

City of Maple Ridge  
COMMITTEE OF THE WHOLE  
AGENDA  
March 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 February 16, 2021
3. DELEGATIONS / STAFF PRESENTATIONS (10 minutes each)
  - 3.1 Alouette River Management Society (ARMS) Annual Report
    - Greta Borick-Cunningham, Executive Director
  - 3.2 Fraser North Farmers Market Delegation Annual Update
    - Melissa Maltais, Executive Director
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 2018-238-RZ, 11302 Maple Crescent, RS-1 to R-1**

Staff report dated March 2, 2021 recommending that Maple Ridge Zone Amending Bylaw No. 7712-2021 to rezone from RS-1 (Single Detached Residential) to R-1 (Single Detached [Low Density] Urban Residential) to permit a future subdivision of approximately two single family lots with access from a rear lane be given first reading and that the applicant provide further information as described on Schedules B and E of the Development Procedures Bylaw No. 5879-1999, along with the information required for a Subdivision application.

**1102 2016-246-DVP, 2016-246-DP, 12111 and 12119 203 Street**

Staff report dated March 2, 2021 recommending that the Corporate Officer be authorized to sign and seal 2016-246-DVP to reduce front and rear yard setbacks, to increase maximum building height for Building A and to reduce minimum required Usable Open Space per three bedroom unit and that the Corporate Officer be authorized to sign and seal 2016-246-DP to permit a 10 unit townhouse development consisting of two buildings under the RM-1 (Townhouse Residential) zone.

**5. ENGINEERING SERVICES**

**6. CORPORATE SERVICES**

**7. PARKS, RECREATION & CULTURE**

**1171 Parks, Recreation & Culture Policy Updates, Policy No. 4.27 – Facility Rental Fee Waiver – Registration Subsidy Rebate and Policy 4.28 – Park and Facility Advertising**

Staff report dated March 2, 2021 recommending that Policy No. 4.27 - Facility Rental Fee Waiver - Registration Subsidy Rebate be adopted as amended and that Policy No. 4.28 - Park and Facility Advertising be adopted as amended.

**1172 Fraser North Farmers Market Operating Agreement Renewal**

Staff report dated March 2, 2021 recommending that the Fraser North Farmers Market Society's Operating Agreement dated March 1, 2021 be approved for a three year term and that the Corporate Officer be authorized to execute the agreement.

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:

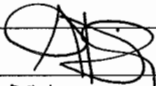
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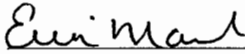
PREPARED BY:

DATE:

CHECKED BY:

DATE:

  
Feb. 25, 2021  
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Feb. 25, 2021

  
Feb 25/21

City of Maple Ridge

**COMMITTEE OF THE WHOLE MEETING MINUTES**

February 16, 2021

The Minutes of the Committee of the Whole Meeting held on February 16, 2021 at 1:30 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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<b>PRESENT</b>	<b>Appointed Staff</b>
<b>Elected Officials</b>	A. Horsman, Chief Administrative Officer
Mayor M. Morden	D. Boag, General Manager Parks, Recreation & Culture
Councillor J. Dueck	C. Carter, General Manager Planning & Development Services
Councillor K. Duncan	S. Nichols, Corporate Officer
Councillor C. Meadus	D. Pollock, General Manager Engineering Services
Councillor G. Robson	T. Thompson, Chief Financial Officer
Councillor R. Svendsen	<b>Other Staff as Required</b>
Councillor A. Yousef	P. Frederick, Recreation Coordinator, Community Engagement
	C. Goddard, Director of Planning
	K. Gowan, Planner 1
	M. McMullen, Manager of Development and Environmental Services
	C. Neufeld, Manager of Parks, Recreation & Development

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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 Duncan, Councillor Svendsen and Councillor Yousef choose to participate electronically. The Acting Mayor chaired the meeting from Council Chambers. Councillor Meadus 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 February 2, 2021

It was moved and seconded

That the minutes of the February 2, 2021 Committee of the Whole Meeting be adopted.

CARRIED

**2.1**

3. ***DELEGATIONS/STAFF PRESENTATIONS***

3.1 **Maple Ridge Pitt Meadows Municipal Advisory Committee on Accessibility and Inclusiveness ("MACAI")**

- Presentation of the Accessibility & Inclusiveness Awards Winners

P. Frederick, Recreation Coordinator, Community Engagement and MACAI staff liaison gave a presentation providing information on the 17<sup>th</sup> Annual Accessibility and Inclusiveness Awards and introducing the 2020 recipients.

Winners in the various categories included:

- Maple Ridge Library for Universal Architectural Access
- Greg Moore Youth Centre for Leisure and Recreation
- Chartwell Willow Manor for Customer Service
- Brij Raj Purohit for Customer Service
- Brody Moore for Volunteer Work
- Jennifer Boone for Educator
- Petra Kion for Community Champion
- Maria Kovacs for Community Champion

Note Councillor Meadus joined the meeting at 1:34 p.m. during the staff presentation.

3.2 **Annual Update from the Maple Ridge Pitt Meadows Arts Council**

- Ms. Curtis Pendleton, Artistic and Executive Director
- Ms. Laura Butler, President

Ms. Pendleton and Ms. Butler gave a presentation providing the annual Maple Ridge Pitt Meadows Arts Council update. Highlights of the presentation included information on current activities being undertaken by the Arts Council including community engagement, the performance series being presented at the ACT, the provision of arts learning programs and gallery exhibitions. Volunteers, funders and donors were acknowledged. The impact of COVID on attendance at the ACT was recognized and an organizational recovery plan was outlined.

4. **PLANNING AND DEVELOPMENT SERVICES**

1101 **2021-032-AL, (Golden Ears Way) Plan NWP63218, District Lot 280, Group 1, New Westminster Land District, Dedicated Park & 63221, Application for Exclusion from the Agricultural Land Reserve**

Staff report dated February 16, 2021 recommending that Application 2021-032-AL to exclude an 8.5 hectare (21 acre) parcel from the Agricultural Land Reserve to allow for a Metro Vancouver long term servicing plan for regional growth management be forwarded to Public Hearing.

C. Goddard provided a summary presentation of the application. He introduced the representatives from Metro Vancouver as A. Gibb, NLWWTP Project Manager, Project Delivery; Tom Sadleir, Program Manager, Community Engagement; and Rajiv Joiya, Project Delivery, Senior Project Engineer.

The Metro Vancouver representatives gave a presentation providing details of the Golden Ears Forcemain and River Crossing project including an overview of the project, the construction schedule and working space required, environmental restoration, public engagement undertaken and the request for exclusion from the Agricultural Land Reserve.

Questions from Council were addressed by both Metro Vancouver representatives and City staff.

It was moved and seconded

That the staff report dated February 16, 2021 titled "Application for Exclusion from the Agricultural Land Reserve, (Golden Ears Way) Plan NWP63218, District Lot 280, Group 1, New Westminster Land District, Dedicated Park & 63221" be forwarded to the Council Meeting of February 23, 2021.

CARRIED

1102 **2019-354-RZ, 25236 112 Avenue, RS-3 to RS-2**

Staff report dated February 16, 2021 recommending that Maple Ridge Zone Amending Bylaw No. 7682-2020 to rezone from RS-3 (Single Detached Rural Residential) to RS-2 (Single Detached Suburban Residential) to permit a future two lot subdivision be given first reading and that the applicant provide further information as described on Schedules A, B and J of the Development Procedures Bylaw No. 5879-1999, along with the information required for a Subdivision application.

M. McMullen, Manager of Development and Environmental Services provided a summary presentation and staff answered Council questions.

It was moved and seconded

That the staff report dated February 16, 2021 titled "First Reading, Zone Amending Bylaw No. 7682-2020, 25236 112 Avenue" be forwarded to the Council Meeting of February 23, 2021.

CARRIED

1103 2020-052-RZ, 11970 220 Street, RS-1 to RT-2

Staff report dated February 16, 2021 recommending that Maple Ridge Zone Amending Bylaw No. 7634-2020 to rezone from RS-1 (Single Detached Residential) to RT-2 (Ground-Oriented Residential Infill) to permit the future construction of a triplex development be given first reading and that the applicant provide further information as described on Schedules C and D of the Development Procedures Bylaw No. 5879-1999.

M. McMullen, Manager of Development and Environmental Services, provided a summary presentation and staff answered Council questions.

It was moved and seconded

That the staff report dated February 16, 2021 titled "First Reading, Zone Amending Bylaw No. 7682-2020, 25236 112 Avenue" be forwarded to the Council Meeting of February 23, 2021.

CARRIED

1104 2019-409-RZ, 12471 223 Street, RS-1 to R-4

Staff report dated February 16, 2021 recommending that Maple Ridge Official Community Plan Amending Bylaw No. 7493-2018 to add an R-4 zone (Single Detached [Infill] Urban Residential) be adopted and that Maple Ridge Zone Amending Bylaw No. 7613-2020 to rezone from RS-1 (Single Detached Residential) to R-4 (Single Detached [Infill] Urban Residential) to permit a future subdivision of approximately 2 lots be given second reading and be forwarded to Public Hearing.

M. McMullen, Manager of Development and Environmental Services provided a summary presentation and staff answered Council questions.

It was moved and seconded

That the staff report dated February 16, 2021 titled "Final Reading, OCP Amending Bylaw No. 7493-2018, Second Reading, Zone Amending Bylaw No. 7613-2020, 12471 223 Street" be forwarded to the Council Meeting of February 23, 2021.

CARRIED



**1105 2021-029-RZ, Termination and Replacement of Land Use Contracts, Various Bylaws**

Staff report dated February 16, 2021 recommending that Maple Ridge Zone Amending Bylaw No.'s 7702-2021, 7703-2021, 7704-2021, 7705-2021, 7706-2021, 7707-2021 and 7709-2021 to terminate Land Use Contracts and rezone properties be given first and second reading and be forwarded to Public Hearing.

K. Gowan, Planner provided a summary presentation and staff answered Council questions.

It was moved and seconded

That the staff report dated February 16, 2021 titled "Termination and Replacement of Land Use Contracts: First and Second Reading Zone Amending Bylaw No. 7702-2021 - 20834 Dewdney Trunk Road; Zone Amending Bylaw No. 7703-2021 - PID 005-255-911; Zone Amending Bylaw No. 7704-2021 - 20931-20945 Camwood Avenue; Zone Amending Bylaw No. 7705-2021 - 11927 /35 203 Street; Zone Amending Bylaw No. 7706-2021 - 12038 224 Street; Zone Amending Bylaw No. 7707-2021 - 23443 Loughheed Highway; Zone Amending Bylaw No. 7709-2021 - 12229, 12218, 12212, 12208 and 12204 McTavish Place; and 21092 and 21070 Stonehouse Avenue" be forwarded to the Council Meeting of February 23, 2021.

CARRIED

**1106 2018-012-DVP, 2018-012-DP, 23795 and 23831 Dewdney Trunk Road**

Staff report dated February 16, 2021 recommending the Corporate Officer be authorized to sign and seal 2018-012-DVP to reduce minimum front, rear and interior yard setbacks and to reduce the minimum required view arc from the centre of all living room windows and that the Corporate Officer be authorized to sign and seal 2018-012-DP to permit construction of a 29 unit townhouse development.

C. Goddard, Director of Planning, provided a summary presentation and staff answered Council questions.

It was moved and seconded

That the staff report dated February 16, 2021 titled "Development Variance Permit and Development Permit, 23795 and 23831 Dewdney Trunk Road" be forwarded to the Council Meeting of February 23, 2021.

CARRIED

**1107 Advisory Design Panel Review: Advisory Design Panel Amending Bylaw**

Staff report dated February 16, 2021 recommending that Advisory Design Panel Amending Bylaw No. 7696-2020 to include gender neutral language and permit the option of Advisory Design Panel meetings being held virtually be given first, second and third readings.

M. McMullen, Manager of Development and Environmental Services provided a summary presentation and staff answered Council questions.

It was moved and seconded

That the staff report dated February 16, 2021 titled "Advisory Design Panel Review, Advisory Design Panel Amending Bylaw No. 7696-2020" be forwarded to the Council Meeting of February 23, 2021.

CARRIED

**5. ENGINEERING SERVICES - Nil**

**6. CORPORATE SERVICES - Nil**

**7. PARKS, RECREATION & CULTURE**

**1171 Thornhill Trails Study**

Staff report dated February 16, 2020 recommending that medium-term improvements recommended by Thornhill Trail Study respondents be explored, that a Thornhill Trail Maintenance Agreement with the Fraser Valley Mountain Association be considered in 2021 and that development of a Thornhill grind trail be included in the next Parks, Recreation & Culture Master Plan.

C. Neufeld, Manager of Parks, Recreation & Development provided a summary presentation and staff answered Council questions.

It was moved and seconded

That the staff report dated February 16, 2021 titled "Thornhill Trails Study" be forwarded to the Council Meeting of February 23, 2021.

CARRIED

**1172 2021 UBCM Poverty Reduction Planning & Action Grant Stream 2**

Staff report dated February 16, 2021 recommending that an application for a grant towards the 'Neighbourhood Mobile Recreation' pilot program be submitted to the Union of British Columbia Municipalities 2021 Poverty Reduction Planning & Action Program, Stream 2.

T. Cotroneo, Recreation Manager, Community Engagement reviewed the staff report and answered Council questions.

It was moved and seconded

That the staff report dated February 16, 2021 titled "2021 UBCM Poverty Reduction Planning & Action Grant Stream 2" be forwarded to the Council Meeting of February 23, 2021.

CARRIED

**8. ADMINISTRATION**

**1191 Community Development & Enterprise Services Committee Resolution**

Resolution passed at the January 25, 2021 meeting of the Community Development & Enterprise Services Committee ("CDES") pertaining to a feasibility review of revitalizing waterfront development.

Clarification was provided on the recommendation pertaining to the revitalization of waterfront development by the Corporate Officer and by the Chair of the committee. Concern was expressed on the impact of the addition of such a project on the existing staff workplan.

It was moved and seconded

That Item 1191 Community Development & Enterprise Services Committee Resolution be forwarded to the Council Meeting of February 23, 2021.

CARRIED

**9. ADJOURNMENT - 4:03 p.m.**

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** First Reading  
Zone Amending Bylaw No. 7712-2021  
11302 Maple Crescent

**MEETING DATE:** March 2, 2021  
**FILE NO:** 2018-238-RZ  
**MEETING:** C o W

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**EXECUTIVE SUMMARY:**

An application has been received to rezone the subject property, located at 11302 Maple Crescent, from RS-1 (Single Detached Residential) to R-1 (Single Detached (Low Density) Urban Residential), to permit a future subdivision of approximately two single family lots with access from a rear lane. To proceed further with this application additional information is required as outlined below. To ensure the two future homes blend in with the character of Hammond, a building scheme covenant should be considered at second reading. This should contain a building height restriction to 2 ½ storeys or 8 metres.

Pursuant to Council Policy, this application is subject to the Community Amenity Contribution (CAC) Program at a rate of \$5,100.00 for the additional lot. The original lot is exempt as the subdivision is proposing fewer than three lots.

**RECOMMENDATIONS:**

1. That Zone Amending Bylaw No. 7712-2021 be given first reading; and
2. That the applicant provide further information as described on Schedules B, and E of the *Development Procedures Bylaw No. 5879-1999*, along with the information required for a Subdivision application.

**DISCUSSION:**

**a) Background Context:**

Applicant:	Pardeep Mangat
Legal Description:	Parcel "A", District Lot 279, Group 1, New Westminster District Plan 84831
OCP:	
Existing:	Single-Family & Compact Residential
Proposed:	Single-Family & Compact Residential
Zoning:	
Existing:	RS-1 (Single Detached Residential)
Proposed:	R-1 (Single Detached (Low Density) Urban Residential)

**Surrounding Uses:**

North:	Use:	Single Family Residential
	Zone:	RS-1 (Single Detached Residential)
	Designation:	Single-Family & Compact Residential
South:	Use:	Single Family Residential
	Zone:	RS-1 (Single Detached Residential)
	Designation:	Single-Family & Compact Residential
East:	Use:	Single Family Residential
	Zone:	RS-1 (Single Detached Residential)
	Designation:	Single-Family & Compact Residential
West:	Use:	Maple Crescent, and Self Storage building under construction
	Zone:	M-3 (Business Park Industrial), and C-3 (Town Centre Commercial)
	Designation:	Infill General Employment

Existing Use of Property:	Vacant
Proposed Use of Property:	Single Family Residential
Site Area:	964 m <sup>2</sup> (0.24 acres)
Proposed Access:	Lane
Servicing requirement:	Urban Standard

**b) Site Characteristics:**

The subject property is located at 11302 Maple Crescent, and is a corner lot located within the Hammond Area Plan, bounded by Maple Crescent, 113 Avenue and a rear lane (see Appendices A and B). Across the road on Maple Crescent is a building under construction for Self Storage. The subject property is approximately 964 m<sup>2</sup> (0.24 acre) in area, and is currently vacant. The subject property is a fairly flat site, with a few trees and shrubs.

**c) Project Description:**

The applicant is proposing to rezone the subject property, from RS-1 (Single Detached Residential) to R-1 (Single Detached (Low Density) Urban Residential) to create two single family lots with access from a rear lane.

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 subject property is located within the Upper Hammond Precinct of the Hammond Area Plan, and is currently designated *Single Family & Compact Residential*, which permits single family dwellings, duplex and triplex forms of development. The intent is to allow for some density increase, that is compatible with existing single family form and neighbourhood character. The proposed development is consistent with the OCP designation.

Under the OCP there is an opportunity to rezone the subject property for a higher density, under the RT-2 Triplex housing form, utilizing the lane as access to the property. This was brought to the attention of the owner; however, staff received confirmation from the owner to continue with the application for two single family lots.

**Zoning Bylaw:**

The current application proposes to rezone the subject property from RS-1 (Single Detached Residential) to R-1 (Single Detached (Low Density) Urban Residential) (see Appendix C) to permit two single family lots (see Appendix D). The minimum lot size for the proposed zone is 371m<sup>2</sup> (3,993 ft<sup>2</sup>), and the site plan shows proposed lots to be 411m<sup>2</sup> (4,424 ft<sup>2</sup>) and 544m<sup>2</sup> (5,856 ft<sup>2</sup>). The minimum required width is to be 12.0m (39 ft.) or 13.5m (44.2 ft.) for a lot on a street corner. The proposed variance from the lot width requirements for proposed Lot 1, to reduce to approximately 7m will require a Development Variance Permit application. As the access is proposed to be from the rear lane, a variance for the lot width at the front can be supported. The variance request will be the subject of a future report to Council.

Staff is recommending that Council require a Building Scheme covenant to be registered as a condition of rezoning, to ensure the residential use of the subject property will meet neighbourhood form and character, including the building height be limited to a maximum of 2 ½ storeys or 8 metres, measured to the mid-point of the roof.

**Advisory Design Panel:**

As the proposed development is for single family lots, Advisory Design Panel review is not required.

**Development Information Meeting:**

A Development Information Meeting is not required for this application, as it is proposing fewer than five dwelling units.

**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; and
- e) 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);
2. A Development Variance Permit (Schedule E); and
3. 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 Chuck Goddard" for

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Prepared by: **Therese Melser**  
**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"

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

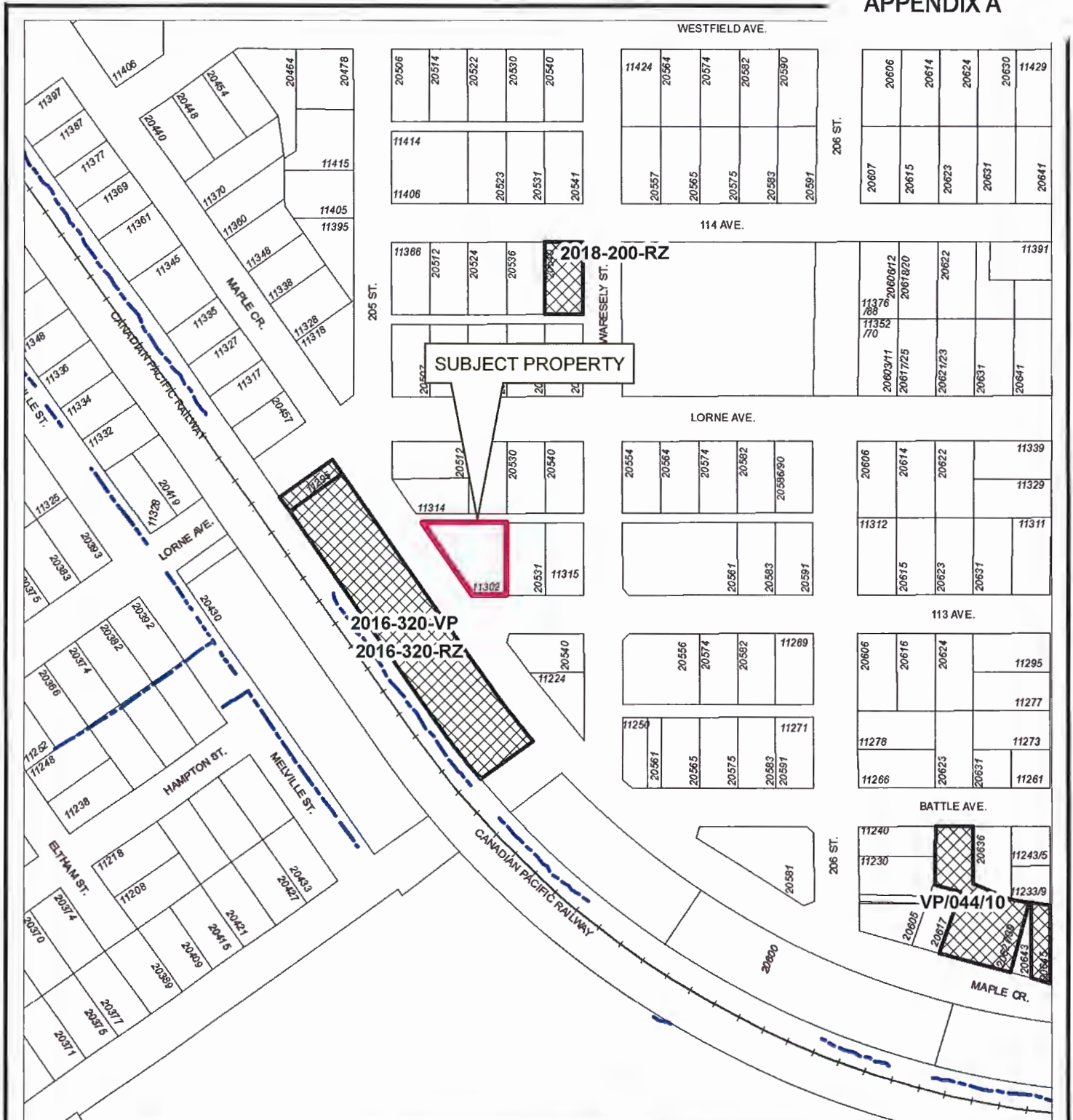
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Concurrence: **Al Horsman**  
**Chief Administrative Officer**

The following appendices are attached hereto:

- Appendix A – Subject Map
- Appendix B – Ortho Map
- Appendix C – Zone Amending Bylaw No. 7712-2021
- Appendix D – Proposed Site Plan



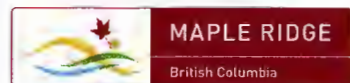
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## Legend

--- Ditch Centreline

11302 MAPLE CRESCENT

PLANNING DEPARTMENT



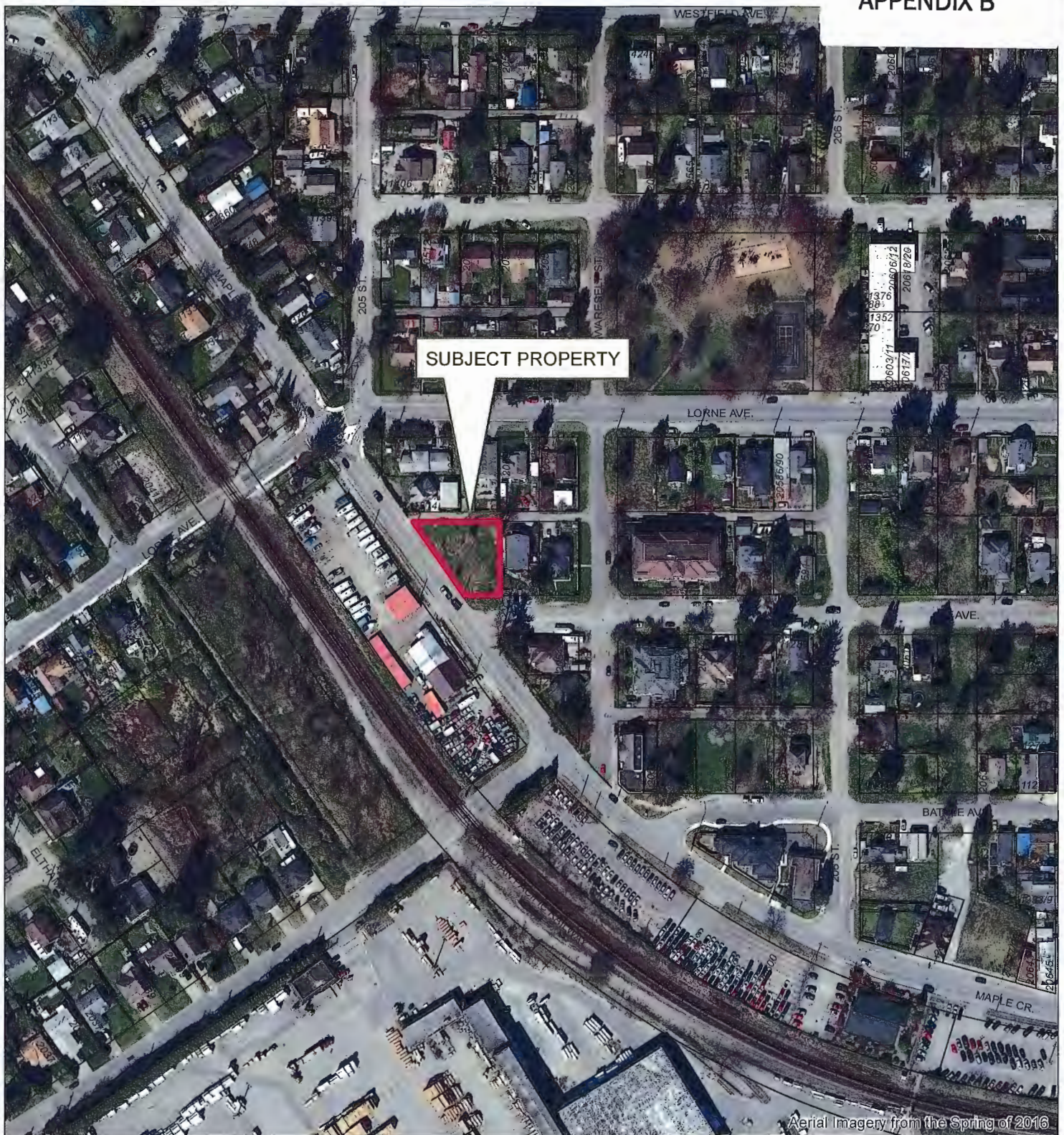
mapleridge.ca

FILE: 2018-238-RZ

DATE: Jun 6, 2018

BY: LP

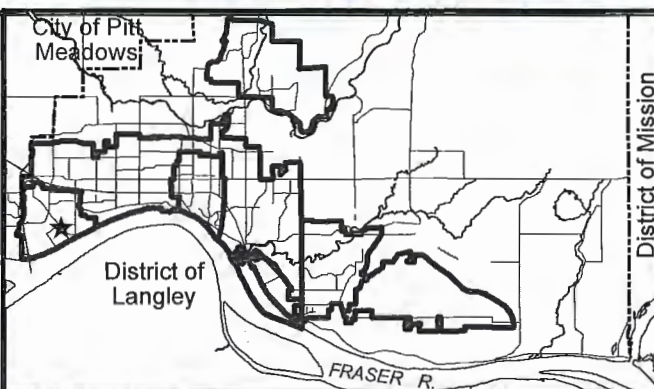




Aerial Imagery from the Spring of 2016



Scale: 1:2,500



11302 MAPLE CRESCENT

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

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

FILE: 2018-238-RZ

DATE: Jun 6, 2018

BY: LP



CORPORATE OFFICER



# MAPLE RIDGE ZONE AMENDING

Bylaw No. 7712-2021

Map No. 1870

From: RS-1 (Single Detached Residential)

To: R-1 (Single Detached (Low Density) Urban Residential)



SCALE 1:2,500

Storm Mtr Rtn Elev=9.06  
NW Inv=7.17 (3750 Conc)  
SE Inv=6.56 (2500 PVC)

RECEIVED

SEP 27 2019

MAPLE RIDGE  
PLANNING DEPARTMENT



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

Storm Mtr Rtn Elev=8.72  
E Inv=5.21 (3750 Conc)  
SE Inv=5.70 (2500 Conc)  
SW Inv=5.86 (2500 PVC)  
NW Inv=5.86 (2500)

Lane

Maple Crescent

Concrete Sidewalk  
Barrier Card

113th Avenue



14558 - 84 AVENUE  
SURREY, BC  
V3S 9K7  
t: 6045971838  
f: 6045971350  
dmand@telus.net  
www.dmanddesign.com

THESE PLANS CONFORM TO BCBC 2010  
CONSTRUCTION SHALL COMPLY WITH  
THESE PLANS AND LOCAL BUILDING  
BY-LAWS  
CONTRACTOR SHALL CONFIRM ALL  
ON RECORDS PRIOR TO START OF  
CONSTRUCTION  
THE DESIGNER ASSUMES NO LIABILITY  
FOR ANY ERRORS OR OMISSIONS IN  
THESE PLANS. IT IS THE BUILDER'S  
RESPONSIBILITY TO REVIEW AND VERIFY  
ALL LEVELS, DIMENSIONS AND  
STRUCTURAL ASSUMPTIONS PRIOR TO  
CONSTRUCTION  
DO NOT SCALE DRAWINGS  
BUILDER'S NOTES:  
THE OWNER/BUILDER IS AWARE THAT  
CORNER, WINDOW AND BUILDING ELEVATIONS  
MAY VARY DUE TO SITE CONDITIONS  
SQUARE FOOTAGE SHOWN ARE APPROXIMATE  
THE BUILDER RESERVES RIGHT TO MAKE  
ON RECORD CHANGES AND ADJUSTMENTS  
FINAL HOME DESIGN AND MEASUREMENTS  
MAY NOT MATCH AS PER PLANS  
IN ORDER TO COMPLY WITH BYLAWS  
BUILDING CODES AND SITE CONDITIONS  
THESE PLANS ARE SUBJECT TO CHANGE  
WITHOUT NOTICE TO CLIENT/BUILDER

JOB DESCRIPTION:  
PROPOSED 2 LOT  
SUBDIVISION

ADDRESS:  
11302 MAPLE CRES.  
MAPLE RIDGE, BC

LEGAL DESCRIPTION:

CLIENT:  
PARDEEP MANDAT

DATE:  
JUNE 2019  
SCALE:  
1/4"=1'-0" (UND)  
DRAWN:  
HARP  
CHECKED:  
D.M.

APPENDIX D

**City of Maple Ridge**

<b>TO:</b>	His Worship Mayor Michael Morden and Members of Council	<b>MEETING DATE:</b>	March 2, 2021
		<b>FILE NO:</b>	2016-246-DVP 2016-246-DP
<b>FROM:</b>	Chief Administrative Officer	<b>MEETING:</b>	C o W
<b>SUBJECT:</b>	Development Variance Permit Development Permit 12111 and 12119 203 Street		

---

**EXECUTIVE SUMMARY:**

A Multi-Family Development Permit application has been received for the subject properties, located at 12111 and 12119 203 Street, for a 10 unit townhouse development consisting of two buildings, under the RM-1 (Townhouse Residential) zone. This application is subject to the Multi-Family Residential Development Permit Area Guidelines, which establish the form and character of multi-family development, with the intent to enhance the existing neighbourhood with compatible housing styles that meet diverse needs and minimize potential conflicts on neighbouring land uses.

In addition to the Multi-Family Development Permit, the applicant has requested several variances to accommodate the proposed development, as follows:

1. To reduce the front yard setback from 7.5m (24.6 ft.) down to 4.5m (14.8 ft.);
2. To reduce the rear yard setback from 7.5m (24.6 ft.) down to 2.8m (9.2 ft.) to the electrical closet and to 4.7m (15.4 ft.) to the Building Face;
3. To increase the maximum height from 11.0m (36.1 ft.) to 11.8m (38.7 ft.) for Building A; and
4. To reduce the minimum required Usable Open Space per three bedroom unit with a minimum dimension of not less than 6.0m (20 ft.) to 5.2m (17.1 ft.) for its shortest length for all units.

Council considered rezoning application 2016-246-RZ and granted first reading for Zone Amending Bylaw No. 7267-2016 on September 20, 2016 and second reading on October 29, 2019. This application was presented at Public Hearing on November 19, 2019, and Council granted third reading on November 26, 2019. The purpose of the rezoning is to permit the construction of 10 townhouse units. Council will be considering final reading of Zone Amending Bylaw No. 7267-2016 on March 9, 2021.

**RECOMMENDATIONS:**

1. That the Corporate Officer be authorized to sign and seal 2016-246-DVP respecting properties located at 12111 and 12119 203 Street; and
2. That the Corporate Officer be authorized to sign and seal 2016-246-DP respecting properties located at 12111 and 12119 203 Street.

## DISCUSSION:

### a) Background Context:

Applicant:	M. Cheng, Matthew Cheng Architect Inc.
Legal Descriptions:	Lots G and H, District Lot 263, Group 1, NWD Plan 18612
OCP:	
Existing:	Urban Residential
Proposed:	Urban Residential
Zoning:	
Existing:	RS-1 (One Family Urban Residential)
Proposed:	RM-1 (Townhouse Residential)
Surrounding Uses:	
North:	Use: Single Family Residential Zone: RS-1b (One Family Urban (Medium Density) Residential) Designation: Urban Residential
South:	Use: Single Family Residential Zone: RS-1 (One Family Urban Residential) Designation: Urban Residential
East:	Use: Single Family Residential Zone: RS-1 (One Family Urban Residential) and R-2 (Urban Residential District) Designation: Urban Residential
West:	Use: Church Zone: P-4a (Church Institutional/Educational) Designation: Institutional
Existing Use of Property:	Single Family Residential
Proposed Use of Property:	Multi-Family Residential
Site Area:	0.31 ha (0.7 acre)
Access:	Lane off of 203 Street
Servicing requirement:	Urban Standard
Concurrent Applications:	2016-246-RZ/DVP

### b) Project Description:

An application has been received to rezone the subject properties, located at 12111 and 12119 203 Street (see Appendices A and B), from RS-1 (One Family Urban Residential) to RM-1 (Townhouse Residential), for future development of approximately 10 townhouse units (see Appendix C). The subject properties are located north of Dewdney Trunk Road, on the west side of 203 Street. The properties are relatively flat and are currently vacant. There is single family development to the north, east, and south, and a church to the west.

The two building blocks are three-storeys in height, with three-bedroom units, all with double-car side-by-side garages, plus two visitor parking spaces. The buildings are designed to have a cottage/craftsman style, blending with the common architectural style of the surrounding area.

c) Planning Analysis:

i. Official Community Plan:

The subject properties are located within the Urban Area and are currently designated *Urban Residential – Major Corridor* in the Official Community Plan (OCP). This designation allows for ground-oriented housing forms such as single detached dwellings, garden suites, duplexes, triplexes, fourplexes, townhouses, apartments, or small lot intensive residential, subject to compliance with Major Corridor Residential Infill policies. The proposed development for townhouses is consistent with the OCP designation.

A Multi-Family Residential Development Permit is required for all new multi-family development on land designated *Urban Residential* on Schedule B of the OCP. Section 8.7, Multi-Family Development Permit Area Guidelines of the OCP, aims to regulate the form and character of development located within this area.

This development respects the Key Guideline Concepts, as outlined in this section by the project architect:

1. New development into established areas should respect private spaces, and incorporate local neighbourhood elements in building form, height, architectural features and massing.

*“With three sides of the subject properties abutting lane and street, and the south side providing common activity area, the new development will provide sufficient buffer areas to the nearby or adjacent buildings. The architectural form of two-storey buildings with gable roofs reflects cottage/craftsman style of nearby buildings.”*

2. Transitional development should be used to bridge areas of low and high densities, through means such as stepped building heights, or low rise ground oriented housing located to the periphery of a higher density developments.

*“The subject properties are located in between a four-storey low-rise development at the corner of Dewdney Trunk Road and 203 Street to the south, and single family detached residential to the north. This 10 unit, two-storey development will provide a smooth transition between these two different densities and forms of development.”*

3. Large scale developments should be clustered and given architectural separation to foster a sense of community, and improve visual attractiveness.

*“The 10 unit townhouse development will be divided into 2 building blocks. The landscape articulation on three sides of the lot will provide both visual and physical enhancement of the streetscape.”*

4. Pedestrian circulation should be encouraged with attractive streetscapes attained through landscaping, architectural details, appropriate lighting and by directing parking underground where possible or away from public view through screened parking structures or surface parking located to the rear of the property.

*“The internal driveway is visually shielded from two building blocks that occupy the north and south lot lines. Walkways around the building will be provided. Landscaping includes aligned trees on three sides of the property, which will enhance the visual interests to the area.”*

Based on the above information, the proposed development complies with the Key Guideline Concepts of the Multi-Family Development Permit Area Guidelines and can be supported.

**ii. Zoning Bylaw:**

The subject property is proposed to be rezoned from RS-1 (One Family Urban Residential) to RM-1 (Townhouse Residential) to permit the development of 10 townhouse units. The maximum allowable density of the RM-1 (Townhouse Residential) is a floor space ratio of 0.6 times the net lot area, excluding a maximum of 50 m<sup>2</sup> of habitable basement area per unit. This development has a floor space ratio of 0.6, so it is within the allowable maximum density.

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

The requested variances and rationale for support are described below (see Appendix D):

1. *Zoning Bylaw No. 3510 – 1985, Part 6, Section 602, 6. a):* To reduce the minimum front yard setback from 7.5m (24.6 ft.) down to 4.5m (14.8 ft.).
2. *Zoning Bylaw No. 3510 – 1985, Part 6, Section 602, 6. a):* To reduce the minimum rear yard setback from 7.5m (24.6 ft.) down to 2.8m (9.2 ft.) to the electrical closet and to 4.7m (15.4 ft.) to the Building Face.

These two variances can be supported, as the site has been restricted by required road dedication off of 203 Street and a lane to the north and at the back. Newer development across 203 Street, consisting of R-2 (Urban Residential District) zoned lots, have front yard setbacks of 3.0m (9.8 ft.), therefore the 4.5m setback would not be out of character with the surrounding neighbourhood.

3. *Zoning Bylaw No. 3510 – 1985, Part 6, Section 602, 7. a):* To increase the maximum height from 11.0m (36.1 ft.) to 11.8m (38.7 ft.) for Building A.

This variance can be supported as there is a depression in the grade of the lane to the north that causes a portion of the units to be slightly over-height. This variance is considered minor in nature and can be supported.

4. *Zoning Bylaw No. 3510 – 1985, Part 6, Section 602, 8. d):* To reduce the minimum required Usable Open Space per three bedroom unit with a minimum dimension of not less than 6.0m (20 ft.) to 5.2m (17.1 ft.) for its shortest length for all units.

This variance can be supported as the site has been restricted in width by 9.4m (30.8 ft.) wide Statutory Right-of-Way for the Fortis Gas main.

**iii. Off-Street Parking and Loading Bylaw:**

The *Off-Street Parking and Loading Bylaw* requires 2 parking spaces per unit and 0.2 spaces per unit to be provided as visitor parking spaces. For 10 units, this amounts to a total of 20 residential parking spaces and 2 visitor parking spaces. Double-car garages are provided for the 10 units, and 2 visitor parking spaces are provided.



**d) Advisory Design Panel:**

The Advisory Design Panel (ADP) reviewed the development plans for form and character of the proposed development and the landscaping plans at a meeting held on April 17, 2019. The Panel provided the following resolutions, which have since been resolved, as outlined below by the project architect below:

**Landscape Comments:**

1. Consider replacing community garden boxes with additional seating;  
*Garden boxes have been replaced with benches.*
2. Consider incorporating a unit paver detail to the North side concrete walkway for consistency along the path;  
*This has been incorporated in the landscaping plans.*
3. Consider detailing landscape perimeter fencing to relate to architectural detailing and character;  
*Fencing details have been updated.*
4. Consider detailing the removable bollards at the 203 Street driveway to be high visibility but still aesthetically pleasing;  
*A more decorative bollard design has been provided.*
5. Consider alternative materials such as grass rings or grass paving material to make emergency service vehicle entry off 203 Street more pedestrian oriented.  
*This was considered, but not implemented as the grass paving material is difficult to maintain.*

**Architectural Comments:**

1. Consider reviewing the architectural detailing for style;  
*The style remains reflective and in context with its immediate surrounding and neighboring newly built houses across 203 Street. However, the proposed buildings will have a more modern and contemporary take of the craftsman style, fused with some elements reminiscent of west coast style, colour scheme and materials.*
2. Provide additional details to support architectural character;  
*Accent walls of wood grain vinyl sidings provide warmth and colour to otherwise, light grayish façade. Main doors and back doors remain red to provide accent and color to the building. The juxtaposed rectilinear gray painted Hardie Sidings create a contemporary façade, yet the high-pitch gable roofs and the horizontal white Hardie plank wall sidings reminds that of the craftsman style. The wider window style with black coloured frames are primary contemporary, making the unit a bit more airy and open.*
3. Consider adding variation to dormer roof lines;  
*The design of the dormers has been revised and changed from original design. It is now wider and the immediate roof deck in front of it has more open space with glass baluster and aluminum railings, making it more usable as an extended space for users.*

4. Provide accent colours and/or materiality at a human scale;  
*The colours are more earthly and warmer now with Sagirev wood grain Vinyl sidings as the primary wall accents. Red doors are kept to give life to otherwise neutral colours of white, gray, and brown.*
5. Emphasize the 203 Street façade through materials, articulation, etc.  
*The imposing wood grain accent wall with two vertical walls and a gable roof on top provide a more imposing or prominent feature of the building façade. The red doors with rectilinear gray wall and canopy directs people to the main entrance to each unit.*

The ADP concerns have been addressed appropriately and are reflected in the current plans (see Appendices E and F).

**e) Citizen Implications:**

A Development Information Meeting was held at the Maple Ridge Community Church on September 30, 2019 and a Public Hearing was held on November 19, 2019. Approximately five people attended the meeting. A summary of the main comments and discussions with the attendees was provided and summarized in the second reading report, dated October 22, 2019.

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

**f) Financial Implications:**

In accordance with Council's Landscape Security Policy, a refundable security equivalent to 100% of the estimated landscape cost will be provided to ensure satisfactory provision of landscaping in accordance with the terms and conditions of the Development Permit. Based on an estimated landscape cost of \$81,492.50 the security will be \$81,492.50.

**CONCLUSION:**

The proposed variances are supported for the reasons listed above, it is therefore recommended that this application be favourably considered and the Corporate Officer be authorized to sign and seal Development Variance Permit 2016-246-DVP.

As the development proposal complies with the Multi-Family Development Permit Area Guidelines of the OCP for form and character, it is recommended that this application be favourably considered and the Corporate Officer be authorized to sign and seal Development Permit 2016-246-DP.

"Original signed by Michelle Baski"

---

*Prepared by:* **Michelle Baski, AScT, MA**  
**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.PL, MCIP, RPP**  
**GM Planning & Development Services**

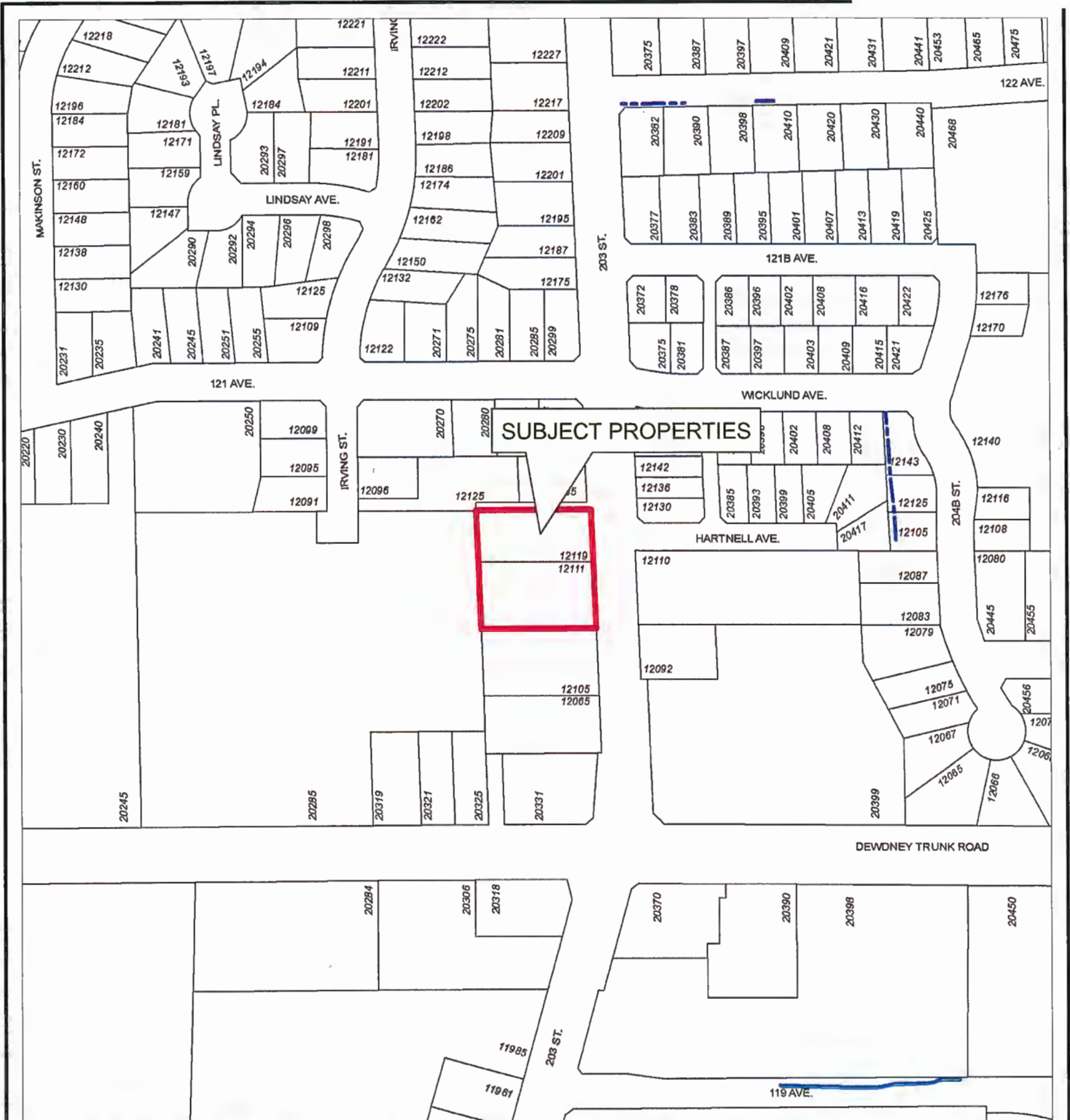
"Original signed by Al Horsman"


---

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

The following appendices are attached hereto:

Appendix A – Subject Map  
Appendix B – Ortho Photo  
Appendix C – Site Plan  
Appendix D – Proposed Variances  
Appendix E – Building Elevations  
Appendix F – Landscape Plans






Scale: 1:2,500

### Legend

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

## 12111 & 12119 203 St

PLANNING DEPARTMENT

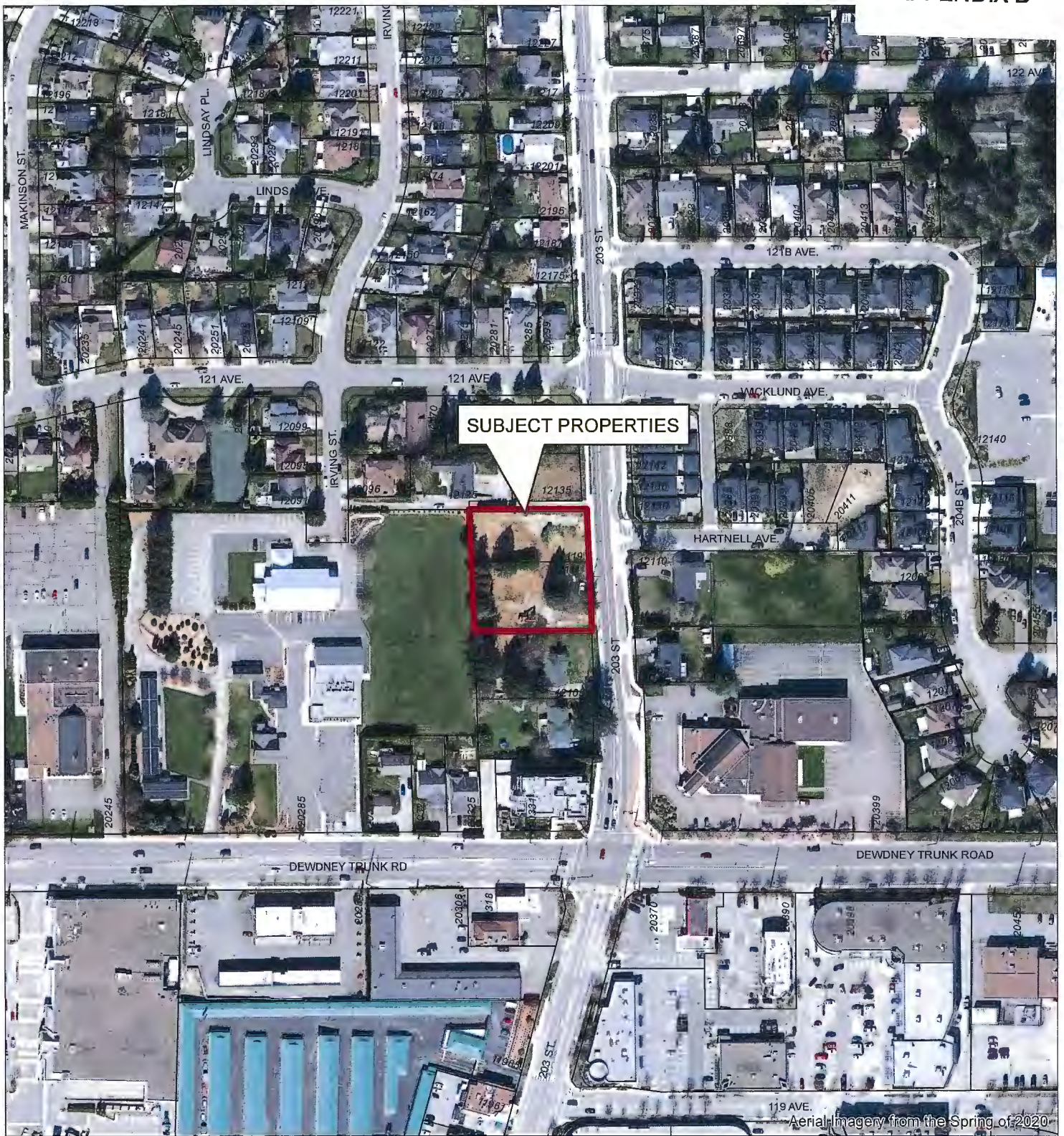


**mapleridge.ca**

2016-246-DP  
DATE: Nov 25, 2016

BY: JV





Aerial Imagery from the Spring of 2020



Scale: 1:2,500

City of Pitt Meadows

District of Langley

FRASER R.

District of Mission

12111/19 203 STREET  
PID'S: 010-426-001 & 001-281-089

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

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

FILE: 2016-246-DP

DATE: Feb 16, 2021

BY: PC





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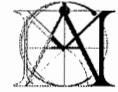
[illegible]

PROPOSED 10-UNIT TOWNHOMES  
12111-12119 203RD STREET, MAPLE  
RIDGE B.C.

## SITE PLAN

Project number	15MTH01
Date	Issue Date
Drawn by	RNC
Checked by	MCC
A0.1	
Scale	1 : 150

# Proposed Variances - Setbacks



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No.	Date	Description
1	20181124	REV. APPLICATION
2	20181201	REV. SUBMISSION
3	20190308	REV. SUBMISSION
4	20190417	REV. SUBMISSION
5	20190509	REV. SUBMISSION
6	20201001	REV. SUBMISSION
7	20210119	REV. SUBMISSION
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

PROPOSED 10-UNIT TOWNHOMES  
12111-12119 203RD STREET, MAPLE  
RIDGE B.C.

SITE PLAN

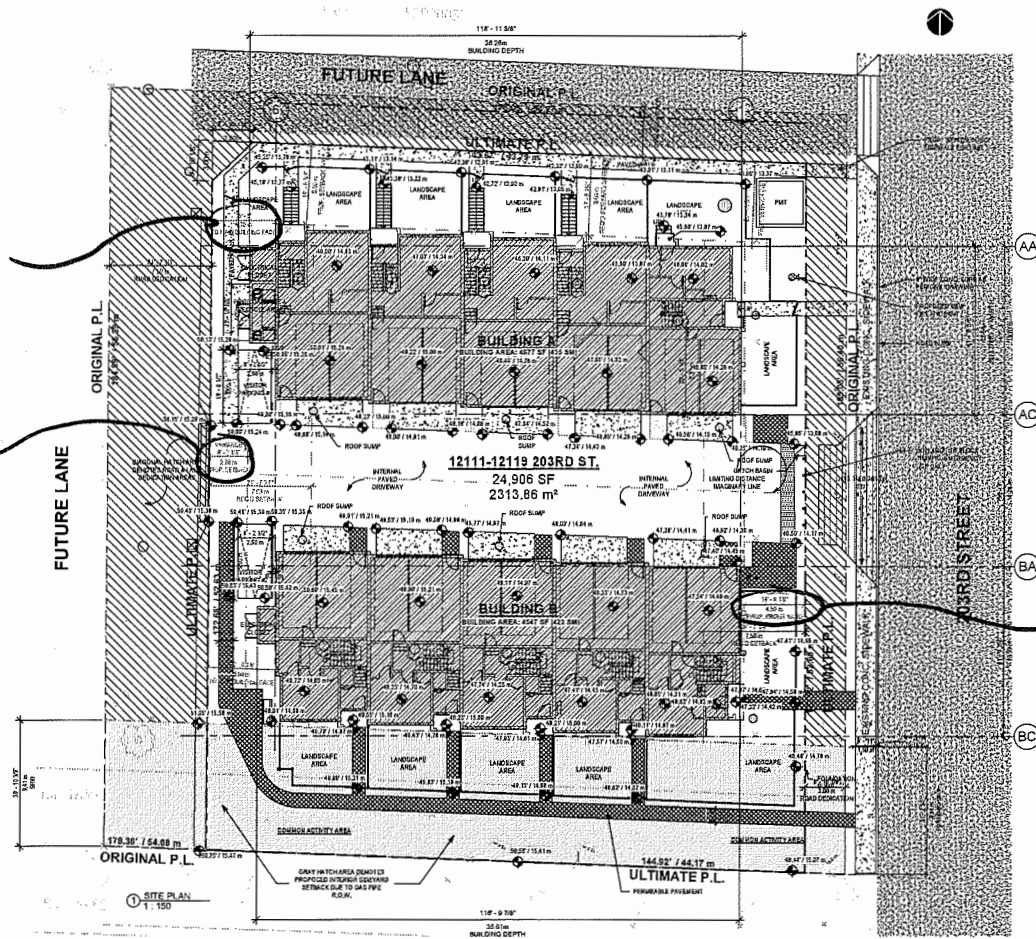
Project number	15MTH01
Date	Issue Date
Drawn by	RNO
Checked by	MC
Scale	1:150

APPENDIX D

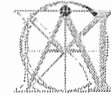
rear yard setback  
reduced to 4.7m to  
building face

rear yard setback  
reduced to 2.8m to  
electrical closet

front yard setback  
reduced to 4.5m



# Proposed Variances - cont. - Building A Height



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20204153 ISSUE FOR COORDINATION

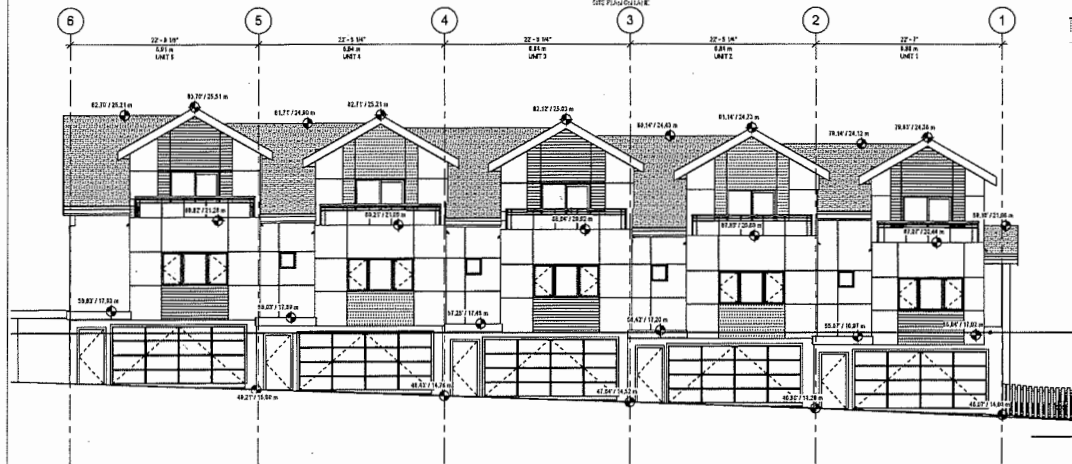
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2	20200727	REV SUBMISSION
3	20200728	REV SUBMISSION
4	20200417	REV SUBMISSION
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6	20200101	REV SUBMISSION
7	20200101	REV SUBMISSION
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11	20200101	REV SUBMISSION
12	20200101	REV SUBMISSION
13	20200101	REV SUBMISSION
14	20200101	REV SUBMISSION
15	20200101	REV SUBMISSION
16	20200101	REV SUBMISSION
17	20200101	REV SUBMISSION
18	20200101	REV SUBMISSION
19	20200101	REV SUBMISSION
20	20200101	REV SUBMISSION

PROPOSED 10-UNIT TOWNHOMES  
12111-12119 200RD STREET, MAPLE  
RIDGE B.C.

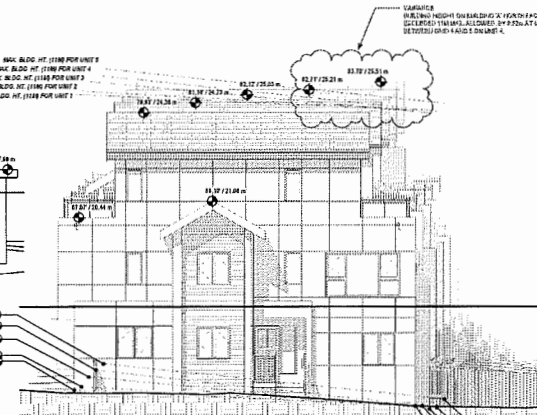
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Date: Issue Date  
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Checked by: MC  
**A3.3**  
Scale: 1:75



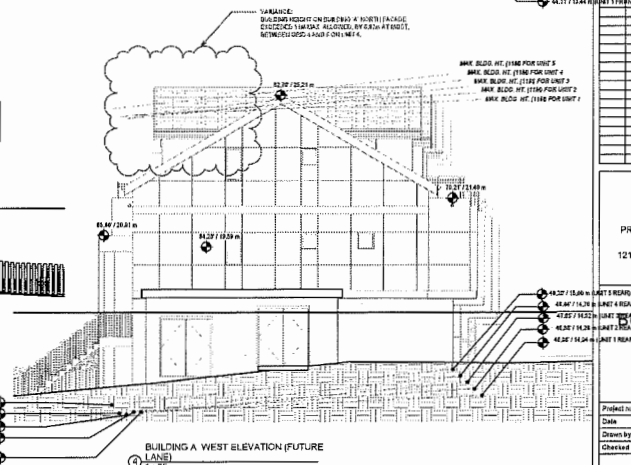
1. BLDG A NORTH ELEVATION  
1:75



2. BLDG A SOUTH ELEVATION  
1:75



3. BLDG A - EAST ELEVATION (203 ST)  
1:75

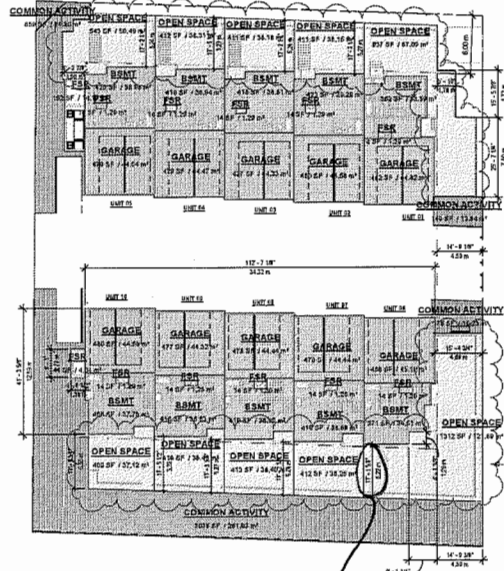


4. BUILDING A WEST ELEVATION (FUTURE  
LANE)  
1:75

15MTH01 108.27.20



# Proposed Variances - cont. - Usable Open Space Dimensions



Overall Basement  
1:200

## Building Area Legend

- ☐ BMT
- ☐ COMMON ACTIVITY
- ☐ FSR
- ☐ GARAGE
- ☐ OPEN SPACE

Overall Level 1  
1:200

## Building Area Legend

- ☐ FSR
- ☐ ROOFDECK

Overall Level 2  
1:200

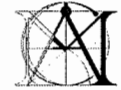
## Rentable Area Legend

- ☐ FSR
- ☐ ROOFDECK

Reduced min. dimension  
from 6m to 5.2m

## UNITS FLOOR AREA TABULATIONS

BUILDING A	UNIT 01		UNIT 02		UNIT 03		UNIT 04		UNIT 05		TOTAL				
	METRIC (SQ.M.)	IMPERIAL (SQ.FT.)	METRIC (SQ.M.)	IMPERIAL (SQ.FT.)	METRIC (SQ.M.)	IMPERIAL (SQ.FT.)	METRIC (SQ.M.)	IMPERIAL (SQ.FT.)	METRIC (SQ.M.)	IMPERIAL (SQ.FT.)	METRIC (SQ.M.)	IMPERIAL (SQ.FT.)			
INCLUSIONS:															
BASEMENT	1.29	14	1.29	14	1.29	14	1.29	14	15.59	166	20.55	221			
MAIN	77.04	829	85.69	922	85.69	922	85.69	922	90.72	933	420.93	4,507			
UPPER	46.27	498	52.92	570	52.92	570	52.92	570	52.87	569	267.90	2,876			
FLOOR AREA SUBTOTAL	124.60	1,341	139.90	1,506	129.90	1,506	139.90	1,506	164.58	1,848	899.26	9,604			
EXCLUSIONS:															
BASEMENT (50 sq.m. min.)	33.59	362	38.29	412	35.81	418	36.84	418	38.88	419	169.61	1,826			
GARAGE	44.92	480	44.58	480	44.33	477	44.47	479	44.54	479	222.74	2,397			
USEABLE OPEN SPACE	87.09	937	96.15	1,011	98.45	1,011	98.31	1,012	90.48	943	392.49	4,203			
BUILDING B															
	UNIT 06		UNIT 07		UNIT 08		UNIT 09		UNIT 10		TOTAL				
	METRIC (SQ.M.)	IMPERIAL (SQ.FT.)	METRIC (SQ.M.)	IMPERIAL (SQ.FT.)	METRIC (SQ.M.)	IMPERIAL (SQ.FT.)	METRIC (SQ.M.)	IMPERIAL (SQ.FT.)	METRIC (SQ.M.)	IMPERIAL (SQ.FT.)	METRIC (SQ.M.)	IMPERIAL (SQ.FT.)			
INCLUSIONS:															
BASEMENT	1.29	11	1.29	11	1.29	11	1.29	11	5.33	58	10.49	112			
MAIN	76.57	815	85.77	923	85.77	923	85.77	923	94.55	910	418.43	4,454			
UPPER	46.27	489	52.92	570	52.82	570	52.82	570	52.87	569	267.90	2,874			
FLOOR AREA SUBTOTAL	124.13	1,415	139.98	1,504	139.86	1,504	139.86	1,504	144.76	1,537	686.82	7,340			
EXCLUSIONS:															
BASEMENT	34.91	374	38.89	419	35.80	418	36.83	418	37.75	406	169.80	1,825			
GARAGE	45.19	486	44.44	478	44.44	478	44.32	477	44.56	481	222.95	2,396			
USEABLE OPEN SPACE PER UNIT	121.89	1,312	96.22	1,012	98.40	1,013	98.45	1,014	97.12	1,040	374.16	3,999			
TOTAL OPEN USEABLE SPACES											626.65	5.6			
TOTAL COMMON ACTIVITY AREA (AMENITY SPACE)											373.20	4.07			
NET LOT AREA													2,313.94	24,936.09	
ALLOWED FLOOR AREA													METRIC (SQ.M.)	IMPERIAL (SQ.FT.)	FSR
													1,389.30	14,944	0.60
PROPOSED FLOOR AREA													1,386.16	14,920	0.60



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No.	Date	Revision
1	2021/12/14	REV APPLICATION
2	2021/12/14	REV APPLICATION
3	2021/12/14	REV APPLICATION
4	2021/12/14	REV APPLICATION
5	2021/12/14	REV APPLICATION
6	2021/12/14	REV APPLICATION
7	2021/12/14	REV APPLICATION
8	2021/12/14	REV APPLICATION
9	2021/12/14	REV APPLICATION
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18	2021/12/14	REV APPLICATION
19	2021/12/14	REV APPLICATION
20	2021/12/14	REV APPLICATION

PROPOSED 10-UNIT TOWNHOMES  
12111-12119 203RD STREET, MAPLE  
RIDGE B.C.

## FSR OVERLAY

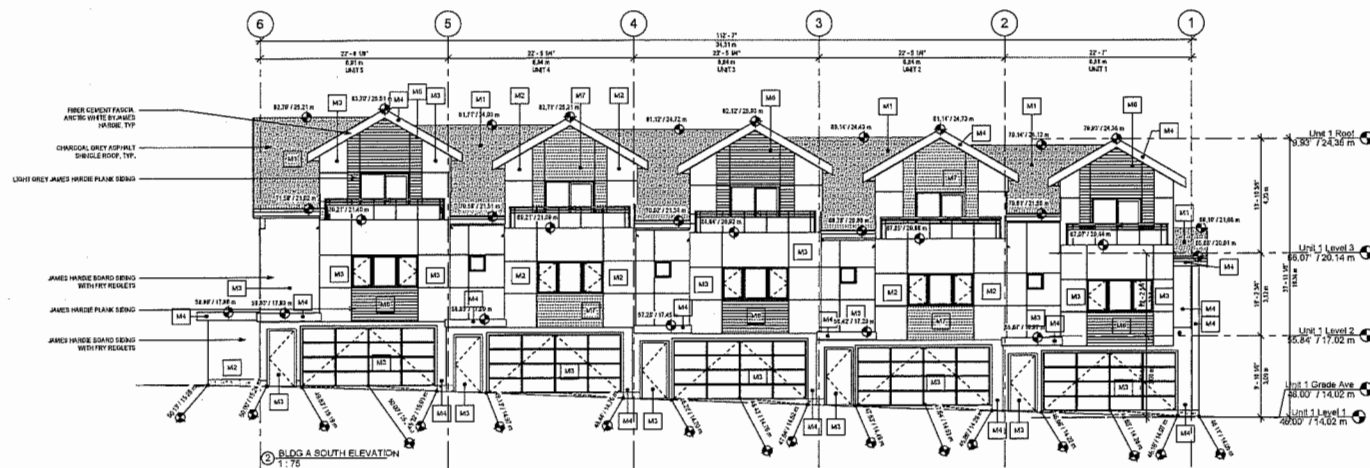
Project number: 15MTH01  
Date: 12/14/21  
Drawn by: RMC  
Checked by: MC  
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Scale: 1:200



# MATTHEW CHENG ARCHITECT INC

UNIT 202 - 670 EVANS AVENUE  
VANCOUVER, BC V6A 2K9  
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E: MATTHEW@MCAICA

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No.	Date	Revision
1	2011/11/14	REV. APPLICATION
2	2011/11/14	REV. PER DISCUSSION
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100	2011/11/14	REV. PER DISCUSSION

PROPOSED 10-UNIT TOWNHOMES  
12111-12119 203RD STREET, MAPLE  
RIDGE B.C.

## BUILDING A - NORTH & SOUTH ELEVATIONS

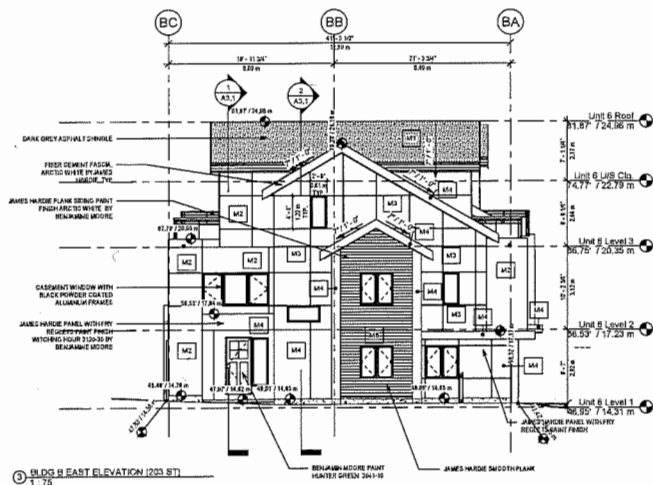
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Date	Issue Date
Drawn by	RA
Checked by	MC
Scale	A1.4
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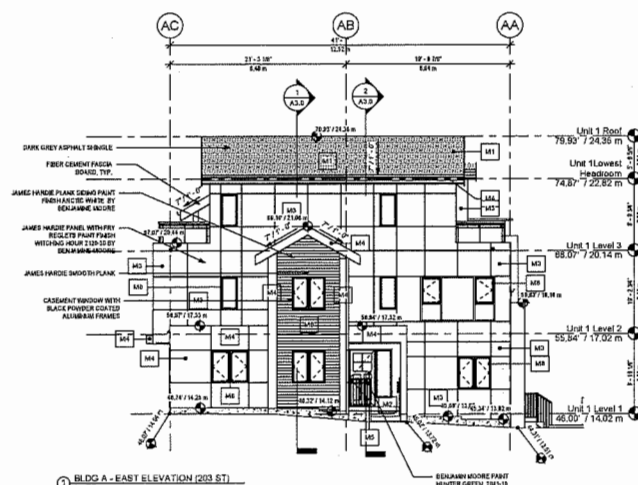
UNIT 202 - 670 EVANS AVENUE  
VANCOUVER, BC V6A 2K9  
T: 604.731.3012  
M: 604.849.0889  
E: MATTHEW@MCA.LCA

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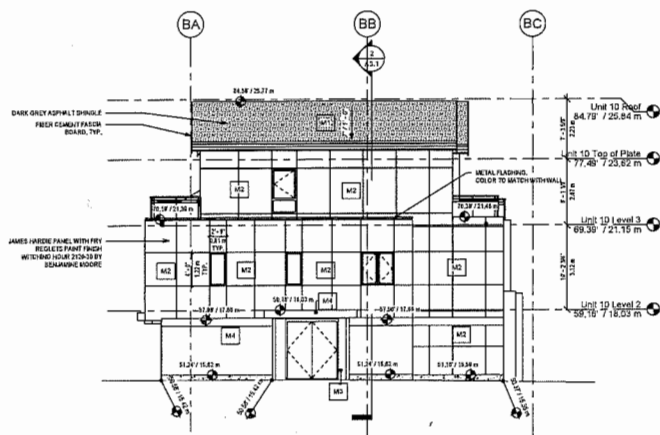
20210123 ISSUE FOR COORDINATION



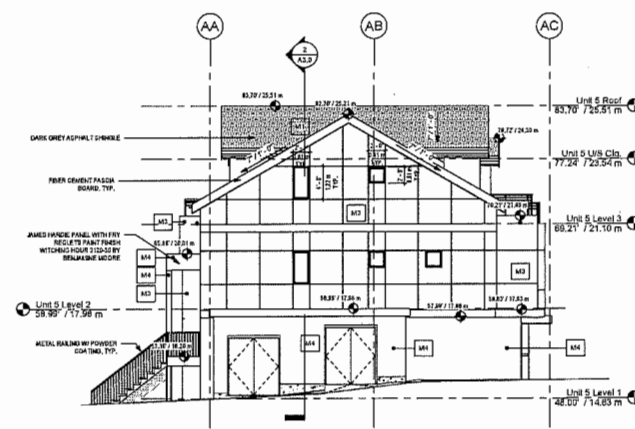
③ BLDG. H EAST ELEVATION (203 ST.)  
1:75



① BLDG A - EAST ELEVATION (203 ST)  
1:75



4 BUILDING B WEST ELEVATION (FUTURE LANE)



BUILDING A WEST ELEVATION (FUTURE LANE)

[illegible]

PROPOSED 104-UNIT TOWNHOMES

12111-12119 203RD STREET, MAPLE  
RIDGE B.C.

BUILDING A & B -  
EAST & WEST  
ELEVATIONS

Project number	15MTH01
Date	Issue Date
Drawn by	RR/RNO
Checked by	MC
A1.5	
Scale	1 : 75



**MATTHEW CHENG  
ARCHITECT INC**

UNIT 202 - 670 EVANS AVENUE  
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No.	Date	Revision
1	2018/11/14	REV APPLICATION
2	2019/03/01	FOR SUBMISSION
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100	2019/03/01	FOR SUBMISSION

PROPOSED 10-UNIT TOWNHOMES

12111-12119 233RD STREET, MAPLE  
RIDGE B.C.

**MATERIALS AND  
COLOUR SCHEME**

Project number	15MTH01
Date	Issue Date
Drawn by	RND
Checked by	MC
Scale	A2.5
Scale	1:75

15MTH01 1504 01 PM



**M1**  
**CAMBRIDGE DUAL BLACK**  
**ROOF SHINGLES BY IKO**  
ALL GABLE AND SHED  
ROOFS



**M2**  
**JAMES HARDIE BOARD WITH FRY**  
**REGLETS, DOLPHIN GREY COLOUR**  
FC WALL SIDING, CORNER  
TRIMS



**M3**  
**ARCTIC WHITE COLOUR**  
- JAMES HARDIE BOARD WALL SIDING  
- FC WINDOW & DOOR TRIM  
- FC CORNER TRIM  
- FC HAND  
- FC SOFFITS  
- PTD. REAR ENTRANCE DOOR  
- PTD. GARAGE DOOR  
- AS NOTED IN ELEVATIONS



**M4**  
**PAINT FINISH**  
**WITCHING HOUR 2120-30 BY**  
**BENJAMINE MOORE**  
- JAMES HARDIE FC SIDINGS, FASCIA, GUTTER



**M5**  
**BENJAMIN MOORE PAINT**  
**HUNTER GREEN 2041-10**  
- PTD. MAIN ENTRANCE DOOR PANEL



**M6**  
**JAMES HARDIE SMOOTH PLANK,**  
**DOLPHIN GREY COLOUR**  
FC WALL SIDING/ACCENT



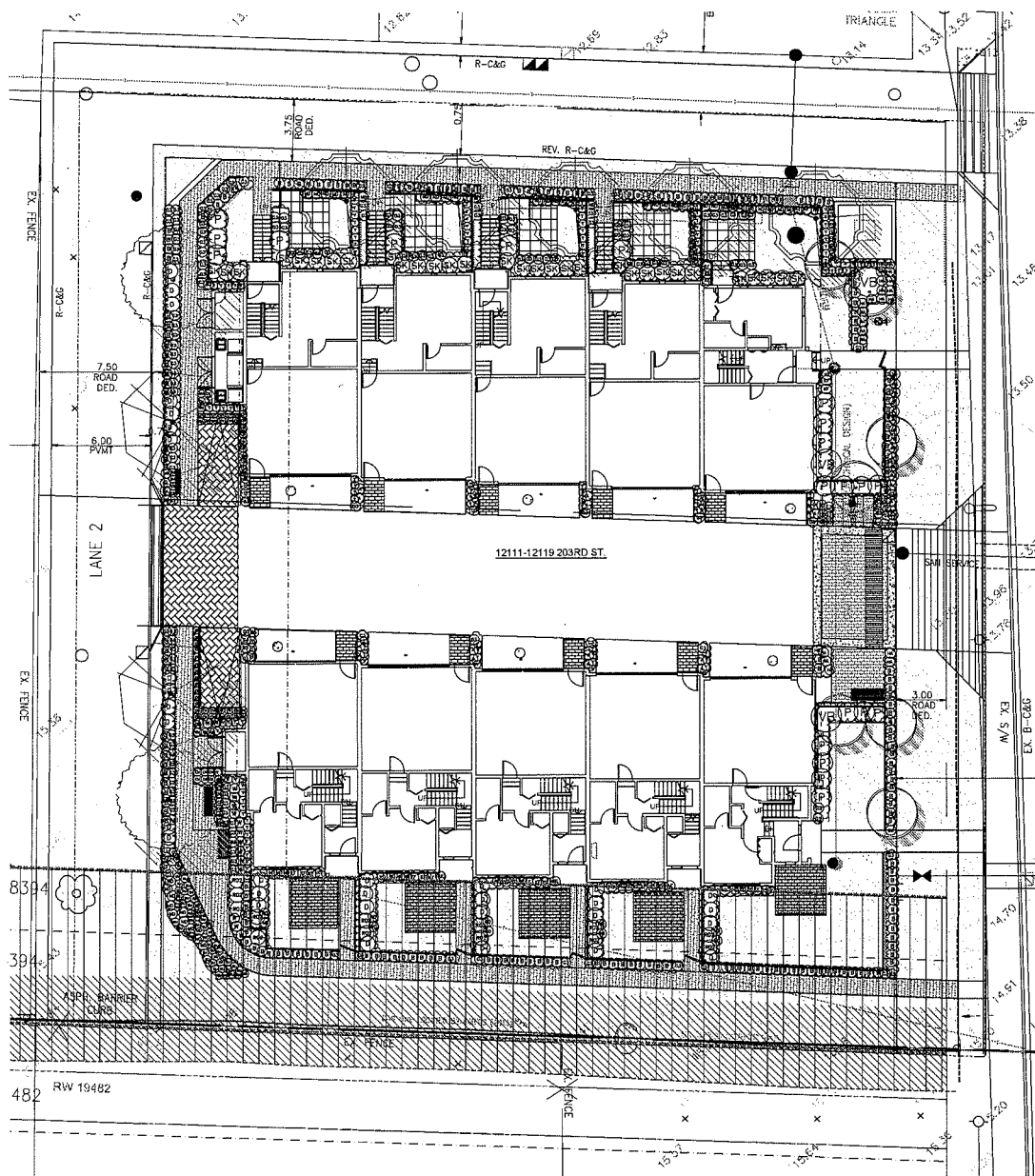
**M7**  
**JAMES HARDIE SMOOTH PLANK,**  
**ARCTIC WHITE COLOUR**  
FC SIDING/ACCENT



**M8**  
**CHARCOAL GREY COLOUR BY**  
**BENJAMIN MOORE PAINT**  
**OR EQUIVALENT**  
- HANDRAIL & GUARDRAIL  
- WINDOW TRIMS AND FRAMES  
- GUTTER, FASCIA







PLANT SCHEDULE				PMG PROJECT NUMBER: 16-056	
KEY	QTY	BOTANICAL NAME	COMMON NAME	PLANTED SIZE / REMARKS	
SPRUE	210	BUXUS MICROPHYLLA 'WINTER GEM'	LITTLE-LEAF BOX	#2 POT: 25CM	
	21	PIERIS JAPONICA 'VALLEY FIRE'	VALLEY FIRE PIERIS	#2 POT: 50CM	
	13	ROSA 'SCARLET MEDLAND'	SCARLET MEDLAND ROSE	#2 POT: 40CM	
	31	ROMANA JAPONICA (10% MALE)	JAPANESE ROMANA	#4 POT: 50CM	
	127	TAXUS X MEDIA 'HICKS'	HICKS YEW	1M - POT	
	23	VIBURNUM (DAVID)	DAVID'S VIBURNUM	#2 POT: 30CM	
	3	VIBURNUM X 'BURKWOOD'	BURKWOOD VIBURNUM	1.0M HT. BAL. TREE FORM	
	16	WEIGELA FLORIDA 'MIDNIGHT WINE'	DWARF WEIGELA	#2 POT: 40CM	
	26	CALAMAGROSTIS X A. 'KAIL FOERSTER'	KAIL FOERSTER FEATHERED GRASS	#2 POT: HEAVY	
	90	OMRA DAVENHENSE 'EVERGOLD'	EVERGOLD JAPANESE SEDGE	#1 POT	
PERSONAL	33	HAKONECHLOA MACRA 'ALGOL'	ALGOL JAPANESE FOREST GRASS	#1 POT	
	188	PENNSETUM ALPEICOLORIDES 'HAWLIN'	DWARF FOUNTAIN GRASS	#1 POT	
	55	ARTEMISA STELLERIANA 'SILVER BROCADE'	DUTY MILLER	15CM POT	
	28	ASTILBE X ARENDSI 'SRESSINGHAM BEAUTY'	FALSE SPIREA, RICH PINK	15CM POT	
	71	NANDINA DOMESTICA 'HARBOR DWAFF'	HARBOR DWAFF NANDINA	#1 POT	

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 CNA 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 MAKE 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. UNWRITTEN 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, LATEST EDITION. DEFINITION OF CONDITIONS OF AVAILABILITY: ALL LANDSCAPE MATERIAL AND HORTICULTURE MUST MEET OR EXCEED BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD, LATEST EDITION. \* ALL PLANT MATERIAL MUST BE PROVIDED FROM CERTIFIED DISEASE FREE NURSERY. \* BIO-SOLIDS NOT PERMITTED IN GROWING MEDIUM UNLESS AUTHORIZED BY LANDSCAPE ARCHITECT.

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LANDSCAPE  
ARCHITECTS

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Burnaby, British Columbia, V5C 6S9  
p: 604 294-0011 f: 604 294-0022

SEAL:

NO.	DATE	REVISION DESCRIPTION	DR.
11	25 JAN 08	NEW SITE PLAN	DD
12	28 MAR 02	NEW CIVIL PLAN	DD
13	22 SEP 04	REVISION AS PER CITY COMMENTS	DD
14	10 JUL 04	REVISION AS PER CITY REQUEST	DD
15	05 MAR 05	NEW SITE PLAN/CITY COMMENTS	DD
16	08 MAR 05	10111111111111111111	DD
17	18 MAR 05	REVISION AS PER HORTICULTURIST	DD
18	18 APR 05	EXACT SITE PLAN	DD
19	18 MAR 06	NEW SITE PLAN	DD
20	17 OCT 05	NEW SITE PLAN/CITY COMMENTS	DD
21	18 JUN 07	NEW SITE PLAN	DD

CLIENT: FAYE GUAN

PROJ-ECT:  
**10-UNIT TOWNHOUSE  
DEVELOPMENT**

**12111 AND 12119 203RD STREET  
MAPLE RIDGE**

WITH: MATTHEW CHENS ARCHITECT INC.  
DRAWINGS TITLE:

**SHRUB  
PLAN**

DATE: June 21, 2016 DRAWING NUMBER:  
SCALE: 3/32"=1'-0"  
DRAWN: DD  
DESIGN: DD  
CHKD: PCM  
**L2**  
OF 5

16-056-12.2P

PMG PROJECT NUMBER:

16-056

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**MEETING DATE:** March 2 2021  
**FILE NO:** 01-0640-30-2021

**FROM:** Chief Administrative Officer  
**MEETING:** CoW

**SUBJECT:** Parks, Recreation & Culture Policy Updates:  
Policy No. 4.27 – Facility Rental Fee Waiver – Registration Subsidy Rebate; and  
Policy No. 4.28 – Park & Facility Advertising

---

**EXECUTIVE SUMMARY:**

Following the dissolution of the Joint Leisure Services agreement in 2016, work began to transition the existing Parks & Leisure Services Commission (PLSC) policies to City of Maple Ridge policies. The policies were reviewed by staff to ensure relevancy at that time; however, this work was put on hold awaiting the establishment of a Parks, Recreation & Culture Committee (PRCC).

The two draft policies attached in this report were brought to the Parks, Recreation & Culture Advisory Committee on January 27, 2021, and were unanimously endorsed to be brought forward to Council. These policies help guide the work performed by the Parks, Recreation & Culture (PRC) Division in supporting active and engaged citizens.

**RECOMMENDATION:**

That Policy No. 4.27 – Facility Rental Fee Waiver – Registration Subsidy Rebate be adopted as amended; and further

That Policy No. 4.28 – Park and Facility Advertising be adopted as amended.

**DISCUSSION:**

**a) Background Context:**

The formation of the Parks, Recreation & Culture Advisory Committee (PRCC) provided staff with the opportunity to bring forward two policies to the inaugural meeting to seek feedback prior to bringing these to Council for adoption. Updating PRC policies will continue throughout the year including a full review by subject matter experts to reflect best practices, procedural changes and whether the policy is superseded by an existing City policy.

The attached policies have been updated to include the change of authority, key areas of responsibility and also remove redundant procedural details. The following changes were made:

**Commission Policy P096 – Facility Rental Fee Waiver - Registration Subsidy Rebate:**

- Outlined key areas of responsibility of the local Non-Profit Group and City staff.

**1171**



**Commission Policy P123 – Park and Facility Advertising**

- Outlined key areas of responsibility of City staff.
- Removed procedure list as that level of detail does not align with the intention of a policy document.

**b) Desired Outcome:**

To change Commission policies to the City of Maple Ridge format while ensuring that policies guiding staff are relevant and reflect industry best practices.

**c) Strategic Alignment:**

Policy development ensures transparent processes and provides citizens access to information and opportunities for engagement in the decision-making process.

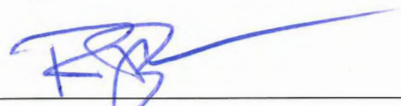
**d) Citizen/Customer Implications:**

Having policies in place provides citizens and community groups with clear and transparent processes which they can apply to their circumstance when needed.

**CONCLUSION:**

Staff recommends that Council approve the Facility Rental Fee Waiver – Registration Subsidy Rebate Policy No. 4.27 and Park and Facility Advertising Policy No. 4.28 attached to this report which provides clear criteria and guidelines in place for Council, staff and the community.

Prepared by:

  
**Russ Brummer**  
Business Operations Manager

Reviewed by:

  
**Danielle Pope**  
Director, Recreation & Community Engagement

Approved by:

  
**David Boag**  
General Manager, Parks, Recreation & Culture

Concurrence:

  
**Al Horsman**  
Chief Administrative Officer

**Attachments:**

- (A) P4.27 Facility Rental Fee Waiver – Registration Subsidy Rebate (New)
- (B) P4.28 Park and Facility Advertising (New)
- (C) P096 Facility Rental Fee Waiver – Registration Subsidy Rebate (Superseded by P4.27)
- (D) P123 Park and Facility Advertising (Superseded by P4.28)





## POLICY MANUAL

<b>Title:</b> Facility Rental Fee Waiver – Registration Subsidy Rebate		<b>Policy No.:</b> 4.27
		<b>Supersedes:</b> P096
<b>Authority:</b>	<input type="checkbox"/> Legislative <input checked="" type="checkbox"/> Operational	<b>Effective Date:</b>
<b>Approval:</b>	<input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	<b>Review Date:</b>
<p><b>Policy Statement:</b>          The purpose of this policy is to permit the waiver of a portion of rental fees to Local Non-Profit Groups that provide a reduced registration fee to residents with a low income who otherwise would not be able to participate in the activity.</p>		
<p><b>Purpose:</b>          The City of Maple Ridge is committed to ensuring that citizens with financial limitations are able to access non-profit group activities in municipal facilities. To achieve this, Local Non-Profit Groups who rent municipal facilities for community programs can request a rental fee rebate equal to the total portion of the eligible registration fees that were waived. The eligible portion of the registration fee is an amount that is not greater than the subsidy program administered by the City for registered programs and admissions.</p> <p>Rebates will be provided if the president or designate of the group follows a procedure acceptable to the City of Maple Ridge.</p> <p>One of the basic principles of our fees and charges policy is to reduce financial barriers that could lead to denial of service to a resident due to their inability to pay established fees. The intent of this policy is to ensure that all residents who wish to participate in activities run by Local Non-Profit Groups, who rent space from the municipality to offer their activities, can do so.</p>		
<p><b>Definitions:</b>  <b>Local Non-Profit Group</b> refers to an entity as defined by the Maple Ridge Parks, Recreation &amp; Culture Fees and Charges and Allocation Policies.</p>		
<b>Key Areas of Responsibility</b>		
<b>Action to Take</b>	<b>Responsibility</b>	
Provide the City with the financial information to receive the fee waiver.	Local Non-Profit Group	
Process fee waiver.	Parks Recreation & Culture Booking Staff	



## POLICY MANUAL

<b>Title:</b> Park And Facility Advertising		<b>Policy No.:</b> 4.28
		<b>Supersedes:</b> P123
<b>Authority:</b>	<input type="checkbox"/> Legislative <input checked="" type="checkbox"/> Operational	<b>Effective Date:</b>
<b>Approval:</b>	<input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	<b>Review Date:</b>
<b>Policy Statement:</b> <p>This policy establishes that a company or business that wishes to advertise their products or services by means of signage or other promotional materials in parks, buildings or facilities must first enter into an advertising agreement with the City of Maple Ridge.</p>		
<b>Purpose:</b> <p>To recognize that Advertising Signage by the private sector has some potential to generate revenue and thereby assist in the recovery of costs associated with recreation facilities, programs and activities and services.</p>		
<b>Definitions:</b> <p><b>Advertising Signage</b> means a corporate logo, name or trademark attached by any means to any visible surface.</p>		
<b>Key Areas of Responsibility</b>		
<b>Action to Take</b>	<b>Responsibility</b>	
To follow guidelines regarding what constitutes acceptable advertising in public areas.	Parks, Recreation & Culture Staff	
To facilitate a procedure for community groups to follow in seeking advertising approval and revenue sharing when deemed necessary to cover any associated costs to the City.	Parks, Recreation & Culture Staff	



## POLICY MANUAL

Title:	<b>FACILITY RENTAL FEE WAIVER – REGISTRATION SUBSIDY REBATE</b>	Policy No.	P096
		Supercedes:	1996-07-25
Authority:	Operational	Effective Date:	2013-09-12
Approval:	PLS Commission	Review Date:	2013-09-12
<b>Policy Statement:</b>  To permit the waiver of a portion of rental fees to local non-profit groups that provide a reduced registration fee to residents with a low income who otherwise would not be able to participate in the activity.			

### PURPOSE:

The Maple Ridge and Pitt Meadows Parks and Leisure Services Commission is committed to ensuring that citizens with financial limitations are able to access non-profit group activities in Municipal facilities.

To achieve this, non-profit groups that rent Municipal facilities for community programs can request a rental fee rebate equal to the total portion of the eligible registration fees that were waived. The eligible portion of the registration fee is an amount that is not greater than the subsidy program administered by the Commission for registered programs and admissions.

Rebates will be provided if the president or designate of the group follows a procedure acceptable to the Director of Recreation.

One of the basic principles of our fees and charges policy is to reduce financial barriers that could lead to denial of service to a resident due to their inability to pay established fees. The intent of this policy is to ensure that all residents who wish to participate in activities run by local non-profit groups, who rent space from the municipality to offer their activities, can do so.

### DEFINITIONS:

**“Non-profit groups”** – shall be defined by the Maple Ridge and Pitt Meadows Parks and Leisure Services Fees and Charges and Allocation Policies.

**“Local groups”** shall be defined by the Maple Ridge and Pitt Meadows Parks and Leisure Services Fees and Charges and Allocation Policies.



## POLICY MANUAL

Title:	<b>PARK AND FACILITY ADVERTISING</b>	Policy No.	P123
		Supercedes:	1989-10
Authority:	Operational	Effective Date:	2014-07-10
Approval:	PLS Commission	Review Date:	2014-07-10
<b>Policy Statement:</b> <b>A company or business that wishes to advertise their products or services by means of signage or other promotional materials in parks, buildings or facilities must first enter into an advertising agreement with the Maple Ridge and Pitt Meadows Parks &amp; Leisure Services Commission.</b>			

### PURPOSE:

To recognize that advertising signage by the private sector has some potential to generate revenue and thereby assist in the recovery of costs associated with recreation facilities, programs and activities and services. Many sport organizations and community groups have also recognized the revenue potential of private sector advertising.

To provide guidelines regarding what constitutes acceptable advertising in public areas.

To establish the procedures for community groups to follow in seeking advertising approval and revenue sharing when deemed necessary to cover any associated costs to Commission.

### DEFINITIONS:

**Advertising Signage:** A corporate logo, name or trademark attached by any means to any visible surface.

### PROCEDURES:

1. Companies may be approached by municipal staff, community groups, sports organizations, non-profit associations, or any other organization that is engaged in the pursuit of their activity or function at a municipally owned park, building or facility.
2. The Commission and/or community organizations shall not approach, and shall not enter into an advertising signage agreement for any of the following:
  - brand name advertising of alcohol, tobacco or gaming products
  - dating or escort services
  - adult books/movies

- non-therapeutic massage services
3. Each advertising signage agreement shall be specific to a particular park, building or facility and is non-transferable to other parks, buildings or facilities without separate approval.
  4. The advertising signage agreement may involve the payment of a monthly or annual fee by the advertiser, or the supply and installation of capital asset by the advertiser and may involve certain commitments to be made by the Commission or the community organization to the advertiser.
  5. A community organization shall not make any commitments on behalf of the Commission.
  6. A community organization shall not enter into an advertising signage agreement that extends beyond one year in duration without the express approval of Commission.
  7. Prior to negotiating a preliminary advertising signage agreement the matter shall first be discussed with the Director of Parks and Facilities or his/her designate or the Director of Recreation or his/her designate. The particulars of the preliminary advertising signage agreement will be outlined in a report for consideration and recommendation to Commission.
  8. All advertising signage (whether initiated by staff or a community organization) is subject to all appropriate Federal, Provincial and Municipal regulations and requirements. The group initiating the advertising signage shall be responsible for securing and complying with all applicable permits and requirements and the costs thereof.
  9. Advertising signage shall, to the extent possible, be situated in a manner that is primarily visible only to those participating in or spectators at an event in the park, building or facility. Locations that are primarily visible to the general public (particularly adjacent to streets and roads) shall be avoided.
  10. All monies collected from advertisers and all capital assets contributed by advertisers shall be deemed to be contributed to the Commission, unless otherwise and specifically agreed to by Commission in its approval of the specific advertising agreement. Commission by resolution, may or may not (at its discretion) turn a portion or all of the monies collected through advertising signage over to the appropriate sports group or community organization when deemed appropriate.
  11. This policy applies to any advertising signage in any municipally owned park, building or facility.
  12. Community parks are most suited for the display of advertising while municipal and neighbourhood park sites should, in general, not be considered to protect residents' ability to escape from commercial and promotional advertising in these locations.
  13. Some latitude will be provided to concession operators and service providers who have written agreements with the Commission.
  14. Advertising in the core area and municipal parks should demonstrate a connection to community events, sport, recreation, fitness and healthy choices or provide a direct benefit to these activities.

<b>TO:</b>	His Worship Mayor Michael Morden and Members of Council	<b>MEETING DATE:</b>	March 2, 2021
<b>FROM:</b>	Chief Administrative Officer	<b>FILE NO:</b>	01-0640-30-2021
		<b>MEETING:</b>	CoW
<b>SUBJECT:</b>	Fraser North Farmers Market Operating Agreement Renewal		

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#### **EXECUTIVE SUMMARY:**

The Fraser North Farmers Market Society, formerly known as Haney Farmers Market Society (the "Society") has requested a renewal of its operating agreement for a period of three years from 2021 - 2023. The Society continues to coordinate one of the best medium-sized farmers markets in the Lower Mainland that allows people to access locally grown food and other products, supports small-scale growers and producers, and delivers local agricultural and food security education and awareness to the community during market events. Throughout the pandemic, the Province considered farmers market programs to be of essential service for communities. This multi-year agreement for municipal support will continue to provide the Society with stability and allow it to stabilize operational efficiency, effectiveness and capacity during the Covid-19 recovery process and adapt to a changing environment.

#### **RECOMMENDATION:**

That the Fraser North Farmers Market Society's Operating Agreement dated March 1, 2021 be approved for a three-year term; and,

That the Corporate Officer be authorized to execute the agreement.

#### **DISCUSSION:**

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

Since 2004, the Society has been operating a weekly market in Memorial Peace Park, and at other indoor venues from time to time, that has grown substantially and continues to be a major contributor to the vibrancy of downtown Maple Ridge on weekends. The Society grew from a grassroots neighbourhood project supported by the City, to an organization focused on building community, creating connections and partnerships, and working collaboratively.

The Society partners with many other community groups during their seasonal operations including Earth Day, Alzheimer's Walk, Mad Hatter Tea Party, National Indigenous Peoples Day, Ridge Meadows Got Talent, Garibaldi Art Club, GETI Fest, Multicultural Fest and the Downtown Business Improvement Association. In addition, the Society has a representative on the Agricultural Advisory Committee of Council. Average annual attendance is estimated to be over 45,000 visits pre-Covid19 and about half last year during the pandemic, with spin-off benefits to the local economy. During 2020, the Society made adjustments as per the Provincial Health Order in order to manage and run outdoor markets safely, including a new online ordering and curbside pick-up system through a Food Hub model.

There are two changes to the proposed Operating Agreement (attached) for Council's consideration from the previous term. The inclusion of a force majeure clause as recommended by legal counsel in Part III of the general provisions as well as updated language under the Society's Covenants section (b) referencing Council's strategic priorities including community spirit and pride. The addition of a force majeure clause recognizes the impact of an event beyond reasonable control such as the Covid-19 pandemic and can relieve both parties from performing contractual obligations when such circumstances occur.

**b) Desired Outcome:**

The desired outcome is to increase access, education and understanding of the importance of agriculture and food security in our community, and support the essential services provided by this community-based organization.

**c) Strategic Alignment:**

The recommendation aligns with the 2010 Parks, Recreation and Culture Master Plan directions (3.2 Urban Agriculture) to continue to support and increase opportunities for promoting healthy community initiatives that are accessible to all residents and to build a sustainable community.

**d) Citizen/Customer Implications:**

The proposed updated agreement contributes to encouraging positive local food supply opportunities, education and citizen engagement in local agriculture and food security, as well as the development of a safe, affordable, vibrant, and livable community.

**e) Interdepartmental Implications:**

The Society also works with Engineering, RCMP, Fire and Communications in their event planning process through the Festivals, Events and Safety Team.

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

The recommended funding remains at \$7,500 per year for the duration of the term, which is also consistent with the contract budget in the Financial Plan. In-kind contributions include access to



municipal equipment including tables, chairs, and other related materials during each market over the course of the agreement, pending availability.

#### CONCLUSIONS:

The Operating Agreement with the Fraser North Farmers Market Society demonstrates civic support to strengthen the sustainability, resilience and capacity of our local farmers market and food producers that provides community members access to artisans and a local food supply.



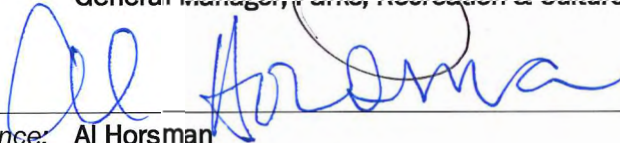
Prepared by: **Yvonne Chui,**  
Recreation Manager, Arts & Community Connections



Reviewed by: **Danielle Pope**  
Director, Recreation & Community Engagement



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



Concurrence: **Al Horsman**  
Chief Administrative Officer

:yc

#### Attachments:

(1) Fraser North Farmers Market Society Operating Agreement

# FRASER NORTH FARMERS MARKET SOCIETY OPERATING AGREEMENT

THIS AGREEMENT made as of the 1st day of January, 2018

BETWEEN:

CITY OF MAPLE RIDGE 11995 Haney Place, Maple Ridge, B.C. V2X 6A9

(the "City")

AND

FRASER NORTH FARMER'S MARKET, a Society duly incorporated under the Societies Act of the Province of British Columbia and registered under number S0047916, having an office at the 11925 Haney Place, Maple Ridge, B.C., V2X 6G2

(the "Society")

WHEREAS:

- A. The City provides parks, recreation and culture services to the residents of Maple Ridge;
- B. The City and the Society desire to provide a Farmers Market (30 consecutive weeks) for the benefit of the residents of Maple Ridge as particularized in this Agreement (the "Operations");
- C. The Society is a leadership organization that plays a key role in strengthening community groups; building community wide connections and networks and in encouraging an understanding of local farmers markets, and the contribution that farming and agriculture make to creating a healthy and vibrant community;
- D. The Society operates as a not-for-profit member based organization governed by a Board of Directors and managed by paid staff dedicated to promoting and encouraging appreciation for a farmers market as stated and outlined in the Society's Constitutional Purposes (attached hereto as Schedule A). It has the capacity to align activities, programs and operations with the Society's Constitution;
- E. The City is prepared to pay an operating grant to the Society for the provision of programs and services in Maple Ridge associated with the Fraser North Farmers Market.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the mutual covenants and agreements herein and of other good or valuable consideration provided for herein (the receipt and sufficiency whereof is hereby acknowledged by each of the parties), the parties hereto agree as follows:

## PART I – Agreement

The parties confirm that the City has granted an Operating Agreement with the Society for a term of three years commencing the 1st day of March, 2021. The Society shall have three (3) consecutive options to renew the Operating Agreement, each option being for a term of three (3) years on the same terms and conditions contained herein, save and except for this

covenant for renewal which will be modified so as to successively reduce the number of remaining options to renew. This agreement is recognized as term three of the renewal options (second term was 2018-2020).

## **PART II – FUNDING AND OPERATIONS**

### **Operating Funds**

The City agrees to pay to the Society the following funds towards the provision of the Fraser North Farmers Market in accordance with and subject to the terms and conditions outlined in the Agreement:

- a. For the 2021 calendar year, an annual amount of \$7,500, to be paid in two installments on March 1 (75%) and July 1 (25%);
- b. For the 2022 calendar year, an annual amount of \$7,500, to be paid in two installments on Jan. 31 (75%) and July 1 (25%);
- c. For the 2023 calendar year, an annual amount of \$7,500, to be paid in two installments on Jan. 31 (75%) and July 1 (25%).

(collectively, the “Operating Funds”)

All Operating Funds payments shall be subject to deduction of any amounts paid by the City under this Agreement on behalf of the Society, and of any amounts owed by the Society to the City.

### **Conditional Entitlement**

The obligation of the City to pay the Operating Funds in any year is subject to the establishment of the City's annual budget by the City. The City shall budget for the Operating Funds; however, it is understood and acknowledged that if the Operating Funds budgeted by the City are reduced, the City and the Society agree to review and proportionally reduce the level of operating responsibilities to be provided by the Society under this Agreement.

### **City's Covenants**

The City agrees:

- a. to assign a staff liaison (the “Staff Liaison”) who shall attend the meetings of the Board of Directors of the Society and the general meetings of the Society including strategic planning as a non-voting observer for the purpose of facilitating communication between the City and the Society;
- b. the Staff Liaison shall be the manager of this Agreement on behalf of the City;
- c. the Staff Liaison shall be a link and connect the Society to all other municipal staff and resources;
- d. to provide to the Society advertising space in its Parks, Recreation & Culture Guide (the “Guide”) equivalent to the space customarily provided in past issues of the Guide and such other space as may become available as determined by the City, without

cost to the Society, and to do its utmost to promote and publicise the Society's programs and services through the distribution of the guide;

- e. to provide an address and phone number for the Society to conduct business from;
- f. to provide access to Memorial Peace Park for the Society at no cost, waiving base rent and pending availability. The Society will be responsible for any additional expenses incurred by the City beyond base rent. For any other use, the City will provide access to City parks, recreation and culture facilities in accordance with current booking and scheduling policies and procedures, and to charge the Society in accordance with the current fees and charges policy (see website [www.mapleridge.ca](http://www.mapleridge.ca)), noting that the Society shall be classified as a non-profit recreational group warranting the subsidies for facility rental contained in that policy for such groups. The Society will be responsible for any additional related expenses in operating a program from any of these facilities;
- g. facilitate the opportunity for a business license to be obtained from the City at no cost;
- h. provide and deliver the available basic equipment required by the Society to run the weekly markets including: tables, chairs, wash-stations, power panels, cord covers, and access to washrooms from 7am-4pm. An appropriate replacement fee will be charged to the Society should equipment be found returned outside the current condition;
- i. provide storage space for the Society where and if available on City property (vicinity of the Greg Moore Youth Centre).

#### Society's Covenants

The Society agrees with the City:

- a. to manage and operate this Agreement for the intended purposes, and that the Society will establish operating policies and procedures in line with its business plan;
- b. to manage and deliver a Fraser North Farmers Market (for 30 consecutive weeks) in Memorial Peace Park (including one week in August and five weeks at the end of the market season) that takes into consideration the City's strategic priorities, including community spirit and pride;
- c. when developing the Market, to take into consideration a community development approach to provide agriculture groups, community groups, school district, business and individuals a diverse opportunity to connect, link, learn together, share assets and common interests, network and co-create through agriculture, education and culture where possible;
- d. provide dedicated services of a Market Manager to plan and coordinate the daily operations and community outreach components, as well as provide financial management for the market;

- e. responsible for any expenses which the Society has assumed, but which are not included in the City's direct and/or in-kind contributions outlined in this agreement;
- f. meet with and provide reports to the Staff Liaison regarding attendance, sales, vendors, finances, or other pertinent info as required;
- g. within the Society's available resources, to conduct surveys and evaluations and compile and analyze statistics and data on programs, services and operations to inform and meet strategic and business planning processes, monitoring and reporting requirements;
- h. to advertise the Market in the "Guide" in accordance with all deadlines and standards established by the City for the production of the "Guide" in addition to utilizing other appropriate advertising methods;
- i. commit to additional promotion beyond the Guide, which can include but not limited to: newspaper, magazines, blogs, email, Facebook, and Twitter;
- j. maintain a webpage for communication and information purposes;
- k. to include provision for appropriate levels of training and professional development opportunities for the Board of Directors, staff and volunteers of the Society within available resources in the Society's annual budget as part of best practices for a non-profit organization and in accordance with the Society's governance policy;
- l. to use good board governance practices and procedures including understanding of fiduciary duties;
- m. to apply and maintain quality human resources management practises for non-profit organizations of similar size, scale and scope including:
  - (i) a criminal record check as a condition of employment for staff and volunteers working with vulnerable populations as per City policy, and
  - (ii) appropriate levels of supervision for all direct and partnered activities and programs.
- n. to seek funding from diverse sources including grants, sponsorships and fundraising endeavours as part of best practises;
- o. to adhere to and align with identified City policies and procedures for civic owned facilities to the best of the Society's abilities and resources (e.g. safety, community development, volunteerism, criminal records check) as set out in Schedule E;
- p. to acknowledge the support of the City as applicable in appropriate communications and promotional materials used to promote these activities and where space permits. The Society shall provide such acknowledgement by using the logos and/or names of the City in accordance with prescribed standards;
- q. to maintain Memorial Peace Park and the operating equipment contained therein in a clean and safe condition at all times and in good working order, excepting normal wear and tear. Borrowed equipment shall remain the property of the City;

- r. to obtain and maintain during the term of this Agreement, at the Society's expense, with such company or companies and on such forms as are acceptable to the City, in the name of the Society, Comprehensive General Liability insurance coverage including, without limiting the foregoing, coverage for premises and operations liability, contingency liability with respect to the operations of contractors and subcontractors, completed operations liability, contractual liability and automobile liability for owned, non-owned and hired units. The limits of liability shall not be less than \$5,000,000 for each occurrence for bodily injury, including death, and property damage. Each policy shall provide that it may not be cancelled, lapsed or materially altered without at least 30 days' notice in writing to the City by registered mail, and shall name the City of Maple Ridge and the Board of Education of School District No. 42 as additional insured parties and shall provide for cross-liability and severability of interests, which means that the policy applies separately to each insured party. In the event such insurance lapses or is cancelled or any material alterations are made without the approval of the City, the City may at its option without notice forthwith terminate this Agreement or the City may, at its option and without obligation to do so, obtain and maintain such insurance at the expense of the Society and the Society hereby appoints the City as the Society's lawful attorney to do all things necessary for that purpose;
- s. to deliver a copy of each insurance policy required by this Agreement to the City prior to the commencement of this Agreement and deliver evidence of renewal of the insurance on request by the City;
- t. to maintain its status as a Society in good standing with the Registrar of Companies for the Province of British Columbia;
- u. to maintain an open membership which will ensure all citizens of Maple Ridge may become members of the Society;
- v. not to amend the Constitution or the bylaws of the Society without first informing the City of the intended amendment;
- w. not to suffer, permit or allow any unlawful activities or conduct or any nuisance to exist nor suffer, permit or allow any conduct or activity that is in breach of the Human Rights Code;
- x. to permit the Staff Liaison and the City's representative's to attend meetings of the Society's Board of Directors.



### Business Plan, Financial Statements

The Society must provide to the City:

- a. a detailed strategic plan and a budget each year no later than January 15, for review by the Staff Liaison (attached as Schedule C). The strategic plan and budget will be in alignment with the City's vision and goals to support community partners providing community benefits and will inform the City's annual business plans;
- b. an Annual Report presentation each March following the Society's AGM to the City including:
  - (i) annual financial statements; and
  - (ii) annual statistics on attendance, scope of services offered, volunteer information and other relevant data;
- c. reporting on the City's requirements listed in the Society Covenants (b, c-x) during the term;
- d. three year comparative statistics including projected year, based on the Society's fiscal year, provided to the Staff Liaison each fall for department business planning purposes; and
- e. a projected three-year budget (e.g. 2021-2023) at the time of renewal.

### Indemnity

The Society will:

- a. release the City and agrees not to sue the City in respect of any matter arising out of or relating to this Agreement, except for any wrongful refusal of the City to perform its obligations under this Agreement; and
- b. indemnify, defend and save harmless the City, their elected officials, officers, employees, agents, contractors and volunteers from and against any and all claims, suits, liability, demands, actions, proceedings, costs (including legal costs), damages and expenses whatsoever, by whomsoever brought arising from:
  - (i) any breach, violation, default or non-performance by the Society of any provision of this Agreement;
  - (ii) any act, omission, or negligence of the Society, its officers, directors, members, contractors, volunteers or others of the Society;
  - (iii) any death, personal injury, property damage, property loss, economic loss or other loss or harm suffered by any person, including the City on or in relation to the operations of the Society.

The indemnity contained in this agreement survives the expiry or earlier termination of this Agreement.

### PART III – GENERAL PROVISIONS

The parties agree:

- a. this Agreement shall come into effect on March 1, 2021, and shall expire and cease to be binding on the parties on December 31, 2023, provided that any party may terminate this Agreement upon giving 180 days notice in writing to all parties of its intention to do so, at the address or addresses of the parties first above set out or at such address or addresses as the parties may advise each other in writing from time to time;
- b. the terms of this Agreement may be reviewed and revised with the mutual consent of all parties;
- c. neither party shall be liable for damages caused by delay or failure to perform its obligations under the Agreement where such delay or failure is caused by an event beyond its reasonable control. The parties agree that an event shall not be considered beyond one's reasonable control if a reasonable business person applying due diligence in the same or similar circumstances under the same or similar obligations as those contained in the Agreement would have put in place contingency plans to either materially mitigate or negate the effects of such event. Without limiting the generality of the foregoing, the parties agree that force majeure events shall include natural disasters, acts of war, governmental restrictions put in place to combat pandemics (including by the City) that render delivery of the Services impossible, insurrection and terrorism but shall not include shortages or delays relating to supplies or services. If a party seeks to excuse itself from its obligations under the Agreement due to a force majeure event, that party shall immediately notify the other party of the delay or non-performance, the reason for such delay or non-performance and the anticipated period of delay or non-performance. If the anticipated or actual delay or non-performance exceeds 60 Business Days, the other party may immediately terminate the Agreement by giving notice of termination and such termination shall be in addition to the other rights and remedies of the terminating party under the Contract, at law or in equity.

On termination of the Agreement, the City shall only be responsible for the payment of the services provided under the Agreement up to and including the effective date of any termination. Termination shall not relieve the Society of its warranties and other responsibilities relating to the Services performed or money paid.

- d. the City has made no representations, covenants, warranties, guarantees, promises or agreements (oral or otherwise) with the Society other than those contained in this Agreement;
- e. nothing contained or implied herein shall prejudice or affect the rights and powers of the City in the exercise of its functions under any public and private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised as if this Agreement had not been executed and delivered by the Society;
- f. wherever the singular or masculine is used herein, the same shall be construed as meaning the plural, feminine or the body corporate or politic where the context or the parties so require;

- g. the parties hereto shall do and cause to be done all things and execute and cause to be executed all documents which may be necessary to give proper effect to the intention of this Agreement;
- h. nothing herein contained shall be deemed or construed by the parties, nor by any third party, as creating the relationship of principal and agent or of partnership or of joint venture between the parties and no acts of the parties hereunder shall be deemed to constitute the Society as anything other than an independent contractor;
- i. no subsequent alteration, amendment, change, revision or addition to this Agreement shall be binding on the parties unless in writing and signed by the parties' authorized signatories;
- j. no provision herein requiring approval or consent of the City shall be deemed to have been fulfilled or unless written consent or approval relating to the specific matter has first been obtained. Nor prior consent or approval and no condoning, excusing or overlooking by the City on previous occasions when such consent or approval was required shall be taken to operate as a waiver of the necessity for such consent or approval wherever required;
- k. time shall be of the essence of this Agreement; and
- l. this Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the parties hereto have set their hands as of the day and year first above written.

CITY OF MAPLE RIDGE by its authorized signatory:

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Date

THE FRASER NORTH FARMERS MARKET SOCIETY  
by its authorized signatories:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Schedule "A"  
FRASER NORTH FARMERS MARKET SOCIETY CONSTITUTION

1. The name of the Society is the Fraser North Farmer's Market Society.
2. The purpose of the Society is:

The Fraser North Farmer's Market has been created to encourage a healthy community. In doing so, we strive to offer a safe, relaxing and enjoyable place for people to come together. The Market will serve to stimulate and support local economic initiatives, to provide an opportunity for community groups and individuals to inform and entertain their neighbours, to support and strongly encourage practices which work towards ecological and community health.
22. Responsibilities of Board of Directors:

To formulate and oversee the implementation of policies consistent with the purpose of the society.
23. Responsibilities of Executive Committee:
  - 1) To set agenda for the regular monthly Board of Directors meetings. Agenda developed with input from directors and committee members.
  - 2) To address ongoing business of the Society in accordance with direction from Board of Directors.
  - 3) To initiate actions on motions from the minutes of Board meetings.
  - 4) Direct Supervision of all Fraser North Farmers Market Society Staff.
  - 5) To update the Policy and Procedure Manual Annually.
  - 6) Develop a Business Plan.

## Schedule "B"

### FRASER NORTH FARMERS MARKET TERMS OF REFERENCE

#### Vision Statement

"This is where it happens, at the market, connecting community around the table, reflecting the rhythm, the passion, uniqueness and diversity, nourishing the mind, body and soul." January 19, 2008.

#### Mission

The Fraser North Farmers Market encourages a healthy community by providing the public with direct access to food producers. The Market serves to stimulate and support the local economy, to provide opportunities to inform, entertain, support and strongly encourage environmental sustainability.

#### Guiding Principles

**Locally Grown or Produced Products** – We believe in supporting local growers and producers and those who engage in environmentally sound, farming practices.

**Education** – We believe in educating the community about food choices and farming including locally grown options, nutrition, seasonal eating, organic growing, use of agricultural lands and the historical roots of farming in our community.

**Sense of Community** – We believe in building connections that create a sense of community through partnerships, collaborations and building relationships with the community at large.

**Opportunities** – We believe in creating a supportive environment that encourages and celebrates the growth and development of community members and businesses.

**Inclusiveness / Diversity** - We believe in promoting and encouraging inclusiveness and diversity by respecting, honouring and celebrating uniqueness.

**Ambience** – We believe in creating an atmosphere that reflects a community that is welcoming, nurturing and provides opportunities for community to participate and celebrate.



Schedule "C"

FRASER NORTH FARMERS MARKET BUSINESS PLAN

## HFMS Strategic Plan – 2018 to

### Our Vision:

The Haney Farmers' Market Society has been created to encourage a healthy community. "This is where it happens, at the market, connecting community around the table, reflecting the rhythm, the passion, uniqueness and diversity, nourishing the mind, body and soul."

The Haney Farmers' Market Society encourages a healthy community by providing the public with direct access to food producers. The Market serves to stimulate and support the local economy, to provide opportunities to inform and entertain and to support and strongly encourage environmental sustainability.

1

Being the "go to" destination that supports a healthy engaged community.

2

Working to ensure short and long term financial sustainability of the Society and its Markets.

3

Being recognized regionally as a Society that supports local, sustainable agriculture and value added products.

#### Key Categories:

##### **Community Partnerships, Connections and Collaborations**

- Create a marketing and communications plan that supports increased participation at all levels: vendors, shoppers, volunteers, sponsors and community partners.
- Form a working relationship with Economic Development Commission and the Agricultural Advisory Committee with a focus on being an active participant in the design and implementation of a viable Food Hub.
- Youth are engaged and marketed to.
- Provide an environment of new farmer start-up supports.

##### **Financial Sustainability**

- Create a market driven revenue plan outside of other fundraising activities.
- Form a Sponsorship Committee to achieve \$6,000 in 2018 that covers operational and growth costs.
- Review Service Contract for both communities that is inclusive of both scope and funding objectives.
- Research viability of a major fundraiser.
- Create a responsive Human Resource Plan that is fluid enough to support Strategic Plan.

##### **Service Delivery**

- Deliver exceptional educational programming and special events.
- Attract a diverse vendor roster offering diverse and unique products.
- Provide a diverse program that is farmer focused.

## Fraser North Farmers Market Society 2021 Budget - FINAL

Income	Total
<b>Vendor Generated Income</b>	
Vendor Stall Fees	\$ 50,800.00
Online Store Revenue	\$ 10,000.00
<b>Total Vendor Generated Income</b>	<b>\$ 60,800.00</b>
<b>Government Income</b>	
City of Maple Ridge Operating Grant	\$ 7,500.00
City of Port Coquitlam Operating Grant	\$ 8,000.00
<b>Total Government Income</b>	<b>\$ 15,500.00</b>
<b>Membership Income</b>	
Membership Fees - Vendors	\$ 3,500.00
Membership Fees - Friends	\$ 2,000.00
<b>Total Membership Income</b>	<b>\$ 5,500.00</b>
<b>Grant &amp; Honarium Income</b>	
Vancity Community Grants	\$ 1,500.00
WorkBC Grant	\$ 750.00
BCAFM Honorarium	\$ 1,000.00
Metro Vancouver Awareness Grant	\$ 2,000.00
<b>Total Grant &amp; Honarium Income</b>	<b>\$ 5,250.00</b>
<b>Sponsorship Income</b>	
Day Of Market Sponsorship	\$ 4,000.00
Newsletter Sponsorship	\$ 1,000.00
Workshop Sponsorship	\$ 1,000.00
<b>Total Sponsorship Income</b>	<b>\$ 6,000.00</b>
<b>Fundraising Income</b>	
Online Auction Fundraiser	\$ 2,500.00
Misc Revenue	\$ 500.00
<b>Total Fundraising Income</b>	<b>\$ 3,000.00</b>
<b>Total Income</b>	<b>\$ 96,050</b>

Expenses	Total
<b>Admin &amp; Operating</b>	
Wages	\$ 62,988.00
Vacation Pay	\$ 2,519.52
CPP Expenses	\$ 2,919.12
EI Expenses	\$ 1,462.08
WCB	\$ 400.00
Insurance - Society	\$ 650.00
Insurance-ICBC	\$ 2,000.00
Accounting	\$ 4,000.00
Equipment Repairs	\$ 250.00
Office and Market Supplies	\$ 2,500.00
Tech Costs (Software/Cellphones)	\$ 750.00

Credit Card Processing Fees	\$ 2,500.00
Storage	\$ 500.00
Volunteer/Staff Appreciation	\$ 700.00
Vehicle Maintenance	\$ 1,000.00
Mileage and Gas	\$ 500.00
Rental (Church)	\$ 1,375.00
<b>Total Admin &amp; Operating</b>	<b>\$ 87,013.72</b>
<b>Memberships and Licenses</b>	
BCAFM	\$ 300.00
Chamber Of Commerce - Maple Ridge	\$ -
Chamber Of Commerce - Tri Cities	\$ -
BC Registries Filing Fee	\$ 50.00
<b>Total Memberships &amp; Licenses</b>	<b>\$ 350.00</b>
<b>Training &amp; Professional Development (Board &amp; Staff)</b>	
BCAFM Conference	\$ 250.00
Board Member Education	\$ 250.00
Staff Training	\$ 750.00
<b>Total Training &amp; Professional Development</b>	<b>\$ 1,250.00</b>
<b>Market Programs</b>	
Music	\$ -
Kids Activity	\$ 2,000.00
Chef Demo	\$ -
Workshops	\$ -
<b>Total Market Programs</b>	<b>\$ 2,000.00</b>
<b>Marketing &amp; Promotions</b>	
Market Merchandise	\$ -
Website Fees	\$ 300.00
Edible Magazine	\$ 650.00
Whats Up Magazine	\$ -
Newspaper (print)	\$ -
Social Media Ads	\$ 1,250.00
Membership Promotions & Contests	\$ 750.00
<b>Total Advertising &amp; Promotions</b>	<b>\$ 2,950.00</b>
<b>Contingency</b>	
Contingency	\$ 2,486.28
<b>Total Contingency</b>	<b>\$ 2,486.28</b>
<b>Total Expenses</b>	<b>\$ 96,050.00</b>
<b>Net Income/Loss</b>	<b>\$ -</b>
<b>Contribution to Working Capital Fund</b>	
<b>Net Income/Loss</b>	<b>\$ -</b>

**NOTE:** The current budget reflects adjustments that have been made due to COVID-19 pandemic. We expect our 2022 and 2023 budget to be similar to this one during recovery and will advise our Staff Liason if there are any changes to the yearly budget when they are made.

## Schedule "D"

### CITY POLICIES

<u>Name</u>	<u>Policy No.</u>	<u>Date Approved</u>
Criminal Records Check Policy	5.03	July 5, 1993
Volunteers Policy*	P127	Sept. 11, 2014

\*PLSC policies will transition to City of Maple Ridge policies in future.

## Schedule "E"

**CITY REQUIREMENTS FOR GROUPS WITH WHOM THE CITY ENTERS INTO  
AN OPERATING AGREEMENT**

- a. That the group maintain its status as a registered Society in good standing with the Provincial Registrar of Companies.
- b. That the purposes of the Society listed in its Constitution encompass the programs and services for which the agreement is being entered into.
- c. That the Society dissolution clause in its Constitution identify that the assets of the Society shall go to a local organization with similar purposes or to the appropriate local government authority (the City) upon dissolution of the Society.
- d. That the Society's Bylaws provide for any resident of Maple Ridge of the appropriate age to become voting members of the organisation at a reasonable annual cost.
- e. That the Society's Bylaws provide for regular (annual) elections to the Board of Directors from the Membership (terms should be alternated between positions on the Board where the term of membership on the Board is longer than one year). The bylaws should also provide for a maximum number of terms a member may serve on the Board before stepping down for at least one term.
- f. That a detailed annual report of the programs and services provided to the community by the Society be provided to the City.
- g. That the books and records of the Society are available to the City or its representatives for inspection at any time upon 24 hours notice having been provided requesting such notice.
- h. That any changes to the Constitution or Bylaws of the Society be provided to the City in advance of such changes being brought forward to the membership for consideration and adoption.
- i. That the Society prepares and presents a three-year financial plan for its operations to the City on an annual basis.