

City of Maple Ridge

COUNCIL MEETING AGENDA

May 14, 2019

7:00 p.m.

Council Chamber

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.

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- 100 **CALL TO ORDER**
- 200 **AMENDMENTS TO THE AGENDA**
- 300 **APPROVAL OF THE AGENDA**
- 400 **ADOPTION OF MINUTES**
- 401 Minutes of the Regular Council Meetings of April 9 and 23, 2019 and Special Council Meetings of April 2, 8, 16 and 23, 2019
- 402 Minutes to the Public Hearing of April 16, 2019
- 500 **PRESENTATIONS AT THE REQUEST OF COUNCIL**
- 600 **DELEGATIONS**
- 601 Empower a Youth - Teaching Money Matters, Community Project (For young adults Maple Ridge/Pitt Meadows)
- Jesse Sidhu, CEO and Founder of Empower a Youth
 - Alex Wells, Creative Director, Empower a Youth

- 602 **Great Canadian Gaming Corp & BC Lottery Corp**
- Chuck Keeling, Vice President, GCGC
 - Greg Walker, Director of Public Affairs, BCLC

650 ***QUESTIONS FROM THE PUBLIC***

Note: Questions from the Public are limited to 15 minutes unless extended by a motion approved by the majority of Council. Each speaker is limited to 2 minutes at a time.

700 ***ITEMS ON CONSENT***

701 **Minutes**

- 701.1 Minutes of the Development Agreements Committee Meetings of April 24, 2019, May 1, 2019, May 3, 2019 and May 7, 2019

701.2 Minutes of Meetings of Committees and Commissions of Council

- Advisory Design Panel – March 20, 2019
- Agricultural Advisory Committee – March 28, 2019
- Audit and Finance Committee – April 16, 2019
- Economic Development Committee – December 5, 2018
- Public Art Steering Committee – April 11, 2019
- Social Policy Advisory Committee – March 6, 2019

702 **Reports**

702.1 **Disbursements for the month ended March 31, 2019**

Staff report dated May 14, 2019 providing information on Disbursements for the month ended March 31, 2019.

702.2 **2019 Council Expenses**

Staff report dated May 14, 2019 providing information on 2019 Council Expenses.

800 ***UNFINISHED BUSINESS***

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

801 2018 Consolidated Financial Statements

Staff report dated April 23, 2019 recommending that the 2018 Financial Statements be accepted.

900 CORRESPONDENCE

1000 BYLAWS

Bylaws for Adoption

1001 Maple Ridge 2019-2023 Financial Plan Amending Bylaw No. 7544-2019
To amend the Maple Ridge 2019-2023 Financial Plan Bylaw No. 7452-2018 Adoption

1002 Maple Ridge 2019 Property Tax Rates Bylaw No. 7545-2019
To establish property tax rates for Municipal and Regional District purposes for the year 2019
Adoption

1003 Maple Ridge Sewer Rate Amending Bylaw No. 7546-2019
To amend the Maple Ridge Sewer Rate Bylaw No. 718-1964
Adoption

1004 Albion Dyking District Tax Rates Bylaw No. 7458-2019
To impose taxes upon lands in the Albion Dyking District
Adoption

1005 Maple Ridge Road 13 Dyking District Tax Rates Bylaw No. 7459-2019
To impose taxes upon lands in the Maple Ridge Road 13 Dyking District
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.

1101 2018-289-RZ, 10309 and 10337 240 Street; 10350 and 10320 Slatford Place, RS-3, RS-2 to RM-1

Staff report dated May 7, 2019 recommending that Maple Ridge Zone Amending Bylaw No. 7543-2019 to rezone from RS-3 (One Family Rural Residential) and RS-2 (One Family Suburban Residential) to RM-1 (Townhouse Residential) to permit an approximately 110 townhouse development be given first reading and that Maple Ridge Zone Amending Bylaws No. 7400-2017 and 7232-2015 be repealed and that the applicant provide further information as described on Schedules A, C, D, F and G of the Development Procedures Bylaw No. 5879-1999, and a Subdivision application.

1102 2019-064-RZ, 11045 Cameron Court, RS-2 to RS-1d

Staff report dated May 7, 2019 recommending that Maple Ridge Zone Amending Bylaw No. 7551-2019 to rezone from RS-2 (One Family Suburban Residential) to RS-1d (One Family Urban (Half Acre) Residential) to enable the subdivision of approximately 6 single family lots no less than 557m² in area be given first reading and that the applicant provide further information as described on Schedules A, B, and F of the Development Procedures Bylaw No. 5879-1999, along with the information required for an Intensive Residential Development Permit and a Subdivision application.

1103 2017-572-RZ, 11703 Fraser Street and 11718 224 Street, RM-1 to RM-2

Staff report dated May 7, 2019 recommending that Maple Ridge Official Community Plan Amending Bylaw No. 7550-2019 to redesignate the easterly portion of subject property (11703 Fraser Street) from Ground-Oriented Multi-Family to Low-Rise Apartment be given first and second readings and be forwarded to Public Hearing and that Maple Ridge Zone Amending Bylaw No. 7422-2018 to rezone from RM-1 (Townhouse Residential) to RM-2 (Medium Density Apartment Residential) to permit future construction of a 57 unit apartment building with underground parking be given second reading and be forwarded to Public Hearing.

1104 2016-031-RZ, 13227 236 Street, RS-2 to RM-1

Staff report dated May 7, 2019 recommending that Maple Ridge Zone Amending Bylaw No. 7228-2016 to rezone from RS-2 (One Family Suburban Residential) to RM-1 (Townhouse Residential) to permit the future development of 17 townhouse units be given second reading and be forwarded to Public Hearing.

1105 2018-093-RZ, 11780 Burnett Street, RS-1 to R-1

Staff report dated May 7, 2019 recommending that Maple Ridge Zone Amending Bylaw No. 7485-2018 to rezone from RS-1 (One Family Urban Residential) to R-1 (Residential District) to permit a two lot subdivision be given second reading and be forwarded to Public Hearing.

1106 New Cannabis Retail Store

Staff report dated May 7, 2019 recommending that the application for a cannabis retail store by 1151761 B.C. Ltd. at #670-22709 Lougheed Highway, Maple Ridge be supported based on the information contained in the Council report dated May 7, 2019 and that a copy of the resolution be forwarded to the Liquor and Cannabis Regulation Branch.

5. CORPORATE SERVICES

6. PARKS, RECREATION & CULTURE

1151 Award of Contract for Maple Ridge Secondary School Track Facility Upgrades Design Services

Staff report dated May 7, 2019 recommending that Contract RFP-PL19-31 be awarded to Simcic + Uhrich Architects in the amount of \$166,720 excluding taxes, that a contingency of \$25,000 be authorized and that the Corporate Officer be authorized to execute the contract.

1152 Award of Contract for Hammond Community Centre Renovation Design Services

Staff report dated May 7, 2019 recommending that Contract RFP-PL19-3 be awarded to MIZA Architects Inc. in the amount of \$263,795 plus taxes, that a contingency of \$39,500 be authorized, and that the Corporate Officer be authorized to execute the contract.

1153 Award of Contract for Firefighters Park Construction

Staff report dated May 7, 2019 recommending that Contract ITT-PL19-01 be awarded to Cedar Crest Lands (BC) Ltd. in the amount of \$526,500 excluding taxes, that a contingency of \$50,000 be authorized, that the budget be increased by \$133,330 funded from the Park Development Cost Charge fund and Capital Works Reserve, that the next Financial Plan Bylaw be amended to reflect this, and that the Corporate Officer be authorized to execute the contract.

1200 *STAFF REPORTS*

1300 *OTHER MATTERS DEEMED EXPEDIENT*

1400 *NOTICES OF MOTION AND MATTERS FOR FUTURE MEETING*

1500 *MAYOR AND COUNCILLORS' REPORTS*

1600 *ADJOURNMENT*

QUESTIONS FROM THE PUBLIC

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

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

Each person will be permitted 2 minutes to ask their question (a second opportunity is permitted if no one else is sitting in the chairs in front of the podium). Questions must be directed to the Chair of the meeting and not to individual members of Council. The total session is limited to 15 minutes.

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

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

For more information on these opportunities contact:

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

Mayor and Council at mayorandcouncil@mapleridge.ca.

Checked by: 

Date: May 9/19

400 Adoption and Receipt of Minutes

401 Minutes of Regular and Special Council Meetings

COUNCIL MEETING MINUTES

April 9, 2019

The Minutes of the City Council Meeting held on April 9, 2019 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>	K. Swift, Acting Chief Administrative Officer
Mayor M. Morden	F. Quinn, General Manager Public Works and Development Services
Councillor K. Duncan	D. Boag, Acting General Manager Parks, Recreation & Culture
Councillor J. Dueck	L. Benson, Director of Corporate Administration
Councillor C. Meadus	T. Thompson, Chief Financial Officer
Councillor G. Robson	<i>Other Staff as Required</i>
Councillor R. Svendsen	C. Carter, Director of Planning
Councillor A. Yousef	D. Pollock, Municipal Engineer
	C. Goddard, Manager of Development and Environmental Services
	B. Elliott, Manager of Community Planning
	R. McNair, Senior Advisor, Bylaw and Licensing Services

Note: These Minutes are also posted on the City's Web Site at www.mapleridge.ca.
The meeting was also live streamed and is available at
<http://media.mapleridge.ca/Mediasite/Showcase/default/Channel/council>.

100 **CALL TO ORDER**

The Mayor called the meeting to order at 7:03 p.m.

200 **AMENDMENTS TO THE AGENDA**

R/2019-201

It was moved and seconded

That the April 9, 2019 agenda be amended by adding Item 901 – Alouette Dam Fish Flushing Flows 2019; and,

That the agenda as amended be adopted

CARRIED

300 *APPROVAL OF THE AGENDA*

400 *ADOPTION OF MINUTES*

- 401 Minutes of the Regular Council Meeting of March 19, 2019 and Special Council Meetings of March 5, 2019, March 12, 2019, March 19, 2019 and March 27, 2019

R/2019-202

It was moved and seconded

That the minutes of the Regular Council Meeting of March 19, 2019 and Special Council Meetings of March 5, 2019, March 12, 2019, March 19, 2019 and March 27, 2019 be adopted as circulated.

CARRIED

- 402 Minutes to the Public Hearing of March 19, 2019

R/2019-203

It was moved and seconded

That the Report of Public Hearing of March 19, 2019 be adopted as circulated.

CARRIED

500 *PRESENTATIONS AT THE REQUEST OF COUNCIL*

600 *DELEGATIONS*

- 601 Petition to reinstate lane barrier - Haley Street back lane in Silver Ridge

- Martin Viljoen, neighbourhood representative
- Susanne Sloboda, neighbourhood representative

Speakers provided a presentation and presented the Corporate Office with a petition. Council received the petition and directed staff to bring back analysis for local traffic thru the neighbourhood and surrounding area once the 232nd roadwork is complete.

- 602 Remembering Working People – Grant De Patie, BC Federation of Labour's Young Workers Committee

- Milena Kollay, MoveUP, Chair, BC Federation of Labour's Young Workers Committee
- Alex Gendron, Member of United Steel Workers, Co-Chair, BC Federation of Labour's Young Workers Committee

Milena Kollay and Alex Gendron gave a PowerPoint presentation relating to their work on the Remembering Working People project. They advised that a plaque in the name of the late Grant De Patie, who was killed in a workplace accident, would be installed at the intersection of his accident. They advised of the "Grants Law" regulations and how the regulations have been softened by the Provincial Government. They noted that the Alive After 5 project educates youth on their workplace rights and safety.

603 Item Removed - Late Cancellation

650 **QUESTIONS FROM THE PUBLIC**

There were 7 speakers covering the following topics:

1. Burnett Street Neighbours' group showing a petition
2. Inquiry regarding St. Anne Camp-related costs
3. Provincial Government infringement of Burnett residents' rights
4. Burnett Street petition vetting; Council social media policy
5. Lack of housing; legal process for the St. Anne Camp

R/2019-204

It was moved and seconded

That question period be extended to allow the remaining two speakers a chance to speak.

CARRIED

Councillor Robson - OPPOSED

6. Burnett Street housing; petition vetting and policy
7. Request to have answers to public questions online

**For full details, watch the Council Meeting video at
<http://media.mapleridge.ca/Mediasite/Showcase/default/Channel/council>**

700 **ITEMS ON CONSENT**

701 **Minutes**

701.1 Minutes of the Development Agreements Committee Meetings of March 19, 2019, March 20, 2019, March 26, 2019, April 2, 2019 and April 4, 2019.

701.2 Minutes of Meetings of Committees and Commissions of Council

- Advisory Design Panel – January 16, 2019
- Agricultural Advisory Committee – February 28, 2019
- Municipal Advisory Committee on Accessibility and Inclusiveness – September 20, 2018

702 Reports

702.1 Disbursements for the Month ended February 28, 2019

Staff report dated April 9, 2019 providing information on Disbursements for the Month ended February 28, 2019.

702.2 2019 Council Expenses

Staff report dated April 9, 2019 providing information on 2019 Council Expenses.

R/2019-204.1

It was moved and seconded

That the items on the Consent Agenda be received into the record.

CARRIED

800 *UNFINISHED BUSINESS*

801 City of Maple Ridge Strategic Plan 2019-2022 and Council Workplan Matrix - March 19, 2019

Staff report dated March 19, 2019 recommending that the "City of Maple Ridge Strategic Plan 2019-2022" and "Council Workplan Matrix - March 19, 2019" be given final consideration.

R/2019-205

It was moved and seconded

That the "City of Maple Ridge Strategic Plan 2019-2022" and the "Council Workplan Matrix - March 19, 2019" be given final consideration.

CARRIED

802 Single Family Residential Building Permit Frontage Improvements Policy

Staff report dated March 19, 2019 recommending that "Single Family Residential Building Permit Frontage Improvements Policy" be adopted.

Council requested a staff presentation. D. Pollock, Municipal Engineer, gave a PowerPoint presentation addressing requirements applicants undergo during a building permit application.

R/2019-206

It was moved and seconded

That the "Single Family Residential Building Permit Frontage Improvements Policy" be adopted.

CARRIED

900 **CORRESPONDENCE**

- 901 Alouette Dam Fish Flushing Flows 2019
Letter to Council dated April 5, 2019 from the Alouette River Management Society (ARMS) stating that BC Hydro has recently lowered the lake levels and they are concerned for the ecosystem as a result of low water levels.

1000 **BYLAWS**

Bylaws for Third Reading

1001 **2017-184-RZ, 23585 128 Avenue**

- 1001.1 **Maple Ridge Official Community Plan Amending Bylaw No. 7530-2019**
To re-designate a portion of the subject property from Estate Suburban Residential to Conservation and Forest and to add to Schedule "C" areas designated as Conservation and Forest.

R/2019-207

It was moved and seconded

That the Official Community Plan Amending Bylaw No. 7530-2019 be given third reading.

CARRIED

- 1001.2 **Maple Ridge Zone Amending Bylaw No. 7392-2017**
A text amendment to the RS-2 (One Family Suburban Residential) zone with density bonus provisions to create a 5 lot subdivision.

R/2019-208

It was moved and seconded

That Zone Amending Bylaw No. 7392-2017 be given third reading.

CARRIED

1002 **2013-087-RZ, 23500 and 23550 Larch Avenue**

- 1002.1 **Maple Ridge Official Community Plan amending Bylaw No. 7526-2018**
To establish a defined boundary between the portion of the site to be developed and the portion proposed to be developed as neighborhood park to the west.

R/2019-209

It was moved and seconded

That the Official Community Plan Amending Bylaw No. 7526-2018 be given third reading.

CARRIED

1002.2 Maple Ridge Zone Amending Bylaw No. 7068-2014

To rezone from RS-3 (One Family Rural Residential) and RS-2 (One Family Suburban Residential) to RM-1 (Townhouse Residential) and P-1 (Park and School) to allow future development of approximately 19 townhouses with 0.53 ha (1.3 acres) allocated for a future neighborhood park and conservation lands.

R/2019-210

It was moved and seconded

That Zone Amending Bylaw No. 7068-2014 be given third reading.

CARRIED

1003 2017-461-RZ, 11641 227 Street

1003.1 Maple Ridge Official Community Plan Amending Bylaw No. 7525-2018

To amend the Conservation Boundary and to amend the Low-Rise Apartment land use designation to permit a 6 storey development.

R/2019-211

It was moved and seconded

That the Official Community Plan Amending Bylaw No. 7525-2018 be given third reading.

CARRIED

Councillor Duncan – OPPOSED

1003.2 Maple Ridge Zone Amending Bylaw No. 7401-2017

To rezone from RS-1 (One Family Urban Residential) to RM-2 (Medium Density Apartment Residential) to permit the future construction of two residential apartment buildings with approximately 153 residential units.

R/2019-212

It was moved and seconded

That Zone Amending Bylaw No. 7401-2017 be given third reading.

CARRIED

Councillor Duncan – OPPOSED

Bylaws for Adoption

- 1004 2016-009-RZ, 23729 Dewdney Trunk Road
Maple Ridge Zone Amending Bylaw No. 7220-2016
Staff report dated April 9, 2019 recommending adoption to rezone from RS-3 (One Family Rural Residential) to RM-1 (Townhouse Residential) to permit future construction of a 41-unit multi-family development.

R/2019-213

It was moved and seconded

That Zone Amending Bylaw No. 7220-2016 be adopted.

CARRIED

- 1005 Maple Ridge Business Licencing and Regulation Amending Bylaw No. 7529-2019
To create a separate category for cannabis related businesses and to address the need for a fee for the review of each application and to bring certain sections up to date.

R/2019-214

It was moved and seconded

That the Maple Ridge Business Licencing and Regulation Amending Bylaw No. 7529-2019 be adopted.

CARRIED

Councillor Duncan – OPPOSED

1100 **COMMITTEE REPORTS AND RECOMMENDATIONS**

Public Works and Development Services

- 1101 2019-055-RZ, 11839 267 Street & 11795 267 Street, RS-3 to RS-2

Staff report dated April 2, 2019 recommending that Maple Ridge Zone Amending Bylaw No. 7539-2019 to rezone from RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential) to create a 16 lot subdivision be given first reading and that the applicant provide further information as described on Schedules A,B,D,F & G of the Development Procedures Bylaw No. 5879-1999, along with the information required for a Subdivision application.

Staff answered questions relative to water and sewer services.

R/2019-215

It was moved and seconded

That in respect of Section 475 of the Local Government Act, requirement for consultation during the development or amendment of an Official Community Plan, Council must consider whether consultation is required with specifically:

- i. The Board of the Regional District in which the area covered by the plan is located, in the case of a Municipal Official Community Plan;
- ii. The Board of any Regional District that is adjacent to the area covered by the plan;
- iii. The Council of any municipality that is adjacent to the area covered by the plan;
- iv. First Nations;
- v. Boards of Education, Greater Boards and Improvements District Boards; and
- vi. The Provincial and Federal Governments and their agencies.

and in that regard it is recommended that no additional consultation be required in respect of this matter beyond the early posting of the proposed Official Community Plan amendments on the City's website, together with an invitation to the public to comment, and;

That Zone Amending Bylaw No. 7539-2019 be given first reading; and

That the applicant provide further information as described on Schedules (A, B, D, F, & G) of the Development Procedures Bylaw No. 5879-1999, along with the information required for a Subdivision application.

CARRIED

Councillor Duncan – OPPOSED

1102 2019-048-DVP, 12621 Ansell Street

Staff report dated April 2, 2019 recommending that the Corporate Officer be authorized to sign and seal 2019-048-DVP respecting property located at 12621 Ansell Street.

R/2019-216

It was moved and seconded

That the Corporate Officer be authorized to sign and seal 2019-048-DVP respecting property located at 12621 Ansell Street.

CARRIED

Councillor Duncan – OPPOSED

1103 2016-009-DP, 23729 Dewdney Trunk Road

Staff report dated April 2, 2019 recommending that the Corporate Officer be authorized to sign and seal 2016-009-DP respecting property located at 23729 Dewdney Trunk Road.

R/2019-217

It was moved and seconded

That the Corporate Officer be authorized to sign and seal 2016-009-DP respecting property located at 23729 Dewdney Trunk Road.

CARRIED

5. *CORPORATE SERVICES*

1131 Maple Ridge Filming Fees Amending Bylaw No. 7538-2019

Staff report dated April 2, 2019 recommending that Filming Fees Amending Bylaw No. 7538-2019 to bring the fees and charges to a level consistent with surrounding municipalities be given first, second and third readings.

R/2019-218

It was moved and seconded

That Filming Fees Amending Bylaw No. 7538 - 2019 be given first, second and third readings.

CARRIED

6. *PARKS, RECREATION & CULTURE*

1151 Contract Award for Parks Grass Mowing and Trimming Services

Staff report dated April 2, 2019 recommending that Contract ITT-PL18-85 for Parks Mowing and Trimming Services be awarded to Vane Lawn and Garden Care Ltd. for a two-year term, in the amount of \$224,700 plus a contingency amount of \$6,700 for other mowing services that may be required up to April 30, 2021.

R/2019-219

It was moved and seconded

That Contract ITT-PL18-85 for Parks Mowing and Trimming Services be awarded to Vane Lawn and Garden Care Ltd. for a two year term in the amount of \$224,700, plus a contingency amount of \$6,700 for other mowing services that may be required up to April 30, 2021.

That the Corporate Officer be authorized to execute the contract.

CARRIED

1152 Contract Award for the Telosky Fieldhouse Construction

Staff report dated April 2, 2019 recommending that Contract ITT-PL19-2 for the Fieldhouse Construction at Telosky Stadium be awarded to Golden Globe Construction Ltd. in the amount of \$1,168,000 plus taxes and that a contingency of \$195,000 be established and that the Corporate Officer be authorized to execute the contract.

R/2019-220

It was moved and seconded

That Contract ITT-PL19-2 for the Fieldhouse Construction at Telosky Stadium be awarded to Golden Globe Construction Ltd. in the amount of \$1,168,000 plus taxes; and

That a contingency of \$195,000 be established for this project; and further

That the Corporate Officer be authorized to execute the contract.

CARRIED

1200 STAFF REPORTS

1300 OTHER MATTERS DEEMED EXPEDIENT

1400 NOTICES OF MOTION AND MATTERS FOR FUTURE MEETING

1500 MAYOR AND COUNCILLORS' REPORTS

Council members provided updates on events and meetings they recently attended.

Councillor Robson left the meeting at 8:30 p.m. and returned at 8:32 p.m.

1600 ADJOURNMENT – 8:49 p.m.

M. Morden, Mayor

Certified Correct

L. Benson, Corporate Officer

COUNCIL MEETING MINUTES

April 23, 2019

The Minutes of the City Council Meeting held on April 23, 2019 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>	K. Swift, Acting Chief Administrative Officer
Mayor M. Morden	F. Quinn, General Manager Public Works and Development Services
Councillor K. Duncan	D. Boag, Acting General Manager Parks, Recreation & Culture
Councillor J. Dueck	L. Benson, Director of Corporate Administration
Councillor C. Meadus	T. Thompson, Chief Financial Officer
Councillor G. Robson	<i>Other Staff as Required</i>
Councillor R. Svendsen	C. Carter, Director of Planning
Councillor A. Yousef	D. Pollock, Municipal Engineer
	C. Goddard, Manager of Development and Environmental Services
	B. Elliott, Manager of Community Planning

Note: These Minutes are also posted on the City's Web Site at www.mapleridge.ca.
The meeting was also live streamed and is available at
<http://media.mapleridge.ca/Mediasite/Showcase/default/Channel/council>.

100 **CALL TO ORDER**

The Mayor called the meeting to order at 7:02 p.m.

200 **AMENDMENTS TO THE AGENDA – NIL**

300 **APPROVAL OF THE AGENDA**

R/2019-241

It was moved and seconded

That the April 23, 2019 Regular Council agenda be approved as circulated.

CARRIED

400 **ADOPTION OF MINUTES - NIL**

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

600 **DELEGATIONS**

601 **Maple Ridge/Pitt Meadows Community Services**

Update on Youth Wellness Centre and transition to Foundry

- Alicia Erenli, Program Coordinator/Site Lead of Youth Wellness Centre
- Hailey Holloway, Principal Interior Designer, Work Design Studio Inc.
- Vanessa Jansen, Principal Interior Designer, Work Design Studio Inc.

The delegation provided a six-minute video on the Foundry youth services and a presentation.

Council expressed their appreciation of the new space, the services they bring to the community, and the generous donations that helped bring the space together.

602 **Maple Ridge Pitt Meadows Katzie Local Immigration Partnership (LIPs)
Overview presentation**

- Roberta O'Brien, interim LIPs Coordinator
- Carolina Echeverri, future LIPs Coordinator

Council asked questions relative to upcoming events and services provided

R/2019-242

It was moved and seconded

That the City provide a letter of support for the Maple Ridge Pitt Meadows Katzie Local Immigration Partnership by April 30, 2019.

CARRIED

650 **QUESTIONS FROM THE PUBLIC**

There were 5 speakers covering the following topics:

1. Cannabis production, role of the ALC, enforcement
2. Proposed cannabis facility on 132 Avenue
3. Memorial Peace Park rally
4. Developer-funded campaign contributions
5. Cannabis facility construction in a floodplain

**For full details, watch the Council Meeting video at
<http://media.mapleridge.ca/Mediasite/Showcase/default/Channel/council>**

700 *ITEMS ON CONSENT*

701 *Minutes*

701.1 Minutes of Development Agreements Committee Meeting of April 9, 2019

701.2 Minutes of Meetings of Committees and Commissions of Council

- Audit and Finance Committee – February 19, 2019
- Community Heritage Commission – December 13, 2018 and February 14, 2019
- Environmental Advisory Committee – February 13, 2019
- Public Art Steering Committee – January 31, 2019

704 *Release of Items from Closed Council Status*

From the January 14, 2019 Closed Council Meeting:

Item 04.01 Community Heritage Commission Membership
2019/2020 Term Appointments

Item 04.02 Agricultural Advisory Committee Membership
2019/2020 Term Appointments

From the January 29, 2019 Closed Council Meeting:

Item 04.01 Social Policy Advisory Committee Membership 2019
Appointments

Item 04.02 Public Art Steering Committee 2019 Term Appointments

From the March 12, 2019 Closed Council Meeting:

Item 04.02 Active Transportation Membership Appointments

R/2019-243

It was moved and seconded

That the items on the Consent Agenda be received into the record.

CARRIED

800 *UNFINISHED BUSINESS*

801 Updated Maple Ridge Zoning Bylaw No. 7600-2019; First Reading

Staff report dated April 9, recommending that Maple Ridge Zoning Bylaw No. 7600-2019 be given first reading.

R/2019-244

It was moved and seconded

That Maple Ridge Zoning Bylaw No. 7600-2019 be given first reading.

CARRIED

802 2019-2023 Financial Plan Amending Bylaw

Staff report dated April 16, 2019 recommending that Maple Ridge 2019-2023 Financial Plan Amending Bylaw No. 7544-2019 be given first, second and third readings.

R/2019-245

It was moved and seconded

That Maple Ridge 2019-2023 Financial Plan Amending Bylaw No. 7544-2019 be given first, second and third readings.

CARRIED

803 2019 Property Tax Rates Bylaw

Staff report dated April 16, 2019 recommending that 2019 Property Tax Rates Bylaw No. 7545-2019 be given first, second and third readings.

R/2019-246

It was moved and seconded

That 2019 Property Tax Rates Bylaw No. 7545-2019 be given first, second and third readings.

CARRIED

Councillor G. Robson – OPPOSED

804 Sewer Rate Bylaw Amendment

Staff report dated April 16, 2019 recommending that Sewer Rate Amending Bylaw No. 7546-2019 be given first, second and third readings.

R/2019-247

It was moved and seconded

That Sewer Rate Amending Bylaw No. 7546-2019 be given first, second and third readings.

CARRIED

805 Albion and Maple Ridge Road 13 Dyking Districts 2019 Tax Rate Bylaws

Staff report dated April 23, 2019 recommending that Albion Dyking District Tax Rates Bylaw No. 7458-2019 and Maple Ridge Road 13 Dyking District Tax Rates Bylaw No. 7459-2019 to be given first, second and third readings.

R/2019-248

It was moved and seconded

That Albion Dyking District Tax Rates Bylaw No. 7458 -2019 be given first, second and third readings; and,

That Maple Ridge Road 13 Dyking District Tax Rates Bylaw No. 7459-2019 be given first, second and third readings.

CARRIED

Councillor G. Robson - OPPOSED

900 *CORRESPONDENCE* – NIL

1000 *BYLAWS*

1001 2017-124-RZ, 12555, 12599, 12516 240 Street and 12511 241 Street

1001.1 Maple Ridge Official Community Plan Amending Bylaw No. 7537-2019

To amend Schedules “B” and “C” from areas designated Estate Suburban Residential to Conservation and Forest and by adding areas designated to Conservation and to Forest.

Third reading

Councillor A. Yousef left the meeting at 8:31 p.m. and returned at 8:33 p.m.
Councillor K. Duncan left the meeting at 8:53 p.m. and returned at 8:54 p.m.

R/2019-249

It was moved and seconded

That Maple Ridge Official Community Plan Amending Bylaw No. 7537-2019 be given third reading.

CARRIED

Councillor G. Robson, Councillor A. Yousef, and Councillor K. Duncan – OPPOSED

Councillor A. Yousef and Councillor K. Duncan left the meeting at 9:08 p.m. Councillor A. Yousef returned to the meeting at 9:08 p.m.

1001.2 Maple Ridge Zone Amending Bylaw No. 7343-2017

To rezone from RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential) to create a 26 lot subdivision with park dedication on a 8.19 hectare (20 acre) site.

Third reading

R/2019-250

It was moved and seconded

That Maple Ridge Zone Amending Bylaw No. 7343-2017 be given third reading.

CARRIED

Councillor G. Robson and Councillor A.

Councillor K. Duncan returned to the meeting at 9:10 p.m. and was not in attendance for the vote.

- 1002 **Maple Ridge Filming Fees Amending Bylaw No. 7538-2019**
 To bring fees and charges to a level consistent with surrounding
 municipalities
 Adoption

R/2019-251

It was moved and seconded

That Maple Ridge Filming Fees Amending Bylaw No. 7538-2019 be adopted.

CARRIED

1100 **COMMITTEE REPORTS AND RECOMMENDATIONS**

1101 **2019-018-AL, 22673 132 Avenue**

Staff report dated April 16, 2019 recommending that application 2019-018-AL be deferred until a Council Policy for processing applications to the Agricultural Land Commission has been adopted and that additional non-farm use applications for cannabis production within the Agricultural Land Reserve be deferred pending the outcome of the Council policy for processing applications to the Agricultural Land Commission.

R/2019-252

It was moved and seconded

That application 2019-018-AL be deferred until a Council policy for processing applications to the Agricultural Land Commission has been adopted.

That additional non-farm use applications for cannabis production within the Agricultural Land Reserve be deferred pending the outcome of the Council policy for processing applications to the Agricultural Land Commission.

CARRIED

1102 2014-040-RZ, 24138 Lougheed Highway, RS-3 to RS-2

Staff report dated April 16, 2019 recommending that Maple Ridge Zone Amending Bylaw No. 7221-2016 to rezone from RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential) to permit future subdivision into two residential lots, not less than 4,000 m² (1 acre) be given first reading and that the applicant provide further information as described on Schedules A, B and G of the Development Procedures Bylaw No. 5879-1999 along with the information required for a Subdivision application.

R/2019-253

It was moved and seconded

In respect of Section 879 of the *Local Government Act*, requirement for consultation during the development or amendment of an Official Community Plan, Council must consider whether consultation is required with specifically:

- i. The Board of the Regional District in which the area covered by the plan is located, in the case of a Municipal Official Community Plan;
- ii. The Board of any Regional District that is adjacent to the area covered by the plan;
- iii. The Council of any municipality that is adjacent to the area covered by the plan;
- iv. First Nations;
- v. School District Boards, greater boards and improvements district boards; and
- vi. The Provincial and Federal Governments and their agencies.

and in that regard it is recommended that no additional consultation be required in respect of this matter beyond the early posting of the proposed Official Community Plan amendments on the City's website, together with an invitation to the public to comment, and;

That first reading for Zone Amending Bylaw No. 7221-2016 be granted, and

That the applicant provide further information as described on Schedules A, B and G of the Development Procedures Bylaw No. 5879-1999, along with the information required for a Subdivision application.

Pursuant to Council policy, this application is subject to the Community Amenity Contribution Program, where a voluntary contribution will be requested for an approximate amount of \$10,200.

CARRIED

Councillor K. Duncan, Councillor G. Robson and Councillor A. Yousef – OPPOSED

1103 2018-301-RZ, 12294 Laity Street, RS-1 to R-1

Staff report dated April 16, 2019 recommending that Maple Ridge Zone Amending Bylaw No. 7486-2018 to rezone from RS-1 (One Family Urban Residential) to R-1 (Residential District) to permit a two lot subdivision be given second reading and be forwarded to Public Hearing.

R/2019-254

It was moved and seconded

1. That Zone Amending Bylaw No. 7486-2018 be given second reading, and be forwarded to Public Hearing; and
2. That the following terms and conditions be met prior to final reading:
 - i. Road dedication on Laity Street as required;
 - ii. Registration of a Restrictive Covenant for Stormwater Management;
 - iii. Removal of existing buildings;
 - iv. In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject property. If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site; and

That a voluntary contribution, in the amount of \$5,100 be provided in keeping with the Council Policy with regard to Community Amenity Contributions.

CARRIED

1104 2017-524-DVP, 24650 and 24683 106 Avenue; 10589 and 10605 Jackson Road; and 10597 McVeety Street

Staff report dated April 16, 2019 recommending that the Corporate Officer be authorized to sign and seal 2017-524-DVP respecting properties located at 24650 and 24683 106 Avenue, 10589 and 10605 Jackson Road, and 10597 McVeety Street.

The Corporate Officer advised that 23 letters were mailed out in relation to the application and no responses were received.

R/2019-255

It was moved and seconded

That the Corporate Officer be authorized to sign and seal 2017-524-DVP respecting properties located at 24650 and 24683 106 Avenue, 10589 and 10605 Jackson Road, and 10597 McVeety Street.

CARRIED

1105 **Gasoline and Diesel Fuel Supply**

Staff report dated April 16, 2019 recommending that the City enter into a letter agreement with Suncor Energy Products Partnership for the supply and delivery of gasoline and diesel fuels and that the Corporate Officer be authorized to execute the letter agreement.

R/2019-256

It was moved and seconded

That the City of Maple Ridge, as a member of the BC Petroleum Products Buying Group, enter into a letter agreement with Suncor Energy Products Partnership for the supply and delivery of gasoline and diesel fuels.

And furthermore, that the Corporate Officer be authorized to execute the letter agreement.

CARRIED

5. **CORPORATE SERVICES - NIL**

6. **PARKS, RECREATION & CULTURE**

1151 **Social Policy Advisory Committee Update**

Staff report dated April 16, 2019 recommending that the Social Policy Advisory Committee Engagement Workshops for 2019 be endorsed.

R/2019-257

It was moved and seconded

That the Social Policy Advisory Committee Engagement Workshops for 2019 be endorsed.

CARRIED

1200 **STAFF REPORTS - NIL**

1300 **OTHER MATTERS DEEMED EXPEDIENT - NIL**

1400 **NOTICES OF MOTION AND MATTERS FOR FUTURE MEETING - NIL**

1500 **MAYOR AND COUNCILLORS' REPORTS**

Council members provided information on events and meetings recently attended.

1600 *ADJOURNMENT* – 9:25 p.m.

M. Morden, Mayor

Certified Correct

L. Benson, Corporate Officer

City of Maple Ridge

SPECIAL COUNCIL MEETING MINUTES

April 2, 2019

The Minutes of the City Council Meeting held on April 2, 2019 at 4:37 p.m. in the Blaney Room, 1st Floor, Maple Ridge City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

PRESENT	Appointed Staff
Elected Officials	K. Swift, Acting Chief Administrative Officer
Mayor M. Morden	F. Quinn, General Manager of Public Works and Development Services
Councillor J. Dueck	D. Boag, Acting General Manager of Parks, Recreation and Community Engagement
Councillor K. Duncan	L. Benson, Director of Corporate Administration
Councillor C. Meadus	
Councillor G. Robson	
Councillor R. Svendsen*	<i>Other staff as required</i>
Councillor A. Yousef	

*attended via GoToMeeting.

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

1.0 CALL TO ORDER

2.0 APPROVAL OF THE AGENDA

R/2019-182

It was moved and seconded

That the agenda for the April 2, 2019 Special Council Meeting be approved as circulated.

3.0 NOTICE OF CLOSED COUNCIL MEETING

R/2019-183

It was moved and seconded

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

Section 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure might reasonably be expected to harm the interests of the municipality

Section 90(1)(g) litigation or potential litigation affecting the municipality

Section 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party

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

4.0 **ADJOURNMENT**– 4:38 p.m.

M. Morden, Mayor

Certified Correct

L. Benson, Corporate Officer

City of Maple Ridge

SPECIAL COUNCIL MEETING MINUTES

April 8, 2019

The Minutes of the Special City Council Meeting held on April 8, 2019 at 6:33 pm in the Meadow Room of the City Hall, 12007 Harris Road, Pitt Meadows, British Columbia for the purpose of transacting regular City business.

PRESENT

Elected Officials

Mayor M. Morden
Councillor J. Dueck
Councillor K. Duncan
Councillor C. Meadus
Councillor G. Robson
Councillor A. Yousef

Appointed Staff

K. Swift, Acting Chief Administrative Officer
F. Quinn, General Manager Public Works and Development Services
D. Boag, Acting General Manager Parks, Recreation & Culture
L. Benson, Director of Corporate Administration
A. Allen, Acting Confidential Secretary

ABSENT

Councillor R. Svendsen

GUESTS

Mayor Bill Dingwall, City of Pitt Meadows
Councillor Mike Hayes, City of Pitt Meadows
Councillor Nicole MacDonald, City of Pitt Meadows
Councillor Bob Meachen, City of Pitt Meadows
Councillor Anena Simpson, City of Pitt Meadows

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

1.0 CALL TO ORDER

2.0 APPROVAL OF THE AGENDA

R/2019-190

It was moved and seconded

That the agenda for the April 8, 2019 Special Council Meeting be approved.

CARRIED

3.0 NOTICE OF CLOSED COUNCIL MEETING

R/2019-191

It was moved and seconded

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

- 1) Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- 2) Section 90(1)(c) labour relations or employee negotiations;
- 3) Section 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- 4) Section 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party; and
- 5) Any other matter that may be brought before the Council that meets the requirements for a meeting closed to the public pursuant to Sections 90 (1) and 90 (2) of the Community Charter or Freedom of Information and Protection of Privacy Act.

CARRIED

4.0 ADJOURNMENT – 6:34 pm.

M. Morden, Mayor

Certified Correct

L. Benson, Corporate Officer

City of Maple Ridge

SPECIAL COUNCIL MEETING MINUTES

April 16, 2019

The Minutes of the City Council Meeting held on April 16, 2019 at 12:31 p.m. in the Blaney Room, 1st Floor, Maple Ridge City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

PRESENT	Appointed Staff
<i>Elected Officials</i>	K. Swift, Acting Chief Administrative Officer
Mayor M. Morden	F. Quinn, General Manager of Public Works and Development Services
Councillor J. Dueck	D. Boag, Acting General Manager of Parks, Recreation and Community Engagement
Councillor K. Duncan	L. Benson, Director of Corporate Administration
Councillor C. Meadus	<i>Other staff as required</i>
Councillor G. Robson	C. Carter, Director of Planning
Councillor R. Svendsen	R. MacNair, Senior Advisor, Bylaw & Licensing Services
Councillor A. Yousef	M. Orsetti, Manager of Bylaw & Licensing Services
	D. Denton, Acting Director of Economic Development

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

1.0 CALL TO ORDER

2.0 APPROVAL OF THE AGENDA

R/2019-222

It was moved and seconded

That the agenda for the April 16, 2019 Special Council Meeting be approved as circulated.

CARRIED

3.0 NOTICE OF CLOSED COUNCIL MEETING

R/2019-223

It was moved and seconded

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

Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality

Section 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure might reasonably be expected to harm the interests of the municipality

Section 90(1)(f) law enforcement, if the council considers that disclosure might reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment

Section 90(1)(c) labour relations or employee negotiations

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

CARRIED

4.0 *ADJOURNMENT*– 12:32 p.m.

M. Morden, Mayor

Certified Correct

L. Benson, Corporate Officer

City of Maple Ridge

SPECIAL COUNCIL MEETING MINUTES

April 23, 2019

The Minutes of the City Council Meeting held on April 23, 2019 12:32 p.m. in the Blaney Room, 1st Floor, Maple Ridge City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

PRESENT	Appointed Staff
<i>Elected Officials</i>	K. Swift, Acting Chief Administrative Officer
Mayor M. Morden	F. Quinn, General Manager of Public Works and Development Services
Councillor J. Dueck	D. Boag, Acting General Manager of Parks, Recreation and Community Engagement
Councillor K. Duncan	L. Benson, Director of Corporate Administration
Councillor C. Meadus	<i>Other staff as required</i>
Councillor G. Robson	D. Denton, Acting Director of Economic Development
Councillor R. Svendsen	
Councillor A. Yousef	

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

1.0 CALL TO ORDER

2.0 APPROVAL OF THE AGENDA

R/2019-232

It was moved and seconded

That the agenda for the April 16, 2019 Special Council Meeting be approved as circulated.

CARRIED

3.0 NOTICE OF CLOSED COUNCIL MEETING

R/2019-233

It was moved and seconded

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

Section 90(1)(c) labour relations or employee negotiations

Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose

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

CARRIED

4.0 *ADJOURNMENT*– 12:33 p.m.

Certified Correct

M. Morden, Mayor

L. Benson, Corporate Officer

402 Minutes of the Public Hearing

CITY OF MAPLE RIDGE

REPORT OF PUBLIC HEARING

April 16, 2019

The Report of the Public Hearing held in the Council Chamber of City Hall, 11995 Haney Place, Maple Ridge, British Columbia on April 16, 2019 at 7:00 p.m.

PRESENT

Elected Officials

Mayor M. Morden

Councillor J. Dueck

** Councillor K. Duncan

Councillor C. Meadus

*Councillor G. Robson

Councillor R. Svendsen

Councillor A. Yousef

Appointed Staff

K. Swift, Acting Chief Administrative Officer

F. Quinn, General Manager Public Works & Development Services

L. Benson, Director of Corporate Administration

Other staff as required

D. Pollock, Municipal Engineer

C. Carter, Director of Planning

D. Hall, Planner 2, Development and Environmental Services

M. Baski, Planner 2, Development and Environmental Services

M. Pym, Environmental Planner 1, Development and Environmental Services

*Councillor Robson electronically participated in the meeting.

**Councillor Duncan entered the meeting at 7:05 p.m.

The Corporate Officer provided 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 23, 2019.

The Mayor then called upon Planning Department staff to present the following items on the agenda:

1) **2017-124-RZ**

12555, 12599, 12516 240 Street and 12511 241 Street

Lot "A" Except: Parcel "One" (Explanatory Plan 13720); Section 21 Township 12 New Westminster District Plan 9912

Parcel "One" (Explanatory Plan 13720) Lot "A" Section 21 Township 12 New Westminster District Plan 9912

Lot 2 of the North West Quarter of Section 22 Township 12 Group 1 New Westminster Plan LMP22485

Lot A Section 22 Township 12 New Westminster District Plan LMP9379

Maple Ridge Official Community Plan Amending Bylaw No. 7537-2019

- To amend Schedule "B" from areas designated Estate Suburban Residential to Conservation and Forest.
- To amend Schedule "C" by adding areas designated to Conservation and to Forest.

Maple Ridge Zone Amending Bylaw No. 7343-2017

- To rezone from RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential). The current application is to create a 26 lot subdivision with park dedication on a 8.19 hectare (20 acre) site.

D. Hall, Planner 2, Development and Environmental Services, gave a PowerPoint presentation detailing the application and advising that representatives from Northwest Hydraulics were in attendance to make a presentation.

Derrick Ray, Northwest Hydraulics, provided a PowerPoint presentation explaining the role of Northwest Hydraulics in relation to the application, addressing floodplain historical data and future flooding concerns.

Councillor Duncan left the meeting at 7:21 p.m. and returned at 7:25 p.m. during the Mr. Ray's presentation.

The Corporate officer advised that 27 letters mailed out relative to the application and noted that 36 responses were received with only one of those in favour.

The Mayor called for speakers a first time.

Cheryl Ashlie spoke as the President of ARMS (Alouette River Management Society) on behalf of the board, noting that the board does not support the application noting concerns with the impact to the Alouette River, fish habitat and flooding.

Liz Hancock, ARMS board member, spoke in opposition of the application noting concerns with the impact to the Alouette River, fish habitat and flooding.

Ken Stewart, resident, gave a PowerPoint presentation on the flooding history of the area. He spoke in opposition of the application noting the flood history of the area.

Gina Bishop, resident who lives on the property, advised that she did not receive the letter from the City relative to the application. She spoke in opposition of the application noting concerns with fish habitat, wild life in the area, public access to fishing and trails, and flooding. She asked that the three members of Council who received campaign contributions from the developer abstain from voting on the application.

John Kelly, ARMS board member, spoke to the impact assessment review presentation he prepared for Council. He spoke in opposition of the application noting that the information presented by the developers was incomplete and insufficient. He also noted First Nations impacts.

Warren Clare, previous owner of 12599 240th Street, spoke in favour of the application. He noted that public will still enjoy the river, the wildlife will be impacted but will adjust to the development. He also spoke to the proposed setbacks and tree retention/plan.

Daniel King gave a PowerPoint presentation in relation to the potential impact of storm water runoff and Alouette River salmon runs and habitat. He spoke in opposition of the application.

John Dale spoke in opposition to the application. He noted the number of unanswered questions, miscommunication from staff, environmental concerns, information in relation to developable property, conservation area, the RS2 designation, and the geotechnical report on file.

Councillor Duncan left the meeting at 8:14 p.m. during Mr. Dale's speech and returned at 8:18 p.m.

Yopon Madrona, resident, spoke in opposition of the application noting concerns with affecting the wildlife in the area, and overall in the City due to the large amount of development taking place. She also spoke to the three members of Council who received campaign contributions from the developer and compared that to what is happening in the United States and concurred that these members should abstain from voting on the item.

Shiraz Mawani, resident, spoke in opposition of the application noting that the development threatens the ecosystem, reiterating ARMS documented concerns, and questioning the rationale for developing in a floodplain. He spoke to the Official Community Plan noting inconsistencies with this application. He asked for clarification relative to policy of council voting on an application after taking campaign donations from the developer of the application.

Elizabeth Taylor, resident, echoed the previous speaker in relation to the Official Community Plan. She raised concerns with the disappearance of creeks in the Albion area due to development in that area. She also noted concerns relative to the campaign contributions received by the developer, effects on fish habitats and questioned the consultation with First Nations.

Alexa Ross, former resident of the area, spoke in opposition of the application noting concerns relative to effects on the ecosystem, wildlife and the potential of attracting bears due to trash to the development. She spoke to the video's that she sent to Council noting the amount of wildlife documented on the property. She spoke to the history of tree management on the property, and noted concerns with public access to the river by fishermen and those who tube down the river.

Jeff Te Boekhorst, resident and longtime fisherman on the Alouette River spoke in opposition of the application noting the reduction in returning salmon stocks, the protection of other river wildlife. He also expressed his concerns with the members of Council who took campaign contributions from the developer.

Diane Stoesz, resident, vice-president of the Haney Horseman and member of the trails committee, spoke in opposition of the application noting concerns with trail retention and development, and the impact increased vehicle traffic in the area will have on those using the horse trail.

Gavin Roache, resident, spoke in opposition to the application and building on the floodplain. He provided a PowerPoint presentation which addressed his concerns.

Elizabeth Foreman, resident, noted her agreement that the members of council who received campaign contributions from the developer should abstain from voting on the application. She asked about First Nations consultation and raised concerns with wildlife impacts. She spoke in opposition of the development.

Cheryl Zandbergen, resident, spoke to the values of the City of Maple Ridge and the survey results from a few years back where the environment was the number one priority of residents. She spoke against the development noting the environmental value of the land.

Craig Speirs, resident, spoke in opposition of the application. He spoke to the value of water to fish habitat, and the environmental effect of flooding. He noted previous flooding events in the area and the effects of climate change could have on this land. He asked Council to take the time to study and refine the application before them. He spoke to the perceived conflict of interest and asked that those members of Council effected abstain from voting.

Mayor Morden spoke to the subject of campaign contributions noting the legislated process by which members of Council fund their campaigns and how conflict of interest is to be considered. He asked that anyone with questions on the subject to contact Council for clarification.

Rod Potter, resident, spoke in opposition of the application noting concerns in relation to increased sediment in the river due to development in the area. He spoke to the potential for sockeye salmon in the river, and the need for safe, clean water for all fish species and users of the Alouette River.

Tim Bishop, resident, spoke in opposition to the application and read aloud an email that he sent to Council.

Doug Stanger, Director of ARMS and resident, spoke in opposition of the application noting concerns with the effect on the South Alouette Watershed, historical flooding of the area and the potential for future flooding. He asked that Council protect the watershed as previous Councils have.

Patrick Ironside, resident, spoke in opposition of the application and agreed with the previous comments in relation to the members of Council who received campaign contributions from the developer.

Wayne Lions, resident, spoke in opposition of the application noting his agreement and support of the other speakers and presenters.

Art Halfnights, resident, spoke in opposition of the application noting his history in the City and personal experiences with the previous floods in 1955 and 1995. He expressed concern with the development process and park space.

Mayor called again for first call.

Julia Pottinger, resident, spoke in opposition of the application noting concerns with environmental protection and preservation, increased runoff from developments, decrease in water quality and salmon stock, and the increase in silt from developments such as Silver Valley.

Carol Botting, resident, spoke in opposition of the application noting her personal loss resulting from the 1995 flood. She spoke to the precedent of building in a riparian area and the impact this will have on future subdivision applications.

Mayor called for again for first call and then for second call.

Councillor Yousef left the meeting at 9:12 p.m. and returned at 9:17 p.m. during Cheryl Ashlie's speech.

Cheryl Ashlie, spoke as the President of ARMS regarding a thesis about the issue of challenges staff face in flood response and mitigation response in the face of competing interests. She referred to the link of the document in the correspondence she submitted to the Corporate Officer and read aloud some excerpts from the document.

Ken Stewart, resident, continued his presentation to Council in relation to the 1995 flood.

John Kelly, resident, continued his presentation and compared the risk of this development to the recent development and evacuation in Sechelt.

Daniel King, resident, continued his presentation regarding toxic effects of storm water on the Alouette River and salmon habitat.

Mayor called again for second call and then for third call.

Ken Stewart, resident, questioned the geotechnical report on the application and the proposed fill for the development and fill regulations. He stated that the sewer system in the area resulted from the failure of the corrections facility septic system, rather than to support future development. He questioned the math in relation to the park property and density bonus process.

Gavin Roache, research, followed up on some points from his presentation and quoted some material from the *Emergency Program Act* as it relates to claims for compensation pertaining to flood plain development.

The Mayor called again for third call.

Don Bowins, DK Bowins and Associates, applicant on behalf of the developer, spoke to the questions and concerns raised by residents. He provided a brief history of the development and advised that three developer information meetings had taken place and the information from those meetings is posted on City website. He spoke to slope stability and the flood plain assessment by Valley Geotechnical approving the development. He spoke to silt and fill in the river. He advised that the storm water management plan does address toxins and filtration systems. He spoke to concerns raised in relation to the trail network and advised he would work with Haney Horsemen and staff to include trails in the project.

The Mayor called for third and final call for speakers.

Derek Ray, Northwest Hydraulic Consultants Ltd., clarified four points raised in relation to climate change considered in report; issue of incomplete survey of secondary channels; gage location; and, the inability to model debris in the river which lead to suggesting that city staff retain the 1991 flood plain map.

Gina Bishop, resident, clarified her previous comments in relation to the three members of Council who received campaign contribution from the McBrides. She noted that the basis of her comment was not to suggest anything illegal, but that she was speaking from an ethical and moral standpoint.

Cheryl Ashlie, spoke as the President of ARMS to changes in climate change legislation, clarification of comments made by the consultants, and questioned the risk to potential residents of building in the flood plain. She spoke to density bonus and its intention when it was first established. She spoke again to the proposed contribution from the developer.

John Dale, resident, continued his presentation in opposition to the application.

Gary Letts, Letts Environmental, spoke to provide clarity in relation to comments made regarding fish habitat, and questions raised relative to the environmental assessment impact, slope fill and original soil. He advised that the Department of Fisheries and Oceans (DFO) approved the original riparian and aquatic habitat application, and that a revised application is currently with DFO as a result of proposed staff initiative to build a bridge which will result in the removal of the of the 240th channel.

Speaker addressed geo technical report, drainage ditch proposed, 1-meter high crawl space proposed.

Note: Councillor Duncan left the meeting at 10:04 pm

The Mayor called for final speakers.

Shiraz Mawani mentioned a Joni Mitchell song he remembered about paving parking lot and said he hopes a similar situation won't happen in Maple Ridge, on our pristine heritage river.

Having given all those persons whose interests were deemed affected by the matters contained herein a chance to be heard, the Mayor adjourned the Public Hearing at 10:05 p.m.

M. Morden, Mayor

Certified Correct

L. Benson, Corporate Officer

700 *ITEMS ON CONSENT*

701.1 Development Agreements Committee

**CITY OF MAPLE RIDGE
DEVELOPMENT AGREEMENTS COMMITTEE**

April 24, 2019
Mayor's Office

CIRCULATED TO:

Michael Morden, Mayor
Chair

Kelly Swift, Acting Chief Administrative Officer
Member

Catherine Schmidt, Recording Secretary

1. 2018-121295 BG

LEGAL: Lot 2 Section 22 Township 12 New Westminster District Plan
EPP72767

LOCATION: 24011 127B Avenue

OWNER: Brian, Phyllis and Ruth Bousfield

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 2018-121295 BG.

CARRIED

2. 2018-112590 BG

LEGAL: Strata Lot 57 Section 11 Township 12 New Westminster District
Strata Plan EPS234

LOCATION: 25592 Bosonworth Avenue

OWNER: Anna Amoroso

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 2018-112590 BG.

CARRIED

3. 2016-125438 BG

LEGAL: Lot 41 Section 32 Township 12 New Westminster District Plan
EPP22999

LOCATION: 13672 McKercher Drive

OWNER: Min-Ling Liao, Yu-Shu Chiang and Yi Chiang

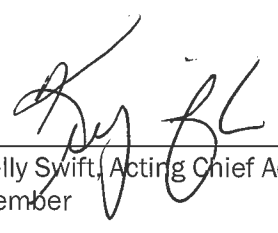
REQUIRED AGREEMENTS: Secondary Suite Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 2016-125438 BG.

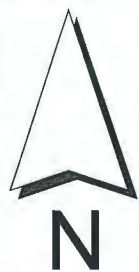
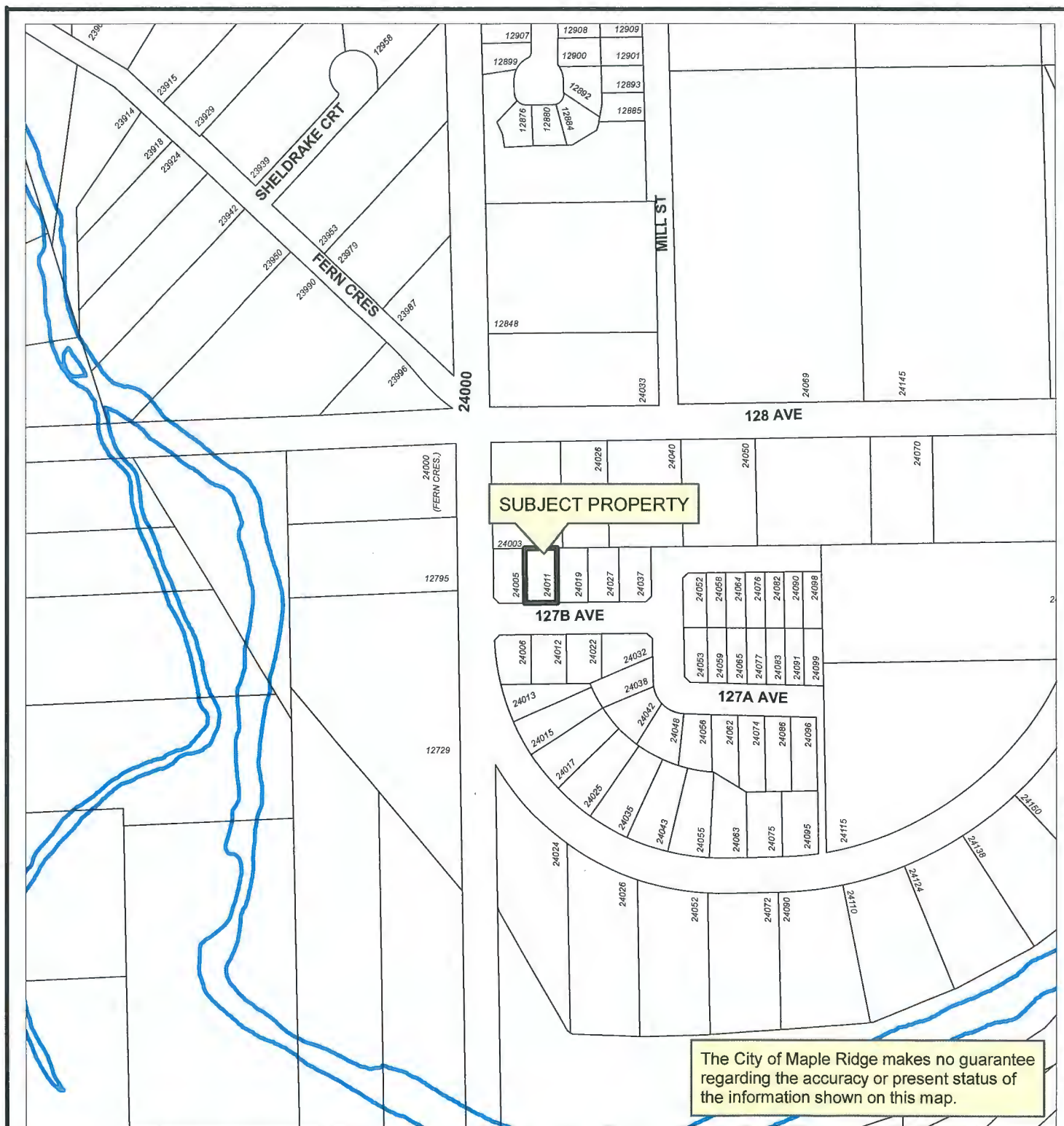
CARRIED



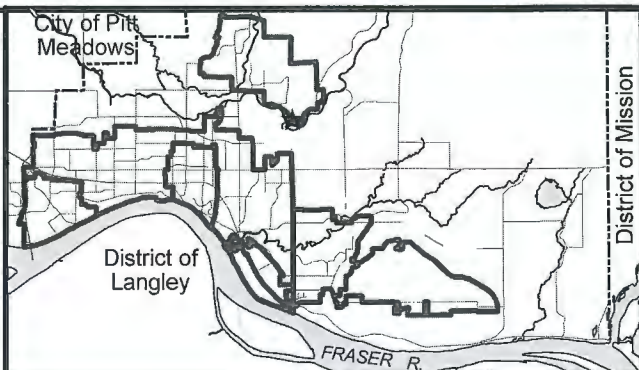
Michael Morden, Mayor
Chair



Kelly Swift, Acting Chief Administrative Officer
Member



Scale: 1:3,000



24011 127B Avenue

ENGINEERING DEPARTMENT



MAPLE RIDGE

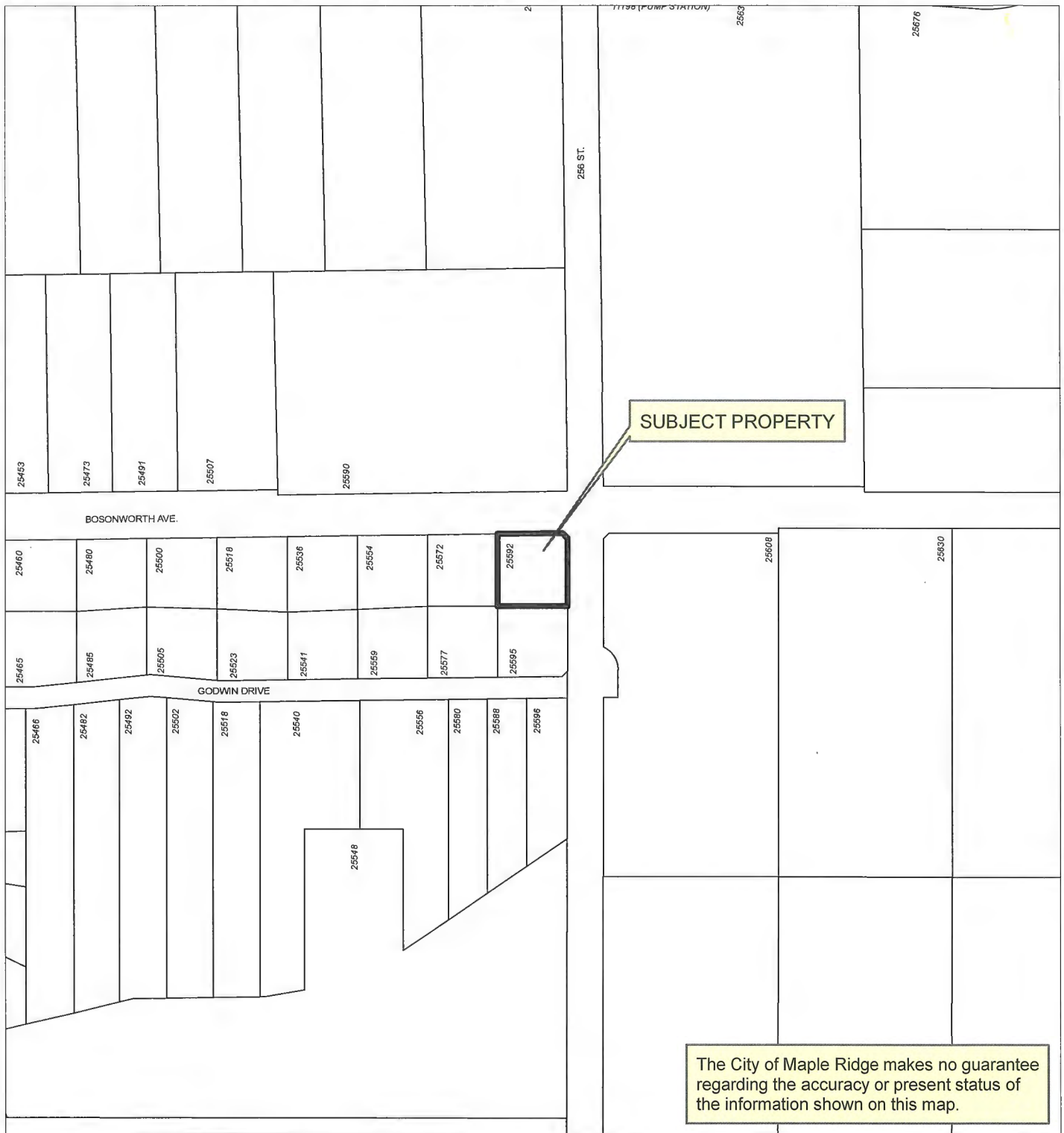
British Columbia

mapleridge.ca

FILE: Untitled

DATE: Apr 18, 2019

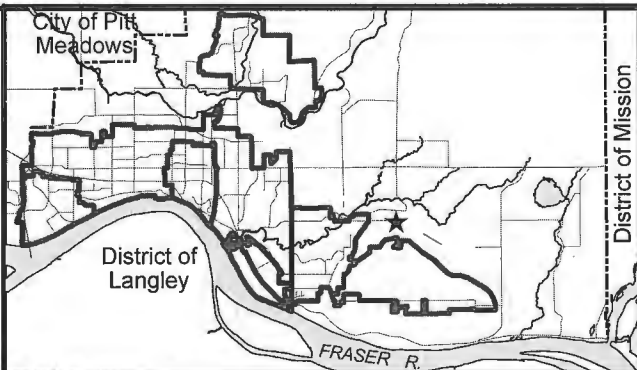
BY: C1



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



25592 Bosonworth Ave

ENGINEERING DEPARTMENT



mapleridge.ca

FILE: Untitled
DATE: Apr 23, 2019

BY: C1

**CITY OF MAPLE RIDGE
DEVELOPMENT AGREEMENTS COMMITTEE**

May 1, 2019
Mayor's Office

CIRCULATED TO:

Judy Dueck, Acting Mayor
Chair

Kelly Swift, Acting Chief Administrative Officer
Member

Catherine Schmidt, Recording Secretary

1. 2017-061-SD

LEGAL: Lot 1 District Lot 399 Group 1 New Westminster District Plan
EPP88082

LOCATION: 22255 Dewdney Trunk Road

OWNER: 487559 B.C. Ltd. (T.E. Meier)

REQUIRED AGREEMENTS: Demolition Covenant and Agreement

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 2017-061-SD.

CARRIED

2. 2014-039-RZ

LEGAL: Lot 20 Section 22 Township 12 New Westminster District Plan 25968
Except: Plan EPP84654

LOCATION: 12040 240 Street

OWNER: 0793619 B.C. Ltd. (Manjit Sekhon)

REQUIRED AGREEMENTS: Residential and Visitor Parking Covenant
Stormwater Management Covenant
No Build and Agricultural Buffer Covenant
Rezoning Servicing Agreement
No Rear Door Covenant
Enhancement and Maintenance Agreement

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENTS AS THEY RELATE TO 2014-039-RZ.

CARRIED

3. 18-122927 BG

LEGAL: Lot 32 Section 22 Township 12 New Westminster District Plan
EPP72767

LOCATION: 24063 Fern Crescent

OWNER: Cipe Homes Inc. (A. Chris Nieman)

REQUIRED AGREEMENTS: Sump Pump Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 18-122927 BG.

CARRIED

4. 18-122262 BG

LEGAL: Lot 33 Section 22 Township 12 New Westminster District Plan
EPP72767

LOCATION: 24075 Fern Crescent

OWNER: Cipe Homes Inc. (A. Chris Nieman)

REQUIRED AGREEMENTS: Sump Pump Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 18-122262 BG.

CARRIED

5. 18-122259 BG

LEGAL: Lot 34 Section 22 Township 12 New Westminster District Plan
EPP72767

LOCATION: 24095 Fern Crescent

OWNER: Cipe Homes Inc. (A. Chris Nieman)

REQUIRED AGREEMENTS: Sump Pump Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 18-122259 BG.

CARRIED

6. 17-120722 BG

LEGAL: Strata Lot 30 Section 11 Township 12 New Westminster District
Strata Plan EPS234

LOCATION: 11100 Carmichael Street

OWNER: Brian Young and Sujata Anchan

REQUIRED AGREEMENTS: Secondary Suite Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 17-120722 BG.

CARRIED

7. 2015-087-SD

LEGAL: Lot 14 and 15 both of: Section 10 Township 12 New Westminster
District Plan EPP76590; Lot 83 Except: Part Subdivided by Plan
BCP26096, Section 10 Township 12 New Westminster District Plan
BCP17976; Lot 84 Section 10 Township 12 New Westminster District
Plan BCP17976; Lot 148 Section 10 Township 12 New Westminster
District Plan BCP26096

LOCATION: 10589 and 10605 Jackson Road, 24683 and 24650 106 Avenue
and 10597 McVeety Street

OWNER: Cipe Homes Inc. (A. Chris Neiman)

REQUIRED AGREEMENTS: Subdivision Servicing Agreement
Enhancement & Replanting Agreement
Geotechnical Covenant
Stormwater Management Covenant
Release of Covenants / Right of Ways – BW437525,
BX148275 and BX148286, Z119693, CA6997116,
CA5000065, CA6997112, Z121462, BX148282,
BA320071, BA320074, BX148283, BA320077

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENTS AS THEY RELATE TO 2015-087-SD.

CARRIED

8. 19-105074 BG

LEGAL: Lot 39 District Lot 280 Group 1 New Westminster District Plan 75819
LOCATION: 20180 Stanton Avenue
OWNER: 0755996 B.C. Ltd. (Ajitpal Bhuller)
REQUIRED AGREEMENTS: Floodplain Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 19-105074 BG.

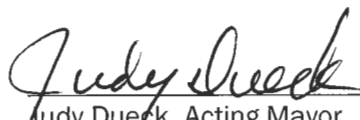
CARRIED

9. 18-120323 BG

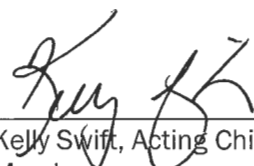
LEGAL: Lot 57 District Lot 280 Group 1 New Westminster District Plan 75819
LOCATION: 20291 116B Avenue
OWNER: Gail Attara and Troy Amber
REQUIRED AGREEMENTS: Temporary Residential Use Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 18-120323 BG.

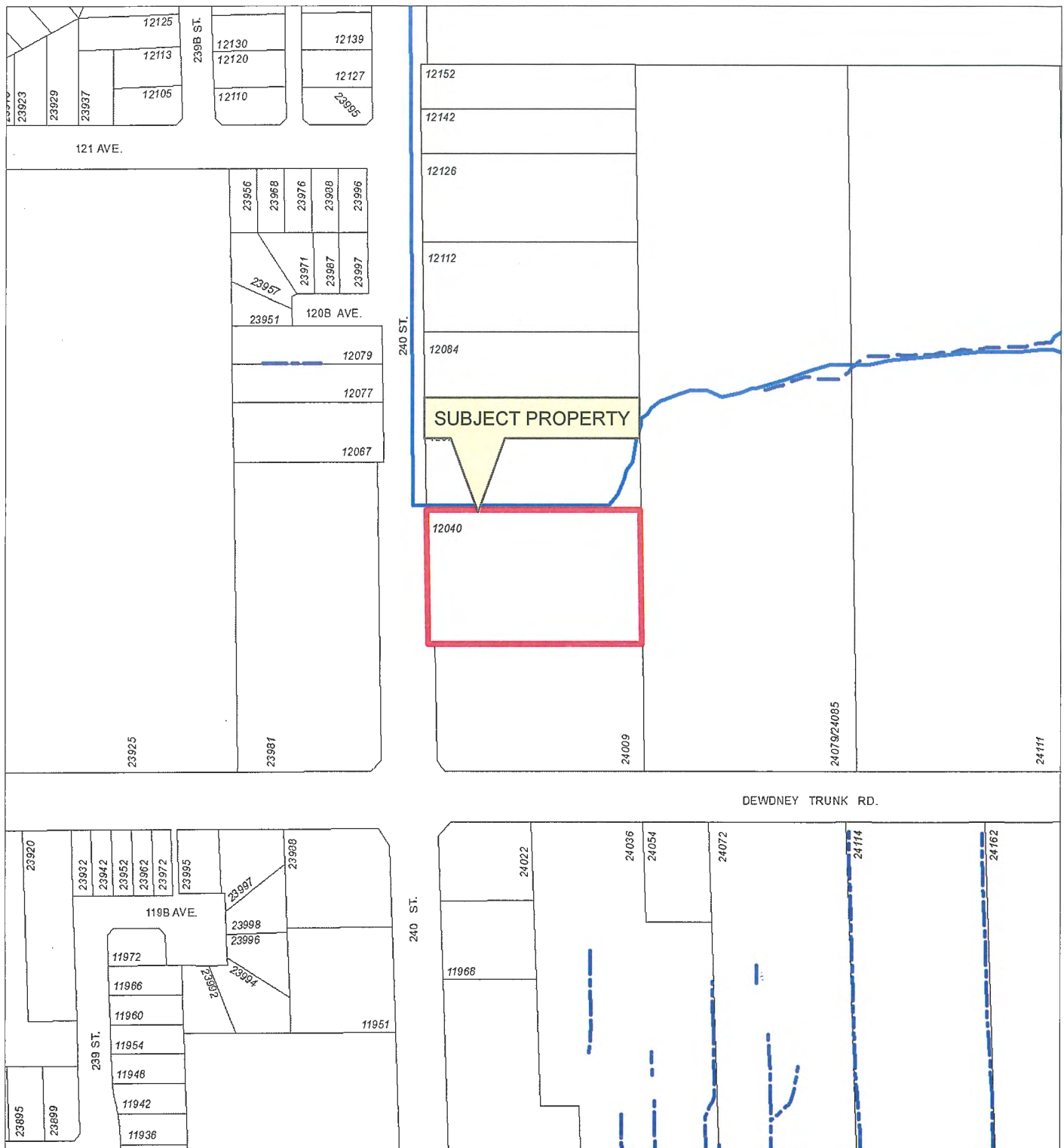
CARRIED



Judy Dueck, Acting Mayor
Chair



Kelly Swift, Acting Chief Administrative Officer
Member



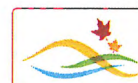
Scale: 1:2,500

Legend

- Stream
- Ditch Centreline
- Indefinite Creek

12040 240 STREET

PLANNING DEPARTMENT



MAPLE RIDGE

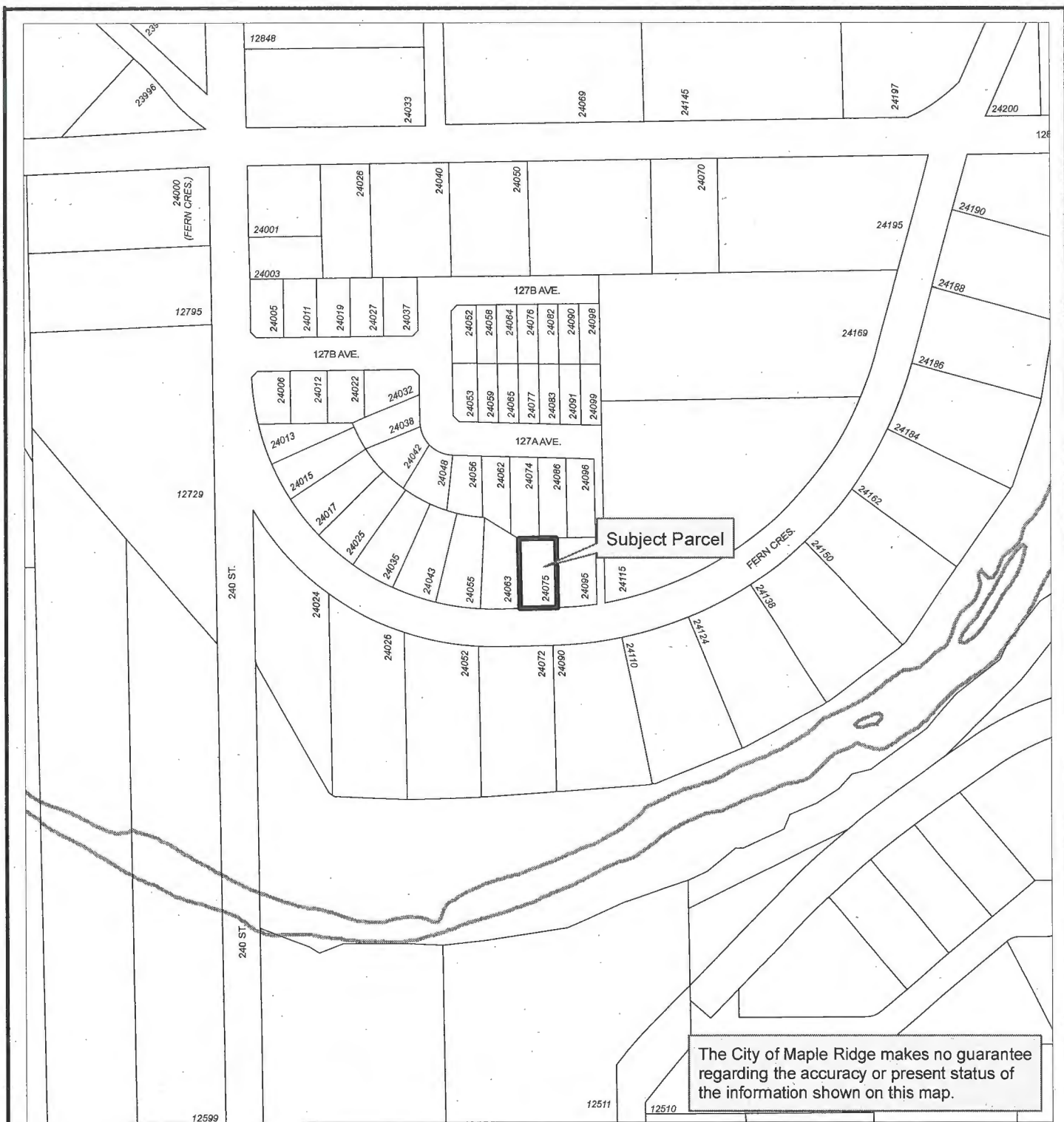
British Columbia

mapleridge.ca

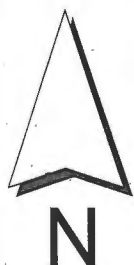
FILE: 2014-039-DP

DATE: Apr 20, 2016

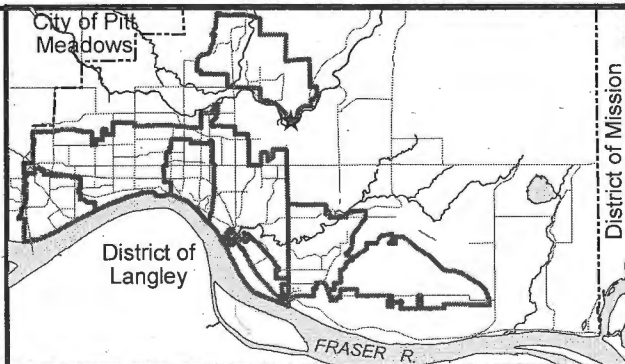
BY: PC



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

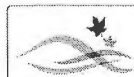


Scale: 1:2,800



24075 Fern Cres. Sanitary sump/pump covenant

LICENCES, PERMITS & BYLAWS DEPT.



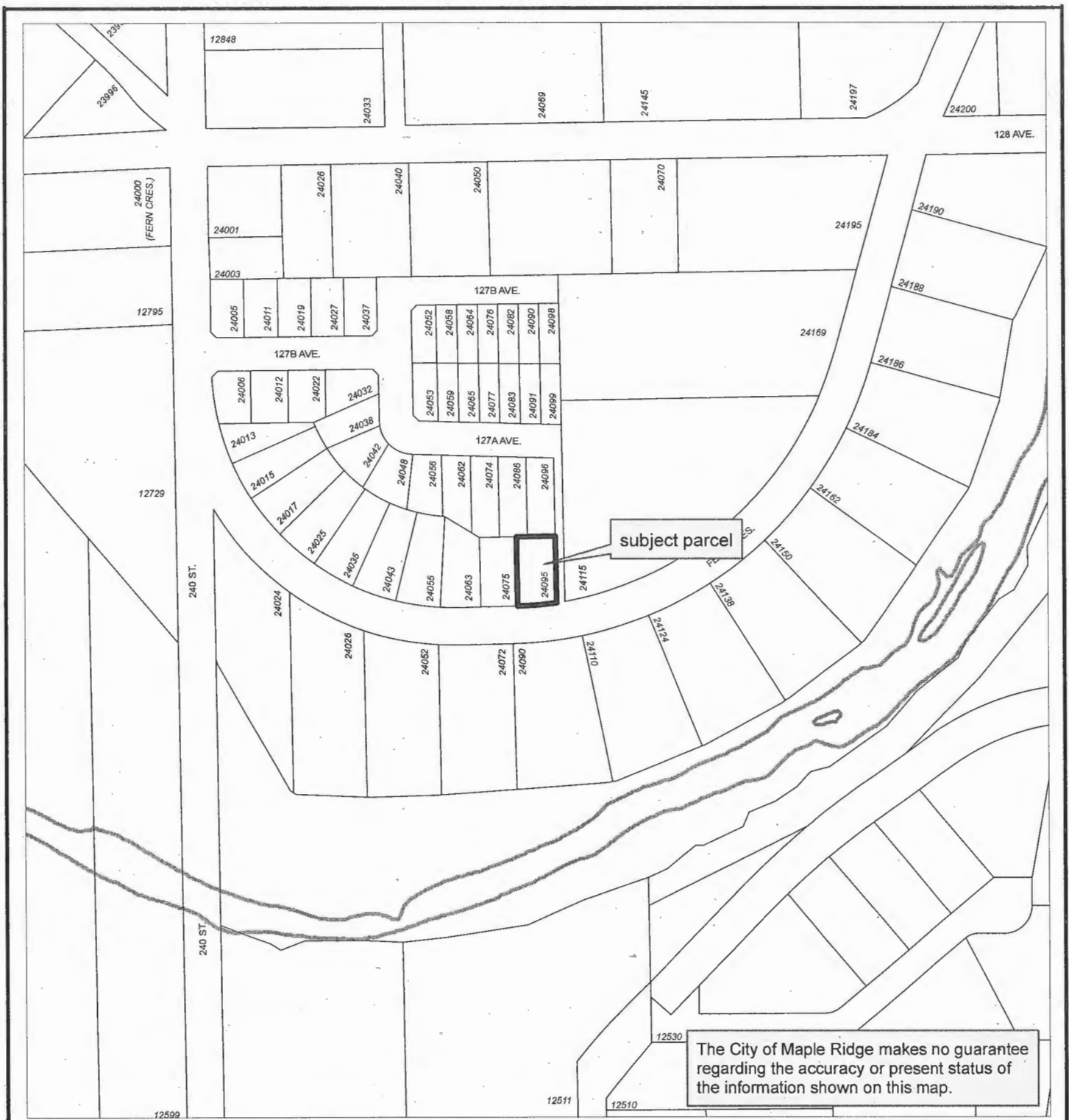
MAPLE RIDGE

British Columbia

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FILE: Untitled
DATE: Apr 24, 2019

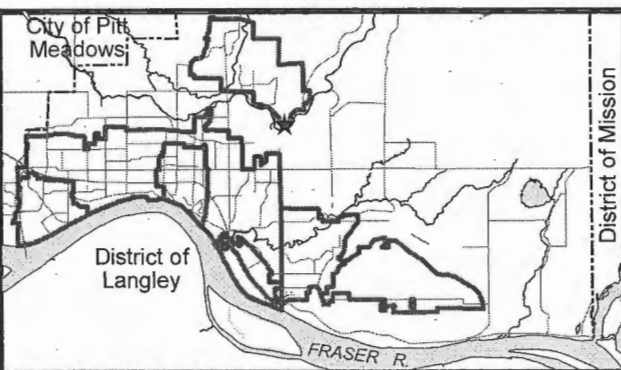
BY: ML



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



Scale: 1:2,800



24095 Fern Cres. Sanitary sump/pump covenant

LICENCES, PERMITS & BYLAWS DEPT.

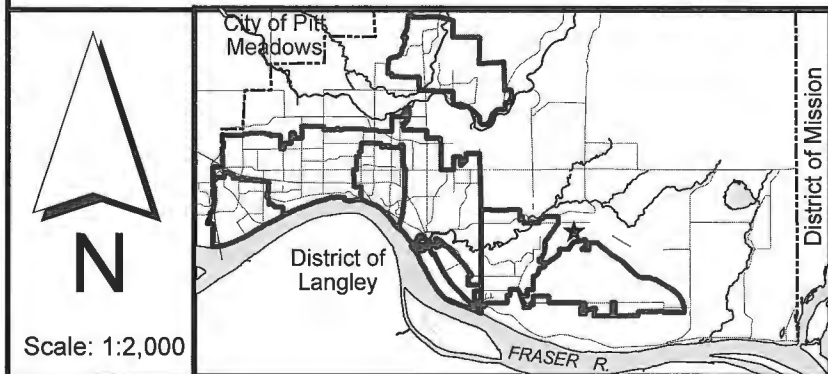
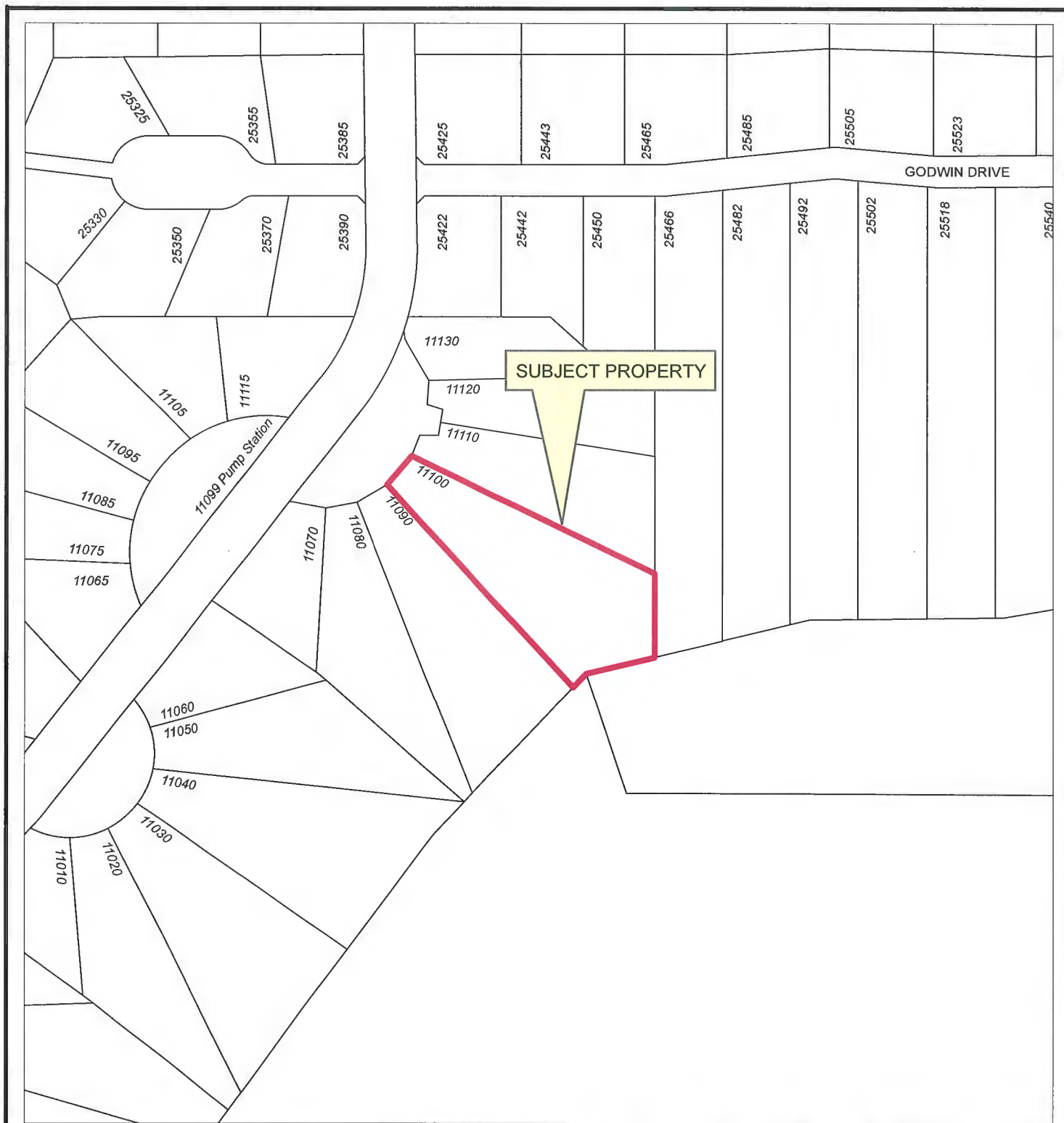


MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: Untitled
DATE: Apr 24, 2019

BY: ML



11100 CARMICHAEL ST.

LICENCES, PERMITS & BYLAWS DEPT.



MAPLE RIDGE

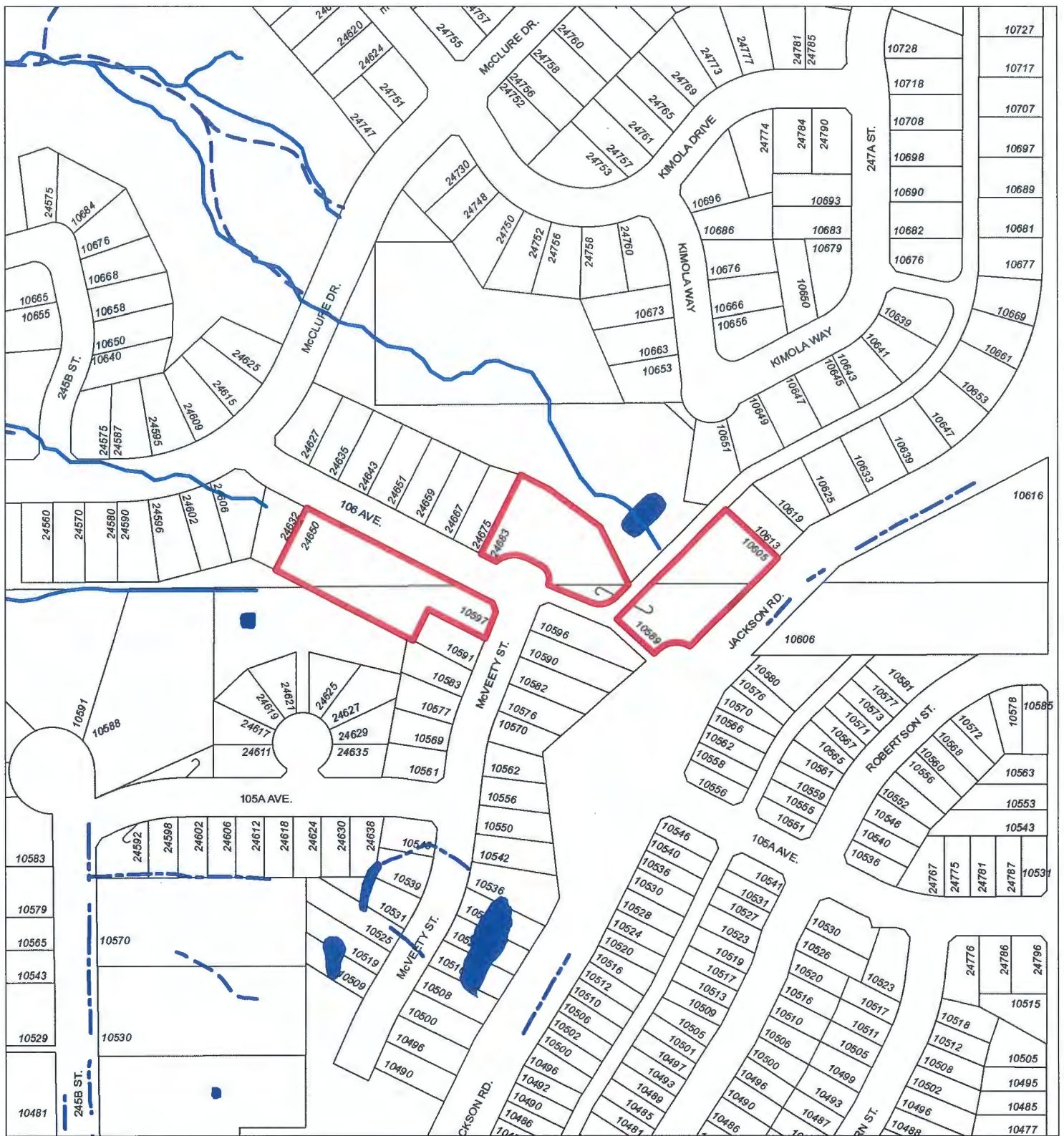
British Columbia

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FILE: Untitled

DATE: Apr 26, 2019

BY: RA



Scale: 1:2,500

Legend

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

24650/83 106 AVENUE (PID'S 026-312-841/026-312-832)
 10597 MCVEETY STREET (PID 030-539-293)
 10589/10605 JACKSON ROAD
 (PID'S 030-539-307/026-811-324)

PLANNING DEPARTMENT

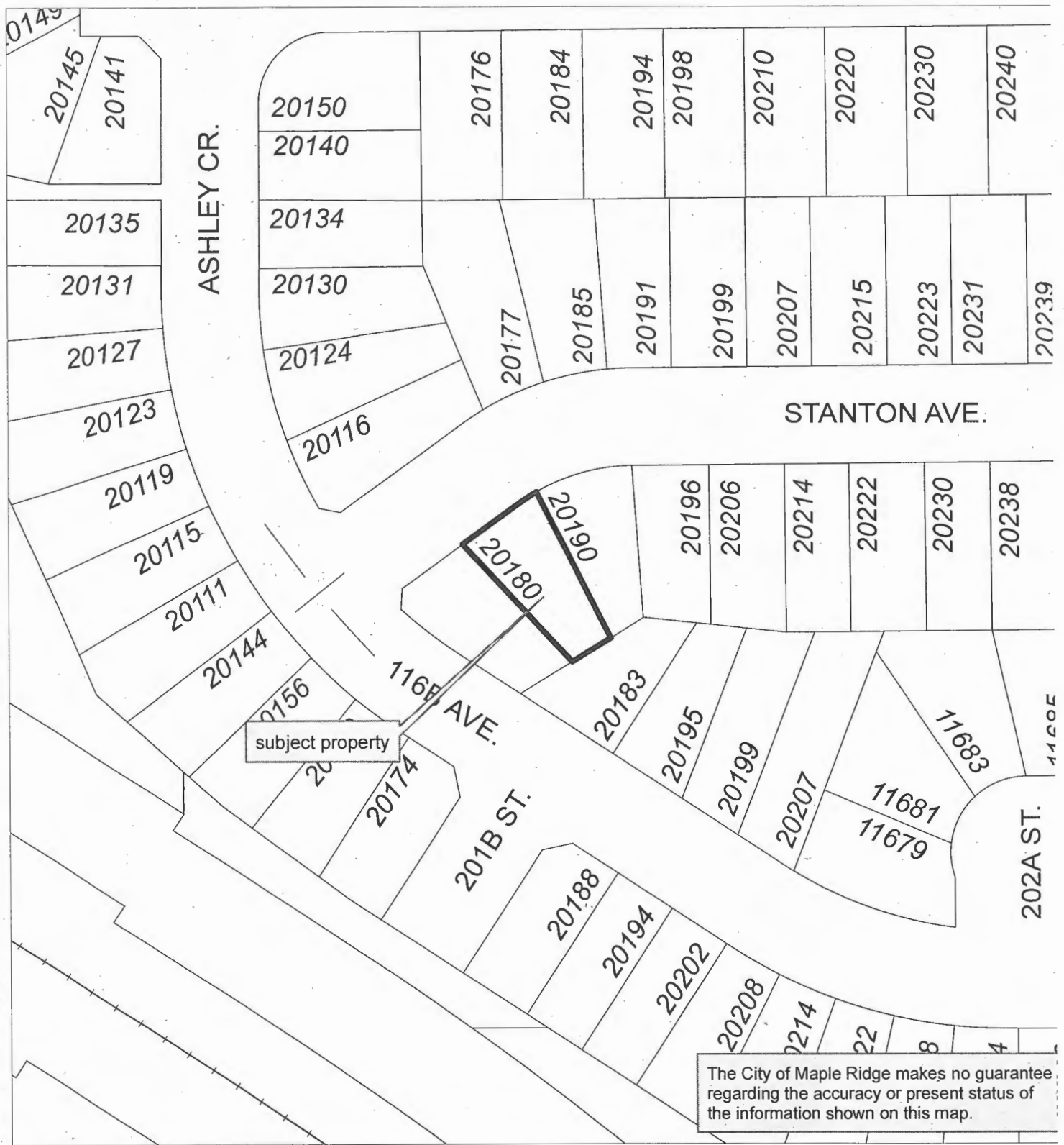


MAPLE RIDGE
 British Columbia

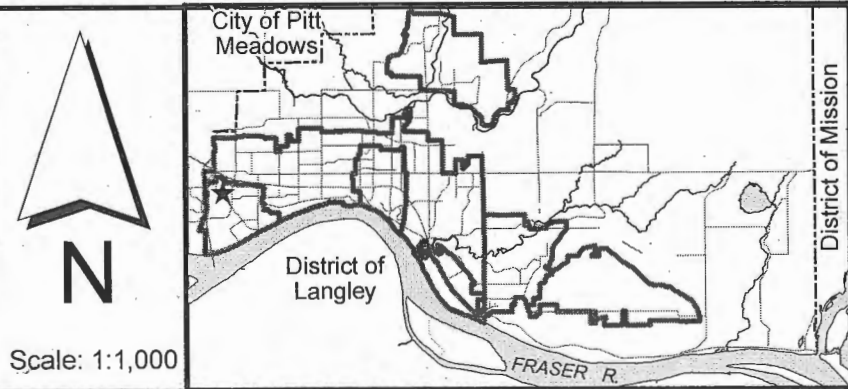
mapleridge.ca

FILE: 2015-087-SD
 DATE: Mar 29, 2019

BY: PC



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



Scale: 1:1,000

20180 Stanton

LICENCES, PERMITS & BYLAWS DEPT.



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FILE: Subject_Map10.4.1.mxd
DATE: Apr 30, 2019

BY: CB

**CITY OF MAPLE RIDGE
DEVELOPMENT AGREEMENTS COMMITTEE**

May 3, 2019
Mayor's Office

CIRCULATED TO:

Judy Dueck, Acting Mayor
Chair

Kelly Swift, Acting Chief Administrative Officer
Member

Catherine Schmidt, Recording Secretary

1. 18-119648 BG

LEGAL: Lot 3 District Lot 248 Group 1 New Westminster District
Plan EPP53735

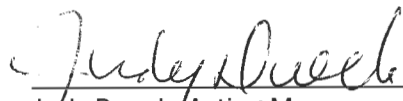
LOCATION: 21291 123B Avenue

OWNER: Natalia Aksentseva and Felix Aksentsev

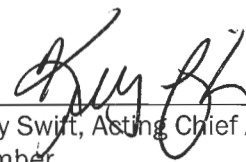
REQUIRED AGREEMENTS: Secondary Suite Covenant

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING
DOCUMENT AS IT RELATES TO 18-119648 BG.**

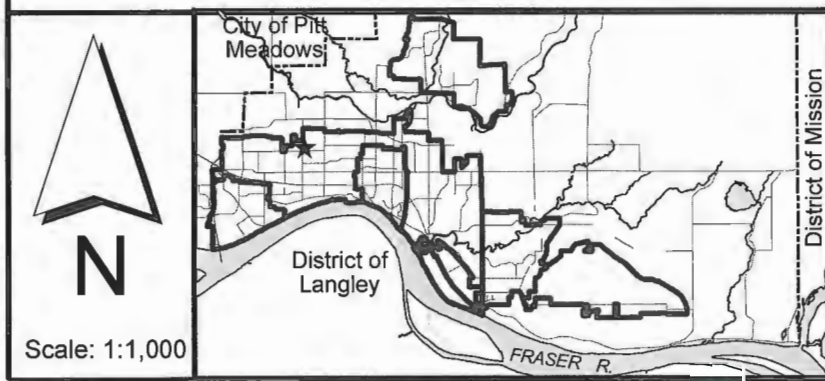
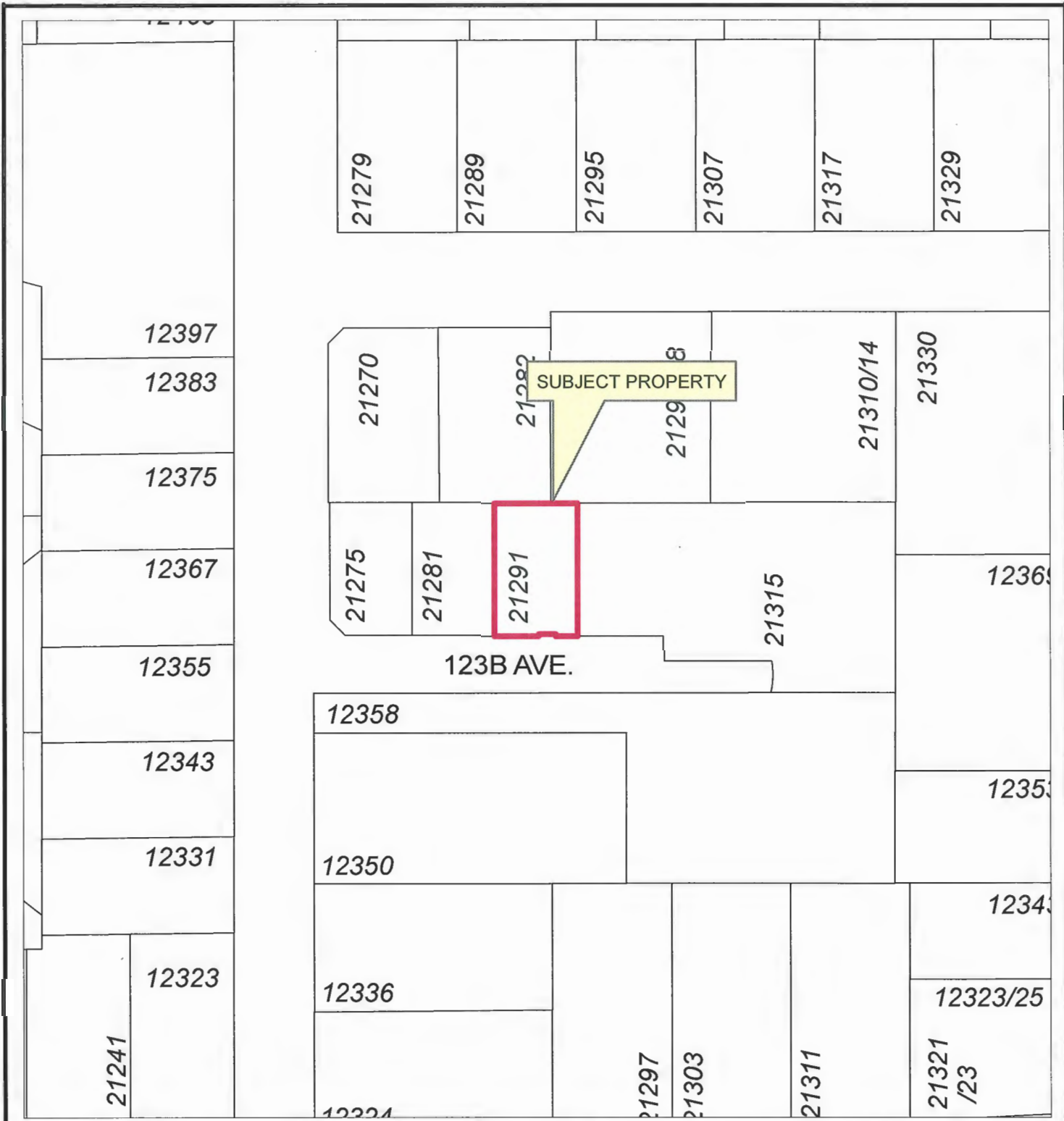
CARRIED



Judy Dueck, Acting Mayor
Chair



Kelly Swift, Acting Chief Administrative Officer
Member



21291 123B AVE

LICENCES, PERMITS & BYLAWS DEPT.



MAPLE RIDGE
British Columbia

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FILE: Untitled
DATE: May 2, 2019

BY: RA

**CITY OF MAPLE RIDGE
DEVELOPMENT AGREEMENTS COMMITTEE**

May 7, 2019
Mayor's Office

CIRCULATED TO:

Michael Morden, Mayor
Chair

Kelly Swift, Acting Chief Administrative Officer
Member

Catherine Schmidt, Recording Secretary

1. 16-123553 BG

LEGAL: Lot 198 District Lot 242 Group 1 New Westminster District Plan
50679

LOCATION: 12026 209 Street

OWNER: Anna and Andrey Tarasov

REQUIRED AGREEMENTS: Detached Garden Suite Covenant
Detached Garden Suite Parking Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENTS AS THEY RELATE TO 16-123553 BG.

CARRIED

2. 18-117468 BG

LEGAL: Lot 17 Section 10 Township 12 New Westminster District Plan
EPP70566

LOCATION: 11097 241A Street

OWNER: Davinder and Kamaljeet Sekhon

REQUIRED AGREEMENTS: Secondary Suite Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 18-117468 BG.

CARRIED

3. 2017-572-DP

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

LOCATION: 11718 224 Street and 11731 Fraser Street

OWNER: 1122256 B.C. Ltd.

REQUIRED AGREEMENTS: Release of Covenant (CA7236314)

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 2017-572-DP.

CARRIED

4. 2016-244-DP

LEGAL: Parcel "B" (Reference Plan 5589 Lot 9 Section 10 Township 12 New
Westminster District Plan 809; South 150 Feet Lot 1 Section 10
Township 12 New Westminster District Plan 17613; Lot 1 Except:
South 150 Feet Section 10 Township 12 New Westminster District
Plan 17613

LOCATION: 11080, 11154 and 11184 240 Street

OWNER: Streetside Developments (BC) Ltd.

REQUIRED AGREEMENTS: Enhancement and Maintenance Agreement

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 2016-244-DP.

CARRIED

5. 2017-304-SD

LEGAL: Lot 5 Section 29 Township 12 New Westminster District Plan
EPP78547

LOCATION: 23072 134 Loop

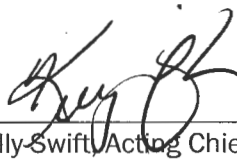
OWNER: Jharmal Dhaliwal and Preeti Aggarwal

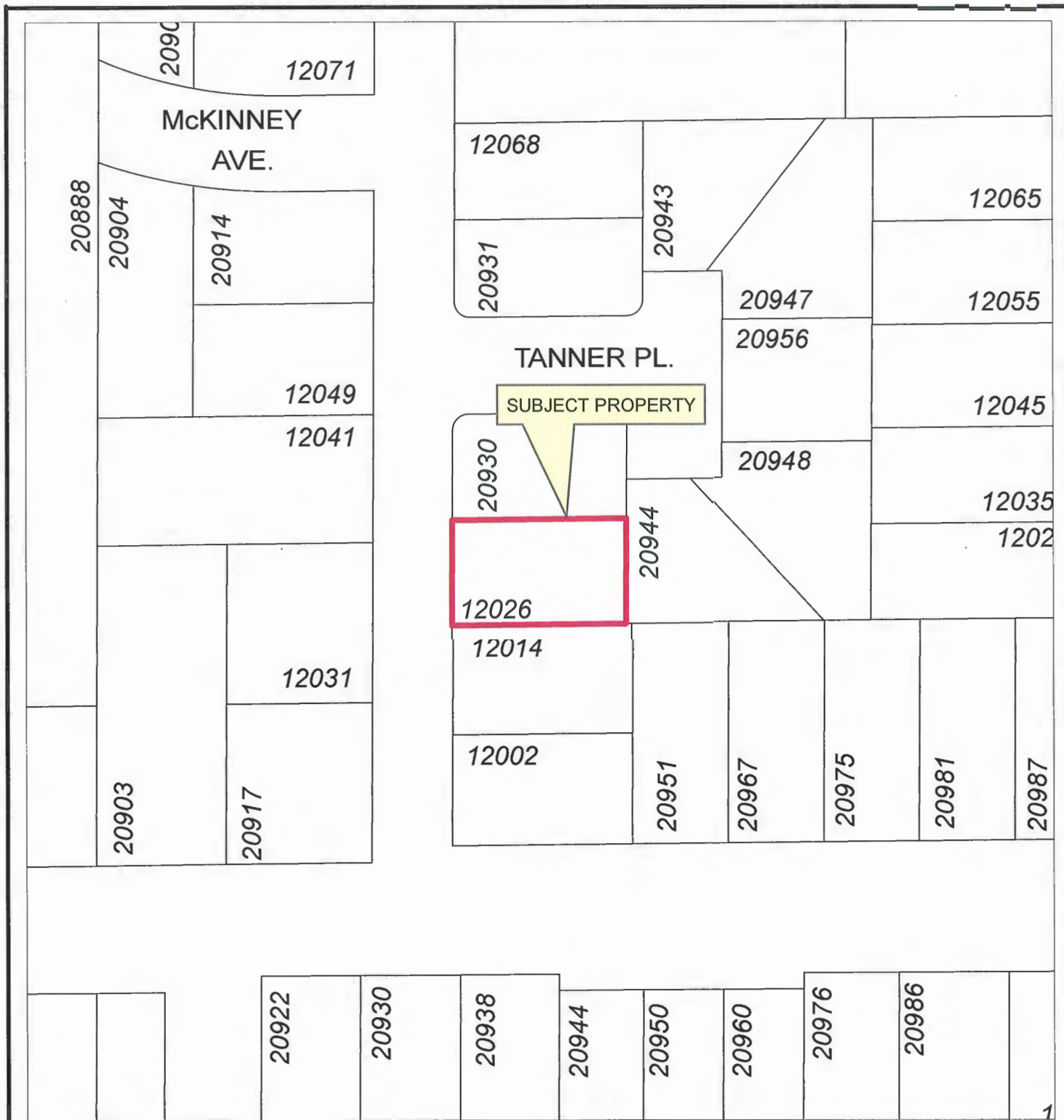
REQUIRED AGREEMENTS: Release of Covenant (CA6141166 and CA5836423)

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 2017-304-SD.

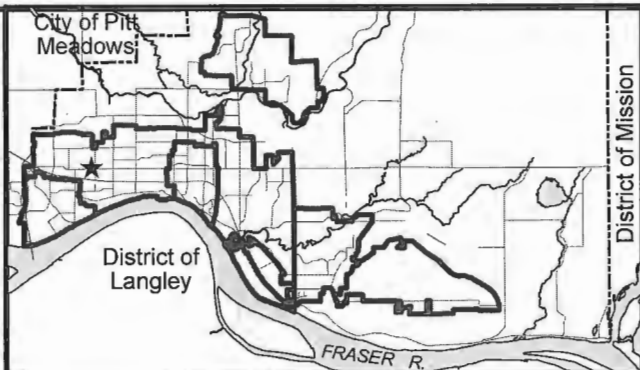
CARRIED


Michael Morden, Mayor
Chair


Kelly Swift, Acting Chief Administrative Officer
Member



Scale: 1:1,000



12026 209 ST

LICENCES, PERMITS & BYLAWS DEPT.

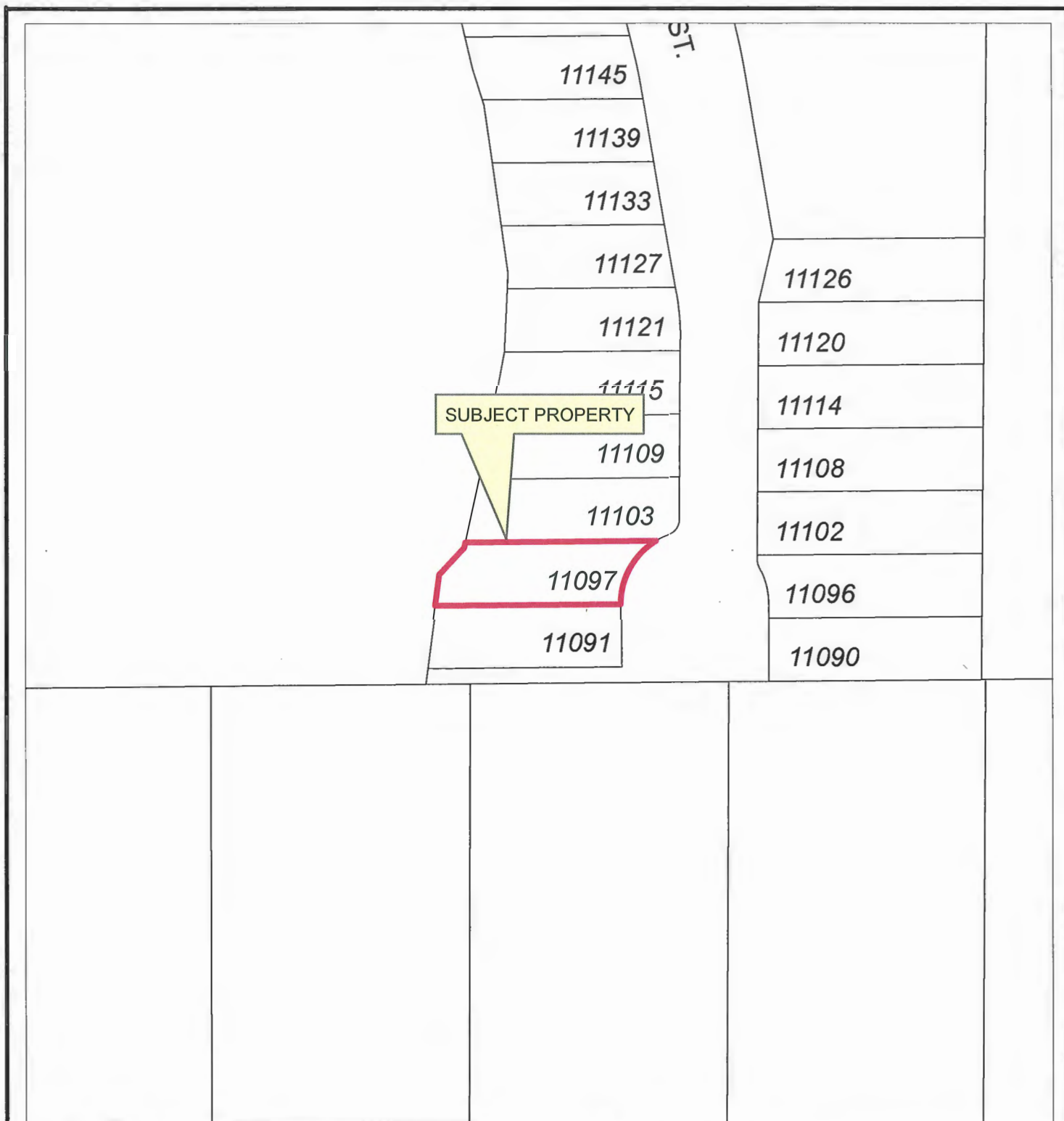


MAPLE RIDGE
British Columbia

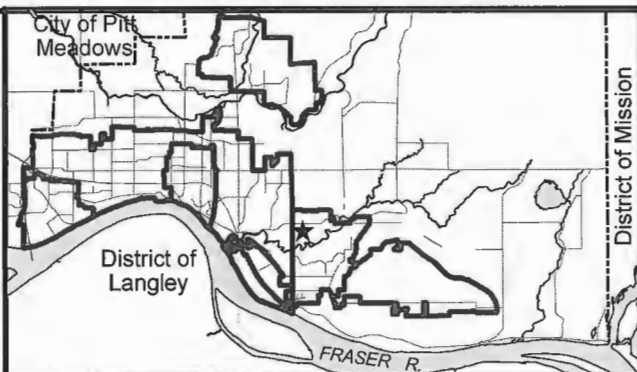
mapleridge.ca

FILE: Untitled
DATE: May 2, 2019

BY: RA



Scale: 1:1,000

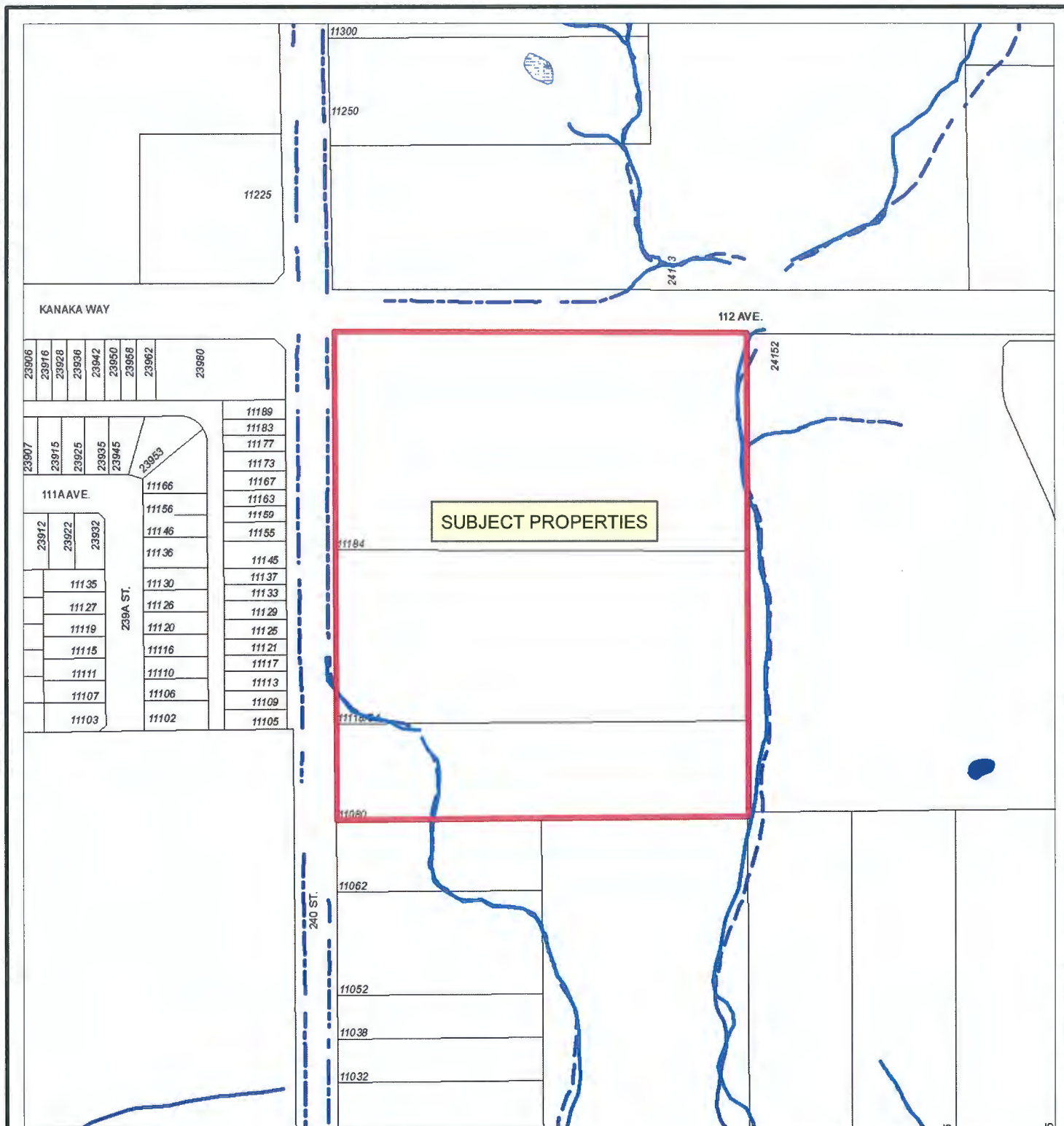


11097 241A ST



FILE: Untitled
DATE: May 2, 2019

BY: RA



Scale: 1:2,500

Legend

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

11080, 11154/84 240 STREET

PLANNING DEPARTMENT



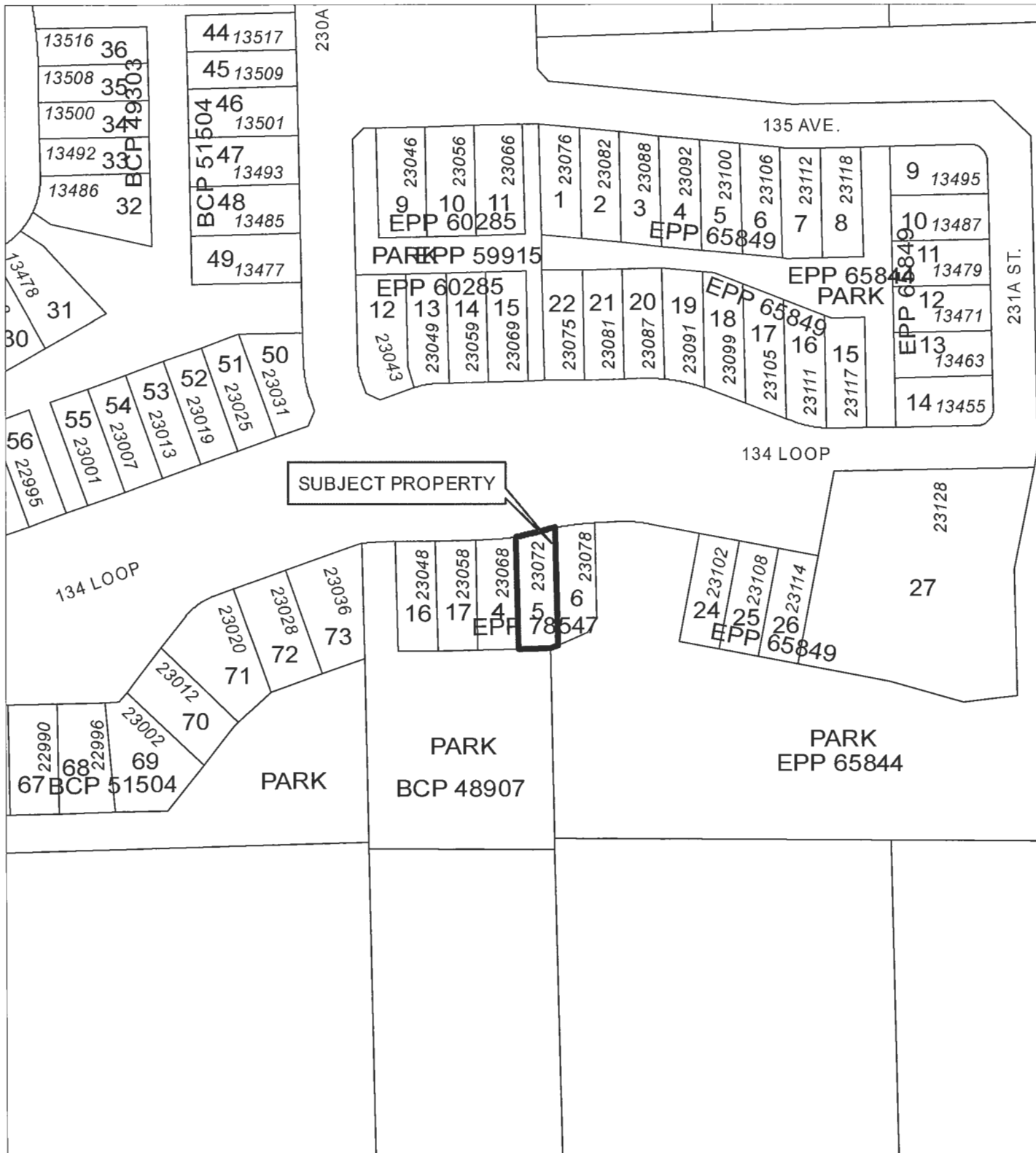
MAPLE RIDGE

British Columbia

mapleridge.ca

FILE: 2016-244-DP
DATE: Jan 23, 2017

BY: PC



701.2 Minutes of Meetings of Committees and Commissions of Council



**City of Maple Ridge
ADVISORY DESIGN PANEL**

The Minutes of the Regular Meeting of the Maple Ridge Advisory Design Panel held in the Blaney Room at Maple Ridge Municipal Hall, 11995 Haney Place, Maple Ridge, British Columbia, on Wednesday, March 20, 2019 at 4:11 pm.

PANEL MEMBERS PRESENT

Steven Bartok, Chair	Architect
Narjes Miri	Architect
Shida Neshat-Behzadi	Architect
Stephen Heller, Vice Chair	Landscape Architect

ABSENT

Meredith Mitchell	Landscape Architect
-------------------	---------------------

STAFF MEMBERS PRESENT

Adrian Kopystynski	Staff Liaison, Planner
Amanda Allen	Committee Clerk

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

R/2019-008

It was moved and seconded

That the agenda for the March 20, 2019 Advisory Design Panel meeting be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

R/2019-009

It was moved and seconded

That the minutes of the Maple Ridge Advisory Design Panel meeting dated January 16, 2019 be adopted.

CARRIED

4. **NEW AND UNFINISHED BUSINESS**

4.1. **Resolution of 2014-069-RZ**

The staff liaison provided an update on the project application.

5. **PROJECTS**

- 5.1. **Development Permit No:** 2016-031-DP
Applicant: Florwest, Dan Floritto
Project Architect: WG Architecture
Project Landscape Architect: Viewpoint Landscape Architects
Proposal: 17 unit townhouse
Location: 13227 236 Street
File Manager: Adam Rieu

The Staff liaison provided an overview of the 17 unit townhouse development. The project team gave a presentation of the project plans.

R/2019-010

It was moved and seconded

That File No. 2016-031-DP be supported and the following concerns be addressed as the design develops and submitted to Planning staff for follow-up:

Landscape Comments:

1. Add a gateway element to ensure prominent entry to the site;
2. Improve the design of the north-west amenity space. Consider using the grade change, more play equipment, natural play features or social gathering elements;
3. Add an additional row of ground cover to improve layering on south property line;
4. Relocate visitor stall adjacent to Unit 11 to a more functional location;
5. Provide a wider variety of surfacing materials to differentiate driveways, pedestrian walkways, and unit / garage entrances to better define pedestrian usage;
6. Add decorative paving to enhance drive aisle and provide a sense of arrival at the front entry;
7. Introduce alternative treatments to reduce the expanse of asphalt at the three-way intersection;
8. Add wayfinding signage, etc;
9. Consider multiple bike rack locations;
10. Ensure landscape plans are coordinated with architectural site plan;
11. Clarify tree retention possibilities in front of Unit 4. Landscape plans do not show trees being retained; however, the architectural plan appears to have shifted Unit 4 back from the street to allow for tree retention.

Architectural Comments:

1. Reduce the building step of Unit 4 if existing trees are not retained;
2. Exposed elevations to the site entry at Building 1 and Building 2 should be articulated to provide a sense of place and arrival;

3. Review and consider revisions to interior layouts including:
 - Building 3: proportion of ensuite to closet in level 3;
 - Building 1: consider increasing the width (square out the room) / relocate the closet to create better access to bedroom #3;
4. Consider strengthening the singular roof overhang triangles;
5. Add windows and lighting to interior facing elevations between buildings to address potential CPTED concerns, safety, and liveability conditions;
6. Encourage consistent colour continuity throughout the buildings, specifically for Building 1.

CARRIED

6. **CORRESPONDENCE**

Invitation from the Maple Ridge Agricultural Advisory Committee to the "Let's Get Farming" event on April 4, 2019.

Invitation from the City of Maple Ridge to the Lougheed Transit Corridor Open House on April 10, 2019.

7. **QUESTION PERIOD – Nil**

8. **ADJOURNMENT – 5:59 pm.**

"Original signed by Steven Bartok"

S. Bartok, Chair

/aa

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 Municipal Hall on March 28, 2019 at 7:06 pm.

COMMITTEE MEMBERS PRESENT

Councillor Ryan Svendsen	City of Maple Ridge
Bill Hardy, Chair	Member at Large
Al Kozak, Vice Chair	Agricultural Sector
Andrew Pozsar	Member at Large
Candace Gordon	Haney Farmers Market Society
Carla Schiller	Agricultural Sector
Chris Zabek	Regional Agrologist, Ministry of Agriculture
Ian Brooks	Member at Large
Ryan Murphy	Agricultural Sector

STAFF MEMBERS PRESENT

Amanda Grochowich	Staff Liaison / Planning Department
Amanda Allen	Committee Clerk

ABSENT

Councillor Gordy Robson	City of Maple Ridge
Lorraine Bates	Agricultural Fair Board
Pascale Shaw	Agricultural Sector
Josef Hans Lara	Economic Development Committee Representative

Note: Councillor Robson was not in attendance

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

R/2019-014

It was moved and seconded

That the March 28, 2019 Agricultural Advisory Committee agenda be amended to add Item 6.3 "Bill 15" and that the agenda as amended be approved.

CARRIED

Note: Carla Schiller joined the meeting at 7:08 pm

3. **ADOPTION OF THE MINUTES**

R/2019-015

It was moved and seconded

That the minutes of the Maple Ridge Agricultural Advisory Committee meeting dated February 28, 2019 be adopted.

CARRIED

4. **DELEGATIONS**

4.1. **Vancouver Farmers Markets Direct**

- Roberta LaQuaglia, Manager

Ms. LaQuaglia gave a PowerPoint presentation providing the following information:

- what is a food hub
- the history and growth of Vancouver Farmers Markets Direct
- how the program works
- online shopping portal
- producers and buyers
- growth pattern
- how VFM Direct is different, pop up markets on-site
- farm tours and producer showcase, sponsor workshops and classes
- goals for 2019

Ms. LaQuaglia answered questions from the committee.

The committee expressed interest in discussing the program model at the next meeting.

4.2. **Development Permit Area Guidelines for the Protection of Farming**

- Lisa Zosiak, Planner 2, City of Maple Ridge

The Planner gave a PowerPoint presentation providing the following information:

- what are Development Permit Area guidelines
- background to Farm Protection Development Permit
- senior agency support
- avoiding farm and non-farm conflicts
- application of farm protection development permit guidelines
- content of the farm protection development permit
- stormwater management
- subdivision design
- site layout and design
- landscape buffers and buffer design
- agricultural impact assessment
- education, awareness and compliance

The Planner answered questions from the committee. Members were provided with a draft copy of the farm protection development permit area guidelines and agricultural impact assessment guidelines with the request to send any additional feedback to the Planner.

R/2019-016

It was moved and seconded

That the Agricultural Advisory Committee supports the draft Development Permit Area Guidelines for the Protection of Farming.

CARRIED

5. **QUESTION PERIOD - Nil**

6. NEW AND UNFINISHED BUSINESS

6.1. Prioritization of Agricultural Plan Action Items

Further development of agricultural plan action items was tabled to the next meeting.
The Chair advised of the grant submission to Metro Vancouver for the Booth-in-a-Box project.

6.2. Incorporation of Agriculture on City of Maple Ridge Website

Al Kozak will gather additional research and work with the staff liaison to present findings at a future meeting for review and discussion.

6.3. Bill 15

The Chair provided a brief summary of Bill 15, which proposes to amend the ALR exclusion application process to the ALC. It was requested the item be included on the next agenda for further discussion.

7. SUBCOMMITTEE REPORTS

7.1. Education

Al Kozak provided a summary of his meeting with Kim Grout and Dr. Kent Mullinix. Members were encouraged to spread the word about the Let's Get Farming event scheduled for April 4, 2019.

8. CORRESPONDENCE

8.1. Upcoming Events

April 4, 2019 7:00 pm	Let's Get Farming Maple Ridge City Hall, Council Chambers Organizer: Agricultural Advisory Committee
April 10, 2019 4:00 pm – 8:00 pm	Lougheed Transit Corridor Open House Glenwood Elementary (21410 Glenwood Avenue) Organizer: City of Maple Ridge
April 13, 2019 10:00 am – 2:00 pm	Earth Day Memorial Peace Park, Bandstand (11900 224 Street) Organizer: Ridge Meadows Recycling Society
April 13, 2019 9:00 am – 2:00 pm	Haney Farmers Market Opens Memorial Peace Park, (11900 224 Street) Organizer: Haney Farmers Market Society

9. **ROUNDTABLE**

Members received verbal reports on local agricultural topics and activities.

10. **ADJOURNMENT** – 9:03 pm.

“Original signed by Bill Hardy”

Bill Hardy, Chair

/aa

City of Maple Ridge

AUDIT AND FINANCE COMMITTEE MEETING MINUTES

The Minutes of the Audit and Finance Committee Meeting held in the Blaney Room of the Municipal Hall, 11995 Haney Place, Maple Ridge, BC on April 16, 2019 at 4:32 pm.

PRESENT

Committee Members

Councillor J. Dueck, Chair
Mayor M. Morden
Councillor K. Duncan
Councillor C. Meadus
Councillor R. Svendsen
Councillor A. Yousef
Councillor G. Robson

Appointed Staff

K. Swift, Acting Chief Administrative Officer
F. Quinn, General Manager Public Works and Development Services
D. Boag, Acting General Manager Parks, Recreation & Culture
T. Thompson, Chief Financial Officer
C. Nolan, Corporate Controller
L. Benson, Director of Corporate Administration
A. Allen, Committee Clerk

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

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

Note: Councillor Svendsen was not in attendance at the start of the meeting.

1. ***CALL TO ORDER***

2. ***APPROVAL OF THE AGENDA***

R/2019-006

It was moved and seconded

That the agenda for the April 16, 2019 Audit & Finance Committee meeting be approved as circulated.

CARRIED

3. ***ADOPTION OF MINUTES***

R/2019-007

It was moved and seconded

That the minutes of the Audit & Finance Committee dated February 19, 2019 be adopted as circulated.

CARRIED

4. **UNFINISHED BUSINESS**

4.1. **Terms of Reference as amended**

The Corporate Controller reviewed the amended Terms of Reference.

Note: Councillor Svendsen joined the meeting at 4:35 pm.

4.2. **2018 Year-End Update**

The Corporate Controller reviewed the 2018 results in the General Revenue Fund. There was discussion on the General Revenue Fund, the accumulated surplus balance and funds set aside to support Council's Strategic Plan.

Note: Councillor Duncan left the meeting at 4:48 pm.

4.3. **Investment Report 2018**

The Chief Financial Officer reviewed legislation, recent regulatory changes and investment policy. There was discussion on alternate options and opportunities to leverage investments and returns moving forward. A separate land strategy discussion by Council is required and direction to explore options could be included in the upcoming business plan guidelines.

4.4. **2019-2023 Financial Plan Amending Bylaw**

The Chief Financial Officer summarized a business planning cycle and reviewed the proposed amendments to the Financial Plan amending bylaw. There was discussion on various elements of the financial plan and the implications to property tax increases.

Note: Councillor Duncan returned to the meeting at 5:20 pm.

R/2019-008

It was moved and seconded

That the report titled "2019-2023 Financial Plan Amending Bylaw" be forwarded to the next Council meeting.

CARRIED

Councillor Robson - OPPOSED

4.5. 2019 Property Tax Rates Bylaw

The Chief Financial Officer summarized the legislated requirements of property tax rates bylaws and the tax rate increases as included in the Financial Plan adopted by the previous Council. There was discussion on property tax multiples between different property classes.

R/2019-009

It was moved and seconded

That the report titled "2019 Property Tax Rates Bylaw" be forwarded to the next Council meeting

CARRIED

4.6. Sewer Rate Bylaw Amendment

R/2019-010

It was moved and seconded

That the report titled "Sewer Rate Bylaw Amendment" be forwarded to the next Council meeting.

CARRIED

5. ADJOURNMENT – 5:42 pm

"Original signed by Judy Dueck"

Councillor Judy Dueck, Chair

City of Maple Ridge
ECONOMIC DEVELOPMENT COMMITTEE
REGULAR MEETING MINUTES

The Minutes of the Regular Meeting of the Economic Development Committee, held in the
Bridges Boardroom, Economic Development Office, Maple Ridge on Wednesday,
December 5, 2018, at 5:00 pm.

COMMITTEE MEMBERS PRESENT

Josef Lara, Chair	Community at Large
Tom Meier	Community at Large
Oliver Wells	Community at Large
Councillor Yousef	City of Maple Ridge
Councillor Meadus	City of Maple Ridge

STAFF MEMBERS PRESENT

Lino Siracusa	Staff Liaison / Director, Economic Development and Civic Properties
Bruce Livingstone	Business Retention and Expansion Office, Economic Development and Civic Properties
Karen Hansen	Administrative Assistant, Economic Development and Civic Properties

REGRETS

Chrislana Gregory	Community at Large
Alex Wells	Community at Large

Meeting called to order at 5:00 pm.

1. AGENDA ADOPTION

R18-013

It was moved and seconded

That the Agenda of December 5, 2018 be adopted.

CARRIED

2. MINUTE ADOPTION

R18-014

It was moved and seconded

That the Minutes of September 5, 2018 be adopted.

CARRIED

3. Status of committee recruitment

Mr. Siracusa provided a brief history of the current committee to the new councillors. Mr. Siracusa explained that he would like to expand the committee to eight members at large and plans to take that policy amendment to Council in the New Year.

Mr. Siracusa will make recommendations for the new committee members to Council in January.

Mr. Perez stated the importance of having council representation for this committee, adding that participation from past council representatives hasn't been regular.

Mr. Siracusa further explained the status of the Tourism Advisory Committee which may begin again as a task force. The group would like revisit this once Council has had their planning meeting and set their strategic plan.

R18-015

It was moved and seconded

That the decision regarding task forces is adjourned to a meeting in early 2019.

CARRIED

4. Setting dates for Thursday meetings in 2019

R18-016

It was moved and seconded

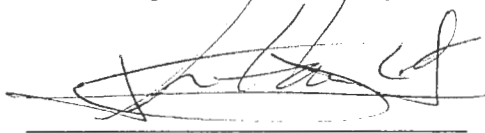
That the dates for the Economic Development Committee meetings will be Thursday, February 7, Thursday, May 2, Thursday, September 5 and Thursday, November 7, 2019.

CARRIED

5. Update on Innovation Forum 2019

Bruce Livingstone provided a progress report on the Innovation Forum and the additional, related events taking place between March 4 and April 4 of 2019.

6. Adjournment at 6:00 pm - Next Meeting – February 7, 2019



Chair, Josef Lara

/kh

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
Coho Room, at Maple Ridge City Hall, 11995 Haney Place, Maple Ridge, British Columbia, on
April 11, 2019 at 4:05 pm.

COMMITTEE MEMBERS PRESENT

Councillor Ryan Svendsen	City of Maple Ridge
Leanne Koehn, Vice-Chair	Community at Large Member
Barbara Duncan	Arts Council Representative
Don Miskiman	Community at Large Member
Donald Luxton	Developer
Wan-Yi Lin	Artist

STAFF MEMBERS PRESENT

Yvonne Chui	Manager, Arts and Community Connections / Staff Liaison
Michael Millward	Facilities Operations Manager
Amanda Allen	Committee Clerk

ABSENT

Wayne Bissky, Chair	Architect
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Note: Wayne Bissky was not in attendance. Don Miskiman chaired the meeting as the presiding member.

Note: Councillor Svendsen participated via teleconference.

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

R/2019-009

It was moved and seconded

That the April 11, 2019 Public Art Steering Committee agenda be approved as circulated.

CARRIED

3. **ADOPTION OF THE MINUTES**

R/2019-010

It was moved and seconded

That the minutes of the Maple Ridge Public Art Steering Committee meeting dated January 31, 2019 be amended to reflect Don Miskiman as the Vice Chair, and that the minutes as amended be adopted.

CARRIED

4. **DELEGATIONS** - Nil

5. **QUESTION PERIOD** – Nil

6. **NEW AND UNFINISHED BUSINESS**

6.1. **Artist in Residence Program 2019-2022:
Recommendation and results from selection process
Yarn bombing project lead by Robi Smith**

Wan-Yi Lin and Leanne Koehn summarized the selection process to shortlist and select the artists in residence from the many qualified candidates who submitted applications.

Note: Councillor Svendsen joined the meeting in person at 4:22 pm.

The staff liaison advised that Robi Smith will be working with other community organizations to unveil a yarn bombing project on July 1, 2019.

6.2. **First Nations engagement process draft**

The staff liaison shared draft framework of the proposed First Nations engagement process for the street banners and windows at City Hall projects. Members provided feedback on the draft framework.

R/2019-011

It was moved and seconded

That the Public Art Steering Committee provides general agreement and support of the Kwantlen First Nation and Katzie First Nation engagement draft framework for upcoming public art projects.

CARRIED

6.3. **Annual report to Council - June**

The staff liaison advised that the annual Public Art Steering Committee report to Council is scheduled for June and will be presented by the Chair and Vice Chair. Members were encouraged to start thinking to 2021/2022 projects and strategic direction as planning for the next five year public art cycle will soon commence.

6.4. **Update on Leisure Center Public Art Project – community mosaic**

The staff liaison provided an update on the Leisure Centre public art project and design feedback was provided by members. The staff liaison and Donald Luxton will meet with the artists and share comments.

Note: Barbara Duncan left the meeting at 5:17 pm and did not return.

6.5. **B Line Rapid Bus Service and Lougheed Hwy Corridor Transportation Study –**
<http://lougheedstudy.mapleridge.ca/>
Poetry in sidewalks around new transit shelters on B Line.

Members were encouraged to participate in the online study and attend the May 11, 2019 Co-Design Workshop. The staff liaison advised that TransLink is supportive of placing sidewalk poetry at the new transit shelters along the proposed B Line route. There was discussion on encouraging good urban design at transit shelters and the staff liaison will continue dialogue with TransLink via the Engineering and Planning Departments.

7. **ROUNDTABLE**

The committee received verbal reports on local events, exhibitions, and activities. As it was National Volunteer Week, the staff liaison expressed gratitude and thanks to members in recognition of their service.

8. **ADJOURNMENT – 5:54 pm**

“Original signed by Don Miskiman”

D. Miskiman, Vice Chair

/aa

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 March 6, 2019 at 7:03 pm

COMMITTEE MEMBERS PRESENT

Councillor Judy Dueck, Chair	Council Liaison
Annette Morgan	Maple Ridge-Pitt Meadows Katzie Seniors Network
Blaire Mikoda	Member at Large
Candace Gordon	Maple Ridge Pitt Meadows Katzie Community Network
Elaine Yamamoto	School Trustee
Hailey Robinsmith	Member at Large – Youth Rep
Ineke Boekhorst	Downtown Maple Ridge Business Improvement Association
Jenny Earley	Maple Ridge Pitt Meadows Katzie Community Network
Tarel Swansky, Vice Chair	Member at Large
Valerie Spurrell	Fraser Health – Alternate

STAFF MEMBERS PRESENT

Tony Cotroneo	Staff Liaison / Manager Community Engagement
Amanda Allen	Committee Clerk

GUESTS

Brenna Ayliffe	Fraser Health – Alternate
Kim Dumore	School Trustee - Alternate

ABSENT

Cpl. Amanda Harnett	Ridge Meadows RCMP
Dr. Ingrid Tyler	Fraser Health
Laura Butler	Member at Large

1. CALL TO ORDER

Note: Ineke Boekhorst joined the meeting at 7:04 pm.

Note: Elaine Yamamoto joined the meeting at 7:05 pm.

2. APPROVAL OF THE AGENDA

R/2019-007

It was moved and seconded

That the March 6, 2019 Social Policy Advisory Committee agenda be approved as circulated.

CARRIED

3. **ADOPTION OF THE MINUTES**

R/2019-008

It was moved and seconded

That the minutes of the Maple Ridge Social Policy Advisory Committee meeting dated January 30, 2019 be adopted.

CARRIED

4. **DELEGATIONS** - Nil

5. **QUESTION PERIOD** - Nil

6. **NEW AND UNFINISHED BUSINESS**

6.1. **Council Strategic Priorities as pertaining to SPAC**

The Council liaison shared Council themes and goals and reported on work underway to review and adopt Council's Strategic Plan.

6.2. **SPAC Work Plan**

Note: Valerie Spurrell joined the meeting at 7:10 pm.

The staff liaison reported on the development process of the Social Policy Advisory Committee priorities. There was discussion and interest on developing a plan that includes work on youth safe housing and evaluating existing service contracts in the City. Additionally, identifying healthier communities partnership program opportunities like chronic disease, healthy built environment, food security, and mental health could form part of the work plan.

The staff liaison and Brenna Ayliffe reported on concepts developed for social policy engagement workshops that include engaging community dialogue on the Early Development Instrument (EDI) and on chronic disease.

R/2019-009

It was moved and seconded

That the SPAC priorities report be received for information.

CARRIED

R/2019-010

It was moved and seconded

That a subcommittee be formed consisting of Jenny Earley and Brenna Ayliffe to plan a Social Policy Engagement Workshop on the Early Development Instrument and related material.

CARRIED

7. **COMMITTEE UPDATES**

7.1. **Community Network**

Jenny Earley advised that Council supported funding for the Community Network PATHWAYS website project. Members were invited to attend a PATHWAYS presentation on March 12, 2019.

7.2. **Youth Strategy**

The staff liaison reported on items identified at the information session. A report was included on the March 5, 2019 Council Workshop agenda recommending that the City of Pitt Meadows be invited to join the Youth Planning Table and was forwarded to the March 12, 2019 Council meeting for decision.

7.3. **Opioid Overdose Working Group**

Kim Dumore reported on the February 25, 2019 Resiliency Conference and on upcoming naloxone training. The Compassion in Care photo contest closed February 28, 2019.

8. **CORRESPONDENCE - Nil**

9. **ROUNDTABLE**

Members received verbal reports on relevant activities and social policy topics.

Invitations were extended to the Evolving Talent District 42's Young Artists Exhibition running until April 6, 2019 at the ACT Arts Centre, the Downtown Maple Ridge Spring Treasure Hunt running March 15-31, 2019, and Board Games for Seniors on March 9, 2019 hosted by the Constituency Youth Council.

10. **ADJOURNMENT – 8:47 pm.**

“Original signed by Judy Dueck”

Councillor Judy Dueck, Chair

/aa

City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
MEETING DATE: May 14, 2019
FILE NO: 2194940
FROM: Chief Administrative Officer
MEETING: Council
SUBJECT: Disbursements for the month ended March 31, 2019

EXECUTIVE SUMMARY:

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

RECOMMENDATION:

That the disbursements as listed below for the month ended March 31, 2019 be received for information only.

GENERAL	\$ 16,784,022
PAYROLL	\$ 2,660,026
PURCHASE CARD	\$ <u>93,127</u>
	\$ <u>19,537,175</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

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

• BA Blacktop – Downtown enhancement project	\$	541,559
• Cedar Crest Lands (BC) Ltd - Telosky Stadium synthetic turf field	\$	263,207
• Chandos Construction Ltd – Maple Ridge Leisure Centre upgrades	\$	1,061,930
• Fraser Valley Regional Library – 1st quarter member assessment	\$	726,843
• ICBC - Fleet insurance renewal	\$	259,227
• Lafarge Canada Inc – Road salt	\$	307,762
• MRC Total Build Lp – Drainage improvements (232 St)	\$	544,830
• PW Trenchless Construction - Sanitary sewer replacements	\$	293,786
• RCMP Receiver General – Contract Oct 1 – Dec 31/18	\$	5,111,595
• Ridge Meadows Recycling Society - Monthly contract for recycling	\$	220,672
• Sandpiper Contracting Llp – 232 St watermain replacement	\$	114,356
• Sandpiper Contracting Llp – Sanitary main on Selkirk Ave	\$	118,125
• Tybo Constructors Ltd – Albion reservoir expansion	\$	359,892
• Yellowridge Construction Ltd – Fire hall #4 construction progress 2&3	\$	930,338

d) Policy Implications:

Corporate governance practice includes reporting the disbursements to Council monthly.

CONCLUSIONS:

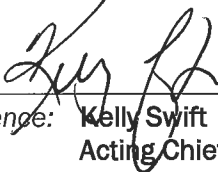
The disbursements for the month ended March 31, 2019 have been reviewed and are in order.



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



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



Concurrence: **Kelly Swift**
Acting Chief Administrative Officer

CITY OF MAPLE RIDGE
MONTHLY DISBURSEMENTS - March 2019

<u>VENDOR NAME</u>	<u>DESCRIPTION OF PAYMENT</u>	<u>AMOUNT</u>
574668 BC Ltd	Security refund	89,639
Action Environmental Services	Tipping fees	16,618
Albion Panorama Homes Ltd	Security refund	234,442
Aptean Canada Corporation	Annual support maintenance - IRenaissance (Nov/18 - Nov/19)	99,462
ATS Traffic	Thermoplastic road markings	17,104
BA Blacktop	Downtown enhancement project	541,559
Badger Daylighting Lp	Hydro-excavation - multiple locations	27,407
BC Hydro	Electricity	134,225
Blue Mountain Businesspark Ltd	Security refund	36,531
CUPE Local 622	Dues - pay periods 19/03 & 19/04	29,651
C3 Mainline Inspections Inc	Video inspection of sanitary sewers	72,495
Cedar Crest Lands (BC) Ltd	Telosky Stadium synthetic turf field	263,207
Chandos Construction Ltd	Maple Ridge Leisure Centre upgrades	1,061,930
Cobing Building Solutions	Maintenance:	
	Albion Fairgrounds	615
	Firehall #3	289
	Leisure Centre	2,601
	Library	544
	Municipal Hall	5,890
	Randy Herman	563
	RCMP	3,391
	The Act	2,753
	Whonnock Lake Centre	1,720
Co-Pilot Industries Ltd	Gravel & dump fees	15,078
Craven Huston	Albion Neighbourhood Learning and Community Centre	23,110
Drake Excavating (2016) Ltd	263 St water pump station project	57,782
Epic Homes (2012) J.V.	Security refund	49,688
ESRI Canada Limited	ArcGIS hub for online subscription	26,975
	ESRI local government enterprise licensing agreement	70,560
Fitness Edge	Contracted service provider - fitness classes & programs	20,014
Fortis BC - Natural Gas	Natural gas	23,259
Fraser Valley Regional Library	1st quarter members assessment	726,843
	Contributed capital replacement funding	10,000
	Kwikdrop duties & brokerage	240
Fred Surridge Ltd	Waterworks supplies	16,307
Genesis Security BC Group Ltd	Site Security (Feb 16 - March 14)	106,508
Greater Vancouver Sewerage & Drainage	2019 waste discharge permit administration fee	5,583
	Maple Ridge residential transfer station	150
	Waste discharge industrial treatment fees (Oct 1 - Dec 31/18)	18,910
Guillevin International Inc	Firefighter equipment	2,560
	Firefighter protective wear	12,932
	Operations electrical supplies	4,849
Hallmark Facility Services Inc	Janitorial services & supplies:	
	City Hall	7,338
	Fire Halls	9,625
	Library	10,324
	Operations	8,634
	Randy Herman Building	10,096
	RCMP	8,607
	Whonnock Lake	1,838
ICBC - Fleet Insurance	2019 fleet insurance renewal	259,227
Interprovincial Traffic Services	Pedestrian cross walk LED signs	25,984
Jackson Ridge Project	Security refund	272,538
Justice Institute Of BC	Fire Dept training programs	53,798

<u>VENDOR NAME</u>	<u>DESCRIPTION OF PAYMENT</u>		<u>AMOUNT</u>
Lafarge Canada Inc	Road Salt	307,762	
	Roadworks material	1,392	309,154
Manulife Financial	Employer/employee remittance		156,935
Maple Ridge & PM Arts Council	Arts Centre contract	56,362	
	Family Day grant	1,000	
	Program revenue - Jan & Feb	34,614	91,976
Marine Roofing (1996) Ltd	Maple Ridge Leisure Centre partial roof replacement		47,562
Mcelhanney Consulting Services	232 St (132 Ave - Silver Valley Road prelim & design)	58,252	
	Abernethy Way extension study (232 St - 256 St)	6,840	
	Drainage upgrade program	19,587	84,679
Medical Services Plan	Employee medical & health premiums		19,988
MRC Total Build Lp	Drainage improvements - 232 St (132 Ave - Silver Valley Road)		544,830
Municipal Pension Plan BC	Employer/employee remittance		700,217
North Of 49 Enterprises Ltd	Contracted service provider - skating lesson programs		17,251
Nustadia Recreation Inc	Subsidized ice purchased by P&LS on behalf of user groups - Feb/Mar		33,698
Pacific Flow Control Ltd	Waterworks supplies		15,526
Parkland Refining (BC) Ltd	Gasoline & diesel fuel		106,587
Pomerleau Inc	270A St reservoir		111,813
PW Trenchless Construction	Sanitary sewer replacement - North lane	175,566	
	Sanitary sewer replacement - River Road	118,220	293,786
RF Binnie & Associates Ltd	Telosky Stadium synthetic turf field		18,066
RCMP - Receiver General For Canada	RCMP contract Oct 1 - Dec 31/18		5,111,595
Remax Lifestyles Realty "In Trust"	Land acquisition deposit - 11789 203 St		37,500
Receiver General For Canada	Employer/employee remittance PP19/04 & PP19/05		881,203
RG Arenas (Maple Ridge) Ltd	Additional ice rental	81,799	
	Annual insurance premium (Oct 18-Oct 19)	7,507	
	Curling rink operating expenses - Jan	5,549	
	Ice rental - Jan/Feb	117,294	212,149
Ridge Meadows Recycling Society	Litter pickup contract	2,288	
	Fuel charges	3,843	
	Monthly contract for recycling	220,672	
	Weekly recycling	357	227,160
Rogers	Cellular devices Feb & Mar		24,400
Sandpiper Contracting Llp	232 St watermain replacement	114,356	
	Sanitary main on Selkirk Ave	118,125	232,481
Seismic 2000 Construction Ltd	Bridge replacement - 287 St		45,487
Southern & Associates	Professional fees		29,971
Spacemakeplace Design	Leisure Centre public art commission		21,000
Stantec Consulting Ltd	263 St water pump station replacement	5,892	
	270A St reservoir	20,643	26,535
Staples - Corporate Express Canada	Miscellaneous office supplies		15,940
Stewart Mcdannold Stuart	Professional fees		83,022
Summit Valve & Controls Inc	Pressure reducing valves		19,405
Tempest Development Group	Annual software support		87,785
Timbro Contracting	Silver Valley reservoir - Rock Ridge reservoir - tank 2		21,065
Turning Point	Firehall surveillance servers		15,178
Tybo Constructors Ltd	Albion reservoir expansion		359,892
Union Of BC Municipalities	2019 UBCM annual dues	17,962	
	Commercial licenses - Nov 1/17 - Feb 28/18	13,553	31,514
Warrington PCI Management	Advance for Tower common costs		70,000
Webbco Industrial Ltd	224 St PRV & flow meter chamber	56,333	
	Foreman Drive at 232 St PRV	89,350	145,682
Westridge Security Ltd	Community security patrols - Feb	7,106	
	North Alouette River monitoring	899	
	Guard service - Feb	9,229	17,233
Whitestar Property Services	Security refund		54,657
Wholesale Fire & Rescue Ltd	Firefighter equipment		24,464

<u>VENDOR NAME</u>	<u>DESCRIPTION OF PAYMENT</u>		<u>AMOUNT</u>
WSP Canada Inc	Albion reservoir expansion	3,615	
	Bridge & marine structure inspection services	1,325	
	Maple Ridge Leisure Centre roof consulting	1,734	
	Maple Ridge water model update	2,625	
	Maple Ridge sanitary system planning	12,608	
	McNutt Road PRV replacement	4,965	26,873
X10 Networks	Aruba Clearpass licensing		35,502
Yellowridge Construction Ltd	Firehall #4 construction - progress claims #2 & #3		930,338
Disbursements In Excess \$15,000			15,841,199
Disbursements Under \$15,000			942,823
Total Payee Disbursements			16,784,022
Payroll	PP19/05 & PP19/06 & PP19/07		2,660,026
Purchase Cards - Payment			93,127
Total Disbursements March 2019			19,537,175

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: 2019 Council Expenses

MEETING DATE: May 14, 2019
FILE NO: 2161518
MEETING: Council

EXECUTIVE SUMMARY

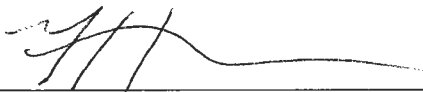
In keeping with Council's commitment to transparency in local government, the attached Schedule lists Council expenses recorded to March 31 2019. The expenses included on the schedule are those required to be reported in the annual Statement of Financial Information and are available on our website.

RECOMMENDATION:

Receive for information

Discussion

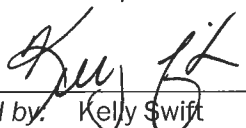
The expenses included in the attached schedule are those reported in the annual Statement of Financial Information (SOFI), including those incurred under Policy 3.07 "Council Training, Conferences and Association Building". The budget for Council includes the provision noted in Policy 3.07 as well as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



Prepared by: Trevor Hansvall
Accounting Clerk 2



Approved by: Catherine Nolan, CPA, CGA
Corporate Controller



Approved by: Kelly Swift
Acting Chief Administrative Officer

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Mileage / Parking	Cell Phones / iPads	Totals
Dueck, Judy						
January	Cell phone charges				42.96	
	Portable electronic device charges (e.g. Ipad)				5.35	
February	Farmers Helping Seniors Night		25.00			
	Portable electronic device charges (e.g. Ipad)				5.35	
March	Cell phone charges				14.00	
	MR Chamber of Commerce Business Excellence Awards		118.75			
	Portable electronic device charges (e.g. Ipad)				5.35	
April						
May						
June						
July						
August						
September						
October						
November						
December						
		-	143.75	-	73.01	216.76
Duncan, Klersten						
January	2019 Elected Officials Seminar - LMLGA Region	453.43				
	Cell phone charges				43.60	
	Hometown Heroes Night		50.00			
	Portable electronic device charges (e.g. Ipad)				5.35	
February	Cell phone charges				42.96	
	Farmers Helping Seniors Night		25.00			
	For the Love of Youth Event		133.63			
	Portable electronic device charges (e.g. Ipad)				5.35	
March	Cell phone charges				44.40	
	Portable electronic device charges (e.g. Ipad)				5.35	
April						
May						
June						
July						
August						
September						
October						
November						
December						
		453.43	208.63	-	147.01	809.07

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Mileage / Parking	Cell Phones / iPads	Totals
Meadus, Chelsa						
January	2019 Elected Officials Seminar - LMLGA Region	690.96				
	Cell phone charges				42.96	
	Portable electronic device charges (e.g. Ipad)				5.35	
February	Cell phone charges				42.96	
	Portable electronic device charges (e.g. Ipad)				5.35	
March	Cell phone charges				42.96	
	MR Chamber of Commerce Business Excellence Awards		118.75			
	Portable electronic device charges (e.g. Ipad)				5.35	
April						
May						
June						
July						
August						
September						
October						
November						
December						
		690.96	118.75	-	144.93	954.64
Morden, Mike						
January	2019 Elected Officials Seminar - LMLGA Region	690.96				
	Hometown Heroes Night		50.00			
February	Farmers Helping Seniors Night		25.00			
March	MR Chamber of Commerce Business Excellence Awards		118.75			
April						
May						
June						
July						
August						
September						
October						
November						
December						
		690.96	193.75	-	-	884.71

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Mileage / Parking	Cell Phones / iPads	Totals
Robson, Gordy						
January	2019 Elected Officials Seminar - LMLGA Region	350.00				
	Portable electronic device charges (e.g. Ipad)				9.51	
February	Portable electronic device charges (e.g. Ipad)				5.35	
March	MR Chamber of Commerce Business Excellence Awards		118.75			
	Portable electronic device charges (e.g. Ipad)				13.90	
April						
May						
June						
July						
August						
September						
October						
November						
December						
		350.00	118.75	-	28.76	497.51
Svendsen, Ryan						
January	2019 Elected Officials Seminar - LMLGA Region	340.96				
	Cell phone charges				42.96	
	Hometown Heroes Night		50.00			
	Portable electronic device charges (e.g. Ipad)				5.35	
February	Cell phone charges				42.96	
	Portable electronic device charges (e.g. Ipad)				5.35	
March	Cell phone charges				42.96	
	MR Chamber of Commerce Business Excellence Awards		118.75			
	Portable electronic device charges (e.g. Ipad)				5.35	
April						
May						
June						
July						
August						
September						
October						
November						
December						
		340.96	168.75	-	144.93	654.64

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Mileage / Parking	Cell Phones / iPads	Totals
Yousef, Ahmed						
January	2019 Elected Officials Seminar - LMLGA Region Cell phone charges	690.96			42.96	
February	Portable electronic device charges (e.g. Ipad) Cell phone charges Farmers Helping Seniors Night Portable electronic device charges (e.g. Ipad)		25.00		5.35 42.96	
March	Cell phone charges MR Chamber of Commerce Business Excellence Awards Portable electronic device charges (e.g. Ipad)		118.75		5.35 42.96	
April					5.35	
May						
June						
July						
August						
September						
October						
November						
December						
		690.96	143.75	-	144.93	979.64

800 *Unfinished Business*

TO: His Worship Mayor Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: 2018 Consolidated Financial Statements

MEETING DATE: April 23, 2018
FILE NO:
MEETING: Audit & Finance

EXECUTIVE SUMMARY:

The 2018 Financial Statements have been prepared using the accounting standards and reporting model mandated by the Public Sector Accounting Board (PSAB). BDO Canada LLP has conducted an audit of the financial statements and they will form an integral part of the 2018 Annual Report. In order to satisfy current audit rules, Council must formally accept the financial statements before BDO can issue their audit opinion.

Financial reporting in local government serves to communicate the fiscal health and well-being of a community and there are two main documents that form part of the City's financial reporting:

- The **Financial Plan**, a forward looking document that sets out planned expenditures and how they will be paid for over the next five years, and
- The **Financial Statements**, a retrospective document that reports on the City's financial condition at a point in time and financial performance during the year just ended.

There are a number of key terms included in the financial statements that are important to understand before drawing any conclusions about the City's financial results for 2018:

- **Net Financial Position:** provides a snapshot of where the City stands financially in terms of the financial resources it held and the amounts it owed at December 31. It is the difference between our financial assets and our liabilities and provides an indication of financial flexibility. If Net Financial Position is negative it is referred to as Net Debt and indicates that revenues that will be collected in the future are needed to pay for liabilities that already exist. If it is positive, it is referred to as Net Financial Assets and indicates a greater degree of flexibility.
- **Accumulated Surplus:** is the total of all the City's assets, both financial and non-financial, less our liabilities. It represents the net economic resources available for service provision. The largest element of this number is the value of our tangible capital assets, the physical assets used in day-to-day service provision, meaning the accumulated surplus balance does not represent a source of cash available to finance our day-to-day operations.
- **Annual Surplus:** is the difference between annual revenues and expenses, as reported on the Statement of Operations. It is important to keep in mind that items included in revenue do not necessarily represent cash received during the year. For example, the value of contributed tangible capital assets is reported as a revenue, but does not represent cash the City received. On the expense side, only the annual cost of using those assets is recognized through amortization. The amounts expended for capital investment or renewal is not included, nor is the value of infrastructure contributed to the City through development. This accounting requirement results in a large reported annual surplus, but does not represent a cash surplus.

This report focuses on our Financial Statements for the 2018 fiscal year. Overall results for the year were positive. Our Net Financial Position increased by \$10.37 million to \$114.98 million and our Accumulated Surplus increased by \$60.8 million to \$1.158 billion.

RECOMMENDATION:

That the 2018 Financial Statements be accepted.

DISCUSSION:

Financial reporting in local government serves to communicate the fiscal health and well-being of a community and there are two main documents that accomplish this: the **Financial Plan** and the **Financial Statements**, each with very different objectives.

The **Financial Plan** is a forward looking document that sets out the City's planned expenditures and transfers to reserves for the next five years and identifies how those expenditures and transfers will be funded. The *Community Charter* requires that municipalities prepare a "balanced budget". This means that the total of any proposed expenditures or transfers to reserves must not exceed the total of proposed revenues or transfers from reserves. In simple terms, the Financial Plan answers the question: "what are we going to do and how are we going to pay for it?"

In contrast, the **Financial Statements** are a retrospective document that looks at the year just ended, comparing our actual financial performance in the year to the activities identified in the Financial Plan. The *Community Charter* requires municipalities to prepare the financial statements in accordance with generally accepted accounting principles for local governments. In Canada, those principles are set by the Public Sector Accounting Board (PSAB). The objective of a municipality's Financial Statements is to report on its financial condition at a point in time and its financial performance for the year.

The differing objectives of the Financial Plan and the Financial Statements, combined with the different rules guiding their preparation, can easily result in confusion when trying to compare the two documents. For example, the Financial Plan treats transfers to and from reserves as transactions, while the Financial Statements, at the consolidated level, ignore transfers as they take place within the corporate entity. It is important to keep the different rules and objectives in mind as we look at financial results for 2018.

The 2018 Consolidated Financial Statements present the City's results of operations during the year and the financial position as at December 31, 2018. Financial performance is compared to the Financial Plan adopted in May of 2018 as this was the plan used to set property taxation rates, and to prior year results. The transactions included in the Financial Statements are those that took place between the City and outside parties. Internal transactions, such as transfers between reserves, which are important for financial planning purposes, have been eliminated.

The City's auditors, BDO Canada LLP, have conducted an audit of the Statements and, pending Council's acceptance of the statements, will finalize their audit report. The audit report will be "unqualified". This is the highest form of assurance an auditor can provide and indicates the statements are free of material misstatements and that readers can rely on them for decision making purposes.

There are a number of key terms in the Financial Statements that are important to be familiar with before drawing any conclusions about the 2018 results:

- **Net Financial Position:** provides a snapshot of where the City stands financially in terms of the resources it held and the debt it owed at December 31. It is the difference between our financial assets and our liabilities and provides an indication of financial flexibility. If Net Financial Position

is negative it is referred to as Net Debt and indicates that revenues that will be collected in the future are needed to pay for liabilities that already exist. If it is positive, it is referred to as Net Financial Assets and indicates a greater degree of flexibility.

- **Accumulated Surplus:** is the total of all the City's assets, both financial and non-financial, less our liabilities. It represents the net economic resources available for service provision. The largest element of this number is the value of our tangible capital assets, the physical assets used in day-to-day service provision, meaning the accumulated surplus balance does not represent a source of cash available to finance our day-to-day operations.
- **Annual Surplus:** is the difference between annual revenues and expenses, as reported on the Statement of Operations. It is important to keep in mind that items included in revenue do not necessarily represent cash received during the year. For example, the value of contributed tangible capital assets is reported as a revenue, but does not represent cash the City received. On the expense side, only the annual cost of using those assets is recognized through amortization. The amounts expended for capital investment or renewal is not included, nor is the value of infrastructure contributed to the City through development. This accounting requirement results in a large reported annual surplus, but does not represent a cash surplus.

The City's Financial Statements are comprised of the following:

- Statement of Financial Position
- Statement of Operations
- Statement of Change in Net Financial Assets
- Statement of Cash Flow
- Significant Accounting Policies
- Notes to the Financial Statements
- Segment Report
- Supporting Schedules 1-6

The Notes to the Financial Statements provide additional information for the items found on the Statement of Financial Position and the Statement of Operations and are referenced on each of these statements.

A discussion of the Financial Statements follows:

Statement of Financial Position

The Statement of Financial Position is the public sector version of a balance sheet. One of the key indicators on this statement is the Net Financial Position. As noted above, it is calculated by subtracting our liabilities from our financial assets and is one piece of information available to assess the City's financial flexibility. At the end of 2018 the City had Net Financial Assets of \$114.98 million, an increase of \$10.37 million over 2017. The increase is the result of timing differences between actual and planned expenditures. In addition, as part of our long-term financial planning processes, we may deliberately collect revenues over time to build the financial capacity needed for future expenditures. This practice will increase our financial assets, and our financial position, until the expenditures occur.

The other key indicator that appears on this statement is Accumulated Surplus. As noted above, this is the total of all our assets, both financial and non-financial, less our liabilities. This number represents the net economic resources available for service provision. The bulk of this number comes from the value of our tangible capital assets, meaning it does not represent cash that can be spent to support our operations. At the end of 2018, the City's accumulated surplus was \$1.158 billion compared to \$1.097 billion in 2017. Of this amount, \$1.027 billion is the book value of the City's tangible capital assets, compared to \$976 million in 2017.

Key items to note on the Statement of Financial Position:

- Combined cash and cash equivalents, and portfolio investments increased by \$8.5 million. This is the result of increased amounts available to invest due to timing differences between planned and actual expenditures, and increases in accounts payable and accrued liabilities at year-end.
- Debt decreased by \$2.45 million due to the scheduled repayment of debt, most of which relates to our Town Centre facilities.

Statement of Operations

The Statement of Operations is the public sector version of an income statement, reporting revenues and expenses for the year. The difference between revenues and expenses is referred to as the annual surplus if positive, or the annual deficit if negative. It is important to note that accounting rules require us to include in revenues items such as the value of infrastructure contributed to the city through development, but on the expense side we include only the cost of using those assets through amortization, not the value of the assets received. This results in a reported annual surplus that does not represent a cash surplus. In 2018, the City recorded contributed infrastructure with a value of \$29.7 million. This amount was recorded as revenue. On the expense side, the amortization recorded for these assets was \$266K. The City's Annual Surplus was \$60.76 million. Almost half of this amount comes from the transactions associated with contributed assets received during the year and, as noted previously, there is no cash received by the City related to these assets.

As noted earlier in the report, when the Financial Plan is prepared, we ensure that all planned sources of funding are equal to all planned uses of funding. This is referred to as a "balanced budget". Not all of the elements that result in a balanced budget are included in the Statement of Operations. Some Financial Plan transactions, such as transfers to and from reserves, are eliminated from the summary financial statements as they are internal transactions; other items are not included as they do not meet the definition of an expense. For example, our planned investment in tangible capital assets will result in an expenditure of resources, but not an expense. The annual cost of using our tangible capital assets, recorded as amortization, is an expense and is included on this statement. A reconciliation between the Financial Plan and the Financial Statements is shown in Note 17 to the Financial Statements.

The following discusses the Statement of Operations:

Consolidated Revenues: Actual \$183.2 million; Budget \$208.2 million

Not all monies the City receives are recorded as revenues at the time of receipt. Monies, such as Development Cost Charges, that are collected for specific capital works are recorded as a liability when received. When we budget for the capital expenditures that are funded from these sources we also budget to record the revenue, which results in a draw down of the liability. If capital expenditures do not occur, no revenue is recognized and the funds remain on hand, recorded as a liability.

In 2018, consolidated revenues were below budget by \$25 million. This is comprised of variances in a number of categories, particularly those related to capital. The following highlights some of the key variances:

- Development revenues below budget estimates by \$29.7 million, due in large part to factors such as DCC liabilities not being drawn down to fund the related work.
- Government Transfers (grants) revenues below budget estimates by \$5.5 million, due to timing differences between budget and actual expenditures.
- Interest income greater than budget estimates by \$2.4 million.
- Developer contributed assets greater than budget estimates by \$9.7 million.

As noted above, revenues below budget estimates for development revenues do not represent a cash shortfall as the related expenditures did not occur. Similarly, the revenue amount recorded for contributed

assets does not represent a cash windfall as this number represents the value of assets received, not a payment received by the City.

Consolidated Expenses – Actual \$122.4 million; Budget \$138.87 million

Expenses are comprised of general operating expenses for goods and services, labour, interest on debt and amortization of our tangible capital assets. The actual cash expended to invest in the replacement or acquisition of assets is not reflected on this statement.

In 2018, consolidated expenses were below budget by \$16.45 million. Some key items contributing to this result include:

- Approximately \$1.1 million in interest costs related to authorized borrowing that has not yet been entered into.
- \$1.9 million from the RCMP contract.
- Approximately \$6 million in projects scheduled for 2018 that will proceed in 2019.
- Savings of approximately \$3.3 million on labour costs, due in part to recruitment challenges experienced in 2018.
- Approximately \$2 million in savings from Parks Recreation & Culture.
- Overall cost containment of approximately \$1.1 million.

Statement of Change in Net Financial Assets

The change in Net Financial Position in a year is explained by the difference between revenues and expenditures. If we recognize more revenue than we expend, then the net financial position will increase; if less then it will decrease. In 2018, the City's financial position increased by \$10.4 million to \$114.7 million. It is important to keep in mind that as part of the City's long-term financial planning processes, we may collect revenues over time to build capacity for future expenditures. This practice increases the City's financial assets, and the net financial position, until the related expenditures occur.

Statement of Cash Flow

The Statement of Cash Flow explains the change in the balance of cash and cash equivalents for the year, showing the impact of various types of transactions on the balance. For example the statement shows that \$42.9 million was generated from operating activities and that \$43 million was used for capital activities.

Segment Report

The Segment Report enhances the information found on the Consolidated Statement of Operations. The information is laid out in the same manner, but provides a greater level of detail. City services have been segmented by grouping activities by function, as directed by PSAB. For example, protection of the public is achieved by activities such as bylaw enforcement and inspection services in addition to police and fire fighting services, so all of these activities are reported as part of the Protective Services segment. Revenues that are directly related to the costs of a function have been reported in each segment, including revenues related to capital investment. Expenses are broken down into the categories of goods and services, labour, debt servicing, and amortization. The Segment Report allows us to see how much each segment contributes to the annual surplus before considering allocations of taxes and other municipal resources. As described earlier, annual surplus is the difference between annual revenues and expenses.

The following table shows the departments included in each segment:

Reporting Segments						
General Gov't	Protective Svc	Recreation	Planning; Public Health & Other	Transportation	Water	Sewer
Human Resources	Police	Parks	Planning	Engineering	Water	Sewer
Clerks	Fire	Leisure Svc	Recycling	Operations		
Administration	Bylaws	Youth Svc	Cemetery	Drainage		
Finance	Inspection Svc	Arts	Social Planning	Roads		
Purchasing	Emergency Svc	Library				
Information Svc						
Legislative Svc						
Economic Dev						
Communications						

The above discussion focuses on the Consolidated Financial Statements, and, as noted, consists of transactions only with outside parties; internal transactions, such as transfers are not included. It is useful to look at some areas of our organization in isolation, particularly the General Revenue Fund and the Sewer and Water Utilities. While the Financial Statements do not show each of these elements in isolation, aggregated information is shown on Schedules 1 and 3 to the Consolidated Financial Statements.

General Revenue

It is important to look at the General Revenue Fund in isolation, because to a large extent, the transactions that take place in this fund drive property taxation. Overall results were favorable and, after providing some initial funding for Council's Community Safety Plan and addressing some funding pressures, we ended 2018 with a surplus of \$1.1 million, bringing the accumulated surplus balance to \$11.1 million.

Sewer and Water Utilities

The Sewer and Water Utilities are self-funded business units that manage the collection and distribution of water and liquid waste as well as the related infrastructure. A large portion of the costs in the utilities are driven by the Regional District and Council has used a rate stabilization policy for a number of years. Under this policy, accumulated surplus amounts are deliberately built in a systematic manner over a period of time in order to provide for our commitment towards larger regional projects as well as variations in our own annual infrastructure investment. This practice allows Council to smooth the impact of variations in annual spending levels on our rate payers.

As projected, the accumulated surplus balance in the Sewer Utility was drawn down in 2018 and the balance in the Water Utility increased. At the present time, the surplus balance in the Sewer Utility is expected to be drawn down through 2023 as a result of regional rate increases outpacing City increases. While the surplus balance in the Water Utility is expected to increase over the same time frame, the Regional District has indicated that their projected rate increases will be higher than previously indicated which is likely to introduce pressures on the City's surplus balance. City rates for sewer have been adjusted for 2019 and rates for both sewer and water will be revisited as part of the 2020 planning process.

The following shows the accumulated surplus amounts in each of the utilities and can also be found in Note 14 to the Financial Statements:

	2018	2017
Sewer Utility	\$ 8,512,633	\$ 8,935,862
Water Utility	\$ 13,799,283	\$ 12,840,034

Reserves

The City's reserves are an important financial planning tool and provide a mechanism to build capacity over time to undertake strategic projects. They are reviewed on a regular basis to assess their adequacy, with adjustments made when capacity permits.

The term "reserve" is often applied to both our reserve funds and our reserve accounts and there are important distinctions between the two resources. Reserve funds are statutory, meaning they are established by bylaw for specific purposes. Once monies are transferred to a reserve fund, they can only be used for the purpose outlined in the establishing bylaw. Reserve accounts are appropriations of surplus, established to meet specific business needs. They can be established or dissolved as directed by Council, as long as identified business needs are met and risks are managed appropriately.

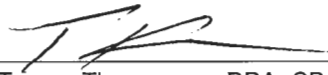
At the beginning of 2018, the City had \$97.7 million in total reserves, as shown in Schedule 6 to the Financial Statements. At the end of 2018 the City has \$104.2 million in reserves, an increase of \$6.6 million. This variance is the combined result of planned capital investment that will occur in the future and end of year provisions for various operating projects and initiatives.

CONCLUSIONS:

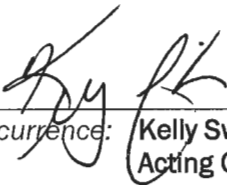
The City's reserves are sound and the long-term financial plans reflect the ability of the City to meet its future obligations. Overall results for 2018 are positive. We ended the year with an Annual Surplus amount of \$60.7 million, and an Accumulated Surplus balance of \$1.158 billion.



Prepared by: Catherine Nolan, CPA, CGA
Corporate Controller



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



Concurrence: Kelly Swift, MBA
Acting Chief Administrative Officer

City of Maple Ridge

Financial Statements and Auditor's Report

For the Year Ended December 31, 2018



Management's Responsibility for Financial Reporting

The information in this Annual Report is the responsibility of management. The consolidated financial statements have been prepared in accordance with Canadian Public Sector accounting guidelines as outlined under "Significant Accounting Policies". These include some amounts based on management's best estimates and careful judgment.

Management maintains a system of internal accounting controls to provide reasonable assurance that assets are safeguarded and that transactions are authorized, recorded, and reported properly. Management also administers a program of proper business compliance.

BDO Canada LLP, the Municipality's independent auditors have audited the accompanying financial statements. Their report accompanies this statement.

Council carries out its responsibility for the consolidated financial statements jointly with its Audit and Finance Committee. The Committee meets with management on a scheduled basis and at least semi-annually with BDO Canada LLP to review their activities and to discuss auditing, internal control, accounting policy, and financial reporting matters.

BDO Canada LLP has unrestricted access to the Municipality, the Audit and Finance Committee, and Council. Council approves the consolidated financial statements, the Audit and Finance Committee reviews the recommendations of the independent auditors for improvements to controls as well as the actions of management to implement such recommendations.



Kelly Swift, MBA
Acting Chief Administrative Officer



Trevor Thompson, BBA, CPA, CGA
Chief Financial Officer

Independent Auditor's Report

To the Mayor and Council of the City of Maple Ridge

Opinion

We have audited the consolidated financial statements of the City of Maple Ridge and its controlled entities (the "City"), which comprise the consolidated Statement of Financial Position as at December 31, 2018, and the consolidated Statements of Operations, Change in Net Financial Assets and Cash Flows for the year then ended, and notes and schedules to the consolidated financial statements, comprising a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2018 and its results of operations, changes in net financial assets, and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Vancouver, British Columbia
Date of Board Approval

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Consolidated Statement of Financial Position
as at December 31, 2018

	2018	2017
Financial Assets		
Cash and cash equivalents (Note 1)	\$ 22,186,741	\$ 27,631,877
Portfolio investments (Note 2)	201,666,082	187,717,851
Accounts receivable (Note 3)	15,515,417	14,663,433
Recoverable local improvements (Note 4)	1,379,072	1,126,247
Other assets (Note 5)	779,813	763,208
Inventory available for resale	<u>2,459,585</u>	<u>3,579,094</u>
	243,986,710	235,481,710
Liabilities		
Accounts payable and accrued liabilities (Note 6)	24,858,292	20,795,751
Deferred revenue (Note 8)	15,760,504	14,198,182
Restricted revenue (Note 9)	35,996,158	39,633,654
Refundable performance deposits and other	21,908,866	23,403,713
Employee future benefits (Note 10)	4,662,100	4,567,300
Debt (Note 11, Schedule 4)	<u>25,822,631</u>	<u>28,273,707</u>
	129,008,551	130,872,307
Net Financial Assets	<u>114,978,159</u>	<u>104,609,403</u>
Non Financial Assets		
Tangible capital assets (Note 12, Schedule 5)	1,027,400,677	976,145,224
Undeveloped land bank properties (Note 13)	15,526,529	15,526,529
Supplies inventory	326,363	363,885
Prepaid expenses	<u>471,486</u>	<u>1,294,624</u>
	1,043,725,055	993,330,262
Accumulated Surplus (Note 14)	<u>\$ 1,158,703,214</u>	<u>\$ 1,097,939,665</u>

Kelly Swift, MBA
Acting Chief Administrative Officer

Trevor Thompson, BBA, CPA, CGA
Chief Financial Officer

The accompanying summary of significant accounting policies and notes to the Consolidated Financial Statements are an integral part of this statement.

Consolidated Statement of Operations
For the year ended December 31, 2018

	Actual 2018	Budget 2018 (Note 17)	Actual 2017
Revenue (Segment Report, Note 20)			
Taxes for municipal purposes (Note 15)	\$ 85,645,660	\$ 85,708,027	\$ 81,729,003
User fees and other revenue	42,266,363	42,042,952	42,409,361
Government transfers (Note 16)	4,862,137	10,376,782	3,434,531
Development revenue	15,787,623	44,958,943	8,155,007
Interest and investment income	4,581,311	2,132,988	3,182,894
Gaming revenues	1,781,613	1,400,000	1,561,090
Refinancing and asset disposal gains (losses)	(1,470,673)	1,582,750	(807,330)
Contributed tangible capital assets (Note 12)	<u>29,727,691</u>	<u>20,000,000</u>	<u>16,725,863</u>
	183,181,725	208,202,442	156,390,419
Expenses (Segment Report, Note 20)			
Protective services	37,458,755	41,638,521	38,065,340
Transportation services	19,445,582	21,485,306	19,511,458
Recreation and cultural	18,754,440	22,947,392	19,784,632
Water utility	13,787,153	15,005,613	13,305,309
Sewer utility	11,688,964	12,659,702	10,761,203
General government	15,252,598	18,449,276	15,106,167
Planning, public health and other	<u>6,030,684</u>	<u>6,686,728</u>	<u>5,818,396</u>
	122,418,176	138,872,538	122,352,505
Annual Surplus	<u>60,763,549</u>	<u>69,329,904</u>	<u>34,037,914</u>
Accumulated Surplus - beginning of year	<u>1,097,939,665</u>	<u>1,097,939,665</u>	<u>1,063,901,750</u>
Accumulated Surplus - end of year (Note 14)	<u>\$ 1,158,703,214</u>	<u>\$ 1,167,269,569</u>	<u>\$ 1,097,939,665</u>

The accompanying summary of significant accounting policies and notes to the Consolidated Financial Statements are an integral part of this statement.

Consolidated Statement of Change in Net Financial Assets
For the year ended December 31, 2018

	Actual 2018	Budget 2018 (Note 17)	Actual 2017
Annual Surplus	\$ 60,763,549	\$ 69,329,904	\$ 34,037,914
Add (Less):			
Change in Tangible Capital Assets			
Acquisition of tangible capital assets	(74,540,940)	(192,854,171)	(38,277,439)
Amortization	21,168,109	19,780,000	20,585,216
Proceeds from disposal of tangible capital assets	183,461	1,582,750	278,424
(Gain) loss on disposal of tangible capital assets	<u>1,933,914</u>	<u>(1,582,750)</u>	<u>1,664,676</u>
	(51,255,456)	(173,074,171)	(15,749,123)
Change in Other Non Financial Assets			
Decrease (increase) in supplies inventory	37,523	-	(8,723)
Increase in prepaid expenses	<u>823,140</u>	<u>-</u>	<u>(16,789)</u>
	860,663	-	(25,512)
Increase (decrease) in Net Financial Assets	10,368,756	\$ (103,744,267)	18,263,279
Net Financial Assets beginning of the year	<u>104,609,403</u>	<u>104,609,403</u>	<u>86,346,124</u>
Net Financial Assets end of the year	<u>\$ 114,978,159</u>	<u>\$ 865,136</u>	<u>\$ 104,609,403</u>

The accompanying summary of significant accounting policies and notes to the Consolidated Financial Statements are an integral part of this statement

Consolidated Statement of Cash Flow
For the year ended December 31, 2018

	Actual 2018	Actual 2017
Operating transactions		
Annual surplus	\$60,763,549	\$34,037,914
Items not utilizing cash		
Amortization	21,168,109	20,585,216
Loss on disposal of assets	1,470,673	807,520
Contributed tangible capital assets	(29,727,691)	(16,725,863)
Restricted revenues recognized	<u>(14,711,412)</u>	<u>(7,606,470)</u>
	(21,800,321)	(2,939,597)
Change in non-cash operating items		
Increase in prepaid expenses	823,140	(16,789)
Decrease (increase) in supplies inventory	37,523	(8,723)
Decrease (increase) in accounts receivable	(851,984)	2,318,228
Decrease (increase) in recoverable local improvements	(252,825)	85,689
Decrease (increase) in other assets	(16,605)	16,088
Increase (decrease) in accounts payable and accrued liabilities	4,062,541	2,146,348
Increase (decrease) in deferred revenue	1,562,321	2,959,211
Increase (decrease) in refundable performance deposits	(1,494,848)	7,550,507
Increase (decrease) in employee future benefits	<u>94,800</u>	<u>(137,401)</u>
	3,964,063	14,913,158
 Cash provided by operating transactions	 <u>42,927,291</u>	 <u>46,011,475</u>
 Capital transactions		
Proceeds on disposal of assets	1,766,211	1,861,174
Acquisition of tangible capital assets	<u>(44,813,249)</u>	<u>(21,551,576)</u>
Cash applied to capital transactions	<u>(43,047,038)</u>	<u>(19,690,402)</u>
 Investing transactions		
Decrease (increase) in portfolio investments	<u>(13,948,231)</u>	<u>(29,138,677)</u>
	<u>(13,948,231)</u>	<u>(29,138,677)</u>
 Financing transactions		
Debt repayment	(2,451,076)	(2,930,825)
Collection of restricted revenues	<u>11,073,918</u>	<u>13,838,212</u>
Cash applied to financing transactions	<u>8,622,842</u>	<u>10,907,387</u>
 Increase (decrease) in cash and cash equivalents	 (5,445,136)	 8,089,783
 Cash and cash equivalents - beginning of year	 <u>27,631,877</u>	 <u>19,542,094</u>
 Cash and cash equivalents - end of year	 <u>\$22,186,741</u>	 <u>\$27,631,877</u>

The accompanying summary of significant accounting policies and notes to the Consolidated Financial Statements are an integral part of this statement

Summary of Significant Accounting Policies
For the year ended December 31, 2018

The City of Maple Ridge (the "City") is a municipality in the province of British Columbia and operates under the provisions of the Community Charter. The City provides municipal services such as fire, public works, planning, parks, recreation and other general government services.

(a) Reporting Entity and Basis of Consolidation

These financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards (PSAS) using guidelines developed by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

They consolidate the activities of all of the funds of the City and the City's wholly owned subsidiaries C.D.M.R. Developments Ltd. and Maple Ridge Municipal Holdings Ltd. Transactions between the City's funds and wholly owned subsidiaries have been eliminated and only transactions with outside entities are reported.

(b) Basis of Accounting

The basis of accounting followed in these financial statements is the accrual method and includes revenues in the period in which the transactions or events occurred that gave rise to the revenues and expenses in the period the goods and services were acquired and a liability was incurred.

(c) Non-financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of business.

(d) Tangible Capital Assets

Tangible capital assets are a special class of non-financial assets and are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation and installation costs, design and engineering fees, legal fees and site preparation costs. Interest costs are not capitalized. Amortization is recorded on a straight line basis over the estimated life of the tangible capital asset commencing once the asset is put into use. Assets under construction are not amortized. Contributed tangible capital assets are recorded at fair value at the time of the contribution and are also recorded as revenue.

Estimated useful lives of tangible capital assets are as follows:

Buildings (including building components)	7 to 50 years
Transportation network	10 to 75 years
Storm sewer system	10 to 75 years
Fleet and equipment	8 to 20 years
Technology	3 to 25 years
Water system	10 to 85 years
Sanitary sewer system	30 to 75 years
Furniture and fixtures	3 to 20 years
Structures	15 to 75 years

Natural resources, works of art and historic assets are not recorded as assets in these consolidated financial statements.

(e) Liability for Contaminated Sites

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. Liabilities are recorded net of any expected recoveries.

A liability for remediation of a contaminated site is recognized when a site is not in productive use and the following criteria are met:

- i. an environmental standard exists;
- ii. contamination exceeds the environmental standards;
- iii. the City is directly responsible or accepts responsibility;
- iv. it is expected that future economic benefits will be given up; and
- v. a reasonable estimate of the amount can be made.

The liability is recognized as management's best estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site. Management has assessed its potential liabilities for contamination, including sites that are no longer in productive use and sites for which the City accepts responsibility. There were no such sites that had contamination in excess of an environmental standard requiring remediation at this time, therefore no liability was recognized at December 31, 2018 or December 31, 2017.

(f) Revenue Recognition

Taxation

Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. Annual levies for non-optional municipal services and general administrative services are recorded as taxation for municipal purposes in the year they are levied. Taxes receivable are recognized net of an allowance for anticipated uncollectable amounts. Levies imposed by other taxing authorities are not included as taxes for municipal purposes.

Through the British Columbia Assessments' appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes are recognized at the time they are awarded.

User fees and other revenue

Charges for sewer and water usage are recorded as user fees and other revenue.

Government transfers

Government transfers are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Government transfers are recorded as deferred revenue when transfer stipulations give rise to a liability and are recognized in the statement of operations as the stipulated liabilities are settled.

Development revenues

Receipts that are restricted by the legislation of senior governments or by agreement with external parties are a liability of the municipality and are reported as Restricted Revenues at

the time they are received. When qualifying expenditures are incurred Restricted Revenues are brought into revenue as development revenue. Restricted Revenues are comprised of the amounts shown in Note 9.

Investment income

Investment income is recorded on the accrual basis and recognized when earned. Investment income is allocated to various reserves and operating funds on a proportionate basis.

To the extent that financial instruments have no stated rate of return, investment income is recognized as it is received.

Contributed tangible capital assets

Subdivision developers are required to provide subdivision infrastructure such as streets, lighting, sidewalks, and drainage etc. Upon completion these assets are turned over to the City. Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are also recorded as revenue.

(g) Use of estimates/measurement uncertainty

The preparation of financial statements in accordance with Canadian PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Significant areas requiring use of management estimates relate to the useful lives of tangible capital assets, determination of employee future benefits, the outcome of litigation and claims, and the percentage of completion of buildings and subdivision inspections. Actual results could differ from those estimates.

(h) Budget figures

The budget figures reported in the Consolidated Financial Statements represent the 2018 component of the Financial Plan Bylaw adopted by Council on May 8, 2018.

(i) Financial instruments

The City's financial instruments consist of cash and cash equivalents, portfolio investments, accounts receivable, recoverable local improvements, other assets, accounts payable and accrued liabilities, refundable performance deposits and debt. Unless otherwise indicated, it is management's opinion that the City is not exposed to any significant interest, credit or currency risks arising from these financial instruments.

(j) Cash and cash equivalents

Cash and cash equivalents are comprised of the amounts held in the City's bank accounts and investments with an original maturity date of three months or less.

(k) Portfolio Investments

Investments with an original maturity date of more than three month are reported as portfolio investments. Investments and pooled investments are reported using the cost method. Provisions for declines in the market value of investments are recorded when they are considered to be other than temporary. Declines in the market values of investments are considered to be other than temporary when the carrying value exceeds market value for more than three years.

(l) **Basis of segmentation (Segment Report, Note 21)**

Municipal services have been segmented by grouping services that have similar service objectives (by function). Revenues that are directly related to the costs of the function have been attributed to each segment. Interest expense is allocated to functions based on the purpose of specific borrowings.

(m) **Employee future benefits**

The City and its employees make contributions to the Municipal Pension Plan, and the employees accrue benefits under this plan based on service. The City's contributions are expensed as incurred. (Note 20)

Sick leave benefits and retirement severance benefits are also available to the City's employees. The costs of these benefits are actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. The liabilities under these benefit plans are accrued based on projected benefits prorated as the employees render services necessary to earn the future benefits. (Note 10)

Notes to the Consolidated Financial Statements
For the year ended December 31, 2018

1. Cash and cash equivalents

Cash and cash equivalents as at December 31, 2018 were comprised as follows:

	<u>Dec 31, 2018</u>	<u>Dec 31, 2017</u>
Cash	\$ 11,960,755	\$ 20,631,877
Cash equivalents	<u>10,225,986</u>	<u>7,000,000</u>
	<u>\$ 22,186,741</u>	<u>\$ 27,631,877</u>

Cash equivalents are comprised of high-interest savings accounts or term deposits held at Canadian banking institutions with effective interest rates of 2.46% (1.5% - 1.9% for 2017). Additionally, the City holds cash and cash equivalents of \$3,281,038 (\$3,288,086 for 2017) and agreements and interest receivable of \$193,474 (\$215,934 for 2017) for trusts which are not reported elsewhere in the financial statements. They are held for the following trusts:

	Balance Dec 31, 2017	Interest Earned	Receipts	Disbursements	Balance Dec 31, 2018
Latecomer Fees	\$ 84,835	\$ -	\$ 301,192	\$ 273,641	\$ 112,386
Cemetery Perpetual Care	1,151,604	30,859	54,418	30,859	1,206,022
Election Surplus	-	-	7,187	-	7,187
Metro Vancouver Sewer & Drainage District	955,106	-	637,863	1,023,886	569,083
Albion Dyking District	<u>1,312,476</u>	<u>711</u>	<u>272,379</u>	<u>5,732</u>	<u>1,579,834</u>
	<u>\$ 3,504,021</u>	<u>\$ 31,570</u>	<u>\$ 1,273,039</u>	<u>\$ 1,334,118</u>	<u>\$ 3,474,512</u>

2. Portfolio Investments

Portfolio investments include Canadian bank notes and BC Credit Union term deposits with effective interest rates of 2.12% - 5.65%. A portion of the bank notes held have interest payments linked to the performance of a set of equities or a financial index without stated or certain interest rates. For these investments, income is recognized as it is received; in 2018 returns were positive and ranged to 4.0%. Included in interest earnings are gains on investments sold before maturity. In 2018 gains were \$Nil (\$71,498 for 2017). The City does not hold any asset backed commercial paper or hedge funds.

The carrying value of securities is based on the cost method whereby the cost of the security is adjusted to reflect investment income that is accruing and any permanent decline in market value. During the term of individual investments there will be fluctuations in market values. Such fluctuations are considered normal, and if held to maturity, market value will be equal to face value.

The carrying value of Portfolio Investments at December 31, 2018 was \$201,666,082 (\$187,717,851 for 2017). The market value at December 31, 2018 was \$201,793,693 (\$187,715,380 for 2017).

3. Accounts Receivable

	<u>2018</u>	<u>2017</u>
Property Taxes	\$ 5,035,959	\$ 4,944,597
Other Governments	2,447,778	2,450,382
General and Accrued Interest	4,467,405	3,856,276
Development Cost Charges	<u>3,645,582</u>	<u>3,472,935</u>
	15,596,724	14,724,190
Less: Allowance for Doubtful Accounts	<u>(81,307)</u>	<u>(60,757)</u>
	<u>\$ 15,515,417</u>	<u>\$ 14,663,433</u>

4. **Recoverable Local Improvements**

The City provides interim financing for certain geographically localized capital projects. It recovers these amounts from benefiting property owners. Interest rates are established at the outset of the process and are a function of borrowing rates at the time. Repayment is typically made over fifteen years.

5. **Other Assets**

Debt Reserve Fund:

The Municipal Finance Authority of British Columbia (MFA) provides capital financing for regional districts and their member municipalities. The MFA is required to establish a Debt Reserve Fund. Each regional district, through its member municipalities who share in the proceeds of a debt issue, is required to pay into the Debt Reserve Fund certain amounts set out in the debt agreements. The MFA pays into the Debt Reserve Fund these monies from which interest earned thereon less administrative expenses becomes an obligation to the regional districts. It must then use this fund, if at any time there are insufficient funds, to meet payments on its obligations. If this occurs, the regional districts may be called upon to restore the fund.

Upon the maturity of a debt issue the unused portion of the Debt Reserve Fund established for that issue will be discharged to the City. The City has estimated that there is only a remote possibility that these funds will not be paid to it and therefore these funds have been included in Other Assets of **\$779,813** (\$763,208 for 2017).

6. **Accounts Payable and Accrued Liabilities**

	<u>2018</u>	<u>2017</u>
Accounts Payable:		
General	\$ 10,182,695	\$ 5,587,746
Other Governments	11,372,311	12,197,994
Salaries and Wages	<u>1,860,221</u>	<u>1,701,308</u>
	23,415,227	19,487,048
Accrued Liabilities:		
Vacation Pay	484,008	401,134
Other Vested Benefits	<u>959,057</u>	<u>907,569</u>
	<u>1,443,065</u>	<u>1,308,703</u>
	<u>\$ 24,858,292</u>	<u>\$ 20,795,751</u>

7. **Contingencies, Commitments and Unrecognized Liabilities:**

(a) **Third Party Claims**

Where losses related to litigation are likely and can be reasonably estimated management accrues its best estimate of loss. For 2018 this estimate is **\$326,015** (\$171,236 for 2017). These amounts are included in accounts payable and accrued liabilities.

There are various other claims by and against the City, the outcome of which cannot reasonably be estimated. Any ultimate settlements will be recorded in the year the settlements occur.

(b) **Contractual Obligations**

In 1998 the City entered into an agreement to purchase ice sheet time for five years commencing in 1999, with five five-year renewal options. In 2018, the agreement was renewed for an additional five-year period. The minimum annual payment due for the provision of ice time is \$638,000. Additional ice time is purchased separately. These payments are recorded as expenses when the ice time is provided.

(c) **Unrecognized Liability**

The City holds shares in a non-profit organization that provides protective services to its members. Should the organization dissolve or management choose to withdraw from the organization the City would be liable for a proportionate share of any debt the organization held at that time. The liability is expected to be discharged over time through payments by the City and others for the provision of these services by the organization. Due to the ongoing operations of the organization the liability could only be quantified if the City chose to withdraw. Consequently no liability has been recognized in these financial statements.

8. Deferred Revenues

Deferred revenues held by the City were comprised as follows:

	Prepaid Taxes		Connection Revenues	
	2018	2017	2018	2017
Beginning balance	\$ 6,864,267	\$ 6,437,206	\$ 1,035,037	\$ 724,875
Deferred during the year	14,250,434	13,645,937	1,370,294	1,026,652
Revenue recognized	(13,898,578)	(13,218,876)	(711,286)	(716,490)
Ending balance	<u>\$ 7,216,123</u>	<u>\$ 6,864,267</u>	<u>\$ 1,694,045</u>	<u>\$ 1,035,037</u>

	Other		Total Deferred Revenues	
	2018	2017	2018	2017
Beginning balance	\$ 6,298,878	\$ 4,076,891	\$ 14,198,182	\$ 11,238,972
Deferred during the year	4,931,744	4,068,902	20,552,472	18,741,491
Revenue recognized	(4,380,286)	(1,846,915)	(18,990,150)	(15,782,281)
Ending balance	<u>\$ 6,850,336</u>	<u>\$ 6,298,878</u>	<u>\$ 15,760,504</u>	<u>\$ 14,198,182</u>

9. Restricted Revenues

Restricted revenues held by the City were comprised as follows:

	Development Cost Charges		Parkland Acquisition Charges	
	2018	2017	2018	2017
Beginning Balance	\$ 29,546,673	\$ 26,019,028	\$ 1,163,953	\$ 412,027
Collections and interest	6,275,171	10,988,859	355,743	779,225
Disbursements - operating	(398,474)	(118,685)	-	-
Disbursements - capital	(11,598,291)	(7,342,530)	-	(27,301)
Ending Balance	<u>\$ 23,825,079</u>	<u>\$ 29,546,672</u>	<u>\$ 1,519,696</u>	<u>\$ 1,163,951</u>

	Other Restricted Revenues		Total Restricted Revenues	
	2018	2017	2018	2017
Beginning Balance	\$ 8,923,028	\$ 6,970,857	\$ 39,633,654	\$ 33,401,912
Collections and interest	4,443,001	2,070,128	11,073,915	13,838,212
Disbursements - operating	(63,009)	(54,574)	(461,483)	(173,259)
Disbursements - capital	(2,651,637)	(63,380)	(14,249,928)	(7,433,211)
Ending Balance	<u>\$ 10,651,383</u>	<u>\$ 8,923,031</u>	<u>\$ 35,996,158</u>	<u>\$ 39,633,654</u>

10. Employee Future Benefits

The City provides employee future benefits in the form of severance benefits and vested and non-vested sick leave to qualifying employees. These benefits are not separately funded.

Severance benefits are cash settlements paid to employees who cease their employment with the City after a specified period of time. Employees hired before February 11, 1999 qualify for five days pay per year of employment, provided they either work a minimum of 20 years with the City or retire as defined by the Public Sector Pension Plan Act. Full time employees hired after February 11, 1999 qualify for 20 days pay provided they work a minimum of 10 years with the City and retire as defined by the Public Sector Pension Plan Act.

The City permits regular employees to accumulate up to 18 days per year of service for future illnesses up to a maximum of 250 days. For certain qualifying employees a portion of this benefit vests; for the balance, this benefit does not vest and cannot be converted to any other type of benefit.

An actuarial valuation of these benefits was performed to determine the City's liability and accrued benefit obligation as at December 31, 2018. The valuation resulted in an unamortized actuarial gain of \$861,200 at December 31, 2018, (unamortized loss of \$364,900 for 2017). Actuarial gains or losses are amortized over the expected average remaining service life of employees. The benefit liability at December 31, 2018 was \$4,662,100, (\$4,657,300 for 2017) comprised as follows:

	<u>2018</u>	<u>2017</u>
Accrued benefit obligation, beginning of year	\$ 4,932,200	\$ 5,102,900
Add: Current service costs	397,600	343,800
Interest on accrued benefit obligation	143,900	148,300
Actuarial (gain)/loss	(1,192,800)	-
Less: Benefits paid during the year	<u>(480,000)</u>	<u>(662,800)</u>
Accrued benefit obligation, end of year	<u>3,800,900</u>	<u>4,932,200</u>
 Add (Less): Unamortized actuarial gain (loss)	 <u>861,200</u>	 <u>(364,900)</u>
Accrued benefit liability	4,662,100	4,567,300

Actuarial assumptions used to determine the City's accrued benefit obligation are as follows:

	<u>2018</u>	<u>2017</u>
Discount rate (long-term borrowing rate)	3.00 %	2.90 %
Expected future inflation rate	2.00 %	2.00 %
Merit and inflationary wage and salary increases averaging	2.68 %	3.04 %
Estimated average remaining service life of employees (years)	11.0	13.0

11. Debt (Schedule 4)

The City obtains debt instruments through the Municipal Finance Authority (MFA), pursuant to security issuing bylaws under authority of the Community Charter, to finance certain capital expenditures. Debt is reported net of Sinking Fund balances and interest expense is reported net of Sinking Fund earnings.

The City carries no debt for others.

The following debenture debt amounts plus related interest are payable over the next five years and thereafter:

	<u>Debt Payments</u>
2019	\$ 2,172,036
2020	2,215,521
2021	2,260,235
2022	2,306,211
2023	2,353,485
Thereafter	9,899,632
Sinking Fund Contributions	<u>4,615,511</u>
Debt principal repayments	<u>\$ 25,822,631</u>

The City has the following authorized but un-issued long term debt as at December 31, 2018:

<u>L/A Bylaw</u>	<u>L/A Amount</u>
#6558	\$ 6,000,000
#6560	275,000
#6679	1,100,000
#7370	3,500,000
#7371	7,000,000
#7372	8,500,000
#7373	1,000,000
#7374	2,500,000
#7375	1,000,000
#7376	2,500,000
#7377	<u>23,500,000</u>
	<u>\$ 56,875,000</u>

12. Tangible Capital Assets

	<u>Net book value</u>	
	<u>2018</u>	<u>2017</u>
Land	\$ 234,687,064	\$ 226,003,706
Buildings	48,668,723	44,141,166
Transportation network	226,678,102	218,934,481
Storm sewer system	215,378,001	206,751,562
Fleet and equipment	16,476,349	14,680,214
Technology	4,891,574	4,516,466
Water system	125,869,323	116,201,245
Sanitary sewer system	130,908,256	128,186,305
Other	<u>23,843,287</u>	<u>16,730,081</u>
	<u>\$ 1,027,400,677</u>	<u>\$ 976,145,224</u>

For additional information, see the Schedule of Tangible Capital Assets (Schedule 5)

During the year there were no write-downs of assets (2017 - \$Nil). In addition, roads and related infrastructure, underground networks and land contributed to the City totaled \$29,727,691 (\$16,725,863 for 2017) and were capitalized at their fair value at the time of recognition

Natural assets, works of art, artifacts, cultural and historic assets are not recorded as assets in these financial statements. The City controls various works of art and historical treasures including artifacts, paintings, sculptures and mosaics located at City sites and public display areas.

13. Undeveloped Land Bank

The City owns property in various areas identified for future growth in the Official Community Plan. These properties are not currently used in the provision of service to the citizens of Maple Ridge. The properties represent a strategic, non-renewable resource available for the advancement of Council's strategic plan.

14. Accumulated Surplus

Accumulated Surplus is comprised of operating surpluses and equity in tangible capital assets held in the general, sewer and water funds as well as reserves. Accumulated surplus for 2017 is **\$1,158,703,212** (\$1,097,939,665 for 2017) and is distributed as follows:

		<u>2018</u>	<u>2017</u>
Operating surplus (Schedule 1)	General	\$ 11,111,456	\$ 10,011,882
	Sewer	8,512,633	8,935,862
	Water	<u>13,799,283</u>	<u>12,840,034</u>
		33,423,372	31,787,778
Equity in the capital funds (Schedule 2)	General	761,597,886	721,401,366
	Sewer	132,175,506	129,423,192
	Water	<u>127,272,400</u>	<u>117,671,736</u>
		1,021,045,792	968,496,294
Reserves (Schedule 3)	Funds	39,570,150	41,639,403
	Accounts	<u>64,663,900</u>	<u>56,016,190</u>
		104,234,050	97,655,593
Accumulated Surplus		<u>\$ 1,158,703,214</u>	<u>\$ 1,097,939,665</u>

15. Property Tax Levies

In addition to its own tax levies, the City is required to levy taxes on behalf of various other taxing authorities. These include the provincial government for local school taxes, incorporated dyking districts located within the City and, organizations providing regional services in which the City has become a member. Taxes levied for other agencies are not included in City revenues. Total tax levies were comprised as follows:

	<u>2018</u>	<u>2018 Budget</u>	<u>2017</u>
Municipal Tax Levies	\$ 85,645,660	\$ 85,708,027	\$ 81,729,003
Levies for other authorities			
School taxes	36,281,590	34,049,403	34,552,104
Greater Vancouver Transit Authority	6,139,075	5,683,482	5,622,711
British Columbia Assessment	1,074,697	974,094	995,188
Greater Vancouver Regional District	1,131,973	937,942	958,555
Dyking Districts	648,834	523,716	616,936
Municipal Finance Authority	<u>5,052</u>	<u>3,448</u>	<u>4,328</u>
Total Collections for Others	<u>45,281,221</u>	<u>42,172,085</u>	<u>42,749,822</u>
Total Tax Levies	<u>\$ 130,926,881</u>	<u>\$ 127,880,112</u>	<u>\$ 124,478,825</u>

16. Government Transfers

Government transfers recognized during the year were comprised of the following:

	<u>2018</u>		<u>2017</u>	
	Capital	Operating	Capital	Operating
Federal Gov't	\$ 252,368	\$ 300,941	\$ 136,508	\$ 353,137
Provincial Gov't	1,877,731	1,336,511	186,465	1,293,903
TransLink	176,370	790,717	116,794	1,092,910
Other	<u>64,975</u>	<u>62,524</u>	<u>176,932</u>	<u>77,882</u>
Total	<u>\$ 2,371,444</u>	<u>\$ 2,490,693</u>	<u>\$ 616,699</u>	<u>\$ 2,817,832</u>

17. Budget

Budget amounts represent the Financial Plan Bylaw adopted by Council on May 8, 2018. The Financial Plan anticipated use of surpluses accumulated in previous years to balance against current year expenditures in excess of current year revenues.

The following shows how these amounts were combined:

	Financial Plan Bylaw	Financial Statement Budget
Revenue		
Taxation	\$ 85,708,027	\$ 85,708,027
User fees and other revenue	42,042,952	42,042,952
Other	60,451,463	60,451,463
Contributed subdivision infrastructure	<u>20,000,000</u>	<u>20,000,000</u>
Total Revenue	<u>208,202,442</u>	<u>208,202,442</u>
Expenses		
Protective services	41,638,521	41,638,521
Transportation services	21,485,306	21,485,306
Recreation and cultural	22,947,392	22,947,392
Water utility	15,005,613	15,005,613
Sewer utility	12,659,702	12,659,702
General Government	18,449,276	18,449,276
Planning, public health and other	<u>6,686,728</u>	<u>6,686,728</u>
Total expenses	<u>138,872,538</u>	<u>138,872,538</u>
Annual Surplus	<u>\$ 69,329,904</u>	<u>\$ 69,329,904</u>
Less:		
Capital expenditures	192,854,157	
Debt repayment	3,705,844	
Add:		
Interfund transfers	62,913,234	
Amortization	19,780,000	
Borrowing proceeds	<u>44,536,863</u>	
	<u>\$ -</u>	

18. Expenses and Expenditures by Object

	Operations	Capital Acquisitions	2018 Total	2018 Budget	2017 Total
Goods and services	\$ 57,454,958	\$ 43,785,048	\$ 101,240,006	\$ 243,935,569	\$ 78,209,829
Wages and salaries	42,182,171	1,028,201	43,210,372	45,463,931	43,388,499
Interest	<u>1,612,938</u>	<u>-</u>	<u>1,612,938</u>	<u>2,547,209</u>	<u>1,720,537</u>
Total	101,250,067	44,813,249	146,063,316	291,946,709	123,318,865
Amortization expenses	21,168,109	-	21,168,109	19,780,000	20,585,216
Contributed tangible capital assets	<u>-</u>	<u>29,727,691</u>	<u>29,727,691</u>	<u>20,000,000</u>	<u>16,725,863</u>
Total Expenses and Expenditures	<u>\$ 122,418,176</u>	<u>\$ 74,540,940</u>	<u>\$ 196,959,116</u>	<u>\$ 331,726,709</u>	<u>\$ 160,629,944</u>

19. Contractual Rights

(a) Contributed Tangible Capital Assets

There are a number of development projects in progress throughout the City where there is a requirement for the developer to provide infrastructure to the City such as roads, sewers, sidewalks and street lighting. The fair value of the infrastructure is recognized as "contributed tangible capital assets" revenue in these consolidated financial statements when the City accepts responsibility for the infrastructure. Fair value will be determined at the time the assets are recognized.

(b) Land Sale

The City has entered into an agreement that will result in the phased sale of certain City lands. The City expects title to part of the lands to transfer to the purchaser in 2019 and the balance in 2020. Total proceeds of \$4,000,000 will be received as title transfers.

20. Pension Plan

The employer and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2017, the plan has about 197,000 active members and approximately 95,000 retired members. Active members include approximately 39,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as of December 31, 2015, indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1.927 million was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged.

The City of Maple Ridge paid \$3,390,825 (2017 \$3,436,295) for employer contributions while employees contributed \$2,810,502 (2017 \$2,817,284) to the plan in fiscal 2018.

The next valuation will be as at December 31, 2018, with results available in 2019.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

21. Segmented Information

The City is a diversified municipal government entity in the province of British Columbia that provides a wide range of services to its citizens. Municipal services have been segmented by grouping activities that have similar service objectives (by function) and separately disclosed in the segment report. Where certain activities cannot be attributed to a specific segment they have been reported as unallocated. The segments and the services they provide are as follows:

Protective Services

Protective Services is comprised of the Ridge Meadows RCMP detachment, the Maple Ridge Fire Department, bylaw enforcement, inspection services and emergency services. Services provided by the segment are focused on protecting the citizens of Maple Ridge.

Transportation Services

Transportation Services is comprised of Engineering, Operations, Drainage and Roads. Services provided by the segment include the construction and maintenance of transportation related infrastructure.

Recreation and Cultural

Recreation and cultural services provides library services, access to recreation facilities and maintains and operates City parks.

Water Utility

The Water Utility, in conjunction with Metro Vancouver, provides safe, clean, reliable water to the residents and businesses of the City of Maple Ridge.

Sewer Utility

The Sewer Utility collects waste water and transports it to treatment plants operated by Metro Vancouver in addition to maintaining the sanitary sewer infrastructure.

General Government

General Government provides administrative, legislative and support services for the City. Functions include financial planning and reporting, information technology, economic development and communications.

Planning, Public Health and Other

This segment is comprised of Planning, Recycling, Cemetery and Social Planning. Activities include land use guidelines, development of the City's official community plan, management of the recycling contract and improving the social well-being of the community.

Unallocated

Unallocated includes revenues that cannot be directly attributed to the activities of an identified functional segment.

Consolidated Report of Segmented Revenue and Expenses

For the year ended December 31, 2018

	Protective Services	Transportation Services	Recreation and Cultural	Water Utility	Sewer Utility
Revenue					
Tax revenue	\$ -	\$ -	\$ -	\$ 137,361	\$ 930,720
Other revenues	5,653,157	713,830	2,380,903	17,325,475	10,372,738
Government transfers	98,964	2,974,378	446,996	-	(33,455)
Development revenue	11,626	3,954,011	4,470,332	6,762,719	241,912
Interest and investment income	-	-	-	-	-
Gaming Revenues					
Refinancing & asset disposal gain(loss)	(35,049)	(488,126)	(49,026)	(195,739)	(955,394)
Contributed infrastructure	<u>-</u>	<u>17,205,804</u>	<u>4,905,240</u>	<u>2,085,378</u>	<u>5,531,269</u>
Total Revenue	5,728,698	24,359,897	12,154,445	26,115,194	16,087,790
Expenses					
Operating:					
Goods and services	20,322,507	2,898,095	8,600,731	10,038,281	8,415,472
Labour	15,754,262	5,647,266	7,174,115	1,528,836	654,537
Debt Servicing	<u>10,947</u>	<u>-</u>	<u>787,719</u>	<u>-</u>	<u>-</u>
Sub total	36,087,716	8,545,361	16,562,565	11,567,117	9,070,009
Amortization	<u>1,371,039</u>	<u>10,900,221</u>	<u>2,191,875</u>	<u>2,220,036</u>	<u>2,618,955</u>
Total Expenses	<u>37,458,755</u>	<u>19,445,582</u>	<u>18,754,440</u>	<u>13,787,153</u>	<u>11,688,964</u>
Excess (deficiency) of revenue over expenses	\$ <u>(31,730,057)</u>	\$ <u>4,914,315</u>	\$ <u>(6,599,995)</u>	\$ <u>12,328,041</u>	\$ <u>4,398,826</u>

General Government	Commercial Tower	Planning Public Health & Other	Unallocated	Total 2018 Actual	Total Budget	Total 2017 Actual
\$ -	\$ -	\$ 2,086,764	\$ 82,490,815	\$ 85,645,660	\$ 85,708,027	\$ 81,729,003
1,771,562	1,595,753	2,452,945	-	42,266,363	42,042,952	42,409,361
926,680	-	448,574	-	4,862,137	10,376,782	3,434,531
271,409	-	75,613	-	15,787,622	44,958,943	8,155,007
-	-	-	4,581,311	4,581,311	2,132,988	3,182,894
			1,781,613	1,781,613	1,400,000	1,561,090
(211,639)	-	1,059	463,241	(1,470,673)	1,582,750	(807,330)
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>29,727,691</u>	<u>20,000,000</u>	<u>16,725,863</u>
2,758,012	1,595,753	5,064,955	89,316,980	183,181,724	208,202,442	156,390,419
3,592,479	566,812	3,020,581	-	57,454,958	71,081,398	57,540,668
8,649,951	-	2,773,204	-	42,182,171	45,463,931	42,506,084
<u>253,131</u>	<u>509,112</u>	<u>52,029</u>	<u>-</u>	<u>1,612,938</u>	<u>2,547,209</u>	<u>1,720,537</u>
12,495,561	1,075,924	5,845,814	-	101,250,067	119,092,538	101,767,289
<u>1,681,113</u>	<u>-</u>	<u>184,870</u>	<u>-</u>	<u>21,168,109</u>	<u>19,780,000</u>	<u>20,585,216</u>
<u>14,176,674</u>	<u>1,075,924</u>	<u>6,030,684</u>	<u>-</u>	<u>122,418,176</u>	<u>138,872,538</u>	<u>122,352,505</u>
<u>\$ (11,418,662)</u>	<u>\$ 519,829</u>	<u>\$ (965,729)</u>	<u>\$ 89,316,980</u>	<u>\$ 60,763,548</u>	<u>\$ 69,329,904</u>	<u>\$ 34,037,914</u>

Schedule of Change in Operating Accumulated Surplus

For the year ended December 31, 2018

	Actual 2018	Budget 2018	Actual 2017
Revenue			
Taxes for municipal purposes	\$ 85,645,660	\$ 85,708,027	\$ 81,729,003
User fees and other revenues	42,266,363	42,042,952	42,409,361
Government transfers	2,490,693	2,874,996	2,817,832
Development Revenue	949,219	(5,139,894)	612,917
Interest and investment income	3,373,244	1,587,988	2,334,227
Gaming revenues	1,781,613	1,400,000	1,561,090
Refinancing and other gains	<u>1,766,211</u>	<u>1,582,750</u>	<u>1,861,363</u>
	138,273,003	130,056,819	133,325,793
Expenses			
Protective services	36,087,716	40,288,521	36,729,698
Transportation services	8,545,361	11,525,306	9,044,403
Recreation and cultural	16,562,565	20,737,392	17,526,934
Water utilities	11,567,117	12,985,613	11,193,201
Sewer utilities	9,070,009	10,269,702	8,254,257
General government	13,571,485	16,859,276	13,422,981
Public and environmental health	<u>5,845,814</u>	<u>6,426,728</u>	<u>5,595,815</u>
	101,250,067	119,092,538	101,767,289
Annual Surplus	37,022,936	10,964,281	31,558,504
Internal transfers			
Transfers to capital funds	(6,041,110)	(13,934,852)	(6,317,213)
Transfers to reserves	<u>(29,346,232)</u>	<u>(5,581,927)</u>	<u>(22,179,779)</u>
Increase (decrease) in operating accumulated surplus	1,635,595	(8,552,498)	3,061,512
Operating accumulated surplus-beginning of year	<u>31,787,778</u>	<u>31,787,778</u>	<u>28,726,266</u>
Operating accumulated surplus-end of year (Note 14)	<u>\$ 33,423,372</u>	<u>\$ 23,235,280</u>	<u>\$ 31,787,778</u>

Schedule 2

Schedule of Change in Capital Funds
For the year ended December 31, 2018

	Actual 2018	Budget 2018	Actual 2017
Revenue			
Subdivision infrastructure contributions	\$ 29,727,691	\$ 20,000,000	\$ 16,725,863
Government transfers	2,371,444	7,501,786	616,699
Development fees	13,680,732	47,134,032	7,412,371
Other capital contributions	1,157,672	2,964,805	129,719
Disposal of assets	<u>(3,236,884)</u>	<u>-</u>	<u>(2,668,693)</u>
Total Revenue	43,700,655	77,600,623	22,215,959
Expenses			
Amortization	<u>21,168,109</u>	<u>19,780,000</u>	<u>20,585,216</u>
Total Expenses	21,168,109	19,780,000	20,585,216
Annual Surplus	22,532,546	57,820,623	1,630,743
Internal Transfers			
Transfers from revenue funds	6,041,110	13,934,852	6,317,213
Transfers from reserves	<u>23,975,842</u>	<u>66,837,678</u>	<u>10,013,587</u>
Increase in capital funds	52,549,498	138,593,153	17,961,543
Capital funds - beginning of the year	<u>968,496,294</u>	<u>968,496,294</u>	<u>950,534,751</u>
Capital funds - end of the year (Note 14)	<u>\$ 1,021,045,792</u>	<u>\$ 1,107,089,447</u>	<u>\$ 968,496,294</u>

Schedule of Change in Reserves
For the year ended December 31, 2018

	Actual 2018	Budget 2018	Actual 2017
Revenue and Transfers			
Revenue			
Interest and investment income	\$ 1,208,067	\$ 545,000	\$ 848,667
Add (less)			
Internal transfers			
Transfers from revenue funds	29,346,232	5,581,927	22,179,779
Transfers to capital funds	<u>(23,975,842)</u>	<u>(66,837,678)</u>	<u>(10,013,587)</u>
Increase (decrease) in Reserved Accumulated Surplus	6,578,457	(60,710,751)	13,014,859
Reserved Accumulated Surplus - Beginning of the Year	<u>97,655,593</u>	<u>97,655,593</u>	<u>84,640,735</u>
Reserved Accumulated Surplus - End of Year (Note 14)	<u>\$ 104,234,050</u>	<u>\$ 36,944,842</u>	<u>\$ 97,655,593</u>

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Continuity Schedule of Debenture Debt
For the Year Ended December 31, 2018

	Date of Issue/Maturity	Bylaw/MFA	Function/Purpose	Interest Rate
Long Term Debts				
	Apr 2005/2027	6246/93	Recreation/Downtown Civic Properties	5.7 %
	Apr 2005/2027	6246/93	General Government/Downtown Office Complex	5.7 %
	Dec 2006/2026	6246/99	General Government/Downtown Office Complex	5.0 %
	Oct 2012/2027	6560/121	Protective Services/Animal Shelter	2.9 %
	Oct 2012/2037	6559/121	Public Health/Cemetery Expansion	2.9 %
	Oct 2012/2037	6679/121	Public Health/Cemetery Expansion	2.9 %
			Subtotal	
LESS:				
Sinking Funds				
	Dec 2006/2026	6246/99	General Government/Downtown Office Complex	5.0 %
	Oct 2012/2027	6560/121	Protective Services/Animal Shelter	2.9 %
	Oct 2012/2037	6559/121	Public Health/Cemetery Expansion	2.9 %
	Oct 2012/2037	6679/121	Public Health/Cemetery Expansion	2.9 %
			Subtotal	
Net Amount				

Dec 31, 2017 Balance Outstanding	New Debt Issued During the year	Principal/ Sinking Fund Payments	Sinking Fund Earnings	2018 Balance Outstanding	Interest Paid/ Earned For The Year
\$ 14,957,815	\$ -	\$ 1,315,433	\$ -	\$ 13,642,382	\$ 787,720
2,074,345	-	182,409	-	1,891,936	109,231
16,300,000	-	-	-	16,300,000	811,142
625,000	-	-	-	625,000	18,075
1,520,000	-	-	-	1,520,000	43,959
<u>700,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>700,000</u>	<u>20,244</u>
36,177,160	-	1,497,842	-	34,679,318	1,790,371
7,441,254	-	547,382	302,029	8,290,665	302,029
170,691	-	31,213	7,129	209,033	7,129
199,591	-	36,498	8,336	244,425	8,336
<u>91,917</u>	<u>-</u>	<u>16,808</u>	<u>3,839</u>	<u>112,564</u>	<u>3,839</u>
7,903,453	-	631,901	321,333	8,856,687	321,333
<u>\$ 28,273,707</u>	<u>\$ -</u>	<u>\$ 2,129,743</u>	<u>\$ 321,333</u>	<u>\$ 25,822,631</u>	<u>\$ 1,469,038</u>

Schedule of Tangible Capital Assets
For the year ended December 31, 2018

	Land ²	Building	Transportation Network	Storm System
Historical Cost ¹				
Opening cost	\$ 226,003,706	\$ 93,136,418	\$ 338,637,087	\$ 269,115,241
Additions	8,683,358	7,357,354	14,701,053	12,496,463
Disposals	-	(439,255)	(1,568,641)	(152,939)
	<u>234,687,064</u>	<u>100,054,517</u>	<u>351,769,499</u>	<u>281,458,765</u>
Accumulated Amortization				
Opening balance	-	48,995,252	119,702,606	62,363,679
Amortization expense	-	2,649,485	6,588,267	3,753,290
Effect of disposals	-	(258,943)	(1,199,476)	(36,205)
	<u>-</u>	<u>51,385,794</u>	<u>125,091,397</u>	<u>66,080,764</u>
Net Book Value as at December 31, 2018	<u>\$ 234,687,064</u>	<u>\$ 48,668,723</u>	<u>\$ 226,678,102</u>	<u>\$ 215,378,001</u>
Net Book Value as at December 31, 2017	\$ 226,003,707	\$ 44,141,165	\$ 218,934,481	\$ 206,751,562

¹ Historical cost includes work in progress at December 31, 2018 of **\$28,815,386** (\$5,004,065 for 2017) comprised of: Land \$49,572 (\$34,081 for 2017); Buildings \$7,420,131 (\$771,438 for 2017); Transportation network \$8,780,007 (\$987,757 for 2017); Storm system \$39,145 (\$1,479 for 2017); Fleet and equipment \$152,645 (\$32,836 for 2017); Technology \$72,607 (\$27,900 for 2017); Water system \$9,619,524 (\$1,355,848 for 2017); Sanitary system \$626,238 (\$238,912 for 2017); and Other \$2,055,548 (\$1,553,814 for 2017). Work in progress is not amortized.

² Additions to land are net of \$-Nil (\$-Nil for 2016) of land reclassified to inventory available for sale.

³ "Other" at net book value includes Furniture and Fixtures at \$574,211 (\$561,343 for 2017) and structures at \$23,269,078 (\$16,168,739 for 2017)

Fleet and Equipment	Technology	Water System	Sanitary System	Other ³	Total
\$ 29,223,658	\$ 11,468,318	\$ 151,414,708	\$ 174,716,785	\$ 33,000,412	\$ 1,326,716,331
3,566,003	1,341,171	11,986,589	6,294,102	8,114,844	74,540,937
<u>(988,724)</u>	<u>(750,627)</u>	<u>(383,543)</u>	<u>(1,228,982)</u>	<u>(774,730)</u>	<u>(6,287,441)</u>
31,800,937	12,058,862	163,017,754	179,781,905	40,340,526	1,394,969,827
14,543,444	6,951,852	35,213,463	46,530,480	16,270,331	350,571,107
1,612,567	925,055	2,115,772	2,579,591	944,082	21,168,109
<u>(831,423)</u>	<u>(709,619)</u>	<u>(180,804)</u>	<u>(236,422)</u>	<u>(717,174)</u>	<u>(4,170,066)</u>
<u>15,324,588</u>	<u>7,167,288</u>	<u>37,148,431</u>	<u>48,873,649</u>	<u>16,497,239</u>	<u>367,569,150</u>
<u>\$ 16,476,349</u>	<u>\$ 4,891,574</u>	<u>\$ 125,869,323</u>	<u>\$ 130,908,256</u>	<u>\$ 23,843,287</u>	<u>\$ 1,027,400,677</u>
\$ 14,680,214	\$ 4,516,466	\$ 116,201,245	\$ 128,186,305	\$ 16,730,083	\$ 976,145,226

Continuity Schedule of Reserves
For the year ended December 31, 2018

	<u>Balance</u> <u>Dec. 31, 2017</u>	<u>Interest</u> <u>Allocated</u>
Reserve Funds		
Local Improvements	\$ 2,583,883	\$ 25,170
Equipment Replacement	15,955,119	286,809
Capital Works	11,286,556	184,023
Fire Department Capital Acquisition	9,848,751	184,284
Sanitary Sewer	1,657,981	27,975
Land	<u>307,113</u>	<u>5,513</u>
Total Reserve Funds	41,639,403	713,774
Reserve Accounts		
Specific Projects - Capital	10,931,005	-
Specific Projects - Operating	7,966,840	-
Self Insurance	876,550	17,225
Police Services	7,514,810	133,526
Core Development	1,983,902	36,652
Recycling	2,570,240	49,662
Community Safety Initiatives	-	-
Building Inspections	3,333,243	59,835
Gravel Extraction	797,583	14,530
Community Works (Gas Tax)	257,440	-
Facility Maintenance	2,883,355	62,673
Snow Removal	850,061	-
Park & Recreation Improvements	-	-
Cemetery Maintenance	243,486	-
Infrastructure Sustainability (Town Centre Buildings)	475,738	-
Infrastructure Sustainability (Road Network)	2,570,378	57,736
Infrastructure Sustainability (Drainage)	1,491,014	31,689
Drainage Improvements	1,135,223	27,445
Critical Infrastructure	195,927	3,320
Infrastructure Grants Contribution	3,557	-
Gaming Revenues	2,042,880	-
Self Insurance (sewer utility)	147,881	-
Self Insurance (water utility)	126,236	-
Specific Projects (sewer utility)	3,079,749	-
Specific Projects (water utility)	<u>4,539,092</u>	<u>-</u>
Total Reserve Accounts	<u>56,016,190</u>	<u>494,293</u>
Total Reserves	<u><u>\$ 97,655,593</u></u>	<u><u>\$ 1,208,067</u></u>

<u>Transfers</u> <u>Revenue Funds</u>	<u>Transfers</u> <u>Capital Funds</u>	<u>Balance</u> <u>Dec 31, 2018</u>
\$ -	\$ -	\$ 2,609,053
3,096,652	(3,395,413)	15,943,167
4,568,410	(7,245,887)	8,793,102
1,613,452	(1,261,064)	10,385,423
-	(159,177)	1,526,779
-	-	<u>312,626</u>
9,278,514	(12,061,541)	39,570,150
2,975,112	(2,208,871)	11,697,246
(1,879,431)	(70,000)	6,017,409
(10,311)	-	883,464
1,952,287	(56,017)	9,544,606
213,615	(227,124)	2,007,045
388,247	(46,574)	2,961,575
1,600,000	-	1,600,000
-	-	3,393,078
(2,087)	-	810,026
293,940	(149,858)	401,522
534,853	(1,638,954)	1,841,927
-	-	850,061
1,943,482	-	1,943,482
(13,389)	(18,207)	211,890
83,636	(65,554)	493,820
3,333,548	(2,999,967)	2,961,695
792,989	(671,669)	1,644,023
1,118,034	(617,687)	1,663,015
-	(68,176)	131,071
(3,557)	-	-
823,672	(731,504)	2,135,048
6,504	-	154,385
6,504	-	132,740
2,432,879	(325,308)	5,187,320
<u>3,477,191</u>	<u>(2,018,831)</u>	<u>5,997,452</u>
<u>20,067,718</u>	<u>(11,914,301)</u>	<u>64,663,900</u>
<u>\$ 29,346,232</u>	<u>\$ (23,975,842)</u>	<u>\$ 104,234,050</u>

1000 Bylaws

CITY OF MAPLE RIDGE

BYLAW NO. 7544-2019

A bylaw to amend Maple Ridge 2019-2023 Financial Plan Bylaw No. 7452-2018

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 2019-2023 Financial Plan Amending Bylaw No. 7544-2019".
2. Statement 1, Statement 2 and Statement 3 attached to and forming part of Maple Ridge 2019-2023 Financial Plan Bylaw 7452-2018 are deleted in their entirety and replaced by Statement 1, Statement 2 and Statement 3 attached and forming part of Maple Ridge 2019-2023 Financial Plan Amending Bylaw No. 7544-2019.

READ a first time the 23rd day of April, 2019.

READ a second time the 23rd day of April, 2019.

READ a third time the 23rd day of April, 2019.

PUBLIC CONSULTATION completed on the day of .

ADOPTED the day of .

PRESIDING MEMBER

CORPORATE OFFICER

ATTACHMENT: Statement 1, Statement 2 and Statement 3

Statement 1

Consolidated Financial Plan 2019-2023 (in \$ thousands)

	2019	2020	2021	2022	2023
REVENUES					
Revenues					
Development Fees					
Developer Contributed Assets	20,000	20,000	20,000	20,000	20,000
Developer Cost Charges	42,283	7,901	5,999	2,977	1,304
Developer Projects & Amenity Contributions	3,875	-	-	-	-
Parkland Acquisition	1,520	200	200	200	200
Contribution from Others	2,400	1,405	1,357	1,334	1,341
Development Fees Total	70,078	29,506	27,556	24,511	22,845
Property Taxes	86,850	91,456	96,270	101,299	106,600
Parcel Charges	3,235	3,337	3,442	3,552	3,665
Fees & Charges	44,173	46,354	48,708	51,250	53,996
Interest	2,248	2,413	2,428	2,443	2,458
Grants	16,694	4,931	5,191	4,931	4,931
Property Sales	1,500	2,500	-	-	-
Total Revenues	224,778	180,497	183,595	187,986	194,495
EXPENDITURES					
Operating Expenditures					
Debt & Interest Payments	2,752	3,029	3,549	3,373	3,201
Amortization	21,330	21,330	21,330	21,330	21,330
Other Expenditures	120,681	117,679	122,599	128,755	134,417
Total Expenditures	144,763	142,038	147,478	153,458	158,948
ANNUAL SURPLUS	80,015	38,459	36,117	34,528	35,547
Add Back: Amortization Expense (Surplus)	21,330	21,330	21,330	21,330	21,330
Less: Capital Expenditures	196,965	27,778	25,631	19,754	20,097
Less: Developer Contributed Capital	20,000	20,000	20,000	20,000	20,000
CHANGE IN FINANCIAL POSITION	(115,620)	12,011	11,816	16,104	16,780
OTHER REVENUES					
Add: Borrowing Proceeds	56,537	-	-	-	-
OTHER EXPENDITURES					
Less: Principal Payments on Debt	3,786	3,871	5,064	5,192	5,324
TOTAL REVENUES LESS EXPENSES	(62,869)	8,140	6,752	10,912	11,456
INTERNAL TRANSFERS					
Transfer From Reserve Funds					
Capital Works Reserve	4,270	150	150	150	150
Equipment Replacement Reserve	7,623	1,395	1,963	2,183	1,815
Fire Department Capital Reserve	11,697	-	-	-	-
Sanitary Sewer Reserve	1,492	-	-	-	-
Total Transfer From Reserve Funds	25,082	1,545	2,113	2,333	1,965
Less :Transfer To Reserve Funds					
Capital Works Reserve	2,625	4,007	2,153	3,726	3,192
Equipment Replacement Reserve	3,107	3,348	3,523	3,776	3,960
Fire Department Capital Reserve	911	873	1,016	1,163	1,315
Land Reserve	5	5	5	5	5
Total Transfer To Reserve Funds	6,648	8,233	6,697	8,670	8,472
Transfer From (To) Own Reserves	41,422	(595)	638	(438)	(1,576)
Transfer From (To) Surplus	3,013	(857)	(2,806)	(4,137)	(3,373)
Transfer From (To) Surplus & Own Reserves	44,435	(1,452)	(2,168)	(4,575)	(4,949)
TOTAL INTERNAL TRANSFERS	62,869	(8,140)	(6,752)	(10,912)	(11,456)
BALANCED BUDGET	-	-	-	-	-

Statement 2

Revenue and Property Tax Policy Disclosure

REVENUE DISCLOSURE

Revenue Proportions	2019		2020		2021		2022		2023	
	\$ ('000s)	%	\$ ('000s)	%	\$ ('000s)	%	\$ ('000s)	%	\$ ('000s)	%
Revenues										
Property Taxes	86,850	30.9	91,456	50.7	96,270	52.4	101,299	53.9	106,600	54.8
Parcel Charges	3,235	1.1	3,337	1.8	3,442	1.9	3,552	1.9	3,665	1.9
Fees & Charges	44,173	15.7	46,354	25.7	48,708	26.5	51,250	27.3	53,996	27.8
Borrowing Proceeds	56,537	20.1	-	-	-	-	-	-	-	-
Other Sources	90,520	32.2	39,350	21.8	35,175	19.2	31,885	17.0	30,234	15.5
Total Revenues	281,315	100	180,497	100	183,595	100	187,986	100	194,495	100

Other Sources include:

Development Fees Total	70,078	24.9	29,506	16.3	27,556	15.0	24,511	13.0	22,845	11.7
Interest	2,248	0.8	2,413	1.3	2,428	1.3	2,443	1.3	2,458	1.3
Grants (Other Govts)	16,694	5.9	4,931	2.7	5,191	2.8	4,931	2.6	4,931	2.5
Property Sales	1,500	0.5	2,500	1.4	-	-	-	-	-	-
	90,520	32.2	39,350	21.8	35,175	19.2	31,885	17.0	30,234	15.5

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:

	2019	2020	2021	2022	2023
General Purpose	1.90%	2.00%	2.00%	2.00%	2.00%
Infrastructure Replacement	0.70%	0.70%	0.70%	0.90%	0.90%
Parks & Recreation	0.60%	0.60%	0.60%	0.60%	0.60%
Drainage	0.30%	0.30%	0.30%	0.10%	0.10%
Total Property Tax Increase	3.50%	3.60%	3.60%	3.60%	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. Some fees are used to offset the costs of providing specific services. The utility fees are reviewed annually with a view towards using rate stabilization practices to smooth out large fluctuations in rates, as set out in the Business Planning Guidelines.

Borrowing Proceeds

Debt is used when it makes sense, and with caution as it commits future cash flows to debt payments, restricting the ability to use these funds to provide other services. The source of the debt payments needs to be considered as does the justification for advancing the project. More information on previously approved borrowing can be found in the most recent Financial Plan Overview report 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		Tax Rate	Multiple
	('000s)		('000s)		(\$/1000)	(Rate/Res.Rate)
1 Residential	66,349	78.4%	23,423,181	92.4%	2.8326	1.0
2 Utility	731	0.9%	18,278	0.1%	40.0000	14.1
4 Major Industry	653	0.8%	31,591	0.1%	20.6674	7.3
5 Light Industry	3,275	3.9%	366,459	1.5%	8.9367	3.2
6 Business/Other	13,409	15.8%	1,500,444	5.9%	8.9367	3.2
8 Rec./ Non-Profit	63	0.1%	5,263	0.0%	12.0643	4.3
9 Farm	164	0.2%	4,657	0.0%	35.2285	12.4
Total	84,644	100%	25,349,873	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 2016, the increase was reduced from 3.15% to 1.85% to reduce the relative property tax burden for these properties.

A review was done on the Major Industry Class rates and the recommendation from the Audit and Finance Committee and Council was a 5% property tax reduction in both 2009 and 2010 to support additional investments in the subject property and to keep rates competitive. In 2014 and 2015, property taxes charged to major industrial class properties were reduced by \$70,000 in each year.

In reviewing tax rates to ensure competitiveness, absolute rates, tax multiples and overall tax burden are considered. The impact that assessed values have when comparing to other geographical areas must be considered in a comparison of tax rates.

Permissive Tax Exemptions

Council has set policies around the use of permissive tax exemptions. These are Council Policies 5.19 through 5.24. These policies discuss Churches, Community Halls, Heritage Sites, Homes for the Care of Children and the Relief of the Aged, the Poor, the Disabled and the Infirm, Municipal Recreational Services, Private Hospitals and Daycares, Private School and Youth Recreation Groups.

Revitalization Tax Exemptions

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 as the information could be misconstrued. This disclosure is required under the Local Government Act s. 560 (2); capital costs attributable to projects to be partially funded by Development Cost Charges (DCC) must be included in the financial plan. The DCC program includes projects as far out as 2038 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 2024 through 2038. Projects in these years typically exceed likely funding available.

Capital Works Program for 2024 - 2038

(in \$ thousands)

Capital Works Program	350,802
-----------------------	---------

Source of Funding

Development Fees

Development Cost Charges	158,922
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Parkland Acquisition Reserve	-
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Contribution from Others	3,224
--------------------------	-------

162,146

Borrowing Proceeds

-

Grants	39,512
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Transfer from Reserve Funds	19,175
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Revenue Funds	129,969
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188,656

350,802

City of Maple Ridge
Schedule 'A' to Bylaw No. 7545 - 2019

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	2.7296	38.5454	19.9159	8.6117	8.6117	11.6256	33.9474
B Drainage Improvements Levy	0.0493	0.6960	0.3596	0.1555	0.1555	0.2099	0.6130
C Park & Recreation Improvements Levy	0.0537	0.7586	0.3919	0.1695	0.1695	0.2288	0.6681
Total	2.8326	40.0000	20.6674	8.9367	8.9367	12.0643	35.2285

City of Maple Ridge
Schedule 'B' to Bylaw No. 7545 - 2019

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	0.0436	0.1526	0.1482	0.1482	0.1068	0.0436	0.0436

CITY OF MAPLE RIDGE

BYLAW NO. 7546 - 2019

A Bylaw to further amend Maple Ridge Sewer Rate Bylaw No. 718-1964

WHEREAS the Council has by bylaw imposed charges against the owners of real property for the provision and maintenance of the sanitary sewer system and wishes to amend those charges for all uses;

AND WHEREAS it is deemed expedient to further amend Maple Ridge Sewer Rate Bylaw No. 718-1964;

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

1. This Bylaw shall be cited for all purposes as "Maple Ridge Sewer Rate Amending Bylaw No. 7546 - 2019".
2. That Schedule "A" of Maple Ridge Sewer Rate Bylaw No. 718-1964, be deleted in its entirety and replaced with the attached Schedule "A".

READ a first time the 23rd day of April, 2019.

READ a second time the 23rd day of April, 2019.

READ a third time the 23rd day of April, 2019.

ADOPTED the day of , 2019.

PRESIDING MEMBER

CORPORATE OFFICER

Attachment: Schedule "A"

**City of Maple Ridge
Maple Ridge Sewer Rate Bylaw No. 718-1964**

**SCHEDULE "A"
Flat Rate & Metered Charges**

USE

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
A. Residential					
(1) Per Single Family Dwelling Unit	\$ 362.25	\$ 393.05	\$ 426.45	\$ 462.70	\$ 502.05
(2) Per Additional Dwelling Unit located within the structure of a Single Family Dwelling Unit	\$ 362.25	\$ 393.05	\$ 426.45	\$ 462.70	\$ 502.05
(3) Per Additional Dwelling Unit or Detached Garden Suite located on the same parcel as the Single Family Dwelling Unit	\$ 362.25	\$ 393.05	\$ 426.45	\$ 462.70	\$ 502.05
(4) Per Dwelling Unit for Duplex, Triplex, Apartment, Townhouse or Mobile Home	\$ 362.25	\$ 393.05	\$ 426.45	\$ 462.70	\$ 502.05
(5) (a) Per Boarding House or Rest Home, plus	\$ 362.25	\$ 393.05	\$ 426.45	\$ 462.70	\$ 502.05
(b) Per Boarder or Roomer in excess of two (2) for each Boarding House or Rest Home	\$ 94.35	\$ 102.35	\$ 111.05	\$ 120.50	\$ 130.75
B. Commercial and Institutional					
(1) Per Unit (Hall, Theatre, Church, Store, Office, Shop, Barber Shop, Beauty Shop)	\$ 362.25	\$ 393.05	\$ 426.45	\$ 462.70	\$ 502.05
(2) (a) Per Restaurant, plus	\$ 362.25	\$ 393.05	\$ 426.45	\$ 462.70	\$ 502.05
(b) Per Seat in excess of 10 seats for each Restaurant	\$ 37.30	\$ 40.45	\$ 43.90	\$ 47.65	\$ 51.70
(3) Per Classroom in each School	\$ 262.15	\$ 284.45	\$ 308.65	\$ 334.90	\$ 363.35
(4) Per Bed in each Hospital	\$ 262.15	\$ 284.45	\$ 308.65	\$ 334.90	\$ 363.35
(5) (a) Per Motel or Hotel, plus	\$ 362.25	\$ 393.05	\$ 426.45	\$ 462.70	\$ 502.05
(b) Per Room in excess of one (1) room	\$ 95.15	\$ 103.25	\$ 112.05	\$ 121.55	\$ 131.90
(6) (a) Per Beverage Room, plus	\$ 362.25	\$ 393.05	\$ 426.45	\$ 462.70	\$ 502.05
(b) Per Seat in excess of 10 seats for each Beverage Room	\$ 37.30	\$ 40.45	\$ 43.90	\$ 47.65	\$ 51.70
(7) Per Laundry	\$ 596.75	\$ 647.45	\$ 702.50	\$ 762.20	\$ 827.00
(8) Per Dry Cleaner	\$ 362.25	\$ 393.05	\$ 426.45	\$ 462.70	\$ 502.05
(9) (a) Per Laundromat, plus	\$ 362.25	\$ 393.05	\$ 426.45	\$ 462.70	\$ 502.05
(b) Per Machine	\$ 95.15	\$ 103.25	\$ 112.05	\$ 121.55	\$ 131.90
C. Industrial					
(1) Where parcels are subject to Metered Water Rate applied to metered water charge each quarter	57.37%	59.57%	61.85%	64.21%	66.68%
(2) Where parcels are subject to Flat Rate Charges as established for the subject parcel by Maple Ridge Water Service Bylaw No. 6002-2001 (as amended)					
Per Industrial Unit	\$ 362.25	\$ 393.05	\$ 426.45	\$ 462.70	\$ 502.05

CITY OF MAPLE RIDGE

BYLAW NO.7548-2019

A Bylaw for imposing taxes upon lands in the Albion Dyking District

The Council of the City of Maple Ridge, acting as Receiver for the Albion Dyking District, enacts as follows:

1. This Bylaw may be cited for all purposes as "Albion Dyking District Tax Rates Bylaw No.7548-2019".
2. The following rates are hereby imposed and levied for those lands within the boundaries of Albion Dyking District:

For purposes of dyke maintenance and improvements and equipment repair and maintenance:

- (a) a rate of \$1.8807 per \$1000 of assessment of land and improvements in all categories
3. If any section, subsection, clause or other part of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.

READ a first time on the 23rd day of April, 2019.

READ a second time on the 23rd day of April, 2019.

READ a third time on the 23rd day of April, 2019.

ADOPTED on the day of May, 2019.

PRESIDING MEMBER

CORPORATE OFFICER

CITY OF MAPLE RIDGE

BYLAW NO. 7549-2019

A Bylaw for imposing taxes upon lands in Maple Ridge Road 13 Dyking District

The Council of the City of Maple Ridge, acting on behalf of the Trustees for Maple Ridge Road 13 Dyking District, enacts as follows:

1. This Bylaw may be cited for all purposes as "Maple Ridge Road 13 Dyking District Tax Rates Bylaw No. 7549-2019".
2. The following rates are hereby imposed and levied for those lands within the boundaries of Maple Ridge Road 13 Dyking District:

For purposes of dyke maintenance and improvements and equipment repair and maintenance:

- (a) a rate of \$0.2882 per \$1000 of assessment of land and improvements in all categories
 - (b) a rate of \$12.00 per acre of land with a minimum charge of \$5.00.
3. If any section, subsection, clause or other part of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.

READ a first time on the 23rd day of April, 2019.

READ a second time on the 23rd day of April, 2019.

READ a third time on the 23rd day of April, 2019.

ADOPTED on the day of May, 2019.

PRESIDING MEMBER

CORPORATE OFFICER

1100 *Committee Reports and Recommendations*

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: First Reading
Zone Amending Bylaw No. 7543-2019
10309 and 10337 240 Street; 10350 and 10320 Slatford Place

MEETING DATE: May 7, 2019
FILE NO: 2018-289-RZ
MEETING: C o W

EXECUTIVE SUMMARY:

An application has been received to rezone the subject properties from RS-3 (One Family Rural Residential), and RS-2 (One Family Suburban Residential) to RM-1 (Townhouse Residential). The purpose of the rezoning is to permit approximately 110 townhouse units. The subject properties, save and except 10337-240th Street, have been subject to previous rezoning applications that have not gone further than first reading. To proceed further with this application additional information is required as outlined below.

Pursuant to Council policy, this application is subject to the Community Amenity Contribution Program at a rate of \$4,100 per townhouse dwelling unit.

RECOMMENDATIONS:

1. In respect of Section 475 of the *Local Government Act*, requirement for consultation during the development or amendment of an Official Community Plan, Council must consider whether consultation is required with specifically:
 - i. The Board of the Regional District in which the area covered by the plan is located, in the case of a Municipal Official Community Plan;
 - ii. The Board of any Regional District that is adjacent to the area covered by the plan;
 - iii. The Council of any municipality that is adjacent to the area covered by the plan;
 - iv. First Nations;
 - v. Boards of Education, Greater Boards and Improvements District Boards; and
 - vi. The Provincial and Federal Governments and their agencies.

and in that regard it is recommended that no additional consultation be required in respect of this matter beyond the early posting of the proposed Official Community Plan amendments on the City's website, together with an invitation to the public to comment, and;

2. That Zoning Amending Bylaw No. 7400-2017 be repealed; and
3. That Zoning Amending Bylaw No. 7232-2015 be repealed; and
4. That Zone Amending Bylaw No. 7543-2019 be given first reading; and

5. That the applicant provide further information as described on Schedules A, C, D, F and G of the Development Procedures Bylaw No. 5879–1999, and a Subdivision application.

DISCUSSION:

a) Background Context:

Applicant: Flat Architecture Inc.

Legal Description: Lot 4 District Lot 405 Group 1 New Westminster District Plan 60014; Lot 5 District Lot 405 Group 1 New Westminster District Plan 60014; Lot 1 District Lot 405 Group 1 New Westminster District Plan 60014 and Lot 2 District Lot 405 Group 1 New Westminster Plan 60014

OCP:

Existing: Urban Residential and Conservation

Proposed: Urban Residential and Conservation

Zoning:

Existing: RS-3 (One Family Rural Residential), and RS-2 (One Family Suburban Residential)

Proposed: RM-1 (Townhouse Residential)

Surrounding Uses:

North: Use: Multi-Family and Park
Zone: RM-1 (Townhouse Residential), and RS-2 (One Family Suburban Residential)

South: Designation: Urban Residential and Conservation
Use: Fallow Agricultural Land
Zone: RS-3 (One Family Rural Residential), and RS-2 (One Family Suburban Residential)

East: Designation: Agricultural
Use: Single Family Residential
Zone: RS-2 (One Family Suburban Residential and R-3(Special Amenity Residential District))

West: Designation: Medium Density Residential
Use: Single Family Residential
Zone: R-2 (Urban Residential District)
Designation: Urban Residential

Existing Use of Property: Single Family Residential and Vacant

Proposed Use of Property: Townhouses

Site Area: 2.10 HA. (5.18 acres)

Access: Slatford Place

Servicing requirement: Urban Standard

b) Site Characteristics:

The subject properties are bordered by conservation lands to the north, south and west, and Agricultural Land Reserve to the south, and existing single family homes to the east. The properties are adjacent to a subdivision of R-1 (Residential District) and R-2 (Urban Residential District) zoned

lots. The properties slope from 240th Street towards Slatford Place and to the south is the Agricultural Land Reserve. Spencer Creek runs along the southern boundary of the subject properties.

c) Project Description:

The four (4) subject properties encompass approximately 2.10 ha (5.18 acres) of land located on the west side of 240th Street and the east side of Slatford Place. (Appendix A). The applicant has applied to rezone the subject properties from RS-3 (One Family Rural Residential) and RS-2 (One Family Suburban Residential) to RM-1 (Townhouse Residential) to facilitate a townhouse development. The application seeks to obtain approximately 110 units. As full review of the proposal has not yet been completed, consideration of issues such as: appropriate density, conservation boundaries, road dedications, ALR buffering and site design considerations may reduce the desired density.

The site slopes to the south and west with some plateau areas that overlook the Albion Flats area. The existing slopes; natural features; watercourses; and being against to the Agricultural Land Reserve must be taken into consideration with the site design. Access for the proposed development will be limited to Stafford Place only. No access on 240th Street is permitted.

As per Council direction, this application will also be subject to the City-wide Community Amenity Contribution Program which will require a contribution of \$4,100.00 per townhouse dwelling unit. Should 110 units be obtained, the total required CAC contribution will be approximately \$451,000.00.

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 detail analysis and a further report will be required prior to Second Reading. Such assessment may impact proposed lot boundaries and yields, OCP designations and Bylaw particulars, and may require application for further development permits.

d) Planning Analysis:

BACKGROUND

The current application is combining four (4) parcels of land, some of which had previous rezoning applications sitting at first reading. Should this application proceed with the zoning amendment bylaw No. 7543-2019, any previous older bylaws (namely, No. 7232-2016 and No. 7400-2017) will need to be repealed.

Official Community Plan:

The OCP designates the subject properties Urban Residential and with the consolidation of all 4 properties into a single parcel before the adoption of Zone Amending Bylaw No. 7543-2019 the *Urban Residential – Major Corridor* policies would support the proposed development of townhouses which are detailed below.

Policy 3.13 (3–18), 2) Major Corridor Residential – General Characteristics:

- a) Major Corridor Residential is characterized by the following:
 - i) Has frontage on an existing major Road Corridor as identified on Figure 4 Proposed Major Corridor Network Plan.

- ii) Includes ground orientated housing forms such as single detached dwellings, garden suites, duplexes, triplexes, fourplexes, townhouses, apartments, or small lot intensive residential, subject to compliance with Major Corridor Residential infill policies.

For the proposed development, an OCP amendment may be required to adjust the Conservation area boundary.

Agricultural Impact:

The subject property is adjacent to land in the Agricultural Land Reserve. The following Sustainable Agricultural Policy with the Official Community Plan applies:

Policy 6-12 Maple Ridge will protect the productivity of this agricultural land by:

- b) Requiring agricultural impact assessment (AIAs) and Groundwater Impact Assessment for non-farm development and infrastructure projects and identify measures to off-set impacts on agricultural capability;
- c) Preserving larger farm units and areas by using appropriate buffers such as road, topographic features, watercourses, ditching, fencing, or gradually reduced residential densities on properties adjacent to agricultural lands.

All future development of this land will be required to complete an Agricultural Impact Assessment for adjacent Agricultural Land Reserve property. Mitigation recommendations may include but are not limited to: landscape buffering, fencing, and road design with each future development application.

Zoning Bylaw:

The current application proposes to rezone the properties located at 10309 and 10337 240 Street and 10350 and 10320 Slatford Place from RS-3 (One Family Rural Residential) and RS-2 (One Family Suburban Residential) to RM-1 (Townhouse Residential) to permit a future townhouse development. The current proposal has not been reviewed to determine the suitability for 110 units on the site. Any variations from the requirements of the proposed zone will require a Development Variance Permit application.

Development Permits:

Pursuant to Section 8.7 of the OCP, a Multi-Family Development Permit application is required to ensure the current proposal enhances existing neighbourhoods with compatible housing styles that meet diverse needs, and minimize potential conflicts with neighbouring land uses.

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

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

- All areas designated Conservation on Schedule "B" or all areas within 50 metres of an area designated Conservation on Schedule "B";
- All lands with an average natural slope of greater than 15 %;
- All floodplain areas and forest lands identified on Natural Features Schedule "C"

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

Advisory Design Panel:

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

Development Information Meeting:

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

e) Interdepartmental Implications:

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

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

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

This application has not been forwarded to the Engineering Department for comments at this time; therefore, an evaluation of servicing requirements has not been undertaken. We anticipate that this evaluation will take place between First and Second Reading.

f) Early and Ongoing Consultation:

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

g) Development Applications:

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

1. An OCP Application (Schedule A);
2. A complete Rezoning Application (Schedule C);
3. A Multi-Family Residential Development Permit Application (Schedule D);
4. A Development Variance Permit (Schedule E);
5. A Watercourse Protection Development Permit Application (Schedule F);
6. A Natural Features Development Permit Application (Schedule G); and
7. 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; however an OCP amendment to adjust the Conservation area boundary may be required. It is recommended that Council grant First Reading subject to additional information being provided and assessed prior to Second Reading.

It is recommended that Council not require any further additional OCP consultation.

“Original signed by Wendy Cooper”

Prepared by: **Wendy Cooper, MCIP, RPP
Planner**

“Original signed by Christine Carter”

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

“Original signed by Frank Quinn”

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

“Original signed by Kelly Swift”

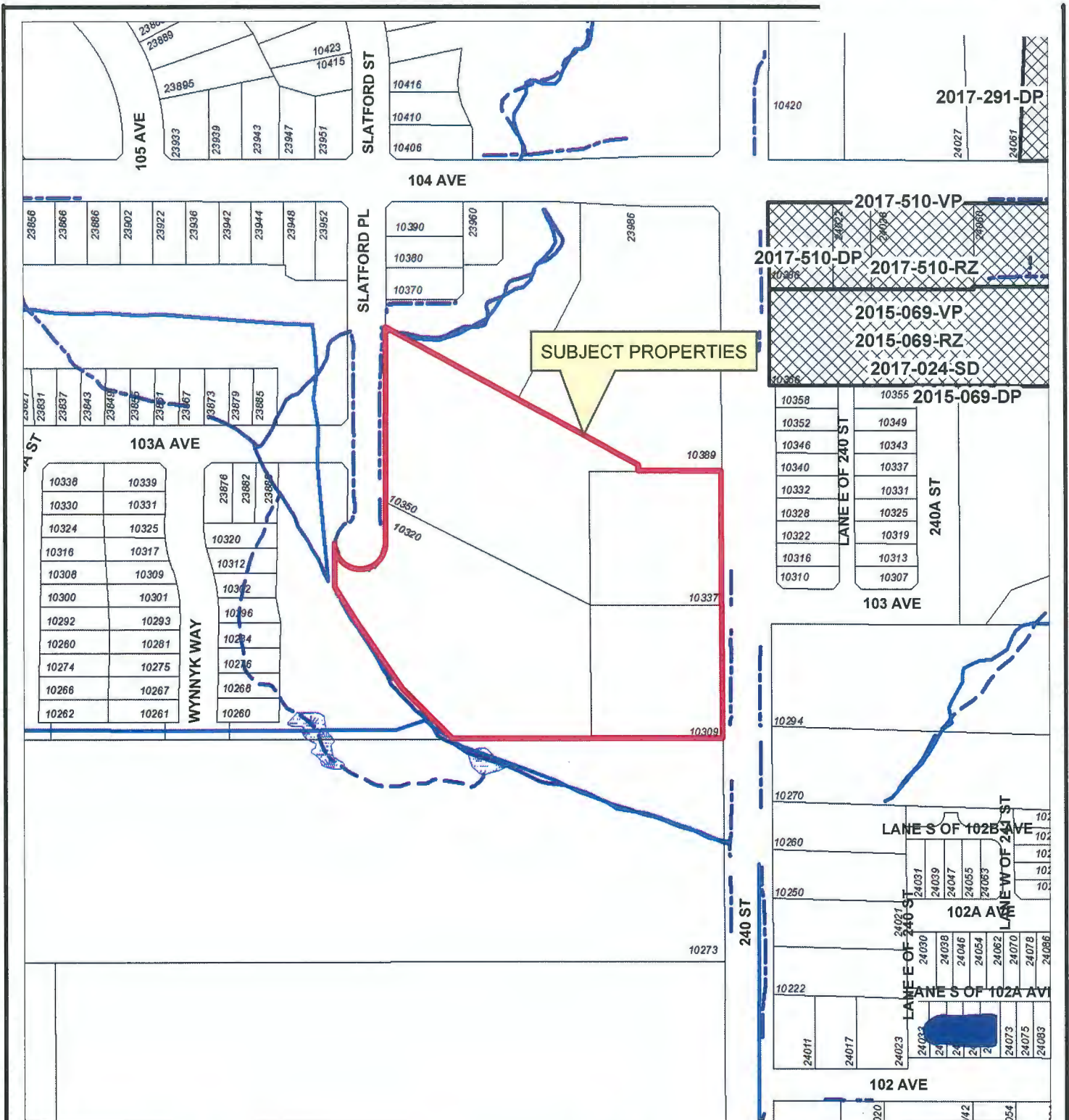
Concurrence: **Kelly Swift, MBA
Acting Chief Administrative Officer**

The following appendices are attached hereto:

Appendix A – Subject Map

Appendix B – Ortho Map

Appendix C – Zone Amending Bylaw No. 7543-2019



Scale: 1:2,500

Legend

- Stream
- Ditch Centreline
- Edge of Marsh
- Indefinite Creek
- River Centreline
- Lake or Reservoir
- Marsh
- Active Applications (RZ/SD/DP/VP)

10320 & 10350 Slatford Place
10337 & 10309 240 Street

PLANNING DEPARTMENT



MAPLE RIDGE

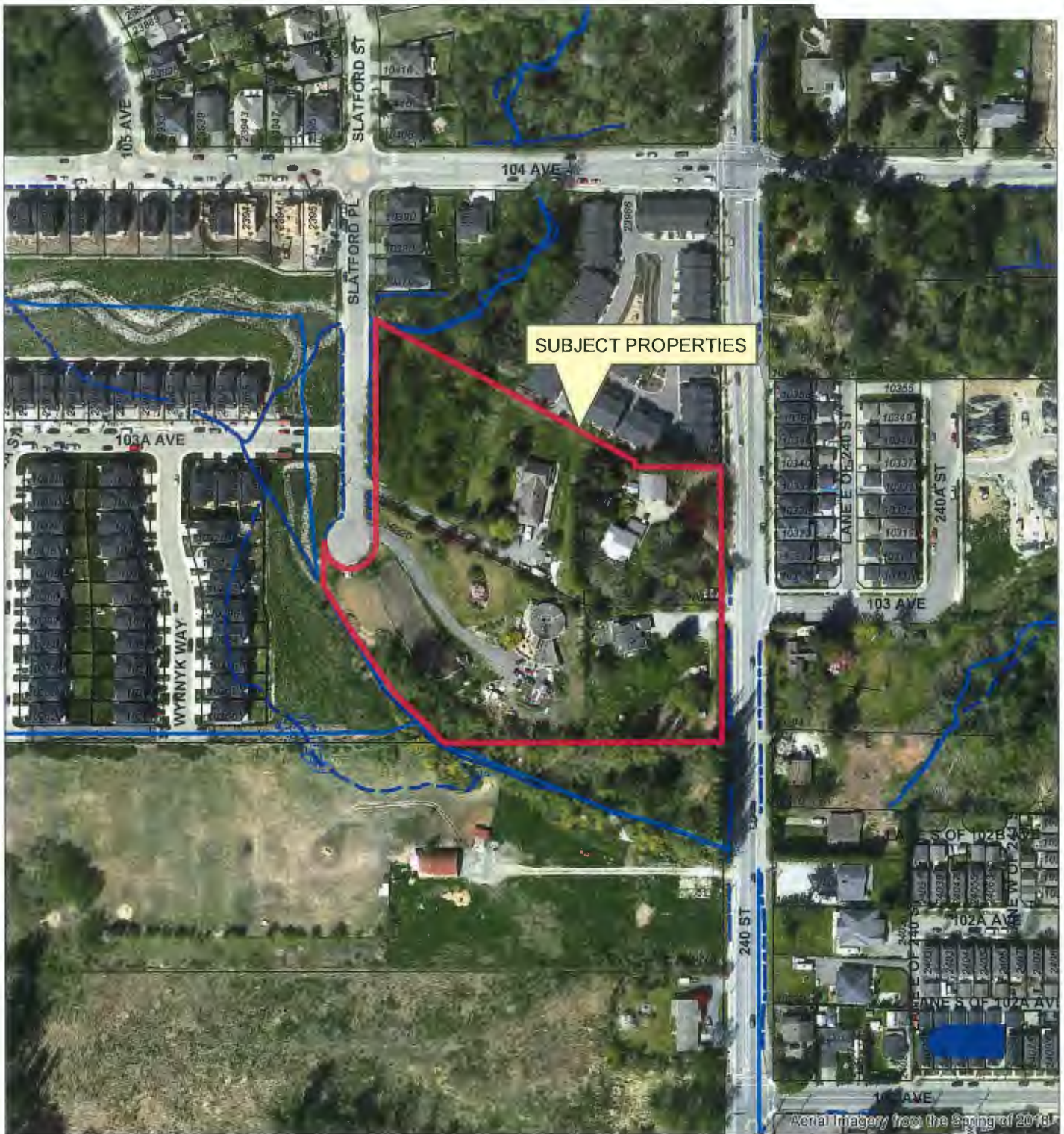
British Columbia

mapleridge.ca

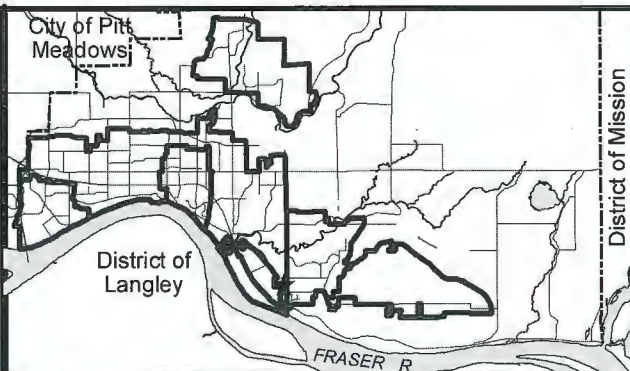
FILE: 2018-289-RZ

DATE: Apr 25, 2019

BY: LP



Scale: 1:2,500



10320 & 10350 Slatford Place
10337 & 10309 240 Street

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

mapleridge.ca

FILE: 2018-289-RZ
DATE: Apr 25, 2019

BY: LP

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7490-2018."

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

Lot 4 District Lot 405 Group 1 New Westminster District Plan 60014

Lot 5 District Lot 405 Group 1 New Westminster District Plan 60014

and outlined in heavy black line on Map No. 1771 a copy of which is attached hereto and forms part of this Bylaw, are hereby rezoned to RM-1 (Townhouse Residential).

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

READ a first time the _____ day of _____, 20_____

READ a second time the _____ day of _____, 20_____

PUBLIC HEARING held the day of , 20

READ a third time the _____ day of _____, 20_____

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

ADOPTED, the day of , 20

CORPORATE OFFICER

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. 7551-2019
11045 Cameron Court

MEETING DATE: May 7, 2019
FILE NO: 2019-064-RZ
MEETING: C o W

EXECUTIVE SUMMARY:

An application has been received to rezone the subject property from RS-2 (One Family Suburban Residential) to RS-1d (One Family Urban (Half Acre) Residential). The applicant intends to apply the Density Bonus option within the RS-1d (One Family Urban (Half Acre) Residential), zone, which is specific to the Albion Area, to enable the subdivision of approximately 6 single family lots no less than 557m² in area. A density bonus of \$3,100 per lot x 6 lots totalling \$18,600. As per Council Policy 6.31, a Community Amenity Contribution (CAC) of \$5,100 per single family lot created is also applicable. The estimated CAC cost will be \$30,600 for 6 lots.

The Official Community Plan designates the subject property as Low Density Residential. An OCP amendment is not required to support the proposed RS-1d zone.

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

RECOMMENDATIONS:

That Zone Amending Bylaw No. 7551-2019 be given first reading; and

That the applicant provide further information as described on Schedules A, B, and F of the Development Procedures Bylaw No. 5879-1999, along with the information required for an Intensive Residential Development Permit and a Subdivision application.

DISCUSSION:

a) Background Context:

Applicant:	WSP Canada Inc., Dexter Hirabe
Legal Description:	Lot 32, Section 10, Township 12, New Westminster District Plan66748
OCP:	
Existing:	Low Density Residential
Proposed:	Low Density Residential
Zoning:	
Existing:	RS-2 (One Family Suburban Residential)
Proposed:	RS-1d (One Family Urban (Half Acre) Residential)

Surrounding Uses:

North:	Use:	Single-Family Residential
	Zone:	RS-3 (One Family Rural Residential)
	Designation:	Low Density Residential
South:	Use:	Single-Family Residential
	Zone:	RS-2(One Family Suburban Residential)
	Designation:	Low Density Residential
East:	Use:	Single- Family Residential
	Zone:	RS-3 (One Family Rural Residential)
	Designation:	Low Density Residential and Park
West:	Use:	Single-Family Residential
	Zone:	RS-3 (One Family Rural Residential)
	Designation:	Low Density Residential and Conservation

Existing Use of Property: Single-Family Residential

Proposed Use of Property: Single-Family Residential

Site Area: 0.400 HA. (1 acre)

Access: Cameron Court

Servicing requirement: Urban Standard

b) Site Characteristics:

The subject property is approximately 0.40 ha (1 acre) in size (see Appendix A). The site is largely flat two residential structures and several small accessory structures.

c) Project Description:

The application is to rezone the subject property from RS-3 (One Family Rural Residential) to RS-1d (One Family Urban (Half Acre) Residential) zone and utilizing the density bonus provision of the Albion Area Plan to facilitate the subdivision of approximately 6 single-family lots not less than 557m2 in size.

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

d) Planning Analysis:

Official Community Plan:

The development site is located within the Albion Area Plan and is currently designated *Low Density Residential*. The current OCP designation supports the proposed RS-1d (One Family Urban (Half Acre) Residential) zone and the utilization the Density Bonus provision of the Albion Area Plan.

This application is in compliance with the following Albion Area Plan Community Amenity Program policies:

10 - 4 *The city-wide Community Amenity Program established in Section 2.1.2 Compact and Unique Community will apply to the Albion Area Plan. A Density Bonus Framework will also be permitted on lands designated Low Density Residential, Low-Medium Density Residential and Medium Density Residential in the Albion Area Plan.*

10 - 5 *Where the density bonus option is utilized in a single-family subdivision, the density bonus framework provisions established in the Maple Ridge Zoning Bylaw will apply to all lots that exceed the base density permitted in the zone, in addition to the city-wide Community Amenity Program established in Official Community Plan Section 2.1.2 Compact and Unique Community.*

10 - 8 *A density bonus will only be permitted on those lands that are located entirely within the boundaries of the Albion Area Plan and Urban Area Boundary.*

The application is also in compliance with the Zoning Bylaw that permits a density bonus option in RS-1d zoned properties located within the Albion Area Plan. The applicant intends to apply the density bonus option to this project, as discussed below.

Zoning Bylaw:

The current application proposes to rezone the property located at 11045 Cameron Court from RS-2 (One Family Suburban Residential) to RS-1d (One Family Urban (Half Acre) Residential) with a density bonus to permit approximately 6 lots. The minimum lot size for the current R-2 zone is 4,000 m², and the minimum lot size for the proposed RS-1d zone is 2,000m². Any variations from the requirements of the proposed zone will require a Development Variance Permit application.

The Density Bonus associated with the Albion Area Plan Community Amenity Program is detailed in the Zoning Bylaw, which will permit the following:

For the RS-1d One Family Urban (Half Acre) Residential zone, the base density is a minimum net lot area of 2,000 m², minimum lot width of 30 m, and minimum lot depth of 40 m. A Density Bonus is an option in the RS-1d zone and shall be applied as follows:

- a. *An Amenity Contribution of \$3,100 per lot will be required in any subdivision containing one or more lots with an area of less than 2,000 m², payable when the Approving Officer approves the subdivision.*
- b. *The maximum density permitted through the Density Bonus option is:*
 - i. *minimum net lot area of 557 m²;*
 - ii. *minimum lot width of 15.0 m;*
 - iii. *minimum lot depth of 27 m.*
- c. *Zoning requirements consistent with the RS-1b One Family Urban (Medium Density) Residential zone will apply and supersede the zoning requirements for the RS-1d zone.*

Therefore, the density bonus option will permit the applicant to reduce the single-family lot size from the RS-1d zone's lot size of 2,000 m² to the RS-1b (One Family Urban (Medium Density) Residential) zone's minimum lot size of 557 m². The proposed development consists of approximately 6 RS-1b sized lots and the Density Bonus for this application is \$18,600.00. The final number of lots and density bonus will be determined prior to second reading.

It should be noted that, as per Council Policy 6.31, a Community Amenity Contribution (CAC) of \$5,100 per single family lot created is also applicable to the subject property. The estimated CAC will be \$30,600 and will also be confirmed prior to second reading.

No variances have been requested at the current time. Any variations from the requirements of the density bonus zone of RS-1b (One Family Urban (Medium Density) Residential) for lots less than 2,000 m², or from the requirements of the RS-1d (One Family Urban (Half Acre) Residential) zone for lots greater than 2,000 m², will require a Development Variance Permit application.

Advisory Design Panel:

A Form and Character Development Permit is not required and must be reviewed by the Advisory Design Panel prior to Second Reading.

Development Information Meeting:

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

e) Interdepartmental Implications:

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

- a) Engineering Department;
- b) Fire Department;
- c) Building Department;
- d) Parks Department;
- e) School District; and
- f) Canada Post.

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

This application has not been forwarded to the Engineering Department for comments at this time; therefore, an evaluation of servicing requirements has not been undertaken. We anticipate that this evaluation will take place between First and Second Reading.

f) Development Applications:

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

1. A complete Rezoning Application (Schedule B or Schedule C);
2. A Development Variance Permit (Schedule E); and
3. A Subdivision Application.

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

CONCLUSION:

The development proposal is in compliance with the OCP, therefore, it is recommended that Council grant First Reading subject to additional information being provided and assessed prior to Second Reading.

The proposed layout has not been reviewed in relation to the relevant bylaws and regulations governing subdivision applications. Any subdivision layout provided is strictly preliminary and must be approved by the City of Maple Ridge's Approving Officer.

"Original signed by Wendy Cooper"

Prepared by: **Wendy Cooper, MCIP, RPP
Planner**

"Original signed by Christine Carter"

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

"Original signed by Frank Quinn"

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

"Original signed by Kelly Swift"

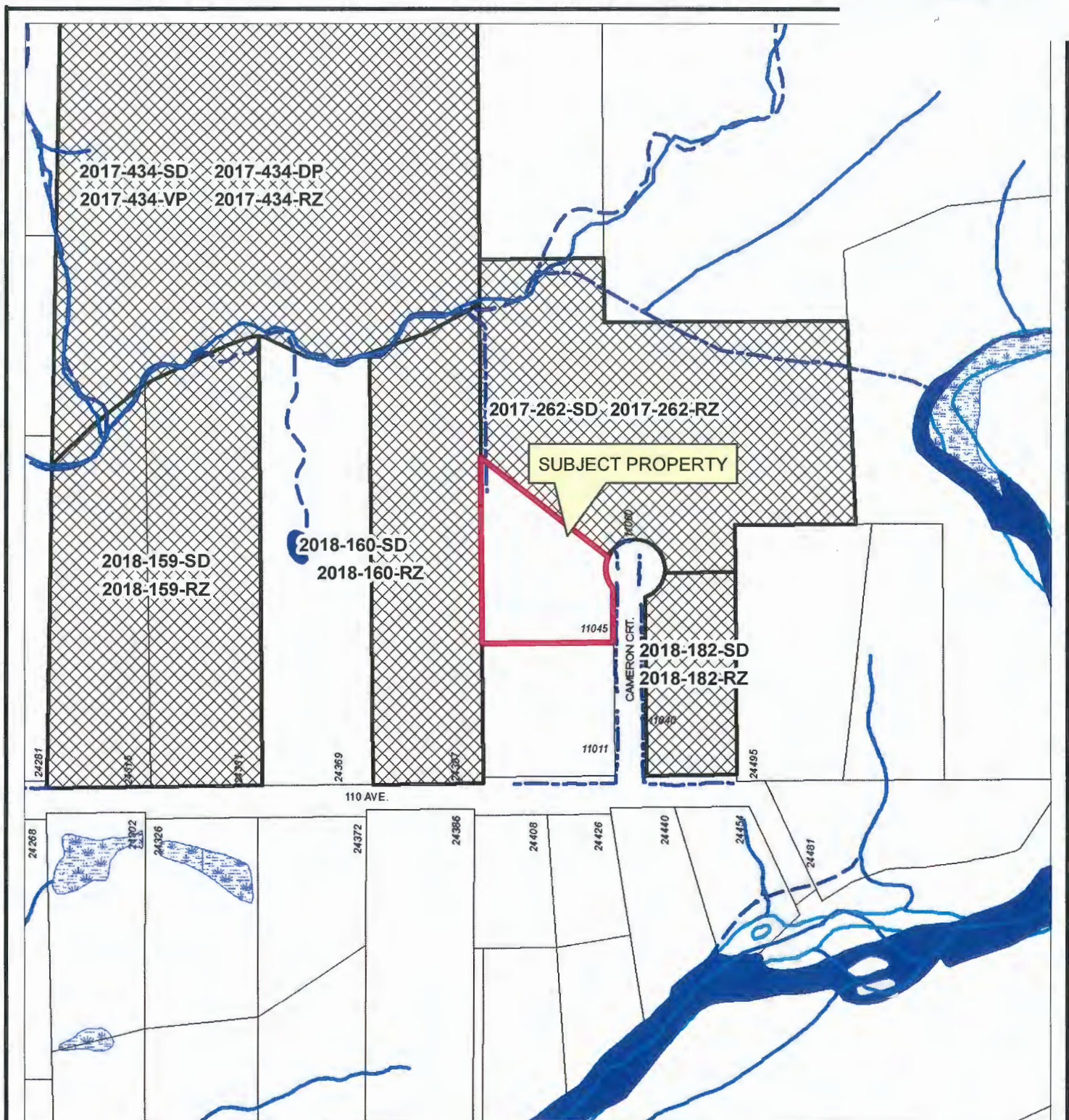
Concurrence: **Kelly Swift, MBA
Acting Chief Administrative Officer**

The following appendices are attached hereto:

Appendix A – Subject Map

Appendix B – Ortho Map

Appendix C – Zone Amending Bylaw No. 7551-2019



Scale: 1:2,500

Legend



Active Applications (RZ/SD/DP/VP)

11045 CAMERON COURT
PID 002-139-715

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

mapleridge.ca

FILE: 2019-064-RZ

DATE: Feb 22, 2019

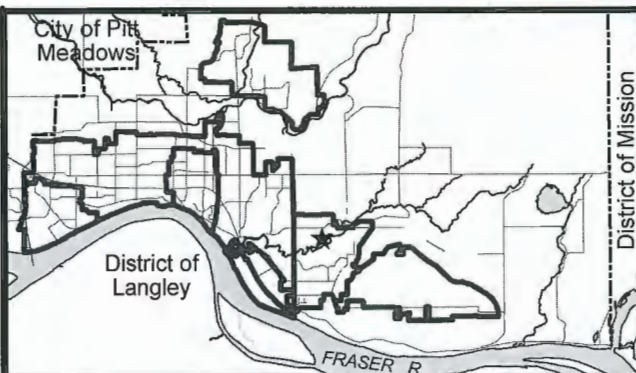
BY: PC



Aerial Imagery from the Spring of 2018



Scale: 1:2,500



11045 CAMERON COURT
PID 002-139-715

PLANNING DEPARTMENT



MAPLE RIDGE

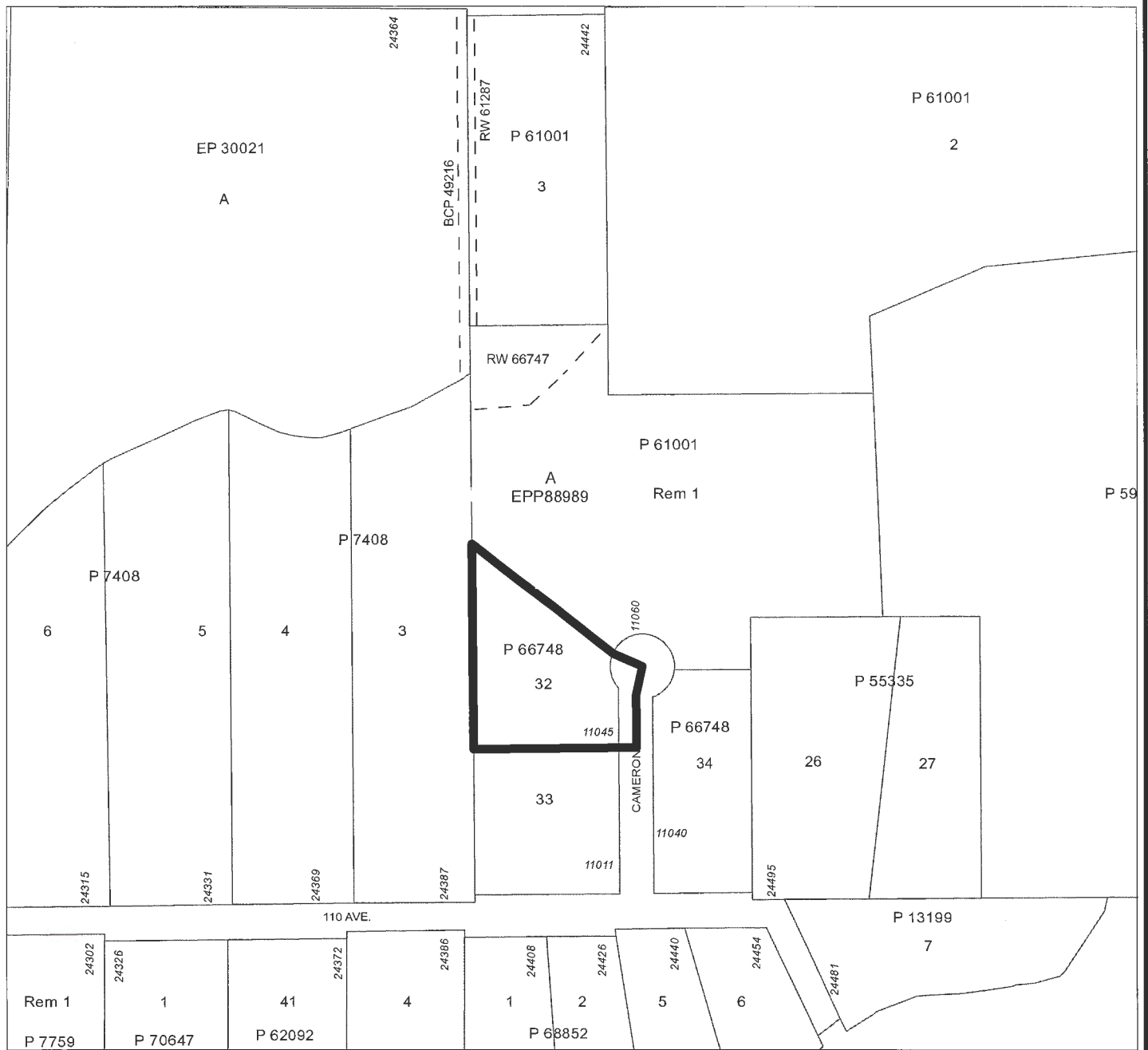
British Columbia

mapleridge.ca

FILE: 2019-064-RZ
DATE: Feb 22, 2019

BY: PC

CORPORATE OFFICER



MAPLE RIDGE ZONE AMENDING

Bylaw No. 7551-2019

Map No. 1797

From: RS-2 (One Family Suburban Residential)

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



SCALE 1:2,500

City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: First and Second Reading
Official Community Plan Amending Bylaw No.7550-2019;
Second Reading
Zone Amending Bylaw No. 7422-2018;
11703 Fraser Street and 11718 224 Street

MEETING DATE: May 7, 2019
FILE NO: 2017-572-RZ
MEETING: C o W

EXECUTIVE SUMMARY:

An application has been received to rezone portions of the subject property located at 11703 Fraser Street and 11718 224 Street from RM-1 (Townhouse Residential) to RM-2 (Medium Density Apartment Residential), to permit the future construction of a 57 unit apartment building with underground parking. The applicant proposes to develop the project in 2 phases. Only the second phase (11703 Fraser Street) facing Fraser Street is subject to the rezoning application and proposes a 5 storey 57 residential unit apartment building with 2 storeys of underground parking (11703 Fraser Street). The proposal consists of a mixture of 1, 2 and 3 bedroom units. The applicant's first phase of the subject property fronting 224 Street (11918 224 Street) consists of, a 5 storey 25 unit residential apartment building. Both phases will share the underground parking garage and access will be from Fraser Street.

Council granted first reading to Zone Amending Bylaw No.7422-2018 and considered the early consultation requirements for the Official Community Plan (OCP) amendment on January 30, 2018. When Council gave first reading to Zone Amending Bylaw No. 7411-2018, the property addressed as 11703 Fraser Street and 11718 224 Street where two separate properties. These two properties have been consolidated into a single property; therefore the property that is subject to this rezoning application is split zoned and has a split Official Community Plan designation.

This application requires an amendment to the Official Community Plan (OCP) to redesignate the easterly portion of subject property (11703 Fraser Street) from Ground-Oriented Multi-Family to Low-Rise Apartment. The westerly portion of the subject property (11718 224 Street) is currently designated Low-Rise Apartment.

Pursuant to Council policy, this application is subject to the Community Amenity Contribution Program at a rate of \$3,100.00 per apartment dwelling unit, for an estimated amount of \$176,700.00.

RECOMMENDATIONS:

- 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. 7550-2019 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. 7550-2019 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. 7550-2019 is consistent with the Capital Expenditure Plan and Waste Management Plan;
- 4) That Official Community Plan Amending Bylaw No. 7550-2019 be given first and second readings and be forwarded to Public Hearing;
- 5) That Zone Amending Bylaw No. 7422-2018 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) Approval from the Ministry of Transportation and Infrastructure;
 - iii) Amendment to Official Community Plan Schedule "A", Chapter 10.4 Town Centre Area Plan, Schedule 1 – Town Centre Area Land-Use Designation Map;
 - iv) Road dedication on Fraser Street as required;
 - v) Registration of a Restrictive Covenant for the Geotechnical Report which addresses the suitability of the subject property for the proposed development;
 - vi) Registration of a Restrictive Covenant for protecting the Visitor Parking; Tree Protection, 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 \$176,700.00 (\$3,100/57) be provided in keeping with the Council Policy with regard to Community Amenity Contributions.

DISCUSSION:

1) Background Context:

Applicant:	Atterra 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 (these lands are subject to a Land Use Inquiry application of Apartment development)
	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

2) Background:

That portion of the subject property (11703 Fraser Street) that is under application to be rezoned was once the Northumberland Court site, that contained 20 strata units in five buildings. The five buildings were demolished in 2009 as a condition to proceed with an earlier development application that did not complete and lapsed.

Since, the first reading report was presented to Council a consolidation of the former Northumberland site and 11718 – 224th Street has occurred; therefore, the rezoning application is to rezone a portion of the subject property (11703 Fraser Street) from RM-1 (Townhouse Residential) to RM-2 (Medium Density Apartment Residential). The remainder of the subject property (11718 224 Street) is already zoned RM-2 (Medium Density Apartment Residential) and Council issued Development Permit 2018-201-DP to permit the construction of a five storey residential apartment building with 23 residential units.

3) Project Description:

The application proposes to rezone the portion of the site remaining from RM-1 (Townhouse Residential) to RM-2 (Medium Density Apartment Residential). In addition, amend the Town Centre Area Land Use Map to re-designate portions of the subject property from Ground-Oriented Multi-Family to Low-Rise Apartment.

The applicant proposes to develop the project in 2 phases. Only the second phase (11703 Fraser Street) facing Fraser Street is subject to the rezoning application and proposes a 5 storey 57 residential unit apartment building with 2 storeys of underground parking (11703 Fraser Street). The proposal consists of a mixture of 1, 2 and 3 bedroom units. The applicant's first phase of the

subject property fronting 224 Street (11918 224 Street) consists of, a 5 storey 25 unit residential apartment building and the Development Permit was issued in 2018. Both phases will share the underground parking garage and access will be from Fraser Street.

4) Planning Analysis:

i) Official Community Plan:

The development site is located within the Town Centre Area Plan and is currently designated Ground-Oriented Multi-Family and Low-Rise Apartment. To accommodate the proposed RM-2 (Medium Density Apartment Residential) zoning for this apartment project, the eastern portion of the site (11703 Fraser Street) designated Ground-Oriented Multi-Family will be re-designated to Low-Rise Apartment.

The proposed re-designation will support the proposed RM-2 (Medium Density Apartment Residential) zoned apartment buildings as follows:

- The Zoning Matrix for the Town Centre Area Plan allows the RM-2 (Medium Density Apartment Residential) in the Low-Rise Apartment designation;
- Town Centre Area Plan Policy 3-22 for Low-Rise Apartments states that all Low-Rise Apartment development should be a minimum of 3 storeys and a maximum of 5 storeys in height. The description of the designation encourages an apartment form where units are accessed from an internal corridor and residential parking is provided underground. The preliminary site plan and design are fully compliant; and
- A similar project is being considered by Council to the south at 11650 224 Street rezoning application 2015-318-RZ

This required amendment to the Official Community Plan is supportable as the proposed development is designed for compatibility with the diverse neighbourhood context. The design of the proposed buildings of 5 storey and the grade change of the subject property will be similar in size to the surrounding development in the neighbourhood. (see Appendix B)

ii) Housing Action Plan

The application has not proposed rental housing and Council did not direct staff to secure rental housing through the first reading of Bylaw 7411-2018.

iii) Zoning Bylaw:

The western portion of the development property (11718 224 Street) is zoned RM-2 (Medium Density Apartment Residential). This portion of the development property, the eastern portion (11703 Fraser Street), which is under application for rezoning is currently zoned RM-1 (Townhouse Residential). The application is to rezone this eastern portion of the subject property to RM-2 (Medium Density Apartment Residential) which will be consistent with the western portion of the subject property. Any variations from the requirements of the proposed zone will require a Development Variance Permit application and the approval of Council. (see Appendix C)

Pursuant to Council policy, this application is subject to the Community Amenity Contribution Program at a rate of \$3,100.00 per apartment dwelling unit, for an estimated amount of \$176,700.00 for the 57 proposed units that is subject of this rezoning application which is the eastern portion of the subject property (11703 Fraser Street). The western portion of the subject property (11718 224 Street) is already zoned RM-2 (Medium Density Apartment Residential) and

Council issued a Development Permit for the 25 unit residential apartment building in 2018; therefore, the Community Amenity Contribution Program would not apply.

iv) Off-Street Parking and Loading Bylaw:

Required parking for 57 multi-family units in the RM-2 Zone is 1.5 per unit, or 86 stalls. An additional parking requirement for visitor parking is 0.2 stall per unit, or 12 stalls, for a minimum requirement of 98 stalls. The proposal contains a total of 102 stalls, of which 2 are accessible. The proposed parking fulfills the requirements of the bylaw.

The provisions for bicycle parking for Low-Rise Residential units require long term bicycle storage within their attached garage space, area as follows:

- Short term bicycle storage at a ratio of 6 per 20 units; therefore 18 stalls are required that have been provided.
- Long term bicycle parking at a ratio of 1 per 4 dwelling units; therefore 15 stalls are required that have been provided.

v) Proposed Variances:

A Development Variance Permit application has been received for this project and involves the following relaxations (see Appendix D):

Maple Ridge Zoning Bylaw No. 3510 -1985, A Development Variance Permit application has been received for this project and involves the following relaxations:

Maple Ridge Zoning Bylaw No. 3510 -1985, Section 604, Part 6 and Part 7;

- *To vary the east setback from 7.5 metres to 6.0 metres;*
- *To vary the west setback from 7.5 metres to 6.0 metres;*
- *To vary the south setback from 7.5 metres to 6.0 metres;*
- *To vary the front roof project by 2.1 metres into the 7.5 m setback; and*
- *To vary the height of the structure from 4 storeys maximum to 5 storeys as well as, vary the height from 15 metres to 20.2 metres.*

These relaxations are reasonable with this form of development in the Town Centre. The Building Department has also noted over height retaining walls on the site plan that will require Council approval for the variance. The requested variances to the RM-2 (Medium Density Apartment Residential District) Zone and will be the subject of a future Council report.

vi) Development Permits:

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

vii) Advisory Design Panel:

The Advisory Design Panel (ADP) reviewed the form and character of the proposed development and the landscaping plans at a meeting held on November 21, 2018 (see Appendix E and F)

Following presentations by the project Architect and Landscape Architect, the ADP made the following resolution:

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.

The ADP concerns have been addressed and are reflected in the current plans. A detailed description of how these items were incorporated into the final design will be included in a future development permit report to Council.

viii) Development Information Meeting:

A Development Information Meeting was held at ACT Arts Centre– Second Floor Conference Room at 11944 Haney Place, on April 1, 2019. Approximately 7 people from the community attended. A summary of the main comments and discussions with the attendees was provided by the applicant and include the following main points:

“The majority of questions from the residents were related to:

- a) Building access; and
- b) Capacity of civil infrastructure.

The following is a list of enquiries from the neighbours:

In general, the reaction to the proposal was very positive (no written comments and concerns). A number of residents commented on the proposed positive use of this land and appreciated the proposed design and layout."

5) Traffic Impact:

As the subject property is located within 800 metres of the Lougheed Highway, a referral has been sent to the Ministry of Transportation and Infrastructure.

Ministry approval of the Zone Amending Bylaw will be required as a condition of final reading. At this time, the Ministry has granted preliminary approval of the development application.

6) Interdepartmental Implications:

i) Engineering Department:

The Engineering Department requirements include submission of funds to be held in trust for upgrades to Fraser Street for its completion to a collector standard. Upgrades to the water system, demonstration of sanitary sewer capacity, and possible upgrades to the storm sewer will be required.

ii) Parks & Leisure Services Department:

Parks staff have reviewed the proposal and do not have any specific comments with respect to this application.

iii) Fire Department:

The Fire Department had no specific comments except that more comments will be provided when building plans have been submitted and reviewed.

7) School District No. 42 Comments:

Pursuant to Section 476 of the *Local Government Act*, consultation with School District No. 42 is required at the time of preparing or amending the OCP. A referral was sent to School District No. 42 on October 15, 2018 and the following response was received.

"The proposed application would affect the student population for the catchment areas currently served by Eric Langton Elementary and Thomas Haney Secondary School.

Eric Langton Elementary has an operating capacity of 418 students. For the 2018-19 school year the student enrolment at Eric Langton Elementary is 440 students (105% utilization) including 306 students from out of catchment."

Thomas Haney Secondary School has an operating capacity of 1200 students. For 2018-2019 school year the student enrolment at Thomas Haney Secondary School is 1113 students (93% utilization) including 672 students from out of catchment."

i) Local Government Act:

An amendment to the OCP requires the local government to consult with any affected parties and to adopt related bylaws in compliance with the procedures outlined in Section 477 of the *Local Government Act*. The amendment required for this application, from Ground Oriented Multi-Family to

Low Rise Apartment, is considered to be minor in nature. It has been determined that no additional consultation beyond existing procedures is required, including referrals to the Board of the Regional District, the Council of an adjacent municipality, First Nations, the School District or agencies of the Federal and Provincial Governments.

The amendment has been reviewed with the Financial Plan/Capital Plan and the Waste Management Plan of the Greater Vancouver Regional District and determined to have no impact.

CONCLUSION:

The proposed development will be a positive addition to this area of the Town Centre; therefore, it is recommended that first and second reading be given to OCP Amending Bylaw No. 7550-2019, that second reading be given to Zone Amending Bylaw No. 7422-2018, and that application 2017-572-RZ be forwarded to Public Hearing.

“Original signed by Wendy Cooper”

Prepared by: **Wendy Cooper, MCIP, RPP**
Planner

“Original signed by Christine Carter”

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

“Original signed by Frank Quinn”

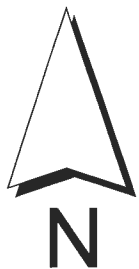
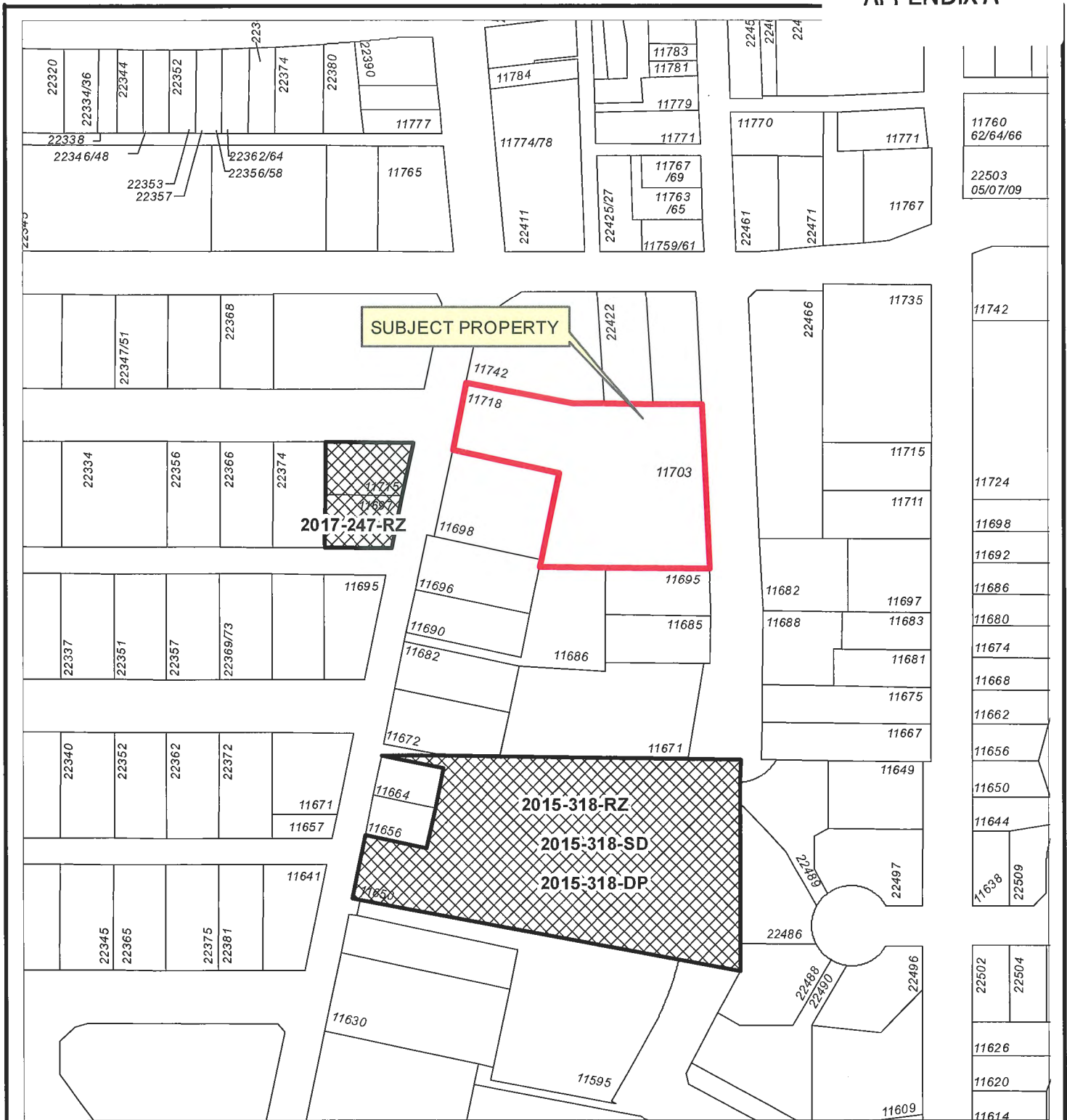
Approved by: **Frank Quinn, MBA, P. Eng**
GM Public Works & Development Services

“Original signed by Kelly Swift”

Concurrence: **Kelly Swift, MBA**
Acting Chief Administrative Officer

The following appendices are attached hereto:

Appendix A – Subject Map
Appendix B – Ortho Map
Appendix C – OCP Amending Bylaw No. 7550-2019
Appendix D – Zone Amending Bylaw No. 7422-2018
Appendix E – Site Plan
Appendix F – Building Elevation Plans
Appendix G – Landscape Plan



Scale: 1:2,000

Legend



Active Applications (RZ/SD/DP/VP)

11703 FRASER STREET
11718 224 STREET



FILE: 2017-572-RZ
DATE: Apr 30, 2019

BY: DT



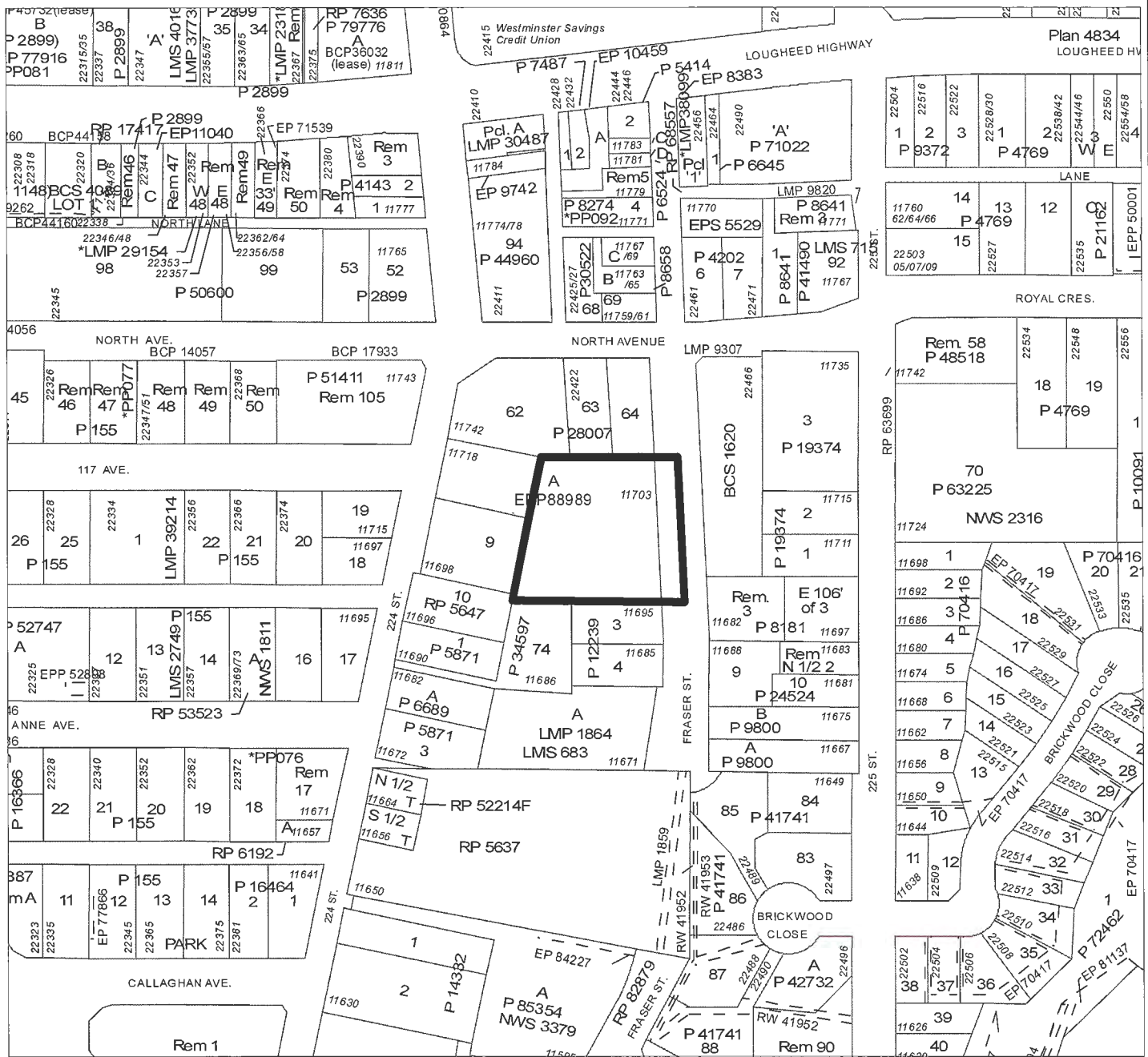
11703 FRASER STREET
11718 224 STREET

British Columbia

mapleridge.ca

BY: DT

CORPORATE OFFICER



MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7550-2019

Map No. 1003

Purpose: To Amend Schedule 1 of the Town Centre Area Plan

From: Ground-Oriented Multi-Family

To: Low-Rise Apartment



SCALE 1:2,500

**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 EPP8898

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 day of , 20

PUBLIC HEARING held the day of , 20

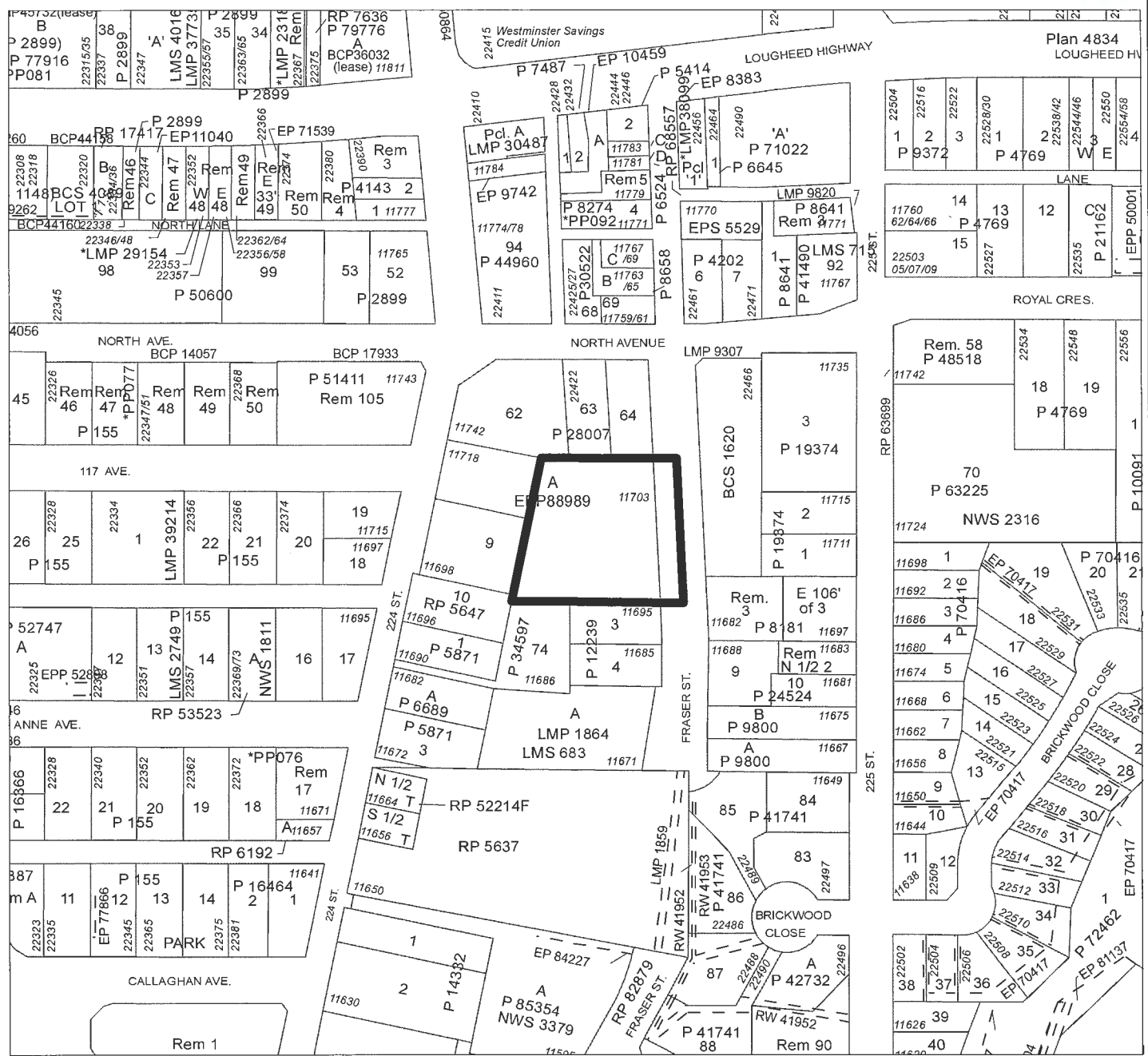
READ a third time the day of , 20

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

ADOPTED, the day of , 20

PRESIDING MEMBER

CORPORATE OFFICER



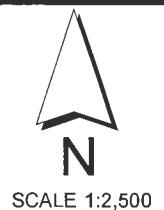
MAPLE RIDGE ZONE AMENDING

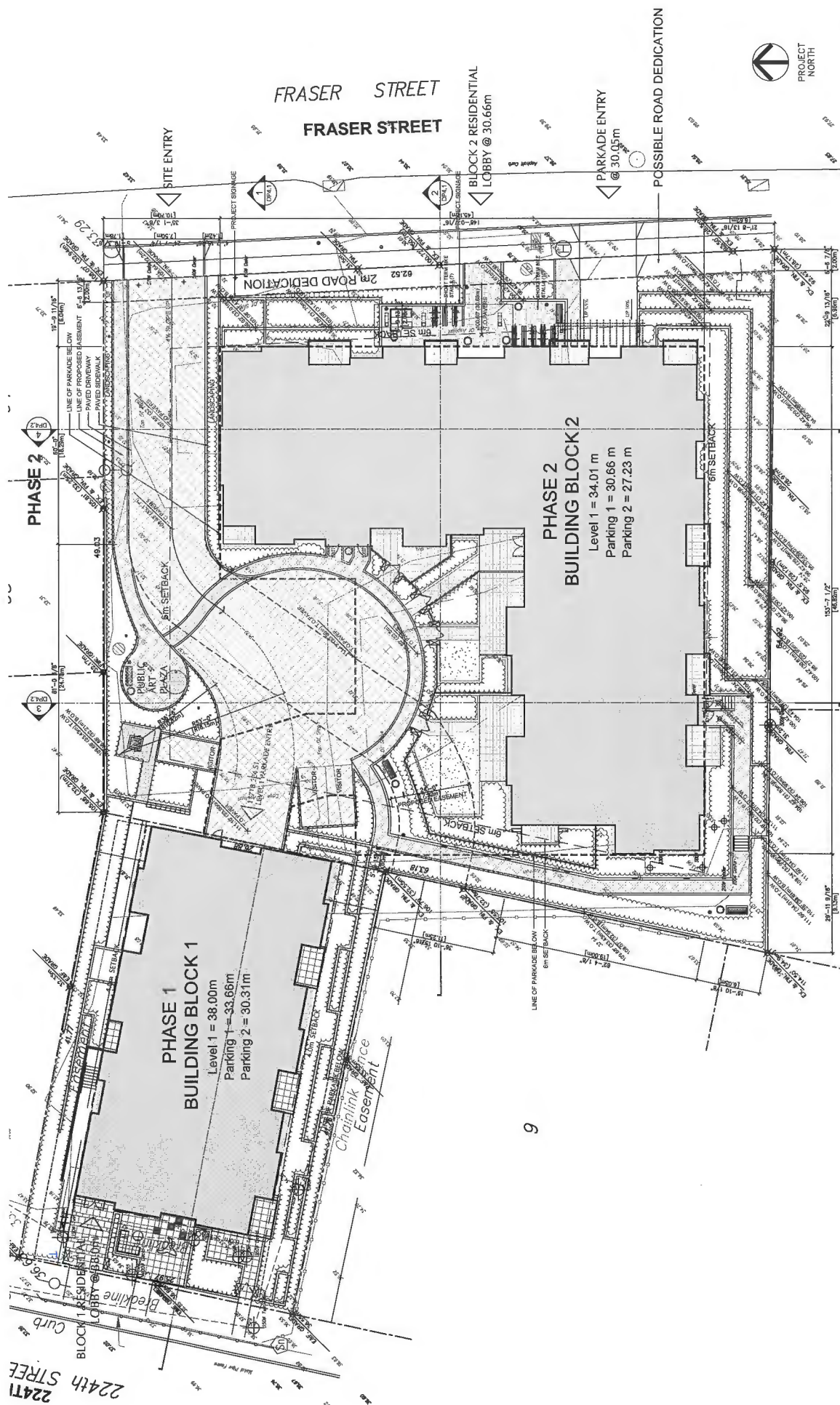
Bylaw No. 7422-2018

Map No. 1745

From: RM-1 (Townhouse Residential)

To: RM-2 (Medium Density Apartment Residential)





Proposed Residential Development (Phase-2)

11731 FRASER STREET, MAPLE RIDGE, B.C.

ATERRA DEVELOPMENT INC.

ATELIER PACIFIC ARCHITECTURE INC.

JANUARY 20, 2019

DP 1.1

SITE PLAN

SCALE: 1:150



PROJECT TEAM DIRECTORY
OWNER: ATTERRA DEVELOPMENT INC.
ARCHITECT: ATELIER PACIFIC ARCHITECTURE INC.
LANDSCAPE CONSULTANT: PMS LANDSCAPE ARCHITECTS
CIVIL CONSULTANT: R.F. BINNIE & ASSOCIATES LTD.
GEOTECHNICAL CONSULTANT: GEOPACIFIC CONSULTANTS
SURVEYOR: TERRA PACIFIC LAND SURVEYING LTD.
ARBORIST: GIVE AND TAKE TREE SERVICE

ARCHITECTURAL DRAWING LIST	
DP 0.1	CONTEXTUAL SITE PLAN
DP 0.2	CONTEXTUAL SITE PHOTOGRAPHS
DP 0.3	DESIGN INTENTIONS
DP 0.4	ARCHITECTURAL AESTHETICS
DP 0.5	SHADOW ANALYSIS
DP 0.6	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	FLOOR PLAN - LEVEL 6
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
DP 5.3	COLORED ELEVATIONS
DP 5.4	PERSPECTIVE RENDERING
DP 5.5	PERSPECTIVE RENDERING



DEVELOPMENT PERMIT SUBMISSION REVISION

Date: JANUARY, 2019

Proposed Residential Development (Phase-2)

11731 FRASER STREET, MAPLE RIDGE, B.C.
ATTERRA DEVELOPMENT INC.
ATELIER PACIFIC ARCHITECTURE INC.

AUGUST 29, 2018





STREETSCAPE - FRASER STREET

Proposed Residential Development (Phase-2)

11731 FRASER STREET, MAPLE RIDGE, B.C.

ATTERRA DEVELOPMENT INC.

ATELIER PACIFIC ARCHITECTURE INC.

AUGUST 28, 2018

DP 5
STREETSC





FRASER STREET (EAST) COLOUR ELEVATION



CULTURED STONE
BITTERROOT
MOUNTAIN LEDGE



FIBER CEMENT PANEL
(GRAY)



WOODTONE ALUMINUM
RAILING WITH TEMPERED
GLASS PANEL



MANUFACTURED
THIN STONE VENEER
(PEARL WHITE)



FASCIA BOARD
METAL RAILING
(CHARCOAL / BLOCK)



FIBER CEMENT PANEL
(WHITE)



FIBER CEMENT SIDING
(WOODTONE)



ALLEN BLOCK
(GREY)

Proposed Residential Development (Phase-2)

11731 FRASER STREET, MAPLE RIDGE, B.C.

ATTERRA DEVELOPMENT INC.
ATELIER PACIFIC ARCHITECTURE INC.

AUGUST 20, 2016

DP 5.2

COLOUR
ELEVATIONS &
MATERIALS





VIEW FROM FRASER STREET SOUTH EAST

Proposed Residential Development (Phase-2)

11731 FRASER STREET, MAPLE RIDGE, B.C.

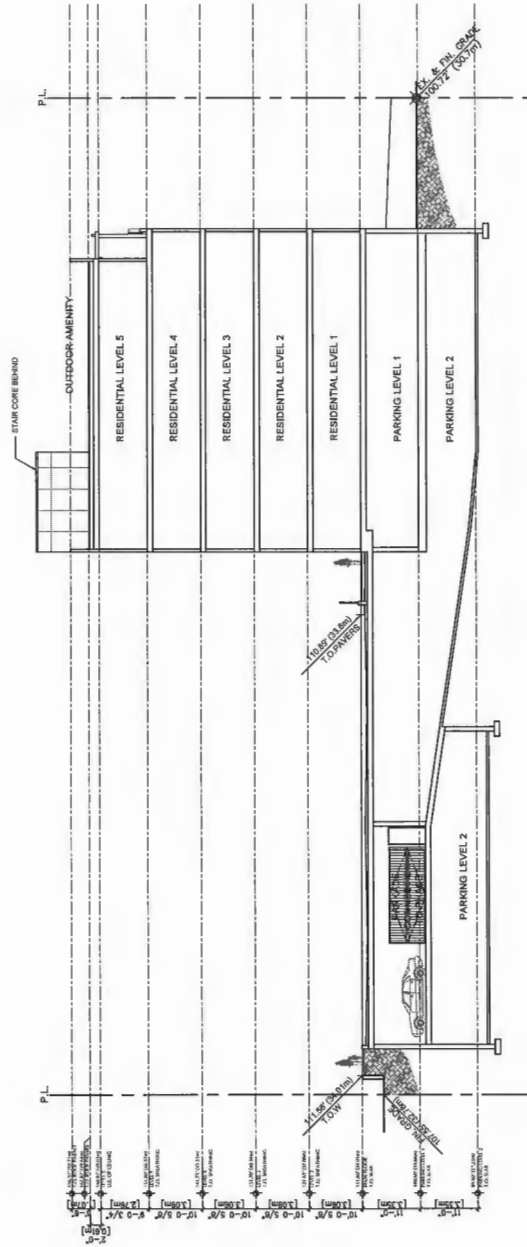
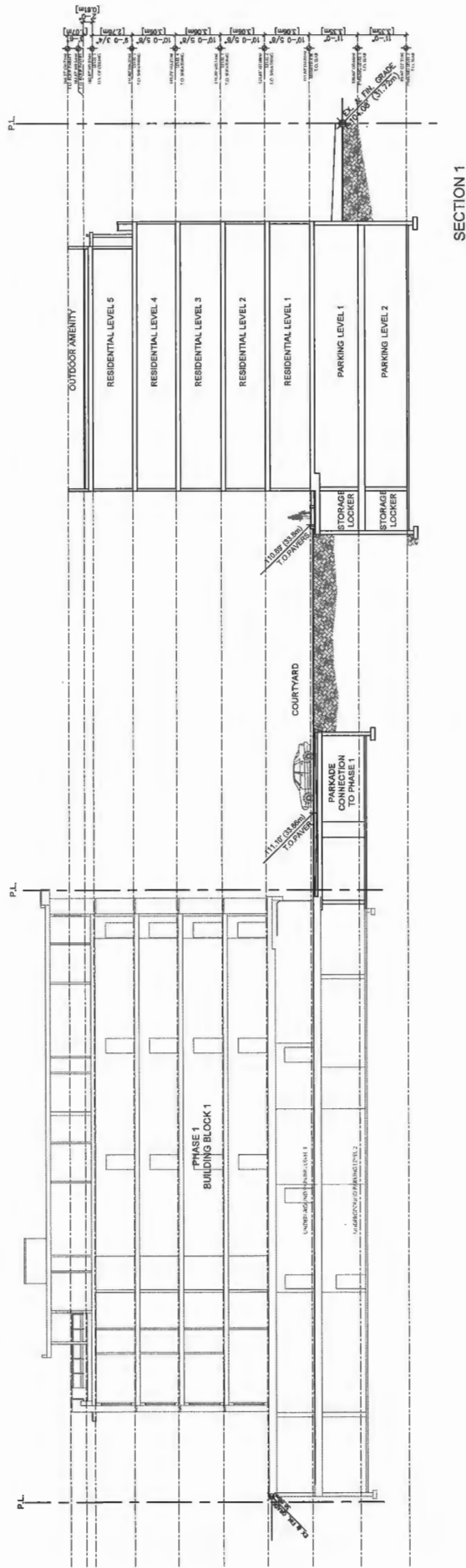
ATTERRA DEVELOPMENT INC.
ATELIER PACIFIC ARCHITECTURE INC.

AUGUST 28, 2016

DP 5.4

PERSPECTIVE
RENDERING





Proposed Residential Development (Phase-2)

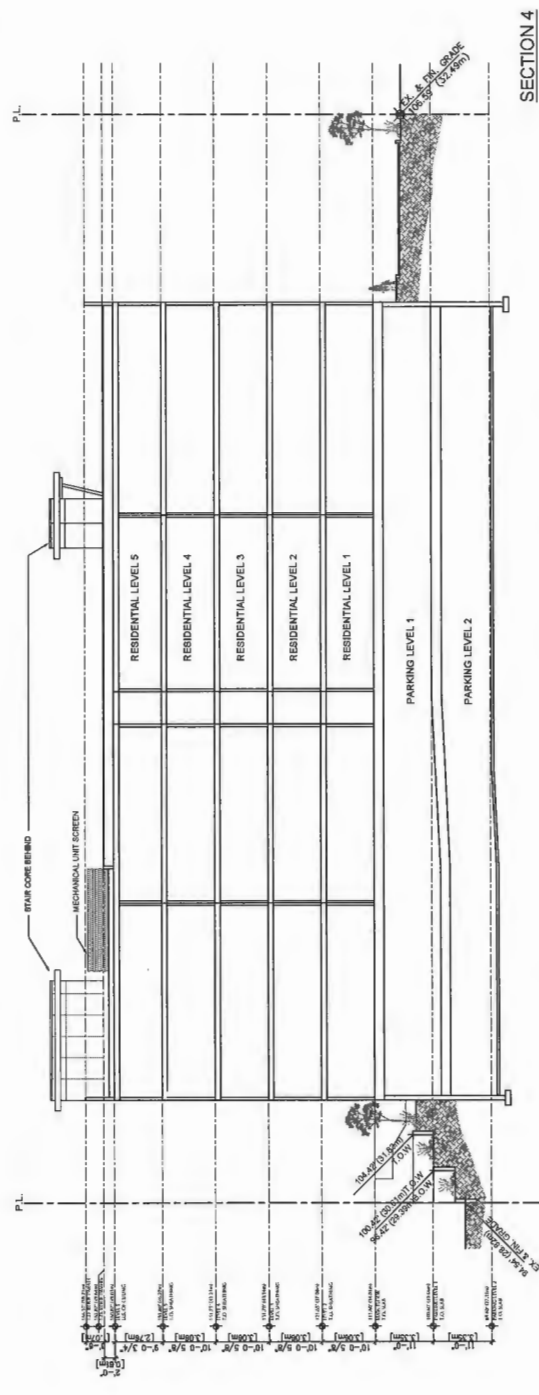
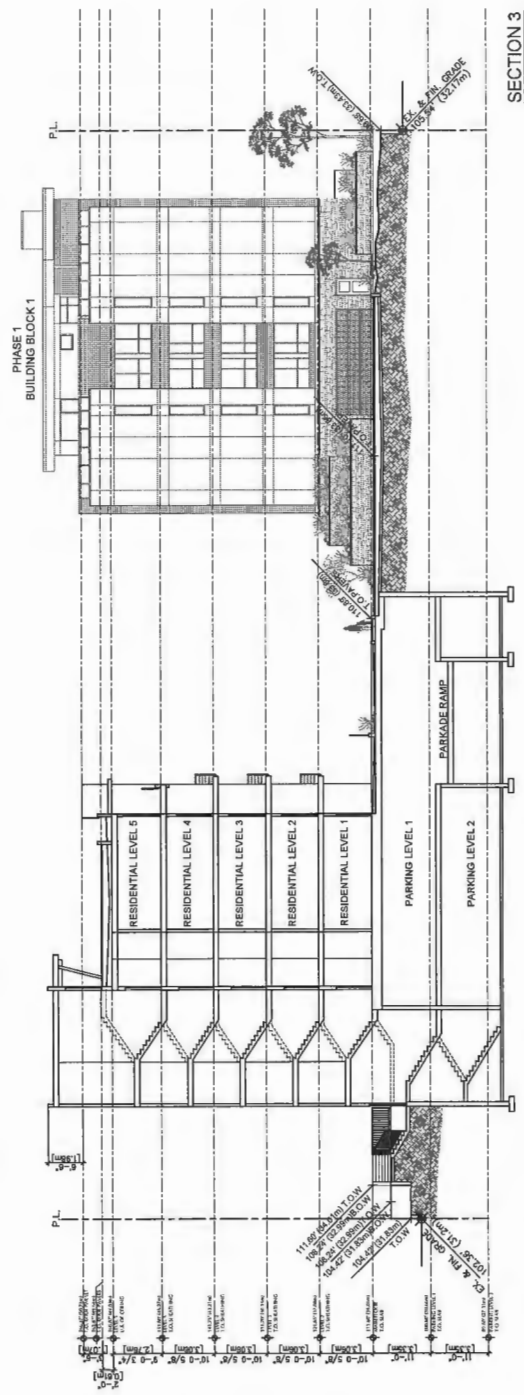
11731 FRASER STREET, MAPLE RIDGE, B.C.
 ATTERA DEVELOPMENT INC.
 ATELIER PACIFIC ARCHITECTURE INC.

JANUARY 10, 2019

DP 4.1
 SECTIONS

SCALE: 3/32" = 1'-0"





Proposed Residential Development (Phase-2)

11751 FRASER STREET, MAPLE RIDGE, B.C.

ATERRA DEVELOPMENT INC.
ATELIER PACIFIC ARCHITECTURE INC.

JANUARY 06, 2019

DP 4.2
SECTIONS

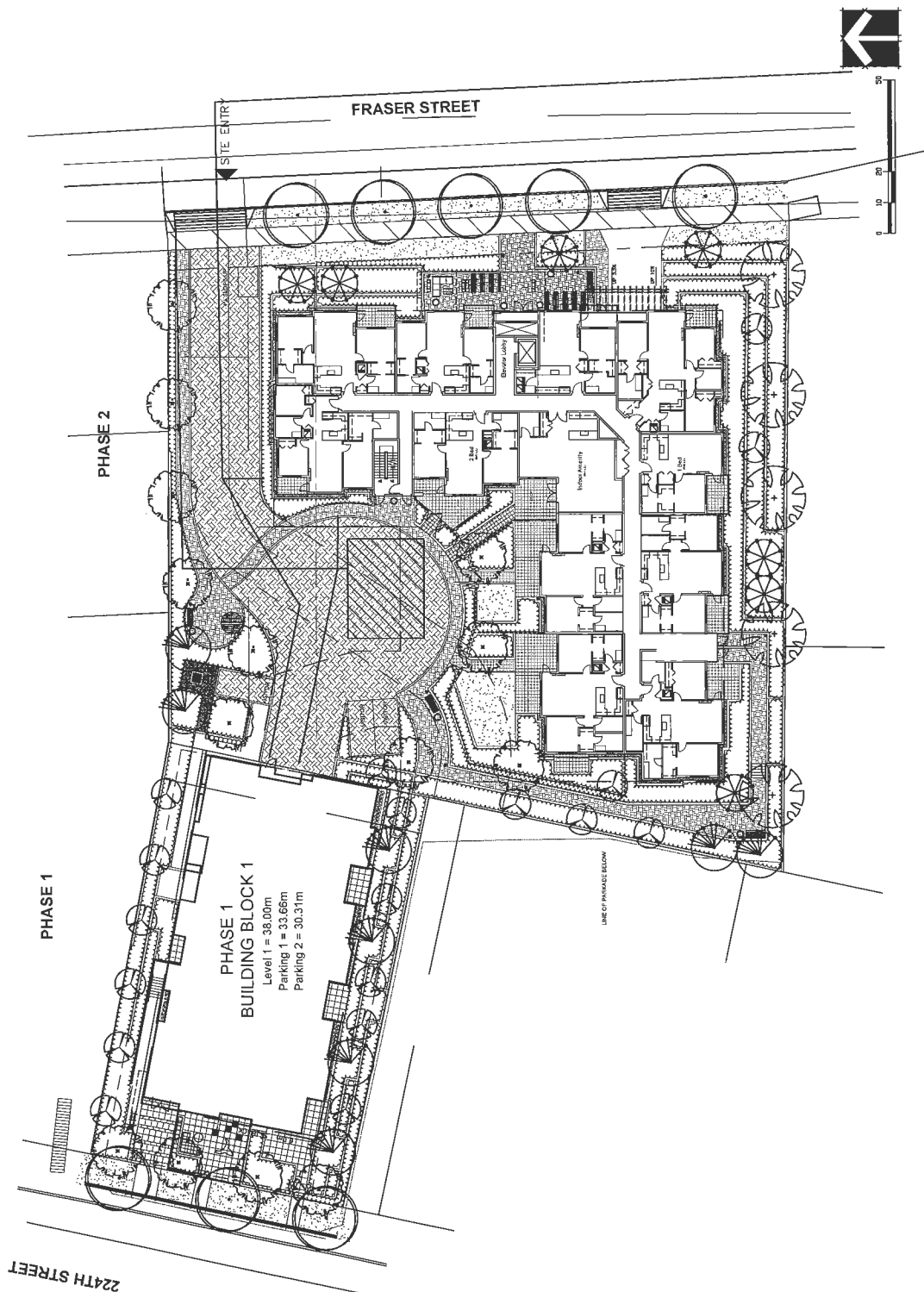
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pmg
LANDSCAPE
ARCHITECTS
Suite C100 - 4105 98th Street Drive
Burnaby, BC V5A 2G4
P: 604-294-0011 F: 604-294-0222

SSAL



FRASER STREET

PHASE 2

PHASE 1

PHASE 1
BUILDING BLOCK 1
Level 1 = 38.00m
Parking 1 = 33.66m
Parking 2 = 30.31m

LINE OF PARKING BELOW

224TH STREET



1:2000 2/20

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CLIENT:

PROJECT:

RESIDENTIAL DEV.
11718 224TH ST.
MAPLE RIDGE, B.C.

DRAWING TITLE:
LANDSCAPE
KEY PLAN

DATE: 11/04/20
SCALE: 1/8" = 1'-0"
DRAWN: MM
DESIGN: MM
CHECK: MCT

PMG PROJECT NUMBER:

NO.	DATE	REVISION DESCRIPTION	DR.
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2	13/04/2012	REVISION 2 FOR COMMENTS	DR
3	18/04/2012	REVISION 3 FOR COMMENTS	DR
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ROUTINE:

RESIDENTIAL DEV.

11718 224TH ST.
MAPLE RIDGE, B.C.

DRAWING TITLE:

LANDSCAPE PLAN
PH. 2 - GROUND FLOOR

DATE 12 MAR 20 DRAWING NUMBER-

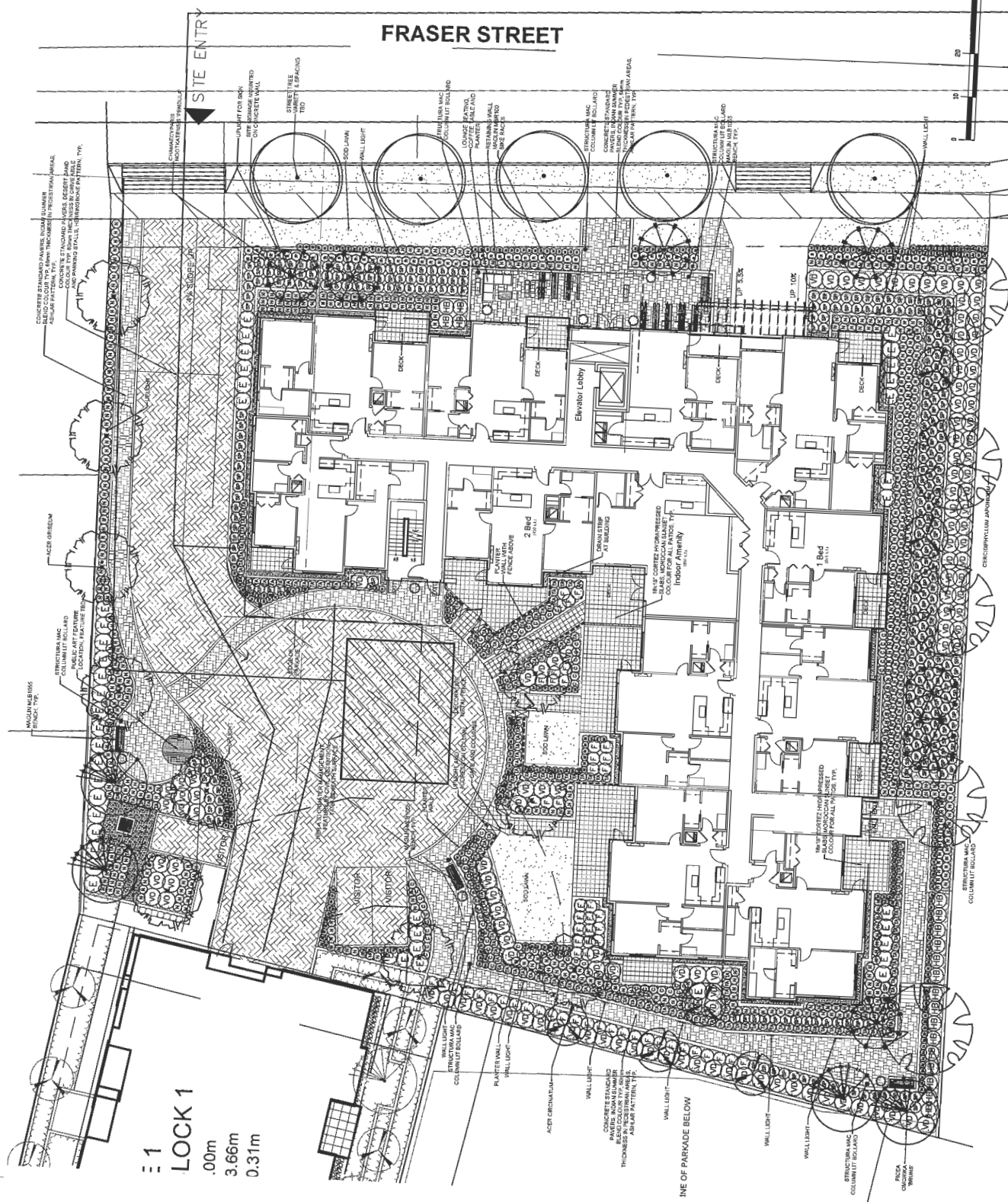
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OF 5

18-056

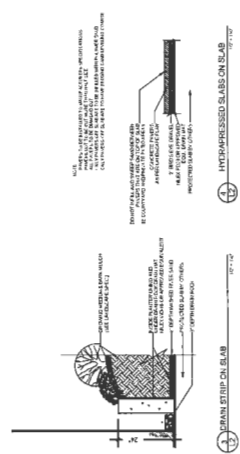
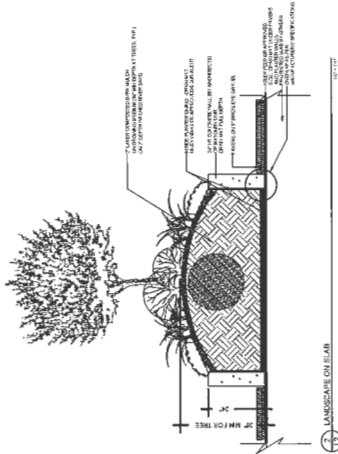
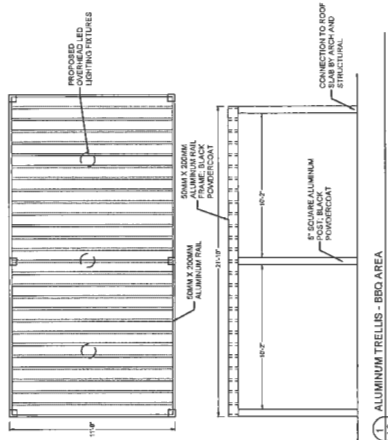
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[illegible]

RELIABLE, 7,
BRIEFLY TO BE A GOOD DESIGNER AND BUY BY A QUALITY CONTRACTOR.



City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Second Reading
Zone Amending Bylaw No. 7228-2016
13227 236 Street

MEETING DATE: May 7, 2019
FILE NO: 2016-031-RZ
MEETING: CoW

EXECUTIVE SUMMARY:

An application has been received to rezone the subject property, located at 13227 236 Street, from RS-2 (One Family Suburban Residential) to RM-1 (Townhouse Residential) to permit the future development of 17 townhouse units. Council granted first reading to Zone Amending Bylaw No. 7228-2016 on April 12, 2016.

Pursuant to Council policy, this application is subject to the Community Amenity Contribution Program at a rate of \$4,100.00 per townhouse dwelling unit for an estimated amount of \$69,700.00.

RECOMMENDATIONS:

- 1) That Zone Amending Bylaw No. 7228-2016 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) Registration of a Restrictive Covenant for the Geotechnical Report, which addresses the suitability of the subject property for the proposed development;
 - iii) Registration of a Restrictive Covenant for the protection of the Environmentally Sensitive areas (steep slopes) on the subject property;
 - iv) Registration of a Statutory Right-of-Way plan and agreement for Storm Sewer;
 - v) Registration of a Restrictive Covenant for Stormwater Management;
 - vi) Registration of a Restrictive Covenant for protecting Visitor Parking;
 - vii) Registration of a Restrictive Covenant for Tree Protection;
 - viii) Removal of existing buildings;

- ix) In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject property. If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site; and
- x) That a voluntary contribution, in the amount of \$69,700.00 be provided in keeping with the Council Policy with regard to Community Amenity Contributions.

DISCUSSION:

1) Background Context:

Applicant:	Florwest Homes
Legal Description:	Lot 35 Section 28 Township 12 New Westminster District Plan 37422
OCP:	
Existing:	Medium/High Density Residential
Proposed:	Medium/High Density Residential
Zoning:	
Existing:	RS-2 (One Family Suburban Residential)
Proposed:	RM-1 (Townhouse Residential)
Surrounding Uses:	
North:	Use: Multi-Family Residential Zone: RM-1 (Townhouse Residential) Designation: Medium/High Density Residential
South:	Use: Single Family Residential Zone: RS-2 (One Family Suburban Residential) Designation: Medium/High Density Residential
East:	Use: Single Family Residential Zone: RS-2 (One Family Suburban Residential) Designation: Medium/High Density Residential
West:	Use: Single Family Residential Zone: RS-2 (One Family Suburban Residential) Designation: Medium/High Density Residential and Conservation
Existing Use of Property:	Single Family Residential
Proposed Use of Property:	Multi-Family Residential
Site Area:	0.4 ha (1 acre)
Access:	236 Street
Servicing requirement:	Urban Standard

2) Project Description:

The subject property is approximately 0.4 ha (1 acre) in area, and is bound by both single family lots to the west, south and east and multi-family to the north. There is currently a single family home located on the subject property that will be removed as a condition of final reading. The subject property slopes towards the south-west corner, with the steepest portion located along the western property boundary. There are trees located around the perimeter of the site (see Appendix B).

The applicant proposes to rezone the subject property to permit future construction of approximately 17 townhouse units (see Appendix D). The townhouses will be accessed via a private strata road, with an outdoor amenity space proposed in the north-west corner, consisting of a play structure and naturalized elements. Four of the units are proposed to front along 236 Street which will create an attractive pedestrian realm. All of the units are proposed to have double car garages.

3) Planning Analysis:

i) Official Community Plan:

The subject property is located within the Silver Valley Area Plan, just outside the River Village. The Official Community Plan (OCP) designation for the subject property is *Medium/High Density Residential*, which allows both single family and multi-family housing forms. Densities of 30-50 units per hectare are encouraged for the River Village area and may include attached as well as detached fee-simple housing. The proposed RM-1 (Townhouse Residential) development, at 17 units per 0.4 hectares, is approximately 39 units per hectare, and therefore complies with the *Medium/High Density Residential* designation within the Silver Valley Area Plan.

Design features of the Silver Valley Area Plan include concentrating higher density residential development into the Hamlets and the River Village. These areas were planned to be within walking distance of commercial uses. Residential densities outside of these core areas were reduced overall, through clustering or retention of larger lots, to retain significant natural amenities and protect view corridors. The subject property is situated on the peripheries of River Village, but maintains the higher density found within the River Village. As per the 'Design Guidelines for Residential Developments' within the Silver Valley Area Plan, "*The form and character of townhousing developments should be compatible with neighbouring residential scale and should reflect the design variety of its context.*" This application meets the policies set out within the Silver Valley Area Plan.

ii) Zoning Bylaw:

The current application proposes to rezone the subject property from RS-2 (One Family Suburban Residential) to RM-1 (Townhouse Residential) (see Appendix C) to permit the future development of approximately 17 townhouse units (see Appendix D).

The maximum allowable density of the RM-1 (Townhouse Residential) zone is a floor space ratio of 0.6 times the net lot area, excluding a maximum of 50 m² of habitable basement area per unit. This development is proposing a floor space ratio of 0.58, which complies with the allowable maximum density.

A preliminary review of the plans indicates that the proposal generally complies with the *Zoning Bylaw* and the *Subdivision and Development Services Bylaw*; however, variances will be requested, as discussed below.

iii) Proposed Variances:

A Development Variance Permit application has been received for this project and involves the following relaxations (see Appendix D):

1. To reduce the minimum front yard setback for Building 1 from 7.5m (25 ft.) to 4.5m (15 ft.) to the principal building face.
2. To reduce the minimum side yard setback for Building 1 from 7.5m (25 ft.) to 3.5 m (11.5 ft.) to the principal building; Building 2 from 7.5m (25 ft.) to 6.0m (20 ft.) to the principal building; and Building 3, 4 and 5 from 7.5m (25 ft.) to 6.0m (20 ft.) to the deck posts.
3. To increase the maximum building height for Buildings 1-5 from 11m (36 ft.) to 12m (39 ft.) at its highest point.

The requested variances to the RM-1 (Townhouse Residential) zone will be the subject of a future Council report.

iv) Off-Street Parking and Loading Bylaw:

The *Off-Street Parking and Loading Bylaw* requires two parking spaces per unit and 0.2 spaces per unit to be provided as visitor parking spaces, requiring 38 spaces in total. The applicant is providing a total of 34 residential parking spaces and four visitor parking spaces, for a total of 38 parking spaces. All units are proposed to have double-car garages.

v) Development Permits:

Pursuant to Section 8.7 of the OCP, a Multi-Family Development Permit application is required to ensure the current proposal enhances existing neighbourhoods with compatible housing styles that meet diverse needs, and minimize potential conflicts with neighbouring land uses.

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

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

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

vi) Advisory Design Panel:

The Advisory Design Panel (ADP) reviewed the form and character of the proposed development and the landscaping plans at a meeting held on March 20, 2019 (see Appendix E and F).

Following presentations by the project Architect and Landscape Architect, the ADP made the following resolution that:

Landscape Comments:

- Add a gateway element to ensure prominent entry to the site;
- Improve the design of the north-west amenity space. Consider using the grade change, more play equipment, natural play features or social gathering elements;
- Add an additional row of ground cover to improve layering on south property line;
- Relocate visitor stall adjacent to Unit 11 to a more functional location;
- Provide a wider variety of surfacing materials to differentiate driveways, pedestrian walkways, and unit / garage entrances to better define pedestrian usage;
- Add decorative paving to enhance drive aisle and provide a sense of arrival at the front entry;
- Introduce alternative treatments to reduce the expanse of asphalt at the three-way intersection;
- Add wayfinding signage, etc;
- Consider multiple bike rack locations;
- Ensure landscape plans are coordinated with architectural site plan; and
- Clarify tree retention possibilities in front of Unit 4.

Architectural Comments:

- Reduce the building step of Unit 4 if existing trees are not retained;
- Exposed elevations to the site entry at Building 1 and Building 2 should be articulated to provide a sense of place and arrival;
- Review and consider revisions to interior layouts including:
 - Building 3: proportion of ensuite to closet in level 3;
 - Building 1: consider increasing the width (square out the room) / relocate the closet to create better access to bedroom #3;
- Consider strengthening the singular roof overhang triangles;
- Add windows and lighting to interior facing elevations between buildings to address potential CPTED concerns, safety, and liveability conditions; and
- Encourage consistent colour continuity throughout the buildings, specifically for Building 1.

The ADP concerns have been addressed and are reflected in the current plans. A detailed description of how these items were incorporated into the final design will be included in a future development permit report to Council.

vii) Development Information Meeting:

A Development Information Meeting was held at 23461 Fern Crescent (Eagle Hall) on April 12, 2019. Four people attended the meeting. A summary of the main comments and discussions with the attendees was provided by the applicant and include the following main points:

- Lack of guest parking and concern that four guest stalls is not sufficient and may cause overflow parking onto 236 Street;
- Allow for larger driveway on northern units (Buildings 4 and 5) by setting them back (to allow for more parking on-site);
- Concern that neighbourhood is now dominated by on-street parking due to inadequate parking provided by multi-family developments, thereby changing the feel of the neighbourhood and creating visibility issues. Suggested that all new developments have two parking spaces per unit and on-street parking restricted.

The following are provided in response to the issues raised by the public:

- The criteria for guest parking is being met by the applicant with four stalls, where the RM-1 zone is required to provide 0.2 stalls per unit (multiplied by 17 for a total of 3.4 stalls and rounded up to 4).
- Allowing for larger driveway aprons for the northern lots would result in a significant reduction in rear yard size.
- The parking criteria requires that the RM-1 zone must provide two parking stalls per unit, plus, as mentioned above, 0.2 spaces for visitor parking, for a total of 38 parking stalls. The applicant is meeting this requirement for parking.

4) Environmental Implications:

An Environmental Assessment, Arborist Report and Geotechnical Report were provided as part of the development application. The north-eastern portion of the property is higher in elevation and slopes down towards the south-west. The western section of the subject property has steep slopes that will be put into covenant, where retaining walls will be used to mitigate those grade changes adjacent to the proposed buildings. Vegetation on the subject property consists of maintained grasses and ornamental plant species consistent with urban residential uses. There are some significant trees located on the subject property that will be retained through a tree protection covenant. Some invasive, non-native plant species were found throughout the subject property and will be removed as part of the Natural Features Development Permit (2017-133-DP), which will be the subject of a future report to the Director of Planning.

5) Interdepartmental Implications:

i) Engineering Department:

The proposed development will required upgrades to 236 Street to an urban collector road standard. These upgrades include, concrete sidewalk across the property frontage; ditch enclosure, with road runoff directed to City storm systems; curb and gutter; street lights and street trees; the storm sewer alignment requires a Statutory Right of Way to be obtained from the neighbouring property to the west; replacement of a portion of watermain fronting the subject property and new connections for water and sanitary.

ii) Building Department:

The Building Department reviewed the development application and has provided comments related to Building Code requirements which have been provided to the developer. These comments will be incorporated at the Building Permit stage.

6) School District No. 42 Comments:

A referral was sent to School District No. 42, and they provided the following information:

"The proposed application would affect the student population for the catchment areas currently served by Yennadon Elementary and Garibaldi Secondary School.

Yennadon Elementary has an operating capacity of 680 students. For the 2017-18 school year the student enrolment at Yennadon Elementary was 580 students (91% utilization) including 130 students from out of catchment.

Garibaldi Secondary School has an operating capacity of 1,050 students. For the 2017-18 school year the student enrolment at Garibaldi Secondary School is 795 students (76% utilization) including 258 students from out of catchment."

7) Citizen/Customer Implications:

A Development Information Meeting was held on April 12, 2019. The results of the concerns expressed at that meeting are discussed above. The Public Hearing will provide an additional opportunity for citizens to express their concern or support of the development.

CONCLUSION:

It is recommended that second reading be given to Zone Amending Bylaw No. 7228-2016, and that application 2016-031-RZ be forwarded to Public Hearing.

"Original signed by Adam Rieu"

Prepared by: Adam Rieu
Planning Technician

"Original signed by Christine Carter"

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

"Original signed by Frank Quinn"

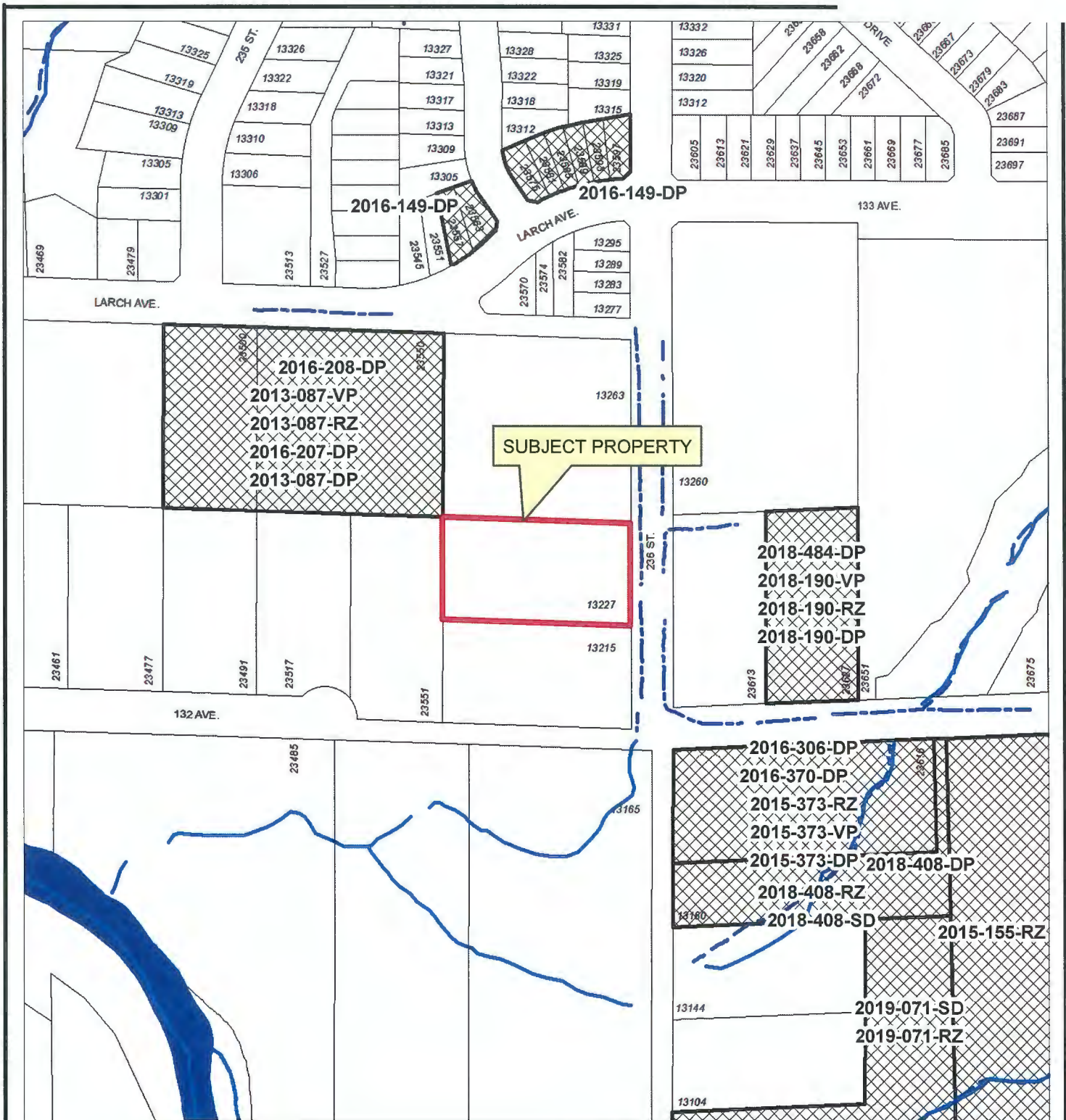
Approved by: Frank Quinn, MBA, P. Eng
GM Public Works & Development Services

"Original signed by Kelly Swift"

Concurrence: Kelly Swift, MBA
Acting Chief Administrative Officer

The following appendices are attached hereto:

Appendix A – Subject Map
Appendix B – Ortho Map
Appendix C – Zone Amending Bylaw No. 7228-2016
Appendix D – Site Plan
Appendix E – Building Elevation Plans
Appendix F – Landscape Plan
Appendix G – Renderings



Scale: 1:2,500

Legend

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

13227 236 Street

PLANNING DEPARTMENT



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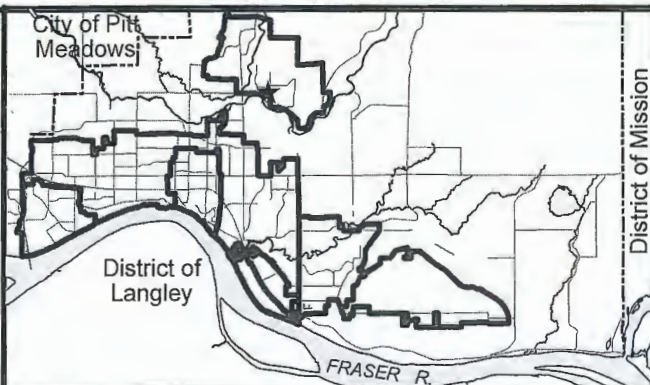
FILE: 2016-031-RZ

DATE: Apr 26, 2019

BY: LP



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13227 236 Street

PLANNING DEPARTMENT



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FILE: 2016-031-RZ
DATE: Apr 26, 2019

BY: LP

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000-506-992

No:	Date:	Revision Details:
01	2018.08.20	Issuing comments



CHARGES ON TITLE	
CHARGE NO.	NATURE
F65818	Statutory Building Scheme

[illegible]

**WG
ARCHITECTURE
INC**

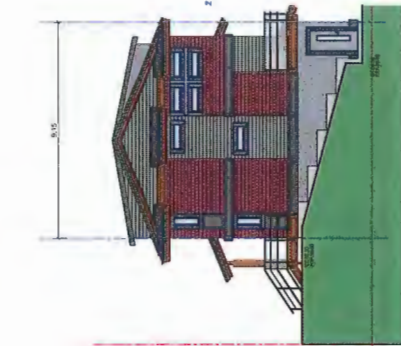
1030 - 470 GRANVILLE STREET
VANCOUVER, B.C. V6C 1V5
TEL: (604) 331 2378
FAX: (604) 683 7494

Project File:
17 UNIT
TOWNHOUSE PROJECT
13227- 236 STREET
MAPLE RIDGE, B.C.

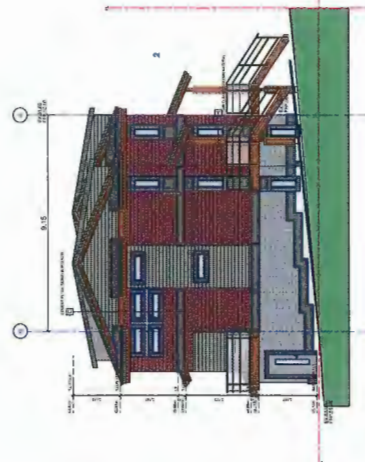
Continuing Value

BUILDING 1 Elevations

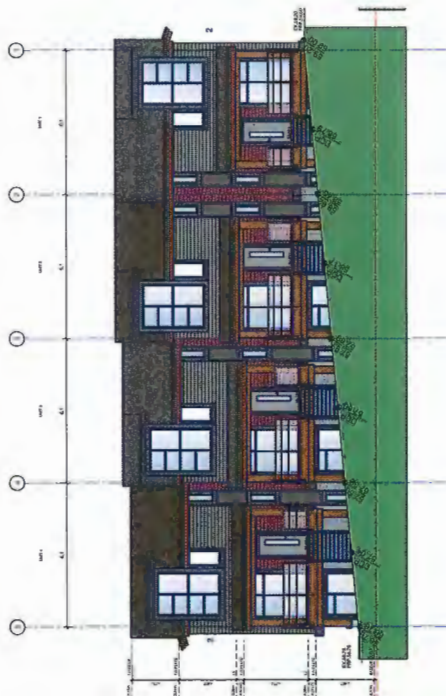
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Project Number	Sheet No.	DP:				



1 NORTH ELEVATION
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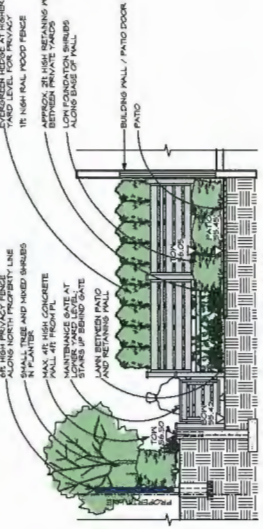
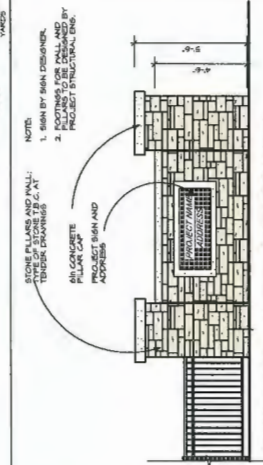
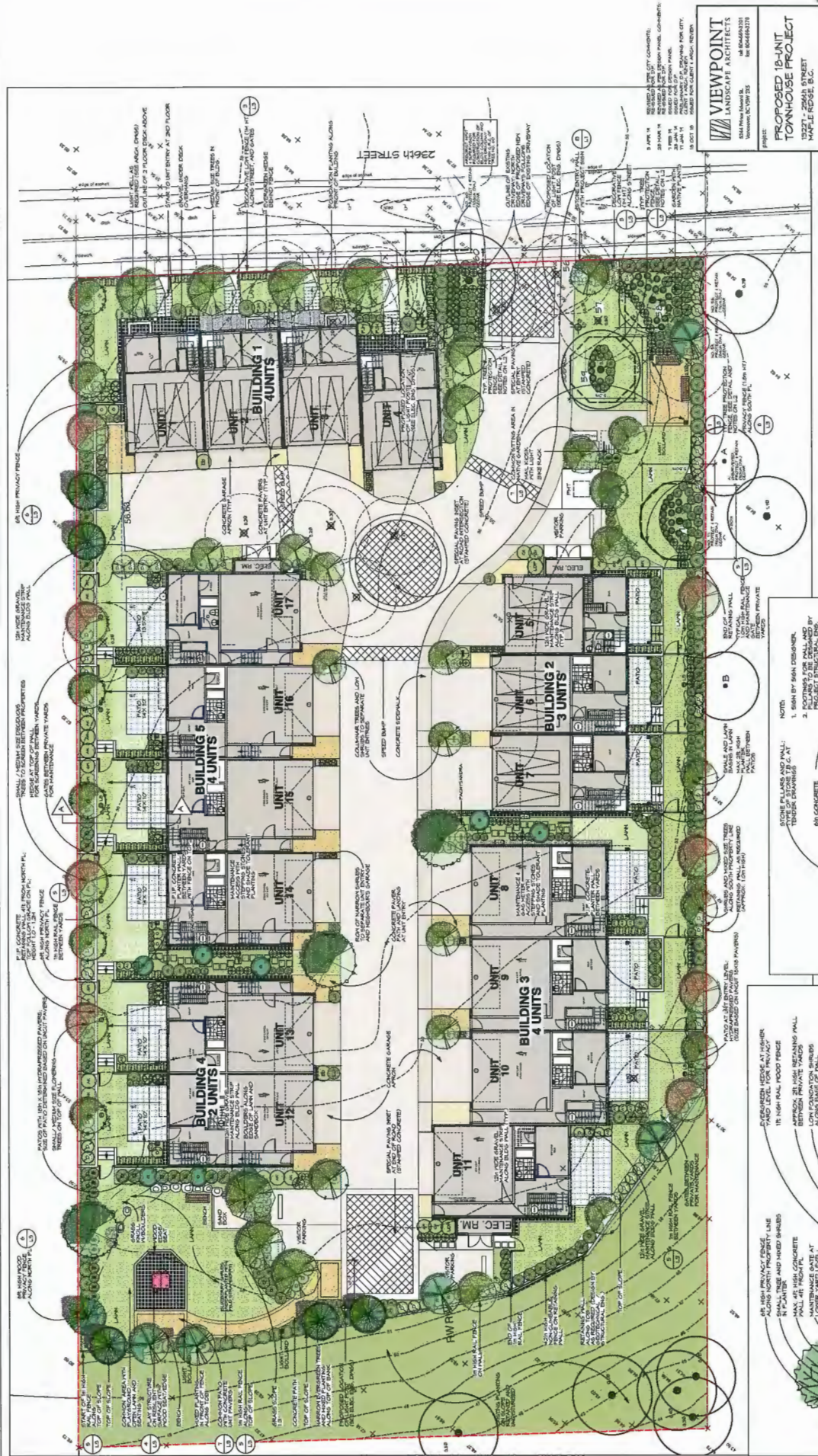
3 SOUTH ELEVATION
Scale: 1:100



2 EAST ELEVATION
Scale: 1:100



4 WEST ELEVATION
Scale: 1:100



VIEWPOINT
LANDSCAPE ARCHITECTS
3000 N. 10TH AVE. SUITE 100
DENVER, CO 80202
TEL: 303.733.1100
WWW.VPARCH.COM

PROPOSED 18-UNIT TOWNHOUSE PROJECT
13227 - 25th STREET
NORTH DENVER, CO

DATE: 9 APR 2014	BY: LJC OF
DATE: OCTOBER 2013	BY: 5/23"
DATE: 2011-24	BY: 2011-24
DATE: 2011-24	BY: 2011-24

B ENTRY WALL / PROJECT SIGN ELEVATION

A SECTION THROUGH NORTH PATIOS
SCALE: 1/4" = 1'-0"

- 1. SIGN BY SIGN DESIGNER
- 2. FOOTINGS FOR WALL AND BY THEIR DRIVERS

NOTES:

STONE PLANS AND WALL: 1. SIGN BY SIGN DESIGNER

2. FOOTINGS FOR WALL AND BY THEIR DRIVERS

3. AN CONCRETE PROJECT SIGN AND ADDRESS





City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: **Second Reading**
Zone Amending Bylaw No. 7485-2018
11780 Burnett Street

MEETING DATE: May 7, 2019
FILE NO: 2018-093-RZ
MEETING: C o W

EXECUTIVE SUMMARY:

An application has been received to rezone the subject property, located at 11780 Burnett Street, from RS-1 (One Family Urban Residential) to R-1 (Residential District) to permit a two lot subdivision. Council granted first reading to Zone Amending Bylaw No. 7485-2018 on September 18, 2018. This application is in conformance with the Major Corridor Infill policies of the *Urban Residential* designation within the Official Community Plan.

One of the two single family lots is subject to a \$5,100 charge as part of the Community Amenity Contribution (CAC) Program Policy 6.31 as updated December 12, 2017.

RECOMMENDATIONS:

- 1) That Zone Amending Bylaw No. 7485-2018 be given second reading, and be forwarded to Public Hearing;
- 2) That the following terms and conditions be met prior to final reading:
 - i) Road dedication on Burnett Street as required;
 - ii) Registration of a Restrictive Covenant for Stormwater Management;
 - iii) Removal of existing buildings;
 - iv) In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject property. If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site.
 - v) That a voluntary contribution, in the amount of \$5,100.00 be provided in keeping with the Council Policy with regard to Community Amenity Contributions.

DISCUSSION:

1) Background Context:

Applicant:	Jasminder Bajwa
Legal Description:	Lot 103, Section 17, Township 12, New Westminster District Plan 41319
OCP:	
Existing:	Urban Residential
Proposed:	No change
Zoning:	
Existing:	RS-1 (One Family Urban Residential)
Proposed:	R-1 (Residential District)
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-1 (One Family Urban Residential) Designation: Urban Residential
West:	Use: Vacant (under application 2017-035-RZ for apartments) Zone: RS-1 (One Family Urban Residential) Designation: Low-Rise Apartment
Existing Use of Property:	Single-Family Residential
Proposed Use of Property:	Single-Family Residential
Site Area:	817 m ² (0.2 acres)
Access:	Burnett Street
Servicing requirement:	Urban Standard

2) Background:

When this application was first received in March 2018, the applicant sought rezoning to RT-1 (Two Family Urban Residential) to permit the development of a duplex. The Zone Amending Bylaw No. 7450-2018 to support the duplex received first reading from Council on May 8, 2018. However, since this time, the applicant has decided to revise the application and prefers to seek rezoning to R-1 (Residential District) to allow subdivision into two single-family lots. The original Zone Amending Bylaw No. 7450-2018 (for duplex) was repealed and the revised Zone Amending Bylaw No. 7485-2018 (for R-1 zoning) was given first reading on September 18, 2018.

3) **Project Description:**

The subject property is a rectangular shaped lot that is 817 m² (0.2 acres) in area. The adjacent properties to the north, east and south are characterized by single-family dwellings of one to two storeys in height. The subject property is located on the eastern edge, but just outside of the *Town Centre Area Plan*. The existing house on the property will require removal as part of the rezoning approval. The site is relatively flat with a few trees spread across the lot (see Appendix B).

The current application proposes to rezone the subject property from RS-1 (One Family Urban Residential) to R-1 (Residential District), to permit a two lot subdivision (see Appendix C). The density of the two proposed single-family lots is the same as the duplex that was previously proposed by this applicant.

4) **Planning Analysis:**

i) **Official Community Plan:**

The subject property is designated *Urban Residential*. The Major Corridor Residential Infill policies of the OCP apply because the subject property is located along Burnett Street, a collector road. No OCP amendment is required to support the proposed R-1 (Residential District) zoning.

The Major Corridor Residential Infill 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. On this basis, compatibility of the current application is achieved as follows:

- Proposes housing form similar to adjacent single-family lots; and,
- Serves as transition between low rise apartment buildings on the west side of street and lower density housing to the east.

ii) **Zoning Bylaw:**

The current application proposes to rezone the subject property located at 11780 Burnett Street from RS-1 (One Family Urban Residential) to R-1 (Residential District) to permit a two lot subdivision. The minimum lot size for the current RS-1 zone is 668 m², while the minimum lot size for the proposed R-1 zone is 371 m². No variations from the proposed R-1 zone are required at this stage.

iii) **Proposed Variances:**

No variances are being proposed at this time.

iv) **Advisory Design Panel:**

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

v) **Development Information Meeting:**

A Development Information Meeting was not required for this development as it did not require an OCP amendment and there is less than 5 dwelling units proposed, as per Council Policy 6.20 for Development Information Meetings.

5) Interdepartmental Implications:

i) Engineering Department:

A Rezoning Servicing Agreement is not required for this rezoning application, as there are no works or services required for the rezoning. All deficient services will be provided through a Subdivision Servicing Agreement at the time of subdivision.

CONCLUSION:

It is recommended that second reading be given to Zone Amending Bylaw No. 7485-2018, and that application 2018-093-RZ be forwarded to Public Hearing.

“Original signed by Adam Rieu”

Prepared by: **Adam Rieu**
Planning Technician

“Original signed by Christine Carter”

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

“Original signed by Frank Quinn”

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

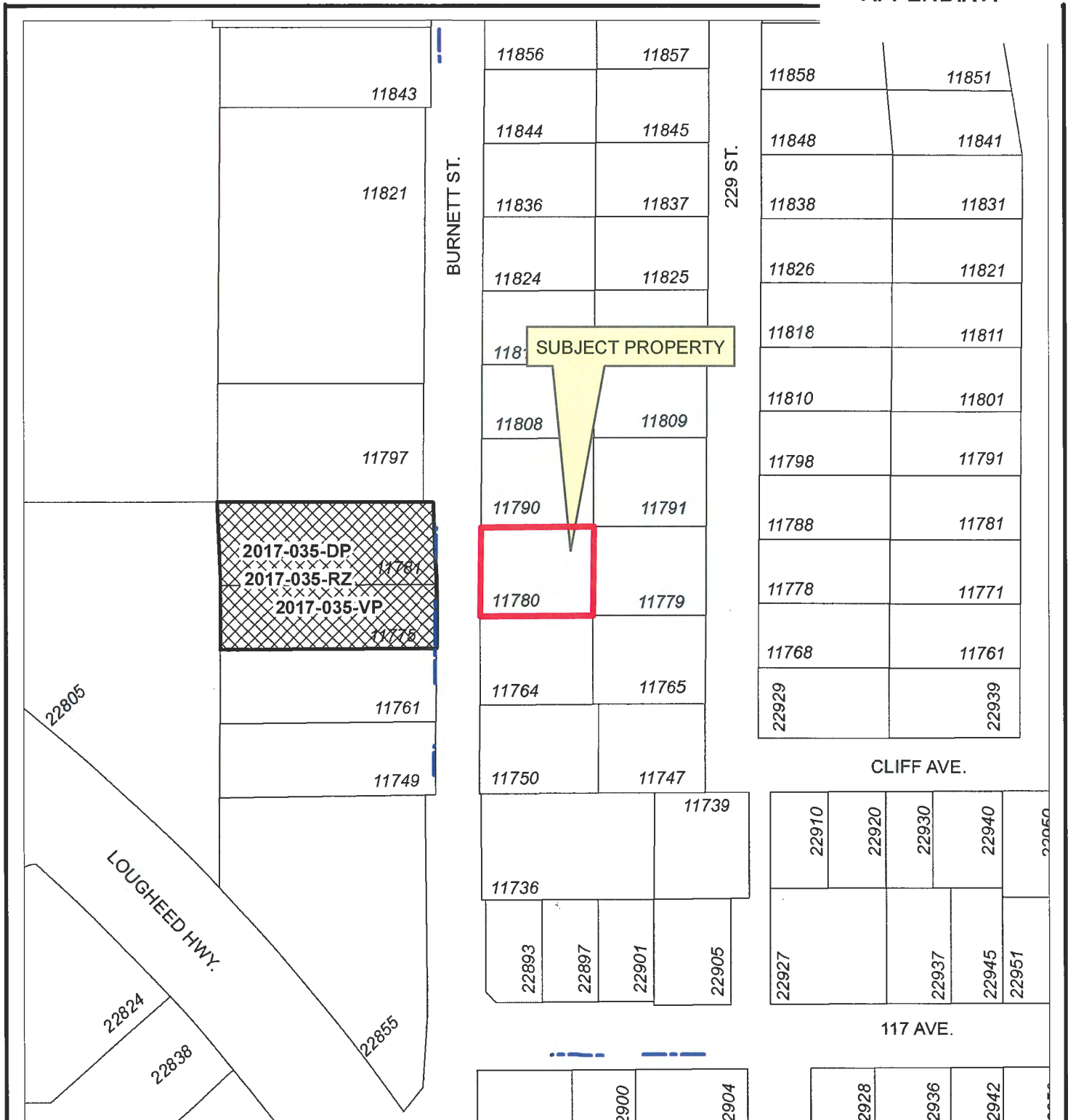
“Original signed by Kelly Swift”

Concurrence: **Kelly Swift, MBA**
Acting Chief Administrative Officer

The following appendices are attached hereto:

Appendix A – Subject Map
Appendix B – Ortho Map
Appendix C – Zone Amending Bylaw No. 7485-2018
Appendix D – Subdivision Plan

APPENDIX A



Scale: 1:1,500

Legend

----- Ditch Centreline

11780 Burnett Street

PLANNING DEPARTMENT



mapleridge.ca

2018-093-RZ.2

DATE: Jul 20, 2018

BY: JV



Scale: 1:1,500

Legend

--- Indefinite Creek

11780 Burnett St

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

mapleridge.ca

2018-093-RZ
DATE: Mar 19, 2018

BY: JV

The site plan illustrates two identical proposed residential lots, Lot #1 and Lot #2, situated side-by-side. Each lot is 12.65 units wide and 32.35 units deep. The layout for each lot includes a proposed residence (409 m²) with a covered deck and patio, a garage, and a driveway. The residence is positioned in the upper portion of the lot, with the garage and driveway below it. The patio is located at the rear of the residence, and the covered deck is adjacent to it. The driveway is situated at the front of the lot, with a 5.50 unit setback from the front boundary. The garage is 1.20 units wide from the side boundary. The lot is separated from the adjacent lot by a 1.20 unit wide walkway. The overall site dimensions are 25.30 units wide and 64.70 units deep. The plan also shows the proposed lot lines, setbacks, and the location of the proposed residence, garage, driveway, covered deck, and patio for both lots.

PROPOSED SUBDIVISION

11780 BURNETT STREET

TO: His Worship Mayor Michael Morden **MEETING DATE:** May 7, 2019
and Members of Council
FROM: Chief Administrative Officer **MEETING:** COW
SUBJECT: New Cannabis Retail Store

EXECUTIVE SUMMARY:

On November 27, 2018, Council adopted Council policy 6.33 Cannabis Retail Store Processing and Evaluation Criteria. This policy determines how approvals for cannabis retail are to be processed at the municipal level. Preference was given to Provincial stores followed by any private store that had been approved by the Liquor and Cannabis Regulation Branch (LCRB) within the ninety day waiting period.

The only private store that was approved by LCRB within the ninety day period was submitted by 1151761 BC Ltd. The LCRB forwarded, to City of Maple Ridge, paperwork for a retail cannabis store known as Spiritleaf to be located at #670 - 22709 Lougheed Highway.

One of the considerations utilized by the LCRB in reviewing an application is a resolution from the local government. A number of regulatory criteria must be addressed in the Council resolution as well as comments pertaining to the views expressed by area residents. Council may choose to support the application, not support the application or indicate they do not wish to comment.

RECOMMENDATION(S):

1. That the application for a cannabis retail store by 1151761 BC Ltd., located at #670 - 22709 Lougheed Highway, Maple Ridge be supported based on the information contained in the Council report dated May 7, 2019.
2. That a copy of the resolution be forwarded to the Liquor and Cannabis Regulation Branch in accordance with the legislative requirements.

DISCUSSION:

a) Background Context:

On November 27, 2018, Council adopted Council policy 6.33 Cannabis Retail Store Processing and Evaluation Criteria. This policy determines how approvals for cannabis retail are to be processed at the municipal level. Preference was given to Provincial stores followed by any private store that had been approved by the Liquor and Cannabis Regulation Branch (LCRB) within a ninety day waiting period.

After the LCRB completed their financial integrity checks and security screenings for 1151761 BC Ltd., they forwarded the application for a retail cannabis store, known as Spiritleaf, to be located at #670 - 22709 Lougheed Highway to the City. The owner of

1151761 BC Ltd. also contacted city staff to provide a copy of their business plan as well information on their community relations (Appendix II).

Staff reviewed this application to ensure that it met all requirements contained in the Application Review Criteria (Section 10 of Council Policy 6.33) and all the criteria has been fully satisfied.

A map of the surrounding area has been included in this report as Appendix I. The proposed government store location is marginally within the one kilometer restriction but they have indicated that they are willing to go through with the zoning bylaw text amendment process.

The LCRB guidelines request a specific Council resolution commenting on the application in terms of community impacts which may occur as a result of the proposed retail cannabis store at this particular location. Part of the process requires Council to gather views of the residents who may be affected by the establishment of a cannabis retail store in their neighbourhood.

In following the public input requirement, the City mailed 633 letters to owners and occupants of property within 200 metres of the subject site. None of the correspondence was returned by the Post Office. Out of the 633 letters sent, three responses were received by the deadline, one in favour of the application and two opposed.

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

b) Intergovernmental Issues:

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

c) Citizen/Customer Implications:

The review of this application has taken into consideration the potential for concerns from surrounding properties in terms of parking, traffic and noise generation as well as the proximity of schools and similar establishments.

d) Interdepartmental Implications:

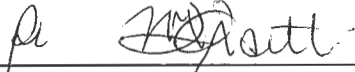
The Licences & Bylaws Department has coordinated in the review process and solicited input from the public, other municipal departments as well as the RCMP.

e) Alternatives:

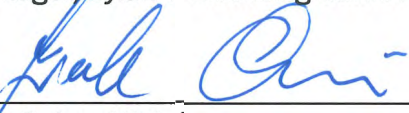
Council could choose not to approve the application. Council could also choose to approve the application with conditions.

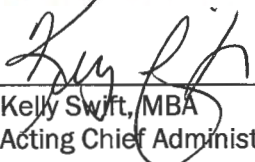
CONCLUSIONS:

That Council pass the necessary resolution supporting the application from 1151761 BC Ltd. based upon the staff findings set out in this report.


Prepared by: **R. MacNair**
Senior Advisor, Bylaw & Licensing Services


Co-Prepared by: **Michelle Orsetti**
Manager, Bylaw & Licensing Services


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


Concurrence: **Kelly Swift, MBA**
Acting Chief Administrative Officer

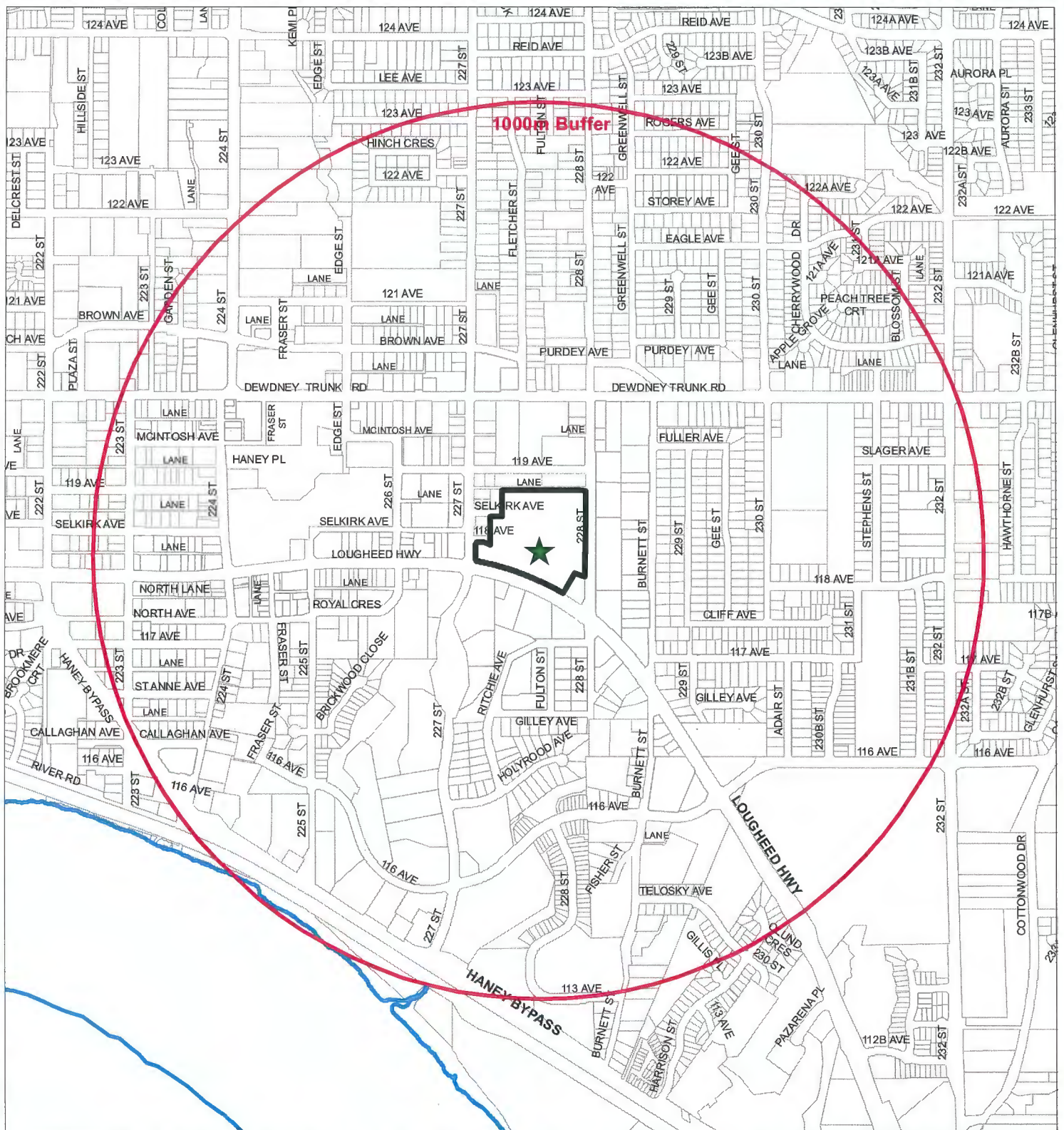
RM/jd

Attachments:

Appendix I: Map of surrounding area

Appendix II: 1151761 BC Ltd. business plan & community relations information

APPENDIX I



Scale: 1:12,000



Proposed Private Cannabis
Retail Store

1151761 BC Ltd
#670 - 22709 Lougheed Highway

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

mapleridge.ca

FILE: CannabisLocations2.mxd

DATE: May 1 2019

RY: DT



SPIRITLEAF



Spiritleaf is about enjoying life with those who make us happy, and viewing every day as an opportunity to try something new. Breaking from norms, embracing the unexpected and sharing meaningful moments that shape who we are.



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The Innovation & Opportunity

Recreational cannabis has been illegal in Canada since 1923. Now all that is about to change. Spiritleaf was founded in 2017 to bring together a collective of entrepreneurs to participate in and capitalize on the impending recreational cannabis market in Canada which is estimated to be between 4.9 billion to 8.7 billion per year¹. Spirit Leaf Inc. is the Franchisor and has developed a dispensary model to help customers navigate the world of cannabis and provide a safe & comfortable environment with the vision of becoming the #1 retail cannabis chain in Canada.

The vision is to be the #1 retail cannabis chain in Canada.

Spiritleaf values an inclusionary approach to the recreational cannabis retail experience: its stores will offer an impressive selection of products, knowledgeable staff and an atmosphere that is true to the cannabis community yet resonates with the everyday consumer. Customers will receive exemplary customer service and be offered curated, lab-tested, quality products that are sourced from licensed producers. The company wants to let creativity flourish, share experiences and perspectives, enjoy life, and have fun.

Spirit Leaf Inc. is the first and only Canadian cannabis company to be granted membership into the Canadian Franchise Association (“CFA”). The CFA is the recognized authority on franchising in Canada as the association encourages and promotes excellence in Canadian franchises, ensuring that each member abides by the CFA’s Code of Ethics relating to policies, standards, practices, and general course of conduct.

The Spiritleaf concept is not offered anywhere else in the country. No other specialized cannabis dispensary offers its diversity, product range and corporate culture. Spiritleaf is embarked on a journey to change the way Canadians look at cannabis and introduce new attitudes through education, culture, experience, integrity, creativity, integrity, and fun.

The support of the Franchisor and its experience in retail, real-estate, marketing, financing & franchising along with its partnerships within the cannabis industry has created a terrific opportunity for local entrepreneurs to participate in the journey. Jeff Sweetnam will apply his qualifications, business acumen and passion to get in on the ground floor of this “budding” industry and be part of a company that has created a modern retail model that offers legitimacy, reputability, professionalism and an environment that exudes a feeling of confidence.

The Revolutionary Dispensary Concept



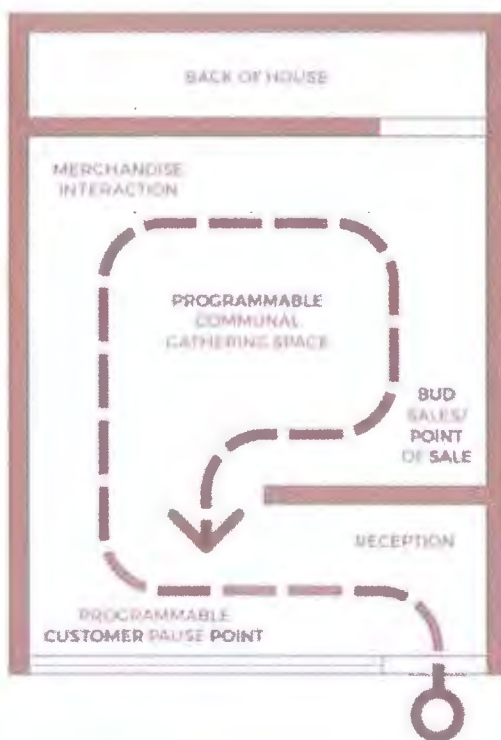
An open space to reimagine the typical retail environment of a dispensary. This concept uses more contemporary motifs, but balances the inherent starkness with personable illustration as well as accenting greenery. A retail experience that leverages the consumers existing assumptions of what a dispensary should feel like. This lends itself to a more linear and direct customer journey. The concept's mood is natural and consuming, while still feeling light, accessible, and tactile.



LOOK & FEEL CONCEPT



1



FLOOR PLAN

Retail Journey

EXPLORE

An open spaced opportunity to reimagine the typical retail environment of a dispensary. This concept uses more contemporary motifs, but balances the inherent starkness with personable illustration as well as accenting greenery.

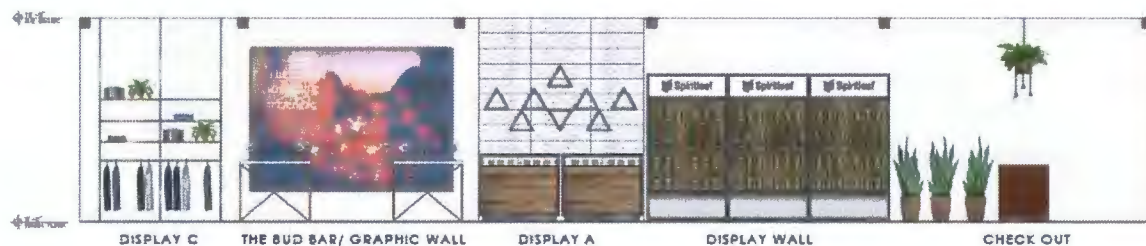
JOURNEY

A retail experience that leverages the consumers' existing assumptions of what a dispensary should feel like. This lends itself to a more linear and direct customer journey. The concept's mood is natural and consuming, while still feeling light, accessible and tactile.

Upon entering a Spiritleaf, every customer is greeted by friendly and knowledgeable budtender who is trained and knowledgeable in all elements of cannabis. Each store is enhanced with unique lighting, digital menu boards, superior merchandizing that changes with every season, and harmonious tunes from select musical legends.

Enter with no preconceived notions about what you will find.

Enter with no preconceived notions about what you will find—there are dozens of strains and types of cannabis to satisfy every customer's desire. Customers can find cannabis they won't find anywhere else or cannabis with familiar brand-names recognized for their quality and reputability. Spiritleaf product buyers constantly look for new and unique strains that push the edge and lead the worldwide cannabis industry.



When a customer finds a strain that interests them, they are personally served by their budtender who is a product specialist. The products are visible in our customized cannabis displays, where customers can inspect the quality of the plant using a magnifying glass, smell the product, and read detailed information on every strain's properties, effects, and customer reviews through standalone digital discovery kiosks.



STANDALONE DISCOVERY KIOSK IN STORE

- Enables consumers to research products and "101 - 301" style education prior to the point of sale
- Alleviates staff bottlenecks and leads to smoother in-store experiences
- Enables showcasing ecommerce capabilities, including in-store online sales, and can lead to better informed questions



STAFF IPAD (OR OTHER HANDHELD TABLET DEVICE)

- Enables staff to provide standardized and accurate service to consumers in real time
- Alleviates knowledge and human resource bottlenecks
- Product data updates in real time and the device can double as a data collection tool for the retailer's customer experiences

Spiritleaf representatives have extensive product knowledge to help customers make informed purchases that suit their specific needs. Post-selection, the customer is invited to relax at one of the custom-designed sales bars where every product is carefully inspected. Every purchaser goes away with their cannabis in unique, child safe packaging and their information is kept on file. Customers know they need simply return to the same store should they ever have additional questions, would like a repeat purchase, or if they want to try something new.



Location

With a strong foundation, Spiritleaf plans to open corporate and franchise dispensaries across Canada in jurisdictions where it is legal to do so. As a result, a unique opportunity has presented itself for Jeff Sweetnam to open a Spiritleaf dispensary in Maple Ridge, BC. It is located on the main level in a prime spot with 20 feet of frontage to maximize exposure and under Jeff Sweetnam's leadership the location and opportunity will be met with great success.

**Maple Ridge, BC**

- **GROWING POPULATION:** There are about 83000 people in the trade area. The City enjoys an area growth rate of 8.2% with forecasts for the population to double by 2026.
- **AFFLUENT DEMOGRAPHICS:** Household Income in the City of Maple Ridge's primary trade area is \$93,000, as compared to BC average: \$81,595.
- **LOW COSTS:** The City has a low lease rate in comparison to the rest of the Lower Mainland and will enable us to have an efficient business with low overhead.

SPIRIT LEAF INC. is a sophisticated and well-run organization with extensive cannabis, retail and franchise experience. Through the leadership of Darren Bondar who has an undergraduate degree from the University of Western Ontario, a Masters in Business Administration from the University of Alberta and 20 years of extensive management, retail and franchise experience, Darren is committed to ensuring the success of each Spirit Leaf franchise that is opened.

The Spiritleaf franchise system is supported by a staff which includes a CFO, Financial Controller, Legal Counsel, Director of Marketing, National Sales Manager, Operations Manager and other dedicated support staff.

Coupled with Jeff Sweetnam's previous experience, drive and pride of ownership, the Maple Ridge dispensary will flourish under their collective leadership.

Products and Service

Spiritleaf dispensaries will stock a wide variety of cannabis flower strains and oils which will make up 90% of the sales. Related accessories such as rolling papers, vaporizers, branded materials will complement the brand and provide a convenient service for our customers.

We have relationships with producers and will sell a variety of strains and products exclusive to our stores.

CARPE DIEM

Perfect for seizing the day! This strain produces an uplifting, energetic experience. A clearheaded high makes this sativa ideal for creativity and socializing.

UPLIFT

Hybrid "best of both worlds" combo of both sativa and indica. It's a strain with the perfect balance of relaxed energy for an enhanced mood any time of day. Great for socializing or just unwinding at home.

ZEN

Known for its deep calming properties, this indica strain is the perfect nightcap. Great for ease of mind and body stress, pain relief and insomnia.

RENEW

Ideal for headaches and pain relief. CBD dominant which makes it the best therapeutic strain to relax the body with minimal side effects or high. Works great if you want the healing benefits of cannabis without any feeling of inebriety.

We have also developed a custom branded and unique disposable vaporizer for those customers that don't like to smoke.

OUR VAPORIZER

The Spirit Joint Disposable Vaporizer



Our marquee product. One of the most discreet, disposable vaporizers on the market. 150 puffs of pure C02 cannabis oil. No smell, no lighter, no charging, no prep, no hassle.



No paper

No lighter

No butane

No propane

No smell

No matches

No charging

No roaches

No grinding

No smoke

No filters

No hassles

We will supply the masses with the popular brands they've heard about and are excited to try.



KIVA



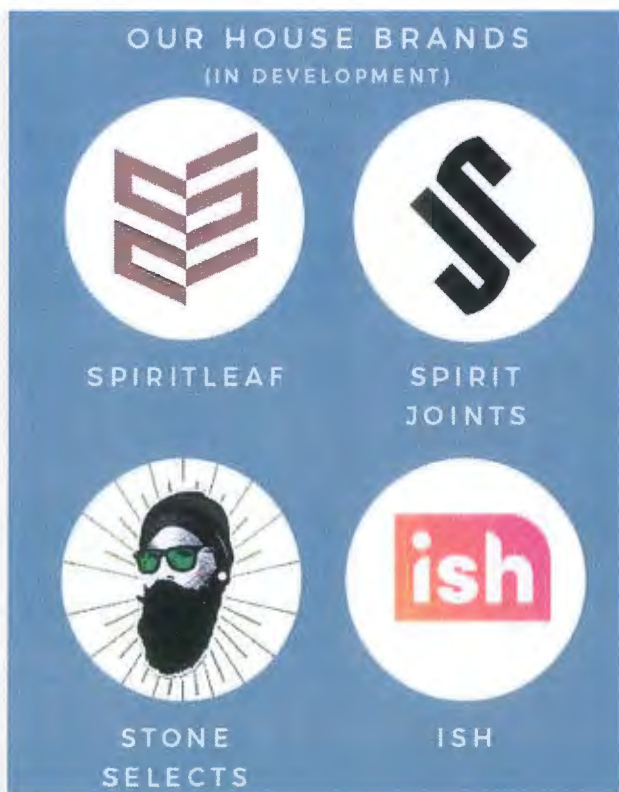
WILLIE'S
RESERVE

while Supporting local growers, their brands and values by telling their stories (from farm to token).



W
Wheaton

We have developed our own house brands that are exclusive to our stores and specific for local markets.



**We source,
create and
curate quality
cannabis
brands.**

Our stores will sell well-designed, high quality merchandise and accessories made by artisans.



Ball Hat
\$35.00



Blazin' Coffee Mug
\$20.00



Canvas Stash Bag
\$20.00



H2GO Bottle
\$20.00



Hologram Sticker
\$4.00



Knit Beanie
\$35.00



Matte Logo Sticker
\$2.50



Men's Short Sleeve Tee
\$25.00



Rider Beanie
\$35.00



Transparent Logo Sticker
\$3.00



Unisex Sweater
\$79.00



Unisex Zip Hoodie
\$79.00



Women's Short Sleeve Fitted Tee
\$30.00



Women's Short Sleeve Fitted Tee
\$30.00



Women's Short Sleeve Tee
\$30.00

Supply Chain

Spiritleaf has formed relationships with several of the biggest licensed producers in Canada. The supply chain is further strengthened by the company's relationship and formal agreements with Cannabis Wheaton which will provide each franchise owner with the cannabis products required to ensure that their shelves are stocked. As a result of this agreement and others, franchise owners are in a strong position knowing that they will have available inventory and can focus on sales and growing their businesses.

The Target Audience

Spiritleaf values an inclusionary approach to the recreational cannabis retail experience: its stores will offer an impressive selection of products, knowledgeable staff and a welcoming and comfortable environment. Spiritleaf is focused on attracting customers in the 25 to 65-year-old demographic who may have experience with cannabis as medical patients or previously as recreational users.



We have created a modern retail model that offers legitimacy, reputability, professionalism and a feeling of confidence so that everyone from the senior citizen to the executive to the cannabis connoisseur can have an enjoyable experience.

Technology & Compliance

Spiritleaf has chosen Cova as its system-wide POS provider. Cova is the world's most advanced cannabis retail software. Some highlights of Cova include: ID scanner, offline mode feature ensuring it never goes down, budtender mobility within the store, quick and detailed reports (i.e., top products, best customers), employee permissions to prevent fraud, track cash and detect discrepancies. But perhaps most important and impressive is Cova's mistake-proof design that helps ensure compliance with regulations.

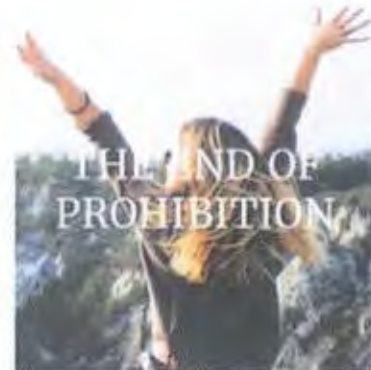
In addition to POS technology, the franchisor has chosen vendors for accounting, payroll and payment processing and will work with franchisees to onboard them onto these systems. This will ensure that the store owners are spending their time planning and building their businesses rather than spending valuable time and bandwidth researching and testing the many options that exist.

The Competitors

There will be many different competitors in the marketplace. From medical clinics who have positioned themselves as medical experts, head shops, vertically integrated cannabis companies and other independents and chains, it is expected that the recreational cannabis space will be very competitive. Spiritleaf must maintain its focus on being an elevated and differentiated dispensary to ensure it is the industry leader and its most recognized brand.

Marketing and Promotions

Spiritleaf will attract its customers through highly focused marketing campaigns that are educational, lifestyle and content oriented.



The company's many advertising media — digital, social media, event sponsorship, print advertising and charitable affiliations —all help to promote the company, raise awareness, increase sales and reach its target customer. Most importantly, Spiritleaf is focused on building a loyal cult-like following to ensure maximum potency when delivering our unique brand personality and offering. We are committed to following the common traits of some of the most admired brands out there¹.

Be Remarkable.

Delivers the extraordinary.

Cult brands don't buy impressions, they make them. We help brands become truly remarkable, diverting mass media budgets toward more engaging activities that drive affinity and word-of-mouth advocacy.

Have Purpose.

Be driven by a powerful belief.

Cult brands get customers to not just buy, but to buy into their noble cause. We help brands find and convey their "why", so they can also bribe customers with points and discounts, and start winning their hearts.

Be Inspirational.

Inspire from the inside out.

Cult brands invest in indoctrinating employees with their beliefs and values. We work with CMOs to improve their brand culture, and to harness human resources as their most powerful branding tool.

Be Relatable.

Brands are not real people.

Cult brands behave like people, and represent aspirational human characteristics. We assess all brand/customer touchpoints and look for ways to insert more personality and humanity.

Be Involved.

Shut up and listen for a change.

Mediocre brands scream via mass media. Cult brands shut up and listen. We help clients learn how to collect and value customer input and systematize processes of co-creation.

Be Pervasive.

Cult brands are everywhere.

Cult brands extend their reach into non-traditional channels (i.e. Lego movie, Marvel Comics mobile app). We help brands come to life in complementary ways beyond their core offering.

With the opening of new locations, all corporate owned and franchised owned stores contribute 1% of their annual sales to a marketing fund that will continue to work towards targeting existing and potential Spiritleaf customers. It is anticipated that the Franchisor will spend \$1m to 2.5m/year promoting the Spiritleaf brand.

¹ <http://cultideas.com/philosophy>

Further, it is expected that each location will also spend additional dollars towards attracting and retaining local customers in their communities.

SPIRITLEAF BUILDOUT COSTS

Below is the breakdown of build-out Costs

Description of Costs	AMOUNT
FRANCHISE FEE	\$ 25,000
DESIGN & PERMIT FEES	\$ 10,000
LEASEHOLD IMPROVEMENTS	\$ 80,000
Mechanical & HVAC	
Electrical	
Drywall - Interior & bulkheads	
Plumbing	
Flooring	
Paint	
Glazing (Glass)	
Grill/Sliding Door	
Lighting	
Ceiling Treatments	
SIGNAGE	\$ 5,000
STORE FIXTURES	\$ 25,000
Custom Millwork Towers and Fixtures	
Technology & Security Package	\$15,000
1 x stereo amp	
1 x 5CD player and/or Music player	
1 x 42" Screen TV	
1 x Video Camera Solutions	
3 X Digital Menu Boards	
1 x Discovery Kiosk	
POS SYSTEM & 3 Computers, Monitors, Scanners,	\$5,000
Receipt Printers, Label Printers	
OTHER	
WORKING CAPITAL	\$30,000
INVENTORY	\$70,000
TOTAL	\$265,000

Financing Requirement

The total investment for 1151761 BC LTD to open this dispensary location and provide the company with sufficient working capital is \$265,000. The Shareholders will invest \$300,000 in cash and equity and will use it to pay for items like franchise fees, design fees, permit applications, professional fees, inventory and working capital. They will apply for a \$125,000 term loan under the Government of Canada's small business financing program to purchase the leasehold improvements, computer equipment, store fixtures and other capital costs. The loan will be amortized and repaid over 60 months.

Projected Income Statements

Pro-forma income statement for the first full year of operations is based on projected sales & rent figure. The projections illustrate that the stores will be profitable and will increase in revenues over time. They are included in a separate attachment.

Our Competitive Advantage

For Spiritleaf to succeed, numerous key success factors must be considered including: location, differentiation; overhead, franchise strength, name and brand recognition and the capitalization of its unique concept.

REALESTATE

We work with a team of commercial leasing professionals to obtain the optimal settings and exposure possible to help ensure each store's success while simultaneously building the national brand. Spiritleaf Maple Ridge is in an extremely high profile location which generates strong traffic and will undoubtedly contribute to a profitable level of sales.

INFRASTRUCTURE

Having the infrastructure of a franchise system in place that includes a CEO, CFO, financial controller, operations manager, marketing and customer service team provides a significant competitive advantage that independent operators are unable to compete with.

SECURITY

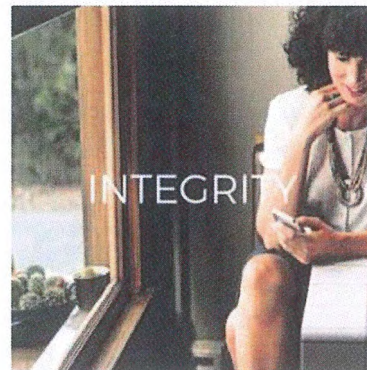
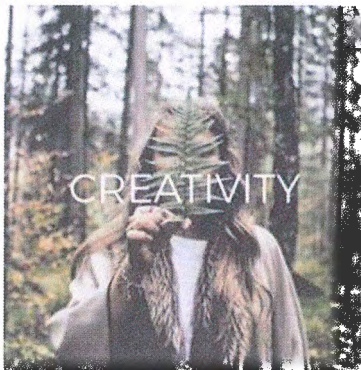
Spiritleaf has engaged a firm of security professionals to choose and implement the crime prevention through environmental design strategy (CPTED) as well as other security requirements that will mitigate the risks inherent in retail and a product such as cannabis.

PRODUCTS

One of the benefits of owning a Spiritleaf store is the competitive advantage that comes along with full access to the premium, lab tested cannabis and house brands. Spiritleaf differentiates itself from the competition through distinct, high-quality, and brand-recognized products. With higher margin custom product lines that are not carried anywhere else, but that sit alongside familiar brand names which provide confidence and familiarity, Spiritleaf's merchandising strategy will be effective and resonate with customers.

MARKETING & BRANDING

Spiritleaf Inc. will provide all stores in its franchise system with extraordinary marketing materials and strategies to help them become profitable and increase market share. Spiritleaf ensures its retail concept stays viable through continual market research, technical and marketing improvements, competitive analyses and well-defined strategies for growth. Finally, for long-term growth and stability, Spiritleaf must attract and retain customers, and become "the dispensary" where people should go to purchase their cannabis. This will continue to be accomplished through word-of-mouth referrals, advertising, the maintenance of a customer database for loyalty recognition, and through specialized, personal service.



TRAINING & SUPPORT

All franchise partners attend a comprehensive five-day training program at Spiritleaf's head office. They receive an up-to-date operating manual to prepare for all aspects of the business. In addition, Spiritleaf is pleased to partner with Lift to offer extensive training to our retail staff. This includes:

- A mandatory minimum certification for employees within Spiritleaf's cannabis retail stores
- An engagement whereby Lift develops a custom certification program for the retailer by leveraging Lift's extensive industry network (MADD Canada, researchers, doctors, retail experts) and unique datasets, which will be a turnkey solution to:
 - i) create standardized communications around cannabis sales, safety, and uses and
 - ii) comply with the province's eventual advertising and service framework.

Annual meetings are held across Canada and we pride ourselves on providing regular announcements and corporate support which are essential to keep our franchisees ahead of the industry curve and ensure Spiritleaf maintains its position as a leading brand.

SOFT OPENING AND GRAND OPENING

The franchisor will be opening the flagship store two months in advance of any franchise stores. This will allow the franchisor staff the ability to gain the experience that comes from opening a store in a new industry and work out the kinks so that the franchise stores can leverage from this experience and have a smoother opening. Individual stores will soft-open a few days in advance of the grand opening to allow for trained staff to perform a preliminary run of operating the store and serving customers using the technologies and best practices adopted.

SOCIAL RESPONSIBILITY

Spiritleaf will comply with all regulatory requirements related to responsible cannabis consumption and is developing consumer education and programs related but not limited to:

- The dangers of driving after consuming cannabis
- Education and awareness strategies
- Youth deterrence to cannabis
- Corporate social responsibility
- Harm-mitigation initiatives

The company takes the social responsibility role very seriously.

Conclusion

The legalization of recreational cannabis in Canada is a once in a generation opportunity. By being part of the founding members group of Spiritleaf franchise owners and applying our own personal skills, hard work and dedication to Spiritleaf -Maple Ridge, 1151761 BC LTD is well positioned for success. Dispensaries in some of the original legalized states in Seattle & Colorado have illustrated sales in excess of \$7,000/square foot. By being a first mover, partnering with a collective of franchise owners to create an iconic and nationally recognized brand that customers will seek out for their personal preferences offers a very significant competitive advantage.

The business fundamentals, revenue potential, strength and experience of all partners involved will ensure that the hurdles and challenges that are sure to present themselves are overcome and we will be proud owners of Spiritleaf for many years to come.





SPIRITLEAF

COMMUNITY RELATIONS

DISCLAIMER

IMPORTANT: INVESTING IN A SPIRIT LEAF FRANCHISE IS SPECULATIVE.

AS OF THE DATE OF THE DISCLOSURE DOCUMENT, IT IS NOT LEGAL IN CANADA TO OPERATE A DISPENSARY WHICH OFFERS CANNABIS PRODUCTS (RECREATIONAL OR MEDICINAL) FOR SALE. THE FEDERAL GOVERNMENT OF CANADA HAS ANNOUNCED THAT THE SALE OF CANNABIS WILL BE LEGALIZED AND REGULATED AS OF JULY 1, 2018.

SPIRIT LEAF INC. WILL NOT PERMIT ANY OF ITS FRANCHISEES TO OPEN A SPIRIT LEAF FRANCHISED BUSINESS UNTIL SUCH TIME AS THE OPERATION OF THAT BUSINESS IS LEGAL WITHIN THE PROVINCE WHERE SUCH BUSINESS IS PROPOSED TO BE OPERATED. THE PURPOSE OF PROVIDING YOU WITH THIS DISCLOSURE DOCUMENT AND ENTERING INTO A FRANCHISE AGREEMENT WITH YOU IS TO DEVELOP A NETWORK OF SPIRIT LEAF FRANCHISEES WHO ARE READY TO COMMENCE OPERATIONS IF AND WHEN IT IS LEGAL TO DO SO.

AS A RESULT, IN THE EVENT THAT THE REGULATORY FRAMEWORK IN YOUR PROVINCE PROHIBITS YOU FROM SELLING CANNABIS PRODUCTS AS OF JUNE 30, 2019, YOU WILL BE REFUNDED 80% OF YOUR INITIAL FRANCHISE FEE AND YOUR FRANCHISE AGREEMENT WILL BE TERMINATED.

SINCE THE REGULATORY FRAMEWORK FOR OPERATING A CANNABIS DISPENSARY IN YOUR PROVINCE IS NOT YET KNOWN, AN INVESTMENT IN A SPIRIT LEAF BUSINESS IS RISKY. THERE CAN BE NO ASSURANCE THAT YOU WILL BE GRANTED A LICENSE, REGISTRATION OR OTHER PERMISSION TO SELL CANNABIS PRODUCTS. SHOULD A REGULATORY AUTHORITY NOT GRANT YOU AUTHORIZATION TO SELL CANNABIS PRODUCTS, YOU WILL BE UNABLE TO OPERATE A SPIRIT LEAF BUSINESS.

THE ACTIVITIES OF ANY BUSINESS ENGAGING IN THE SALE OF CANNABIS PRODUCTS WILL BE SUBJECT TO INTENSE REGULATION BY GOVERNMENTAL AUTHORITIES. SPIRIT LEAF INC. CANNOT PREDICT WHETHER YOU WILL BE PERMITTED TO SELL CANNABIS PRODUCTS, OR THE TIME OR COST REQUIRED IN ORDER TO SECURE ALL APPROPRIATE REGULATORY APPROVALS FOR THE SALE OF CANNABIS PRODUCTS. ANY DELAYS IN OBTAINING, OR FAILURE TO OBTAIN REGULATORY APPROVALS, WOULD SIGNIFICANTLY DELAY THE DEVELOPMENT OF MARKETS AND PRODUCTS AND COULD HAVE A MATERIAL ADVERSE EFFECT ON THE SPIRIT LEAF BUSINESS AND FINANCIAL CONDITION OF SPIRIT LEAF INC. AND ITS FRANCHISEES.

THE SPIRIT LEAF BUSINESS MODEL IS DEPENDENT ON FEDERAL AND PROVINCIAL LAWS PERTAINING TO THE MARIJUANA INDUSTRY WHICH ARE NOT YET KNOWN. ANY NUMBER OF FACTORS COULD SLOW OR HALT PROGRESS IN THIS AREA, NOR IS PROGRESS EVEN ASSURED. A VIOLATION OF ANY SUCH LAWS BY ANY OF OUR FRANCHISEES COULD DISRUPT OUR ENTIRE BUSINESS AND RESULT IN A MATERIAL ADVERSE EFFECT TO OUR AND YOUR OPERATIONS.

IN ADDITION, WE CANNOT PREDICT THE NATURE OF ANY FUTURE LAWS, REGULATIONS, INTERPRETATIONS OR APPLICATIONS, AND IT IS POSSIBLE THAT REGULATIONS MAY BE ENACTED IN THE FUTURE THAT WILL BE DIRECTLY APPLICABLE TO OUR AND YOUR BUSINESSES. TO THAT END, WE HAVE HIGHLIGHTED IN BOLD FONT THOSE TERMS CONTAINED IN THIS DISCLOSURE DOCUMENT WHICH ARE LIKELY TO BE SUBJECT TO CHANGE ONCE A REGULATORY FRAMEWORK IN YOUR PROVINCE IS SETTLED UPON.

YOU SHOULD ALSO BE AWARE THAT AS A DISTRIBUTOR OF CANNABIS PRODUCTS, YOU MAY FACE AN INHERENT RISK OF EXPOSURE TO PRODUCT LIABILITY CLAIMS, REGULATORY ACTION AND LITIGATION IF THE PRODUCTS WHICH YOU SELL ARE ALLEGED TO HAVE CAUSED LOSS, INJURY OR ILLNESS. WE CANNOT PREDICT AT THIS TIME WHETHER INSURANCE POLICIES WILL BE AVAILABLE WHICH WILL COVER THE OPERATION OF YOUR SPIRIT LEAF BUSINESS AND ANY LIABILITIES THAT MAY ARISE AS A RESULT OF THE ABOVE-NOTED RISKS, OR THE COST OF ANY SUCH POLICIES.

A photograph of a group of people celebrating. In the foreground, two people are smiling and holding lit sparklers. In the background, a large red balloon is visible, and another person is holding a sparkler. The scene is dimly lit, with the primary light sources being the sparklers and the balloon.

THE END OF PROHIBITION

The start of
something
incredible.



THE FUTURE LEADING CANNABIS RETAILER AND FRANCHISOR

Cannabis has been illegal in Canada since 1923. Now all that has changed. With the legalization of cannabis in Canada comes the opportunity to support & enrich our communities in a new way.



THE SPIRITLEAF BRAND

Spiritleaf values an inclusionary approach to the recreational cannabis retail experience, while being a positive addition to the local community: its stores will offer knowledgeable staff with extensive safety and product training, a welcoming, safe and comfortable environment and an impressive selection of products.



We have created a modern retail model that offers legitimacy, reputability, professionalism and a feeling of confidence, with over 200 locations across Canada in various stages of development.



OUR VALUES

Culture

Our priority is to not only be accepted by the cannabis community, but embraced by it. We view our customers as guests, and our goal is to exceed their expectations and make every visit a memorable and informative experience.

Experience

Cannabis has played a vital role in our lives well before legalization. We've followed cannabis trends and our brand is born out of this passion with Spiritleaf, we will be cannabis curators as well as educators.

Creativity

The cannabis industry has always pushed boundaries, challenged perceptions and attracted creative types. We encourage people to live life according to their terms, regardless of norms or stereotypes. It's how culture evolves, and creates new ways of thinking.

Integrity

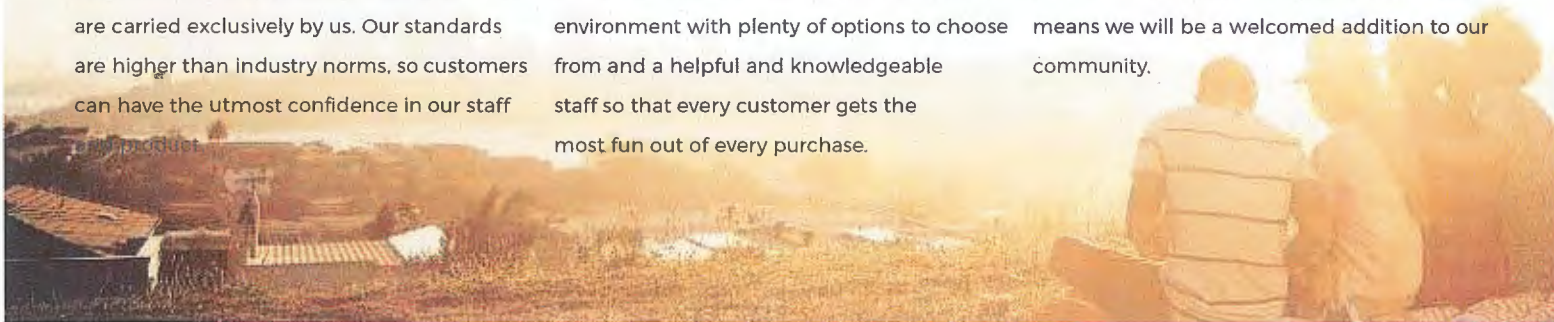
We pride ourselves on hiring only passionate, knowledgeable staff and offer an impressive selection of quality products – some of which are carried exclusively by us. Our standards are higher than industry norms, so customers can have the utmost confidence in our staff and product.

Fun

Everything about the cannabis experience should be enjoyable, including the purchase. We've created a welcoming and comfortable environment with plenty of options to choose from and a helpful and knowledgeable staff so that every customer gets the most fun out of every purchase.

Community

We have deep roots in our community and we want them to grow. Our commitment to public and consumer safety with legalization means we will be a welcomed addition to our community.



INTRODUCING SPIRITLEAF

The vision is to be the #1 retail cannabis chain in Canada.



STRICTLY PRIVATE AND CONFIDENTIAL

OUR LOGO



SPIRITLEAF
INITIALS

+



TEXTURE
OF A LEAF

+



A CHANGE OF
PERSPECTIVE



STRICTLY PRIVATE AND CONFIDENTIAL

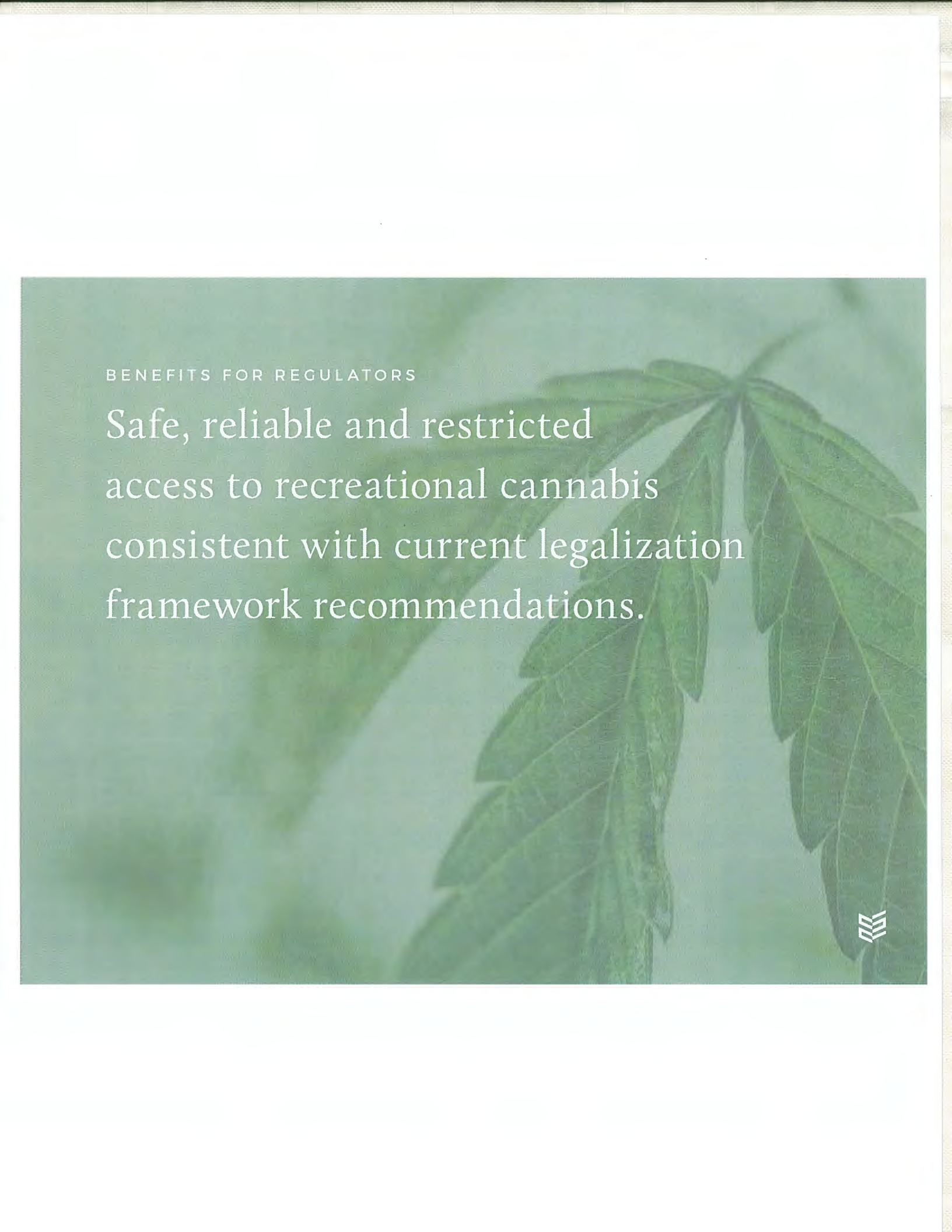
RETAIL INTERIOR
Flagship Location



STRICTLY PRIVATE AND CONFIDENTIAL

RETAIL INTERIOR
Flagship Location



The background of the page is a close-up photograph of green cannabis leaves. The leaves are serrated and have a prominent vein structure. They are slightly out of focus, creating a soft, naturalistic texture. The lighting is even, highlighting the vibrant green color of the foliage.

BENEFITS FOR REGULATORS

Safe, reliable and restricted
access to recreational cannabis
consistent with current legalization
framework recommendations.





BENEFITS FOR LOCAL AND REGIONAL BUSINESSES

Opportunities for success-driven
entrepreneurs across Canada,
supporting local businesses
and growers.



A photograph of a large group of people sitting on a grassy hill, looking out over a city at sunset. The scene is peaceful and communal, with people of various ages and backgrounds gathered together. The sun is low on the horizon, casting a warm glow over the scene. The city skyline is visible in the distance, with buildings and trees silhouetted against the sky. The overall mood is one of community and shared experience.

BENEFITS FOR COMMUNITIES AND CUSTOMERS

Dispensaries are operated by independent local entrepreneurs who are invested socially and financially in their communities.



STRATEGIC PARTNERSHIPS

Working with some of the best
companies in the cannabis industry.

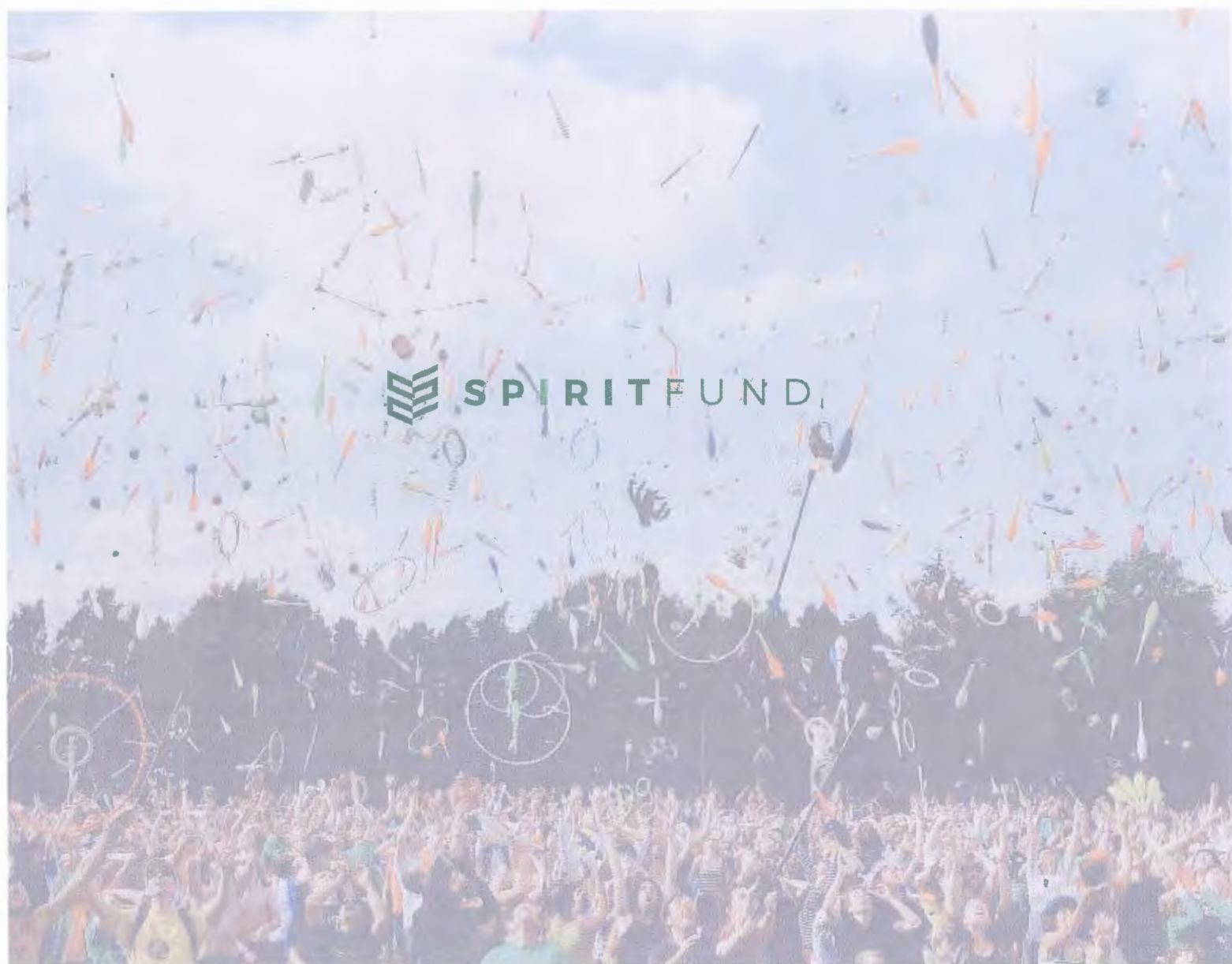
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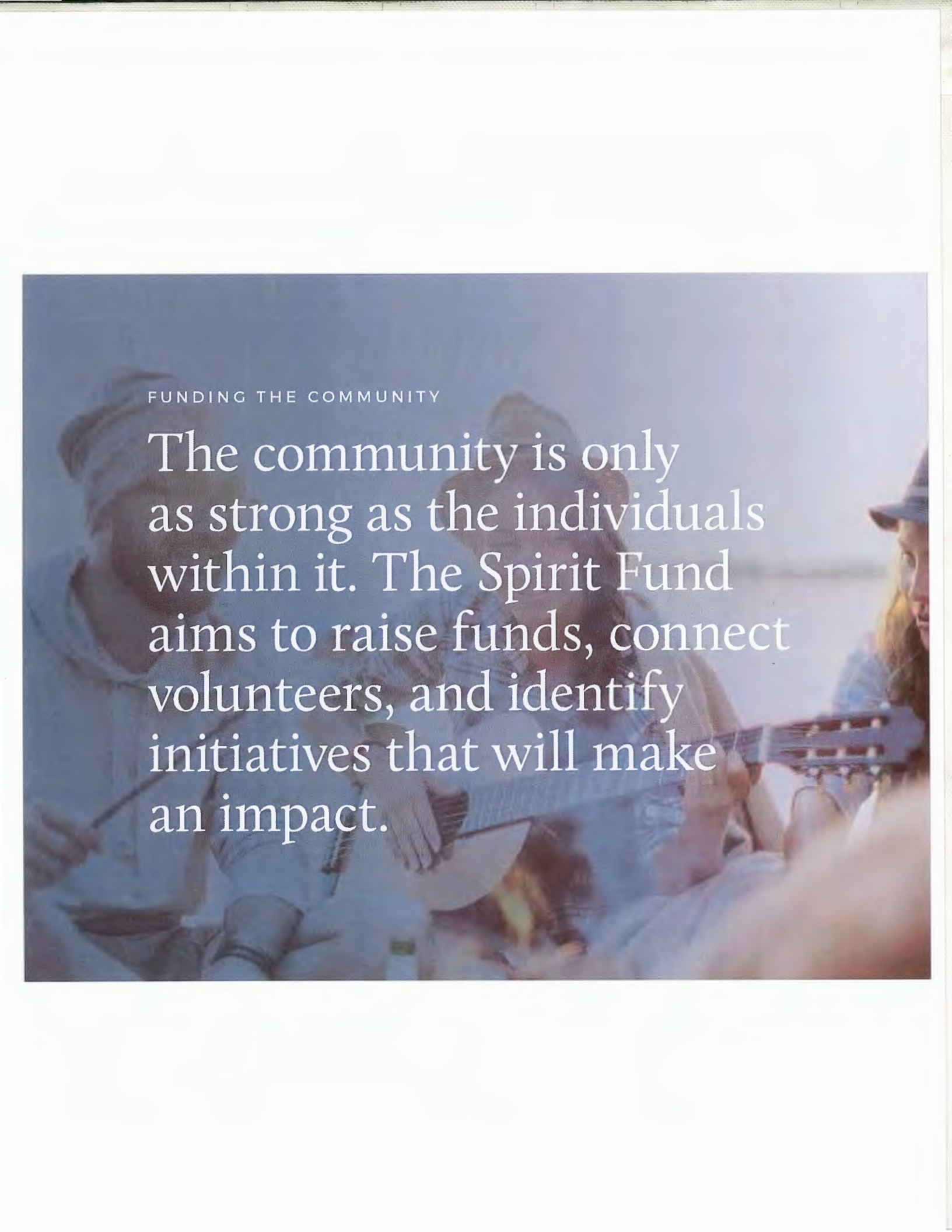
Lift&co



HIGH TIMES



SPIRIT FUND

A photograph of a group of people gathered around a campfire at night. The scene is dimly lit, with the primary light source being the warm glow of the fire. Several individuals are visible, some wearing hats and casual clothing. One person in the foreground is playing a guitar, and another is holding a harmonica. The background is dark, suggesting a wooded or outdoor setting. The overall mood is communal and peaceful.

FUNDING THE COMMUNITY

The community is only as strong as the individuals within it. The Spirit Fund aims to raise funds, connect volunteers, and identify initiatives that will make an impact.

WHAT WE AIM TO DO

The Spirit Fund's ultimate goal is to educate, support and inspire.



EDUCATE

We work hard to build trust and share our knowledge about the topics we are passionate about.



SUPPORT

We are dedicated to supporting our communities through music, art & culture sponsorships.



INSPIRE

We encourage individuals within our communities to live more mindfully.



**The Gord Downie
& CHANIE WENJACK FUND**

The Spirit Fund is honoured to be a founding supporter of the Gord Downie & Chanie Wenjack Foundation (DWF) and has committed \$25,000 in support.

WITH A RECONCILIATION MOVEMENT STARTING ACROSS CANADA, THE FOUNDATION AIMS TO BECOME A FUNDAMENTAL ELEMENT IN CREATING SOCIAL AND SYSTEMIC CHANGE.

The DWF is committed to improving the lives of Indigenous persons. The goal is to continue conversations beginning with Chanie Wenjack's residential school story, and to aid our collective reconciliation journey. It is an opportunity to facilitate safe conversations about our shared history as Canadians to build positive relationships between Indigenous and non-Indigenous people.





GET INVOLVED

We will provide support in the form of sponsorships, donations, and endowments.



**COMMUNITIES
SERVED**

The Spirit Fund contributes time and funds to the communities and neighbourhoods closest to home.



**VOLUNTEERS
SOURCED**

Our owners, employees and families volunteer and engage in roles and initiatives in the communities where we work.



**PROJECTS
SUPPORTED**

We are proud to support various projects and causes within our communities through sponsorship funding.

OUR PURPOSE

RAISE PROFILE

To raise the profile of both the Spiritleaf brand and the Spirit Fund.

BECOME LEADERS

To position Spiritleaf & the Spirit Fund as leaders in the cannabis industry.

DEMONSTRATE COMMITMENT

To demonstrate a commitment to public and community safety.

RESPONSIBLE CONSUMPTION

To advocate responsible consumption of cannabis

POSITIVE EXPERIENCE

To promote an intentional and positive experience with cannabis.

Executive Team

Darren Bondar

PRESIDENT & CEO

Cecil Horwitz

VP & BUSINESS DEVELOPMENT

Jeremy Lee

FINANCIAL CONTROLLER

Courtney Richer

FRANCHISE RELATIONS

Christine Kitz

OPERATIONS MANAGER

Alisa Kuzmina

CREATIVE MANAGER

Kelly Gibson

CONTENT CREATOR

AND CONFIDENTIAL

Advisory Firms

ATB

FINANCIAL SERVICES

Marino Group

REAL ESTATE

Burstall Winger Zammit LLP

LEGAL - CORPORATE

MNP

ACCOUNTING

Dale Lessmann

LEGAL - FRANCHISE

FLIPP Advertising

BRANDING & MARKETING



STRICTLY PRIVATE AND CONFIDENTIAL

Board of Directors

David B. Margolus

Counsel to, and former Managing Partner of Witten LLP. David served on the boards of the Edmonton Regional Airports Authority and TSX-listed liquor stores N.A. Ltd., PowerComm Inc. and XS Cargo Income Fund. He holds a Bachelor of Arts and a Bachelor of Laws Degree from the University of Alberta, and Directors Education Program of the Institute of Corporate Directors.

Craig Steinberg

Most recently a partner in Miller Thomson LLP's banking and real estate group. >10 years experience as a private mortgage banker and corporate counsel to a private lender. Law Society of Alberta, Canadian Bar Association and Real Estate Council of Alberta member.

Larry Wosk

Larry Wosk has been lecturing at the Sauder School of Business at UBC for over 15 years. His areas of concentration are strategic management, international business, real estate, and marketing. Larry commenced his teaching career after working for over 27 years as a senior manager, President and CEO in several industries including retail, real estate development, hospitality and consulting.

Christopher Gulka

CPA and CFA with >26 years of business experience. President of Working Capital Corporation since 1999 and former financial analyst at the Alberta Securities Commission. Founder and former CFO and director of Passport Energy Ltd., and prior thereto, the CFO of Rochester Energy Corp.

Jeff Tung, CFA

Jeff is the CFO & COO at Cannabis Wheaton. He has managed more than USD \$3 billion of deals in the telecom, banking, insurance and technology industries. Prior to joining Wheaton, Jeff was the co-founder of CPS Management Partners, where he led the acquisition of multiple businesses in the insurance administration industry. Under his leadership, CPS Management Partners and its portfolio companies became the largest workers' compensation claims administrator in Canada, returning IRRs in excess of 50% to investors.

TO:	His Worship Mayor Michael Morden and Members of Council	MEETING DATE:	May 7, 2019
FROM:	Chief Administrative Officer	FILE NO:	2193274
SUBJECT:	Award of Contract for Maple Ridge Secondary School Track Facility Upgrades Design Services	MEETING:	CoW

EXECUTIVE SUMMARY:

The proposed upgrades to the track and field facility at Maple Ridge Secondary School (MRSS) is one of the Parks, Recreation & Culture infrastructure priorities which were approved to proceed as part of the Alternate Approval Process after significant community consultation. These proposed upgrades include providing lighting for the track, additional covered spectator seating capacity and changerooms/washrooms as well as a competition field throw facility to meet the community's desire for an improved athletics facility and better support the many sporting events held at this site. Further consultation with stakeholders, the School District and the community will be undertaken through the detailed design stage. The upgrades, anticipated to be complete by summer 2020, will also help prepare this venue for the BC Summer Games to be hosted in our community.

RECOMMENDATION:

That Contract RFP-PL19-31: Consulting Services for the detailed design for Maple Ridge Secondary School Track Facility Improvements be awarded to Simcic + Uhrich Architects in the amount of \$166,720 excluding taxes; and that a contingency of \$25,000 be authorized; and further,

That the Corporate Officer be authorized to execute the contract.

DISCUSSION:

a) Background Context:

A Request for Proposal (RFP-PL19-31) for architectural design services for the proposed MRSS Track Facility Upgrades including covered bleachers, a changeroom/washroom facility and the running track lighting was issued on March 21, 2019 and four proposal submissions were received. Staff evaluated the proposals and recommend that the architectural design services work be awarded to the proposal that provides the City with the best overall value, received from Simcic + Uhrich Architects in the amount of \$166,720 excluding taxes. Council approval to award the contract is required for the work to proceed.

b) Desired Outcome:

The desired outcome is to move forward with the development of parks and recreation infrastructure projects to meet the demands of our rapidly growing community and provide

enhanced opportunities for citizens to engage in activities that promote an active, healthy lifestyle and community wellbeing.

c) Citizen/Customer Implications

Community sports groups and neighbourhood residents will benefit from the track lighting which will enable fitness walkers and runners to use the facility through the evening hours during the winter months; the covered spectator seating which will support the many events held at this facility; and changerooms/washrooms for both participants and spectators.

d) Strategic Alignment:

The MRSS Track Facility Improvements project is one of a number of Parks, Recreation & Culture current infrastructure priorities.

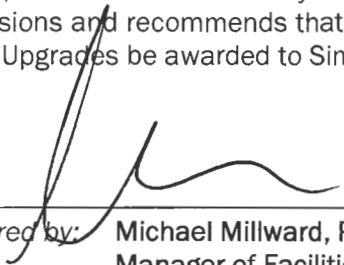
e) Business Plan/Financial Implications:

Submissions from four proponents were received, with the total proposed prices (excluding taxes) ranging from a low of \$166,720 to a high of \$294,044. Each submission was evaluated in accordance with the published evaluation criteria and after concluding this evaluation, staff identified that the submission from Simcic + Uhrich Architects provides the best value to the City for the detailed design specific to MRSS Track Facility Improvements.

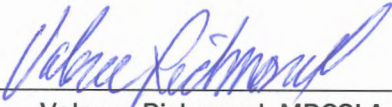
Total project funding from approved borrowing is included in the Adopted Financial Plan for the design and construction of the MRSS track facility upgrades. Architectural Design Services in the amount of \$166,720 along with a contingency of \$25,000 is within the allowance for this component of the total project budget.

CONCLUSION:

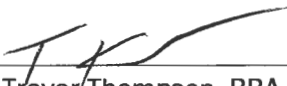
The Maple Ridge Secondary School track facility upgrades will provide an enhanced facility for park patrons, as well as community and school sporting groups. Staff is satisfied with the proposal submissions and recommends that the contract for architectural design services for the MRSS Track Facility Upgrades be awarded to Simcic + Uhrich Architects to enable the project to proceed.



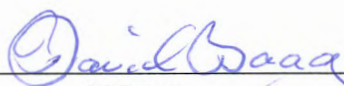
Prepared by: Michael Millward, PE
Manager of Facilities Operations



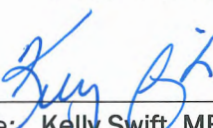
Reviewed by: Valoree Richmond, MBCSLA
Acting Director of Parks & Facilities



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



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



Concurrence: Kelly Swift, MBA
Acting Chief Administrative Officer

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Award of Contract for Hammond Community Centre Renovation Design Services

MEETING DATE: May 7, 2019
FILE NO: 2192936
MEETING: CoW

EXECUTIVE SUMMARY:

The proposed Hammond Community Centre renovation is one of the Parks, Recreation & Culture infrastructure priorities which were approved to proceed as part of the Alternate Approval Process after significant community consultation. The proposed work includes renovations to the community centre's lobby and lounge, daycare space and great hall along with new landscaping and terraced decking to enable visitors to enjoy a variety of refreshed indoor and outdoor amenity spaces. The existing block changeroom/washroom building in front of the community centre is proposed to be removed to improve building sightlines and appeal, as well as to provide direct and attractive access to the hall with new pathways, outdoor terrace and landscaping. The renovation concept also includes a new washroom building adjacent to the existing pool changerooms for park visitors, sports officials and participants. Further consultation with stakeholders and the community will be included in the detailed design phase. The Community Centre renovation work is anticipated to be completed in 2020.

RECOMMENDATION:

That Contract RFP-PL19-3: Consulting Services for the detailed design for Hammond Community Centre renovations be awarded to MIZA Architects Inc. in the amount of \$263,795 plus taxes and that a contingency of \$39,500 be authorized; and

That the Corporate Officer be authorized to execute the contract.

DISCUSSION:

a) Background Context:

A Request for Proposal (RFP-PL19-3) for architectural design services was issued through BC Bid on January 30, 2019 with a request in the RFP document to submit separate fee proposals for Ridge Canoe and Kayak Facility improvements and the Hammond Community Centre renovations. Submissions from nine proponents were received with separate fee proposals for both projects. The total proposed prices excluding taxes range from a low of \$185,345 to a high of \$359,762 for the Hammond project. Each submission was evaluated in accordance with the published evaluation criteria and after concluding this evaluation, staff identified the submission from MIZA Architects Inc. as the successful proponent providing the best value to the City for the scope of work specific to Hammond Community Centre renovations.

b) Desired Outcome:

The desired outcome is to move forward with the development of parks and recreation infrastructure projects to meet the demands of our rapidly growing community and provide enhanced opportunities for citizens to engage in activities that promote an active, healthy lifestyle and community wellbeing.

c) Citizen/Customer Implications

Community Centre, pool and park visitors will benefit from the building renovation and upgrades which will provide more attractive and functional spaces available for rentals and bookings along with facilities to support park and sports use.

d) Strategic Alignment:

The Hammond Community Centre upgrades renovation project is one of a number of Parks, Recreation & Culture infrastructure priorities.

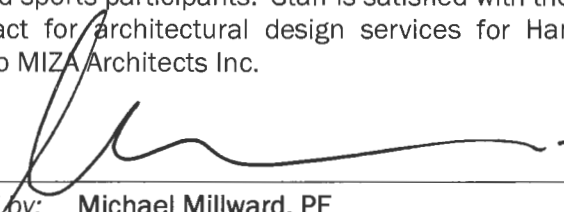
e) Business Plan/Financial Implications:

Proposals were evaluated for the Hammond Community Centre Renovation scope of work and staff recommends that the Architectural Design Services work be awarded to the proposal that provides the City with the best overall value, received from MIZA Architects Inc. in the amount of \$263,795 excluding taxes. Council approval to award the contract for the Architectural Design Services is required for the work to proceed.

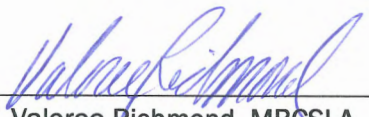
This project is funded from approved borrowing, in the Adopted Financial Plan, and includes the design services, washroom demolition, community centre lobby/hall/washroom renovations, landscaping and construction of a new washroom/changeroom facility.

CONCLUSION:

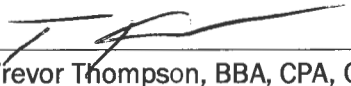
The planned Hammond Centre upgrades and new washroom facility will provide the community an enhanced facility for rentals, booking, and casual use along with facilities to better support park visitors and sports participants. Staff is satisfied with the proposal submission and recommends that the contract for architectural design services for Hammond Community Centre renovations be awarded to MIZA Architects Inc.



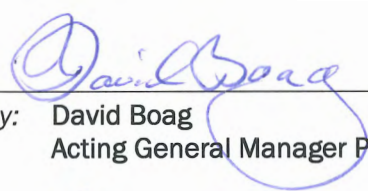
Prepared by: **Michael Millward, PE**
Manager of Facilities Operations



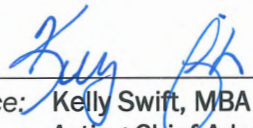
Reviewed by: **Valoree Richmond, MBCSLA**
Acting Director of Parks & Facilities



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



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



Concurrence: **Kelly Swift, MBA**
Acting Chief Administrative Officer

TO: His Worship Mayor Michael Morden
and Members of Council
MEETING DATE: May 7, 2019
FILE NO: 2193715
FROM: Chief Administrative Officer
MEETING: CoW
SUBJECT: Award of Contract for Firefighters Park Construction

EXECUTIVE SUMMARY:

The Firefighters park site, located immediately north of the Fire Hall #4 site at 238 Street and Kanaka Way, is intended to form the visual, physical and social focus of the neighbourhood. Neighbourhood consultation was initiated with the intent to develop the park in 2019 in concert with the Fire Hall development project. The park design, developed through feedback from the neighbourhood consultation process, provides for a variety of outdoor recreation opportunities including a walking/jogging trail loop, traditional playground and a water play area, open grass areas for informal sports use, a half sport court and a junior scooter play/bike track.

After detailed design and Class 'A' cost estimate was completed, an Invitation to Tender was issued for park construction and five submissions were received in response. The construction pricing received exceeds the project funding and the total project budget needs to be increased by \$133,300 to fully fund the work and to provide for a contingency. Staff recommend that the contract be awarded to the lowest compliant bid received from Cedar Crest Lands (BC) Ltd. Council approval to increase the project budget and award the contract is required for the work to proceed.

RECOMMENDATION:

That Contract ITT-PL19-01: Fire Fighters Park - Neighbourhood Park Construction be awarded to Cedar Crest Lands (BC) Ltd. in the amount of \$526,500 excluding taxes, and a contingency of \$50,000 be authorized; and,

That this project budget be increased by \$133,300 funded from the Park Development Cost Charge fund and Capital Works Reserve and that the next Financial Plan Bylaw is amended to reflect this; and further,

That the Corporate Officer be authorized to execute the contract.

DISCUSSION:

a) Background Context:

The design process included consultation with the neighbourhood to determine the preferred park amenities and an open house was held at Kanaka Creek Elementary, advertised through neighbourhood mail outs, social media, park development signage and on the City's Firefighters' Park development webpage. After the open house, the presentation materials were posted on the park development webpage, providing an opportunity for residents to

review the material at their leisure. Approximately 50 people attended the open house with a total of 54 comment sheets submitted at the event as well as online submissions received over an additional five week period. We heard that residents would like a walking/jogging trail loop, traditional playground, open grass areas for informal play and picnicking, water play area for younger children, half sport court and a junior scooter play/bike track. Respondents also highly valued the natural features within the park site. A design concept was developed from this input and then shared at a development information meeting for the Fire Hall #4 and park site rezoning on June 25, 2018 as well as online. Feedback received on the concept plan indicated a high level of support for the park concept.

Subsequently, the detailed design was completed and a 'Class A' cost estimate was prepared by the design consultant. The proposed work includes a playground, circular trail, small water play area, an informal grass field and a junior scooter/bike track as well as work needed to address the on-site concrete left from previous use, grading of the park interface to address road and boulevard grades, an erosion control and sedimentation plan predicated on a spring/summer construction period as well as tier three on-site stormwater management to provide pre-development flow rates.

Tender Evaluation:

The Invitation to Tender for the park construction works was issued through BC Bid on March 13, 2019 and closed on April 10, 2019. Five tenders were received which staff reviewed for compliance. The verified bid results are listed below from lowest to highest:

	Total Tender Price
• Cedar Crest Lands (BC) Ltd.	\$526,500
• Canadian Landscape and Civil Services Ltd.	\$547,034
• Wilco Civil Inc.	\$692,823
• TGK Irrigation Ltd.	\$782,447
• Landesign Landscape Construction (2017) Ltd.	\$841,086

Cedar Crest Lands' tendered price in the amount of \$526,500 is the lowest bid submitted. This pricing, along with a contingency of \$50,000, and soft costs of \$56,800 which includes geotechnical, survey and design work, exceeds the project funding of \$500,000. Staff recommends that Council increase the construction budget by \$133,300 to provide for the award of the construction contract and a contingency.

Cedar Crest Lands is experienced in park construction with similar projects in Coquitlam and Vancouver.

b) Desired Outcome:

The desired outcome is to provide a park for the Cottonwood East neighbourhood that includes the amenities desired by local residents, with park development commencing in June 2019 and completion targeted for October 2019.

c) Strategic Alignment:

The 2010 Parks, Recreation and Culture Master Plan contains a strategic objective to design parks that are safe and provide opportunities for a wide variety of activities, age groups, and ability levels, and keeping current with trends.

d) Citizen/Customer Implications:

This project will enhance the City's inventory of public amenities available to all citizens. Residents of this neighbourhood in particular will benefit from having outdoor recreation and social opportunities within an easy walking distance.

e) Interdepartmental Implications:

The Fire Department, Engineering department and the Environmental division were consulted during the detailed design process to ensure site servicing is to City standards and environmental concerns are addressed and that the park development complements the new Fire Hall, currently under construction to the south.

f) Business Plan/Financial Implications:

Development of Firefighters Park is a 2019 Parks & Facilities Business Plan deliverable. Funding in the amount of \$500,000 for park development which includes \$75,000 for a Scooter play element is contained within the 2019 Adopted Financial Plan and consists of \$381,000 from Development Cost Charges and \$119,000 from Reserves.

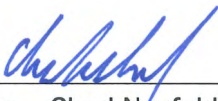
Staff recommends increasing the project funding by \$133,300, funded proportionally from Development Cost Charges in the amount of \$101,000 and Capital Works Reserve in the amount of \$32,000, to provide for construction costs of \$526,500, a contingency of \$50,000, as well as design and servicing costs of \$56,800.

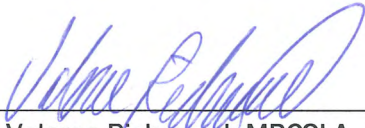
g) Alternatives:

The park could be redesigned to reduce overall construction costs to fit within the existing project funding. However, this is not recommended as there would be costs associated with the redesign, desired amenities may need to be reduced or eliminated, and construction scheduling would be significantly delayed into 2020.

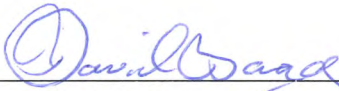
CONCLUSION:

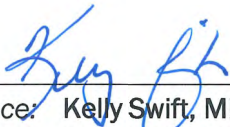
The planned development of Firefighters' Park will provide area residents with desired outdoor recreation and social opportunities within an easy walking distance. Through the neighbourhood consultation process, residents identified their desired park amenities and highly supported the design created from this input. Council approval to increase the project budget by \$133,300 and award the contract is required to enable the park to be developed this summer.


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
Acting General Manager Parks, Recreation & Culture


Concurrence: Kelly Swift, MBA
Acting Chief Administrative Officer

Attachments:

- (A) Neighbourhood Feedback Infographic
- (B) Firefighters Park Concept Plan



MAPLE RIDGE
PARKS, RECREATION
& CULTURE

WHAT WE HEARD ABOUT FIREFIGHTERS PARK

Parks, Recreation & Culture staff held a public open house on November 29, 2017 to gather neighbourhood input into park design and favoured amenities. Below you will see the results of neighbourhood consultation for the top amenities requested and how your suggestions influenced the concept plan for the park.

For more information, visit www.mapleridge.ca/1441.

1

Playgrounds
(traditional & nature)



2

Looping Trail



3

Open Lawn



4

Small Water
Play Area



5

Natural Areas



Attachment B: Firefighters Park Concept Plan

