

City of Maple Ridge

COUNCIL MEETING AGENDA

April 28, 2020

7:00 p.m.

Council Chambers

Meeting Decorum:

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

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

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

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

100 CALL TO ORDER

200 AMENDMENTS TO THE AGENDA

300 APPROVAL OF THE AGENDA

400 ADOPTION OF MINUTES

401 Minutes of the Regular Council Meeting of April 14, 2020

402 Report of the Public Hearing of April 21, 2020

500 PRESENTATIONS AT THE REQUEST OF COUNCIL

600 DELEGATIONS

700 ITEMS ON CONSENT

701 Minutes

701.1 Minutes of the Development Agreements Committee Meetings of

- April 9, 2020
- April 15, 2020
- April 23, 2020

701.2 Minutes of Meetings of Committees and Commissions of Council

- Social Policy Advisory Committee – January 8, 2020
- Agricultural Advisory Committee – January 30, 2020
- Public Art Steering Committee – February 6, 2020
- Environmental Advisory Committee – February 12, 2020
- Advisory Design Panel – March 18, 2020

702 Reports

702.1 Disbursements for the month ended March 31, 2020

Staff report dated April 28, 2020 providing information on Disbursements for the month ended March 31, 2020.

703 Correspondence

704 Release of Items from Closed Council Status

From the July 2, 2019 Closed Council Meeting

Item 04.02 Silver Valley Pump Station: Sale of City Land & Acquisition Update

705 Recommendation to Receive Items on Consent

800 UNFINISHED BUSINESS

Note: Item 801 was forwarded at the January 14, 2020 Council Workshop Meeting

801 Access Management Policy 9.14

Staff report dated April 28, 2020 recommending that Access Management Policy 9.14 to designate major and minor arterial roadways and identify when access can be considered and when alternative access will be required be adopted.

900 CORRESPONDENCE

1000 BYLAWS

Note Items 1001 to 1005 are from the April 21, 2020 Public Hearing

Bylaws for Third Reading

1001 2014-069-RZ, 20894 Lougheed Highway

1001.1 Maple Ridge Official Community Plan Amending Bylaw No. 7118-2014

Official Community Plan amendment to re-designate land use from Urban Residential and Conservation to Commercial and Conservation to allow the proposed CS-1 (Service Commercial) zoning and to adjust the Conservation boundary.

Third reading

1001.2 Maple Ridge Zone Amending Bylaw No. 7119-2014

To rezone from RS-1 (One Family Urban Residential) to CS-1 (Service Commercial). The current application is to permit future construction of a mixed use building with five commercial lease units at ground level, and one residential unit above.

Third reading

1002 2017-262-RZ, 11060 Cameron Court

1002.1 Official Community Plan Amending Bylaw No. 7620-2020

Official Community Plan amendment to amend areas designated Low Density Residential and to adjust the Conservation boundary.

Third reading

1002.2 Maple Ridge Zone Amending Bylaw No. 7409-2017

To rezone from RS-3 (One Family Rural Residential) to RS-1d (One Family Urban (Half Acre) Residential) zone utilizing the Density Bonus to allow the development of RS-1b (One Family Urban (Medium Density) Residential) sized single family lots of 557m². The current application is to permit a future subdivision of approximately 18 lots utilizing Density Bonus provisions.

Third reading

1003 2018-159-RZ, 24331 110 Avenue and 24315 110 Avenue

1003.1 Maple Ridge Official Community Plan Amending Bylaw No. 7624-2020

Official Community Plan amendment to amend areas designated Low Density Residential and to adjust the Conservation boundary.

Third reading

1003.2 Maple Ridge Zone Amending Bylaw No. 7463-2018

To rezone from RS-3 (One Family Rural Residential) to RS-1d (One Family Urban (Half Acre) Residential) zone utilizing the Density Bonus to allow the development of RS-1b (One Family Urban (Medium Density) Residential) sized single family lots of 557m². The current application is to permit a future subdivision of approximately 19 lots utilizing Density Bonus provisions.

Third reading

1004 2018-160-RZ, 24387 110 Avenue

1004.1 Maple Ridge Official Community Plan Amending Bylaw No. 7625-2020

Official Community Plan amendment to amend areas designated Low Density Residential and adjust the Conservation boundary.

Third reading

1004.2 Maple Ridge Zone Amending Bylaw No. 7464-2018

To rezone from RS-3 (One Family Rural Residential) to RS-1d (One Family Urban (Half Acre) Residential) zone utilizing the Density Bonus to allow the development of RS-1b (One Family Urban (Medium Density) Residential) sized single family lots of 557m². The current application is to permit a future subdivision of approximately 12 lots utilizing Density Bonus provisions.

Third reading

1005 2019-067-RZ, 23250 Silver Valley Road and 23267 137 Avenue

1005.1 Maple Ridge Official Community Plan Amending Bylaw No. 7554-2019

Official Community Plan amendment to re-designate land uses to Medium Density Residential to allow for the proposed R-1 (Residential District) zoning.

Third reading

1005.2 Maple Ridge Zone Amending Bylaw No. 7547-2019

To rezone from RS-3 (One Family Rural Residential) and R-1 (Residential District) to R-1 (Residential District). The current application is to permit a future subdivision of approximately 6 lots.

Third reading

Bylaws for Adoption

1006 2015-318-RZ, 11650 224 Street

Staff report dated April 28, 2020 recommending adoption

1006.1 Maple Ridge Official Community Plan Amending Bylaw No. 7329-2017

Official Community Plan amendment to amend the Town Centre Area Land-Use Designation Map from Ground Oriented Multi-Family to Low Rise Apartment.

Adoption

- 1006.2 Maple Ridge Zone Amending Bylaw No. 7198-2015**
To rezone from RS-1 (One Family Urban Residential) to RM-2 (Medium Density Apartment Residential) to permit the construction of an approximately 130 unit Multi-Family building.
Adoption
- 1007 2017-572-RZ, 11703 Fraser Street and Lot A District Lot 398 Group 1 New Westminster District Plan EPP88989**
Staff report dated April 28, 2020 recommending adoption
- 1007.1 Maple Ridge Official Community Plan Amending Bylaw No. 7550-2019**
Official Community Plan amendment to re-designate the easterly portion of subject property (11703 Fraser Street) from Ground-Oriented Multi-Family to Low-Rise Apartment.
Adoption
- 1007.2 Maple Ridge Zone Amending Bylaw No. 7422-2018**
To rezone the easterly portion of the subject property from RM-1 (Townhouse Residential) to RM-2 (Medium Density Apartment Residential). The current application is to permit future construction of a 57 unit apartment building with underground parking.
Adoption
- 1008 Maple Ridge Heritage Designation and Revitalization and Tax Exemption Agreement Amending Bylaw No. 7632-2020**
To allow for an extension of the completion date for the conservation of the Morse/Turnock Residence.
Adoption
- 1009 Maple Ridge Revenue Anticipation Borrowing Bylaw No. 7633-2020**
To allow the City of Maple Ridge to access temporary funds to meet financial obligations in the event of unanticipated delays in receiving revenues and property taxes.
Adoption
- 1010 Maple Ridge Sign Bylaw No. 7630-2020**
To regulate signs within the City of Maple Ridge.
Adoption
- 1011 Maple Ridge Bylaw Notice Enforcement Bylaw No. 7626-2020**
To allow the City of Maple Ridge staff to issue tickets more efficiently and address disputes in a fair and equitable manner.
Adoption
- 1012 Maple Ridge 20300 Block Hampton Street Extension Bylaw No. 7616-2020**
To establish a Local Area Service for 20300 Block Hampton Street Extension.
Adoption

1100 COMMITTEE REPORTS AND RECOMMENDATIONS

For the following items that refer to staff report earlier than this agenda date: the items were presented at a Committee of the Whole meeting typically a week prior on the date of the staff report, to provide Council with an opportunity to ask staff detailed questions. The items are now before the regular Council Meeting for debate and vote. Both meetings are open to the public. The reports are not reprinted again in hard copy, however; they can be found in the electronic agenda or in the Committee of the Whole agenda package dated accordingly.

Public Works and Development Services

1101 2020-010-RZ, 12386 Dawson Place and 12397 Laity Street, RS-1 to R-1 and RS-1b

Staff report dated April 21, 2020 recommending that Maple Ridge Zone Amending Bylaw No. 7617-2020 to rezone from RS-1 (One Family Urban Residential) to R-1 (Residential District) and RS-1b (One Family Urban [Medium Density] Residential) to permit a future subdivision of approximately nine single family lots be given first reading and that the applicant provide further information as described on Schedule B of the Development Procedures Bylaw No. 5879-1999, along with information required for a Subdivision application.

1102 2015-318-DP/DVP, 11650 224 Street

Staff report dated April 21, 2020 recommending that the Corporate Officer be authorized to sign and seal 2015-318-DVP to provide property line and building height variances and that the Corporate Officer be authorized to sign and seal 2015-318-DP to permit construction of a six-storey residential apartment building.

1103 2017-572-DP/DVP, 11703 Fraser Street

Staff report dated April 21, 2020 recommending that the Corporate Officer be authorized to sign and seal 2017-572-DVP to provide property line, building height and retaining wall height variances and that the Corporate Officer be authorized to sign and seal 2017-572-DP to permit construction of a five-storey residential apartment building.

Corporate Services

Note: Item 1131 was forwarded from the April 7, 2020 Committee of the Whole Meeting

1131 Council Conduct Bylaw No. 7637-2020

Staff report dated April 28, 2020 recommending that Council Conduct Bylaw No. 7637-2020 be given first, second and third readings.

Parks, Recreation and Culture

1151 Albion Community Centre Project and Grant Funding Update

Staff report dated April 21, 2020 recommending that detailed pricing for the construction of Phase Two of the Albion Community Centre be obtained for final consideration.

1152 Thomas Haney Secondary School Tennis Courts Renovation - Construction Agreement

Staff report dated April 21, 2020 recommending that the draft Construction Agreement for Thomas Haney Secondary School Tennis Courts be approved in principle and that the Corporate Officer be authorized to execute the finalized agreement.

1153 Thomas Haney Tennis Court Surface Restoration - Award of Contract

Staff report dated April 21, 2020 recommending that Contract ITT-PL20-12: Tennis Court Surface Restoration at Thomas Haney Secondary School be awarded to Action Holdings T/A Custom Blacktop Co., that a contingency be authorized and that the Corporate Officer be authorized to execute the contract.

1154 Southwest Haney Park: Neighbourhood Park Construction - Award of Contract

Staff report dated April 21, 2020 recommending that Contract ITT-PL20-09: SW Haney Park: Neighbourhood Park Construction be awarded to Cedar Crest Lands (BC) Ltd. that a contingency be authorized, that the next Financial Plan be amended to include remaining site remediation costs, and that the Corporate Officer be authorized to execute the contract.

Administration (including Fire and Police)

Other Committee Issues

1200 STAFF REPORTS

1201 Golden Ears Curling Facility Chiller Replacement – Award of Contract

Staff report dated April 28, 2020 recommending that the contract for the Golden Ears Curling facility chiller replacement be awarded to Fraser Valley Refrigeration, that a contingency be established for the project and that the Corporate Officer be authorized to execute the contract.

1202 Financial Plan and Property Taxes Update

Presentation by the Chief Financial Officer

1202.1 2020-2024 Financial Plan Amending Bylaw

Staff report dated April 28, 2020 recommending that Maple Ridge 2020-2024 Financial Plan Amending Bylaw No. 7639-2020 be given first, second and third readings.

1202.2 2020 Property Tax Rates Bylaw

Staff report dated April 28, 2020 recommending that Maple Ridge 2020 Property Tax Rates Bylaw No. 7640-2020 be given first, second and third readings.

1202.3 2020 Property Tax Penalty Dates

Staff report dated April 28, 2020 recommending that Maple Ridge 2020 Property Tax Penalty Date Bylaw No. 7642-2020 be given first, second and third readings.

1300 OTHER MATTERS DEEMED EXPEDIENT

1400 PUBLIC QUESTION PERIOD

1500 MAYOR AND COUNCILLOR REPORTS

1600 NOTICES OF MOTION AND MATTERS FOR FUTURE MEETING

1700 ADJOURNMENT

APPROVED BY:



DATE: Apr. 23, 2020

CHECKED BY:



DATE: April 23/20

400 Adoption and Receipt of Minutes

City of Maple Ridge

COUNCIL MEETING MINUTES

April 14, 2020

The Minutes of the City Council Meeting held on April 14, 2020 at 7:00 p.m. in the Council Chamber of the City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

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

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

Note: Due to the COVID-19 pandemic, Council members participated electronically.
Councillor Duncan was not in attendance at the start of the meeting.

100 **CALL TO ORDER**

200 **AMENDMENTS TO THE AGENDA**

300 **APPROVAL OF THE AGENDA**

R/2020-126

It was moved and seconded

That the agenda of the Regular Council Meeting of April 14, 2020 be adopted as circulated.

CARRIED

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

401 Minutes of the Regular Council Meeting of March 31, 2020

R/2020-127

It was moved and seconded

That the minutes of the Regular Council Meeting of March 31, 2020 be adopted as circulated.

CARRIED

402 Record of Public Hearing of March 24, 2020

R/2020-128

Moved and seconded

That the record of Public Hearing of March 24, 2020 be adopted as circulated.

CARRIED

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

600 ***DELEGATIONS – Nil***

700 ***ITEMS ON CONSENT***

701 ***Minutes***

701.1 Development Agreements Committee Meeting of March 30, 2020

702 ***Reports*** – Nil

703 ***Correspondence*** – Nil

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

From the March 10, 2020 Closed Council Meeting

- Item 4.2 Legal and Legislative Services – Appointment of Corporate and Deputy Corporate Officers

705 Recommendation to Receive Items on Consent

R/2020-129

It was moved and seconded

That the items on "Items on Consent" agenda be received into the record.

CARRIED

800 *UNFINISHED BUSINESS*

Note: Items 801 and 801 were forwarded at the March 10, 2020 Council Workshop Meeting

801 Proposed New Sign Bylaw No. 7630-2020

Staff report dated March 31, 2020 recommending that Maple Ridge Sign Bylaw No. 7630-2020 to regulate signs within the City of Maple Ridge be given first, second and third readings.

R/2020-130

Moved and seconded

That Maple Ridge Sign Bylaw No. 7630-2020 be given first, second and third reading.

CARRIED

802 Maple Ridge Bylaw Notice Enforcement Bylaw No. 7626-2020

Staff report dated March 31, 2020 recommending that Maple Ridge Bylaw Notice Enforcement Bylaw No. 7626-2020 to allow the City of Maple Ridge staff to issue tickets more efficiently and address disputes in a fair and equitable manner be given first, second and third readings and that the Council Policy setting out authority for Screening Officers be approved.

R/2020-131

Moved and seconded

1. That Maple Ridge Bylaw Notice Enforcement Bylaw No. 7626-2020 be given first, second and third reading; and further
2. That a Council Policy that sets out the authority for Screening Officers attached as Appendix III be approved.

CARRIED

900 *CORRESPONDENCE – Nil*

1000 *BYLAWS* - Nil

1100 *REPORTS AND RECOMMENDATIONS*

Public Works and Development Services

1101 2017-473-RZ, 13616 and 13660 232 Street, RS-3 to RST-SV, R-2, R-1, RS-1b and RS-1

Staff report dated April 7, 2020 recommending that Maple Ridge Official Community Amending Bylaw No. 7430-2018 to revise boundaries of land use designations to fit site conditions be given first and second reading and be forwarded to Public Hearing and that Maple Ridge Zone Amending Bylaw No. 7431-2018 to rezone from RS-3 (One Family Rural Residential) to RST-SV (Street Townhouse - Silver Valley), R-2 (Urban Residential District), R-1 (Residential District), RS-1b (One Family Urban [Medium Density] Residential) and RS-1 (One Family Urban Residential) to allow for future development of approximately ten street townhouse units and approximately thirteen single family lots be given second reading and be forwarded to public hearing.

R/2020-132

Moved and seconded

- 1) That, in accordance with Section 475 of the Local Government Act, opportunity for early and on-going consultation has been provided by way of posting Official Community Plan Amending Bylaw No. 7 430-2018 on the municipal website and requiring that the applicant host a Development Information Meeting (DIM), and Council considers it unnecessary to provide any further consultation opportunities, except by way of holding a Public Hearing on the bylaw;
- 2) That Official Community Plan Amending Bylaw No. 7430-2018 be considered in conjunction with the Capital Expenditure Plan and Waste Management Plan;
- 3) That it be confirmed that Official Community Plan Amending Bylaw No. 7430-2018 is consistent with the Capital Expenditure Plan and Waste Management Plan;
- 4) That Official Community Plan Amending Bylaw No. 7430-2018 be given first and second readings and be forwarded to Public Hearing;
- 5) That Zone Amending Bylaw No. 7431-2018 as amended in this staff report dated April 7, 2020, be given second reading, and be forwarded to Public Hearing;

- 6) That the following terms and conditions be met prior to final reading:
- i. Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;
 - ii. Amendment to Official Community Plan Schedule "A", Chapter 10.3, Part VI, A – Silver Valley, Figure 2 - land Use Plan, Figure 3A - Blaney Hamlet, and Figure 4 - Trails / Open Space, as included within Official Community Plan Amending Bylaw No. 7430-2018;
 - iii. Road dedication on 232 Street, as required;
 - iv. Consolidation of the subject properties;
 - v. Park dedication as required, including construction of equestrian trails; and removal of all debris and garbage from park land;
 - vi. Registration of a Restrictive Covenant for the Geotechnical Report, which addresses the suitability of the subject properties for the proposed development;
 - vii. Registration of a Statutory Right-of Way to allow for a temporary Turn-Around on proposed Lot 14, if the lane is not constructed within the 136 Avenue Right-of-Way;
 - viii. Registration of a Restrictive Covenant for Stormwater Management;
 - ix. Notification to the Department of Fisheries and Oceans and the Ministry of Environment for in-stream works on the site, as may be required;
 - x. Removal of existing buildings;
 - xi. In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject properties. If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site.
 - xii. That a voluntary contribution, in the amount of \$107,300.00 (13 times \$5,100 per single family lot and 10 times \$4,100.00 per townhouse dwelling unit) be provided in keeping with the Council Policy with regard to Community Amenity Contributions.

CARRIED

1102 2018-464-RZ, 11907 223 Street, RM-3 to RM-2

Staff report dated April 7, 2020 recommending that Maple Ridge Official Community Plan Amending Bylaw No. 7631-2020 to amend the five storey building height restriction in the Town Centre Area Plan be given first and second reading and be forwarded to Public Hearing and the Maple Ridge Zone Amending Bylaw No. 7563-2019 to rezone from RM-3 (High Density Apartment Residential District) to RM-2 (Medium Density Apartment Residential District) to permit construction of six storey residential building with approximately 51 units be given second reading and be forwarded to Public Hearing.

Councillor Duncan entered the meeting at 7:08 p.m.

R/2020-133

Moved and seconded

- 1) That, in accordance with Section 475 of the Local Government Act, opportunity for early and on-going consultation has been provided by way of posting Official Community Plan Amending Bylaw No. 7631-2020 on the municipal website and requiring that the applicant host a Development Information Meeting (DIM), and Council considers it unnecessary to provide any further consultation opportunities, except by way of holding a Public Hearing on the bylaw;
- 2) That Official Community Plan Amending Bylaw No. 7631-2020 be considered in conjunction with the Capital Expenditure Plan and Waste Management Plan;
- 3) That it be confirmed that Official Community Plan Amending Bylaw No. 7631-2020 is consistent with the Capital Expenditure Plan and Waste Management Plan;
- 4) That Official Community Plan Amending Bylaw No. 7631-2020 be given first and second reading, and be forwarded to Public Hearing;
- 5) That Zone Amending Bylaw No. 7563-2019 be given second reading, and be forwarded to Public Hearing;
- 6) That voluntary payment of \$8,000 and receipt upon payment in accordance with Maple Ridge Off-Street Parking and Loading Bylaw No. 4350 - 1990 as cash-in-lieu for the one (1) off street parking space provided for residential use respecting the property located at 11907 223 Street;

- 7) That the following terms and conditions be met prior to final reading:
- i) Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;
 - ii) Approval from the Ministry of Transportation and Infrastructure;
 - iii) Road corner truncation and lane widening dedication as required;
 - iv) Registration of a Restrictive Covenant for the Geotechnical Report, which addresses the suitability of the subject property for the proposed development;
 - v) Registration of a Restrictive Covenant for protecting the Visitor Parking;
 - vi) Registration of a Restrictive Covenant for Stormwater Management;
 - vii) In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject property. If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site.
 - viii) That a voluntary contribution, in the amount of \$158,100.00 (\$3,100/unit) be provided in keeping with the Council Policy with regard to Community Amenity Contributions.
 - ix) That a voluntary contribution, in the amount of \$147,994.24 based on rate of \$161.46 per square metre (\$15.00 per square foot) for the additional FSR being sought in accordance Section 5. Density f) of the RM-2 Zone.

CARRIED

1103 2016-411-RZ, 21188 Wicklund Avenue, RS-1 to R-4

Staff report dated April 7, 2020 recommending that Maple Ridge Zone Amending Bylaw No. 7505-2018 to rezone from RS-1 (One Family Urban Residential) to R-4 (Single Detached [Infill] Urban Residential) to permit a future subdivision of approximately two single family lots be given second reading and be forwarded to Public Hearing.

R/2020-134

Moved and seconded

- 1) That Zone Amending Bylaw No. 7505-2018 be given second reading, and be forwarded to Public Hearing;
- 2) That the following terms and conditions be met prior to final reading:
 - i) Approval from the Ministry of Transportation and Infrastructure;
 - ii) Registration of a Restrictive Covenant for Stormwater Management;

- iii) Registration of a Restrictive Covenant for Tree Protection;
- iv) Removal of existing buildings;
- v) In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject property. If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site; and
- vi) That a voluntary contribution, in the amount of \$5,100.00, be provided in keeping with the Council Policy with regard to Community Amenity Contributions.

CARRIED

1104 2018-004-RZ, 22567, 22583 and 22577 Brown Avenue, RS-1 to RM-2

Staff report dated April 7, 2020 recommending that Maple Ridge Zone Amending Bylaw No. 7445-2018 to rezone from RS-1 (One Family Urban Residential) to RM-2 (Medium Density Apartment Residential) to permit future construction of a five (5) storey apartment building containing 48 dwelling units be given second reading and be forwarded to Public Hearing.

R/2020-135

Moved and seconded

- 1) That Zone Amending Bylaw No. 7 445-2018 be given second reading, and be forwarded to Public Hearing;
- 2) That the following terms and conditions be met prior to final reading:
 - i) Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;
 - ii) Road dedication on Brown Avenue and the lane to the north, as required;
 - iii) Consolidation of the subject properties;
 - iv) Registration of a Restrictive Covenant for the Geotechnical Report, which addresses the suitability of the subject properties for the proposed development;
 - v) Registration of a Restrictive Covenant protecting the Visitor Parking;
 - vi) Registration of a Restrictive Covenant for Stormwater Management, including maintenance requirements;
 - vii) Registration of a Restrictive Covenant securing the full and partial Adaptive Dwelling Units being constructed in the building;

- viii) Installation of public art having a value of \$50,000.00 through a Public Art Selection process or a voluntary contribution, to be determined;
- ix) Removal of existing buildings;
- x) In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject properties. If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site;
- xi) That a voluntary contribution, in the amount of \$148,800.00 (\$3,100/unit) be provided in keeping with the Council Policy with regard to Community Amenity Contributions; and
- xii) Payment under the Density Bonus provision of the RM-2 (Medium Density Apartment Residential) zone, in the amount of \$9,639.16 (\$15.00 per square foot).

CARRIED

1105 2018-498-RZ, 21640 124 Avenue, RS-1 to RT-2

Staff report dated April 7, 2020 recommending that Maple Ridge Zone Amending Bylaw No. 7533-2019 to rezone from RS-1 (One Family Urban Residential) to RT-2 (Ground Oriented Residential Infill) to permit a four unit Courtyard Housing Project be give second reading and be forwarded to Public Hearing.

R/2020-136

Moved and seconded

- 1) That Zone Amending Bylaw No. 7533-2019 be given second reading, and be forwarded to Public Hearing;
- 2) That the following terms and conditions be met prior to final reading:
 - i) Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;
 - ii) Road dedication on 124 Avenue as required; iii) Registration of a Restrictive Covenant for the Geotechnical Report, which addresses the suitability of the subject property for the proposed development;
 - iv) Registration of a Restrictive Covenant for Stormwater Management, including a maintenance guide;
 - v) Removal of any existing buildings or structures;
 - vi) In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject property. If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site.

- vii) That a voluntary contribution, in the amount of \$12,300 (\$4,100.00 /unit based on 3 units) be provided in keeping with the Council Policy with regard to Community Amenity Contributions.

CARRIED

- 1106 2011-089-RZ, 22325 St. Anne Avenue, Heritage Designation and Revitalization and Tax Exemption Agreement Amending Bylaw

Staff report dated April 7, 2020 recommending that Maple Ridge Heritage Designation and Revitalization and Tax Exemption Agreement Amending Bylaw No. 7632-2020 to allow for an extension of the completion date for the conservation of the Morse/Turnock Residence be given first, second and third reading.

R/2020-137

Moved and seconded

That Maple Ridge Heritage Designation and Revitalization and Tax Exemption Agreement Amending Bylaw No. 7632-2020 be given first, second and third reading

CARRIED

- 1107 2016-325-RZ, Temporary Commercial Use Permit Renewal, 22606 Dewdney Trunk Road

Staff report dated April 7, 2020 recommending that Temporary Commercial Use Permit 2016-325-RZ to permit a temporary taxi dispatch office and taxi parking on property located at 22606 Dewdney Trunk Road be renewed and re-issued for an additional three years and that the Corporate Officer be authorized to sign and seal the renewed permit.

R/2020-138

Moved and seconded

That Temporary Commercial Use Permit 2016-325-RZ, respecting property located at 22606 Dewdney Trunk Road, be renewed and re-issued for an additional three years and that the Corporate Officer be authorized to sign and seal the renewed permit.

CARRIED

1108 Latecomer Agreement LC 167/19, 12240 Delcrest Street

Staff report dated April 7, 2020 recommending that the Corporate Officer be authorized to sign and seal Latecomer Agreement LC 167/19.

R/2020-139

Moved and seconded

That the cost to provide the excess or extended services at 12240 Delcrest Street is, in whole or in part, excessive to the municipality and that the cost to provide these services shall be paid by the owners of the land being developed; and

That Latecomer Charges be imposed for such excess or extended services on the parcels and in the amounts as set out in Schedule A; and further

That the Corporate Officer be authorized to sign and seal Latecomer Agreement LC 167 /19 with the developer of the lands at 12240 Delcrest Street.

CARRIED

1109 Contract Award: Pavement Rehabilitation Program

Staff report dated April 7, 2020 recommending that the extension of the 2016 contract for pavement rehabilitation be awarded to BA Blacktop Ltd., that a 10% contingency be added for unplanned repairs and that the Corporate Officer be authorized to execute the contract.

R/2020-140

Moved and seconded

That the extension for the 2016 contract for pavement rehabilitation be awarded to BA Blacktop Ltd. in the amount of \$2,098,274.06 excluding taxes; and

That a 10% Contingency amount of \$200,000 be added for unplanned repairs; and further,

That the Corporate Officer be authorized to execute the contract.

CARRIED

Corporate Services

1131 Revenue Anticipation Borrowing Bylaw

Staff report dated April 7, 2020 recommending that Maple Ridge Anticipation Borrowing Bylaw No. 7633-2020 be given first, second and third readings.

R/2020-141

Moved and seconded

That Maple Ridge Revenue Anticipation Borrowing Bylaw No. 7633-2020 be given first, second and third readings.

CARRIED

Parks, Recreation & Culture – Nil

Administration (including Fire and Police)

Note: Item 1107 will be dealt with at the April 28, 2020 Council Meeting

1171 Council Conduct Bylaw No. 7637-2020 in draft

Other Committee Issues – Nil

1200 STAFF REPORTS – Nil

1300 OTHER MATTERS DEEMED EXPEDIENT

1400 NOTICES OF MOTION AND MATTERS FOR FUTURE MEETINGS

1500 MAYOR AND COUNCILLORS' REPORTS

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

1600 *ADJOURNMENT* - 8:01 p.m.

Certified Correct

M. Morden, Mayor

S. Nichols, Corporate Officer

City of Maple Ridge

REPORT OF PUBLIC HEARING

April 21, 2020

The Minutes of the Public Hearing held in the Council Chambers of City Hall, 11995 Haney Place, Maple Ridge, British Columbia on April 21, 2020 at 7:02 p.m.

PRESENT	<i>Appointed Staff</i>
<i>Elected Officials</i>	A. Horsman, Chief Administrative Officer
Mayor M. Morden	D. Pollock, General Manager Engineering Services
Councillor J. Dueck	C. Crabtree, Acting General Manager Corporate Services
Councillor K. Duncan	S. Nichols, Corporate Officer
Councillor C. Meadus	<i>Other Staff as Required</i>
Councillor G. Robson	W. Cooper, Planner 1, Development & Environmental Services
Councillor R. Svendsen	C. Goddard, Director of Planning
Councillor A. Yousef	M. McMullen, Manager of Development and Environmental Services

Note: Due to the COVID-19 pandemic, Council members participated electronically.

Note: Mayor Morden and Councillor Svendsen were not in attendance at the start of the meeting.

The Acting Mayor called the meeting to order. The Corporate Officer explained the procedure and rules of order of the Public Hearing and advised that the bylaws will be considered further at the next Council Meeting on April 28, 2020.

- 1a) **2014-069-RZ, 20894 Lougheed Highway**
Lot 1 Except: Firstly; Part on Plan 25556 Secondly; Part on SRW Plan 43436 District Lot 250 Group 1 New Westminster District Plan 12376

Maple Ridge Official Community Plan Amending Bylaw No. 7118-2014
Official Community Plan amendment to re-designate land use from Urban Residential and Conservation to Commercial and Conservation to allow the proposed CS-1 (Service Commercial) zoning and to adjust the Conservation boundary.

- 1b) **2014-069-RZ, 20894 Lougheed Highway**
Maple Ridge Zone Amending Bylaw No. 7119-2014
To rezone from RS-1 (One Family Urban Residential) to CS-1 (Service Commercial). The current application is to permit future construction of a mixed use building with five commercial lease units at ground level, and one residential unit above.

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

Note: Councillor Svendsen joined the meeting at 7:09 p.m. during the staff presentation.

The Corporate Officer advised that 36 notices were mailed out and no correspondence was received prior to the meeting.

The Acting Mayor called for speakers three times. There were no speakers present. Correspondence was received while the application was being dealt with.

Note: Mayor Morden joined the meeting at 7:13 p.m.

- 2a) **2017-262-RZ, 11060 Cameron Court**
Lot 1 Except: Part Subdivided by Plan 66748 Section 10 Township 12 New Westminster District Plan 61001

Maple Ridge Official Community Plan Amending Bylaw No. 7620-2020
Official Community Plan amendment to amend areas designated Low Density Residential and to adjust the Conservation boundary.

- 2b) **2017-262-RZ, 11060 Cameron Court**
Maple Ridge Zone Amending Bylaw No. 7409-2017
To rezone from RS-3 (One Family Rural Residential) to RS-1d (One Family Urban (Half Acre) Residential) zone utilizing the Density Bonus to allow the development of RS-1b (One Family Urban (Medium Density) Residential) sized single family lots of 557m². The current application is to permit a future subdivision of approximately 18 lots utilizing Density Bonus provisions.

The Planner gave a detailed description providing information on the application.

The Corporate Officer advised that 11 notices were mailed out and that 1 piece of correspondence supporting the application was received from Metro Vancouver prior to the meeting.

The Acting Mayor called for speakers three times. There were no speakers present and no correspondence was received while the application was being dealt with.

- 3a) **2018-159-RZ, 24331 110 Avenue and 24315 110 Avenue**
Lot 5 Section 10 Township 12 New Westminister District Plan 7408
Lot 6 Section 10 Township 12 New Westminister District Plan 7408

Maple Ridge Official Community Plan Amending Bylaw No. 7624-2020
Official Community Plan amendment to amend areas designated Low Density Residential and to adjust the Conservation boundary.

- 3b) **2018-159-RZ, 24331 110 Avenue and 24315 110 Avenue**
Maple Ridge Zone Amending Bylaw No. 7463-2018
To rezone from RS-3 (One Family Rural Residential) to RS-1d (One Family Urban (Half Acre) Residential) zone utilizing the Density Bonus to allow the development of RS-1b (One Family Urban (Medium Density) Residential) sized single family lots of 557m². The current application is to permit a future subdivision of approximately 19 lots utilizing Density Bonus provisions.

The Planner gave a detailed description providing information on the application.

The Corporate Officer advised that 14 notices were mailed out and that no correspondence was received on this item prior to the meeting.

The Acting Mayor called for speakers three times. There were no speakers present and no correspondence was received while the application was being dealt with.

- 4a) **2018-160-RZ, 24387 110 Avenue**
Lot 3 Section 10 Township 12 New Westminister District Plan 7408

Maple Ridge Official Community Plan Amending Bylaw No. 7625-2020
Official Community Plan amendment to amend areas designated Low Density Residential and adjust the Conservation boundary.

- 4b) **2018-160-RZ, 24387 110 Avenue**
Maple Ridge Zone Amending Bylaw No. 7464-2018
To rezone from RS-3 (One Family Rural Residential) to RS-1d (One Family Urban (Half Acre) Residential) zone utilizing the Density Bonus to allow the development of RS-1b (One Family Urban (Medium Density) Residential) sized single family lots of 557m². The current application is to permit a future subdivision of approximately 12 lots utilizing Density Bonus provisions.

The Corporate Officer advised that 13 notices were mailed out and that no correspondence was received on this item prior to the meeting.

The Planner gave a detailed description providing information on the application.

The Acting Mayor called for speakers three times. There were no speakers present and no correspondence was received while the application was being dealt with.

- 5a) **2019-067-RZ, 23250 Silver Valley Road and 23267 137 Avenue**
Lot 2 Block A Section 33 Township 12 New Westminster District Plan 20132
Lot 59 Section 33 Township 12 New Westminster District Plan EPP60118

Maple Ridge Official Community Plan Amending Bylaw No. 7554-2019
Official Community Plan amendment to re-designate land uses to Medium Density Residential to allow for the proposed R-1 (Residential District) zoning.

- 5b) **2019-067-RZ, 23250 Silver Valley Road and 23267 137 Avenue**

Maple Ridge Zone Amending Bylaw No. 7547-2019
To rezone from RS-3 (One Family Rural Residential) and R-1 (Residential District) to R-1 (Residential District). The current application is to permit a future subdivision of approximately 6 lots.

The Director of Planning and Development Services gave a detailed description providing information on the application.

The Corporate Officer advised that 64 notices were mailed out and that no correspondence was received on this item.

The Acting Mayor called for speakers three times. There were no speakers present and no correspondence was received while the application was being dealt with.

Note: To allow residents the opportunity to comment via email on applications of interest or concern, Public Hearing was extended an additional five minutes. The Acting Mayor did not declare items dealt with until the end of the meeting and revisited each application individually.

It was advised that correspondence was received via email from Clive Williams speaking in favour of Application 2017-069-RZ.

There being no further comment on any of the items, the Acting Mayor declared each item dealt with.

Having given all those persons whose interests were deemed affected by the matters contained herein a chance to be heard, the Acting Mayor adjourned the Public Hearing at 7:54 p.m.

Certified Correct

J. Dueck, Acting Mayor

S. Nichols, Corporate Officer

700 *ITEMS ON CONSENT*

700

701 *Minutes*

701.1 Development Agreements Committee

**CITY OF MAPLE RIDGE
DEVELOPMENT AGREEMENTS COMMITTEE**

April 9, 2020
Mayor's Office

CIRCULATED TO:

Michael Morden, Mayor
Chair

Al Horsman, Chief Administrative Officer
Member

Catherine Schmidt, Recording Secretary

1. 20-106560 BG

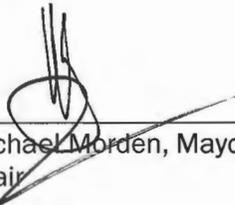
LEGAL: Lot 20 Section 20 Township 12 New Westminster District Plan 74975
PID: 007-940-181

LOCATION: 22467 Streng Avenue

OWNER: Stacey Cunningham and Damian Watkins

REQUIRED AGREEMENTS: Temporary Residential Use Covenants

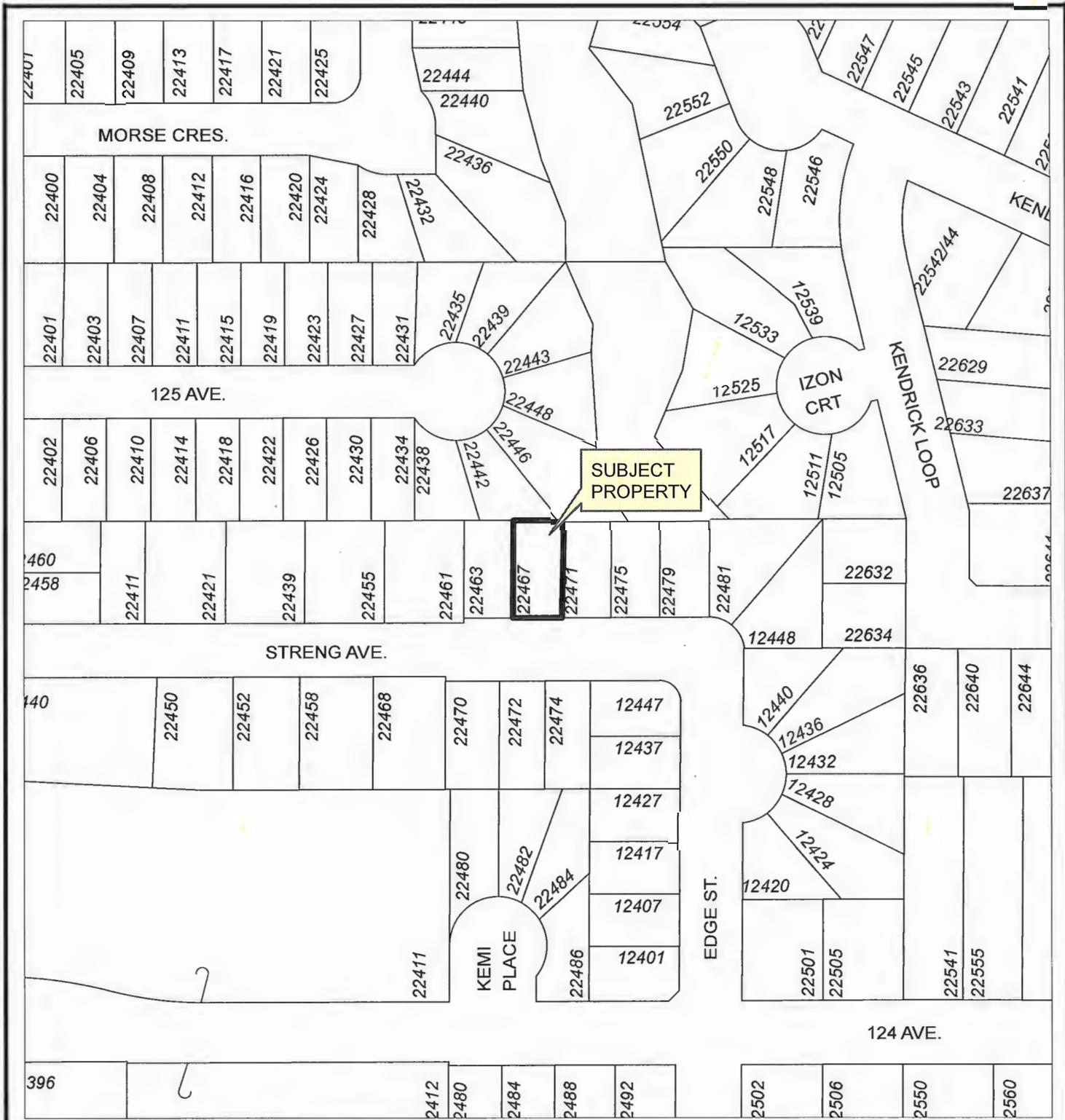
THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 20-106560 BG.



Michael Morden, Mayor
Chair



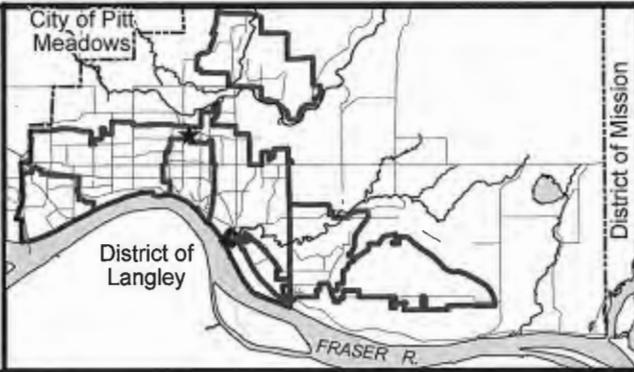
Al Horsman, Chief Administrative Officer
Member



SUBJECT PROPERTY



Scale: 1:1,500



22467 STRENG AVE

ENGINEERING DEPARTMENT

mapleridge.ca

FILE: Untitled
 DATE: Apr 2, 2020

BY: LM

**CITY OF MAPLE RIDGE
DEVELOPMENT AGREEMENTS COMMITTEE**

April 15, 2020
Mayor's Office

CIRCULATED TO:

Michael Morden, Mayor
Chair

Al Horsman, Chief Administrative Officer
Member

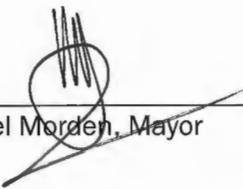
Catherine Schmidt, Recording Secretary

1. 2017-572-DP

LEGAL: Lot A District Lot 398 Group 1 New Westminster District Plan
EPP88989
PID: 030-758-734
LOCATION: 11703 and 11718 Fraser Street
OWNER: 1122256 B.C. Ltd. (Victor Lee)
REQUIRED AGREEMENTS: Stormwater Management Covenant
Geotechnical Covenant
Visitor Parking Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENTS AS THEY RELATE TO 2017-572-DP.

CARRIED



Michael Morden, Mayor
Chair



Al Horsman, Chief Administrative Officer
Member

**CITY OF MAPLE RIDGE
DEVELOPMENT AGREEMENTS COMMITTEE**

April 22, 2020
Mayor's Office

CIRCULATED TO:

Michael Morden, Mayor
Chair

Al Horsman, Chief Administrative Officer
Member

Catherine Schmidt, Recording Secretary

1. 19-116677 BG

LEGAL: Lot 2 Except: Parcel "D" (Statutory Right of Way Plan 5240);
Section 25 Township 9 New Westminster District Plan 3662
PID: 010-993-169
LOCATION: 13420 Neaves Road
OWNER: Sukhbinder and Sukhjit Sandhu
REQUIRED AGREEMENTS: Floodplain Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 19-116677 BG.

CARRIED

2. 10-119374 BG

LEGAL: Lot 15 Section 33 Township 12 New Westminster District Plan
BCP33244
PID: 027-284-174
LOCATION: 13757 Silver Valley Road
OWNER: Douglas Giesbrecht and Karma Yuden
REQUIRED AGREEMENTS: Temporary Residential Use Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 10-119374 BG.

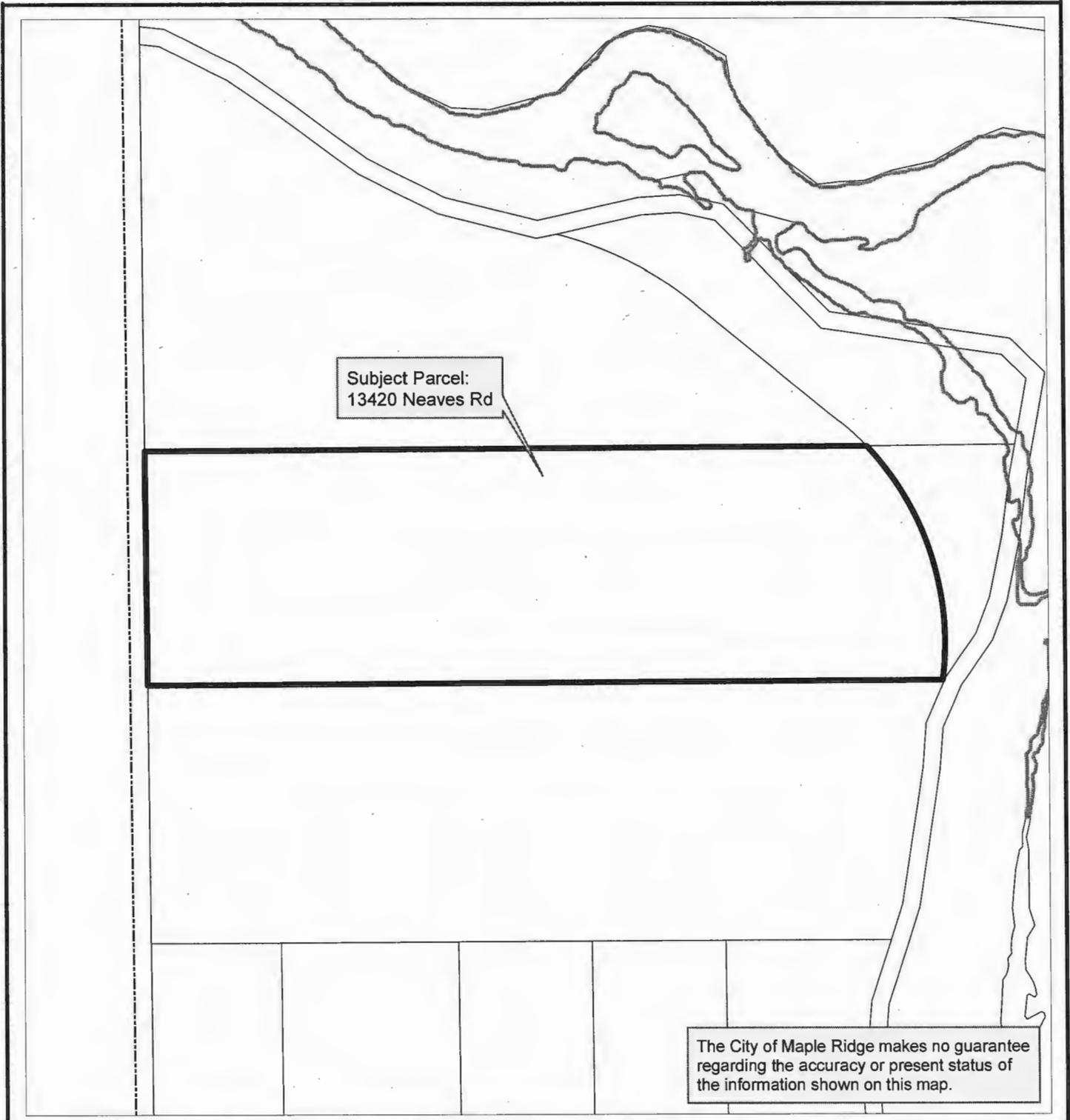
CARRIED



Michael Morden, Mayor
Chair



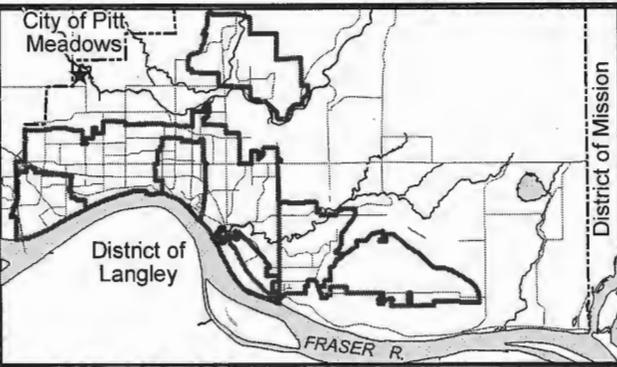
Al Horsman, Chief Administrative Officer
Member



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



Scale: 1:3,000



District of Mission

FLOODPLAIN COVENANT

LICENCES, PERMITS & BYLAWS DEPT.

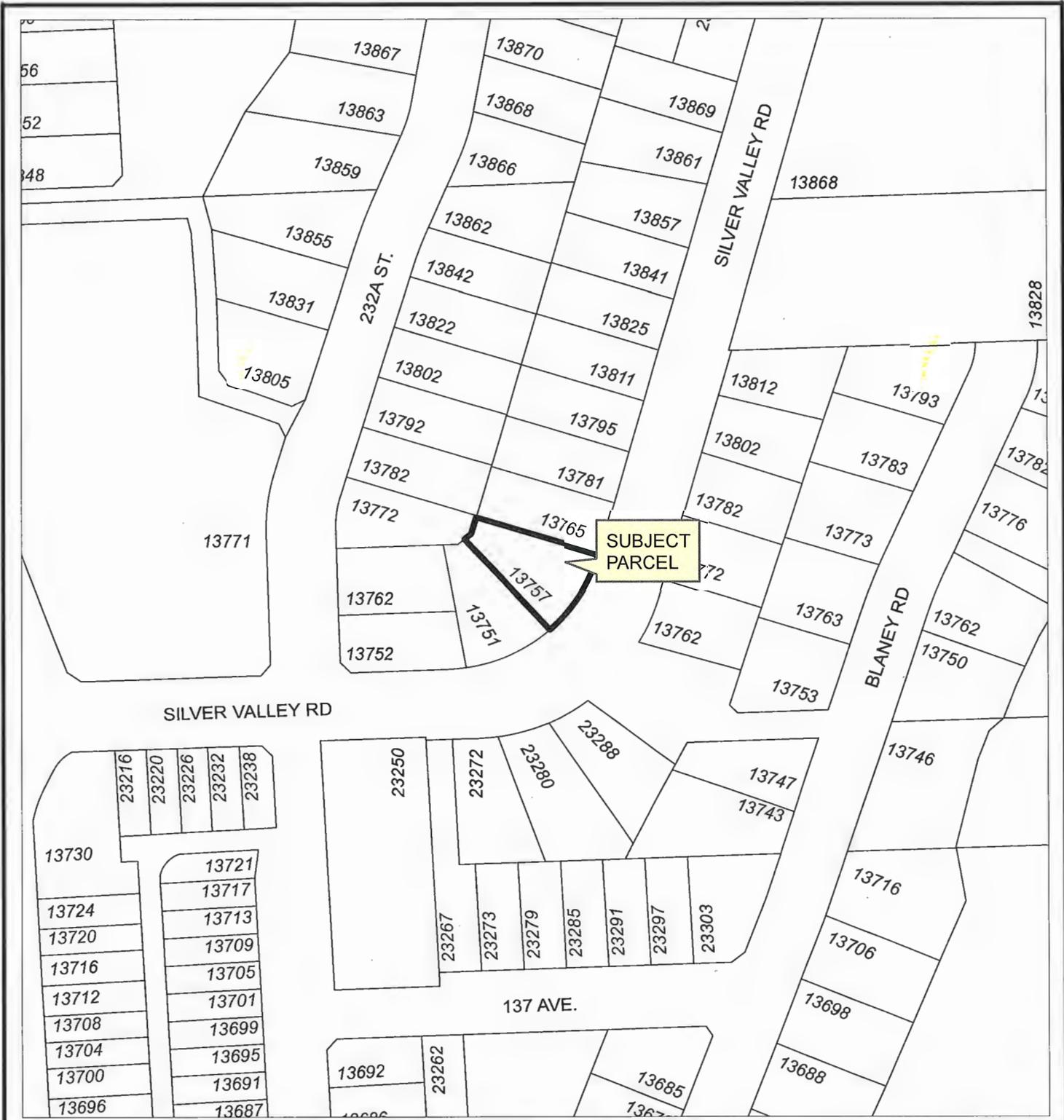


MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: Untitled
DATE: Apr 15, 2020

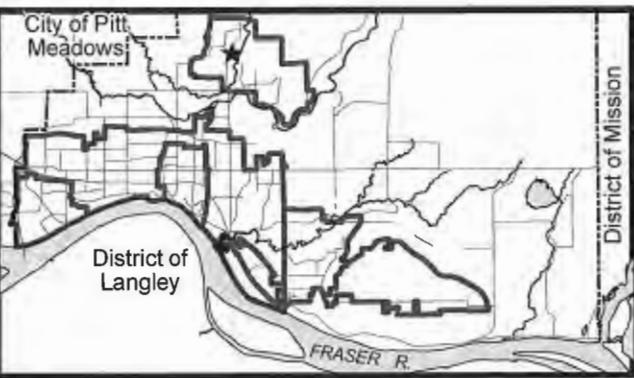
BY: TG



SUBJECT PARCEL



Scale: 1:1,500



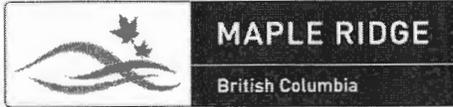
13757 Silver Valley Rd.



FILE: Untitled
DATE: Apr 7, 2020

BY: LM

701.2 Minutes of Meetings of Committees and Commissions of Council



City of Maple Ridge
Social Policy Advisory Committee
MEETING MINUTES

The Minutes of the Regular Meeting of the Social Policy Advisory Committee, held in the Blaney Room, at Maple Ridge City Hall, 11995 Haney Place, Maple Ridge, British Columbia, on January 8, 2020 at 7:05 pm.

COMMITTEE MEMBERS PRESENT

Councillor Judy Dueck, Chair	Council Liaison
Annette Morgan	Maple Ridge Pitt Meadows Katzie Seniors Network
Blaire Mikoda, Vice Chair	Member at Large
Dr. Ingrid Tyler	Fraser Health - Alternate
Jenny Earley	Maple Ridge Pitt Meadows Katzie Community Network
Kim Dumore	School District No. 42
Tarel Swansky	Member at Large

STAFF PRESENT

Tony Cotroneo	Staff Liaison / Manager, Community Engagement
Erin Mark	Committee Clerk

COMMITTEE MEMBERS ABSENT

Marissa Stalman	Member at Large
Sarah Armstrong	Member at Large

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

R/2020-001

It was moved and seconded

That the January 8, 2020 Social Policy Advisory Committee agenda be approved as circulated.

CARRIED

3. ADOPTION OF THE MINUTES

R/2020-002

It was moved and seconded

That the minutes of the Maple Ridge Social Policy Advisory Committee meeting dated November 6, 2019 be adopted.

CARRIED

4. DELEGATIONS – Nil

5. QUESTION PERIOD – Nil

6. **NEW AND UNFINISHED BUSINESS**

6.1 **Member Introductions**

The members introduced themselves and welcomed new members to the Committee.

6.2 **Chair and Vice Chair Selection**

The staff liaison opened up the floor to nominations for Chair of the Committee.

R/2020-003

It was moved and seconded

That Judy Dueck be elected as Chair of the Social Policy Advisory Committee for 2020.

CARRIED

Councillor Dueck opened up the floor to nominations for Vice Chair of the Social Policy Advisory Committee.

R/2020-004

It was moved and seconded

That Blaire Mikoda be elected as Vice Chair of the Social Policy Advisory Committee for 2020.

CARRIED

6.3 **2020 Meeting Schedule**

The Committee discussed the proposed 2020 SPAC meeting schedule.

7. **COMMITTEE UPDATES**

7.1 **Committees of Council Policy Overview**

The Committee Clerk gave an overview of the role of Advisory Committees, the role of Committee members, meeting procedures, and answered questions from the Committee.

7.2 **UBCM Grant Application – Poverty Reduction, Planning and Action**

The staff liaison sought support for a draft UBCM grant application for Poverty Reduction. The project intends to develop a Maple Ridge Food Security Action Plan for the City of Maple Ridge and includes the engagement of various community partners.

Note: Jenny Earley excused herself from the vote due to a Conflict of Interest.

R/2020-005

It was moved and seconded

That the Social Policy Advisory Committee supports the UBCM Poverty Reduction grant application and recommends that it is moved to Council for decision.

CARRIED

8. SUBCOMMITTEE & TASK FORCE UPDATES

8.1 Community Network

Jenny Earley shared that the Community Network has an administrative transition upcoming.

8.2 Youth Strategy

The staff liaison reported that the Youth Safe House working group met with Mayor Morden, both local MLA's and BC Housing for an information sharing session; the group plans to meet again in the near future.

8.3 Community Action Team (CAT)

Dr. Ingrid Tyler shared details on free community conversation events coming up including "What is Trauma" on January 23rd and "Strengthening Resilience" tentatively scheduled for March 31st.

8.4 EDI Workshop Subcommittee

The Committee discussed potential workshop dates presented by Jenny Earley.

8.5 Chronic Disease Working Group

No update was available at the meeting.

9. ROUNDTABLE

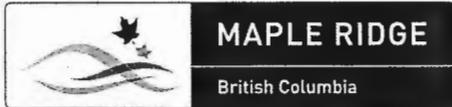
Members provided verbal reports on relevant events, activities and social policy topics.

10. ADJOURNMENT - 8:25 pm

~Original signed by Blaire Mikoda~

Councillor Judy Dueck, Chair

/em



City of Maple Ridge
Agricultural Advisory Committee
MEETING MINUTES

The Minutes of the Regular Meeting of the Agricultural Advisory Committee, held in the Blaney Room, at Maple Ridge City Hall on January 30, 2020 at 7:08 pm.

COMMITTEE MEMBERS PRESENT

Councillor Gordy Robson	Council Liaison
Andrew Pozsar	Member at Large
Candace Gordon	Haney Farmers Market Society Representative
Carla Schiller, Vice Chair	Member at Large
Lorraine Bates	Agricultural Fair Board Representative
Pascale Shaw	Member at Large
Angela Boss	Ministry of Agriculture (Non-voting member)
Shannon Lambie	Agriculture Land Commission (Non-voting member)

STAFF MEMBERS PRESENT

Amanda Grochowich	Staff Liaison / Planning Department
Erin Mark	Committee Clerk

GUESTS

Dr. Bob Masse	
Agneta Eikelenboom	President of North Fraser Bee Club
Grace Cockle	Metro Vancouver, Air Quality and Climate Change
Julie Saxton	Metro Vancouver, Air Quality Bylaw and Regulation Development

COMMITTEE MEMBERS ABSENT

Bill Hardy, Chair	Member at Large
Michelle Franklin	Member at Large

Note: Councillor Robson chaired the meeting as the Presiding Member in attendance.

1. **CALL TO ORDER**
2. **APPROVAL OF THE AGENDA**

R/2020-001

It was moved and seconded

That the January 30, 2020 Agricultural Advisory Committee agenda be amended to add:

- Item 4.2 – Delegation - Decline of Pollinators;
 - Item 6.4 – Metro Vancouver AAC Meeting - Mileage Reimbursement;
- and be approved as amended.

CARRIED

3. **ADOPTION OF THE MINUTES**

R/2020-002

It was moved and seconded

That the minutes of the Maple Ridge Agricultural Advisory Committee meeting dated October 24, 2019 be adopted.

CARRIED

4. DELEGATIONS

Note: Shannon Lambie arrived at 7:15 pm. Item 4.2 was moved ahead of Item 4.1.

4.2 Decline of Pollinators

- Dr. Robert Masse and Agneta Eikelenboom from the North Fraser Bee Club
Dr. Masse and Ms. Eikelenboom spoke about the global problem of a decrease in bee populations, the resulting impacts and the causes of the decline. Dr. Masse provided suggestions on how the City can support nature's pollinators and answered questions from the Committee.

R/2020-003

It was moved and seconded

That the Agricultural Advisory Committee support the City of Maple Ridge signing the Bee City Canada Resolution and explore an educational campaign to increase nature's pollinators.

CARRIED

4.1. Metro Vancouver Open-Air Burning

- Dr. Julie Saxton and Grace Cockle, Metro Vancouver
Dr. Saxton and Ms. Cockle gave a presentation on Metro Vancouver's Consultation on an Alternative Approach for Regulating Open-Air Burning Emissions, sought the Committee's feedback on new regulations that are being considered, and answered questions from the Committee.

5. QUESTION PERIOD – Nil

6. NEW AND UNFINISHED BUSINESS

6.1. Chair and Vice-Chair Selection

The staff liaison opened up the floor to nominations for Chair of the Agricultural Advisory Committee for 2020.

R/2020-004

It was moved and seconded

That Bill Hardy be elected as Chair for the Agricultural Advisory Committee for 2020.

CARRIED

The staff liaison opened up the floor to nominations for Vice Chair of the Agricultural Advisory Committee for 2020.

R/2020-005

It was moved and seconded

That Carla Schiller be elected as Vice-Chair for the Agricultural Advisory Committee for 2020.

CARRIED

6.2. 2020 Meeting Schedule

The Committee reviewed the proposed 2020 AAC Meeting Schedule.

R/2020-006

It was moved and seconded

That the Agricultural Advisory Committee approve the proposed meeting schedule as circulated.

CARRIED

6.3. Update on Mill Rates & Water Meter Rates

The staff liaison provided an update from the City of Maple Ridge's Chief Financial Officer that the Maple Ridge Council, as part of the 2020-2024 Business Planning process, approved the recommendation to reduce Farm Class property taxes. Farm Class property taxes will be reduced by approximately half, phased in over the next two years (2020 and 2021).

Note: Item 6.4 was moved to the end of the agenda.

7. STAFF LIAISON UPDATES

7.1. Advisory Committee Overview

The committee clerk provided an overview on the role of Advisory Committees, Committee members and meeting procedures and then answered questions from the Committee.

R/2020-007

It was moved and seconded

That staff be directed to bring before Council that the Agricultural Advisory Committee feel that they have lost the diversity to fully represent agriculture in Maple Ridge and would like Council to reconsider the existing membership structure to increase the numbers of Agricultural representatives.

CARRIED

7.2. Agricultural Awareness Grants

The staff liaison informed the Committee that the applications are being accepted for the Metro Vancouver Agricultural Awareness grants.

8. TASK FORCE REPORTS

8.1. Food Garden Contest

The Committee discussed the 2019 Food Garden Contest, circulated a thank you card received from a contest participant, and formed a task force for the 2020 contest. The Task Force is considering adding a "bee-friendly" category for 2020 and Lorraine Bates offered to distribute the contest flyer at the Agricultural Fair.

R/2020-008

It was moved and seconded

That Carla Schiller and Pascale Shaw be appointed to the Food Garden Task Force for 2020.

CARRIED

8.2 Education

The staff liaison provided an overview of the tasks appointed to the Education Task Force. The Committee decided to hold off discussions regarding the work of the Education Task Force until after the Booth in the Box themes are determined.

8.3 Promotion of Agriculture

The subcommittee will be meeting in the near future to begin putting together the Booth in a Box. Candace Gordan suggested hosting a Speaker Series in the fall focusing on agriculture and Angela Boss offered to assist.

Note: Andrew Pozsar left the meeting at 8:52pm.

8.4 Mileage for Metro Vancouver AAC Meetings

Pascale Shaw requested the AAC consider mileage reimbursement for AAC members that are travelling to Metro Vancouver meetings. The staff liaison confirmed that mileage reimbursement is permitted in Policy 3.11 and that the AAC has a budget to allow the expenditure.

R/2020-009

It was moved and seconded

That the Agricultural Advisory Committee reimburse eligible mileage expenses submitted via the City of Maple Ridge mileage reimbursement form, for AAC members that attend Metro Vancouver AAC Meetings.

CARRIED

9. ROUNDTABLE

Members provided verbal reports on local agricultural topics and activities. Shannon Lambie and Angela Boss introduced themselves to the Committee.

10. ADJOURNMENT – 9:15 PM



Councillor Robson, Presiding Member

/em



City of Maple Ridge
Public Art Steering Committee
MEETING MINUTES

The Minutes of the Regular Meeting of the Public Art Steering Committee,
held in the Blaney Room, at Maple Ridge City Hall on February 6, 2020 at 4:11 pm.

COMMITTEE MEMBERS PRESENT

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

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

STAFF PRESENT

Yvonne Chui
Erin Mark

Manager, Arts and Community Connections / Staff Liaison
Committee Clerk

Note: The staff liaison chaired the meeting until the election of the Chair. Steven Bartok was absent at the beginning of the meeting.

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

R/2020-001

It was moved and seconded

That the February 6, 2020 Public Art Steering Committee Agenda be approved as circulated.

CARRIED

3. ADOPTION OF THE MINUTES

R/2020-002

It was moved and seconded

That the minutes of the Maple Ridge Public Art Steering Committee meeting dated November 7, 2019 be adopted.

CARRIED

4. DELEGATIONS - Nil

5. QUESTION PERIOD - Nil

6. NEW AND UNFINISHED BUSINESS

6.1 Election of Chair and Vice-Chair

The staff liaison opened the floor to nominations for Chair of the Public Art Steering Committee for 2020.

R/2020-003

It was moved and seconded

That Susan Hayes be elected as Chair for the Public Art Steering Committee for 2020.

CARRIED

Ms. Hayes began chairing the meeting. The staff liaison opened the floor to nominations for Vice-Chair of the Public Art Steering Committee for 2020.

R/2020-004

It was moved and seconded

That Wan-Yi Lin be elected as Vice-Chair for the Public Art Steering Committee for 2020.

CARRIED

7. LIAISON UPDATES

7.1 Advisory Committee Overview

The committee clerk gave a presentation on the role of Advisory Committees, Committee Members and meeting procedures.

8. PROJECT UPDATES

8.1 Leisure Centre Public Art

The staff liaison spoke about the installation of the public art project at the Maple Ridge Leisure Centre and shared some images and clips of the process. The committee discussed challenges incurred with completing the art installation in tandem with the facility renovations. New time lapse video documenting the project in 5 minutes will be completed prior to the re-opening event.

R/2020-005

It was moved and seconded

That an additional \$15,000 be allocated to the Leisure Centre Public Art installation budget.

CARRIED

Note: Steven Bartok arrived at 4:35 pm.

8.2 Telosky Fieldhouse, Utility Kiosk Box, and Street Banners

Ms. Lin spoke about the selection process of the Kwantlen First Nation artwork that will be used at the Telosky Fieldhouse. The staff liaison reported on the licensing agreement with the artist, the digitization of the artwork, and the scope of the project.

R/2020-006

It was moved and seconded

That up to an extra \$25,000 of funding be allocated to facilitate the installation of the Telosky Stadium Public Art.

CARRIED

8.3 Artist in Residence – Call for Port Haney Location

The staff liaison shared that the Call for Submissions for the Port Haney location residency closes February 21, 2020 and that the submissions will be reviewed by the selection committee that reviewed the last intake for that location.

8.4 Polygon Provenance Developer Public Art

The staff liaison reviewed the information package that will be distributed via an invitational call for the Polygon Provenance art installation. Committee members Susan Hayes and Steven Bartok are participating on the Selection Committee for the project.

8.5 Albion Community Centre

This item was postponed to the next meeting.

8.6 BC Summer Games

The staff liaison provided a brief update on preparations for the upcoming Summer Games.

9. ROUNDTABLE

Members shared relevant experiences, spoke about upcoming events and then went to the Maple Ridge Leisure Centre to view the new art installation.

10. ADJOURNMENT at 5:35 pm.

~Original signed by S. Hayes~

Susan Hayes, Chair

/em



City of Maple Ridge
Environmental Advisory Committee
MEETING MINUTES

The Minutes of the Regular Meeting of the Environmental Advisory Committee, held in the Blaney Room at Maple Ridge City Hall on February 12, 2020 at 7:08 pm.

COMMITTEE MEMBERS PRESENT

Councillor Judy Dueck	Council Liaison
Dennis Kinsey	Member at Large
Gary Letts	Environmental Professional
Janice Jarvis	Environmental Professional
Jessie Lees	Member at Large
Ross Davies	Member at Large
Simon Matthews	Member at Large

COMMITTEE MEMBERS ABSENT

Bill Hardy	Member at Large
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STAFF MEMBERS PRESENT

Rodney Stott	Staff Liaison / Environmental Planner
--------------	---------------------------------------

Note: Councillor Dueck chaired the meeting as Presiding Member until the election of the new Chair and Vice Chair.

1. **CALL TO ORDER**

2. **APPROVAL OF THE AGENDA**

R/2020-001

It was moved and seconded

That the February 12, 2020 Environmental Advisory Committee agenda be approved as circulated.

CARRIED

3. **ADOPTION OF THE MINUTES**

R/2020-002

It was moved and seconded

That the minutes of the Maple Ridge Environmental Advisory Committee meeting dated November 13, 2019 be adopted as circulated.

CARRIED

4. **DELEGATIONS – Nil**

5. **QUESTION PERIOD – Nil**

6. **NEW AND UNFINISHED BUSINESS**

6.1. **Member Introductions**

Members introduced themselves and welcomed new members to the Committee.

6.2. **Advisory Committee Orientation**

Councillor Dueck provided an orientation prepared by the committee clerk for Committee members on the role of Advisory Committees, the role of Committee members and meeting procedures.

6.3. **Environmental Overview: Framework & Vision for Maple Ridge**

The staff liaison presented an Environmental Overview including Council's Strategic Objectives, work completed to date and work underway.

6.4. **Chair and Vice Chair Selection**

The staff liaison opened the floor to nominations for Chair of the Environmental Advisory Committee.

R/2020-003

It was moved and seconded

That Bill Hardy be elected Chair of the Environmental Advisory Committee for 2020.

CARRIED

The staff liaison opened the floor to nominations for Vice Chair of the Environmental Advisory Committee.

R/2020-004

It was moved and seconded

That Jessie Lees be elected Vice Chair of the Environmental Advisory Committee for 2020.

CARRIED

Note: Jessie Lees began chairing the meeting.

6.5. **2020 Meeting Schedule**

Members reviewed the proposed 2020 Environmental Advisory Committee Meeting Schedule.

R/2020-005

It was moved and seconded

That the 2020 EAC Meeting Schedule be adopted as circulated.

CARRIED

7. **LIAISON UPDATES**

7.1. **Staff Liaison**

The staff liaison provided a verbal update regarding several ongoing items:

- The Tree Bylaw Survey closed on December 6, 2019; the survey results are pending.

- Following the adoption of the Green Infrastructure Report by Council on November 12, 2019 a RFP is being drafted to complete further work on the Report.
- There have been improvements with respect to liaison opportunities with senior environmental agencies
- The Integrated Stormwater Management Plans (ISMP) Report reviewed by the EAC during the November 13, 2019 meeting has been updated to include the EAC recommendation for a more comprehensive executive summary

8. **SUBCOMMITTEE & TASK FORCE UPDATES**

The staff liaison informed the Committee that the revised Committees of Council Policy 3.11 requires that Advisory Committee subcommittees are formed by Council resolution.

R/2020-006

It was moved and seconded

That staff be directed to prepare the Terms of Reference required, in accordance with Committees of Council Policy 3.11, for an Environmental Advisory Committee Green Infrastructure Subcommittee and submit it to Council for consideration.

CARRIED

R/2020-007

It was moved and seconded

That staff be directed to prepare the Terms of Reference required, in accordance with Committees of Council Policy 3.11, for an Environmental Advisory Committee Communications Subcommittee and submit it to Council for consideration.

CARRIED

R/2020-008

It was moved and seconded

That staff be directed to prepare the Terms of Reference required, in accordance with Committees of Council Policy 3.11, for an Environmental Advisory Committee Ecological Network Management Strategy Subcommittee and submit it to Council for consideration.

CARRIED

9. **ROUNDTABLE**

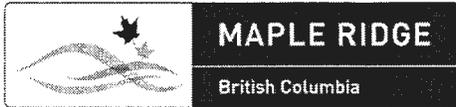
Councillor Dueck noted that there is ongoing interest and discussion on pollinator species and gardens going forward with the Agricultural Advisory Committee.

Members provided updates and reports on related environmental activities and events.

10. **ADJOURNMENT**



Jessie Lees, Vice Chair
RS/em



City of Maple Ridge
Advisory Design Panel
MEETING MINUTES

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 18, 2020 at 4:04 pm.

PANEL MEMBERS PRESENT

Stephen Heller, Chair*	Landscape Architect BCSLA
Meredith Mitchell, Vice-Chair*	Landscape Architect BCSLA
Steven Bartok*	Architect AIBC
Narjes Miri*	Architect AIBC

STAFF MEMBERS PRESENT

Wendy Cooper	Staff Liaison, Planner
Erin Mark*	Committee Clerk
Amanda Grochowich*	Planner 2

PANEL MEMBERS ABSENT

Emily Kearns	Architect AIBC
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*Participated via Teleconference

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

R/2020-008

It was moved and seconded

That the agenda for the March 18, 2020 Advisory Design Panel meeting be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

R/2020-009

It was moved and seconded

That the minutes for the January 22, 2020 Advisory Design Panel meeting be adopted as circulated.

CARRIED

4. QUESTION PERIOD - Nil

5. NEW AND UNFINISHED BUSINESS

5.1. Draft Ground-Oriented Residential Infill Housing Development Permit Guidelines

Amanda Grochowich, Planner 2, gave a presentation and answered questions regarding the Draft Ground-Oriented Residential Infill Housing Development Permit Guidelines. ADP members provided feedback on the Guidelines.

R/2020-010

It was moved and seconded

That the Advisory Design Panel support that the Draft Ground-Oriented Infill Residential Housing Development Permit Guidelines be forwarded to Council for consideration.

CARRIED

Note: Amanda Grochowich left the meeting.

5.2. Development Permit No: 2019-244-DP

The project team provided an overview of the 5 storey, 212 unit, wood frame rental apartment building project and answered questions from the Advisory Design Panel members.

R/2020-011

It was moved and seconded

That application No. 2019-244-DP be supported and the following concerns be addressed as the design develops and submitted to Planning staff for follow-up:

Architectural Comments:

- Consider working on the articulation on the south elevation of Building 1 and the north elevation of Building 2 to reduce the length of the elevation.
- Consider adding variation to the roofline on the south elevation of Building 1 and the north elevation of Building 2.
- Consider adding a variation of textures and colours on the south elevation of Building 1 and the north elevation of Building 2 to reduce the length of the elevation.
- Provide more light access through the south elevation.
- Add more prominence to the lobby entrances for Building 2 and improve visibility.

Landscape Comments:

- Review fence and patio wall at public walkway to determine if an alternate material or additional plantings can be added to the walkway at ground level.
- Keep materials for all planters consistent around the entire perimeter.
- Consider supplementing landscaping along the south property line to provide separation between dog park and fence.
- Consider deleting the 4 foot tall picket fence and 6 foot tall metal gates along the Edge Street frontage.
- Ensure sufficient bicycle parking.
- Provide more natural light to the courtyard.
- Review the use of sod lawn in 2nd floor amenity area based on available light levels.
- Consider relocation of yoga deck to an area with more privacy.
- Consider providing direct access from the business centre to the sidewalk.
- Consider the addition of a coffee shop or small retail beside the business centre.
- Add more prominence to the lobby entrances for Building 2 and improve visibility.
- Consider direct access to park from the development.

CARRIED

OPPOSED: Stephen Heller

5.3. Development Permit No: 2019-065-DP

The staff liaison provided an overview of the revised proposal which was resubmitted for ADP review due to modifications that were outside of the original scope. The project team presented the revised project plans and noted modifications that were made based on the ADP's feedback at the September 18, 2019 meeting.

R/2020-012

It was moved and seconded

That application 2019-065-DP be supported as presented and the applicant proceed to Council for approval.

CARRIED

6. PROJECTS - Nil

7. CORRESPONDENCE - Nil

8. ADJOURNMENT - 6:53 pm.



Stephen Heller, Chair

/em

702 *Reports*

City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
MEETING DATE: April 28, 2020
FILE NO: 2434436
FROM: Chief Administrative Officer
MEETING: Council
SUBJECT: Disbursements for the month ended March 31, 2020

EXECUTIVE SUMMARY:

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

RECOMMENDATION:

That the disbursements as listed below for the month ended March 31, 2020 be received for information only.

GENERAL	\$ 26,016,250
PAYROLL	\$ 1,905,329
PURCHASE CARD	\$ <u>119,383</u>
	\$ <u>28,040,962</u>

DISCUSSION:

a) Background Context:

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

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

b) Citizen/Customer Implications:

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

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

Highlights of larger items included in Financial Plan or Council Resolution

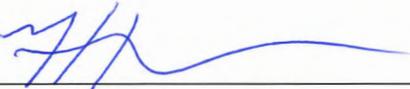
• Conwest Contracting Ltd- 232 St watermain replacement	\$	301,142
• Double V Construction Ltd - Albion Community Centre	\$	890,571
• Emergency Communications - Dispatch levy (1st quarter)	\$	288,686
• Fraser Valley Regional Library - 1st quarter members assessment	\$	752,219
• McEachern Harris & Watkins - Land acquisition	\$	11,090,595
• RCMP - Receiver General - RCMP contract (Oct 1 - Dec 31)	\$	5,445,136
• Ridge Meadows Recycling Society - Monthly contract for recycling	\$	243,286
• Yellowridge Construction Ltd - Maple Ridge Fire Hall #4	\$	491,859

d) **Policy Implications:**

Corporate governance practice includes reporting the disbursements to Council monthly.

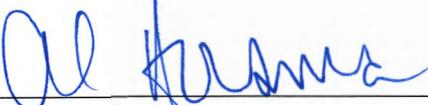
CONCLUSIONS:

The disbursements for the month ended March 31, 2020 have been reviewed and are in order.


Prepared by: **Trevor Hansvall**
Accounting Clerk 2


Reviewed by: **Trevor Thompson, BBA, CPA, CGA**
Chief Financial Officer


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


Concurrence: **Al Horsman**
Chief Administrative Officer

CITY OF MAPLE RIDGE
MONTHLY DISBURSEMENTS - March 2020

<u>VENDOR NAME</u>	<u>DESCRIPTION OF PAYMENT</u>		<u>AMOUNT</u>
ADS Environmental Services	Sanitary flow monitoring		38,794
Aplin & Martin Consultants Ltd	117 Ave corridor improvements	17,434	
	Abernethy Way improvements	<u>7,132</u>	24,566
BC Hydro	Electricity		141,201
BC SPCA	Contract payment		33,924
Boileau Electric & Pole Ltd	Maintenance & electrical work		23,436
CUPE Local 622	Dues - pay periods 20/06 & 20/07		32,591
C3 Mainline Inspections Inc	Video inspection of sanitary sewer		46,132
Calytera Software Inc	Amanda software licenses		57,341
Cedar Crest Lands (BC) Ltd	Fire Fighters Park maintenance	3,588	
	Holdback release - Fire Fighters Park	<u>54,587</u>	58,174
Chandos Construction Ltd	Maple Ridge Leisure Centre upgrades		54,706
Cipe Homes Inc	Latecomer agreement		31,584
City of Pitt Meadows	Refund overpayment of 2019 RCMP cost share agreement		75,825
Cloud9 Solutions Inc	Cisco software licensing		73,383
Convergint Technologies Ltd	Central cam system		22,322
Conwest Contracting Ltd	232 St watermain replacement		301,142
Double V Construction Ltd	Albion Community Centre		890,571
Emergency Communications	Dispatch levy (1st quarter)		288,656
Fortis BC - Natural Gas	Natural gas		21,685
Fraser City Installations Ltd	228 St crosswalk improvements	7,911	
	240 St traffic signal (McClure Dr)	<u>94,683</u>	102,595
Fraser Valley Regional Library	1st quarter members assessment	752,219	
	Contributed capital replacement funding	<u>10,000</u>	762,219
Golden Globe Construction Ltd	Telosky Stadium Field House		237,886
Greater Vancouver Sewerage & Drainage	Waste discharge industrial treatment fees (Oct 1 - Dec 31/19)		16,174
Greater Vancouver Water District	Water consumption Nov 27 - Dec 31/19		621,923
Hain, Neil	Consulting services		32,562
Highpointe Park Corp	Security refund		291,614
Hudema-Olsen Consulting Group	Security refund		157,350
Insignia Homes Silver Valley	Latecomer agreement		57,567
Jaaf Holdings Ltd	Security refund		19,857
Justice Institute of BC	Fire Dept. training programs		52,500
Lafarge Canada Inc	Roadworks material		161,743
Leaders Internat'L Executive	Recruitment fees		16,851
Maclean Homes (Edge) Ltd	Security refund		55,163
Manulife Financial	Employer/employee remittance		174,701
Maple Ridge & PM Arts Council	Arts Centre contract	57,493	
	Family Day grant	<u>1,000</u>	58,493
McEachern Harris & Watkins	Land acquisition		11,090,595
Mission Contractors Ltd	Soil removal & site improvements SW Haney Park		111,686
MME Maple Ridge Investment Ltd	Security refund		435,500
Municipal Pension Plan BC	Employer/employee remittance		488,459
NRI Development Corp	Security refund		55,215
Nustadia Recreation Inc	Subsidized ice purchased by P&LS on behalf of user groups (Jan-Mar)		75,535
Prime Traffic Solutions Ltd	Traffic control		16,993
RCMP - Receiver General	RCMP contract (Oct 1 - Dec 31)		5,445,136
Receiver General - Innovation	Radio authorization renewal		20,786
Receiver General For Canada	Employer/employee remittance		925,970
Rempel, Jacqlyn	Security refund		15,000
RG Arenas (Maple Ridge) Ltd	Additional Ice rental	16,751	
	Curling rink operating expenses (Jan)	<u>8,532</u>	25,283

<u>VENDOR NAME</u>	<u>DESCRIPTION OF PAYMENT</u>		<u>AMOUNT</u>
Ridge Meadows Recycling Society	Monthly contract for recycling	243,286	
	Partnership profit/loss 2019	79,422	
	Weekly recycling	<u>477</u>	323,185
Sanscorp Products Ltd	Roadworks material		25,027
Shanahan Ltd	Supply & install lockers - Leisure Centre	10,899	
	Supply & install sharps container - Library	<u>4,701</u>	15,600
Simcic + Uhrich Architects	Consulting services		20,806
Stantec Consulting Ltd	263 St water pump station replacement		31,420
Strata Plan LMS Commercial	Panorama strata fees		17,749
Streetwise Traffic Controllers	Traffic control		27,086
Suncor Energy Products	Gasoline & diesel fuel		32,713
Tikal Construction Ltd	MRSS track upgrades		125,912
Transtech Data Services Ltd	Intersection counts & data collection		30,492
Union Of BC Municipalities	2020 UBCM annual dues		18,139
Valley Geotechnical	Albion Community Centre - geotechnical reports		124,458
Warrington PCI Management	Tower common costs		70,000
Westridge Security Ltd	Community patrols	21,531	
	Static guard service	<u>26,661</u>	48,192
WSP Canada Inc	Bridge services	1,831	
	Fairgrounds sanitary forcemain design	6,854	
	McNutt Road PRV chamber replacement	1,070	
	Modelling, analysis, and planning	<u>15,450</u>	25,206
Yellowridge Construction Ltd	Maple Ridge Fire Hall #4		491,859
Disbursements In Excess \$15,000			25,169,231
Disbursements Under \$15,000			847,019
Total Payee Disbursements			26,016,250
Payroll	PP20/06 & PP20/07		1,905,329
Purchase Cards - Payment			119,383
Total Disbursements March 2020			28,040,962

800 *Unfinished Business*

800



CITY OF MAPLE RIDGE

TO: His Worship Mayor Michael Morden
and Members of Council
MEETING DATE: April 28, 2020

FROM: Chief Administrative Officer
FILE NO: 01-0340-50

SUBJECT: Access Management Policy 9.14
MEETING: Council

EXECUTIVE SUMMARY:

Access from private properties to municipal roads is regulated through “Maple Ridge Subdivision and Development Serving Bylaw No. 4800-1993” (Bylaw). Under the Bylaw, residential access to arterial roads is not permitted during redevelopment of a property and alternate access must be provided, the intent being to promote larger and denser development on major corridors without compromising traffic flow.

The City has consistently applied the access requirement in the Bylaw since its update in 2015 and working through multiple development applications staff have identified that this practice may be overly restrictive on some lower volume arterial roads. The intent of the proposed Policy is to designate major and minor arterial roadways and clearly identify when access can be considered and when alternative access will be required.

Alternative access on major arterial roads may require development to consolidate additional properties to provide appropriate access but will also promote increased density and better land use along major corridors. It can create connectivity between adjacent commercial lots, consolidate driveways and make use of lanes or access roads. This will not prevent development but better manage it through safe access. This policy will provide clear direction and expectations around access which will streamline applications and provide consistency.

The draft Policy was supported by Council when presented at the January 14, 2020 Council Workshop with a motion (R/2020-003) to forward to a Council Meeting for consideration and adoption.

Adoption of Policy 9.14 will clarify how access to the City’s roads is to be managed during the development process and promote higher density land use along major arterial roadways. In addition it will allow greater flexibility for access on minor arterials while managing vehicular access to address the long-term integrity of traffic movement and promote efficient arterial corridors and help alleviate congestion while reducing the potential of collisions.

RECOMMENDATION:

That Access Management Policy 9.14 be adopted.

DISCUSSION:

a) **Background Context:** 2015 Bylaw Update

The Maple Ridge Subdivision and Development Servicing Bylaw No. 4800–1993 was updated in 2015 to include the regulation of driveway access to municipal roads during the development process. This update allowed the City to ensure access to municipal roads, specifically to designated arterial and collector roads, are regulated to address the long-term integrity of the traffic movement function as well as to assist in alleviating congestion.

Road networks are based on a hierarchical system of interconnected roadways and are classified into four main categories: Arterial, Collector, Local and Lane. In addition, Maple Ridge has a provincial highway, Highway 7 (Lougheed Highway) that runs through the City under the jurisdiction of the Ministry of Transportation and Infrastructure (MoTI) and has separate provincial regulations for access.

Current Bylaw

i. Number of Access

The City's practice has been to consistently limit access as outlined in the Bylaw. Exceptions to a single driveway requirement have been permitted if the topography (steep slopes, conservation areas, etc.) is such that a second access is required or where a single access would impeded or jeopardize the safe flow of traffic on municipal roads.

ii. Road Network Access

Direct access to a new parcel of land must be obtained from a local road network. Direct access to an arterial road is not generally supported and alternate access through the use of a lane or connection to a lower class road is required. Temporary access to an arterial road has been permitted if allowances have been made in the development to connect through future development, to a lesser road.

Staff has monitored the outcome of the Bylaw update for four years and have identified that the practice of restricting access on all current arterial roads may be overly restrictive on some of the lower volume arterial roads.

Proposed Policy

Policy 9.14 will update the current road classification system to align with the Official Community Plan's land use and provide clarity to assist with development and design.

This Policy will create two new road classifications, major and minor arterial roads, and define the hierarchy of access control. For major arterial roads, the primary consideration is traffic movement with no allowance for property access. While minor arterial roads main consideration is also traffic movement there is some allowance for property access.

The intent of both classifications is to have uninterrupted traffic flow except at intersections and crosswalks. The proposed reclassification of arterial roadways is summarized by location in the attached Appendix A and on a map in Appendix B. Collector roads will continue to provide for traffic movement and access while local roads will provide property access as their prime function.

In addition, this Policy also outlines how further improvements to access control measures will address congestion, the long-term integrity of the traffic movement function and promote efficient arterial corridors.

The scheduled update of the Strategic Transportation Plan is expected to further update the road classifications based on traffic volumes, and any changes will be incorporated into the Policy.

Land Use Implications

Adoption of the Policy will impact access management on major arterial roads as it will require development to occur through the consolidation of existing lots. This will necessitate the need for increased densities along major corridors as envisioned in the Official Community Plan and the Loughheed Transit Corridor Study. This increased density will permit the emergence of new and bolder neighborhoods with a mix of use land uses and a variety of housing types than currently exist. However, to unlock this density, alternative solutions for access will be required along major corridors. Increased densities and safe access can only be provided by: consolidating existing driveways; cross access agreements; new access roads and lanes. This policy will provide clear direction and expectations to our partners and community members. This will not prevent development but better manage it through safe access.

b) Desired Outcome:

To adopt a Policy that provides a clear and consistent method for determining what road classifications are permitted direct access to arterial roadways, how that access will be addressed, and clarify where the City will support a second access.

c) Citizen/Customer Implications:

The Policy specifies how development along major arterials will be permitted and under what conditions the City may consider a second access.

d) Interdepartmental Implications:

The Engineering Department and the Planning Department work cooperatively on development applications and this Policy will ensure consistency in processing applications.

e) Strategic Plan Implications:

The development of this Policy is in alignment with Council's growth strategy as it will assist staff in processing development applications. Currently, there are a number of applications along the City's arterial roads that are on hold pending review of the access requirements in the Bylaw.

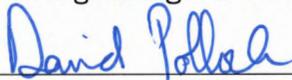
CONCLUSION:

During the redevelopment process, it is important that higher density land use is promoted along our major corridors and through that process, direct access to major arterial roads is minimized to reduce collisions, alleviate congestion and provide for the efficient movement of traffic. However, it is recognized that development patterns do not always allow for the immediate connection to a lesser road.

It is recommended that Access Management Policy 9.14 be supported and adopted to provide clear direction on how to manage access to encourage growth, density and efficient travel corridors.



Prepared by: Rachel Ollenberger, AScT.
Acting Manager of Infrastructure Development



Approved by: David Pollock, PEng.
General Manager Engineering Services



Concurrence: Al Horsman
Chief Administrative Officer

Attachments:

- (A) Appendix A – List of Major and Minor Arterial Roads
- (B) Appendix B – Map of Major and Minor Arterial Roads
- (C) Access Management Policy 9.14

APPENDIX A

Major Arterial Roads:

- Dewdney Trunk Road from Lougheed Hwy/Maple Meadows Way to 256 Street
- Lougheed Highway from Maple Meadows Way/Dewdney Trunk Road to Kanaka Way*
- Maple Meadows Way from Golden Ears Bridge to Lougheed Highway
- 128 Avenue/Abernethy Way 210 Street to from 23500blk 124 Avenue**
- 113B Avenue from Golden Ears Bridge to 203 Street
- Fern Crescent from 232 Street to Golden Ears Provincial Park
- 203 Street from 113B Avenue to Golden Ears Way
- 227 Street from Lougheed Highway to Abernethy Way
- 232 Street from Dewdney Trunk Road to Silver Valley Road
- 240 Street from River Road to 124 Avenue
- Kanaka Way from Lougheed Highway/Haney Bypass to 240 Street
- 112 Avenue from 240 Street to 248 Street
- 102 Avenue from 240 Street to Jackson Road
- Jackson Road from 100 Avenue to Bosonworth Avenue
- 100 Avenue from Jackson Road to 272 Street

*Access control for Lougheed Highway comes under the jurisdiction of MoTI except from 222 Street to Kanaka Way which is under the jurisdiction of the City.

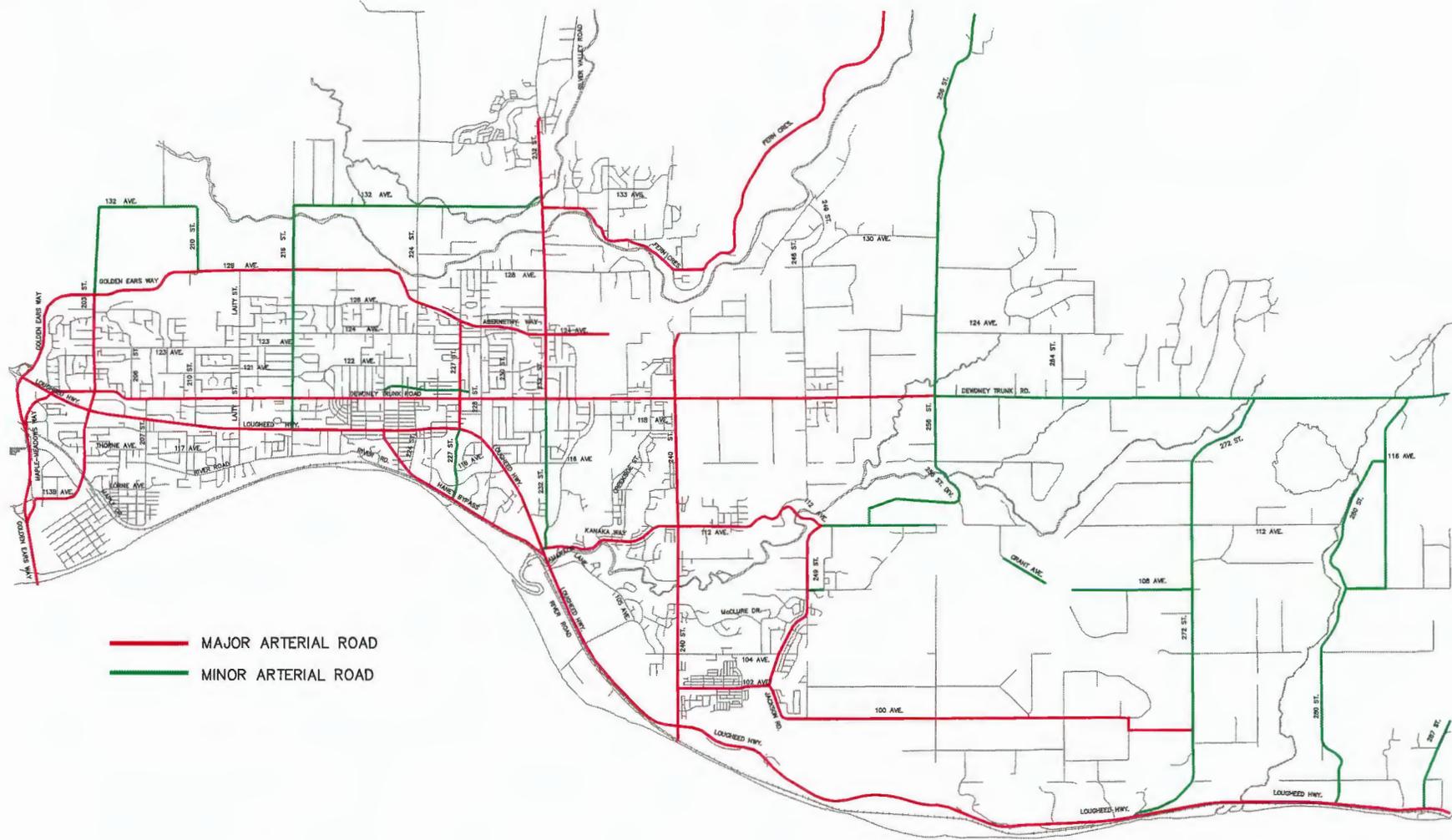
**Subject to further review under the Abernethy Way Extension study

Minor Arterial Roads:

- 203 Street from Golden Ears Way to 132 Avenue
- 132 Avenue from 203 Street to 210 Street and from 216 Street to 232 Street
- 216 Street from Dewdney Trunk Road to 132 Avenue
- 227 Street from the Haney Bypass to Lougheed Highway
- 232 Street from Haney Bypass to Dewdney Trunk Road
- 210 Street from 128 Avenue to 132 Avenue
- Brown Avenue from 222 Street to Fletcher Street
- 256 Street from Dewdney Trunk Road to 112 Avenue
- 108 Avenue from 248 Street to 249 Street
- 112 Avenue from 248 Street to 256 Street
- 256 Street from Dewdney Trunk Road north
- Current arterials east of 256 Street

APPENDIX B

Major and Minor Arterial Roads Map



 MAJOR ARTERIAL ROAD
 MINOR ARTERIAL ROAD



SCALE:
N.T.S.

MAJOR AND MINOR
ARTERIAL ROADS



CITY OF MAPLE RIDGE
ENGINEERING
DEPARTMENT

FILE/DWG No SK0434 DATE: JAN 2020

- c. Multi-family developments may be permitted a second access to a collector or local road depending on the findings of a trip generation analysis.
5. Exceptions
- a. If there are topographical constraints or the adjacent properties limit future access to a lesser road access may be permitted to major arterial road if approved by the Director of Engineering.

Purpose:
 To outline how access to major and minor and arterial roads will be addressed through redevelopment.

- Definitions:**
- **Major Arterial Road** means a road whose primary function is traffic movement and in which property access through rezoning or subdivision is not permitted.
 - **Minor Arterial Road** means a road whose primary function is traffic movement and in which limited property access through redevelopment is permitted.
 - **Redevelopment** is a development permit as defined in the "Maple Ridge Subdivision and Development Serving Bylaw No. 4800-1993" (Bylaw).

Key Areas of Responsibility	Responsibility
Action to Take	
City staff to designate major and minor arterial roads.	Engineering Department
City staff to identify what road classification a redevelopment application fronts and advise Planning on the access restrictions.	Engineering Department
City staff to review and evaluate future development potential of adjacent properties.	Planning Department

1000 Bylaws

1000

**CITY OF MAPLE RIDGE
BYLAW NO. 7118-2014**

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

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

AND WHEREAS, it is deemed desirable to amend Schedules "B" & "C" to the Official Community Plan;

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

1. This Bylaw may be cited for all purposes as "Maple Ridge Official Community Plan Amending Bylaw No. 7118-2014"
2. Schedule "B" is hereby amended for that parcel or tract of land and premises known and described as:

Lot 1 Except: Firstly; Part on Plan 25556, Secondly; Part on SRW Plan 43436
District Lot 250 Group 1 New Westminster District Plan 12376

and outlined in heavy black line on Map No. 892, a copy of which is attached hereto and forms part of this Bylaw, is hereby redesignated as shown.

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

Lot 1 Except: Firstly; Part on Plan 25556, Secondly; Part on SRW Plan 43436
District Lot 250 Group 1 New Westminster District Plan 12376

and outlined in heavy black line on Map No. 893, a copy of which is attached hereto and forms part of this Bylaw, is hereby amended by adding Conservation.

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

READ a first time the 10th day of March, 2020.

READ a second time the 10th day of March, 2020.

PUBLIC HEARING HELD the 21st day of April, 2020.

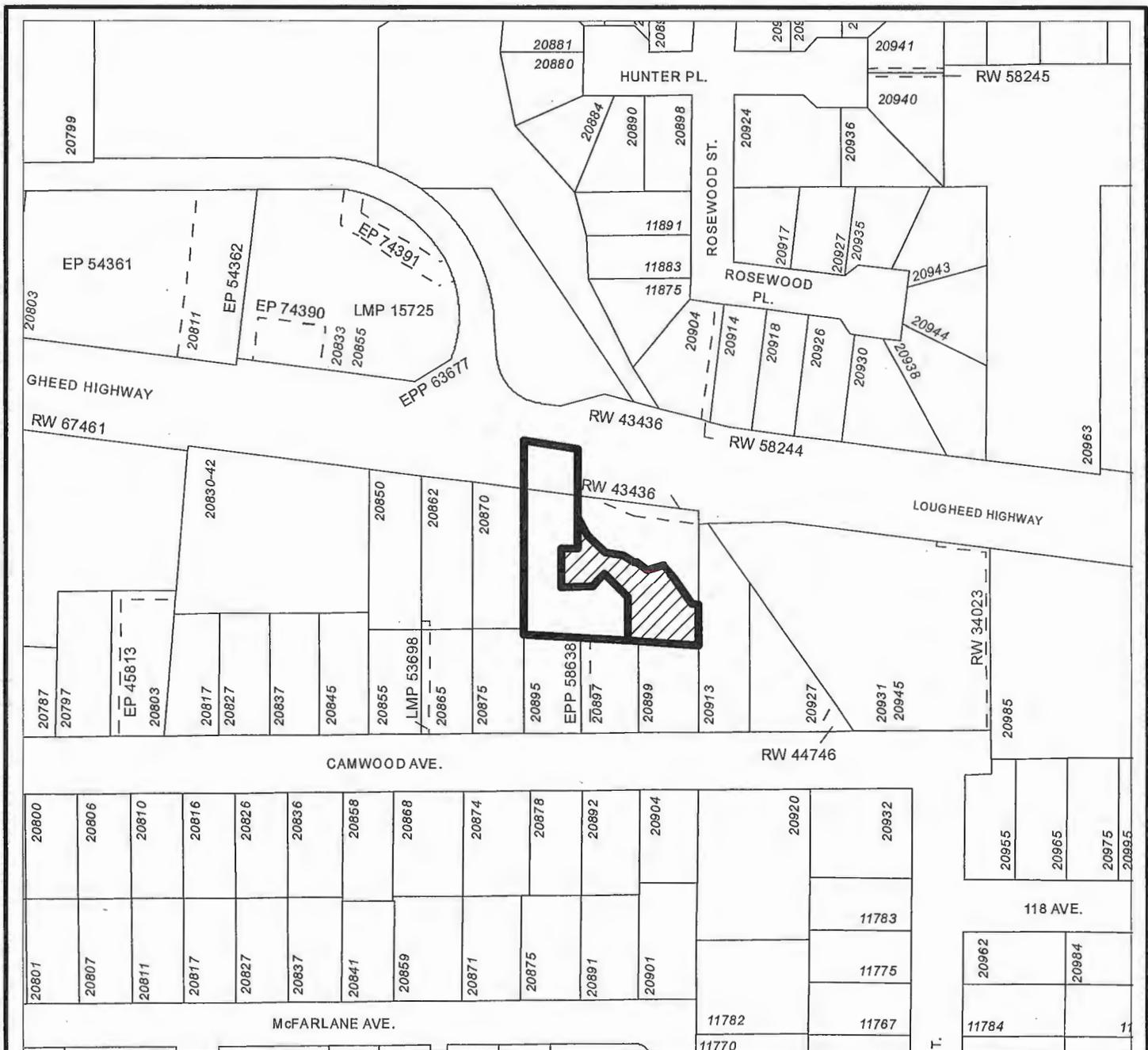
READ a third time the day of , 20 .

ADOPTED, the day of , 20 .

PRESIDING MEMBER

CORPORATE OFFICER

1001.1



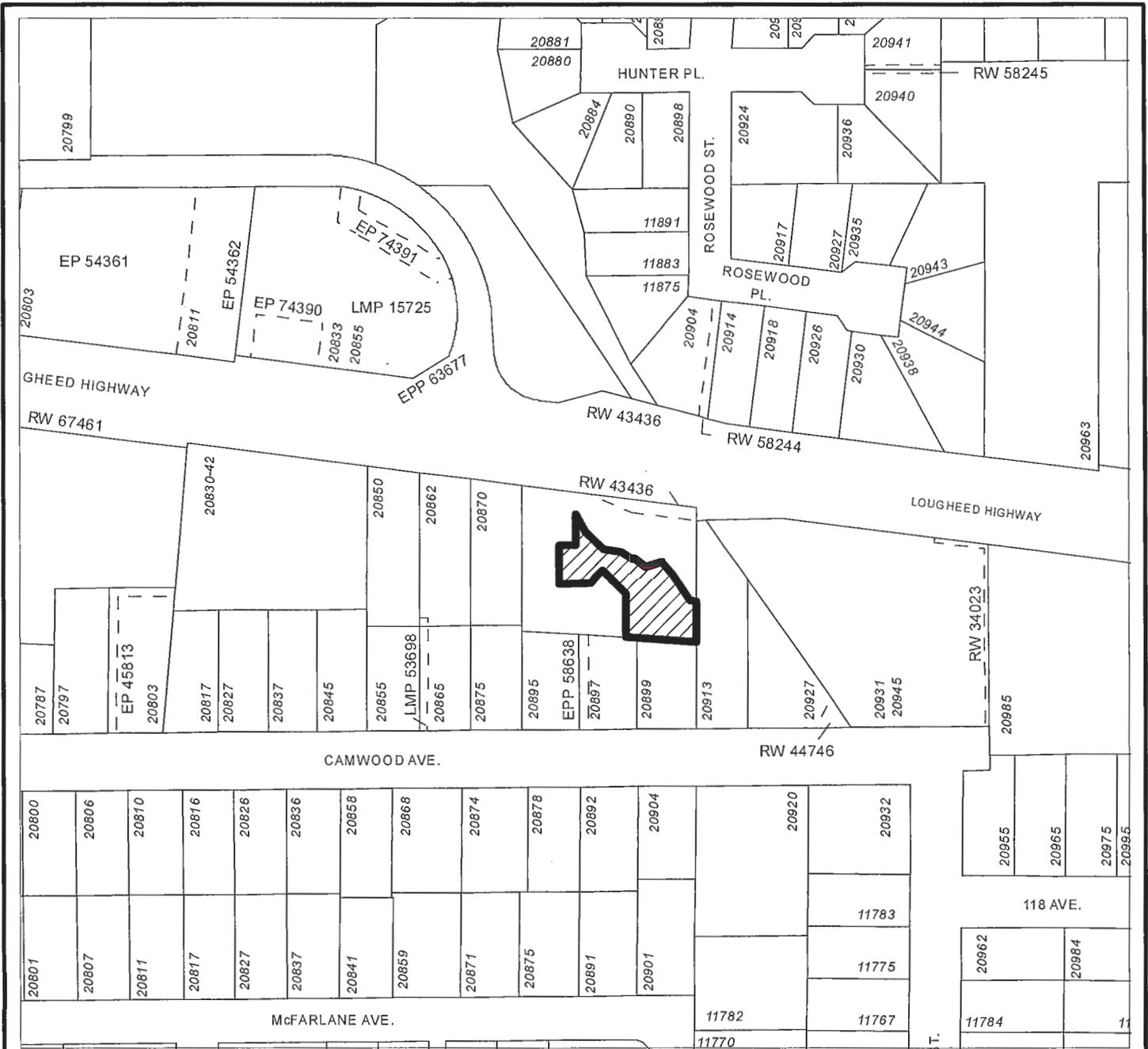
MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7118-2014
 Map No. 892
 From: Urban Residential and Conservation

To:  Commercial
 Conservation



SCALE 1:2,000



MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7118-2014
 Map No. 893
 Purpose: To Amend Schedule C As Shown

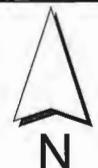
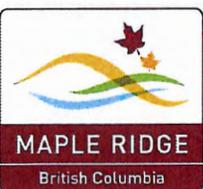
 To Add to Conservation



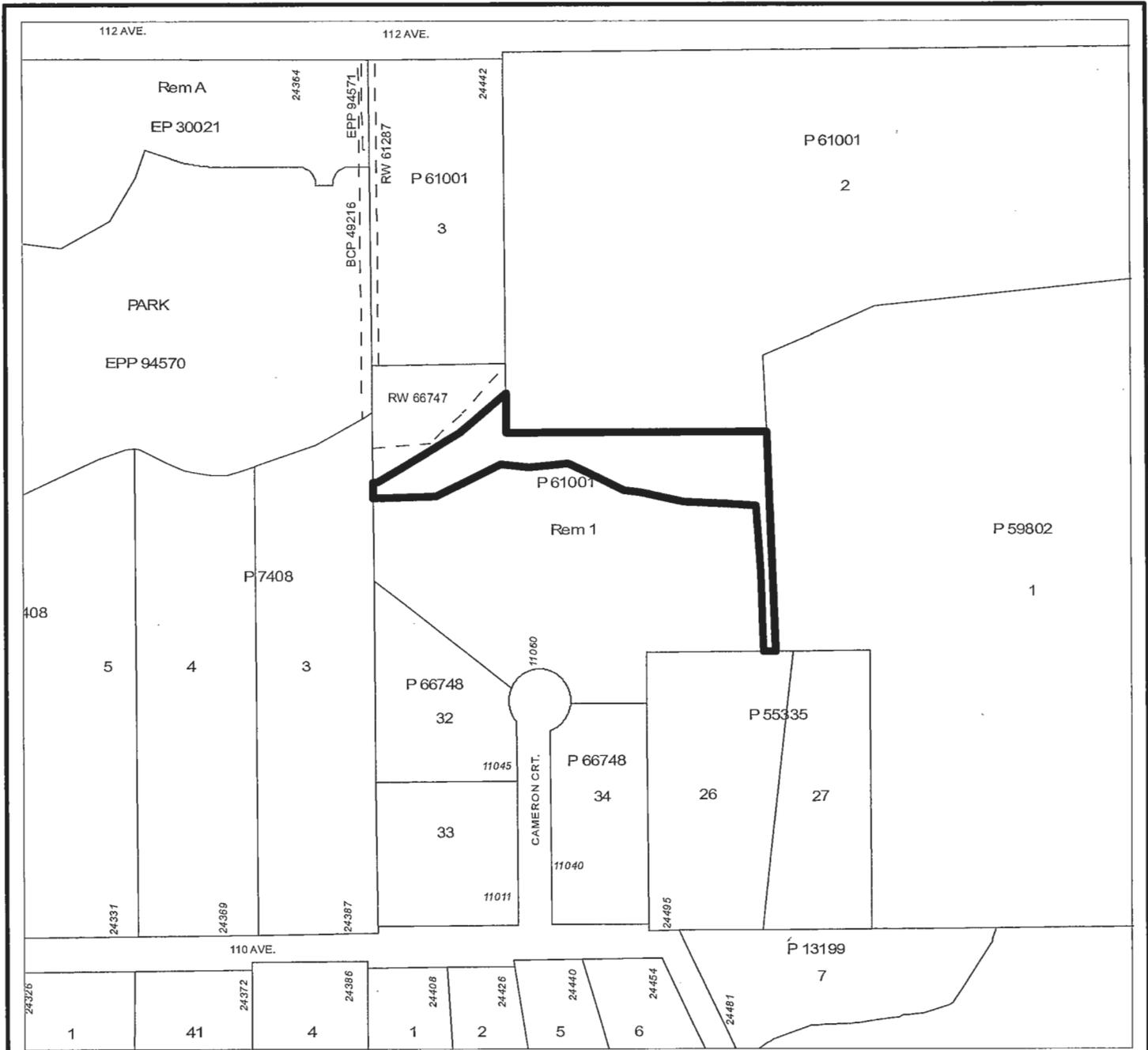


MAPLE RIDGE ZONE AMENDING

Bylaw No. 7119-2014
 Map No. 1630
 From: RS-1 (One Family Urban Residential)
 To: CS-1 (Service Commercial)



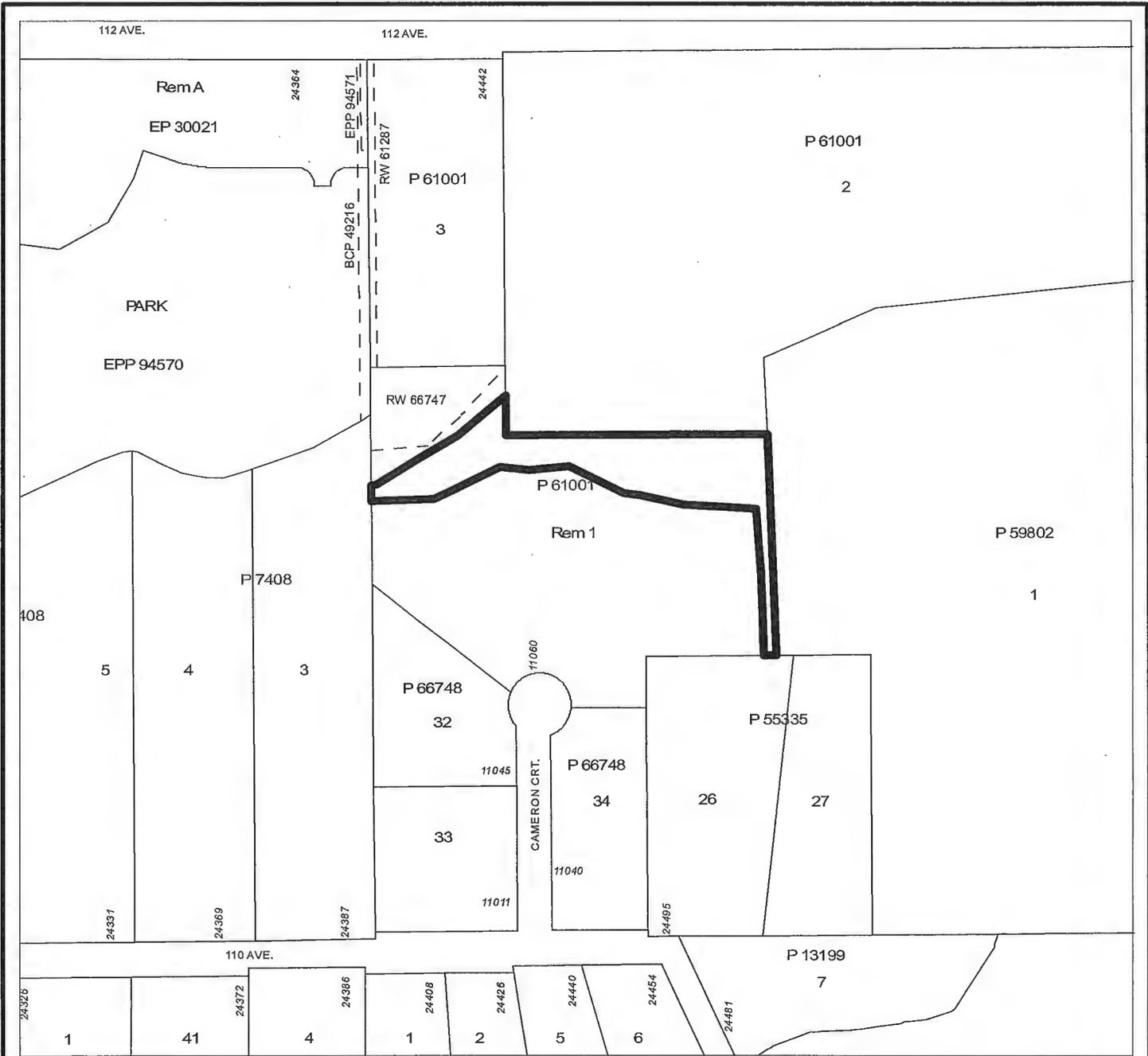
SCALE 1:2,000



MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7620-2020
 Map No. 1016
 Purpose: To Amend Albion Area Plan Schedule 1
 From: Low Density Residential
 To: Conservation





MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7620-2020

Map No. 1017

Purpose: To Amend Schedule C As Shown

 To Add To Conservation



SCALE 1:2,500

**CITY OF MAPLE RIDGE
BYLAW NO. 7624-2020**

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

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

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

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

1. This Bylaw may be cited for all purposes as "Maple Ridge Official Community Plan Amending Bylaw No. 7624-2020

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

Lot 5 Section 10 Township 12 New Westminster District Plan 7408
Lot 6 Section 10 Township 12 New Westminster District Plan 7408

and outlined in heavy black line on Map No. 1018, a copy of which is attached hereto and forms part of this Bylaw, is hereby designated/amended as shown.

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

Lot 5 Section 10 Township 12 New Westminster District Plan 7408
Lot 6 Section 10 Township 12 New Westminster District Plan 7408

and outlined in heavy black line on Map No. 1019, a copy of which is attached hereto and forms part of this Bylaw, is hereby amended by adding Conservation.

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

READ a first time the 31st day of March, 2020.

READ a second time the 31st day of March, 2020.

PUBLIC HEARING held the 21st day of April, 2020.

READ a third time the day of , 20

ADOPTED, the day of ,20 .

PRESIDING MEMBER

CORPORATE OFFICER

1003.1



MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7624-2020
 Map No. 1018
 Purpose: To Amend Albion Area Plan Schedule 1
 From: Low Density Residential
 To: Conservation

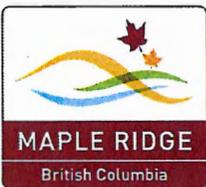




MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7624-2020
 Map No. 1019
 Purpose: To Amend Schedule C As Shown

 To Add To Conservation





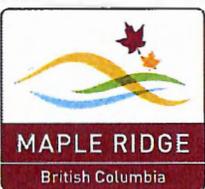
MAPLE RIDGE ZONE AMENDING

Bylaw No. 7463-2018

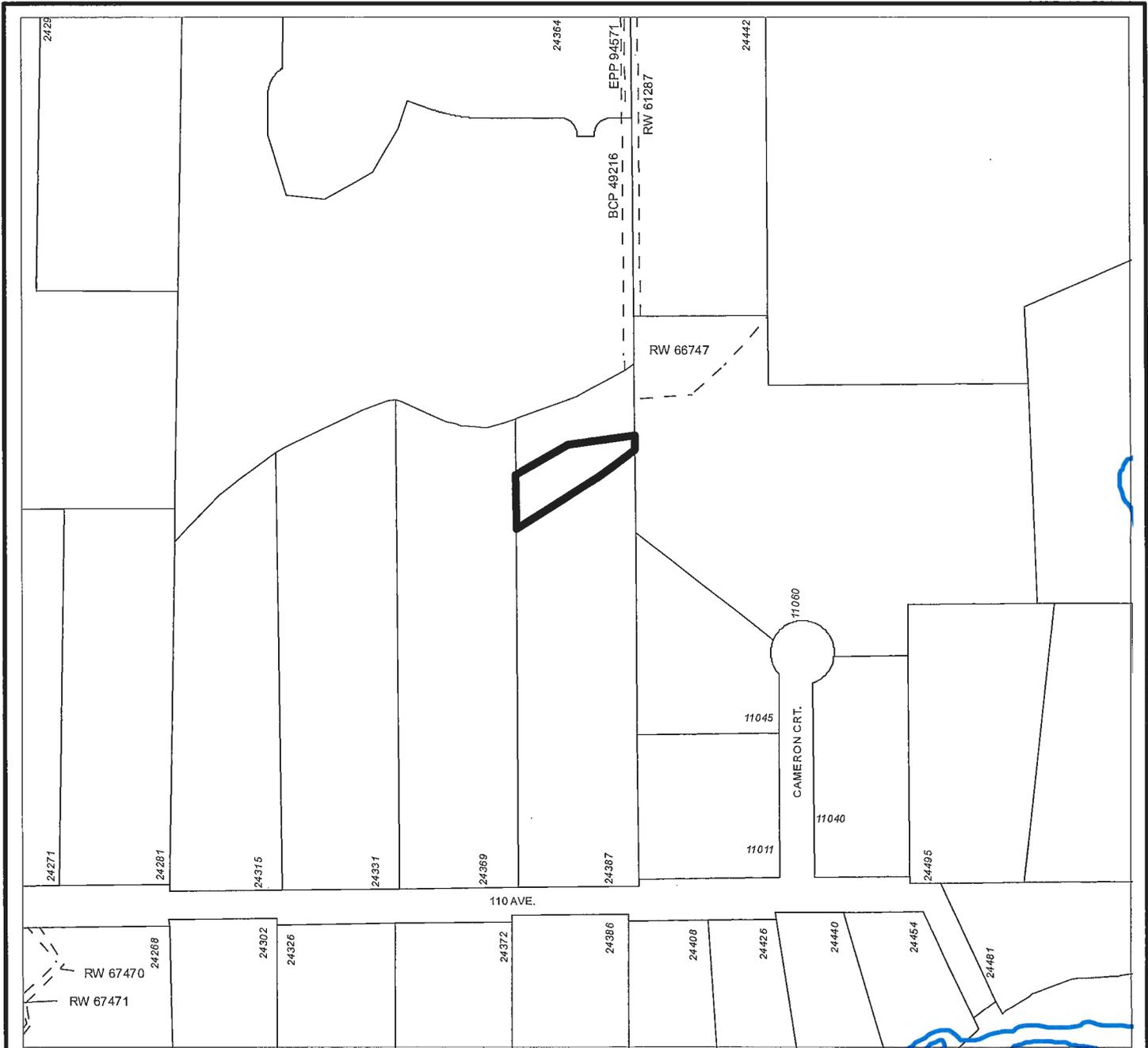
Map No. 1762

From: RS-3 (One Family Rural Residential)

To: RS-1d (One Family Urban (Half Acre) Residential)



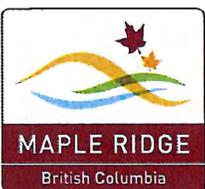
SCALE 1:2,500



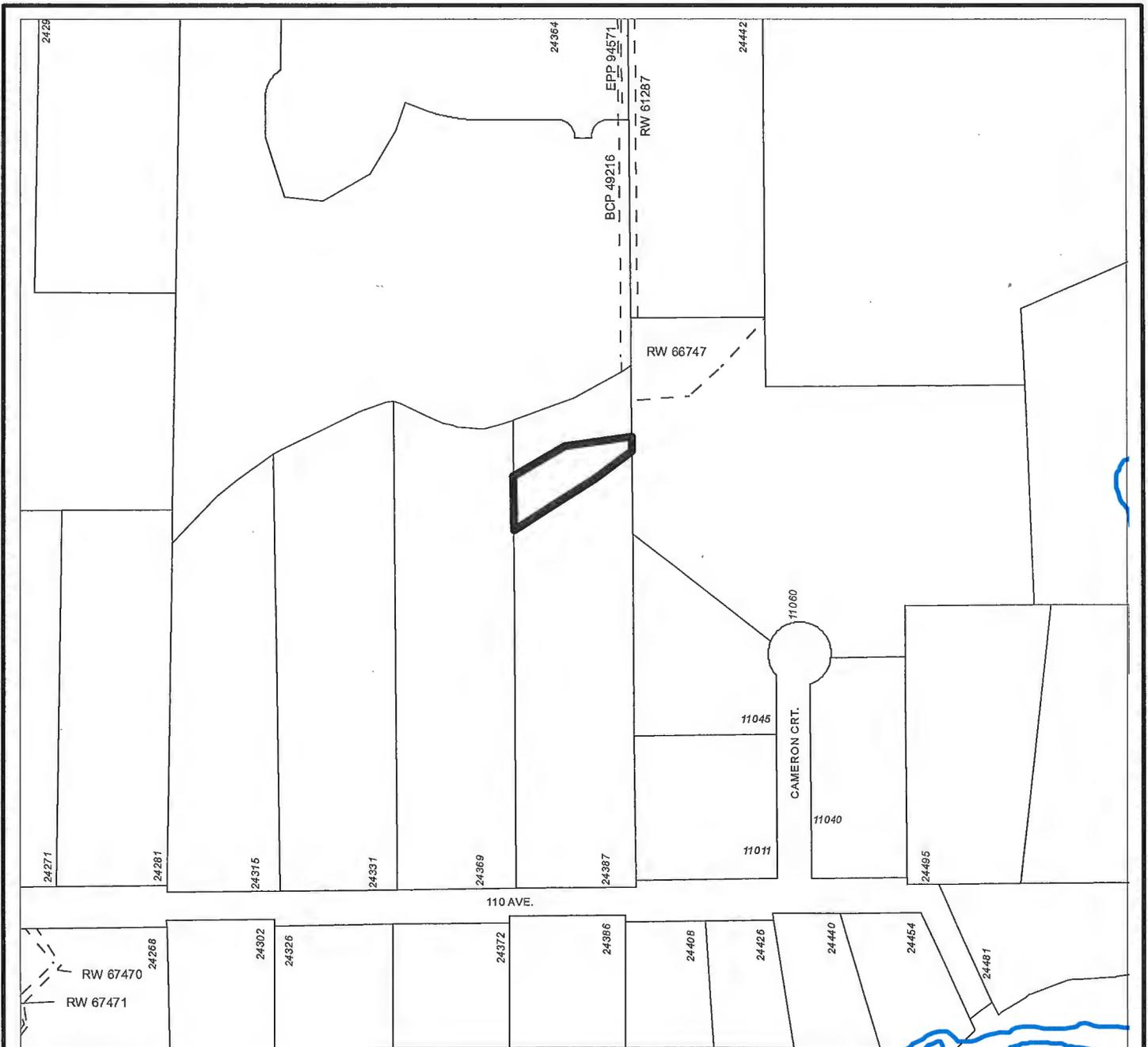
MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7625-2020
 Map No. 1020
 Purpose: To Amend Albion Area Plan Schedule 1
 From: Low Residential Residential

 To: Conservation



SCALE 1:2,500

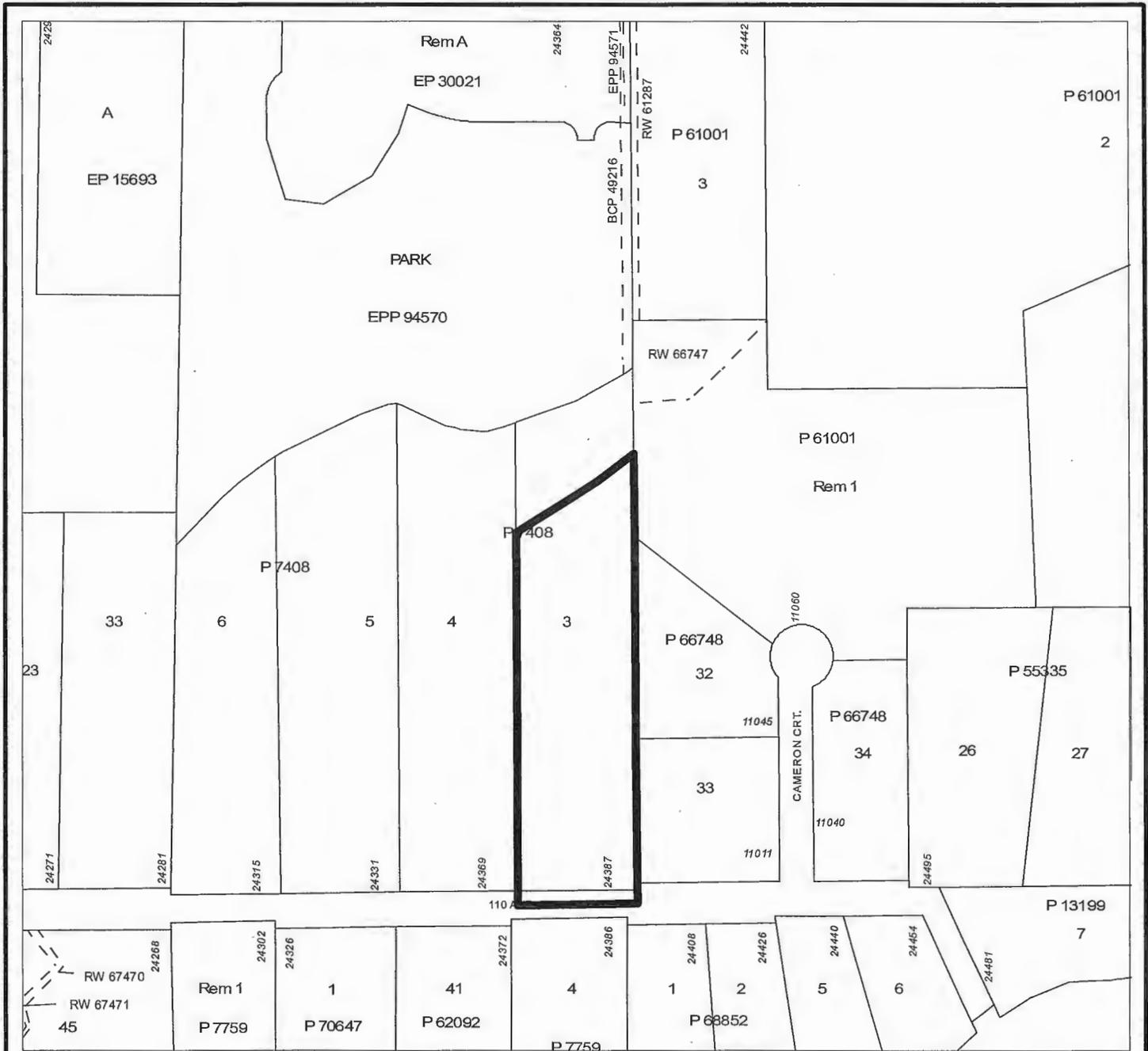


MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7625-2020
 Map No. 1021
 Purpose: To Amend Schedule C As Shown

 To Add To Conservation





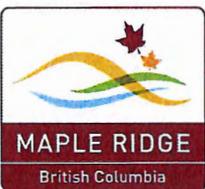
MAPLE RIDGE ZONE AMENDING

Bylaw No. 7464-2018

Map No. 1763

From: RS-3 (One Family Rural Residential)

To: RS-1d (One Family Urban (Half Acre) Residential)

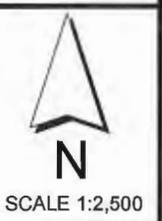


SCALE 1:2,500



MAPLE RIDGE ZONE AMENDING

Bylaw No. 7547-2019
 Map No. 1796
 From: RS-3 (One Family Rural Residential)
 To: R-1 (Residential District)



TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
MEETING DATE: April 28, 2020
FILE NO: 2015-318-RZ
MEETING: COUNCIL
SUBJECT: Final Reading:
Official Community Plan Amending Bylaw No. 7329-2017
Zone Amending Bylaw No. 7198-2015
11650 224 Street

EXECUTIVE SUMMARY:

Bylaws 7329-2017 and 7198-2015 have been considered by Council and at Public Hearing and subsequently were granted Third Reading. The applicant has requested that Final Reading be granted. The purpose of the rezoning is to permit the future construction of a 130-unit Multi-Family building.

Council granted first reading for Zone Amending Bylaw No. 7198-2015 on January 12, 2016. Council granted first and second reading for Official Community Plan Amending Bylaw No. 7329-2017 and second reading for Zone Amending Bylaw No. 7198-2015 on May 8, 2018. This application was presented at Public Hearing on June 19, 2018, and Council granted third reading on June 26, 2018. The Director of Planning provided a preliminary approval for the one-time, six-month zone amending application extension per Maple Ridge Development Procedures Bylaw No. 5879-1999 Section 15 which will expire on May 22, 2020.

RECOMMENDATION:

That Official Community Plan Amending Bylaw No. 7329-2017 be adopted; and

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

DISCUSSION:

a) Background Context:

Council considered this rezoning application at a Public Hearing held on June 19, 2018. On July 19, 2018 Council granted Third Reading to Official Community Plan Amending Bylaw No. 7329-2017 and Zone Amending Bylaw No. 7198-2015 with the stipulation that the following conditions be addressed:

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

The Rezoning Servicing Agreement has been signed and the applicant's lawyer has provided a Letter of Undertaking to register the agreement.

- ii) Approval from the Ministry of Transportation and Infrastructure;

The Ministry has approved Zone Amending Bylaw No.7198-2015.

- iii) Amendment to Official Community Plan Schedule "A", Chapter 10.4 Town Centre Area Plan, Schedule 1 – Town Centre Area Land-Use Designation Map;

This is being done with adoption of Official Community Plan Amending Bylaw No. 7329-2017.

- iv) Road dedication on Fraser Street and 224th Street as required;

Road dedication was completed through subdivision plan EPP88829.

- v) Consolidation of the subject properties;

This was not required as there was only one property that was subdivided through plan EPP88829.

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

The Restrictive Covenant has been signed and the applicant's lawyer has provided a Letter of Undertaking to register the agreement.

- vii) Registration of a Restrictive Covenant for protecting the Visitor Parking;

The Restrictive Covenant has been signed and the applicant's lawyer has provided a Letter of Undertaking to register the agreement.

- viii) Registration of a Restrictive Covenant for Stormwater Management;

The Restrictive Covenant has been signed and the applicant's lawyer has provided a Letter of Undertaking to register the agreement.

- ix) That a voluntary contribution, in the amount of \$3100.00 per unit for a total of \$403,000.00 be provided in keeping with the Council Policy with regard to Community Amenity Contributions.

The voluntary Community Amenity Contribution is being provided.

CONCLUSION:

As the applicant has met Council's conditions, it is recommended that Final Reading be given to Official Community Plan Amending Bylaw No. 7329-2017 and Zone Amending Bylaw No. 7198-2015.

"Original signed by Mark McMullen" for

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

"Original signed by Mark McMullen" for

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

"Original signed by Christine Carter"

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

"Original signed by Al Horsman"

Concurrence: **Al Horsman
Chief Administrative Officer**

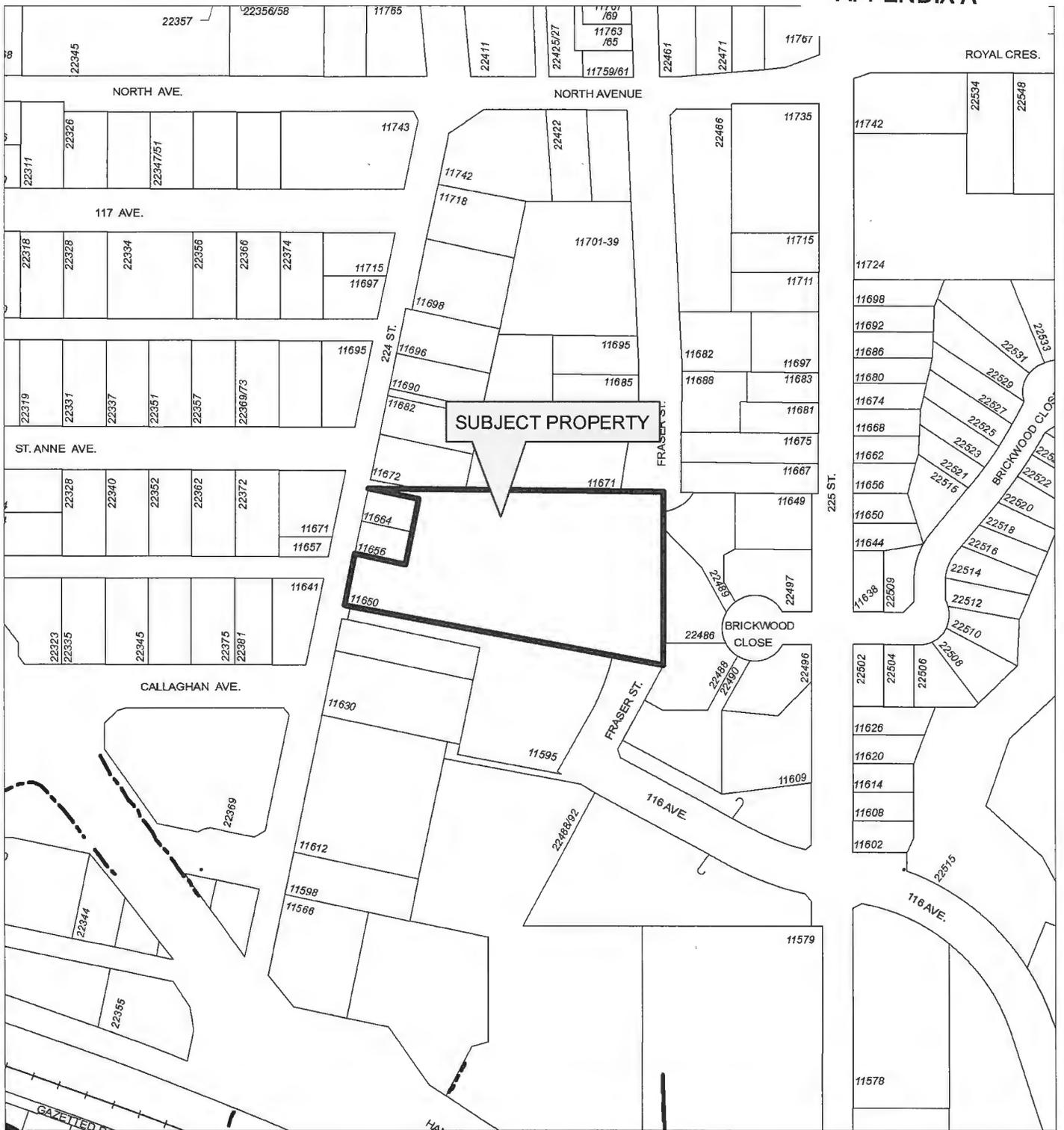
The following appendices are attached hereto:

Appendix A – Subject Map

Appendix B – Bylaw No. 7329-20117

Appendix C – Bylaw No. 7198-2015

APPENDIX A



Scale: 1:2,500

Legend

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

11650 224 Street

PLANNING DEPARTMENT



mapleridge.ca

2015-318-RZ
DATE: Oct 16, 2015

BY: JV

CITY OF MAPLE RIDGE

BYLAW NO. 7329-2017

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

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

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

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

1. This Bylaw may be cited for all purposes as "Maple Ridge Official Community Plan Amending Bylaw No. 7329-2017."
2. Schedule "A", Chapter 10.4 Town Centre Area Plan, Schedule 1 – Town Centre Area Land-Use Designation Map is hereby amended for that parcel or tract of land and premises known and described as:

Parcel "One" (L60023E) of Parcel "T" (Plan with Fee Deposited 52214F), Lot 4 Block 2 District Lot 398 Group 1 New Westminster District Plan 155

and outlined in heavy black line on Map No. 941, a copy of which is attached hereto and forms part of this Bylaw, is hereby designated/amended as shown.

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

READ a first time the 8th day of May, 2018.

READ a second time the 8th day of May, 2018.

PUBLIC HEARING held the 19th day of June, 2018.

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

ADOPTED, the day of , 20 .

PRESIDING MEMBER

CORPORATE OFFICER



MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7329-2017
 Map No. 941
 Purpose: To Amend Town Centre Area Plan Schedule 1
 From: Ground Oriented Multi-Family
 To: Low Rise Apartment



SCALE 1:2,500

CITY OF MAPLE RIDGE

BYLAW NO. 7198-2015

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. 7198-2015."
2. That parcel or tract of land and premises known and described as:

Parcel "One" (L60023E) of Parcel "T" (Plan with Fee Deposited 52214F), Lot 4 Block 2 District Lot 398 Group 1 New Westminster District Plan 155

and outlined in heavy black line on Map No. 1655 a copy of which is attached hereto and forms part of this Bylaw, is hereby rezoned to RM-2 (Medium Density Apartment 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 12th day of January, 2016.

READ a second time the 8th day of May, 2018.

PUBLIC HEARING held the 19th day of June, 2018.

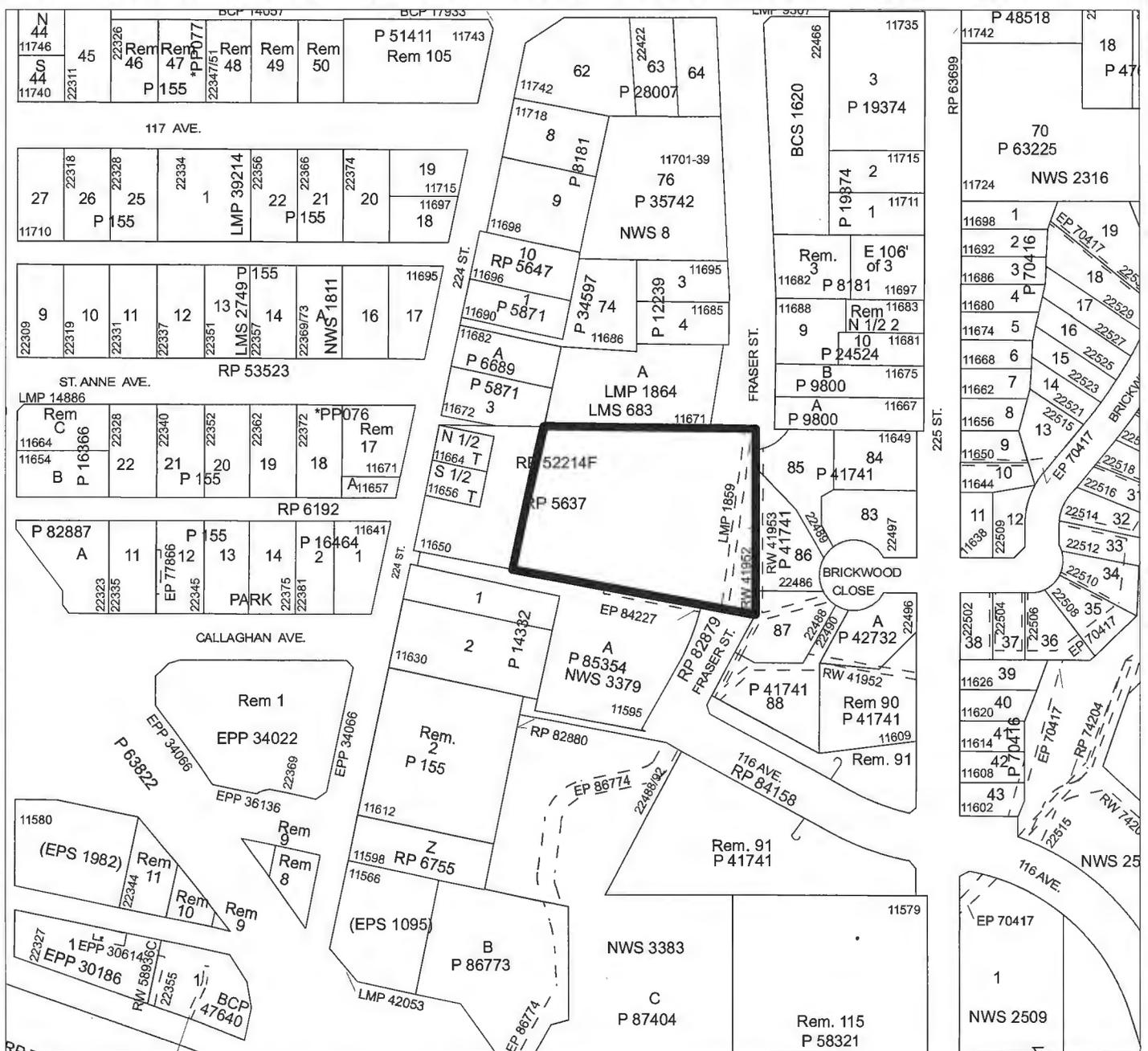
READ a third time the 26th day of June, 2018.

APPROVED by the Ministry of Transportation and Infrastructure this 13th day of December, 2019.

ADOPTED the day of , 20

PRESIDING MEMBER

CORPORATE OFFICER



MAPLE RIDGE ZONE AMENDING

Bylaw No. 7198-2015

Map No. 1655

From: RS-1 (One Family Urban Residential)

To: RM-2 (Medium Density Apartment Residential)



SCALE 1:2,500



mapleridge.ca

City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council

FROM: Chief Administrative Officer

MEETING DATE: April 28, 2020

FILE NO: 2017-572-RZ

MEETING: COUNCIL

SUBJECT: Final Reading:
Official Community Plan Amending Bylaw No. 7550-2019
Zone Amending Bylaw No. 7422-2018
11703 Fraser Street
Lot A District Lot 398 Group 1 New Westminster District Plan EPP88989

EXECUTIVE SUMMARY:

Bylaws 7550-2019 and 7422-2018 have been considered by Council and at Public Hearing and subsequently were granted Third Reading. The applicant has requested that Final Reading be granted. The purpose of the rezoning is to permit the construction of a five-storey, 57-unit apartment building with 2 storeys of underground parking. The proposal consists of a mixture of 1, 2 and 3 bedroom units.

Council granted first reading for Zone Amending Bylaw No. 7422-2018 on January 30, 2018. Council granted first and second reading for Official Community Plan Amending Bylaw No.7550-2019 on May 14, 2019, and second reading for Zone Amending Bylaw No.7422-2018 on May 14, 2019. This application was presented at Public Hearing on June 18, 2019, and Council granted third reading on June 25, 2019.

RECOMMENDATION:

That Official Community Plan Amending Bylaw No. 7550-2019 be adopted; and

That Zone Amending Bylaw No. 7422-2018 be adopted.

DISCUSSION:

a) Background Context:

Council considered this rezoning application at a Public Hearing held on June 18, 2019. On June 25, 2019 Council granted Third Reading to Official Community Plan Amending Bylaw No. 7550-2019 and Zone Amending Bylaw No. 7422-2018 with the stipulation that the following conditions be addressed:

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

This agreement is not required as the applicant has entered into a building development agreement in conjunction with building permit number 19-110470.

1007

- ii) Approval from the Ministry of Transportation and Infrastructure;

The Ministry of Transportation and Infrastructure has approved Zoning Amending Bylaw 7422-2018.

- iii) Amendment to Official Community Plan Schedule "A", Chapter 10.4 Town Centre Area Plan, Schedule 1 – Town Centre Area Land-Use Designation Map;

This will be done with adoption of Official Community Plan Amending Bylaw No. 7550-2019.

- iv) Road dedication on Fraser Street as required;

Road dedication was completed through registration of a subdivision plan.

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

The Restrictive Covenant has been signed and the applicant's lawyer has provided a Letter of Undertaking to register the agreement.

- vi) Registration of a Restrictive Covenant for protecting the Visitor Parking; Tree Protection, Stormwater Management.

The Restrictive Covenant has been signed and the applicant's lawyer has provided a Letter of Undertaking to register the agreement.

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

A disclosure statement was submitted.

- viii) That a voluntary contribution, in the amount of \$176,700.00 (\$3,100 for 57 units) be provided in keeping with the Council Policy with regard to Community Amenity Contributions.

The applicant is paying the voluntary Community Amenity Contribution in the amount of \$176,700.00

CONCLUSION:

As the applicant has met Council's conditions, it is recommended that Final Reading be given to Official Community Plan Amending Bylaw No. 7550-2019 and Zone Amending Bylaw No. 7422-2018.

"Original signed by Mark McMullen" for

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

"Original signed by Mark McMullen" for

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

"Original signed by Christine Carter"

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

"Original signed by Al Horsman"

Concurrence: **Al Horsman
Chief Administrative Officer**

The following appendices are attached hereto:
Appendix A – Subject Map
Appendix B – Bylaw No. 7550-2019
Appendix C – Bylaw No. 7422-2018

**CITY OF MAPLE RIDGE
BYLAW NO. 7550 - 2019**

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

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

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

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

1. This Bylaw may be cited for all purposes as "Maple Ridge Official Community Plan Amending Bylaw No. 7550 - 2019."
2. Schedule "A" of Town Centre Area Plan is hereby amended for that parcel or tract of land and premises known and described as:

Lot A District Lot 398 Group 1 New Westminster District Plan EPP88989

and outlined in heavy black line on Map No. 1003, a copy of which is attached hereto and forms part of this Bylaw, is hereby designated/amended as shown.

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

READ a first time the 14th day of May, 2019.

READ a second time the 14th day of May, 2019.

PUBLIC HEARING held the 18th day of June, 2019.

READ a third time the 25th day of June, 2019.

ADOPTED, the day of , 20 .

PRESIDING MEMBER

CORPORATE OFFICER

**CITY OF MAPLE RIDGE
BYLAW NO. 7422-2018**

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

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

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

1. That the "Maple Ridge Zone Amending Bylaw No. 7422-2018" be amended by removing and replacing the legal descriptions of all properties in Strata Lots 1 through 20 District Lot 398 Group 1 NWD Strata Plan NW8 to reflect their post-consolidation legal descriptions.
2. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7422-2018.
3. That parcel or tract of land and premises known and described as:

Lot A District Lot 398 Group 1 New Westminster District Plan EPP88989.

and outlined in heavy black line on Map No.1745 a copy of which is attached hereto and forms part of this Bylaw, is/are hereby rezoned to RM-2 (Medium Density Apartment Residential).

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

READ a first time the 30th day of January, 2018.

READ a second time the 14th day of May, 2019.

PUBLIC HEARING held the 18th day of June, 2019.

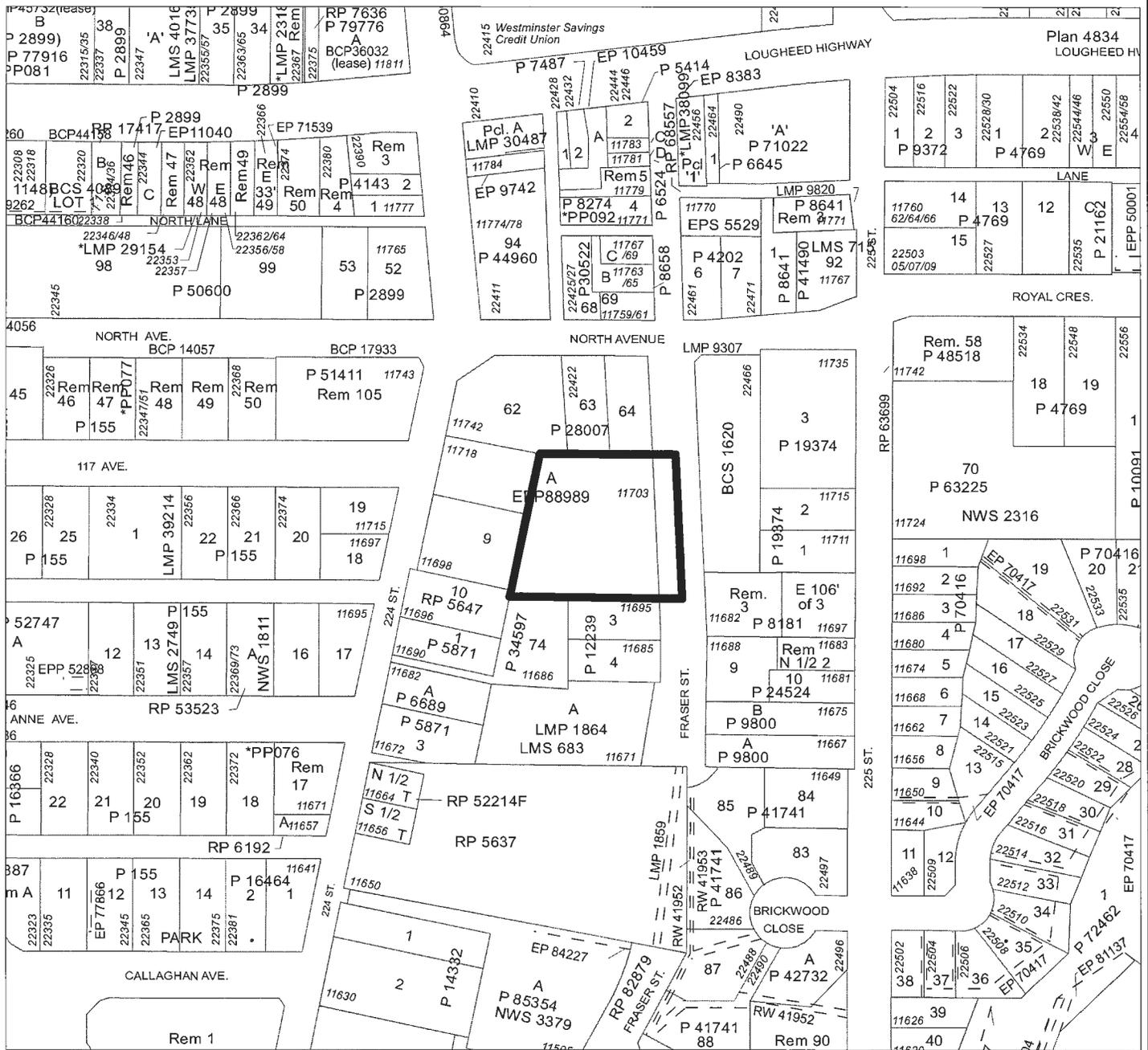
READ a third time the 25th day of June 25, 2019.

APPROVED by the Ministry of Transportation and Infrastructure the 1st day of April, 2020.

ADOPTED, the day of , 20

PRESIDING MEMBER

CORPORATE OFFICER



MAPLE RIDGE ZONE AMENDING

Bylaw No. 7422-2018
 Map No. 1745
 From: RM-1 (Townhouse Residential)
 To: RM-2 (Medium Density Apartment Residential)



APPENDIX "1"

DESIGNATION AND HERITAGE REVITALIZATION AND TAX EXEMPTION AMENDING AGREEMENT No. 2

THIS AGREEMENT dated for reference the 6th day of April , 2020 is

BETWEEN:

1034179 B.C. Ltd.
15245-18th Avenue
Surrey, BC V4V 1W9

(the "Owners")

AND:

THE CITY OF MAPLE RIDGE
11995 Haney Place
Maple Ridge, British Columbia
V2X 6A9

(the "City")

WHEREAS:

- A. The City and a previous owner entered into a Heritage Revitalization and Tax Exemption Agreement (the "Original Agreement") setting out the terms and conditions by which the heritage value of the Existing Heritage Building is to be preserved and protected, in return for specified supplements and variances to City bylaws and the exemption of the Existing Heritage Building from City property taxation for a specified term;
- B. This agreement applies to land and all improvements located at 22325 St. Anne Avenue, Maple Ridge, B.C. and legally described as:

PID: 029-774-071
Lot A DISTRICT LOT 398 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP52747

("the Lands");
- C. The agreement has been approved by the Monitor, Owners or the Court, as required; and
- D. The City and the Court appointed Monitor for the Owners wish to amend the terms of the Original Agreement, as amended, to allow the completion date to be extended.

THIS AGREEMENT is evidence that in consideration of the sum of ten dollars (\$10.00) now paid by each party to the other and for other good and valuable consideration (the receipt of which each party hereby acknowledges) Owners or the Court appointed Monitor for the Owners as may be applicable and the City each covenant with the other as follows:

Amendment

1. The Agreement is hereby amended by deleting and replacing Section 8 by the following:

Section 8. The Owners shall commence and complete all actions required for the completion of the Work in accordance with this Agreement by December 31, 2020 (the "Completion Date"). The Completion Date may be extended by mutual written agreement of the Owners and the City, for up to an additional 6 months.

Statutory Authority Retained

2. Nothing in this Amendment Agreement shall limit, impair, fetter or derogate from the statutory powers of the City, all of which powers may be exercised by the City from time to time and at any time to the fullest extent that the City is enabled.

Full Force and Effect

3. The City and the Owners or the Court appointed Monitor for the Owners as may be applicable hereby agree that the Agreement shall hereinafter be read and construed in conjunction with this Amending Agreement and be regarded as being amended only to the extent herein provided, that all the terms, covenants, provisos, conditions and provisions of the Agreement, as amended hereby, shall continue to be in full force and effect and that nothing herein contained shall operate or be construed to modify or otherwise affect the rights and obligations created by the Agreement as amended hereby.

No Waiver

4. No restrictions, requirements or other provisions of this Amending Agreement shall be deemed to have been waived by the City unless a written waiver signed by an officer of 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 previous written waiver, shall be taken to operate as a waiver by the City of any subsequent default or in any way defeat or affect the rights and remedies of the City.

Headings

5. The headings in this Amending Agreement are inserted for convenience only and shall not affect the interpretation of this Agreement or any of its provisions.

Successors Bound

6. All restrictions, rights and liabilities herein imposed upon or given to the respective parties shall extend to and be binding upon their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the Owners and the City have executed this Agreement on the dates set out below.

Nimira Anandji *Nimira Anandji*
Name)

18778 54 Ave, Surrey, BC V3S 2H6
Address)

Manager, Information Services
Occupation)

April 6, 2020
Date)
)

1034179 B.C Ltd.
by its authorized signatory

Muiz Anandji
Print Name Muiz Anandji

The Corporate Seal of the CITY OF MAPLE)
RIDGE was hereunto affixed in the presence of:)

Mayor:)

Corporate Officer:)

Date)
)

C/S

**CITY OF MAPLE RIDGE
BYLAW NO. 7633-2020**

A Bylaw to provide for the borrowing of money in anticipation of revenue

WHEREAS, it is provided by Section 177 of the Community Charter that Council may, without the assent of electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the City provided that the total of the liability does not exceed the sum of:

- a) The whole amount remaining unpaid of the taxes for all purposes levied during the current year, provided that prior to the adoption of the annual property tax bylaw in year, the amount of the taxes during the current year for this purpose shall be deemed to be 75% of the taxes levied for all purposes in the immediately preceding year; and
- b) The whole amount of any sums remaining due from other governments;

AND WHEREAS, the total amount of liability that Council may incur is Forty Three Million, Eight Hundred and Forty Two Thousand Dollars (\$43,842,000) being 50% of the taxes levied for all purposes in 2019;

AND WHEREAS, there are no liabilities outstanding under Section 177;

NOW THEREFORE, the Council of the City of Maple Ridge, in open meeting assembled, enacts as follows:

- 1. This bylaw shall be cited as Maple Ridge Revenue Anticipation Borrowing Bylaw No. 7633-2020.
- 2. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the municipality an amount or amounts not exceeding the sum of Forty Three Million, Eight Hundred and Forty Two Thousand Dollars (\$43,842,000).
- 3. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and Financial Administrator.
- 4. All unpaid taxes and the taxes of the current year when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

READ a first time the 14th day of April, 2020.

READ a second time the 14th day of April, 2020.

READ a third time the 14th day of April, 2020.

ADOPTED, the day of , 2020

PRESIDING MEMBER

CORPORATE OFFICER

1009



City of Maple Ridge

Sign Bylaw Bylaw No. 7630 - 2020

Effective Date:

City of Maple Ridge
Sign Bylaw No. 7630-2020

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City of Maple Ridge

Sign Bylaw No. 7630-2020

A bylaw to regulate signs within the City of Maple Ridge.

WHEREAS, Pursuant to section 908 of the *Local Government Act*, R.S.B.C. 1996, c. 323 but subject to the provisions of the Motor Vehicle Act R.S.B.C. 1996, C318 and the Transportation Act, S.B.C., 2004 c. 44 Council may, by bylaw regulate the number, size, type, form, appearance and locations of signs in the City, and the bylaw may contain different provisions for different zones, different uses within a zone, and different classes of highways;

AND WHEREAS, Pursuant to sections 8(4) and 65 of the *Community Charter*, S.B.C., C. 26 Council may, by bylaw regulate and impose requirements in relation to signs and advertising in the City and regulate or prohibit the erection, placing, alteration, maintenance, demolition and removal of a sign, sign board, advertisement, advertising device or structure;

AND WHEREAS, Council wishes to allow for signs in the City, while simultaneously preserving and enhancing Maple Ridge's character, and ensuring that signs are designed, constructed, installed and maintained so that energy consumption is minimized, and public safety and traffic safety are not compromised.

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

Part 1 Citation

1.1 This bylaw may be cited as Maple Ridge Sign Bylaw No. 7630-2020.

Part 2 Severability

2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

Part 3 Previous Bylaw Repeal

3.1 Sign Bylaw No. 4653 – 1992 (adopted on August 10, 1992) is hereby repealed in its entirety including all amendments thereto.

Part 4 Definitions

For words not defined in this Bylaw, the definitions contained in the Maple Ridge Building Bylaw and Maple Ridge Zoning Bylaw and the Maple Ridge Highway and Traffic Bylaw as amended from time to time shall apply. Where the same words are defined in more than one bylaw, the definition in this Bylaw shall apply for purposes of administering this Bylaw.

“Abandoned Sign” means any sign which no longer directs persons to or advertises a business, lessor, owner, product or activity conducted or product in existence or available on the lot where the sign is displayed or which is not identifying the owner, occupant, occupancy, user or use of the lot of a building or structure on the lot, on which such sign is situated.

“Awning” means a detachable system of fabric or other material which is supported entirely from the exterior wall of a building by a fixed or retractable frame.

“Awning Sign” means a non-illuminated sign on an awning which shall only be painted on, affixed flat against the surface of an awning by means of a decal, or form part of the fabric of an awning which does not extend vertically or horizontally beyond the limits of such awning.

“Balcony Sign” means a sign supported on, against or suspended from a balcony.

“Balloon Sign” means an inflated three-dimensional device which is affixed or anchored to the ground or a structure and which contains information and where the intent is to attract the attention of persons for the express purpose of the communication of that information.

“Banner Sign” means a flexible plastic or fabric sign, excluding an awning, affixed to a building that is used as a temporary sign but excludes a flag.

“Building” means any structure used or intended for supporting or sheltering any use or occupancy.

“Bench Sign” means a sign affixed to, painted or placed upon part of a bench located on public property at a bus stop, rest area or park.

“Billboard” means an exterior structure displaying advertising material for third parties of a non-accessory nature either electronically or pasted or otherwise affixed flat to the face of such structure and which exceeds 28m² (301 sq. ft.) in sign area.

“Bus Shelter” a covered structure intended to shelter bus patrons within or above public property which is approved by the City located at a bus stop in ordinary use by buses operated by a public transit authority.

“Business” means the carrying on of a commercial or industrial undertaking of any kind or nature or the providing of professional, personal or other services for the purpose of gain or profit.

“Business Premises” means that portion of a building owned, leased or rented by a person or persons for the conducting of a business.

“Building Official” includes the Chief Building Official, Building Inspectors, Gas/Plumbing Inspectors, Electrical Inspectors, Trades Inspectors, Safety Officers and Plan Checkers designated by the Corporation of the City of Maple Ridge.

"Bylaw Compliance Officer" means the person appointed from time to time by Council to act in the capacity as the City Bylaw Compliance Officer.

"Canopy or Marquee" means a permanent non-retractable hood, shelter or cover which projects from the wall of a building but does not include a projecting roof.

"Canopy Sign" means a sign attached to or constructed on the face of a canopy.

"Changeable Copy Sign" means a sign on which copy can be changed manually through the use of attachable letters, numerals, graphics or pictorial.

"Chief Building Official" means the Chief Building Official for the Building Department for the City of Maple Ridge or their designate.

"City" means the City of Maple Ridge.

"Clearance" means the vertical distance measured from grade to the lesser of the underside of a sign or its supporting structure or the bottom of an awning valance.

"Construction" means the erection, alteration, replacement, addition, removal, moving and demolition of Buildings, Structures and of all appurtenances thereto including without limitation, electrical and other systems, fittings appliances and accessories of every nature and kind, and includes all site preparation, excavation, filling and grading,

"Construction Sign" means a temporary sign promoting a construction or real estate development project or identifying a location of a development project, which may also be used to identify the owner, general contractor, sub-trades, architect, engineers and others associated with the design, planning, development and financing of a project under construction.

"Copy" means letters, characters, numbers or graphics making up the message on a sign.

"Copy Area" means the area within a square or rectangle or a combination of these figures, which encloses all of the signs copy.

"Corner lot" means a lot at the intersection or junction of two or more highways.

"Council" means the Council of the City of Maple Ridge.

"Development Sign" means a sign required by the City to identify lands proposed for rezoning or a sign indicating that a site is being developed for any commercial or industrial purposes following Third Reading of a Zoning Amendment Bylaw for such change of zone. Temporary signs shall not be permitted for this purpose.

"Directional Sign" means a sign which only communicates information regarding pedestrian or vehicular movement on the lot on which the sign is located.

"Director of Planning" means the Director of Planning for the City of Maple Ridge or their designate.

"Directory sign" means a sign that identifies the occupants of a building containing more than one occupant.

"Election Sign" means a temporary sign promoting a political candidate, party, or cause in relation to a federal, provincial, municipal or school trustee election or public referendum.

"Electronic Message Board Sign" means a sign in or on which the information that is displayed can be changed automatically by means of the electronic switching of lamps or illuminated tubes.

"Erected" means attached, altered, built, constructed, reconstructed, enlarged, or moved and shall include painting of signs but does not include copy changes on any Changeable Copy Sign.

"Façade" means the exterior face of a building upon which a sign is to be placed.

"Façade Area" shall mean the area of the front of the business premises, and calculated only on the area parallel to the street measured from finished floor to finished ceiling and between the inner face of the walls that separate the business premises from adjacent businesses. Where there is no finished ceiling then measured to the underside of the lowest portion of the floor or roof framing.

"Facia Sign" means a flat sign attached to a building or structural element of the building, whether illuminated or not, running for its whole length parallel to the face of the wall to which it is attached and not projecting more than 300 mm (1.0 foot) from the face of the wall to which it is attached and which does not extend beyond the horizontal width nor above the roof line of the building or business premises to which it is attached. A facia sign may consist of individual letters or a continuous panel.

"Flag Sign" means a flag that represents an organization that is used as a sign but does not include a flag representing a country of the world or any Province, Canadian territory or municipal corporation.

"Flashing Sign" means an illuminated sign which contains flashing lights, which includes the illusion of intermittent or flashing light, by means of animation or an externally mounted intermittent light source exhibiting pronounced changes in light intensity or exhibits rapid repetition of illumination, but does not include a Sign indicating only the time, date, or temperature of electronically controlled messages.

"Freestanding Sign" means a sign which is entirely self-supporting and is neither attached to nor forms part of a building or structure.

"Frontage" means the length of the common boundary shared by the front lot line of that lot and a highway adjacent to the lot excluding a lane. On a corner lot, the frontage shall be the shorter of the highway boundaries, regardless of the direction the buildings on the lot face.

"Front Lot Line" means the lot line common to a lot and an abutting highway excluding a lane.

"Government Sign" means a sign authorized to be erected or placed within a highway or on a lot, under the provisions of any statute, Order-in-Council, bylaw, resolution of Council or by

order of the **Municipal Engineer**, and includes, but is not limited to, traffic signs, signals, and pavement markings, street name signs, neighborhood identifications signs, park identification signs and public notice board signs.

“Grade” means the grade directly underneath the sign. Where a sign is located over a street, the grade shall mean the elevation established by the City for the surface of the public sidewalk or boulevard, excluding landscape berms and planter boxes.

“Height” of a sign means the vertical distance from grade to the highest part of the sign which includes any portion of architectural or structural features of the supporting frame.

“Highway” means the area of every public right of way lying between two property lines title to which area is vested in the City and which is designated or intended for or used by the general public for the passage of vehicles or persons and means the area of every public right of way lying within any City Park title to which area is vested in the City and which is designated or intended for or used by the general public for the passage of vehicles. This includes a street, road, lane, bridge, viaduct and any other way open to public use, but does not include a private right of way on private property

“Highway Encroachment Agreement” means an agreement entered into between an individual or company and the City to allow signs within a highway right of way.

“Home Occupation Sign” means a non-illuminated sign attached to the dwelling or accessory structure or adjacent to the lot access which indicates that a home occupation business, as permitted by Maple Ridge Zoning Bylaw, is conducted within the dwelling or accessory structure on the property where the sign is located provided a valid business licence for such business has been issued by the City.

“Identification Sign” means a sign which contains no advertising but is limited to the name, address and number of a building, institution or person and to the activity carried on in the building or institution or person or the occupation of the person.

“Illuminated Sign” means a sign designed to give forth any artificial light, either directly from a source of light incorporated in or connected with such sign, or indirectly from an artificial source, so shielded that no direct illumination from it is visible elsewhere than on the site itself.

“Logo” means a symbolic representation, not including any words, names or numbers unless part of a registered trademark, which is used exclusively to simplify advertising of a product, business, service or activity and which contains no additional identification, information or message.

“Lot” means “parcel” as defined under the Land Title Act, including a bare land strata lot, but excluding a lot created under the Condominium Act.

“Lot Line” means any line which forms the boundary of a Lot.

“Maximum Height” means the vertical distance measured from grade to the highest part of such sign. In the case of a roof sign, the maximum height shall be measured from the roof or parapet level at the location of sign placement which includes any and all architectural and structural design and detailing elements.

“Minimum Clearance” means the vertical distance measured from grade to the lower limit of such sign, sign structure or architectural element.

“Municipal Engineer” means the Municipal Engineer for the City or their designate.

“Mural” means a pictorial representation other than a logo or graffiti, painted on a building or structure, which is entirely decorative and does not identify or depict a land use, a business, the name of a person or place, or the sale of a product or service.

“Open House Sign” means a temporary sign, which advertises the location of a property for sale at which an open house is to be held.

“Permanent Sign” means a sign which is affixed to or constructed as part of a building structure or in the case of a free standing sign, mounted on a permanent base, column or pole that is attached to or sunk into the ground of the lot on which the business is operating.

“Portable Free Standing Sign” means a sign for business or information purposes, which can be readily moved from place to place and which is not affixed to a building, permanent structure or to the ground, and may include a sandwich board sign or Temporary sign.

“Portable Sign” means a sign not fixed to the land or to a building or structure and may include a Banner sign provided the maximum sign area does not exceed 1.2 metres by 2.4 meters (4x8 feet).

“Premises” means an area of land including its buildings and appurtenances.

“Prohibitive Sign” means a sign that provides a warning, prohibition or penalty respecting the site or premises on which it is located, such as “No Entry” “Danger” “Keep Out” or similar such signs.

Professionals building is a building containing primarily office uses such as doctors, dentist, lawyers, architect, engineers and similar type professions.

“Projecting Sign” means a sign, other than a canopy or fascia sign, which projects perpendicular to the building face more than 300mm (1 foot) from the façade of any building or structure.

“Pump Island Canopy” means a canopy built to shelter fuels at a gasoline bar or gasoline service station and a pump island canopy that is L-shaped or angularly-connected shall be considered to be one pump island canopy.

“Pump Island Canopy Sign” means a sign attached to or constructed as part of a gasoline bar or gasoline service station pump island canopy.

“Real Estate Sign” means a temporary sign indicating that a parcel of land or property or premises on which the sign is located is available for rent, lease or sale.

“Revolving Sign” means any sign or portion of a sign, all or part of which revolves or rotates, or partly revolves or rotates, but does not include animated signs.

"Roof" means the top enclosure of a building that does not slope more than 60 degrees from the horizontal. A portion that slopes more than 60 degrees will be considered a **façade** if the area behind contains a business premises.

"Roof line" means the horizontal line made by the intersection of the wall of the building with the top of the roofing covering or parapet of the building. In the case of a building with a pitched roof, the roof line shall be at the level of the eaves.

"Roof Sign" means any sign erected or placed wholly or partly above the top of the roof line of a building.

"Sandwich Board Sign" means a one or two faced non-illuminated sign located within a municipal highway right of way that has been approved by the Municipal engineer.

"Sign" means any structure, device, advertisement, advertising device, graphic, display or visual representation that is visible from any street, highway, lane or private property, used to advertise, identify, or communicate information or attract the attention of the public for any purpose and without limiting the generality of the forgoing includes any symbols, letter, figures, illustrations or painted forms, but does not include a flag, mural, traffic control device, or any element which is an integral part of the design of a building.

"Sign Area" means the total area within the outer edge of the frame or border of a sign. Where a sign has no frame, border or background the areas of the sign shall be the area contained within the shortest line surrounding the whole group of letters, figures or symbols of such sign. Except as hereinafter provided, each side or face of a multi-faced sign shall be counted in computing the sign area thereof. Where a sign is not visible from outside the lot where the sign has been erected, it shall not be counted in computing the sign area thereof.

"Sign Owner" means the person, or his or her authorized agent in lawful control of a sign.

"Sign Permit" means a sign permit issued pursuant to this Bylaw.

"Special Event Sign" means a temporary sign indicating that a community event or activity is taking place, or is being carried on and excludes third party advertising.

"Temporary Sign" means a sign, whether or not it is electrified, which may be moved or removed and is in place for a limited period of time.

"Third Party Advertising" means a sign advertising a business, merchandise, service or activity which is not sold, produced, manufactured, furnished or performed on the lot on which the sign is located.

"Under Awning Sign" means a sign suspended from, and entirely under, an awning.

"Under Canopy sign" means a sign suspended from, and entirely under, a canopy.

"Vehicle Sign" means any sign or signs attached to or painted on or otherwise attached to a vehicle where the principle purpose of the vehicle is to serve as a sign or a sign support structure.

“Wall Sign” means a sign which is painted on or attached generally parallel to a building facade and includes permanent signs installed inside a window which are intended to be viewed from the outside.

“Window Sign” means a sign painted on or attached to, mounted or suspended behind or installed on a window for viewing from outside the business premises but excludes seasonal holiday lighting and decorations, hours of business, street addresses, telephone numbers, accreditation signs and credit card logos.

Part 5 Interpretation

- 5.1 Metric units of measurement are used for all measurements in this Bylaw. The use of Imperial measurements in this Bylaw is for convenience purposes only. Should there be a dispute the valid measurement defaults to metric.

Part 6 General Provisions

- 6.1 No person shall set up, exhibit, erect, place, alter, move or maintain a sign in the City except those permitted by and in conformance with this Bylaw. A valid sign or demolition permit shall be obtained prior to the set up, exhibition, erection, placing, altering, maintaining or demolition of a sign pursuant to this Bylaw. Changeable copy signs and electronic message board signs are not considered altered by virtue only of the message being changed.
- 6.2 The issuance and subsequent approval of any sign permit does not relieve the owner of said sign from ensuring the sign continues to comply with the provisions of this bylaw. Should any sign become non-compliant with this bylaw any sign permits and subsequent approvals shall be void and it shall be as if a permit was never issued, and the enforcement provisions of this bylaw shall be in effect.
- 6.3 The design of every sign shall be aesthetically pleasing and shall not detract from the architectural integrity of any building or structure to which it is attached, or beside which it is located.
- 6.4 The arrangement and grouping of signs on a building shall be integrated with the architecture of said building.
- 6.5 The determination of clauses 6.3 & 6.4 may require an application to the planning department where the building has been constructed under a development permit.
- 6.6 Structural supports, bracing and ties for signs shall be kept to a minimum number, consistent with structural adequacy and as much as possible shall be concealed within the body of the sign itself.
- 6.7 All signs together with their supporting structures and any electrical equipment shall be kept fully operable, in good repair and maintained in a safe and clean condition.
- 6.8 No sign shall be erected, rebuilt, enlarged, extended, relocated or attached to, suspended from, or supported on any structure or the lands on a lot unless the sign fully complies with the provisions of the Maple Ridge Building Bylaw and this Bylaw.

- 6.9 No sign shall be erected or lit in such a manner as to interfere with the visibility or safe operation of a traffic control device or to interfere with motorist visibility at an access to or egress from a highway or so as to be unsafe to the public in the vicinity of such sign.
- 6.10 Any sign erected in contravention to this Bylaw may be removed at the expense of the owner, applicant or lessee.
- 6.11 Signs not specifically permitted or referenced in this Bylaw are prohibited.
- 6.12 Nothing in this Bylaw shall be taken to relieve any persons from complying with the provisions of any other Bylaw of the City.
- 6.13 This Bylaw applies to the entire area of the City.
- 6.14 No sign, canopy or structural element for the support or protection of a sign shall have affixed to or contain any flashing, animated, rotating, moving or oscillating electrical components, except for electronic message boards unless expressly permitted in this Bylaw.
- 6.15 A permit may be issued for either one banner sign or one portable freestanding sign per lot, at any one time, but not both at the same time.
- 6.16 Signs projecting over a pedestrian area shall have a minimum clearance of at least 2.4 m (8.0 ft) above grade, while signs projecting over an area frequented by vehicular traffic shall have a minimum clearance of at least 4.2 m (13.8 ft) above grade. No sign shall project over the travelled portion of a highway.
- 6.17 The illumination for any sign shall not create a direct glare upon any surrounding lot or highway.
- 6.18 Any sign unlawfully occupying a portion of a highway or public place may be removed by a Bylaw Compliance Officer. The fees for recovery of the sign are set out in Schedule "E" of this bylaw. Signs not recovered within fourteen (14) days of impoundment may be disposed of by the City.
- 6.19 Directory signs are only permitted to be installed within a building.
- 6.20 Professionals building are to be identified by a building name only whether installed on the building or a freestanding sign.
- 6.21 All signs are to be located on the premises to which they pertain except as permitted elsewhere in this bylaw.
- 6.22 No signs shall create a real or potential hazard to the safe, efficient movement of vehicular or pedestrian traffic.
- 6.23 No sign shall be placed in a manner that may obstruct any window opening, door opening, passageway, fire escape, walkway, vehicular driveway or similar feature.
- 6.24 Where hoarding is erected on any street during the construction or alteration of a building, no signs other than those relating to the said construction or alteration shall be placed upon the said fence or hoarding.

Part 7 Exemption

7.1 This Bylaw does not apply to:

- (a) notices issued by the government of Canada, the government of British Columbia, a Court, by the City or by the School Board;
- (b) traffic control devices provided for in the Motor Vehicle Act;
- (c) signs erected by the Provincial Ministry of Highways for highways purposes. These signs may be flashing and/or illuminated where special circumstances or safety dictates;
- (d) signs on or over City highways installed or authorized by the Municipal Engineer for control of traffic and parking or for street names and direction;
- (e) Development Signs required by the City during the processing of development applications,
- (f) signs located in the interior of buildings and not visible from a highway including directory signs;
- (g) murals provided that the mural does not advertise or intend to advertise a specific product or service and they are located on public use buildings or on properties where a Development Permit specifically permits such use. Murals that do not advertise are to fall under the provisions for public art;
- (h) public art provided that the public art has been authorized by the city under a separate agreement and the public art is located on public use buildings or on properties owned or authorized through said agreement;
- (i) non-illuminated signs inside a store window limited to providing the following information:
 - (i) store hours;
 - (ii) whether the store is open or closed; or
 - (iii) the existence of a sale, where the sign is present for not more than thirty (30) consecutive days in any one (1) three (3) month period;
- (j) display of goods inside store windows or inside store fronts;
- (k) flags and emblems of civic, or non-profit societies, educational, religious organizations;
- (l) signs authorized by the Municipal Engineer in connection with public conveniences including signs on benches, bus stop shelters, and other similar structures;
- (m) signs containing the building number and street name only, provided the sign area does not exceed 0.18 sq. m. (2 sq. ft.) and the numbers or lettering shall not exceed 300 mm (12 in) in height;
- (n) the Flag of Canada or the Flag of British Columbia;
- (o) a sign required by law including prohibitive signs;
- (p) home occupation signs provided they are not larger than 0.55 sq. m. (6 sq. ft.) and are either attached to the dwelling or building where the home occupation business is operated from or at the property line adjacent to the driveway

access to the dwelling or building in which the business is located. This sign must be located entirely on the lot to which it pertains. A second sign no larger than 0.18 sq. m. (2 sq. ft.) may be installed on the building where the business is located should a sign be installed by the road way;

- (q) signs depicting danger, hazard or other safety conditions erected by an individual authorized by a public agency in the performance of his or her duty;
- (r) memorial plaque, historical tablet and similar markers provided it does not exceed 2.2 sq. m. (24 sq. ft.) in area and 2.4 m (8 ft.) in height;
- (s) neighbourhood watch or block parent sign;
- (t) permanent subdivision identification sign such as an entry gate sign provided the sign is authorized by a Development Permit or by the Approving Officer at the time of subdivision approval;
- (u) signs erected by the City for municipal purposes;
- (v) sponsorship signs (for the purpose of acknowledging sponsors but not for advertising sponsor's products) erected by the City's Parks & Recreation Department and/or Community Groups provided the sign area does not exceed 3.0 sq. m. (32 sq. ft.);
- (w) window sign provided the sign does not cover more than 50% (fifty percent) of the window area facing a single elevation of the business premises to which they pertain;
- (x) banner sign used by the City and non-profit and community organizations for special event and fund raising activities, provided the Banner is used exclusively for:
 - (i) promotion of a special event for a period of no longer than thirty (30) consecutive days in a six (6) month period;
 - (ii) street beautification purposes in the City's downtown core;
 - (iii) the sign area of the banner does not exceed 2.2 sq. m. (24 sq. ft.) and
 - (iv) the banner receives City approval prior to the erection of such sign.
- (y) temporary sign advertising a special event for a community cause or charitable fund raising campaign not exceeding in area of 2.2 sq. m. (24 sq. ft.);
- (z) temporary sign advertising an opening date of a place of business or a change of proprietorship provided:
 - (i) the sign area does not exceed 2.2 sq. m. (24 sq. ft.) and;
 - (ii) the display of the sign is limited to no more than 30 (thirty) consecutive days;
- (aa) City of Maple Ridge welcome signs or transit information signs;
- (bb) vehicle signs except when the vehicle is stationary and visible from a highway for a period in excess of four (4) hours.
- (cc) "Beware of Dog", "No Trespassing", "No Discharging of Firearms" and "No Dumping" signs, and signs warning the public of existence of danger provided none of the signs exceed 0.2 sq. m. in area and do not exceed 1.2m (4 ft.) in height.

Part 8 Prohibited Signs

- 8.1 Signs that are not expressly permitted or exempted by this bylaw are hereby prohibited.
- 8.2 Without restricting or limiting the generality of the foregoing, the following signs are specifically prohibited:
- 8.2.1 Any flashing, animated or chasing-border signs, digital videos or moving signs of any kind (other than the plainly illuminated hands of a clock or temperature indication), or any sign in respect of which any part thereof is flashing, animated or moving. This subsection applies to any strobe light or other devices which have emissions whether emitting sound, odour or other matter except as specifically permitted under this bylaw;
 - 8.2.2 Pennants, bunting, flags (other than patriotic flags), balloons or other inflatable devices;
 - 8.2.3 **Banner signs** except as specifically permitted under this bylaw;
 - 8.2.4 **Roof signs, balcony signs and signs** mounted or supported above the canopies roof line except as specifically permitted under this bylaw;
 - 8.2.5 Any signs that obstruct any part of a doorway, balcony, or a window that would otherwise be capable of opening;
 - 8.2.6 Off-premises or third party advertising signs except as specifically permitted under this bylaw;
 - 8.2.7 Election signs are prohibited on any municipal park land or buildings owned or leased by the City.
 - 8.2.8 Any open tube neon sign except;
 - (a) those exempted pursuant this Bylaw;
 - (b) those permitted by a Development Permit;
 - (c) those permitted inside windows of a business premises pursuant to this Bylaw;
 - 8.2.9 any sign on the side of any fascia, awning or canopy;
 - 8.2.10 signs recessed in canopies above fuel dispensing facilities;
 - 8.2.11 flashing signs, except as permitted under Part 7 of this bylaw;
 - 8.2.12 roof signs;
 - 8.2.13 portable signs, excluding sandwich-board signs except as specifically permitted under this bylaw;
 - 8.2.14 revolving signs, except as permitted under Part 7 of this bylaw;

- 8.2.15 billboard signs;
- 8.2.16 gas or other inflated signs supported from the ground or roof by rope or wire line;
- 8.2.17 no signs, whether made out of paper, cardboard, cloth, canvas, plastic or similar materials, shall be tacked, posted or otherwise affixed to the walls of any structure, tree, pole, hydrant, bridge, fence or any other surface within a public place. This section shall not apply to banners, posters, placards, or notices posted by or on behalf of the City pertaining to municipal matters, or police traffic control signs and notices; and
- 8.2.18 any other sign not specifically permitted or mentioned under this Bylaw.

Part 9 Non-Conforming Signs

- 9.1 Any sign or advertisement lawfully erected, constructed or placed prior to the adoption of this Bylaw, although such sign does not conform with the provisions of this Bylaw, may remain and continue to be used and maintained, provided however, that no such sign shall be reconstructed, altered or moved in the City unless such sign shall be made to conform in all respects with the provisions of this Bylaw.

Part 10 Maintenance of Signs

- 10.1 Every sign shall be maintained in good repair and in a neat and safe condition at all times.
- 10.2 Normal sign maintenance including lighting and refurbishing of signs shall not require a Sign Permit but shall conform to all other requirements of this Bylaw.
- 10.3 All signs shall be maintained structurally sound and free from all hazards caused or resulting from decay or failure of structural members, fixtures, lighting or appurtenances. All sign area, background, copy and lighting shall be maintained in readable and clean condition and the site of the sign shall be maintained free of weeds, debris and rubbish.

Part 11 Sign Permits and Fees

11.1 Requirements for a Permit

- 11.1.1 Every person proposing to construct, erect, place, alter, rebuild, reconstruct, replace, move or demolish a sign shall obtain a sign permit as required by this Bylaw, and all necessary approvals as required by the Maple Ridge Building Bylaw and Maple Ridge Zoning Bylaw and Maple Ridge Highways and Traffic Bylaw and Maple Ridge Parking Bylaw.

11.2 Application Requirements

- 11.2.1 An application for a sign permit shall be made to the Building Department and shall:
 - (a) be made in the form provided by the Chief Building Official;

- (b) be signed by the property owner or their agent;
- (c) be accompanied by the required sign permit fees as set out in Schedule "A" to this bylaw;
- (d) where electrical work is required, include the electrical permit application and associated electrical permit fee;
- (e) specify:
 - (i) the street address of the premises and legal description of the lot on which the proposed sign will be located;
 - (ii) the name and address of the owner of the business premises or lot or the company for whose benefit the sign is intended and where the application is made by an agent of the owner or company, the name and address of the agent;
 - (iii) if the installer is other than the applicant, include installers information under "contractor information" on application form;
- (f) be accompanied by 2 original sets of scaled drawings specifying:
 - (i) site plan of lot showing all existing and proposed signs and existing and proposed setbacks. Site plan is also to include all existing buildings on the property. Survey may be required;
 - (ii) the location, type, size, construction, colour, finishing material and estimated costs of all proposed signs, or proposed changes to existing signs and supporting structures;
 - (iii) a cross section of the sign showing details of how the sign is to be attached to the building or supporting structure.
 - (iv) the dimensions of the sign and the dimensions of the façade area to which it is attached;
 - (v) the dimensions of the supporting structure of the sign;
 - (vi) the maximum height and minimum clearance of the sign from grade;
 - (vii) the off-street parking area, parking lot aisles, site access points, on-site directional signs and driveways, where applicable to the sign type;
 - (viii) the dimensions and area of any proposed landscaped areas, if applicable to the sign type;
 - (ix) the dimensions and area calculations of all copy of the proposed sign;
 - (x) for an illuminated sign, information on the means by which the illumination is to be accomplished;
 - (xi) where the sign is to be attached to an existing building, a current photograph of the façade to which the sign is to be attached;
 - (xii) structural, footing details and material specifications for proposed freestanding signs;
- (g) the Chief Building Official will require all freestanding signs to be sealed by a structural engineer with the applicable Building Code Letters of Assurance included as part of the submission.

- (h) All new fascia signs, awnings, canopies being mounted to or supported by the building will require drawings sealed by a structural engineer with the BC Building Code Letters of Assurance.
- (i) all signs - where their mounting system penetrates the building envelope and the building was constructed under the supervision of a registered professional taking responsibility for the building envelope - shall have the connections reviewed and approved by a Registered Professional to ensure the building envelope is not compromised.
- (j) any other information that is relevant to the issuance of the sign permit.

11.3 Permit Fees

As per Schedule "A" of this Bylaw.

11.4 Permit Expiry

Where application has been made for a permit and the proposed work set out in the application conforms to this and all other bylaws of the City's and the British Columbia Building Code the Building Department shall issue a **Sign Permit** for which the application is made. The permit shall expire if active work at the site is not commenced and inspected within a period of ninety (90) days from the date of issue of the permit. A sign permit will expire 6 months after the date of permit issuance.

11.5 Refusal of Permit

11.5.1 The Chief Building Official may refuse to issue a permit if:

- (a) the information submitted for the **Sign Permit** is contrary to the provisions of this bylaw;
- (b) the information required to be submitted under this bylaw is incomplete or incorrect;
- (c) issuance is prohibited by or does not comply with the provisions of a Municipal Bylaw, the British Columbia Building Code or the specification of the "Canadian Electrical Code" adopted by the Canadian Standards Association;
- (d) the sign does not comply with a development permit issued to a property where the sign is to be installed; or
- (e) the sign creates a potential hazard to the safe efficient movement of vehicular or pedestrian traffic.

11.5.2 Notwithstanding any clause in this bylaw, if any work for which a permit is required by this bylaw has been commenced before the permit has been issued by the City, the applicant shall pay the City a permit fee that is equal to 2 (two) times the permit fee described in Schedule "A" - Sign Permit Fees of this bylaw.

Part 12 Inspections and Regulations

12.1 Inspections for Compliance

- 12.1.1 The Chief Building Official or their designate is hereby authorized to enter at all reasonable times on any property, building or premises that is subject to regulation under this bylaw, to ascertain whether the regulations and provisions of this bylaw are being or have been complied with and any person employed from time to time by the City as the Chief Building Official, Bylaw Compliance Officer or Building Official is hereby designated to act in their place for the purpose of administering this Bylaw.
- 12.1.2 The Building Official and Bylaw Compliance Officer and their respective designates have the authority to order the painting, repair, alteration, clean-up or removal of signs which have become deteriorated, dilapidated, abandoned or which constitute a hazard to public safety.
- 12.1.3 Where necessary, the projecting cantilever system shall be used to support signs, and in no case shall the "A" frame system be used.
- 12.1.4 No sign, nor any guy, stay, or attachment thereto shall be erected, placed or maintained by any person on rocks, fences or trees, except in the case of temporary signs complying with the requirements of this Bylaw and decorative logo designs painted upon or affixed to a temporary construction fence or hoarding erected on a construction site only, for a time period not exceeding the period of construction.
- 12.1.5 No sign, guy, stay or attachment thereto shall interfere with any electric light, power, telephone or telegraph wires, or the supports thereof.
- 12.1.6 Every sign and the immediate surrounding premises shall be maintained by the owner or person in charge thereof in a clean, sanitary and inoffensive condition and be free and clear of all obnoxious substances, rubbish and weeds.
- 12.1.7 A Building Official may order the correction of any work which is being or has been improperly done under a permit.
- 12.1.8 A Building Official may order the cessation of work that is proceeding in contravention of this bylaw by the placing of a "Stop Work Order" on the building, sign or elsewhere as appropriate on the lot on which the contravening work is taking place.
- 12.1.9 It shall be unlawful for any person to continue to work once a Stop Work Order has been issued.
- 12.1.10 It shall be unlawful for any person to tamper with, deface or remove a Stop Work Order once it has been placed on the property by the Building Official.

12.2 Special Approvals

- 12.2.1 No sign, awning or canopy shall be displayed upon or suspended over any Highway or public place unless the owner has entered into a Municipal Encroachment

Licence Agreement with the City per schedule "D" of this Bylaw and has deposited a comprehensive general liability insurance policy for limits of not less than five million dollars (\$5,000,000) inclusive and duly endorsed to note the insured's acceptance of contractual liability under the "Hold Harmless" clause in the Municipal Encroachment Licence Agreement and further endorsed to note such policy will not be lapsed or cancelled without thirty days written notice to the City's Engineering Department as long as the named insured's sign remains on or over any highway. A copy of each renewal certificate shall be deposited with the City as a condition for the continued display of such sign.

12.2.2 In the event that the owner shall fail or neglect to provide the insurance coverage required by this section, it shall be lawful for the City to forthwith and without prior notice, order the owner to remove such sign which is erected on private premises but encroaches onto or over a highway or public place or on City property, and the said sign shall be removed forthwith, and in default thereof by such owner. It shall be lawful for the Municipal Engineer with such employees or agents of the City as he may deem requisite, to enter upon the said premises and effect such removal at the expense of the person in default, and the City shall recover the expense thereof, with interest at the rate of six (6) percentage per annum, with costs in like manner as Municipal Taxes on the said premises.

12.2.3 Every such owner shall remain fully responsible for all losses, costs, damages or expenses which may arise as the result of the display of said sign until such time as the same has been removed.

12.2.4 Construction signs for the purposes of identifying the location of a development and are not located on the premises to which they pertain are only permitted under the approval of the Municipal Engineer and are to comply with Section 6.9 and clauses 12.2.1 to 12.2.3 of this bylaw. Further, such signage shall comply with the requirements as set on in Schedules "A", "D" & "F" of this bylaw or as approved by the Municipal Engineer. The number of signs permitted at any given location identified in Schedule "D" will be at the discretion of the Municipal Engineer.

12.3 Removal of Signs

12.3.1 The owner of any lot upon which an abandoned sign is located shall remove such sign within fifteen (15) days of the same becoming an abandoned sign.

12.3.2 The Chief Building Official, Bylaw Compliance Officer or their designate may remove from public property any sign installed or placed without a valid permit.

12.3.3 Recovery costs for impounded signs are as per Schedule "E" of this bylaw.

12.4 Comprehensive Sign Plan

12.4.1 Any development site in any Commercial or Industrial zoned lot that is comprised of a number of individual businesses forming a comprehensive development unit may make application for a comprehensive sign plan approval. Such a plan, which shall include the location, size, height, colour, lighting and orientation of all signs, and shall be submitted for approval to the Chief Building Official or their designate.

12.4.2 Such a comprehensive plan shall comply with the overall sign area and density regulations of the bylaw and shall result in an improved relationship between the various parts of the plan.

12.5 Development Permit Areas

12.5.1 On lands which have been designated Development Permit Areas, sign regulations contained in this Bylaw may be varied through the application and approval of a Development Variance Permit through Council. The erection of a new sign or the replacement, alteration or modification of an existing sign (a sign permitted and constructed through a Development Permit) which has been included in an existing Development Permit, shall require a minor amendment to the Development Permit.

12.5.2 All buildings submitted for a Development Permit are to include the type, size and location of all signage for the development. This signage is to comply with this Bylaw and any other Bylaws referenced here in.

12.6 Variance

12.6.1 Variances to the provision of this Bylaw may be granted by Council through a Development Variance Permit in accordance with the City of Maple Ridge Zoning Bylaw.

Part 13 Specific Sign Regulations

The following regulations apply specifically to the types of signs referred to in each section heading. For sign size and area calculations please see Schedules "F" thru "J" appended to this bylaw.

13.1 Awning signs:

13.1.1 shall be permitted in Commercial, Industrial and Institutional zones;

13.1.2 shall not be electrified;

13.1.3 may only be lighted from within the awning structure;

13.1.4 shall have the same sign copy area as that permitted in Section 13.3 of this bylaw for requirements of fascia signs;

13.1.5 shall have a minimum clearance of 2.4 metres (8.0 feet) from grade immediately below the sign and shall not project below the lower edge of the awning;

13.1.6 shall be no higher than the roof line of the building to which it is affixed;

13.1.7 Under awning signs are permitted to a maximum area 0.28 sq. m. (3.0 sq. ft.) and shall comply with 13.1.5 for minimum clearance.;

13.1.8 Only one under awning sign is permitted per business premises;

13.1.9 Under awning signs are only intended to direct the attention of pedestrian traffic to a business and are not intended to be directly illuminated;

13.1.10 Under awning signs complying with 13.1.7 to 13.1.9. are exempt from complying with 11.1.1 of this Bylaw.

13.2 Canopy Signs

13.2.1 Shall be permitted in Commercial, Industrial and Institutional zones;

13.2.2 shall have a minimum clearance of 2.4 metres (8.0 feet) from grade immediately below the sign and shall not project below the lower edge of the canopy;

13.2.3 The maximum sign area shall be 0.6 sq. m. (6.5 sq. ft.) per lineal metre of canopy for the business premises to which it is affixed and a maximum copy area of sixty (60) percent of the sign area;

13.2.4 For theatres and cinemas, the maximum sign area shall be 1.6 sq. m. (17.2 sq. ft.) per lineal metre of the business premises canopy to which it is affixed and a maximum copy area of sixty (60) percent of the sign area, but in no case shall the sign area exceed 60% of the canopy area to which the sign is affixed;

13.2.5 No canopy sign shall extend or project above the upper edge of a canopy or marquee by more than 600mm (2.0 feet). Nor shall such sign extend beyond the width of the canopy;

13.2.6 Canopy Signs may be mounted on top of or attached to the front face of the canopy;

13.2.7 The vertical dimension of a canopy sign shall not exceed 600mm (2.0 feet). For theatres and cinemas the maximum shall be 1.5 metres (4.9 feet);

13.2.8 Under Canopy signs are permitted to a maximum area 0.28 sq. m. (3.0 sq. ft.) and shall comply with 13.2.2 for minimum clearance;

13.2.9 Only one under canopy sign is permitted per business premises;

13.2.10 Under Canopy signs are only intended to direct the attention of pedestrian traffic to a business and are not intended to be directly illuminated;

13.2.11 Under Canopy signs complying with 13.2.8 to 13.2.10. are exempt from complying with 11.1.1 of this Bylaw.

13.3 Facia Signs

13.3.1 Only the façade of the business premises on which the sign is located shall be used for sign area calculations.

13.3.2 A facia sign shall not project more than 300 mm (1.0 feet) beyond the building face and shall not extend above the sill of any window or above guard rails or balustrades immediately above such signs.

13.3.3 The minimum clearance of a facia sign shall be 2.4 metres (8.0 feet) from grade immediately below the sign provided, however, that this subsection does not apply to:

- (a) **Facia signs** created by printing, painting or inscribing directly upon a wall of a building or where the facia does not project more than 2.54cm (1 inch) beyond the façade of the building;
- (b) **Facia signs** situated entirely over private property and immediately above a permanently landscaped area; or
- (c) **Facia signs** entirely recessed into the wall to which they are affixed.

13.3.4 No part of a **facia sign** shall project above the roof line of the wall to which it is affixed.

13.4 Changeable Copy sign

13.4.1 shall be permitted on all "C", "CS" & "H" zoned lots;

- (a) if installed as part of a **facia sign**:
 - (i) does not have a sign or copy area in excess of that permitted for a facia sign as determined under Schedule "H" of this bylaw;
- (b) if installed as part of a **freestanding sign**:
 - (i) shall be sized in compliance with Schedule "H" of this bylaw and shall form an integral part of the freestanding sign;
 - (ii) does not display any advertising relating to a business, commodity, service or entertainment which is conducted, sold or offered elsewhere than on the lot or premises on which the changeable copy sign is located;
 - (iii) is not placed within 7.5 metres of an abutting lot, if that lot is located in an agricultural or residential zone; and
 - (iv) Where permanent changeable copy signs are installed, no portable free standing signs are permitted or
- (c) are prohibited as part of an under canopy sign or under-awning sign.

13.5 Freestanding Signs

13.5.1 The minimum clearance of a **freestanding sign** shall be 2.5 metres (8.2 feet) provided, however, that freestanding signs may be less than 2.5 metres (8.2 feet) from grade where:

- (a) they are situated on or over land other than that used from time to time as a place for the parking of automobiles or used as a driveway;
- (b) such signs do not obscure the view from a road or sidewalk or other premises in the vicinity; and
- (c) where such signs are an integral part of a permanent comprehensibly designed landscaped area, such landscaping to be in size equal to that of the sign area and shall fully contain the entire length and width of the sign.

13.5.2 Where a freestanding sign projects over a vehicular traffic area such as parking lot

aisles or driveways, a minimum clearance of 4.2 metres (13.8 feet) shall be maintained. Where the vehicle traffic area serves as the fire department access route this minimum clearance shall be increased to 5 metres (14.60 feet).

- 13.5.3 The maximum height of a freestanding sign shall be 10.5 metres (34.5 feet).
- 13.5.4 A freestanding sign may be located in a required yard provided that such sign does not obstruct vehicle sight lines when entering or exiting the lot and that no portion of the freestanding sign is closer than 1.5 metres (4.9 feet) to:
- (a) the point of intersection of the intersecting property lines on a corner lot;
 - (b) any adjoining lot;
 - (c) any lot line; and
 - (d) any site access or exit points.
- 13.5.5 For each freestanding sign, landscaping around the base of the sign on the site shall be provided as follows:
- (a) 1 sq. m. (10 sq. ft.) of landscaping for every 1 sq. m. (10 sq. ft.) of sign copy; and
 - (b) 0.2 sq. m. (2.2 sq. ft.) of landscaping for every 0.1 metres (4 inches) in height above 3 metres (9.8 feet).
- 13.5.6 For a freestanding sign, no guy wires shall be used. The support structure shall form an integral part of the design.

13.6 Projecting Signs

- 13.6.1 The minimum clearance of a projecting sign shall be 2.5 metres (8.2 feet) from grade immediately below the sign.
- 13.6.2 The maximum area of a projecting sign shall be seven (7) sq. m. (75.4 sq. ft.) and the copy area of the sign shall not exceed sixty (60) percent of the sign area.
- 13.6.3 No part of a projecting sign shall project above the roof line of the wall to which it is affixed except that the surrounding structure may extend 300mm (1.0 foot) above the parapet or roof line of a building provided the surrounding structure is not being used to calculate allowable copy area.
- 13.6.4 A projecting sign is not to be located any closer than 1.5 metres (4.9 feet) to the inner face of the walls that separate the business premises from an adjacent business.
- 13.6.5 The projecting sign may project 250mm (10 inches) from the façade for each metre that the sign is located from the nearest edge or corner of the business premises to which the sign pertains. In no case shall the projection exceed 1.5 metres (4.9 feet) beyond the façade to which it is affixed.

13.7 Portable Freestanding Sign

13.7.1 One (1) portable freestanding sign identifying a business may be permitted per legal lot provided that:

- (a) where a legal lot is comprised of a number of strata lots, only one sign is permitted per strata lot up to a maximum of 4 signs;
- (b) the sign is no larger than 3 sq. m. (32.3 sq. ft.) in area per sign face;
- (c) the sign shall not be located on any highway; and
- (d) no portable freestanding sign shall be energized by any means other than that approved under the BC Electrical Code.

13.7.2 Portable Freestanding Signs pertaining to community campaigns, drives or events are subject to a permit as per Schedule "C" of this Bylaw.

13.7.3 A Portable Freestanding Sign shall be permitted for one thirty (30) day consecutive time period in a ninety (90) day period.

13.7.4 Any Portable Freestanding Signs up for longer than the permitted thirty (30) days may be removed at the owner's expense.

13.7.5 Any Portable Freestanding Signs placed on a public right-of-way may be removed at the owner's expense without prior notification to the owner.

13.7.6 The conditions set out in section 13.7 of this Bylaw do not apply to City sanctioned event advertising.

13.8 Electronic Message Board Sign

13.8.1 Electronic Message Board Signs shall be permitted to a maximum area of three (3) sq. m. (32.3 sq. ft.) per sign face in addition to the allowable Sign Area for the primary Freestanding Sign in those zones identified in Schedule "B" of this bylaw.

13.8.2 Electronic Message Board Signs are only permitted to be attached to a building's façade when there are no freestanding signs.

13.8.3 Electronic Message Board Signs are not permitted on secondary Freestanding Signs on the same lot.

13.8.4 Where permanent Electronic Message Board Signs are installed, no portable or changeable copy signs are permitted.

13.8.5 Any area exceeding the above mentioned three (3) sq. m. (32.3 sq. ft.) shall be deducted from the total calculation for sign area of the primary freestanding sign.

13.8.6 Electronic Message Board Signs are not permitted to have predominantly white backgrounds, are required to have a minimum 2 second image transition and are to comply with the advertising code of ethics.

13.8.7 **Electronic Message Board Signs** are not permitted to display any animated characters, digital videos or display information in a format that is typical to a commercial that would be viewed on a television.

13.9 On Site Directional Signs

13.9.1 One (1) sign not exceeding 0.75 sq. m. (8.0 sq. ft.) per side shall be permitted at each entrance and exit from a property in addition to signs permitted in Schedule "B" of this Bylaw.

13.10 Menu Board Signs

13.10.1 One (1) exterior menu board sign per drive through lane, not exceeding a total sign area of 3.0 sq. m. (32.2 sq. ft.) shall be permitted for drive-through restaurant type businesses in addition to signs permitted in Schedule "B" of this Bylaw.

13.11 Election Signs

13.11.1 **Election Signs** for federal, provincial, municipal and school trustee elections are permitted provided that:

- (a) in the case of provincial or federal elections, the signs are not erected more than thirty (30) days prior to the election or event and are removed within four (4) days after the election;
- (b) in the case of municipal and school trustee elections, the signs are not erected more than twenty (20) days prior to the general local election or event and are removed within four (4) days after the election;
- (c) the sign size does not exceed 1.48 sq. m. (16 sq. ft.). This is for any single sign or combination of signs that when viewed together form a single message but when viewed independently provide no single cohesive message;
- (d) the maximum height of the election sign, above grade, does not exceed 2.44 metres (8 feet) and the minimum clearance above grade is not less than 300mm (1 foot);
- (e) the maximum number of election signs permitted per candidate is 300 (three hundred);
- (f) the maximum number of election signs that are the size set out in section (c) per candidate is 100 (one hundred);
- (g) the sign is not illuminated;
- (h) the placement of the sign does not interfere with traffic sightlines at street intersections or with the safety of pedestrians;
- (i) the placement of signs are permitted on private property with the consent of the owner or occupant of the property;

- (j) Elections Signs are not permitted on any vehicles or trailers attached to vehicles or any roof top or any existing sign, with the exception of magnetic vehicle signs;
- (k) Election signs are prohibited on any municipal park land including land dedicated as conservation land or buildings owned or leased by the City;
- (l) regulations regarding the size, placement and permitted dates for posting Election Signs apply to those posted on private property as well as public;
- (m) the Bylaw Compliance Officer, or their designate, may remove any election sign that the Bylaw Compliance Officer has reasonable grounds to believe is erected, placed or installed in contravention of municipal Bylaws;
- (n) Election signs that have not been removed in accordance with clause 'm' above will be stored for a period of four (4) days and the candidate or their agent may claim the sign(s) during that period, following which the material may be destroyed or otherwise disposed of by the City. The Candidate or their Agent will be notified of the compliance issue with the sign and where the sign can be claimed; and
- (o) other than as authorized in writing by the City, no person shall display on any election sign or other election advertising, logo, trademark or official mark, in whole or in part, owned or licenced by the City.

Part 14 Penalty and Enactment

14.1 Every person who violates a provision of this Bylaw, or who consents, allows or permits an act or thing to be done in violation of a provision of this Bylaw, or who neglects to or refrains from doing anything required to be done by a provision of this Bylaw, is guilty of an offence and is liable to the penalties imposed under this Bylaw, and is guilty of a separate offence each day that a violation continues to exist.

14.2 Every person who commits an offence is liable on summary conviction to a fine not exceeding the maximum allowed by the Offence Act.

READ a first time the 14th day of April, 2020.

READ a second time the 14th day of April, 2020.

READ a third time the 14th day of April, 2020.

ADOPTED, the ____ day of _____, 2020.

PRESIDING MEMBER

CORPORATE OFFICER

Schedules:

Schedule "A"	Sign Permit Fees
Schedule "B"	Cross Reference Table
Schedule "C"	Temporary Sign Request
Schedule "D"	Temporary Construction Sign
Schedule "E"	Sign Impoundment Recovery Costs

Signs Permitted in;

Schedule "F"	Signs Permitted in all Zones
Schedule "G"	Signs Permitted in Agricultural and Residential Zones
Schedule "H"	All Commercial Zone
Schedule "I"	All Industrial Zones
Schedule "J"	All Institutional Zones

Schedule "A" – Sign Permit Fees

a) Each applicant for a sign permit shall submit a non-refundable processing fee of \$62.00. If the sign is approved, this fee will be credited towards the appropriate permit fee as set out below.

b) The following permit fee, will be assessed for all new signs based on total sign area. For multi-faced signs, the total sign area shall be the aggregate sign area on all faces.

Up to 3 sq. m [32 sq. ft.].....	\$136.00
Larger than 3 sq. m [32 sq. ft.] up to 6 sq. m [64 sq. ft.].....	\$201.00
Larger than 6 sq. m [64 sq. ft.] up to 10 sq. m [110 sq. ft.].....	\$268.00
Larger than 10 sq. m [110 sq. ft.] up to 15 sq. m [160 sq. ft.].....	\$337.00
Larger than 15 sq. m [160 sq. ft.] up to 18.6 sq. m [200 sq. ft.].....	\$403.00
Over 18.6 sq. m [200 sq. ft.].....	\$536.00

c) If an applicant proposes to relocate or alter an existing sign (excluding a temporary on-site real estate development/construction sign or temporary off-site real estate development/construction sign) on the same lot without enlarging it, a relocation or alteration fee of \$126.00 plus applicable taxes will be charged under a sign permit.

d) Enlargement, rebuilding, relocation and extension of an existing sign (in height, sign area or both) amounts to an erection of a new sign and requires a sign permit.

e) Temporary off-site real estate development/construction signs shall be assessed the permit fee as stipulated in this bylaw and a removal deposit of \$500.00 per sign shall be paid by the applicant. This deposit is refundable if the applicant removes the sign within the stipulated period. If the applicant fails to remove the sign to the satisfaction of the City, the removal deposit shall be forfeited and the City of Maple Ridge may use the money to offset the cost incurred by the City to remove the sign.

f) Temporary signs, are subject to a permit fee of \$30.00 per sign per installation period. A sign company responsible for the installation and removal of temporary signs shall pay an annual security deposit of \$500.00 to the City's Building Department no later than January 30 of each calendar year. This deposit is refundable upon all signage being removed from the City or may be extended for an additional 2 years, by a request in writing from the sign company prior to a new security being required.

Schedule "B" – Cross Reference Table

The following cross reference indicates the type of sign that shall be permitted in a specific zone.

This diagram is included FOR CONVENIENCE ONLY and is not part of the sign bylaw.

ZONE	SIGN TYPES								
	AWNING	CANOPY	CHANGEABLE Copy	DEVELOPMENT	FACIA	FREESTANDING	HOME OCCUPATION	PROJECTING	ELECTRONIC MESSAGE BOARD
All Agricultural "A" zones	√	X	√	X	X	√	X	X	X
All Single Family residential "R" & "C-D" zones	X	X	X	√	X	X	√	X	X
All Multi- Family residential "RM & RT" zones	X	X	X	√	X	X	X	X	X
All Commercial "C" zones	√	√	√	√	√	√	X	√	√
All Industrial "M" zones	√	√	√	√	√	√	X	√	X
All Institutional "P" zones	√	√	√	√	√	√	X	√	√
√ - PERMITTED in the zone X - NOT PERMITTED in the zone XX - PROHIBITED IN THE MUNICIPALITY									
XX Signs prohibited in the Municipality include:									
Animated; Billboards; Roof (unless approved by a DVP); Banner (Unless per Part 7)					Flashing/Oscillating; Audible/Odor; Paper/Cardboard; Balcony				

Schedule "C" - Temporary Sign Permit Application

Pursuant to Sections 12.2 & 13.7 of Sign Bylaw No. 7630-2020

Date: _____

Name of applicant: _____ Applicant's phone number: _____

Applicant's e-mail address: _____

Name of group or organization (if applicable): _____

Address of group or organization: _____

Phone number of group or organization: _____

Event start date: _____ Event end date: _____

Date signs will be erected: _____

Number of signs: _____ Size of signs: _____

Sign copy:

Location of signs (please be specific or provide a site plan):

Schedule "D" – Temporary Construction Sign Permit Application

Pursuant to Section 12.2 & 13.7 & Schedule "F" of Sign Bylaw No. 7630-2020

This permit shall be valid and subsisting from the _____ day of _____ and shall expire on the _____ day of _____ at 12 am AND at all times during the currency thereof, shall be subject to cancellation if the holder thereof shall neglect, fail or refuse to observe and to comply with all the requirements of Maple Ridge Sign Bylaw No. 7630-2020, and is issued subject to the following conditions:

- 1) That all necessary plans and specifications of any works involved have been deposited with the Bylaw & Licencing Services Department and have been approved;
- 2) That the applicant shall hold and save harmless the City of Maple Ridge from and against all claims, damages and lien claims of every kind, arising out of or in any way connected with any works or other things for which this permit is issued;
- 3) That the applicant shall replace and repair all municipal infrastructure effected by the work and such infrastructure is to be returned to an equal or better condition than that which existed prior to the work, all within 24 hours of the completed work, to the satisfaction of the City of Maple Ridge;
- 4) That the applicant will deposit with the City a sum of Five Hundred Dollars (\$500.00) in cash or cheque, to guarantee the fulfillment of the terms and conditions set out herein within the time specified in this permit.

(Name of applicant)

(Signature of applicant)

Office use only	
Application:	Approved <input type="checkbox"/> or Declined <input type="checkbox"/>
Authorization:	
_____ Municipal Engineer	
Security Deposit \$ _____ (Refundable)	Receipt No.: _____

Note: Engineered design may be required to ensure the sign will resist location wind loading.

SITE (SIGNAGE) LOCATIONS:

- D1 – Corner of 201st & Lougheed Highway
- D2 – Corner of Kanaka Way & Lougheed Highway
- D3 – Corner of 232 & Fern Crescent
- D4 – Corner of 240th & Dewdney Trunk Road
- D5 – Corner of 240th & Lougheed Highway
- D6 – Corner of 284th & Lougheed Highway

Development Construction Sign Map Locations



DEVELOPER/PROJECT INFORMATION: (please complete below)

Development Company	
Project Name	
Type of Home (ie. Townhouse, Single Family etc.)	
Project Address / Location	
Contact Phone Number	
Email	
Marketing Company	
Contact	
Contact Phone Number	
Email	

Schedule "E" – Sign Impoundment Recovery Costs

Recovery costs for impounded signs are as follows:

Sign removal requiring equipment	\$150.00
Sign removal not requiring equipment	\$50.00

Schedule "F" – Signs Permitted in All Zones

The following signs shall be permitted in all zones subject to the limitations set forth below:

- F-1. Traffic control signs as defined in the "Motor Vehicle Act", subject to the provisions of said act.
- F-2. Signs required to; maintain or post a bylaw or government order, rule or regulation.
- F-3. Memorial plaques, cornerstones, historical tablets and the like.
- F-4. Directional sign, not exceeding 0.2 sq. m. (2.2 sq. ft.) in area, intended to facilitate the movement of pedestrians and vehicles within the site upon which such signs are located to identifying the location and nature of a building, structure or use which is not readily visible from the street, serving such building, structure or use.
- F-5. Prohibitive Signs not exceeding 0.2 sq. m. (2.2 sq. ft.) in area located on private property.
- F-6. Temporary Signs pertaining to campaigns, drives or events of political, civic, philanthropic, educational or religious organizations, require Council approval to erect such signs upon or over public property and such signs shall be removed within four (4) days after the event.
- F-7. Flags or emblems of political, civic, philanthropic, educational or religious organizations.
- F-8. Real estate signs provided that in all agricultural (A) zones and residential (R) zones the combined sign area of such signs fronting upon each street which bounds such lot or premises shall not exceed a ratio of 1.2 sq. m. (12.9 sq. ft.) of sign area per face (maximum 2 faces) for each 1000 sq. m. (10,764.5 sq. ft.) of lot area but need not be less than 1.2 sq. m. (12.9 sq. ft.) and may not exceed 3 sq. m. (32.3 sq. ft.) per face. Such signs shall be placed entirely on the lot or lots to which the sign in question refers and further, not more than one sign shall be permitted on each frontage. The signs shall have a maximum height of 1.8 metres (5.9 feet) and shall not be illuminated.

In all other zones, real estate signs are limited as in Residential and Agricultural zones, except that each sign face may have an area of no more than 3 sq. m. (32.3 sq. ft.) and have a maximum height of 2.1 metres (6.9 feet).

One real estate sign advertising a group of lots for sale within a subdivision or a group of houses for sale within a housing project is permitted for each street frontage, provided that the total sign area of each sign shall not exceed 3.0 sq. m. (32.3 sq. ft.) and shall be setback from all lot lines equal to the height of the sign plus 1.2 metres (3.9 feet). The display of such signs shall be limited to a six (6) month period, beyond which special approval by the Chief Building Official shall be required.

- F-9. Signs indicating the name and nature of an agricultural or farm use, where a current trade licence is held. Such signs shall be permitted only upon the lot to which the sign refers, and further provided that:

AGRICULTURAL USE

- F-9.1 No local farm produce or service sign shall be larger than 3 sq. m. (32.3 sq. ft.) and further providing that the size of such sign may be increased by 0.1 sq. m. (1.0 sq. ft.) for each 0.2 hectares over 4 hectares;

- F-9.2 This may be a **changeable copy sign** to permit the **sign copy** to be changed to specify certain products or services as they are in season.
- F-9.3 Such **signs** shall be removed when produce or service is not for sale.
- F-9.4 See Schedule "G" of this by-law for freestanding signs for nurseries & greenhouses in an agricultural zone.

FARM USE

- F-9.5 Farm identification signs may be installed on any registered farm site over 2 hectares in addition to those permitted by Clause E-9.1 to E9.4.
 - F-9.6 Farm identification signs shall be limited to the farm name, address, owners name and farm type only.
 - F-9.7 Farm identification signs shall not exceed 3.0 sq. m. (32.3 sq. ft.) except that for every 2 hectares over 4 hectares, the sign area may be increased by 1.0 sq. m. (10.8 sq. ft.).
 - F-9.8 Building identification signs not exceeding 3.0 sq. m. (32.3 sq. ft.) in area and placed on the Agricultural building façade facing onsite roads will be permitted to a maximum of 3 sq. m. (32.3 sq. ft.) if multiple signs are used provided these signs are not visible from a highway.
- F-10. Special identification signs such as unique items, antique equipment, major archways and gates etc., require approval from Council.
- F-11. A home occupation use which is permitted by Maple Ridge Zoning By-Law No. 3510-1985 as amended, is permitted one sign of not more than 0.18 sq. m. (2.0 sq. ft.) in area, identifying the name and occupation of the occupant.
- F-12. Special event signs advertising for community causes and charitable fund raising campaigns. Such signs shall be permitted, only with the approval of the **Municipal Engineer**, on the public right-of-way and shall be of such size and design and posted at such locations for such periods as determined by the **Municipal Engineer**.
- F-13. **Construction Sign** indicating the name and nature of a construction or demolition project, plus the names of the contractors, sub-contractors and professional advisors, provided that the combined area of such signs fronting upon each street which bounds such project shall not exceed a ratio of 0.2 sq. m. (2.2 sq. ft.) of sign area for each 100 sq. m. of lot area. In no case shall the combined area of such signs fronting upon each street exceed 3.5 sq. m (37.7 sq. ft). Such sign shall have a maximum height of 3.5 metres (11.5 feet) and shall be setback from all lot lines equal to the height of the sign plus 1.2 metres (3.9 feet). Should the noted setback not be achievable then a structural engineer will be required to design the anchorage for the sign. The display of such signs shall be limited to a period not to exceed the duration of the said construction or demolition project, at which time such signs shall be removed.
- F-14. **Construction Sign** used to provide direction to construction sites are to comply with requirements in Schedule "D" of this bylaw. Further, these signs are to be non-illuminated, are not to exceed a sign area of 1.5 sq. m (16 sq. ft.) and shall not exceed a maximum height of 3.0 metres (10 feet)

With the exception of **special event signs**, **construction signs** - directional and freestanding signs for nurseries and greenhouse's in agricultural zones, none of the above signs require a sign permit.

Schedule "G" – Signs Permitted in Agricultural and Residential Zones

The following signs are permitted only on land Zoned "A", "R", "RS", "CD", "RM", "RT", "SRS", "RG", "RE" and "RMH":

PERMITTED SIGNS

- G-1. Signs permitted in Clauses F-1 to F-13 inclusive of Schedule "F" of this by-law, as regulated therein.
- G-2. One Facia Sign or Freestanding Sign for an apartment building in RM Zones.
- G-3. Freestanding signs for nurseries & greenhouses and changeable copy sign are permitted in agricultural zones.
- G-4. One double faced freestanding sign or 2 single faced freestanding signs are permitted per lot or premises.

REQUIREMENTS

- G-5. The sign area for a Facia Sign or Freestanding Sign for an apartment in the RM Zones is not to exceed 0.8 sq. m. (8.6 sq. ft.) in area.
- G-6. The copy area for facia signs shall not exceed 60 percent of the sign area.
- G-7. The area of Freestanding signs for nurseries & greenhouses in agricultural zones are not to exceed a sign area of 6 sq. m. (64 sq. ft.). If the sign is one sided, two separate one sided signs of equal size are permitted with a total sign area of 6 sq. m. (64 sq. ft.). One sided signs must be placed at 30 degrees or 60 degrees to the fronting street. A maximum of 30% of each sign may be a changeable copy sign. A landscaped area of not less than 4 times the sign area must be provided around each sign base. Freestanding Signs in agricultural zones may only be indirectly lighted.
- G-8. The maximum height of a freestanding sign shall be 2 metres (6.6 feet).
- G-9. No illuminated signs shall be permitted in residential zones.

Schedule "H"- All Commercial Zones

The following signs are permitted only on land in "C" "CS" & "H" Zones.

PERMITTED SIGNS

- H-1. Signs permitted in Schedule "F" of the by-law as regulated therein.
- H-2. Two signs are permitted per business premises which may be canopy, fascia or projecting signs fronting each street bounding the lot on which the sign is located.
- H-3. One (1) freestanding sign shall be permitted for each street frontage bounding the site, provided that each sign is positioned to face the street on which it is located by placing the copy area at right angles (90 degrees) to the fronting street. For each additional 30 metres (98.4 feet) of frontage beyond the first 30 metres (98.4 feet) of frontage, an additional freestanding sign may be permitted. The additional freestanding sign is to be placed so that no portion of a freestanding sign is closer than 20 metres to any other freestanding sign.

REQUIREMENTS

- H-4. The sign area of fascia signs shall not exceed 12 percent of the façade area and may only face a highway or parking lot of the business premises to which it pertains.
- H-5. The copy area for fascia signs shall not exceed 60 percent of the sign area.
- H-6. For channel letter fascia signs the sign area shall not exceed 12 percent of the façade area. The copy area for channel letter fascia signs is equal to the sign area.
- H-7. The requirements for projecting signs shall be as set forth in Section 13.6 of this by-law.
- H-8. Changeable copy signs permitted on the main freestanding sign shall be permitted to a maximum sign area of 3 sq. m. (32.3 sq. ft.) per sign face in addition to the main freestanding signs area.
- H-9. Any area exceeding the above mentioned three (3) sq. m. (32.3 sq. ft.) shall be deducted from the total calculation for sign area of the freestanding sign,
- H-10. The maximum height of a freestanding sign in all "C" & "H" zones shall not exceed 6 metres (19.7 feet).
- H-11. The maximum height of a freestanding sign in all "CS" zones except gasoline service stations shall not exceed 7.5 metres (24.6 feet), provided that the maximum height may be increased by 100 mm (4 inches) per lineal metre of frontage over 12 metres (39 feet) up to a maximum height of 10.5 metres (34.5 feet). No freestanding sign shall be permitted on any lot having a frontage less than 12 metres (39.3 feet).

H-12. The sign area of a freestanding sign shall not exceeding 0.6 sq. m. (6.5 sq. ft.) per lineal metre of frontage on which the sign abuts provided that the maximum sign area of a freestanding sign for other than gasoline service station use shall be as follows:

<u>LOT AREA</u>	<u>MAXIMUM SIGN AREA</u>
550 sq. m. (5920.3 sq. ft.)	10 sq. m. (107.6 sq. ft.)
550 sq. m to 4,000 sq. m. (5920.3 sq ft to 43,057 sq. ft)	15 sq. m. (161.5 sq. ft.)
Larger than 4000 sq. m. (43,057 sq. ft.)	20 sq. m. (215.3 sq. ft.)

H-13. The copy area for a freestanding sign shall not exceed 60 percent of the sign area. For multi-tenant paneled sign faces the copy area per panel shall not exceed 80 percent of the panel area.

GASOLINE SERVICE STATIONS AND GASOLINE SERVICE BARS

H-14. For gasoline service stations and gasoline service bars, both as defined in the Maple Ridge Zoning By-Law No. 3510-1985 as amended, the freestanding sign shall not exceed a maximum height of 6 metres (19.7 feet) and a sign area not exceeding 7.2 sq. m. (77.5 sq. ft.).

H-15. Where a structure is installed to provide lighting for open pump islands, one (1) additional sign per pump island may be incorporated into such lighting device provide that such sign shall not:

- a. contain any message other than business logo;
- b. exceed a height of 2.4 metres (7.9 feet) above the pump island; and
- c. extend beyond the pump unit at either end.

Schedule "I" – All Industrial Zones

The following signs are permitted only on land in "M" Zones.

PERMITTED SIGNS

- I-1. Signs permitted in Schedule "F" of the by-law as regulated therein.
- I-2. Two signs are permitted per business premises which may be canopy or fascia signs fronting each street bounding the property on which the sign is located.
- I-3. One (1) freestanding sign shall be permitted for each street frontage bounding the site, provided that each sign is positioned to face the street on which it is located by placing the copy area at right angles (90 degrees) to the fronting street. For each additional 30 metres (98.4 feet) of frontage beyond the first 30 metres (98.4 feet) of frontage, an additional freestanding sign may be permitted. The additional freestanding sign is to be placed so that no portion of a freestanding sign is closer than 20 metres to any other freestanding sign.

REQUIREMENTS

- I-4. The sign area of fascia signs shall not exceed 12 percent of the façade area and may only face a highway or parking lot of the business premises to which it pertains.
- I-5. The copy area for fascia signs shall not exceed 60 percent of the sign area.
- I-6. For channel letter fascia signs the sign area shall not exceed 12 percent of the façade area. The copy area for channel letters fascia signs is equal to the sign area.
- I-7. Changeable copy signs permitted on the main freestanding sign shall be permitted to a maximum sign area of 3.0 sq. m. (32.3 sq. ft.) per sign face in addition to the main freestanding sign area.
- I-8. Any area exceeding the above mentioned three (3) sq. m. (32.3 sq. ft.) shall be deducted from the total calculation for sign area of the freestanding sign.
- I-9. The maximum height of a freestanding sign in all "M" zones shall not exceed 7.5 metres (24.6 feet), provided that the maximum height may be increased by 100 mm (4 inches) per lineal metre of frontage over 12 metres (39 feet) up to a maximum height of 10.5 metres (34.5 feet). No freestanding sign shall be permitted on any lot having a frontage less than 12 metres (39.3 feet).
- I-10. The sign area of a freestanding sign shall not exceed 0.6 sq. m. (6.5 sq. ft.) per lineal metre of frontage on which the sign abuts provided that the maximum sign area of a freestanding sign shall be as follows:

<u>LOT AREA</u>	<u>MAXIMUM SIGN AREA</u>
550 sq. m. (5920.3 sq. ft.)	10 sq. m. (107.6 sq. ft.)
550 sq. m to 4,000 sq. m. (5920.3 sq ft to 43,057 sq. ft)	15 sq. m. (161.5 sq. ft.)
Larger than 4000 sq. m. (43,057 sq. ft.)	20 sq. m. (215.3 sq. ft.)

- I-11. The copy area for a freestanding sign shall not exceed 60 percent of the sign area. For multi-tenant paneled sign faces the copy area per panel shall not exceed 80 percent of the panel area.

Schedule "J"- All Institutional Zones

The following signs are permitted only on land in "P" Zones.

- J-1. Signs permitted in Schedule "F" of the by-law as regulated therein.
- J-2. One **facia sign** per **business premises** or one (1) **freestanding sign** shall be permitted for each **street frontage** bounding the site, provided that each sign is positioned to face the street on which it is located by placing the copy area at right angles (90 degrees) to the fronting street. For each additional 30 metres (98.4 feet) of **frontage** beyond the first 30 metres (98.4 feet) of **frontage**, an additional **freestanding sign** may be permitted. The additional **freestanding sign** is to be placed so that no portion of a **freestanding sign** is closer than 20 metres to any other **freestanding sign**.

REQUIREMENTS

- J-3. The total area of a **facia sign** shall not exceed a ratio of 0.3 sq. m. (3.2 sq. ft.) for each lineal metre of the **business premises** to which the sign is attached.
- J-4. The **copy area** for **facia signs** shall not exceed 60 percent of the sign area.
- J-5. For channel letter **facia signs** the **sign area** shall not exceed 12 percent of the **façade area**. The **copy area** equals the sign area.
- J-6. The maximum sign area of a **freestanding sign** shall not exceed 6 sq. m. (64.6 sq. ft.).
- J-7. The **copy area** for a **freestanding sign** shall not exceed 60 percent of the **sign area**. For multi-tenant paneled sign faces the **copy area** per panel shall not exceed 80 percent of the panel area.
- J-8. The maximum height of a **freestanding sign** shall be 6 metres (19.7 feet).
- J-9. **Changeable copy signs** permitted on the main **freestanding sign** shall be permitted to a maximum **sign area** of 3 sq. m. (32.3 sq. ft.) per sign face in addition to the main **freestanding signs area**.
- J-10. Any area exceeding the above mentioned three (3) sq. m. (32.3 sq. ft.) shall be deducted from the total calculation for sign area of the **freestanding sign**,



City of Maple Ridge

Bylaw Notice Enforcement

Bylaw No. 7626 – 2020

Effective Date:

City of Maple Ridge

Bylaw Notice Enforcement Bylaw No. 7626 - 2020

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City of Maple Ridge

Bylaw Notice Enforcement Bylaw No. 7626–2020

A bylaw for the purpose of issuing Bylaw Notice Enforcement tickets for the enforcement of Municipal bylaws.

WHEREAS, the *Local Government Bylaw Notice Enforcement Act*, SBC 2003, c. 60, as amended (the “Act”), provides that a local government may deal with the contravention of a bylaw by bylaw notice;

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

Part 1 Citation

1.1 This bylaw may be cited as “Bylaw Notice Enforcement Bylaw No. 7626 – 2020”.

Part 2 Severability

2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsequent, paragraph, subparagraph, clause or phrase.

Part 3 Definitions

3.1 In this bylaw unless the context otherwise requires, each of the following words has the meaning set out below:

“**Act**” means the *Local Government Bylaw Notice Enforcement Act*;

“**City**” means the City of Maple Ridge; and

“**Registry**” means the City of Maple Ridge Bylaw Notice Dispute Adjudication Registry established under Section 7 of this Bylaw.

3.2 Other terms used in this Bylaw have the same meaning as defined terms in the Act.

Part 4 Bylaw Contraventions

4.1 The bylaw contraventions designated in Schedule A may be dealt with by bylaw notice.

Part 5 Penalties

5.1 The penalty for a contravention referred to in section 4.1 is as follows:

- a) Subject to subsections (b) to (e), the Penalty amount set out in column A1 of Schedule A;
- b) If received by the City within fourteen (14) days of the person receiving or being presumed to have received the bylaw notice, the penalty is the Early Payment Penalty set out in column A2 of Schedule A;
- c) If more than twenty-eight (28) days after the person received or is presumed to have received the bylaw notice, the penalty is subject to a late payment surcharge in addition to the Penalty under subsection (a), and is the Late Payment Penalty set out in column A3 of Schedule A; or
- d) Notwithstanding section 7.3, if a person sought adjudication of a bylaw notice within the time specified in section 6.1, but the adjudicator ordered that the penalty set out in the bylaw notice is due and payable and the person has not paid the penalty referred to in the bylaw notice within twenty-eight (28) days, after the date the adjudicator ordered that such penalty is due and payable, that penalty referred to in the bylaw notice shall be increased to the Late Payment Penalty set out in column A3 of Schedule A;
- e) If paid under a compliance agreement, the penalty may be reduced as provided under column A4 of Schedule A.

Part 6 Period for Paying or Disputing Notice

6.1 A person who receives a bylaw notice must, within fourteen (14) days of the date on which the person received or is presumed to have received the bylaw notice:

- a) Pay the penalty; or
- b) Request dispute adjudication by filling in the appropriate portion of the bylaw notice indicating either a payment or a dispute and delivering it, or causing it to be delivered or mailed, to the City of Maple Ridge City Hall.

6.2 A person may pay the indicated penalty more than fourteen (14) days after receiving the bylaw notice, in accordance with section 5(a) and subject to the late payment surcharge under section 5(c), but no person may dispute the bylaw notice more than fourteen (14) days after receiving the bylaw notice.

6.3 Pursuant to the requirements of Section 25 of the Act, where a person was not served personally with a bylaw notice and advises the City that they did not receive a copy of the original bylaw notice, the time limit for responding to a bylaw notice under section 5 and section 6(a) and (b) of this Bylaw does not begin to run until a copy of the bylaw notice is re-delivered to that person in accordance with the Act.

Part 7 Bylaw Notice Dispute Adjudication Registry

- 7.1 The Registry is established as a bylaw notice dispute adjudication system in accordance with the Act to resolve disputes in relation to bylaw notices.
- 7.2 The civic address of the Registry is 11995 Haney Place, Maple Ridge, BC V2X 6A9.
- 7.3 Every person who is unsuccessful in a dispute adjudication in relation to a bylaw notice or a compliance agreement under the dispute adjudication system established under this section, must pay the City an additional fee of \$25 for the purpose of the City recovering the costs of the adjudication system.

Part 8 Screening Officers

- 8.1 The position of Screening Officer I and Screening Officer II are established.
- 8.2 The following are designated classes of persons that may be appointed as Screening Officer I and Screening Officer II:
 - a) Director, Bylaw & Licensing Services;
 - b) Manager, Bylaw & Licensing Services;
 - c) Senior Bylaw Compliance Officer;
 - d) Administrative Assistant, Bylaw & Licensing Services; and
 - e) Council may appoint Screening Officers from these classes of persons by name, or office or otherwise.

Part 9 Powers, Duties, and Functions of Screening Officer

- 9.1 The powers, duties, and functions of Screening Officers are as set out in the Act, and include the following:
 - a) Where requested by the person against whom a contravention is alleged, communicate information respecting the nature of the contravention, the provision of the bylaw contravened, the facts on which the contravention alleged is based, the penalty for a contravention, and the fee or fees payable in relation to the bylaw notice enforcement process;
 - b) Communicate with any or all of the following for the purposes of performing their functions under this Bylaw or the Act:
 - i. the person against whom a contravention is alleged or their representative.
 - ii. the officer issuing the bylaw notice.
 - iii. the complainant or their representative.

- iv. the City's staff regarding the disputant's history of bylaw compliance.
 - c) Review the City's records regarding the disputant's history of bylaw compliance;
 - d) Prepare and enter into compliance agreements in accordance with the Act and City policies and guidelines, with persons who dispute bylaw notices, including establishing terms and conditions for compliance that the Screening Officer considers necessary or advisable, including time periods for payment of penalties and compliance with the bylaw (Screening Officer II only);
 - e) Provide for payment of a reduced penalty if a compliance agreement is entered into, as provided in column A4 of Schedule A; and
 - f) Cancel bylaw notices in accordance with the Act and City policies and guidelines.
- 9.2 The bylaw contraventions in relation to which a Screening Officer may enter into compliance agreements are designated in column A4 of Schedule A.
- 9.3 The maximum term of a compliance agreement is one year.

Part 10 Bylaw Compliance Officers

- 10.1 Persons acting as any of the following are designated as Bylaw Compliance Officers for the purposes of this Bylaw and the Act:
- a) Members of the Royal Canadian Mounted Police;
 - b) Senior Bylaw Compliance Officer and Bylaw Compliance Officers appointed pursuant to the *Community Charter*;
 - c) Parking Officers appointed pursuant to the *Community Charter*;
 - d) Local Assistants to the Fire Commissioner under Section 6 of the *Fire Services Act*;
 - f) Director and Manager of Bylaw & Licensing Services, Building Officials, Animal Control Officers, Pound Keepers, City Environment staff or other persons acting in another capacity on behalf of the City, properly delegated by Council for the purpose of enforcement of one or more of its bylaws, pursuant to the *Community Charter*.

Part 11 Form of Bylaw Notice

- 11.1 The City may from time to time provide for the form or forms of the bylaw notice, provided the bylaw notice complies with Section 4 of the Act.

Part 12 Schedules

12.1 The following schedules are attached to and form part of this Bylaw:

- (a) Schedule A – Designated Bylaw Contraventions and Penalties
- (b) Schedule B – Compliance Agreement

READ a first time the 14th day of April, 2020.

READ a second time the 14th day of April, 2020.

READ a third time the 14th day of April, 2020.

ADOPTED, the ____ day of _____, 2020.

PRESIDING MEMBER

CORPORATE OFFICER

Schedule A
Designated Bylaw Contraventions and Penalties

Part 1						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Animal Control and Licencing Bylaw No. 6908-2012						
6908	5.1.3(c)	Refuse to comply with Animal Control Officer	\$300	\$250	\$350	No
6908	5.1.3(d)	Interfere with Animal Control Officer	\$300	\$250	\$350	No
6908	6.1.1	More than 3 dogs	\$150	\$100	\$200	Yes
6908	6.2.1	Fail to obtain licence	\$150	\$100	\$200	No
6908	6.2.7	Fail to display licence	\$100	\$75	\$125	No
6908	7.1.1	Animal at-large	\$150	\$100	\$200	No
6908	7.2.1	Fail to remove excrement	\$150	\$100	\$200	No
6908	7.3.2(a)	Fail to provide food and water	\$200	\$150	\$250	No
6908	7.3.2(b)	Fail to provide clean food and water receptacles	\$150	\$100	\$200	No
6908	7.3.2(c)	Fail to sufficiently exercise	\$150	\$100	\$200	No
6908	7.3.2(d)	Fail to provide necessary veterinary care	\$450	\$400	\$500	No
6908	7.3.3(a)	Fail to provide appropriate shelter	\$250	\$200	\$300	No
6908	7.3.3(b)	Fail to allow sufficient space	\$250	\$200	\$300	No
6908	7.3.3(c)	Fail to provide protection from sun	\$250	\$200	\$300	No
6908	7.3.4	Fail to keep shelter clean	\$250	\$200	\$300	No
6908	7.3.5	Cause animal to be tied to choke collar	\$300	\$250	\$350	No
6908	7.4.1(a)	Fail to provide fresh air ventilation	\$250	\$200	\$300	No
6908	7.4.1(b)	Enclosed space exceeds 30 degrees Celsius	\$250	\$200	\$300	No
6908	7.4.2	Fail to confine in a pen outside the vehicle	\$250	\$200	\$300	No
6908	7.7.1(a)	Fail to confine an aggressive dog indoors	\$450	\$400	\$500	No
6908	7.7.1(c)	Enclosure contrary to bylaw	\$300	\$250	\$350	No
6908	7.7.1(d)	Leash more than 1.5 m.	\$150	\$100	\$200	No
6908	7.7.2(a)	Fail to muzzle an aggressive dog	\$300	\$250	\$350	No
6908	7.7.2(b)	Fail to tattoo aggressive dog	\$200	\$150	\$250	No
6908	7.7.2(c)	Fail to post warning signs	\$300	\$250	\$350	No
6908	7.7.2(f)	Fail to notify when aggressive dog at large	\$300	\$250	\$350	No

Part 1						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
6908	7.8.1	Fail to secure area for guard dog	\$200	\$150	\$250	No
6908	7.8.2(a)	Guard dog sign not visible	\$200	\$150	\$250	No
6908	7.8.2(b)	Guard dog sign improperly posted	\$200	\$150	\$250	No
6908	7.8.3(a)	Fail to register guard dog address	\$200	\$150	\$250	No
6908	7.8.3(b)	Fail to register guard dog hours	\$200	\$150	\$250	No
6908	7.8.3(c)	Fail to register guard dog licence number	\$200	\$150	\$250	No
6908	7.8.3(d)	Fail to register owner	\$200	\$150	\$250	No
6908	7.8.4	Fail to provide change of information	\$450	\$400	\$500	No
6908	9.1.1(a)	Sell prohibited animal	\$450	\$400	\$500	No
6908	9.1.1(b)	Keep, breed or sell wolf cross	\$450	\$400	\$500	No
6908	10.1.1	More than six cats	\$150	\$100	\$200	Yes
6908	11.1.2(a)	Livestock on Highway	\$200	\$150	\$250	No
6908	11.1.2(b)	Livestock in Public Place	\$200	\$150	\$250	No
6908	12.1	Boarding dogs	\$150	\$100	\$200	No
6908	13.1.1(a)	Fail to document information	\$450	\$400	\$500	No
6908	13.1.1(e)	Fail to provide sufficient care	\$450	\$400	\$500	No
6908	13.1.2(b)	Fail to keep clean cage	\$450	\$400	\$500	No
6908	13.2.1	Fail to segregate ill animal	\$450	\$400	\$500	No
6908	13.3.1(b)(i)	Fail to promptly treat animal	\$450	\$400	\$500	No
6908	13.4.1(a)	Fail to keep register	\$450	\$400	\$500	No
6908	13.6.1(a)	Fail to post notice	\$450	\$400	\$500	No
6908	13.6.1(b)	Fail to post signs	\$450	\$400	\$500	No
6908	13.7.1(c)i	Sell prohibited animal	\$450	\$400	\$500	No
6908	13.7.1(c)v	Sell unaltered animal	\$450	\$400	\$500	No

Part 2						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Building Bylaw No. 6925-2012						
6925	6.1	Construction without permit	\$250	\$200	\$300	No
6925	6.2	Demolish structure without permit	\$250	\$200	\$300	No
6925	6.3	Move structure without permit	\$250	\$200	\$300	No
6925	6.4	Occupy structure without permit	\$350	\$300	\$400	No
6925	6.5	Tamper with posted notice	\$250	\$200	\$300	No
6925	6.6	Work contrary to approved plans	\$250	\$200	\$300	No
6925	6.7	Obstruct entry of a Building Official	\$450	\$400	\$500	No
6925	17.5	Fail to fill in excavation within 60 days	\$450	\$400	\$500	No
6925	20.1	Non-compliance with safety standards	\$450	\$400	\$500	No
6925	20.3.1	Fail to keep plans on property	\$200	\$150	\$250	No
6925	20.3.2	Fail to post civic address	\$200	\$150	\$250	No
6925	22.5	Fail to obtain building inspection	\$200	\$150	\$250	No
6925	22.8	Fail to obtain electrical inspection	\$200	\$150	\$250	No
6925	22.9	Fail to obtain plumbing inspection	\$250	\$200	\$300	No
6925	22.10	Fail to obtain a gas inspection	\$450	\$400	\$500	No
6925	26.14.2	Fail to remove existing dwelling	\$450	\$400	\$500	No
6925	28.1	Construct a pool without a permit	\$450	\$400	\$500	No
6925	28.3	Fail to enclose pool	\$450	\$400	\$500	No
6925	28.4	Fail to maintain pool enclosure	\$450	\$400	\$500	No
6925	28.5	Fail to keep pool gate latched	\$450	\$400	\$500	No
6925	29.1	Plumbing system altered	\$200	\$150	\$250	No
6925	29.2	Plumbing located outside lot	\$250	\$200	\$300	No
6925	29.3	Plumbing storm drain installed without permission	\$200	\$150	\$250	No
6925	29.4	Plumbing installed without permit	\$200	\$150	\$250	No
6925	32.3	Fail to comply with Stop Work notice	\$450	\$400	\$500	No
6925	32.5	Fail to comply with Do Not Occupy notice	\$450	\$400	\$500	No

Part 3						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Business Licencing and Regulation Bylaw No. 6815-2011						
6815	6.1.1(a)	No business licence	\$300	\$250	\$350	No
6815	6.2.3	Failure to get approval	\$200	\$150	\$250	No
6815	6.6.1	Fail to renew licence	\$300	\$250	\$350	No
6815	6.8.1	Fail to post licence	\$200	\$150	\$250	No
6815	6.9.1(a)	Fail to permit inspection of premises	\$300	\$250	\$350	No
6815	7.1.1	Permit person under 19 years	\$450	\$400	\$500	No
6815	7.1.2	Display depiction of a sexual act	\$450	\$400	\$500	No
6815	7.3.1(g)	Open business between 12 midnight and 7 am	\$450	\$400	\$500	No
6815	7.4.3	Fail to keep premises in clean condition	\$200	\$150	\$250	No
6815	7.4.5(c)	Fail to keep record	\$200	\$150	\$250	No
6815	7.4.5(d)	Fail to produce register	\$200	\$150	\$250	No
6815	7.4.5(g)	Permit entry to be erased	\$450	\$400	\$500	No
6815	7.6.2(a)	Fail to provide identification	\$450	\$400	\$500	No
6815	7.6.3(a)	Employ person under 19 years	\$450	\$400	\$500	No
6815	7.6.3(b)	Open business between 12 midnight and 8 am	\$450	\$400	\$500	No
6815	7.7.1	Permit person under 19 years	\$450	\$400	\$500	No
6815	7.8.1(a)	Employ person under 19 years	\$450	\$400	\$500	No
6815	7.8.1(b)	Permit person under 19 years	\$450	\$400	\$500	No
6815	7.9.1	Fail to post sign	\$200	\$150	\$250	No
6815	7.10.3	Fail to comply with requirements	\$200	\$150	\$250	No
6815	7.10.4(a)(i)	More than 20 dogs	\$300	\$250	\$350	No
6815	7.10.4(a)(ii)	Operate outside permitted hours	\$300	\$250	\$350	No
6815	7.10.4(a)(iii)	Discharge odorous matter	\$450	\$400	\$500	No
6815	7.19.3(b)	Fail to shut off sound	\$450	\$400	\$500	No
6815	7.21.1(b)	Failure to produce licence	\$300	\$250	\$350	No
6815	7.21.1(c)	Fail to display photo identification	\$450	\$400	\$500	No
6815	7.21.1(d)	Peddle between 6 pm and 9 am	\$450	\$400	\$500	No
6815	7.23.6(a)	Failure to maintain report	\$450	\$400	\$500	No
6815	7.23.10(a)	Dispose of second hand article prior to 30 days after receipt	\$450	\$400	\$500	No

Part 3						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
6815	7.23.13(d)	Buy second hand article from person under 18 years	\$450	\$400	\$500	No
6815	7.23.14	Buy second hand article between 6 pm and 6 am	\$300	\$250	\$350	No
6815	7.24.1(b)	Offer services of a social escort under the age of 19 years	\$450	\$400	\$500	No
6815	7.27.1(b)	Permit tobacco products to be visible	\$300	\$250	\$350	No
6815	7.27.1(c)	Sell tobacco to person under 19 years	\$450	\$400	\$500	No
6815	7.28.1(a)	Possess shark fin products	\$450	\$400	\$500	No

Part 4

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Cat Spay/Neuter Bylaw No. 5756 - 1999						
5756	3	I.D. Not Worn	\$50	\$35	\$75	No
5756	11	Unsterilized Cat	\$50	\$35	\$75	No
5756	12	Unsterilized Cat at Large	\$75	\$50	\$100	No

Part 5						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Drinking Water Conservation Plan Bylaw No. 7425-2018						
7425	6.1	No automatic shut off device	\$250	\$200	\$300	No
7425	6.2	Unnecessary water run off	\$250	\$200	\$300	No
7425	6.3	Water artificial turf	\$250	\$200	\$300	No
7425	6.4	Hose run unnecessarily	\$250	\$200	\$300	No
7425	6.5	Faulty irrigation system	\$250	\$200	\$300	No
7425	Schedule 1, Part 1	Unauthorized Watering	\$250	\$200	\$300	No
7425	Schedule 1, Part 2	Unauthorized Watering	\$450	\$400	\$500	No

Part 6

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Fire Prevention Bylaw No. 4111-1988						
4111	II11	Fail to Obey Order	\$450	\$400	\$500	No
4111	II21	Obstruct Fire Escape	\$450	\$400	\$500	No
4111	III29	Impede Fire Fighter	\$450	\$400	\$500	No
4111	III32	Run over Hose	\$450	\$400	\$500	No
4111	IX64(a)	Fail to Flush Hydrant	\$450	\$400	\$500	No
4111	IX64(b)	Fail to Service Hydrant	\$450	\$400	\$500	No
4111	IX64(c)	Hydrant Obstructed	\$450	\$400	\$500	No

Part 7						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Fireworks Bylaw No. 6279-2004						
6279	II(3)	Discharge fireworks without permit	\$450	\$400	\$500	No
6279	II(4)	Fail to surrender fireworks	\$450	\$400	\$500	No
6279	III(18)	Unlawful storage	\$450	\$400	\$500	No
6279	III(20)	Improper storage	\$450	\$400	\$500	No
6279	III(21)	Smoke in storage area	\$450	\$400	\$500	No
6279	IV(22)	Sell to minor	\$450	\$400	\$500	No
6279	IV(23)	Minor possessing fireworks	\$450	\$400	\$500	No
6279	V(24)	Fireworks display without permit	\$450	\$400	\$500	No
6279	V(25)	Discharge fireworks contrary to distance requirements	\$450	\$400	\$500	No
6279	V(26)	Audience closer than 45 m.	\$450	\$400	\$500	No
6279	V(27)	Improper fireworks projection	\$450	\$400	\$500	No
6279	V(29)	Fail to safely dispose of fireworks	\$450	\$400	\$500	No
6279	V(30)	Wind velocity greater than 10km/hr.	\$450	\$400	\$500	No
6279	V(32)	Person under 21 years in charge of display	\$450	\$400	\$500	No
6279	V(33)	Less than two operators	\$450	\$400	\$500	No
6279	V(34)	Insufficient fire extinguishers	\$450	\$400	\$500	No
6279	V(35)	Fail to hold valid liability insurance	\$450	\$400	\$500	No

Part 8						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Grow Operation, Health, Nuisance and Safety Bylaw No. 6274-2004						
6274	3	Disconnect meter	\$450	\$400	\$500	No
6274	4	Divert exhaust vents	\$450	\$400	\$500	No
6274	6	Alter a structure	\$250	\$200	\$300	No
6274	7(e)	No permit	\$250	\$200	\$300	No
6274	9(a)	Obstruct building official	\$450	\$400	\$500	No
6274	9(b)	Remove notice	\$450	\$400	\$500	No
6274	10(a)	Cause nuisance	\$450	\$400	\$500	No
6274	10(b)	Permit unsightly matter to accumulate	\$250	\$200	\$300	No
6274	12	Fail to undertake action directed by Fire Chief	\$450	\$400	\$500	No
6274	13	Refuse entry	\$450	\$400	\$500	No
6274	14	Fail to inspect	\$450	\$400	\$500	No
6274	15(a)	Fail to notify District	\$450	\$400	\$500	No

Part 9

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Highway & Traffic Bylaw No. 6704-2009						
6704	7.0	Drive on trail	\$100	\$75	\$125	No
6704	10.1	Obstruct vehicles or pedestrians	\$75	\$50	\$100	No
6704	10.2	Cross highway at a location other than crosswalk	\$50	\$35	\$75	No
6704	11.1 (a)	Park on sidewalk	\$50	\$35	\$75	No
6704	11.1 (b)	Park within 3m of driveway	\$50	\$35	\$75	No
6704	11.1 (c)	Park within 6m of intersection	\$50	\$35	\$75	No
6704	11.1 (d)	Park within 5 m of fire hydrant	\$100	\$75	\$125	No
6704	11.1 (e)	Park within 6m of crosswalk	\$50	\$35	\$75	No
6704	11.1 (f)	Park within 6m of stop sign	\$50	\$35	\$75	No
6704	11.1 (i) (i)	Park vehicle for sale on highway	\$50	\$35	\$75	No
6704	11.1 (i) (ii)	Repair vehicle on a highway	\$50	\$35	\$75	No
6704	11.1 (i) (iii)	Display signs on a highway	\$50	\$35	\$75	No
6704	11.1 (i) (iv)	Selling articles on highway	\$50	\$35	\$75	No
6704	11.1 (j)	Obstruct traffic	\$75	\$50	\$100	No
6704	11.1 (k)	Double park	\$50	\$35	\$75	No
6704	11.1 (n)	Park in bus zone	\$50	\$35	\$75	No
6704	11.1 (o)	Park on path	\$50	\$35	\$75	No
6704	11.1 (p)	Obstruct highway/lane	\$50	\$35	\$75	No
6704	11.1 (q)	Angle Park	\$50	\$35	\$75	No
6704	11.1 (r)	Park on wrong side	\$50	\$35	\$75	No
6704	11.1 (s)	Park over 30cm from curb	\$50	\$35	\$75	No
6704	11.1 (t)	Park contrary to painted lines on highway	\$50	\$35	\$75	No
6704	11.1 (u)	Park contrary to prohibition	\$50	\$35	\$75	No
6704	11.1 (v)	Overtime parking	\$50	\$35	\$75	No
6704	11.1 (w)	Overtime parking/fail to register	\$50	\$35	\$75	No
6704	11.1 (x)	Park contrary to restriction	\$50	\$35	\$75	No
6704	11.1 (z)	Park over 72 hours	\$75	\$50	\$100	No
6704	11.1 (aa)	Park over length vehicle	\$100	\$75	\$125	No
6704	11.1 (bb)	Park vehicle over 5500 kgs GVW	\$200	\$150	\$250	No
6704	11.1 (cc)	Park in Disabled zone	\$100	\$75	\$125	No
6704	11.1 (dd)	Park in commercial loading zone	\$75	\$50	\$100	No
6704	11.1 (ee)	Park in passenger loading zone	\$50	\$35	\$75	No
6704	11.1 (ff)	Park on highway without curbs	\$50	\$35	\$75	No

Part 9

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
6704	11.1 (ii)	Without proper or valid insurance displayed	\$100	\$75	\$125	No
6704	11.1 (jj)	Without proper and valid number plates displayed	\$100	\$75	\$125	No
6704	11.1 (kk)	Park adjacent to yellow curb	\$50	\$35	\$75	No
6704	11.1 (hh)	Park outside angle parking stall	\$50	\$35	\$75	No
6704	13.0	Unattached trailer	\$100	\$75	\$125	No
6704	15.3	Park in resident zone	\$50	\$35	\$75	No
6704	16.1	Remove notice of chalk mark	\$100	\$75	\$125	No
6704	16.2	Move vehicle within same block	\$50	\$35	\$75	No
6704	25.0	Occupy motor vehicle	\$100	\$75	\$125	No
6704	26.0	Fail to remove snow and other debris from sidewalk	\$150	\$100	\$200	No
6704	27.0	Obstruct intersection	\$100	\$75	\$125	No
6704	28.0	Fail to trim vegetation	\$100	\$75	\$125	No
6704	29.1	Encroachment	\$50	\$35	\$75	No
6704	30.1 (a)	Load not securely covered	\$150	\$100	\$200	No
6704	31.1 (b)	Load not secured	\$150	\$100	\$200	No
6704	32.1 (a)	Place thing on highway	\$100	\$75	\$125	No
6704	32.1 (b)	Deposit debris on highway	\$350	\$300	\$400	No
6704	32.1 (g)	Place structure on a highway	\$150	\$100	\$200	No
6704	32.1 (l)	Damage boulevard	\$150	\$100	\$200	No
6704	32.1 (r)	Place container on highway	\$150	\$100	\$200	No
6704	32.1 (s)	Engage in business on highway	\$150	\$100	\$200	No
6704	43.1 (a)	Solicit on highway	\$100	\$75	\$125	No
6704	43.1 (c)	Install sign on highway	\$100	\$75	\$125	No
6704	47.1 (a)	Vehicle weight exceeds licensed GVW	\$250	\$200	\$300	No
6704	47.1 (b)	Axle exceeds permitted weight	\$250	\$200	\$300	No
6704	47.1 (c)(i)	Dimensions of commercial vehicle do not conform to the regulations with load included	\$100	\$75	\$125	No
6704	47.1 (c)(ii)	Non conforming dimensions	\$100	\$75	\$125	No
6704	50.2	Fail to comply with order	\$300	\$250	\$350	No
6704	50.0	Fail to comply with permit conditions	\$300	\$250	\$350	No
6704	51.0	Fail to obey traffic controls and signs	\$300	\$250	\$350	No

Part 10

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Kennel Regulation Bylaw No. 6036-2002						
6036	1	Kennel contrary to zone	\$250	\$200	\$300	No
6036	2	No permission from Agricultural Land Commission	\$250	\$200	\$300	No
6036	4	More than 3 dogs	\$100	\$75	\$125	Yes
6036	5(a)	Fail to provide water and/or food	\$100	\$75	\$125	No
6036	5(b)	Fail to provide clean receptacles	\$100	\$75	\$125	No
6036	5(c)	Fail to provide exercise	\$100	\$75	\$125	No
6036	5(d)	Fail to provide veterinary care	\$450	\$400	\$500	No
6036	5(e)	Fail to provide comfort	\$100	\$75	\$125	No
6036	5(f)	Unclean or unsanitary condition	\$100	\$75	\$125	No
6036	5(g)	Fail to keep kennel clean	\$100	\$75	\$125	No
6036	5(h)	Fail to contain animal between 9 pm and 7 am	\$100	\$75	\$125	No
6036	5(i)	Fail to maintain air exchange unit	\$250	\$200	\$300	No
6036	5(j)	Fail to properly construct enclosure	\$250	\$200	\$300	No
6036	6	Dispose of dog excrement contrary to <i>Waste Management Act</i>	\$100	\$75	\$125	No
6036	8	Fail to keep building or runs in good repair	\$100	\$75	\$125	No
6036	9	Kennel not under supervision of responsible adult	\$100	\$75	\$125	No
6036	10	Create a nuisance to nearby residents	\$100	\$75	\$125	No
6036	13	Operate without permits	\$250	\$200	\$300	No
6036	21	Fail to provide isolation pen	\$100	\$75	\$125	No
6036	23	Improper flooring	\$250	\$200	\$300	No
6036	26	Improper wall and ceiling insulation	\$250	\$200	\$300	No
6036	29(e)	Breeding or boarding contrary to Kennel Licence	\$250	\$200	\$300	No
6036	33	Refuse inspection	\$250	\$200	\$300	No

Part 11

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Littering Prohibition Bylaw No. 5115-1994						
5115	3	Dumping Rubbish	\$450	\$400	\$500	No

Part 12

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Noise Control Bylaw No. 5122-1994						
5122	3	Noise Which Disturbs	\$300	\$250	\$350	No
5122	4	Allow Noise Which Disturbs	\$300	\$250	\$350	No
5122	5	Animal Noise	\$300	\$250	\$350	No
5122	6	Construction contrary to Time Restriction	\$400	\$350	\$450	No
5122	8	Engine Noise	\$400	\$350	\$450	No

Part 13

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Nuisance Prohibition Bylaw No. 7596-2019						
7596	4.1 (a)	Cause a Nuisance	\$450	\$400	\$500	No
7596	4.1 (b)	Permit a Nuisance	\$450	\$400	\$500	No
7596	4.1 (c)	Fail to abate Nuisance	\$450	\$400	\$500	No

Part 14

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Outdoor Burning Regulation Bylaw No. 5535 - 1997						
5535	5(b)	Burn noxious material	\$450	\$400	\$500	No
5535	5(d)	No permit	\$200	\$150	\$250	No
5535	8	Agricultural Fire without permit	\$450	\$400	\$500	No
5535	10(c)	Unattended Agricultural Fire	\$450	\$400	\$500	No
5535	14(b)	Unattended Backyard Fire	\$200	\$150	\$250	No
5535	14(d)	Backyard Fire after dark	\$200	\$150	\$250	No
5535	15	Recreational Fire contrary to Schedule "A"	\$100	\$75	\$125	No
5535	16(b)	Unattended Recreational Fire	\$100	\$75	\$125	No
5535	19	Outdoor fire during Closure	\$450	\$400	\$500	No

Part 15						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Parks and Recreation Facilities Regulation Bylaw No. 7085-2014						
7085	8.1.1	Enter Park when closed	\$100	\$75	\$125	No
7085	8.1.3	Deposit refuse	\$100	\$75	\$125	No
7085	8.1.4	Deposit any off-site refuse	\$300	\$250	\$350	No
7085	8.1.5	Carry or discharge any weapon or dangerous toy	\$300	\$250	\$350	No
7085	8.1.6	Cut any plant	\$450	\$400	\$500	No
7085	8.1.7	Deface any building or wall	\$450	\$400	\$500	No
7085	8.1.8	Damage any fixture	\$450	\$400	\$500	No
7085	8.1.9	Start any unauthorized fire	\$200	\$150	\$250	No
7085	8.1.10	Fail to obey any sign or signal	\$200	\$150	\$250	No
7085	8.1.11	Post or display advertising	\$200	\$150	\$250	No
7085	8.1.12	Use advertising vehicle	\$200	\$150	\$250	No
7085	8.1.13	Molest or harm any animal	\$300	\$250	\$350	No
7085	8.1.14	Possess any drug paraphernalia	\$200	\$150	\$250	No
7085	8.1.15	Carry on any unauthorized business	\$200	\$150	\$250	No
7085	8.1.16	Use vulgar language	\$450	\$400	\$500	No
7085	8.1.17	Disorderly or offensive conduct	\$450	\$400	\$500	No
7085	8.1.18	Expose genitals	\$450	\$400	\$500	No
7085	8.1.19	Excavate in a Park	\$300	\$250	\$350	No
7085	8.1.20	Move any Natural Park Feature	\$100	\$75	\$125	No
7085	8.1.21	Hold procession or gathering	\$200	\$150	\$250	No
7085	8.1.22	Operate power boat	\$200	\$150	\$250	No
7085	8.1.23	Use tobacco within 7.5 meters of playground	\$200	\$150	\$250	No
7085	8.1.24	Discharge of fireworks	\$200	\$150	\$250	No
7085	8.1.25	Plant trees or shrubs	\$100	\$75	\$125	No
7085	8.1.26	Possess or consume liquor	\$450	\$400	\$500	No
7085	8.1.27	Use a device which constitutes a hazard	\$100	\$75	\$125	No
7085	8.1.28	Erect any structure or tent	\$300	\$250	\$350	No
7085	8.1.29	Obstruct any employee of the City	\$300	\$250	\$350	No
7085	8.1.30	Use or operate device that disturbs enjoyment of Park	\$100	\$75	\$125	No
7085	8.1.31	Urinate or defecate except in toilet facility	\$200	\$150	\$250	No
7085	8.1.32	Swim where not permitted	\$100	\$75	\$125	No
7085	8.1.33	Skate where not permitted	\$100	\$75	\$125	No
7085	9.1.1	Transport goods over unprotected boulevard	\$300	\$250	\$350	No

Part 15

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
7085	9.1.2	Drive or ride any animal or vehicle on boulevard	\$150	\$100	\$200	No
7085	9.1.4	Drive vehicle in excess of posted speed limit	\$150	\$100	\$200	No
7085	11.1.1	Unleashed dog or other animal	\$150	\$100	\$200	No
7085	11.1.2	Animal in prohibited area	\$150	\$100	\$200	No
7085	11.1.4	Horse outside of designated area	\$100	\$75	\$125	No
7085	11.1.5	Dog within 5 meters of playing field or sports surface	\$150	\$100	\$200	No
7085	12.1.2	Unauthorized foot wear on a tennis court or bowling green	\$150	\$100	\$200	No
7085	12.1.3	Play on tennis court or bowling green contrary to rules	\$150	\$100	\$200	No
7085	13.2.2	Enter a park or facility during banning period	\$250	\$200	\$300	No

Part 16

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Pesticide Use Control Bylaw No. 6413-2006						
6413	3	No permit	\$250	\$200	\$300	No
6413	5(c)	Fail to post visible signage	\$250	\$200	\$300	No
6413	5(d)	Fail to post signs 24 hours prior to pesticide use	\$250	\$200	\$300	No
6413	6(a)	Apply pesticide within 2 m of property	\$450	\$400	\$500	No
6413	6(b)	Apply pesticide within 5 m of park	\$450	\$400	\$500	No
6413	6(c)	Apply pesticide within 3 m from well	\$450	\$400	\$500	No
6413	6(d)	Apply pesticide within 30 m of open water	\$450	\$400	\$500	No
6413	6(e)	Apply pesticide when wind exceeds 8 km per hour	\$450	\$400	\$500	No
6413	6(g)	Apply pesticide when temperature exceeds 27 degrees C.	\$450	\$400	\$500	No
6413	6(h)	Apply pesticide on blooming trees	\$450	\$400	\$500	No

Part 17

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Rental Premises Standards of Maintenance Bylaw No. 6550 - 2008						
6550	6	Fail to comply with notice	\$250	\$200	\$300	No
6550	8	Fail to maintain rental premises	\$250	\$200	\$300	No
6550	26(1)	Disconnect service or utility	\$450	\$400	\$500	No
6550	26(2)	Fail to pay rates for service	\$450	\$400	\$500	No

Part 18						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Safer Streets Bylaw No. 7581-2019						
7581	4.2 (a)	Sit or lie on a street	\$50	\$35	\$75	No
7581	4.2 (b)	Continue to solicit after negative response	\$100	\$75	\$125	No
7581	4.2 (c)	Solicit as a member of a group of three or more persons	\$50	\$35	\$75	No
7581	4.3 (a)	Solicit within 10 meters of a financial institution	\$50	\$35	\$75	No
7581	4.3 (b)	Solicit within 10 meters of an automated teller machine	\$50	\$35	\$75	No
7581	4.3 (c)	Solicit within 10 meters of a bus stop	\$50	\$35	\$75	No
7581	4.3 (d)	Solicit within 10 meters of a daycare centre	\$50	\$35	\$75	No
7581	4.3 (e)	Solicit within 10 meters of a liquor store	\$50	\$35	\$75	No
7581	4.3 (f)	Solicit within 10 meters of a non medical cannabis retailer	\$50	\$35	\$75	No
7581	4.4 (a)	Solicit while motor vehicle parked	\$50	\$35	\$75	No
7581	4.4 (b)	Solicit while motor vehicle stopped at traffic control signal	\$50	\$35	\$75	No
7581	4.4 (c)	Solicit while motor vehicle being filled with fuel	\$50	\$35	\$75	No
7581	4.4 (d)	Solicit in a manner which obstructs or impedes vehicular traffic	\$50	\$35	\$75	No
7581	4.5	Solicit after sunset	\$100	\$75	\$125	No

Part 19

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Scrap Metal Dealer Regulation Bylaw No. 6772-2010						
6772	4	Fail to log transaction	\$450	\$400	\$500	No
6772	5(c)	Fail to transmit daily Register	\$250	\$200	\$300	No
6772	6(a)	Fail to maintain legible Register	\$450	\$400	\$500	No
6772	10	Illegible entry	\$250	\$200	\$300	No
6772	15	Fail to display business name	\$250	\$200	\$300	No
6772	16(b)	Conduct business outside of restricted hours	\$450	\$400	\$500	No

Part 20

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Sign Bylaw No. 4653-1992						
4653	4.5(a)	Sign without permit	\$300	\$250	\$400	Yes
4653	4.5(b)	Fail to comply with order	\$450	\$400	\$500	No

Part 21						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Smoking Regulation Bylaw No. 6968-2013						
6968	5.1.1 (c)(i)	Smoke in an enclosed premises	\$200	\$150	\$250	No
6968	5.1.2	Smoke in vehicle for hire	\$200	\$150	\$250	No
6968	5.1.3	Smoke on public transit	\$200	\$150	\$250	No
6968	5.1.5	Smoke in a customer service area	\$200	\$150	\$250	No
6968	5.1.6	Smoke in common areas	\$200	\$150	\$250	No
6968	5.1.8	Smoke within 7.5 m of opening into building	\$100	\$75	\$125	No
6968	5.1.9	Smoke at swimming beach	\$100	\$75	\$125	No
6968	5.1.10	Smoke in area of municipal park or playground	\$100	\$75	\$125	No
6968	5.1.11	Smoke in City building	\$200	\$150	\$250	No
6968	6.2	Fail to post signs	\$200	\$150	\$250	No

Part 22

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Soil Deposit Regulation Bylaw No. 7412-2017						
7412	5.4.13	Fail to submit log	\$200	\$150	\$250	No
7412	5.4.15	Fail to provide log within 48 hours	\$200	\$150	\$250	No
7412	5.4.16	Submission of false log	\$450	\$400	\$500	No
7412	5.12.8	Fail to remove dirt on road	\$450	\$400	\$500	No
7412	5.12.10	Damage adjacent property	\$450	\$400	\$500	No
7412	5.12.12	Activities outside restricted hours	\$450	\$400	\$500	No
7412	5.14.11	Fail to comply with permit	\$450	\$400	\$500	No

Part 23

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Soil Removal Bylaw No. 6398-2006						
6398	9	Remove soil on Sunday or statutory holidays	\$450	\$400	\$500	No
6398	10	Remove soil outside permitted hours	\$450	\$400	\$500	No
6398	30	Machinery not kept within confines	\$450	\$400	\$500	No
6398	31	Noise exceeds 55 decibels	\$450	\$400	\$500	No

Part 24

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Solid Waste and Recycling Regulation Bylaw No. 6800-2011						
6800	6	Remove material from receptacle	\$100	\$75	\$125	No
6800	11	Place receptacles prior to 5:00 am	\$450	\$400	\$500	No
6800	12	Remove material from property	\$100	\$75	\$125	No
6800	16	Fail to provide adequate storage	\$100	\$75	\$125	Yes

Part 25

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Taxi Regulation Bylaw No. 6409-2006						
6409	6.1	Fail to hold a valid chauffeur permit	\$200	\$150	\$250	No
6409	6.9	Fail to display photo identification	\$200	\$150	\$250	No
6409	7.2.4	Fail to ensure driver holds valid chauffeur permit	\$300	\$250	\$350	No
6409	7.2.7	Fail to forward list of complaints	\$300	\$250	\$350	No
6409	8.1	Operate a vehicle in excess of 7 years of age	\$450	\$400	\$500	No
6409	16.4	Fail to keep daily record of trips made	\$300	\$250	\$350	No
6409	16.7	Fail to keep copy of trip records	\$450	\$400	\$500	No
6409	18.1	Charge fares contrary to Passenger Transportation Act	\$450	\$400	\$500	No
6409	19.1	Operate vehicle without taximeter	\$450	\$400	\$500	No
6409	19.5.5	Fail to maintain taximeter	\$450	\$400	\$500	No
6409	20.1	Operate taxi contrary to notice by Inspector	\$450	\$400	\$500	No

Part 26

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Tree Management Bylaw No. 7133-2015						
7133	4.6	Damage tree	\$450	\$400	\$500	No
7133	6.12	Fail to post notice of Permit	\$450	\$400	\$500	No
7133	8.a	Dispose of tree parts contrary to regulations	\$450	\$400	\$500	No
7133	8.b	Fail to keep drainage system free	\$450	\$400	\$500	No
7133	8.c	Fail to stabilize bare soil	\$450	\$400	\$500	No
7133	8.d	Work outside of permitted hours	\$200	\$150	\$250	No
7133	8.e	Clear cut trees without ESC plan	\$450	\$400	\$500	No
7133	8.f	Cut trees without nesting survey	\$450	\$400	\$500	No
7133	9.5	Cut replacement tree without Permit	\$450	\$400	\$500	No
7133	12.6	Fail to comply with Stop Work Order	\$450	\$400	\$500	No

Part 27

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Untidy and Unsightly Premises Bylaw No. 6533-2007						
6533	3	Untidy/Unsightly Premises	\$300	\$250	\$350	Yes
6533	4	Graffiti	\$300	\$250	\$350	Yes
6533	7(a)	Fail to maintain container in good repair	\$300	\$250	\$350	No
6533	7(b)	Permit rubbish to overflow container	\$300	\$250	\$350	No
6533	7(c)	Fail to keep containers closed	\$450	\$400	\$500	No
6533	7(d)	Fail to lock container	\$450	\$400	\$500	No
6533	7(e)	Fail to keep container area clean	\$300	\$250	\$350	Yes
6533	8	Overgrowth	\$200	\$150	\$250	Yes

Part 28

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Watercourse Protection Bylaw No. 6410-2006						
6410	7	Fail to comply with Schedule "B"	\$450	\$400	\$500	No
6410	9	Fail to implement ESC Plan	\$450	\$400	\$500	No
6410	14	Fail to carry out monitoring program	\$200	\$150	\$250	No
6410	18	Fail to comply with stop work notice	\$450	\$400	\$500	No
6410	19	Fail to post waterproof copy of ESC plan	\$100	\$75	\$125	No

Part 29

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Wildlife and Vector Control Bylaw No. 7437-2018						
7437	4.2	Attract Wildlife	\$400	\$350	\$450	No
7437	4.3	Provide food to Wildlife	\$450	\$400	\$500	No
7437	4.4	Permit accumulation of seed	\$300	\$250	\$350	No
7437	4.5.1	Fail to harvest fruit	\$100	\$75	\$125	No
7437	4.5.2	Fail to remove fallen fruit	\$300	\$250	\$350	No
7437	4.5.3	Bee hives accessible to Wildlife	\$100	\$75	\$125	No
7437	4.5.4	Grease containers accessible to Wildlife	\$400	\$350	\$450	No
7437	4.5.5	Refrigerator accessible to Wildlife	\$400	\$350	\$450	No
7437	4.5.6	Dairy and proteins placed in compost	\$300	\$250	\$350	No
7437	4.5.7	Garbage containers accessible to Wildlife	\$400	\$350	\$450	No
7437	4.5.8	Unlocked resistant container	\$250	\$200	\$300	No
7437	4.5.10	Place receptacles prior to 5:00 am	\$450	\$400	\$500	No
7437	4.5.11	Receptacles and containers not enclosed	\$450	\$400	\$500	No
7437	4.6	Fail to prevent infestation by vermin	\$300	\$250	\$350	No

Part 30

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Zoning Bylaw No. 3510-1985						
3510	306(1)	Prevent authorized entry	\$450	\$400	\$500	No
3510	306A(1)	Contrary to permitted use	\$450	\$400	\$500	Yes
3510	306A(2)	Unlawful construction	\$450	\$400	\$500	No
3510	402(6)(a)	Park prohibited vehicle	\$450	\$400	\$500	No
3510	402(7)(a)(i)	Excess unlicensed vehicles	\$450	\$400	\$500	Yes
3510	402(7)(a)(ii)	Wrecked vehicle	\$450	\$400	\$500	Yes
3510	402(8.)(i)	Unlawful secondary suite	\$450	\$400	\$500	Yes
3510	402(9)	Unlawful temporary residential use	\$450	\$400	\$500	Yes
3510	403(4)(e)(vi)	Barbed or razor wire	\$450	\$400	\$500	No



Schedule B
City of Maple Ridge Compliance Agreement

Pursuant to Bylaw Notice Enforcement Bylaw No 7626 - 2020

I, _____, of
(Full Legal Name)

(Address)

acknowledge receipt of bylaw notice(s) # _____ (the "Bylaw Notice") and wish to enter into a Compliance Agreement whereby I agree to fulfil certain conditions, in exchange for a reduced penalty.

Further, I agree to comply with the following terms and conditions of this Agreement:

On or before _____ (Agreement Date);

I will _____
(cont. on additional pages if needed).

I understand that this agreement is binding on me for one (1) year from the date of this Agreement.

I also understand that if I breach a term of this Agreement, or fail to observe or perform the above terms and conditions, the City's Screening Officer may rescind this Agreement.

I understand that if this Agreement is rescinded, I will have fourteen (14) days to dispute the Screening Officer's decision to rescind the Agreement, and that if I do not dispute this decision in the prescribed time, the full penalty stated in the Bylaw Notice of \$_____ will be immediately due and payable and subject to all fees and penalties, as if the Bylaw Notice was not disputed.

Signature of Bylaw Notice Recipient

Date

Signature of Screening Officer

Date

CITY OF MAPLE RIDGE

BYLAW NO. 7616-2020

A Bylaw to establish a Local Area Service for 20300 Block Hampton Street Extension

WHEREAS, Council has been petitioned to provide a municipal service pursuant to Section 210, Division 5 of the Community Charter S.B.C. 2003, c.26 (the "Community Charter");

AND WHEREAS, the Corporate Officer has certified that the petition received for the municipal service does constitute a sufficient petition signed by majority of the property owners, representing at least half of the value of the parcels that are liable to be specially charged;

AND WHEREAS, Council has deemed it expedient to proceed with the works;

AND WHEREAS, the 'Maple Ridge Local Area Service Policy', as amended, provides that the cost of providing a municipal service shall be recoverable from each of the existing parcels of land that will benefit from the service.

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

1. This Bylaw shall be cited for all purposes as "Maple Ridge 20300 Block Hampton Street Extension Bylaw No. 7616-2020".
2. The Local Area Service is described as an extension of the 20300 Block of Hampton Street between Eltham Street and Melville Street (as outlined in Schedule 'A' attached hereto forming part of this bylaw) complete with 92m of 200mm of watermain, 70m of 375mm storm main, 84m of 200mm sanitary main, water, sanitary and storm service connections.
3. The Local Area Service has been completed and the final cost of the Works is contained in Schedule 'B' attached hereto and forming part of this bylaw.
4. Costs for the Local Area Service will be recovered according to the cost distribution shown in Schedule 'C' attached hereto and forming part of this bylaw.

READ a first time the 10th day of March, 2020.

READ a second time the 10th day of March, 2020.

READ a third time the 10th day of March, 2020.

ADOPTED, the day of , 2020.

PRESIDING MEMBER

CORPORATE OFFICER



Schedule "B"
Bylaw No. 7616-2020

Completion Certificate

Date: March 3, 2020

File: 11-5320-20-40-002

This is to certify that the Works authorized under the Maple Ridge Local Area Service for 20300 Block Hampton Street Extension between Eltham Street and Melville Street is complete.

Michael Canning, PEng.
Acting Municipal Engineer

As required under the Maple Ridge Local Area Service for 20300 Block Hampton Street Extension between Eltham Street and Melville Street, I hereby certify that the final cost of the Works has amounted to \$882,675.36.

Trevor Thompson, BBA, CPA, CGA
Chief Financial Officer

cc Corporate Officer
Manager, Revenue & Collections

Engineer's Report

Final Costs & Apportionment

20300 Block Hampton Street Extension Local Area Service by Formal Petition

Pursuant to Section 10 of the 'Maple Ridge Local Area Service for 20300 Block Hampton Street Extension between Eltham Street and Melville Street, the following provides the final costs and apportionment thereof.

20300 Block Hampton Street Extension Local Area Service
Location: Hampton Street between Eltham Street and Melville Street

Total cost of the Works	\$882,675.36
Municipal contribution (0%)	Nil
Cost apportioned to existing 6 parcels	\$882,675.36
<u>Cost Distribution</u>	
Number of existing lots	6
Individual Owner's share (Cost per lot for the 6 lots)	\$147,112.56
Per annum individual Owner's share (6 lots) (Amortized over 15 years at 4.25 % per annum)	\$13,463.80
Life of the Works	40 Years

All costs are final

1100 *Reports and Recommendations*



mapleridge.ca

City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council

FROM: Chief Administrative Officer

SUBJECT: **First Reading**
Zone Amending Bylaw No. 7617-2020
12386 Dawson Place and 12397 Laity Street

MEETING DATE: April 21, 2020
FILE NO: 2020-010-RZ
MEETING: C o W

EXECUTIVE SUMMARY:

An application has been received to rezone the subject properties, located at 12386 Dawson Place and 12397 Laity Street, from RS-1 (One Family Urban Residential) to R-1 (Residential District) and RS-1b (One Family Urban (Medium Density) Residential), to permit a future subdivision of approximately nine single family lots. To proceed further with this application additional information is required, as outlined below.

As per Council Policy 6.31, which was updated December 12, 2017, this application is subject to the Community Amenity Contribution (CAC) Program, at a rate of \$5,100 per lot, for an estimated amount of \$45,900.00.

RECOMMENDATIONS:

1. That Zone Amending Bylaw No. 7617-2020 be given first reading; and
2. That the applicant provide further information as described on Schedule B of the *Development Procedures Bylaw No. 5879-1999*, along with the information required for a Subdivision application.

DISCUSSION:

a) Background Context:

Applicant: Aplin & Martin Consultants

Legal Descriptions: Lot 303 District Lot 243 Group 1 New Westminster District Plan 56039
Lot 322 District Lot 243 Group 1 New Westminster District Plan 56039

OCP:
Existing: Urban Residential
Proposed: Urban Residential

Zoning:
Existing: RS-1 (One Family Urban Residential)
Proposed: R-1 (Residential District) and RS-1b (One Family Urban (Medium Density) Residential)

Surrounding Uses:

North:	Use:	Single Family Residential
	Zone:	RS-1 (One Family Urban Residential)
	Designation:	Urban Residential
South:	Use:	Single Family Residential
	Zone:	RS-1 (One Family Urban Residential)
	Designation:	Urban Residential
East:	Use:	Single Family Residential
	Zone:	RS-1a (One Family Amenity Residential) and RS-1 (One Family Urban Residential)
	Designation:	Urban Residential
West:	Use:	Single Family Residential
	Zone:	RS-1 (One Family Urban Residential)
	Designation:	Urban Residential

Existing Use of Property:	Single Family Residential
Proposed Use of Property:	Single Family Residential
Site Area:	0.43 ha (1.1 acres)
Access:	Laity Street and Dawson Place
Servicing requirement:	Urban Standard

b) Site Characteristics:

The subject properties are a combined 0.43 ha (1.1 acres) in area and are bound by single family residential lots on all sides (see Appendices A and B). The subject properties are relatively flat with minor grade changes running north-west across the central portion of 12397 Laity Street. There are trees and vegetation located throughout the subject properties. There is an existing house on 12397 Laity Street that will require removal as a condition of final reading, while 12386 Dawson Place is currently vacant.

c) Project Description:

The applicant proposes to rezone the subject properties from RS-1 (One Family Urban Residential) to R-1 (Residential District) and RS-1b (One Family Urban (Medium Density) Residential) to permit future subdivision into nine single family residential lots (see Appendix C). Five of the lots are proposed as R-1 (Residential District) with a minimum size of 371 m² and will be accessed from Laity Street; while the other four lots are proposed as RS-1b (One Family Urban (Medium Density) Residential) with a minimum size of 557 m² and will be accessed from Dawson Place.

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

d) Planning Analysis:

Official Community Plan:

The OCP designates the subject properties as *Urban Residential*, and development of the properties are subject to the *Major Corridor Residential* policies of the OCP along Laity Street, and *Neighbourhood Residential Infill* policies along Dawson Place. 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 R-1 (Residential District) zone will allow smaller lots, averaging 379 m², than the surrounding RS-1 zoned properties along Laity Street, which average 686 m² in area. However, the future single family dwellings on these five lots would not significantly alter the character of the surrounding neighbourhood. Therefore, the proposed rezoning to R-1 (Residential District) along Laity Street and RS-1b (One Family Urban (Medium Density) Residential) along Dawson Place comply with the *Urban Residential Major Corridor Residential* and *Neighbourhood Residential* designation and infill policies.

Zoning Bylaw:

The current application proposes to rezone the subject properties from RS-1 (One Family Urban Residential) to R-1 (Residential District) and RS-1b (One Family Urban (Medium Density) Residential) to permit future subdivision into approximately nine single family residential lots. The minimum lot size for the current RS-1 (One Family Urban Residential) zoning is 668 m². The minimum lot size for the proposed R-1 (Residential District) zone is 371 m² and RS-1b (One Family Urban (Medium Density) Residential) zone is 557 m². Any variations from the requirements of the proposed zones will require a Development Variance Permit application.

Advisory Design Panel:

This application does not need to be reviewed by the Advisory Design Panel because a Form and Character Development Permit is not required for single family development.

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) Canada Post.

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

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

f) Development Applications:

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

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

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

CONCLUSION:

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

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

“Original signed by Mark McMullen” for

Prepared by: **Adam Rieu**
Planning Technician

“Original signed by Chuck Goddard”

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

“Original signed by Christine Carter”

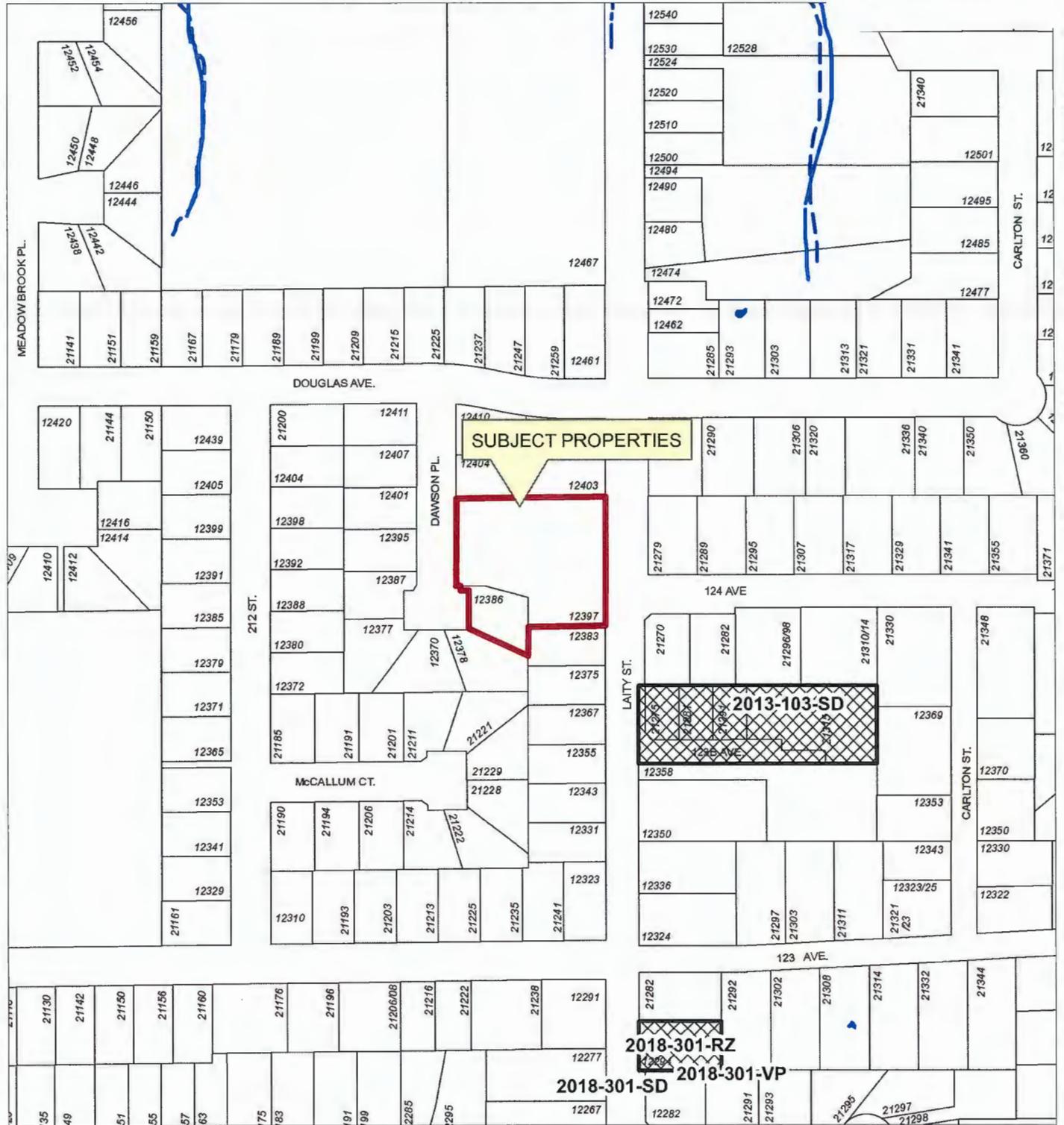
Approved by: **Christine Carter, M.PL, MCIP, RPP**
GM Planning & Development Services

“Original signed by Al Horsman”

Concurrence: **Al Horsman**
Chief Administrative Officer

The following appendices are attached hereto:

- Appendix A – Subject Map
- Appendix B – Ortho Map
- Appendix C – Zone Amending Bylaw No. 7617-2020
- Appendix D – Subdivision Sketch Plan



- Legend**
-  Stream
 -  Ditch Centreline
 -  Indefinite Creek
 -  Lake or Reservoir
 -  Active Applications (RZ/SD/DP/VP)

**12397 LAITY STREET &
12386 DAWSON PLACE**

PLANNING DEPARTMENT

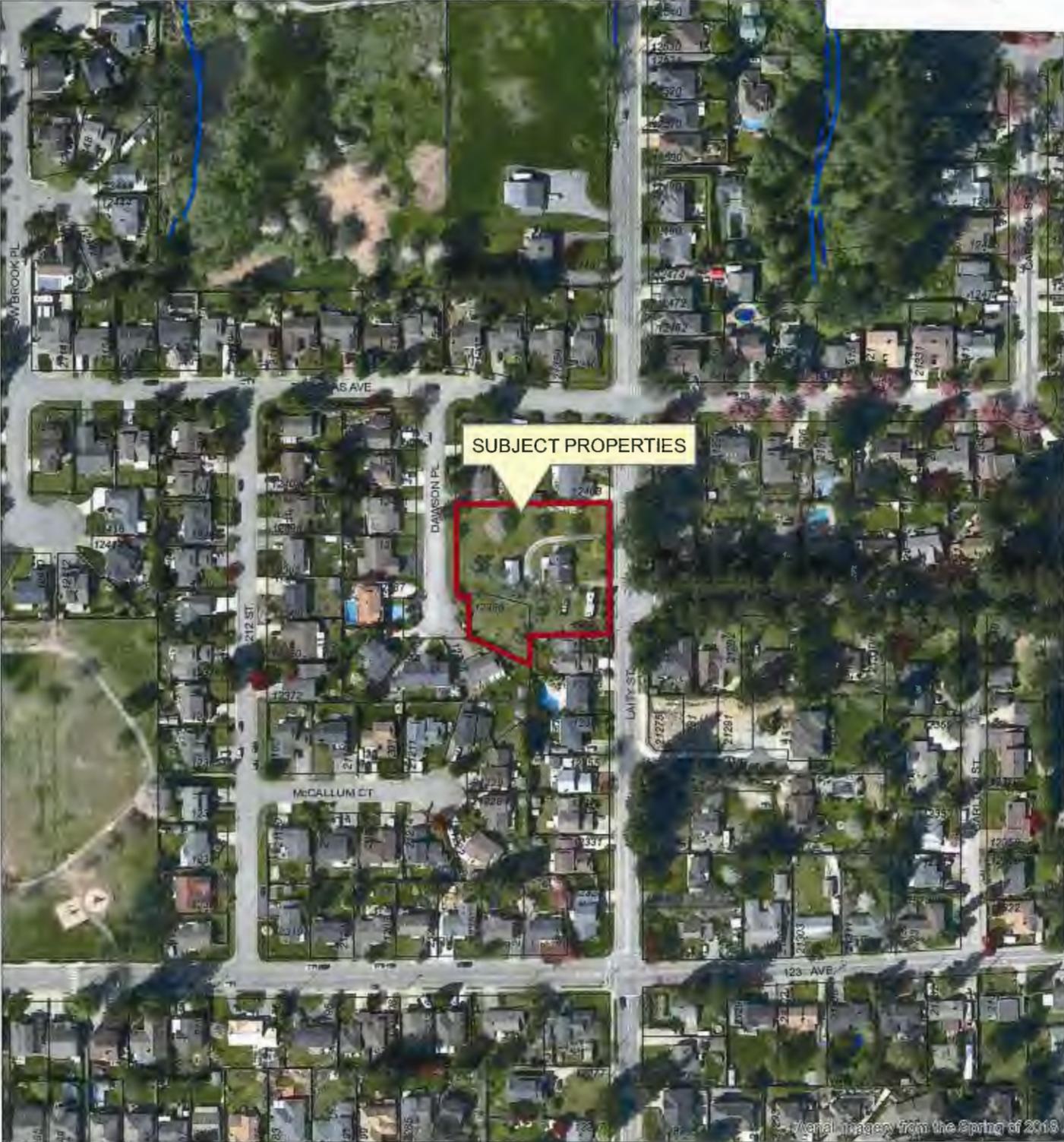


MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: 2020-010-RZ
DATE: Jan 20, 2020

BY: PC



Scale: 1:2,500



12397 LAITY STREET &
12386 DAWSON PLACE

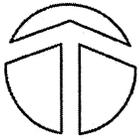
PLANNING DEPARTMENT



mapleridge.ca

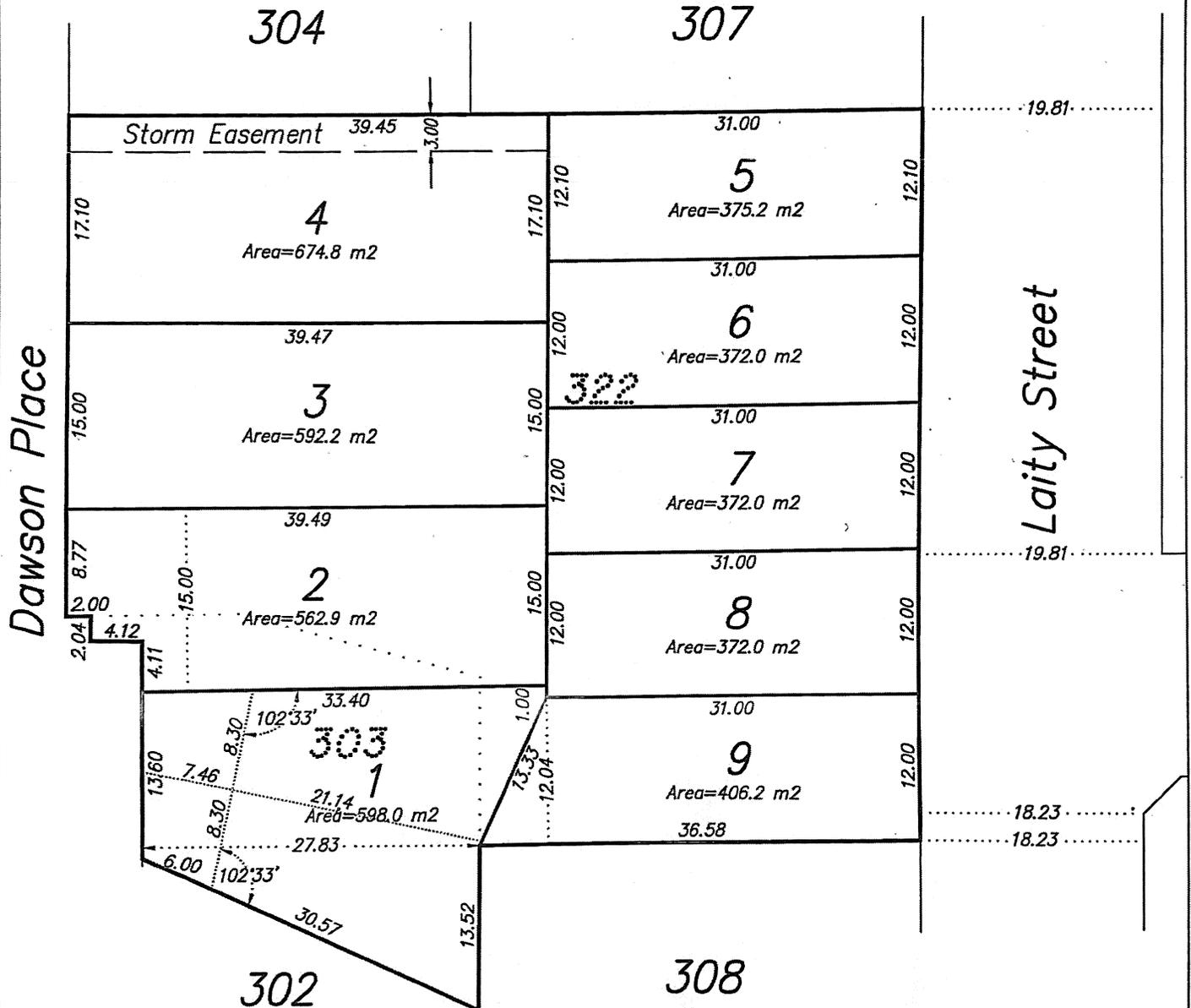
FILE: 2020-010-RZ
DATE: Jan 20, 2020

BY: PC



SKETCH PLAN OF A PROPOSED 9 LOT SUBDIVISION

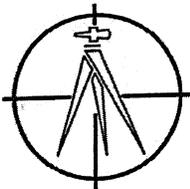
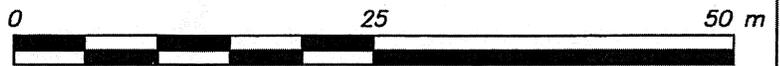
12397 Laity Street and 12386 Dawson Place
Maple Ridge, BC



NOTE:

RS-1(b) Zoning Lots 1-4
R-1 Zoning Lots 5-9

SCALE 1 : 500



Terra Pacific

Land Surveying Ltd

22371 St. Anne Avenue, Maple Ridge, BC
Phone: 604-463-2509 Fax: 604-463-4501

Paper Size: 11" x 8.5"

Date: December 5, 2019

File: MR19-440sk_sub



mapleridge.ca

City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Development Permit and Development Variance Permit
11650 224 Street

MEETING DATE: April 21, 2020
FILE NO: 2015-318-DP/DVP
MEETING: C o W

EXECUTIVE SUMMARY:

Development Variance Permit (2015-318-DVP) has been received in conjunction with Development Permit application (2015-318-DP) to permit the construction of a six-storey residential apartment building with approximately 125 residential units with a density of 1.80 Floor Space Ratio (FSR) at 11650 224 Street (Appendix A and B). The proposed building, as submitted, requires variances to Maple Ridge Zoning Bylaw No. 3510-1985. The requested variances to Maple Ridge Zoning Bylaw No. 3510-1985 RM-2 (Medium Density Apartment Residential District) zone are as follows:

Section 604 RM-2 (Medium Density Apartment Residential District):

- a. Section 604 (6) (a) is proposed to be varied from all apartment residential buildings shall be sited not less than 7.5 metres from all property lines to 4.0 metres for the eastern property line along Fraser Street;
- b. Section 604 (6) (a) is proposed to be varied from all apartment residential buildings shall be sited not less than 7.5 metres from all property lines to 2.48 metres from the property line along Fraser Street to allow the balconies on the eastern façade of the building to project 5.02 metres into the setback;
- c. Section 604 (6) (a) is proposed to be varied from all apartment residential buildings shall be sited not less than 7.5 metres from all property lines to 5.7 metres from the north and south interior side property lines to allow the balconies on the south and north façades of the building to project 1.8 metres into these setbacks;
- d. Section 604 (6) (a) is proposed to be varied from all apartment residential buildings shall be sited not less than 7.5 metres from all property lines to 5.7 metres from the western property line along 224 Street to allow the balconies on the western façade of the building to project 1.8 metres into this setback; and
- e. Section 604 (7) is proposed to be varied from all apartment buildings shall not exceed 15 metres nor 4 storeys in height to a maximum of 18.1 metres in height and a maximum of 6 storeys in height.

The proposed variances will contribute to the overall design of the project given the topography of the site and surrounding area; therefore, staff can support the proposed variances.

Council considered rezoning application 2015-318-RZ and granted first reading for Zone Amending Bylaw No.7198-2015 on January 12, 2016. Council granted first and second reading for Official Community Plan Amending Bylaw No. 7329-2017 and second reading for Zone Amending Bylaw No. 7329-2017 on May 8, 2018. This application was presented at a Public Hearing on June 19, 2018, and Council granted third reading to both bylaws on June 26, 2018.

1102

The Director of Planning provided a preliminary approval for the one-time, six-month rezoning application extension per Maple Ridge Development Procedures Bylaw No. 5879-1999, which will expire on May 22, 2020. Rezoning application 2015-318-RZ is proposed to be forwarded to Council for consideration of final reading on April 28, 2020.

RECOMMENDATION:

1. That the Corporate Officer be authorized to sign and seal 2015-318-DVP respecting the property located at 11650 224 Street; and
2. That the Corporate Officer be authorized to sign and seal 2015-318-DP respecting property located at 11650 224 Street.

DISCUSSION:

a) Background Context:

Applicant:	Bissky Architecture and Urban Design Inc. Wayne Bissky
Legal Description:	Parcel "One" (L60023E) of Parcel "T" (Plan with Fee Deposited 52214F), Lot 4 Block 2 District Lot 398 Group 1 New Westminster District Plan 155
OCP:	
Existing:	Ground-Oriented Multi-Family, Town Centre Commercial and Low-Rise Apartment
Proposed:	Low-Rise Apartment
Zoning:	
Existing:	RS-1 (One Family Urban Residential) and C-3 (Town Centre Commercial)
Proposed:	RM-2 (Medium Density Apartment Residential)
Surrounding Uses:	
North:	Use: Apartment Zone: RM-2 (Medium Density Apartment Residential) Designation: Low Rise Apartment
South:	Use: Apartment Zone: RM-3 (High Density Apartment Residential) and C-3 (Town Centre Commercial) Designation: Low-Rise Apartment
East:	Use: Single Family Zone: Land Use Contract Designation: Ground Oriented Multi-Family
West:	Use: Single Family Lot and Vacant Lot Zone: C-3 (Town Centre Commercial) Designation: Port Haney Multi-Family, Commercial and Mixed-Use

Existing Use of Property: Vacant
Proposed Use of Property: Mix of Ground-Oriented, Medium-Density and High-Density Residential Uses

Site Area: 0.547 HA. (1.35 acres)
Servicing requirement: Urban Standard

b) Project Description:

This proposal is for a stepped building form fronting Fraser Street, which will be extended along the eastern side of the site with this development. The building will include ground-oriented units at the street front, rising up to six storeys to the western portion of the property. The “U” shaped building design allows for a central courtyard with a landscape plan that encourages resident interaction and physical activity. Materials used will appear in natural shades of wood and stone. Steep topography will be softened with terracing and landscape plantings (See Appendix C).

c) Planning Analysis:

Development Permit

The subject property has been assessed against the Town Centre Development Permit Guidelines, Section 8.11 as detailed in the OCP.

Key Guidelines:

The subject property is within the South View precinct of the Town Centre Development Permit Area. The following is a brief description and assessment of the proposal’s compliance with the applicable Key Development Permit Guidelines:

1. Precinct With a Mix of Housing Types at Varying Densities

- Consistent: Yes
- a. Does the proposed development help to establish the precinct as a residential area with a mix of housing types at varying densities?

The proposed development will add housing, if approved, in an apartment form to an area that already containing a variety of housing types. These housing types include the following:

- single family;
- townhomes; and
- apartments.

This proposed development at a FSR of 1.80 aids in establishing the precinct as a residential area with a variety of densities and housing types as illustrated through the ortho photo of the area below.



2. Create Pedestrian-Friendly, Ground-Oriented, Multi-Family Community

- Consistent: Yes
- b. Does the building's form and mass support a strong pedestrian-oriented urban realm and help define the street and sidewalk areas as active public spaces? Taller buildings should be stepped back podium style.

The proposed design of the building follows a strong pedestrian-oriented urban realm with townhomes that include front entries related to Fraser Street in a lower, three-storey form that relates to the single family housing form that is located on the east side of Fraser Street. The proposed development also is in an apartment building form stepping up from Fraser Street west towards 224th Street in a podium style.



3. Maintain Cohesive Building Styles

- Consistent: Yes

c. Is there consistency with other new buildings in the precinct in terms of architecture, building setbacks, form, mass, and height?

The proposed building design creates a consistency of form and massing relating to the two existing 30-year old apartment buildings to the south and north of the site shown in the pictures below.



In addition, the lower townhome component of the development will be facing the single-family homes across Fraser Street. The remainder of the building's character and style is more contemporary with more colour and variety of expression than the existing buildings.

4. Capitalize on Important Views

- Consistent: Yes

d. Does proposed new development capitalize on mountain and/or river views?

The project has good view corridors to the south and east overlooking the Fraser River and the valley towards Mount Baker beyond. The proposed design will facilitate view corridors from many points for residents. These view corridors and the raised interior common courtyard will allow all residents an opportunity to enjoy the views; therefore, the view corridors are not just limited to private spaces within the building.

- Consistent: Not Applicable

e. Have the important views of existing buildings been considered in relation to the proposed development?

Important views from existing buildings have been considered and no important views of existing buildings either to or from this site have been impacted in any way. In light of this, the design of the proposed building did not need to accommodate important views from existing buildings.

5. Provide Private and Semi-Private Green Space

- Consistent: Yes

- f. Does proposed development include front and back courtyards (in multi-family developments) and incorporate universal access, reduce vandalism, and increase safety in the design?

The design includes one main interior west-facing courtyard, oriented to the main public street facing the development, Fraser Street. The courtyard helps to clearly delineate between the public street front and this semi-private, resident-related space. Universal access is gained through an upper floor on the same level as the courtyard. This space, and the other spaces around the perimeter of the building, will have site lighting and clear views into this area, discouraging unwanted visitors and activity at night. The main entrance to the building is on-grade with an elevator inside the lobby to provide full accessibility throughout the building.

6. Provide Climate Appropriate Landscaping and Green Features

- Consistent: Yes

- g. Are landscape elements designed to enrich the pedestrian environment, moderate the internal building climate, manage stormwater on site, and reference the architectural quality of the building?

The site design includes a pathway around the entire perimeter of the site for the use of the residents. In addition, the raised interior courtyard includes spaces that have been designed to be used by the residents for a variety of pedestrian activities. The courtyard is sheltered by the two arms of the building, creating a European style piazza yet open on the east end to the views of the area. A rain garden is designed along the south of the building to help with storm water management.

7. Maintain Street Interconnectivity

- Consistent: Yes

- h. Does proposed development maintain street interconnectivity and the use of the lane as a service street and secondary vehicular and pedestrian thoroughway?

There is no lane adjacent to this site, however, the design of the building has recessed the accesses to the underground parkade around the north and south sides of the development so that the service areas are not presented to Fraser Street and the public. Through doing this, the architect has created internal onsite lanes that meet the objectives of the above-noted guideline. While vehicles will be accessing the site here, pedestrians will also gain access to the walkways that are located along the north and south of the building.

- i. Is required parking provided underground?

- Consistent: Yes

The design provided two levels of underground parking.

Advisory Design Panel:

The Development Permit application was reviewed by the Advisory Design Panel on January 17, 2018. All comments (Appendix D) were addressed. The form and character of the proposal complies with the Town Centre Development Permit Area Guidelines of the OCP.

d) Variance Analysis:

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

The requested variances to Maple Ridge Zoning Bylaw No. 3510-1985, and rationale for support are described below:

- a. Section 604 (6) (a) is proposed to be varied from all apartment residential buildings shall be sited not less than 7.5 metres from all property lines to 4.0 metres for the eastern property line along Fraser Street;
- b. Section 604 (6) (a) is proposed to be varied from all apartment residential buildings shall be sited not less than 7.5 metres from all property lines to 2.48 metres from the property line along Fraser Street to allow the balconies on the eastern façade of the building to project 5.02 metres into the setback.
- c. Section 604 (6) (a) is proposed to be varied from all apartment residential buildings shall be sited not less than 7.5 metres from all property lines to 5.7 metres from the north and south interior side property lines to allow the balconies on the south and north façades of the building to project 1.8 metres into these setbacks;
- d. Section 604 (6) (a) is proposed to be varied from all apartment residential buildings shall be sited not less than 7.5 metres from all property lines to 5.7 metres from the western property line along 224 Street to allow the balconies on the western façade of the building fronting to project 1.8 metres into this setback; and
- e. Section 604 (7) (a) is proposed to be varied from all apartment buildings shall not exceed 15 metres nor 4 storeys in height to a maximum of 18.1 metres in height and a maximum of 6 storeys in height.

The proposed variances will contribute to the overall design of the project and aid in the incorporation of the building into the topography of the site. In addition, adding the townhouse-style units at the front closer to the street will improve place making on Fraser Street.

Financial Implications:

In accordance with Council's Landscape Security Policy, a refundable security equivalent to 100% of the estimated landscape cost will be provided to ensure satisfactory provision of landscaping in accordance with the terms and conditions of the Development Permit. Based on the estimated landscape cost, the security will be \$407,598.00.

Citizen/Customer Implications:

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

CONCLUSION:

A Development Variance Permit application and a Town Centre Development Permit application have been received for the subject property, to construct a residential apartment building with approximately 125 residential units with a density of 1.80 FSR. The form and character of the proposed development is in keeping with the Town Centre Development Permit Area Guidelines and the associated proposed variance are supportable as the development provides a sense of place making with the street.

It is therefore recommended that these applications be favourably considered and the Corporate Officer be authorized to sign and seal Development Variance Permit 2015-318-DVP and Development Permit 2015-318- DP.

“Original signed by Mark McMullen” for

Prepared by: **Wendy Cooper, M.Sc., MCIP, RPP
Planner 1**

“Original signed by Mark McMullen” for

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

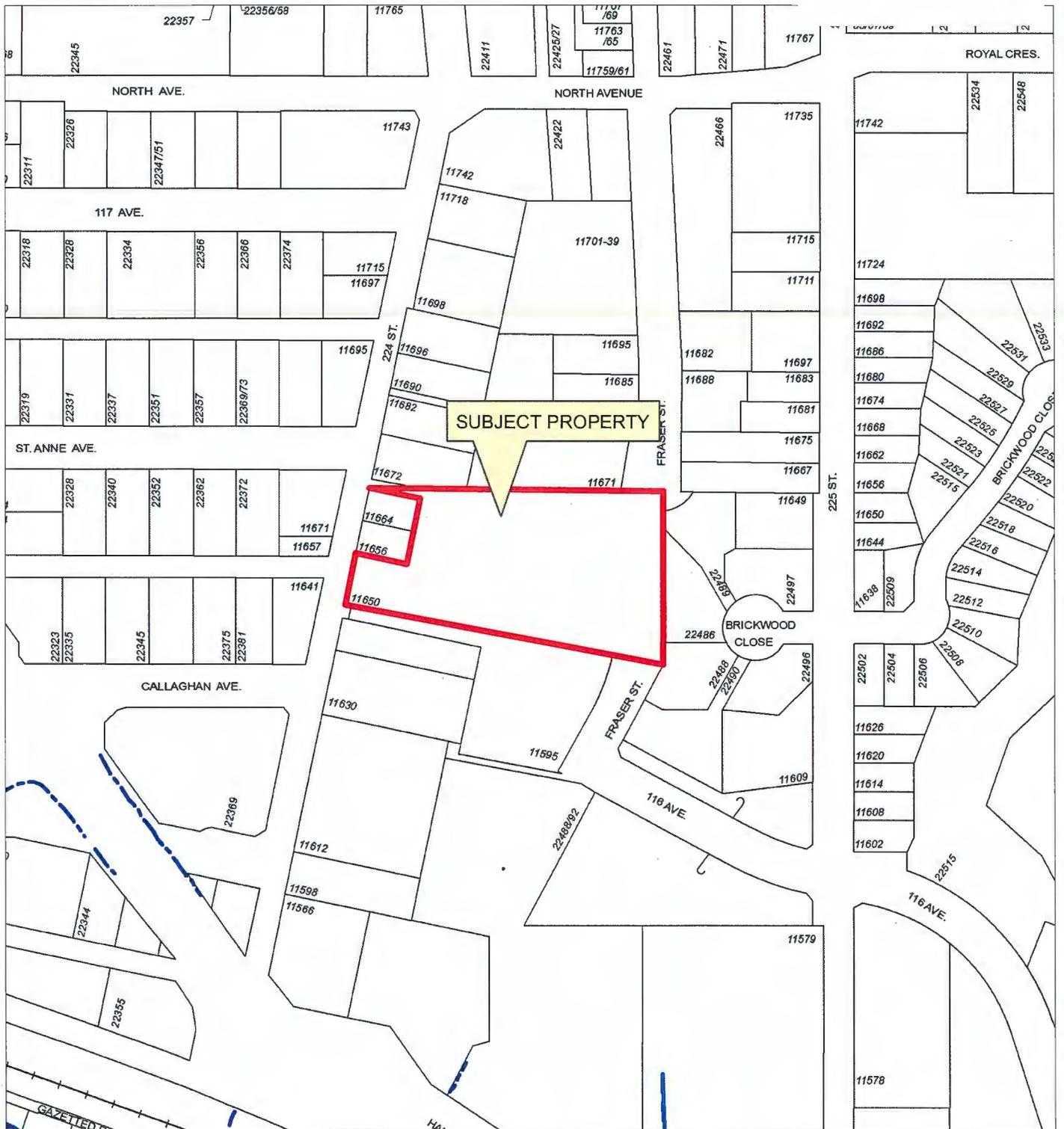
“Original signed by Christine Carter”

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

“Original signed by Al Horsman”

Concurrence: **Al Horsman
Chief Administrative Officer**

- The following appendices are attached hereto:
- Appendix A – Subject Map
 - Appendix B – Ortho Map
 - Appendix C – Building Elevations and Landscape Plans
 - Appendix D – Advisory Design Panel
 - Appendix E – Proposed Variance



Legend

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

11650 224 Street

PLANNING DEPARTMENT



mapleridge.ca

2015-318-RZ
DATE: Oct 16, 2015

BY: JV



Scale: 1:2,500

Legend

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

11650 224 St

PLANNING DEPARTMENT



MAPLE RIDGE
British Columbia

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2015-318-RZ
DATE: Oct 16, 2015

BY: JV

PRELIMINARY ONLY NOT FOR CONSTRUCTION



Exterior Materials

#	Material	Colour
1	Accent - Stone Tiles	See Landscape
2	Clack - 2x10 Polymer Deck w/o any Siding	White
3	Quartzite - Cloned No Frame	Black
4	Quartzite - Cloned w/ Metal Frame	Black
5	Roof - 4" Insulated 2x12 Panels	White
6	Wall - 2x12 Stone Board	See Landscape
7	Wall - 4x6 Birch Siding	White
8	Wall - Exposed Concrete Blockwork	Grey
9	Wall - Stone veneer ACMU Clad/Paint	Stone Veneer 9-40
10	Wall - White veneer ACMU Clad/Paint	Grey
11	Wall - Stone veneer ACMU Clad/Paint	Red
12	Wall - Stone veneer ACMU Clad/Paint	Wood Grain
13	Wall - Clad/Paint Siding	White
14	Miscellaneous - Vinyl Framed No Trim	White



ISSUED DRAWINGS

2017.03.21 Issued to DP

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Client Address: 11800 - 24th Street, Maple Ridge
 Legal Address: Parcel W, Lot 4, Blk 2, Ct. 206, C.P. 1, (HWY) Plan 195
 P.O. #: 201.038.0008

Fraser Crossing Residence

Wayne Stephen Bissky
 ARCHITECTURE & URBAN DESIGN INC.
 ARCHITECT

APPENDIX C

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

Sheet: A4.0

PRELIMINARY ONLY NOT FOR CONSTRUCTION

Exterior Materials		
#	Material	Colour
1	Access - Metal Trim	Blue Limestone
2	Clash - 3x12 Painted Steel w/ Slip Sealing	White
3	Clash - 4x8 Painted Steel w/ Slip Sealing	White
4	Clash - 6x6 Painted Steel w/ Slip Sealing	White
5	Clash - 8x8 Painted Steel w/ Slip Sealing	White
6	Clash - 10x10 Painted Steel w/ Slip Sealing	White
7	Clash - 12x12 Painted Steel w/ Slip Sealing	White
8	Clash - 14x14 Painted Steel w/ Slip Sealing	White
9	Clash - 16x16 Painted Steel w/ Slip Sealing	White
10	Clash - 18x18 Painted Steel w/ Slip Sealing	White
11	Clash - 20x20 Painted Steel w/ Slip Sealing	White
12	Clash - 22x22 Painted Steel w/ Slip Sealing	White
13	Clash - 24x24 Painted Steel w/ Slip Sealing	White
14	Clash - 26x26 Painted Steel w/ Slip Sealing	White



North Interior Elevation
Scale: 1/8" = 1'-0"



South Interior Elevation
Scale: 1/8" = 1'-0"

ISSUED DRAWINGS

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Project Name: Fraser Crossing Residence
 City Address: 11500 - 22nd Street, Maple Ridge
 Legal Address: Parcel W, Lot 4, B.L.S. Co. Tr. C.P. 1, 18872 Plan 155
 Date: 2017-03-28
 PLO: 2017-03-28

Interior Courtyard Elevations

WAYNE STEPHEN BISSKY
 ARCHITECTURE & URBAN DESIGN INC.
 PLANNING INTERIOR DESIGN
 11500 - 22nd Street, Suite 100
 Maple Ridge, B.C. V2X 2Y7
 Tel: 604.463.1111
 Fax: 604.463.1112
 www.wsbissky.com

Date: 2018-03-27
 Scale: 1/8" = 1'-0"
 Drawn: WB / JM
 Dwg #: 1002
 Prepared for:
 NOT FOR CONSTRUCTION

Sheet: A4.2

PRELIMINARY ONLY NOT FOR CONSTRUCTION



ISSUED DRAWINGS

SYNO: Issued for DP

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'Fraser Crossing' Residence
 Client Address: 1850 - 2280 Street, Maple Ridge
 Project Address: Parcel #1, Lot 4, B.S. Co. 288, C.P. 1, 18700 Plan 120
 V.D.#: 071-528-3887

Perspective Vignette 1

WAYNE STEPHEN BISSKY INC.
 ARCHITECTURAL
 PLANNING INTERIOR DESIGN
 604-222-1234 (local office)
 1800-467-7777 (toll free)
 www.wsbissky.com

Date: 2019-09-07

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

Sheet: WS / A4

Proj. # 1850

PRELIMINARY ONLY
 NOT FOR CONSTRUCTION

Sheet A5.0

PRELIMINARY ONLY NOT FOR CONSTRUCTION



ISSUED DRAWINGS

*** DEVELOPMENT PERMIT ***
 *** DEVELOPMENT PERMIT ***
 *** DEVELOPMENT PERMIT ***

Client: 11671 & 11595 - 25th Street, Maple Ridge
 City Address: 11671 & 11595 - 25th Street, Maple Ridge
 Land Address: 11671 & 11595 - 25th Street, Maple Ridge
 Phone: 604-271-2200
 Fax: 604-271-2200
 Email: info@greenway.ca
 Website: www.greenway.ca

Multi Family Apartment

Landscape Plan

Date: 2017-02-01
 Scale: As Noted
 Drawn: PACH
 Project ID: 1625

Sheet: **L1.0**

PLANT LIST - 224 Street Apartments

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SYMBOLS - SYMBOLIC NAME

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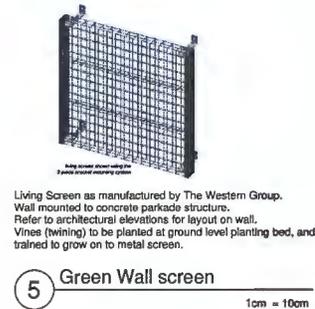
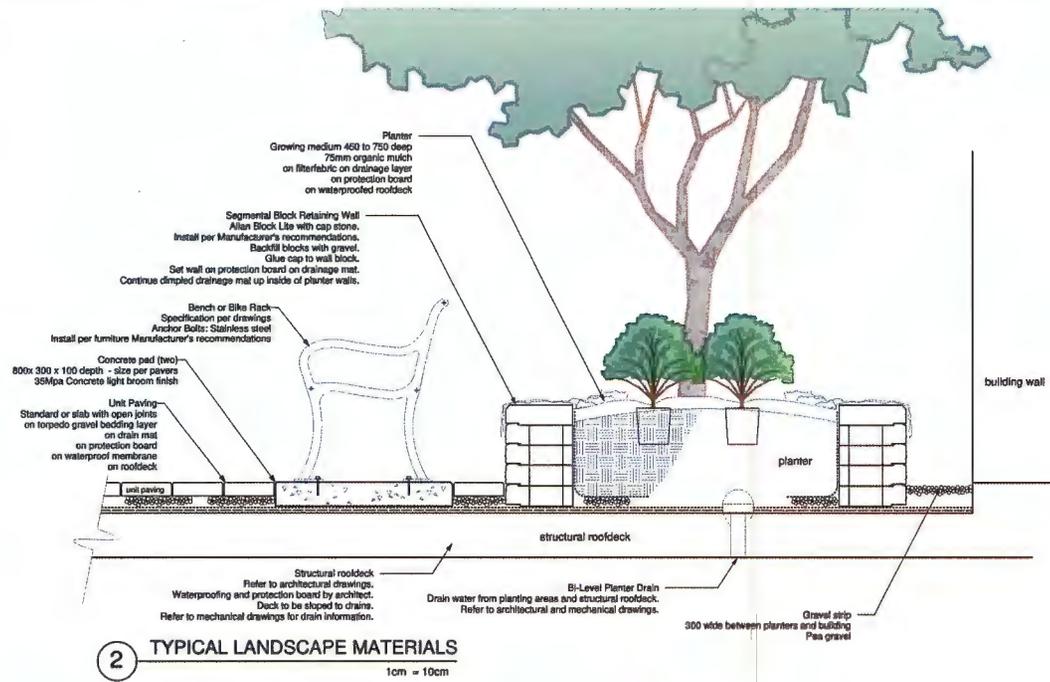
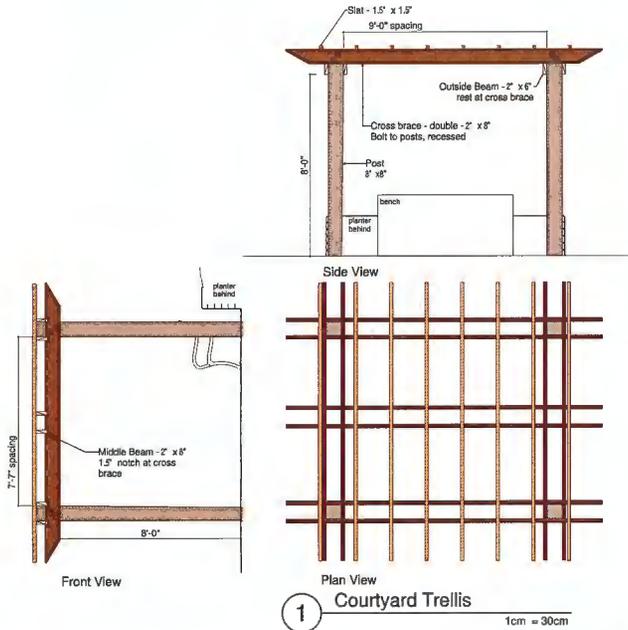
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PLANT LIST - Fraser Street

SYMBO	SYMBOLIC NAME	COMMON NAME	SIZE	SPACING
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3	3	3	3	3
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10	10			

PRELIMINARY ONLY NOT FOR CONSTRUCTION



GENERAL NOTES

- All work to satisfaction of the Owner.
- All work in compliance with Municipal standards.
- Dispose of all excavated and surplus materials off site, recycle where feasible.
- Contractor to confirm location of any site services before proceeding.
- Contractor to confirm actual site conditions and layout before proceeding.
- All dimensions are in millimeters, unless noted otherwise.
- Contractor to coordinate landscape construction with work of other disciplines, including civil, electrical, and architectural, as directed by the Owner.
- Contractor to make good all damage to satisfaction of the Owner, at no additional cost.
- Public to be protected from harm at all times. Do not leave work areas in an unsafe or hazardous condition, fence and/or make safe as required.
- Sitewalks and staked to be kept clean at all times and cleared to the satisfaction of the City.
- All work to be completed consistent with all drawings and specifications.
- Ensure positive drainage for all landscape areas.

Refer to architectural and civil engineering drawings.
Site grading and drainage, including retaining wall design by others.
Tree locations to be adjusted in the field as determined by location of underground services. Confirm locations before digging.

ISSUED DRAWINGS

1444 DEVELOPMENT PERMIT
1444 DEVELOPMENT PERMIT
1444 DEVELOPMENT PERMIT

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Multi Family Apartment
Client Address: 11668 St. 11668 - 224th Street, Maple Ridge
Legal Address: Box 11668 - Folke 21788(000) | Plan NWP 155 (B.C. 2002)
NWP 155 (B.C. 2002) | NWP 155 (B.C. 2002) | NWP 155 (B.C. 2002)
PID #: 009-800301 & 004-079-337

Greenway
Landscape Structures Inc.
2240 Park Centre
Coquitlam BC V3C 6T4
1-800-461-9125
E: paul@greenwayplants.com

Date: 2017-02-01
Scale: As Noted
Drawn: PACW
Project ID: 1625

Sheet: L2.1

APPENDIX D

Following presentations by the project Architect and Landscape Architect, the ADP made the following resolution that:

File No. 2015-318-DP be supported and the following concerns be addressed as the design develops and submitted to Planning staff for follow-up:

Landscape Comments:

1. Consider adding a trellis feature at the entrances to public pathway;
2. Consider adding bench at north west and south west corner of 2m path;
3. Continue the paving material of the 2m pathway eastward through to the public sidewalks on Fraser Street at both the North and South sides;
4. Consider replacing the concrete with unit pavers in the perimeter walkway if acceptable by the Fire Department;
5. Consider a decorative paving treatment at the lower and upper parking accesses.

Architectural Comments:

1. Extend and distinguish the public sidewalk through the driveway to municipal sidewalk on Fraser Street;
2. Review the requirements for guardrails on the retaining walls and add as required;
3. Emphasize the main entrance to the building with both hard and soft landscaping materials - Consider enhancing the stairway entrance as a secondary entrance; provide wayfinding to direct pedestrians to building entrance from top of stairs;
4. Follow the municipal guidelines for the recycling component of the building and consider expanding the component and locate on both P1 & P2;
5. Add windows to bedrooms (Corner units) on 6th floor;
6. Emphasize the continuity of the red colour accent throughout the courtyard's guardrail having some form of architectural, landscape or decorative elements;
7. Provide lighting along perimeter path (either as bollards or on the building) to improve visibility and improve CPTED concerns;
8. Integrate storm water management into the landscaping plans as appropriate;
9. Consider possibility of registering a public easement between 224th to Fraser Street for continuous public walkway along the south side of this and the future project to the West.

ADP concerns have been addressed and are reflected in the current plans.

WAYNE
STEPHEN
BISSKY

DVP APPLICATION
WRITTEN STATEMENT

ARCHITECTURE URBAN DESIGN PLANNING INTERIOR DESIGN INC.
204-22320 LOUGHEED HIGHWAY MAPLE RIDGE BC V2X 2T4 PH 604-467-8300 FAX 604-467-8305

Date: Tuesday, March 17, 2020
Attention: Wendy Cooper & Chuck Goddard
Company: City of Maple Ridge Planning Department
Address: 11995 Haney Place
Maple Ridge, BC V2X 6A9
Phone: 604-463-5221
Project No.: 1502
City Ref No.: 2015-318-RZ



Civic Address

11650 - 224th, Maple Ridge, BC

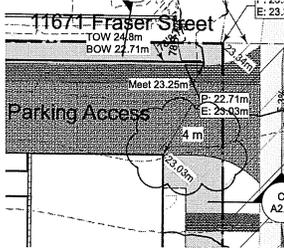
Legal Description

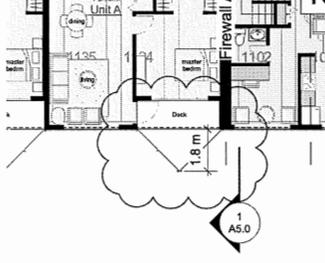
PID 011-538-988 D.L.: 398, Block: 2, Plan: NWP155

Dear Wendy,

This variance application is in support of Rezoning Application 2015-318-RZ. We are requesting a Development Variance Permit be issued on this property to accommodate the proposed multi family development within the RM-2 Zone "Apartment Residential". We assume that you will want a complete Schedule E "DVP Application" <https://www.mapleridge.ca/DocumentCenter/View/727/Schedule-E---Development-Variance-Permit?bidId=>. We will work on that submission to be made by the end of this week. As reference we have used the Maple Ridge Zoning Bylaw section related to the RM-2 zone. A copy of the bylaw can be found on the city's website here: <https://www.mapleridge.ca/DocumentCenter/View/587/Zoning-Bylaw?bidId=> The referenced drawings for the requested variances may be found at the following link: <https://www.dropbox.com/s/tezbvkmrktpm174/1502%202020-03-17%20DVP.pdf?dl=0>

Following are the list of requested variances:

Requirements in the Maple Ridge Zoning Bylaw 604 for RM-2 MEDIUM DENSITY APARTMENT RESIDENTIAL DISTRICT	List of the requested variances.	Snapshot showing the (typ) location of variances on the referenced drawings.
<p>6. SITING a) All apartment and accessory residential buildings shall be sited not less than 7.5 metres from all property lines. b) Notwithstanding Clause "a" of this subsection, a structure, all of which is 0.8 metre or less above the average finished grade of the lot and which is landscaped and integrated to become a usable part of the yard area may be sited not less than: (i) 1.5 metres from a rear and interior side lot line; (ii) 3 metres from a front and exterior side lot line.</p>	<p>1. Vary the Front yard setback along Fraser to 4.0m.</p>	 <p>1. See drawing A.2.0 Site Plan</p>

Requirements in the Maple Ridge Zoning Bylaw 604 for RM-2 MEDIUM DENSITY APARTMENT RESIDENTIAL DISTRICT	List of the requested variances.	Snapshot showing the (typ) location of variances on the referenced drawings.
<p>5415 (4) Siting Exceptions (b) Where masonry chimneys, chimney enclosures, eaves, sunlight control projections, canopies, stairs/staircase wells, porches or unenclosed balconies project beyond the building face, the minimum setback: 1) to an abutting front, rear or exterior side lot line permitted elsewhere in this bylaw may be reduced by not more than 1.25 m;</p>	<p>2. Vary the balconies on the eastern facade fronting Fraser Street to permit them to project beyond the face of the building to within 2.48m of the front lot line.</p>	 <p>2. See drawing A2.8 Third Floor Plan as typical along Fraser Street.</p>
<p>2) to an abutting interior side lot line permitted elsewhere in this bylaw may be reduced by not more than 0.61 m; provided such reductions shall apply only to the projecting feature and shall include any support necessary for the feature. Stairs may project beyond the building face as required with no minimum setback to an abutting front or rear lot line.</p>	<p>3. Vary the balconies facing the north and south interior lines as well as those along the western rear lot line to permit them project 1.8m int. of 7.5m.</p>	 <p>See drawing A2.6 Second Floor Plan as a typical example of balcony projection.</p>
<p>7. SIZE OF BUILDINGS AND STRUCTURES a) All apartment buildings shall not exceed 15 metres nor 4 storeys in height; b) A maximum height of 22.0 metres nor 6 storeys shall be permitted at 11641 – 227 Street (Phase One). Lot 1 District Lot 401 Group 1 New Westminster District Plan BCP24521. (5990 HEIGHT means the greatest vertical distance from the Building Height Base Line to the topmost part of the building.)</p>	<p>4. Vary the building height to 18.1m and 6 storeys.</p>	 <p>See drawing A4.0 East & South Elevations.</p>

We thank you for your support and look forward to working with both staff and council on this application.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Wayne Bissky', written over a horizontal line.

Wayne Bissky, BA, C.Ed, MArch, Architect AIBC, MRAIC
Wayne Stephen Bissky Architecture & Urban Design Inc.



mapleridge.ca

City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
MEETING DATE: April 21, 2020
FILE NO: 2017-572-DP/DVP
MEETING: C o W
SUBJECT: **Development Variance Permit and Development Permit
11703 Fraser Street**

EXECUTIVE SUMMARY:

A Development Variance Permit (2017-572-DVP) has been received in conjunction with Development Permit application (2017-572-DP) to permit the construction of a five-storey residential apartment building with approximately 57 residential units with a density of 1.43 Floor Space Ratio (FSR) on the eastern portion of the subject property at 11703 Fraser Street (Appendix A and B). The proposed building requires variances to Maple Ridge Zoning Bylaw No. 3510-1985. The requested variances to the RM-2 (Medium Density Apartment Residential District) zone are as follows:

Section 604 RM-2 (Medium Density Apartment Residential District):

- a. Section 604 (6) (a) is proposed to be varied from all apartment residential buildings shall be sited not less than 7.5 metres from all property lines to 6.0 metres for the western interior property line;
- b. Section 604 (6) (a) is proposed to be varied from all apartment residential buildings shall be sited not less than 7.5 metres from all property lines to 6.0 metres from the southern interior side property line;
- c. Section 604 (6) (a) is proposed to be varied from all apartment residential buildings shall be sited not less than 7.5 metres from all property lines to 4.4 metres from the property line along Fraser Street to allow the entry roof projection on the eastern façade of the building to project 3.1 metres into the setback; and
- d. Section 604 (7) (a) is proposed to be varied from all apartment buildings shall not exceed 15 metres nor 4 storeys in height to a maximum of 20.2 metres in height and a maximum of 5 storeys in height (excluding elevator to the Penthouse).

The requested variance to Maple Ridge Zoning Bylaw No. 3510-1985, General Regulations:

Section 403 Regulations for the Size, Shape and Siting of Buildings and Structures is as follows:

- a. Section 403 (8) Maximum Retaining Wall Height, to increase the maximum retaining wall height from 1.2 m to 1.4 m to permit the construction of landscape planters.

The proposed variances will contribute to the overall design of the project given the topography of the site and surrounding area; therefore, staff can support the proposed variances.

Council considered rezoning application 2017-572-RZ and granted first reading for Zone Amending Bylaw No.7422-2018 on January 30, 2018. Council granted first and second reading for Official Community Plan Amending Bylaw No. 7550-2019 and second reading for Zone Amending Bylaw No. 7422-2018 on May 14, 2019. This application was presented at a Public Hearing on June 18, 2019, and Council granted third reading on June 26, 2018. Rezoning application 2015-318-RZ is proposed to be forwarded to Council for consideration of final reading on April 28, 2020.

RECOMMENDATION:

- 1. That the Corporate Officer be authorized to sign and seal 2017-572-DVP respecting the property located at 11703 Fraser Street; and
- 2. That the Corporate Officer be authorized to sign and seal 2017-572-DP respecting the property located at 11703 Fraser Street.

DISCUSSION:

a) Background Context

Applicant: Attera Development Group Ltd. (Trisha Firth)

Legal Description: Lot A District Lot 398 Group 1 New Westminster District Plan EPP8898

OCP:
 Existing: Ground-Oriented Multi-Family
 Proposed: Low-Rise Apartment

Zoning:
 Existing: RM-1 (Townhouse Residential)
 Proposed: RM-2 (Medium Density Apartment Residential)

Surrounding Uses:

North:	Use:	Apartments
	Zone:	RM-2 (Medium Density Apartment Residential) C-3 (Town Centre Commercial)
	Designation:	Low-Rise Apartment and Town Centre Commercial
South:	Use:	Residential
	Zone:	RM-1 (Townhouse Residential) RS-1 (One Family Urban Residential)
	Designation:	Ground-Oriented Multi-Family
East:	Use:	Street Townhouse and Residential
	Zone:	RM-2 (Medium Density Apartment Residential) RS-1 (One Family Urban Residential)
	Designation:	Ground-Oriented Multi-Family
West:	Use:	Vacant
	Zone:	RM-2 (Medium Density Apartment Residential)
	Designation:	Low-Rise Apartment

Existing Use of Property: Vacant
 Proposed Use of Property: Apartment
 Site Area: 0.46 HA. (1.13 Acres)
 Access: Fraser Street
 Servicing requirement: Urban Standard

b) Project Description:

This Development Variance and Development Permit will facilitate a 57-unit, five-storey apartment building with a two-storey underground parkade. This building is situated on the eastern portion of the subject property at 11703 Fraser Street which forms Phase 2 of a two-phase development that connects to the parkade of Phase I on the western portion of the property under Development Permit 2018-202-DP and Development Variance Permit 2018-202-DVP approved by Council on December 11, 2018.

c) Planning Analysis:

Development Permit

The subject property has been assessed against the Town Centre Development Permit Guidelines, Section 8.11 as detailed in the OCP (Attachment C).

Key Guidelines:

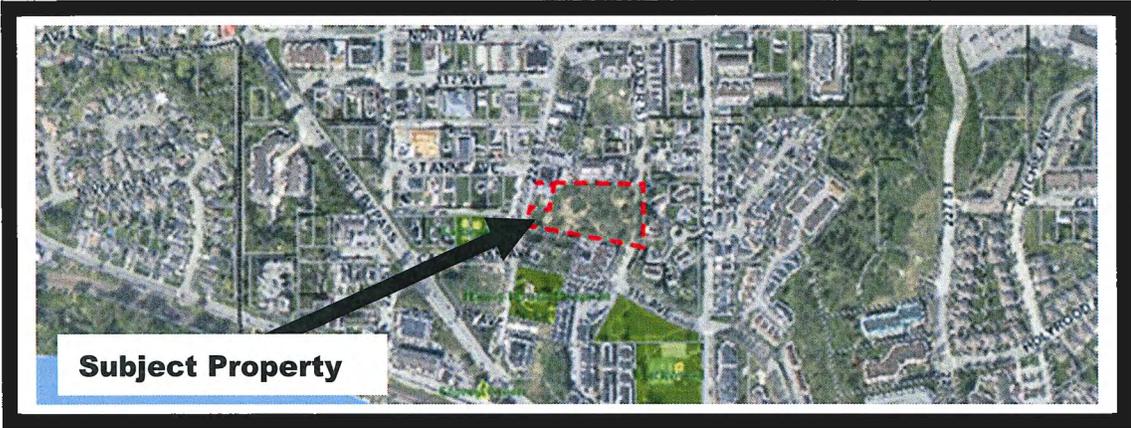
The subject property is within the South View precinct of the Town Centre Development Permit Area. The following is a brief description and assessment of the proposal's compliance with the applicable Key Development Permit Guidelines:

1. Promote North and South View as Distinctive, Highly Liveable Multi-Family Neighbourhoods

a. Does proposed development help to establish the precinct as a residential area with a mix of housing types at varying densities?

- Consistent: Yes

The proposed development is an apartment form of housing that will contribute to the establishment of the precinct as a residential area with a mixture of housing types and varying densities. The proposed development is 1.43 FSR which is lower than the project to the south located at 11650 – 224th Street (2015-318-RZ) with a density of 1.8 FSR, but higher than the townhomes and single family homes in the precinct.

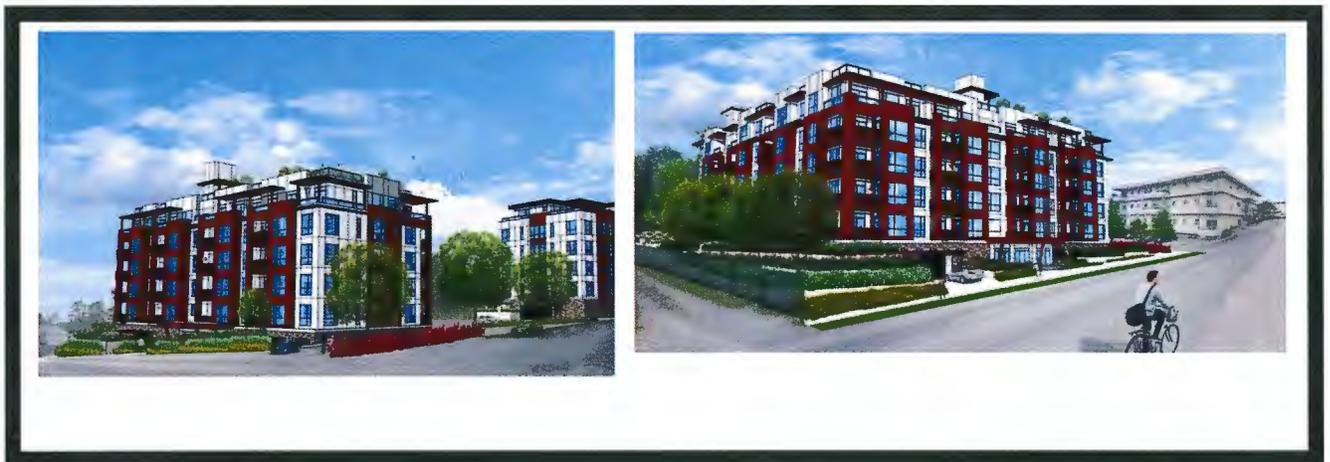


2. Create Pedestrian-Friendly, Ground-Oriented, Multi-Family Community

- b. Does the building's form and mass support a strong pedestrian-oriented urban realm and help define the street and sidewalk areas as active public spaces? Taller buildings should be stepped back podium style.

- Consistent: Yes

The design of the building contributes to a strong pedestrian-oriented urban realm and pedestrian-oriented streetscape, with the location of the main entrance being visually prominent from Fraser Street encouraging the interaction of the building with the sidewalk and street. In addition, this entrance is framed to bring public attention to the entrance with the incorporation of a large overhang that is supported by heavy timber post and an expansive use of glazing. Another element of the development design that contributes to place making is the entrance to the courtyard that can be seen from Fraser Street. This contributes to creating a sense of place and the interaction of the development with the public realm.

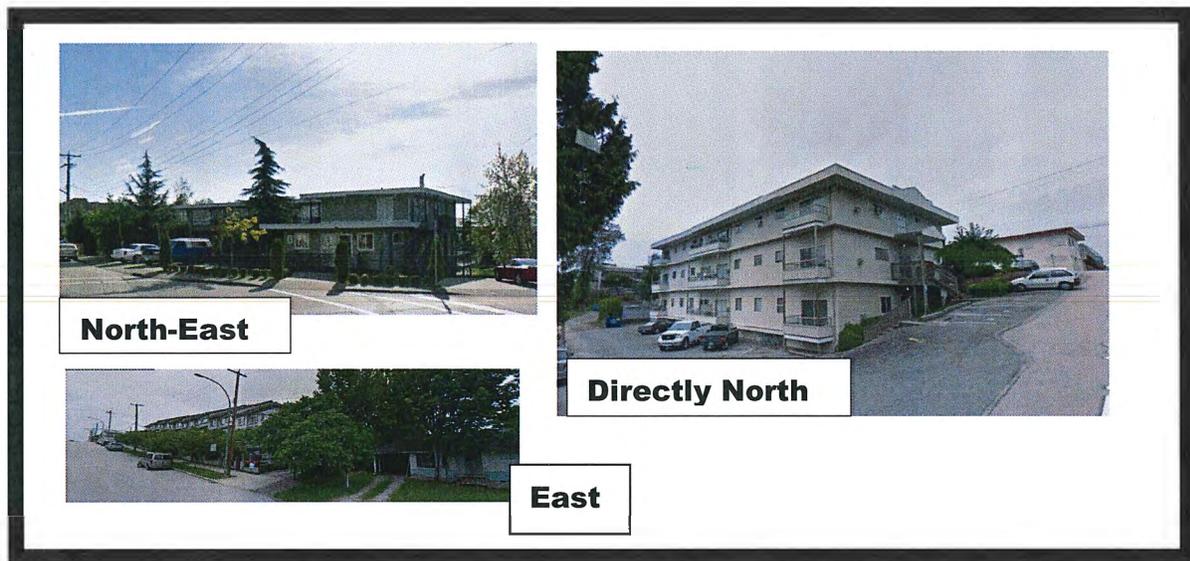


3. Maintain Cohesive Building Styles

- c. Is there consistency with other new buildings in the precinct in terms of architecture, building setbacks, form, mass, and height?

- Consistent: Yes

The design of the proposed building relates to the older existing apartment buildings in the precinct in terms of form and massing. The building interacts well with the townhouse and single-family homes to east through the building design and the landscaping of the site.



4. Capitalize on Important Views

d. Does the proposed new development capitalize on mountain and/or river views?

- Consistent: Yes

The location of the subject property lends itself to view corridors to the south towards the Fraser River and to the east views of Mount Baker. These view corridors can be accessed by potential residents of the building through the use of the balconies and through glazing on the building.

e. Have the important views of existing buildings been considered in relation to the proposed development?

- Consistent: Yes

The views from the existing buildings to the north, south, east and west will not be impacted by this proposed development due to the topography of the site in relation to the surrounding area.

5. Provide Private and Semi-Private Green Space

f. Does the proposed development include front and back courtyards (in multi-family developments) and incorporate universal access, reduce vandalism, and increase safety in the design?

- Consistent: Yes

The design of the building and landscaping provides private and common spaces. The private spaces are facilitated with the incorporation of either balconies or patios for each residential unit. The design includes an outdoor courtyard which is a semi-private space. The incorporation of private and semi-private spaces contributes to the livability and vibrancy of the building.

6. Provide Climate Appropriate Landscaping and Green Features

- g. Are landscape elements designed to enrich the pedestrian environment, moderate the internal building climate, manage stormwater on site, and reference the architectural quality of the building(s)?

- Consistent: Yes

Design elements of the building that contribute to the greening of the development include extensive landscaping that is proposed around the building to complement the overall design. The landscaping has been reviewed by the Advisory Design Panel that noted the appropriate use of selected landscaping material. The plantings are native adaptive, drought tolerant and also pollinators. The incorporation of continuous treed areas along the north, east and south side will provide shading to the building which will aid in controlling the internal building climate and also aid in the management of on-site stormwater. In addition, 50 percent of storm runoff will be captured and infiltrated into the existing natives soils.

7. Maintain Street Interconnectivity

- h. Does the proposed development maintain street interconnectivity and the use of the lane as a service street and secondary vehicular and pedestrian thoroughway?

- Consistent: Not Applicable

The subject property is not serviced by a lane. Vehicle access will be provided by way of Fraser Street. Pedestrian access will be provided to the development site from 224th Street and Fraser Street.

- i. Is required parking provided underground?

- Consistent: Yes

Underground parking has been provided with a two-level, underground parkade.

d) Advisory Design Panel:

The Development Permit application was reviewed by the Advisory Design Panel on November 21, 2018. All Comments (Appendix D) were addressed. The form and character of the proposal complies with the Town Centre Development Permit Area Guidelines of the OCP.

e) Variance Analysis:

The Zoning Bylaw establishes general minimum and maximum regulations for multi-family development. A Development Variance Permit allows Council some flexibility in the approval process. (Appendix E)

The requested variances to Maple Ridge Zoning Bylaw No. 3510-1985, and rationale for support are described below:

Section 604 RM-2 (Medium Density Apartment Residential District):

- a. Section 604 (6) (a) is proposed to be varied from all apartment residential buildings shall be sited not less than 7.5 metres from all property lines to 6.0 metres for the western interior property line;
- b. Section 604 (6) (a) is proposed to be varied from all apartment residential buildings shall be sited not less than 7.5 metres from all property lines to 6.0 metres from the southern interior side property line;
- c. Section 604 (6) (a) is proposed to be varied from all apartment residential buildings shall be sited not less than 7.5 metres from all property lines to 4.4 metres from the property line along Fraser Street to allow the entry roof projection on the eastern façade of the building to project 3.1 metres into the setback; and
- d. Section 604 (7) (a) is proposed to be varied from all apartment buildings shall not exceed 15 metres nor 4 storeys in height to a maximum of 20.2 metres in height and a maximum of 5 storeys in height (excluding elevator to the Penthouse).

The requested variance to Maple Ridge Zoning Bylaw No. 3510-1985, General Regulations:

Section 403 Regulations for the Size, Shape and Sitting of Buildings and Structures is as follows:

- a. Section 403 (8) Maximum Retaining Wall Height, to increase the maximum retaining wall height from 1.2 m to 1.4 m to permit the construction of landscape planters.

The proposed variance setbacks to the RM-2 (Medium Density Apartment Residential) zone will contribute to the overall design of the project by increasing the articulation of the building and increase the visual interest. These types of variances can be needed when the architect creates a design of the building to fulfill the requirements of the Development Permit Guidelines and to enhance the overall design of the development. These variances to the setbacks are supportable as they will enhance the over design of the development.

The proposed variance to the eastern setback to facilitate the entry roof projection on the eastern façade of the building will improve the interaction of the building with the street. The improved interface between the private and public realm of the development will increase the overall building designs' contribution in developing the precinct as a residential node with a variety of densities and housing forms.

In addition, the proposed variance to increase the maximum retaining wall height to accommodate enhanced landscaping will aid in the incorporation of the building into the topography of the subject site.

f) Financial Implications:

In accordance with Council's Landscape Security Policy, a refundable security equivalent to 100% of the estimated landscape cost will be provided to ensure satisfactory provision of landscaping in accordance with the terms and conditions of the Development Permit. Based on the estimated landscape cost, the security will be \$234,791.40.

g) Citizen/Customer Implications:

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

CONCLUSION:

A Development Variance Permit application and a Town Centre Development Permit application have been received for the subject property, to construct a residential apartment building with approximately 57 residential units and a density of 1.43 FSR. The form and character of the proposed Phase 2 of the subject development is in keeping with the Town Centre Development Permit Area Guidelines. The associated proposed variances are supportable as the development creates a sense of place and is consistent with the adjacent Phase 1 of the development to the west.

It is therefore recommended that these applications be favourably considered and the Corporate Officer be authorized to sign and seal Development Variance Permit 2017-572-DVP and Development Permit 2017-572- DP.

“Original signed by Mark McMullen” for

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

“Original signed by Mark McMullen” for

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

“Original signed by Christine Carter”

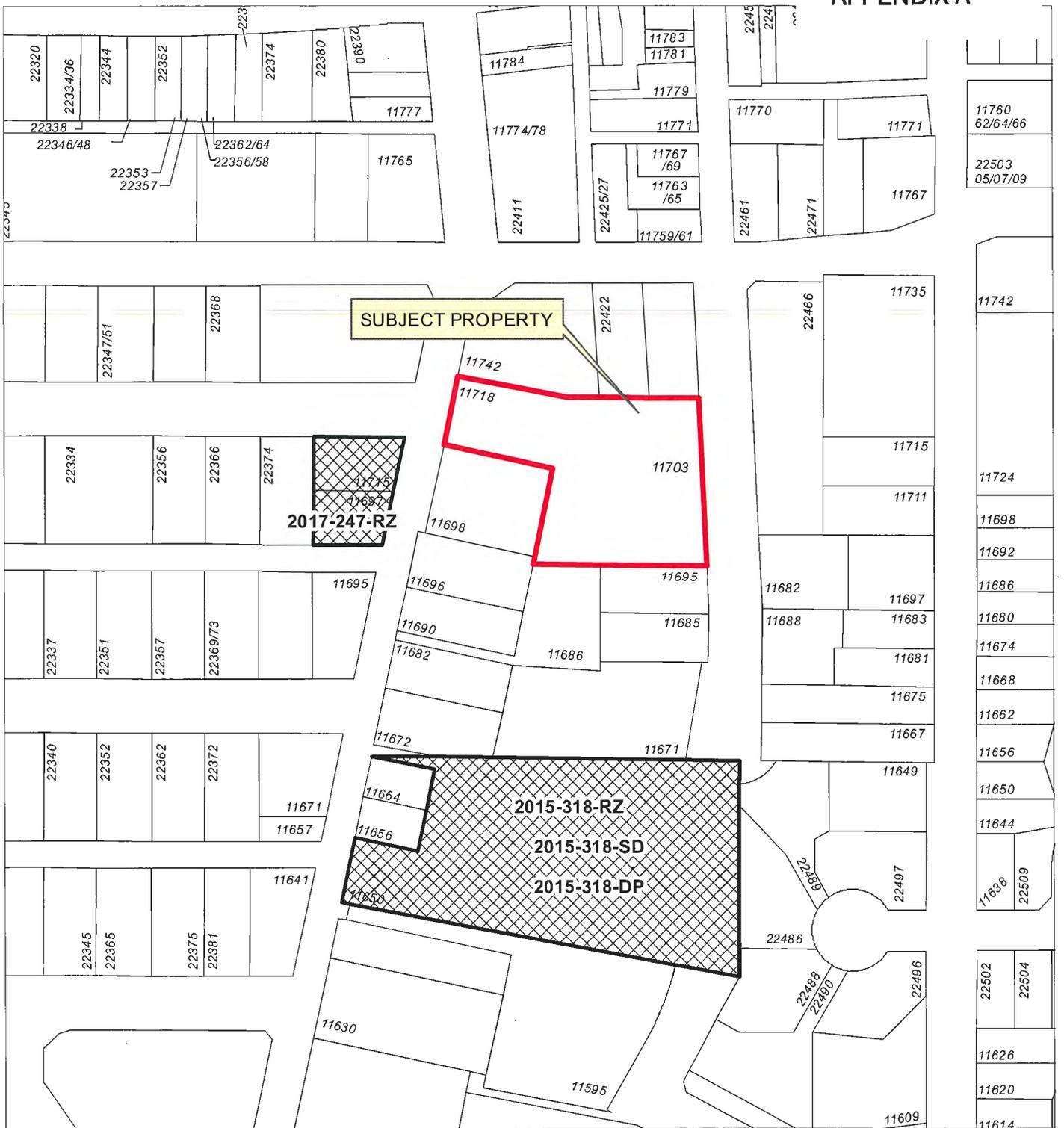
Approved by: **Christine Carter, M.PL, MCIP, RPP
GM Planning & Development Services**

“Original signed by Al Horsman”

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

The following appendices are attached hereto:
Appendix A – Subject Map
Appendix B – Ortho Map
Appendix C – Building Elevations and Landscape Plans
Appendix D – Advisory Design Panel
Appendix E – Proposed Variance

APPENDIX A



Scale: 1:2,000

Legend

 Active Applications (RZ/SD/DP/VP)

11703 FRASER STREET

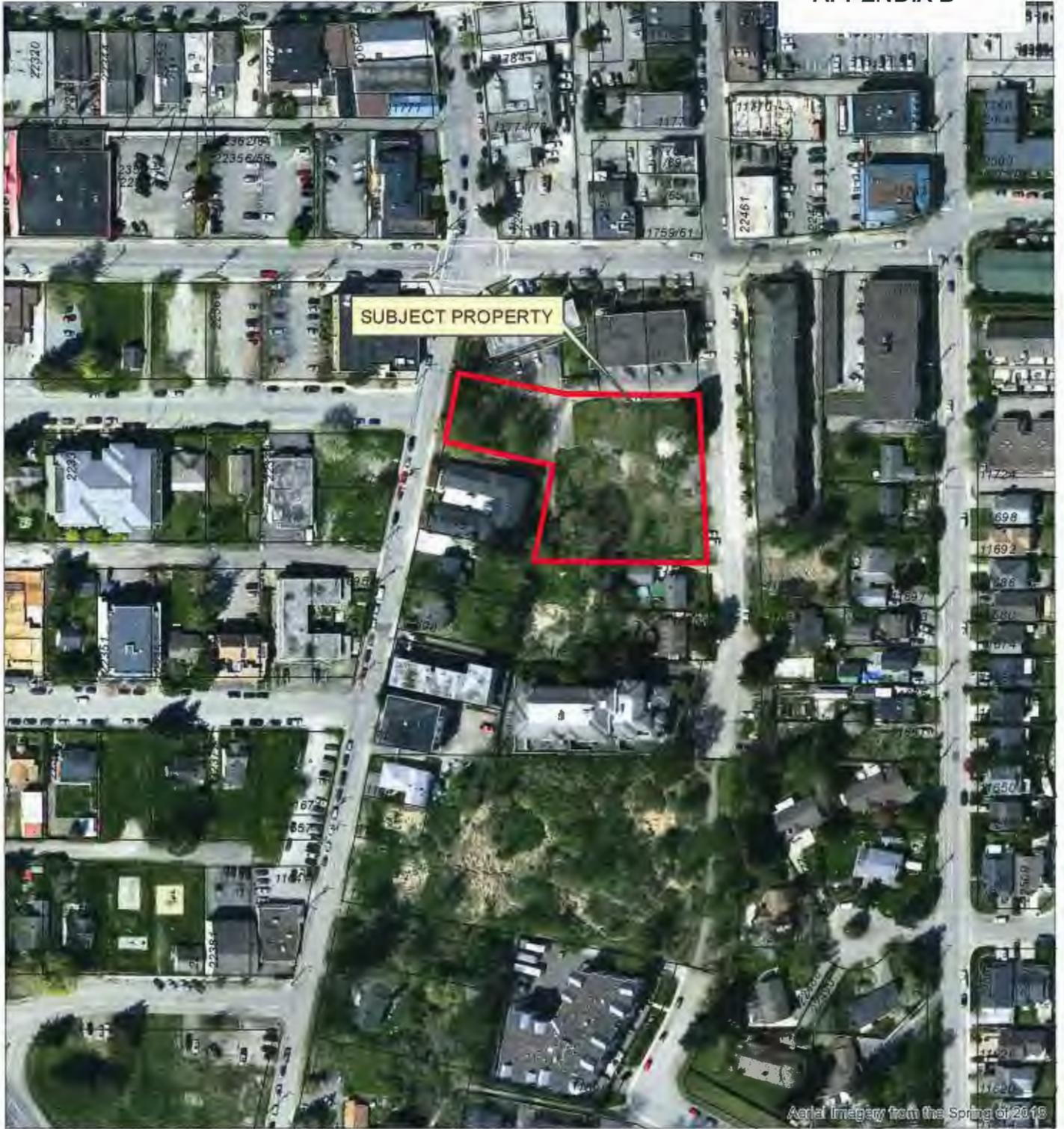
PLANNING DEPARTMENT



mapleridge.ca

FILE: 2017-572-RZ
DATE: Apr 30, 2019

BY: DT



Scale: 1:2,000

11703 FRASER STREET

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

mapleridge.ca

FILE: 2017-572-RZ
DATE: Apr 30, 2019

BY: DT

PROJECT TEAM DIRECTORY

OWNER: ATERRA DEVELOPMENT INC.
ARCHITECT: ATELIER PACIFIC ARCHITECTURE INC.
LANDSCAPE CONSULTANT: PM3 LANDSCAPE ARCHITECTS.
CIVIL CONSULTANT: R.F. BINNIE & ASSOCIATES LTD.
GEOTECHNICAL CONSULTANT: GEOPACIFIC CONSULTANTS
SURVEYOR: TERRA PACIFIC LAND SURVEYING LTD.
ARBORIST: OIVE AND TAKE TREE SERVICE

ARCHITECTURAL DRAWING LIST

- DP 0.1 CONTEXT/AERIAL SITE PLAN
- DP 0.2a DESIGN RATIONALE, CONTEXT/SITE PHOTOGRAPHS
- DP 0.2b DESIGN RATIONALE, CONTEXT/SITE PHOTOGRAPHS
- DP 0.2c ARCHITECTURAL AESTHETICS
- DP 0.3 SHADOW ANALYSIS
- DP 0.4 PROJECT DATA

- DP 1.1 SITE PLAN SHOWING PHASE-1&2

- DP 2.1 FLOOR PLAN - PARKING LEVEL P2
- DP 2.2 FLOOR PLAN - PARKING LEVEL P1
- DP 2.3 FLOOR PLAN - LEVEL 1
- DP 2.4 FLOOR PLAN - LEVEL 2-4
- DP 2.5 FLOOR PLAN - LEVEL 5
- DP 2.6 ROOF PLAN
- DP 2.7 FLOOR PLAN - ADAPTABLE UNIT

- DP 3.1 ELEVATION - EAST & NORTH
- DP 3.2 ELEVATION - WEST & SOUTH

- DP 4.1 SECTIONS
- DP 4.2 SECTIONS

- DP 5.1 STREETScape
- DP 5.2 COLORED ELEVATIONS, COLOR/MATERIAL LEGEND
- DP 5.3 COLORED ELEVATIONS, COLOR/MATERIAL LEGEND
- DP 5.4 PERSPECTIVE RENDERING
- DP 5.5 PERSPECTIVE RENDERING



DEVELOPMENT PERMIT SUBMISSION

Date: MARCH 31, 2020

Proposed Residential Development (Phase-2)

11731 FRASER STREET, MAPLE RIDGE, B.C.

ATERRA DEVELOPMENT INC.
ATELIER PACIFIC ARCHITECTURE INC.

MARCH 31, 2020



DP 0.0

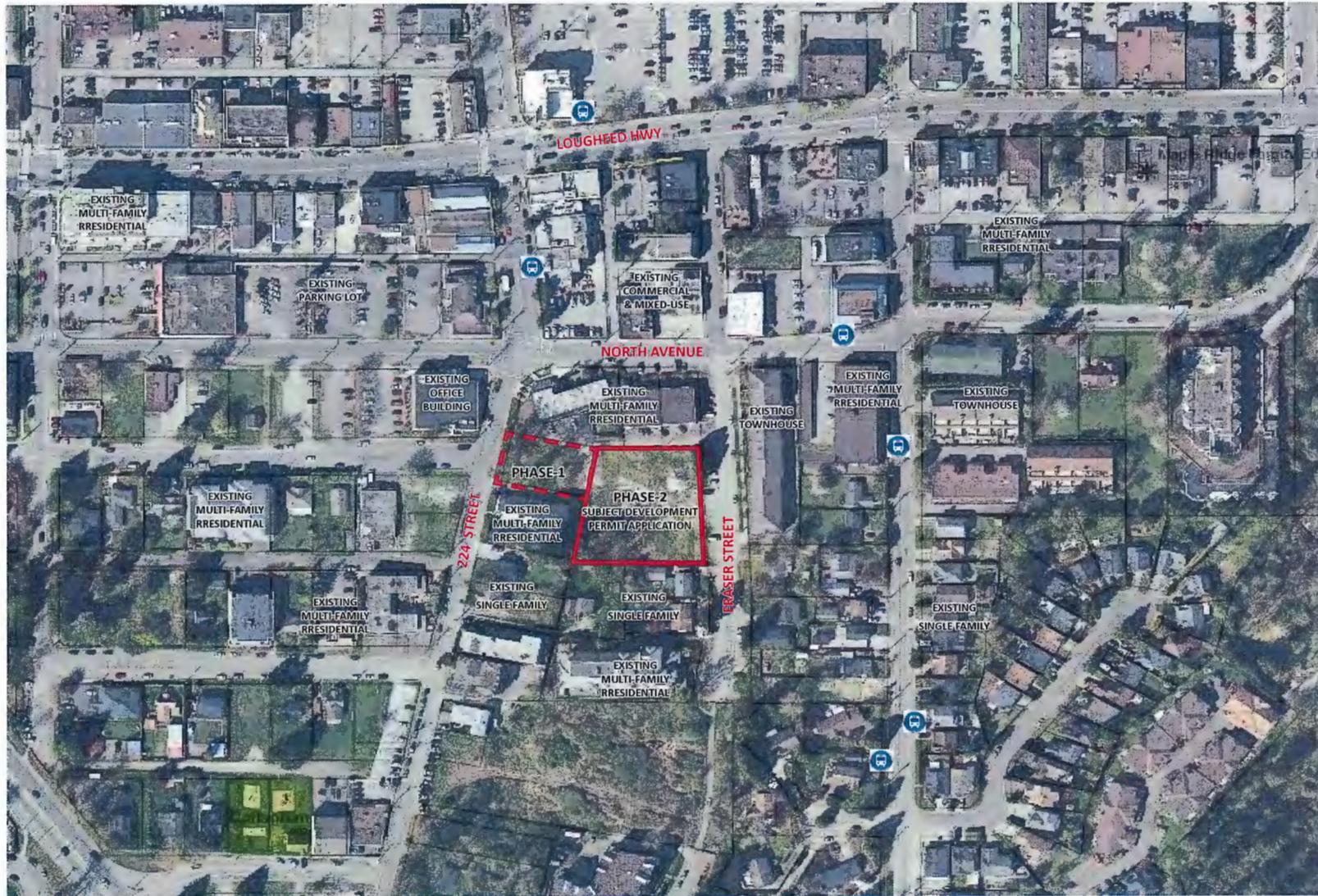
COVER PAGE

atelier pacific architecture inc.



P A R E D B Y :

APPENDIX C



Proposed Residential Development (Phase-2)

11731 FRASER STREET, MAPLE RIDGE, B.C.

ATTERRA DEVELOPMENT INC.
ATELIER PACIFIC ARCHITECTURE INC.

MARCH 31, 2020



DP 0.1

CONTEXT/AERIAL
SITE PLAN



DESIGN RATIONALE

The proposed project conforms to the development and design principles of specificity, placemaking, community building and a denser, urban environment as outlined in the Maple Ridge Official Community Plan, the North and South View Development Permit Area Guidelines for residential buildings as well as Town Centre Development Permit.

CONTEXT

The proposed site is located on Fraser Street, south of North Avenue. The land parcel is within the Town Centre Area and currently vacant. The properties are bordered by:

- To the north, by a low-rise apartment,
- To the east by Fraser Street and a multi-family townhouse,
- To the west by 224th Street and the vacant Phase-1 site,
- To the south, by a single family house.

This Development Permit will propose the second phase of the overall project which is a 5 storey apartment building with 2 storey underground parking, which connects to the parkade of Phase 1.

The project is an infill site. Access will be from Fraser street. The residential main entry is at Fraser Street. Existing topography is respected; the development follows the lines of the land. Design and siting of buildings prospects access to natural features and views, enhancing privacy and livability. Natural landscaping and species are proposed.

BUILDING SITE CONSIDERATIONS

The proposed project will be rezoned from RM-1 to RM-2 zoning and would contain 57 residential units. The buildings will share an internal cul-de sac with the PHASE-1 building. It will be surrounded by landscaping and outdoor amenity space. The building will have underground parking with access from Fraser Street.

The 'L' shaped building stretches in an east/ west direction and north/ south direction with front entry facing Fraser Street. The indoor amenity is facing the cul-de-sac on the main floor. The outdoor amenity is located on the roof deck. The building consists of 1, 2 and 3 bedrooms, with all units having access to private balconies. A portion of the units are designed to adaptive housing standards.

BUILDING SETBACKS, FORM, MASS AND HEIGHT

Form of development proposes a 5 storey residential apartment with a building entry with direct access to grade. The building is designed to front onto a public road through direct pedestrian access to the outside and through appropriate treatment of exteriors which are further elaborated in the Architectural Aesthetics.

A large outdoor amenity area will be provided on the roof deck with seating and play area surrounded by landscaping planters. Roof canopies with wood posts are proposed at stairs and elevator entry to provide weather protection. The landscaping treatment around the building will be used to break the building's verticality. Underground parking access will be from the Fraser Street. Phase 1 and 2 buildings are located around a courtyard/cul-de-sac to provide visual interest and a separation between the two buildings as well as access to Phase 1 parking and residents drop off. A secondary pedestrian entry with security fob is also provided from the cul-de-sac.

The 5 storey building utilizes the following architectural massing strategies:

1. Setback the upper storey to reduce the overall mass/ height facing Fraser Street and along the north side facing the adjacent residential development.
2. Building facade is stepped to create articulation and interest
3. The stepped facade is clad in three different coloured exterior wall panels/ sidings to create hierarchy
 - a. Horizontal siding in wood tone and grained for the main space
 - b. White panel to help separate and provide contrast to the horizontal siding.
 - c. Grey panels for the recessed balconies
4. Glass Guardrail with horizontal wood slats to help reduce the verticality of the building and add another detail to the design palette.
5. Large roof eyebrow at the top floor to provide shading and warmth.

BUILDING FAÇADE, MATERIALS AND COLOUR

The architectural aesthetics of the proposed project takes its cues from the architectural style / language of West Coast contemporary. It uses a simple, yet elegant 5-story building form. The top floor massing is set back from the main building façade along Fraser Street and project access road. This creates a visual reduction in massing while providing articulation and hierarchy of building elements. Although contemporary elements are part of the



Proposed Residential Development (Phase-2)

11731 FRASER STREET, MAPLE RIDGE, B.C.

ATERRA DEVELOPMENT INC.
ATELIER PACIFIC ARCHITECTURE INC.

MARCH 31, 2020



DP 0.2a

DESIGN RATIONALE/
CONTEXT PHOTO



inspiration, the proposed architectural language uses a combination of tactile, warm elements in materials such as cultured stone, wood tone cement board, and perimeter landscaping to provide warmth and west coast flavour to the design. There is an extensive use of glazing around the building where to take maximum advantage of natural light as well as views. The building entrance is clearly marked with storefront glazing and a large overhang supported by wood post.

ADAPTABILITY – INCREMENTAL GROWTH AND CHANGING MARKET TRENDS

Form of development proposes a 5 storey apartment building consisting of 1, 2 and 3 bedroom units (approximately 600sf – 1,480sf) with 2 levels underground parking to accommodate a varied demographic, including seniors and young families.

WATER EFFICIENCY

The site will be developed to manage storm water run-off by utilizing active rainwater collection and storm water catchment techniques. Run off will be captured and infiltrated, evapotranspired. Permeable pavers are proposed at driveways, cul-de-sac and surface visitor parking stalls to slow storm water and allow more infiltration to occur.

Non-permeable areas will be minimized and new planting and ground cover will be provided. Where permeable surfaces are not possible, paved areas will be sloped towards landscape areas to allow run off to filter through the soil instead of being drained through catch basins. The landscape design uses native, adaptive, drought-tolerant and pollinator plants that require minimum irrigation after establishment. Within the building, low flow fixtures will be specified.



Proposed Residential Development (Phase-2)

11731 FRASER STREET, MAPLE RIDGE, B.C.

ATTERRA DEVELOPMENT INC.
ATELIER PACIFIC ARCHITECTURE INC.

MARCH 31, 2020



DP 0.2b

DESIGN RATIONALE/
CONTEXT PHOTO



MARCH 21ST (10:00AM)



JUNE 21ST (10:00AM)



DEC 21ST (10:00AM)



MARCH 21ST (2:00PM)



JUNE 21ST (2:00PM)



DEC 21ST (2:00PM)



MARCH 21ST (4:00PM)



JUNE 21ST (4:00PM)



DEC 21ST (4:00PM)

Proposed Residential Development (Phase-2)

11731 FRASER STREET, MAPLE RIDGE, B.C.

ATTERRA DEVELOPMENT INC.

ATELIER PACIFIC ARCHITECTURE INC.

MARCH 31, 2020



DP 0.3

SHADOW ANALYSIS

PROJECT DATA:

CIVIC ADDRESS: 11731 FRASER STREET, MAPLE RIDGE
EXISTING ZONING: RM-1
PROPOSED ZONING: RM-2
PROPOSED LAND USES: MULTIPLE - UNIT RESIDENTIAL
GROSS SITE AREA: 38,128 sf (3,542 sm or 0.35 HA or 0.87 AC)
UNIT YIELD TOTAL: 57 RESIDENTIAL UNITS
UNIT DENSITY: 65.5 Units/ AC or 162.8 Units/HA
LOT COVERAGE: 54%
RESIDENTIAL AREA GROSS: 64,568 sf (5,999 sm)
RESIDENTIAL AREA NET (FSR) (EXCLUDING COMMON AREA & CIRCULATIONS): 55,600 sf (5,165 sm, 1.46 FSR); 1.8 ALLOWED
OUTDOOR AMENITY AREA: 3,168 sf (294 sm) (1.0 sm/unit required)
INDOOR COMMON AREA: 890 sf (82.7 sm)
USABLE OPEN SPACE: BALCONIES & ROOF DECKS - 6,523 sf (606 sm)
 OUTDOOR AMENITY AREA - 3,168 sf (294 sm)
 TOTAL - 9,691 sf (900 sm)
UNIT DISTRIBUTION: 1 BED/ 1 Bed & Den -12
 2 BED/ 2 Bed & Den -35
 3 BED - 10
Total - 57

UNIT DISTRIBUTION:

	1 BED/ 1 BED & DEN	2 BED/ 2 BED & DEN	3 BED/ 3 BED & DEN	
LEVEL 1	2	7	2	
LEVEL 2	3	7	2	
LEVEL 3	3	7	2	
LEVEL 4	3	7	2	
LEVEL 5	1	7	2	
	12	35	10	57

SETBACK:	REQUIRED / ALLOWED:	PROPOSED:
FRONT (FRASER STREET):	7.5m	6.0m
REAR (WEST SIDE):	7.5m	6.0m @ RESIDENTIAL; 1.6m @ PARKADE
INTERIOR SIDE (NORTH):	7.5m	10.7m
INTERIOR SIDE (SOUTH):	7.5m	6.0m
HEIGHT:	4 STOREY, 15m	5 STOREY, 20.2m
FSR:	1.8 (21380.4 sf = 1986.30 sm)	1.43 FSR (54,867 sf)
USABLE OPEN SPACE:	20% (3,542 sm x 20%=708 sm)	25% (9,691 sf or 900 sm)
PARKING :		
RESIDENTIAL (1.5 SPACE/UNIT)	57 units x 1.5 = 85.5	
VISITOR (0.2 PER UNIT)	57 units x 0.2 = 11.4	
TOTAL:	96.9	102
DISABLED PARKING STALL :		
	2	2
BICYCLE PARKING		
LONG TERM (1 per 4 unit):	57 units /4 = 14.25	18
SHORT TERM (6 per 20 units):	57 units/ 20 x 6 = 17.1	18

REQUIRED VARIANCES:

SETBACK:
 EAST SETBACK : 6.0m
 WEST SETBACK: 6.0m @ RESIDENTIAL
 SOUTH SETBACK: 6.0m
 FRONT ENTRY ROOF PROJECT: 2.1m INTO 6.0m SETBACK
BUILDING HEIGHT:
 PROPOSED BUILDING HEIGHT IS 5 STOREY AT 20.2m;
 5.2m ABOVE 15.0m MAX. HEIGHT. (EXCLUDING ELEVATOR PENTHOUSE)
RETAINING WALL:
 1.4m RETAINING WALL HEIGHT

PROJECT DATA (CONSOLIDATE):

CIVIC ADDRESS: 11718 224TH Street + 11731 Fraser Street
PROPOSED ZONING: RM-2
PROPOSED LAND USES: MULTIPLE - UNIT RESIDENTIAL
GROSS SITE AREA: 50,006 sf (4,646 sm or 0.46 HA or 1.15 AC)
UNIT YIELD TOTAL: 82 RESIDENTIAL UNITS
UNIT DENSITY: 71.3 Units/ AC
LOT COVERAGE: 82.7%
RESIDENTIAL AREA GROSS: 93,072 sf (8,647 sm)
RESIDENTIAL AREA NET (FSR) (EXCLUDING COMMON AREA & CIRCULATIONS): 78,314 sf (7,276 sm, 1.57 FSR); 1.8 ALLOWED
UNIT DISTRIBUTION: 1 BED/ 1 Bed & Den -16
 2 BED/ 2 Bed & Den -56
 3 BED - 10
Total - 82

Proposed Residential Development (Phase-2)

11731 FRASER STREET, MAPLE RIDGE, B.C.

ATTERRA DEVELOPMENT INC.
 ATELIER PACIFIC ARCHITECTURE INC.

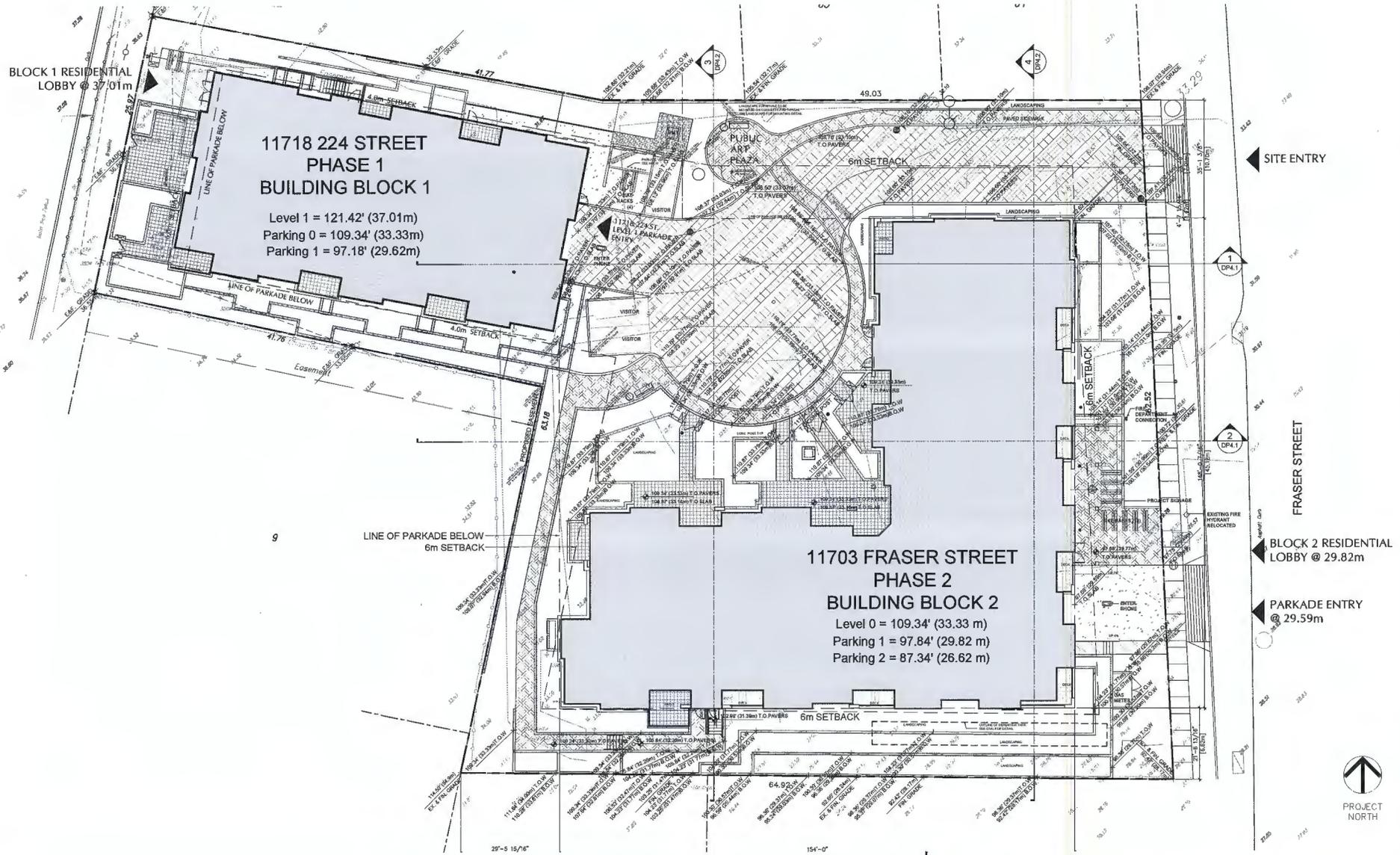
MARCH 01, 2020



DP 0.4

PROJECT DATA

SCALE: NTS



Proposed Residential Development (Phase-2)

11731 FRASER STREET, MAPLE RIDGE, B.C.

ATTERRA DEVELOPMENT INC.
ATELIER PACIFIC ARCHITECTURE INC.

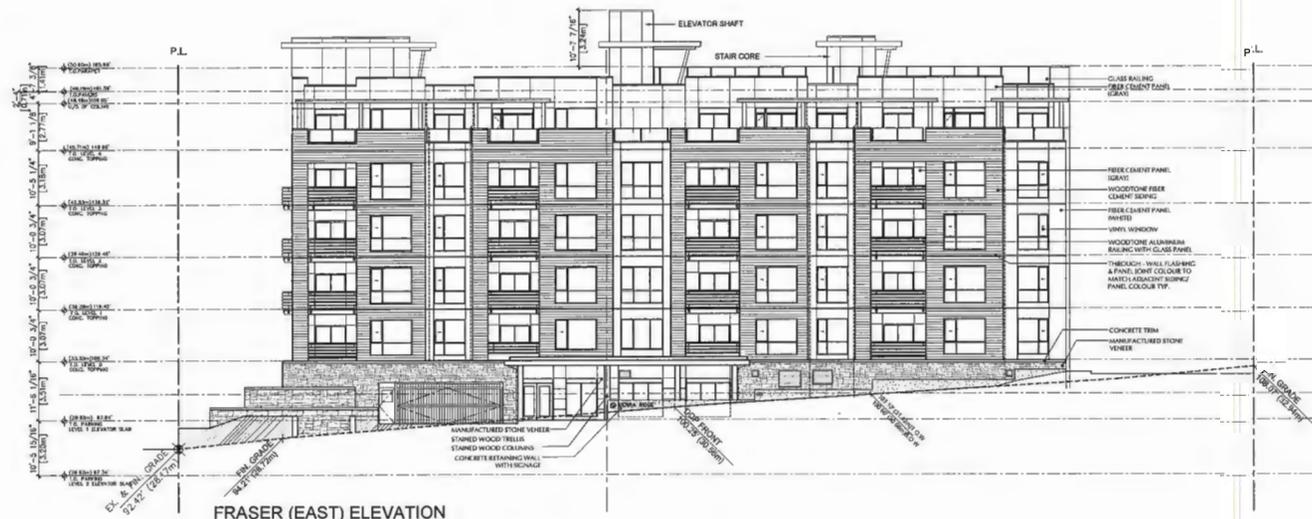
MARCH 31, 2020



DP 1.1

SITE PLAN

SCALE: 1:150



FRASER (EAST) ELEVATION



NORTH ELEVATION

Proposed Residential Development (Phase-2)

11731 FRASER STREET, MAPLE RIDGE, B.C.

ATERRA DEVELOPMENT INC.
ATELIER PACIFIC ARCHITECTURE INC.

MARCH 31, 2020



DP 3.1

ELEVATIONS

SCALE: 3/32" = 1'-0"



WEST ELEVATION



SOUTH ELEVATION

Proposed Residential Development (Phase-2)

11731 FRASER STREET, MAPLE RIDGE, B.C.

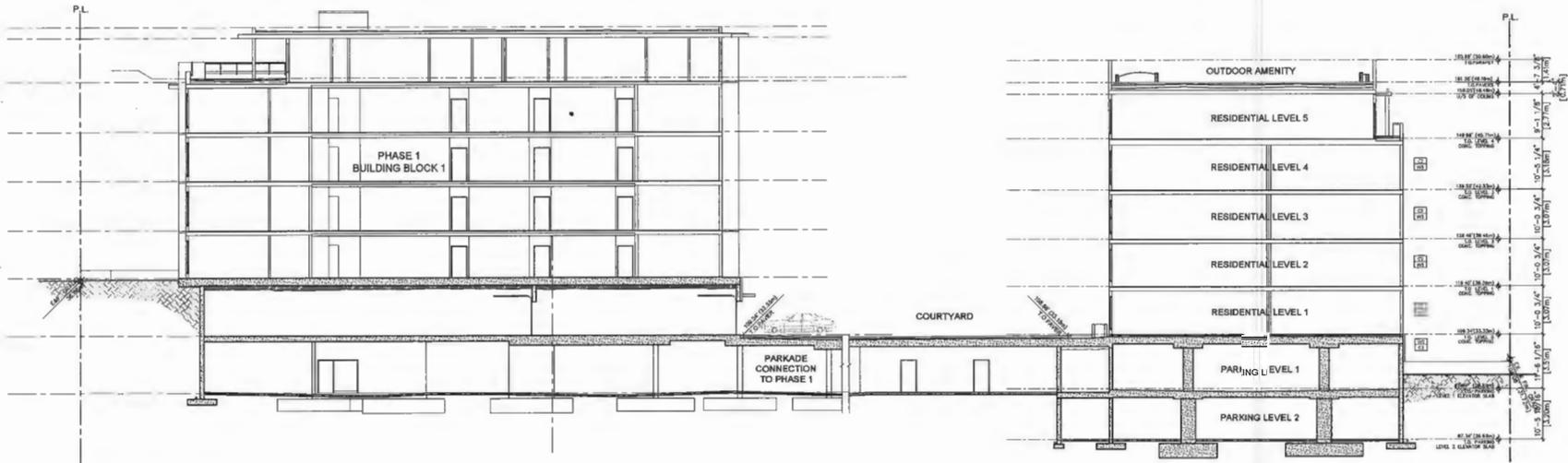
ATERRA DEVELOPMENT INC
ATELIER PACIFIC ARCHITECTURE INC.

MARCH 31, 2020

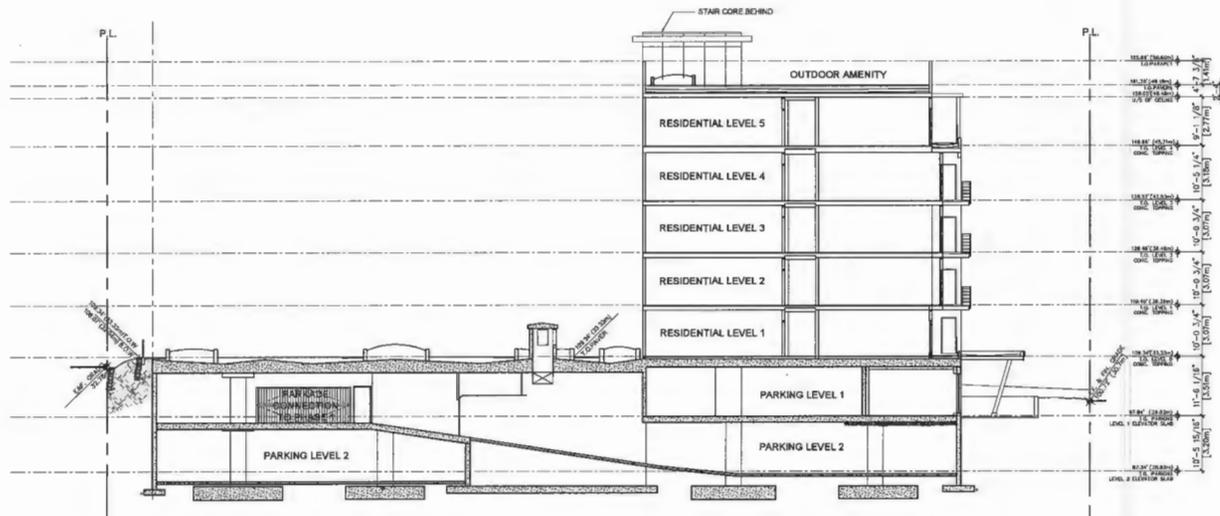


DP 3.2
ELEVATIONS

SCALE: 3/32" = 1'-0"



SECTION 1



SECTION 2

Proposed Residential Development (Phase-2)

11731 FRASER STREET, MAPLE RIDGE, B.C.

ATTERRA DEVELOPMENT INC
ATELIER PACIFIC ARCHITECTURE INC.

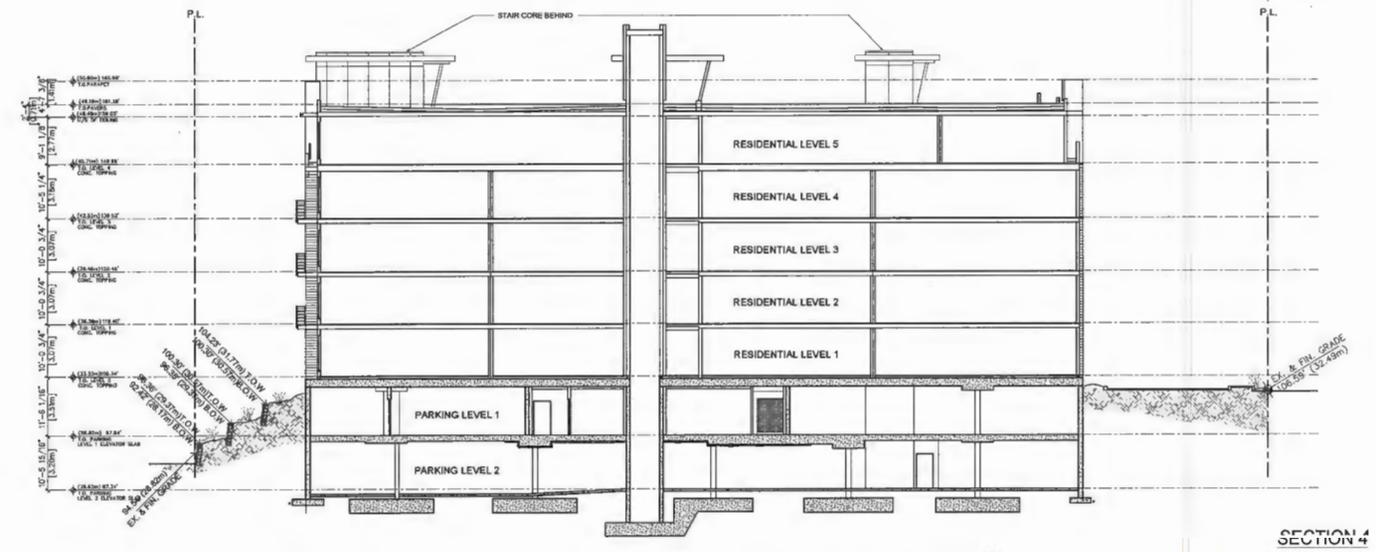
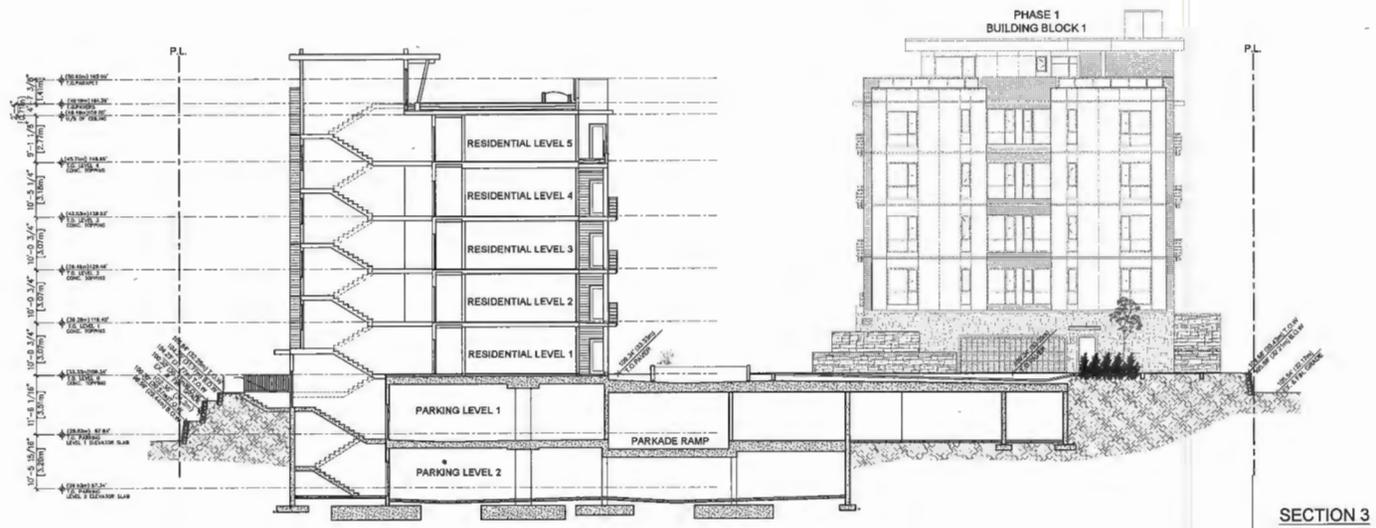
MARCH 31, 2020



DP 4.1

SECTIONS

SCALE: 3/32" = 1'-0"



Proposed Residential Development (Phase-2)

11731 FRASER STREET, MAPLE RIDGE, B.C.

ATERRA DEVELOPMENT INC.
ATELIER PACIFIC ARCHITECTURE INC.

MARCH 31, 2020



DP 4.2

SECTIONS

SCALE: 3/32"=1'-0"



STREETSCAPE - FRASER STREET

Proposed Residential Development (Phase-2)

11731 FRASER STREET, MAPLE RIDGE, B.C.

ATTERRA DEVELOPMENT INC.
ATELIER PACIFIC ARCHITECTURE INC.

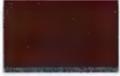
MARCH 31, 2020



DP 5.1
STREETSCAPE



FRASER STREET (EAST) COLOUR ELEVATION

	
FASCIA BOARD METAL RAILING (CHARCOAL / BLOCK)	CULTURED STONE BITTERROOT MOUNTAIN LEDGE
	
FIBER CEMENT PANEL (WHITE)	FIBER CEMENT PANEL (GRAY)
	
FIBER CEMENT SIDING (WOODTONE)	WOODTONE ALUMINUM RAILING WITH TEMPERED GLASS PANEL
	
ALLEN BLOCK (GREY)	MANUFACTURED THIN STONE VENEER (PEARL WHITE)

Proposed Residential Development (Phase-2)

11731 FRASER STREET, MAPLE RIDGE, B.C.

ATERRA DEVELOPMENT INC.
ATELIER PACIFIC ARCHITECTURE INC.

MARCH 31, 2020



DP 5.2

COLOUR
ELEVATIONS &
MATERIALS



NORTH ELEVATION



FASCIA BOARD
METAL RAILING
(CHARCOAL / BLOCK)



CULTURED STONE
BITTERROOT
MOUNTAIN LEDGE



FIBER CEMENT PANEL
(WHITE)



FIBER CEMENT PANEL
(GRAY)



FIBER CEMENT SIDING
(WOODTONE)



WOODTONE ALUMINUM
RAILING WITH TEMPERED
GLASS PANEL



ALLEN BLOCK
(GREY)



MANUFACTURED
THIN STONE VENEER
(PEARL WHITE)

Proposed Residential Development (Phase-2)

11731 FRASER STREET, MAPLE RIDGE, B.C.

ATTERRA DEVELOPMENT INC.
ATELIER PACIFIC ARCHITECTURE INC.

MARCH 31, 2020



DP 5.3

COLOUR
ELEVATIONS &
MATERIALS



VIEW FROM FRASER STREET SOUTH EAST

Proposed Residential Development (Phase-2)

11731 FRASER STREET, MAPLE RIDGE, B.C.

ATTERRA DEVELOPMENT INC.
ATELIER PACIFIC ARCHITECTURE INC.

MARCH 31, 2020



DP 5.4

PERSPECTIVE
RENDERING



VIEW FROM FRASER STREET NORTH EAST

Proposed Residential Development (Phase-2)

11731 FRASER STREET, MAPLE RIDGE, B.C.

ATTERRA DEVELOPMENT INC.
ATELIER PACIFIC ARCHITECTURE INC.

MARCH 31, 2020



DP 5.5
PERSPECTIVE
RENDERING

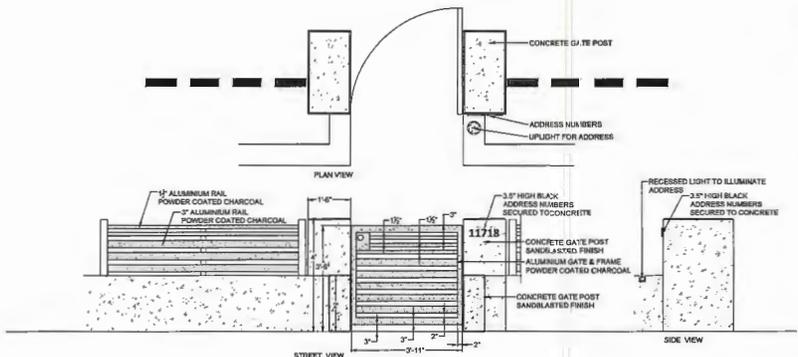
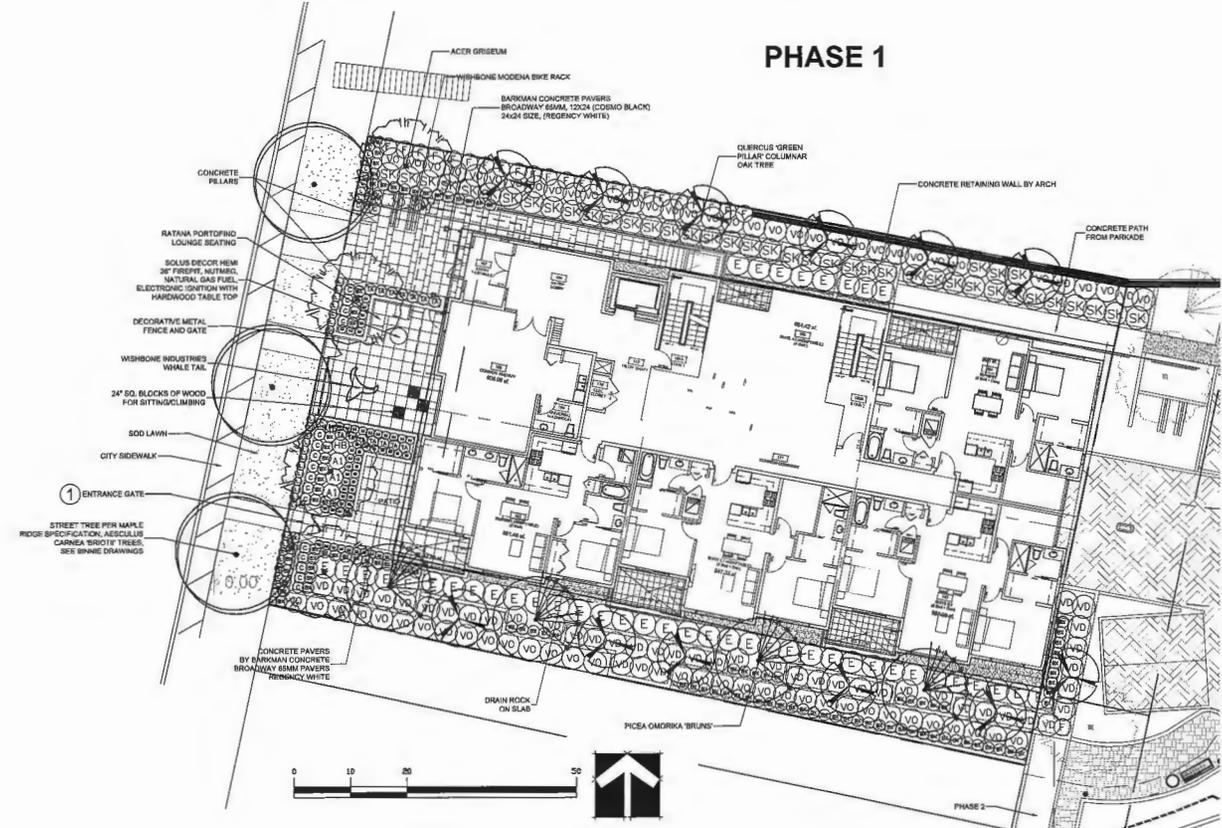
TYPE	QTY	BOTANICAL NAME	PHASE 1	COMMON NAME	PLANTED SIZE / REMARKS
TREE	4	ACER GRIBESUM		PAPERBARK MAPLE	60M CAL; 1.6M STD. BAS
	4	PICEA CHOROKA 'WILSON'		GRUBB'S REDBARK SPRUCE	2.8M HT; 88S
	3	QUERCUS PALMERIS 'GREEN PILLAR'		GREEN PILLAR PIN OAK	60M CAL; 1M STD. BAS
SHRUB	3	AZALEA JAPONICA 'PLUM'	#1	JAPANESE REDBELL	#1 POT; 90CM
	109	BIBULB MEGROPHYLLA 'WINTER GEM'		LITTLE LEAF FOX	#1 POT; 40CM
	43	EUNYCTUS ALATA 'COMPACTUS'		COMPACT WINDED BURNING BUSH	#1 POT; 90CM
PERENNIAL	1	HYDRANGEA MACROPHYLLA 'PINK'		SWISS BELLE HYDRANGEA 'PINK'	#1 POT; 40CM
	43	RHODODENDRON 'VIRGINIA RICHWIDE'		RHODODENDRON 'VIRGINIA RICHWIDE'	#1 POT; 90CM
	41	SOMNIA JAPONICA (10% MALE)		JAPANESE BRISMA	#1 POT; 90CM
	14	TAXUS MEDIA 'NICKY'		NICKY VIEW	1.2M BAS
	87	VACCINIUM OVATUM 'THUNDERBERRY'		EVERGREEN HUCKLEBERRY	#1 POT; 60CM
GRASS	20	CAREX OREARIENSIS 'EVERGOLD'		EVERGOLD JAPANESE SEDGE	#1 POT
	28	IMPERATA CYLINDRICA 'RED BARK'		BLOOD GRASS	#1 POT
PERENNIAL	16	IBERIS SEMPERVIRENS 'SILVERFLAKE'		SILVERFLAKE EVERGREEN SANDYFLUFF	90M POT
	47	LAVENDERULA ANGUSTIFOLIA 'NUBISTAC'		ENGLISH LAVENDER COMPACT; VIOLET-BLUE	#1 POT
	24	POLYSTICHUM MUNITIUM		WESTERN SWOARD FERN	#1 POT; 25CM

NOTES: *PLANT SIZES IN THIS LIST ARE SPECIFIED ACCORDING TO THE BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD, LATEST EDITION. CONTAINER SIZES SPECIFIED AS PER CANA STANDARD. BOTH PLANT SIZE AND CONTAINER SIZE ARE THE MINIMUM ACCEPTABLE SIZES. *REFER TO SPECIFICATIONS FOR DEFINED CONTAINER MEASUREMENTS AND OTHER PLANT MATERIAL REQUIREMENTS. *SEARCH AND REVIEW HAVE PLANT MATERIAL AVAILABLE FOR OPTIONAL REVIEW BY LANDSCAPE ARCHITECT AT SOURCE OF SUPPLY. AREA OF SEARCH TO INCLUDE LOWER MAINLAND AND FRASER VALLEY. *SUBSTITUTIONS OBTAIN WRITTEN APPROVAL FROM THE LANDSCAPE ARCHITECT PRIOR TO MAKING ANY SUBSTITUTIONS TO THE SPECIFIED MATERIAL. UNAPPROVED SUBSTITUTIONS WILL BE REJECTED. ALLOW A MINIMUM OF FIVE DAYS PRIOR TO DELIVERY FOR REQUEST TO SUBSTITUTE. SUBSTITUTIONS ARE SUBJECT TO BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD - DEFINITION OF CONDITIONS OF AVAILABILITY. *ALL LANDSCAPE MATERIAL AND WORKMANSHIP MUST MEET OR EXCEED BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD, LATEST EDITION. *ALL PLANT MATERIAL MUST BE PROVIDED FROM CERTIFIED DISEASE FREE NURSERY. *BIO-SOLIDS NOT PERMITTED IN GROWING MEDIUM UNLESS AUTHORIZED BY LANDSCAPE ARCHITECT.

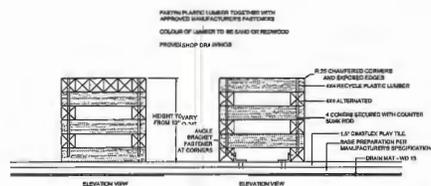
TO COMPLY WITH THE 3 TIER STORM WATER MANAGEMENT, ALL LANDSCAPE AREAS MUST HAVE A MINIMUM OF 300MM OF ABSORBENT SOIL. FOR THIS DEVELOPMENT AS ALL THE LANDSCAPE BEDS WILL HAVE A MINIMUM OF 600 - 900MM OF ABSORBENT SOIL TO CAPTURE RAINFALL.



PHASE 1



1 ENTRANCE GATE AND FENCE



2 WOOD SEAT BLOCKS

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pmsg
LANDSCAPE ARCHITECTS

Suite C100 - 4185 58th Creek Drive
Burnaby, British Columbia, V5C 5G9
P: 604 294-0011 | F: 604 294-0022

REVISIONS

NO.	DATE	REVISION DESCRIPTION	DR.
1	18.MAR.20	ISSUE FOR PERMITS	ME
2	18.MAR.20	REVISED PER SITE PLAN	ME
3	18.MAR.20	REVISED PER COMMENTS	JP
4	18.MAR.20	REVISED PER COMMENTS	ME
5	18.MAR.20	REVISED PER NEW SITE PLAN, ADP COMMENTS	SL
6	18.MAR.20	REVISED PER NEW SITE PLAN	ME
7	18.MAR.20	REVISED PER COMMENTS	ME
8	18.MAR.20	REVISED PER COMMENTS	ME

CLIENT: _____

PROJECT:

SIERRA RIDGE

11718 224TH ST.
MAPLE RIDGE, B.C.

DRAWING TITLE:
**LANDSCAPE PLAN
PH 1 - GROUND FLOOR**

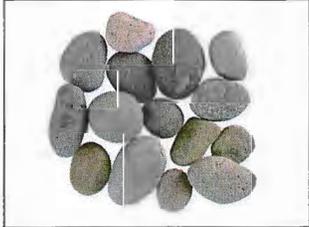
DATE: 18.MAR.20 DRAWING NUMBER:
SCALE: 1"=10'-0" **L1**

DRAWN: MM
DESIGN: MM
CHECKED: MCY

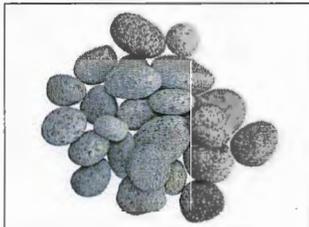
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LANDSCAPE ARCHITECTS
Suite C100 - 4185 58th Creek Drive
Burnaby, British Columbia, V5C 6G9
p: 604-294-0011 • f: 604-294-0022

SEAL:



TEQUILA SUNRISE PEBBLES
1-32 TSP1275
NORTHWEST LANDSCAPE SUPPLY



DOVE GREY FLAT PEBBLES
1-1/4" TO 2-3/8" SIZE,
NORTHWEST LANDSCAPE SUPPLY
770380



NO.	DATE	REVISION DESCRIPTION	DR.
1	18.AUG.23	ISSUE FOR NEW SITE PLAN	ME
2	18.AUG.23	REVISED FOR COMMENTS	ME
3	18.AUG.23	REVISED FOR COMMENTS	ME
4	18.AUG.23	REVISED FOR COMMENTS	ME
5	18.AUG.23	REVISED FOR COMMENTS	ME
6	18.AUG.23	REVISED FOR COMMENTS	ME
7	18.AUG.23	REVISED FOR COMMENTS	ME
8	18.AUG.23	REVISED FOR COMMENTS	ME
9	18.AUG.23	REVISED FOR COMMENTS	ME
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16	18.AUG.23	REVISED FOR COMMENTS	ME
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25	18.AUG.23	REVISED FOR COMMENTS	ME
26	18.AUG.23	REVISED FOR COMMENTS	ME
27	18.AUG.23	REVISED FOR COMMENTS	ME
28	18.AUG.23	REVISED FOR COMMENTS	ME
29	18.AUG.23	REVISED FOR COMMENTS	ME
30	18.AUG.23	REVISED FOR COMMENTS	ME
31	18.AUG.23	REVISED FOR COMMENTS	ME
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33	18.AUG.23	REVISED FOR COMMENTS	ME
34	18.AUG.23	REVISED FOR COMMENTS	ME
35	18.AUG.23	REVISED FOR COMMENTS	ME
36	18.AUG.23	REVISED FOR COMMENTS	ME
37	18.AUG.23	REVISED FOR COMMENTS	ME
38	18.AUG.23	REVISED FOR COMMENTS	ME
39	18.AUG.23	REVISED FOR COMMENTS	ME
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42	18.AUG.23	REVISED FOR COMMENTS	ME
43	18.AUG.23	REVISED FOR COMMENTS	ME
44	18.AUG.23	REVISED FOR COMMENTS	ME
45	18.AUG.23	REVISED FOR COMMENTS	ME
46	18.AUG.23	REVISED FOR COMMENTS	ME
47	18.AUG.23	REVISED FOR COMMENTS	ME
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49	18.AUG.23	REVISED FOR COMMENTS	ME
50	18.AUG.23	REVISED FOR COMMENTS	ME

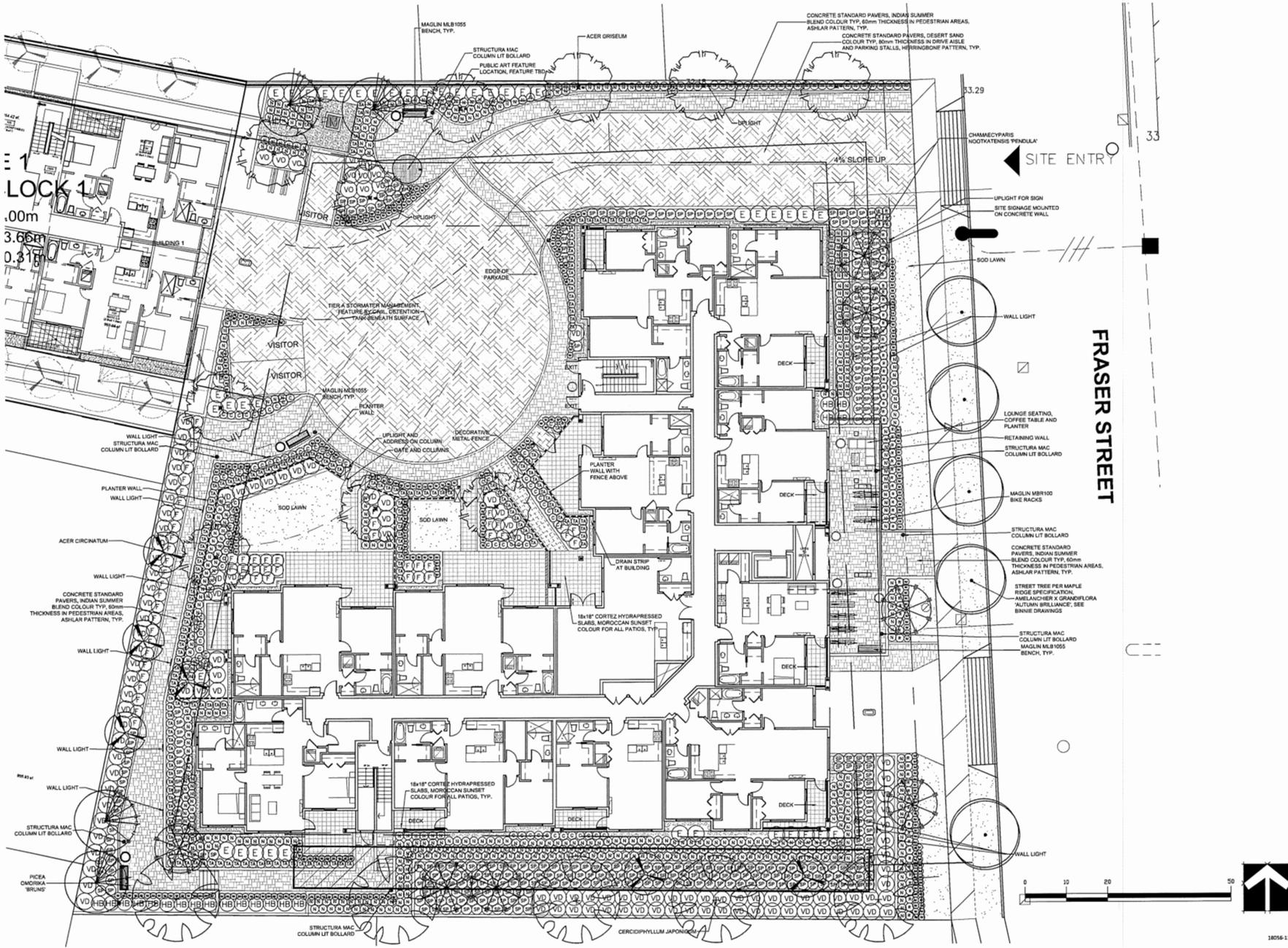
CLIENT:

PROJECT:
SIERRA RIDGE
11718 224TH ST.
MAPLE RIDGE, B.C.

DRAWING TITLE:
**LANDSCAPE PLAN
PH 1 - 5TH FLOOR**

DATE: 18.MAR.20 DRAWING NUMBER:
SCALE: 1/8" = 1'-0" **L2**
DRAWN: MM
DESIGN: MM
CHK'D: MCT





LOCK 1
3.66m
0.31m

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pmg
LANDSCAPE ARCHITECTS
Suite C100 - 4185 58th Street Drive
Burnaby, British Columbia, V5C 6G9
p. 604 294-0011 | f. 604 294-0022

SEAL:

NO.	DATE	REVISION DESCRIPTION	DR.
1	18.JAN.20	ISSUE PER NEW SITE PLAN	MM
2	18.JUN.20	BUILDING DONE BY SUBMISSION	MM
3	18.MAY.22	REVISE FOR NEW SITE PLAN	MM
4	18.MAY.20	REVISE PER COMMENTS	MM
5	18.JUN.20	REVISE PER COMMENTS	MM
6	18.JAN.21	REVISE PER NEW SITE PLAN, ASP COMMENTS	MM
7	18.AUG.20	REVISE PER NEW SITE PLAN	MM
8	18.JUL.21	NEW SITE PLAN / COMMENTS	MM
9	18.AUG.21	ASP SUBMISSION	MM

CLIENT:

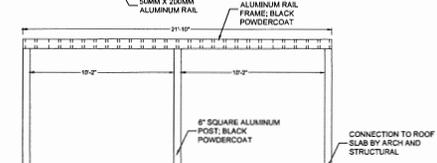
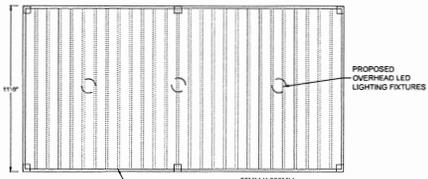
PROJECT:

SIERRA RIDGE
11718 224TH ST.
MAPLE RIDGE, B.C.

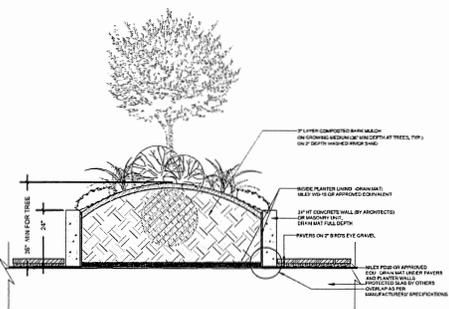
DRAWING TITLE:
**LANDSCAPE PLAN
PH. 2 - GROUND FLOOR**

DATE: 18.MAR.20 DRAWING NUMBER:
SCALE: 1"=30'-0"
DRAWN: MM **L1**
DESIGN: MM
CHKD: MCV OF 5

18058-11.2/1 PMG PROJECT NUMBER: 18-056



1 ALUMINUM TRELLIS - BBQ AREA
1/8" = 1'-0"



14 HYDRAPRESSED SLABS ON SLAB
1/8" = 1'-0"

PLANT SCHEDULE PHASE 2 GROUND FLOOR			PJM PROJECT NUMBER: 18-056
SYM	SYMBOL	COMMON NAME	PLANT SIZE (SEASONS)
4	ACER GRISEUM	VINE MAPLE	2.0M HT. BEB. 2 STEW CLUMP
11	ACER BRASILIENSE	PATRIARCH MAPLE	80CM CAL. 1.5M STD. BEB.
17	CERCIS CANADENSIS	NATURAL TREE	80CM CAL. 1.5M STD. BEB.
18	CHAMAECYPARIS SCOTICA 'SARAVENDIA'	WEEDING WOODS YEW	2.0M HT. BEB.
19	FOCUS COLUMBICA	WREATH SPINICE	2.0M HT. BEB.
20	STREET TREE		
42	EMPIFANGIA ALATA 'COMACTUS'	COMPACT WINGED BURNING BUSH	#2 POT. 30CM
43	HEPANGULA MICROPHOLLA 'PAK'	OP. HE BESELY HEPTANGULA 'PAK'	#2 POT. 30CM
44	HEPANGULA MICROPHOLLA 'PAK'	HEPTANGULA BAMBOO	#2 POT. 30CM
45	HEPANGULA MICROPHOLLA 'PAK'	LITTLE PRINCESS SPINICE, 'PAK'	#2 POT. 30CM
46	HEPANGULA MICROPHOLLA 'PAK'	HORN YEW	1.2M BEB.
47	HEPANGULA MICROPHOLLA 'PAK'	EVIGERUM HUCKLEBERRY	#2 POT. 30CM
48	HEPANGULA MICROPHOLLA 'PAK'	EVIGERUM HUCKLEBERRY	#2 POT. 30CM
49	HEPANGULA MICROPHOLLA 'PAK'	EVIGERUM HUCKLEBERRY	#2 POT. 30CM
50	HEPANGULA MICROPHOLLA 'PAK'	EVIGERUM HUCKLEBERRY	#2 POT. 30CM
51	HEPANGULA MICROPHOLLA 'PAK'	EVIGERUM HUCKLEBERRY	#2 POT. 30CM
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53	HEPANGULA MICROPHOLLA 'PAK'	EVIGERUM HUCKLEBERRY	#2 POT. 30CM
54	HEPANGULA MICROPHOLLA 'PAK'	EVIGERUM HUCKLEBERRY	#2 POT. 30CM
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64	HEPANGULA MICROPHOLLA 'PAK'	EVIGERUM HUCKLEBERRY	#2 POT. 30CM
65	HEPANGULA MICROPHOLLA 'PAK'	EVIGERUM HUCKLEBERRY	#2 POT. 30CM
66	HEPANGULA MICROPHOLLA 'PAK'	EVIGERUM HUCKLEBERRY	#2 POT. 30CM
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89	HEPANGULA MICROPHOLLA 'PAK'	EVIGERUM HUCKLEBERRY	#2 POT. 30CM
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93	HEPANGULA MICROPHOLLA 'PAK'	EVIGERUM HUCKLEBERRY	#2 POT. 30CM
94	HEPANGULA MICROPHOLLA 'PAK'	EVIGERUM HUCKLEBERRY	#2 POT. 30CM
95	HEPANGULA MICROPHOLLA 'PAK'	EVIGERUM HUCKLEBERRY	#2 POT. 30CM
96	HEPANGULA MICROPHOLLA 'PAK'	EVIGERUM HUCKLEBERRY	#2 POT. 30CM
97	HEPANGULA MICROPHOLLA 'PAK'	EVIGERUM HUCKLEBERRY	#2 POT. 30CM
98	HEPANGULA MICROPHOLLA 'PAK'	EVIGERUM HUCKLEBERRY	#2 POT. 30CM
99	HEPANGULA MICROPHOLLA 'PAK'	EVIGERUM HUCKLEBERRY	#2 POT. 30CM
100	HEPANGULA MICROPHOLLA 'PAK'	EVIGERUM HUCKLEBERRY	#2 POT. 30CM

NOTES: * PLANT SIZES IN THIS LIST ARE SPECIFIED ACCORDING TO THE BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD, LATEST EDITION. CONTAINER SIZES SPECIFIED ARE PER IRLA STANDARD. SYMBOLOGY AND SIZE ARE CONTAINER SIZE AND THE SHOWN PLANT SIZE. * REFER TO SPECIFICATIONS FOR DETAILED CONTAINER MEASUREMENTS AND OTHER PLANT MATERIAL REQUIREMENTS. * SEARCH AND REVIEW MAKE PLANT MATERIAL AVAILABLE FOR OPTIONAL REVIEW BY LANDSCAPE ARCHITECT AT SOURCE OF SUPPLY. * AREA OF SEARCH TO INCLUDE: COVER MATERIALS AND FRAMES. * SUBSTITUTIONS: OBTAIN WRITTEN APPROVAL FROM THE LANDSCAPE ARCHITECT PRIOR TO MAKING ANY SUBSTITUTIONS TO THE SPECIFIED MATERIALS. UNAPPROVED SUBSTITUTIONS WILL BE REJECTED. ALLOW A MINIMUM OF FIVE DAYS PRIOR TO DELIVERY FOR REVIEW BY THE ARCHITECT. SUBSTITUTIONS ARE SUBJECT TO BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD. * SELECTION OF CONCRETE OF AVAILABILITY: ALL LANDSCAPE MATERIALS AND FORMS MUST MEET THE BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD, LATEST EDITION. * ALL PLANT MATERIAL MUST BE PROVIDED FROM CERTIFIED GREEN FREE NURSERY. * BIG SOLIDS NOT PERMITTED IN GROUNDING MEDIA UNLESS AUTHORIZED BY LANDSCAPE ARCHITECT.

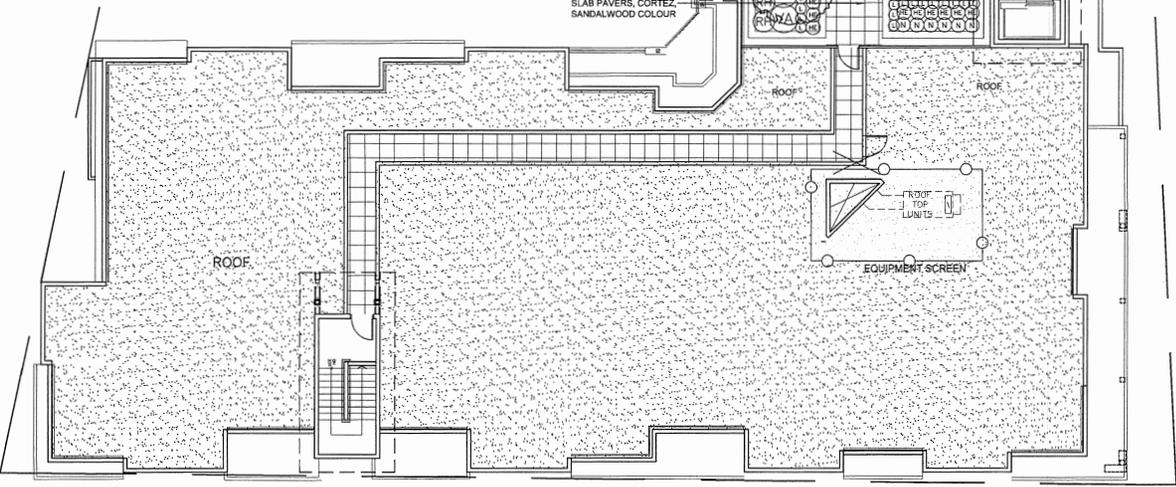
TO COMPLY WITH THE 2 IRR STORM WATER MANAGEMENT, ALL LANDSCAPE AREAS MUST HAVE A MINIMUM OF 30MM OF ABSORBENT SOIL. FOR THE DEVELOPMENT OF ALL THE LANDSCAPE, REFER TO THE MINIMUM OF 80% DRAINAGE OF ABSORBENT SOIL TO CAPTURE RAINFALL. A STORMWATER DETENTION TANK IS ALSO PROPOSED BENEATH THE DRIVE AISLE. SEE THE CIVIL/STRUCTURAL/MECHANICAL DRAWINGS FOR FURTHER DETAIL.

IRRIGATION TO BE A HIGH EFFICIENCY SYSTEM DESIGNED AND BUILT BY A QUALIFIED CONTRACTOR.

PLANT SCHEDULE PHASE 2 SECOND FLOOR			PJM PROJECT NUMBER: 18-056
SYM	SYMBOL	COMMON NAME	PLANT SIZE (SEASONS)
3	ACER GRISEUM	HARDY MAPLE	NEW CALL 1.5M STD. BEB.
4	CERCIS CANADENSIS	FOREST PANSY REDBUD	1.5M CAL. BEB.
5	STYRAX OBASSIA	FRAGRANT SNOWBELL	2.5M BEB.
20	CORNUS VAMOURA 'VAMOURA'	HEAVY BERRY DOGWOOD	#2 POT. 30CM
46	HEPANGULA MICROPHOLLA 'PAK'	HEAVY BERRY BAMBOO	#2 POT. 30CM
47	HEPANGULA MICROPHOLLA 'PAK'	HEAVY BERRY BAMBOO	#2 POT. 30CM
48	HEPANGULA MICROPHOLLA 'PAK'	HEAVY BERRY BAMBOO	#2 POT. 30CM
49	HEPANGULA MICROPHOLLA 'PAK'	HEAVY BERRY BAMBOO	#2 POT. 30CM
50	HEPANGULA MICROPHOLLA 'PAK'	HEAVY BERRY BAMBOO	#2 POT. 30CM
51	HEPANGULA MICROPHOLLA 'PAK'	HEAVY BERRY BAMBOO	#2 POT. 30CM
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54	HEPANGULA MICROPHOLLA 'PAK'	HEAVY BERRY BAMBOO	#2 POT. 30CM
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56	HEPANGULA MICROPHOLLA 'PAK'	HEAVY BERRY BAMBOO	#2 POT. 30CM
57	HEPANGULA MICROPHOLLA 'PAK'	HEAVY BERRY BAMBOO	#2 POT. 30CM
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NOTES: * PLANT SIZES IN THIS LIST ARE SPECIFIED ACCORDING TO THE BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD, LATEST EDITION. CONTAINER SIZES SPECIFIED ARE PER IRLA STANDARD. SYMBOLOGY AND SIZE ARE CONTAINER SIZE AND THE SHOWN PLANT SIZE. * REFER TO SPECIFICATIONS FOR DETAILED CONTAINER MEASUREMENTS AND OTHER PLANT MATERIAL REQUIREMENTS. * SEARCH AND REVIEW MAKE PLANT MATERIAL AVAILABLE FOR OPTIONAL REVIEW BY LANDSCAPE ARCHITECT AT SOURCE OF SUPPLY. * AREA OF SEARCH TO INCLUDE: COVER MATERIALS AND FRAMES. * SUBSTITUTIONS: OBTAIN WRITTEN APPROVAL FROM THE LANDSCAPE ARCHITECT PRIOR TO MAKING ANY SUBSTITUTIONS TO THE SPECIFIED MATERIALS. UNAPPROVED SUBSTITUTIONS WILL BE REJECTED. ALLOW A MINIMUM OF FIVE DAYS PRIOR TO DELIVERY FOR REVIEW BY THE ARCHITECT. SUBSTITUTIONS ARE SUBJECT TO BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD. * SELECTION OF CONCRETE OF AVAILABILITY: ALL LANDSCAPE MATERIALS AND FORMS MUST MEET THE BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD, LATEST EDITION. * ALL PLANT MATERIAL MUST BE PROVIDED FROM CERTIFIED GREEN FREE NURSERY. * BIG SOLIDS NOT PERMITTED IN GROUNDING MEDIA UNLESS AUTHORIZED BY LANDSCAPE ARCHITECT.

IRRIGATION TO BE A HIGH EFFICIENCY SYSTEM DESIGNED AND BUILT BY A QUALIFIED CONTRACTOR.



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Suite C100 - 4185 Still Creek Drive Burnaby, British Columbia, V5C 6D9
p: 604 294-0011 f: 604 294-0022

SCALE:

NO.	DATE	REVISION DESCRIPTION	DR.
1	18 JUN 27	REVISE PER NEW CIVIL PLAN	ML
2	18 JUN 27	REVISE PER NEW CIVIL PLAN	ML
3	18 JUN 27	REVISE PER NEW CIVIL PLAN	ML
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6	18 JUN 27	REVISE PER NEW CIVIL PLAN	ML
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17	18 JUN 27	REVISE PER NEW CIVIL PLAN	ML
18	18 JUN 27	REVISE PER NEW CIVIL PLAN	ML
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55	18 JUN 27	REVISE PER NEW CIVIL PLAN	ML
56	18 JUN 27	REVISE PER NEW CIVIL PLAN	ML
57	1		

5.2 **Development Permit No: 2017-572-DP**
Applicant: Trisha Firth, Atterra Development Group Ltd
Project Architect: Brian Shigetomi
Project Landscape Architect: Rebecca Krebs, PMG Landscape Architect
Proposal: 57 unit Apartment – 5 Storey with FSR of 1.43
Location: 11701 - 11739 Fraser Street
File Manager: Wendy Cooper

The Staff liaison provided an overview of the low rise apartment project and referred to a previous submission of a separate phase. The project team gave a presentation of the project applications and plans.

R/2018-040

It was moved and seconded

That the following concerns for File No. 2017-572-DP 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:

Landscape Comments:

1. Utilize courtyard to create a central plaza and gathering node that incorporates public art and seating into that space;
2. Provide a paver material change to highlight public entrances to both buildings;
3. Add a screen or landscape buffer beside the North-West corner unit of Phase 2;
4. Consider adding program elements, such as benches and lighting, to the South-West exit walkway to reduce safety concerns. Maintain sightlines from perimeter units;
5. Provide hardscape legend and details for landscape elements with the submission;
6. Reflect details as required of storm water management elements within landscape plans;
7. Provide irrigation plan for all softscaping;
8. Add trellis or similar shelter over BBQ area in the rooftop amenity space;
9. Confirm space requirements for talk tube installation on roof;
10. Add garbage and recycling receptacles and hose bib to rooftop amenity space;
11. Provide wall texturing and other landscape treatment to buffer wall from the view of the neighbours to the South;
12. Provide lighting on rooftop amenity space;
13. Consider adding gas fireplaces to rooftop amenity space;

Architectural Comments:

1. Enlarge entrance lobby and enhance the entrance experience;
2. Differentiate between the entrance and the rest of the lobby with a similar canopy treatment as Phase 1;
3. Provide project identification and address location at entrance;
4. Evaluate window height and bedroom placement beside North walkway.

PROJECT DATA:

CIVIC ADDRESS: 11731 FRASER STREET, MAPLE RIDGE
EXISTING ZONING: RM-1
PROPOSED ZONING: RM-2
PROPOSED LAND USES: MULTIPLE - UNIT RESIDENTIAL
GROSS SITE AREA: 38,128 sf (3,542 sm or 0.35 HA or 0.87 AC)
UNIT YIELD TOTAL: 57 RESIDENTIAL UNITS
UNIT DENSITY: 65.5 Units/ AC or 162.8 Units/HA
LOT COVERAGE: 54%
RESIDENTIAL AREA GROSS: 64,568 sf (5,999 sm)
RESIDENTIAL AREA NET (FSR) (EXCLUDING COMMON AREA & CIRCULATIONS): 55,600 sf (5,165 sm, 1.46 FSR); 1.8 ALLOWED
OUTDOOR AMENITY AREA: 3,168 sf (294 sm) (1.0 sm/unit required)
INDOOR COMMON AREA: 890 sf (82.7 sm)
USABLE OPEN SPACE: BALCONIES & ROOF DECKS - 6,523 sf (606 sm)
 OUTDOOR AMENITY AREA - 3,168 sf (294 sm)
 TOTAL - 9,691 sf (900 sm)
UNIT DISTRIBUTION: 1 BED/ 1 Bed & Den -12
 2 BED/ 2 Bed & Den -35
 3 BED - 10
Total - 57

UNIT DISTRIBUTION:

	1 BED/ 1 BED & DEN	2 BED/ 2 BED & DEN	3 BED/ 3 BED & DEN	
LEVEL 1	2	7	2	
LEVEL 2	3	7	2	
LEVEL 3	3	7	2	
LEVEL 4	3	7	2	
LEVEL 5	1	7	2	
	12	35	10	57

SETBACK:	REQUIRED / ALLOWED:	PROPOSED:
FRONT (FRASER STREET):	7.5m	6.0m
REAR (WEST SIDE):	7.5m	6.0m @ RESIDENTIAL; 1.6m @ PARKADE
INTERIOR SIDE (NORTH):	7.5m	10.7m
INTERIOR SIDE (SOUTH):	7.5m	6.0m
HEIGHT:	4 STOREY, 15m	5 STOREY, 20.2m
FSR:	1.8 (21380.4 sf = 1986.30 sm)	1.43 FSR (54,867 sf)
USABLE OPEN SPACE:	20% (3,542 sm x 20%=708 sm)	25% (9,691 sf or 900 sm)
PARKING :		
RESIDENTIAL (1.5 SPACE/UNIT)	57 units x 1.5 = 85.5	
VISITOR (0.2 PER UNIT)	57 units x 0.2 = 11.4	
TOTAL:	96.9	102
DISABLED PARKING STALL :	2	2
BICYCLE PARKING		
LONG TERM (1 per 4 unit):	57 units /4 = 14.25	18
SHORT TERM (6 per 20 units):	57 units/ 20 x 6 = 17.1	18

REQUIRED VARIANCES:

SETBACK:
 EAST SETBACK : 6.0m
 WEST SETBACK: 6.0m @ RESIDENTIAL
 SOUTH SETBACK: 6.0m
 FRONT ENTRY ROOF PROJECT: 2.1m INTO 6.0m SETBACK
BUILDING HEIGHT:
 PROPOSED BUILDING HEIGHT IS 5 STOREY AT 20.2m;
 5.2m ABOVE 15.0m MAX. HEIGHT. (EXCLUDING ELEVATOR PENTHOUSE)
RETAINING WALL:
 1.4m RETAINING WALL HEIGHT

PROJECT DATA (CONSOLIDATE):

CIVIC ADDRESS: 11718 224TH Street + 11731 Fraser Street
PROPOSED ZONING: RM-2
PROPOSED LAND USES: MULTIPLE - UNIT RESIDENTIAL
GROSS SITE AREA: 50,006 sf (4,646 sm or 0.46 HA or 1.15 AC)
UNIT YIELD TOTAL: 82 RESIDENTIAL UNITS
UNIT DENSITY: 71.3 Units/ AC
LOT COVERAGE: 82.7%
RESIDENTIAL AREA GROSS: 93,072 sf (8,647 sm)
RESIDENTIAL AREA NET (FSR) (EXCLUDING COMMON AREA & CIRCULATIONS): 78,314 sf (7,276 sm, 1.57 FSR); 1.8 ALLOWED
UNIT DISTRIBUTION: 1 BED/ 1 Bed & Den -16
 2 BED/ 2 Bed & Den -56
 3 BED - 10
Total - 82

Proposed Residential Development (Phase-2)

11731 FRASER STREET, MAPLE RIDGE, B.C.

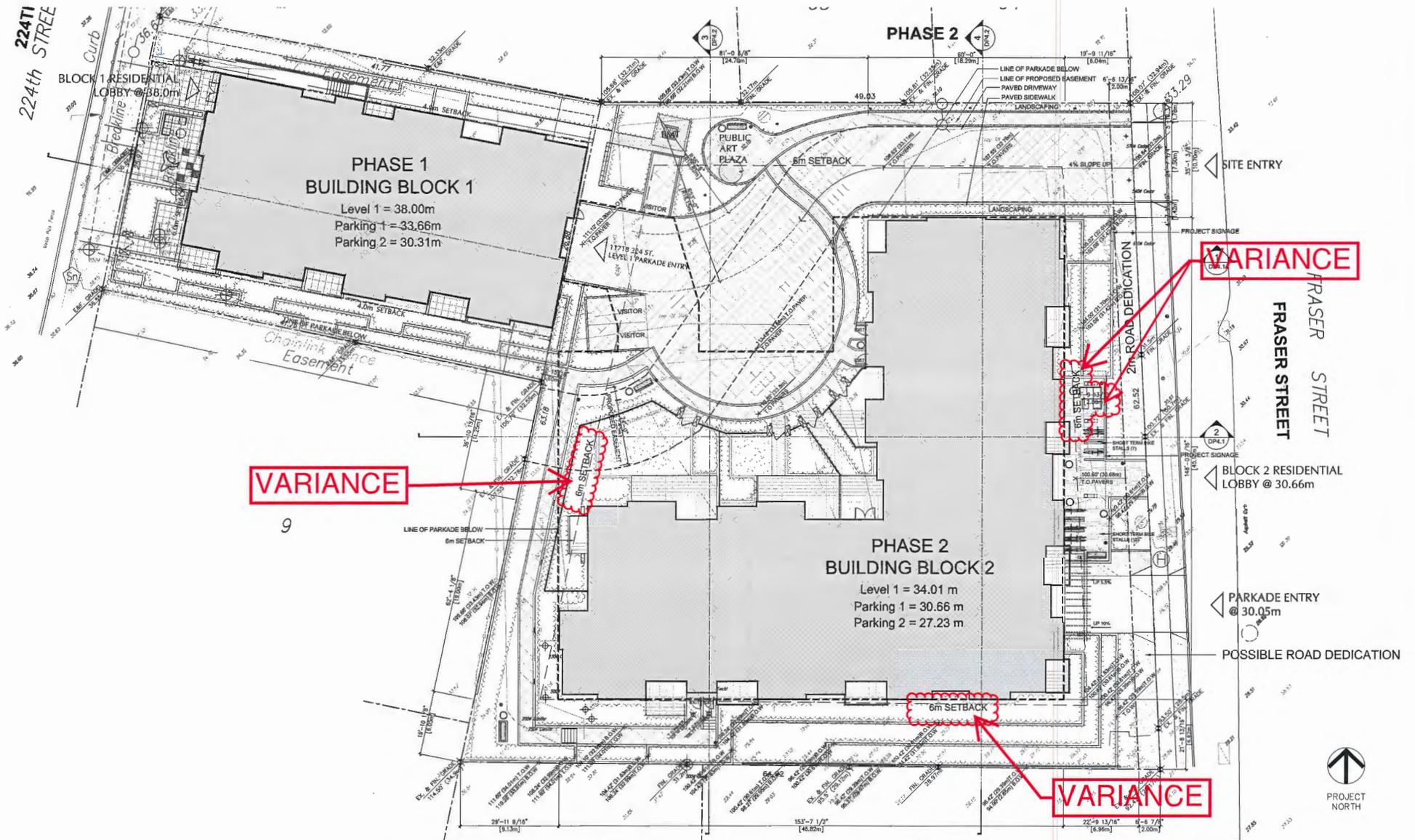
ATERRA DEVELOPMENT INC.
 ATELIER PACIFIC ARCHITECTURE INC.

JANUARY 08, 2019



DP 0.4
 PROJECT DATA

SCALE: NTS



Proposed Residential Development (Phase-2)

11731 FRASER STREET, MAPLE RIDGE, B.C.

ATERRA DEVELOPMENT INC.
ATELIER PACIFIC ARCHITECTURE INC.

JANUARY 06, 2019



DP 1.1

SITE PLAN

SCALE: 1:150



VARIANCE



Proposed Residential Development (Phase-2)

11731 FRASER STREET, MAPLE RIDGE, B.C.

ATTERRA DEVELOPMENT INC.
ATELIER PACIFIC ARCHITECTURE INC.

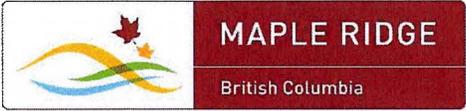
JANUARY 08, 2019



DP 3.1

ELEVATIONS

SCALE: 3/32" = 1'-0"



mapleridge.ca

CITY OF MAPLE RIDGE

TO: His Worship Mayor Michael Morden and Members of Council
MEETING DATE: April 28, 2020
FROM: Chief Administrative Officer
FILE NO: 01-0530-01
MEETING: Council Meeting
SUBJECT: Council Conduct Bylaw No. 7637-2020

EXECUTIVE SUMMARY:

On February 25, 2020, Council authorized the Mayor to work with staff to develop a mechanism to address accountability in relation to Council's Code of Conduct. On April 7, 2020, Council received a draft Council Conduct Bylaw and provided feedback. This report introduces a revised bylaw for Council consideration that reflects feedback received.

The purpose of the bylaw is to:

- a) Consolidate into one document, the Council bylaws, policies and standards relating to conduct, along with relevant references to Provincial and Federal legislation;
- b) Establish a fair process for making and investigating misconduct complaints; and
- c) Identify existing sanctions that could be applied to deter misconduct and maintain public confidence.

RECOMMENDATION:

That Council Conduct Bylaw No. 7637-2020 be given first, second and third readings.

DISCUSSION:

British Columbia municipalities and their councils are a recognized order of government that is democratically elected, autonomous, responsible and accountable. Where professionals such as doctors, lawyers and accountants have their own professional bodies that establish standards of conduct, accountability measures and disciplinary processes for their professional members, no equivalent mandatory membership exists for elected officials.

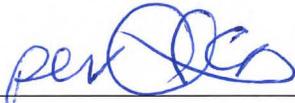
To address this gap, municipalities across the province are developing standards of conduct and processes to hold themselves accountable to their electorate and enhance public confidence. The City of Abbotsford and Municipality of North Cowichan are among the B.C. communities taking a proactive approach on this issue; they were recently featured in a Code of Conduct article in the Local Government Management Association's quarterly magazine. Others municipalities with codes of conduct include City of Port Moody and District of Saanich, and City of Pitt Meadows.

In early 2019, Council approved a work plan that included developing accountability measures, and on February 25, 2020 Council approved the following: *"That the Mayor be authorized to work with staff to develop a tool to address the code of conduct and mechanisms for accountability."*

To fulfill this direction, staff prepared a Council Conduct Bylaw with input from the Mayor and Council. At the Committee of the Whole meeting on April 7, 2020 Council provided additional feedback on the draft bylaw. A revised bylaw is attached to this report that incorporates the feedback received and has been vetted by external legal counsel.

CONCLUSION:

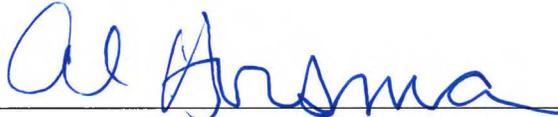
The proposed Council Conduct Bylaw No. 7637-2020 aligns with Council's direction to develop accountability mechanisms relating to standards of conduct. In addition, existing policies approved by Council are strengthened by inclusion under this Council Conduct Bylaw. Further, the complaint process outlined in the bylaw strives to balance the interests of all affected persons. The goal is effective governance for the community as a whole that respects procedural fairness.



Prepared by: **Laura Benson, CMA, CPA**
Senior Policy and Sustainability Analyst



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



Concurrence: **Al Horsman**
Chief Administrative Officer

Attachment: A - Council Conduct Bylaw No. 7637-2020
B - Council Conduct Bylaw No. 7637-2020 comparison to April 7, 2020 draft bylaw



City of Maple Ridge

Council Conduct Bylaw No. 7637-2020

A bylaw to govern the conduct of City of Maple Ridge elected officials

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WHEREAS the public expects elected representatives to be held to a professional standard of conduct with accountability mechanisms to motivate compliance with that standard;

AND WHEREAS the conduct required and expected of Council Members is defined within numerous enactments passed by various legislative authorities;

AND WHEREAS the City of Maple Ridge Council desires to be open, transparent and comprehensive in communicating conduct-related requirements to the public and its Members;

NOW THEREFORE pursuant to the above-recited rationale, the Council of the City of Maple Ridge, in open meeting assembled, enacts as follows:

Part 1 - INTRODUCTORY ELEMENTS

1. Name of Bylaw

This Bylaw may be cited as “Council Conduct Bylaw No. 7637-2020”.

2. Purpose

- (1) To set standards of conduct for Council Members, set out how complaints of misconduct can be made, how complaints will be investigated and the sanctions that can be imposed. This bylaw allows for complaints by Council members, staff and contracted service providers. The purpose is to:
 - (a) Establish and identify existing standards of conduct for members of Council relating to their duties and obligations as elected representatives of the City,
 - (b) Establish a process for making and investigating misconduct complaints, and
 - (c) Outline a set of sanctions to deter misconduct and maintain public confidence.
- (2) The process and sanctions established in this Bylaw may be in addition to penalties imposed by other government authorities for contraventions of provincial and federal enactments.

3. Definitions

“Accountability” – means an obligation and willingness to accept responsibility or to account for ones actions. Conduct under this principle is demonstrated when Council Members, individually and collectively, accept responsibility for their actions and decisions.

“Administration” – means the collective body of City employees, those providing municipal services and contractors hired to provide municipal services under the leadership of the Chief Administrative Officer.

“Complainant” – means a **Member** who makes a complaint under the **Formal Complaint Process** or the **Informal Complaint Process**.

“Formal Complaint Process” – means the process outlined in [Schedule 2](#), attached to and forming part of this bylaw.

“Informal Complaint Process” – means the process outlined in [Appendix B](#), attached to this bylaw for reference and convenience.

“Integrity” – means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable.

“[Investigator](#)” – means Council or the individual or body appointed by Council to investigate and report on complaints through the **Formal Complaints Process**.

“[Legislative Authority](#)” – means the statutory authority of the order of government referenced.

“[Medical Professional](#)” – means a physician registered with the College of Physicians and Surgeons of British Columbia who is the treating physician or specialist.

“[Member](#)” – means the Mayor or a Councillor of the City of Maple Ridge.

“[Respect](#)” – means having due regard for others’ perspectives, wishes and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct under this principle is demonstrated when a **Member** fosters an environment of trust by demonstrating due regard for the perspectives, wishes and rights of others and an understanding of the role of the local government.

“[Subject](#)” – means the **Member** who is the subject of a complaint made under the **Formal Complaint Process**.

Part 2 - CONDUCT AND EXPECTATIONS

4. Adherence to the Law

- (1) **Members** shall comply with the law applicable to **Members** and Council established by Government of Canada, including but not limited to the [Canadian Charter of Rights and Freedoms](#), and the [Criminal Code of Canada](#).
- (2) **Members** shall comply with the law applicable to **Members** and Council established by Government of British Columbia, including but not limited to the [Community Charter](#), the [Local Government Act](#) and the [Freedom of Information and Protection of Privacy Act](#).
- (3) **Members** shall comply with the bylaws and policies applicable to **Members** and Council established by the City of Maple Ridge, including those referenced within this Bylaw, and all other bylaws, policies and Council resolutions that remain unrepealed.
- (4) If a discrepancy between a bylaw or policy exists between the City's website version and the official records, the latter shall prevail.
- (5) **Members** shall recognize that any inconsistency between a provision of this Bylaw and Provincial enactments will be subject to section 10 of the [Community Charter](#).

5. Oath of Office (and see [Appendix A](#))

Members shall, for their full term of office, uphold their [Oath of Office](#).

6. Code of Conduct (and see [Schedule 1](#))

- (1) **Members** shall comply with the provisions in *Schedule 1* – [Council Code of Conduct](#).
- (2) Within the first three months of each Council term of office, Council will review and endorse *Schedule 1* - [Council Code of Conduct](#) or an amended version thereof.

7. Interactions with Administration

- (1) **Members** shall not involve themselves in matters of **Administration** except where Council or the Chief Administrative Officer has approved the involvement or where there is **Legislative Authority** for it.
- (2) **Members** are to direct inquiries regarding departmental issues and questions to the Chief Administrative Officer and refrain from contacting other staff without first obtaining the approval from the Chief Administrative Officer.
- (3) **Members** shall comply with the requirements established by [WorkSafeBC](#) under the authority of the [Workers' Compensation Act](#) to provide a healthy and safe workplace for employees.
- (4) **Members** shall comply with the requirements established by the City's [Respectful Workplace Policy No. 30.11](#) to provide a respectful work environment.

8. Council Meetings and Attendance

- (1) **Members** shall comply with the provisions of [Council Procedure Bylaw No. 6472-2007](#).
- (2) **Members** requesting an exemption from disqualification from holding office under [Community Charter](#) section 125(5) due to consecutive absences relating to illness or injury must produce a note to Council **Members**:
 - (a) on or before the disqualifying period of absences expire, and
 - (b) from a “**Medical Professional**” indicating
 - (i) that the **Member** is ill or has suffered an injury; and
 - (ii) the expected date upon which the **Member** may resume their duties on Council.

9. Committees of Council

- (1) **Members** shall comply with the provisions of the City’s most current [Council and Staff Liaison Roles Policy No. 3.10](#).
- (2) **Members** shall comply with the provisions of the City’s most current [Committees of Council Policy No. 3.11](#).

10. Communication

Members shall comply with the provisions of the City’s most current [Communication Policy No. 5.41](#).

11. Social Media

Members shall comply with the provisions of the City’s most current [Social Media Policy No. 30.10](#).

12. Mayor and Council Correspondence

Members shall comply with the provisions of the City’s most current [Mayor and Council Correspondence Policy No. 3.08](#).

13. Training, Conference and Association-Building

- (1) **Members** shall comply with the provisions of the City’s most current [Training, Conference and Association Building Policy No. 3.07](#).
- (2) **Members** new to serving on Council shall make every effort to attend the [Local Government Leadership Academy](#)’s annual Local Government Forum in the first year of their term of office.
- (3) **Members** new to serving on Council shall make every effort to attend training on [WorkSafeBC](#) requirements.

14. Council Expenses

Members shall comply with the provisions of the City’s most current [Expense Policy for Council, Employees & Other Authorized Persons No. 5.35](#).

15. Duty to Respect Confidentiality

- (1) **Members** shall comply with the requirements of Part 5, Division 1, of the [Community Charter](#), including section 117, “Duty to Respect Confidentiality.”
- (2) **Administration** shall take steps to ensure Council is provided with the processes, devices and materials to support **Members’** compliance with this section.

16. Conflict of Interest and Gifts

- (1) **Members** shall comply with the requirements of the [Community Charter](#), Part 5, Division 4, “Conflict of Interest,” and the [Conflict of Interest Exceptions Regulation BC Regulation 91/2016](#).
- (2) **Members** may reference related resources such as the Union of BC Municipalities’ Fact Sheet on [Conflict of Interest](#); however, **Members** are subject to the conflict of interest provisions in the [Community Charter](#) and the common law that interprets them.

17. Use of City Assets and Services

- (1) **Members** must read [Information Security Policy No. 5.47](#) and associated Procedure document, then sign and return “*Acknowledgment of Information Security Policy and Procedures*” to the Human Resources Department prior to receiving City-owned devices and accounts.
- (2) **Members** acknowledge the difference between City business and political or campaigning activity, and shall refrain from using city resources for such activities.

18. Election Proceedings

- (1) **Members** shall comply with the requirements of the [Local Government Act](#), Part 3 Electors and Elections, including:
 - (a) Division 8, Campaign Financing, and
 - (b) Division 17, Election Offences.
- (2) **Members** shall comply with the [Local Elections Campaign Financing Act](#).
- (3) **Members** shall comply with the [Financial Disclosure Act](#).

19. Use of City Legal Counsel

- (1) **Members** requiring specific legal advice about whether the **Member** is compliant with this Bylaw may request, through the Chief Administrative Officer, permission to receive advice from the City’s legal counsel.
- (2) Advice from the City’s legal counsel belongs to the City and not the **Member**, and may be released to Council at the Chief Administrative Officer’s discretion.

Part 3 - COMPLAINT PROCESS

20. Informal Complaint Process (and see [Appendix B](#))

Any **Member** who has identified or witnessed conduct by another **Member** that they believe to be noncompliant with this Bylaw is encouraged to use the *Informal Complaint Process* as a first step.

21. Formal Complaint Process (and see [Schedule 2](#))

- (1) **Members** shall participate as required in the **Formal Complaint Process** outlined in Schedule 2.
- (2) If a **Member** is the **Subject** of a Formal Complaint, that **Member** may request Council indemnify him or her for the costs of legal advice and representation in responding to the **Formal Complaint Process** outlined in this Bylaw, provided that all of the following are met:
 - (a) section 740 of the [Local Government Act](#) authorizes the indemnification;
 - (b) it is the **Member's** first **Formal Complaint Process**;
 - (c) Council, in its sole discretion, has agreed to indemnify the **Member** for the costs of legal advice and representation in responding to the **Formal Complaint Process**, and
 - (d) the indemnification amount will not exceed \$10,000.

22. Compliance and Enforcement (and see [Schedule 3](#))

- (1) **Members** shall acknowledge the high standards of public office and the spirit and intent of this Bylaw to hold **Members** accountable and foster public trust.
- (2) **Members** shall cooperate fully and in good faith to remain in compliance with this Bylaw.
- (3) Should a **Member** become the **Subject** of an informal or formal investigation, they shall cooperate fully in bringing a complaint to a satisfactory conclusion.
- (4) A **Member** who is the **Subject** of a complaint shall not
 - (a) undertake any act or threat of reprisal against a **Complainant** or witness to the investigation, or
 - (b) obstruct Council, the **Investigator** or any other person, in carrying out the spirit and intent of the **Informal Complaint Process** or **Formal Complaint Process**.
- (5) If Council determines a **Member** has not complied with this Bylaw, any of the sanctions outlined in [Schedule 3](#) may be imposed by a majority vote of **Members**.

Part 4 - GENERAL PROVISIONS

23. Review

This Bylaw shall be brought forward for review by Council after each local government election, and at any other time deemed necessary by Council, to ensure that it accurately reflects the current standards of conduct and expectations of Council **Members**.

24. Severability

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.

25. No Offences

Section 5 of the Offence Act does not apply to this Bylaw.

READ a first time the _____day of _____, 2020.

READ a second time the _____day of _____, 2020.

READ a third time the _____day of _____, 2020.

ADOPTED, the _____day of _____, 2020.

PRESIDING MEMBER

CORPORATE OFFICER

Part 5 – SCHEDULES and APPENDICES

Schedules 1, 2 and 3 form part of this Bylaw.

Appendices A and B are provided for convenience only and do not form part of this Bylaw.

The City of Maple Ridge Council Code of Conduct details the shared expectations for responsible conduct as determined by the City of Maple Ridge Council for the 2018-2022 municipal term. Responsible conduct is grounded in conducting oneself with honesty, integrity, and in a way that furthers the City's ability to provide good governance to the community. Outcomes of responsible conduct include transparency, accountability, effective and efficient decision-making, and a safe and welcoming environment for everyone.

It is each Council Member's individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other Members, staff, and the public.

Standards of Conduct for Working with Each Other

As elected representatives of the City of Maple Ridge, we have a responsibility to listen, to consider, and to communicate respectfully with each other, staff, and Members of the public to make decisions that shape our community. By working together with professionalism, respect, and open minds, we can be successful in our role as community leaders, regardless of differences of opinion.

To this end, we commit to:

- Demonstrating respect through:
 - Fostering a safe and welcoming space for debate and decision-making;
 - Professional and respectful verbal and body language;
 - Seeking to understand, and asking questions rather than making assumptions;
 - Arriving prepared for Council meetings and specific agenda items;
 - Approaching issues with an open mind to consider new information;
 - Directing critique at the issue, and not the individual that raises it;
 - Providing direct, honest and timely feedback to questions and concerns; and
 - Being sensitive to others' emotions when they are feeling very passionate about an issue.
- Ensuring commentary at Council meetings remains focused on the issues, avoiding repetition.
- Chairing meetings in a consistent manner that keeps the meeting on task, respects everyone's time, and ensures each Member of Council has an equal opportunity to be heard.
- Attending all Council and assigned Committee meetings regularly and punctually, and providing the Chair with as much notice as possible when unable to attend a meeting due to extraordinary circumstances.
- Making a collective effort to ensure a united voice for Council by:
 - Respecting the collective decision of Council when representing Council in other public forums and in intergovernmental relations;
 - Working together for effective governance; and
 - Holding each other accountable for our conduct.

Standards of Conduct for Interacting With the Public

As elected officials, our role is to listen to a wide variety of community stakeholders, deliberate as a Council, and make decisions on behalf of the City of Maple Ridge in a manner that is professional, inclusive, and maintains public confidence. Ensuring a fair, consistent, and professional process at Council meetings will support a welcoming environment in which all Members of the community feel safe to share their views with Council.

To this end, we commit to:

- Maintaining a safe, professional and welcoming tone at the Council table through:
 - Respectful verbal and body language, making few interjections;
 - Seeking to understand, and asking questions in an inquiring tone;
 - Directing critique at the issue, and not the individual that raises it, understanding that speakers may be representing the view of their organization, not their own;
 - Avoiding repetition or re-stating what was just said;
 - Acknowledging how speakers are feeling, and recognizing the vulnerability that speakers may feel when presenting their issues to Council; and
 - Giving acknowledgement and thanks to Members of the public for their contribution to the meeting.
- Fostering public confidence by:
 - Leading by example through respectful and professional conduct and an open mind;
 - Explaining meeting guidelines as appropriate;
 - Ensuring all Members of the public are treated in the same manner and in accordance with this Code of Conduct;
 - Ensuring that the public feels heard by avoiding inflammatory comments;
 - Ensuring that Council is heard by those present and watching online by speaking clearly and at a moderate volume;
 - Diffusing elevated situations to promote a safe and respectful environment; and
 - Keeping the meeting on task, listening to all opinions and summarizing what was heard around the table when acting as Chair.

These commitments will be supported by City staff who will:

- Ensure high quality presentations are brought to the Council table;
- Invite Members of the public to state their name and municipality of residence before addressing Council; and
- Set speakers up for success by providing them with an orientation to the technology, the Council forum and time limits.

This **Formal Complaints Process** is intended for the purpose of one or more Council **Members** to file a formal complaint against one or more Council **Members**.

- a) A formal complaint by a Member shall be provided in document form addressed to “Mayor and Council, Bylaw No.7637-2020” and shall include:
 - i) date of complaint;
 - ii) printed name and signature of **Complainant**;
 - iii) name of the Council **Member** who is the **Subject** of the complaint;
 - iv) reference(s) to the section(s) of this Bylaw and/or other enactments for which the **Subject** is alleged to be non-compliant; and
 - v) reasonable and probable grounds for the allegation(s).
- b) The **Subject** shall be provided with a copy of the complaint, with written instructions informing the **Subject** that they have 14 days within which to respond to the **Investigator**.
- c) The **Subject** shall provide a written, signed and dated response to the allegation(s) of the complaint, addressed to the **Investigator** within 14 days of receiving the complaint.
- d) The **Investigator** shall review the complaint and the **Subject**'s response, and determine whether to proceed further with the investigation.
 - i) Where a complaint is deemed by the **Investigator** to be frivolous, vexatious, not made in good faith, or based on insufficient grounds, the **Investigator** may decide to terminate the investigation and the complaint process.
 - ii) The **Investigator** will provide the recommended next steps to Council.
- e) For continuing investigations, the **Investigator** shall take steps deemed appropriate which may include seeking legal advice.
- f) The **Investigator** shall issue a final report of the results of the investigation process to Council, for Council to determine whether the **Subject** has contravened this Bylaw.
- g) Following receipt of the **Investigator**'s final report, Council may choose to proceed with a Motion of Censure Hearing.
- h) Should Council vote to proceed with a hearing of the motion of censure against the **Subject**, the **Subject** shall be afforded procedural fairness including:
 - i) an opportunity to respond further in writing to the allegations and the Complaint **Investigator**'s final report,
 - ii) a minimum of two weeks to prepare their formal response, and
 - iii) the opportunity to be represented by legal counsel or another representative at the council meeting where a decision on the motion of censure and other accompanying sanctions in [Schedule 3](#) may be imposed.
- i) The Motion of Censure Hearing will be scheduled for an open Council meeting within 30 days of the Council's decision to proceed, provided section 90 of the [Community Charter](#) does not require or permit the meeting to be a closed meeting.

- j) At the Council meeting where the hearing of the motion of censure takes place, the following will occur:
 - i) The **Complainant** may make a statement, setting out the rationale for the complaint.
 - ii) The **Investigator** shall provide a verbal summary of the facts and findings expressed in the final report.
 - iii) The **Subject** of the complaint or their legal counsel or other representative may make a statement, responding to the complaint allegations and the Complaint **Investigator's** final report.
 - iv) Council will discuss, propose debate and vote on whether to make a motion of censure, including the sanctions referenced in [Schedule 3](#).

If Council determines a **Member** has contravened this Bylaw, it may choose to impose any of the following sanctions, providing they do not prevent the **Member** from fulfilling the **Members'** legislated duties of elected office.

Possible sanctions:

- a) Formal warning letter to the **Member**
- b) Written pledge from the **Member** promising to immediate and ongoing compliance with the Council Conduct Bylaw
- c) A letter of reprimand to the **Member**
- d) A letter of apology from the **Member**
- e) Publication of a letter of reprimand or request for apology, and the **Member's** response
- f) Requirement to attend training
- g) Suspension or removal of the appointment of the **Member** as Acting Mayor, including the loss of related remuneration if applicable
- h) Suspension or removal from some or all internal and external committees and bodies to which Council or the Mayor has the right to appoint **Members**, including the loss of related remuneration if applicable
- i) Imposing limits on travel and expenses
- j) Requiring the return of municipal property provided for convenience
- k) Limiting access to certain municipal facilities or portions thereof
- l) Restricting how and when documents are provided to the **Member**, and
- m) Any other sanctions Council deems reasonable and appropriate.

Appendix A – Oath of Office

Provided for convenience – not part of Bylaw

I do solemnly affirm that:

I am qualified to hold the office of [Mayor/Councillor] for the City of Maple Ridge to which I have been elected;

I have not, by myself or any other person, knowingly contravened the *Local Government Act* respecting vote buying or intimidation in relation to my election to the office;

I will faithfully perform the duties of my office and will not allow any private interest to influence my conduct in public matters;

As required by the *Community Charter*, I will disclose any direct or indirect pecuniary interest I have in a matter and will not participate in the discussion of the matter and will not vote in respect of the matter.

Appendix B – Informal Complaint Process

Provided for convenience – not part of Bylaw

- a) Any **Member** who has identified or witnessed conduct by another **Member** that they believe to be noncompliant with this Bylaw may take the following steps:
 - i) Advise the **Member** of the alleged noncompliance and follow up on the facts.
 - ii) If the noncompliance occurred, encourage the **Member** to come into compliance with this Bylaw; or
 - iii) Request the Mayor to speak to the **Member** to follow up on the facts and if the noncompliance occurred, encourage the Member to come into compliance with this Bylaw.
 - iv) If the **Subject** of the complaint is the Mayor, the complaining **Member** may request that the Acting Mayor follow up on the facts and if the noncompliance occurred, encourage the Member to come into compliance.
- b) **Members** are encouraged to use this **Informal Complaint Process** as a first step in resolving a complaint.
- c) A **Member** who is unsatisfied with the outcome of the **Informal Complaint Process** may escalate the complaint to the **Formal Complaint Process**.
- d) Despite paragraph b), a **Member** may refer a complaint directly to the **Formal Complaint Process** without undertaking the **Informal Complaint Process**.

For interpretation, bolded words in this appendix use definitions equivalent to those defined in Council Conduct Bylaw No. 7637-2020.



DRAFT Bylaw No. 7637-2020

City of Maple Ridge

Council Conduct Bylaw No. 7637-2020

A bylaw to govern the conduct of City of Maple Ridge elected officials

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WHEREAS the public expects elected representatives to be held to a professional standard of conduct with accountability mechanisms to motivate compliance with that standard;

AND WHEREAS the conduct required and expected of Council Members is defined within numerous enactments passed by various legislative authorities;

AND WHEREAS the City of Maple Ridge Council desires to be open, transparent and comprehensive in communicating conduct-related requirements to the public and its Members;

NOW THEREFORE pursuant to the above-recited rationale, the Council of the City of Maple Ridge, in open meeting assembled, enacts as follows:

Part 1 - INTRODUCTORY ELEMENTS

1. Name of Bylaw

This Bylaw may be cited as “Council Conduct Bylaw No. 7637-2020”.

2. Purpose

(1) To set standards of conduct for Council Members, set out how complaints of misconduct can be made, how complaints will be investigated, and the penalties/sanctions that can be imposed. This bylaw allows for complaints by Council members, staff and contracted service providers. The purpose is to:

(a) Establish, and identify existing, standards of conduct for members of Council relating to their duties and obligations as elected representatives of the City,

(b) Establish a process for making and investigating misconduct complaints, and

(c) Outline an escalating set of sanctions to deter misconduct and maintain public confidence.

(2) The process and sanctions established in this Bylaw may be in addition to measures/penalties imposed by other government authorities for contraventions of provincial and federal enactments.

3. Definitions

“Accountability” – means an obligation and willingness to accept responsibility or to account for ones actions. Conduct under this principle is demonstrated when Council Members, individually and collectively, accept responsibility for their actions and decisions.

“Administration” – means the collective body of City employees, those providing municipal services and contractors hired to provide municipal services under the leadership of the Chief Administrative Officer.

“Complainant” – means a **Member** who makes a complaint under the **Formal Complaint Process** set out in Schedule 2 or the Informal Complaint Process.

“Formal Complaint Process” – means the process outlined in Schedule 2, attached to and forming part of this bylaw.

“Informal Complaint Process” – means the process outlined in Appendix B, attached to this bylaw for reference and convenience.

“**Integrity**” – means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable.

“**Investigator**” – means Council or the individual or body appointed by Council to investigate and report on complaints through the Formal Complaints Process.

“**Legislative Authority**” – means the statutory authority of the order of government referenced.

“**Medical Professional**” – means a physician registered with the College of Physicians and Surgeons of British Columbia who is the treating physician or specialist.

“**MembersMember**” – means the Mayor ~~and Councillors~~ or a Councillor of the City of Maple Ridge.

“**Respect**” – means having due regard for others’ perspectives, wishes and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct under this principle is demonstrated when a **Member** fosters an environment of trust by demonstrating due regard for the perspectives, wishes and rights of others and an understanding of the role of the local government.

“**Subject**” – means the **Member** who is the subject of a complaint made under the **Formal Complaint Process** ~~under Schedule 2.~~

Part 2 - CONDUCT AND EXPECTATIONS

4. Adherence to the Law

- (1) **Members** shall comply with the law applicable to **Members** and Council established by Government of Canada, including but not limited to the [Canadian Charter of Rights and Freedoms](#), and the [Criminal Code of Canada](#).
- (2) **Members** shall comply with the law applicable to **Members** and Council established by Government of British Columbia, including but not limited to the ~~Community Charter, and the Local Government Act.~~ [Community Charter, the Local Government Act and the Freedom of Information and Protection of Privacy Act](#).
- (3) **Members** shall comply with the bylaws and policies applicable to **Members** and Council established by the City of Maple Ridge, including those referenced within this Bylaw, and all other bylaws, policies and Council resolutions ~~made by the current and past Councils~~ that remain unrepealed.
- (4) If a discrepancy between a bylaw or policy exists between the City's website version and the official records, the latter shall prevail.
- (5) **Members** shall recognize that any inconsistency between a provision of this Bylaw and Provincial enactments will be subject to section 10 of the [Community Charter](#).

5. Oath of Office (and see [Appendix A](#))

Members shall, for their full term of office, uphold their ~~Oath of Office, reproduced for convenience in Appendix A.~~ [Oath of Office](#).

6. Code of Conduct (and see [Schedule 1](#))

- (1) **Members** shall comply with the provisions in [Schedule 1 - Council Code of Conduct of this bylaw.](#) ~~Council Code of Conduct.~~
- (2) Within the first three months of each Council term of office, Council will review and endorse [Schedule 1 - Code of Conduct or an amendment.](#) ~~Council Code of Conduct or an amended version~~ thereof.

7. Interactions with Administration

- (1) ~~Members shall not involve themselves in matters of Administration except where Council or the Chief Administrative Officer has approved the involvement or where there is Legislative Authority for it.~~
- (2) ~~Members are to direct inquiries regarding departmental issues and questions to the Chief Administrative Officer and refrain from contacting other staff without first obtaining the approval from the Chief Administrative Officer.~~
- (3) **Members** shall comply with the requirements established by ~~Worksafe BC~~ [WorkSafeBC](#) under the authority of the [Workers' Compensation Act](#) to provide a healthy and safe workplace for employees.
- (4) **Members** shall comply with the requirements established by the City's ~~Respectful Workplace Policy No. 30.11~~ [Respectful Workplace Policy No. 30.11](#) to provide a respectful work environment.

- ~~a) Members shall not communicate with Administration except where Council has approved it or there is legislative authority for it.~~

8. Council Meetings and Attendance

- (1) **Members** shall comply with the provisions of [Council Procedure Bylaw No. 6472-2007](#).
- (2) **Members** requesting an exemption from disqualification from holding office under [Community Charter](#) section 125(5) ~~of the Community Charter~~ due to consecutive absences ~~under section 125(7) of the Community Charter must produce relating to the Mayor a note from a medical professional indicating the Member's illness or injury and the expected date upon which the Member may resume the Member's duties on~~ **must produce a note to Council. The note from the medical professional must be received on or before the disqualifying period of absences expire. Members:**
 - ~~(a) on or before the easedisqualifying period of absences expire, and~~
 - ~~(b) from a "Medical Professional" indicating~~
 - ~~(i) that the Mayor requestingMember is ill or has suffered an exemption, injury; and~~
 - ~~(ii) the note from expected date upon which the medical professional must be provided toMember may resume their duties on Council.~~

9. Committees of Council

- ~~(1) Members shall comply with the Acting Mayor provisions of the City's most current Council and Staff Liaison Roles Policy No. 3.10.~~
- ~~(2) Members shall comply with the provisions of the City's most current Committees of Council Policy No. 3.11.~~

9.10. Communication

Members shall comply with the provisions of the City's most current [Communication Policy No. 5.41](#).

10.11. Social Media

Members shall comply with the provisions of the City's most current [Social Media Policy No. 30.10](#).

11.12. Mayor and Council Correspondence

Members shall comply with the provisions of the City's most current [Mayor and Council Correspondence Policy No. 3.08](#).

12.13. Training, Conference and Association-Building

- (1) **Members** shall comply with the provisions of the City's most current [Training, Conference and Association Building Policy No. 3.07](#).
- (2) **Members new to serving on Council** shall make every effort to attend the [Local Government Leadership Academy](#)'s annual Local Government Forum in the first year of their term of office.

- ~~(2)~~(3) Members new to serving on Council shall make every effort to attend training on WorkSafeBC requirements.

13.14. Council Expenses

Members shall comply with the provisions of the City's most current [Expense Policy for Council, Employees & Other Authorized Persons No. 5.35](#).

14.15. Duty to Respect Confidentiality

(1) **Members** shall comply with the requirements of Part 5, Division 1, of the [Community Charter](#), including section 117, "Duty to Respect Confidentiality."

~~(3)~~(2) Administration shall take steps to ensure Council is provided with the processes, devices and materials to support Members' compliance with this section.

15.16. Conflict of Interest and Gifts

(1) **Members** shall comply with the requirements of the [Community Charter](#), Part 5, Division 4, "Conflict of Interest," and the [Conflict of Interest Exceptions Regulation BC Regulation 91/2016](#).

(2) **Members** may reference related resources such as the Union of BC Municipalities' Fact Sheet on [Conflict of Interest](#); however, **Members** are subject to the conflict of interest provisions in the [Community Charter](#) and the common law that interprets them.

16.17. Use of City Assets and Services

(1) **Members** must read [Information Security Policy No. 5.47](#) and associated Procedure document, ~~and then~~ sign and return "Acknowledgment of Information Security Policy and Procedures" to the Human Resources Department prior to receiving City-owned devices and accounts.

(2) **Members** acknowledge the difference between City business and political ~~and/or~~ campaigning activity, and ~~will shall~~ refrain from using city resources for ~~political and campaigning purposes such activities.~~

17.18. Election Proceedings

(1) **Members** shall comply with the requirements of the [Local Government Act](#), Part 3 Electors and Elections, including:

- (a) Division 8, Campaign Financing, and
- (b) Division 17, Election Offences.

(2) **Members** shall comply with ~~the requirements of~~ the [Local Elections Campaign Financing Act](#).

(3) **Members** shall comply with ~~the requirements of~~ the [Financial Disclosure Act](#).

18.19. Use of City Legal Counsel

(1) **Members** requiring specific legal advice about whether the **Member** is compliant with this Bylaw may request, through the Chief Administrative Officer, permission to receive advice from the City's legal counsel, ~~however, should Council grant this permission, the legal advice received belongs to the Council and not the Member.~~

~~2—Freedom of Information and Protection of Privacy Act~~

~~a) Members shall comply with the requirements of the *Freedom of Information and Protection of Privacy Act*.~~

~~(2) Part 3—Advice from the City’s legal counsel belongs to the City and not the **Member**, and may be released to Council at the Chief Administrative Officer’s discretion.~~

Part 3 - COMPLAINT PROCESS

19.20. Informal Complaint Process (and see Appendix B)

- ~~a) Any **Member** who has identified or witnessed conduct by another **Member** that they believe to be noncompliant with this Bylaw may take the following steps:~~
- ~~i) Advise the **Member** of the alleged noncompliance and follow up on the facts.~~
 - ~~ii) If the noncompliance occurred, encourage the **Member** to come into compliance with this Bylaw; or~~
 - ~~iii) Request the Mayor to speak to the **Member** to follow up on the facts and if the noncompliance occurred, encourage the **Member** to come into compliance with this Bylaw.~~
 - ~~iv) If the **Subject** of the complaint is the Mayor, the complaining **Member** may request that the Acting Mayor follow up on the facts and if the noncompliance occurred, encourage the **Member** to come into compliance.~~

~~Members are~~Any **Member** who has identified or witnessed conduct by another **Member** that they believe to be noncompliant with this Bylaw is encouraged to use the *Informal Complaint Process* in Part 3 of this Bylaw as a first step in resolving any complaint.

- ~~b) A **Member** who is unsatisfied with the outcome of the Informal Complaint Process may escalate the complaint to the Formal Complaint Process set out in section 21 of the Council Conduct Bylaw.~~
- ~~c) Despite this section, a **Member** may refer a complaint directly to the Formal Complaint Process.~~

20.21. Formal Complaint Process (and see Schedule 2)

- (1) **Members** shall participate as required in the **Formal Complaint Process** outlined in Schedule 2.
- (2) If a **Member** is the **Subject** of a Formal Complaint, that **Member** may request Council indemnify him or her for the costs of legal advice and representation in responding to the **Formal Complaint Process** outlined in this Bylaw, provided that all of the following are met:
 - (a) section 740 of the *Local Government Act* authorizes the indemnification;
 - (b) it is the **Member's** first **Formal Complaint Process**;
 - (c) Council, in its sole discretion, has agreed to indemnify the **Member** for the costs of legal advice and representation in responding to the **Formal Complaint Process**, and
 - (d) the indemnification amount will not exceed \$10,000.

21.22. Compliance and Enforcement (and see Schedule 3)

- (1) **Members** shall acknowledge the high standards of public office and the spirit and intent of this Bylaw to hold **Members** accountable and foster public trust.
- (2) **Members** shall cooperate fully and in good faith to remain in compliance with this Bylaw.
- (3) Should a **Member** become the **Subject** of an informal or formal investigation, they shall cooperate fully in bringing a complaint to a satisfactory conclusion.
- (4) A **Member** who is the **Subject** of a complaint shall not

- (a) undertake any act or threat of reprisal against a **Complainant** or witness to the investigation, ~~or~~
 - (b) obstruct Council, the **Investigator** or any other person, in carrying out the spirit and intent of the **Informal Complaint Process** or **Formal Complaint Process** ~~in this Bylaw~~.
- (5) If Council determines a **Member** has not complied with this Bylaw, any of the sanctions outlined in [Schedule 3](#) may be imposed by a majority vote of **Members**.

Part 4 - GENERAL PROVISIONS

~~22.~~23. Review

This Bylaw shall be brought forward for review by Council after each local government election, and at any other time deemed necessary by Council, to ensure that it accurately reflects the current standards of conduct and expectations of Council **Members**.

~~23.~~24. Severability

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.

~~24.~~25. No Offences

Section 5 of the Offence Act does not apply to this Bylaw.

READ a first time the _____ day of _____, 2020.

READ a second time the _____ day of _____, 2020.

READ a third time the _____ day of _____, 2020.

ADOPTED, the _____ day of _____, 2020~~..~~

PRESIDING MEMBER

CORPORATE OFFICER

Part 5 – SCHEDULES and APPENDICES

~~The following~~ Schedules 1, 2 and 3 form part of this Bylaw.

~~(2)~~

~~Any and all~~ Appendices A and B are provided for convenience only and do not form part of this Bylaw.

The City of Maple Ridge Council Code of Conduct details the shared expectations for responsible conduct as determined by the City of Maple Ridge Council for the 2018-2022 municipal term. Responsible conduct is grounded in conducting oneself with honesty, integrity, and in a way that furthers the City's ability to provide good governance to the community. Outcomes of responsible conduct include transparency, accountability, effective and efficient decision-making, and a safe and welcoming environment for everyone.

It is each Council Member's individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other Members, staff, and the public.

Standards of Conduct for Working with Each Other

As elected representatives of the City of Maple Ridge, we have a responsibility to listen, to consider, and to communicate respectfully with each other, staff, and Members of the public to make decisions that shape our community. By working together with professionalism, respect, and open minds, we can be successful in our role as community leaders, regardless of differences of opinion.

To this end, we commit to:

- Demonstrating respect through:
 - Fostering a safe and welcoming space for debate and decision-making;
 - Professional and respectful verbal and body language;
 - Seeking to understand, and asking questions rather than making assumptions;
 - Arriving prepared for Council meetings and specific agenda items;
 - Approaching issues with an open mind to consider new information;
 - Directing critique at the issue, and not the individual that raises it;
 - Providing direct, honest and timely feedback to questions and concerns; and
 - Being sensitive to others' emotions when they are feeling very passionate about an issue.
- Ensuring commentary at Council meetings remains focused on the issues, avoiding repetition.
- Chairing meetings in a consistent manner that keeps the meeting on task, respects everyone's time, and ensures each Member of Council has an equal opportunity to be heard.
- Attending all Council and assigned Committee meetings regularly and punctually, and providing the Chair with as much notice as possible when unable to attend a meeting due to extraordinary circumstances.
- Making a collective effort to ensure a united voice for Council by:
 - Respecting the collective decision of Council when representing Council in other public forums and in intergovernmental relations;
 - Working together for effective governance; and
 - Holding each other accountable for our conduct.

Standards of Conduct for Interacting With the Public

As elected officials, our role is to listen to a wide variety of community stakeholders, deliberate as a Council, and make decisions on behalf of the City of Maple Ridge in a manner that is professional, inclusive, and maintains public confidence. Ensuring a fair, consistent, and professional process at Council meetings will support a welcoming environment in which all Members of the community feel safe to share their views with Council.

To this end, we commit to:

- Maintaining a safe, professional and welcoming tone at the Council table through:
 - Respectful verbal and body language, making few interjections;
 - Seeking to understand, and asking questions in an inquiring tone;
 - Directing critique at the issue, and not the individual that raises it, understanding that speakers may be representing the view of their organization, not their own;
 - Avoiding repetition or re-stating what was just said;
 - Acknowledging how speakers are feeling, and recognizing the vulnerability that speakers may feel when presenting their issues to Council; and
 - Giving acknowledgement and thanks to Members of the public for their contribution to the meeting.
- Fostering public confidence by:
 - Leading by example through respectful and professional conduct and an open mind;
 - Explaining meeting guidelines as appropriate;
 - Ensuring all Members of the public are treated in the same manner and in accordance with this Code of Conduct;
 - Ensuring that the public feels heard by avoiding inflammatory comments;
 - Ensuring that Council is heard by those present and watching online by speaking clearly and at a moderate volume;
 - Diffusing elevated situations to promote a safe and respectful environment; and
 - Keeping the meeting on task, listening to all opinions and summarizing what was heard around the table when acting as Chair.

These commitments will be supported by City staff who will:

- Ensure high quality presentations are brought to the Council table;
- Invite Members of the public to state their name and municipality of residence before addressing Council; and
- Set speakers up for success by providing them with an orientation to the technology, the Council forum and time limits.

This **Formal Complaints Process** is intended for the purpose of one or more Council **Members** to file a formal complaint against one or more Council **Members**.

- a) ~~A Council Member shall make~~ A formal complaint by a Member shall be provided in ~~writing, with date and signature, and document form~~ addressed to ~~Complaints Investigator. The “Mayor and Council, Bylaw No.7637-2020”~~ and shall include:
 - i) date of complaint ~~shall name~~;
 - ii) printed name and signature of Complainant;
 - iii) name of the Council **Member** who is the **Subject** of the complaint, ~~refer specifically~~;
 - iv) reference(s) to the section(s) of this Bylaw, ~~and set out and/or other enactments for which the Subject is alleged to be non-compliant; and~~
 - v) reasonable and probable grounds for the allegation ~~that a Member has contravened the section(s).~~
- d) ~~The Complaints Investigator shall be selected by Council to be one of:~~
 - i) ~~A member of Council or a subcommittee of Council, with the exception of the complainant and the subject of the complaint, or~~
 - ii) ~~A third party investigator.~~
- e) b) ~~The Subject of the complaint~~ shall be provided with a copy of the complaint, with written instructions informing the **Subject** that they have 14 days within which to respond to the ~~Complaints Investigator~~.
- f) c) The ~~Subject of the complaint~~ shall provide a written, signed and dated response to the allegation(s) of the complaint, addressed to the ~~Complaints Investigator~~ within 14 days of receiving the complaint.
- g) d) ~~The Complaints Investigator~~ shall review the complaint and the **Subject’s** response, and determine whether to proceed further with the investigation.
 - i) Where a complaint is deemed by the ~~Complaints Investigator~~ to be frivolous, vexatious, not made in good faith, or based on insufficient grounds, the ~~Complaints Investigator~~ may decide to terminate the investigation and the complaint process.
 - ii) The ~~Complaints Investigator~~ will provide the recommended next steps to Council.
- h) e) ~~For continuing investigations, the Complaints Investigator shall take steps deemed appropriate which may include seeking legal advice.~~
- i) f) ~~The Complaints Investigator shall issue a final report of the results of the investigation process to Council, for Council to determine whether this Bylaw the Subject has been contravened this Bylaw.~~
- j) g) Following receipt of the ~~Complaints Investigator’s~~ final report, Council, may choose to proceed with a ~~hearing of a~~ Motion of Censure Hearing.
- k) h) Should Council vote to proceed with a hearing of the motion of censure against the ~~Subject of the complaint~~, the ~~Subject of the complaint~~ shall be afforded procedural fairness including:
 - i) an opportunity to respond further in writing to the allegations and the Complaint ~~Investigator’s~~ final report,
 - ii) a minimum of two weeks to prepare their formal response, and

Schedule 2 – Formal Complaints Process

~~DRAFT~~ Bylaw No. 7637-2020

- iii) the opportunity to be represented by legal counsel or another representative at the council meeting where a decision on the motion of censure and other accompanying sanctions in [Schedule 3](#) may be imposed.
- iv) The Motion of Censure Hearing will be scheduled for an open Council meeting within 30 days of the Council's decision to proceed, provided section 90 of the [Community Charter](#) does not require or permit the meeting to be a closed meeting.

m)) At the Council meeting where the hearing of the motion of censure takes place, the following will occur:

- i) The **Complainant** may make a statement, setting out the rationale for the complaint.
- ii) The ~~Complaints~~ **Investigator** shall provide a verbal summary of the facts and findings expressed in the final report.
- iii) The **Subject** of the complaint or their legal counsel or other representative may make a statement ~~of response~~, responding to the complaint allegations and the Complaint **Investigator**'s final report.
- iv) Council will discuss, propose debate and vote on whether to make a motion of censure, including the sanctions referenced in [Schedule 3](#).

If Council determines a **Member** has contravened this Bylaw, it may choose to impose any of the following sanctions, providing they do not prevent the **Member** from fulfilling the **Members'** legislated duties of elected office.

Possible sanctions:

- a) Formal warning letter to the Member
- b) ~~Pledge~~ Written pledge from the Member promising to immediate and ongoing compliance with the Council Conduct Bylaw
- c) A letter of reprimand to the Member
- d) ~~A request that the Member issue~~ A letter of apology from the Member
- e) Publication of a letter of reprimand or request for apology, and the **Member's** response
- f) Requirement to attend training
- g) Suspension or removal of the appointment of the **Member** as Acting Mayor, including the loss of related remuneration if applicable
- h) Suspension or removal from some or all internal and external committees and bodies to which Council or the Mayor has the right to appoint **Members**, including the loss of related remuneration if applicable
- i) Imposing limits on travel and expenses
- j) Requiring the return of municipal property provided for convenience
- k) Limiting access to certain municipal facilities or portions thereof
- l) Restricting how and when documents are provided to the **Member**, and
- m) Any other sanctions Council deems reasonable and appropriate.

Appendix A – Oath of Office

Provided for convenience – not part of Bylaw

~~(3) —~~

~~(4) — This Appendix is included for convenience only. It does NOT form a part of Bylaw 7637-2020.~~

~~(5) —~~

I do solemnly affirm that:

I am qualified to hold the office of [Mayor/Councillor] for the City of Maple Ridge to which I have been elected;

I have not, by myself or any other person, knowingly contravened the *Local Government Act* respecting vote buying or intimidation in relation to my election to the office;

I will faithfully perform the duties of my office and will not allow any private interest to influence my conduct in public matters;

As required by the *Community Charter*, I will disclose any direct or indirect pecuniary interest I have in a matter and will not participate in the discussion of the matter and will not vote in respect of the matter.

Appendix A – Oath
of Office Bylaw

Appendix B – Informal Complaint Process

- a) Any **Member** who has identified or witnessed conduct by another **Member** that they believe to be noncompliant with this Bylaw may take the following steps:
 - i) Advise the **Member** of the alleged noncompliance and follow up on the facts.
 - ii) If the noncompliance occurred, encourage the **Member** to come into compliance with this Bylaw; or
 - iii) Request the Mayor to speak to the **Member** to follow up on the facts and if the noncompliance occurred, encourage the Member to come into compliance with this Bylaw.
 - iv) If the **Subject** of the complaint is the Mayor, the complaining **Member** may request that the Acting Mayor follow up on the facts and if the noncompliance occurred, encourage the Member to come into compliance.
- b) **Members** are encouraged to use this **Informal Complaint Process** as a first step in resolving a complaint.
- c) A **Member** who is unsatisfied with the outcome of the **Informal Complaint Process** may escalate the complaint to the **Formal Complaint Process**.
- d) Despite paragraph b), a **Member** may refer a complaint directly to the **Formal Complaint Process** without undertaking the **Informal Complaint Process**.

For interpretation, bolded words in this appendix use definitions equivalent to those defined in Council Conduct Bylaw No. 7637-2020.



mapleridge.ca

City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: **Albion Community Centre Project & Grant Funding Update**

MEETING DATE: April 21, 2020
FILE NO: 01-0640-30-2020
MEETING: CoW

EXECUTIVE SUMMARY:

In June 2019, Council awarded the contract for the Albion Community Centre (ACC) Phase One construction for major site development and earth works. Over the past ten months this work has advanced and completion is anticipated in June.

Over this same timeframe, the City has received award confirmation of two \$1 million grants, the first through the 'Enabling Accessibility Fund' and the second through the 'Community Childcare Space Creation Program'. In early April 2020, the City received confirmation that the ACC project was not successful in its bid for \$5 million in grant funding under the 'Investing in Canada Infrastructure Program'. The ACC funding plan in place anticipated \$4-5 million in grant funding. To overcome the anticipated \$2-3 million funding shortfall of the estimated construction costs for this facility, it is recommended that an increased reliance on Community Amenity Contributions and gas tax funds be utilized.

To enable the project to move forward in a timely manner, the next step includes obtaining pricing for the Phase Two construction work, through our construction manager at risk, which will be a stipulated sum price for the completion of this project. This pricing is anticipated to be brought back for Council's consideration in July.

RECOMMENDATION:

That detailed pricing for the Construction of Phase Two of the Albion Community Centre be obtained and brought back to Council for consideration.

DISCUSSION:

a) Background Context:

In December 2018, Council directed staff to submit an application for a significant grant opportunity to support Community, Culture and Recreation Infrastructure through the Investing in Canada Infrastructure Program (ICIP). At that time, Council also authorized the project be split into two work phases, the first phase to include major site and earthworks, and the second phase for building construction, to ensure grant eligibility for Phase Two of the project. A grant application was submitted for \$5 million towards the construction of the ACC.

In June 2019, Council approved the ACC Phase One site development so that earth works, retaining walls, concrete forming, under slab utilities and building foundations could proceed

and work requiring heavy equipment could be completed prior to the opening of the adjacent c'esquenele Elementary School to minimize disruption.

The City has received confirmation of grant funding of \$1 million through the Federal 'Enabling Accessibility Fund, to increase accessibility for people with disabilities in communities as well a \$1 million grant through the Community Childcare Space Creation Program to create new licensed daycare spaces within local government facilities.

The ICIP grant announcements, originally anticipated for the fall of 2019, were delayed into the first quarter of 2020 with the City receiving recent notification that the ACC project was not selected for this funding due to the program being considerably oversubscribed. The correspondence from the Ministry of Municipal Affairs and Housing is attached.

b) Desired Outcome:

The desired outcome is to move forward with the Phase Two development for this recreation infrastructure project to meet the demands of our rapidly growing community and provide enhanced opportunities for citizens to engage in activities that promote active, healthy lifestyles and community wellbeing.

c) Citizen/Customer Implications

The delivery of the ACC will provide Albion residents with a sport, recreation and culture venue that enables citizens to connect with their neighbours and other groups with common interests and to benefit from enhanced opportunities for active, healthy lifestyles. This project is a great example of partnerships and co-location of facilities to provide much needed community infrastructure.

d) Strategic Alignment:

This project aligns with many existing plans including Council's Strategic Plan (inter-government relations, growth, community pride and spirit and the environment), School District No. 42's 2015 Strategic Facilities Plan, the 2010 Parks, Recreation & Culture Master Plan, and lastly the Master Agreement between the School District No. 42 and the City for the joint use of public facilities and coordination of services.

e) Business Plan/Financial Implications:

The Class "A" estimate identified a cost of \$15.4 million to construct the ACC along with \$750,000 in off site servicing with an additional \$800,000 to build to LEED Silver standard and a construction escalation cost of \$600,000 to support the City's eligibility for a recreation infrastructure grant. The funding plan in place to accommodate the estimated \$17 - 18 Million in costs includes:

- \$8.5 million debt and \$1.5 million Amenity Contributions;
- \$0.75 million for Albion Community Centre land servicing/development fees;
- \$2.25 million from Parks & Recreation Projects Construction Contingency; and
- \$4 - 5 million in grants

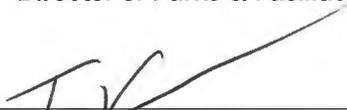
Over \$2 million in grants for green building design, accessibility enhancements and childcare spaces have been awarded for the ACC, however the \$5 million ICIP grant application was not successful. The funding plan will likely need to be adjusted to overcome the anticipated \$2-3 million funding shortfall in the estimated construction costs and an increased reliance on Community Amenity Contributions (CAC's) and gas tax funding is recommended to be utilized in place of grant funding.

CONCLUSION:

The Albion Community Centre project is an important part of Council's vision for enhanced services in the Albion neighbourhood that includes an elementary school, community centre, sports field, playground, natural areas and trails. To support this project moving forward in a timely manner, it is recommended that Double V Construction Ltd. be directed to proceed with pricing Phase Two of the construction work.



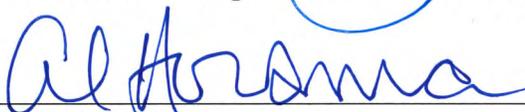
Prepared by: **Valoree Richmond, MBCSLA**
Director of Parks & Facilities



Reviewed by: **Trevor Thompson, BBA, CPA, CGA**
Chief Financial Officer



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



Concurrence: **Al Horsman**
Chief Administrative Officer

Attachment: ICIP Grant Correspondence dated March 18, 2020



March 18, 2020

Ref: 252252

Don Cramb
Senior Recreation Manager
City of Maple Ridge
11995 Haney Place
Maple Ridge BC V2X 6A9

Dear Don Cramb:

Re: Investing in Canada Infrastructure Program (ICIP) – Community, Culture and Recreation Project # IC0143 - Albion Community Centre

Thank you for your application for funding under the ICIP – Community, Culture and Recreation Program.

We would like to advise that, after careful consideration, the above-noted project was not selected for funding under the ICIP – Community, Culture and Recreation Program.

The program received significantly more applications than could be funded. This decision does not reflect on the importance of this project for your community, but rather the degree by which the program has been oversubscribed. All applications were equitably reviewed and given consideration for funding. If you have any questions, please contact Laird McLachlin, Community, Culture and Recreation Program Lead, by email at: Laird.McLachlin@gov.bc.ca.

Additional program information can be found at the Investing in Canada Infrastructure Program website: www.gov.bc.ca/Investing-in-Canada-Infrastructure-Program. Should future funding become available, staff are pleased to provide advice on preparing an application.

.../2

Don Cramb

Page 2

Thank you for your interest in the ICIP-Community, Culture and Recreation Program. We wish you every success with your community project.

Best regards,



Liam Edwards, Executive Director
Local Government Infrastructure and Finance
Ministry of Municipal Affairs and Housing

pc: Brian Bedford, Director
Local Government Infrastructure & Engineering
Ministry of Municipal Affairs and Housing

Kelly Swift, Acting Chief Administrative Officer
City of Maple Ridge



TO: His Worship Mayor Michael Morden and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Thomas Haney Secondary School Tennis Courts Renovation – Construction Agreement

MEETING DATE: April 21, 2020
FILE NO: 01-0640-30-2020
MEETING: CoW

EXECUTIVE SUMMARY:

The Thomas Haney Secondary School (THSS) tennis courts are well-used by the community and sports clubs for informal and organized tennis play, however, the court surface has developed significant cracks which have become a safety hazard. In addition, the court surfacing has reached the end of its useful life and requires replacement for the 2020 tennis season. School District No. 42 (SD42) and the City of Maple Ridge jointly own the land that the Thomas Haney Tennis courts were developed on and a construction agreement is needed for the work to proceed.

Staff is seeking Council approval in principle of the draft Construction agreement, as attached, while we wait for concurrence from SD42.

RECOMMENDATION:

That the draft Construction Agreement for Thomas Haney Secondary School Tennis Courts be approved in principle; and,

That the Corporate Officer be authorized to execute the finalized agreement.

DISCUSSION:

a) Background Context:

This is the City’s main tennis court facility located at Thomas Haney Secondary School which provides 5 regulation size tennis courts for community and school use. These courts are used primarily by the Maple Ridge Tennis Club and Maple Ridge Senior Tennis Club, with annually allocated time at the facility for league play, tournaments and programs.

The Thomas Haney tennis courts are located on the Thomas Haney Secondary School site with an existing Maintenance Agreement with School District No. 42. A Construction Agreement is required for this significant renovation to proceed.

b) **Desired Outcome:**

The desired outcome is for Council to approve in principle the attached Construction Agreement to enable the renovation project to proceed.

c) **Strategic Alignment:**

The 2010 Parks, Recreation and Culture Master Plan contains the strategic objective to meet the athletic and safety needs of sports user groups in our community and the construction agreement for the Thomas Haney Tennis Courts will achieve these goals at this facility.

d) **Citizen/Customer Implications:**

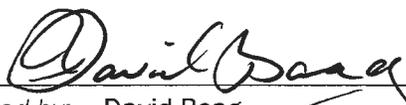
The renovated courts will provide for improved safety for the tennis club participants and the community. Both the Maple Ridge Tennis Club and the Maple Ridge Senior Tennis Club will be able to utilize the tennis courts in 2020 if they are re-surfaced in time for this year's tennis season.

CONCLUSION:

The Thomas Haney Secondary School tennis courts occupy land jointly owned by both School District No. 42 and the City, therefore a Construction Agreement is needed prior to commencement of this work. Staff recommends that the agreement be approved as it has not yet received final approval from SD42.


Prepared by: Chad Neufeld, MBCSLA
Acting Manager of Parks Planning & Development


Reviewed by: Valoree Richmond, MBCSLA
Acting Director of Parks & Facilities


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


Concurrence: Al Horsman
Chief Administrative Officer

Attachment A: Thomas Haney Secondary School Tennis Courts Construction Agreement

**THOMAS HANEY SECONDARY SCHOOL TENNIS COURTS
CONSTRUCTION AGREEMENT**

(this "**Agreement**") dated for reference _____, 2020 (the "**Reference Date**") is

BETWEEN:

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE – PITT MEADOWS), a school board incorporated under the British Columbia *School Act* [R.S.B.C. 1996] c. 412 and having its office at 22255 Brown Avenue, Maple Ridge, B.C., V2X 8N6

(the "**School District**")

AND:

CITY OF MAPLE RIDGE, a municipality under the *Community Charter*, [SBC 2003] c. 26 and having its office at 11995 Haney Place, Maple Ridge, B.C., V2X 6A9

(the "**City**")

WHEREAS:

- A. The City and the School District (collectively, the "**Parties**" and individually, a "**Party**") entered into the Master Agreement on Cooperation for the Joint Use of Facilities and Coordination of Services on January 11, 2017 (the "**Master Agreement**");
- B. The School District owns lands on which it operates the Thomas Haney Secondary School at 23000 Avenue, Maple Ridge, B.C., V2X 0T8, legally described as:

Parcel Identifier: 016-920-961
LOT 1, PLAN NWP87466, DISTRICT LOT 402, GROUP 1, NEW WESTMINSTER LAND DISTRICT, & DL 403

(the "**SD42 Lands**");
- C. The City at its soles expense proposes to re-pave and re-surface the tennis courts shown in Schedule A attached hereto within the boundaries of the dark lines marked "limit of work" (the "**Work Area**"), and having the specifications listed in Schedule B attached hereto, as may be amended by agreement between the Parties (collectively the "**Tennis Court Restoration**");
- D. Pursuant to the Master Agreement, the School District has agreed to grant the City a license to construct the Tennis Court Restoration as provided herein, subject to the terms and conditions of this Agreement; and
- E. The Parties have entered into or intend to enter into a Maintenance Agreement dated for reference as February 12, 2004 (the "**Maintenance Agreement**") to govern the Parties' use of the Tennis Court Restoration after construction in accordance with the terms of this Agreement and the Master Agreement.

NOW THEREFORE in consideration of the premises herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by each of the Parties, the Parties hereby agree as follows:

1. **License to Construct** – The School District hereby grants the City a license (the “**License**”) and permission to enter and occupy the portion of the SD42 Lands within the Work Area to construct the Tennis Court Restoration in accordance with the Specifications, subject to the terms and conditions of this Agreement.
2. **Site Preparation and Utility Connections** - The City shall be responsible at its own risk and expense for all the site preparation and utility connections required for the Tennis Court Restoration and, except as expressly provided in this Agreement or the Maintenance Agreement, the City will be responsible for all other design, supply and construction costs associated with the Tennis Court Restoration.
3. **Construction of the Tennis Court Restoration** - The City covenants and agrees to fund and engage a qualified contractor (the “**Contractor**”) to supply, deliver, install and complete the Tennis Court Restoration as described in this Agreement, entirely at the risk and expense of the City.
4. **Materials** - All products and materials provided in respect of the Tennis Court Restoration shall be new and in accordance with the Specifications. Any products that are not specified shall be of a quality well suited to the purpose required, and shall match school colours when installed.
5. **Standard of Work** - The City shall ensure that all work performed on the Tennis Court Restoration is performed in a good and workmanlike manner, in accordance with the Specifications and all applicable laws, regulations and directions of authorities having jurisdiction, and will make any changes or corrections to the work necessary to meet those Specifications at the City’s sole expense. The City shall purchase, deliver and install all the materials and equipment that comprise the Tennis Court Restoration, and the City shall be responsible for obtaining or issuing the required permits for this project in accordance with the lawful requirements of all governmental authorities having jurisdiction with respect to the construction of the Tennis Court Restoration.
6. **Changes to Specifications** - The City shall not make any material change to the Tennis Court Restoration or the Specifications without the prior written approval of the School District. If the modification substantially meets the requirements of the Specifications, this Agreement and the Operating Agreement, then the School District shall not unreasonably withhold its approval.
7. **Warranty** – The City shall obtain warranties for the Tennis Court Restoration from the supplier as described in the Specifications, or if no warranties are specified then as would be reasonably expected for similar facilities in British Columbia.
8. **Inspection by School District** - The School District may inspect the Tennis Court Restoration at any stage of construction and require the City to make changes or corrections necessary to meet the Specifications.

9. **Term** - The City shall make all reasonable efforts to ensure that the Tennis Court Restoration are completed for use no later than one year after the Reference Date, but in no event do the Parties intend for this Agreement to extend past the day that is three years from the date this Agreement is signed.
10. **Construction Period** - The Parties anticipate that construction of the Tennis Court Restoration will not take more than six (6) months in total. To the extent reasonably possible, the City shall ensure that construction activities do not disrupt or interfere with the normal activities and operation of Thomas Haney Secondary School.
11. **Costs** - Except as the School District may in its discretion expressly agree otherwise, the City covenants and agrees to pay all actual costs associated with the procurement, delivery and installation of the Tennis Court Restoration, the replacement of the Tennis Court Restoration upon expiry of its useful life, and the removal of the Tennis Court Restoration and restoration of the SD42 Lands on termination or expiry of the Maintenance Agreement including, without limitation all products, services, labour, materials, tools, equipment, plant, machinery, water, heat, light, power, transportation, permits, application, inspection and license fees, development cost charges, community amenity contributions, any required site and offsite improvements, and all other required facilities, things and services.
12. **Payment Schedule** – The City shall promptly pay when due all accounts and invoices for anything supplied in respect of the Tennis Court Restoration. Without limiting the foregoing, the City shall make progress payments to the Contractor within thirty days after completion of each stage or part of the work, in the amounts certified by the City staff member who is managing the construction.
13. **Default** - If the City is in material default in the performance of its obligations under this Agreement in respect of the construction and funding of the Tennis Court Restoration, and does not remedy any such default within 30 days of being notified in writing to do so, the School District may terminate this Agreement and require the City to remove any improvements, including without limitation the Tennis Court Restoration and associated equipment, tools and materials that have been placed on the SD42 Lands, and restore the SD42 Lands as near as reasonably possible to its prior condition, at the City's expense.
14. **Force Majeure** – The obligations of the City and the School District under this Agreement shall be suspended during any period when a Party is prevented from fulfilling its obligations for reasons beyond its reasonable control, including, without limitation, strikes, lockouts, riots or other civil disorders, fires, floods, and other natural disasters or acts of God.
15. **Corporate Proceedings** – Each Party warrants that it has taken all corporate proceedings required to enter into and perform its obligations pursuant to this Agreement.
16. **No Interest in Land** – The rights of the City pursuant to this Agreement are contractual only and this Agreement does not grant the City any interest in land.
17. **Fixtures** – The Parties acknowledge and agree that the Tennis Court Restoration will be fixtures, which will form part of the SD42 Lands as they are constructed, and will be legally owned by the School District, notwithstanding any other provision of this Agreement and notwithstanding any payment of costs by the City.

18. **Succession** – This Agreement and the License it contains are personal to the City and may not be assigned by the City, including by succession or by operation of law, except with the prior written consent of the School District, which may be reasonably withheld. The City may sublicense its rights pursuant to the License only for the purposes identified in this Agreement or for such other use or uses authorized in writing by the School District, provided that the School District is notified, the sublicensee agrees in writing to comply with the terms of the License, any sublicense shall not relieve the City of any of its obligations hereunder, and any acts and omissions of a sublicensee shall be considered the acts and omissions of the City. For certainty, the School District hereby authorizes the City to engage contractors and subcontractors for the purposes of constructing the Tennis Court Restoration and for those purposes those contractors and subcontractors are deemed to be approved sublicensees. This Agreement shall enure to the benefit of and be binding upon the School District and its successors and assigns, notwithstanding any rule of law or equity to the contrary.

Notice and other General Provisions

19. Except in the case of an emergency, when notice may be given by telephone with later confirmation in writing, any notice which to be given under this Agreement shall be in writing and either delivered by hand or sent by facsimile transmission, addressed as follows:

To the City:

Attention: Director, Parks and Facilities
11995 Haney Place
Maple Ridge, B.C.,
V2X 6A9

Fax: (604) 467-7329

To the School District:

Attention: Secretary Treasurer
22225 Brown Ave.
Maple Ridge, B. C.
V2X 8N6

Fax: (604) 463-4181

or to such other address or facsimile number of which notice has been given as provided in this section. Any notice which is delivered by hand is to be considered to have been given on the day it is delivered. Any notice which is sent by fax is to be considered to have been given on the first business day after it has been sent and an electronic confirmation of delivery has been received. If a Party changes its address or fax number, or both, it shall promptly give notice of its new address or fax number, or both, to the other Party as provided in this section.

20. An alleged waiver of any breach of this Agreement is effective only if it is an express waiver in writing of that breach. A waiver of a breach of this Agreement does not operate as a waiver of any other breach of this Agreement.

21. If any provision of this Agreement is held to be unenforceable by a court, that provision is to be severed from this Agreement and the rest of this Agreement remains in force unaffected by the severance of that provision.
22. This Agreement and the Maintenance Agreement constitute the entire agreement between the Parties regarding the subject-matter of this Agreement and supersede all other negotiations and communications between the Parties regarding the construction of the Tennis Court Restoration.
23. This Agreement may not be modified except by an agreement in writing signed by both Parties.
24. The duties and obligations imposed by this Agreement and the rights and remedies available under this Agreement shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law and remedies may be exercised in any order or concurrently.
25. Each Party acknowledges that the other Party is a public body subject to the *Freedom of Information and Protection of Privacy Act* and as such, may be required to disclose documents exchanged between the Parties and documents created in this Agreement.
26. The Parties agree to do everything reasonably necessary to give effect to the intent of this Agreement, including execution of further instruments.
27. Time is of the essence of this Agreement.
28. No partnership nor joint venture nor trust nor any agency is created by or under this Agreement and the City does not have the authority to commit the School District to the payment of any money.
29. Nothing contained or implied herein shall prejudice or affect the City's rights and powers in the exercise of its functions pursuant to the *Community Charter* [SBC 2003] c. 26, the *Local Government Act* [RSBC 2015] c. 1, or its rights and powers under all of its public and private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised in relation to the Lands as if this Agreement had not been executed and delivered by the School District.

In witness whereof, the Parties have caused this Agreement to be executed and delivered by their authorized signatories as of the dates set out below:

DATED the ____ day of _____, 2020

The Corporate Seal of)
THE BOARD OF EDUCATION OF)
SCHOOL DISTRICT NO. 42)
(MAPLE RIDGE – PITT MEADOWS))
was hereunto affixed in the presence of:)

_____)
Secretary Treasurer: Flavia Coughlan)

C/S

DATED the ____ day of _____, 2020

The Corporate Seal of)
CITY OF MAPLE RIDGE)
was hereunto affixed in the presence of:)

_____)
Stephanie Nichols, Corporate Officer)

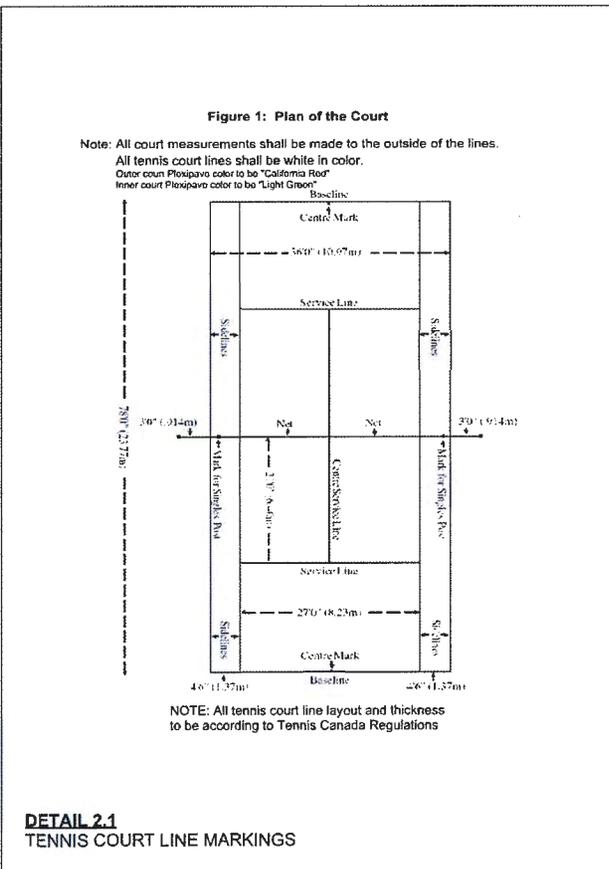
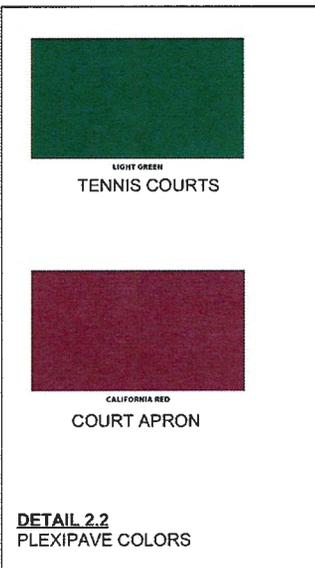
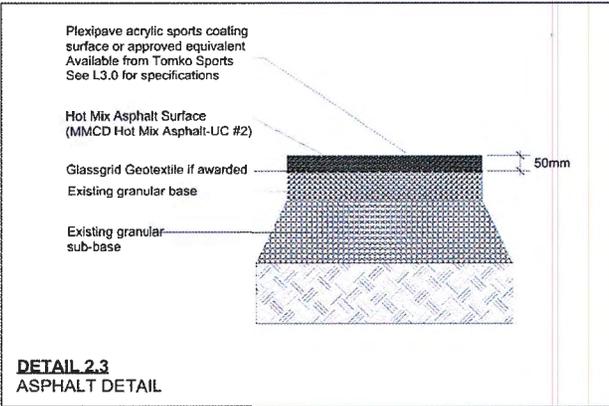
C/S

SCHEDULE A

THOMAS HANEY SECONDARY SCHOOL TENNIS COURT RESOTRATION
SITE PLAN and LIMIT OF WORK



**SCHEDULE B
THOMAS HANEY SECONDARY SCHOOL TENNIS COURT RESOTRATION
SPECIFICATIONS**





CITY OF MAPLE RIDGE

TO: His Worship Mayor Michael Morden **MEETING DATE:** April 21, 2020
and Members of Council **FILE NO:** 01-0640-30-2020

FROM: Chief Administrative Officer **MEETING:** COW

SUBJECT: Thomas Haney Tennis Court Restoration - Award of Contract

EXECUTIVE SUMMARY:

The Thomas Haney Secondary School (THSS) tennis courts are well-used by the community and sports clubs for informal and organized play. However, the playing surface has developed significant cracks over time as a result of settlement which have become a safety hazard. In addition, the sport court surfacing has reached its end of its useful life and requires immediate replacement. The Maple Ridge tennis club and the Senior's tennis club that use this facility have approached the City to request that the courts be fully resurfaced for the 2020 tennis season to provide a safe playing surface.

Staff recommend that a contract be awarded for the tennis court resurfacing work to the lowest compliant bid received from Action Holdings T/A Custom Blacktop Co. This work is anticipated to be completed before the summer 2020.

RECOMMENDATION:

That Contract ITT-PL20-12: Tennis Courts Restoration at Thomas Haney Secondary School be awarded to Action Holdings T/A Custom Blacktop Co. for a total contract amount of \$169,875.00 excluding taxes, plus a contingency of \$17,000 be authorized; and,

That the Corporate Officer be authorized to execute the contract.

DISCUSSION:

a) **Background Context:**

This is the City's main tennis court facility located at Thomas Haney Secondary School which provides 5 regulation size tennis courts for community and school use. The Maple Ridge Tennis Club and Maple Ridge Seniors Tennis Club are both allocated time at the facility for league play, tournaments and programs.

Asphalt crack repair work and partial court repainting was undertaken in 2014, and again, in 2017. The crack filling repair are a temporary solution that only lasts one or two years, depending on weather conditions. In 2018, the City hired a geotechnical consultant to provide solutions for a longer term repair to address recurring surface cracking and recommended play surface replacement.

Tender Evaluation

The Invitation to Tender (ITT-PL20-12) for tennis court restoration works was issued through BC Bid on February 21, 2020 and closed on March 31, 2020. Five (5) bids were received with base bid prices ranging from \$135,775.00 to \$200,655.50.

Action Holdings T/A Custom Blacktop Co.'s total base price in the amount of \$135,775.00, plus optional work of installing a geotextile grid for longevity of the asphalt surface, for a total bid price of \$169,875.00 is the lowest compliant bid submitted. Action Holdings T/A Custom Blacktop Co. is experienced in court paving projects with recent projects throughout the lower mainland.

b) Desired Outcome:

The desired outcome is to restore the existing sport court surfacing to provide a safe and playable sports surface for tennis court users at this facility.

c) Strategic Alignment:

The 2010 Parks, Recreation and Culture Master Plan contains a strategic objective to meet the athletic and safety needs of sports user groups in our community therefore the tennis court renovation will achieve this goal.

d) Citizen/Customer Implications:

Community tennis players will benefit by having the City's main tennis facility resurfaced to address the safety issues. The tennis courts are temporarily closed due to the COVID-19 outbreak which provides an opportunity for the work to be completed during this time.

e) Business Plan/Financial Implications:

The Thomas Haney Tennis courts land is jointly owned by SD42 and the City of Maple Ridge which previously had a Maintenance Agreement in place that outlines major repair and lifecycle replacement costs are to be shared equally. In the past, SD42 has cost shared on similar projects, however, SD42 has indicated that as this facility has now reached the end of its useful life and it is not used by the school, they do not wish to enter a new maintenance/lifecycle agreement for a newly renovated facility, however, they have no objection for the facility to remain on jointly owned land.

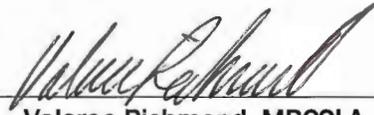
The Parks and Facilities Infrastructure Replacement Budget has the capacity available in 2020 to accommodate the \$169,875.00 required for the surface replacement, along with a contingency of \$17,000.00, that would only be used should there be unforeseen site conditions.

CONCLUSION:

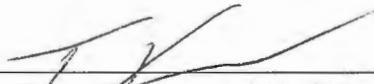
The tennis courts at THSS are in need of a full surface renovation and structural stabilization to ensure a safe playing surface for the 2020 tennis season. Staff are recommending to proceed with a tennis court restoration project to provide a safe playing tennis surface.



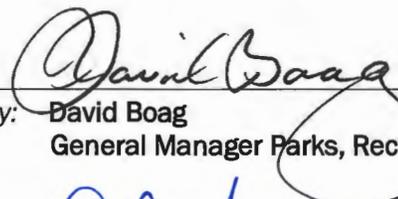
Prepared by: **Chad Neufeld, MBCSLA**
Acting Manager of Parks Planning & Development



Reviewed by: **Valoree Richmond, MBCSLA**
Acting Director of Parks & Facilities



Reviewed by: **Trevor Thompson, BBA, CPA, CGA**
Chief Financial Officer



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



Concurrence: **Al Horsman**
Chief Administrative Officer



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CITY OF MAPLE RIDGE

TO:	His Worship Mayor Michael Morden and Members of Council!	MEETING DATE:	April 21, 2020
FROM:	Chief Administrative Officer	FILE NO:	01-0640-30-2020
SUBJECT:	Southwest Haney Park: Neighbourhood Park Construction – Award of Contract		

EXECUTIVE SUMMARY:

An update on the park planning process and site remediation was provided to Council on October 22, 2019. At that time, information was shared on the required site remediation to ensure a safe and clean park for the neighbourhood. The detailed design was completed, based on feedback from the neighbourhood residents, and the remaining remediation and park construction work was bundled to obtain the best pricing. Once constructed, the park will provide for a variety of outdoor recreation opportunities including a paved pathway around the park that features a delineated inner scooter track, a dog off-leash area, a playground including a boulder play feature, an open grassed area and a half basketball and hockey sport court.

RECOMMENDATION:

That Contract ITT-PL20-09: SW Haney Park: Neighbourhood Park Construction be awarded to Cedar Crest Lands (BC) Ltd. for a total contract amount of \$397,000.00 excluding taxes, and a contingency of \$20,000 be authorized; and,

That the next Financial Plan be amended to include \$130,000.00 from Accumulated Surplus for the remaining site remediation costs; and further,

That the Corporate Officer be authorized to execute the contract.

DISCUSSION:

a) **Background Context:**

Site remediation to date has included the removal of the top layer of soil and existing trees, decommissioning the sanitary vaults and further soil testing. To satisfy the site remediation requirements, a capping layer of imported clean soil will be provided in the park to return the site to its original elevation.

A park concept plan (Attachment A) was developed based on the initial comments on park amenities from the first open house. The public was invited to provide input on the park concept at a second neighbourhood open house, held on November 14, 2019. The park concept information and comment form was also posted on the park development webpage and over fifty email/online form responses were received. Adjustments to the park concept

plan based on this input were made which included the addition of a paved pathway around the park that features a delineated inner scooter track, increased hard surfaces, a perimeter fence, a modest sized dog off-leash area and a boulder play feature in the playground.

Tender Evaluation

The Invitation to Tender (ITT-PL20-09) for neighbourhood park construction works was issued through BC Bid on January 31, 2020 and closed on April 2, 2020. Nine (9) bids were received with a total tendered price ranging from \$368,075.00 to \$615,097.00 with three (3) bids deemed non-compliant and were excluded from review.

Cedar Crest Lands (BC) Ltd.'s total tendered price, which included base works and optional works is the lowest compliant bid submitted. Staff recommends that Council approve the award for base works including selected optional works for a total of \$397,000.00. The scope of the park construction contract includes approximately \$120,000 and an associated contingency of \$10,000 for site remediation works that should be included in the encampment costs discussion with the Province.

A breakdown of costs is as follows:

Estimated Site Remediation Costs	\$232,500 (Estimate from Workshop Oct 22, 2019)
Park Development Costs	\$366,000

b) Desired Outcome:

The desired outcome is to provide a neighbourhood park for the Port Haney neighbourhood that includes the amenities desired by local residents.

c) Strategic Alignment:

Providing a neighbourhood park in the Port Haney neighbourhood is consistent with the 2010 Parks, Recreation and Culture Master Plan objective to ensure that all residents have access to a neighbourhood park within a five minute walk.

d) Citizen/Customer Implications:

Citizens in the Port Haney neighbourhood will have access to a safe, clean and inviting park with amenities preferred by the neighbourhood residents within a short walking distance.

e) Interdepartmental Implications:

The Engineering Department and the Environmental section were consulted during the detailed design process to ensure site servicing is to City standards. Erosion and sediment control concerns are addressed. The 223 Street road frontage improvements including a sidewalk, curb and gutter, street trees, and on-street parking will also be completed.

f) Business Plan/Financial Implications:

Development of this park is a 2020 Parks & Facilities Business Plan deliverable. Funding in the amount of \$366,000 for park development is contained within the 2020 Adopted Financial Plan and consists of \$326,000 from Development Cost Charges and \$40,000 from Reserves. The park development costs are contained within the project budget.

Staff suggests that the remediation work in the amount of \$130,000 including a contingency could be funded from Accumulated Surplus in the interim while discussions with the Province continue regarding cost recovery for the camp.

g) Alternatives:

The park could be redesigned to reduce amenities and overall construction cost to enable the remaining remediation cost to fit within the overall park development funding. However, this is not recommended as the cost of the site remediation is a significant portion of the overall park development budget and the desired amenities would need to be considerably reduced or eliminated, and the construction scheduling would be delayed to accommodate the redesign and re-tendering process.

CONCLUSION:

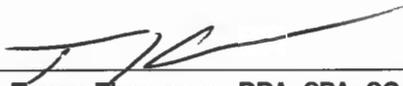
The construction of this neighbourhood park will provide area residents with a long awaited outdoor recreation and social opportunities within an easy walking distance. Through the neighbourhood consultation process, residents identified their desired park amenities and supported the concept design created from this input.



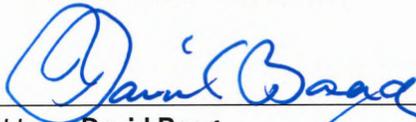
Prepared by: **Chad Neufeld, MBCSLA**
Acting Manager of Parks Planning & Development



Reviewed by: **Valoree Richmond, MBCSLA**
Director of Parks & Facilities



Reviewed by: **Trevor Thompson, BBA, CPA, CGA**
Chief Financial Officer



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



Concurrence: **Al Horeman**
Chief Administrative Officer

(A) Attachment: Park Concept Plan



1200 *Staff Reports*



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CITY OF MAPLE RIDGE

TO: His Worship Mayor Michael Morden **MEETING DATE:** April 28, 2020
and Members of Council **FILE NO:** 01-0640-30-2020

FROM: Chief Administrative Officer **MEETING:** Council

SUBJECT: Golden Ears Curling Facility Chiller Replacement - Award of Contract

EXECUTIVE SUMMARY:

The Planet Ice complex, located on Jim Robson Way, consists of the Planet Ice facility, operated by RG Properties Ltd. (RG), and the Golden Ears Winter Club, operated by Golden Ears Winter Club Society. This joint facility's ice plant equipment is at the end of its useful life and requires replacement to continue to provide a safe, high quality ice surface for the community. RG and the City both have capital and lifecycle replacement responsibilities for their own chiller replacements plus proportions of the shared Ice Plant equipment. RG conducted a tender process for the Planet Ice's equipment replacement and the shared components, along with the option of replacing the Winter Club's equipment. The Winter Club chiller replacement would be at the City's full cost.

The Invitation to Tender was issued on March 4, 2020 by Bradley Refrigeration Consultants Limited and closed on March 27, 2020. Three bids were received and reviewed. Staff recommends that the contract for the Golden Ears Winter Club chiller replacement be awarded to the lowest compliant bid, received from Fraser Valley Refrigeration.

RECOMMENDATION:

That the Contract for the Golden Ears Curling facility chiller replacement be awarded to Fraser Valley Refrigeration in the amount of \$222,162.00 plus taxes; and

That a contingency of \$45,000.00 be established for this project; and further

That the Corporate Officer be authorized to execute the contract.

DISCUSSION:

a) Background Context:

The Planet Ice complex, located on Jim Robson Way, consists of the Planet Ice facility, operated by RG Properties Ltd. and the Golden Ears Winter Club, operated by Golden Ears Winter Club Society. The capital and lifecycle replacement for the Planet Ice facility is the responsibility of RG and the City of Maple Ridge is responsible for the Golden Ears Winter Club facility capital and lifecycle replacement. Under the existing agreement, RG is responsible for undertaking the replacement of the shared components, with a portion of the costs to be provided by the

c) **Strategic Alignment:**

This project aligns with the City's Corporate Strategic Plan objective to manage existing municipal infrastructure through the preparation of appropriate plans to ensure development, maintenance and renewal of community assets, which includes the Golden Ears Winter Club.

d) **Citizen/Customer Implications:**

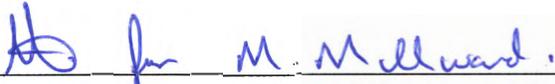
Community sports participants users will be provided with a quality of ice that continues to support their use, and a comfortable and enjoyable experience for spectators, competitions, training and recreation activities.

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

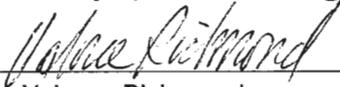
The Lifecycle Reserve, which funds the replacement of parks and facilities infrastructure, has the capacity available to accommodate the \$222,162.00 required to award the contract along with a contingency of \$45,000.00.

CONCLUSION:

The Planet Ice complexes' aging refrigeration plant and associated ice plant components are in need of replacement. Completing all three sheet's equipment replacement together will minimize the impacts to ice users while realizing cost savings and efficiencies.



Prepared by: Michael Millward
Facility Operations Manager



Reviewed by: Valoree Richmond
Director of Parks & Facilities



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



Concurrence: Al Horsman
Chief Administrative Officer



City of Maple Ridge

TO: His Worship Mayor Michael Morden and Members of Council
MEETING DATE: April 28, 2020
FILE NO: 05-1825-02

FROM: Chief Administrative Officer
MEETING: Council

SUBJECT: 2020-2024 Financial Plan Amending Bylaw

EXECUTIVE SUMMARY:

Prior to setting the 2020 property tax rates, it is desirable to update the 2020-2024 Financial Plan to reflect information received since the Plan's adoption this past January. The changes to the Plan, as summarized in this report, have been incorporated into the amended Financial Plan Bylaw that is attached.

Updates to the Financial Plan include organizational realignment to support the delivery of Council's Strategic Plan and amendments to the incremental changes itemized during 2020-2024 Business Planning presentations. In addition, the 2021 proposed property tax increase has been reduced from 3.85% to 3.60%.

The five year financial plan is revised every year. The 2021-2025 Business Planning cycle will begin shortly and financial assumptions and business planning guidelines will be discussed with Council in the coming months.

Due to the COVID-19 pandemic, Council will be considering delaying the property tax penalty date for all property tax classes. The province recently announced relief for business and commercial properties and delayed when municipalities will remit property taxes collected for the province. The additional time for property tax collections will impact the City's cash flows and potential interest earnings, however, is recommended to provide some relief for those that require it.

RECOMMENDATION:

That Maple Ridge 2020-2024 Financial Plan Amending Bylaw No. 7639-2020 be given first, second and third readings.

DISCUSSION:

a) Background Context

Prior to setting the property tax rates, it is desirable to update the Financial Plan to reflect information received since the Plan's adoption this past January. The changes, as summarized in this report, have been incorporated into the amended Financial Plan Bylaw that is attached.

The following changes have been incorporated into this financial plan amendment:

1. Capital and Operating Projects that were approved in prior years and are still underway along with the associated funding sources.
2. Growth in property tax revenues has been reduced to reflect the closure of the cedar mill in Hammond.
3. The 2020 inflation contingency and divisional growth costs were removed.
4. Incremental requests included in the previous budget have been realigned to deliver on Council's Strategic Plan.
5. Financial Plan amendments approved through Council resolution.

With the COVID-19 pandemic, it is important that the municipality is positioned not just to provide essential services during but also to help the community to recover as quickly as possible.

The province announced legislation to delay the property tax penalties for commercial and business properties to October 1, 2020 and allow municipalities until the end of the year to submit the property taxes collected on their behalf.

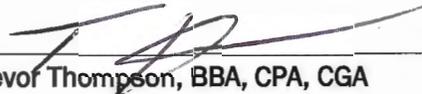
The staff report, "2020 Property Tax Penalty Dates", proposed delays to the penalty dates for outstanding 2020 property taxes to October 1, 2020. This provides three additional months of reprieve for those that need it. This will provide additional time for property owner to manage their finances and receive financial support provided through senior levels of government.

This adjustment in the penalty date will undoubtedly have some costs and cash flow considerations as municipalities need to remit regional and TransLink levies on August 1 as well as regional sewer and drainage charges by August 15. The cash flow adjustments can be managed and the lost interest earnings on investments is a reasonable sacrifice to provide citizens with additional latitude in these uncertain times.

CONCLUSIONS:

The existing budget 2020 parameters will be managed in these uncertain times. In addition, the 2021 property tax increase has been reduced from 3.85% to 3.60%.

The potential grace period provided after property taxes are due and prior to a penalty being applied for all property owners will have an impact on cash flow projections and can be managed. What is important in any emergency is not just how the emergency is managed but also planning for and assisting the community with recovery.



Prepared by: **Trevor Thompson, BBA, CPA, CGA**
Chief Financial Officer



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



Concurrence: **Al Horsman**
Chief Administrative Officer

Attachment:
(1) 2020 - 2024 Financial Plan Amending Bylaw No. 7639-2020

CITY OF MAPLE RIDGE

BYLAW NO. 7639-2020

A bylaw to amend Maple Ridge 2020-2024 Financial Plan Bylaw No7598-2019

WHEREAS, a process of public consultation was undertaken in adopting the previous financial plan;

AND WHEREAS, the public will have the opportunity to provide comments or suggestions with respect to the amendment 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 2020-2024 Financial Plan Amending Bylaw No. 7639-2020”.
2. The Maple Ridge 2020-2024 Financial Plan Bylaw No. 7598-2019 is hereby amended by replacing “Statement 1, Statement 2 and Statement 3” entirely with “Statement 1, Statement 2 and Statement 3” attached to and forming part of this bylaw.

READ a first time the day of .

READ a second time the day of .

READ a third time the day of .

PUBLIC CONSULTATION completed on the day of .

ADOPTED the day of .

PRESIDING MEMBER

CORPORATE OFFICER

Statement 1

Consolidated Financial Plan 2020-2024 (in \$ thousands)

	2020	2021	2022	2023	2024
REVENUES					
Revenues					
Development Fees					
Developer Contributed Assets	20,000	20,000	20,000	20,000	20,000
Developer Cost Charges	39,178	8,675	5,083	1,262	891
Developer Projects & Amenity Contributions	1,112	-	-	-	-
Parkland Acquisition	1,742	200	200	200	200
Contribution from Others	1,775	1,373	1,336	1,343	1,351
Development Fees Total	63,807	30,248	26,619	22,805	22,442
Property Taxes	91,343	96,157	101,185	106,485	112,072
Parcel Charges	3,337	3,442	3,552	3,665	3,782
Fees & Charges	47,143	49,579	52,181	54,995	58,025
Interest	2,413	2,428	2,443	2,458	2,473
Grants	14,469	6,074	6,081	5,331	5,331
Property Sales	-	-	-	-	-
Total Revenues	222,512	187,928	192,061	195,739	204,125
EXPENDITURES					
Operating Expenditures					
Debt & Interest Payments	2,391	2,559	2,447	2,340	3,056
Amortization	22,623	22,623	22,623	22,623	22,623
Other Expenditures	129,692	124,456	130,782	137,521	143,622
Total Expenditures	154,706	149,638	155,852	162,484	169,301
ANNUAL SURPLUS	67,806	38,290	36,209	33,255	34,824
Add Back: Amortization Expense (Surplus)	22,623	22,623	22,623	22,623	22,623
Less: Capital Expenditures	177,634	30,838	23,807	22,775	23,920
Less: Developer Contributed Capital	20,000	20,000	20,000	20,000	20,000
CHANGE IN FINANCIAL POSITION	(107,205)	10,075	15,025	13,103	13,527
OTHER REVENUES					
Add: Borrowing Proceeds	51,494	-	-	-	-
OTHER EXPENDITURES					
Less: Principal Payments on Debt	3,871	3,953	4,644	4,734	5,417
TOTAL REVENUES LESS EXPENSES	(59,582)	6,122	10,381	8,369	8,110
INTERNAL TRANSFERS					
Transfer From Reserve Funds					
Capital Works Reserve	2,995	350	150	150	150
Equipment Replacement Reserve	9,056	2,354	1,872	3,018	2,912
Fire Department Capital Reserve	2,899	136	195	254	313
Sanitary Sewer Reserve	1,245	-	-	-	-
Total Transfer From Reserve Funds	16,478	2,840	2,217	3,422	3,375
Less :Transfer To Reserve Funds					
Capital Works Reserve	2,505	978	2,310	2,004	4,782
Equipment Replacement Reserve	3,230	3,543	3,783	3,964	4,144
Fire Department Capital Reserve	865	1,016	1,163	1,315	1,653
Land Reserve	5	5	5	5	5
Total Transfer To Reserve Funds	6,605	5,542	7,261	7,288	10,584
Transfer From (To) Own Reserves	44,284	(2,015)	(2,036)	(2,203)	(1,601)
Transfer From (To) Surplus	5,425	(1,405)	(3,301)	(2,300)	700
Transfer From (To) Surplus & Own Reserves	49,709	(3,420)	(5,337)	(4,503)	(901)
TOTAL INTERNAL TRANSFERS	59,582	(6,122)	(10,381)	(8,369)	(8,110)
BALANCED BUDGET	-	-	-	-	-

Statement 2

Revenue and Property Tax Policy Disclosure

REVENUE DISCLOSURE

Revenue Proportions	2020		2021		2022		2023		2024	
	\$ ('000s)	%								
Revenues										
Property Taxes	91,343	33.3	96,157	51.2	101,185	52.7	106,485	54.4	112,072	54.9
Parcel Charges	3,337	1.2	3,442	1.8	3,552	1.8	3,665	1.9	3,782	1.9
Fees & Charges	47,143	17.2	49,579	26.4	52,181	27.2	54,995	28.1	58,025	28.4
Borrowing Proceeds	51,494	18.8	-	-	-	-	-	-	-	-
Other Sources	80,689	29.4	38,750	20.6	35,143	18.3	30,594	15.6	30,246	14.8
Total Revenues	274,006	100	187,928	100	192,061	100	195,739	100	204,125	100

Other Sources include:

Development Fees Total	63,807	23.3	30,248	16.1	26,619	13.9	22,805	11.7	22,442	11.0
Interest	2,413	0.9	2,428	1.3	2,443	1.3	2,458	1.3	2,473	1.2
Grants (Other Govts)	14,469	5.3	6,074	3.2	6,081	3.2	5,331	2.7	5,331	2.6
Property Sales	-	-	-	-	-	-	-	-	-	-
	80,689	29.4	38,750	20.6	35,143	18.3	30,594	15.6	30,246	14.8

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:

	2020	2021	2022	2023	2024
General Purpose	2.25%	2.00%	2.00%	2.00%	2.00%
Infrastructure Replacement	0.70%	0.70%	0.90%	0.90%	1.00%
Parks & Recreation	0.60%	0.60%	0.60%	0.60%	0.60%
Drainage	0.30%	0.30%	0.10%	0.10%	0.00%
Total Property Tax Increase	3.85%	3.60%	3.60%	3.60%	3.60%

The 2021 General Purpose tax increase was reduced from 2.25% to 2.00% since the previous financial plan bylaw to achieve a property tax increase of 3.60%. Additional information on the tax increases and the cost drivers can be found in the most recent Financial Plan Overview Report. Specific policies discussing the tax increases are included in the Financial Sustainability Plan and related policies. 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 3

Capital Expenditure Disclosure

Fees & Charges

Fees should be reviewed annually and updated if needed. Past fee amendments include recreation fees, development application fees, business license fees and cemetery fees. A major amendment to the Development Costs Charges (DCC) was approved in 2018. Fees are often 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 and our website for information on the new parks and recreation infrastructure.

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 (^000s)		Tax Rate (\$ per 1000)	Multiple (Rate / Res. Rate)
1 Residential	70,187,615	78.6%	22,437,061	91.0%	3.1282	1.0
2 Utility	790,333	1.0%	19,758	0.1%	40.0000	12.8
4 Major Industry	-	0.0%	-	0.0%	16.4312	5.3
5 Light Industry	4,011,387	4.5%	488,265	2.0%	8.2156	2.6
6 Business, Other	14,076,191	15.8%	1,713,349	6.9%	8.2156	2.6
8 Rec., Non-Profit	54,163	0.1%	5,128	0.0%	10.5614	3.4
9 Farm	121,216	0.1%	4,615	0.0%	26.2647	8.4
Total	89,240,904	100%	24,668,177	100%		

Statement 3

Capital Expenditure 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. 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.

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.

Revitalization Tax Exemptions (no current programs)

In the past, Revitalization Tax Exemptions have been leveraged as a tool to provide incentives for the attainment of strategic goals related to land development and the attraction of high-value jobs. The Town Centre Investment Incentive Program was established to attract private investment in the fulfillment of the Town Centre Area Plan. Similarly, the Employment Land investment Incentive Program was designed to encourage job creation by supporting investment in buildings and infrastructure on identified "employment lands".

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. 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 2039 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 2025 through 2039. Projects in these years may exceed annual funding available.

Capital Works Program for 2025 – 2039

(in \$ thousands)

Capital Works Program	364,443
Source of Funding	
Development Fees	
Development Cost Charges	172,105
Parkland Acquisition Reserve	-
Contribution from Others	1,244
	<hr/>
	173,349
Borrowing Proceeds	-
Grants	39,276
Transfer from Reserve Funds	20,477
Revenue Funds	131,341
	<hr/>
	191,094
	<hr/>
	364,443

TO: His Worship Mayor Michael Morden
and Members of Council
MEETING DATE: April 28, 2020
FILE NO: 05-1825-02
FROM: Chief Administrative Officer
MEETING: Council
SUBJECT: 2020 Property Tax Rates Bylaw

EXECUTIVE SUMMARY:

The Property Tax Rates Bylaw is required to be adopted prior to May 15 of each year. The property tax increases were included in the Financial Plan Bylaw adopted by Council earlier this year.

The updated assessment roll was received from BC Assessment at the beginning of April and the property tax rates can now be set. This bylaw will go to the next two regular Council meetings with anticipated adoption on May 12.

RECOMMENDATION:

That 2020 Property Tax Rates Bylaw No. 7640-2020 be given first, second and third readings.

DISCUSSION:

a) Background Context:

Property tax rates are adjusted for two key factors each year:

1. The average market value change for each property class and
2. The increased revenue requirements, as outlined in the Financial Plan.

The Revised Roll was received at the beginning of April and is what the property tax rates are calculated against. The property tax rates are adjusted to negate the impact of market value changes. Property tax increases are then applied, at the same relative increase to all classes, unless otherwise directed by Council or restricted by legislation, as with Class 2, Utility.

The average market value decrease in 2020 for the Residential Class was about 6%, though there is variation around this average. The actual increase or decrease in property taxes for each property will vary, depending on the relative change in assessed value for that property.

The average market value increase for the Light Industry and Business Classes was about 14%. The tax rate for these classes is reduced to negate this market change.

There are no longer any properties in the Major Industrial Class. However a property tax rate is still included in the unlikely event that a supplementary reclassification occurs.

Council approved the redistribution of \$40,000 of the property taxes from the Farm Class properties in 2020 and 2021. This is reflected in the 2020 rates and results in a decrease of about 25% for Farm Class properties.

The property tax notice that we issue includes levies from others (Provincial Government, BC Assessment, Translink etc.) and we have no control over these levies.

b) Citizen/Customer Implications:

For illustrative purposes, the property tax levies estimated for a home valued at \$699,463 is shown in the attached appendix. This average value is a composite value for single family homes, townhouses and apartments. As noted earlier, the increase experienced by individual properties will vary, depending on the relative change in the assessed value of that property.

CONCLUSION:

This bylaw sets the property tax rates which generates the majority of the City's revenue. A property tax rate bylaw must be adopted each year prior to May 15.



Prepared by: **Trevor Thompson, BBA, CPA, CGA**
Chief Financial Officer



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



Concurrence: **Al Horsman**
Chief Administrative Officer

Attachments:

- (A) Appendix A - Illustrative Residential Property Tax Comparison

Appendix A – Illustrative Residential Property Tax Comparison

Property Taxes on Residence assessed at \$ 699,462

	2019	2020	Increase	
Assessed Value	\$ 743,294	\$ 699,462	(\$ 43,832)	(5.9%)
Municipal Property Taxes:				
General & Infrastructure	\$ 2,028.90	\$ 2,093.70	\$ 64.80	
Drainage Improvement	36.64	42.39	5.75	
Parks & Recreation Improvements	39.91	51.97	12.06	
Subtotal Property Taxes	\$ 2,105.45	\$ 2,188.06	\$ 82.61	3.92%
User Fees:				
Water	\$ 604.20	\$ 631.40	\$ 27.20	4.50%
Sewer	368.85	397.25	28.40	7.70%
Recycling	72.57	74.57	2.00	2.75%
Municipal Subtotal	\$ 3,151.07	\$ 3,291.28	\$ 140.21	4.45%

City of Maple Ridge
Schedule 'A' to Bylaw No. 7640 - 2020

Tax Rates (dollars of tax per \$1,000 taxable value)

	1	2	4	5	6	8	9
	Residential	Utility	Major Industry	Light Industry	Business/ Other	Rec/ Non-profit	Farm
A General Municipal	2.9933	38.2743	15.7222	7.8611	7.8611	10.1058	25.1315
B Drainage Improvements Levy	0.0606	0.7754	0.3186	0.1593	0.1593	0.2047	0.5092
C Park & Recreation Improvements Levy	0.0743	0.9503	0.3904	0.1952	0.1952	0.2509	0.6240
Total	3.1282	40.0000	16.4312	8.2156	8.2156	10.5614	26.2647

City of Maple Ridge
Schedule 'B' to Bylaw No. 7640 - 2020

Tax Rates (dollars of tax per \$1,000 taxable value)

	1	2	4	5	6	8	9
	Residential	Utility	Major Industry	Light Industry	Business/ Other	Rec/ Non-profit	Farm
A Metro Vancouver Regional District	0.0526	0.1841	0.1788	0.1788	0.1289	0.0526	0.0526



City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: 2020 Property Tax Penalty Dates

MEETING DATE: April 28, 2020
FILE NO: 05-1825-02
MEETING: Council

EXECUTIVE SUMMARY:

Property taxes are the largest source of revenue for municipalities. Property tax due dates and penalty dates are included in legislation and initially set by the province but local governments can set an alternate schedule.

Due to the COVID-19 pandemic, the province recently announced that 2020 property tax penalties for business and commercial properties (classes 4 through 8) would be delayed until October 1, 2020. The same announcement also amends municipal remittance dates for other taxing authorities. The legislation to pass these amendments is still pending.

In addition to what the province has announced, it is recommended that Council approve the delay of the property tax penalties for all properties to October 1, 2020. This will provide relief to homeowners who need more time to pay their property taxes without incurring penalty. The July 2 due date would not be changed and those who can pay on the due date are encouraged to do so. For the municipality, the impacts of delaying the penalty dates (such as cash flow and interest earning) can be managed. This adjustment would be for 2020 only.

Time is fairly tight on this decision as tax rates will be set in early May and property tax notices are set to be printed and mailed shortly thereafter.

RECOMMENDATION:

That 2020 Property Tax Penalty Date Bylaw No. 7642-2020 be given first, second and third readings.

DISCUSSION:

a) Background Context:

Property taxes pay for the majority of local government operations. Property taxes due dates and penalty rates are included in legislation and initially set by the province but local governments can set an alternate schedule. Alternate schedules on penalty dates are fairly common, many have moved from the 10% penalty immediately after the due date to 5% on July 3 and 5% at the beginning of September. Maple Ridge has followed this alternate penalty date schedule for at least 20 years.

1202.3

Due to the COVID-19 pandemic, the province recently announced that 2020 property tax penalties for business and commercial properties (classes 4 through 8) would be delayed until October 1, 2020. This announcement also noted that municipalities are provided some relief, being permitted to remit the School Tax portion of property taxes collected on behalf of the province on December 31, 2020. However, municipalities will be required to remit to other taxing authorities on August 1, which advances a portion of the TransLink payment.

What is proposed for Council to consider is not altering the property tax due date but delaying the property tax penalty date to October 1, 2020 for all properties. This will provide relief for homeowners that require additional time to pay their property taxes without incurring penalty. Delaying the penalty date will have cash flow and interest earnings impacts to the municipality and can be managed. This adjustment would be for 2020 only.

The majority of municipalities in the region were looking to delay the penalty to the beginning of September. With the Province's announcement, described above, the property tax penalty date of October 1 is being recommended by many of the municipalities in Metro Vancouver. There is benefit in regional consistency in property tax penalty dates. Different penalty dates for different class properties would have additional complexity.

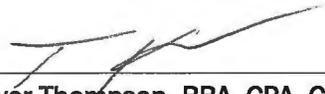
Time is fairly tight on this decision as tax rates will be set in early May and property tax notices are set to be printed and mailed shortly thereafter.

b) Citizen/Customer Implications:

This is a very significant change for property tax billings. The change in penalty date is for 2020 only, in response to the COVID-19 pandemic. This will provide some financial reprieve for those that need it, allowing property owners in Maple Ridge additional time to address financial concerns which may include applying for financial support from senior levels of government.

CONCLUSION:

This bylaw delays the penalty on 2020 property taxes to October 1 providing additional time for citizens and property owners to address financial uncertainties that the COVID-19 pandemic has created.


Prepared by: **Trevor Thompson, BBA, CPA, CGA**
Chief Financial Officer


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


Concurrence: **Al Horsman**
Chief Administrative Officer

**City of Maple Ridge
Bylaw No. 7642-2020**

A Bylaw to alter the dates upon which percentage additions shall be added to unpaid property taxes

WHEREAS, it is provided under Section 235 of the *Community Charter*, that Council may establish an Alternative Municipal Tax Collection Scheme, including penalties to be applied in relation to payments made after a tax due date established by such bylaw;

NOW THEREFORE, the Council of the City of Maple Ridge in open meeting assembled, enacts as follows;

1. Title

This bylaw shall be cited as the "Maple Ridge 2020 Property Tax Penalty Date Bylaw No. 7642-2020".

2. Purpose

This bylaw amends "Maple Ridge Tax Penalty Date Bylaw No. 5814-1999" by adding the following paragraph after 2:

"Despite the tax penalty scheme as described above, for the 2020 property tax year, a ten percent (10%) penalty will be added to the current year's taxes upon such lands and improvements thereon if unpaid as at October, 1, 2020. This special penalty levy shall only be in effect for the 2020 Property Taxation year."

READ a first time the day of , 2020.

READ a second time the day of , 2020.

READ a third time the day of , 2020.

ADOPTED, the day of , 2020.

PRESIDING MEMBER

CORPORATE OFFICER