

City of Maple Ridge

***COMMITTEE OF THE WHOLE  
AGENDA  
April 24, 2017  
1:00 p.m.  
Council Chamber***

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

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Note: If required, there will be a 15-minute break at 3:00 p.m.

***Chair: Acting Mayor***

1. ***CALL TO ORDER***
2. ***ADOPTION AND RECEIPT OF MINUTES***
- 2.1 **Minutes of the Committee of the Whole Meeting of March 20, 2017 and April 3, 2017**
3. ***DELEGATIONS/STAFF PRESENTATIONS*** – (10 minutes each)
- 3.1 **Fire Department Update**
  - H. Exner, Fire Chief
4. ***PUBLIC WORKS AND DEVELOPMENT SERVICES***

Note: Owners and/or Agents of Development Applications may be permitted to speak to their applications with a time limit of 10 minutes.

Note: The following items have been numbered to correspond with the Council Agenda:

**1101 2012-023-RZ, 23863 112 Avenue, RS-3 to P-6**

Staff report dated April 24, 2017 recommending that Maple Ridge Zone Amending Bylaw No. 7313-2017 to rezone from RS-3 (One Family Rural Residential) to P-6 (Civic Institutional) to permit development of Fire Hall #4 with associated fire/rescue training centre and Community Park be given first reading and that the applicant provide further information as described on Schedules A, C, F and G of the Development Procedures Bylaw No. 5879-1999.

**1102 2017-066-RZ, 21241 Wicklund Avenue, RS-1 to RT-1**

Staff report dated April 24, 2017 recommending that Maple Ridge Zone Amending Bylaw No. 7314-2017 to rezone from RS-1 (One Family Urban Residential) to RT-1 (Two Family Urban Residential) to permit the development of a duplex be given first reading, that Maple Ridge Zone Amending Bylaw No. 7328-2017, a text amendment to the RT-1 zone be given first reading and that the applicant provide further information as described on Schedule B of the Development Procedures Bylaw No. 5879-1999.

**1103 2017-078-RZ, 22368 North Avenue, RM-3 to C-3**

Staff report dated April 24, 2017 recommending that Maple Ridge Zone Amending Bylaw No. 7316-2017 to rezone from RM-3 (High Density Apartment Residential) to C-3 (Town Centre Commercial) to permit a four storey mixed use building be given first reading and that the applicant provide further information as described on Schedules A, C, D and E of the Development Procedures Bylaw No. 5879-1999.

**1104 Silver Valley Brewing Company Limited – Brewery Lounge Endorsement**

Staff report dated April 24, 2017 recommending that the application by Silver Valley Brewing Company Limited at #104 – 11952 224 Street for a brewery lounge endorsement be supported and that a copy of the resolution be forwarded to the Liquor Control and Licensing Branch.

**1105 Award of Contract RFP-EN17-23, Engineering Services for Albion Reservoir Expansion**

Staff report dated April 24, 2017 recommending that Contract RFP-EN17-23, Engineering Services for Albion Reservoir Expansion be award to Opus International Consultants (Canada) Ltd., that a contingency for unanticipated works be approved and that the Corporate Officer be authorized to execute the contract.

**1106 Municipal Equipment Purchase – Thirteen (13) Hybrid AWD Sport Utility Vehicles**

Staff report dated April 24, 2017 recommending that the contract for the purchase of thirteen (13) Hybrid SUV's be awarded to Sunrise Toyota, that the trade-in offer be accepted and that the Corporate Officer be authorized to execute the contract.

**1107 Request for Authorization to Provide Municipal Services to Lot A, LMP 4786, a Development Property in the City of Pitt Meadows**

Staff report dated April 24, 2017 recommend that the Corporate Officer be authorized to prepare and sign a Servicing Agreement with the City of Pitt Meadows for provision of City of Maple Ridge municipal water and sanitary services to Lot A, LMP 4786, a development property in the City of Pitt Meadows.

**5. *FINANCIAL AND CORPORATE SERVICES (including Fire and Police)***

**1131 Repeal of Duplicate Policy No. 5.04**

Staff report dated April 24, 2017 recommending that Policy No. 5.04, Grants in Aid, be repealed.

**1132 2017 Tax Rates Bylaws – Maple Ridge Road 13 and Albion Dyking Districts**

Staff report dated April 24, 2017 recommending that City of Maple Ridge Road 13 Dyking District Tax Rates Bylaw No. 7324-2017 and that City of Maple Ridge Albion Dyking District Tax Rates Bylaw No. 7323-2017 be given first, second and third readings.

**1133 2016 Consolidated Financial Statements**

Staff report dated April 24, 2017 recommending that the 2016 Consolidated Financial Statements be accepted.

**1134 Maple Ridge 2017-2021 Financial Plan Amending Bylaw**

Staff report dated April 24 2017 recommending that Maple Ridge 2017-2021 Financial Plan Amending Bylaw No. 7317-2017 be given first, second and third readings.

**1135 Maple Ridge 2017 Property Tax Rates Bylaw**

Staff report dated April 24, 2017 recommending that Maple Ridge 2017 Property Tax Rates Bylaw No. 7318-2017 be given first, second and third readings.

**1136 Maple Ridge Recycling Charges Amending Bylaw No. 7319-2017**

Staff report dated April 24, 2017 recommending that Maple Ridge Recycling Charges Amending Bylaw No. 7319-2017 be given first, second and third readings.

**6. *PARKS, RECREATION & CULTURE***

**1151 Leisure Centre Pool Systems Redesign Contract**

Staff report dated April 24, 2017 recommending that the Corporate Officer be authorized to execute the Leisure Centre Pool Systems Redesign Contract with Shape Architecture Inc. and that a contingency be established for the project.

**1152 RMSS Operating Agreement**

Staff report dated April 24, 2017 recommending that the Corporate Officer be authorized to execute the Ridge Meadows Seniors Society Operating Agreement and the Maple Ridge Senior Activity Centre Facility Lease between the City of Maple Ridge and the Ridge Meadows Seniors Society ("RMSS")

**7. *ADMINISTRATION***

**1171 2017 Council Expenses**

Staff report dated April 24, 2017 providing an update on Council expenses to the end of March 2017.



8. ***CORRESPONDENCE (moved to consent section on Council agenda)***

1181

9. ***OTHER ISSUES***

1191

10. ***ADJOURNMENT***

11. ***COMMUNITY FORUM***

**COMMUNITY FORUM**

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

Each person will be permitted 2 minutes to speak or ask questions (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 the individual members of Council. The total time for this Forum is limited to 15 minutes.

If a question cannot be answered, the speaker will be advised when and how a response will be given.

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

Other opportunities are available to address Council including public hearings and delegations. The public may also make their views known to Council by writing or via email and by attending open houses, workshops and information meetings. Serving on an Advisory Committee is an excellent way to have a voice in the future of this community.

For more information on these opportunities contact:

Clerk's Department at **604-463-5221** or **clerks@mapleridge.ca**  
Mayor and Council at **mayorandcouncil@mapleridge.ca**

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

## 2.0 *Adoption and Receipt of Minutes*

***COMMITTEE OF THE WHOLE MEETING***

***MINUTES***

March 20, 2017

1:02 p.m.

Council Chamber

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***PRESENT***

***Elected Officials***

Mayor N. Read

Councillor K. Duncan

Councillor B. Masse

Councillor G. Robson

Councillor T. Shymkiw

Councillor C. Speirs

***Appointed Staff***

E.C. Swabey, Chief Administrative Officer

K. Swift, General Manager of Parks, Recreation & Culture

P. Gill, General Manager Corporate and Financial Services

F. Quinn, General Manager Public Works and Development Services

C. Carter, Director of Planning

L. Darcus, Manager of Legislative Services

***ABSENT***

Mayor Read

Councillor Bell

***Other Staff as Required***

C. Goddard, Manager of Development and Environmental Services

D. Hall, Planner 2

M. Baski, Planner 1

D. Pollock, Municipal Engineer

J. Storey, Director of Engineering Operations

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Note: Mayor Read and Councillor Robson were not in attendance at the start of the meeting.

1. ***CALL TO ORDER***

2. ***ADOPTION AND RECEIPT OF MINUTES***

2.1 **Minutes of the Committee of the Whole Meeting of March 6, 2017**

It was moved and seconded

**That the minutes of March 6, 2017 of the Committee of the Whole Meeting be adopted.**

CARRIED

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

#### **3.1 Proposed Civic Facilities**

- Linda Meyer, A.A.B.A.P.B.D

Ms. Meyer read from a prepared statement. She outlined concerns pertaining to accessibility for the future facilities. She expressed the need for larger change rooms and referred to a newspaper article on the closing of the Maple Ridge pool and the hosting of the 2020 BC Summer Games. Ms. Meyer asked questions on planned repairs and renovations particularly to the change rooms for the families and disabled. She questioned how local residents with lower income will be assisted in being able to attend a recreation centre with similar facilities.

Note: Councillor Robson joined the meeting at 1:11 p.m.

Ms. Meyer referred to the proposed aquatic facility and outlined suggestions as to where the centre could be located and expressed the requirement to ensure that all facilities comply with the BC Human Rights Code.

Note: Mayor Read joined the meeting at 1:15 p.m.

#### **3.2 Ridge Meadows Association for Community Living – Support for the Inclusion BC Clothes Line Project - Community Benefits of Textile Recycling**

- Margaret Ickert, RMACL Business Development Office
- Ailsa Beischer, Manager Clothes Drop Program at Inclusion BC Foundation

Ms. Ickert and Ms. Beischer gave a PowerPoint presentation providing the background and history on Inclusion BC and outlining the partnership between the Ridge Meadows Association for Community Living. They highlighted the Clothes Drop program and the services provided and gave information on the chute design for that program, emphasizing that proceeds from the Clothes Drop program will be distributed locally. Ms. Ickert spoke to a possible partnership between Inclusion BC and the City of Maple Ridge to assist in providing locations for donation bins.

4. ***PUBLIC WORKS AND DEVELOPMENT SERVICES***

Note: The following items have been numbered to correspond with the Council Agenda:

**1101 2016-209-RZ, 20421 123 Avenue, RS-1 to RS-1b**

Staff report dated March 20, 2017 recommending that Maple Ridge Zone Amending Bylaw No. 7264-2016 to rezone from RS-1 (One Family Urban Residential) to RS-1b (One Family Urban [Medium Density] Residential) to permit a 2 lot subdivision be given second reading and be forwarded to Public Hearing.

Moved and seconded

**That the staff report be forwarded to the Council Meeting of March 28, 2017.**

CARRIED

**1102 2012-013-DVP, 24152 112 Avenue**

Staff report dated March 20, 2017 recommending that the Corporate Officer be authorized to sign and seal 2012-013-DVP to reduce the required width of the constructed road on 242 Street from an urban collector width to an urban local width across the frontage of the park.

M. Baski, Planner reviewed the report.

Moved and seconded

**That the staff report be forwarded to the Council Meeting of March 28, 2017.**

CARRIED

**1103 2017-050-DVP, 12260 250 Street**

Staff report dated March 20, 2017 recommending that the Corporate Officer be authorized to sign and seal 2017-050-DVP to vary the requirement to construct 250 Street to the north edge of the property line and to vary the requirement for full urban upgrades.

Moved and seconded

**That the staff report be forwarded to the Council Meeting of March 28, 2017.**

CARRIED

**1104 Award of Contract, Municipal Equipment Purchase, Two Tandem Axle Dump Trucks with Underbody Plow and Sander**

Staff report dated March 20, 2017 recommending that the contract for the purchase of two tandem axle dump trucks be awarded to Harbour International Trucks Ltd. and that the Corporate Officer be authorized to execute the contract.

The Director of Engineering Operations reviewed the staff report. He clarified that the trucks are replacement vehicles.

Moved and seconded

**That the staff report be forwarded to the Council Meeting of March 28, 2017.**

CARRIED

**5. *FINANCIAL AND CORPORATE SERVICES (including Fire and Police)***

**1131 Disbursements for the month ended February 28, 2017**

Staff report dated March 20, 2017 recommending that the disbursements for the month ended February 28, 2017 be received for information.

Moved and seconded

**That the staff report be forwarded to the Council Meeting of March 28, 2017.**

CARRIED

**1132 2017 Council Expenses**

Staff report dated March 20, 2017 providing an update on Council expenses to the end of January and February 2017.

Moved and seconded

**That the staff report be forwarded to the Council Meeting of March 28, 2017.**

CARRIED

**6. *PARKS, RECREATION & CULTURE* – Nil**

7. ***ADMINISTRATION***

1171 **Partnering Agreement – Employment Land Investment Incentive Program**

Staff report dated March 20, 2017 recommending that the Corporate Officer be authorized to execute Partnering Agreements with 874668 BC Ltd. under building permits 16-112807, 16-112814 and 16-116919.

Moved and seconded

**That the staff report be forwarded to the Council Meeting of March 28, 2017.**

CARRIED

8. ***OTHER ISSUES*** – Nil

9. ***ADJOURNMENT*** – 1:45 p.m.

10. ***COMMUNITY FORUM*** – Nil

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K. Duncan, Acting Mayor  
Presiding Member of the Committee

***COMMITTEE OF THE WHOLE MEETING***

***MINUTES***

April 3, 2017  
1:00 p.m.  
Council Chamber

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***PRESENT***

***Elected Officials***

Councillor K. Duncan  
Councillor B. Masse  
Councillor G. Robson  
Councillor T. Shymkiw  
Councillor C. Speirs

***Appointed Staff***

E.C. Swabey, Chief Administrative Officer  
K. Swift, General Manager of Parks, Recreation & Culture  
P. Gill, General Manager Corporate and Financial Services  
F. Quinn, General Manager Public Works and Development Services  
C. Carter, Director of Planning  
L. Darcus, Manager of Legislative Services

***ABSENT***

Mayor N. Read  
Councillor C. Bell

***Other Staff as Required***

C. Goddard, Manager of Development and Environmental Services  
D. Hall, Planner 2  
D. Pollock, Municipal Engineer

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1. ***DELEGATIONS/STAFF PRESENTATIONS*** – Nil

2. ***PUBLIC WORKS AND DEVELOPMENT SERVICES***

Note: The following items have been numbered to correspond with the Council Agenda:

1101 **2017-046-AL, 12250 and 12301 237 Street and 23802 123 Avenue,  
Application to Exclude Land from the Agricultural Land Reserve**

Staff report dated April 3, 2017 providing options for consideration of Application 2017-046-AL to exclude approximately 11.5 hectares (28.4 acres) from the Agricultural Land Reserve



D. Hall, Planner gave a Power Point presentation providing the following information:

- Application Information
- Subject Map
- Official Community Plan Context
- Neighbourhood Plan Context
- Site Characteristics
- Development Proposal
- Applicant's Concept Plan
- Proposed Site Plan

Note: Councillor Robson joined the meeting at 1:06 p.m.

The Planner introduced Sherry Gordon and Alycia Hayes as the authorized representatives of the property owners.

Ms. Gordon provided information on the request to exclude land from the Agricultural Land Reserve, outlined the process followed prior to applying for exclusion and highlighted the concept of a seniors' retirement village as a potential use for the property.

Moved and seconded

**That the staff report be forwarded to the Council Meeting of April 11, 2017.**

CARRIED

**1102 2016-411-RZ, 21188 Wicklund Avenue, RS-1 to R-1**

Staff report dated April 3, 2017 recommending that Application 2016-411-RZ be further deferred and that staff be directed to explore implications of potentially allowing subdivision of lots with areas and widths less than 80% as per Official Community Plan Policy 3-19 in the "Regulatory and Infill Measures Report".

Moved and seconded

**That the staff report be forwarded to the Council Meeting of April 11, 2017.**

CARRIED

**1103 2017-036-DVP, 116 Avenue, Legal: Lot "B" except Parcel "One" (explanatory plan 32717) Section 14, Township 12, New Westminster District Plan 6831**

Staff report dated April 3, 2017 recommending that the Corporate Officer be authorized to sign and seal 2017-036-DVP to waive requirements to widen asphalt width on 116 Avenue and to waive requirements to upgrade an existing turnaround.

Note: Councillor Robson excused himself from discussion of Item 1103 at 1:22 p.m. as he lives in the vicinity of the application.

Moved and seconded

**That the staff report be forwarded to the Council Meeting of April 11, 2017.**

CARRIED

Note: Councillor Robson returned to the meeting at 1:24 p.m.

**1104 2015-122-DP, 23154 136 Avenue, Wildfire Development Permit**

Staff report dated April 3, 2017 recommending that the Corporate Officer be authorized to sign and seal 2015-122-DP to allow a 31 single family lot subdivision located in Silver Valley within the Wildfire Development Permit Area.

Moved and seconded

**That the staff report be forwarded to the Council Meeting of April 11, 2017.**

CARRIED

**1105 2015-123-DP, 23050 136 Avenue, Wildfire Development Permit**

Staff report dated April 3, 2017 recommending that the Corporate Officer be authorized to sign and seal 2015-123-DP to allow a 18 single family lot subdivision located in Silver Valley within the Wildfire Development Permit Area.

Moved and seconded

**That the staff report be forwarded to the Council Meeting of April 11, 2017.**

CARRIED

**3. *FINANCIAL AND CORPORATE SERVICES (including Fire and Police)* – Nil**

4. ***PARKS, RECREATION & CULTURE***

1151 **Katie's Place Lease**

Staff report dated April 3, 2017 recommending that the Katie's Place Domestic Animal Response and Education Society Lease be renewed for a period of three years and that the Corporate Officer be authorized to execute the lease.

Moved and seconded

**That the staff report be forwarded to the Council Meeting of April 11, 2017.**

CARRIED

1152 **Thornhill Community Association Hall Lease Renewal**

Staff report dated April 3, 2017 recommending that the Thornhill Community Associate Lease be renewed for a period of three years and that the Corporate Officer be authorized to execute the lease.

Moved and seconded

**That the staff report be forwarded to the Council Meeting of April 11, 2017.**

CARRIED

5. ***CORRESPONDENCE*** – Nil

6. ***OTHER ISSUES*** – Nil

7. ***ADJOURNMENT*** – 1:30 p.m.

8. ***COMMUNITY FORUM*** – Nil

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T. Shymkiw, Acting Mayor  
Presiding Member of the Committee

## City of Maple Ridge

|                 |                                                                        |                      |                |
|-----------------|------------------------------------------------------------------------|----------------------|----------------|
| <b>TO:</b>      | Her Worship Mayor Nicole Read<br>and Members of Council                | <b>MEETING DATE:</b> | April 24, 2017 |
| <b>FROM:</b>    | Chief Administrative Officer                                           | <b>FILE NO:</b>      | 2012-023-RZ    |
|                 |                                                                        | <b>MEETING:</b>      | C of W         |
| <b>SUBJECT:</b> | First Reading<br>Zone Amending Bylaw No. 7313-2017<br>23863 112 Avenue |                      |                |

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### EXECUTIVE SUMMARY:

A rezoning application has been received to rezone the subject property, located at 23863-112 Avenue from RS-3 (One Family Rural Residential) zone to P-6 (Civic Institutional) zone to permit the future development of Fire Hall #4 with associated fire/rescue training centre and Community Park. Staff is also recommending the addition of Park within the Civic definition in the zoning bylaw be amended to clarify that Park is a permitted Civic use. The Official Community Plan designates the subject property as Park and Conservation (Appendix "C"); therefore an Official Community Plan amendment is required to designate portions of the property to Institutional to facilitate the P-6 (Civic Institutional) zone. To proceed further with this application additional information is required as outlined below. Council policy does not require Community Amenity Contributions for these proposed uses.

### RECOMMENDATIONS:

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.

That Zone Amending Bylaw No. 7313-2017 be given first reading; and

That the applicant provide further information as described on Schedules A,C,F and G of the Development Procedures Bylaw No. 5879-1999.

## DISCUSSION:

### a) Background Context:

|                           |                                                                                                                                                                          |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Applicant:                | Maple Ridge Fire Department (Michael Van Dop)                                                                                                                            |
| Owner:                    | City of Maple Ridge                                                                                                                                                      |
| Legal Description:        | Parcel "P" (Reference Plan 1224) of the South East Quarter<br>Section 16 Township 12 New Westminster District                                                            |
| OCP:                      |                                                                                                                                                                          |
| Existing:                 | Park and Conservation                                                                                                                                                    |
| Proposed:                 | Institutional and Conservation                                                                                                                                           |
| Zoning:                   |                                                                                                                                                                          |
| Existing:                 | RS-3 (One Family Rural Residential)                                                                                                                                      |
| Proposed:                 | P-6 (Civic Institutional)<br>Adding under the Civic definition Park                                                                                                      |
| Surrounding Uses:         |                                                                                                                                                                          |
| North:                    | Use: Single Family Residential<br>Zone: RS-1b (One Family Urban (medium density) Residential<br>Designation: Urban Residential                                           |
| South:                    | Use: Single Family Residential<br>Zone: CD-1-93 (Amenity Residential District)<br>Designation: Urban Residential                                                         |
| East:                     | Use: Townhouse Development<br>Zone: RM-1 (Townhouse Residential District)<br>Designation: RS-1b (One Family Urban (medium density) Residential                           |
| West:                     | Use: Proposed Single Family Residential Subdivision (Applications -<br>2012-004-RZ/DP/SD)<br>Zone: RS-3 (One Family Rural Residential)<br>Designation: Urban Residential |
| Existing Use of Property: | Existing house and vacant land.                                                                                                                                          |
| Proposed Use of Property: | Fire hall with accompanying training centre and a park to be<br>located to the northern portion of the site.                                                             |
| Site Area:                | 4.060 ha. (10.03 acres)                                                                                                                                                  |
| Access:                   | Off of 238 Street and 112 Avenue                                                                                                                                         |
| Servicing requirement:    | Urban Standard                                                                                                                                                           |

### b) Site Characteristics:

The application consists of one lot located at 23863 – 112 Avenue which is approximately 4.060 ha. (10.03 acres) in size. The property is bordered on the south by 112 Avenue and Kanaka Way, on the west 238 Street. To the north of the property are single family residential homes and to the east are Townhouses. The subject property was a former greenhouse operation, the greenhouses have been removed. There is an existing residential house located at the south west corner of the property. The property has a water course that runs north to south through the site. On either side of the water course there is vegetation and a mixture of trees.

**c) Project Description:**

The proposal consists of three elements, a fire hall/training centre, neighbourhood park site and conservation area. The fire hall/training centre will be located on approximately 1.32. ha. (3.26 acres) of the site. Appendix "E" shows the approximate location of the neighbourhood park site; fire hall/training centre and the conservation areas. The areas will be defined further when additional information is received regarding environmental protection requirements and survey ground truthing.

This location was selected for the fire hall/training centre as a result of studies which determined this property will provide an acceptable response time for rapid fire and rescue to the Cottonwood/Albion area, which is currently underserved. The service area for Fire Hall #4 is approximately 232 Street to 256 Street and River Road to Alouette River. The associated training centre will be a "clean training" facility, consisting of:

- Structures designed to accommodate ladder and stair training;
- Area water spray training;
- An area to practice the use of the jaws of life on vehicles; and
- The use of propane fueled fires via props that will not emit smoke.

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 a further report will be required prior to Second Reading. Such assessment may impact the proposed development, OCP designations and Bylaw particulars, may require applications.

**d) Planning Analysis:**

**Official Community Plan:**

The development site is currently designated Park and Conservation. For the proposed development an OCP amendment will be required to re-designate a portion of the site to Institutional to allow the proposed P-6 zoning with a text amendment to add Park and School as a permitted use.

**OCP Amendment Justification:**

The Official Community Plan supports Social Sustainability which includes community health. Community health are supported within the OCP *Section 4.1.5 0 Safety and Security Objective* supports the provision of police and fire service throughout the community.

*Policy 4-26* states Maple Ridge will continue to provide fire protection services to maintain a safe and secure community, in accordance with the Fire Department Master Plan.

A key recommendation of the Maple Ridge Fire Department Master Plan is the construction of Fire Hall #4 in the Albion/Cottonwood area as soon as possible to match response standards for Urban areas.

### **Zoning Bylaw:**

The current application proposes to rezone the property located at 23863 112 Avenue from RS-3 (One Family Rural Residential) to P-6 (Civic Institutional) zone to permit the development of a park and Firehall #4 with an associated fire/rescue training centre. With this application staff is proposing to amend the Civic definition in the Bylaw by clarifying that Park is a permitted use. The minimum lot size for the current RS-3 zone is 0.80ha. and there is no minimum lot size for the proposed P-6 zone. Any variations from the requirements of the proposed zone will require a Development Variance Permit application.

### **Development Permits:**

Pursuant to Section 8.9 of the OCP, a Watercourse Protection Development Permit application is required for all developments and building permits within 50 metres of the top of bank of all watercourses and wetlands. The purpose of the Watercourse Protection Development Permit is to ensure the preservation, protection, restoration and enhancement of watercourse and riparian areas.

Pursuant to Section 8.10 of the OCP, a Natural Features Development Permit application is required for all development and subdivision activity or building permits for:

- All areas designated Conservation on Schedule “B” or all areas within 50 metres of an area designated Conservation on Schedule “B”, or on Figures 2, 3 and 4 in the Silver Valley Area Plan;
- All lands with an average natural slope of greater than 15 %;
- All floodplain areas and forest lands identified on Natural Features Schedule “C”

to ensure the preservation, protection, restoration and enhancement of the natural environment and for development that is protected from hazardous conditions.

### **Advisory Design Panel:**

A Development Permit is **not** required; therefore, it does not have to be reviewed by the Advisory Design Panel prior to Second Reading. However, the Fire Department will be submitting the design to the Advisory Design Panel for advisory design comments in an effort to improve the design.

### **Development Information Meeting:**

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

**e) Interdepartmental Implications:**

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

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

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 requirements has 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 Official Community Plan 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 C);
- 3. A Development Variance Permit (Schedule E);
- 4. A Watercourse Protection Development Permit Application (Schedule F); and
- 5. A Natural Features Development Permit Application (Schedule G);

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



## **CONCLUSION:**

The proposed Fire Hall #4 with associated training centre and park are in compliance with the policies of the OCP. Justification has been provided to support an OCP amendment to Institutional. It is recommended that Council grant First Reading subject to additional information being provided and assessed prior to Second Reading. The proposed layout has not been reviewed in relation to the relevant bylaws and regulations governing subdivision applications. Any subdivision layout provided is strictly preliminary and must be approved by the City of Maple Ridge's Approving Officer.

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***Prepared by:*** Wendy Cooper, MCIP,RPP  
Senior Planning Technician

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

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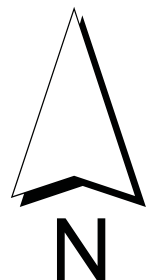
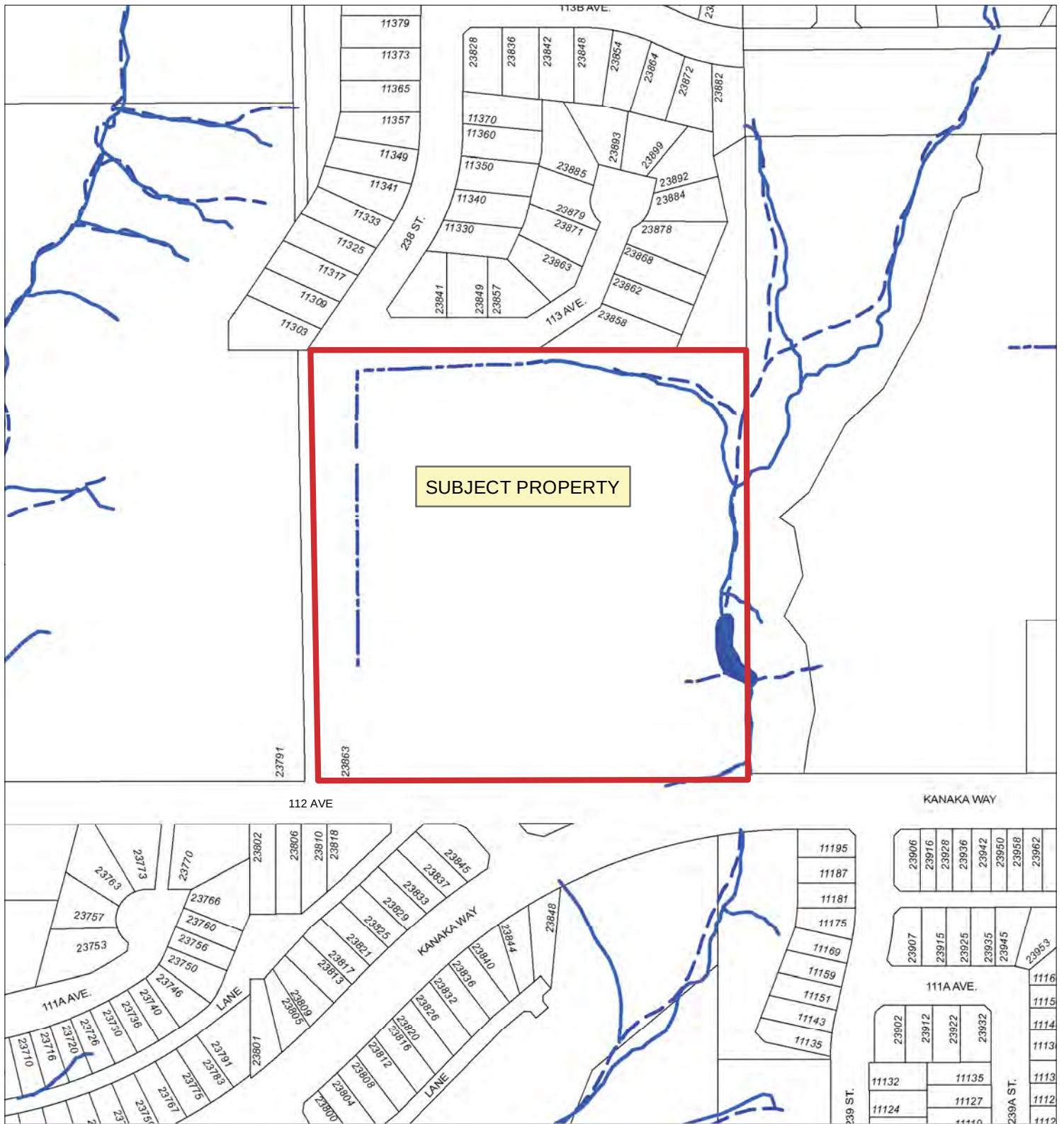
***Approved by:*** Frank Quinn, MBA, P. Eng  
GM: Public Works & Development Services

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

The following appendices are attached hereto:

Appendix A – Subject Map  
Appendix B – Ortho Map  
Appendix C – OCP Designation Map  
Appendix D – Zone Amending Bylaw No. 7313-2017  
Appendix E – Proposed Site Plan



Scale: 1:2,500

## Legend

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

23863 112 AVENUE

PLANNING DEPARTMENT



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

FILE: 2012-023-RZ  
DATE: Mar 17, 2017

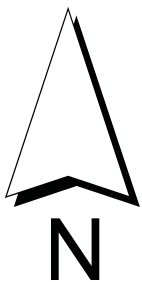
BY: PC



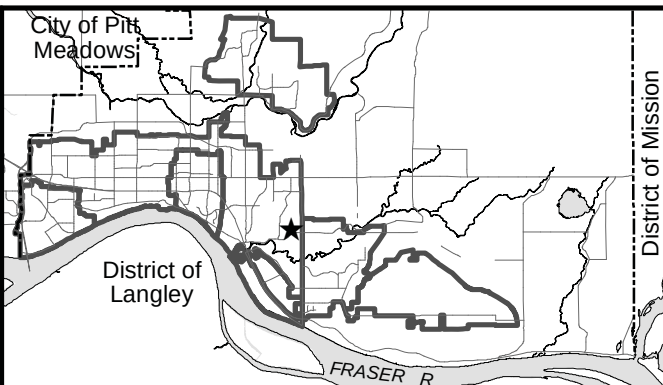


SUBJECT PROPERTY

Aerial Imagery from the Spring of 2016



Scale: 1:2,500



23863 112 AVENUE

PLANNING DEPARTMENT



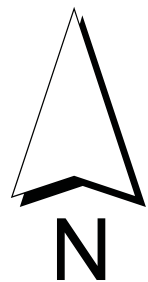
British Columbia  
mapleridge.ca

FILE: 2012-023-RZ

DATE: Mar 17, 2017

BY: PC





Scale: 1:2,500

## Legend

- Park
- Urban Residential
- Commercial
- Conservation

23863 112 AVENUE

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

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

FILE: 2012-023-RZ

DATE: Mar 17, 2017

BY: PC

## APPENDIX D

## CITY OF MAPLE RIDGE

## BYLAW NO. 7313-2017

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. 7313-2017."
2. That PART 2, INTERPERTATION, CIVIC is hereby amended by

The addition of the word "**PARK**" following the words "golf courses and firehalls".

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

Parcel "P" (Reference Plan 1224) of the South East Quarter Section 16 Township 12  
New Westminster District

and outlined in heavy black line on Map No. 1705 a copy of which is attached hereto and forms part of this Bylaw, is hereby rezoned to P-6 (Civic Institutional).

4. Maple Ridge Zoning Bylaw No. 3510 - 1985 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

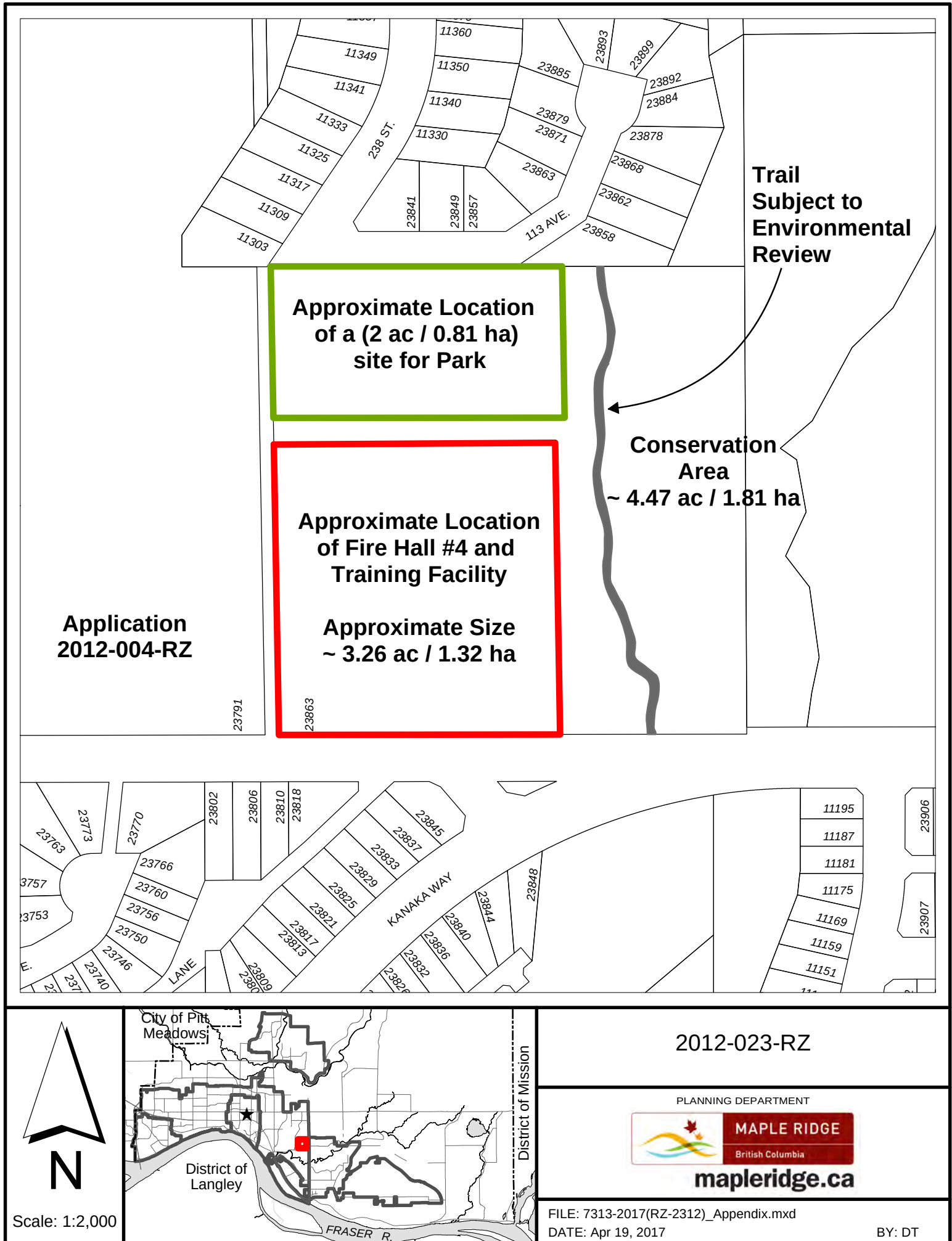
**READ** a third time the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**ADOPTED,** the            day of            , 20

**PRESIDING MEMBER**

CORPORATE OFFICER





## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** First Reading  
Zone Amending Bylaw No. 7314-2017 –  
21241 Wicklund Avenue  
Zone Amending Bylaw No. 7328-2017 –  
Text Amendment to the RT-1 (Two Family Urban Residential) Zone

**MEETING DATE:** April 24, 2017  
**FILE NO:** 2017-066-RZ  
**MEETING:** C of W

---

### EXECUTIVE SUMMARY:

An application has been received to rezone the subject property, located at 21241 Wicklund Avenue, from RS-1 (One Family Urban Residential) to RT-1 (Two Family Urban Residential) to permit development of a duplex. To proceed further with this application, additional information is required as outlined below. As per Council Policy, duplex dwelling units where only one building is being constructed are exempt from the Community Amenity Contribution (CAC) Program.

The City has been undergoing a Zoning Bylaw review and through the process have identified regulation changes to modernize the bylaw. Over the past year, Council noted an interest in advancing certain changes to the bylaw, rather than waiting for the completion of the new Zoning Bylaw. This proposed development application represents one such Zoning Bylaw change, as it would provide for duplex form of development on lots 750 m<sup>2</sup> (8,073 ft<sup>2</sup>) in area and respond to changing development styles, affordability and market demand. In the absence of the Zoning Bylaw amendment, the subject property could not develop with a duplex housing form, as it could not satisfy the current minimum lot area or width requirements.

Zone Amending Bylaw No. 7328-2017 will reduce the minimum parcel size of 891m<sup>2</sup> (9591 ft<sup>2</sup>), minimum width of 22m (72 ft.) and depth of 30m (98 ft.) in the RT-1 (Two Family Urban Residential) zone. The proposed zoning dimensions for the RT-1 (Two Family Urban Residential) zone are: 750m<sup>2</sup> (8,073 ft<sup>2</sup>) area, 20m (66 ft.) width and 27m (89 ft.) depth, with Town Centre minimum area of 557m<sup>2</sup>, which are either a corner lot or provided with lane access.

### RECOMMENDATIONS:

1. That Zone Amending Bylaw No. 7314-2017 be given first reading;
2. That Zone Amending Bylaw No. 7328-2017 be given first reading; and
3. That the applicant provide further information as described on Schedules B of the Development Procedures Bylaw No. 5879–1999.



## DISCUSSION:

### a) Background Context:

|                           |                                                                                                               |
|---------------------------|---------------------------------------------------------------------------------------------------------------|
| Applicant:                | Mayur Mehta                                                                                                   |
| Legal Description:        | Lot 3 District Lot 242 Group 1 New Westminster District Plan 14112                                            |
| OCP:                      |                                                                                                               |
| Existing:                 | Urban Residential                                                                                             |
| Zoning:                   |                                                                                                               |
| Existing:                 | RS-1 (One Family Urban Residential)                                                                           |
| Proposed:                 | RT-1 (Two Family Urban Residential)                                                                           |
| Surrounding Uses:         |                                                                                                               |
| North:                    | Use: Single Family Residential<br>Zone: RS-1 (One Family Urban Residential)<br>Designation: Urban Residential |
| South:                    | Use: Church<br>Zone: P-4 (Place of Worship)<br>Designation: Institutional                                     |
| East:                     | Use: Single Family Residential<br>Zone: RS-1 (One Family Urban Residential)<br>Designation: Urban Residential |
| West:                     | Use: Single Family Residential<br>Zone: RS-1 (One Family Urban Residential)<br>Designation: Urban Residential |
| Existing Use of Property: | Single Family Residential                                                                                     |
| Proposed Use of Property: | Duplex                                                                                                        |
| Site Area:                | 860 m <sup>2</sup> (9,257 ft <sup>2</sup> )                                                                   |
| Access:                   | Wicklund / Lane                                                                                               |
| Servicing requirement:    | Urban Standard                                                                                                |

### b) Site Characteristics:

The subject property, located at 21241 Wicklund Avenue, is 860 m<sup>2</sup> (9,257 ft<sup>2</sup>) in size and is bound by single family lots to the west, north and east, and St. Paul's Lutheran Church to the south. There is an existing house on the subject property that will require removal as part of the rezoning approval. The subject property also has access to a rear lane (See Appendices A & B).

### c) Project Description:

The current application proposes to rezone the subject property from RS-1 (One Family Urban Residential) to RT-1 (Two Family Urban Residential), to permit the development of a duplex. The application also includes an amendment that will reduce the minimum parcel size and dimensions from 891 m<sup>2</sup> (9,591 ft.) to 750 m<sup>2</sup> (8,073 ft.), minimum width from 22 m (72 ft.) to 20 m (66 ft.) and minimum depth from 30 m (98 ft.) to 27 m (89 ft.) for the RT-1 (Two Family Urban Residential) zone (see Appendix C).

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 a further report 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 OCP designates the property *Urban Residential*, and development of the property is subject to the Neighbourhood Residential 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 RT-1 (Two Family Urban Residential) is in conformance with the *Urban Residential* designation and Neighbourhood Residential infill policies.

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 growth through infill by promoting a mix of housing types and tenures (Policy 3-1). The Residential Infill and Compatibility Criteria all support a change in the unit type, and specifically cite that duplex development is both compatible and desirable in the City (Policy 3-19).

**Housing Action Plan:**

The Housing Action Plan was endorsed in 2014, and includes a number of goals and principles aimed at providing safe, affordable and appropriate housing for the community. Specific goals in support of encouraging duplex housing include: “*To improve housing choice for all current and future households*”. Strategy #1 Housing Action Plan relates to housing mix and innovation and reads “*support the development of a mix of housing forms*”. Based on the above, it is clear that reducing minimum parcel size to the RT-1 (Two Family Urban Residential) zone is in alignment with the goals, principles, and strategies in the Housing Action Plan, as it will encourage duplex housing in the City.

**Zoning Bylaw:**

The current application proposes to rezone the subject property from RS-1 (One Family Urban Residential) to RT-1 (Two Family Urban Residential) to permit a duplex. The minimum lot size for the current RS-1 (One Family Urban Residential) zone is 668m<sup>2</sup> (7,191 ft<sup>2</sup>), and the minimum lot size for the RT-1 (Two Family Urban Residential) zone is 891m<sup>2</sup> (9,591 ft<sup>2</sup>). As part of the Zoning Bylaw review process, the minimum parcel dimensions and parcel area for the RT-1 (Two Family Urban Residential) zone are proposed to be reduced to maximize opportunities for duplex infill in the City. Given that the subject property does not meet the current width and area for the existing RT-1 (Two Family Urban Residential) zone, but does meet the proposed draft regulations, this application can be supported.

A text amendment for the RT-1 (Two Family Urban Residential) zone is included with the subject application, which has been brought forward in advance of the complete draft Zoning Bylaw to facilitate this application. Recognizing that the duplex form of development is desired in the community, staff have prepared a stand alone text amendment to amend the RT-1 (Two Family Urban Residential) zone. Should the text amendment fail, the rezoning application would be closed. A text amendment to the RT-1 (Two Family Urban Residential) zone to allow a minimum lot size of 750m<sup>2</sup> (8,073 ft<sup>2</sup>), with a minimum width of 20 m (66 ft.) and minimum depth of 27 m (89 ft.) has been prepared in support of this application. It is also noted that the text amendment will include a

minimum lot size of 557m<sup>2</sup> (5,996 ft<sup>2</sup>) for duplex in the Town Centre, provided the property is a corner lot or has access to a rear lane.

There was interest by some Council members to reduce the proposed minimum lot area of the RT-1 (Two Family Urban Residential) zone to less than 750m<sup>2</sup>. Staff have looked at this, through modelling, and determined it would have an impact to the green space of these properties, and ultimately the character of the established residential neighbourhoods. The recommendation is that the minimum lot area be reduced to 750m<sup>2</sup> and that staff monitor this matter following adoption of the Bylaw. Should there be a noted interest in further reducing duplex lot size in the community, combined with neighbourhood acceptance of this form, staff would bring a report to Council recommending further changes to the Bylaw.

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

**Development Permits:**

A Development Permit is not required for this rezoning application, as a duplex is exempt from the Development Permit Area Guidelines. However, a Section 219 Restrictive Covenant will be required to regulate the form and character of the duplex. The RT-1 (Two Family Urban Residential) zone does not permit secondary suites, and this restriction will be considered in the design of the building.

**Advisory Design Panel:**

A Form and Character Development Permit is not required because this is a duplex project; therefore, this application does not need to be reviewed by the Advisory Design Panel.

**Development Information Meeting:**

A Development Information Meeting is not required for this application because it is in compliance with the OCP and is less than 5 dwelling units.

**e) Interdepartmental Implications:**

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

- a) Engineering Department;
- b) Operations Department;
- c) Fire Department;
- d) Licenses, Permits and Bylaws Department;
- e) School District;
- f) Ministry of Transportation and Infrastructure; and
- g) 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 requirements has not been undertaken. We anticipate that this evaluation will take place between first and second reading.

**f) Development Applications:**

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

1. A complete Rezoning Application (Schedule B )

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

**ALTERNATIVE:**

Staff recommendation is in support of the reduction in lot area, width and depth for the Zoning Bylaw Amendment to the RT-1 (Two Family Urban Residential) zone; however, if Council is not comfortable with the Zoning Bylaw Text Amendment, then each application could require a site specific amendment only.

**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. It is further recommended that Council grant first reading for the text amendment to Zoning Bylaw No. 7328-2017 to reduce lot area and dimensions for duplex development in the RT-1 (Two Family Urban Residential) zone. Following Public Hearing, it is recommended that the text amendment to Zoning Bylaw No. 7328-2017 advance for third and final reading. Following Public Hearing, Zone Amending Bylaw No. 7314-2017 would be considered for third reading, and adoption of this Bylaw would not occur until all of Council's conditions are satisfied. Should the text amendment not be approved, this rezoning application would be closed.

"Original signed by Adam Rieu"

---

**Prepared by:** Adam Rieu  
Planning Technician

"Original signed by Christine Carter"

---

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

"Original signed by Frank Quinn"

---

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

"Original signed by E.C. Swabey"

---

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

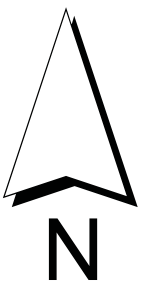
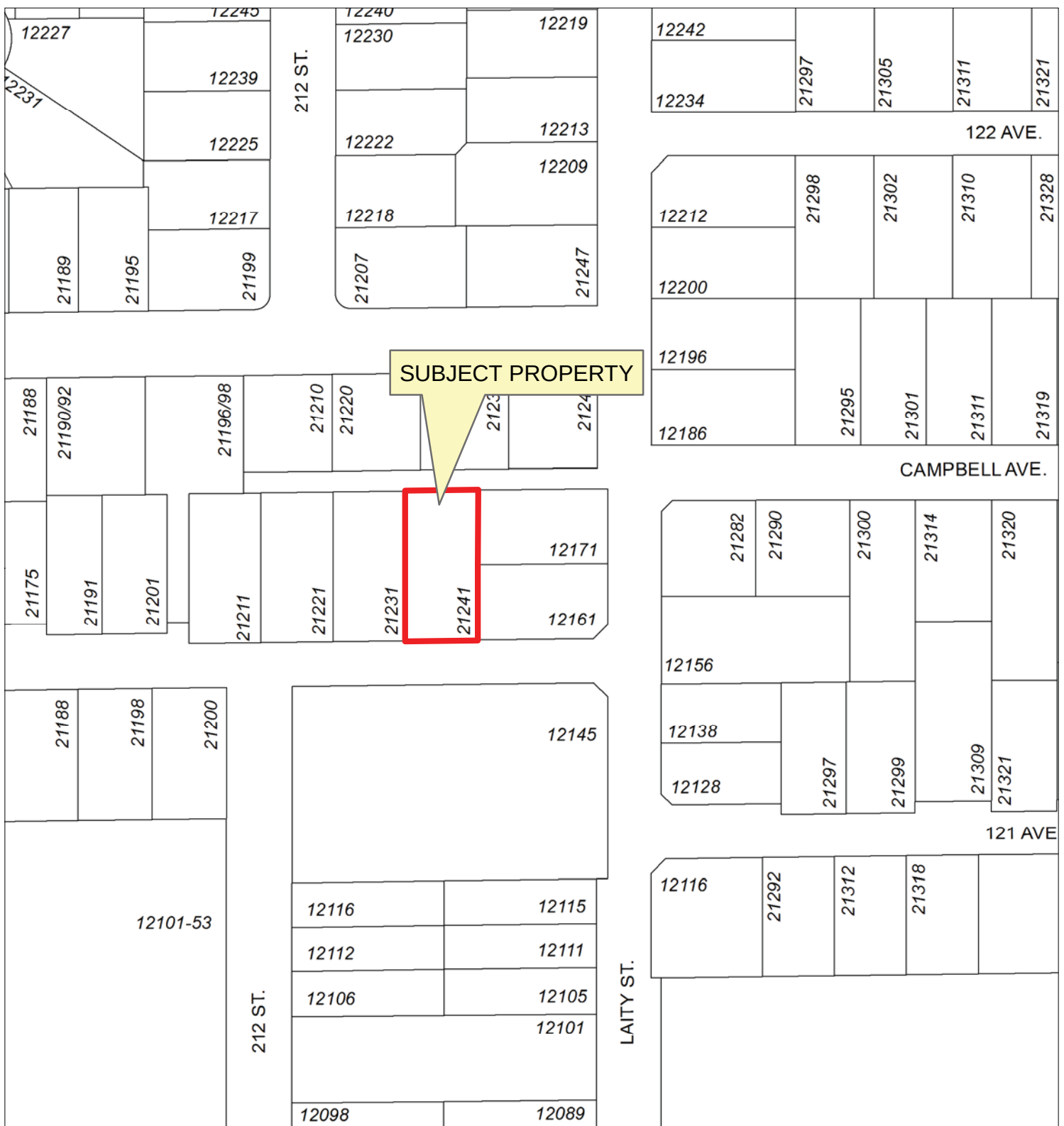
The following appendices are attached hereto:

Appendix A – Subject Map

Appendix B – Ortho Map

Appendix C – Zone Amending Bylaw No.7314-2017

Appendix D – Zone Amending Bylaw No. 7328-2017



Scale: 1:1,500

## Legend

- Stream
- River
- Major Rivers & Lakes

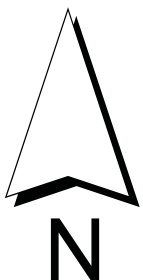
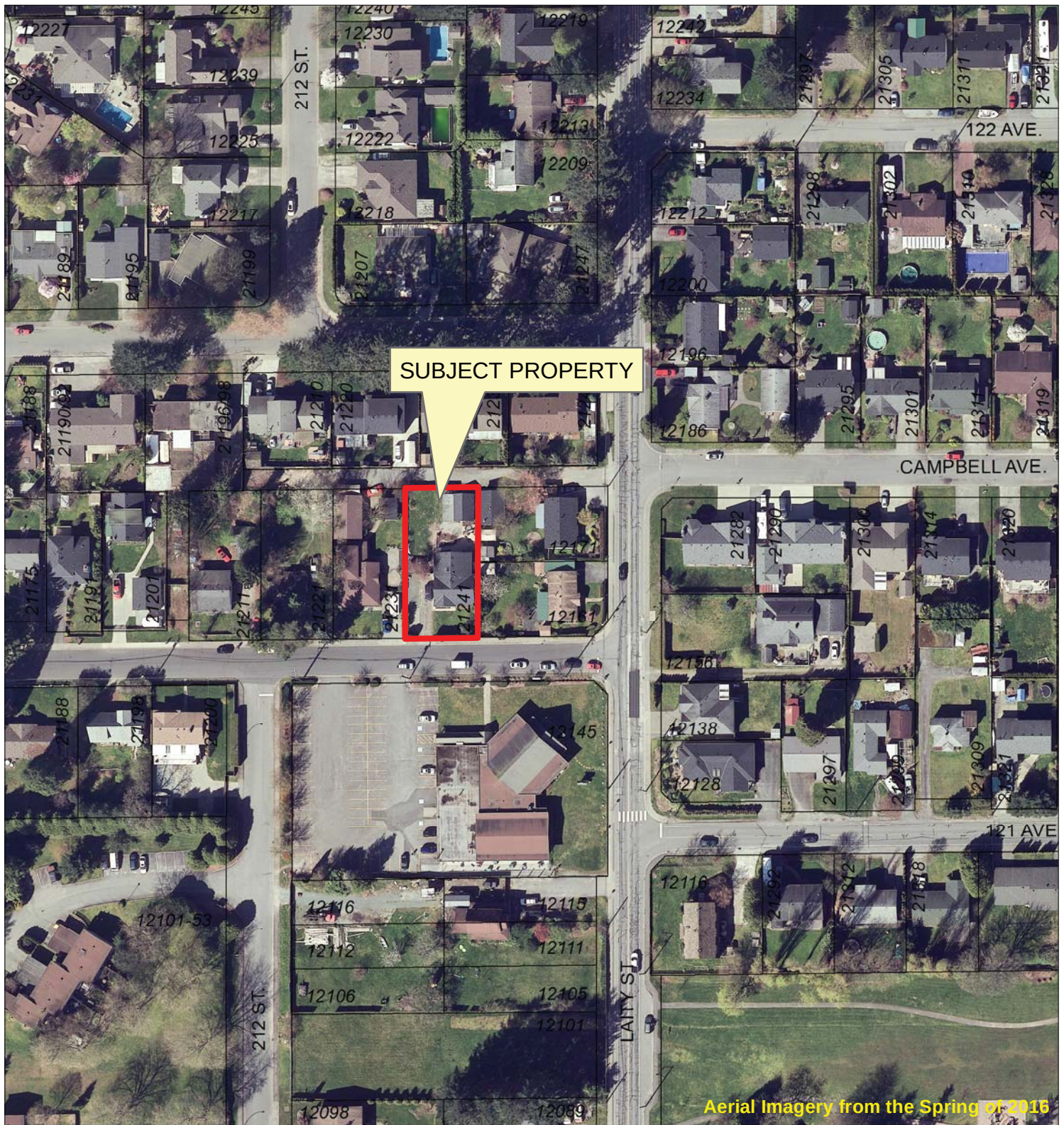
21241 Wicklund Ave



2017-066-RZ  
DATE: Mar 3, 2017

BY: JV





Scale: 1:1,500

## Legend

-  Stream
-  Marsh
-  River
-  Major Rivers & Lakes

21241 Wicklund Ave

PLANNING DEPARTMENT



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

2017-066-RZ  
DATE: Mar 3, 2017

BY: JV



## CITY OF MAPLE RIDGE

### BYLAW NO. 7314-2017

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. 7314-2017."
2. That parcel or tract of land and premises known and described as:

Lot 3 District Lot 242 Group 1 New Westminster District Plan 14112

and outlined in heavy black line on Map No. 1706 a copy of which is attached hereto and forms part of this Bylaw, is hereby rezoned to RT-1 (Two Family 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       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**





## CITY OF MAPLE RIDGE BYLAW NO. 7328-2017

A Bylaw to amend the text of Maple Ridge Zoning Bylaw No. 3510-1985 as amended

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**WHEREAS**, it is deemed expedient to amend the 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. 7328-2017”.
2. Maple Ridge Zoning Bylaw No. 3510-1985 is hereby amended as follows:

That PART 6, RESIDENTIAL ZONES, SECTION 601, ONE FAMILY AND TWO FAMILY RESIDENTIAL ZONES, Sub-Section (C) REGULATIONS FOR THE SIZE, SHAPE AND SITING OF BUILDING AND STRUCTURES, item 4) Buildings and Structures for Two Family Residential Use in the RT-1 Zone is amended by deleting clause (d) and replacing it with the following clauses:

“(d) shall not be permitted on a lot less than 750 m<sup>2</sup>.

(e) notwithstanding item (d) above, lots located within the Town Centre, as identified on Schedule H, which are either a corner lot or provided with lane access, shall not be permitted on a lot less than 557 m<sup>2</sup>”.

3. To Amend Schedule “D” **MINIMUM LOT AREA AND DIMENSIONS** by deleting the line:

|       |     |     |                     |
|-------|-----|-----|---------------------|
| “RT-1 | 22m | 30m | 891m <sup>2</sup> ” |
|-------|-----|-----|---------------------|

Replacing it as follows:

|       |      |     |                    |                   |
|-------|------|-----|--------------------|-------------------|
| “RT-1 | 20 m | 27m | 750 m <sup>2</sup> | See item 7 below” |
|-------|------|-----|--------------------|-------------------|

4. To Amend Schedule “D” **MINIMUM LOT AREA AND DIMENSIONS** by inserting a new item 7, after item 6 as follows:

“7. For lots located within the Town Centre, as identified on Schedule H, which are either a corner lot or provided with lane access, shall not be less than 557 m<sup>2</sup>”.

5. Maple Ridge Zoning Bylaw No. 3510-1985 as amended is hereby amended accordingly.

**READ** a first time the       day of       , 2017.

**READ** a second time the       day of       , 2017.

**READ** a third time the       day of       , 2017.

**ADOPTED** the       day of       , 2017.

---

**PRESIDING MEMBER**

---

**CORPORATE OFFICER**

## City of Maple Ridge

|                 |                                                                          |                      |                |
|-----------------|--------------------------------------------------------------------------|----------------------|----------------|
| <b>TO:</b>      | Her Worship Mayor Nicole Read<br>and Members of Council                  | <b>MEETING DATE:</b> | April 24, 2017 |
| <b>FROM:</b>    | Chief Administrative Officer                                             | <b>FILE NO:</b>      | 2017-078-RZ    |
|                 |                                                                          | <b>MEETING:</b>      | C of W         |
| <b>SUBJECT:</b> | First Reading<br>Zone Amending Bylaw No. 7316-2017<br>22368 North Avenue |                      |                |

---

### EXECUTIVE SUMMARY:

An application has been received to rezone the subject property located at 22368 North Avenue from RM-3 (High Density Apartment Residential) to C-3 (Town Centre Commercial) to permit a four storey mixed use building. The Ridge Meadows Community Living Foundation, which provides programs and services for more than 600 children and adults with developmental disabilities in Maple Ridge and Pitt Meadows, wishes to relocate their offices into this new building. It will contain 906 m<sup>2</sup> (9,750 ft<sup>2</sup>) gross floor area of commercial office space over three storeys and six rental apartment units, 365 m<sup>2</sup> (3,930 ft<sup>2</sup>) of gross floor area, on the fourth floor. The proposed development is exempt from the Community Amenity Contribution Policy because it is located within the Town Centre Area. To proceed further with this application additional information is required as outlined below.

### 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, and;

2. That Zone Amending Bylaw No. 7316-2017 be given first reading; and,
3. That the applicant provide further information as described on Schedules A, C, D, E of the *Development Procedures Bylaw No. 5879-1999*.

## DISCUSSION:

### a) Background Context:

|                           |                                                                                                                                                           |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Applicant:                | Tekton Project Management                                                                                                                                 |
| Owner:                    | Ridge Meadows Community Living Foundation                                                                                                                 |
| Legal Description:        | Lot 50 Except: Part Dedicated Road on Plan BCP 14057, Block 5, D.L.: 398, Group 1, NWP155                                                                 |
| OCP:                      |                                                                                                                                                           |
| Existing:                 | APTL (Low-Rise Apartment)                                                                                                                                 |
| Proposed:                 | Town Centre Commercial                                                                                                                                    |
| Zoning:                   |                                                                                                                                                           |
| Existing:                 | RM-3 (High Density Apartment Residential)                                                                                                                 |
| Proposed:                 | C-3 (Town Centre Commercial)                                                                                                                              |
| Surrounding Uses:         |                                                                                                                                                           |
| North:                    | Use: Parking Lot (Office Use and Monthly Parking)<br>Zone: C-3 (Town Centre Commercial)<br>Designation: Town Centre Commercial                            |
| South:                    | Use: Residential<br>Zone: RS-1 (One Family Urban Residential) and RM-3 (High Density Apartment Residential)                                               |
| East:                     | Designation: Port Haney Multi-Family, Commercial and Mixed Use<br>Use: Offices (Haney Professional Building)<br>Zone: C-3 (Town Centre Commercial)        |
| West:                     | Designation: Low-Rise Apartment<br>Use: Vacant (ad-hoc parking lot)<br>Zone: RM-3 (High Density Apartment Residential)<br>Designation: Low-Rise Apartment |
| Existing Use of Property: | Parking lot                                                                                                                                               |
| Proposed Use of Property: | Office and residential uses                                                                                                                               |
| Site Area:                | 718 m <sup>2</sup> (0.2 acres)                                                                                                                            |
| Access:                   | Pedestrian access from North Avenue and 117 Avenue,<br>Parking access from 117 Avenue                                                                     |
| Servicing requirement:    | Urban Standard                                                                                                                                            |

### b) Site Characteristics:

The subject property, located at 22368 North Avenue, is a rectangular shaped lot with street frontages on North Avenue and 117 Avenue. The lot slopes gently from the northeast to the southwest corner. The lot is almost entirely paved for use as a parking lot, but currently rests vacant. There are no trees on the lot, although a row of mature trees sits at the edge of the adjacent property to the east (see Appendices A and B).

The north side of the subject property fronts onto North Avenue and private parking lots for short term and monthly parking, a hardware shop (Haney Home Hardware) and a cleaning business. A medical services building (Haney Professional Building) is located on the east side of the subject

property. The south side of the property fronts on 117 Avenue and a mix of single family and low-rise multifamily residential buildings. The three properties to the west of the subject lot are vacant.

**c) Project Description:**

The development proposal is for a four (4) storey mixed use building with 906 m<sup>2</sup> (9,750 ft<sup>2</sup>) gross floor area (GFA) of commercial office space over three storeys and six rental apartment units, 365 m<sup>2</sup> (3,930 ft<sup>2</sup>) GFA, on the fourth floor. Seventeen (17) parking spaces are provided for the commercial and office uses while three (3) parking spaces are provided for the residential uses. All spaces are located at grade behind the building (see Appendix C).

The Ridge Meadows Community Living Foundation, also known as the Ridge Meadows Association for Community Living (the Foundation), intends to use the new building as its head office and hub for its programs and services. The Foundation is a non-profit agency, founded in 1958, that provides programs and services to more than 600 children and adults (i.e. its clients) with developmental disabilities in Maple Ridge and Pitt Meadows. These programs and services include developmental, educational, recreational, vocational training and residential housing programs. The Foundation also offers a variety of cooperative and self employment business opportunities for its clients, including a residential and yard waste management company, a light packing and general contracting company, a meeting rental facility and an art studio.

The building will replace the Foundation's current head office, located at 11641 224 Street, which the Foundation has outgrown. The rental apartment units would be targeted at persons supported by the Foundation.

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 a further report 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 property is located within the South of Lougheed (SOLO) Precinct of the Town Centre Area Plan. The SOLO precinct supports, among other uses, mixed-use commercial and higher density residential development within its boundaries. The subject property is also located adjacent to the Central Business District and within walking distance to a wide range of shopping and services, as well as to bus routes and the West Coast Express.

The development site is located within the Town Centre Area Plan and is currently designated Low Rise Apartment. For the proposed development, an OCP amendment will be required to re-designate the site to Town Centre Commercial to allow the proposed C-3 (Town Centre Commercial) zoning.

The following policies apply to this proposal:

## **Town Centre Area Plan Policies**

### **3.2 General Land Use Requirements**

*3-1 An increase in residential and commercial density is encouraged in the Town Centre, particularly within the Central Business District... Land-use should include a mix of housing types catering to various demographics, including affordable and special needs housing, within walking distance to a broad mixture of uses, including shops, services, cultural facilities, and recreation.*

This *project* includes a mix of commercial office and residential uses, and includes affordable, special needs housing. It is located within walking distance to a range of shops, services, and transit in and around the Central Business District.

*3-2 Office use will be encouraged, particularly over ground level units in a mixed-use development, within and around the Central Business District.*

This *project* has two levels of office space for the use of the Foundation and other associated service organizations.

*3-7 To ensure a wide range of housing needs are accommodated within the Town Centre Area, Maple Ridge will work with other areas of government and housing agencies to encourage and support development that provides:*

- a. for those with special housing needs due to income, age, or disability, as an appropriate share of the Town Centre's housing stock;*
- b. special needs housing incorporated within the Town Centre community and located close to public transit, shopping and services, and parks and recreation.*

This project will serve as the head office for the administrative and programmatic functions of the Foundation, which serve special needs children and adults with developmental disabilities in Maple Ridge and Pitt Meadows. The apartment units would be rented out by the Foundation to their clients with special needs.

### **3.3 Land Use Designation**

*3-31 Within a Mixed-Use development, retail, service, and entertainment uses shall be encouraged at ground level with office and/or residential uses encouraged above-grade.*

Two commercial units able to accommodate a range of retail or service uses are planned on the ground floor, while office and residential uses are located on the floors above.

The OCP re-designation is supportable as it will facilitate office use in the town centre and provide programs, services and housing for special needs individuals in the community.

### **Zoning Bylaw:**

The current application proposes to rezone the subject property from RM-3 (High Density Apartment Residential) to C-3 (Town Centre Commercial) to permit a four storey mixed use building (see Appendix D). The current project requests the following variances from the requirements of the proposed zone:

- Relaxation of the front yard setback requirement of 7.5 m above the second storey to approximately 0 m;
- Relaxation of the side yard setback requirement above the third storey of 4.5 m to approximately 0 m;
- Reduction in parking requirements (see below);
- Allowance of a greater number of small car parking spaces (see below).

The precise nature of these variance requests is being worked out between staff and the applicant, and will be contingent on the design of proposed development. The variances requested will be detailed more fully in the second reading report. Furthermore, the applicant will justify these variance requests through a Development Variance Permit (DVP) application.

#### **Off-Street Parking Bylaw:**

The subject property is located adjacent to, but just outside of, the Central Business District (*Off-Street Parking Bylaw 4350 – 1990, Schedule D*), where reduced parking requirements apply. Therefore, the usual requirements of the Off-Street Parking Bylaw, Schedule A, apply to the current application. It requires eight (8) spaces for apartment use and 23 spaces for office use for a total of 31 parking spaces. A maximum of two (2) “small car” parking spaces are allowed. The project includes three (3) spaces for apartment use and seventeen (17) spaces for office use for a total of 20 parking spaces. The project includes ten (10) “small car” parking stalls.

Therefore, the project has eleven (11) fewer parking spaces than required, and eight (8) more “small car” parking stalls than allowed. The applicant will request variances to parking requirements, specifically with respect to the number and sizes (i.e. small car) of parking spaces. The number of parking spaces provided does conform with the reduced parking requirements of the Central Business District, whose boundary lies just to the north of the subject property.

The applicant will be asked to provide justification demonstrating why reduced parking requirements could be applied to this project, especially with respect to the parking needs of Ridge Meadows Community Living Foundation staff and supported residential tenants.

As previously mentioned, the applicant will request that Council vary the number of parking spaces required for this project. However, if Council prefers, the Off-Street Parking Bylaw has a provision (*Part 3, 3.4 (a)*) that allows payment of cash-in-lieu of parking spaces, which would equal approximately \$115,000 for this project. Staff would be supportive of the DVP option because the Foundation is a non-profit organization providing special needs programming, services and housing in the community.

The project will also provide at least six (6) short term and four (4) long term bicycle parking spaces in accordance with the Off-Street Parking Bylaw.

#### **Development Permits:**

Pursuant to Section 8.11 of the OCP, a Town Centre Development Permit application for the SOLO precinct is required for all multifamily residential, flexible mixed use and commercial development located in the Town Centre.

**Advisory Design Panel:**

The Town Centre Development Permit application 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) Licences, Permits and Bylaws Department;
- e) Parks Department;
- f) School District;
- g) Ministry of Transportation and Infrastructure;

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 requirements has 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 Town Centre Development Permit Application (Schedule D);
4. 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 current application requires a land use re-designation in the Town Centre Area Plan. Justification has been provided to support an OCP amendment to designate the subject property as Town Centre Commercial and permit the development of a four storey mixed use building. Therefore, it is recommended that Council grant first reading to Zone Amending Bylaw No. 7316-2017 subject to additional information being provided and assessed prior to second reading. First and second reading of the required OCP Amendment will accompany the second reading report for the Zone Amending Bylaw No. 7316-2017.

“Original signed by Chee Chan”

---

**Prepared by:** Chee Chan  
Planner 1

“Original signed by Christine Carter”

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

“Original signed by Frank Quinn”

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

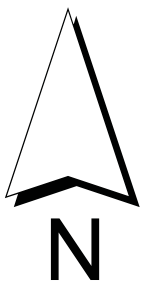
“Original signed by E.C. Swabey”

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

The following appendices are attached hereto:

Appendix A – Subject Map  
Appendix B – Ortho Map  
Appendix C – Proposed Site Plan  
Appendix D – Zone Amending Bylaw No. 7316-2017



Scale: 1:1,500

## Legend

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

22368 North Avenue

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

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

2017-078-RZ

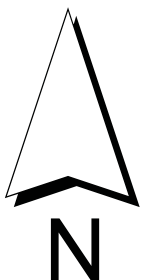
DATE: Apr 13, 2017

BY: JV





Aerial Imagery from the Spring of 2016



Scale: 1:1,500

## Legend

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

22368 North Avenue

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

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

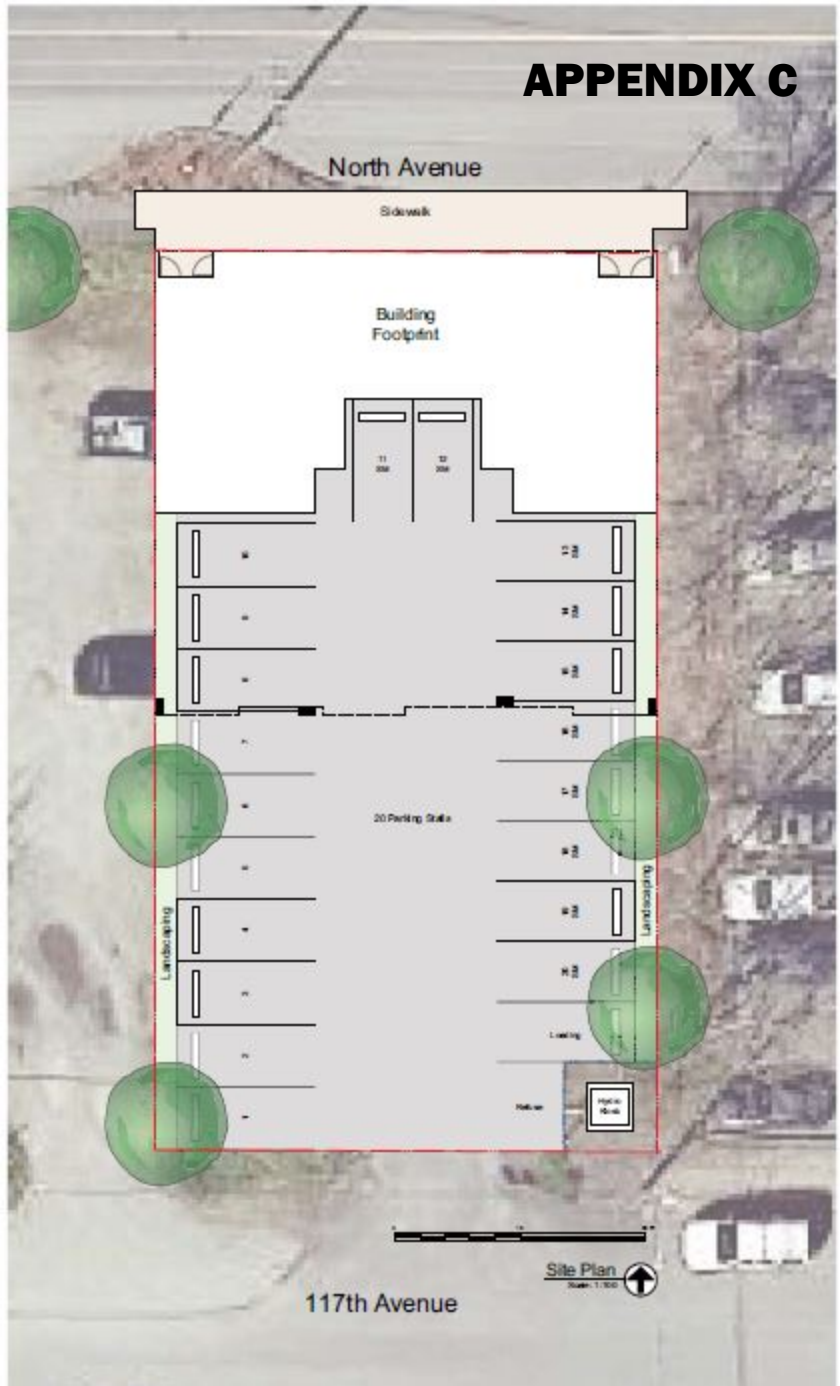
2017-078-RZ

DATE: Apr 13, 2017

BY: JV



# APPENDIX C



## CITY OF MAPLE RIDGE

**BYLAW NO. 7316-2017**

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. 7316-2017."
2. That parcel or tract of land and premises known and described as:

Lot 50 Except: Part Dedicated Road on Plan BCP 14057 Block 5 District Lot 398  
Group 1 New Westminster District Plan 155.

and outlined in heavy black line on Map No. 1708 a copy of which is attached hereto and forms part of this Bylaw, is/are hereby rezoned to C-3 (Town Centre Commercial).

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

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

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

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

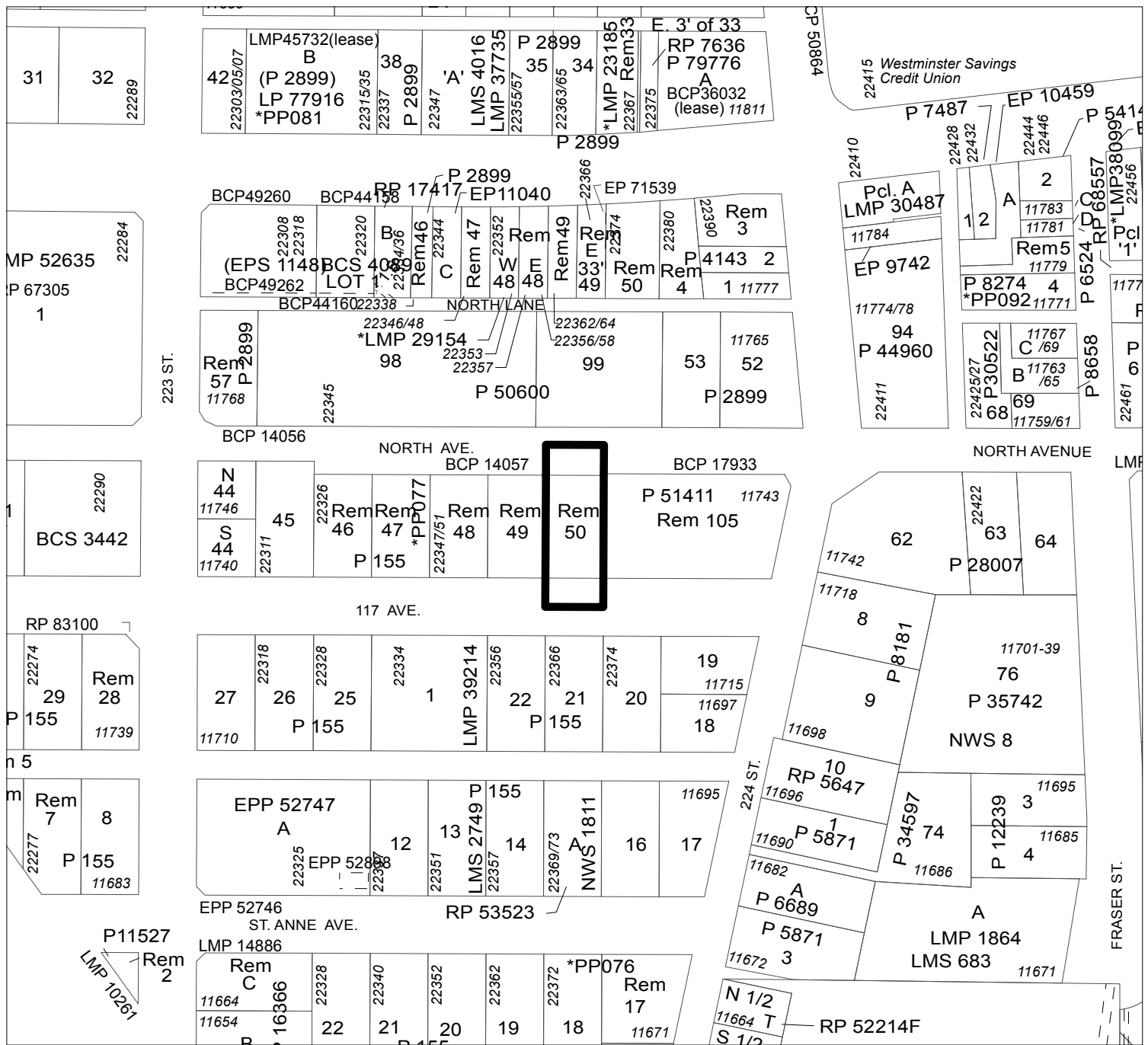
**READ** a third time the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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

**ADOPTED,** the            day of            , 20

**PRESIDING MEMBER**

CORPORATE OFFICER



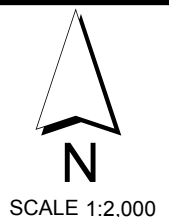
# MAPLE RIDGE ZONE AMENDING

Bylaw No. 7316-2017

Map No. 1708

From: RM-3 (High Density Apartment Residential)

To: C-3 (Town Centre Commercial)





## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer  
**MEETING DATE:** April 24, 2017  
**MEETING:** COW  
**SUBJECT:** Silver Valley Brewing Company Limited - Brewery Lounge Endorsement.

---

### EXECUTIVE SUMMARY:

The Liquor Control and Licensing Branch (LCLB) have received an application from Silver Valley Brewing Company Limited located at #104 – 11952 224 Street for a manufacturer brewery lounge endorsement (Appendix I). On May 24, 2016, Council adopted a Zoning Bylaw text amendment to permit the use on the property.

The applicant has applied for a manufacturing licence with retail sales and tour endorsements. The lounge endorsement, if approved, will be indoors and in part overlap the retail sales/tasting areas. Hours of operation would be 9:00 am to Midnight, Monday to Sunday and minors would be permitted when accompanied by a parent or guardian.

One of the considerations utilized by the LCLB in reviewing an application for an amendment to a liquor primary license 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 indicate they do not wish to comment.

### RECOMMENDATION(S):

1. That the application by Silver Valley Brewing Company Limited at #104 – 11952 224 Street Maple Ridge for a brewery lounge endorsement, as an amendment to their manufacturing license, be supported based on the information contained in the Council report dated April 24, 2017.
2. That a copy of the resolution be forwarded to the Liquor Control and Licensing Branch in accordance with the legislative requirements.

### DISCUSSION:

#### a) Background Context:

On July 25, 2016, the owner of Silver Valley Brewing Company Limited through the Liquor Control and Licensing Branch (LCLB) submitted an application for a brewery lounge endorsement to their manufacturing brewery licence.

The applicant has applied for a manufacturing licence with retail sales and tour endorsements. The lounge endorsement, if approved, will be indoors and in part overlap the

retail sales/tasting areas. Hours of operation would be 9:00 am to Midnight, Monday to Sunday and minors would be permitted when accompanied by a parent or guardian. As per the approved floor plan, the total person capacity/occupant load of the lounge would be 30 persons.

The brewery licence endorsement area, if approved, will allow the licensed brewery to sell and serve any kind of liquor for consumption on site in the approved lounge area, provided the cost of liquor products other than those manufactured onsite does not exceed 20% of the total cost of products for sale in the lounge area. Food and non-alcoholic beverages must be available at reasonable prices to customers.

The LCLB guidelines request a specific Council resolution commenting on the application in terms of community impacts which may occur as a result of the proposed change to the licensed Brewery license at this particular location. Part of the process requires Council to gather views of the residents who may be affected by the establishment of the liquor primary license in their neighbourhood.

In following the public input requirement, 364 notices were sent to owners and occupants of property within approximately 200 metres of the subject site with the vast majority of the recipients being residents and the rest of the property owners showing as registered companies. In total staff received 8 responses to the public notice, all in favour of this application. 2 responses were from surrounding businesses, 3 responses from residents within the 200 meter mail out area, 2 responses from Maple Ridge residents outside the mail out area and 1 response from a Vancouver resident.

The City also posted a public notice in the local newspaper running in two separate editions the week of September 18, 2016.

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

The three closest liquor primary licensed premises to the subject property are:

- Witchcraft Pub – 22648 Dewdney Trunk Road
- Haney Motor Hotel – 22222 Lougheed Highway
- The Wolf Bar – 22336 Lougheed Highway

**b) Desired Outcome(s):**

That Council support the application from Silver Valley Brewing Company Limited for a brewery lounge endorsement as requested.

**c) Intergovernmental Issues:**

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



**d) 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.

**e) Interdepartmental Implications:**

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

**f) Alternatives:**

To approve the application and provide conditions to the approval in the form or recommendations to forward to the LCLB.

**CONCLUSIONS:**

That Council pass the necessary resolution supporting the application from Silver Valley Brewing Company Limited as submitted based upon the staff findings set out in this report.

**“Original signed by R. MacNair”**

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**Prepared by: R. MacNair**  
**Manager of Bylaw & Licensing Services**

**“Original signed by Frank Quinn”**

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**Approved by: Frank Quinn, MBA, P.Eng**  
**General Manager: Public Works and Development Services**

**“Original signed by E.C. Swabey”**

---

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

RM/jd

**Attachments:**

Appendix I – Application Summary

# APPENDIX I



## APPLICATION SUMMARY

For Applicant and Local Government/First Nations  
Manufacturer-Brewery Lounge Endorsement

RECEIVED  
AUG 17 2016  
MAPLE RIDGE  
LICENSES, PERMITS & BYLAWS

Date: July 25, 2016

Job # 29827154

**Re:**           **Application for a Brewery Lounge Endorsement**  
                  **Applicant: Silver Valley Brewing Company Limited**  
                  **Proposed Location: #104 – 11952 224<sup>th</sup> Street, Maple Ridge**  
                  **Establishment Name: Silver Valley Brewing Company Limited**

### 1. APPLICATION INFORMATION

**Local Government Jurisdiction:** City of Maple Ridge

**The primary business focus of the proposed establishment:** Food and Beverage

The application is for a Brewery Lounge Endorsement for the proposed Brewery, Silver Valley Brewing Company. The applicant has applied for a manufacturing licence with retail sales and tour endorsements. The lounge endorsement, if approved, will be indoors and, in part, overlap the retail sales/tasting areas.

**Total person capacity/occupant load requested for the lounge:** 50 persons (patrons plus staff).

**Approved Floor plans** and capacity signed off by local government will be required prior to final approval of the endorsement area.

**Hours of Operation requested:**

| Monday            | Tuesday           | Wednesday         | Thursday          | Friday            | Saturday          | Sunday            |
|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 9:00 AM           | 9:00 AM           | 9:00 AM           | 9:00 AM           | 9:00 AM           | 9:00 AM           | 9:00 AM           |
| 12:00<br>midnight | 12:00<br>midnight | 12:00<br>midnight | 12:00<br>midnight | 12:00<br>midnight | 12:00<br>midnight | 12:00<br>midnight |

### Terms and Conditions:

The Brewery Lounge Endorsement Area, if approved, will allow the licensed brewery to sell and serve any kind of liquor for consumption on site in the approved lounge area, provided the cost of liquor products other than those manufactured on site does not exceed 20% of the total cost of products for sale in the lounge area in any given quarter.

Food and non-alcoholic beverages must be available at reasonable prices to customers. Hours

Food and non-alcoholic beverages must be available at reasonable prices to customers. Hours of service and capacity are subject to local government consideration and comment.

- Minors are permitted when accompanied by a parent or guardian.

## **2. APPLICANT ELIGIBILITY AND SUITABILITY INFORMATION (Fit and Proper)**

Applicant has met the eligibility and suitability requirements of the Liquor Control and Licensing Act (LCLA).

## **3. LOCATION/SITE FACTORS**

The proposed lounge area is an interior space overlapping the retail and tasting areas.

*The following sections are compiled from information provided by the applicant except where indicated otherwise.*

See the attached **Applicant's Letter of Intent** for details of the proposed lounge endorsement area, including the following details:

- a) **Business Focus**
- b) **Target Market**
- c) **Composition of the Neighbourhood and Reasonable Distance Measure**
- c) **Benefits to the Community**
- d) **Noise in the Community**
- f) **Impact on the Community**
- g) **Other impacts, comments or requests**

*Please note that the applicant's letter of intent is enclosed as an attachment to this report for reference purposes. The information or statements included in the letter of intent have not been confirmed unless otherwise stated in this report.*

*The following information is provided by both the applicant and the Liquor Control and Licensing Branch*

***The following information is provided by Liquor Control and Licensing Branch except where indicated otherwise.***

### **POPULATION AND SOCIO-ECONOMIC INFORMATION :**

- Circle population statistics for 2006 are available from BC Stats by emailing your request to [BC.Stats@gov.bc.ca](mailto:BC.Stats@gov.bc.ca)
- BC Stats Community Facts includes the BC Benefits recipient and EI Beneficiary statistics and is available at <http://www.bcstats.gov.bc.ca/data/dd/facsheet/facsheet.asp>
- Statistics Canada Population breakdown by categories is available at: <http://www12.statcan.ca/census-recensement/2006/dp-pd/prof/92-591/index.cfm?Lang=E>

#### 4. PUBLIC INTEREST

In providing the resolution on the proposed Brewery Lounge Area Endorsement application, Local Government must consider and comment on each of the regulatory criteria indicated below.

The written comments must be provided to the general manager by way of a resolution within 90 days after the Local Government receives notice of the application, or any further period authorized by the General Manager, Liquor Control and Licensing Branch, in writing. Regulatory criteria Local Government or First Nation must consider and comment on:

- (a) the location of the lounge
- (b) the proximity of the lounge to other social or recreational facilities and public buildings;
- (c) the person capacity and hours of liquor service of the lounge
- (d) the impact of noise on the community in the immediate vicinity of the lounge
- (e) the impact on the community if the application is approved.

If the operation of the brewery lounge is likely to affect nearby residents, the Local Government must gather the views of residents\* in accordance with section 11.1 (2) (c) of the Act and include in the resolution:

- (i) the views of the residents\*,
- (ii) the method used to gather the views of the residents\*, and
- (iii) comments and recommendations respecting the views of the residents\*;

\* Note: "residents" includes business owners

*For use by Liquor Control and Licensing Branch:*

#### REGULATORY CONSIDERATIONS

Liquor Control and Licensing Act, sections: 11, 16 and 18

Liquor Control and Licensing Regulations sections: 4, 5, 6, 8, 10

#### POLICY CONSIDERATIONS

Class of Licence

Applicant Eligibility Assessment

Site and Community Assessment

Building Assessment and Issue of a Licence

Attachment 1

Applicant's Letter of Intent

Silver Valley Brewing Company Limited  
Letter of Intent

1) Purpose

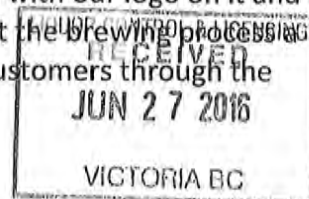
The purpose of this lounge endorsement application is to create a brewery in the heart of Maple Ridge, BC. Our intent is to sell the beer we brew onsite within our lounge and a small number of local restaurants and pubs. Community is very important to our company and as such we will be serving locally made foods as well as having the tea and coffee locally sourced. Bringing a lounge to downtown Maple Ridge will not only keep more people from having to drive to another city to find a place to meet up and socialize, but it will also help bring customers to the surrounding businesses as they are mostly retail.

We will provide our own manufactured beer and a limited food menu in the Silver Valley Brewing lounge. The beer will be served in 4oz tasters as well as 12oz, and 16oz glasses on premises. 32oz and 64oz growlers will be available to be filled and taken home. There will also be coffee, tea, water, and an assortment of juices and soft drinks. The public will be able to purchase foods such as cheese, meat, and bread plates, chips, and desserts. Hot foods such as panini's and grilled cheese sandwich's will also be available.

The endorsements we are applying for include:

- Manufacturer (Brewer) License
- Manufacturer Lounge Endorsement
- Manufacturer Onsite Store Endorsement (Agent License and Point of Sale)
- Manufacturer Tour Area Endorsement

The Onsite Store will sell our beer, food, and assorted merchandise with our logo on it and the tour area will be used to allow those who want to learn more about the brewing process a place to do so. The brewer(s) will be running the tours taking the customers through the manufacturing and lounge areas.



2) Target Market

The City of Maple Ridge has a growing population that supports a variety of restaurants and pubs. The last census, performed by Stats Canada in 2011, showed over 76,000 people having increased by 10.3% since 2006. Our craft brewery will be identified with the local community and will appeal to the city resident who, with friends, family members, and business associates, is eager to support a locally produced beer. Most of the sales will be onsite with a small amount being sold to local restaurants and pubs.

The brewery is located in the downtown core of Maple Ridge and therefore will have a lot of foot traffic as well as being situated very close to the municipal building where we expect many of the employees to visit our establishment. Being surrounded by many local businesses as well as being located a block away from a major mall and leisure center will ensure there are many



potential customers in the area. We wish to appeal to wide range of beer drinkers with our broad range of beer flavors and interesting locally sourced menu.

### 3)Composition of Neighborhood

Silver Valley Brewing will be occupying a commercial building on 224<sup>th</sup> Street. We are in the downtown core surrounded by mostly retail, offices, a few restaurants, and park area.

### 4)Street Map of the Area

See attachments.

### 5)Benefits to the community

As said above community is an important part of our business. Giving people in Maple Ridge more variety of social venues will prevent people from looking for one outside of our city. It will also bring customers to the many local retail businesses surrounding our establishment and also give job opportunities to local residents.

We will support other local businesses by sourcing food, coffee, tea, and desserts locally whenever possible. Specialty beer ingredients will also be sourced as local as possible.

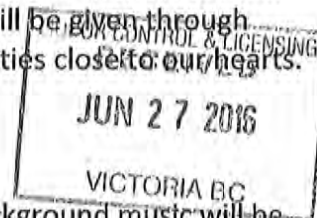
We intend to support local home brewing as much as possible through education sessions, tours, and donating prizes to local brew competitions. Donations, of time and money, to local charities and organizations is extremely important to us. This support will be given through fundraising such as cask nights and regular monetary donations to charities closest to our hearts.

### 6)Impact of Noise on Surrounding Community

Our vision is for our lounge to have a coffee shop style atmosphere. Background music will be kept to quiet, ambient levels to encourage our customers to socialize comfortably and not feel the need to raise their voices to be heard. Since we do not have a patio, any noise created by the customers will be kept indoors, as not to disturb any surrounding businesses. Our manufacturing equipment is electrical and emits very little noise during operation. Smell from manufacturing will be kept to a minimum since our brew kettle is using a condensation stack.

The building will be monitored with security cameras to prevent theft and security lights will be installed outside of the rear loading bay. For signage there will be lights installed to light the area underneath the front awning.

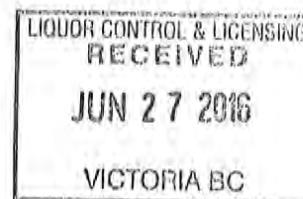
Since our brewery is located in the downtown area of Maple Ridge, the area is already equipped to handle the additional traffic and parking.





## 7) Other Impacts on the Surrounding Community

With the serving of alcohol, there is always concerns regarding the customer's safety. We are fortunate to be located in an area with ample access to public transit and within walking distance to many residential areas, located outside the downtown core. We will also develop a comprehensive protocol to ensure that all of our servers are well trained to keep our customers safety a priority.





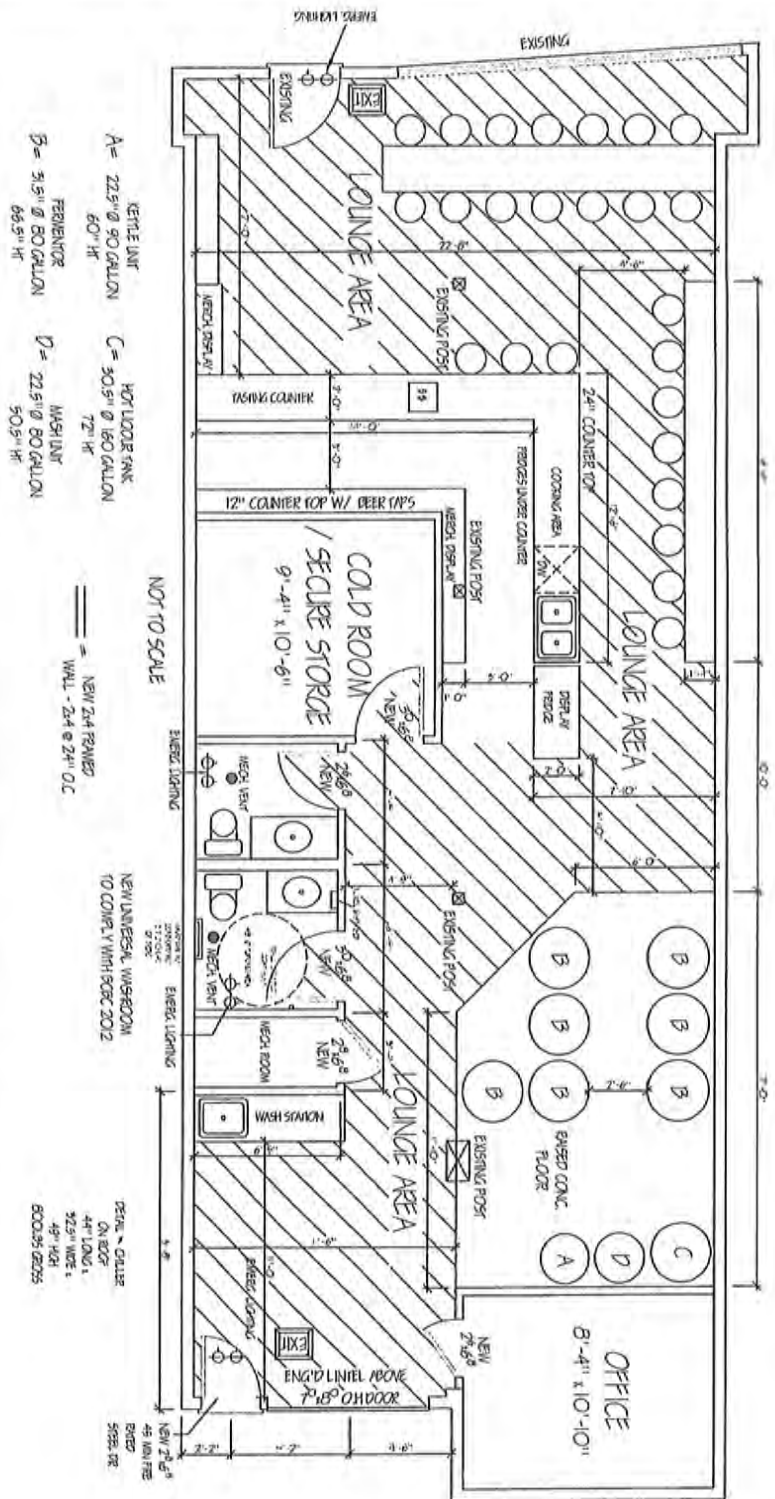
Imagery ©2016 IMTCAN, Map data ©2016 Google 10 m

LIQUOR CONTROL & LICENSING  
RECEIVED

JUN 27 2016

VICTORIA BC

EXIST. DIMENSIONS OF LOWER DECK



RECEIVED  
JUN 27 2018  
VICTORIA BC

THE DIMENSIONS GIVEN TO THE  
DETAILED 2018 REVISIONS.

| NO. | REVISION / CODE | DATE |
|-----|-----------------|------|
|     |                 |      |
|     |                 |      |
|     |                 |      |
|     |                 |      |

DESIGN: C. FROST  
DATE: JUNE 21 18  
SCALE: 1/8" = 1'-0"

COLUMBUS  
PROJECTS INC



200 - 22716 DEWDNEY TRUNK ROAD  
UNIT #3  
MAPLE RIDGE, BC, CANADA V2X 3K2  
PHONE: 604 - 380 - 1256

|                 |                                                                                       |                      |                |
|-----------------|---------------------------------------------------------------------------------------|----------------------|----------------|
| <b>TO:</b>      | Her Worship Mayor Nicole Read<br>and Members of Council                               | <b>MEETING DATE:</b> | April 24, 2017 |
| <b>FROM:</b>    | Chief Administrative Officer                                                          | <b>FILE NO:</b>      | 11-5255-70-119 |
|                 |                                                                                       | <b>MEETING:</b>      | C of W         |
| <b>SUBJECT:</b> | Award of Contract RFP-EN17-23:<br>Engineering Services for Albion Reservoir Expansion |                      |                |

---

**EXECUTIVE SUMMARY:**

In 2016 the City retained Whiteside Engineering Ltd. to review a component of the City's Water Master Plan, namely to evaluate the storage capacity in the southeastern part of the City's water system. It was confirmed that expanded storage capacity was needed in the Albion and Grant Mountain water pressure zones and the existing Albion Reservoir site was identified as the preferred location. This report addresses the design and construction engineering services for the Albion Reservoir expansion.

A Request for Proposal (RFP) for Engineering Services was issued for the preliminary and detailed design of a third concrete water reservoir cell at the existing Albion Reservoir site as well as upgrades to the on-site chlorine generating system at the Albion Pump Station. The scope of services includes civil, mechanical, structural, geotechnical, environmental, archaeological and construction support services.

The third reservoir cell will provide the fire, emergency and pump balancing water storage volumes required to serve and meet the demands of the ultimate build-out population as projected in the City's Official Community Plan.

The Invitation to Tender for the Albion Reservoir expansion will be issued in August 2017 which will allow for construction of the third reservoir cell to commence in the fall of 2017. This schedule is in accordance with the City's 2017-2021 Capital Program and the reservoir project is in the City's approved Financial Plan.

Following a detailed analysis and evaluation of the proposals received, this report recommends that a Client/Consultant Agreement be executed with Opus International Consultants (Canada) Ltd. (Opus) for the amount of \$168,790.00 excluding taxes. This report also recommends that a \$33,750 contingency be established for unanticipated additional works. The project is largely funded through Development Cost Charges.

**RECOMMENDATION:**

**THAT** Contract RFP-EN17-23, Engineering Services for Albion Reservoir Expansion, be awarded to Opus International Consultants (Canada) Ltd. in the amount of \$168,790.00 excluding taxes; and

**THAT** a contingency of \$33,750 for unanticipated additional works be approved; and further

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



## **DISCUSSION:**

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

In March 2017 a Technical Memorandum was finalized by Whiteside Engineering Ltd. which reviewed a component of the City's Water Master Plan, namely the requirement for additional storage capacity in the City's southeastern water pressures zones and recommendations were provided on the volume and placement of the additional water storage. The need to expand storage capacity in the Albion and Grant Mountain zones was confirmed and the existing Albion Reservoir site identified as the preferred location.

A Request for Proposal (RFP) for Engineering Services was issued for the preliminary and detailed design of a third concrete water reservoir cell at the existing Albion Reservoir site as well as upgrades to the on-site chlorine generating system at the Albion Pump Station. The scope of services includes civil, mechanical, structural, geotechnical, environmental, archaeological and construction support services.

An Invitation to Tender for the Albion Reservoir Expansion will be issued in August 2017 which will allow for construction of the third reservoir cell to commence in the fall of 2017. This schedule is in accordance with the City's 2017-2021 Capital Program and the reservoir construction is in the City's approved Financial Plan.

The third reservoir cell will provide the fire, emergency and pump balancing water storage volumes required to serve and meet the demands of the ultimate build-out population as projected in the City's Official Community Plan. This includes the addition of a new school in the water service area. The third reservoir cell will also ensure adequate pressure to the service area including fire fighting capacity.

### **RFP Process and Evaluation**

The RFP was issued to the five pre-qualified Engineering Consulting Firms on March 13, 2017 with a closing date of April 3, 2017; a non-mandatory site visit/tour was held on March 21, 2017.

All proposals were evaluated in accordance with evaluation criteria provided to the proponents. After detailed analysis, the evaluation team concluded that Opus International Consultants (Canada) Ltd. submitted the highest rated and most technically sound proposal. When all factors are accounted for, Opus International Consultants (Canada) Ltd.'s proposal provides the best value to the City. The average of the proposals submitted was \$196,550.00 with the highest being \$252,080.00.

**b) Desired Outcome:**

The desired outcome of this report is to obtain Council approval to proceed with the award of the contract to Opus International Consultants (Canada) Ltd. for the engineering services and establish monies for project contingencies.

**c) Strategic Alignment:**

The Corporate Strategic Plan provides direction to manage municipal infrastructure under various initiatives such as the Water Master Plan Update, the Development Cost Charge (DCC) Bylaw and Smart Managed Growth. Increasing storage capacity and providing pump station upgrades to the Albion Reservoir and Pump Station sites is in line with the Corporate Strategic Plan.

The need for increased storage capacity and upgrades at the Albion Reservoir and Pump Station sites were identified in the Water Master Plan. This was confirmed in the Technical Memorandum completed by Whiteside Engineering Ltd. in 2017.

**d) Citizen/Customer Implications:**

The design process will include a public consultation process to obtain feedback from all stakeholders and to mitigate concerns.

**e) Interdepartmental Implications:**

Operations and Parks staff will be consulted during the detailed design process to provide input for the design.

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

The Albion Reservoir Expansion project is in the 2017 Capital Plan. There is an approved budget of \$1,700,000.00 to complete the project which includes the design and construction a new concrete reservoir cell and pump station upgrades. The project is funded from a combination of Development Cost Charges and the Water Utility.

| <b><u>Funding Source</u></b> | <b><u>Amount</u></b>   |
|------------------------------|------------------------|
| Development Cost Charges     | \$ 1,683,002.00        |
| Water Utility                | \$ 16,998.00           |
| <b>Total Funding</b>         | <b>\$ 1,700,000.00</b> |

Several years ago this project was included in the Capital Program and the Financial Plan Bylaw. Development Cost Charges was identified as the most suitable funding source for this project. This project will be included in the DCC Imposition Bylaw amendment, currently underway. The design costs are in line with a project of this magnitude.

## CONCLUSIONS:

Opus International Consultants (Canada) Ltd. has submitted the highest rated proposal for the Engineering Design Services for Albion Reservoir Expansion and provides the best value to the City. This report recommends approval to award the design services assignment to Opus International Consultants (Canada) Ltd. In addition it is recommended a contingency be established for unanticipated additional works.

"Original signed by Jeff Boehmer"

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

"Original signed by Trevor Thompson"

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

"Original signed by David Pollock"

*Reviewed by:* **David Pollock, PEng.**  
**Municipal Engineer**

"Original signed by Frank Quinn"

*Approved by:* **Frank Quinn, MBA, PEng.**  
**General Manager: Public Works & Development Services**

"Original signed by E.C. Swabey"

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





## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read  
and Members of Council

**DATE:** April 24, 2017

**FILE NO:** ITQ-OP17-18

**FROM:** Chief Administrative Officer

**ATTN:** Committee of the Whole

**SUBJECT:** Municipal Equipment Purchase, Thirteen (13) Hybrid AWD Sport Utility Vehicles

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### EXECUTIVE SUMMARY:

The approved Financial Plan includes funding for the purchase of thirteen hybrid SUV's to replace aging Ford Escape and Prius vehicles.

A public invitation to quote to supply the vehicles resulted in three (3) submissions being received. Following a detailed evaluation of the quotes, it is recommended that the contract to supply the vehicles be awarded to Sunrise Service Abbotsford Ltd. dba Sunrise Toyota.

### RECOMMENDATION:

That the contract for the purchase of thirteen (13) Hybrid SUV's be awarded to Sunrise Toyota in the amount of \$411,710.00 (Excluding tax) , and accept the trade in offer in the amount of \$62,500 and furthermore, that the Corporate Officer be authorized to execute the contract.

### DISCUSSION:

**a) Background Context:**

An Invitation to Quote (ITQ-OP17-18) for the supply of thirteen (13) Hybrid AWD SUV's was publicly advertised on March 2, 2017 and closed March 21, 2017. Three (3) quotations were received and evaluated. The results of the evaluations recommend award of thirteen (13) 2017 Toyota RAV4 Hybrids to Sunrise Toyota. Sunrise Toyota has offered a trade in value of \$62,500 for a total cost of \$349,210.00

**b) Financial Implications:**

The cost of the SUV's is within the approved budget under project LTC#8218.

Total price for all thirteen (13) vehicles will be \$411,710.00 plus applicable taxes., less the vehicle trade in value.

## **CONCLUSION:**

Following a public invitation to quote, and analysis of the received submissions, it is recommended that the contract to supply thirteen (13) Hybrid AWD SUV's be awarded to Sunrise service Abbotsford Ltd. dba Sunrise Toyota and furthermore, that the Corporate Officer be authorized to execute the contract.

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

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*Concurrence by:* **Daniela Mikes**  
**Manager of Procurement**

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

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

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

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

## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Request for Authorization to Provide Municipal Services to Lot A, LMP 4786, a Development Property in the City of Pitt Meadows

**MEETING DATE:** April 24, 2017  
**FILE NO:** 11-5245-20  
**MEETING:** CoW

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### EXECUTIVE SUMMARY:

The City of Maple Ridge (City) received correspondence from the City of Pitt Meadows (Pitt Meadows) dated December 17, 2014 requesting that the City consent to providing water and sanitary sewer services for a proposed auto dealership located on Lot A, LMP 4786 in Pitt Meadows.

The subject property is situated north of Lougheed Highway between the western City boundary and Golden Ears Way. There are no Pitt Meadows utilities located within reasonable proximity to the site so therefore in order for the development to proceed water and sanitary sewer services need to be provided by the City.

Council supported in-principle, the provision of municipal water and sanitary services to the development property in the City of Pitt Meadows (Rezoning File No. 3360-20-2014-02) subject to the Developer satisfying all requirements as identified in the January 19, 2015 Council report. In March of 2017 the Developer provided the final technical documentation and technical reports necessary to meet the City requirements. A copy of the January 19, 2015 Council report and minutes, City Advisory Design Panel Motion and Pitt Meadows Public Hearing and Council reports are attached for reference. If Council does not support servicing the site then the Pitt Meadows rezoning application will expire in early May 2017.

The purpose of this report is to confirm that the conditions previously identified by Council have been addressed and to seek Council authorization for the Corporate Officer to prepare and sign a servicing agreement with the City of Pitt Meadows for the provision of City of Maple Ridge municipal water and sanitary services to Lot A, LMP 4786, a development property in the City of Pitt Meadows.

### RECOMMENDATION:

**THAT the Corporate Officer be authorized to prepare and sign a Servicing Agreement with the City of Pitt Meadows for the provision of City of Maple Ridge municipal water and sanitary services to Lot A, LMP 4786, a development property in the City of Pitt Meadows (Rezoning File No. 3360-20-2014-02) in accordance with requirements identified in the January 19, 2015 "Request to Provide Municipal Services to Lot A, LMP 4786, a Development Property in the City of Pitt Meadows".**

### DISCUSSION:

#### a) Background Context:

The City received correspondence from Pitt Meadows dated December 17, 2014 stating that first reading had been granted to amend the Pitt Meadows Official Community Plan to rezone the lands north of Lougheed Highway between the Golden Ears Bridge and the City of Maple Ridge municipal boundary to permit the development of an auto dealership and requesting that the City consent to providing water and sanitary sewer services to the development site.

There are a number of existing cross-municipal serving agreements in place between the City and properties in Pitt Meadows; for instance, the City provides the West Coast Mazda and Toyota dealerships in Pitt Meadows with water and sanitary sewer. These agreements eliminated the need for the duplication of services and reduced both the developers initial cost of infrastructure installation and the Cities ongoing maintenance costs.

Within the agreements, the terms of use are clearly established including how the City will be compensated for services provided to the receiving municipality. If the current request from Pitt Meadows is supported, a similar Servicing Agreement will be created in accordance with current municipal statutes.

Through previous discussions and correspondence with City Council, Pitt Meadows staff and the developers, City staff identified a list of requirements that needed to be addressed including the technical feasibility for the provision of services, onsite operational concerns and the public process pertaining to the impact to adjacent residential properties in Maple Ridge as detailed in the attached January 19, 2015 Council report.

At the January 19, 2015 Council workshop the following motion was carried:

Resolution # R/2015-028

*"That a letter be sent to the City of Pitt Meadows stating support in-principle for the provision of City of Maple Ridge municipal water and sanitary services to Lot A, LMP 4786, a development property in the City of Pitt Meadows (Rezoning File No. 3360-20-2014-02) subject to the Developer satisfying all requirements identified in the January 19, 2015 "Request to Provide Municipal Services to Lot A, LMP 4786, a development Property in the City of Pitt Meadows" report to the City of Maple Ridge's satisfaction."*

The Developer has provided the necessary technical reports, documentation and development processes to support the servicing, operation and property impacts to this project. Attached are the Maple Ridge Advisory Design Panel Minutes, Pitt Meadows First and Second Rezoning Council Reports, Pitt Meadows Public Hearing minutes and correspondence. Upon review of the technical reports staff confirmed that the concerns identified have been satisfactorily addressed.

The rezoning application for the Auto dealership was made in December 2014 and the final supporting technical ocumentation requested for this application was submitted to the City in March 2017. It is noted that in the event that the servicing from Maple Ridge is not supported then the Pitt Meadows rezoning application will expire early May 2107.

**b) Desired Outcome:**

That Council would authorize the Corporate Officer to prepare and sign a Servicing Agreement with Pitt Meadows for the provision of City services to the development site.

**c) Citizen/Customer Implications:**

The properties in Maple Ridge along 201 Street will be impacted by development of the Pitt Meadows site regardless of the nature of land use that occurs but the City seeks to mitigate those impacts. It is understood that the Developer has previously held a Public Information Meeting for residents adjoining the development site. The attached Public Information minutes identified the main concerns as traffic, noise, lighting, security, environment, and the potential impact on land values. The technical reports and documentation provided by the developer have satisfactorily addressed the general concerns identified at the Public Information Meeting regarding servicing and aesthetics of the development project.

**d) Interdepartmental Implications:**

A number of City departments will be involved should the request for service connections be supported: The Finance Department will be required to collect utility charges through Pitt Meadows as per the conditions laid out in a Servicing Agreement; the Operations Department will be required to maintain the service connections with potentially limited accessibility along the City's municipal boundary depending upon where the services are located; the Licences, Permits and Bylaws Department have historically been required to enforce concerns that originated from interface properties in Pitt Meadows such as noise complaints, litter, parking on boulevards and signage, and the Engineering and Planning Departments will be required to review the development application reports as well as preparing Council reports and updates for a development application located outside of the City.

**e) Alternatives:**

Council issues a letter to Pitt Meadows stating that the provision of water and sanitary sewer for the proposed development is not supported and that the property should be serviced from Pitt Meadows.

**CONCLUSIONS:**

The City received correspondence from Pitt Meadows December 2014 requesting that the City provide water and sanitary sewer services for a proposed auto dealership in Pitt Meadows. January 2015 City Council supported in-principal the provision of City water and sanitary sewer services subject to satisfying the concerns identified. The final supporting documentation was received from the developer March 2017. Ultimately if the servicing is not supported by the City the Pitt Meadows rezoning application will expire May 2017.

Given that the City has previously entered into agreements for the provision of services with Pitt Meadows, that the request to extend water and sanitary sewer to the subject property is technically feasible and that the reports submitted have resolved the issues previously identified, entering into a Servicing Agreement with Pitt Meadows is recommended.

"Original signed by Stephen Judd"

*Prepared by:* **Stephen Judd, PEng.**  
**Manager of Infrastructure Development**

"Original signed by David Pollock"

*Reviewed by:* **David Pollock, PEng.**  
**Municipal Engineer**

"Original signed by Frank Quinn"

*Approved by:* **Frank Quinn, MBA, PEng.**  
**General Manager: Public Works & Development Services**

"Original signed by E.C. Swabey"

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

Att: Appendix A: Pitt Meadows Rezoning First Reading, December 3, 2014  
Appendix B: Maple Ridge Council Workshop Report, January 15, 2015  
Appendix C: Maple Ridge Council Workshop Minutes & Agenda, January 19, 2015  
Appendix D: Pitt Meadows Second Reading, March 31, 2015  
Appendix E: Pitt Meadows Public Hearing, May 5, 2015  
Appendix F: Maple Ridge ADP, March 14, 2017

Project # 14450  
 File # 1.4.  
 Date: 150511

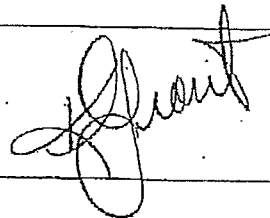
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|-----------------------------------------------------------------------------------|------------------------------------|---------------------------------------------------------------------------------------------------|
|  | <b>CITY OF PITT MEADOWS</b>        |                                                                                                   |
|                                                                                   | <b>COUNCIL IN COMMITTEE REPORT</b> |                                                                                                   |
|                                                                                   | <b>To:</b>                         | Chief Administrative Officer<br>File No: 3360-20-2014-02; 6480-20-2014-02                         |
|                                                                                   | <b>From:</b>                       | Acting Director of Operations and Development Services<br>Bylaw/Policy No: 2669, 2014; 2670, 2014 |
|                                                                                   | <b>Date:</b>                       | December 3, 2014                                                                                  |
|                                                                                   | <b>Subject:</b>                    | Vehicle Dealership Rezoning and OCP Amendment Applications, Lot A LMP 4786                        |

**RECOMMENDATIONS:**

THAT Council:

- A. Grant First Reading to Official Community Plan Amendment Bylaw No. 2669, 2014 to amend Schedule 3A, Urban Land Use, to change the land use designation of Lot A, LMP 4786 from Outdoor Recreation to Highway Commercial and to amend Schedule 12 A to include the subject property within Development Permit Area No. 10, North Lougheed Commercial; AND
- B. Grant First Reading to Zoning Bylaw No. 2670, 2014 to rezone Lot A, LMP 4786 from Agricultural and Golf Course (A-4) to Highway Commercial (C-1) to permit the construction of a vehicle dealership ; AND
- C. Direct staff to send a letter on Council's behalf to the City of Maple Ridge requesting their consent to enter into an agreement with the City of Pitt Meadows in order to provide services to the subject property; OR
- D. Other.

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**



**PURPOSE:**

The purpose of this report is to advise Council of an application made by Ron Hoffart of Graham Hoffart Mathiasen Architects to amend the Official Community Plan and rezone Lot A, LMP 4786 to permit the construction of a vehicle dealership at that location.

**BACKGROUND:**

**Application Background:**

Applicant/Agent: Ron Hoffart, Graham Hoffart Mathiasen Architects

Owner: 0994778 BC Ltd.

Legal Description: Lot A Plan LMP 4786

Civic Address: 19675 Meadow Gardens Way

Area: 3.47 hectares

OCP Existing: Outdoor Recreation

Proposed: Highway Commercial

Zoning Existing: Agricultural and Golf Course (A-4)

Proposed: Highway Commercial (C-1)

**Adjacent Area:**

| <u>Direction</u> | <u>Existing Use</u>                                                       | <u>OCP Designation</u>                                         | <u>Zoning</u>                                           |
|------------------|---------------------------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------|
| North            | Residential and Golf Course                                               | Outdoor Recreation (Pitt Meadows)<br>Residential (Maple Ridge) | Agricultural and Golf Course (A-4), RS-1b (Maple Ridge) |
| South            | Car Dealership                                                            | Highway Commercial                                             | Highway Commercial (C-1)                                |
| East             | Municipal boundary / pump house / single-family Residential (Maple Ridge) | Residential (Maple Ridge)                                      | RS-1b (Maple Ridge)                                     |

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West Highway / Golf Course Outdoor Recreation Agricultural and Golf Course (A-4)

The 3.5 hectare subject property used to be part of the Meadows Gardens Golf Course. It was severed from the golf course by the construction of Golden Ears Way. Since the construction of Golden Ears Way, the site has remained vacant.

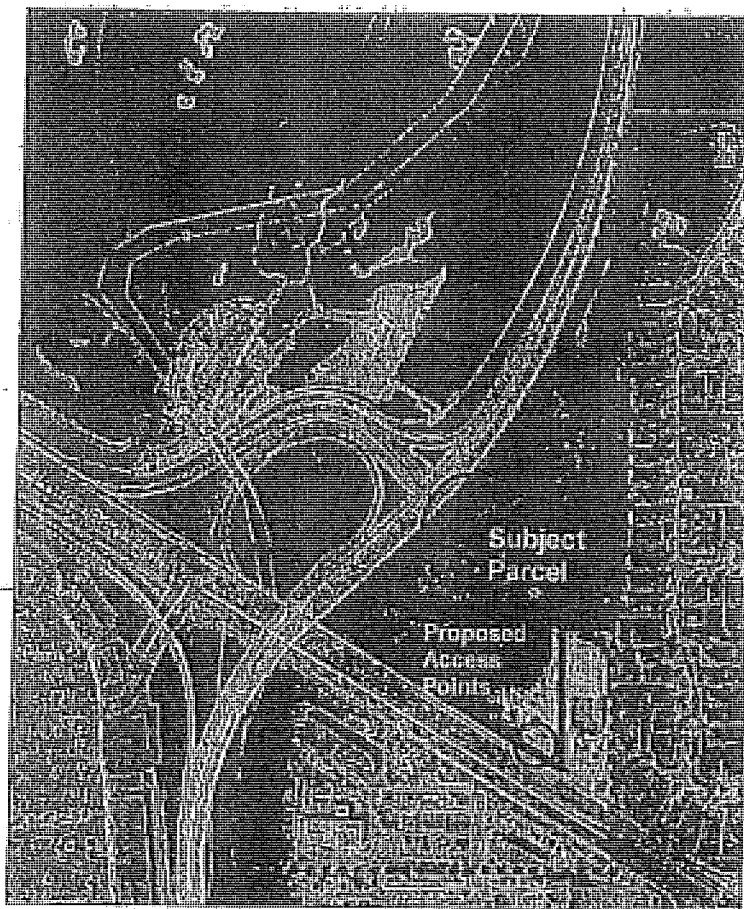


Figure 1: Site Location

The site is unusual in that it has no direct access to a road. Golden Ears Way adjacent to the site is located on a fee simple parcel owned by the South Coast Transportation Authority (Translink). That fee simple parcel wraps around the southern end of the subject site, preventing direct access to the Lougheed Highway. The Translink-owned parcel has a covenant registered on title granting an easement over it to allow access to the subject property at the intersection of the Lougheed Highway looping on / off ramp. According to the covenant, Translink must grant written approval for any highway

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access improvements onto Golden Ears Way, such approval not to be unreasonably withheld. The site is also considerably lower than Golden Ears Way at this future access point.

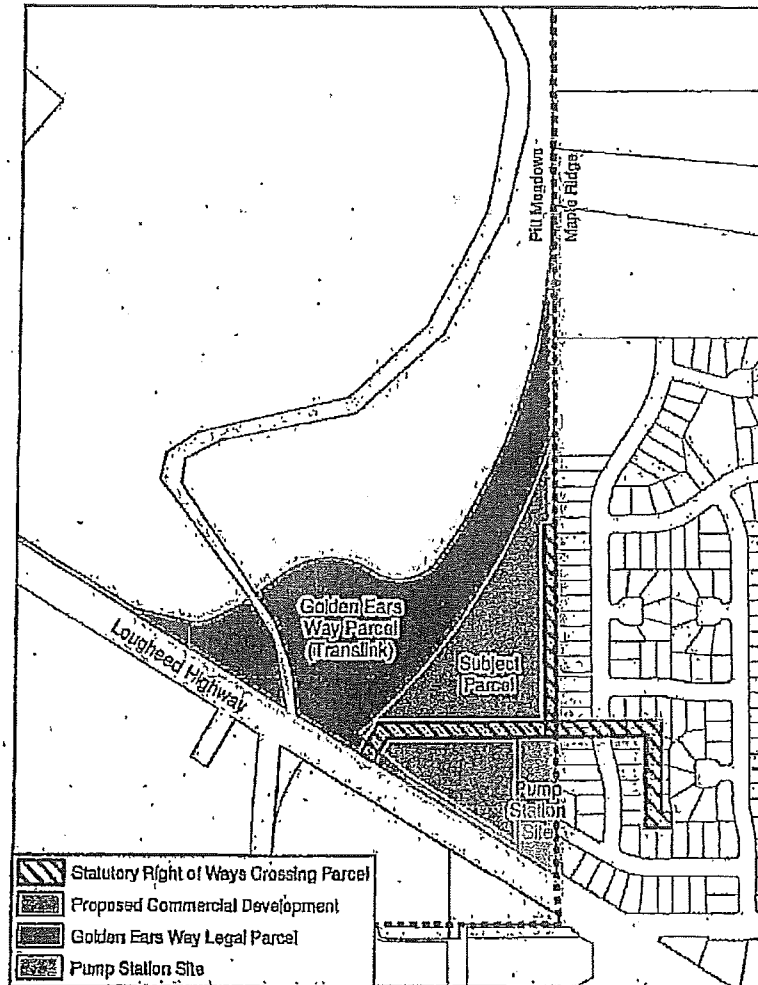


Figure 2: Relationship of Subject Parcel to Translink Parcel

The subject property contains an easement for the Metro Vancouver watermain to the new pump station and a right-of-way for hydro and a gas line.

The new Metro Vancouver pump station is located on a separate parcel at the south east corner of the site, next to the municipal boundary with Maple Ridge. A single-family residential neighbourhood in Maple Ridge directly borders the site to the east.

Zoned Agricultural and Golf Course (A-4), and designated Outdoor Recreation in the Official Community Plan, the site was excluded from the Agricultural Land Reserve by

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the Agricultural Land Commission in 2009 after it was severed from the Golf Course due to the construction of the Golden Ears Bridge and its roadways. The parcel was legally subdivided from the Golf Course in 2012.

**POLICY:**

**4.7.1 General Commercial Development**

- b) A wide range of commercial businesses is encouraged, but a distinction should be maintained between the types of retail and services that are permitted in established commercial areas:
  - Commercial uses which serve regional population and require greater parking considerations are encouraged to locate in Highway Commercial areas adjacent to the Lougheed Highway and major arterial roads
- c) Parking areas should not dominate development sites and should provide safe and attractive pedestrian connections to buildings;

**4.7.3 Lougheed Highway Corridor**

Developers of commercial areas adjacent to the Lougheed Highway will be required to provide a comprehensively designed parking and traffic flow plan prior to rezoning of properties.

**DISCUSSION:**

**General Description**

The applicant, Ron Hoffart of Graham Hoffart Mathiasen Architects, is proposing to amend the Official Community Plan to redesignate the subject property from Outdoor Recreation to Highway Commercial and then to rezone the land from Agricultural and Golf Course (A-4) to Highway Commercial (C-1) to permit the construction of a vehicle dealership.

The car dealership is proposed to be a two-storey, 56,605 square foot building containing a vehicle service facility, car wash, show room and accessory offices. The building is proposed to be located in the middle of the lot with the show room facing Golden Ears Way, and the repair facilities facing the municipal boundary and the residential neighbourhood to the east. The rest of the site will be used for car storage and parking (a total of 586 spaces). A portion of the building's roof top is also proposed to be used for car storage.

**Proposed Official Community Plan Designation**

The subject property is designated as "Outdoor Recreation" on Schedule 3A, Urban Land Use, in the Official Community Plan. The "Outdoor Recreation" designation permits golf courses and other outdoor commercial recreation uses.

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The applicant is proposing to amend the Urban Land Use schedule to redesignate the property to Highway Commercial. The Highway Commercial Designation permits auto-related retail and service, accommodation, food service and hospitality, building supply and recreation facility uses.

### **Zoning Compliance**

The Highway Commercial Zone permits the following uses:

- Retail Use
- Retail Outlet
- Indoor Recreation
- Commercial School
- Hotel
- Liquor Retail
- Office
- Theatre Use
- Personal Service
- Restaurant
- Veterinary Services
- Dog Daycare
- Vehicle Dealership
- Car Wash

Permitted accessory uses include vehicle repair, gas bar, drive-through restaurant. Staff recommends that a covenant be placed on the title of the property after third reading, limiting the land use to vehicle dealership. Any proposed changes to the land use would need to be approved by Council, after a public hearing.

The current proposal complies with requirements of the zone except for two provisions. Section 11.1.7 of the Zoning Bylaw requires that vehicle repair and car wash uses not be located closer than 20 metres from a zone that permits residential uses. If the project moves forward as proposed, the location of vehicle repair and car wash uses that are approximately 19 metres from the residential zone in Maple Ridge will require a variance. Also, the parapet of the proposed building at the entry element exceeds the building height maximum of 12 metres by 0.2 metres, which will also require a variance at the time of development permit should the application go forward. Staff recommend that the plans be revised so as not to have a variance that effects Maple Ridge residents.

### **Site Access**

The proposed primary access to the site is from a ramp leading from Golden Ears Way, immediately opposite its intersection with the Lougheed Highway on / off ramp. The proposed plans also show a secondary vehicle access point at the Lougheed Highway which will require the Ministry of Transportation and Infrastructure (MOTI) and

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Translink's approval. The applicant is in talks with Translink and MOTI regarding access design, and such access must be approved before development can proceed.

Given the nature of the proposed use and its location next to two highways, it is unlikely to attract much pedestrian traffic. Nevertheless, the occasional pedestrian will need to access the site, so safe access must be provided. Pedestrians walking to the site may be able to access it from the Loughheed Highway. The City will work with MOTI to secure safe pedestrian access to the site prior to final adoption of the bylaws.

#### **Site Preparation / Filling**

The site will be filled to an elevation of 4.1 metres at the proposed building site. A commercial site within the urban containment boundary is required to be built to 5.75 metres geodetic survey; however, because the Floodplain Designation and Construction Control Bylaw had not been updated to include this property, an exemption from these standards is not required. Staff recommends that the applicant be required to provide the City with a report prepared by a qualified professional stating that the development may be safely used for the use intended in keeping with the bylaw.

The proposed elevation is consistent with the elevation of the Kia Dealership across the Loughheed Highway. The fill will be at an elevation that is higher than the residential development in Maple Ridge to the east, which is at 1.94 metres geodetic survey. Staff is supportive of a lower elevation for the site because it will mean a shorter period of disruption to the neighbouring residents as the site is filled, and less likely that the subject site will overlook the neighbouring properties.

#### **Landscaping and Screening**

There are provisions for landscaping and screening within the zoning bylaw and applicant is proposing to screen the dealership from the neighbouring properties with a 6 foot high fence at the property line. The 9 metre-wide watermain right of way is proposed to remain unfilled and planted only with grass. A retaining wall varying in height from 0.37 meters to 1.58 metres would be located on the east side of the watermain right-of-way. A 42" guardrail would be installed on the retaining wall wherever the grade difference exceeds 24". A landscaped buffer consisting of shrubs and trees is located just west of the retaining wall / guardrail. Further detail will be provided with the development permit application. As part of the development permit application requirement, the applicant will also be required to submit a CPTED (Crime Prevention Through Environmental Design) report to ensure that screening is optimal and that it does not encourage trespassing.

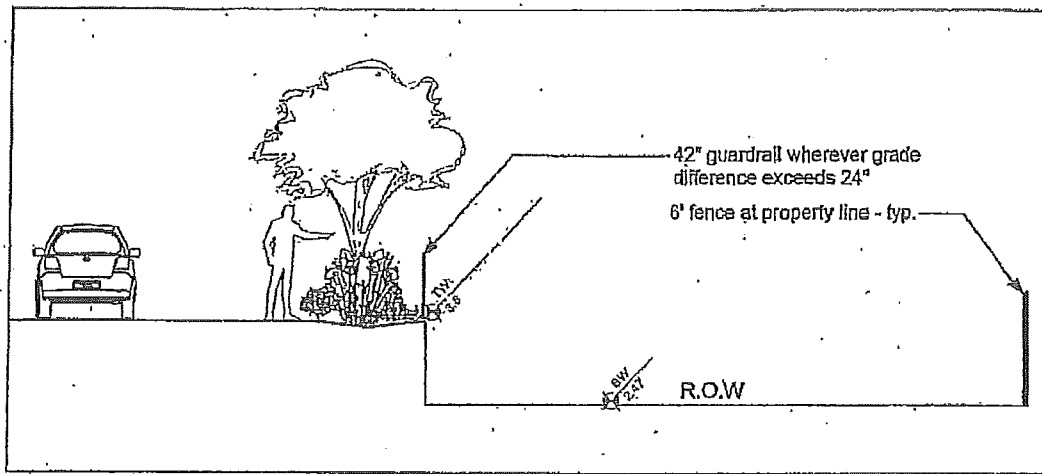


Figure 3: Sample Cross-Section of Site Landscape along the Municipal Boundary

### Servicing

Water and sanitary connections to this site are not available from the City of Pitt Meadows and must come from connections in Maple Ridge. Staff and the applicant have approached Maple Ridge staff to request services; however, since the decision to extend services belongs to their Council, we recommend that Pitt Meadows Council send a formal letter to Maple Ridge requesting such services to support the applicant. The applicant will need to make their own application to Maple Ridge requesting these services.

### Development Permit Area

Part of the OCP bylaw includes incorporating the subject property into Development Permit Area No. 10, North Lougheed Commercial. This Development Permit Area applies to those commercial designated areas on the north side of the Lougheed Highway and includes the Ramada hotel and the Nissan car dealership. The objectives of this development permit area are:

- To facilitate the orderly development of the area for Service Commercial uses, including large and medium size retail establishment format, and highway and tourist-oriented commercial uses;
- To provide for the construction of service commercial uses that is of a form and character that facilitates good traffic flow, accommodates pedestrian activity, and promotes good urban design and attractive streetscapes;
- To provide an appropriate buffer to agricultural uses adjacent to the development area;
- To promote a coordinated and coherent visual appearance between all developments within the Development Permit area.

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A development permit approval for this project will need to be approved by Council prior to the issuance of a building permit.

### **Public Consultation Meeting**

A developer information meeting was held on July 29, 2014. About twenty-five people attended, nearly all of them residents from Maple Ridge. Their concerns regarding the development were as follows:

- Loss of privacy
- Noise from the repair shops and public address systems
- Light from lamp standards and car headlights
- Impact from filling the site and construction, including vibration, noise and dust
- Parking overflow on their streets
- Drainage problems

Generally residents seemed to favour some kind of commercial development over residential development on this site.

Staff believes that most of these concerns can be overcome by establishing requirements and restrictions through the use of covenants at rezoning that will control noise and light from the project. As well, staff recommend that the applicant submit a stormwater management plan and a report by a qualified professional stating that the development may be used safely for the vehicle dealership in terms of the proposed floodplain elevation. These reports must be acceptable to the City.

### **Procedure**

In accordance with Section 879 of the Local Government Act, during an amendment of an official community plan, the local government must provide one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected:

Council must consider whether opportunities for consultation with persons, organizations and authorities should be early and ongoing, and specifically consider whether consultation is required with:

- Metro Vancouver
- Adjacent regional districts (Fraser Valley Regional District)
- The councils of The City of Maple Ridge, Township of Langley, The City of Port Coquitlam
- Katzie First Nation
- School Board
- The province
- Any other agencies



As a part of the staff review process, application materials have already been forwarded to staff at the City of Maple Ridge, Translink and MOTI for comments. Both MOTI and Translink will need to provide their consent regarding access to the site from the Lougheed Highway and Golden Ears Way. Consultation with the MOTI and with Translink began with the submission of the application and will continue. As discussed above, Staff recommends that Council formally request that the City of Maple Ridge consent to provide services to the subject property and confirm that consent with the City of Pitt Meadows by a formal agreement. Staff has no further recommendations regarding consultation with the other agencies listed above at this time.

#### **Staff Comments**

The following is a summary of comments regarding this application:

##### **Engineering**

1. Water and Sanitary connections to service the property will require servicing from Maple Ridge. The Developer has approached Maple Ridge staff and has requested a 150mm Water service and a 200mm sanitary connection to service the site.
2. An onsite Storm Water Management Plan will be required; an existing drainage ditch at the rear (NE corner) can be used to discharge controlled flows. An existing storm connection from the Lougheed Highway can also be used with limited flows.
3. As the development is not fronting any City owned road right-of-ways, there are no requirements for any upgrading of City infrastructure. Translink has approved an access from Golden Ears Way; geometry of the intersection has yet to be approved by Translink.

##### **Fire Department**

1. Ensure addressing for this property whether off Lougheed Hwy or another route makes sense and proper egress for emergency vehicles is provided. EXAMPLE – Lougheed address with no Lougheed access would not be acceptable.
2. All buildings must be fully sprinkled and fire alarmed.

##### **Pitt Meadows Economic Development Corporation**

The application was referred to the Pitt Meadows Economic Development Corporation for comment. The comment letter is attached to this report as Attachment I.

### Recommended Conditions of Approval

At this time, Staff is recommending the following conditions of approval of the two bylaws:

- Registration of a restrictive covenant limiting the principal use of the subject site to vehicle dealership;
- Registration of restrictive covenants prohibiting the use of public address systems and/or loud speakers;
- Registration of a restrictive covenant limiting the height of exterior light standards to no more than 7.3 metres in height, and requiring that they are fully shielded from all neighbouring properties;
- Preparation and staff acceptance of a report by a qualified professional stating that the development may be safely used for the vehicle dealership intended at 4.11 metres Geodetic Survey of Canada datum;
- Registration of an agreement between the City of Pitt Meadows and the City of Maple Ridge to provide services to the subject property;
- Demonstration of safe pedestrian access to the site;
- Discharge covenants related to the parent parcel, Meadow Gardens Golf Course;
- Submission and acceptance of an on-site stormwater management plan.

### CONCLUSION:

Upon receiving Maple Ridge's consent to enter into an agreement and MOTI's comments, Staff will prepare another report to Council for Second Reading of the OCP Bylaw and the Zoning Bylaw, and recommend the scheduling of a public hearing.

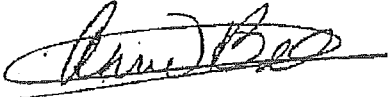
After redesignating and rezoning the property, the applicant will be required to obtain development permit approval (which will include an Advisory Design Panel review) from Council, prior to issuance of a building permit.

Respectfully submitted,



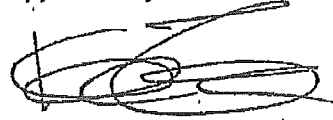
Dana K. Parr  
Planner

Reviewed by:



Anne Berry, MCIP, RPP  
Manager of Development Services

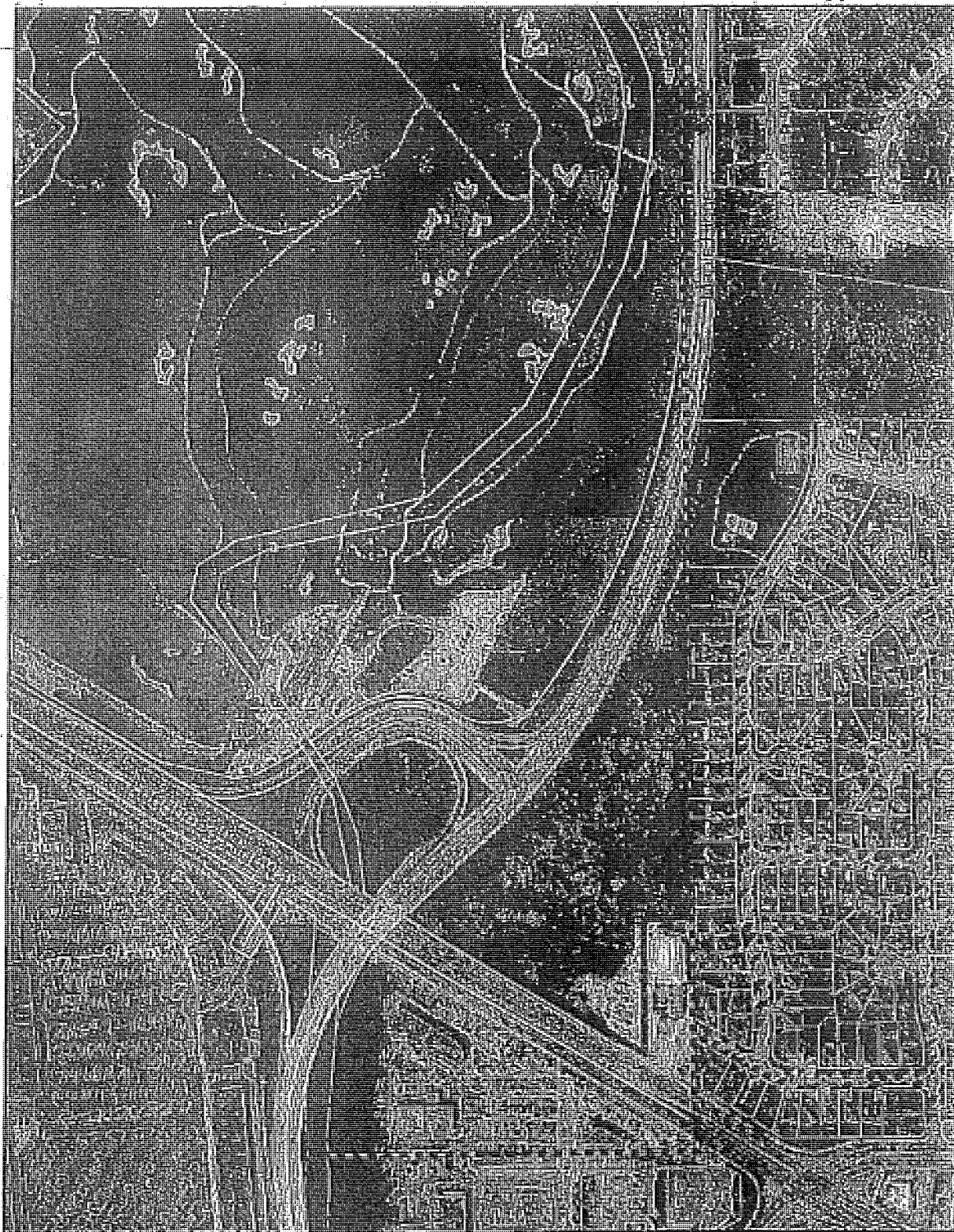
Approved by:



Kate Zanon  
Acting Director of Operations and  
Development Services

**ATTACHMENTS:**

- A. Subject Property Map – Aerial Imagery
- B. Neighbourhood Zoning Map
- C. Neighbourhood OCP Map
- D. Chrysler Dealership Preliminary Plans
- E. Chrysler Dealership Details Cross Sections / Typical Plan Detail
- F. Chrysler Dealership Landscape Plan
- G. Proposed Official Community Plan Amendment Bylaw No. 2669, 2014
- H. Proposed Zoning Amendment Bylaw No. 2670, 2014
- I. Letter dated July 7, 2014 from Lori Graham, Economic Development Coordinator

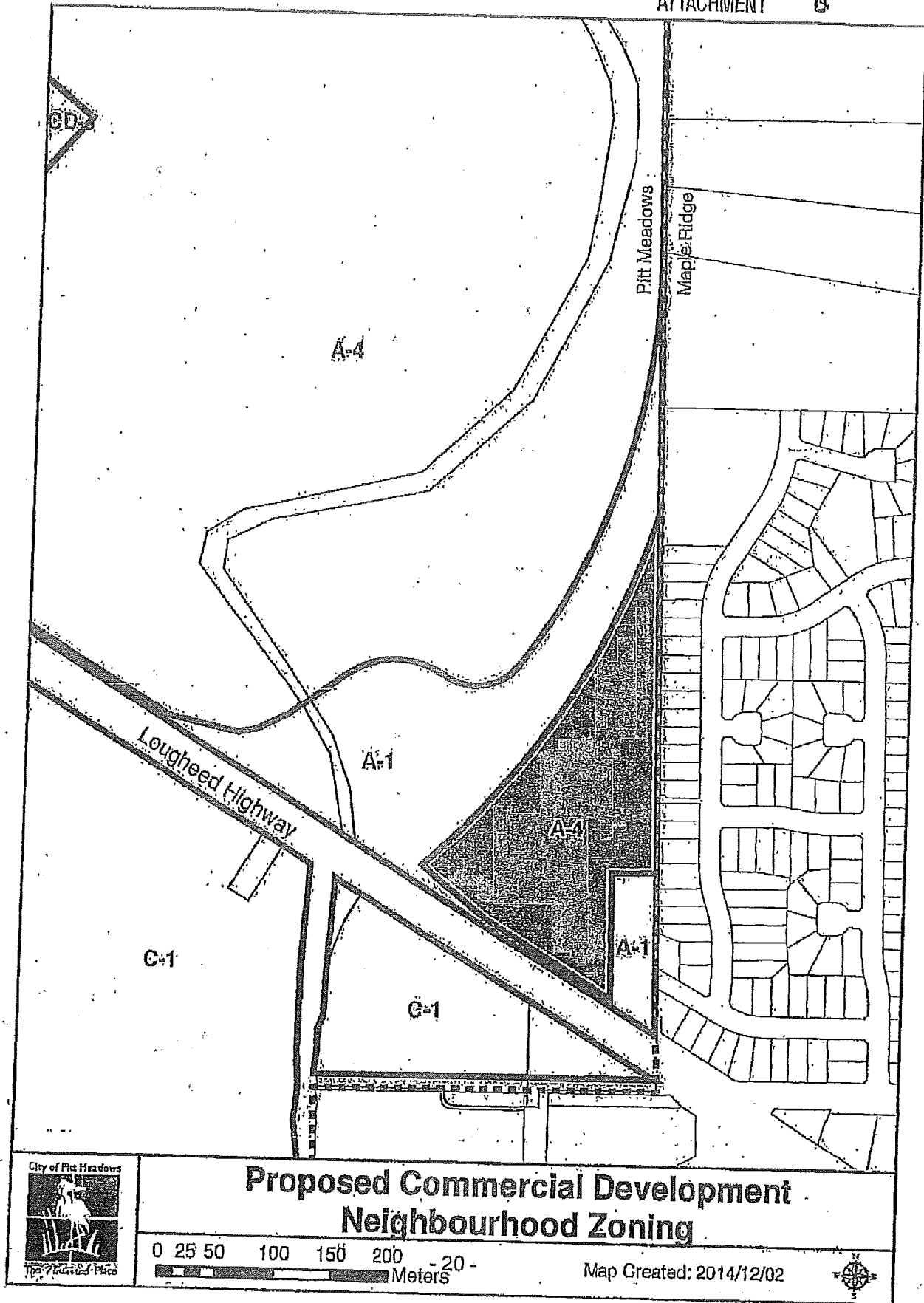


## Proposed Commercial Development

0 25 50 100 150 200 Meters

Map Created: 2014/12/02



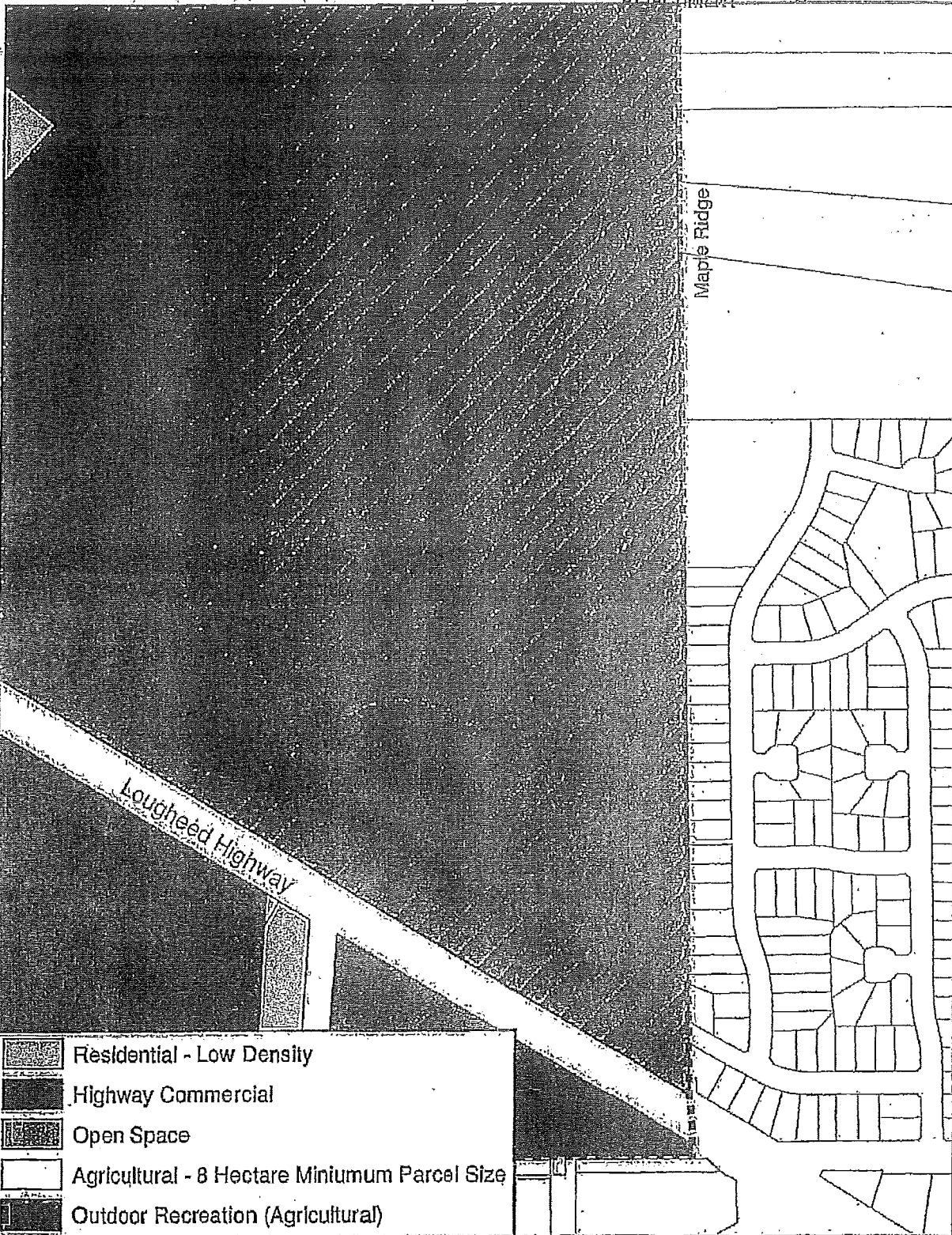


# Proposed Commercial Development Neighbourhood Zoning

0 25 50 100 150 200 - 20 -  
Meters

Map Created: 2014/12/02



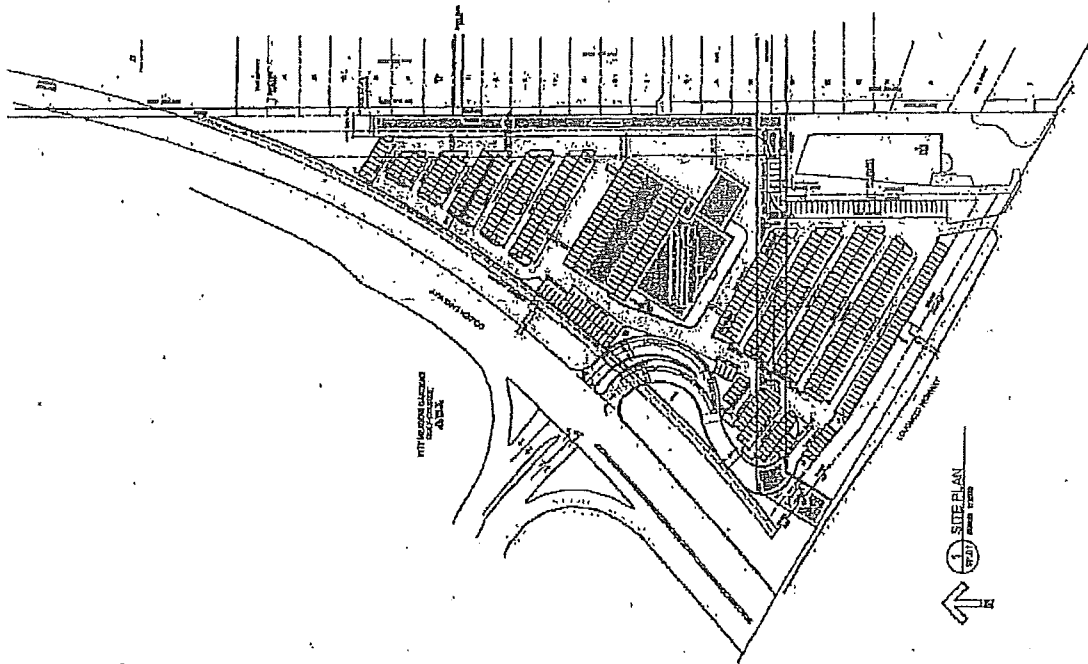


## Proposed Commercial Development Neighbourhood Zoning

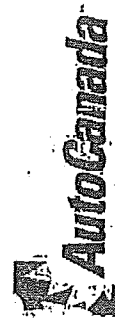
0 25 50 100 150 200 - 21 -  
Meters

Map Created: 2014/12/02





|                          |            |
|--------------------------|------------|
| PARKING STALLS REQUIRED: | 150 STALLS |
| PARKING STALLS PROVIDED: |            |
| ONTE CARPUS:             | 25 STALLS  |
| CARUS CARPUS:            | 25 STALLS  |
| TRUCK PARKING:           | 25 STALLS  |
| ROSEBUD PARKING:         | 25 STALLS  |
| TOTAL:                   | 100 STALLS |

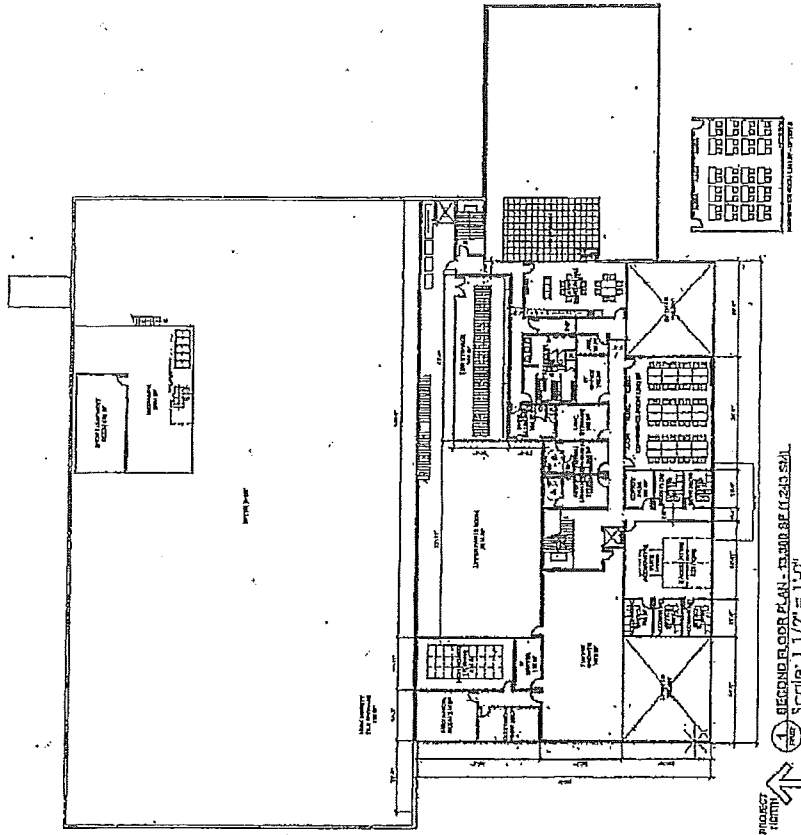


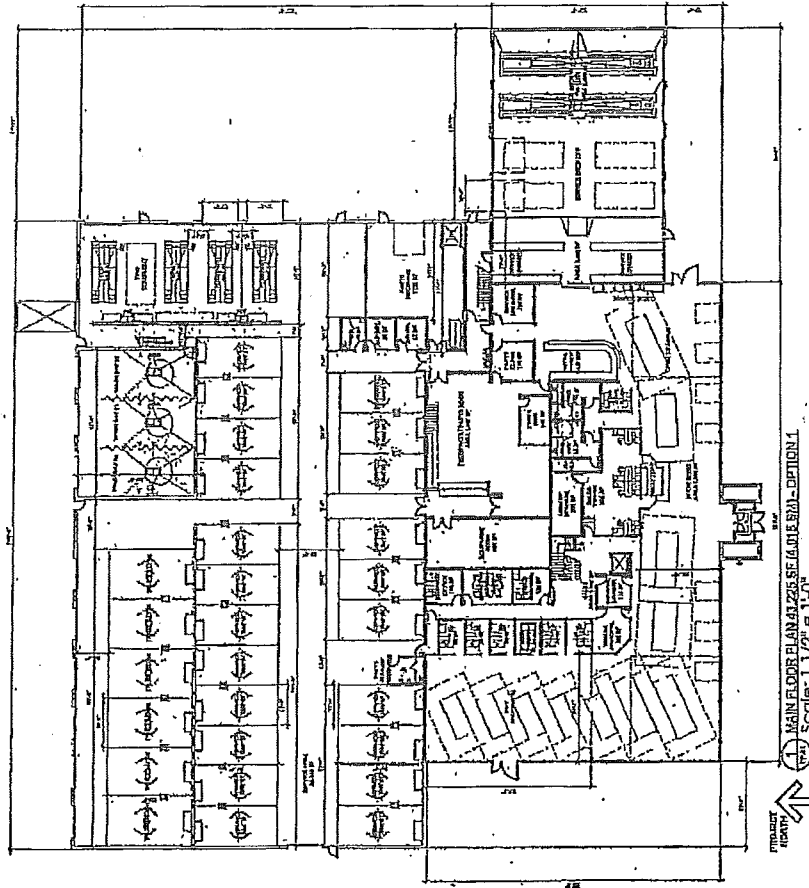
CHRYSLER/DEALERSHIP  
FITZGERALDS, U.C.

APRIL 14, 2014









CHRYSLER DEALERSHIP

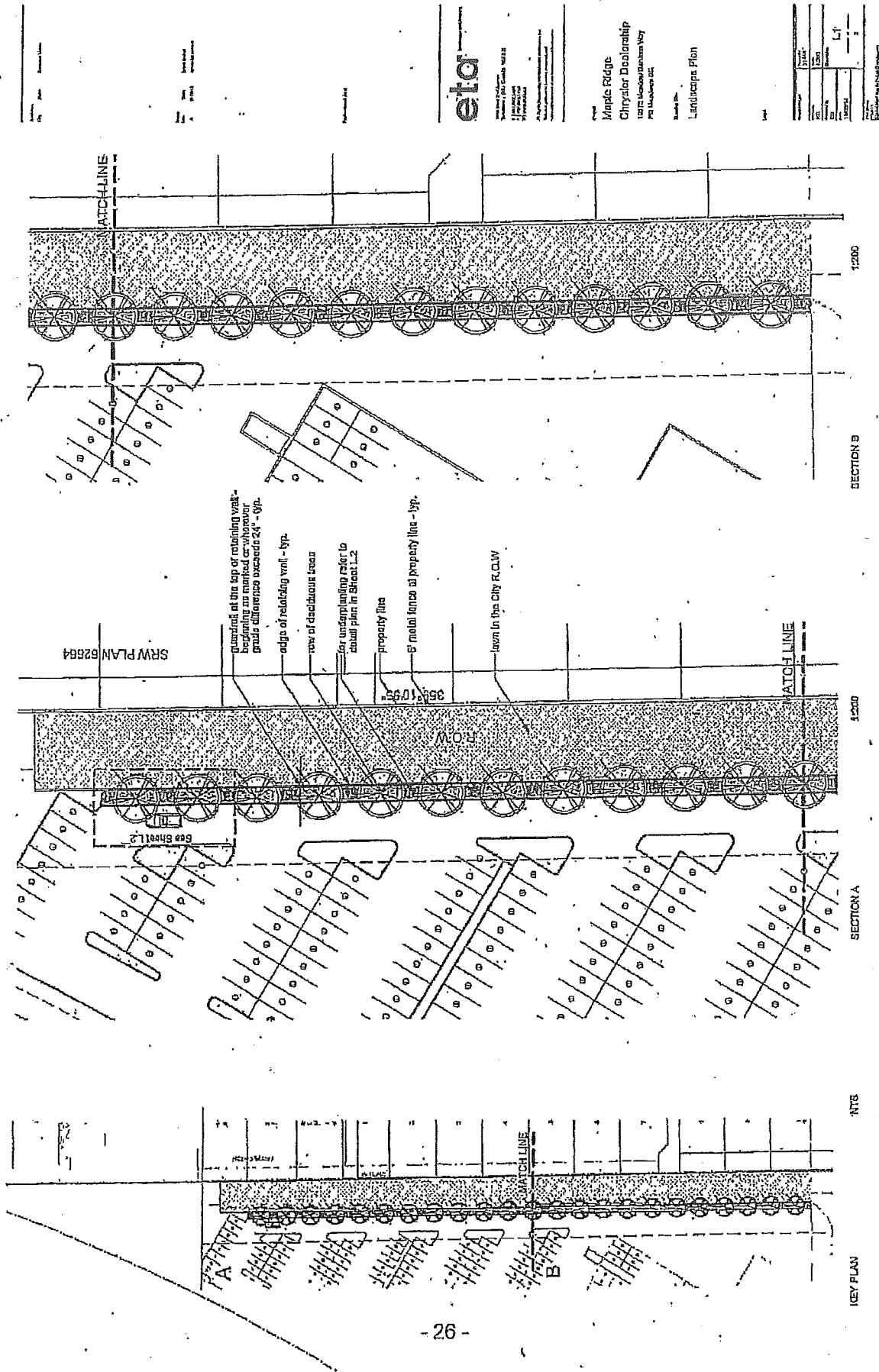
FITZ MEADOWS, B.C.



APRIL 14, 2014



# ATTACHMENT F



CITY OF PITT MEADOWS  
OFFICIAL COMMUNITY PLAN AMENDMENT  
BYLAW NO. 2669, 2014

ATTACHMENT

G

A Bylaw to amend applicable sections of Official Community Plan Bylaw No. 2352, 2007

WHEREAS, it is deemed expedient to amend Official Community Plan Bylaw No. 2352, 2007; and

WHEREAS, the Council of The City of Pitt Meadows has, in accordance with Section 879 (1) of the Local Government Act, during the development of the amendment to the Official Community Plan, provided one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected; AND

WHEREAS, the Council of The City Of Pitt Meadows has, in accordance with Section 879 (2) of the Local Government Act considered whether opportunities for consultation with one or more persons, organizations, and authorities should be early and ongoing and specifically considered whether consultation is required with

- a) Metro Vancouver
- b) Adjacent regional districts (Fraser Valley Regional District)
- c) The Councils of the City of Maple Ridge, Township of Langley and City of Port Coquitlam
- d) Katzie First Nation
- e) School Board
- f) The province
- g) Any other agencies

NOW THEREFORE, the Council of The City of Pitt Meadows in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the "City of Pitt Meadows Official Community Plan Amendment Bylaw No. 2669, 2014";
2. Table of Map Schedules, Schedule 3A is amended to change the land use designation of:

**PID: 017-828-601**

**Lot A Except: Firstly; Part Subdivided by Plan LMP45462,  
Secondly; Part Subdivided by Plan BCP16025,  
Thirdly; Part Parcel A (Statutory Right of Way Plan BCP24939) Fourthly; Part  
Parcel B (Statutory Right of Way Plan BCP24939)  
Fifthly; Part Subdivided by Plan BCP50365 District Lot 223, 224, 246 and 286  
Group 1 New Westminster District Plan LMP4786**

OFFICIAL COMMUNITY PLAN AMENDMENT  
BYLAW NO. 2669, 2014

Page 2

from Outdoor Recreation to Highway Commercial as shown boldly outlined and shaded on Attachment "A".

3. Table of Map Schedules, Schedule 12A is amended to include:

**PID: 017-828-601**

**Lot A Except: Firstly; Part Subdivided by Plan LMP45462,  
Secondly; Part Subdivided by Plan BCP16025,  
Thirdly; Part Parcel A (Statutory Right of Way Plan BCP24939) Fourthly; Part  
Parcel B (Statutory Right of Way Plan BCP24939)  
Fifthly; Part Subdivided by Plan BCP50365 District Lot 223, 224, 246 and 286  
Group 1 New Westminster District Plan LMP4786**

within Development Permit Area No. 10 as shown boldly outlined and shaded on Attachment "B".

4. City of Pitt Meadows Official Community Plan Bylaw No. 2352, 2007 is hereby amended accordingly.

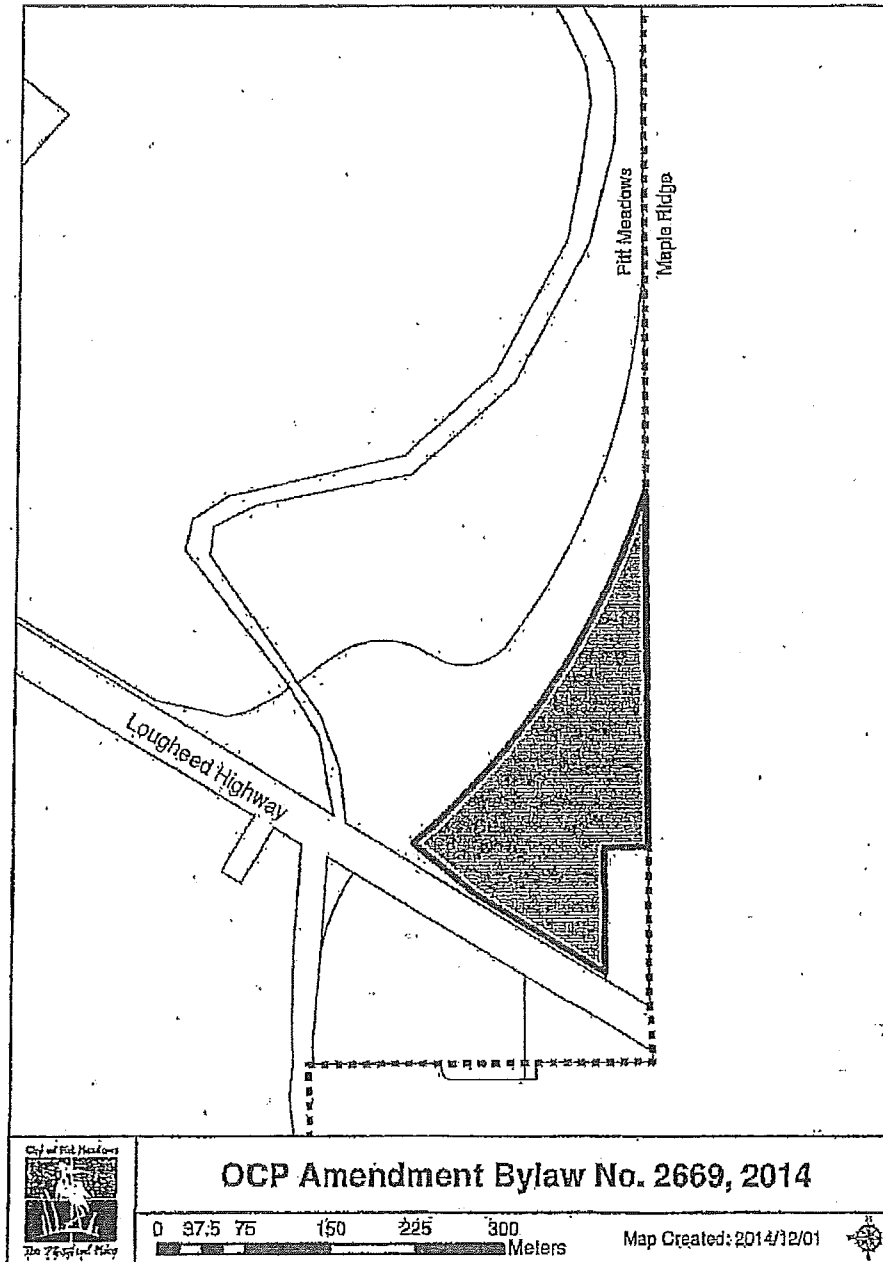
READ a FIRST time the    day of    , 2014.

READ a SECOND time the    day of    , 2015.

READ a THIRD time the    day of    2015.

ADOPTED the    day of    2015.

ATTACHMENT "A"

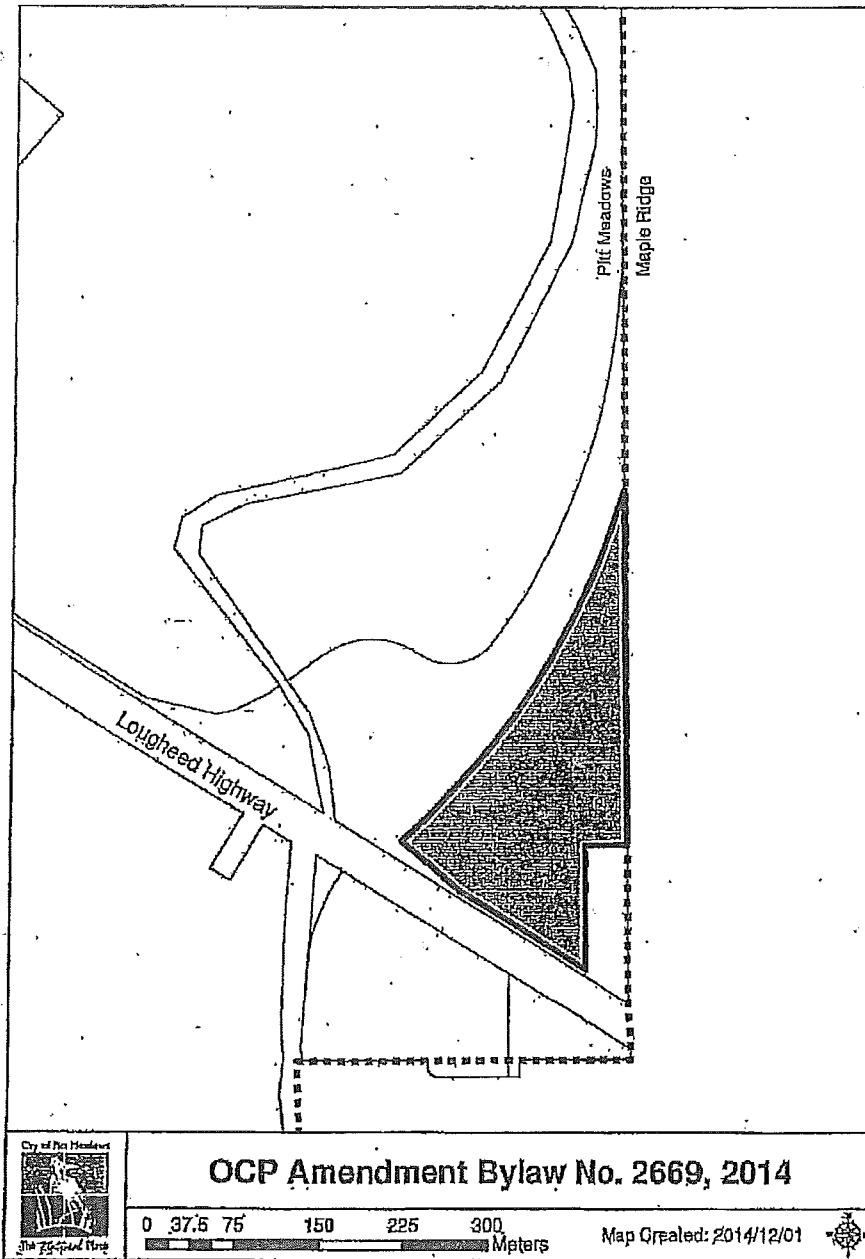




OFFICIAL COMMUNITY PLAN AMENDMENT  
BYLAW NO. 2669, 2014

Page 4

ATTACHMENT "B"



**CITY OF PITT MEADOWS  
ZONING AMENDMENT BYLAW NO. 2670, 2014**

A Bylaw to amend a section of Zoning Bylaw No. 2505, 2011.

**WHEREAS**, it is deemed expedient to amend City of Pitt Meadows Zoning Bylaw No. 2505, 2011, as amended; AND

**NOW THEREFORE**, the Council of the City of Pitt Meadows in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the City of Pitt Meadows Zoning Amendment Bylaw No. 2670, 2014.
2. That the parcel of land legally described as:

**PID: 017-828-601**

**Lot A Except: Firstly; Part Subdivided by Plan LMP45462,  
Secondly; Part Subdivided by Plan BCP16025,  
Thirdly; Part Parcel A (Statutory Right of Way Plan BCP24939)  
Fourthly; Part Parcel B (Statutory Right of Way Plan BCP24939)  
Fifthly; Part Subdivided by Plan BCP50365 District Lot 223, 224, 246  
and 286 Group 1 New Westminster District Plan LMP4786**

As shown shaded in the attached Plan which forms part of this bylaw, is hereby rezoned to Highway Commercial (C-1) Zone to permit the construction of a vehicle dealership.

3. City of Pitt Meadows Zoning Bylaw No. 2505, 2011 as amended and Schedule "A" attached thereto are hereby amended accordingly.

READ a FIRST time the      day of , 2014.

READ a SECOND time the      day of , 2015.

PUBLIC HEARING held the      day of , 2015.

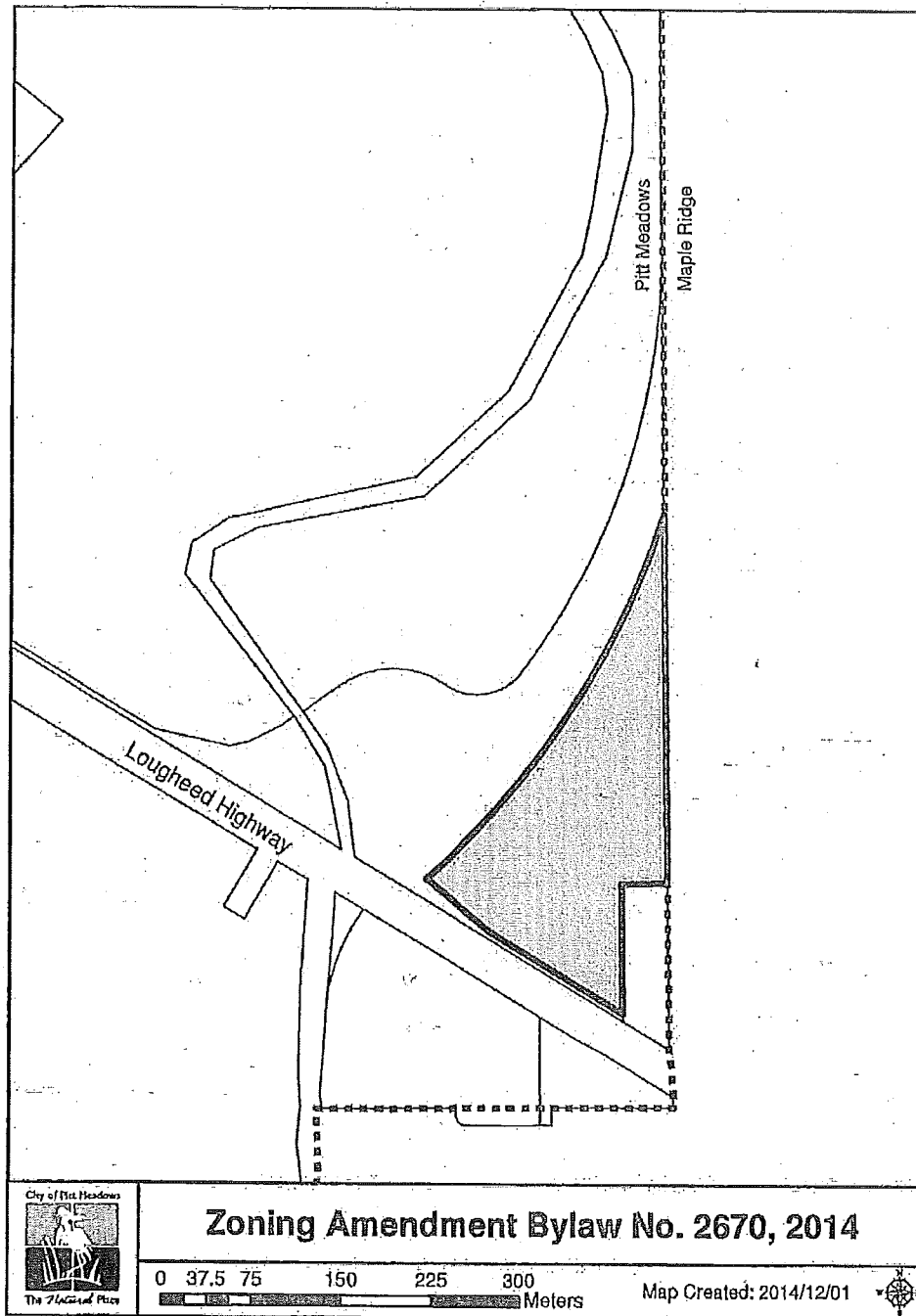
READ a THIRD time the      day of , 2015.

ADOPTED the      day of , 2015.

CITY OF PITT MEADOWS  
ZONING AMENDMENT BYLAW NO. 2670, 2014

Page 2

ATTACHMENT "A"





ATTACHMENT

Pitt Meadows Economic Development  
MEMORANDUM

**TO:** Ms. Dana Parr, Planner, City of Pitt Meadows  
**FROM:** Lori Graham, Economic Development Coordinator  
**DATE:** July 7, 2014 **FILE:** n/a  
**SUBJECT:** 19675 Meadow Gardens Way

---

Dear Dana,

Regarding the Official Community Plan Amendment and Rezoning Application for 19675 Meadow Gardens Way, the Pitt Meadows Economic Development directors believe that the commercial application is a good fit for the property and an opportunity to diversify the City's tax base and create local jobs; however, have some concerns about traffic safety in respect to the access points off Lougheed Highway and Golden Ears Way. Furthermore, in the event additional lights are contemplated for Golden Ears Way, that they will have an impact on the flow of traffic (people and goods) in the community.

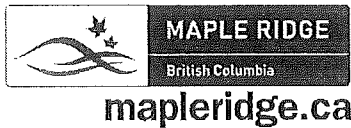
The PMEDC Board of Directors would like to thank City staff for the opportunity to provide input on this application.

Thank you,

A handwritten signature in black ink, appearing to read "L. Graham", is written over a horizontal line.

Lori Graham  
Economic Development Coordinator

Attachments: none



## City of Maple Ridge

|                 |                                                                                                              |                      |                  |
|-----------------|--------------------------------------------------------------------------------------------------------------|----------------------|------------------|
| <b>TO:</b>      | Her Worship Mayor Nicole Read<br>and Members of Council                                                      | <b>MEETING DATE:</b> | January 19, 2015 |
| <b>FROM:</b>    | Chief Administrative Officer                                                                                 | <b>FILE NO:</b>      | 11-5245-20       |
|                 |                                                                                                              | <b>MEETING:</b>      | Workshop         |
| <b>SUBJECT:</b> | Request to Provide Municipal Services to Lot A, LMP 4786, a Development Property in the City of Pitt Meadows |                      |                  |

### EXECUTIVE SUMMARY:

The City of Maple Ridge (City) has received correspondence from the City of Pitt Meadows (Pitt Meadows) dated December 17, 2014 requesting that the City consent to providing water and sanitary sewer services for a proposed auto dealership located on Lot A, LMP 4786 in Pitt Meadows.

The subject property is situated north of Lougheed Highway between the western City boundary and Golden Ears Way as highlighted in the attached request. There are no Pitt Meadows utilities located within reasonable proximity to the site so for the development to proceed it requires that water and sanitary sewer services be provided by the City.

City staff have had previous correspondence with both the developer and Pitt Meadows staff regarding the provision of services to this site and have determined that it requires City approval to enter into an agreement and that there are a number of matters that need to be addressed prior to final approval of the request.

There are other examples where the City has entered into servicing agreements with properties in Pitt Meadows for the provision of infrastructure services and support for this application is reasonable if it is determined to be technically feasible and impacts on neighbouring lands in the City are mitigated.

The purpose of this report is to ascertain if City Council is supportive of the request to extend services to the subject site in Pitt Meadows and to identify other any additional provisions that would be required to be resolved prior to Council authorizing the provision of City services. It should be noted that at this time consideration of the extension is only in principle and that any final agreements would only be finalized upon confirmation of the adequacy of the stated provisions.

### RECOMMENDATION(S):

THAT a letter be sent to the City of Pitt Meadows stating support in-principle for the provision of City of Maple Ridge municipal water and sanitary services to Lot A, LMP 4786, a development property in the City of Pitt Meadows (Rezoning File No. 3360-20-2014-02) subject to the Developer satisfying all requirements identified in the January 19, 2015 "Request to Provide Municipal Services to Lot A, LMP 4786, a Development Property in the City of Pitt Meadows" report to the City of Maple Ridge's satisfaction.

## **DISCUSSION:**

### **a) Background:**

The City is in receipt of a letter from Pitt Meadows dated December 17, 2014 stating that on December 16, 2014 first reading was granted to amend the Pitt Meadows Official Community Plan to rezone the lands North of Lougheed between Golden Ears Bridge and the City of Maple Ridge municipal boundary to permit the development of an auto dealership.

The Pitt Meadows Council report identified that the subject site will require water and sanitary sewer services from the City as there is no Pitt Meadows municipal servicing available within a reasonable proximity to the development site. As such, the letter from Pitt Meadows to the City has requested that the City agree to enter into a servicing agreement for the provision of municipal water and sanitary sewer services.

City staff have previously discussed potential applications on this site with both Pitt Meadows staff and developers. Through the correspondence City staff have identified a list of requirements that need to be addressed including the technical feasibility for the provision of services, onsite operational considerations as well as impacts to adjacent lands in the City as outlined in Section C of this report.

### **b) Development Agreements**

With ongoing growth in the Lower Mainland and increasing financial pressures, municipalities are looking for ways to reduce overall costs and increase the efficiency of the services that are being delivered. One approach for improving the efficiency of delivering services is to utilize the existing infrastructure or facilities that are in place in neighbouring communities. This will often include recreational and emergency services but also includes the provision of engineering services.

There are a number of existing cross-municipal servicing agreements in place between the City and properties in Pitt Meadows. For instance the City provides the West Coast Mazda and Toyota Dealerships in Pitt Meadows with water and sanitary sewer. These agreements eliminated the need for the duplication of services and reduced both the developers initial cost of infrastructure installation and the Cities ongoing maintenance and replacement costs.

Within the agreements the terms of use are clearly established including how the services will be compensated for by the receiving municipality. If the provision of municipal services to Pitt Meadows is supported a similar servicing agreement would be created in accordance with current municipal statutes.

### **c) Development Requirements and Agreement Conditions**

The proposed development borders on a residential neighbourhood in Maple Ridge. In previous discussions with Pitt Meadows this property was anticipated to be residential whereas the current application is commercial. While it is anticipated that the technical aspects of the provision of services can be addressed, there are a significant number of foreseeable issues with the interface to a commercial property that will be of concern to the City residents in the adjoining neighbourhood. These generally include noise and light pollution, overspill of employee and customer parking onto residential streets and impacts from additional stormwater runoff.

Through the initial discussion pertaining to this development Staff identified several preliminary requirements that need to be addressed by the applicant through the Pitt Meadows development

process prior to final consideration of the extension of services by the City. The issues that require resolution are as follows:

- Utilities:
  - Determine the adequacy of the City's water distribution and sanitary sewer systems in light of the proposed land use.
  - Undertake a floodplain hydraulic assessment including overland flows and groundwater impacts on adjacent properties as a result of the placement of any fill on the development site.
  - Develop a storm water management plan to address any drainage concerns with the residential interface, ensuring that City properties do not suffer any deleterious impacts from the proposed development.
- Transportation Study:
  - Review vehicular access and pedestrian access to the site.
  - There is no pedestrian access to be provided from the City.
  - Address conflicts with the proposed Loughheed access and existing merge lane from Dewdney Trunk Road onto Loughheed Highway,
  - Address emergency access to the site.
- Development Process:
  - Records from any public hearings that have been conducted and advance notice of future meetings.
- Design Considerations:
  - Improve buffering and landscape details between residential and commercial including an acoustic study of impacts from the development site.
  - All employee parking should be contained on site.
  - The City will not support pedestrian connectivity to 201 Street.
  - No rooftop parking permitted or identify acceptable screening and louvers to maintain existing levels of residential privacy in adjoining properties.
  - No use of outdoor speakers or other audible notification systems.
  - Implement lighting standards that restrict all light pollution either direct or reflected from entering into the adjoining residential area including, limiting the height of poles, providing lighting screens, reduced brightness after hours and effective landscaping.
- Senior Agency Approvals
  - Translink
  - Ministry of Transportation
  - Metro Vancouver
- Servicing Agreement
  - Terms of compensation and compliance with statutory requirements
- Additional Items
  - City Council items and considerations
  - Public Hearing issues from residents
  - All enforcement issues related to the subject property arising from either land use or property owners to be addressed by Pitt Meadows.

**d) Desired Outcome:**

That Council would support the issuance of a letter to Pitt Meadows supporting the proposed development in principle subject to the receipt of further information addressing all City concerns prior to entering into a servicing agreement for the provision of services to the development site.

**e) Citizen/Customer Implications:**

The properties in Maple Ridge along 201 Street will be impacted by development of the Pitt Meadows site regardless of the nature of land use that occurs but the City seeks to mitigate those impacts. Staff understands that the developer has had a Public Information Meeting for residents adjoining the development site.

**f) Interdepartmental Implications:**

A number of City departments will be involved should the request for service connections be supported: the Finance Department will be required to collect utility charges through Pitt Meadows as per the conditions laid out in a servicing agreement; the Operations Department will be required to maintain the service connections with potentially limited accessibility along the City's municipal boundary depending upon where the services are located; the Licences, Permits and Bylaw Department have historically been required to enforce concerns that originated from interface properties in Pitt Meadows such as noise complaints, litter, parking on boulevards and signage, and the Engineering and Planning Departments will be required to review the development application reports as well as preparing Council reports and updates for a development application located outside of the City.

**g) Alternatives:**

Council issue a letter to Pitt Meadows stating that the provision of water and sanitary sewer for the proposed development is not supported that the property should be serviced from Pitt Meadows.

**CONCLUSIONS:**

Given that the City has previously entered into agreements for the provision of services with Pitt Meadows and assuming that the request to extend water and sanitary sewer to the subject property is technically feasible, staff support for the request from Pitt Meadows providing that the specified requirements as outlined in this report are resolved to the City's satisfaction.

"Original signed by Stephen Judd"

---

*Prepared by:* Stephen Judd PEng, Manager of Infrastructure Development

"Original signed by David Pollock"

---

*Reviewed by:* David Pollock PEng., Municipal Engineer

"Original signed by Frank Quinn"

---

*Approved by:* Frank Quinn PEng., General Manager, PW&DS

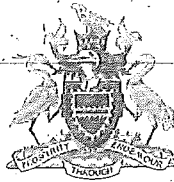
"Original signed by J.L. (Jim) Rule"

---

*Concurrence:* J.L. (Jim) Rule  
Chief Administrative Officer

Att: Letter from City of Pitt Meadows dated December 17, 2014 including Pitt Meadows Council in Committee Report dated December 03, 2014 titled "Vehicle Dealership rezoning and OCP Amendment Applications, Lot A LMP 4786.





## *City of Pitt Meadows*

OFFICE OF THE MAYOR

December 17, 2014

Our File No.: 3360-20-2014-02

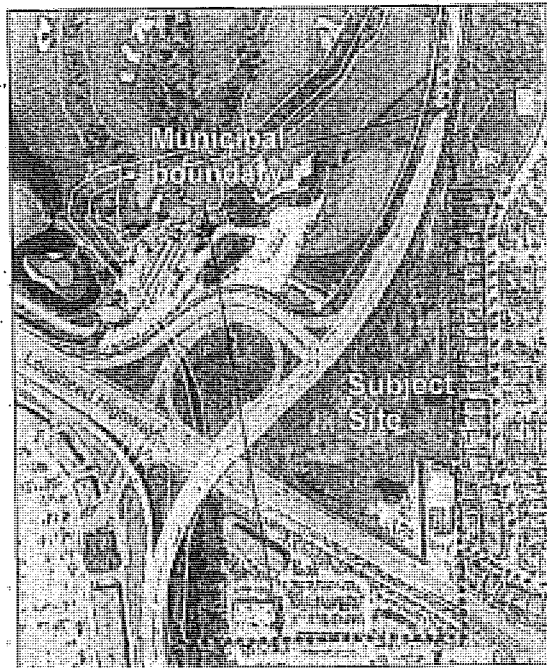
Mayor Nicole Read  
City of Maple Ridge  
11995 Haney Place  
Maple Ridge, B.C.  
V2X 6A9

Dear Mayor Read:

**Re: Request for Municipal Services for Lot A, LMP 4786, Intersection of  
Lougheed Highway and Golden Ears Way**

On December 16th, 2014, the City of Pitt Meadows Council granted First Reading to Bylaws 2669, 2014 and 2670, 2014 to amend the Official Community Plan and to rezone the subject property, located at the intersection of Lougheed Highway and Golden Ears Way, immediately adjacent to the Maple Ridge municipal boundary, in order to permit the construction of a vehicle dealership.

Subject  
Site  
Location



RECEIVED

DEC 29 2014

MAYOR

12007 Harris Road, Pitt Meadows, British Columbia V3Y 2B5

Phone: 604-465-5454 Fax: 604-465-2404

[www.pittmeadows.bc.ca](http://www.pittmeadows.bc.ca)

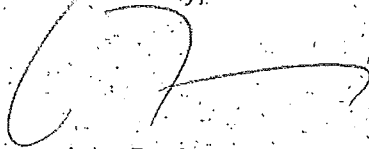
#123190v1

The subject property will need to be serviced by the City of Maple Ridge as water and sanitary services from Pitt Meadows are unavailable to this property. Staff in both of our communities have already met with respect to this application. As Council has granted this application First Reading we are requesting an agreement with Maple Ridge to provide these services. This agreement would be similar to other existing agreements between our two municipalities. Staff has already informed the applicant that they will need to contact Maple Ridge staff per servicing application requirements.

The car dealership is proposed to be a two-storey, 56,605 square foot building containing a vehicle service facility, car wash, show room and accessory offices. The rest of the site will be used for car storage and parking (a total of 586 spaces). Please find attached a copy of the First Reading Council report, which includes a description of the proposed project, site history and context, and preliminary staff recommendations.

The City of Pitt Meadows is committed to working collaboratively with Maple Ridge in order to ensure that the concerns of the neighbouring residents are addressed.

Yours truly,



John Becker  
Mayor

dkp

cc. Kim Grout, CAO

Kate Zanon, Acting Director of Operations and Development Services  
Anne Berry, Manager of Development Services

Encl.

A. Report to City of Pitt Meadows Council dated December 3<sup>rd</sup>, 2014

## City of Maple Ridge

***COUNCIL WORKSHOP AGENDA***  
***January 19, 2015***  
***10:00 a.m.***  
***Blaney Room, 1<sup>st</sup> Floor, City Hall***

*The purpose of the Council Workshop is to review and discuss policies and other items of interest to Council. Although resolutions may be passed at this meeting, the intent is to make a consensus decision to send an item to Council for debate and vote or refer the item back to staff for more information or clarification. The meeting is recorded by the City of Maple Ridge.*

***REMINDERS***

**January 19, 2015**

|                                     |           |
|-------------------------------------|-----------|
| Finance and Audit Committee Meeting | 9:00 a.m. |
| Committee of the Whole Meeting      | 1:00 p.m. |
| Closed Council                      | 2:30 p.m. |

**January 20, 2015**

|                |           |
|----------------|-----------|
| Public Hearing | 7:00 p.m. |
|----------------|-----------|

1. ***ADOPTION OF THE AGENDA***
2. ***MINUTES*** –January 5, 2015
3. ***PRESENTATIONS AT THE REQUEST OF COUNCIL***
  - 3.1
4. ***UNFINISHED AND NEW BUSINESS***
  - 4.1 **Workplan Overview - Strategic Economic Initiatives** **10:00 -11:00 a.m.**  
  
Staff report dated January 19, 2014 providing the workplan overview for the Strategic Economic Initiatives department.  
  
For information only  
No motion required

**4.2 Citizen Survey Results - Sentis Research 11:00-12:00 noon**

Staff report dated January 19, 2015 introducing results of a survey conducted by Sentis Market Research Inc.

Presentation by Mary Bacica, Vice President, Sentis Market Research Inc.

**4.3 Advisory Committee Task Force Final Recommendations 12:00-12:15 p.m.**

Staff report dated January 19, 2015 providing information on two proposed Committees of Council and the provision of a budget to the Municipal Advisory Committee on Accessibility Issues and seeking direction on the proposed Integrated Transportation Advisory Committee and the Environmental Sustainability Advisory Committee.

**4.4 Request to Provide Municipal Service to Lot A, LMP 4786, Development Property in the City of Pitt Meadows 12:15-12:30 p.m.**

Staff report dated January 19, 2015 recommending that a letter be sent to the City of Pitt Meadows noting support in principle and requesting all information and terms related to a request to the City of Maple Ridge for the provision of water and sanitary sewer services for a proposed auto dealership located in Pitt Meadows.

**5. *CORRESPONDENCE***

*The following correspondence has been received and requires a response. Staff is seeking direction from Council on each item. Options that Council may consider include:*

- a) Acknowledge receipt of correspondence and advise that no further action will be taken.*
- b) Direct staff to prepare a report and recommendation regarding the subject matter.*
- c) Forward the correspondence to a regular Council meeting for further discussion.*
- d) Other.*

*Once direction is given the appropriate response will be sent.*

**5.1**

**6. *BRIEFING ON OTHER ITEMS OF INTEREST/QUESTIONS FROM COUNCIL***

...

7. *MATTERS DEEMED EXPEDIENT*

8. *ADJOURNMENT*

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

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

City of Maple Ridge

***COUNCIL WORKSHOP***

January 19, 2015

The Minutes of the Municipal Council Workshop held on January 19, 2015 at 10:05 a.m. in the Blaney Room of the Municipal Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular Municipal business.

---

***PRESENT***

***Elected Officials***

Mayor N. Read  
Councillor C. Bell  
Councillor K. Duncan  
Councillor B. Masse  
Councillor G. Robson  
Councillor T. Shymkiw  
Councillor C. Speirs

***Appointed Staff***

J. Rule, Chief Administrative Officer  
K. Swift, General Manager of Community Development,  
Parks and Recreation Services  
P. Gill, General Manager Corporate and Financial Services  
F. Quinn, General Manager Public Works and Development  
Services  
C. Marlo, Manager of Legislative Services

***Other Staff as Required***

L. Benson, Manager of Sustainability and Corporate  
Planning  
S. Blue, Manager, Strategic Economic Initiatives

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Note: These Minutes are posted on the Municipal Web Site at [www.mapleridge.ca](http://www.mapleridge.ca)

1. ***ADOPTION OF THE AGENDA***

The agenda was adopted as circulated.

2. ***MINUTES***

R/2015-024

It was moved and seconded

That the Council Workshop Meeting minutes of January 5, 2015 be  
approved as circulated

CARRIED

3. ***PRESENTATIONS AT THE REQUEST OF COUNCIL*** – Nil

#### **4. *UNFINISHED AND NEW BUSINESS***

##### **4.1 Workplan Overview - Strategic Economic Initiatives**

Staff report dated January 19, 2014 providing the workplan overview for the Strategic Economic Initiatives department.

For information only  
No motion required

The Manager of Strategic Economic Initiatives provided an overview of the responsibilities of the department, highlights of recent activity in business expansion, retention and filming and information on the 2015 work plan.

Note: The meeting recessed at 11:12 a.m. and reconvened at 11:20 a.m.

##### **4.2 Citizen Survey Results - Sentis Research**

Staff report dated January 19, 2015 introducing results of a survey conducted by Sentis Market Research Inc.

Presentation by Mary Bacica, Vice President, Sentis Market Research Inc.

The Manager of Corporate Planning and Sustainability introduced the item and circulated the biography of Mary Bacica.

Ms. Bacica gave a power point presentation which provided an overview of the methodology, and results of the survey conducted by Sentis Research.

R/2015-025

It was moved and seconded

**That staff be directed to prepare a report on waste management options.**

CARRIED

##### **4.3 Advisory Committee Task Force Final Recommendations**

Staff report dated January 19, 2015 providing information on two proposed Committees of Council and the provision of a budget to the Municipal Advisory Committee on Accessibility Issues and seeking direction on the proposed Integrated Transportation Advisory Committee and the Environmental Sustainability Advisory Committee.

The Manager of Legislative Services and Emergency Program reviewed the report. She advised that Council could either direct staff to prepare bylaws for the new Committees if Council agreed with the terms of reference, or strike a new task force to continue the work.

R/2015-026

It was moved and seconded

**That an Advisory Committee Task Force be struck.**

CARRIED

R/2015-027

It was moved and seconded

**That Mayor Read, Councillor Speirs, and Councillor Shymkiw be appointed as members of the Advisory Committee Task Force.**

CARRIED

**4.4 Request to Provide Municipal Service to Lot A, LMP 4786,  
Development Property in the City of Pitt Meadows**

Staff report dated January 19, 2015 recommending that a letter be sent to the City of Pitt Meadows noting support in principle and requesting all information and terms related to a request to the City of Maple Ridge for the provision of water and sanitary sewer services for a proposed auto dealership located in Pitt Meadows.

R/2015-028

It was moved and seconded

**That a letter be sent to the City of Pitt Meadows stating support in-principle for the provision of City of Maple Ridge municipal water and sanitary services to Lot A, LMP 4786, a development property in the City of Pitt Meadows (Rezoning File No. 3360-20-2014-02) subject to the Developer satisfying all requirements identified in the January 19, 2015 "Request to Provide Municipal Services to Lot A, LMP 4786, a Development Property in the City of Pitt Meadows" report to the City of Maple Ridge's satisfaction.**

CARRIED

**5. CORRESPONDENCE – Nil**

**6. BRIEFING ON OTHER ITEMS OF INTEREST/QUESTIONS FROM COUNCIL – Nil**



7. *MATTERS DEEMED EXPEDIENT* - Nil

8. *ADJOURNMENT* - 12:34 p.m.

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N. Read, Mayor

Certified Correct

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C. Marlo, Corporate Officer

Project # 14450  
 File # 1.4  
 Date: 160511

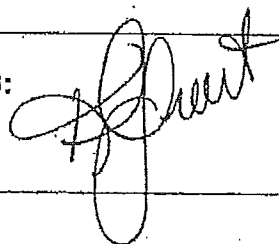
|                                                                                   |                             |                                                                           |
|-----------------------------------------------------------------------------------|-----------------------------|---------------------------------------------------------------------------|
|  | <b>CITY OF PITT MEADOWS</b> |                                                                           |
|                                                                                   | <b>COUNCIL REPORT</b>       |                                                                           |
|                                                                                   | <b>To:</b>                  | Chief Administrative Officer                                              |
|                                                                                   | <b>From:</b>                | Acting Director of Operations and Development Services                    |
|                                                                                   | <b>Date:</b>                | March 31, 2015                                                            |
|                                                                                   | <b>Subject:</b>             | Vehicle Dealership Rezoning and OCP Amendment Application, Lot A LMP 4786 |

**RECOMMENDATIONS:**

THAT Council:

- A. Grant Second Reading to Official Community Plan Amendment Bylaw No. 2669, 2014 to amend Schedule 3A, Urban Land Use, to change the land use designation of Lot A, LMP 4786 from Outdoor Recreation to Highway Commercial and to amend Schedule 12 A to include the subject property within Development Permit Area No. 10, North Loughheed Commercial as identified in Attachment C to the report from the Acting Director of Operations and Development Services dated March 31, 2015; AND
- B. Grant Second Reading to Zoning Bylaw No. 2670, 2014 to rezone Lot A, LMP 4786 from Agricultural and Golf Course (A-4) to Highway Commercial (C-1) to permit the construction of a vehicle dealership and to amend Section 11.1.9 which would allow vehicle dealerships in the C-1 zone on areas greater than 1 hectare as identified in Attachment D to the report from the Acting Director of Operations and Development Services dated March 31, 2015; AND
- C. Schedule a public hearing for May 5, 2015; OR
- D. Other.

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:



01-Apr-2015#125767v1

**PURPOSE:**

The purpose of this report is to advise and update Council of an application made by Ron Hoffart of Graham Hoffart Mathiasen Architects to amend the Official Community Plan and rezone Lot A, LMP 4786 to permit the construction of a vehicle dealership at that location.

**BACKGROUND:**

**Application Background:**

Applicant/Agent: Ron Hoffart, Graham Hoffart Mathiasen Architects

Owner: 0994778 BC Ltd.

Legal Description: Lot A Plan LMP 4786

Civic Address: 19675 Meadow Gardens Way

Area: 3.47 hectares

OCP Existing: Outdoor Recreation  
Proposed: Highway Commercial

Zoning Existing: Agricultural and Golf Course (A-4)  
Proposed: Highway Commercial (C-1)

**Adjacent Area:**

| <u>Direction</u> | <u>Existing Use</u>                                                      | <u>OCP Designation</u>                                         | <u>Zoning</u>                                           |
|------------------|--------------------------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------|
| North            | Residential and Golf Course                                              | Outdoor Recreation (Pitt Meadows)<br>Residential (Maple Ridge) | Agricultural and Golf Course (A-4), RS-1b (Maple Ridge) |
| South            | Car Dealership                                                           | Highway Commercial                                             | Highway Commercial (C-1)                                |
| East             | Municipal boundary / pumphouse / single-family Residential (Maple Ridge) | Residential (Maple Ridge)                                      | RS-1b (Maple Ridge)                                     |

#125767v1

|      |                       |                    |                                    |
|------|-----------------------|--------------------|------------------------------------|
| West | Highway / Golf Course | Outdoor Recreation | Agricultural and Golf Course (A-4) |
|------|-----------------------|--------------------|------------------------------------|

The 3.5 hectare subject property used to be part of the Meadows Gardens Golf Course. It was severed from the golf course by the construction of Golden Ears Way. Since the construction of Golden Ears Way, the site has remained vacant.

Council considered the two bylaws for first reading at the December 9<sup>th</sup> Council meeting to permit a vehicle dealership at this location. The readings were granted, and a letter requesting the extension of services from Maple Ridge into the site was sent to Maple Ridge Council.

Maple Ridge Council considered the letter and request at their January 19<sup>th</sup> workshop. They recommended the following:

"That a letter be sent to the City of Pitt Meadows stating support-in-principle for the provision of City of Maple Ridge municipal water and sanitary services to Lot A, LMP 4786, a development property in the City of Pitt Meadows (Rezoning File No. 3360-20-2014-02) subject to the Developer satisfying all requirements identified in the January 19, 2015 "Request to Provide Municipal Services to Lot A, LMP 4786, a Development Property in the City of Pitt Meadows" report to the City of Maple Ridge's satisfaction."

The letter, dated March 24, 2015, refers to the Maple Ridge staff report to Council which recommends that a number of issues be resolved prior to final consideration of the extension of services by the City of Maple Ridge (see Attachment A).

It should be noted that the applicant will not be seeking development variances for the setback from the residential zones or for building height, as stated in the First Reading Report.

## POLICY:

### 4.7.1 General Commercial Development

- b) A wide range of commercial businesses is encouraged, but a distinction should be maintained between the types of retail and services that are permitted in established commercial areas:
  - Commercial uses which serve regional population and require greater parking considerations are encouraged to locate in Highway Commercial areas adjacent to the Lougheed Highway and major arterial roads;
- c) Parking areas should not dominate development sites and should provide safe and attractive pedestrian connections to buildings;

#125767v1

#### 4.7.3 Lougheed Highway Corridor

Developers of commercial areas adjacent to the Lougheed Highway will be required to provide a comprehensively-designed parking and traffic flow plan prior to rezoning of properties.

#### FINANCIAL IMPLICATIONS:

Amending the OCP and rezoning the subject parcel to enable a vehicle dealership will result in an increase in the provision of municipal services to the lot, including emergency services and bylaw enforcement. It is estimated that the City portion of the annual taxes collected would increase from \$3,051 under the current use of the site to between \$95,991 and \$119,989 with the construction of the dealership.

#### DISCUSSION:

##### Revised Draft Rezoning Bylaw Amendment

The first version of the proposed rezoning bylaw amendment did not contain a text amendment that would be necessary to accommodate a vehicle dealership on the subject site. According to the provisions of the C-1 zone, vehicle dealerships are limited to 1 hectare in area. The proposed vehicle dealership area would be 3.5 hectares. The revised bylaw is appended to this report as Attachment D.

##### Letter from the City of Maple Ridge

The City of Maple Ridge has indicated their support in principle for the provision of municipal water and sanitary services to the subject parcel, subject to the developer satisfying all the requirements identified in their staff report to Council. Several of the approval requirements identified by Maple Ridge are also approval requirements identified by the City of Pitt Meadows in the Council report dated December 3, 2014. Therefore, the developer will be required to work with both municipalities after third reading to ensure that they can meet the conditions of both municipalities in order to obtain final approval of the rezoning application. Overlapping conditions are indicated by the arrows between the two columns below:

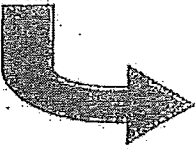
##### Maple Ridge Requirements

- Determination of adequacy of water distribution and sanitary sewer system for vehicle dealership
- Floodplain hydraulic assessment

##### Pitt Meadows Requirements

- Registration of covenant restricting use to vehicle dealership
- Report from a qualified professional stating that the development may be safely used for the vehicle dealership intended at 4.11 metres

#125767v1

- Stormwater management plan
  - Transportation study
  - Records from any public hearings and advance notice of future meetings
  - No outdoor speakers or other audible notification systems
  - Implementation of lighting standards to restrict direct and indirect light from entering the residential neighbourhood
  - Public Hearing Issues
  - No rooftop parking permitted or identification of acceptable screening and louvers
  - Servicing Agreement
  - Acoustic study
  - Improve buffering and landscape details between residential and commercial uses
- 
- Stormwater management plan
  - Demonstration of safe pedestrian access to the site.
  - Discharge of covenants related to the parent parcel
  - Registration of restrictive covenant prohibiting the use of outdoor speakers or other audible notification systems
  - Registration of a restrictive covenant restricting direct and indirect light from entering the residential neighbourhood
  - Public Hearing Issues
  - Registration of an agreement between the City of Pitt Meadows and the City of Maple Ridge to provide services to the site prior to the adoption of the bylaw.

### Other Agency Approvals

#### Ministry of Transportation and Infrastructure

The Ministry of Transportation has reviewed the proposal and has granted preliminary approval provided that no direct access is permitted onto the Lougheed Highway and that no storm drainage is directed to Ministry of Transportation and Infrastructure (MOTI) drainage systems (see Attachment B). The applicant maintains that a secondary

#125767v1

emergency access point is desirable for this site and they will continue to work with MOTI to achieve the emergency access as well as the pedestrian access to the Lougheed Highway as required by the City as a condition of third reading.

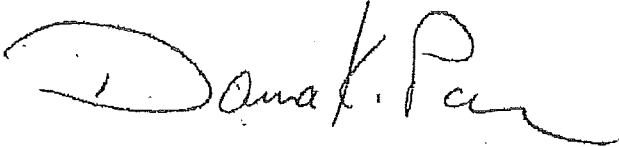
Translink

The Translink-owned parcel has a covenant registered on title granting an easement over it to allow access to the subject property at the intersection of the Lougheed Highway looping on / off ramp. According to the covenant, Translink must grant written approval for any highway access improvements onto Golden Ears Way, such approval not to be unreasonably withheld. The applicant is working independently with Translink on this access point.

**SUMMARY/CONCLUSION:**

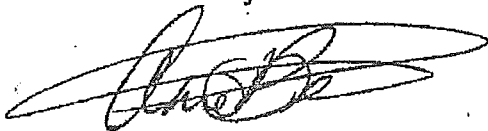
After redesignating and rezoning the property, the applicant will be required to obtain development permit approval (which will include an Advisory Design Panel review) from Council prior to issuance of a building permit.

Respectfully submitted,



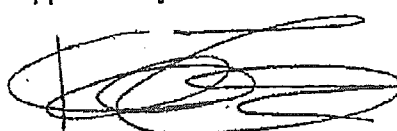
Dana K. Parr  
Planner

Reviewed by:



Anne Berry, MCIP, RPP  
Manager of Development Services

Approved by:



Kate Zanon  
Acting Director of Operations and  
Development Services

**ATTACHMENTS:**

- A. Letter from Stephen Judd, City of Maple Ridge Manager of Infrastructure Development, dated March 24, 2015.
- B. Letter from the Ministry of Transportation and Infrastructure, dated December 15, 2014.

#125767v1

- C. Proposed Official Community Plan Amendment Bylaw No. 2669, 2014
- D. Amended Proposed Zoning Amendment Bylaw No. 2670, 2014





mapleridge.ca

## City of Maple Ridge

TO: Her Worship Mayor Nicole Read  
and Members of Council  
FROM: Chief Administrative Officer  
MEETING DATE: January 19, 2015  
FILE NO: 11-5245-20  
MEETING: Workshop  
SUBJECT: Request to Provide Municipal Services to Lot A, LMP 4786, a Development Property in the City of Pitt Meadows

---

**EXECUTIVE SUMMARY:**

The City of Maple Ridge (City) has received correspondence from the City of Pitt Meadows (Pitt Meadows) dated December 17, 2014 requesting that the City consent to providing water and sanitary sewer services for a proposed auto dealership located on Lot A, LMP 4786 in Pitt Meadows.

The subject property is situated north of Lougheed Highway between the western City boundary and Golden Ears Way as highlighted in the attached request. There are no Pitt Meadows utilities located within reasonable proximity to the site so for the development to proceed it requires that water and sanitary sewer services be provided by the City.

City staff have had previous correspondence with both the developer and Pitt Meadows staff regarding the provision of services to this site and have determined that it requires City approval to enter into an agreement and that there are a number of matters that need to be addressed prior to final approval of the request.

There are other examples where the City has entered into servicing agreements with properties in Pitt Meadows for the provision of infrastructure services and support for this application is reasonable if it is determined to be technically feasible and impacts on neighbouring lands in the City are mitigated.

The purpose of this report is to ascertain if City Council is supportive of the request to extend services to the subject site in Pitt Meadows and to identify other any additional provisions that would be required to be resolved prior to Council authorizing the provision of City services. It should be noted that at this time consideration of the extension is only in principle and that any final agreements would only be finalized upon confirmation of the adequacy of the stated provisions.

**RECOMMENDATION(S):**

THAT a letter be sent to the City of Pitt Meadows stating support in-principle for the provision of City of Maple Ridge municipal water and sanitary services to Lot A, LMP 4786, a development property in the City of Pitt Meadows (Rezoning File No. 3360-20-2014-Q2) subject to the Developer satisfying all requirements identified in the January 19, 2015 "Request to Provide Municipal Services to Lot A, LMP 4786, a Development Property in the City of Pitt Meadows" report to the City of Maple Ridge's satisfaction.

## DISCUSSION:

### a) Background:

The City is in receipt of a letter from Pitt Meadows dated December 17, 2014 stating that on December 16, 2014 first reading was granted to amend the Pitt Meadows Official Community Plan to rezone the lands North of Lougheed between Golden Ears Bridge and the City of Maple Ridge municipal boundary to permit the development of an auto dealership.

The Pitt Meadows Council report identified that the subject site will require water and sanitary sewer services from the City as there is no Pitt Meadows municipal servicing available within a reasonable proximity to the development site. As such, the letter from Pitt Meadows to the City has requested that the City agree to enter into a servicing agreement for the provision of municipal water and sanitary sewer services.

City staff have previously discussed potential applications on this site with both Pitt Meadows staff and developers. Through the correspondence City staff have identified a list of requirements that need to be addressed including the technical feasibility for the provision of services, onsite operational considerations as well as impacts to adjacent lands in the City as outlined in Section C of this report.

### b) Development Agreements

With ongoing growth in the Lower Mainland and increasing financial pressures, municipalities are looking for ways to reduce overall costs and increase the efficiency of the services that are being delivered. One approach for improving the efficiency of delivering services is to utilize the existing infrastructure or facilities that are in place in neighbouring communities. This will often include recreational and emergency services but also includes the provision of engineering services.

There are a number of existing cross-municipal servicing agreements in place between the City and properties in Pitt Meadows. For instance the City provides the West Coast Mazda and Toyota Dealerships in Pitt Meadows with water and sanitary sewer. These agreements eliminated the need for the duplication of services and reduced both the developers initial cost of infrastructure installation and the Cities ongoing maintenance and replacement costs.

Within the agreements the terms of use are clearly established including how the services will be compensated for by the receiving municipality. If the provision of municipal services to Pitt Meadows is supported a similar servicing agreement would be created in accordance with current municipal statutes.

### c) Development Requirements and Agreement Conditions

The proposed development borders on a residential neighbourhood in Maple Ridge. In previous discussions with Pitt Meadows this property was anticipated to be residential whereas the current application is commercial. While it is anticipated that the technical aspects of the provision of services can be addressed, there are a significant number of foreseeable issues with the interface to a commercial property that will be of concern to the City residents in the adjoining neighbourhood. These generally include noise and light pollution, overspill of employee and customer parking onto residential streets and impacts from additional stormwater runoff.

Through the initial discussion pertaining to this development Staff identified several preliminary requirements that need to be addressed by the applicant through the Pitt Meadows development

process prior to final consideration of the extension of services by the City. The issues that require resolution are as follows:

- Utilities:
  - Determine the adequacy of the City's water distribution and sanitary sewer systems in light of the proposed land use.
  - Undertake a floodplain hydraulic assessment including overland flows and groundwater impacts on adjacent properties as a result of the placement of any fill on the development site.
  - Develop a storm water management plan to address any drainage concerns with the residential interface, ensuring that City properties do not suffer any deleterious impacts from the proposed development.
- Transportation Study:
  - Review vehicular access and pedestrian access to the site.
  - There is no pedestrian access to be provided from the City.
  - Address conflicts with the proposed Lougheed access and existing merge lane from Dewdney Trunk Road onto Lougheed Highway.
  - Address emergency access to the site.
- Development Process:
  - Records from any public hearings that have been conducted and advance notice of future meetings.
- Design Considerations:
  - Improve buffering and landscape details between residential and commercial including an acoustic study of impacts from the development site.
  - All employee parking should be contained on site.
  - The City will not support pedestrian connectivity to 201 Street.
  - No rooftop parking permitted or identify acceptable screening and louvers to maintain existing levels of residential privacy in adjoining properties.
  - No use of outdoor speakers or other audible notification systems.
  - Implement lighting standards that restrict all light pollution either direct or reflected from entering into the adjoining residential area including, limiting the height of poles, providing lighting screens, reduced brightness after hours and effective landscaping.
- Senior Agency Approvals
  - Translink
  - Ministry of Transportation
  - Metro Vancouver
- Servicing Agreement
  - Terms of compensation and compliance with statutory requirements
- Additional Items
  - City Council items and considerations
  - Public Hearing issues from residents
  - All enforcement issues related to the subject property arising from either land use or property owners to be addressed by Pitt Meadows.

d) Desired Outcome:

That Council would support the issuance of a letter to Pitt Meadows supporting the proposed development in principle subject to the receipt of further information addressing all City concerns prior to entering into a servicing agreement for the provision of services to the development site.

e) Citizen/Customer Implications:

The properties in Maple Ridge along 201 Street will be impacted by development of the Pitt Meadows site regardless of the nature of land use that occurs but the City seeks to mitigate those impacts. Staff understands that the developer has had a Public Information Meeting for residents adjoining the development site.

f) Interdepartmental Implications:

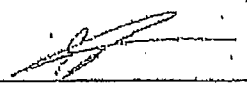
A number of City departments will be involved should the request for service connections be supported: the Finance Department will be required to collect utility charges through Pitt Meadows as per the conditions laid out in a servicing agreement; the Operations Department will be required to maintain the service connections with potentially limited accessibility along the City's municipal boundary depending upon where the services are located; the Licences, Permits and Bylaw Department have historically been required to enforce concerns that originated from interface properties in Pitt Meadows such as noise complaints, litter, parking on boulevards and signage, and the Engineering and Planning Departments will be required to review the development application reports as well as preparing Council reports and updates for a development application located outside of the City.

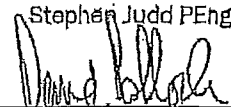
g) Alternatives:

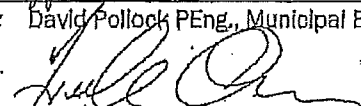
Council issue a letter to Pitt Meadows stating that the provision of water and sanitary sewer for the proposed development is not supported that the property should be serviced from Pitt Meadows.

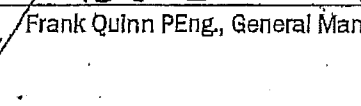
CONCLUSIONS:

Given that the City has previously entered into agreements for the provision of services with Pitt Meadows and assuming that the request to extend water and sanitary sewer to the subject property is technically feasible, staff support for the request from Pitt Meadows providing that the specified requirements as outlined in this report are resolved to the City's satisfaction.

  
Prepared by: Stephen Judd PEng, Manager of Infrastructure Development

  
Reviewed by: David Pollock PEng, Municipal Engineer

  
Approved by: Frank Quinn PEng, General Manager, PW&DS

  
Concurrence: J.L. (Jim) Rule  
Chief Administrative Officer

Att: Letter from City of Pitt Meadows dated December 17, 2014 including Pitt Meadows Council In Committee Report dated December 03, 2014 titled "Vehicle Dealership rezoning and OCP Amendment Applications, Lot A LMP 4786."

BRITISH  
COLUMBIAMinistry of Transportation  
and InfrastructureDEVELOPMENT APPROVALS  
GENERAL COMMUNICATION

City of Pitt Meadows  
12007 Harris Road  
Pitt Meadows  
V3Y 2B5

Your File #:

eDAS File #: 2014-04464

Date: December 15th, 2014

Attention: Dana K. Parr- Planner

Re: Proposed Development OCP Amendment and Rezoning of 19675 Meadow  
Garden Way.

We have reviewed your submission regarding the above noted OCP Amendment for  
19675 Meadow Garden Way and have the below comments:

- As with previous communication regarding this location no direct access shall be permitted to Highway 7.
- No storm drainage shall be directed to Ministry of Transportation and Infrastructure drainage systems. This includes, but is not limited to collection and run off of the internal road system. All storm water is to be directed to a municipally maintained storm system.

If you have any questions please feel free to call Daniel Johnson at 604 313 2525.

Yours truly,

Daniel Johnson  
Area Development & Operations Technician  
[Daniel.Johnson@gov.bc.ca](mailto:Daniel.Johnson@gov.bc.ca)

| Local District/Address                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------|
| Lower Mainland District<br>310-1500 Woolridge Street<br>Coquitlam, BC V3K 0B8<br>Canada<br>Phone: (604) 527-2221 Fax: (604) 527-2222 |

**OFFICIAL COMMUNITY PLAN AMENDMENT  
BYLAW NO. 2669, 2014**

Page 2

from Outdoor Recreation to Highway Commercial as shown boldly outlined and shaded on Attachment "A".

3. Table of Map Schedules, Schedule 12A is amended to include:

**PID: 017-828-601**

**Lot A Except: Firstly; Part Subdivided by Plan LMP45462,  
Secondly; Part Subdivided by Plan BCP16025,  
Thirdly; Part Parcel A (Statutory Right of Way Plan BCP24939) Fourthly; Part  
Parcel B (Statutory Right of Way Plan BCP24939)  
Fifthly; Part Subdivided by Plan BCP50365 District Lot 223, 224, 246 and 286  
Group 1 New Westminster District Plan LMP4786**

within Development Permit Area No. 10 as shown boldly outlined and shaded on Attachment "B".

4. City of Pitt Meadows Official Community Plan Bylaw No. 2352, 2007 is hereby amended accordingly.

READ a FIRST time the 16<sup>th</sup> day of December, 2014.

READ a SECOND time the     day of     , 2015.

READ a THIRD time the     day of     2015.

ADOPTED the     day of     2015.

**CITY OF PITT MEADOWS  
OFFICIAL COMMUNITY PLAN AMENDMENT  
BYLAW NO. 2669, 2014**

A Bylaw to amend applicable sections of Official Community Plan Bylaw No. 2352, 2007

---

**WHEREAS**, it is deemed expedient to amend Official Community Plan Bylaw No. 2352, 2007; and

**WHEREAS**, the Council of The City of Pitt Meadows has, in accordance with Section 879 (1) of the Local Government Act, during the development of the amendment to the Official Community Plan, provided one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected;  
**AND**

**WHEREAS**, the Council of The City Of Pitt Meadows has, in accordance with Section 879 (2) of the Local Government Act considered whether opportunities for consultation with one or more persons, organizations, and authorities should be early and ongoing and specifically considered whether consultation is required with

- a) Metro Vancouver
- b) Adjacent regional districts (Fraser Valley Regional District)
- c) The Councils of the City of Maple Ridge, Township of Langley and City of Port Coquitlam
- d) Katzie First Nation
- e) School Board
- f) The province
- g) Any other agencies

**NOW THEREFORE**, the Council of The City of Pitt Meadows in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the "City of Pitt Meadows Official Community Plan Amendment Bylaw No. 2669, 2014";
2. Table of Map Schedules, Schedule 3A is amended to change the land use designation of:

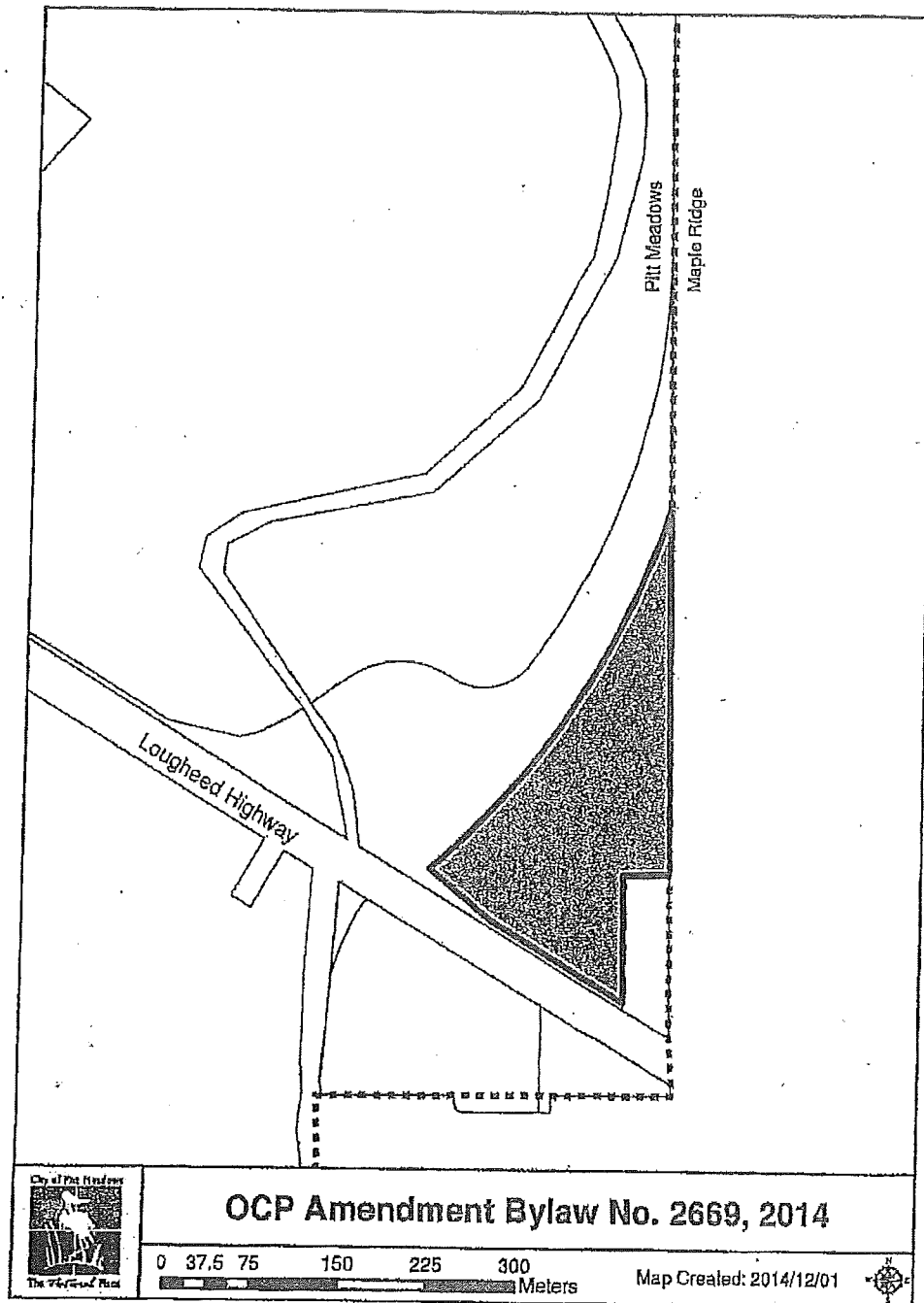
**PID: 017-828-601**

**Lot A Except: Firstly; Part Subdivided by Plan LMP45462,  
Secondly; Part Subdivided by Plan BCP16025,  
Thirdly; Part Parcel A (Statutory Right of Way Plan BCP24939) Fourthly; Part  
Parcel B (Statutory Right of Way Plan BCP24939)  
Fifthly; Part Subdivided by Plan BCP50365 District Lot 223, 224, 246 and 286  
Group 1 New Westminster District Plan LMP4786**

OFFICIAL COMMUNITY PLAN AMENDMENT  
BYLAW NO. 2669, 2014

Page 3

ATTACHMENT "A"

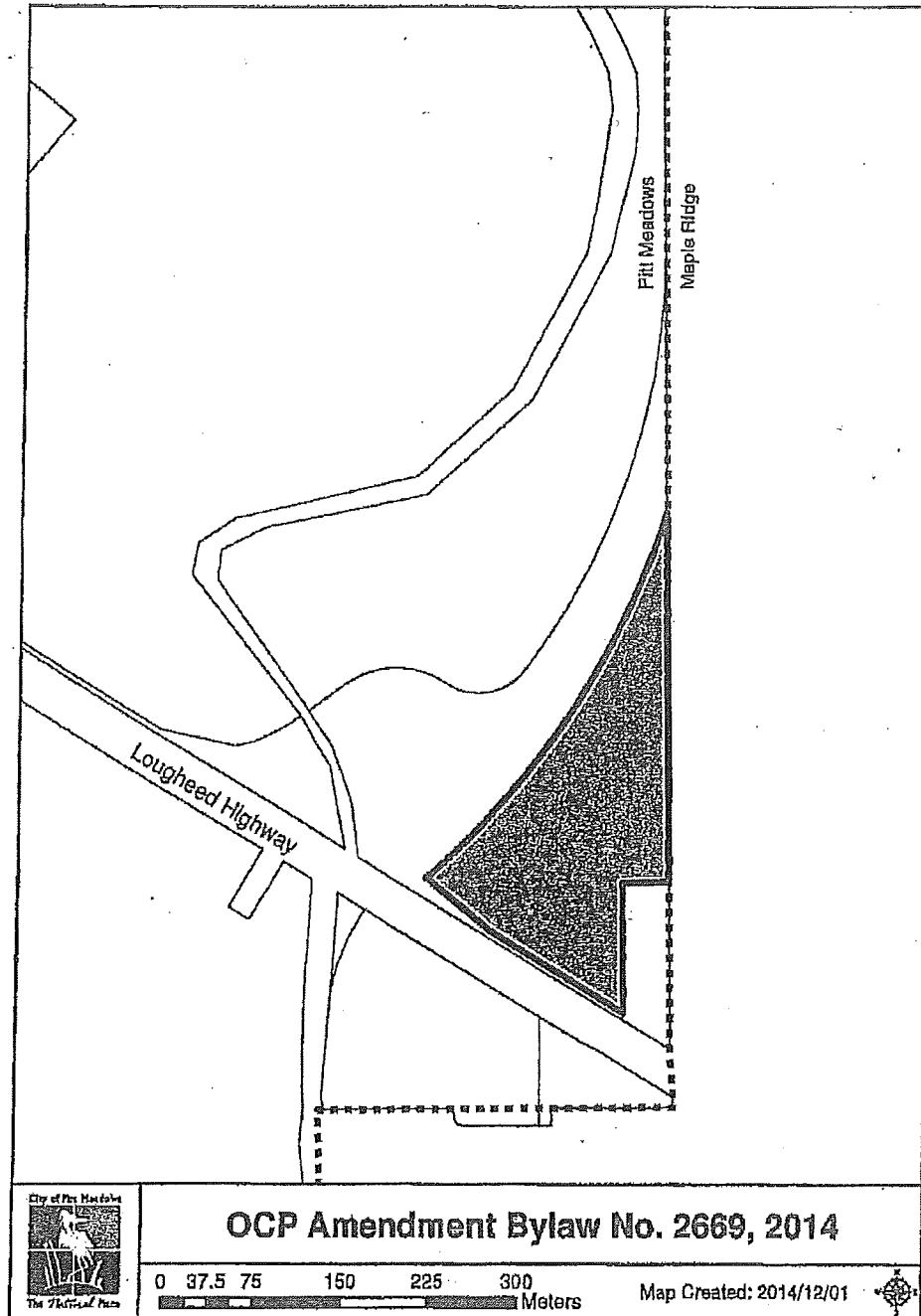




OFFICIAL COMMUNITY PLAN AMENDMENT  
BYLAW NO. 2669, 2014

Page 4

ATTACHMENT "B"



**CITY OF PITT MEADOWS  
ZONING AMENDMENT BYLAW NO. 2670, 2014**

A Bylaw to amend a section of Zoning Bylaw No. 2505, 2011.

**WHEREAS**, it is deemed expedient to amend City of Pitt Meadows Zoning Bylaw No. 2505, 2011, as amended; **AND**

**NOW THEREFORE**, the Council of the City of Pitt Meadows in open meeting assembled, **ENACTS AS FOLLOWS**:

1. This Bylaw may be cited as the City of Pitt Meadows Zoning Amendment Bylaw No. 2670, 2014.
2. That the parcel of land legally described as:

**PID: 017-828-601**

**Lot A Except: Firstly; Part Subdivided by Plan LMP45462,  
Secondly; Part Subdivided by Plan BCP16025,  
Thirdly; Part Parcel A (Statutory Right of Way Plan BCP24939)  
Fourthly; Part Parcel B (Statutory Right of Way Plan BCP24939)  
Fifthly; Part Subdivided by Plan BCP50365 District Lot 223, 224, 246  
and 286 Group 1 New Westminster District Plan LMP4786**

As shown shaded in the attached Plan which forms part of this bylaw, is hereby rezoned to Highway Commercial (C-1) Zone to permit the construction of a vehicle dealership.

3. Part 11 Commercial, 11.1 Highway Commercial, 11.1.8 Conditions of Use, Part b) is amended to allow an exemption to the site area for the vehicle dealership as follows:
  - b) The maximum amount of site area devoted to vehicle dealerships, whether on a single lot or on two or more adjacent lots, shall be 1 ha, with the exception of the following property:

**PID: 017-828-601**

**Lot A Except: Firstly; Part Subdivided by Plan LMP45462,  
Secondly; Part Subdivided by Plan BCP16025,  
Thirdly; Part Parcel A (Statutory Right of Way Plan BCP24939)  
Fourthly; Part Parcel B (Statutory Right of Way Plan BCP24939)**

**CITY OF PITT MEADOWS  
ZONING AMENDMENT BYLAW NO. 2670, 2014**

Page 2

**Fifthly; Part Subdivided by Plan BCP50365 District Lot 223,  
224, 246 and 286 Group 1 New Westminster District Plan  
LMP4786**

3. City of Pitt Meadows Zoning Bylaw No. 2505, 2011 as amended and Schedule "A" attached thereto are hereby amended accordingly.

READ a FIRST time the 16<sup>th</sup> day of December, 2014.

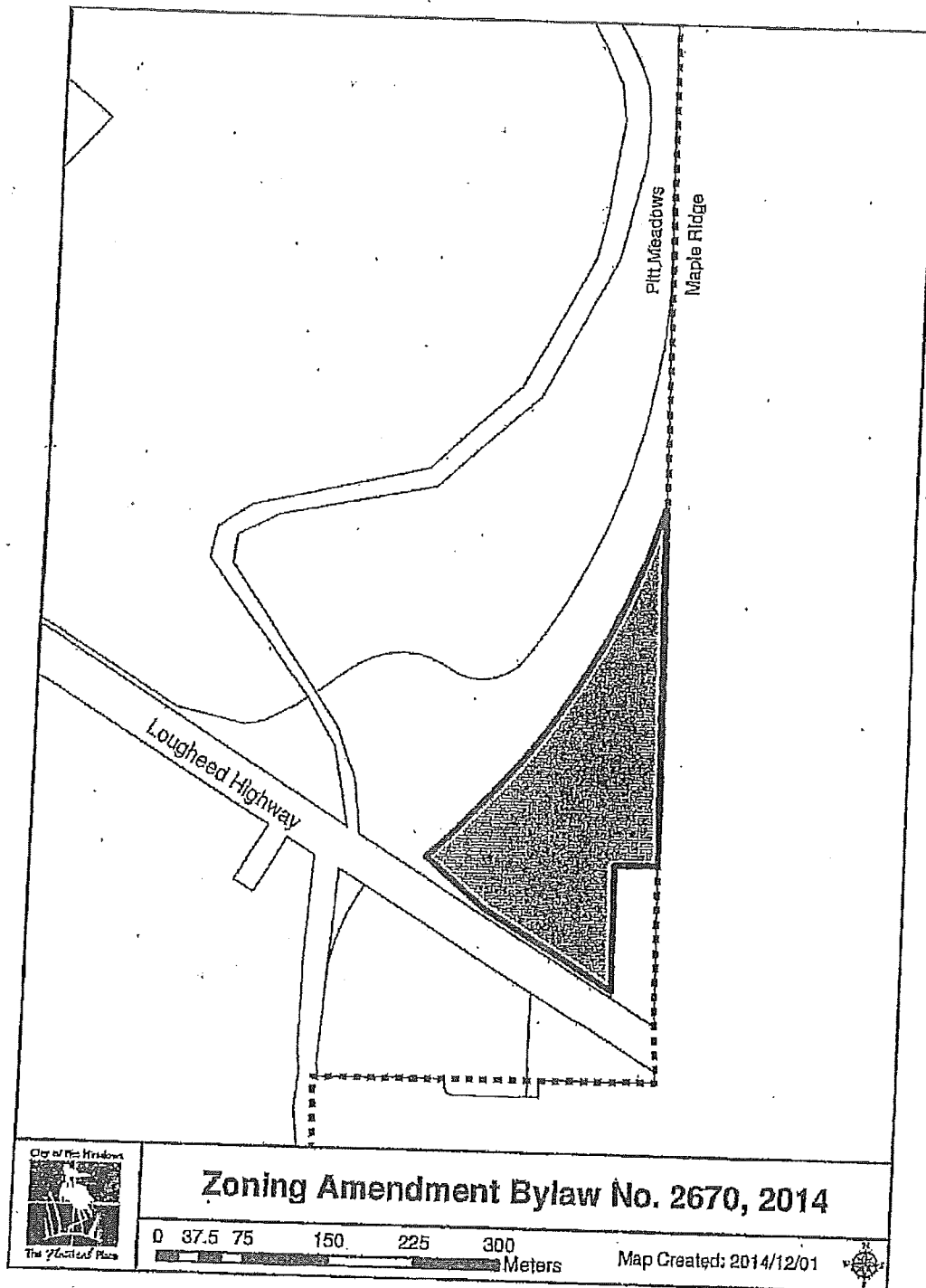
READ a SECOND time the     day of     , 2015.

PUBLIC HEARING held the     day of     , 2015.

READ a THIRD time the     day of     , 2015.

ADOPTED the     day of     , 2015.

ATTACHMENT "A"



## CITY OF PITT MEADOWS

Minutes of the REGULAR MEETING of Pitt Meadows City Council held on Tuesday, May 5, 2015 at 7:00 p.m. in the Council Chamber of the Pitt Meadows City Hall, 12007 Harris Road, Pitt Meadows, British Columbia.

### PRESENT:

**Elected Officials:** Mayor J. Becker  
 Councillor B. Bell  
 Councillor B. Dingwall  
 Councillor J. Elkerton  
 Councillor T. Miyashita  
 Councillor D. Murray  
 Councillor M. Stark

**Staff:** K. Zanon, Director of Operations and  
 Development Services  
 M. Roberts, Director of Finance & Facilities  
 C. Harding, Manager of Financial Planning and  
 Accounting  
 K. Kenney, Manager of Legislative Services  
 L. Kelly, Deputy Clerk

**GUEST:** C. Simpson, BDO Canada LLP

The meeting was called to order at 7:05 p.m.

### A. LATE ITEMS

**MOVED** by Councillor D. Murray, **SECONDED** by Councillor B. Dingwall, THAT—Vehicle Dealership Rezoning and OCP Amendment Application – Zoning Amendment Bylaw No. 2670, 2014 and Official Community Plan Amendment Bylaw No. 2669, 2014 – Third Reading, be added to the Agenda as Item J2.2.

CARRIED.

**B. APPROVAL OF AGENDA**

📎 Agenda for the May 5, 2015 Regular Meeting of Council

**MOVED** by Councillor D. Murray, **SECONDED** by Councillor B. Bell, THAT the Agenda for the May 5, 2015 Regular Meeting of Council be approved as amended.

CARRIED.

**C. ADOPTION OF MINUTES**

1. Minutes of the March 31, 2015 Special Meeting of Council, Minutes of the April 13, 2015 Special Meeting of Council, Minutes of the April 21, 2015 Special Meeting of Council, and Minutes of the April 21, 2015 Regular Meeting of Council.

📎 Minutes of the March 31, 2015 Special Meeting of Council

📎 Minutes of the April 13, 2015 Special Meeting of Council

📎 Minutes of the April 21, 2015 Special Meeting of Council

📎 Minutes of the April 21, 2015 Regular Meeting of Council

**MOVED** by Councillor J. Elkerton, **SECONDED** by Councillor B. Bell, THAT the Minutes of the Special Meeting of Council held on March 31, 2015, Minutes of the Special Meeting of Council held on April 13, 2015, Minutes of the Special Meeting of Council held on April 21, 2015, and Minutes of the Regular Meeting of Council held April 21, 2015, be adopted.

CARRIED.

**D. ANNOUNCEMENTS**

In an effort to make the community aware, the following are announced:

1. **May is MS Awareness Month. As requested by Multiple Sclerosis Society of Canada.**

📎 May is MS Awareness Month

2. **Elizabeth Fry Week is May 3 - 9, 2015. As requested by Elizabeth Fry Society of Greater Vancouver.**

📎 Elizabeth Fry Week is May 3 - 9, 2015

3. Youth Week is May 1 - 7, 2015. As requested by Maple Ridge Pitt Meadows Youth Council.
4. May is Falun Dafa Month. As requested by Falun Dafa Association.

✍ May is Falun Dafa Month

## E. DELEGATIONS AND PRESENTATIONS

### 1. DELEGATIONS

None.

### 2. PRESENTATIONS

#### 2.1 RCMP - Theft from Automobiles. Presentation by Corporal Tony Vanags, Officer in Charge, Pitt Meadows Community Police Office.

Cpl. Tony Vanags, Officer in Charge, Pitt Meadows Community Police Office, distributed a copy of the Crime Alert flyer to Council members. He then provided an update on the initiatives undertaken by police to address the increase in the number of auto thefts that began in late 2014. There has been a 30% increase between same time period in 2014 and 2015, with the majority occurring in the downtown area of 124 Avenue, Harris Road and surrounding blocks, as well as at the dikes.

The police have put in place two plans, one for enforcement and one for education. The enforcement portion includes the plain clothes section modifying their schedules to ensure they are available to target the offenders when they are most likely to offend (10 p.m. to 6 a.m.); increased hot spot patrols; additional resources (including Auxiliaries) available for Friday and Saturday nights. Cpl. Vanags advised the public should work with the police and not provide enforcement on their own.

The education portion includes use of social media, including Facebook, pop-up events where the police have given out steering wheel clubs and provided information on how to avoid thefts from vehicles, distributing the crime alert flyer, provision of information which was distributed at the Home Show, and use of the electronic billboard.

Cpl. Vanags also advised that the Community Police Office is open 8:30 a.m. to 4:30 p.m., Monday to Friday, but in addition, there are two general duty officers available 24/7.

## F. PUBLIC HEARING

### 1. Vehicle Dealership Rezoning and OCP Amendment Application, City of Pitt Meadows Zoning Amendment Bylaw No. 2670, 2014.

The Public Hearing was called to order at 7:21 p.m.

The Notice of Public Hearing is included as Attachment 1 and forms part of these Minutes.

 Notice of Public Hearing.

Staff confirmed that all statutory requirements have been met, and two pieces of correspondence were received and circulated to Council, and are included as Attachments 3 and 4 and forms part of these Minutes.

Attachment 3 – Communication from Tara and Chad Schneider dated April 29, 2015.

 Attach 3 Schneider

Attachment 4 – Communication from Peter Mann dated May 4, 2015.

 Attach 4 - Peter Mann

Ms. Kate Zanon, Director of Operations and Development Services, provided a summary of the proposed rezoning for a vehicle dealership on Lougheed Highway, including the City of Pitt Meadows and the City of Maple Ridge's recommended conditions of approval relative to the rezoning and municipal water and sanitary services respectively, which is included as Attachment 2 and forms part of these Minutes.

 Attach 2 - Vehicle Dealership

Mayor Becker outlined the process under which the Public Hearing would proceed.

The Mayor called for speakers for the first time.

Richard Philips, 201 Street, Maple Ridge, asked what is planned for the shaded portion which is the public right of way; will the fence lines



be moved, what is the building footprint, asked about the lighting and what his options are if there is light pollution into his house; when will construction begin and end?

Staff advised that there is a right of way which will remain open, a landscape buffer, and driveway access for the dealership. Ms. Zanon advised that no fence lines will be moved and indicated parking will be located north of the building. Staff will review the lights before they are installed; the height will be restricted and the lamps will be shielded from the neighbours. If there is a problem, staff would be in touch with the property owner to rectify it. Staff does not have available the date construction will begin and end.

David Friesen, 201 Street, Maple Ridge, asked what plans are being considered for the greenery/pyramid trees already in place; he does not want the established trees removed.

Staff advised that the applicant is required to submit a landscape plan to show what they are going to put in and how they will buffer the site, particularly for those trees that will be removed.

Local realtor, Maple Ridge, felt the property values will drop in the immediate area of the dealership after this dealership is put in.

The Mayor called for speakers for the second and third time.

**MOVED** by Councillor D. Murray, **SECONDED** b Councillor B. Bell  
THAT the Public Hearing be closed at 7:29 p.m.

CARRIED.

#### G. CONSENT AGENDA

**MOVED** by Councillor B. Bell, **SECONDED** by Councillor T. Miyashita, THAT the following items, with the exception of Item 3.2, be received into the record: 1. MINUTES, 2. REPORTS, 3. CORRESPONDENCE.

CARRIED.

##### 1. MINUTES

There were no items received for this Meeting.

##### 2. REPORTS

There were no items received for this Meeting.

### 3. CORRESPONDENCE

#### 3.1 **Metro Vancouver Board in Brief for meetings held on April 17, 2015.**

 Metro Vancouver Board in Brief for meetings held on April 17, 2015

#### 3.2 **Communication from Joanna and Terence Walton dated April 20, 2015 regarding possible Onni light industrial development.**

 Communication from Joanna and Terence Walton dated April 20, 2015 regarding possible Onni light industrial development

**MOVED** by Councillor B. Bell, **SECONDED** by Councillor M. Stark  
THAT the Mayor provide a response to Mr. and Mrs. Walton with respect to their communication dated April 20, 2015.

CARRIED.

### I. **COUNCIL REPORTS**

Councillor Murray, attended the Youth Week BBQ at Harris Park Skate Park; advised that the Royal Canadian Legion Branch 88 will be commemorating the 70<sup>th</sup> anniversary of World War 2 at the Legion; will be attending the Lower Mainland Local Government Association (LMLGA) Conference Banquet.

Councillor Dingwall, attended the Fraser Valley Regional Library two-day workshop where they discussed IT, social media and the services provided to citizens; met with the new Library Manager and had a tour of the library; attended the Community Police Committee meeting on April 29, the committee and the volunteer committees are looking for new members; attended the Ridge Meadows Home Show.

Councillor Elkerton, attended the Metro Vancouver Parks Committee meeting; park use is up 4.4%; attended the Home Show.

Councillor Bell, reminded the public that Pitt Meadows Day is on June 6 at Harris Road Park, starting with a pancake breakfast and culminating with the fireworks display; there is a fundraiser on May 24 at the Jolly Coachman for \$20; advised that the 12th annual Municipal Advisory Committee on Accessibility Issues (MACAI) awards will be held at the Pitt Meadows City Hall on June 17 at 7 pm.

Councillor Miyashita, attended the opening of the Mill Creek Bridge in Maple Ridge; participated in the Ridge Meadows Hospice fashion show; advised that Pitt Meadows Elementary School welcomed the French exchange students from Quebec this week.

Councillor Stark, attended the Home Show; advised this week is Emergency Preparedness Week, attended an Emergency Preparedness workshop today; everyone needs a 72-hour kit in your car and in your home; attended the Ford Road Co-op celebration of the burning of their mortgage.

Mayor Becker, was given an update on the project of the Arts Council by the Chair and Executive Director of the Arts Council; participated in a conference call with representatives from the Federation of Canadian Municipalities regarding the First Nations' servicing agreements program; the intent is to bring water, sewer and fire agreements up to date, current agreements expired five years and are now on a month-to-month basis; reported that the relationship with respect to the service agreements are moving along nicely; now working on servicing the Katzie wellness centre.

## **J. NEW/OTHER BUSINESS**

### **1. REPORTS**

#### **1.1 2014 Financial Statements & Audit Results. (05-1680-01/14)**

 2014 Financial Statements & Audit Results

**MOVED** by Councillor B. Bell, **SECONDED** by Councillor J. Elkerton, THAT Council:

- A. Approve the City's 2014 financial statements and direct the Mayor and the Director of Finance & Facilities to sign the Consolidated Statement of Financial Position and forward the completed financial statements to the Province, as required by May 15, 2015; AND
- B. Direct staff to do a presentation of the City's 2014 financial statements along with the 2014 annual report at a June 2015 Council meeting; AND
- C. Approve the Pitt Meadows Economic Development Corporation 2014 financial statements.

CARRIED.

#### **1.2 Updated Procedure Bylaw No. 2690. (3900-02)**

 Updated Procedure Bylaw No. 2690

**MOVED** by Councillor J. Elkerton, **SECONDED** by Councillor B. Bell, THAT Section 3 (2), Application of rules of procedure, in paragraph 2, be amended by deleting the words, "by a vote of two-

thirds of members present" and replacing it with the words, "by a majority vote of members present".

CARRIED.

With Councillors Dingwall and Miyashita voting in the negative.

**MOVED** by Councillor M. Stark, **SECONDED** by Councillor D. Murray, THAT Council:

- A. Grant First, Second and Third Reading to Procedure Bylaw No. 2690, as amended.

CARRIED.

With Councillors Dingwall and Miyashita voting in the negative.

### 1.3 Updated Purchasing and Procurement Policy. (0340-20)

 Updated Purchasing and Procurement Policy

**MOVED** by Councillor B. Bell, **SECONDED** by Councillor D. Murray, THAT Council:

- A. Approve amended Council Policy C012 Purchasing and Procurement, as attached to the report dated April 20, 2015 from the Office of the Chief Administrative Officer.

CARRIED.

### 1.4 Pitt Meadows 2015 Strategic Priorities Report. (0655-20/15)

 Pitt Meadows 2015 Strategic Priorities Report

**MOVED** by Councillor T. Miyashita, **SECONDED** by Councillor B. Dingwall, THAT Council:

- A. Adopt the 2015 Strategic Priorities Report including Council's Strategic Priorities Chart on page 7 of the report and Strategic Priority Work Program in Appendix 5 of the report; AND
- B. Direct staff to place a copy of the Strategic Priorities Chart on every Council meeting agenda and schedule a review of the priorities chart with Council quarterly; AND
- C. Direct staff to use the overarching principles, strategic focus area, priority work program and vision check-up contained in the 2015 Strategic Priorities Report to develop a one page Strategic Plan document for the 2015-2019 Council term.

CARRIED.

**MOVED** by Councillor Elkerton, **SECONDED** by Councillor Stark,  
THAT

- A. Direct staff to send correspondence to the municipalities of Coquitlam, Mission, New Westminster and Port Moody in addition to the correspondence already sent to the municipalities of Maple Ridge and Port Coquitlam lobbying for a reduction in bridge tolls.

CARRIED

## 2. BYLAWS AND PERMITS

### BYLAWS FOR ADOPTION:

#### 2.1 Beekeeping Amendment Bylaw No. 2464, 2015.

 Beekeeping Amendment Bylaw No. 2464, 2015

**MOVED** by Councillor T. Miyashita, **SECONDED** by Councillor J. Elkerton, THAT Council:

- A. Adopt Beekeeping Amendment Bylaw No. 2464, 2015.

CARRIED

#### 2.2 Vehicle Dealership Rezoning and OCP Amendment Application, City of Pitt Meadows Zoning Amendment Bylaw No. 2670, 2014 and City of Pitt Meadows Official Community Plan Amendment Bylaw No. 2669, 2014.

**MOVED** by Councillor T. Miyashita, **SECONDED** by Mayor J. Becker, THAT Council:

- A. Grant Third Reading to Official Community Plan Amendment Bylaw No. 2669, 2014.
- B. Grant Third Reading to Zoning Amendment Bylaw No. 2670, 2014

CARRIED.

**MOVED** by Councillor J. Elkerton, **SECONDED** by Councillor M. Stark, THAT Council, as a further condition of approval require the registration of a restrictive covenant for the preservation of trees on the site where possible, at the direction of an arborist.

CARRIED.

**K. ITEMS BROUGHT FORWARD FOR PUBLIC INFORMATION**

At the April 28, 2015 Special (Closed) Meeting, Council approved the following items for public release:

**C.1 Resolution only - Board of Variance - Appointments**

"THAT Council:

- A. Receive the report dated April 14, 2015 from the Director of Operations and Development Services for information; AND
- B. Re-appoint the following three members to the Pitt Meadows Board of Variance:
  - B.1 Mr. Dave Douglas;
  - B.2 Mr. Bill Park;
  - B.3 Ms. Christine Smith."

**C.4 Resolution only - Additional Appointment to Citizens' Committee on Open Government**

"THAT Council:

- A. Appoint the following member to the Citizens' Committee on Open Government as a resident member:

A.1 William Wild."

**L. NOTICE OF CLOSED MEETING**

There were no items received for this Meeting.

**M. QUESTION PERIOD**

William Wild, Pitt Meadows, advised of his continued concern that his property should be returned to the flat rate system rather than being on a metered billing system. He indicated the water utility surplus confirmed that people were being overcharged.

Staff advised that the potential surplus was considered during the 2015 business planning process and rates were not increased. Mr. Roberts, Director of Finance & Facilities, advised that it is difficult because water patterns cannot be predicted and the Greater Vancouver Water District sets the rate per cubic metre and Pitt

Meadows is billed after the water has been consumed. As well, the City's expenses cannot be delineated between flat fee users and metered water users.

William Wilde, Pitt Meadows, expressed his concern regarding the low areas of the diking system in Pitt Meadows, and that there is no plan in place to resolve this issue.

Mayor Becker confirmed that the issue will be discussed during the capital works portion of the 2016 business planning process.

**N. ADJOURNMENT**

**MOVED** by Councillor M. Stark, **SECONDED** by Councillor J. Elkerton, THAT this meeting now be adjourned at 9:00 p.m.

CARRIED.

**Signed:**

**Certified Correct:**

---

Mayor

---

Corporate Officer





## NOTICE OF INTENTION TO AMEND PITT MEADOWS ZONING BYLAW & OFFICIAL COMMUNITY PLAN

**TAKE NOTICE THAT** a Public Hearing will be held in the Council Chamber of the Pitt Meadows City Hall, 12007 Harris Road, Pitt Meadows, BC on **Tuesday May 5, 2015 at 7:00 p.m.** to consider the following amendment to Zoning Bylaw No. 2505, 2011 and to Official Community Plan Bylaw No. 2352, 2007.

### 1. City of Pitt Meadows Zoning Amendment Bylaw No. 2670, 2014

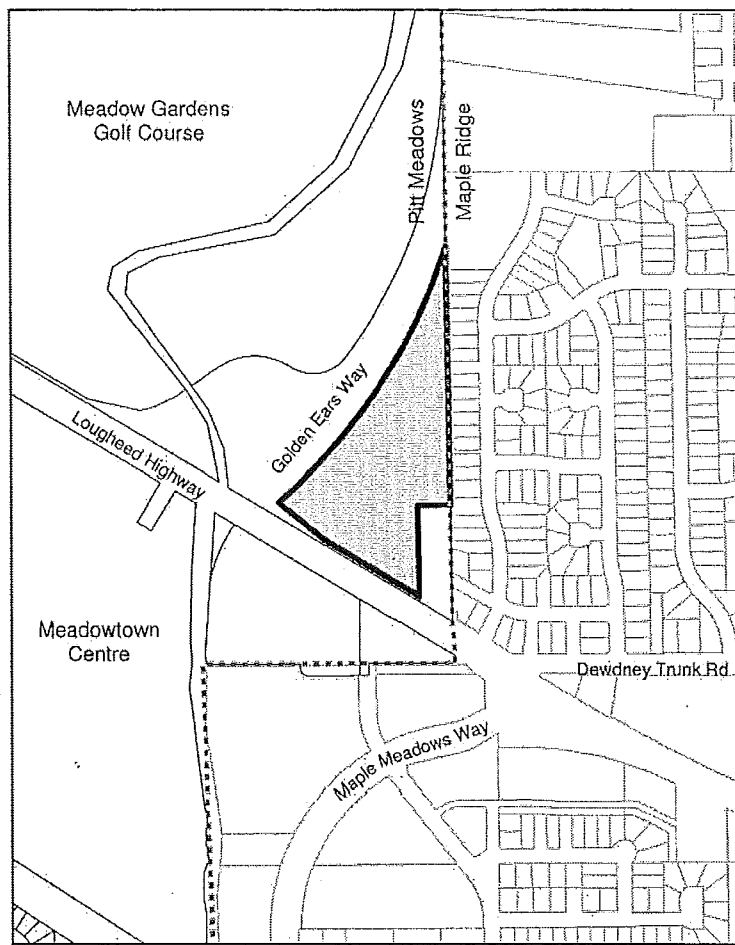
The purpose of this amendment is to rezone the property legally described as:

**PID: 017-828-601**

**Lot A Except: Firstly; Part Subdivided by Plan LMP45462, Secondly; Part Subdivided by Plan BCP16025, Thirdly; Part Parcel A (Statutory Right of Way Plan BCP24939) Fourthly; Part Parcel B (Statutory Right of Way Plan BCP24939) Fifthly; Part Subdivided by Plan BCP50365 District Lot 223, 224, 246 and 286 Group 1 New Westminster District Plan LMP4786**

From Agricultural and Golf Course (A-4) to Highway Commercial (C-1) Zone (shown boldly outlined and shaded) in order to permit the construction of a vehicle dealership.

Section 11.1, Highway Commercial (C-1) Zone is amended to allow vehicle dealerships on the subject property in the C-1 Zone, on areas greater than 1 hectare. The relative location of the land to be affected by the proposed bylaw is indicated on the sketch plan below:



#126551v1

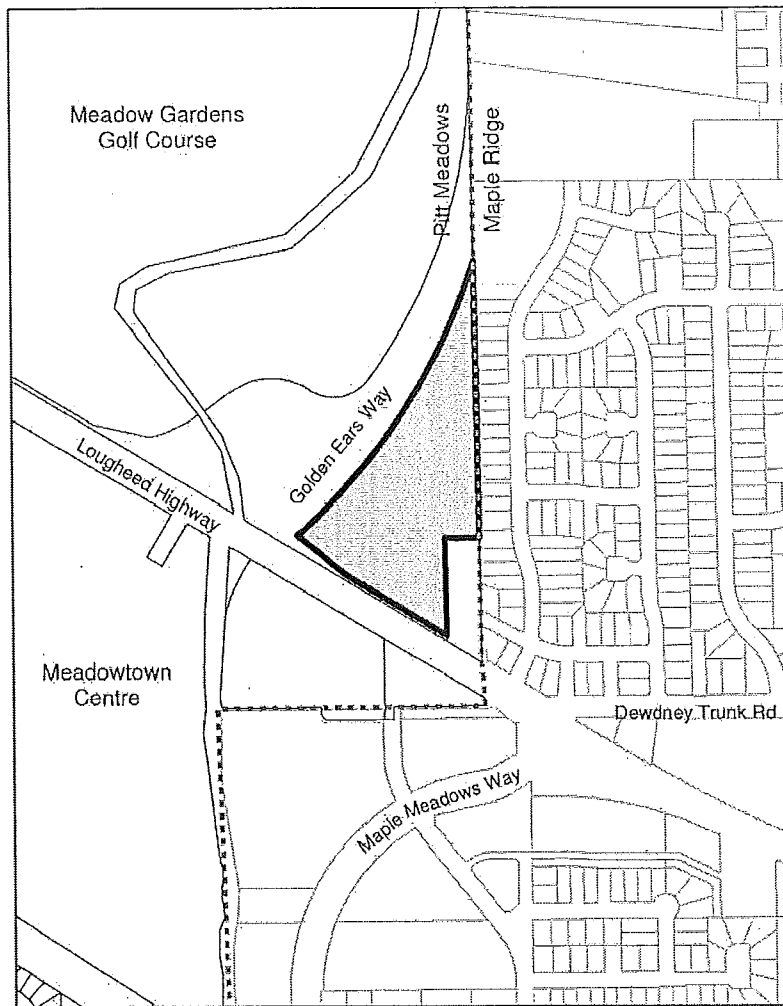
2. City of Pitt Meadows Official Community Plan Amendment Bylaw No. 2669, 2014

The purpose of this amendment is to re-designate the property legally described as:

PID: 017-828-601

Lot A Except: Firstly; Part Subdivided by Plan LMP45462, Secondly; Part Subdivided by Plan BCP16025, Thirdly; Part Parcel A (Statutory Right of Way Plan BCP24939) Fourthly; Part Parcel B (Statutory Right of Way Plan BCP24939) Fifthly; Part Subdivided by Plan BCP50365 District Lot 223, 224, 246 and 286 Group 1 New Westminster District Plan LMP4786

from Outdoor Recreation to Highway Commercial, and to add the same property to Development Permit Area No. 10.



The application and associated reports may be viewed at the City Hall between April 24, 2015 and May 5, 2015 from 8:30 a.m. – 4:30 p.m., excluding weekends and statutory holidays. Please direct inquiries to the Development Services Department at 604-465-2428.

**AND FURTHER TAKE NOTICE ALL PERSONS** who deem themselves affected hereby shall be afforded an opportunity to be heard at the Public Hearing before Council on the matters contained herein or by making a written submission (or email) by 3:00 p.m. on **Tuesday May 5, 2015** to the attention of Manager of Legislative Services.

All submissions will become part of the public record.

Kelly Kenney  
Manager of Legislative Services  
604-465-2433    [kkenney@pittmeadows.bc.ca](mailto:kkenney@pittmeadows.bc.ca)



From: **Tara Desmond**

Sent: April-29-15 3:36:58 PM

To: Tara Schneider

Hi Kelly,

We are owners in the adjoining neighborhood and I am writing to express that we are against this zoning bylaw and OCP amendment.

We did attend the original information session and have numerous concerns about having a dealership so close to our residences. Some of our concerns are around construction noise and damage to our homes (dust, debris and ground movement) as well as the impact the actual dealership will have on our enjoyment of our property as well as the re-sale value. There are many factors including lighting, noise, security etc. that will negatively impact our homes if this amendment is accepted and the plans go ahead.

We are relatively new to the area so we weren't as affected by the pump station construction but from our neighbors comments it was very unpleasant for them and to know that we will now see even further reductions in our property values seems very unfair. There is no way that a Dodge dealership can be a benefit to our residential community. It is not an amenity or an essential service that is required or will help enrich the community at all.

We oppose this change and appreciate the opportunity to share our thoughts on the matter.

Best,

Tara and Chad Schneider  
20113 120a Ave  
Maple Ridge BC

From: **Peter Mann**  
Date: Mon, May 4, 2015 at 8:59 PM  
Subject: Car Lot on Golf Course Land  
To: [kkenney@pittmeadows.bc.ca](mailto:kkenney@pittmeadows.bc.ca)

Dear Manager of Legislative Services,

We live at 12177 201St. Maple Ridge BC  
Peter & Janet Mann

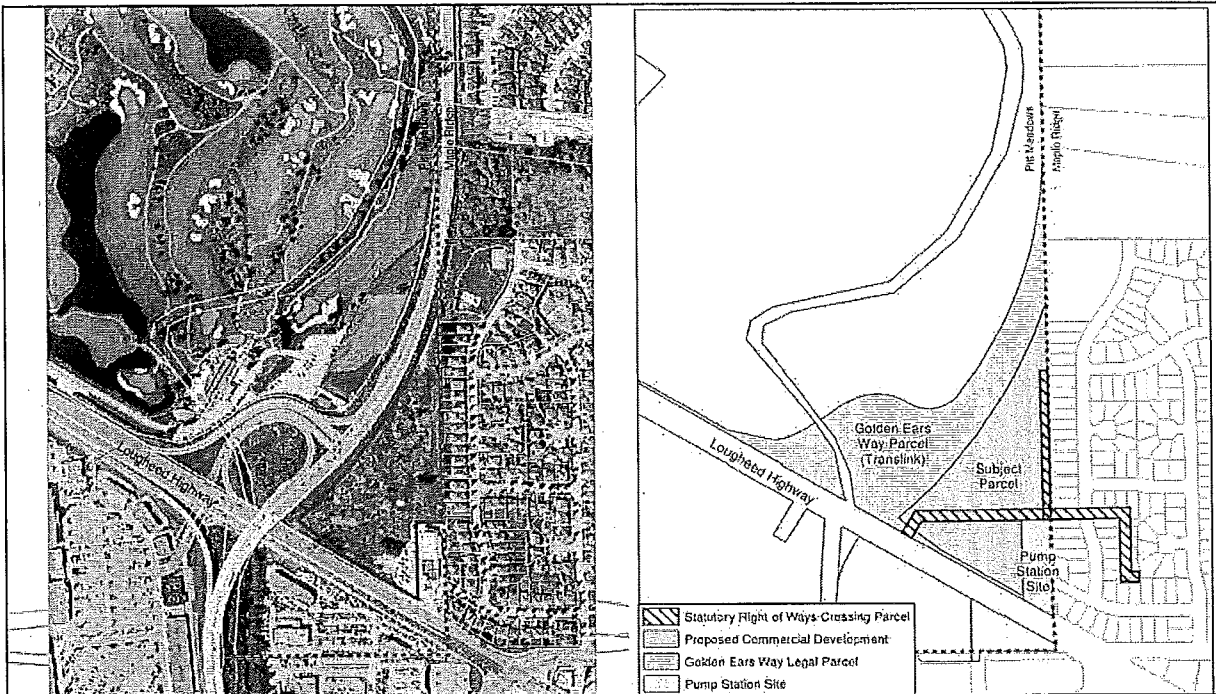
We have concerns with the proposed Car Dealership being built adjacent to our house.

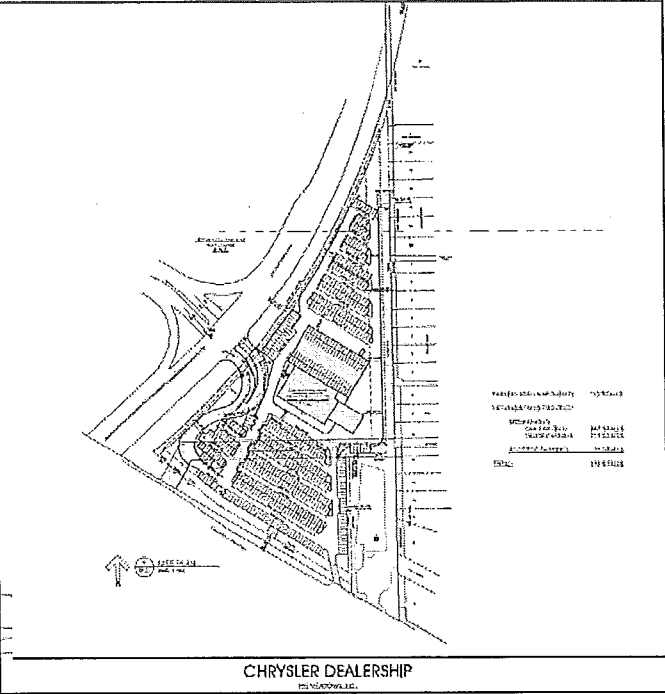
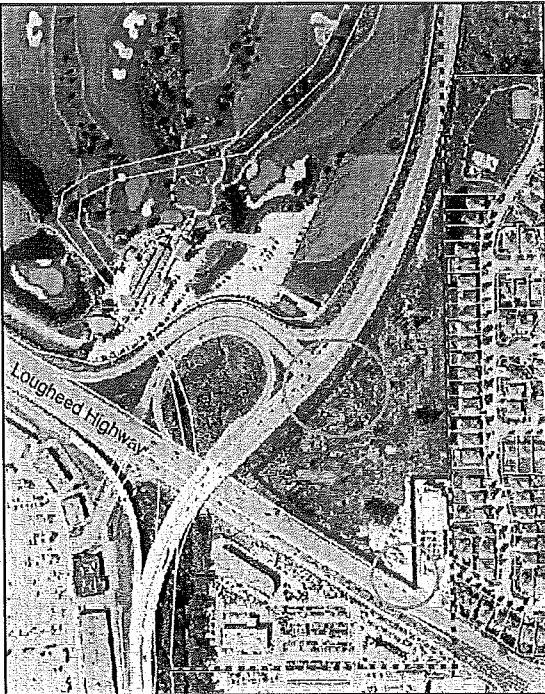
- 1) Flooding issues, as the land will require excessive backfilling. when it rains a lot the water rises 2 feet
- 2) Bright lights at window height of our house
- 3) Environmental pollution IE. oil and antifreeze and carwash soap in creek and stream.
- 4) Disturbed/Displaced Wildlife Birds, Rabbits, Coyotes, Deer, Rats, Mice, Etc.
- 5) Traffic Safety issues, more congestion/traffic lights, driveway locations
- 6) PA system
- 7) Inviting Crime to neighbourhood. Scaling fences to escape car lot
- 8) View of a large building and a large amount of cars in not eye candy
- 9) Severe decrease of property value
- 10) Excessive Noise on weekends, as car lots draw more attention/business on Weekends

Please consider all the negative impact on the residential neighbourhood.  
Thank You.

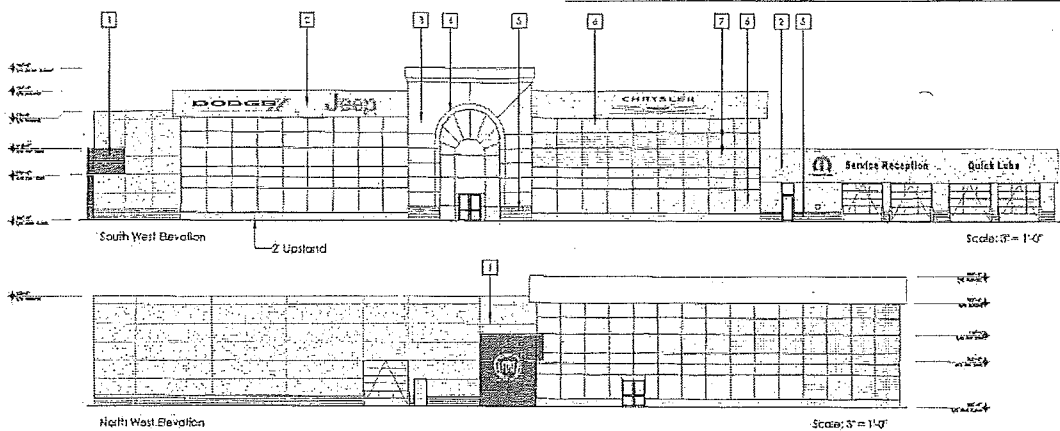
# Vehicle Dealership Rezoning and OCP Amendment Applications Lot A LMP 4786

Regular Meeting of Council  
May 5, 2015





## Proposed Elevations



CITY OF  
**Pitt Meadows**  
*The Natural Place*

## Recommended Conditions of Approval

1. Registration of a restrictive covenant limiting the principal use of the subject site to vehicle dealership;
2. Registration of restrictive covenants prohibiting the use of public address systems and/or loud speakers;
3. Registration of a restrictive covenant limiting the height of exterior light standards to no more than 7.3 metres in height, and requiring that they are fully shielded from all neighbouring properties;
4. Preparation and staff acceptance of a report by a qualified professional stating that the development may be safely used for the vehicle dealership intended at 4.11 metres Geodetic Survey of Canada datum;
5. **Registration of an agreement between the City of Pitt Meadows and the City of Maple Ridge to provide services to the subject property;**
6. Demonstration of safe pedestrian access to the site;
7. Discharge covenants related to the parent parcel, Meadow Gardens Golf Course;
8. Submission and acceptance of an on-site stormwater management plan.



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*The Natural Place*

## Municipal water and Sanitary Services: Maple Ridge Conditions of Approval

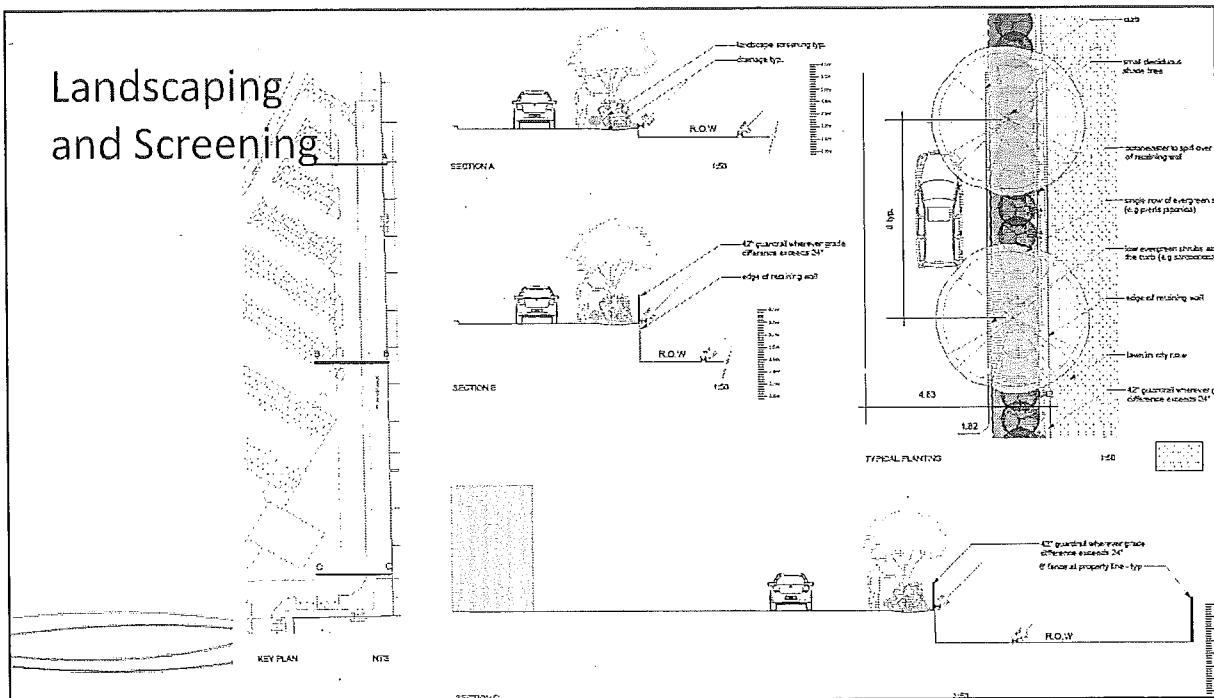
- Determination of adequacy of water distribution and sanitary sewer system for vehicle dealership
- Floodplain hydraulic assessment
- Stormwater management plan
- Transportation study
- Records from any public hearings
- No outdoor speakers or other audible notification systems
- Implementation of lighting standards to restrict direct and indirect light from entering the residential neighbourhood
- Public Hearing Issues
- No rooftop parking permitted or identification of acceptable screening and louvers
- Servicing Agreement
- Acoustic study
- Improve buffering and landscape details between residential and commercial uses



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## Landscaping and Screening



## RECOMMENDATIONS:

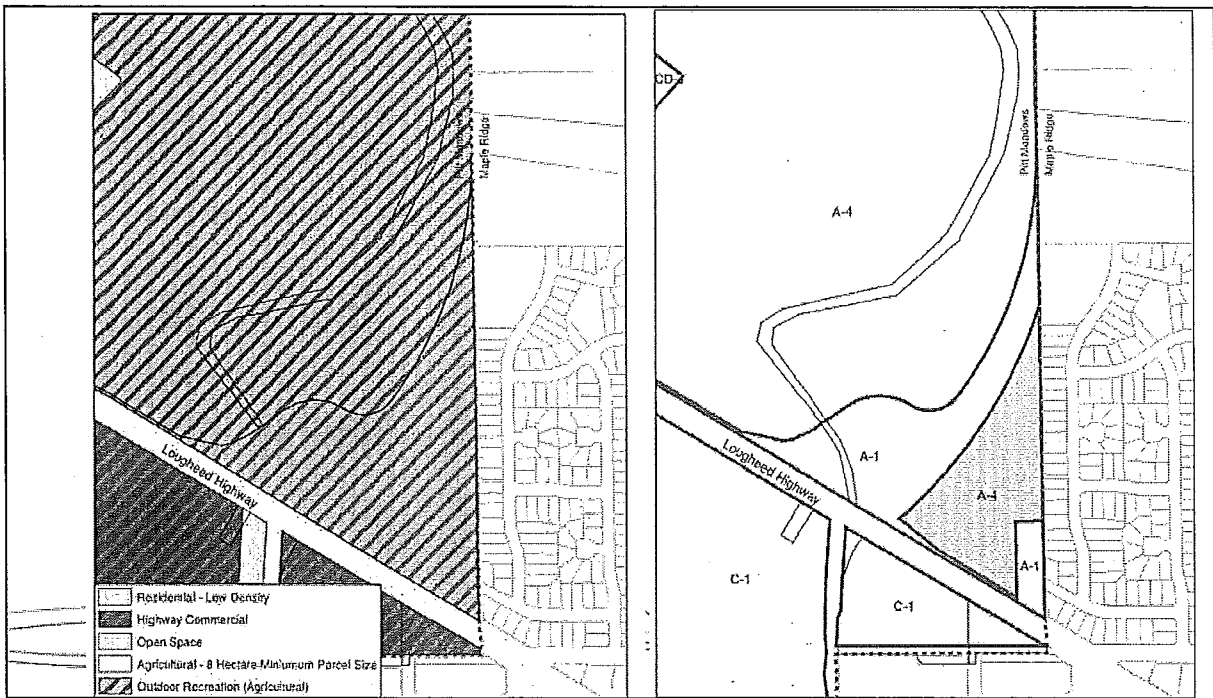
- A. Grant Third Reading to Official Community Plan Amendment Bylaw No. 2669, 2014 to amend Schedule 3A, Urban Land Use, to change the land use designation of Lot A, LMP 4786 from Outdoor Recreation to Highway Commercial and to amend Schedule 12 A to include the subject property within Development Permit Area No. 10, North Lougheed Commercial; AND
- B. Grant Third Reading to Zoning Bylaw No. 2670, 2014 to rezone Lot A, LMP 4786 from Agricultural and Golf Course (A-4) to Highway Commercial (C-1) to permit the construction of a vehicle dealership ; AND
- C. Direct staff to send a letter on Council's behalf to the City of Maple Ridge requesting their consent to enter into an agreement with the City of Pitt Meadows in order to provide services to the subject property; OR
- D. Other.

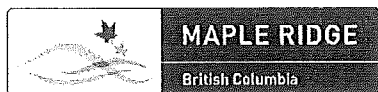


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**Pitt Meadows**  
The Natural Place

**Site Preparation and Filling**

The plan view shows a site with a 'CHRYSLER DEALERSHIP' building, a 'PUMP STATION', and a 'RES.' (residential) area. The site is bounded by 'GOLDEN EARS WAY' to the west and a 'PROPERTY LINE' to the east. The plan includes various dimensions, elevations, and a 'SITE CROSS SECTION' line. A 'SITE CROSS SECTION' diagram is shown below the plan, illustrating the vertical profile of the site, including the 'CHRYSLER DEALERSHIP' building, the 'PUMP STATION', and the 'RES.' area. The cross-section shows the ground surface, the building footprint, and the proposed fill areas. The vertical axis represents elevation, with a 'PUMP STATION' at an elevation of 100.0 and a 'RES.' area at an elevation of 100.0. The horizontal axis represents distance, with a 'CHRYSLER DEALERSHIP' building at a distance of 100.0 and a 'PUMP STATION' at a distance of 100.0. The cross-section also shows the 'GOLDEN EARS WAY' and the 'PROPERTY LINE'.





City of Maple Ridge  
ADVISORY DESIGN PANEL

The Minutes of the Regular Meeting of the Maple Ridge Advisory Design Panel held in the Blaney Room at Maple Ridge Municipal Hall, 11995 Haney Place, Maple Ridge, British Columbia, on Wednesday, March 14, 2017 at 4:00 pm.

COMMITTEE MEMBERS PRESENT

|                             |                     |
|-----------------------------|---------------------|
| Andrew Igel                 | Architect           |
| Craig Mitchell              | Architect           |
| Kyoung Bae Park, Vice-Chair | Landscape Architect |
| Roger Amenyogbe, Chair      | Architect           |
| Shan Tennyson               | Landscape Architect |

STAFF MEMBERS PRESENT

|                    |                 |
|--------------------|-----------------|
| Sunny Schiller     | Committee Clerk |
| Adrian Kopystynski | Staff Liaison   |

REGRETS

1. CALL TO ORDER  
The Vice-Chair called the meeting to order at 4:19 pm.

2. AGENDA ADOPTION

R/17-013

It was moved and seconded

That the agenda dated March 14, 2017 be amended to defer Item 7.1 Developer Public Art Strategy update and be adopted as amended.

CARRIED

3. MINUTE APPROVAL

R/17-014

It was moved and seconded

That the minutes dated February 14 and February 15, 2017 be approved.

CARRIED

4. PRELIMINARY REVIEW

4.1 12150 Meadow Gardens Way – Vehicle Dealership  
File Manager: A. Kopystynski

The Staff Liaison outlined the project. The Panel reviewed the drawings provided.

R/17-015

It was moved and seconded

That Staff forward the following comments from the Advisory Design Panel to the City of Pitt Meadows and to the applicant.

1. Provide a stepped retaining wall system with landscaping that will both climb and descend to mitigate exposure of the retaining wall from the residential area.
2. Provide soil volumes (minimum 18 inch depth) sufficient for vines and planting material.
3. Provide a decorative architectural guard rail, with colour.
4. Provide a six foot high fence at the property line.

CARRIED

Note: Roger Amenyogbe entered at 4:29 pm and took over chairing the meeting.

5. PROJECTS

5.1

|                              |                                      |
|------------------------------|--------------------------------------|
| Development Permit No:       | 2016-352-DP                          |
| Applicant:                   | B. Chadwick                          |
| Project Architect:           | Barrie Chadwick, AIBC                |
| Project Landscape Architect: | Meredith Mitchell, MBCSLA            |
| Owners:                      |                                      |
| Proposal:                    | Medical centre with two rental units |
| Location:                    | 23004 Dewdney Trunk Road             |
| File Manager:                | M. Baski                             |

The Staff Liaison provided an overview of the proposed project. The project team made a presentation of the project plans.

R/17-016

It was moved and seconded

That the following concerns be addressed and digital versions of revised drawings and memo be submitted to Planning staff; and further that Planning staff forward this on to the Advisory Design Panel for information.

1. Provide a locked garbage enclosure, coordinate appropriately with the architecture of the building. Cannot be a shared space with visitor parking.
2. Enhance the walkway from the parkade to the residential entrance.
3. Direct water to the bioswale from parking lot, walk ways and from the roof.
4. Provide site furniture or landscape structure for seating.
5. Use landscape elements to define pedestrian entrance to the site.
6. Provide large trees to complement the magnolia trees.
7. Provide bike rack.
8. Clarify the locations of the underground tank for grey water from the clinic and retention tank for the site.
9. Provide architectural feature and public art to enhance the truncated corner of the building.
10. Provide a way finding element for pedestrians in the surface treatment and landscaping edges on the site.
11. Provide canopies at the main entrances to the clinic and the pharmacy.
12. Recess the pharmacy doors on Dewdney Trunk.
13. Provide access door from garage to the stairs.
14. Express the residential entrances more clearly.
15. Provide skylight above the residential stairwell.
16. Locate skylight at the 90 degree corner at residential level. Minimum 2 feet from the wall.
17. Provide canopies for the residential entrances.
18. Gas meter location to be identified and properly screened.
19. Provide canopy over outdoor patio or terrace. Enhance and provide details of screen and canopy at residential terrace.
20. Provide lighting design for the site and the exterior of the building.

CARRIED

5.2

|                              |                                                              |
|------------------------------|--------------------------------------------------------------|
| Development Permit No:       | 2016-052-DP                                                  |
| Applicant:                   | Ciccozzi Architecture                                        |
| Project Architect:           | Shannon Seefeldt                                             |
| Project Landscape Architect: |                                                              |
| Owners:                      | Viam Holdings                                                |
| Proposal:                    | Multi-family rental housing                                  |
| Location:                    | 22260 & 22292 122 <sup>nd</sup> Avenue, 12159 & 12167 Street |
| File Manager:                | D. Hall                                                      |

The Staff Liaison provided an overview of the proposed project. The project team made a presentation of the project plans.

R/17-017

It was moved and seconded

That the application be supported and the following concerns be addressed as the design develops and be submitted to Planning staff for follow-up:

1. Include accessible pieces of playground equipment in the playgrounds.
2. Ensure security fence for courtyard access.
3. Delete second row of trees between the exercise room and the residences.
4. Add a landscape planting in front of the ramp parkade. Add trellis element over a portion of the ramp parkade to address over look.
5. Provide enhanced informal seating at planters.
6. Provide synthetic turf with infill of high quality and longevity. Indicate the details in the landscape plan.
7. Consider skylight above the stairwells.
8. Review exit through lobby to the courtyards. Incorporate stair exits with lobby.
9. Accentuate the corner units by increasing the roof height.
10. Consider cross ventilation into the units by having operable windows opposite the door entries.
11. Consider variety of colours of unit pavers in courtyard and amenity area.
12. Explore the opportunity with the City to create a drop off zone on 223<sup>rd</sup> Street.

CARRIED

6. UNFINISHED BUSINESS

- 6.1 Developer Public Art Strategy  
Deferred.

7. CORRESPONDENCE

8. ADJOURNMENT

It was moved and seconded

That the meeting be adjourned at 7:21 p.m.

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Chair

/ss

## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Repeal of Duplicate Policy No. 5.04

**MEETING DATE:** April 24, 2017  
**FILE NO:** 01-0530-01  
**MEETING:** C of W

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### EXECUTIVE SUMMARY:

In February of 2013, Council adopted Community Grants Policy No. 5.56 and has used the policy to guide the annual distribution of the Community Grants budget. Policy No. 5.04 Grants in Aid from 1993 addresses the same subject and provides direction which contradicts current direction. As a housekeeping measure staff is recommending that Policy No. 5.04 be repealed.

### RECOMMENDATION(S):

**That policy 5.04, Grants in Aid, be repealed.**

### DISCUSSION:

Council adopted Community Grants Policy No. 5.56 and it has been used to guide the annual distribution of Council's Community Grants budget since adoption in 2013. In 2015, Council reviewed and confirmed that policy direction. A routine review of Council's policies has identified a policy with previous direction regarding the distribution of grants – Policy No, 5.04, Grants in Aid, which was adopted in 1993 and a Council resolution is needed to repeal it to ensure that Council direction in this area is clear and consistent.

Both policies are attached to the report for information.

### CONCLUSIONS:

A routine review of Council policies has identified a duplicate policy reflecting the previous direction on the subject of Community Grants. It is recommended that Policy 5.04, Grants in Aid be repealed.

"Original signed by Laurie Darcus"

*Prepared by:* Laurie Darcus, MA, MMC  
Manager of Legislative Services

"Original signed by Paul Gill"

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

"Original signed by E.C. Swabey"

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

**Attachments:** Community Grants Policy 5.56 (2013)  
Grants in Aid Policy 5.04 (1993)



Deep Roots  
Greater Heights

# POLICY MANUAL

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------|
| <b>Title:</b> Community Grants                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | <b>Policy No :</b> 5.56<br><br><b>Supersedes:</b> New |
| <b>Authority:</b> <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | <b>Effective Date:</b> February 27, 2013              |
| <b>Approval:</b> <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT<br><input type="checkbox"/> General Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | <b>Review Date:</b> February 2014                     |
| <b>Policy Statement:</b><br>Council's vision for a safe and livable community is supported by a network of organizations that contribute to the wellness and vitality of the community. Funding will be allocated to the Community Grants program as part of the District's business planning process and grants awarded to organizations that provide valuable community services in support of Council's objectives.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                                                       |
| <b>Purpose:</b><br>It is recognized that community organizations contribute significant value to the community. The purpose of this policy is to establish open and transparent guidelines for the evaluation and distribution of Community Grants, respecting the limited financial resources available for this purpose.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                                       |
| <b>Definitions:</b><br><b>Community Grant Review Committee:</b> refers to a committee of four staff members including representatives from Administration, Finance and Community Development, Parks and Recreation. The work of the committee is to evaluate grant requests against Council's guidelines and provide Council with recommendations for allocating the annual community grant budget.<br><br><b>Eligible Requests:</b> The following requests, submitted on a completed application with financial statements from the most recently completed fiscal year, would be eligible for funding from the Community Grant Program: <ul style="list-style-type: none"> <li>➤ requests to fund one-time items or events, or</li> <li>➤ requests for bridge funding while an organization works to secure long-term stable funding, or</li> <li>➤ requests that will allow a community group to leverage additional funding from other agencies, or</li> <li>➤ organizations denied a permissive tax exemption will be eligible to apply for a community grant or</li> <li>➤ requests for services that are not duplicated in the private sector</li> </ul><br><b>Evaluation Criteria:</b> The following criteria will be used to evaluate grant requests: <ul style="list-style-type: none"> <li>➤ The organization is a registered not-for-profit or charitable community organization based in Maple Ridge that has been in operation for more than one year</li> </ul> |  |                                                       |



- The purpose of the grant request is consistent with the District's Vision Statement
- The proposed service, project or event supports one or more of the following Council Key Strategies for a safe and livable community
  - Strive for quality of life and independence by citizens.
  - Develop and implement preventative as well as reactionary plans to address the impacts of emerging issues on the local community and citizens
  - Encourage active and healthy living among citizens
  - Encourage a strong sense of community by providing citizens with opportunities to connect
- The citizens of Maple Ridge are the primary beneficiaries of the services provided by the organization
- The proposed service, project or event will be sustainable past the support of the grant funding
- The organization has a proven track record of working collaboratively with other community partners

#### **Key Areas of Responsibility**

##### **Action to Take**

1. Review grant applications received
2. Prepare report to Council
3. Authorize distribution of Community Grants
4. Distribute grants
5. Report back

##### **Responsibility**

Review committee  
 Review committee  
 Council  
 Finance  
 Recipient



## CORPORATION OF THE DISTRICT OF MAPLE RIDGE

**TITLE:** *GRANTS IN AID*

**POLICY NO.** *5.04*

**APPROVAL DATE:** *July 5, 1993*

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### **POLICY STATEMENT:**

Letters of endorsement will be sent, by the Municipal Clerk, to recognized worthwhile organizations, in lieu of grants-in-aid.

### **PURPOSE:**

The responsibility for contributing to local organizations is left to the individual taxpayer, rather than Council making the decision to contribute on their behalf. This assists the Municipality in keeping taxation levels as low as possible.

## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** 2017 Tax Rate Bylaws – Maple Ridge Road 13 and Albion Dyking Districts

**MEETING DATE:** April 24, 2017  
**FILE NO:** 01-0400-60  
**MEETING:** Committee of the Whole

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### EXECUTIVE SUMMARY:

The City of Maple Ridge serves as Interim Trustee for Maple Ridge Road 13 Dyking District and Albion Dyking District. Levies are collected from property owners within those diking districts to maintain the dikes and equipment. Bylaws have been prepared for the collection of these levies. A 2.9% increase in amount collected is in line with the general property tax and is proposed for the rates levied in 2017. The mill rates have been adjusted accordingly.

### RECOMMENDATIONS:

That City of Maple Ridge Road 13 Dyking District Tax Rates Bylaw No. 7324-2017 be given first, second and third readings; and  
That City of Maple Ridge Albion Dyking District Tax Rates Bylaw No. 7323 -2017 be given first, second and third readings.

### DISCUSSION:

No funds are allocated in the Capital Works budget for these dikes. All works must be funded through the diking districts. Provincial grants are available but these generally require that the recipient pay 33% of all costs. In addition to funding upgrades of the dikes, it is important to build up sufficient reserves to provide for pump replacement in the event of a non-insured failure and life cycle replacement. Neither diking district has sufficient funds at this time to do so. This has necessitated moderate increases in rates to build up their reserves over multiple years.

"Original signed by Laurie Darcus"  
*Prepared by:* Laurie Darcus, MA, MMC  
Manager of Legislative Services

"Original signed by Paul Gill"  
*Approved by:* Paul Gill, BBA, CGA  
General Manager: Corporate & Financial Services

"Original signed by Walter Oleschak"  
*Prepared by:* James Storey  
Director of Engineering Operations

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

Attachments Maple Ridge Road 13 Dyking District Tax Rates Bylaw No. 7324-2017  
Albion Dyking District Tax Rates Bylaw No. 7323-2017

**CITY OF MAPLE RIDGE**

**BYLAW NO. 7324-2017**

A Bylaw for imposing taxes upon lands in Maple Ridge Road 13 Dyking District

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The Municipal Council of the City of Maple Ridge, acting on behalf of the Trustees for Maple Ridge Road 13 Dyking District, enacts as follows:

1. This Bylaw may be cited for all purposes as “Maple Ridge Road 13 Dyking District Tax Rates Bylaw No. 7324-2017”.
2. The following rates are hereby imposed and levied for those lands within the boundaries of Maple Ridge Road 13 Dyking District:

For purposes of dyke maintenance and improvements and equipment repair and maintenance:

- (a) a rate of \$0.3639 per \$1000 of assessment of land and improvements in all categories; and
  - (b) a rate of \$12.00 per acre of land with a minimum charge of \$5.00.
3. If any section, subsection, clause or other part 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.

**READ** a first time on the      day of , 2017.

**READ** a second time on the      day of , 2017.

**READ** a third time on the      day of , 2017.

**RECONSIDERED AND ADOPTED** on the      day of , 2017.

---

**PRESIDING MEMBER**

---

**CORPORATE OFFICER**

**CITY OF MAPLE RIDGE**

**BYLAW NO. 7323-2017**

A Bylaw for imposing taxes upon lands in the Albion Dyking District

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The Municipal Council of the City of Maple Ridge, acting as Receiver for the Albion Dyking District, enacts as follows:

1. This Bylaw may be cited for all purposes as “Albion Dyking District Tax Rates Bylaw No. 7323-2017”.
2. The following rates are hereby imposed and levied for those lands within the boundaries of Albion Dyking District:

For purposes of dyke maintenance and improvements and equipment repair and maintenance:

- (a) a rate of \$2.5929 per \$1000 of assessment of land and improvements in all categories
3. If any section, subsection, clause or other part 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.

**READ** a first time on the     day of , 2017.

**READ** a second time on the     day of ,2017.

**READ** a third time on the     day of , 2017

**RECONSIDERED AND ADOPTED** on the     day of , 2017.

---

**PRESIDING MEMBER**

---

**CORPORATE OFFICER**

TO: Her Worship Mayor Nicole Read  
and Members of Council  
FROM: Chief Administrative Officer  
MEETING DATE: April 24, 2017  
FILE NO:  
MEETING: COW  
SUBJECT: 2016 Consolidated Financial Statements

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#### EXECUTIVE SUMMARY:

The 2016 Financial Statements have been prepared using the accounting standards and reporting model mandated by the Public Sector Accounting Board (PSAB). BDO Canada LLP has conducted an audit of the financial statements and they will form an integral part of the 2016 Annual Report. In order to satisfy current audit rules, Council must formally accept the financial statements before BDO can issue their audit opinion.

Financial reporting in local government serves to communicate the fiscal health and well-being of a community and there are two main documents that form part of the City's financial reporting:

- The **Financial Plan**, a forward looking document that sets out planned expenditures and how they will be paid for over the next five years, and
- The **Financial Statements**, a retrospective document that reports on the City's financial condition at a point in time and financial performance during the year just ended.

There are a number of key terms included in the financial statements that are important to understand before drawing any conclusions about the City's financial results for 2016:

- **Net Financial Position:** provides a snapshot of where the City stands financially in terms of the resources it held and the debt it owed at December 31. It is the difference between our financial assets and our liabilities and provides an indication of financial flexibility. If Net Financial Position is negative it is referred to as Net Debt and indicates that revenues that will be collected in the future are needed to pay for liabilities that already exist. If it is positive, it is referred to as Net Financial Assets and indicates a greater degree of flexibility.
- **Accumulated Surplus:** is the total of all the City's assets, both financial and non-financial, less our liabilities. It represents the net economic resources available for service provision. The largest element of this number is the value of our tangible capital assets, the physical assets used in day-to-day service provision, meaning the accumulated surplus balance does not represent a source of cash available to finance our day-to-day operations.
- **Annual Surplus:** is the difference between annual revenues and expenses, as reported on the Statement of Operations. It is important to keep in mind that items included in revenue do not necessarily represent cash received during the year. For example, the value of contributed tangible capital assets is reported as a revenue, but does not represent cash the City received. On the expense side, only the annual cost of using those assets is recognized through amortization. The amounts expended for capital investment or renewal is not included, nor is the value of infrastructure contributed to the City through development. This accounting requirement results in a large reported annual surplus, but does not represent a cash surplus.

This report focuses on our Financial Statements for the 2016 fiscal year. Overall results for the year were positive. Our Net Financial Position increased by \$14.3 million to \$86.35 million and our Accumulated Surplus increased by \$64 million to \$1.064 billion.

## **RECOMMENDATION:**

**That the 2016 Financial Statements be accepted.**

## **DISCUSSION:**

Financial reporting in local government serves to communicate the fiscal health and well-being of a community and there are two main documents that accomplish this: the **Financial Plan** and the **Financial Statements**, each with very different objectives.

The **Financial Plan** is a forward looking document that sets out the City's planned expenditures and transfers to reserves for the next five years and identifies how those expenditures and transfers will be funded. The *Community Charter* requires that municipalities prepare a "balanced budget". This means that the total of any proposed expenditures or transfers to reserves must not exceed the total of proposed revenues or transfers from reserves. In simple terms, the Financial Plan answers the question: "what are we going to do and how are we going to pay for it?"

In contrast, the **Financial Statements**, are a retrospective document that look at the year just ended, comparing our actual financial performance in the year to the activities identified in the Financial Plan. The *Community Charter* requires municipalities to prepare the financial statements in accordance with generally accepted accounting principles for local governments. In Canada, those principles are set by the Public Sector Accounting Board (PSAB). The objective of a municipality's Financial Statements is to report on its financial condition at a point in time and its financial performance for the year.

The differing objectives of the Financial Plan and the Financial Statements, combined with the different rules guiding their preparation, can easily result in confusion when trying to compare the two documents. For example, the Financial Plan treats transfers to and from reserves as transactions, while the Financial Statements, at the consolidated level, ignore transfers as they take place within the corporate entity. It is important to keep the different rules and objectives in mind as we now look at financial results for 2016.

The 2016 Consolidated Financial Statements present the City's results of operations during the year and the financial position as at December 31, 2016. Financial performance is compared to the Financial Plan adopted in May of 2016 as this was the plan used to set property taxation rates, and to prior year results. The transactions included in the Financial Statements are those that took place between the City and outside parties, internal transactions, such as transfers between reserves, which are important for financial planning purposes, have been eliminated.

The City's auditors, BDO Canada LLP, have conducted an audit of the Statements and, pending Council's acceptance of the statements, will finalize their audit report. The audit report will be "unqualified". This is the highest form of assurance an auditor can provide and indicates the statements are free of material misstatements and that readers can rely on them for decision making purposes.

There are a number of key terms in the Financial Statements that are important to be familiar with before drawing any conclusions about the 2016 results:

- **Net Financial Position:** provides a snapshot of where the City stands financially in terms of the resources it held and the debt it owed at December 31. It is the difference between our financial assets and our liabilities and provides an indication of financial flexibility. If Net Financial Position

is negative it is referred to as Net Debt and indicates that revenues that will be collected in the future are needed to pay for liabilities that already exist. If it is positive, it is referred to as Net Financial Assets and indicates a greater degree of flexibility.

- **Accumulated Surplus:** is the total of all the City's assets, both financial and non-financial, less our liabilities. It represents the net economic resources available for service provision. The largest element of this number is the value of our tangible capital assets, the physical assets used in day-to-day service provision, meaning the accumulated surplus balance does not represent a source of cash available to finance our day-to-day operations.
- **Annual Surplus:** is the difference between annual revenues and expenses, as reported on the Statement of Operations. It is important to keep in mind that items included in revenue do not necessarily represent cash received during the year. For example, the value of contributed tangible capital assets is reported as a revenue, but does not represent cash the City received. On the expense side, only the annual cost of using those assets is recognized through amortization. The amounts expended for capital investment or renewal is not included, nor is the value of infrastructure contributed to the City through development. This accounting requirement results in a large reported annual surplus, but does not represent a cash surplus.

The City's Financial Statements are comprised of the following:

- Statement of Financial Position
- Statement of Operations
- Statement of Change in Net Financial Assets
- Statement of Cash Flow
- Significant Accounting Policies
- Notes to the Financial Statements
- Segment Report
- Supporting Schedules 1-6

The Notes to the Financial Statements provide additional information for the items found on the Statement of Financial Position and the Statement of Operations and are referenced on each of these statements.

A discussion of the Financial Statements follows:

### **Statement of Financial Position**

The Statement of Financial Position is the public sector version of a balance sheet. One of the key indicators on this statement is the Net Financial Position. As noted above, it is calculated by subtracting our liabilities from our financial assets and is one piece of information available to assess the City's financial flexibility. At the end of 2016 the City had Net Financial Assets of \$86.35 million, an increase of \$14.3 million over 2015. The increase is the result of timing differences actual and planned expenditures, in addition, as part of our long-term financial planning processes, we may deliberately collect revenues over time to build the financial capacity needed for future expenditures. This practice will increase our financial assets, and our financial position, until the expenditures occur.

The other key indicator that appears on this statement is Accumulated Surplus. As noted above, this is the total of all our assets, both financial and non-financial, less our liabilities. This number represents the net economic resources available for service provision. The bulk of this number comes from the value of our tangible capital assets, meaning it does not represent cash that can be spent to support our operations. At the end of 2016, the City's accumulated surplus was \$1.064 billion compared to \$999.8 million in 2015.



Key items to note on the Statement of Financial Position:

- Combined cash and cash equivalents, and portfolio investments increased by \$8.5 million. This is the result of increased cash balances available to invest due to timing differences between planned and actual expenditures.
- Debt decreased by \$2.86 million due to the scheduled repayment of debt, most of which relates to our Town Centre facilities.

### Statement of Operations

The Statement of Operations is the public sector version of an income statement, reporting revenues and expenses for the year. The difference between revenues and expenses is referred to as the annual surplus if positive, or the annual deficit if negative. It is important to note that accounting rules require us to include in revenues items such as the value of infrastructure contributed to the city through development, but on the expense side we include only the cost of using those assets through amortization, not the value of the assets received. This results in a reported annual surplus that does not represent a cash surplus. In 2016, the City recorded contributed infrastructure with a value of \$39 million. This amount was recorded as revenue. On the expense side, the amortization recorded for these assets was \$340K. The City's Annual Surplus was \$64.08million. Over half of this amount comes from the transactions associated with contributed assets received during the year and, as noted previously, there is no cash received by the City related to these assets.

As noted earlier in the report, when the Financial Plan is prepared, we ensure that all planned sources of funding are equal to all planned uses of funding. This is referred to as a "balanced budget". Not all of the elements that result in a balanced budget are included in the Statement of Operations. Some Financial Plan transactions, such as transfers to and from reserves, are eliminated from the summary financial statements as they are internal transactions; other items are not included as they do not meet the definition of an expense. For example, our planned investment in tangible capital assets will result in an expenditure of resources, but not an expense. The annual cost of using our tangible capital assets, recorded as amortization, is an expense and is included on this statement. A reconciliation between the Financial Plan and the Financial Statements is shown in Note 17 to the Financial Statements.

The following discusses the Statement of Operations:

### Consolidated Revenues: Actual \$180.4 million; Budget \$185.1 million

Not all monies the City receives are recorded as revenues at the time of receipt. Monies such as Development Cost Charges or Parkland Acquisition fees that are collected for specific capital works are recorded as a liability when received. When we budget for the capital expenditures that are funded from these sources we also budget to record the revenue, which results in a draw down of the liability. If capital expenditures do not occur, no revenue is recognized and the funds remain on hand, recorded as a liability.

In 2016, consolidated revenues were below budget by \$4.68 million. This is comprised of variances in a number of categories, particularly those related to capital. The following highlights some of the key variances:

- User fees and other revenues in excess of budget estimates by \$2 million
- Development revenues below budget estimates by \$21.7 million, due in large part to factors such as DCC liabilities not being drawn down to fund the related work.
- A variance of \$5.3 million to budgets estimates for proceeds of disposal due to timing of the sale of lands in the town center.
- Developer contributed assets in excess of budget estimates by \$22.6 million

As noted above, revenues below budget estimates for development revenues do not represent a cash shortfall as the related expenditures did not occur. Similarly, the revenue amount recorded for contributed assets, does not represent a cash windfall as this number represents the value of assets received, not a payment received by the City.

### **Consolidated Expenses – Actual \$116.3 million; Budget \$131.2 million**

Expenses are comprised of general operating expenses for goods and services, labour, interest on debt and amortization of our tangible capital assets. The actual cash expended to invest in the replacement or acquisition of assets is not reflected on this statement.

In 2016, consolidated expenses were below budget by \$14.9 million. Key items contributing to this result include:

- Depreciation of assets \$1.6 million less than budget estimates
- Approximately \$4.4 million in capital related projects
- \$1.7 million from the RCMP contract
- Approximately \$3.4 million in projects scheduled for 2016 that will proceed in 2017.

### **Statement of Change in Net Financial Assets**

The change in Net Financial Position in a year is explained by the difference between revenues and expenditures. If we recognize more revenue than we expend, then the net financial position will increase; if less then it will decrease. In 2016, the City's financial position increased by \$14.3 million to \$86.35 million. It is important to keep in mind that as part of the City's long-term financial planning processes, we may collect revenues over time to build capacity for future expenditures. This practice increases the City's financial assets, and the net financial position, until the related expenditures occur.

### **Statement of Cash Flow**

The Statement of Cash Flow explains the change in the balance of cash and cash equivalents for the year, showing the impact of various types of transactions on the balance. For example the statement shows that \$35 million was generated from operating activities and that \$32.5 million was used for capital activities.

### **Segment Report**

The Segment Report enhances the information found on the Consolidated Statement of Operations. The information is laid out in the same manner, but provides a greater level of detail. City services have been segmented by grouping activities by function, as directed by PSAB. For example, protection of the public is achieved by activities such as bylaw enforcement and inspection services in addition to police and fire fighting services, so all of these activities are reported as part of the Protective Services segment. Revenues that are directed related to the costs of a function have been reported in each segment, including revenues related to capital investment. Expenses are broken down to the categories of goods and services, labour, debt servicing, and amortization. The Segment Report allows us to see how much each segment contributes to the annual surplus before considering allocations of taxes and other municipal resources. As described earlier, annual surplus is the difference between annual revenues and expenses.

The following table shows the departments included in each segment:

| Reporting Segments |                |             |                                 |                |       |       |
|--------------------|----------------|-------------|---------------------------------|----------------|-------|-------|
| General Gov't      | Protective Svc | Recreation  | Planning; Public Health & Other | Transportation | Water | Sewer |
| Human Resources    | Police         | Parks       | Planning                        | Engineering    | Water | Sewer |
| Clerks             | Fire           | Leisure Svc | Recycling                       | Operations     |       |       |
| Administration     | Bylaws         | Youth Svc   | Cemetery                        | Drainage       |       |       |
| Finance            | Inspection Svc | Arts        | Social Planning                 | Roads          |       |       |
| Purchasing         | Emergency Svc  | Library     |                                 |                |       |       |
| Information Svc    |                |             |                                 |                |       |       |
| Legislative Svc    |                |             |                                 |                |       |       |
| Economic Dev       |                |             |                                 |                |       |       |
| Communications     |                |             |                                 |                |       |       |

The above discussion focuses on the Consolidated Financial Statements, and, as noted, consists of transactions only with outside parties; internal transactions, such as transfers are not included. It is useful to look at some areas of our organization in isolation, particularly the General Revenue Fund and the Sewer and Water Utilities. While the Financial Statements do not show each of these elements in isolation, aggregated information is shown on Schedules 1 and 3 to the Consolidated Financial Statements.

### General Revenue

It is important to look at the General Revenue Fund in isolation, as to a large extent, the transactions that take place in this fund drive property taxation. The Audit and Finance Committee received a report on March 20, 2017, noting that preliminary results were favourable in comparison to budget and that the General Revenue surplus was reduced by \$575,000 to \$9.3 million.

### Sewer and Water Utilities

The Sewer and Water Utilities are self-funded business units that manage the collection and distribution of water and liquid waste as well as the related infrastructure. A large portion of the costs in the utilities are driven by the Regional District and Council has used a rate stabilization policy for a number of years. Under this policy, accumulated surplus amounts are deliberately built in a systematic manner over a period of time in order to provide for our commitment towards larger regional projects as well as variations in our own annual infrastructure investment. This practice allows Council to smooth the impact of variations in annual spending levels on our rate payers.

The accumulated surplus balances in both utilities increased in 2016, in part due to work projects that will proceed in 2017, and in part to address future spending requirements. The accumulated surplus balance in the sewer utility is expected to be drawn down in 2018 and 2019 and then begin to accumulate again through 2021; in the water utility, the accumulated surplus balance is expected to continue to build through 2021.

The following shows the accumulated surplus amounts in each of the utilities:

|               | 2016          | 2015         |
|---------------|---------------|--------------|
| Sewer Utility | \$ 8,144,538  | \$ 6,413,897 |
| Water Utility | \$ 11,296,039 | \$ 8,354,639 |

## **Reserves**

The City's reserves are an important financial planning tool and provide a mechanism to build capacity over time to undertake strategic projects. They are reviewed on a regular basis to assess their adequacy, with adjustments made when capacity permits.

The term "reserve" is often applied to both our reserve funds and our reserve accounts and there are important distinctions between the two resources. Reserve funds are statutory, meaning they are established by bylaw for specific purposes. Once monies are transferred to a reserve fund, they can only be used for the purpose outlined in the establishing bylaw. Reserve accounts are appropriations of surplus, established to meet specific business needs. They can be established or dissolved as directed by Council, as long as identified business needs are met and risks managed appropriately.

At the beginning of 2016, the City had \$77 million in total reserves, as shown in Schedule 6 to the Financial Statements. At the end of 2016 the City has \$84.6 million in reserves, an increase of \$7.6 million. This variance is the combined result of planned capital investment that will occur in the future and end of year provisions for various operating projects and initiatives. A separate will provide detailed information on our reserves.

## **CONCLUSIONS:**

The City's reserves are sound and the long-term financial plans reflect the ability of the City to meet its future obligations. Overall results for 2016 are positive. We ended the year with an Annual Surplus amount of \$64 million, and an Accumulated Surplus balance of \$1.064 billion.

*"Original signed by Catherine Nolan"*

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Prepared by: Catherine Nolan, CPA, CGA  
Manager of Accounting

*"Original signed by Paul Gill"*

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Approved by: Paul Gill, CPA, CGA  
GM, Corporate and Financial Services

*"Original signed by Ted Swabey"*

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

City of Maple Ridge

# Financial Statements and Auditor's Report

For the Year Ended December 31, 2016



# Management's Responsibility for Financial Reporting

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The information in this Annual Report is the responsibility of management. The consolidated financial statements have been prepared in accordance with Canadian Public Sector accounting guidelines as outlined under "Significant Accounting Policies". These include some amounts based on management's best estimates and careful judgment.

Management maintains a system of internal accounting controls to provide reasonable assurance that assets are safeguarded and that transactions are authorized, recorded, and reported properly. Management also administers a program of proper business compliance.

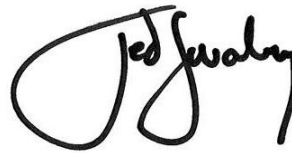
BDO Canada LLP, the Municipality's independent auditors have audited the accompanying financial statements. Their report accompanies this statement.

Council carries out its responsibility for the consolidated financial statements jointly with its Audit and Finance Committee. The Committee meets with management on a scheduled basis and at least semi-annually with BDO Canada LLP to review their activities and to discuss auditing, internal control, accounting policy, and financial reporting matters.

BDO Canada LLP has unrestricted access to the Municipality, the Audit and Finance Committee, and Council. Council approves the consolidated financial statements, the Audit and Finance Committee reviews the recommendations of the independent auditors for improvements to controls and as well as the actions of management to implement such recommendations.



Paul Gill, CGA  
General Manager: Corporate & Financial Services



E.C. Swabey  
Chief Administrative Officer



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vancouver@bdo.ca  
www.bdo.ca

BDO Canada LLP  
600 Cathedral Place  
925 West Georgia Street  
Vancouver BC V6C 3L2 Canada

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## INDEPENDENT AUDITOR'S REPORT

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### To the Mayor and Council of the City of Maple Ridge

We have audited the accompanying consolidated financial statements of the City of Maple Ridge, which comprise the Consolidated Statement of Financial Position as at December 31, 2016, and the Consolidated Statements of Operations, Change in Net Financial Assets and Cash Flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the consolidated financial statements present fairly in all material respects, the financial position of the City of Maple Ridge as at December 31, 2016 and its results of operations, changes in net financial assets and cash flows for the year then ended, in accordance with Canadian public sector accounting standards.

Chartered Professional Accountants

Vancouver, British Columbia  
April 25, 2017

**Consolidated Statement of Financial Position**  
as at December 31, 2016

|                                                   | 2016                           | 2015                         |
|---------------------------------------------------|--------------------------------|------------------------------|
| <b>Financial Assets</b>                           |                                |                              |
| Cash and cash equivalents (Note 1)                | \$ 19,542,094                  | \$ 10,146,294                |
| Portfolio investments (Note 2)                    | 158,579,174                    | 159,495,941                  |
| Accounts receivable (Note 3)                      | 16,981,661                     | 18,923,067                   |
| Recoverable local improvements (Note 4)           | 1,211,936                      | 1,573,096                    |
| Other assets (Note 5)                             | 779,296                        | 758,106                      |
| Inventory available for resale                    | <u>4,304,688</u>               | <u>4,251,189</u>             |
|                                                   | <b>201,398,849</b>             | <b>195,147,693</b>           |
| <b>Liabilities</b>                                |                                |                              |
| Accounts payable and accrued liabilities (Note 6) | 18,649,403                     | 17,918,881                   |
| Deferred revenue (Note 8)                         | 11,238,972                     | 10,667,777                   |
| Restricted revenue (Note 9)                       | 33,401,914                     | 41,686,047                   |
| Refundable performance deposits and other         | 15,853,204                     | 13,850,225                   |
| Employee future benefits (Note 10)                | 4,704,700                      | 4,908,000                    |
| Debt (Note 11, Schedule 4)                        | <u>31,204,532</u>              | <u>34,063,639</u>            |
|                                                   | <b>115,052,725</b>             | <b>123,094,569</b>           |
| <b>Net Financial Assets</b>                       | <u><b>86,346,124</b></u>       | <u><b>72,053,124</b></u>     |
| <b>Non Financial Assets</b>                       |                                |                              |
| Tangible capital assets (Note 12, Schedule 5)     | 960,396,101                    | 910,891,167                  |
| Undeveloped land bank properties (Note 13)        | 15,526,529                     | 15,580,027                   |
| Supplies inventory                                | 355,162                        | 350,805                      |
| Prepaid expenses                                  | <u>1,277,835</u>               | <u>948,925</u>               |
|                                                   | <b>977,555,627</b>             | <b>927,770,924</b>           |
| <b>Accumulated Surplus</b> (Note 14)              | <u><b>\$ 1,063,901,751</b></u> | <u><b>\$ 999,824,048</b></u> |

Paul Gill, CPA, CGA  
General Manager, Corporate & Financial Services

Nicole Read  
Mayor, City of Maple Ridge

The accompanying summary of significant accounting policies and notes to the Consolidated Financial Statements are an integral part of this statement.



## Consolidated Statement of Operations

For the year ended December 31, 2016

|                                                    | Actual<br>2016                 | Budget<br>2016<br>(Note 17)   | Actual<br>2015               |
|----------------------------------------------------|--------------------------------|-------------------------------|------------------------------|
| <b>Revenue (Segment Report, Note 20)</b>           |                                |                               |                              |
| Taxes for municipal purposes (Note 15)             | \$ 77,452,203                  | \$ 77,377,354                 | \$ 74,042,945                |
| User fees and other revenue                        | 43,211,346                     | 41,197,154                    | 41,699,739                   |
| Government transfers (Note 16)                     | 2,775,735                      | 5,991,875                     | 3,637,552                    |
| Development revenue                                | 17,893,281                     | 39,560,375                    | 12,855,808                   |
| Interest and investment income                     |                                |                               |                              |
| Investment Income                                  | 350,914                        |                               |                              |
| Interest Income                                    | 2,539,619                      |                               |                              |
| Less: Restricted amount                            | <u>(412,145)</u>               |                               |                              |
| Interest and investment income                     | 2,478,388                      | 1,882,980                     | 2,417,402                    |
| Gaming revenues                                    | 1,338,678                      | 1,050,000                     | 1,161,956                    |
| Gain (loss) on disposal of assets                  | (3,833,337)                    | 1,500,000                     | (1,668,305)                  |
| Contributed tangible capital assets (Note 12)      | <u>39,062,791</u>              | <u>16,499,996</u>             | <u>36,744,306</u>            |
|                                                    | <b>180,379,085</b>             | <b>185,059,734</b>            | <b>170,891,403</b>           |
| <b>Expenses (Segment Report, Note 20)</b>          |                                |                               |                              |
| Protective services                                | 35,844,566                     | 38,805,939                    | 34,452,583                   |
| Transportation services                            | 15,835,722                     | 20,121,816                    | 17,651,339                   |
| Recreation and cultural                            | 21,584,478                     | 23,316,336                    | 21,562,840                   |
| Water utility                                      | 12,628,882                     | 14,263,929                    | 15,615,936                   |
| Sewer utility                                      | 10,068,307                     | 10,387,576                    | 9,837,523                    |
| General government                                 | 14,821,099                     | 18,198,317                    | 14,357,496                   |
| Planning, public health and other                  | <u>5,518,328</u>               | <u>6,117,476</u>              | <u>5,914,820</u>             |
|                                                    | <b>116,301,382</b>             | <b>131,211,389</b>            | <b>119,392,537</b>           |
| <b>Annual Surplus</b>                              | <u><b>64,077,703</b></u>       | <u><b>53,848,345</b></u>      | <u><b>51,498,866</b></u>     |
| <b>Accumulated Surplus - beginning of year</b>     | <u><b>999,824,048</b></u>      | <u><b>999,824,048</b></u>     | <u><b>948,325,182</b></u>    |
| <b>Accumulated Surplus - end of year (Note 14)</b> | <u><b>\$ 1,063,901,751</b></u> | <u><b>\$1,053,672,393</b></u> | <u><b>\$ 999,824,048</b></u> |

The accompanying summary of significant accounting policies and notes to the Consolidated Financial Statements are an integral part of this statement.

## Consolidated Statement of Change in Net Financial Assets

For the year ended December 31, 2016

|                                                    | Actual<br>2016              | Budget<br>2016<br>(Note 17) | Actual<br>2015       |
|----------------------------------------------------|-----------------------------|-----------------------------|----------------------|
| <b>Annual Surplus</b>                              | <b>\$ 64,077,703</b>        | \$ 53,848,345               | \$ 51,498,866        |
| <b>Add (Less):</b>                                 |                             |                             |                      |
| <b>Change in Tangible Capital Assets</b>           |                             |                             |                      |
| Acquisition of tangible capital assets             | (71,729,097)                | (108,747,589)               | (57,610,515)         |
| Amortization                                       | 18,209,180                  | 19,780,000                  | 19,935,997           |
| Proceeds from disposal of tangible capital assets  | 181,645                     | 1,500,000                   | 1,279,143            |
| (Gain) loss on disposal of tangible capital assets | <u>3,833,337</u>            | <u>(1,500,000)</u>          | <u>1,318,228</u>     |
|                                                    | (49,504,935)                | (88,967,589)                | (35,077,147)         |
| <b>Change in Other Non Financial Assets</b>        |                             |                             |                      |
| Decrease (increase) in supplies inventory          | (4,357)                     | -                           | (13,908)             |
| Reclassification of undeveloped land bank          | 53,499                      | -                           | -                    |
| Reclassification of tangible capital assets        | -                           | -                           | 4,226,923            |
| Decrease (increase) in prepaid expenses            | <u>(328,910)</u>            | <u>-</u>                    | <u>(380,475)</u>     |
|                                                    | (279,768)                   | -                           | 3,832,540            |
| <b>Increase (decrease) in Net Financial Assets</b> | <b>14,293,000</b>           | \$ (35,119,244)             | 20,254,259           |
| <b>Net Financial Assets beginning of the year</b>  | <u><b>72,053,124</b></u>    | <u>72,053,124</u>           | <u>51,798,865</u>    |
| <b>Net Financial Assets end of the year</b>        | <u><b>\$ 86,346,124</b></u> | <u>\$ 36,933,880</u>        | <u>\$ 72,053,124</u> |

The accompanying summary of significant accounting policies and notes to the Consolidated Financial Statements are an integral part of this statement

## Consolidated Statement of Cash Flow

For the year ended December 31, 2016

|                                                                       | Actual                       | Actual                     |
|-----------------------------------------------------------------------|------------------------------|----------------------------|
|                                                                       | 2016                         | 2015                       |
| <b>Operating transactions</b>                                         |                              |                            |
| Annual surplus                                                        | <b>\$64,077,703</b>          | \$51,498,866               |
| Items not utilizing cash                                              |                              |                            |
| Amortization                                                          | 18,209,180                   | 19,935,997                 |
| Loss on disposal of tangible capital assets                           | 3,833,337                    | 1,668,305                  |
| Contributed tangible capital assets                                   | (39,062,791)                 | (36,744,306)               |
| Restricted revenues recognized                                        | <u>(17,026,027)</u>          | <u>(12,455,022)</u>        |
|                                                                       | <b>(34,046,301)</b>          | (27,595,026)               |
| <b>Change in non-cash operating items</b>                             |                              |                            |
| Increase in prepaid expenses                                          | (328,909)                    | (380,475)                  |
| Decrease (increase) in supplies inventory                             | (4,357)                      | (13,908)                   |
| Decrease (increase) in accounts receivable                            | 1,941,406                    | (12,680)                   |
| Decrease (increase) in recoverable local improvements                 | 361,160                      | 199,290                    |
| Decrease (increase) in other assets                                   | (21,190)                     | (18,926)                   |
| Increase (decrease) in accounts payable and accrued liabilities       | 730,522                      | 703,805                    |
| Increase (decrease) in deferred revenue                               | 571,194                      | 1,151,736                  |
| Increase (decrease) in refundable performance deposits                | 2,002,979                    | 1,843,301                  |
| Increase (decrease) in employee future benefits                       | <u>(203,299)</u>             | <u>(178,600)</u>           |
|                                                                       | <b>5,049,506</b>             | 3,293,543                  |
| <br>Cash provided by operating transactions                           | <br><u><b>35,080,908</b></u> | <br><u>27,197,383</u>      |
| <b>Capital transactions</b>                                           |                              |                            |
| Proceeds on disposal of assets                                        | 181,645                      | 1,279,143                  |
| Acquisition of tangible capital assets                                | <u>(32,666,306)</u>          | <u>(20,866,209)</u>        |
| Cash applied to capital transactions                                  | <u>(32,484,661)</u>          | <u>(19,587,066)</u>        |
| <b>Investing transactions</b>                                         |                              |                            |
| Decrease (increase) in portfolio investments                          | <u>916,766</u>               | <u>(18,743,908)</u>        |
|                                                                       | <u><b>916,766</b></u>        | <u>(18,743,908)</u>        |
| <b>Financing transactions</b>                                         |                              |                            |
| Debt repayment                                                        | (2,859,107)                  | (2,764,386)                |
| Collection of restricted revenues                                     | <u>8,741,894</u>             | <u>9,945,636</u>           |
| Cash applied to financing transactions                                | <u>5,882,787</u>             | <u>7,181,250</u>           |
| <br>Increase (decrease) in cash and cash equivalents                  | <br><b>9,395,800</b>         | <br>(3,952,341)            |
| <br>Cash and cash equivalents - beginning of year                     | <br><u><b>10,146,294</b></u> | <br><u>14,098,635</u>      |
| <b>Cash and cash equivalents - end of year</b>                        | <b><u>\$19,542,094</u></b>   | <b><u>\$10,146,294</u></b> |
| <b>Supplementary information:</b>                                     |                              |                            |
| Non-cash transactions:                                                |                              |                            |
| Transfer from tangible capital assets to undeveloped land bank        | \$ -                         | \$ 1,194,867               |
| Transfer from tangible capital assets to inventory available for sale | \$ -                         | \$ 4,226,923               |

The accompanying summary of significant accounting policies and notes to the Consolidated Financial Statements are an integral part of this statement

## **Summary of Significant Accounting Policies**

### **For the year ended December 31, 2016**

The City of Maple Ridge (the "City") is a municipality in the province of British Columbia and operates under the provisions of the Community Charter. The City provides municipal services such as fire, public works, planning, parks, recreation and other general government services.

**(a) Reporting Entity and Basis of Consolidation**

These financial statements have been prepared in accordance with Canadian Public Sector accounting standards using guidelines developed by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada.

They consolidate the activities of all of the funds of the City and the City's wholly owned subsidiaries C.D.M.R. Developments Ltd. and Maple Ridge Municipal Holdings Ltd. Transactions between the City's funds and wholly owned subsidiaries have been eliminated and only transactions with outside entities are reported.

**(b) Basis of Accounting**

The basis of accounting followed in these financial statements is the accrual method and includes revenues in the period in which the transactions or events occurred that gave rise to the revenues and expenses in the period the goods and services were acquired and a liability was incurred.

**(c) Non-financial Assets**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of business.

**(d) Tangible Capital Assets**

Tangible capital assets are a special class of non-financial assets and are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation and installation costs, design and engineering fees, legal fees and site preparation costs. Amortization is recorded on a straight line basis over the estimated life of the tangible capital asset commencing once the asset is put into use. Assets under construction are not amortized. Contributed tangible capital assets are recorded at fair value at the time of the contribution and are also recorded as revenue.

Estimated useful lives of tangible capital assets are as follows:

|                                           |                |
|-------------------------------------------|----------------|
| Buildings (including building components) | 7 to 50 years  |
| Transportation network                    | 10 to 75 years |
| Storm sewer system                        | 10 to 75 years |
| Fleet and equipment                       | 8 to 20 years  |
| Technology                                | 3 to 25 years  |
| Water system                              | 10 to 85 years |
| Sanitary sewer system                     | 30 to 75 years |
| Furniture and fixtures                    | 3 to 20 years  |
| Structures                                | 15 to 75 years |

Tangible capital assets do not include works of art or historical treasures. Costs related to the acquisition of such items are expensed in the year in which they are acquired.

**(e) Liability for Contaminated Sites**

Liabilities for contamination are recognized when an environmental standard exists, contamination exceeds the standard, the City has responsibility for remediation, future economic benefits will be given up and a reasonable estimate can be made.

Management has assessed its potential liabilities for contamination, including sites that are no longer in productive use and sites for which the City accepts responsibility. There were no such sites that had contamination in excess of an environmental standard requiring remediation at this time, therefore no liability was recognized at December 31, 2016 or December 31, 2015.

**(f) Revenue Recognition  
Taxation**

Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. Annual levies for non-optional municipal services and general administrative services are recorded as taxes for municipal services in the year they are levied. Taxes receivable are recognized net of an allowance for anticipated uncollectable amounts. Levies imposed by other taxing authorities are not included as taxes for municipal purposes.

Through the British Columbia Assessments' appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes are recognized at the time they are awarded.

**User fees and other revenue**

Charges for sewer and water usage are recorded as user fees and other revenue.

**Government transfers**

Government transfers are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Government transfers are recorded as deferred revenue when transfer stipulations give rise to a liability and are recognized in the statement of operations as the stipulated liabilities are settled.

**Development revenues**

Receipts that are restricted by the legislation of senior governments or by agreement with external parties are a liability of the municipality and are reported as Restricted Revenues at the time they are received. When qualifying expenditures are incurred Restricted Revenues are brought into revenue as development revenue. Restricted Revenues are comprised of the amounts shown in Note 9.

**Investment income**

Investment income is recorded on the accrual basis and recognized when earned. Investment income is allocated to various reserves and operating funds on a proportionate basis.

To the extent that financial instruments have no stated rate of return, investment income is

recognized as it is received.

**Contributed tangible capital assets**

Subdivision developers are required to provide subdivision infrastructure such as streets, lighting, sidewalks, and drainage etc. Upon completion these assets are turned over to the City. Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are also recorded as revenue.

**(g) Use of estimates/measurement uncertainty**

The preparation of financial statements in accordance with Canadian Public Sector Accounting Standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Significant areas requiring use of management estimates relate to the useful lives of tangible capital assets, determination of employee future benefits, the outcome of litigation and claims, and the percentage of completion of buildings and subdivision inspections. Actual results could differ from those estimates.

**(h) Budget figures**

The budget figures reported in the Consolidated Financial Statements represent the 2016 component of the Financial Plan Bylaw adopted by Council on May 10, 2016.

**(i) Financial instruments**

The City's financial instruments consist of cash and cash equivalents, portfolio investments, accounts receivable, recoverable local improvements, other assets, accounts payable and accrued liabilities, refundable performance deposits and debt. Unless otherwise indicated, it is management's opinion that the City is not exposed to any significant interest, credit or currency risks arising from these financial instruments.

**(j) Cash and cash equivalents**

Cash and cash equivalents are comprised of the amounts held in the City's bank accounts and investments with an original maturity date of three months or less.

**(k) Portfolio Investments**

Investments with an original maturity date of more than three month are reported as portfolio investments. Investments and pooled investments are reported using the cost method. Provisions for declines in the market value of investments are recorded when they are considered to be other than temporary. Declines in the market values of investments are considered to be other than temporary when the carrying value exceeds market value for more than three years.

**(l) Cost share agreement**

The City participated in a cost share agreement with the City of Pitt Meadows to provide all of the recreation and cultural services and maintain all of the parks in both municipalities until October 31, 2016. The City recognized expenses at their gross value and recorded the City of Pitt Meadows' contribution as revenue.

**(m) Basis of segmentation (Segment Report, Note 20)**

Municipal services have been segmented by grouping services that have similar service objectives (by function). Revenues that are directly related to the costs of the function have been attributed to each segment. Interest expense is allocated to functions based on the purpose of specific borrowings.

**(n) Employee future benefits**

The City and its employees make contributions to the Municipal Pension Plan, and the employees accrue benefits under this plan based on service. The City's contributions are expensed as incurred. (Note 19)

Sick leave benefits and retirement severance benefits are also available to the City's employees. The costs of these benefits are actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. The liabilities under these benefit plans are accrued based on projected benefits prorated as the employees render services necessary to earn the future benefits. (Note 10)

**Notes to the Consolidated Financial Statements**  
For the year ended December 31, 2016

**1. Cash and cash equivalents**

Cash and cash equivalents as at December 31, 2016 were comprised as follows:

|                  | <u>Dec 31, 2016</u>  | <u>Dec 31, 2015</u>  |
|------------------|----------------------|----------------------|
| Cash             | \$ 11,443,946        | \$ 5,146,294         |
| Cash equivalents | <u>8,098,148</u>     | <u>5,000,000</u>     |
|                  | <u>\$ 19,542,094</u> | <u>\$ 10,146,294</u> |

Cash equivalents are comprised of BC Credit Union term deposits with effective interest rates of **1.5% - 1.6%** (1.6% for 2015). Additionally, the City holds cash and cash equivalents of **\$2,633,511** (\$2,825,191 for 2015) and agreements receivable of **\$160,559** (\$131,626 for 2015) for trusts which are not reported elsewhere in the financial statements. They are held for the following trusts:

|                                             | Balance<br>Dec 31, 2015 | Interest<br>Earned | Receipts            | Disbursements       | Balance<br>Dec 31, 2016 |
|---------------------------------------------|-------------------------|--------------------|---------------------|---------------------|-------------------------|
| Latecomer Fees                              | \$ 200,003              | \$ -               | \$ 93,801           | \$ 253,260          | \$ 40,544               |
| Cemetery Perpetual Care                     | 1,033,713               | 54,116             | 56,798              | 54,116              | 1,090,511               |
| Greater Vancouver Sewer & Drainage District | 808,954                 | -                  | 811,061             | 1,084,868           | 535,147                 |
| Albion Dyking District                      | <u>940,292</u>          | <u>515</u>         | <u>215,125</u>      | <u>1,278</u>        | <u>1,154,654</u>        |
|                                             | <u>\$ 2,982,962</u>     | <u>\$ 54,631</u>   | <u>\$ 1,176,785</u> | <u>\$ 1,393,522</u> | <u>\$ 2,820,856</u>     |

**2. Portfolio Investments**

Portfolio investments include Canadian bank notes and BC Credit Union term deposits with effective interest rates of 1.6% - 2.92%. A portion of the bank notes held have interest payments linked to the performance of a set of equities or a financial index without stated or certain interest rates. For these investments, income is recognized as it is received; in 2016 returns were positive and ranged to 1.48%. The City does not hold any asset backed commercial paper or hedge funds.

The carrying value of securities is based on the cost method whereby the cost of the security is adjusted to reflect investment income that is accruing and any permanent decline in market value. During the term of individual investments there will be fluctuations in market values. Such fluctuations are considered normal, and if held to maturity, market value will be equal to face value.

The carrying value of Portfolio Investments at December 31, 2016 was **\$158,579,174** (\$159,495,941 for 2015). The market value at December 31, 2016 was **\$158,703,643** (\$158,991,241 for 2015).

**3. Accounts Receivable**

|                                       | <u>2016</u>          | <u>2015</u>          |
|---------------------------------------|----------------------|----------------------|
| Property Taxes                        | \$ 5,025,022         | \$ 5,896,045         |
| Other Governments                     | 4,197,992            | 4,347,016            |
| General and Accrued Interest          | 3,920,849            | 3,729,438            |
| Development Cost Charges              | <u>3,877,516</u>     | <u>5,006,365</u>     |
|                                       | 17,021,379           | 18,978,864           |
| Less: Allowance for Doubtful Accounts | <u>(39,718)</u>      | <u>(55,797)</u>      |
|                                       | <u>\$ 16,981,661</u> | <u>\$ 18,923,067</u> |



#### 4. Recoverable Local Improvements

The City provides interim financing for certain geographically localized capital projects. It recovers these amounts from benefiting property owners. Interest rates are established at the outset of the process and are a function of borrowing rates at the time. Repayment is typically made over fifteen years.

#### 5. Other Assets

##### Debt Reserve Fund:

The Municipal Finance Authority of British Columbia provides capital financing for regional districts and their member municipalities. The Authority is required to establish a Debt Reserve Fund. Each regional district, through its member municipalities who share in the proceeds of a debt issue, is required to pay into the Debt Reserve Fund certain amounts set out in the debt agreements. The Authority pays into the Debt Reserve Fund these monies from which interest earned thereon less administrative expenses becomes an obligation to the regional districts. It must then use this fund, if at any time there are insufficient funds, to meet payments on its obligations. If this occurs, the regional districts may be called upon to restore the fund.

Upon the maturity of a debt issue the unused portion of the Debt Reserve Fund established for that issue will be discharged to the City. The City has estimated that there is only a remote possibility that these funds will not be paid to it and therefore these funds have been included in Other Assets of **\$779,296** (\$758,106 for 2015).

#### 6. Accounts Payable and Accrued Liabilities

|                             | <u>2016</u>                 | <u>2015</u>                 |
|-----------------------------|-----------------------------|-----------------------------|
| <b>Accounts Payable:</b>    |                             |                             |
| General                     | \$ 8,334,403                | \$ 7,171,026                |
| Other Governments           | 7,341,118                   | 8,064,961                   |
| Salaries and Wages          | <u>1,659,815</u>            | <u>1,334,623</u>            |
|                             | <b>17,335,336</b>           | 16,570,610                  |
| <b>Accrued Liabilities:</b> |                             |                             |
| Vacation Pay                | 368,785                     | 477,583                     |
| Other Vested Benefits       | <u>945,282</u>              | <u>870,688</u>              |
|                             | <u>1,314,067</u>            | <u>1,348,271</u>            |
|                             | <b><u>\$ 18,649,403</u></b> | <b><u>\$ 17,918,881</u></b> |

#### 7. Contingencies, Commitments and Unrecognized Liabilities:

##### (a) Third Party Claims

Where losses related to litigation are possible and can be reasonably estimated management accrues its best estimate of loss. For 2016 this estimate is **\$522,834** (\$412,657 for 2015). These amounts are included in accounts payable and accrued liabilities.

There are various other claims by and against the City, the outcome of which cannot be reasonably be estimated. Any ultimate settlements will be recorded in the year the settlements occur.

##### (b) Contractual Obligations

###### (i) Water

The City has entered into a cost share agreement with the Greater Vancouver Water District for the construction of infrastructure. Under this agreement the City expects to incur costs of approximately **\$785,000** by the time of project completion. The expense is recorded as the related costs are incurred.

###### (ii) Recreation and Cultural Services

In 1998 the City entered into an agreement to purchase ice sheet time for five years commencing in 1999, with three five-year renewal options. In 2013, the agreement was renewed for an additional five-year period. The minimum annual payment due for the provision of ice time is \$686,225. These payments are recorded as expenses when the ice time is provided.

**(c) Unrecognized Liability**

The City holds shares in a non-profit organization that provides protective services to its members. Should the organization dissolve or management choose to withdraw from the organization the City would be liable for a proportionate share of any debt the organization held at that time. The liability is expected to be discharged over time through payments by the City and others for the provision of these services by the organization. Due to the ongoing operations of the organization the liability could only be quantified if the City chose to withdraw. Consequently no liability has been recognized in these financial statements.

**8. Deferred Revenues**

Deferred revenues held by the City were comprised as follows:

|                          | Prepaid<br>Taxes    |                     | Connection<br>Revenues |                   |
|--------------------------|---------------------|---------------------|------------------------|-------------------|
|                          | 2016                | 2015                | 2016                   | 2015              |
| Beginning balance        | \$ 6,118,372        | \$ 5,825,403        | \$ 629,820             | \$ 467,503        |
| Deferred during the year | 12,673,842          | 12,231,715          | 1,042,486              | 757,465           |
| Revenue recognized       | (12,355,008)        | (11,938,746)        | (947,431)              | (595,148)         |
| Ending balance           | <u>\$ 6,437,206</u> | <u>\$ 6,118,372</u> | <u>\$ 724,875</u>      | <u>\$ 629,820</u> |

|                          | Other               |                     | Total<br>Deferred Revenues |                      |
|--------------------------|---------------------|---------------------|----------------------------|----------------------|
|                          | 2016                | 2015                | 2016                       | 2015                 |
| Beginning balance        | \$ 3,919,585        | \$ 3,223,136        | \$ 10,667,777              | \$ 9,516,042         |
| Deferred during the year | 2,262,634           | 2,383,950           | 15,978,962                 | 15,373,130           |
| Revenue recognized       | (2,105,328)         | (1,687,501)         | (15,407,767)               | (14,221,395)         |
| Ending balance           | <u>\$ 4,076,891</u> | <u>\$ 3,919,585</u> | <u>\$ 11,238,972</u>       | <u>\$ 10,667,777</u> |

**9. Restricted Revenues**

Restricted revenues held by the City were comprised as follows:

|                           | Development<br>Cost Charges |                      | Parkland<br>Acquisition Charges |                     |
|---------------------------|-----------------------------|----------------------|---------------------------------|---------------------|
|                           | 2016                        | 2015                 | 2016                            | 2015                |
| Beginning Balance         | \$ 33,971,867               | \$ 37,155,173        | \$ 1,203,400                    | \$ 1,028,090        |
| Collections and interest  | 7,923,252                   | 9,117,048            | 209,463                         | 175,310             |
| Disbursements - operating | (406,180)                   | (2,989,265)          | -                               | -                   |
| Disbursements - capital   | (15,469,910)                | (9,311,090)          | (1,000,834)                     | -                   |
| Ending Balance            | <u>\$ 26,019,029</u>        | <u>\$ 33,971,866</u> | <u>\$ 412,029</u>               | <u>\$ 1,203,400</u> |

|                           | Other<br>Restricted Revenues |                     | Total<br>Restricted Revenues |                      |
|---------------------------|------------------------------|---------------------|------------------------------|----------------------|
|                           | 2016                         | 2015                | 2016                         | 2015                 |
| Beginning Balance         | \$ 6,510,780                 | \$ 6,012,171        | \$ 41,686,047                | \$ 44,195,434        |
| Collections and interest  | 609,179                      | 653,277             | 8,741,894                    | 9,945,635            |
| Disbursements - operating | (42,268)                     | (40,297)            | (448,448)                    | (3,029,562)          |
| Disbursements - capital   | (106,835)                    | (114,370)           | (16,577,579)                 | (9,425,460)          |
| Ending Balance            | <u>\$ 6,970,856</u>          | <u>\$ 6,510,781</u> | <u>\$ 33,401,914</u>         | <u>\$ 41,686,047</u> |

## 10. Employee Future Benefits

The City provides employee future benefits in the form of severance benefits and vested and non-vested sick leave to qualifying employees. These benefits are not separately funded.

Severance benefits are cash settlements paid to employees who cease their employment with the City after a specified period of time. Employees hired before February 11, 1999 qualify for five days pay per year of employment, provided they either work a minimum of 20 years with the City or retire as defined by the Public Sector Pension Plan Act. Full time employees hired after February 11, 1999 qualify for 20 days pay provided they work a minimum of 10 years with the City and retire as defined by the Public Sector Pension Plan Act.

The City permits regular employees to accumulate up to 18 days per year of service for future illnesses up to a maximum of 250 days. For certain qualifying employees a portion of this benefit vests; for the balance, this benefit does not vest and cannot be converted to any other type of benefit.

An actuarial valuation of these benefits was performed to determine the City's liability and accrued benefit obligation as at December 31, 2015 and updated for December 31, 2016. The valuation resulted in an unamortized actuarial loss of **\$398,200** (\$463,400 for 2015) at December 31, 2016. Actuarial gains or losses are amortized over the expected average remaining service life of employees. The benefit liability at December 31, 2016 was **\$4,704,700**, (\$4,908,000 for 2015) comprised as follows:

|                                              | <u>2016</u>        | <u>2015</u>        |
|----------------------------------------------|--------------------|--------------------|
| Benefit Liability - Beginning of the year    | \$ 4,908,000       | \$ 5,086,600       |
| Add: Current service costs                   | 374,500            | 337,900            |
| Interest on accrued benefit obligation       | 150,200            | 140,800            |
| Plan amendment costs                         | -                  | 471,700            |
| Less: Amortization of actuarial loss (gain)  | 35,600             | (335,500)          |
| Benefits paid during the year                | <u>(763,600)</u>   | <u>(793,500)</u>   |
| Benefit Liability - End of the year          | 4,704,700          | 4,908,000          |
| <br>Add (Less): Unamortized actuarial loss   | <br><u>398,200</u> | <br><u>463,400</u> |
| Accrued benefit obligation - End of the year | 5,102,900          | 5,371,400          |

Actuarial assumptions used to determine the City's accrued benefit obligation are as follows:

|                                                               | <u>2016</u> | <u>2015</u> |
|---------------------------------------------------------------|-------------|-------------|
| Discount rate (long-term borrowing rate)                      | 2.90 %      | 2.80 %      |
| Expected future inflation rate                                | 2.00 %      | 2.00 %      |
| Merit and inflationary wage and salary increases averaging    | 3.04 %      | 3.04 %      |
| Estimated average remaining service life of employees (years) | 13.0        | 13.0        |

## 11. Debt (Schedule 4)

The City obtains debt instruments through the Municipal Finance Authority (MFA), pursuant to security issuing bylaws under authority of the Community Charter, to finance certain capital expenditures. Debt is reported net of Sinking Fund balances and interest expense is reported net of Sinking Fund earnings.

The City carries no debt for others.

The following debenture debt amounts plus related interest and sinking fund contributions are payable over the next five years:

|                           | <u>Debt Payments</u> |
|---------------------------|----------------------|
| 2017                      | \$ 2,582,492         |
| 2018                      | 2,129,744            |
| 2019                      | 2,172,036            |
| 2020                      | 2,215,521            |
| 2021                      | 2,260,235            |
| Thereafter                | <u>14,559,328</u>    |
| Debt principal repayments | <u>\$ 25,919,356</u> |

The City has the following authorized but un-issued long term debt as at December 31, 2016:

| <u>L/A Bylaw</u> | <u>L/A Amount</u>   |
|------------------|---------------------|
| #6558            | \$ 6,000,000        |
| #6560            | 275,000             |
| #6679            | <u>1,100,000</u>    |
|                  | <u>\$ 7,375,000</u> |

## 12. Tangible Capital Assets

|                        | <u>Net book value</u> |                       |
|------------------------|-----------------------|-----------------------|
|                        | <u>2016</u>           | <u>2015</u>           |
| Land                   | \$ 215,898,649        | \$ 201,911,387        |
| Buildings              | 45,632,627            | 45,860,878            |
| Transportation network | 223,230,279           | 213,240,440           |
| Storm sewer system     | 201,919,428           | 185,891,409           |
| Fleet and equipment    | 13,625,491            | 14,043,631            |
| Technology             | 4,751,490             | 4,801,939             |
| Water system           | 113,622,225           | 107,827,624           |
| Sanitary sewer system  | 126,551,687           | 122,486,319           |
| Other                  | <u>15,164,227</u>     | <u>14,827,541</u>     |
|                        | <u>\$ 960,396,101</u> | <u>\$ 910,891,167</u> |

For additional information, see the Schedule of Tangible Capital Assets (Schedule 5)

During the year there were no write-downs of assets (2015 - \$Nil) and no interest was capitalized (2015 - \$Nil). In addition, roads and related infrastructure, underground networks and land contributed to the City totaled **\$39,062,791** (\$36,744,306 for 2015) and were capitalized at their fair value at the time of receipt.

Works of art, artifacts, cultural and historic assets are not recorded as assets in the financial statements. The City controls various works of art and historical treasures including artifacts, paintings, sculptures and mosaics located at City sites and public display areas.

### 13. Undeveloped Land Bank

The City owns property in various areas identified for future growth in the Official Community Plan. These properties are not currently used in the provision of service to the citizens of Maple Ridge. The properties represent a strategic, non-renewable resource available for the advancement of Council's strategic plan.

### 14. Accumulated Surplus

Accumulated Surplus is comprised of operating surpluses and equity in tangible capital assets held in the general, sewer and water funds as well as reserves. Accumulated surplus for 2016 is **\$1,063,091,751** (\$999,824,048 for 2015) and is distributed as follows:

|                                          |          | <u>2016</u>             | <u>2015</u>           |
|------------------------------------------|----------|-------------------------|-----------------------|
| Operating surplus (Schedule 1)           | General  | \$ 9,285,688            | \$ 9,859,165          |
|                                          | Sewer    | 8,144,538               | 6,413,897             |
|                                          | Water    | <u>11,296,039</u>       | <u>8,354,639</u>      |
|                                          |          | 28,726,265              | 24,627,701            |
| Equity in the capital funds (Schedule 2) | General  | 709,048,629             | 665,279,594           |
|                                          | Sewer    | 127,032,307             | 124,012,680           |
|                                          | Water    | <u>114,453,816</u>      | <u>108,872,543</u>    |
|                                          |          | 950,534,752             | 898,164,817           |
| Reserves (Schedule 3)                    | Funds    | 38,755,844              | 36,211,526            |
|                                          | Accounts | <u>45,884,890</u>       | <u>40,820,004</u>     |
|                                          |          | 84,640,734              | 77,031,530            |
| Accumulated Surplus                      |          | <u>\$ 1,063,901,751</u> | <u>\$ 999,824,048</u> |

### 15. Property Tax Levies

In addition to its own tax levies, the City is required to levy taxes on behalf of various other taxing authorities. These include the provincial government for local school taxes, incorporated dyking districts located within the City and, organizations providing regional services in which the City has become a member. Taxes levied for other agencies are not included in City revenues. Total tax levies were comprised as follows:

|                                     | <u>2016</u>           | <u>2016 Budget</u>    | <u>2015</u>           |
|-------------------------------------|-----------------------|-----------------------|-----------------------|
| <b>Municipal Tax Levies</b>         | \$ 77,452,203         | \$ 77,377,354         | \$ 74,042,945         |
| <b>Levies for other authorities</b> |                       |                       |                       |
| School taxes                        | 32,805,061            | 32,855,944            | 32,226,532            |
| Greater Vancouver Transit Authority | 5,397,878             | 5,398,623             | 5,562,484             |
| British Columbia Assessment         | 925,179               | 925,272               | 935,092               |
| Greater Vancouver Regional District | 892,390               | 892,747               | 885,216               |
| Dyking Districts                    | 558,943               | 523,716               | 873,426               |
| Municipal Finance Authority         | <u>3,272</u>          | <u>3,270</u>          | <u>3,041</u>          |
| <b>Total Collections for Others</b> | <u>40,582,723</u>     | <u>40,599,572</u>     | <u>40,485,791</u>     |
| <b>Total Tax Levies</b>             | <u>\$ 118,034,926</u> | <u>\$ 117,976,926</u> | <u>\$ 114,528,736</u> |

## 16. Government Transfers

Government transfers received during the year were comprised of the following:

|                  | <u>2016</u>       |                     | <u>2015</u>       |                     |
|------------------|-------------------|---------------------|-------------------|---------------------|
|                  | Capital           | Operating           | Capital           | Operating           |
| Federal Gov't    | \$ 5,141          | \$ 289,215          | \$ -              | \$ 354,582          |
| Provincial Gov't | 233,219           | 1,167,396           | 29,263            | 1,442,185           |
| TransLink        | 371,777           | 497,800             | 779,171           | 854,532             |
| Other            | <u>160,802</u>    | <u>50,385</u>       | <u>109,500</u>    | <u>68,319</u>       |
| Total            | <u>\$ 770,939</u> | <u>\$ 2,004,796</u> | <u>\$ 917,934</u> | <u>\$ 2,719,618</u> |

## 17. Budget

Budget amounts represent the Financial Plan Bylaw adopted by Council on May 10, 2016. The Financial Plan anticipated use of surpluses accumulated in previous years to balance against current year expenditures in excess of current year revenues.

The following shows how these amounts were combined:

|                                        | <b>Financial Plan<br/>Bylaw</b> | <b>Financial Statement<br/>Budget</b> |
|----------------------------------------|---------------------------------|---------------------------------------|
| <b>Revenue</b>                         |                                 |                                       |
| Taxation                               | \$ 77,377,354                   | \$ 77,377,354                         |
| User fees and other revenue            | 41,197,154                      | 41,197,154                            |
| Other                                  | 49,985,230                      | 49,985,230                            |
| Contributed subdivision infrastructure | <u>16,499,996</u>               | <u>16,499,996</u>                     |
| <b>Total Revenue</b>                   | <u>185,059,734</u>              | <u>185,059,734</u>                    |
| <b>Expenses</b>                        |                                 |                                       |
| Protective services                    | 38,805,939                      | 38,805,939                            |
| Transportation services                | 20,121,816                      | 20,121,816                            |
| Recreation and cultural                | 23,316,336                      | 23,316,336                            |
| Water utility                          | 14,263,929                      | 14,263,929                            |
| Sewer utility                          | 10,387,576                      | 10,387,576                            |
| General Government                     | 18,198,317                      | 18,198,317                            |
| Planning, public health and other      | <u>6,117,476</u>                | <u>6,117,476</u>                      |
| <b>Total expenses</b>                  | <u>131,211,389</u>              | <u>131,211,389</u>                    |
| <b>Annual Surplus</b>                  | <b>\$ <u>53,848,345</u></b>     | <b>\$ <u>53,848,345</u></b>           |
| Less:                                  |                                 |                                       |
| Capital expenditures                   | 108,747,589                     |                                       |
| Debt repayment                         | 3,476,403                       |                                       |
| Add:                                   |                                 |                                       |
| Interfund transfers                    | 31,549,549                      |                                       |
| Amortization                           | 19,780,000                      |                                       |
| Borrowing proceeds                     | <u>7,046,098</u>                |                                       |
|                                        | <u>\$ -</u>                     |                                       |

## 18. Expenditures and Expenses by Object

|                                        | Operations            | Capital<br>Acquisitions | 2016 Total            | 2016 Budget           | 2015 Total            |
|----------------------------------------|-----------------------|-------------------------|-----------------------|-----------------------|-----------------------|
| Goods and services                     | \$ 54,224,116         | \$ 31,743,301           | \$ 85,967,417         | \$ 157,852,867        | \$ 75,901,704         |
| Wages and salaries                     | 42,018,791            | 923,005                 | 42,941,796            | 43,855,739            | 42,445,784            |
| Interest                               | <u>1,849,295</u>      | <u>-</u>                | <u>1,849,295</u>      | <u>1,970,376</u>      | <u>1,975,261</u>      |
| Total Expenditures                     | 98,092,202            | 32,666,306              | 130,758,508           | 203,678,982           | 120,322,749           |
| Amortization expenses                  | 18,209,180            | -                       | 18,209,180            | 19,780,000            | 19,935,997            |
| Contributed tangible<br>capital assets | <u>-</u>              | <u>39,062,791</u>       | <u>39,062,791</u>     | <u>16,499,996</u>     | <u>36,744,306</u>     |
| Total Expenditures and<br>Expenses     | <u>\$ 116,301,382</u> | <u>\$ 71,729,097</u>    | <u>\$ 188,030,479</u> | <u>\$ 239,958,978</u> | <u>\$ 177,003,052</u> |

## 19. Pension Plan

The employer and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2015, the plan has about 189,000 active members and approximately 85,000 retired members. Active members include approximately 37,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. The rate is then adjusted to the extent there is amortization of any funding deficit.

The most recent valuation for the Municipal Pension Plan as of December 31, 2015, indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis.

The City paid **\$3,440,174** (2015 \$3,302,393) for employer contributions while employees contributed **\$2,778,065** (2015 \$2,680,523) to the plan in fiscal 2016.

The next valuation will be as at December 31, 2018, with results available in 2019.

Employers participating in the plan record their pension expense at the amount of employer contributions made during the fiscal year (defined contribution plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

## **20. Segmented Information**

The City is a diversified municipal government entity in the province of British Columbia that provides a wide range of services to its citizens. Municipal services have been segmented by grouping activities that have similar service objectives (by function) and separately disclosed in the segment report. Where certain activities cannot be attributed to a specific segment they have been reported as unallocated. The segments and the services they provide are as follows:

### **Protective Services**

Protective Services is comprised of the Ridge Meadows RCMP detachment, the Maple Ridge Fire Department, bylaw enforcement, inspection services and emergency services. Services provided by the segment are focused on protecting the citizens of Maple Ridge.

### **Transportation Services**

Transportation Services is comprised of Engineering, Operations, Drainage and Roads. Services provided by the segment include the construction and maintenance of transportation related infrastructure.

### **Recreation and Cultural**

Recreation and cultural services provides library services, access to recreation facilities and maintains and operates City parks.

### **Water Utility**

The Water Utility, in conjunction with Metro Vancouver, provides safe, clean, reliable water to the residents and businesses of the City of Maple Ridge.

### **Sewer Utility**

The Sewer Utility collects waste water and transports it to treatment plants operated by Metro Vancouver in addition to maintaining the sanitary sewer infrastructure.

### **General Government**

General Government provides administrative, legislative and support services for the City. Functions include financial planning and reporting, information technology, economic development and communications.

### **Planning, Public Health and Other**

This segment is comprised of Planning, Recycling, Cemetery and Social Planning. Activities include land use guidelines, development of the City's official community plan, management of the recycling contract and improving the social well-being of the community.

### **Unallocated**

Unallocated includes revenues and expenses that cannot be directly attributed to the activities of an identified functional segment.



## Consolidated Report of Segmented Revenue and Expenses

For the year ended December 31, 2016

|                                                     | Protective<br>Services        | Transportation<br>Services  | Recreation<br>and Cultural   | Water Utility              | Sewer Utility              |
|-----------------------------------------------------|-------------------------------|-----------------------------|------------------------------|----------------------------|----------------------------|
| <b>Revenue</b>                                      |                               |                             |                              |                            |                            |
| Tax revenue                                         | \$ -                          | \$ -                        | \$ -                         | \$ 139,992                 | \$ 891,135                 |
| Other revenues                                      | 6,175,248                     | 757,903                     | 5,476,262                    | 15,545,102                 | 9,470,352                  |
| Government transfers                                | 100,530                       | 1,523,174                   | 187,121                      | -                          | -                          |
| Development revenue                                 | 1,569                         | 9,086,684                   | 5,610,106                    | 2,838,919                  | 121,088                    |
| Interest and investment income                      | -                             | -                           | -                            | -                          | -                          |
| Gaming Revenues                                     | -                             | -                           | -                            | -                          | -                          |
| Refinancing and other gains                         | -                             | -                           | -                            | -                          | -                          |
| Loss on disposal of capital assets                  | (4,068)                       | (636,810)                   | (11,588)                     | (187,958)                  | (2,959,406)                |
| Contributed infrastructure                          | <u>-</u>                      | <u>21,379,869</u>           | <u>5,405,623</u>             | <u>3,292,211</u>           | <u>8,985,088</u>           |
| <b>Total Revenue</b>                                | <b>6,273,279</b>              | <b>32,110,820</b>           | <b>16,667,524</b>            | <b>21,628,266</b>          | <b>16,508,257</b>          |
| <b>Expenses</b>                                     |                               |                             |                              |                            |                            |
| Operating:                                          |                               |                             |                              |                            |                            |
| Goods and services                                  | 18,747,607                    | 2,802,426                   | 9,324,296                    | 9,223,928                  | 7,050,689                  |
| Labour                                              | 15,753,713                    | 5,572,234                   | 8,370,799                    | 1,229,348                  | 575,625                    |
| Debt Servicing                                      | <u>13,886</u>                 | <u>(12,228)</u>             | <u>935,302</u>               | <u>-</u>                   | <u>-</u>                   |
| Sub total                                           | 34,515,206                    | 8,362,432                   | 18,630,397                   | 10,453,276                 | 7,626,314                  |
| Amortization                                        | <u>1,329,360</u>              | <u>7,473,290</u>            | <u>2,954,081</u>             | <u>2,175,606</u>           | <u>2,441,993</u>           |
| <b>Total Expenses</b>                               | <b><u>35,844,566</u></b>      | <b><u>15,835,722</u></b>    | <b><u>21,584,478</u></b>     | <b><u>12,628,882</u></b>   | <b><u>10,068,307</u></b>   |
| <b>Excess (deficiency) of revenue over expenses</b> | <b>\$ <u>(29,571,287)</u></b> | <b>\$ <u>16,275,098</u></b> | <b>\$ <u>(4,916,954)</u></b> | <b>\$ <u>8,999,384</u></b> | <b>\$ <u>6,439,950</u></b> |

| General<br>Government  | Commercial<br>Tower | Planning<br>Public Health<br>& Other | Unallocated          | Total<br>2016 Actual | Total Budget         | Total<br>2015 Actual |
|------------------------|---------------------|--------------------------------------|----------------------|----------------------|----------------------|----------------------|
| \$ -                   | \$ -                | \$ 1,940,726                         | \$ 74,480,350        | \$ 77,452,203        | \$ 77,377,354        | \$ 74,042,945        |
| 1,719,398              | 1,445,025           | 2,622,056                            | -                    | 43,211,346           | 41,197,154           | 41,699,739           |
| 964,910                | -                   | -                                    | -                    | 2,775,735            | 5,991,875            | 3,637,552            |
| 213,865                | -                   | 21,050                               | -                    | 17,893,281           | 39,560,375           | 12,855,808           |
| -                      | -                   | -                                    | 2,478,388            | 2,478,388            | 1,882,980            | 2,417,402            |
| -                      | -                   | -                                    | 1,338,678            | 1,338,678            | 1,050,000            | 1,161,956            |
| -                      | -                   | -                                    | -                    | -                    | 1,500,000            | -                    |
| (33,507)               | -                   | -                                    | -                    | (3,833,337)          | -                    | (1,668,305)          |
| <u>-</u>               | <u>-</u>            | <u>-</u>                             | <u>-</u>             | <u>39,062,791</u>    | <u>16,499,996</u>    | <u>36,744,306</u>    |
| 2,864,666              | 1,445,025           | 4,583,832                            | 78,297,416           | 180,379,085          | 185,059,734          | 170,891,403          |
| 3,771,630              | 541,404             | 2,762,136                            | -                    | 54,224,116           | 65,605,274           | 55,862,092           |
| 8,065,402              | -                   | 2,451,670                            | -                    | 42,018,791           | 43,855,739           | 41,619,187           |
| <u>279,897</u>         | <u>575,297</u>      | <u>57,141</u>                        | <u>-</u>             | <u>1,849,295</u>     | <u>1,970,376</u>     | <u>1,975,261</u>     |
| 12,116,929             | 1,116,701           | 5,270,947                            | -                    | 98,092,202           | 111,431,389          | 99,456,540           |
| <u>1,587,469</u>       | <u>-</u>            | <u>247,381</u>                       | <u>-</u>             | <u>18,209,180</u>    | <u>19,780,000</u>    | <u>19,935,997</u>    |
| <u>13,704,398</u>      | <u>1,116,701</u>    | <u>5,518,328</u>                     | <u>-</u>             | <u>116,301,382</u>   | <u>131,211,389</u>   | <u>119,392,537</u>   |
| \$ <u>(10,839,732)</u> | \$ <u>328,324</u>   | \$ <u>(934,496)</u>                  | \$ <u>78,297,416</u> | \$ <u>64,077,703</u> | \$ <u>53,848,345</u> | \$ <u>51,498,866</u> |

## Schedule of Change in Operating Accumulated Surplus

For the year ended December 31, 2016

|                                                            | Actual<br>2016              | Budget<br>2016              | Actual<br>2015              |
|------------------------------------------------------------|-----------------------------|-----------------------------|-----------------------------|
| <b>Revenue</b>                                             |                             |                             |                             |
| Taxes for municipal purposes                               | \$ 77,452,203               | \$ 77,377,354               | \$ 74,042,945               |
| User fees and other revenues                               | 43,211,346                  | 41,197,154                  | 41,699,739                  |
| Government transfers                                       | 2,004,796                   | 2,421,056                   | 2,719,618                   |
| Development Revenue                                        | 1,003,410                   | 1,198,498                   | 3,328,337                   |
| Interest and investment income                             | 1,717,684                   | 1,307,984                   | 1,684,002                   |
| Gaming revenues                                            | 1,338,678                   | 1,050,000                   | 1,161,956                   |
| Refinancing and other gains                                | <u>181,645</u>              | <u>1,500,000</u>            | <u>1,279,143</u>            |
|                                                            | <b>126,909,762</b>          | 126,052,046                 | 125,915,740                 |
| <b>Expenses</b>                                            |                             |                             |                             |
| Protective services                                        | 34,515,206                  | 37,455,939                  | 32,916,751                  |
| Transportation services                                    | 8,362,432                   | 10,161,816                  | 7,827,639                   |
| Recreation and cultural                                    | 18,630,397                  | 21,106,336                  | 19,288,737                  |
| Water utilities                                            | 10,453,276                  | 12,243,929                  | 13,753,846                  |
| Sewer utilities                                            | 7,626,314                   | 7,997,576                   | 7,226,611                   |
| General government                                         | 13,233,630                  | 16,608,317                  | 12,771,543                  |
| Public and environmental health                            | <u>5,270,947</u>            | <u>5,857,476</u>            | <u>5,671,413</u>            |
|                                                            | <b>98,092,202</b>           | 111,431,389                 | 99,456,540                  |
| <b>Annual Surplus</b>                                      | <b>28,817,560</b>           | 14,620,657                  | 26,459,200                  |
| <b>Internal transfers</b>                                  |                             |                             |                             |
| Transfers to capital funds                                 | (7,851,339)                 | (9,470,487)                 | (5,584,821)                 |
| Transfers to reserves                                      | <u>(16,867,657)</u>         | <u>(2,027,693)</u>          | <u>(15,168,801)</u>         |
| Increase in operating accumulated surplus                  | <b>4,098,564</b>            | 3,122,477                   | 5,705,578                   |
| <b>Operating accumulated surplus-beginning of year</b>     | <u><b>24,627,701</b></u>    | <u>24,627,701</u>           | <u>18,922,123</u>           |
| <b>Operating accumulated surplus-end of year (Note 14)</b> | <b>\$ <u>28,726,265</u></b> | <b>\$ <u>27,750,178</u></b> | <b>\$ <u>24,627,701</u></b> |

## Schedule 2

**Schedule of Change in Capital Funds**  
**For the year ended December 31, 2016**

|                                                     | Actual<br>2016        | Budget<br>2016        | Actual<br>2015        |
|-----------------------------------------------------|-----------------------|-----------------------|-----------------------|
| <b>Revenue</b>                                      |                       |                       |                       |
| Subdivision infrastructure contributions            | \$ 39,062,791         | \$ 16,499,996         | \$ 36,744,306         |
| Government transfers                                | 770,939               | 3,570,819             | 917,934               |
| Development fees                                    | 16,470,744            | 36,627,061            | 9,311,090             |
| Other capital contributions                         | 419,127               | 1,734,816             | 216,381               |
| Disposal of tangible capital assets                 | <u>(4,014,982)</u>    | <u>-</u>              | <u>(2,947,448)</u>    |
| Total Revenue                                       | 52,708,619            | 58,432,692            | 44,242,263            |
| <b>Expenses</b>                                     |                       |                       |                       |
| Amortization                                        | <u>18,209,180</u>     | <u>19,780,000</u>     | <u>19,935,997</u>     |
| Total Expenses                                      | 18,209,180            | 19,780,000            | 19,935,997            |
| <b>Annual Surplus</b>                               | 34,499,439            | 38,652,692            | 24,306,266            |
| <b>Internal Transfers</b>                           |                       |                       |                       |
| Transfers and principal payments from revenue funds | 7,851,339             | 9,470,487             | 5,584,821             |
| Transfers from reserves                             | <u>10,019,157</u>     | <u>37,274,741</u>     | <u>7,614,277</u>      |
| <b>Increase in capital funds</b>                    | 52,369,935            | 85,397,920            | 37,505,364            |
| <b>Capital funds - beginning of the year</b>        | <u>898,164,817</u>    | <u>898,164,817</u>    | <u>860,659,453</u>    |
| <b>Capital funds - end of the year</b> (Note 14)    | \$ <u>950,534,751</u> | \$ <u>983,562,737</u> | \$ <u>898,164,817</u> |

## Schedule 3

**Schedule of Change in Reserves**

For the year ended December 31, 2016

|                                                             | <b>Actual<br/>2016</b> | <b>Budget<br/>2016</b> | <b>Actual<br/>2015</b> |
|-------------------------------------------------------------|------------------------|------------------------|------------------------|
| <b>Revenue and Transfers</b>                                |                        |                        |                        |
| Revenue                                                     |                        |                        |                        |
| Interest and investment income                              | \$ 760,704             | \$ 574,996             | \$ 733,399             |
| <b>Add (less)</b>                                           |                        |                        |                        |
| Internal transfers                                          |                        |                        |                        |
| Transfers from revenue funds                                | 16,867,657             | 2,027,693              | 15,168,801             |
| Transfers to capital funds                                  | <u>(10,019,157)</u>    | <u>(37,274,741)</u>    | <u>(7,614,277)</u>     |
| <b>Increase (decrease) in Reserved Accumulated Surplus</b>  | 7,609,204              | (34,672,052)           | 8,287,923              |
| <b>Reserved Accumulated Surplus - Beginning of the Year</b> | <u>77,031,530</u>      | <u>77,031,530</u>      | <u>68,743,607</u>      |
| <b>Reserved Accumulated Surplus - End of Year (Note 14)</b> | <u>\$ 84,640,734</u>   | <u>\$ 42,359,478</u>   | <u>\$ 77,031,530</u>   |

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## Continuity Schedule of Debenture Debt

For the Year Ended December 31, 2016

|                        | Date of<br>Issue/Maturity | Bylaw/MFA | Function/Purpose                           | Interest<br>Rate |
|------------------------|---------------------------|-----------|--------------------------------------------|------------------|
| <b>Long Term Debts</b> |                           |           |                                            |                  |
|                        | Apr 2005/2027             | 6246/93   | Recreation/Downtown Civic Properties       | 5.7 %            |
|                        | Apr 2005/2027             | 6246/93   | General Government/Downtown Office Complex | 5.7 %            |
|                        | Dec 2006/2026             | 6246/99   | General Government/Downtown Office Complex | 5.0 %            |
|                        | Oct 2012/2017             | 6562/121  | General Government/River Road Drainage     | 2.1 %            |
|                        | Oct 2012/2027             | 6560/121  | Protective Services/Animal Shelter         | 2.9 %            |
|                        | Oct 2012/2037             | 6559/121  | Public Health/Cemetery Expansion           | 2.9 %            |
|                        | Oct 2012/2037             | 6679/121  | Public Health/Cemetery Expansion           | 2.9 %            |
|                        |                           |           | Subtotal                                   |                  |
| <b>LESS:</b>           |                           |           |                                            |                  |
| <b>Sinking Funds</b>   |                           |           |                                            |                  |
|                        | Dec 2006/2026             | 6246/99   | General Government/Downtown Office Complex | 5.0 %            |
|                        | Oct 2012/2017             | 6562/121  | General Government/River Road Drainage     | 2.1 %            |
|                        | Oct 2012/2027             | 6560/121  | Protective Services/Animal Shelter         | 2.9 %            |
|                        | Oct 2012/2037             | 6559/121  | Public Health/Cemetery Expansion           | 2.9 %            |
|                        | Oct 2012/2037             | 6679/121  | Public Health/Cemetery Expansion           | 2.9 %            |
|                        |                           |           | Subtotal                                   |                  |
| <b>Net Amount</b>      |                           |           |                                            |                  |

| Dec 31, 2015<br>Balance<br>Outstanding | New Debt Issued<br>During the year | Principal/<br>Sinking Fund<br>Payments | Sinking Fund<br>Earnings | 2016<br>Balance<br>Outstanding | Interest Paid/<br>Earned<br>For The Year |
|----------------------------------------|------------------------------------|----------------------------------------|--------------------------|--------------------------------|------------------------------------------|
| \$ 17,481,309                          | \$ -                               | \$ 1,244,182                           | \$ -                     | \$ 16,237,127                  | \$ 935,302                               |
| 2,424,274                              | -                                  | 172,529                                | -                        | 2,251,745                      | 129,697                                  |
| 16,300,000                             | -                                  | -                                      | -                        | 16,300,000                     | 813,370                                  |
| 2,675,000                              | -                                  | -                                      | -                        | 2,675,000                      | 54,838                                   |
| 625,000                                | -                                  | -                                      | -                        | 625,000                        | 18,125                                   |
| 1,520,000                              | -                                  | -                                      | -                        | 1,520,000                      | 44,080                                   |
| <u>700,000</u>                         | <u>-</u>                           | <u>-</u>                               | <u>-</u>                 | <u>700,000</u>                 | <u>20,300</u>                            |
| 41,725,583                             | -                                  | 1,416,711                              | -                        | 40,308,872                     | 2,015,712                                |
| 5,839,056                              | -                                  | 547,383                                | 238,073                  | 6,624,512                      | 238,073                                  |
| 1,556,515                              | -                                  | 493,877                                | 67,066                   | 2,117,458                      | 67,066                                   |
| 98,372                                 | -                                  | 31,213                                 | 4,239                    | 133,824                        | 4,239                                    |
| 115,028                                | -                                  | 36,498                                 | 4,956                    | 156,482                        | 4,956                                    |
| <u>52,973</u>                          | <u>-</u>                           | <u>16,809</u>                          | <u>2,282</u>             | <u>72,064</u>                  | <u>2,282</u>                             |
| 7,661,944                              | -                                  | 1,125,780                              | 316,616                  | 9,104,340                      | 316,616                                  |
| <u>\$ 34,063,639</u>                   | <u>\$ -</u>                        | <u>\$ 2,542,491</u>                    | <u>\$ 316,616</u>        | <u>\$ 31,204,532</u>           | <u>\$ 1,699,096</u>                      |



## Schedule of Tangible Capital Assets

For the year ended December 31, 2016

|                                                   | Land <sup>2</sup>     | Building             | Transportation<br>Network | Storm System          |
|---------------------------------------------------|-----------------------|----------------------|---------------------------|-----------------------|
| <b>Historical Cost <sup>1</sup></b>               |                       |                      |                           |                       |
| Opening cost                                      | \$ 201,911,387        | \$ 89,743,990        | \$ 323,036,059            | \$ 244,265,123        |
| Additions                                         | 13,987,262            | 2,481,920            | 16,459,885                | 17,122,643            |
| Disposals                                         | <u>-</u>              | <u>(129,893)</u>     | <u>(525,233)</u>          | <u>(497,526)</u>      |
|                                                   | 215,898,649           | 92,096,017           | 338,970,711               | 260,890,240           |
| <b>Accumulated<br/>Amortization</b>               |                       |                      |                           |                       |
| Opening balance                                   | -                     | 43,883,112           | 109,795,619               | 58,373,714            |
| Amortization expense                              | -                     | 2,696,585            | 6,183,554                 | 770,505               |
| Effect of disposals                               | <u>-</u>              | <u>(116,307)</u>     | <u>(238,741)</u>          | <u>(173,407)</u>      |
|                                                   | <u>-</u>              | <u>46,463,390</u>    | <u>115,740,432</u>        | <u>58,970,812</u>     |
| <b>Net Book Value as at<br/>December 31, 2016</b> | <u>\$ 215,898,649</u> | <u>\$ 45,632,627</u> | <u>\$ 223,230,279</u>     | <u>\$ 201,919,428</u> |
| <b>Net Book Value as at<br/>December 31, 2015</b> | \$ 201,911,387        | \$ 45,860,878        | \$ 213,240,440            | \$ 185,891,409        |

<sup>1</sup> Historical cost includes work in progress at December 31, 2016 of **\$13,675,368** (\$- for 2015) comprised of: Land \$24,177 (\$202,240 for 2015); Buildings \$2,716,945 (\$532,501 for 2015); Transportation network \$10,162,075 (\$8,375,477 for 2015); Storm system \$46,711 (\$48,431 for 2015); Fleet and equipment \$3,448 (\$8,563 for 2015); Technology \$3,000 (\$9,531 for 2015); Water system \$440,517 (\$195,180 for 2015); Sanitary system \$73,575 (\$- for 2015); and Other \$204,919 (\$- for 2015). Work in progress is not amortized.

<sup>2</sup> Additions to land are net of \$- (\$4,226,923 for 2015) of land reclassified to inventory available for sale.

<sup>3</sup> "Other" at net book value includes Furniture and Fixtures at \$495,795 (\$630,730 for 2015) and structures at \$14,668,431 (\$14,196,810 for 2015)

| <b>Fleet and<br/>Equipment</b> | <b>Technology</b>   | <b>Water System</b>   | <b>Sanitary System</b> | <b>Other<sup>3</sup></b> | <b>Total</b>          |
|--------------------------------|---------------------|-----------------------|------------------------|--------------------------|-----------------------|
| \$ 27,175,107                  | \$ 10,404,167       | \$ 139,209,369        | \$ 164,705,575         | \$ 28,760,734            | \$ 1,229,211,509      |
| 1,022,177                      | 794,892             | 8,261,778             | 9,501,728              | 2,096,812                | 71,729,097            |
| <u>(554,664)</u>               | <u>(339,301)</u>    | <u>(493,244)</u>      | <u>(3,396,283)</u>     | <u>(245,136)</u>         | <u>(6,181,280)</u>    |
| 27,642,620                     | 10,859,758          | 146,977,903           | 170,811,020            | 30,612,410               | 1,294,759,326         |
| 13,131,476                     | 5,602,228           | 31,381,745            | 42,219,256             | 13,933,193               | 318,320,343           |
| 1,315,184                      | 796,641             | 2,246,237             | 2,468,325              | 1,732,149                | 18,209,180            |
| <u>(429,531)</u>               | <u>(290,601)</u>    | <u>(272,304)</u>      | <u>(428,248)</u>       | <u>(217,159)</u>         | <u>(2,166,298)</u>    |
| <u>14,017,129</u>              | <u>6,108,268</u>    | <u>33,355,678</u>     | <u>44,259,333</u>      | <u>15,448,183</u>        | <u>334,363,225</u>    |
| <u>\$ 13,625,491</u>           | <u>\$ 4,751,490</u> | <u>\$ 113,622,225</u> | <u>\$ 126,551,687</u>  | <u>\$ 15,164,227</u>     | <u>\$ 960,396,101</u> |
| \$ 14,043,631                  | \$ 4,801,939        | \$ 107,827,624        | \$ 122,486,319         | \$ 14,827,541            | \$ 910,891,167        |

# Continuity Schedule of Reserves

For the year ended December 31, 2016

|                                                       | <u>Balance<br/>Dec. 31, 2015</u> | <u>Interest<br/>Allocated</u> |
|-------------------------------------------------------|----------------------------------|-------------------------------|
| <b>Reserve Funds</b>                                  |                                  |                               |
| Local Improvements                                    | \$ 2,550,517                     | \$ 14,753                     |
| Equipment Replacement                                 | 13,093,289                       | 190,700                       |
| Capital Works                                         | 11,623,295                       | 153,897                       |
| Fire Department Capital Acquisition                   | 7,054,422                        | 104,276                       |
| Sanitary Sewer                                        | 1,614,769                        | 21,470                        |
| Land                                                  | <u>275,235</u>                   | <u>3,661</u>                  |
| <b>Total Reserve Funds</b>                            | 36,211,527                       | 488,757                       |
| <b>Reserve Accounts</b>                               |                                  |                               |
| Specific Projects - Capital                           | 6,143,821                        | -                             |
| Specific Projects - Operating                         | 8,397,216                        | -                             |
| Self Insurance                                        | 830,351                          | 11,227                        |
| Police Services                                       | 6,735,888                        | 87,554                        |
| Core Development                                      | 1,720,419                        | 21,791                        |
| Recycling                                             | 1,513,787                        | 20,645                        |
| Community Development                                 | 1,349                            | 1                             |
| Building Inspections                                  | 2,494,848                        | 31,411                        |
| Gravel Extraction                                     | 727,831                          | 10,141                        |
| Community Works (Gas Tax)                             | -                                | -                             |
| Facility Maintenance                                  | 1,840,198                        | 31,061                        |
| Snow Removal                                          | 686,015                          | -                             |
| Cemetery Maintenance                                  | 30,781                           | -                             |
| Infrastructure Sustainability (Town Centre Buildings) | 329,415                          | -                             |
| Infrastructure Sustainability (Road Network)          | 1,710,679                        | 26,485                        |
| Infrastructure Sustainability (Drainage)              | -                                | 13,729                        |
| Drainage Improvements                                 | 1,522,548                        | 15,232                        |
| Critical Infrastructure                               | 200,923                          | 2,670                         |
| Infrastructure Grants Contribution                    | 3,557                            | -                             |
| Gaming Revenues                                       | 779,954                          | -                             |
| Self Insurance (sewer utility)                        | 134,873                          | -                             |
| Self Insurance (water utility)                        | 113,228                          | -                             |
| Specific Projects (sewer utility)                     | 2,155,690                        | -                             |
| Specific Projects (water utility)                     | <u>2,746,632</u>                 | <u>-</u>                      |
| <b>Total Reserve Accounts</b>                         | <u>40,820,003</u>                | <u>271,947</u>                |
| <b>Total Reserves</b>                                 | <u><b>\$ 77,031,530</b></u>      | <u><b>\$ 760,704</b></u>      |

| <u>Transfers<br/>Revenue Funds</u> | <u>Transfers<br/>Capital Funds</u> | <u>Balance<br/>Dec 31, 2016</u> |
|------------------------------------|------------------------------------|---------------------------------|
| \$ -                               | \$ -                               | \$ 2,565,270                    |
| 2,684,023                          | (824,815)                          | 15,143,197                      |
| 487,090                            | (1,536,304)                        | 10,727,978                      |
| 1,458,390                          | (212,824)                          | 8,404,264                       |
| -                                  | -                                  | 1,636,239                       |
| -                                  | -                                  | <u>278,896</u>                  |
| 4,629,503                          | (2,573,943)                        | 38,755,844                      |
| 4,606,290                          | (2,422,351)                        | 8,327,760                       |
| (562,856)                          | -                                  | 7,834,360                       |
| 7,393                              | -                                  | 848,971                         |
| 552,078                            | (76,430)                           | 7,299,090                       |
| 107,897                            | (69,772)                           | 1,780,335                       |
| 614,553                            | -                                  | 2,148,985                       |
| (1,350)                            | -                                  | -                               |
| 593,285                            | -                                  | 3,119,544                       |
| 24,316                             | -                                  | 762,288                         |
| 280,465                            | (280,465)                          | -                               |
| 660,379                            | (89,740)                           | 2,441,898                       |
| (212,954)                          | -                                  | 473,061                         |
| 86,825                             | -                                  | 117,606                         |
| 43,870                             | (79)                               | 373,206                         |
| 2,232,547                          | (2,296,544)                        | 1,673,167                       |
| 1,878,509                          | (580,363)                          | 1,311,875                       |
| (22,612)                           | (708,060)                          | 807,108                         |
| -                                  | (82)                               | 203,511                         |
| -                                  | -                                  | 3,557                           |
| 517,570                            | 39,267                             | 1,336,791                       |
| 6,504                              | -                                  | 141,377                         |
| 6,504                              | -                                  | 119,732                         |
| 577,951                            | (414,261)                          | 2,319,380                       |
| <u>240,990</u>                     | <u>(546,334)</u>                   | <u>2,441,288</u>                |
| <u>12,238,154</u>                  | <u>(7,445,214)</u>                 | <u>45,884,890</u>               |
| <u>\$ 16,867,657</u>               | <u>\$ (10,019,157)</u>             | <u>\$ 84,640,734</u>            |

**TO:** Her Worship Mayor Nicole Read and Members of Council      **MEETING DATE:** April 24, 2017  
**FROM:** Chief Administrative Officer      **MEETING:** Committee of the Whole  
**SUBJECT:** 2017-2021 Financial Plan Amending Bylaw

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**EXECUTIVE SUMMARY:**

Prior to setting the 2017 property tax rates, it is desirable to update our financial plan to reflect information received since the plan's adoption in January. The 2017 property assessment roll has been received from BC Assessment, which means that the 2017 property taxes can now be set.

The Property Tax Rates Bylaw must be adopted each year prior to May 15. The Financial Plan Amending Bylaw and 2017 Property Taxes Bylaw will require three readings on the Council Meeting on April 25 and final consideration on May 9.

The majority of the updates to the Financial Plan are the inclusion of previously approved projects and associated funding that were not completed by year end. It also reflects \$3.2 million in grants received from the New Building Canada and Clean Water and Wastewater Funds. Changes to the budget made through Council Resolutions are itemized later in this report.

**RECOMMENDATION(S):**

**That Maple Ridge 2017-2021 Financial Plan Amending Bylaw No. 7317 - 2017 be given first, second and third readings.**

## **DISCUSSION:**

### **a) Background Context**

The 2017-2021 Business Plans and an overview of the financial plan were presented to Council at public meetings in December of 2016. Business Plans from all areas including the Capital Program and the 2017-2021 Financial Overview Report were provided and a Financial Plan Bylaw was adopted in January. The business plans, reports, presentations and Financial Plan Bylaw are available on our website.

### **b) Business Plan / Financial Implications**

The financial plan is amended as follows:

1. The real growth in 2017 property tax revenue was 2.53%. Half a percent of this revenue is from incentive program exemptions expiring, which Council has committed to fund infrastructure replacement.

The remaining 2.03% is slightly higher than the 2.0% estimated in the previous financial plan.

2. As in past years and as reported to Council in the year end update, total funding of \$99,548,000 has been provided for capital and operating projects that were budgeted in the prior year but were not completed.
3. \$2.3 million in grant funding received from the New Building Canada Fund for the Downtown Core Road and Utility Rehabilitation (Lougheed 224 – 226).
4. \$924,000 in grant funding received from the Clean Water and Wastewater Fund for 225<sup>th</sup> St pump station upgrades
5. Council approved an additional \$270,000 from the Sewer Fund for the replacement of sewer infrastructure servicing the Albion Industrial Area and southern Albion residential area.
6. As noted in the Preliminary 2016 Year-End Update presentation made to the Audit & Finance Committee, \$43,000 from Gaming funds has been allocated to the Community-to- Community Program.
7. Other cost updates for existing items resulted in some cost savings. These include employee benefits and removal of the inflation contingency for 2017.
8. The transfer to General Revenue Accumulated Surplus for 2017 is \$208,000. It is \$73,000 and \$12,000 for the following two years.

### **c) Desired Outcome**

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

### **d) Citizen/Customer Implications**

The business plans have far-reaching citizen and customer implications. The Financial Plan reflects the financial impact of the business plans.

Public consultation is an important component of preparing the financial plan. Public input during business planning this December was invited through advertisements in the local paper and through online methods. Input was accepted through many different mediums including: in

person, email, voicemail, Facebook, Twitter and regular mail. Regular feedback and interactions with the public and people who we serve is also taken into account in developing the business plans.

For this amendment to the Financial Plan, as there is very little new information and few decisions being made, public consultation will consist of an advertisement placed in the local paper.

#### **CONCLUSIONS:**

The Financial Plan is a multi-year planning, reviewing and reporting tool that represents Council's commitment to providing quality services to the people of Maple Ridge. The plan provides a forecast of the financial resources that are available to fund operations, programs and infrastructure for the five year period.

"Original signed by C.K. Lee"

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

"Original signed by Trevor Thompson"

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

"Original signed by Paul Gill"

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

"Original signed by Frank Quinn"

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

"Original signed by Kelly Swift"

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

"Original signed by E.C. Swabey"

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

**CITY OF MAPLE RIDGE**

**BYLAW NO. 7317-2017**

A bylaw to amend Maple Ridge 2017-2021 Financial Plan Bylaw No. 7300-2016

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

**AND WHEREAS**, the public will have the opportunity to provide comments or suggestions with respect to the financial plan;

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

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

1. This Bylaw may be cited as “Maple Ridge 2017-2021 Financial Plan Amending Bylaw No. 7317-2017”.
2. Statement 1, Statement 2 and Statement 3 attached to and forming part of Maple Ridge 2017-2021 Financial Plan Bylaw 7300-2016 are deleted in their entirety and replaced by Statement 1, Statement 2 and Statement 3 attached and forming part of Maple Ridge 2017-2021 Financial Plan Amending Bylaw No. 7317-2017.

**READ** a first time the                      day of                      , 2017.

**READ** a second time the                      day of                      , 2017.

**READ** a third time the                      day of                      , 2017.

**PUBLIC CONSULTATION** completed on the                      day of                      , 2017.

**ADOPTED** the                      day of                      , 2017.

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PRESIDING MEMBER

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CORPORATE OFFICER

ATTACHMENT: Statement 1, Statement 2 and Statement 3



# Statement 1

## Consolidated Financial Plan 2017-2021 (in \$ thousands)

|                                           | 2017            | 2018           | 2019           | 2020            | 2021            |
|-------------------------------------------|-----------------|----------------|----------------|-----------------|-----------------|
| <b>REVENUES</b>                           |                 |                |                |                 |                 |
| Revenues                                  |                 |                |                |                 |                 |
| Development Fees                          |                 |                |                |                 |                 |
| Developer Contributed Assets              | 20,000          | 20,000         | 20,000         | 20,000          | 20,000          |
| Developer Cost Charges                    | 44,791          | 1,189          | 5,703          | 8,906           | 7,447           |
| Developer Specified Projects              | -               | -              | -              | -               | -               |
| Parkland Acquisition                      | 412             | 200            | 200            | 200             | 200             |
| Contributions from Others                 | 2,379           | 1,338          | 1,307          | 1,329           | 1,321           |
| Development Fees Total                    | 67,582          | 22,727         | 27,210         | 30,435          | 28,968          |
| Property Taxes                            | 78,613          | 82,646         | 86,855         | 91,287          | 95,955          |
| Parcel Charges                            | 3,012           | 3,085          | 3,181          | 3,282           | 3,385           |
| Fees & Charges                            | 40,290          | 41,851         | 43,471         | 45,056          | 46,727          |
| Interest                                  | 1,898           | 1,913          | 1,928          | 1,943           | 1,958           |
| Grants (Other Govts)                      | 8,518           | 5,669          | 3,709          | 4,168           | 4,379           |
| Property Sales                            | 1,500           | 1,500          | 1,500          | 1,500           | 1,000           |
| Total Revenues                            | 201,413         | 159,391        | 167,854        | 177,671         | 182,372         |
| <b>EXPENDITURES</b>                       |                 |                |                |                 |                 |
| Operating Expenditures                    |                 |                |                |                 |                 |
| Interest Payments on Debt                 | 2,006           | 1,940          | 1,815          | 1,687           | 1,554           |
| Amortization Expense                      | 19,780          | 19,780         | 19,780         | 19,780          | 19,780          |
| Other Expenditures                        | 111,180         | 106,341        | 109,958        | 113,625         | 117,380         |
| Total Expenditures                        | 132,966         | 128,061        | 131,553        | 135,092         | 138,714         |
| <b>ANNUAL SURPLUS</b>                     | <b>68,447</b>   | <b>31,330</b>  | <b>36,301</b>  | <b>42,579</b>   | <b>43,658</b>   |
| Add Back: Amortization Expense (Surplus)  | 19,780          | 19,780         | 19,780         | 19,780          | 19,780          |
| Less: Capital Expenditures                | 125,897         | 29,701         | 24,659         | 26,320          | 23,530          |
| Less: Developer Contributed Capital       | 20,000          | 20,000         | 20,000         | 20,000          | 20,000          |
| <b>CHANGE IN FINANCIAL POSITION</b>       | <b>(57,670)</b> | <b>1,409</b>   | <b>11,422</b>  | <b>16,039</b>   | <b>19,908</b>   |
| <b>OTHER REVENUES</b>                     |                 |                |                |                 |                 |
| Add: Borrowing Proceeds                   | 13,046          | 7,000          | -              | -               | -               |
| <b>OTHER EXPENDITURES</b>                 |                 |                |                |                 |                 |
| Less: Principal Payments on Debt          | 3,705           | 3,723          | 3,804          | 3,886           | 3,973           |
| <b>TOTAL REVENUES LESS EXPENDITURES</b>   | <b>(48,329)</b> | <b>4,686</b>   | <b>7,618</b>   | <b>12,153</b>   | <b>15,935</b>   |
| <b>INTERNAL TRANSFERS</b>                 |                 |                |                |                 |                 |
| Transfer from Reserve Funds               |                 |                |                |                 |                 |
| Capital Works Reserve                     | 13,739          | 150            | 150            | 150             | 150             |
| Equipment Replacement Reserve             | 7,505           | 3,921          | 2,307          | 1,671           | 1,603           |
| Fire Department Capital Reserve           | 2,821           | -              | -              | -               | -               |
| Land Reserve                              | -               | -              | -              | -               | -               |
| Local Improvement Reserve                 | -               | -              | -              | -               | -               |
| Sanitary Sewer Reserve                    | -               | -              | -              | -               | -               |
| Transfer from Reserve Fund Total          | 24,065          | 4,071          | 2,457          | 1,821           | 1,753           |
| Less :Transfer to Reserve Funds           |                 |                |                |                 |                 |
| Capital Works Reserve                     | 1,919           | 3,369          | 3,808          | 2,797           | 3,632           |
| Equipment Replacement Reserve             | 2,761           | 2,894          | 3,029          | 3,193           | 3,359           |
| Fire Dept. Capital Acquisition            | 784             | 863            | 993            | 1,129           | 1,269           |
| Land Reserve                              | 5               | 5              | 5              | 5               | 5               |
| Local Improvement Reserve                 | -               | -              | -              | -               | -               |
| Sanitary Sewer Reserve                    | 30              | 30             | 30             | 30              | 30              |
| Total Transfer to Reserve Funds           | 5,499           | 7,161          | 7,865          | 7,154           | 8,295           |
| Transfer from (to) Own Reserves           | 30,699          | (343)          | (865)          | (1,393)         | (1,200)         |
| Transfer from (to) Surplus                | (936)           | (1,253)        | (1,345)        | (5,427)         | (8,193)         |
| Transfer from (to) Surplus & own Reserves | 29,763          | (1,596)        | (2,210)        | (6,820)         | (9,393)         |
| <b>TOTAL INTERNAL TRANSFERS</b>           | <b>48,329</b>   | <b>(4,686)</b> | <b>(7,618)</b> | <b>(12,153)</b> | <b>(15,935)</b> |
| <b>BALANCED BUDGET</b>                    | <b>-</b>        | <b>-</b>       | <b>-</b>       | <b>-</b>        | <b>-</b>        |

## Statement 2

### Revenue and Property Tax Policy Disclosure

#### REVENUE DISCLOSURE

| Revenue Proportions    | 2017           |            | 2018           |            | 2019           |            | 2020           |            | 2021           |            |
|------------------------|----------------|------------|----------------|------------|----------------|------------|----------------|------------|----------------|------------|
|                        | \$ ('000s)     | %          | \$ ('000s)     | %          | \$ ('000s)     | %          | \$ ('000s)     | %          | \$ ('000s)     | %          |
| <b>Revenues</b>        |                |            |                |            |                |            |                |            |                |            |
| Property Taxes         | 78,613         | 36.7       | 82,646         | 49.7       | 86,855         | 51.7       | 91,287         | 51.4       | 95,955         | 52.6       |
| Parcel Charges         | 3,012          | 1.4        | 3,085          | 1.9        | 3,181          | 1.9        | 3,282          | 1.8        | 3,385          | 1.9        |
| Fees & Charges         | 40,290         | 18.8       | 41,851         | 25.2       | 43,471         | 25.9       | 45,056         | 25.4       | 46,727         | 25.6       |
| Borrowing Proceeds     | 13,046         | 6.1        | 7,000          | 4.2        | -              | -          | -              | -          | -              | -          |
| Other Sources          | 79,498         | 37.1       | 31,809         | 19.1       | 34,347         | 20.5       | 38,046         | 21.4       | 36,305         | 19.9       |
| <b>Total Revenues</b>  | <b>214,459</b> | <b>100</b> | <b>166,391</b> | <b>100</b> | <b>167,854</b> | <b>100</b> | <b>177,671</b> | <b>100</b> | <b>182,372</b> | <b>100</b> |
|                        |                |            |                |            |                |            |                |            |                |            |
| Other Sources include: |                |            |                |            |                |            |                |            |                |            |
| Development Fees Total | 67,582         | 31.5       | 22,727         | 13.7       | 27,210         | 16.2       | 30,435         | 17.1       | 28,968         | 15.9       |
| Interest               | 1,898          | 0.9        | 1,913          | 1.1        | 1,928          | 1.1        | 1,943          | 1.1        | 1,958          | 1.1        |
| Grants (Other Govts)   | 8,518          | 4.0        | 5,669          | 3.4        | 3,709          | 2.2        | 4,168          | 2.3        | 4,379          | 2.4        |
| Property Sales         | 1,500          | 0.7        | 1,500          | 0.9        | 1,500          | 0.9        | 1,500          | 0.8        | 1,000          | 0.5        |
|                        | 79,498         | 37.1       | 31,809         | 19.1       | 34,347         | 20.5       | 38,046         | 21.4       | 36,305         | 19.9       |

#### OBJECTIVES & POLICIES

##### Property Tax Revenue

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

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

|                                    | 2017         | 2018         | 2019         | 2020         | 2021         |
|------------------------------------|--------------|--------------|--------------|--------------|--------------|
| General Purpose                    | 1.90%        | 1.90%        | 2.00%        | 2.00%        | 2.00%        |
| Infrastructure Replacement         | 0.70%        | 0.70%        | 0.70%        | 0.70%        | 0.70%        |
| Parks & Recreation                 | 0.25%        | 0.25%        | 0.25%        | 0.25%        | 0.25%        |
| Drainage                           | 0.30%        | 0.30%        | 0.30%        | 0.30%        | 0.30%        |
| <b>Total Property Tax Increase</b> | <b>3.15%</b> | <b>3.15%</b> | <b>3.25%</b> | <b>3.25%</b> | <b>3.25%</b> |

Additional information on the tax increases and the cost drivers can be found in the 2017-2021 Financial Plan Overview Report. Specific policies discussing the tax increases are included in the Financial Sustainability Plan and related policies which were adopted in 2004.

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

##### Parcel Charges

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

## Statement 2 (cont.)

### Revenue and Property Tax Policy Disclosure

#### Fees & Charges

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

#### Borrowing Proceeds

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

#### Other Sources

This will vary greatly year to year as it includes:

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

### PROPERTY TAX DISCLOSURE

#### Property Tax Revenue Distribution

| Property Class     | Taxation Revenue |             | Assessed Value    |             | Tax Rate  | Multiple        |
|--------------------|------------------|-------------|-------------------|-------------|-----------|-----------------|
|                    | ('000s)          |             | ('000s)           |             | (\$/1000) | (Rate/Res.Rate) |
| 1 Residential      | 59,827           | 78.4%       | 17,905,528        | 92.6%       | 3.3412    | 1.0             |
| 2 Utility          | 570              | 0.8%        | 14,247            | 0.1%        | 40.0000   | 12.0            |
| 4 Major Industry   | 610              | 0.8%        | 23,311            | 0.1%        | 26.1634   | 7.8             |
| 5 Light Industry   | 2,852            | 3.7%        | 260,886           | 1.4%        | 10.9322   | 3.3             |
| 6 Business/Other   | 12,256           | 16.1%       | 1,121,144         | 5.8%        | 10.9322   | 3.3             |
| 8 Rec./ Non-Profit | 47               | 0.1%        | 3,484             | 0.0%        | 13.5955   | 4.1             |
| 9 Farm             | 158              | 0.2%        | 4,643             | 0.0%        | 34.0412   | 10.2            |
| Total              | <u>76,320</u>    | <u>100%</u> | <u>19,333,243</u> | <u>100%</u> |           |                 |

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

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

#### **PROPERTY TAX DISCLOSURE**

##### Objectives & Policies

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

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

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

##### Property Tax Rates

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

The Business Class and Light Industry Class properties have the same tax rate and are treated as a composite class when setting the tax rates, as the types of businesses in each class are similar.

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

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

##### Permissive Tax Exemptions

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

##### Employment Land Investment Incentive Program

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

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

### Statement 3

#### Capital Expenditure Disclosure

The sole purpose of this statement is to meet legislative requirements and highlight the value of the DCC program; no other conclusions should be drawn from the figures as the information could be misconstrued. This disclosure is required under the Local Government Act s. 560 (2); capital costs attributable to projects to be partially funded by Development Cost Charges (DCC) must be included in the financial plan. The DCC program includes projects as far out as 2035 so the capital expenditures must be extended to match. Certain types of projects are not planned past the five year time horizon of the financial plan. Much less scrutiny is given to projects that are planned in years 2022 through 2035. Projects in these years typically exceed likely funding available.

#### Capital Works Program for 2022 – 2035

(in \$ thousands)

|                              |                |
|------------------------------|----------------|
| <b>Capital Works Program</b> | <b>340,303</b> |
|------------------------------|----------------|

#### Source of Funding

##### Development Fees

|                          |         |
|--------------------------|---------|
| Development Cost Charges | 152,807 |
|--------------------------|---------|

|                              |   |
|------------------------------|---|
| Parkland Acquisition Reserve | - |
|------------------------------|---|

|                          |       |
|--------------------------|-------|
| Contribution from Others | 3,304 |
|--------------------------|-------|

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156,111

|                    |   |
|--------------------|---|
| Borrowing Proceeds | - |
|--------------------|---|

|        |        |
|--------|--------|
| Grants | 40,130 |
|--------|--------|

|                             |        |
|-----------------------------|--------|
| Transfer from Reserve Funds | 18,675 |
|-----------------------------|--------|

|               |         |
|---------------|---------|
| Revenue Funds | 125,386 |
|---------------|---------|

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184,192

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**340,303**

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## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read and Members of Council  
**MEETING DATE:** April 24, 2017  
**FROM:** Chief Administrative Officer  
**MEETING:** Committee of the Whole  
**SUBJECT:** Maple Ridge 2017 Property Tax Rates Bylaw

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### **EXECUTIVE SUMMARY:**

The Property Tax Rates Bylaw is required to be adopted prior to May 15 each year. The 2017 tax rates are based on the increases approved by Council in the 2017-2021 Financial Plan Bylaw. The 2017 property tax increase is 3.15%, of which 1.90% is for general purposes.

Municipal property tax rates are calculated by adjusting each property class for market related assessment changes and then applying the planned property tax increase.

The Utility Class, Class 2 has a legislated maximum tax rate of \$40 per thousand of assessed value (or 2.5 times the business class rate, whichever is greater). This tax rate has been at the cap of \$40 since 2001.

The Class 5, Light Industry and Class 6, Business/Other are treated as a composite class for the purpose of setting the municipal tax rates. The property tax burden placed on these properties continues to be something that is monitored and reported to Council at least annually.

Due to large market appreciation, the municipal residential rate has been reduced from 4.3761 to 3.3412. The actual increase or decrease in the property tax bill for any individual property will vary depending on change in assessed value. For residential properties, the property class appreciated by 35.1%. Properties with increased assessments of this magnitude will see a municipal tax increase of 3.15%.

### **RECOMMENDATION:**

**That Bylaw No. 7318-2017 be given first, second and third readings.**

## **DISCUSSION:**

The 2017 taxation revenue increase is 3.15% and consists of:

- 1.90% for general purposes,
- 0.70% for the infrastructure replacement,
- 0.25% for parks and recreation improvements, and
- 0.30% for drainage improvements.

The Property Assessment Roll which is used in calculating the tax rates has been received from BC Assessment. Council policy is to reduce the property tax rates to reflect average market value increases in each property class. This policy has been applied to calculate the municipal tax rates included in the attached bylaw. The Residential Class assessments increased in market value by 35.1%.

Once the tax rates are adjusted for market change, the rates are increased based on the tax increase approved in the Financial Plan. Previous year's supplementary adjustments in assessed values are reviewed ensuring those changes are also considered using the same methodology.

The property tax bill includes other taxing authorities (Trans Link, BC Assessment and Municipal Finance Authority, Metro Vancouver and the Province for school taxes). The current bylaw only includes the GVRD property tax rates as it is the only one that the municipality actually sets, even though the amount and multiples are set, providing no discretion on rate setting. The others set the rates through their own bylaws and we are required to levy that rate. Council has no direct control in the amount of these levies or the methodology used in the calculations.

For illustrative purposes, the property tax levies highlighting the 2017 property tax increase for a residence valued at \$592,666 can be found in the appendix.

The Business and Light Industry Classes are treated as a composite resulting in municipal tax rates that are identical. These properties increased in market value by 12.13%. Staff will continue to review property taxes and the distribution between property classes to ensure that tax rates remain competitive.

In 2014 and 2015 a reduction of \$70,000 each year was approved to reduce the Major Industrial Class property tax rate. The rationale behind this adjustment was to make the Major Industrial Class property tax rate more in line with other jurisdictions. The cedar mill is the only property in this Class.

There have been several initiatives from the province that impact property taxation or property assessments including:

- A temporary property tax deferment program was put in place for 2009 and 2010 which allows people who attest that they are experiencing serious financial difficulties due to current economic conditions, to defer their property taxes. Although this program is closed to new applicants, anyone who was approved during those two years is able to continue to defer.
- The criteria for the existing property tax deferment program was expanded to include homeowners that have children living at home, previously it was just for homeowners that were 55 or older.
- A Provincial Industrial Property Tax Credit was introduced in 2009 to reduce the school tax levy for major industrial and light industrial properties. The original 50% reduction

was increased to a 60% reduction in 2011. For Light Industry Class properties the credit was reduced to 30% in 2013 and eliminated in 2014.

- The Farm Land Tax Credit, a 50% reduction in the school tax levy, was introduced for 2011 for Farm Class properties. In 2011, this saved the Farm Class Property Class about \$9,000.

The municipality has no say in these changes and is required to implement them.

#### **CONCLUSIONS:**

The property tax rates are reflective of the decisions made during the public process of business planning and decisions that are incorporated in the Financial Plan.

The property tax burden placed on each class of property as well as other aspects of property taxation and assessments continue to be monitored and regularly reported to Council.

“Original signed by C.K. Lee”

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

“Original signed by Trevor Thompson”

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

“Original signed by Paul Gill”

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

“Original signed E.C. Swabey”

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



## Appendix A – Illustrative Residential Property Tax Comparison

Property Taxes on Residence assessed at \$592,666

|                                  | 2016              | 2017              | Change \$       | %            |
|----------------------------------|-------------------|-------------------|-----------------|--------------|
| Assessed Value                   | \$438,655         | \$592,666         | \$154,011       | 35.11%       |
| <b>Municipal Property Taxes:</b> |                   |                   |                 |              |
| General & Infrastructure         | \$1,883.67        | \$1,934.64        | \$50.97         |              |
| Drainage Improvement             | 20.53             | 25.78             | 5.25            |              |
| Parks & Recreation Improvements  | 15.40             | 19.80             | 4.40            |              |
| <b>Subtotal Property Taxes</b>   | <b>\$1,919.60</b> | <b>\$1,980.22</b> | <b>\$60.62</b>  | <b>3.15%</b> |
| <b>User Fees:</b>                |                   |                   |                 |              |
| Water                            | \$553.30          | \$578.20          | \$24.90         | 4.50%        |
| Sewer                            | 346.05            | 357.25            | 11.20           | 3.24%        |
| Recycling                        | 70.20             | 71.37             | 1.17            | 1.67%        |
| <b>Municipal Subtotal</b>        | <b>\$2,889.15</b> | <b>\$2,987.04</b> | <b>\$97.89</b>  | <b>3.39%</b> |
| <b>Other Agency Levies:</b>      |                   |                   |                 |              |
| BCAA, MFA                        | \$23.91           | \$25.72           | \$1.81          | 7.57%        |
| GVRD                             | 24.08             | 26.43             | 2.35            | 9.76%        |
| TransLink                        | 124.31            | 129.97            | 5.66            | 4.55%        |
| School Tax *                     | 830.64            | 835.85            | 5.21            | 0.63%        |
| Less: Home Owner Grant           | (570.00)          | (570.00)          | -               | 0.00%        |
| Net School Taxes                 | \$260.64          | \$265.85          | \$5.21          | 2.00%        |
| <b>Total Property Taxes</b>      | <b>\$3,322.09</b> | <b>\$3,435.01</b> | <b>\$112.92</b> | <b>3.40%</b> |

\*As they are not known yet, an assumed annual increase of 2% was used for school taxes.

**CITY OF MAPLE RIDGE**

**BYLAW NO. 7318-2017**

A bylaw to establish property tax rates for Municipal  
and Regional District purposes for the year 2017

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**WHEREAS** pursuant to provisions in the Community Charter Council must, by bylaw, establish property tax rates;

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

1. This Bylaw may be cited for all purposes as "Maple Ridge 2017 Property Tax Rates Bylaw No. 7318-2017".
2. The following rates are hereby imposed and levied for the year 2017:
  - (a) For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Row "A" of Schedule "A" attached hereto and forming a part hereof.
  - (c) For the purposes of improving drainage services the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Row "B" of Schedule "A" attached hereto and forming a part hereof.
  - (d) For the purposes of improving parks and recreation services the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Row "C" of Schedule "A" attached hereto and forming a part hereof.
  - (e) For purposes of the Greater Vancouver Regional District on the assessed value of land and improvements taxable for regional hospital district purposes, rates appearing in Row "A" of Schedule "B" attached hereto and forming a part hereof.
3. The minimum taxation upon a parcel of real property shall be One Dollar (\$1.00).

**READ** a first time the                      day of                                              , 2017

**READ** a second time the                      day of                                              , 2017.

**READ** a third time the                      day of                                              , 2017.

**ADOPTED** the                      day of                                              ,2017.

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**PRESIDING MEMBER**

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**CORPORATE OFFICER**

ATTACHMENTS: SCHEDULES "A" AND "B"

City of Maple Ridge  
**Schedule 'A' to Bylaw No. 7318-2017**  
Tax Rates (dollars of tax per \$1,000 taxable value)

|       |                                        | 1           | 2       | 4                 | 5                 | 6                  | 8                  | 9       |
|-------|----------------------------------------|-------------|---------|-------------------|-------------------|--------------------|--------------------|---------|
|       |                                        | Residential | Utility | Major<br>Industry | Light<br>Industry | Business/<br>Other | Rec/<br>Non-profit | Farm    |
| A     | General Municipal                      | 3.2643      | 39.0792 | 25.5611           | 10.6805           | 10.6805            | 13.2826            | 33.2576 |
| B     | Drainage<br>Improvements Levy          | 0.0435      | 0.5205  | 0.3405            | 0.1423            | 0.1423             | 0.1769             | 0.4430  |
| C     | Park & Recreation<br>Improvements Levy | 0.0334      | 0.4003  | 0.2618            | 0.1094            | 0.1094             | 0.1360             | 0.3406  |
| Total |                                        | 3.3412      | 40.0000 | 26.1634           | 10.9322           | 10.9322            | 13.5955            | 34.0412 |

City of Maple Ridge  
**Schedule 'B' to Bylaw No. 7318-2017**  
Tax Rates (dollars of tax per \$1,000 taxable value)

|   |                                        | 1           | 2       | 4                 | 5                 | 6                  | 8                  | 9      |
|---|----------------------------------------|-------------|---------|-------------------|-------------------|--------------------|--------------------|--------|
|   |                                        | Residential | Utility | Major<br>Industry | Light<br>Industry | Business/<br>Other | Rec/<br>Non-profit | Farm   |
| A | Greater Vancouver<br>Regional District | 0.0414      | 0.1449  | 0.1408            | 0.1408            | 0.1014             | 0.0414             | 0.0414 |

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

**MEETING DATE:** April 24, 2017  
**FILE NO:**  
**MEETING:** Committee of the Whole

**SUBJECT:** 2017-2021 Recycling Bylaw Amendment

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**EXECUTIVE SUMMARY:**

The 2017-2021 Financial Plan adopted by Council included recycling rate increases of 1.67% in 2017 and 2018, which is less than the 2.75% in the previous financial plan. The increases in 2019 through 2021 remain at 2.75% annually.

A bylaw amendment is required to update the five year rate schedules.

Rates are revisited each year as part of the business planning process. If costs are significantly different than anticipated, future rate changes may be required.

**RECOMMENDATION(S):**

**That Maple Ridge Recycling Charges Amending Bylaw No. 7319 - 2017 be given first, second and third readings.**

**DISCUSSION:**

**a) Desired Outcomes:**

To approve recycling rates included in the recently adopted Financial Plan.

**b) Citizen/Customer Implications:**

This is the first recycling rate increase since 2013 due to revenues received from Multi-Materials BC. Future rate increases can be revised as necessary in subsequent business planning cycles.

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

The bylaw amendments for rates are required to implement decisions made during the 2017-2021 Business Planning process and are reflected in the Adopted Financial Plan.

## **CONCLUSIONS:**

The amendments to the bylaws are required to reflect the recycling rate increases approved by Council.

“Original signed by C.K. Lee”

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

“Original signed by Trevor Thompson”

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

“Original signed by Paul Gill”

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

“Original signed E.C. Swabey”

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

**BYLAW NO. 7319-2017**

Attachment: Schedule "B"

City of Maple Ridge  
Maple Ridge Recycling Charges Bylaw No. 4655-1992

**SCHEDULE "B"**  
**Recycling Charges (Annual Rates)**

| <u>Recycling Charge</u>                                                                                                | <u>2017</u>    | <u>2018</u> | <u>2019</u> | <u>2020</u> | <u>2021</u> |
|------------------------------------------------------------------------------------------------------------------------|----------------|-------------|-------------|-------------|-------------|
| <b>A. Single Family Residential</b>                                                                                    |                |             |             |             |             |
| (1) Per Taxable Property                                                                                               | \$35.18        | \$35.77     | \$36.75     | \$37.76     | \$38.80     |
| <b>B. Multi-Family Residential</b>                                                                                     |                |             |             |             |             |
| (1) Where individual curbside collection is provided<br>or no collection is available:                                 |                |             |             |             |             |
| Per Taxable Property                                                                                                   | \$35.18        | \$35.77     | \$36.75     | \$37.76     | \$38.80     |
| (2) Where centralized collection is provided the<br>Recycling Charge is included in the Curbside<br>Collection Charge: |                |             |             |             |             |
| Per Taxable Property                                                                                                   | Not Applicable |             |             |             |             |
| <b>C. Industrial, Commercial, Institutional</b>                                                                        |                |             |             |             |             |
| (1) Per Taxable Property                                                                                               | \$35.18        | \$35.77     | \$36.75     | \$37.76     | \$38.80     |
| <br><b><u>Curbside Collection Charge</u></b>                                                                           |                |             |             |             |             |
| <b>A. Single Family Residential</b>                                                                                    |                |             |             |             |             |
| (1) Per Dwelling Unit                                                                                                  | \$36.19        | \$36.80     | \$37.81     | \$38.85     | \$39.92     |
| <b>B. Multi-Family Residential</b>                                                                                     |                |             |             |             |             |
| (1) Where individual curbside collection is provided:                                                                  |                |             |             |             |             |
| Per Dwelling Unit                                                                                                      | \$36.19        | \$36.80     | \$37.81     | \$38.85     | \$39.92     |
| (2) Where centralized collection is provided:                                                                          |                |             |             |             |             |
| Per Dwelling Unit                                                                                                      | \$35.94        | \$36.54     | \$37.55     | \$38.58     | \$39.64     |

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Leisure Centre Pool Systems Redesign Contract

**MEETING DATE:** April 24, 2017  
**FILE NO:**  
**MEETING:** COW

---

**EXECUTIVE SUMMARY:**

At the Committee of the Whole on February 20, 2017, Council directed staff to re-engage Shape Architecture to update the Maple Ridge Leisure Centre mechanical room design to include the relocation of the pool mechanical systems to allow for additional underground parking and an outdoor plaza at some point in the future.

The Architectural redesign fee proposal described in RFP-PL17-33 is \$74,550.00. The Architect has also agreed to commit to their original 2015 contracted fee proposal for the construction tender process and construction administration fee of \$111,295.00. Therefore staff are recommending the total contract award of \$185,845.00 plus a contingency of \$37,169.00 which is 20% of the contract.

**RECOMMENDATION:**

That the Corporate Officer be authorized to sign and execute the Leisure Centre Pool Systems Redesign Contract (RFP-PL17-33) with Shape Architecture Inc. for a total contract price of \$185,845.00, (excluding GST); and that a contingency of 20% (\$37,169.00) be established for this project (excluding taxes).

**DISCUSSION:**

**a) Background Context:**

An RFP process was issued on December 9, 2014 for Architectural Design Services for the Maple Ridge Leisure Centre pool improvements. On February 16, 2015, Council awarded the architectural design services contract for the Maple Ridge Leisure Centre pool improvement project to Shape Architecture Inc. for a contract price of \$399,891.00 plus an \$80,000.00 (20%) contingency for a total budget of \$479,772 for the detailed design phase of this project. Designs were completed and received by the City.

In December 2015, Council deferred the award of the construction contract (ITT-PL15-67) for the renovation of the Maple Ridge Leisure Centre Pool mechanical and filtration systems which was estimated at \$4,811,062.00, until staff further investigate the possibility of building a new aquatic centre.

In November 2016, Council received a report including conceptual designs of a proposed Civic Cultural Facility within Maple Ridge Memorial Peace Park. At that time, Council directed staff to advance detailed design of the Civic Cultural Facility to 25% of final design. This design included underground parking and plaza components between the Leisure Centre and the proposed Civic



Cultural Facility. In order to accomplish the additional underground parking the previously designed mechanical room must be relocated.

On February 20, 2017, Council directed staff to re-engage Shape Architecture to update the Maple Ridge Leisure Centre mechanical room design to include the relocation of the pool mechanical systems to allow for future additional underground parking and an outdoor plaza should this project proceed at a future date.

Shape Architecture Inc. has estimated the detailed re-design construction drawings will take approximately 3 months and will include updated construction cost estimates.

Next steps:

- April 2017 – Shape Architecture Inc. contract award
- July 2017 – Council update report, direction to proceed with Request for Proposal
- September 2017 – Council update report, approval to award construction tender
- November 2017 – Estimated construction start date

**b) Desired Outcome:**

To achieve a design of the Maple Ridge Leisure Centre pool mechanical and filtration systems that will not compromise future development potential on the South West corner of Memorial Peace Park.

**c) Strategic Alignment:**

This project aligns with the City's strategic objective to manage existing municipal infrastructure through the preparation of appropriate plans to ensure development, maintenance and renewal of community assets, including the Maple Ridge Leisure Centre.

**d) Citizen/Customer Implications:**

Upgrades to the Maple Ridge Leisure Centre will improve the accessibility of the pools and enhance customer experience through greater reliability of the pool systems and increased programs and services within the aquatics area. The construction work required to complete the renovations will necessitate a closure of the pools impacting pool users for a significant period of time. Staff are preparing alternate programming plans to help offset this impact.

**e) Interdepartmental Implications:**

Closing of the aquatic area for the renovation will result in a reduction of work for some MRLC employees. Similar to the process followed during the Joint Leisure Services separation, staff is looking at the internal job opportunities that may arise prior and during the renovation and will work closely with CUPE to accommodate displaced staff when filling temporary vacancies.

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

The previous retrofit budget in 2015 was \$5.5 million; however, it is likely to be significantly higher as this estimate is now two years old. Included in the contracted scope of work is a requirement for Shape Architecture to provide a Class A construction cost estimate for completion of the entire aquatic area, which will be brought to Council for approval.

The previously approved budget of \$5.5 million consists of \$3,792,000 from the Capital Works Reserve (loan) and \$1,708,000 through facility and infrastructure reserves. There has been approximately \$290,000 spent to date on detailed design, leaving a balance of approximately \$5,210,000.00 of the originally approved budget.

An additional \$800,000 is available through lifecycle reserves in 2017. The balance of any increased funding requirements can be internally financed similar to the original funding model of the project. The internal financing is through the Capital Works Reserve with repayment from lifecycle reserves. An increase in the budget would extend the existing payback period which is currently just under 5 years.

**CONCLUSIONS:**

Staff recommends that the contract for the Maple Ridge Leisure Centre re-design be awarded to Shape Architecture Inc. An additional funding allotment of \$37,169.00 is also recommended as a contingency fund.

***“original signed by Michael Millward”***

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Prepared by: Michael Millward, Facilities Operations Manager, PE.  
Parks, Recreation & Culture

***“original signed by Trevor Thompson”***

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Reviewed by: Trevor Thompson, Manager, Financial Planning

***“original signed by David Boag”***

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Approved by: David Boag, Director, Parks and Facilities  
Parks, Recreation & Culture

***“original signed by Kelly Swift”***

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Approved by: Kelly Swift, General Manager,  
Parks, Recreation & Culture

***“original signed by E.C. Swabey”***

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Concurrence: E.C. Swabey  
Chief Administrative Officer

## City of Maple Ridge

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

**MEETING DATE:** April 24, 2017  
**FILE NO:**  
**MEETING:** COW

---

### EXECUTIVE SUMMARY:

Ridge Meadows Seniors Society (RMSS) and the City Of Maple Ridge (CMR) have had a long standing relationship that has resulted in the provision of meaningful services to the citizens of Maple Ridge who are fifty-five years and older. RMSS continues to do an excellent job of managing the Seniors Activity Centre as well as providing leisure programs and services in Maple Ridge. RMSS and CMR have agreed in principal to renew their Operating (Schedule A) and Lease Agreements (Schedule B) as of April 1, 2017 through March 31, 2019. The major changes in the agreement are as follows:

- Transition of Operating Agreement from Maple Ridge Pitt Meadows Parks and Leisure Commission to CMR.
- Increase the operating grant by \$45,000 per year for enhanced programming services, which aligns with the 2017-21 operating budget.
- A reduction in the operating grant by \$6,300/month to remove the responsibility that RMSS had in previous agreements to manage strata costs, which will now be managed by CMR.
- Amendment to agreement term to April 1, 2017 to coincide with RMSS year end.

### RECOMMENDATION:

1. That the Corporate Officer be authorized to execute the Ridge Meadows Seniors Society Operating Agreement between the City of Maple Ridge and the Ridge Meadows Seniors Society and;
2. That the Corporate Officer be authorized to execute the Maple Ridge Senior Activity Centre Facility Lease Agreement between the City of Maple Ridge and the Ridge Meadows Seniors Society.

### DISCUSSION:

#### a) Background Context:

The past agreements entered into with RMSS on the 1<sup>st</sup> day of January of 2015 include; an operating agreement with the Maple Ridge Pitt Meadows Parks and Leisure Commission and a Lease Agreement with the City of Maple Ridge. These agreements have been replaced with the “assumption agreement” that transitions both agreements to the City of Maple Ridge. These agreements saw RMSS responsible for all “Operating Costs” which includes all fees paid to the management company related to the strata, such as gas, water and sewer, snow removal, landscaping, electricity, fire protection and general maintenance. As operating costs fluctuate in any given year the responsibility for these fees has placed an ongoing burden on RMSS and has hindered their ability to focus on seniors programming.

City staff from Parks, Recreation & Culture and Finance held a number of meetings with representatives from RMSS to develop an agreement that sees the City of Maple Ridge retaining \$6,300 per month from the operating grant to offset the strata fees that RMSS has been responsible for in prior years. In the new agreement the City is responsible for all strata costs which will alleviate the uncertainty for forward planning for RMSS and will eliminate a complex administrative process associated with reconciliation, reporting and invoicing for these costs.

Over the years the operating costs associated with this facility have continued to rise, offset somewhat by incremental increases. Additionally, aging infrastructure will require higher levels of service and repair. Staff anticipate that a budget increase will be required in the 2018 operating budget to offset the lifecycle and strata costs and will bring this to Council in the next business planning cycle.

During the 2017 business planning process Council approved a \$45K incremental package that will assist in staffing to enhance programming for seniors in Maple Ridge, this additional funding has also been reflected in the new agreement.

**b) Desired Outcome:**

To continue to support RMSS in the independent delivery of leisure services for seniors.

**c) Strategic Alignment:**

Support of these recommendations aligns with the Safe and Livable Communities Strategic Direction and The Age Friendly Community Strategic Plan.

**d) Citizen/Customer Implications:**

Proposed changes will ensure that RMSS can continue to provide programs and services without concern of inflationary budget pressures.

In the next ten years it is anticipated the senior's population in Ridge Meadows will grow by 62% (compared to 53% in the overall Fraser Health Region) adding an additional 8,494 seniors to the area. By 2027 it is projected that one in five residents of Ridge Meadows will be over 65 and the older age groups (75+ and 85+) will make up around 8% and 2% of the community's total population, respectively.

**e) Interdepartmental Implications:**

A restructuring and simplifying of the Strata Fee management process will ease the burden placed on RMSS to manage this aspect and on finance staff to support what was a complex administrative process.

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

Council has approved the \$45K incremental for enhanced programming for seniors in the 2017-21 budget. Staff will bring forward a report prior to the 2018 business planning process regarding lifecycle and strata costs.

**CONCLUSIONS:**

The amended operating agreement will allow this partnership to flourish and focus on quality social and recreational programming for our seniors' demographic. Staff recommend that Council approve renewal of the amended operating agreement and lease to ensure continued service to senior citizens in the community.

***“original signed by Tony Controneo”***

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Prepared by: Tony Cotroneo, Manager of Community Services

***“original signed by Wendy McCormick”***

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Approved by: Wendy McCormick, Director of Recreation and Community Services

***“original signed by Kelly Swift”***

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Approved by: Kelly Swift, General Manager Parks, Recreation and Culture

***“original signed by E.C. Swabey”***

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

Att: RMSS Operating Agreement (schedule A)  
RMSS Lease Agreement (schedule B)  
CMR Strata responsibilities (schedule C)

SCHEDULE "A"  
[Lease Agreement RMSS]

RIDGE MEADOWS SENIORS SOCIETY OPERATING AGREEMENT

THIS AGREEMENT dated for reference the 1<sup>st</sup> day of April 2017,

BETWEEN:

CITY OF MAPLE RIDGE, 11995 Haney Place, Maple Ridge, B.C. V2X 6A9 ("the City")

AND

RIDGE MEADOWS SENIORS SOCIETY a society duly incorporated under the Society Act of the Province of British Columbia under number S-0039647 and having an address at 12150 224<sup>th</sup> Street, Maple Ridge, B.C. V2X 3N8 (the "Society")

WHEREAS:

- A. The City provides parks, recreation and culture services to the residents of Maple Ridge.
- B. The Society has been incorporated for the purpose of providing recreational programs and services for residents of Maple Ridge who are over the age of fifty-five years and the constitution and bylaws of the Society include this purpose;
- C. The City of Maple Ridge is the owner of the ten commercial strata lots at 12150 - 224<sup>th</sup> Street more particularly known and described as Strata Lots 1 - 10, Section 20, Township 12, New Westminster District, Strata Plan LMS4011, and the City of Maple Ridge and Society have entered into a lease for these premises, a copy of which is attached hereto as Schedule "A";
- D. The City and the Society wish to enter into an operating agreement for the provision of recreation services for residents of Maple Ridge that are fifty five years of age or older;
- E. The City is prepared to pay an operating grant to the Society, as more fully described in this Agreement, for managing and operating the Maple Ridge Activity Centre and towards the provision of programs and services for citizens fifty-five years of age and older in Maple Ridge.

NOW THEREFORE this Agreement is evidence that in consideration of the mutual covenants, conditions and agreements herein contained the parties covenant and agree as follows:

ARTICLE 1

1.1 DEFINITIONS

In this Agreement:

- I. "City" means the City of Maple Ridge;

- ii. "Lease Agreement" means: the lease of the MR Senior Activity Centre granted by the City of Maple Ridge as Landlord to the Society as tenant and dated for reference the 1<sup>st</sup> day of April, 2017, a copy of which is attached hereto as Schedule "B";
- iii. "MR Senior Activity Centre" means the Maple Ridge Senior Activity Centre located at 12150-224 Street, Maple Ridge and leased to the Society from the City of Maple Ridge under the lease agreement attached hereto as Schedule "B";
- iv. "Operating Costs" means the total actual expenses (without duplication), determined in accordance with generally accepted accounting principles, incurred by the Society for managing, operating and maintaining the MR Senior Activity Centre, fulfilling the Society's obligations under this Agreement and under the Lease Agreement, and delivering the services at the MR Activity Centre and elsewhere as required by this Agreement and the Lease Agreement including normally required day to day operations of the MR Activity Centre and including all rent and additional rent and applicable taxes payable by the Society to the City of Maple pursuant to the Lease Agreements, but does not include Strata Costs as defined in Schedule C;
- v. "Quarter" means any period of three (3) months, beginning on each of April 1, July 1, October 1 and January 1;
- vi. "Senior Citizen" means any person aged fifty-five years of age or older;
- vii. "Strata Costs" has the meaning assigned in the Lease Agreement.

## 1.2 TERM

The Term of this Agreement shall be three (3) years commencing on the 1<sup>st</sup> day of April, 2017 (the "Commencement Date") and terminating on 31<sup>st</sup> day of March 2020, subject to early termination as set out in this Agreement.

## 1.3 RIGHT OF RENEWAL

The Society shall have three (3) consecutive options to renew the Operating Agreement, each option being for a further term of three (3) years on the same terms and conditions contained herein, save and except for this covenant for renewal which will be modified so as to successively reduce the number of remaining options to renew. Each option shall be deemed to have been exercised if the Tenant does not give notice to the Landlord in accordance with section 5.7 of refusal to exercise at least fifteen (15) days prior to expiration of the Term or the renewal term as the case may be.

## 1.4 CROSS DEFAULT

Without limiting any terms of the Lease Agreement, if and whenever the Society is in default of any of its covenants and agreements in this Agreement to the City of Maple Ridge, such default may be treated by the City of Maple Ridge as the case may be, in its sole and unfettered discretion, to be a default by the Society under either of the Lease Agreements and the City of Maple Ridge as the case may be, may exercise all its rights and remedies for default pursuant to that Lease Agreement including, without limitation, termination and re-entry.

# ARTICLE 2 SOCIETY REQUIREMENTS

### Operating Agreement

The Society agrees:

- 2.1. To deliver social and recreational programs and services designed to improve the health and well-being of Senior Citizens that take into consideration the City's performance focus areas as outlined below:
- a) Community capacity building;
  - b) Collaborative community planning;
  - c) Members and volunteer engagement;
  - d) Quality leisure experience;
  - e) Efficient and sustainable operations; and
  - f) Organizational capacity building.

The Society will consult and work with the City to articulate these performance focus areas and ensure that the recreational programs and services delivered by the Society reflect these performance focus areas;

- 2.2 To manage and operate the MR Senior Activity Centre in accordance with this Agreement and the lease attached as Schedule "A" for the intended purposes set out in that lease and delivery of recreational activities similar to those offered in 2016 and for no other purpose, save and except that which may be approved by the City from time to time. The Society will establish operating policies and procedures for the MR Senior Activity Centre in line with its strategic business plan;
- 2.3 To encourage partnerships and collaboration to enhance services for Senior Citizens and mutually support efforts to inform Senior Citizens about all the services available whether they are provided through the Society or other senior providers in the community;
- 2.4 To operate the MR Activity Centre an Activity Centre open to all residents of Maple Ridge, who are fifty five years of age or older and provide the recreational services therein, all on the same terms and conditions;
- 2.5 To use reasonable efforts to avoid duplication of programs in all shared use facilities;
- 2.6 To endeavour to establish fees for memberships and participation at the MR Activity Centres similar to or less than those of other similar MR Activity Centre for citizens 55 years of age or older operating in Metro Vancouver; and to continue to work with community partners to provide affordable, accessible and subsidized opportunities for Citizens 55 years of age and older;
- 2.7 To conduct satisfaction surveys and program evaluations on a regular cycle and act on the information obtained to the extent possible within the limits of the Society's available resources;



- 2.8 To participate with City staff and the Maple Ridge Pitt Meadows and Katzie Seniors Planning table(MRPKSN) representatives in joint program planning meetings and initiatives to take advantage of opportunities for collaboration and to avoid duplication where it might otherwise occur;
- 2.9 To advertise seasonal program offerings in the Parks, Recreation & Culture Guide (the "Guide") published by the City at no cost to the Society to the extent possible within the limitations of space which can be made available, as determined by the City;
- 2.10 To take into consideration existing City policies (Schedule E) and procedures and yet to be developed City Policies and procedures and adhere to them to the best of the Society's abilities and resources;
- 2.11 To report annually to the City with the following information:
  - a) A detailed business plan and a budget each year no later than October 15th, for the operation of the MR Activity Centre, and for the delivery of the operations, programs and activities to the Staff Liaison (described in section 3.2b) for review. The overall business plan and budget will be in alignment with the City's vision and goals for community partners operating civic owned facilities and will inform the City's annual business plans;
  - b) An Annual Report presentation no later than October 15<sup>th</sup> each year following the Society's AGM to the City including:
    - (i) audited financial statements; and
    - (ii) annual statistics on MR Activity Centre use, program and participation attendance numbers for scope of programs and services offered, volunteer information and other relevant data that accompanies the Annual Report information;
  - c) report on the City's performance focus areas described in section 2.1 above that will be further defined through the development of a mutually agreed upon framework for annual reporting; and
  - d) three year comparative statistics including projected year, based on the Society's fiscal year, provided to the Staff Liaison no later than October 15th for department business planning purposes;
- 2.12 To release the City of Maple Ridge in respect of any matter arising out of or relating to this Agreement, except for any wrongful refusal of the City of Maple Ridge to perform its obligations under this Agreement;
- 2.13 To indemnify, defend and save harmless the City of Maple Ridge, its elected officials, officers, employees, agents, contractors and volunteers from and against any and all claims, suits, liability, demands, actions, proceedings, costs (including legal costs), damages and expenses whatsoever, by whomsoever brought arising from:
  - a) any breach, violation, default or non-performance by the Society of any provision of this Agreement;

- b) any act, omission, or negligence of the Society, its officers, directors, members, contractors, volunteers or others of the Society; or
- c) any death, personal injury, property damage, property loss, economic loss or other loss or harm suffered by any person, including the City of Maple Ridge on or in relation to the MR Activity Centre or the operations of the Society; and

2.14 Without limiting the Society's obligations in the Lease Agreements, to obtain and maintain during the term of this Agreement, at the Society's expense, with such company or companies and on such forms as are acceptable to the City, in the name of the Society, Commercial General Liability insurance coverage including but not limited to coverage for premises and operations liability, contingency liability with respect to the operations of contractors and subcontractors, completed operations liability, contractual liability and automobile liability for owned, non-owned and hired units. The limits of liability shall not be less than \$5,000,000 for each occurrence for bodily injury, including death, and property damage. The policies of insurance referred to above shall:

- a) contain a clause providing that it may not be cancelled, lapsed or materially altered without at least 30 days' notice in writing to the City by registered mail;
- b) name the City of Maple Ridge as additional insured party;
- c) provide for cross-liability and severability of interests, which means that the policy applies separately to each insured party;
- d) provide that the City of Maple Ridge is protected notwithstanding any act, neglect, or misrepresentation of the Society which might otherwise result in the avoidance of a claim under such policies and such that such policies shall not be affected or invalidated by any act, omission or negligence of any third party which is not within the knowledge or control of the insured(s).

In the event such insurance lapses or is cancelled or any material alterations are made without the approval of the City, the City may at its option without notice forthwith terminate this Agreement or the City may, at its option and without obligation to do so, obtain and maintain such insurance at the expense of the Society and the Society hereby appoints the City as the Society's lawful attorney to do all things necessary for that purpose. The Society will deliver a copy of each insurance policy required by this Agreement to the City prior to the commencement of this Agreement and deliver evidence of renewal of the insurance on request by the City.

### ARTICLE 3

#### 3.1 OPERATING COSTS

- a) The City agrees to pay the Society the following funds to operate the MR Activity Centre and provide the recreational programs and services for Senior Citizens in accordance with and subject to the terms in this Agreement:
  - i. **For the period of April 1 2017 through March 31, 2018, an annual amount of \$224,572 to be paid in equal quarterly instalments on the first day of each quarter;**

- ii. For the period of April 1, 2018 through March 31, 2019, an annual amount of \$229,064 to be paid in equal quarterly instalments on the first day of each quarter;
- iii. For the period of April 1 2019 through March 31, 2020, an annual amount of \$233,645 to be paid in equal quarterly instalments on the first day of each quarter.

(collectively, the "Operating Funds")

- b) For greater certainty, rent, additional rent and applicable taxes owing to the City of Maple Ridge pursuant to the Lease Agreement will be paid directly to the City of Maple Ridge and deducted from the Quarterly Payments made to the Society.
- c) For clarity, the calculation of the Operating Funds described above includes an annual amount of \$20,000 to offset the cost of the annual rent under the Lease.
- d) All Strala Costs shall be paid directly by the City. (Schedule C)
- e) All Operating Funds payments shall be subject to deduction of any amounts paid by the City under this Agreement on behalf of the Society, and of any amounts owed by the Society to the City.
- f) In addition to the Quarterly Payments, the City will be responsible for all Operating Costs related to the maintenance, repair and utilities directly associated with the MR Senior Activity Centre. (Schedule C)
- g) The obligation of the City to pay the Quarterly Payments in any year is subject to the establishment of the City's annual budget. The City shall budget for the Quarterly Payments; however, it is understood and acknowledged that if the Quarterly Payments budgeted by the City are reduced, the City and the Society agree to review and proportionally reduce the level of operating responsibilities to be provided by the Society under this Agreement. It is also understood that during the annual budget deliberations the Society may approach the Council of Maple Ridge, through the City Staff liaison (Staff Liaison) for additional funding to provide enhanced levels of service. It is understood that the City of Maple Ridge shall be under no obligation to provide additional funding.
- h) Provided that the City has paid the Quarterly Payments to the Society pursuant to subsection 3.1(a) for the first two years of the Term of this Agreement, the City may determine at its sole discretion on one (1) year's written notice to the Society to reduce or cease its Quarterly Payments and/or Additional Payments.
- i) Without limiting subsection 3.1(d), the City shall only be obliged to contribute pursuant to subsections 3.1 (a), (c) and (d) so long as the MR Activity Centre is operated by the Society, the Society remains a non-profit society in good standing with membership open to all Senior Citizens in the City of Maple Ridge and has punctually observed and performed the terms, covenants and conditions to be performed by it in accordance with the terms of this Agreement.

### 3.2 OTHER OBLIGATIONS OF SOCIETY

The Society will, until the expiry or early termination of the Term of this Agreement or any renewal term, as the case may be:

- a) permit one appointed Council member from Maple Ridge Council as a non-voting liaison to the Society's Board of Directors and permit the City's liaison to attend all "Regular" meetings of the Board of Directors;
- b) permit the member of the Staff Liaison assigned as Manager of this Agreement by the City to attend every regular meeting of the Society's Board of Directors as a non-voting liaison and provide the Staff Liaison with advance notice of all "regular" meetings, agendas and minutes of Board meetings;
- c) adhere to all applicable regulations and rules related to employment standards and health and safety for employees, volunteers and members;
- d) maintain bylaws that permit all Senior Citizens of Maple Ridge to become members of the Society on the same terms and conditions as any other member and ensure that at no time will the majority of the membership reside outside of the City;
- e) provide to the City a true copy of its current Constitution and Bylaws upon execution of this Agreement, and thereafter provide true copies of all amendments to the said constitution and bylaws forthwith on filing the same pursuant to the Society Act;
- f) maintain the Society in good standing as a registered Society pursuant to the Society Act of British Columbia;
- g) include in its bylaws provisions to ensure elections are held on an annual basis for at least a portion of the Board of Directors and further to ensure that no member of the Board of Directors may serve longer than a predetermined number of terms;
- h) include in its constitution and bylaws provisions that, on dissolution of the Society, its assets shall be distributed to a similar organization operating within the City of Maple Ridge or to the City of Maple Ridge itself; and
- i) make the MR Activity Centre available to the City for mutually agreed upon uses and programs at times when the Society does not require the MR Activity Centre, provided that such uses and programs shall be the City's uses and programs and nothing in this section shall authorise the City to sublet or rent the MR Activity Centre to a third party, and providing that the City shall reimburse the Society for any out of pocket expenses incurred as a result of the City's use of the facility.

### 3.3 OTHER OBLIGATIONS OF THE CITY

The City will:

- a) make other facilities operated by the City available to the Society at no cost to the Society providing always that the Society shall enter into standard facility use license agreements as required by the City of Maple Ridge as the case may be, for each such

use and shall acknowledge that use by the Society is subject to availability as determined through the standard booking procedures for such facilities and that the Society shall be responsible for any additional expenses incurred by the City beyond base rent;

- b) appoint one member of Council from Maple Ridge as a non-voting liaison to the Society's Board of Directors;
- c) appoint a member of the City staff as the Staff Liaison for the purpose of administering this Agreement and liaising with the Society; and
- d) provide to the Society advertising space in the Guide equivalent to the space customarily provided for seniors programs and services in past issues of the Guide and such other space as may become available as determined by the City, without cost to the Society, and to do its utmost to promote and publicise the Society's programs and services through the distribution of the Guide and any other avenues that may be available and appropriate.

#### ARTICLE 4 TERMINATION

##### 4.1 TERMINATION BY THE CITY

- a) For Cause. If the Society does not observe, perform and keep each and every of the covenants, agreements, stipulations, obligations, conditions and other provisions of this Agreement to be observed, performed and kept by the Society and shall persist in such default, after thirty (30) days following written notice from the City requiring that the Society remedy, correct or comply or, in the case of any such default which would reasonably require more than thirty (30) days to rectify, unless the Society shall commence rectification within the said thirty (30) day notice period and thereafter promptly and diligently and continuously proceed with the rectification of any such default; then, and in each of such cases, and at the option of the City, this Agreement may be terminated and the Term shall then immediately become forfeited and void, anything contained herein or in any statute or law to the contrary notwithstanding.
- b) Without Cause. The City may terminate this Agreement upon one year's written notice to the Society for any or no cause.

##### 4.2 EXPIRY OR EARLY TERMINATION OF LEASE AGREEMENT

This Agreement shall automatically terminate upon the expiry or early termination of the Lease Agreement.

4.3 TERMINATION BY SOCIETY

If, pursuant to subsection 3.1(d), the City gives notice to the Society that the contributions under subsections 3.1 (a) and (c) will cease, then the Society may, at its option, terminate this Agreement as of the date that the contributions will cease by giving notice to the City not later than 6 months before the date that the contributions will cease.

4.4 SURVIVAL

All of the Society's obligations under this Agreement that are outstanding on the date that this Agreement expires or is terminated (including the obligation to indemnify the City set out in section 2.14) will survive the expiry or termination.

4.5 NO WAIVER

No provisions of this Agreement shall be deemed to have been waived by the City unless a written waiver from the City has first been obtained and, without limiting the generality of the foregoing, no condoning, excusing or overlooking by the City on previous occasions of any default nor any earlier written waiver shall be taken to operate as a waiver by the City or in any way to defeat or affect the rights and remedies of the City.

4.6 REMEDIES CUMULATIVE

No reference to or exercise of any specific right or remedy by the City shall prejudice or preclude the City from any other remedy, whether allowed at law or in equity or expressly provided for herein. No such remedy shall be exclusive or dependent upon any other such remedy, but the City may from time to time exercise any one or more of such remedies independently or in combination.

ARTICLE 5  
GENERAL PROVISIONS

5.1 APPROVALS

No provision in this Agreement requiring the City's consent or approval shall be deemed to have been fulfilled or waived unless the written consent or approval of the City relating to the particular matter or instance has first been obtained and, without limiting the generality of the foregoing, no prior consent or approval and no condoning, excusing or overlooking by the City on previous occasions when such a consent or approval was required shall be taken to operate as a waiver of the necessity of such consent or approval whenever required under this agreement.

5.2 CITY'S PERFORMANCE

Notwithstanding anything in this Operating Agreement to the contrary, neither the City or Society shall be deemed to be in default in respect of the performance of any of the terms, covenants and conditions of this agreement if any failure or delay in such performance is due to any strike, lockout, civil commotion, war-like operation, invasion, rebelling, hostilities, military or usurped power, sabotage, governmental regulations or controls, Act of God, or other cause beyond the control of the City or the Society as the case may be.

5.3 MODIFICATIONS

Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties unless reduced to writing and signed by the parties.

5.4 APPLICABLE LAW

This Agreement shall be governed and construed in accordance with the laws of the Province of British Columbia.

5.5 CONSTRUED COVENANT, SEVERABILITY

All of the provisions of this Agreement are to be construed as covenants and agreements.

Should any provision of this agreement be or become illegal, invalid or not enforceable, it shall be considered separate and severable from this agreement and the remaining provisions shall remain in force and be binding upon the parties hereto and be enforceable to the fullest extent of the law.

5.6 TIME

Time is of the essence hereof.

5.7 NOTICE

- a) Any notice to be given hereunder shall be in writing and may be either delivered personally or sent by prepaid, registered or certified mail and, if so mailed, shall be deemed to have been given five (5) days following the date upon which it was mailed. The addresses of the parties for the purpose hereof shall be, in the case of the City, the address of the City first above set out, and in the case of the Society, the address first above set out above or at the address of the MR Activity Centre. Notwithstanding the foregoing, during the currency of any interruption in the regular postal service, any notice to the Society may be left at the MR Activity Centre and shall be effective upon being so left.
- b) Any party hereto may at any time give notice in writing to the other of any change of address of the party giving such notice and from and after the second day after the giving of such notice, the address therein specified shall be deemed to be the address of such party for the giving of notices hereunder.

5.8 NUMBER AND GENDER

Whenever the singular or masculine or neuter is used in this Agreement, the same shall be construed to mean the plural or feminine or body corporate where the context to this Agreement or the parties hereto may so require.

5.9 SUCCESSORS BOUND

All rights and liabilities herein given to, or imposed upon, the respective parties hereto shall extend to and bind the several respective heirs, executors, administrators, successors and assigns of the said parties.

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

THE CITY OF MAPLE RIDGE  
in the presence of:

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Authorized Signatory

Signed on behalf of  
THE RIDGE MEADOWS SENIORS SOCIETY  
in the presence of:

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Authorized Signatory



**SCHEDULE "B"**  
**[Lease Agreement RMSS]**

**Maple Ridge Senior Activity Centre Facility Lease Agreement**

THIS LEASE dated for reference the 1<sup>st</sup> day of April, 2017

BETWEEN:

**CITY OF MAPLE RIDGE**, a municipality pursuant to the laws of British Columbia  
having an address at 11995 Haney Place, Maple Ridge, B.C., V2X 6A9

(the "Landlord")

AND:

**RIDGE MEADOWS SENIORS SOCIETY** a society duly incorporated under the  
Society Act of the Province of British Columbia under number S-0039647 and  
having an address at 12150 224<sup>th</sup> Street, Maple Ridge, B.C., V2X 3N8

(the "Tenant")

WHEREAS:

- A. The Landlord is the registered owner of 10 commercial strata lots in the building located at 12150-224 Street in the City of Maple Ridge, more particularly known and described as:

PID: 024-607-517 Strata Lot 1 Section 20 Township 12 NWD Strata Plan LMS4011;

PID: 024-607-525 Strata Lot 2 Section 20 Township 12 NWD Strata Plan LMS4011;

PID: 024-607-533 Strata Lot 3 Section 20 Township 12 NWD Strata Plan LMS4011;

PID: 024-607-541 Strata Lot 4 Section 20 Township 12 NWD Strata Plan LMS4011;

PID: 024-607-550 Strata Lot 5 Section 20 Township 12 NWD Strata Plan LMS4011;

PID: 024-607-568 Strata Lot 6 Section 20 Township 12 NWD Strata Plan LMS4011;

PID: 024-607-576 Strata Lot 7 Section 20 Township 12 NWD Strata Plan LMS4011;

PID: 024-607-584 Strata Lot 8 Section 20 Township 12 NWD Strata Plan LMS4011;

PID: 024-607-592 Strata Lot 9 Section 20 Township 12 NWD Strata Plan LMS4011;

PID: 024-607-606 Strata Lot 10 Section 20 Township 12 NWD Strata Plan LMS4011

(collectively, the "Recreation Centre");

- B. The Recreation Centre represents one of two sections within a strata development, the other section being comprised of 119 residential strata lots providing senior citizen's housing;
- C. The Tenant wishes to Lease and the Landlord has agreed to Lease to the Tenant the Recreation Centre.

**SCHEDULE "B"**  
**[Lease Agreement RMSS]**

NOW THEREFORE this Lease is evidence that in consideration of the mutual covenants, conditions and agreements herein contained the Landlord and Tenant covenant and agree as follows:

**ARTICLE 1**

**1.1 DEFINITIONS**

In this Lease:

- (a) "Common Areas" mean all those entrances, exits, hallways, lobbies, washrooms and other floor areas in the Development common to and providing access to or from both the Residential Building and the Recreation Centre;
- (b) "Development" means all lands, buildings, structures and improvements included in Strata Plan LMS4011;
- (c) "Hazardous Substances" means any substance which is hazardous to persons or property and includes, without limiting the generality of the foregoing:
  - (i) radioactive materials;
  - (ii) explosives;
  - (iii) any substance that, if added to any water, would degrade or alter or form part of a process of degradation or alteration of the quality of that water to the extent that it is detrimental to its use by man or by any animal, fish or plant;
  - (iv) any solid, liquid, gas or odor or combination of any of them that, if emitted into the air, would create or contribute to the creation of a condition of the air that:
    - (A) endangers the health, safety or welfare of persons or the health of animal life;
    - (B) interferes with normal enjoyment of life or property;
    - (C) causes damage to plant life or to property; or
    - (D) toxic substances; and
  - (v) substances declared to be hazardous or toxic or special waste under any law or regulation now or hereafter enacted or promulgated by any governmental authority having jurisdiction over the Landlord, the Tenant, the Development or the Recreation Centre;
- (d) "Operating Agreement" means the Ridge Meadows Seniors Society Operating Agreement dated for reference April 1, 2017 between Ridge Meadows Seniors Society, the City of Maple Ridge, a copy of which is attached hereto as Schedule "A";
- (e) "Operating Costs" means the total actual expenses (without duplication) determined in accordance with accepted and sound accounting principles, incurred by the Tenant for

**SCHEDULE "B"**  
**[Lease Agreement RMSS]**

managing, operating and maintaining the Recreation Centre, but does not include Strata Costs. (Schedule C)

- (f) "Parking Areas" mean all the areas of the Recreation Centre or floor area in the Development devoted to motor vehicle parking use;
- (g) "Residential Building" means all parts of the Development other than the Recreation Centre;
- (h) "Senior Citizen" means any person aged fifty-five years of age or older; and
- (i) "Strata Corporation" means the Owners, Strata Plan LMS4011;
- (j) "Strata Costs" means all fees and assessments lawfully levied by the Strata Corporation from time to time in relation to the Recreation Centre, save and except any fees or assessments (including penalties and interest) resulting from a default of the Tenant under the bylaws of the Strata Corporation or the *Strata Property Act*; (Attached as Schedule C)
- (k) "Strata Council" means the Strata Council of the Strata Corporation;
- (l) "Strata Owners" means the strata owners of Strata Lots 11 through 219 and includes where context permits the Strata Council and the Strata Corporation.

**ARTICLE 2**  
**GRANT OF LEASE**

**2.1 DEMISE**

The Landlord, being the owner in fee simple of the Recreation Centre does hereby Lease to the Tenant, for the Term and upon and subject to the covenants and conditions hereinafter expressed, the Recreation Centre.

**ARTICLE 3**  
**TERM, COMMENCEMENT**

**3.1 TERM**

The Term of this Lease shall be for three (3) years.

**3.2 COMMENCEMENT DATE**

The Term shall commence on the 1<sup>st</sup> day of April, 2017 (the "Commencement Date").

**3.3 RIGHT OF RENEWAL**

The Tenant shall have five (5) consecutive options to renew this Lease each option being for a further term of three (3) years. Each option shall be deemed to have been exercised if the Tenant does not give notice of refusal to exercise at least fifteen (15) days prior to expiration of the Term or the renewal term as the case may be. In the event the option is exercised all the terms and conditions of this Lease shall remain binding.

**3.4 PREVIOUS LEASE AND ASSIGNMENT**

**SCHEDULE "B"**  
**[Lease Agreement RMSS]**

This Lease replaces a lease between the Landlord and Tenant dated for reference January 1, 2015 (the "Previous Lease") and the parties agree that the Previous Lease shall be terminated and be of no further force and effect as of the Commencement Date.

**ARTICLE 4**  
**RENT**

**4.1 MINIMUM RENT**

The Tenant shall pay to the Landlord Rent for the Term of Twenty Thousand Dollars (\$20,000.00) per annum (the "Rent"), without deduction, abatement or set-off.

**4.2 PAYMENT OF MINIMUM RENT**

The Rent for the Term shall be payable by the Tenant to the Landlord in advance in four equal installments of \$5000.00 on, April 1, June 1 and September 1 and January 1 of each year during the Term, the first of such payments to be made on the Commencement Date.

**SCHEDULE "B"**  
**[Lease Agreement RMSS]**

**4.3 ADDITIONAL RENT**

The Tenant shall pay as Additional Rent monthly, within 15 days of receiving an invoice from the Landlord, all utilities as provided in section 5.1 hereof, all other monies described in this Lease as Additional Rent and all maintenance fees, common expenses of any kind for any purpose levied by the Landlord against the Recreation Centre pertaining to the responsibilities of the Tenant as defined in this Lease.

**4.4 APPLICABLE TAXES**

The Tenant shall pay, in addition to any other amounts due hereunder, those taxes (if any) properly assessed and levied in accordance with law by any government authority and all taxes on such sums which fall due under this Lease, including without limitation, Goods and Services Tax and Social Services Tax in the manner and at such times as are required by law. The Tenant acknowledges that all amounts referred to in this Lease are gross amounts, not of tax, and that all taxes are in addition to those amounts and are not included in them.

**ARTICLE 5**  
**UTILITIES, HVAC COSTS**

**5.1 UTILITIES**

The Tenant shall pay the rates, charges, costs and expenses for telephone or cable services provided directly to the Recreation Centre. If the Tenant fails to pay such amounts, the Landlord may, but is not obliged to, pay such amount and the Tenant shall pay to the Landlord the amount of any such payment as Additional Rent.

**INSURANCE**

**5.2 TENANT'S INSURANCE**

- (a) The Tenant shall, during the whole of the Term and during such other time as the Tenant occupies the Recreation Centre, take out and maintain the following insurance, at the Tenant's sole expense:
  - (i) comprehensive general liability insurance against claims for bodily injury, including death, and property damage or loss arising out of the use or occupation of the Recreation Centre, or the Tenant's operation on or about the Recreation Centre; such insurance shall be in the joint name of the Tenant and Landlord so as to indemnify and protect both the Tenant and Landlord and shall contain a "cross liability" or "severability of interests" clause so that the Landlord and Tenant may be insured in the same manner and to the same extent as if individual policies had been issued to each, and shall for the amount not less than \$5,000,000.00 combined single limit or such other amount as may be reasonably required by the Landlord from time to time; such comprehensive general liability insurance shall, for the Tenant's benefit only, include contractual liability insurance in a form and of a nature broad enough to insure the obligations imposed upon the Tenant under the terms of this Lease; and
  - (ii) all risks insurance upon its furniture, fixtures and improvements and upon all other property in the Recreation Centre owned by the Tenant or for which the Tenant is legally liable, and insurance upon all glass and plate glass in the Recreation Centre, against breakage and damage from any cause, all in an

**SCHEDULE "B"**  
**[Lease Agreement RMSS]**

amount equal to the full replacement value thereof, which amount in the event of a dispute shall be determined by the decision of the Landlord.

- (b) The policies of insurance referred to above shall contain the following:
  - (i) provisions that the Landlord is protected notwithstanding any act, neglect, or misrepresentation of the Tenant which might otherwise result in the avoidance of a claim under such policies and such that such policies shall not be affected or invalidated by any act, omission or negligence of any third party which is not within the knowledge or control of the insured(s); and
  - (ii) provisions that such policies of insurance shall not be cancelled without the insurer providing the Landlord thirty (30) days written notice stating when such cancellation shall be effective.
- (c) The Tenant shall further during the whole of the Term maintain such other insurance in such amounts and upon such terms as the Landlord may reasonably determine from time to time.
- (d) The Tenant shall provide to the Landlord current copies of policies of insurance required by this Lease, or other evidence of insurance satisfactory to the Landlord.

**ARTICLE 6**  
**USE AND OCCUPATION**

**6.1 QUIET ENJOYMENT**

The Landlord covenants with the Tenant for quiet enjoyment so long as the Tenant is not in default hereunder.

**6.2 USE**

The Recreation Centre shall be used for the purposes of public non-profit Senior Citizen Recreation and Information Centre and for such uses as are complementary and incidental thereto, and for no other purposes.

**6.3 COVENANT TO OPERATE**

The Tenant shall throughout the whole of the Term continuously operate, occupy and utilize the entire Recreation Centre for the purposes set out herein.

**6.4 POSSESSION AND USE OF PREMISES**

The Tenant will:

- (a) Use and operate the facilities and the services existing within the Recreation Centre in a first class manner in keeping with the standards maintained by other similar facilities in the Metro Vancouver region;
- (b) not let the Recreation Centre remain vacant for more than four consecutive Days;
- (c) not cause any waste or damage to the Recreation Centre;

**SCHEDULE "B"**  
**[Lease Agreement RMSS]**

- (d) not let the Recreation Centre become untidy or unsightly, and at the end of each day leave it in such condition that it is clean and tidy;
  - (c) in respect of the Tenant's activities at the Recreation Centre, at its own cost and expense, comply with all applicable municipal, regional, provincial and federal legislative enactments, by-laws, regulations or orders from time to time in force relating to the Landlord, the Tenant, the Development, the activities carried out at the Recreation Centre or any part thereof relating to Hazardous Substances and the protection of the environment and shall immediately give written notice to the Landlord of the occurrence of any event at the Recreation Centre or the Development or any part thereof constituting an offence thereunder or be in breach thereof and shall not bring upon the Recreation Centre, the Development, or any part thereof, or cause or suffer the bringing upon the Recreation Centre or the Development or any part thereof, any Hazardous Substances and, if at any time, notwithstanding the foregoing covenants of the Tenant;
    - (i) there are any Hazardous Substances upon the Recreation Centre or the Development or a part thereof as a result of the Tenant's use, occupation of or activities at the Recreation Centre;
    - (ii) there is an occurrence of any event at the Recreation Centre or the Development or any part thereof arising from the Tenant's activities, operations, use or occupation of or at the Recreation Centre constituting an offence under or a breach of any applicable municipal, regional, provincial and federal legislative enactments, by-laws, regulations and orders from time to time in force relating to Hazardous Substances;
- the Tenant shall, at its own expense:
- (iii) immediately give the Landlord notice to that effect and thereafter give the Landlord from time to time written notice of the extent and nature of the Tenant's compliance with the following provisions of this section;
  - (iv) promptly remove the Hazardous Substances from the Recreation Centre or the Development or any part thereof in a manner which conforms with all applicable municipal, regional, provincial and federal legislative enactments, by-laws, regulations and orders governing the movement of the same; and
  - (v) if requested by the Landlord, obtain at the Tenant's cost and expense from an independent consultant designated or approved by the Landlord, verification of the complete and proper removal of the Hazardous Substances from the Recreation Centre or the Development, or any part thereof or, if such is not the case, reporting as to the extent and nature of any failure to comply with the foregoing provisions of this section;
- (f) at the Tenant's own expense, remedy any damage to the Recreation Centre or to the Development where damage arises from the Tenant's activities, use, occupation or operation of or at the Recreation Centre;
  - (g) if any governmental authority having jurisdiction shall require the clean-up of any Hazardous Substances held, released, spilled, abandoned or placed upon the

**SCHEDULE "B"**  
**[Lease Agreement RMSS]**

Recreation Centre or the Development or any part thereof or released into the environment from the Recreation Centre or the Development or any part thereof during the Term by the Tenant or arising from the Tenant's use and occupation of, and operations and activities at the Recreation Centre, then the Tenant shall, at its own expense, prepare all necessary studies, plans and proposals and submit the same for approval, provide all bonds and other security required by governmental authorities having jurisdiction and carry out the work and shall keep the Landlord fully informed and provide to the Landlord full information with respect to proposed plans and comply with the Landlord's requirements with respect to such plans. The Tenant agrees that if the Landlord determines, in its sole discretion, that the Landlord, its property or its reputation is placed in any jeopardy by the requirement for any such work, the Landlord may itself undertake such work or any part thereof and the Tenant shall pay to the Landlord the costs and expense for such work as Additional Rent;

- (h) provide authorizations to permit the Landlord to make enquiries from time to time of any government authority with respect to the Tenant's compliance with any and all laws and regulations pertaining to the Tenant, the Tenant's activities on the Recreation Centre or the Development or any part thereof including without limitation all applicable municipal, regional, provincial and federal legislative enactments, by-laws, regulations and orders pertaining to Hazardous Substances and the protection of the environment; and the Tenant covenants and agrees that the Tenant will from time to time provide to the Landlord such written authorization as the Landlord may require in order to facilitate the obtaining of such information;
- (i) permit the Landlord at any time and from time to time to inspect the Tenant's property and equipment used by the Tenant upon the Recreation Centre or the Development or any part thereof and the Tenant's records relating thereto for the purpose of identifying the existence or absence of any Hazardous Substances and the Tenant shall assist the Landlord in so doing;
- (j) if the Tenant shall bring or create upon the Recreation Centre or the Development any Hazardous Substances or suffer the bringing or creation upon the Recreation Centre or the Development of any Hazardous Substances or if the Tenant shall cause there to be any Hazardous Substances upon the Recreation Centre or the Development, then, notwithstanding any rule of law or equity to the contrary such Hazardous Substances shall be and remain the sole and exclusive property of the Tenant and shall not become the property of the Landlord and notwithstanding the degree of affixation of the Hazardous Substances or the goods containing the Hazardous Substances to the Recreation Centre or the Development and notwithstanding the expiry or earlier termination of this Lease; and
- (k) the obligations of the Tenant in Subsections 6.4(e), 6.4(f), 6.4(g), 6.4(h), 6.4(i) and 6.4(j) inclusive shall survive the expiry or earlier termination of the Term.

**6.5 COMPLIANCE WITH LAWS**

The Tenant shall carry on and conduct its operations from the Recreation Centre in such manner as to comply with any and all statutes, by-laws, rules and regulations of any Federal, Provincial, Municipal or other competent authority for the time being in force, and shall not do anything in the Recreation Centre in contravention thereof.



SCHEDULE "B"  
{Lease Agreement RMSS}

**SCHEDULE "B"**  
**[Lease Agreement RMSS]**

**6.6 NUISANCE**

The Tenant shall not do or permit to be done or omitted anything which could damage the Development or injure or impede the operations of the Tenant or which shall or might result in any nuisance in or about the Development. In any of the foregoing events, the Tenant shall forthwith remedy the same and if such thing or condition shall not be so remedied, the Landlord may, after such notice, if any, as the Landlord may deem appropriate in the circumstances, correct such situation at the expense of the Tenant and the Tenant shall pay such expense to the Landlord as Additional Rent.

**6.7 AREA AND FIXTURES OF THE RECREATION CENTRE**

The Tenant must operate the Recreation Centre so that it is open and available to all Senior Citizens in the City of Maple Ridge and the City of Pitt Meadows, and so that it is:

- (a) used and maintained at a minimum area of 1486m<sup>2</sup>;
- (b) fixtured and maintained to be fully accessible to disabled Senior Citizens.

**6.8 OPERATION OF THE RECREATION CENTRE**

The Tenant must operate the Recreation Centre in accordance with the terms of this agreement and in accordance with the Operating Agreement, and in any event as a senior citizen's recreation centre open to all Senior Citizens in the City of Maple Ridge and members and guests that are Senior Citizens and be available to them all on the same terms and conditions.

**6.9 OPERATING COST**

- (a) The Tenant shall pay to the Landlord as Additional Rent all those amounts required to address the responsibilities of the Tenant as defined in this agreement.
- (b) The Landlord shall only be obliged to contribute pursuant to section 6.9(a) so long as the Recreation Centre is operated by the Tenant and so long as the Tenant remains a non-profit society in good standing and has a membership open to all Senior Citizens in the City of Maple Ridge and Senior Citizens and has punctually observed and performed the terms, covenants and conditions to be performed by it in accordance with the terms of this Lease and the Operating Agreement which is attached to and forms Schedule "A" to this agreement.

**6.10 MISCELLANEOUS**

Capital expenditures and improvements to the Recreation Centre shall be the sole responsibility of the Tenant save and except those expenditures which fall within the meaning of "Strata Costs".

SCHEDULE "B"  
[Lease Agreement RMSS]

6.11 GENERAL PROVISIONS

The Tenant shall be responsible for supervising and controlling the activities of members of the public who are using the Recreation Centre and for managing the Recreational Centre without interference and without the necessity of either consent or approval, from the Landlord to the intent that the Tenant shall have the full and absolute authority to operate and manage the services provided by the Tenant in the Recreation Centre.

ARTICLE 7  
CLEANING, REPAIR, DAY TO DAY MAINTENANCE

7.1 CLEANING

- (a) The Tenant shall keep the Recreation Centre and, without limitation, the inside and outside of all glass, windows and doors of the Recreation Centre and all exterior surfaces of the Recreation Centre, in a neat, clean and sanitary condition and shall not allow any refuse, garbage or other loose or objectionable or waste material to accumulate in or about the Recreation Centre but rather shall dispose of the same in accordance with the Strata Council's rules and regulations.
- (b) The Tenant shall pay for its own janitor service, cleaning of debris, removal of garbage and such other costs as may be incurred in cleaning.
- (c) In the event the Tenant fails to clean upon notice to do so from the Landlord, the Landlord may clean the same and the Tenant shall pay to the Landlord as Additional Rent the cost thereof.

7.2 TENANT'S REPAIRS

- (a) The Tenant shall repair the Recreation Centre, only excepting reasonable wear and tear and repairs which are the responsibility of the Landlord pursuant to this Article 7, and shall redecorate as required and maintain in good condition the interior of the Recreation Centre, any appurtenances thereto, any improvements now or hereafter erected or installed therein and any apparatus or equipment of the Tenant therein or therefore.
- (b) The Tenant shall keep well-painted at all times the interior of the Recreation Centre and shall keep all plumbing facilities within the Recreation Centre and all drains therefrom in clean and in working order.
- (c) The Tenant, its employees or agents shall not mark, paint, drill or in any way deface any walls, ceilings, partitions, floors, wood, stone or ironwork without the written approval of the Landlord.

7.3 VIEW REPAIRS

The Landlord may enter the Recreation Centre at any reasonable times during business hours and at any time during an emergency to view the state of repair and the Tenant shall repair as aforesaid according to notice in writing from the Landlord.

**SCHEDULE "B"**  
**[Lease Agreement RMSS]**

**7.4 LANDLORD'S REPAIR**

The Landlord shall bona fide use its best efforts to ensure that the Strata Owners:

- (a) shall conduct all maintenance, repairs and replacements to the apparatus for heating, ventilating, air-conditioning, electricity, lighting and plumbing systems installed in the Development and serving the Recreation Centre;
- (b) shall be responsible for all structural repairs including glass and roof membranes to the Development and repairs of damage to the Recreation Centre caused by perils against which the Strata Owners are obligated to insure;
- (c) shall keep painted and clean these parts of the exterior of the Development requiring painting including the Recreation Centre.

**7.5 OTHER DAY TO DAY MAINTENANCE**

- (a) In addition to the responsibilities for cleaning and repairs as noted above the Tenant shall also have responsibility for its normally required maintenance in the day to day operation of the Recreation Centre.

**ARTICLE 8**  
**ALTERATIONS, FIXTURES**

**8.1 TENANT'S ALTERATIONS**

- (a) The Tenant shall not make or cause to be made any alterations, additions or improvements or erect or cause to be erected any partitions or install or cause to be installed any fixtures, exterior signs, floor covering, interior or exterior lighting, plumbing fixtures, shades, awnings, exterior decorations or make any changes or otherwise in respect of the Recreation Centre without first obtaining the Landlord's written approval thereto, such approval not to be unreasonably withheld in case of alterations, additions or improvements to the interior of the Recreation Centre.
- (b) All fixtures installed by the Tenant shall be new, provided that the Tenant may install any fixtures in its usual manner so long as such installation has first been approved by the Landlord and does not damage the structure of the Development.
- (c) The Tenant shall promptly pay all contractors, material suppliers and workers so as to minimise the possibility of a lien attaching to the Recreation Centre and/or the Development and should any claim of lien be made or filed the Tenant shall cause the discharge of the same forthwith.

**8.2 REMOVAL OF FIXTURES**

- (a) So long as the Tenant is not in default hereunder at the expiration of the Term, the Tenant shall then have the right to remove fixtures installed by it from the Recreation Centre but shall make good any damage caused to the Recreation Centre resulting from the installation or removal thereof; provided that all alterations, additions and improvements constructed and installed in the Recreation Centre and attached in any manner to the floors, walls or ceilings, including any floor covering and light fixtures, are hereby deemed not to be the Tenant's fixtures and shall remain upon and be

**SCHEDULE "B"**  
**[Lease Agreement, RMSS]**

surrendered with the Recreation Centre, except to the extent that the Landlord requires removal thereof pursuant to Section 8.2(d).

- (b) **If the Tenant fails to remove its trade fixtures and restore the Recreation Centre as aforesaid, all such trade fixtures shall become the property of the Landlord except to the extent that the Landlord continues to require removal thereof pursuant to Section 8.2(d).**
- (c) Should the Tenant abandon the Recreation Centre or should this Lease be terminated before the proper expiration of the Term due to default on the part of the Tenant herein, in such event, as of the moment of default by the Tenant, all fixtures and furnishings of the Tenant (whether or not attached in any manner to the Recreation Centre) shall, except to the extent the Landlord requires the removal thereof pursuant to Section 8.2(d), become and be deemed to be the property of the Landlord, without indemnity to the Tenant and as additional liquidated damages in respect of such default but without prejudice to any other right or remedy of the Landlord.
- (d) Notwithstanding that any fixtures, furnishings, alterations, additions, improvements or fixtures are or may become the property of the Landlord, the Tenant shall forthwith remove all or part of the same and shall make good any damage caused to the Recreation Centre resulting from the installation or removal thereof, all at the Tenant's expense, should the Landlord so require by notice to the Tenant.
- (e) If the Tenant, after receipt of a notice from the Landlord pursuant to Section 8.2(d), fails to promptly remove any fixtures, furnishings, alterations, additions, improvements and fixtures in accordance with such notice, then the Landlord may enter into the Recreation Centre and remove therefrom all or part of such trade fixtures, furnishings, alterations, additions, improvements and fixtures without any liability and at the expense of the Tenant, which expense shall forthwith be paid by the Tenant to the Landlord.

**8.3 LANDLORD'S ALTERATIONS**

The Landlord reserves the right to allow the Strata Owners to:

- (a) make alterations or additions to the Development which right may be exercised by the Landlord in its unfettered discretion provided that the ingress and egress to the Recreation Centre shall not be substantially and materially altered or interfered with or, in the event of such substantial and material alteration or interference, that the Landlord has first obtained the Tenant's written consent, not to be unreasonably withheld and without any claim for damages or indemnification against the Landlord, its employees or agents;
- (b) alter the location and nature of the Common Areas, close off parts thereof, erect additions thereto or extend any part thereof; or
- (c) make any changes or additions to the apparatus, appliances, conduits, ducts, equipment, pipes or structures of any kind in the Recreation Centre where necessary to serve adjoining premises or other parts of the Development.

**SCHEDULE "B"**  
**[Lease Agreement RMSS]**

**ARTICLE 9**  
**ASSIGNMENT, SUBLETTING, SALE OR MORTGAGE**

**9.1 ASSIGNMENT AND SUBLETTING**

The Tenant may not assign or sublet this Lease except by an assignment agreement in the form attached as Schedule "C" and with the consent of the Landlord as evidenced by the Landlord's execution of that agreement, which said consent the Landlord may unreasonably withhold.

**ARTICLE 10**  
**INDEMNITY, LIENS**

**10.1 LANDLORD'S INDEMNITY**

The Landlord shall indemnify and save harmless the Tenant of and from all loss and damage and all claims, costs, demands, expenses, fines, liabilities and suits of any kind or nature for which the Tenant shall or may become liable, incur or suffer by reason of the wrongful act or omission, default or negligence of the Landlord or any of its agents, contractors or employees.

**10.2 TENANT'S INDEMNITY**

The Tenant shall indemnify and save harmless the Landlord of and from all loss and damage and all claims, costs, demands, expenses, fines, liabilities and suits of any kind or nature for which the Landlord shall or may become liable, incur or suffer by reason of the wrongful act or omission, default or negligence of the Tenant or any of its agents, contractors or employees.

**10.3 LIENS**

The Tenant will, immediately upon demand by the Landlord, remove or cause to be removed, and thereafter institute and diligently prosecute any action pertinent thereto; any builder's or other lien or claim of lien noted or filed against or otherwise constituting an encumbrance on any title of the Landlord. Without limiting the foregoing obligations of the Tenant, the Landlord may cause the same to be removed, in which case the Tenant shall pay to the Landlord as Additional Rent the cost thereof, including the Landlord's complete legal costs.

**ARTICLE 11**  
**DEFAULT, REMEDIES, TERMINATION**

**11.1 DEFAULT**

If and whenever:

- (a) the Tenant shall be in default in the payment of any money, whether hereby expressly reserved or deemed as rent, or any part thereof, and such default shall continue for ninety (90) days following any specific due date on which the Tenant is to make such payment or, in the absence of such specific due date, for the ninety (90) days following written notice by the Landlord requiring the Tenant to pay the same; or
- (b) the Tenant's leasehold interest hereunder, or any goods, chattels or equipment of the Tenant located in the Recreation Centre, shall be taken or seized in execution or attachment, or if any writ of execution shall issue against the Tenant, or the Tenant shall become insolvent or commit an act of bankruptcy or become bankrupt or take benefit of any Act that may be in force for bankrupt or insolvent debtors or become involved in voluntary or involuntary winding up, dissolution or liquidation proceedings, or if a

**SCHEDULE "B"**  
**[Lease Agreement RMSS]**

receiver shall be appointed for the affairs, business, property or revenues of the Tenant;  
or

- (c) the Tenant shall vacate or abandon the Recreation Centre, or fail or cease to continuously operate pursuant to Article 6 or the Operating Agreement or use or permit or suffer the use of the Recreation Centre for any purpose other than as set forth in Article 6 or the Operating Agreement, or fail to remedy or rectify an act or omission pursuant to Article 6; or
- (d) the Tenant shall not observe, perform and keep each and every of the covenants, agreement, stipulations, obligations, conditions and other provisions of this Lease to be observed, performed and kept by the Tenant and shall persist in such default, in the case of monetary payments, beyond the ninety (90) day period stipulated in paragraph (a) aforesaid or, in the case of any other default, after thirty (30) days following written notice from the Landlord requiring that the Tenant remedy, correct or comply or, in the case of any such default which would reasonably require more than thirty (30) days to rectify, unless the Tenant shall commence rectification within the said thirty (30) day notice period and thereafter promptly and diligently and continuously proceed with the rectification of any such default;

then, and in each of such cases, and at the option of the Landlord, this Lease may be terminated and the Term shall then immediately become forfeited and void, and the Landlord may without notice or any form of legal process whatever forthwith re enter the Recreation Centre or any part thereof and in the name of the whole repossess and enjoy the same as of its former estate, anything contained herein or in any statute or law to the contrary notwithstanding.

**1.1.2 LANDLORD MAY PERFORM**

If the Tenant shall fail to observe, perform or keep any of the provisions of this Lease to be observed, performed and kept by the Tenant, the Landlord may, but shall not be obliged to, at its discretion and without prejudice, rectify the default of the Tenant, whether or not performance by the Landlord on behalf of the Tenant is otherwise expressly referred to in the applicable Section of this Lease. For such purpose the Landlord may make any payment and/or do or cause to be done such things as may be required including, without limiting the generality of the foregoing, entry upon the Recreation Centre. Any such performance by or at the behest of the Landlord shall be at the expense of the Tenant and the Tenant shall pay to the Landlord as Additional Rent the cost thereof.

**1.1.3 DISTRESS**

If and whenever the Tenant shall be in default in the payment of any money, whether hereby expressly reserved or deemed as rent, or any part thereof, the Landlord may, without notice or any form of legal process whatever, enter upon the Recreation Centre and seize, remove and sell the Tenant's goods, chattels and equipment there from and/or seize, remove and sell any goods, chattels and equipment at any place to which the Tenant or any other person may have removed them, in the same manner as if they had remained and been distrained upon the Recreation Centre, all notwithstanding any rule of law or equity to the contrary, and the Tenant hereby waives and renounces the benefit of any present or future statute or law limiting or eliminating the Landlord's right of distress.

**SCHEDULE "B"**  
**[Lease Agreement RMSS]**

**11.4 COSTS AND INTEREST**

All costs, expenses, and expenditures including, without limitation, the complete legal costs incurred by the Landlord as a result of any default by the Tenant shall forthwith on demand be paid by the Tenant as Additional Rent together with interest, at the rate of eight percent (8%) per annum calculated monthly from the date any such costs, expenses, and expenditures are incurred by the Landlord until the same are fully paid and satisfied.

**11.5 VACATE UPON TERMINATION, SURVIVAL**

At the termination of this Lease, whether by effluxion of time or otherwise, the Tenant shall vacate and deliver up possession of the Recreation Centre in the same condition as the Recreation Centre was in upon delivery of possession to the Tenant, subject to the exceptions from the Tenant's obligation to repair in accordance with Section 7.2, and subject to the Tenant's rights and obligations in respect of removal in accordance with Section 8.2, and shall surrender all keys to the Recreation Centre to the Landlord at the place then fixed for payment of rent. The indemnity agreements contained in Article 10 shall survive the termination of this Lease.

**11.6 ADDITIONAL RIGHTS ON RE-ENTRY**

If the Landlord shall re-enter the Recreation Centre or terminate this Lease, then:

- (a) notwithstanding any such termination or the Term thereby becoming forfeited and void, the provisions of this Lease relating to the consequences of termination shall survive;
- (b) the Landlord may use such force as it may deem necessary for the purpose of gaining admittance to and retaking possession of the Recreation Centre and the Tenant hereby releases the Landlord from all actions, proceedings, claims and demands whatsoever for or in respect of any such forcible entry or any loss or damage in connection therewith or consequential thereupon;
- (c) the Landlord may re-let the Recreation Centre or any part thereof for a term or terms which may be less or greater than the balance of the Term and may grant reasonable concessions in connection therewith.

**11.7 NO WAIVER**

No provisions of this Lease shall be deemed to have been waived by the Landlord unless a written waiver from the Landlord has first been obtained and, without limiting the generality of the foregoing, no acceptance of rent subsequent to any default and no condoning, excusing or overlooking by the Landlord on previous occasions of any default nor any earlier written waiver shall be taken to operate as a waiver by the Landlord or in any way to defeat or affect the rights and remedies of the Landlord.

**11.8 REMEDIES CUMULATIVE**

No reference to or exercise of any specific right or remedy by the Landlord shall prejudice or preclude the Landlord from any other remedy, whether allowed at law or in equity or expressly provided for herein. No such remedy shall be exclusive or dependent upon any other such remedy, but the Landlord may from time to time exercise any one or more of such remedies independently or in combination. Without limiting the generality of the foregoing, the Landlord shall be entitled to commence and maintain an action against the Tenant to collect any rent not paid when due, without exercising the option to terminate this Lease pursuant to Section 11.1.



**SCHEDULE "B"**  
**[Lease Agreement RMSS]**

**ARTICLE 12**  
**GENERAL PROVISIONS**

**12.1 APPROVALS**

No provision in this Lease requiring the Landlord's consent or approval shall be deemed to have been fulfilled or waived unless the written consent or approval of the Landlord relating to the particular matter or instance has first been obtained and, without limiting the generality of the foregoing, no prior consent or approval and no condoning, excusing or overlooking by the Landlord on previous occasions when such a consent or approval was required shall be taken to operate as a waiver of the necessity of such consent or approval whenever required under this Lease.

**12.2 UNAVOIDABLE DELAY**

Notwithstanding anything in this Lease to the contrary, neither the Landlord or Tenant shall be deemed to be in default in respect of the performance of any of the terms, covenants and conditions of this Lease if any failure or delay in such performance is due to any strike, lockout, civil commotion, war-like operation, invasion, rebelling, hostilities, military or usurped power, sabotage, governmental regulations or controls, Act of God, or other cause beyond the control of the Landlord or the Tenant as the case may be.

**12.3 SOLE AGREEMENT AND SURVIVAL OF AGREEMENT TO LEASE**

This Lease and any agreement to lease pertaining to the Recreation Centre executed and delivered by or on behalf of the Landlord and the Tenant set forth all of the warranties, representations, covenants, promises, agreements, conditions and understandings between the parties concerning the Recreation Centre and there are no warranties, representations, covenants, promises, agreements, conditions or understandings, either oral or written, express or implied, between them other than as set forth in this Lease.

**12.4 MODIFICATIONS**

Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this Lease shall be binding upon the parties unless reduced to writing and signed by the parties.

**12.5 APPLICABLE LAW**

This Lease shall be governed and construed in accordance with the laws of the Province of British Columbia.

**12.6 CONSTRUED COVENANT, SEVERABILITY**

All of the provisions of this Lease are to be construed as covenants and agreements. Should any provision of this Lease be or become illegal, invalid or not enforceable, it shall be considered separate and severable from this Lease and the remaining provisions shall remain in force and be binding upon the parties hereto and be enforceable to the fullest extent of the law.

**12.7 TIME**

Time is of the essence hereof.

**12.8 NOTICE**

**SCHEDULE "B"**  
**[Lease Agreement RMSS]**

- (a) Any notice to be given hereunder shall be in writing and may be either delivered personally or sent by prepaid, registered or certified mail and, if so mailed, shall be deemed to have been given five (5) days following the date upon which it was mailed. The addresses of the parties for the purpose hereof shall be, in the case of the Landlord, the address of the Landlord first above set out, and in the case of the Tenant, the address first above set out above or at the address of the Recreation Centre.

Notwithstanding the foregoing, during the currency of any interruption in the regular postal service, any notice to the Tenant may be left at the Recreation Centre and shall be effective upon being so left.

- (b) Any party hereto may at any time give notice in writing to another of any change of address of the party giving such notice and from and after the second day after the giving of such notice, the address therein specified shall be deemed to be the address of such party for the giving of notices hereunder.

**12.9 INDEX, HEADINGS**

The index and headings in this Lease are to be inserted for convenience or reference only and shall not affect the construction of this Lease or any provision hereof.

**12.10 NUMBER AND GENDER**

Whenever the singular or masculine or neuter is used in this Lease, the same shall be construed to mean the plural or feminine or body corporate where the context to this Lease or the parties hereto may so require.

**12.11 SUCCESSORS BOUND**

All rights and liabilities herein given to, or imposed upon, the respective parties hereto shall extend to and bind the several respective heirs, executors, administrators, successors and assigns of the said parties.

**SCHEDULE "B"**  
**[Lease Agreement RMSS]**

IN WITNESS WHEREOF the Landlord and Tenant have executed this Lease as of the day and year first above written.

CITY OF MAPLE RIDGE by its  
authorized signatory:

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

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

RIDGE MEADOWS SENIORS SOCIETY  
by its authorized signatories:

\_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_

\_\_\_\_\_  
Title

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

## SCHEDULE "C"

[Operating Agreement RMSS – CMR Strata Responsibilities]

Audit Statutory Review  
Management Fees  
Audit / Tax Return  
Postage / Copying  
Snow Removal  
Bank Charges  
Insurance  
Insurance Appraisal  
Replacement Reserve contribution  
Generator  
Emergency Generator  
Boiler & HVAC (Contract)  
Boiler (R&M)  
HVAC (R&M)  
Outside Maintenance  
Security  
Structural & Roof  
Alarm Monitoring  
Fire Protection  
Electricity  
General Maintenance  
Gas  
Waste Removal  
Water & Sewer  
Irrigation  
Landscaping

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** 2017 Council Expenses

**MEETING DATE:** April 24, 2017  
**FILE NO:**  
**MEETING:** C.O.W.

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**EXECUTIVE SUMMARY**

In keeping with Council's commitment to transparency in local government, the attached Schedule lists Council expenses to the end of March 2017. 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:**

**Receive for information**

**Discussion**

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

***"original signed by Paula Melvin"***

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Prepared by: Paula Melvin  
Executive Assistant, Corporate Administration

***"original signed by Paul Gill"***

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Approved by: Paul Gill, CPA, CGA  
GM, Corporate and Financial Services

***"original signed by Ted Swabey"***

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Concurrence: E.C. Swabey  
Chief Administrative Officer

| Month of Event          | Reason for expense                             | Conferences & Seminars | Community Events | Mileage / Parking | Cell Phones / iPads | Totals |
|-------------------------|------------------------------------------------|------------------------|------------------|-------------------|---------------------|--------|
| <b>Bell, Corisa</b>     |                                                |                        |                  |                   |                     |        |
| January                 | Portable electronic device charges (e.g. Ipad) |                        |                  |                   | 4.28                |        |
| February                | Portable electronic device charges (e.g. Ipad) |                        |                  |                   | 4.28                |        |
| March                   |                                                |                        |                  |                   |                     |        |
| April                   |                                                |                        |                  |                   |                     |        |
| May                     |                                                |                        |                  |                   |                     |        |
| June                    |                                                |                        |                  |                   |                     |        |
| July                    |                                                |                        |                  |                   |                     |        |
| August                  |                                                |                        |                  |                   |                     |        |
| September               |                                                |                        |                  |                   |                     |        |
| October                 |                                                |                        |                  |                   |                     |        |
| November                |                                                |                        |                  |                   |                     |        |
| December                |                                                |                        |                  |                   |                     |        |
|                         |                                                | -                      | -                | -                 | 8.56                | 8.56   |
| <b>Duncan, Kiersten</b> |                                                |                        |                  |                   |                     |        |
| January                 | Cell phone charges                             |                        |                  |                   | 42.80               |        |
|                         | Portable electronic device charges (e.g. Ipad) |                        |                  |                   | 4.28                |        |
| February                | Cell phone charges                             |                        |                  |                   | 42.80               |        |
|                         | South Asian Cultural Society Gala              |                        | 110.00           |                   |                     |        |
|                         | Portable electronic device charges (e.g. Ipad) |                        |                  |                   | 4.28                |        |
| March                   | Cell phone charges                             |                        |                  |                   | 43.10               |        |
| April                   |                                                |                        |                  |                   |                     |        |
| May                     |                                                |                        |                  |                   |                     |        |
| June                    |                                                |                        |                  |                   |                     |        |
| July                    |                                                |                        |                  |                   |                     |        |
| August                  |                                                |                        |                  |                   |                     |        |
| September               |                                                |                        |                  |                   |                     |        |
| October                 |                                                |                        |                  |                   |                     |        |
| November                |                                                |                        |                  |                   |                     |        |
| December                |                                                |                        |                  |                   |                     |        |
|                         |                                                | -                      | 110.00           | -                 | 137.26              | 247.26 |

| Month of Event      | Reason for expense                               | Conferences & Seminars | Community Events | Mileage / Parking | Cell Phones / iPads | Totals |
|---------------------|--------------------------------------------------|------------------------|------------------|-------------------|---------------------|--------|
| <b>Masse, Bob</b>   |                                                  |                        |                  |                   |                     |        |
| January             |                                                  |                        |                  |                   |                     |        |
| February            |                                                  |                        |                  |                   |                     |        |
| March               | Ridge Meadows Chamber Business Excellence Awards |                        | 125.00           |                   |                     |        |
| April               |                                                  |                        |                  |                   |                     |        |
| May                 |                                                  |                        |                  |                   |                     |        |
| June                |                                                  |                        |                  |                   |                     |        |
| July                |                                                  |                        |                  |                   |                     |        |
| August              |                                                  |                        |                  |                   |                     |        |
| September           |                                                  |                        |                  |                   |                     |        |
| October             |                                                  |                        |                  |                   |                     |        |
| November            |                                                  |                        |                  |                   |                     |        |
| December            |                                                  |                        |                  |                   |                     |        |
|                     |                                                  | -                      | 125.00           | -                 | -                   | 125.00 |
| <b>Read, Nicole</b> |                                                  |                        |                  |                   |                     |        |
| January             | Cell phone charges                               |                        |                  |                   | 42.80               |        |
|                     | Portable electronic device charges (e.g. Ipad)   |                        |                  |                   | 17.12               |        |
| February            | Cell phone charges                               |                        |                  |                   | 42.80               |        |
|                     | South Asian Cultural Society Gala                |                        | 110.00           |                   |                     |        |
|                     | Portable electronic device charges (e.g. Ipad)   |                        |                  |                   | 17.12               |        |
| March               | Cell phone charges                               |                        |                  |                   | 44.97               |        |
|                     | Ridge Meadows Chamber Business Excellence Awards |                        | 125.00           |                   |                     |        |
| April               |                                                  |                        |                  |                   |                     |        |
| May                 |                                                  |                        |                  |                   |                     |        |
| June                |                                                  |                        |                  |                   |                     |        |
| July                |                                                  |                        |                  |                   |                     |        |
| August              |                                                  |                        |                  |                   |                     |        |
| September           |                                                  |                        |                  |                   |                     |        |
| October             |                                                  |                        |                  |                   |                     |        |
| November            |                                                  |                        |                  |                   |                     |        |
| December            |                                                  |                        |                  |                   |                     |        |
|                     |                                                  | -                      | 235.00           | -                 | 164.81              | 399.81 |

| Month of Event        | Reason for expense                               | Conferences & Seminars | Community Events | Mileage / Parking | Cell Phones / iPads | Totals |
|-----------------------|--------------------------------------------------|------------------------|------------------|-------------------|---------------------|--------|
| <b>Robson, Gordy</b>  |                                                  |                        |                  |                   |                     |        |
| January               | Portable electronic device charges (e.g. Ipad)   |                        |                  |                   | 4.28                |        |
| February              | South Asian Cultural Society Gala                |                        | 110.00           |                   |                     |        |
|                       | Portable electronic device charges (e.g. Ipad)   |                        |                  |                   | 4.28                |        |
| March                 | Ridge Meadows Chamber Business Excellence Awards |                        | 125.00           |                   |                     |        |
| April                 |                                                  |                        |                  |                   |                     |        |
| May                   |                                                  |                        |                  |                   |                     |        |
| June                  |                                                  |                        |                  |                   |                     |        |
| July                  |                                                  |                        |                  |                   |                     |        |
| August                |                                                  |                        |                  |                   |                     |        |
| September             |                                                  |                        |                  |                   |                     |        |
| October               |                                                  |                        |                  |                   |                     |        |
| November              |                                                  |                        |                  |                   |                     |        |
| December              |                                                  |                        |                  |                   |                     |        |
|                       |                                                  | -                      | 235.00           | -                 | 8.56                | 243.56 |
| <b>Shymkiw, Tyler</b> |                                                  |                        |                  |                   |                     |        |
| January               | Portable electronic device charges (e.g. Ipad)   |                        |                  |                   | 4.28                |        |
| February              | South Asian Cultural Society Gala                |                        | 110.00           |                   |                     |        |
|                       | Portable electronic device charges (e.g. Ipad)   |                        |                  |                   | 17.12               |        |
| March                 | Attendance at meetings - parking                 |                        |                  | 10.00             |                     |        |
| April                 |                                                  |                        |                  |                   |                     |        |
| May                   |                                                  |                        |                  |                   |                     |        |
| June                  |                                                  |                        |                  |                   |                     |        |
| July                  |                                                  |                        |                  |                   |                     |        |
| August                |                                                  |                        |                  |                   |                     |        |
| September             |                                                  |                        |                  |                   |                     |        |
| October               |                                                  |                        |                  |                   |                     |        |
| November              |                                                  |                        |                  |                   |                     |        |
| December              |                                                  |                        |                  |                   |                     |        |
|                       |                                                  | -                      | 110.00           | 10.00             | 21.40               | 141.40 |



| Month of Event | Reason for expense                               | Conferences & Seminars | Community Events | Mileage / Parking | Cell Phones / iPads | Totals   |
|----------------|--------------------------------------------------|------------------------|------------------|-------------------|---------------------|----------|
| Speirs, Craig  |                                                  |                        |                  |                   |                     |          |
| January        | Cell phone charges                               |                        |                  |                   | 42.96               |          |
|                | Portable electronic device charges (e.g. Ipad)   |                        |                  |                   | 8.56                |          |
| February       | Cell phone charges                               |                        |                  |                   | 48.29               |          |
|                | South Asian Cultural Society Gala                |                        | 110.00           |                   |                     |          |
|                | Portable electronic device charges (e.g. Ipad)   |                        |                  |                   | 8.56                |          |
| March          | Cell phone charges                               |                        |                  |                   | 42.80               |          |
|                | Ridge Meadows Chamber Business Excellence Awards |                        | 125.00           |                   |                     |          |
| April          |                                                  |                        |                  |                   |                     |          |
| May            |                                                  |                        |                  |                   |                     |          |
| June           |                                                  |                        |                  |                   |                     |          |
| July           |                                                  |                        |                  |                   |                     |          |
| August         |                                                  |                        |                  |                   |                     |          |
| September      |                                                  |                        |                  |                   |                     |          |
| October        |                                                  |                        |                  |                   |                     |          |
| November       |                                                  |                        |                  |                   |                     |          |
| December       |                                                  |                        |                  |                   |                     |          |
|                |                                                  | -                      | 235.00           | -                 | 151.17              | 386.17   |
|                |                                                  |                        |                  |                   |                     |          |
| TOTALS         |                                                  | -                      | 1,050.00         | 10.00             | 491.76              | 1,551.76 |