

City of Maple Ridge

COMMITTEE OF THE WHOLE

AGENDA

February 2, 2021

1:30 p.m.

Virtual Online Meeting including Council Chambers

*Committee of the Whole is the initial venue for review of issues. No voting takes place on bylaws or resolutions. A decision is made to send an item to Council for debate and vote or to send an item back to staff for more information or clarification before proceeding to Council.  
The meeting is live streamed and recorded by the City of Maple Ridge.*

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For virtual public participation during Public Question Period register by going to [www.mapleridge.ca/640/Council-Meetings](http://www.mapleridge.ca/640/Council-Meetings) and clicking on the meeting date

1. CALL TO ORDER
2. ADOPTION AND RECEIPT OF MINUTES
  - 2.1 Minutes of the Committee of the Whole Meeting of January 19, 2021
3. DELEGATIONS / STAFF PRESENTATIONS (10 minutes each)
4. PLANNING AND DEVELOPMENT SERVICES

Note:

- Owners and/or Agents of development applications on this agenda may be permitted to speak to their item with a time limit of 10 minutes.
- The following items have been numbered to correspond with the Council Agenda where further debate and voting will take place, upon Council decision to forward them to that venue.

- 1101 2020-409-RZ, 11089 240 Street, 11101 239 Street and 11094 Buckerfield Drive, RS-3, R-1 and R-2 to R-1 and R-2

Staff report dated February 2, 2021 recommending that Maple Ridge Zone Amending Bylaw No. 7701-2021 to rezone from RS-3 (Single Detached Rural Residential) to R-1 (Single Detached [Low Density] Urban Residential) and R-2 (Single Detached [Medium Density] Urban Residential) to permit a future subdivision of approximately 19 single family lots.

**1102 2014-070-RZ, 10470 245B Street and 24589 104 Avenue, RS-2 to RS-1b**

Staff report dated February 2, 2021 recommending that Maple Ridge Official Community Plan Amending Bylaw No. 7156-2015 to adjust the area designated Conservation around the watercourse be given first and second reading and be forwarded to Public Hearing and that Maple Ridge Zone Amending Bylaw No. 7157-2015 to rezone from RS-2 (Single Detached Suburban Residential) to RS-1b (Single Detached (Medium Density) Residential) to permit a future subdivision of 11 lots and 0.277 ha (0.68 acres) of dedicated parkland.

**1103 2018-182-RZ, 11040 Cameron Court, RS-2 to RS-1d**

Staff report dated February 2, 2021 recommending that Maple Ridge Zone Amending Bylaw No. 7562-2019 to rezone from RS-2 (Single Detached Suburban Residential) to RS-1d (Single Detached (Half Acre) Residential), with a density bonus, to permit a future subdivision of approximately 6 lots be given second reading as amended and be forwarded to Public Hearing.

**1104 2018-190-RZ, 23627 132 Avenue, RS-2 to RM-1**

Staff report dated February 2, 2021 recommending that Maple Ridge Zone Amending Bylaw No. 7470-2018 to rezone RS-2 (Single Detached Suburban Residential) to RM-1 (Low Density Townhouse Residential), to permit the future construction of a 23-unit residential townhouse development be given second reading as amended and be forwarded to Public Hearing.

**1105 2020-031-RZ, Vape Retail Prohibition**

Staff report dated February 2, 2021 recommending that Maple Ridge Zone Amending Bylaw No. 7629-2020 to define and prohibit vape retail be given second reading as amended and be forwarded to Public Hearing.

**1106 Proposed New Cannabis Retail Store at 22362 Dewdney Trunk Road**

Staff report dated February 2, 2021 recommending that the application for a non medical cannabis retail store by NDR Retail Holdings Ltd. located at 22362 Dewdney Trunk Road, Maple Ridge be denied and that a copy of the resolution be forwarded to the Liquor and Cannabis Regulation Branch in accordance with legislative requirements.

**5. ENGINEERING SERVICES**

6. CORPORATE SERVICES

7. PARKS, RECREATION & CULTURE

1171 Revision of Award of Contract RFP-PL18-67 for Janitorial Services

Staff report dated February 2, 2021 recommending that Contract RFP-PL18-67 for janitorial services be renewed with Hallmark Facility Services Inc., that a contingency to address 'as needed' additional cleaning and COVID-19 supplemental cleaning be approved and that the Corporate Officer be authorized to execute the contract.

8. ADMINISTRATION

9. ADJOURNMENT

10. COMMUNITY FORUM

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## COMMUNITY FORUM

The Community Forum provides the public with an opportunity to speak with Council on items that are of concern to them, with the exception of Public Hearing bylaws that have not yet reached conclusion.

There is a 2 minute time limit per speaker with a second opportunity provided if no one else is waiting to speak, and a total of 15 minutes is provided for the Community Forum. Respectful statements and/or questions must be directed through the Chair and not to individual members of Council.

During the COVID-19 health emergency it is important to ensure that our democratic processes continue to function and that the work of the City remains transparent for all citizens. We are doing business a bit differently during this time as we balance the health and safety of citizens and staff with our democratic processes. While City Hall is now open to the public, Council meetings are being held virtually and only necessary staff are present. In-person attendance by the public at Council meetings is not available and we encourage the public to watch the video recording of the meeting via live stream or any time after the meeting via <http://media.mapleridge.ca/Mediasite/Showcase>.

Using Zoom, input from the public during Community Forum is being facilitated via email to [clerks@mapleridge.ca](mailto:clerks@mapleridge.ca) and/or via the *raised hand* function through the Zoom meeting. For virtual public participation during Community Forum please register in advance by clicking on the date of the meeting at <https://www.mapleridge.ca/640/Council-Meetings>. When the meeting reaches the Community Forum portion, please raise your virtual hand to indicate you would like to speak.

For detailed information on how to register for the meeting of interest, please refer to <https://www.mapleridge.ca/DocumentCenter/View/24663/Launch-Virtual-Meeting>

If you have a question or comment that you would normally ask as part of Community Forum, you can email [clerks@mapleridge.ca](mailto:clerks@mapleridge.ca) **before 1:00 p.m. on the day of the meeting** and your questions or comments will be shared with Council. If you miss this deadline staff will respond to you in writing as soon as possible.

As noted, during the COVID-19 health emergency, we will be using new virtual tools to ensure that citizens' voices are being heard as part of our meetings. We thank citizens for their support as we try innovative approaches to keep us all connected even as we separate to stop the spread of COVID-19.

For more information contact:

Clerk's Department at 604-463-5221 or [clerks@mapleridge.ca](mailto:clerks@mapleridge.ca)  
Mayor and Council at [mayorcouncilandcaol@mapleridge.ca](mailto:mayorcouncilandcaol@mapleridge.ca)

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APPROVED BY:


DATE:


PREPARED BY:

DATE:

CHECKED BY:

DATE:

  
Jan. 28, 2021  
A. Saunt  
Jan. 28, 2021

  
G. Schmidt  
Jan. 28, 2021

City of Maple Ridge

**COMMITTEE OF THE WHOLE MEETING MINUTES**

January 19, 2021

The Minutes of the Committee of the Whole Meeting held on January 19, 2021 at 1:31 p.m. virtually and in Council Chambers of the City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

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**PRESENT**

*Elected Officials*

Mayor M. Morden  
Councillor J. Dueck  
Councillor K. Duncan  
Councillor C. Meadus  
Councillor G. Robson  
Councillor R. Svendsen  
Councillor A. Yousef

*Appointed Staff*

A. Horsman, Chief Administrative Officer  
D. Boag, General Manager Parks, Recreation & Culture  
C. Carter, General Manager Planning & Development Services  
C. Crabtree, General Manager Corporate Services  
S. Nichols, Corporate Officer  
D. Pollock, General Manager Engineering Services  
T. Thompson, Chief Financial Officer

*Other Staff as Required*

W. Cooper, Planner 1  
C. Goddard, Director of Planning  
A. Grochowich, Planner 2  
M. McMullen, Manager of Development and Environmental Services  
R. Tardiff, Planner 1

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Note: These Minutes are posted on the City website at [mapleridge.ca/AgendaCenter/](http://mapleridge.ca/AgendaCenter/)  
Video of the meeting is posted at [media.mapleridge.ca/Mediasite/Showcase](http://media.mapleridge.ca/Mediasite/Showcase)

Note: Due to the COVID-19 pandemic, Councillor Yousef, Councillor Robson, and Mayor Morden choose to participate electronically.  
Acting Mayor Meadus chaired the meeting from Council Chambers.  
Councillor Duncan was absent at the start of the meeting.

1. **CALL TO ORDER**

2. **ADOPTION AND RECEIPT OF MINUTES**

2.1 Minutes of the Committee of the Whole Meeting of January 5, 2021

It was moved and seconded

That the minutes of the January 5, 2021 Committee of the Whole Meeting be adopted.

CARRIED

**2.1**

3. *DELEGATIONS/STAFF PRESENTATIONS* – Nil

4. *PLANNING AND DEVELOPMENT SERVICES*

1101 Application Timeline Extension Consideration Due to COVID-19 Pandemic

Staff report dated January 19, 2021 recommending that Clause 11 of the Development Procedures Bylaw No. 5879-1999 be waived for a period of one year for rezoning applications containing a zone amending bylaw granted third reading and due to expire in the year 2021 and that the normal inactive rezoning application fee be required upon each application's expiry date in 2021.

C. Goddard, Director of Planning reviewed the staff report and answered Council questions. Staff advised that a list of affected applications will be distributed to Council.

It was moved and seconded

That the staff report dated January 19, 2021 titled "Application Timeline Extension Consideration Due to Covid-19 Pandemic" be forwarded to the Council Meeting of January 26, 2021.

CARRIED

Note: Councillor Duncan joined the meeting at 1:40 p.m. She was absent for the vote on Item 1101.

1102 2019-046-CP, Albion Area Plan Update (North East Albion)

Staff report dated January 19, 2021 recommending that Maple Ridge Official Community Plan Amending Bylaw No. 7698-2021 to integrate the North East Albion Area Concept Plan into the Albion Area Plan be given first reading.

A. Grochowich, Planner provided a summary presentation and staff answered Council questions.

It was moved and seconded

That the staff report dated January 19, 2021 titled "Albion Area Plan Update (North East Albion), Official Community Plan Amending Bylaw No. 7698-2021, First Reading" be forwarded to the Council Meeting of January 26, 2021.

CARRIED

**1103 2020-413-RZ, 10366 240 Street, RS-2 to RM-1**

Staff report dated January 19, 2021 recommending that Maple Ridge Zone Amending Bylaw No. 7699-2021 to rezone from RS-2 (Single Detached Suburban Residential) to RM-1 (Low Density Townhouse Residential) to permit construction of approximately 30 townhouse units be given first reading and that the applicant provide further information as described on Schedules C, D, E and G of the Development Procedures Bylaw No. 5879-1999.

R. Tardiff, Planner provided a summary presentation and staff answered Council questions.

It was moved and seconded

That the staff report dated January 19, 2021 titled "First Reading, Zone Amending Bylaw No. 7699-2021, 10366 240 Street" be forwarded to the Council Meeting of January 26, 2021.

CARRIED

Note: Mayor Morden left the meeting at 2:27 p.m. and was absent for the vote.

**1104 2020-421-RZ, 12026 Dunbar Street and 22137 Dewdney Trunk Road, RS-1 to C-3**

Staff report dated January 19, 2021 recommending that Maple Ridge Zone Amending Bylaw No. 7690-2020 to rezone from RS-1 (Single Detached Residential) to C-3 (Town Centre Commercial), to permit future construction of a six storey mixed use commercial / residential apartment building with approximately 100 units, two levels of underground residential parking and commercial units on the ground floor be given first reading and that the applicant provide further information as described on Schedules C, D and E of the Development Procedures Bylaw No. 5879-1999, along with the information required for an Intensive Residential Development Permit and a Subdivision application.

W. Cooper, Planner provided a summary presentation and staff answered Council questions. Staff advised that the applicant was available to respond to questions.

Note: The Mayor returned to the meeting at 2:46 p.m. during questions from Council.

It was moved and seconded

That the staff report dated January 19, 2021 titled "First Reading, Zone Amending Bylaw No. 7690-2020, 12026 Dunbar Street and 22137 Dewdney Trunk Road" be forwarded to the Council Meeting of January 26, 2021.

CARRIED

**1105 2020-402-RZ, 20629 119 Avenue, Site Specific Text Amendment**

Staff report dated January 19, 2021 recommending that Maple Ridge Zone Amending Bylaw No. 7697-2021 for a site-specific text amendment to the CS-1 (Service Commercial) zone to allow services limited to licensed health service providers to include on site chiropractic services be given first and second readings and be forwarded to Public Hearing.

R. Tardiff, Planner provided a summary presentation and staff answered Council questions.

It was moved and seconded

That the staff report dated January 19, 2021 titled "First and Second Reading, Zone Amending Bylaw No. 7697-2021, 20629 119 Avenue" be forwarded to the Council Meeting of January 26, 2021.

CARRIED

**1106 2018-448-RZ, 12061 Laity Street, Heritage Designation and Revitalization**

Staff report dated January 19, 2021 recommending that Maple Ridge Heritage Designation and Revitalization and Tax Exemption Bylaw No. 7532-2019 to provide heritage protection for the historic Gillespie Residence be given second reading as amended and be forwarded to Public Hearing.

The Director of Planning provided a summary presentation and staff answered Council questions.

It was moved and seconded

That the staff report dated January 19, 2021 titled "Second Reading, Heritage Designation and Revitalization and Tax Exemption Agreement Bylaw No. 7532-2019, 12061 Laity Street" be forwarded to the Council Meeting of January 26, 2021

CARRIED

**5. ENGINEERING SERVICES**

**1131 Latecomer Agreement LC 173/20**

Staff report dated January 19, 2021 recommending that the Corporate Officer be authorized to sign and seal Latecomer Agreement LC 173/20 for property located at 22032 119 Avenue.

It was moved and seconded

That the staff report dated January 19, 2021 titled "Latecomer Agreement LC 173/20" be forwarded to the Council Meeting of January 26, 2021.

CARRIED



6. CORPORATE SERVICES – Nil

7. PARKS, RECREATION & CULTURE

1171 Award of Contract: ITT-PL20-11 Emergency Generator Supply and Installation at City of Maple Ridge Operations Centre

Staff report dated January 19, 2021 recommending that Contract ITT-PL20-11 Emergency Generator Supply and Installation at City of Maple Ridge Operations Centre be awarded to Glenco Electric Ltd., that a contingency be established and that the Corporate Officer be authorized to execute the contract.

It was moved and seconded

That the staff report dated January 19, 2021 titled "Award of Contract: ITT-PL20-11 Emergency Generator Supply and Installation at City of Maple Ridge Operations Centre" be forwarded to the Council Meeting of January 26, 2021.

CARRIED

1172 COVID-19 Resilience Infrastructure Stream Grant Opportunity

Staff report dated January 19, 2021 recommending that an application for grant funding for the Albion Park Playground Replacement project be submitted through the Investing in Canada Infrastructure Program - COVID-19 Resilience Infrastructure Stream.

It was moved and seconded

That the staff report dated January 19, 2021 titled "COVID-19 Resilience Infrastructure Stream Grant Opportunity" be forwarded to the Council Meeting of January 26, 2021.

CARRIED

1173 Katie's Place Lease Renewal

Staff report dated January 19, 2021 recommending the renewal of the Katie's Place Domestic Animal Response and Education Society lease for a period of three years and that the Corporate Officer be authorized to execute the lease.

It was moved and seconded

That the staff report dated January 19, 2021 titled "Katie's Place Lease Renewal" be forwarded to the Council Meeting of January 26, 2021.

CARRIED

**1174 Thornhill Community Association Hall Lease Renewal**

Staff report dated January 19, 2021 recommending the renewal of the Thornhill Community Association Lease for the Thornhill Community Hall for a period of three years and that the Corporate Officer be authorized to execute the lease.

It was moved and seconded

That the staff report dated January 19, 2021 titled "Thornhill Community Association Hall Lease Renewal" be forwarded to the Council Meeting of January 26, 2021.

CARRIED

8. ADMINISTRATION – Nil

9. ADJOURNMENT – 3:26 p.m.

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Councillor C. Meadus, Chair  
Presiding Member of the Committee

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer

**MEETING DATE:** February 2, 2021  
**FILE NO:** 2020-409-RZ  
**MEETING:** C o W

**SUBJECT:** First Reading  
Zone Amending Bylaw No. 7701-2021;  
11089 240 Street, 11101 239 Street and 11094 Buckerfield Drive

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**EXECUTIVE SUMMARY:**

An application has been received to rezone the subject properties, located at 11089 240 Street, 11101 239 Street and 11094 Buckerfield Drive, from RS-3 (Single Detached Rural Residential), R-1 (Single Detached (Low Density) Urban Residential) and R-2 (Single Detached (Medium Density) Urban Residential) to R-1 (Single Detached (Low Density) Urban Residential) and R-2 (Single Detached (Medium Density) Urban Residential), to permit a future subdivision of approximately nineteen (19) single family lots.

Pursuant to Council Policy 6.31, this application is subject to the Community Amenity Contribution (CAC) Program. The applicant will be requested to pay \$5,100.00 per lot, for an estimated amount of \$96,900.00 based on the proposed 19 lots.

To proceed further with this application additional information is required as outlined below.

**RECOMMENDATIONS:**

1. That Zone Amending Bylaw No. 7701-2021 be given first reading; and
2. That the applicant provide further information as described on Schedule B of the Development Procedures Bylaw No. 5879-1999, along with a Subdivision application.

**DISCUSSION:**

**a) Background Context:**

Applicant: Morningstar Communities Ltd.  
Legal Description: Lot 3, D.L. 404, Plan BCP46902  
Lot 62, D.L. 404, Plan EPP32520  
Lot A, D.L. 404, Plan EPP48959

OCP:  
Existing: RES (Urban Residential)  
Proposed: RES (Urban Residential)

Zoning:  
Existing: RS-3 (Single Detached Rural Residential), R-1 (Single Detached (Low Density) Urban Residential) and R-2 (Single Detached (Medium Density) Urban Residential)

Proposed: R-1 (Single Detached (Low Density) Urban Residential) and R-2 (Single Detached (Medium Density) Urban Residential)

Surrounding Uses:

North:	Use:	Single Family Residential and Street Townhouse Residential
	Zone:	R-2 (Single Detached (Medium Density) Urban Residential) and RST (Street Townhouse Residential)
	Designation:	Urban Residential and Conservation
South:	Use:	Farm
	Zone:	RS-3 (Single Detached Rural Residential)
	Designation:	Urban Residential
East:	Use:	Single Family Residential and Townhouse Residential
	Zone:	R-3 (Single Detached (Intensive) Urban Residential, RM-1 (Low Density Townhouse Residential) and RS-3 (Single Detached Rural Residential)
	Designation:	Medium Density Residential, Low/Medium Density Residential and Conservation
West:	Use:	Single Family Residential
	Zone:	R-1 (Single Detached (Low Density) Urban Residential) and R-2 (Single Detached (Medium Density) Urban Residential)
	Designation:	Urban Residential and Conservation

Existing Use of Property: Vacant lots, Single Family Residential  
Proposed Use of Property: Single Family Residential  
Site Area: 4.5 HA (11.1 acres)  
Access: Buckerfield Drive, Harris Drive and 239 Street  
Servicing requirement: Urban Standard  
Previous Applications: 2011-084-RZ/DP/SD

**b) Site Characteristics:**

The subject properties are located at 11089 240 Street, 11101 239 Street and 11094 Buckerfield Drive and total approximately 4.5 HA (11.1 acres) in size (see Appendices A and B). There are existing homes on 11089 240 Street and on 11101 239 Street, while the property at 11094 Buckerfield Drive is currently a vacant lot. All three lots are currently zoned for single family. Rainbow Creek runs to the north of the property at 11101 239 Street. The subject properties slope down to the south-east towards 240 Street.

The main lot being subdivided is at 11089 240 Street on which the majority of the 19 lots will be created along with a large remainder area which is not being rezoned at this time.

The small lot at 11101 239 Street is a remnant R-1/R-2 split-zoned lot that was created as part of Subdivision Application No. 2011-084-SD. At the time of subdivision, a no-build covenant was placed on a portion of the parcel until such time as future subdivision. The subject lot is also adjacent to Rainbow Creek, which previously addressed as part of Watercourse Protection Development Permit No. 2011-084-DP.

The other small lot at 11094 Buckerfield Drive is a remnant R-2 zoned lot that was created as part of Subdivision Application No. 2014-109-SD. At the time of subdivision, a no-build covenant was placed over the entire lot, until such time as future subdivision.

**c) Project Description:**

The application is proposing to rezone and subdivide the properties from RS-3 (Single Detached Rural Residential), R-1 (Single Detached (Low Density) Urban Residential) and R-2 (Single Detached (Medium Density) Urban Residential) to R-1 (Single Detached (Low Density) Urban Residential) and R-2 (Single Detached (Medium Density) Urban Residential), to permit a future subdivision of approximately nineteen (19) single family lots. When completed, the rezoning and subdivision will feature sixteen (16) R-1 lots, two (2) R-2 lots and one (1) RS-3 lot. The existing homes will remain on the parcels located at 11089 240 Street and 11101 239 Street.

At this time the current application has been assessed to determine its compliance with the Official Community Plan (OCP) and provide a land use assessment only. Detailed review and comments will need to be made once full application packages have been received. A more detailed analysis and further reports will be required prior to second reading. Such assessment may impact proposed lot boundaries and yields, OCP designations and Bylaw particulars, and may require application for further development permits.

**d) Planning Analysis:**

**Official Community Plan:**

The development site is located within the Cottonwood neighbourhood and is currently designated Urban Residential in the OCP. The current proposal is consistent with the Urban Residential OCP designation for the subject properties.

**Zoning Bylaw:**

The current application proposes to rezone the subject properties from the above noted zones to R-1 (Single Detached (Low Density) Urban Residential) and R-2 (Single Detached (Medium Density) Urban Residential) (see Appendix C), to permit a future nineteen (19) lot subdivision (see Appendix D). The minimum lot size for the proposed R-1 (Single Detached (Low Density) Urban Residential) zone is 371 m<sup>2</sup> (3,993 ft<sup>2</sup>) and the minimum lot size for the proposed R-2 (Single Detached (Medium Density) Urban Residential) is 315 m<sup>2</sup> (3390 ft<sup>2</sup>). Any variations from the requirements of the proposed zone will require a Development Variance Permit application. The larger remainder lot will remain as RS-3 (Single Detached Rural Residential).

**Development Permits:**

The property at 1101 239 Street was the subject of a previous Watercourse Protection Development Permit under Development Permit No. 2011-084-DP. No further Development Permit application will be required for this project.

**Advisory Design Panel:**

As the proposed development is for single family development, a Form and Character Development Permit is not required and the Advisory Design Panel does not need to review the project

### **Development Information Meeting:**

A Development Information Meeting is required for this application. Prior to second reading, the applicant is required to host a Development Information Meeting in accordance with Council Policy 6.20.

#### **e) Interdepartmental Implications:**

In order to advance the current application, after first reading, comments and input, will be sought from the various internal departments and external agencies listed below:

- a) Engineering Department;
- b) Operations Department;
- c) Fire Department;
- d) Building Department;
- e) Parks Department;
- f) School District;
- g) Utility companies; and
- h) Canada Post.

The above list is intended to be indicative only and it may become necessary, as the application progresses, to liaise with agencies and/or departments not listed above.

This application has not been forwarded to the Engineering Department for comments at this time; therefore, an evaluation of servicing and site access requirements have not been undertaken. We anticipate that this evaluation will take place between first and second reading.

#### **f) Development Applications:**

In order for this application to proceed the following information must be provided, as required by *Development Procedures Bylaw No. 5879-1999* as amended:

1. A complete Rezoning Application (Schedule B); and
2. A Subdivision Application.

The above list is intended to be indicative only, other applications may be necessary as the assessment of the proposal progresses.

## CONCLUSION:

The development proposal is in compliance with the OCP, therefore, it is recommended that Council grant first reading subject to additional information being provided and assessed prior to second reading.

The proposed layout has not been reviewed in relation to the relevant bylaws and regulations governing subdivision applications. Any subdivision layout provided is strictly preliminary and must be approved by the Approving Officer.

"Original signed by René Tardif"

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*Prepared by:* **Rene Tardif, BA, M.PL  
Planner**

"Original signed by Chuck Goddard"

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*Reviewed by:* **Charles R. Goddard, BA, MA  
Director of Planning**

"Original signed by Christine Carter"

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*Approved by:* **Christine Carter, M.PL, MCIP, RPP  
GM Planning & Development Services**

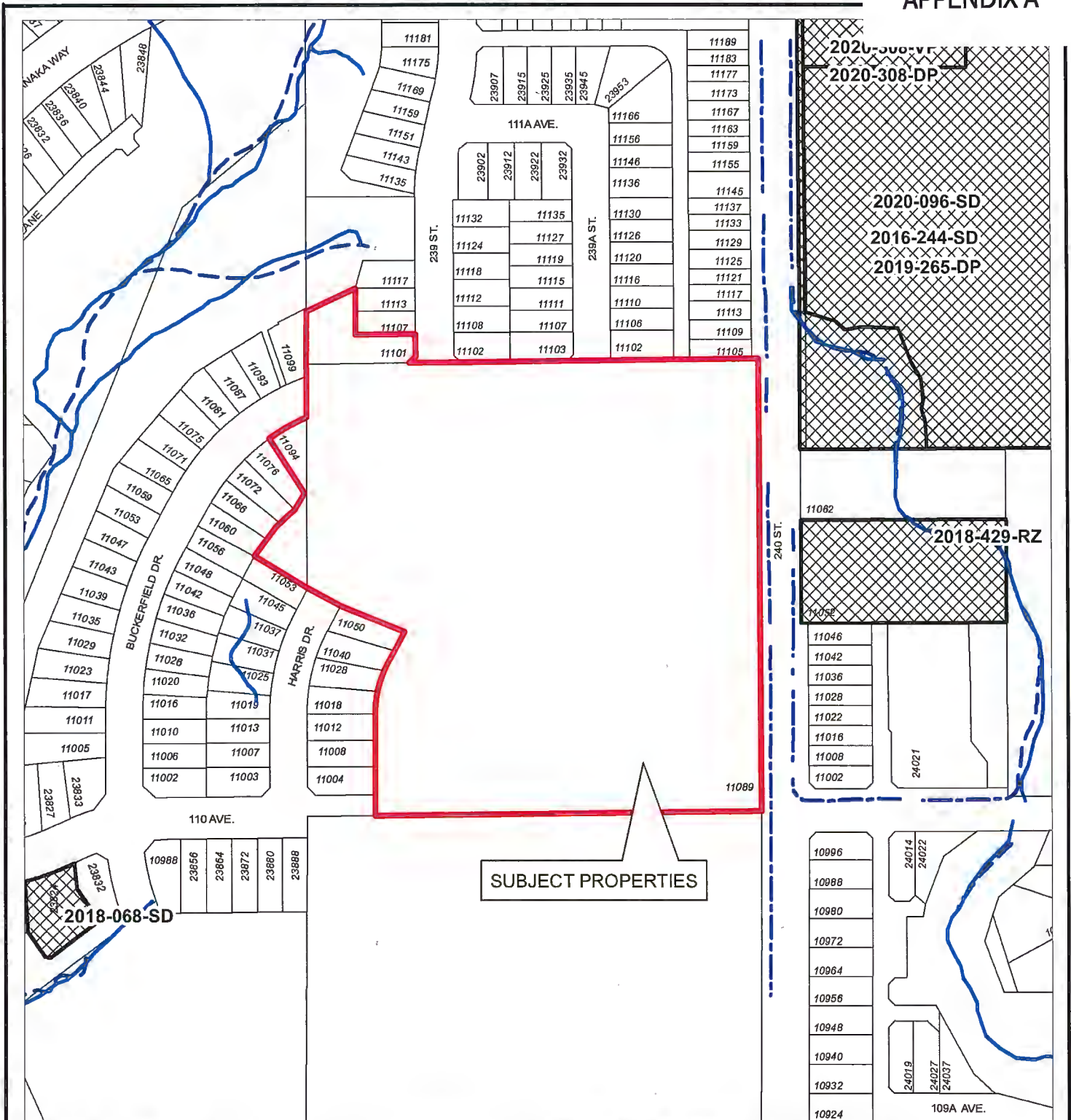
"Original signed by Al Horsman"

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*Concurrence:* **Al Horsman  
Chief Administrative Officer**

The following appendices are attached hereto:

- Appendix A – Subject Map
- Appendix B – Ortho Map
- Appendix C – Zone Amending Bylaw No. 7701-2021
- Appendix D – Proposed Site Plan



### Legend

- Stream
- Ditch Centreline
- ... Indefinite Creek
- XXXXXX Active Applications (RZ/SD/DP/VP)

11089 240 ST, 11101 239 ST,  
11904 BUCKERFIELD DR



FILE: 2020-409-RZ  
DATE: Jan 18, 2021

BY: DT








Aerial Imagery from the Spring of 2020



Scale: 1:2,500

**Legend**

-  Stream
-  Ditch Centreline
-  Indefinite Creek

11089 240 ST, 11101 239 ST,  
11904 BUCKERFIELD DR



FILE: 2020-409-RZ  
DATE: Jan 18, 2021

BY: DT



CORPORATE OFFICER





**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** First and Second Reading  
Official Community Plan Amending Bylaw No. 7156-2015;  
Second Reading  
Zone Amending Bylaw No. 7157-2015;  
10470 245B Street and 24589 104 Avenue

**MEETING DATE:** February 2, 2021  
**FILE NO:** 2014-070-RZ  
**MEETING:** C o W

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**EXECUTIVE SUMMARY:**

An application has been received to rezone the subject properties, located at 10470 245B Street and 24589 104 Avenue, from RS-2 (Single Detached Suburban Residential) to RS-1b (Single Detached (Medium Density) Residential) to permit a future subdivision of 11 lots and 0.277 ha (0.68 acres) of dedicated parkland. The applicant intends to apply the Density Bonus Amenity Contribution option in addition to the general Community Amenity Contribution (CAC) fees within the RS-1b (Single Detached (Medium Density) Residential) zone, which is specific to the Albion Area, enabling single family residential lot sizes of 371m<sup>2</sup> or greater.

The required Density Bonus Amenity Contribution fee of \$3,100.00 for each lot with an area less than 557m<sup>2</sup> is payable prior to Final Reading. The estimated amount for the Density Bonus Amenity Contribution would be \$31,000.00. Pursuant to Council Policy, this application is also subject to the Community Amenity Contribution Program at a rate of \$5,100.00 per lot for an estimated amount of \$51,000.00. Total CAC's would total an estimated \$82,000.00; the lot being dedicated as parkland is exempt.

Council granted First Reading to Zone Amending Bylaw No. 7157-2015 and considered the early consultation requirements for the Official Community Plan (OCP) amendment on June 27, 2017.

The proposed RS-1b (Single Detached (Medium Density) Residential) zoning complies with the policies of the Official Community Plan (OCP); however, an amendment to the OCP is required to adjust the area designated *Conservation* around the watercourse.

To proceed further with this application, additional information is required as outlined below.

**RECOMMENDATIONS:**

- 1) That, in accordance with Section 475 of the *Local Government Act*, opportunity for early and on-going consultation has been provided by way of posting Official Community Plan Amending Bylaw No. 7156-2015 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. 7156-2015 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. 7156-2015 is consistent with the Capital Expenditure Plan and Waste Management Plan;
- 4) That Official Community Plan Amending Bylaw No. 7156-2015 be given First and Second Readings and be forwarded to Public Hearing;
- 5) That Zone Amending Bylaw No. 7157-2015 be given Second Reading, and be forwarded to Public Hearing;
- 6) That the following terms and conditions be met prior to Final Reading:
  - i) Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;
  - ii) Amendment to Official Community Plan Schedule "A", Chapter 10.2 Albion Area Plan, Schedule 1: Albion Area Plan, and Schedule "C";
  - iii) Road dedication at the intersection of 104 Avenue and 245B Street as required;
  - iv) Park dedication as required and removal of all debris and garbage from park land;
  - v) Consolidation of the subject properties;
  - vi) Registration of a Restrictive Covenant for the protection of the Environmentally Sensitive Areas (wetlands) on the subject properties;
  - vii) Registration of a Restrictive Covenant for 'No-Build' controlling the future subdivision layout and restricting the building areas on lots to facilitate the optimum subdivision design incorporating the lands to the north addressed as 10470 245B Street;
  - viii) Registration of a Restrictive Covenant for Stormwater Management;
  - ix) Removal of existing buildings;
  - x) In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject properties. If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site;
  - xi) That a contribution, in the amount of \$51,000.00 (\$5,100.00 x 10 lots) be provided in keeping with the Council Policy with regard to Community Amenity Contributions; and
  - xii) That a contribution, in the amount of \$31,000.00 (\$3,100.00 x 10 lots) be provided in keeping with Density Bonus Amenity Contribution Fee.

#### DISCUSSION:

##### 1) Background Context:

Applicant: Paul Hayes Ltd.

Legal Description: Lot 9, Section 10 and 11, Township 12, New Westminster Plan 7210  
Lot 10, Section 10 and 11, Township 12, New Westminster Plan 72100

OCP:

Existing: Low/Medium Density Residential  
Proposed: Low/Medium Density Residential, Conservation

Zoning:

Existing: RS-2 (Single Detached Suburban Residential)  
Proposed: RS-1b (Single Detached (Medium Density) Residential) with a Density Bonus through the Albion Community Amenity Program

Surrounding Uses:

North: Use: Single Family Residential  
Zone: RS-1b (Single Detached (Medium Density) Residential)  
Designation: Low/Medium Density Residential

South: Use: Albion Park  
Zone: P-1 (Park and School)  
Designation: Park

East: Use: Vacant  
Zone: RS-3 (One Family Rural Residential), and  
RS-2 (Single Detached Suburban Residential)  
Designation: Low/Medium Density Residential

West: Use: Single Family Residential  
Zone: RS-1b (Single Detached (Medium Density) Residential)  
Designation: Low/Medium Density Residential

Existing Use of Property: Single Family (Suburban) Residential  
Proposed Use of Property: Single Family (Urban) Residential  
Site Area: 1.2 hectares (2.97 acres)  
Access: 245B Street  
Servicing: Urban Standard

The subject properties are located on the northeast corner of 104 Avenue and 245B Street (see Appendices A and B), and have a total site area of 1.2 hectares (2.97 acres). The lots have a gradual slope from east to west down towards 245B Street and there are some areas of steep slopes adjacent to the east property line. There are saturated wetland areas, channelized flows and riparian habitats located on the subject properties with water that flows onto this land from the lands to the east (see Appendix B). Stormwater management plans, habitat protection, and restoration plans for this site are being coordinated by the applicant and City staff with development plans for the adjacent property to the east, a former gravel pit, under application 2018-478-SD, for a similar development of RS-1b (Single detached (Medium Density) Residential) zoned lots.

## 2) Project Description:

The applicant has submitted a proposal to rezone the properties to RS-1b (One Family Urban (Medium Density) Residential) and subdivide the lands into approximately 11 lots and park dedication (see Appendix E). The applicant intends to utilize the Density Bonus Amenity Contribution option within the RS-1b (Single Detached (Medium Density) Residential) zone, which is specific to the Albion Area, enabling single-family lot sizes with a minimum area of 371m<sup>2</sup> as permitted under the R1 zone as outlined below.

The Density Bonus Amenity Contributions Regulations as outlined in Section 402.8 in *Zoning Bylaw No. 7600-2019* will permit a base density with a net lot area of 557m<sup>2</sup> for the RS-1b zone. The Density Bonus option in the RS-1b zone shall be applied as follows:

- Zoning requirements consistent with the R-1 (Single Detached (Low Density) Urban Residential) zone will apply and supersede the zoning requirements for the RS-1b (Single Detached (Medium Density) Residential) zone;
- Amenity Contribution of \$3,100.00 shall be required for each Lot in a subdivision with a minimum Lot Area of less than 557m<sup>2</sup> but not less than 371m<sup>2</sup>;
- The maximum density permitted through the Density Bonus option is:
  - Minimum net lot area of 371m<sup>2</sup>;
  - Minimum lot width of 12m;
  - Minimum lot depth of 24m.

## 3) Planning Analysis:

### i) Official Community Plan:

The subject properties are located within the Albion Area Plan and are currently designated *Low/Medium Density Residential*. The *Low/Medium Density Residential* designation allows for single detached or duplex housing with lot sizes ranging from 891m<sup>2</sup> to 557m<sup>2</sup>. For the proposed development, an OCP amendment will be required to re-designate a portion of the subject properties to *Conservation* for the protection of watercourses and riparian areas (see Appendix C).

The application is in compliance with the following Albion Area Plan Community Amenity Program policies:

10-4: *A Density Bonus through the Community Amenity Program will be permitted on lands designated Low Density Residential, Low-Medium Density Residential and Medium Density Residential in the Albion Area Plan.*

10-5: *Where a Density Bonus option is utilized in a single-family subdivision, an Amenity Contribution is to be applied to all of the single-family lots in the subdivision that exceed the base density permitted.*

10-7: *Maple Ridge Council may consider Density Bonuses as part of the development review process for Albion Area Plan amendment applications seeking a land use designation change that would permit a higher density than currently permitted.*



10-8: *A Density Bonus will only be permitted on those lands that are located entirely within the boundaries of the Albion Area Plan and Urban Area Boundary.*

ii) **Zoning Bylaw:**

The current application proposes to rezone the subject properties from RS-2 (Single Detached Suburban Residential) to RS-1b (Single Detached (Medium Density) Residential) with a Density Bonus to permit a subdivision of approximately 11 lots and 0.277ha (0.68 acres) of dedicated parkland.

The application of the Density Bonus, which is specific to the Albion Area Plan, will permit the applicant to reduce the single-family lot size from the RS-1b (Single Detached (Medium Density) Residential) base density of 557m<sup>2</sup> to 371m<sup>2</sup>. An Albion Amenity Contribution of \$3,100 per lot for each lot that is less than 557m<sup>2</sup> is required, as discussed in the Project Description section above.

The original development proposal planned for 16 lots, however, once ground truthing work was completed, the proposal was scaled back to 11 lots and 0.277ha (0.68 acres) of dedicated parkland. Because the application had not received Third Reading prior to December 2020, this application is proceeding under the recently adopted Zoning Bylaw No. 7600-2019. As such, minor adjustments to the original proposed development had to be made and can be seen in the updated proposed subdivision layout (Appendix E).

Any variations from the requirements of the proposed zone will require a Development Variance Permit application.

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

As per Schedule 'A' of the 'Off-Street Parking and Loading Bylaw No. 4350-1990', the number of parking spaces required per dwelling unit is two and must meet all of the provisions as outlined within the aforementioned Bylaw.

iv) **Advisory Design Panel:**

Not required as the proposal is for single family development.

v) **Development Information Meeting:**

Due to the Covid-19 pandemic and to adhere to Provincial Health Orders, a Public Comment Opportunity was held in lieu of Development Information Meeting between August 21, 2020 and September 1, 2020. Three people submitted comments during this time period. A summary of the main comments and discussions with the attendees was provided by the applicant and include the following main points:

- *Request that an additional sidewalk be constructed, including the replacement of existing drainage ditches with proper engineered drainage system (storm water management), along the eastern side of 245B Street;*
- *Request that neighbouring ditches be filled and grasses planted on the opposite side of the road line;*
- *Request that a photo/information of*
  - *what is planned for 245B Street be provided;*

- of what a bioswale is; and
- a bioswale after a few years of being installed

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

- *Construction of a permanent curb, gutter and sidewalk in front of 10530 and 10570 245B St. is a challenge due to the existing ditch which cannot be filled in without environmental considerations. When those properties develop they will be required to complete this work.*
- *In the interim, Engineer can have the developer improve the existing gravel shoulder across these two properties. This development will be creating redundancy in the road network with the extension of McVeety St to 245B St as well as a connection from McVeety to 106 Ave to the north was recently completed further improving the road network.*
- *City Engineering sees no justification for the developer to provide additional infrastructure beyond the scope of the proposed development.*
- *City Planning informed inquirer that bioswale design is determined at the subdivision stage of the application and that bioswales provide bio-filtration opportunities from run-off in developed areas.*

**vi) Parkland Requirement:**

As there are more than two additional lots proposed to be created, the developer will be required to comply with the park dedication requirements of Section 510 of the *Local Government Act* prior to subdivision approval.

For this project, there is sufficient land that is proposed to be dedicated as park, as shown on Appendix E, on the subject properties. This land will be required to be dedicated as a condition of Final Reading.

**vii) Development Permits:**

Pursuant to Section 8.9 of the OCP, a Watercourse Protection Development Permit application was submitted in 2018 to ensure the preservation, protection, restoration and enhancement of watercourse and riparian areas. This application met the City's requirements and was subsequently approved. No further environmental Development Permits are required as discussed below.

**4) Environmental Implications:**

This development site is within 50 metres of existing water features which requires a Watercourse Protection Development Permit (WPDP). The majority of the works related to habitat protection were completed to the north when some unpermitted works took place at an earlier date. It has been determined that the works met the City's environmental requirements. A restrictive covenant of protected ESA lands is required as part of this application for the watercourse on the north side of the property. There will also be a 'No-Build' covenant registered on the site to the north of the park dedication (see Appendix F).

An update by the applicant's QEP regarding the status of the watercourses on the site was provided to the City's Environment Staff. Based on the new hydrological patterns, flows, and changes made to the site as part of the previous WPDP, which were approved for the

surrounding site to the east, the remaining portion of ditch along 245B St., south of the protected area no longer meets the definition of a “stream” or “watercourse”. The City accepts this recent update from the QEP that there is no longer any stream or watercourse on the current development site that requires additional watercourse protection. Furthermore, this development does not require an additional WPDP since the previous Development Permit addressed the confirmed water features that were reconstructed and relocated on the northern portion of the site.

**5) Interdepartmental Implications:**

**i) Engineering Department:**

Proposed development must meet urban standard engineering requirements for street lighting, plantings, roadway materials, servicing infrastructure, roadway widths, etc. All works to comply with the *Watercourse Protection Bylaw*.

**6) School District No. 42 Comments:**

Pursuant to Section 476 of the *Local Government Act*, consultation with School District No. 42 is required at the time of preparing or amending the OCP. A referral was sent to School District No. 42 on September 4, 2019 and comments were received on December 19, 2019 with the following:

*“The proposed application would affect the student population for the catchment areas currently served by Cēsqənelə Elementary, Albion Elementary, and Samuel Robertson Technical Secondary.*

*Cēsqənelə Elementary has an operating capacity of 611 students. For the 2019-20 school year the student enrolment at Cēsqənelə Elementary is 461 students (75.4% utilization).*

*Albion Elementary has an operating capacity of 421 students. For the 2019-20 school year the student enrolment at Albion Elementary is 580 students (138.0% utilization).*

*Samuel Robertson Technical Secondary has an operating capacity of 600 students. For the 2019-20 school year the student enrolment at Westview Secondary is 770 students (128.0% utilization) including 277 students from outside of catchment.”*

**7) Intergovernmental Issues:**

**i) Local Government Act:**

An amendment to the OCP requires the local government to consult with any affected parties and to adopt related bylaws in compliance with the procedures outlined in Section 477 of the *Local Government Act*. The amendment required for this application, the *Conservation* designation, 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 Metro Vancouver Regional District and determined to have no impact.

## CONCLUSION:

It is recommended that First and Second Reading be given to OCP Amending Bylaw No. 7156-2015, that Second Reading be given to Zone Amending Bylaw No. 7157-2015, and that application 2014-070-RZ be forwarded to Public Hearing.

"Original signed by Tyson Baker"

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*Prepared by:* **Tyson Baker, B.Pl.  
Planning Technician**

"Original signed by Chuck Goddard"

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*Reviewed by:* **Charles R. Goddard, BA, MA  
Director of Planning**

"Original signed by Christine Carter"

---

*Approved by:* **Christine Carter, M.PL, MCIP, RPP  
GM Planning & Development Services**

"Original signed by Al Horsman"

---

*Concurrence:* **Al Horsman  
Chief Administrative Officer**

The following appendices are attached hereto:

Appendix A – Subject Map

Appendix B – Ortho Map

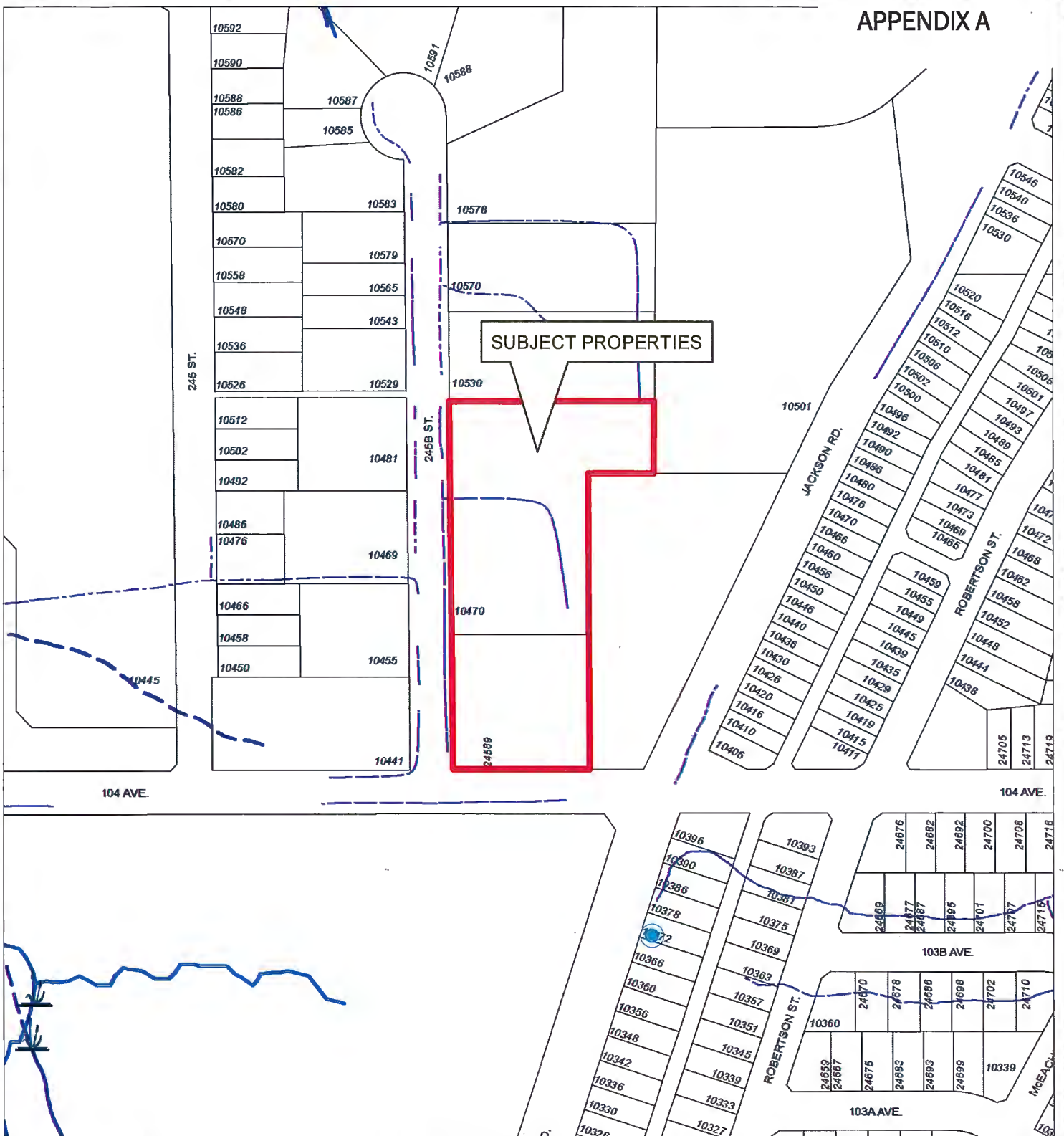
Appendix C – OCP Amending Bylaw No. 7156-2015

Appendix D – Zone Amending Bylaw No. 7157-2015

Appendix E – Subdivision Plan

Appendix F – Plan showing Park Dedication, ESA Covenant and No-Build Covenant Plan

# APPENDIX A



Scale: 1:2,500

- Legend**
- Ponds
  - Wetlands
  - GPS Creek Centrelines
  - Streams & Rivers (Topographic)**
  - Feature Type**
  - Indefinite Creek Centrelines
  - Ditch Centrelines
  - River Centrelines
  - Rivers & Lakes (Topographic)**
  - Feature Type**
  - Canal
  - Flooded Land
  - Lake/Reservoir
  - Marsh
  - River

10470 245B St/24589 104 Ave

PLANNING DEPARTMENT



British Columbia  
**mapleridge.ca**

2014-070-RZ  
DATE: Aug 21, 2015

BY: JV



# APPENDIX B

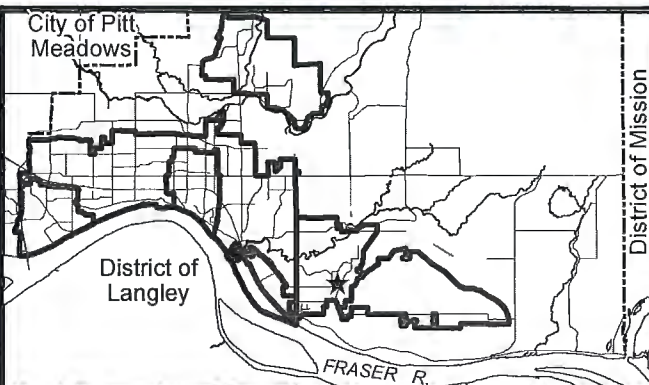


SUBJECT PROPERTIES

Aerial Imagery from the Spring of 2020



Scale: 1:2,500



24589 104 AVE & 10470 245B ST

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

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

FILE: 2014-070-RZ

DATE: Dec 9, 2020

BY: BD



**CITY OF MAPLE RIDGE  
BYLAW NO. 7156-2015**

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 Schedules "A" & "C" to the Official Community Plan;

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

1. This Bylaw may be cited for all purposes as "Maple Ridge Official Community Plan Amending Bylaw No. 7156-2015.

2. Schedule "A", Chapter 10.2 Albion Area Plan, Schedule 1: Albion Area Plan is hereby amended for that parcel or tract of land and premises known and described as:

Lot 9 Section 10 and 11 Township 12 New Westminster District Plan 72100  
Lot 10 Section 10 and 11 Township 12 New Westminster District Plan 72100

and outlined in heavy black line on Map No. 907, a copy of which is attached hereto and forms part of this Bylaw, is hereby designated as shown.

3. Schedule "C" is hereby amended for that parcel or tract of land and premises known and described as:

Lot 9 Section 10 and 11 Township 12 New Westminster District Plan 72100  
Lot 10 Section 10 and 11 Township 12 New Westminster District Plan 72100

and outlined in heavy black line on Map No. 912, a copy of which is attached hereto and forms part of this Bylaw, is hereby amended by adding Conservation.

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

**READ A FIRST TIME** the      day of                      , 20 .

**READ A SECOND TIME** the      day of                      , 20 .

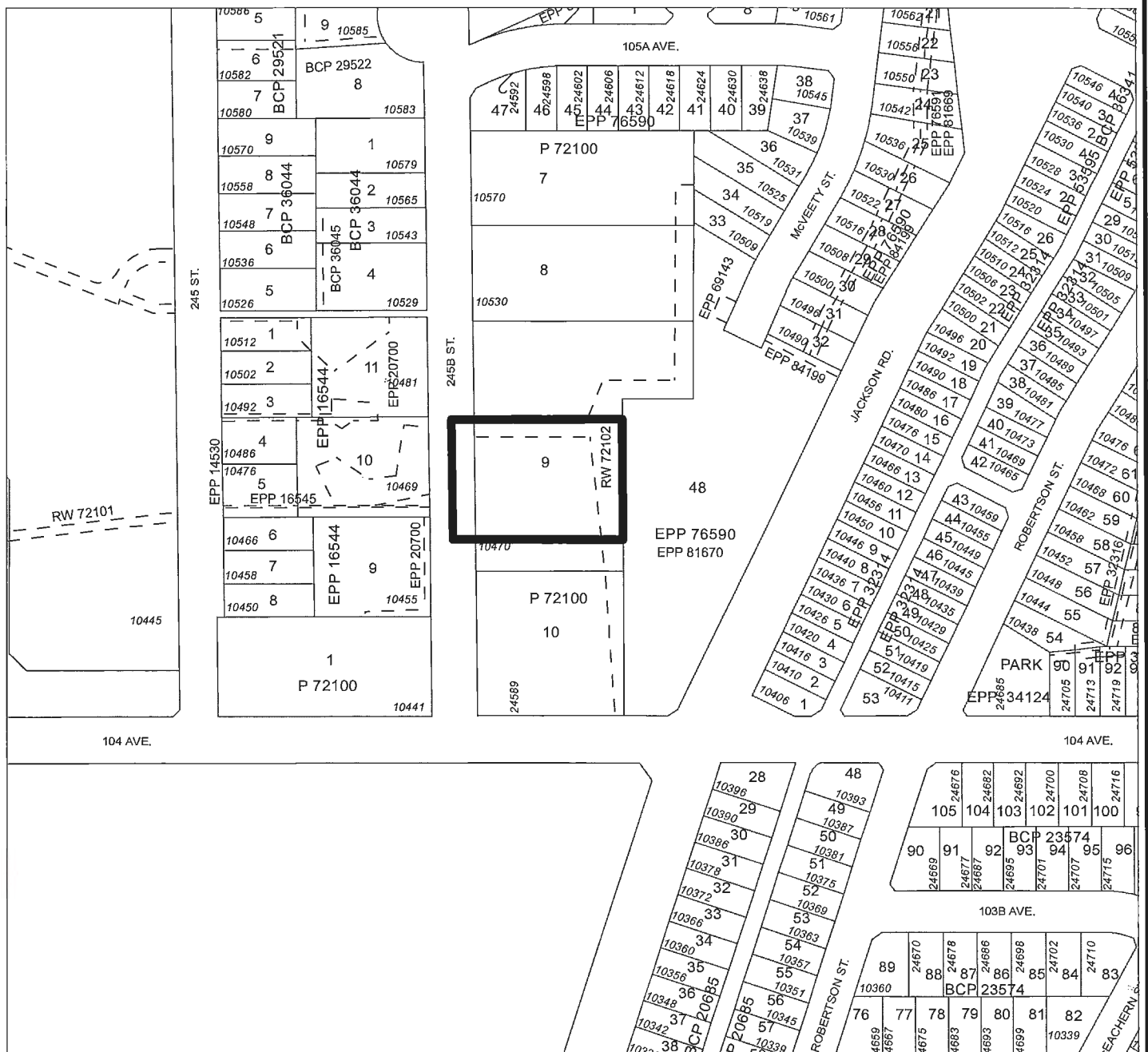
**PUBLIC HEARING HELD** the      day of                      , 20 .

**READ A THIRD TIME** the      day of                      , 20 .

**ADOPTED**, the      day of                      , 20 .

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

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



# MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7156-2015

Map No. 907

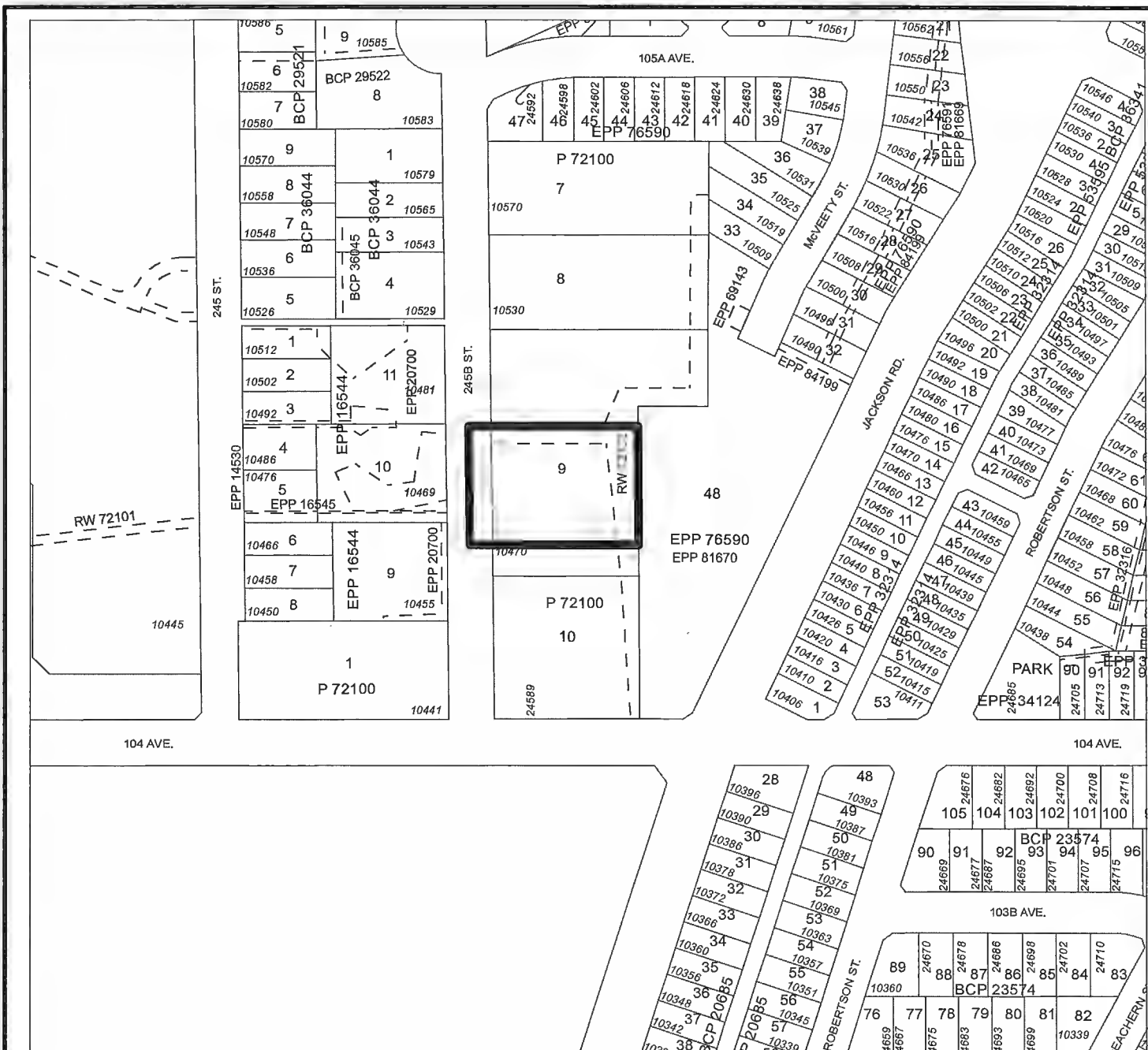
Purpose: To Amend Albion Area Plan Schedule 1

From: Low/Medium Density Residential

To: Conservation







# MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7156-2015

Map No. 912

Purpose: To Add To Conservation on Schedule C as shown



SCALE 1:2,500

CITY OF MAPLE RIDGE

BYLAW NO. 7157-2015

A Bylaw to amend Schedule "A" Zoning Bylaw Map forming part of Zoning Bylaw No. 7600 - 2019 as amended

---

**WHEREAS**, it is deemed expedient to amend Maple Ridge Zoning Bylaw No. 7600 - 2019 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. 7157-2015."

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

Lot 9 Section 10 and 11 Township 12 New Westminster District Plan 72100  
Lot 10 Section 10 and 11 Township 12 New Westminster District Plan 72100

and outlined in heavy black line on Map No. 1639 a copy of which is attached hereto and forms part of this Bylaw, are hereby rezoned to RS-1b (Single Detached (Medium Density) Residential).

3. Maple Ridge Zoning Bylaw No. 7600 - 2019 as amended and Map "A" attached thereto are hereby amended accordingly.

**READ** a first time the 27<sup>th</sup> day of June, 2017.

**READ** as amended, 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



## APPENDIX E

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF UNLESS OTHERWISE INDICATED.



WADE & ASSOCIATES LAND SURVEYING LTD.  
BC LAND SURVEYORS  
MISSION & MAPLE RIDGE  
PHONE: (604) 826-9561 OR 463-4753  
FILE: H2984-09

PREPARED FOR: PAUL HAYES LTD.

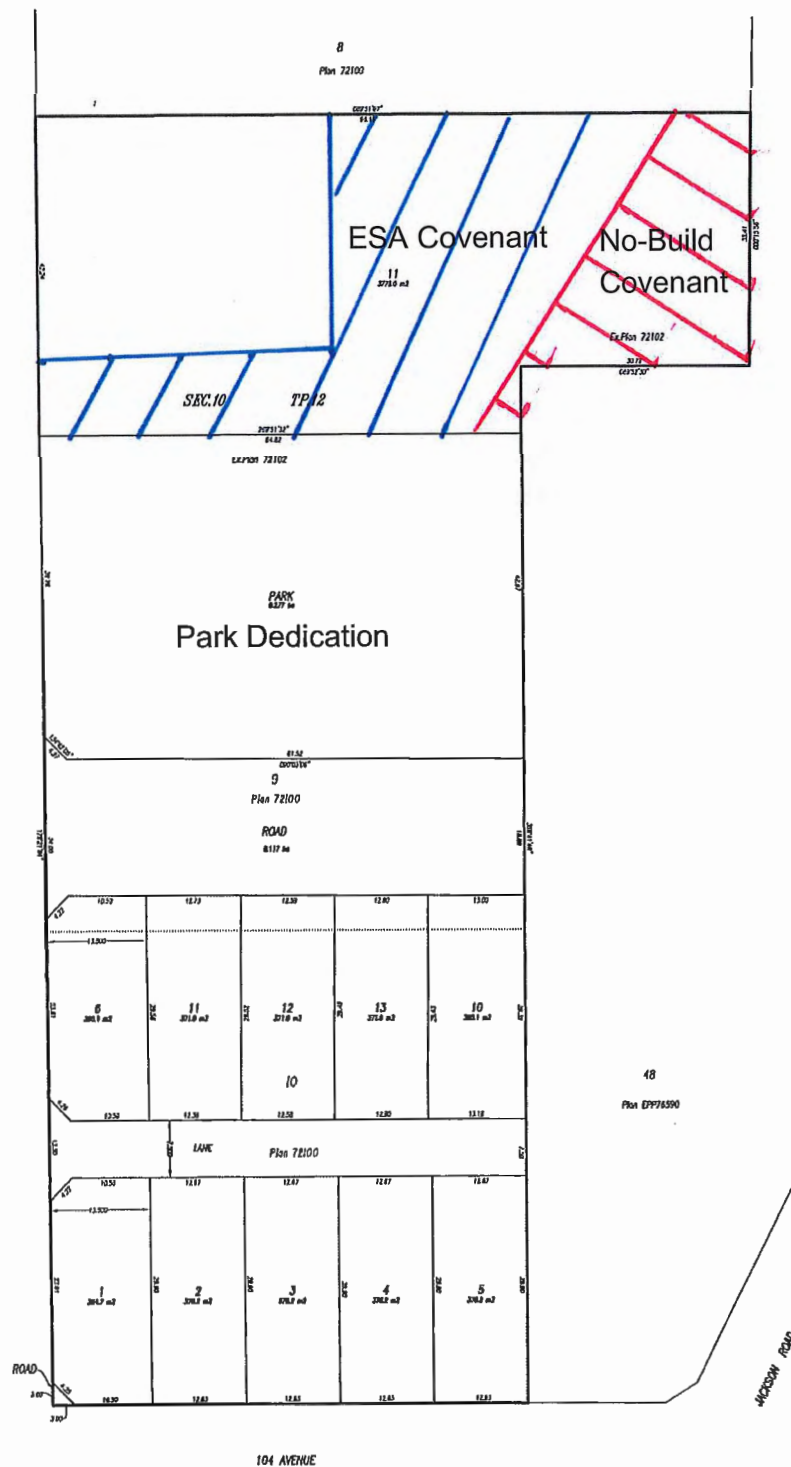
CHARGE(S) ON TITLE WITHOUT REFERENCE TO  
SURVEY PLANS THAT MAY AFFECT IMPROVEMENTS:  
Z120348 EASEMENT

DATE OF DRAWING: NOVEMBER 25, 2020

PROPOSED SUBDIVISION OF  
LOT 9 AND 10 SECTION 10 AND 11 TOWNSHIP 12  
NEW WESTMINSTER DISTRICT PLAN 72100

APPENDIX F

SCALE 1" = 300'  
ALL DIMENSIONS ARE IN METERS AND DECIMALS  
AND ARE UNLESS OTHERWISE INDICATED



LOT DIMENSIONS DERIVED FROM  
PLAN 72100

MADE & ASSOCIATES LAND SURVEYING LTD.  
BC LAND SURVEYORS  
JESSIE & WILFRED  
PHONE: (604) 896-2541 OR 1-855-1753  
FAX: 1-855-1753

PREPARED FOR: PHIL FRIES LTD.

SHOWN ON FILE REFERENCE TO  
SURVEY PLANS THAT MAY AFFECT BOUNDARIES  
2004M 000000

DATE OF DRAWING: NOVEMBER 25, 2020

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Second Reading  
Zone Amending Bylaw No. 7562-2019;  
11040 Cameron Court

**MEETING DATE:** February 2, 2021  
**FILE NO:** 2018-182-RZ  
**MEETING:** C o W

---

**EXECUTIVE SUMMARY:**

An application has been received to rezone the subject property located at 11040 Cameron Court (Appendix A and B) from RS-2 (Single Detached Suburban Residential) to RS-1d (Single Detached (Half Acre) Residential), with a density bonus, to permit a future subdivision of approximately six (6) lots. Council granted first reading to Zone Amending Bylaw No 7562-2019 on September 8, 2020.

The proposed RS-1d (Single Detached (Half Acre) Residential) zone utilizing the Density Bonus will allow the development of RS-1b (Single Detached (Medium Density) Residential) sized single family lots of 557m<sup>2</sup>. The proposed RS-1d zone and Density Bonus complies with the policies of the Official Community Plan (OCP).

In order to achieve the Density Bonus provision and have RS-1b (Single Detached (Medium Density) Residential) zone sized lots a Density Bonus contribution of approximately \$18,600 will be required.

Pursuant to Council Policy, this application is subject to the City-wide Community Amenity Contribution Program at a rate of \$5,100.00 per single family lot, for an estimated amount of \$30,600.

There is not sufficient suitable land for park dedication on the subject site and it is recommended that Council require the developer to pay to the City an amount that equals five percent (5%) of the market value of the land required for parkland purposes, as determined by an independent appraisal.

Zone Amending Bylaw No. 7562-2019 is proposed to be given Second Reading as amended, to include revisions that include wording and referencing to the new Zoning Bylaw 7600-2019.

**RECOMMENDATIONS:**

- 1) That Zone Amending Bylaw No. 7562-2019 be given Second Reading as amended, and be forwarded to Public Hearing;
- 2) That, as a condition of subdivision approval, the developer pay to the City an amount that equals 5% of the market value of the land, as determined by an independent appraisal, in lieu of parkland dedication in accordance with Section 510 of the *Local Government Act*; and

3) That the following terms and conditions be met prior to Final Reading:

- i. Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;
- ii. Road dedication on Cameron Court as required;
- iii. Submission of a site grading and storm water management plan to the City's satisfaction;
- iv. Registration of a Restrictive Covenant for the Geotechnical Report, which addresses the suitability of the subject property for the proposed development;
- v. Registration of a Restrictive Covenant for the protection of the Environmentally Sensitive Areas (wetlands) on the subject property;
- vi. Registration of a Restrictive Covenant for Tree Protection and Storm-water Management;
- vii. Removal of existing buildings;
- 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 property; and if so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site;
- ix. That a voluntary contribution, in the amount of \$30,600.00 (\$5,100.00 per lot X 6 lots) be provided in keeping with the Council Policy with regard to Community Amenity Contributions; and
- x. Payment of the Density Bonus provision of the RS-1d (Single Detached (Half Acre) Residential) zone, in the amount \$18,600.00 (\$3,100.00 per lot X 6 lots).

DISCUSSION:

1) Background Context:

Applicant: Don Bowins

Legal Description: Lot 34 Section 10 Township 12 New Westminster District Plan 66748

OCP:

Existing: Low Density Residential  
Proposed: Single-Family Residential

Zoning:

Existing: RS-2 (One Detached Suburban Residential)  
Proposed: RS-1d (Single Detached (Half Acre) Residential)

Surrounding Uses:

North:	Use:	Single Family Residential
	Zone:	RS-3 (Single Detached Rural Residential)
	Designation:	Low Density Residential and Conservation
South:	Use:	Regional Park
	Zone:	RS-3 (Single Detached Rural Residential)
	Designation:	Park
East:	Use:	Single Family Residential
	Zone:	RS-3 (Single Detached Rural Residential)
	Designation:	Low Density Residential
West:	Use:	Single Family Residential
	Zone:	RS-2 (One Detached Suburban Residential)
	Designation:	Low Density Residential

Existing Use of Property: Suburban Single Family Residential

Proposed Use of Property: Urban Single Family Residential

Site Area: 0.406 ha (1.0 acre)

Access: Cameron Court

Servicing requirement: Urban Standard

1) Project Description:

The applicant has requested to rezone the subject property from RS-2 (One Detached Suburban Residential) to RS-1d (Single Detached (Half Acre) Residential), with a Density Bonus.

The RS-1d (Single Detached (Half Acre) Residential) zone specifies the base density with a minimum net lot area of 2,000m<sup>2</sup>, minimum lot width of 30m, and a minimum lot depth of 40m. A Density Bonus is an option in the RS-1d (Single Detached (Half Acre) Residential) and shall be applied as follows:

- a. An Amenity Contribution of \$3,100 per lot will be required in any subdivision containing one or more lots with an area of less than 2,000m<sup>2</sup>.
- b. The maximum density permitted through the Density Bonus option is:
  - i. minimum net lot area of 557m<sup>2</sup>;
  - ii. minimum lot width of 14m;
  - iii. minimum lot depth of 27m.
- c. Zoning requirements consistent with the RS-1b (Single Detached (Medium Density) Residential) zone will apply and supersede the zoning requirements for the RS-1d zone.

The proposal consists of six (6) lots amounting to a Density Bonus Contribution of approximately \$30,600. As per Council direction, this application will also be subject to the City-wide Community Amenity Contribution Program which will require a contribution of \$5,100.00 per lot. (Appendix E)

This rezoning application is one of several along the Cameron Court/110<sup>th</sup> Avenue corridor all of which require the installation of a sanitary sewer pump station. The subject property has dedicated the land that is required for the pump station after First Reading was granted to Zone Amending Bylaw 7562-2019.



## 2) Planning Analysis:

### i) Official Community Plan:

The subject property is located within the Albion Area Plan and is currently designated *Low Density Residential*.

The *Low Density Residential* designation corresponds with single detached residential development at a lot density urban standard with lot sizes at 2000m<sup>2</sup> (half acre). Higher densities may be supportable in compliance with the Density Bonus Program regulations prescribed in the Zoning Bylaw and Albion Area Plan.

Albion Plan Policy 10.2.2 is intended to meet the needs of the community and respond to changes in housing form and demand over time by enabling an additional means of providing neighbourhood amenities. The Albion Area Plan Community Amenity Program provides the opportunity for a Density Bonus within a number of zones identified with the Albion Zoning Matrix. Within these zones, 'bonus' density may be achieved through an Amenity Contribution toward community amenities that will be located within the boundaries of the Plan Area.

The application is in compliance with the Density Bonus option in the *Low Density Residential* designation in the Albion Area Plan. The applicant intends to apply the Density Bonus option to this project, as discussed above in the Project Description.

### ii) Zoning Bylaw:

The current application proposes to rezone the property located at 11045 Cameron Court from RS-2 (One Family Suburban Residential) to RS-1d (One Family Urban (Half Acre) Residential) with a Density Bonus, to permit future subdivision of six (6) RS-1b (Single Detached (Medium Density) Residential) sized single family lots. The application of the Density Bonus, which is specific to the Albion Area Plan, will permit the application to reduce the single-family lot size from RS-1d (One Family Urban (Half Acre) Residential) base density of 2,000m<sup>2</sup> to 557m<sup>2</sup> as discussed above.

### iii) Proposed Variances:

The applicant has not applied for any variances to facilitate the proposed subdivision layout. Any variances that maybe required to the RS-1d (Single Detached (Half Acre) Residential) zone will be subject of a future Council report. With the Density Bonus provision of the to RS-1d (Single Detached (Half Acre) Residential) zone, the RS-1b (Single Detached (Medium Density) Residential) zone siting requirements apply.

### iv) Development Information Meeting:

A Development Information Meeting (DIM) was conducted via the Public Comment Opportunity process from December 7, 2020 to December 17, 2020. The applicant advised that there was no public comments received.

### v) Parkland Requirement:

As there are more than two additional lots proposed to be created, the developer will be required to comply with the park dedication requirements of Section 510 of the *Local Government Act* prior to subdivision approval.

For this project, there is no suitable land for park dedication on the subject property and it is therefore recommended that Council require the developer to pay to the City an amount that equals the market value of five percent (5%) of the land required for parkland purposes. The amount payable to the City in lieu of park dedication must be derived by an independent appraisal at the developer's expense. Council consideration of the cash-in-lieu amount will be the subject of a future Council report.

### 3) Interdepartmental Implications:

#### i) Engineering Department:

##### Sanitary Sewer:

The recently approved rezoning (2018-105-RZ) located at 24145 and 24185-110 Avenue, which is situated west of the subject property, and has designed and provided security for a sanitary pump station which is required to facilitate this rezoning and other rezonings in the area. The subject property, as outlined in the First Reading report to Council, was identified as the location for the sanitary sewer pump station. The required land for the pump station has been dedicated to the City in the form of road dedication from the subject property.

This development will be subject to a latecomer payment through the subdivision approval process related to the sanitary sewer. At this time the latecomer payment has not been determined.

##### Storm-water Drainage:

There is no existing storm drainage system fronting the property. A storm sewer main would need to be installed upon the site as a condition of rezoning. The preliminary drawings show the drainage system outfall to the nearby Kanaka Creek system. This would require a design and sign off from a Qualified Environmental Professional. The drainage proposal would need to be referred to the City's Environment staff as well as the appropriate agencies.

A storm-water management plan needs to be provided with respect to the proposed development and should include all contributing factors such as adjacent lots, road runoff etc. This will also need to be accompanied by storm sewer design and catchment analysis. The discharge to the creek will need to be controlled via a source control facility such as a flow control manhole.

##### Water:

The existing 150mm watermain does not meet the minimum size of 200mm. In addition it does not provide sufficient fire flow and is exceeding the maximum length for a dead end watermain. The existing 150mm watermain would need to be upgraded to a minimum 250mm main from 240 Street provided that this is sufficient in delivering the required 60-120 L/s required for single family residential development. The developer's engineer will need to demonstrate that this is achievable. The watermain could also be looped to the existing system on 112 Avenue.

Any water servicing option would require assessment of the existing City water distribution system.

##### Forests, Lands, Natural Resource Operations and Rural Development

The proposed storm water outfall to Kanaka creek may require approval from the Province and other government agencies as applicable.

**Geotechnical:**

The geotechnical report must be reviewed by the engineer of record with respect to the final civil design.

**CONCLUSION:**

It is recommended that Second Reading, as amended, be given to Zone Amending Bylaw No. 7562-2019 and be forwarded to Public Hearing.

It is further recommended that Council require, as a condition of subdivision approval, the developer to pay to the City an amount that equals (five percent) 5% of the market value of the land, as determined by an independent appraisal, in lieu of parkland dedication.

"Original signed by Wendy Cooper"

---

*Prepared by:* **Wendy Cooper, M.Sc., MCIP, RPP  
Planner**

"Original signed by Chuck Goddard"

---

*Reviewed by:* **Charles R. Goddard, BA, MA  
Director of Planning**

"Original signed by Christine Carter"

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*Approved by:* **Christine Carter, M.PL, MCIP, RPP  
GM Planning & Development Services**

"Original signed by Al Horsman"

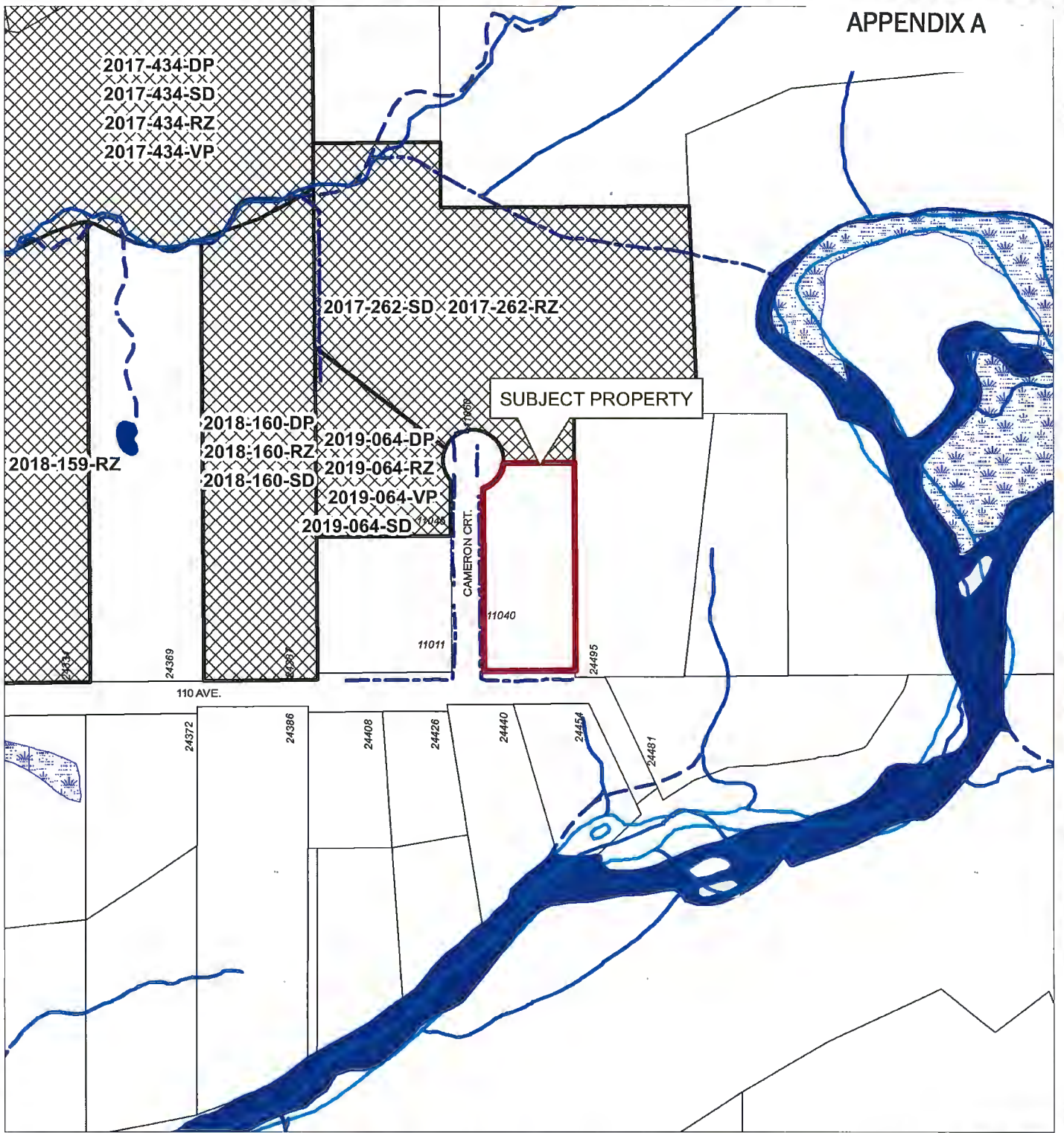
---

*Concurrence:* **Al Horsman  
Chief Administrative Officer**

The following appendices are attached hereto:

Appendix A – Subject Map  
Appendix B – Ortho Map  
Appendix D – Zone Amending Bylaw No. 7562-2019  
Appendix E – Site Plan

# APPENDIX A



Scale: 1:2,500

## Legend

- Stream
- - - Ditch Centreline
- Edge of River
- - - Edge of Marsh
- - - Indefinite Creek
- River Centreline
- Lake or Reservoir
- Marsh
- River
- Active Applications (RZ/SD/DP/VP)

11040 CAMERON COURT  
PID: 002-140-896

PLANNING DEPARTMENT



**MAPLE RIDGE**  
British Columbia

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

FILE: 2018-182-RZ  
DATE: Jul 30, 2020

BY: PC



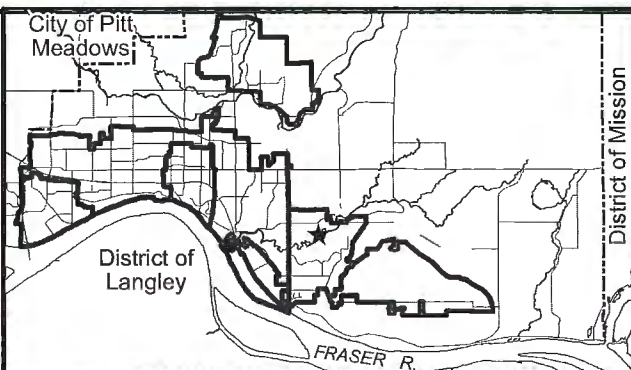
APPENDIX B



Aerial Imagery from the Spring of 2018



Scale: 1:2,500



11040 CAMERON COURT  
PID: 002-140-896

PLANNING DEPARTMENT



MAPLE RIDGE  
British Columbia

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

FILE: 2018-182-RZ  
DATE: Jul 30, 2020

BY: PC

**CITY OF MAPLE RIDGE  
BYLAW NO. 7562-2019**

A Bylaw to amend Map "A" forming part of Zoning Bylaw No. 7600- 2019 as amended

---

**WHEREAS**, it is deemed expedient to amend Maple Ridge Zoning Bylaw No. 7600 - 2019 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. 7562-2019."
2. That parcel or tract of land and premises known and described as:  
  
Lot 34 Section 10 Township 12 New Westminster District Plan 66748  
  
and outlined in heavy black line on Map No. 1802 a copy of which is attached hereto and forms part of this Bylaw, are hereby rezoned to RS-1d (Single Detached (Half Acre) Residential.
3. Maple Ridge Zoning Bylaw No. 7600-2019 as amended and Map "A" attached thereto are hereby amended accordingly.

**READ** a first time the 8<sup>th</sup> day of September, 2020.

**READ** a second time, as amended 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. 7562-2019

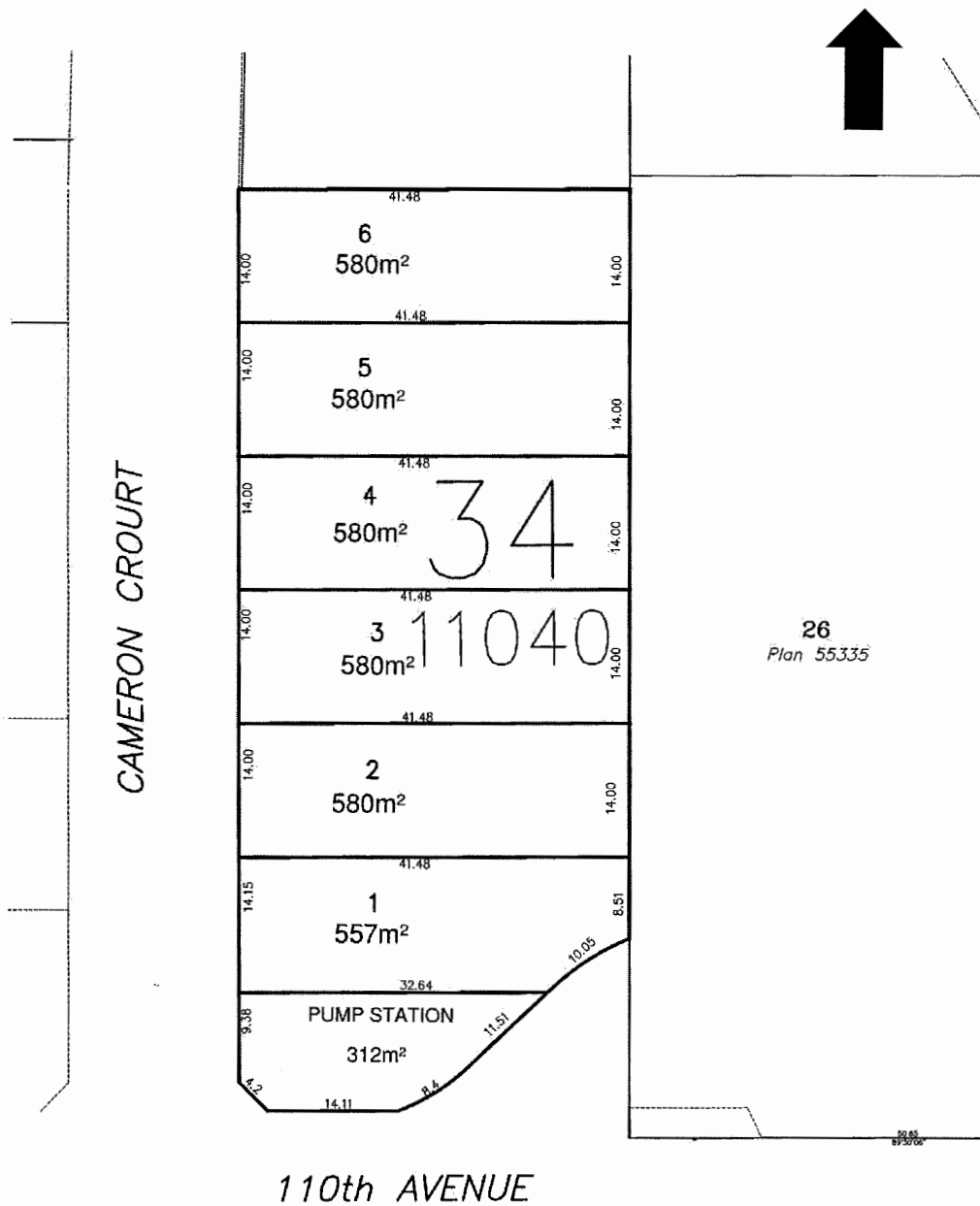
Map No. 1802

From: RS-2 (Single Detached Suburban Residential)

To: RS-1d (Single Detached (Half Acre) Residential)



SCALE 1:2,500



4

30.47



**mapleridge.ca**

**City of Maple Ridge**

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Second Reading  
Zone Amending Bylaw No. 7470-2018;  
23627 132 Avenue

**MEETING DATE:** February 2, 2021  
**FILE NO:** 2018-190-RZ  
**MEETING:** C o W

---

**EXECUTIVE SUMMARY:**

An application has been received to rezone the subject property located at 23627 132 Avenue from RS-2 (Single Detached Suburban Residential) to RM-1 (Low Density Townhouse Residential), to permit the future construction of a 23-unit residential townhouse development. An amendment is also being included to reflect changes in the calculation of density from the old Zoning Bylaw 3510-1985 to new Zoning Bylaw 7600-2019. This application is subject to Density Bonus contribution of approximately \$89,346.00

Pursuant to Council policy, this application is subject to the Community Amenity Contribution Program at a rate of \$4,100.00 per townhouse dwelling unit for an estimated amount of \$94,300.00.

This application is in compliance with the OCP.

Zone Amending Bylaw No. 7470-2018 is proposed to be given second reading, as amended, to include revisions that include working and references to the new Zoning Bylaw 7600-2019.

**RECOMMENDATIONS:**

- 1) That Zone Amending Bylaw No. 7470-2018 be given second reading as amended, 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 upgrades and sidewalk along 132 Avenue as required;
  - iii) Road dedication as required;
  - iv) Registration of a Restrictive Covenant for the Geotechnical, which addresses the suitability of the subject property for the proposed development;
  - v) Registration of a Restrictive Covenant for protecting the Visitor Parking and Stormwater Management.

**1104**

- vi) In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject property. If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site.
- vii) That a voluntary contribution, in the amount of \$94,300.00 (\$4,100.00 X 23 units) be provided in keeping with the Council Policy with regard to Community Amenity Contributions.
- viii) Cash Contribution for additional Density at a rate of \$344.46 per square metre (\$32.00 per square foot) of density over 0.60 FSR in the amount of approximately \$89,346.00.

#### DISCUSSION:

##### 1) Background Context:

Applicant:	Don Schmidt
Legal Description:	Lot 20, Section 28, Township 12, New Westminster District Plan 47603
OCP:	
Existing:	Medium/High Density Residential
Zoning:	
Existing:	RS-2 (Single Detached Suburban Residential)
Proposed:	RM-1 (Low Density Townhouse Residential)
Surrounding Uses:	
North:	Use: Townhouses Zone: RM-1 (Low Density Townhouse Residential) Designation: Medium/High Density Residential
South:	Use: Single Family House Zone: RS-2 (Single Detached Suburban Residential) Designation: Medium/High Density Residential and Conservation
East:	Use: Townhouses Zone: RM-1 (Low Density Townhouse Residential) Designation: Medium/High Density Residential
West:	Use: Single Family House Zone: RS-2 (Single Detached Suburban Residential) Designation: Medium/High Density Residential
Existing Use of Property:	Single Family Residential
Proposed Use of Property:	Multi-Family Residential
Site Area:	0.405 ha (1.0 acres)
Access:	132nd Avenue
Servicing requirement:	Urban Standard

## 1) Project Description:

The subject property is located at 23627 132 Avenue and is bounded to the north by a new 61-unit townhouse development; the south by 132 Avenue and new townhouse developments; the west by an older single family home; and to the east a newer 69-unit townhouse development. The subject site is sloping down from the northeast corner to the southwest corner, towards the intersection of 132 Avenue and 236 Street (see Appendix A).

The current development application consists of 23 townhouse units arranged in seven buildings that all face onto a strata road. The access for the site will be off 132 Avenue at approximately the middle of the road frontage of the site. The proposal has a mixture of double and tandem garages.

The application was submitted in 2018 and Zone Amending Bylaw No. 7470-2018 was granted First Reading on June 26, 2018 under Zoning Bylaw 3510-1985. Due to the current global pandemic, the project was not able to meet the deadlines to be present to Council before Zoning Bylaw 7600-2019 was adopted. The applicant has spent a great deal of time and resources designing the project to bring smaller affordable units to the City of Maple Ridge. Therefore, staff are supportive in this circumstance to support a site specific text amendment to the RM-1 (Low Density Townhouse Residential) to exclude 50m<sup>2</sup> of habitat basement area in the FSR calculation which was permitted under old Zoning Bylaw 3510-1985 and not permitted in new Zoning Bylaw 7600-2019.

## 2) Planning Analysis:

### i) Official Community Plan:

The subject property (Appendix A) is located east of 236 Street and north of 132 Avenue, within the Silver Valley Area Plan, located outside the "River Village" Hamlet Centre. The OCP designation for the subject property is "*Medium-High Density Residential*".

Silver Valley Area Plan Policy 5.2 states:

*River Village is located along a main arterial route in the Silver Valley area, on Fern Crescent, between Maple Ridge Park to the south and an escarpment to the north and east.*

The principles within the River Village area within the Area Plan talk about making it a complete community with diverse mix of uses and building types.

Land uses in the periphery of the Hamlet are meant to serve as a transition to higher density in the Hamlet Centre. The subject property (Appendix A) is outside of both the defined higher density areas in the Area Plan and the 400 metre or five (5) minute walking radius of the River Village Hamlet Centre. Based on the location is designated medium/high density. The project has a density of 56.7 units per gross hectare which is generally consistent with the Silver Valley Plan.

### ii) Zoning Bylaw:

The current application is to rezone the subject property located at 23627 132 Avenue from RS-2 (Single Detached Suburban Residential) to RM-1 (Low Density Townhouse Residential), to permit the future construction of a 23-unit residential townhouse development.

Council granted first reading to Zone Amending Bylaw No. 7470-2018 on June 26, 2018 under Zoning Bylaw 3510-1985 which excluded 50m<sup>2</sup> of habitable basement area in the FSR calculation

while the new Zoning Bylaw 7600-2019 includes all of the habitat basement area in FSR. In light of the change in the method of calculating the FSR, a site specific amendment is required for this project to exclude 50m<sup>2</sup> of habitat basement area in the FSR calculation to a maximum of 0.664 FSR.

The table below illustrates the maximum floor space ratio (FSR) with and without the Density Bonus provision of the zoning bylaw. The table also details the proposed FSR and the associated density bonus cost for the application.

	Maximum Floor Space Ratio (FSR)	Density Bonus
RM-1 (Low Density Townhouse Residential) zone	0.60 FSR	\$89,346 (approximately)
Proposed density excluding 50m <sup>2</sup> of basement area via a site specific zoning amendment to RM-1	0.664 FSR	

iii) Off-Street Parking And Loading Bylaw:

The proposed parking for the residential dwelling units fulfills the minimum requirements of 2.0 parking spaces per dwelling unit. The parking proposed consists of eight (8) double-wide car garages and fifteen (15) tandem parking garages with 11 of them having aprons. In addition there are six (6) visitor parking stalls which include an accessible stall.

iv) Proposed Variances:

A Development Variance Permit application has been received for this project and involves the following relaxations to Maple Ridge Zoning Bylaw No. 7600-2019.

- **Siting**  
Front lot line setback reduced from 7.5m to 6.0m  
Rear lot line setback reduced from 7.5m to 4.34 and 2.76m  
Interior side lot line setback reduced from 7.5m to 4.5m
- **Outdoor Amenity Area**  
*The required outdoor amenity area is 5.0m<sup>2</sup> per townhouse unit which equates to 115m<sup>2</sup> (1237.9 ft<sup>2</sup>). The application proposes to reduce the area to 78.9m<sup>2</sup> (847ft<sup>2</sup>).*

The above variances will be the subject of a future report to Council.

v) Development Permits:

Pursuant to Section 8.7 of the OCP, a Multi-Family Development Permit application is required to ensure the current proposal enhances existing neighbourhoods with compatible housing styles that meet diverse needs, and minimize potential conflicts with neighbouring land uses.

vi) Advisory Design Panel:

The application was reviewed by the ADP at a meeting held on June 17, 2020 and their comments and the applicants responses can be seen in Appendix G.



A detailed description of the project's form and character will be included in a future Development Permit report to Council.

vii) Development Information Meeting:

A Development Information Meeting (DIM) was conducted via the Public Comment Opportunity process from December 14, 2020 to December 24, 2020. Three individuals contacted the applicant via email and one via phone call. A summary of the main comments and discussions with the attendees was provided by the applicant and include the following main points:

- One email inquired about the hedge that is located on the property line between the two properties. The applicant advised that would be part of the development referral process and included an arborist report and environmental report. That the applicant would be in contact with her with respect to the removal of the hedge.
- One email requested the site plan be emailed to them directly by the applicant. The applicant emailed the site plan directly.
- One email was from a new resident to the area that had concerns over the density and removal of the trees; and that when the resident bought two weeks ago they did not know that this development was proposed. The applicant advised via email that the application was following the OCP and there is a sign posted on the site that clearly indicates that the property is under development. The applicant provided his phone number to the inquiry and advised that he would be available to discuss the project further.
- One email was from a resident in the new townhouse development to the north of the subject property. The resident was concerned about the density and the removal of trees as they advised they bought in the area due to nature. The resident expressed their desire that the development included lower density and a park. The applicant advised that the application has been instream for over three years and that the resident purchased two years ago. The applicant also advised that the application was following the OCP and would be happy to discuss the application further with the resident.

3) **Parkland Requirement:**

As there are more than two additional lots proposed to be created, the developer will be required to comply with the park dedication requirements of Section 510 of the Local Government Act prior to subdivision approval.

4) **Interdepartmental Implications:**

i) Engineering Department:

Initial Engineering comments for the rezoning stage included the following:

- **Road**  
Road upgrades are required along 132 Avenue to achieve an Urban Collector road standard. The construction of a concrete sidewalk is required across the frontage of the property.
- **Sanitary Sewer**  
The sanitary sewer system will require modelling by the applicant's civil engineer to determine if there is sufficient capacity in the existing system. If there is not sufficient capacity, upgrades may be required and/or downstream improvements may be required.

- **Storm Sewer**  
There is an existing storm sewer line fronting the subject property. The storm sewer system requires review to determine the condition, as well as capacity. If there is not sufficient capacity, upgrades may be required and/or downstream improvements may be required.
- **Watermain**  
This area is undergoing water system upgrades. These upgrades will require the applicant's civil engineer to coordinate with the City's Capital Works Group when preparing the servicing design for the proposed development. There may be upgrades to the watermain or water system that the applicant will be required to provide.

Other requirements would be satisfied through a Rezoning Serving Agreement.

**Fire Department:**

All applicable requirements will be assessed for compliance as part of the Building Permit process.

**CONCLUSION:**

It is recommended that second reading, as amended, be given to Zone Amending Bylaw No. 7470-2018 and that application 2018-190-RZ be forwarded to Public Hearing.

"Original signed by Wendy Cooper"

---

*Prepared by:* **Wendy Cooper, M.Sc., MCIP, RPP  
Planner**

"Original signed by Chuck Goddard"

---

*Reviewed by:* **Charles R. Goddard, BA, MA  
Director of Planning**

"Original signed by Christine Carter"

---

*Approved by:* **Christine Carter, M.P.L, MCIP, RPP  
GM Planning & Development Services**

"Original signed by Al Horsman"

---

*Concurrence:* **Al Horsman  
Chief Administrative Officer**

The following appendices are attached hereto:

Appendix A – Subject Map

Appendix B – Ortho Map

Appendix C – Zone Amending Bylaw No. 7470-2018

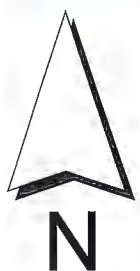
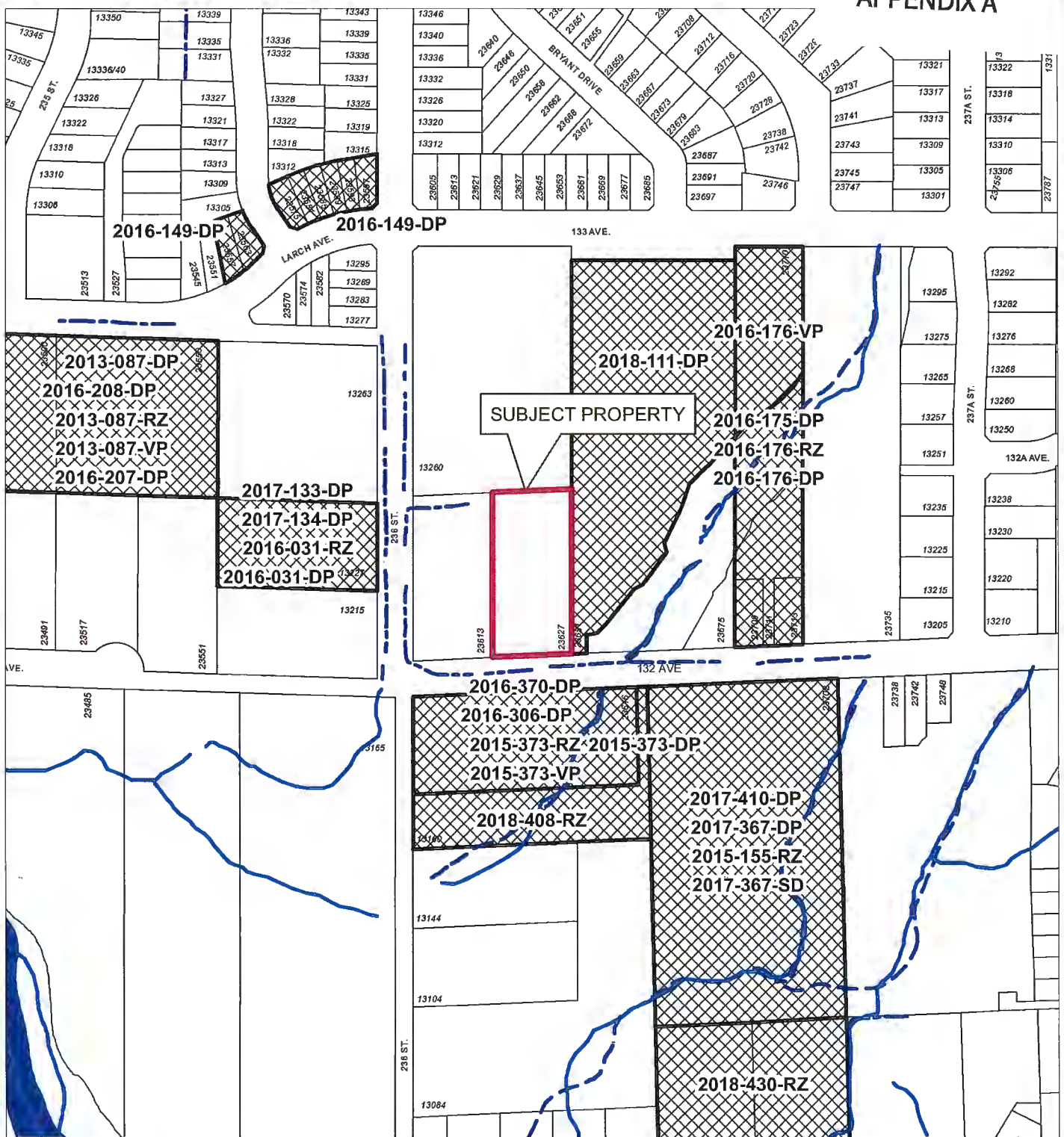
Appendix D – Site Plan

Appendix E – Building Elevation Plans

Appendix F – Landscape Plan

Appendix G – ADP Design Comments

# APPENDIX A



Scale: 1:3,000

## Legend

- Stream
- Ditch Centreline
- Edge of River
- Indefinite Creek
- River
- Parcels
- Major Rivers & Lakes
- Active Applications (RZ/SD/DP/VP)

23627 132 AVE

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

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

FILE: 2018-190-VP  
DATE: Nov 28, 2018

BY: RA





Scale: 1:2,500

## Legend

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

23627 132 Avenue

PLANNING DEPARTMENT



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

2018-190-RZ  
DATE: May 11, 2018

BY: JV



**CITY OF MAPLE RIDGE  
BYLAW NO. 7470-2018**

A Bylaw to amend Map "A" forming part of Zoning Bylaw No. 7600-2019 as amended

---

**WHEREAS**, it is deemed expedient to amend Maple Ridge Zoning Bylaw No. 7600-2019 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. 7470-2018."
2. That Part 6, Section 617 , Low Density Townhouse Residential District (RM-1) be amended by inserting into Subsection 617.5 Density, after clause 1 (a) the following new clause:  
  
(b) Floor Space Ratio shall not exceed 0.664 times the Lot Area and a maximum of 50.0 square metres of habitable Basement area per unit shall be excluded from the calculation of Gross Floor Area specific to the following Lot:  
  
(i) Lot 20 Section 28 Township 12 New Westminster District Plan 47603
3. That parcel or tract of land and premises known and described as:  
  
Lot 20 Section 28 Township 12 New Westminster District Plan 47603  
  
and outlined in heavy black line on Map No. 1765 a copy of which is attached hereto and forms part of this Bylaw, is hereby rezoned to RM-1 (Low Density Townhouse Residential).
4. Maple Ridge Zoning Bylaw No. 7600-2019 as amended and Map "A" attached thereto are hereby amended accordingly.

**READ** a first time the 26<sup>th</sup> day of June, 2018.

**READ** a second time, as amended, 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**











**NEIGHBOURING CONTEXT PLAN**  
SCALE: N.T.S.



EXISTING SINGLE HOUSE



CRAFTMAN STYLE 2 STOREY SINGLE HOUSE  
MATERIALS: HORIZONTAL VINYL SIDING, WOOD SHAKE AND STACKED STONE BASE



TRADITIONAL STYLE 2 STOREY TOWNHOUSE DEVELOPMENT  
MATERIALS: HORIZONTAL SIDING & WOOD SHAKE, RUBBLE STONE BASE



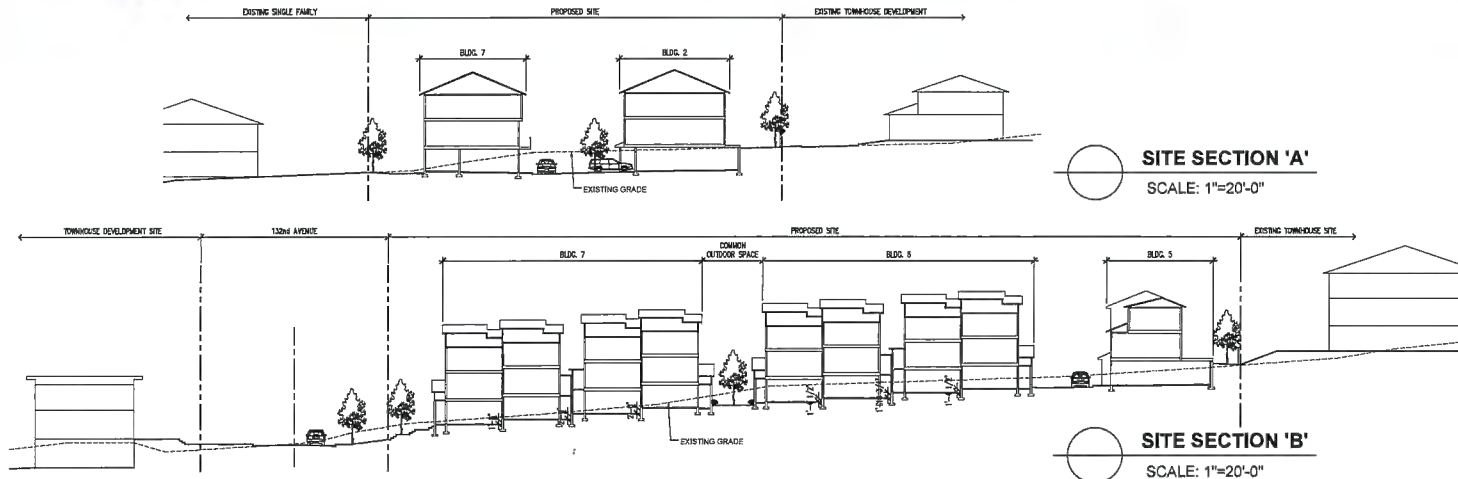
3 STOREY TOWNHOUSE DEVELOPMENT  
MATERIALS: BOARD & BATTEN, HORIZONTAL SIDING & SHAKES



CONTEMPORARY STYLE 2 STOREY TOWNHOUSE DEVELOPMENT  
MATERIALS: CEMENT BOARD SIDING & PANEL, STACKED STONE & 'CEDAR LIKE' ACCENT



CEDAR PARK WITH NATURAL PLAYGROUND, OUTDOOR FITNESS CIRCUIT AND HALF SPORT COURT



**SITE SECTION 'A'**  
SCALE: 1"=20'-0"

**SITE SECTION 'B'**  
SCALE: 1"=20'-0"

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The Contractor shall verify and be responsible for all dimensions on site and shall inform JYA of any variations from the development and construction shown on the documents. Shop drawings shall be submitted to JYA for review and approval prior to fabrication.

JYA do not warrant that the drawings are produced by scale. Dimensions may not be scaled from the documents.

**PINE CREEK - 23 TOWNHOMES**

23827 132nd AVENUE, MAPLE RIDGE BC



**JY ARCHITECTURE INC.**

2nd Floor, 6991 201 STREET, LANGLEY BC V3V 9G3

CONSULTANT NAME

DATE

REV. DATE DESCRIPTION

DATE SCALE NOTE

AS NOTED

3/23/2019-10-03 JY

PROJECT 200723

DATE

**SITE CONTEXT**

DATE

**A102**

**APPENDIX E**

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# PINE CREEK - 23 TOWNHOMES

23827 132nd AVENUE, MAPLE RIDGE BC

JY ARCHITECTURE INC.

2nd Floor, 881 8th STREET, LANGLEY BC V3V 5G6

CONSULTANT NAME

REV DATE DESCRIPTION

NO. DATE ISSUE NOTE

AS NOTED

2023-10-02

2023-10-02

2023-10-02

2023-10-02

2023-10-02

2023-10-02

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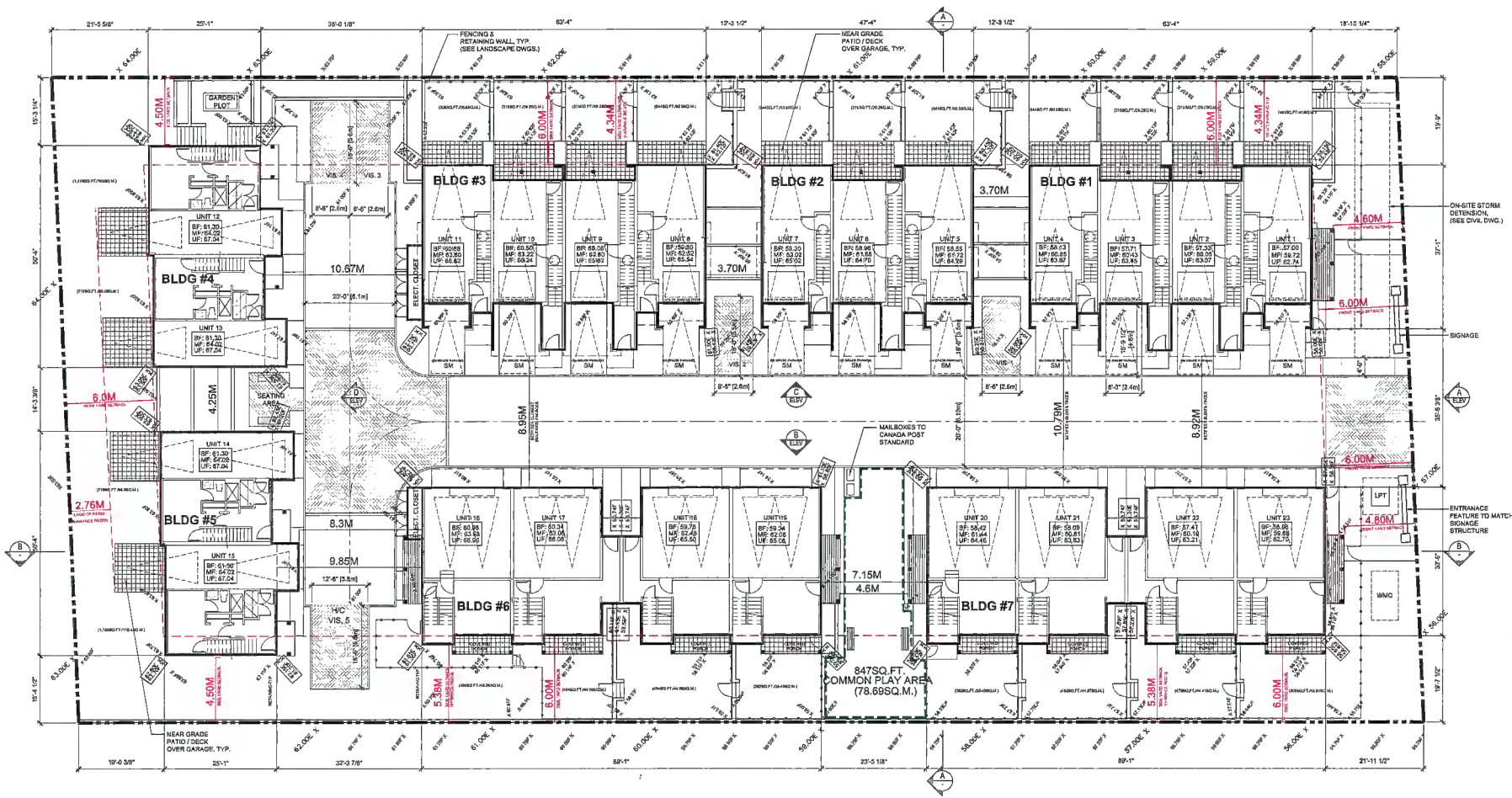
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2023-10-02

2023-10-02



1 SITE PLAN  
Scale: 1/8" = 1'-0"

SITE PLAN

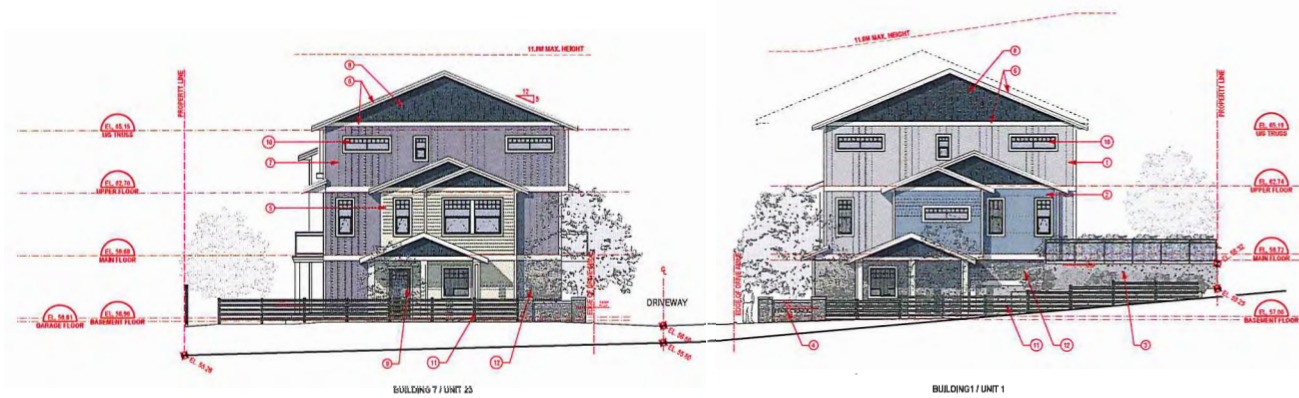
A103



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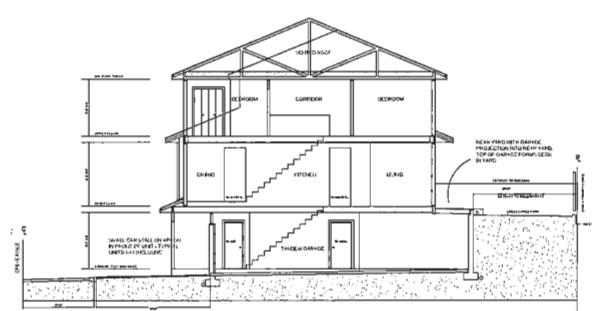
The Contractor shall verify and be responsible for all dimensions on site and shall inform JYA of any variations from the dimensions and quantities shown on the documents. Shop drawings shall be submitted to JYA for review and approval prior to fabrication.

JYA do not warrant that the drawings are produced in media. Generations may not be added from the documents.



- REVISIONS
1. VERTICAL HARDIE BOARD AND BATTEN, COLOR: BENJAMIN MOORE STONINGTON GRAY HG-176
  2. HORIZONTAL HARDIE BOARD, COLOR: BENJAMIN MOORE CONNETT 1005
  3. CONCRETE RETAINING WALL / PLANTER
  4. ENTRY BUILDING SIGNAGE
  5. HORIZONTAL HARDIE BOARD, COLOR: BENJAMIN MOORE DUSKY LINEN 431
  6. TRIM BOARD, COLOR: BENJAMIN MOORE CLAUD WHITE CC-40
  7. VERTICAL HARDIE BOARD AND BATTEN, COLOR: BENJAMIN MOORE PLATINUM GRAY HG-173
  8. HARDIE SHINGLES, BENJAMIN MOORE CHARCOAL SLATE HG-178
  9. PAINTED ENTRY DOOR, COLOR: BENJAMIN MOORE CHARCOAL, APPLE, 1542
  10. DOUBLE GLAZED WIND, WINDOW, COLOR: CHARCOAL
  11. PAINTED ALUMINUM FENCE, COLOR: CHARCOAL
  12. STONE VENEER, RIVERHORA MOORE CREST

1 ELEVATION A-A - 132nd AVENUE  
Scale: 1/8" = 1'-0"



2 SECTION SHOWING RELATIONSHIP OF PARKING AT RAISED REAR YARD  
Scale: 1/8" = 1'-0"

PINE CREEK - 23 TOWNHOMES

23627 132nd AVENUE, MAPLE RIDGE BC

Project No.

JY ARCHITECTURE INC.

3rd Floor, 6841 201 STREET, LANGLEY BC V3V 6G8

Unit: mm

CONSULTANT NAME

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The Contractor shall verify and be responsible for all dimensions on site and shall inform JYA of any variations from the dimensions and location shown on the documents. Shop drawings shall be submitted to JYA for review and approval prior to fabrication.

JYA does not warrant that the drawings are produced to scale. Dimensions may not be scaled from the documents.

# PINE CREEK - 23 TOWNHOMES

23827 132nd AVENUE, MAPLE RIDGE BC



**JY ARCHITECTURE INC.**

2nd Floor, 8881 201 WINDYBAY, LANGLEY BC V2Y 6G8

CONSULTANT NAME

REV. DATE DESCRIPTION

NO. DATE ISSUE/DATE

AS NOTED

3008-10-02

200773

BUILDING ELEVATIONS

A302

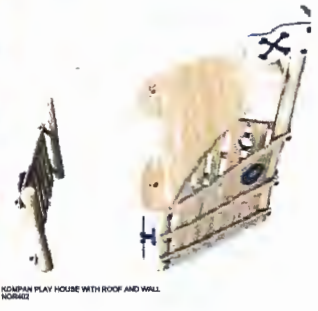




PLANT SCHEDULE					PMG PROJECT NUMBER: 18-178	
KEY	QTY	BOTANICAL NAME	COMMON NAME	PLANTED SIZE / REMARKS		
1	8	ACER PALMATUM 'BLOODGOOD'	RED JAPANESE MAPLE	2.5M HT; B&B; UPRIGHT FORM		
2	2	ACER PLATANOIDES 'CARMON BENTLEY'	COLUMBIAN CRIMSON BENTLEY MAPLE	8CM CAL; 2M STD; B&B		
3	2	CERCIS CANADENSIS 'HEARTS OF GOLD'	HEARTS OF GOLD REDBUD	8CM CAL; B&B		
4	8	CORNUS EDDIE'S WHITE WONDER	EDDIE'S WHITE WONDER DOGWOOD	8CM CAL; 8TD FORK; B&B		
5	4	CORNUS FLORIDA 'LUBRA'	PINK FLOWERING DOGWOOD	2.5M HT; B&B		
6	8	CORNUS KOUSSA	KOUSSA DOGWOOD	2M HT; BUSH FORM; B&B		
7	10	FAGUS SYLVATICA 'DAWYCK GOLD'	DAWYCK GOLD BEECH	8CM CAL; B&B		
8	21	PICEA GLAUCA 'PENDULA'	WESTERN WHITE SPRUCE	2.5M HT; B&B		
9	2		TREE TO BE RETAINED			

NOTES: \* PLANT SIZES IN THIS LIST ARE SPECIFIED ACCORDING TO THE BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD, LATEST EDITION. \* CONTAINER SIZES SPECIFIED AS PER CNLA STANDARD. 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 REVIEW RANGE PLANT MATERIAL AVAILABLE FOR OPTIONAL 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 AND CANADIAN LANDSCAPE STANDARD. DEFINITION OF CONDITIONS OF AVAILABILITY. \* ALL LANDSCAPE MATERIAL AND WORKMANSHIP MUST MEET OR EXCEED BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD LATEST EDITION. \* ALL PLANT MATERIAL MUST BE PROVIDED FROM CERTIFIED DISEASE FREE NURSERY. \* 80-50LDS NOT PERMITTED IN GROWING MEDIUM UNLESS AUTHORIZED BY LANDSCAPE ARCHITECT.

REQUIRED REPLACEMENT TREES: 18  
PROVIDED REPLACEMENT TREES: 18



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**pmg**  
LANDSCAPE  
ARCHITECTS  
Suite C100 - 4185 81st Creek Drive  
Burnaby, British Columbia, V5C 6G8  
P: 604 294-0011 F: 604 294-0222

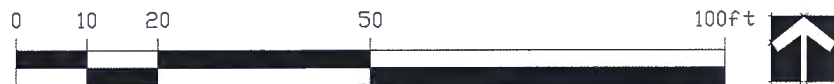
BSAL:

NO.	DATE	REVISION DESCRIPTION	DR.
1	18.08.20	ISSUED FOR PERMIT	PM
2	18.08.20	ISSUED FOR PERMIT	PM
3	18.08.20	ISSUED FOR PERMIT	PM
4	18.08.20	ISSUED FOR PERMIT	PM
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16	18.08.20	ISSUED FOR PERMIT	PM
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18	18.08.20	ISSUED FOR PERMIT	PM
19	18.08.20	ISSUED FOR PERMIT	PM
20	18.08.20	ISSUED FOR PERMIT	PM

PROJECT:  
**20 UNIT TOWNHOUSE  
DEVELOPMENT**  
23627 - 132ND AVENUE  
MAPLE RIDGE, BC

DRAWING TITLE:  
**LANDSCAPE  
PLAN**  
DATE: 18.08.20 DRAWING NUMBER:  
SCALE: 1/8"=1'-0"  
DRAWN: NJ  
DESIGN: NJ  
CHECK: MCT  
OF 9

APPENDIX F



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SEAL:

PROJECT

DRAWING TITLE:  
**LANDSCAPE SHRUB  
PLAN**

18178-4.21P PMG PROJECT NUMBER: 18-178

## APPENDIX G

### JY ARCHITECTURE INC.

2nd Floor, 8661 201 St. Langley BC V2Y 0G9

t: 604 493 2001

e: [contact@JYarch.com](mailto:contact@JYarch.com)

[www.JYarch.com](http://www.JYarch.com)

Jinyong Yum Principal

Architect AIBC, LEED BD+C

t: 604 493 2001 ext.700

e: [jyum@JYarch.com](mailto:jyum@JYarch.com)

October 2nd, 2020

**Re: Advisory Design Panel comments**

Ms. Wendy Cooper  
Planner, Planning Department  
City of Maple Ridge  
11995 Haney Place  
Maple Ridge, BC V2X 6A9

Dear Ms. Cooper

The followings are our responses to the ADP's comments received July 28, 2020:

#### **Architectural Comments:**

- **Consider removing the parking space between Units 19 & 20 to ease entry into units - the development only requires 5 visitor parking stalls, not 6 as currently provided;**
  - HC parking is relocated to btw Building 5 & 6, and a bigger play area provided.
- **Consider including more double garages;**
  - Understanding the intent of providing more double garages, Building #1, #2 & #3 provides affordable units and an extended driveway compatible with a typical parking space. The additional parking space will give the units flexible options and keep the cars away from the street and driveway.
- **Consider relocating the stairs for Building 4/5, Units 12/15 to add more light;**
  - Due to providing access to the garage, it is not feasible to relocate the stairs. However, the large windows (8ft x 5ft) at the living room and bedrooms and small windows at the stair wall will bring an adequate amount of the natural light.
- **The elevations of the building could benefit from more rigor put into an overall architectural theme, character and detail consistency, especially the units that face 132nd Ave;**
  - Overall, building elevation is revised. The consistency of using materials and their hierarchy has been established. The building elevation facing 132nd Avenue is also revisited to express simple yet interesting variations per unit types.



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**Jinyong Yum** Principal

Architect AIBC, LEED BD+C

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e: [jyum@JYarch.com](mailto:jyum@JYarch.com)

- **Improve the relationship between the units, the open space and the livability of the development and creating place-making;**
  - Fence and landscape screen provided between units. See landscape plans.
  - The parking space between building #6 and #7 has been deleted, and the main useable open space is enlarged with a relocated mailbox.
  - Visitor parking spaces are relocated to btw Building 1 & 2 & 3 and created new amenity area at btw Building 5 & 4.
- **Consider a more prominent site entry;**
  - The building signage with a stone cladding fence wall defines entry corners. LPT & WMC are relocated to the further side of the entry area.
- **Information pertaining to material selections was not provided to the Advisory Design Panel prior to the meeting.**
  - A revised material board is provided.
- **Elevations pertaining to the neighbouring properties were not available. Site renderings and additional cross-sections with neighbouring context need to be provided.**
  - See attached architectural context drawings.
- **Side entries can be challenging for visitors, look at wayfinding opportunities and ensure the unit numbers are well marked.**
  - Enlarged unit number signages are proposed at the consistent location of each units. Backlit lights are provided for night time.

Should you have any questions or require further clarification, feel free to contact me (604) 493-2001 at your convenience.

Sincerely,

**JY Architecture Inc.**

Per:



**Jinyong Yum**, Architect-AIBC, LEED BD+C

Principal



Suite C100 - 4185 Still Creek Drive  
Burnaby, British Columbia, V5C 6G9  
p: 604 294-0011 ; f: 604 294-0022

October 01, 2020

**Re: ADP Comments  
R/2020-018  
PMG File: 18-178**

The following are PMG's responses (red) to the ADP's comments received July 28, 2020:

**Landscape Comments:**

- Consider planting material around the perimeter of site for seasonality and screening during winter. Provide consistent perimeter planting including in the amenity space;  
Consistent perimeter planting as screening during winter is provided.
- Recommend reviewing the location of services at the main entry and placing services away from the main entry if at all possible;  
For Civil to comment
- Consider the addition of a pedestrian entry into the site;  
A pedestrian entry is added.
- The tree next to the water meter chamber requires structural soil;  
The tree is relocated where has enough topsoil.
- Provide screening material between the rear yards of units (ie. solid fence or planting screen);  
Planting is provided as screen between the rear yards
- Review the relationship of Buildings 1, 2, and 3 with the adjacent lot. Modify the fence type to increase visibility and to reduce the impact to the street and neighbouring properties;  
Fence design is reviewed and revised. Please see L6 & L7.
- Provide details of retaining walls and other landscape materials. Ensure wall materials have long term durability;  
The details are added. Please see L8 & L9.
- Ensure universal access to all common amenity spaces. Ensure access does not go through private entry to units;  
The private entry to units is separated from common amenity spaces by fence and gate.
- Consider putting stairs near Unit 11 and Unit 16 for maintenance entrance;  
Considered. A maintenance entrance is added for Unit 16.  
Unit 11 has limited space to accommodate the stairs for 2.3 meters elevation change.
- Evaluate potential for usability of Unit 16 amenity space in coordination with project arborist;  
A note saying *Arborist to be onsite during any construction...within the tree protection zone* is added on Landscape drawing L1.
- Side entries can be challenging for visitors, look at wayfinding opportunities and ensure the unit numbers are well marked; and  
For Architect to comment
- Consider material changes through the lane and markings to encourage pedestrian use and social gathering.



October 01, 2020

Considered. The potential social gathering area is the lane on the north side (run through east-west direction). Since there is limited traffic on the lane, we considered the lane is safe and suitable for pedestrian to use.

Should you have any questions or require further clarification, feel free to contact me (604) 294-0011 at your convenience.

Yours truly,  
Yiwen Ruan, MBCSLA  
Landscape Architect  
**PMG Landscape Architects Ltd.**



**City of Maple Ridge**

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Second Reading  
Zone Amending Bylaw No. 7629-2020;  
Vape Retail Prohibition

**MEETING DATE:** February 2, 2021  
**FILE NO:** 2020-031-RZ  
**ATTN:** C o W

---

**EXECUTIVE SUMMARY:**

At the Council meeting of September 29, 2020, Council gave First Reading to a bylaw aimed at prohibiting vape retail stores in the Community. The resolution read as follows:

*That Zone Amending Bylaw 7629-2020 be given first reading (2020-031-RZ – to prohibit further proposals for vape retail as principal uses).*

Council identified a number of concerns in their consideration and emphasized the need for consultation to collect input from local stakeholders, with a specific focus on five separate stakeholders as outlined below, in the report.

In addition to the increased regulations a bylaw amendment would create, Council expressed broader concerns about impacts of vaping on youth, and about the effect opaque storefronts could have on the vibrancy of the Town Centre.

Council concurred with the recommendation in their decision to give the application First Reading. It was understood at the time that this step would be followed by the consultation process as directed by Council. The input received from this consultation would assist in drafting the Second Reading report prior to Public Hearing.

The five stakeholder groups identified by Council were contacted by phone and email. To date, only one response was received, which generally concurred with Council's recommendation. On this basis, it is recommended that this application be given Second Reading and be forwarded to Public Hearing.

It should be noted that this bylaw amendment will not result in a general prohibition of vaping products being sold within the community. Existing vape retail outlets will continue to have legal non-conforming status with the adoption of this bylaw. In addition, retail stores within the community that are licensed to sell tobacco products as an accessory use will also be able to sell vaping products.

**RECOMMENDATION:**

**That Zone Amending Bylaw No. 7629-2020 as amended, be given Second Reading and be forwarded to Public Hearing.**

a) Background / Project Description:

This report and Zone Amending Bylaw 7629-2020 advances Council direction given at the May 26, 2020 Council Workshop, and the September 29, 2020 Council Meeting to prohibit vape retail.

b) Planning Analysis:

Official Community Plan / Stakeholder Input

Due to the need to adhere to Municipal, Provincial and Federal regulations, the business operating requirements of vape retail outlets pose a conflict with many of the objectives of the Town Centre Area Plan. Product displays cannot be visible to youth, which has implications for the kind of street presence and pedestrian appeal these outlets can have. Council noted these concerns, and recognized the need for collaboration and consultation with the merchants in Town Centre in order to more fully realize the objectives of the Town Centre Area Plan.

The first reading report committed to preparing and circulating communications material to the following local stakeholder groups:

- Maple Ridge Economic Advisory Committee
- Business Improvement Area
- School District 42
- Chamber of Commerce

At Council's request, the Fraser Health Authority was also included in this list. All of these groups were contacted by phone and a follow-up email. The communications materials included the First Reading report and the May 26, 2020 Council Workshop report with the four options that had been considered by Council:

- Option 1. No change to existing bylaws.
- Option 2. Separation requirements between vaping retail outlets.
- Option 3. Prohibition within the Town Centre.
- Option 4. Prohibition against further vape retail outlets within Maple Ridge.  
(This is the option that was chosen by Council)

Of all the groups contacted, only one response was received from the chair of the Maple Ridge Economic Advisory Committee (EAC) who provided the following comment:

*"Option 4. (community wide prohibition) is not a smart option as it might allow for a larger competitor to eventually buy out the weaker stores and could ultimately end up with a monopoly on Vape products conveniently located in our higher foot traffic town centre."*

This response concurred with the direction of prohibition in the Town Centre, but was not in favour of total prohibition within the community. The rationale for this position was stated as follows:

It should be noted that the proposed bylaw will only prohibit vape retail as a principal use as any retailer licensed under provincial legislation for tobacco sales would be able to sell vaping products. For this reason, it is not clear if more concentrated ownership would be a business incentive, due to the diverse range of competitors within the community.

### Zoning Bylaw:

Council directed that vaping retail outlets be prohibited in the Zoning Bylaw, and in response to Council's direction, Zone Amending Bylaw No. 7629-2020 is attached as Appendix A. The amendments proposed are as follows:

- Definitions: the following definitions will be added:

*"E-cigarette" or "Vape" means a device that consists of a battery-powered atomizer that vaporizes in a chemical liquid containing propylene glycol or vegetable glycerine, flavourings, and other chemicals such as formaldehyde and acetone. The cartridge may or may not contain nicotine. Generic terms for these devices are Electronic Nicotine Delivery System (ENDS) or Electronic Non-Nicotine Delivery Systems (ENNDS). Includes e-hookahs, e-pipes, and e-cigars.*

Vape: see e-cigarette

ENDS and ENNDS: see e-cigarette.

"Vape Retail" means a principal use retail use devoted to sales of products and devices pertaining to electronic nicotine delivery system (ENDS) or electronic non-nicotine delivery systems (ENNDS).

- Prohibited Uses:

Vape Retail will be included as a prohibited principal use, in Part 4, Section 401.3, Uses of Land, Building, and Structures.

This prohibition will only apply to any new proposals for Vape Retail as principal uses. Existing Vape Retail outlets will have legal non-conforming status and will be able to exist in perpetuity. In addition, other tobacco retailers may continue to sell vaping products as accessory uses.

Zoning Bylaw 7600-2019 was adopted after First Reading of this Bylaw amendment. This Zone Amending Bylaw has been updated to reflect this change.

#### c) Intergovernmental Issues:

There are a range of concerns around vaping, at all levels of government. Changes to the Tobacco and Vapour Products Control Regulation now ban advertising of vapour products in places where youth can access, hear or see advertisements, such as bus shelters or community parks. They also restrict the sale of flavoured vapour products, which are attractive to youth, to adult-only shops.

Changes made under Provincial legislation include the new E-Substances Regulation, under the Public Health Act, which sets limits on the amount of nicotine in vapour pods and liquid, along with plain package requirements that include health warnings. All retailers are prohibited from selling non-nicotine or nicotine-cannabis blended vapour products.

Initiatives aimed at public education are also underway at the Provincial level. A provincial youth advisory council launched in September 2020, as a partnership between the ministries of Education and Health. It is likely that the pandemic has delayed these initiatives to some extent.

**d) Citizen/Customer Implications:**

As noted earlier in this report, Council identified five local stakeholder groups that have been contacted with one response received. The required public hearing will provide further opportunities to the broader community for input.

**e) Interdepartmental Implications:**

As noted in the first reading report, the Bylaw and Licensing Services Department, Community Social Safety Initiative Division was contacted for their input, which included a broad policy overview of opaque window treatments in Commercial developments. It was noted that natural surveillance and safety promotion is best accommodated with high visibility through the use of transparent glass and open spaces. Furthermore, it was noted, opaque storefronts can facilitate clandestine activities, such as sales to minors, or the sale of illegal substances.

These concerns are consistent with Council comments and provide additional reasons for promoting higher visibility in commercial areas.

**f) Alternatives:**

This Second Reading report follows Council direction through the initial Workshop report of May 26, 2020, to the first reading report, with Council giving First Reading to the prohibition bylaw on September 29, 2020. As with all applications, however, Council may wish to revise their resolution prior to second reading.

**CONCLUSION:**

This bylaw amendment both defines and prohibits vape retail in the Zoning Bylaw. It is consistent with the direction given by Council at the May 26, 2020 Council Workshop. For this reason, if Council concurs with the amendments proposed within the report, it is recommended that the Zone Amending Bylaw be given Second Reading.

"Original signed by Diana Hall"

Prepared by: **Diana Hall, M.A., MCIP, RPP**  
**Planner 2**

"Original signed by Chuck Goddard"

Reviewed by: **Charles R. Goddard, BA, MA**  
**Director of Planning**

"Original signed by Christine Carter"

Approved by: **Christine Carter M.PL., MCIP, RPP**  
**GM Planning & Development Services**

"Original signed by Al Horsman"

Concurrence: **Al Horsman**  
**Chief Administrative Officer**

The following appendices are attached hereto:  
Appendix A – Zone Amending Bylaw No. 7629-2020  
Appendix B - May 26, 2020 Council Workshop Report

CITY OF MAPLE RIDGE

BYLAW NO. 7629-2020 Vape Retail Prohibition

A Bylaw to amend the text of Maple Ridge Zoning Bylaw No. 7600-2019 as amended

---

**WHEREAS**, it is deemed expedient to amend the Maple Ridge Zoning Bylaw No. 7600-2019 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.7629-2020 Vape Retail Prohibition".
2. Maple Ridge Zoning Bylaw No. 7600-2019 is hereby amended as follows:
  - a) PART 2, INTERPRETATION and DEFINITIONS, Section 202, 202.1, is amended by the addition of the following definition in correct alphabetical order:

"E-cigarette" or "Vape" means a device that consists of a battery powered atomizer that vaporizes in a chemical liquid containing propylene glycol or vegetable glycerine, flavourings, and other chemicals such as formaldehyde and acetone. The cartridge may or may not contain nicotine. Generic terms for these devices are Electronic Nicotine Delivery System (ENDS) or Electronic NonNicotine Delivery Systems (ENNDS). Includes e-hookahs, e-pipes, and e-cigars.

Vape: see E-cigarette

ENDS and ENNDS: see E-cigarette.

"Vape Retail" means a principal use retail use devoted to sales of products and devices pertaining to electronic nicotine delivery system (ENDS) or electronic non-nicotine delivery systems (ENNDS).

- b) PART 4, GENERAL REGULATIONS, Section 401.3, Prohibited Uses of Land, Buildings, and Structures, is amended by including as a prohibited use: (m): Vape Retail

3. Maple Ridge Zoning Bylaw No. 7600-2019 as amended is hereby amended accordingly.

**READ** a first time the 29<sup>th</sup> day of September, 2020.

**READ** a second time, as amended, 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**





## City of Maple Ridge

<b>TO:</b>	His Worship Mayor Michael Morden and Members of Council	<b>MEETING DATE:</b>	May 26, 2020
<b>FROM:</b>	Chief Administrative Officer	<b>FILE NO:</b>	2020-031-RZ
<b>SUBJECT:</b>	Vaping Retail Discussion Paper		

**EXECUTIVE SUMMARY:**

As part of the City of Maple Ridge 2020 Business Planning Process, the Business Plans of the Planning and Licences and Permits Departments were presented at the Special Council Meeting on November 18, 2019. One of the action items within these Plans was to review vaping industries in the context of developing Provincial legislation. A shared understanding was developing about the possibility for vaping retail outlets to have negative effects within the community. It was considered timely to establish appropriate regulations concerning this emerging use. In response to this initiative, this report discusses vaping as a relatively new technology that became regulated in Canada in 2018.

Vaping devices use an electronic mechanism to heat and vaporize organic compounds for inhalation by the device user. Generally, a nicotine solution is used in vaping devices. For this reason, a generic term for these devices is "electronic nicotine delivery systems (ENDS)". The range of products that are considered ENDS include electronic cigarettes, vapes, e-hookas, e-pipes, and e-cigars.

These devices are generally considered to have fewer health impacts than cigarette smoking. Due to the recent introduction of these devices, however, their long term health impacts are not yet fully understood. A serious concern is the rapidly increasing use of these devices among youth and previous non-smokers. For this reason, recent initiatives made at federal and provincial levels seek to deter non-smokers who are at risk of starting to use these devices. These deterrents include increased taxation of vaping products, limiting access to flavoured vaping products, and further restrictions on advertising.

At the September 2019 Union of BC Municipalities (UBCM) Convention, multiple municipal representatives raised concerns about vaping, particularly for its impacts on vulnerable youth. UBCM Resolution B59 focused on limiting marketing and sales to youth. This resolution was passed as a shared local government policy position and forwarded to the Province.

In March 2020, the Vancouver Coastal Health Authority released a policy document titled "Vaping and E-Cigarettes", which included a range of options for local governments in consideration of regulating this new use. The findings of this document are discussed later in this report.

The recognition of the potentially harmful effects have prompted Federal and Provincial regulations on the advertising and exposure that vape retail outlets have within the community. The Maple Ridge Business Licencing Bylaw is consistent with these regulations in limiting the visibility of all tobacco products within the community. As a result, these vaping outlets must maintain a low profile street presence that is required in order to avoid attracting non-intentional customers and youth.

However, this diminished street front presence is at odds with many of the objectives of the Town Centre Area Plan, which is to promote a welcoming, inclusive, and animated pedestrian environment in the Maple Ridge Town Centre.

These potential health impacts and these land use implications are discussed further in this report.

In their review of these issues, Council is presented with a range of options to consider, which include:

- No change to existing bylaws.
- Separation requirements between vaping retail outlets.
- Prohibiting additional vaping retail outlets within the Town Centre.
- Prohibition against further vape retail outlets.

There are four vaping retail outlets within Maple Ridge Town Centre, as indicated on Appendix A. If a Zoning Bylaw amendment is adopted that would conflict with these uses, these existing operations would become legally non-conforming and could continue operating, but would be limited in their ability to expand or relocate within the community. It should also be noted that these outlets are not the only facilities authorized to sell vaping products within the City of Maple Ridge. The authority to sell tobacco products is under Provincial jurisdiction, granted under a Tobacco Retail Authorization. Authorized retailers must purchase product from an authorized wholesaler. These wholesalers also include an inventory of vaping products. There are at least 30 outlets within Maple Ridge where vaping products are available.

#### **RECOMMENDATION:**

**That staff proceed with the establishment of regulations pertaining to vaping retail outlets based on options provided in the staff report dated May 26, 2020, and titled "Vaping Retail Discussion Paper".**

#### **a) DISCUSSION:**

The term "vaping" refers to a relatively new way to inhale nicotine (and other substances). The typical process involves using a device that heats and vaporizes a volatile organic solution that is then inhaled by the user. Active ingredients such as nicotine are dissolved in the organic solution. The act of inhalation triggers the device to heat the solution, allowing the active ingredients to enter the user's bloodstream.

Although vaping devices have been legal in Canada since 2018, there are concerns and uncertainties about this use. Shared medical opinions indicate that while the best health outcomes are achieved by quitting smoking cigarettes and not using vaping products, vaping has fewer health impacts compared with cigarette smoking. For this reason, vaping may be a less harmful option for smokers who are unable to quit cigarettes.

In practice, however, these devices are often not used this way, becoming instead a second option for regular cigarette smokers. The Canadian Heart and Stroke Foundation states that the most common nicotine consumption among daily vape users was a combination of conventional cigarettes and vaping. This dual use has been associated with compounded health effects significantly more serious than either method in isolation. Heart attack risks are considerably higher among dual users.

There has been a continuous decline in cigarette use since 2015, in both the Canadian and international context, as reported by the World Health Organization and Statistics Canada, due in part by targeted campaigns by public health authorities. In particular, youth were the least likely to be smokers. Statistics Canada points out that most smokers start smoking in their teenage years, and the percentage of people who have not started smoking by age 20 provides a strong indicator of future smoking rates across the population.

The increasing use of vaping devices threatens to undermine these improved public health outcomes. Marketing and promotion of vaping products appear to have successfully promulgated the perception that these devices are attractive, especially to youth. A report by the Heart and Stroke Foundation, dated October 2018 suggests that at least 23% of students have tried vaping, noting that teenagers perceive these devices as “cool” or “fun”. Youth vaping in Canada increased by 74 per cent from 2017 to 2018, according to a recent study published in the British Medical Journal. The highly addictive nature of nicotine is a concern, as youth who vape are likely to become dependent on nicotine.

### **Vancouver Coastal Health Report**

The Vancouver Coastal Health Authority released a policy document in March 2020 that pertained to the provincial and national context. The document reported the following findings:

- The incidence of vaping use was rising significantly among youth aged 16-19 from 2017 to the present.
- Testing of some vaping products claiming to be nicotine free have detected the presence of nicotine.
- The “stealth” nature of some of these products (i.e. they can resemble pens or USB sticks, and have minimally apparent vapour) can allow them to escape detection in public places or by parents. These effects are compounded by the presence of online videos demonstrating stealth techniques in using these devices, which have been successfully marketed as lifestyle product. As a result, vaping is occurring in school washrooms and even in classrooms.

Some of the information provided in this document had direct relevance to potential local government initiatives, as follows:

- Programming for youth can reduce the attraction to this use, and provide lifelong public health benefits. The youth who are least likely to vape are those who have supportive adults in their lives. The presence of social supports and community connection for youth is therefore a deterrent.
- Ensuring that e-cigarettes and vaping are defined in Local Government Bylaws.
- Establishing a wide range of smoke free and vape free areas in public spaces.
- Collaborating with health authorities in notification and enforcement measures.

The City of Maple Ridge is already undertaking some of these initiatives. To facilitate youth engagement, the Community Engagement department of the Parks, Recreation & Culture division is actively implementing the Youth Strategy, adopted by Council in 2016. Priority programming includes Wellness & Mental Health, Transitioning to Adulthood and Community Engagement.

In 2015, the Licensing and Bylaws Department updated the Maple Ridge Smoking Regulation Bylaw to include vaping and e-cigarettes.

## **Vaping Regulations:**

### **Global context:**

There are a range of regulatory programs around vaping internationally. The Philippines do not regulate this use, and children can purchase e-cigarettes. A large number of countries have imposed a ban on vaping, including Taiwan, Iran, Kuwait, Nepal, Palestine, Saudi Arabia, Qatar, and Thailand. While technically banned in India, they are widely available, although there has been at least one conviction for trafficking in e-cigarettes. Where there are regulations in place, a prohibition on sales to minors under the age of 18 is common.

### **Canadian Context:**

The Tobacco and Vaping Products Act (TVPA), enacted on May 23, 2018, regulates the manufacture, sale, labelling and promotion of vaping products that do not contain cannabis. It establishes restrictions on the ingredients that may be used in vaping products, and aims to prevent the introduction of vaping products to youth and non-smoking adults. It prohibits distribution of vaping products to young persons (under 18). It restricts advertising content, including on social media.

In addition to the Tobacco and Vaping Products Act, vaping products are considered consumer products and are therefore subject to the Canada Consumer Product Safety Act (CCPSA). For consumer safety purposes, the CCPSA prohibits the manufacture, import, advertisement or sale of consumer products considered to be a "danger to human health or safety". Prohibitions in place include toxic vaping substances (i.e., those containing 66 mg/g nicotine or more). The CCPSA can order recalls and tests or studies on vaping devices and their batteries or chargers.

On December 19, 2019, Health Canada proposed additional restrictions on the promotion of vaping products, with the aim to protect youth from using vaping products. These restrictions would prohibit advertising that can be seen or heard by youth, and prohibit the display of vaping products at retail locations, including online, that can be seen by youth. The proposed regulations would also require the display of health warnings on permitted vaping advertisements.

### **British Columbia:**

There are 3 streams of legislation that pertain to vaping and tobacco sales, including the Tobacco Tax Act, the Tobacco Tax Act Regulation, and the Tobacco and Vapour Products Control Act. The Provincial Ministry of Health is responsible for administering the federal Tobacco and Vapour Products Control Act. Out of concern for the increased use of vaping among youth, in November 2019, the Province proposed measures such as a tax hike on vaping products, a cap on nicotine content and a reduction in access to flavoured items such as bubblegum, cinnamon and vanilla. These are considered to be the toughest restrictions on vaping in the country.

### **Maple Ridge Context:**

All tobacco retailers within BC require a Provincial Tobacco sales license and municipalities are not involved in the process of issuing these licences. As vaping retail outlets are solely focused on vaping products, they are likely to have a greater selection of vaping products available than most convenient stores could provide. However, any tobacco retailer can potentially also be selling vaping products.

Business licence information reveals that at present, there are 4 vaping retail outlets within the City of Maple Ridge, as demonstrated on Appendix A. These retail outlets have the following characteristics:

- All of these outlets are located within the Town Centre.
- They all appear to offer flavours that would likely be attractive to youth.
- One outlet did not have a website, but posted readily accessible information on their facebook page.
- One outlet had a website that required confirmation from users that they were over the age of 19.
- One outlet posted limited information on their website, encouraging prospective customers to either call or visit the store.
- One outlet had both a facebook page and a website which promoted vaping as a smoking cessation device.

Photographs of these outlets are provided in Appendix B. This information reveals these outlets have opaque window treatments to prevent visibility of the business interiors.

#### Land Use Implications:

All of the vaping retail outlets within Maple Ridge are within the Town Centre, are designated Town Centre Commercial, and therefore subject to the Town Centre Area Plan policies and objectives for that land use designation. These policy objectives emphasize a vibrant pedestrian street presence, in recognition that the Maple Ridge Town Centre is an especially significant area for the community. Section 3.3 of the Maple Ridge Town Centre Area Plan provides a description of the Town Centre Commercial Land Use designation, as follows:

*Most of the Town Centre Central Business District is designated Town Centre Commercial with the intent to create a compact and vibrant commercial area that is pedestrian oriented.*

The practical measures to achieve this objective include requiring ground level commercial uses in key commercial area, such as the Central Business District. Other more specific measures are outlined in the Town Centre Development Permit Guidelines. Under these guidelines, the Town Centre is separated into specific precincts, Two of the existing vape retail outlets are located within the Civic Core, and the other two are located in the Downtown West Precinct. Both of these designations emphasize the public realm, through initiatives such as streetscape enhancements. Desirable commercial enterprises in these precincts are those with a prominent street presence, such as cafes, and boutique style shopping. The Civic Core precinct is additionally recognized as the cultural hub of the community, with a greater emphasis on civic amenities such as the Leisure Centre and the Maple Ridge Arts Centre.

Due to the need to adhere to municipal, provincial and federal regulations, the business operating requirements of vape retail outlets pose a conflict with many of the objectives of the Town Centre Area Plan. Product displays cannot be visible to youth, which has implications for the kind of street presence these outlets can have.

The Maple Ridge Business Licensing Bylaw 6815-2011 recognizes vaping retail as a form of tobacco sales, and outline the following regulations:

#### *7.27 Tobacco Sales*

##### *7.27.1 No person carrying on the Business of Tobacco sales shall:*

- (a) sell Tobacco or Tobacco Products unless the Business is licensed by the Province to sell such products;*



- (b) permit Tobacco or Tobacco Products to be displayed in the Retail Business Premises so that the Tobacco or Tobacco Products are visible to the public if young persons are permitted access to those Premises; and*
- (c) sell any Tobacco or Tobacco Products to anyone under the age of nineteen (19) years old.*

The limited public presence of these retail outlets is inconsistent with the objectives of the Town Centre Area Plan. The presence of a few of these retail outlets within the Town Centre would be unlikely to seriously undermine the intent of the Area Plan: however, if not prohibited, consideration should be given to limiting additional vaping outlets, particularly within the Town Centre. This consideration is explored further in the options section of this report.

### **Zoning Bylaw:**

Currently there is no one specific use in the Zoning Bylaw defined as vape retail. The C-3 Town Centre Commercial Zone permits retail sales such as convenience stores (where cigarettes can be purchased - Vape was originally considered a replacement) and general Retail (where most products may be sold that are not considered highway commercial).

Under the current bylaw, this use would therefore be permitted wherever cigarettes may be legally sold. In addition to the C-3 Town Centre Commercial Zone, these commercial zones include C-1 Neighbourhood Commercial, C-2 Community Commercial, C-5 Village Commercial, H-1 Heritage Commercial, CRM Commercial, CS-1 Service Commercial, and the CS-2 Service Station Commercial Zones. A map showing the extent of these commercial zones is attached as Appendix C.

### **Options**

What makes vape retail outlets unique is their sole focus on vaping products as their business model. With few exceptions, other tobacco retailers typically allocate a small portion on their retail space for this purpose, in addition to groceries or convenience items. As a result, tobacco products have a low profile in these settings.

In light of the information noted earlier in this report, Council is presented with a range of options to consider, which include:

- **Option 1. No change to existing bylaws.** If Council selects this option, there will be no change to existing bylaws. As principal uses, additional vape retail outlets could locate wherever these uses are permitted.
- **Option 2. Separation requirements between vaping retail outlets.** If Council selects this option, Zoning Bylaw amendments will be prepared in accordance with this direction. These separation requirements could include a 1000 metre separation between principal use vape retail outlets and a further 200 metres from schools.
- **Option 3. Prohibition within the Town Centre.** If Council selects this option, bylaw amendments would be prepared to prohibit this use (as a principal use) from further locating within the Town Centre.
- **Option 4. Prohibition against further vape retail outlets within Maple Ridge.** This option would require bylaw amendments to prohibit additional vape retail outlets as principal uses within the community. The existing 4 vape retail outlets would have legal non-conforming status and could remain in operation in perpetuity.

### **Interdepartmental Implications:**

This discussion paper was prepared in response to Council's request and in collaboration with the Licences and Bylaws Department. Any future bylaw amendments that arise from Council direction will align with the "Maple Ridge Smoking Regulation Bylaw", which was revised in 2015 to recognize "e-cigarettes."

Noting the findings of the Coastal Health Report, the role of the Parks, Recreation and Culture Department and programming for youth should be emphasized. As youth engagement was noted as a critical deterrent to youth developing lifelong destructive habits, this information has been shared with Community Engagement staff to support the continuation of their work in this area.

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

A key issue noted for Council's consideration is the adverse impacts vaping can have within the community, particularly to vulnerable persons who may begin to use nicotine products, or suffer health impacts caused by vaping devices. Although the long term health impacts of this new technology is unknown, prevailing medical opinion is that there may be negative public health consequences with vaping use. These considerations have been discussed by the Maple Ridge Social Planning Advisory Committee (SPAC), a citizen's advisory group that has been appointed by Council. In April 2019, Council endorsed SPAC's work plan including the following:

- **Chronic Disease Education:** Highlighting the Healthier Community Partnership priorities, this workshop will focus on the effects and prevention of chronic disease caused by food insecurity and unhealthy eating, lack of physical activity, binge drinking (youth specific), screen time and tobacco (vaping) use.

Vaping prevention and awareness is a focus of SPAC, The Youth Planning Table, The Maple Ridge, Pitt Meadows, Katzie Community Network (CN) and the Healthier Community Partnership.

The land use implications of this use should also be considered, and Council may wish to use this opportunity to direct that specific bylaw amendments be made in response to this information.

### **CONCLUSION:**

This report provides a snapshot of vaping as it exists in the provincial context, exploring recent documents on the matter. The concerns raised in this report are relevant to public health generally, particularly to youth, which is consistent with the policy direction stated at the 2019 Convention of the Union of BC Municipalities. It is understood that this issue is critical because smoking and vaping are most likely to become lifelong habits if started in the teenage years.

The implications of vape retail as a principal land use issue are also discussed. This issue is significant within Maple Ridge, as all of the vape retail stores are within the Town Centre, and have the potential to undermine the intent of the Town Centre Area Plan, for a vibrant public realm. It should be noted that vaping products are widely available, through on-line sales, the 4 vaping retail outlets already in existence, and also with the accessory tobacco retail uses in grocery and convenience stores. These existing options are likely sufficient to satisfy consumer demand.

This report presents the implications of this use within the City of Maple Ridge, noting the shared role that municipal departments have in the regulation of vaping and the promotion of community health.

"Original signed by Chuck Goddard" for

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

"Original signed by Chuck Goddard"

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*Reviewed by:* **Charles R. Goddard, BA, MA  
Director of Planning**

"Original signed by Christine Carter"

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*Approved by:* **Christine Carter M.PL, MCIP, RPP  
GM Planning & Development Services**

"Original signed by Al Horsman"

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*Concurrence:* **Al Horsman  
Chief Administrative Officer**

The following appendices are attached hereto:

Appendix A – Map showing location of Vape retail outlets within the City of Maple Ridge

Appendix B – Photographs of existing Vape retail storefronts within the City of Maple Ridge

Appendix C – Map of Commercially zoned sites where vape retail could occur

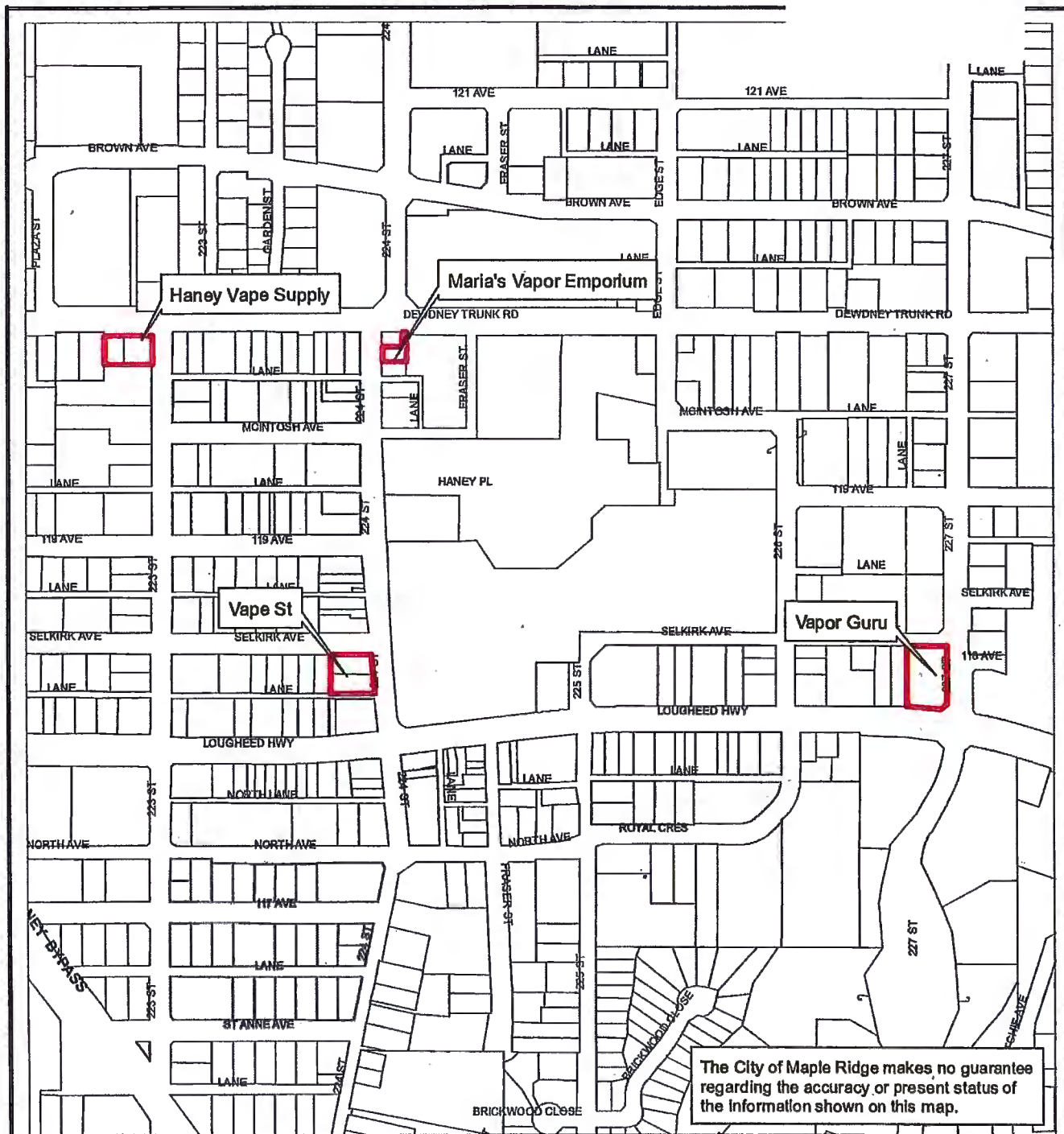
Links –

Vancouver Coastal Health Policy Report "Vaping and E-Cigarettes", March 2020.

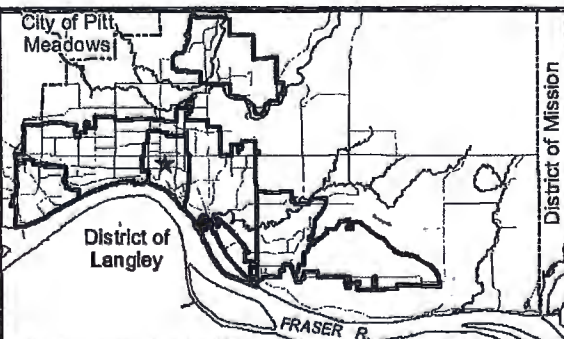
<https://www.ubcm.ca/assets/Resolutions~and~Policy/Policy/Healthy~Communities/Vaping%20and%20E-Cigarettes%202020%20Discussion%20Paper.pdf>

Heart and Stroke Foundation "e-cigarettes in Canada", October 2018.

<https://www.heartandstroke.ca/-/media/pdf-files/position-statements/ecigarettesincanada.ashx?la=en&hash=8939FF52C37A5E11C551176982F2E4AC5D38D605>



Scale: 1:5,000



District of Mission

## Vape Sites

PLANNING DEPARTMENT



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

DATE: May 5, 2020

BY: DT

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**MEETING DATE:** February 2, 2021  
**FILE NO:** 09-4560-20  
**FROM:** Chief Administrative Officer  
**MEETING:** COW  
**SUBJECT:** Proposed New Cannabis Retail Store at 22362 Dewdney Trunk Road

---

**EXECUTIVE SUMMARY:**

On November 27, 2018, Council adopted Council policy 6.33 Cannabis Retail Store Processing and Evaluation Criteria. This policy determines how approvals for cannabis retail are to be processed at the municipal level. This policy was reviewed, updated and approved by Council on May 12, 2020.

After the LCRB completed their integrity checks and security screenings they forwarded an application to the City for a non medical retail cannabis store known as Tony's Pot Shop (NDR Retail Holdings Ltd) to be located at 22362 Dewdney Trunk Road.

One of the considerations utilized by the LCRB in reviewing an application is a resolution from the local government. A number of regulatory criteria must be addressed in the Council resolution as well as comments pertaining to the views expressed by area residents.

Council may choose to support the application, not support the application or choose to not comment.

**RECOMMENDATION(S):**

1. That the application for a non medical cannabis retail store by NDR Retail Holdings Ltd. located at 22362 Dewdney Trunk Road, Maple Ridge be denied based on the information contained in the staff report dated February 2, 2021; and
2. That a copy of the resolution be forwarded to the Liquor and Cannabis Regulation Branch in accordance with the legislative requirements.

**DISCUSSION:**

**a) Background Context:**

On November 27, 2018, Council adopted Council policy 6.33 Cannabis Retail Store Processing and Evaluation Criteria. The Policy determines how approvals for cannabis retail are to be processed at the municipal level. This Policy was amended on May 12, 2020 to reflect current updates.

After the LCRB completed their financial integrity checks and security screenings for NDR Retail Holdings Ltd., they forwarded the application for a non medical retail cannabis store, known as Tony's Pot Shop, to be located at 22362 Dewdney Trunk Road to the City. The applicant for Tony's Pot Shop also contacted city staff to provide a copy of their business plan as well information on their community relations (Appendix II).



Staff reviewed this application to ensure that it met all requirements contained in the Policy including the Application Review Criteria (Section 10 of Council Policy 6.33). All the criteria have been fully satisfied except for Article A, which is the requirement for a 1000 metre separation from another cannabis retail store. This proposed store is 417 metres from Green Star Cannabis; 555 metres from Green Dreamz Garage and 705 metres from Spiritleaf Cannabis.

A map of the surrounding area has been included in this report as Appendix I.

The LCRB guidelines request a specific Council resolution commenting on the application in terms of community impacts which may occur as a result of the proposed retail cannabis store at this particular location. Part of the process requires Council to gather views of the residents who may be affected by the establishment of a cannabis retail store in their neighbourhood.

In following the public input requirement, the City mailed 482 letters to owners and occupants of property within 200 metres of the subject site. By the deadline, no letters of support or opposition were received.

The Maple Ridge RCMP Detachment was asked for their input on this matter and they have not responded with any concerns.

**b) Intergovernmental Issues:**

Both local government and the provincial government have an interest in ensuring that cannabis regulations are followed and that licensed establishments listen to the needs of the community.

**c) Citizen/Customer Implications:**

The review of this application has taken into consideration the potential for concerns from surrounding properties in terms of parking, traffic and noise generation as well as the proximity of schools and similar establishments.

**d) Interdepartmental Implications:**

The Licences & Bylaws Department has coordinated in the review process and solicited input from the public, other municipal departments as well as the RCMP.

**e) Alternatives:**

Should Council wish to support this application then Council could direct the applicant to submit a zoning bylaw text amendment application to amend the 1000 metre separation requirement. It is noted that this rezoning process would be considered on its own merits and Council would have the authority to approve or deny the application. The following motion would support this alternative:


1. That the non medical cannabis retail application for 22362 Dewdney Trunk Road be deferred and;
2. That the applicant be directed to apply for a zoning bylaw text amendment.

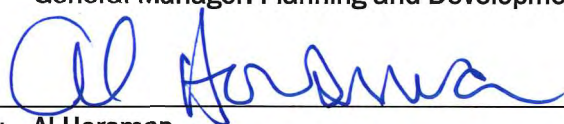
**CONCLUSIONS:**

That Council make the necessary resolution regarding the application from NDR Retail Holdings Ltd. based upon the staff findings set out in this report.

  
Prepared by: **R. MacNair**  
Senior Advisor, Bylaw & Licensing Services

  
Co-Prepared by: **Michelle Orsetti**  
Director, Bylaw & Licensing Services

  
Approved by: **Christine Carter, M.Pl., MCIP, RPP**  
General Manager: Planning and Development Services

  
Concurrence: **Al Horsman**  
Chief Administrative Officer

RM/jd

**Attachments:**

- Appendix I:** Map of surrounding area
- Appendix II:** Tony's Pot Shop Business Proposal



★ Private Retail

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



MAPLE RIDGE  
British Columbia  
mapleridge.ca

FILE: CannabisLocations8.mxd  
DATE: Oct 28, 2020

BY: DT



## Business Proposal

### Proposed Address:

22362 Dewdney Trunk Rd.  
Maple Ridge, BC  
V2X 3J2

## Executive Summary

To quote the late Tony Perry, “Things don’t change soon, they will be the same,” a relevant quote that summarizes our proposal to establish the first licensed cannabis retail storefront in Maple Ridge. NDR Holdings Ltd (dba Tony’s Pot Shop) is in the process of becoming a Licensed Distributor with plans of opening their storefront on 22362 Dewdney Trunk Road.

With residents of Maple Ridge electing a new municipal government, the proposed storefront aims to provide a safe customer experience for individuals wishing to purchase recreational cannabis products. Adhering to the Cannabis Control and Licensing Act, Tony’s Pot Shop will respect the hours of operations from 9 am to 11 pm Monday to Friday. During the initial six months of operations, NDR Holdings Ltd is considering reduced hours to research product placement and training staff.

To maintain status as a licensed distributor, NDR Holdings Ltd will need to be compliant with the cannabis license act where an appointed General Manager (Government official responsible for issuing a license) will oversee operations periodically. The financial risk of non-compliance is dire, with strict guidelines, Tony’s Pot Shop may not be a disturbance to the surrounding businesses.

The proposed property is owned and operated by RRD Holding Ltd, a related corporation to NDR Holdings. The two-story mixed residential/commercial property is an ideal location only footsteps away from Haney Plaza. The proposed venture has received an initial investment of \$100,000 to commence operations from Corden Holding Company, another related corporation to NDR Holdings Ltd.

NDR Holdings Ltd is a new venture that is wholly owned and operated by members of the Perry family from Coast to Coast Video Sales Ltd and Fantasy Factory Adult Stores. Equally owned by Tony Perry’s sons, Nick and Daniel, and his late wife Roxanne Perry, Tony’s Pot Shop is a living legacy to Tony’s business strategy passing from one generation to another.

Products sold at Tony’s Pot Shop will feature BC’s finest licensed producers, cultivating a warm, neighbourhood friendly environment for the community.



## Serving the surrounding communities since 1958

Whether you are wandering in the entertainment district of downtown Vancouver, exploring historic New Westminster, or driving through Hammond, you may have come across a Fantasy Factory storefront. Customer or not, the bright yellow sign has been present within the continuously developing communities across the Lower Mainland. Although taboo to specific individuals, Fantasy Factory was a pioneer in providing products for individuals and couples of various fetishes.

In the dawn of the legalization of distributing and producing recreational use of cannabis products, it makes perfect sense for the proprietors of Fantasy Factory to expand their business portfolio to be one of the first licensed distributors in Maple Ridge. Maintaining business operations that meets the necessary compliance within the Adult Video and Accessory market is not far off from adhering to laws governed under the Cannabis Control and Licensing Act.

For decades Fantasy Factory has maintained a professional relationship by remaining compliant with regulatory entities and participate in all inquiries by the RCMP. With locations being open 24/7, management is familiar with security and mitigating risks to protect their employees, customers, and surrounding neighbours.

Nick and Daniel Perry have conducted product research and market validation. The decision to open in Maple Ridge met several criteria points when reviewing properties available to operate. With BC Cannabis Stores located in Vancouver and Kelowna, NDR Holding Ltd aims to be the third licensed distributor in British Columbia.

Leafly, an online directory of cannabis storefronts (ranked top cannabis website globally) has removed all dispensaries from their catalogue. Whereas Weedmaps has dispensaries listed as well, a licensed distributor in Maple Ridge could increase revenues in the local economy from concerned consumers that want to make legal purchases of cannabis.

Creating a safe environment for employees, customers, and the surrounding neighbourhood is a top priority of NDR Holdings Ltd. The proposed property is

located a few blocks from the Maple Ridge RCMP police department, and it is a safe distance away from elementary and high schools. Canada licensed distributors are reaping the benefit from the rapid industry growth of cannabis reaped in the US. Service providers have extended their product and service offering to the Canadian markets from regulatory reporting (METRC reports) to centralized inventory controls provided in most cannabis POS platforms.

NRD Holdings Ltd is planning to tap into the existing dispensary market, by guiding customers to purchase from a licensed distributor. Without knowing when dispensaries will be permanently shut down in the British Columbia, Tony's Pot Shop has to be true to the product they provide - high-quality BC grown cannabis products.

Part of NRD Holdings Ltd commitment to the community is by aligning with other companies that provide free resources to learn about legalization. Training provided to staff will ensure:

- Customers are not in possession above the legal limits
- Appropriate content displayed online and in the storefront about transportation with cannabis products and where is it safe to consume
- Educating staff on product specifics such as THC and CBD levels within the various strains sold
- Safety inside and outside the storefront banning any individual that is not cooperative
- Additional reading material about consumption laws

Product displays will provide information that will explain the effects with instructions for safe consumption. NRD Holdings Ltd may be dealing with customers that are first-time cannabis users; therefore, staff will be trained to answer a broad spectrum of questions.

## Ownership and Corporate Governance

Professional services have been retained to incorporate NRD Holdings Ltd. Before securing licences, the following stakeholders have been employed to draft articles of incorporation, corporate governance, and audit periodic financial statements.

**Legal Services:**

Ad Lucem Law Corporation  
Suite 1500  
701 West Georgia Street  
Vancouver, BC

**Accounting Services:**

Davidson & Company LLP  
Suite 1200  
609 Granville Street  
Vancouver, BC

Robert Laurie from Ad Lucem Law Corporation is representing NRD Holdings Ltd. Ad Lucem provides legal services in various areas which includes marijuana law. Robert was referred from credible legal professionals to draft the corporate governance for the newly incorporated entity.

Initial tax planning services are being provided by the tax department from Davidson & Company. Services include pro forma projections, estimating installments for corporate taxes, and reviewing future tax strategies. The company is within its first year; therefore, audited financial statements are currently not available.

**Corporate Governance for NDR Holdings Inc.**

Incorporated on October 12, 2018, NDR Holdings Inc is currently in the application process to secure the necessary licenses to distribute cannabis products. The ownership is split evenly between Roxanne, Nick, and Daniel Perry as individuals. Related corporations are defined as other operational and holding companies that are owned by any shareholder.

Common shares are distributed to all three shareholders. Currently, there aren't any options or warrants issued to be vested when licenses are secured. Operations will remain inactive until the required permits from the Liquor and Cannabis Regulation Branch.

Considering the nature of the business and the ownership structure, NRD Holdings Ltd has not set any formal plans in becoming a public company. Financing from non-related companies and individuals may not be necessary. Thus the following ownership structure will remain the same when Tony's Pot Shop commences operations.

## NDR Holding Ltd's ownership structure

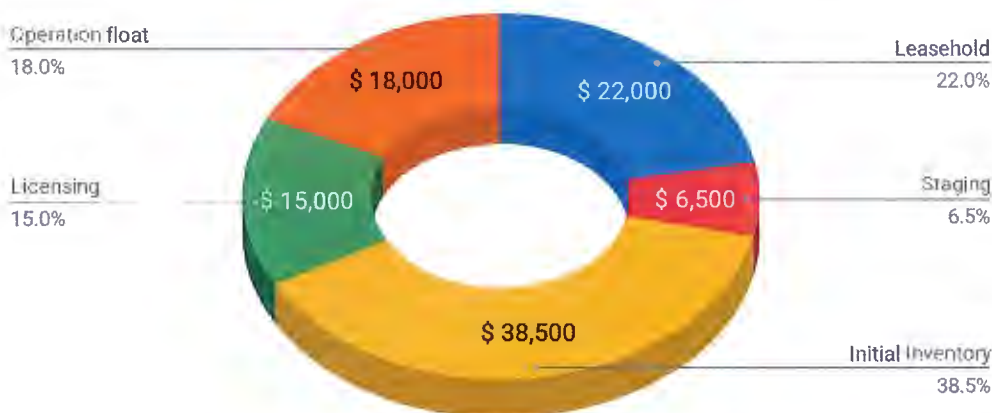


### Sources of Seed Financing

Corden Holdings Ltd offered NRD Holdings Ltd a \$100,000 business loan, which will be covering the following:

- Renovating #22362 Dewdney Trunk Road, Maple Ridge, BC
- Staging retail storefront with product displays, and security setup
- Procuring initial inventory for the store opening
- Cashflow to cover 3 months of overhead

Forecast of \$100,000 investment secured



Leasehold improvements will depend entirely on the products acquired from BC suppliers. Researching strains will be continuous within the first few years

of operations. Market analysis will be conducted by customer feedback and online reviews provided on Leafly and Weedmaps.

Funds will be issued to NDR Holdings Ltd once a corporate chequing account is secured. A deposit will be scheduled when licenses are secured from the Liquor and Cannabis Regulation Branch.

### **Banking Services Required by NDR Holdings Ltd.**

The company is not public and will remain a private entity for the foreseeable future. With plans focused on one storefront, the company is starting from square one with no existing bank accounts secured. NDR Holdings Ltd. related companies have an established relationship with BMO.

The following banking services will be needed when the company becomes a licensed distributor:

#### **1. General Business Operations:**

- Daily chequing account for POS sales
- Petty cash drawer
- Secondary account to set aside funds for GST and payroll remit

#### **2. Savings/Investments**

- Proceeds from operations set aside from profit distributions (T5 income)

#### **3. Debt**

- Corporate consumer credit to purchase inventory under \$10,000

Wire transfers may be required for certain suppliers; however, most inventory will be acquired from BC suppliers. International purchases are not necessary for the business, as well all sales will be in Canadian dollars.

Vendors have been selected to minimize shipping costs and delivery times. For the initial storefront launch, purchase levels within the first year will be manageable to pay via debit or credit cards. If BMO accepts the proposed business model, NRD Holdings Inc will have a location nearby for deposits; however, the company has an established relationship with the BMO branch at the Bentall Centre location in downtown Vancouver.

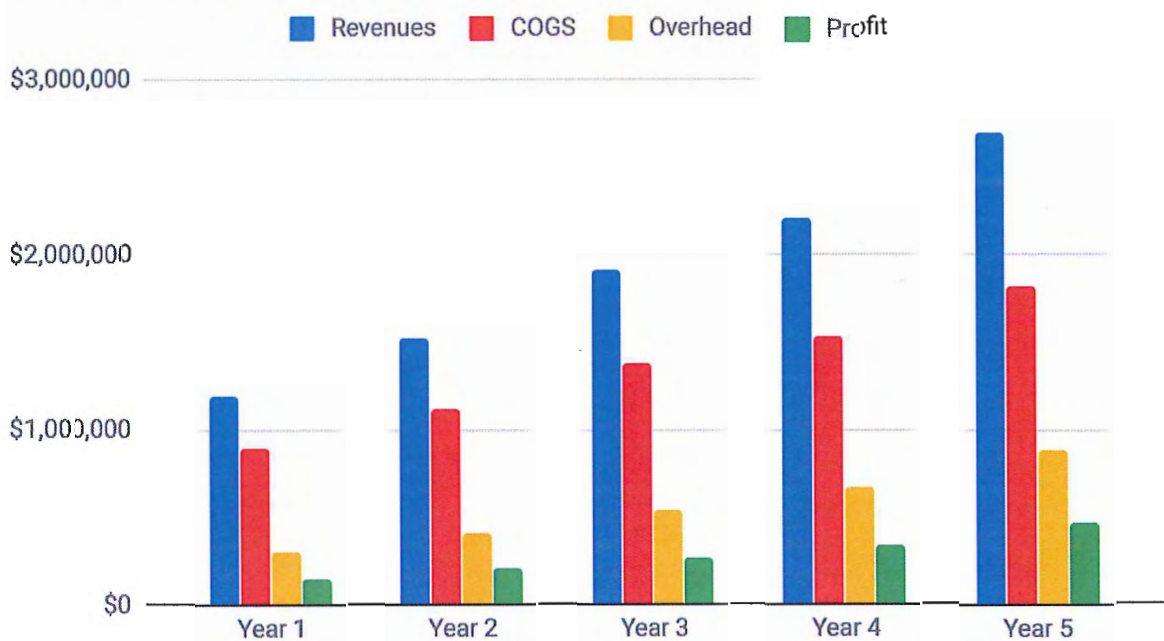


## Financial Projections

As product procurement materializes, the volume of individual strain sales targets will fluctuate. Projecting revenues was based on a bottom-up approach acknowledging both fixed and variable costs for NRD Holdings Inc.

The model created also assumes a monthly profit target within the first year of \$15,000 per month. By profit this may or may not equate to dividend distributions at the end of the fiscal year, instead, it meant as a benchmark to ensure profit targets must exceed 12% minimum per annum.

### Tony's Pot Shop's 5 Year Forecast



Revenues are calculated by grossing up the overhead and profit targets using aggressively high-cost margins. Considering the square footage of the proposed property we validated the revenue model. Our intended goal was to pressure test the monthly breakeven sales based on the following variables:

- Monthly average purchases per consumer
- Average hourly/daily sales to reach monthly breakeven sales
- Cost per acquisition to attain the next paying customer
- The velocity of sales coordinated by two sales representatives

The following shows the five-year forecast for overhead (fixed expenses) and cost of sales (variable costs):

<b>Monthly Fixed Expenses</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
Marketing	\$ 3,500	\$ 5,000	\$ 8,500	\$ 12,000	\$ 20,000
Payroll	\$ 15,501	\$ 22,101	\$ 28,314	\$ 35,175	\$ 42,261
Utilities	\$ 250	\$ 260	\$ 275	\$ 310	\$ 375
Security	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
POS System	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Loan Repayment to Corden	\$ 2,125	\$ 2,125	\$ 2,125	\$ 2,125	\$ 2,125
Overhead	\$ 1,000	\$ 1,500	\$ 2,000	\$ 2,500	\$ 3,000
Corporate Tax Forecast	\$ 1,800	\$ 2,100	\$ 2,520	\$ 3,420	\$ 4,680
Profit Initiative	\$ 12,000	\$ 17,000	\$ 22,500	\$ 28,500	\$ 39,000
Fixed Expense Subtotal	\$ 36,876	\$ 50,786	\$ 66,933	\$ 84,730	\$ 112,141

<b>Monthly Variable Expenses</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
Payment processing	\$ 0.03	\$ 0.03	\$ 0.03	\$ 0.03	\$ 0.03
Inventory (Cost margin)	\$ 0.60	\$ 0.57	\$ 0.55	\$ 0.51	\$ 0.47
Variable expense / \$1 of sales	\$ 0.63	\$ 0.60	\$ 0.58	\$ 0.54	\$ 0.50

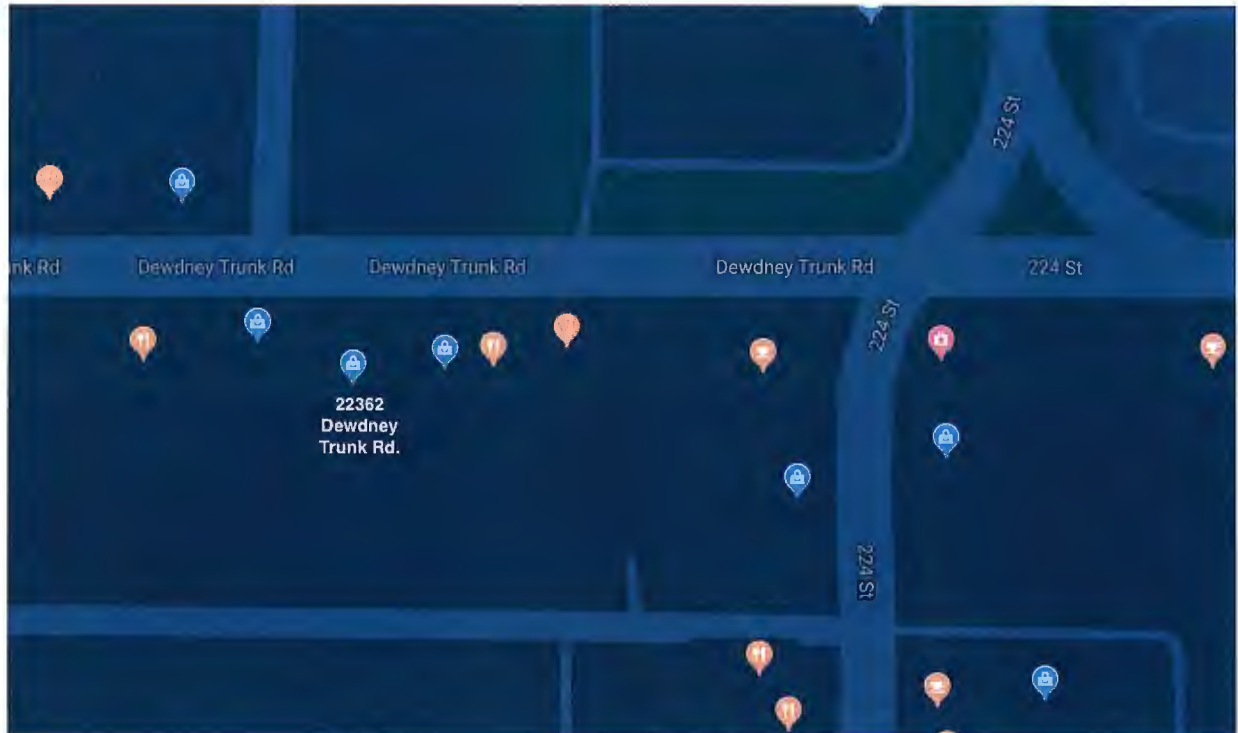
	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
Breakeven Monthly Sales	\$ 99,664	\$ 126,965	\$ 159,365	\$ 184,196	\$ 224,282
Average daily sales	\$ 3,322	\$ 4,232	\$ 5,312	\$ 6,140	\$ 7,476
Hourly sales target	\$ 237	\$ 302	\$ 379	\$ 439	\$ 534
Breakeven Annual Sales	\$ 1,195,962	\$ 1,523,581	\$ 1,912,380	\$ 2,210,352	\$ 2,691,385

To reach annual break-even sales, NRD Holdings Ltd staff would need to achieve the following average monthly sales per customer:

<b>Avg Sales</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>\$ 75.00</b>	1,329	1,693	2,125	2,456	2,990
<b>\$ 125.00</b>	797	1,016	1,275	1,474	1,794

## Retail location details

Located in the heart of Maple Ridge, the property of the proposed retail storefront is owned by RRD Holdings Ltd. (a related company within the group of companies associated with NDR Retail Holdings Ltd). Occupancy will commence during the application process. The storefront will not carry any inventory until the distributor license is awarded.



- Two level property (residential tenancy on the top floor, three commercial businesses below)
- Blueprints are attached to the license application

Restaurants and other retail storefronts surround the retail location. An added benefit is the proximity to local BMO branch which is 500 metres away at 22410 Lougheed Hwy, Maple Ridge, BC V2X 2T6. The neighbourhood has the following demographics:

- 260m from Haney Plaza
- 160m from Haney Vape Supply
- 400m from RCMP station
- 16 cafes and restaurants within a 200m radius
- A safe distance from elementary and secondary schools (more than 500m away)
- Tent city is a safe distance away (minimizing the risk of businesses being affected by residents of tent city)

## Licensing and business registration

The Business Financial Integrity Form application has been submitted to the Liquor and Cannabis Regulation Branch. Having a business license and a bank account from a Canadian financial institution is required for NRD Holdings Ltd.

Appointed by the government, NRD Holdings Ltd will have a general manager assigned to manage all aspects of issuing and retaining the necessary licenses to be a Licensed Distributor. The following summarizes the top level of responsibilities of the general manager:

- Issue a licence,
- renew a license, including a license that has expired, provided that the renewal is within one year after the expiry date of the licence,
- transfer a licence from a licensee to a different person, and
- Amend a licence, including
  - by amending the terms and conditions of the licence,
  - by allowing changes to the structure and layout of the establishment, and
  - by moving the location of the establishment.

The general manager also has the power to suspend operations, terminate licenses, and charge fines and penalties if violations are observed. The review process follows a strict guideline that will assess if the licensee (NRD Holdings Ltd.) is fit and proper.

Reviewing the licensee and its associates is heavily considered in the application process, which also includes investigating any individuals having a connection to NRD Holdings Ltd. The investigation process could involve background and prescribed checks to the licensee, associates, and connected individuals to the licensee and associates.

Considering the resources required to apply, the general manager must give written reasons for the following decisions:

- Refusing to accept an application to issue, renew, transfer, or amend a license;
- Refusing to issue, renew, transfer or amend a license

According to the Cannabis Control Licensing Act, the general manager has mandatory requirements not to issue, renew, transfer or amend a license if, in the general manager's opinion, it would be contrary to the public interest.

With NRD Holdings Ltd applying for a business licence in Maple Ridge, it is understood by the applicant of the current political climate surrounding the city. The proposal of establishing a licensed distributor, selling legal cannabis products is believed to benefit Maple Ridge by minimizing the sale of marijuana and cannabis products on the streets.

To qualify as an applicant, by avoiding an immediate rejection, NRD Holding Ltd must meet the following requirements:

- Is an individual, partnership, corporation or Indigenous nation;
- Is not a minor;
- Meets regulations set by the control requirements for the proposed establishment:
  - The applicant is the owner of the establishment;
  - Or has made arrangements to have control over the establishment to meet the general manager's criteria;



- Maintains a proper establishment, including but not limited to equipment and facilities;
- Is fit and proper according to the general manager;
- Meets all prescribed standards set by the general manager;

To meet the requirements of all stakeholders, NRD Holdings is applying for their business licence and submitting their Business Integrity Form concurrently. The shareholders are willing to provide any additional information necessary to aid in the decision process.

Rigorous training will be provided to staff and management. NRD Holding Ltd policies and procedures are drafted to ensure compliance is met across the company. Service providers that have been selected by NRD Holdings Ltd have provided resources to ensure non-compliance of controls is avoided.

## Operations

We are unable to secure price lists from licensed producers until we secure our licence. The forecasting exercises to pinpoint monthly breakeven relies heavily on aggressive assumptions that gross margins will be initially low (approximately 33%) until established relationships with suppliers are formed.

Aside from procuring wholesale price lists from BC based license producers, the vast amount of strains available in the market has been noted, which has lead to cultivating a market strategy within the first few years of operations. Due the size of the proposed property, having efficient inventory controls is dire. Upon opening, NRD Holdings Ltd will feature BC based cannabis products that have high ratings on Weedmaps and Leafly.

### **Grand Opening Strategy - Pursuit of Product Selection**

NRD Holdings Ltd is not allowed to make online sales, solicit storefront displays, or have third parties selling their products. The initial opening will involves several BC based licensed producers where customers will have the opportunity to give feedback on products they wish to purchase.

Customer discovery interviews via peer to peer reviews and digital wish list displays will guide NRD Retail to establish their main product lists and

backorders. The license prohibits inventory being stored anywhere other than the proposed property, which includes the transportation of products.

Products will be ordered exclusively from licensed producers, showcasing BC's finest producers and products. Meeting the rules and regulations from the Cannabis Control and Licensing Act, products purchased from licensed producers will meet all regulations before arriving at the proposed property.

To limit overhead costs, the initial retail launch will have reduced hours with a skeleton staff to test the local market. If demand for longer hours is met by reaching revenue targets, Tony's Pot Shop will operate upwards to a full permitted schedule (Monday to Sunday, 9 am to 11 pm).

Nick Perry (33% owner of NRD Holdings Ltd) will be overseeing operations at the storefront. Additional staff will be hired as milestones are reached.

### **BC Retail selling BC Products**

British Columbia has a global reputation for producing the finest cannabis products. Tony's Pot shop will focus on BC producers, which mean no international imports, with all sales in Canadian dollars. The following is a list of BC licensed producers that have been shortlisted for the grand opening:

<b>Name of BC Supplier</b>	<b>Address</b>	<b>Websites</b>
Canna Farms Ltd.	PO Box 1419 Hope, B.C., V0X 1L0	<a href="https://www.cannafarms.ca/">https://www.cannafarms.ca/</a>
DOJA Cannabis Ltd.	274 Bernard Ave, Kelowna, BC V1Y 6N4	<a href="https://doja.life/">https://doja.life/</a>
Good Buds	1867 North End Road Salt Spring Island, British Columbia V8K 1C9	<a href="https://goodbudsko.com/">https://goodbudsko.com/</a>
Pure Sunfarms Canada Corp.		<a href="https://puresunfarms.com/">https://puresunfarms.com/</a>
Tantalus Labs Ltd.	595 HOWE ST. 10TH FLOOR VANCOUVER BC, CANADA	<a href="https://tantaluslabs.com/">https://tantaluslabs.com/</a>
THC Biomed Ltd.	P.O. BOX 20033 TOWN CENTRE, KELOWNA, BC V1Y 9H2	<a href="http://thcbiomed.com/">http://thcbiomed.com/</a>
Tilray	1100 Maughan Rd Nanaimo, BC V9X 1J2	<a href="https://www.tilray.ca/">https://www.tilray.ca/</a>

United Greeneries Ltd.	5250 Mission Rd. Duncan, BC, V9L 6V2	<a href="https://unitedgreeneries.ca/">https://unitedgreeneries.ca/</a>
Whistler Medical Marijuana Corp.	Unit 113 1330 Alpha Lake Rd Whistler, BC V8E 0R6	<a href="https://whistlermedicalmarijuana.com/">https://whistlermedicalmarijuana.com/</a>
Zenabis Ltd.	Ocean Pointe, Suite 205 1688 152nd Street Surrey BC, V4A 4N2	<a href="https://www.zenabis.com/">https://www.zenabis.com/</a>

Tony's Pot Shop is not permitted to display vending machines or sell any cannabis-infused food and beverages. With the majority of products being dried cannabis it is fair to enforce all sales being final. NRD Holdings Ltd will not impose any return policies, as guarantees on product quality is difficult to defend once the product leaves the store. Based on initial market research the following products have been reviewed, which are currently available at the BC Cannabis Store:

<b>Producer</b>	<b>Strain</b>	<b>Price</b>	<b>THC</b>	<b>CBD</b>
United Greeneries Inc.	8 BALL KUSH	\$13.99	23%	1%
Whistler Medical Marijuana Corp.	ACAPULCO GOLD	\$56.99	18.40%	0.05%
Whistler Medical Marijuana Corp.	ACAPULCO GOLD PRE-ROLL	\$17.99	18.40%	0.05%
The Flowr Group	ACE VALLEY CBD	\$35.99	17%	17%
The Flowr Group	BC ATOMICAL HAZE	\$56.99	28%	1%
The Flowr Group	BC DELAHAZE PRE-ROLL	\$10.99	29%	1%
The Flowr Group	BC LEMON THAI KUSH	\$56.99	29%	1%
The Flowr Group	BC PINK KUSH	\$45.99	29%	1%
Whistler Medical Marijuana Corp.	BC ROCKSTAR	\$56.99	23.50%	0.05%
Whistler Medical Marijuana Corp.	BC ROCKSTAR PRE-ROLL	\$17.99	23.50%	0.05%
The Flowr Group	BC SENSI STAR	\$35.99	24%	3%
The Flowr Group	BC SENSI STAR PRE-ROLL	\$8.99	24%	3%
Canna Farms	BLUE DREAM	\$51.99	22%	0.05%

Canna Farms	BLUE DREAM PRE-ROLL	\$15.99	22%	0.05%
Whistler Medical Marijuana Corp.	BLUEBERRY LAMBSBREAD PRE-ROLLS	\$17.99	16.40%	0.05%
Whistler Medical Marijuana Corp.	CBD SHARK	\$56.99	6.70%	10.50%
Whistler Medical Marijuana Corp.	CBD SHARK PRE-ROLL	\$17.99	6.70%	10.50%
United Greeneries	CBD TONIC	\$13.99	10%	10%
Whistler Medical Marijuana Corp.	CHOCOLOPE PRE-ROLL	\$17.99	19%	0.05%
Canna Farms	CRITICAL SUPER SILVER HAZE	\$51.99	18%	0.05%
Canna Farms	CRITICAL SUPER SILVER HAZE PRE-ROLL	\$15.99	18%	0.05%
Zenabis Ltd.	DURGA MATA 2	\$8.99	7%	8%
United Greeneries Inc.	GREAT WHITE SHARK	\$13.99	18%	1%
Canna Farms	GSC	\$51.99	22%	0.05%
Canna Farms	GSC PRE-ROLL	\$15.99	22%	0.05%
Tilray Canada Ltd.	HEADBAND	\$35.99	24%	1%
United Greeneries	HIGH CBD BLEND	\$8.99	10%	10%
United Greeneries	INDICA BLEND	\$8.99	20%	1%
Broken Coast Cannabis	KEATS	\$11.99	24%	0.04%
Whistler Medical Marijuana Corp.	KOSHER KUSH PRE-ROLL	\$17.99	23.90%	0.05%
United Greeneries	LIBERTY HAZE	\$13.99	18%	1%
THC BioMed	MAG LANDRACE	\$6.99	25%	1%
THC BioMed	MAG LANDRACE	\$6.99	22%	1%
United Greeneries Inc.	MAZAR GREAT WHITE SHARK	\$13.99	18%	1%
Zenabis Ltd.	MK ULTRA	\$8.99	20%	1%
United Greeneries Inc.	NORTHERN LIGHTS	\$13.99	19%	1%
Canna Farms	PINK KUSH	\$51.99	24%	0.05%

<i>Canna Farms</i>	<i>PINK KUSH PRE-ROLL</i>	\$15.99	24%	0.05%
<i>Tilray Canada Ltd.</i>	<i>ROCK STAR</i>	\$35.99	24%	1%
<i>Broken Coast Cannabis</i>	<i>RUXTON</i>	\$11.99	26%	0.04%
<i>United Greeneries</i>	<i>SATIVA BLEND</i>	\$8.99	20%	1%
<i>Zenabis Ltd.</i>	<i>SENSI STAR</i>	\$8.99	18%	1%
<i>United Greeneries</i>	<i>SERIOUS KUSH</i>	\$13.99	19%	1%
<i>United Greeneries Inc.</i>	<i>SUPER SKUNK</i>	\$13.99	19%	1%
<i>Canna Farms</i>	<i>TANGERINE DREAM</i>	\$51.99	19%	0.05%
<i>Canna Farms</i>	<i>TANGERINE DREAM PRE-ROLLS</i>	\$15.99	19%	0.05%
<i>THC BioMed</i>	<i>THC HYBRID</i>	\$6.99	25%	1%
<i>THC BioMed</i>	<i>THC HYBRID PRE-ROLLS</i>	\$4.20	25%	1%

Selection of strains will change based on market demand. Backorders will be scrutinized heavily by cost margin and inventory turnover. Custom management information systems will be made for NRD Retail Holdings Ltd to maximize profitability while maintaining a positive customer experience.

Sources such as Leafly and Weedmaps will be referenced to generate competitive benchmarks, as well as collect product information instead of referencing individual licensed producers.

To meet requirements inventory must be reviewed upon delivery to ensure all product have supporting documentation and product stamps (whenever applicable). Investment in leasehold improvements to the property will focus on staging the retail storefront for retail customers to enter through the north entrance, and inventory being delivered through the South entrance.

Customers are not permitted in the limited warehouse of Tony's Pot Shop.

### **Technological innovation within the Canadian Cannabis Industry**

The licensed distributor market in Canada has many credible resources to help retailers create their operational foundation. Starting from software companies streamlining the supply chain to generating periodic reports to



meet compliance milestones. Although Canada is finalizing its reporting process, the company will use Metrc which is readily available on most cannabis-based point-of-sale systems.

Metrc is a turnkey solution providing end-to-end tracking and tracing specifically designed for government agencies regulating legalized marijuana. Currently adopted in the US market, Tony's Pot Shop will produce these reports until the Canadian government concludes which regulatory standards they wish to enforce.

Since legalization, US software developers have entered the Canadian market. Extensive product research on cannabis-based point-of-sale terminals was conducted to maximize information flow between retail staff and back office support staff (i.e. accounting, management, general manager, etc.).

After reviewing several POS platforms, NRD Holdings Ltd has shortlisted two platforms that meet their day to day operations, while providing reports to accounting to maintain the books.

	<b>IndicaOnline</b>	<b>Greenline POS</b>
<b>Website</b>	<a href="https://indicaonline.com/">https://indicaonline.com/</a>	<a href="https://getgreenline.co/">https://getgreenline.co/</a>
<b>Regions</b>	Canada & US	BC & Ontario
<b>Types</b>	Medicinal & Recreational	Medicinal & Recreational
<b>Sales</b>	Retail & Online	Retail & Online
<b>Barcode scanner</b>	Yes	Yes
<b>Training</b>	< 1 hour	Within minutes
<b>Live agents</b>	Yes	Yes
<b>User interface</b>	User friendly	User friendly
<b>Hardware (Cash register is not mandatory - can download the app)</b>	All in one tablet screen, with printer, scanner built into terminal	All in one tablet screen, with printer, scanner built into terminal
<b>Delivery platform</b>	Uber like UI for delivering to clients  List prices on a separate screen for ease of product selection	No
<b>Digital signage</b>		No
<b>Potify API</b>	Yes	No
<b>Weedmaps API</b>	Yes	No

<b>Metrc API</b>	Yes	Yes
<b>Compliance reports</b>	Yes	Yes
<b>Inventory Controls</b>	Yes	Yes
<b>Subscription</b>	\$299 / month or \$500 for premium	\$500 / month
<b>Contract</b>	Month to month	Month to month
<b>Integrates with other POS systems</b>	Yes	Yes
<b>Integrates with Quickbooks</b>	Not mentioned	Yes
<b>Offline mode</b>	Not mentioned	Yes
<b>Secured cloud</b>	Yes (US Servers)	Yes (Canadian Servers)

Both IndicaOnline and Greenline POS have a solid base; however, neither provide scale hardware; however, the software is customizable to ensure inventory controls are accurate. Priced at \$500 per month, either platform will serve NRD Holdings Ltd operational needs.

IndicaOnline inevitable will be the platform selected due to its Weedmaps API integration. Customers may be able to review which products are available at Tony's Pot Shop online. Leveraging online directories will allow NRD Holding Ltd to attract the clientele that previously purchased products at their neighbourhood dispensary.

To expedite customer identification, we will be encouraging our clientele to sign up for a loyalty program that verifies their age and tracks their purchases at Tony's Pot Shop. Paired with METRC API, NRD Holdings Inc will be investing in analyzing their consumer data to create effective marketing campaigns.

Staff training provided by IndicaOnline will not act as a replacement for the training certificate that is coordinated by the general manager and NRD Holding Ltd. Acquiring a POS platform that is user-friendly while possessing customizable reports to meet varying stakeholders was a top priority in the selection process.

Inventory controls will evolve as product research confirms which strains will be purchased in large quantities, as well as the storage requirements for the products stored in the warehouse. The initial launch will help management conclude concrete targets for back orders.

# Marketing & Advertising

Branding for the storefront will be compliant to the Cannabis Control and Licensing Act. The retail storefront will not persuade the public to believe the storefront is a pharmacy, as well displays will not appear in the window. The website will not allow guests to purchase products online. Loyalty programs will enable customers to acquire points which could be used for future discounts, customer appreciation sales, and layaway programs for product pick up at the retail location.

Named after Tony Perry, his family wanted to follow through on his vision to become a pioneer in this new industry. A warm, neighbourhood friendly shopping experience. From the early days of Coast to Coast Video Sales, Tony was a pioneer in Adult Retail. With recreational cannabis legalized there are still individuals that have moral issues.

The creation of Tony's Pot Shop allows for recreational cannabis users to purchase their products in a safe environment. Content and marketing assets are still being published for the company's website. With limitations to storefront displays and online sales, NRD Holdings Ltd is reviewing their marketing material with their retained legal counsel.

Without an approved location, displaying a website is entirely not necessary as it is a cost that could be allocated in other areas. When NRD Holdings Ltd has issued a license and receive the appropriate business licenses, social media accounts and a webpage will go live informing the public of the grand opening.

Applying the Running Lean model, the shareholders drafted a Business Model Canvas which outlines a bird's eye view of Tony's Pot Shop. With the goal of being the first non-government licensed distributor in British Columbia, NRD Holdings Ltd invested a significant amount of resources to ensure they have all bases covered.

Below is the Business Model Canvas:

Client: Tony's Pot Shop

## The Business Model Canvas

Date:

2/18/2019

Key Partners	Key activities	Value Proposition	Customer Relationships	Customer Segments
Licensed producers Licensed distributors Maple Ridge business community Service providers within the cannabis industry Legislators supporting licensed distributors and producers	Implementing a loyalty program Discounts for long-term customers Securing surrounding property	Providing a warm, safe environment for residents of Maple Ridge to purchase legal cannabis products Leveraging supplier relationships by offering cannabis products that may not be available within a dispensary	Available seven days per week Tony's Pot Shop will be as convenient as the neighbourhood liquor store. Supplying BC's finest products rotating various strains to provide diverse offering	Law abiding consumers wanting to purchase legal cannabis products Recreational consumers wishing to try cannabis products they may not have access to
	<b>Key Resources</b>		<b>Channels</b>	
<b>IDEAS MOVING FORWARD</b> Cannabis publications and public personas	Established infrastructure within an existing group of companies Intro corporate support to help support operations for short-term capital needs	<b>IDEAS MOVING FORWARD</b> Leveraging business intelligence to procure products that reflect online popularity	Locally Woodmass Social media	<b>IDEAS MOVING FORWARD</b> Explore products and services for medicinal consumers
<b>Cost Structure</b>		<b>Revenue Streams</b>		
Supplies from licensed producers (major COGS) -- Target is to keep COGS below 65% (research cost efficient suppliers)		Retail sales Online layaway program (Online sales and delivery is not permitted)		
Fixed monthly overhead for year 1 is approx \$23,000 with a monthly profit target of \$15,000		Monthly breakeven with profit target is \$108,000 averaging 720 to 1,080 customers		

# Human Resources

Recruiting services are still in their infancy for hiring retail employees for licensed distributors. Above proving an individual is bondable, additional background checks will be required. Online platforms like Certn (<https://certn.co/>) via SoftCheck, will provide instant feedback on all applicants to ensure they have a clean record. Assessments covered by this platform will offer the following analysis:

- Criminal & court data
- Review watch lists & registries
- Known affiliations
- Industry databases
- Social scans (reviewing social media accounts)
- Driving/Motor vehicle records

Daily operations involving inventory and payment processing will be provided by the POS platforms. Additional training material may also be provided by the issuing authority of the distribution licence.

## Initial workforce (Year 1 after grand opening)

During the first year, NDR will be open its retail storefront with the following staff:

- 1 General Manager
- 3 Budtenders (Retail employees)

The schedule reflects having two employees on site during business times:

Schedule

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Shifts
	8:30-16:30	15:30-23:30	8:30-16:30	15:30-23:30	8:30-16:30	15:30-23:30	8:30-16:30	15:30-23:30	8:30-16:30	15:30-23:30	8:30-16:30	15:30-23:30	8:30-16:30	15:30-23:30	
General Manager		x			x				x		x		x		5
Budtender 1			x		x		x		x		x				5
Budtender 2	x		x				x		x		x				5
Budtender 3		x		x					x		x		x		5
Shifts	1	2	1	2	1	1	1	1	2	2	2	2	1	1	

As business picks up, part-time staff may be hired to fill various spots to ensure the safety and security for staff and customers.

## NDR Holdings Ltd Staff Forecast

Due to its limited size, massive increases in labour is limited. With a short-term target of scheduling two staff at all hours, the following is a conservative forecast for operations within the proposed storefront:

	Year 1	Year 2	Year 3	Year 4	Year 5
General Manager	1	1	1	2	2
Budtenders					
Full-time	3	4	5	5	6
Budtenders					
Part-time	0	2	3	3	4
Budtender rate	\$ 17.00	\$ 17.00	\$ 18.00	\$ 19.00	\$ 20.00
General Manager Monthly Salary	\$ 5,000.00				

Aside from issuing licenses, the general manager appointed to NRD Holdings Ltd may coordinate a training course for staff and management. Since NRD Holdings Ltd is not producing cannabis products, the training may be heavily focused on distribution. Training programs are available for sales staff and supervisors.

The general manager may appoint a third party to facilitate the training and monitor staff moving forward. All certificates awarded to personnel must display an expiry date. The certificate will also show the recipient's name and the course or training program they completed.

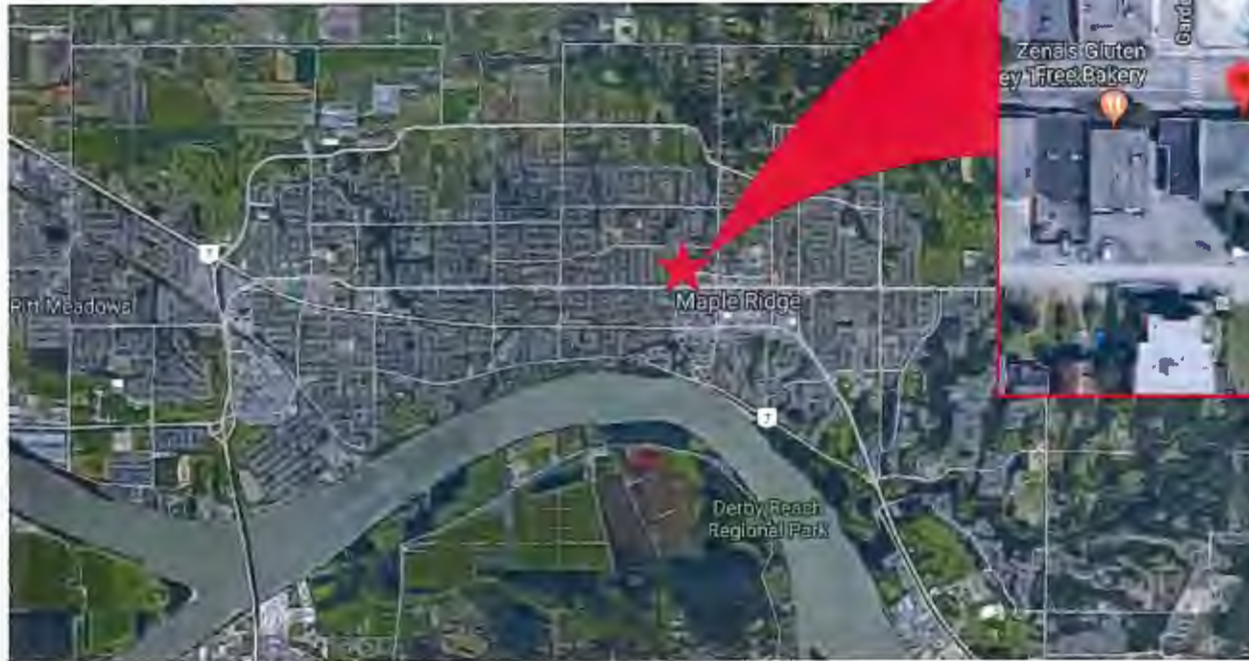
If NRD Holdings Inc has staff onsite without appropriate certification, they are not permitted to work until certificates are available. Management and owners are required to obtain training certificates to operate their business. Failure to obtain certificates could lead to temporary suspension of operations, penalties and fines, and even termination of the licence.



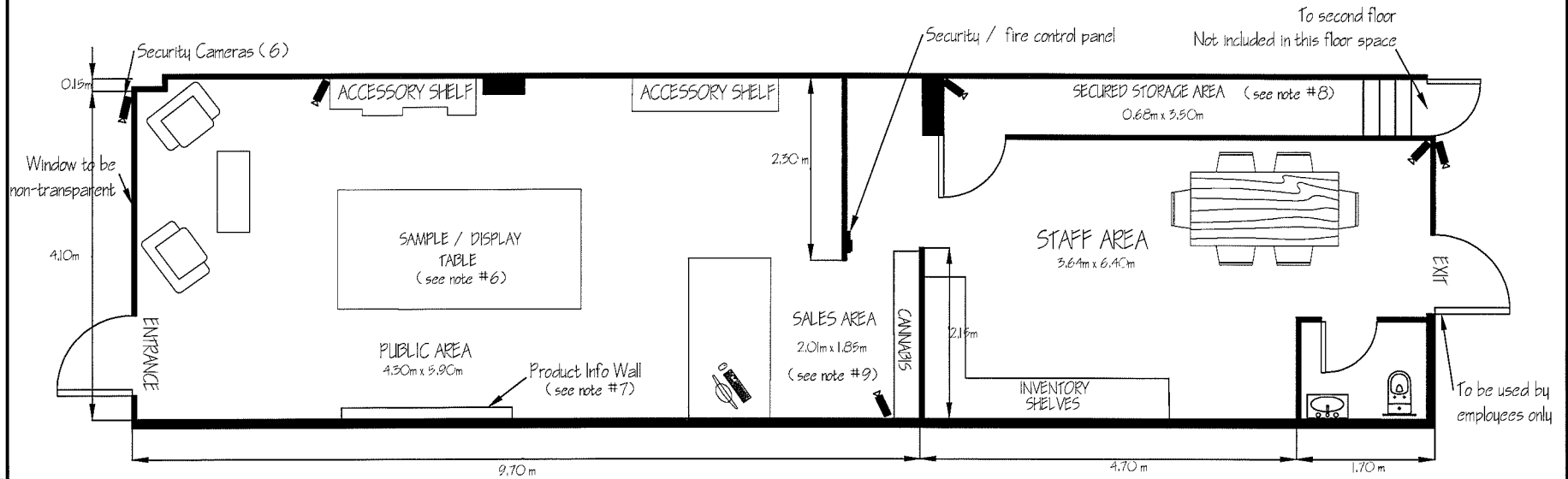
## Community

Along with providing the local community safe access to quality cannabis products, we also plan on reaching out to and working with organizations local to Maple Ridge. These organizations include Alouette Addiction Services, Food For The Soul Project Society, and the Maple Ridge Community Foundation. We hope to set up fundraisers in the form of food drives and clothing drives as well as donating money. Our goal is to work with these organizations to help improve the quality of life and well being for the community of Maple Ridge, especially those in need.

# Tony's Pot Shop



General Notes		
No.	Revision/Issue	Date
<b>Site Name and Address</b> Tony's Pot Shop 22362 Dewdney Trunk Rd Maple Ridge, BC V2X 3J2		
<b>Project</b> Tony's Pot Shop Start October 01, 2019	<b>Sheet</b> Cover Page	



Customer Area: 26.46 sqm (285 sq ft)

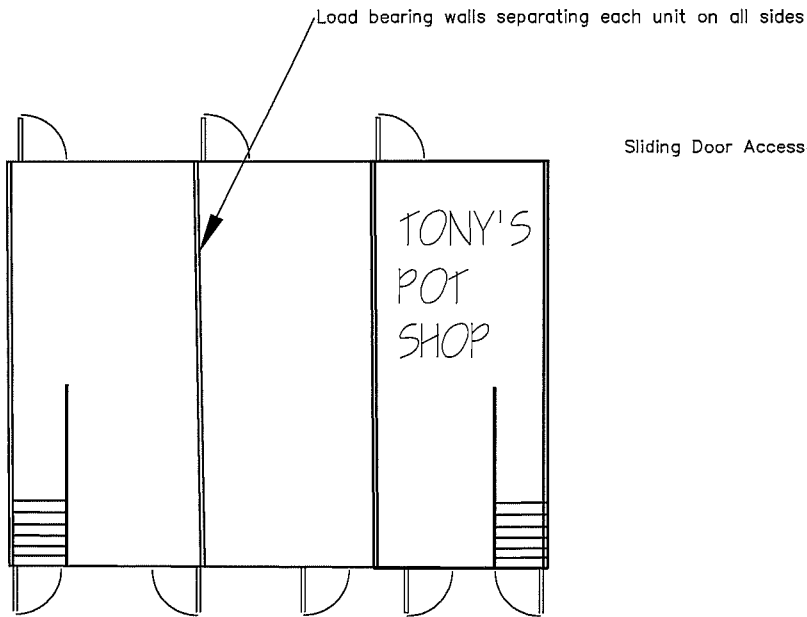
Staff Area: 40.32 sqm (435 sq ft)

Total: 66.8 sqm (720 sq ft)

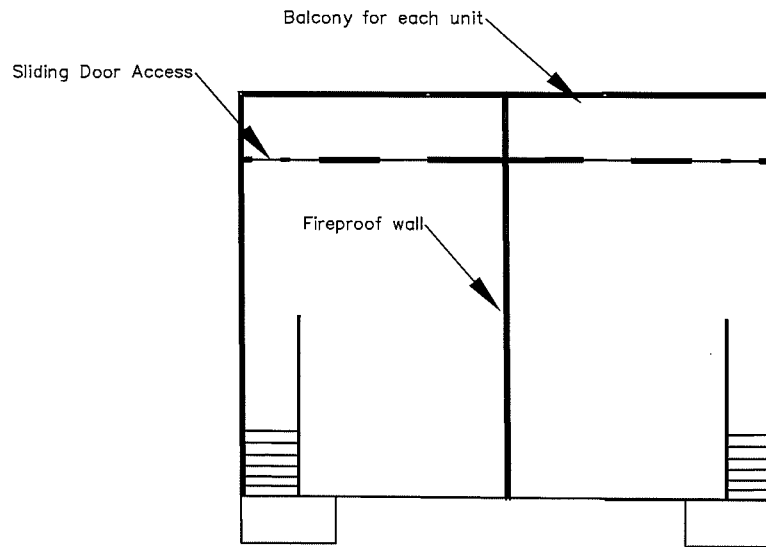
## OTHER NOTES:

- No shared vestibules, direct doorways to other businesses or residences, or any shared areas
- Commercial door-lock and keypad alarm system to be utilized with video surveillance
  - Accurate Lock, Safe & Alarm Co. has been retained to provide security services for this business
  - Panic button to be located under sales counter
- Perimeter door locking system to adhere to the BC Building Code of Canada and BC Fire Code regulations.
- Accessory Shelf and display cases are immovable (fixed) and to be locked at all times unless supervised by employee. Accessory Shelves will contain accessories such as rolling papers, lighters, smoking devices and other similar products.
- Fire alarms to be installed as per the BC Building Code of Canada and BC Fire Code regulations
  - Vancouver Fire has been retained for Fire Monitoring services including Fire Alarm system
- Smell jars available on the Sample / Display case for customers to smell product and will be secured to the table. No product will be in direct contact with a customer. Ipads will also be available on the Sample / Display case for customers to place orders and will be secured to the table.
- Product Info Wall will contain information regarding different strains such as: physical description, smell, whether it is hybrid, sativa or indica.
- Cannabis to be stored in Secured Storage Area and will be locked at all times and under surveillance.
- The Cannabis behind the sales counter is where completed orders, placed on the iPad or at the counter, is placed for customer pick-up.
- Inventory Shelves in staff area to be used to store accessories for the Accessory Shelves.

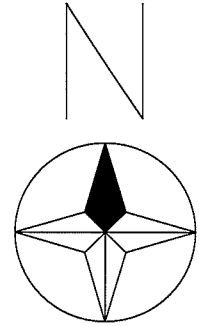
General Notes		
*Approximate estimates based on interior measurements to interior walls		
*Total square meters not taken from original blueprint		
No.	Revision/Issue	Date
<b>Shop Name and Address</b> Tony's Pot Shop 22362 Dewdney Trunk Rd Maple Ridge, BC V2X 3J2		
<b>Shop</b> Tony's Pot Shop Date: October 01, 2018 Time: 1:50		<b>Sheet</b> Floor Plan



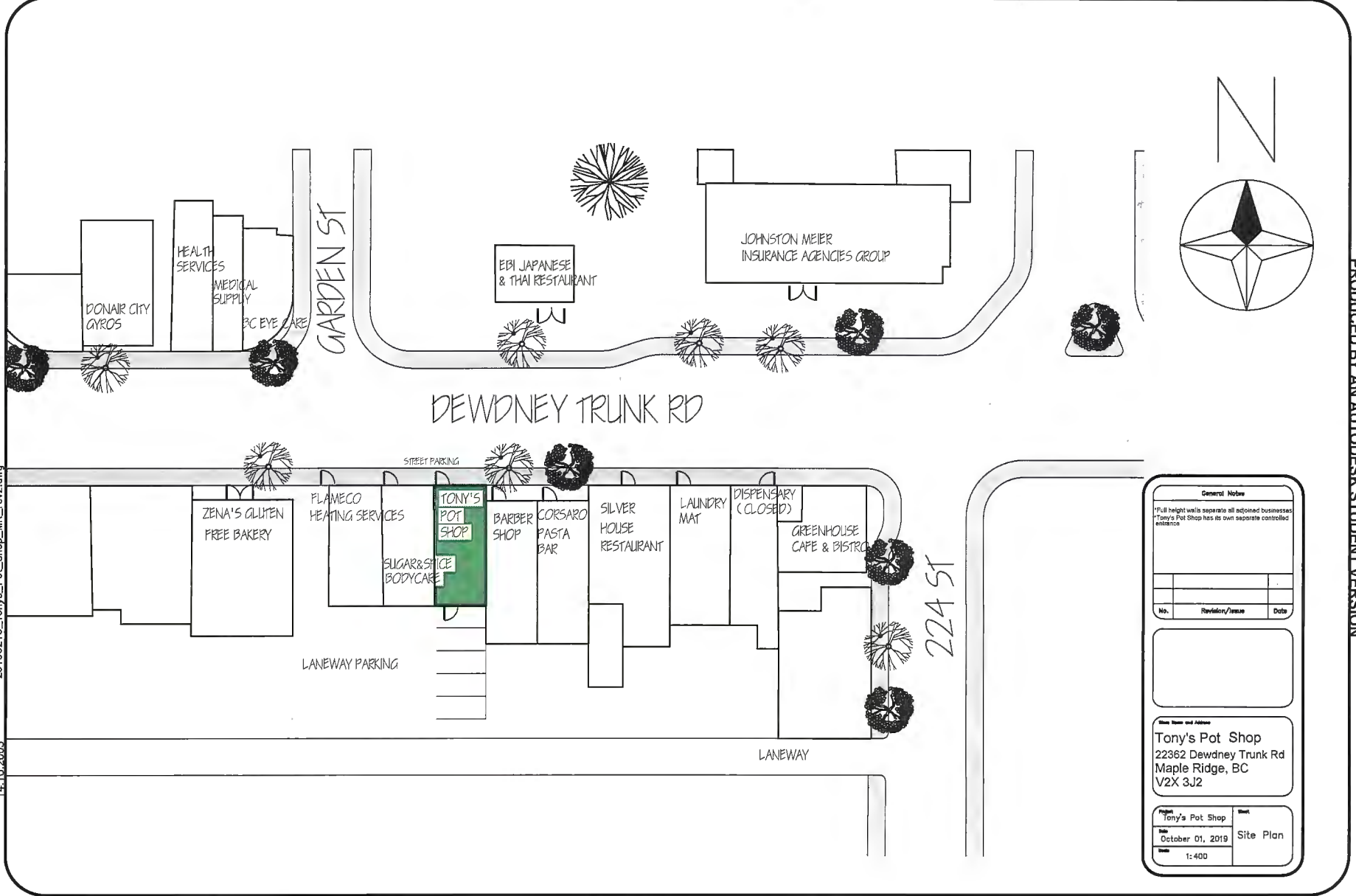
Ground Level



Second Story



General Notes		
*Full height walls separate all adjoining businesses		
*Tony's Pot Shop has its own separate controlled entrance		
No.	Revision/Issue	Date
Show Name and Address		
Tony's Pot Shop		
22362 Dewdney Trunk Rd		
Maple Ridge, BC		
V2X 3J2		
Project	Sheet	
Tony's Pot Shop		
Date	October 01, 2019	Building
Scale		Footprint



General Notes		
*Full height walls separate all adjoining businesses		
*Tony's Pot Shop has its own separate controlled entrance		
No.	Revision/Issue	Date
Name, Name and Address		
<b>Tony's Pot Shop</b> 22362 Dewdney Trunk Rd Maple Ridge, BC V2X 3J2		
Project	Sheet	
Tony's Pot Shop	Site Plan	
Date	Scale	
October 01, 2019	1: 400	

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**MEETING DATE:** February 2, 2021  
**FILE NO:** 01-0640-30-2021  
**FROM:** Chief Administrative Officer  
**MEETING:** CoW  
**SUBJECT:** Revision of Award of Contract RFP-PL18-67 for Janitorial Services

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**EXECUTIVE SUMMARY:**

In December 2018, Council awarded the contract for janitorial services (RFP-PL18-67) to Hallmark Facility Services Inc. for a two-year term with an annual contract price of \$325,032 (excluding taxes), with options to renew for three additional one-year terms, and is subject to a maximum cost of living increase of 2.5% for each annual renewal. The City's first option to renew is January 2021.

Due to the COVID-19 pandemic, cleaning services across all City facilities was supplemented in 2020 to meet WorkSafe BC and public health guidelines to reduce the risk of transmission. The opening of Fire Hall No. 4 requires an amendment to the contract to add the cleaning of this new facility, consistent with the standards specified. The City's contract renewal with Hallmark Facility Services, Inc. will include an amendment for the increased scope of services for supplemental COVID-19 cleaning and new facility costs, as well as a contingency for 'as needed' additional cleaning.

The City facilities that are included in the proposed increase for COVID-19 janitorial services are the City Hall, Library, Police Services, Randy Herman, Operations, and Fire Halls No. 1, 2, 3 and 4.

**RECOMMENDATION:**

That contract RFP-PL18-67 for janitorial services be renewed with Hallmark Facility Services Inc. up to the amount of \$562,176 (excluding taxes), with options to renew for two additional one year terms which are subject to maximum increases of 2.5% for each term renewed; and

That a contingency to address 'as needed' additional cleaning and COVID-19 supplemental cleaning be approved up to the amount of \$20,000; and

That the Corporate Officer be authorized to execute the contract.



## **DISCUSSION:**

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

A Request for Proposal (RFP) issued in 2018 outlined the daily cleaning services for a number of city buildings, which are in operation from 8 hours to 24 hours daily, including guaranteed response times for emergency service calls, and supports environmental stewardship through the use of green cleaning products. It is important to note that some locations require all janitorial personnel to have RCMP security clearance for access to be permitted.

The City's contract with Hallmark Facilities Services is a 'fixed price' janitorial contract and includes recycling and green waste collection, all cleaning products and supplies, weekly cleaning logs and staff supervision is also included in this fixed price. Any requests for extra cleaning is at a fixed rate of \$25.00 per hour. The daily work schedules of the contractor's staff are managed by Hallmark Facilities Services to meet the contract specifications.

During the COVID-19 pandemic, cleaning services across all city facilities are being supplemented to meet WorkSafe BC guidelines and public health recommendations for cleaning of high touch points for all staff areas and public spaces to reduce the risk of transmission.

The opening of Fire Hall No. 4 requires an amendment to the annual janitorial contract to include the cleaning costs for this new facility.

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

The desired outcome is to ensure the provision, sustainable and cost-effective janitorial cleaning services at all facilities maintained by the City of Maple Ridge and to reduce the risk of transmission during the COVID-19 pandemic.

### **c) Strategic Alignment:**

The provision of safe, healthy and clean spaces in buildings and facilities for employees and guests in a cost-effective and efficient manner.

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

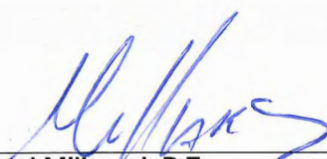
The new COVID-19 cleaning standards requirements result in an additional \$209,072 cost, which is included in the 2021 budget funded through the COVID-19 Safe Restart Grant.

The grant funding can only be related to COVID-19 costs or revenue shortfalls any other increases in operating costs due a change in service delivery would need to be funded through General Revenue.

Janitorial cleaning services, recycling and green waste collection at the newly opened Fire Hall No. 4 is an additional cost of \$48,000 and has been incorporated into the Facilities Department operating budget funded from General Revenue.

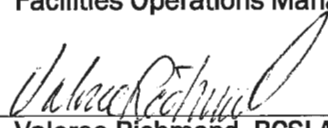
## CONCLUSION:

Hallmark Facility Services is the City's current janitorial services provider. The amendment to Hallmark's existing contract will meet COVID-19 WorkSafe BC and Public Health recommendations and guidelines and provide for additional sanitizing and cleaning practices as needed to reduce the risk of transmission for employees and the public.



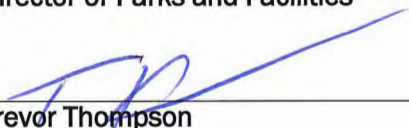
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Prepared by: **Michael Millward, P.E.**  
**Facilities Operations Manager**



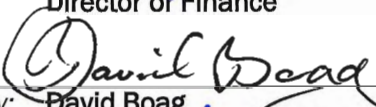
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Reviewed by: **Valoree Richmond, BCSLA**  
**Director of Parks and Facilities**




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Reviewed by: **Trevor Thompson**  
**Director of Finance**



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Approved by: **David Boag**  
**General Manager Parks, Recreation & Culture**



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Concurrence: **Al Horsman**  
**Chief Administrative Officer**

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