City of Maple Ridge

COUNCIL MEETING AGENDA
March 30, 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 Special Council Meeting of February 16, 2021 and the Regular Council Meeting of March 9, 2021

402 Report of the Public Hearing of March 23, 2021

500 PRESENTATIONS AT THE REQUEST OF COUNCIL

600 DELEGATIONS

601 Kanaka Education and Environmental Partnership Society ("KEEPS")
- Ross Davies

700 ITEMS ON CONSENT

701 Minutes

701.1 Development Agreements Committee Meetings
- March 17, 2021

701.2 Committees and Commissions of Council Meetings
- Audit & Finance Committee – January 20, 2021
- Community Development & Enterprise Services Committee – March 3, 2021

702 Reports

702.1 Disbursements for the month ended January 31, 2021

Staff report dated March 30, 2021 providing information on disbursements for the month ended January 31, 2021.

702.2 2021 Council Expenses

Staff report dated March 30, 2021 providing information on Council expenses recorded to February 28, 2021.

702.3 Fraser River Waterfront Revitalization Initiative

Staff report dated March 23, 2021 providing further information as requested by Maple Ridge Council on the Fraser River Waterfront Revitalization Initiative proposed by the Surrey Board of Trade.

703 Correspondence

704 Release of Items from Closed Council Status

705 Recommendation to Receive Items on Consent

800 UNFINISHED BUSINESS

900 CORRESPONDENCE

1000 BYLAWS

Note: Items 1001 to 1006 are from the March 23, 2021 Public Hearing

Bylaws for Third Reading

1001 2014-070-RZ, 10470 245B Street and 24589 104 Avenue

1001.1 **Maple Ridge Official Community Plan Amending No. Bylaw 7156-2015**
To adjust the area designated Conservation around the watercourse

1001.2 **Maple Ridge Zone Amending Bylaw No. 7157-2015**
To rezone from RS-2 (Single Detached Suburban Residential) to RS-1b (Single Detached (Medium Density) Residential) to permit a future subdivision of 11 lots and 0.277ha (0.68 acres) of dedicated parkland

1002 2019-409-RZ, 12471 223 Street
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 the future subdivision of 2 lots

1003 2018-182-RZ, 11040 Cameron Court
Maple Ridge Zone Amending Bylaw No. 7562-2019
To rezone from RS-2 (Single Detached Suburban Residential) to RS-1d (Single Detached (Half Acre) Residential) to permit the future subdivision of 6 lots utilizing density bonus provisions in the Zoning Bylaw

1004 2018-190-RZ, 23627 132 Avenue
Maple Ridge Zone Amending Bylaw No. 7470-2018
To rezone from RS-2 (Single Detached Suburban Residential) to RM-1 (Low Density Townhouse Residential) to permit the future construction of a 23 unit residential townhouse development

1005 2020-031-RZ
Maple Ridge Zone Amending Bylaw No. 7629-2020
To define and prohibit vape retail within the City of Maple Ridge

1006 2021-032-AL, (Golden Ears Way) Plan NWP63218, District Lot 280 Group 1 New Westminster Land District Dedicated Park & 63221
To exclude an 8.5 hectare (21 acre) parcel from the Agricultural Land Reserve to allow for a Metro Vancouver sewer main included within plans for regional growth management and sewer servicing

Bylaws for Adoption

1007 2018-249-RZ, 25180 108 Avenue
Staff report dated March 30, 2021 recommending adoption

Maple Ridge Zone Amending Bylaw No. 7517-2018
To rezone from A-2 (Upland Agricultural) and RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential) and A-1 (Small Holding Agricultural) to permit a future subdivision of three lots.

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 2020-432-RZ, 12211 and 12229 228 Street, RS-1 to RM-1

Staff report dated March 23, 2021 recommending that Maple Ridge Zone Amending Bylaw No. 7713-2021 to rezone from RS-1 (Single Detached Residential) to RM-1 (Low Density Townhouse Residential) to permit construction of 17 dwelling units be given first reading and that the applicant provide further information as described on Schedules C, D and E of the Development Procedures Bylaw No. 5879-1999, along with the information required for a subdivision.

1102 2021-061-RZ, 21783 Lougheed Highway, C-2 to C-7

Staff report dated March 23, 2021 recommending that Maple Ridge Zone Amending Bylaw No. 7719-2021 to rezone from C-2 (Community Commercial) to C-7 (Lougheed Transit Corridor High Density Mixed-Use) to permit construction of a six storey, purpose-built rental apartment building and that Maple Ridge Zone Amending Bylaw No. 7721-2021 to amend Zoning Bylaw No. 7500-2019 by adding a C-7 Lougheed Transit Corridor High Density Mixed-Use Zone be given first reading and that the applicant provide further information as described on Schedules C, D and E of the Development Procedures Bylaw No. 5879-1999.

1103 2021-062-RZ, 25927 and 25801 128 Avenue, Site Specific Text Amendments

Staff report dated March 23, 2021 recommending that site specific text amendments to Maple Ridge Official Community Plan Amending Bylaw No. 7715-2021 and Maple Ridge Zone Amending Bylaw No. 7716-2021 to permit an Outdoor Commercial Recreation Use for outdoor paintball be given first reading.

1104 **2018-097-RZ, 21571 121 Avenue, RS-1b to R-1**

Staff report dated March 23, 2021 recommending that Maple Ridge Zone Amending Bylaw No. 7460-2018 to rezone from RS-1b (Single Detached [Medium Density] Residential) to R-1 (Single Detached [Low Density] Urban Residential) to permit a subdivision of two lots be given second reading and be forwarded to Public Hearing.

1105 **2019-353-RZ, 22058 119 Avenue, RS-1 to RT-2**

Staff report dated March 23, 2021 recommending that Maple Ridge Zone Amending Bylaw No. 7583-2019 to rezone from RS-1 (Single Detached Residential) to RT-2 (Ground-Oriented Residential Infill) to permit development of a triplex residential building be given second reading and be forwarded to Public Hearing.

1106 **2020-242-RZ, Off-Street Parking and Loading Amending Bylaw; Subdivision and Development Servicing Amending Bylaw**

Staff report dated March 23, 2021 recommending that Maple Ridge Off-Street Parking and Loading Amending Bylaw No. 7663-2020 and Maple Ridge Subdivision and Development Servicing Amending Bylaw No. 7671-2020 to incorporate text amendments resulting from the adoption of new Zoning Bylaw No. 7600-2019 be given first, second and third reading.

1107 **2018-249-DVP, 25180 108 Avenue**

Staff report dated March 23, 2021 recommending that the Corporate Officer be authorized to sign and seal 2018-249-DVP to waive requirement for road construction for 252 Street at the east perimeter and for 106 Avenue at the south perimeter, to reduce required road dedication along 108 Avenue and to vary the required lot width in the RS-2 (Suburban Residential) zone.

1108 **2019-394-SD, 5% Money in Lieu of Parkland Dedication, 20857 Golf Lane**

Staff report dated March 23, 2021 recommending that the owner of land proposed for subdivision at 20857 Golf Lane, under application 2019-394-SD, pay an amount that is not less than $112,500.00.

1109 **Maple Ridge Ticket Information Utilization Amending Bylaw and Maple Ridge Bylaw Notice Enforcement Amending Bylaw**

Staff report dated March 23, 2021 recommending that Maple Ridge Ticket Information Utilization Amending Bylaw No. 7680-2020 and Maple Ridge Bylaw Notice Enforcement Amending Bylaw No. 7681-2020 to include the recently adopted Zoning Bylaw, Boulevard Maintenance Bylaw and Sign Bylaw and other housekeeping changes be given first, second and third reading.

1110 **Proposed New Cannabis Retail Store, 110 - 20110 Lougheed Highway**

Staff report dated March 23, 2021 recommending that the application for a non-medical cannabis retail store by Burb Cannabis Corp. located at 110 - 20110 Lougheed Highway, Maple Ridge be denied and that a copy of the resolution be forwarded to the Liquor and Cannabis Regulation Branch.

Engineering Services

1131 **Award of Contract ITT-EN21-5: Sanitary Sewer Replacement on 223 Street from Haney Bypass to Lougheed Highway**

Staff report dated March 23, 2021 recommending that Contract ITT-EN21-5: Sanitary Sewer Replacement on 223 Street from Haney Bypass to Lougheed Highway be awarded to Sandpiper Contracting LLP, that a contract contingency to address potential variations in field conditions be approved and that the Corporate Officer be authorized to execute the contract.

1132 **Award of Contract ITT-EN21-24: 232 Street Road Improvements and 116 Avenue Multi-Use Path**

Staff report dated March 23, 2021 recommending that Contract ITT-EN21-24: 232 Street Road Improvements and 116 Avenue Multi-Use Path be awarded to Eurovia British Columbia Inc., that a construction contingency be approved to address potential variations in field conditions, that the existing contract with R.F. Binnie & Associates Ltd. for Engineering Design Services for 232 Street Conceptual and Detailed Design (Dewdney Trunk Road to 116 Avenue) be increased and that the Corporate Officer be authorized to execute the contracts.

Corporate Services

1151 **Community Development & Enterprise Services Committee Quarterly Update and Terms of Reference Amendment**

Staff report dated March 23, 2021 recommending that the Terms of Reference for the Community Development & Enterprise Services Committee be approved.

Parks, Recreation and Culture

1171 **Festival Grant Program Recommendations – Intake One 2021**

Staff report dated March 23, 2021 recommending that the Festival Grant Program – Intake One 2021 allocations for events taking place between May 1 and October 31, 2021 be approved.

Administration (including Fire and Police)

1191 **Maple Ridge Council Procedure Bylaw**

Staff report dated March 23, 2021 recommending that Maple Ridge Council Procedure Bylaw No. 7700-2021 be given first, second and third reading and that the legislated public notice be given.

1192 **Fraser River Waterfront Revitalization Initiative**

Note: Item 1192 has been moved to the Items on Consent section as Item 702.3

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:		PREPARED BY:		CHECKED BY:	
DATE:	Mar 25, 2021	DATE:	Mar 25, 2021	DATE:	Mar25/21

400 Adoption and Receipt of Minutes

401 Minutes of Regular and Special Council Meetings

City of Maple Ridge

SPECIAL COUNCIL MEETING MINUTES

February 16, 2021

The Minutes of the Special City Council Meeting held virtually and hosted in Council Chambers on February 2, 2021 at 4.35 p.m. at City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

PRESENT	*Appointed Staff*
Elected Officials	A. Horsman, Chief Administrative Officer
Mayor M. Morden	S. Nichols, Corporate Officer
Councillor J. Dueck	
Councillor K. Duncan	
Councillor C. Meadus	
Councillor G. Robson	
Councillor R. Svendsen	
Councillor A. Yousef	

Note: These Minutes are also posted on the City's Web Site at www.mapleridge.ca

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

1.0 *CALL TO ORDER*

2.0 *APPROVAL OF THE AGENDA*

R/2021-S-007
It was moved and seconded

That the agenda for the February 16, 2021 Special Council Meeting be approved as circulated.

CARRIED

3.0 *NOTICE OF CLOSED COUNCIL MEETING*

R/2021-S-008
It was moved and seconded

That the meeting be closed to the public pursuant to Section 90(1) and 90(2) of the *Community Charter* as the subject matter being considered relates to the following:

Section 90(1)(c) Labour relations or employee negotiations.

Section 90(2)(b) The consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government.

Any other matter may be brought before the Council that meets the requirements for a meeting closed to the public pursuant to Section 90(1) and 90(2) of the Community Charter or Freedom of Information and Protection of Privacy Act.

CARRIED

4.0 *ADJOURNMENT* – 4:39 p.m.

M. Morden, Mayor

Certified Correct

S. Nichols, Corporate Officer

City of Maple Ridge

COUNCIL MEETING MINUTES

March 9, 2021

The Minutes of the City Council Meeting held virtually and hosted in Council Chambers on March 9, 2021 at 7:03 p.m. at City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

PRESENT	*Appointed Staff*
Elected Officials	A. Horsman, Chief Administrative Officer
Mayor M. Morden	D. Boag, General Manager Parks, Recreation & Culture
Councillor J. Dueck	C. Carter, General Manager Planning & Development Services
Councillor C. Meadus	C. Crabtree, General Manager Corporate Services
Councillor G. Robson	D. Pollock, General Manager Engineering Services
Councillor R. Svendsen	S. Nichols, Corporate Officer
Councillor A. Yousef	T. Thompson, Director of Finance
	Other Staff as Required
ABSENT	C. Goddard, Director of Planning
Councillor K. Duncan	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* – Nil

300 *APPROVAL OF THE AGENDA*

R/2021-CM-078
It was moved and seconded

That the agenda of the Regular Council Meeting of March 9, 2021 be adopted as circulated.

CARRIED

400 *ADOPTION AND RECEIPT OF MINUTES*

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

R/2021-CM-079
It was moved and seconded

That the minutes of the Regular Council Meeting of February 23, 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 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 Panel – 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* – Nil

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

705 Recommendation to Receive Items on Consent

R/2021-CM-080
It was moved and seconded
That the items on the Consent Agenda of the March 9, 2021 Council Meeting be received into the record.

CARRIED

800 *UNFINISHED BUSINESS* – Nil

900 *CORRESPONDENCE* – Nil

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

R/2021-CM-081
Moved and seconded
That Zone Amending Bylaw No. 7267-2016 be adopted.

CARRIED

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

R/2021-CM-082
Moved and seconded
That Advisory Design Panel Amending Bylaw No. 7696-2020 be adopted.

CARRIED

1100 *REPORTS AND RECOMMENDATIONS*

Planning and 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.

R/2021-CM-083
Moved and seconded

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.

CARRIED

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.

The Corporate Officer advised that 13 notices were mailed in relation to the item and no correspondence was received.

R/2021-CM-084
Moved and seconded

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.

CARRIED

Engineering Services – Nil

Corporate Services – Nil

Parks, Recreation & Culture

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

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

R/2021-CM-085
Moved and seconded

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.

CARRIED

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.

R/2021-CM-086
Moved and seconded

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.

CARRIED

Administration – Nil

1200 ***STAFF REPORTS*** – Nil

1300 ***OTHER MATTERS DEEMED EXPEDIENT*** – Nil

1400 ***PUBLIC QUESTION PERIOD*** – Nil

1500 ***MAYOR AND COUNCILLORS' REPORTS***

Members of Council acknowledged the long service of David Boag, General Manger of Parks, Recreation & Culture and wished him well on his retirement.

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*** – 7:27 p.m.

M. Morden, Mayor

Certified Correct

S. Nichols, Corporate Officer

City of Maple Ridge

REPORT OF PUBLIC HEARING

March 23, 2021

The report of the Public Hearing held as a virtual meeting hosted in the Council Chambers of City Hall, 11995 Haney Place, Maple Ridge, British Columbia on March 23, 2021 at 7:05 p.m.

PRESENT	*Appointed Staff*
Elected Officials	A. Horsman, Chief Administrative Officer
Mayor M. Morden	C. Crabtree, General Manager Corporate Services
Councillor J. Dueck	C. Carter, General Manager Planning & Development Services
Councillor K. Duncan	D. Pollock, General Manager Engineering Services
Councillor C. Meadus	S. Nichols, Corporate Officer
Councillor G. Robson	*Other Staff as Required*
Councillor R. Svendsen	D. Hall, Planner 2
Councillor A. Yousef	M. McMullen, Manager of Development and Environmental Services

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

Mayor Morden called the meeting to order. The Corporate Officer explained the procedure and rules of order of the Public Hearing and advised that the bylaws will be considered further at the next Council Meeting on March 30, 2021.

1) 2014-070-RZ, 10470 245B Street and 24589 104 Avenue
Lot 9 Section 10 and 11 Township 12 New Westminster District Plan 72100
Lot 10 Section 10 and 11 Township 12 New Westminster District Plan 72100

Maple Ridge Official Community Plan Amending Bylaw 7156-2015
To adjust the area designated Conservation around the watercourse.

Maple Ridge Zone Amending Bylaw 7157-2015
To rezone from RS-2 (Single Detached Suburban Residential) to RS-1b (Single Detached (Medium Density) Residential).

The current application is to adjust the area designated Conservation around the watercourse as well as permit a future subdivision of 11 lots and 0.277ha (0.68 acres) of dedicated parkland.

The Corporate Officer advised that 29 notices were mailed out in relation to this application and that no correspondence was received on this item.

M. McMullen, Manager of Development and Environmental Services gave a detailed description providing information on the application.

The Mayor called for speakers three times.

There being no comment, the Mayor declared this item dealt with.

2) **2019-409-RZ, 12471 223 Street**
Lot 39 District Lot 400 Group 1 New Westminster District Plan 30974

Maple Ridge Zone Amending Bylaw 7613-2020
To rezone from RS-1 (Single Detached Residential) to R-4 (Single Detached (Infill) Urban Residential). The current application is to permit the future subdivision of 2 lots.

M. McMullen, Manager of Development and Environmental Services gave a detailed description providing information on the application.

The Corporate Officer advised that 45 notices were mailed out in relation to this application and that correspondence expressing concern with the application was received from Debbera Rail and Wendi Quarfordt and that correspondence in favour of the application was received from Cameron Tippe.

The Mayor called for speakers on first call.

Francis Wong
Mr. and Mrs. Wong are not in favour of the application. Mr. Wong advised that correspondence was submitted to the Clerk's Department. He expressed concern with the impact of increasing density on the residential character of the existing neighbourhood. He did not see a need to densify the area and did not wish to see a precedence sent by having existing teardown houses become investment properties which may then fall into neglect while waiting for a developer to purchase them. He requested a definition of the R-4 zone. Mr. Wong also expressed concern with the impact of investment properties and stated he wished to see the area kept as a family neighbourhood.

Mrs. Wong reiterated her husband's concerns with the application in terms of the impact of densification and with the character of the homes being built not being consistent with the neighbourhood.

The Mayor called for speakers on second and third call.

There being no further comment, the Mayor declared this item dealt with.

3) **2018-182-RZ, 11040 Cameron Court**
Lot 34 Section 10 Township 12 New Westminster District Plan 66748

Maple Ridge Zone Amending Bylaw 7562-2019
To rezone from RS-2 (Single Detached Suburban Residential) to RS-1d (Single Detached (Half Acre) Residential). The current application is to permit the future subdivision of 6 lots utilizing density bonus provisions in the Zoning Bylaw.

M. McMullen, Manager of Development and Environmental Services gave a detailed description providing information on the application.

The Corporate Officer advised that 17 notices were mailed out in relation to this application and that no correspondence was received on this item.

The Mayor called for speakers three times.

There being no comment, the Mayor declared this item dealt with.

4) **2018-190-RZ, 23627 132 Avenue**
Lot 20 Section 28 Township 12 New Westminster District Plan 47603

Maple Ridge Zone Amending Bylaw 7470-2018
To rezone from RS-2 (Single Detached Suburban Residential) to RM-1 (Low Density Townhouse Residential). The current application is to permit the future construction of a 23 unit residential townhouse development.

M. McMullen, Manager of Development and Environmental Services gave a detailed description providing information on the application.

The Corporate Officer advised that 193 notices were mailed out in relation to this application and that correspondence expressing concern with the application was received from Kim Matthews.

The Mayor called for speakers three times.

There being no comment, the Mayor declared this item dealt with.

5) **2020-031-RZ**
Maple Ridge Zone Amending Bylaw 7629-2020
The current application is to define and prohibit vape retail within the City of Maple Ridge.

D. Hall, Planner gave a detailed description providing information on the application.

Note: Councillor Duncan left the meeting at 7:40 p.m. and returned at 7:43 p.m.

The Corporate Officer advised that no notices were mailed out in relation to this application.

The Mayor called for speakers three times.

There being no comment, the Mayor declared this item dealt with.

6) **2021-032-AL, (Golden Ears Way) Plan NWP63218, District Lot 280 Group 1 New Westminster Land District DEDICATED PARK & 63221**
To exclude an 8.5 hectare (21 acre) parcel from the Agricultural Land Reserve. The current application is to exclude the subject parcel from the Agricultural Land Reserve to allow for a Metro Vancouver sewer main included within plans for regional growth management and sewer servicing.

D. Hall, Planner gave a detailed description providing information on the application.

Metro Vancouver Representatives
Al Gibb, Program Manager and Rajiv Johya, Project Manager Force Main, provided an overview of the proposed application. They spoke on technical details, construction timelines, environmental restoration and public engagement.

The Corporate Officer advised that 78 notices were mailed out, including properties in the City of Pitt Meadows within 50 meters of the application, in relation to this application and that no correspondence was received on this item.

The Mayor called for speakers three times.

There being no comment, the Mayor declared this item dealt with.

Having given all those persons whose interests were deemed affected by the matters contained herein a chance to be heard, the Mayor adjourned the Public Hearing at 7:58 p.m.

M. Morden, Mayor

Certified Correct

S. Nichols, Corporate Officer

701.1 Development Agreements Committee

CITY OF MAPLE RIDGE
DEVELOPMENT AGREEMENTS COMMITTEE

March 17, 2021
Mayor's Office

CIRCULATED TO:

Michael Morden, Mayor
Chair

Al Horsman, Chief Administrative Officer
Member

Catherine Schmidt, Recording Secretary

---

1. 2017-035-RZ

LEGAL:	Lot 1 Section 17 Township 12 New Westminster District Plan EPP98989 Except: Those Parts Shown as Road on Plan EPP98988 Related Plan Number EPP98989
PID:	n/a
LOCATION:	11775/11781 Burnett Street
OWNER:	1083144 B.C. Ltd. (Inderdeep Basi and Talya Grewal)
REQUIRED AGREEMENTS:	Rezoning Servicing Agreement Stormwater Management Covenant Visitor Parking Covenant Geotechnical Covenant Housing Agreement Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENTS AS THEY RELATE TO 2017-035-RZ.

CARRIED

2. 20-109929 BG

LEGAL:	Lot 1 Section 20 Township 12 New Westminster District Plan 84183
PID:	015-631-486
LOCATION:	12515 230 Street
OWNER:	Dawid Szklarek
REQUIRED AGREEMENTS:	Temporary Residential Use Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 20-109929 BG.

CARRIED

3. 2017-437-SD

LEGAL:	Lot 3 Section 12 Township 12 New Westminster District Plan EPP38728
PID:	031-014-470
LOCATION:	11142 256 Street
OWNER:	Kiran and Santhi Sayyaparaju
REQUIRED AGREEMENTS:	Release of Covenant (CA5924996)

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 2017-437-SD.

CARRIED

4. 18-110155 BG

LEGAL:	Lot 2 District Lot 245 Group 1 New Westminster District Plan EPP48069
PID:	029-528-933
LOCATION:	21438 121 Avenue
OWNER:	Debbie Asirvatham
REQUIRED AGREEMENTS:	Temporary Residential Use Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 18-110155 BG.

CARRIED

5. 19-119416 BG

LEGAL:	Lot 43 District Lot 403 Group 1 New Westminster District Plan EPP88213
PID:	030-658-527
LOCATION:	23185 113 Avenue
OWNER:	Cody and Sara Lawson
REQUIRED AGREEMENTS:	Temporary Residential Use Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 19-119416 BG.

CARRIED

Michael Morden, Mayor
Chair

Al Horsman, Chief Administrative Officer
Member

N

Scale: 1:1,500

Legend

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

11775/11781 Burnett St

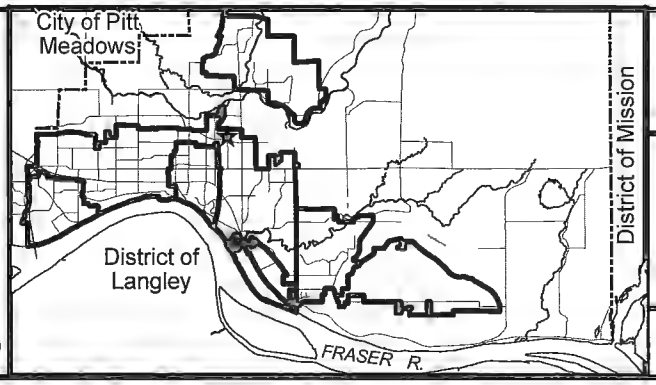
PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia

mapleridge.ca

2017-035-RZ
DATE: Feb 14, 2017
BY: JV

Scale: 1:1,000



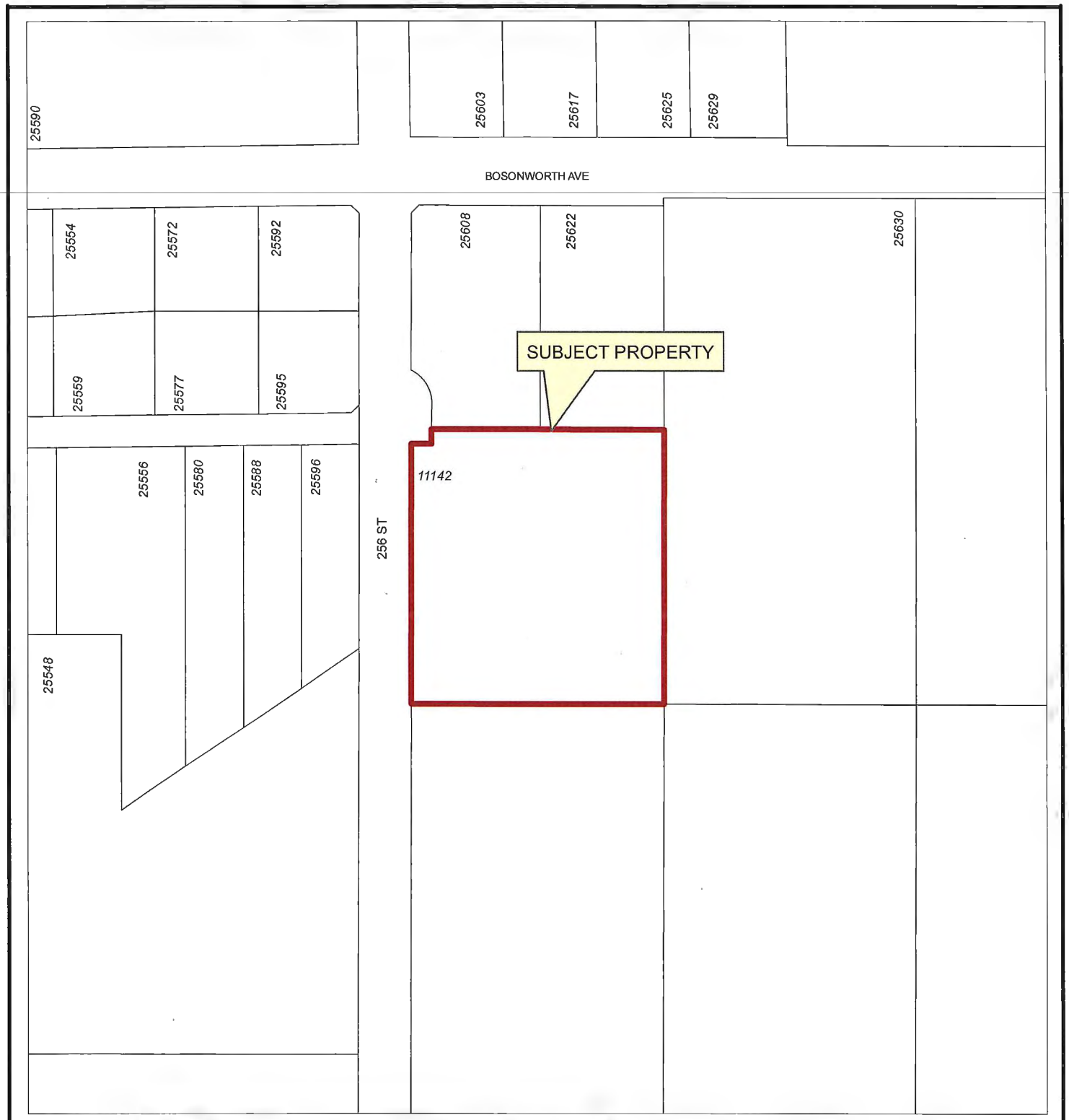
12515 230 Street

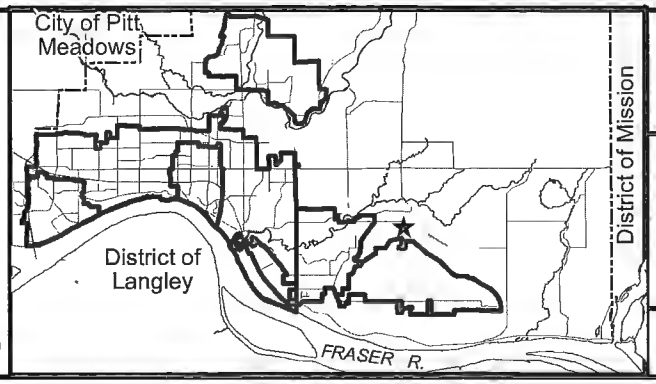
LICENCES, PERMITS & BYLAWS DEPT.

MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: Untitled
DATE: Mar 15, 2021
BY: MS





N

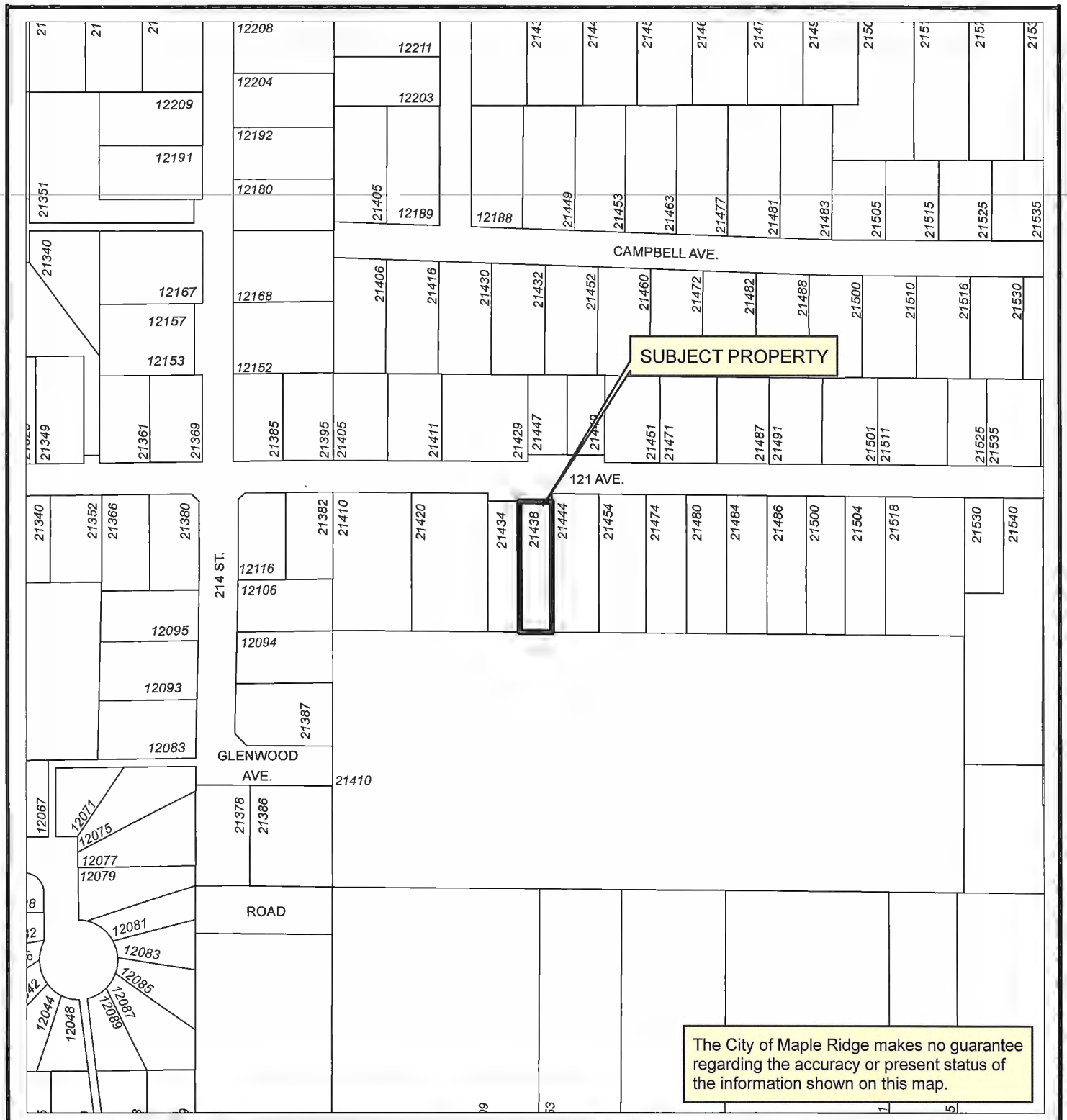
Scale: 1:2,000

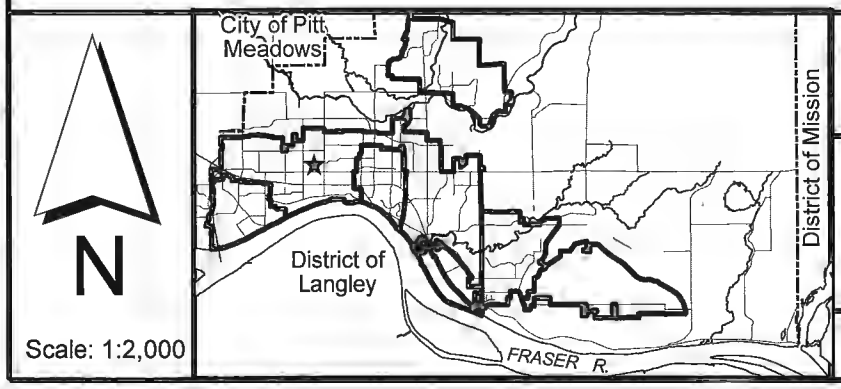
11142 256 STREET
PID: 010-697-861

PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia
mapleridge.ca

FILE: Untitled
DATE: Mar 11, 2021
BY: PC





21438 121 Ave

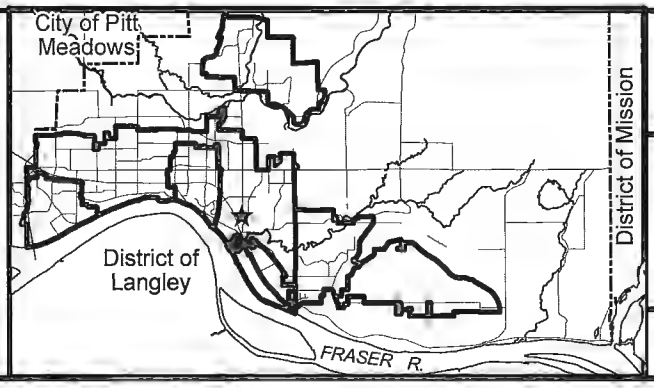
ENGINEERING DEPARTMENT

MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: Untitled
DATE: Mar 12, 2021
BY: NV

Scale: 1:2,000



23185 113 Ave

ENGINEERING DEPARTMENT

MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: Untitled
DATE: Mar 16, 2021

BY: NV

701.2 Minutes of Meetings of Committees and Commissions of Council

MAPLE RIDGE
British Columbia
mapleridge.ca

City of Maple Ridge
Audit & Finance Committee
MEETING MINUTES

The Minutes of the Regular Meeting of the Audit & Finance Committee held virtually and in the Blaney Room, City Hall on January 20, 2021 at 10:30 am.

COMMITTEE MEMBERS PRESENT
Councillor Robson*
Councillor Dueck
Mayor Morden

STAFF MEMBERS PRESENT

Al Horsman	Chief Administrative Officer
Christina Crabtree*	General Manager Corporate Services
Catherine Nolan	Corporate Controller
Trevor Thompson	Director of Finance
Erin Mark	Clerk 3

*Participated remotely due to the COVID-19 pandemic.

Note: Mayor Morden chaired the meeting until Item 5.2 Selection of Committee Chair.

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

R/2021-AFC-001
It was moved and seconded

That the agenda for the January 20, 2021 Audit & Finance Committee meeting be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES - Nil

4. DELEGATIONS – Nil

5. NEW AND UNFINISHED BUSINESS

5.1. Role of the Audit and Finance Committee

The Corporate Controller provided a brief overview of the Committee's Terms of Reference and inquired if the Committee felt any changes were required. The Committee did not request any amendments to the Committee's Terms of Reference.

5.2. Selection of Committee Chair

Mayor Morden called for nominations for Chair of the Audit and Finance Committee.

R/2021-AFC-002
It was moved and seconded

That Mayor Morden be elected as the Chair of the Audit and Finance Committee.

CARRIED

Note: Mayor Morden continued chairing the meeting after his election.

5.3. Fee for Service Agreements Review

The Corporate Controller spoke about the Fee for Service Agreements Review which was referred to the Committee by Council during the January 12, 2021 Council Workshop meeting and asked the Committee members for their comments on type of review, scope and timeline. Members agreed a Fee for Service Policy review was required and requested staff present a recommendation report to the Audit and Finance Committee in late spring 2021.

5.4. 2021 Meeting Schedule

The Committee reviewed the proposed schedule which included quarterly meetings. The Committee requested additional meetings be added on a monthly basis. Staff will develop an expanded meeting schedule and present it at the next Committee meeting.

5.5. 2020 Audit Planning

The Corporate Controller introduced Brian Szabo representing BDO Canada LLP who will be completing the City's 2020 Audit. Mr. Szabo provided an overview of BDO's 2020 Audit Planning Report and noted that most of the report is consistent with prior years. Committee members asked Mr. Szabo and staff questions about the upcoming audit.

6. QUESTION PERIOD – Nil

7. NOTICE OF CLOSED MEETING

R/2021-AFC-003
It was moved and seconded

The meeting will be closed to the public pursuant to Sections 90 (1) and 90 (2) of the *Community Charter* as the subject matter being considered relates to the following:

Section 90(1)(l) Discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

Any other matter that may be brought before the Committee of Council that meets the requirements for a meeting closed to the public pursuant to Sections 90 (1) and 90 (2) of the Community Charter or Freedom of Information and Protection of Privacy Act.

CARRIED

8. ADJOURNMENT at 11:37 am

Mayor Mike Morden, Chair
/em

City of Maple Ridge
Community Development & Enterprise Services Committee
MEETING MINUTES

The Minutes of the Regular Meeting of the Community Development & Enterprise Services Committee held virtually and in the Blaney Room, City Hall on March 3, 2021 at 1:00 pm

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
David Pollock*	General Manager Engineering Services
Laura Benson	Senior Policy and Sustainability Analyst
Lisa Zosiak*	Manager of Community Planning
Chuck Goddard*	Director of Planning
Wendy Dupley*	Director, Economic Development and Tourism
Stephanie Nichols	Corporate Officer
Erin Mark	Clerk 3

*Participated remotely due to the COVID-19 pandemic.

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

R/2021-CDES-007
It was moved and seconded

That the agenda of the March 3, 2021 Community Development & Enterprise Services Committee be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

R/2021-CDES-008
It was moved and seconded

That the minutes of the January 25, 2021 Community Development & Enterprise Services Committee meeting be adopted as circulated.

CARRIED

4. DELEGATIONS – Nil

5. NEW AND UNFINISHED BUSINESS

5.1. Thornhill Background Report

The General Manager of Planning and Development Services introduced the item and the Manager of Community Planning gave a presentation providing a snapshot of the current context in terms of OCP policy, population projections, and potential future development of the Thornhill area. The Manager of Community Planning noted that the Thornhill Background Report scheduled to be presented at the March 30th Council Workshop meeting contains a recommendation that staff complete a scoping report and that $100,000 was budgeted during 2021 Business Planning to begin the background studies that will help form the scoping report.

Committee members provided their feedback and discussed the demand for commercial and industrial real estate in Maple Ridge and Metro Vancouver. Members asked staff about the various background studies that are required and the sequencing of the studies. Staff clarified that the background studies are not completed exclusive of one another and that they are intended to provide Council with the best information available to make an informed decision. Committee members supported that the Thornhill Background Report be presented to Council for consideration.

5.2. Process for Committee Agenda Development

The Committee Chair spoke about the need for clarification on how items are added to Standing and Select Committee meeting agendas. The Corporate Officer stated that the Council Procedure Bylaw, which Committees follow, was currently under review and that legal advice received by the City clarified that Amendments to the Agenda should only be used to move or edit existing items on the agendas, that items added to Matters Deemed Expedient should be time sensitive in nature and that Notices of Motion are used to add items to the following meeting's agenda to allow time for staff to prepare.

The Committee discussed having the Committee Review Task Force meet with Select Committees to discuss the role and mandate of the Committees which should be in alignment with Council's Strategic Plan.

5.3. Q1 Report to Council

The Senior Policy and Sustainability Analyst spoke about Council's request to receive an update on the Community Development & Enterprise Services Committee before the end of Q1 2021. The Committee discussed the required information and format for the presentation that is scheduled for the March 23, 2021 Committee of the Whole meeting.

5.4. 2021 Committee Meeting Schedule

The Committee reviewed the revised Committee meeting schedule that included date changes requested during the January 25, 2021 meeting.

R/2021-CDES-009
It was moved and seconded

That the revised 2021 Community Development & Enterprise Services Committee meeting schedule be adopted as circulated.

CARRIED

6. QUESTION PERIOD – Nil

7. NOTICE OF CLOSED MEETING – Nil

8. ADJOURNMENT at 2:03 pm

Judy Dueck

Councillor Judy Dueck, Chair

/em

MAPLE RIDGE
British Columbia
mapleridge.ca

City of Maple Ridge

TO:	His Worship Mayor Michael Morden and Members of Council	**MEETING DATE:**	March 30, 2021
		FILE NO:	05-1630-01-2021
FROM:	Chief Administrative Officer	**MEETING:**	Council

SUBJECT: **Disbursements for the month ended January 31, 2021**

EXECUTIVE SUMMARY:

The disbursements summary for the past period is attached for information. All voucher payments are approved by the Director of Finance or Corporate Controller. Expenditure details are available by request through the Finance Department.

RECOMMENDATION:

That the disbursements as listed below for the month ended January 31, 2021 be received for information only.

GENERAL	$	12,743,693
PAYROLL	$	1,816,312
PURCHASE CARD	$	113,559
	$	14,673,564

DISCUSSION:

a) Background Context:

The adoption of the Five Year Consolidated Financial Plan has appropriated funds and provided authorization for expenditures to deliver municipal services.

The disbursements are for expenditures that are provided in the Financial Plan Bylaw or subsequently approved through Council Resolution.

b) Citizen/Customer Implications:

The citizens of Maple Ridge are informed on a routine monthly basis of financial disbursements.

702.1

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

Highlights of larger items included in Financial Plan or Council Resolution

• Double V Construction – Albion Community Centre	$	211,572
• Ministry of Transportation - Haney Bypass improvements	$	673,105
• Municipal Insurance Association - Annual property & liability insurance	$	920,842
• Province of BC– Q3 Integrated Homicide Investigation Team costs	$	155,461
• Ridge Meadows Recycling Society - Monthly contract for recycling	$	277,733
• Safetek Emergency Vehicles - 2X 2020 Spartan fire engine	$	2,622,481
• Sandpiper Contracting Llp - Watermain replacement & sanitary sewer rehabilitation (216-222 St	$	909,268
• Yellowridge Construction Ltd - Maple Ridge Fire Hall #4	$	227,383

d) **Policy Implications:**

Corporate governance practice includes reporting the disbursements to Council monthly.

CONCLUSION:

The disbursements for the month ended January 31, 2021 have been reviewed and are in order.

Prepared by: **Trevor Hansvall**
Accountant 1

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

Approved by: **Christina Crabtree**
General Manager Corporate Services

Concurrence: **Al Horsman**
Chief Administrative Officer

CITY OF MAPLE RIDGE

MONTHLY DISBURSEMENTS - Jan 2021

VENDOR NAME	DESCRIPTION OF PAYMENT		AMOUNT
Antiquus Arch Consultants	Hammond Rd multi use path (archaeological impact assessment)		15,180
Aplin & Martin Consultants	Abernethy Way improvements		31,495
Associated Engineering (BC) Ltd	225 St forcemain upgrade	20,362	
	Water & sanitary main (Steeves St)	3,095	23,457
Associated Fire Safety	Firefighter equipment		27,468
BC Hydro	Electricity		156,277
BC Plant Health Care Inc	Inspection, risk assessment & tree removal		64,512
BC SPCA	Contract payments		67,848
CUPE Local 622	Dues - pay periods 21/01 & 21/02		30,990
Chandos Construction Ltd	Maple Ridge Leisure Centre upgrades		29,421
Chase Office Interiors	Office furniture		21,653
City of Pitt Meadows	Contributions from sports field users		33,567
Damax Consultants	Security refund		123,300
Dams Ford Lincoln Sales Ltd	3X Ford F-250 Super Duty		136,619
Double V Construction Ltd	Albion Community Centre		211,572
Downtown Maple Ridge Business	BIA funding & security	145,450	
	Facade improvement project	17,594	163,044
Drake Excavating (2016) Ltd	225 St pump station replacement	10,764	
	Ritchie Ave storm sewer repair	14,028	24,792
Fortis BC	Natural gas	28,033	
	Relocate gas main to allow construction at Firehall #4	68,944	96,978
Fraser City Installations Ltd	Traffic signal improvements (248 St)		89,598
Golden Ears Alarm Systems	Alarm System (Firehall #4)		24,561
Greater Vancouver Sewerage & Drainage	Development cost charges collection Jul-Dec'20		367,798
Green Landscape Experts Ltd	Tree replacement program		31,951
Guillevin International Inc	Firefighter equipment		16,390
Hallmark Facility Services Inc	Janitorial services & supplies		66,909
Insight Canada Inc	50X Asus Chromebook + Licenses		38,338
ISL Engineering & Land Services	Engineering design for watermain replacement (216-222 St)		24,906
Lafarge Canada Inc	Roadworks material		74,242
Mainland Ford Ltd	2020 Ford F-150 XL		48,012
Manulife Financial	Employer/employee remittance		363,698
Maple Leaf Disposal Ltd	Refuse container and litter collection		15,677
Maple Ridge & PM Arts Council	Arts Centre contract	57,493	
	Program revenue (Dec)	4,458	61,951
Maple Ridge Museum & Archives	Fee for service		103,795
McElhanney Consulting Services	Abernethy Way extension (232 - 256 St)	4,973	
	Culvert replacement (132 Ave)	7,760	
	Multi-use path design (Fern Cr)	27,220	39,952
Metro Motors Ltd	3X Ford Escape Titanium		118,524
Ministry of Transportation	Haney Bypass improvements		673,105
Morden, Michael & Hilary	Security refund		41,199
Municipal Insurance Association	Annual property & liability insurance		920,842
Municipal Pension Plan BC	Employer/employee remittance		512,530
Now Solutions Inc	HR & Payroll maintenance (Nov'20 - Nov'21)		97,979
Nustadia Recreation Inc	Subsidized ice purchased by P&LS on behalf of user groups (Dec)		72,034
Pacific Bending Inc	Christmas lighting/candy cane fixtures		16,446
Pacific Surrey Construction	Curbside chipping program		28,841
Prime Traffic Solutions Ltd	Traffic control		21,030
Province of British Columbia	Employer health tax	162,389	
	School tax remittance	91,764	
	Q3 Integrated Homicide Investigation Team costs	155,461	409,615
RF Binnie & Associates Ltd	Professional fees/consulting		43,124

VENDOR NAME	DESCRIPTION OF PAYMENT		AMOUNT
RCMP - Receiver General for Canada	Green Timbers ongoing payment		142,153
Receiver General For Canada	Employer/employee remittance		780,379
RG Arenas (Maple Ridge) Ltd	Curling rink operating expenses (Oct/Nov)	22,081	
	Ice rental (Nov/Dec)	82,328	104,408
Ricoh Canada Inc	Quarterly copy usage		15,208
Ridge Meadows Seniors Society	Quarterly operating grant		54,330
Ridge Meadows Recycling Society	Litter pick up	1,569	
	Monthly contract for recycling	277,733	279,302
RTR Terra Contracting Ltd	Culvert replacement (132 Ave)		29,084
Safetek Emergency Vehicles	2X 2020 Spartan fire engine		2,622,481
Sandpiper Contracting Llp	Watermain replacement & sanitary sewer rehabilitation (216-222 St)		909,268
Simcic + Uhrich Architects	Consulting services		23,127
South Coast BC Trans Authority	DCC collection Jul-Dec'20		220,540
Stantec Consulting Ltd	232 St PRV replacement	17,512	
	236 St water pump station	43,126	60,638
Staples - Corporate Express Canada	Office supplies		17,872
Stewart Mcdannold Stuart	Professional fees		25,002
Strata Plan LMS Commercial	Panorama strata fees		17,749
Suchlandt, Harry	Security refund		107,372
Suncor Energy Products	Gasoline & diesel fuel		54,952
Suttle Recreation Inc	Playground equipment (Holly Park)		58,488
Tetra Tech Canada Inc	2020 roadway data collection & pavement management system		46,624
Tikal Construction Ltd	MRSS track upgrades		30,888
Total Power Ltd	Generator maintenance		15,978
Tundra Plumbing Ltd	Miscellaneous repairs and maintenance		20,437
Union BC Municipalities	Refund grant prepayment for cancelled project		37,368
Urban Lumberjack Tree Services	Roadside brush and chipping		44,318
Valley Geotechnical	Albion Community Centre		24,115
Warrington PCI Management	Tower common costs		98,094
Westridge Security Ltd	Community patrols	11,907	
	Static guard service	12,714	24,621
Workers Compensation Board BC	Employer/Employee remittance		127,333
Xylem Canada Company	Dike 13 pump station replace (recoverable)		59,556
Yellowridge Construction Ltd	Maple Ridge Fire Hall #4		227,383
Zoom Audio Visual Networks Inc	Install video conferencing system (Operations Centre)		26,824

Disbursements In Excess $15,000		**11,887,109**
Disbursements Under $15,000		**856,584**
Total Payee Disbursements		**12,743,693**
Payroll	PP21/01 & PP21/02	**1,816,312**
Purchase Cards - Payment		**113,559**
Total Disbursements January 2021		**14,673,564**

MAPLE RIDGE
British Columbia
mapleridge.ca

CITY OF MAPLE RIDGE

TO:	His Worship Mayor Michael Morden and Members of Council	**MEETING DATE:**	March 30, 2021
		FILE NO:	05-1880-20-2021
FROM:	Chief Administrative Officer	**MEETING:**	Council
SUBJECT:	**2021 Council Expenses**		

EXECUTIVE SUMMARY:

In keeping with Council's commitment to transparency in local government, the attached schedule lists Council expenses recorded to February 28, 2021. 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 No. 3.07 "Council Training, Conferences and Association Building". The budget for Council includes the provision noted in Policy No. 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, CPA, CGA**
Director of Finance

Approved by: **Christina Crabtree**
General Manager Corporate Services

Approved by: **Al Horsman**
Chief Administrative Officer

702.2

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Cell Phones / iPads	Totals
Dueck, Judy					
January	Portable electronic device charges (e.g. IPad)			5.35	
February	Portable electronic device charges (e.g. IPad)			5.35	
March	Ridge Meadows Hospice Society White Dove Dinner		41.31		
April					
May					
June					
July					
August					
September					
October					
November					
December					
		-	41.31	10.70	52.01
Duncan, Kiersten					
January	Cell phone charges			48.15	
	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					
April					
May					
June					
July					
August					
September					
October					
November					
December					
		-	-	107.00	107.00

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Cell Phones / iPads	Totals
Meadus, Chelsa					
January	Portable electronic device charges (e.g. IPad)			5.35	
February	2020 Business Excellence Award Virtual Gala		25.00		
	Portable electronic device charges (e.g. IPad)			5.35	
March	Ridge Meadows Hospice Society White Dove Dinner		40.00		
April					
May					
June					
July					
August					
September					
October					
November					
December					
		-	65.00	10.70	75.70
Morden, Mike					
January					
February	2020 Business Excellence Award Virtual Gala		25.00		
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
		-	25.00	-	25.00

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Cell Phones / iPads	Totals
Robson, Gordy					
January	Portable electronic device charges (e.g. IPad)			5.35	
February	2020 Business Excellence Award Virtual Gala		25.00		
	Portable electronic device charges (e.g. IPad)			5.35	
March	Ridge Meadows Hospice Society White Dove Dinner		40.00		
April					
May					
June					
July					
August					
September					
October					
November					
December					
		-	**65.00**	**10.70**	**75.70**
Svendsen, Ryan					
January	Portable electronic device charges (e.g. IPad)			5.35	
February	LGLA Annual Leadership Forum	200.00			
	Portable electronic device charges (e.g. IPad)			5.35	
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
		200.00	-	**10.70**	**210.70**

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Cell Phones / iPads	Totals
Yousef, Ahmed					
January	Portable electronic device charges (e.g. IPad)			5.35	
February	2020 Business Excellence Award Virtual Gala		25.00		
	Portable electronic device charges (e.g. IPad)			5.35	
March	Ridge Meadows Hospice Society White Dove Dinner		41.31		
April					
May					
June					
July					
August					
September					
October					
November					
December					
		-	66.31	10.70	77.01
TOTALS		200.00	262.62	160.50	623.12

MAPLE RIDGE
British Columbia
mapleridge.ca

City of Maple Ridge

TO:	His Worship Mayor Michael Morden and Members of Council	**MEETING DATE:**	March 23, 2021
		FILE NO:	**01-0540-30-04**
FROM:	Chief Administrative Officer	**MEETING:**	C o W

SUBJECT: Fraser River Waterfront Revitalization Initiative

EXECUTIVE SUMMARY:

At their January 25, 2021 meeting, the Community Development and Enterprise Services Committee (CDES) approved Resolution R/2021-006 ***"that the possibility of a feasibility review of revitalizing waterfront development be referred to Council by the Community Development & Enterprise Services Committee."***

The Community Development and Enterprise Services Committee's resolution was forwarded to the Regular Council meeting on February 23 for consideration. Representatives from the Surrey Board of Trade and Purpose Driven Development ("the proponents") had requested to appear as a delegation at this meeting to present information on their *"Fraser River Waterfront Revitalization Initiative: A Regional Economic Recovery Strategy"* ("the proposal"). This request was denied as it was determined that a Regular Council meeting was not the appropriate venue to discuss this proposal.

During the Regular Council Meeting on February 23, 2021, Council was asked to consider the following resolution and alternative:

1191 Community Development and Enterprise Services Development Resolution

- That staff proceed with exploring the possibility of a feasibility review to revitalize waterfront development as per a resolution the Community Development & Enterprise Services Committee carried at a January 25, 2021 meeting.

Alternative

- 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.

Council did not feel that they had enough information to pass the above resolution and alternative. After discussion, Council approved a motion stating **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.**

RECOMMENDATION:

For information only.

702.3

DISCUSSION:

a) Background Context:

On September 11, 2020 the Surrey Board of Trade and Purpose Driven Development presented the *"Fraser River Waterfront Revitalization Initiative: A Regional Economic Recovery Strategy"* to the Metro Vancouver Regional Planning Committee in support of their request for $250,000 - $300,000 to fund their proposed study. Metro Vancouver subsequently denied their request for funding as they believed the proposal did not align with Metro Vancouver's Regional Growth or Industrial Land Strategies. Metro Vancouver was specifically concerned the proposal, as presented, did not provide enough information to assess its alignment with Metro Vancouver's various long-range strategies, particularly *Metro 2040*. Metro Vancouver agreed to provide in-kind staff support "to ensure the regional vision and policies of the Regional Growth Strategy inform potential outcomes of the initiative."

The proponents have also approached the City of Surrey and Township of Langley, but neither community has formally endorsed or supported this project at this time.

Staff have had discussions with counterparts at the City of Surrey who shared that the Surrey Board of Trade and Purpose Driven Development were initially looking at a plan focused on redeveloping the Bridgeview industrial area in Surrey which has not been supported by the City of Surrey and does not appear to be consistent with the Metro Vancouver Regional Growth Strategy.

Staff at the Township of Langley shared that their Council has not reviewed or had any formal discussions on supporting this proposal.

At their regular Council meeting on February 8, 2021 Langley City Council voted to decline the Surrey Board of Trade's request to provide funding or to participate in a working group. The staff report noted that "while the goals of the initiative are supportable, it is preferable for the City to participate in this type of initiative through Metro Vancouver's various committees and working groups so that we are in alignment with the region's vision and policy along the Fraser River." Staff report is included as Attachment C.

b) Proposal to Maple Ridge Council

Since their presentation to the Metro Vancouver Regional Planning Committee, the proponents informed Maple Ridge staff that they have modified their initial proposal to better align their project with Metro Vancouver's Regional Growth Strategy and Mayors' Council initiatives. They have indicated that the new focus of their research proposal is on "active transportation, promoting environmental sustainability, combating climate change through collaborative river management, and building affordable housing" on a regional basis.

The proponents have clarified that they are no longer seeking to identify any industrial lands for potential rezoning for residential, office or mixed-use development, nor have they identified any specific properties, areas or communities they wish to include in their study but will do so as part of their consultations should the project proceed.

During these subsequent staff discussions, the Surrey Board of Trade clarified their requests to the City of Maple Ridge as follows:

1. Act as the lead or co-lead applicant to the Federation of Canadian Municipalities (FCM) Green Municipal Fund on their behalf for funding to develop "a Regional Strategy and Revitalization Roadmap."

2. Provide a letter of support for the *"Fraser River Waterfront Revitalization Initiative: A Regional Economic Recovery Strategy"*.
3. Provide representation in the working group by contributing staff time.

c) Information on the Federation of Canadian Municipalities Green Municipal Fund

The Surrey Board of Trade and Purpose Driven Development require a municipal partner to apply on their behalf (i.e. act as the lead applicant) to the FCM's Green Municipal Fund. The proponents have provided staff with a high-level estimate of $209,000 to complete the proposed study.

Please note, the proponents have not identified any specific properties or areas to study, and are not planning to look for opportunities to re-zone industrial land (i.e. brownfield properties which would require remediation prior to development).

The Federation of Canadian Municipalities Green Municipal Fund has four sub-streams:

1. **Signature Initiatives**
   - Bold environmental projects that reduce GHG emissions and protect the air, water or land
   - Target: A new building must reduce design energy consumption by at least 45% compared to the National Energy Code for Buildings (NECB) 2011.
2. **Brownfield Redevelopment**
   - Initiatives that have potential to bring a brownfield site back into economically productive use
   - Target: A new building must reduce design energy consumption by at least 45% compared to the National Energy Code for Buildings (NECB) 2011.
3. **Renewable Energy Production on a Brownfield**
   - Initiatives that generate renewable energy on a brownfield site, with or without its remediation.
   - Target: Examine either the financial performance of environmentally proven initiatives, or the financial or environmental performance of a new initiative as well as the initiative's social benefits.
4. **Site Remediation or Risk Management**
   - Initiatives that have the potential to bring a brownfield site back into economically productive use.
   - Target: Examine either the financial performance of environmentally proven initiatives, or the financial or environmental performance of a new initiative. The study should also assess the initiative's social benefits.

Three types of projects can take place under each stream with available funding listed below:

1. **Studies:** Up to 50% of project costs to a maximum of $175,000
2. **Pilot Projects:** Up to $500,000 to cover up to 50 per cent of eligible costs
3. **Capital Projects:** Low-interest loan with potential for up to 15 per cent in the form of a grant

Applicants to an FCM program must provide supporting documents which include a letter confirming consultation with the Provincial Government, a letter confirming funding sources, and a letter confirming a cash contribution of no less than 10 per cent of eligible costs on the part of the municipal applicant. Brownfield initiatives also require Phase 1 Environmental Site Assessments prior to application.

FCM Green Municipal Fund project requirements

The fund requires that initiatives built on remediated brownfields must have the potential to reduce energy consumption by at least 45 per cent compared to the National Energy Code for

Buildings (NECB) 2011, and conform to provincial soil quality standards. They fund studies "that examine either the financial performance of environmentally proven initiatives, or the financial or environmental performance of a new initiative. [The] study should also assess the initiative's social benefits (e.g., better health for residents, job creation, youth engagement, and whether people will use it). Phase 2 Environmental Site Assessments (or equivalent assessments as required in your province or territory), and site-specific remedial action plans or risk management plans are considered feasibility studies."

FCM Green Municipal Fund Brownfield definition

The Green Municipal Fund defines a brownfield as *"an abandoned, vacant, derelict or under-utilized commercial, institutional or industrial property where past actions have resulted in actual or perceived contamination or a threat to public health and safety, and where there is an active potential for redevelopment."*

Note: The proponents have indicated to staff they are not planning to include any industrial lands in their proposed study.

Analysis of Funding Sources and Potential External Partnerships

In their public presentations to Metro Vancouver and Langley City Council, the proponents have stated they are looking for $250,000 – $300,000 in funding support. More recently, the proponents have informed CMR staff they are estimating $209,000 for the development of a "Regional Strategy and Revitalization Roadmap."

At this point, the proponents have not secured any funding for their project, but have applied to the Real Estate Foundation of BC for $104,000 and to Western Economic Diversification for up to $209,000.

Based on the preliminary budget estimate provided by the proponents, if a successful application were made to the FCM programs, as the lead applicant to the Green Municipal Fund, the City of Maple Ridge would be required to fund a minimum of 10 per cent of project costs. The City would be required to allocate a minimum of $20,900 and up to $150,000 based on receiving 50 per cent funding from FCM, and would be responsible for any unfunded project costs.

No other municipality has provided a letter of support for the project at this point and staff were not aware of any discussions having taken place other than with the municipalities mentioned earlier in this report.

d) Strategic Alignment:

The *"Fraser River Waterfront Revitalization Initiative: A Regional Economic Recovery Strategy"* speaks to a number of regional planning issues typically dealt with by Metro Vancouver, the Mayors' Council, TransLink, Port Metro Vancouver and the Province, as well as local issues dealt with by municipal governments and First Nations. The proponents have not provided a detailed description of the scope, budget or deliverables of their proposal so it is not possible to determine how this project aligns with Maple Ridge's or Metro Vancouver's regional growth strategies, policies and development plans.

When Metro Vancouver decided to deny the request for funding for this proposal, they were specifically concerned the proposal, as presented, did not provide enough information to assess its alignment with Metro Vancouver's various long-range strategies, particularly its potential impact on the limited amount of industrial land available. The Metro Vancouver Industrial Land Strategy notes the region has record low vacancies for industrial land, and faces competition from other types of development– especially residential development. While

industrial lands make up only 4% of the region's land base, they directly account for nearly 27% of the region's jobs, and jobs located in industrial areas have 10% higher salaries than the regional average.

The proposal shared by the proponents includes references to improving the regional active transportation network which is coordinated by TransLink under the direction of the Mayors' Council. The proponents do not appear to have any formal agreements with TransLink or the Mayors' Council to fund or participate in their proposed study.

Metro Vancouver has been working with TransLink, First Nations and other stakeholders to update the existing *Regional Greenways* and *Experience the Fraser* plans into a new *Regional Greenways 2050* plan to create a series of multi-use trails connecting multiple regional parks, communities and other important natural areas and protect ecosystem, similar in nature to those proposed by the proponents.

The Vancouver Fraser Port Authority is the federal agency responsible for the stewardship of the lands and waters that make up the Port of Vancouver including the Fraser River downstream of the confluence of the Fraser River at Kanaka Creek. The Port Authority is a major landholder of waterfront industrial along the Fraser River and has expressed concern that the lack of available industrial land in the lower mainland is constraining future economic growth for the region. It is not clear if this proposal has been presented to the Vancouver Fraser Port Authority or if they have formally supported it.

e) Interdepartmental Implications:

This proposal refers to providing new economic development opportunities, enhancing active transportation and environmental sustainability, and providing additional social housing that will require extensive input from Economic Development, Community Planning, Engineering, and Parks, Recreation and Culture.

f) Business Plan/Financial Implications:

As previously noted, the Green Municipal Fund provides up to 50 per cent funding to a maximum of $175,000, and the City would be responsible for any unfunded project costs.

The proponents have not provided a detailed budget nor have they clearly identified the amount of funding they are requesting the City apply to the FCM Green Municipal Fund on their behalf, so financial implications for this potential application are difficult to gauge. Based on the budget estimates provided by the proponent, the City of Maple Ridge would be would be required to allocate between $104,500 to $150,000 for this proposal based on receiving 50% funding from FCM, and would be responsible for any additional unfunded project costs. It should also be noted the FCM Municipal Green Fund requires the applicant to provide a minimum of 10 per cent of project costs ($20,900 to $30,000) from its own funding.

The financial and staff resources required to complete this project were not included in the approved 2021 Financial Plan and would require a re-allocation of resources from other priority projects. The Economic Development Department has prioritized the development of a holistic Economic Development Strategy and the Planning Department has prioritized a number of area plans, town centre visioning, and the initial exploratory work on Thornhill. The re-allocation of funds and resources for this project would require a re-assessment of timelines and workload of other priority projects previously identified during business planning.

g) **Other Implications:**

The City of Maple Ridge requires the use of Requests for Proposals (RFPs) to ensure taxpayers are receiving the "best value" when the City goes to market to secure goods and services. If the City of Maple Ridge were to choose to be the lead applicant to the Green Municipal Fund, the City's current purchasing policies require staff to develop an RFP to select a consultant for the project as the total value of the project is likely to exceed $20,000. As a result, the City may select a consultant other than the current proponent.

CONCLUSION:

The *"Fraser River Waterfront Revitalization Initiative: A Regional Economic Recovery Strategy"* as currently proposed lacks a significant amount of detail, making it difficult to determine the long-term benefits of this project and the potential financial costs of pursuing this opportunity. The Economic Development Department believes there is value in further exploring the re-development potential of the Maple Ridge waterfront at a later time, and the Town Centre Area Plan already includes potential strategies to improve connections to the waterfront in the Port Haney area. The Economic Development Strategy work will identify opportunities across the community and there's a possibility that Waterfront will be highlighted during the public consultation phase.

This proposal appears to be a regional development project that fits within the mandate and responsibilities of Metro Vancouver and the Mayors' Council. Metro Vancouver has declined to fund this project as they do not believe it aligns with Metro Vancouver's Regional Growth or Industrial Land Strategies. The proponents indicate that they have realigned the project however, they have not yet re-presented it to Metro Vancouver for reconsideration.

Prepared by: **Bruce Livingstone, BBA**
Business Retention and Expansion Officer

Reviewed by: **Wendy Dupley, EcD**
Manager, Economic Development

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

Concurrence: **Al Horsman**
Chief Administrative Officer

Attachments:

(A) Fraser River Waterfront Revitalization Initiative: A Regional Economic Recovery Strategy presentation to Metro Vancouver Regional Planning Committee
(B) Metro Vancouver Regional Planning Committee Agenda Package - October 9, 2020
(C) Fraser River Waterfront Revitalization Staff Report – Langley City

Fraser River Waterfront Revitalization Initiative:

A Regional Economic Recovery Strategy

SURREY BOARD OF TRADE

PURPOSE DRIVEN DEVELOPMENT

Anita Huberman
Chief Executive Officer
Surrey Board of Trade

Carla Guerrera
CEO & Founder
Purpose Driven Development

Carla Guerrera

Founder & CEO, Purpose Driven Development & Planning

- Globally recognized real estate development professional combining the fields of real estate development and urban planning
- Delivered over $1 B of complex real estate development across Canada's top markets over the past 20 years.
- Appointed to Thames Estuary Growth Board, UK's largest growth opportunity focused on the revitalization along the Thames River with a £1.5bn investment and recovery post-Brexit and post-Covid
- Lead in delivering globally award-winning revitalization projects in Canada

Anita Huberman

Chief Executive Officer, Surrey Board of Trade

- Chief Executive Officer with a demonstrated history of working in the civic, business & social organization industry

Fraser River Waterfront Revitalization Initiative

Large-scale revitalization strategy in partnership with municipalities, senior governments, industry, business community, and key decision-makers to achieve a new standard of economic vitality and livability.

- Attract, recruit and retain workforce talent
- Address affordable housing
- Create efficient transit-oriented communities
- Create vibrant Innovation District hub
- Connect communities along waterfront
- New social, community and cultural destinations along waterfront
- Develop new amenities (such as daycares, community centres) to support families and the workforce
- Create opportunities for education, training and diversity in workforce development
- Build capacity for skilled labour and innovation in the workforce

Benefits of Waterfront Revitalization

Social Equity & Inclusion

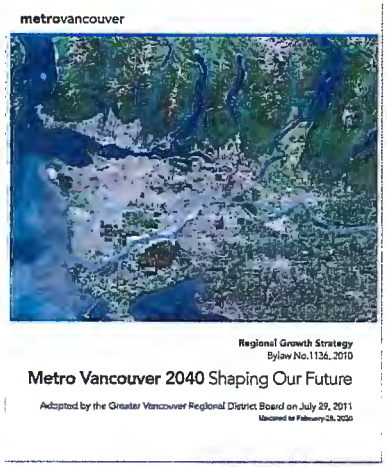
- Re-connect communities to the waterfront through access and placemaking
- Parks, green spaces and pedestrian oriented public spaces

Environmental Protection & Climate Protection

- Create transit first communities with live, work, play neighbourhoods
- Design climate-positive communities that emphasize green growth and reduce greenhouse gas emissions from urban travel

Economic Development & Recovery

- Tax revenues, permitting revenues
- Increase in land value and land capture that can be reinvested back to the city and community priorities
- New sources of municipal revenue



Fraser River Waterfront Revitalization Can Help Achieve Metro Vancouver Policy Priorities

- Supporting the region's economy and economic recovery and prosperity
- Protect the region's valuable natural environment
- Ecological health and supporting land use and transportation patterns to adapt to climate change
- Complete communities with affordable and diverse housing, close to employment and amenities
- Integrating land use and transportation planning to improve movement and reduce ghgs

➢ **Focus only on underutilized lands along the Fraser River to promote and expand on the goals and priorities of Metro Vancouver and local municipalities to balance growth**

➢ Focus on protection of industrial lands through this initiative, not converting industrial lands

Partnerships and Alignment For Revitalization and Economic Recovery

- Develop partnerships with First Nations, private sector, tourism, education, healthcare, industry, municipal and regional governments
- **OUR GOAL: To bring all together and align in one direction on the Fraser River Revitalization Strategy to successfully advance this regional initiative to achieve key revitalization priorities and economic recovery**

Supporters Involved To Date

- City of Surrey
- City of New Westminster
- City of Maple Ridge
- Greater Langley Chamber of Commerce
- Abbotsford Chamber of Commerce
- The Board of Directors (SBOT)
- Fraser Surrey Docks
- International and Industry Trade Team

Kick off Meeting Held in June, 2019

WHY NOW? Revitalization Leverages Economic Growth and Recovery

- For every **$1** public sector invested, there is **$18 to $31** private sector investment for revitalization initiatives
- For every **1 acre of land revitalized, 9 new jobs are created on average**
- Enhanced land value
- Increased tax base
- Unlocked development opportunities and private sector economic bolstering
- Significant social, environmental and community benefits

Thames Estuary Growth Initiative (London, UK)

Thames Estuary

- Collaboration between 17 local municipalities, Port Authority, and industry located along the Thames River and backed by a £1.5bn investment by the UK government
- Vision: to transform the Thames Estuary into a hub for creative and cultural industries and bring job growth and trade capacity back to benefit London
- Goals: drive sustainable, economic growth; regenerate infrastructure; and improve transport and connectivity
- 10 new ports along the Thames and utilize the River as a key transportation corridor

Thames Estuary Growth Board: Clear Vision, Strategy and Implementation Plan

- **Productive places:** support the sustained growth of the Thames Estuary high value, healthy wage sectors, achieving up to 1.3 million new jobs by 2050.
- **Connected places**: improved connections between and within cities, towns, villages and industries for people or goods.
- **Thriving places:** the growing communities which will be home to 4.3 million people by 2035, will pride themselves on their rich cultural and economic activity.
- **Affordable places:** a further 1 million high-quality homes, balanced to suit the affordable needs of the community, will be provided by 2050.
- **Adaptable places:** infrastructure investment will be integrated and multifunctional, maximizing the benefits to people, places, and ecology.
- **Deliverable places:** the Thames Estuary will complete what it has started; delivering the homes and the balanced jobs it has planned, at the required scale and pace. This will be achieved through robust, locally-led governance structures, which build on existing partnerships and bring together, as needed, the area's local authorities.

Fraser River Waterfront Revitalization: Process & Timeline

September 2020 — February 2021

1. PROJECT INITIATION & BACKGROUND REVIEW
2. OPPORTUNITY & CONSTRAINTS, IDENTIFICATION & ANALYSIS
3. CONSULTATION & ROUNDTABLES
4. DEVELOP A FRASER RIVER WATERFRONT REVITALIZATION STRATEGY
5. DEVELOP A REVITALIZATION ROADMAP
6. IMPLEMENTATION OPTIONS & NEXT STEPS

What We Are Requesting:

1. Metro Vancouver Representation in Working Group
2. Budget to Deliver Fraser River Waterfront Revitalization Strategy and Roadmap $250,000 - $300,000

DELIVERABLES TO BE ACHIEVED

- Vision for Fraser River Waterfront Revitalization
- Established Working Group –
  - Municipalities, First Nations, Business & Industry
- Fraser River Waterfront Revitalization Strategy
- Fraser River Waterfront Revitalization Roadmap

metrovancouver
SERVICES AND SOLUTIONS FOR A LIVABLE REGION

5.5

To: Regional Planning Committee

From: Sean Galloway, Director, Regional Planning and Electoral Area Services, Regional Planning and Housing Services

Date: September 22, 2020 Meeting Date: October 9, 2020

Subject: **Responding to Funding Request for Fraser River Waterfront Revitalization Initiative**

RECOMMENDATION

That the MVRD Board support staff participation on the Fraser River Waterfront Revitalization Initiative, but decline the request to financially contribute to the Initiative at this time, for the reasons outlined in the report dated September 22, 2020, titled "Responding to Funding Request for Fraser River Waterfront Revitalization Initiative".

EXECUTIVE SUMMARY

At the Regional Planning Committee meeting on September 11, 2020, the Surrey Board of Trade presented the proposed Fraser River Waterfront Revitalization Initiative. The presentation included a request for staff participation in the initiative as well as a funding contribution towards the project budget.

With consideration for Metro Vancouver's policy framework, the proposal as presented, does not provide enough information to assess its alignment with Metro Vancouver's various long range strategies, particularly *Metro 2040*, the regional growth strategy. Beyond the Board's policy framework, the project requires greater clarity in scope and partners. In addition, there is no allocation for this project within the approved 2020 Regional Planning Budget. As a result, support for a funding contribution at this time is not recommended. However, in-kind staff support is recommended to ensure the regional vision and policies of the Regional Growth Strategy inform potential outcomes of the initiative.

PURPOSE

To respond to the Regional Planning Committee's direction to staff to consider the Surrey Board of Trade's request to participate in, and contribute to, the Fraser River Waterfront Revitalization Initiative (Reference #1).

BACKGROUND

At the Regional Planning Committee meeting on September 11, 2020, the Surrey Board of Trade presented the proposed Fraser River Waterfront Revitalization Initiative and requested staff participation in the initiative as well as a funding contribution towards the project budget. This report responds to the Committee's direction to staff to "*report back to a future meeting with information on the advisability and feasibility of Metro Vancouver's involvement in the Fraser River Waterfront Revitalization Initiative*".

THE FRASER RIVER WATERFRONT REVITALIZATION INITIATIVE

The Fraser River Waterfront Revitalization Initiative is intended to be a *"large-scale revitalization strategy in partnership with municipalities, senior governments, industry, business community, and key decision-makers to achieve a new standard of economic vitality and livability"* with the intent of attracting, recruiting and retaining workforce talent, creating a vibrant innovation district hub, and supporting the development of new social, community and cultural destinations along the Fraser River waterfront.

The Initiative's seeks to "bring all together and align in one direction on the Fraser River Revitalization Strategy to successfully advance this regional initiative to achieve key priorities and economy recovery". The intended deliverables include:

- Vision for Fraser River Waterfront Revitalization
- Established Working Group
- Fraser River Waterfront Revitalization Strategy
- Fraser River Waterfront Revitalization Roadmap

The delegation noted that there are a number of supporters involved to date, including the cities of Surrey, New Westminster, Maple Ridge, the Greater Langley Chamber of Commerce, the Surrey Board of Trade, and Fraser Surrey Docks.

The Initiative will start in September 2020, and seeks to be completed by February 2021. The presentation by the Surrey Board of Trade and Purpose Driven Development Consulting sought both Metro Vancouver representation on the project working group as well as a funding contribution towards the budget estimated at between $250,000 and $300,000 to support the delivery of the Strategy and Roadmap.

POLICY FRAMEWORK

Metro Vancouver has a number of strategies and programs that provide a vision and policy for the region, including along the Fraser River:

- *Metro Vancouver 2040: Shaping our Future* (*Metro 2040)*
- Regional Industrial Lands Strategy, Regional Industrial Lands Inventory, and supportive research
- Regional Parks Plan, Acquisition Strategy and Regional Greenways Plan (under development)
- Regional Prosperity Service

Metro 2040 is the regional federation's collective vision for how to manage anticipated growth in the region in a way that:

- structures growth to support complete, connected and resilient communities;
- protects important lands (agricultural, industrial and important ecosystems);
- supports a diverse and growing regional economy;
- supports the provision of diverse and affordable housing; and
- supports the efficient provision of urban infrastructure (e.g. transit and utilities).

Metro 2040 has numerous policies that provide context for land use along the Fraser River Corridor. They include:

- Ensuring that development is focused in Urban Centres and along frequent transit corridors, and for development outside of these areas within the General Urban designation, density is lower;
- Discouraging major commercial and institutional development outside of Urban Centres or Frequent Transit Development Areas;
- Protecting remaining industrial lands and excluding uses on industrial lands that are inconsistent with the intent of industrial areas, such as medium and large format retail, residential uses, and stand-alone office uses that are not supportive of industrial activities;
- Identify policies and actions which support the protection of rail rights-of-way and access points to navigable waterways in order to reserve the potential for goods movement;
- Encourage better utilization and intensification of industrial areas for industrial activities;
- Concentrating commercial and other major trip-generating uses in Urban Centres and Frequent Transit Development Areas; and
- Implementing the Metro Vancouver Regional Parks and Greenways Plan in collaboration with municipalities, to identify, secure and enhance habitat and park lands and buffer, where feasible, park and conservation areas from activities in adjacent areas.

Member jurisdictions have Official Community Plans (OCPs) that provide further policy context with more specific direction for lands and natural features and areas within their jurisdiction. Overall, regional objectives to improve the quality of life and sustainability in the region, including affordable housing, active transportation, efficient infrastructure, environmental protection, climate action, employment growth, and place-making are identified within *Metro 2040* and member OCPs.

Regional Industrial Lands Strategy

The Regional Industrial Lands Strategy[1], approved by the MVRD Board on July 3, 2020, notes that Industrial lands are crucial to maintaining a prosperous, sustainable economy and to providing space to accommodate the industrial services needed in the growing region, and reiterates the need to protect Industrial lands for industrial uses.

The development of the Regional Industrial Lands Strategy was a collaborative process guided by the Industrial Lands Strategy Task Force between 2018 and 2020. The Task Force included representatives from some Metro Vancouver member jurisdictions, the Provincial government, TransLink, Port of Vancouver, and the private sector. The Regional Industrial Lands Strategy establishes a vision for the future of industrial lands across Metro Vancouver to the year 2050, and provides a set of recommendations to guide a broad range of stakeholder actions to achieve that vision.

Through the development of the Regional Industrial Lands Strategy, significant research was undertaken including an assessment of the Economic Value of Industrial Lands to the Metro Vancouver Region (2019) and a Survey of Industrial Land Users and Tenants (2018). The former found that industrial lands are the foundation for a significant amount of the region's total economic activity, with a disproportionately large amount of employment, and wages above the regional average. Industrial lands serve both an important regional role and, as a facilitator of trade-enabling

[1] www.metrovancouver.org/services/regional-planning/industrial-lands/regional-strategy/Pages/default.aspx

activities, a critical national role. The extent to which these activities can be moved elsewhere is limited.

Specifically:

- Industrial lands in the region comprise 4% of the land base, but account for about 27% (365,000) of the region's 1.3 million jobs and 30% of GDP;
- Of these 365,000 jobs, 200,000 are industrial-related, of which 93% are related to region-serving industrial activities and 7% to trade enabling industrial activities;
- Business and employment activities on the region's industrial lands contribute billions in revenues; $167 million to municipal governments, $2.3 billion to provincial government, $6.5 billion to federal government);
- Activities on the region's industrial lands contribute to regional economic diversity by spreading risk across business types, thereby reducing regional sensitivities to the ups and downs of individual business cycles;
- Demand for industrial land continues to be strong and the region is facing a significant shortage of land; and,
- The relocation potential for most activities occurring on the region's industrial lands is limited.

Regarding the Survey of Industrial Users, respondents were asked to identify their top challenges from a list of challenges. Finding and retaining qualified employees (77%) and increased operational costs (75%) were identified as the biggest challenges. For those citing operational costs, the main components include input materials, property tax and rent. Other notable challenges include:

- Transportation and parking (41%); Finding and retaining affordable land (34%);
- Regulatory issues (31%); Competition in the market (30%);
- Lack of skills/knowledge/need for mentorship (25%); and
- Finding and retaining affordable building space (22%).

The findings of the Metro Vancouver User Survey largely reflect the issues and challenges of municipal stakeholders under the category 'constrained land supply'. Specifically, and with respect to land availability and affordability, stakeholders highlighted the high demand for (and lack of availability of) industrial lands, as well as record low vacancy rates. A regional scarcity of employment lands in general, and larger parcel sizes in particular (15+ acres), was also noted.

In addition, Metro Vancouver undertakes a Regional Industrial Lands Inventory every five years. It is currently being updated for 2020. The 2015 Inventory played a significant role in setting the stage for the development of the Regional Industrial Lands Strategy. It found that 93% of lands classified as General Urban (50% of the inventory) were fully utilized, and confirmed that there was a net reduction in industrial lands of 350 ha between 2010 and 2015.

According to the latest market reports from Q2 2020, this is the thirteenth consecutive quarter where the region's industrial vacancy rate has been below 2.0%. For the 212 million sq ft inventory of industrial building floor space in the region, the average vacancy rate was 1.7%, while average asking rents were at $13.15 per sq ft. In terms of development activity, there were 3.4 million sq ft of floor space under construction, and 1.9 million sq ft of new supply.

Regional Parks
Metro Vancouver's Regional Parks Plan seeks to implement opportunities to build and protect the regional parks network. In particular, the Plan has identified opportunities to expand regional greenways to support connectivity throughout the region. One such measure is Experience the Fraser. This a partnership to further enhance and extend the regional greenways along the Fraser River Corridor. In addition to greenways, the Parks Plan also highlights the need to ensure adequate mitigation and adaptation measures are implemented in an effort to deal with the effects of climate change. To date, Regional Parks staff have fostered these partnerships and continue to implement such measures in an effort to build a regional parks network that *"protects natural areas and connects people to nature."*

Further to the above work, Regional Parks staff are currently consulting on a Regional Greenways 2050 Plan. This plan will further supplement the current land use and parks vision for the Fraser River Corridor to promote connectivity across the region.

Metro Vancouver Regional Prosperity Service
The Regional Economic Prosperity Service is a new service of Metro Vancouver organized to advance a shared prosperity in the region, which includes actively seeking out companies interested in locating or expanding in the Metro Vancouver region, and connecting investors with the right opportunities that will facilitate successful business growth. This entails a collaborative approach involving member jurisdictions of Metro Vancouver, First Nations, key regional stakeholders as well as federal and provincial ministries and agencies active in investment attraction. The service is structured around three functions: fostering collaboration, conducting regional data collection and research and attracting investment.

A Management Board, chaired by MVRD Board Chair Sav Dhaliwal, composed of elected officials and community leaders, will provide guidance and strategic advice. The Regional Economic Prosperity Advisory Committee, composed of senior staff from member jurisdictions with responsibilities for economic development and long-term planning, contributes a local perspective on economic development, and the Global Advisory Group, comprising a relatively small group of executive-level leaders, provides insights on the broader national and international trends affecting strategic investment.

ANALYSIS
The land use context for the Fraser River Waterfront is that the majority of lands are regionally designated Industrial in the Surrey area and much of Richmond and Delta, while in other municipalities it includes some General Urban (New Westminster, Pitt Meadows, Maple Ridge), and yet others Agricultural and Conservation / Recreation (Langley, Pitt Meadows). Most of these lands (with the exception of New Westminster Regional City Centre) are not part of an Urban Centre and therefore the land use intent, as per *Metro 2040*, is not for significant urban development and major density trip generating uses.

Given the amount of industrial land along the river corridor and the policies noted above, the land use focus is on the protection of Industrial lands for industrial uses and the densification of industrial activity. However, consideration for balancing other regional and local planning objectives, such as

the protection of the natural environment and agricultural areas, the provision of parks, integration with transportation systems, and supporting the local economy need to be taken into account through these various initiatives.

As such, any initiative along the Fraser River corridor will have both a regional and local impact. Metro Vancouver's involvement in this initiative, primarily through project working groups, should be considered. Given the potential impact on the regional structure, Metro Vancouver will need to provide data and land use planning assistance for any future work.

There are various other plans that also influence the use along the Fraser River corridor. These plans include the Port of Vancouver's Land Use Plan[2] and the Vancouver International Airport's YVR 2037 Master Plan which both look to preserve and enhance the current land uses. These uses include, industrial, employment and aviation uses. Beyond these two plans, there is the Agricultural Land Commission's focus to preserve land within the region to support agricultural activities.

In participating in this initiative through in-kind staff support, opportunities could be explored for certain land uses along the waterfront that align with the objectives identified in the Regional Planning Committee Presentation from September 11, 2020 as well as the Regional Growth Strategy designations. Metro Vancouver could assist in exploration of potential opportunities consistent with the regional federation's policy framework. Metro Vancouver acknowledges the importance of waterfronts to the regional economy, both from an industrial lands and a place-making and civic perspective.

Sponsorship Policy and Budget

The Board approved 2020 Regional Planning Budget does not have funds allocated for the identified initiative. The proposed 2021 Regional Planning Budget (under separate cover in this agenda package) does have several consulting projects in the Industrial and Employment portfolio of Regional Planning, including a Regional Land Use Assessment, the results of which once completed could be provided to the Surrey Board of Trade to support this initiative.

The Metro Vancouver Sponsorship Policy (Attachment 1) provides a framework for assessing proposals seeking Metro Vancouver funding. To align with the policy, a sponsorship proposal must offer specific benefits to Metro Vancouver or its members and have an overall community objective and purpose that is consistent with Metro Vancouver's vision, mission and roles. Given the above policy framework and that the initiative continues to establish its partners and project scope, it is currently unclear what the specific benefits would be to Metro Vancouver and its members. The delegation noted that there are a number of supporters involved to date, including the cities of Surrey, New Westminster, Maple Ridge, the Greater Langley Chamber of Commerce, the Surrey Board of Trade, and Fraser Surrey Docks. However, it is not clear how these agencies are participating, and if they are providing funding.

The Sponsorship policy requires that all criteria must be met for any consideration of financial assistance. As the initiative's objectives, scope of work, partners and funding arrangements are solidified, the Surrey Board of Trade is welcome to formally seek funding from Metro Vancouver.

Through staff participation in the initiative, Metro Vancouver can provide administrative guidance to any future application.

ALTERNATIVES

1. That the MVRD Board support staff participation on the Fraser River Waterfront Revitalization Initiative, but decline the request to financially contribute to the Initiative at this time, for the reasons outlined in the report dated September 22, 2020, titled "Responding to Funding Request for Fraser River Waterfront Revitalization Initiative".

2. That the Regional Planning Committee receive for information the report dated September 22, 2020, titled "Responding to Funding Request for Fraser River Waterfront Revitalization Initiative" and provide alternative direction to staff.

FINANCIAL IMPLICATIONS

If the Board chooses Alternative 1, there are no financial implications to this report. Staff will participate in the Initiative as part of the regular Regional Planning work plan. If the Committee chooses Alternative 2, staff will undertake the direction of the Committee, which may include working with the Surrey Board of Trade to solidify their funding request as per the Sponsorship Policy.

CONCLUSION

At its meeting on September 11, 2020, the Surrey Board of Trade presented the proposed Fraser River Waterfront Revitalization Initiative to the Regional Planning Committee. The presentation included a request for staff participation in the initiative as well as a funding contribution towards the project budget. With consideration for the above noted policy framework, the proposal as presented, does not provide enough scope/information to assess its alignment with Metro Vancouver's various long range strategies and *Metro 2040*, the regional growth strategy. Beyond the Board's policy framework, the current project needs to clarify its scope and current partners. When this information is available and assessed for policy alignment, opportunities for funding support, if directed, can be considered. There is no allocation for this project within the approved 2020 Regional Planning Budget. Staff do not support a funding contribution at this time. However, in-kind staff support is recommended to ensure the regional vision and policies of the Regional Growth Strategy inform potential outcomes of the initiative.

Attachment

Metro Vancouver Sponsorship Policy *(41529149)*

Reference

Fraser River Waterfront Revitalization Initiative: A Regional Economic Recovery Strategy, Presentation to Regional Planning Committee, September 11, 2020

41405049

CITY OF LANGLEY

REPORT TO COUNCIL

To: **Mayor and Councillors**

Subject: Fraser River Waterfront Revitalization Initiative

File #: 0110.00
Doc #: 175891

From: Francis Cheung, P. Eng.
Chief Administrative Officer

Date: January 28, 2021

RECOMMENDATION:

1. THAT City Council decline the request from the Surrey Board of Trade to participate in the Fraser River Revitalization Project Working Group at this time; and

2. THAT City Council decline the request from the Surrey Board of Trade to contribute financially toward the Fraser River Waterfront Revitalization project budget.

PURPOSE:

The purpose of this report is to report back to City Council on the request from the Surrey Board of Trade to participate in the Fraser River Revitalization Project Working Group as well as contribute funding toward the project budget.

POLICY:

Not applicable.

COMMENTS/ANALYSIS:

At the Regular Meeting of Council on January 25, 2021, the Surrey Board of Trade presented the proposed Fraser River Waterfront Revitalization Initiative ("Initiative").

The Initiative is intended to be a "large-scale revitalization strategy in partnership with municipalities, senior governments, industry, business community, and key decision-makers to achieve a new standard of economic vitality and livability" with the intent of attracting, recruiting and retaining workforce talent, creating a vibrant innovation

district hub, and supporting the development of new social, community and cultural destinations along the Fraser River waterfront.

The Initiative intends to develop collaboration and alignment for economic growth and recovery by developing partnerships with First Nations, private sector, tourism, education, healthcare, industry, municipal and regional governments with the goal to bring municipalities, real estate development, and industry together to create an overall vision and create alignment on a Fraser River Revitalization Strategy to successfully advance this initiative for economic growth and recovery. The intended deliverables include:

- Vision for Fraser River Waterfront Revitalization
- Established Working Group
- Fraser River Waterfront Revitalization Strategy
- Fraser River Waterfront Revitalization Roadmap

The Surrey Board of Trade noted that there are a number of supporters involved to date, including the cities of Surrey, New Westminster, Maple Ridge, the Greater Langley Chamber of Commerce, the Surrey Board of Trade, and Fraser Surrey Docks.

The Initiative will start in February 2021, and seeks to be completed by July 2021. The Surrey Board of Trade is requesting the City to consider the following:

1. Representation in the Working Group.
2. Funding contribution towards the project budget to deliver the Fraser River Waterfront Revitalization Strategy and Roadmap which is in the range of $250,000 - $300,000.

As the municipal boundary of the City does not border the Fraser River, the City has not developed a vision and policy along the Fraser River. However, the City, as a member of Metro Vancouver, participates on different committees and working groups to develop various strategies and programs that provide a vision and policy for the region, including along the Fraser River (see Attachment 2 for further details):

- *Metro Vancouver 2040: Shaping our Future* (*Metro 2040)*
- Regional Industrial Lands Strategy, Regional Industrial Lands Inventory, and supportive research
- Regional Parks Plan, Acquisition Strategy and Regional Greenways Plan
- Regional Prosperity Service

It is recognized that any initiative along the Fraser River corridor will have both a regional and local impact. While the goals of the Initiative are supportable, it is preferable for the City to participate in this type of initiative through Metro

Vancouver's various committees and working groups so that we are in alignment with the region's vision and policy along the Fraser River. The City continues to focus on implementing the recommendations from the Nexus of Community Plan and we are at the final stage of developing a new Official Community Plan, Zoning Bylaw and the Nicomekl River District Neighbourhood Plan in advance of the anticipated arrival of the SkyTrain; therefore, the City will be concentrating on implementing the community building strategies and policies from these plans. It is, therefore, recommended that the request from the Surrey Board of Trade to participate in the Fraser River Revitalization Project Working Group be declined at this time.

BUDGET IMPLICATIONS:

The Surrey Board of Trade is requesting a funding contribution toward the project budget to deliver the Fraser River Waterfront Revitalization Strategy and Roadmap, which is in the range of $250,000 - $300,000. There is no allocation in the City's 2021 Financial Plan for this type of initiative. As noted earlier, it is preferable for the City to participate in this type of initiative through Metro Vancouver's various committees and working groups so that we are in alignment with the regional vision and policy along the Fraser River. Therefore, it is recommended that the request from the Surrey Board of Trade to contribute financially toward the Fraser River Waterfront Revitalization project budget be declined.

ALTERNATIVES:

1. That Council supports staff participation on the Fraser River Waterfront Revitalization Initiative and make a financial contribution toward the project.

2. That Council supports staff participation on the Fraser River Waterfront Revitalization Initiative but decline the request to financially contribute toward the project.

Respectfully Submitted,

Francis Cheung, P. Eng.
Chief Administrative Officer

Langley City
THE PLACE TO BE

Attachments:

1. Surrey Board of Trade – Economic Recovery Through Fraser River Revitalization Initiative
2. Metro Vancouver's Regional Strategies and Programs along the Fraser River

1000 Bylaws

1000

CITY OF MAPLE RIDGE
BYLAW NO. 7156-2015

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

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

AND WHEREAS it is deemed expedient to amend Schedules "A" & "C" to the Official Community Plan;

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

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

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

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

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

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

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

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

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

READ a first time the 9th day of February, 2021.

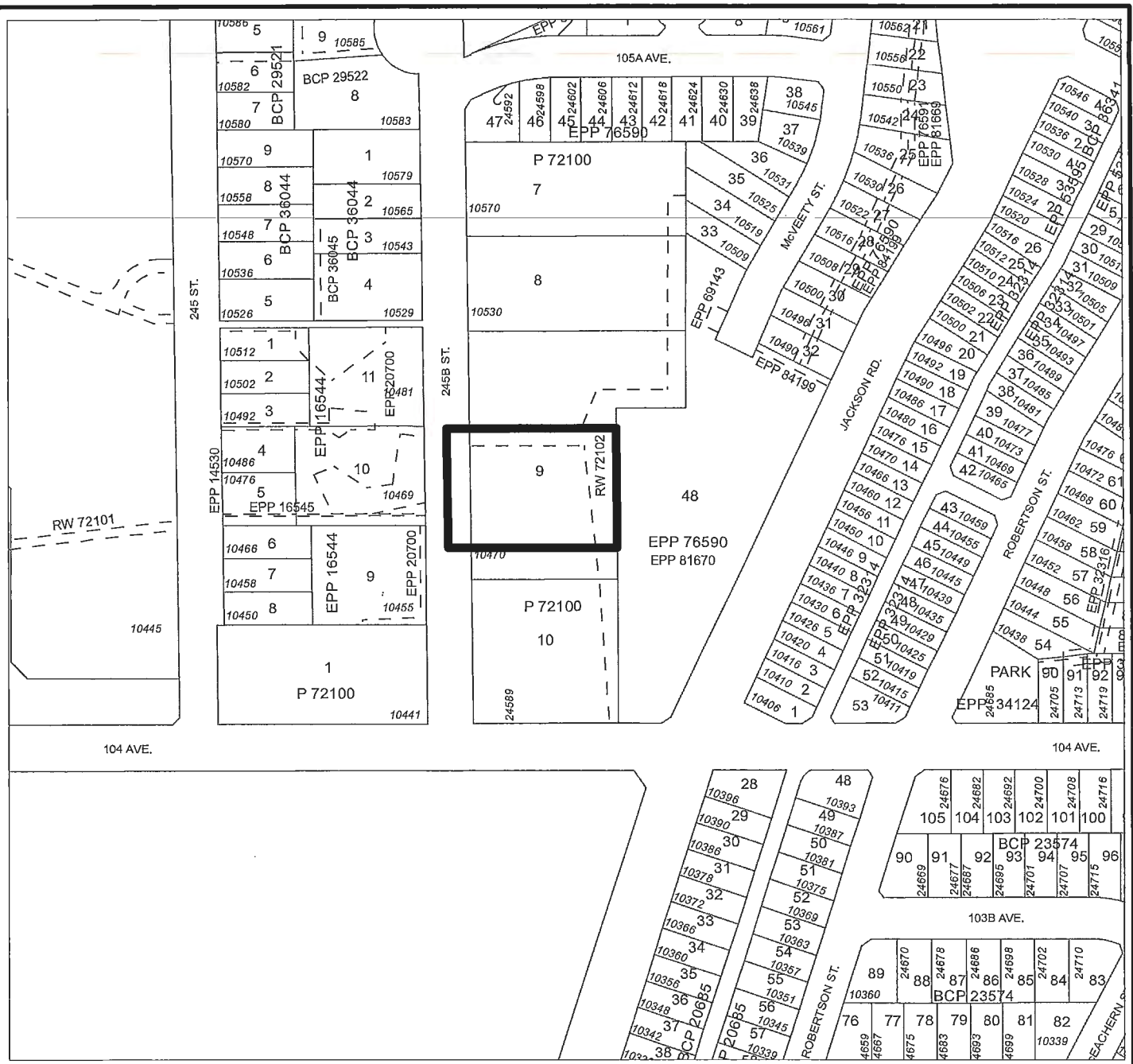
READ a second time the 9th day of February, 2021.

PUBLIC HEARING HELD the 23rd day of March, 2021.

READ a third time the day of , 20 .

ADOPTED, the day of ,20 .

PRESIDING MEMBER **CORPORATE OFFICER**



MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7156-2015

Map No. 907

Purpose: To Amend Albion Area Plan Schedule 1

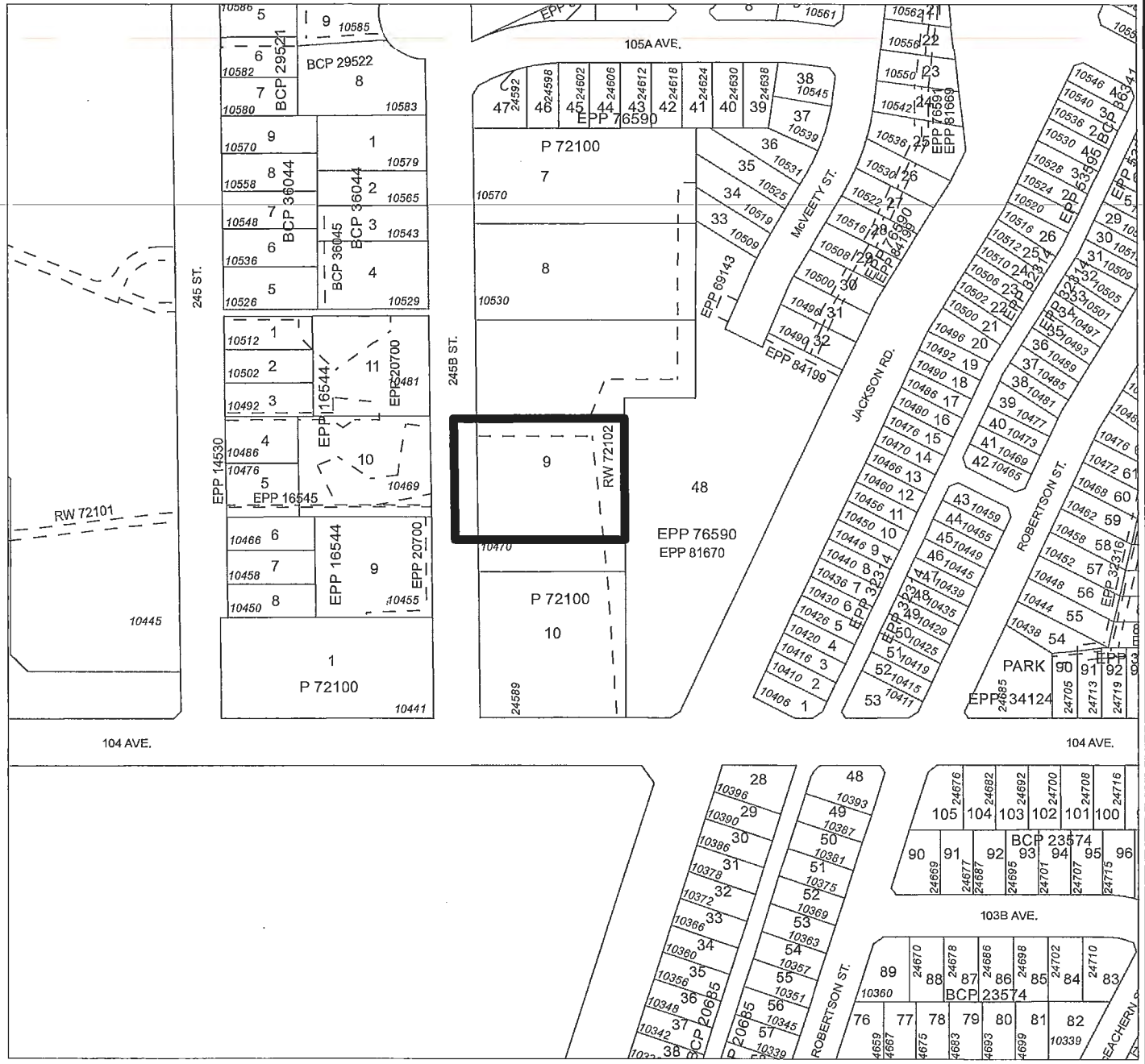
From: Low/Medium Density Residential

To: Conservation

MAPLE RIDGE
British Columbia

N

SCALE 1:2,500



MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7156-2015

Map No. 912

Purpose: To Add To Conservation on Schedule C as shown

MAPLE RIDGE
British Columbia

N

SCALE 1:2,500

CITY OF MAPLE RIDGE

BYLAW NO. 7157-2015

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

---

WHEREAS, it is deemed expedient to amend Maple Ridge Zoning Bylaw No. 7600 - 2019 as amended;

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7157-2015."

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

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

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

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

READ a first time the 27th day of June, 2017.

READ a second time, as amended, the 9th day of February, 2021.

PUBLIC HEARING held the 23rd day of March, 2021.

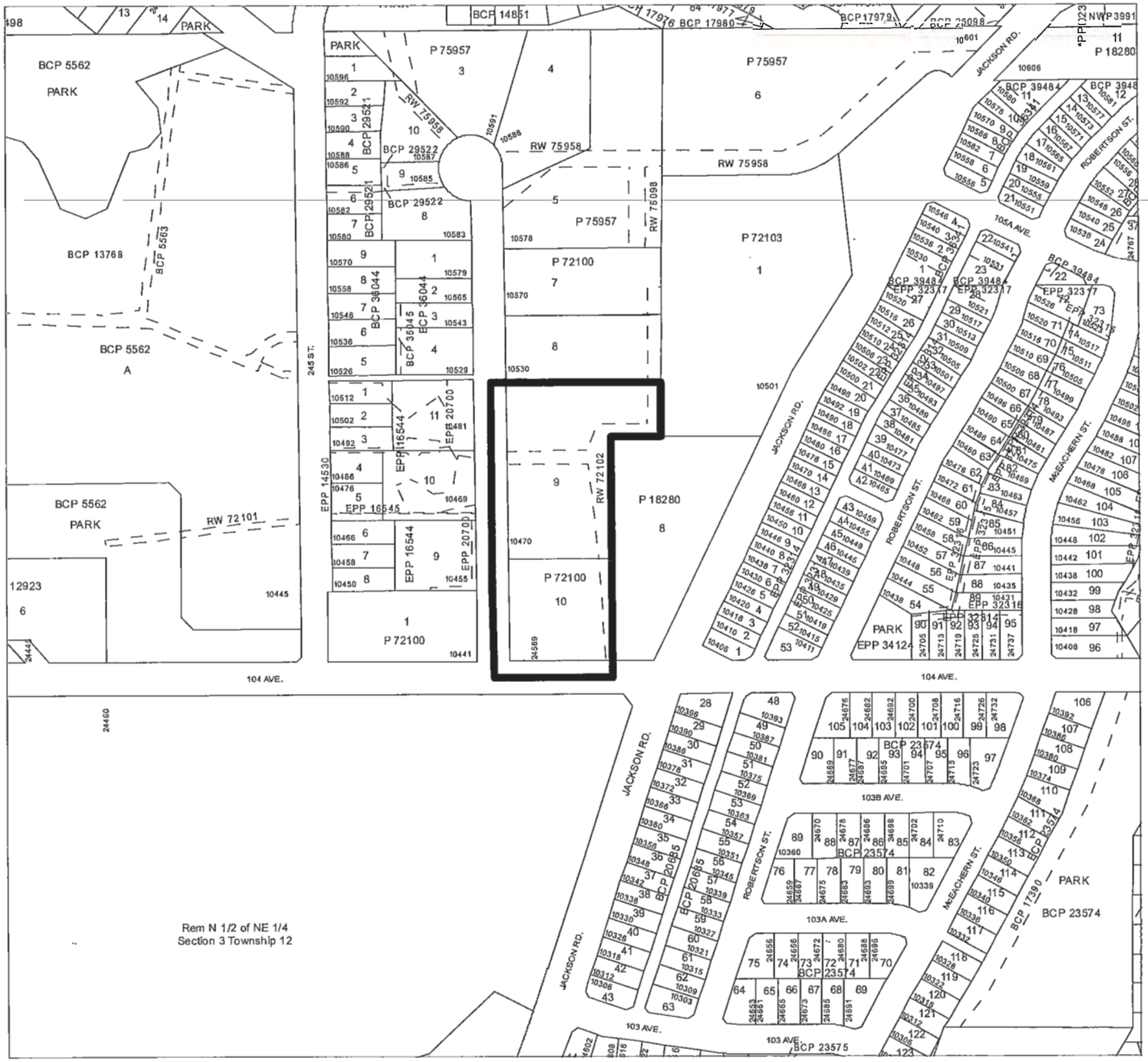
READ a third time the day of , 20

ADOPTED the day of , 20

PRESIDING MEMBER

CORPORATE OFFICER

1001.2



MAPLE RIDGE ZONE AMENDING

Bylaw No. 7157-2015

Map No. 1639

From: RS-2 (Single Detached Suburban Residential)

To: RS-1b (Single Detached (Medium Density) Residential)

MAPLE RIDGE
British Columbia

N

SCALE 1:3,565

CITY OF MAPLE RIDGE
BYLAW NO. 7613-2020

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

---

WHEREAS, it is deemed expedient to amend Maple Ridge Zoning Bylaw No. 7600-2019 as amended;

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7613-2020."

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

   Lot 39 District Lot 400 Group 1 New Westminster District Plan 30974

   and outlined in heavy black line on Map No. 1827 a copy of which is attached hereto and forms part of this Bylaw, is hereby rezoned to R-4 Single Detached (Infill) Urban 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 25th day of February, 2020.

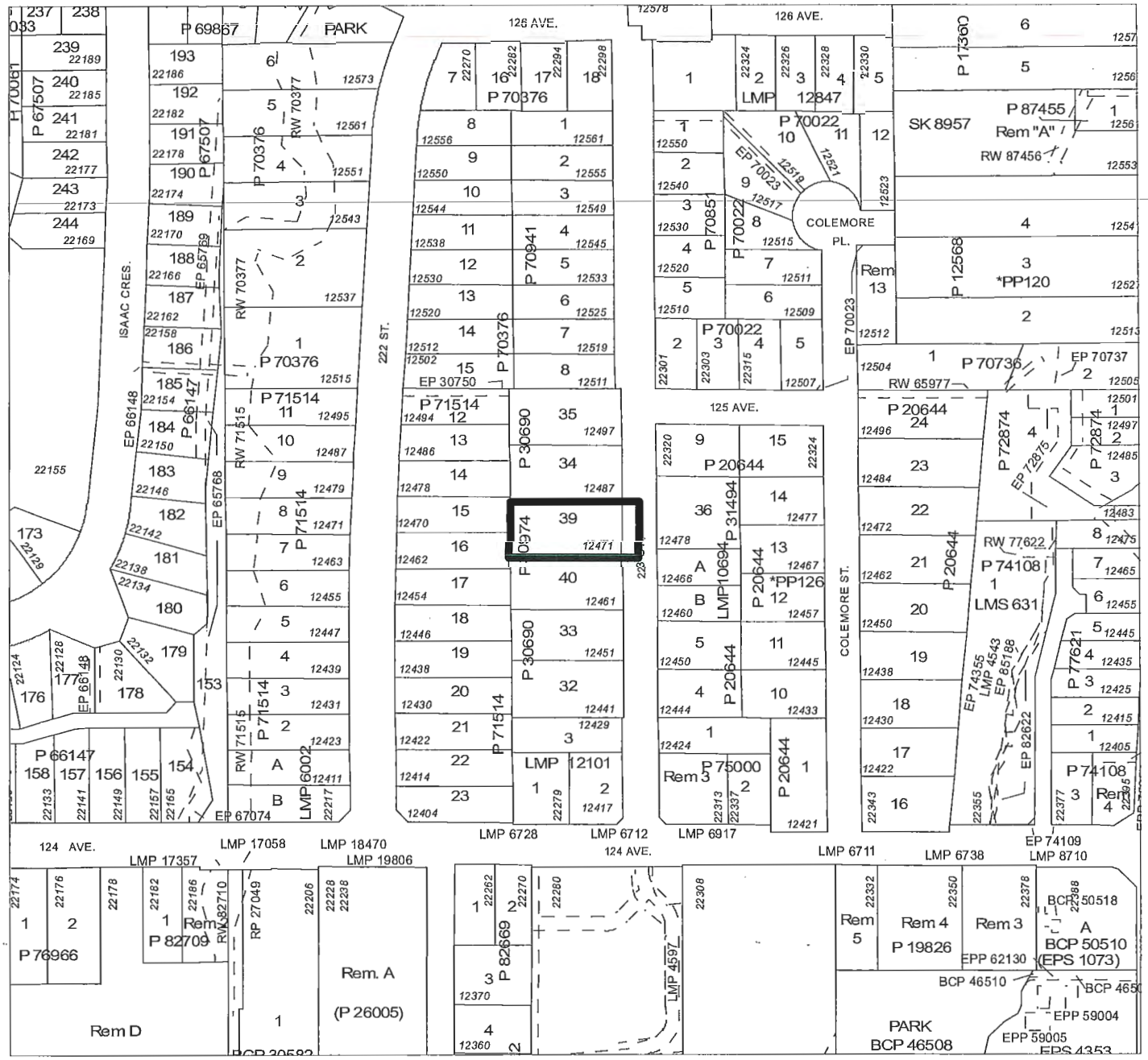
READ a second time the 23rd day of February, 2021.

PUBLIC HEARING held the 23rd day of March, 2021.

READ a third time the day of , 20

ADOPTED, the day of , 20

PRESIDING MEMBER **CORPORATE OFFICER**



MAPLE RIDGE ZONE AMENDING

Bylaw No. 7613-2020

Map No. 1827

From: RS-1 (Single Detached Residential)

To: R-4 (Single Detached (Infill) Urban Residential)

MAPLE RIDGE
British Columbia

N

SCALE 1:2,500

CITY OF MAPLE RIDGE
BYLAW NO. 7562-2019

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

---

WHEREAS it is deemed expedient to amend Maple Ridge Zoning Bylaw No. 7600 - 2019 as amended;

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7562-2019."

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

   Lot 34 Section 10 Township 12 New Westminster District Plan 66748

   and outlined in heavy black line on Map No. 1802 a copy of which is attached hereto and forms part of this Bylaw, are hereby rezoned to RS-1d (Single Detached (Half Acre) Residential.

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

READ a first time the 8th day of September, 2020.

READ a second time, as amended, the 9th day of February, 2021.

PUBLIC HEARING held the 23rd day of March, 2021.

READ a third time the day of , 20

ADOPTED, the day of , 20

PRESIDING MEMBER **CORPORATE OFFICER**

MAPLE RIDGE ZONE AMENDING

Bylaw No. 7562-2019

Map No. 1802

From: RS-2 (Single Detached Suburban Residential)

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

MAPLE RIDGE
British Columbia

N

SCALE 1:2,500

CITY OF MAPLE RIDGE
BYLAW NO. 7470-2018

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

---

WHEREAS it is deemed expedient to amend Maple Ridge Zoning Bylaw No. 7600-2019 as amended;

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7470-2018."

2. That Part 6, Section 617, Low Density Townhouse Residential District (RM-1) be amended by inserting into Subsection 617.5 Density, after clause 1 (a) the following new clause:

   (b) Floor Space Ratio shall not exceed 0.664 times the Lot Area and a maximum of 50.0 square metres of habitable Basement area per unit shall be excluded from the calculation of Gross Floor Area specific to the following Lot:

   (i) Lot 20 Section 28 Township 12 New Westminster District Plan 47603

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

   Lot 20 Section 28 Township 12 New Westminster District Plan 47603

   and outlined in heavy black line on Map No. 1765 a copy of which is attached hereto and forms part of this Bylaw, is hereby rezoned to RM-1 (Low Density Townhouse Residential).

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

READ a first time the 26th day of June, 2018.

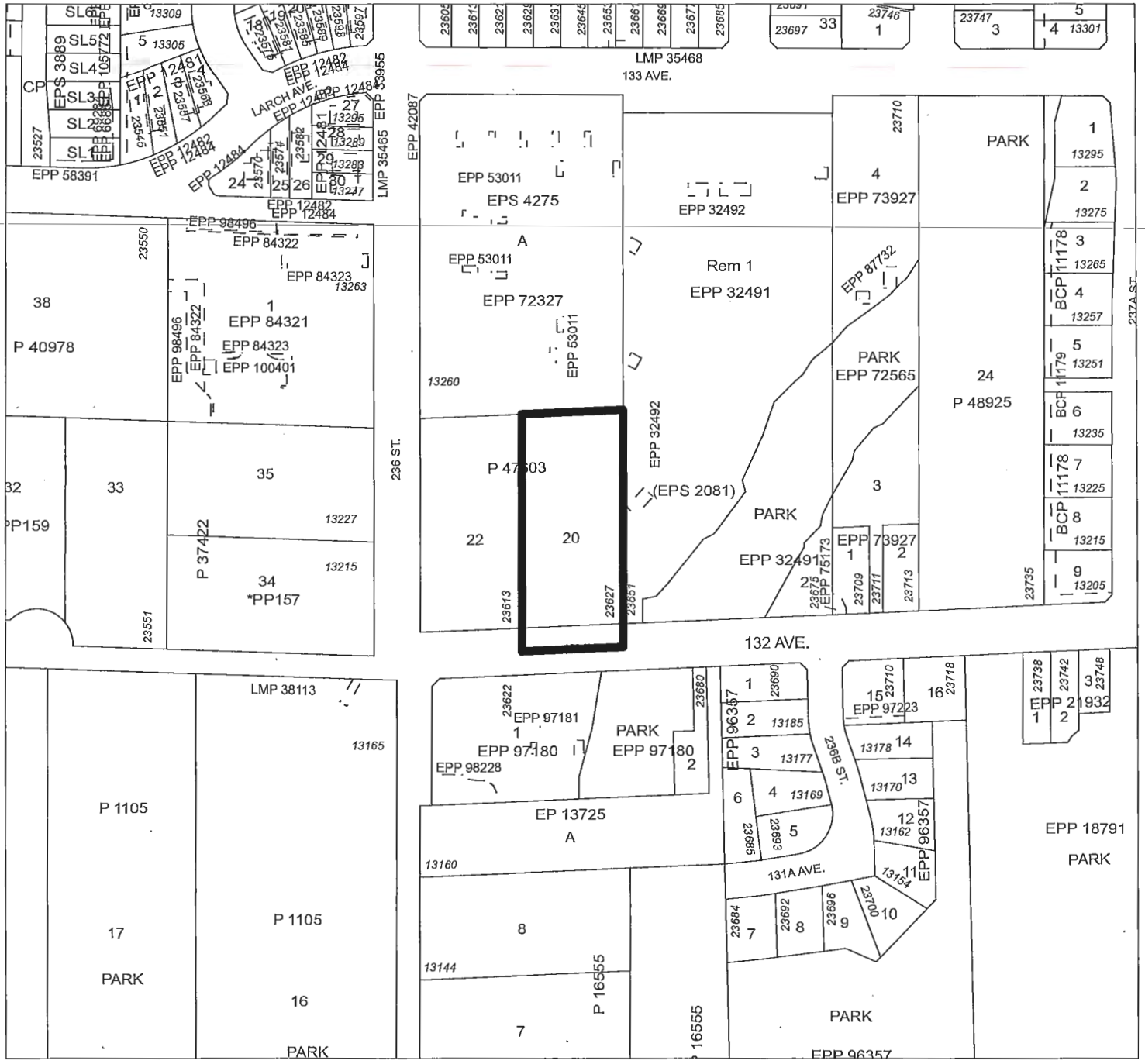
READ a second time, as amended, the 9th day of February, 2021.

PUBLIC HEARING held the 23rd day of March, 2021.

READ a third time the day of , 20

ADOPTED, the day of , 20

PRESIDING MEMBER **CORPORATE OFFICER**



MAPLE RIDGE ZONE AMENDING

Bylaw No. 7470-2018

Map No. 1765

From: RS-2 (Single Detached Suburban Residential)

To: RM-1 (Low Density Townhouse Residential)

MAPLE RIDGE
British Columbia

N

SCALE 1:2,500

CITY OF MAPLE RIDGE
BYLAW NO. 7629-2020

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

---

WHEREAS, it is deemed expedient to amend the Maple Ridge Zoning Bylaw No. 7600-2019 as amended:

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

1. This bylaw may be cited as "Maple Ridge Zone Amending Bylaw No.7629-2020 Vape Retail Prohibition".

2. Maple Ridge Zoning Bylaw No. 7600-2019 is hereby amended as follows:
   a) PART 2, INTERPRETATION and DEFINITIONS, Section 202, 202.1, is amended by the addition of the following definition in correct alphabetical order:

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

   Vape: see E-cigarette

   ENDS and ENNDS: see E-cigarette.

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

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

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

READ a first time the 29th day of September, 2020.

READ a second time, as amended, the 9th day of February, 2021.

PUBLIC HEARING held the 23rd day of March, 2021.

READ a third time the day of , 20

ADOPTED, the day of , 20

PRESIDING MEMBER **CORPORATE OFFICER**

MAPLE RIDGE
British Columbia
mapleridge.ca

City of Maple Ridge

TO:	His Worship Mayor Michael Morden and Members of Council	**MEETING DATE:**	February 16, 2021
		FILE NO:	2021-032-AL
FROM:	Chief Administrative Officer	**MEETING:**	C o W

SUBJECT: **Application for Exclusion from the Agricultural Land Reserve; (Golden Ears Way) Plan NWP63218, District Lot 280, Group 1, New Westminster Land District, DEDICATED PARK & 63221**

EXECUTIVE SUMMARY:

This application is to exclude an 8.5 hectare (21 acres) parcel from the Agricultural Land Reserve (ALR). The property has been previously recommended for exclusion by the Agricultural Land Commission (ALC) under ALC resolution 2635/2011, along with several other properties. These properties, identified as "remnant parcels" are considered unsuitable for agriculture for a number of reasons. In this case, the subject property is within the Urban Area Boundary and is designated Floodplain in the Hammond Area Plan and Conservation in the Official Community Plan.

The parcel will provide a temporary use to support Metro Vancouver in the assembly of twin sanitary forcemains (Golden Ears Forcemain and River Crossing project) that will be pulled under the Fraser River and will convey wastewater from Maple Ridge and Pitt Meadows to the upgraded Northwest Langley Wastewater Treatment Plant. Metro Vancouver will perform a tie-in to existing infrastructure just north of 113B Avenue, and will require a permanent right-of-way for this area. This is part of a long term servicing plan for regional growth management.

Council has been advised of project details as this servicing plan has developed. Metro Vancouver gave an overview presentation at the April 9, 2019 Council Workshop. Council was further updated at the October 6, 2020 Committee of the Whole Meeting. At the subsequent October 13, 2020 Council Meeting, in support of the project, Council passed the following resolution:

> *That a Licence Agreement between the City of Maple Ridge and the Greater Vancouver Sewerage and Drainage District to allow an emergency generator to be constructed on City property be authorized; and further*
>
> *That the Corporate Officer be authorized to execute the agreement.*

Upon completion of this project, up to four hectares of the site will be restored with native vegetation to enhance ecological values. Restoration of the disturbed areas will include:

1. Reconstruction of disturbed slough habitat and marsh wetland.
2. Improvement to instream habitat.
3. Replacement of lost riparian and upland vegetation and improvement of riparian and upland habitat.
4. Removal of invasive species in impacted areas and replacement with additional native species.
5. Monitoring and maintenance of replaced vegetation.

The subject property, due to its size, geometry, and location, is essential for the installation of this critical piece of infrastructure. The alignment was selected with careful consideration of environmental impacts, constructability, proximity to adjacent infrastructure, property requirements, as well as the need to tie-into existing Metro Vancouver infrastructure near 113B Avenue. The construction methodology requires the pre-assembly of the full length of the river crossing, and the identified corridor and temporary working space north of 113B Avenue is the only option to accomplish this.

Although this site is necessary for the reasons discussed above, other options exist to facilitate this proposal on the site that would not require exclusion from the ALR. These options are discussed further in the Alternatives section of this report. The rationale for proceeding with the exclusion is due to the consistency with the direction of ALC to remove this property from the ALR.

The ALC has outlined a new process for processing exclusion applications, which became effective September 29, 2020. This process includes the requirement of first hosting a Public Hearing prior to passing a Council resolution of concurrence for forwarding the application to the ALC. To comply with this new process, the staff recommendation is to forward this application to Public Hearing. The next steps will be to forward to the Commission, upon receipt of input from the Public Hearing.

RECOMMENDATION:

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

DISCUSSION:

a) Background Context:

Applicant:	City of Maple Ridge
Legal Description:	D.L. 280, Plan NWP63218
OCP :	
Existing:	Conservation
Proposed:	No Change
Zoning:	
Existing:	RS-3 (Single Detached Rural Residential)
Proposed:	No Change

Surrounding Uses

North:	Use:	Vacant (owned by Translink)
	Zone:	CS-1 (Service Commercial)
	Designation	Commercial
South:	Use:	Vacant (owned by Transportation Authority)
	Zone:	RS-3 (Single Detached Rural Residential)
	Designation:	Maple Meadows Business Park
East:	Use:	Business Park
	Zone:	M-3 (Business Park Industrial)
	Designation:	Maple Meadows Business Park
West:	Use:	Pitt Meadows

Existing Use of Property:	Vacant
Proposed Use of Property:	Temporary Infrastructure construction followed by ecological restoration.
Site Area:	8.5 hectares

b) Project Description:

The Northwest Langley Wastewater Treatment Plant in the Township of Langley, which currently serves 30,000 people in Langley, will be expanded on the same site to serve 230,000 people, including residents and businesses in Maple Ridge and Pitt Meadows across the Fraser River. Untreated wastewater from Maple Ridge and Pitt Meadows currently flows to the Annacis Island Wastewater Treatment Plant in the City of Delta. To divert flows to Northwest Langley Wastewater Treatment Plant, a new pump station is required north of the Fraser River, along with two pipes under the river connecting the pump station in Maple Ridge to the treatment plant. This upgrade has been phased over several years and will be constructed through four projects:

- Pump Station and Storage Tank: a new pump station and storage tank in Maple Ridge near Golden Ears Way and 113B Avenue. Construction is currently underway on the north side of the Fraser River.
- Golden Ears Forcemain and River Crossing: two new pipes tunneled under the Fraser River to carry wastewater from the new pump station in Maple Ridge to the treatment plant in the Township of Langley.
- Northwest Langley Wastewater Treatment Plant Expansion: expansion of the existing wastewater treatment plant in the Township of Langley.
- Outfall Pipe: a new outfall pipe to carry treated wastewater from the plant to the Fraser River.

The Golden Ears Forcemain and River Crossing is the second of four Northwest Langley Wastewater Treatment Projects. Construction will take place from summer 2021 to late 2022.

Two new pipes will be constructed under the Fraser River and will carry wastewater from the new pump station in the City of Maple Ridge to the treatment plant in the Township of Langley. The pipes will be installed beneath the riverbed by trenchless methods to avoid impacts to the river. On-land construction will include sections of open-cut work, as well as trenchless construction methods to go underneath roadways.

The new pipes will increase the capacity of this existing system to help ensure the continued, reliable, and safe management of liquid waste in our growing region, and will be designed to meet current seismic standards.

c) Planning Analysis:

The subject property is identified as floodplain in the Hammond Area Plan, and is recognized for its role in managing rainwater runoff and mitigating flood hazards. Appendix B shows the site as an environmentally sensitive wetland area that is also traversed by multiple watercourses.

As an enhanced natural area, the site can help to slow and infiltrate rainwater to improve water quality, slow volume during peak events, and reduce pressure on nearby floodplain pump stations. The Hammond Area Plan notes that future considerations for these floodplain areas will be to combine this integral function of flood event mitigation with improved greenspace and ecological diversity.

The exclusion of this property could assist in the future planning of the site, as it will give the City of Maple Ridge greater jurisdiction over its development.

d) Intergovernmental Issues:

In 2011, the ALC identified the subject property as one of several parcels as appropriate for exclusion under ALC Resolution 2635/2011, made on October 27, 2011. This resolution invited the City to submit a local government application for exclusion for these remnant areas "identified by the Commission as being unsuitable for agriculture". This direction from the Commission stems from their interest in maintaining an ALR that accurately reflects agricultural capability and suitability of properties contained within it. The expectation of the ALC was that these parcels would be excluded as a group application along with the exclusion of the Albion Flats, but the ALC also supported individual applications.

The previous use of the subject property as passively maintained floodplain provided little incentive to exclude it from the ALR. This recent interest in the property is due to this collaboration between Metro Vancouver and the City of Maple Ridge in support of the long term servicing plan. The steps taken in advancing this application have been directed by the ALC. Under the Commission's new process, landowner applications for exclusion have been eliminated. All applications for exclusion from the ALR must now be initiated by a local government. As part of this process, local governments are required to hold a public hearing prior to forwarding the application to the Commission.

This is the first exclusion application within the City of Maple Ridge under the Commission's new process.

e) Environmental Implications:

The use of this land proposed by Metro Vancouver will be temporary in nature, with the exception of the short segment which will tie into existing Metro Vancouver infrastructure (See attachment C) The land allocated for temporary working space will be returned to its existing condition with the added benefit of additional riparian planting and associated reduction of invasive plant species, specifically reed canary grass. The restored areas will be monitored and maintained for a five-year period post-construction to ensure high survival and full restoration of all affected areas. The location of the permanent right-of-way, will be restored with gravel to provide access to the sewer for preventative maintenance.

The Golden Ears Forcemain and River Crossing project has developed a comprehensive restoration plan for the project. The restoration plan includes a planting prescription of native riparian shrubs and trees specific to the environmental characteristics of this area. All areas disturbed by this temporary use will be planted to the densities specified in the restoration plan. To offset the temporary disturbance, an additional area equal to 20 percent of the total disturbance will also be planted. Additional offset areas for disturbances required south of 113B Avenue will also be completed on the parcel in question for ALR exclusion, and all planting will be in-line with the restoration objectives of the City of Maple Ridge.

f) Citizen/Customer Implications:

Metro Vancouver has engaged City of Maple Ridge elected officials, staff, residents, and businesses on the Northwest Langley Wastewater Treatment Projects since 2017. Available information on the Golden Ears Force Main and River Crossing Project was provided when the projects were first

introduced and at all subsequent meetings and public events. On September 27, 2017, a public open house was held at Hammond Elementary School to introduce the projects and identify interests. Participants supported horizontal directional drilling for the river crossing and had no comments regarding the on-land alignment.

Metro Vancouver commenced a virtual open house on January 27, 2021 detailing the Golden Ears Force Main and River Crossing Project. This virtual open house will be followed with opportunities for public feedback in a two week comment period. Metro Vancouver would be pleased to share that feedback at the public hearing, as appropriate. Metro Vancouver has worked closely with Katzie First Nation, the City of Pitt Meadows, and the Township of Langley on project definition and design.

Notification requirements for the exclusion application will be met jointly by Metro Vancouver and the City of Maple Ridge. Metro Vancouver will install the sign and provide information to those seeking information about the project. If directed by Council, the City of Maple Ridge will be hosting the Public Hearing and the newspaper advertisements.

g) Next Steps:

The ALC exclusion process is outlined in the Exclusion Application Guide published August 6, 2020. The process involves Metro Vancouver as the authorized agent applying as the local government by filling out details of the project via the ALC application portal. The application process requires details on the location, legal address, area, current use, and purpose of exclusion of the parcel, along with supporting documentations. It also requires evidence of public notice of application, a public hearing, and to provide a local government resolution. ALC has provided clarification that while Metro Vancouver can apply as authorized agent, the City of Maple is responsible to hold the public hearing and pass the Council Resolution.

Upon review of the information received at public hearing, at their subsequent Council meeting, Council will consider the feedback before passing the resolution. Upon receipt of a favorable recommendation, Metro Vancouver will forward the exclusion application to the ALC for approval. As this site has been previously identified by the Commission as suitable for exclusion, an expedited response to this application is anticipated

h) Alternatives:

As noted earlier in this report, the use of this site is critical to the successful completion of this project. Metro Vancouver has issued an RFP for construction and is expected to begin work in July 2021. The project is on a critical path, for all of the Northwest Langley Treatment Projects, valued at $1.3B. Delays to the Golden Ears Forcemain Project will result in additional costs to Metro Vancouver.

The alignment within the ALR was selected with careful consideration of environmental impacts, constructability, proximity to adjacent infrastructure, property requirements and the requirement to connect to existing infrastructure. The construction methodology requires the pre-assembly of the full length of the river crossing, and the identified corridor and temporary working space north of 113B Avenue is the only option to accomplish this.

The exclusion of this site from the ALR is not the only option for this purpose. Alternatives exist, such as a Non-Farm Use application, or a possible exemption due to the temporary use of the site. Given the circumstances however, exclusion is the best option, as the ALC does not consider an agricultural future for the site, and sees little benefit for retaining it within the ALR.

CONCLUSION:

This application for exclusion from the ALR is a collaboration between the City of Maple Ridge and Metro Vancouver to advance an infrastructure development project. The site has been identified by the ALC for exclusion, and for this reason, the exclusion of the site is the most expedient approach to being able to use the site for this purpose.

This application will be the first exclusion application within the City of Maple Ridge under the local government initiated application process as introduced by the Commission in August 2020. Prior to being forwarded to the Commission, the local government is required to host a public hearing. For this reason, the recommendation of this report is to forward the application to public hearing.

Following public hearing, the report will be returned to Council with a request to consider forwarding the request to the ALC.

"Original signed by Diana Hall"

Prepared by: **Diane Hall, BA, MA**
Planner 2

"Original signed by Chuck Goddard"

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

"Original signed by Christine Carter"

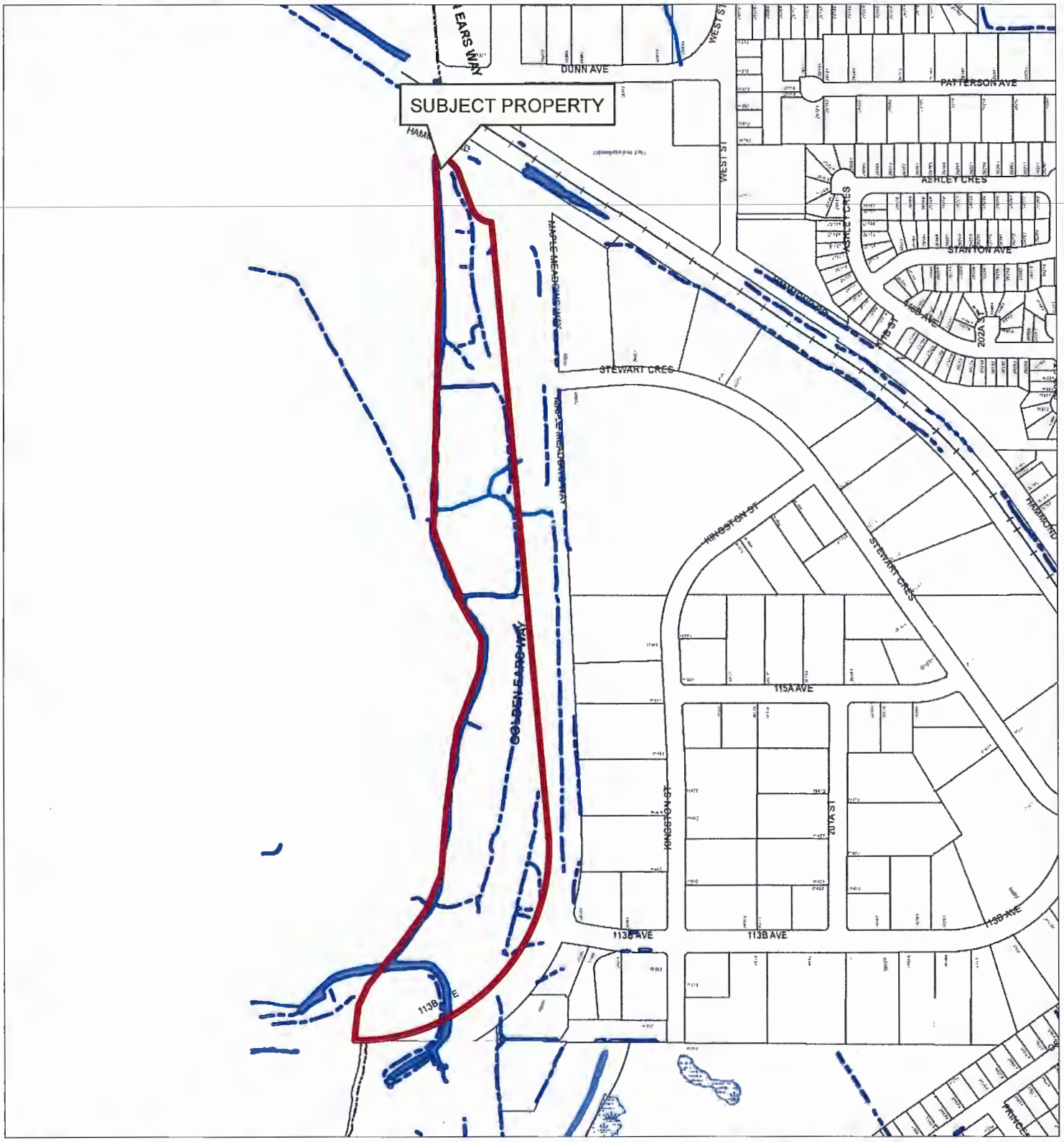
Approved by: **Christine Carter, M.PL, MCIP, RPP**
GM Planning & Development Services

"Original signed by Al Horsman"

Concurrence: **Al Horsman**
Chief Administrative Officer

The following appendices are attached hereto:

Appendix A – Subject Map
Appendix B – Ortho photo
Appendix C – Construction Details prepared by Applicant



N

Scale: 1:6,000

Legend

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

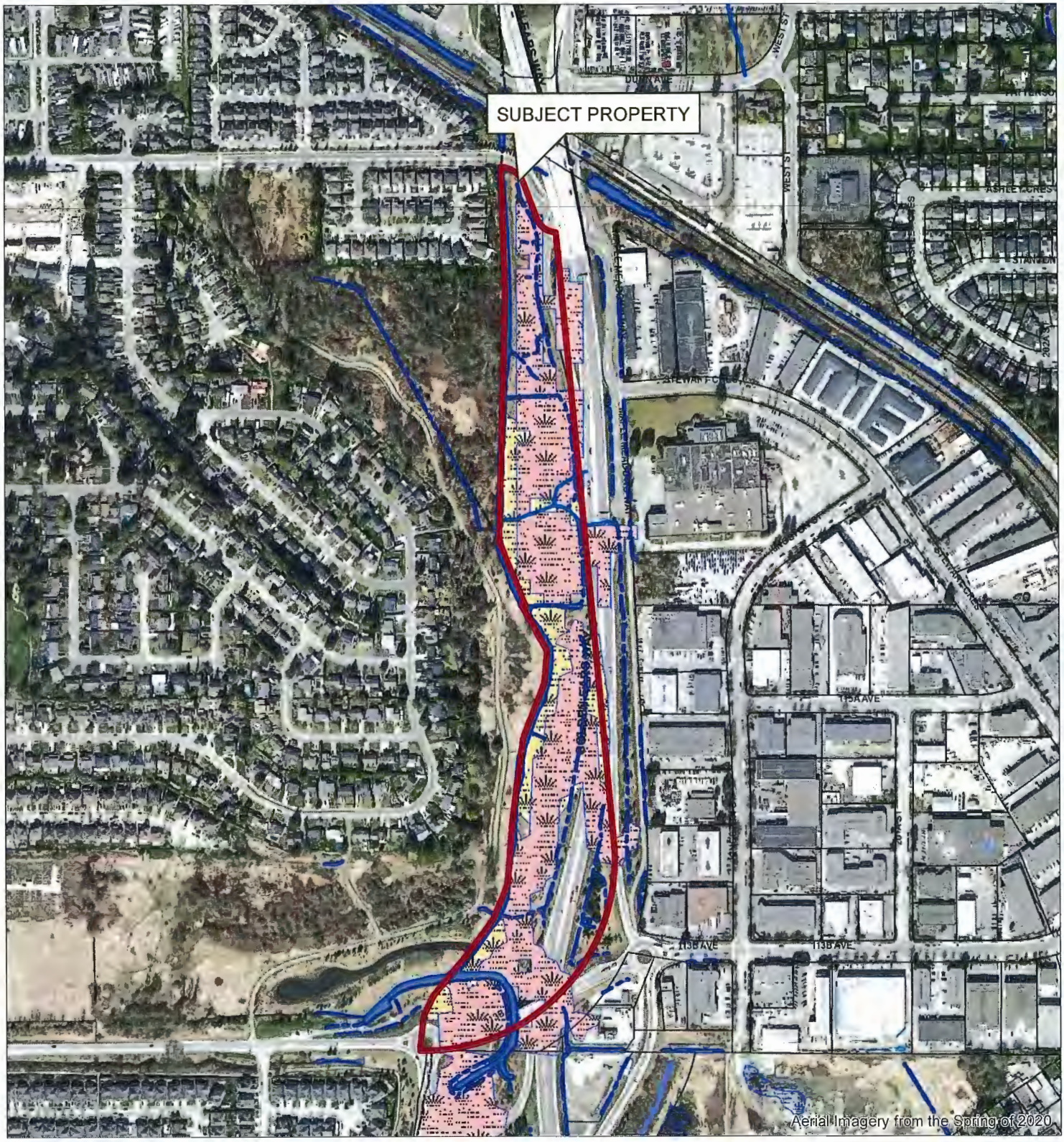
FOLIO: 21342-0400-4

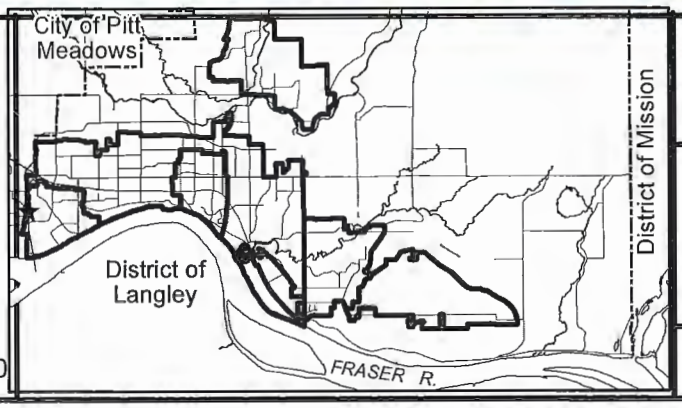
PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia
mapleridge.ca

FILE: 2021-032-AL
DATE: Jan 20, 2021

BY: PC





N

Scale: 1:6,000

FOLIO 21342-0400-4

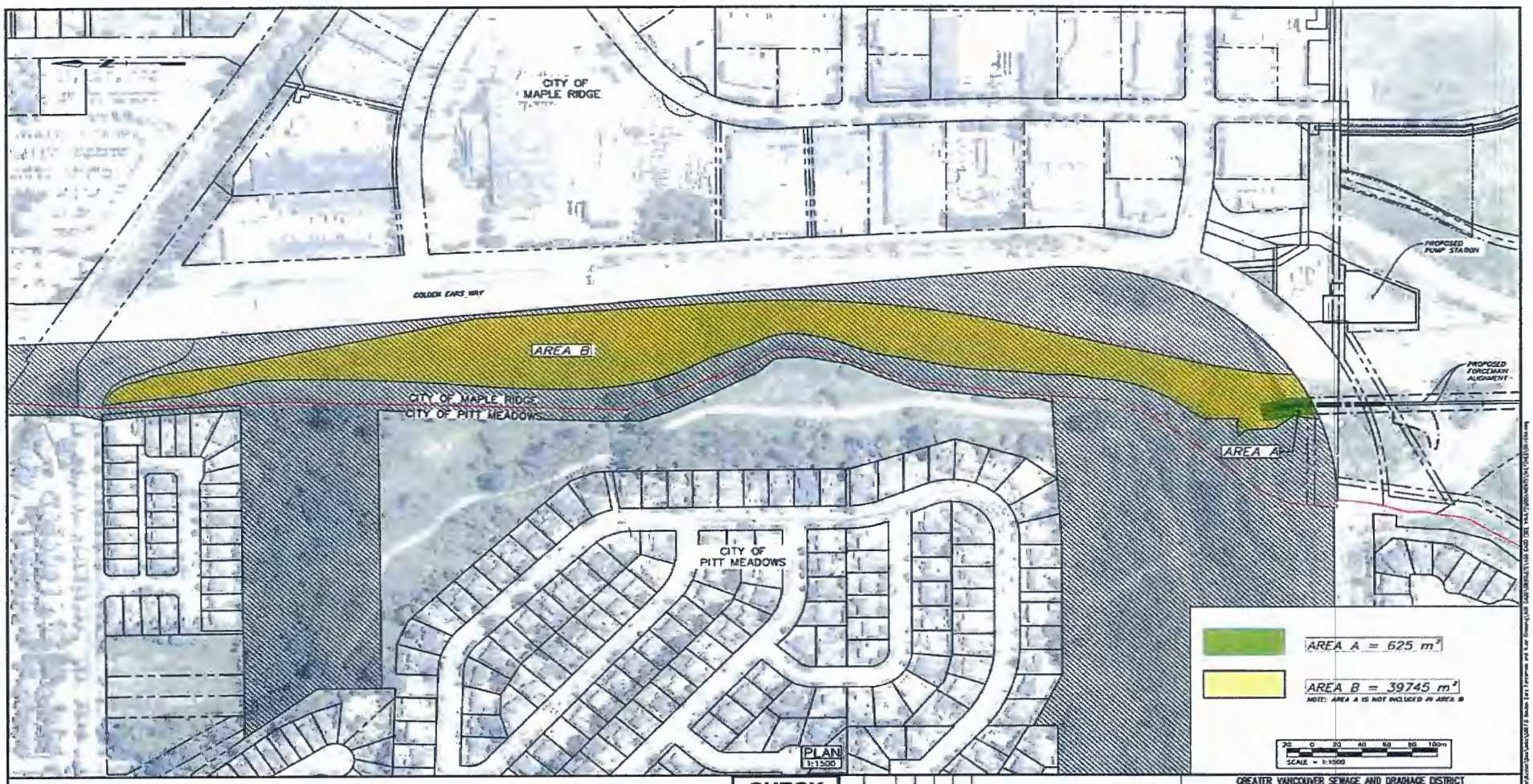
PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: 2021-032-AL
DATE: Feb 9, 2021

BY: PC



TEMPORARY CONSTRUCTION RIGHT OF WAY
PERMANENT RIGHT OF WAY
AGRICULTURAL LAND RESERVATION
CITY LIMITS
PROPERTY LINE
PROPOSED RIGHT OF WAY

PREPARED BY: McMILLEN JACOBS ASSOCIATES

CHECK PRINT
THIS DRAWING HAS NOT BEEN APPROVED, AND MAY CONTAIN ERRORS AND OMISSIONS.

Professional Seal

Issue	Date	Dsgn	D/Ir	Drwn	Appd	Description
P1	JAN 12, 2011	MPK	KR	DG	DG	ISSUED FOR ALR EXCLUSION APPLICATION

Bar is 20mm On Original Drawing, If Not On This Sheet, Adjust Scales Accordingly

GREATER VANCOUVER SEWAGE AND DRAINAGE DISTRICT

Design: MPK
Drawn: KR
Checked: DG
DG Approved
Manager

GOLDEN EARS FORCEMAIN AND RIVER CROSSING

NORTH SITE – MAPLE RIDGE PERMANENT AND CONSTRUCTION RIGHT OF WAY PLAN IN ALR LAND

SCALE: 1:1500
DISTRICT FILE: 42-1111
DRAWING NUMBER: SK-044

SUPERSEDES PRINTS OF THIS DRAWING NUMBER WITH LETTERS PREVIOUS TO → P1

MAPLE RIDGE
British Columbia
mapleridge.ca

City of Maple Ridge

TO:	His Worship Mayor Michael Morden and Members of Council	**MEETING DATE:**	March 30, 2020
		FILE NO:	2018-249-RZ
FROM:	Chief Administrative Officer	**MEETING:**	COUNCIL

SUBJECT: **Final Reading:**
Zone Amending Bylaw No. 7517-2018
25180 108 Avenue

EXECUTIVE SUMMARY:

Zone Amending Bylaw No. 7517-2018 for the subject property, located at 25180 108 Avenue (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.

The subject property is split designated Suburban Residential and Urban Reserve. It is also split zoned RS-3 (One Family Rural Residential) and A-2 (Upland Agricultural). The land use designations will not change with this application, and will be aligned with their corresponding zones. Zone Amending Bylaw No. 7517-2018 will therefore rezone the property to RS-2 (One Family Suburban Residential) and A-1 (Small Holding Agriculture).

Council granted first reading for Zone Amending Bylaw No. 7517-2018 on February 12, 2019. Council granted second reading for Zone Amending Bylaw No. 7517-2018 on October 15, 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 subdivision into three lots not less than 4000m^2.

RECOMMENDATION:

That Zone Amending Bylaw No. 7517-2018 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. 7517-2018 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;

In their review of the Subdivision Application, the Engineering Department determined that all servicing requirements would be a condition of subdivision, and therefore, no Rezoning Servicing Agreement would be required;

ii) Registration of a Restrictive Covenant for the Geotechnical Report which addresses the suitability of the subject property for the proposed development;

A Geotechnical report has been provided and accepted by the Engineering Department. However, in order to allow for possible modifications at the site design stage, it is recommended that the covenant requirement be shifted to the Subdivision Application.

iii) Registration of Restrictive Covenants for Slope Protection, Tree Protection, and Stormwater Management;

These documents have been provided and were accepted by the Engineering Department. As possible modifications at the site design stage may be in order, it is recommended that the covenant requirement be shifted to the Subdivision Application.

iv) Registration of a "No Build" Restrictive Covenant pertaining to the portion of the site that is within the Urban Reserve;

This requirement has been met.

v) Registration with Fraser Health for septic disposal; and registration of a Restrictive Covenant for the protection of the septic field areas;

This requirement has been met.

vi) That a voluntary contribution, in the amount of $10,200.00 ($5,100.00 per lot) be provided in keeping with the Council Policy with regard to Community Amenity Contributions.

This requirement has been met.

b) Additional Information:

This application will also require a Development Variance Permit be approved for variances to servicing requirements and for lot geometry. This variance request will be presented at a future Council meeting prior to subdivision approval.

CONCLUSION:

As noted above, some of the final reading requirements have been switched to requirements for the subdivision application. With these changes in mind, the applicant has met Council's conditions. It is therefore recommended that final reading be given to Zone Amending Bylaw No. 7517-2018.

"Original signed by Chuck Goddard" for

Prepared by: **Diana Hall, BA, MA**
Planner 2

"Original signed by Chuck Goddard"

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

"Original signed by Christine Carter"

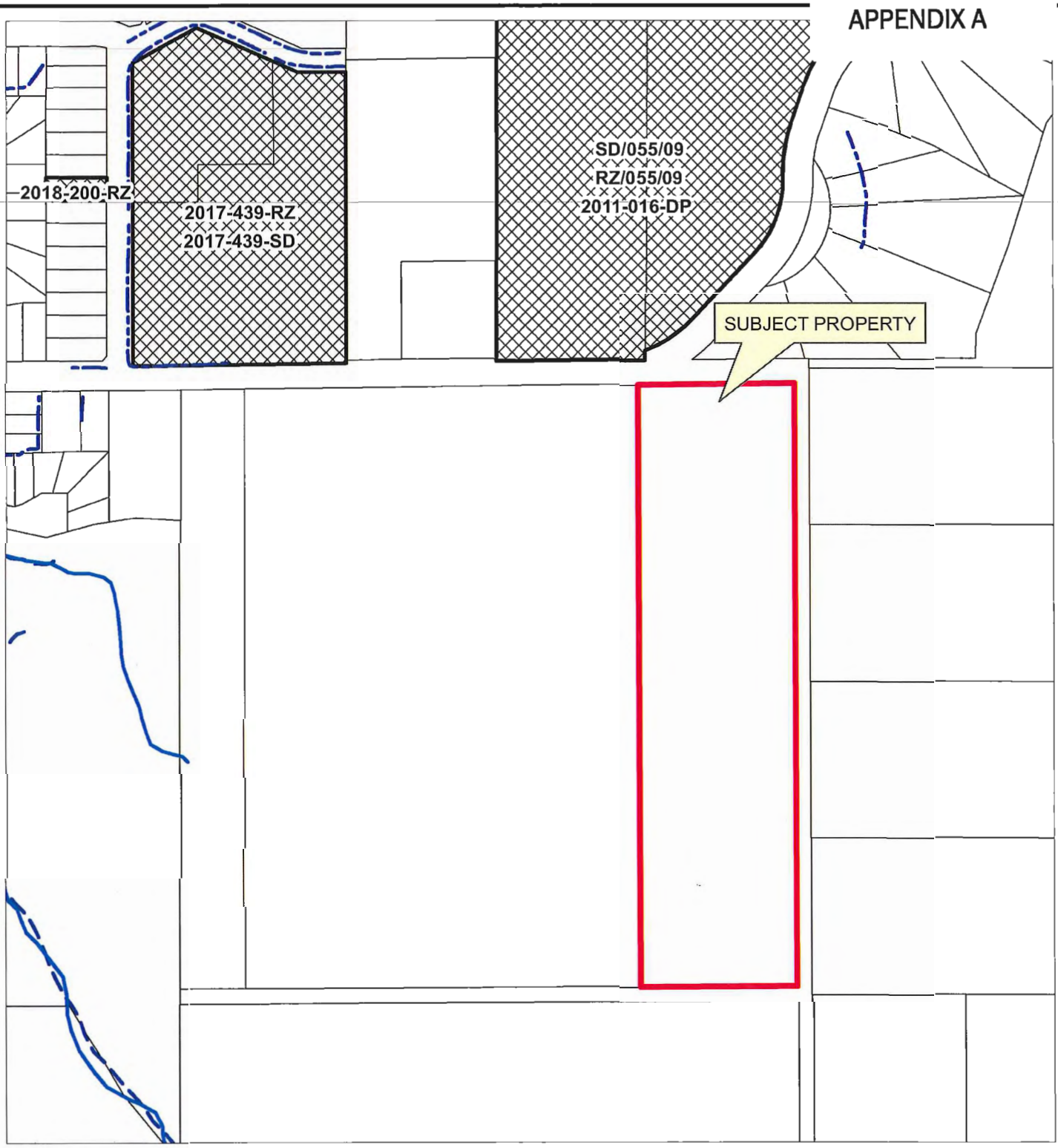
Approved by: **Christine Carter, M.PL, MCIP, RPP**
GM Planning & Development Services

"Original signed by Al Horsman"

Concurrence: **Al Horsman**
Chief Administrative Officer

The following appendices are attached hereto:
Appendix A – Subject Map
Appendix B – Bylaw No. 7517-2018
Appendix C – Subdivision Plan

APPENDIX A



N

Scale: 1:3,500

Legend

- Stream
- Ditch Centreline
- Indefinite Creek

25180 108 AVE

PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia
mapleridge.ca

FILE: 2018-249-SD
DATE: Dec 2, 2019

BY: AC

APPENDIX B

CITY OF MAPLE RIDGE
BYLAW NO. 7517-2018

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. 7517-2018."

2. That portion of the parcel of land and premises known and described as:

   Lot 5 Section 11 Township 12 New Westminster District Plan 37195

   and outlined in heavy black line on Map No. 1783 a copy of which is attached hereto and forms part of this Bylaw, is hereby rezoned to RS-2 (One Family Suburban Residential) and A-1 (Small Holding Agriculture).

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

READ a first time the 12th day of February, 2019.

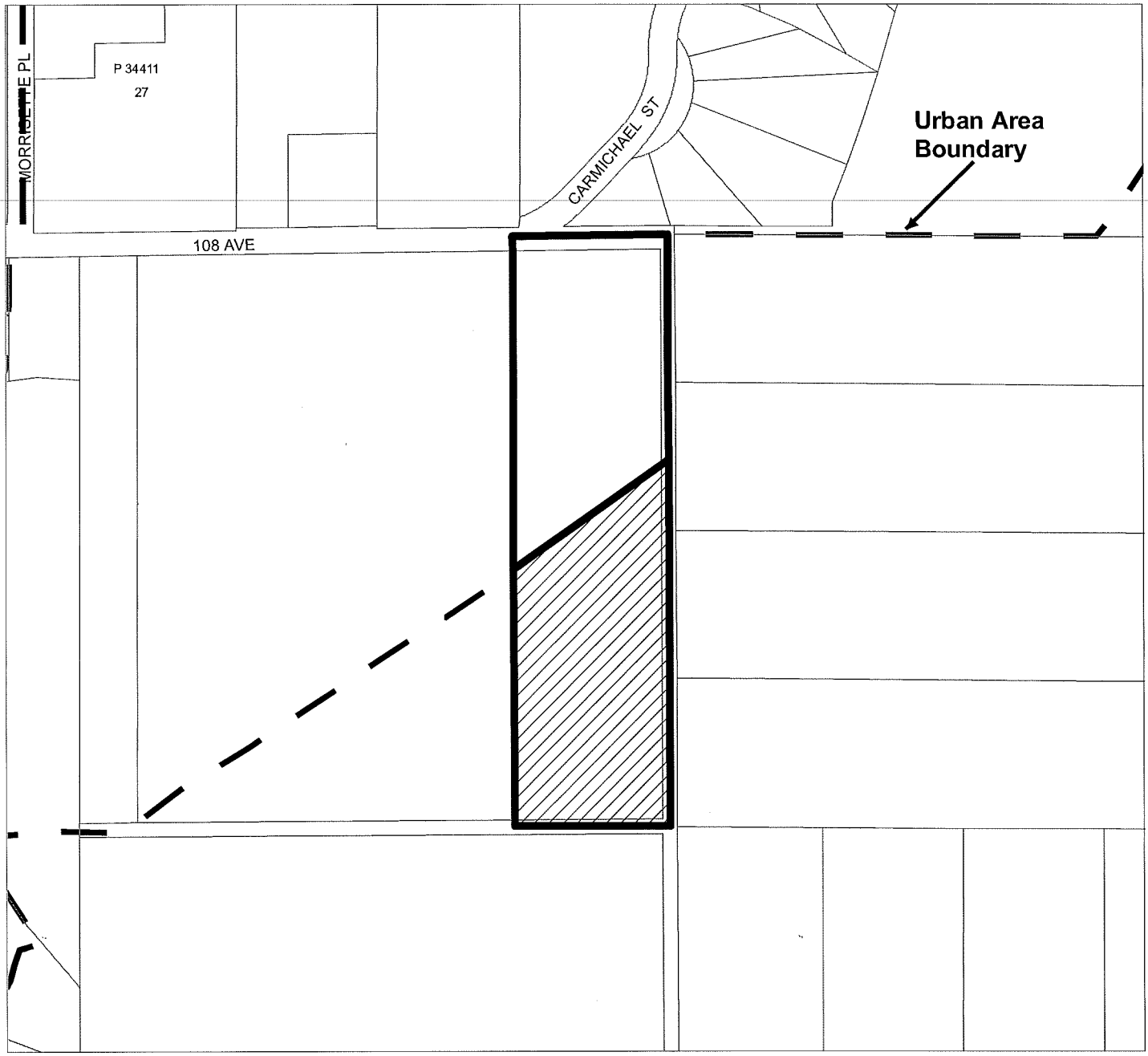
READ a second time the 15th day of October, 2019.

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

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

ADOPTED, the day of , 20

PRESIDING MEMBER **CORPORATE OFFICER**



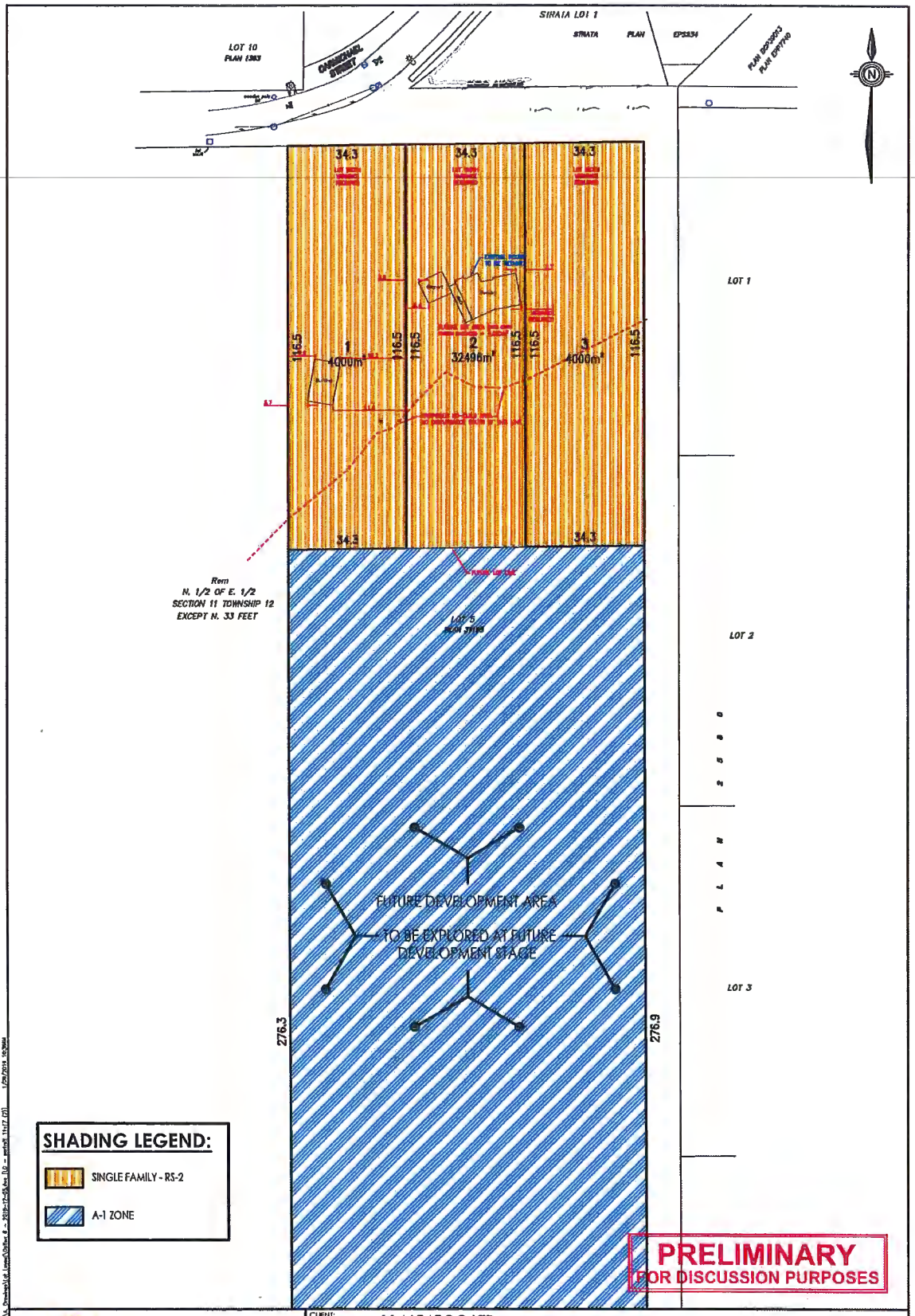
MAPLE RIDGE ZONE AMENDING

Bylaw No. 7517-2018
Map No. 1783
From: A-2 (Upland Agricultural)
RS-3 (One Family Rural Residential)
To: RS-2 (One Family Suburban Residential)
A-1 (Small Holding Agricultural)

MAPLE RIDGE
British Columbia

Urban Area Boundary

N
SCALE 1:4,000



CENTRAS Engineering Ltd
CROYDON BUSINESS CENTRE
#216-2630 CROYDON DRIVE, SURREY, BC V3S 6T3
PHONE: 604-782-6927 EMAIL: info@centras.ca

CLIENT:	1146545 BC LTD
PROJECT TITLE:	RESIDENTIAL SUBDIVISION (RS-2 - NORTH PORTION & A1 - SOUTH PORTION)
PROJECT ADDRESS:	25180-108 AVENUE
LEGAL:	
SCALE:	1:500
PROJECT No.	2018-022
MUNICIPAL PROJECT No.	
DATE:	DEC 2018

PRELIMINARY PLAN - SUBJECT TO APPROVAL(S) FROM FEDERAL, PROVINCIAL AND LOCAL AUTHORITIES

1100 *Committee Reports and Recommendations*

MAPLE RIDGE
British Columbia
mapleridge.ca

City of Maple Ridge

TO:	His Worship Mayor Michael Morden and Members of Council	**MEETING DATE:**	March 23, 2021
		FILE NO:	2020-432-RZ
FROM:	Chief Administrative Officer	**MEETING:**	C o W

SUBJECT: **First Reading**
Zone Amending Bylaw No. 7713-2021
12211 and 12229 228 Street

EXECUTIVE SUMMARY:

An application has been received to rezone the subject property, located at 12211 and 12229 228 Street, from RS-1 (Single Detached Residential) to RM-1 (Low Density Townhouse Residential), to permit the future construction of 17 dwelling units.

As per Council Policy 6.31, which was updated December 12, 2017, this application is subject to the Community Amenity Contribution (CAC) Program, at a rate of $4,100 per dwelling unit. Therefore, an estimated CAC amount of $69,700.00 would be required.

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

RECOMMENDATIONS:

1. **That Zone Amending Bylaw No. 7713-2021 be given First Reading; and**

2. **That the applicant provide further information as described on Schedules C, D, and E of the Development Procedures Bylaw No. 5879–1999.**

DISCUSSION:

a) Background Context:

Applicant:	Douglas Johnson
Legal Description:	Lot 8, Section 20, Township 12, New Westminster Plan 14396 Lot 9, Section 20, Township 12, New Westminster Plan 14396
OCP:	
Existing:	Ground-Oriented Multi-Family
Proposed:	Ground-Oriented Multi-Family
Within Urban Area Boundary:	Yes
Area Plan:	Town Centre
OCP Major Corridor:	Yes
Zoning:	
Existing:	RS-1 (Single Detached Residential)
Proposed:	RM-1 (Low Density Townhouse Residential)

Surrounding Uses:

North:	Use:	Single-Family Residential
	Zone:	RS-1 (Single Detached Residential)
	Designation:	Ground-Oriented Multi-Family
South:	Use:	Single-Family Residential
	Zone:	RS-1b (Single Detached (Medium Density) Residential)
	Designation:	Ground-Oriented Multi-Family
East:	Use:	Single-Family Residential
	Zone:	RS-1 (Single Detached Residential) / RS-1b (Single Detached (Medium Density) Residential)
	Designation:	Ground-Oriented Multi-Family
West:	Use:	Single-Family Residential
	Zone:	R-3 (Single Detached (Intensive) Urban Residential)
	Designation:	Single-Family Residential

Existing Use of Property:	Single-Family Residential
Proposed Use of Property:	Multi-Family Residential
Site Area:	0.301 HA (0.744 acres)
Access:	228 Street
Servicing requirement:	Urban Standard

b) Site Characteristics:

The subject properties have a combined total of 0.301 Ha (0.744 ac) and are bounded by single-family residential lots on the north, south, and west sides and 288 Street on the east. The subject properties each consist of a residential single family dwelling which will be demolished as a condition of rezoning. Furthermore, vegetation is located throughout the two properties with lot grades that are relatively flat.

c) Project Description:

The current application is proposing to rezone the subject properties from RS-1 (Single Detached Residential) to RM-1 (Low Density Townhouse Residential) to permit future construction of a 17 unit townhouse development (see Appendices A or B).

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

d) Planning Analysis:

Official Community Plan:

The development site is located within the *Town Centre Area Plan* and is currently designated *Ground-Oriented Multi-Family*. The proposed RM-1 zoning is supported by the *Town Centre Area Plan*.

Zoning Bylaw:

The current application proposes to rezone the properties located at 12211 and 12229 228 Street from RS-1 (Single Detached Residential) to RM-1 (Low Density Townhouse Residential) (see Appendix C) to permit the construction of a 17 unit townhouse development (see Appendix D). The minimum lot size for the proposed RM-1 (Low Density Townhouse Residential) zone is 1,000m^2 which is satisfied by this project which has an approximate lot area of 2,981.25m^2 once road dedication has been provided.

The applicant has proposed variances to the following for the building face of the proposed development:

- Front Lot Line Setback: 5.0m to 4.5m
- Rear Lot Line Setback: 7.5m to 6.37m
- Interior Lot Line Setback: 6.0m to 4.5m

The applicant states that the proposed variances are required to allow for more comfortable spacing of units on the site and to allow the porches to be provided that will make the project blend into the neighbourhood. Addditionally, the proposal indicates that parking will not be tandem.

Development Permits:

Pursuant to Section 8.11 of the OCP, a Town Centre Development Permit for the North and South View Precinct application is required for all multi-family residential, flexible mixed use and commercial development located in the Town Centre.

Advisory Design Panel:

A Town Centre Development Permit is required and must be reviewed by the Advisory Design Panel prior to second reading.

Development Information Meeting:

The development is proposing more than five dwelling units, therefore, a Development Information Meeting is required for this application. Prior to second reading the applicant is required to host a Development Information Meeting in accordance with Council Policy 6.20.

e) Interdepartmental Implications:

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

a) Engineering Department;
b) Operations Department;
c) Fire Department;
d) Building Department;
e) Parks, Recreation and Culture Department; and
f) School District;

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 C);
2. A Town Centre Development Permit Application (Schedule D); and
3. A Development Variance Permit (Schedule E);

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.

"Original signed by Tyson Baker"

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

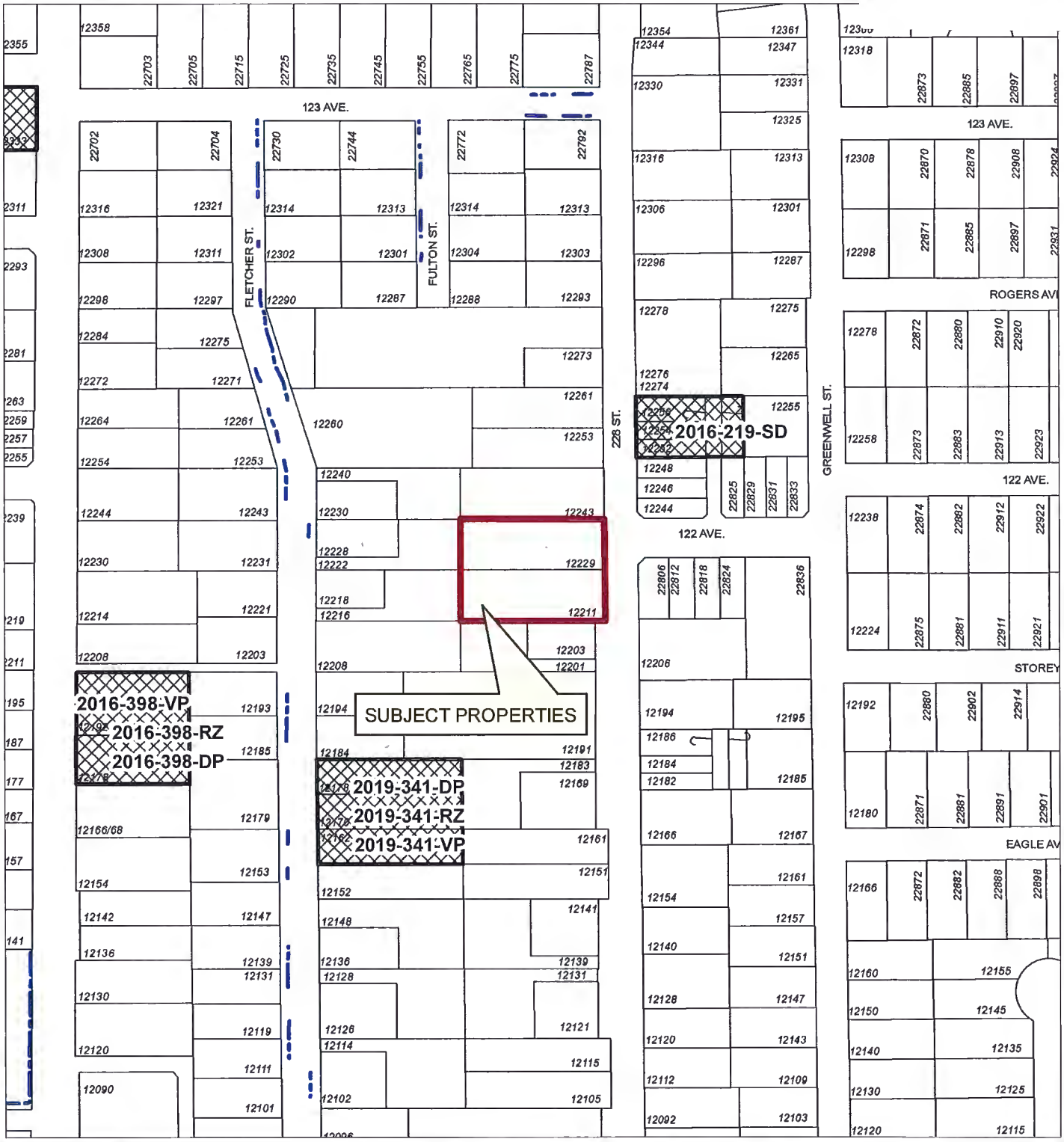
"Original signed by Al Horsman"

Concurrence: **Al Horsman**
Chief Administrative Officer

The following appendices are attached hereto:

Appendix A – Subject Map
Appendix B – Ortho Map
Appendix C – Zone Amending Bylaw No. 7713-2021
Appendix D – Proposed Site Plan

APPENDIX A



N

Scale: 1:2,500

Legend

- Stream
- Canal Edge
- Ditch Centreline
- Indefinite Creek
- Active Applications (RZ/SD/DP/VP)

12211/29 228 STREET
004-440-005 / 009-946-357

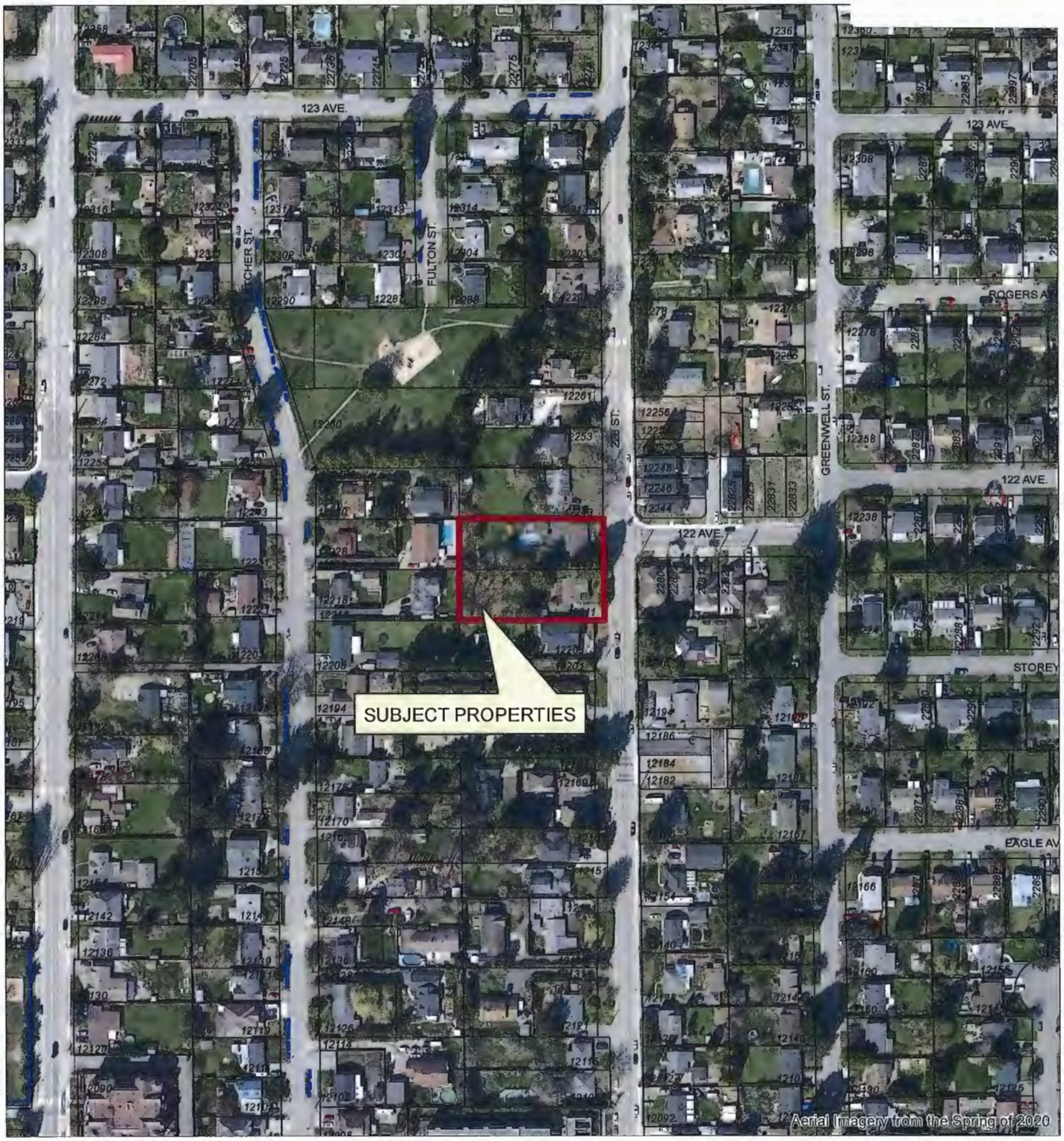
PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: 2020-432-RZ
DATE: Jan 4, 2021
BY: BD

APPENDIX B



N

Scale: 1:2,500

Legend

- Stream
- Canal Edge
- Ditch Centreline
- Indefinite Creek

12211/29 228 STREET
004-440-005 / 009-946-357

PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: 2020-432-RZ
DATE: Jan 4, 2021
BY: BD

APPENDIX C

CITY OF MAPLE RIDGE
BYLAW NO. 7713-2021

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

WHEREAS, it is deemed expedient to amend Maple Ridge Zoning Bylaw No. 7600-2019 as amended;

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7713-2021."

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

   Lot 8 Section 20 Township 12 New Westminster District Plan 14396
   Lot 9 Section 20 Township 12 New Westminster District Plan 14396

   and outlined in heavy black line on Map No. 1871 a copy of which is attached hereto and forms part of this Bylaw, are hereby rezoned to RM-1 (Low Density Townhouse Residential).

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

READ a first time the day of , 20

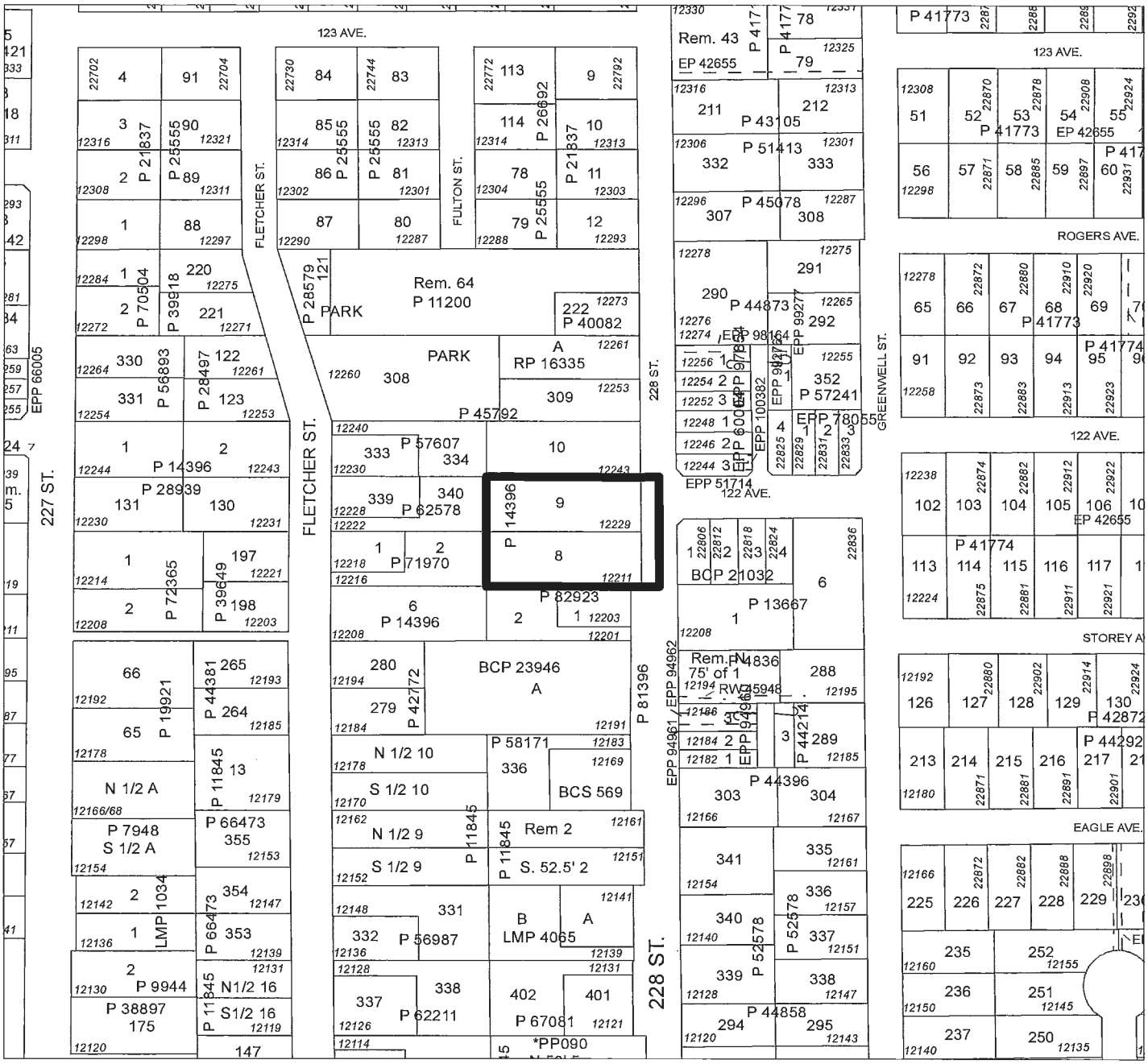
READ a second time the day of , 20

PUBLIC HEARING held the day of , 20

READ a third time the day of , 20

ADOPTED, the day of , 20

PRESIDING MEMBER **CORPORATE OFFICER**



MAPLE RIDGE ZONE AMENDING

Bylaw No. 7713-2021

Map No. 1871

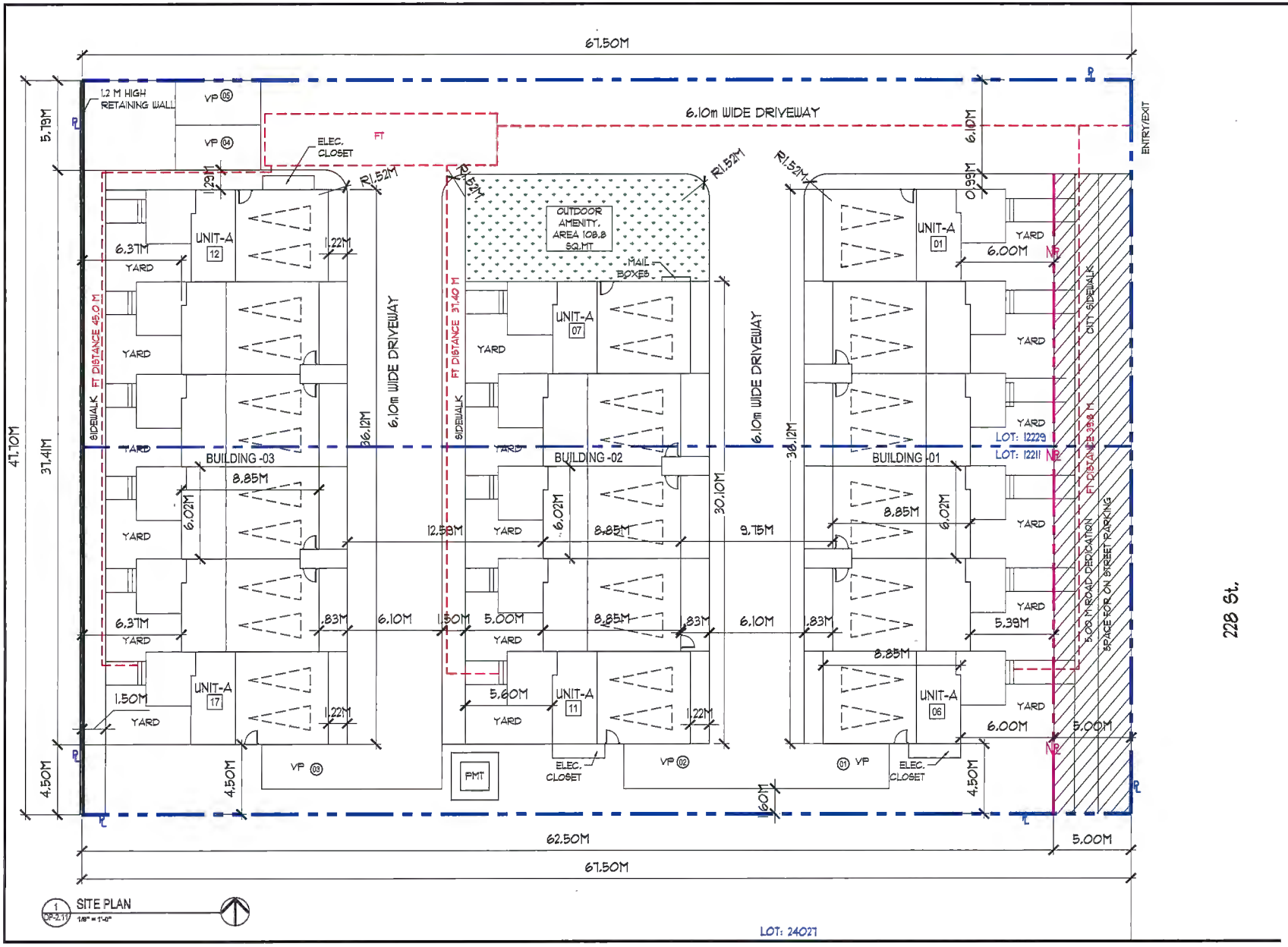
From: RS-1 (Single Detached Residential)

To: RM-1 (Low Density Townhouse Residential)

MAPLE RIDGE
British Columbia

N

SCALE 1:2,500



122 AVE

228 St.

COPYRIGHT RESERVED
THIS PLAN AND DESIGN ARE, AND AT ALL TIMES REMAIN THE EXCLUSIVE PROPERTY OF DOUGLAS R. JOHNSON ARCHITECT AND MAY NOT BE USED OR REPRODUCED WITHOUT WRITTEN CONSENT. WRITTEN DIMENSIONS SHALL HAVE PRECEDENCE OVER SCALED MEASUREMENTS. CONTRACTORS SHALL VERIFY AND ASSUME SOLE RESPONSIBILITY FOR ALL DIMENSIONS AND CONDITIONS ON THE JOB AND THIS OFFICE SHALL BE INFORMED OF ANY VARIATIONS FROM THE DIMENSIONS AND CONDITIONS SHOWN ON THE DRAWING.

MARK	DATE	DESCRIPTION
	01 DEC 2020	ISSUED FOR REZONING

PROJECT: 12229 - TOWNHOUSES
12229, 12211 228 ST MAPLE RIDGE, B.C., CANADA
SHEET DESCRIPTION: SITE PLAN
OWNER

DOUGLAS R. JOHNSON ARCHITECT LTD.
#374-901 WEST 3RD.ST.
NORTH VANCOUVER, BC V7P 3P9
PH.(604)995-3381
FAX.(604)995-0217
drjarch@shaw.ca

SCALE: 1/8"= 1'-0"
PROJECT NO: ----
DATE: 26 NOV 2020
DRAWN:
SHEET: DP-2.11
REVISIONS: 1

APPENDIX D

MAPLE RIDGE
British Columbia
mapleridge.ca

City of Maple Ridge

TO:	His Worship Mayor Michael Morden and Members of Council	**MEETING DATE:**	March 23, 2021
		FILE NO:	2021-061-RZ
FROM:	Chief Administrative Officer	**MEETING:**	C o W

SUBJECT: **First Reading**
Zone Amending Bylaw No. 7719-2021
Zone Amending Bylaw No. 7721-2021
21783 Lougheed Highway

EXECUTIVE SUMMARY:

An application has been received to rezone the subject property, located at 21783 Lougheed Highway, from C-2 (Community Commercial) to C-7 (Lougheed Transit Corridor High Density Mixed-Use), to permit the future construction of a six storey, purpose-built rental apartment building. The building will contain approximately 685 m^2 of commercial space on the ground floor and 124 rental apartment units from the ground floor to sixth storey. The proposed development is within the concept plan for the Lougheed Transit Corridor area, which identifies a future land use of *Commercial Mixed-Use* that has been endorsed by Council. Zone Amending Bylaw No. 7721-2021 proposes to create the new C-7 zone, while Zone Amending Bylaw No. 7719-2021 proposes to rezone the site from the C-2 to the C-7 zone.

The C-7 zone permits a maximum Floor Space Ratio (FSR) of 1.0; however, the project has an FSR of 2.0, which may be permitted through the density bonus provisions of the proposed C-7 Zone. The applicant will be utilizing the additional density bonus provision, by providing a cash contribution at a rate of $161.46 per square metres ($15.00 per square foot). This voluntary payment for the additional FSR will be approximately $205,457.85, based on the initial plans submitted for first reading.

The subject application is exempt from paying the Community Amenity Contribution, Policy 6.31, as the applicant is proposing 100% of the units as rental to be secured through a Housing Agreement. To proceed further with this application additional information is required as outlined below.

RECOMMENDATIONS:

1. **That Zone Amending Bylaw No. 7719-2021 be given first reading; and**

2. **That Zone Amending Bylaw No. 7721-2021 be given first reading; and**

3. **That the applicant provide further information as described on Schedules C, D and E of the Development Procedures Bylaw No. 5879-1999.**

DISCUSSION:

a) Background Context:

Applicant: Sarah Alexander

Owner:	1065823 BC LTD
Legal Description:	Parcel A District Lot 247 Group 1 New Westminster District Plan EPP73031
OCP:	
Existing:	Commercial
Proposed:	Commercial Mixed-Use under Lougheed Transit Corridor Concept Plan
Within Urban Area Boundary:	Yes
Area Plan:	Lougheed Transit Corridor (endorsed concept plan)
OCP Major Corridor:	Yes
Zoning:	
Existing:	C-2 (Community Commercial)
Proposed:	C-7 (Lougheed Transit Corridor High Density Mixed-Use)
Surrounding Uses:	
North: Use:	Single Family Residential
Zone:	RS-1 (One Family Urban Residential)
Designation:	Urban Residential
South: Use:	Commercial and Residential
Zone:	CS-1 (Service Commercial) and RS-1 (One Family Urban Residential)
Designation:	Commercial and Urban Residential
East: Use:	Single Family Residential
Zone:	RS-1 (One Family Urban Residential)
Designation:	Urban Residential
West: Use:	Commercial
Zone:	CS-1 (Service Commercial)
Designation:	Commercial
Existing Use of Property:	Vacant
Proposed Use of Property:	Mixed Use (Commercial and Residential)
Site Area:	0.51 ha (1.3 acres)
Access:	Lougheed Highway
Servicing requirement:	Urban Standard

b) Site Characteristics:

The subject property, located at 21783 Lougheed Highway, is approximately 0.51 ha (1.3 acres) in area and is currently vacant (see Appendices A and B). The subject property is relatively flat with low-lying vegetation located throughout the site and trees along the eastern property boundary. Japanese Knotweed has been identified on the subject property; however, mitigation and removal measures have been implemented.

The subject property was rezoned C-2 (Community Commercial) zone under a previous application, 2015-309-RZ. The purpose of this previously-approved rezoning application was to allow for a two-storey Pediatric and Family Care Clinic. Subsequently, the owners revised their vision for the property, and requested to rezone the site to a new Comprehensive Development zone (CD-2-19) under application 2019-260-RZ. The revised application was to permit the construction of a six storey mixed-use building with approximately 1,858 m^2 (20,000 ft^2) of ground floor commercial space and approximately 90 residential units above. Application 2019-260-RZ received first reading from Council on December 10, 2019.

c) Project Description:

The subject site is now under new ownership and under the current application. The current application seeks to construct a building with approximately 686 m^2 (7,384 ft^2) of commercial space on the ground floor and 124 rental apartment units from the ground floor to the sixth floor. The design intends to have the bulk of the six storey building fronting Lougheed Highway, with a smaller portion on the east side continuing north. This northern portion of the building will be required to step down to the 4th storey, in order to better integrate with the existing single family houses to the north. The preliminary design also provides a 9 metre (30 ft) setback along the majority of the northern lot line, to act as a buffer between the site and the adjacent residential lots.

The unopened lane located to the north of the subject property, which is approximately 3 m (10 ft.) in width, is not intended to be constructed and will further buffer the existing single family lots from the new residential apartment use. The Concept Plan for the Lougheed Transit Corridor area identifies a potential north-south pathway between Lougheed Highway and Howison Avenue, the applicant may be required to dedicate a walkway along the eastern portion of the site. Also, the building will need to be setback further from the east property line. Underground parking is proposed for most of the residential use, with access located on the southwest portion of the site. Surface parking is to be provided for the commercial use and some of the residential use behind the building, along the north and west property boundaries (see Appendix E).

The Ministry of Transportation and Infrastructure (MOTI) has jurisdiction for access and parking requirements and MOTI approval is required prior to rezoning adoption. The applicant will need to coordinate with MOTI early in the development process.

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 currently designated *Commercial* and is within the Lougheed Transit Corridor area, which is subject to a Council endorsed Concept Plan.

The land use identified in the Lougheed Transit Corridor Concept Plan is *Commercial Mixed Use*, which aligns with a mixed-use form of development with ground floor commercial and residential above at transit nodes and along 'high streets'. A minimum height of four storeys is required with no building height maximum. Development proposed adjacent to existing single detached dwelling or townhouse uses will be encouraged to design buildings in a sensitive manner to the existing development, such as stepping down building faces at interface points.

The endorsed Concept Plan identifies the creation of a new C-7 (Lougheed Transit Corridor High Density Mixed-Use). Adoption and inclusion of the Lougheed Transit Corridor Area Plan into the OCP is scheduled for Q3 – 2021.

Housing Action Plan:

The Housing Action Plan (HAP), which was endorsed by Council in September, 2014 identifies rental housing as a priority. This was reaffirmed with the endorsement of the Housing Action Plan Implementation Framework in September, 2015.

This project meets many of the objectives of the Housing Action Plan to encourage more rental, affordable and special needs housing in Maple Ridge. The applicant will provide a more detailed amount of information about the unit mix and potential affordable rent for the second reading report. A Housing Agreement will ensure that these units will be retained for such rental purposes over time.

Zoning Bylaw:

The current application proposes to rezone the subject property located at 21783 Lougheed Highway from C-2 (Community Commercial) to C-7 (Lougheed Transit Corridor High Density Mixed-Use), under Zone Amending Bylaw No. 7719-2021 (Appendix C). The proposed zone is identified in the endorsed Lougheed Transit Corridor Concept Plan for the *Commercial Mixed-Use* land use designation. This new zone permits a range of commercial uses, as well as the apartment use. It is anticipated that an accompanying schedule to the new C-7 zone will be brought forward at second reading differentiating areas that require ground floor commercial with those that may develop with only a residential use. This approach is currently used in the Town Centre, and provides developers with greater flexibility in a changing market.

As development applications can proceed in the Lougheed Transit Corridor in advance of an adopted area plan, the C-7 (Lougheed Transit Corridor High Density Mixed-Use) zone has been prepared, under Zone Amending Bylaw No. 7721-2021 (Appendix D). The subject application is the first commercial rezoning application in the Lougheed Transit Corridor area since the concept plan was endorsed.

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

Development Permits:

Later this year when the Lougheed Transit Corridor Area Plan is brought forward for bylaw consideration, a specific set of Development Permit Guidelines will form part of the document that address the desired transit supportive form and character of new development in this area. Should these guidelines not be in place early enough for the subject application, a Commercial Development Permit application pursuant to Section 8.5 of the OCP will be required to address the current proposal's compatibility with adjacent development, and to enhance the unique character of the community.

Advisory Design Panel:

A Commercial Development Permit is required and must be reviewed by the Advisory Design Panel prior to Second Reading.

Development Information Meeting:

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

e) Interdepartmental Implications:

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

a) Engineering Department;
b) Operations Department;
c) Fire Department;
d) Building Department;
e) Parks, Recreation and Culture Department;
f) School District;
g) Ministry of Transportation and Infrastructure;
h) Canada Post.

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

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

f) Early and Ongoing Consultation:

In respect of Section 475 of the *Local Government Act* for consultation during an OCP amendment, it is recommended that no additional consultation is required beyond the early posting of the proposed OCP amendments on the City's website, together with an invitation to the public to comment.

g) 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 or Schedule C);
2. A Commercial Area Development Permit Application (Schedule D);
3. A Development Variance Permit (Schedule E);

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.

"Original signed by René Tardif"

Prepared by: **Rene Tardif, BA, M.PL**
Planner 1

"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

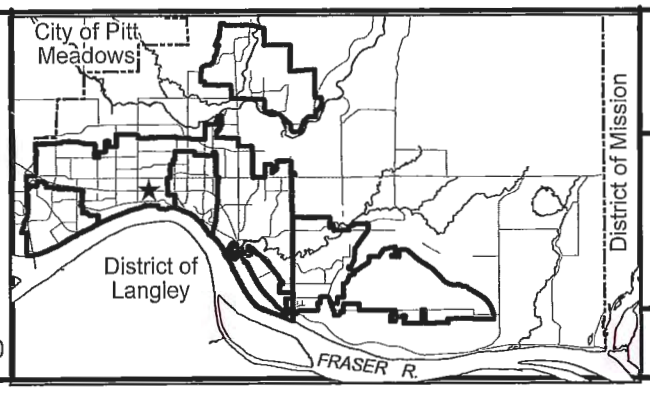
The following appendices are attached hereto:

Appendix A – Subject Map
Appendix B – Ortho Map
Appendix C – Zone Amending Bylaw No. 7719-2021
Appendix D –Zone Amending Bylaw No. 7721-2021
Appendix E - Proposed Site Plan

APPENDIX A

N

Scale: 1:2,500



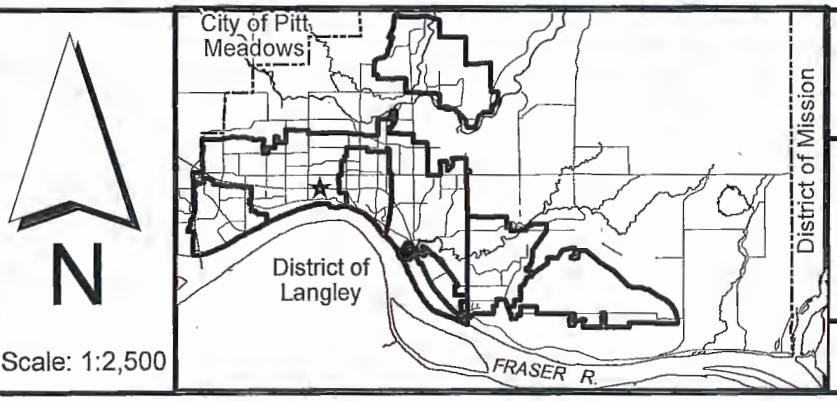
21783 LOUGHEED HWY
PID: 030-610-371

PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia
mapleridge.ca

FILE: 2021-061-RZ
DATE: Feb 2, 2021
BY: PC

APPENDIX B



Scale: 1:2,500

21783 LOUGHEED HWY
PID: 030-610-371

PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia
mapleridge.ca

FILE: 2021-061-RZ
DATE: Feb 2, 2021

BY: PC

CITY OF MAPLE RIDGE
BYLAW NO. 7719-2021

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

WHEREAS, it is deemed expedient to amend Maple Ridge Zoning Bylaw No. 7600-2019 as amended;

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7719-2021."

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

   Parcel A District Lot 247 Group 1 New Westminster District Plan EPP73031

   and outlined in heavy black line on Map No. 1874 a copy of which is attached hereto and forms part of this Bylaw, is hereby rezoned to C-7 (Lougheed Transit Corridor High Density Mixed-Use).

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

   READ a first time the day of , 20

   READ a second time the day of , 20

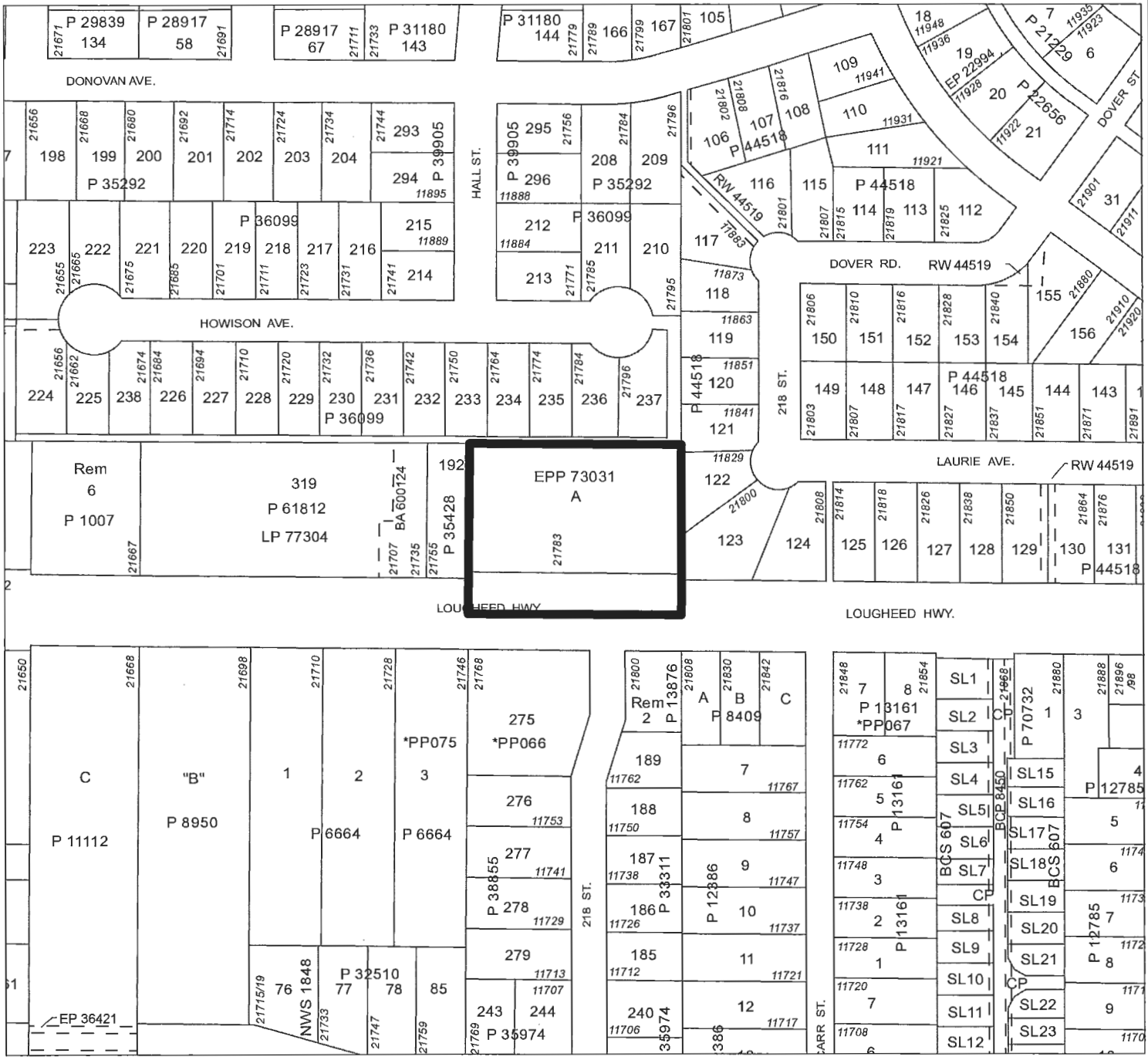
   PUBLIC HEARING held the day of , 20

   READ a third time the day of , 20

   APPROVED by the Ministry of Transportation and Infrastructure this day of , 20

   ADOPTED, the day of , 20

PRESIDING MEMBER **CORPORATE OFFICER**



MAPLE RIDGE ZONE AMENDING

Bylaw No. 7719-2021

Map No. 1874

From: C-2 (Community Commercial)

To: C-7 (Lougheed Transit Corridor High Density Mixed-Use)

MAPLE RIDGE
British Columbia

N

SCALE 1:2,500

APPENDIX D

CITY OF MAPLE RIDGE

BYLAW NO. 7721-2021

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

---

WHEREAS, it is deemed expedient to amend the Maple Ridge Zoning Bylaw No. 7600-2019 as amended:

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

1. This bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7721-2021".

2. Maple Ridge Zoning Bylaw No. 7600-2019 is hereby amended as follows:

3. By inserting the following zone after C-6 Community Gaming Facility and re-ordering all subsequent numbering in sequential order.

707 ZONE: C-7 LOUGHEED TRANSIT CORRIDOR HIGH DENSITY MIXED-USE

707.1 PURPOSE

1. This *Zone* provides for a range of *Commercial*, service and *Residential Use*s in the Lougheed Transit Corriodr Area.

701.2 PRINCIPAL USES

2. The following *Principal Use*s *shall* be permitted in this *Zone*:
   a. *Assembly*,
   b. *Business Services*;
   c. *Cannabis Retail*;
   d. *Convenience Store*;
   e. *Financial Services*;
   f. *Indoor Commercial Recreation*;
   g. *Licensee Retail Store*;
   h. *Liquor Primary Establishment*;
   i. *Personal Repair Services*;
   j. *Personal Services*;
   k. *Place of Worship*;
   l. *Private Hospital*;
   m. *Professional Services*;
   n. *Restaurant*;

o. *Retail*, excluding *Highway Commercial*; and

p. *Tourist Accommodation*

707.3 ACCESSORY USES

3. The following *shall* be permitted as *Accessory Uses* to one of the permitted *Principal Uses* in this *Zone*:

   a. *Apartment Residential*;

   b. *Home Occupation*.

   c. one or two *Dwelling Units*; and

   d. *Outdoor Display* or sales area.

4. Refer to Section 402 of this Bylaw for additional information.

707.4 LOT AREA and DIMENSIONS

5. Minimum *Lot Area* and dimensions *shall* be not less than:

a.	in *Lot Area*	1,672.00 square metres
b.	in *Lot Width*	36.0 metres
c.	in *Lot Depth*	27.0 metres.

6. Refer to Section 407 (Building Envelope) of this Bylaw for required minimum *Building Envelope* dimensions.

707.5 DENSITY

7. The *Residential Floor Space Ratio shall* not exceed a base *Density* of 1.0 times the *Lot Area*(Refer to Section 403 (Gross Floor Area Exemptions) of this Bylaw);

8. Additional *Density* may be added to the *Residential Floor Space Ratio*, up to a maximum of 4.0 times the *Lot Area*, with the following provisions:

   a. an amount equal to 0.25 times the *Lot Area* may be added for providing a minimum of 90% of the required *Residential* parking spaces in an *Underground Structure* or *Concealed Parking*;

   b. an additional amount equal to 0.25 times the *Lot Area* may be added for providing all parking spaces, excluding visitor parking spaces, in an *Underground Structure* or *Concealed Parking*;

   c. an amount equal to 0.25 times the *Lot Area* may be added for each *Storey* above the third (3) *Storey*, but in no case *shall* this amount exceed 2.0 times the *Lot Area*;

   d. for *Lots Designated* as "Major Corridor Residential" in the Maple Ridge Official Community Plan Bylaw No. 7060-2014 (as identified in Chapter 3 and Figure 4 of the Maple Ridge Official Community Plan Bylaw No. 7060-2014), an amount not to exceed 0.5 times the *Lot Area* may be added to the *Residential Floor Space Ratio* for providing a cash contribution at a rate of $161.46 per square metres ($15.00 per square foot) as a *Density Bonus*. Refer to Section 402 (Density Bonus for Town Centre Area and Major Corridor Residential) of this Bylaw.

9. Refer to Section 403 (Gross Floor Area Exemptions) of this Bylaw for *Gross Floor Area* requirements.

707.6 LOT COVERAGE

10. All *Principal Buildings and Principal Structures* and *Accessory Buildings and Accessory Structures* together *shall* not exceed a *Lot Coverage* of 90% except:

    a. the *Lot Coverage* may be 100% where all the required parking is provided in accordance with Part 3 (Off-Street Parking Requirements) of the Maple Ridge Off-Street Parking and Loading Bylaw No. 4350-1990.

707.7 SETBACKS

11. Minimum *Setback*s for all *Building*s and *Structure*s *shall* be not less than:

    a. from a *Front Lot Line* — 3.0 metres

    b. from a *Rear Lot Line* — 6.0 metres, except this may be reduced to 0.0 metres provided that:

        (i) a *Structure* occupying the rear 6.0 metres *shall* be only *used for Accessory Off-Street Parking*;

        (ii) the *Off-Street Parking Structure shall* be the only *Structure* on that portion of the *Lot*; and

        (iii) a *Residential Use shall* be provided above the *Off-Street Parking Structure*;

    c. from an *Interior Side Lot Line* — 6.0 metres

    d. from an *Exterior Side Lot Line* — 6.0 metres.

12. Minimum *Setback*s for all *Building*s and *Structure*s *shall* meet the requirements of Section 403 (Visual Clearance at Intersections) of this Bylaw.

707.8 HEIGHT

13. *Building Height* for *Principal Buildings and Principal Structures shall* be not less than 15.0 metres.

14. *Building Height* for *Accessory Buildings and Accessory Structures shall* not exceed 4.5 metres.

15. Refer to Section 403 (Building Height) of this Bylaw.

707.9 LANDSCAPING and SCREENING

16. *Landscaping* and screening *shall* be provided in accordance with Section 405 (Landscaping, Screening and Fencing Requirements) of this Bylaw of this Bylaw.

707.10 PARKING and LOADING

17. *Off-Street Parking* and *Off-Street Loading shall* be provided in accordance with Maple Ridge Off-Street Parking and Loading Bylaw No. 4350-1990.

18. An *Off-Street Parking Use shall* be sited to the rear of a *Building*, concealed within a *Building* or located in an *Underground Structure* for parking.

707.11 OTHER REQUIREMENTS

19. A *Residential Use shall*:

    a. be the only *Use* in a *Storey* so *Use*d;

    b. *shall* be limited exclusively to the *Storey*s above the *First Storey*,

c. provide a separate and independent access from the ground floor front elevation if located together in a *Building* or *Structure* with other *Uses*, except that on a corner *Lot* access may be from the ground floor exterior side elevation.

d. be permitted only where all parking for such *Use* is *Concealed Parking*;

e. provide *Common Open Area*(s) on the *Lot* for *Apartment Residential Use* at a minimum of 5.0% of the *Lot Area* and which may be provided as balconies, terraces, patios, *Rear Yard*s, courtyards or roof decks;

f. provide *Indoor Amenity Area*(s) based on the following ratio:

(i) 1.0 square metres per apartment *Dwelling Unit*; and

g. provide *Private Outdoor Area*(s) for each *Dwelling Unit* at a minimum of 5.0% of the *Dwelling Unit* area or 4.6 square metres, whichever is greater.

20. An *Off-Street Parking Structure* occupying the rear 6.0 metres of the *Lot shall* be entirely covered by a *Landscape*d recreation or amenity deck.

21. Every *Use*, except *Outdoor Display* or sales area and *Commercial Off-Street Parking* and *Off-Street Loading Uses shall* be located and undertaken wholly within an enclosed *Building*.

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

READ a first time the day of , 20

READ a second time the day of , 20

READ a third time the day of , 20

ADOPTED the day of , 20

PRESIDING MEMBER **CORPORATE OFFICER**

APPENDIX E

CONSULTANTS LIST

OWNER / DEVELOPER
WESTURBAN DEVELOPMENTS LTD.
Sean Roy, CEO
1-1170 Shoppers Row, Campbell River BC V9W 2C8
250.914.8485
sroy@westurban.ca

ARCHITECT
THUJA ARCHITECTURE STUDIO LTD.
Tanis Schulte, Architect AIBC, LEEP AP
41289 Horizon Drive Squamish BC V8B 0Y7
250.650.7901
info@thujaarchitecture.ca

DRAWING INDEX

PR1 LOCATION PLAN & SCHEMATIC SITE PLAN
PR2 SCHEMATIC PARKADE PLAN
PR3 MAIN SCHEMATIC FLOOR PLAN
PR4 2ND TO 6TH SCHEMATIC FLOOR PLAN

CONTRACTOR TO VERIFY ALL LINES, LEVELS, SURVEYS, DIMENSIONS, LOCATION OF BUILDING ON SITE, AND LOCATION OF ALL SERVICES PRIOR TO CONSTRUCTION. ALL WORK TO BE DONE IN ACCORDANCE WITH THE B.C. BUILDING CODE, CURRENT EDITION AND ALL LOCAL BUILDING BYLAWS.

COPYRIGHT RESERVED. THESE PLANS ARE THE PROPERTY OF THUJA ARCHITECTURE STUDIO. TO BE USED SOLELY FOR THE PROJECT SHOWN. UNAUTHORIZED REPRODUCTION OR USE IN ANY MANNER IS NOT PLAMISSIBLE.

PROJECT DATA

LEGAL ADDRESS:
DL 247; NWD; PL EPP73031

CIVIC ADDRESS:
21783 LOUGHEED HWY

ZONING:
C-7 PROPOSED

LOT SIZE
± 5090 M2 (54788 FT2)

BUILDING AREA:
PROPOSED FOOTPRINT 1740 SQ.M. (18,729 SQ.FT.)

FLOOR AREAS:

PARKADE	2679 SQ.M.	(41,742 SQ.FT.)
COMMERCIAL (MAIN)	696 SQ.M.	(7,373 SQ.FT.)
MAIN	616 SQ.M.	(6,630 SQ.FT.)
SECOND	1471 SQ.M.	(15,833 SQ.FT.)
THIRD	1410 SQ.M.	(15,177 SQ.FT.)
FOURTH	1471 SQ.M.	(15,833 SQ.FT.)
FIFTH	1471 SQ.M.	(15,833 SQ.FT.)
SIXTH	1471 SQ.M.	(15,833 SQ.FT.)
TOTAL (NET)	7930 SQ.M.	(85,142 SQ.FT.) EXCLUDING PARKADE
COMMON (PARKADE)	176 SQ.M.	(1894 SQ.FT)
COMMON (MAIN)	273 SQ.M.	(2938 SQ.FT)
COMMON (SECOND)	260 SQ.M.	(2798 SQ.FT.)
COMMON (THIRD)	291 SQ.M.	(3132 SQ.FT.)
COMMON (FOURTH)	260 SQ.M.	(2798 SQ.FT.)
COMMON (FIFTH)	260 SQ.M.	(2798 SQ.FT.)
COMMON (SIXTH)	260 SQ.M.	(2798 SQ.FT.)
TOTAL (NET)	8789 SQ.M.	(19,160 SQ.FT.) EXCLUDING PARKADE
TOTAL (GROSS)	10,375 SQ.M.	(111,673 SQ.FT.) EXCLUDING PARKADE

FLOOR AREA RATIO:
ALLOWED: 1.6 (RM-2)
PROPOSED: 2.0

DENSITY:
PROPOSED: 124 UNITS
COMMERSIAL SPACE

LOT COVERAGE:

34% PROPOSED (OPEN DECKS INCLUDED)

USABLE OPEN SPACE:
REQUIRED: 20%
PROVIDED: 35%

AMENITY :
REQUIRED: 1M2 PER UNIT = 124M2
PROVIDED: 2 AMENITY ROOMS = 140M2

TOTAL LANDSCAPE AREA PROVIDED: 1588M2 ± (13M2 PER UNIT)

BUILDING HEIGHT:
NO RESTRICTION

UNIT COUNT:	MAIN	2,4TH-6TH FLOORS	3RD FLR/BUILDING	
ONE BEDROOM	8	16	17	97
TWO BEDROOM	2	5	5	27
TOTAL	10	23	22	124

SETBACKS

FRONT	7.5M ALLOWABLE /	PROPOSED 7.5M
REAR	7.5M ALLOWABLE /	PROPOSED 6.5M (N.E. LEG) 28.5 (MAIN)
SIDE (S)	4.5M ALLOWABLE /	PROPOSED 4.5M
SIDE (W)	4.5M ALLOWABLE /	PROPOSED 14.8M

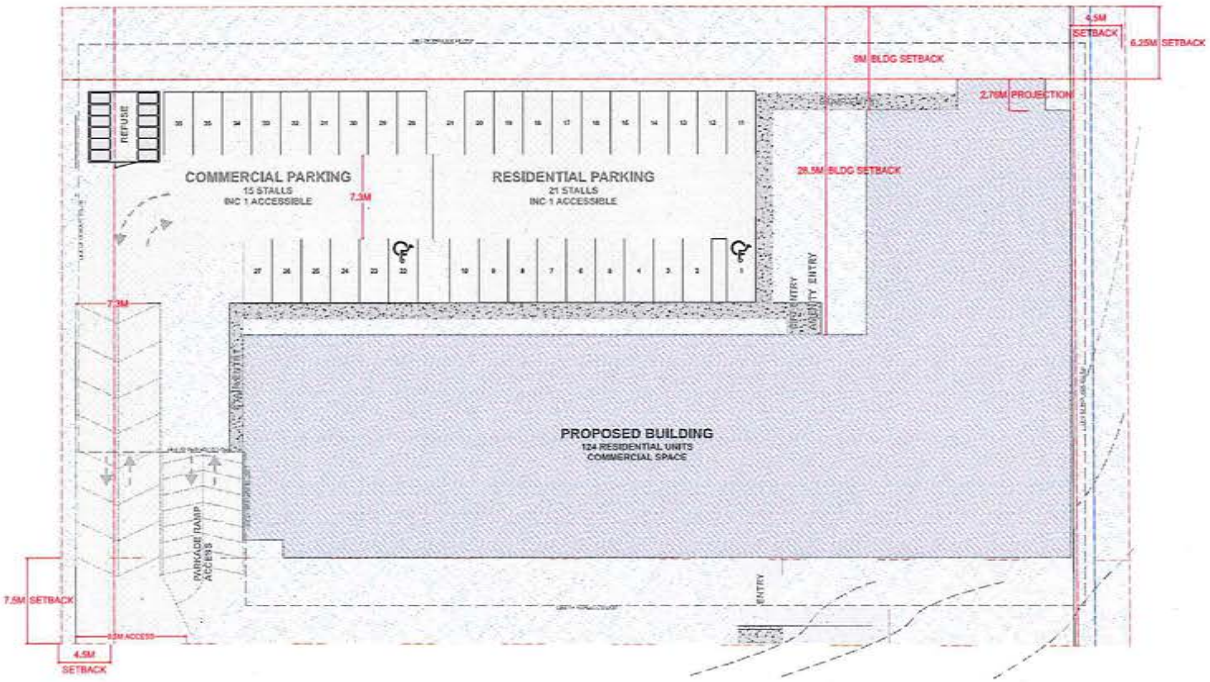
PARKING:
REQUIRED: RESIDENTIAL 1.25 PER UNIT 155
TOTAL 155

PROVIDED: STANDARD: 138
HANDICAP STALLS (3 REQ.) 3
SMALL CAR (10% = 15.5) 14
TOTAL 155

REQUIRED: COMMERCIAL ?? 15
TOTAL 15

BICYCLE PARKING
REQUIRED: 1 PER 4 UNITS LONG TERM 34
6 PER 20 UNITS SHORT TERM 41

PROVIDED 34 LONG TERM AT STALLS
SHORT TERM TO BE PROVIDED WITHIN LANDSCAPE



THUJA architecture + design

Tanis Schulte Architect AIBC LEED AP
41289 Horizon Dr. Squamish BC V8B 0Y7
T 250.650.7901 E info@thujaarchitecture.ca

NO.	DATE
ISSUED FOR REVIEW	DEC 18 2020

PROJECT
LOUGHEED HWY MULTIFAMILY

DRAWING
SCHEMATIC SITE PLAN

SCALE AS NOTED	PROJECT NO. 20–
DATE FEB. 26, 2021	DRAWN BY TS / JS

PR1

CONSULTANTS LIST

OWNER / DEVELOPER
WESTURBAN DEVELOPMENTS LTD.
Sean Roy, CEO
1-1170 Shoppers Row, Campbell River BC V9W 2C8
250.914.8485
sroy@westurban.ca

ARCHITECT
THUJA ARCHITECTURE STUDIO LTD.
Tanis Schulte, Architect AIBC, LEEP AP
41289 Horizon Drive Squamish BC V8B 0Y7
250.650.7901
info@thujaarchitecture.ca

DRAWING INDEX

PR1 LOCATION PLAN & SCHEMATIC SITE PLAN
PR2 SCHEMATIC PARKADE PLAN
PR3 MAIN SCHEMATIC FLOOR PLAN
PR4 2ND TO 6TH SCHEMATIC FLOOR PLAN

CONTRACTOR TO VERIFY ALL LINKS, LEVELS, SURVEYS, DIMENSIONS, LOCATION OF BUILDING ON SITE AND LOCATION OF ALL SERVICES PRIOR TO CONSTRUCTION. ALL WORK TO BE DONE IN ACCORDANCE WITH THE B.C. BUILDING CODE, CURRENT EDITION AND ALL LOCAL BUILDING BYLAWS.

COPYRIGHT RESERVED. THESE PLANS ARE THE PROPERTY OF THUJA ARCHITECTURE STUDIO. TO BE USED SOLELY FOR THE PROJECT SHOWN. UNAUTHORIZED REPRODUCTION OR USE IN ANY MANNER IS NOT PERMISSIBLE.

PROJECT DATA

LEGAL ADDRESS:
DL 247; NWD; PL EPP73031

CIVIC ADDRESS:
21783 LOUGHEED HWY

ZONING:
C-7 PROPOSED

LOT SIZE
± 5080 M2 (54788 FT2)

BUILDING AREA:
PROPOSED FOOTPRINT 1743 SQ.M. (18,725 SQ.FT.)

FLOOR AREAS:

PARKADE	2828 SQ.M.	(41,742 SQ.FT.)
COMMERCIAL (MAIN)	695 SQ.M.	(7,373 SQ.FT.)
MAIN	616 SQ.M.	(6,630 SQ.FT.)
SECOND	1471 SQ.M.	(15,833 SQ.FT.)
THIRD	1410 SQ.M.	(15,177 SQ.FT.)
FOURTH	1471 SQ.M.	(15,833 SQ.FT.)
FIFTH	1471 SQ.M.	(15,833 SQ.FT.)
SIXTH	1471 SQ.M.	(15,833 SQ.FT.)
TOTAL (NET)	7910 SQ.M.	(85,142 SQ.FT.) EXCLUDING PARKADE

COMMON (PARKADE)	175 SQ.M.	(1884 SQ.FT.)
COMMON (MAIN)	273 SQ.M.	(2938 SQ.FT.)
COMMON (SECOND)	260 SQ.M.	(2798 SQ.FT.)
COMMON (THIRD)	291 SQ.M.	(3132 SQ.FT.)
COMMON (FOURTH)	260 SQ.M.	(2798 SQ.FT.)
COMMON (FIFTH)	260 SQ.M.	(2798 SQ.FT.)
COMMON (SIXTH)	260 SQ.M.	(2798 SQ.FT.)
TOTAL (NET)	1759 SQ.M.	(18,169 SQ.FT.) EXCLUDING PARKADE
TOTAL (GROSS)	10,375 SQ.M.	(111,675 SQ.FT.) EXCLUDING PARKADE

FLOOR AREA RATIO:
ALLOWED: 1.8 (RM-2)
PROPOSED: 2.0

DENSITY:
PROPOSED: 124 UNITS
COMMERIAL SPACE

LOT COVERAGE:

34% PROPOSED (OPEN DECKS INCLUDED)

USABLE OPEN SPACE:
REQUIRED: 20%
PROVIDED: 26%

AMENITY :
REQUIRED: 1M2 PER UNIT = 124M2
PROVIDED: 2 AMENITY ROOMS = 140M2

TOTAL LANDSCAPE AREA PROVIDED: 1588M2 ± (13M2 PER UNIT)

BUILDING HEIGHT:
NO RESTRICTION

UNIT COUNT:	MAIN	2,4TH+6TH FLOORS	3RD FLR/BUILDING	
ONE BEDROOM	8	18	17	97
TWO BEDROOM	2	5	5	27
TOTAL	10	23	22	124

SETBACKS

FRONT	7.5M ALLOWABLE /	PROPOSED 7.5M
REAR	7.5M ALLOWABLE /	PROPOSED 6.5M (N.E. LEG) 28.5 (MAIN)
SIDE (E)	4.5M ALLOWABLE /	PROPOSED 4.5M
SIDE (W)	4.5M ALLOWABLE /	PROPOSED 14.8M

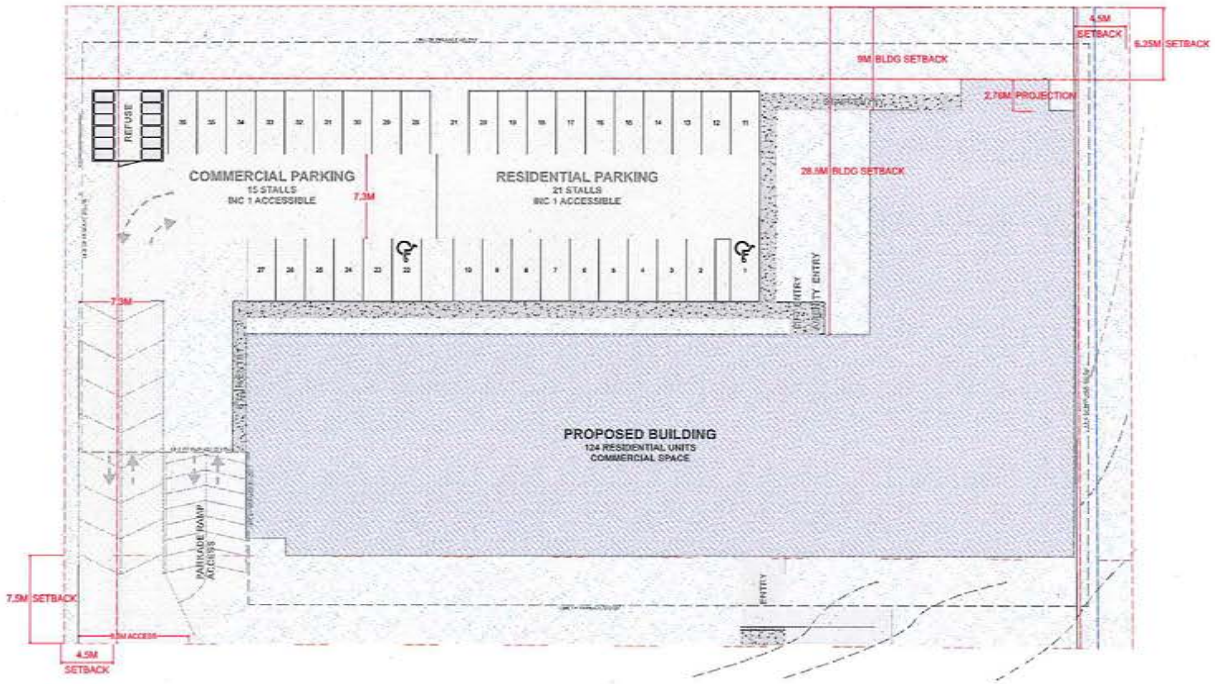
PARKING:

REQUIRED: RESIDENTIAL 1.25 PER UNIT	155
TOTAL	155
PROVIDED: STANDARD:	138
HANDICAP STALLS (3 REQ.)	3
SMALL CAR (10% = 15.5)	14
TOTAL	155
REQUIRED: COMMERCIAL ??	15
TOTAL	15

BICYCLE PARKING

REQUIRED:	1 PER 4 UNITS LONG TERM	34
	6 PER 20 UNITS SHORT TERM	41

PROVIDED 34 LONG TERM AT STALLS
SHORT TERM TO BE PROVIDED WITHIN LANDSCAPE



Scale 1:150

THUJA
architecture + design

Tanis Schulte Architect AIBC LEED AP
41289 Horizon Dr. Squamish BC V8B 0Y7
T: 250.650.7901 E:info@thujaarchitecture.ca

NO.	DATE
ISSUED FOR REVIEW	DEC 18 2020

PROJECT
LOUGHEED HWY MULTIFAMILY

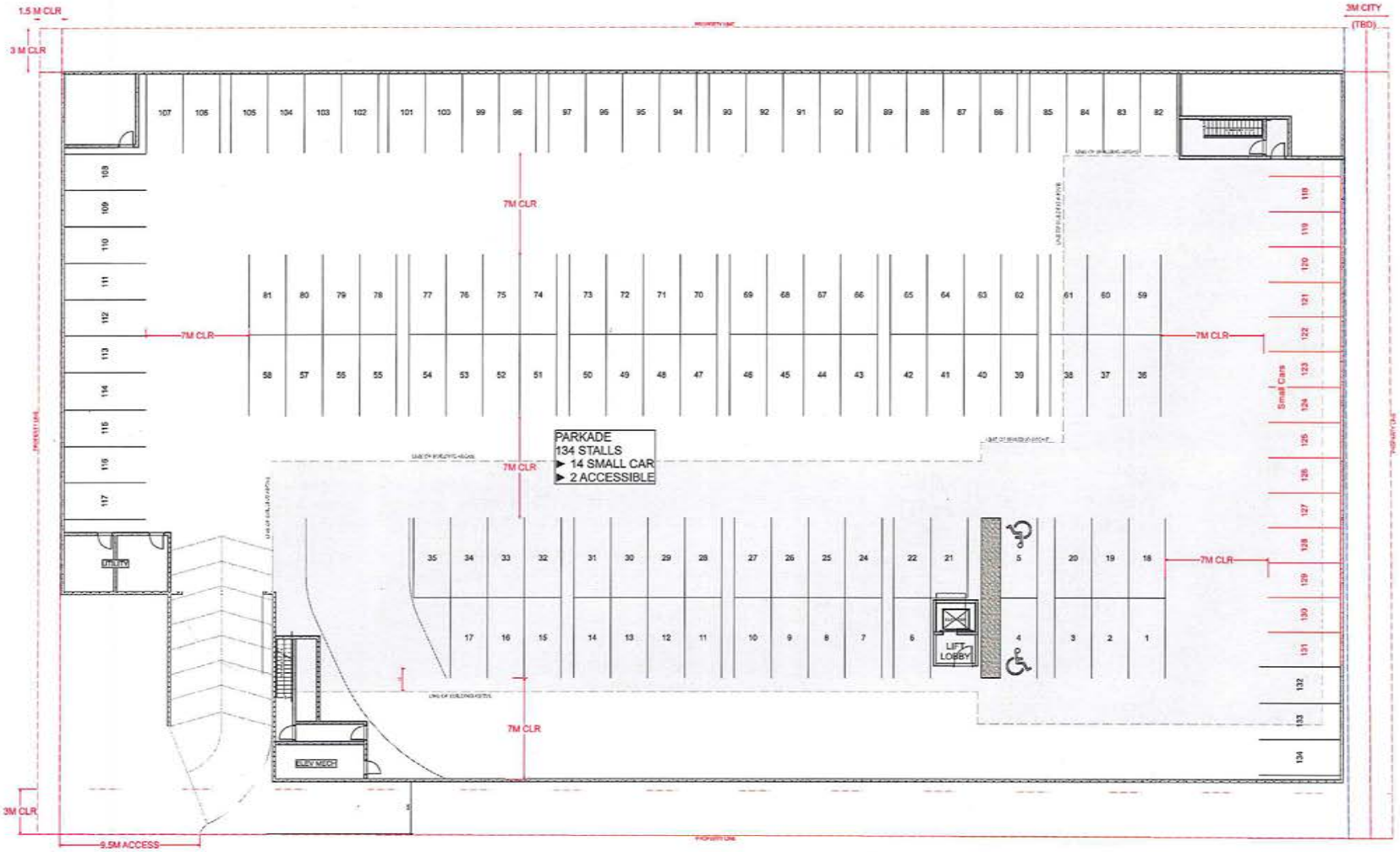
DRAWING
SCHEMATIC SITE PLAN

SCALE	AS NOTED	PROJECT NO.	20—
DATE	FEB. 26, 2021	DRAWN BY	TS / JS

SHEET
PR1

CONTRACTOR TO VERIFY ALL LINES, LEVELS, SURVEYS, DIMENSIONS, LOCATION OF BUILDING ON SITE AND LOCATION OF ALL SERVICES PRIOR TO CONSTRUCTION. ALL WORK TO BE DONE IN ACCORDANCE WITH THE B.C. BUILDING CODE, CURRENT EDITION AND ALL LOCAL BUILDING BYLAWS.

COPYRIGHT RESERVED. THESE PLANS ARE THE PROPERTY OF THUJA ARCHITECTURE STUDIO. TO BE USED SOLELY FOR THE PROJECT SHOWN. UNAUTHORIZED REPRODUCTION OR USE IN ANY MANNER IS NOT PERMISSIBLE.



1 PR2 PARKADE PLAN
Scale: 1:128

THUJA
architecture + design
Terris Schulte Architect AIBC LEED AP
41089 Horizon Dr. Squamish BC V8B 0V7
T: 250.855.7921 E: info@thujaarchitecture.ca

NO.	DATE
ISSUED FOR REVIEW	DEC 18 2020

PROJECT
LOUGHEED HWY MULTIFAMILY

DRAWING
SCHEMATIC PARKADE PLAN

SCALE AS NOTED	PROJECT NO. 20–
DATE FEB. 08, 2021	DRAWN BY TS / JS

SHEET
PR2

CONSULTANTS LIST

OWNER / DEVELOPER
WESTURBAN DEVELOPMENTS LTD.
Sean Roy, CEO
1-1170 Shoppers Row, Campbell River BC V9W 2C8
250.914.8465
sroy@westurban.ca

ARCHITECT
THUJA ARCHITECTURE STUDIO LTD.
Tanis Schulte, Architect AIBC, LEEP AP
41289 Horizon Drive Squamish BC V8B 0Y7
250.650.7901
info@thujaarchitecture.ca

DRAWING INDEX

PR1 LOCATION PLAN & SCHEMATIC SITE PLAN
PR2 SCHEMATIC PARKADE PLAN
PR3 MAIN SCHEMATIC FLOOR PLAN
PR4 2ND TO 6TH SCHEMATIC FLOOR PLAN

CONTRACTOR TO VERIFY ALL LINES, LEVELS, SURVEYS, DIMENSIONS, LOCATION OF BUILDING ON SITE AND LOCATION OF ALL SERVICES PRIOR TO CONSTRUCTION. ALL WORK TO BE DONE IN ACCORDANCE WITH THE B.C. BUILDING CODE, CURRENT EDITION AND ALL LOCAL BUILDING BYLAWS.

COPYRIGHT RESERVED. THESE PLANS ARE THE PROPERTY OF THUJA ARCHITECTURE STUDIO. TO BE USED SOLELY FOR THE PROJECT SHOWN. UNAUTHORIZED REPRODUCTION OR USE IN ANY MANNER IS NOT PERMISSIBLE.

PROJECT DATA

LEGAL ADDRESS:
DL 247: NWD: PL EPP73031

CIVIC ADDRESS:
21783 LOUGHEED HWY

ZONING:
C-7 PROPOSED

LOT SIZE
± 5090 M2 (54788 FT2)

BUILDING AREA:
PROPOSED FOOTPRINT 1740 SQ.M. (18,729 SQ.FT.)

FLOOR AREAS:

PARKADE	3876 SQ.M.	(41,742 SQ.FT.)
COMMERCIAL (MAIN)	685 SQ.M.	(7,373 SQ.FT.)
MAIN	616 SQ.M.	(6,630 SQ.FT.)
SECOND	1471 SQ.M.	(15,833 SQ.FT.)
THIRD	1410 SQ.M.	(15,177 SQ.FT.)
FOURTH	1471 SQ.M.	(15,833 SQ.FT.)
FIFTH	1471 SQ.M.	(15,833 SQ.FT.)
SIXTH	1471 SQ.M.	(15,833 SQ.FT.)
TOTAL (NET)	7910 SQ.M.	(85,142 SQ.FT.) EXCLUDING PARKADE
COMMON (PARKADE)	176 SQ.M.	(1894 SQ.FT)
COMMON (MAIN)	273 SQ.M.	(2938 SQ.FT)
COMMON (SECOND)	260 SQ.M.	(2798 SQ.FT.)
COMMON (THIRD)	291 SQ.M.	(3133 SQ.FT.)
COMMON (FOURTH)	260 SQ.M.	(2798 SQ.FT.)
COMMON (FIFTH)	260 SQ.M.	(2798 SQ.FT.)
COMMON (SIXTH)	260 SQ.M.	(2798 SQ.FT.)
TOTAL (NET)	1729 SQ.M.	(18,160 SQ.FT.) EXCLUDING PARKADE
TOTAL (GROSS)	10,375 SQ.M.	(111,575 SQ.FT.) EXCLUDING PARKADE

FLOOR AREA RATIO:
ALLOWED: 1.8 (RM-3)
PROPOSED: 2.0

DENSITY:
PROPOSED: 124 UNITS
COMMERCIAL SPACE

LOT COVERAGE:

34% PROPOSED (OPEN DECKS INCLUDED)

USABLE OPEN SPACE:
REQUIRED: 20%
PROVIDED: 30%

AMENITY :
REQUIRED: 1M2 PER UNIT = 124M2
PROVIDED: 2 AMENITY ROOMS = 140M2

TOTAL LANDSCAPE AREA PROVIDED: 1588M2 ± (13M2 PER UNIT)

BUILDING HEIGHT:
NO RESTRICTION

UNIT COUNT:	MAIN	2,4TH4TH FLOORS	3RD FURBUILDING
ONE BEDROOM	8	18	17	97
TWO BEDROOM	2	5	5	27
TOTAL	10	23	22	124

SETBACKS

FRONT	7.5M ALLOWABLE /	PROPOSED 7.5M
REAR	7.5M ALLOWABLE /	PROPOSED 6.5M (NJE. LEG) 28.5 (MAIN)
SIDE (E)	4.5M ALLOWABLE /	PROPOSED 4.5M
SIDE (W)	4.5M ALLOWABLE /	PROPOSED 14.8M

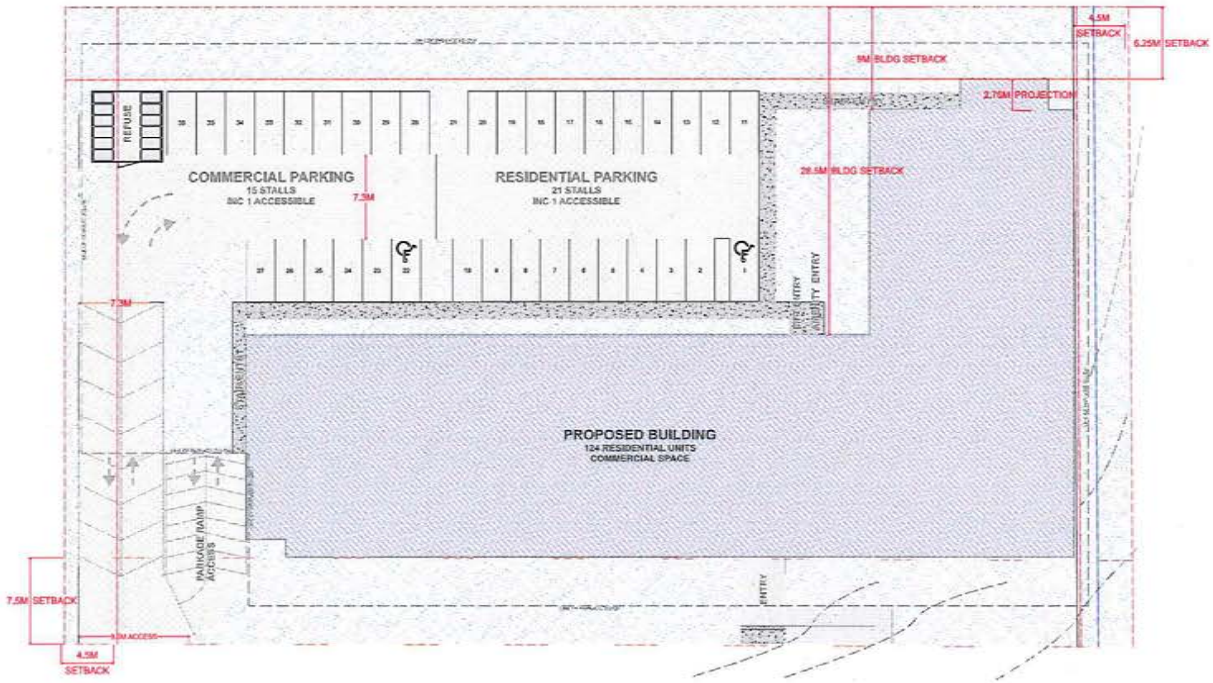
PARKING:
REQUIRED: RESIDENTIAL 1.25 PER UNIT 155
TOTAL 155

PROVIDED: STANDARD: 138
HANDICAP STALLS (3 REQ.) 3
SMALL CAR (10% = 15.5) 14
TOTAL 155

REQUIRED: COMMERCIAL ?? 15
TOTAL 15

BICYCLE PARKING
REQUIRED: 1 PER 4 UNITS LONG TERM 34
6 PER 20 UNITS SHORT TERM 41

PROVIDED 34 LONG TERM AT STALLS
SHORT TERM TO BE PROVIDED WITHIN LANDSCAPE



THUJA
architecture + design
Tanis Schulte Architect AIBC LEEP AP
41289 Horizon Dr. Squamish BC V8B 0Y7
T: 250.650.7901 E: info@thujaarchitecture.ca

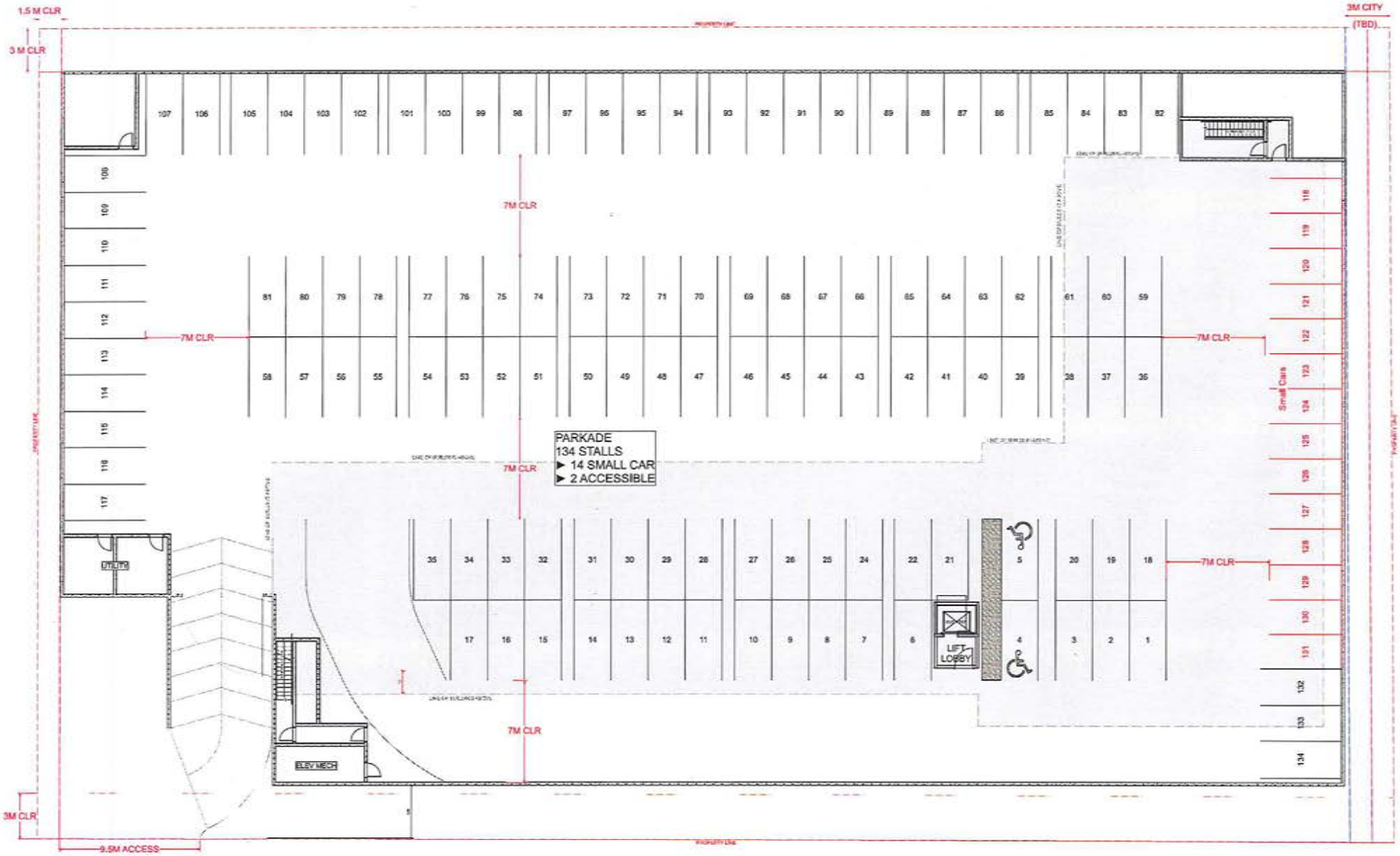
NO.	DATE
ISSUED FOR REVIEW	DEC 18 2020

PROJECT
LOUGHEED HWY MULTIFAMILY

DRAWING
SCHEMATIC SITE PLAN

SCALE AS NOTED	PROJECT NO. 20—
DATE FEB. 26, 2021	DRAWN BY TS / JS

SHEET
PR1



1 PR2 PARKADE PLAN
Scale: 1:128

CONTRACTOR TO VERIFY ALL LINES, LEVELS, SURVEYS, DIMENSIONS, LOCATION OF BUILDING ON SITE AND LOCATION OF ALL SERVICES PRIOR TO CONSTRUCTION. ALL WORK TO BE DONE IN ACCORDANCE WITH THE B.C. BUILDING CODE, CURRENT EDITION AND ALL LOCAL BUILDING BYLAWS.

COPYRIGHT RESERVED. THESE PLANS ARE THE PROPERTY OF THUJA ARCHITECTURE STUDIO, TO BE USED SOLELY FOR THE PROJECT SHOWN. UNAUTHORIZED REPRODUCTION OR USE IN ANY MANNER IS NOT PERMISSIBLE.

THUJA
architecture + design

Tanis Schulte Architect AIBC LEED AP
41259 Horizon Dr. Squamish BC V8B 0Y7
T: 250.850.7901 E: info@thujarchitecture.ca

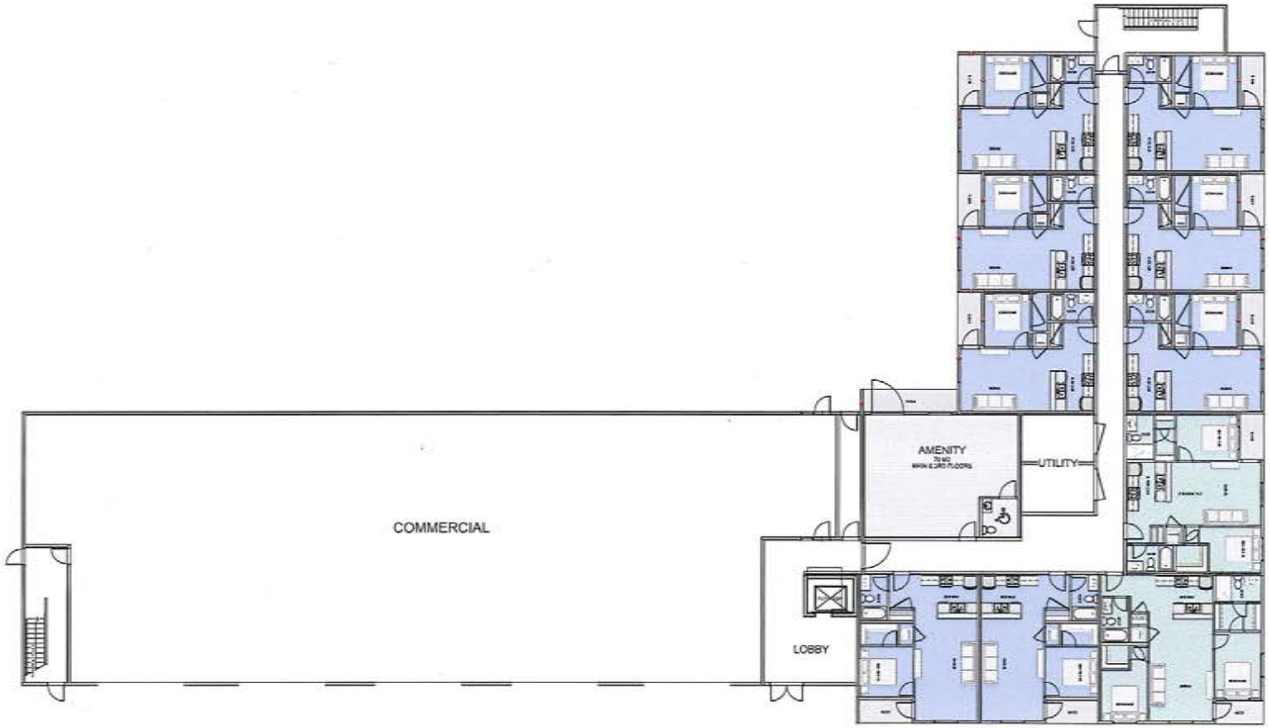
NO.	DATE
ISSUED FOR REVIEW	DEC 18 2020

PROJECT
LOUGHEED HWY MULTIFAMILY

DRAWING
SCHEMATIC PARKADE PLAN

SCALE AS NOTED	PROJECT NO. 20–
DATE FEB. 26, 2021	DRAWN BY TS / JS

SHEET
PR2



1
PR3
MAIN SCHEMATIC FLOOR PLAN
Scale: 1:128

CONTRACTOR TO VERIFY ALL UNITS, LEVELS, SURVEYS, DIMENSIONS, LOCATION OF BUILDING ON SITE AND LOCATION OF ALL SERVICES PRIOR TO CONSTRUCTION. ALL WORK TO BE DONE IN ACCORDANCE WITH THE B.C. BUILDING CODE, CURRENT EDITION AND ALL LOCAL BUILDING BYLAWS.

COPYRIGHT RESERVED. THESE PLANS ARE THE PROPERTY OF THUJA ARCHITECTURE STUDIO. TO BE USED SOLELY FOR THE PROJECT SHOWN. UNAUTHORIZED REPRODUCTION OR USE IN ANY MANNER IS NOT PERMISSIBLE.

THUJA
architecture + design

Tarik Schulke Architect AIBC LEED AP
41289 Horizon Dr. Squamish BC V4B 0V7
T: 250.850.7001 E:info@thujaarchitecture.ca

NO.	DATE
ISSUED FOR REVIEW	DEC 18 2020

PROJECT
LOUGHEED HWY MULTIFAMILY

DRAWING
SCHEMATIC MAIN FLOOR PLAN

SCALE AS NOTED	PROJECT NO. 20—
DATE FEB. 28, 2021	DRAWN BY TS / JS

SHEET
PR3

CONTRACTOR TO VERIFY ALL LINES, LEVELS, SURVEYS, DIMENSIONS, LOCATION OF BUILDING ON SITE AND LOCATION OF ALL SERVICES PRIOR TO CONSTRUCTION. ALL WORK TO BE DONE IN ACCORDANCE WITH THE B.C. BUILDING CODE, CURRENT EDITION AND ALL LOCAL BUILDING BYLAWS.

COPYRIGHT RESERVED. THESE PLANS ARE THE PROPERTY OF THUJA ARCHITECTURE STUDIO. TO BE USED SOLELY FOR THE PROJECT SHOWN. UNAUTHORIZED REPRODUCTION OR USE IN ANY MANNER IS NOT PERMISSIBLE.

1 / PR4 2ND TO 6TH SCHEMATIC FLOOR PLAN
Scale: 1:128

THUJA architecture + design
Tavis Schulte Architect AIBC LEED AP
41288 Horizon Dr. Squamish BC V8B 0Y7
T: 250.850.7901 E: info@thujaarchitecture.ca

NO.	DATE
ISSUED FOR REVIEW	DEC 18 2020

PROJECT
LOUGHEED HWY MULTIFAMILY

DRAWING
SCHEMATIC 2ND TO 6TH PLAN

SCALE AS NOTED	PROJECT NO. 20—
DATE FEB. 26, 2021	DRAWN BY TS / JS

SHEET
PR4

MAPLE RIDGE
British Columbia
mapleridge.ca

City of Maple Ridge

TO:	His Worship Mayor Michael Morden and Members of Council	**MEETING DATE:**	March 23, 2021
		FILE NO:	2021-062-RZ
FROM:	Chief Administrative Officer	**MEETING:**	C o W

SUBJECT: **First Reading**
OCP Amending Bylaw No. 7715-2021
Zone Amending Bylaw No. 7716-2021;
25927 and 25801 128 Avenue

EXECUTIVE SUMMARY:

An application has been received to permit an Outdoor Commercial Recreation (outdoor paintball) use on the subject property, located at 25927 and 25801 128 Avenue. To proceed further with this application additional information is required, along with a site plan. To permit this use on the site a site specific text amendment will be required to the Zoning Bylaw and Official Community Plan. A Public Hearing will also be required for both amending bylaws. This use will not affect the portion of the site located in the Agricultural Land Reserve.

RECOMMENDATIONS:

1. **In respect of Section 475 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 no additional consultation be required in respect of this matter beyond the early posting of the proposed Official Community Plan amendments on the City's website, together with an invitation to the public to comment.

2. **That Official Community Plan Amending Bylaw No. 7715-2021 be given first reading; and**

3. **That Zone Amending Bylaw No. 7716-2021 be given first reading.**

DISCUSSION:

a) Background Context:

Applicant:	Delta Force Canada Properties Limited
Owner:	Owen Holdings Ltd
Legal Description:	Section 25 Township 12
OCP:	
Existing:	Industrial Reserve (62%), Rural Resource (30%), Agricultural (8%)
Proposed:	Industrial Reserve (62%), Rural Resource (30%), Agricultural (8%)
Zoning:	
Existing:	A-2 (Upland Agricultural)
Proposed:	A-2 (Upland Agricultural)

Surrounding Uses:

North:	Use:	Civic, First Responder Training College
	Zone:	A-2 (Upland Agricultural) 56 %, P-6 (Civic Institutional) 44 %
	Designation:	Rural Resource
South:	Use:	Residential
	Zone:	RS-3 Single Detached Rural Residential
	Designation:	Agricultural
East:	Use:	Industrial and City-owned Conservation lands
	Zone:	M-2 (General Industrial)
	Designation:	Industrial Reserve, Rural Resource, Conservation
West:	Use:	Residential and Agricultural
	Zone:	A-2 (Upland Agricultural), A-1 (Small Holding Agricultural)
	Designation:	Industrial Reserve, Agricultural, Rural Resource

Existing Use of Property:	Resource Extraction, Media Production Studio (outdoor)
Proposed Use of Property:	Resource Extraction, Media Production Studio (outdoor), Outdoor Commercial Recreation (outdoor paintball)
Site Area:	32.31 ha (79.85 acres)
Access:	128 Avenue
Servicing requirement:	Rural Standard

b) Site Characteristics:

The site consists of two large lots in the northeastern part of the City near Kanaka Business Park. The site is currently used primarily for gravel extraction which occurs in the north-west portion of the site. The site is heavily forested with the exception of the portions used for the mining of gravel. The site has hosted a series of movie productions utilizing the forested, sloped, and mined areas of the site (See Appendices A and B).

The site is situated between large residential lots in the Agricultural Land Reserve to the south and west. These adjacent lots are primarily zoned RS-3 (Rural Residential) and A-1 (Small Holding Agriculture). To the north is a large, City-owned, and heavily forested lot currently used by the Justice Institute of British Columbia for a first responder training facility designated Rural Resource. To the east of the site is the industrial Kanaka Business Park which is separated from the subject site by a mix of conservation land (City-owned) and greenfield sites.

There are a few watercourses onsite including Badger Brook and Webster's Creek. These features will remain protected and undisturbed by the paintball activity.

c) Project Description:

The proposed Zoning Bylaw Text Amendment and Official Community Plan Amendment to permit Outdoor Commercial Recreation use will allow outdoor paintball as a use on the site within the forested lands on the southern part of the site.

As opposed to clearing the site for development, the applicant will be utilizing the heavily treed lots for five (5) 'game zones'; the largest of which is roughly 50 by 65 metres. The approximate 3500m^2 carpark will be the only area of clearing and will be surfaced in gravel. All structures will be temporary and moveable to allow for a high level of adaptability. No permanent structures are planned for the site. All customer parking will be contained on the site in a designated gravel parking area fully screened from 128th Avenue.

The project aims to offer a recreational opportunity that allows for physical exercise and socializing in a natural setting. This use, when combined with the nearby (indoor) BMX facility and Wild Play, will contribute to a growing tourist recreational node developing in this area of the City.

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:

<u>Official Community Plan</u>:

The proposed paintball facility is located to the north of and outside of the portion of the site within the Agricultural Land Reserve and designated Agriculture (See Appendix C). The site is designated a mixture of: Industrial Reserve (62%), Rural Resource (30%), and Agricultural (8%). The outdoor paintball use will be located entirely on the Industrial Reserve portion of the site.

To permit outdoor paintball on the site, a zoning text amendment to the A-2 zone is required. Therefore, an Official Community Plan Amendment is also required to allow the A-2 (Upland Agriculture) zone in the Industrial Reserve designation. The Industrial Reserve is an OCP designation designed to accommodate future employment uses. The development proposal is in compliance with the policies of the OCP as it does not preclude the future employment uses within the current Industrial Reserve designation and has the added benefit of providing some new employment opportunities that will attract recreational users often from both inside and outside of the City.

The OCP Amendment (see Appendix D) would amend Policy 6-64 to include:

Notwithstanding policies 6-60 and 6-62, Institutional uses that align with existing zoning or Outdoor Commercial Recreation Uses demonstrating a community benefit may be considered on lands designated "Industrial Reserve" or "Rural Resource".

Zoning Bylaw:

The current application proposes to add a site specific zoning text amendment to the A-2 Zone to the properties located at 25927 and 25801 128 Avenue to permit the Outdoor Commercial Recreation (outdoor paintball) use (see Appendix E). This proposal is site specific and thus cannot be extended to other sites. This site has been chosen after an extensive land search by the applicant and its location within the property should help mitigate any concerns from neighbours.

Development Permits:

Pursuant to Section 8.9 of the OCP, a Watercourse Protection Development Permit application may be required to ensure the preservation, protection, restoration and enhancement of watercourse and riparian areas. Depending on the scope of the work, this will be confirmed before second reading.

Development Information Meeting:

A Development Information Meeting is required for this application. Due to Covid-19 and in lieu of the Development Information Meeting, a Public Comment Opportunity must be made prior to second reading and in accordance with Council Policy 6.20.

e) Interdepartmental Implications:

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

a) Engineering Department;
b) Fire Department;
c) Building Department;
d) Parks, Recreation and Culture Department;
e) Utility companies;
f) Agricultural Land Commission.

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) Early and Ongoing Consultation:

In respect of Section 475 of the *Local Government Act* for consultation during an OCP amendment, it is recommended that no additional consultation is required beyond the early posting of the proposed OCP amendments on the City's website, together with an invitation to the public to comment.

g) 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. An OCP Application (Schedule A);
2. A complete Rezoning Application (Schedule B or Schedule C);
3. A Watercourse Protection Development Permit Application (Schedule F) as may be required;

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 policies of the OCP as it does not preclude the future uses within the current Industrial Reserve designation or potential Industrial or Resource Extraction designations. Justification has been provided to support an OCP amendment to allow for the Zoning Bylaw Text Amendment to permit the Outdoor Commercial Recreation use (limited to outdoor paintball) in the existing A-2 zone on the subject site only. It is, therefore, recommended that Council grant first reading subject to additional information being provided and assessed prior to second reading.

"Original signed by Brandon Djordjevich"

Prepared by: **Brandon Djordjevich, M.PL**
Planning Assisstant 2

"Original signed by Mark McMullen" for

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

"Original signed by Christine Carter"

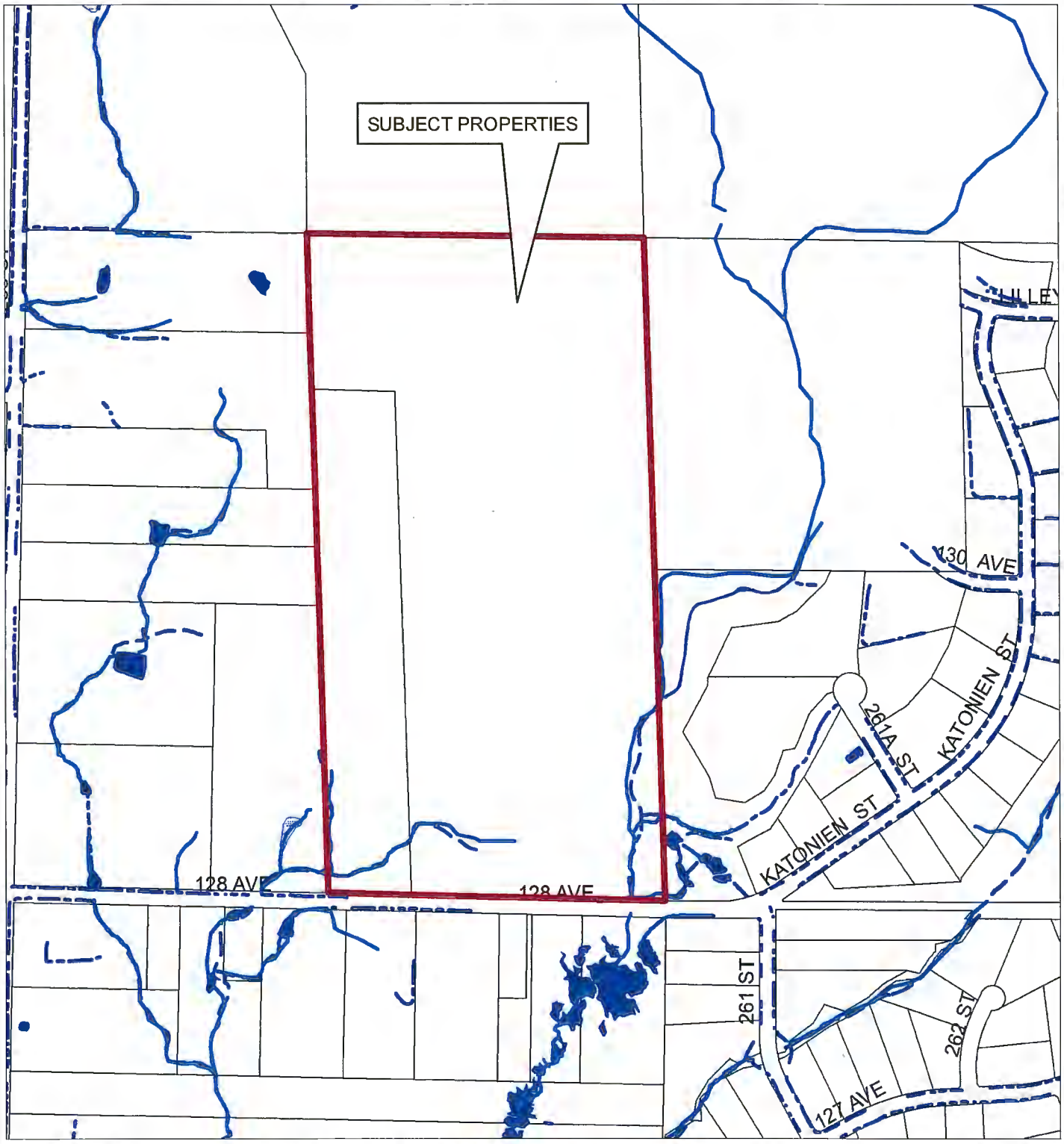
Approved by: **Christine Carter, M.PL, MCIP, RPP**
GM Planning & Development Services

"Original signed by Al Horsman"

Concurrence: **Al Horsman**
Chief Administrative Officer

The following appendices are attached hereto:
Appendix A – Subject Map
Appendix B – Ortho Map
Appendix C – Proposed Site Area with OCP Designations
Appendix D – Official Community Plan Amending Bylaw No. 7715-2021
Appendix E – Zone Amending Bylaw No. 7716-2021
Appendix F – Proposed Site Plan

APPENDIX A



N

Scale: 1:6,500

Legend

- Stream
- Ditch Centreline
- Indefinite Creek
- Lake or Reservoir

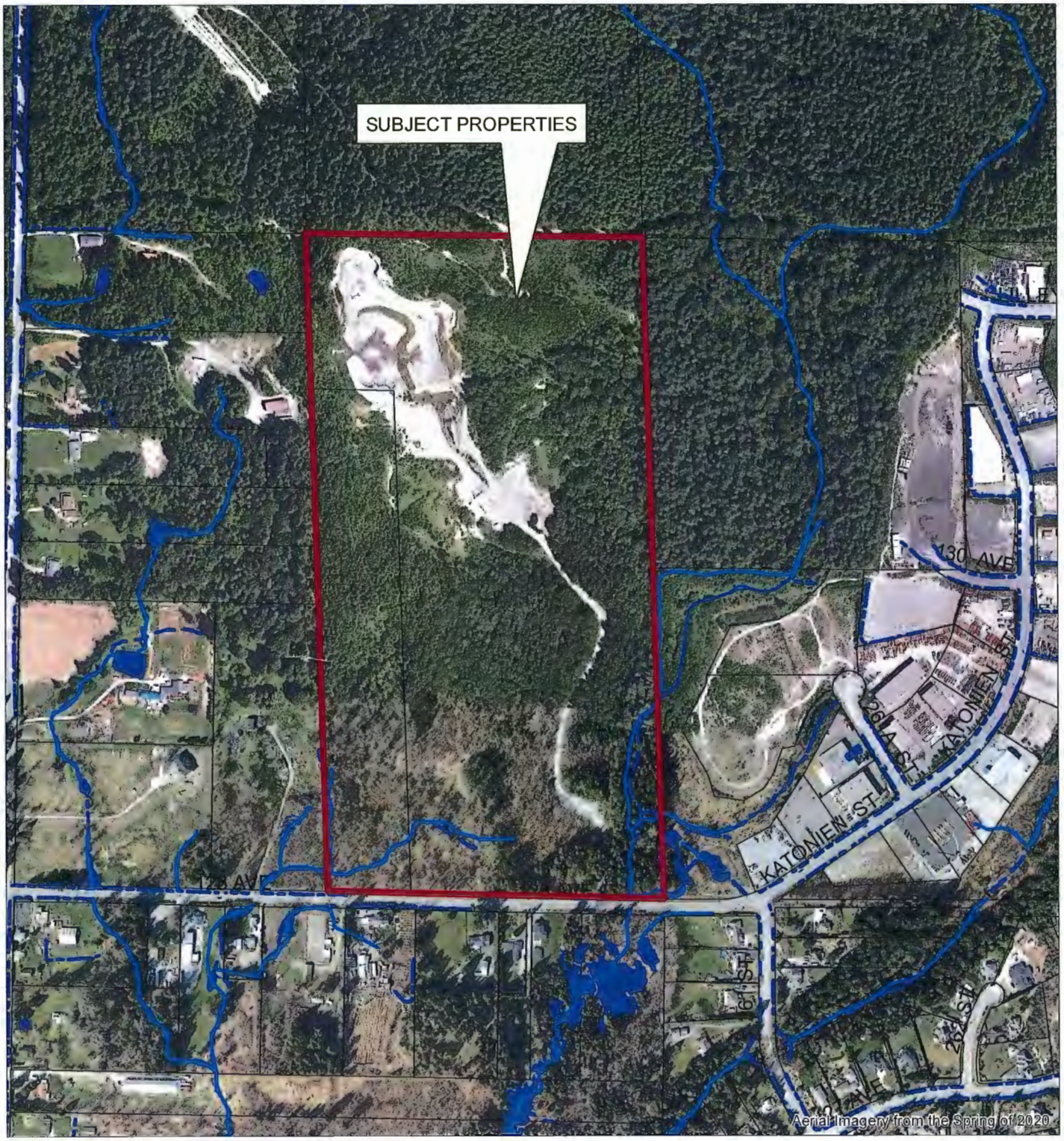
25927 / 25801 128 AVE
013-301-764 / 013-301-802

PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia
mapleridge.ca

FILE: 2020-062-RZ
DATE: Feb 3, 2021
BY: BD

APPENDIX B



N

Scale: 1:6,500

Legend

- Stream
- Ditch Centreline
- Indefinite Creek
- Lake or Reservoir

25927 / 25801 128 AVE
013-301-764 / 013-301-802

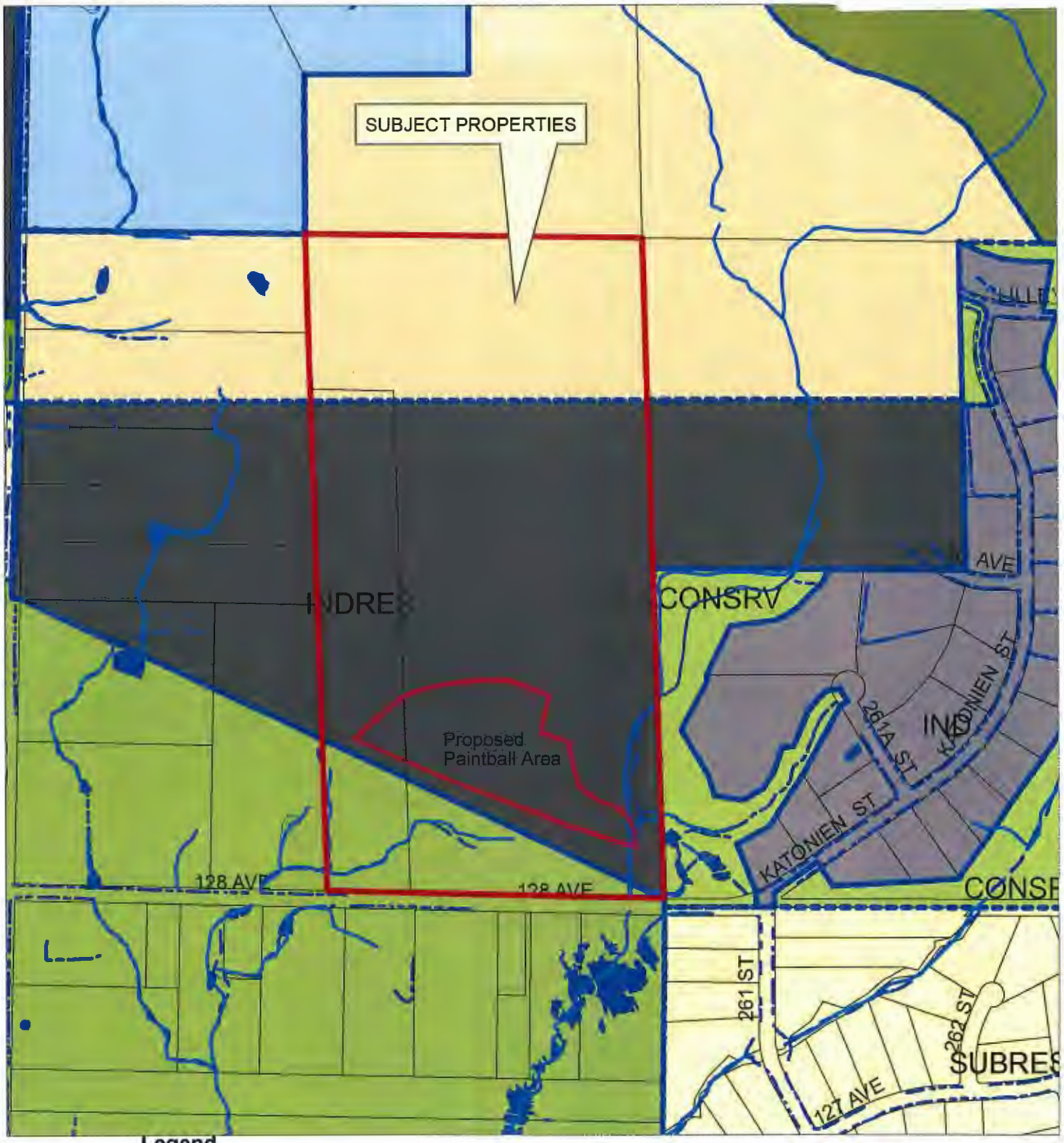
PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: 2020-062-RZ
DATE: Feb 3, 2021
BY: BD

APPENDIX C



Legend

N

Scale: 1:6,500

- Agricultural
- Park
- Forest
- Suburban Residential
- Industrial
- Industrial Reserve
- Institutional
- Rural Resource
- Conservation

Legend

- Stream
- Ditch Centreline
- Indefinite Creek
- Lake or Reservoir

25927 / 25801 128 AVE
013-301-764 / 013-301-802

PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: 2020-062-RZ
DATE: Feb 3, 2021

BY: BD

CITY OF MAPLE RIDGE
BYLAW NO. 7715-2021

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

WHEREAS Section 477 of the Local Government Act provides that the Council may revise the Official Community Plan;

AND WHEREAS it is deemed expedient to amend Schedule "B" to the Official Community Plan;

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

1. This Bylaw may be cited for all purposes as "Maple Ridge Official Community Plan Amending Bylaw No. 7715-2021."

2. The following text in Policy 6-64:

   "Notwithstanding policies 6-60 and 6-62, Institutional proposals that align with existing zoning on 'Industrial Reserve' or 'Rural Resource' land, showing demonstrable benefits to the community, may be encouraged."

   is hereby deleted and replaced with:

   "Notwithstanding policies 6-60 and 6-62, Institutional uses that align with existing zoning or Outdoor Commercial Recreation Uses demonstrating a community benefit may be considered on lands designated "Industrial Reserve" or "Rural Resource".

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

READ a first time the day of , 20

READ a second time the day of , 20

PUBLIC HEARING held the day of , 20

READ a third time the day of , 20

ADOPTED, the day of , 20 .

PRESIDING MEMBER	**CORPORATE OFFICER**

CITY OF MAPLE RIDGE
BYLAW NO. 7716-2021

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

---

WHEREAS, it is deemed expedient to amend the Maple Ridge Zoning Bylaw No. 7600-2019 as amended:

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

1. This bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7716-2021".

2. Maple Ridge Zoning Bylaw No. 7600-2019 is hereby amended as follows:

   Section 502 A-2 Upland Agricultural, 502.2 Permitted Principal Uses is amended by adding the following:

   (i) Outdoor Commercial Recreation limited to outdoor paintball, associated parking, and non permanent structures used for play and preparation on the parcels described as:

   25927 128 Avenue - Parcel "A" (Reference Plan 3015) of the South West Quarter Section 25 Township 12 except: Parcel "ONE" (Reference Plan 17316) New Westminster Land District

   25801 128 Avenue - Parcel "ONE" (Reference Plan 17316) of Parcel "A" (Reference Plan 3015) of the South West Quarter Section 25 Township 12 New Westminster Land District

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

READ a first time the day of , 20

READ a second time the day of , 20

READ a third time the day of , 20

ADOPTED the day of , 20

PRESIDING MEMBER **CORPORATE OFFICER**

Delta Force Paintball: British Columbia
Maple Ridge: 128th Avenue
PID/Location:
18928 (25927) & 18929 (25801)

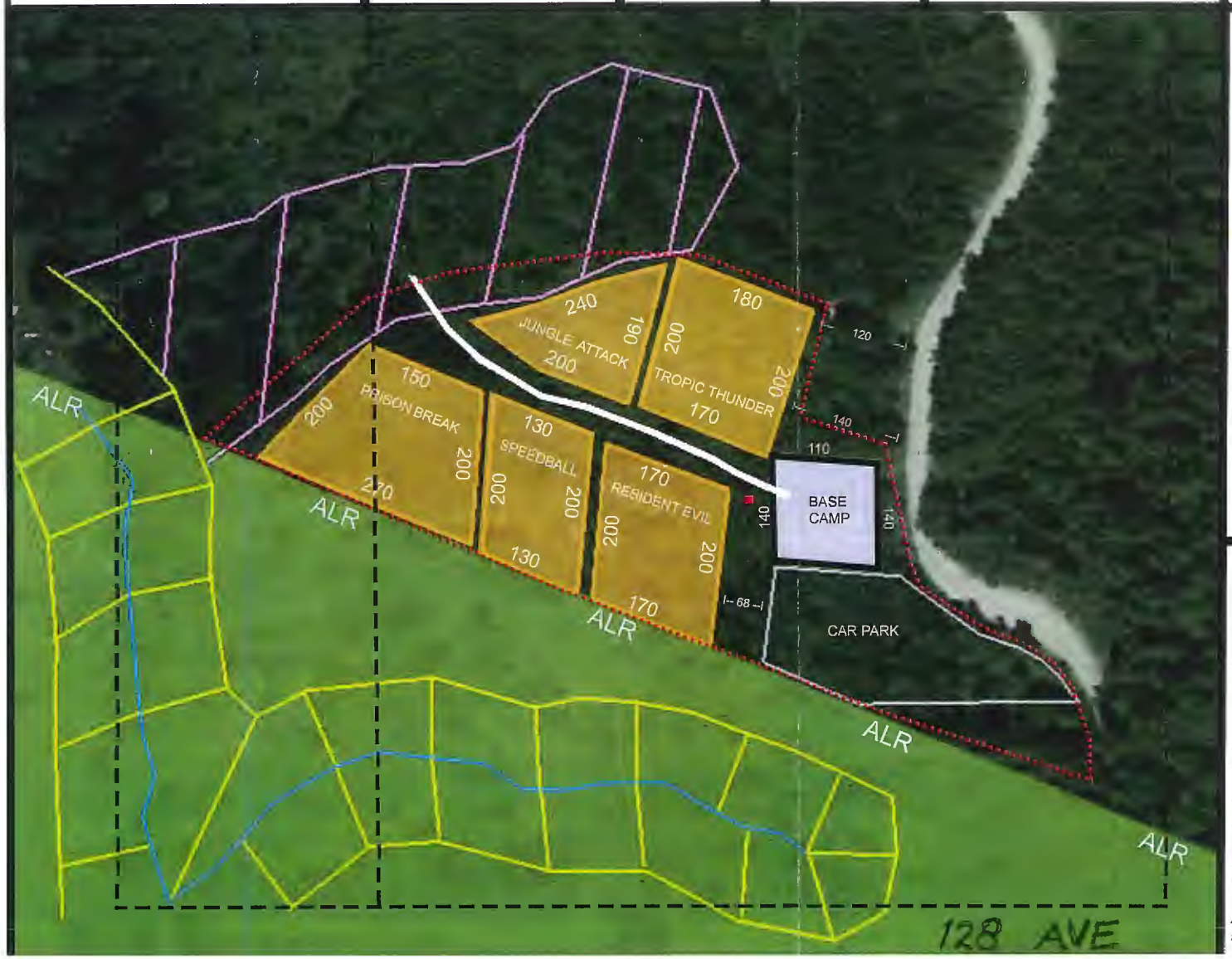
INCLUDED IN PLAN:
ALR
Water Setbacks
Site Overplan

PAGE: 1 of 2

DATE: 29/01/2021

All Measurement's are in Feet

All ALR boundary's and map overlays are correct and loaded directly from the ALC data base.



KEY:

- Game Zones
- Base Camp
- Car Park
- Proven Water Course
- UnProven Water Course
- Shooting Range
- Leased Area
- Established Walking Access
- Property Lines
- ALR Agricultural Land Reserve

N

Additional Information:

30m Set backs for all water courses have been added.(proven and unproven)

A QEP has be retained to prove the true water course(marked in yellow)location on the southern part of the property, Also to prove the marked Northern unproven (marked in pink). Water course has, No water course there for is not in need of the set backs.

The QEP will also complete all relevant checks for WPDP.

No trees will need to be removed in the Game zones or paths to enter them,

All game props will be non permanent and able to be removed.

APPENDIX F

Delta Force Paintball: British Columbia Maple Ridge: 128th Avenue PID/Location: 18928 (25927) & 18929 (25801)	INCLUDED IN PLAN: ALR Basecamp and Car park Overplan	PAGE: 2 of 2	DATE: 29/01/2021	All Measurement's are in Feet	All ALR boundary's and map overlays are correct and loaded directly from the ALC data base.

KEY:

- Game Zones
- Base Camp
- Car Park
- Rambo Helicopter
- Large Tree
- Shooting Range
- Safty Netting
- Established Walking Access
- Container + Length
- ALR Agricultural Land Reserve
- Portable Toilets

N

Additional Information:

The Base camp and Carpark Location were located in this area due to the area being mainly over grown bramble, With no need to remove established large trees.

This area will also be able to be used for Secure Film Parking for the Owen Holdings Group.

Also with grown Bush to the west to secure playing areas away from those not playing.

MAPLE RIDGE
British Columbia
mapleridge.ca

City of Maple Ridge

TO:	His Worship Mayor Michael Morden and Members of Council	**MEETING DATE:**	March 23, 2021
		FILE NO:	2018-097-RZ
FROM:	Chief Administrative Officer	**MEETING:**	C o W

SUBJECT: **Second Reading**
Zone Amending Bylaw No. 7460-2018
21571 121 Avenue

EXECUTIVE SUMMARY:

An application has been received to rezone the subject property, located at 21571 121 Avenue, from RS-1b (Single Detached (Medium Density) Residential) to R-1 (Single Detached (Low Density) Urban Residential), to permit a future subdivision of two lots. Council granted first reading to Zone Amending Bylaw No. 7460-2018 on June 12, 2018. Since then, the property changed ownership, and a new applicant took over the application to move forward.

This application is in compliance with the OCP.

Pursuant to Council policy, this application is subject to the Community Amenity Contribution Program at a rate of $5,100.00 per single family lot. The original lot is exempt as less than three lots are proposed, for a total estimated amount of $ 5,100.00.

RECOMMENDATIONS:

1) **That Zone Amending Bylaw No. 7460-2018 be given second reading, and be forwarded to Public Hearing;**

2) **That the following terms and conditions be met prior to final reading:**

   i) **Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;**

   ii) **Road dedication on 121 Avenue as required;**

   iii) **Registration of a Restrictive Covenant for the Geotechnical Report and floodplain report, which addresses the suitability of the subject property for the proposed development;**

   iv) **Registration of a Restrictive Covenant for Stormwater Management**

   v) **In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject property. If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site.**

vi) **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.**

DISCUSSION:

1) Background Context:

Applicant: Pav Rakhra
Owner: Rajinder Dhillon & Farvardin Seyedreza

Legal Description: Lot 1 District Lot 245 Group 1 New Westminster District Plan 73102

OCP:
Existing: Urban Residential
Proposed: Urban Residential

Zoning:
Existing: RS-1b (Single Detached (Medium Density) Residential)
Proposed: R-1 (Single Detached (Low Density) Urban Residential)

Surrounding Uses:

North:	Use:	Single Family Residential
	Zone:	RS-1 (Single Detached Residential)
	Designation:	Urban Residential
South:	Use:	Single Family Residential
	Zone:	RS-1 (Single Detached Residential)
	Designation:	Urban Residential
East:	Use:	Single Family Residential
	Zone:	RS-1b (Single Detached (Medium Density) Residential)
	Designation:	Urban Residential
West:	Use:	Single Family Residential
	Zone:	RS-1 (Single Detached Residential)
	Designation:	Urban Residential

Existing Use of Property:	Single Family Residential
Proposed Use of Property:	Single Family Residential
Site Area:	915.1 m^2 (0.22 acres)
Access:	121 Avenue
Servicing:	Urban Standard

2) Project Description:

The current application proposes to rezone the subject property from RS-1b (Single Detached (Medium Density) Residential) to R-1 (Single Detached (Low Density) Urban Residential) to permit future subdivision into two single family lots. Two previous applications (2014-037-RZ and 2014-023-RZ) located to the west, at 21447 and 21449 121 Avenue, were approved to rezone and subdivide into R-1 (Single Detached (Low Density) Residential) in 2015. Thus, these applications start to establish neighbourhood context towards higher density, which supports the current application. Access to the proposed lots will be from 121 Avenue, classified as a Major Corridor (see Appendix A).

3) Planning Analysis:

i) Official Community Plan:

The OCP designates the subject property *Urban Residential*, and subsequently subject to the *Major Corridor Infill* policies of the OCP. These policies require that development be compatible with the surrounding neighbourhood, with particular attention given to site design setbacks and lot configuration with the existing pattern of development in the area. The proposed rezoning to R-1 (Single Detached (Low Density) Residential) has already been established within the neighbourhood, and the proposed is therefore in conformance with the *Urban Residential* designation and infill policies for *Major Corridor Infill* (see Appendix B).

ii) Zoning Bylaw:

The current application proposes to rezone the property, located at 21571 121 Avenue, from RS-1b (Single Detached (Medium Density) Residential) to R-1 (Single Detached (Low Density) Urban Residential) to permit future subdivision into two single family lots. After road dedication, the proposed lots are both approximately 418m^2 in area and therefore larger than the required minimum lot size of 371m^2 (see Appendix D).

iii) Advisory Design Panel:

The application is proposing single family residential lots and has therefore not been reviewed by the ADP.

iv) Development Information Meeting:

As fewer than five lots are proposed, a Development Information Meeting was not required.

v) Environmental Implications:

The Arborist report prepared by Woodridge Tree, dated October 26, 2018, identified one tree on the property that would require a permit for removal as per Tree Cutting Bylaw regulations, which can be dealt with at the subdivision approval stage.

4) Interdepartmental Implications:

i) Engineering Department:

A Rezoning Servicing Agreement and securities will be required as condition of rezoning. Upgrades for sanitary sewer, storm sewer, street trees, and watermain are going to be required for subdivision approval, as described in the rezoning application review.

CONCLUSION:

It is recommended that second reading be given to Zone Amending Bylaw No. 7460-2018, and that application 2018-097-RZ be forwarded to Public Hearing.

"Original signed by Mark McMullen" 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"

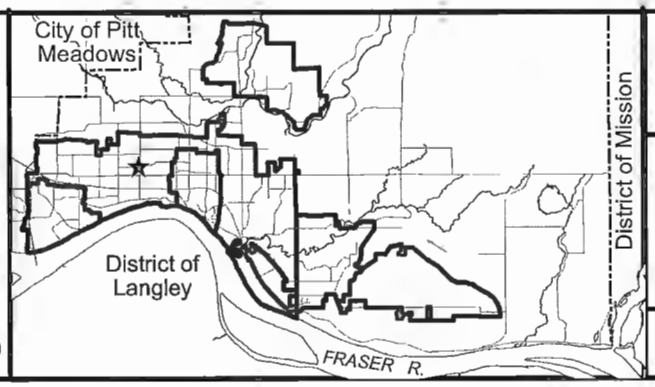
Approved by: **Christine Carter, M.PL, MCIP, RPP**
GM Planning & Development Services

"Original signed by Al Horsman"

Concurrence: **Al Horsman**
Chief Administrative Officer

The following appendices are attached hereto:
Appendix A – Subject Map
Appendix B – Ortho Map
Appendix C – Zone Amending Bylaw No. 7460-2018
Appendix D – Proposed Subdivision Plan

APPENDIX A



N

Scale: 1:2,500

21571 121 AVENUE
PID: 005-396-891

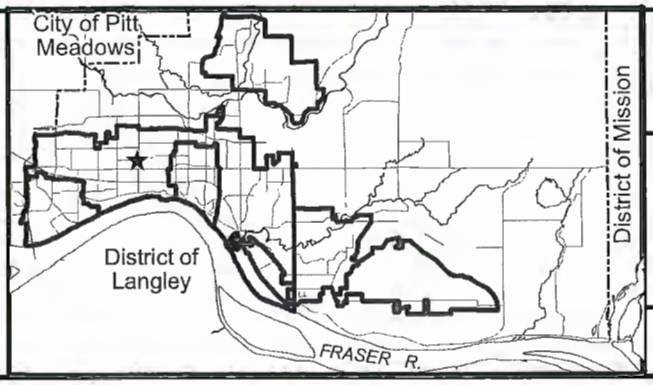
PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia
mapleridge.ca

FILE: 2018-097-RZ/SD
DATE: Feb 16, 2021
BY: PC

APPENDIX B

Scale: 1:2,500



21571 121 AVENUE
PID: 005-396-891

PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia
mapleridge.ca

FILE: 2018-097-RZ/SD
DATE: Feb 16, 2021
BY: PC

CITY OF MAPLE RIDGE
BYLAW NO. 7460-2018

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

WHEREAS, it is deemed expedient to amend Maple Ridge Zoning Bylaw No. 7600-2019 as amended;

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7460-2018."

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

   Lot 1 District Lot 245 Group 1 New Westminster District Plan 73102

   and outlined in heavy black line on Map No. 1759 a copy of which is attached hereto and forms part of this Bylaw, is hereby rezoned to R-1 Single Detached (Low Density) Urban 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 12 day of June, 2018

READ a second time the day of , 20

PUBLIC HEARING held the day of , 20

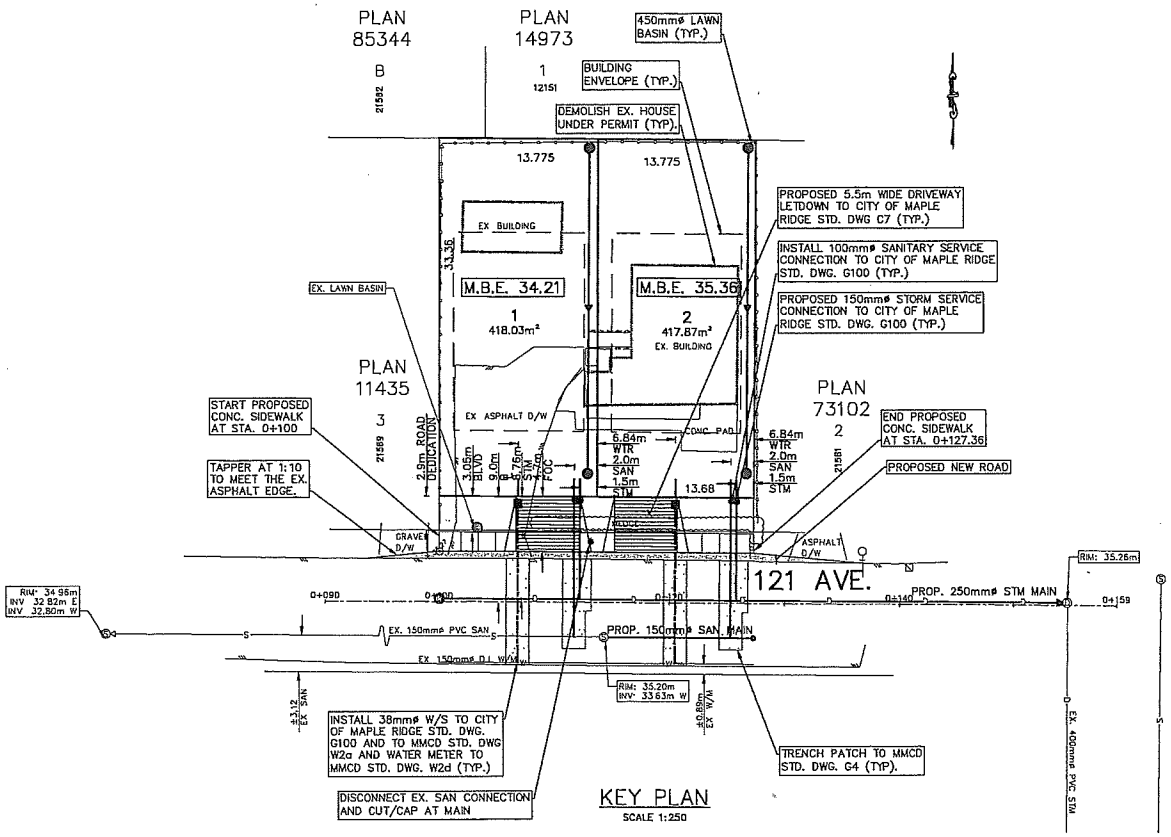
READ a third time the day of , 20

APPROVED by the Ministry of Transportation and Infrastructure this day of , 20

ADOPTED, the day of , 20

PRESIDING MEMBER **CORPORATE OFFICER**

APPENDIX D



No.	DATE	REVISION	BY

EXISTING
PROPOSED
STORM SEWER ST
SANITARY SEWER SAN
GAS G
WATER W
U.G. LIGHTING L
U.G. HYDRO B.C.H.
U.G. TELEPHONE B.C.T.
MANHOLE
CATCH BASIN
WATER OR GAS VALVE

DITCH
TOP OF DITCH
UTILITY POLE/ANCHOR
FIRE HYDRANT
IRON PIN LEFT ⊥ RIGHT T
BASEMENT ELEV
EDGE OF PAVEMENT
FENCE
SIDEWALK
SURVEY MONUMENT
SAN. INSPECTION CHAMBER
STREET LIGHT

EDGE OF SHOULDER
EDGE OF GRAVEL
SLOPE TOP TOE
SHRUB
HEDGE
TREE
BUILDING

MAPLE RIDGE
British Columbia

mapleridge.ca City of Maple Ridge

TO:	His Worship Mayor Michael Morden and Members of Council	**MEETING DATE:**	March 23, 2021
		FILE NO:	2019-353-RZ
FROM:	Chief Administrative Officer	**MEETING:**	C o W

SUBJECT: **Second Reading**
Zone Amending Bylaw No. 7583-2019
22058 119 Avenue

EXECUTIVE SUMMARY:

An application has been received to rezone the subject property, located at 22058 119 Avenue, from RS-1 (Single Detached Residential) to RT-2 (Ground-Oriented Residential Infill), to permit the future development of a triplex residential building. The proposed RT-2 (Ground-Oriented Residential Infill) zoning complies with the policies of the *Official Community Plan* (OCP). Council granted first reading to *Zone Amending Bylaw No. 7583-2019* on November 26, 2019.

The draft *Lougheed Transit Corridor Concept Plan* designates the subject property *Intensive Attached Residential Infill* which could allow additional density in the form of duplexes, triplexes or rowhouses with a maximum height of three storeys. These moderate density housing forms would provide a choice of housing units in proximity of transit and services whilst maintaining the existing lot patterns in the area. Under the *Lougheed Transit Corridor Concept Plan* a triplex would be permitted on lands designated *"Intensive Attached Residential Infill"* and can also proceed under the current OCP designation of "Urban Residential".

Pursuant to Council Policy 6.31, this application is subject to the Community Amenity Contribution at a rate of $4,100.00 per attached ground-oriented dwelling unit (first unit is exempt), for an estimated amount of $8,200.00.

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

RECOMMENDATIONS:

1) **That Zone Amending Bylaw No. 7583-2019 be given second reading, and be forwarded to Public Hearing;**

2) **That the following terms and conditions be met prior to final reading:**

   i) **Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;**

   ii) **Approval from the Ministry of Transportation and Infrastructure;**

   iii) **Road dedication on the lane to the south of the subject property as required;**

   iv) **Registration of a Restrictive Covenant for Stormwater Management;**

1105

v) **Registration of a Restrictive Covenant for the Geotechnical Report which addresses the suitability of the subject property for the proposed development;**

vi) **Removal of existing buildings;**

vii) **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.**

viii) **That a contribution, in the amount of $8,200 ($4,100/unit, excluding the first unit) be provided in keeping with the Council Policy with regard to Community Amenity Contributions.**

DISCUSSION:

1) Background Context:

Applicant:		G. Yu
Legal Description:		Lot 54 District Lot 397 Group 1 New Westminster District Plan 14049
OCP:		
Existing:		Urban Residential
Proposed:		Urban Residential
Zoning:		
Existing:		RS-1 (Single Detached Residential)
Proposed:		RT-2 (Ground-Oriented Residential Infill)
Surrounding Uses:		
North:	Use:	Single Family Residential
	Zone:	RS-1 (Single Detached Residential)
	Designation:	Urban Residential
South:	Use:	Single Family Residential
	Zone:	RS-1 (Single Detached Residential)
	Designation:	Urban Residential
East:	Use:	Single Family Residential
	Zone:	RS-1 (Single Detached Residential)
	Designation:	Urban Residential
West:	Use:	Single Family Residential
	Zone:	RS-1 (Single Detached Residential)
	Designation:	Urban Residential
Existing Use of Property:		Single Family Residential
Proposed Use of Property:		Ground-Oriented Residential Infill (Triplex)
Site Area:		901 m^2 (9,699 ft^2)
Access:		Lane behind property for on-site vehicle parking
Servicing requirement:		Urban Standard

2) Background:

On November 26, 2019, Council received a staff report for first reading regarding the proposed development. Based on this information, Council gave first reading to *Zone Amending Bylaw No. 7583-2019*. The application was submitted under former *Zoning Bylaw No. 3510-1985* to allow the subject property to be rezoned from RS-1 to RT-2. It should be noted that the RT-2 zone under the former Zoning Bylaw allowed a maximum height for principal structures to be not more than 9.5m. However, when Council adopted *Zoning Bylaw No. 2019-7600*, the RT-2 zone height regulations changed from 9.5m to top of roof to allowing a maximum height for principal structures of 8.0m to mid-point of roof. Furthermore, the application was subject to the regulations of *Zoning Bylaw No. 7600-2019* as the application did not proceed beyond a Public Hearing. Due to these regulatory changes, the Planning Department received an application for a variance to vary the principal's structure (triplex) height from 8.0m to 8.38m subject to *Section 403.4 - Building Height* regulations.

3) Project Description:

The current application proposes to rezone the subject property from RS-1 (Single Detached Residential) to RT-2 (Ground-Oriented Residential Infill), to permit the development of a triplex (see Appendices A and B).

The RT-2 zone provides for the infill of ground-oriented residential buildings within established residential neighbourhoods in a form that will be incremental and sensitive to the existing and emerging context. The RT-2 zone allows for dwelling units to be in one building with shared party walls to create triplexes, as is the case for the current application. These forms will resemble a single family dwelling in order to fit seamlessly into existing neighbourhoods.

There was an approved triplex application (2017-221-RZ) located two lots to the west of the subject property. Council approved this adjacent triplex application on January 29, 2019.

4) Planning Analysis:

i) Official Community Plan:

The subject property is located just to the west of the Town Centre. It is currently designated Urban Residential, and the OCP's Neighbourhood Residential Infill policies apply to the subject application. Under the Infill policies, unit types such as duplexes and triplexes are permitted, with an emphasis on street-oriented buildings (Policy 3-19, b). These policies also require proposed developments to respect and reinforce the physical patterns and characteristics of established neighbourhoods, with particular attention paid to site design, setbacks, and lot configuration of the existing pattern of development, as well as compatibility between building massing and the types of dwelling units (Policy 3-21).

It is noted that one of the underlying principles in the OCP is to encourage growth within the Urban Area Boundary (UAB), and to accommodate that growth through infill by promoting a mix of housing types and tenures (Policy 3-1).

The proposed rezoning of the subject property to RT-2 (Ground-Oriented Residential Infill) to support the development of a triplex aligns with the intent of these OCP and neighbourhood residential infill policies.

ii) **Zoning Bylaw:**

The current application proposes to rezone the subject property from RS-1 (Single Detached Residential) to RT-2 (Ground-Oriented Residential Infill) to permit the development of a triplex residential building (see Appendix C). The subject property is 901m^2, which is larger than the 800m^2 minimum lot size required for a triplex development.

The triplex residential development is supported on this property because it will be similar in scale with the surrounding established single family neighbourhood. The maximum height requirement for triplex residential developments is 8.0m, which is the same as the current permitted single family residential lots, at 8.0m. The RT-2 zone (triplex, fourplex and courtyard) is intended to resemble a single family home and integrate with the existing neighbourhood. Each dwelling unit is provided with greenspace, while access to off-street parking areas can be accessed from the lane behind the subject property (see Appendices D and F).

At this time, the known variances being requested to the requirements of the proposed RT-2 zone are for varying the permitted building height from 8.0m to 8.38m (mid-point of roof) with an overall building height of 9.5m (top of roof).

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

As per Schedule 'A' of the '*Off-Street Parking and Loading Bylaw No. 4350-1990*", the number of parking spaces required per dwelling unit is two. The proposed triplex development meets the requirements in the aforementioned Bylaw. Each dwelling unit will have one enclosed (garage) parking space with roughed-in electrical infrastructure for electric vehicles capable of providing Level 2 charging. Additionally, one surface parking pad will be provided for each dwelling unit (see Appendix D).

iv) **Proposed Variances:**

A Development Variance Permit application has been received for this project and involves the following relaxations (see Appendix E):

- *Varying the Building Height from 8.0m to 8.38m (Mid-point of roof).*

The requested variances to the RT-2 zone will be the subject of a future Council report.

v) **Development Permits:**

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

The application is subject to the Ground-Oriented Residential Infill Development Permit Area Guidelines which were adopted into the OCP on November 24, 2020. These guidelines provide applicants information and examples of design principles for triplex, fourplex, and courtyard housing that align with vision of the *Official Community Plan*.

vi) **Advisory Design Panel:**

The application was reviewed by the ADP at a meeting held on January 20, 2021 (see Appendices D, E, F, and G). Most of the ADP's concerns have been addressed and are reflected in the current plans as summarized below with ADP comments and Applicants responses. A detailed description of how these items were incorporated into the final design will be included in a future development permit report to Council.

Architectural Comments:

- *Consider lowering the main floor elevation to reduce the overall massing;*
    - Not possible. Minimum Basement Elevation (MBE) cannot be lowered as it would require sub pumps.
- *Consider a more human scale for the front entry elements;*
    - Will be using different door façade designs and different but complimentary colours.
- *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;*
    - Revisions made and reflected in new submission.
- *Please provide a more detailed colour board and consider individual coloured doors for differentiation between units;*
    - Considered and will implement.
- *Consider additional material highlights to the front entrance.*
    - Proposed development will be utilizing ledgestone and colour doors with hardy shingles and hardy board.

Landscape Comments:

- *Show actual size of detention tank on landscape plan;*
    - Provided in Landscape Plan.
- *Ensure that the civil engineer shows tree protection on drawings;*
    - Shown on Technical Landscape Plan. (Not provided in this Report).
- *Consider permeable paving in hard surface areas;*
    - Will be using asphalt for residential parking area and access whilst using crushed gravel for visitor surface parking to achieve greater onsite permeability.
- *Consider perimeter planting to soften 6ft height fence and provide visual separation of yards;*
    - Increase planting of vegetation in conjunction of fencing will delineate private yards and perimeter of subject property.
- *Consider adding perimeter planting to property line in particular east and west;*
    - Planting of vegetation along southeast portion of property line and along northwest and northeast property lines. Hydrangea climbing (viny plant) will grow up along rear fence for visual softening of fence.
- *Consider alternate decorative materials for the surface parking;*
    - Will be using asphalt and crushed gravel to delineate between residential and visitor parking.
- *Ensure that the corner of the garage that extends beyond the entry is compliant with the current bylaw;*
    - Accessory building (garage) meets the minimum interior lot line setback of 1.5m.

- *Consider adding hard surface walkway from rear yards to rear patios;*
    - Utilizing concrete pavers from rear gate to rear entrance.
- *Clarify the maximum property driveway dimensions from the lane, if supported by engineering, garage orientation facing the lane is preferred;*
    - Engineering access requirements from rear lane requires 9m. Therefore, orientation of accessory building (garage) to lane was not possible and would make for difficult rear site design.
- *Ensure that the site is compliant with Zoning Bylaw 7600-2019 for percentage of landscape coverage.*
    - Permeability exceeds the minimum 40% requirement as per section 405.1 of *Zoning Bylaw No. 7600-2019*

A detailed description of the projects form and character will be included in a future development permit report to Council.

vii) **Development Information Meeting:**

A Development Information Meeting was not required for this application because there is no OCP amendment for this application, and the proposal is less than five dwelling units.

5) Environmental Implications:

During the referral process, an environmental review was conducted and the following are required:

- Four (4) on-site trees will be removed; two (2) off-site trees will be protected
- Tree Permit is required for removal of trees
- Three (3) replacement trees will be required
- A Project Arborist will be required to ensure protection of off-site trees
- Stormwater management tanks not to impact adjacent trees
- Stormwater management plans to compliment landscaping plans
- Erosion & Sediment Control Plan to be reviewed at Building Permit stage.

6) Traffic Impact:

As the subject property is located within 800 metres of the Lougheed Highway, a referral has been sent to the Ministry of Transportation and Infrastructure. Ministry approval of the Zone Amending Bylaw will be required as a condition of final reading.

7) Interdepartmental Implications:

i) **Engineering Department:**

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

8) School District No. 42 Comments:

The proposed application would affect the student population for the catchment areas currently served by Glenwood Elementary and Maple Ridge Secondary School. Glenwood has an operating capacity of 360 students. For the 2019-2020 school year, the student enrolment at Glenwood Elementary was 362 students (101% utilization) including 85 students from out of catchment. Maple Ridge Secondary School has an operating capacity of 1,300 students. For the 2019-2020 school year, the student enrolment at Maple Ridge Secondary School was 1,216 students (94% utilization) including 724 students from out of catchment.

CONCLUSION:

It is recommended that second reading be given to Zone Amending Bylaw No. 7583-2019, and that Application No. 2019-353-RZ be forwarded to Public Hearing.

"Original signed by Tyson Baker"

Prepared by: **Tyson Baker, B.Pl.**
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 Al Horsman"

Concurrence: **Al Horsman**
Chief Administrative Officer

The following appendices are attached hereto:

Appendix A – Subject Map
Appendix B – Ortho Map
Appendix C – Zone Amending Bylaw No. 7583-2019
Appendix D – Site Plan
Appendix E – Building Elevation Plans
Appendix F – Landscape Plan
Appendix G – 3D Rendering

APPENDIX A

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

N

Scale: 1:1,000

Legend

Ditch Centreline

22058 119 AVENUE
PID: 009-916-261

PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: 2019-353-RZ
DATE: Oct 3, 2019

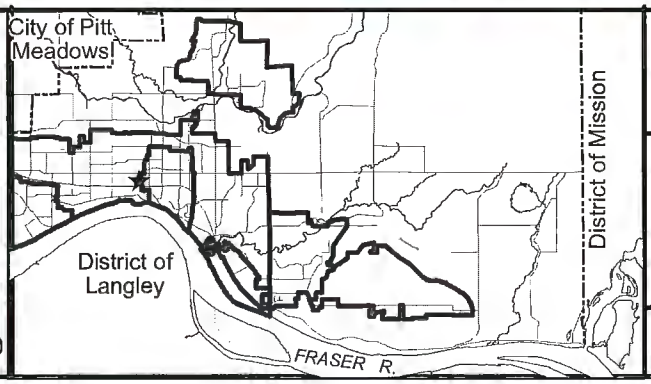
BY: AC

APPENDIX B

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

N

Scale: 1:1,000



22058 119 AVENUE
PID: 009-916-261

PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: 2019-353-RZ
DATE: Oct 3, 2019

BY: AC

CITY OF MAPLE RIDGE
BYLAW NO. 7583-2019

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

---

WHEREAS, it is deemed expedient to amend Maple Ridge Zoning Bylaw No. 7600 - 2019 as amended;

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7583-2019."

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

   Lot 54 District Lot 397 Group 1 New Westminster District Plan 14049

   and outlined in heavy black line on Map No. 1811 a copy of which is attached hereto and forms part of this Bylaw, is hereby rezoned to RT-2 (Ground-Oriented Residential Infill).

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

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

READ a second time the day of , 21

PUBLIC HEARING held the day of , 21

READ a third time the day of , 21

APPROVED by the Ministry of Transportation and Infrastructure this day of , 21

ADOPTED, the day of , 21

PRESIDING MEMBER **CORPORATE OFFICER**

MAPLE RIDGE ZONE AMENDING

Bylaw No. 7583-2019

Map No. 1811

From: RS-1 (Single Detached Residential)

To: RT-2 (Ground-Oriented Residential Infill)

MAPLE RIDGE
British Columbia

N

SCALE 1:2,000

GENERAL NOTES

1. ALL WORK AND MATERIALS TO CONFORM TO STANDARDS AND REQUIREMENTS OF THE BRITISH COLUMBIA BUILDING CODE (B.C.B.C.) 2019.
2. ALL DRAWINGS MUST BE APPROVED BY CITY/MUNICIPAL AUTHORITIES HAVING JURISDICTION AND HAVE APPLICABLE PERMITS ISSUED BEFORE STARTING CONSTRUCTION.
3. BUILDER MUST ENSURE THAT ALL WORK PERFORMED ON SITE COMPLIES WITH WORKER'S COMPENSATION BOARD'S REQUIREMENTS AND STANDARDS. BUILDER MUST NOTIFY HIS ENGINEER BEFORE AND AFTER EXCAVATION AND OBTAIN CERTIFICATION FROM THE ENGINEER BEFORE ANY WORKERS ARE ALLOWED TO WORK IN THE EXCAVATED AREA. SUCH CERTIFICATION MUST BE POSTED ON SITE AT A PROMINENT LOCATION AND UPDATED BY THE ENGINEER AT REGULAR INTERVALS.
4. SUB-CONTRACTORS AND/OR SUB-TRADES RESPONSIBLE FOR ON SITE EXECUTION OF WORK THESE DRAWINGS DETAIL, ARE TO CHECK AND VERIFY ALL DRAWINGS FOR ERRORS AND OMISSIONS BEFORE ORDERING MATERIALS OR STARTING WORK. CONTRACTOR TO NOTIFY SEL ENGINEERING LTD. IMMEDIATELY OF ANY CHANGES OR OMMISSIONS.
5. TRUSS DESIGN MUST BE COMPLETED BEFORE FORM CONSTRUCTION AND ENLARGED FOOTINGS AS DESIGNED BY STRUCTURAL ENGINEER PURSUANT TO TRUSS POINT LOADS MAY BE REQUIRED.
6. ALL POINT LOADS MUST BE FULLY SUPPORTED DOWN TO FOUNDATION. THE WIDTH OF SUPPORTING COLUMNS SHALL NOT BE LESS THAN THE WIDTH OF THE SUPPORTED MEMBER (9.17.4.1.). ALL POINT LOADS FROM TRUSSES MUST BE STRUCTURALLY SUPPORTED BY COLUMNS OR ENGINEERED BEAMS AND DOUBLE CRIPPLE STUDS AS DESIGNED BY STRUCTURAL ENGINEER.
7. CONTRACTORS, SUB-CONTRACTORS AND/OR SUB-TRADES, SHALL INSURE THAT ANY CONCENTRATED LOAD WHICH MAY ARISE DURING CONSTRUCTION, WHETHER OR NOT IT HAS BEEN SPECIFICALLY DETAILED, SHALL BE SUPPORTED ACCORDING TO GOOD PRACTICE AND THAT THE METHOD OF SUPPORT, AS WELL AS ALL MEMBERS SUPPORTING SUCH LOADS, SHALL FIRST BE APPROVED BY THE AUTHORITY HAVING JURISDICTION AND/OR A PROFESSIONAL ENGINEER, AND SHALL CONFORM TO THE B.C.B.C. BEFORE SUCH LOADING SHALL BE ALLOWED TO OCCUR.
8. ALL BEAM SIZES TO BE CONFIRMED OR DESIGNED BY PROFESSIONAL ENGINEER.
9. BEAMS WHICH EXCEED SPECIFICATIONS OF THE B.C.B.C. MUST BE CHECKED AND VERIFIED BY A STRUCTURAL ENGINEER BEFORE STARTING CONSTRUCTION.
10. FRAMING MATERIAL TO BE DOUGLAS FIR NO. 2 OR BETTER GRADE (9.3.2.2.), UNLESS NOTED OTHERWISE BY A PROFESSIONAL ENGINEER.
11. ALL LINTELS TO BE MIN. 2-2X10 D.F. NO. 2 UNLESS OTHERWISE NOTED (9.23.12.3.).
12. CONCRETE TO BE MIN. 25 MPA @ 28 DAYS, 100 MM SLUMP UNLESS OTHERWISE DESIGNED BY STRUCTURAL ENGINEER (9.3.1.).
13. FOUNDATION WALLS NOT LATERALLY SUPPORTED HIGHER THAN 4'-0" FROM SLAB TO GRADE AND NON-LATERALLY SUPPORTED WALLS GREATER THAN 7'-6" FROM SLAB TO GRADE MUST BE REINFORCED.
14. ALL FOOTINGS SHALL EXTEND BELOW FROST LEVEL TO SUITABLE BEARING. IF SUITABLE BEARING CANNOT BE OBTAINED A PROFESSIONAL SOILS ENGINEER SHOULD BE CONSULTED.
15. GUARDS SHALL CONFORM TO 9.8.8.
16. ALL EXTERIOR GUARDRAILS TO BE 42" HIGH (36" IF DIFFERENCE IN ELEVATION IS LESS THAN 6 FT).
17. ALL INTERIOR GUARDRAILS TO BE 36" HIGH.
18. ALL HANDRAILS 31.5" TO 36" HIGH (9.8.7.4.).
19. ALL EXTERIOR DOORS TO BE SOLID CORE AND WEATHER STRIPPED.
20. INSTALL C.S.A. APPROVED SMOKE ALARMS AND CO2 DETECTORS ON ALL FLOORS LEVELS TO CEILINGS OF HALLWAYS SERVING SLEEPING AREAS (9.10.18.).
21. PROVIDE VENTILATION FOR THE DWELLING IN ACCORDANCE WITH (9.32).
22. ROOF ACCESS MIN. 20" X 27.5" (9.19.2.1.). VENTING MIN. 1/300 (9.19.1.2.).
23. SECURITY BLOCKS FOR 2 STUD SPACES BY ALL EXTERIOR DOORS (9.5.8.5.).
24. WATERPROOF BACKING (AQUA BOARDS) TO BE USED FOR ALL BATHTUBS AND SHOWER ENCLOSURES.
25. INSULATION AND VAPOUR BARRIER TO CONFORM TO PART 5 AND PART 9.36. PROVIDE INSULATION, VAPOUR BARRIER AND GYPROC FOR FIREPLACE AND B VENT SHAFTS.
26. STAIR RISE AND RUN TO CONFORM TO 9.8.2.2. HEADROOM MIN. 6'-9" (2.05M) 9.8.2.2.(2)
    RISE 4.92"-7.87" (125MM - 200MM)
    RUN 10.03" - 14" (255MM - 355MM)
27. BUILDINGS WITH ATTACHED GARAGE - ALL WALLS AND CEILING SEPARATING ATTACHED GARAGE AND DWELLING MUST BE INSULATED, BE AIR TIGHT, HAVE TWO LAYERS OF DRYWALL, STAGGERED JOISTS, ON THE GARAGE SIDE AS A GAS BARRIER. DOORS SEPARATING GARAGE AND DWELLING MUST BE SOLID CORE, WEATHER STRIPPED AND WITH SELF-CLOSING DEVICES.
28. WINDOWS AND SKYLIGHTS - ALL WINDOWS SHALL CONFORM TO WINDOW STANDARDS AS PER 9.7.2. AND GLASS STANDARDS AS PER 9.7.3. SKYLIGHTS SHALL CONFORM TO STANDARDS AS PER 9.7.7. WINDOWS LOCATED WITHIN 3 FT OF EXTERIOR DOOR LOCKS SHALL HAVE SAFETY GLASS, WIRED GLASS OR TEMPERED GLASS. ALL WINDOWS AND DOORS SHALL HAVE A U FACTOR NO GREATER THAN 1.8 W/(m•K). ALL SKYLIGHTS SHALL HAVE A U FACTOR NO GREATER THAN 2.9 W/(m•K).
29. DECK OVER HABITABLE AREA - PROVIDE 2X4 CROSS PURLIN AT 16" O.C. ON DECK JOIST AND CROSS VENTILATION. EXCEPT FOR BUILD-UP ROOFING (TAR AND GRAVEL) ALL OTHER WATER-PROOFING MEMBRANE MUST BE AN APPROVED PRODUCT AND BE CERTIFIED BY A REGISTERED ARCHITECT OR PROFESSIONAL ENGINEER.
30. STARTING WORK SHALL IMPLY ACCEPTANCE OF THESE TERMS AND SHALL MEAN ACCEPTANCE OF ALL SPECIFICATIONS, DIMENSIONS AND REQUIREMENTS AS WELL AS ALL SURFACES AND CONDITIONS AS BEING SUITABLE TO RECEIVE SAID WORK.
31. DO NOT SCALE DRAWINGS.
32. MECHANICAL, ELECTRICAL, AND PLUMBING COMPONENTS PLACED WITHIN AND PARALLEL TO AN EXTERIOR WALL ARE REQUIRED TO BE INSULATED TO THE EFFECTIVE THERMAL RESISTANCE REQUIRED FOR THE WALL AT THE PROJECTED AREA OF THE SYSTEM COMPONENT
33. AIR BARRIERS ARE TO BE CONSTRUCTED IN ACCORDANCE WITH THE REQUIREMENTS OF SECTION 9.36.2.9 AND 9.36.2.10
34. HVAC, AND SERVICE WATER EQUIPMENT TO CONFORM TO SECTION 9.36.
35. ALL NON-GASKET DEVICES INSTALLED IN INSULATED ASSEMBLIES ARE TO BE PROVIDED WITH BACKING TO ALLOW SEALING OF SHEET POLY TO POLY BOOTS.

AMENITY SPACE (USEABLE OPEN SPACE):

FRONT YARD (SQ. M)

SPACE	UNIT 1	UNIT 2	UNIT 3	TOTAL
LAWN & LANDSCAPE	SHARED SPACE			88.40
PORCH	5.97	2.42	5.42	14.71
TOTAL	6.97	2.42	5.42	101.11

BACK YARD (SQ. M)

SPACE	UNIT 1	UNIT 2	UNIT 3	TOTAL
LAWN & LANDSCAPE	52.06	37.55	53.03	142.64
ASPHALT	SHARED SPACE			78.04
CONCRETE	SHARED SPACE			14.57
TOTAL				233.55

PERMEABLE & IMPERMEABLE SURFACES: (SQ. M)

SPACE	PERMEABLE	IMPERMEABLE
FRONT YARD	107.00*	54.06
BACK YARD	248.77*	
PARKING AREA	104.03*	76.04
TOTAL	459.80*	130.10

* GRAVEL & LANDSCAPED AREAS

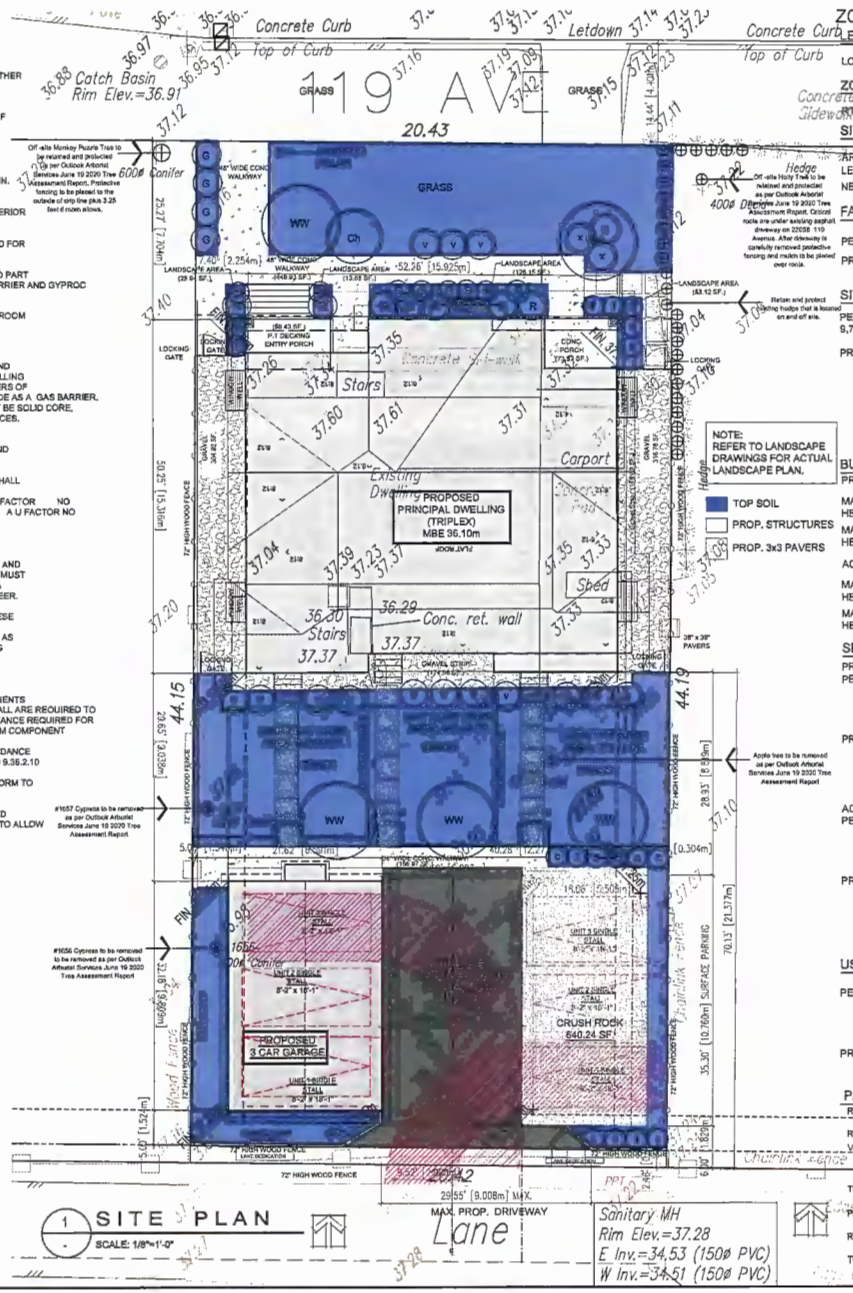
IMPERMEABLE SURFACES PROPOSED: 23.8% (2,276.13 SF.)

PERMEABLE SURFACES PERMITTED.: 50% (4, 865.85 SF.)
PERMEABLE SURFACES PROPOSED.: 41.3% (3,948.38 SF.)

GROSS FLOOR AREA:

FLOOR	UNIT 1	UNIT 2	UNIT 3	TOTAL
MAIN	74.37	75.75	72.49	223.61
UPPER	76.36	75.75	79.72	232.83
BASEMENT	59.19	48.58	62.00	169.87
TOTAL				626.37
LESS BASEMENT ALLOWANCE				150.0
GROSS FLOOR AREA				476.34

DENSITY:
FLOOR SPACE RATIO:
476.34 / 886.35 = 53.74%



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

ZONING DATA

LEGAL DESCRIPTION:
LOT 54, DL. 397 GROUP 1, PLAN NWP 14049

ZONE:
RT-2

SITE:
AREA: 9,711.70 SQ. FT. (901.73 SQ. M.)
LESS LANE DEDICATION: 15.38 SQ. M.
NET TOTAL: 9, 546.05 SQ.FT. (886.35 SQ. M.)

FAR:
PERMITTED: 0.75 (7,159.53 SQ.FT.) (664.76 SQ.M.)
PROVIDED: 5,130.18 SQ. FT. (476.34 SQ. M.)

SITE COVERAGE PROVIDED:
PERMITTED: 45%
9,711.70 SQ.FT X 45% = 4,370.26 SQ.FT.

PROPOSED: 33.8% = 3,288.34 SQ. FT.

PRINCIPAL DWELLING: 2420.21 sf.
DETACHED GARAGE: 698.30 sf.
COVER ENTRIES COMBINED: 156.70 sf.
HYDRO ROOM: 13.13 sf.
TOTAL BUILDING & STRUCTURES: 3,288.34
(WINDOW WELLS OCCUPY AN ADDITIONAL 80.23 sf.)

NOTE:
REFER TO LANDSCAPE DRAWINGS FOR ACTUAL LANDSCAPE PLAN.

TOP SOIL
PROP. STRUCTURES
PROP. 3x3 PAVERS

BUILDING HEIGHT:
PRINCIPAL DWELLING
MAXIMUM BUILDING HEIGHT PERMITTED 26.24FT. (9.5M)
MAXIMUM BUILDING HEIGHT PROVIDED 26.24 FT. (9.5M)

ACCESSORY & STRUCTURES
MAXIMUM BUILDING HEIGHT PERMITTED 14.76 FT. (4.5M)
MAXIMUM BUILDING HEIGHT PROVIDED 4.76 FT. (4.5M)

SET BACKS:
PRINCIPAL DWELLING
PERMITTED: 25.0 FT. (7.5 M.) FRONT & REAR
7.38 FT. (2.25 M.) INTERIOR
14.76 FT. (4.5M.) EXTERIOR

PROPOSED: FRONT(NORTH) - 25.27 FT. (7.70 M.) TO POST
INTERIOR (WEST) - 7.40 FT. (2.25M)
REAR (SOUTH) - 70.13 FT. (21.37M)
INTERIOR (EAST) - 7.40 FT. (2.25)

ACCESSORY BUILDING (DETACHED TRIPLE GARAGE)
PERMITTED: 10.0 FT. (3.0 M.) FRONT & EXTERIOR
5.0 FT. (1.5 M.) REAR & INTERIOR
5.0 FT. (1.5 M.) FROM A PRINCIPAL USE

PROPOSED: FRONT (NORTH) - 29.65 FT. (9.0M) to principal dwelling
INTERIOR WEST - 5.05 FT. (1.54M)
REAR (SOUTH) - 7.46 FT. (2.27M)
INTERIOR EAST - 42.02 FT. (12.80M)

USABLE OPEN SPACE:
PERMITTED: 45.0 SQ. M. PER 3 BED. UNITS
30.0 SQ. M. PER 2 BED. UNITS OR LESS
3 X 45.0 = = 1,453.95 SF. (135.0 SM.)

PROPOSED: UNIT 1: 645.12 SF. + UNIT 2: 493.40 SF. + UNIT 3: 621.28 SF.
+ SHARED USABLE OPEN SPACE 930.56 SF.
TOTAL : 2,690.36 SF. (249.80 SM.)

PARKING:
REQUIRED:
RESIDENTS 3 UNITS X 1.5 = 4.5
VISITORS 3 UNITS X 0.2 = 0.6
5.1
TOTAL 5 CARS

PROVIDED:
RESIDENTS 3 UNITS X 2 = 6
TOTAL 6 CARS

GRADING LEGEND:
EXISTING GRADE FROM SURVEY PLAN
INTERPOLATED EXISTING GRADE
FINISHED GRADE

APPENDIX D

NORTH

t|y designs
TEL. 604.445.6604
43-23535 DILKER HILL RD
MAPLE RIDGE, B.C V2W 1G8

DAVID J HO ARCHITECT INC.
204A -3003 ST JOHNS STREET PORT MOODY BC V3H 2C4
PHONE: 604-9400 FAX: 469-9000

PROJECT
3 UNIT
TRIPLEX 2 DEVELOPMENT
22058 119 AVENUE, MAPLE RIDGE B.C
MAPLE RIDGE, B.C.

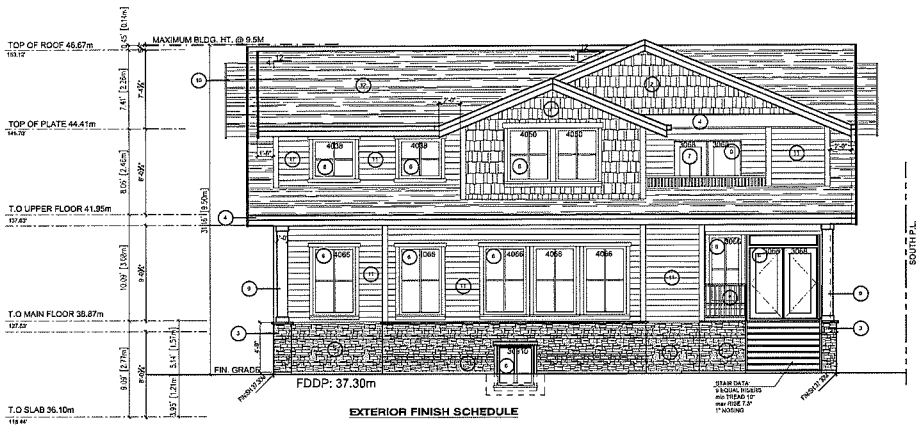
REVISIONS:

SITE PLAN

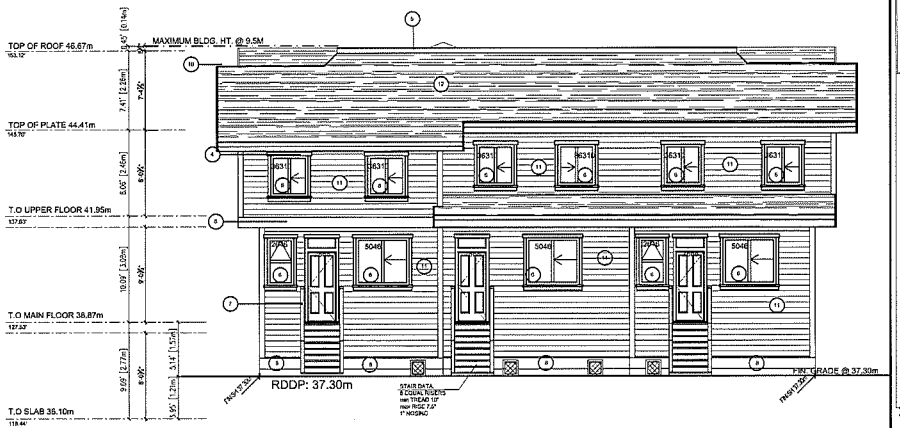
A1

DRAWING NO
(C) COPYRIGHT RESERVED

THESE DRAWINGS COMPLY TO THE 2018 BCBC INCLUDING UPDATES/REVISIONS



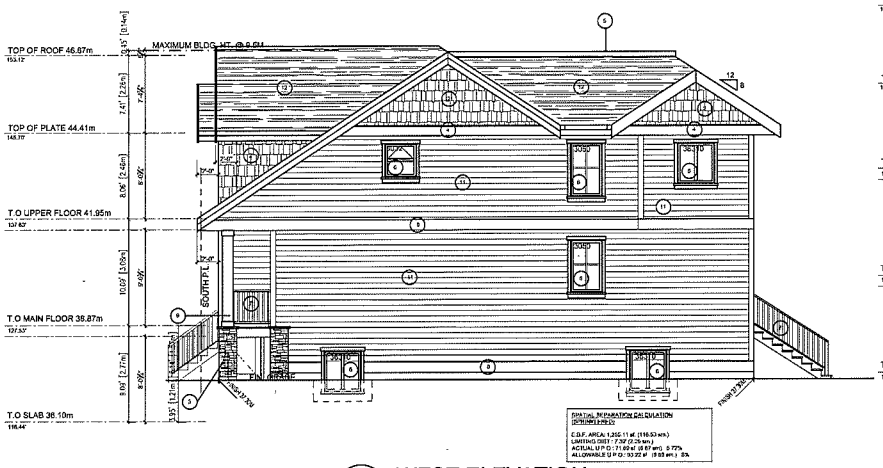
1 NORTH ELEVATION
SCALE: 3/16"=1'-0"



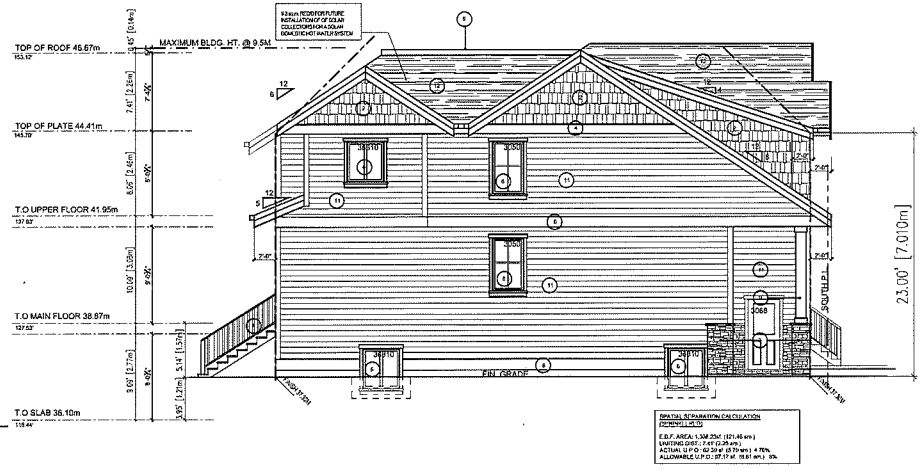
2 SOUTH ELEVATION
SCALE: 3/16"=1'-0"

EXTERIOR FINISH SCHEDULE

NO.	LOCATION	DESCRIPTION	NO.	LOCATION	DESCRIPTION
1	1ST FLOOR WALLS	HARDIE BATTEN BOARD	7	BALCONY RAILINGS	PREFINISHED ALUMINUM
2	ACCENT WALLS	HARDIE SHAKE	8	BAND BOARD BETWEEN FLOORS	HARDIE TRIM BOARD
3	COLUMN BASE STONE CLADDING	CULTURED STONE BY OTHERS	9	WOOD POSTS	HARDIE WRAPED OR WOOD TRIM
4	TRIM / FASCIA	TO BE PAINTED, COLOUR PER DP APPROVAL	10	ROOF	ASPHALT FINISH
5	PARAPET ROOF	PREFINISHED CAP FLASHING	11	EXTERIOR WALLS	8" HARDIE LAP SIDING
6	WINDOWS & DOORS	DOUBLE GLAZED VINYL	12	ROOF	ASPHALT SINGLES



3 WEST ELEVATION
SCALE: 3/16"=1'-0"



4 EAST ELEVATION
SCALE: 3/16"=1'-0"

APPENDIX E

t | y designs
TEL 604 446 8894
43-23039 GILKER HILL RD.
MAPLE RIDGE, B.C V2W 1C8

DAVID J HO ARCHITECT INC.
204A - 3003 ST JOHNS STREET PORT MOODY BC V3H 2C4
PHONE 469-9949 FAX 469-9950

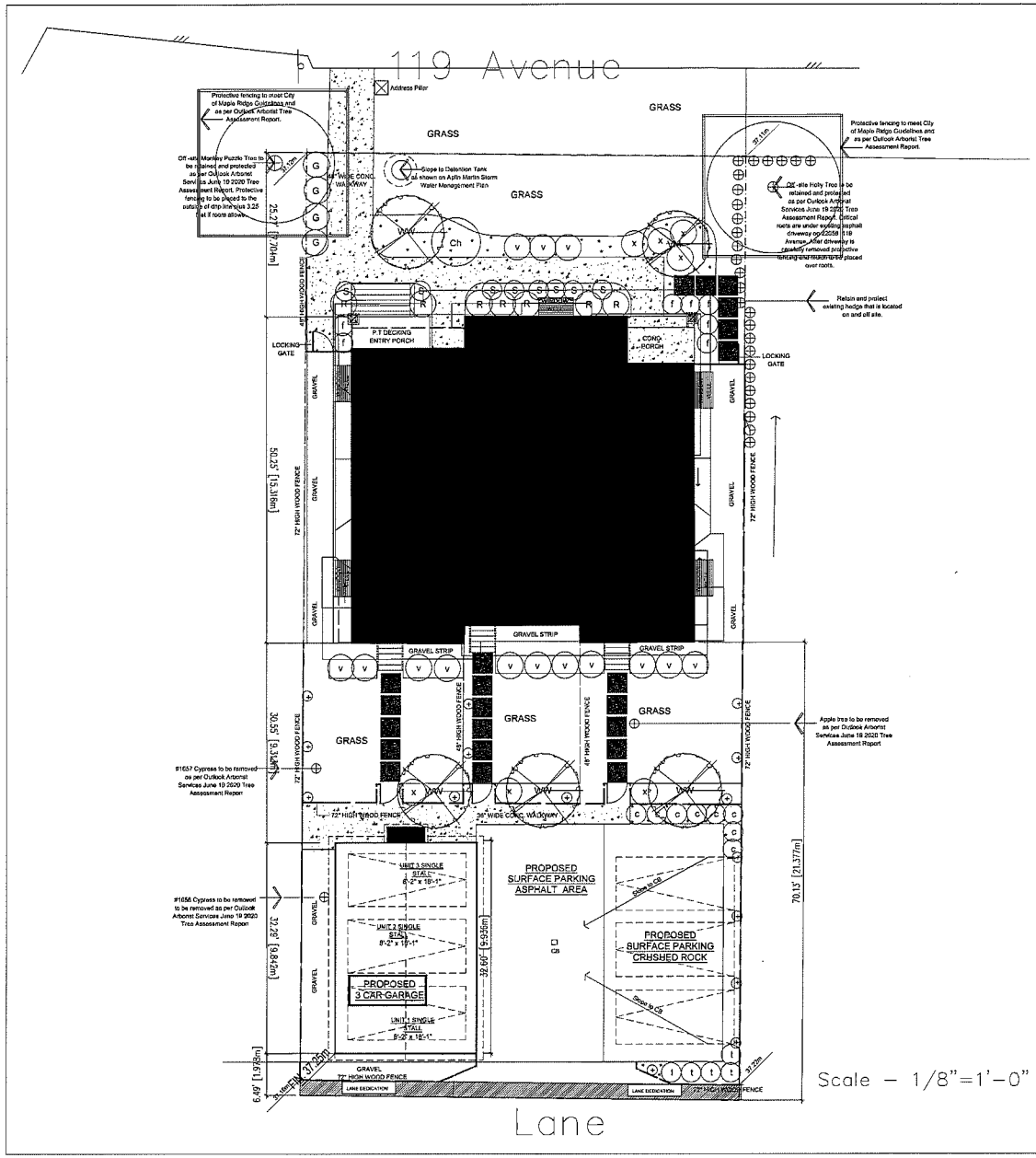
PROJECT:
3 UNIT
TRIPLEX 2 DEVELOPMENT
22058 119 AVENUE, MAPLE RIDGE B.C
MAPLE RIDGE, B.C.

THESE DRAWINGS COMPLY TO THE 2018 BCBC INCLUDING LATEST REVISIONS.

ELEVATIONS

SCALE: 1/32 | DRAWN: T.Y | CHECKED: | DATE: APR 03, 2019

A7
DRAWING NO.
(COPYRIGHT RESERVED)



PLANT LIST

Sym	Qty	Botanical Name	Common Name	Size
		Trees		
VM	1	*Acer circinatum	Vine Maple	1.5m
WW	4	Cornus nuttallii 'Eddie's W Wonder	Eddie's White Wonder Dogwood	6cm
		Shrubs		
c	8	*Cornus sericea	Red Stemmed Dogwood	#2pot
G	4	*Gaultheria shallon	Salal	#2pot
Ch	1	Mahonia x media 'Charity'	Hybrid Mahonia	#3pot
f	7	*Polystichum munitum	Western Sword Fern	#2pot
R	7	Rhododendron 'Dora Amateis'	White Rhododendron	
S	8	Sarcococca hookeriana humilis	Himalayan Sweet Box	#2pot
t	5	Thuja occidentalis 'Smaragd'	Emerald Cedar	1.5m
v	14	Viburnum tinus 'Spring Bouquet'	Winter/Spring Viburnum	#2pot
x	7	*Vaccinium ovatum	Evergreen Huckleberry	#2pot
		Groundcover/Vines		
*	25	*Cornus canadensis	Bunchberry	10cmp
+	15	Hydrangea anomala	Climbing Hydrangea	#2pot

NOTES:

1. All materials, installation and maintenance of landscape works shall conform to the BCSLA/BCNTA Landscape Standards.
2. Minimum growing medium/soil depths to meet the following and include the recommendations in the City of Maple Ridge Rainwater Management Plan:
   lawn-12"/300mm
   ground cover-12"/300mm
   shrubs-18"/450mm
   trees-12"/300mm (around and beneath root ball)
3. Trenching for utility connections to be coordinated with the City of Maple Ridge Engineering Department to ensure safe root zones of retained trees. Method of tree protection for street trees to be approved by City of Maple Ridge Park Board.
4. The retention and removal of existing trees is noted on landscape plan as per the recommendations in the June 19 2020 Tree Assessment Report prepared by Outlook Arborist Services.
5. Native plant material identified with *

NORTH

Susie Sziklai Landscape Architect
22563 West 14th Avenue Vancouver BC V6K 2V9
PHONE 604 732 6315

PROJECT:
3 UNIT
TRIPLEX 2 DEVELOPMENT
22058 119 AVENUE, MAPLE RIDGE B.C
MAPLE RIDGE, B.C.

REVISIONS:
February 16 2021 ADP Comments
December 9 2020 ADP
December 2 2020 ADP

DRAWN: S.S. CHECKED: DATE: Sept. 9, 2020

Landscape Plan

L1

DRAWING NO

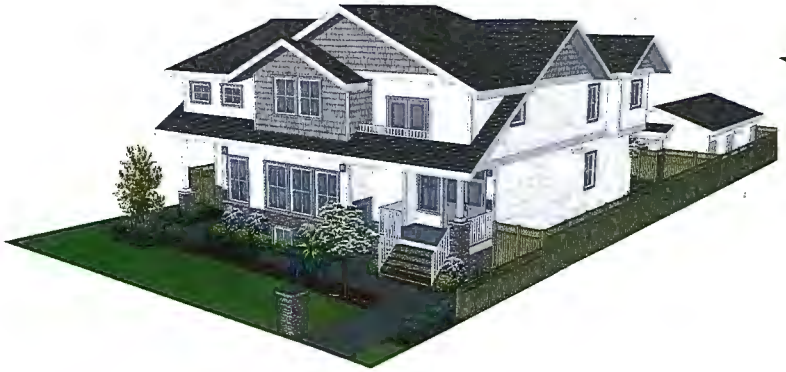
(C) COPYRIGHT RESERVED

BRITISH COLUMBIA SOCIETY OF LANDSCAPE ARCHITECTS
REGISTERED MEMBER
SUSIE M. SZIKLAI
219

APPENDIX F

NE PERSPECTIVE

SE PERSPECTIVE



NW PERSPECTIVE

SW PERSPECTIVE

APPENDIX G

THESE DRAWINGS COMPLY TO THE 2018 BCBC INCLUDING LATEST B1 REVISIONS

REVISIONS:

JOB NO.	100
DRAWN BY	T.Y.
CHECKED	
DATE	FEB. 21, 2021
DATE	APR. 02, 2019

EXTERIOR PERSPECTIVES

SK-3

DRAWING NO.

(C) COPYRIGHT RESERVED

PROJECT

3 UNIT

TRIPLEX 2 DEVELOPMENT

22058 119 AVENUE, MAPLE RIDGE B.C

MAPLE RIDGE, B.C.

DAVID J HD ARCHITECT INC.
204A -3003 ST JOHNS STREET PORT MOODY BC V3H 2C4
PHONE 489-8649 FAX 489-8660

t | y designs
TEL. 604.446.6634
45-23539 GRAZEN HILL RD
MAPLE RIDGE, B.C V2W 1G6

MAPLE RIDGE
British Columbia
mapleridge.ca

City of Maple Ridge

TO:	His Worship Mayor Michael Morden and Members of Council	MEETING DATE:	March 23, 2021
		FILE NO:	2020-242-RZ
FROM:	Chief Administrative Officer	ATTN:	C o W

SUBJECT: First, Second and Third Readings
Off-Street Parking and Loading Amending Bylaw No. 7663-2020
Subdivision and Development Servicing Amending Bylaw No. 7671-2020

EXECUTIVE SUMMARY:

This report includes text amendments for housekeeping items in the *Off-Street Parking and Loading Bylaw No. 4350-1990* (Appendix A) and the *Subdivision and Development Servicing Bylaw No. 4800-1993* (Appendix B). These amendments will incorporate changes resulting from the adoption of the new *Zoning Bylaw No. 7600-2019*. The amendments include updated permitted uses; changes to zone names; the addition of new zones; updated references to the Zoning Bylaw, other municipal bylaws, and provincial government regulations; and formatting improvements.

It is recommended that Council give first, second and third readings to *Off-Street Parking and Loading Amending* Bylaw No. 7663-2020 (Appendix C) and to Subdivision and Development Servicing *Amending* Bylaw No. 7671-2020 (Appendix D), as no public hearing is required.

RECOMMENDATIONS:

1) That Off-Street Parking and Loading Amending Bylaw No. 7663-2020 be given first, second and third readings; and

2) That Subdivision and Development Servicing Amending Bylaw No. 7671-2020 be given first, second and third readings.

DISCUSSION:

a) Background Context:

On December 8, 2020, *Zoning Bylaw No. 7600-2019* was given final reading and was adopted by Council. Within this new Zoning Bylaw, there are numerous permitted uses that were added or updated, some zones were renamed, and new zones were incorporated. There are several City Bylaws that refer to or integrate requirements of the Zoning Bylaw, therefore these now require amendments to bring them in line with the Zoning Bylaw.

b) Planning Analysis:

This application includes housekeeping amendments to the *Off-Street Parking and Loading Bylaw No. 4350-1990* and the *Subdivision and Development Servicing Bylaw No. 4800-1993*. The adoption of *Zoning Bylaw No. 7600-2019* impacts other City Bylaws that now need to be updated. For example, the "One Family Residential" use has been renamed "Single Detached Residential", and "Duplex" or "Two Family Residential" uses have been renamed "Two-Unit Residential". These housekeeping amendments also provide the opportunity to update references within these bylaws to other municipal and provincial government regulations.

Schedule A of the *Off-Street Parking and Loading Bylaw No. 4350-1990* has been amended by adding parking requirements for new zones, removing zones that have been deleted (RG-3, C-4a and CS-2a), updating building classes and uses, and updating the formatting.

Schedule A of the *Subdivision and Development Servicing Bylaw No. 4800-1993* has been amended by adding the subdivision servicing requirements for new zones (R-2, R-4 and RST-SV), removing zones that have been deleted from the Zoning Bylaw (RG-3, C-4a and CS-2a), and updating the formatting.

The amendments to both the *Off-Street Parking and Loading Bylaw No. 4350-1990* and the *Subdivision and Development Servicing Bylaw No. 4800-1993* include the following:

- Replace references to *Zoning Bylaw No. 3510-1985* with *Zoning Bylaw No. 7600-2019*;
- Replace District of Maple Ridge with City of Maple Ridge;
- Update references to zones that have been renamed;
- Add new zones and remove zones that have been deleted;
- Update and replace permitted uses to be consistent with *Zoning Bylaw No. 7600-2019* and to add new uses;
- Update references to *Local Government Act* section numbers;
- Update the maps in Schedules "D" and "E" in *Off-Street Parking and Loading Bylaw No. 4350-1990* to include newer lots lines on the base map and the new City logo only;
- Update references to other municipal bylaws, provincial regulations and other agencies to the current regulations;
- Make bylaws gender neutral;
- Replace references from "disabled" to "accessible"; and
- Renumber lists for consistency.

CONCLUSION:

It is recommended that first, second and third readings be given to *Off-Street Parking and Loading Amending Bylaw No. 7663-2020* (Appendix C) and to *Subdivision and Development Servicing Amending Bylaw No. 7671-2020* (Appendix D). These housekeeping amendments incorporate changes to terms and uses in the *Zoning Bylaw No. 7600-2019*, which are minor in nature, and update references to other municipal and provincial government regulations.

"Original signed by Ann Edwards"

Prepared by: **Ann Edwards, CPT**
Senior 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 Al Horsman"

Concurrence: **Al Horsman**
Chief Administrative Officer

The following appendices are attached hereto:

Appendix A - Existing Off-Street Parking and Loading Bylaw No. 4350-1990
Appendix B - Existing Subdivision and Development Servicing Bylaw No. 4800-1993
Appendix C - Off-Street Parking and Loading Amending Bylaw No. 7663-2020
Appendix D - Subdivision and Development Servicing Amending Bylaw No. 7671-2020

THE FOLLOWING DOCUMENT HAS BEEN REPRODUCED FOR CONVENIENCE ONLY AND IS A CONSOLIDATION OF THE FOLLOWING:

1. Maple Ridge Off Street Parking and Loading Amendment Bylaw No. 4556-1991
2. Maple Ridge Off Street Parking and Loading Amendment Bylaw No. 4560-1991
3. Maple Ridge Off Street Parking and Loading Amendment Bylaw No. 4701-1992
4. Maple Ridge Off Street Parking and Loading Amendment Bylaw No. 4789-1992
5. Maple Ridge Off Street Parking and Loading Amendment Bylaw No. 5052-1994
6. Maple Ridge Off Street Parking and Loading Amendment Bylaw No. 5177-1994
7. Maple Ridge Off Street Parking and Loading Amendment Bylaw No. 5194-1994
8. Maple Ridge Off Street Parking and Loading Amendment Bylaw No. 5196-1994
9. Maple Ridge Off Street Parking and Loading Amending Bylaw No. 5681-1998
10. Maple Ridge Off Street Parking and Loading Amending Bylaw No. 5799-1999
11. Maple Ridge Off Street Parking and Loading Amending Bylaw No. 6147-2003
12. Maple Ridge Off-Street Parking and Loading Amending Bylaw No. 6418-2006
13. Maple Ridge Off-Street Parking and Loading Amending Bylaw No. 6431-2006
14. Maple Ridge Off-Street Parking and Loading Amending Bylaw No. 6593-2008
15. Maple Ridge Off-Street Parking and Loading Amending Bylaw No. 6609-2008
16. Maple Ridge Off-Street Parking and Loading Amending Bylaw No. 6590-2008
17. Maple Ridge Off-Street Parking and Loading Amending Bylaw No. 6774-2010
18. Maple Ridge Off-Street Parking and Loading Amending Bylaw No. 7036-2013
19. Maple Ridge Off-Street Parking and Loading Amending Bylaw No. 7110-2014
20. Maple Ridge Off-Street Parking and Loading Amending Bylaw No. 7350-2017
21. Maple Ridge Off-Street Parking and Loading Amending Bylaw No. 7489-2018

CITY OF MAPLE RIDGE

BYLAW NO. 4350 - 1990

A bylaw to require owners and occupiers of any land, building or structure to provide off-street parking and loading spaces.

WHEREAS, pursuant to Section 906 of the Local Government Act, a local government may by bylaw require owners or occupiers of any building or structure to provide off-street parking and loading spaces for the building or structure including spaces for use by disabled persons; and

WHEREAS, it is deemed desirable to classify buildings and structures and differentiate and discriminate between classes with respect to the amount of space provided;

NOW THEREFORE, the Council of the City of Maple Ridge in open meeting assembled enacts as follows:

PART I **INTERPRETATION**

TITLE

1.1 This bylaw may be cited for all purposes as "Maple Ridge Off-Street Parking and Loading Bylaw No. 4350 - 1990" and further referred to as "this bylaw".

DEFINITIONS

1.2 a) In this bylaw, the terms "added to", "extended", "enlarged" or "increased" refers to any alteration to a building or structure that increases the gross floor area of the building or structure from that existing prior to the alteration.

b) Any reference in Section 2.6 to the number of off-street parking spaces lawfully required to be provided and maintained prior to the adoption of this bylaw shall be a reference to the lawful requirements of Section 404 of Maple Ridge Zoning Bylaw No. 3510 - 1985 as in force and effect at the date of the adoption of this bylaw.

6609/08 c) Payment-in-lieu means a procedure to pay in lieu of providing off-street parking in accordance with Section 906 of the Local Government Act;

d) Wherever a term in this bylaw is undefined it shall, if defined in "Maple Ridge Zoning Bylaw No. 3510 - 1985" as amended, have the meaning therein provided.

7489-2018 e) Level 2 charging as defined by the SAE International's J1772 standard;

f) Roughed-in infrastructure means sufficient panel capacity and conduit connecting the panel to the outlet capable of providing Level 2 charging.

PART II **GENERAL REQUIREMENTS**

2.1 Owners and occupiers of land, buildings and structures shall provide off-street parking spaces and off-street loading spaces, subject to Subsection 2.6, 2.7 and 3.4 in accordance with provisions of this bylaw.

2.2 All off-street parking spaces and off-street loading spaces shall have vehicular access to a highway.

2.3 For this bylaw:

7489-2018

a) When calculation of the required number of off-street parking spaces results in a fractional parking space, one (1) off-street parking space shall be provided to meet the fractional requirement; and

b) When calculation of the required number of parking spaces to be provided with roughed –in infrastructure capable of providing electric vehicle charging results in a fractional parking space, one (1) off-street parking space and the corresponding electric vehicle charging requirement shall be provided to meet the fractional requirement.

2.4 Off-street loading space required by this bylaw shall not be credited as required off-street parking spaces and off-street parking spaces required by this bylaw shall not be credited as required off-street loading space.

2.5 Site coverage provisions and restrictions on use of parking shall be as specified under the respective zone of the Zoning Bylaw.

2.6 Where a use of land or use of a building or structure existing at the time of the adoption of this bylaw:

a) is provided with the number of off-street parking spaces required prior to the adoption of this bylaw, then if such use continues and if the building or structure continues to exist, that use building or structure is exempt from this bylaw, provided that the number of off-street parking spaces shall not be reduced below the number required prior to the adoption of this bylaw; and

b) if, after adoption of this bylaw, is changed to another use with or without an intervening discontinuance of use, the number of off-street parking spaces provided and maintained for the new use shall be the number of spaces required to be provided for the new use prior to adoption of this bylaw.

2.7 Notwithstanding Section 2.6 and subject to Section 3.4 of this bylaw where a building or structure existing at the time of adoption of this bylaw is added to, extended, enlarged, or increased, additional off-street parking spaces appurtenant to such extension, increase, enlargement or addition calculated and determined pursuant to Schedule "A" shall be required to be provided and maintained; however, such number of additional off-street parking spaces shall be determined and required only in respect of the extension, increase, enlargement or addition of the building or structure.

2.8 Notwithstanding Section 2.6, where a building or structure existing at the date of adoption of this bylaw is demolished or otherwise destroyed, any use of the land or a new building or structure on the same land shall comply with the requirements of this bylaw.

2.9 Nothing in this bylaw relieves an owner, occupier, contractor, builder or developer of land from the responsibility of seeking out and complying with all other Municipal or senior government regulations as they may apply to an undertaking.

PART III OFF-STREET PARKING REQUIREMENTS

3.1 Every owner or occupier of a site which has a building or structure erected on it for the class or use listed in Schedule "A", attached to and forming part of this bylaw, is required to provide off-street parking spaces, subject to Subsection 2.6, 2.7 and 3.4 in accordance with that schedule.

3.2 Where a class or use is not specifically mentioned in Schedule "A", which is attached to and forms part of this bylaw, required off-street parking spaces shall be the same as for a similar class or use.

3.3 In cases of mixed use, where there is no applicable building class, total requirements for off-street parking spaces are the sum of requirements for the various uses or classes calculated separately. Required off-street parking spaces for one use shall not be considered as required off-street parking spaces for any other use.

3.4 a) Notwithstanding Section 3.6 of the Bylaw, an owner of real property situated within a 930 metre radius of the boundary of the Municipally owned and operated parking lot legally
6609/08 described in Schedule "B" and as shown on Schedule "E" attached to and forming part of this Bylaw, may opt to pay to the District of Maple Ridge money instead of providing required off-street parking spaces under certain conditions of eligibility, as follows:

i) The Payment-in-lieu option does not apply to single-family residential use or duplex use.

b) Where an owner opts to pay money in lieu of providing required parking spaces, the owner shall pay the sum specified in Schedule "C" attached to and forming part of this Bylaw, for each required off-street parking space which the owner opts not to provide.

c) The money referred to in Section 3.4(b) is payable at the time when the building permit is issued for the building or structure that is being put to the use that requires the off-street parking space, or where no building permit is required, the use that requires the off-street parking space pursuant to this Bylaw begins.

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

3.5 Where this bylaw requires that off-street parking be provided, owners and occupiers of buildings and structures shall provide and maintain off-street parking spaces designed in conformity with Part IV of this bylaw.

3.6 All required off-street parking spaces shall be located:

1) on the same lot as the building for which they are required;
2) in zones other than residential zones;

a) no more than 150 metres from the lot on which the building or structure it serves is located; and
b) where off-street parking is provided on a lot other than that on which the use, building or structure being served is located, an agreement under Section 215 of the Land Title Act shall be registered in favour of the District of Maple Ridge against the lot to be used for parking, restricting the use of the property, or portion thereof, to parking in conjunction with the use to which the parking is credited; or

3) in the area as defined in Section 3.4(a), required off-street parking spaces may be provided off-site in accordance with Section 3.4.

6147/03
3.7 Multiple Use Developments

Shared parking facilities of two or more Commercial, Educational, Assembly, Civic and Institutional establishments may be permitted when the maximum demand for such parking facilities by the individual establishments occurs at different periods of the day, and is supported by a parking study. The parking spaces so provided shall not be less than 75% of the total required by the individual uses.

PART IV OFF-STREET PARKING DESIGN

4.1 (a) Off-street parking spaces:

i) shall be clearly marked and not less than:

a) 2.5 metres wide, 5.5 metres long and 2.1 meters high, except for spaces accessed by parallel parking which shall be no less than 2.5 metres wide, 6.1 metres long and 2.1 metres high; and

b) a maximum of 10% of the parking spaces in any off street parking area may be 2.4 metres wide, 4.9 metres long and 2.1 metres high where such spaces are clearly marked "Small Cars Only".

ii) shall be increased by 0.3 metres on each side which abuts any structure over 0.3 metres in height;

iii) shall have unobstructed access to and egress from each parking space at all times of:

a) at least 2.75 metres in width; and

b) maneuvering aisles of not less than the following widths:

PARKING ANGLE (DEGREES)	WIDTH OF AISLE (METRES)
90	7.3
	7.0 WHERE CONCEALED
60	5.5
45 OR LESS	3.9

iv) the RS-1, RS-1a, RS-1b, R-1, RT-1 and RM-1 zones may have obstructed access where the primary parking space is a carport or garage and the obstruction is an intervening parking space.

v) may have access to and egress from a lane along the entire length of a lot line common to such lane, except where a lane intersects a street there shall be no parking access to the lane within 10.0 metres of such intersection.

6593/08 vi) for a Detached Garden Suite Use must not be tandem and must have unobstructed access and egress at all times.

4.1 (b) Off Street Parking Areas

i) shall have access to and egress from a street at locations approved by the Director of Planning;

ii) may have access to and egress from a street as approved under Section 4.1(b)(i) of a width not less than 2.7 metres nor more than 9.5 metres.

iii) shall have adequate curbs to retain all vehicles within the permitted parking area;

iv) for more than 4 vehicles shall be, in residential, commercial, institutional and comprehensive development zones, surfaced with asphalt, concrete or other similar pavement material and shall be graded and drained to dispose of all surface water; and

v) shall have all lighting arranged so that all direct rays of light are not reflected on any building for residential use.

4.2 For the building classes or uses listed in Schedule "A", subject to Section 4.3, where 26 or more off-street parking spaces are required, a portion of such required spaces shall be provided for the exclusive use of disabled persons; and:

1) shall be constructed and located so as to permit ease of access to a building entrance and shall be provided in accordance, subject to Section 4.3, with the following table:

REQUIRED SPACES	SPACES FOR THE DISABLED
(i) 26 - 75	1
(ii) 76 - 125	2
(iii) 126 - 200	3
(iv) over 200	3 spaces plus one space for every 100 required spaces in excess of 200

2) the minimum width of which shall be determined by adding 1.3 metres to the minimum width required under Section 4.1(a) (i)(a); and

3) such space(s) shall be clearly designated as being reserved for the exclusive use of disabled persons.

4.3 For the building classes or uses listed in Schedule "A", Sections 4.0, 5.0, 6.0 (a), (c) and (d), not fewer than 2 of the required off-street parking spaces shall be provided for the exclusive use of disabled persons; and

1) the minimum width of which shall be determined by adding 1.3 metres to the minimum width required under Section 4.1(a) (i)(a); and

2) such space(s) shall be clearly designated as being reserved for the exclusive use of disabled persons; and

3) shall be constructed and located so as to permit ease of access to a building entrance.

PART V OFF-STREET LOADING REQUIREMENTS

5.1 Every owner or occupier of land, buildings or structures which requires receipt or delivery of goods or materials by vehicles shall, on the site of the building or structure, provide and maintain a minimum of one (1) off-street loading space.

5.2 Each off-street loading space shall have vehicular access to and egress from a street or lane.

5.3 Each off-street loading space shall be sited at an elevation or elevations convenient to a major floor level in the building or to a utility elevator serving each major floor level.

PART VI ENFORCEMENT

6.1 Every person who contravenes any of the provisions of this Bylaw or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this Bylaw, or who neglects or refrains from doing anything by this Bylaw required to be done, is guilty of an offense and is liable on summary conviction to a fine of not less than $100.00 and not more than $2000.00.

6.2 Every person who commits an offense of a continuing nature against this Bylaw is liable to a fine not exceeding $100.00 for each day such offense is continued.

6.3 The penalties provided for herein shall be in addition to and not in substitution of any other penalty or remedy provided for or available at law.

READ a first time this 7th day of May, 1990.

READ a second time this 7th day of May, 1990.

READ a third time this 24th day of September, 1990.

RECONSIDERED and adopted this 19th day of November, 1990.

Mayor

Clerk

SCHEDULE "A"

OFF-STREET PARKING SPACE REQUIREMENTS

	BUILDING CLASS OR USE	REQUIRED NUMBER OF OFF-STREET PARKING SPACES
1.0 Residential Uses		
a)	A building for boarding use	1.0 per boarder
7350-2017 b)	A building for one family residential use, two family residential use, triplex residential use, fourplex residential use, courtyard residential use	2.0 per dwelling unit
c)	Multi-family residential uses	
6418/06		plus 0.2 spaces per dwelling unit designated for visitors
	- RM-1 zone	2.0 per dwelling unit
	- RM-2 zone	1.5 per dwelling unit
	- RM-3 zone	1.5 per dwelling unit
	- RM-4 zone	2.0 per dwelling unit
	- RM-5 zone	2.0 per dwelling unit
d)	Apartment use in the C-2, C-3, C-5 CS-1 and H-1 zone	1.0 concealed space per dwelling unit
6418/06		plus 0.2 concealed spaces per dwelling unit designated for visitors
	Apartment use in combination with other uses in the CRM zone	1.0 concealed space per dwelling unit
6418/06		plus 0.2 concealed spaces per dwelling unit designated for visitors
	A building for <u>apartment use only</u> in the CRM zone	1.3 concealed spaces per dwelling unit
6418/06		plus 0.2 concealed spaces per dwelling unit designated for visitors
e)	Senior Citizens dwelling units	1.0 per 4 dwelling units
6418/06		plus 0.2 spaces per dwelling unit designated for visitors
f)	Group Housing dwelling unit	1.5 per dwelling unit
6418/06		plus 0.2 spaces per dwelling unit designated for visitors

	g)	Residential use in the RG-2 and RG-3 zones	2.0 per dwelling unit
	h)	A building for elderly citizens residential use in the RE zone	1.0 per dwelling unit
	i)	Mobile home residential district	1.5 per mobile home plot
	j)	Accessory one family residential use	2.0 per dwelling unit
	k)	Home occupation	1.0 space per non-resident employee working on the lot
	l)	Secondary Suite Residential Use	1.0 per dwelling unit
6431/06	m)	Neighbourhood Daycare	1.0 space per two non-resident employees, plus 1 space for each 10 children enrolled."
6593/08	n)	Detached Garden Suite Use	1.0 per dwelling unit

2.0 Commercial Uses

a)	Retail or personal service Commercial use in the C-1, C-2, C-3, CRM, C-5 or H-1 zone	1 per 30 m^2 gross floor area
b)	Retail, wholesale or personal Service commercial use in the CS-1, CS-3, CS-4, C-4 or C-4a zone	1 per 25 m^2 gross floor area excluding floor area used for automated car washing
c)	Service Bar or Station	1 per 25 m^2 gross floor area, excluding floor area used for automated car washing plus
	with a convenience store	1 per 20 m^2 gross floor area, plus
	with a restaurant	1 per 3 seats, plus
	with an automated car washing establishment	2 car stack up
d)	Vehicle Repair Services	1 per 20 m^2 gross floor area whereby service bays qualify as parking spaces

	e)	Shopping Centre	1 per 30 m^2 gross floor area
6147/03	f)	Office	1 per 40 m^2 gross floor area
	g)	Banks, trust companies, credit unions and similar financial institutions	1 per 20 m^2 gross floor area
	h)	Professional services	1 per 30 m^2 gross floor area
	i)	Outdoor commercial recreation	1 per 20 m^2 gross floor area for principal building plus
		- golf course use	3 per hole
		- marina	1 per marina slip
	j)	Indoor commercial recreation	1 per 30 m^2 gross floor area
	k)	Restaurants	
		- in C-2, C-3, CRM or C-5 zones	1 per 30 m^2 gross floor area
		- in CS-1, CS-3 or CS-4 zone	1 per 4 seats
		- drive through component	5 car stack up
		- take out/drive in	1 per 20 m^2 gross floor area
	l)	Licensed premises (excluding restaurants)	1 per 4 seats
	m)	Hotel/Motel	1 per sleeping or dwelling unit plus 1 per 75 m^2 gross floor area used for dining facilities
	n)	Tourist accommodation use and temporary tourist accommodation use	1 space per sleeping unit, dwelling unit, trailer, recreational vehicle or campground space, plus 1 space per 75 m^2 of gross floor area of building used for dining facilities
	o)	Rental stable use	1 per hectare of lot area
6590/08	p)	Community Gaming Facility	0.42 per community gaming position
3.0	Education Use		
	public schools and private schools		1 per 93 m^2 gross floor area
4.0	Assembly Use		1 per 20 m^2 gross floor area

5.0	Civic Use		
6147/03	a)	offices	1 per 40 m^2 gross floor area
	b)	public hospitals	1 per 47 m^2 gross floor area
	c)	museum/library	1 per 93 m^2 gross floor area
6147/03	d)	Theatre and Cultural Centre	1 per 4 fixed seats
6.0	Institutional Use		
	a)	Private hospital use and rest homes with or without care	1 per 93 m^2 gross floor area
	b)	Correction and Rehabilitation use	1 per 10 residents plus 1 per two employees
	c)	Church Institutional use in the P-4 zone	1 per 5 fixed seats plus 1 per 15 m^2 of assembly area not in fixed seating
	d)	Church Institutional use in the C-3 zone	1 per 47 m^2 of gross floor area
7.0	Industrial Use		
	a)	A building for industrial use	1 per 93 m^2 of gross floor area
	b)	Building for warehouse use in the M-1, M-2 or M-3 zone	1 per 186 m^2 gross floor area used for such use
	c)	Mini-warehouse use	1 per 557 m^2 gross floor area
	d)	Coffee shop in the M-2 and M-3 zones	1 per 3 seats
8.0 Business Park Uses			Uses within the M-3 Business Park zone will need to comply with the parking requirement for the use as noted in the above sections, or for a similar use if not adequately covered above, and may need to comply with Section 3.3 herein.
9.0	Comprehensive Development Zones		
	a)	CD-2-85	1.0 per 10 m^2 gross floor area
	b)	CD-1-86	1.0 per 10 m^2 gross floor area

	c)	CD-1-87	1.0 per 93 m^2 gross floor area used for commercial purposes plus 1.0 per apartment residential unit
	d)	CD-3-87	1.0 per 28 m^2 gross floor area of any storey the top of the floor surface of which is within 2.0 metres above or below the average finished ground elevation plus 1.0 per 37 m^2 of gross floor area of any storey the top of the floor surface of which is greater than 2.0 metres above or below the average finished ground elevation
	e)	CD-2-88	1.0 per 47 m^2 gross floor area
	f)	CD-4-88	1.0 per 93 m^2 gross floor area
	g)	CD-5-88	1.0 per 55 m^2 gross floor area used for commercial purposes
	h)	CD-6-88	1.0 per 21.2 m^2 gross floor area used for commercial purposes
4556	i)	CD-3-90	1.5 spaces per dwelling unit
4556	j)	CD-1-91	2 per dwelling unit

6774-2010

10.0 Maple Ridge Town Centre Parking Standards

10.1 Application of Town Centre Parking Standards:

a) The parking standards identified in Section 10.0 of this bylaw apply to properties shown on attached Schedule "D", located:

1. within the Central Business District, except for:

   a. single-family units;
   b. a property with a single duplex development;
   c. a property with a single triplex development; 7350-2017
   d. a property with a single fourplex development;
   e. a property with a courtyard residential development.

7110-2014 2. within Sub-Area 1 for a commercial use only, if the development application is received by the end of business day on:

   c. July 15, 2016 for rezoning applications; and
   d. September 30, 2016 for development permit applications.

7110-2014 b) Properties located within the Town Centre Area, as shown on attached Schedule "D", and not identified for reduced parking standards in item 10.1(a) above, are required to provide parking as identified in Sections 1.0 through 9.0 of this Schedule "A".

10.2 Minimum Parking Space Requirements for Residential Uses in compliance with 10.1 above.

Residential Type	Minimum Requirement
Multi-Family Market Housing in CBD (e.g. Low, Medium, & High-Rise, Ground-Oriented Multi-Family)	Residential Component: • Bachelor = 0.9 spaces/unit • 1 bedroom = 1 space/unit • Each additional bedroom = 0.1/unit Visitor Component: • 0.10 space/unit – where on-street supply available. • 0.20 space/unit – where no on-street supply is available.
Multi-Family Non-Market/Housing Or Multi-Family Market Housing combined with other uses in the Central Business District (Mixed-Use)	Residential Component: • Bachelor = 0.8 space/unit • 1 bedroom = 0.9 space/unit • Each additional bedroom = 0.1 space/unit Visitor Component: • 0.05 space/unit where on-street supply is available. • 0.10 space/unit where no on-street supply is available.
Seniors' Independent Living, Assisted Living, Supportive Housing, and Congregate Care	0.35 spaces per bed or dwelling unit.

10.3 Minimum Parking Space Requirements for Non-Residential Uses in compliance with 10.1 above.

Land-Use Type	Minimum Requirement
Small Retail Units (under 300 m^2)	1 per 100 m^2 GFA (gross floor area)
Large Retail Units (over 300 m^2)	3 per 100m^2 GFA
Office	2 per 100m^2 GFA
Hotel	1 per sleeping or dwelling unit
Hospital	1 per 40m^2 GFA
Museum/Library	1 per 100 m^2 GFA
Theatre/Cultural	1 per 4 seats

10.4 Maple Ridge Town Centre Bicycle Parking Space Requirements (apply to all properties within Town Centre Area, see Schedule "D" and see exceptions below).

Building Classification	Long-Term Bicycle Parking	Short-Term Bicycle Parking
Townhouses, Rowhouses, Stacked Townhouses	Storage provided inside individual units	3 spaces for every 20 units, located at visitor parking areas
Low-Rise, Medium-Rise, and High-Rise Residential	1 per 4 units	6 spaces for every 20 units
Seniors Independent Living and Assisted Living	0.10 space for every unit	2 spaces for every 20 units
Congregate Care Facility/Special Needs Residential Facility	0.05 space for every unit/room	2 spaces for every 20 units
Commercial and/or Office uses	1/750 m^2 GFA (gross floor area)	6 spaces for every 1500 m^2 GFA (gross floor area)
Hotel	1 per 30 rooms or units	1 space for every 20 rooms/units
Institutional *** see exceptions below	15% of required number of automobile spaces	6 spaces for every 1500m^2 GFA

a) Exceptions to all uses in Bicycle Parking Space Requirements:
   a. Heritage Buildings – no long-term space requirements.
b) Exceptions for Bicycle Parking for Institutional uses:
   a. Church/Place of Worship use – no long-term space requirements.
   b. Child Care Centres – no long-term space requirements.

10.4.1 Short-Term Bicycle Parking Requirements:

a) Short-term bicycle parking area must be located:
   a. In a well-lit area at the main entrance of a building that is visible to pedestrians and bicyclists. If more than one public entrance to a building, then bicycle storage should be provided at each main public entrance.
   b. At the same grade as the sidewalk or at a location that can be reached by an accessible route.
   c. Within the following distance of the main entrance:
      i. Building with one main entrance – within 15 metres of the entrance, as measured along the most direct pedestrian access route.
      ii. Building with more than one main entrance – must be provided at each main entrance and within 15 metres of each entrance, as measured along the most direct pedestrian access routes.
      iii. Sites with more than one primary building – must be within 15 metres of a main entrance for each primary building, as measured along the most direct pedestrian route.

b) Storage racks must be designed to provide:
   a. Simple function – no moving parts
   b. Two points of contact for stability
   c. Compatibility with standard locking devices
   d. Easy access
   e. Tamper-proof bolts
   f. Easy accessibility to individual bicycles even when at full capacity

10.4.2 Long-Term Bicycle Storage Requirements:

a) Must be located in a fully enclosed secure room, located in an underground parking garage or within the building at ground level. Each bicycle must be independently accessible and securable to a well-anchored sturdy rack or other fixture designed for frame support. The minimum dimensions are as follows:

   Bicycle Space - 1.8m length x 0.6m width
   Access Aisle – 1.2m clearance
   Headroom – 1.9m vertical clearance

b) Up to 40% of the stalls may be provided by alternative storage methods approved by the District of Maple Ridge. These may include upright, wall mounted or hanging storage systems. Where bicycle parking is provided in lockers, the lockers must be securely anchored.

c) To provide security, long-term bicycle parking must be:
   a. In a locked room, with a door that is either hinged on the inside or designed specifically to prevent removal at the hinges.
   b. Located in a well-lit, high-traffic area or within 30 metres of an attendant or security guard station.

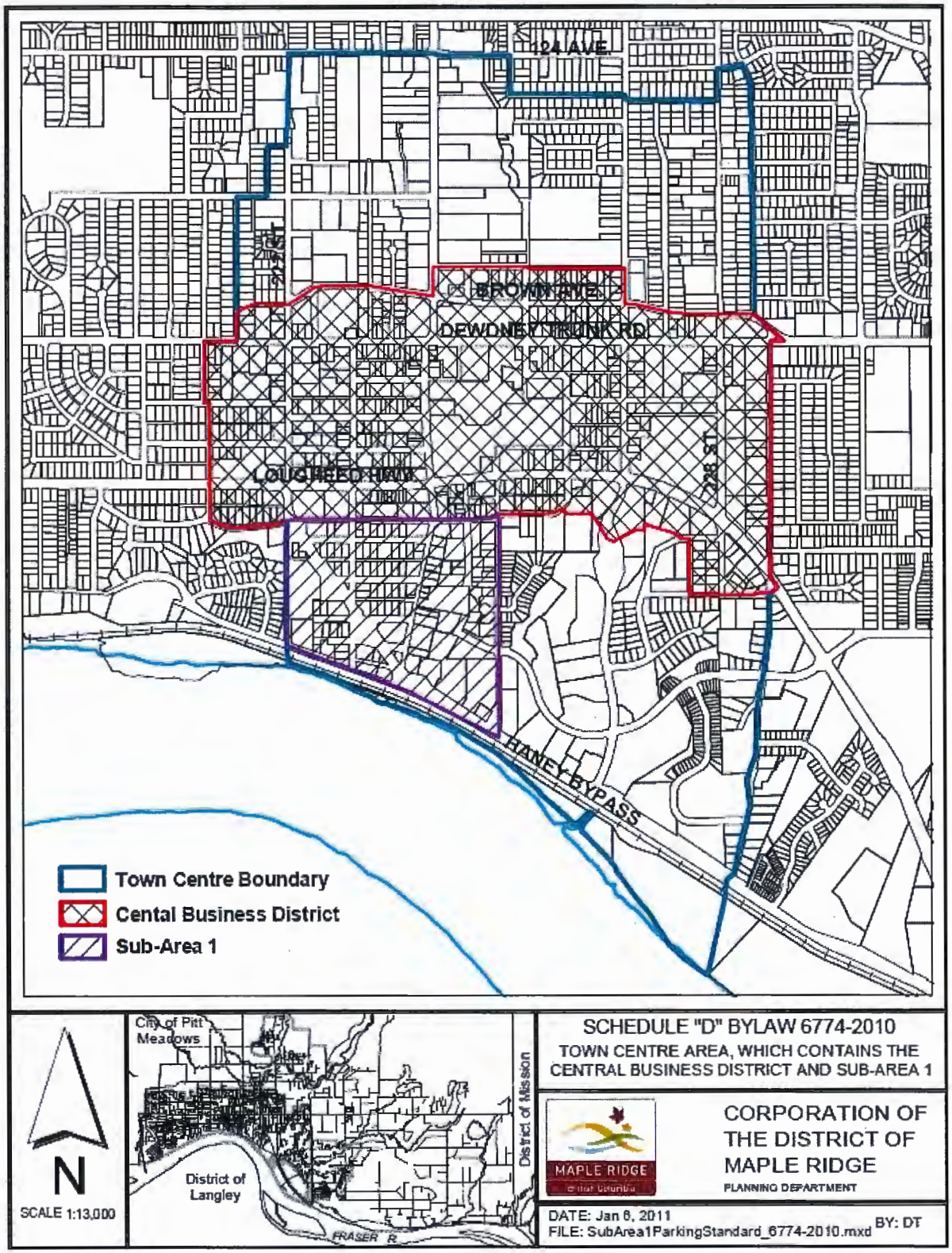
SCHEDULE "B"

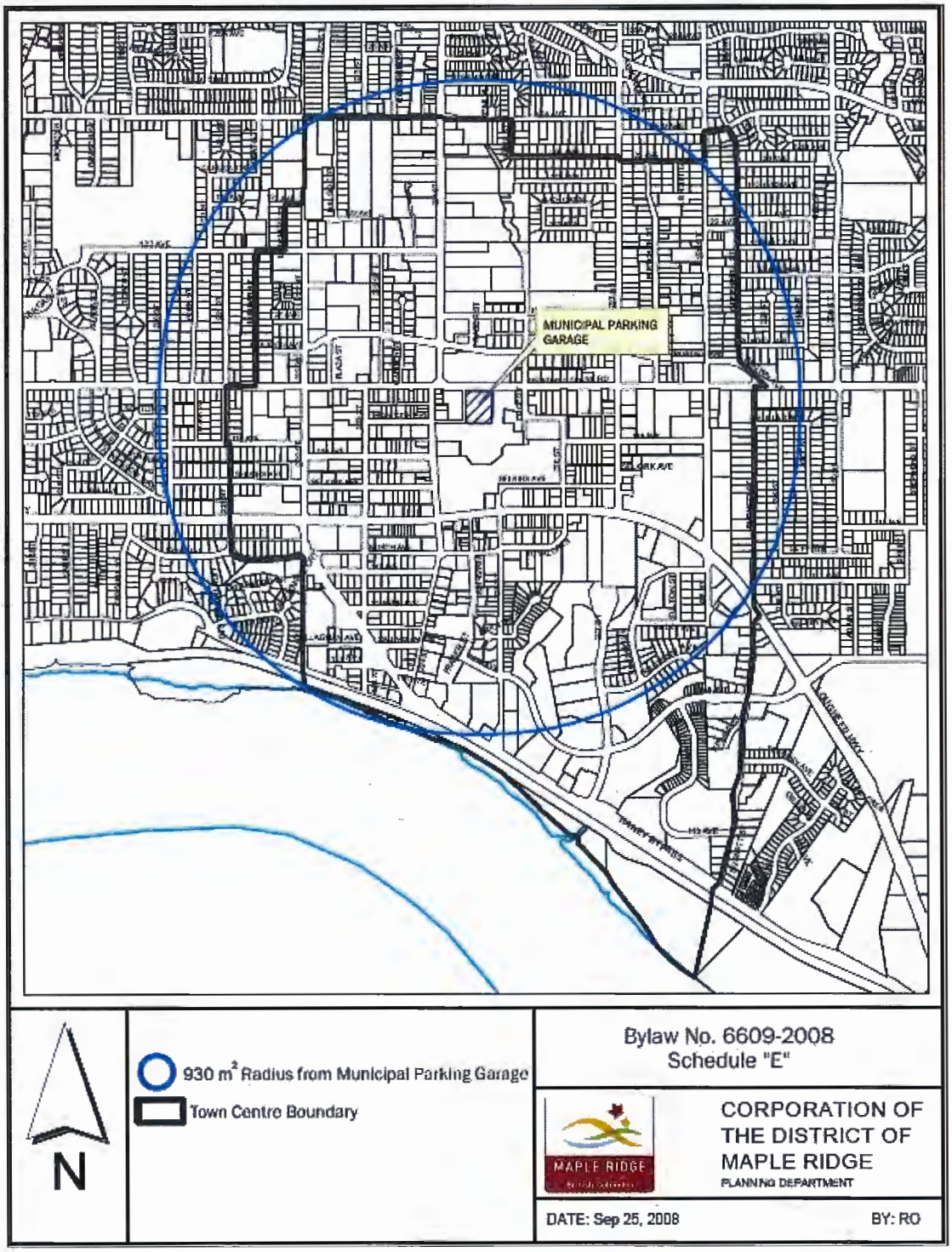
MUNICIPAL PARKING FACILITY
6609/08 D.L. 398 & 401, GROUP 1, N.W.D., PLAN 60562

SCHEDULE "C"

PAYMENT-IN-LIEU FEES

	1.	Application for payment-in-lieu relief at the building permit stage -	$100.00
6609	2.	Per off-street parking space to be provided for non-residential use off site (see Clause 3.4 a) for eligibility)	$12,500
	3.	Per off-street parking space to be provided for residential use off site, (see Clause 3.4 a) for eligibility)	$8,000


124 AVE
BROWN AVE
DEWDNEY TRUNK RD
LOUGHEED HWY
HANEY BYPASS
Town Centre Boundary
Cental Business District
Sub-Area 1
N
SCALE 1:13,000
City of Pitt Meadows
District of Langley
District of Mission
FRASER R.
SCHEDULE "D" BYLAW 6774-2010
TOWN CENTRE AREA, WHICH CONTAINS THE CENTRAL BUSINESS DISTRICT AND SUB-AREA 1
MAPLE RIDGE
British Columbia
CORPORATION OF THE DISTRICT OF MAPLE RIDGE
PLANNING DEPARTMENT
DATE: Jan 6, 2011
FILE: SubArea1ParkingStandard_6774-2010.mxd
BY: DT



November 2008

SCHEDULE "F"

1.0 Electric Vehicle Charging Infrastructure Requirements:

1.1 For each:

a) One-family residential, two-family residential, triplex residential, fourplex residential, courtyard residential, Townhouse and Street Townhouse residential use, a minimum of one parking space per dwelling unit shall be provided with roughed-in infrastructure capable of providing Level 2 charging;

b) Apartment use, not including Townhouse, in all CD zones as well as in the RM-2, RM-3, RM-4, RM-5, RM-6, C-1, C-2, C-3, C-5, CS-1, H-1, H-2, and CRM zones, each parking space provided for residential use, excluding visitor parking spaces, shall be provided with roughed-in infrastructure capable of providing Level 2 charging;

c) Apartment and Townhouse use in all CD zones as well as in the RM-1, RM-2, RM-3, RM-4, RM-5, RM-6, C-1, C-2, C-3, C-5, CS-1, H-1, H-2, and CRM zones, a minimum of 50% of required visitor parking spaces shall be provided with roughed-in infrastructure capable of providing Level 2 charging;

d) Commercial uses with 10 or more required off-street parking spaces, a minimum of 10% of the parking spaces shall each be provided with roughed-in infrastructure capable of providing Level 2 charging.

1.2 Energized outlets and charging stations provided pursuant to Section 1.1 above shall be installed in conformance with the B.C. Electrical Code.

1.3 Any visitor and commercial use parking spaces provided with charging stations shall be clearly marked "EV Charging Only" and installed in conformance with the City of Maple Ridge Sign Bylaw No.4653-1992.

THE FOLLOWING DOCUMENT HAS BEEN REPRODUCED FOR CONVENIENCE ONLY and is a consolidation of the following:

1. Maple Ridge Subdivision and Development Servicing Bylaw No. 4800 – 1993
2. Maple Ridge Subdivision and Development Servicing Amending Byaw No. 5195-1994
3. Maple Ridge Subdivision and Development Servicing Amending Byaw No. 5265-1995
4. Maple Ridge Subdivision and Development Servicing Amending Byaw No. 5322-1995
5. Maple Ridge Subdivision and Development Servicing Amending Byaw No. 5595-1997
6. Maple Ridge Subdivision and Development Servicing Amending Byaw No. 6334-2005
7. Maple Ridge Subdivision and Development Servicing Amending Byaw No. 6479-2007
8. Maple Ridge Subdivision and Development Servicing Amending Byaw No. 6589-2008
9. Maple Ridge Subdivision and Development Servicing Amending Byaw No. 7093-2014
10. Maple Ridge Subdivision and Development Servicing Amending Byaw No. 7510-2018

Individual copies of any of the above bylaws can be obtained by contacting the Clerk's Department.

CITY OF MAPLE RIDGE

BYLAW NO. 4800 - 1993

A By-law to Regulate the Subdivision & Development Servicing of Land

WHEREAS Sections 938 - 946 of the "Local Government Act" provide that a Municipality may by by-law regulate the subdivision and development of land;

AND WHEREAS, it is desirable to regulate the subdivision and development of land in order to promote the harmonious and economical development of the Municipality;

NOW THEREFORE, the Council of the City of Maple Ridge in open meeting assembled, **ENACTS AS FOLLOWS:**

I GENERAL

A. TITLE

This By-law may be cited for all purposes as "Maple Ridge Subdivision and Development Servicing By-law No. 4800 - 1993".

B. DEFINITIONS

In this By-law, unless the context otherwise requires:

Applicant - means a person applying for subdivision or development whether as the owner or as agent for the owner.

6479-2007

Approval - means written approval of a subdivision by the Approving Officer or the issuance of a building permit by the Chief Building Official.

Approving Officer - means the person appointed by Council from time to time as the Approving Officer of the City of Maple Ridge.

6479-2007

Chief Building Official – means the Manager of Inspection Services and/or the Director of Business Licensing, Permits, and Bylaws.

Community Water System - means a municipally owned and operated water system or a water utility incorporated and operated in accordance with the Water Utility Act and approved by the Ministry of Health.

Cul-de-sac - means a street closed at one end.

7093-2014

Development - means the improvement of land through subdivision or building permit which may require the installation of "Works" and "Services".

Extraordinary Road Allowance - means that part of a road allowance in excess of 20 metres in width or in excess of 30 metres in width for a Controlled Access Highway.

Highway - means any street, road, lane, trail, bridge, viaduct and any other way open to the use of the public, but does not include a private right-of-way on private property.

Lane - means a highway intended to provide secondary access to parcels of land.

Municipal Sanitary Sewer System - means a system owned and operated by the Municipality for the collection, treatment and disposal of sanitary sewage.

Municipality - means the City of Maple Ridge.

Owner - means a registered owner of an estate in fee simple and includes:

a) a tenant for life under a registered life estate,
b) the registered holder of the last registered agreement for sale.
c) holders or occupiers of land held in the manner mentioned in Section 356 of the Municipal Act.

Parcel - means any lot, block, strata lot, or other area in which land is held or into which land is subdivided, but does not include a highway or portion thereof.

Public Service Use - means a use providing for the essential servicing of the Municipality with water, sewer, electrical, telephone and similar services where such use is established by the City, by another government body including crown corporations or by a private corporation operating under the regulatory authority of a commission established by federal or provincial government; includes traffic controls, substations, and easements or rights-of ways for sewer, watermain, natural gas, powerlines, and telephone lines.

Street - means a road allowance 10 metres or more in width and which is intended to provide primary access to parcels of land.

Street; Collector - means a street which is intended to distribute traffic throughout a neighborhood of the Municipality.

Street; Arterial - means a street providing limited access to abutting parcels and which is intended to distribute traffic throughout the Municipality.

Street; Minor - means a street which is intended to provide access to individual parcels and to channel traffic to higher classification streets.

Subdivision - means the division of land into two or more parcels, whether by plan or by metes and bounds description or otherwise, and including a plan consolidating two or more parcels into a fewer number of parcels.

Zone - means zone as provided by the Zoning By-law of the City of Maple Ridge.

II APPLICATION PROCEDURE

A. GENERAL

1. All subdivision applications shall be accompanied by proof of ownership in a form acceptable to the Approving Officer.

2. At the time of application or after a field inspection, the Approving Officer may require, at the owners expense:

   (a) Topographic mapping of the parcels to be included in the proposed subdivision, with contours at one (I) metre intervals. Such topographic mapping shall accurately delineate all watercourses.

   (b) A tree survey plan showing the location of all trees by size and species with a 20cm. or larger diameter trunk measured 1.3m. from the ground. In the case of multi-stemmed trees, the diameter of each individual stem shall be measured, and aggregated. Where a stand of trees is so dense as to render individual tree enumeration difficult, the tree survey may show clusters of trees. Trees that are scheduled to be retained shall be marked with a numbered metal tag, placed 1.3m. above the ground, and this tag number shall be clearly shown on the survey plans;

   (c) The flagging of all corner pins within the proposed subdivision to assist Municipal staff in performing field inspections;

   (d) Mapping of the boundaries of development permit boundaries affecting the subject property and any applicable surrounding properties;

   (e) An environmental impact statement prepared by qualified consultants addressing the boundaries of development as they relate to development permit boundaries and clearly indicating any proposed adjustments to those boundaries with statements regarding the reasons and justification for such adjustments;

   (f) Evidence from a qualified Geotechnical Engineer that geotechnical conditions will support development consistent with the proposed subdivision;

   (g) A plan showing provision for access to parcels lying beyond and/or adjacent to the parcel(s) to be included in the proposed subdivision; and/or

   (h) A preliminary plan demonstrating the future subdivision geometry of adjacent lands.

B. APPLICATION FOR PRELIMINARY APPROVAL

1. Applications for preliminary approval are not mandatory. Applicants may find it convenient and less costly to make a preliminary application. A preliminary application and a preliminary letter of approval are not a statutory application or subdivision plan approval pursuant to the Land Title Act.

2. For each parcel, the boundaries of which will be affected by the proposed subdivision, the following information shall be submitted:

   (a) A preliminary approval fee in the amount prescribed by Maple Ridge Applications Fee By-law No. 4876 - 1993.

   (b) A reproducible subdivision plan which is fully dimensioned and drawn at an appropriate scale (1:200 or 1:500) and which would create parcels in conformity with all applicable requirements of this by-law and Maple Ridge Zoning By-law No 3510 - 1985 as amended, and showing:

      (i) The exterior boundaries of the proposed subdivision boldly outlined;

      (ii) Complete legal description for each parcel to be included in the proposed subdivision;

      (iii) All parcels surrounding the parcel(s) to be included in the proposed subdivision, with sizes and legal descriptions clearly indicated;

      (iv) North point;

      (v) All bodies of water and/or watercourses;

7093-2014

      (vi) Accurate location of all existing buildings, structures and services within the proposed subdivision.

      (vii) Present and proposed zoning designation;

      (viii) All parcels to be created by the proposed subdivision with accurate dimensions and lot areas;

      (ix) All boundaries of existing parcels which will be canceled by the proposed subdivision as dotted lines;

      (x) All existing and proposed highways as defined herein with widths and arcs clearly dimensioned;

      (xi) All building and/or structure removal or relocation clearly indicated;

      (xii) All existing tree relocation, retention or removal to be clearly indicated;

      (xiii) The date upon which the subdivision plan was prepared and any revision dates;

6479-2007 deleted

      (xiv)

3. Upon receipt and review by the Approving Officer of all requirements pursuant to Sections II A 2 and II B 2 hereof, the Approving Officer may communicate in writing with the applicant and may provide his comments with respect to the application. Such comments may include conditions and requirements which must be met before final subdivision approval can be given. Alternatively, the Approving Officer may advise the applicant, in writing, that:

   (a) Further information must be submitted to permit a full review of the application; or

   (b) The application is rejected.

4. A letter of preliminary approval delivered by the Approving Officer pursuant to a preliminary application is only effective for a period of one hundred and eighty (180) days. The Approving

Officer upon written application received prior to the expiry of a preliminary approval may extend the preliminary approval once for a period not exceeding 180 days. If the provisions and requirements relating to the tendering of a plan for approval pursuant to the Land Title Act are not satisfied prior to the expiry of any preliminary approval, the preliminary approval and the application giving rise to it shall be void and any person wishing to subdivide the same lands shall be required to submit a new application for subdivision and pay the fees required therefore.

5. A letter of preliminary approval for any proposed subdivision shall not be construed as final approval of the subdivision and is revocable by the Approving Officer at any time prior to the final approval of the subdivision in the event that new information which would adversely affect the proposed subdivision becomes available or any enactment which would render the proposed subdivision unlawful comes into effect, subsequent to the delivery of the letter of preliminary approval and prior to the final approval of the subdivision.

C. APPLICATION FOR APPROVAL UNDER THE LAND TITLE ACT

1. A subdivision plan prepared by a B.C.L.S. shall be tendered to the Municipal Clerk for examination and approval by the Approving Officer and shall be accompanied by:

   (a) A fee as prescribed in Section 988 of the Municipal Act
   (b) A certificate that all taxes assessed on the land have been paid.
   (c) An examination fee as prescribed in Section 83 of the Land Title Act.
   (d) All applicable Development Cost Charges.
   (e) Legal instruments and agreements relating to the proposed subdivision, including without limiting the generality of the foregoing, Servicing Agreements, Land Transfer documents, Restrictive Covenants, Easements, and/or Statutory Rights-of-way.
   (f) Required Engineering design drawings
   (g) Required security for works and services to be provided by the owner of the land.

2. A subdivision plan shall be approved or rejected by the Approving Officer within two months of the date it was submitted for examination and approval.

III BASIC PROVISIONS

1. No land shall be subdivided within the City of Maple Ridge unless and until the subdivision has first received the approval of the Approving Officer.

2. The Approving Officer shall refuse to approve the subdivision of any parcel of land unless all relevant requirements of this by-law, applicable provincial agency statutes, regulations and orders have been met.

3. The Approving Officer shall not approve any plan or scheme of subdivision which:

   (a) is not suited to the configuration of the land being subdivided;
   (b) is not suited to the use for which it is intended;
   (c) does not provide the necessary services, utilities, works or other relevant provisions set forth in this by-law;
   (d) makes impracticable the subdivision of adjacent parcels.

4. Where further development or subdivision of the land for which an application for subdivision has been submitted can be anticipated, the Approving Officer may require a plan of such further subdivision or development.

5. In considering a subdivision application, the Approving Officer may hear objections from any interested persons and shall refuse to approve the subdivision if, in his opinion,

   (a) the anticipated development of the subdivision would injuriously affect the established amenities, including existing trees, and adjoining or adjacent properties,
   (b) the cost to the Municipality of providing public utilities or other municipal works or services would be excessive, or
   (c) the subdivision would otherwise be against the public interest.

6. Where land is intended to be divided into two or more strata lots by the registration of a Bare Land Strata Plan, the provisions of this by-law shall apply to the development as defined in the Strata Properties Act and not to the individual strata lots.

7. Notwithstanding anything contained in this by-law, where the sole purpose of a subdivision plan is to facilitate the registration of a lease having a term of 3 years or longer over a portion of a parcel where the lease would not entitle the lessee under any circumstances to demand or exercise the right to acquire the fee simple title to the portion so leased, any provision in this by-law regarding servicing standards shall not apply to the subdivision.

IV GENERAL REQUIREMENTS

A. PARCEL AND SUBDIVISION DESIGN

1. No parcel of land in any proposed subdivision shall have less than ten (10) percent of its perimeter fronting on a street; save and except that the Approving Officer may exempt a person proposing to subdivide land from this limitation, where any of the following conditions apply:

   (a) further subdivision of the parcel is impracticable;
   (b) the parcel is a stage in a land assembly or subdivision process for development encouraged and/or permitted by this by-law, as shown on the plan required under Section III 4;
   (c) the existing parcel or parcels contravene the 10% requirement, and the proposed subdivision will improve the parcel design.
   (d) in all other respects the subdivision conforms to this by-law, and would not affect the amenity of the surrounding area.

2. Except for corner parcels and parcels backing onto lanes or parcels abutting a controlled access highway or municipal arterial street, no lot shall be created with frontage on more than one road, provided that where, due to the topography or orientation of a parcel or the potential for future further subdivision thereof, it would, in the opinion of the Approving Officer, be in the public interest to do so, the Approving Officer may approve a subdivision creating a double-fronting parcel.

3. No parcel shall be created having jogs in lot lines in order to accommodate minimum requirements for width and depth of a parcel unless, in the opinion of the Approving Officer, physical constraints make such jogs necessary.

4. No parcel abutting a controlled access highway or municipal arterial road shall be created having a parcel depth of less than 30 metres.

B. HIGHWAYS

1. All highways shall conform substantially to any municipal plan of streets.

2. Any dedicated but undeveloped highway within or immediately adjacent to a proposed subdivision or development shall be improved by the applicant in accordance with Schedule "A" attached hereto.

7093-2014
7510-2018

3. Where lands are being improved for Commercial, Industrial, Institutional or Multi-Residential use, excluding triplex, fourplex and courtyard residential uses, the Street or Streets fronting the development site must be designed and constructed to collector street standards as set out in Schedule D "Design Criteria Manual", Schedule E "Supplementary Specifications and Schedule F "Supplementary Standard Detail Drawings".

7093-2014

4. Where the standard of surfacing, curbing, drainage, or other works identified in Schedule A on existing highways within or immediately adjacent to a proposed subdivision or development is less than that prescribed by this Bylaw for the existing zone, they shall be improved by the applicant to the standard prescribed in this Bylaw.

5. The approving officer may require the dedication and construction of walkways in the subdivision.

C. SERVICES AND UTILITIES

5322-1995

1. Except as otherwise provided herein, all parcels within subdivisions and developments shall be provided with a water distribution system in accordance with the requirements set out in Schedule "A" hereto. The distribution system shall be connected by trunk water mains to a community water system.

6334-2005

2. Where a municipal water distribution system is not available to serve each of the parcels in the proposed subdivision, the Approving Officer shall withhold approval of the subdivision until he is satisfied that sufficient potable water is available by means of private water supply for each of the parcels in the proposed subdivision. Evidence as to the potability of the proposed water supply shall be provided by the Owner to the Approving Officer and shall be certified by a Professional Engineer with experience and expertise in the field and will be in accordance with applicable statutes, regulations, guidelines and requirements.

   The professional engineer must provide a hydrogeological impact assessment which considers or certifies:

   (a) The impact of each proposed well on neighbour wells both within and adjacent to the proposed subdivision, and

(b) The long term impact of the proposed wells on the source aquifer, and

(c) That 2250 litres per day of potable water is available to supply each of the lots in the proposed subdivision.

3. Except as otherwise provided herein, all parcels within subdivisions and developments shall be provided with a sanitary sewage collection system in accordance with the requirements set out in Schedule "A" hereto. The collection system shall be connected by trunk sewage mains to the municipal trunk sewage mains.

6334-2005

4. Where a municipal sewage collection system is not available to serve each of the parcels in the proposed subdivision, the Approving Officer shall withhold approval of the subdivision until he is satisfied as to the feasibility of sewage disposal by means of private sewage disposal for each of the parcels in the proposed subdivision. Evidence as to the feasibility of the proposed sewage disposal shall be provided by the Owner to the Approving Officer and shall be certified by a Professional Engineer with experience and expertise in the field and will be in accordance with *Parts 1 (for Type 1 treatment method only) and 3 of the Sewerage System Regulation* pursuant to the *Health Act.*

The Professional Engineer will provide the City with assurance that the required information and documents have been filed with, and in a form acceptable to, the health authority.

5. Except as otherwise provided herein, all parcels within subdivisions and developments shall be provided with a storm drainage collection system in accordance with the requirements set out in Schedule "A" hereto. The collection system shall be connected to the municipal storm drainage system.

6. Notwithstanding anything contained in this By-law, where a portion of a parcel is used or intended to be used for a public service or public park use and the title to such portion is or is intended to be in the name of the Municipality, or any other agency or company providing a public service use, the provisions of this By-law regarding minimum standards for water, sanitary sewer, storm drainage and highway services on subdivision shall not apply to such portion or to the remainder of the parcel, provided that the remainder of the parcel shall not be further subdivided except in accordance with all servicing requirements of this By-law.

7. Notwithstanding anything contained in this By-law, where the sole purpose of a subdivision is to dedicate a portion of a parcel as road, any provision of this By-law regarding servicing standards shall not apply to the subdivision.

5322-1995

8. Notwithstanding anything contained in this By-law, the Approving Officer may approve a subdivision which realigns the boundaries between adjacent properties but which does not create any additional parcels, and the requirements to provide services as set out in Schedule "A" of this By-law may be waived provided that the water system or the sewerage disposal system for each parcel has the approval of the Simon Fraser Health Unit and the Ministry of Health.

D. CONSTRUCTION STANDARDS

Design and Construction Standards

All design and construction required under this bylaw shall be performed in accordance with the standards set out in Schedule D "Design Criteria Manual", Schedule E "Supplementary Specifications" and Schedule F "Supplementary Standard Detail Drawings" as amended from time to time; as well as the MMCD Volume II. Platinum Edition (2009) Master Municipal Specification and Detailed Design Drawings together with all supplementaries as approved by MMCD.

The Schedules shall govern and take precedence in the following order with the servicing agreement taking precedence over all other documents:

i) Servicing Agreement, including all Schedules
ii) Design Criteria Manual
iii) Supplementary Standard Detail Drawings
iv) Standard Detail Drawings*
v) Supplementary Specifications
vi) Specifications*

NOTE: The Documents noted with "*" are contained in the Master Municipal Construction Documents – Volume II, Platinum Edition (2009) together with the updates.

E. HIGHWAY RIGHT OF WAY REQUIREMENTS

All highways shall have the widths set out in Schedule "B" attached hereto and forming a part of this by-law.

F. SEVERABILITY

If any section, subsection, clause subclause or phrase of this by-law is for any reason held to be invalid by the decision of any court of competent jurisdiction, the decision shall not affect the validity of the remaining portions of this by-law.

G. REPEAL

Maple Ridge Subdivision By-law No. 2573 - 1978 and amendments thereto are hereby repealed.

READ A FIRST TIME this 1st day of November, A.D. 1993
READ A SECOND TIME this 1st day of November, A.D. 1993
READ A THIRD TIME this 1st day of November, A.D. 1993
RECONSIDERED, and adopted this 15th day of November, A.D. 1993

_____
MAYOR

_____
CLERK

SCHEDULE "A"
SERVICES AND UTILITIES

All parcels within a proposed subdivision or development shall be provided with services in accordance herewith and all highways within, or immediately adjacent to a proposed subdivision or development shall be constructed in accordance herewith.

6479-2007
6589-2008

ZONE					STREETS				SERVICES		LANES	
					(See Note 5)							
A-I				SD	A						TB	
A-2				SD	A						TB	
A-3				SD	A						TB	
A-4				SD	A						TB	
A-5				SD	A						TB	
R-I - Note 3	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
R-3 - Note 3	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RS-I - Note 3	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RS-Ia - Note 3	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RS-Ib - Note 3	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RS-1c - Note 3	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RS-1d - Note 3 & 4	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RS-2		W		SD	A			BT		SL	TB	A
RS-3 - Note 1		W		SD	A			BT		SL	TB	A
SRS - Note 3	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RE	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RST	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RT-I	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
7510-2018 RT-2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RG	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RG-2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RG-3	ST			SD	A	C	UW	BT	SW	SL	TB	A
RMH	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RM-I	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RM-2	ST	W	SS	S D	A	C	UW	BT	SW	SL	TB	A
RM-3	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RM-4	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RM-5	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RM-6	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
C-I	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
C-2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
C-3	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
C-4	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
C-4a	ST			SD	A					SL	TB	
C-5	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
C-6	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
H-I	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CRM	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A

CS -1 - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CS-2 - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CS-2a - Note 2	ST	W	SS	SD	A		UW	BT		SL	TB	A
CS-3 - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CS-4 - Note 2	ST	W	SS	SD	A	C					TB	A
CS-5 - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-2-85	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-1-86	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-1-87	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-2-87 - Note 1		W		SD	A			BT		SL	TB	A
CD-3-87	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-2-88	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-3-88	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-4-88 - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-5-88	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-6-88	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-1-89	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-2-90	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-3-90	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-5-90	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-1-92	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-2-92	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-3-92	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-1-93	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-2-93	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-3-93	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
M-I - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
M-2 - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
M-3 - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
M-4 - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
M-5 - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
P-I - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
P-2 - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
P-3 - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
P-4 - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
P-4a - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
P-5 - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
P-6 - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A

LEGEND

W	Water Distribution System
SS	Sanitary Sewer
SD	Storm Drainage System
A	Asphalt
C	Curbs and Gutters
UW	Underground Wiring
BT	Boulevard Treatment
SW	Sidewalks
SL	Street Lighting
TB	Transit Bays
ST	Street Tree Planting

Note 1 Parcels of at least 2.0 ha. in area located in the RS-3 zone may be exempted from the requirements to provide a water distribution system.

Note 2 Subdivisions and development in the P-I, P-2, P-3, P-4, P-4a, P-5, P-6, CS-I, CS-2, CS-2a, CS-3, CS-4, CS-5, M-1, M-2, M-3, M-4, M-5 and CD-4-88 zones which are located in the rural area as designated on the Official Community Plan may be exempted from the requirement to provide sanitary sewer systems, underground wiring, boulevard treatment, street tree planting, sidewalks, curbs, and/or street lighting.

7093-2014

Note 3 Parcels created abutting highway rights-of-way serviceable by an existing above ground utility system may be exempted from the requirement to provide underground wiring. This exemption shall not apply when road upgrading of the fronting street to an urban standard as part of the subdivision or development.

5195-1994

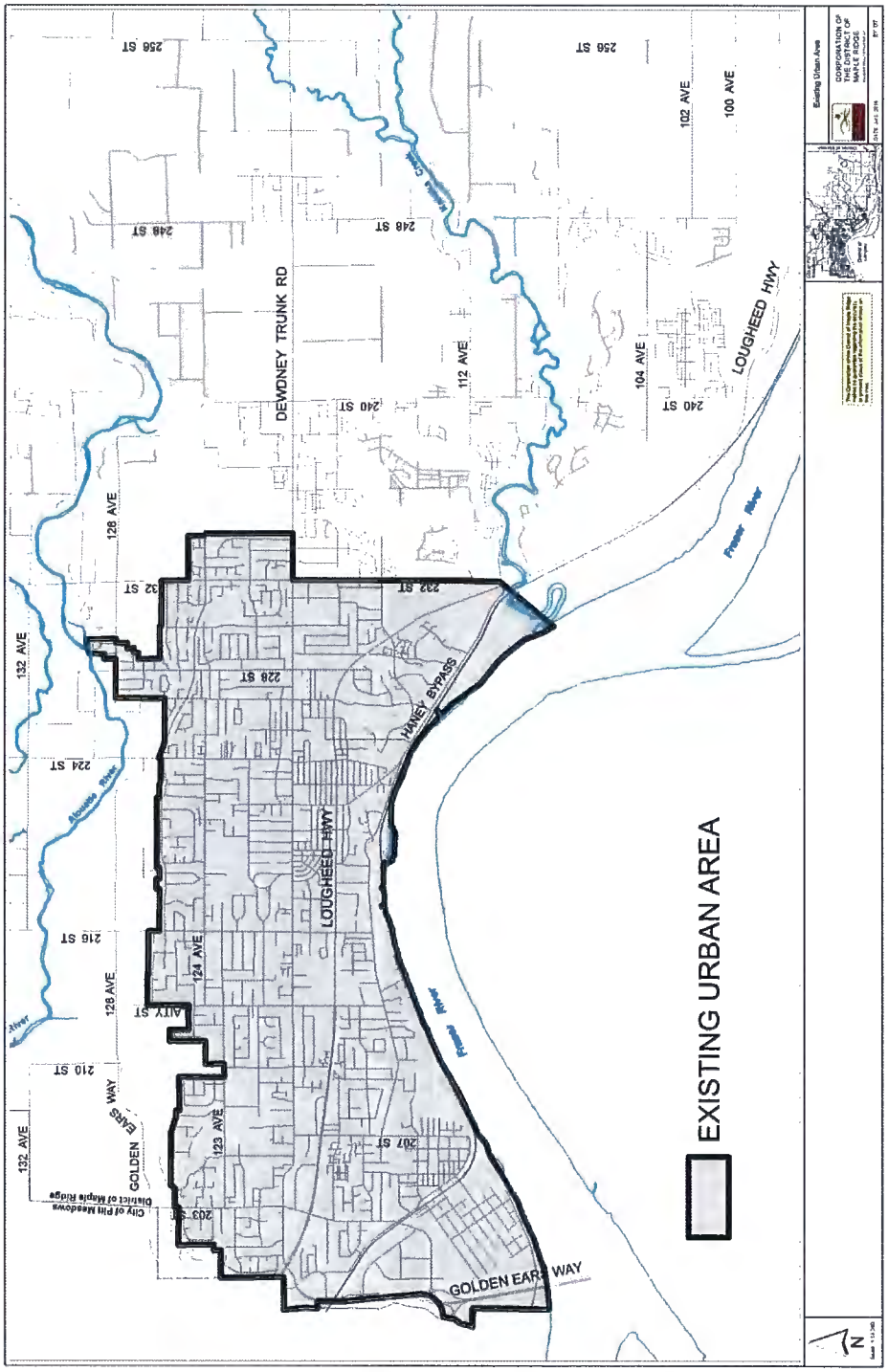
Note 4 Subdivisions in the RS-1d zone may be exempted from some of the servicing requirements, provided it is subject to a comprehensive design scheme.

5595-1997
7093-2014

Note 5 Parcels abutting highway rights-of-way serviced by an existing above ground utility system are exempted from the requirement to convert the existing utility system to underground wiring on the abutting highway, provided that the parcel is located within the area identified as the Existing Urban Area as shown on the attached map labeled Schedule "B" and the parcel is serviced by an underground dip connection.

5265-1995
7093-2014

Maple Ridge Subdivision and Development Servicing Bylaw
Schedule "B"
Existing Urban Area



Maple Ridge Subdivision and Development Servicing Bylaw
Schedule "C"
Required Right-of-Way Widths

Highway Classification	Minimum Width (Note 1)	Minimum R-O-W Radius
1. Arterial Street		
• Undivided Without Bike Lane	26m	
• Undivided With Bike Lane	26m	
• Divided	Design Specific	
• Silver Valley	20m	
2. Collector Street		
• Without Bike Lane	20m	
• With Bike Lane	24m	
• Silver Valley	20m	
3. Through Local Street		
• Rural standard	20m	
• Urban standard	18m	
• Silver Valley 1	13m	
• Silver Valley 2	16m	
• Silver Valley 3	18m	
4. Limited Local Street		
• Rural standard	20m	15.5m
• Urban standard	15m	14m
5. Lane		
• Standard	7.5m	
• Silver Valley	6m	

Note 1 Notwithstanding the right-of-way width specified, when the Approving Officer determines that due to terrain and/or soil conditions a roadway having a width of 8m cannot be adequately supported, protected and drained, the right-of-way requirement shall be determined by the width of the cross section of the road plus 3m from the top of the cutbank or the toe of slope.

Where a highway right-of-way width is less than the required minimum provided for in this Schedule, the Approving Officer may approve the subdivision where he is satisfied that:

(a) all required services can be provided within a smaller right-of-way; and

(b) the required right-of-way width may be satisfied in the future by obtaining the dedication of necessary lands from other lands abutting the right-of-way upon later subdivision; or

(c) the lands to be subdivided already abut on an open and traveled highway the width and capacity of which, although not meeting the standard herein, need not be increased to service either the subdivision to be approved or foreseeable potential subdivision of other lands also abutting the said highway.

Maple Ridge Subdivision and Development Servicing Bylaw
Schedule "D"
Design Criteria Manual

The Design Criteria Manual is available on the City Website or for a charge from the Engineering Department and forms Part 1 of the City of Maple Ridge Design and Construction Documents.

Maple Ridge Subdivision and Development Servicing Bylaw
Schedule "E"
Supplementary Specifications

The Supplementary Specifications are available on the City Website or for a charge from the Engineering Department and forms Part 2 of the City of Maple Ridge Design and Construction Documents.

Maple Ridge Subdivision and Development Servicing Bylaw
Schedule "F"
Supplementary Standard Detail Drawings

The Supplementary Standard Detail Drawings are available Online or for a charge from the Engineering Department and forms Part 4 of the City of Maple Ridge Design and Construction Documents.

APPENDIX C

CITY OF MAPLE RIDGE

BYLAW NO. 7663-2020

A Bylaw to amend the text of Maple Ridge Off-Street Parking and Loading Bylaw No. 4350-1990 as amended

---

WHEREAS, it is deemed expedient to amend the Off-Street Parking and Loading Bylaw No. 4350-1990 as amended:

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

1. This bylaw may be cited as "Off-Street Parking and Loading Amending Bylaw No. 7663-2020".

2. Off-Street Parking and Loading Bylaw No. 4350-1990 is hereby amended as follows:

   a) The first clause is amended by deleting the clause in its entirety and replacing it with: "WHEREAS, pursuant to Section 525 of the Local Government Act, a local government may by bylaw require owners or occupiers of any land, or of any building or other structure to provide off-street parking and loading spaces for the building or structure, including accessible parking spaces; and";

   b) PART I – INTERPRETATION, DEFINITIONS, 1.2 b) is amended by adding "on November 19, 1990" after "Section 404 of Maple Ridge Zoning Bylaw No. 3510-1985 as in force and effect at the date of the adoption of this bylaw.";

   c) PART I – INTERPRETATION, DEFINITIONS, 1.2 c) is amended by replacing "Section 906 of the Local Government Act" with "Section 525 of the Local Government Act";

   d) PART I – INTERPRETATION, DEFINITIONS, 1.2 d) is amended by replacing "Maple Ridge Zoning Bylaw No. 3510-1985" with "Maple Ridge Zoning Bylaw No. 7600-2019, as amended";

   e) PART II – GENERAL REQUIREMENTS, 2.5 is amended by deleting the clause in its entirety and replacing it with "Site coverage provisions and restrictions on use of parking shall be as specified in Part 4 General Regulations, and under the respective zones of Zoning Bylaw No. 7600-2019.";

   f) PART III – OFF-STREET PARKING REQUIREMENTS, 3.4 a) and d) are amended by replacing "District of Maple Ridge" with "City of Maple Ridge";

   g) PART III – OFF-STREET PARKING REQUIREMENTS, 3.4 a) i) is amended by replacing "Single Family Residential" with "Single Detached Residential" and replacing "Duplex" with "Two-Unit Residential";

   h) PART III – OFF-STREET PARKING REQUIREMENTS, 3.6 2) b) is amended by replacing "Section 215 of the Land Title Act" with "Section 219 of the Land Title Act", and by replacing "District of Maple Ridge" with "City of Maple Ridge";

   i) PART III – OFF-STREET PARKING REQUIREMENTS, 3.6 is amended by revising the numbering format to be consistent with previous sections of the bylaw by renumbering 1), 2) and 3) to a), b) and c), and by renumbering a) and b) to i) and ii);

j) PART IV – OFF-STREET PARKING DESIGN, 4.1 a) iv) is amended by adding "(tandem parking space)" after "an intervening parking space";

k) PART IV – OFF-STREET PARKING DESIGN, 4.1 is amended by renumbering (a) to a) and by renumbering a) and b) to (a) and (b);

l) PART IV – OFF-STREET PARKING DESIGN is amended by renumbering 4.1 (b) to 4.2 a);

m) PART IV – OFF-STREET PARKING DESIGN, 4.1 (b) i) is amended by inserting "in compliance with *Access Management Policy 9.14*" following "street", and by replacing "Director of Planning" with "Director of Engineering";

n) PART IV – OFF-STREET PARKING DESIGN, 4.1 (b) ii) is amended by deleting the clause in its entirety and replacing it with "shall have access to and egress from a street as approved under Section 4.2 a) i), and shall comply with Subdivision and Development Servicing Bylaw No. 4800-1993, Schedule "D" Design Criterial Manual, Section R13.2 Driveway Location and Width;"

o) PART IV – OFF-STREET PARKING DESIGN is amended by renumbering 4.2 and 4.3 to 4.3 and 4.4, and by renumbering 1), 2) and 3) to a), b) and c);

p) PART IV – OFF-STREET PARKING DESIGN 4.2 is amended by replacing "subject to Section 4.3" to "subject to Section 4.4" and by replacing "provided for the exclusive use of disabled persons" with "accessible spaces";

q) PART IV – OFF-STREET PARKING DESIGN, 4.2 1) is amended by replacing "subject to Section 4.3" to "subject to Section 4.4" and by replacing "Spaces for the disabled" with "Accessible Spaces";

r) PART IV – OFF-STREET PARKING DESIGN, 4.2 3) is amended by replacing "disabled persons" with "those requiring an accessible space";

s) PART IV – OFF-STREET PARKING DESIGN, 4.3 is amended by replacing "provided for the exclusive use of disabled persons" with "accessible spaces";

t) PART IV – OFF-STREET PARKING DESIGN, 4.3 1) is amended by renumbering 4.1 (a) (i)(a) to 4.1 a) i) (a);

u) PART IV – OFF-STREET PARKING DESIGN, 4.3 2) is amended by replacing "disabled persons" with "those requiring an accessible space"; and

v) PART V – OFF-STREET LOADING REQUIREMENTS is amended by adding the following after 5.3:

"5.4 Each off-street loading space shall have dimensions as required for the size of vehicles providing receipt or delivery of goods and materials.".

3. Off-Street Parking and Loading Bylaw No. 4350-1990, SCHEDULE "A" – OFF-STREET PARKING SPACE REQUIREMENTS is hereby amended as follows:

a) SCHEDULE "A" Off-Street Parking Requirements is amended by deleting Building Class or Use and Required Number of Off-Street Parking Spaces Sections 1.0 to 7.0 in their entirety and replacing with the following Sections 1.0 to 7.0:

SCHEDULE "A"

OFF-STREET PARKING SPACE REQUIREMENTS

BUILDING CLASS or USE		REQUIRED NUMBER OF OFF-STREET PARKING SPACES
1.0 Residential Uses		
a)	Single Detached Residential, Two-Unit Residential, Triplex Residential, Fourplex Residential, Courtyard Residential, Street Townhouse Residential	2.0 spaces per dwelling unit
b)	Multi-Family Residential:	
	RM-1 zone	2.0 spaces per dwelling unit
	RM-2 zone	1.5 spaces per dwelling unit
	RM-3 zone	1.5 spaces per dwelling unit
	RM-4 zone	2.0 spaces per dwelling unit
	RM-5 zone	2.0 spaces per dwelling unit
	RM-6 zone	1.0 spaces per dwelling unit
	Visitor Parking for all RM zones	0.2 spaces per dwelling unit designated for visitor parking
c)	Apartment Residential in the C-1, C-2, C-3, C-5, CS-1, CS-5, H-1 and H-2 zones	1.0 concealed space per dwelling unit, plus 0.2 concealed spaces per dwelling unit designated for visitor parking
d)	Apartment Residential in combination with other uses in the CRM zone	1.0 concealed space per dwelling unit, plus 0.2 concealed spaces per dwelling unit designated for visitor parking
e)	Apartment Residential only in the CRM zone	1.3 concealed space per dwelling unit, plus 0.2 concealed spaces per dwelling unit designated for visitor parking
f)	Manufactured Home Park Residential	1.5 spaces per Manufactured Home Site
g)	Elderly Citizen Residential in the RE zone	1.0 space per dwelling unit
h)	Group Housing Residential (multi-family) in RG and RG-2 zones	1.5 spaces per dwelling unit plus 0.2 spaces per dwelling unit designated for visitor parking
i)	Single Detached Residential and Two-Unit Residential in RG and RG-2 zones	2.0 spaces per dwelling unit
j)	Accessory Residential Dwelling Unit	2.0 spaces per dwelling unit
k)	Secondary Suite Residential	1.0 space per dwelling unit
l)	Detached Garden Suite Residential	1.0 space per dwelling unit
m)	Temporary Residential	1.0 space per dwelling unit

n)	Caretaker Residential	1.0 space per dwelling unit
o)	Boarding	1.0 space per sleeping unit
p)	Bed and Breakfast	1.0 space per sleeping unit
q)	Home Occupation	1.0 space per non-resident employee working on the lot
r)	Neighbourhood Daycare	1.0 space per 2 non-resident employees, plus 1 space per 10 children enrolled
2.0 Commercial Uses		
a)	Retail or Personal Service in the C-1, C-2, C-3, C-5, CRM, H-1 and H-2 zones	1 space per 30m² gross floor area
b)	Retail or Personal Services in the C-4, CS-1, CS-3, CS-4 and CS-5 zones	1 space per 25m² gross floor area, excluding floor area used for automated car washing
c)	Big Box Retail	1 space per 25m² gross floor area
d)	Service Station	1 space per 25m² gross floor area, excluding floor area used for automated car washing, plus: - 1 space per 20m² gross floor area for Convenience Store; - 1 space per 3 seats for Restaurant Use; - 2 car stack up for automated car washing establishment
e)	Vehicle and Equipment Repair Services	1 space per 20m² gross floor area, whereby service bays qualify as parking spaces
f)	Shopping Centre	1 space per 30m² gross floor area
g)	Office Uses, including Business Services	1 space per 40m² gross floor area
h)	Financial Services	1 space per 20m² gross floor area
i)	Professional Services	1 space per 30m² gross floor area
j)	Outdoor Commercial Recreation	1 space per 20m² gross floor area for principal building plus: - 3 spaces per hole for golf course use - 1 space per marina slip for marina use
k)	Indoor Commercial Recreation	1 space per 30m² gross floor area
l)	Restaurant in C-1, C-2, C-3, C-4, C-5, CRM, H-1 and H-2 zones	1 space per 30m² gross floor area plus 5 car stack up for drive-through use
m)	Restaurant in CS-1, CS-2, CS-3, CS-4 and CS-5 zones	1 space per 4 seats plus 5 car stack up for drive-through use
n)	Restaurant in Industrial zones	1 space per 3 seats
o)	Restaurant with take out or drive in	1 space per 20m² gross floor area plus 5 car stack up for drive-through use

p)	Liquor Primary Establishment	1 space per 4 seats
q)	Tourist Accommodation or Campground	1 space per sleeping unit, dwelling unit, recreational vehicle or campground space, plus 1 space per 75m² gross floor area used for dining facilities
r)	Rental Stable	1 space per hectare of lot area
s)	Community Gaming Facility	0.4 spaces per community gaming position
3.0 Educational Uses		
a)	Public schools and private schools, including post-secondary schools	1 space per 93m² gross floor area
4.0 Assembly Uses		
a)	Assembly, including Group Child Care Centres	1 space per 20m² gross floor area
5.0 Civic Uses		
a)	Office	1 space per 40m² gross floor area
b)	Public Hospitals	1 space per 47m² gross floor area
c)	Museum/Library	1 space per 93m² gross floor area
d)	Theatre and Cultural Centre	1 space per 4 fixed seats
6.0 Institutional Uses		
a)	Private Hospital	1 space per 93m² gross floor area
b)	Correction and Rehabilitation	1 space per 10 residents plus 1 space per 2 employees
c)	Place of Worship in P-4 and P-4a zones	1 space per 5 fixed seats, plus 1 space per 15m² of assembly use area without fixed seats
d)	Place of Worship in other zones	1 space per 47m² of gross floor area
e)	Congregate Care/Assisted Living/Community Care	1 space per 4 sleeping unit plus 0.2 spaces per sleeping unit designated for visitors
7.0 Industrial Uses		
a)	Industrial	1 space per 93m² gross floor area
b)	Warehouse	1 space per 186m² gross floor area
c)	Warehouse Storage, includes public mini-storage units	1 space per 557m² gross floor area

4. Off-Street Parking and Loading Bylaw No. 4350-1990, SCHEDULE "A" – OFF-STREET PARKING SPACE REQUIREMENTS, Section 10.0 Town Centre Parking Standards is hereby amended as follows:

   a) Section 10.1 a) is amended by renumbering 1. and 2. to i) and ii), by renumbering a. to e. to (a) to (e), and in Section 10.1 a) 2. by renumbering c. and d. to (a) and (b);

   b) Section 10.1 a) 1. is amended by replacing "single family" with "Single Detached Residential" and replacing "duplex" with "Two-Unit Residential";

   c) Section 10.2 is amended by replacing "CBD" by "Central Business District" in the first Residential Type category;

   d) Section 10.3 and 10.4 are amended by replacing "Hotel" with "Tourist Accommodation";

   e) Section 10.4 a) is amended by renumbering a. to i), and Section 10.4 b) is amended by renumbering a. and b. to i) and ii);

   f) Section 10.4 b) a. is amended by deleting "Church/";

   g) Section 10.4 b) b. is amended by inserting "Group" before "Child Care Centres";

   h) Section 10.4.1 a) is amended by renumbering a. to c. to i) to iii) and by renumbering i. to iii. to (a) to (b);

   i) Section 10.4.1 b) is amended by renumbering a. to f. to i) to vi);

   j) Section 10.4.2 b) is amended by replacing "District of Maple Ridge" with "City of Maple Ridge"; and

   k) Section 10.4.2 c) is amended by renumbering a. and b. to i) and ii).

5. Off-Street Parking and Loading Bylaw No. 4350-1990, SCHEDULES "D" and "E" are hereby amended by replacing "Corporation of the District of Maple Ridge" with "City of Maple Ridge" and updating the base maps.

6. Off-Street Parking and Loading Bylaw No. 4350-1990, SCHEDULE "F" 1.0 Electric Vehicle Charging Infrastructure Requirements is hereby amended as follows:

   a) Section 1.1 a) is amended by replacing "one-family residential" with "Single Detached Residential" and by replacing "two-family residential" with "Two-Unit Residential"; and

   b) Section 1.3 is amended by replacing "Sign Bylaw No. 4653-1992" with Sign Bylaw No. 7630-2020".

7. Off-Street Parking and Loading Bylaw No. 4350-1990 as amended is hereby amended accordingly.

READ a first time the day of , 20

READ a second time the day of , 20

READ a third time the day of , 20

ADOPTED the day of , 20

PRESIDING MEMBER

CORPORATE OFFICER

124 AVE.

222 ST.

BROWN AVE.

DEWDNEY TRUNK RD.

LOUGHEED HWY

228 ST.

HANEY BYPASS

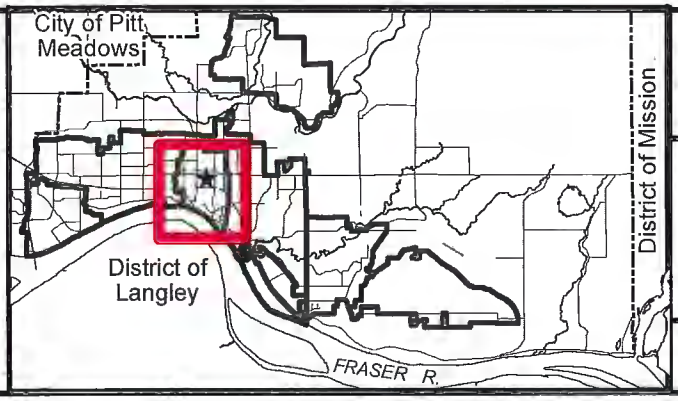
Town Centre Boundary

Central Business District

Sub-Area 1

N

Scale: 1:13,000



BYLAW NO. 4350-1990 SCHEDULE "D"

TOWN CENTRE AREA, WHICH CONTAINS THE CENTRAL BUSINESS DISTRICT AND SUB-AREA 1

PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: ParkingBylawScheduleD.mxd

DATE: Feb 5, 2021

BY: DT

124 AVE.

222 ST.

BROWN AVE.

DEWDNEY TRUNK RD.

MUNICIPAL PARKING GARAGE

LOUGHEED HWY.

228 ST.

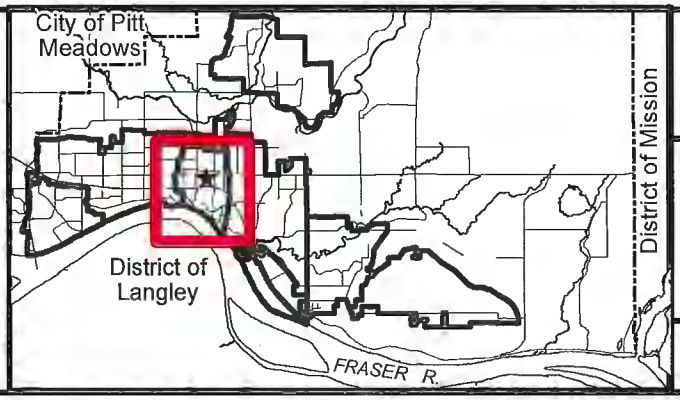
HANEY BYPASS

Town Centre Boundary

930m Radius from Municipal Parking Garage

N

Scale: 1:14,000



BYLAW NO. 4350-1990
SCHEDULE "E"

PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: ParkingBylawScheduleE.mxd
DATE: Feb 5, 2021

BY: DT

Maple Ridge Subdivision and Development Servicing Bylaw
Schedule "A"
Services and Utilities

All parcels within a proposed subdivision or development shall be provided with services in accordance herewith, and all highways within or immediately adjacent to a proposed subdivision or development shall be constructed in accordance herewith.

ZONE	Street Trees	Water Distri-bution System	Sanitary Sewer	Storm Drainage System	Asphalt Streets	Asphalt Lanes	Curbs & Gutters	Under-ground Wiring	Boule-vard Treat-ment	Side-walks	Street Lights	Transit Bays
	See Note 2		See Note 2				See Note 2	See Notes 2, 3 and 5	See Note 2	See Note 2	See Note 2	
A-1				SD	A							TB
A-2				SD	A							TB
A-3				SD	A							TB
A-4				SD	A							TB
A-5				SD	A							TB
R-1	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
R-2	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
R-3	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
R-4	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
RS-1	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
RS-1a	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
RS-1b	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
RS-1c	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
RS-1d -Note 4	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
RS-2		W		SD	A	A			BT		SL	TB
RS-3-Note 1		W		SD	A	A			BT		SL	TB
RST	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
RST-SV	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
SRS	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
RT-1	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
RT-2	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
RM-1	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
RM-2	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
RM-3	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
RM-4	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
RM-5	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
RM-6	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
RE	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
RG	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
RG-2	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
RMH	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
C-1	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
C-2	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB

ZONE	Street Trees	Water Distri-bution System	Sanitary Sewer	Storm Drainage System	Asphalt Streets	Asphalt Lanes	Curbs & Gutters	Under-ground Wiring	Boule-vard Treat-ment	Side-walks	Street Lights	Transit Bays
	See Note 2		See Note 2				See Note 2	See Notes 2, 3 and 5	See Note 2	See Note 2	See Note 2	
C-3	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
C-4	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
C-5	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
C-6	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
H-1	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
H-2	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
CRM	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
CS-1	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
CS-2	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
CS-3	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
CS-4	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
CS-5	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
M-1	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
M-2	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
M-3	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
M-4	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
M-5	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
P-1	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
P-2	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
P-3	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
P-4	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
P-4a	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
P-5	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
P-6	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
CD-2-85	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
CD-1-86	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
CD-1-87	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
CD-2-87 –Note 1		W		SD	A	A			BT		SL	TB
CD-3-87	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
CD-2-88	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
CD-3-88	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
CD-4-88	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
CD-5-88	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
CD-6-88	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
CD-1-89	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
CD-2-90	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
CD-1-92	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
CD-2-92	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
CD-3-92	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
CD-1-93	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
CD-2-93	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB
CD-3-93	ST	W	SS	SD	A	A	C	UW	BT	SW	SL	TB

Note 1 Parcels of at least 2.0 hectares in area located in the RS-3 zone may be exempted from the requirements to provide a water distribution system.

Note 2 Subdivisions and development in the P-I, P-2, P-3, P-4, P-4a, P-5, P-6, CS-I, CS-2, CS-3, CS-4, CS-5, M-1, M-2, M-3, M-4, M-5 and CD-4-88 zones which are located in the Rural Residential Area as designated in the Official Community Plan may be exempted from the requirement to provide sanitary sewer systems, underground wiring, boulevard treatment, street tree planting, sidewalks, curbs, and/or street lighting.

Note 3 Parcels created abutting highway rights-of-way serviceable by an existing above ground utility system may be exempted from the requirement to provide underground wiring. This exemption shall not apply when road upgrading of the fronting street to an urban standard as part of the subdivision or development.

Note 4 Subdivisions in the RS-1d zone may be exempted from some of the servicing requirements, provided it is subject to a comprehensive design scheme.

Note 5 Parcels abutting highway rights-of-way serviced by an existing above ground utility system are exempted from the requirement to convert the existing utility system to underground wiring on the abutting highway, provided that the parcel is located within the area identified as the Existing Urban Area as shown on the attached map labeled Schedule "B" and the parcel is serviced by an underground dip connection.

APPENDIX D

CITY OF MAPLE RIDGE
BYLAW NO. 7671-2020

A Bylaw to amend the text of Maple Ridge Subdivision and Development Servicing Bylaw No. 4800-1993 as amended

---

WHEREAS, it is deemed expedient to amend the Subdivision and Development Servicing Bylaw No. 4800-1993 as amended:

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

1. This bylaw may be cited as "Subdivision and Development Servicing Amending Bylaw No. 7671-2020".

2. Subdivision and Development Servicing Bylaw No. 4800-1993 is hereby amended as follows:

   a) The first clause is amended by replacing "Sections 938 – 946 of the Local Government Act" with "Sections 506 – 514 of the Local Government Act";

   b) PART I – GENERAL, B. DEFINITIONS, Owner c) "holders or occupiers of land held in the manner mentioned in Section 356 of the Municipal Act" is amended by deleting the clause in its entirety and replacing it with "holders or occupiers of Crown Land who are required to pay property taxes";

   c) PART I – GENERAL, B. DEFINITIONS, is amended by moving the "Street; Collector" definition to the correct alphabetical order after "Street; Arterial";

   d) PART I – GENERAL, B. DEFINITIONS, is amended by replacing "Street; Minor" with "Street; Local";

   e) PART II – APPLICATION PROCEDURE, B. APPLICATION FOR PRELIMINARY APPROVAL, 2. (a) is amended by replacing "Maple Ridge Applications Fee By-law No. 4876-1993" with "Maple Ridge Development Application Fee Bylaw No. 5949-2001";

   f) PART II – APPLICATION PROCEDURE, B. APPLICATION FOR PRELIMINARY APPROVAL, 2. (b) is amended by replacing "Maple Ridge Zoning By-law No. 3510-1985" with "Maple Ridge Zoning Bylaw No. 7600-2019", and deleting "(xiv)" at the end of the list;

   g) PART II – APPLICATION PROCEDURE, B. APPLICATION FOR PRELIMINARY APPROVAL, 3. is amended by replacing "his" with "their";

   h) PART II – APPLICATION PROCEDURE, C. APPLICATION FOR APPROVAL UNDER THE LAND TITLE ACT, 1. (a) is amended by replacing "Section 988 of the Municipal Act" with "Section 462 of the Local Government Act";

   i) PART III – BASIC PROVISIONS, 5. is amended by replacing "his" with "their";

j) PART IV – GENERAL REQUIREMENTS, C. Services and Utilities, 2. and 4. are amended by replacing "he is" with "they are";

k) PART IV – GENERAL REQUIREMENTS, C. SERVICES AND UTILITIES, 8. is amended by replacing "Simon Fraser Health Unit" with "Fraser Health Authority";

l) PART IV – GENERAL REQUIREMENTS, E. Highway Right of Way Requirements is amended by replacing "Schedule "B"" with "Schedule "C" Required Right-of-Way Widths";

m) SCHEDULE "A" SERVICES AND UTILITIES is amended by deleting Schedule "A" in its entirety and replacing it with "SCHEDULE "A" SERVICES AND UTILITIES" attached hereto which is amended to add the R-2, R-4, RST-SV and H-2 zone servicing requirements, and to delete the RG-3, C-4a and CS-2a zones;

n) SCHEDULE "C" Required Right-of-Way Widths, 1. Arterial Street is amended by adding "Rural 24m" at the end of the list;

o) SCHEDULE "C" Required Right-of-Way Widths, 2. Collector Street is amended by adding "Rural 20m" at the end of the list;

p) SCHEDULE "C" Required Right-of-Way Widths, 3. Through Local Street is amended by replacing "Silver Valley 2 16m" with "Silver Valley 2 18m" and by deleting "Silver Valley 3 18m"; and

q) Throughout the entire document delete "by-law" and replace with "bylaw".

3. Subdivision and Development Servicing Bylaw No. 4800-1993 is hereby amended accordingly.

READ a first time the day of , 20

READ a second time the day of , 20

READ a third time the day of , 20

ADOPTED the day of , 20

PRESIDING MEMBER

CORPORATE OFFICER

Attachments:

Schedule "A" Services and Utilities

MAPLE RIDGE
British Columbia
mapleridge.ca

City of Maple Ridge

TO:	His Worship Mayor Michael Morden and Members of Council	**MEETING DATE:**	March 23, 2021
		FILE NO:	2018-249-DVP
FROM:	Chief Administrative Officer	**MEETING:**	C o W
SUBJECT:	**Development Variance Permit 25180 108 Avenue**		

EXECUTIVE SUMMARY:

Development Variance Permit application (2018-249-DVP) has been received in conjunction with a rezoning and subdivision application to create a three lot subdivision within the Suburban Residential designation. The requested variances are to:

1. Waive the requirement for road construction for 252 Street at the East perimeter of the subject property;
2. Waive the requirement for road construction for 106 Avenue, at the South perimeter of the subject property;
3. Reduce the required road dedication along 108 Avenue from 20 metres to 16 metres; and
4. Vary required lot width in the RS-2 (Suburban Residential) zone from 36.0 metres to 34.34 metres.

Council will be considering final reading for the associated rezoning application 2018-249-RZ on March 30, 2021.

It is recommended that Development Variance Permit 2018-249-DVP be approved.

RECOMMENDATION:

That the Corporate Officer be authorized to sign and seal 2018-249-DVP respecting property located at 25180 108 Avenue.

DISCUSSION:

a) Background Context

Applicant: OTG Developments Ltd.

Legal Description: Lot 5 Section 11 Township 12 New Westminster District Plan 37195

OCP:
- Existing: Urban Reserve, Suburban Residential
- Proposed: No change

Zoning:
- Existing: A-2 (Upland Agricultural), RS-3 (One Family Rural Residential)
- Proposed: RS-2 (One Family Suburban Residential)

Surrounding Uses:

North:	Use:	Suburban Residential
	Zone:	RG-2 (Suburban Strata) Zone
	Designation:	Suburban Residential
South:	Use:	Vacant
	Zone:	A-2 (Upland Agricultural)
	Designation:	Urban Reserve
East:	Use:	Park
	Zone:	A-2 (Upland Agricultural)
	Designation:	Urban Reserve
West:	Use:	Farm, Rural Residential
	Zone:	RS-3 (One Family Rural Residential), A-2 (Upland Agricultural)
	Designation:	Urban Reserve and Suburban Residential

Existing Use of Property:	Rural Residential
Proposed Use of Property:	Suburban and Rural Residential
Site Area:	4.045 Hectares (10 acres)
Access:	108th Avenue
Servicing requirement:	Rural and Suburban Standard

b) Project Description:

The subject property is currently split zoned A-2 (Upland Agriculture) and RS-3 (One Family Rural Residential). It is also split designated Suburban Residential and Urban Reserve. This development proposal is to rezone and subdivide the property in alignment with its land use designations, resulting in the new zone boundaries as shown on Appendix C. In compliance with the Zoning Bylaw and the Official Community Plan, the southern portion of the site that is designated Urban Reserve and zoned A-2 will be rezoned to A-1 (Small Holding Agriculture) in accordance with the zoning matrix of the Official Community Plan (Appendix C of the OCP). This portion will be retained as a future development site.

Based on lot size and land use designations, the applicant is seeking a three lot subdivision. In compliance with the land use designations, the north portion of the site will be rezoned to RS-2 (Suburban Residential) with three RS-2 lots. The southern remainder that is being rezoned to A-1 (Small Holding Agriculture) will be tied to one of the three RS-2 parcels with a requirement for a no-build covenant on title. This subdivision plan will therefore meet the requirements of the Official Community Plan for subdivision within the Urban Reserve, as the area of the newly created parcel will exceed the 2.0 hectare (5 acre) minimum lot size for development in the Urban Reserve.

c) Variance Analysis:

Development within Maple Ridge is subject to development standards for:

- lot geometry,
- the dimensions and siting of structures, and
- the provision of infrastructure, and
- off-street parking.

These development standards are outlined in the Bylaws that guide development. A Development Variance Permit allows Council some flexibility in the approval process for reducing or waiving these development standards if justified by the circumstances of the development proposal.

The requested variances and rationale for support are illustrated on Appendix C and described below:

1. *Subdivision and Development Services Bylaw No. 4800-1993, Schedule B Highways, Section 2.* To waive the requirement for developing the road right of way along 252 Street at the east perimeter of the property.

2. *Subdivision and Development Services Bylaw No. 4800-1993, Schedule B Highways, Section 2.* To waive the requirement for developing the road right of way along 106 Avenue at the South perimeter of the property.

These variance requests are justified on the grounds that these undeveloped road allowances would only be required to serve the southern portion of the site and neighbouring properties within the Urban Reserve. This portion of the site is designated for future development, but will only proceed through an area planning process that will consider lot patterns and road alignment comprehensively. Until this area planning process is complete, the community would not be well served by road construction that could hinder the creation of a more efficient road network in the future.

3. *Subdivision and Development Services Bylaw No. 4800-1993 Schedule "C" Required Right-of-Way Widths, Part 3:* To reduce the road width requirement for a Rural Standard (108 Avenue) from 20 metres to 16 metres.

The non-conformity of the existing road width was noted by the Engineering Department in their review of this development proposal. The Engineering Department can support a lesser road Right of Way, provided the road is re-constructed to the City standard with a gravel shoulder, boulevard drainage, and horse trail.

The proposed road design has been approved by the City Engineer along with a cost estimate for securities. This section of 108 Avenue terminates at the Northeast corner of the subject property. The road design includes dedication and the construction of a turnaround to serve this cul-de-sac. As this remedy has been approved, this variance is supportable.

4. *Maple Ridge Zoning Bylaw No 3510 -1985*, Schedule "D": To vary lot width in the RS-2 (One Family Suburban Residential) Zone from 36 metres to 34.34 metres.

This variance is supportable because the large lot suburban character consistent with the RS-2 zone will continue to be retained with this slight reduction in lot width.

d) Citizen/Customer Implications:

In accordance with the *Development Procedures Bylaw No. 5879-1999,* notice of Council consideration of a resolution to issue a Development Variance Permit was mailed to all owners or tenants in occupation of all parcels, any parts of which are adjacent to the property that is subject to the permit. This notification process provides the neighbours with an opportunity for input prior to Council approval of the variance request.

CONCLUSION:

The proposed variances to road width and road construction standards are supported because this development proposal will meet Engineering requirements for the provision of infrastructure within the development area. The variance request for reduced lot width will not adversely affect the suburban character of the neighbourhood context.

It is therefore recommended that this application be favourably considered and the Corporate Officer be authorized to sign and seal Development Variance Permit 2018-249-DVP.

"Original signed by Diana Hall"

Prepared by: **Diana Hall , BA, MA**
Planner 2

"Original signed by Chuck Goddard"

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

"Original signed by Christine Carter"

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

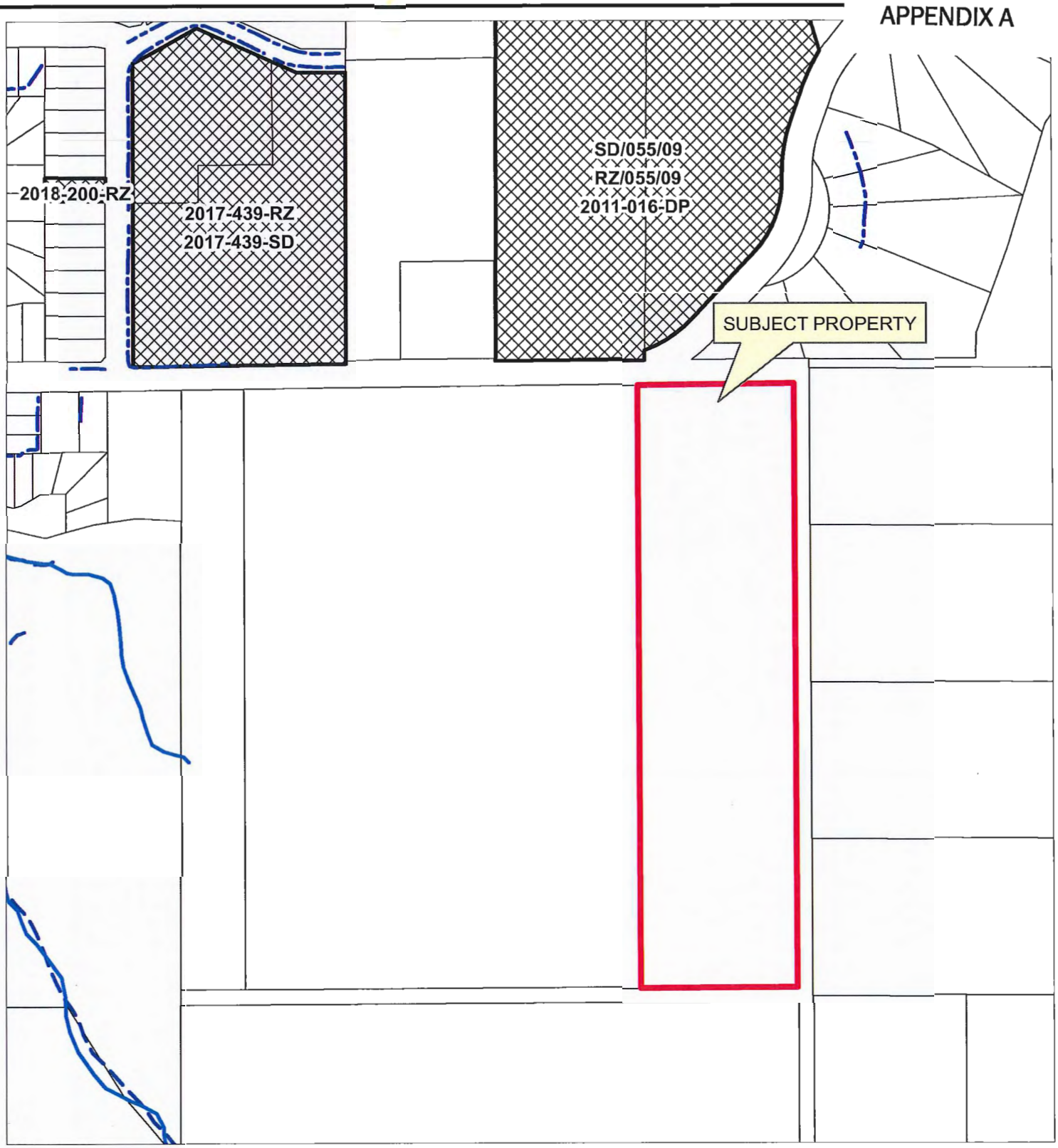
"Original signed by Al Horsman"

Concurrence: **Al Horsman**
Chief Administrative Officer

The following appendices are attached hereto:

Appendix A – Subject Map
Appendix B – Ortho Map
Appendix C – Zone Amending map showing proposed new Zone boundaries
Appendix D – Subdivision layout with variance requests highlighted

APPENDIX A



N

Scale: 1:3,500

Legend

- Stream
- Ditch Centreline
- Indefinite Creek

25180 108 AVE

PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia
mapleridge.ca

FILE: 2018-249-SD
DATE: Dec 2, 2019

BY: AC

APPENDIX B

N

Scale: 1:3,500

Legend

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

25180 108 Ave

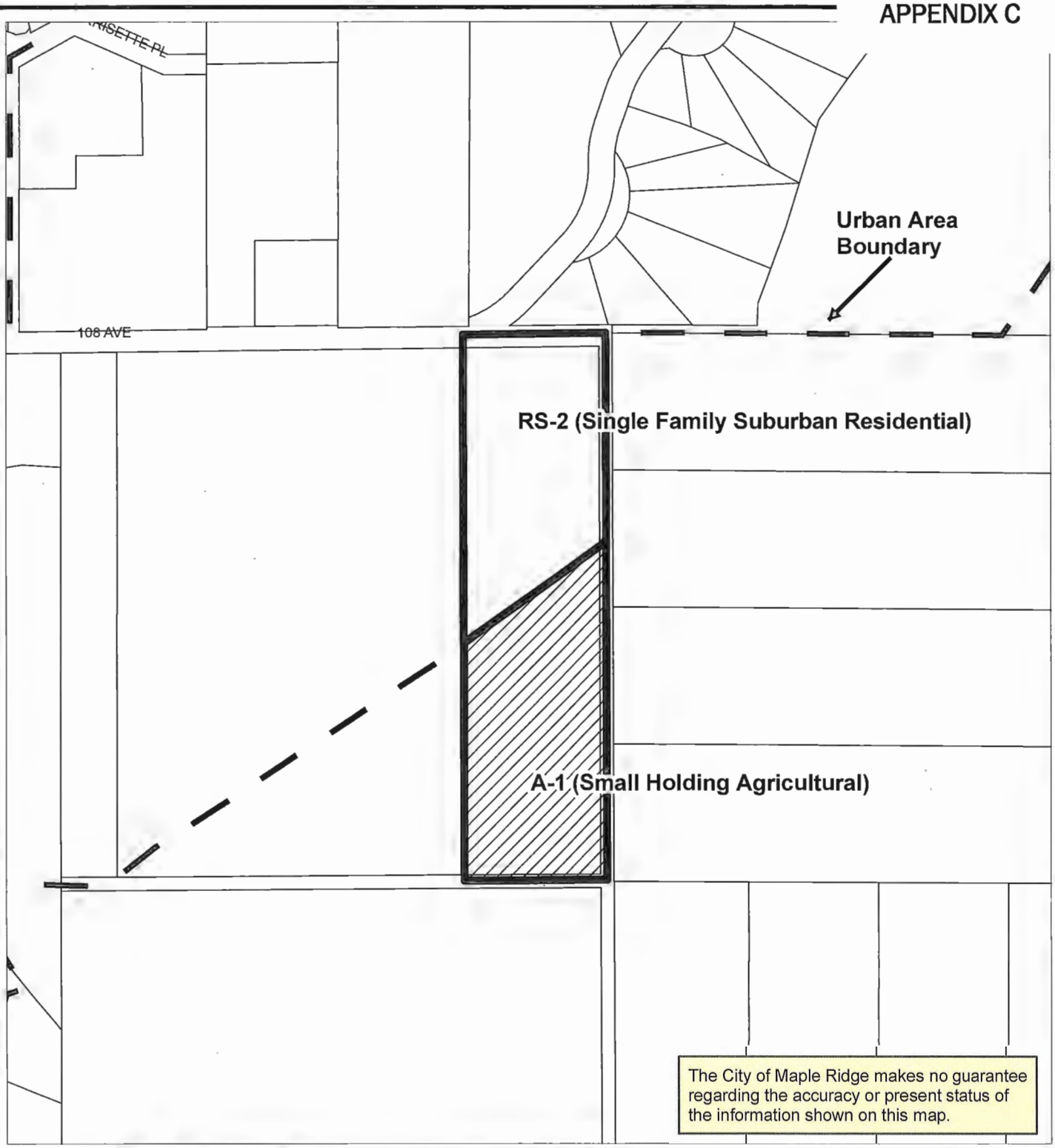
PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia

mapleridge.ca

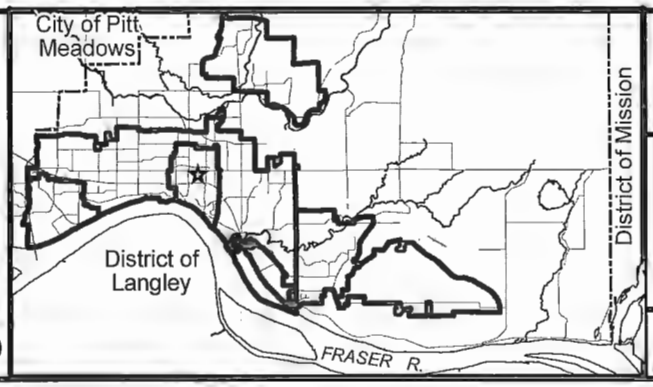
2018-249-DP
DATE: JuL 10, 2019 BY: DP

APPENDIX C



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

Scale: 1:4,000



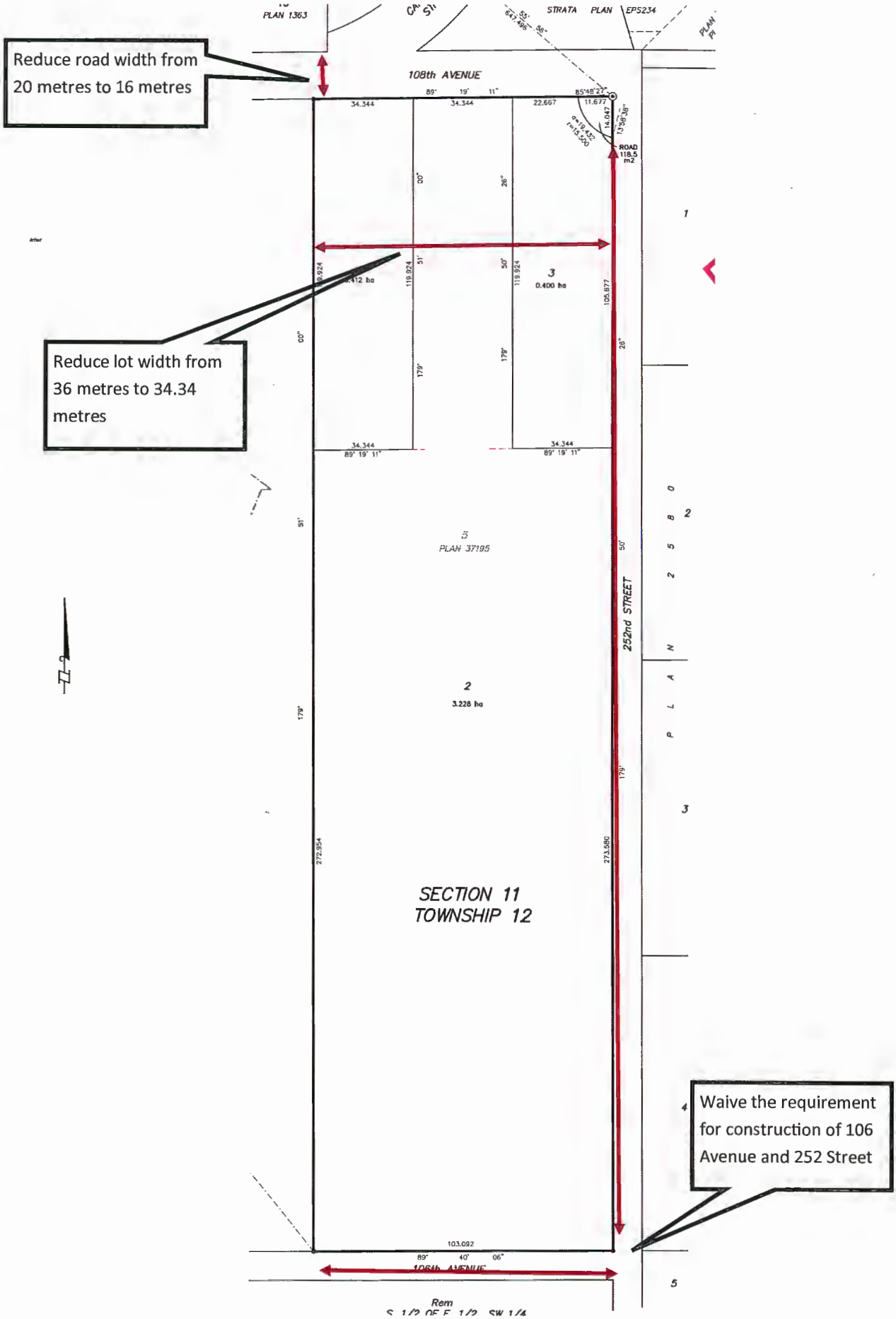
2018-249-VP

PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia
mapleridge.ca

2018-249-VP
DATE: Nov 12, 2020 BY: DT

APPENDIX D


Reduce road width from 20 metres to 16 metres
Reduce lot width from 36 metres to 34.34 metres
Waive the requirement for construction of 106 Avenue and 252 Street
108th AVENUE
252nd STREET
106th AVENUE
PLAN 1363
STRATA PLAN EPS234
PLAN 37195
SECTION 11
TOWNSHIP 12
ROAD 118.5 m2
3
0.400 ha
2
3.228 ha
34.344
34.344
22.667
11.677
14.047
119.924
119.924
105.677
179'
179'
179'
179'
272.954
273.580
103.092
Rem
S 1/2 OF E 1/2 SW 1/4

MAPLE RIDGE
British Columbia

mapleridge.ca

City of Maple Ridge

TO:	His Worship Mayor Michael Morden and Members of Council	DATE:	March 23, 2021
		FILE NO:	2019-394-SD
FROM:	Chief Administrative Officer	MEETING:	C of W
SUBJECT:	5% Money In Lieu of Parkland Dedication 20857 Golf Lane		

EXECUTIVE SUMMARY:

The above noted subdivision is subject to Council's Policy regarding parkland payment of money in lieu. As there no suitable area of land for park dedication within the subdivision, the developer of this subdivision has agreed to provide money in lieu of dedicating 5% of the land for parkland. It is recommended that Council require payment in lieu of parkland dedication, for the subject property located at 20857 Golf Lane. (See Appendix A and B).

RECOMMENDATION:

That pursuant to *Local Government Act,* Section 510, regarding 5% Parkland Dedication or payment in lieu, be it resolved that the owner of land proposed for subdivision at 20857 Golf Lane, under application 2019-394-SD, shall pay to the City of Maple Ridge an amount that is not less than $112,500.00.

DISCUSSION:

Section 510 of the *Local Government Act* requires the provision of parkland, without compensation, as a condition of subdivision, subject to some exceptions. The land, not to exceed 5% of the area proposed for subdivision, may be acquired in a location acceptable to the City, or a payment equal to 5% of the market value of the area proposed for subdivision is required.

Where there is either no watercourse protection areas, nor other suitable lands are identified for park dedication, then 5% of the market value of the land is paid to the City.

In this particular instance, there is no suitable land present (see Appendix C), and it is therefore recommended that money in lieu of parkland dedication be provided.

In keeping with past practice, the City has requested that an appraisal be provided for the 5% market value of the development site. This appraisal is based on zoned but not serviced land.

A report from a qualified real estate appraiser has determined that the market value of the land is $2,250,000.00, which indicates that the 5% value of this property is $112,500.00.

CONCLUSION:

As there are no watercourse protection areas and no suitable lands on the property for parkland dedication, it is recommended that Council require payment in lieu of parkland dedication as prescribed in the appraisal.

"Original signed by Mark McMullen" for

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

"Original signed by Chuck Goddard"

Approved 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 Property Map
Appendix B – Ortho Map
Appendix C – Subdivision Plan

APPENDIX A

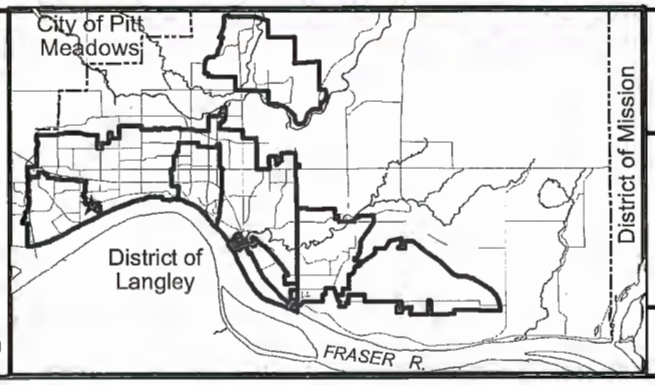
20857 GOLF LANE
PID: 005-397-901

PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia
mapleridge.ca

FILE: 2019-394-RZ
DATE: Nov 15, 2019
BY: PC

APPENDIX B



N

Scale: 1:2,500

20857 GOLF LANE
PID: 005-397-901

PLANNING DEPARTMENT

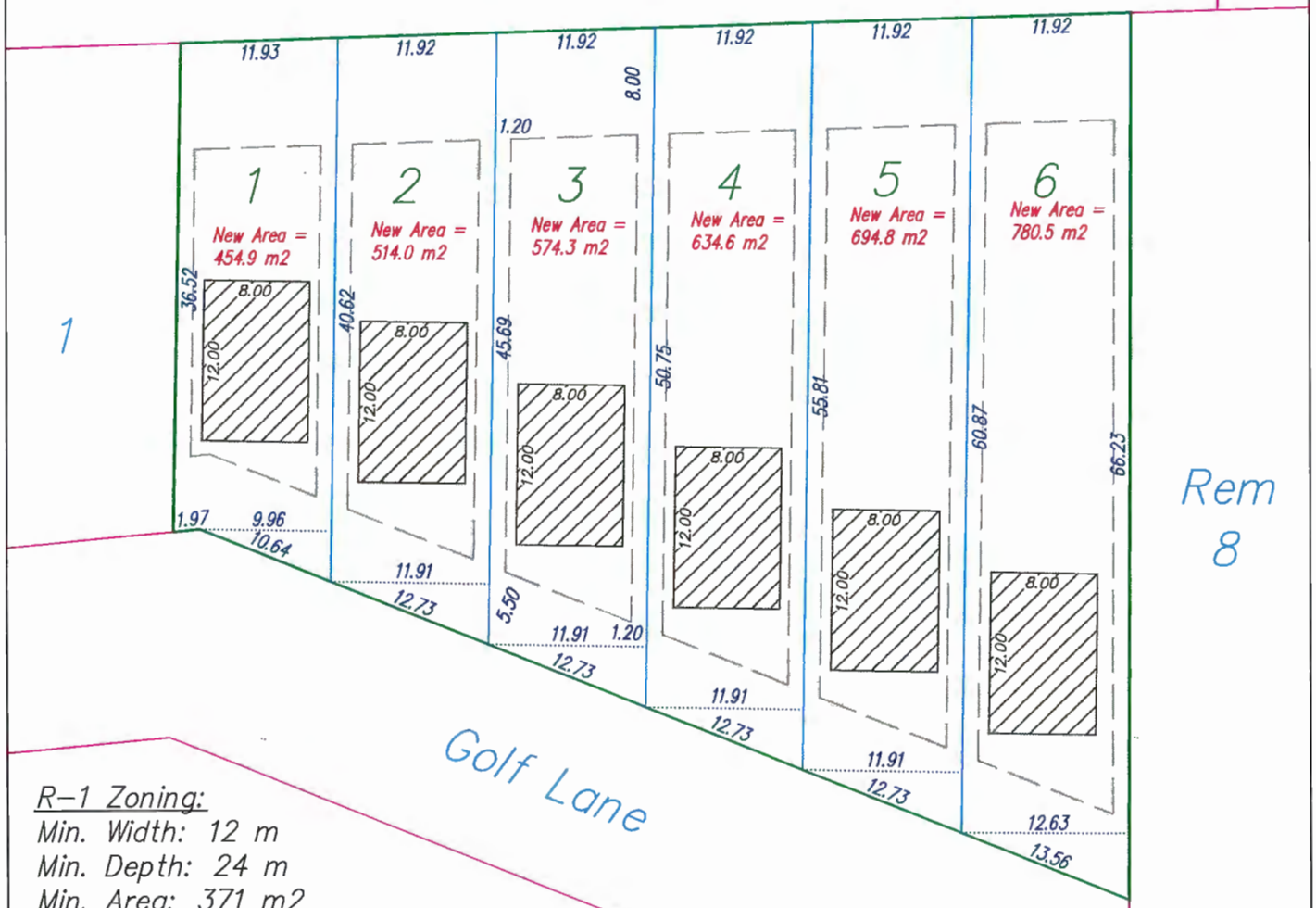
MAPLE RIDGE
British Columbia
mapleridge.ca

FILE: 2019-394-RZ
DATE: Nov 15, 2019

BY: PC

SKETCH PLAN FOR PROPOSED 6 LOT SUBDIVISION

20857 Golf Lane, Maple Ridge, BC



R–1 Zoning:
Min. Width: 12 m
Min. Depth: 24 m
Min. Area: 371 m2
Setbacks: front 5.5 m
rear 8.0 m
interior side 1.2 m
exterior side 3.0 m
Min. Building Area 8 x 12 footprint

Note:
Lot Width DVP

Paper Size: 12" x 8.5"
Date: November 12, 2019
File: MR19–416\MR16–564skDESIGN_6

SCALE 1 : 500

0 25 50 m

Terra Pacific Land Surveying Ltd 22371 St. Anne Avenue, Maple Ridge, BC Tel: 604–463–2509

MAPLE RIDGE
British Columbia
mapleridge.ca

City of Maple Ridge

TO:	His Worship Mayor Michael Morden and Members of Council	**MEETING DATE:**	March 23, 2021
		FILE NO:	09-4560-20
FROM:	Chief Administrative Officer	**MEETING:**	COW

SUBJECT: Maple Ridge Ticket Information Utilization Amending Bylaw No. 7680-2020 and Bylaw Notice Enforcement Amending Bylaw No. 7681-2020

EXECUTIVE SUMMARY:

The purpose of this report is to present the Maple Ridge Ticket Information Utilization Amending Bylaw No. 7680-2020 (Appendix I) and Bylaw Notice Enforcement Amending Bylaw No. 7681-2020 (Appendix II) to amend Schedules in both bylaws and to add contraventions and penalties to coincide with three recent bylaw adoptions.

As Council is aware, Zoning Bylaw No. 7600-2019, Boulevard Maintenance Bylaw No. 7666-2020 and Sign Bylaw No. 7630-2020 were recently adopted. Consequently both the Maple Ridge Ticket Information Utilization Bylaw (MTI) and Bylaw Notice Enforcement Bylaw (Bylaw Notice) need to be amended to include these new bylaws as well as other housekeeping changes to revise and re-number several of the Schedules in both bylaws.

RECOMMENDATION(S):

That Maple Ridge Ticket Information Utilization Amending Bylaw No.7680-2020 be given first, second and third readings; and

That Bylaw Notice Enforcement Amending Bylaw No.7681-2020 be given first, second and third readings.

DISCUSSION:

Staff continually review City bylaws to ensure that they are current and consistent. When changes are made to one bylaw it can affect complementing bylaws. Along with adding and amending contraventions and penalty amounts for new and existing bylaws, housekeeping changes are required to re-name and re-number affected Schedules.

Municipal Ticket Information (MTI)

Changes to the Maple Ridge Ticket Information Utilization Bylaw entails updating Schedule 1 to include Boulevard Maintenance Bylaw No. 7666-2020 to the designated bylaws along with a list of designated Bylaw Compliance Officers who are authorized to issue Municipal Tickets under the Maple Ridge Ticket Information Utilization Bylaw, and adding a new fine Schedule for the recently adopted Boulevard Maintenance bylaw which includes the following contraventions and penalty amounts:

Boulevard Maintenance Bylaw 7666-2020	
DESCRIPTION	PENALTY AMOUNT
Permit vegetation on boulevard	$300
Permit structure on boulevard	$500
Permit signage on boulevard	$300
Fail to remove debris	$300
Fail to maintain boulevard	$300
Deposit rubbish on boulevard	$500
Cut City plant on boulevard	$500

As well, the following contraventions and penalty amounts have also been added for the newly adopted Sign and Zoning bylaws. For ease of reference, the old sections have been compared to the new sections within the charts below:

Sign Bylaw 4653-1992 (OLD)			Sign Bylaw 7630-2020 (NEW)	
DESCRIPTION	FINE		DESCRIPTION	FINE
Sign without permit	$300		Prohibited sign	$450
Fail to comply with order	$500		Fail to maintain sign	$250
			No sign permit	$450
			Fail to permit inspection	$500
			Fail to maintain sign or premises	$250
			Fail to comply with stop work order	$500
			Fail to remove abandoned sign	$350
			Election sign on municipal park land	$250

Zoning Bylaw 3510-1985 (OLD)			Zoning Bylaw 7600-2019 (NEW)	
DESCRIPTION	FINE		DESCRIPTION	FINE
Prevent authorized entry	$500		Prevent authorized entry	$500
Contrary to permitted use	$500		Contrary to permitted use	$500
Unlawful construction	$500		Unlawful construction	$500
Park prohibited vehicle	$500		Wrecked vehicle	$500
Excess unlicenced vehicles	$500		Excess portable structures	$500
Wrecked vehicle	$500		Unlawful portable structure	$500
Unlawful secondary suite	$500		Excess vehicles over 688 sq m.	$500
Unlawful temporary residential use	$500		Excess vehicles under 688 sq m.	$500
Barbed or razor wire	$500		Park prohibited vehicle	$500
			Unlawful recreational vehicle	$500
			Unregistered RV residential	$500
			Unregistered RV agricultural	$500
			Occupied RV	$500
			Unlicenced vehicle residential	$500
			Unlicenced vehicle agricultural	$500
			Unlawful secondary suite	$500
			Unlawful suite in floodplain	$500
			Unlawful temporary residential use	$500
			Visual clearance street	$500
			Visual clearance lane	$500
			Landscape screen	$500

			Unlawful fence height	$500
			Barbed or razor wire	$500

Bylaw Notice

Changes to the Bylaw Notice Enforcement Bylaw include adding a new Part 2 fine schedule for the recently adopted Boulevard Maintenance Bylaw and includes the following contraventions and penalty amounts:

Boulevard Maintenance Bylaw 7666-2020			
DESCRIPTION	**PENALTY AMOUNT**	**EARLY PAYMENT PENALTY**	**LATE PAYMENT PENALTY**
Permit vegetation on boulevard	$300	$250	$350
Permit structure on boulevard	$450	$400	$500
Permit signage on boulevard	$300	$250	$350
Fail to remove debris	$300	$250	$350
Fail to maintain boulevard	$300	$250	$350
Deposit rubbish on boulevard	$450	$400	$500
Cut City plant on boulevard	$450	$400	$500

Additional changes include updating the fine schedule for the recently adopted Zoning Bylaw and Sign Bylaw to include the following contraventions and penalty amounts:

Sign Bylaw No. 4653-1992 (OLD)			
DESCRIPTION	**PENALTY AMOUNT**	**EARLY PAYMENT PENALTY**	**LATE PAYMENT PENALTY**
Sign without permit	$300	$250	$400
Fail to comply with order	$450	$400	$500

Sign Bylaw 7630-2020 (NEW)			
DESCRIPTION	**PENALTY AMOUNT**	**EARLY PAYMENT PENALTY**	**LATE PAYMENT PENALTY**
Prohibited Sign	$450	$400	$500
Fail to maintain sign	$250	$200	$300
No sign permit	$450	$400	$500
Fail to permit inspection	$450	$400	$500
Fail to maintain sign or premises	$250	$200	$300
Fail to comply with stop work order	$450	$400	$500
Fail to remove abandoned sign	$350	$300	$400
Election sign on municipal park land	$250	$200	$300

Zoning Bylaw 3510-1985 (OLD)			
DESCRIPTION	**PENALTY AMOUNT**	**EARLY PAYMENT PENALTY**	**LATE PAYMENT PENALTY**
Prevent authorized entry	$450	$400	$500
Contrary to permitted use	$450	$400	$500
Unlawful construction	$450	$400	$500
Park prohibited vehicle	$450	$400	$500
Excess unlicenced vehicles	$450	$400	$500
Wrecked vehicle	$450	$400	$500
Unlawful secondary suite	$450	$400	$500
Unlawful temporary residential use	$450	$400	$500
Barbed or razor wire	$450	$400	$500

Zoning Bylaw 7600-2019 (NEW)			
DESCRIPTION	**PENALTY AMOUNT**	**EARLY PAYMENT PENALTY**	**LATE PAYMENT PENALTY**
Prevent authorized entry	$450	$400	$500
Contrary to permitted use	$450	$400	$500
Unlawful construction	$450	$400	$500
Wrecked vehicle	$450	$400	$500
Excess portable structures	$450	$400	$500
Unlawful portable structure	$450	$400	$500
Excess vehicles over 688 sq m.	$450	$400	$500
Excess vehicles under 688 sq m.	$450	$400	$500
Park prohibited vehicle	$450	$400	$500
Unlawful recreational vehicle	$450	$400	$500
Unregistered RV residential	$450	$400	$500
Unregistered RV agricultural	$450	$400	$500
Occupied RV	$450	$400	$500
Unlicenced vehicle residential	$450	$400	$500
Unlicenced vehicle agricultural	$450	$400	$500
Unlawful secondary suite	$450	$400	$500
Unlawful suite in floodplain	$450	$400	$500
Unlawful temporary residential use	$450	$400	$500
Visual clearance street	$450	$400	$500
Visual clearance lane	$450	$400	$500
Landscape screen	$450	$400	$500
Unlawful fence height	$450	$400	$500
Barbed or razor wire	$450	$400	$500

Furthermore, when Bylaw Notice Enforcement Bylaw 7626-2020 was initially adopted the full bylaw number for each section was missing from Schedule A - Designated Bylaw Contraventions and Penalties, and this amendment will correct that.

Both the Maple Ridge Ticket Information Utilization Bylaw and the Bylaw Notice Enforcement Bylaw need to be updated to reflect these changes so that Municipal Tickets and Bylaw Notices can be issued under these new regulatory bylaws.

CONCLUSIONS:

Maple Ridge Ticket Information Utilization Amending Bylaw No. 7680-2020 and Bylaw Notice Enforcement Amending Bylaw No. 7681-2020 will ensure consistency, coordination and compliance with correlating City bylaws.

Prepared by: Michelle Orsetti
Director, Bylaw & Licensing Services

Concurrence: Charles R. Goddard, BA, MA
Director of Planning

Concurrence: Stephen Cote-Rolvink
Chief Building Official, Permit & Inspection Services

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

Concurrence: Al Horsman
Chief Administrative Officer

Appendix I Maple Ridge Ticket Information Utilization Amending Bylaw No. 7680-2020
Appendix II Bylaw Notice Enforcement Amending Bylaw No. 7681-2020

APPENDIX I

City of Maple Ridge

Maple Ridge Ticket Information Utilization Amending Bylaw No.7680-2020

A bylaw to amend Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012

WHEREAS the Council of The City of Maple Ridge deems it expedient to amend the Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012;

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

1. This bylaw may be cited as Maple Ridge Ticket Information Utilization Amending Bylaw No. 7680-2020

2. Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012 is amended by deleting the **Schedules** list in its entirety and replacing it with the following:

Schedules

Schedule 1	Designated Bylaw Compliance Officer
Schedule 2	Animal Control and Licencing Bylaw
Schedule 3	Boulevard Maintenance Bylaw
Schedule 4	Building Bylaw
Schedule 5	Business Licencing and Regulation Bylaw
Schedule 6	Cat Spay/Neuter Bylaw
Schedule 7	Drinking Water Conservation Plan Bylaw
Schedule 8	Fire Prevention Bylaw
Schedule 9	Fireworks Bylaw
Schedule 10	Grow Operation, Health, Nuisance and Safety Bylaw
Schedule 11	Highway & Traffic Bylaw
Schedule 12	Kennel Regulation Bylaw
Schedule 13	Littering Prohibition Bylaw
Schedule 14	Noise Control Bylaw
Schedule 15	Nuisance Prohibition Bylaw
Schedule 16	Outdoor Burning Regulation Bylaw
Schedule 17	Parks and Recreation Facilities Regulation Bylaw
Schedule 18	Pesticide Use Control Bylaw
Schedule 19	Rental Premises Standards of Maintenance Bylaw
Schedule 20	Safer Streets Bylaw
Schedule 21	Scrap Metal Dealer Regulation Bylaw
Schedule 22	Sign Bylaw
Schedule 23	Smoking Regulation Bylaw
Schedule 24	Soil Deposit Regulation Bylaw
Schedule 25	Soil Removal Bylaw
Schedule 26	Solid Waste and Recycling Regulation Bylaw
Schedule 27	Taxi Regulation Bylaw
Schedule 28	Tree Management Bylaw

Schedule 29	Untidy and Unsightly Premises Bylaw
Schedule 30	Watercourse Protection Bylaw
Schedule 31	Wildlife and Vector Control Bylaw
Schedule 32	Zoning Bylaw

3. Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012 is deleting **Schedule 1** in its entirety and replacing it with the following;

Schedule 1
Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012

Designated Bylaw Compliance Officer

Designated Bylaws	Designated Bylaw Compliance Officer
Animal Control and Licencing Bylaw No. 6908-2012	Animal Control Officer Bylaw Compliance Officer Director of Bylaw & Licencing Services Fire Department Officer Manager of Bylaw & Licencing Services R.C.M.P.
Boulevard Maintenance Bylaw No. 7666-2020	Bylaw Compliance Officer Director of Bylaw & Licencing Services Environmental Planner Environmental Technician Fire Department Officer Manager of Bylaw & Licencing Services Manager of Development & Environmental Services Manager of Parks and Open Space R.C.M.P.
Building Bylaw No. 6925-2012	Building Inspector Bylaw Compliance Officer Chief Building Official Director of Bylaw & Licencing Services Electrical Inspector Electrical Inspector/Safety Officer Fire Department Officer Gas/Plumbing Inspector Manager of Bylaw & Licencing Services Trades Inspector
Business Licencing and Regulation Bylaw No. 6815-2011	Bylaw Compliance Office Director of Bylaw & Licencing Services Fire Department Officer Manager of Bylaw & Licencing Services R.C.M.P.
Cat Spay/Neuter Bylaw No. 5756-1999	Animal Control Officer

APPENDIX I

	Bylaw Compliance Officer Director of Bylaw & Licencing Services Manager of Bylaw & Licencing Services
Drinking Water Conservation Plan Bylaw No. 7425-2018	Bylaw Compliance Officer Director of Bylaw & Licencing Services Fire Chief Fire Department Officer Manager of Bylaw & Licencing Services R.C.M.P. Waterworks Foreman Works Inspector Waterworks Superintendent
Fire Prevention Bylaw No. 4111-1988	Bylaw Compliance Officer Director of Bylaw & Licencing Services Fire Department Officer Manager of Bylaw & Licencing Services R.C.M.P.
Fireworks Bylaw No. 6279-2004	Bylaw Compliance Officer Director of Bylaw & Licencing Services Fire Department Officer Manager of Bylaw & Licencing Services R.C.M.P.
Grow Operation, Health Nuisance and Safety Bylaw No. 6274-2004	Building Inspector Bylaw Compliance Officer Director of Bylaw & Licencing Services Electrical Inspector Electrical Inspector/Safety Officer Fire Department Officer Gas/Plumbing Inspector Manager of Bylaw & Licencing Services R.C.M.P. Trades Inspector
Highway & Traffic Bylaw No. 6704-2009	Bylaw Compliance Officer Director of Bylaw & Licencing Services Fire Department Officer Manager of Bylaw & Licencing Services Municipal Engineer Parking Officer R.C.M.P.
Kennel Regulation Bylaw No. 6036-2002	Animal Control Officer Bylaw Compliance Officer Director of Bylaw & Licencing Services Chief Building Official Fire Department Officer

APPENDIX I

	Manager of Bylaw & Licencing Services
Littering Prohibition Bylaw No. 5115-1994	Bylaw Compliance Officer Director of Bylaw & Licencing Services Fire Department Officer Manager of Bylaw & Licencing Services R.C.M.P.
Noise Control Bylaw No. 5122-1994	Bylaw Compliance Officer Director of Bylaw & Licencing Services Fire Department Officer Manager of Bylaw & Licencing Services R.C.M.P.
Outdoor Burning Regulation Bylaw No. 5535-1997	Bylaw Compliance Officer Director of Bylaw & Licencing Services Fire Department Officer Manager of Bylaw & Licencing Services R.C.M.P.
Parks and Recreation Facilities Regulation Bylaw No. 7085-2014	Bylaw Compliance Officer Director of Bylaw & Licencing Services Director Parks and Facilities Fire Department Officer Manager of Bylaw & Licencing Services Manager Parks/Open Spaces Parks Foreman R.C.M.P.
Pesticide Use Control Bylaw No. 6413-2006	Bylaw Compliance Officer Director of Bylaw & Licencing Services Director, Parks and Facilities Environmental Planner Environmental Technician Fire Department Officer Manager of Bylaw & Licencing Services Manager, Parks and Open Space Parks Operations Supervisor(s) Trades II Gardener
Rental Premises Standards of Maintenance Bylaw No. 6550-2008	Building Inspector Bylaw Compliance Officer Director of Bylaw & Licencing Services Chief Building Official Fire Department Officer Manager of Bylaw & Licencing Services Safety Officer Trades Inspector
Scrap Metal Dealer Regulation Bylaw No. 6772-2010	Bylaw Compliance Officer Director of Bylaw & Licencing Services

APPENDIX I

	Chief Building Official Fire Department Officer Manager of Bylaw & Licencing Services R.C.M.P.
Sign Bylaw No. 7630-2020	Building Inspector Bylaw Compliance Officer Director of Bylaw & Licencing Services Chief Building Official Electrical Inspector Electrical Inspector/Safety Officer Fire Department Officer Gas/Plumbing Inspector Manager of Bylaw & Licencing Services Trades Inspector
Smoking Regulation Bylaw No. 5495-1997	Bylaw Compliance Officer Director of Bylaw & Licencing Services Fire Department Officer Manager of Bylaw & Licencing Services R.C.M.P.
Soil Deposit Regulation Bylaw No. 7412-2017	Bylaw Compliance Officer Director of Bylaw & Licencing Services Environmental Planner Environmental Technician Fire Department Officer Manager of Development & Environmental Services Manager of Bylaw & Licencing Services
Soil Removal Bylaw No. 6398-2006	Bylaw Compliance Officer Director of Bylaw & Licencing Services Environmental Planner Environmental Technician Manager of Development & Environmental Services Manager of Bylaw & Licencing Services
Solid Waste and Recycling Regulation Bylaw No. 6800-2011	Bylaw Compliance Officer Director of Bylaw & Licencing Services Manager of Bylaw & Licencing Services
Taxi Regulation Bylaw No. 6409-2006	Bylaw Compliance Officer Director of Bylaw & Licencing Services Fire Department Officer Manager of Bylaw & Licencing Services R.C.M.P.
Tree Management Bylaw No. 7133-2015	Bylaw Compliance Officer Director of Bylaw & Licencing Services Environmental Planner Environmental Technician

	Fire Department Officer Manager of Bylaw & Licencing Services Manager of Development & Environmental Services Manager of Parks and Open Space
Untidy and Unsightly Premises Bylaw No. 6533-2007	Bylaw Compliance Officer Director of Bylaw & Licencing Services Fire Department Officer Manager of Bylaw & Licencing Services R.C.M.P.
Watercourse Protection Bylaw No. 6410-2006	Building Inspector Bylaw Compliance Officer Chief Building Official Director of Bylaw & Licencing Services Environmental Planner Environmental Technician Fire Department Officer Manager of Bylaw & Licencing Services Manager of Development & Environmental Services Municipal Engineer
Wildlife and Vector Control Bylaw No. 7437 - 2018	Bylaw Compliance Officer Director of Bylaw & Licencing Services Environmental Planner Environmental Technician Manager of Bylaw & Licencing Services R.C.M.P.
Zoning Bylaw No. 7600-2019	Bylaw Compliance Officer Chief Building Official Director of Bylaw & Licencing Services Fire Department Officer Manager of Bylaw & Licencing Services Parking Officer R.C.M.P.

4. Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012 is amended by adding a new **Schedule 3**, from the Maple Ridge Boulevard Maintenance Bylaw, after Schedule 2 and re-numbering remaining Schedules in numerical order.

Schedule 3
Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012

From Boulevard Maintenance Bylaw No. 7666-2020

	Section	Fine
Permit vegetation on boulevard	4.1.1(a)	$300
Permit structure on boulevard	4.1.1(b)	$500

Permit signage on boulevard	4.1.1(c)	$300
Fail to remove debris	4.2.1(a)	$300
Fail to maintain boulevard	4.2.1(b)	$300
Deposit rubbish on boulevard	5.1	$500
Cut City plant on boulevard	5.2	$500

5. Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012 is amended by deleting the current Schedule 21, from the Maple Ridge Sign Bylaw, in it's entirety and adding a new **Schedule 22**, from the Maple Ridge Sign Bylaw, after Schedule 21 and re-numbering the remaining Schedules:

Schedule 22
Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012

From Sign Bylaw No. 7630-2020

	Section	Fine
Prohibited sign	8.1	$450
Fail to maintain sign	10.1	$250
No sign permit	11.1.1	$450
Fail to permit inspection	12.1.1	$500
Fail to maintain sign or premises	12.1.6	$250
Fail to comply with stop work order	12.1.9	$500
Fail to remove abandoned sign	12.3.1	$350
Election sign on municipal park land	13.11.1(k)	$250

6. Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012 is amended by deleting the current Schedule 31, from the Maple Ridge Zoning Bylaw, in it's entirety and adding a new **Schedule 32**, from the Maple Ridge Zoning Bylaw, after Schedule 31 and re-numbering the remaining Schedules:

Schedule 32
Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012

From Zoning Bylaw No. 7600-2019

	Section	Fine
Prevent authorized entry	306.2(1)	$500
Contrary to permitted use	307.1(1)	$500
Unlawful construction	307.2(1)	$500
Wrecked vehicle	401.3(1)(j)	$500
Excess portable structures	401.4(3)(a)	$500
Unlawful portable structure	401.4(3)(b)	$500
Excess vehicles over 688 sq m.	402.1(1)(a)	$500
Excess vehicles under 688 sq. m	402.1(1)(b)	$500

APPENDIX I

Park prohibited vehicle	402.19(1)(a)(iii)	$500
Unlawful recreational vehicle	402.20(1)(b)	$500
Unregistered RV residential	402.20(1)(c)	$500
Unregistered RV agricultural	402.20(2)(a)	$500
Occupied RV	402.20(3)	$500
Unlicenced vehicle residential	402.21(1)(a)	$500
Unlicenced vehicle agricultural	402.21(2)(a)	$500
Unlawful secondary suite	402.24(1)(a)	$500
Unlawful suite in floodplain	402.24(1)(h)	$500
Unlawful temporary residential use	402.27(1)(e)(i)	$500
Visual clearance street	403.8(1)(a)	$500
Visual clearance lane	403.8(1)(b)	$500
Landscape screen	405.3(1)	$500
Unlawful fence height	405.4(2)(a)	$500
Barbed or razor wire	405.4(7)(a)	$500

7. Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012 is amended by updating the table of contents accordingly.

READ A FIRST TIME this ____ day of _____, 2021.

READ A SECOND TIME this ____ day of _____, 2021.

READ A THIRD TIME this ____ day of _____, 2021.

ADOPTED this ____ day of _____, 2021.

PRESIDING MEMBER **CORPORATE OFFICER**

APPENDIX II

City of Maple Ridge

Bylaw Notice Enforcement Amending Bylaw No.7681-2020

A bylaw to amend Bylaw Notice Enforcement Bylaw No. 7626-2020

WHEREAS the Council of The City of Maple Ridge deems it expedient to amend the Bylaw Notice Enforcement Bylaw No. 7626-2020;

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

1. This bylaw may be cited as Bylaw Notice Enforcement Amending Bylaw No. 7681-2020
2. Bylaw Notice Enforcement Bylaw No. 7626-2020 is amended by replacing Schedule A, Designated Bylaw Contraventions and Penalties, in its entirety and replacing it with the following:

Schedule A

Designated Bylaw Contraventions and Penalties

Part 1						
Bylaw No.	**Section(s)**	**Description**	**A1 Penalty Amount**	**A2 Early Payment Penalty**	**A3 Late Payment Penalty**	**A4 Compliance Agreement Available** Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Animal Control and Licencing Bylaw No. 6908-2012						
6908-2012	5.1.3(c)	Refuse to comply with Animal Control Officer	$300	$250	$350	No
6908-2012	5.1.3(d)	Interfere with Animal Control Officer	$300	$250	$350	No
6908-2012	6.1.1	More than 3 dogs	$150	$100	$200	Yes
6908-2012	6.2.1	Fail to obtain licence	$150	$100	$200	No
6908-2012	6.2.7	Fail to display licence	$100	$75	$125	No
6908-2012	7.1.1	Animal at-large	$150	$100	$200	No
6908-2012	7.2.1	Fail to remove excrement	$150	$100	$200	No

Part 1						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
6908-2012	7.3.2(a)	Fail to provide food and water	$200	$150	$250	No
6908-2012	7.3.2(b)	Fail to provide clean food and water receptacles	$150	$100	$200	No
6908-2012	7.3.2(c)	Fail to sufficiently exercise	$150	$100	$200	No
6908-2012	7.3.2(d)	Fail to provide necessary veterinary care	$450	$400	$500	No
6908-2012	7.3.3(a)	Fail to provide appropriate shelter	$250	$200	$300	No
6908-2012	7.3.3(b)	Fail to allow sufficient space	$250	$200	$300	No
6908-2012	7.3.3(c)	Fail to provide protection from sun	$250	$200	$300	No
6908-2012	7.3.4	Fail to keep shelter clean	$250	$200	$300	No
6908-2012	7.3.5	Cause animal to be tied to choke collar	$300	$250	$350	No
6908-2012	7.4.1(a)	Fail to provide fresh air ventilation	$250	$200	$300	No
6908-2012	7.4.1(b)	Enclosed space exceeds 30 degrees Celsius	$250	$200	$300	No
6908-2012	7.4.2	Fail to confine in a pen outside the vehicle	$250	$200	$300	No
6908-2012	7.7.1(a)	Fail to confine an aggressive dog indoors	$450	$400	$500	No
6908-2012	7.7.1(c)	Enclosure contrary to bylaw	$300	$250	$350	No
6908-2012	7.7.1(d)	Leash more than 1.5 m.	$150	$100	$200	No

Part 1						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
6908-2012	7.7.2(a)	Fail to muzzle an aggressive dog	$300	$250	$350	No
6908-2012	7.7.2(b)	Fail to tattoo aggressive dog	$200	$150	$250	No
6908-2012	7.7.2(c)	Fail to post warning signs	$300	$250	$350	No
6908-2012	7.7.2(f)	Fail to notify when aggressive dog at large	$300	$250	$350	No
6908-2012	7.8.1	Fail to secure area for guard dog	$200	$150	$250	No
6908-2012	7.8.2(a)	Guard dog sign not visible	$200	$150	$250	No
6908-2012	7.8.2(b)	Guard dog sign improperly posted	$200	$150	$250	No
6908-2012	7.8.3(a)	Fail to register guard dog address	$200	$150	$250	No
6908-2012	7.8.3(b)	Fail to register guard dog hours	$200	$150	$250	No
6908-2012	7.8.3(c)	Fail to register guard dog licence number	$200	$150	$250	No
6908-2012	7.8.3(d)	Fail to register owner	$200	$150	$250	No
6908-2012	7.8.4	Fail to provide change of information	$450	$400	$500	No
6908-2012	9.1.1(a)	Sell prohibited animal	$450	$400	$500	No
6908-2012	9.1.1(b)	Keep, breed or sell wolf cross	$450	$400	$500	No
6908-2012	10.1.1	More than six cats	$150	$100	$200	Yes
6908-2012	11.1.2(a)	Livestock on Highway	$200	$150	$250	No

Part 1						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
6908-2012	11.1.2(b)	Livestock in Public Place	$200	$150	$250	No
6908-2012	12.1	Boarding dogs	$150	$100	$200	No
6908-2012	13.1.1(a)	Fail to document information	$450	$400	$500	No
6908-2012	13.1.1(e)	Fail to provide sufficient care	$450	$400	$500	No
6908-2012	13.1.2(b)	Fail to keep clean cage	$450	$400	$500	No
6908-2012	13.2.1	Fail to segregate ill animal	$450	$400	$500	No
6908-2012	13.3.1(b)(i)	Fail to promptly treat animal	$450	$400	$500	No
6908-2012	13.4.1(a)	Fail to keep register	$450	$400	$500	No
6908-2012	13.6.1(a)	Fail to post notice	$450	$400	$500	No
6908-2012	13.6.1(b)	Fail to post signs	$450	$400	$500	No
6908-2012	13.7.1(c)i	Sell prohibited animal	$450	$400	$500	No
6908-2012	13.7.1(c)v	Sell unaltered animal	$450	$400	$500	No

Part 2						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Boulevard Maintenance Bylaw No. 7666-2020						
7666-2020	4.1.1(a)	Permit vegetation on boulevard	$300	$250	$350	No
7666-2020	4.1.1(b)	Permit structure on boulevard	$450	$400	$500	No
7666-2020	4.1.1(c)	Permit signage on boulevard	$300	$250	$350	No
7666-2020	4.2.1(a)	Fail to remove debris	$300	$250	$350	No
7666-2020	4.2.1(b)	Fail to maintain boulevard	$300	$250	$350	No
7666-2020	5.1	Deposit rubbish on boulevard	$450	$400	$500	No
7666-2020	5.2	Cut City plant on boulevard	$450	$400	$500	No

Part 3						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Building Bylaw No. 6925-2012						
6925-2012	6.1	Construction without permit	$250	$200	$300	No
6925-2012	6.2	Demolish structure without permit	$250	$200	$300	No
6925-2012	6.3	Move structure without permit	$250	$200	$300	No

Part 3						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
6925-2012	6.4	Occupy structure without permit	$350	$300	$400	No
6925-2012	6.5	Tamper with posted notice	$250	$200	$300	No
6925-2012	6.6	Work contrary to approved plans	$250	$200	$300	No
6925-2012	6.7	Obstruct entry of a Building Official	$450	$400	$500	No
6925-2012	17.5	Fail to fill in excavation within 60 days	$450	$400	$500	No
6925-2012	20.1	Non-compliance with safety standards	$450	$400	$500	No
6925-2012	20.3.1	Fail to keep plans on property	$200	$150	$250	No
6925-2012	20.3.2	Fail to post civic address	$200	$150	$250	No
6925-2012	22.5	Fail to obtain building inspection	$200	$150	$250	No
6925-2012	22.8	Fail to obtain electrical inspection	$200	$150	$250	No
6925-2012	22.9	Fail to obtain plumbing inspection	$250	$200	$300	No
6925-2012	22.10	Fail to obtain a gas inspection	$450	$400	$500	No
6925-2012	26.14.2	Fail to remove existing dwelling	$450	$400	$500	No
6925-2012	28.1	Construct a pool without a permit	$450	$400	$500	No
6925-2012	28.3	Fail to enclose pool	$450	$400	$500	No

Part 3						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
6925-2012	28.4	Fail to maintain pool enclosure	$450	$400	$500	No
6925-2012	28.5	Fail to keep pool gate latched	$450	$400	$500	No
6925-2012	29.1	Plumbing system altered	$200	$150	$250	No
6925-2012	29.2	Plumbing located outside lot	$250	$200	$300	No
6925-2012	29.3	Plumbing storm drain installed without permission	$200	$150	$250	No
6925-2012	29.4	Plumbing installed without permit	$200	$150	$250	No
6925-2012	32.3	Fail to comply with Stop Work notice	$450	$400	$500	No
6925-2012	32.5	Fail to comply with Do Not Occupy notice	$450	$400	$500	No

Part 4						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Business Licencing and Regulation Bylaw No. 6815-2011						
6815-2011	6.1.1(a)	No business licence	$300	$250	$350	No
6815-2011	6.2.3	Failure to get approval	$200	$150	$250	No
6815-2011	6.6.1	Fail to renew licence	$300	$250	$350	No
6815-2011	6.8.1	Fail to post licence	$200	$150	$250	No
6815-2011	6.9.1(a)	Fail to permit inspection of premises	$300	$250	$350	No
6815-2011	7.1.1	Permit person under 19 years	$450	$400	$500	No
6815-2011	7.1.2	Display depiction of a sexual act	$450	$400	$500	No
6815-2011	7.3.1(g)	Open business between 12 midnight and 7 am	$450	$400	$500	No
6815-2011	7.4.3	Fail to keep premises in clean condition	$200	$150	$250	No
6815-2011	7.4.5(c)	Fail to keep record	$200	$150	$250	No
6815-2011	7.4.5(d)	Fail to produce register	$200	$150	$250	No
6815-2011	7.4.5(g)	Permit entry to be erased	$450	$400	$500	No
6815-2011	7.6.2(a)	Fail to provide identification	$450	$400	$500	No
6815-2011	7.6.3(a)	Employ person under 19 years	$450	$400	$500	No
6815-2011	7.6.3(b)	Open business between 12 midnight and 8 am	$450	$400	$500	No

Part 4						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
6815-2011	7.7.1	Permit person under 19 years	$450	$400	$500	No
6815-2011	7.8.1(a)	Employ person under 19 years	$450	$400	$500	No
6815-2011	7.8.1(b)	Permit person under 19 years	$450	$400	$500	No
6815-2011	7.9.1	Fail to post sign	$200	$150	$250	No
6815-2011	7.10.3	Fail to comply with requirements	$200	$150	$250	No
6815-2011	7.10.4(a)(i)	More than 20 dogs	$300	$250	$350	No
6815-2011	7.10.4(a)(ii)	Operate outside permitted hours	$300	$250	$350	No
6815-2011	7.10.4(a)(iii)	Discharge odorous matter	$450	$400	$500	No
6815-2011	7.19.3(b)	Fail to shut off sound	$450	$400	$500	No
6815-2011	7.21.1(b)	Failure to produce licence	$300	$250	$350	No
6815-2011	7.21.1(c)	Fail to display photo identification	$450	$400	$500	No
6815-2011	7.21.1(d)	Peddle between 6 pm and 9 am	$450	$400	$500	No
6815-2011	7.24.6(a)	Failure to maintain report	$450	$400	$500	No
6815-2011	7.24.10(a)	Dispose of second hand article prior to 30 days after receipt	$450	$400	$500	No
6815-2011	7.24.13(d)	Buy second hand article from person under 18 years	$450	$400	$500	No

Part 4						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
6815-2011	7.24.14	Buy second hand article between 6 pm and 6 am	$300	$250	$350	No
6815-2011	7.25.1(b)	Offer services of a social escort under the age of 19 years	$450	$400	$500	No
6815-2011	7.28.1(b)	Permit tobacco products to be visible	$300	$250	$350	No
6815-2011	7.28.1(c)	Sell tobacco to person under 19 years	$450	$400	$500	No
6815-2011	7.29.1(a)	Possess shark fin products	$450	$400	$500	No

Part 5						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Cat Spay/Neuter Bylaw No. 5756 – 1999						
5756-1999	3	I.D. Not Worn	$50	$35	$75	No
5756-1999	11	Unsterilized Cat	$50	$35	$75	No
5756-1999	12	Unsterilized Cat at Large	$75	$50	$100	No

Part 6						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Drinking Water Conservation Plan Bylaw No. 7425-2018						
7425-2018	6.1	No automatic shut off device	$250	$200	$300	No
7425-2018	6.2	Unnecessary water run off	$250	$200	$300	No
7425-2018	6.3	Water artificial turf	$250	$200	$300	No
7425-2018	6.4	Hose run unnecessarily	$250	$200	$300	No
7425-2018	6.5	Faulty irrigation system	$250	$200	$300	No
7425-2018	Schedule 1, Part 1	Unauthorized Watering	$250	$200	$300	No
7425-2018	Schedule 1, Part 2	Unauthorized Watering	$450	$400	$500	No

Part 7						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Fire Prevention Bylaw No. 4111-1988						
4111-1988	II11	Fail to Obey Order	$450	$400	$500	No
4111-1988	II21	Obstruct Fire Escape	$450	$400	$500	No
4111-1988	III29	Impede Fire Fighter	$450	$400	$500	No
4111-1988	III32	Run over Hose	$450	$400	$500	No
4111-1988	IX64(a)	Fail to Flush Hydrant	$450	$400	$500	No
4111-1988	IX64(b)	Fail to Service Hydrant	$450	$400	$500	No
4111-1988	IX64(c)	Hydrant Obstructed	$450	$400	$500	No

Part 8						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Fireworks Bylaw No. 6279-2004						
6279-2004	II(3)	Discharge fireworks without permit	$450	$400	$500	No
6279-2004	II(4)	Fail to surrender fireworks	$450	$400	$500	No
6279-2004	III(18)	Unlawful storage	$450	$400	$500	No
6279-2004	III(20)	Improper storage	$450	$400	$500	No
6279-2004	III(21)	Smoke in storage area	$450	$400	$500	No
6279-2004	IV(22)	Sell to minor	$450	$400	$500	No
6279-2004	IV(23)	Minor possessing fireworks	$450	$400	$500	No
6279-2004	V(24)	Fireworks display without permit	$450	$400	$500	No
6279-2004	V(25)	Discharge fireworks contrary to distance requirements	$450	$400	$500	No
6279-2004	V(26)	Audience closer than 45 m.	$450	$400	$500	No
6279-2004	V(27)	Improper fireworks projection	$450	$400	$500	No
6279-2004	V(29)	Fail to safely dispose of fireworks	$450	$400	$500	No
6279-2004	V(30)	Wind velocity greater than 10km/hr.	$450	$400	$500	No
6279-2004	V(32)	Person under 21 years in charge of display	$450	$400	$500	No
6279-2004	V(33)	Less than two operators	$450	$400	$500	No
6279-2004	V(34)	Insufficient fire extinguishers	$450	$400	$500	No

Part 8						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
6279-2004	V(35)	Fail to hold valid liability insurance	$450	$400	$500	No

Part 9						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Grow Operation, Health, Nuisance and Safety Bylaw No. 6274-2004						
6274-2004	3	Disconnect meter	$450	$400	$500	No
6274-2004	4	Divert exhaust vents	$450	$400	$500	No
6274-2004	6	Alter a structure	$250	$200	$300	No
6274-2004	7(e)	No permit	$250	$200	$300	No
6274-2004	9(a)	Obstruct building official	$450	$400	$500	No
6274-2004	9(b)	Remove notice	$450	$400	$500	No
6274-2004	10(a)	Cause nuisance	$450	$400	$500	No
6274-2004	10(b)	Permit unsightly matter to accumulate	$250	$200	$300	No
6274-2004	12	Fail to undertake action directed by Fire Chief	$450	$400	$500	No
6274-2004	13	Refuse entry	$450	$400	$500	No
6274-2004	14	Fail to inspect	$450	$400	$500	No
6274-2004	15(a)	Fail to notify District	$450	$400	$500	No

Part 10						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Highway & Traffic Bylaw No. 6704-2009						
6704-2009	7.0	Drive on trail	$100	$75	$125	No
6704-2009	10.1	Obstruct vehicles or pedestrians	$75	$50	$100	No
6704-2009	10.2	Cross highway at a location other than crosswalk	$50	$35	$75	No
6704-2009	11.1 (a)	Park on sidewalk	$50	$35	$75	No
6704-2009	11.1 (b)	Park within 3m of driveway	$50	$35	$75	No
6704-2009	11.1 (c)	Park within 6m of intersection	$50	$35	$75	No
6704-2009	11.1 (d)	Park within 5 m of fire hydrant	$100	$75	$125	No
6704-2009	11.1 (e)	Park within 6m of crosswalk	$50	$35	$75	No
6704-2009	11.1 (f)	Park within 6m of stop sign	$50	$35	$75	No
6704-2009	11.1 (i) (i)	Park vehicle for sale on highway	$50	$35	$75	No
6704-2009	11.1 (i) (ii)	Repair vehicle on a highway	$50	$35	$75	No
6704-2009	11.1 (i) (iii)	Display signs on a highway	$50	$35	$75	No
6704-2009	11.1 (i) (iv)	Selling articles on highway	$50	$35	$75	No
6704-2009	11.1 (j)	Obstruct traffic	$75	$50	$100	No
6704-2009	11.1 (k)	Double park	$50	$35	$75	No
6704-2009	11.1 (n)	Park in bus zone	$50	$35	$75	No
6704-2009	11.1 (o)	Park on path	$50	$35	$75	No

Part 10						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
6704-2009	11.1 (p)	Obstruct highway/lane	$50	$35	$75	No
6704-2009	11.1 (q)	Angle Park	$50	$35	$75	No
6704-2009	11.1 (r)	Park on wrong side	$50	$35	$75	No
6704-2009	11.1 (s)	Park over 30cm from curb	$50	$35	$75	No
6704-2009	11.1 (t)	Park contrary to painted lines on highway	$50	$35	$75	No
6704-2009	11.1 (u)	Park contrary to prohibition	$50	$35	$75	No
6704-2009	11.1 (v)	Overtime parking	$50	$35	$75	No
6704-2009	11.1 (w)	Overtime parking/fail to register	$50	$35	$75	No
6704-2009	11.1 (x)	Park contrary to restriction	$50	$35	$75	No
6704-2009	11.1 (z)	Park over 72 hours	$75	$50	$100	No
6704-2009	11.1 (aa)	Park over length vehicle	$100	$75	$125	No
6704-2009	11.1 (bb)	Park vehicle over 5500 kgs GVW	$200	$150	$250	No
6704-2009	11.1 (cc)	Park in Disabled zone	$100	$75	$125	No
6704-2009	11.1 (dd)	Park in commercial loading zone	$75	$50	$100	No
6704-2009	11.1 (ee)	Park in passenger loading zone	$50	$35	$75	No
6704-2009	11.1 (ff)	Park on highway without curbs	$50	$35	$75	No
6704-2009	11.1 (ii)	Without proper or valid insurance displayed	$100	$75	$125	No

Part 10						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
6704-2009	11.1 (jj)	Without proper and valid number plates displayed	$100	$75	$125	No
6704-2009	11.1 (kk)	Park adjacent to yellow curb	$50	$35	$75	No
6704-2009	11.1 (hh)	Park outside angle parking stall	$50	$35	$75	No
6704-2009	13.0	Unattached trailer	$100	$75	$125	No
6704-2009	15.3	Park in resident zone	$50	$35	$75	No
6704-2009	16.1	Remove notice of chalk mark	$100	$75	$125	No
6704-2009	16.2	Move vehicle within same block	$50	$35	$75	No
6704-2009	25.0	Occupy motor vehicle	$100	$75	$125	No
6704-2009	26.0	Fail to remove snow and other debris from sidewalk	$150	$100	$200	No
6704-2009	27.0	Obstruct intersection	$100	$75	$125	No
6704-2009	28.0	Fail to trim vegetation	$100	$75	$125	No
6704-2009	29.1	Encroachment	$50	$35	$75	No
6704-2009	30.1 (a)	Load not securely covered	$150	$100	$200	No
6704-2009	31.1 (b)	Load not secured	$150	$100	$200	No
6704-2009	32.1 (a)	Place thing on highway	$100	$75	$125	No
6704-2009	32.1 (b)	Deposit debris on highway	$350	$300	$400	No
6704-2009	32.1 (g)	Place structure on a highway	$150	$100	$200	No
6704-2009	32.1 (l)	Damage boulevard	$150	$100	$200	No

Part 10						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
6704-2009	32.1 (r)	Place container on highway	$150	$100	$200	No
6704-2009	32.1 (s)	Engage in business on highway	$150	$100	$200	No
6704-2009	43.1 (a)	Solicit on highway	$100	$75	$125	No
6704-2009	43.1 (c)	Install sign on highway	$100	$75	$125	No
6704-2009	47.1 (a)	Vehicle weight exceeds licensed GVW	$250	$200	$300	No
6704-2009	47.1 (b)	Axle exceeds permitted weight	$250	$200	$300	No
6704-2009	47.1 (c)(i)	Dimensions of commercial vehicle do not conform to the regulations with load included	$100	$75	$125	No
6704-2009	47.1 (c)(ii)	Non conforming dimensions	$100	$75	$125	No
6704-2009	49.2	Fail to comply with order	$300	$250	$350	No
6704-2009	50.0	Fail to comply with permit conditions	$300	$250	$350	No
6704-2009	51.0	Fail to obey traffic controls and signs	$300	$250	$350	No

Part 11						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Kennel Regulation Bylaw No. 6036-2002						
6036-2002	1	Kennel contrary to zone	$250	$200	$300	No
6036-2002	2	No permission from Agricultural Land Commission	$250	$200	$300	No
6036-2002	4	More than 3 dogs	$100	$75	$125	Yes
6036-2002	5(a)	Fail to provide water and/or food	$100	$75	$125	No
6036-2002	5(b)	Fail to provide clean receptacles	$100	$75	$125	No
6036-2002	5(c)	Fail to provide exercise	$100	$75	$125	No
6036-2002	5(d)	Fail to provide veterinary care	$450	$400	$500	No
6036-2002	5(e)	Fail to provide comfort	$100	$75	$125	No
6036-2002	5(f)	Unclean or unsanitary condition	$100	$75	$125	No
6036-2002	5(g)	Fail to keep kennel clean	$100	$75	$125	No
6036-2002	5(h)	Fail to contain animal between 9 pm and 7 am	$100	$75	$125	No
6036-2002	5(i)	Fail to maintain air exchange unit	$250	$200	$300	No
6036-2002	5(j)	Fail to properly construct enclosure	$250	$200	$300	No

Part 11						
Bylaw No.	**Section(s)**	**Description**	**A1 Penalty Amount**	**A2 Early Payment Penalty**	**A3 Late Payment Penalty**	**A4 Compliance Agreement Available** Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
6036-2002	6	Dispose of dog excrement contrary to *Waste Management Act*	$100	$75	$125	No
6036-2002	8	Fail to keep building or runs in good repair	$100	$75	$125	No
6036-2002	9	Kennel not under supervision of responsible adult	$100	$75	$125	No
6036-2002	10	Create a nuisance to nearby residents	$100	$75	$125	No
6036-2002	13	Operate without permits	$250	$200	$300	No
6036-2002	21	Fail to provide isolation pen	$100	$75	$125	No
6036-2002	23	Improper flooring	$250	$200	$300	No
6036-2002	26	Improper wall and ceiling insulation	$250	$200	$300	No
6036-2002	29(e)	Breeding or boarding contrary to Kennel Licence	$250	$200	$300	No
6036-2002	33	Refuse inspection	$250	$200	$300	No

Part 12						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Littering Prohibition Bylaw No. 5115-1994						
5115-1994	3	Dumping Rubbish	$450	$400	$500	No

Part 13						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Noise Control Bylaw No. 5122-1994						
5122-1994	3	Noise Which Disturbs	$300	$250	$350	No
5122-1994	4	Allow Noise Which Disturbs	$300	$250	$350	No
5122-1994	5	Animal Noise	$300	$250	$350	No
5122-1994	6	Construction contrary to Time Restriction	$400	$350	$450	No
5122-1994	8	Engine Noise	$400	$350	$450	No

Part 14						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Nuisance Prohibition Bylaw No. 7596-2019						
7596-2019	4.1 (a)	Cause a Nuisance	$450	$400	$500	No
7596-2019	4.1 (b)	Permit a Nuisance	$450	$400	$500	No
7596-2019	4.1 (c)	Fail to abate Nuisance	$450	$400	$500	No

Part 15						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Outdoor Burning Regulation Bylaw No. 5535 – 1997						
5535-1997	5(b)	Burn noxious material	$450	$400	$500	No
5535-1997	5(d)	No permit	$200	$150	$250	No
5535-1997	8	Agricultural Fire without permit	$450	$400	$500	No
5535-1997	10(c)	Unattended Agricultural Fire	$450	$400	$500	No
5535-1997	14(b)	Unattended Backyard Fire	$200	$150	$250	No
5535-1997	14(d)	Backyard Fire after dark	$200	$150	$250	No
5535-1997	15	Recreational Fire contrary to Schedule "A"	$100	$75	$125	No
5535-1997	16(b)	Unattended Recreational Fire	$100	$75	$125	No
5535-1997	19	Outdoor fire during Closure	$450	$400	$500	No

Part 16						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Parks and Recreation Facilities Regulation Bylaw No. 7085-2014						
7085-2014	8.1.1	Enter Park when closed	$100	$75	$125	No
7085-2014	8.1.3	Deposit refuse	$100	$75	$125	No
7085-2014	8.1.4	Deposit any off-site refuse	$300	$250	$350	No
7085-2014	8.1.5	Carry or discharge any weapon or dangerous toy	$300	$250	$350	No
7085-2014	8.1.6	Cut any plant	$450	$400	$500	No
7085-2014	8.1.7	Deface any building or wall	$450	$400	$500	No
7085-2014	8.1.8	Damage any fixture	$450	$400	$500	No
7085-2014	8.1.9	Start any unauthorized fire	$200	$150	$250	No
7085-2014	8.1.10	Fail to obey any sign or signal	$200	$150	$250	No
7085-2014	8.1.11	Post or display advertising	$200	$150	$250	No
7085-2014	8.1.12	Use advertising vehicle	$200	$150	$250	No
7085-2014	8.1.13	Molest or harm any animal	$300	$250	$350	No
7085-2014	8.1.14	Possess any drug paraphernalia	$200	$150	$250	No
7085-2014	8.1.15	Carry on any unauthorized business	$200	$150	$250	No
7085-2014	8.1.16	Use vulgar language	$450	$400	$500	No
7085-2014	8.1.17	Disorderly or offensive conduct	$450	$400	$500	No
7085-2014	8.1.18	Expose genitals	$450	$400	$500	No
7085-2014	8.1.19	Excavate in a Park	$300	$250	$350	No

Part 16						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
7085-2014	8.1.20	Move any Natural Park Feature	$100	$75	$125	No
7085-2014	8.1.21	Hold procession or gathering	$200	$150	$250	No
7085-2014	8.1.22	Operate power boat	$200	$150	$250	No
7085-2014	8.1.23	Use tobacco within 7.5 meters of playground	$200	$150	$250	No
7085-2014	8.1.24	Discharge of fireworks	$200	$150	$250	No
7085-2014	8.1.25	Plant trees or shrubs	$100	$75	$125	No
7085-2014	8.1.26	Possess or consume liquor	$450	$400	$500	No
7085-2014	8.1.27	Use a device which constitutes a hazard	$100	$75	$125	No
7085-2014	8.1.28	Erect any structure or tent	$300	$250	$350	No
7085-2014	8.1.29	Obstruct any employee of the City	$300	$250	$350	No
7085-2014	8.1.30	Use or operate device that disturbs enjoyment of Park	$100	$75	$125	No
7085-2014	8.1.31	Urinate or defecate except in toilet facility	$200	$150	$250	No
7085-2014	8.1.32	Swim where not permitted	$100	$75	$125	No
7085-2014	8.1.33	Skate where not permitted	$100	$75	$125	No
7085-2014	9.1.1	Transport goods over unprotected boulevard	$300	$250	$350	No
7085-2014	9.1.2	Drive or ride any animal or vehicle on boulevard	$150	$100	$200	No

Part 16						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
7085-2014	9.1.4	Drive vehicle in excess of posted speed limit	$150	$100	$200	No
7085-2014	11.1.1	Unleashed dog or other animal	$150	$100	$200	No
7085-2014	11.1.2	Animal in prohibited area	$150	$100	$200	No
7085-2014	11.1.4	Horse outside of designated area	$100	$75	$125	No
7085-2014	11.1.5	Dog within 5 meters of playing field or sports surface	$150	$100	$200	No
7085-2014	12.1.2	Unauthorized foot wear on a tennis court or bowling green	$150	$100	$200	No
7085-2014	12.1.3	Play on tennis court or bowling green contrary to rules	$150	$100	$200	No
7085-2014	13.2.2	Enter a park or facility during banning period	$250	$200	$300	No

Part 17						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Pesticide Use Control Bylaw No. 6413-2006						
6413-2006	3	No permit	$250	$200	$300	No
6413-2006	5(c)	Fail to post visible signage	$250	$200	$300	No
6413-2006	5(d)	Fail to post signs 24 hours prior to pesticide use	$250	$200	$300	No
6413-2006	6(a)	Apply pesticide within 2 m of property	$450	$400	$500	No
6413-2006	6(b)	Apply pesticide within 5 m of park	$450	$400	$500	No
6413-2006	6(c)	Apply pesticide within 3 m from well	$450	$400	$500	No
6413-2006	6(d)	Apply pesticide within 30 m of open water	$450	$400	$500	No
6413-2006	6(e)	Apply pesticide when wind exceeds 8 km per hour	$450	$400	$500	No
6413-2006	6(g)	Apply pesticide when temperature exceeds 27 degrees C.	$450	$400	$500	No
6413-2006	6(h)	Apply pesticide on blooming trees	$450	$400	$500	No

Part 18						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Rental Premises Standards of Maintenance Bylaw No. 6550 - 2008						
6550-2008	6	Fail to comply with notice	$250	$200	$300	No
6550-2008	8	Fail to maintain rental premises	$250	$200	$300	No
6550-2008	26(1)	Disconnect service or utility	$450	$400	$500	No
6550-2008	26(2)	Fail to pay rates for service	$450	$400	$500	No

Part 19						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Safer Streets Bylaw No. 7581-2019						
7581-2019	4.2 (a)	Sit or lie on a street	$50	$35	$75	No
7581-2019	4.2 (b)	Continue to solicit after negative response	$100	$75	$125	No
7581-2019	4.2 (c)	Solicit as a member of a group of three or more persons	$50	$35	$75	No
7581-2019	4.3 (a)	Solicit within 10 meters of a financial institution	$50	$35	$75	No
7581-2019	4.3 (b)	Solicit within 10 meters of an automated teller machine	$50	$35	$75	No
7581-2019	4.3 (c)	Solicit within 10 meters of a bus stop	$50	$35	$75	No
7581-2019	4.3 (d)	Solicit within 10 meters of a daycare centre	$50	$35	$75	No
7581-2019	4.3 (e)	Solicit within 10 meters of a liquor store	$50	$35	$75	No
7581-2019	4.3 (f)	Solicit within 10 meters of a non medical cannabis retailer	$50	$35	$75	No
7581-2019	4.4 (a)	Solicit while motor vehicle parked	$50	$35	$75	No
7581-2019	4.4 (b)	Solicit while motor vehicle stopped at traffic control signal	$50	$35	$75	No
7581-2019	4.4 (c)	Solicit while motor vehicle being filled with fuel	$50	$35	$75	No

Part 19						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
7581-2019	4.4 (d)	Solicit in a manner which obstructs or impedes vehicular traffic	$50	$35	$75	No
7581-2019	4.5	Solicit after sunset	$100	$75	$125	No

Part 20						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Scrap Metal Dealer Regulation Bylaw No. 6772-2010						
6772-2010	4	Fail to log transaction	$450	$400	$500	No
6772-2010	5(c)	Fail to transmit daily Register	$250	$200	$300	No
6772-2010	6(a)	Fail to maintain legible Register	$450	$400	$500	No
6772-2010	10	Illegible entry	$250	$200	$300	No
6772-2010	15	Fail to display business name	$250	$200	$300	No
6772-2010	16(b)	Conduct business outside of restricted hours	$450	$400	$500	No

Part 21						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Sign Bylaw No. 7630-2020						
7630-2020	8.1	Prohibited Sign	$450	$400	$500	No
7630-2020	10.1	Fail to maintain sign	$250	$200	$300	No
7630-2020	11.1.1	No sign permit	$450	$400	$500	Yes
7630-2020	12.1.1	Fail to permit inspection	$450	$400	$500	No
7630-2020	12.1.6	Fail to maintain sign or premises	$250	$200	$300	No
7630-2020	12.1.9	Fail to comply with stop work order	$450	$400	$500	No
7630-2020	12.3.1	Fail to remove abandoned sign	$350	$300	$400	No
7630-2020	13.11.1(k)	Election sign on municipal park land	$250	$200	$300	No

Part 22						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Smoking Regulation Bylaw No. 6968-2013						
6968-2013	5.1.1 (c)(i)	Smoke in an enclosed premises	$200	$150	$250	No
6968-2013	5.1.2	Smoke in vehicle for hire	$200	$150	$250	No
6968-2013	5.1.3	Smoke on public transit	$200	$150	$250	No
6968-2013	5.1.5	Smoke in a customer service area	$200	$150	$250	No
6968-2013	5.1.6	Smoke in common areas	$200	$150	$250	No
6968-2013	5.1.8	Smoke within 7.5 m of opening into building	$100	$75	$125	No
6968-2013	5.1.9	Smoke at swimming beach	$100	$75	$125	No
6968-2013	5.1.10	Smoke in area of municipal park or playground	$100	$75	$125	No
6968-2013	5.1.11	Smoke in City building	$200	$150	$250	No
6968-2013	6.2	Fail to post signs	$200	$150	$250	No

Part 23						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Soil Deposit Regulation Bylaw No. 7412-2017						
7412-2017	5.4.13	Fail to submit log	$200	$150	$250	No
7412-2017	5.4.15	Fail to provide log within 48 hours	$200	$150	$250	No
7412-2017	5.4.16	Submission of false log	$450	$400	$500	No
7412-2017	5.12.8	Fail to remove dirt on road	$450	$400	$500	No
7412-2017	5.12.10	Damage adjacent property	$450	$400	$500	No
7412-2017	5.12.12	Activities outside restricted hours	$450	$400	$500	No
7412-2017	5.14.11	Fail to comply with permit	$450	$400	$500	No

Part 24						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Soil Removal Bylaw No. 6398-2006						
6398-2006	9	Remove soil on Sunday or statutory holidays	$450	$400	$500	No
6398-2006	10	Remove soil outside permitted hours	$450	$400	$500	No
6398-2006	30	Machinery not kept within confines	$450	$400	$500	No
6398-2006	31	Noise exceeds 55 decibels	$450	$400	$500	No

Part 25						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Solid Waste and Recycling Regulation Bylaw No. 6800-2011						
6800-2011	6	Remove material from receptacle	$100	$75	$125	No
6800-2011	11	Place receptacles prior to 5:00 am	$450	$400	$500	No
6800-2011	12	Remove material from property	$100	$75	$125	No
6800-2011	16	Fail to provide adequate storage	$100	$75	$125	Yes

Part 26						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Taxi Regulation Bylaw No. 6409-2006						
6409-2006	6.1	Fail to hold a valid chauffeur permit	$200	$150	$250	No
6409-2006	6.9	Fail to display photo identification	$200	$150	$250	No
6409-2006	7.2.4	Fail to ensure driver holds valid chauffeur permit	$300	$250	$350	No
6409-2006	7.2.7	Fail to forward list of complaints	$300	$250	$350	No
6409-2006	8.1	Operate a vehicle in excess of 7 years of age	$450	$400	$500	No
6409-2006	16.4	Fail to keep daily record of trips made	$300	$250	$350	No
6409-2006	16.7	Fail to keep copy of trip records	$450	$400	$500	No
6409-2006	18.1	Charge fares contrary to Passenger Transportation Act	$450	$400	$500	No
6409-2006	19.1	Operate vehicle without taximeter	$450	$400	$500	No
6409-2006	19.5.5	Fail to maintain taximeter	$450	$400	$500	No
6409-2006	20.1	Operate taxi contrary to notice by Inspector	$450	$400	$500	No

Part 27						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Tree Management Bylaw No. 7133-2015						
7133-2015	4.6	Damage tree	$450	$400	$500	No
7133-2015	6.12	Fail to post notice of Permit	$450	$400	$500	No
7133-2015	8.a	Dispose of tree parts contrary to regulations	$450	$400	$500	No
7133-2015	8.b	Fail to keep drainage system free	$450	$400	$500	No
7133-2015	8.c	Fail to stabilize bare soil	$450	$400	$500	No
7133-2015	8.d	Work outside of permitted hours	$200	$150	$250	No
7133-2015	8.e	Clear cut trees without ESC plan	$450	$400	$500	No
7133-2015	8.f	Cut trees without nesting survey	$450	$400	$500	No
7133-2015	9.5	Cut replacement tree without Permit	$450	$400	$500	No
7133-2015	12.6	Fail to comply with Stop Work Order	$450	$400	$500	No

Part 28						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Untidy and Unsightly Premises Bylaw No. 6533-2007						
6533-2007	3	Untidy/Unsightly Premises	$300	$250	$350	Yes
6533-2007	4	Graffiti	$300	$250	$350	Yes
6533-2007	7(a)	Fail to maintain container in good repair	$300	$250	$350	No
6533-2007	7(b)	Permit rubbish to overflow container	$300	$250	$350	No
6533-2007	7(c)	Fail to keep containers closed	$450	$400	$500	No
6533-2007	7(d)	Fail to lock container	$450	$400	$500	No
6533-2007	7(e)	Fail to keep container area clean	$300	$250	$350	Yes
6533-2007	8	Overgrowth	$200	$150	$250	Yes

Part 29						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Watercourse Protection Bylaw No. 6410-2006						
6410-2006	7	Fail to comply with Schedule "B"	$450	$400	$500	No
6410-2006	9	Fail to implement ESC Plan	$450	$400	$500	No
6410-2006	14	Fail to carry out monitoring program	$200	$150	$250	No
6410-2006	18	Fail to comply with stop work notice	$450	$400	$500	No
6410-2006	19	Fail to post waterproof copy of ESC plan	$100	$75	$125	No

Part 30						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Wildlife and Vector Control Bylaw No. 7437-2018						
7437-2018	4.2	Attract Wildlife	$400	$350	$450	No
7437-2018	4.3	Provide food to Wildlife	$450	$400	$500	No
7437-2018	4.4	Permit accumulation of seed	$300	$250	$350	No
7437-2018	4.5.1	Fail to harvest fruit	$100	$75	$125	No
7437-2018	4.5.2	Fail to remove fallen fruit	$300	$250	$350	No
7437-2018	4.5.3	Bee hives accessible to Wildlife	$100	$75	$125	No
7437-2018	4.5.4	Grease containers accessible to Wildlife	$400	$350	$450	No
7437-2018	4.5.5	Refrigerator accessible to Wildlife	$400	$350	$450	No
7437-2018	4.5.6	Dairy and proteins placed in compost	$300	$250	$350	No
7437-2018	4.5.7	Garbage containers accessible to Wildlife	$400	$350	$450	No
7437-2018	4.5.8	Unlocked resistant container	$250	$200	$300	No
7437-2018	4.5.10	Place receptacles prior to 5:00 am	$450	$400	$500	No
7437-2018	4.5.11	Receptacles and containers not enclosed	$450	$400	$500	No
7437-2018	4.6	Fail to prevent infestation by vermin	$300	$250	$350	No

Part 31						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Zoning Bylaw No. 7600-2019						
7600-2019	306.2(1)	Prevent authorized entry	$450	$400	$500	No
7600-2019	307.1(1)	Contrary to permitted use	$450	$400	$500	Yes
7600-2019	307.2(1)	Unlawful construction	$450	$400	$500	No
7600-2019	401.3(1)(j)	Wrecked Vehicle	$450	$400	$500	Yes
7600-2019	401.4(3)(a)	Excess portable structures	$450	$400	$500	No
7600-2019	401.4(3)(b)	Unlawful portable structure	$450	$400	$500	No
7600-2019	402.1(1)(a)	Excess vehicles over 688 sq m.	$450	$400	$500	Yes
7600-2019	402.1(1)(b)	Excess vehicles under 688 sq m.	$450	$400	$500	Yes
7600-2019	402.19(1)(a)(iii)	Park prohibited vehicle	$450	$400	$500	Yes
7600-2019	402.20(1)(b)	Unlawful recreational vehicle	$450	$400	$500	Yes
7600-2019	402.20(1)(c)	Unregistered RV residential	$450	$400	$500	Yes
7600-2019	402.20(2)(a)	Unregistered RV agricultural	$450	$400	$500	No
7600-2019	402.20(3)	Occupied RV	$450	$400	$500	Yes
7600-2019	402.21(1)(a)	Unlicenced vehicle residential	$450	$400	$500	Yes

Part 31						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
7600-2019	402.21(2)(a)	Unlicenced vehicle agricultural	$450	$400	$500	Yes
7600-2019	402.24(1)(a)	Unlawful secondary suite	$450	$400	$500	No
7600-2019	402.24(1)(h)	Unlawful suite in floodplain	$450	$400	$500	No
7600-2019	402.27(1)(e)(i)	Unlawful temporary residential use	$450	$400	$500	No
7600-2019	403.8(1)(a)	Visual clearance street	$450	$400	$500	Yes
7600-2019	403.8(1)(b)	Visual clearance lane	$450	$400	$500	Yes
7600-2019	405.3(1)	Landscape screen	$450	$400	$500	Yes
7600-2019	405.4(2)(a)	Unlawful fence height	$450	$400	$500	Yes
7600-2019	405.4(7)(a)	Barbed or razor wire	$450	$400	$500	No

3. Bylaw Notice Enforcement Bylaw No. 7626-2020 is amended by updating the table of contents accordingly.

READ A FIRST TIME this ____ day of _____, 2021.

READ A SECOND TIME this ____ day of _____, 2021.

READ A THIRD TIME this ____ day of _____, 2021.

ADOPTED this ____ day of _____, 2021.

_____ _____

PRESIDING MEMBER CORPORATE OFFICER

MAPLE RIDGE
British Columbia
mapleridge.ca

City of Maple Ridge

TO:	His Worship Mayor Michael Morden and Members of Council	**MEETING DATE:**	March 23 2021
		FILE NO:	09-4560-20
FROM:	Chief Administrative Officer	**MEETING:**	**COW**
SUBJECT:	Proposed New Cannabis Retail Store at 110 – 20110 Lougheed Highway		

EXECUTIVE SUMMARY:

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

After the LCRB completed their integrity checks and security screenings they forwarded an application to the City for a non medical retail cannabis store known as Burb Cannabis (Burb Cannabis Corp.) to be located at 110 – 20110 Lougheed Highway.

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

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

RECOMMENDATION(S):

1. **That the application for a non medical cannabis retail store by Burb Cannabis Corp. located at 110 – 20110 Lougheed Highway, Maple Ridge be denied based on the information contained in the staff report dated March 23, 2021; and**

2. **That a copy of the resolution be forwarded to the Liquor and Cannabis Regulation Branch in accordance with the legislative requirements.**

DISCUSSION:

a) Background Context:

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

After the LCRB completed their financial integrity checks and security screenings for Burb Cannabis Corp., they forwarded the application for a non medical retail cannabis store, known as Burb Cannabis, to be located at 110 – 20110 Lougheed Highway to the City. The applicant for Burb Cannabis also contacted city staff to provide a copy of their business plan as well information on their community relations (Appendix II).

1110

Staff reviewed this application to ensure that it met all requirements contained in the Policy including the Application Review Criteria (Section 10 of Council Policy 6.33). All the criteria have been fully satisfied except for Article A, which is the requirement for a 1000 metre separation from another cannabis retail store. This proposed store is 394 metres from Muse Cannabis.

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

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

In following the public input requirement, the City mailed 129 letters to owners and occupants of property within 200 metres of the subject site. By the deadline, 3 letters of opposition were received and no letters of support were received as part of our mailout, however there are 40 letters of support included within the applicant's business plan submission.

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

b) Intergovernmental Issues:

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

c) Citizen/Customer Implications:

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

d) Interdepartmental Implications:

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

e) Alternatives:

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

1. That the non medical cannabis retail application for 110 – 20110 Lougheed Highway be deferred and;

2. That the applicant be directed to apply for a zoning bylaw text amendment.

CONCLUSIONS:

That Council make the necessary resolution regarding the application from Burb Cannabis Corp. based upon the staff findings set out in this report.

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

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

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

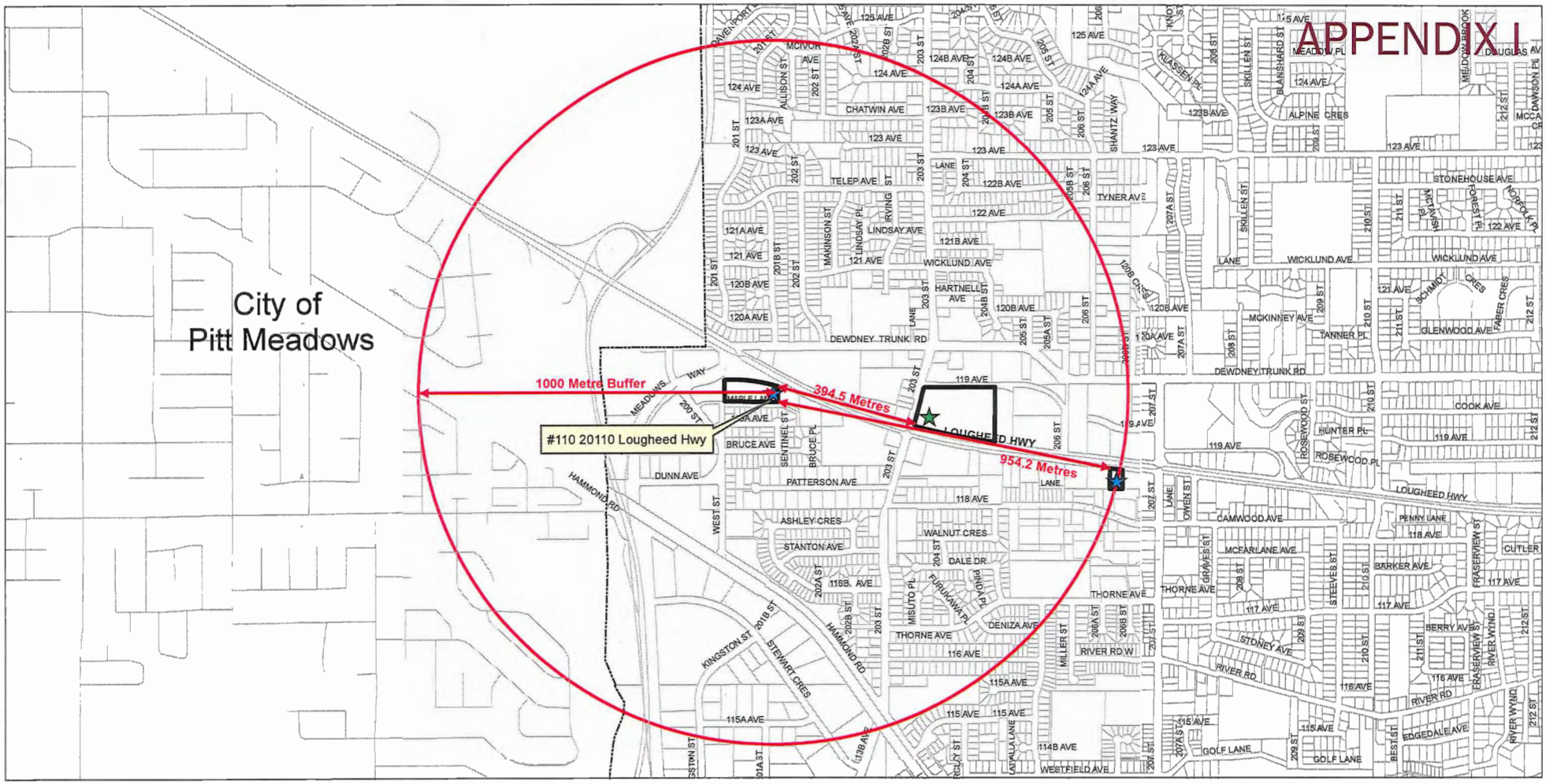
Concurrence: **Al Horsman**
Chief Administrative Officer

RM/jd

Attachments:

Appendix I: Map of surrounding area
Appendix II: Burb Cannabis Business Proposal
Appendix III: Mailout responses

APPENDIX I



N

Scale: 1:10,508

Legend

- Private Retail
- Government Retail

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

1000m Buffer of
#110 - 20110 Lougheed Hwy

LICENCES, PERMITS & BYLAWS DEPT.

MAPLE RIDGE
British Columbia
mapleridge.ca

FILE: CannabisLocations9.mxd
DATE: Jan 21, 2021
BY: DT

APPENDIX II

burb

Confidential and not for re-distribution. Copyright 2020 © Burb

burb

Table of Contents

1. Business Overview - Page 3
2. Signage Details - Page 4
3. Parking - Page 6
4. Community Benefit - Page 8
5. Mitigating Community Impact - Page 9
6. Staff Training - Page 10
7. Floorplans - Page 11
8. Community Engagement - Page 17

burb

January 25, 2021

City of Maple Ridge
Bylaw and Licensing Services
11995 Haney Pl
Maple Ridge, BC V2X 6A9

Re: 110 – 20110 Lougheed Hwy – Change of Use to Cannabis Retail Rezoning Application

Name of operator:

- Burb Cannabis Corp. DBA: burb

Hours of operation: 9:00am to 11:00 pm Monday – Saturday; 10:00am to 8:00 pm Sunday

Description of Operation:
burb is a multi-licensed cannabis retailer with three operational stores in Port Coquitlam and Port Moody which proves our ability to operate successfully in the regulated environment. Our founding team has successfully founded, operated and exited businesses and is supported by world class advisors including the previous EVP of US Retail for Starbucks. Strict inventory management controls are in place to ensure our cannabis products, exclusively supplied by the Provincial wholesaler, are correctly accounted for at all stages (purchasing, receiving, storage, sale, and destruction where applicable).
All employees go through our internal training program which includes following the *"Selling it Right"* manual to ensure customers are checked for ID, ensuring they are over 19, and are served with care and due attention.
We are leaders in environmental sustainability through our recycling partnership with Terracycle; use of post consumer waste paper products; use of LED lighting and smart controls; encouraging consumers to walk and bike; and our ethical made-in-Canada apparel line and our efforts to be carbon neutral.

Connection to Maple Ridge:
Co-founder, Steve Dowsley, has lived in Maple Ridge since 2009 and previously operated a 35+ person steel fabrication shop in the Maple Meadows business park from 2007-2017.

Store Design: Completed by the award winning Jennifer Dunn Design who has previously completed tens of stores for both Aritzia and Saje Natural Wellness. Intent of the design is to provide a welcoming, upscale environment for all consumers.

Number of staff: 13

- 1 – Store Manager
- 4 – Team Leads
- 8 – Burbtenders

Products offered:

- Cannabis: full assortment of cannabis products as provided exclusively by the provincial wholesaler
- Accessories: vaporizers, pipes, grinders, ashtrays, and more
- Apparel: made-in-Canada line of streetwear (t-shirts, crewnecks, hats, hoodies)

storefront signage - burb, 110-20110 Lougheed Hwy, Maple Ridge, BC

burb by

pin-mounted channel letter illuminated storefront sign
material: powder coated metal
(image to show design intent)

ombre effect opaque window film on storefront glazing (transparent section at top of window only, no sightlines into store)

Artemide LED wall sconce white down flood light

rustic white oak door pull with lazer etched logo

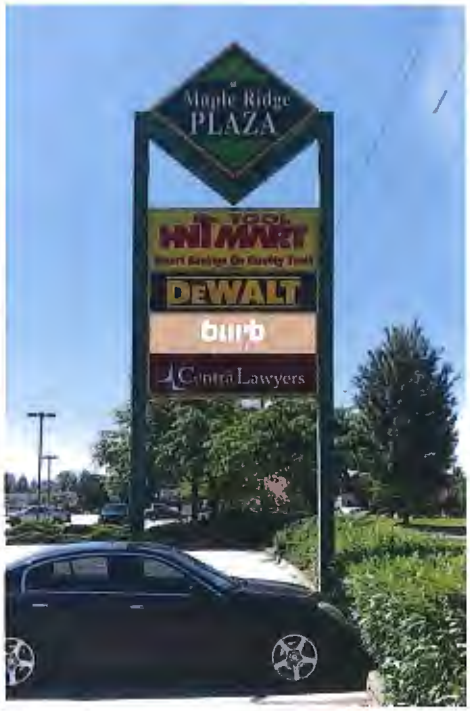
NORTH SIDE OF BUILDING

storefront signage - burb, 110-20110 Lougheed Hwy, Maple Ridge, BC

burb by

WEST SIDE OF BUILDING

PLAZA SIGNAGE



January 25, 2021

City of Maple Ridge
Bylaw and Licensing Services
11995 Haney Pl
Maple Ridge, BC V2X 6A9

Re: 110 – 20110 Lougheed Hwy – Change of Use to Cannabis Retail Rezoning Application

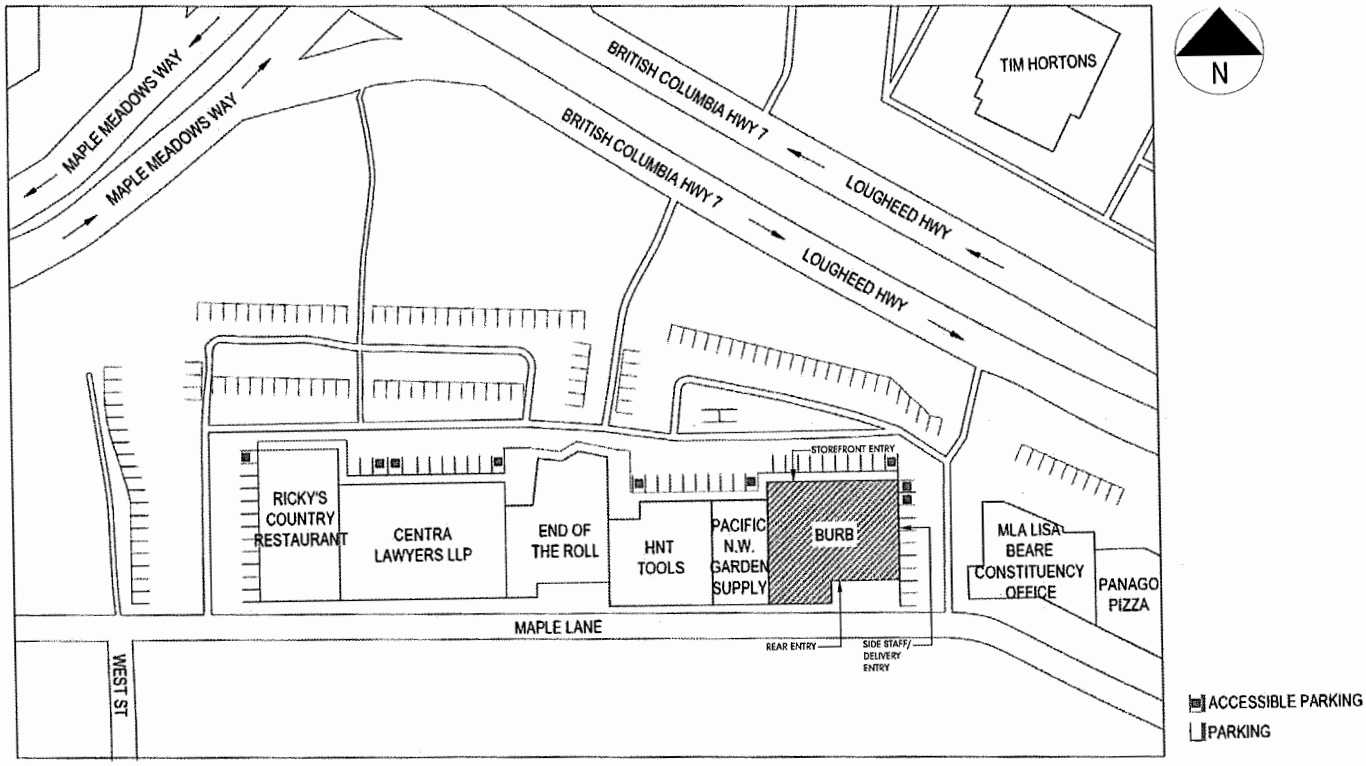
Information regarding availability of parking on the site and adjacent to the store:

We will utilize the parking on site. Per the attached site plan provided, there is an abundance of parking available which is a key attribute of our site.

Peak hours of the operation are after 3pm which is in line with traffic patterns running East on Lougheed Hwy. We provide an extremely convenient entrance and exit for the peak traffic as they head home from work East on Lougheed.

site plan - burb, 110-20110 Lougheed Hwy, Maple Ridge, BC

burb by



January 25, 2021

City of Maple Ridge
Bylaw and Licensing Services
11995 Haney Pl
Maple Ridge, BC V2X 6A9

Re: 110 – 20110 Lougheed Hwy – Change of Use to Cannabis Retail Rezoning Application

Community Benefit:

This is our $100,000 commitment: we'll be supporting the following community organizations with a combined total annual contribution of $10,000 for the next 10 years. We'll be checking in with each organization annually to see what their needs are and how we can help.

Senior Community Network (https://www.seniors-network.ca/)

Kid Sport (https://kidsportcanada.ca/british-columbia/maple-ridge-pitt-meadows/)

Maple Ridge Community Foundation (http://mrcf.ca/)

Friends in Need Foodbank (http://www.friendsneedfood.com/)

Beyond the above community support, we organize clean-up initiatives, donate annually to SHARE, donate to organizations who support major crisis initiatives across the globe and have built a reputation as a solid corporate citizens as proven by letters of reference from the Mayors in both Port Coquitlam and Port Moody (attached).

burb

January 25, 2021

City of Maple Ridge
Bylaw and Licensing Services
11995 Haney Pl
Maple Ridge, BC V2X 6A9

Re: 110 – 20110 Lougheed Hwy – Change of Use to Cannabis Retail Rezoning Application

Details of how to mitigate community impact:

Burb does not anticipate any negative impact to the community. We operate stores in Port Coquitlam and Port Moody and have proven to be a valued member of the community--demonstrated by letters of reference from the Mayors in both Port Coquitlam and Port Moody (attached).

We have engaged nearby residents and businesses to ensure we are able to answer any questions or concerns they may have.

Concerns we have addressed:

- Smell – all our product comes in sealed packaging which results in no smell. Further, we install a charcoal filtration system into each store which ensures no smell escapes.
- Loitering & Smoking – we install signage on the exterior and interior of our building to ensure customers are aware that they must follow the no smoking bylaw. Employees are also educated to kindly remind any customers of these bylaws. We have had no issues at our stores.
- Minors purchasing – We have strict ID policies to ensure all customers are over 19 years of age
- Increased crime – there is no data that shows an increased in crime due to licensed cannabis retail. In fact, the presence of licensed cannabis retail reduces the revenues to the illicit market.

We have discovered that the community and our nearby residents and businesses are very much supportive of having safe, tested product.

We look forward to proving our reputation of being a contributing member of the community—here in Maple Ridge.

burb

January 25, 2021

City of Maple Ridge
Bylaw and Licensing Services
11995 Haney Pl
Maple Ridge, BC V2X 6A9

Re: 110 – 20110 Lougheed Hwy – Change of Use to Cannabis Retail Rezoning Application

Information regarding staff training:

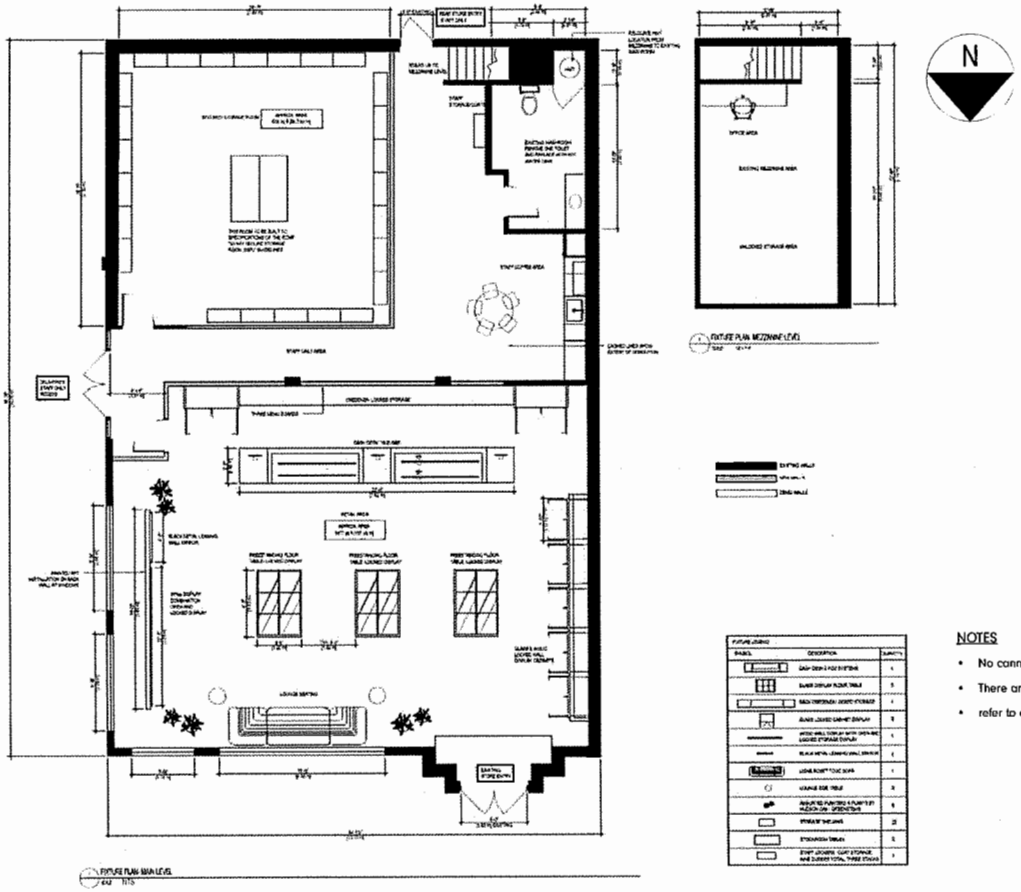
All retail staff go through a series of comprehensive training programs during their tenure at Burb. These range from role specific multi day curriculums that cover store operations , finance, HR, Community and cannabis regulations to modules focusing on topics ranging from financial literacy to cannabis and product knowledge programs.

Along with our own Burb programs, all retail employees complete the "selling it right" and "worker qualification" certifications. Additionally, we are also piloting a program to provide cannabis knowledge training via the canna reps cannabis sommelier course. This is a 20 hour cannabis knowledge course.

*Further detail on the specific training programs are available upon request

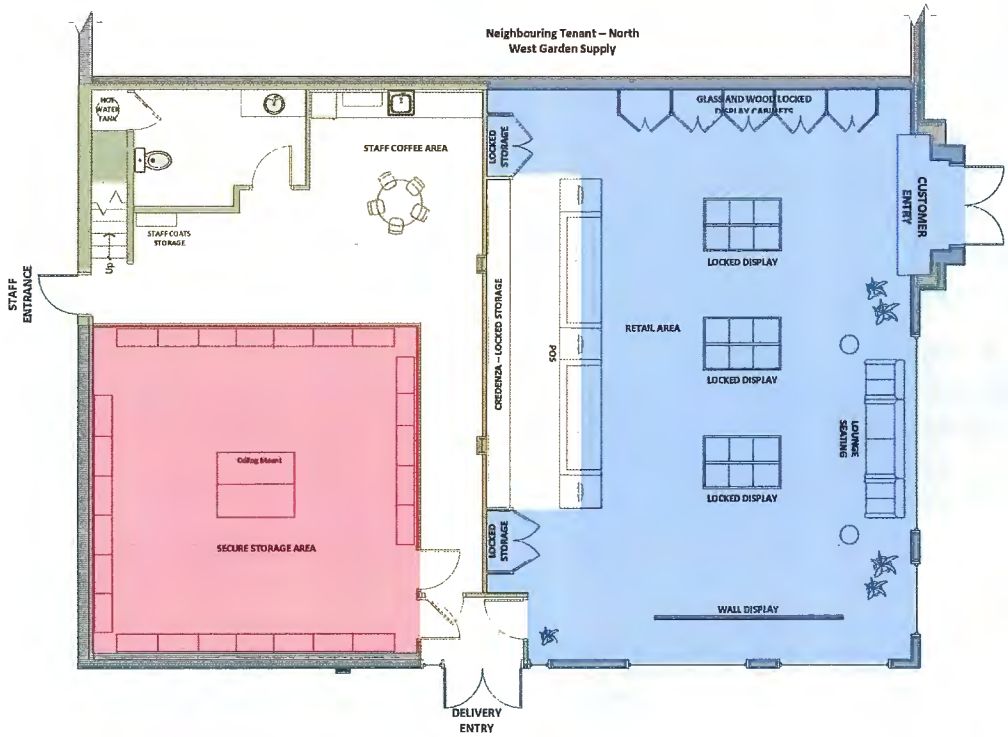
floor plan - burb, 110-20110 Lougheed Hwy, Maple Ridge, BC

burb by



NOTES

- No cannabis or cannabis accessories will be accessible to patrons
- There are no sales display cabinets at the sales counter
- refer to compete drawing package for scale drawings



UPPER MEZZANINE

LEGEND

- Public Access
- Staff only
- Clients Under Supervision
- Secured Storage Room
- Neighboring Tenants

July 16, 2020	rbl	ver. 1.0

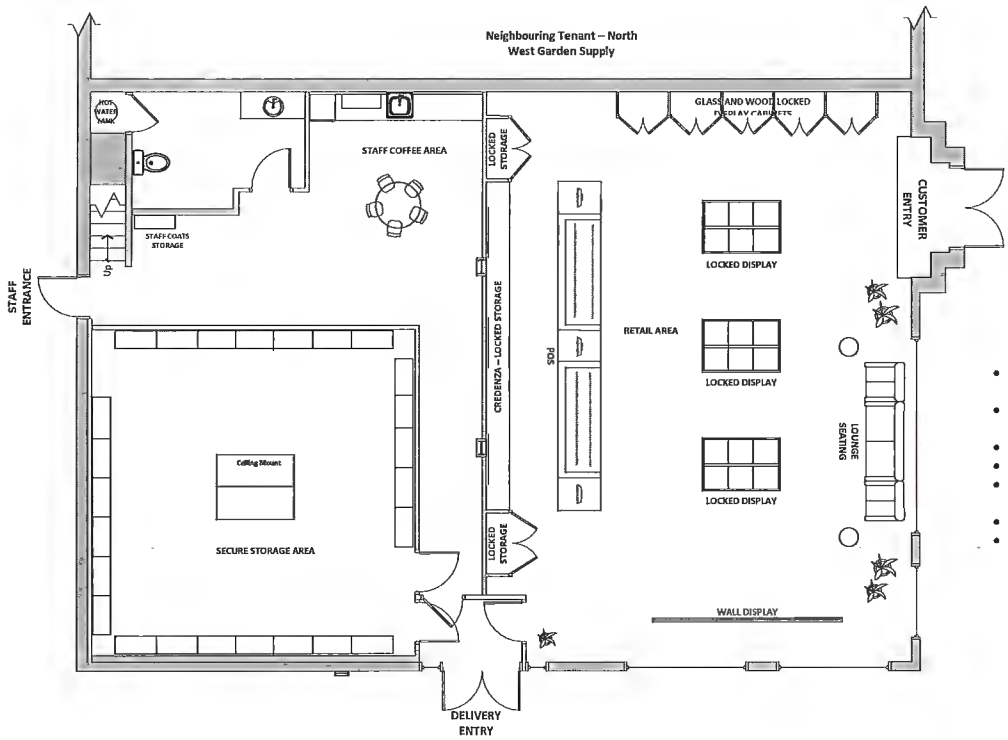
burb Cannabis

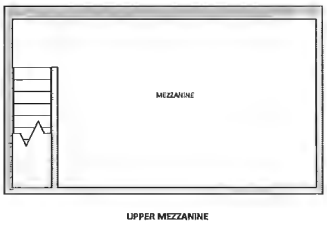
110-20110 Lougheed Hwy Maple Ridge, BC

Security Layers

rbl. rbl innovations

Drawings prepared by :Randy Lines, BSc. EE, Dipl.T Civil, CPP
ASIS CPP certification # 17053





Mechanical Notes:

- Front and Side windows and door glazing treated to Provincial Specifications.
- Front and Side windows and door to have 3M Security Film and caulking.
- Smell Jars all tethered to cases.
- Display cases locked unless opened temporarily by staff.
- Front, staff, side door, and secure storage room doors are fitted with high security keyways and separate bittings.
- Door closing hinge on doors to restricted spaces.
- Non removable pins and full length astragal on front and back doors.

CPTED Notes Interior

- Excellent natural surveillance clients will be in full view of staff.
- CCVE to support natural surveillance. Full retail area in camera field of view.
- View monitor to support safe staff egress after closing and safe deliveries.
- Territoriality is clearly established with interior design features areas and the storage area is in a locked room with restricted access.
- Public entrance signage to support territoriality and to comply with Provincial regulations.
- There are no opportunities for criminal refuge or criminal prospect in the store.
- Persons not allowed in the business will look out of place and feel out of place.

July 16, 2020	rbl	ver. 1.0

burb Cannabis

110-20110 Lougheed Hwy Maple Ridge, BC

Mechanical Security and Interior CPTED Notes

rbl innovations

Drawings prepared by :Randy Lines, BSc. EE, Dipl.T Civil, CPP
ASIS CPP certification # 17053

CPTED Notes Exterior

- Abundance of natural surveillance for public, delivery and staff entrances. Non-obstructed sightlines. Clear views from Lougheed Highway and neighboring businesses.
- There are minimal areas for criminal refuge. Staff entrance has a minimum of 13 metres of stand-off.
- Lighting from parking lot, street lighting and building sconce and motion detector lighting.
- Territoriality established by store perimeter and signage. Access control established. Delivery and Staff door locked at all times to public access.
- Access Control to front door established through signage and store SOP's

July 16, 2020	rbl	ver. 1.0

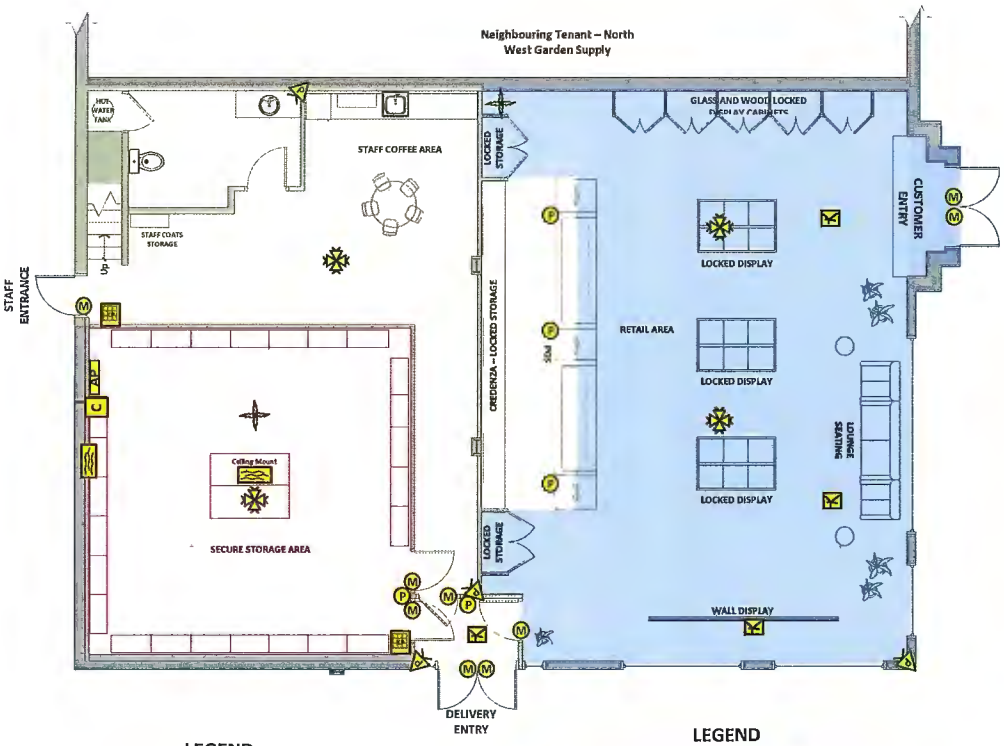
burb Cannabis

110-20110 Lougheed Hwy Maple Ridge, BC

Exterior CPTED Notes

rbl. rbl innovations

Dwgs prepared by :Randy Lines, BSc. EE, Dipl.T Civil, CPP
ASIS CPP certification # 17053



IDS Notes

- Monitoring by ULC monitoring station. Certificate to be displayed in Storage room
- All alarms to be immediately dispatched to licenced security guards. Property reference call list to follow.
- All security equipment UL approved.
- All security devices installed per manufactures recommendations and operated within specifications.
- Independent partitions for Retail and Secure Storage.
- Arm on inactivity programmed for Secure Storage partitions.
- Fail to open and Fail to close alarms programmed.
- Full volumetric PIR coverage
- Alarm control panel tamper on 24 hr zones.
- Cell Communi
- Glass Break detectors on 24 hr zones.
- 2 alarm communication paths (Cellular and IP/Land Line).
- All alarm points on individual home run zones.
- All alarm troubles reported to the central station.
- 4 hours Back-up power for IDS
- Chime active for all doors Door.

LEGEND

- Public Access
- Staff only
- Clients Under Supervision
- Secured Storage Room
- Neighboring Tenants

LEGEND

- Magnetic Contact
- PIR Motion Detector
- Glass Break
- Vibration Sensor
- LCD Keypad with Tamper
- Panic/Duress Switch
- Alarm Control Panel with Tamper
- Cellular Communicator
- 360 PIR Motion Detector
- Siren

July 16, 2020	rbl	ver. 1.0

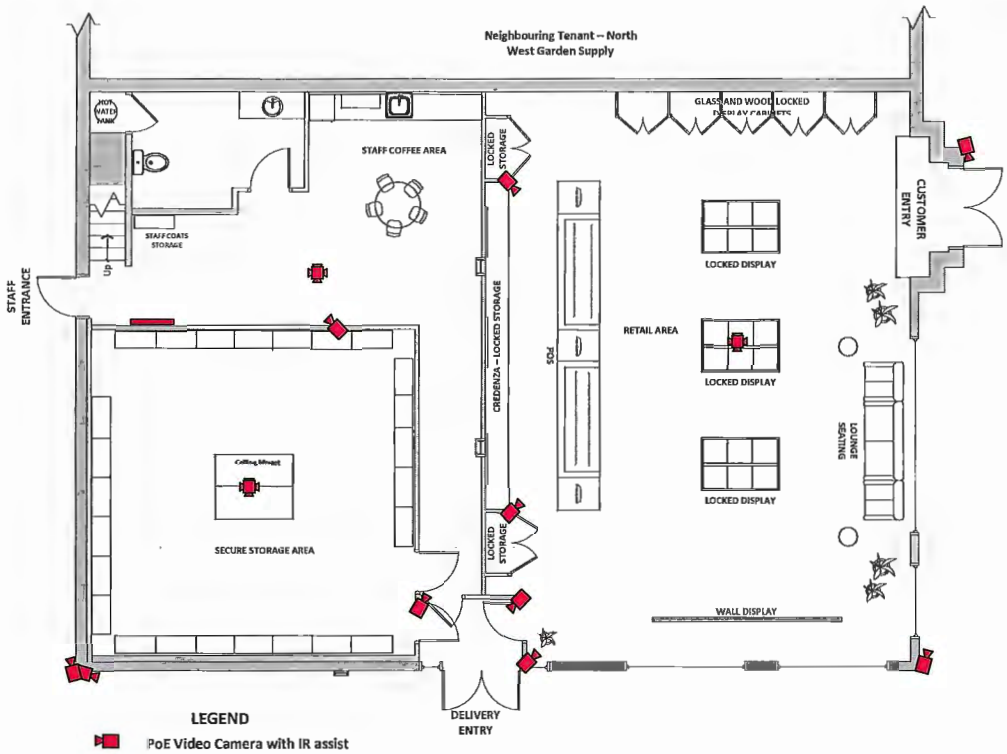
burb Cannabis

110-20110 Lougheed Hwy Maple Ridge, BC

Intrusion Detection System

rbl. rbl innovations

Drawings prepared by :Randy Lines, BSc. EE, Dipl.T Civil, CPP
ASIS CPP certification # 17053



LEGEND

- All cameras IP and PoE
- Pixel density coverage at Entry Doors, Secure Storage entrances and Point of Sale at min. 220 pixels per meter.
- Full-time recording at 15 fps.
- Storage minimum of 30 days.
- 20 minutes of UPS operation on loss of power.
- Cameras installed per manufacture's recommendations.
- Separate permissions for viewing, review download and admin.
- Trouble output from visual surveillance system on intrusion detection zone.
- Outdoor camera dome style rated IP68, IK10, -20C to 40C.
- Masking to minimize visual surveillance of public space.
- Indoor cameras to be dome style.

LEGEND

- PoE Video Camera with IR assist
- 360 Camera as specified
- View, Review and Download Station
- Video Management Server and Storage
- Viewing Monitor

July 16, 2020	rbl	ver. 1.0

burb Cannabis

110-20110 Lougheed Hwy Maple Ridge, BC

Visual Surveillance

rbl. rbl innovations

Drawings prepared by :Randy Lines, BSc. EE, Dipl.T Civil, CPP
ASIS CPP certification # 17053

February 25, 2021

City of Maple Ridge
Bylaw and Licensing Services
11995 Haney Pl
Maple Ridge, BC V2X 6A9

Re: 110 – 20110 Lougheed Hwy – Change of Use to Cannabis Retail Rezoning Application

Information regarding community engagement:

As part of the community engagement process, we as an organization value being involved with our locale and prioritize hitting the pavement . We took it upon ourselves to begin a conversation with every residence that received a public notification letter. From here we introduced ourselves to all available homes/businesses in our radius; spoke to why we think its important that the city of Maple Ridge hears your feedback; and if they were open to cannabis and content with our conversation, we would have each residence voluntarily sign a pre-drafted letter that highlights our conversation and shows no objection to Burb opening a new location.

The following pages show our findings from the time we spent engaging with Maple Ridge residents:

- a list of our supporters solely from Maple Ridge
- a map of all the residences that have no objection towards Burb; within 200m radius of notification letter sent out by city staff
- all letters signed by Maple Ridge supporters

burb

February 25, 2021

City of Maple Ridge
Bylaw and Licensing Services
11995 Haney Pl
Maple Ridge, BC V2X 6A9

Re: 110 – 20110 Lougheed Hwy – Change of Use to Cannabis Retail Rezoning Application

Information regarding community engagement:

Craig Scott	11940 West Street, Maple Ridge, V2X 4T1	R		yes
Darin Jorgenson	11916 Sentinel Street, Maple Ridge, V2X 9E1	R		yes
Don D	11934 Sentinel Street, Maple Ridge, V2X 9V2	R		yes
Greg Herman	12040 222nd Street, Maple Ridge, V2X 5W1	R		
Jamie Costa	20931 Cook Avenue, Maple Ridge, V2X 7P6	R	Ricky's Bar and Grill, GM	yes
Jamie Williams	20110 Lougheed Highway, Maple Ridge, V2X 2P7	B	Pacific Northwest Garden Supply, neighbour	yes
JC King	11665 Haney Bypass, Maple Ridge, V2X 8W9	R		
Joan Murphy	20145 Bruce Avenue, Maple Ridge, V2X 9E1	R		yes
Kerry Roberge	20110 Lougheed Highway, Maple Ridge, V2X 2P7	B	End Of The Roll, neighbour	yes
Kyle Kishore	408 - 11667 Haney Bypass, Maple Ridge, V2X 8W9	R		
Laurie Stanley	20149 120A Avenue, Maple Ridge, V2X 3M3	R		yes
Lili	20121 119A Avenue, Maple Ridge, V2X 9V3	R		yes
Majinder Dhillon	20130 Lougheed Highway, Maple Ridge, V2X 9V3	B	Property Manager adjacent to ours, Panago GM	yes
Mark Prenter	20127 120A Avenue, Maple Ridge, V2X 3M3	R		yes
Matheus Fredrich	20110 Lougheed Highway, Maple Ridge, V2X 2P7	B	Operations Manager, HNT Tools, neighbour	yes
Menna Osygus	44 - 22488 116th Avenue, Maple Ridge, V2X 0X6	R		
Mitch Gwynne	11923 Sentinel Street, Maple Ridge, V2X 9E1	R		yes
Richard Faryna	5 - 20214 Lougheed Highway, Maple Ridge, V2X 9V2	B	Minit-Tune and Brake Auto Centre, neighbour	yes
Ryan Mahoney	1 - 11872 Laity Street, Maple Ridge, V2X 5A6	R		
Samuel Valentine	13873 Docksteader Loop, Maple Ridge, V4R 0A2	R		
Shane Goutsis	21200 Douglas Avenue, Maple Ridge, V4R 2L7	R		
Shaun Osygus	44 - 22488 116th Avenue, Maple Ridge, V2X 0X6	R		
Stuart Freer	12370 Skillen Street, Maple Ridge, V4R 2N5	R		
Terry Hawley	20118 120A Avenue, Maple Ridge, V2X 3M3	R		yes
Toila de Pires	20085 119A Avenue, Maple Ridge, V2X 9V3	R		yes
Trevor Kins	20214 Lougheed Highway, Maple Ridge, V2X 9V2	B	Big O' Tires, Owner, neighbour	yes
Karla Rauk	11751 Graves Street, Maple Ridge, V2X 7R6	R		
Mayor Brad West	2580 Shaughnessy Street, Port Coquitlam, V3C	B	Mayor of Port Coquitlam	
Mayor Rob Vagramov	100 Newport Drive, port Moody, V3H 3E1	B	Mayor of Port Moody	
Flori Chaykowski	11777 224th Street, Maple Ridge, V2X 6A5	B	Chamber of Commerce: Maple Ridge and Pitt Meadows	
Paul Cabnioz	20127 Wanstead Street, Maple Ridge , V2X 0T2	R		
Gwen Birkenthal	20346 Wharf Street, Maple Ridge, V2X 1A3	R		
Willis Rudachyk	20137 Wanstead Street, Maple Ridge, V2X 0T2	R		
Shelley Schmidtt	20272 Whard Street, Maple Ridge, V2X 1A3	R		
Shawn Bernard	20376 Wharf Street, Maple Ridge, V2X 1A3	R		
Gina Matus	20340 Wharf Street, Maple Ridge, V2X 1A3	R		
Pamela Bryant	20294 Wharf Street, Maple Ridge, V2X 1A3	R		
David Bain	12240 Fletcher Street, Maple Ridge, V2X 6K9	R		
Brett Chessa	20354 Wharf Street, Maple Ridge, V2X 1A3	R		

February 25, 2021

City of Maple Ridge
Bylaw and Licensing Services
11995 Haney Pl
Maple Ridge, BC V2X 6A9

Re: 110 – 20110 Lougheed Hwy – Change of Use to Cannabis Retail Rezoning Application

Information regarding community engagement:

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

As a fellow Maple Ridge resident, I am writing this letter of support for Burb. I was recently approached by Burb where they've explained to me the status of their application and that they could potentially become a Maple Ridge resident. I am in support of Burb's plan on opening a new store: they are passionate about coming to our city, they positioned themselves as a responsible retailer, and most importantly a group of sympathetic and patient people who will take the time to help shed the negative stigma circulating cannabis.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Freedom of Information and Protection of Privacy Act Section 21 (1)

Signature:

Name:

Address and Contact Info:

Chamber of Commerce
Maple Ridge Pitt Meadows

Burb
#3120 1502 Broadway St
Port Coquitlam, BC
V3C 0G1

Dear Steve,

RE: Maple Ridge Pitt Meadows Chamber of Commerce Membership

On behalf of the Board of Directors and Staff at the Chamber of Commerce serving Maple Ridge and Pitt Meadows, I'd like to extend a warm, personal welcome and thank you for your membership.

The Chamber is recognized as the "Voice of Business" for Maple Ridge and Pitt Meadows; and as a member, you have access to our vast network of individuals, businesses and resources. Our goal is to support you and your business, whether that's connecting you to others in your field, helping you find the right insurance plan for your team, or lobbying for business issues on your behalf. Our members include our community's biggest employers, small and medium size businesses as well as home-based entrepreneurs, non-profits and more.

Please visit our website **www.ridgemeadowschamber.com**, to see upcoming events and to access all of your member benefits. Remember to login to the member profile to ensure your database information is correct and up to date. Add your SEO words to your profile to increase your visibility in search engines. We recommend you visit the Chamber's Business Directory when you are looking for a service or product and always check to see if it can be found locally. Support your fellow Chamber members first!

As a member you can save money with these great Chamber Benefit Programs including preferred merchant service rates and gas card discounts. We also encourage you to participate in our "Member to Member" deals! Deals given only to members by businesses in the community! The Chamber of Commerce Group Insurance Plan offers comprehensive group health and dental coverage. For more information on this benefit please contact Avanti Planning at 604-463-8151.

Included in your New Member package is your Membership certificate, window/car decal and a $15 voucher for an upcoming event of your choice! Also included is your membership card. Please keep this with you to get the "Member to Member" deals!

If you have any questions, please contact our office at 604-457-4599 or info@ridgemeadowschamber.com.

We look forward to your member participation throughout the year. Your membership counts!

Best regards,

Flori Chaykowski
Executive Director

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

Today I was approached by one of Burb's team members; and from my conversation with them, they have mentioned that during their application process they are planning on bringing awareness to the community about their business and how they would like to be positive members of our city.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Freedom of Information and Protection of Privacy Act Section 21 (1)

Signature:

Name:

Address and Contact info:

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

Today I was approached by one of Burb's team members; and from my conversation with them, they have mentioned that during their application process they are planning on bringing awareness to the community about their business and how they would like to be positive members of our city.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Signature

Freedom of Information and Protection of Privacy Act Section 21 (1)

Name:

Address and Contact info:

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

As a fellow Maple Ridge resident, I am writing this letter of support for Burb. I was recently approached by Burb where they've explained to me the status of their application and that they could potentially become a Maple Ridge resident. I am in support of Burb's plan on opening a new store: they are passionate about coming to our city, they positioned themselves as a responsible retailer, and most importantly a group of sympathetic and patient people who will take the time to help shed the negative stigma circulating cannabis.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely.

Freedom of Information and
Protection of Privacy Act
Section 21 (1)

Signatur

Name:

Address and Contact info

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

Today I was approached by one of Burb's team members; and from my conversation with them, they have mentioned that during their application process they are planning on bringing awareness to the community about their business and how they would like to be positive members of our city.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Freedom of Information and Protection of Privacy Act Section 21 (1)

Address and Contact Info:

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

As a fellow Maple Ridge resident, I am writing this letter of support for Burb. I was recently approached by Burb where they've explained to me the status of their application and that they could potentially become a Maple Ridge resident. I am in support of Burb's plan on opening a new store: they are passionate about coming to our city, they positioned themselves as a responsible retailer, and most importantly a group of sympathetic and patient people who will take the time to help shed the negative stigma circulating cannabis.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Freedom of Information and Protection of Privacy Act
Section 21 (1)

Signature:

Name:

Address and Contact info:

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

Today I was approached by one of Burb's team members; and from my conversation with them, they have mentioned that during their application process they are planning on bringing awareness to the community about their business and how they would like to be positive members of our city.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely

Signature:

Freedom of Information and Protection of Privacy Act Section 21 (1)

Name

Address and Contact Info:

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

As a fellow Maple Ridge resident, I am writing this letter of support for Burb. I was recently approached by Burb where they've explained to me the status of their application and that they could potentially become a Maple Ridge resident. I am in support of Burb's plan on opening a new store: they are passionate about coming to our city, they positioned themselves as a responsible retailer, and most importantly a group of sympathetic and patient people who will take the time to help shed the negative stigma circulating cannabis.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Signature:

Freedom of Information and Protection of Privacy Act Section 21 (1)

Name:

Address and Contact info:

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

Today I was approached by one of Burb's team members; and from my conversation with them, they have mentioned that during their application process they are planning on bringing awareness to the community about their business and how they would like to be positive members of our city.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Signature

Freedom of Information and Protection of Privacy Act
Section 21 (1)

Name:

Address and Contact info:

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

Today I was approached by one of Burb's team members; and from my conversation with them, they have mentioned that during their application process they are planning on bringing awareness to the community about their business and how they would like to be positive members of our city.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Signature

Freedom of Information and Protection of Privacy Act
Section 21 (1)

Name

Contact info:

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

Today I was approached by one of Burb's team members; and from my conversation with them, they have mentioned that during their application process they are planning on bringing awareness to the community about their business and how they would like to be positive members of our city.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Freedom of Information and Protection of Privacy Act
Section 21 (1)

Signature:

Name:

Address and Contact info:

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

Today I was approached by one of Burb's team members; and from my conversation with them, they have mentioned that during their application process they are planning on bringing awareness to the community about their business and how they would like to be positive members of our city.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Signatu

Freedom of Information and Protection of Privacy Act
Section 21 (1)

Name:

Address and Contact info:

Date: February 24 2021

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

Today I was approached by one of Burb's team members; and from my conversation with them, they have mentioned that during their application process they are planning on bringing awareness to the community about their business and how they would like to be positive members of our city.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Freedom of Information and Protection of Privacy Act Section 21 (1)

Signature:

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

Today I was approached by one of Burb's team members; and from my conversation with them, they have mentioned that during their application process they are planning on bringing awareness to the community about their business and how they would like to be positive members of our city.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Freedom of Information and Protection of Privacy Act Section 21 (1)

Signature:

Name:

Contact Info:

Date: Feb 23/21

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

Today I was approached by one of Burb's team members; and from my conversation with them, they have mentioned that during their application process they are planning on bringing awareness to the community about their business and how they would like to be positive members of our city.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Freedom of Information and Protection of Privacy Act
Section 21 (1)

Signature

Name:

Address and Contact info:

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

Today I was approached by one of Burb's team members; and from my conversation with them, they have mentioned that during their application process they are planning on bringing awareness to the community about their business and how they would like to be positive members of our city.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Freedom of Information and Protection of Privacy Act
Section 21 (1)

Signatu

Name:

Address and Contact Info:

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

Today I was approached by one of Burb's team members; and from my conversation with them, they have mentioned that during their application process they are planning on bringing awareness to the community about their business and how they would like to be positive members of our city.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely.

Freedom of Information and Protection of Privacy Act
Section 21 (1)

Signature

Nam

Address and Contact Info:

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

Today I was approached by one of Burb's team members; and from my conversation with them, they have mentioned that during their application process they are planning on bringing awareness to the community about their business and how they would like to be positive members of our city.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Signature

Freedom of Information and Protection of Privacy Act Section 21 (1)

Name:

Address:

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

Today I was approached by one of Burb's team members; and from my conversation with them, they have mentioned that during their application process they are planning on bringing awareness to the community about their business and how they would like to be positive members of our city.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Signature

Freedom of Information and Protection of Privacy Act
Section 21 (1)

Name:

Address and Contact info:

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

Today I was approached by one of Burb's team members; and from my conversation with them, they have mentioned that during their application process they are planning on bringing awareness to the community about their business and how they would like to be positive members of our city.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Freedom of Information and Protection of Privacy Act
Section 21 (1)

Signature

Name

Contact info:

CITY OF PORT COQUITLAM

Office of Mayor Brad West

November 4, 2019

To Whom It May Concern:

I'm pleased to provide this letter of reference for Burb.

After extensive public consultation, the City of Port Coquitlam adopted a policy and amended bylaws to regulate cannabis sales in the city. This Cannabis Establishment Policy required prospective cannabis retail outlets to meet criteria that reflected the concerns and priorities of the city.

In April of 2019, Committee of Council considered an initial assessment of 18 cannabis retail outlet applications and selected 4 applications to proceed to rezoning consideration. Of those 4 applications, 2 were government stores and 2 were private retail outlets operated by Burb.

Burb now has 2 stores operating in the City of Port Coquitlam at 2755 Lougheed Hwy and 1502 Broadway St.

Burb is already contributing significantly to our community and is setting an example of business leadership, citizenship and responsibility that is very much appreciated. It is very encouraging to see their team commit significant energy, volunteer hours and resources to the betterment of the city.

Burb committed to operating the most responsible, community-supportive and environmentally-sustainable cannabis retail outlet in Canada, and they have lived up this commitment and then some. As a business in a new and changing field this is a particularly important aspect of building and maintaining community and public support.

Far from having any public concerns about Burb, since their opening the city has received positive comments about the attractiveness of Burb's stores, the professionalism of their team and the efforts they're making to give back to the community.

I congratulate Burb on their outstanding leadership and success.

Sincerely,

Mayor Brad West,
City of Port Coquitlam

2580 Shaughnessy Street, Port Coquitlam, BC, Canada, V3C 2A8
Tel: 604-927-5410 Fax: 604-927-5331
www.portcoquitlam.ca

CITY OF PORT MOODY

OFFICE OF THE MAYOR

September 18, 2020

To whom it may concern,

As Mayor for the City of Port Moody, I am writing with regards to Burb and their operations to date in the City of Port Moody.

The City of Port Moody started the consultation process for cannabis retail sales with our residents in 2018. In 2019, the City of Port Moody considered the feedback that was received from the 2018 consultation, and developed a policy to allow up to five cannabis retail use locations, with stipulations on location, and a list of procedures that the applicant must adhere to. In December 2019, with the new Cannabis Retail Sales Policy, Council considered for the first time, four cannabis applications. City Council carefully reviewed the applications and from the four applications, two were approved, one being Burb.

Burb came to Council with an extensive package and overview of their business. Their professionalism made it apparent that this company was a well-established, reputable company. They heard the concerns of the community and addressed each one of them to the best of their abilities. Burb provided extensive public consultation so that people could better understand their business and also see firsthand what it would look like in their neighbourhood. They had a detailed design of what the store would like, and also had the knowledge of the cannabis industry. They were eager to talk to members of the public and share their knowledge to answer any questions and provide information on Cannabis to not only our residents, but to City Council as well.

Burb opened in Port Moody on July 3, 2020 and I am very pleased, and relieved, to say that neither the Mayor's Office, nor City Council via Public Input, have heard any negative comments or impact to the neighbourhood since its retail operation started.

I hope future rollouts of any new industries will happen as smoothly, and as professional in manner, as Burb's.

Thank you for your time.

Mayor Rob Vagramov
City of Port Moody

100 Newport Drive, Port Moody, B.C. V3H 3E1 Telephone: 604.469.4515 Fax: 604.469.4664

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

Today I was approached by one of Burb's team members; and from my conversation with them, they have mentioned that during their application process they are planning on bringing awareness to the community about their business and how they would like to be positive members of our city.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Signature:

Freedom of Information and Protection of Privacy Act
Section 21 (1)

Name:

Address and Contact info

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

Today I was approached by one of Burb's team members; and from my conversation with them, they have mentioned that during their application process they are planning on bringing awareness to the community about their business and how they would like to be positive members of our city.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Freedom of Information and Protection of Privacy Act
Section 21 (1)

Signature

Name:

Address and Contact Info:

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

As a fellow Maple Ridge resident, I am writing this letter of support for Burb. I was recently approached by Burb where they've explained to me the status of their application and that they could potentially become a Maple Ridge resident. I am in support of Burb's plan on opening a new store: they are passionate about coming to our city, they positioned themselves as a responsible retailer, and most importantly a group of sympathetic and patient people who will take the time to help shed the negative stigma circulating cannabis.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Signature:

Freedom of Information and Protection of Privacy Act
Section 21 (1)

Name:

Address and Contact info:

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

As a fellow Maple Ridge resident, I am writing this letter of support for Burb. I was recently approached by Burb where they've explained to me the status of their application and that they could potentially become a Maple Ridge resident. I am in support of Burb's plan on opening a new store: they are passionate about coming to our city, they positioned themselves as a responsible retailer, and most importantly a group of sympathetic and patient people who will take the time to help shed the negative stigma circulating cannabis.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Signature:

Freedom of Information and Protection of Privacy Act Section 21 (1)

Name:

Address and Contact Info:

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

Today I was approached by one of Burb's team members; and from my conversation with them, they have mentioned that during their application process they are planning on bringing awareness to the community about their business and how they would like to be positive members of our city.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Freedom of Information and Protection of Privacy Act
Section 21 (1)

Signatur

Name:

Address and Contact info:

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

Today I was approached by one of Burb's team members; and from my conversation with them, they have mentioned that during their application process they are planning on bringing awareness to the community about their business and how they would like to be positive members of our city.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Freedom of Information and Protection of Privacy Act Section 21 (1)

Signature:

Name:

Contact ir

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

Today I was approached by one of Burb's team members; and from my conversation with them, they have mentioned that during their application process they are planning on bringing awareness to the community about their business and how they would like to be positive members of our city.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Freedom of Information and Protection of Privacy Act
Section 21 (1)

Signature

Name

Contact Info:

February 21, 2021

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To Whom It May Concern,

As a resident of Maple Ridge at 21200 Douglas Ave, I am writing this letter of support for Burb. As a long time friend of Steve Dowsley's, I know he will ensure that the store is operated in a first class way.

I am in support of Burb's plan on opening a new store: they are passionate about coming to our city, they positioned themselves as a responsible retailer, and most importantly a group of sympathetic and patient people who will take the time to help shed the negative stigma circulating cannabis.

I find it important that we trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am in full support of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Freedom of Information and Protection of Privacy Act
Section 21 (1)

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

Today I was approached by one of Burb's team members; and from my conversation with them, they have mentioned that during their application process they are planning on bringing awareness to the community about their business and how they would like to be positive members of our city.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Freedom of Information and Protection of Privacy Act
Section 21 (1)

Signature:

Name:

Address and Contact Info:

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

As a fellow Maple Ridge resident, I am writing this letter of support for Burb. I was recently approached by Burb where they've explained to me the status of their application and that they could potentially become a Maple Ridge resident. I am in support of Burb's plan on opening a new store: they are passionate about coming to our city, they positioned themselves as a responsible retailer, and most importantly a group of sympathetic and patient people who will take the time to help shed the negative stigma circulating cannabis.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Signature

Freedom of Information and Protection of Privacy Act Section 21 (1)

Name:

Address and Contact info:

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

As a fellow Maple Ridge resident, I am writing this letter of support for Burb. I was recently approached by Burb where they've explained to me the status of their application and that they could potentially become a Maple Ridge resident. I am in support of Burb's plan on opening a new store: they are passionate about coming to our city, they positioned themselves as a responsible retailer, and most importantly a group of sympathetic and patient people who will take the time to help shed the negative stigma circulating cannabis.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Freedom of Information and Protection of Privacy Act Section 21 (1)

Signature

Name:

Address and Contact info:

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

Today I was approached by one of Burb's team members; and from my conversation with them, they have mentioned that during their application process they are planning on bringing awareness to the community about their business and how they would like to be positive members of our city.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely.

Freedom of Information and Protection of Privacy Act
Section 21 (1)

Signatur

Name:

Address and Contact info:

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

Today I was approached by one of Burb's team members; and from my conversation with them, they have mentioned that during their application process they are planning on bringing awareness to the community about their business and how they would like to be positive members of our city.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Signature:

Name:

Freedom of Information and Protection of Privacy Act
Section 21 (1)

Address and Contact Info:

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

Today I was approached by one of Burb's team members; and from my conversation with them, they have mentioned that during their application process they are planning on bringing awareness to the community about their business and how they would like to be positive members of our city.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Signature:

Freedom of Information and Protection of Privacy Act Section 21 (1)

Name

Address and Contact Info:

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

Today I was approached by one of Burb's team members; and from my conversation with them, they have mentioned that during their application process they are planning on bringing awareness to the community about their business and how they would like to be positive members of our city.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Freedom of Information and Protection of Privacy Act Section 21 (1)

Signature:

Name:

Contact info:

Date: February 24 2021

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

Today I was approached by one of Burb's team members; and from my conversation with them, they have mentioned that during their application process they are planning on bringing awareness to the community about their business and how they would like to be positive members of our city.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Signature:

Freedom of Information and Protection of Privacy Act
Section 21 (1)

Name:

Address and Contact info:

Date:

To: City of Maple Ridge, Planning Department
Re: Burb Cannabis Application; #110 – 20110 Lougheed Hwy.

To whom it may concern,

As a fellow Maple Ridge resident, I am writing this letter of support for Burb. I was recently approached by Burb where they've explained to me the status of their application and that they could potentially become a Maple Ridge resident. I am in support of Burb's plan on opening a new store: they are passionate about coming to our city, they positioned themselves as a responsible retailer, and most importantly a group of sympathetic and patient people who will take the time to help shed the negative stigma circulating cannabis.

Burb has expressed to me that all their brand information can be found online, and their rezoning application will soon be discussed within city council meetings.

I find it important that we only trust responsible retailers like Burb considering they have established themselves in similar communities; two locations in Port Coquitlam and one in Port Moody.

I am not in objection of Burb wanting to join our community and look forward to their positive impact on the neighbourhood.

Sincerely,

Freedom of Information and Protection of Privacy Act
Section 21 (1)

Signature

Name:

Address and Contact info:

burb

Brand Deck

Confidential and not for re-distribution. Copyright 2020 © Burb

About

Burb is a cannabis retail and lifestyle brand bringing BC Bud culture to the world through its network of stores, cut/sew apparel and a weekly podcast hosted by David Hershkovits (co-founder of papermag.com). We honour the legacy and design the future of cannabis culture.

Stores

Burb is a privately held, multi-licensed cannabis retail company with stores in Vancouver's lower mainland.

1502 Broadway Street

(Port Coquitlam)

License #450139

A 3,700 sq. ft. avant-garde cannabis retail store and brand showcase for Burb located along the Mary Hill Bypass, a major artery connecting the suburbs to Vancouver.

2755 Lougheed Highway

(Port Coquitlam)

License #450140

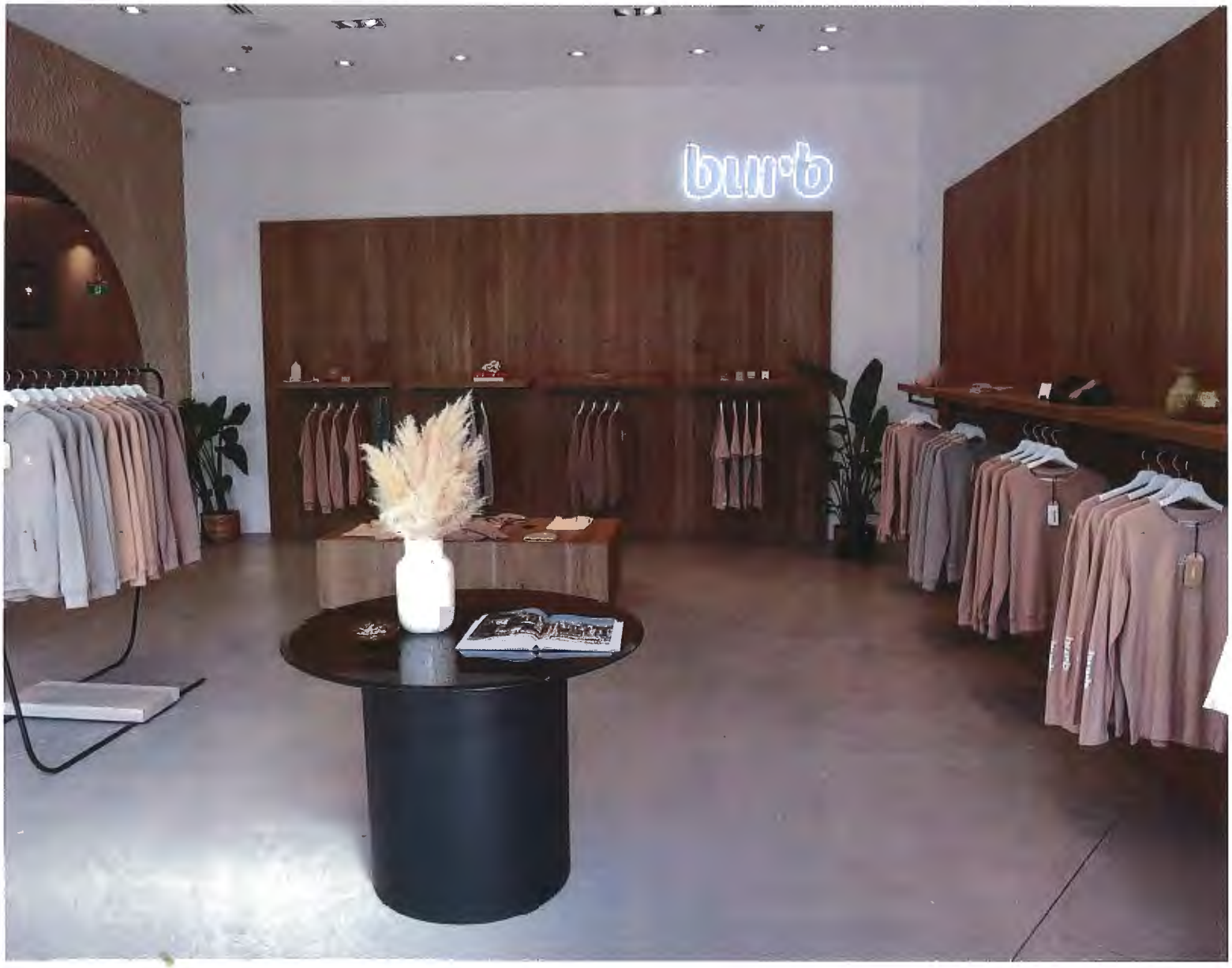
A 900 sq. ft. store located on the border of Coquitlam in a densely populated area near skytrain and malls. This location is a work-horse for Burb, providing convenient access while staying true to Burb's design aesthetic.

1-101 Morrissey Road

(Port Moody)

License #450304

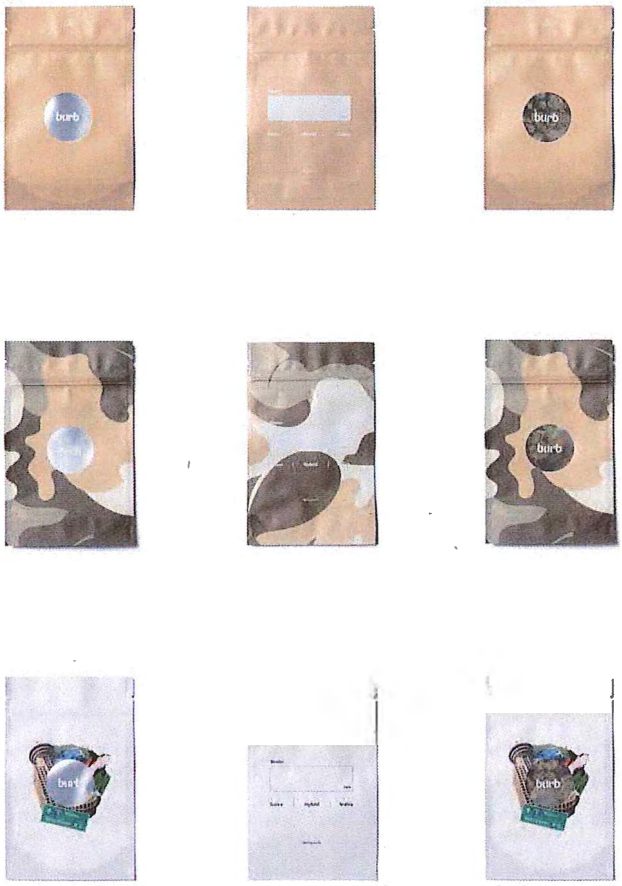
Burb beat out the government-run BC Cannabis Store for a coveted location in Suter Brooke Village, a prominent urban community in the heart of Port Moody and located beside skytrain routes.


bur·b

White Label

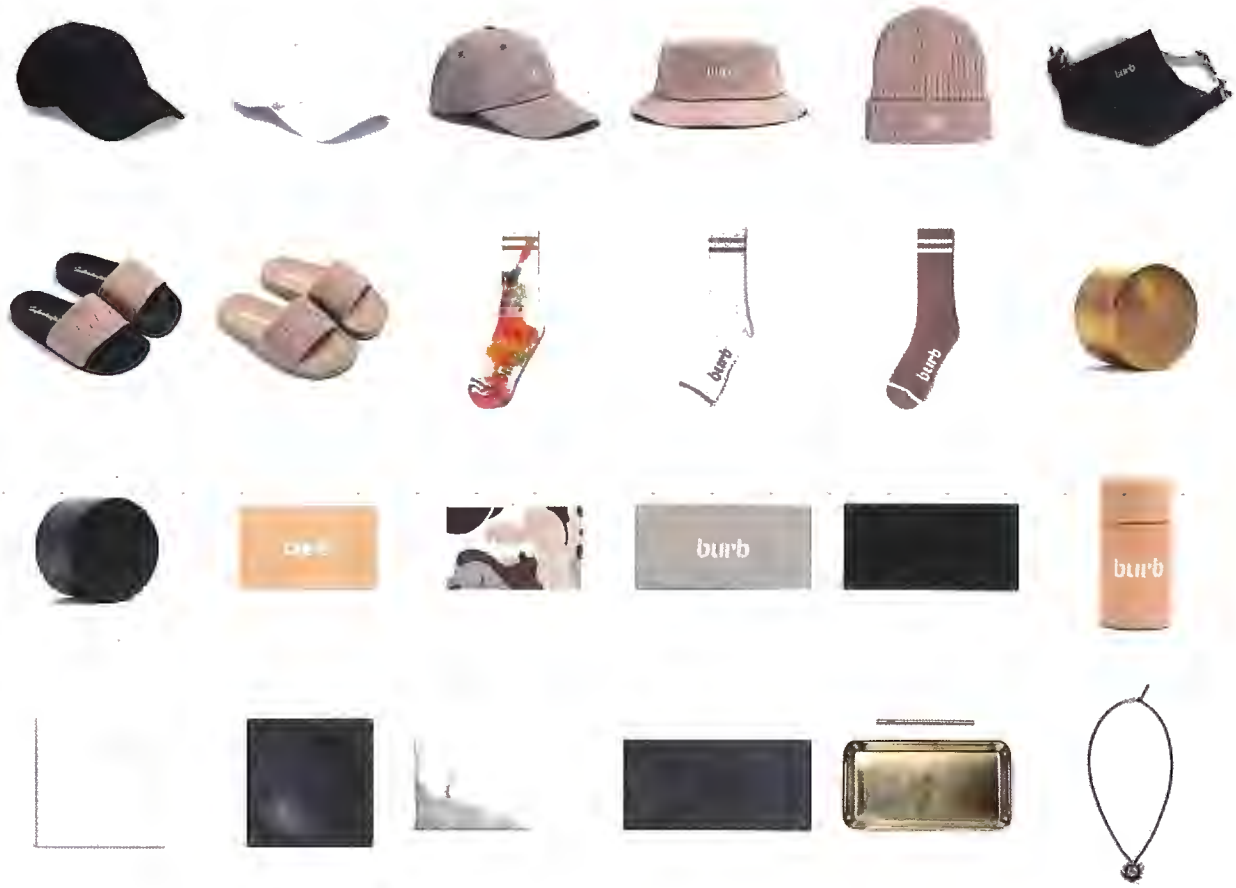
Burb is partnering with licensed producers to bring Burb-branded flower products to the market in 2021.

Burb is rooted in BC's cannabis community, with special access to some of the rarest and finest genetics on the planet. The company has been working with several licensed producers to bring these to market and plans to roll out Burb-branded flower products in Spring/Summer 21.



Lifestyle

Burb is a first mover in premium cannabis apparel. The brand offers cut/sew streetwear staples designed and manufactured in Vancouver. In addition, the brand offers a full line of accessories to please the cannabis enthusiast.


burb
burb
burb
burb
burb
burb

burb

burb

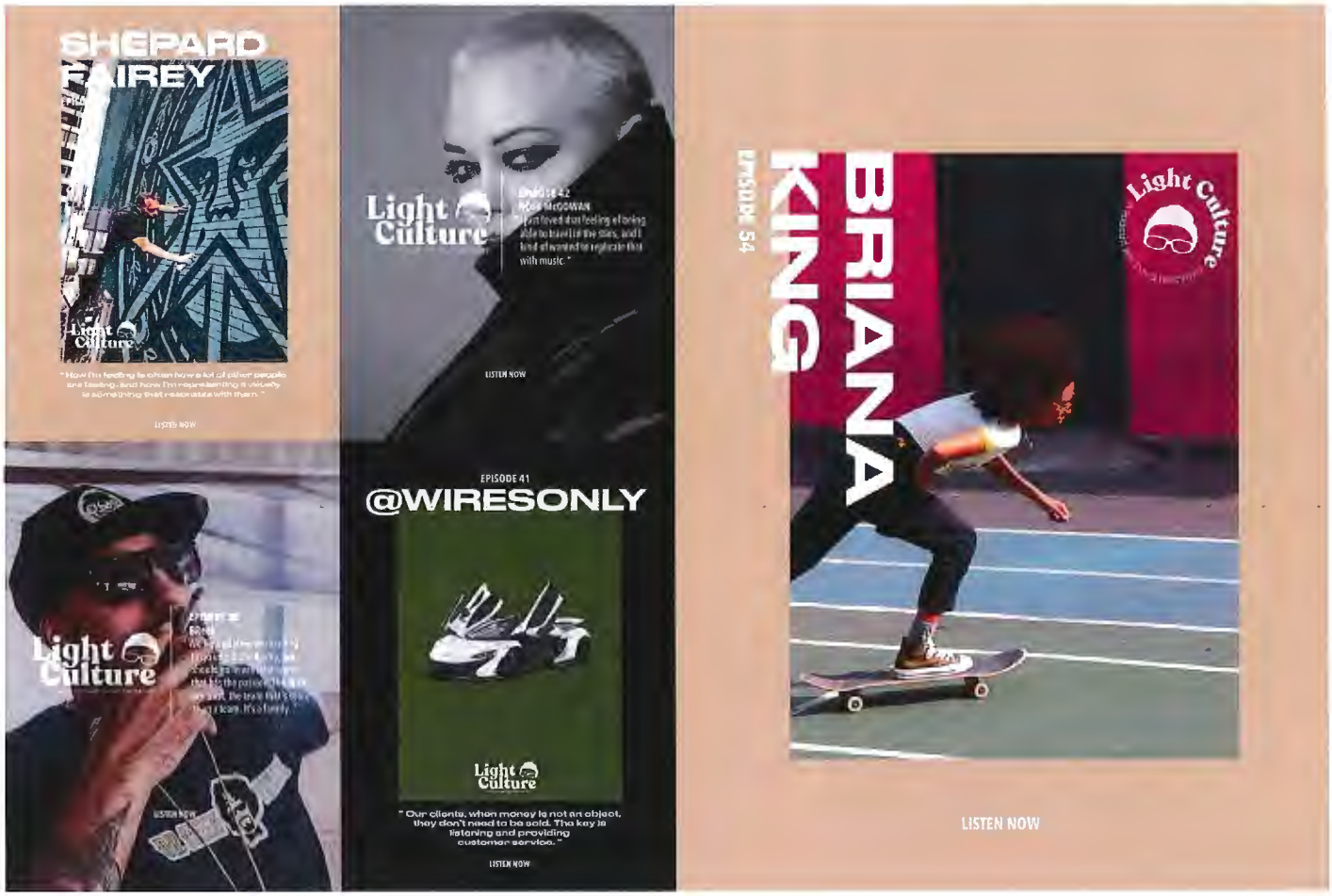
bum
bum
bum
bum
bum
bum
bum
bum

Podcast

Light Culture, takes listeners on a journey with David Hershkovits (founder of PAPER Magazine) as he interviews some of the key creatives and social disruptors of our era. They try to answer the questions: "how is culture changing and why?"

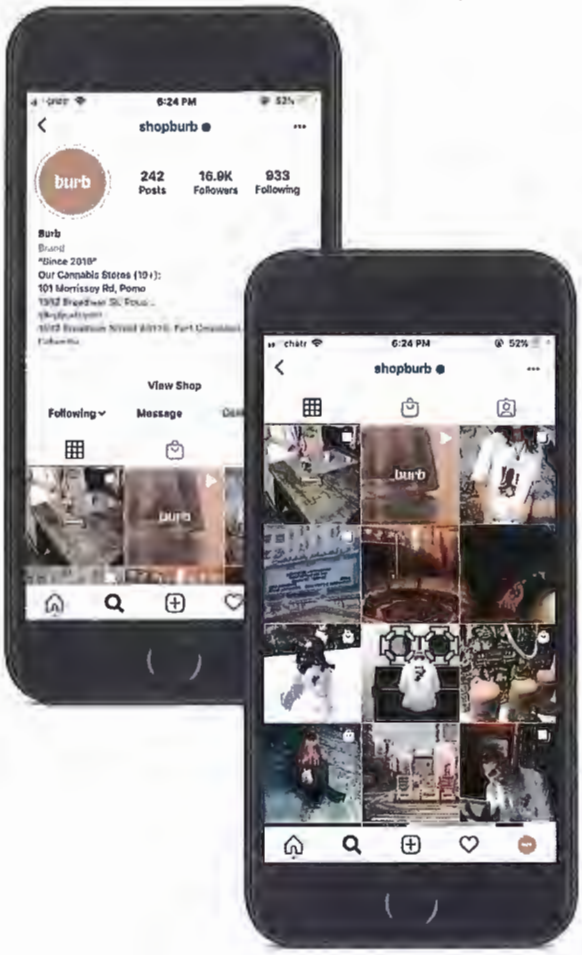
David Hershkovits has been on the frontlines of the culture wars since 1984 as a founder, editor, and writer at Paper Magazine. As a journalist, he has followed the rise of hip hop, indie film, the crossover of fashion and streetwear, and the new cannabis culture for a range of publications including Vanity Fair, GQ, New York Daily News and the Village Voice.

STEVEN SMITH
EPISODE 56
LISTEN NOW
Light Culture
LISTEN NOW
RICKY
Light Culture
" Method Man was cool. We didn't smoke but I sold him some weed. He bought two bags from me during the interview and Steve Bluet kept it in the story."
LISTEN NOW
ANGELO BAQUE
EPISODE 44
Light Culture
LISTEN NOW
BOO JOHNSON
EPISODE 52
Light Culture
LISTEN NOW


SHEPARD FAIREY
Light Culture
LISTEN NOW
Light Culture
LISTEN NOW
EPISODE 41
@WIRESONLY
Light Culture
" Our clients, when money is not an object, they don't need to be sold. The key is listening and providing customer service. "
LISTEN NOW
BRIANA KING
EPISODE 54
Light Culture
LISTEN NOW

Social

Burb is steadily gaining loyal followers through its verified IG account @shopburb, including global influencers in the worlds of fashion, film, music, design, skate, art, food and culture.



shopburb

16.9K
Instagram Followers

4,261
Media Mentions

5.75 million
Brand Impressions

Press

Burb and its subsidiary Light Culture has received love from the press. The brand has been called the "Yeezy of Cannabis" by Civilized, "a luxury Canadian cannabis brand to know about" by Forbes, "one of the coolest cannabis lifestyle brands in Canada right now" by Style Democracy, "Metro-Vancouver's chicest cannabis store" by Vancouver Magazine, "an innovative weed company in Canada" by The Bluntness and one that has "the potential to play in the pot space for the foreseeable future" by BC Business, amongst many others.

billboard

"Light Culture Podcast Highlights Fashion of Hip Hop With April Walker and Fab Five Freddy."

Read

COMPLEX

"Light Culture Podcast Hosts Live Virtual Event About Hip-Hop's Place in Fashion."

Read

BEATROUTE

"Laze and Level Out in Canada's Best Sesh Suits"

Read

SOURCE

"Burb x Tantalus Labs Collab to Launch New Limited Edition Streetwear Clothing Collection"

Read

FASHION

"20 Gifts For the Cannabis-Curious Folks In Your Life"

Read

PROHBTD

"Burb CEO John Kaye on Creating a Crossover Cannabis Brand"

Read

Forbes

"8 Luxury Canadian Cannabis Brands To Know About As Legalization Arrives"

Read

LA WEEKLY

"Burb Bridges Canadian and L.A. Cannabis Culture"

Read

SURFACE

"Yoga, Tea, and Fine Design, Today's Cannabis Shops Offer More Than Bongs and Buds"

Read

Civilized.

"Meet Burb, the Yeezy of Cannabis"

Read

NARCITY

"New Luxury Cannabis Store Will Be First Ever To Open In Port Coquitlam This Month"

Read

HYPEBAE

"7 Society and Culture Podcasts to Add to Your Queue"

Read

burb
burb
burb

APPENDIX III

Jaci Diachuk

From:
Sent: Friday, January 29, 2021 6:23 PM
To: Jaci Diachuk
Subject: Proposed Cannabis store

EXTERNAL EMAIL: Don't click on links or open attachments you don't trust.
COURRIEL EXTERNE: Ne cliquez pas sur les liens et n'ouvrez pas les pièces jointes suspects.

Dear Jaci Diachuck,
We are my husband has major health problems. We are adamantly against this store. We live intended location. This store is intending to be open all hours. The traffic and noise till 11pm is unacceptable!!
We have lived in this house for 33 years and paid all our taxes. There are many houses behind the Mall l that will be affected. We already have the Lougheed Hwy traffic sounds, garbage trucks, drivers testing their repaired cars down the lane. The hours noted are horrendous! Our bedroom
door. My husband's health would deteriorate immensely.
Don't allow this!

Freedom of Information and Protection of Privacy Act Section 21 (1)

February 4th, 2021

Tax Paying Resident

RECEIVED
FEB 2 2021
MAPLE RIDGE
LICENSES, PERMITS & BYLAWS

Dear Ms. Diachuck,

As a resident of Maple Ridge, I have witnessed ongoing traffic related to recreational drug use, as well as physical usage of Drugs and an Increase, in OverDose Emergencies.

I am strongly opposed to the proposal of the non-Medical Cannabis Stor

My current condition impacts my processing speed, memory, and dysfunction. It is recommended that I walk up and down a part of my therapy (neuroprotection) and restore repair/remyelination) function.

Further, there is a plethora of evidence that Marijuana will have a negative impact on the community. According to Dr. Anthony Feinstein of the University of Toronto and Sunnybrook Health Sciences Centre, cannabis use...(THC) negatively impacts cognitive function in people with MS by reducing the activity and negatively impact the people, reducing the motivation in our community and have a significant impact on day-to-day activities.

There is also preliminary evidence indicating that exercise can help improve cognition in MS patients There is also preliminary evidence indicating that exercise can help improve cognition in MS patients, Dr. Feinstein is conducting a clinical trial (CogEx study) investigating whether cognitive rehabilitation, aerobic exercise, or a combination of both, can lead to improvements in cognitive function among individuals with progressive MS.

Although not all members of the community suffer from the same medical impairments . Exposure to secondhand smoke to air pollution increases susceptibility to respiratory viral infections and other common ailments.

The approval of the application for the non-medical cannabis store is far more likely to create more socioeconomic issues and co-morbidity, medical concerns,

Jaci Diachuk

From:
Sent: Sunday, February 21, 2021 8:47 AM
To: Jaci Diachuk
Subject: Response to Public Notice of Non Medical Cannabis Retain Store

EXTERNAL EMAIL: Don't click on links or open attachments you don't trust.
COURRIEL EXTERNE: Ne cliquez pas sur les liens et n'ouvrez pas les pièces jointes suspects.

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

Attn: Jaci Diachuk, Administrative Assistant

I am writing in response to the Public Notice regarding the proposed non-medical cannabis retail store at 110- 20110 Lougheed Highway where the Applicant is Burb Cannabis Corp. First off I am a resident in this area and I am opposed to this store going in at this location for a number of reasons of which I will list below.

1. First and foremost, The City of Maple Ridge is already allowing a Cannabis store to go in at WestGate Mall "The Muse" at 510 - 20395 Lougheed Highway this Spring 2021. Why on earth do we need another store merely 2 blocks away which is where this proposed location is (110 - 20110 Laughed Highway). I'm pretty sure it is less than the 1 km restriction between stores. Surely there are guidelines for how many Cannabis stores that this City should allow as there are already at least 4 in Maple Ridge. Why on earth do we need more and so close to one another? Drugs are already rampant in this town. Populating Maple Ridge with this many cannabis stores is ridiculous. For instance Port Moody has allowed one location only.

2. Also this location is merely steps away from one of the busiest intersections in Maple Ridge where Lougheed Highway, Dewdney Trunk Road and Maple Meadows Way all intersect. This intersection has one of highest accident rates. With a cannabis store sitting at this intersection it is very likely that cannabis use while driving will increase and the likelihood of an increase in driving accidents can be anticipated. People will most likely be smoking this in their cars and in and around the store area. There is no proper test for police to use for this substance if someone is pulled over as there is with alcohol.

3 Customers would most likely smoke cannabis near any cannabis store and this could create an issue for surrounding stores and shoppers if one was put in at this location. I do not want to encourage groups of smokers congregating around this location. Funny enough this building location is next to the building of our local MLA's office - Lisa Beare. Seems very odd to place a cannabis retail store practically next door to your local MLA's office?

4. There would also be a need for increased policing (cannabis impaired drivers etc), and test equipment (when it becomes available) this cost should not have to be borne by taxpayers we already pay high enough taxes. This community DOES NOT have enough security in town to begin with. Would there be fees for security and mandatory security so that safety for the surrounding area is maintained? There would need to be regular visits by the local police to ensure that all of the regulations are being followed. Petty crime is more likely to go up in the business centres and residential area. We already have panhandlers in this area that the City is doing nothing about and now there may be more stores to sell drugs in the area. This really makes ZERO sense.

5. Also, the outdoor smoking of marijuana and it's stench is NOT APPEALING in my opinion. This makes some people violently ill to even smell the smoke from someone else's smoking - eliciting migraines, nausea, vomiting. The effect of this substance on health is not clear and it can harm mental ability and general health . Do we really want a cannabis retail store at the entrance of Maple Ridge directly behind the WELCOME TO MAPLE RIDGE city sign. For these reasons I DO NOT support a cannabis store going in at this location.

Kind Regards,

MAPLE RIDGE
British Columbia
mapleridge.ca

City of Maple Ridge

TO:	His Worship Mayor Michael Morden and Members of Council	**MEETING DATE:**	March 23, 2021
		FILE NO:	11-5255-50-100
FROM:	Chief Administrative Officer	**MEETING:**	CoW

SUBJECT: Award of Contract ITT-EN21-5: Sanitary Sewer Replacement on 223 Street from Haney Bypass to Lougheed Highway

EXECUTIVE SUMMARY:

The purpose of this report is to obtain Council approval to award the Sanitary Sewer Replacement on 223 Street from Haney Bypass to Lougheed Highway construction contract to Sandpiper Contracting LLP in the amount of $490,827.25 excluding taxes.

The project supports Council's Strategic Plan of Growth by increasing sanitary sewer capacity allowing for growth and densification in City's Town Centre area.

These upgrades are part of the approved 2021 Financial Plan and the procurement process was consistent with the City's Purchasing Policy.

The work generally consists of removing the existing asbestos cement (AC) sanitary sewers, replacing and upsizing them with approximately 500m of new 200mm, 300mm and 450mm polyvinyl chloride (PVC) gravity sanitary sewer, including the installation of sanitary manholes, service reconnections and surface restorations. An Invitation to Tender for the project was issued on January 22, 2021 and closed on February 19, 2021. Eight bids were received and the lowest compliant bid was submitted by Sandpiper Contracting LLP in the amount of $490,827.25 (excluding taxes). The total project cost is within the current funding envelope.

RECOMMENDATION:

That Contract ITT-EN21-5: Sanitary Sewer Replacement on 223 Street from Haney Bypass to Lougheed Highway, be awarded to Sandpiper Contracting LLP in the amount of $490,827.25 excluding taxes; and

That a contract contingency of $95,000 be approved to address potential variations in field conditions; and further

That the Corporate Officer be authorized to execute the contract.

DISCUSSION:

a) Background Context:

The City's 2016 Sanitary Master Plan identified various sewer main upgrades in the sanitary sewer collection system based on the City's OCP.

In October 2018, the City of Maple Ridge retained WSP Canada Group Ltd. (WSP) to develop a sanitary infrastructure upgrade plan for the City's Town Centre area based on population projections and re-evaluated previous population growth assumptions to ensure that the City can continue to provide adequate levels of service as the Town Centre continues to densify.

The report, completed in February 2020, identified the Sanitary Sewer Replacement on 223 Street from Haney Bypass to Lougheed Highway as a high priority project. The design was completed in 2020 for the capacity upgrades to the sewer mains with budget allocations planned for construction in 2021.

The work associated with this construction contract generally consists of removing the existing 300mm asbestos cement (AC) sanitary sewers on 223 Street south of Lougheed Highway and replacing them with 500m of new 450mm polyvinyl chloride (PVC) gravity sanitary sewer, including the installation of sanitary manholes, service reconnections and surface restorations. Lateral mains from side streets will also be replaced with new PVC sewer pipe to the nearest upstream manhole to help minimize future disturbances to the 223 Street road surface.

Tender Evaluation

An Invitation to Tender was issued on January 22, 2021 and closed on February 19, 2021. Eight bids were received, listed below from lowest to highest price. The lowest tender price was submitted by Sandpiper Contracting LLP in the amount of $490,827.25 (excluding taxes).

	Tender Price (excluding taxes)
Sandpiper Contracting LLP	$490,827.25
Drake Excavating (2016) Ltd.	$619,297.50
Brighouse Civil Contracting DMT Ltd.	$631,923.00
Jack Cewe Construction Ltd.	$701,603.00
Complete Utility Contractors Ltd.	$729,521.00
MGMT Group Enterprises Ltd.	$730,385.76
Targa Contracting (2013) Ltd.	$737,397.00
Pedre Contractors Ltd.	$893,700.00

The number of bids received and the range of prices indicate a competitive environment and a fair market value for the project. Sandpiper Contracting LLP has recently completed similar work for the City and reference checks with other municipalities confirm they are qualified to complete the work. The tendering process was compliant with the City's Purchasing Policy.

It is recommended that the contract be awarded to Sandpiper Contracting LLP in the amount of $490,827.25 (excluding taxes).

b) **Desired Outcome:**
The desired outcome is to ensure the sanitary sewer collection system has sufficient capacity for the projected future population in the City's Town Centre area.

c) **Strategic Alignment:**
This project supports Council's Strategic Plan to manage municipal infrastructure to accommodate future developments and growth in accordance with the OCP.

d) **Citizen/Customer Implications:**
Construction will commence after the project is awarded and attempts will be made to minimize the impact to everyday traffic, residents and businesses in the neighborhood. 223 Street is expected to remain open to traffic throughout construction. However, short-term road closures may be expected during heavy equipment moving. There will be an approved traffic management plan and traffic control personnel will be provided as required. The general public will be informed of traffic changes and construction progress through the City's website and social media sources.

e) **Interdepartmental Implications:**
The Engineering Department has worked with the Engineering Operations Department in developing this project.

f) **Business Plan/Financial Implications:**
There are sufficient funds from LTC No. 018078 to complete this project.

Projected Expenditures (Excluding Taxes):

Construction Contract – Sandpiper Contracting LLP	$ 490,827.25
Contract Contingency	$ 95,000.00
Total Projected Cost	**$ 585,827.25**

Project Funding Sources:

Development Cost Charges (LTC No. 018078)	$ 541,673.00
Sanitary Capital Fund (LTC No. 018078)	$ 418,327.00
Total Funding Sources	**$ 960,000.00**

CONCLUSION:

The tender price $490,827.25 (excluding taxes) by Sandpiper Contracting LLP for Sanitary Sewer Replacement on 223 Street from Haney Bypass to Lougheed Highway is the lowest compliant tendered price.

It is recommended that Council approve the award to Sandpiper Contracting LLP. It is also recommended that a contract contingency of $95,000.00 be approved to address unforeseen items, totalling $585,827.25 (excluding taxes).

Submitted by: Andrew Lackner
Acting Manager of Design & Construction

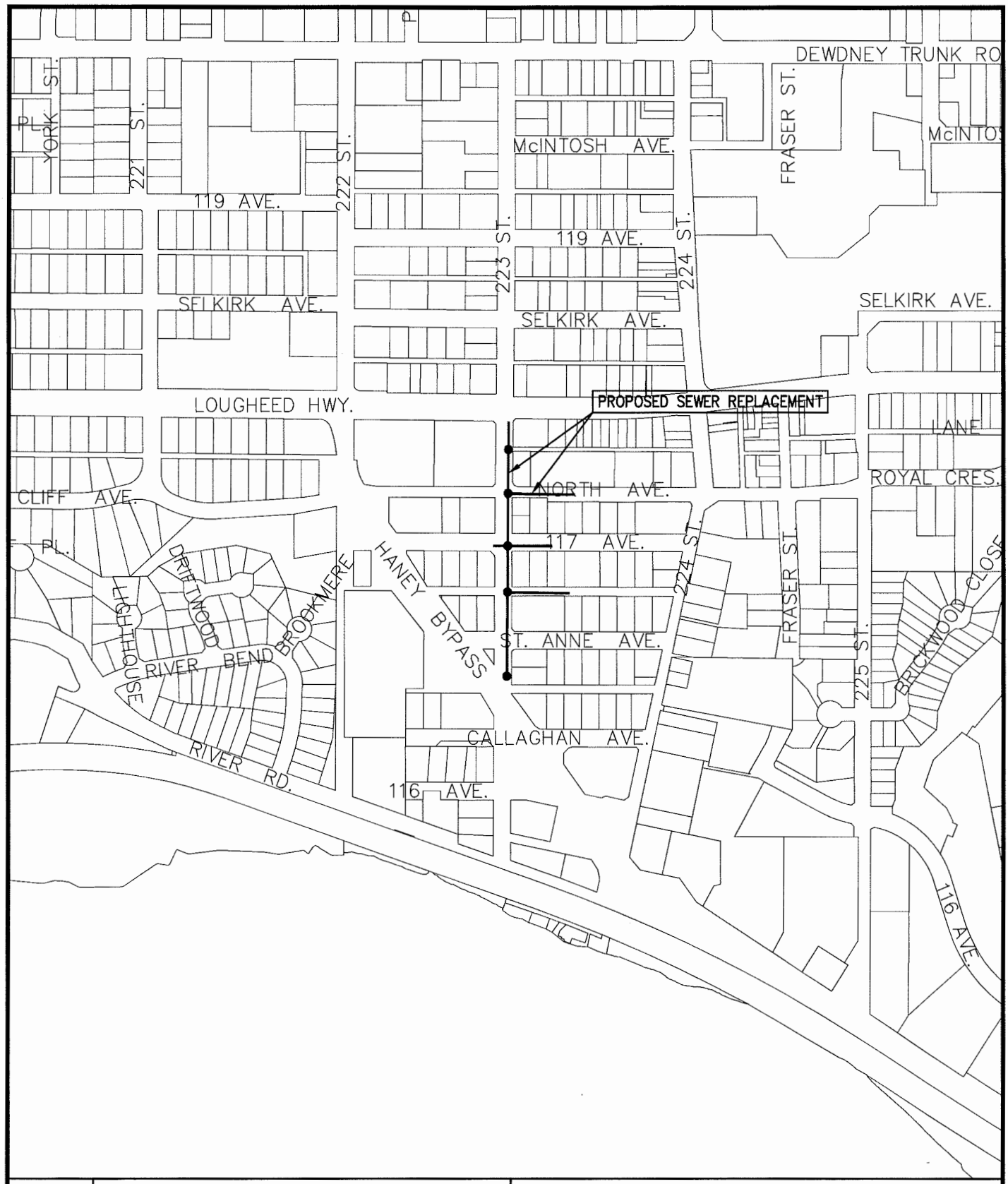
Financial Concurrence: Trevor Thompson, BBA, CPA, CGA
Director of Finance

Concurrence: Josh Mickleborough, PEng.
Director of Engineering

Approved by: David Pollock, PEng.
General Manager Engineering Services

Concurrence: Al Horsman
Chief Administrative Officer

Attachments:
(A) Map



N

SCALE: N.T.S.

SANITARY SEWER REPLACEMENT ON 223 STREET
FROM HANEY BYPASS TO LOUGHEED HIGHWAY

ITT–EN21–5

MAPLE RIDGE
British Columbia

CITY OF MAPLE RIDGE
ENGINEERING DEPARTMENT

DATE:	FEBRUARY 2021	FILE/DWG No	SK0460

MAPLE RIDGE
British Columbia
mapleridge.ca

City of Maple Ridge

TO:	His Worship Mayor Michael Morden and Members of Council	**MEETING DATE:** **FILE NO:**	March 23, 2021 11-5255-40-224
FROM:	Chief Administrative Officer	**MEETING:**	CoW

SUBJECT: Award of Contract ITT-EN21-24: 232 Street Road Improvements and 116 Avenue Multi-Use Path

EXECUTIVE SUMMARY:

The purpose of this report is to obtain Council approval to award the 232 Street Road Improvements and 116 Avenue Multi-Use Path construction contract to Eurovia British Columbia Inc. in the amount of $2,768,669.89 excluding taxes.

The 232 Street improvements from Dewdney Trunk Road to 116 Avenue generally consists of road widening, parking, pedestrian and cycling facilities, pathway, street/pathway lighting and bus stop improvements. The roadway along this section varies, with sections having no curb or sidewalk, this work will complete a consistent cross section including curb and a Multi-Use Path (MUP) along this length. The project also includes improvements to "The Great Trail" MUP on 116 Avenue from Telosky Stadium to 232 Street and south along 232 Street from 116 Avenue to the Maple Ridge Lawn Bowling Center.

The project is included in the approved 2021 Financial Plan and the procurement process was consistent with the City's Purchasing Policy.

This project supports Council's Strategic Plan to manage municipal infrastructure to accommodate future developments and growth in accordance with the OCP.

An invitation to Tender was issued on January 28, 2021 and closed on March 5, 2021. Ten bids were received and the lowest compliant bid was submitted by Eurovia British Columbia Inc. (Eurovia) in the amount of $2,768,669.89 (excluding taxes). A $275,000.00 contract contingency is recommended to address any unforeseen circumstances, however will only be used if required.

R.F. Binnie & Associates Ltd. (Binnie) is the City's engineering consultant hired to complete the design phase of the project. In awarding the construction and given the scope and complexity of the project, the recommendation is to utilize Binnie for engineering services during the construction phase of the project. This report recommends increasing their contract by $100,000.00 to provide these construction services.

There are sufficient funds in the 2020/2021 budget under LTC No. 002823 to complete this project.

RECOMMENDATION:

That Contract ITT-EN21-24: 232 Street Road Improvements and 116 Avenue Multi-Use Path, be awarded to Eurovia British Columbia Inc. in the amount of $2,768,669.89 excluding taxes; and

That a construction contingency of $275,000.00 be approved to address potential variations in field conditions; and

That the existing R.F. Binnie & Associates Ltd. contract for Engineering Design Services for 232 Street Conceptual and Detailed Design (Dewdney Trunk Road to 116 Avenue) be increased by $100,000.00; and further

That the Corporate Officer be authorized to execute the contracts.

DISCUSSION:

a) **Background Context:**
Currently, 232 Street from Dewdney Trunk Road to 116 Avenue is a two-lane road with intermittent sections of sidewalk, curb and gutter. As the areas served by this arterial roadway have developed over the past several years, the City has continued to make progress upgrading 232 Street to an urban arterial roadway. This is in accordance with the OCP and the Strategic Transportation Plan (STP).

As part of this project, the MUP will be extended south of 116 Avenue on 232 Street to the Maple Ridge Lawn Bowling driveway, connecting to the recently completed MUP across its southern property frontage as well as to the west on 116 Avenue connecting to the MUP at Telosky Stadium.

The road improvements include road widening to accommodate two travel lanes with parking lanes and turn bays where required. A MUP will be constructed on the west side of 232 Street and the missing segments of sidewalks and curb and gutter will be constructed on the east side of 232 Street along with lighting improvements throughout the corridor. Also included is the installation of fibre optic conduits throughout the extents of the project in support of the City's Fibre Optic Strategy.

Another capital project that extends the MUP on 232 Street from Dewdney Trunk Road to Abernethy Way is in the design phase and expected to be tendered this summer. These projects represent significant infrastructure improvements and important connections in our multi-modal network.

Tender Evaluation

An invitation to Tender was issued on January 28, 2021 and closed on March 5, 2021. Ten compliant bids were received and are listed below from lowest to highest price:

	Tender Price (excluding taxes)
Eurovia British Columbia Inc.	$2,768,669.89
Crown Contracting Ltd.	$2,797,948.25
Lafarge Canada Inc.	$2,817,718.00
B&B Contracting (2012) Ltd.	$2,834,600.00
Double M Excavating Ltd.	$2,942,974.47
Hanna Infrastructure Ltd.	$2,968,665.00
Arsalan Construction Ltd.	$2,998,888.00
McDonald & Ross Construction Ltd.	$2,999,065.00
Drake Excavating (2016) Ltd.	$3,056,360.00
Jack Cewe Construction Ltd.	$3,765,115.00

The lowest compliant bid was submitted by Eurovia British Columbia Inc. in the amount of $2,768,669.89 (excluding taxes). Eurovia has completed similar work for the City previously and reference checks with other municipalities confirm they are qualified to complete the work.

The number of bids received and the range of prices indicate a competitive environment and a fair market value for the project. The tendering process was compliant with the City's Purchasing Policy.

The consulting fees for construction services are within industry standards. Binnie has completed the design phase of the project and there is value in extending the consulting contract to include the construction phase services.

b) **Desired Outcome:**

The desired outcome is to provide a safe and comfortable multi-modal corridor to meet the needs of the community while also improving the functionality, sightlines and overall safety of a major road in the City.

c) **Strategic Alignment:**

The project contributes to the development of a multi-modal transportation system accessible to all users by updating existing infrastructure and improving connectivity of the pedestrian and cycling facilities throughout the transportation network.

d) **Citizen/Customer Implications:**

An Open House was held on October 30, 2019 to allow for public input into the design.

The project Communication Plan will include the general public being informed of the construction progress through the City's website, social media sources and correspondence by mail to residents that live on the corridor. The estimated construction duration is approximately four months (80 working days) with construction commencing approximately two weeks after the project is awarded.

The impact to local traffic, residents and schools in the neighbourhood will be minimized as much as possible. A Traffic Management Plan will be adapted to not impact school drop-off and pick-up times and work that directly impacts Thomas Haney Secondary School frontage will be performed during summer holidays. 232 Street will remain open to general traffic throughout construction. Work on roadways or interruptions to traffic will be prohibited during peak traffic periods from 6:00 am to 9:00 am and 3:00 pm to 6:00 pm. Single-lane alternating traffic will be maintained at all times unless approved otherwise in the Traffic Management Plan.

e) **Interdepartmental Implications:**
The Engineering, Engineering Operations, and Parks, Recreation and Culture Departments have provided input during the design process.

A fibre optic conduit will be installed as part of the project scope. This was identified in consultation with the Information Technology Department in support of the City's Fibre Optic Strategy.

f) **Business Plan/Financial Implications:**
The project is funded through a combination of Development Cost Charges (DCCs), Grant Funding and the General Capital Fund. There are sufficient funds in LTC No. 002823 to complete this project.

The projected expenditures (excluding taxes) are within the existing approved budget and are as follows:

Project Expenditures (Excluding Taxes):

Expenditures to Date (Detailed Design)	$	138,643.48
Consultant Construction Services - R.F. Binnie & Associates Ltd.	$	100,000.00
Construction Contract - Eurovia British Columbia Inc.	$	2,768,669.89
Contract Contingency	$	275,000.00
Utility Relocates (Telus and Shaw)	$	10,164.67
Total Projected Cost	**$**	**3,292,478.04**

Project Funding Sources:

Contribution from Others (In-Trust)	$	79,689.00
General Capital Fund	$	576,046.25
Development Cost Charges	$	2,231,931.75
Grant Funding - TransLink	$	1,353,000.00
IT - Fibre Optic Conduit (LTC No. 017093)	$	130,398.12
Total Funding Sources	**$**	**4,371,065.12**

CONCLUSION:

The 232 Street Road Improvements and 116 Avenue Multi-Use Path project is in the City's approved Financial Plan and will upgrade the roadway to create a safe and comfortable multi-modal corridor for all users.

The tender price of $2,768,669.89 (excluding taxes) by Eurovia British Columbia Inc. is the lowest compliant tendered price. It is recommended that Council approve the award of the contract to Eurovia, that a contract contingency of $275,000.00 be approved and that the contract with R.F. Binnie & Associates Ltd. be increased by $100,000.00 for construction services.

Submitted by: **Andrew Lackner**
Acting Manager of Design & Construction

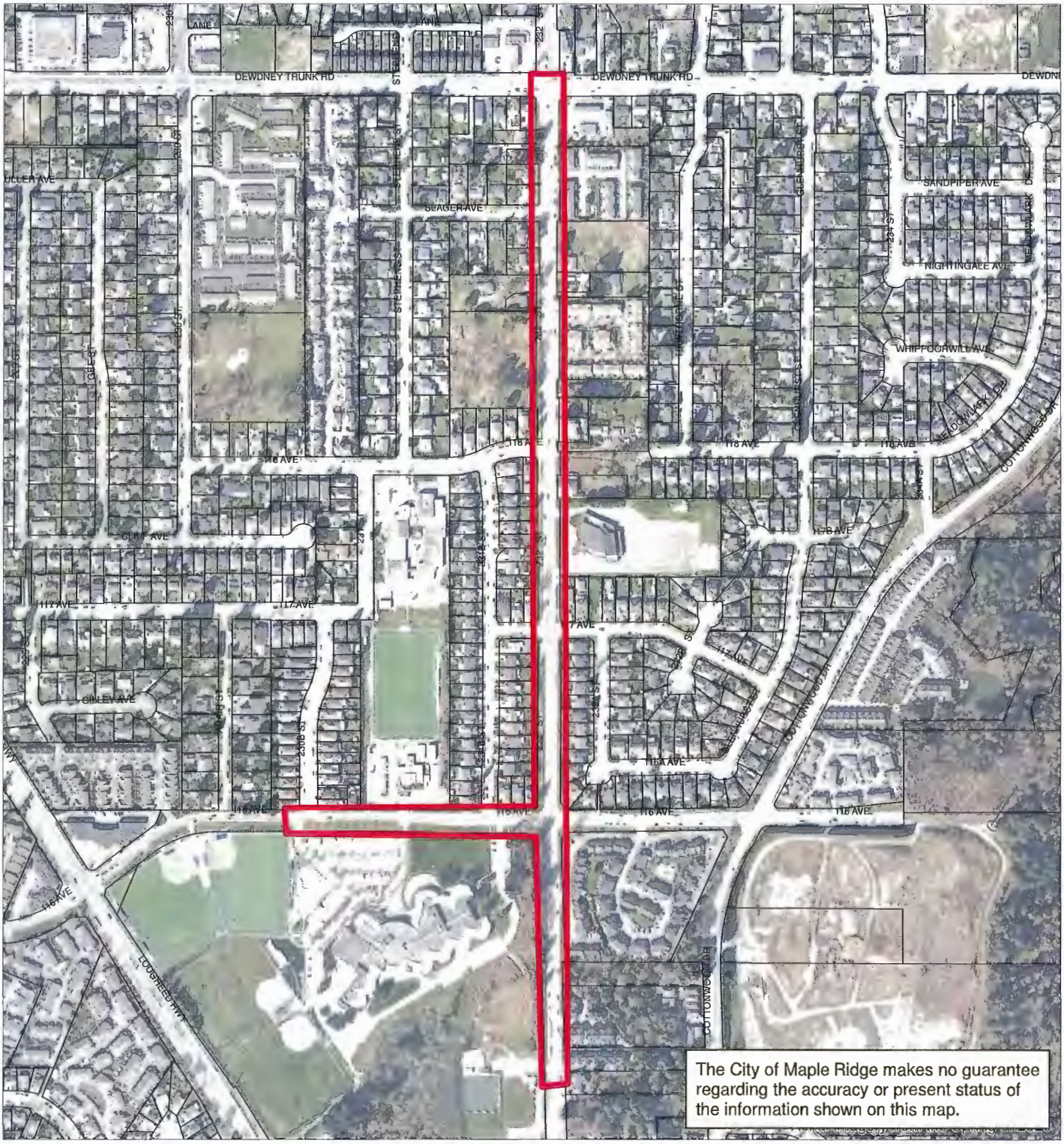
Financial Concurrence: **Trevor Thompson, BBA, CPA, CGA**
Director of Finance

Reviewed by: **Josh Mickleborough, PEng.**
Director of Engineering

Approved by: **David Pollock, PEng.**
General Manager Engineering Services

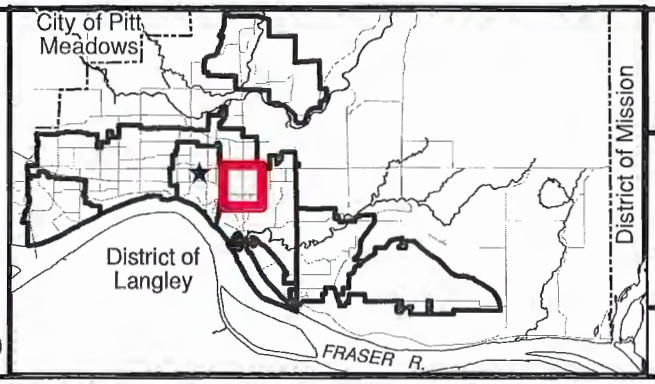
Concurrence: **Al Horsman**
Chief Administrative Officer

Attachments:
(A) Map



N

Scale: 1:6,000



232 Street Road Improvements and Multi-Use Pathway

ENGINEERING DEPARTMENT

MAPLE RIDGE
British Columbia

mapleridge.ca

DATE: Mar 10, 2021

BY: BR

MAPLE RIDGE
British Columbia
mapleridge.ca

CITY OF MAPLE RIDGE

TO:	His Worship Mayor Michael Morden and Members of Council	**MEETING DATE:**	March 23, 2021
		FILE NO:	01-0540-30
FROM:	Chief Administrative Officer	**MEETING:**	Committee of the Whole

SUBJECT: Community Development & Enterprise Services Committee Quarterly Update and Terms of Reference Amendment

---

EXECUTIVE SUMMARY:

In October 2020, Council approved the Terms of Reference for a new Community Development and Enterprise Services (CDES) Committee. Further, Council directed the Committee to provide quarterly updates to Council. This report provides a first quarterly update and requests an amendment to the Committee's Terms of Reference mandate statement.

RECOMMENDATION:

That the revised Terms of Reference for the Community Development & Enterprise Services Committee be approved.

BACKGROUND:

At the Council Workshop meeting of October 27, 2020, Council approved the Terms of Reference for a new Community Development and Enterprise Services (CDES) Committee. The Committee's first meeting was held on November 30, 2020, during which Members discussed refinements to the mandate established in the originating Terms of Reference. On January 11, 2021, the Committee endorsed a revised mandate that more specifically represents the strategic areas to be addressed through the Committee's work plan. Attachment A outlines the requested amendment for Council's consideration.

Attachment B provides a listing of the CDES Committee's past and upcoming agenda topics.

CONCLUSION:

A revision to the Terms of Reference for the newly formed Community Development & Enterprise Services Committee is recommended by the Committee, to ensure it represents the strategic areas discussed during the Committee's first meeting. This report also serves as the Committee's first quarterly update.

Prepared by: **Laura Benson, CMA, CPA**
Senior Policy and Sustainability Analyst

Approved by: **Christina Crabtree**
GM Corporate Services

Concurrence: **Al Horsman**
Chief Administrative Officer

Attachment A: Community Development & Enterprise Services Committee Terms of Reference proposed revisions
Attachment B: Schedule of past and upcoming agenda topics

ATTACHMENT A

City of Maple Ridge
Community Development & Enterprise Services Committee

Terms of Reference – proposed revisions

Mandate

The Community Development & Enterprise Services Committee was established to develop ~~and implement a long-range strategic framework to balance the City's tax base by shifting the needle towards a greater commercial tax base~~ strategies to diversify the City's revenue sources through:

- Attracting investment in non-residential property tax classes;
- Generating non-property-tax revenues; and
- Creating the conditions necessary to attract high-value local jobs.

Composition

- The Committee will be comprised of three members of Council.
- Quorum for the Committee will be two members.
- Committee members will be appointed annually by the Mayor.
- The Committee Chair will be elected by the Committee Members.
- Staff assistance will be provided to the Committee as required by the Chief Administrative Officer, or designate, the General Manager Planning and Development Services, as well as the Senior Policy and Sustainability Analyst.

Meetings

- The Committee will meet at minimum on a quarterly basis. Additional meetings may be held as deemed necessary by the Chair or as requested by the Chief Administrative Officer or General Manager Planning and Development Services.
- The Committee Chair will be included in the agenda setting process.
- Minutes of the meetings will be recorded by the Legal & Legislative Services department and provided to Council for information.
- The Committee will follow the current Council Procedures Bylaw.

Authority

- The Community Development & Enterprise Services Committee is a standing committee appointed by the Mayor.
- The proceedings of the Committee are to be conducted in public, unless the subject matter being considered falls within an applicable subsection of Section 90 of the Community Charter.

ATTACHMENT B

City of Maple Ridge
Community Development & Enterprise Services Committee

Schedule of past and upcoming agenda topics

Past agenda topics

November 30, 2020

- Committee Chair Selection
- Approach for Committee Strategy Development
- Defining the Committee Vision, Goals and Performance Measurements
- Identification of Information Requirements
- Case Study Review

January 11, 2021

- Yennadon Lands Concept Plan
- Economic Development Strategy – Terms of Reference
- Community Development & Enterprise Services Committee Terms of Reference
- Backgrounder: 2014-2018 Employment Lands Investment Incentive Program (ELIIP)

January 25, 2021

- Delegation: Conwest Group
- Site Selector Tool
- Gravel Strategy Backgrounder
- 2021 Committee Meeting Schedule
- 2020 Citizens Survey: Importance and Satisfaction of Service Areas Map
- Cushmen and Wakefield Q4 Industrial Statistics
- Items added at Member's request:
  - Trespass Prevention Program with BIA
  - Review of City Owned Property
  - Review of Waterfront Development
  - Report of Investment Vehicle

March 3, 2021

- Thornhill Background Presentation
- Process for Committee Agenda Development
- Q1 Report to Council
- 2021 Committee Meeting Schedule

March 22, 2021

- Yennadon Lands Concept Plan
- Building Process Review

Upcoming agenda topics

April 19, 2021

- Fibre Strategy
- Unfinished Business: Property Strategy and Civic Property Inventory

Unscheduled

- Introduction to Development Process
- Delegation invitations: employment lands stakeholders
- Development Fees and Charges Review

Future Meetings:
Monday, May 3, 2021
Monday, June 7, 2021
Monday, July 5, 2021
Monday, September 13, 2021
Monday, October 4, 2021
Monday, November 1, 2021
Monday, December 13, 2021

MAPLE RIDGE
British Columbia
mapleridge.ca

CITY OF MAPLE RIDGE

TO:	His Worship Mayor Michael Morden and Members of Council	**MEETING DATE:**	March 23, 2021
		FILE NO	01-0640-30-2021
FROM:	Chief Administrative Officer	**MEETING:**	CoW

SUBJECT: **Festival Grant Program Recommendations – Intake One 2021**

EXECUTIVE SUMMARY:

The City's Festival Grant Program, established in 1999, provides financial and in-kind support for eligible festivals that benefit residents and attract visitors to Maple Ridge. These festivals encourage community pride & spirit, celebration of place, citizen engagement and volunteerism; while providing opportunities for social, economic and cultural development. Grant funding supports festivals of all sizes, from small grassroots events to medium and large-scale events that attract thousands of participants. The funding provided typically supports public safety, such as road closures and safety related equipment rentals. However, to accommodate for challenges due to COVID-19 restrictions, this year's funding will allow the City to support organizers to deliver digital and/or limited in-person experiences for the community during the recovery process, and rebuild vibrant public spaces and community connections.

The Festival Grant Program's approved annual budget is $96,000. Recommendations for funding and/or in-kind support allocations in 2021's first intake, totaling $71,120, are based on the program's criteria and pandemic plans as outlined in the Festivals Grant Program Summary Chart–Intake One 2021 (Attachment A).

RECOMMENDATION:

That the recommended Festival Grant Program – Intake One 2021 allocations, totaling $71,120, for events taking place between May 1 and October 31, 2021 be approved.

DISCUSSION:

a) **Background Context:**
The Festival Grant Program supports both recurring and new festivals that demonstrate positive community impact and sustainability. On February 26, 2021, the Festival Grant Committee evaluated applications which included financial documentation to demonstrate their need and justification for financial support according to the program's criteria outlined in the Festival Support Policy No. 4.22 ("the Policy"). The Committee is comprised of representatives from Parks, Recreation & Culture (PRC), Communications and Finance.

In addition, the Committee considered each application's alignment with Tourism, Economic Development and PRC's planning goals. Successful applicants, who have met the criteria set out in Policy No. 4.22 Festival Support, include non-profits and/or charitable organizations who host community events or have a regional mandate that includes the delivery of services and programs in Maple Ridge, as well as civic signature festivals with partners through the Grant Program.

The Committee recommends a total of $71,120 be allocated for festivals taking place between May 1 and October 31, 2021 as follows:

1. $7,000 for three community festivals organized by independent organizations that include small, medium and large size festivals. Organizations will use a combination of funds deferred from last year and proposed modest new funds for 2021 to implement. Each proposed recommended amount is capped at a maximum of 50% of the total festival/special event production budget. Some highlights include:

    - $3,000 for the digital production by the Caribbean Festival Society for this year's program in Maple Ridge.
    - $2,500 for the limited in-person "Bard on the Bandstand" event by the Emerald Pig Theatrical Society.
    - $1,500 for the digital production of the annual Multicultural Day event by the Family Education Services Society.
    - Other grant recipients have confirmed that they will use their allocated amounts awarded in 2020 for a digital experience and program in 2021, such as the Recycling Society and Alouette River Management Society. Only two recipients, the Children's Festival Society (associated with the Home Show) and the Golden Ears Transition Initiative (GETI), will defer to 2022 to reopen, as large gatherings are prohibited under the current Health Orders.

2. $56,620 towards four signature civic events and partnerships: Canada Day, Celebrate the Night & Fireworks, Remembrance Day and National Indigenous Peoples Day. Included in this amount is an increase of $4,000 for Canada Day, to implement the drive-through version at the Fairgrounds (Drive Across Canada theme). The organizing committees and staff also secure additional grants and sponsors for these events. Residents rely on these civic events to provide COVID-19 safe experiences during the pandemic for families and seniors, as many opportunities are still not available. These events provide people with much needed positivity and well-being. Survey results from last year's civic events revealed that 95% of respondents felt the events contributed to a greater sense of pride and spirit.

3. $7,500 towards the events organized by the Agricultural Association and Fraser North Farmers Market Society, as per the current operating agreements, specifically $6,000 to the Agricultural Association for the Annual Country Fest Fair, and $1,500 to the Fraser North Farmers Market Society to operate the local Farmers Market.

Based on previous year's grant requests and practices, the Committee recommends a balance of $24,880 be held back for the program's second intake for festivals that take place between November 1, 2021 and April 30, 2022, and to support grassroots and/or new festivals. Staff will continue to review applications for any grassroots or new festivals throughout the year and allocate funding on an ongoing basis of up to $1,500 per event according to grant program procedures.

On average, the grants provided to community event organizers contribute up to 50% of the overall 2021 festival production costs and organizers are required to provide confirmation of a sustainable funding model. The pandemic continues to be a challenge and this grant support will assist with recovery and rebuilding connections and vibrancy, and demonstrating a safe return to public spaces. The City's financial and in-kind support assists organizers to leverage sponsorships and funding from other levels of government.

b) **Desired Outcome:**
The desired outcome is that the Festival Grant Program continues to contribute towards a healthy, engaged, creative and inclusive community, and raise community spirit and the profile of Maple Ridge.

c) **Strategic Alignment:**
Supporting and enhancing the quality, scope and diversity of festivals through the Festival Grant Program contributes to Council's strategic priorities; Community Spirit and Pride and Community Safety. In addition, festivals contribute towards showcasing Maple Ridge as a destination and community with rich arts and culture opportunities, which fits within the Parks, Recreation and Culture Master Plan (2010), Culture Plan (2018), Tourism Strategy (2018) and other key planning documents.

d) **Citizen/Customer Implications:**
The Festival Grant Program assists community groups and partners to implement positive arts and cultural festivals and special events. This will encourage strong citizen engagement and the development of a safe and vibrant community for all ages and abilities. In 2019, pre-COVID-19, there were over 80 events with a total attendance of more than 180,500 with volunteer contributions in excess of 25,000 hours.

e) **Business Plan/Financial Implications:**
The recommended level of festival grant funding falls within the approved Parks, Recreation & Culture operating budget.

CONCLUSION:

Maple Ridge's Festival Grant Program helps to nurture free or low-cost outdoor festivals that make our community vibrant, engaged, prosperous and inclusive, and celebrates community spirit and pride. A proposed program of festivals for 2021 that is flexible enough to be delivered online and/or in person, will allow us to work collaboratively with a range of community organizations to safely deliver on a number of Council's strategic priorities and start re-introducing people safely back into our Town Centre's public spaces.

For Y.C.

Prepared by: Yvonne Chui
Manager of Arts & Community Connections

Reviewed by: per Danielle Pope
Director of Recreation & Community Engagement

Concurrence: Al Horsman
Chief Administrative Officer

Attachments:

(A) Festival Grant Program Summary Chart – Intake One 2021
(B) Festival Support Policy No. 4.22

Festivals Grant Program Summary Chart - Intake One 2021

Attachment A

Festival Name/Organization	2021 Requested	2021 Recommendation	Variance between 2020 Approved & 2021 Recom.	2020 Approved	Amount Deferred from 2020
1st INTAKE FUNDING					
Large Festivals					
Caribbean Festival / Caribbean Festival Society	$7,000	$3,000	-$4,000	$7,000	$7,000
Mid-Sized Festivals					
Bard on the Bandstand / Emerald Pig Theatrical Society	$4,000	$2,500	$0	$2,500	$2,500
Children's Festival / Family Fest	$0	$0	-$2,000	$2,000	*$2,000
GETI fest/ Golden Ears Transition Initiative Socety	$0	$0	$0	$1,500	*$1,500
Rivers Day / Alouette River Management Society	$0	$0	-$1,500	$1,500	$1,500
Small Festivals					
Adstock / Adstock Maple Ridge Society	$0	$0		$1,000	$1,000
Multiculturalism Day / Family Education & Support Center	$3,000	$1,500	$1,000	$500	$0
Pride in the Park / PLEA Community Services	Grassroots	Grassroots		$1,000	$0
Art Yeah! & Thursday Night Music in the Park / Variete D'Arts Society	$0	$0		$1,000	$1,000
Subtotal (Festival Applications)	**$14,000**	**$7,000**	-$11,000	**$18,000**	
Festivals Under Agreement Term Contract					
Country Fest - MRPM Agricultural Association	$6,000	$6,000	$0	$6,000	$0
Fraser North Farmers Market Society	$1,500	$1,500	$0	$1,500	$0
					0
Subtotal (Agreements Term Contracts)	**$7,500**	**$7,500**		**$7,500**	**$0**
Civic Events and Partnerships					
Canada Day	$27,620	$27,620	$4,000	$23,620	$0
Remembrance Day / Legion 88	$5,000	$4,000	$0	$4,000	$0
Celebrate the Night	$25,000	$22,000	$0	$22,000	$0
National Indigenous Peoples Day / Fraser River Indigenous Society	$4,000	$3,000	$0	$3,000	$0
Subtotal (Civic Events and Partnerships)	**$61,620**	**$56,620**		**$52,620**	**$0**
GRAND TOTAL 1st Intake Recommendation		**$71,120**		**$78,120**	
PROPOSED GRANT ALLOCATIONS					
Total Recommended for 1st intake 2021		**$71,120**		**$78,620**	
Total Recommended for 2nd intake 2021		**$24,880**		**$1,000**	
BUDGET Approved		**$96,000**		**$94,400**	

NOTE: 2021 PRC approved budget for festivals grant is $96,000.

Three categories of festivals: small/grassroots, medium and large which are determined by attendance numbers but also complexity and impact on the neighbourhood.

* Small = low risk/no risk level and under 250 people.

* Medium and large festivals typically attract several thousands of people and require road closures, other safety related support, large pieces of equipment, food trucks and/or alcohol activities.

Due to Covid19, some groups have to deferr special event production to 2021 or 2022 pending Provincial Health Order.

Attachment B

MAPLE RIDGE
British Columbia

POLICY MANUAL

Title: Festival Support	Policy No: 4.22 Supersedes: New
Authority: ☐ Legislative ☒ Operational Approval: ☒ Council ☐ CMT ☐ General Manager	Effective Date: June 13, 2017 Review Date: June 2018

Policy Statement

The City of Maple Ridge will support the growth and development of festivals and special events that build community, foster good community relations, support culture, develop the local economy and tourism, and enrich the quality of life of all residents and visitors. We build community capacity and vibrancy through community involvement.

This policy provides guidelines for the equitable resource allocation of financial and in-kind support to qualified festivals, events and groups in alignment with relevant policies, priorities and by-laws of the City of Maple Ridge.

Purpose

Maple Ridge has a proud tradition of supporting and hosting a range of Festivals and special events, with established ones that have matured and evolved and new ones being added, reflecting the growth of the city and the demand for celebrations of civic pride and community engagement. Festivals and events enhance citizens' quality of life and are an essential element in creating complete communities. The experiences and benefits derived from festivals and events have significant value for citizens and visitors and are a vital ingredient in the municipality's on-going development as an active and vibrant City.

Applications for festivals support will be based on the following:

- Encourages community identity and spirit and aligns with the City's brand
- Provides opportunities for economic development and alignment with City strategies
- Builds community involvement
- Demonstrates a sense of responsibility to the community

Events will encourage community involvement that builds the capacity of local residents and the power of local associations and institutions which contributes to a vibrant and sustainable community. Through this policy, the City is committed to supporting:

- A vibrant, inclusive and diverse range of festivals and special events

- Opportunities to celebrate history, living heritage and diverse cultural character
- Growth of volunteerism, tourism and business

This policy provides a foundation for the development, management and resource allocation of grants and services that support festival and event development by:

- Providing a base level of support, per definition below.
- Articulating a clear definition of festivals and special events eligible for support from the City.
- Providing guidelines and criteria for financial and in-kind support requests from qualified festival groups. All requests will be considered within the context of available resources, alignment with municipal strategies and benefits to the community.
- Creating an effective, efficient and adaptable management process by ensuring a streamlined approval process.
- Ensuring festivals and events are safe, accessible, and sustainable.
- Reviewing applications and making recommendations for funding allocation.

Definitions

Festival: A free or low-cost volunteer-driven celebration, entertainment or activity (new, one-time, annual or infrequently occurring) held in a City owned and/or operated facility that is accessible, promotes local community spirit, identity and responsibility and is promoted to the general public including Maple Ridge residents and tourists. It raises the City's profile, supports its culture plan and adds economic benefit from a tourism perspective.

For the purpose of clarity and this policy, this definition does not include sporting events, tournaments, fundraisers, consumer shows, trade shows, private events, conferences, symposiums, marketing initiatives, artistic competitions or exhibits, religious causes or commercial events.

Qualified Festival Group: A Maple Ridge based festival group or a group in the region with a Maple Ridge partner, registered as a non-profit society, or similar group with the potential to become a non-profit society, that has made application and agrees to enter into a grant agreement for activities that take place in Maple Ridge.

Available Resources: The budget established through the City to support qualified Maple Ridge festivals and groups, plus in-kind allocations including parks, facility and equipment use or staff time provided by the City.

Base Level of Support: The level of support available to any and all qualified festival groups in accordance with resources, policies and procedures. It is the responsibility of festival organizers to develop, plan, manage, fund and implement their festival.

Benefits Criteria Definitions

Encourages community identity and spirit and supports the City brand: Involves citizens in planning creatively for the community. Enhances the image and reputation of the City of Maple Ridge demonstrating clear alignment with the City. Involves citizens in planning creatively for the community, contributing to a vibrant and creative environment that attracts citizens, visitors and business.

Grows economic opportunities and aligns with City strategies: Draws a critical mass opportunity, attracting a large number of attendees including tourists. Provides opportunities for businesses to network with or promote their services to the community in a positive environment.

Builds community involvement: Increases the range of experiences available to residents and visitors through cultural, recreational and educational components. Provides an environment for public gathering, mingling and safe celebration and increases residents' sense of belonging and enjoyment in participating in their community that includes access to these activities through inclusive practices and low-cost opportunities.

Demonstrates a sense of responsibility to the community: Uses sound financial practices and has sources of revenue other than from the City. Demonstrates environmental stewardship. Supports local business and community projects. Ensures safety is a primary consideration when planning and staging Festivals and special events. Incorporates a range of quality opportunities for volunteer engagement, training and leadership development that helps to fulfill the group's mission and vision.

Key Areas of Responsibility

Action to Take	Responsibility
Provides base level support to qualified festival groups.	Parks, Recreation & Culture
Facilitates festival support in accordance to this policy.	Parks, Recreation & Culture
Provides networking and skill development opportunities.	Parks, Recreation & Culture
Allocates financial and in-kind resources.	Parks, Recreation & Culture
Meets criteria, ensures insurance requirements and safety plans are met.	Qualified Festival Groups

MAPLE RIDGE
British Columbia
mapleridge.ca

City of Maple Ridge

TO:	His Worship Mayor Michael Morden and Members of Council	**MEETING DATE:**	March 23, 2021
		FILE NO:	0530-01
FROM:	Chief Administrative Officer	**MEETING:**	CoW

SUBJECT: **Maple Ridge Council Procedure Bylaw No. 7700-2021**

EXECUTIVE SUMMARY:

The attached report and draft bylaw was presented at the March 9, 2021 Council Workshop. The following amendments were incorporated into the bylaw based on feedback from Council:

1. Definition of "Urgent Business" added to Section 3 [Definitions];
2. Section 27 [Public Question Period] amended by replacing the words "The questions must be about items that are on the current agenda" with "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";
3. Section 31(5) [Conduct and Debate] amended to clarify speaking times for Committee of the Whole, Council Workshop and Regular Council; and,
4. Part 7 [Committee of the Whole] Section 49 [Meeting Date and Time] amended by replacing the words "Date and Time" in the section heading with "Meeting Procedures" and replacing the words "commence at 1:30 p.m." with "be held" in Subsection 1.

RECOMMENDATION:

That Council Procedure Bylaw No. 7700-2021 be given first, second and third reading; and further,

That the legislated public notice between third reading and adoption be given.

Approved by: **Corporate Officer**

Appendix A – Bylaw as amended to include Council feedback from the March 9, 2021 Council Workshop
Appendix B – Staff report dated March 23, 2021 including draft bylaw

1191

The City of Maple Ridge
Council Procedure Bylaw
Bylaw No. 7700-2021

Table of Contents

Page
PART 1 – INTRODUCTION 3
1. Title 3
2. Repeal 3
3. Definitions 3
4. Incorporation of Definitions 5
5. Application of Rules of Procedure 5
6. Public Notice Posting Place 5
PART 2 – COUNCIL MEETINGS 5
7. Inaugural Meeting 5
8. Time and Location of Meetings 6
9. Notice of Council Meetings 6
10. Calling and Notice of Special Council Meetings 6
11. Electronic Meeting Participation by Council Members 7
12. Public Hearings 8
PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR 9
13. Acting Mayor 9
PART 4 – COUNCIL PROCEEDINGS 9
14. Application of Rules to Other Bodies 9
15. Attendance of Public at Meetings 9
16. Attendance at Closed Meetings 10
17. Resolution Required Before Closed Meeting 10
18. Closed Meetings and Bylaws 10
19. Confidentiality 10
20. Meeting Minutes 10
21. Calling Meeting to Order 10
22. Adjourning Meeting Where No Quorum 11
23. Agenda 11
24. Order of Proceedings and Business 11
25. Consent Agenda Items 12
26. Other Matters Deemed Expedient 12
27. Public Question Period 12
28. Voting at Meetings 13
29. Delegations 14
30. Points of Order 15
31. Conduct and Debate 15
32. Expulsion from Council Meetings 17
33. Motions Generally 17
34. Notice of Motion Process 18
35. Motion to Commit 18
36. Motion for the Main Question 18
37. Amendments Generally 18
38. Reconsideration by Council Member 19
39. Privilege 20
40. Reports from Committees 20

41. Adjournment 20
PART 5 – BYLAWS 20
42. Copies of Proposed Bylaws to Council Members 20
43. Form of Bylaws 21
44. Bylaws to be Considered Separately or Jointly 21
45. Reading and Adopting Bylaws 21
46. Bylaws Must be Signed 22
PART 6 - RESOLUTIONS 22
47. Form of Resolution 22
48. Introducing Resolutions 22
PART 7 - COMMITTEE OF THE WHOLE (CoW) 22
49. Meeting Date and Time 22
50. Minutes of CoW Meeting to be Maintained and Available to Public 22
51. Presiding Members at CoW Meetings and Quorum 23
PART 8 – COMMITTEES 23
52. Committees of Council 23
53. Duties and Authority of Standing Committees 23
54. Duties and Authority of Select Committees 23
55. Schedule of Committee Meetings 24
56. Notice of Committee Meetings 24
57. Attendance at Committee Meetings 24
58. Quorum 24
59. Conduct and Debate 24
60. Minutes of Committee Meetings to be Maintained and Available to Public 25
PART 9 – GENERAL 25
61. Severance 25

The Corporation of the City of Maple Ridge

Bylaw No. 7700-2021

A Bylaw to regulate the proceedings of Council, Council Meetings and other Council reporting bodies

WHEREAS pursuant to the *Community Charter,* Council must, by bylaw, establish general procedures to be followed by Council and committees in conducting their business;

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the City of Maple Ridge, in open meeting assembled ENACTS AS FOLLOWS:

PART 1 – INTRODUCTION

1. Title

(1) This Bylaw may be cited as the "Maple Ridge Council Procedure Bylaw No. 7700-2021".

2. Repeal

(1) Maple Ridge Council Procedure Bylaw No. 6472-2007 and all amendments thereto are hereby repealed upon adoption of this bylaw.

3. Definitions

(1) In this Bylaw,

"Acting Mayor" the Council member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant;

"Agenda" is the list of items and order of business for any meeting of Council or its Committees;

"Chair" means the Mayor, Acting Mayor or presiding officer appointed under the *Community Charter* or this Bylaw, who is chairing a meeting;

"City" means the Corporation of the City of Maple Ridge;

"City Hall" means Maple Ridge City Hall located at 11995 Haney Place, Maple Ridge, British Columbia;

"City Website" means the information resource found at an internet address provided by the City, the current home landing page located at www.mapleridge.ca;

"Commission" means a municipal commission established under s.143 of the *Community Charter*;

"Committee" means a Select or Standing committee of Council, an Authority, an Advisory committee, a Board and any other committee established by Council or authorized by statute and excludes the Committee of the Whole;

"Committee of the Whole" [CoW] is a committee of all members of Council established to consider but not to decide on matters of the City's business with its primary purpose being the initial review of information to ensure Council can debate and vote on issues at a future Council Meeting;

"Community Charter" means Chapter 26 [SBC 2003];

"Corporate Officer" means the municipal employee appointed as Corporate Officer to carry out duties as defined in section 148 of the *Community Charter* or a designate;

"Council" means the Council of the City of Maple Ridge;

"Council Meeting" means any gathering to which members of Council have been invited, whereby quorum is obtained, at which discussion could be seen to be making decisions or moving towards making decisions, and is a material part of council's decision-making process;

"Councillor" means a member of Council other than the Mayor;

"Council Workshop" means a Council meeting which primary purpose is the receipt of information, review and discussion of policies and other matters of interest to Council, and to make decisions related as required;

"Inaugural Meeting" means the meeting at which members elected at the most recent general local election are sworn in;

"Local Government Act" means Chapter 1 [RSBC 2015]

"Mayor" means the duly elected Mayor of the City of Maple Ridge;

"Member" means the Mayor or a Councillor in relation to Council, or an appointed individual of a committee or commission, in relation to a committee or commission;

"Motion" means a formal proposal made by a Member at a meeting of Council or committee that directs an approval or a specified course of action (see also Resolution);

"Point of information" means the procedure pursuant to which a member may raise their hand and ask the Chair to require further information on the subject being debated;

"Point of order" means a procedure by which a member interrupts another speaker to ask the Chair to rule on a procedural matter immediately;

"Public Notice Posting Place" for the purpose of giving notices under section 94 of the *Community Charter*, means:

(1) the window in the west entrance to the lobby of the City Hall; and,
(2) the City Website.

"Question" means the subject matter of a motion except where referring to public question period;

"Quorum" means:

(1) In the case of Council meetings, a majority of the number of members of which the Council consists under the *Community Charter*; and,
(2) In the case of a committee or other body, a majority of the voting members appointed.

"Resolution" means a formal determination made by Council or Committee that approves or orders a specified course of action (see also Motion);

"Tabled" means to lay on the table whereby an item will be dealt with within the current meeting or on next meeting agenda as unfinished business;

"Urgent Business" means business that requires the urgent attention of Council in connection with public health or safety, a financial or legal matter of significance to the City, or a request for a leave of absence.

4. Incorporation of Definitions

(1) Unless otherwise defined in this Bylaw, the definitions used in the Community Charter and the *Local Government Act* and the *Interpretation Act* apply to this Bylaw.

5. Application of Rules of Procedure

(1) The provisions of this Bylaw govern the proceedings of Council Workshop, Regular Council, Committee of the Whole, Closed Council, all standing and select committees of Council, and Commissions.

(2) In cases not provided for under this Bylaw, then the most current version of Robert's Rules of Order applies to the proceedings of Council, Committee of the Whole, and Council committees to the extent that those Rules are:

(a) applicable in the circumstances; and
(b) not inconsistent with provisions of this Bylaw or the *Community Charter.*

(3) The rules of procedure contained in this bylaw, except those that are governed by statutory provisions, may be temporarily suspended by two-thirds vote of all members present.

6. Public Notice Posting Place

(1) The Public Notice Posting Place is to be used for the purpose of giving notices under Section 94 of the *Community Charter*.

PART 2 – COUNCIL MEETINGS

7. Inaugural Meeting

(1) Following a general local election, the first meeting of Council must be held within the first ten (10) days of November in accordance with section 124(2)(g) of the *Community Charter* in the year of the general local election.

(2) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

8. Time and Location of Meetings

(1) All Council meetings must take place within City Hall except when Council resolves to hold meetings elsewhere. Except in the case of a meeting outside of City boundaries, Council may pass the resolution to hold a meeting outside of City Hall at the commencement of that meeting.

(2) Council must establish prior to December 31, by resolution, a schedule of Regular Meetings. The Regular Council meetings will typically:

(a) be held on the second and fourth Tuesday of each month unless otherwise scheduled by Council resolution; and,
(b) begin at 7:00 pm.

(3) Other Meetings of Council:

(a) Committee of the Whole will be held on the first and third Tuesday of each month; and
(b) Council Workshop will be held on the second and fourth Tuesday of each month.

(4) Rescheduling/Changing Meetings of Council:

Council may by resolution:
(a) reschedule or cancel meetings;
(b) change the time or location for holding meetings;
(c) recess for a short period with a statement of approximate time a meeting will be reconvened; and,
(d) call an additional meeting(s) at the time and place stipulated in the Council resolution.

The Corporate Officer may, in accordance with the Mayor and the Chief Administrative Officer or by a resolution of Council, cancel, postpone, or reschedule any meeting of Council, and establish a different day, time or place for that meeting.

9. Notice of Council Meetings

(1) In accordance with section 127 of the *Community Charter [notice of council meetings]*, Council must prepare, annually on or before December 31 a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public at least once a year in accordance with section 94 of the *Community Charter*, and by posting it at the Public Notice Posting Places.

(2) Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

(3) The Corporate Officer must give public notice of a cancelled or rescheduled meeting in respect of which Council has resolved to exclude the public.

10. Calling and Notice of Special Council Meetings

(1) The Mayor may call a special Council Meeting at any time by sending a written notice of the date, time, place and nature of the meeting to all Council members and to the Corporate Officer.

(2) Two or more Council Members may, in writing, request that the Mayor call a Special Council Meeting.

(3) Two or more Council Members may request that the Mayor call a Special Council Meeting by sending a Special Council Meeting Notice to all Council Members and to the Corporate Officer if:

(a) within 24 hours after receiving a request pursuant to Section 10(2), the Mayor has not made arrangements for a Special Council Meeting to be held within the next 7 days; or
(b) the Mayor and the Acting Mayor are absent or otherwise unable to call a Special Council Meeting.

(4) Except where notice of a special meeting is waived by unanimous vote of all council members under section 127(4) of the *Community Charter*, a notice of the date, hour, and place of a special Council meeting must be given at least 24 hours before the time of meeting, by:

(a) posting a copy of the notice a the regular council meeting place;
(b) posting a copy of the notice at the Public Notice Posting Place; and
(c) leaving one copy of the notice for each Council member in the Council member's mailbox at City Hall and providing an electronic copy for each member through the City's eAgenda.

(5) The notice under subsection (4) must describe in general terms the purpose of the meeting and be signed by the Corporate Officer or designate.

(6) Before the time of a special Council meeting, the person or persons calling the meeting may by notice:

(a) cancel the meeting; or

(b) postpone the meeting and reschedule it to a different day and time.

11. Electronic Meeting Participation by Council Members

(1) A Council member who is unable to attend a meeting of Council in person may participate in the meeting by electronic or other communication facilities if:

(a) the facilities enable the other members of Council to hear and be heard by the Council Members;
(b) except for any part of the Council meeting that is closed to the public, the facilities enable the public to hear, or watch and hear, the Council member; and,
(c) the member attending virtually uses one of the corporate approved backgrounds or their natural environment so that it is clear that they are not in Council Chambers.

(2) The member presiding as Chair at a meeting must not participate electronically and must be present in person at the place where the public may attend to hear, or watch and hear the meeting. The Corporate Officer must also be present in person.

(3) If a member of Council participates in a meeting of Council by electronic or other communication facilities:

(a) the Chair shall advise Council when members join the meeting;

(b) the Member shall advise when they leave the meeting and shall state the reason why if associated with an item up for discussion; and
(c) the Chair shall repeat the results of each vote, including the names of Council members voting in favour and opposition, immediately following each vote.

(4) Members participating in a Closed Council meeting electronically are required to verbally acknowledge that they are in a secure area where no one else can hear them and that they will maintain that confidentiality for the duration of the meeting;

(a) the verbal acknowledgement will be recorded in the minutes of the Closed Council meeting.

(5) In the case of an interruption in the communication link to the member(s) participating electronically:

(a) The Chair or member will notify technical support staff.
(b) Should the member be disconnected while speaking, the Chair may move on to the next speaker.
(c) Once communications are re-established, the member will be provided another opportunity to speak.
(d) The meeting will continue without the electronic participant(s) so long as there is quorum present.

12. Public Hearings

(1) Public Hearings will be held on the third Tuesday of each month (unless stated in the current Council Meeting Schedule published before December 31 each year) and will begin at 7:00 pm.

(2) Public Hearings are to be held in Council Chambers except when the scope of a Public Hearing may warrant holding it in a larger location.

(3) Public Hearings must be held after the after second reading of a bylaw and before third reading.

(4) More than one bylaw may be included in a Notice of Public Hearing and more than one bylaw may be considered at a Public Hearing.

(5) A written report of each Public Hearing item containing a summary of the nature of the representations respecting the bylaw that were made at the Public Hearing, must be prepared and maintained as a public record.

(6) The report under subsection 12(5) must be signed by the Presiding Member and be certified as being fair and accurate by the Corporate Officer or the delegate.

(7) A Public Hearing may be adjourned and no further notice of the hearing is necessary if a time and place for the resumption of the hearing is stated to those present at the time that the hearing is adjourned.

(8) Despite Section 135(3) of the *Community Charter* [at least one day between third reading and adoption] a Council may adopt an official community plan or zoning bylaw at the same meeting at which the bylaw(s) passed third reading.

PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

13. Acting Mayor

(1) Annually, in November, Council must from amongst all its members designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.

(2) The Acting Mayor shall chair the Committee of the Whole meeting.

(3) Should the Acting Mayor be absent or 15 minutes late at the start of the meeting the next member in line for Acting Mayor will preside.

(4) Each Councillor designated under this section must fulfill the responsibilities of the Mayor in his or her absence.

(5) The member designated under this section has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 – COUNCIL PROCEEDINGS

14. Application of Rules to Other Bodies

(1) In addition to applying to Council meetings, sections 15, 16 and 17 also apply to meetings of the following (note: other Parts of this Bylaw may also apply to these bodies as applicable):

(a) Committee of the Whole (CoW);
(b) Standing committees;
(c) Select committees;
(d) An advisory body established by Council;
(e) A municipal commission;
(f) A body that under the *Community Charter* or other Act may exercise the powers of the City or Council;
(g) The Parcel Tax Roll Review Panel; and
(h) A body prescribed by Provincial Regulation.

15. Attendance of Public at Meetings

(1) Except where the provisions of section 90 of the *Community Charter [meetings that may or must be closed to the public]* apply, all Council meetings must be open to the public.

(2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter [requirements before Council meeting is closed],* which includes the reason for the closed meeting as described in section 90 of the *Community Charter.*

(3) The presiding member may expel or exclude from a Council meeting any person in accordance with section 133 of the *Community Charter.*

16. Attendance at Closed Meetings

(1) Council may allow City staff to attend, or may choose to exclude them from attending closed meetings, as it considers appropriate.

(2) Council may allow a person other than a City staff to attend closed meetings, if Council considers it necessary and if the person already has knowledge of confidential information or is a lawyer attending to provide legal advice in relation to the matter.

(3) The minutes of closed meetings must record the names of all persons in attendance and when they entered and left the meeting.

17. Resolution Required Before Closed Meeting

Before a closed meeting is held, Council must state by resolution passed in a public meeting, the fact that the meeting or part thereof is to be closed, and the basis under the applicable sections of the *Community Charter* under which the meeting or part thereof is to be closed.

18. Closed Meetings and Bylaws

Council must not vote on the reading or adoption of a bylaw at a closed meeting.

19. Confidentiality

All Members must keep in confidence information that was considered, or is scheduled to be considered, at any closed meeting, until and unless Council by resolution agrees to make the confidential information available to the public.

20. Meeting Minutes

(1) Minutes of the proceedings of Council must be:

(a) legibly recorded;
(b) certified as correct by the Corporate Officer; and
(c) signed by the Mayor or other member presiding at the meeting.

(2) The minutes of previous meetings, by resolution of Council, shall be adopted.

(3) In accordance with section 97(1)(b) of the *Community Charter [other records to which public access must be provided]* minutes of the proceedings of Council must be open for public inspection at City Hall during its regular office hours.

(4) Subsection 21(3) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter [meetings that may be closed to the public].*

21. Calling Meeting to Order

(1) As soon as possible after the time specified for the commencement of a Council meeting, if there is a quorum present:

(a) The Mayor, if present, must take the Chair and call the meeting to order; or
(b) If the Mayor is absent, the Acting Mayor must be the Chair and call the meeting to order.

(2) If a quorum of Council is present but neither the Mayor nor the Acting Mayor are present at the time at which the meeting is scheduled to begin:

(a) the Corporate Officer must call to order the members present, and
(b) those members in attendance must appoint a member to preside for that meeting.

22. Adjourning Meeting Where No Quorum

(1) If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:

(a) record the names of the members present, and those absent; and
(b) adjourn the meeting until the next scheduled meeting.

(2) If a quorum of Council is lost during a meeting the Corporate Officer must record the names of the Members present and those absent, and temporarily adjourn the meeting until a quorum is present. If a quorum does not reconvene within 15 minutes, the Corporate Officer must adjourn the meeting until the next scheduled meeting.

23. Agenda

(1) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.

(2) Business at a Council meeting must in all cases be taken up in the order in which it is listed in section 24 unless otherwise resolved by Council.

(3) The Corporate Officer must make the agenda available to the members of Council and the public on the Friday prior to the meeting.

24. Order of Proceedings and Business

(1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below, however, where appropriate for timing or other reasons, Council may by resolution, determine an alternative order or variation in the agenda:

a. Call to Order;
b. Amendments to the Agenda[1];
c. Approval of Agenda;
d. Adoption of Minutes;
e. Presentations at the Request of Council;
f. Delegations;
g. Items on Consent;
h. Unfinished Business;
i. Bylaws;
j. Committee Reports and Recommendations;
k. Staff Reports;
l. Other Matters Deemed Expedient[2]
m. Public Question Period;

[1] Amendments to the agenda are limited to the order of business not to adding late items.
[2] See Section 26 – Other Matters Deemed Expedient.

n. Mayor and Councillor Reports[3];
o. Notices of Motions and Matters for Introduction at Future Meetings[4];
p. Adjournment.

25. Consent Agenda Items

(1) Items listed under "Items on Consent" are considered for approval in one motion, unless a Member of Council wishes to debate an item and requests that it be excluded. The rule of order establishing a consent agenda provides that consent agenda items may be considered in total and without debate or amendment.

(2) Once moved and seconded, if any member may request that an item be removed from the consent agenda and discussed and decided separately, the balance of the items would be voted on together for approval.

(3) If an item is excluded from the "Items on Consent", the item will be considered as an agenda item under the appropriate section at the discretion of the Corporate Officer and without resolution, to discuss such items in more detail or to provide motion on the item(s) excluded. Each item removed from the Consent Agenda will be debated and voted on by Council separately.

(4) Items will be listed in the Consent Agenda section that, in the opinion of the Chief Administrative Officer and/or Corporate Officer, require little or no discussion.

26. Other Matters Deemed Expedient

(1) An item of business not included on the agenda must not be considered at a meeting unless introduction of the item is approved by Council resolution at the time allocated on the agenda under Other Matters Deemed Expedient;

(2) A member must, when making a request, inform Council of the nature of the business and the reason for urgent consideration;

(3) If the Council makes a resolution under section 26(1), information pertaining to such items must be distributed to members and to the public as soon as possible.

(4) Non-urgent items shall be dealt with through the Notice of Motion process.

27. Public Question Period

(1) At the end of Council business, the public will be afforded an opportunity to address Council.

(2) 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.

---

[3] Mayor and Councillor reports will not be recorded into the Minutes.

[4] Council must not consider matters raised under this section at the same meeting the matter is introduced.

(3) Each question must be limited to two (2) minutes, with a total of 15 minutes per Public Question Period. Public Question Period may be extended with approval of Council through an affirmative vote.

28. Voting at Meetings

(1) The following procedures apply to voting at Council meetings:

(a) When debate on a matter is closed the presiding member must put the matter to a vote of Council members;

(b) when the Council is ready to vote, the presiding member must put the matter to a vote by stating something similar to:

"All those in favour raise your hands." and then "All those opposed raise your hands."

(c) when the presiding member is putting the matter to a vote under paragraphs (a) and (b) a member must not:

(i) cross or leave the room, unless excused as a result of not being entitled to vote under the *Community Charter* or if excused by Council;

(ii) make a noise or other disturbance; or

(iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order.

(d) if requested by a member, Council must vote separately on each distinct part of a motion that is under consideration;

(e) after the presiding member finally puts the question to a vote under paragraph (b), a member must not speak to the question or make a motion concerning it, except to move to postpone to a certain time or postpone indefinitely, or to refer the item back to staff which will supersede the main motion and must be voted on first;

(f) the presiding member's decision about whether a question has been finally put is conclusive;

(g) whenever a vote of Council on a matter is taken, each member present must signify their vote by raising their hand. Failure for a member to raise their hand in favour or opposed, abstaining from voting, is considered to be a vote in favour (affirmative);

(h) if the votes of the members present at a council meeting at the time of the vote are equal for and against a motion, the motion is defeated;

(i) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative and the result will be recorded in the Minutes as "CARRIED UNANIMOUSLY", "CARRIED" or "DEFEATED" as circumstances dictate;

(j) the names of those who vote negative, against a question, shall be entered into the Minutes;

(k) the names of those who are in attendance at the meeting but absent at the time of the vote on a matter shall be entered into the Minutes.

29. Delegations

(1) Requests to appear as a delegation before a meeting of Council, Advisory Committee or Advisory Commission, must be submitted to the office of the Corporate Officer at least one week prior to the preferred meeting.

(2) Requests must be in the form of the "Appear as a Delegation to Council" online application form on the City's website.

(3) Delegations will not be heard at regular meetings of Council on the following:
   (a) Official Community Plan Bylaws or Zoning Bylaws, including amendments to either such bylaws, which have received first reading and which have not yet been adopted, defeated, or abandoned;
   (b) matters on which the City has commenced prosecution and on which judgement has not been rendered;
   (c) the promotion of commercial products or services which have no connection to the business of the City; and,
   (d) publicly tendered contracts or proposal calls for the provision of goods and services for the City, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by Council or City staff.

(4) The provisions of section 3(a) do not apply where a second or subsequent Public Hearing is to be held on an Official Community Plan or Zoning Bylaw or amendments to such bylaws, whichever is the case.

(5) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.

(6) If the request is granted by the Corporate Officer the Corporate Officer will contact the delegation to confirm attendance at the requested meeting or make alternate arrangements.

(7) A maximum of three delegations will be permitted at any Council or Committee meeting.

(8) If a delegation wishes to appear at consecutive meetings, the delegation will be approved only if no more than two delegations are scheduled for the later meeting.

(9) Delegations will be required to abide by the following general rules:

   (a) Delegations will be allowed a maximum of 10 minutes to make their presentation, excluding the time taken for questions posed by Council, unless Council or the Committee agrees to extend the time limit.
   (b) A delegation intending to use audio and/or audio-visual equipment must advise the Corporate Officer prior to the Council meeting, on the understanding that the City will assist with, but not be responsible for, the provision of the necessary equipment;
   (c) A delegation to Council must not speak disrespectfully of any person, and where in the opinion of the Chair, a delegation has done so, the Chair may ask the delegation to withdraw the offensive remarks;
   (d) If the delegation refuses to withdraw remarks considered by the Chair to be offensive, or refuses to abide by the rules for delegations, or the instructions of the Chair, the Chair may terminate the presentation and direct the delegation to vacate the speaker's podium and return to the public seating area;

(e) Where a delegation refuses to comply with such direction, the Chair may order the expulsion and exclusion of the delegation from the meeting, as permitted in section 133(1) of the *Community Charter*.
(f) If the offending delegation apologizes, Council may permit the delegation to either continue their presentation or to remain in the public seating area whichever Council considers appropriate in the circumstances.

30. Points of Order

(1) Without limiting the Chair's duty under the Community Charter, a Member may raise a Point of Order at any time.

(2) When a Point of Order is raised, the Chair must:

(a) interrupt a matter of consideration on the agenda;
(b) interrupt a Member who had been speaking, until the Point of Order is ruled upon;
(c) ask the Member raising the Point of Order to state the substance of and the basis for the Point of Order; and
(d) rule on the Point of Order without debate.

(3) The Member who raised the Point of Order:

(a) must, upon request by the Chair, state the substance of and the basis for the Point of Order; and
(b) may, once the Chair has ruled on the Point of Order, appeal the Chair's ruling. If the ruling of the Chair is appealed, the Chair must put the appeal to a vote, pursuant to the Community Charter.

(4) If a Member puts a question to the Chair regarding any matter connected to the affairs of Council or the City, the Chair may respond, or may:

(a) require the Member to put the question in writing; and
(b) take the question on notice and respond during the next regular meeting.

31. Conduct and Debate

(1) During a Council meeting, a person must not engage in bullying or harassing behaviour in respect of a Council Member, Government Official or a City employee, which includes but is not limited to:

(a) expressing a negative opinion about the personality or character of a Council Member, Government Official or City employee;
(b) speaking disrespectfully about a Council Member, a Government Official or a City employee;
(c) speaking or acting aggressively towards a Council Member, a Government Official or a City employee;
(d) using offensive gestures or signs;
(e) questioning the motives of a Council Member, Government Official or City employee;
(f) using rude or offensive language or engaging in rude or offensive conduct; or
(g) disrupting or unnecessarily delaying the conduct of business at the Council Meeting.

(2) During a Council meeting, a person must:

(a) not speak on electronic communication devices when a person or Council Member is speaking, except in the case of emergencies;

(b) cease speaking, if called to order by the person presiding over the meeting;
(c) adhere to the provisions of this Bylaw; and,
(d) adhere to any rulings or decisions made pursuant to this Bylaw.

(3) Members wishing to speak shall be recognized by the presiding member in the order in which the members indicate their request, preference being given to the mover and to the seconder should either or both wish to speak. If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.

(4) Members are addressed, as appropriate, in the following manner: the Mayor as "Mayor (here use the surname)"; a presiding member who is not the Mayor as Chair; and a Councillor as "Councillor (here use the surname)".

(5) A member wishing to speak for the purpose of speaking directly and concisely on the matter under debate, may do so after being recognized by the presiding member. Speaking times are limited to:

	1st Round	2nd Round	Amendment
CoW	Up to 10 minutes	Up to 10 Minutes	Additional 5 minutes
Council Workshop	Up to 10 minutes	Up to 10 Minutes	Additional 5 minutes
Regular Council	Up to 10 minutes	Up to 5 minutes	Up to 5 minutes

however, the presiding member may extend the speaking time where deemed necessary, or Council may do so by motion.

(6) No member must interrupt a member who is speaking except to raise a point of order.

(7) Members who are called to order by the presiding member

(a) must immediately stop speaking;
(b) may explain their position on the point of order; and
(c) may appeal to Council for its decision on the point of order in accordance with section 132 of the *Community Charter [authority of presiding member]*.
(d) If a member appeals the decision of the presiding member [appeal the decision of the chair], the question of whether the presiding members' decision will stand must be asked by the presiding member and voted on without debate and without the presiding member voting. A tie vote in this situation passes in the affirmative.

(8) Members speaking at a Council meeting

(a) must use respectful language;
(b) must not use offensive gestures or signs;
(c) must speak only in connection with the matter being debated;
(d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded or reconsidered; and
(e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.

(9) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.

32. Expulsion from Council Meetings

(1) A person who contravenes the general rules of conduct may be ordered expelled from the meeting.

(2) If a member is of the opinion that a person has contravened the general rules of conduct, the member must state on the record how the general rules of conduct were contravened.

(3) If the presiding member is of the opinion that the named person did not contravene the general rules of conduct, the presiding member must state on the record why they believe the rules of conduct were not contravened.

(4) If a member alleges a contravention of the general rules of conduct and the presiding member is of the opinion that the named person contravened the general rules of conduct, the presiding member shall:

(a) permit the person to apologize immediately to the governing body for the conduct that contravened the Bylaw; or
(b) order the person to leave the Council Meeting immediately.

(5) If a person who has contravened the general rules of conduct is permitted to apologize and does so apologize, the person presiding shall:

(a) permit the person to remain in the meeting; or
(b) order the person to leave the meeting immediately if the presiding member is of the opinion that the apology was inadequate.

(6) If a person does not voluntarily comply with an order to leave the meeting, that person may be removed from the meeting by a peace officer, pursuant to s.133 (2) of the *Community Charter*.

33. Motions Generally

(1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.

(2) A member wishing to make a motion may do so after being recognized by the presiding member and shall immediately state the motion in the form "I move that".

(3) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's approval through the notice of motion process per section 35 below.

(4) A Council member may make only the following motions, when the Council is considering a question:

(a) to refer (to committee or back to staff);
(b) to amend;
(c) to lay on the table;
(d) to postpone indefinitely;
(e) to postpone to a certain time (date);
(f) to move the previous question;
(g) to adjourn.

(5) A motion may be withdrawn by the mover if done so before the presiding member states the question. A motion may be withdrawn by the mover and seconder of a motion only with consent of all members present.

(6) A motion made under subsections (4)(c) to (g) is not amendable or debatable.

(7) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

34. Notice of Motion Process

(1) A Notice of Motion resulting from an item of business that is not listed as being for Council action on the Council Meeting agenda must be provided to the Corporate Officer prior to the meeting. The Corporate Officer will circulate the Notice of Motion to the rest of Council, if time permits, prior to the meeting.

(2) A copy of the motion will appear in the minutes of meeting referred to in Section 25(1)(o) above as a Notice of Motion.

(3) Upon the member being acknowledged by the Chair the member will read aloud the motion.

(4) The Corporate Officer shall place the motion and any supporting materials, which the member presenting the motion should provide, on the agenda of the next Council meeting for consideration.

35. Motion to Commit

Until it is decided, a motion made at a Council meeting to refer to committee precludes an amendment of the main question.

36. Motion for the Main Question

(1) In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Council.

(2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:

(a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
(b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the question, or proceed to other business.

37. Amendments Generally

(1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.

(2) An amendment may propose removing, substituting for, or adding to the words of an original motion.

(3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.

(4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.

(5) An amendment may be amended once only.

(6) An amendment that has been defeated by a (negative) vote of Council cannot be proposed again.

(7) A Council member may propose an amendment to an adopted amendment.

(8) The presiding member must put the main question and its amendments in the following order for the vote of Council:

(a) a motion to amend a motion amending the main question;
(b) a motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (a) is positive;
(c) the main question.

38. Reconsideration by Council Member

(1) Subject to subsection (5), a Council member who voted with the majority either for or against a motion may, at the next Council meeting:

(a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken;
(b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption; and
(c) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.

(2) Council has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.

(3) A vote to reconsider can be debated but must not be reconsidered.

(4) Council may only reconsider a matter that has not

(a) had the approval or assent of the electors and been adopted;
(b) been reconsidered under subsection (1) or section 131 of the *Community Charter [mayor may require Council reconsideration of a matter]*; or
(c) been acted on irreversibly by an officer, employee, or agent of the City.

(5) If a motion to reconsider is defeated, the subject matter of the resolution or proceeding may not be open for consideration by the Council within six months except by way of a new and substantially different motion.

(6) Subject to applicable enactments, the Council may by resolution, rescind the most recent reading of a proposed bylaw, other than first reading, and then give the proposed bylaw that reading with or without amendment.

(7) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.

(8) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or section 131 of the *Community Charter [Mayor may require Council reconsideration of a matter]* is as valid and has the same effect as it had before reconsideration.

39. Privilege

(1) In this section, a matter of privilege refers to any of the following motions:

(a) fix the time to adjourn;
(b) adjourn;
(c) recess;
(d) raise a question of privilege of the Council; and,
(e) raise a question of privilege of a member of Council.

(2) A matter of privilege must be immediately considered when it arises at a Council meeting.

(3) For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

40. Reports from Committees

(1) Council may take any of the following actions in connection with a resolution it receives from any committee or other body appointed by Council:

(a) agree or disagree with the resolution, support or deny support;
(b) amend the resolution;
(c) refer the resolution back to committee, etc.;
(d) postpone its consideration of the resolution.

41. Adjournment

(1) A Council may continue a Council meeting

(a) after 10:30 pm only by an affirmative vote of the members present; and
(b) after 11:00 pm only by a unanimous vote of the members present.

(2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.

(3) Subsection (2) does not apply to either of the following motions:

(a) a motion to adjourn to a specific day; or
(b) a motion that adds an opinion or qualification to a preceding motion to adjourn.

PART 5 – BYLAWS

42. Copies of Proposed Bylaws to Council Members

A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

43. Form of Bylaws

(1) A bylaw introduced at a Council meeting must:

(a) be printed;
(b) have a distinguishing name;
(c) have a distinguishing number;
(d) contain an introductory statement of purpose; and
(e) be divided into sections if applicable.

44. Bylaws to be Considered Separately or Jointly

(1) Council must consider a proposed bylaw at a Council meeting either:

(a) separately when directed by the presiding member or requested by another Council member; or
(b) jointly with other proposed bylaws in the sequence determined by the presiding member.

45. Reading and Adopting Bylaws

(1) The presiding member of a Council meeting may

(a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws; and then
(b) request a motion that the proposed bylaw or group of bylaws be read.

(2) The only motion required for the reading of a bylaw shall be:

"That (short title of bylaw) be given first reading (or first and second readings, or first, second and third readings)."

(3) The only motion required for the adoption of a bylaw shall be:

"That (short title of bylaw) be adopted."

(4) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter* and, if amended, a motion at third reading shall be "to give the bylaw third reading as amended".

(5) Subject to section 477 of the *Local Government Act [OCP adoption procedures]*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.

(6) In accordance with section 135 of the *Community Charter [requirements for passing bylaws]*, Council may give two or three readings to a proposed bylaw at the same Council meeting.

(7) Despite section 135(3) of the *Community Charter [requirements for passing bylaws]*, and in accordance with section 477 and 480 of the *Local Government Act [public hearings]*, Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

(8) The Corporate Officer is hereby authorized to consolidate one or more of the bylaws of the municipality pursuant to Section 139 *[consolidation of bylaws]* of the *Community Charter*.

46. Bylaws Must be Signed

(1) After a bylaw is adopted, and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the City's records for safekeeping and endorse upon it:

(a) the City's corporate seal, the dates of its readings and adoption; and
(b) the date of Ministerial approval or approval of the electorate if applicable.

PART 6 - RESOLUTIONS

47. Form of Resolution

A resolution shall be dealt with on a motion put by a member and seconded by another member.

48. Introducing Resolutions

(1) The presiding member of a meeting may:

(a) have the corporate officer read the resolution; and
(b) request a motion that the resolution be introduced.

PART 7 - COMMITTEE OF THE WHOLE (CoW)

49. Meeting Procedures

(1) The Committee of the Whole meetings will be held in the Council Chambers on the first and third Tuesday of each month, except August, unless otherwise resolved by Council.

(2) Annually Council must make available to the public a schedule of the dates, times, and places of regular Committee of the Whole meetings in the same manner as is required for regular council meetings. The Committee of the Whole meeting schedule may be combined and made available with the annual notice of regular Council meetings.

(3) A special meeting of the Committee of the Whole may be called in the same manner as for a special council meeting as provided for in the Community Charter and notice for this special committee meeting must be given in the same manner as for a special council meeting.

(4) At any time during a regular or special Council meeting for which proper notice has been given Council may resolve to go into Committee of the Whole without further notice. Upon the Committee of the Whole rising and reporting, the regular or special Council meeting resumes with the first order of business thereafter being Council considering the report of the Committee of the Whole.

50. Minutes of CoW Meeting to be Maintained and Available to Public

(1) Minutes of the proceedings of COW must be
(a) legibly recorded;
(b) certified by the Corporate Officer; and
(c) open for public inspection in accordance with section 97(1)(c) of the Community Charter [other records to which public access must be provided].

51. Presiding Members at CoW Meetings and Quorum

(1) The Mayor or Acting Mayor shall preside in CoW.
(2) The quorum of CoW is the majority of Council members.

PART 8 – COMMITTEES

52. Committees of Council

(1) Council shall appoint all representatives on committees and all boards, commissions, or other bodies to which the City is entitled to appoint representatives except standing committees.

(2) Council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to Council. At least one member of a select committee must be a Council member and persons who are not council members may be appointed. Council may dissolve a select committee at any time.

(3) The Mayor must establish standing committees for matters the Mayor considers would be better dealt with by committee and must appoint persons to those committees. At least half of the members of a standing committee must be Council members and persons who are not council members may be appointed.

(4) The Mayor may dissolve a standing committee at any time.

(5) The authority to appoint persons to committee includes the authority to rescind the appointment at any time.

53. Duties and Authority of Standing Committees

(1) Standing committees must consider, inquire into, report, and make recommendations to Council about matters that are referred by the Mayor or Council or on matters set out on the committee's terms of reference.

(2) Standing committees should report their findings and opinions to Council as required or at the next Council meeting if a time is not specified.

(3) Standing committees are advisory in nature unless enabled by bylaw.

54. Duties and Authority of Select Committees

(1) Select committees must consider, inquire into, report, and make recommendations to Council about matters that are referred by Council or on matters set out on the committee's terms of reference.

(2) Select committees should report their findings and opinions to Council as required or at the next Council meeting if a time is not specified.

(3) Select committees are advisory in nature unless enabled by bylaw.

55. Schedule of Committee Meetings

(1) At its first meeting after its establishment or the first meeting of the year, a committee must establish an annual schedule of meetings to be held at City Hall unless otherwise stated in the terms of reference for the committee.

(2) Standing and select committees should meet at minimum on a quarterly basis.

(3) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

56. Notice of Committee Meetings

(1) Subject to subsection (2), after the committee has established the annual schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:

(a) posting the meeting dates, time and places on the City's website; and
(b) providing a copy of the schedule to each member of the committee.

(2) Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as possible, update the City's website with any revisions to the date, time and place or cancellation of a committee meeting.

57. Attendance at Committee Meetings

(1) Except where the provisions of section 90 of the *Community Charter [meetings that may or must be closed to the public]* apply, all committee meetings are open to the public.

(2) Before closing a committee meeting or part of a committee meeting to the public, the committee must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter,* which includes the reason for the closed meeting as described in section 90 of the *Community Charter.*

(3) Individuals that are not members of the committee are not permitted to participate in discussion during committee meetings unless called upon by the Chair. If a member alternate is in attendance in addition to the primary member the member alternate is not permitted to participate in discussion unless called upon by the Chair.

(4) Only voting members as identified in the committee terms of reference may vote on committee matters. If a member alternate is in attendance in addition to the primary member the member alternate is not permitted to vote.

58. Quorum

The quorum for a committee is a majority of all of its members unless otherwise noted in the terms of reference for that committee.

59. Conduct and Debate

The rules and procedures of Council defined in this bylaw must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.

60. Minutes of Committee Meetings to be Maintained and Available to Public

(1) Minutes of the proceedings of a committee must be

(a) legibly recorded;
(b) certified as correct and signed by the Chair once approved by the committee; and
(c) available for public inspection at City Hall and on the website, other than a meeting or part of a meeting that is closed to the public.

(2) Sections (a), (b) and (c) shall only apply to meetings of the following, unless this bylaw provides for other procedures for taking of minutes by one or more bodies referred to in this subsection, the body is exempted by regulation, or to the extent they are modified by regulations:

(a) a standing or select committee established by Council;
(b) a municipal commission established under section 143 of the Community Charter;
(c) a body that under the Community Charter or any other Act may exercise the powers of Council;
(d) a parcel tax review panel established under section 204 of the Community Charter; and,
(e) a body prescribed by regulation.

PART 9 – GENERAL

61. Severance

(1) If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

(2) This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter [public notice].*

READ A FIRST time this	day of	, 2021
READ A SECOND time this	day of	, 2021
READ A THIRD time this	day of	, 2021

Notice of intention to proceed with this bylaw was published on the _____ day of _____, 2021 and the _____ day of _____, 2021 in the Maple Ridge-Pitt Meadows News, pursuant to Section 94 of the *Community Charter*.

ADOPTED this	day of	, 2021

_____
Mayor

_____
Corporate Officer

APPENDIX B

MAPLE RIDGE
British Columbia
mapleridge.ca

City of Maple Ridge

TO:	His Worship Mayor Michael Morden and Members of Council	**MEETING DATE:** **FILE NO:**	March 23, 2021 0530-01
FROM:	Chief Administrative Officer	**MEETING:**	CoW

SUBJECT: **First, Second and Third Reading**
Maple Ridge Council Procedure Bylaw No. 7700-2021

EXECUTIVE SUMMARY:

The attached bylaw has been amended to reflect comments received from Council at the January 26, 2021 Council Workshop and includes recommendations received by legal counsel.

RECOMMENDATION:

That Council Procedure Bylaw No. 7700-2021 be given first, second and third reading; and further,

That notice of the amending bylaw be posted in accordance with Section 94 of the *Community Charter*.

DISCUSSION:

a) Background Context:

There are a number of provisions in the procedure bylaw template that are required by the *Community Charter* and there are others which can be included should a Council choose to do so. The lists below provide responses from staff to feedback received from members of Council at the January 26, 2021 Council Workshop and the response and advice from legal counsel based on their review of the bylaw as presented. Legal counsel has also provided additional advice on sections which can be included, revised or deleted from the bylaw as originally brought forward.

<u>Feedback from Members of Council</u>

1. Section 8 [Time and Location] has been revised to include only dates of scheduled meetings with reference to the start time of a meeting for Regular Council only.
2. Section 11 [Electronic Meeting Participation by Council Members] subsection (5) has been revised to remove reference to a recess should a member of Council become electronically disconnected during a meeting.
3. Section 31 [Conduct and Debate] subsection (4) has been revised to remove the term "Your Worship" when addressing the Mayor, and replace it with the term "Mayor (here use the surname)".
4. Section 31 [Conduct and Debate] subsection (5) has been revised to reflect speaking times as noted by several members of Council.

5. Section 21 [Calling Meeting to Order] subsection (2) has been revised to keep the appointed Presiding Member as Chair after the Mayor or Acting Mayor enters the meeting.

Recommendations from Solicitor

1. Notice Advertising – the legislated notice for amendments to a Council Procedure Bylaw by way of advertising in the local newspaper occurs after third reading to allow the public to see the final draft of the bylaw prior to adoption;
2. Amend the definition of "Committee" to exclude reference to Committee of the Whole (CoW). CoW is a meeting of Council and therefore is not a committee, such as a standing or select committee, and should be subject to the rules governing council meetings;
3. Add definitions of the "Community Charter" and "Local Government Act";
4. Remove "City Clerk" from the definition of "Corporate Officer";
5. Amend the definition of "Public Notice Posting Place" to include only the west entrance to the lobby of City Hall and the City Website;
6. Amend section 6 [Public Notice Posting Place] to read "The Public Notice Posting Place is to be used for the purpose of giving notices under section 94 of the *Community Charter*;
7. Amend section 9 [Notice of Council Meetings] subsection (1) to replace "make available" with "prepare" to be consistent with Section 127 of the *Community Charter*;
8. Provide clarification to the reference "to providing electronic copies" in section 10 [Calling and Notice of Special Council Meetings] subsection (4)(c) by adding "providing an electronic copy for each member through the City's eAgenda.";
9. Amend section 12 [Public Hearings] subsection (6) to read "must be signed by the Presiding Member" as we do not delegate the holding of public hearings to a Council member under section 469 of the *Local Government Act*;
10. Remove section 14 [Community Charter Provisions] as it is not necessary;
    Note: the bylaw section numbers have now been renumbered and their new number will be reflected in the comments below.
11. Amend section 14 [Application to Rules to Other Bodies] to clarify which sections of the bylaw also apply to other bodies;
12. Amend section 15 [Attendance of Public at Meetings] subsection (3) to align with section 133 of the *Community Charter* to include expulsion of any person in attendance;
13. Clarify section 21 [Calling Meeting to Order] to either have the Mayor or Acting Mayor take the Chair back from the presiding member or keep the presiding member as Chair for the remainder of that meeting (See Council comment #5);
14. Amend section 22 [Adjourning Meeting Where No Quorum] subsection (2) by replacing the words "must proceed in accordance with section 23 [Agenda] subsection (1)" with "must adjourn the meeting until the next scheduled meeting.";
15. Amend section 24 [Order of Proceedings and Business] to provide clarification to (b) Amendments to the Agenda; (l) Other Matters Deemed Expedient; and, (o) Notices of Motions and Matters for Introduction at Future Meetings. The practice of adding agenda items to a published agenda should be discontinued as members of Council and staff are unprepared to discuss and respond to these late items. Additions should only be permitted for urgent or emergent items. Items arising from Notices of Motion and Matters for Introduction at Future Meetings should be dealt with at the next regular council meeting.
16. Amend the Council Workshop agenda to mirror the order of proceedings and business in the Regular Council agenda;
17. Remove reference to the delegations and petitions policies. Amend the delegations section to include wording in previous consolidated bylaw. Remove the Petitions section in its entirety;

18. Amend section 31 [Conduct and Debate] to remove the reference to the Council Conduct Bylaw as the Courts want bylaws to stand on their own; add back in the current wording under Conduct and Debate.

CONCLUSION:

The proposed Council Procedure Bylaw reflects recommendations from legal counsel and accounts for comments received from members of Council for which there appeared to be a consensus. Staff recommend that the attached bylaw be forwarded to the March 30, 2021 Council Meeting for three readings.

Prepared by: **Stephanie Nichols**
Corporate Officer

Concurrence: **Al Horsman**
Chief Administrative Officer

Attachments:
(A) Revised Council Procedure Bylaw No. 7700-2021
(B) Applicable sections of the *Community Charter* and *Local Government Act* for reference

Attachment A

The City of Maple Ridge
Council Procedure Bylaw
Bylaw No. 7700-2021

Table of Contents

Page

PART 1 – INTRODUCTION 3
1. Title 3
2. Repeal 3
3. Definitions 3
4. Incorporation of Definitions 5
5. Application of Rules of Procedure 5
6. Public Notice Posting Place 5
PART 2 – COUNCIL MEETINGS 5
7. Inaugural Meeting 5
8. Time and Location of Meetings 6
9. Notice of Council Meetings 6
10. Calling and Notice of Special Council Meetings 6
11. Electronic Meeting Participation by Council Members 7
12. Public Hearings 8
PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR 9
13. Acting Mayor 9
PART 4 – COUNCIL PROCEEDINGS 9
14. Application of Rules to Other Bodies 9
15. Attendance of Public at Meetings 9
16. Attendance at Closed Meetings 10
17. Resolution Required Before Closed Meeting 10
18. Closed Meetings and Bylaws 10
19. Confidentiality 10
20. Meeting Minutes 10
21. Calling Meeting to Order 10
22. Adjourning Meeting Where No Quorum 11
23. Agenda 11
24. Order of Proceedings and Business 11
25. Consent Agenda Items 12
26. Other Matters Deemed Expedient 12
27. Public Question Period 12
28. Voting at Meetings 13
29. Delegations 13
30. Points of Order 15
31. Conduct and Debate 15
32. Expulsion from Council Meetings 16
33. Motions Generally 17
34. Notice of Motion Process 18
35. Motion to Commit 18
36. Motion for the Main Question 18
37. Amendments Generally 18
38. Reconsideration by Council Member 19
39. Privilege 19
40. Reports from Committees 20

41. Adjournment 20
PART 5 – BYLAWS 20
42. Copies of Proposed Bylaws to Council Members 20
43. Form of Bylaws 20
44. Bylaws to be Considered Separately or Jointly 21
45. Reading and Adopting Bylaws 21
46. Bylaws Must be Signed 21
PART 6 - RESOLUTIONS 22
47. Form of Resolution 22
48. Introducing Resolutions 22
PART 7 - COMMITTEE OF THE WHOLE (CoW) 22
49. Meeting Date and Time 22
50. Minutes of CoW Meeting to be Maintained and Available to Public 22
51. Presiding Members at CoW Meetings and Quorum 22
PART 8 – COMMITTEES 23
52. Committees of Council 23
53. Duties and Authority of Standing Committees 23
54. Duties and Authority of Select Committees 23
55. Schedule of Committee Meetings 23
56. Notice of Committee Meetings 24
57. Attendance at Committee Meetings 24
58. Quorum 24
59. Conduct and Debate 24
60. Minutes of Committee Meetings to be Maintained and Available to Public 24
PART 9 – GENERAL 25
61. Severance 25

The Corporation of the City of Maple Ridge

Bylaw No. 7700-2021

A Bylaw to regulate the proceedings of Council, Council Meetings and other Council reporting bodies

WHEREAS pursuant to the *Community Charter,* Council must, by bylaw, establish general procedures to be followed by Council and committees in conducting their business;

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the City of Maple Ridge, in open meeting assembled ENACTS AS FOLLOWS:

PART 1 – INTRODUCTION

1. Title

(1) This Bylaw may be cited as the "Maple Ridge Council Procedure Bylaw No. 7700-2021".

2. Repeal

(1) Maple Ridge Council Procedure Bylaw No. 6472-2007 and all amendments thereto are hereby repealed upon adoption of this bylaw.

3. Definitions

(1) In this Bylaw,

"Acting Mayor" the Council member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant;

"Agenda" is the list of items and order of business for any meeting of Council or its Committees;

"Chair" means the Mayor, Acting Mayor or presiding officer appointed under the *Community Charter* or this Bylaw, who is chairing a meeting;

"City" means the Corporation of the City of Maple Ridge;

"City Hall" means Maple Ridge City Hall located at 11995 Haney Place, Maple Ridge, British Columbia;

"City Website" means the information resource found at an internet address provided by the City, the current home landing page located at www.mapleridge.ca;

"Commission" means a municipal commission established under s.143 of the *Community Charter*;

"Committee" means a Select or Standing committee of Council, an Authority, an Advisory committee, a Board and any other committee established by Council or authorized by statute and excludes the Committee of the Whole;

"Committee of the Whole" [CoW] is a committee of all members of Council established to consider but not to decide on matters of the City's business with its primary purpose being the initial review of information to ensure Council can debate and vote on issues at a future Council Meeting;

"Community Charter" means Chapter 26 [SBC 2003];

"Corporate Officer" means the municipal employee appointed as Corporate Officer to carry out duties as defined in section 148 of the *Community Charter* or a designate;

"Council" means the Council of the City of Maple Ridge;

"Council Meeting" means any gathering to which members of Council have been invited, whereby quorum is obtained, at which discussion could be seen to be making decisions or moving towards making decisions, and is a material part of council's decision-making process;

"Councillor" means a member of Council other than the Mayor;

"Council Workshop" means a Council meeting which primary purpose is the receipt of information, review and discussion of policies and other matters of interest to Council, and to make decisions related as required;

"Inaugural Meeting" means the meeting at which members elected at the most recent general local election are sworn in;

"Local Government Act" means Chapter 1 [RSBC 2015]

"Mayor" means the duly elected Mayor of the City of Maple Ridge;

"Member" means the Mayor or a Councillor in relation to Council, or an appointed individual of a committee or commission, in relation to a committee or commission;

"Motion" means a formal proposal made by a Member at a meeting of Council or committee that directs an approval or a specified course of action (see also Resolution);

"Point of information" means the procedure pursuant to which a member may raise their hand and ask the Chair to require further information on the subject being debated;

"Point of order" means a procedure by which a member interrupts another speaker to ask the Chair to rule on a procedural matter immediately;

"Public Notice Posting Place" for the purpose of giving notices under section 94 of the *Community Charter*, means:

(1) the window in the west entrance to the lobby of the City Hall; and,
(2) the City Website.

"Question" means the subject matter of a motion except where referring to public question period;

"Quorum" means:

(1) In the case of Council meetings, a majority of the number of members of which the Council consists under the *Community Charter*; and,
(2) In the case of a committee or other body, a majority of the voting members appointed.

"Resolution" means a formal determination made by Council or Committee that approves or orders a specified course of action (see also Motion);

"Tabled" means to lay on the table whereby an item will be dealt with within the current meeting or on next meeting agenda as unfinished business.

4. Incorporation of Definitions

(1) Unless otherwise defined in this Bylaw, the definitions used in the Community Charter and the *Local Government Act* and the *Interpretation Act* apply to this Bylaw.

5. Application of Rules of Procedure

(1) The provisions of this Bylaw govern the proceedings of Council Workshop, Regular Council, Committee of the Whole, Closed Council, all standing and select committees of Council, and Commissions.

(2) In cases not provided for under this Bylaw, then the most current version of Robert's Rules of Order applies to the proceedings of Council, Committee of the Whole, and Council committees to the extent that those Rules are:

(a) applicable in the circumstances; and
(b) not inconsistent with provisions of this Bylaw or the *Community Charter.*

(3) The rules of procedure contained in this bylaw, except those that are governed by statutory provisions, may be temporarily suspended by two-thirds vote of all members present.

6. Public Notice Posting Place

(1) The Public Notice Posting Place is to be used for the purpose of giving notices under Section 94 of the *Community Charter*.

PART 2 – COUNCIL MEETINGS

7. Inaugural Meeting

(1) Following a general local election, the first meeting of Council must be held within the first ten (10) days of November in accordance with section 124(2)(g) of the *Community Charter* in the year of the general local election.

(2) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

8. Time and Location of Meetings

(1) All Council meetings must take place within City Hall except when Council resolves to hold meetings elsewhere. Except in the case of a meeting outside of City boundaries, Council may pass the resolution to hold a meeting outside of City Hall at the commencement of that meeting.

(2) Council must establish prior to December 31, by resolution, a schedule of Regular Meetings. The Regular Council meetings will typically:

(a) be held on the second and fourth Tuesday of each month unless otherwise scheduled by Council resolution; and,
(b) begin at 7:00 pm.

(3) Other Meetings of Council:

(a) Committee of the Whole will be held on the first and third Tuesday of each month; and
(b) Council Workshop will be held on the second and fourth Tuesday of each month.

(4) Rescheduling/Changing Meetings of Council:

Council may by resolution:
(a) reschedule or cancel meetings;
(b) change the time or location for holding meetings;
(c) recess for a short period with a statement of approximate time a meeting will be reconvened; and,
(d) call an additional meeting(s) at the time and place stipulated in the Council resolution.

The Corporate Officer may, in accordance with the Mayor and the Chief Administrative Officer or by a resolution of Council, cancel, postpone, or reschedule any meeting of Council, and establish a different day, time or place for that meeting.

9. Notice of Council Meetings

(1) In accordance with section 127 of the *Community Charter [notice of council meetings],* Council must prepare, annually on or before December 31 a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public at least once a year in accordance with section 94 of the *Community Charter*, and by posting it at the Public Notice Posting Places.

(2) Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

(3) The Corporate Officer must give public notice of a cancelled or rescheduled meeting in respect of which Council has resolved to exclude the public.

10. Calling and Notice of Special Council Meetings

(1) The Mayor may call a special Council Meeting at any time by sending a written notice of the date, time, place and nature of the meeting to all Council members and to the Corporate Officer.

(2) Two or more Council Members may, in writing, request that the Mayor call a Special Council Meeting.

(3) Two or more Council Members may request that the Mayor call a Special Council Meeting by sending a Special Council Meeting Notice to all Council Members and to the Corporate Officer if:

(a) within 24 hours after receiving a request pursuant to Section 10(2), the Mayor has not made arrangements for a Special Council Meeting to be held within the next 7 days; or
(b) the Mayor and the Acting Mayor are absent or otherwise unable to call a Special Council Meeting.

(4) Except where notice of a special meeting is waived by unanimous vote of all council members under section 127(4) of the *Community Charter*, a notice of the date, hour, and place of a special Council meeting must be given at least 24 hours before the time of meeting, by:

(a) posting a copy of the notice a the regular council meeting place;
(b) posting a copy of the notice at the Public Notice Posting Place; and
(c) leaving one copy of the notice for each Council member in the Council member's mailbox at City Hall and providing an electronic copy for each member through the City's eAgenda.

(5) The notice under subsection (4) must describe in general terms the purpose of the meeting and be signed by the Corporate Officer or designate.

(6) Before the time of a special Council meeting, the person or persons calling the meeting may by notice:

(a) cancel the meeting; or

(b) postpone the meeting and reschedule it to a different day and time.

11. Electronic Meeting Participation by Council Members

(1) A Council member who is unable to attend a meeting of Council in person may participate in the meeting by electronic or other communication facilities if:

(a) the facilities enable the other members of Council to hear and be heard by the Council Members;
(b) except for any part of the Council meeting that is closed to the public, the facilities enable the public to hear, or watch and hear, the Council member; and,
(c) the member attending virtually uses one of the corporate approved backgrounds or their natural environment so that it is clear that they are not in Council Chambers.

(2) The member presiding as Chair at a meeting must not participate electronically and must be present in person at the place where the public may attend to hear, or watch and hear the meeting. The Corporate Officer must also be present in person.

(3) If a member of Council participates in a meeting of Council by electronic or other communication facilities:

(a) the Chair shall advise Council when members join the meeting;

(b) the Member shall advise when they leave the meeting and shall state the reason why if associated with an item up for discussion; and
(c) the Chair shall repeat the results of each vote, including the names of Council members voting in favour and opposition, immediately following each vote.

(4) Members participating in a Closed Council meeting electronically are required to verbally acknowledge that they are in a secure area where no one else can hear them and that they will maintain that confidentiality for the duration of the meeting;

(a) the verbal acknowledgement will be recorded in the minutes of the Closed Council meeting.

(5) In the case of an interruption in the communication link to the member(s) participating electronically:

(a) The Chair or member will notify technical support staff.
(b) Should the member be disconnected while speaking, the Chair may move on to the next speaker.
(c) Once communications are re-established, the member will be provided another opportunity to speak.
(d) The meeting will continue without the electronic participant(s) so long as there is quorum present.

12. Public Hearings

(1) Public Hearings will be held on the third Tuesday of each month (unless stated in the current Council Meeting Schedule published before December 31 each year) and will begin at 7:00 pm.

(2) Public Hearings are to be held in Council Chambers except when the scope of a Public Hearing may warrant holding it in a larger location.

(3) Public Hearings must be held after the after second reading of a bylaw and before third reading.

(4) More than one bylaw may be included in a Notice of Public Hearing and more than one bylaw may be considered at a Public Hearing.

(5) A written report of each Public Hearing item containing a summary of the nature of the representations respecting the bylaw that were made at the Public Hearing, must be prepared and maintained as a public record.

(6) The report under subsection 12(5) must be signed by the Presiding Member and be certified as being fair and accurate by the Corporate Officer or the delegate.

(7) A Public Hearing may be adjourned and no further notice of the hearing is necessary if a time and place for the resumption of the hearing is stated to those present at the time that the hearing is adjourned.

(8) Despite Section 135(3) of the *Community Charter* [at least one day between third reading and adoption] a Council may adopt an official community plan or zoning bylaw at the same meeting at which the bylaw(s) passed third reading.

PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

13. Acting Mayor

(1) Annually, in November, Council must from amongst all its members designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.

(2) The Acting Mayor shall chair the Committee of the Whole meeting.

(3) Should the Acting Mayor be absent or 15 minutes late at the start of the meeting the next member in line for Acting Mayor will preside.

(4) Each Councillor designated under this section must fulfill the responsibilities of the Mayor in his or her absence.

(5) The member designated under this section has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 – COUNCIL PROCEEDINGS

14. Application of Rules to Other Bodies

(1) In addition to applying to Council meetings, sections 15, 16 and 17 also apply to meetings of the following (note: other Parts of this Bylaw may also apply to these bodies as applicable):

(a) Committee of the Whole (CoW);
(b) Standing committees;
(c) Select committees;
(d) An advisory body established by Council;
(e) A municipal commission;
(f) A body that under the *Community Charter* or other Act may exercise the powers of the City or Council;
(g) The Parcel Tax Roll Review Panel; and
(h) A body prescribed by Provincial Regulation.

15. Attendance of Public at Meetings

(1) Except where the provisions of section 90 of the *Community Charter [meetings that may or must be closed to the public]* apply, all Council meetings must be open to the public.

(2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter [requirements before Council meeting is closed],* which includes the reason for the closed meeting as described in section 90 of the *Community Charter.*

(3) The presiding member may expel or exclude from a Council meeting any person in accordance with section 133 of the *Community Charter*.

16. Attendance at Closed Meetings

(1) Council may allow City staff to attend, or may choose to exclude them from attending closed meetings, as it considers appropriate.

(2) Council may allow a person other than a City staff to attend closed meetings, if Council considers it necessary and if the person already has knowledge of confidential information or is a lawyer attending to provide legal advice in relation to the matter.

(3) The minutes of closed meetings must record the names of all persons in attendance and when they entered and left the meeting.

17. Resolution Required Before Closed Meeting

Before a closed meeting is held, Council must state by resolution passed in a public meeting, the fact that the meeting or part thereof is to be closed, and the basis under the applicable sections of the *Community Charter* under which the meeting or part thereof is to be closed.

18. Closed Meetings and Bylaws

Council must not vote on the reading or adoption of a bylaw at a closed meeting.

19. Confidentiality

All Members must keep in confidence information that was considered, or is scheduled to be considered, at any closed meeting, until and unless Council by resolution agrees to make the confidential information available to the public.

20. Meeting Minutes

(1) Minutes of the proceedings of Council must be:

(a) legibly recorded;
(b) certified as correct by the Corporate Officer; and
(c) signed by the Mayor or other member presiding at the meeting.

(2) The minutes of previous meetings, by resolution of Council, shall be adopted.

(3) In accordance with section 97(1)(b) of the *Community Charter [other records to which public access must be provided]* minutes of the proceedings of Council must be open for public inspection at City Hall during its regular office hours.

(4) Subsection 21(3) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter [meetings that may be closed to the public].*

21. Calling Meeting to Order

(1) As soon as possible after the time specified for the commencement of a Council meeting, if there is a quorum present:

(a) The Mayor, if present, must take the Chair and call the meeting to order; or
(b) If the Mayor is absent, the Acting Mayor must be the Chair and call the meeting to order.

(2) If a quorum of Council is present but neither the Mayor nor the Acting Mayor are present at the time at which the meeting is scheduled to begin:

(a) the Corporate Officer must call to order the members present, and
(b) those members in attendance must appoint a member to preside for that meeting.

22. Adjourning Meeting Where No Quorum

(1) If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:

(a) record the names of the members present, and those absent; and
(b) adjourn the meeting until the next scheduled meeting.

(2) If a quorum of Council is lost during a meeting the Corporate Officer must record the names of the Members present and those absent, and temporarily adjourn the meeting until a quorum is present. If a quorum does not reconvene within 15 minutes, the Corporate Officer must adjourn the meeting until the next scheduled meeting.

23. Agenda

(1) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.

(2) Business at a Council meeting must in all cases be taken up in the order in which it is listed in section 24 unless otherwise resolved by Council.

(3) The Corporate Officer must make the agenda available to the members of Council and the public on the Friday prior to the meeting.

24. Order of Proceedings and Business

(1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below, however, where appropriate for timing or other reasons, Council may by resolution, determine an alternative order or variation in the agenda:

a. Call to Order;
b. Amendments to the Agenda[1];
c. Approval of Agenda;
d. Adoption of Minutes;
e. Presentations at the Request of Council;
f. Delegations;
g. Items on Consent;
h. Unfinished Business;
i. Bylaws;
j. Committee Reports and Recommendations;
k. Staff Reports;
l. Other Matters Deemed Expedient[2]
m. Public Question Period;

[1] Amendments to the agenda are limited to the order of business not to adding late items.
[2] See Section 26 – Other Matters Deemed Expedient.

n. Mayor and Councillor Reports[3];
o. Notices of Motions and Matters for Introduction at Future Meetings[4];
p. Adjournment.

25. Consent Agenda Items

(1) Items listed under "Items on Consent" are considered for approval in one motion, unless a Member of Council wishes to debate an item and requests that it be excluded. The rule of order establishing a consent agenda provides that consent agenda items may be considered in total and without debate or amendment.

(2) Once moved and seconded, if any member may request that an item be removed from the consent agenda and discussed and decided separately, the balance of the items would be voted on together for approval.

(3) If an item is excluded from the "Items on Consent", the item will be considered as an agenda item under the appropriate section at the discretion of the Corporate Officer and without resolution, to discuss such items in more detail or to provide motion on the item(s) excluded. Each item removed from the Consent Agenda will be debated and voted on by Council separately.

(4) Items will be listed in the Consent Agenda section that, in the opinion of the Chief Administrative Officer and/or Corporate Officer, require little or no discussion.

26. Other Matters Deemed Expedient

(1) An item of business not included on the agenda must not be considered at a meeting unless introduction of the item is approved by Council resolution at the time allocated on the agenda under Other Matters Deemed Expedient;

(2) A member must, when making a request, inform Council of the nature of the business and the reason for urgent consideration;

(3) If the Council makes a resolution under section 26(1), information pertaining to such items must be distributed to members and to the public as soon as possible.

(4) Non-urgent items shall be dealt with through the Notice of Motion process.

27. Public Question Period

(1) At the end of Council business, the public will be afforded an opportunity to address Council.

(2) The questions must be about items that are on the current agenda.

(3) Each question must be limited to two (2) minutes, with a total of 15 minutes per Public Question Period. Public Question Period may be extended with approval of Council through an affirmative vote.

---

[3] Mayor and Councillor reports will not be recorded into the Minutes.
[4] Council must not consider matters raised under this section at the same meeting the matter is introduced.

28. Voting at Meetings

(1) The following procedures apply to voting at Council meetings:

(a) When debate on a matter is closed the presiding member must put the matter to a vote of Council members;

(b) when the Council is ready to vote, the presiding member must put the matter to a vote by stating something similar to:

"All those in favour raise your hands." and then "All those opposed raise your hands."

(c) when the presiding member is putting the matter to a vote under paragraphs (a) and (b) a member must not:

(i) cross or leave the room, unless excused as a result of not being entitled to vote under the *Community Charter* or if excused by Council;

(ii) make a noise or other disturbance; or

(iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order.

(d) if requested by a member, Council must vote separately on each distinct part of a motion that is under consideration;

(e) after the presiding member finally puts the question to a vote under paragraph (b), a member must not speak to the question or make a motion concerning it, except to move to postpone to a certain time or postpone indefinitely, or to refer the item back to staff which will supersede the main motion and must be voted on first;

(f) the presiding member's decision about whether a question has been finally put is conclusive;

(g) whenever a vote of Council on a matter is taken, each member present must signify their vote by raising their hand. Failure for a member to raise their hand in favour or opposed, abstaining from voting, is considered to be a vote in favour (affirmative);

(h) if the votes of the members present at a council meeting at the time of the vote are equal for and against a motion, the motion is defeated;

(i) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative and the result will be recorded in the Minutes as "CARRIED UNANIMOUSLY", "CARRIED" or "DEFEATED" as circumstances dictate;

(j) the names of those who vote negative, against a question, shall be entered into the Minutes;

(k) the names of those who are in attendance at the meeting but absent at the time of the vote on a matter shall be entered into the Minutes.

29. Delegations

(1) Requests to appear as a delegation before a meeting of Council, Advisory Committee or Advisory Commission, must be submitted to the office of the Corporate Officer at least one week prior to the preferred meeting.

(2) Requests must be in the form of the "Appear as a Delegation to Council" online application form on the City's website.

(3) Delegations will not be heard at regular meetings of Council on the following:
   (a) Official Community Plan Bylaws or Zoning Bylaws, including amendments to either such bylaws, which have received first reading and which have not yet been adopted, defeated, or abandoned;
   (b) matters on which the City has commenced prosecution and on which judgement has not been rendered;
   (c) the promotion of commercial products or services which have no connection to the business of the City; and,
   (d) publicly tendered contracts or proposal calls for the provision of goods and services for the City, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by Council or City staff.

(4) The provisions of section 3(a) do not apply where a second or subsequent Public Hearing is to be held on an Official Community Plan or Zoning Bylaw or amendments to such bylaws, whichever is the case.

(5) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.

(6) If the request is granted by the Corporate Officer the Corporate Officer will contact the delegation to confirm attendance at the requested meeting or make alternate arrangements.

(7) A maximum of three delegations will be permitted at any Council or Committee meeting.

(8) If a delegation wishes to appear at consecutive meetings, the delegation will be approved only if no more than two delegations are scheduled for the later meeting.

(9) Delegations will be required to abide by the following general rules:

   (a) Delegations will be allowed a maximum of 10 minutes to make their presentation, excluding the time taken for questions posed by Council, unless Council or the Committee agrees to extend the time limit.
   (b) A delegation intending to use audio and/or audio-visual equipment must advise the Corporate Officer prior to the Council meeting, on the understanding that the City will assist with, but not be responsible for, the provision of the necessary equipment;
   (c) A delegation to Council must not speak disrespectfully of any person, and where in the opinion of the Chair, a delegation has done so, the Chair may ask the delegation to withdraw the offensive remarks;
   (d) If the delegation refuses to withdraw remarks considered by the Chair to be offensive, or refuses to abide by the rules for delegations, or the instructions of the Chair, the Chair may terminate the presentation and direct the delegation to vacate the speaker's podium and return to the public seating area;
   (e) Where a delegation refuses to comply with such direction, the Chair may order the expulsion and exclusion of the delegation from the meeting, as permitted in section 133(1) of the *Community Charter*.
   (f) If the offending delegation apologizes, Council may permit the delegation to either continue their presentation or to remain in the public seating area whichever Council considers appropriate in the circumstances.

30. Points of Order

(1) Without limiting the Chair's duty under the Community Charter, a Member may raise a Point of Order at any time.

(2) When a Point of Order is raised, the Chair must:

(a) interrupt a matter of consideration on the agenda;
(b) interrupt a Member who had been speaking, until the Point of Order is ruled upon;
(c) ask the Member raising the Point of Order to state the substance of and the basis for the Point of Order; and
(d) rule on the Point of Order without debate.

(3) The Member who raised the Point of Order:

(a) must, upon request by the Chair, state the substance of and the basis for the Point of Order; and
(b) may, once the Chair has ruled on the Point of Order, appeal the Chair's ruling. If the ruling of the Chair is appealed, the Chair must put the appeal to a vote, pursuant to the Community Charter.

(4) If a Member puts a question to the Chair regarding any matter connected to the affairs of Council or the City, the Chair may respond, or may:

(a) require the Member to put the question in writing; and
(b) take the question on notice and respond during the next regular meeting.

31. Conduct and Debate

(1) During a Council meeting, a person must not engage in bullying or harassing behaviour in respect of a Council Member, Government Official or a City employee, which includes but is not limited to:

(a) expressing a negative opinion about the personality or character of a Council Member, Government Official or City employee;
(b) speaking disrespectfully about a Council Member, a Government Official or a City employee;
(c) speaking or acting aggressively towards a Council Member, a Government Official or a City employee;
(d) using offensive gestures or signs;
(e) questioning the motives of a Council Member, Government Official or City employee;
(f) using rude or offensive language or engaging in rude or offensive conduct; or
(g) disrupting or unnecessarily delaying the conduct of business at the Council Meeting.

(2) During a Council meeting, a person must:

(a) not speak on electronic communication devices when a person or Council Member is speaking, except in the case of emergencies;
(b) cease speaking, if called to order by the person presiding over the meeting;
(c) adhere to the provisions of this Bylaw; and,
(d) adhere to any rulings or decisions made pursuant to this Bylaw.

(3) Members wishing to speak shall be recognized by the presiding member in the order in which the members indicate their request, preference being given to the mover and to the seconder should either or both wish to speak. If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.

(4) Members are addressed, as appropriate, in the following manner: the Mayor as "Mayor (here use the surname)"; a presiding member who is not the Mayor as Chair; and a Councillor as "Councillor (here use the surname)".

(5) A member wishing to speak for the purpose of speaking directly and concisely on the matter under debate, may do so after being recognized by the presiding member:

(a) the first time on the matter for up to 10 minutes;
(b) for up to 10 minutes the second time; and
(c) for up to an additional 5 minutes to speak to any amendment;

however, the presiding member may extend the speaking time where deemed necessary, or Council may do so by motion.

(6) No member must interrupt a member who is speaking except to raise a point of order.

(7) Members who are called to order by the presiding member

(a) must immediately stop speaking;
(b) may explain their position on the point of order; and
(c) may appeal to Council for its decision on the point of order in accordance with section 132 of the *Community Charter [authority of presiding member]*.
(d) If a member appeals the decision of the presiding member [appeal the decision of the chair], the question of whether the presiding members' decision will stand must be asked by the presiding member and voted on without debate and without the presiding member voting. A tie vote in this situation passes in the affirmative.

(8) Members speaking at a Council meeting

(a) must use respectful language;
(b) must not use offensive gestures or signs;
(c) must speak only in connection with the matter being debated;
(d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded or reconsidered; and
(e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.

(9) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.

32. Expulsion from Council Meetings

(1) A person who contravenes the general rules of conduct may be ordered expelled from the meeting.

(2) If a member is of the opinion that a person has contravened the general rules of conduct, the member must state on the record how the general rules of conduct were contravened.

(3) If the presiding member is of the opinion that the named person did not contravene the general rules of conduct, the presiding member must state on the record why they believe the rules of conduct were not contravened.

(4) If a member alleges a contravention of the general rules of conduct and the presiding member is of the opinion that the named person contravened the general rules of conduct, the presiding member shall:

(a) permit the person to apologize immediately to the governing body for the conduct that contravened the Bylaw; or
(b) order the person to leave the Council Meeting immediately.

(5) If a person who has contravened the general rules of conduct is permitted to apologize and does so apologize, the person presiding shall:

(a) permit the person to remain in the meeting; or
(b) order the person to leave the meeting immediately if the presiding member is of the opinion that the apology was inadequate.

(6) If a person does not voluntarily comply with an order to leave the meeting, that person may be removed from the meeting by a peace officer, pursuant to s.133 (2) of the *Community Charter*.

33. Motions Generally

(1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.

(2) A member wishing to make a motion may do so after being recognized by the presiding member and shall immediately state the motion in the form "I move that".

(3) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's approval through the notice of motion process per section 35 below.

(4) A Council member may make only the following motions, when the Council is considering a question:

(a) to refer (to committee or back to staff);
(b) to amend;
(c) to lay on the table;
(d) to postpone indefinitely;
(e) to postpone to a certain time (date);
(f) to move the previous question;
(g) to adjourn.

(5) A motion may be withdrawn by the mover if done so before the presiding member states the question. A motion may be withdrawn by the mover and seconder of a motion only with consent of all members present.

(6) A motion made under subsections (4)(c) to (g) is not amendable or debatable.

(7) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

34. Notice of Motion Process

(1) A Notice of Motion resulting from an item of business that is not listed as being for Council action on the Council Meeting agenda must be provided to the Corporate Officer prior to the meeting. The Corporate Officer will circulate the Notice of Motion to the rest of Council, if time permits, prior to the meeting.

(2) A copy of the motion will appear in the minutes of meeting referred to in Section 25(1)(o) above as a Notice of Motion.

(3) Upon the member being acknowledged by the Chair the member will read aloud the motion.

(4) The Corporate Officer shall place the motion and any supporting materials, which the member presenting the motion should provide, on the agenda of the next Council meeting for consideration.

35. Motion to Commit

Until it is decided, a motion made at a Council meeting to refer to committee precludes an amendment of the main question.

36. Motion for the Main Question

(1) In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Council.

(2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:

(a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and

(b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the question, or proceed to other business.

37. Amendments Generally

(1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.

(2) An amendment may propose removing, substituting for, or adding to the words of an original motion.

(3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.

(4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.

(5) An amendment may be amended once only.

(6) An amendment that has been defeated by a (negative) vote of Council cannot be proposed again.

(7) A Council member may propose an amendment to an adopted amendment.

(8) The presiding member must put the main question and its amendments in the following order for the vote of Council:

(a) a motion to amend a motion amending the main question;
(b) a motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (a) is positive;
(c) the main question.

38. Reconsideration by Council Member

(1) Subject to subsection (5), a Council member who voted with the majority either for or against a motion may, at the next Council meeting:

(a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken;
(b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption; and
(c) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.

(2) Council has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.

(3) A vote to reconsider can be debated but must not be reconsidered.

(4) Council may only reconsider a matter that has not

(a) had the approval or assent of the electors and been adopted;
(b) been reconsidered under subsection (1) or section 131 of the *Community Charter [mayor may require Council reconsideration of a matter]*; or
(c) been acted on irreversibly by an officer, employee, or agent of the City.

(5) If a motion to reconsider is defeated, the subject matter of the resolution or proceeding may not be open for consideration by the Council within six months except by way of a new and substantially different motion.

(6) Subject to applicable enactments, the Council may by resolution, rescind the most recent reading of a proposed bylaw, other than first reading, and then give the proposed bylaw that reading with or without amendment.

(7) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.

(8) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or section 131 of the *Community Charter [Mayor may require Council reconsideration of a matter]* is as valid and has the same effect as it had before reconsideration.

39. Privilege

(1) In this section, a matter of privilege refers to any of the following motions:

(a) fix the time to adjourn;
(b) adjourn;

(c) recess;
(d) raise a question of privilege of the Council; and,
(e) raise a question of privilege of a member of Council.

(2) A matter of privilege must be immediately considered when it arises at a Council meeting.

(3) For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

40. Reports from Committees

(1) Council may take any of the following actions in connection with a resolution it receives from any committee or other body appointed by Council:

(a) agree or disagree with the resolution, support or deny support;
(b) amend the resolution;
(c) refer the resolution back to committee, etc.;
(d) postpone its consideration of the resolution.

41. Adjournment

(1) A Council may continue a Council meeting

(a) after 10:30 pm only by an affirmative vote of the members present; and
(b) after 11:00 pm only by a unanimous vote of the members present.

(2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.

(3) Subsection (2) does not apply to either of the following motions:

(a) a motion to adjourn to a specific day; or
(b) a motion that adds an opinion or qualification to a preceding motion to adjourn.

PART 5 – BYLAWS

42. Copies of Proposed Bylaws to Council Members

A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

43. Form of Bylaws

(1) A bylaw introduced at a Council meeting must:

(a) be printed;
(b) have a distinguishing name;
(c) have a distinguishing number;
(d) contain an introductory statement of purpose; and
(e) be divided into sections if applicable.

44. Bylaws to be Considered Separately or Jointly

(1) Council must consider a proposed bylaw at a Council meeting either:

(a) separately when directed by the presiding member or requested by another Council member; or
(b) jointly with other proposed bylaws in the sequence determined by the presiding member.

45. Reading and Adopting Bylaws

(1) The presiding member of a Council meeting may

(a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws; and then
(b) request a motion that the proposed bylaw or group of bylaws be read.

(2) The only motion required for the reading of a bylaw shall be:

"That (short title of bylaw) be given first reading (or first and second readings, or first, second and third readings)."

(3) The only motion required for the adoption of a bylaw shall be:

"That (short title of bylaw) be adopted."

(4) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter* and, if amended, a motion at third reading shall be "to give the bylaw third reading as amended".

(5) Subject to section 477 of the *Local Government Act [OCP adoption procedures]*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.

(6) In accordance with section 135 of the *Community Charter [requirements for passing bylaws]*, Council may give two or three readings to a proposed bylaw at the same Council meeting.

(7) Despite section 135(3) of the *Community Charter [requirements for passing bylaws]*, and in accordance with section 477 and 480 of the *Local Government Act [public hearings]*, Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

(8) The Corporate Officer is hereby authorized to consolidate one or more of the bylaws of the municipality pursuant to Section 139 *[consolidation of bylaws]* of the *Community Charter*.

46. Bylaws Must be Signed

(1) After a bylaw is adopted, and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the City's records for safekeeping and endorse upon it:

(a) the City's corporate seal, the dates of its readings and adoption; and
(b) the date of Ministerial approval or approval of the electorate if applicable.

PART 6 - RESOLUTIONS

47. Form of Resolution

A resolution shall be dealt with on a motion put by a member and seconded by another member.

48. Introducing Resolutions

(1) The presiding member of a meeting may:

(a) have the corporate officer read the resolution; and
(b) request a motion that the resolution be introduced.

PART 7 - COMMITTEE OF THE WHOLE (CoW)

49. Meeting Date and Time

(1) The Committee of the Whole meetings will commence at 1:30 p.m. in the Council Chambers on the first and third Tuesday of each month, except August, unless otherwise resolved by Council.

(2) Annually Council must make available to the public a schedule of the dates, times, and places of regular Committee of the Whole meetings in the same manner as is required for regular council meetings. The Committee of the Whole meeting schedule may be combined and made available with the annual notice of regular Council meetings.

(3) A special meeting of the Committee of the Whole may be called in the same manner as for a special council meeting as provided for in the Community Charter and notice for this special committee meeting must be given in the same manner as for a special council meeting.

(4) At any time during a regular or special Council meeting for which proper notice has been given Council may resolve to go into Committee of the Whole without further notice. Upon the Committee of the Whole rising and reporting, the regular or special Council meeting resumes with the first order of business thereafter being Council considering the report of the Committee of the Whole.

50. Minutes of CoW Meeting to be Maintained and Available to Public

(1) Minutes of the proceedings of COW must be

(a) legibly recorded;
(b) certified by the Corporate Officer; and
(c) open for public inspection in accordance with section 97(1)(c) of the Community Charter [other records to which public access must be provided].

51. Presiding Members at CoW Meetings and Quorum

(1) The Mayor or Acting Mayor shall preside in CoW.

(2) The quorum of CoW is the majority of Council members.

PART 8 – COMMITTEES

52. Committees of Council

(1) Council shall appoint all representatives on committees and all boards, commissions, or other bodies to which the City is entitled to appoint representatives except standing committees.

(2) Council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to Council. At least one member of a select committee must be a Council member and persons who are not council members may be appointed. Council may dissolve a select committee at any time.

(3) The Mayor must establish standing committees for matters the Mayor considers would be better dealt with by committee and must appoint persons to those committees. At least half of the members of a standing committee must be Council members and persons who are not council members may be appointed.

(4) The Mayor may dissolve a standing committee at any time.

(5) The authority to appoint persons to committee includes the authority to rescind the appointment at any time.

53. Duties and Authority of Standing Committees

(1) Standing committees must consider, inquire into, report, and make recommendations to Council about matters that are referred by the Mayor or Council or on matters set out on the committee's terms of reference.

(2) Standing committees should report their findings and opinions to Council as required or at the next Council meeting if a time is not specified.

(3) Standing committees are advisory in nature unless enabled by bylaw.

54. Duties and Authority of Select Committees

(1) Select committees must consider, inquire into, report, and make recommendations to Council about matters that are referred by Council or on matters set out on the committee's terms of reference.

(2) Select committees should report their findings and opinions to Council as required or at the next Council meeting if a time is not specified.

(3) Select committees are advisory in nature unless enabled by bylaw.

55. Schedule of Committee Meetings

(1) At its first meeting after its establishment or the first meeting of the year, a committee must establish an annual schedule of meetings to be held at City Hall unless otherwise stated in the terms of reference for the committee.

(2) Standing and select committees should meet at minimum on a quarterly basis.

(3) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

56. Notice of Committee Meetings

(1) Subject to subsection (2), after the committee has established the annual schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:

(a) posting the meeting dates, time and places on the City's website; and
(b) providing a copy of the schedule to each member of the committee.

(2) Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as possible, update the City's website with any revisions to the date, time and place or cancellation of a committee meeting.

57. Attendance at Committee Meetings

(1) Except where the provisions of section 90 of the *Community Charter [meetings that may or must be closed to the public]* apply, all committee meetings are open to the public.

(2) Before closing a committee meeting or part of a committee meeting to the public, the committee must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter,* which includes the reason for the closed meeting as described in section 90 of the *Community Charter.*

(3) Individuals that are not members of the committee are not permitted to participate in discussion during committee meetings unless called upon by the Chair. If a member alternate is in attendance in addition to the primary member the member alternate is not permitted to participate in discussion unless called upon by the Chair.

(4) Only voting members as identified in the committee terms of reference may vote on committee matters. If a member alternate is in attendance in addition to the primary member the member alternate is not permitted to vote.

58. Quorum

The quorum for a committee is a majority of all of its members unless otherwise noted in the terms of reference for that committee.

59. Conduct and Debate

The rules and procedures of Council defined in this bylaw must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.

60. Minutes of Committee Meetings to be Maintained and Available to Public

(1) Minutes of the proceedings of a committee must be

(a) legibly recorded;
(b) certified as correct and signed by the Chair once approved by the committee; and
(c) available for public inspection at City Hall and on the website, other than a meeting or part of a meeting that is closed to the public.

(2) Sections (a), (b) and (c) shall only apply to meetings of the following, unless this bylaw provides for other procedures for taking of minutes by one or more bodies referred to in this subsection, the body is exempted by regulation, or to the extent they are modified by regulations:

(a) a standing or select committee established by Council;
(b) a municipal commission established under section 143 of the Community Charter;
(c) a body that under the Community Charter or any other Act may exercise the powers of Council;
(d) a parcel tax review panel established under section 204 of the Community Charter; and,
(e) a body prescribed by regulation.

PART 9 – GENERAL

61. Severance

(1) If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

(2) This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter [public notice].*

READ A FIRST time this	day of	, 2021
READ A SECOND time this	day of	, 2021
READ A THIRD time this	day of	, 2021

Notice of intention to proceed with this bylaw was published on the _____ day of _____, 2021 and the _____ day of _____, 2021 in the Maple Ridge-Pitt Meadows News, pursuant to Section 94 of the *Community Charter*.

ADOPTED this	day of	, 2021

_____
Mayor

_____
Corporate Officer

COMMUNITY CHARTER

CHAPTER 26 [SBC 2003]

[includes 2020 Bill 10, c. 1 amendments (effective March 5, 2020)]

General rule that meetings must be open to the public

89. (1) A meeting of a council must be open to the public, except as provided in this Division.

(2) A council must not vote on the reading or adoption of a bylaw when its meeting is closed to the public.

2003-26-89.

Requirements before meeting is closed

92. Before holding a meeting or part of a meeting that is to be closed to the public, a council must state, by resolution passed in a public meeting,

(a) the fact that the meeting or part is to be closed, and

(b) the basis under the applicable subsection of section 90 on which the meeting or part is to be closed.

2003-26-92.

Application of rules to other bodies

93. In addition to its application to council meetings, this Division and section 133 [*expulsion from meetings*] also applies to meetings of the following:

(a) council committees;

(b) a municipal commission established under section 143;

(c) a parcel tax roll review panel established under section 204;

(AM) Jan 01/16

(d) a board of variance established under Division 15 of Part 14 of the *Local Government Act*;

(e) an advisory body established by a council;

(f) a body that under this or another Act may exercise the powers of a municipality or council;

(g) a body prescribed by regulation.

2003-26-93; RS2015-1-RevSch (B.C. Reg. 257/2015).

Requirements for public notice

94. (1) If this section applies, the applicable notice must be

(a) posted in the public notice posting places, and

(b) published in accordance with this section.

(2) Subject to subsection (4), publication under subsection (1) (b)

(a) must be in a newspaper that is distributed at least weekly

(i) in the area affected by the subject matter of the notice, and

(ii) if the area affected is not in the municipality, also in the municipality, and

(b) unless otherwise provided, must be once each week for 2 consecutive weeks.

(3) The obligation under subsection (2) may be met by publication of the notice in more than one newspaper, if this is in accordance with that subsection when the publications are considered together.

(4) If publication under subsection (2) is not practicable, the notice may be given in the areas by alternative means as long as the notice

(a) is given within the same time period as required for publication,

(b) is given with the same frequency as required for publication, and

(c) provides notice that the council considers is reasonably equivalent to that which would be provided by newspaper publication if it were practicable.

(5) As an exception, subsection (4) (b) does not apply in relation to an area if the alternative means is by individual distribution to the persons resident in the area.

(6) If the same matter is subject to 2 or more requirements for publication in accordance with this section, the notices may be combined so long as the requirements of all applicable provisions are met.

(7) A council may provide any additional notice respecting a matter that it considers appropriate, including by the Internet or other electronic means.

2003-26-94.

Other records to which public access must be provided

97. (1) The following municipal records, or copies of them, must be available for public inspection:

(a) all bylaws and all proposed bylaws that have been given first reading;

(b) all minutes of council meetings, other than a meeting or part of a meeting that is closed to the public;

(c) all minutes of meetings of bodies referred to in section 93 [*application of rules to other bodies*], other than a meeting or part of a meeting that is closed to the public;

(d) the annual municipal report under section 98;

(e) all disclosure statements under section 106 [*disclosure of gifts*];

(f) the report under section 168 [*council remuneration, expenses and contracts*];

(g) the written disclosures referred to in section 6 (1) [*disclosures by council members and nominees*] of the *Financial Disclosure Act*;

(h) any applicable agreements under section 9 (5) [*concurrent authority agreements*].

(2) The obligation under subsection (1) is met if the record is made available at the municipal hall within 7 days after it has been requested.

2003-26-97.

COMMUNITY CHARTER

CHAPTER 26 [SBC 2003]

[includes 2020 Bill 10, c. 1 amendments (effective March 5, 2020)]

Procedure bylaws

124. (1) A council must, by bylaw, establish the general procedures to be followed by council and council committees in conducting their business.

(2) Without limiting the matters that may be dealt with under this section, a council must, by bylaw, do the following:

(a) establish rules of procedure for council meetings, including the manner by which resolutions may be passed and the manner by which bylaws may be adopted in accordance with Division 3 [*Bylaw Procedures*] of this Part;

(b) establish rules of procedure for meetings of council committees;

(c) provide for the taking of minutes of council meetings and council committee meetings, including requiring certification of those minutes;

(d) provide for advance public notice respecting the time, place and date of council committee meetings and establish the procedures for giving that notice;

(e) identify places that are to be public notice posting places for the purposes of section 94 [*public notice*];

(f) establish the procedure for designating a person under section 130 [*designation of member to act in place of the mayor*];

(SUB) Jan 01/16

(g) establish the first regular council meeting date referred to in section 125 (1) *[council meetings]* as a day in the first 10 days of November following a general local election.

(3) A bylaw under this section must not be amended, or repealed and substituted, unless the council first gives notice in accordance with section 94 [*public notice*] describing the proposed changes in general terms.

2003-26-124; 2014-19-174.

Council meetings

125. (1) The first regular council meeting following a general local election must be on the day set by procedure bylaw under section 124 (2) (g).

(2) If a quorum of council members elected at the general local election has not taken office by the time referred to in subsection (1), the first regular council meeting must be called by the corporate officer and held as soon as reasonably possible after a quorum has taken office.

(3) After the first regular meeting, a council must meet

(a) regularly in accordance with the applicable procedure bylaw, and

(b) as it decides and as provided in this Act.

(4) A special council meeting is a council meeting other than a regular meeting or an adjourned meeting.

(ADD) May 29/14

(5) Subject to subsection (7), if a council member is absent from council meetings for

(a) a period of 60 consecutive days, or

(b) 4 consecutive regularly scheduled council meetings,

whichever is the longer time period, the council member is disqualified from holding office in accordance with subsection (6).

(ADD) May 29/14

(6) Disqualification under subsection (5) is disqualification from holding office

(a) on a local government,

(b) on the council of the City of Vancouver or on the Park Board established under section 485 of the *Vancouver Charter*, or

(c) as a trustee under the *Islands Trust Act*

until the next general local election.

(ADD) May 29/14

(7) The disqualification under subsection (5) does not apply if the absence is because of illness or injury or is with the leave of the council.

2003-26-125; 2014-19-14.

Calling of special council meetings

126. (1) The mayor may call a special council meeting in his or her discretion.

(2) Two or more council members may, in writing, request that the mayor call a special council meeting.

(3) Two or more council members may themselves call a special council meeting if,

(a) within 24 hours after receiving a request under subsection (2), no arrangements are made under subsection (1) for a special council meeting to be held within the next 7 days, or

(b) both the mayor and the person designated under section 130 [*designation of member to act in place of mayor*] are absent or otherwise unable to act.

(4) If a special council meeting is called under subsection (3), the council members calling the meeting or the corporate officer must sign the notice under section 127 [*notice of council meetings*] in place of the mayor.

2003-26-126.

Notice of council meetings

127. (1) A council must

(a) make available to the public a schedule of the date, time and place of regular council meetings, and

(b) give notice of the availability of the schedule in accordance with section 94 [*public notice*] at least once a year.

(2) Subject to subsection (4), notice of a special council meeting must be given at least 24 hours before the time of meeting by

(a) posting a copy of the notice at the regular council meeting place,

(b) posting a copy of the notice at the public notice posting places, and

(c) leaving one copy for each council member at the place to which the member has directed notices be sent.

(3) The notice under subsection (2) must include the date, time and place of the meeting, describe in general terms the purpose of meeting and be signed by the mayor or the corporate officer.

(4) Notice of a special council meeting may be waived by unanimous vote of all council members.

2003-26-127.

Electronic meetings and participation by members

128. (1) If this is authorized by procedure bylaw and the requirements of subsection (2) are met,

(a) a special council meeting may be conducted by means of electronic or other communication facilities, or

(b) a member of council or a council committee who is unable to attend at a council meeting or a council committee meeting, as applicable, may participate in the meeting by means of electronic or other communication facilities.

(2) The following rules apply in relation to a meeting referred to in subsection (1):

(a) the meeting must be conducted in accordance with the applicable procedure bylaw;

(b) the facilities must enable the meeting's participants to hear, or watch and hear, each other;

(c) for a special council meeting referred to in subsection (1) (a),

(i) the notice under section 127 (2) [*notice of special meetings*] must include notice of the way in which the meeting is to be conducted and the place where the public may attend to hear the proceedings that are open to the public, and

(ii) except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the meeting at the specified place, and a designated municipal officer must be in attendance at the specified place;

(d) for a meeting referred to in subsection (1) (b), except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the participation of the member.

(3) Members of council or a council committee who are participating under this section in a meeting conducted in accordance with this section are deemed to be present at the meeting.

2003-26-128.

Quorum for conducting business

129. (1) Subject to an order under subsection (3) or (4), the quorum is a majority of the number of members of the council provided for under section 118 [*size of council*].

(2) The acts done by a quorum of council are not invalid by reason only that the council is not at the time composed of the number of council members required under this Act.

(3) If the number of members of a council is reduced to less than a quorum, the minister may either

(a) order that the remaining members of the council constitute a quorum until persons are elected and take office to fill the vacancies, or

(b) appoint qualified persons to fill the vacancies until persons are elected and take office to fill them.

(4) The municipality may apply to the Supreme Court for an order under subsection (5) if, as a result of section 100 [*disclosure of conflict*], the number of council members who may discuss and vote on a matter falls below

(a) the quorum for the council, or

(b) the number of council members required to adopt the applicable bylaw or resolution.

(5) On an application under subsection (4), the court may

(a) order that all or specified council members may discuss and vote on the matter, despite sections 100 [*disclosure of conflict*] and 101 [*restrictions on participation*], and

(b) make the authority under paragraph (a) subject to any conditions and directions the court considers appropriate.

(6) An application under subsection (4) may be made without notice to any other person.

2003-26-129.

Designation of member to act in place of mayor

130. (1) The council must, in accordance with its applicable procedure bylaw, provide for the designation of a councillor as the member responsible for acting in the place of the mayor when the mayor is absent or otherwise unable to act or when the office of mayor is vacant.

(2) If both the mayor and member designated under subsection (1) are absent from a council meeting, the members present must choose a member to preside.

(3) The member designated under subsection (1) or chosen under subsection (2) has the same powers and duties as the mayor in relation to the applicable matter.

2003-26-130.

Mayor may require council reconsideration of a matter

131. (1) Without limiting the authority of a council to reconsider a matter, the mayor may require the council to reconsider and vote again on a matter that was the subject of a vote.

(2) As restrictions on the authority under subsection (1),

(a) the mayor may only initiate a reconsideration under this section

(i) at the same council meeting as the vote took place, or

(ii) within the 30 days following that meeting, and

(b) a matter may not be reconsidered under this section if

(i) it has had the approval of the electors or the assent of the electors and was subsequently adopted by the council, or

(ii) there has already been a reconsideration under this section in relation to the matter.

(3) On a reconsideration under this section, the council

(a) must deal with the matter as soon as convenient, and

(b) on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.

(4) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

2003-26-131.

Authority of presiding member

132. (1) The mayor or the member presiding at a council meeting must preserve order and decide points of order that may arise, subject to an appeal under this section.

(2) On an appeal by a council member from a decision of the presiding member under subsection (1), the question as to whether the chair is to be sustained must be immediately put by the presiding member and decided without debate.

(3) As exceptions to section 123 [*general voting rules*],

(a) the mayor or other presiding member may not vote on a motion under subsection (2),

(b) the motion passes in the affirmative if the votes are equal, and

(c) the mayor or other presiding member must be governed by the result.

(4) If the mayor or presiding member refuses to put the question under subsection (2),

(a) the council must immediately appoint another member to preside temporarily,

(b) that other member must proceed in accordance with subsection (2), and

(c) a motion passed under this subsection is as binding as if passed under subsection (2).

2003-26-132; 2003-52-543.

Expulsion from meetings

133. (1) If the person presiding at a council meeting considers that another person at the meeting is acting improperly, the person presiding may order that the person is expelled from the meeting.

(2) If a person who is expelled does not leave the meeting, a peace officer may enforce the order under subsection (1) as if it were a court order.

2003-26-133.

Requirements for passing bylaws

135. (1) Before a bylaw is adopted by a council, it must be given 3 readings by the council.

(2) Subject to this section and the applicable procedure bylaw, a bylaw may be given up to 3 readings at one meeting of council.

(3) There must be at least one day between the third reading and the adoption of a bylaw.

(4) If this or another Act requires that a bylaw receive

(a) approval of the Lieutenant Governor in Council, a minister or the inspector, or

(b) approval of the electors or assent of the electors,

the approval or assent must be obtained after the bylaw has been given third reading and before it is adopted.

(5) If a bylaw is subject to both requirements referred to in subsection (4), the approval referred to in subsection (4) (a) must be obtained before the bylaw is submitted for the approval or assent referred to in subsection (4) (b).

(6) Once a bylaw is adopted,

(a) the council member presiding at the meeting at which it was adopted, and

(b) the corporate officer

must sign the bylaw.

2003-26-135.

Standing committees of council

141. (1) The mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees.

(2) At least half of the members of a standing committee must be council members.

(3) Subject to subsection (2), persons who are not council members may be appointed to a standing committee.

2003-26-141.

Select committees of council

142. (1) A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.

(2) At least one member of a select committee must be a council member.

(3) Subject to subsection (2), persons who are not council members may be appointed to a select committee.

2003-26-142.

Municipal commissions

143. (1) A council may establish and appoint a commission to do one or more of the following:

(a) operate services;

(b) undertake operation and enforcement in relation to the council's exercise of its authority to regulate, prohibit and impose requirements;

(c) manage property and licences held by the municipality.

(REP) May 30/13 (2) *Repealed.* [2012-29-50 (B.C. Reg. 170/2013)]

2003-26-143; 2003-52-544; 2012-29-50 (B.C. Reg. 170/2013).

Application of procedure rules to other bodies

145. (1) Subject to subsection (2), the rules established by procedure bylaw respecting the taking of minutes at council committee meetings apply to meetings of other bodies referred to in section 93 [*application of open meeting rules to other bodies*].

(2) The rules referred to in subsection (1) do not apply

(a) if a procedure bylaw provides for other procedures for the taking of minutes by one or more bodies referred to in that subsection,

(b) if the body is exempted by regulation, or

(c) to the extent they are modified by regulation.

2003-26-145.

Corporate officer

148. One of the municipal officer positions must be assigned the responsibility of corporate administration, which includes the following powers, duties and functions:

(a) ensuring that accurate minutes of the meetings of the council and council committees are prepared and that the minutes, bylaws and other records of the business of the council and council committees are maintained and kept safe;

(b) ensuring that access is provided to records of the council and council committees, as required by law or authorized by the council;

(c) administering oaths and taking affirmations, affidavits and declarations required to be taken under this Act or any other Act relating to municipalities;

(d) certifying copies of bylaws and other documents, as required or requested;

(e) accepting, on behalf of the council or municipality, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the council or municipality;

(f) keeping the corporate seal, if any, and having it affixed to documents as required.

2003-26-148.

LOCAL GOVERNMENT ACT

CHAPTER 1 [RSBC 2015]

[includes 2019 Bill 17, c. 19 (B.C. Reg. 161/2020) amendments (effective February 1, 2021)]

Delegation of public hearings

469. (1) If a local government makes a delegation in relation to one or more public hearings,

(a) that delegation does not apply to a hearing unless the notice of hearing under section 466 includes notice that the hearing is to be held by a delegate, and

(b) the resolution or bylaw making the delegation must be available for public inspection along with copies of the bylaw referred to in section 466 (2) (e).

(2) If the holding of a public hearing is delegated, the local government must not adopt the bylaw that is the subject of the hearing until the delegate reports to the local government, either orally or in writing, the views expressed at the hearing.

RS2015-1-469 (B.C. Reg. 257/2015).

Procedure after public hearing

470. (1) After a public hearing, the council or board may, without further notice or hearing,

(a) adopt or defeat the bylaw, or

(SUB) May 31/18

(b) alter and then adopt the bylaw, provided that the alteration does not

(i) do any of the following:

(A) alter the use;

(B) increase the density;

(C) without the owner's consent, decrease the density of any area from that originally specified in the bylaw, or

(ii) alter the bylaw in relation to residential rental tenure in any area.

(2) A member of a council or board who

(a) is entitled to vote on a bylaw that was the subject of a public hearing, and

(b) was not present at the public hearing

may vote on the adoption of the bylaw if an oral or written report of the public hearing has been given to the member in accordance with subsection (3).

(3) The report referred to in subsection (2) must be given to the member by

(a) an officer or employee of the local government, or

(b) if applicable, the delegate who conducted the public hearing.

(4) After a public hearing under section 464 (1) or third reading following notice under section 467 *[notice if public hearing waived]*, a court must not quash or declare invalid the bylaw on the grounds that an owner or occupier

(a) did not see or receive the notice under section 466 or 467, if the court is satisfied that there was a reasonable effort to mail or otherwise deliver the notice, or

(b) who attended the public hearing or who can otherwise be shown to have been aware of the hearing, did not see or receive the notice, and was not prejudiced by not seeing or receiving it.

RS2015-1-470 (B.C. Reg. 257/2015); 2018-26-3.

Adoption procedures for official community plan

477. (1) An official community plan must be adopted by bylaw in accordance with this section.

(2) Each reading of a bylaw under subsection (1) must receive,

(a) in the case of a municipal bylaw, an affirmative vote of a majority of all council members, and

(b) in the case of a regional district bylaw, an affirmative vote of a majority of all directors entitled under Division 3 *[Voting and Voting Rights]* of Part 6 *[Regional Districts: Governance and Procedures]* to vote on the bylaw.

(3) After first reading of a bylaw under subsection (1), the local government must do the following in the indicated order:

(a) first, consider the proposed official community plan in conjunction with

(i) its financial plan, and

(ii) any waste management plan under Part 3 *[Municipal Waste Management]* of the *Environmental Management Act* that is applicable in the municipality or regional district;

(AM) Feb 22/19

(b) next, if the proposed official community plan applies to agricultural land in the agricultural land reserve, refer the plan to the Provincial Agricultural Land Commission for comment;

(c) next, hold a public hearing on the proposed official community plan in accordance with Division 3 *[Public Hearings on Planning and Land Use Bylaws]* of this Part.

(4) In addition to the requirements under subsection (3), a local government may consider a proposed official community plan in conjunction with any other land use planning and with any social, economic, environmental or other community planning and policies that the local government considers relevant.

(5) The minister may make regulations in relation to subsection (3) (b)

(a) defining areas for which and describing circumstances in which referral to the Agricultural Land Commission under that subsection is not required, and

(b) providing that an exception under paragraph (a) is subject to the terms and conditions specified by the minister.

(6) Despite section 135 (3) *[at least one day between third reading and adoption]* of the *Community Charter*, a council may adopt an official community plan at the same meeting at which the plan passed third reading.

RS2015-1-477 (B.C. Reg. 257/2015); 2018-56-48 (B.C. Reg. 30/2019).

Adoption of municipal zoning bylaw

480. Despite section 135 (3) *[at least one day between third reading and adoption]* of the *Community Charter*, a council may adopt a zoning bylaw at the same meeting at which the bylaw passed third reading.

RS2015-1-480 (B.C. Reg. 257/2015).