

District of Maple Ridge

***COUNCIL WORKSHOP AGENDA***

***July 7, 2014***

***9:00 a.m.***

***Blaney Room, 1<sup>st</sup> Floor, Municipal Hall***

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

***REMINDERS***

**July 7, 2014**

Closed Council

Committee of the Whole Meeting

following Workshop

1:00 p.m.

**July 8, 2014**

Council Meeting

7:00 p.m.

1. ***ADOPTION OF THE AGENDA***
2. ***MINUTES –June 16, 2014***
3. ***PRESENTATIONS AT THE REQUEST OF COUNCIL***
4. ***UNFINISHED AND NEW BUSINESS***
  - 4.1 **Provincial Agricultural Land Commission**
    - Brian Underhill, Deputy Chief Executive Officer
  - 4.2 **Joint Leisure Services Model Review – Draft Recommendations**
    - Brian Johnson, Facilitator, Professional Environmental Recreation Consultants Ltd. (“PERC”)

#### **4.3 Proposed Hammond Area Plan Boundaries**

Staff report dated July 7, 2014 recommending that the identified Hammond Area Plan Boundaries be endorsed.

#### **4.4 Proposed Sign Bylaw No. 7008-2013**

Staff report dated July 7, 2014 recommending that Maple Ridge Sign Control Bylaw No. 7008-2013 be given first, second and third readings.

*For referral to the July 8, 2014 Council Meeting*

#### **4.5 Purchasing Policy**

Staff report dated July 7, 2014 providing information on the District of Maple Ridge Purchasing Policy.

For information only  
No motion required

*Note: Item 4.6 to be circulated separately*

#### **4.6 2014 Council Matrix**

Staff report dated July 7, 2014 recommending that the Council Matrix attached as Appendix I be adopted.

### **5. *CORRESPONDENCE***

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

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

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

#### **5.1 Ministry of Community, Sport and Cultural Development – 2014 UBCM Convention**

Letter dated June 25, 2014 from Birgit Schmidt, Manager, Client Services, Local Government Division, Ministry of Community, Sport and Cultural Development providing the 2014 Provincial Appointment Book for use in requesting meetings with provincial government staff at the 2014 UBCM Convention.

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

7. *MATTERS DEEMED EXPEDIENT*

8. *ADJOURNMENT*

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

## Rules for Holding a Closed Meeting

A part of a council meeting may be closed to the public if the subject matter being considered relates to one or more of the following:

- (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;
- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- (c) labour relations or employee negotiations;
- (d) the security of property of the municipality;
- (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;
- (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;
- (g) litigation or potential litigation affecting the municipality;
- (h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the council or a delegate of council
- (i) the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (j) information that is prohibited or information that if it were presented in a document would be prohibited from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;
- (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;
- (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report]
- (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection of subsection (2)
- (o) the consideration of whether the authority under section 91 (other persons attending closed meetings) should be exercised in relation to a council meeting.
- (p) information relating to local government participation in provincial negotiations with First Nations, where an agreement provides that the information is to be kept confidential.



## District of Maple Ridge

**TO:** His Worship Mayor Ernie Daykin  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Proposed Hammond Area Plan Boundaries

**DATE:** July 7, 2014  
**FILE NO:** 2014-009-CP  
**ATTN:** Workshop

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### EXECUTIVE SUMMARY:

On March 11, 2014 Council endorsed the Hammond Area Plan process, outlining five phases. Phase I involved preparing and distributing information for a public open house and connecting with the Hammond neighbourhood to help generate awareness of the Area Plan Process through a Hammond Community Character Photo Project.

Phase II of the Hammond Area Plan process commenced on June 5, 2014 with a public open house at the Hammond Community Centre. Approximately 120 people attended the event. Attendees were asked to provide input in a variety of ways, one being to identify where they believed the boundaries of Hammond should be for the area planning process.

The purpose of this report is to present proposed boundaries for the Hammond Area Plan for Council's endorsement. The report on the outcomes of the public open house is scheduled to be presented to Council in September 2014. Establishing Area Plan boundaries at this time will help focus the discussions with the community through the summer and fall.

### RECOMMENDATION:

**That the Hammond Area Plan Boundaries identified on Appendix B, attached to the report "Proposed Hammond Area Plan Boundaries" dated July 7, 2014, be endorsed.**

### BACKGROUND:

Council endorsed the Hammond Area Plan process on March 11, 2014 and Phase I began immediately. A process diagram was included in the Council report outlining the five phases of the area plan (see Appendix A), which identified at least one update to Council in each phase of the process. Each phase will have a specific focus, as follows:

- Phase I: Neighbourhood Context
- Phase II: Public Consultation
- Phase III: Draft Hammond Area Plan
- Phase IV: Area Plan Endorsement
- Phase V: Area Plan Approval

The intent of the Hammond Area Plan process is to work with the community to identify their needs and in what ways the area needs to evolve in order to thrive over the long-term. The final plan will contain goals, objectives, and policies aimed at achieving a vibrant Hammond community.

Phase I of the process is now complete and Phase II was launched on June 5, 2014 with the open house at the Hammond Community Centre. Approximately 120 people attended the event. The process approved by Council identified that a comprehensive report summarizing all of the outcomes of the public open house will be presented to Council in September 2014. Advancing the establishment of boundaries at this time will help to focus the ongoing community discussions through the summer and fall on the Hammond Area Plan.

### ***1) Hammond Area Plan Boundaries***

At the June 5<sup>th</sup> open house, attendees were asked to map the Area Plan boundaries. A total of 76 maps were received and posted on a wall at the open house event so attendees could view all maps completed that evening. Out of the approximately 120 people who attended, 63% took the time to complete a boundaries map.

Generally, what the maps show is that the majority of responders believe the western boundary to be Pitt Meadows, the southern boundary to be the Fraser River, the northern boundary to be Lougheed Highway and that the eastern boundary includes the Maple Ridge Golf Course. As part of the work undertaken in Phase I of the process, ten people who grew up in Hammond in the 1930's and 1940's were interviewed for a "Hammond Stories" project (see videos on #MyHammond webpage) and were shown at the public open house. The interviewees talked about their childhood days in Hammond and included stories of swimming in the Fraser River, playing in the Katzie Slough, and sliding down the hills on the golf course after a snowfall. Interestingly the locations of their stories show an alignment with the results of the community mapping project.

While the results did not show an overwhelming majority consistently identifying all four boundaries, the results of this exercise have laid the foundation for determining appropriate Area Plan boundaries for the Hammond Area Plan and generally are as follows:

#### **a) Western Boundary:**

Pitt Meadows was the most popular western border drawn in the community mapping exercise. Some boundaries excluded the Industrial Park and were drawn along Hammond Road and 113B Avenue, some others along 203<sup>rd</sup> Street, and a few others along West Street.

#### **b) Southern Boundary:**

Without exception, every map from the community mapping exercise showed the Fraser River as the southern boundary. While all the maps varied in how far north, east, and west Hammond extended, there appears to be no disagreement with the southern boundary amongst the 76 people involved with the mapping exercise.

#### **c) Northern Boundary:**

From the community mapping exercise, the northern boundaries ranged from:

- the centreline of the Lougheed Highway;

- Thorne Avenue;
- Dewdney Trunk Road;
- 116<sup>th</sup> Avenue/River Road West;
- Golden Ears Way; and
- 132<sup>nd</sup> Avenue.

d) Eastern Boundary:

The eastern boundary lines showed quite a range and no consistent boundary was apparent. However, the golf course does appear to be considered part of Hammond by 53 out of the 67 community members who participated in the mapping exercise (note this includes those maps showing only the western portion of the golf course as being part of Hammond). The eastern boundary lines drawn by the community generally ranged as follows (listed from west to east):

- 207<sup>th</sup> Street;
- Western edge of Maple Ridge Golf Course;
- 210<sup>th</sup> Street;
- Fraserview Street;
- Laity Street; and
- 216<sup>th</sup> Street.

#### **MAPPING ANALYSIS AND PROPOSED HAMMOND AREA PLAN BOUNDARIES:**

The proposed boundaries for Council consideration are attached as Appendix B with boundary lines located as follows:

- a) Western boundary: Pitt Meadows border
- b) Southern boundary: Fraser River
- c) Eastern boundary: East and north sides of golf course, east side of 20886 River Road to connect with River Road (heading west) and 207<sup>th</sup> Street (heading north)
- d) Northern boundary: North edge of urban residential and institutional land use designations

#### ***1) Analysis of Community Mapping Exercise***

The above proposed boundaries were established with the community's perspective of Hammond, but also with an analysis of what residential areas will be most impacted by the area plan process.

The selection of the western boundary of Pitt Meadows and the southern boundary of the Fraser River were fairly clear from the community mapping exercise. The eastern boundary was not as clear, except for inclusion of the golf course and as such, the analysis for residents that will be most affected by the Area Plan was used to establish the boundary line. Also used in the evaluation was a map showing where those attending the public open house live (see Appendix C), which was developed using the information from the open house sign-in sheet. Generally the map shows the majority of attendees live in the general residential area that is being proposed for the Hammond Area Plan boundaries and are likely people who "self-identify" as living in Hammond and as such chose to attend the recent open house.

The northern boundary was also not as clear cut as the western and southern boundaries. The centre line along Lougheed Highway was the most popular choice. Council is aware of other municipal planning projects currently underway that relate to the Lougheed Highway commercial corridor. The June 9, 2014 report to Council Workshop discussed work being done on future land uses along the Lougheed Highway and outlined three current projects: 1) The Commercial Industrial Strategy; 2) Transportation Plan; and 3) Rapid Bus (B-Line) Plan; that are each anticipated to have future land-use implications for this area. Recognizing and acknowledging that the commercial lands are being addressed through other planning processes, this report recommends establishing the northern boundary line along the urban residential and institutional designated lands located south (adjacent) to the commercial corridor.

The proposed Hammond Area Plan boundaries are reflective of the community mapping exercise and defensible through all of the input received to date and subsequent analysis. Additionally, the proposed boundaries are similar in scale to the other existing area plans and as such, appropriate for creating a comprehensive area plan.

#### **NEXT STEPS:**

As stated earlier, the proposed Hammond Area Plan boundaries discussion is being advanced, in order that boundary lines can be communicated to residents and the focus of the ongoing community discussion can be clarified. Online community input on the Hammond Area Plan will continue through the #MyHammond webpage until the end of September.

It is anticipated that the public consultation update, reporting out on the Hammond Area Plan open house, will be presented to Council in September 2014. This report will also include details on the “next steps” planned to conclude Phase II and start Phase III of the Area Plan process.

#### **ALTERNATIVES:**

An alternate resolution is as follows:

That different/other Hammond Area Plan boundaries be determined by Council.

#### **CONCLUSION:**

A key aspect of the Hammond Area Plan process has been to engage the community at the outset and continue to keep them engaged throughout. Various initiatives were undertaken in Phase I towards this goal and in Phase II there will be more opportunity for engagement and input. With this, it is important to build upon the foundational layers with more in-depth community discussion. Identifying boundaries at this time will help to solidify where the Area Plan will focus and determine how to best meet the needs of the residents who will be impacted.



Determining the boundaries of the area plan early in the process provides the focus needed to move forward with the next phases.

“Original signed by Lisa Zosiak”

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**Prepared by:** Lisa Zosiak, MRM, MCIP, RPP  
Planner

“Original signed by Christine Carter”

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

“Original signed by Frank Quinn”

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

“Original signed by Jim Rule”

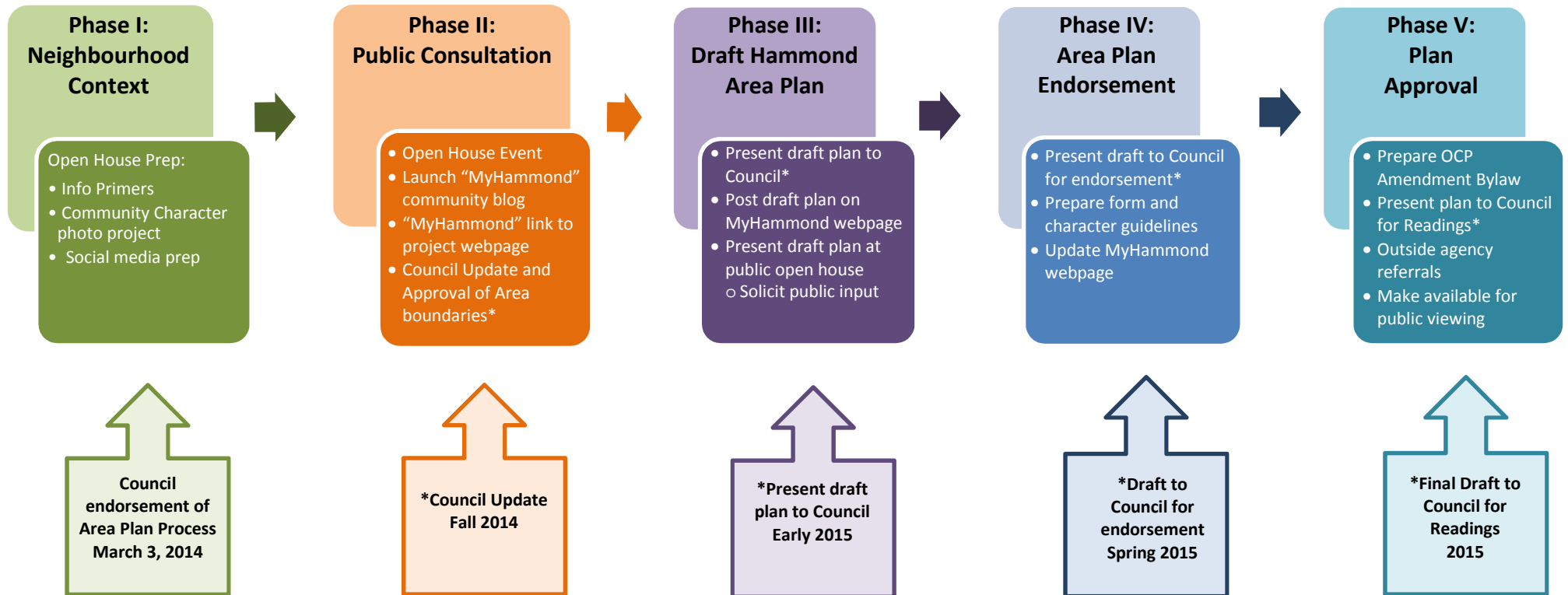
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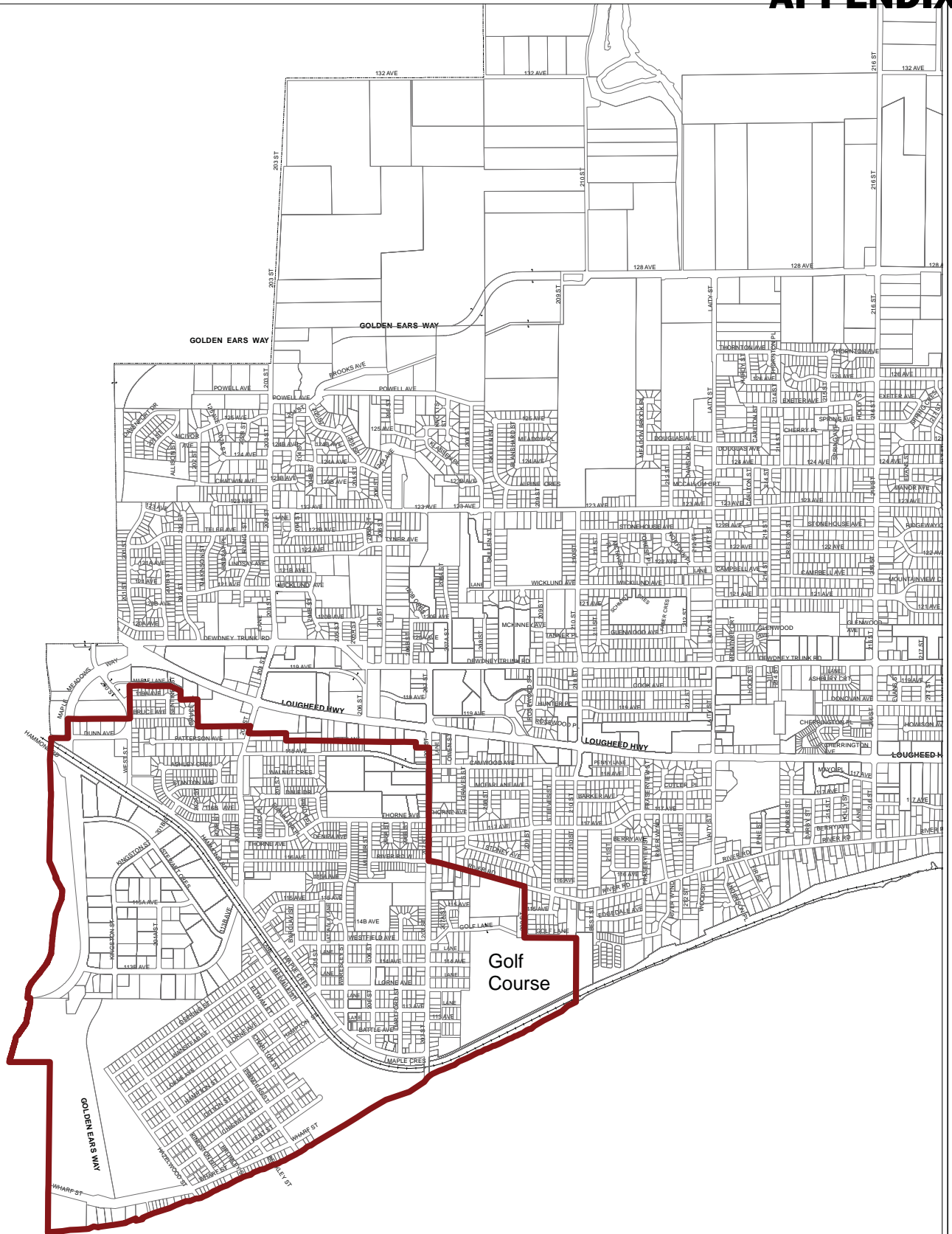
**Concurrence:** J. L. (Jim) Rule  
Chief Administrative Officer

The following appendices are attached hereto:

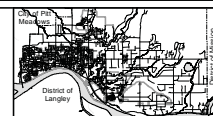
- Appendix A: Diagram of Hammond Area Plan Process
- Appendix B: Proposed Area Plan Boundaries Map
- Appendix C: Map of Hammond Area Plan Open House (#MyHammond Attendees) General Location of Property Ownership

## HAMMOND AREA PLAN PROCESS





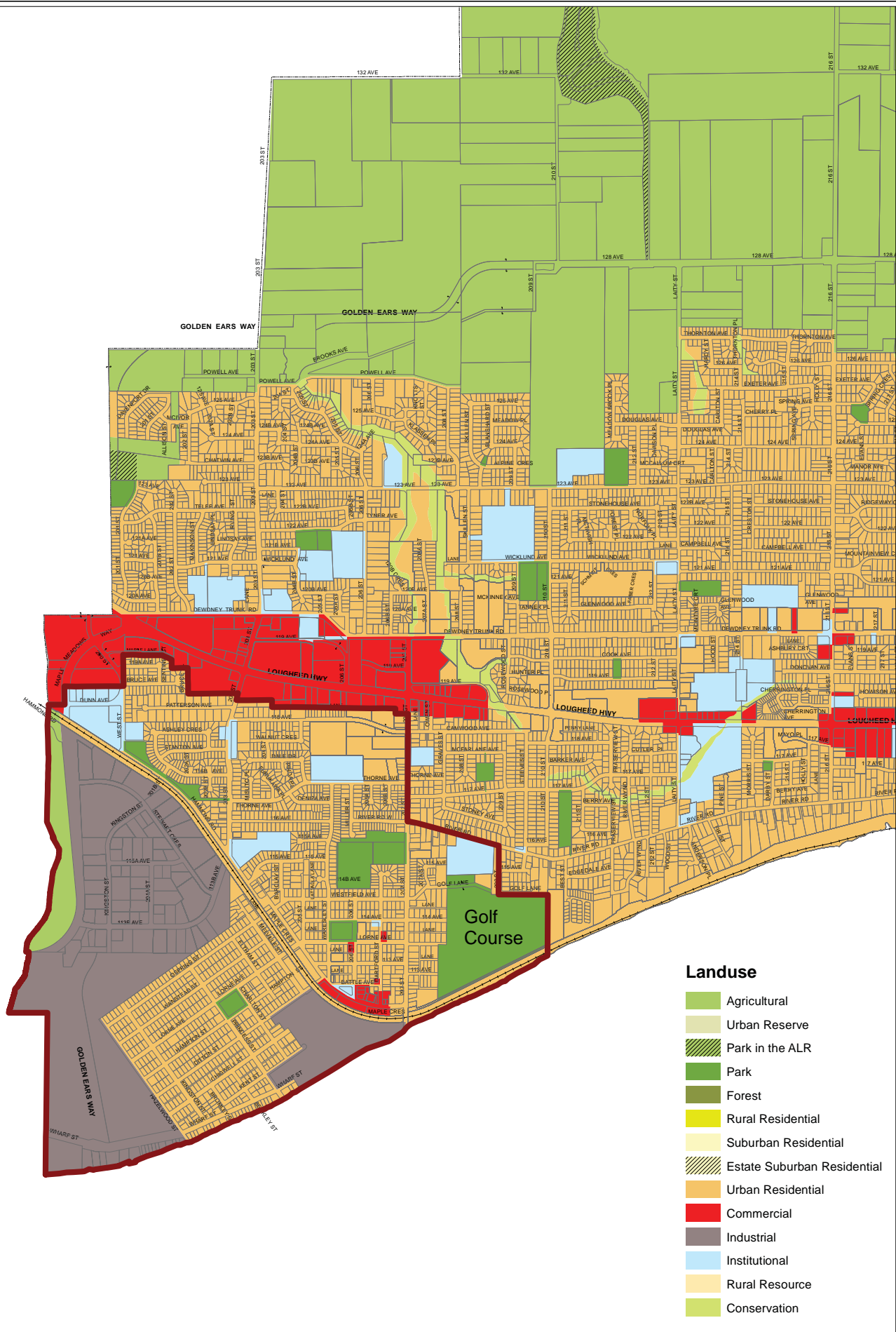
**Proposed Hammond Boundary**



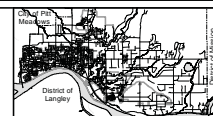
Hammond Boundaries

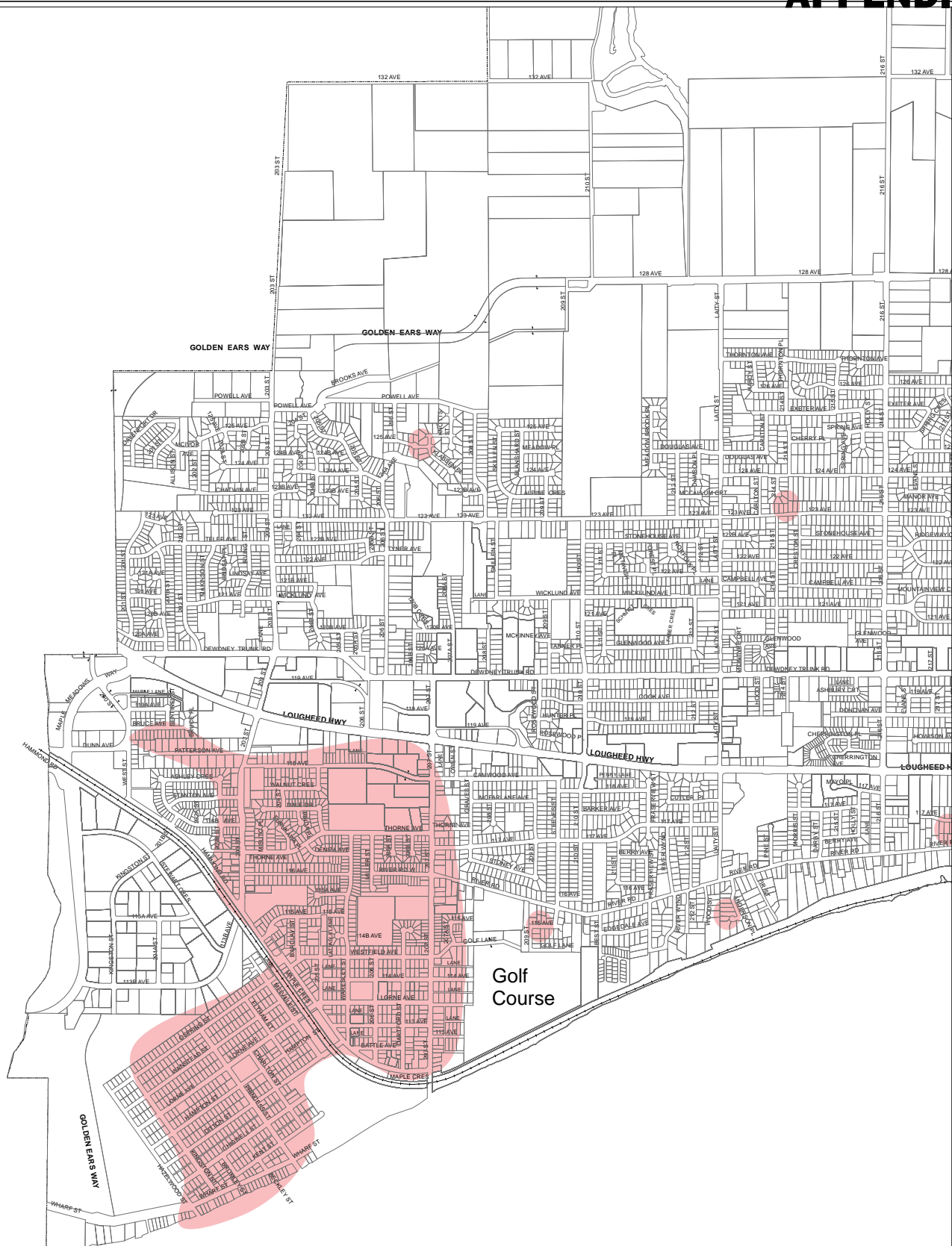
CORPORATION OF  
THE DISTRICT OF  
MAPLE RIDGE

PLANNING DEPARTMENT  
DATE: Jul 3, 2014  
FILE: HammondBoundariesProposed.mxd BY: DT

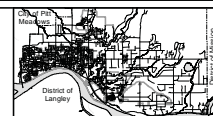



**Proposed Hammond Boundary**





 **#MYHAMMOND Attendees**



Hammond Boundaries  
  
 CORPORATION OF  
 THE DISTRICT OF  
 MAPLE RIDGE  
 PLANNING DEPARTMENT  
 DATE: Jul 3, 2014  
 FILE: HammondBoundariesProposed.mxd  
 BY: DT





## District of Maple Ridge

**TO:** His Worship Mayor Ernie Daykin  
and Members of Council

**DATE:** July 7, 2014

**FROM:** Chief Administrative Officer

**ATTN:** Workshop

**SUBJECT:** Proposed Sign Bylaw No. 7008-2013

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### EXECUTIVE SUMMARY:

The purpose of this report is to provide Council with proposed amendments on Sign Bylaw No. 7008 - 2013. These amendments include updates to the election signs section of the bylaw. The proposed amendments do not reference developer or builder signs. Based on meetings held in June 2014 with the development community there remains issues with the development signs that warrant further discussions. The current Sign Bylaw was adopted in 1992, over twenty years ago, and Maple Ridge has gone through many changes in that time particularly in the downtown core. Signs play a major role for businesses and other community activities for advertising purposes and to assist the public in locating a business. There are times when additional temporary signage is necessary to draw attention to specific sales, a new business location or other similar short term changes in operation.

The proposed new Bylaw is intended to improve and simplify the issuance of sign permits and deals more with process and providing the correct authorities necessary for enforcement and less on changing the design, types and size of existing signage in the District. Changes to the size of fascia, free-standing, canopy or projecting signs would create a number of existing non-conforming signs. This would be challenging for business and sign companies to repair or replace their sign coverage.

This report includes a draft of the proposed bylaw. The draft Bylaw has been reviewed by the District's Legal Counsel.

### RECOMMENDATION(S):

**THAT Maple Ridge Sign Control Bylaw No. 7008-2013 be given first, second and third readings.**

### DISCUSSION:

#### a) Background Context:

Council has reviewed the proposed bylaw over the past year, most recently on April 7. Since then in June of 2014, staff held two Public Information Meetings, the first on June 12, 2014 for members of the public interested in discussing possible changes to the Sign Bylaw. This meeting was advertised on our website as well as through our local newspaper. The second meeting was held on June 13, 2014 and was attended primarily by developers who have a vested interest in any potential changes to the Bylaw. The invitations to this particular meeting was based on a list of 80 emails that the Licences, Permits and Bylaws Department use to invite Developers and Builders to the two Builders Forums held each year by our Building Department. Based on these two meetings, it is apparent that there are varying and opposing opinions on developer's signs. The members of the public were concerned with the number, placement and size of the signs. The developers' concerns were centered around bringing potential buyers to their sites with the use of large directional signs at major intersections. Currently the Proposed Bylaw does not reference Developer/Builders signs however the rest of the Bylaw is ready to move forward for consideration and possible adoption. Based on the meetings held in June there remains

outstanding issues with development signs that warrant further discussions. There is also a need to encourage more developers and builders to participate in these discussions.

The main focus has been to make the Bylaw more user friendly and easier to read and interpret. The proposed Bylaw corrects a number of significant problems with the current Bylaw; the key areas are as follows:

1. Significant improvements and additions to the Definition Section of the Bylaw to provide clarity of terms and positions.
2. Identifying and separating those sign types that either wholly or partially encroach onto municipal property, whether they are on the roadway, sidewalk, boulevard, or overhang any of these areas. Liability issues must be dealt with for these encroachments by way of third party liability insurance to protect the District against potential liability claims.
3. Sandwich Board or Pedestal Signs to be dealt with as an encroachment agreement between the Engineering and Bylaw Departments with specific requirements for placement, size and liability insurance. Encroachments where permitted, must be incorporated into the streetscape in a safe manner or they must be prohibited completed.
4. Where applications are made for sign types that are not addressed in the Sign Bylaw the applicant has the option of using the Development Permit process. The appropriate changes have been made to the Bylaw to clarify this process.
5. Incorporate into the Bylaw, the current process on requests for the placement of private and public sector information signs on public rights of ways for specific short periods of time.
6. Incorporate into the Bylaw requirements for signage for the True North Fraser Signage Program as well as the Heritage Commission sign program.
7. Updating the requirements for elections signs
8. Clearly defined time frame for the municipality to remove signs that no longer apply to the property they advertise.
9. The use of “banner” type signs as temporary portable signs instead of the free standing read-o-graph signs.
10. An increase in sign application fees. The last fee increase was approved by Council in 1990 by Bylaw Amendment 4373-1990. The increases in the proposed Bylaw bring them in line with the actual cost of provided the service.

The work completed on the proposed new Sign Bylaw is to create an integrated sign permit system that involves the Permits and Bylaws Department along with Engineering and at times the Planning Department. The intent of proposed Bylaw is to provide for more clarity in the application process and clearly differentiate between signs on private and public property. The proposed Bylaw sets out the process for applying for each type of sign where applicable.

Additional amendments provided for in the proposed Bylaw include changes to the definitions that have been made to clarify the terms and to reflect current staff titles. In addition, the appropriate amendments were made to provide for imperial conversions to metric measurements in the Bylaw. This equivalency has been requested by the public on a consistent basis. The metric measurement is the legal measurement in Canada while the imperial conversion is for convenience and readability only.

A specific section has been created for Temporary Service Event signs. This type of sign permit is for Health and Welfare and community organizations such as schools, service clubs, churches, and municipal sponsored events and only events held in Maple Ridge. The signs themselves are displayed on public property such as rights of ways and boulevards and other times on private property.

### **Election Signs:**

Election signs fall under the following categories:

- Federal
- Provincial
- Municipal
- School Trustee

The Canada Elections Act, Elections Act, Local Government Act and the Community Charter provide broad regulations pertaining to elections signs. In essence however, they defer to municipalities to regulate the size and placement of election signs. An exception to this is that the Elections Act prohibits the placement of election signs within one hundred (100) meters of a voting place. The Ministry of Transportation also has a policy with regard to election signs on Provincial roads.

A review of the following municipalities regulations with regard to election signs shows a range of how election signs are regulated:

- Richmond
- Surrey
- Port Coquitlam
- Port Moody
- Coquitlam
- Delta
- Pitt Meadows
- Township of Langley
- The District of North Vancouver
- West Vancouver

The majority of the above municipalities regulate election signs through their sign bylaws. Some municipalities regulate election signs through their Election Procedures Bylaws. Richmond has a specific Election Signs Bylaw.

Within those bylaws are a wide range of regulations. The majority of the bylaws are straight forward and simply regulate the timing of the placement and removal of the signs, the size of the signs and the requirement for the signs not to be placed in a potential hazard causing location.

### Timing of the Placement of Election Signs

Most municipalities differentiate between the timing of the placement of Federal/Provincial signs and municipal/school trustee signs. The range of times is as follows:

Federal/Provincial	Time of writ to 30 days before the election
Municipal/School Trustee	10 to 21 days before the election

### Timing for Removal of Election Signs

Federal/Provincial	4 to 14 days after the election
Municipal/School Trustee	4 to 14 days after the election



### Size of Signs

The review of other municipalities bylaws shows a range of permitted sizes and a range of allowable maximum heights.

#### Maximum

Size Range	1.48 square metres (16 square feet) to 2.97 square metres (32 square feet)
Height Above Ground	1.829 metres (6 feet) to 3.048 metres (10 feet)

The draft bylaw includes the following which represent the most common clauses among the bylaws reviewed.

- In the case of provincial or federal elections, the signs are not erected more than thirty (30) days prior to the election or event and are removed within four (4) days after the election;
- In the case of municipal and school trustee elections, the signs are not erected more than twenty (20) days prior to the general local election or event and are removed within four (4) days after the election;
- The sign size does not exceed 1.48 square metres (16 square feet);
- The maximum height of the election sign, above ground, does not exceed 0.305 metres (1 foot) to 2.438 metres (8 feet);
- The placement of the sign does not interfere with traffic sightlines at street intersections or with the safety of pedestrians;
- Elections signs are not permitted on any vehicles or trailers attached to vehicles or any roof top or any existing sign, with the exception of magnetic vehicle signs;
- The placement of election signs are permitted on private property with the consent of the owner or occupant of the property;
- Regulations regarding the size, placement and permitted dates for posting Election Signs apply to those posted on private property as well as public;
- The Bylaw Officer or any person acting under their direction, may remove any election sign that the Bylaw Officer, has reasonable grounds to believe is erected or in place in contravention of municipal Bylaws;
- Election signs that have been removed in accordance with the section above will be stored for a period of four (4) days and the candidate or their agent may claim the sign(s) during that period, following which the material may be destroyed or otherwise disposed by the Bylaw Officer or his delegate. The candidate or his Agent will be notified of problem with the sign and where the sign can be claimed;
- \$100 deposit from each candidate (used to offset the costs of sign removal); and
- Other than as authorized in writing by the District, no person shall display on any election sign or other election advertising a logo, trademark or official mark, in whole or in part, owned or licensed by the District.

Some municipalities have unique specific requirements. These include:

- A limit of one sign per location
- Designating specific locations where signs can only be placed
- Identifying specific street and roadways where signs cannot be placed
- Prohibiting signs on fee simple property owned or leased by the municipality

These requirements were discussed at the April 7 Workshop. Based on these discussions none of these requirements are included in this update of the bylaw. As stated above the proposed bylaw includes regulations common to some of the municipalities and at this juncture none of the above

4 regulations have been included in the draft bylaw pending discussion with Council. Council may wish staff to pursue some of these items further.

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

That Council adopts proposed Sign Bylaw 7008-2013.

**c) Citizen/Customer Implications:**

The proposed Sign Bylaw has the potential to provide a significant improvement to the sign permit application process and to clean the street scape of a number of unauthorized signs.

**d) Interdepartmental Implications:**

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

**e) Financial Implications:**

The current sign permit fees are \$50.00 for permanent signs and \$20.00 for temporary signs. Staff have conducted a survey of sign permit fees in other jurisdictions in the lower mainland and are recommending the fee structure that will actually cover the majority of the costs for plan checking and inspections for permanent costs. The fees are based on the size of the proposed sign as the degree of complexity in the plan review and necessary documentation to be checked becomes more difficult and takes more time the larger the proposed sign becomes. With respect to temporary signs staff are recommending a modest increase in the cost from \$20.00 for a thirty (30) day period to \$30.00 for a thirty (30) day period. The proposed sign fee schedule is set out in Schedule A of this Bylaw.

**f) Alternatives**

Although there currently is not a provision in the proposed Sign Bylaw that would restrict each candidate to a certain number of signs in total throughout the community. If Council wishes to consider this option staff would ask Council to consider a maximum of three hundred (300) signs per candidate regardless of size.

**CONCLUSIONS:**

The proposed Bylaw is the culmination of considerable discussion and consultation. Based on the input from the two Public Information meetings this proposed Sign Bylaw may need to be amended in the future to address the concerns around developer signs.

“Original signed by E.S. (Liz) Holitzki”

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**Prepared by: E.S. (Liz) Holitzki**  
**Director: Licences, Permits and Bylaws**

“Original signed by Frank Quinn”

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

“Original signed by J.L. (Jim) Rule”

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



District of Maple Ridge

# **Sign Control Bylaw No. 7008 - 2013**

Effective Date:

District of Maple Ridge

Sign Control Bylaw No. 7008 – 2013

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District of Maple Ridge

**Sign Control Bylaw No. 7008 -2013**

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

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

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

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

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

**Part 1 Citation**

- 1.1 This bylaw may be cited as Sign Control Bylaw No. 7008-2013.

**Part 2 Severability**

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

**Part 3 Previous Bylaw Repeal**

- 3.1 Sign Bylaw No. 4653 – 1992 (adopted on August 10, 1992) is hereby repealed and the following amendment bylaw I hereby repealed:

Maple Ridge Sign Amending Bylaw No.4762-1992.

## Part 4 Definitions

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

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

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

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

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

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

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

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

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

**“Billboard”** means an exterior structure displaying advertising material of a non-accessory nature pasted or otherwise affixed flat to the face of such structure and which exceeds 28m<sup>2</sup> (301 sq. ft) .

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

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

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

**“Bylaw Enforcement Officer”** means the person appointed from time to time by the Council to act in the capacity as the District Bylaw Enforcement Officer.

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

**“Canopy Sign”** means a **sign** attached to or constructed on the face of the canopy.

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

**“Clearance”** means the vertical distance measured from natural grade to the underside of a **sign** or its supporting structure whichever is less or the bottom of an awning valance.

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

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

**“Corner lot”** means a lot at the intersection or junction of two or more highways.

**“Council”** means the Council of the Corporation of the District of Maple Ridge.

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

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

**“Municipal Engineer”** means the **Municipal Engineer** for the District of Maple Ridge or their designate.

**“Director of Licences, Permits and Bylaws”** means the Director of Licences, Permits and Bylaws for the District of Maple Ridge or their designate.

**“Director of Planning”** means the Director of Planning for the District of Maple Ridge or their designate.

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

**“District”** means the District of Maple Ridge.

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

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

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

**“Facade”** means the exterior face of a building upon which a **sign** is to be placed.

**“Fascia Sign”** means a flat **sign**, whether illuminated or not, running for its whole length parallel to the face of the wall of the structure to which it is attached and not projecting more than 40.6 cm (16 inches) from the face of the wall to which it is attached and which does not extend beyond the horizontal width nor above the roof line of the building to which it is attached.

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

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

**“Freestanding Sign”** means a permanent **sign** which is entirely self-supporting and is neither attached to nor forms part of a building or structure,

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

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

**“Government Sign”** means a **sign** authorized to be erected or placed within a highway or on a lot, under the provisions of any statute, Order-in-Council, bylaw, resolution of Council or by order of the Municipal Engineer, and includes, but is not limited to, traffic **signs**, signals, and pavement markings, street name **signs**, neighborhood identifications **signs**, park identification **signs** and public notice board **signs**.

**“Grade”** means the average finished ground level directly underneath the **sign**.



Where a **sign** is located over a street, the average finished grade shall mean the elevation established by the District for the surfaced of the public sidewalk or boulevard, excluding landscape berms and planter boxes.

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

**“Highway”** means the area of every public right of way lying between two property lines title to which area is vested in the District and which is designated or intended for or used by the general public for the passage of vehicles or persons and means the area of every public right of way lying within any District Park title to which area is vested in the District and which is designated or intended for or used by the general public for the passage of vehicles.

**“Highway Encroachment Agreement”** means an agreement entered into between an individual or company and the **District** to allow **signs** on a highway.

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

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

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

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

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

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

**“Maximum Height”** means the vertical distance measured from the grade as defined in this Bylaw to the highest point of such **sign**. In the case of a roof **sign**, the maximum height shall be measured from the roof or parapet level at the location which includes any and all architectural design and detailing.

**“Minimum Height”** means the vertical distance measured from the grade as defined in this Bylaw to the lower limit of such **sign** or sign structure.

**“Mural”** means a pictorial representation other than a logo or graffiti, painted on a

building or structure, which is entirely decorative and does not identify or depict a land use, a business, the name of a person or place, or the sale of a product or service.

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

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

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

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

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

**“Projecting Sign”** means a **sign**, other than a canopy or fascia **sign**, which projects more than 40 cm (16 inches) from the face or wall of any building or structure.

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

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

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

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

**“Roof”** means the top enclosure of a building and does not include a roof that is sloped more than 60° from horizontal.

**“Roof line”** means the horizontal line made by the intersection of the wall of the building with the roof of the building. In the case of a building with a pitched roof, the roof line shall be at the level of the eaves. Or means either the horizontal line made by the intersection of an exterior wall of the building with the roof covering or the top of a parapet wall, whichever is higher.

**“Roof Sign”** means any **sign** erected or placed wholly or partly above the top of the

roofline or parapet of a building.

**“Sandwich Board Sign”** means any one or two faced non-illuminated **sign** located on a municipal sidewalk for which a valid permit has been issued by the District.

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

**“Sign Area”** means the total area within the outer edge of the frame or boarder of a **sign**. Where a **sign** has no frame, border or background the areas of the **sign** shall be the area contained within the shortest line surrounding the whole group of letters, figures or symbols of such **sign**. Except as hereinafter provided, each side or face of a multiface **sign** shall be counted in computing the **sign** area thereof. If a side or face of a multiface **sign** cannot be seen by a person not on the site of the **sign** it shall not be counted in computing the **sign** area thereof.

**“Sign Copy”** means letters, characters, numbers or graphics making up the message on a **sign**.

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

**“Sign Permit”** means a **sign** permit issued pursuant to this Bylaw.

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

**“Temporary Sign”** means a **sign** which may be moved or removed and is in place for a limited period of time.

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

**“Under Awning Sign”** means a **sign** suspended from, and entirely under, an awning.

**“Under Canopy sign”** means a **sign** suspended from, and entirely under, a canopy.

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

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

**“Window Sign”** means a temporary **sign**, picture, symbols or combination thereof, painted on, attached to or installed on, or otherwise placed on a window, intended for viewing from outside and includes posters, placards, decals or similar representations but excludes seasonal holiday lighting and decorations, hours of business, street addresses, telephone numbers, accreditation **signs** and credit card logos.

## **Part 5 Interpretation**

- 5.1 Metric units of measurement are used for all measurements in this Bylaw. Use of Imperial measurements in this Bylaw are for convenience purposes only and should there be a dispute the valid measurement defaults to metric.
- 5.2 The illustrations in this Bylaw are for illustrative purposes only and they shall in no way be held or deemed to define, limit, modify, amplify or add to the interpretation, construction or meaning of any section in this Bylaw or the scope or intent of this Bylaw.

## **Part 6 General Provisions**

- 6.1 No person shall set up, exhibit, erect, place, alter, move or maintain a **sign** in the District except those permitted by and in conformance with this Bylaw. A valid **sign** or demolition permit shall be obtained prior to the set up, exhibition, erection, placing, altering, maintaining or demolition of a **sign** pursuant to this Bylaw. Read-o-graph and changeable letter **signs** and electronic message board **signs** are not considered altered by virtue only of the message being changed.
- 6.2 The design of every **sign** shall be aesthetically pleasing and shall not detract from the architectural integrity of any building or structure to which it is attached, or beside which it is located. The arrangement and grouping of **signs** on a building shall be integrated with the architecture of the said building. Structural supports, bracing and ties for **signs** shall be kept to a minimum number, consistent with structural adequacy and as much as possible shall be concealed within the body of the **sign** itself.
- 6.3 All **signs** together with their supporting structures and any electrical equipment shall be kept fully operable, in good repair and maintained in a safe and clean condition.
- 6.4 No **sign** shall be erected, rebuilt, enlarged, extended, relocated or attached to, suspended from, or supported on any structure or the lands on a lot unless the **sign** fully complies with the provisions or Maple Ridge Building Bylaw and this Bylaw.
- 6.5 No **sign** shall be erected or lit in such a manner as to interfere with the visibility or safe operation of a traffic control device or to interfere with motorist visibility at an access to or egress from a highway or so as to be unsafe to the public in the vicinity of such **sign**.
- 6.6 Any **sign** erected in contravention to this Bylaw may be removed at the expense of the

owner, applicant or lessee.

- 6.7 **Signs** not specifically permitted in this Bylaw are prohibited.
- 6.8 Nothing in this Bylaw shall be taken to relieve any persons from complying with the provisions of any other Bylaw of the District.
- 6.9 This Bylaw applies to the entire area of the District.
- 6.10 No **sign**, canopy or structural element for the support or protection of a **sign** shall have affixed to or contain any flashing, animated, rotating, moving or oscillating electrical components, except for electronic message boards unless expressly permitted in this Bylaw.
- 6.11 A permit will be issued for either one banner **sign** or one portable **sign** at any one time, but not both at the same time.
- 6.12 **Signs** projecting over a pedestrian area shall have a clearance to the underside of the projection of at least 2.4 m (8.0 ft) above grade or sidewalk while **signs** projecting over an area frequented by vehicular traffic shall have a clearance to the underside of the projection of at least 5 m (16.40 ft) above grade. No **sign** shall project over the travelled portion of a highway.
- 6.13 The illumination for any **sign** shall not create a direct glare upon any surrounding lot or premises.
- 6.14 Any **sign** unlawfully occupying a portion of a highway or public place may be removed by a **Bylaw Enforcement Officer**. The fees for recovery of the **sign** are set out in Schedule "D" of this bylaw. **Signs** not recovered within fourteen (14) days of impoundment may be disposed of by the **District**.

## Part 7 Exemption

- 7.1 This Bylaw does not apply to:
- (a) notices issued by the government of Canada, the government of British Columbia, a Court, by the District or by the School Board;
  - (b) traffic control devices provided for in the Motor Vehicle Act;
  - (c) **signs** erected by the Provincial Ministry of Highways for highway purposes. These **signs** may be flashing and/or illuminated where special circumstances or safety dictates;
  - (d) **signs** on or over District highways installed or authorized by the Municipal Engineer for control of traffic and parking or for street names and direction;
  - (e) Development Signs required by the District during the processing of development applications,
  - (f) **signs** located in the interior of buildings and not visible from a highway;

- (g) murals provided that the mural does not advertise or intend to advertise a specific product or service and they are located on public use buildings or on properties where a Development Permit specifically permits such use;
- (h) non-illuminated **signs** inside a store window limited to providing the following information:
  - (i) store hours;
  - (ii) whether the store is open or closed; or
  - (iii) the existence of a sale, where the **sign** is present for not more than thirty (30) consecutive days in any one (1) six (6) month period;
- (i) display of goods inside store windows or inside store fronts;
- (j) flags and emblems of civic, or non-profit societies, educational, religious organizations;
- (k) **signs** authorized by the Municipal Engineer in connection with public conveniences including **signs** on benches, bus stop shelters, and other similar structures;
- (l) **signs** containing the building number and street name only, provided the **sign** area does not exceed 0.18 m (2 sq. ft.) and the numbers or lettering shall not exceed 20 cm (8 in) in height;
- (m) the Flag of Canada or the Flag of British Columbia;
- (n) a **sign** required by law including prohibitory **signs**;
- (o) home occupation **signs** provided they are not larger than .610 m (2 square feet) and are attached to the dwelling or building where the home occupation business is operated from;
- (p) **signs** depicting danger, hazard or other safety conditions erected by an individual authorized by a public agency in the performance of his or her duty;
- (q) memorial plaque, historical tablet and similar markers provided it does not exceed 2.2 sq. m (24 sq. ft.) in area and 2.4 m (8 ft.) in height;
- (r) neighbourhood watch or block parent **sign**;
- (s) permanent subdivision identification **sign** such as an entry gate **sign** provided the **sign** is authorized by a Development Permit or by the Approving Officer at the time of subdivision approval;
- (t) **signs** erected by the District for municipal purposes;
- (u) sponsorship **signs** (for the purpose of acknowledging sponsors but not for advertising sponsor's products) erected by the District's Parks & Recreation

Department and/or Community Groups provided the **sign** area does not exceed 3.0 sq. m (32 sq. ft.);

(v) window **sign** provided the **sign** does not cover more than 50% (fifty percent) of the window area;

(w) banner **sign** used by the District and non-profit and community organizations for special event and fund raising activities, provided the Banner is used exclusively for:

- (i) promotion of a special event for a period of no longer than thirty (30) consecutive days in a six (6) month period;
- (ii) street beautification purposes in the District's downtown core;
- (iii) the **sign** area of the banner does not exceed 2.2 sq. m (24 sq. ft) and
- (iv) the banner receives District approval prior to the erection of such **sign**.

(x) temporary **sign** advertising a special event for a community cause or charitable fund raising campaign not exceeding in area of 2.2 sq. m (24 sq. ft);

(y) temporary **sign** advertising an opening date of a place of business or a change of proprietorship provided:

- (i) the **sign** area does not exceed 2.2 sq. m (24 sq. ft.) and;
- (ii) the display of the **sign** is limited to no more than 30 (thirty) consecutive days;
- (iii) District of Maple Ridge welcome **signs** or transit information **signs**;

(z) vehicle **signs** except when the vehicle is stationary and visible from a highway for a period in excess of four (4) hours.

(aa) "Beware of Dog", "No Trespassing", "No Discharging of Firearms" and "No Dumping" **signs**, and **signs** warning the public of existence of danger provided none of the **signs** exceed 0.2 square metres in area and do not exceed four (4) feet in height.

## Part 8 Prohibited Signs

8.1 **Signs** that are not expressly permitted or exempted by this bylaw are hereby prohibited.

8.2 Without restricting or limiting the generality of the foregoing, the following **signs** are

specifically prohibited:

- 8.2.1 Any flashing, animated or chasing-border **signs** or moving **signs** of any kind (other than the plainly illuminated hands of a clock or temperature indication), or any **sign** in respect of which any part thereof is flashing, animated or moving. This subsection applies to any strobe light or other devices which have emissions whether emitting sound, odour or other matter;
- 8.2.2 Pennants, bunting, flags (other than patriotic flags), balloons or other inflatable devices;
- 8.2.3 Banner **signs** except as specifically permitted under this bylaw;
- 8.2.4 Roof **signs**, **balcony signs** and **signs** mounted or supported on the deck of a canopy;
- 8.2.5 Any **signs** that obstruct any part of a doorway, balcony, or a window that would otherwise be capable of opening;
- 8.2.6 Off-premise or third party **signs** except where specifically provided for elsewhere in this bylaw;
- 8.2.7 Election signs are prohibited on any municipal park land or other lands owned or leased by the municipality.
- 8.2.8 Any open tube neon **sign** except;
  - (a) those exempted pursuant this Bylaw;
  - (b) those permitted by a Development Permit;
  - (c) those permitted inside windows of a business premises pursuant to this Bylaw;
  - (d) any **sign** on the side of any fascia, awning or canopy;
  - (e) **signs** recessed in canopies or awnings above fuel dispensing facilities;
  - (f) no **signs** shall create a real or potential hazard to the safe, efficient movement of vehicular or pedestrian traffic;
  - (g) no **sign** shall be placed in a manner that may obstruct any window opening, door opening, passageway, fire escape, walkway, vehicular driveway or similar feature;
  - (h) flashing **sign**, except in special **sign** areas;
  - (i) roof **signs**;
  - (j) portable **sign**, excluding sandwich-board **signs**;



- (k) revolving **signs**, except in special **sign** areas;
- (l) billboard **sign**;
- (m) gas or other inflated **signs** supported from the ground or roof by rope or wire line;
- (n) any other **sign** not specifically permitted under this Bylaw; and
- (o) no **signs**, whether made out of paper, cardboard, cloth, canvas, plastic or similar materials, shall be tacked, posted or otherwise affixed to the walls of any structure, tree, pole, hydrant, bridge, fence or any other surface within a public place. This section shall not apply to banners, posters, placards, or notices posted by or on behalf of the District pertaining to municipal matters, or police traffic control **signs** and notices. Where a fence hoarding is erected on any street during the construction or alteration of a building, no **signs** other than those relating to the said construction or alteration shall be placed upon the said fence or hoarding.

## Part 9 Non-Conforming Signs

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

## Part 10 Maintenance of Signs

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

## Part 11 Sign Permits and Fees

- 11.1 Requirements for a Permit

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

## 11.2 Application Requirements

11.2.1 An application for a **sign** permit shall be made to the Building Department and shall:

- (a) be made on an approved application form;
- (b) be **signed** by the property owner or his agent;
- (c) specify:
  - (i) the street address of the premise and legal description of the parcel on which the proposed **sign** will be located;
  - (ii) the name and address of the owner of the premises or parcel or the company for whose benefit the **sign** is intended and where the application is made by an agent of the owner or company, the name and address of the agent;
  - (iii) the name and address of the person or **sign** company manufacturing, erecting, placing, altering, demolishing or removing the **sign** for which the application is made;
- (d) be accompanied by 2 copies and duplicates of scaled drawings of the lot and improvements thereon specifying:
  - (i) details of all existing **signs** and buildings on the lot;
  - (ii) scaled drawings showing location, type, size, weight, construction, colour, finishing material and estimated costs of all proposed **signs**, or proposed changes to existing **signs** and supporting structures;
  - (iii) detail survey of property showing existing and proposed setbacks in accordance with the Districts Zoning Bylaw of all existing and proposed structures and **signs**;
  - (iv) scaled drawings showing the dimensions, maker's name and weight of the **sign** and, where applicable, the dimensions of the wall surface and the height of the building to which it is attached;
  - (v) the dimensions and weight of the supporting structure of the **sign**;

- (vi) the maximum and minimum height of the **sign** from grade;
  - (vii) the proposed location of the **sign** in relation to the boundaries of the parcel upon which it is to be located;
  - (viii) the off-street parking area, parking lot aisles, site access points and driveways;
  - (ix) the dimensions and areas of any proposed landscaped areas, if applicable to the **sign** type;
  - (x) the description of the advertising copy of wording to be displayed, including the style, size, colours of all the letters, logos or similar copy of the **sign**;
  - (xi) for an illuminated **sign**, information on the technical means by which the illumination is to be accomplished;
  - (xii) where the **sign** is to be attached to an existing building, a current photograph of the face of the building to which the **sign** is to be attached;
  - (xiii) structural, footing details and material specifications for a proposed free-standing **sign**;
- (e) the Manager of Inspection Services will require all freestanding signs to be sealed by a structural engineer with the applicable building code schedule included as part of the submission.
  - (f) Any other information that is relevant to the issuance of the **sign** permit.

### 11.3 Permit Fees

As per Schedule “A” of this Bylaw.

### 11.4 Permit Expiry

Where application has been made for a permit and the proposed work set out in the application conforms with this and all other bylaws of the District and the British Columbia Building Code the Building Department shall issue a **Sign Permit** for which the application is made. The permit shall expire if active work is not commenced within a period of ninety (90) days from the date of issue of the permit.

### 11.5 Refusal of Permit

11.5.1 The Building Department may refuse to issue a permit if:

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

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

## Part 12 Inspections and Regulations

### 12.1 Inspections for Compliance

- 12.1.1 The Director of Licences, Permits and Bylaws or any other official of the District is hereby authorized to enter at all reasonable times on any property, building or premises that is subject to regulation under this bylaw to ascertain whether the regulations and provisions of the bylaw are being or have been complied with and any person employed from time to time by the District as the Manager of Inspection Services, Bylaw Enforcement Officer or Building Official is hereby **designated** to act in his place for the purpose of administering this Bylaw.
- 12.1.2 The Building Official and Bylaw Enforcement Officer and their respective **designates** have the authority to order the painting, repair, alteration, clean-up or removal of **signs** which become deteriorated, dilapidated, abandoned or which constitute a hazard to public safety.
- 12.1.3 Where necessary, the projecting cantilever system shall be used to support **signs**, and in no case shall the “A” frame system be used.
- 12.1.4 No **sign**, nor any guy, stay, or attachment thereto shall be erected, placed or maintained by any person on rocks, fences or trees, except in the case of temporary **signs** complying with the requirements of this Bylaw and decorative logo **designs** painted upon or affixed to a temporary construction fence or hoarding erected on a construction site only, for a time period not exceeding the period of construction. No **sign**, guy, stay or

attachment thereto shall interfere with any electric light, power, telephone or telegraph wires, or the supports thereof.

- 12.1.5 Every **sign** and the immediate surrounding premises shall be maintained by the owner or person in charge thereof in a clean, sanitary and inoffensive condition and free and clear of all obnoxious substances, rubbish and weeds.
- 12.1.6 The Building Official may order the correction of any work which is being or has been improperly done under a permit.
- 12.1.7 The Building Official may order the cessation of work that is proceeding in contravention of this bylaw by the placing of a "Stop Work Order" on the building, **sign** or elsewhere as appropriate on the property on which the contravening work is taking place.
- 12.1.8 It shall be unlawful for any person to continue to work once a Stop Work Order has been issued.
- 12.1.9 It shall be unlawful for any person to tamper with, deface or remove a Stop Work Order once it has been placed on the property by the Building Inspector.

## 12.2 Special Approvals

- 12.2.1 No **sign** except a light weight canvas awning or canopy **sign** shall be displayed upon or suspended over any public street or public place unless the owner has entered into an agreement with the District and has deposited a comprehensive general liability insurance policy for limits of not less than five million dollars (\$5,000,000) inclusive and duly endorsed to note the insured's acceptance of contractual liability under the "Hold Harmless" clause in the **sign** agreement and further endorsed to note such policy will not be lapsed or cancelled without thirty days written notice to the District as long as the named insured's **sign** remains on or over any public street. A copy of each renewal certificate shall be deposited with the District as a condition for the continued display of such **sign**. In the event that the owner shall fail or neglect to provide the insurance coverage required by this section, it shall be lawful for the District to forthwith and without prior notice, order the owner to remove such **sign** which is erected on private premises but encroaches onto or over a public street or public place and the said **sign** shall be removed forthwith, and in default thereof by such owner, it shall be lawful for the Municipal Engineer with such employees or agents of the District as he may deem requisite, to enter upon the said premises and effect such removal at the expense of the person in default, and the District shall recover the expense thereof, with interest at the rate of six

(6) percentage per annum, with costs in like manner as Municipal Taxes on the said premises.

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

### 12.3 Removal of Signs

- 12.3.1 The owner of any lot upon which an abandoned **sign** is located shall remove such **sign** within fifteen (15) days of the same becoming an abandoned **sign**.
- 12.3.2 The Director of Licences, Permits and Bylaws or their **designate** may remove from public property any **sign** installed or placed without a valid permit.
- 12.3.3 Recovery costs for impounded signs are as per Schedule D of this bylaw.

### 12.4 Comprehensive Sign Plan

- 12.4.1 Any development site of not less than 0.2 hectares in any Commercial or Industrial District that is comprised of a number of individual establishments forming a comprehensive development unit may make application for comprehensive **sign** plan approval. Such a plan, which shall include the location, size, height, colour, lighting and orientation of all **signs**, and shall be submitted for approval to the Director of Licences, Permits and Bylaws or their **designate**.
- 12.4.2 Such a comprehensive plan shall comply with the overall **sign** area and density regulations of the bylaw and shall result in an improved relationship between the various parts of the plan.

### 12.5 Development Permit Areas

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

### 12.6 Variance

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

## Part 13 Specific Sign Regulations

The following regulations apply specifically to the types of **signs** referred to in each section heading.

### 13.1 Awning signs:

- (a) shall be permitted in Commercial, Industrial and Public Service zones;
- (b) shall only be permitted where the awning is projecting more than one (1) metre (3.3 feet) from the building face;
- (c) shall not be electrified;
- (d) may be indirectly lighted;
- (e) shall have the same copy area as that permitted in Part 13; 13.3 Facia Signs of this bylaw for requirements of facia **signs**;
- (f) shall have a minimum height of 2.5 metres (8.2 feet) from the nearest finished grade of the site and shall not project below the lower edge of the canopy or awning;
- (g) shall have a maximum height of 7.62 metres (25 feet) and furthermore the **sign** shall be no higher than the top of the roof line or wall of the building to which it is affixed;

### 13.2 Canopy Signs

- 13.2.1 Shall be permitted in Commercial, Industrial and Public Service zones;
- 13.2.2 The minimum height of a canopy **sign** above the nearest finished grade of the site shall be 2.5 metres (8.2 feet) and shall not project below the lower edge of the canopy;
- 13.2.3 The maximum **sign** area shall be 0.6 square metres (6.5 square feet) per lineal metre of the canopy frontage to which it is affixed and a maximum of sixty (60) percent of the background of the **sign** can be copy. For theatres and cinemas, the maximum shall be 1.6 square metres (17.2 square feet) per lineal metre of the canopy frontage to which it is affixed and a maximum of sixty (60) percent of the background of the **sign** can be copy, but in no case shall the sign area exceed 60% of the canopy area to which the sign is to be placed.
- 13.2.4 No canopy **sign** shall extend or project above the upper edge of a canopy or marquee by more than 600mm (2.0 feet)
- 13.2.5 The vertical dimension of a canopy **sign** shall not exceed 600mm (2.0 feet). For theatres and cinemas the maximum

shall be 1.5 metres (4.9 feet).

- 13.2.6 The width of the base of the canopy shall not be less than the length of the projection.

### 13.3 Facia Signs

- 13.3.1 Only the frontage of the property on which the **sign** is located shall be used for **sign** area calculations.
- 13.3.2 A facia **sign** shall not project more than 300mm (1.0 feet) beyond the building face and shall not extend above the sill of any window or above guard rails or balustrades immediately above such **sign**.
- 13.3.3 The minimum height of a facia **sign** shall be 2.5 metres (8.2 feet) from the nearest finished grade of the site on which they are situated; provided however, that this subsection does not apply to:
- (a) Facia **signs** created by printing, painting or inscribing directly upon a wall of a building or structure;
  - (b) Facia **signs** situated entirely over private property and immediately above a landscaped area **designated** to keep pedestrians away from the wall to which the **sign** is affixed;
  - (c) Facia **signs** entirely recessed into the wall to which they are affixed;
- 13.3.4 No part of a facia **sign** shall project above the wall to which it is affixed.

### 13.4 Freestanding Signs

- 13.4.1 The minimum height of a freestanding **sign** shall be 2.5 metres (8.2 feet) provided, however, that freestanding **signs** may be less than 2.5 metres (8.2 feet) from the nearest finished grade of the site upon which they are situated where:
- (a) they are situated on or over land other than that used from time to time as a place for the parking of automobiles or used as a driveway; and
  - (b) such **signs** do not obscure the view from a road or sidewalk or other premises in the vicinity; and
  - (c) where such **signs** are an integral part of a permanent comprehensibly **designed** landscaped area, such landscaping to be in size equal to that of the **sign**.
- 13.4.2 Where a freestanding **sign** projects over a vehicular traffic area



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

- 13.4.3 The maximum height of a freestanding **sign** shall be 10.5 metres (34.5 feet).
- 13.4.4 A freestanding **sign** may be located in a required yard provided that such **sign** is not closer than 1.5 metres (4.9 feet) to:
  - (a) the point of intersection of the intersecting property lines on a corner lot;
  - (b) any adjoining lot;
  - (c) any site access or exit points.
- 13.4.5 For each freestanding **sign**, landscaping around the base of the **sign** on the site shall be provided as follows:
  - (a) 1 square metre (10.8 square feet) of landscaping for every 1 square metre (10.8 square feet) of **sign** copy; and
  - (b) 0.2 square metres (2.2 square feet) of landscaping for every 0.1 metre (4 inches) height above 3 metres (9.8 feet).
- 13.4.6 For a freestanding **sign**, no guy wires shall be used. The support structure shall form an integral part of the **design**.
- 13.4.7 The copy area for freestanding **signs** shall not exceed sixty (60) percent of the **sign** area.

## 13.5 Projecting Signs

- 13.5.1 The minimum height of a projecting **sign** shall be 2.5 metres (8.2 feet) from the nearest finished grade.
- 13.5.2 The maximum area of a projecting **sign** shall be seven (7) square metres (75.4 square feet) and the copy area of the **sign** shall not exceed sixty (60) percent of the **sign** area.
- 13.5.3 No part of a projecting **sign** shall be higher than the top of the roof line or wall to which it is affixed, except that the surrounding structure may extend 300mm (1.0 foot) above the parapet or roof line of a building provided the surrounding structure is not being used to calculate allowable copy area.
- 13.5.4 The maximum height of a projecting **sign** shall be 7.5 metres (24.6 feet) from the nearest finished grade.
- 13.5.5 The maximum projection shall be 1.5 metres (4.9 feet) beyond

the building face to which it is affixed.

- 13.5.6 The **sign** may project 250mm (10 inches) from the building face for each metre that the **sign** is located from the nearest edge or corner of the business premise to which the sign pertains.

### 13.6 Temporary Portable Sign

- 13.6.1 One (1) portable non-flashing **sign** identifying a business may be permitted per legal lot provided that:
- (a) where a legal lot is comprised of a number of strata lots, only one **sign** is permitted for the parent legal lot;
  - (b) the **sign** is no larger than 3 square metres (32.3 square feet) in area per **sign** face;
  - (c) the **sign** shall not be located on any public right-of-way nor on any public property;
  - (d) only Banner type **signs** shall be permitted as Temporary Portable **Signs**;
  - (e) no portable **sign** shall be energized by any means other than that approved by the electrical code.
- 13.6.2 Temporary signs pertaining to community campaigns, drives or events are subject to a permit as per Schedule C of this Bylaw.
- 13.6.3 A temporary portable **sign** shall be permitted for one thirty (30) day consecutive time period in a ninety (90) day period.
- 13.6.4 Any portable **sign** up for longer than the permitted thirty (30) days may be removed at the owner's expense.
- 13.6.5 Any portable **sign** placed on public right-of-way may be removed at the owner's expense.
- 13.6.6 The conditions set out in section 13.6 do not apply to **District** sanctioned event advertising.

### 13.7 Electronic Message Board Sign

- 13.7.1 Changeable copy **Electronic Message Board Signs** shall be permitted to a maximum area of three (3) square metres (32.3 square feet) per **sign** face in addition to the allowable **Sign Area** for the primary **Freestanding Sign** in those zones allowed in Schedule B of this bylaw.
- 13.7.2 **Electronic Message Board Signs** are not permitted on

secondary **Freestanding Signs** on the same property. Where permanent **Electronic Message Board Signs** are installed, no temporary portable **signs** are permitted.

- 13.7.3 Any area exceeding the above mentioned three (3) square metres (32.3 square feet) shall be included in the total calculation for **sign** area.

### 13.8 Readograph Signs

- 13.8.1 Changeable copy readograph **signs** shall be permitted to a maximum area of three (3) square metres (32.3 square feet) per **sign** face in addition to the allowable **sign** area for the primary freestanding **sign** in those zones allowed in Schedule B of this bylaw. It is not permitted on secondary **Freestanding Signs**. Where permanent readograph **signs** are installed, no temporary portable **signs** are permitted.

- 13.8.2 Any area exceeding the above mentioned three (3) square metres (32.3 square feet) shall be included in the total calculation for **sign** area.

### 13.9 On Site Directional Signs

One (1) **Directional Sign** not exceeding 0.75 square metres (8.0 square feet) per side shall be permitted at each entrance and exit from a property in addition to **signs** permitted in Schedule B of this bylaw.

### 13.10 Menu Board Signs

One (1) exterior menu board **sign** not exceeding a total **sign** area of 3.0 square metres (32.2 square feet) shall be permitted for drive-through restaurant type businesses in addition to **signs** permitted in Schedule B of this bylaw.

### 13.11 Election Signs

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

- (a) in the case of provincial or federal elections, the **signs** are not erected more than thirty (30) days prior to the election or event and are removed within four (4) days after the election;
- (b) in the case of municipal and school trustee elections, the **signs** are not erected more than twenty (20) days prior to the general local election or event and are removed within four (4) days after the election;
- (c) the **sign** size does not exceed 1.48 square metres (16 square feet);

- (d) the maximum height of the election sign, above **grade**, does not exceed 2.438 metres (8 feet) and is not less than 0.305 metres (1 foot).
- (e) the **sign** is not illuminated;
- (f) a deposit is left with the **District** as per Schedule A of this bylaw;
- (g) the placement of the **sign** does not interfere with traffic sightlines at street intersections or with the safety of pedestrians.
- (h) the placement of election **signs** are permitted on private property with the consent of the owner or occupant of the property;
- (i) **Elections Signs** are not permitted on any vehicles or trailers attached to vehicles or any roof top or any existing sign, with the exception of magnetic vehicle signs;
- (j) Election signs are prohibited on any municipal park land or other lands owned or leased by the municipality;
- (k) regulations regarding the size, placement and permitted dates for posting Election **Signs** apply to those posted on private property as well as public;
- (l) the Bylaw Enforcement Officer, or his designate, may remove any election sign that the Bylaw Enforcement Officer has reasonable grounds to believe is erected or in a place in contravention of municipal Bylaws; and
- (m) Election **signs** that have been removed in accordance with the section above will be stored for a period of four (4) days and the candidate or their agent may claim the **sign(s)** during that period, following which the material may be destroyed or otherwise disposed of by the District. The Candidate or his Agent will be notified of the problem with the sign and where the sign can be claimed; and
- (n) other than as authorized in writing by the District, no person shall display on any election **sign** or other election advertising a logo, trademark or official mark, in whole or in part, owned or licensed by the District.

## Part 14 Penalty and Enactment

- 14.1 Every person who violates a provision of this bylaw, or who consents, allows or permits an act or thing to be done in violation of a provision of this bylaw, or who neglects to or refrains from doing anything required to be done by a provision of this

bylaw, is guilty of an offence and is liable to the penalties imposed under this bylaw, and is guilty of a separate offence each day that a violation continues to exist.

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

READ A FIRST TIME on [Date]

READ A SECOND TIME on [Date]

READ A THIRD TIME on [Date]

ADOPTED by the Council on [Date]

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**PRESIDING MEMBER**

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**CORPORATE OFFICER**

### **Schedules**

**Schedule "A" – Sign Permit Fees**

**Schedule "B" – Cross Reference Table**

**Schedule "C" – Temporary Sign Request**

**Schedule "D" – Sign Impoundment Recovery Costs**

## Schedule “A” – Sign Permit Fees

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

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

Up to 3 sq. m [32 sq. ft.].....\$136.00

Larger than 3 sq. m [32 sq. ft.] up to 6 sq. m [64 sq. ft.].....\$201.00

Larger than 6 sq. m [64 sq. ft.] up to 10 sq. m [110 sq. ft.].....\$268.00

Larger than 10 sq. m [110 sq. ft.] up to 15 sq. m [160 sq. ft.].....\$337.00

Larger than 15 sq. m [160 sq. ft.] up to 18.6 sq. m [200 sq. ft.].....\$403.00

Over 18.6 sq. m [200 sq. ft.].....\$536.00

- c) If an applicant proposes to relocate or alter an existing **sign** (excluding a temporary on-site real estate development/construction **sign** or temporary off-site real estate development/construction **sign**) on the same lot without enlarging it, a relocation or alteration fee of \$126.00 plus applicable taxes will be charged under a sign permit.
- d) Enlargement, rebuilding, relocation and extension of an existing **sign** (in height, **sign** area or both) amounts to an erection of a new **sign** and requires a **sign** permit.
- e) Temporary on-site real estate development/construction **signs** and temporary off-site real estate development/construction **signs** shall be assessed the permit fee as stipulated in this bylaw and a removal deposit of \$500.00 shall be paid by the applicant. This deposit is refundable if the applicant removes the **sign** within the stipulated period. If the applicant fails to remove the **sign** to the satisfaction of the District of Maple Ridge, the removal deposit shall be forfeited and the District of Maple Ridge may use the money to offset the cost incurred by the District to remove the **sign**.
- f) **Temporary signs**, including **Election signs** are subject to a security deposit of \$100. This deposit is refundable providing that all signs are removed within the agreed time frame.

## Schedule “B” – Cross Reference Table

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

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

ZONE	SIGN TYPES								
	AWNING	CANOPY	CHANGEABLE READOGRAPH	DEVELOPMENT	FACIA	FREESTANDING	HOME OCCUPATION	PROJECTING	
A-1									
A-2									
A-3									
R-1									
RS-1B									
RS-1A									
RS-1									
RS-2									
RS-3									
RM-1									
RM-2									
RM-3									
RM-4									
RM-5									
RT-1									
SRS									
RG									
RG-2									
RG-3									
RE									
RMH									
<p style="text-align: center;">√ - PERMITTED in the zone  × - NOT PERMITTED in the zone  ×× - PROHIBITED IN THE MUNICIPALITY</p>									
<p><b>×× Signs prohibited in the Municipality include:</b>  Animated;  Billboards;  Flashing/Oscillating;  Audible/Odor;  Paper/Cardboard;</p> <p style="text-align: right;">Roof (unless approved by a DVP);  Balcony</p>									

## Schedule "C" – Temporary Sign Permit Application

Pursuant to Section 13.6 of Sign Control Bylaw No. 7008-2013

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

Name of applicant: \_\_\_\_\_

Applicant's phone number: \_\_\_\_\_

Applicant's e-mail address: \_\_\_\_\_

Name of group or organization (if applicable): \_\_\_\_\_

Address of group or organization: \_\_\_\_\_

Phone number of group or organization: \_\_\_\_\_

Event start date: \_\_\_\_\_ Event end date: \_\_\_\_\_

Date signs will be erected: \_\_\_\_\_

Number of signs: \_\_\_\_\_ Size of signs: \_\_\_\_\_

Sign copy:  
\_\_\_\_\_  
\_\_\_\_\_

Location of signs (please be specific):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Schedule "C" – Temporary Sign Permit Application

Pursuant to Section 13.6 of Sign Control Bylaw No. 7008-2013

This permit shall be valid and subsisting from the \_\_\_\_\_ day of \_\_\_\_\_ and shall expire on the \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ (pm) AND at all times during the currency thereof, shall be subject to cancellation if the holder thereof shall neglect, fail or refuse to observe and to comply with all the requirements of Maple Ridge Sign Control Bylaw No. 7008 - 2013, and is issued subject to the following conditions:

- 1) That all necessary plans and specifications of any works involved have been deposited with the Building Department and have been approved;
- 2) That the applicant shall hold and save harmless the Corporation of the District of Maple Ridge from and against all claims, damages and lien claims of every kind, arising out of or in any way connected with any works or other things for which this Permit is issued;
- 3) That the applicant shall replace and repair all municipal infrastructure effected by the work and such infrastructure is to be returned to an equal or better condition than that which existed prior to the work, all within 24 hours of the completed work, to the satisfaction of the District of Maple Ridge;
- 4) That the applicant will deposit with the Corporation a sum of One Hundred Dollars (\$100.00) in cash or cheque, to guarantee the fulfillment by me of the terms and conditions set out herein within the time specified in this permit.

\_\_\_\_\_  
(Signature of applicant)

Application:      Approved ☐                      or                      Declined ☐

Authorization:

\_\_\_\_\_  
Municipal Engineer

Security Deposit (\$\_\_\_\_\_) Refundable

Receipt No.: \_\_\_\_\_

## **Schedule “D” – Sign Impoundment Recovery Costs**

**Recovery costs for impounded signs are as follows:**

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



## District of Maple Ridge

**TO:** His Worship Mayor Ernie Daykin  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Purchasing Policy

**MEETING DATE:** July 7, 2014  
**FILE NO:**  
**MEETING:** Council Workshop

---

### EXECUTIVE SUMMARY:

Our Purchasing Policy guides the procurement of Goods and Services by the District. This direction is important so that best value can be obtained for the use of public funds.

The policy was approved in 2004 and while it has served us well, there are some areas that need to be updated. Further, local government procurement is a priority area for the audits being performed by the Auditor General for Local Government (AGLG). The AGLG has issued one preliminary report and plans to issue the remainder of its reports by August 31, 2014. As well, the AGLG plans on issuing a best practices guide for local government procurement.

Staff will continue to follow the reports from the AGLG and an amended purchasing policy will be forwarded to Council reflecting best practices.

### RECOMMENDATION(S):

None. Information only.

### DISCUSSION:

Our Purchasing Policy was approved in 2004 and it guides the procurement of goods and services for the District of Maple Ridge. The policy provides direction in a number of areas including the following:

- i) Obtaining "Best Value" for the dollars expended
- ii) Conducting business with fairness, probity and respect for all parties
- iii) Support provided by the Purchasing Section
- iv) Delegated Purchasing authority and responsibility
- v) Procurement tools and processes and their appropriate use
- vi) Prohibitions

The policy is attached for ease of reference.

In May, 2013, the Auditor General for Local Government (AGLG) announced performance audits of 18 local governments on three different audit topics. Two of the topics revolve around purchasing:

a. Audit Topic 1 - Achieving Value for Money in Operational Procurement

The following local governments are scoped for Topic 1 audits: City of Vernon, Corporation of Delta, City of Revelstoke, Comox Valley Regional District, Fraser-Fort George Regional District and the District of West Vancouver.

b. Audit Topic 3 - Learnings from Local Government Capital Procurement Projects and Asset Management Programs

The City of Cranbrook, City of Rossland, District of Sechelt, District of North Vancouver, City of Campbell River and City of Dawson Creek are scoped for Topic 3 audits.

The AGLG released its first report on the City of Rossland in April, 2014. The report is labeled "Part 1 of 2" as it deals with capital procurement. Part 2 of the report is planned for later in 2014 and will deal with asset management.

The remainder of the reports are to be issued by August 31, 2014. The AGLG will also be issuing a best practices guide for procurement.

At this juncture, it is anticipated that the best practices will include an emphasis on:

- i) Conflict of Interest
- ii) Documentation
- iii) Reporting requirements including final reporting at project completion.

Staff will continue to review the reports from the AGLG and an amended purchasing policy will be forwarded to Council reflecting the best practices.

"Original signed by Russ Carmichael"

Prepared by: Russ Carmichael, Director of Engineering Operations

"Original signed by Paul Gill"

Prepared by: Paul Gill, GM: Corporate & Financial Services

"Original signed by Frank Quinn"

Approved by: Frank Quinn, GM: Public Works and Development Services

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

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

:msj



## District of Maple Ridge

**TO:** His Worship Mayor Ernie Daykin  
and Members of Council  
**DATE:** July 7, 2014  
**FILE NO:** 0530-01  
**FROM:** Chief Administrative Officer  
**ATTN:** Council Workshop  
**SUBJECT:** 2014 Council Matrix

---

### EXECUTIVE SUMMARY:

Attached to this report as Appendix I is the Council Matrix for the period of July 21 through November 17, 2014. The matrix captures items that Council identified as priorities, presentations to update and inform Council on local issues, and policy discussions. Staff will make every effort to meet the dates outlined on the 2014 Council Matrix but it should be noted that the dates listed may be altered depending upon availability of information and personnel.

Attached for your information as Appendix II is the 2014 Matrix for the period January 1 through July 7 indicating the status of each item as of July 4.

### RECOMMENDATION:

**That the Council Matrix attached as Appendix I to the staff report dated July 7, 2014 be adopted.**

### DISCUSSION:

The matrix was developed to track key items for Council. The matrix lists those items that are of particular interest to Council but these items are only a small fraction of the work that occurs at the District on a daily basis and a fraction of the work identified in the 2014-2018 Business Plan..

It should be noted that agenda items at these meetings are not limited to the items on the matrix. Emergent issues will also be added to agendas as they arise.

"Original signed by Ceri Marlo"  
*Prepared by:* Ceri Marlo, C.M.C.  
**Manager of Legislative Services**

"Original signed by J.L. (Jim) Rule"  
*Concurrence by:* J.L. (Jim) Rule  
**Chief Administrative Officer**

"Original signed by Ceri Marlo" for  
*Approved by:* Paul Gill, B.B.A, C.G.A, F.R.M  
**General Manager: Corporate & Financial Services**

/cm  
Attachments (2)

# Council Work Schedule Matrix 2014 (July to November 2014)

# Appendix I

	ITEM	DIVISION	DATE OF MEETING	MEETING	SOURCE	STATUS AND COMMENTS
1	Commercial Industrial Strategy	PWDS	21-Jul	W/S	Carried forward from the June 9, 2014 W/S	
2	Maple Ridge Leisure Centre Revenue	CDPR	21-Jul	W/S	Rescheduled from the June 16, 2014 W/S	
3	Joint Leisure Services Review - Final Recommendations	CDPR	21-Jul	W/S	Follow up to the July 7, 2014 update	
4	Maple Ridge Leisure Centre Infrastructure Update	CDPR	21-Jul	W/S	Annual update	
5	Council Training & Conferences Policy	CFS	21-Jul	W/S	Council resolution of February 11, 2014	
6	Communications and Social Media	Admin	25-Aug	W/S	2014-2018 Business Plan	
7	140th Birthday Celebrations	Admin	25-Aug	W/S	Carried forward from the February 7, 2014 W/S	
8	Cell Tower Presentation	CFS	25-Aug	W/S	Presentation	Date to be confirmed
9	Property Tax Collection Period	CFS	25-Aug	W/S	Annual Presentation	
10	RCMP Contract update	CFS	25-Aug	W/S	Regular update	
11	Job Incentive Program	Admin	8-Sep	W/S	From the Jan-July 2014 Matrix	To follow the completion of the Commercial Industrial Strategy
12	Vibrant Downtown Update	CDPR	8-Sep	W/S	Follow up to work done in November 2013	
13	Transportation Plan	PWDS	8-Sep	W/S	Carried forward from the February 17, 2014 W/S presentation by J. Steiner	
14	Housing Action Plan	CDPR	15-Sep	W/S	Carried forward from the June 16, 2014 W/S	
15	Capital Works and Development Update Tour	PWDS	15-Sep		2014-2018 Business Planning	
16	E-Comm Tour		6-Oct		Half day tour (a.m.)	
17	Development Services Resources	PWDS	20-Oct	W/S	Carried forward from discussion on various bylaw reports	
18	Silver Valley Status Report	PWDS	20-Oct	W/S	Carried forward from the discussion on school sites	
19	Zoning Bylaw	PWDS	20-Oct	W/S	Carried from from March 3, 2014 W/S	
20	Jackson Farm - Planning for Future Park Development	CDPR	3-Nov	W/S	2014-2018 Council Business Planning	
21	Environmental Management Strategy Update	PWDS	3-Nov	W/S	Carried forward from March 17, 2014 W/S	
22	Tandem Parking	PWDS	3-Nov	W/S	Carried forward from March 25, 2014 W/S	
23	Thornhill - Planning for Future Development	PWDS	3-Nov	W/S	2014-2018 Council Business Planning	

**Council Work Schedule Matrix 2014 (July to November 2014)****Appendix I**

	ITEM	DIVISION	DATE OF MEETING	MEETING	SOURCE	STATUS AND COMMENTS
24	Parks and Leisure Master Plan Priorities	CDPR	17-Nov	W/S	2014-2018 Business Plan	
25	Maple Ridge Leisure Centre Q3 Revenue Report	CDPR	17-Nov	W/S	Regular update	

Legend	
Abbreviation	
Admin	Administration (includes SEI and Sustainability)
CDPR	Community Development Parks & Recreation
CFS	Corporate and Financial Services
PWDS	Public Works & Development Services

**Council Work Schedule Matrix 2014 (January to July 2014)**
**Appendix II**

	ITEM	DIVISION	DATE OF MEETING	MEETING	SOURCE	STATUS AND COMMENTS
1	Incorporate as a City from a District (City Designation)	Admin	6-Jan	W/S	Council - 2013 Business Planning	Complete - alternate approval process carried out; awaiting approval from the Province
2	Noxious Weed Strategy	CDPR	6-Jan	W/S	Carried forward from 2013 Matrix	Complete - powerpoint presentation provided
3	Whonnock Lake Capital Update	CDPR	6-Jan	W/S	Council - 2013 Business Planning	Complete - powerpoint presentation provided, work proceeding
4	Website Update	CFS	6-Jan	W/S	Carried forward from 2013 Matrix	Complete - verbal update provided, further update provided on January 20
5	Matrix	CFS	20-Jan	W/S	Regular update	Complete - deferred to the February 3 Workshop Council Meeting; Matrix adopted
6	Website Update	CFS	20-Jan	W/S	Follow-up from Jan 6, 2014 Workshop	Complete - presentation provided at the January 20 COW Meeting
7	Commercial/Industrial Plan	PWDS	20-Jan	W/S	Carried forward from 2013 Matrix	Further discussion held at March 3 W/S; staff report provided at the June 9 W/S; revised staff report to be presented at the July 21 Committee of the Whole
8	Alouette River Management Society (ARMS) Update	PWDS	3-Feb	COW	Annual Presentation	Complete - presentation provided at the February 17 Committee of the Whole
9	Job Creation Incentive Program	Admin	3-Feb	W/S	Council - 2013 Business Planning	Discussion to be held following the completion of the Commercial/Industrial Plan
10	Housing Action Plan	CDPR	3-Feb	W/S	Carried forward from 2013 Matrix	Complete - presentation provided by staff and CitySpaces Ltd. consultant; consultant summary report provided at the April 14 W/S; Housing Action Plan Working Draft May 2014 provided at the June 16, 2014 W/S
11	Seniors Housing Update	CDPR	3-Feb	W/S	Council - 2013 Business Planning	Complete - part of the Housing Action Plan presentation
12	Bicycle Advisory Committee Structure	PWDS	3-Feb	W/S	Carried forward from 2013 Matrix	Presented at the February 17 W/S meeting; deferred until the completion of the review of Advisory Committees and Commissions by the Advisory Committee Task Force
13	Medical Marijuana Federal Regulations Implications	PWDS CFS	3-Feb	W/S	Carried forward from 2013 Matrix	Complete - powerpoint presentation provided by Superintendent Fleugal, RCMP and Fire Chief Spence
14	Tax Assessment Update and Presentation by BC Assessment	CFS	3-Feb	W/S	Annual Presentation	Complete - powerpoint presentation provided by BC Assessment and the Manager of Revenue and Collections
15	140th Birthday Celebrations	CDPR	17-Feb	W/S	Council - 2014 Business Planning	Complete - update provided by the General Manager of Community Development, Parks and Recreation Services; further update scheduled for August 25 W/S
16	Infrastructure Funding Update	CFS	17-Feb	W/S	Regular update	Complete - update provided by the Manager of Accounting
17	Noise Control Bylaw	PWDS	17-Feb	W/S	Carried forward from 2013 Matrix	Complete - update provided; Bylaw No. 7038-2013 to be finalized and forwarded to a future Committee of the Whole Meeting



# Council Work Schedule Matrix 2014 (January to July 2014)

# Appendix II

	ITEM	DIVISION	DATE OF MEETING	MEETING	SOURCE	STATUS AND COMMENTS
18	Tandem Garage Update	PWDS	17-Feb	W/S	Carried forward from 2013 Matrix	Complete - update provided; Bylaw No. 7024-2013 and Bylaw No. 7025-2013 to be revised; scheduled for the July 21 W/S
19	Transportation Plan	PWDS	17-Feb	W/S	Carried forward from 2013 Matrix	Complete - presentation by John Steiner, Urban Systems
20	Kanaka Environmental & Educational Partnership Society (KEEPS) Update	PWDS	3-Mar	COW	Annual Presentation	Complete - presentation by Ross Davies, KEEPS Education Coordinator
21	Report from Social Planning Advisory Committee on Bicycle Use	CDPR	3-Mar	W/S	Referred to SPAC by Council	Complete - staff report presented; RCMP presentation; forwarded to the March 11, 2014 Council Meeting; recommendations endorsed
22	Gaming Funds Policy	CFS	3-Mar	W/S	Council - 2013 Business Planning	Complete - update provided by the Manager of Financial Planning
23	Preliminary Year End Results	CFS	3-Mar	W/S	Annual Presentation	Complete - update provided by the Manager of Accounting
24	Hammond Area Plan	PWDS	3-Mar	W/S	Carried forward from 2013 Matrix	Complete - report and presentation provided by Planning staff; update scheduled for July 7 W/S
25	Zoning Bylaw Update	PWDS	3-Mar	W/S	Carried forward from 2013 Matrix	Complete - Update provided by the Manager of Development and Environmental Services
26	Fire Department Update	CFS	17-Mar	COW	Annual Presentation	Complete - presentation provided by D. Spence, Fire Chief
27	Meeting with MLA's Dalton and Bing	CFS	17-Mar	W/S	Annual meeting	Complete
28	Compassionate Cities Update	CDPR	17-Mar	W/S	Carried forward from 2013 Matrix	Complete - update provided by the Recreation Coordinator/Social Planning
29	Leisure Centre Revenue Update	CDPR	17-Mar	W/S	Council - 2014 Business Planning	Complete - update provided by the GM of CDPR and the Recreation Mgr, Health & Wellness
30	Review of the Joint Service Agreement for Parks & Leisure Services	CDPR	17-Mar	W/S	Council - 2013 Business Planning	Complete - presented at the February 25, Council Meeting; review of Joint Leisure Services Model by Brian Johnson, Facilitator, PERC at the May 5 and June 9 W/S; draft recommendations scheduled for the July 7, 2014 W/S; final report scheduled for July 21 W/S
31	Cottonwood Landfill	PWDS	17-Mar	W/S	2014 Business Planning	Complete - update provided by the Director of Engineering Operations
32	Environmental Management Strategy Update	PWDS	17-Mar	W/S	Carried forward from 2013 Matrix	Complete - presentation provided by Catherine Berris, Berris and Associates/ Urban Systems
33	Sign Bylaw	PWDS	17-Mar	W/S	Carried forward from 2013 Matrix	Complete - update provided in advance of proceeding to further public consultation; April 7, 2014 Council Workshop; further update at the July 7, 2014 W/S
34	Conduit for Fibre Optics	CFS	17-Mar	W/S	Carried forward from 2013 Matrix	Complete - request for Information and Qualifications Status update provided at the April 7, 2014 Council Workshop
35	Smoking Bylaw	PWDS	17-Mar	W/S	Carried forward from 2013 Matrix	Complete - 3 readings at the April 8 Council Meeting; waiting for approval from the Minister of Health prior to advance to final reading

# Council Work Schedule Matrix 2014 (January to July 2014)

# Appendix II

	ITEM	DIVISION	DATE OF MEETING	MEETING	SOURCE	STATUS AND COMMENTS
36	Human Resources Update	Admin	7-Apr	COW	Annual Presentation	Complete - presentation provided
37	Council review of Advisory Committees & Commissions	CFS	7-Apr	W/S	Council - 2013 Business Planning	Complete - report provided; Advisory Committee Task Force of the Mayor, Councillor Dueck and Councillor Hogarth established
38	Reserve Funds	CFS	7-Apr	W/S	Annual Presentation	Complete - overview provided by the Manager of Accounting
39	Loitering Bylaw Report	PWDS	7-Apr	W/S	Council - 2013 Business Planning	Complete - rescheduled to Closed Council under Section 90(1)(i)
40	Recycling Society Update	PWDS	14-Apr	COW	Annual Presentation	Complete - presentation provided
41	Meeting with Agricultural Land Commission	Admin	14-Apr	W/S	Council - 2013 Business Planning	Meeting scheduled for July 7, 2014
42	Metro Vancouver Incinerator Update	PWDS	14-Apr	W/S	Council - 2014 Business Planning	Complete - Waste Flow Management Update provided by Carol Mason, Chief Administrative Officer and Paul Henderson, GM, Solid Waste Services
43	Consolidated Financial Statements	CFS	14-Apr	W/S	Annual Presentation	Complete - overview provided by the Manager of Accounting; recommendation brought forward to the April 14, 2014 Committee of the Whole Meeting
44	Meeting with Randy Kamp, MP	CFS	14-Apr	W/S	Annual meeting	Complete
45	Business Improvement Area Update	PWDS	5-May	COW	Annual Presentation	Complete - presentation provided by the Executive Director, BIA, at the May 5, 2014 Council Workshop
46	Update on Education Forum	Admin	5-May	W/S	2013 Business Planning - Output from Education Taskforce	Presentation rescheduled for July 7 Committee of the Whole Meeting
47	Business Planning Process and Guidelines	CFS	5-May	W/S	Annual Presentation	Complete - presented at the April 28, 2014 Committee of the Whole
48	Document Management Implementation Update	CFS	5-May	W/S	2014 Business Planning	Complete - update provided
49	Parks and Leisure Services Update	CDPR	12-May	COW	Annual Presentation	Complete - presentation provided
50	LED Lights Update	Admin	12-May	W/S	Carried forward from 2013 Matrix	Complete - overview by the Manager of Sustainability and Corporate Planning; pilot project to be implemented
51	Community Wildfire Protection Plan	CFS	12-May	W/S	Carried forward from 2013 Matrix	Complete - forwarded to the May 27, 2014 Council Meeting; approved; public consultation underway
52	Overhead Wiring Review	PWDS	12-May	W/S	Carried forward from 2013 Matrix	Complete; a report on Option 3 in the staff report to be provided; scheduled for October 6 W/S
53	Information Technology Update	CFS	9-Jun	COW	Annual Presentation	Complete - presentation by the Director of Information Technology
54	Tax Rate Survey	CFS	9-Jun	W/S	Annual Presentation	Complete - forwarded to the June 10, 2014 Council along with a presentation
55	Amenity Program Update (staff report titled Albion Amenity Program Update)	PWDS	9-Jun	W/S	Carried forward from 2013 Matrix	Complete - update provided
56	Lougheed Highway Enhancements	PWDS	9-Jun	W/S	Council - 2013 Business Planning	Complete - presentation provided
57	True North Signage Campaign Update	PWDS	9-Jun	W/S	Carried forward from 2013 Matrix	Complete - presentation provided at the June 16 Council Workshop

# Council Work Schedule Matrix 2014 (January to July 2014)

# Appendix II

	ITEM	DIVISION	DATE OF MEETING	MEETING	SOURCE	STATUS AND COMMENTS
58	RCMP Update	CFS	16-Jun	COW	Annual Presentation	Complete - presentation provided
59	Albion Community Hall Discussion	CDPR	16-Jun	W/S	Council - 2013 Business Planning	Update provided - staff to do further investigative work
60	Leisure Centre Revenue Update	CDPR	16-Jun	W/S	Council - 2014 Business Planning	Rescheduled to July 21, 2014
61	Parks and Leisure Services Master Plan Priorities	CDPR	16-Jun	W/S	2014 Business Planning	Rescheduled to November 2014
62	Matrix	CFS	16-Jun	W/S	Regular update	Rescheduled to July 7, 2014
63	Building Department Update	PWDS	7-Jul	COW	Annual Presentation	
64	Capital Works Update	CDPR PWDS	7-Jul	W/S	Annual Presentation	Rescheduled to July 21, 2014
65	Purchasing Policy Review including Studies & Consultants	CFS PWDS	7-Jul	W/S	Council - 2013 Business Planning	
66	Housing Action Plan Update	CDPR	7-Jul	W/S	Follow up to February Update	Rescheduled to September 8, 2014
67	Tri-plex/Four-plex zone	PWDS	7-Jul	W/S	2014 Business Planning	Rescheduled to July 21, 2014
68	Noxious Weed Strategy	CDPR	7-Jul	W/S	Follow up to January update	Inventory is being completed by BCIT students and the program coordinator; update will be provided upon completion

Legend	
Abbreviation	
Admin	Administration (includes SEI and Sustainability)
CDPR	Community Development Parks & Recreation
CFS	Corporate and Financial Services
PWDS	Public Works & Development Services
	Items to be presented at Committee of the Whole

June 25, 2014

UBCM Members (**sent via email only**)

**Re: 2014 UBCM Convention – “Leading Edge”  
Whistler, September 22 – 26, 2014**

Further to Minister Oakes' June 11, 2014 letter regarding the 2014 UBCM Convention, I am pleased to attach the 2014 Provincial Appointment Book for your use in requesting meetings with provincial government staff (ministries, agencies, commissions and corporations) available to meet with delegates at Convention.

To request a meeting with provincial government staff, you must complete the form located at: [Provincial Government Staff Meetings](#). Note: the website will go live July 2, 2014.

The deadline for submitting meeting requests online is **Friday, August 29, 2014**. Meeting confirmation details will be sent to the contact identified on your meeting request form.

After August 29, 2014, requests for appointments can be made at the Provincial Appointments Desk, during Convention at the following locations:

**Monday, September 22, 2014**

Grand Foyer, Whistler Conference Centre  
8:30 am – 4:00 pm

**Tuesday, September 23 to Thursday, September 25, 2014**

Lobby, Cheakamus Room, Hilton Whistler Hotel  
8:30 am – 4:00 pm

For information on requesting meetings with the Premier, Cabinet Ministers, and Honourable Coralee Oakes, Minister of Community, Sport and Cultural Development, please see page 2 of the 2014 Provincial Appointment Book or the click on the [Provincial Government Meeting Request Page](#).

If you have any questions, please contact Danielle Woodcock at 1-250-387-9108 or Cristina Scott at 1-250-387-4013 or via email at [CSCD.UBCM.MeetingRequests@gov.bc.ca](mailto:CSCD.UBCM.MeetingRequests@gov.bc.ca).

Birgit Schmidt, Manager  
Client Services  
Local Government Division

pc: Danielle Woodcock, UBCM Meeting Coordinator  
Cristina Scott, UBCM Meeting Coordinator

Attachment



# 2014 PROVINCIAL APPOINTMENT BOOK

to schedule meetings with staff from

**Provincial Government  
Ministries, Agencies, Commissions and Corporations**

at the

## 2014 UBCM CONVENTION

September 22 – 26, 2014  
Whistler Conference Centre  
Whistler, BC

# 2014 PROVINCIAL APPOINTMENT BOOK

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**To request an online meeting with:**

## **Honourable Christy Clark, Premier and Cabinet Ministers**

*(except Minister of Community, Sport and Cultural Development)*

click here: <http://www.fin.gov.bc.ca/ubcm/>

The invitation code is: MeetingRequest2014

**Deadline: Friday, August 15, 2014**

**Questions?** Contact Tara Zwaan at 1-604-775-1600

## **Honourable Coralee Oakes, Minister of Community, Sport and Cultural Development**

click here: [Minister Oakes' Meetings](#)

**Deadline: Friday, August 15, 2014**

**Questions?** Contact Danielle Woodcock at 1-250-387-9108, or Cristina Scott at 1-250-387-4013 or via email at [CSCD.UBCM.MeetingRequests@gov.bc.ca](mailto:CSCD.UBCM.MeetingRequests@gov.bc.ca)

## **Provincial Government Staff**

*(Ministries, Agencies, Commissions and Corporations)*

click here: [Provincial Government Staff Meetings](#)

**Deadline: Friday, August 29, 2014**

**Questions?** Contact Danielle Woodcock at 1-250-387-9108, or Cristina Scott at 1-250-387-4013 or via email at [CSCD.UBCM.MeetingRequests@gov.bc.ca](mailto:CSCD.UBCM.MeetingRequests@gov.bc.ca)

## **Provincial Government Staff Meetings** *(Ministries, Agencies, Commissions and Corporations Staff)*

This document contains a listing of all Provincial Government Ministries, Agencies, Commissions and Corporations who will be attending the 2014 UBCM Convention and are available to meet with local government delegates.

**Meetings will be held from Tuesday, September 23 to Thursday, September 25, 2014.**

Once your meetings are scheduled, you will receive confirmation of your meeting via email.

**The deadline for receiving online meeting requests is: Friday, August 29, 2014.**

The Provincial Appointments Desk staff will be taking meeting requests during the Convention and will be located at the Whistler Conference Centre and the Hilton Whistler Hotel as per the dates below.

The on-site Provincial Appointments Desk will be open on the following dates:

**Monday, September 22, 2014**

Grand Foyer, Whistler Conference Centre  
8:30 am – 4:00 pm

**Tuesday, September 23 to Thursday, September 25, 2014**

Lobby, Cheakamus Room, Hilton Whistler Hotel  
8:30 am – 4:00 pm

# 2014 PROVINCIAL APPOINTMENT BOOK

## Ministry of Aboriginal Relations and Reconciliation

DIVISION/BRANCH	TOPIC
Aboriginal Relations and Reconciliation	New Relationship, treaty negotiations, reconciliation issues, Aboriginal relations, closing the socio-economic gap.

## Ministry of Advanced Education

DIVISION/BRANCH	TOPIC
Sector Strategy and Quality Assurance	Post-secondary quality assurance, governance, legislation, audit, accountability, data, strategic policy, planning, human capital planning and sector labour relations.
Institutions and Programs	25 public post-secondary institutions and their programs including skills and training, international education, Aboriginal education, adult basic education and medical and health.
Student Services and Sector Resource Management	Post-secondary funding and capital, student aid funding and services, and Ministry organizational development and technology solutions.

## Ministry of Agriculture

DIVISION/BRANCH	TOPIC
Food Safety and Inspection Branch	Establish provincial and regulatory standards along the food system (processors, packers, distributors), assess industry food safety compliance, and support industry to adopt food safety standards.
Sector Development Branch	Builds (agricultural) industry capacity by supporting business development, First Nations agriculture, youth participation and succession, and agroforest and range use development; provides in-depth knowledge of the challenges and needs of various sectors, and emergency preparedness and coordination required for the Agrifood sector in BC.
Business Risk Management Branch	Helps producers manage risks that cause income losses and lead to financial instability, including weather hazards, natural disasters, wildlife, diseases, pests and market declines. The Branch delivers three programs to help farmers manage financial risk: Production Insurance - which offers insurance protection for agricultural crops against weather perils; Agri-Stability - which protects farm enterprises from the financial impacts of significant margin declines which can be caused by increasing input costs or reduced agricultural revenues; and Wildlife Damage Compensation - compensates farmers for losses due to wildlife.
Innovation and Adaptation Service Branch	Provides innovative solutions to the agriculture, food and seafood sectors as essential parts of the social and economic fabric of BC; facilitates competition, adaptation and innovation in response to economic, environmental, social influences and market change.

## Ministry of Children and Family Development

DIVISION/BRANCH	TOPIC
	NOT ATTENDING CONVENTION



# 2014 PROVINCIAL APPOINTMENT BOOK

## Ministry of Community, Sport and Cultural Development

DIVISION/BRANCH	TOPIC
<b><i>Local Government Division</i></b>	
<b>Governance and Structure Branch</b>	
Local Government Structure	Incorporation, restructure, boundary extensions, structure-related legislation and processes, and local and regional governance/services.
Advisory Services	Local government administration, elections, governance/administration-related legislative requirements/powers, and local and regional governance/services.
Community Relations	Local government First Nations relations and Free Crown Grant/Nominal Rent Tenure sponsorships.
<b>Infrastructure and Finance Branch</b>	
Local Government Finance	Local government finance, including development cost charges, unconditional grant eligibility criteria and funding, financial plans, taxation issues and cost recovery options.
Infrastructure and Engineering	Asset management, sewer, water, rainwater and other capital grants, infrastructure planning grants and infrastructure programs.
<b>Intergovernmental Relations and Planning Branch</b>	
Planning Programs Intergovernmental Relations	Regional growth strategies, regional and community land use planning and development, community amenity contributions, dispute resolution services (including RD service review/withdrawal) and capacity building, Northwest Community Readiness Community Planning Program, <b><i>Miscellaneous Statutes Amendment Act</i></b> , streamlining legislation (Land Use Contracts, repeal of RD bylaw approval requirements, protection from DCC increases), renewed Gas Tax Agreement, climate action initiatives (mitigation and adaptation), carbon neutral local government and Climate Action Charter.
Property Assessment Services	Valuation of restricted use properties (BC Ferry Services, NavCan), <b><i>Tourist Accommodation (Assessment Relief) Act</i></b> amendments for rural resort properties.
<b><i>Integrated Policy, Legislation and Operations Division</i></b>	
	General policy and legislation including local elections campaign finance.
<b><i>Arts, Culture, Gaming Grants and Sport Division</i></b>	
BC Arts Council	Eligibility criteria and application process for programs of the BC Arts Council; arts and cultural development in communities.
Arts and Culture Unit	Policy and program support for the creative sector including development of community engagement and special initiatives.
Community Gaming Grants	Eligibility criteria and application process.
Sport	Sport policy issues; programs supporting the delivery of services through provincial sport organizations.

## 2014 PROVINCIAL APPOINTMENT BOOK

### Ministry of Education

DIVISION/BRANCH	TOPIC
Libraries Branch	Public library services.
Resource Management Division	School capital and school funding.

### Ministry of Energy and Mines (and responsible for Core Review)

DIVISION/BRANCH	TOPIC
Mines and Mineral Resources Division	Provincial mines, mineral exploration and mineral resources policy.
Electricity and Alternative Energy Division	Electricity and alternative energy policy and programs including hydroelectric generation, the <i>Clean Energy Act</i> , energy efficiency and conservation and the Innovative Clean Energy Fund.

### Ministry of Environment (including Environmental Assessment Office)

DIVISION/BRANCH	TOPIC
Environmental Protection Division	Air quality, reducing toxins, pollution prevention, environmental emergencies/provincial spill response, <i>Environmental Management Act</i> , contaminated sites, brownfields, hazardous and industrial waste, <i>Integrated Pest Management Act</i> , product stewardship, waste management (incineration, landfilling, municipal liquid and solid waste), permitting and compliance reporting for industrial operations' emissions, Japan tsunami debris.
Environmental Sustainability and Strategic Policy	Species at Risk policy development, species, habitat and ecosystems conservation and sustainability, terrestrial and aquatic conservation science, wildlife inventory and monitoring, ecosystem stewardship outreach, biodiversity, conservation data centre, ecosystem information, climate change adaptation strategies. Living Water Smart, <i>Water Sustainability Act</i> , water conservation, source water protection, water quality, groundwater hydrology, groundwater protection, monitoring and network management for water (surface and groundwater) quantity and quality, air quality, water stewardship outreach, environmental and natural resource sector laboratory and knowledge (library) services. Overarching policy and legislation, compliance planning, intergovernmental relations, State of Environment Reporting and Service Plan.
BC Parks	Responsible for all matters (policy, planning and management) of conservation, recreation and cultural values in the province's protected areas system including parks, conservancies, and recreation areas under the Park Act, ecological reserves under the <i>Ecological Reserves Act</i> , and protected areas designated under the <i>Environment and Land Use Act</i> .
Climate Action Secretariat	Province-wide management of systems to address and respond to climate change including: Community design, energy and food supply and the <i>Community Charter</i> , in association with Ministry of Community, Sport and Cultural Development, legislated short and long-term, province-wide greenhouse gas reduction targets Carbon Neutral Government and Public Sector Organizations - schools, universities and colleges and hospitals; eight climate action pieces of legislation - vehicle standards, fuel standards, carbon tax, cap and trade, deforestation, electricity, provincial targets; province-wide and sector-wide climate and emissions policy; green economic development and strategy; recent integration of the Pacific Carbon Trust into the Climate Investment Group.
Environmental Assessment Office	Environmental assessment process. One process, one environmental assessment. Substitution and Equivalency. Compliance and enforcement of certified projects. Public consultation.

# 2014 PROVINCIAL APPOINTMENT BOOK

## Ministry of Finance (and Government House Leader)

DIVISION/BRANCH	TOPIC
Tax Policy Branch	Tax policy.

## Ministry of Forests, Lands and Natural Resource Operations

DIVISION/BRANCH	TOPIC
Integrated Resource Operations	Compliance and enforcement, wildfire management, recreation sites and trails, GeoBC, base mapping and Cadastral, Mountain Resorts, Archaeology, Heritage.
Resource Stewardship	Resource practices, land based investment planning, sustainable forest management, tree improvement, forest analysis, forest inventory, resource management objectives, fish and wildlife management, habitat management, water management, river forecasting, dam safety, flood safety, water use planning, utility regulation, water stewardship.
Timber Operations, Pricing and First Nations	BC timber sales, timber pricing, engineering, resource roads, resource worker safety, First Nations Relations.
Tenures, Competitiveness and Innovation	Forest tenures, community forests, woodlots, tree farm licences, volume and area-based licences, science and carbon accounting, land tenures, private land policy, tourism policy, Crown Land opportunities and restoration, brownfields, contaminated sites, aggregate management policy review.
Regional Operations	FrontCounter BC, resource management coordination, land use planning and implementation, Crown Land tenuring, community forest agreements, species at risk program delivery, urban deer, clean energy projects, First Nations Consultation, ecosystem based management, range.

## Ministry of Health

DIVISION/BRANCH	TOPIC
Health Services and Health Authorities	Health services delivery, including rural health.
Mental Health and Addictions	Mental health and addictions services.
Population and Public Health	Community Care.

## Ministry of International Trade (and responsible for Asia Pacific Strategy and Multiculturalism)

DIVISION/BRANCH	TOPIC
International Business Development Division	International Missions, Trade and Investment Representatives Network, Export Development.
Strategic Investment and Key Accounts Branch	Investment Attraction Programs.
International Strategy and Competitiveness Division	International strategy and policy, international and domestic trade negotiations and agreements, trade policy and regulatory dispute management, international marketing, business and market intelligence. Venture capital tax credit programs, venture capital investments, and employee investment tax credits.
Corporate Initiatives and Multiculturalism Branch	Multiculturalism programs, Anti-racism programs, Chinese Historical Wrongs Apology Legacy Projects.

## 2014 PROVINCIAL APPOINTMENT BOOK

### Ministry of Jobs, Tourism and Skills Training (and responsible for Labour)

DIVISION/BRANCH	TOPIC
Major Investments Office	Support for significant major projects.
Tourism and Small Business	Tourism Policy. Small Business Initiatives and Programs. Regulatory Reform. Film Policy and Creative Sector.
Labour Market and Immigration	Immigration programs, settlement services, Canada Job Fund (LMA), skills training, labour market information.
Labour	Employment Standards, Labour Relations, Workers' Compensation.
Economic Development	Jobs Plan, regional and community economic development, community adjustment and transition, Mountain Pine Beetle epidemic response, industrial sectors (aerospace and manufacturing).

### Ministry of Justice (and Attorney General)

DIVISION/BRANCH	TOPIC
Policing and Security Branch	Police Services: provides central oversight of all policing and law enforcement in the province by developing and administering policing policy and programs. Ensures the adequate and effective levels of policing throughout the province.  Security Programs: administration of the Protection Order Registry, the Criminal Records Review Program, and the regulation of the security industry in BC.
Emergency Management BC	Emergency Coordination: the Province's response to emergencies and disasters and provides specialized technology resources to support emergency response activities.  BC Coroners Service: investigation of all unnatural, sudden and unexpected, unexplained or unattended deaths.  Mitigation and the Office of the Fire Commissioner: enhances the capacity of communities and partners to reduce the potential impacts of emergencies or disasters.  Strategic Business Services: delivers Disaster Financial Assistance (provincial funding) and oversees the Disaster Financial Assistance Arrangements cost-sharing program (federal funding). Administers the province's Flood Mitigation Program and provides cross-government leadership for significant and complex post-event recovery activities.
Community Safety and Crime Prevention Branch	Civil Forfeiture; Victim Services; Violence Against Women and Children; Crime Prevention; and Combating Trafficking in Persons
Corrections Branch	Community Corrections: supervision and programs to reduce reoffending to offenders who live outside of correctional centres.  Adult Custody: operation of correctional centres.
Office of the Superintendent of Motor Vehicles	Operates provincial road safety programs and is the policy and regulatory agency responsible for ensuring the safe and responsible operation of motor vehicles in BC.
Court Services Branch	Court Administration: delivery of all court administration services.  Sheriff Services: maintaining courtroom and courthouse security, prisoner custody and escort, document service, and jury administration.

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Ministry of Justice (and Attorney General) continued	
Justice Services Branch	<p>Criminal Justice and Legal Access: promotes access to justice through funding and oversight of legal aid programs, collaborative solutions to criminal justice problems through the integration of justice, health and social services, and oversees the Province's commitment to federal/provincial/territorial criminal justice reform initiatives.</p> <p>Dispute Resolution Office: promotes access to justice through dispute resolution alternatives, procedural efficiencies and case management in civil courts, agencies, boards, commissions, tribunals and government ministries.</p> <p>Family Justice Services: facilitates resolution of family disputes, operates justice access centres, family justice centres and the Parenting After Separation program.</p> <p>Maintenance Enforcement and Locate Services.</p>
Liquor Control and Licensing Branch	Regulates and monitors the liquor industry in BC by issuing licences for the manufacture and sale of liquor and supervising the service of liquor in licensed establishments.
Liquor Distribution Branch	Responsible for the importation of beverage alcohol into the province as well as the operation of an efficient wholesale and retail business.

## Ministry of Natural Gas Development (and responsible for Housing)

DIVISION/BRANCH	TOPIC
Oil and Strategic Initiatives Division	Guide developments of recommendations related to energy exports and opening new energy markets related to inter-provincial pipelines, oil products and value-added natural gas products.
Upstream Development Division	Royalty and regulatory policy for British Columbia's petroleum and natural gas industry, including royalty programs, tenure issuance and administration, public geoscience and policies to address potential future resource opportunities, such as unconventional petroleum and natural gas.
Liquefied Natural Gas Task Force	The development of BC's new LNG industry, including its fiscal framework, regulatory requirements, industrial land use and marine planning, and First Nations and community consultation/accommodation.
Oil and Gas Division	Royalty and regulatory policy for British Columbia's petroleum and natural gas industry, including royalty programs, tenure issuance and administration, public geoscience and policies to address potential future resource opportunities, such as unconventional petroleum and natural gas.
Office of Housing and Construction Standards	Partnering with local government, non-profits and private developers to build affordable housing; housing policy development, including market and non-market housing; housing policy related to strata properties; governance of the building and safety regulatory system, including development of building, fire and safety codes and standards, and policy advice relating to building and safety, the regulatory framework for landlords and tenants, including conventional residential and manufactured home park tenancies; and, adjudication of landlord and tenant disputes.

## Ministry of Social Development and Social Innovation

DIVISION/BRANCH	TOPIC
Policy and Research Division	<p>Moving Forward on an Accessible BC Action Plan.</p> <p>Social Innovation.</p>
Employment and Labour Market Services Division	How to Access Supports and Services through the Employment Program of BC.

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### Ministry of Technology, Innovation and Citizens' Services (and Government Communications and Public Engagement)

DIVISION/BRANCH	TOPIC
Technology and Innovation	Promote the technology industry in BC through BC Innovation Council, Premier's Technology Council, BC Knowledge Development Fund and BC's Technology Strategy.
Services to Citizens	Include Service BC offices in 61 communities in BC; BC Registry Services for business; Enquiry BC; BC Stats; and BC Online.
Shared Services BC	Provides services to government ministries, Crown corporations, health authorities and other broader public sector organizations. Services include: real estate; property management; accommodation planning; procurement and supply services (includes Queen's Printer and BC Mail Plus); and FOI requests.
Office of Chief Information Officer	Policy and Standards for Information Management and Information Technology for government ministries; Information Privacy and Security; Information Management and Information Technology Services; Network BC; IT Procurement Services for Ministries and Broader Public Sector; and Connecting communities and people across BC through Broadband services.
Government Communications and Public Engagement	Provides a variety of communications services and expertise, and works closely with other provincial, federal and municipal government representatives, media, industries, associations, interest groups, and the general public. Services include: strategic communications, planning and advice; issues management; media relations; media monitoring; writing and editorial services; communications research; coordinating cross-government projects; event planning; advertising and marketing; graphic design; online communications, including social media.

### Ministry of Transportation and Infrastructure (and Deputy House Leader)

DIVISION/BRANCH	TOPIC
Various Divisions	Transportation issues.
If you have any questions regarding your Ministry of Transportation meeting request(s), please contact <b>Gloria Valle</b> directly at 1-250 387-7589, or via email at <a href="mailto:Gloria.Valle@gov.bc.ca">Gloria.Valle@gov.bc.ca</a> , or via fax at 1-250 356-8767.	

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## Provincial Agencies, Commissions and Corporations

ORGANIZATION	TOPIC
Agricultural Land Commission	Information and advice regarding the Agricultural Land Reserve (ALR) and work of the Provincial Agricultural Land Commission (ALC). ALC Chair, Deputy CEO and Chief Tribunal Officer in attendance.
BC Emergency Health Services	BC Ambulance.
BC Hydro	BC Hydro's vision is to power BC with clean, reliable electricity for generations. BC Hydro's Community Relations staff will be present at the Convention and look forward to addressing any questions that you may have related to their operations.
BC Oil and Gas Commission	The BC Oil and Gas Commission regulates oil and gas activities for the benefit of British Columbians and looks forward to addressing any questions you may have on our regulatory oversight.
BC Transit	Transit matters in BC communities outside Metro Vancouver. Please specify transit issue in the online meeting request.
Insurance Corporation of British Columbia (ICBC)	ICBC provides universal compulsory auto insurance (basic insurance) to drivers in British Columbia, with rates regulated by the British Columbia Utilities Commission (BCUC), and also sells optional auto insurance in a competitive marketplace. Our insurance products are available across BC through a network of independent brokers, and claims services are provided at ICBC claims handling facilities located throughout the province. We also invest in road safety and loss management programs to reduce traffic-related deaths, injuries and crashes, auto crime and fraud. In addition, we provide driver licensing, vehicle registration and licensing services, and fines collection on behalf of the provincial government at locations across the province. ICBC will have staff present at the Convention who would be pleased to discuss or meet on any issues related to ICBC's operations.
Royal Canadian Mounted Police	Various police issues.