

City of Maple Ridge

COUNCIL MEETING AGENDA

March 9, 2021

7:00 p.m.

Virtual Online Meeting including Council Chambers

Meeting Decorum:

Council would like to remind all people present tonight that serious issues are decided at Council meetings which affect many people's lives. Therefore, we ask that you act with the appropriate decorum that a Council Meeting deserves. Commentary and conversations by the public are distracting. Should anyone disrupt the Council Meeting in any way, the meeting will be stopped and that person's behavior will be reprimanded.

The meeting is live streamed and recorded by the City of Maple Ridge.

Note: This Agenda is also posted on the City's website at www.mapleridge.ca

The purpose of a Council meeting is to enact powers given to Council by using bylaws or resolutions. This is the venue for debate of issues before voting on a bylaw or resolution.

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

100 CALL TO ORDER

200 AMENDMENTS TO THE AGENDA

300 APPROVAL OF THE AGENDA

400 ADOPTION OF MINUTES

401 Minutes of the Regular Council Meeting of February 23, 2021

500 PRESENTATIONS AT THE REQUEST OF COUNCIL

600 DELEGATIONS

700 ITEMS ON CONSENT

701 Minutes

701.1 Development Agreements Committee Meetings

- February 22, 2021
- February 24, 2021

701.2 Committees and Commissions of Council Meetings

- Public Art Steering Committee – November 5, 2020
- Economic Development Committee – November 5, 2020
- Community Heritage Commission – November 12, 2020
- Municipal Advisory Committee on Accessibility and Inclusiveness – November 19, 2020
- Agricultural Advisory Committee – November 26, 2020
- Public Art Steering Committee – December 11, 2020
- Advisory Design Plane – January 20, 2021
- Community Development & Enterprise Services Committee – January 25, 2021

702 Reports

702.1 2020 Council Expenses

Staff report dated March 9, 2021 providing information on Council expenses recorded to December 31, 2020.

703 Correspondence

704 Release of Items from Closed Council Status

705 Recommendation to Receive Items on Consent

800 UNFINISHED BUSINESS

900 CORRESPONDENCE

1000 BYLAWS

Bylaws for Adoption

- 1001 2016-246-RZ, 12111 and 12119 203 Street**
Staff report recommending adoption

Maple Ridge Zone Amending Bylaw No. 7267-2016

To rezone from RS-1 (One Family Urban Residential) to RM-1 (Townhouse Residential) to permit construction of 10 townhouse units

- 1002 Maple Ridge Advisory Design Panel Amending Bylaw No. 7696-2020**
To include gender neutral language and permit the option of Design Panel meetings being held virtually

1100 COMMITTEE REPORTS AND RECOMMENDATIONS

*The items in the "Committee Reports and Recommendations" category are staff reports presented at an earlier Committee of the Whole meeting, typically a week prior, to provide Council with an opportunity to ask staff detailed questions. The items are now before the regular Council Meeting for debate and vote. Both meetings are open to the public. **The reports are not reprinted again in hard copy**, however; they can be found in the electronic agenda or in the Committee of the Whole agenda package dated accordingly.*

Planning & Development Services

- 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.

Engineering Services

Corporate Services

Parks, Recreation and 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.

Administration (including Fire and Police)

- 1200 STAFF REPORTS

- 1300 OTHER MATTERS DEEMED EXPEDIENT

- 1400 PUBLIC QUESTION PERIOD

- 1500 MAYOR AND COUNCILLOR REPORTS

- 1600 NOTICES OF MOTION AND MATTERS FOR FUTURE MEETING

- 1700 ADJOURNMENT

PUBLIC QUESTION PERIOD

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 by having Council members attend remotely and having only necessary staff present in person to administer the meetings. Balancing the health and safety of citizens and our democratic processes is first and foremost in our approach during this health emergency.

The purpose of the Public Question Period is to provide the public with an opportunity to ask questions of Council on items that are of concern to them, with the exception of Public Hearing bylaws which have not yet reached conclusion.

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. For more information on virtual participation please go to <http://mapleridge.ca/640/Council-Meetings>. Each person will be permitted 2 minutes to ask their question (a second opportunity is permitted if no one else is sitting in the chairs in front of the podium). Questions must be directed to the Chair of the meeting and not to individual members of Council. The total session is limited to 15 minutes.

If you have a question or comment that you would normally ask as part of Public Question Period, you can email clerks@mapleridge.ca before 4:00 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.

Council reserves the right to defer responding to a question in order to obtain the information required to provide a complete and accurate response.

Council will not tolerate any derogatory remarks directed at Council or staff members.

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.

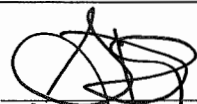
For more information on these opportunities contact:

Clerk's Department at 604-463-5221 or clerks@mapleridge.ca

Mayor and Council at mayorcouncilandcaol@mapleridge.ca


APPROVED BY:

DATE:


Mar 4, 2021

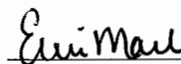
PREPARED BY:

DATE:


March 4, 2021

CHECKED BY:

DATE:


March 4/21

400 Adoption and Receipt of Minutes

City of Maple Ridge

COUNCIL MEETING MINUTES

February 23, 2021

The Minutes of the City Council Meeting held virtually and hosted in Council Chambers on February 23, 2021 at 7:01 p.m. at City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

PRESENT

Elected Officials

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

Appointed Staff

D. Boag, General Manager Parks, Recreation & Culture
C. Carter, General Manager Planning & Development Services
C. Crabtree, General Manager Corporate Services
S. Nichols, Corporate Officer
D. Pollock, General Manager Engineering Services
T. Thompson, Director of Finance

ABSENT

Councillor K. Duncan

Other Staff as Required

C. Goddard, Director of Planning
J. Mickelborough, Director of Engineering

Note: These Minutes are also posted on the City's Web Site at www.mapleridge.ca
Video of the meeting is posted at media.mapleridge.ca/Mediasite/Showcase

Note: Due to the COVID-19 pandemic, Councillor Robson and Councillor Yousef participated electronically. The Mayor chaired the meeting from Council Chambers.

100 **CALL TO ORDER**

200 **AMENDMENTS TO THE AGENDA**

300 **APPROVAL OF THE AGENDA**

R/2021-CM-057

It was moved and seconded

That the agenda of the Regular Council Meeting of February 23, 2021 be adopted as circulated.

CARRIED

400 ***ADOPTION AND RECEIPT OF MINUTES***

- 401 Minutes of the Special Council Meeting of February 2, 2021 and the Regular Council Meeting of February 9, 2021

R/2021-CM-058

It was moved and seconded

That the minutes of the Special Council Meeting of February 2, 2021 and the Regular Council Meeting of February 9, 2021 be adopted as circulated.

CARRIED

- 402 Report of the Public Hearing of February 16, 2021

R/2021-CM-059

It was moved and seconded

That the report of the Public Hearing of February 16, 2021 be adopted as circulated.

CARRIED

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

600 ***DELEGATIONS – Nil***

700 ***ITEMS ON CONSENT***

701 ***Minutes***

- 701.1 Meetings of the Development Agreements Committee
- February 10, 2021

702 ***Reports*** – Nil

703 ***Correspondence*** – Nil

704 Release of Items from Closed Council Status

From the May 26, 2020 Closed Council Meeting

Item 4.1 Community Land Trust – Proposed Co-op Development

705 Recommendation to Receive Items on Consent

R/2021-CM-060

It was moved and seconded

That items on the consent agenda of the February 23, 2021 Council Meeting
be received into the record.

CARRIED

800 UNFINISHED BUSINESS – Nil

900 CORRESPONDENCE – Nil

1000 BYLAWS

Note: Item 1001 is from the February 16, 2021 Public Hearing

Bylaws for Third Reading

1001 2018-448-RZ, 12061 Laity Street
Maple Ridge Heritage Designation and Revitalization and Tax Exemption
Bylaw No. 7532-2019

The current application is to provide heritage protection for the historic
Gillespie Residence and the construction of three courtyard housing units on
the lot as permitted under the RT-2 (Ground-Oriented Residential Infill) zone.

R/2021-CM-061

Moved and seconded

That Heritage Designation and Revitalization and Tax Exemption Bylaw No.
7532-2019 be given third reading.

CARRIED

Bylaws for Adoption

- 1002 2020-402-RZ, 20619 119 Avenue
Maple Ridge Zone Amending Bylaw No. 7697-2021
Site specific text amendment to the CS-1 (Service Commercial) zone to allow services limited to licensed health service providers to include on site chiropractic services.

R/2021-CM-062

Moved and seconded

That Zone Amending Bylaw No. 7697-2021 be adopted.

CARRIED

- 1003 2018-012-RZ, 23795 and 23831 Dewdney Trunk Road
Staff report dated February 23, 2021 recommending adoption

Maple Ridge Zone Amending Bylaw No. 7432-2018

To rezone from RS-3 (One Family Rural Residential) to RM-1 (Townhouse Residential District) to permit construction of 29 townhouse units.

R/2021-CM-063

Moved and seconded

That Zone Amending Bylaw No. 7432-2018 be adopted.

CARRIED

Note: Item 1004 was deferred at the February 9, 2021 Council Meeting

- 1004 2015-318-RZ, 11650 224 Street
Maple Ridge Zone Amending Bylaw No. 7198-2015
To rezone from RS-1 (One Family Urban Residential) to RM-2 (Medium Density Apartment Residential) to permit the construction of a 130 unit Multi-Family building.

R/2021-CM-064

Moved and seconded

That Zone Amending Bylaw No. 7198-2015 be adopted.

CARRIED

1100 **REPORTS AND RECOMMENDATIONS**

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.

R/2021-CM-065

Moved and seconded

That application 2021-032-AL be forwarded to Public Hearing.

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.

R/2021-CM-066

Moved and seconded

1. In respect of Section 4 75 of the Local Government Act, requirement for consultation during the development or amendment of an Official Community Plan, Council must consider whether consultation is required with specifically:
 - i. The Board of the Regional District in which the area covered by the plan is located, in the case of a Municipal Official Community Plan;
 - ii. The Board of any Regional District that is adjacent to the area covered by the plan;
 - iii. The Council of any municipality that is adjacent to the area covered by the plan;
 - iv. First Nations;
 - v. Boards of Education, Greater Boards and Improvements District Boards; and
 - vi. The Provincial and Federal Governments and their agencies.

and in that regard it is recommended that additional consultation be required and that proposed amendment to the Regional Growth Strategy be referred to Metro Vancouver for comment.

2. That an amendment to the Metro Vancouver Regional Growth Strategy be approved by the Metro Vancouver Board prior to final reading of the subject application;
3. That Zone Amending Bylaw No. 7682-2020 be given first reading; and
4. That the applicant provide further information as described on Schedules A, B, J of the Development Procedures Bylaw No. 5879-1999, along with the information required for a Subdivision application.

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.

R/2021-CM-067

Moved and seconded

1. That Zone Amending Bylaw No. 7634-2020 be given First Reading; and
2. That the applicant provide further information as described on Schedule C and D of the Development Procedures Bylaw No. 5879-1999.

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 two lots be given second reading and be forwarded to Public Hearing.

R/2021-CM-068

Moved and seconded

- 1) That Official Community Plan Amending Bylaw No. 7 493-2018 be given final reading;
- 2) That Zone Amending Bylaw No. 7613-2020 be given second reading, and be forwarded to Public Hearing;
- 3) That the following terms and conditions be met prior to final reading:
 - i) Registration of a Restrictive Covenant for Stormwater Management;
 - ii) Removal of existing buildings;
 - iii) Approval of a Development Variance Permit application 2019-409-DVP;
 - iv) In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject property. If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site.
 - v) That a voluntary contribution, in the amount of \$ 5,100.00 be provided in keeping with the Council Policy with regard to Community Amenity Contributions.

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.

R/2021-CM-069

Moved and seconded

1. That Zone Amending Bylaw No. 7702-2021 be given first and second reading, and forwarded to Public Hearing; and
2. That Zone Amending Bylaw No. 7703-2021 be given first and second reading, and forwarded to Public Hearing; and
3. That Zone Amending Bylaw No. 7704-2021 be given first and second reading, and forwarded to Public Hearing; and

4. That Zone Amending Bylaw No. 7705-2021 be given first and second reading, and forwarded to Public Hearing; and
5. That Zone Amending Bylaw No. 7706-2021 be given first and second reading, and forwarded to Public Hearing; and
6. That Zone Amending Bylaw No. 7707-2021 be given first and second reading, and forwarded to Public Hearing; and further
7. That Zone Amending Bylaw No. 7709-2021 be given first and second reading, and forwarded to Public Hearing.

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.

The Corporate Officer advised that 31 notices were sent in relation to the item and no correspondence was received.

R/2021-CM-070

Moved and seconded

1. That the Corporate Officer be authorized to sign and seal 2018-012-DVP respecting properties located at 23795 and 23831 Dewdney Trunk Road; and
2. That the Corporate Officer be authorized to sign and seal 2018-012-DP respecting properties located at 23795 and 23831 Dewdney Trunk Road.

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.

R/2021-CM-071

Moved and seconded

That Advisory Design Panel Amending Bylaw No. 7696-2020 be given first, second and third readings.

CARRIED

Engineering Services – Nil

Corporate Services – Nil

Parks, Recreation & Culture

1171 Thornhill Trails Study

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

1171.1

R/2021-CM-072

Moved and seconded

That staff explore the medium-term improvements recommended by Thornhill Trail study respondents including additional signage, wayfinding, and 256 Street staging area improvements and that this be included in the next Business Plan; and

That staff negotiate a Thornhill Trail Maintenance Agreement with the Fraser Valley Mountain Bike Association as a pilot project to be brought back to Council for consideration in 2021; and further

That the next Parks, Recreation & Culture Master Plan include the development of a Thornhill grind trail, additional staging areas, and serviced washrooms.

1171.2

MOTION TO REFER

R/2021-CM-073

Moved and seconded

That the staff report titled “Thornhill Trail Study” be forwarded to the Parks, Recreation & Culture Committee.

MOTION TO REFER 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.

R/2021-CM-074

Moved and seconded

That staff submit an application to the Union of British Columbia Municipalities, 2021 Poverty Reduction Planning & Action Program, Stream 2, for a grant up to \$50,000 towards the 'Neighbourhood Mobile Recreation' pilot program.

CARRIED

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.

Councillor Yousef provided a presentation on waterfront revitalization. He advised that there are potential grant opportunities available and possible collaboration with the Surrey Board of Trade.

1191.1

R/2021-CM-075

Moved and seconded

That the request from the Community Development & Enterprise Services Committee for the consideration of a feasibility review of revitalizing waterfront development be referred back to the committee.

DEFEATED

Mayor Morden, Councillor Dueck, Councillor Meadus, Councillor Robson, Councillor Svendsen, Councillor Yousef - OPPOSED

1191.2

R/2021-CM-076

Moved and seconded

That staff work with the Surrey Board of Trade to secure funding for the research into the feasibility of revitalizing waterfront lands; and further,

That the City provide a letter of support for the project as part of the application.

1191.3

MOTION TO REFER

R/2021-CM-077

Moved and seconded

That the item on a feasibility review of revitalizing waterfront development be referred back to staff to allow for consultation with staff from the City of Surrey and the Surrey Board of Trade and that a report on the scope and scale of such a feasibility review be provided within a 30 day time period.

MOTION TO REFER CARRIED

Councillor Robson, Councillor Yousef - OPPOSED

1200 *STAFF REPORTS* – Nil

1300 *OTHER MATTERS DEEMED EXPEDIENT* – Nil

1400 *PUBLIC QUESTION PERIOD* – Nil

1500 *MAYOR AND COUNCILLORS' REPORTS*

The Mayor and Council members provided their reports on activities participated in during the past few weeks.

1600 *NOTICES OF MOTION AND MATTERS FOR FUTURE MEETINGS* – Nil

1700 *ADJOURNMENT* – 8:13 p.m.

M. Morden, Mayor

Certified Correct

S. Nichols, Corporate Officer

700 *ITEMS ON CONSENT*

701.1 Development Agreements Committee

**CITY OF MAPLE RIDGE
DEVELOPMENT AGREEMENTS COMMITTEE**

February 22, 2021
Mayor's Office

CIRCULATED TO:

Michael Morden, Mayor
Chair

Al Horsman, Chief Administrative Officer
Member

Catherine Schmidt, Recording Secretary

1. 2016-091-SD

LEGAL: Lots 10 to Lot 29 all of: Section 32 Township 12 New Westminster District Plan EPP93695 and Lots 72 to 78 all of: Section 32 Township 12 New Westminster District Plan EPP93695
Lot 79 and 80, both of: Section 32 Township 12 New Westminster District Plan EPP93695
Lots 37 and 38, and Lots 94 and 95 all of: Section 32 Township 12 New Westminster District Plan EPP93695

PID: n/a

LOCATION: 14155 Marc Road

OWNER: Morningstar Homes Ltd. (Ryan Lucy)


REQUIRED AGREEMENTS: Slope Area & Retaining Wall Protection Covenant
Release of Covenants (CA7780366 and CA7780368)
Release of Covenants (CA7780508, CA7780510, CA7780512, CA7780514, CA7780516, CA7780518, CA7780520, CA7780522, CA7780524, CA7780526, CA7780528, CA7780530, CA7780532, CA7780534, CA7780536, CA7780538, CA7780540, CA7780542, CA7780544, CA7780556, CA7780558, CA7780560, CA7780562, CA7780564, CA7780566, CA7780568, CA7780570, CA7780572, CA7780604)
No Build (View Corridors) Covenant – Lots 17, 18, 37, 38, 94 and 95
Release of Covenant (CA7780372) - Lots 17, 18, 37, 38, 94 and 95
Statutory Right of Way – Utilities - Lots 29 – 31, and 34 – 36
Statutory Right of Way – Utilities - Lots 41, 48 – 51
Statutory Right of Way - Utilities – Lots 72 to 78

Release of Stat Right of Way (CA7780667)
Release of Stat Right of Way (CA7780670)
Release of Stat Right of Way (CA7780673)

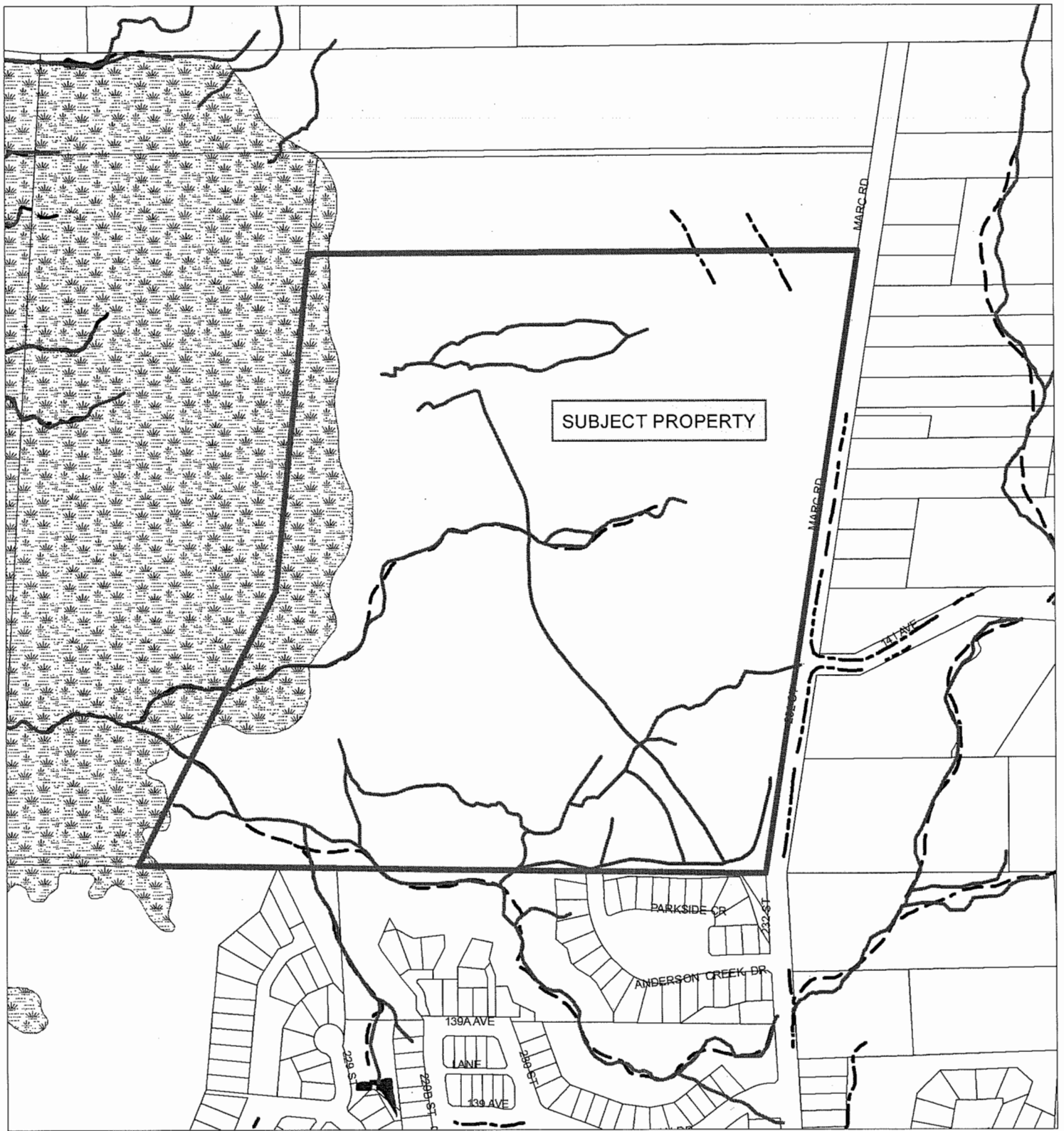
THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENTS AS THEY RELATE TO 2016-091-SD.

CARRIED










Michael Morden, Mayor
Chair

Al Horsman, Chief Administrative Officer
Member



Scale: 1:5,000

Legend

-  Stream
-  Ditch Centreline
-  Edge of Marsh
-  Indefinite Creek
-  River Centreline
-  Lake or Reservoir
-  Marsh

14155 MARC ROAD

PLANNING DEPARTMENT



MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: 2016-091-RZ
DATE: Jan 3, 2018

BY: PC

**CITY OF MAPLE RIDGE
DEVELOPMENT AGREEMENTS COMMITTEE**

February 24, 2021
Mayor's Office

CIRCULATED TO:

Michael Morden, Mayor
Chair

Al Horsman, Chief Administrative Officer
Member

Catherine Schmidt, Recording Secretary

1. 2012-050-SD

LEGAL: Lot 1 to 11 all of: Section 28 Township 12 New Westminster District
Plan EPP67560
PID: n/a
LOCATION: 23319, 23325, 23331, 23337, 23343, 23349, 23355, 23361,
23367, 23373, 23379 Cross Road
OWNER: Robert and Roslynn Poole
REQUIRED AGREEMENTS: Wastewater Sewage Pump Covenant

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING
DOCUMENT AS IT RELATES TO 2012-0505-SD.**

CARRIED

2. 2020-260-AL


LEGAL: Lot 38 Section 23 Township 12 New Westminster District Plan 43059
PID: 006-633-412
LOCATION: 12564 251 Street
OWNER: Jorge Enrique Silva Gutierrez and Tirza Enith Madrigal Gaviria
REQUIRED AGREEMENTS: Restrictive Covenant (to remove Existing Residence once
New Residence constructed)

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING
DOCUMENT AS IT RELATES TO 2020-260-AL.**

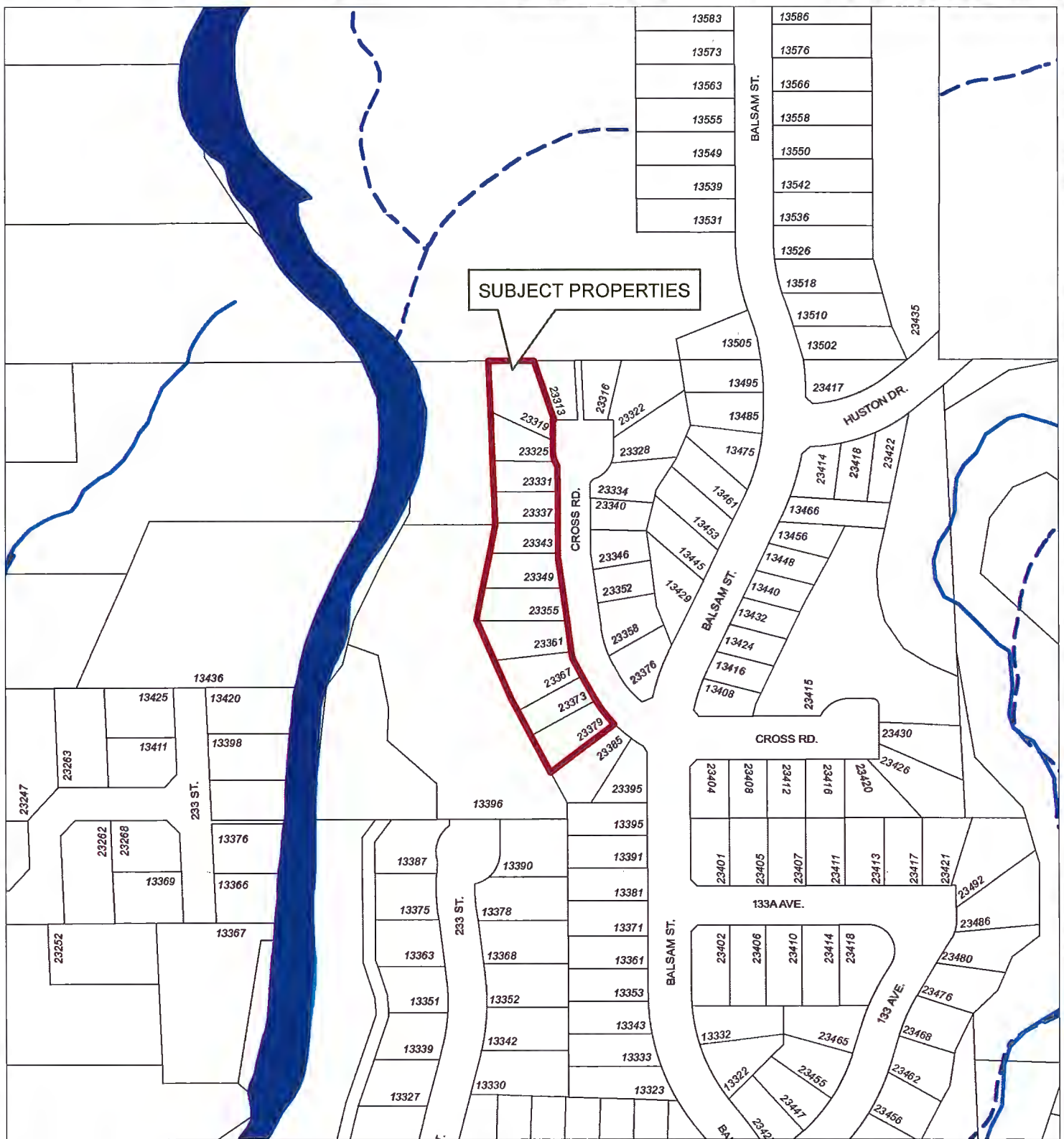
CARRIED



Michael Morden, Mayor
Chair



Al Horsman, Chief Administrative Officer
Member



Scale: 1:2,500

Legend

- Stream
- Edge of River
- Indefinite Creek
- River

LOTS 1 - 11, PLAN EPP67570

PLANNING DEPARTMENT



MAPLE RIDGE

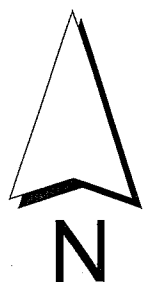
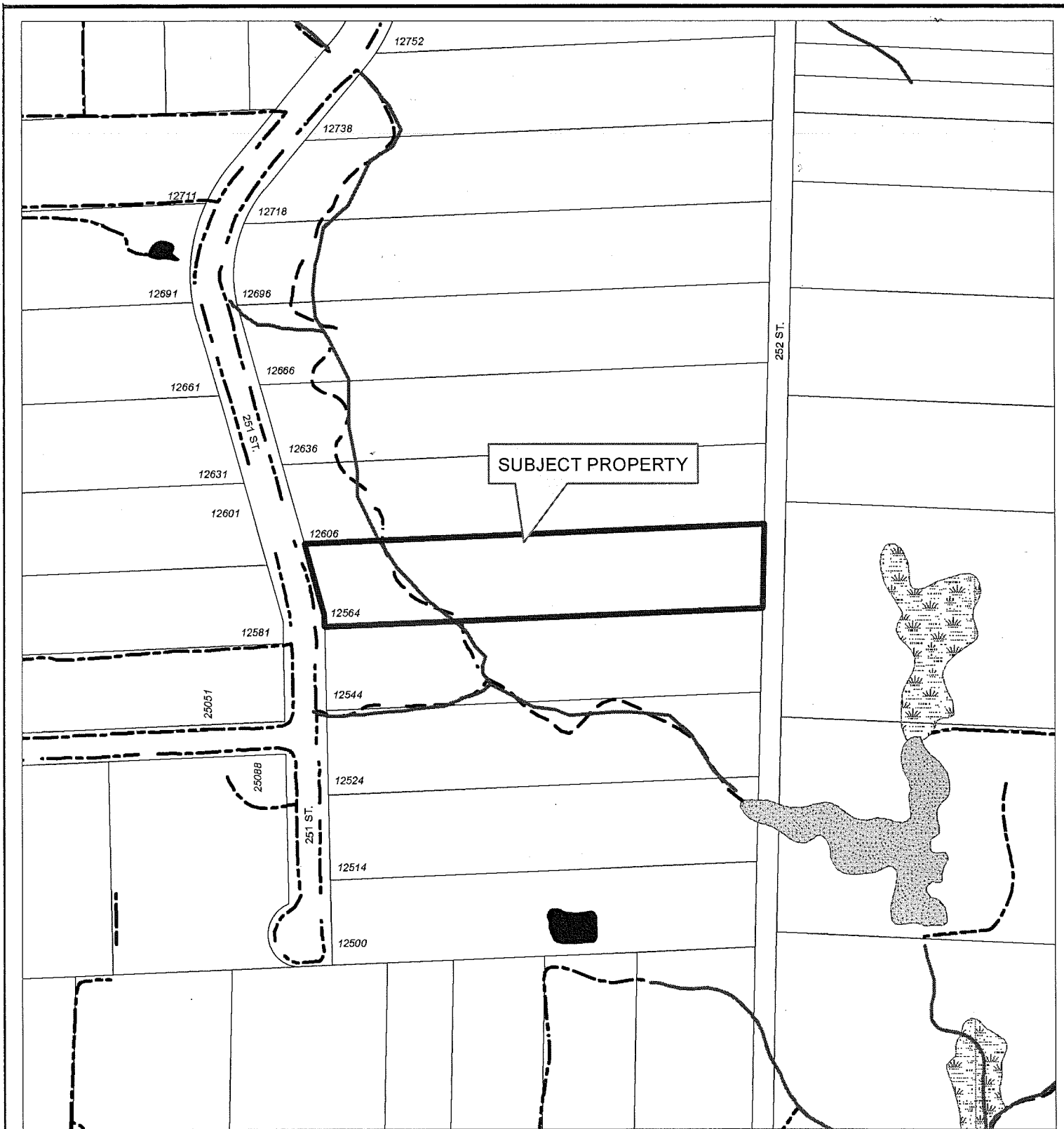
British Columbia

mapleridge.ca

FILE: Untitled

DATE: Feb 19, 2021

BY: PC



Scale: 1:2,500

Legend

- Stream
- Ditch Centreline
- Edge of Marsh
- Edge of Flooded Area
- Indefinite Creek
- Flooded Area
- Lake or Reservoir
- Marsh

12564 251 STREET
PID: 006-633-412

PLANNING DEPARTMENT



MAPLE RIDGE
British Columbia

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FILE: 2020-260-AL
DATE: Aug 20, 2020

BY: PC

701.2 Minutes of Meetings of Committees and Commissions of Council

The Minutes of the Regular Meeting of the Public Art Steering Committee,
held via Zoom teleconference on November 5, 2020 at 4:08 pm.

COMMITTEE MEMBERS PRESENT

Councillor Ryan Svendsen
Susan Hayes, Chair
Wan-Yi Lin, Vice Chair
Steven Bartok
Naomi Evans
Leanne Koehn
Donald Luxton

Council Liaison
Member at Large – Artist
Member at Large – Artist
Member at Large – Architect
Arts Council Representative
Member at Large – Community
Member at Large – Developer/Community

STAFF PRESENT

Yvonne Chui
Michael Millward
Sabin Chand

Staff Liaison/Manager, Arts and Community Connections
Facilities Operation Manager
Committee Clerk

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

R/2020-23

It was moved and seconded

That the September 3, 2020 Public Art Steering Committee meeting Agenda be approved as circulated.

CARRIED

3. ADOPTION OF THE MINUTES

R/2020-24

It was moved and seconded

That the minutes of the Maple Ridge Public Art Steering Committee meeting dated July 23, 2020 be adopted.

CARRIED

4. DELEGATIONS

**4.1 Albion Community Centre & Hammond Community Centre Renovation Project Update
Michael Millward, Facilities Operations Manager, City of Maple Ridge**

Michael Millward presented the detailed project design and site plans for the Albion and Hammond Community Centre renovations and asked for the Committees feedback. Following the presentation, Yvonne Chui and Michael Millward responded to questions and comments from the Committee. It was noted that further details such as the landscape plan, budget and timeline will be provided at the next meeting.

Note: Michael Millward left at 4:45 pm

5. QUESTION PERIOD - Nil

6. NEW AND UNFINISHED BUSINESS

6.1 2021 Business Plan Summary

Staff Liaison provided an overview of the 2021 Business Plan, specifically items related to public art and answered questions and comments from the Committee.

6.2 Telosky Stadium and Fieldhouse Virtual Opening Oct. 1, 2020

Members expressed positive feedback on the virtual opening of Telosky Stadium and Kwantlen First Nations public art dedication ceremony by Phyllis Atkins.
<https://www.youtube.com/watch?v=dgA7bsUviVo&feature=youtu.be>

6.3 Art Mural Procedures Final Draft

The Art Mural Procedures draft was circulated via email for the Committee's review and comments.

R/2020-25

It was moved and seconded

That the Public Art Steering Committee endorse the Art Mural Procedures guidelines as presented.

CARRIED

At this time, the Chair expressed her gratitude towards Leanne Koehn and thanked her for serving on the Committee.

Note: Leanne Koehn left at 5:15 pm

6.4 Format for Albion and Hammond Projects

The Staff Liaison gathered the Committee's feedback during Agenda item 4.1 and discussed next steps on both projects.

6.5 Kanaka Regional Park Public Art

The Staff Liaison reviewed the Kanaka Regional Park Public Art project and asked for the Committee's feedback and comments.

R/2020-26

It was moved and seconded

That Naomi Evans be a representative for the Public Art Steering Committee on the Selection Panel for the Kanaka Regional Park Public Art Project.

CARRIED

6.6 Committee Recruitment 2021

The Staff Liaison provided a verbal update on the applications received and noted that a new Member at Large will be joining the Committee in January 2021.

6.7 COVID-19 Update

It was noted that Committees of Council will continue with virtual meetings via Zoom until further notice.

6.8 2021 Meeting Schedule

The Committee received the proposed 2021 Public Art Steering Committee meeting schedule for information only.

6.7 Other Projects

6.7.1 Hammond Mural at 11307 Maple Crescent

The Committee received an informative email on the proposed artwork for the new Hammond 11307 Maple Crescent Building and provided their feedback and suggestions via email on September 17 to 21, 2020.

R/2020-27

It was moved and seconded

That the Public Art Steering Committee supports the proposed artwork for 11307 Maple Crescent that was provided on September 17, 2020 and communicated to the Maple Ridge Community Foundation representative.

CARRIED

7. LIAISON UPDATES

7.1 Staff Liaison–Nil

7.2 Council Liaison

Councillor Svendsen provided an update on the November 3, 2020 Council Workshop Agenda.

8. TASK FORCE UPDATES

8.1 Public Art Plan Framework and Policy

Members discussed next steps and budget for the Public Art Plan Framework and Policy.

R/2020-28

It was moved and seconded

That the Public Art Steering Committee designate up to \$30,000 for the engagement of a facilitator to update the Public Art Plan Framework and Policy.

CARRIED

8.2 Artist in Residence Program - Nil

9. ROUNDTABLE

Committee members shared details on upcoming events related to public art in the community.

10. ADJOURNMENT

There being no further business the meeting adjourned at 5:58 pm.

The next regular Public Art Steering Committee meeting is scheduled for Thursday, January 7, 2021 at 4:00 pm.

Susan Hayes, Chair

/sc

The Minutes of the Regular Meeting of the Economic Development Committee (EDC)
held on-line via ZOOM Teleconference November 5, 2020 at 4:00 pm.

COMMITTEE MEMBERS PRESENT

Dominic Kotarski, Chair	Community at Large
Camilla Brown	Community at Large
Al Hogarth	Community at Large
Tom Meier	Community at Large
Councillor Yousef	City of Maple Ridge

STAFF MEMBERS PRESENT

Karen Hansen	Administrative Assistant, Economic Development
Bruce Livingstone	Business Retention & Expansion Officer, Economic Development

REGRETS/ABSENTS

James Zelinski	Community at Large
Chrislana Gregory	Community at Large
Wendy Dupley	Staff Liaison / Director, Economic Development

1. CALL TO ORDER

There being a quorum present the Chair called the meeting to order at 4:00 pm

2. AGENDA ADOPTION

R20-10

It was moved and seconded

That the Agenda of November 5, 2020 be adopted.

CARRIED

3. MINUTE ADOPTION

R20-11

It was moved and seconded

That the Minutes of September 10, 2020 be adopted.

CARRIED

4. DELEGATIONS - Nil

5. QUESTION PERIOD - Nil

6. NEW AND UNFINISHED BUSINESS

6.1 EDC Vacancy

Ms. Hansen reported that there is vacancy for one member-at-large on the Economic Development Committee. Councillor Yousef, Councillor Meadus and Wendy Dupley will be conducting interviews to fill this position.

6.2 2021 EDC Meeting Dates

Ms. Hansen provided an updated schedule of the EDC's meeting dates for 2021: February 4, April 8, June 3, September 9 and November 4. All meetings will take place from 4-6pm using Zoom until further notice.

7. LIAISON UPDATES

7.1 Staff Liaison

Mr. Livingstone provided updates on the Community Leaders Forum, Glow Maple Ridge, the Expedited Permitting Process for Patios Report, and the upcoming SMART 21 event. Mr. Livingstone noted that he would be sending invitations for the Community Leaders Forum to members of the EDC within the next week.

7.2 Council Updates

Councillor Yousef provided updates on the Expedited Patio Processing report, Metro Vancouver Industrial Land Report, and Committees of Council reports.

8. TASK FORCE UPDATES

Ms. Brown provide an update on the questionnaire development and asked that any feedback be sent to her and Mr. Kotarski. Each member of the EDC was asked to select three or four businesses in Maple Ridge to administer the questionnaire to in person.

9. ROUNDTABLE - Nil

10. ADJOURNMENT

The meeting adjourned at 6:00 pm.

The next regular meeting of the Economic Development Committee will be held on Thursday, February 4, 2021 at 4:00 pm.

Chair, Dominic Kotarski
/bl



City of Maple Ridge
Community Heritage Commission
MINUTES

The Minutes of the Regular Meeting of the Community Heritage Commission,
held via Zoom teleconference on November 12, 2020 at 7:04 pm.

COMMISSION MEMBERS PRESENT

Councillor Ryan Svendsen	Council Liaison
Shane Gehring, Chair	Member at Large
Eric Phillips, Vice Chair	Member at Large
Jared Bissky	Member at Large
Ross Dunning	Maple Ridge Historical Society Representative
Julie Koehn	Maple Ridge Historical Society Representative
Len Pettit	Member at Large

STAFF PRESENT

Krista Gowan	Staff Liaison, Planner 1
Sabina Chand	Committee Clerk

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

R/2020-013

It was moved and seconded

**That the agenda of the Maple Ridge Community Heritage Commission of November 12, 2020
be adopted as circulated.**

CARRIED

3. ADOPTION OF MINUTES

R/2020-014

It was moved and seconded

**That the minutes of the Maple Ridge Community Heritage Commission of September 10, 2020
be adopted as circulated.**

CARRIED

4. DELEGATIONS – Nil

5. QUESTION PERIOD FROM THE PUBLIC– Nil

6. NEW AND UNFINISHED BUSINESS

6.1. COVID-19 Update

It was noted that all Committees/Commissions of Council will meet virtually via Zoom teleconference until further notice.

6.2. 2021 Meeting Schedule

The Commission discussed the proposed 2021 meeting schedule and will review the dates/time at the first meeting on January 14, 2021.

R/2020-015

It was moved and seconded

That Community Heritage Commission amend the 2021 meeting schedule to remove the February 11, 2021 meeting and add January 14, 2021 as the first meeting in the New Year.

CARRIED

6.3. 2021 Business Plan Update

The Staff Liaison provided an update on the Commission's work plan deliverables and answered questions and comments.

R/2020-015

It was moved and seconded

That the Community Heritage Commission 2021 Budget and Business Plan be adopted.

CARRIED

7. LIAISON UPDATES

7.1. Maple Ridge Historical Society

Julie Koehn provided an update on the latest meeting of the Historical Society.

7.2. Council Liaison

Councillor Svendsen provided an update on recent Council meetings and the upcoming Business Planning Workshop. It was noted that the 2021 primary Council Liaison will be Councillor Robson and alternate Councillor Svendsen.

7.3. Staff Liaison

The Staff Liaison recognized Len Pettit for his outstanding efforts and thanked him for serving on the Commission.

8. TASK FORCE UPDATES

8.1. Hammond Cedar Mill Plaque – Final Draft Review

The Task Group provided an update on the Hammond Cedar Mill Plaque and asked for the Commissions feedback. Discussion engaged and final comments will be provided at the next meeting.

8.2. Heritage Awards

The Staff Liaison informed that nominations are open until November 22, 2020 and following that the Commission will review and provide top selections to the Commission for final approval of the winners.

R/2020-016

It was moved and seconded

That the Community Heritage Commission includes Julie Koehn to the Heritage Awards Task Group with Ross Dunning and Eric Phillips.

CARRIED

8.3. Heritage Resource Protection Mechanisms

The Commission will discuss further in the New Year.

9. ROUNDTABLE

Members commended Len Pettit for his contributions to the Commission and wished him well in his future endeavors.

10. ADJOURNMENT

There being no further business, the meeting adjourned at 8:37 pm.

The next regular meeting of the Community Heritage Commission will be held on Thursday, January 14, 2021 at 7:00 pm

Shane Gehring, Chair

/sc

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

The Minutes of the Regular Meeting of the Maple Ridge/Pitt Meadows Municipal Advisory Committee on Accessibility and Inclusiveness, held via Zoom teleconference on November 19, 2020 at 4:31 pm.

COMMITTEE MEMBERS PRESENT

Councillor Chelsa Meadus	Council Liaison, City of Maple Ridge
Councillor Gwen O'Connell	Council Liaison, City of Pitt Meadows
Laurie Geschke, Chair	Member at Large, Maple Ridge
Carolina Echeverri, Vice Chair	Family Education and Support Centre Representative
Mike Murray	School District No. 42 Representative
Suzanna Kaptur	Fraser Health
Michael Biggar	Member at Large, Maple Ridge
Don Mitchell	Member at Large, Maple Ridge

STAFF PRESENT

Petra Frederick	Staff Liaison, City of Maple Ridge
Jackie Senchyna	Staff Liaison, City of Pitt Meadows
Amanda Grochowich	Planner, Community Planning
Sabina Chand	Committee Clerk, Legal and Legislative Services

GUESTS

Julia Bahen	CitySpaces Consulting Ltd.
Jada Basi	CitySpaces Consulting Ltd.

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

R/2020-019

It was moved and seconded

That the November 19, 2020 Maple Ridge Pitt Meadows Municipal Advisory Committee on Accessibility and Inclusiveness Agenda be adopted.

CARRIED

3. ADOPTION OF MINUTES

R/2020-020

It was moved and seconded

That the minutes of the Maple Ridge Pitt Meadows Municipal Advisory Committee on Accessibility and Inclusiveness dated September 17, 2020 be adopted as circulated.

CARRIED

4. DELEGATIONS

4.1. CMR Housing Needs Assessment, Julia Bahen, City Spaces Consulting and Amanda Grochowich, Community Planning, City of Maple Ridge

The Chair provided a warm welcome to the presenters and noted that the presentation was circulated to the Committee via email prior to the meeting.

Amanda Grochowich introduced Julia Bahen, CitySpaces Consulting Ltd, and provided a brief summary on the draft Housing Needs report. Ms. Bahen presented a PowerPoint to the Committee which highlighted the process overview and next steps of the housing needs assessments. It was noted that the final draft will be circulated to the Committee in the New Year.

Ms. Grochowich invited the Committee to participate at the Housing Needs Virtual Open House on November 26, 2020 via Zoom and will send a follow up email for registration.

Note: Julia Bahen and Jada Basi left at 4:59 pm

5. NEW AND UNFINISHED BUSINESS

5.1. COVID-19 Update

It was noted that Committees of Council will continue with virtual meetings until further notice.

5.2. 2021 Meeting Schedule

The Committee discussed the proposed meeting schedule as circulated.

R/2020-21

It was moved and seconded

That the Maple Ridge/ Pitt Meadows Municipal Advisory Committee on Accessibility and Inclusiveness 2021 Meeting Schedule be adopted as circulated.

CARRIED

5.3. 2nd Event/Workshop

The Maple Ridge Staff Liaison provided a verbal update on two successful community based workshops that were hosted in partnership with MACAI:

Uber Connect - a telephone-based exchange that allows seniors to connect with other from the comfort of their own homes. Maple Ridge launched the same software to provide help and support to those with dementia.

YWCA Techlink Support Program – a phone in help line offered in multiple languages that provides professional technological support for new comers, seniors, and individuals with divers-abilities.

The SPARC Parking Presentation and Seniors Mapping Application link was shared with the Committee via email after the meeting.

6. LIAISON UPDATES

6.1 City of Pitt Meadows

The Pitt Meadows Staff Liaison provided an update on upcoming holiday events.

6.2 City of Maple Ridge

Councillor Meadus advised that Council is preparing for business planning on November 24 and 25, 2020 and provided a brief update on the approval of the amendments to the Supportive Recovery Housing Bylaw.

The Maple Ridge Staff Liaison provided information on new initiatives for Glow Maple Ridge 2020 – Home for the Holidays.

7. SUBCOMMITTEE AND TASK FORCE UPDATES

7.1. 2021 Work Plan

Maple Ridge Staff Liaison advised that the Task Force met on September 22, 2020 to discuss and provide input on the 2021 Business Plan. An email was circulated to the Committee to gather their feedback on the following Work Plan deliverables:

1. Host two community workshops on a variety of related topics
2. Continue with the annual MACAI awards with an increased presence with one or two more events during the Access Awareness Week
3. Continue with the implementation of two or three Age-Friendly Initiatives
4. Develop a community educational series promoting accessibility and inclusiveness
5. Create a presentation for other committees of council to fulfill needs of the community

R/2020-22

It was moved and seconded

That the Maple Ridge/ Pitt Meadows Municipal Advisory Committee on Accessibility and Inclusiveness 2021 Work Plan be adopted as circulated.

CARRIED

7.2. 2020 MACAI Awards

Maple Ridge Staff Liaison advised that nominations for 2020 have closed and winners will be announced shortly at a future Council meeting.

7.3 Age-Friendly Subcommittee

Don Mitchell provided an update on current initiatives to support and educate senior residents during the COVID-19 pandemic.

Note: Carolina Echeverri left at 5:34 pm

8. ROUNDTABLE

Committee members shared information on relevant events and activities.

9. QUESTION PERIOD – Nil

10. ADJOURNMENT

There being no further business, the meeting adjourned at 5:36 p.m.

The next regular meeting of the Municipal Advisory Committee on Accessibility and Inclusiveness will be held on Thursday, February 18, 2021.

Laurie Geschke, Chair

/sc

The Minutes of the Regular Meeting of the Agricultural Advisory Committee,
held via Zoom teleconference on November 26, 2020 at 7:05 pm

COMMITTEE MEMBERS PRESENT

Councillor Gordy Robson	Council Liaison
Bill Hardy, Chair	Member at Large
Carla Schiller, Vice Chair	Member at Large
Pascale Shaw	Member at Large
Melissa Maltais	Fraser North Farmers Market Society Representative
Angela Boss	B.C. Ministry of Agriculture (Non-voting member)

STAFF MEMBERS PRESENT

Adam Rieu	Staff Liaison/Community Planning
Erin Mark	Clerk 3

COMMITTEE MEMBERS ABSENT

Andrew Pozsar	Member at Large
Lorraine Bates	Agricultural Fair Board Representative
Shannon Lambie	Agriculture Land Commission (Non-voting member)

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

R/2020-027

It was moved and seconded

That the agenda for the November 26, 2020 Agricultural Advisory Committee meeting be approved as circulated.

CARRIED

3. ADOPTION OF THE MINUTES

R/2020-028

It was moved and seconded

That the minutes of the October 22, 2020 Agricultural Advisory Committee meeting be adopted as circulated.

CARRIED

4. DELEGATIONS - Nil

5. QUESTION PERIOD - Nil

Note: Pascale Shaw joined the meeting at 7:10 pm due to technical difficulties.

6. NEW AND UNFINISHED BUSINESS

6.1. Water Meter Rates Research Update

Carla Schiller shared that she enquired about farm water meter rates at a recent Metro Vancouver AAC meeting and that she will report back to the Committee after she receives a response from Metro Vancouver staff.

6.2. 2021 Meeting Schedule

The Committee reviewed the proposed 2021 Meeting Schedule.

R/2020-029

It was moved and seconded

That the 2021 Agricultural Advisory Committee meeting schedule be adopted as presented.

CARRIED

6.3. Community Gardens

The Chair introduced the Brampton Community Garden Program and advised that further discussion on this item would occur during Item 8.1.

7. LIAISON UPDATES

7.1 Staff Liaison

The Staff Liaison provided an update on the City's response to COVID-19 including City Hall being reopened to the public during regular business hours. Committee of Council meetings will continue virtually until further notice.

The Staff Liaison shared that the ALC exclusion process has been recently updated.

7.2 Council Liaison

Councillor Robson announced that Councillor Duncan will be the primary Council Liaison for the Committee starting in January 2021 and thanked the Committee for their work.

Councillor Robson enquired about the planned reduction of City of Maple Ridge farm tax rates. The Staff Liaison will provide an update at an upcoming meeting.

8. SUBCOMMITTEE & TASK FORCE UPDATES

8.1 Food Garden Contest 2020

Carla Schiller provided an update on the selection of the Food Garden Contest winning entries.

The Committee discussed options for an expanded community garden backyard program similar to the Brampton Garden Program. The Task Force will explore options and partnership opportunities and report back to the Committee.

8.2 Education

It was noted that Michelle Franklin has resigned from the Committee as of November 23, 2020, due to a conflict of interest.

Angela Boss offered to help source speakers and schedule events and noted that the Ministry of Agriculture has a number of best practices resources and suggested the Committee complete a needs assessment for the community.

8.3 Promotion of Agriculture

The Staff Liaison provided an update on the City's corporate logo requirements for the Booth in a Box project. Committee members discussed the history of the project and the need to complete the project quickly. The Staff Liaison will follow-up with the City's communication department and report back to the Committee.

9. ROUNDTABLE

Members provided updates on local agricultural topics and activities.

10. ADJOURNMENT

There being no further business, the meeting adjourned at 8:23 p.m.

The next regular meeting of the Agricultural Advisory Committee will be held on Wednesday, February 25, 2021 at 7:00 pm.

Bill Hardy, Chair

/em

The Minutes of the Special Meeting of the Public Art Steering Committee,
held via Zoom teleconference on December 11, 2020 at 11:30 am.

COMMITTEE MEMBERS PRESENT

Susan Hayes, Chair	Member at Large – Artist
Wan-Yi Lin, Vice Chair	Member at Large – Artist
Steven Bartok	Member at Large – Architect
Naomi Evans	Arts Council Representative
Donald Luxton	Member at Large – Developer/Community

STAFF PRESENT

Yvonne Chui	Staff Liaison/Manager, Arts and Community Connections
Stephanie Howe	Facilities Project Coordinator

MEMBERS ABSENT

Councillor Ryan Svendsen	Council Liaison
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1. CALL TO ORDER

2. QUESTION PERIOD

3. DELEGATIONS

3.1 Hammond Community Centre Renovation Project Update

Stephanie Howe provided an overview of the exterior renovations for Hammond Community Centre including the concepts, materials and timeline. The Committee confirmed its interest in the exterior of the building for public artwork that would complement the neutral palette and fit with the heritage value and character-defining elements as per Hammond area plan utilizing the diamond shaped metal shingle/tile/cladding material specified by the architects. The urgency to have the draft design concepts be ready as soon as possible and be a part of the tender process and construction schedule for the project was recognized as we have no idea of size, complexity and scale for the artwork. This would allow us some certainty instead of using a contingency or cash allowance approach.

4. NEW AND UNFINISHED BUSINESS

4.1 Hammond Community Centre

The Committee reviewed the draft budget, award process, artist qualifications, considerations, and next steps as outlined in the staff report. Online community engagement will include Hammond Neighbours group, field and sport users, tenant and Historical Society.

R/2020-29

It was moved and seconded

A) That the Public Art Steering Committee supports an invitation and award to Mary-Ann Liu and Paul Slipper for the Hammond Community Centre Renovation public art design project pending their detailed proposal and artist fee for the scope of work within the budget; AND

B) Supports a budget of up to \$50,000 including contingency towards the new public artwork for the Hammond Community Centre Renovation project. AND

C) The Selection Panel will consist of the Committee members, Leanne Koehn (Hammond resident), staff representatives (1), user group representative (1) and architect to meet the tight timeline and include community feedback through online engagement.

CARRIED

4.2 Albion Community Centre

Committee discussed preferences for locations for public art in the new Albion Community Centre under construction, budget allocation and call to focus inside the Centre (eg. lobby, windows) and interpretive trails in the riparian area. The concrete retaining walls surrounding the parking lot may be considered in the future as a second phase. The Committee and staff noted the significance of the Albion area for both local Nations, as well as appropriate. Some Selection Panelists for consideration include c̓əsq̓ənele School, settlers. Therefore, a provision for an opportunity for local First Nations artists and opportunity for Canadian artists with an expectation that artist teams selected will communicate and coordinate where Albion Neighbours, Katzie and Kwantlen, Historical Society and Aboriginal Education SD42.

R/2020-30

It was moved and seconded

That the Public Art Steering Committee supports a budget of up to \$150,000 including contingency towards public artworks for the Albion Community Centre.

CARRIED

5. ADJOURNMENT

There being no further business the meeting adjourned at 12:30 pm.

The next regular Public Art Steering Committee meeting is scheduled for Thursday, January 7, 2021 at 4:00 pm.

Susan Hayes, Chair

/yc



mapleridge.ca

**City of Maple Ridge
Advisory Design Panel
MEETING MINUTES**

The Minutes of the Regular Meeting of the Maple Ridge Advisory Design Panel (ADP)
held via Zoom teleconference on Wednesday, January 20, 2021 at 4:04 pm.

PANEL MEMBERS PRESENT

Stephen Heller	Landscape Architect BCSLA
Meredith Mitchell	Landscape Architect BCSLA
Steven Bartok	Architect AIBC
Emily Kearns	Architect AIBC
Andrea Scott	Architect AIBC

STAFF MEMBERS PRESENT

Wendy Cooper	Staff Liaison, Planner
Sabina Chand	Committee Clerk

Wendy Cooper, Staff Liaison, chaired the meeting until the election of the Chair.

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

R/2021-001

It was moved and seconded

That the agenda for the January 20, 2021 Advisory Design Panel meeting be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

R/2021-002

It was moved and seconded

That the minutes for the November 18, 2020 Advisory Design Panel meeting be adopted as circulated.

CARRIED

4. QUESTION PERIOD - Nil

5. NEW AND UNFINISHED BUSINESS

5.1 Member Introductions

Members of the Advisory Design Panel introduced themselves and welcomed new member Andrea Scott to the Panel.

5.2 Chair and Vice Chair Selection

The Staff Liaison opened the floor to nominations for Chair of the Advisory Design Panel for 2021.

R/2021-003

It was moved and seconded

That Stephen Heller be elected as Chair of the Maple Ridge Advisory Design Panel for 2021.

CARRIED

Note: Stephen Heller began chairing the meeting

At this time, the Chair opened the floor to nominations for Vice-Chair.

R/2021-004

It was moved and seconded

That Meredith Mitchell be elected as Vice-Chair of the Maple Ridge Advisory Design Panel for 2021.

CARRIED

5.3 Advisory Committee Overview

The Staff Liaison provided a PowerPoint presentation on the role of the ADP, relevant bylaws, development processing guidelines and meeting procedures.

6. PROJECTS

6.1. Development Permit No: 2019-353-DP/22058 119 Avenue 4:20 pm

The Chair welcomed the project team to the meeting and introduced the members of the ADP. The Staff Liaison provided a brief overview of the proposed Triplex application. The project team presented the development plans and answered questions from the Panel.

R/2021-005

It was moved and seconded

That the Advisory Design Panel has reviewed application No. 2019-353-DP and supports the project and recommends that the following concerns be addressed as the design develops and submitted to Planning staff for follow-up:

Comments from the Panel included:

Architectural Comments:

- Consider lowering the main floor elevation to reduce the overall massing;
- Consider a more human scale for the front entry elements;
- There are discrepancies between the plans and elevations: please show the door to unit one; please coordinate the doors to entry stairs to the individual units on plans and elevations;
- Please provide a more detailed colour board and consider individual coloured doors for differentiation between units;
- Consider additional material highlights to the front entrance.

Landscape Comments:

- Show actual size of detention tank on landscape plan;
- Ensure that the civil engineer shows tree protection on drawings;
- Consider permeable paving in hard surface areas;
- Consider perimeter planting to soften 6ft height fence and provide visual separation of yards;
- Consider adding perimeter planting to property line in particular east and west;
- Consider alternate decorative materials for the surface parking;
- Ensure that the corner of the garage that extends beyond the entry is compliant with the current bylaw;
- Consider adding hard surface walkway from rear yards to rear patios;
- Clarify the maximum property driveway dimensions from the lane, if supported by engineering, garage orientation facing the lane is preferred;
- Ensure that the site is compliant with Zoning Bylaw 7600-2019 for percentage of landscape coverage.

CARRIED

7. CORRESPONDENCE – Nil

8. ADJOURNMENT

There being no further business, the meeting adjourned at 5:56 p.m.

The next regular meeting of the Advisory Design Panel will be held on Wednesday, February 17, 2021.

Stephen Heller, Chair

/sc

The Minutes of the Regular Meeting of the Community Development & Enterprise Services Committee held virtually and in the Blaney Room, City Hall on January 25, 2021 at 11:02 am.

COMMITTEE MEMBERS PRESENT

Councillor Dueck, Chair
Councillor Svendsen
Councillor Yousef*

STAFF MEMBERS PRESENT

Al Horsman	Chief Administrative Officer
Christine Carter*	General Manager Planning and Development Services
Christina Crabtree*	General Manager Corporate Services
David Pollock	General Manager Engineering Services
Laura Benson	Senior Policy and Sustainability Analyst
Wendy Dupley*	Director, Economic Development and Tourism
Charles Goddard*	Director of Planning
Karen Stewart*	Chief Information Officer
Erin Mark	Clerk 3

*Participated remotely due to the COVID-19 pandemic.

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

R/2021-003

It was moved and seconded

That the following items be added to the agenda of the January 25, 2021 Community Development & Enterprise Services Committee meeting:

- 5.5 Matters Deemed Expedient;
- 5.5.1 Trespass Prevention Program with BIA;
- 5.5.2 Review of City Owned Property;
- 5.5.3 Review of Waterfront Development;
- 5.5.4 Report of Investment Vehicle; and

That the agenda be approved as amended.

CARRIED

3. ADOPTION OF MINUTES

R/2021-004

It was moved and seconded

That the minutes of the January 11, 2021 Community Development & Enterprise Services Committee meeting be adopted as circulated.

CARRIED

4. DELEGATIONS

4.1. Conwest Group

The Director of Planning welcomed representatives from Conwest Group to the meeting to introduce Conwest Group and speak about high level redevelopment ideas for the former Hammond Mill site owned by Interfor, which is anticipated to remain in its current industrial M-2 zoning.

Joe Carreira, Dwayne Drobot, and Anthony Marinelli representing Conwest Group provided a background on Conwest and shared details on some of their current and recently completed projects.

The Conwest representatives spoke about the history of the site and noted its important role as an employment generator for the community. Mr. Carreira shared that planning is in preliminary stages and includes many stakeholders due to the foreshore location and portions of the property identified as Katzie First Nations archeologically significant locations. The Conwest representatives answered questions from the Committee and the Committee Chair invited Conwest back to a future Committee meeting as the plans evolve.

5. NEW AND UNFINISHED BUSINESS

5.1. Site Selector Tool

The Director of Economic Development & Tourism introduced the new Site Selector Tool and Ron Bertasi with GIS WebTech provided a demonstration of the software which allows users interactive access to Maple Ridge property listings and provides City branded property data brochures.

Mr. Bertasi and staff responded to questions from the Committee. The Director of Economic Development & Tourism shared that the Site Selector Tool can be accessed at www.investmapleridge.ca.

5.2. Gravel Strategy Backgrounder

The General Manager Engineering Services provided a summary presentation on gravel reserves in Maple Ridge including location, historical information and operations currently underway. Staff responded to questions from the Committee.

5.3. 2021 Committee Meeting Schedule

The Committee requested several changes to the proposed meeting schedule. Staff will make the requested changes and bring a revised meeting schedule to the next Committee meeting.

5.4. Information Items (Discussion Optional)

5.4.1 2020 Citizens Survey: Importance and Satisfaction of Service Areas Map

Received for information.

5.4.2 Cushmen and Wakefield Q4 Industrial Statistics

Received for information.

5.5. Matters Deemed Expedient

5.5.1 Trespass Prevention Program with BIA

Councillor Yousef spoke about Trespass Prevention Programs that have been implemented in other Lower Mainland communities in which businesses register to give law enforcement permission to access their property and remove trespassers.

R/2021-005

It was moved and seconded

That the feasibility of a Trespass Prevention Program for downtown Maple Ridge businesses be explored and results be presented to the Community Development & Enterprise Services Committee for consideration.

CARRIED

5.5.2 Review of City Owned Property

Councillor Yousef inquired into the timeline in receiving an updated City Owned Properties report. The Chief Administrative Officer shared that staff are currently updating the report and that the updated report will be provided to the Committee. The Senior Policy and Sustainability Analyst will ascertain when the report will be completed and provide that information to the Committee.

5.5.3 Review of Waterfront Development

Councillor Yousef requested consideration of a Committee recommendation to Council to explore the possibility of revitalizing and developing waterfront property. The Chief Administrative Officer clarified that this item is not currently in the work plan for 2021 and would require the endorsement of Council to prioritize this work over other projects.

R/2021-006

It was moved and seconded

That the possibility of a feasibility review of revitalizing waterfront development be referred to Council by the Community Development & Enterprise Services Committee.

CARRIED

5.5.4 Report of Investment Vehicle

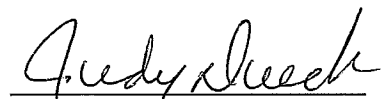
Councillor Yousef inquired as to the status of establishing an Investment Vehicle and requested the item be expedited and presented to Council. The Committee determined this item should wait until after the Economic Development Strategy has been completed.

6. QUESTION PERIOD – Nil

7. NOTICE OF CLOSED MEETING

The Committee determined the Closed Meeting scheduled to begin after the regular Committee meeting was not required.

8. ADJOURNMENT at 12:44 pm



Councillor Judy Dueck, Chair

/em

City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: 2020 Council Expenses

MEETING DATE: March 09, 2021
FILE NO: 05-1880-20-2020
MEETING: Council

EXECUTIVE SUMMARY:

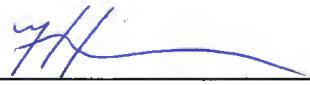
In keeping with Council's commitment to transparency in local government, the attached Schedule lists Council expenses recorded to December 31 2020. The expenses included on the schedule are those required to be reported in the annual Statement of Financial Information and are available on our website.

RECOMMENDATION:


For Information only.

Discussion:

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


Prepared by: Trevor Hansvall
Accountant 1


Reviewed by: Catherine Nolan, CPA, CGA
Corporate Controller


Reviewed by: Trevor Thompson, BBA, CPA, CGA
Director of Finance


Approved by: Christina Crabtree
General Manager Corporate Services


Approved by: Al Horsman
Chief Administrative Officer

702.1

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Cell Phones / iPads	Totals
Dueck, Judy					
January	Portable electronic device charges (e.g. iPad)			5.67	
February	Portable electronic device charges (e.g. iPad)			5.35	
March	Portable electronic device charges (e.g. iPad)			5.35	
	Lunch & learn - Ridge Meadows Chamber of Commerce		30.00		
April	Portable electronic device charges (e.g. iPad)			5.35	
May	Portable electronic device charges (e.g. iPad)			5.35	
June	Portable electronic device charges (e.g. iPad)			5.35	
July	Portable electronic device charges (e.g. iPad)			5.35	
August	Portable electronic device charges (e.g. iPad)			5.35	
September	Portable electronic device charges (e.g. iPad)			5.35	
October	Portable electronic device charges (e.g. iPad)			5.35	
November	Portable electronic device charges (e.g. iPad)			5.35	
December	Portable electronic device charges (e.g. iPad)			5.35	
		-	30.00	64.52	94.52

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Cell Phones / iPads	Totals
Duncan, Kiersten					
January	Cell phone charges			52.97	
	Portable electronic device charges (e.g. IPad)			5.35	
February	2020 Afro Gala		30.00		
	2020 Dessert & Dance - Garibaldi Secondary		16.93		
	Cell phone charges			48.15	
	Hometown Heroes Night		50.00		
	Portable electronic device charges (e.g. IPad)			5.35	
March	Cell phone charges			85.60	
	Portable electronic device charges (e.g. IPad)			5.35	
April	Cell phone charges			48.15	
	Portable electronic device charges (e.g. IPad)			5.35	
May	Cell phone charges			48.15	
	Portable electronic device charges (e.g. IPad)			5.35	
June	Cell phone charges			48.15	
	Portable electronic device charges (e.g. IPad)			5.35	
July	Cell phone charges			48.15	
	Portable electronic device charges (e.g. IPad)			5.35	
August	Cell phone charges			48.15	
	Portable electronic device charges (e.g. IPad)			5.35	
September	Cell phone charges			48.15	
	Portable electronic device charges (e.g. IPad)			5.35	
October	Cell phone charges			48.15	
	Portable electronic device charges (e.g. IPad)			5.35	
November	Cell phone charges			48.15	
	Portable electronic device charges (e.g. IPad)			5.35	
December	Cell phone charges			48.15	
	Portable electronic device charges (e.g. IPad)			5.35	
		-	96.93	684.27	781.20

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Cell Phones / iPads	Totals
Meadus, Chelsa					
January	Cell phone charges			52.97	
	Portable electronic device charges (e.g. IPad)			5.35	
February	Cell phone charges			48.15	
	Portable electronic device charges (e.g. IPad)			5.35	
March	Cell phone charges			48.15	
	Portable electronic device charges (e.g. IPad)			5.35	
April	Cell phone charges			48.15	
	Portable electronic device charges (e.g. IPad)			5.35	
May	Cell phone charges			48.15	
	Portable electronic device charges (e.g. IPad)			5.35	
June	Cell phone charges			48.15	
	Portable electronic device charges (e.g. IPad)			5.35	
July	Cell phone charges			48.15	
	Portable electronic device charges (e.g. IPad)			5.35	
August	Cell phone charges			48.15	
	Portable electronic device charges (e.g. IPad)			5.35	
September	Cell phone charges			48.15	
	Portable electronic device charges (e.g. IPad)			5.35	
October	Cell phone charges			48.15	
	Portable electronic device charges (e.g. IPad)			5.35	
November	Cell phone charges			48.15	
	Portable electronic device charges (e.g. IPad)			5.35	
December	Cell phone charges			48.15	
	Portable electronic device charges (e.g. IPad)			5.35	
		-	-	646.82	646.82

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Cell Phones / iPads	Totals
Morden, Mike					
January					
February	Hometown Heroes Night		50.00		
March	Lunch & learn - Ridge Meadows Chamber of Commerce		30.00		
April					
May					
June					
July					
August					
September					
October					
November					
December					
		-	80.00	-	80.00
Robson, Gordy					
January	Portable electronic device charges (e.g. Ipad)			5.35	
February	Portable electronic device charges (e.g. Ipad)			5.35	
March	Portable electronic device charges (e.g. Ipad)			5.35	
April	Portable electronic device charges (e.g. Ipad)			5.35	
May	Portable electronic device charges (e.g. Ipad)			5.35	
June	Portable electronic device charges (e.g. Ipad)			5.35	
July	Portable electronic device charges (e.g. Ipad)			5.35	
August	Portable electronic device charges (e.g. Ipad)			5.35	
September	Portable electronic device charges (e.g. Ipad)			5.35	
	Union of BC Municipalities Convention	350.00			
October	Portable electronic device charges (e.g. Ipad)			5.35	
November	Portable electronic device charges (e.g. Ipad)			5.35	
December	Portable electronic device charges (e.g. Ipad)			5.35	
		350.00	-	64.20	414.20

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Cell Phones / iPads	Totals
Svendsen, Ryan					
January	Cell phone charges			52.97	
	Portable electronic device charges (e.g. iPad)			5.35	
February	Cell phone charges			48.15	
	Portable electronic device charges (e.g. iPad)			5.35	
March	Cell phone charges			48.15	
	Portable electronic device charges (e.g. iPad)			5.35	
	South Asian Cultural Gala		125.00		
April	Cell phone charges			48.15	
	Portable electronic device charges (e.g. iPad)			5.35	
May	Cell phone charges			48.15	
	Portable electronic device charges (e.g. iPad)			5.35	
June	Cell phone charges			48.15	
	Portable electronic device charges (e.g. iPad)			5.35	
July	Cell phone charges			48.15	
	Portable electronic device charges (e.g. iPad)			5.35	
August	Cell phone charges			48.15	
	Portable electronic device charges (e.g. iPad)			5.35	
September	Cell phone charges			48.15	
	Portable electronic device charges (e.g. iPad)			5.35	
October	Cell phone charges			48.15	
	Portable electronic device charges (e.g. iPad)			5.35	
November	Cell phone charges			48.15	
	Portable electronic device charges (e.g. iPad)			5.35	
	Zero Waste Conference	150.00			
December	Cell phone charges			48.15	
	Portable electronic device charges (e.g. iPad)			5.35	
		150.00	125.00	646.82	921.82

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Cell Phones / iPads	Totals
Yousef, Ahmed					
January	Cell phone charges			48.15	
	Portable electronic device charges (e.g. iPad)			5.35	
February	2020 Afro Gala		30.00		
	Cell phone charges			48.15	
	Hometown Heroes Night		50.00		
	Lunch & learn - Ridge Meadows Chamber of Commerce		30.00		
	Portable electronic device charges (e.g. iPad)			5.35	
March	Cell phone charges			48.15	
	Portable electronic device charges (e.g. iPad)			5.35	
	South Asian Cultural Gala		125.00		
April	Cell phone charges			48.15	
	Portable electronic device charges (e.g. iPad)			5.35	
May	Portable electronic device charges (e.g. iPad)			5.35	
June	Portable electronic device charges (e.g. iPad)			5.35	
July	Portable electronic device charges (e.g. iPad)			5.35	
August	Portable electronic device charges (e.g. iPad)			5.35	
September	Portable electronic device charges (e.g. iPad)			5.35	
	Union of BC Municipalities Convention	350.00			
October	Portable electronic device charges (e.g. iPad)			5.35	
November	Portable electronic device charges (e.g. iPad)			5.35	
December	Portable electronic device charges (e.g. iPad)			5.35	
		350.00	235.00	256.80	841.80
TOTALS		850.00	566.93	2,363.43	3,780.36

1000 Bylaws

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Final Reading
Zone Amending Bylaw No. 7267-2016;
12111 and 12119 203 Street

MEETING DATE: March 9 2021
FILE NO: 2016-246-RZ
MEETING: COUNCIL

EXECUTIVE SUMMARY:

Zone Amending Bylaw No. 7267-2016 for the subject properties, located at 12111 and 12119 203 Street (see Appendix A) has been considered by Council and at Public Hearing and subsequently was granted third reading. The applicant has requested that final reading be granted.

Zone Amending Bylaw No. 7267-2016 is to rezone from the RS-1 (One Family Urban Residential) zone to the RM-1 (Townhouse Residential) zone (see Appendix B). The purpose of the rezoning is to permit the construction of 10 townhouse units (see Appendix C).

Council 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.

RECOMMENDATION:

1. That Zone Amending Bylaw No. 7267-2016 be adopted.

DISCUSSION:

a) Background Context:

Council considered this rezoning application at a Public Hearing held on November 19, 2019. On November 26, 2019, Council granted third reading to Zone Amending Bylaw No. 7267-2016, with the stipulation that the following conditions be addressed:

- i) Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;
A Restrictive Covenant for the Rezoning Servicing Agreement has been registered at the Land Titles Office and the required securities have been provided.
- ii) Approval from the Ministry of Transportation and Infrastructure;
The Ministry of Transportation and Infrastructure approved Zone Amending Bylaw No. 7267-2016 on December 12, 2019.
- iii) Road dedication on 203 Street, East/West lane, and the North/South new lane, as required;
Road and lane dedication has been provided.
- iv) Consolidation of the subject properties;
The subject properties were consolidated on the same plan as the road dedication.

- v) Registration of a Restrictive Covenant for protecting the Visitor Parking;
A Restrictive Covenant for the Visitor Parking has been registered at the Land Titles Office.
- vi) Registration of a Restrictive Covenant for Stormwater Management;
A Restrictive Covenant for the Stormwater Management has been registered at the Land Titles Office.
- vii) Removal of existing buildings;
The buildings have been removed.
- viii) Approval from Fortis BC for the proposed land alterations on the Fortis Right-of-way;
A Right-of-Way Permit from Fortis BC has been provided.
- ix) In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject properties. If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site; and
A disclosure statement from a Professional Engineer advising that there is no evidence of underground fuel storage tanks has been provided.
- x) That a voluntary contribution, in the amount of \$41,000.00 (\$4,100.00/unit) be provided in keeping with the Council Policy with regard to Community Amenity Contributions.
The Community Amenity Contribution in the amount of \$41,000.00 has been provided.

CONCLUSION:

As the applicant has met Council's conditions, it is recommended that final reading be given to Zone Amending Bylaw No. 7267-2016.

"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

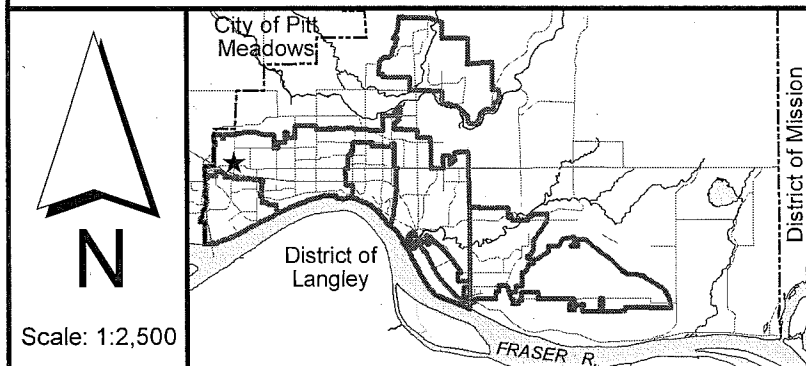
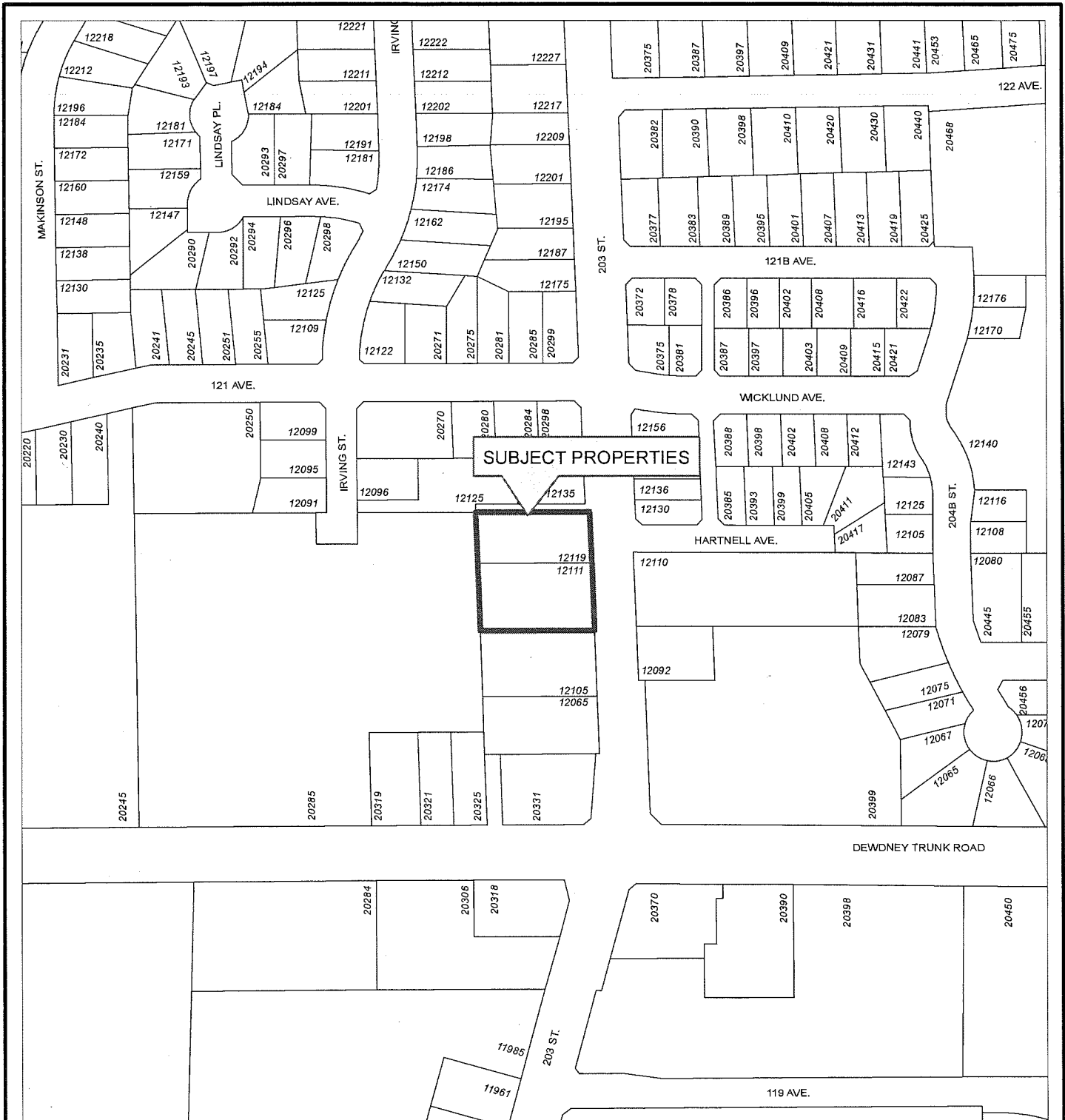
"Original signed by Christine Carter"

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 – Zoning Bylaw No. 7267-2016
Appendix C – Proposed Site Plan



12111 & 12119 203 STREET

PLANNING DEPARTMENT



MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: 2016-246-RZ

DATE: Jun 30, 2016

BY: PC

CITY OF MAPLE RIDGE

BYLAW NO. 7267-2016

A Bylaw to amend Map "A" forming part of Zoning Bylaw No. 3510 - 1985 as amended

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

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7267-2016."
2. Those parcel (s) or tract (s) of land and premises known and described as:

Lot G District Lot 263 Group 1 New Westminster District Plan 18612

Lot H District Lot 263 Group 1 New Westminster District Plan 18612

and outlined in heavy black line on Map No. 1688 a copy of which is attached hereto and forms part of this Bylaw, are hereby rezoned to RM-1 (Townhouse Residential).

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

READ a first time the 20th day of September, 2016.

READ a second time the 29th day of October, 2019.

PUBLIC HEARING held the 19th day of November, 2019.

READ a third time the 26th day of November, 2019.

APPROVED by the Ministry of Transportation and Infrastructure this 12th day of December, 2019.

ADOPTED, the day of , 20

PRESIDING MEMBER

CORPORATE OFFICER



UNIT 202 - 670 EVANS AVENUE
VANCOUVER, BC V6A 2K9
T: 604.731.3012
M: 804.849.0859
E: MATTHEW@MCAICA

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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
A0.1	
Scale	1 : 150

**CITY OF MAPLE RIDGE
BYLAW NO. 7696-2020**

A Bylaw to amend the text of Maple Ridge Advisory Design Panel Bylaw No. 6326-2005.

WHEREAS, it is deemed expedient to amend the Maple Ridge Advisory Design Panel Bylaw No. 6326-2005:

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

1. This bylaw may be cited as "Maple Ridge Advisory Design Panel Amending Bylaw No. 7696-2020.
2. That a new Section 11 be added as follows:

Location of Meetings

A meeting may be held physically with members attending in-person or virtually by way of means of electronic communications as the Panel shall deem expedient.

3. The existing Sections 11 to 21 be re-numbered as Sections 12 to 22.
4. That all references to the "District of Maple Ridge" be replaced with the "City of Maple Ridge".
5. That all references to "his/her" be replaced with "their".
6. Maple Ridge Advisory Design Panel Bylaw No. 6326-2005 as amended is hereby amended accordingly.

READ a first time the 23rd day of February, 2021.

READ a second time the 23rd day of February, 2021.

READ a third time the 23rd day of February, 2021.

ADOPTED, the day of , 20

PRESIDING MEMBER

CORPORATE OFFICER

1100 *Committee Reports and Recommendations*

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

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 ² (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 m² (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 371m² (3,993 ft²), and the site plan shows proposed lots to be 411m² (4,424 ft²) and 544m² (5,856 ft²). 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

Prepared by: **Therese Melser**
Planning Technician

"Original signed by Chuck Goddard"

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

"Original signed by Christine Carter"

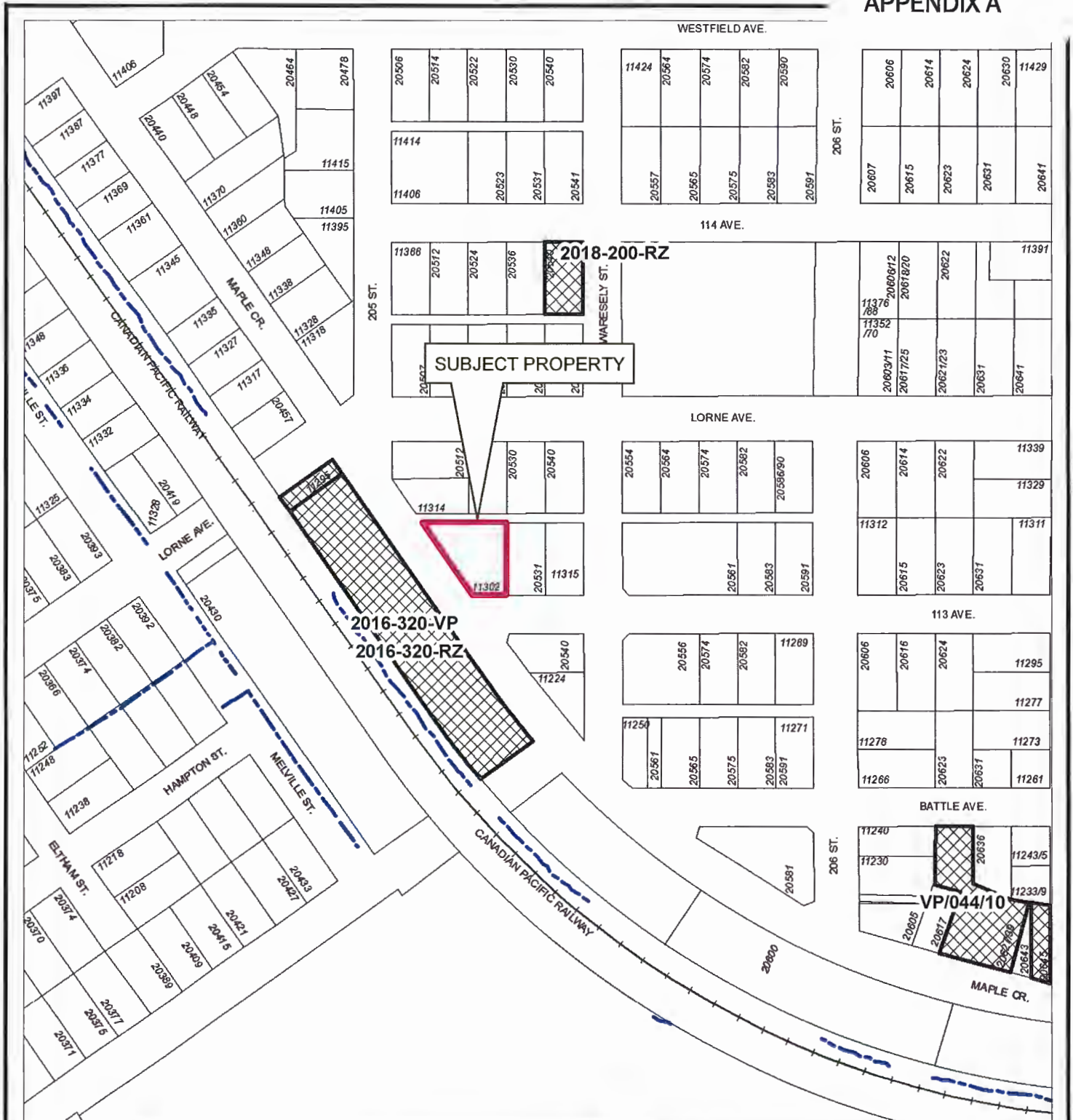
Approved by: **Christine Carter, M.PL, MCIP, RPP**
GM Planning & Development Services

"Original signed by Christine Carter" for

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



Scale: 1:2,500

Legend

--- Ditch Centreline

11302 MAPLE CRESCENT

PLANNING DEPARTMENT



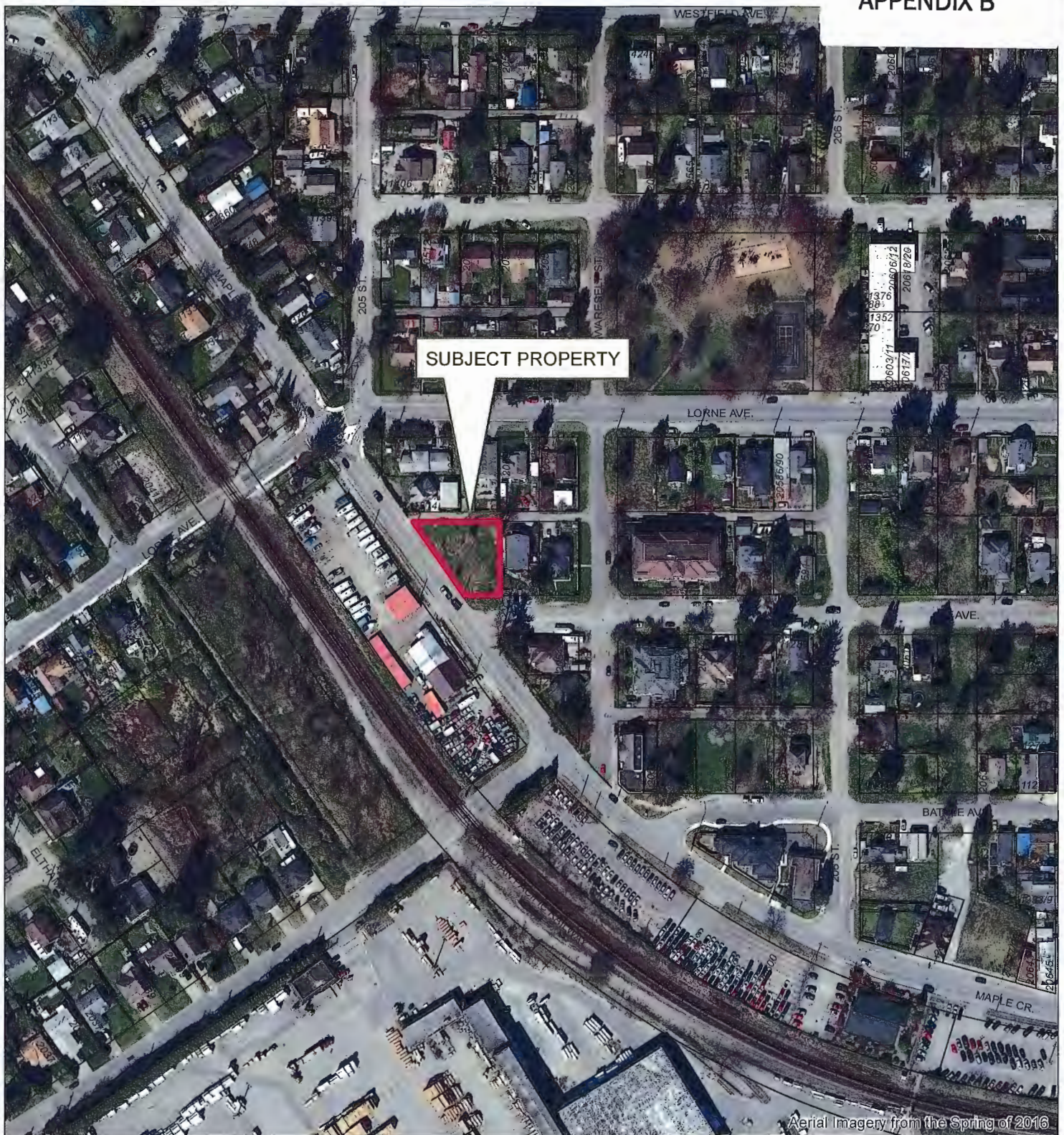
MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: 2018-238-RZ

DATE: Jun 6, 2018

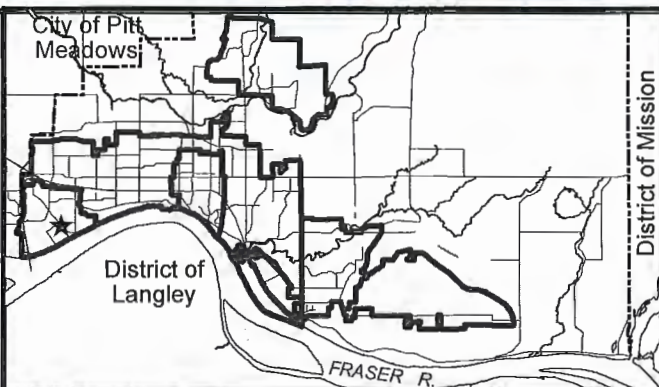
BY: LP



Aerial Imagery from the Spring of 2016



Scale: 1:2,500



11302 MAPLE CRESCENT

PLANNING DEPARTMENT



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FILE: 2018-238-RZ

DATE: Jun 6, 2018

BY: LP

CORPORATE OFFICER

SCALE 1:2,500

RECEIVED

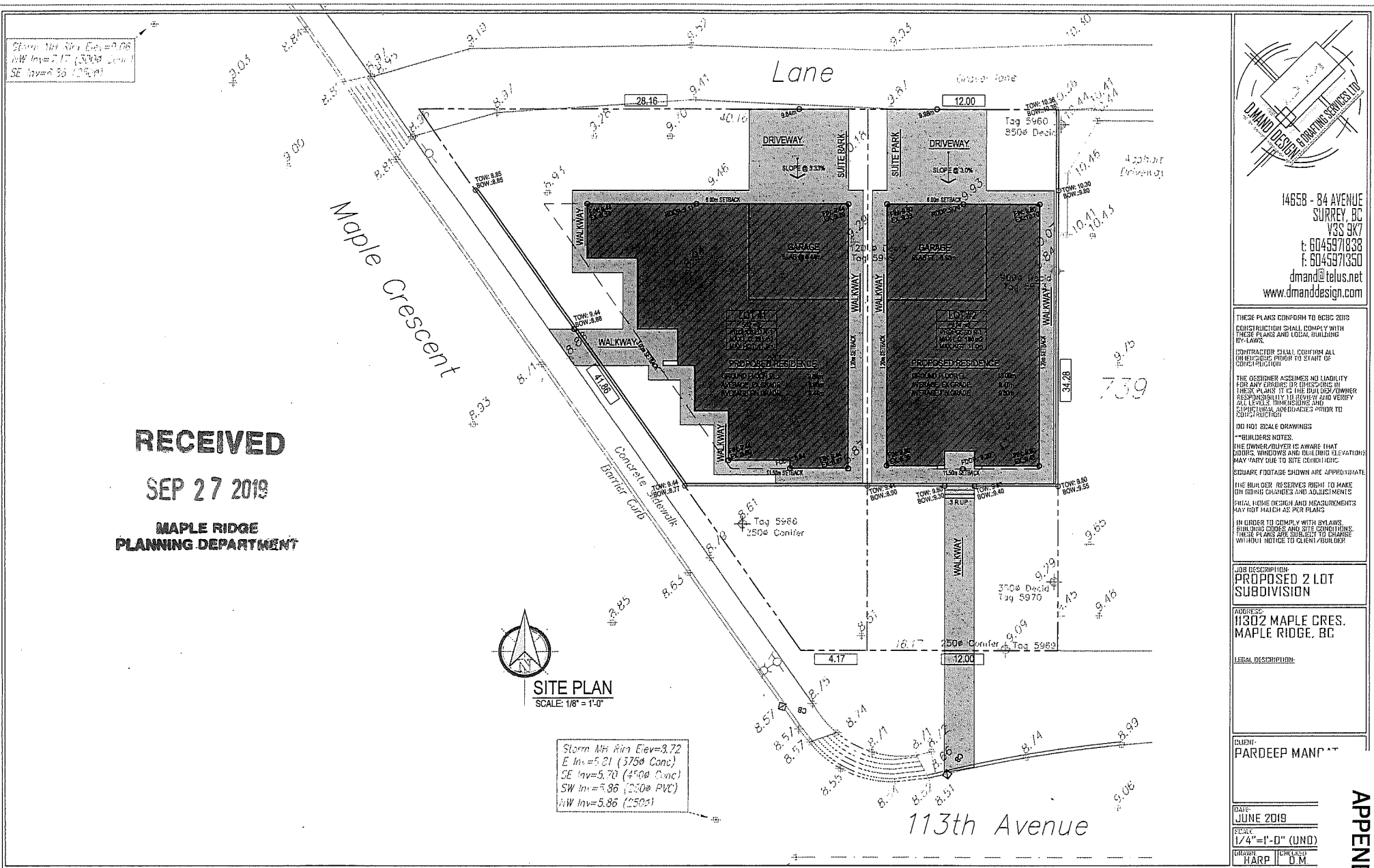
SEP 27 2019

MAPLE RIDGE
PLANNING DEPARTMENT



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

Storm Mtl Rtn Elev=8.72
E Inv=5.21 (3750 Conc)
SE Inv=5.70 (4500 Conc)
SW Inv=5.86 (2500 PVC)
NW Inv=5.86 (2500)



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

THESE PLANS CONFORM TO BCBC 2012
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
DOORS, WINDOWS 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 MANNATT

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

APPENDIX D

City of Maple Ridge

TO:	His Worship Mayor Michael Morden and Members of Council	MEETING DATE:	March 2, 2021
		FILE NO:	2016-246-DVP 2016-246-DP
FROM:	Chief Administrative Officer	MEETING:	C o W
SUBJECT:	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 m² 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"

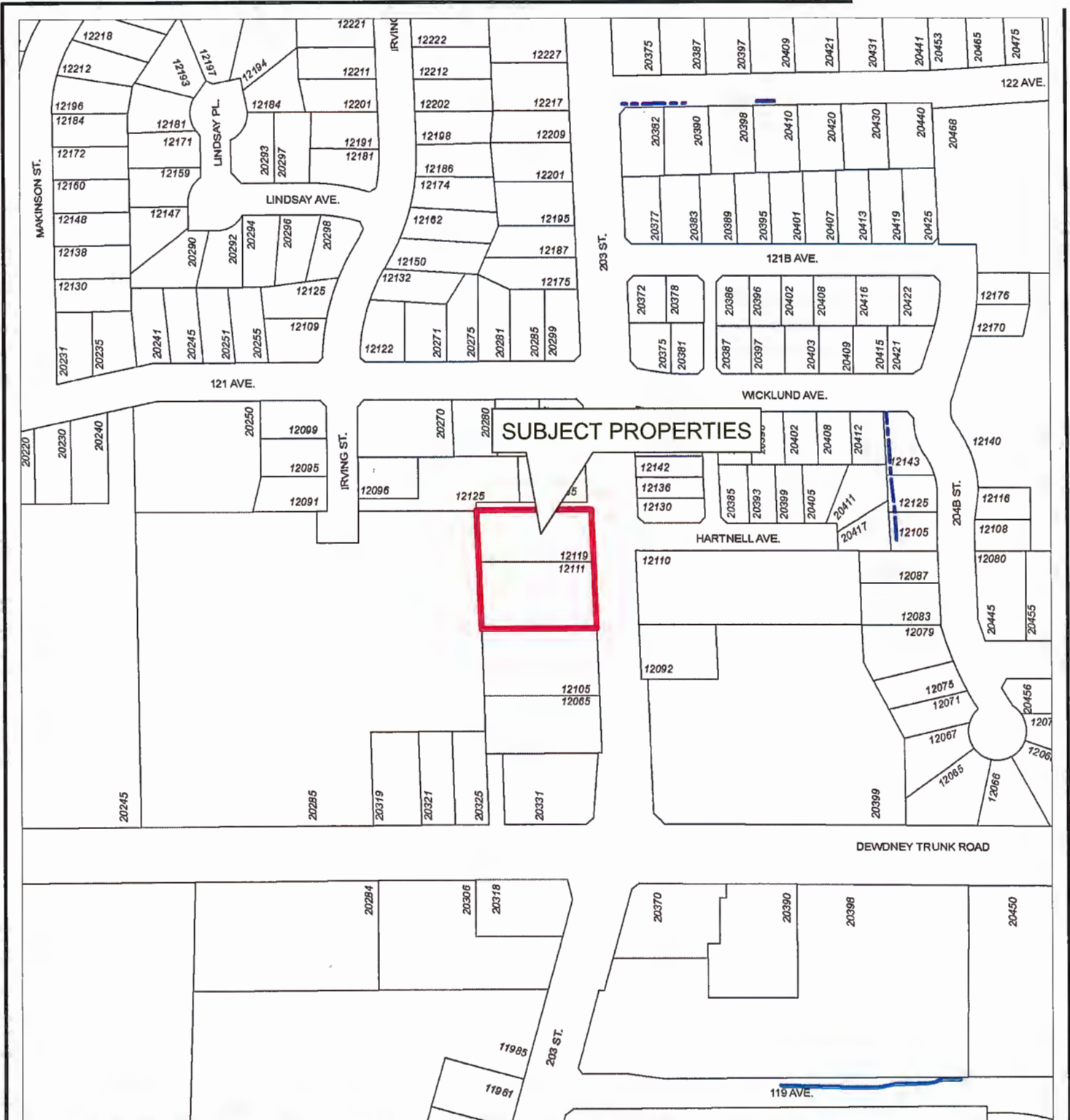
Approved by: **Christine Carter, M.PL, MCIP, RPP**
GM Planning & Development Services


"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



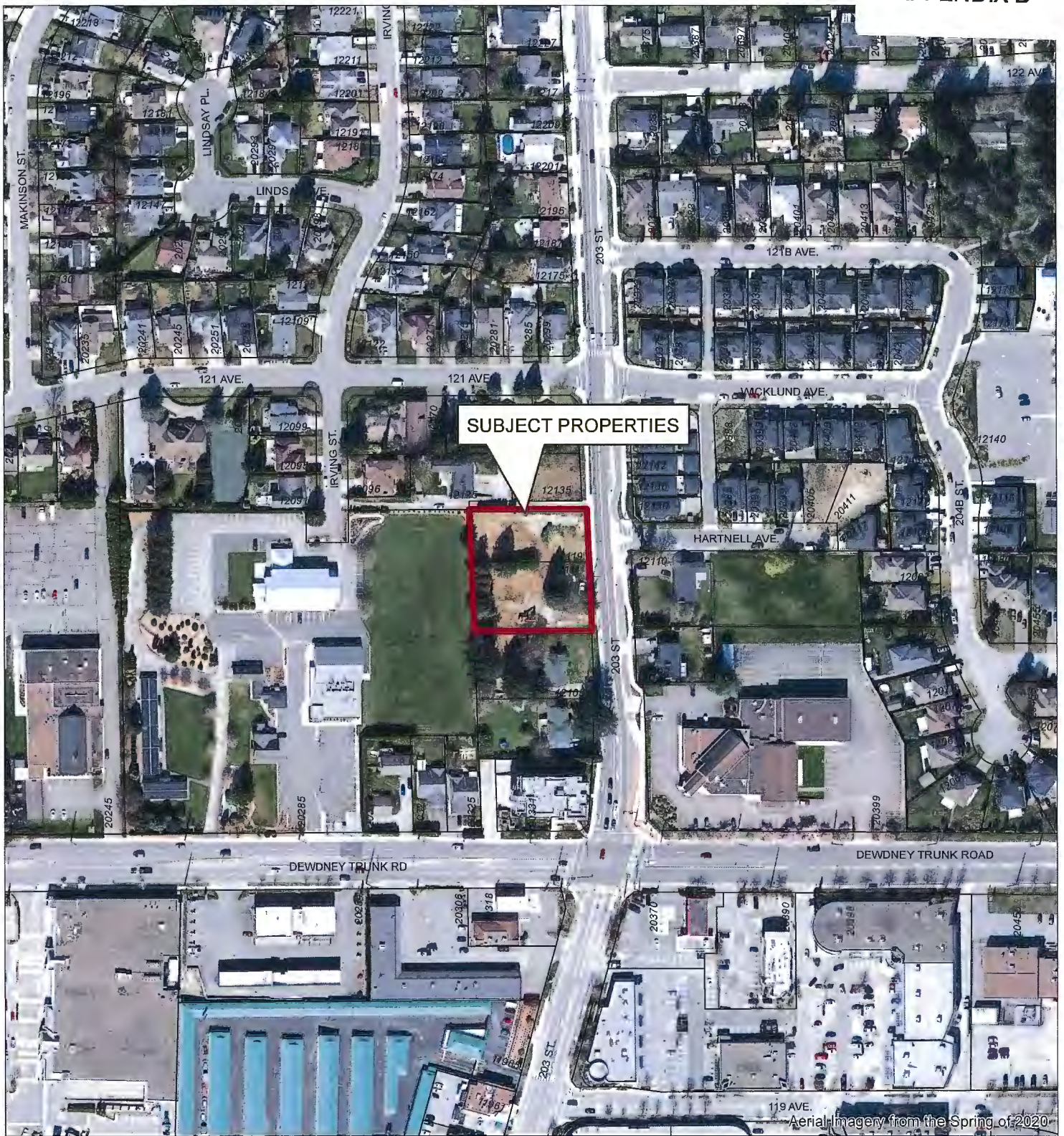
MAPLE RIDGE

British Columbia

mapleridge.ca

2016-246-DP
DATE: Nov 25, 2016

BY: JV



SUBJECT PROPERTIES

Aerial Imagery from the Spring of 2020



Scale: 1:2,500

City of Pitt Meadows

District of Langley

District of Mission

FRASER R.

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

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

mapleridge.ca

FILE: 2016-246-DP

DATE: Feb 16, 2021

BY: PC



UNIT 202 - 670 EVANS AVENUE
VANCOUVER, BC V5A 2K9
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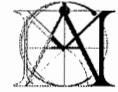
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1	20161124	RZ APPLICATION
2	20180921	QIP RESUBMISSION
3	20190728	QIP RESUBMISSION
4	20190417	ADP SUBMISSION
5	20190626	ADP RESOLUTION
6	20201121	QIP RESUBMISSION
7	20210115	QIP RESUBMISSION

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

SITE PLAN

Project number	15MTH0
Date	Issue Date
Drawn by	RNC
Checked by	MC
A0.1	
Scale	1 : 15

Proposed Variances - Setbacks



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No.	Date	Description
1	20201124	REV. APPLICATION
2	20201201	REV. SUBMISSION
3	20201208	REV. SUBMISSION
4	20201217	REV. SUBMISSION
5	20201224	REV. SUBMISSION
6	20201231	REV. SUBMISSION
7	20210119	REV. SUBMISSION
8		
9		
10		
11		
12		
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14		
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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	RND
Checked by	MC
Scale	1:150

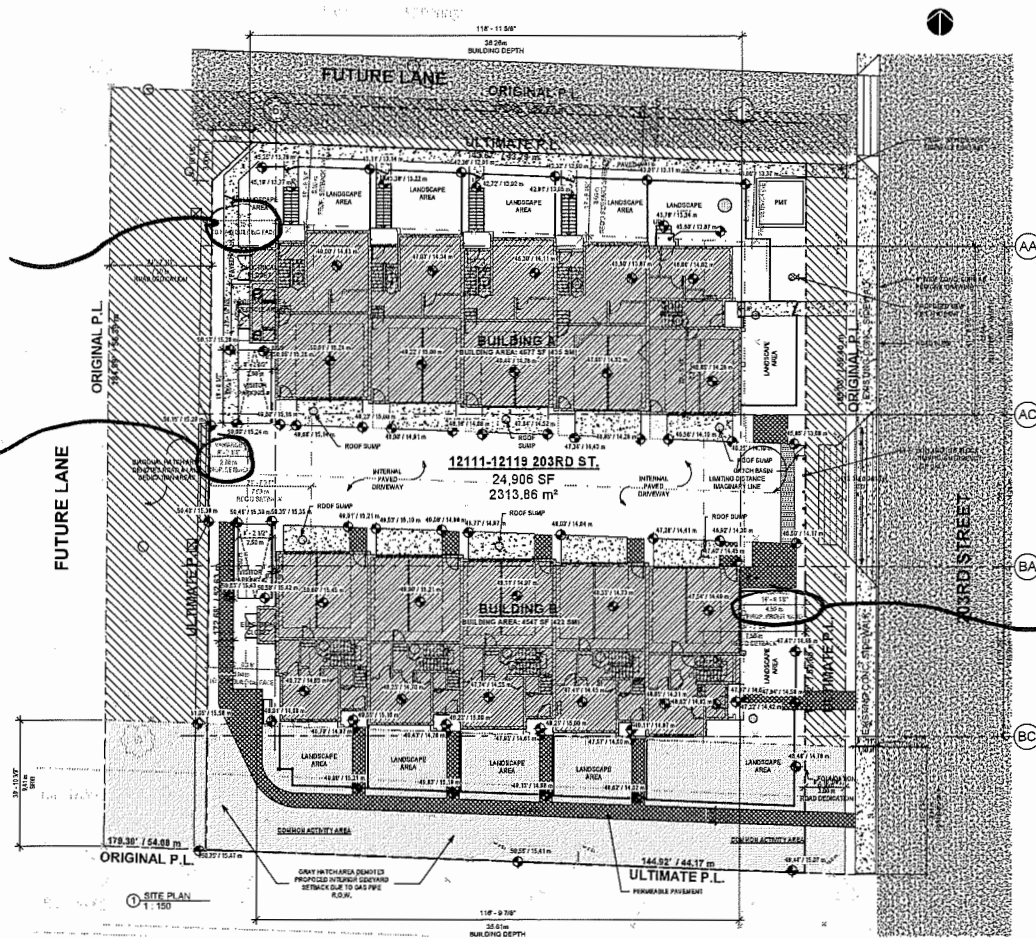
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APPENDIX D

rear yard setback
reduced to 4.7m to
building face

rear yard setback
reduced to 2.8m to
electrical closet

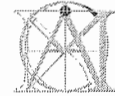
front yard setback
reduced to 4.5m



1:150

116'-0.30"

Proposed Variances - cont. - Building A Height



MATTHEW CHENG
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20201113 ISSUE FOR COORDINATION

No.	Date	Description
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2	20200727	REV SUBMISSION
3	20200728	REV SUBMISSION
4	20200417	REV SUBMISSION
5	20200208	REV SUBMISSION
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11	20200101	REV SUBMISSION
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13	20200101	REV SUBMISSION
14	20200101	REV SUBMISSION
15	20200101	REV SUBMISSION
16	20200101	REV SUBMISSION
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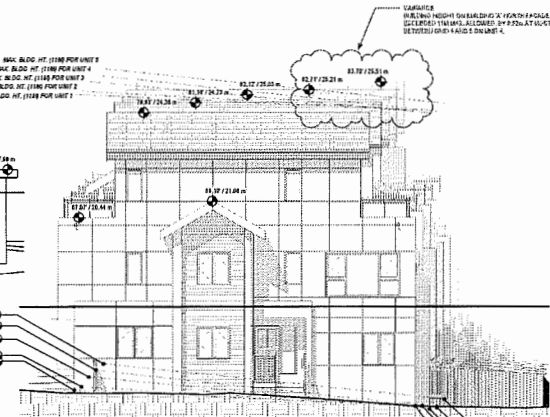
PROPOSED 10-UNIT TOWNHOMES
12111-12119 203RD STREET, MAPLE
RIDGE B.C.

Project number: 15MTH01
Date: Issue Date
Drawn by: RK/RNO
Checked by: MC
Scale: 1:75

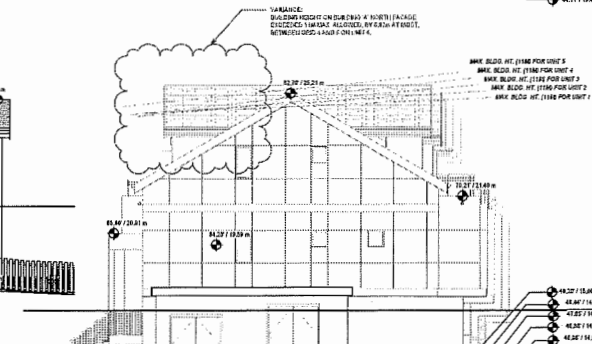
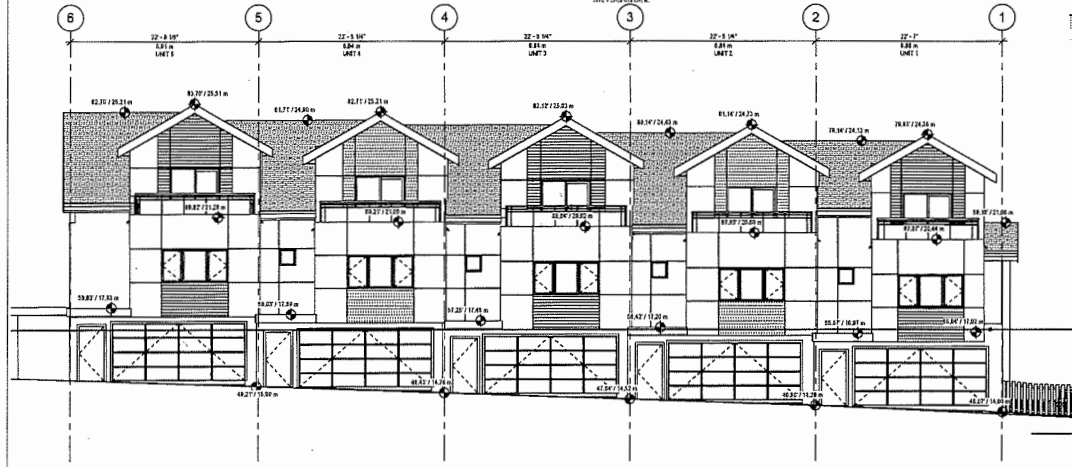
A3.3



MAX. BLDG. HT. (11M) FOR UNIT 1
MAX. BLDG. HT. (11M) FOR UNIT 2
MAX. BLDG. HT. (11M) FOR UNIT 3
MAX. BLDG. HT. (11M) FOR UNIT 4
MAX. BLDG. HT. (11M) FOR UNIT 5
MAX. BLDG. HT. (11M) FOR UNIT 6



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



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

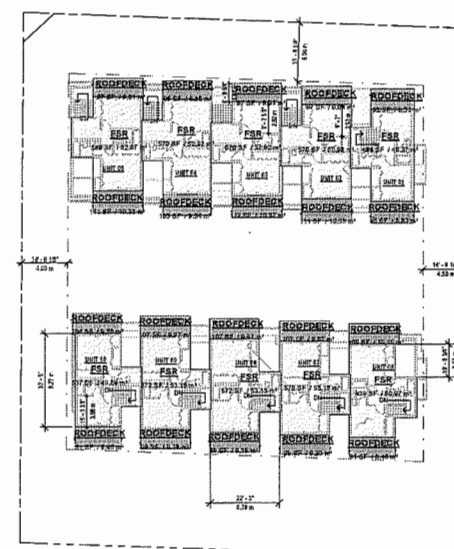
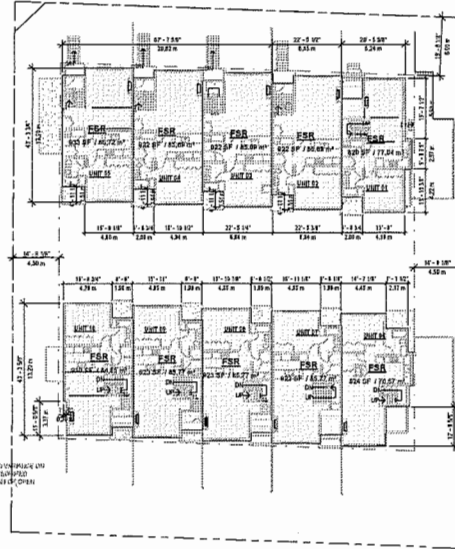
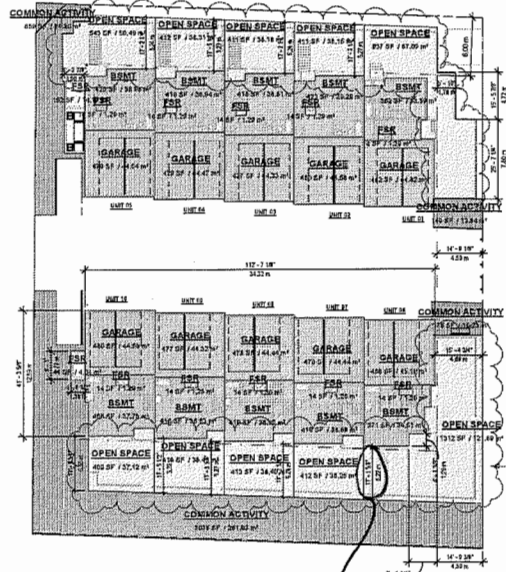
15MTH01 108.27.20

Proposed Variances - cont. - Usable Open Space Dimensions



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① Overall Basement
1 : 200

Building Area Legend

☒ BSMT
☒ COMMON ACTIVITY
☐ FSR
☒ GARAGE
☐ OPEN SPACE

② Overall Level 1
1 : 200

Building Area Legend

□ F

③ Overall Level 2
1 : 200

Rentable Area Legend

 FSR

REGISTRATION

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.)		
INCLUSIONS:												
BASEMENT	1.29	14	1.29	14	1.29	14	1.29	14	15.59	169	20.55	
MAIN	77.94	820	85.68	922	85.68	922	85.68	922	85.72	923	42.43	
UPPER	48.37	458	42.92	470	42.92	470	42.92	470	42.92	470	4.14	
FLOOR AREA SUBTOTAL	124.80	1,341	139.90	1,406	139.50	1,506	139.50	1,506	164.58	1,688	69.22	
EXCLUSIONS:												
BASEMENT (50 sq.m. max.)	33.58	362	39.28	423	38.91	418	36.94	418	38.80	420	169.61	
GARAGE	44.56	445	44.56	445	44.56	445	44.56	445	44.56	445	222.74	
USEABLE OPEN SPACE	87.09	937	30.15	411	38.45	411	36.31	412	90.48	943	263.48	
BUILDING B												
	UNIT 06		UNIT 07		UNIT 08		UNIT 09		UNIT 10		TOTAL	
	METRIC	IMPERIAL	METRIC	IMPERIAL	METRIC	IMPERIAL	METRIC	IMPERIAL	METRIC	IMPERIAL		
INCLUSIONS:												
BASEMENT	1.29	11	1.29	11	1.29	11	1.29	11	5.33	38	10.49	
MAIN	76.57	810	85.77	923	85.77	923	85.77	923	64.55	810	418.43	
UPPER	48.37	458	52.12	570	52.12	570	52.12	570	52.12	570	4.88	
FLOOR AREA SUBTOTAL	124.13	1,419	139.19	1,504	139.58	1,504	139.58	1,504	164.76	1,837	686.82	
EXCLUSIONS:												
BASEMENT	34.91	371	36.89	418	38.85	418	38.85	418	37.75	406	188.65	
GARAGE	66.19	666	44.44	478	44.44	478	44.56	479	44.56	480	222.95	
USEABLE OPEN SPACE PER UNIT	121.89	1,312	96.26	412	39.60	413	38.40	414	37.12	400	274.16	
TOTAL GROSS FLOOR AREA (GROSS FLOOR AREA)											686.82	7,722
TOTAL GROSS FLOOR AREA (GROSS FLOOR AREA)											686.82	7,722

NET LOT AREA	2,313.84	24,906.00
--------------	----------	-----------

	METRIC (SQ.M)	IMPERIAL (SQ.FT.)	
ALLOWED FLOOR AREA			FSR
	1,389.30	14,944	0.60
PROPOSED FLOOR AREA			FSR
	1,386.10	14,920	0.60

PROPOSED 10-UNIT TOWNHOMES

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

FSR OVERLAY

Project number	15MTH01
Date	Issue Date
Drawn by	RNO
Checked by	MC

A0.3

Scale 1 : 200



UNIT 202 - 670 EVANS AVENUE
VANCOUVER, BC V6A 2K9
T: 604.731.3012
M: 604.849.0889
E: MATTHEW@MCAICA

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[illegible]

PROPOSED 10-UNIT TOWNHOMES

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

BUILDING A - NORTH
& SOUTH
ELEVATIONS

Project number	15MTH01
Date	Issue Date
Drawn by	RK
Checked by	MC
A1.4	
Scale	1 : 75

1000

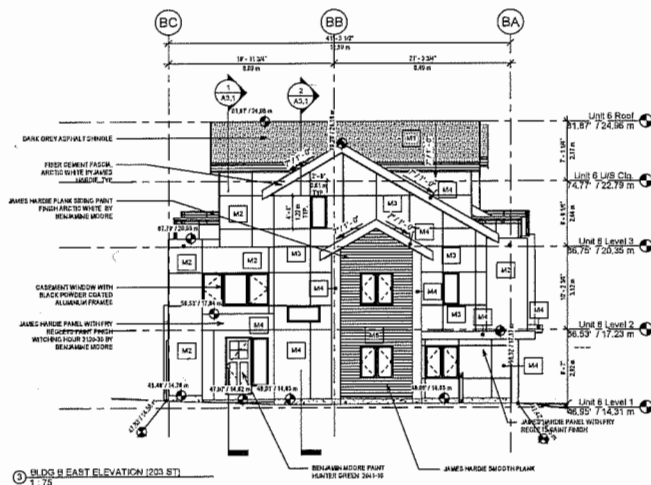
APPENDIX E



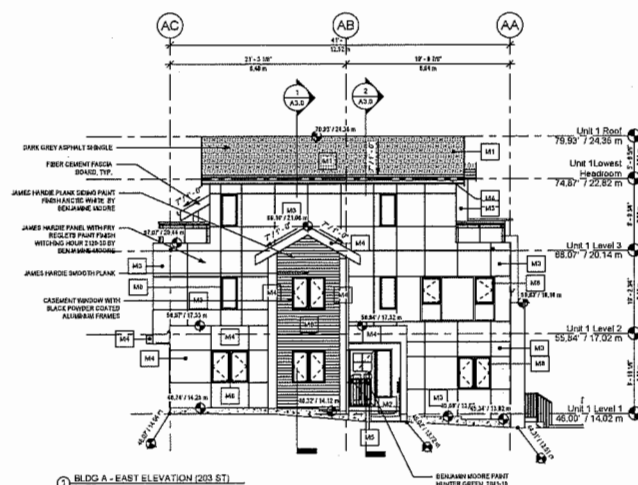
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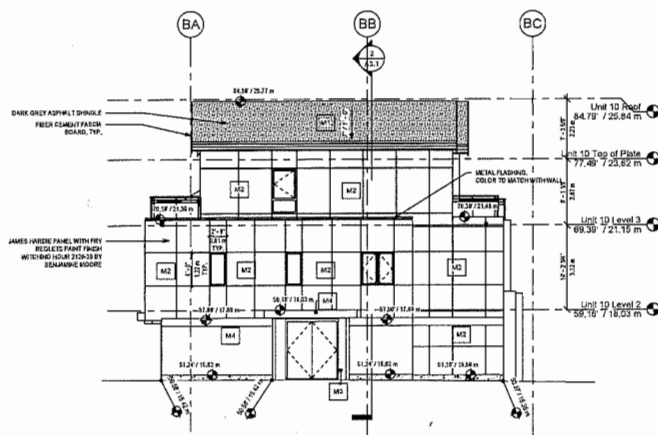
20200123 ISSUE FOR COORDINATION



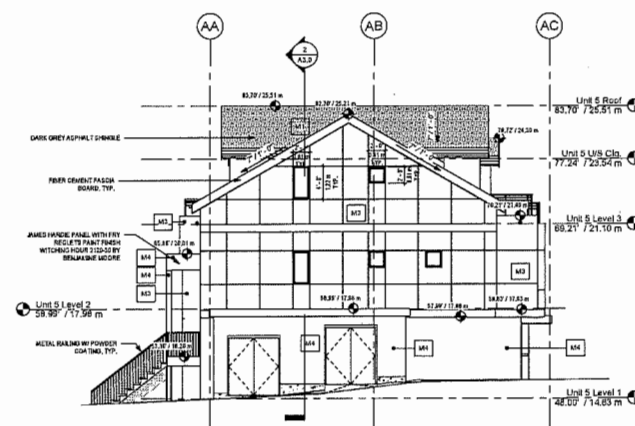
③ BLDG. H EAST ELEVATION (203 ST.)
1:75



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



BUILDING 3 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



UNIT 202 - 670 EVANS AVENUE
VANCOUVER, BC V6A 2K9
T: 604.731.3012
M: 604.649.0869
E: MATTHEW@MCALCA

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[illegible]

PROPOSED 10-UNIT TOWNHOMES

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

MATERIALS AND COLOUR SCHEME

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



M1
CAMBRIDGE DUAL BLACK
ROOF SHINGLES BY IKO

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 BAND
- FC SOFFITS
- PTD. REAR ENTRANCE DOOR
- PTD. GARAGE DOOR
- AS NOTED IN ELEVATIONS

M4
PAINT FINISH
WATCHING HOUR 2120-30 BY
BENJAMINE MOORE

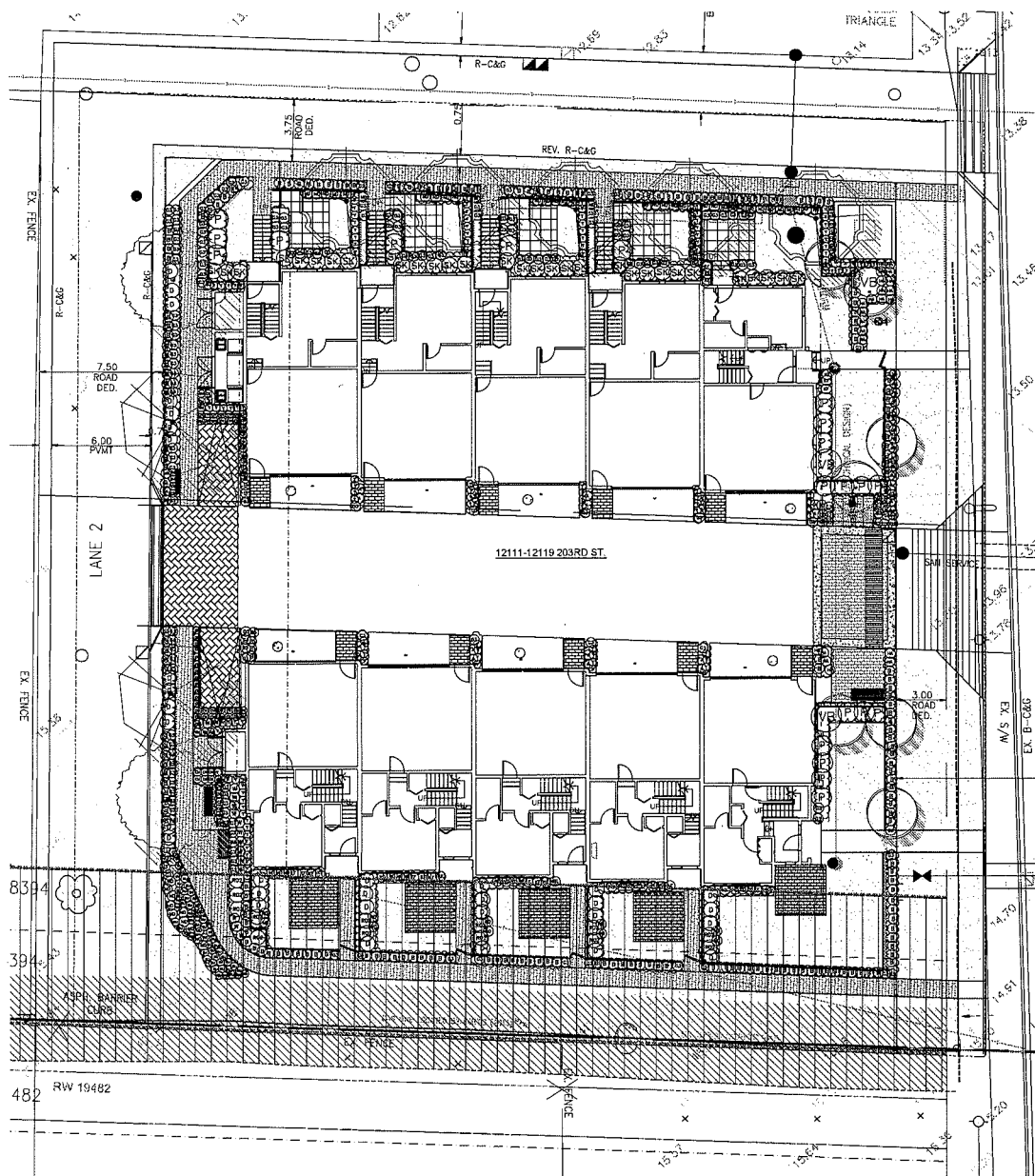
M5
BENJAMIN MOORE PAINT
HUNTER GREEN 2041-10
- PTD MAIN ENTRANCE DOOR PANEL.

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. B&B: 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	
	80	OREA GRACIOSISSIMA 'SUNSHINE GOLD'	SUNSHINE GOLD JAPANESE SCILLA	#1 POT	
PERSONAL	33	HAKONECHLOA MACRA 'ALGOL'	ALGOL JAPANESE FOREST GRASS	#1 POT	
	188	PENNETUM ALPEICOLA 'ROSE HAWK'	DWARF PINK GRASS	#1 POT	
	55	ARTEMISA STELLERIANA 'SILVER BROCADE'	SILVER MILLER	15CM POT	
	28	ASTILBE X ARENDSI 'SUNSHINE BEAUTY'	FALSE SPIREA, RICH PINK	15CM POT	
	71	NANDINA DOMESTICA 'HARBOR DWARF'	HARBOR DWARF 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. * 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

Suite C100 - 4185 SMI Court Drive
Burnaby, British Columbia, V5C 6S9
p: 604 294-0011 f: 604 294-0022

SEAL:

NO.	DATE	REVISION DESCRIPTION	DR.
11	25 JUN 08	NEW SITE PLAN	DD
12	28 MAY 12	NEW CIVIL PLAN	DD
13	22 SEP 08	REVISION AS PER CITY COMMENTS	DD
14	10 JUL 14	REVISION AS PER CITY REQUEST	DD
15	05 JAN 20	NEW SITE PLAN/CITY COMMENTS	DD
16	08 JUN 18	10111111111111111111	DD
17	18 MAY 24	REVISION AS PER CIVIL REQUEST	DD
18	18 APR 15	EXHIBIT B.D.W.	DD
19	18 MAR 18	NEW SITE PLAN	DD
20	17 OCT 11	NEW SITE PLAN/CITY COMMENTS	DD
21	18 JUN 17	NEW SITE PLAN	DD

CLIENT: FAYE GUAN

PROJ. NO.:
**10-UNIT TOWNHOUSE
DEVELOPMENT**

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

WITH: MATTHEW CHENS ARCHITECT INC.
DRAWINGS TITLE:

**SHRUB
PLAN**

DATE: June 21, 2018 DRAWING NUMBER:
SCALE: 3/32"=1'-0"
DRAWN: DD
DESIGN: DD
CHKD: PCM
L2
OF 5

16-056-12.DWG

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.

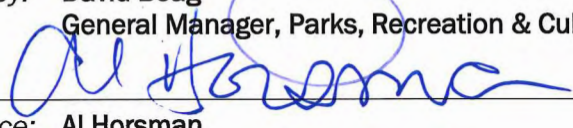
CONCLUSION:

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

Title: Facility Rental Fee Waiver – Registration Subsidy Rebate		Policy No.: 4.27
		Supersedes: P096
Authority:	<input type="checkbox"/> Legislative <input checked="" type="checkbox"/> Operational	Effective Date:
Approval:	<input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	Review Date:
<p>Policy Statement: 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>Purpose: 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>Definitions: Local Non-Profit Group refers to an entity as defined by the Maple Ridge Parks, Recreation & Culture Fees and Charges and Allocation Policies.</p>		
Key Areas of Responsibility		
Action to Take	Responsibility	
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

Title: Park And Facility Advertising		Policy No.: 4.28
		Supersedes: P123
Authority:	<input type="checkbox"/> Legislative <input checked="" type="checkbox"/> Operational	Effective Date:
Approval:	<input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	Review Date:
Policy Statement: <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>		
Purpose: <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>		
Definitions: <p>Advertising Signage means a corporate logo, name or trademark attached by any means to any visible surface.</p>		
Key Areas of Responsibility		
Action to Take	Responsibility	
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:	FACILITY RENTAL FEE WAIVER – REGISTRATION SUBSIDY REBATE	Policy No.	P096
		Supercedes:	1996-07-25
Authority:	Operational	Effective Date:	2013-09-12
Approval:	PLS Commission	Review Date:	2013-09-12
Policy Statement: 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:	PARK AND FACILITY ADVERTISING	Policy No.	P123
		Supercedes:	1989-10
Authority:	Operational	Effective Date:	2014-07-10
Approval:	PLS Commission	Review Date:	2014-07-10
Policy Statement: 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 & Leisure Services Commission.			

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.

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

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.

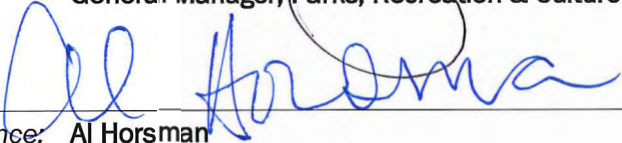
CONCLUSIONS:

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

Expenses	Total
Admin & Operating	
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
Total Admin & Operating	\$ 87,013.72
Memberships and Licenses	
BCAFM	\$ 300.00
Chamber Of Commerce - Maple Ridge	\$ -
Chamber Of Commerce - Tri Cities	\$ -
BC Registries Filing Fee	\$ 50.00
Total Memberships & Licenses	\$ 350.00
Training & Professional Development (Board & Staff)	
BCAFM Conference	\$ 250.00
Board Member Education	\$ 250.00
Staff Training	\$ 750.00
Total Training & Professional Development	\$ 1,250.00
Market Programs	
Music	\$ -
Kids Activity	\$ 2,000.00
Chef Demo	\$ -
Workshops	\$ -
Total Market Programs	\$ 2,000.00
Marketing & Promotions	
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
Total Advertising & Promotions	\$ 2,950.00
Contingency	
Contingency	\$ 2,486.28
Total Contingency	\$ 2,486.28
Total Expenses	\$ 96,050.00
Net Income/Loss	\$ -
Contribution to Working Capital Fund	
Net Income/Loss	\$ -

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.