moore - Copper Kettle - 1218  
C-03 Benjamin Moore - Mississippi Mud - 2114-20  
C-04 Benjamin Moore - Snow White - 2122-70

\* All Materials as noted or approved equal



CRU 101  
Entry

Residential  
Entry

Partial South Perspective  
Scale: 1:70

Scale: 1:70

ISSUED DRAWINGS

18 Issued for ADP Review

Further to ABC's Bylaws, the organization is prohibited from, and its officers and directors are prohibited from, participating in any project, or taking any action, that is not in the best interest of the organization (or of property) by any person, including any officer or director, who is a woman or a man. This provision is not intended to prevent the organization from taking any action that is in the best interest of the organization. This provision shall not be construed to prevent the organization from taking any action that is in the best interest of the organization.

C3 Mixed Use Project  
 Civic Address: 22335 Montrose Ave

Maple Ridge BC  
Legal Address: Parcel F (Consolidation of lots 16 & 17,  
see 88-004664) District Lot 330 1 NRD Plan 3206  
FID #: 003-654-424

## Exterior Materials

AYNE STEPHEN BISSKT  
ARCHITECTURE & URBAN DESIGN INC  
ANNING INTERIOR DESIGN

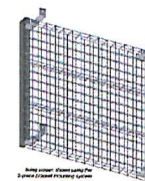
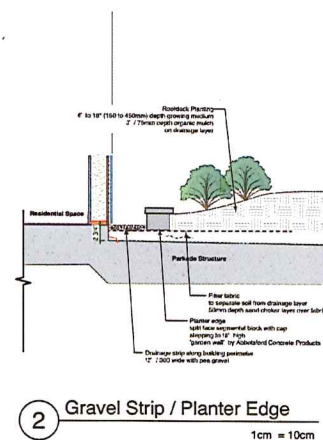
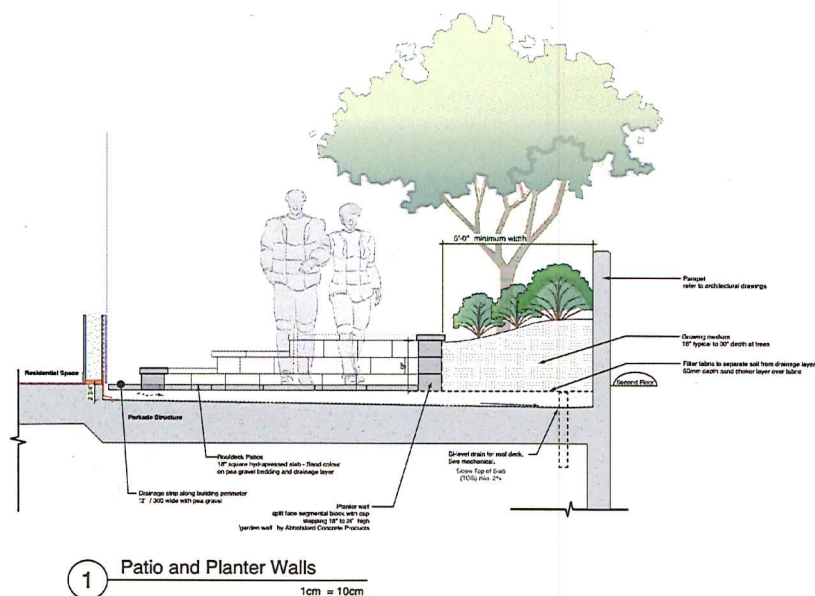
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Info:	As Noted
Drawn:	WB / JM
Project ID:	1529

PRIMARY ONLY  
CONSTRUCTION

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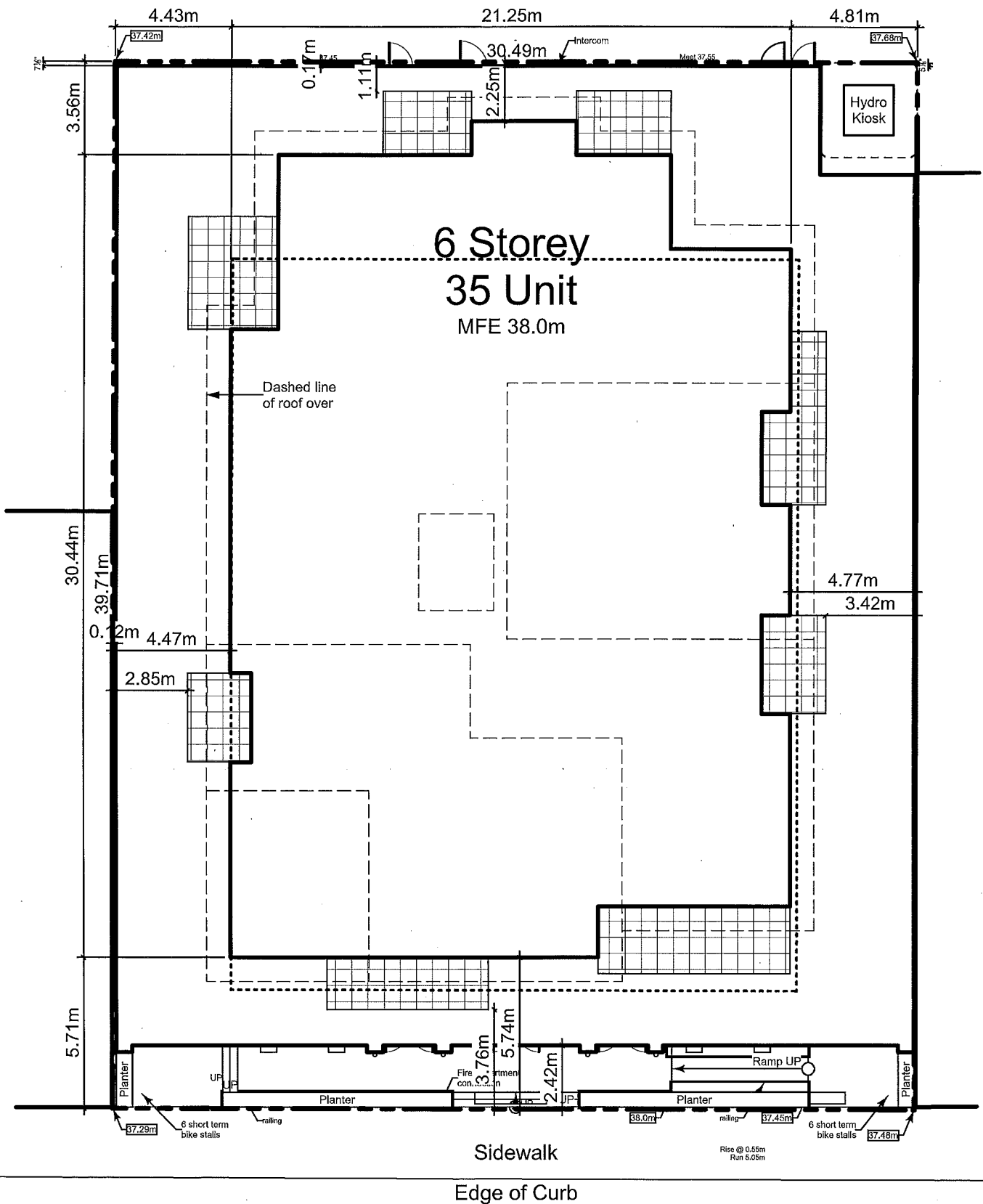


Living Screen as manufactured by The Western Group.  
Wall mounted to concrete parkade structure.  
Refer to architectural elevations for layout on wall.  
Vines (twinning) to be planted on roofdeck and ground level  
planting strips, and trained to grow on metal screen.



# APPENDIX D

## LANE



McIntosh Avenue

Site Plan  
Scale: 1:200



## APPENDIX E

PRELIMINARY ONLY NOT FOR CONSTRUCTION



Date: 2016, October 18, 8:53:02 AM File name: 1529 Architectural 2016-10-11.vwx

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ISSUED DRAWINGS

10-10-18 Issued for ADP Review  
10-3-20 Approved for ADP & Study

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C3 Mixed Use Project

Civic Address: 22335 Mainlath Ave  
Mendon District, BC

Legal Address: Parcel F (Consolidation of lot 16 & 17,

Perspective View  
North West

**WAYNE STEPHEN BISSKY**  
ARCHITECTURE & URBAN DESIGN INC.  
PLANNING INTERIOR DESIGN

Date: \_\_\_\_\_

Scale	As Mea
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Drawn \_\_\_\_\_

Project ID	15
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PRELIMINARY ONLY  
FOR CONSTRUCTION

Sher

DP6.0



An architectural rendering of a modern multi-story residential building. The building features a mix of materials, including wood paneling, white panels, and large black-framed windows. It has several balconies with black railings. The ground floor is partially covered by a lush green wall of ivy. Below the green wall, there are large glass windows and a black door. To the right, a red car is parked on the street. The sky is blue with some clouds.

Further to AIBC Bylaw 28(3), if plans, sketches, drawings, graphic representations and specifications prepared by the architect, and at all times remain the exclusive property of the Architectural Institute of British Columbia, and are not to be reproduced or used in any form without the prior written consent of W390. Other than dimensions and those provisions or scaled dimensions and conditions on the job. This offer shall be informed of any variations from the dimensions and conditions shown on the drawings.

**C3 Mixed Use Project**

Civic Address: 22335 McIntosh Ave  
Maple Ridge BC

Legal Address: Parcel F (Consolidation of lot 16)  
site B88-04-084-064 District Lot 398

PID #: 029-654-424

Perspective View  
South

**WAYNE STEPHEN BISSI**  
**ARCHITECTURE & URBAN DESIGN INC.**  
**PLANNING INTERIOR DESIGN**

4024.223.201 Loughlin Highway,  
Marle Ridge, B.C. V2X 2T4  
ph. 604-467-4300 fax 604-467-4325  
E-mail: [bbs@atdus.net](mailto:bbs@atdus.net)  
Website: [www.bbs-architect.com.ca](http://www.bbs-architect.com.ca)

Date:	2016-11-07
File	As Noted
Drawn	WB / JM
Project ID	1529

PRELIMINARY ONLY  
NOT FOR CONSTRUCTION

DP6.1

## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Award of Contract ITT-EN16-58: Sanitary Sewer Replacement by Pipe Bursting on River Road (Kanaka Creek - McKay Avenue)

**MEETING DATE:** January 23, 2017  
**FILE NO:** 11-5255-50-092  
**MEETING:** C of W

---

### EXECUTIVE SUMMARY:

The replacement of the sanitary sewer trunk main that services the Albion Industrial Area and southern Albion residential area is identified to provide service to existing businesses and potential future businesses. The sanitary sewer main has been systematically replaced over the last three years. All that remains for upsizing is the last twelve sections from McKay Avenue to Kanaka Creek. The Sanitary Sewer Replacement by Pipe Bursting on River Road project is in the City's approved 2016 Financial Plan. The project entails the replacement and upsizing of approximately 1,285 meters of sanitary sewer at a depth of 6m (20ft). Trenchless technology (pipe-bursting) was selected as the appropriate sewer replacement method instead of the traditional open cut method, due to several complex site constraints.

An Invitation to Tender to replace all twelve sections was issued on October 28, 2016 and closed on November 24, 2016. One tender was received to replace all twelve sections, submitted by PW Trenchless Ltd. at \$3,109,506.00 (excluding taxes). The 2016 Financial Plan budget for this sanitary sewer replacement is \$1,800,000.00 from Development Cost Charges.

The most difficult sewer main sections to be replaced are seven sewer main sections in the proximity of Kanaka Creek, which are over 6m deep and within an easement in Metro Vancouver's Kanaka Creek Park. City staff negotiated revised pricing with PW Trenchless Ltd. for the replacement of these seven most critical sections. The negotiated value of that work is \$2,006,809.15.

Staff have reviewed the tender and revised pricing and recommend that the project proceed to replace the seven most critical sections. The last five sections will be included in 2018 Financial Plan budget for consideration by Council. Additional funding will come from the Sewer Utility and a contingency will be funded from the Sewage Rehabilitation Program.

Council approval to award the contract is required for the work to proceed.

### RECOMMENDATION:

**THAT Contract ITT-EN16-58: Sanitary Sewer Replacement by Pipe Bursting on River Road (Kanaka Creek – McKay Avenue) be awarded to PW Trenchless Ltd. in the amount of \$2,006,809.15 excluding taxes; and**

**THAT the Financial Plan be amended to increase project funding by \$217,000.00 from the Sewer Utility; and**

**THAT a contract contingency of \$290,000.00 be approved and funded from the Sewage Rehabilitation Program to address additional contract items if needed; and further**

**THAT the Corporate Officer be authorized to execute the contract.**

## DISCUSSION:

### a) Background Context:

The replacement of the sanitary sewer trunk main that services the Albion Industrial Area and southern Albion residential area is identified to provide service to existing businesses and potential future businesses. The sanitary sewer main has been systematically replaced over the last three years. All that remains for upsizing is the last twelve sections from McKay Avenue to Kanaka Creek. The Sanitary Sewer Replacement by Pipe Bursting on River Road project is in the City's approved 2016 Financial Plan. The project entails the replacement and upsizing of approximately 1,285 meters of sanitary sewer at a depth of 6m (20ft). Trenchless technology (pipe-bursting) was selected as the appropriate sewer replacement method instead of the traditional open cut method, due to several complex site constraints.

An Invitation to Tender to replace all twelve sections was issued on October 28, 2016 and closed on November 24, 2016. One tender was received to replace all twelve sections, submitted by PW Trenchless Ltd. at \$3,109,506.00 (excluding taxes). The 2016 Financial Plan budget for this sanitary sewer replacement is \$1,800,000.00 from Development Cost Charges.

#### Tender results

An Invitation to Tender was issued on October 28, 2016 for the Sanitary Sewer Replacement by Pipe Bursting on River Road and closed on November 24, 2016. One compliant tender was submitted as noted below:

	<u>Tender Price (excluding taxes)</u>
PW Trenchless Ltd.	3,109,506.00

PW Trenchless Ltd. is recognized as an industry leader in pipe bursting technology.

The most difficult sewer main sections to be replaced are seven sewer main sections in the proximity of Kanaka Creek, which are over 6m deep and in an easement in Metro Vancouver's Kanaka Creek Park. City staff negotiated revised pricing from PW Trenchless Ltd. for the replacement of these seven most critical sections.

### b) Desired Outcome:

The desired outcome is to construct the necessary sewer replacement to service the Albion area for both now and in the future.

### c) Strategic Alignment:

The Corporate Strategic Plan has directed staff to manage municipal infrastructure through infrastructure plans. The design to upgrade this system has been completed and it is now appropriate to complete the construction.

### d) Citizens/Customer Implications:

The replacement of the sanitary sewer is important to ensure that servicing to existing businesses continues. The pipe will be sized for future development.

Construction will commence soon after the project is awarded and attempts will be made to minimize the impact to everyday traffic, residents, and businesses in the neighbourhood. River Road is expected to remain open to traffic throughout the construction.



Notifications will be delivered to surrounding residents informing of the project. The general public will be informed of the construction project, progress and with updates through the City's website and social media sources.

**e) Interdepartmental Implications:**

The Engineering Department has worked with the Operations Department in developing this project.

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

The approved 2016 Financial Plan provides \$1,800,000.00 from Development Cost Charges. Costs to date are \$10,000.00 leaving a shortfall of \$217,000.00, which would be funded from the Sewer Utility Fund.

Due to the complexity of this sanitary sewer replacement project using pipe bursting, staff recommend a contract contingency in the amount of \$290,000.00 be approved from the Sewage System Rehabilitation Project to address additional contract items if needed.

**CONCLUSIONS:**

The replacement of sanitary sewer in the Albion Industrial Area is required to continue to serve existing businesses and for future development. It is recommended that Council approve the award to PW Trenchless Ltd.

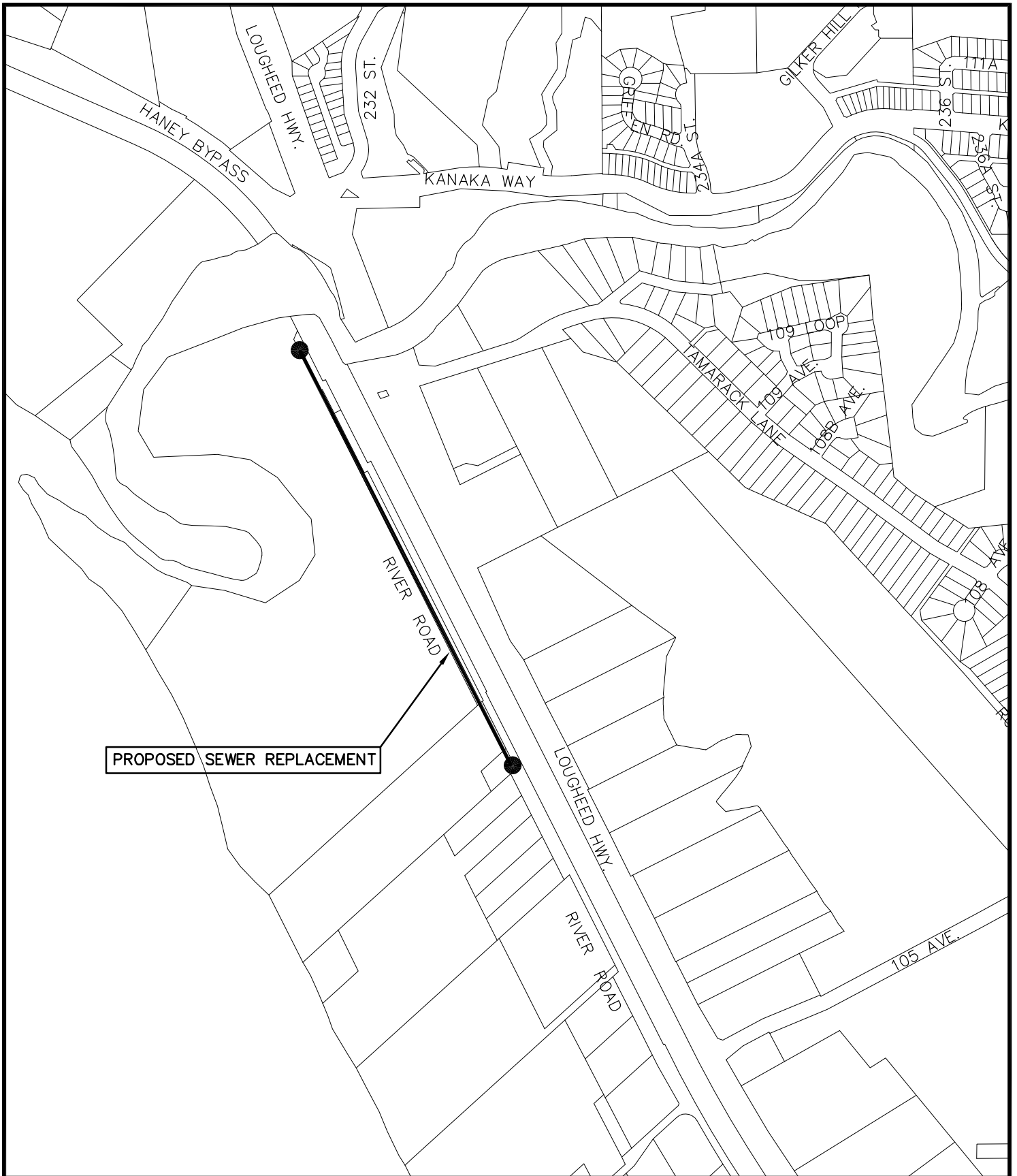
"Original signed by Jeff Boehmer"  
*Prepared by:* **Jeff Boehmer, PEng.**  
**Manager of Design & Construction**

"Original signed by Trevor Thompson"  
*Financial* **Trevor Thompson, BBA, CPA, CGA**  
**Concurrence: Manager of Financial Planning**

"Original signed by David Pollock"  
*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 E.C. Swabey"  
*Concurrence:* **E.C. Swabey**  
**Chief Administrative Officer**



SANITRY SEWER  
RIVER ROAD  
KANAKA CR. – MCKAY AVE.



CITY OF MAPLE RIDGE  
ENGINEERING  
DEPARTMENT

DATE: JAN 2017

FILE/DWG No SK0398



## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**DATE:** January 23, 2017  
**FILE NO:** RFP-OP14-16  
**FROM:** Chief Administrative Officer  
**ATTN:** Committee of the Whole  
**SUBJECT:** Contract Renewal Award: Traffic Flagging Services

---

### EXECUTIVE SUMMARY:

On October 15, 2014, the City publicly issued a Request for Proposals (RFP) to establish a select list of qualified flagging companies to provide the City with traffic control services on an as and when required basis. Following an extensive detailed review of the proposals, three companies were selected. The Contract with each of the companies is one (1) year with four (4) options to renew annually. After review of the previous one year performance, staff recommended renewing the contracts for an additional one year period. This renewal would be the second renewal year leaving two more one year options.

### RECOMMENDATION:

That the "Traffic Flagging Services' contracts be renewed with Go Traffic Management Inc., Ansan Industries Ltd., and BCRS Road Safe Inc., for an additional one year period and furthermore, that the Corporate Officer be authorized to execute the contracts.

### DISCUSSION:

#### a) Background Context:

Traffic flagging services provide support to various departments in construction and emergent sites by providing traffic control plans, traffic control supervision, traffic control equipment and traffic control personnel. Safety of crews and the public is of the utmost importance and the commitment for professional and Worksafe compliant work sites is imperative. Following the issuance of a Request for Proposals, 10 submissions were received. Following an extensive detailed review of the proposals, three companies were selected as best qualified to do the work.

Contracts were awarded to Go Traffic Management Inc., Ansan Industries Ltd., and BCRS Road safe Inc., for the provision of flagging services on an as and when required basis. The companies have performed in a professional, responsive and cost effective manner to date. After review of the previous one year performance of the three contractors', this report recommends renewing the Contracts with the three Contractor's for an additional one year period.

**b) Financial Implications:**

Annual traffic control flagging costs vary depending on planned and unplanned workload. Through 2015 and 2016, the City expended approximately \$400,000 in total annually for these three companies, which is within the approved 2017 budget amounts.

**CONCLUSION:**

The City of Maple Ridge currently has contracts with three companies. Those contracts allow for and annual extension. Based on the previous years performance of the companies, this report recommends extending their contracts for one year.

*"original signed by Walter Oleschak"*

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Prepared by: **Walter Oleschak**  
**Superintendent of Roads and Fleet**

*"original signed by James Storey"*

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Approved by: **James Storey**  
**Director of Engineering Operations**

*"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 Ted Swabey"*

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Concurrence: **E.C. Swabey**  
**Chief Administrative Officer**



## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read and Members of Council      **MEETING DATE:** January 23, 2017  
**FROM:** Chief Administrative Officer      **MEETING:** Committee of the Whole  
**SUBJECT:** Disbursements for the month ended December 31, 2016

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### 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 December 31, 2016 be received for information only.

GENERAL	\$ 12,160,403
PAYROLL	\$ 1,819,630
PURCHASE CARD	\$ <u>97,565</u>
	\$ <u>14,077,598</u>

### 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.



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

Highlights of larger items included in Financial Plan or Council Resolution

• B & B Contracting – 128 Ave road & drainage improvements	\$	843,011
• BA Blacktop – 240 St road improvements	\$	163,922
• Eurovia BC – 203 St road & drainage improvements	\$	738,811
• Fraser Valley Regional Library – 4 <sup>th</sup> quarter member assessment	\$	657,001
• G.V. Water District – Water consumption Aug 31 – Oct 4/16	\$	795,664
• Municipal Insurance – Property insurance	\$	612,826
• Receiver General – RCMP contract Jul 1 – Sep 30/16	\$	4,085,763
• Ridge Meadows Recycling Society – Monthly contract for recycling	\$	189,713

**d) Policy Implications:**

Corporate governance practice includes reporting the disbursements to Council monthly.

**CONCLUSIONS:**

The disbursements for the month ended December 31, 2016 have been reviewed and are in order.

Original signed by G'Ann Rygg

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*Prepared by:* **G'Ann Rygg**  
**Accounting Clerk II**

Original signed by Trevor Thompson

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

Original signed by Paul Gill

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*Approved by:* **Paul Gill, BBA, CPA, CGA**  
**GM – Corporate & Financial Services**

Original signed by E.C. Swabey

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*Concurrence:* **E.C. Swabey**  
**Chief Administrative Officer**

**CITY OF MAPLE RIDGE**  
**MONTHLY DISBURSEMENTS - DECEMBER 2016**

<b><u>VENDOR NAME</u></b>	<b><u>DESCRIPTION OF PAYMENT</u></b>	<b><u>AMOUNT</u></b>
AOK Tree Service Ltd	Chipping program	15,244
Action Data Communications	Mitel phone system 3 year maintenance agreement	73,029
Al Mortgageline Ltd.	Security refund	27,500
ATS Traffic	Speed read boards	57,362
B & B Contracting Ltd	128 Ave road & drainage improvements (216 St to 224 St)	843,011
BA Blacktop	240 St road improvements (102 Ave - 104 Ave)	163,922
BC Hydro	Electricity	136,449
BC Hydro & Power Authority	Raise three manhole lids on 203 St & 124 Ave	15,868
BC SPCA	Contract payment - Nov & Dec	57,116
Boileau Electric & Pole Ltd	Maintenance: Banners	305
	Hammond Community Centre	107
	Memorial Park	102
	Street lights	857
	Street signs	321
	Traffic signals	178
	LED playfield lighting at Albion Sports Complex	19,735
	Firehall #3 generator installation	113,045
CUPE Local 622	Dues - pay periods 16/24 & 16/25	24,799
Cansel Survey Equipment	AutoCAD 3 year maintenance subscription	46,191
Chevron Canada Ltd	Gasoline & diesel fuel	51,308
City Of Pitt Meadows	PM Arena operating costshare Jan to Oct 2016	70,851
	PM Family Rec Centre Telus & internet charges to Sep & Oct	3,842
	PM Seniors Centre landscaping Jul to Sep	672
Cobing Building Solutions	Electrical/Mechanical Maintenance:	
	City Hall	716
	Firehalls	10,231
	Hammond Community Centre	615
	Library	1,847
	Leisure Centre	6,417
	Operations	174
	RCMP	1,557
	Whonnock Lake Community Centre	248
Convergent Information Systems	Mobile device management software	19,255
Donald Luxton And Associates	Heritage consulting services - museum	6,300
	Heritage inventory review & update	11,130
Eagle West Crane & Rigging	Concrete barriers for parking lot at Albion Sports Complex	22,951
Eecol Electric Corp - Langley	Christmas lights	604
	Leisure Centre pool deck lighting	34,827
Eurovia British Columbia	203 St road & drainage improvements (Lougheed Hwy to Golden Ears Way)	738,811
Fraser City Installations Ltd	Speed read board installations	19,067
Fraser Valley Regional Library	4th quarter member assessment	657,001
	Annual capital replacement funding	40,000
Fred Surridge Ltd	Waterworks supplies	16,254
Gotraffic Management Inc	Traffic control	19,534
Greater Vanc Water District	Water consumption Aug 31 - Oct 4/16	795,664
Hallmark Facility Services Inc	Janitorial services & supplies:	
	City Hall	3,793
	Firehalls	4,552
	Library	4,284
	Operations	4,070
	Pitt Meadows Heritage Hall - Oct	147
	Randy Herman Building	4,766
	RCMP	4,327
	South Bonson Community Centre - Aug to Oct	2,492
Horizon Landscape Contractors	Grass cutting	31,006
Jacks Automotive & Welding	Fire Dept equipment repairs	19,885
Jackson Ridge Project	Security refund	87,076
Kerr Wood Leidal Associates	Integrated stormwater management planning & stream monitoring	29,607
Lafarge Canada Inc	Roadworks material	16,908

<b><u>VENDOR NAME</u></b>	<b><u>DESCRIPTION OF PAYMENT</u></b>	<b><u>AMOUNT</u></b>
MacLean Homes	Security refund	40,361
Manulife Financial	Employer/employee remittance	150,676
Maple Ridge & PM Arts Council	Arts Centre contract payment	53,102
	Program revenue	5,494
	Theatre rental	6,073
McElhanney Consulting Services	203 St road & drainage improvements (DTR to Golden Ears Way)	26,949
Medical Services Plan	Employee medical & health premiums	40,230
Microsoft Corporation	Annual software licensing	141,949
Modern Ground Maintenance Ltd	Chipping program	17,526
MR PM Community Services	Youth Justice support	15,800
Municipal Insurance Assoc	Property insurance	612,826
Municipal Pension Plan BC	Employer/employee remittance	470,731
nWallace & Company Ltd.	Operations storage building & shed construction	110,940
Popular Landscaping & Gardenin	Silver Valley landscape works 2016	15,939
PW Trenchless Construction Inc	Culvert replacement program - 25600 Block of Dewdney Trunk Road	16,297
RCMP -Receiver General For Cda	RCMP contract Jul 1 - Sep 30/16	4,085,763
Receiver General For Canada	Employer/Employee remittance PP16/24 & PP16/25	572,690
Ridge Meadows Recycling Society	Monthly contract for recycling	189,713
	Weekly recycling	355
	Litter pickup contract	1,320
	Toilet rebate program	210
Sirta Enterprises	Landscaping at Rainbow Creek	191,598
Stantec Consulting Ltd	225 St pump station upgrade	20,753
	263 St water pump station replacement	31,147
	270A St reservoir & pump station	9,018
Swing Time Distributors Ltd	Tolmie Park play equipment	51,524
Tempest Development Group	Annual software support	65,203
	Parking ticket implementation services	4,043
Total Power Ltd	Generator maintenance:	
	City Hall	206
	Firehalls	619
	Operations	206
	Pump stations	15,192
	RCMP	206
	Whonnock Community Centre	207
Triahn Enterprises Ltd	108 Ave watermain & PRV chamber	57,745
True Light Building	Water service connection fee refund	33,773
Warrington PCI Management	Advance for Tower common costs plus expenses	61,200
Westridge Security Ltd	Celebrate the Night patrols	78
	Community security patrols - Oct & Nov	13,180
	Downtown core patrols - Oct & Nov	6,022
	Safe walk program	156
Whistler Center-Sustainability	Tourism strategy plan	17,739
Disbursements In Excess \$15,000		11,321,037
Disbursements Under \$15,000		839,366
Total Payee Disbursements		12,160,403
Payroll	PP16/25 & PP16/26	1,819,630
Purchase Cards - Payment		97,565
Total Disbursements December 2016		14,077,598

**TO:** Her Worship Mayor Nicole Read and Members of Council      **MEETING DATE:** January 23, 2017

**FROM:** Chief Administrative Officer      **MEETING:** Committee of the Whole

**SUBJECT:** 2016-2020 Financial Plan Amending Bylaw No. 7307-2017

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**EXECUTIVE SUMMARY:**

The 2016-2020 Financial Plan needs to be updated to bring 2016 costs up-to-date and to reflect decisions of Council since the plan was last approved. 2017-2020 costs have also been updated and are identical to the recently adopted 2017-2021 Financial Plan Bylaw No. 7300-2016.

**RECOMMENDATION(S):**

**That Maple Ridge 2016-2020 Financial Plan Amending Bylaw No. 7307 - 2017 be given first, second and third readings.**

**DISCUSSION:**

**a) Background Context**

In December 2015, the 2016-2020 Business Plans and overview of the Financial Plan were presented to Council at public meetings, and the 2016-2020 Financial Plan Bylaw 7194-2015 was adopted in January 2016. That plan was amended by bylaw in May 2016 to reflect 2016 property value assessments. The amendment also included capital and operating projects approved in the 2015-2019 Financial Plan, but were not yet complete.

The 2016-2020 Financial Plan needs to be updated to bring costs up-to-date and to reflect decisions of Council since the plan was last approved. The changes are outlined in the Financial Plan Implications section of this report.

**b) Financial Plan Implications:**

Since the 2016-2020 Financial Plan was last adopted, Council has authorized the following:

- Public Health Facility Land Acquisition on Lougheed Highway
- PRC Infrastructure Concept & Design
- Whonnock Lake Park – 27610 Dewdney
- Cost increases for three parks (241 and 112, Merkley expansion and Silver Valley)
- 128 Ave (216-224)

- Fire vehicles and turnout gear for firefighters
- Renovations to the Randy Herman building, City offices and Operations Centre

The total cost of these projects is \$5.5 million, \$2.9 million of which is funded from General Revenue Accumulated Surplus and \$2.6 million from Development Cost Charges.

The following additional items are funded \$114,000 from the Protective Services Reserve and \$56,000 from Accumulated Surplus:

- Safer Downtown Community Liaison
- Alouette Addictions Downtown Clean Team
- PM Airport Governance Review
- Pride Crosswalk
- Curbside Waste Collection Research
- Rapid Transit Study

In addition to the foregoing, park acquisition costs have been updated in the Financial Plan and our DCC Bylaw is being updated. As a result, the 2016 costs to be funded from Development Cost Charges have increased by \$11 million. The General Revenue share of these projects is \$1.5 million and is funded from Accumulated Surplus and reserves.

Capital costs for 2017 to 2020 have been updated to reflect the recently adopted 2017-2021 Financial Plan Bylaw No. 7300-2016.

Overall, total impact on accumulated surplus from all the changes outlined above is \$3.9 million.

**c) Desired Outcome:**

A financial plan that is consistent with Council's direction, and accurately reflects planned expenditures and methods of funding.

**d) Strategic Alignment:**

All departments' Business Plans were prepared in accordance with Business Planning Guidelines; the Financial Plan reflects Council's Strategic Financial Sustainability Policies, Infrastructure Funding Strategy and other master plans.

**e) Citizen/Customer Implications:**

The amendments draw on accumulated surplus, development cost charges and other reserves. There is no impact on the tax increase.

**f) Statutory Requirements and Policy Implications:**

The Financial Plan has been prepared in accordance with statutory requirements and Municipal financial policies. The Community Charter requires that the Financial Plan Bylaw includes disclosure of the proportions of revenue proposed to come from various funding sources, the distribution of property taxes among property classes and the use of permissive tax exemptions.



## CONCLUSIONS:

Throughout the course of the year, Council approves matters which are not in the Adopted Financial Plan. This Financial Plan Amending Bylaw incorporates these decisions. This amendment will also ensure that we meet statutory requirements to align the Financial Plan with the update to the Development Cost Charges (DCC) Imposition Bylaw that will be brought to Council in the coming months.

“Original signed by C.K. Lee”

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**Prepared by: C.K. Lee, Financial Analyst**

“Original signed by Trevor Thompson”

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**Approved by: Trevor Thompson, Manager of Financial Planning**

“Original signed by Paul Gill”

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**Approved by: Paul Gill, General Manager  
Corporate and Financial Services**

“Original signed by Frank Quinn”

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**Approved by: Frank Quinn, General Manager,  
Public Works & Development**

“Original signed by Kelly Swift”

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

“Original signed by E.C. Swabey”

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**Approved by: E.C. Swabey  
Chief Administrative Officer**

**CITY OF MAPLE RIDGE**

**BYLAW NO. 7307-2017**

A bylaw to amend Maple Ridge 2016-2020 Financial Plan Bylaw No. 7194-2015

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**WHEREAS**, through a public process in an open meeting the business and financial plans were presented;

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

The Council for the City of Maple Ridge **ENACTS AS FOLLOWS**:

1. This Bylaw may be cited as “Maple Ridge 2016-2020 Financial Plan Amending Bylaw No. 7307-2017”.
2. Statement 1, Statement 2 and Statement 3 attached to and forming part of Maple Ridge 2016-2020 Financial Plan Bylaw 7194-2015 are deleted in their entirety and replaced by Statement 1, Statement 2 and Statement 3 attached and forming part of Maple Ridge 2016-2020 Financial Plan Amending Bylaw No. 7307-2017.

**READ** a first time the                      day of                      , 20   .

**READ** a second time the                      day of                      , 20   .

**READ** a third time the                      day of                      , 20   .

**PUBLIC CONSULTATION** completed on the                      day of                      , 20   .

**ADOPTED** the                      day of                      , 20   .

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PRESIDING MEMBER

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CORPORATE OFFICER

ATTACHMENT: Statement 1, Statement 2 and Statement 3

# Statement 1

## Consolidated Financial Plan 2016-2020 (in \$ thousands)

	2016	2017	2018	2019	2020
<b>REVENUES</b>					
Revenues					
Development Fees					
Developer Contributed Assets	16,500	20,000	20,000	20,000	20,000
Developer Cost Charges	49,975	4,478	1,189	5,703	8,906
Developer Specified Projects	-	-	-	-	-
Parkland Acquisition	1,403	200	200	200	200
Contributions from Others	2,143	1,300	1,338	1,307	1,329
Development Fees Total	70,021	25,978	22,727	27,210	30,435
Property Taxes	74,471	78,526	82,600	86,828	91,255
Parcel Charges	2,906	3,012	3,085	3,181	3,282
Fees & Charges	41,020	40,256	41,793	43,409	44,994
Interest	1,883	1,898	1,913	1,928	1,943
Grants (Other Govts)	5,951	4,500	3,899	3,709	4,168
Property Sales	1,500	1,500	1,500	1,500	1,000
Total Revenues	197,752	155,670	157,517	167,765	177,077
<b>EXPENDITURES</b>					
Operating Expenditures					
Interest Payments on Debt	1,970	2,006	1,940	1,815	1,687
Amortization Expense	19,780	19,780	19,780	19,780	19,780
Other Expenditures	109,571	103,333	106,439	109,898	113,589
Total Expenditures	131,321	125,119	128,159	131,493	135,056
<b>ANNUAL SURPLUS</b>	<b>66,531</b>	<b>30,551</b>	<b>29,358</b>	<b>36,272</b>	<b>42,021</b>
Add Back: Amortization Exp (Surplus)	19,780	19,780	19,780	19,780	19,780
Less: Capital Expenditures	111,551	32,952	27,831	24,859	26,520
Less: Developer Contributed Capital	16,500	20,000	20,000	20,000	20,000
<b>CHANGE IN FINANCIAL POSITION</b>	<b>(41,840)</b>	<b>(2,621)</b>	<b>1,307</b>	<b>11,193</b>	<b>15,281</b>
<b>OTHER REVENUES</b>					
Add: Borrowing Proceeds	7,046	6,000	7,000	-	-
<b>OTHER EXPENDITURES</b>					
Less: Principal Payments on Debt	3,476	3,706	3,723	3,803	3,886
<b>TOTAL REVENUES LESS EXPENSES</b>	<b>(38,270)</b>	<b>(327)</b>	<b>4,584</b>	<b>7,390</b>	<b>11,395</b>
<b>INTERNAL TRANSFERS</b>					
Transfer from Reserve Funds					
Capital Works Reserve	10,584	3,849	150	150	150
Equipment Replacement Reserve	6,032	2,298	3,921	2,307	1,671
Fire Department Capital Reserve	2,513	585	-	-	-
Land Reserve	-	-	-	-	-
Local Improvement Reserve	-	-	-	-	-
Sanitary Sewer Reserve	-	-	-	-	-
Transfer from Reserve Fund Total	19,129	6,732	4,071	2,457	1,821
Less :Transfer to Reserve Funds					
Capital Works Reserve	3,820	1,915	3,364	3,803	2,292
Equipment Replacement Reserve	2,647	2,760	2,893	3,028	3,192
Fire Dept. Capital Acquisition	709	783	861	991	1,127
Land Reserve	5	5	5	5	5
Local Improvement Reserve	-	-	-	-	-
Sanitary Sewer Reserve	30	30	30	30	30
Total Transfer to Reserve Funds	7,211	5,493	7,153	7,857	6,646
Transfer from (to) Own Reserves	24,823	(74)	(271)	(826)	(1,303)
Transfer from (to) Surplus	1,529	(838)	(1,231)	(1,164)	(5,267)
Transfer from (to) Surplus & own Reserves	26,352	(912)	(1,502)	(1,990)	(6,570)
<b>TOTAL INTERNAL TRANSFERS</b>	<b>38,270</b>	<b>327</b>	<b>(4,584)</b>	<b>(7,390)</b>	<b>(11,395)</b>
<b>BALANCED BUDGET</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Statement 2

### Revenue and Property Tax Policy Disclosure

#### REVENUE DISCLOSURE

Revenue Proportions	2016		2017		2018		2019		2020	
	\$ ('000s)	%	\$ ('000s)	%	\$ ('000s)	%	\$ ('000s)	%	\$ ('000s)	%
<b>Revenues</b>										
Property Taxes	74,471	36.4	78,526	48.6	82,600	50.2	86,828	51.8	91,255	51.5
Parcel Charges	2,906	1.4	3,012	1.9	3,085	1.9	3,181	1.9	3,282	1.9
Fees & Charges	41,020	20.0	40,256	24.9	41,793	25.4	43,409	25.9	44,994	25.4
Borrowing Proceeds	7,046	3.4	6,000	3.7	7,000	4.3	-	-	-	-
Other Sources	79,355	38.7	33,876	21.0	30,039	18.3	34,347	20.5	37,546	21.2
<b>Total Revenues</b>	<b>204,798</b>	<b>100</b>	<b>161,670</b>	<b>100</b>	<b>164,517</b>	<b>100</b>	<b>167,765</b>	<b>100</b>	<b>177,077</b>	<b>100</b>
Other Sources include:										
Development Fees Total	70,021	34.2	25,978	16.1	22,727	13.8	27,210	16.2	30,435	17.2
Interest	1,883	0.9	1,898	1.2	1,913	1.2	1,928	1.1	1,943	1.1
Grants (Other Govts)	5,951	2.9	4,500	2.8	3,899	2.4	3,709	2.2	4,168	2.4
Property Sales	1,500	0.7	1,500	0.9	1,500	0.9	1,500	0.9	1,000	0.6
	79,355	38.7	33,876	21.0	30,039	18.3	34,347	20.5	37,546	21.2

#### OBJECTIVES & POLICIES

##### Property Tax Revenue

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

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

	2016	2017	2018	2019	2020
General Purpose	2.10%	1.90%	1.90%	2.00%	2.00%
Infrastructure Replacement	0.50%	0.70%	0.70%	0.70%	0.70%
Parks & Recreation	0.25%	0.25%	0.25%	0.25%	0.25%
Drainage	0.30%	0.30%	0.30%	0.30%	0.30%
<b>Total Property Tax Increase</b>	<b>3.15%</b>	<b>3.15%</b>	<b>3.15%</b>	<b>3.25%</b>	<b>3.25%</b>

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

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

##### Parcel Charges

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

## Statement 2 (cont.)

### Revenue and Property Tax Policy Disclosure

#### Fees & Charges

Fees should be reviewed annually and updated if needed. Recent fee amendments include recreation fees, development application fees, business license fees and cemetery fees. A major amendment to the Development Costs Charges (DCC), recommended no more frequently than every five years, was completed in 2008. Minor DCC amendments are done more frequently. Some fees are used to offset the costs of providing specific services. The utility fees are reviewed annually with a view towards using rate stabilization practices to smooth out large fluctuations in rates, as set out in the Business Planning Guidelines.

#### Borrowing Proceeds

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

#### Other Sources

This will vary greatly year to year as it includes:

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

### PROPERTY TAX DISCLOSURE

#### Property Tax Revenue Distribution

Property Class	Taxation Revenue ('000s)		Assessed Value ('000s)		Tax Rate (\$/1000)	Multiple (Rate/Res.Rate)
1 Residential	56,532	78.3%	12,918,297	91.2%	4.3761	1.00
2 Utility	541	0.8%	13,516	0.1%	40.0000	9.14
4 Major Industry	591	0.8%	17,291	0.1%	34.1952	7.81
5 Light Industry	2,760	3.8%	232,323	1.7%	11.8801	2.71
6 Business/Other	11,565	16.0%	973,520	6.9%	11.8801	2.71
8 Rec./ Non-Profit	39	0.1%	2,577	0.0%	15.2783	3.49
9 Farm	164	0.2%	4,852	0.0%	33.7082	7.70
Total	<u>72,192</u>	<u>100%</u>	<u>14,162,376</u>	<u>100%</u>		



## **Statement 2 (cont.)**

### **Revenue and Property Tax Policy Disclosure**

#### **PROPERTY TAX DISCLOSURE**

##### Objectives & Policies

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

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

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

##### Property Tax Rates

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

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

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

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

##### Permissive Tax Exemptions

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

##### Revitalization Tax Exemption Program

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

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

## Statement 3

### Capital Expenditure Disclosure

The sole purpose of this statement is to meet legislative requirements and highlight the value of the DCC program; no other conclusions should be drawn from the figures as the information could be misconstrued. This disclosure is required under the Local Government Act s. 560 (2); capital costs attributable to projects to be partially funded by Development Cost Charges (DCC) must be included in the financial plan. The DCC program includes projects as far out as 2035 so the capital expenditures must be extended to match. Certain types of projects are not planned past the five year time horizon of the financial plan. Much less scrutiny is given to projects that are planned in years 2021 through 2035. Projects in these years typically exceed likely funding available.

### Capital Works Program for 2021 – 2035

(in \$ thousands)

<b>Capital Works Program</b>	<b>367,233</b>
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#### Source of Funding

##### Development Fees

Development Cost Charges	159,597
Parkland Acquisition Reserve	200
Contribution from Others	4,304
	<hr/>
	164,101

##### Borrowing Proceeds

Grants	43,314
Transfer from Reserve Funds	28,687
Revenue Funds	131,131
	<hr/>
	203,132

	<hr/>
	<b>367,233</b>
	<hr/>

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Parks, Recreation and Culture Governance Model

**MEETING DATE:** January 23, 2017  
**FILE NO:**  
**MEETING:** COW

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**EXECUTIVE SUMMARY:**

Staff researched governance structures currently used in the region by other municipalities for Parks, Recreation and Cultural Services to assist with identifying the best model for Maple Ridge. Staff's recommendation is to employ a Stakeholder Engagement Model that will bring stakeholder input and staff recommendations directly to Council rather than to an advisory group for eighteen months, and to review the option of creating an advisory Committee at the end of that period.

**RECOMMENDATION:**

1. That staff continue to utilize a stakeholder engagement model for guiding Parks, Recreation and Culture planning.
2. That staff report back to Council after eighteen months on an advisory committee for Parks, Recreation and Culture.

**DISCUSSION:**

a) **Background Context:**

In prior years the Cities of Maple Ridge and Pitt Meadows delivered Parks, Recreation and Cultural Services under a joint model operated by the Maple Ridge and Pitt Meadows Parks & Leisure Services Commission (the Commission). In this model, the Commission was the policy making body for Parks, Recreation and Culture (PRC). Stakeholder input and staff recommendations were brought to the Commission who then determined whether or not to support or forward recommendations to Council. The joint operating agreement concluded on October 31, 2016, and the bylaw governing the Commission was rescinded on November 7, 2016.

Staff have researched governance structures in other communities for Parks, Recreation and Culture, and assessed how they may be applied in Maple Ridge. Advisory Committees are used most often. In addition some communities have a Commission and other communities have no intermediate body in place.

**Current Governance Structure:**

1. Council is currently the policy making body for Parks, Recreation and Culture. This authority became effective when the Commission bylaw was rescinded.

2. There are three Committee's of Council within the Parks, Recreation and Culture Division:
  - The Maple Ridge Public Art Steering Committee
  - The Maple Ridge Social Policy Advisory Committee, and
  - The Maple Ridge / Pitt Meadows Accessibility Committee.

Membership on each Committee of Council includes a Council representative, subject matter experts, agency liaisons, and citizens with a passion for the particular topic area. Each Committee is supported by the Clerks Department and has a small operating budget. Committees of Council also have the ability to form ad hoc advisory or task groups from time to time, and one recent example was a sub-Committee of the Social Policy Advisory Committee that planned a series of public forums titled the Community Dialogue on Homelessness.

#### **Communication with School District No. 42 (SD42)**

*The Master Agreement on Cooperation for the Joint Use of Public Facilities and Coordination of Services* (Master Agreement) was updated in 2016 and adopted by Maple Ridge Council and the SD42 that same year. Just recently it was also adopted by the City of Pitt Meadows and the Master Agreement is now in effect. This agreement guides staff on how the Cities and SD42 collaborate to gain efficiencies and improve service to citizens. The Steering Committee for the Master Agreement meets monthly to discuss ongoing business and upcoming initiatives and opportunities, and is responsible for bringing items forward to the Board of Education for SD42 and Council when appropriate. A recent example is the collaboration between SD42 and the City of Maple Ridge on a proposed Elementary School, Neighbourhood Learning Centre and Community Centre in Albion.

In addition, Council and the Board of Education hold Joint Meetings a few times each year and this provides a venue for the two parties to confer on matters important to the community. For example, at the Joint SD42 / Council Meeting on November 9, 2016, the agenda included updates on the proposed parks, recreation and culture infrastructure concept plans and related community consultation program as well as other matters such as walkability and public transit.

In September 2016, prior to the finalization of the Master Agreement, Mike Murray, Chairperson of the Board of Education provided correspondence to Mayor and Council asking that a body be established to replace the Commission. (Attached). The formation of such a Committee is discussed below.

#### **Advisory Committee Discussion**

An advisory Committee for Parks, Recreation and Cultural Services would provide a valuable forum to review and provide feedback to Council on a range of topics, and is the typical model applied in most other communities.

The type of topics likely to be referred to an advisory committee might include policy updates, proposed facility development concept and consultation plans, neighbourhood park naming, and new service area initiatives that may be proposed.

An advisory committee structure requires representative membership that reflects the range of services provided and some depth of knowledge on the topics Council is likely to seek feedback on.

Adding an advisory Committee layer to the decision making process will increase the time required to bring items forward to Council for decision-making. For example, if a Committee meets monthly, a report would be presented at that meeting prior to it being brought to Council thus increasing the time it takes for an item to reach Council for consideration.

Staff support to an advisory Committee requires significant staff time in the preparation of reports, agendas and overseeing the management of the Committee. This work goes beyond member recruitment, orientations and meeting logistics and involves both the Clerks and PRC Departments. Consequently, an advisory Committee structure will draw some staff resources away from other work and will increase time spent to keep both an Advisory Committee and Council apprised and involved in decision making.

Also notable is that staff are currently working with Council on a number of significant initiatives such as the proposed Parks, Recreation and Culture infrastructure projects which includes a comprehensive community consultation program, and it may pose additional challenges to introduce an advisory committee in the midst of this process.

### **Stakeholder Engagement Model**

Maple Ridge is fortunate to have a wide range of community groups who represent specific areas of interest such as sports, field use, seniors services, youth services, arts and cultural services, festivals, theatre, trail planning, aquatics, volunteer services, and others. These groups are available to staff and Council when information and advice is sought on a particular service area.

Consequently, staff also considered employing a Stakeholder Engagement Model for eighteen months. In this scenario, staff would continue to engage stakeholders in policy, bylaw, and planning decisions prior to bringing them before Council. However, this information would be brought directly to Council rather than to an intermediate body to review and approve.

This will allow staff to support Council to move current projects forward in a timely manner, and it will allow time to reflect on where gaps may exist regarding Council's ability to get information and advice from the community that will help to formulate the composition of a future advisory committee.

Advantages of this model are that it continues to engage subject matter experts in a timely manner, and allows staff to focus resources on projects and liaison with stakeholders and Council. It avoids a requirement at this time for staff to invest resources into establishing, developing and reporting to an advisory Committee. Disadvantages are that it eliminates a valuable moment of reflection and input from a representative group with responsibility to advise Council on matters related to this service area. The rationale for postponing this benefit is that we are in the midst of a complex planning and engagement process which makes the establishment and development of such a committee more difficult given that they will not have been involved in planning or initial stages of the infrastructure concepts and consultation program.

### **Desired Outcome:**

To ensure that Council has access to timely information and advice regarding policy, bylaw and planning decisions for Parks, Recreation and Cultural Services.



**b) Strategic Alignment:**

An objective outlined in Section 4.1.3 of the OCP encourages resident participation on Council Advisory Committee to provide opportunities for input into decision making and to improve the understanding of municipal processes.

**c) Citizen/Customer Implications:**

In both options discussed in this report stakeholder groups are afforded the opportunity to participate in the decision making process for policy, bylaw, and planning decisions as has historically been the case.

**d) Interdepartmental Implications:**

Utilizing a Stakeholder Engagement Model avoids the need to rely on the Clerks department for Committee support at this time.

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

There are no funding implications at this time if Council proceeds with the use of a Stakeholder Engagement Model.

When Council considers the creation of an Advisory Committee, funding requirements will likely be \$5,000.00 but will be more fully defined at that time. This includes support from Clerks Department staff estimated at \$3,000 per year, and a Committee budget of \$2,000 for miscellaneous expenses as well as appropriate training or conferences. This is in keeping with the level of support that other Committees of Council receive.

**f) Alternatives:**

If Council wishes to establish a Committee of Council advisory format for PRC sooner than recommended, staff would be seeking Council's input regarding the composition of the types of items that would be referred to this group and suggestions on member groups that Council would like represented on the Committee.

**CONCLUSIONS:**

The current approach that staff are utilizing is a Stakeholder Engagement Model. Now that Council is the policy making body for PRC, staff recommendations and stakeholder input is being brought directly to Council rather than to an intermediate body such as the Commission.

Staff recommend that we continue to employ the Stakeholder Engagement Model for a period of eighteen months while staff and Council are working on significant projects such as the Parks, Recreation and Cultural facility proposals, noting that this process includes extensive community consultation. At the conclusion of that period Council may revisit the establishment of an advisory committee as a component of the governance structure for Parks, Recreation and Cultural Services.

"Original signed by Kelly Swift"

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

"Original signed by E.C. Swabey"

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Concurrence: **E.C. Swabey**  
Chief Administrative Officer

September 16, 2016

Mayor Nicole Read and Council  
11995 Haney Place  
Maple Ridge Bc V2X 6A9

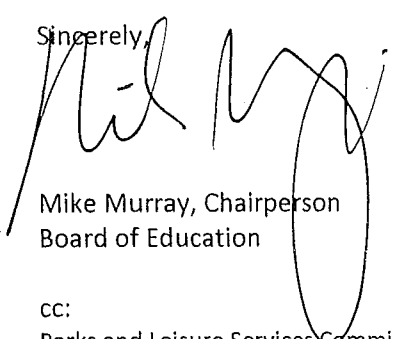
Dear Mayor Read:

**Re: Parks and Leisure Services Commission**

At a recent Board of Education meeting it was noted the separation of the parks and leisure services function between Maple Ridge and Pitt Meadows is imminent. We know there have been many details to work out related to this change and that staff and Councils have been working diligently on those arrangements. At this point we haven't been advised of any proposals to replace the Parks and Leisure Services Commission with an advisory committee or commission which would offer advice to Maple Ridge Council in the future. Our purpose in writing at this time is to reconfirm our hope that such a body is established in each of the two communities and that the Board of Education will be able to participate with a representative on each of these committees/commissions. We believe the Commission has been particularly valuable to both of our organizations given the close service relationship between the School District and Parks and Leisure Services.

We look forward to hearing from the City on their plans in this regard and would be happy to participate in any further dialogue about the alternatives being considered.

Sincerely,



Mike Murray, Chairperson  
Board of Education

cc:

Parks and Leisure Services Commission  
Ms. Sylvia Russell, Superintendent of Schools  
Ms. Flavia Coughlan, Secretary Treasurer  
Mr. Ted Swabey, Chief Administrative Officer  
Ms. Kelly Swift, General Manager, Community Development, Parks and Recreation