

City of Maple Ridge

**COUNCIL MEETING AGENDA**

**November 9, 2021**

**7:00 p.m.**

**Virtual Online Meeting including Council Chambers**

*Meeting Decorum:*

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

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

Note: This Agenda is also posted on the City's website at [www.mapleridge.ca](http://www.mapleridge.ca)

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

---

*For virtual public participation during Public Question Period register by going to [www.mapleridge.ca/640/Council-Meetings](http://www.mapleridge.ca/640/Council-Meetings) and clicking on the meeting date*

---

**100 CALL TO ORDER**

**200 AMENDMENTS TO THE AGENDA**

**300 APPROVAL OF THE AGENDA**

**400 ADOPTION OF MINUTES**

401 Minutes of the Regular Council Meeting of October 26, 2021

**500 PRESENTATIONS AT THE REQUEST OF COUNCIL**

**600 DELEGATIONS**

**700 ITEMS ON CONSENT**

701 Minutes

701.1 Development Agreements Committee Meetings

- November 2, 2021

702     Reports

703     Correspondence

704     Release of Items from Closed Council Status

*From the October 26, 2021 Closed Council Meeting*

Item 02.01 Pitt Meadows Airport Society Board Appointment of Scott Hartman and replacement of Al Horsman with Scott Hartman on any and all external appointments effective November 1, 2021

705     Recommendation to Receive Items on Consent

800     UNFINISHED BUSINESS

*Note: Item 801 was forwarded at the November 2, 2021 Council Workshop Meeting*

801     Telecommunications Antenna Structure Siting Policy No. 5.59 – Proposed - ADDENDUM

Addendum report dated November 9, 2021 advising on final feedback and endorsement received from Innovation Science and Economic Development Canada (ISED) following the presentation of the original staff report and policy at the November 2, 2021 Council Workshop, outlining amendments made to the policy as per feedback and recommending that Telecommunications Antenna Structure Siting Policy No. 5.59 be adopted.

900     CORRESPONDENCE

1000    BYLAWS

Bylaws for Adoption

1001    2018-444-RZ, 21759 River Road, RS-1 to RS-1b  
Staff report dated November 9, 2021 recommending adoption

**Maple Ridge Zone Amending Bylaw No. 7516-2018**  
To rezone from RS-1 (One Family Urban Residential) to RS-1b (One Family Urban [Medium Density] Residential) to permit two single-family lots

## **1100 COMMITTEE REPORTS AND RECOMMENDATIONS**

*The items in the "Committee Reports and Recommendations" category are staff reports presented at an earlier Committee of the Whole meeting, typically a week prior, to provide Council with an opportunity to ask staff detailed questions. The items are now before the regular Council Meeting for debate and vote. Both meetings are open to the public. **The reports are not reprinted again in hard copy**, however; they can be found in the electronic agenda or in the Committee of the Whole agenda package dated accordingly.*

### **Planning & Development Services**

#### **1101 2021-233-RZ, 20383 Ospring Street, RS-1 to R-1**

Staff report dated November 2, 2021 recommending that Maple Ridge Zone Amending Bylaw No. 7785-2021 to rezone from RS-1 (Single Detached Residential) to R-1 (Single Detached [Low Density] Urban Residential), to permit a future subdivision of two single-family lots be given first reading and that the applicant provide further information as described on Schedules B and E of the Development Procedures Bylaw No. 5879-1999, along with the information required for a Subdivision application.

#### **1102 2021-323-RZ, 23348 141 Avenue, RS-3 to R-1 and R-2**

Staff report dated November 2, 2021 recommending that Maple Ridge Zone Amending Bylaw No. 7774-2021 to rezone from RS-3 (Single Detached Rural Residential) to R-1 (Single Detached [Low Density] Urban Residential) and R-2 (Single Detached [Medium Density] Urban Residential) to permit a future subdivision of approximately 23 single family lots be given first reading and that the applicant provide further information as described on Schedules A, B, E, F, G and J of the Development Procedures Bylaw No. 5879-1999, along with the information required for a Subdivision application.

#### **1103 2018-444-DVP, 21759 River Road**

Staff report dated November 2, 2021 recommending that the Corporate Officer be authorized to sign and seal 2018-444-DVP to reduce the minimum lot width for the RS-1b (One Family Urban [Medium Density] Residential) zone.

#### **1104 Parking Bylaw Amendment – Payment in-Lieu Parking Rate**

Staff report dated November 2, 2021 recommending that Maple Ridge Off-Street Parking and Loading Amending Bylaw No. 7795-2021 to increase the payment in-lieu in the Parking Bylaw be given first, second and third reading.

### **Engineering Services**

### **Corporate Services**

**Parks, Recreation and Culture**

**1171 Maple Ridge Cemetery Amending Bylaw No. 7797-2021**

Staff report dated November 2, 2021 recommending that Maple Ridge Cemetery Amending Bylaw No. 7797-2021 to amend Maple Ridge Cemetery Bylaw No. 7612-2020 be given first, second and third reading.

**Administration (including Fire and Police)**

**1200 STAFF REPORTS**

**1300 OTHER MATTERS DEEMED EXPEDIENT**

**1400 PUBLIC QUESTION PERIOD**

**1500 MAYOR AND COUNCILLOR REPORTS**

**1600 NOTICES OF MOTION AND MATTERS FOR FUTURE MEETING**

**1700 ADJOURNMENT**

## PUBLIC QUESTION PERIOD

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

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

During the COVID-19 health emergency it is important to ensure that our democratic processes continue to function and that the work of the City remains transparent for all citizens. We are doing business a bit differently during this time as we balance the health and safety of citizens and staff with our democratic processes. While City Hall is now open to the public, Council meetings are being held virtually and only necessary staff are present. ***In-person attendance by the public at Council meetings is not available*** and we encourage the public to watch the video recording of the meeting via live stream or any time after the meeting via <http://media.mapleridge.ca/Mediasite/Showcase>.

Using Zoom, input from the public during Public Question Period is being facilitated via email to [clerks@mapleridge.ca](mailto:clerks@mapleridge.ca) and/or via the *raised hand* function through the Zoom meeting. For virtual public participation during Public Question Period please join the meeting by clicking on the date of the meeting at <https://www.mapleridge.ca/640/Council-Meetings>. When the meeting reaches Public Question Period, please raise your virtual hand to indicate you would like to speak.

If you have a question or comment that you would normally ask as part of Public Question Period, you can email [clerks@mapleridge.ca](mailto:clerks@mapleridge.ca) before 4:00 p.m. on the day of the meeting and your questions or comments will be shared with Council. If you miss this deadline staff will respond to you in writing as soon as possible.

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

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

We thank citizens for their support as we try innovative approaches to keep us all connected even as we separate to stop the spread of COVID-19.

For more information on these opportunities contact:

Clerk's Department at 604-463-5221 or [clerks@mapleridge.ca](mailto:clerks@mapleridge.ca)

Mayor and Council at [mayorcouncilandcaol@mapleridge.ca](mailto:mayorcouncilandcaol@mapleridge.ca)

---

APPROVED BY:

DATE:

PREPARED BY:

DATE:

CHECKED BY:

DATE:

## 400 Adoption and Receipt of Minutes

401 Minutes of Regular and Special Council Meetings

City of Maple Ridge

**COUNCIL MEETING MINUTES**

October 26, 2021

The Minutes of the City Council Meeting held virtually and hosted in Council Chambers on October 26, 2021 at 7:00 p.m. at City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

---

<i><b>PRESENT</b></i>	<i><b>Appointed Staff</b></i>
<i><b>Elected Officials</b></i>	C. Carter, General Manager Planning & Development Services
Mayor M. Morden	C. Crabtree, General Manager Corporate Services
Councillor J. Dueck	S. Hartman, General Manager Parks, Recreation & Culture
Councillor C. Meadus	D. Pollock, General Manager Engineering Services
Councillor G. Robson	P. Hlavac-Winsor, General Counsel and Executive Director,
Councillor R. Svendsen	Legislative Services
Councillor A. Yousef	S. Nichols, Corporate Officer
	T. Thompson, Director of Finance
<i><b>ABSENT</b></i>	
Councillor K. Duncan	<i><b>Other Staff as Required</b></i>
	C. Goddard, Director of Planning
	M. McMullen, Manager of Development & Environmental Services

---

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

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

100 **CALL TO ORDER**

200 **AMENDMENTS TO THE AGENDA**

300 **APPROVAL OF THE AGENDA**

R/2021-CM-344

It was moved and seconded

That the agenda of the Regular Council Meeting of October 26, 2021 be adopted as circulated.

CARRIED



400     *ADOPTION AND RECEIPT OF MINUTES*

401     Minutes of the Regular Council Meeting of October 12, 2021

R/2021-CM-345

It was moved and seconded

That the minutes of the Regular Council Meeting of October 12, 2021 be adopted as circulated.

CARRIED

402     Report of the Public Hearing of October 19, 2021

R/2021-CM-346

It was moved and seconded

That the report of the Public Hearing of October 19, 2021 be adopted as circulated.

CARRIED

500     *PRESENTATIONS AT THE REQUEST OF COUNCIL* – Nil

600     *DELEGATIONS*

601     Waste Reduction Week Presentation

Leanne Koehn, Community Engagement, and Kim Day, Executive Director, Ridge Meadows Recycling Society provided a detailed presentation on 2021 Waste Reduction Week, changes to industry standards and upcoming programs.

700     *ITEMS ON CONSENT*

701     Minutes

701.1 Meetings of the Development Agreements Committee of October 6, 12 and 19, 2021

702     Reports

702.1 2021 Council Expenses

Staff report dated October 26, 2021 providing information on Council expenses recorded to September 30, 2021

703     Correspondence – Nil

704     Release of Items from Closed Council Status - Nil

705     Recommendation to Receive Items on Consent

R/2021-CM-347

It was moved and seconded

That the items on the Consent Agenda of the October 26, 2021 Council Meeting be received into the record.

CARRIED

800     UNFINISHED BUSINESS – Nil

900     CORRESPONDENCE – Nil

1000    BYLAWS

Note:    Items 1001 to 1002 are from the October 19, 2021 Public Hearing

Bylaws for Third Reading

1001    2019-216-RZ, 24392 104 Avenue

Maple Ridge Zone Amending Bylaw No. 7628-2020

To rezone from RS-3 (Single Detached Rural Residential) to RM-1 (Low Density Townhouse Residential) Zone. The current application is to permit the future construction of approximately 21 strata townhouse units.

R/2021-CM-348

Moved and seconded

That Zone Amending Bylaw No. 7628-2020 be given third reading.

CARRIED

- 1002 2020-409-RZ 11089 240 Street, 11101 239 Street and 11094 Buckerfield Drive

**Maple Ridge Zone Amending Bylaw No. 7701-2021**

To rezone from RS-3 (Single Detached Rural Residential), R-1 (Single Detached (Low Density) Urban Residential) and R-2 (Single Detached (Medium Density) Urban Residential) to R-1 (Single Detached (Low Density) Urban Residential) and R-2 (Single Detached (Medium Density) Urban Residential). The current application is to permit the future subdivision of approximately 19 single-family lots.

R/2021-CM-349

Moved and seconded

That Zone Amending Bylaw No. 7701-2021 be given third reading.

CARRIED

**Bylaws for Adoption**

- 1003 2019-394-RZ, 20857 Golf Lane, RS-1 to R-1

Staff report dated October 26, 2021 recommending adoption

**Maple Ridge Zone Amending Bylaw No. 7611-2020**

To rezone from RS-1 (One Family Urban Residential) to R-1 (Residential District) to permit a future subdivision of approximately six single family lots.

R/2021-CM-350

Moved and seconded

That Zone Amending Bylaw No. 7611-2020 be adopted.

CARRIED

- 1100 *REPORTS AND RECOMMENDATIONS*

**Planning and Development Services**

- 1101 2021-389-RZ, 11619, 11631 and 11639 Adair Street, RS-1 to RT-2

Staff report dated October 19, 2021 recommending that Maple Ridge Zone Amending Bylaw No. 7793-2021 to rezone from RS-1 (Single Detached Residential) to RT-2 (Ground-Oriented Residential Infill) to permit the future construction of three triplexes be given first reading and that the applicant provide further information as described on Schedule D of the Development Procedures Bylaw No. 5879-1999.

R/2021-CM-351

Moved and seconded

1. That Zone Amending Bylaw No. 7793-2021 be given first reading; and
2. That the applicant provide further information as described on Schedule D of the Development Procedures Bylaw No. 5879-1999.

CARRIED

1102 2016-238-RZ, 24212 112 Avenue, Addendum Report

Staff report dated October 19, 2021 recommending that second reading of Maple Ridge Official Community Plan Amending Bylaw No. 7265-2016 be rescinded and that Maple Ridge Official Community Plan Amending Bylaw No. 7265-2016 to add to and remove Conservation area be given second reading as amended and be forwarded to Public Hearing.

R/2021-CM-352

Moved and seconded

That second reading of Official Community Plan Amending Bylaw No. 7265-2016 be rescinded; and further

That Official Community Plan Amending Bylaw No. 7265-2016 be given second reading as amended and be forwarded to Public Hearing.

CARRIED

1103 2020-062-RZ, 22347 117 Avenue, 22349 North Avenue and PID 008-130-493, RT-1 and RM-3 to C-3

Staff report dated October 19, 2021 recommending that Maple Ridge Official Community Plan Amending Bylaw No. 7794-2021 to redesignate three properties from Low-Rise Apartment to Town Centre Commercial be given first and second reading and be forwarded to Public Hearing and that Maple Ridge Zone Amending Bylaw No. 7649-2020 to rezone 22347 117 Avenue from RT-1 (Two Family Urban Residential) and 22349 North Avenue from RM-3 (High Density Apartment Residential) to C-3 (Town Centre Commercial) to allow the two properties to be consolidated with the vacant, unaddressed property immediately to the west (PID 008-130-493), which is already zoned C-3 (Town Centre Commercial) and form a single mixed-use commercial residential development site be given second reading and be forwarded to Public Hearing.

R/2021-CM-353

Moved and seconded

1. That, in accordance with Section 475 of the Local Government Act, opportunity for early and on-going consultation has been provided by way of posting Official Community Plan Amending Bylaw No. 7794-2021 on the municipal website and requiring that the applicant host a Development Information Meeting (DIM), and Council considers it unnecessary to provide any further consultation opportunities, except by way of holding a Public Hearing on the bylaw;
2. That Official Community Plan Amending Bylaw No. 7794-2021 be considered in conjunction with the Capital Expenditure Plan and Waste Management Plan;
3. That it be confirmed that Official Community Plan Amending Bylaw No. 7794-2021 is consistent with the Capital Expenditure Plan and Waste Management Plan;
4. That Official Community Plan Amending Bylaw No. 7794-2021 be given first and second readings and be forwarded to Public Hearing;
5. That Zone Amending Bylaw No. 7649-2020 be given second reading, and be forwarded to Public Hearing;
6. That the following terms and conditions be met prior to final reading:
  - i) Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;
  - ii) Approval from the Ministry of Transportation and Infrastructure;
  - iii) Amendment to Official Community Plan Schedule "A", Chapter 10.4 Town Centre Area Plan, Schedule 1 - Town Centre Area Land-Use Designation Map;
  - iv) Consolidation of the subject properties;
  - v) Registration of a Restrictive Covenant for the Geotechnical Report, which addresses the suitability of the subject properties for the proposed development;
  - vi) Registration of a Restrictive Covenant for protecting the Visitor Parking on the subject properties;
  - vii) Registration of a Restrictive Covenant for Stormwater Management, including maintenance guidelines for stormwater / rainwater concepts incorporated on site;
  - viii) Removal of existing building;

- ix) In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject property. If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site;
- x) Payment for approximately five residential parking spaces through the Payment in-lieu Option in the Off Street Parking and Loading Bylaw;
- xi) Payment of a bonus density contribution for 28.1m<sup>2</sup> of residential floor area (at a rate of \$161.46 per m<sup>2</sup>) totaling approximately \$4,537.03; and
- xii) That a voluntary contribution, in the amount of \$207,700.00 (67 units x \$3,100/unit) be provided in keeping with the Council Policy with regard to Community Amenity Contributions.

CARRIED

1104 2019-394-DVP, 20857 Golf Lane

Staff report dated October 19, 2021 recommending that the Corporate Officer be authorized to sign and seal 2019-394-DVP to reduce the required road right-of-way and the required asphalt width for an Urban Local Street standard and to reduce minimum required lot width.

The Corporate Officer advised that 7 notices were mailed out in relation to the application and no correspondence was received in response.

R/2021-CM-354

Moved and seconded

That the Corporate Officer be authorized to sign and seal 2019-394-DVP respecting property located at 20857 Golf Lane.

CARRIED

Engineering Services – Nil

Corporate Services – Nil

Parks, Recreation & Culture – Nil

Administration – Nil

1200 *STAFF REPORTS* – Nil

1300 *OTHER MATTERS DEEMED EXPEDIENT* – Nil

1400 *PUBLIC QUESTION PERIOD* – Nil

1500 *MAYOR AND COUNCILLORS' REPORTS*

Council members provided their reports on activities participated in during the past few weeks.

1600 *NOTICES OF MOTION AND MATTERS FOR FUTURE MEETINGS* – Nil

1700 *ADJOURNMENT* – 7:30 p.m.

Certified Correct

---

M. Morden, Mayor

---

S. Nichols, Corporate Officer

700     *ITEMS ON CONSENT*



701 *Minutes*

## 701.1 Development Agreements Committee

**CITY OF MAPLE RIDGE  
DEVELOPMENT AGREEMENTS COMMITTEE**

November 2, 2021  
Mayor's Office

**CIRCULATED TO:**

Michael Morden, Mayor  
Chair

Scott Hartman, Chief Administrative Officer  
Member

Catherine Schmidt, Recording Secretary

---

**1. 2018-408-RZ**

LEGAL: Parcel "A" (Explanatory Plan 13725) Lot 1 South East Quarter Section  
28 Township 12 New Westminster District Plan 2637  
PID: 010-502-386  
LOCATION: 13160 236 Street  
OWNER: 1267289 B.C. Ltd. (Ronak Chaudhari, Sukhdev Gill, Bhupinder Gill)  
REQUIRED AGREEMENTS: Statutory Right of Way

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING  
DOCUMENT AS IT RELATES TO 2018-408-RZ.**

**CARRIED**

**2. 20-116943 BG**

LEGAL: Lot 17 Section 23 Township 12 New Westminster District Plan 28321  
PID: 000-630-748  
LOCATION: 25309 Hilland Avenue  
OWNER: Susan Pirs  
REQUIRED AGREEMENTS: Temporary Residential Use Covenant

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING  
DOCUMENT AS IT RELATES TO 20-116943 BG.**


**CARRIED**

**3. 2019-394-SD**

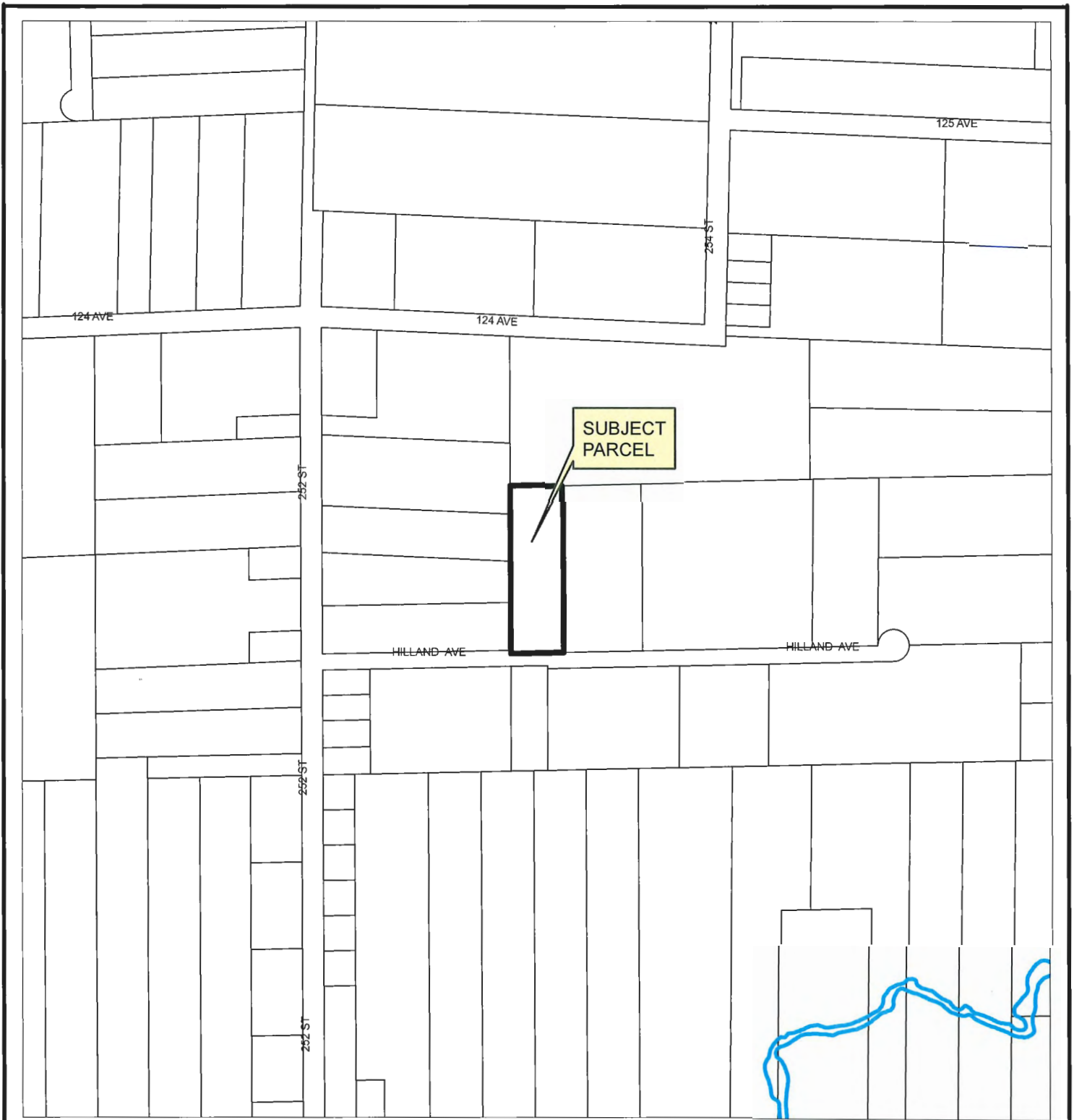
LEGAL: Lot 185 District Lot 277 Group 1 New Westminster District Plan  
40699  
PID: 005-397-901  
LOCATION: 20857 Golf Lane  
OWNER: True Light Building & Development Ltd. (Jonathan Craig)  
REQUIRED AGREEMENTS: Subdivision Servicing Agreement

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 2019-394-SD.**

**CARRIED**

  
\_\_\_\_\_  
Michael Morden, Mayor  
Chair  
\_\_\_\_\_  
Scott Hartman, Chief Administrative Officer  
Member





Scale: 1:5,000

25309 HILLAND AVE.

LICENCES, PERMITS & BYLAWS DEPT.



**MAPLE RIDGE**  
British Columbia

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

FILE: Subject Map  
DATE: Oct 27, 2021

BY: MS



800     *Unfinished Business*



**TO:** His Worship Mayor Michael Morden  
and Members of Council

**MEETING DATE:** November 9, 2021

**FILE NO:** 08-3200-01

**FROM:** Chief Administrative Officer

**MEETING:** Council

**SUBJECT:** Telecommunications Antenna Structure Siting Policy No. 5.59 – Proposed - **ADDENDUM**

---

**EXECUTIVE SUMMARY:**

The Telecommunications Antenna Structure Siting Policy No. 5.59 Report was presented to Council for consideration at the November 2, 2021 Workshop. At the time of writing, staff were awaiting final feedback and endorsement of the Policy from Innovation Science and Economic Development Canada (ISED). This feedback has since been provided and staff have made edits to the Policy as suggested by ISED.

The edits include the following changes in verbiage.

**Item 1.3 (b)**

**Original**

.....proponents must comply with the Canadian Environmental Assessment Act.....

**New**

.....proponents must comply with the Impact Assessment Act (S.C. 2019, c. 28, s. 1).....

**Item 7.2**

**Original**

In addition to ISED's public consultation requirements as prescribed in Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03) the City requests the proponent to complete the following augmentations to the public consultation process.

After the Proponent has submitted an Antenna Systems siting proposal, the Proponent will give notice to:

**801**

- All affected residential properties within the greater of Prescribed Distance or:
  - a. 10 meters for every one meter in height for a freestanding Antenna System; and
  - b. 10 meters for every one meter in height for a building/structure mounted Antenna System;
- All Designated Community Associations, all emergency service providers and school districts within the Prescribed Distance;
- The greater of 500 meters or 10 meters for every one meter in height for a freestanding Antenna System or 10 meters for every one meter in height for a building/structure mounted Antenna System;
- Any adjacent municipalities within the greater of Prescribed Distance
- The City Contact Staff; and
- The ISED regional office.

The City Contact Staff will assist the Proponent in compiling a mailing list of addresses of the affected residences within the Prescribed Distance from the proposed Antenna System. The City may charge a fee for this service.

## New

The Proponent is required to meet ISED's public consultation requirements as prescribed in Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03) (as amended or replaced) as well as the augmentations to the public consultation process listed below. In the event ISED's public consultation requirements as prescribed in CPC-2-0-03 (as amended or replaced) contain public consultation requirements less stringent than augmented requirements requested by the City below, the City requests the proponent to complete the more stringent public consultation requirements of the two.

After the Proponent has submitted an Antenna Systems siting proposal, the Proponent will give notice to:

- All affected residential properties within the greater of Prescribed Distance or:
  - a. 10 meters for every one meter in height for a freestanding Antenna System; and
  - b. 10 meters for every one meter in height for a building/structure mounted Antenna System;
- All Designated Community Associations, all emergency service providers and school districts within the Prescribed Distance;
- The greater of 500 meters or 10 meters for every one meter in height for a freestanding Antenna System or 10 meters for every one meter in height for a building/structure mounted Antenna System;
- Any adjacent municipalities within the greater of Prescribed Distance
- The City Contact Staff; and
- The ISED regional office.

The City Contact Staff will assist the Proponent in compiling a mailing list of addresses of the affected residences within the Prescribed Distance from the proposed Antenna System. The City may charge a fee for this service.

The recommendation is as follows:

**RECOMMENDATION:**

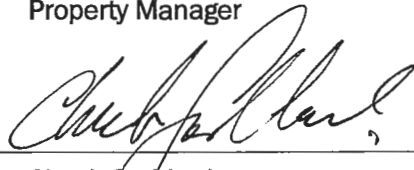
That the Telecommunications Antenna Structure Siting Policy No. 5.59 be adopted.

**CONCLUSION:**


The edits to Telecommunications Antenna Structure Siting Policy No. 5.59 ensure consistency with recommendations from ISED and accordingly, staff are recommending acceptance.



Prepared by: **Darrell Denton**  
Property Manager



Reviewed by: **Chuck Goddard**  
Director of Planning



Reviewed by: **Patrick Hlavac-Winsor**  
General Counsel and ED, Legislative Service



Approved by: **Scott Hartman**  
Chief Administrative Officer

**Attachments:**

- (A) Telecommunications Antenna Structure Siting Policy No. 5.59
- (B) Original staff report provided at the November 2, 2021 Council Workshop



## POLICY MANUAL

<b>Title:</b> Telecommunications Antenna Structure Siting Policy	<b>Policy No.:</b> 5.59  <b>Supersedes:</b>
<b>Authority:</b> Legislative <input type="checkbox"/> Operational <input checked="" type="checkbox"/>  <b>Approval:</b> Council <input checked="" type="checkbox"/> CMT <input type="checkbox"/> General Manager <input type="checkbox"/>	<b>Effective Date:</b>
	<b>Review Date:</b>
<b>Policy Statement:</b>  The City of Maple Ridge will be an active participant in the oversight of public consultations and proposed installations of telecommunications antenna structures in the City in order to influence their final location and design.	
<b>1. PURPOSE AND OBJECTIVES</b>  <b>1.1. Purpose</b>  The purpose of this Policy is to establish the local land use consultation process and guideline for review and evaluating Antenna System siting within the City of Maple Ridge pursuant to Innovation, Science and Economic Development Canada (ISED) regulations and requirements. ISED has exclusive authority over the approval of the siting and installation of telecommunication infrastructure in Canada.  <b>1.2 Objectives</b>  The objectives of this Policy are: <ol style="list-style-type: none"> <li>1. To acknowledge that ISED has exclusive jurisdiction over the approval of the siting and installation of telecommunication infrastructure in Canada;</li> <li>2. To allow timely development of efficient and reliable radiocommunication services within the City of Maple Ridge while ensuring that community objectives are met;</li> <li>3. To establish a siting and consultation process that is harmonized with ISED's Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03) for reviewing land use issues associated with Antenna System siting proposals;</li> </ol>	

4. To encourage the use of alternative technologies where possible as an alternative to additional tower sites;
5. To set out an objective process with clear criteria and guidelines that are transparent, consistent and predictable for the evaluation of Antenna System siting proposals that:
  - a. encourage efficient and effective Antenna System infrastructure while minimizing the number of new Antenna System Tower sites by encouraging co-location;
  - b. encourage designs that integrate with the surrounding land use and public realm;
  - c. establish when local public consultation is required;
  - d. allow ISED and the telecommunications industry to identify and resolve any potential land use, siting or design concerns with the City at an early stage in the process;
  - e. to inform Proponents that the City supports the construction of taller towers over shorter towers for the reason of public safety and supporting Co-Location; AND
  - f. to recover costs from telecommunications proponents with consideration given to the costs to the City to evaluate and process telecommunication infrastructure proposals.

### 1.3 Jurisdiction and Roles

#### a. Role of Innovation, Science and Economic Development Canada

Under the Radiocommunication Act, the Minister of ISED has sole jurisdiction over inter-provincial and international communication facilities. The final decision to approve and license the location of Telecommunication Antenna Systems is made only by ISED. All technical aspects and siting of telecommunication and broadcasting services are regulated by the Federal government under the *Radiocommunication Act*. ISED has an established procedure, *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular* (CPC-2-0-03), which prescribes the process and review of proposed telecommunication structures. As part of the process, proponents are required to notify the local land-use authority and nearby residents. Moreover, the proponent is required to address the public's questions, concerns and comments through ISED's prescribed public consultation process.

#### b. Other Federal Legislation

With regard to public health, ISED refers to the standards set by Health Canada for determining acceptable levels of radiofrequency electromagnetic energy produced by telecommunication infrastructure. All telecommunication proponents are required to follow the guidelines outlined in Health Canada's *Safety Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3 kHz to 300 GHz – Safety Code 6* (2009). In addition to Health Canada's requirements, proponents must comply with the *Impact Assessment Act* (S.C. 2019, c. 28, s. 1) and any painting and lighting requirements for aeronautical safety prescribed by NAV Canada and Transport Canada.

### c. Role of Local Government

Local governments are referred applications for proposed towers and are provided the opportunity to comment on the proposal. Ultimately, the role of the City is to issue a statement of concurrence or non- concurrence to the Proponent and ISED. The statement considers the land-use compatibility of the antenna structure, the responses of the impacted residents and the proponent's adherence to this protocol. In addition, local government can communicate and provide guidance to the Proponent on the particular sensitivities, planning priorities, and characteristics of an area. Moreover, local government can establish siting guidelines, which includes reasonably augmenting the public consultation process as defined in ISED's *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03)*.

## 2. DEFINITIONS

**Antenna System:** means a Telecommunications Antenna that is mounted on an Antenna Supporting Structure.

**Antenna Supporting Structure:** means any Tower, roof-top, building-mounted pole, spire or other freestanding structure; existing electric or other utility tower or structure, streetlight pole, parking lot light pole or combination thereof, including supporting lines, cables, wires, and braces intended for the purpose of mounting a Telecommunication Antenna or series of antennas on it. Also included are any onsite cabinets or shelters containing electronic or other equipment associated with these antenna structures and any compound required to accommodate these components.

**City:** means the City of Maple Ridge.

**City Contact Staff:** means the City staff member(s) tasked with receiving, evaluating and processing submissions for Antenna Systems.

**City Departments:** means departments of City government that administer public services and are operated by City staff.

**Co-Location:** means the placement of Telecommunications Antennas that are operated by different service providers on a single Antenna Supporting Structure.

**Commercial Areas:** means land designated Commercial in the City of Maple Ridge Official Community Plan and defined within the City of Maple Ridge Official Zoning Bylaw #7600-2019 by the prefixes; C, CS, CRM, H1 and H2 (e.g. C-1). The commercial designation is intended to support major commercial developments, including neighbourhood-serving and city-serving retail and office developments. Primary uses within the commercial designation are retail and stand-alone office uses including institutional offices. Limited light industrial, public facilities and multi-unit residential may be permitted in this designation with certain restrictions applicable.

**Comprehensive Development Areas:** means land zoned Comprehensive Development in the City of Maple Ridge Official Zoning Bylaw #7600-2019 by the prefix 'CD' (e.g. CD-185). A comprehensive

development zone allows for the creation of comprehensive site-specific land use regulations on a specific site within the City where the circumstances are such that control by other zones would not be suitable. A comprehensive development zone is typically created when a proposed development is, in the opinion of Council, considered appropriate for the site, having regard for the policies and land use designations in the Official Community Plan and any other applicable municipal plan or policy. Comprehensive Development zones may be located in any area of the City.

**Designated Community Association:** means area or neighbourhood-specific group that is recognized by the City.

**Heritage Structures/Areas:** means buildings and structures (e.g. monuments) or areas/neighbourhoods receiving a heritage designation by the City.

**Industrial Areas:** means land designated Industrial in the City of Maple Ridge Official Community Plan defined within the City of Maple Ridge Official Zoning Bylaw #7600-2019 by the prefix 'M' (e.g. M-1). The industrial designation supports light and heavy industrial land uses, including manufacturing, warehouse, wholesale trade and equipment storage and repair. Accessory uses that operate ancillary to a main industrial use may include limited office uses, a caretaker's residence, and commercial uses that are strictly limited to those that support industrial activities. Public facilities are permitted within the industrial designation, but retail uses and stand-alone office uses are generally not supported.

**Prescribed Distance:** means three times the height of the proposed Antenna System measured horizontally from the outside perimeter of the Antenna System. The outside perimeter begins at the furthest point of the supporting mechanism (which, in the context only of this measurement, excludes cabinets or shelters), be it the outermost guy line, building edge, face of the self-supporting tower, etc.

**Proponent:** means a company or organization proposing to site an Antenna System (including contractors undertaking work for telecommunications carriers and third-party tower owners) for the purpose of providing commercial or private telecommunications services, exclusive of personal antenna systems (e.g. used for over the air and satellite television reception or amateur radio operation).

**Residential Area:** means lands used or zoned to permit residential uses, including mixed uses (i.e. where commercial use is permitted at-grade with residential apartments/condominiums above).

**Siting Exceptions:** means Section 403 – Regulations for the Size, Shape and Siting of Buildings and Structures in the Zoning By-Law.

**Stealth Structure:** means a facility which is either: (a) virtually invisible to the casual observer, such as an antenna behind louvers on a building, or inside a steeple or similar structure; or (b) camouflaged, through stealth design, so as to blend in with its surroundings to such an extent that it is indistinguishable by the casual observer from the structure on which it is placed or the surrounding in which it is located. Examples of stealth facilities include antennas which are

disguised as flagpoles, as indigenous trees, as rocks, or as architectural elements such as dormers, steeples and chimneys. To qualify as “stealth” design, the item in question must match the type of item that it is mimicking in size, scale, shape, dimensions, color, materials, function and other attributes as closely as possible, as reasonably determined by the City.

**Telecommunications Antenna:** means a device that requires a licence from the Federal Government and is used to receive and/or to transmit radio-frequency (RF) signals, microwave signals, or other communications energy transmitted from or to be received by other antennas.

**Tower:** means any ground-mounted monopole, tri-pole, or lattice work structure upon which Telecommunication Antennas are attached. Not included are streetlight poles, parking lot light poles, existing electric utility towers or similar type structures as determined by the City of Maple Ridge.

**Zoning Bylaw:** means City of Maple Ridge Zoning Bylaw #7600-2019.

### 3. EXCLUDED STRUCTURES

This section outlines Antenna System siting proposals excluded from the consultation process by ISED, the need to consider local circumstances for all excluded structures, and the process for Proponents to notify and discuss proposed excluded structures with the City.

#### 3.1 Exclusions from Antenna System Siting Proposal Review and Public Consultation

Under ISED’s process, certain proposals are considered to have minimal impact on the local surroundings and are excluded from public and City consultations.

All proponents must satisfy the General Requirements outlined in Section 7 of the CPC-2-0-03 regardless of whether an exclusion applies to their proposal. The following proposals are excluded from City and public consultation requirements:

- a. **New Antenna Systems:** where the height is less than 15 metres above ground level. This exclusion does not apply to Antenna Systems proposed by telecommunications carriers, broadcasting undertakings or third-party tower owners;
- b. **Existing Antenna Systems:** where modifications are made, antennas added or the tower replaced, including to facilitate sharing, provided that the total cumulative height increase is no greater than 25% of the height of the initial Antenna System installation. No increase in height may occur within one year of completion of the initial construction. This exclusion does not apply to Antenna Systems using purpose-built Antenna Supporting Structures with a height of less than 15 metres above ground level operated by telecommunications carriers, broadcasting undertakings or third-party tower owners;
- c. **Non-Tower Structure:** antennas on buildings, water towers, lamp posts, etc. may be excluded from consultation provided that the height above ground of the non-tower structure, exclusive of appurtenances, is not increased by more than 25%;



- d. **Temporary Antenna Systems:** used for special events or emergency operations and must be removed within three months after the start of the emergency or special event; and
- e. No consultation is required prior to **performing maintenance** on an existing Antenna System.

Height is measured from the lowest ground level at the base, including the foundation, to the tallest point of the Antenna System. Depending on the particular installation, the tallest point may be an antenna, lightning rod, aviation obstruction lighting or some other appurtenance. Any attempt to artificially reduce the height (addition of soil, aggregate, etc.) will not be included in the calculation or measurement of the height of the Antenna System.

### 3.2 Notification of Excluded Antenna Systems

Notwithstanding ISSED's exclusion criteria for certain Antenna System siting proposals, Proponents are asked, as a courtesy, to inform the City of all new Antenna System installations within the City's boundaries so the City can:

- Be prepared to respond to public inquiries once construction/installation has begun;
- Be aware of site Co-location within the City; and
- Maintain records to refer to in the event of future modifications and additions.

Proponents are to notify the City of excluded Antenna System installations before commencing construction.

### 3.3 Siting on City-Owned Properties

Opportunities are explored at a consultation meeting between the proponent and City Contact Staff to locate the proposed Antenna System on City-owned land, buildings, or infrastructure, acceptable to the City and in accordance with City policy.

## 4. PRE-APPLICATION CONSULTATION WITH THE CITY

Pre-application consultation is an important element in the Antenna System siting process and generally occurs at a point before the Proponent is committed to a site or design. As a result, it represents the best opportunity to influence the siting decision since the Proponent will more likely become committed to a site once the detailed engineering has been completed.

Prior to submitting an Antenna System siting proposal that does not meet any of the exclusions listed in Section 3.1, the Proponent should arrange a pre-application consultation with the City by contacting the City Contact Staff.

## 5. DEVELOPMENT GUIDELINES

Antenna Systems should be sited and designed to respect local sensitivities and preferences as identified by the City.

The City has set out a number of guidelines under the following criteria for the selection of sites and/or construction of new Antenna Systems:

- Location Preferences; and
- Design Preferences

The Proponent should review the guidelines identified below as early as possible and should attempt to resolve any outstanding issues prior to submitting its Antenna System siting proposal and undertaking the public consultation, where required by the City. Because expressed preferences may be location or site-specific, the Proponent is encouraged to discuss the guidelines fully with the City at a pre-application consultation meeting. Proponents are required to obtain all applicable building permits for new installations or additions and/or modifications to existing buildings.

This Policy is intended to allow timely development of an efficient telecommunications network for the City of Maple Ridge while ensuring that community planning objectives are met.

Within these Development Guidelines, the words “preferred”, “encouraged”, “discouraged”, and “not supported” are used to describe the City’s preferences for different aspects of proposed Antenna Systems. A hierarchical guide to the intended differences in meaning between them are as follows:

- ‘Must’ or ‘shall’; same as “needs”
- Preferred (‘should’ conveys the same level of City support)
- Encouraged
- Will consider
- City Opinion is Neutral
- Discouraged (same as ‘should generally not’)
- Not supported
- “No”

### 5.1 Location Preferences

#### 5.1.1 Co-location

The City encourages co-location of Telecommunication Antennas.

This Policy acknowledges that co-location will generally result in taller and wider Towers and more antennas on each structure and that there are physical limitations on how many

antennas a single Antenna Supporting Structure can structurally support. Rooftops may have practical and aesthetic limits to the number of antennas that may be accommodated.

Before submitting a proposal for an application on a new site, the Proponent must explore the following options:

- Consider sharing an existing Antenna System, modifying or replacing a structure if necessary; and
- Locate, analyze and attempt to use any feasible existing infrastructure, including (but not limited to) rooftops, water towers, utility poles or light standards.

The City recognizes that the objective of promoting co-location and the objective of making Antenna Systems less noticeable may sometimes come into conflict. Nevertheless, the City intends to review each submission on its merits with a view to promoting both objectives and, where necessary, will determine the appropriate balance between them. The Proponent should, in all cases, verify the City's site-specific design preferences during the pre-application consultation process before investing in a final design or site.

#### **5.1.2 Preferred Locations**

The location of Antenna Systems has an impact on their efficacy, but also on the surrounding areas. The siting of a Tower or an Antenna System on a rooftop may be the most significant decision to reduce its visual impact. Antenna Systems should be located to be unobtrusive and minimize impeding public view corridors.

When new Antenna Systems must be constructed, where technically feasible, the following locations are preferred:

##### **Towers**

- Comprehensive Development, Industrial and Agricultural areas;
- Roof or wall mounted on buildings having height greater than 23 meters;
- Areas that maximize the distance from Residential Areas; and
- Areas with mature landscaping screening.

##### **Antennas Systems on Streetlights or Utility Poles**

- Commercial or Industrial areas;
- Arterial and collector roads are preferred locations; and
- Within the Town Centre area.

##### **Antennas Systems on Buildings or Other Supporting Structures**

- Commercial, Comprehensive Development or Industrial areas;

- Within the Town Centre area;
- Institutional uses where appropriate, including, but not limited to, those institutions that require telecommunications technology: emergency services, hospitals, colleges, and universities; and
- In active sports field parks.

### 5.1.3 *Discouraged Locations*

Antenna Systems are not permitted in the following areas:

- Sensitive Ecosystem Areas (e.g. Green Infrastructure Networks (GIN)); and
- Riparian lands;

New Antenna Systems should avoid the following areas:

- Locations directly in front of doors, windows, balconies, or residential frontages;
- Areas that negatively impact public views and vistas of important natural or manmade features;
- Agricultural areas; if no alternate locations are possible, ensure siting avoids farmland, and ensures maximum potential for farming on remainder of site through the use of monopoles;
- Sites of topographical prominence;
- Heritage Areas or on Heritage Structures;
- Pitched roofs; and
- Street lights and poles unless explicitly encouraged as part of Commercial, Comprehensive Development or Industrial development areas.
- Locations that may adversely impact existing City wireless antennas (e.g. SCADA), or have the potential to make future City antennas infeasible.

## 5.2 Design Preferences

Antenna Systems should be designed in terms of appearance and aesthetics to respect their immediate surroundings (e.g. Residential, Park land, Heritage Areas, etc.), including being unobtrusive and inconspicuous, minimizing visual impact, avoiding disturbance to natural features, and reduce the need for future facilities in the same area, where appropriate. The City's preferred design and development preferences are described below.

The City will advise the Proponent as to which of the following design preferences are applicable in the proposed location.

### 5.2.1 *Antenna Supporting Structures*

- The appropriate type of telecommunication Antenna Supporting Structure for each

situation should be selected with the goal of making best efforts to blend with the nearby surroundings and minimizing the visual aesthetic impacts of the Antenna System on the community;

- The use of monopoles is strongly encouraged;
- Lattice style poles are strongly discouraged;
- Flush-mounted antennas on monopoles are preferred;
- The use of guy wires and cables to steady, support or reinforce a tower is discouraged;
- New supporting structures in residential or high-traffic areas should consider multi-purpose design to enable placement of antennas in combination with lighting, electric vehicle charging, parking payment terminals, signage, Wi-Fi-hotspots etc.;
- For high pedestrian traffic areas such as shopping locations, integrated shrouded multi-use design poles (such as lighting, electric vehicle charging, etc.) are preferred;
- Individual wall-mounted antennas should be fixed as close to the wall as possible and should not project above the height of the wall face they are mounted on, in order to avoid visual clutter, and should be painted to match the wall colour for stealth;
- Facilities located on rooftops should be not be visible (to the extent possible) from streets or other adjacent public areas;
- Proponents are encouraged to communicate with building developers at new building design stages to consider options for incorporating integrally screened Telecommunication Antenna support on the rooftops; and
- Whenever possible, Antenna Systems should be built as Stealth Structures. The Stealth Structure shall be unobtrusive at street level so that a casual observer would not realize it is being used Telecommunications Antenna.

### **5.2.2 Height**

- The City prefers that Towers be a maximum of 15 metres in height, except in Industrial, Mixed Employment or Agricultural areas;
- The City will consider increased height for a Tower when located in an Industrial or Agricultural Area and preferably at a distance at least six times the height of the Antenna Supporting Structure away from Residential Areas;
- Height for a Tower must be measured from grade to the highest point on the structure, including lighting and supporting structures; and
- The City prefers that the height of building or structure-mounted Antenna Systems, unless shrouded in an acceptable manner, not exceed 3 metres measured from the top of the roof, but not more than 1.2 metres above the highest point of the elevator penthouse.

### **5.2.3 Yards, Parking and Access**

- Antenna Systems should comply with all setback distances as set out in Zoning Bylaw applicable to the principal buildings for the Zone in which the Antenna System is located but should not be located in the front yard;
- Antenna Systems should be separated from adjacent development without unduly

affecting its development potential over the life of the Antenna System; and

- Parking spaces, where provided at each new Antenna System site, should have direct access to a public right-of-way at a private approach that does not unduly interfere with traffic flow or create safety hazards. Paved surfaces should be absolutely minimized.

#### **5.2.4 *Buffering and Screening***

- Antenna Systems and associated equipment shelters should be attractively designed and screened or concealed from ground level or other public views to mitigate visual impacts. Screening could include using existing vegetation, landscaping, fencing, or other means to blend with the built and natural environments;
- When vegetative landscape screening is used, a mix of deciduous and coniferous trees is preferred to provide year-round coverage; and
- Where adjacent to a principal building, equipment shelters should be constructed to be integrated. Consider using a material similar in appearance to at least one of the materials used in the facades of the principal building and one of the same colours used in the principal building.

#### **5.2.5 *Style and Colour***

- In all instances the Proponent should mitigate negative visual impacts through the use of appropriate landscaping, screening, stealth design techniques, etc.;
- The design of Antenna Systems should generally be unobtrusive and consistent with area guidelines;
- Towers and communication equipment should have a non-glare surface, be powder-coated or hidden behind a façade or wrap or disguised as a tree or piece of public art;
- Special design treatments should be applied to Antenna Systems proposed to be located within parks and open space areas to make the Antenna Systems unobtrusive;
- The colour of constructed screens should be chosen to harmonize with the building and limit visual prominence;
- Where placed adjacent to buildings, Antenna Systems should be constructed so that they are as similar as possible in appearance to the façades of the principal building;
- Cable trays should generally not be run up the exterior faces of buildings. Where they must be on the exterior, they should be located at the rear or sides, and incorporated into architectural features; and
- Antennas that extend above the top of a supporting light standard should appear (e.g. in colour, shape and size) to be a natural extension of the pole.

#### **5.2.6 *Equipment Cabinets in Public Spaces***

- Cabinets should be designed in a manner which integrates them into their surroundings, including use of decorative wraps that are graffiti-resistant;
- Cabinet dimensions shall be as minimal as possible to accommodate the amount of equipment required by the Proponent and sited to minimize the impact on the public space;

- Cables and wires should be concealed or covered; and
- Cabinets/Compounds in parklands should be:
  - Powder coated black or green;
  - Enclosed with a 1.8-2.4m (6-8 ft) metal picket fence, powder coated black or green;
  - Provided with vegetative landscape screening in accordance with the list of plant species approved by the Parks, Recreation & Culture Department; and
  - Sited so that the shorter side faces the path/public space.

Note: Additional requirements may apply to City, community or neighbourhood parks and the Town Centre.

#### **5.2.7 Signage and Lighting**

- Small owner identification signs up to a maximum of 0.03 square metres may be posted on Antenna Systems and associated equipment shelters or perimeter fencing;
- No advertising signs are permitted. No logos are permitted other than those for a manufacturer of a component of the Antenna System, or as approved in writing by City Contact Staff;
- Unless specifically required by Transport Canada and/or NAV Canada, the display of any lighting is discouraged;
- Where Transport Canada and/or NAV Canada requires a structure to be lit, the lighting should be limited to the minimum number of lights and the lowest illumination allowable, and any required strobe lightning should be set to the maximum strobe interval allowed by Transport Canada; and
- The lighting of Antenna Systems and associated equipment shelters for security purposes is supportable provided it is shielded from adjacent residential properties, is kept to a minimum number of lights and illumination intensity, where possible, is provided by a motion detector or similar system.

#### **5.2.8 Rooftop Equipment**

- Where feasible, locate equipment and antennas so that they are not visible from the street or adjacent public spaces, while respecting the need to provide good signal strength and coverage;
- To minimize visibility of antennas and equipment, a variety of techniques may be used including setbacks, screening and stealth placement and finishes. Buildings vary in height, siting and context, and a creative and flexible approach is encouraged to minimize visibility of the antennas and equipment, depending on the situation;
- Optimum signal strength and coverage may encourage antenna placement in clusters. However, antenna placement should also consider integration with the architecture of the building. The desired number of antennas in a cluster may not be achievable, and alternate spacing may need to be considered;
- Notwithstanding the support of co-location, to avoid visual clutter, the overall number of

antennas on a building may need to be limited;

- Screening should be designed to be integrated into the building form without unduly detracting from the architectural character or exaggerating less attractive features; and
- Where an antenna is proposed on the rooftop of a building or affixed to the side of the building:
  - Antennas should be of a similar style/shape;
  - It is preferred that the antennas be mounted to stair or elevator overrun that are set back from building edges by at least 2.4m;
  - Where structurally feasible, roof penthouses may be extended horizontally to house antennas and equipment;
  - When affixed to the side of the building, antennas should be installed so that they do not project above the parapet. Installations on roof penthouses or overruns may project over parapets by approximately 1/3 their height, or more if they are screened as described above;
  - Pitched/sloping roof should be avoided. If there are no alternative locations in the area, installations may be considered if they are incorporated in an architecturally compatible manner. (e.g. screened in a “chimney”);
  - Equipment shelters located on the roof of a building should be set back from the roof edge to the greatest extent possible and painted to match the penthouse/building. When possible, locate shelters adjacent to existing penthouses; and
  - Where and when new Antenna Systems are added to an existing rooftop array, proponents are encouraged to include for enclosure, any and all legacy or pre-existing equipment as part of its screening and concealment efforts.

#### **5.2.9 Antennas on Streetlights or Utility Poles**

- In the event that Commercial, Comprehensive Development or Industrial development areas are explicitly stated to encourage installation of Antennas on Streetlights or Utility Poles, installations will be required to conform to specific requirements for those areas set out by City Contact Staff and in accordance with existing agreements with the Proponent;
- Some City and neighbourhood plan areas have decorative streetlights. Poles in these areas are decorative and may not conform to the type of antenna poles required. Poles that are modified for installation of antennas may have to accommodate decorative Christmas lights, banners, and planters;
- Sight line considerations: poles and cabinets should consider stopping sight distance for posted speed limits on the roadway. Proponents are to follow the Transportation Association of Canada (TAC) guidelines for stopping sight distance requirements or as otherwise specified by City Contact Staff;
- The antenna, brackets and associated equipment should be painted to match existing pole colour; and
- Antennas that extend above the top of a streetlight or utility pole should appear (e.g. in colour, shape and size) to be a natural extension of the pole.



### **5.3 *Site Investigation Meeting with the City***

Prior to submitting an Antenna System siting proposal, the Proponent will initiate a site investigation meeting with the City by contacting the City Contact Staff.

The purpose of the site investigation meeting is to:

- Identify preliminary issues of concern;
- Identify requirements for public consultation (including the need for additional forms of notice and a public information session);
- Guide the content of the proposal submission; and
- Identify the need for discussions with any City departments as deemed necessary by the City.

The Proponent will bring the following information to the site investigation meeting:

1. the proposed location;
2. potential alternative locations;
3. the type and height of the proposed Antenna System;
4. preliminary drawings or visual renderings of the proposed Antenna System superimposed to scale; and
5. documentation regarding the investigation of co-location potentials on existing or proposed Antenna Systems within 500 meters of the subject proposal.

### **5.4 Confirmation of City Preferences and Requirements**

Following the Site Investigation meeting, City Contact Staff will provide the Proponent with an information package that includes:

1. this Protocol, which outlines the approval process, excluded structures, requirements for public consultation and guidelines regarding site selection, co-location, installation, design and landscaping;
2. proposal submission requirements;
3. a list of plans and studies that may be required (i.e. environmental impact statements);
4. a list of City departments to be consulted; and
5. an indication of the city's preferences regarding co-location for the site(s) under discussion.

## **6. PROPOSAL SUBMISSION**

For non-excluded proposed Antenna Systems, the Proponent will submit to the City an Antenna System siting proposal and the applicable fee.

The Proponent must include the following information when submitting an Antenna System siting

proposal:

1. A letter or report from the Proponent indicating the need for the proposal, the proposed site, the rationale for site selection, coverage and capacity of existing Antenna Systems in the general area and a summary of opportunities for co-location potentials on existing or proposed Antenna Systems within 500 meters of the subject proposal;
2. Visual rendering(s) of the proposed Antenna System superimposed to scale;
3. A site plan showing the proposed development situated on the site and all setbacks from property boundaries and other structures on site;
4. A map showing the horizontal distance between the property boundary of the proposed site and the nearest property in residential use;
5. For Antenna Systems requiring public consultation, a map showing all properties located within the Prescribed Distance from the proposed Antenna System;
6. Confirmation of legal ownership of the lands subject to the proposal, or a signed letter of authorization from the registered property owner of the land, their agent, or other person(s) having legal or equitable interest in the land;
7. An attestation that the Antenna System will respect Health Canada's Safety Code 6 which sets safe radiofrequency emission levels for these devices including the cumulative effects of multiple Antenna Systems at the location and in the immediate area;
8. A map showing the maximum electromagnetic radiation power levels as watts per square meter, at ground level within 1000 meters of the proposed Antenna System. The map should include cumulative effects of multiple Antenna Systems at the proposed location with any other existing Antenna Systems broadcasting into the area;
9. A preliminary geotechnical site investigation report where the potential for geotechnical hazards exist;
10. Engineering plans for the proposed structure which includes information outlining the number of antennas proposed on the structure, the type of wireless service each antenna provides, and the structure's ability to accommodate future antennas (including co-Location).

A determination on the completeness of an application or request for additional information will be provided within ten (10) working days of receipt of the proposal. Upon receipt of a complete proposal submission, the City will circulate the proposal for review and comment to its internal City Departments.

## **6.1 FEES**

The Proponent must pay any applicable application fee to the City for review of their proposal.

The Proponent is responsible for securing applicable applications or permissions from all relevant City Departments and paying any applicable application fees or charges as required to the City in accordance with its Fees & Charges Bylaw No. 7575-2019.

## **7. PUBLIC CONSULTATION PROCESS**

If the proposed Antenna System is not excluded from the public consultation process as per the

requirements in Section 3, the Proponent will initiate the City's public consultation process, including issuing notice, undertaking written consultation, hosting a public information session where required and reviewing the consultation results with the City.

### 7.1 Public Information Session

If the proposed Antenna System is not excluded from the public consultation process as per the requirements of Section 3, the Proponent will hold a public information session which shall comply with the following:

- An appropriate date, time and location for the public information meeting will be determined in consultation with the City Contact Staff;
- The Proponent will make available at the public information session an appropriate visual display of the proposal, including a copy of the site plan submitted with the application and aerial photographs of the proposed site; and
- All information and materials presented should consist of content appropriate for the stakeholders in the impacted area by the Antenna System

The Proponent shall not schedule a public information meeting less than seven (7) days prior to the close of the public consultation period.

The Proponent will provide the City with a package summarizing the results of the public information session containing at a minimum, the following:

- a list of attendees, including names, addresses, and phone numbers (where provided voluntarily);
- copies of all letters and other written communications received; and
- a letter of response from the Proponent outlining how all the concerns and issues raised by the public were addressed.

### 7.2 Notice to Recipients

The Proponent is required to meet ISED's public consultation requirements as prescribed in *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03)* (as amended or replaced) as well as the augmentations to the public consultation process listed below. In the event ISED's public consultation requirements as prescribed in CPC-2-0-03 (as amended or replaced) contain public consultation requirements less stringent than augmented requirements requested by the City below, the City requests the proponent to complete the more stringent public consultation requirements of the two.

After the Proponent has submitted an Antenna Systems siting proposal, the Proponent will give notice to:

- All affected residential properties within the greater of Prescribed Distance or:

- a. 10 meters for every one meter in height for a freestanding Antenna System; and
- b. 10 meters for every one meter in height for a building/structure mounted Antenna System;
- All Designated Community Associations, all emergency service providers and school districts within the Prescribed Distance;
- The greater of 500 meters or 10 meters for every one meter in height for a freestanding Antenna System or 10 meters for every one meter in height for a building/structure mounted Antenna System;
- Any adjacent municipalities within the greater of Prescribed Distance
- The City Contact Staff; and
- The ISED regional office.

The City Contact Staff will assist the Proponent in compiling a mailing list of addresses of the affected residences within the Prescribed Distance from the proposed Antenna System. The City may charge a fee for this service.

### **7.3 Notice Requirements**

The Proponent shall include at a minimum the following information in any mailed or otherwise delivered public notice a minimum of thirty (30) days before the public information session:

1. Information on the location, height, type, design and colour of the proposed Antenna System, including a copy of the site plan submitted with the application;
2. The rationale, including height and location requirements, of the proposed Antenna System;
3. Clear information on the role of ISED as the sole approving authority for the siting of Antenna Systems and that the City only provides a statement of siting concurrence/non-concurrence at the request of the Proponent;
4. Information that comments and responses should be directed to the Proponent and that all submissions received by the proponent will be forwarded to ISED and the City for their records;
5. The name and contact information of a contact person for the Proponent;
6. The name and contact information of ISED;
7. The name and contact information of the City's Contact Staff;
8. An attestation that the Antenna System will respect Health Canada's Safety Code 6 which sets safe radiofrequency emission levels for these devices; and
9. The date, time and location of the public information meeting where required.
10. The notification shall be sent in an envelope addressed to the "Occupant" and/or "Tenants" and shall clearly show in bold type on the face of the envelope the statement: "NOTICE FOR RESIDENTS: NEW PROPOSED CELL TOWER - INFORMATION IS ENCLOSED."

### **7.4 Post-Consultation Review**

The City Contact Staff and the Proponent will communicate following completion of the public

consultation process (and arrange a meeting at the City's request) to discuss the results and next steps in the process.

## **8. STATEMENT OF CONCURRENCE OR NON-CONCURRENCE**

Following the completion of the Public Consultation period, City Council will consider all applications for Antenna Systems where City concurrence is required (i.e. for those applications that are not already excluded by Section 3 in this Policy). The City Contact Staff will prepare a report to City Council which will include the information on the proposed Antenna System, a site plan, the location of the proposal, an overview of the application and all public consultation materials submitted by the Proponent for City Council's review. It is at the discretion of City Council to provide a statement of siting concurrence or non- concurrence.

### **8.1 Concurrence**

Where the proposal conforms with, to the satisfaction of the City, the guidelines as set out within this Policy and the City's technical requirements, the City will express its concurrence in writing to the Proponent (copying ISED).

### **8.2 Non-Concurrence**

If the proposal does not conform with City guidelines as set out within this Policy, the City will express its non-concurrence in writing to the Proponent (copying ISED). The City will also forward to ISED any comments on outstanding issues, including those raised during the public consultation process.

### **8.3 Rescinding a Concurrence**

The City may rescind its concurrence if following the issuance of a concurrence, it is determined by the City that the proposal contains a misrepresentation or a failure to disclose all the pertinent information regarding the proposal, or the plans, and conditions upon which the concurrence was issued in writing have not been complied with, and a resolution cannot be reached to correct the issue. In such cases, the City will provide notification in writing to the Proponent and to ISED and will include the reason(s) for rescinding of its concurrence.

### **8.4 Duration of Concurrence**

A concurrence remains in effect for a maximum period of three years from the date it was issued by the City. If construction is not completed within this time period, the concurrence expires except in the case where a proponent secures the agreement of the City to an extension for a specified time period in writing. Once a concurrence expires, a new submission and review process, including public consultation as applicable, is necessary prior to any construction occurring.

## **8.5 Transfer of Concurrence**

Once concurrence has been issued, that concurrence may be transferred from the original Proponent to another Proponent (the current Proponent) without the need for further consultation provided that:

- all information gathered by the original Proponent in support of obtaining the concurrence from the City is transferred to the concurrent Proponent;
- the structure for which concurrence was issued to the original Proponent is identical to what the current Proponent builds; and
- construction of the structure is commenced within the Duration of Concurrence period.

## **8.6 Letter of Undertaking**

The Proponent may be required, if requested by the City, to provide a letter of undertaking, which may include the following requirements:

- the posting of a security for the construction of any proposed fencing, screening and landscaping;
- a commitment to accommodate other communication providers on the Antenna System, where feasible, subject to the usual commercial terms and Industry Canada Conditions of license for mandatory Roaming and Antenna Tower and Site Sharing and to Prohibit exclusive Site Arrangements (CPC-2-0-17); and all conditions identified in the letter of concurrence.

## **9. REDUNDANT ANTENNA SYSTEMS**

The City can issue a request to network operators to clarify that a specific Antenna System is still required to support communication network activity. The network operator will respond within 30 days of receiving the request and will provide any available information on the future status or planned decommissioning of the Antenna System.

Where the network operators concur that an Antenna System is redundant, the network operator and City will mutually agree on a timeframe to remove the system and all associated buildings and equipment from the site. Removal will occur no later than one year from when the Antenna System was deemed redundant at the network operator's cost.

## POLICY MANUAL

Title: Telecommunications Antenna Structure Siting Policy		Policy No.: <b>5.59</b>
		Supersedes:
Authority: Legislative <input type="checkbox"/> Operational <input checked="" type="checkbox"/>		Effective Date:
Approval: Council <input checked="" type="checkbox"/> CMT <input type="checkbox"/> General Manager <input type="checkbox"/>		Review Date:
<p><b>Policy Statement:</b></p> <p>The City of Maple Ridge will be an active participant in the oversight of public consultations and proposed installations of telecommunications antenna structures in the City in order to influence their final location and design.</p>		
<p><b>1. PURPOSE AND OBJECTIVES</b></p> <p><b>1.1. Purpose</b></p> <p>The purpose of this Policy is to establish the local land use consultation process and guideline for review and evaluating Antenna System siting within the City of Maple Ridge pursuant to Innovation, Science and Economic Development Canada (ISED) regulations and requirements. ISED has exclusive authority over the approval of the siting and installation of telecommunication infrastructure in Canada.</p> <p><b>1.2 Objectives</b></p> <p>The objectives of this Policy are:</p> <ol style="list-style-type: none"> <li>1. To acknowledge that ISED has exclusive jurisdiction over the approval of the siting and installation of telecommunication infrastructure in Canada;</li> <li>2. To allow timely development of efficient and reliable radiocommunication services within the City of Maple Ridge while ensuring that community objectives are met;</li> <li>3. To establish a siting and consultation process that is harmonized with ISED's Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03) for reviewing land use issues associated with Antenna System siting proposals;</li> </ol>		

4. To encourage the use of alternative technologies where possible as an alternative to additional tower sites;
5. To set out an objective process with clear criteria and guidelines that are transparent, consistent and predictable for the evaluation of Antenna System siting proposals that:
  - a. encourage efficient and effective Antenna System infrastructure while minimizing the number of new Antenna System Tower sites by encouraging co-location;
  - b. encourage designs that integrate with the surrounding land use and public realm;
  - c. establish when local public consultation is required;
  - d. allow ISED and the telecommunications industry to identify and resolve any potential land use, siting or design concerns with the City at an early stage in the process;
  - e. to inform Proponents that the City supports the construction of taller towers over shorter towers for the reason of public safety and supporting Co-Location; AND
  - f. to recover costs from telecommunications proponents with consideration given to the costs to the City to evaluate and process telecommunication infrastructure proposals.

### 1.3 Jurisdiction and Roles

#### a. Role of Innovation, Science and Economic Development Canada

Under the Radiocommunication Act, the Minister of ISED has sole jurisdiction over inter-provincial and international communication facilities. The final decision to approve and license the location of Telecommunication Antenna Systems is made only by ISED. All technical aspects and siting of telecommunication and broadcasting services are regulated by the Federal government under the *Radiocommunication Act*. ISED has an established procedure, *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03)*, which prescribes the process and review of proposed telecommunication structures. As part of the process, proponents are required to notify the local land-use authority and nearby residents. Moreover, the proponent is required to address the public's questions, concerns and comments through ISED's prescribed public consultation process.

#### b. Other Federal Legislation

With regard to public health, ISED refers to the standards set by Health Canada for determining acceptable levels of radiofrequency electromagnetic energy produced by telecommunication infrastructure. All telecommunication proponents are required to follow the guidelines outlined in Health Canada's *Safety Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3 kHz to 300 GHz – Safety Code 6 (2009)*. In addition to Health Canada's requirements, proponents must comply with the *Canadian Environmental Impact Assessment Act (S.C. 2019, c. 28, s. 1)* and any painting and lighting requirements for aeronautical safety prescribed by NAV Canada and Transport Canada.



c. **Role of Local Government**

Local governments are referred applications for proposed towers and are provided the opportunity to comment on the proposal. Ultimately, the role of the City is to issue a statement of concurrence or non- concurrence to the Proponent and ISED. The statement considers the land-use compatibility of the antenna structure, the responses of the impacted residents and the proponent's adherence to this protocol. In addition, local government can communicate and provide guidance to the Proponent on the particular sensitivities, planning priorities, and characteristics of an area. Moreover, local government can establish siting guidelines, which includes reasonably augmenting the public consultation process as defined in ISED's *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03)*.

2. **DEFINITIONS**

**Antenna System:** means a Telecommunications Antenna that is mounted on an Antenna Supporting Structure.

**Antenna Supporting Structure:** means any Tower, roof-top, building-mounted pole, spire or other freestanding structure; existing electric or other utility tower or structure, streetlight pole, parking lot light pole or combination thereof, including supporting lines, cables, wires, and braces intended for the purpose of mounting a Telecommunication Antenna or series of antennas on it. Also included are any onsite cabinets or shelters containing electronic or other equipment associated with these antenna structures and any compound required to accommodate these components.

**City:** means the City of Maple Ridge.

**City Contact Staff:** means the City staff member(s) tasked with receiving, evaluating and processing submissions for Antenna Systems.

**City Departments:** means departments of City government that administer public services and are operated by City staff.

**Co-Location:** means the placement of Telecommunications Antennas that are operated by different service providers on a single Antenna Supporting Structure.

**Commercial Areas:** means land designated Commercial in the City of Maple Ridge Official Community Plan and defined within the City of Maple Ridge Official Zoning Bylaw #7600-2019 by the prefixes; C, CS, CRM, H1 and H2 (e.g. C-1). The commercial designation is intended to support major commercial developments, including neighbourhood-serving and city-serving retail and office developments. Primary uses within the commercial designation are retail and stand-alone office uses including institutional offices. Limited light industrial, public facilities and multi-unit residential may be permitted in this designation with certain restrictions applicable.

**Comprehensive Development Areas:** means land zoned Comprehensive Development in the City of Maple Ridge Official Zoning Bylaw #7600-2019 by the prefix 'CD' (e.g. CD-185). A comprehensive

development zone allows for the creation of comprehensive site-specific land use regulations on a specific site within the City where the circumstances are such that control by other zones would not be suitable. A comprehensive development zone is typically created when a proposed development is, in the opinion of Council, considered appropriate for the site, having regard for the policies and land use designations in the Official Community Plan and any other applicable municipal plan or policy. Comprehensive Development zones may be located in any area of the City.

**Designated Community Association:** means area or neighbourhood-specific group that is recognized by the City.

**Heritage Structures/Areas:** means buildings and structures (e.g. monuments) or areas/neighbourhoods receiving a heritage designation by the City.

**Industrial Areas:** means land designated Industrial in the City of Maple Ridge Official Community Plan defined within the City of Maple Ridge Official Zoning Bylaw #7600-2019 by the prefix 'M' (e.g. M-1). The industrial designation supports light and heavy industrial land uses, including manufacturing, warehouse, wholesale trade and equipment storage and repair. Accessory uses that operate ancillary to a main industrial use may include limited office uses, a caretaker's residence, and commercial uses that are strictly limited to those that support industrial activities. Public facilities are permitted within the industrial designation, but retail uses and stand-alone office uses are generally not supported.

**Prescribed Distance:** means three times the height of the proposed Antenna System measured horizontally from the outside perimeter of the Antenna System. The outside perimeter begins at the furthest point of the supporting mechanism (which, in the context only of this measurement, excludes cabinets or shelters), be it the outermost guy line, building edge, face of the self-supporting tower, etc.

**Proponent:** means a company or organization proposing to site an Antenna System (including contractors undertaking work for telecommunications carriers and third-party tower owners) for the purpose of providing commercial or private telecommunications services, exclusive of personal antenna systems (e.g. used for over the air and satellite television reception or amateur radio operation).

**Residential Area:** means lands used or zoned to permit residential uses, including mixed uses (i.e. where commercial use is permitted at-grade with residential apartments/condominiums above).

**Siting Exceptions:** means Section 403 – Regulations for the Size, Shape and Siting of Buildings and Structures in the Zoning By-Law.

**Stealth Structure:** means a facility which is either: (a) virtually invisible to the casual observer, such as an antenna behind louvers on a building, or inside a steeple or similar structure; or (b) camouflaged, through stealth design, so as to blend in with its surroundings to such an extent that it is indistinguishable by the casual observer from the structure on which it is placed or the surrounding in which it is located. Examples of stealth facilities include antennas which are

disguised as flagpoles, as indigenous trees, as rocks, or as architectural elements such as dormers, steeples and chimneys. To qualify as "stealth" design, the item in question must match the type of item that it is mimicking in size, scale, shape, dimensions, color, materials, function and other attributes as closely as possible, as reasonably determined by the City.

**Telecommunications Antenna:** means a device that requires a licence from the Federal Government and is used to receive and/or to transmit radio-frequency (RF) signals, microwave signals, or other communications energy transmitted from or to be received by other antennas.

**Tower:** means any ground-mounted monopole, tri-pole, or lattice work structure upon which Telecommunication Antennas are attached. Not included are streetlight poles, parking lot light poles, existing electric utility towers or similar type structures as determined by the City of Maple Ridge.

**Zoning Bylaw:** means City of Maple Ridge Zoning Bylaw #7600-2019.

### 3. EXCLUDED STRUCTURES

This section outlines Antenna System siting proposals excluded from the consultation process by ISSED, the need to consider local circumstances for all excluded structures, and the process for Proponents to notify and discuss proposed excluded structures with the City.

#### 3.1 Exclusions from Antenna System Siting Proposal Review and Public Consultation

Under ISSED's process, certain proposals are considered to have minimal impact on the local surroundings and are excluded from public and City consultations.

All proponents must satisfy the General Requirements outlined in Section 7 of the CPC-2-0-03 regardless of whether an exclusion applies to their proposal. The following proposals are excluded from City and public consultation requirements:

- a. **New Antenna Systems:** where the height is less than 15 metres above ground level. This exclusion does not apply to Antenna Systems proposed by telecommunications carriers, broadcasting undertakings or third-party tower owners;
- b. **Existing Antenna Systems:** where modifications are made, antennas added or the tower replaced, including to facilitate sharing, provided that the total cumulative height increase is no greater than 25% of the height of the initial Antenna System installation. No increase in height may occur within one year of completion of the initial construction. This exclusion does not apply to Antenna Systems using purpose-built Antenna Supporting Structures with a height of less than 15 metres above ground level operated by telecommunications carriers, broadcasting undertakings or third-party tower owners;
- c. **Non-Tower Structure:** antennas on buildings, water towers, lamp posts, etc. may be excluded from consultation provided that the height above ground of the non-tower structure, exclusive of appurtenances, is not increased by more than 25%;

- d. **Temporary Antenna Systems:** used for special events or emergency operations and must be removed within three months after the start of the emergency or special event; and
- e. No consultation is required prior to performing maintenance on an existing Antenna System.

Height is measured from the lowest ground level at the base, including the foundation, to the tallest point of the Antenna System. Depending on the particular installation, the tallest point may be an antenna, lightning rod, aviation obstruction lighting or some other appurtenance. Any attempt to artificially reduce the height (addition of soil, aggregate, etc.) will not be included in the calculation or measurement of the height of the Antenna System.

### **3.2 Notification of Excluded Antenna Systems**

Notwithstanding ISSED's exclusion criteria for certain Antenna System siting proposals, Proponents are asked, as a courtesy, to inform the City of all new Antenna System installations within the City's boundaries so the City can:

- Be prepared to respond to public inquiries once construction/installation has begun;
- Be aware of site Co-location within the City; and
- Maintain records to refer to in the event of future modifications and additions.

Proponents are to notify the City of excluded Antenna System installations before commencing construction.

### **3.3 Siting on City-Owned Properties**

Opportunities are explored at a consultation meeting between the proponent and City Contact Staff to locate the proposed Antenna System on City-owned land, buildings, or infrastructure, acceptable to the City and in accordance with City policy.

## **4. PRE-APPLICATION CONSULTATION WITH THE CITY**

Pre-application consultation is an important element in the Antenna System siting process and generally occurs at a point before the Proponent is committed to a site or design. As a result, it represents the best opportunity to influence the siting decision since the Proponent will more likely become committed to a site once the detailed engineering has been completed.

Prior to submitting an Antenna System siting proposal that does not meet any of the exclusions listed in Section 3.1, the Proponent should arrange a pre-application consultation with the City by contacting the City Contact Staff.

## 5. DEVELOPMENT GUIDELINES

Antenna Systems should be sited and designed to respect local sensitivities and preferences as identified by the City.

The City has set out a number of guidelines under the following criteria for the selection of sites and/or construction of new Antenna Systems:

- Location Preferences; and
- Design Preferences

The Proponent should review the guidelines identified below as early as possible and should attempt to resolve any outstanding issues prior to submitting its Antenna System siting proposal and undertaking the public consultation, where required by the City. Because expressed preferences may be location or site-specific, the Proponent is encouraged to discuss the guidelines fully with the City at a pre-application consultation meeting. Proponents are required to obtain all applicable building permits for new installations or additions and/or modifications to existing buildings.

This Policy is intended to allow timely development of an efficient telecommunications network for the City of Maple Ridge while ensuring that community planning objectives are met.

Within these Development Guidelines, the words “preferred”, “encouraged”, “discouraged”, and “not supported” are used to describe the City’s preferences for different aspects of proposed Antenna Systems. A hierarchical guide to the intended differences in meaning between them are as follows:

- ‘Must’ or ‘shall’; same as “needs”
- Preferred (‘should’ conveys the same level of City support)
- Encouraged
- Will consider
- City Opinion is Neutral
- Discouraged (same as ‘should generally not’)
- Not supported
- “No”

### 5.1 Location Preferences

#### 5.1.1 Co-location

The City encourages co-location of Telecommunication Antennas.

This Policy acknowledges that co-location will generally result in taller and wider Towers and more antennas on each structure and that there are physical limitations on how many

antennas a single Antenna Supporting Structure can structurally support. Rooftops may have practical and aesthetic limits to the number of antennas that may be accommodated.

Before submitting a proposal for an application on a new site, the Proponent must explore the following options:

- Consider sharing an existing Antenna System, modifying or replacing a structure if necessary; and
- Locate, analyze and attempt to use any feasible existing infrastructure, including (but not limited to) rooftops, water towers, utility poles or light standards.

The City recognizes that the objective of promoting co-location and the objective of making Antenna Systems less noticeable may sometimes come into conflict. Nevertheless, the City intends to review each submission on its merits with a view to promoting both objectives and, where necessary, will determine the appropriate balance between them. The Proponent should, in all cases, verify the City's site-specific design preferences during the pre-application consultation process before investing in a final design or site.

#### **5.1.2 Preferred Locations**

The location of Antenna Systems has an impact on their efficacy, but also on the surroundings areas. The siting of a Tower or an Antenna System on a rooftop may be the most significant decision to reduce its visual impact. Antenna Systems should be located to be unobtrusive and minimize impeding public view corridors.

When new Antenna Systems must be constructed, where technically feasible, the following locations are preferred:

##### **Towers**

- Comprehensive Development, Industrial and Agricultural areas;
- Roof or wall mounted on buildings having height greater than 23 meters;
- Areas that maximize the distance from Residential Areas; and
- Areas with mature landscaping screening.

##### **Antennas Systems on Streetlights or Utility Poles**

- Commercial or Industrial areas;
- Arterial and collector roads are preferred locations; and
- Within the Town Centre area.

##### **Antennas Systems on Buildings or Other Supporting Structures**

- Commercial, Comprehensive Development or Industrial areas;

- Within the Town Centre area;
- Institutional uses where appropriate, including, but not limited to, those institutions that require telecommunications technology: emergency services, hospitals, colleges, and universities; and
- In active sports field parks.

### **5.1.3 Discouraged Locations**

Antenna Systems are not permitted in the following areas:

- Sensitive Ecosystem Areas (e.g. Green Infrastructure Networks (GIN)); and
- Riparian lands;

New Antenna Systems should avoid the following areas:

- Locations directly in front of doors, windows, balconies, or residential frontages;
- Areas that negatively impact public views and vistas of important natural or manmade features;
- Agricultural areas; if no alternate locations are possible, ensure siting avoids farmland, and ensures maximum potential for farming on remainder of site through the use of monopoles;
- Sites of topographical prominence;
- Heritage Areas or on Heritage Structures;
- Pitched roofs; and
- Street lights and poles unless explicitly encouraged as part of Commercial, Comprehensive Development or Industrial development areas.
- Locations that may adversely impact existing City wireless antennas (e.g. SCADA), or have the potential to make future City antennas infeasible.

## **5.2 Design Preferences**

Antenna Systems should be designed in terms of appearance and aesthetics to respect their immediate surroundings (e.g. Residential, Park land, Heritage Areas, etc.), including being unobtrusive and inconspicuous, minimizing visual impact, avoiding disturbance to natural features, and reduce the need for future facilities in the same area, where appropriate. The City's preferred design and development preferences are described below.

The City will advise the Proponent as to which of the following design preferences are applicable in the proposed location.

### **5.2.1 Antenna Supporting Structures**

- The appropriate type of telecommunication Antenna Supporting Structure for each

situation should be selected with the goal of making best efforts to blend with the nearby surroundings and minimizing the visual aesthetic impacts of the Antenna System on the community;

- The use of monopoles is strongly encouraged;
- Lattice style poles are strongly discouraged;
- Flush-mounted antennas on monopoles are preferred;
- The use of guy wires and cables to steady, support or reinforce a tower is discouraged;
- New supporting structures in residential or high-traffic areas should consider multi-purpose design to enable placement of antennas in combination with lighting, electric vehicle charging, parking payment terminals, signage, Wi-Fi-hotspots etc.;
- For high pedestrian traffic areas such as shopping locations, integrated shrouded multi-use design poles (such as lighting, electric vehicle charging, etc.) are preferred;
- Individual wall-mounted antennas should be fixed as close to the wall as possible and should not project above the height of the wall face they are mounted on, in order to avoid visual clutter, and should be painted to match the wall colour for stealth;
- Facilities located on rooftops should be not be visible (to the extent possible) from streets or other adjacent public areas;
- Proponents are encouraged to communicate with building developers at new building design stages to consider options for incorporating integrally screened Telecommunication Antenna support on the rooftops; and
- Whenever possible, Antenna Systems should be built as Stealth Structures. The Stealth Structure shall be unobtrusive at street level so that a casual observer would not realize it is being used Telecommunications Antenna.

#### **5.2.2 Height**

- The City prefers that Towers be a maximum of 15 metres in height, except in Industrial, Mixed Employment or Agricultural areas;
- The City will consider increased height for a Tower when located in an Industrial or Agricultural Area and preferably at a distance at least six times the height of the Antenna Supporting Structure away from Residential Areas;
- Height for a Tower must be measured from grade to the highest point on the structure, including lighting and supporting structures; and
- The City prefers that the height of building or structure-mounted Antenna Systems, unless shrouded in an acceptable manner, not exceed 3 metres measured from the top of the roof, but not more than 1.2 metres above the highest point of the elevator penthouse.

#### **5.2.3 Yards, Parking and Access**

- Antenna Systems should comply with all setback distances as set out in Zoning Bylaw applicable to the principal buildings for the Zone in which the Antenna System is located but should not be located in the front yard;
- Antenna Systems should be separated from adjacent development without unduly



affecting its development potential over the life of the Antenna System; and

- Parking spaces, where provided at each new Antenna System site, should have direct access to a public right-of-way at a private approach that does not unduly interfere with traffic flow or create safety hazards. Paved surfaces should be absolutely minimized.

#### **5.2.4 Buffering and Screening**

- Antenna Systems and associated equipment shelters should be attractively designed and screened or concealed from ground level or other public views to mitigate visual impacts. Screening could include using existing vegetation, landscaping, fencing, or other means to blend with the built and natural environments;
- When vegetative landscape screening is used, a mix of deciduous and coniferous trees is preferred to provide year-round coverage; and
- Where adjacent to a principal building, equipment shelters should be constructed to be integrated. Consider using a material similar in appearance to at least one of the materials used in the facades of the principal building and one of the same colours used in the principal building.

#### **5.2.5 Style and Colour**

- In all instances the Proponent should mitigate negative visual impacts through the use of appropriate landscaping, screening, stealth design techniques, etc.;
- The design of Antenna Systems should generally be unobtrusive and consistent with area guidelines;
- Towers and communication equipment should have a non-glare surface, be powder-coated or hidden behind a façade or wrap or disguised as a tree or piece of public art;
- Special design treatments should be applied to Antenna Systems proposed to be located within parks and open space areas to make the Antenna Systems unobtrusive;
- The colour of constructed screens should be chosen to harmonize with the building and limit visual prominence;
- Where placed adjacent to buildings, Antenna Systems should be constructed so that they are as similar as possible in appearance to the façades of the principal building;
- Cable trays should generally not be run up the exterior faces of buildings. Where they must be on the exterior, they should be located at the rear or sides, and incorporated into architectural features; and
- Antennas that extend above the top of a supporting light standard should appear (e.g. in colour, shape and size) to be a natural extension of the pole.

#### **5.2.6 Equipment Cabinets in Public Spaces**

- Cabinets should be designed in a manner which integrates them into their surroundings, including use of decorative wraps that are graffiti-resistant;
- Cabinet dimensions shall be as minimal as possible to accommodate the amount of equipment required by the Proponent and sited to minimize the impact on the public space;

- Cables and wires should be concealed or covered; and
- Cabinets/Compounds in parklands should be:
  - Powder coated black or green;
  - Enclosed with a 1.8-2.4m (6-8 ft) metal picket fence, powder coated black or green;
  - Provided with vegetative landscape screening in accordance with the list of plant species approved by the Parks, Recreation & Culture Department; and
  - Sited so that the shorter side faces the path/public space.

Note: Additional requirements may apply to City, community or neighbourhood parks and the Town Centre.

#### **5.2.7 Signage and Lighting**

- Small owner identification signs up to a maximum of 0.03 square metres may be posted on Antenna Systems and associated equipment shelters or perimeter fencing;
- No advertising signs are permitted. No logos are permitted other than those for a manufacturer of a component of the Antenna System, or as approved in writing by City Contact Staff;
- Unless specifically required by Transport Canada and/or NAV Canada, the display of any lighting is discouraged;
- Where Transport Canada and/or NAV Canada requires a structure to be lit, the lighting should be limited to the minimum number of lights and the lowest illumination allowable, and any required strobe lightning should be set to the maximum strobe interval allowed by Transport Canada; and
- The lighting of Antenna Systems and associated equipment shelters for security purposes is supportable provided it is shielded from adjacent residential properties, is kept to a minimum number of lights and illumination intensity, where possible, is provided by a motion detector or similar system.

#### **5.2.8 Rooftop Equipment**

- Where feasible, locate equipment and antennas so that they are not visible from the street or adjacent public spaces, while respecting the need to provide good signal strength and coverage;
- To minimize visibility of antennas and equipment, a variety of techniques may be used including setbacks, screening and stealth placement and finishes. Buildings vary in height, siting and context, and a creative and flexible approach is encouraged to minimize visibility of the antennas and equipment, depending on the situation;
- Optimum signal strength and coverage may encourage antenna placement in clusters. However, antenna placement should also consider integration with the architecture of the building. The desired number of antennas in a cluster may not be achievable, and alternate spacing may need to be considered;
- Notwithstanding the support of co-location, to avoid visual clutter, the overall number of

antennas on a building may need to be limited;

- Screening should be designed to be integrated into the building form without unduly detracting from the architectural character or exaggerating less attractive features; and
- Where an antenna is proposed on the rooftop of a building or affixed to the side of the building:
  - Antennas should be of a similar style/shape;
  - It is preferred that the antennas be mounted to stair or elevator overrun that are set back from building edges by at least 2.4m;
  - Where structurally feasible, roof penthouses may be extended horizontally to house antennas and equipment;
  - When affixed to the side of the building, antennas should be installed so that they do not project above the parapet. Installations on roof penthouses or overruns may project over parapets by approximately 1/3 their height, or more if they are screened as described above;
  - Pitched/sloping roof should be avoided. If there are no alternative locations in the area, installations may be considered if they are incorporated in an architecturally compatible manner. (e.g. screened in a “chimney”);
  - Equipment shelters located on the roof of a building should be set back from the roof edge to the greatest extent possible and painted to match the penthouse/building. When possible, locate shelters adjacent to existing penthouses; and
  - Where and when new Antenna Systems are added to an existing rooftop array, proponents are encouraged to include for enclosure, any and all legacy or pre-existing equipment as part of its screening and concealment efforts.

#### **5.2.9 Antennas on Streetlights or Utility Poles**

- In the event that Commercial, Comprehensive Development or Industrial development areas are explicitly stated to encourage installation of Antennas on Streetlights or Utility Poles, installations will be required to conform to specific requirements for those areas set out by City Contact Staff and in accordance with existing agreements with the Proponent;
- Some City and neighbourhood plan areas have decorative streetlights. Poles in these areas are decorative and may not conform to the type of antenna poles required. Poles that are modified for installation of antennas may have to accommodate decorative Christmas lights, banners, and planters;
- Sight line considerations: poles and cabinets should consider stopping sight distance for posted speed limits on the roadway. Proponents are to follow the Transportation Association of Canada (TAC) guidelines for stopping sight distance requirements or as otherwise specified by City Contact Staff;
- The antenna, brackets and associated equipment should be painted to match existing pole colour; and
- Antennas that extend above the top of a streetlight or utility pole should appear (e.g. in colour, shape and size) to be a natural extension of the pole.

### **5.3 Site Investigation Meeting with the City**

Prior to submitting an Antenna System siting proposal, the Proponent will initiate a site investigation meeting with the City by contacting the City Contact Staff.

The purpose of the site investigation meeting is to:

- Identify preliminary issues of concern;
- Identify requirements for public consultation (including the need for additional forms of notice and a public information session);
- Guide the content of the proposal submission; and
- Identify the need for discussions with any City departments as deemed necessary by the City.

The Proponent will bring the following information to the site investigation meeting:

1. the proposed location;
2. potential alternative locations;
3. the type and height of the proposed Antenna System;
4. preliminary drawings or visual renderings of the proposed Antenna System superimposed to scale; and
5. documentation regarding the investigation of co-location potentials on existing or proposed Antenna Systems within 500 meters of the subject proposal.

### **5.4 Confirmation of City Preferences and Requirements**

Following the Site Investigation meeting, City Contact Staff will provide the Proponent with an information package that includes:

1. this Protocol, which outlines the approval process, excluded structures, requirements for public consultation and guidelines regarding site selection, co-location, installation, design and landscaping;
2. proposal submission requirements;
3. a list of plans and studies that may be required (i.e. environmental impact statements);
4. a list of City departments to be consulted; and
5. an indication of the city's preferences regarding co-location for the site(s) under discussion.

## **6. PROPOSAL SUBMISSION**

For non-excluded proposed Antenna Systems, the Proponent will submit to the City an Antenna System siting proposal and the applicable fee.

The Proponent must include the following information when submitting an Antenna System siting

proposal:

1. A letter or report from the Proponent indicating the need for the proposal, the proposed site, the rationale for site selection, coverage and capacity of existing Antenna Systems in the general area and a summary of opportunities for co-location potentials on existing or proposed Antenna Systems within 500 meters of the subject proposal;
2. Visual rendering(s) of the proposed Antenna System superimposed to scale;
3. A site plan showing the proposed development situated on the site and all setbacks from property boundaries and other structures on site;
4. A map showing the horizontal distance between the property boundary of the proposed site and the nearest property in residential use;
5. For Antenna Systems requiring public consultation, a map showing all properties located within the Prescribed Distance from the proposed Antenna System;
6. Confirmation of legal ownership of the lands subject to the proposal, or a signed letter of authorization from the registered property owner of the land, their agent, or other person(s) having legal or equitable interest in the land;
7. An attestation that the Antenna System will respect Health Canada's Safety Code 6 which sets safe radiofrequency emission levels for these devices including the cumulative effects of multiple Antenna Systems at the location and in the immediate area;
8. A map showing the maximum electromagnetic radiation power levels as watts per square meter, at ground level within 1000 meters of the proposed Antenna System. The map should include cumulative effects of multiple Antenna Systems at the proposed location with any other existing Antenna Systems broadcasting into the area;
9. A preliminary geotechnical site investigation report where the potential for geotechnical hazards exist;
10. Engineering plans for the proposed structure which includes information outlining the number of antennas proposed on the structure, the type of wireless service each antenna provides, and the structure's ability to accommodate future antennas (including co-Location).

A determination on the completeness of an application or request for additional information will be provided within ten (10) working days of receipt of the proposal. Upon receipt of a complete proposal submission, the City will circulate the proposal for review and comment to its internal City Departments.

#### **6.1 FEES**

The Proponent must pay any applicable application fee to the City for review of their proposal.

The Proponent is responsible for securing applicable applications or permissions from all relevant City Departments and paying any applicable application fees or charges as required to the City in accordance with its Fees & Charges Bylaw No. 7575-2019.

#### **7. PUBLIC CONSULTATION PROCESS**

If the proposed Antenna System is not excluded from the public consultation process as per the

requirements in Section 3, the Proponent will initiate the City's public consultation process, including issuing notice, undertaking written consultation, hosting a public information session where required and reviewing the consultation results with the City.

#### 7.1 Public Information Session

If the proposed Antenna System is not excluded from the public consultation process as per the requirements of Section 3, the Proponent will hold a public information session which shall comply with the following:

- An appropriate date, time and location for the public information meeting will be determined in consultation with the City Contact Staff;
- The Proponent will make available at the public information session an appropriate visual display of the proposal, including a copy of the site plan submitted with the application and aerial photographs of the proposed site; and
- All information and materials presented should consist of content appropriate for the stakeholders in the impacted area by the Antenna System

The Proponent shall not schedule a public information meeting less than seven (7) days prior to the close of the public consultation period.

The Proponent will provide the City with a package summarizing the results of the public information session containing at a minimum, the following:

- a list of attendees, including names, addresses, and phone numbers (where provided voluntarily);
- copies of all letters and other written communications received; and
- a letter of response from the Proponent outlining how all the concerns and issues raised by the public were addressed.

#### 7.2 Notice to Recipients

~~In addition to~~The Proponent is required to meet ISED's public consultation requirements as prescribed in *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular*, (CPC-2-0-03) ~~the City requests the proponent to complete the following augmentations to the public consultation process(as amended or replaced) as well as the augmentations to the public consultation process listed below. In the event ISED's public consultation requirements as prescribed in CPC-2-0-03 (as amended or replaced) contain public consultation requirements less stringent than augmented requirements requested by the City below, the City requests the proponent to complete the more stringent public consultation requirements of the two.~~

After the Proponent has submitted an Antenna Systems siting proposal, the Proponent will give notice to:

Formatted: Font: Not Italic

Formatted: Space Before: 0 pt

- All affected residential properties within the greater of Prescribed Distance or:
  - a. 10 meters for every one meter in height for a freestanding Antenna System; and
  - b. 10 meters for every one meter in height for a building/structure mounted Antenna System;
- All Designated Community Associations, all emergency service providers and school districts within the Prescribed Distance;
- The greater of 500 meters or 10 meters for every one meter in height for a freestanding Antenna System or 10 meters for every one meter in height for a building/structure mounted Antenna System;
- Any adjacent municipalities within the greater of Prescribed Distance
- The City Contact Staff; and
- The ISED regional office.

The City Contact Staff will assist the Proponent in compiling a mailing list of addresses of the affected residences within the Prescribed Distance from the proposed Antenna System. The City may charge a fee for this service.

Formatted: Indent: Left: 0"

### 7.3 Notice Requirements

The Proponent shall include at a minimum the following information in any mailed or otherwise delivered public notice a minimum of thirty (30) days before the public information session:

1. Information on the location, height, type, design and colour of the proposed Antenna System, including a copy of the site plan submitted with the application;
2. The rationale, including height and location requirements, of the proposed Antenna System;
3. Clear information on the role of ISED as the sole approving authority for the siting of Antenna Systems and that the City only provides a statement of siting concurrence/non-concurrence at the request of the Proponent;
4. Information that comments and responses should be directed to the Proponent and that all submissions received by the proponent will be forwarded to ISED and the City for their records;
5. The name and contact information of a contact person for the Proponent;
6. The name and contact information of ISED;
7. The name and contact information of the City's Contact Staff;
8. An attestation that the Antenna System will respect Health Canada's Safety Code 6 which sets safe radiofrequency emission levels for these devices; and
9. The date, time and location of the public information meeting where required.
10. The notification shall be sent in an envelope addressed to the "Occupant" and/or "Tenants" and shall clearly show in bold type on the face of the envelope the statement: "NOTICE FOR RESIDENTS: NEW PROPOSED CELL TOWER - INFORMATION IS ENCLOSED."

### 7.4 Post-Consultation Review

The City Contact Staff and the Proponent will communicate following completion of the public consultation process (and arrange a meeting at the City's request) to discuss the results and next steps in the process.

## **8. STATEMENT OF CONCURRENCE OR NON-CONCURRENCE**

Following the completion of the Public Consultation period, City Council will consider all applications for Antenna Systems where City concurrence is required (i.e. for those applications that are not already excluded by Section 3 in this Policy). The City Contact Staff will prepare a report to City Council which will include the information on the proposed Antenna System, a site plan, the location of the proposal, an overview of the application and all public consultation materials submitted by the Proponent for City Council's review. It is at the discretion of City Council to provide a statement of siting concurrence or non- concurrence.

### **8.1 Concurrence**

Where the proposal conforms with, to the satisfaction of the City, the guidelines as set out within this Policy and the City's technical requirements, the City will express its concurrence in writing to the Proponent (copying ISED).

### **8.2 Non-Concurrence**

If the proposal does not conform with City guidelines as set out within this Policy, the City will express its non-concurrence in writing to the Proponent (copying ISED). The City will also forward to ISED any comments on outstanding issues, including those raised during the public consultation process.

### **8.3 Rescinding a Concurrence**

The City may rescind its concurrence if following the issuance of a concurrence, it is determined by the City that the proposal contains a misrepresentation or a failure to disclose all the pertinent information regarding the proposal, or the plans, and conditions upon which the concurrence was issued in writing have not been complied with, and a resolution cannot be reached to correct the issue. In such cases, the City will provide notification in writing to the Proponent and to ISED and will include the reason(s) for rescinding of its concurrence.

### **8.4 Duration of Concurrence**

A concurrence remains in effect for a maximum period of three years from the date it was issued by the City. If construction is not completed within this time period, the concurrence expires except in the case where a proponent secures the agreement of the City to an extension for a specified time period in writing. Once a concurrence expires, a new submission and review process, including public consultation as applicable, is necessary prior to any



construction occurring.

#### **8.5 Transfer of Concurrence**

Once concurrence has been issued, that concurrence may be transferred from the original Proponent to another Proponent (the current Proponent) without the need for further consultation provided that:

- all information gathered by the original Proponent in support of obtaining the concurrence from the City is transferred to the concurrent Proponent;
- the structure for which concurrence was issued to the original Proponent is identical to what the current Proponent builds; and
- construction of the structure is commenced within the Duration of Concurrence period.

#### **8.6 Letter of Undertaking**

The Proponent may be required, if requested by the City, to provide a letter of undertaking, which may include the following requirements:

- the posting of a security for the construction of any proposed fencing, screening and landscaping;
- a commitment to accommodate other communication providers on the Antenna System, where feasible, subject to the usual commercial terms and Industry Canada Conditions of license for mandatory Roaming and Antenna Tower and Site Sharing and to Prohibit exclusive Site Arrangements (CPC-2-0-17); and all conditions identified in the letter of concurrence.

### **9. REDUNDANT ANTENNA SYSTEMS**

The City can issue a request to network operators to clarify that a specific Antenna System is still required to support communication network activity. The network operator will respond within 30 days of receiving the request and will provide any available information on the future status or planned decommissioning of the Antenna System.

Where the network operators concur that an Antenna System is redundant, the network operator and City will mutually agree on a timeframe to remove the system and all associated buildings and equipment from the site. Removal will occur no later than one year from when the Antenna System was deemed redundant at the network operator's cost.



## City of Maple Ridge

**TO:** His Worship Mayor Michael Morden  
and Members of Council

**MEETING DATE:** November 9, 2021

**FILE NO:** 08-3200-01

**FROM:** Chief Administrative Officer

**MEETING:** Council

**SUBJECT:** Telecommunications Antenna Structure Siting Policy No. 5.59 - Proposed

**EXECUTIVE SUMMARY:**

Telecommunication towers and antenna support structures are required for radio communication services, and are controlled under the Federal Telecommunications Act as administered by Innovation, Science and Economic Development Canada (ISED). There are many forms of towers and antenna systems and support structures and it is fully expected that these will continue to evolve to keep pace with changes in wireless communications technology. Under the current regulatory regime, the City continues to remain constrained in its ability to influence matters of Federal control, including the location and design of antenna systems and structures.

In 2012, the City released and Council endorsed its first Telecommunications Antenna Structure Siting Protocol. The goal at the time was to allow the City to effectively participate in and influence the placement of telecommunication antenna structures proposed within the City. The Protocol was designed to assist Council, City staff, ISED, representatives of the telecommunications industry, and members of the public in being aware of, and understanding the implementation methods, processes, procedures and criteria used to achieve this purpose. Following the release of the Federation of Canadian Municipalities (FCM) Consultation Protocol in 2014, the City's Protocol was further updated to align with these principles, which Council further endorsed.

Given the changes in wireless communications technology and related antenna structures design, staff have reached out to both ISED and other jurisdictions for their insights in order to update the 2014 Protocol, to ensuring that it remains relevant from a technology perspective and that the City's interests and preferences continue to be effectively communicated to the industry representatives.

The updated Policy is as attached in Appendix B and outlines for industry representatives, the City's internal review process of new applications and further directs the industry representatives as to the appropriateness of locating antenna structures in certain zones and locations. It also encourages the co-locating of antennas on existing structures and the use of stealth designs for both freestanding and roof-top installations and prescribes when and how industry representatives should engage with the City's residents with respect to the installation of new antenna systems and structures.

The recommendation is as follows:

**RECOMMENDATION:**

**That the Telecommunications Antenna Structure Siting Policy No. 5.59 be adopted.**

## DISCUSSION:

### a) Background Context:

The demand for wireless services has increased significantly over the past decade with the widespread utilization of wireless technology devices such as smartphones and tablets and other data-rich, streaming devices. This increase in demand has challenged the telecommunications industry to provide the infrastructure necessary to ensure sufficient coverage and capacity. To meet this demand, and provide reliable wireless coverage to our citizens, new infrastructure is often required in strategic locations across the City.

The telecommunications industry currently refers to anything that transmits a wireless signal as an "Antenna System or Antenna Structure". As the technology has changed, so have the antenna systems and structures, having evolved from the large monopole or lattice-frame towers to equipment of many shapes and sizes including small, discrete units on lamp and utility poles.

In Canada, the Federal Innovation, Science and Economic Development ("ISED") department, formerly known as Industry Canada, has the final authority under the Radiocommunication Act to approve antenna system installations. Municipalities do not possess the authority to override decisions made by ISED. The process that must be followed by proponents seeking to install or modify antenna systems is outlined in ISED's Client Procedures Circular CPC-2-0-03 Radiocommunication and Broadcasting Antenna Systems (2014).

The Government of Canada's policy guiding the installation of antenna towers was established in 2008. Industry Canada made changes to its CPC-2-0-03 Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular effective July 15, 2014. Changes were implemented to strengthen the official requirements for the wireless industry to consult with local residents, increase transparency for municipalities and improve communications throughout the antenna system siting process. Significant changes included:

- Requiring consultation on all commercial tower installations, regardless of height. Previously, companies only needed to consult with local residents when they were planning to build a tower higher than 15 metres;
- Establishing a three-year limit between the time of consultation and the time an antenna system is built. In the past, there was no limit to the length of time carriers could wait before final construction of a new tower;
- Requiring communications from the company to nearby residents be clearly marked to ensure it is not confused as junk mail; and
- Encouraging municipalities to get involved early in the antenna system siting process.

ISED requires that companies first look at sharing existing tower infrastructure, whenever possible, to reduce the number of new towers needed in the community. ISED provides certain exclusions from consultation. One example is that installations on existing structures (towers and non-tower structures such as buildings, utility poles, street lights) are excluded from consultation provided that the height of the structure is not increased by more than 25 percent.

ISED's position is that towers and antenna structures should be deployed in a manner that considers local surroundings and has developed a default public consultation procedure that carriers are asked to follow in the absence of one prescribed by the Land Use Authority (LUA). Where the LUA has developed an approved consultation policy and while it does not possess any legal or authoritative standing, a clear policy allows the LUA to further enhance the location criteria and public consultation processes that ISED dictates.

The current ISED Procedures Circular outlines the default consultation process that telecommunications carriers are expected to follow ahead of installation of a telecommunications antenna system or structure. It outlines the expectations for the carrier in consulting with the LUA, how the public should be notified, how relevant concerns should be managed, how to conclude the public consultation process, a dispute resolution process, and the role of the LUA in concluding the ISED consultation process.

Depending on the LUA's own protocol or policy, conclusion of local consultation may include such steps as: obtaining final concurrence for the proposal through a formal Council resolution, recommendation from a relevant committee, a letter or report acknowledging that the relevant municipal process or other requirements have been satisfied or other valid indication (such as the minutes of a Council meeting indicating LUA approval). Compliance with informal City staff procedures, or grants of approval strictly related to zoning, construction, etc. will not normally be sufficient.

Depending on the nature of the proposed installation and historically, the City of Maple Ridge has granted concurrence for a proposed installation through both formal Council resolutions and through a simple acknowledgement that its consultation process was followed. The latter direction has been used for installations where public responses have been overwhelmingly negative and a vote to concur or not concur with the installation was considered a moot point, given ISED's jurisdiction over the final installation.

Maple Ridge's current protocol has been followed for the past seven years and carriers have by and large, respected the tenets contained within it. Over this period, there have actually been only a few proposals for new, freestanding antenna structures received by staff. This can be attributed to a 2013 ISED policy directive which put additional pressures on carriers to facilitate 'roaming' across competitor's networks. The goal of this directive was to further facilitate roaming and tower sharing agreements in order to advance ISED's objectives of supporting competition, encouraging investment and reducing tower proliferation. This resulted in a self-imposed, industry moratorium on tower-building until the effects that the policy directive became clear. As the demands for data have increased and the equipment technologies have evolved, staff are experiencing an increased level of interest in the installation of different forms or antenna systems and structures.

The purpose of the proposed Policy (see Appendix B) is to build on the existing protocol and establish a more robust land-use consultation process and a guideline for reviewing and evaluating antenna systems siting within the City of Maple Ridge. The Policy is expected to assist the telecommunications industry, ISED, City staff, City Council, and members of the public in understanding the processes, preferences, and criteria used to evaluate antenna system siting in the community.

Ahead of updating the City's 2014 Protocol (attached as Appendix A), staff undertook research on advancements within the wireless industry, consulted with ISED for their guidance on best practices, explored policies from other local municipal jurisdictions and engaged with leading telecommunications carriers for their collective insights. When the Policy was completed to final draft stage, City staff provided senior ISED staff with a copy for their review and feedback and to ensure that it did not conflict with any existing Federal circulars or policies. While City staff are currently awaiting ISED's endorsement of the Policy, we do not anticipate any substantive changes, given their earlier input.

For reference, the following documents were identified and utilized for the creation of the new Policy:

- ISED's CPC-2-0-03 — Radiocommunication and Broadcasting Antenna Systems, July 15, 2014, Issue 5;
- ISED's Guide to Assist Land-use Authorities in Developing Antenna System Siting Protocols, August 2014, Issue 2;
- Recent policies and protocols of other Canadian municipalities; and
- The Federation of Canadian Municipalities ("FCM") and the Canadian Wireless Telecommunications Association ("CWTA") jointly developed Antenna System Siting Protocol template, February 2013.

The proposed Policy reflects the changes made to ISED's CPC-2-0-03 - Radiocommunication and Broadcasting Antenna Systems, and staff believe that it will effectively support the increasing number and type of antenna system proposals resulting from technological advancements. The proposed Policy allows for:

- Effective handling of the increasing number and type of antenna system proposals;
- Improving transparency by requesting that the telecommunications carriers notify the City, as a courtesy, on both excluded and non-excluded proposals;
- Recognition of the proliferation of roof-top antenna systems and the need to have them more effectively blend in with the host building's form and character;
- Transparency for the general public and better understanding of the City's role and its limitations with respect to the installation of antenna structures and systems;
- More prescriptive and precise public consultation requirements;
- Engagement of City staff earlier in the process;
- Establishing location and design preferences for the various types of antenna systems or structures and encouraging the use of stealth features for both antenna and equipment boxes;
- Establishing a single City point of contact for carriers and industry representatives for more efficient management of new proposals.

Wireless technologies are continuing to evolve at a rapid pace and the demand for data shows no signs of abatement. With new technologies poised to fully roll out over the next several years, the expectation is that it will require a greater density of antennas using much smaller equipment. This will require much more precise cell positioning and a significantly larger number of siting approvals. The Policy will prepare Maple Ridge to more effectively manage incoming proposals to accommodate the growth of this wireless infrastructure while ensuring that Health Canada's Safety Code 6 requirements are taken into account and communicated to the public.

#### **b) Desired Outcome:**

The objective of this Policy is to build on the existing City's 2014 Protocol to create a clear and well-articulated, Council-approved document that outlines the roles and responsibilities of the various public and private stakeholders. In addition, the objective was to clearly communicate the City's preferences with respect to the siting and installation of telecommunications antenna systems and structures and their respective form and character and details the expectations for communication and consultation with the public as to any/all new installations.

#### **c) Strategic Alignment:**

Although final approval authority remains an ISED responsibility, aligning our Policy with ISED policies and procedures and securing input from other jurisdictions and industry insiders may

provide staff and Council with a more receptive audience for concerns as related to future installations of antenna systems and structures. This is consistent with the City's community development objectives and the desire for more effective City control of land-use related issues.

**d) Citizen/Customer Implications:**

A consultation approach, whether the default ISED version, or an updated, Maple Ridge-specific version, provides for the City and affected citizens, an opportunity to influence the location, land-use decisions and design characteristics over all forms of telecommunications antenna structures and systems. Of course, final approval authority continues to remain with ISED.

**e) Interdepartmental Implications:**

The City's 2014 Telecommunication Antenna Structures Siting Protocols (V2) has served the City well over the past seven years and has afforded staff more input and influence on the location, siting and design characteristics of telecommunications towers and antenna structures and the public consultation processes. However, with the influx of new technologies and communications equipment and the need of the carriers for more robust networks, an update to this Protocol in the form of a Policy is required to better recognize and adapt to these advancements.

The proposed Policy document has been reviewed by with senior staff in Legal and Legislative Services, Planning, Parks, Engineering, IT and Economic Development to ensure that any/all relevant areas of concern have been addressed.

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

As with the previous Protocol, adoption of the proposed Policy will require the input of additional staff time in support of the more engaged review process. A fee for the application process and review will be determined to cover staff time as required.

While the City can be expected to raise a nominal amount of revenue from electrical and building permit fees for smaller antenna installations on private properties, it remains in a position to generate lease revenue or rents for installations on City-owned property and on various pieces of City infrastructure including, street lights, sport field lighting and other facilities. The City is not able to collect building permit fees from free-standing structures on private lands as they are exempt.

**g) Policy Implications:**

With the adoption of the proposed Policy, staff should be prepared to review the performance of the new processes within the next 18 – 24 months in order to adjust as/if necessary.

**h) Alternatives:**

The City could continue to take a more passive role in influencing the locational and design considerations for antenna structures and systems, thereby leaving the approval assessment to entirely to ISED staff, noting that the default ISED consultation process does afford the City a limited opportunity to comment and influence locational and design considerations of installations.

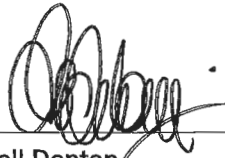


## CONCLUSION:

Telecommunications towers and antenna support systems and structures are critical for the effective deployment of wireless services in the community and the expectation remains that more such installations will be forthcoming as the technologies continue to evolve and the need for more robust signal-carrying capacity escalates.

While telecommunications infrastructure remains a Federal responsibility, with its 2014 Telecommunication Antenna Structures Siting Protocols (V2), the City has demonstrated that it can have an influential role in determining the final location and design of such infrastructure and the process by which the public and staff are engaged and informed of proposed installations.

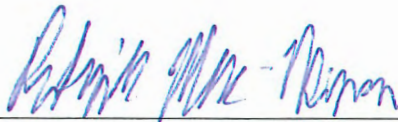
The proposed Policy builds on the previous work, recognizes the evolving nature of the technologies and outlines more stringent directives for the telecommunications carriers to adhere to. Accordingly, staff are recommending acceptance of the Telecommunications Antenna Structure Siting Policy.



Prepared by: **Darrell Denton**  
Property Manager



Reviewed by: **Chuck Goddard**  
Director of Planning



Reviewed by: **Patrick Hiavac-Winsor**  
General Counsel and ED, Legislative Service



Approved by: **Scott Hartman**  
General Manager, Parks, Recreation & Culture



Concurrence: **Al Horsman**  
Chief Administrative Officer

## Attachments:

- (A) Telecommunication Antenna Structures Siting Protocols (V2) 2014
- (B) Telecommunications Antenna Structure Siting Policy 2021- (attached to Addendum report)



## District of Maple Ridge Telecommunication Antenna Structures Siting Protocols (V2)

### Purpose:

The purpose of the Telecommunication Antenna Structures Siting Protocols is to establish procedural standards that will allow the District to effectively participate in, and influence the placement of, telecommunication antenna structures proposed within the District. The Protocols are also intended to assist Council, District Staff, Industry Canada, representatives of the telecommunications industry, and members of the public in being aware of and understanding the implementation methods, processes, procedures and criteria used to achieve this purpose.

The objectives of these Protocols are:

1. To establish a process and criteria for consistently and equitably reviewing, evaluating and deciding upon each proposal for placing a telecommunication antenna structure.
2. To provide clear and reasonable requirements for effective participation and cooperation between the proponents and the District.
3. To minimize the number of towers required for telecommunication antenna networks.
4. To ensure co-location opportunities for telecommunication antenna structures are explored and acted upon.
5. To encourage and promote opportunities for improved telecommunication antenna structure design and concealment in order to minimize their visual impacts on the surrounding area and the District in general.
6. To provide an opportunity for residents located near specific types of proposed telecommunication antenna structures (structures of significant impact) to make comments, ask questions or raise concerns relating to the proposal, make the proponent aware of local considerations and provide recommendations regarding the placement and/or appearance of the structure.

### District Authority:

As noted, Industry Canada requires that, in certain cases, the local land use authority and the public must be consulted for input regarding the proposed placement of a telecommunication antenna structure. The District's Planning and Building departments are responsible for reviewing these submissions and, depending on the nature of the proposal, a letter of support (concurrence) or non-support (non-concurrence) is sent to the wireless service provider upon completion of its review of the proposal.

The Planning and Building departments reviews each proposed submission for a telecommunication antenna structure based on specific physical criteria. This involves reviewing and evaluating such things as:

- the proposed location of a telecommunication antenna structure and aspects of its design, including height, colour, type, number of antennae to be placed on the structure;
- screening of any equipment compound;
- the design and materials to be used for any equipment storage shed;
- the potential for co-location of other proponents on the structure; and
- compliance with the District's Telecommunication Antenna Structures Siting Protocols (V2).

Based on this review, a letter of support (concurrence) or non-support (non-concurrence) is issued. Support for a tower will have a 3 year time limit for construction to be completed.



It is important to note that in cases where the District does not support a proposal, it cannot prevent a proponent from ultimately gaining permission from Industry Canada to install a telecommunication antenna structure even if it contravenes these Protocols.

#### **The District's Role in Reviewing Telecommunication Structure Submission:**

District staff review and evaluate each submission received for a telecommunication antenna structure. The specific elements and issues observed, reviewed, analyzed, evaluated and decided upon in reaching a decision to either support or not support a submission are predominantly, but not limited to, the following<sup>1</sup>:

1. proposed location in a community or area;
2. existing and proposed on-site uses and structures;
3. adjacent sites and their existing and proposed uses and structures;
4. co-location potentials on this site and on nearby sites with other existing or proposed telecommunication antenna structures;
5. compliance with the Telecommunication Antenna Structures Siting Protocols (V2);
6. conformity with the District's Official Community Plan policies regarding historic sites and environmentally sensitive areas; and
7. design aspects of the proposal, including:
  - a) height,
  - b) colour,
  - c) type of structure,
  - d) diameter (if a monopole or tri-pole),
  - e) number of antenna arrays (including futures),
  - f) shrouding of antenna arrays,
  - g) potential for disguising or camouflaging,
  - h) screening of equipment compound and shelter(s),
  - i) plans, arrangement, materials and colour of equipment shelters(s),
  - j) location on the site,
  - k) access/egress to the facility,
  - l) impact on on-site parking facilities and vehicular movement,
  - m) impact on on-site garbage facilities,
  - n) impact on on-site utility R.O.W.s,
  - o) proposed signage or other markings, and
  - p) lighting, distance to other existing towers, and removal of redundant structure(s) if a re-build, replacement or co-location.

#### **Types of Submissions to the District:**

The District recognizes that different types of telecommunication antenna structures may create different magnitudes or degrees of impact and concern within the community and on the existing built environment of the District in general.

The District target is up to 120 days to process a completed telecommunications tower application, depending on complexity.

---

<sup>1</sup> The District does not assess any submission for a telecommunication antenna structure with respect to **health and radiofrequency exposure issues** or any other non-placement or non-design related issues. Any questions or comments the public may wish to make regarding health issues related to cell phones, cell towers and radiofrequency exposure guidelines (Safety Code 6) should be directed to Health Canada on-line at [healthcanada.gc.ca](http://healthcanada.gc.ca) and to the proponent's representative. Industry Canada, Lower Mainland District Office may also be contacted for information by phone at 604-666-5468 or by e-mail at [vancouver.district@ic.gc.ca](mailto:vancouver.district@ic.gc.ca).

**High Impact Submissions:**

High Impact submissions require a \$500 processing fee be paid to cover staff review time.

High impact submissions involve those telecommunication antenna structures deemed by the District to have potential negative impact on, or concerns for, the neighbourhood, the environment or the existing neighbourhood fabric of the District in general, that are proposed:

- on towers of any height to be placed within 100 metres of any residential development or residential district (the 100 metres to be measured from the centre of the base of the proposed structure);
- on towers of any height to be placed in areas of environmental, historic, strategic or operational importance or sensitivity as identified by the District Official Community Plan;
- to increase the height of an existing tower by more than 25% of the existing height; and
- on any other telecommunication antenna structure not identified as a Low Impact or a temporary structure, excluding Amateur Radio Antenna Structures which are not governed by these Protocols.

A copy of each High Impact submission received will be referred to relevant District departments for review and comment purposes. A public consultation meeting, conducted prior to making a final submission to the District, will be required pursuant to the provisions set out below. The District requires at least a two week interval between the date of the public consultation meeting and making a submission to the District to ensure time for post-consultation enquiries and comments to be received from the public and answered by the proponent.

High Impact submissions will be processed by the District within 60 days of receipt of a completed telecommunication antenna submission following a public consultation meeting, within an overall time frame of 120 days.

In addition to the preceding, High Impact submissions also include telecommunication antenna structures (towers) that are 15 metres or greater in height proposed in locations designated as a commercial, industrial or institutional district and further than 100 metres away from any residential development or residential district. These High Impact submissions will follow the same circulation and processing procedures as those noted above, however, no public consultation meeting will be required for this group of telecommunication antenna structures.

The use of any District owned park or reserve land proposed for the placement of a High Impact telecommunication antenna structure will require a public consultation process pursuant to the provisions set out in these Protocols.

**Low Impact Submissions:**

Low impact submissions include those telecommunication antenna structures considered by the District to have low or no adverse impacts or concerns with respect to the community or the District in general.

These include proposed telecommunication antenna structures in such locations as:

- on roof tops of high rise buildings (the roof top should be higher than any adjacent residential development(s) or a public consultation may be required at the discretion of the District);
- on street light poles;
- on parking lot light poles;
- on existing utility towers and similar structures as determined by the District; and
- on towers less than 15 metres in height that are not identified as a High Impact telecommunication antenna structure.

A copy of the Low Impact submission received will be circulated to relevant District Departments. A public consultation meeting will not be required and the submission will be processed within 60 working days of receipt of a complete telecommunication antenna application.

***Temporary Submissions:***

Temporary submissions primarily apply to proposals for those telecommunication antenna structures that will have a limited operational time frame and no or negligible adverse impacts on the community, the environment or the existing urban fabric of the District in general, as determined by the District. This category also includes the addition of telecommunication antenna structures to an existing tower in specific circumstances.

Temporary submissions include:

- a temporary telecommunication antenna structure for a duration of no longer than 3 months;
- a time extension request for an existing temporary telecommunication antenna structure to remain in place beyond the initial 3 month duration limit;
- a telecommunication antenna structure to be used for a special event;
- a telecommunication antenna structure to be used for an urgent situation or emergency event;
- the co-location of a proponent's telecommunication antennas on an existing tower where an increase in tower height is not required; and
- the addition of new shelters, cabinets and other similar enclosures or compounds required to house a proponent's equipment associated with the telecommunication antennas being connected to an existing telecommunication antenna structure.

The proponent will submit a written notification to the District, allowing 10 days for response time prior to installing any proposed Temporary telecommunication antenna structure or commencing a time extension for an existing Temporary telecommunication antenna structure within the District.

Temporary telecommunication antenna structures used to provide service during an emergency event may be installed without submitting a written notification to the District and are excluded from the 10 day response period requirement. As a courtesy, the District encourages a verbal notification in these circumstances, to be completed within 24 hours of the deployment of the telecommunication antenna structure.

**Design Characteristics:**

The District encourages the use of telecommunications structures that are designed to be disguised and unobtrusive and inconspicuous.

The District encourages screening such as from plantings, fences or architectural treatments to assist the structure, compound or equipment shelter to blend into the surroundings.

The placement of signage on telecom structures is discouraged.

Unless specifically required by Transport Canada, the display of any type of lighting on a telecommunication antenna structure is discouraged. Where Transport Canada requires a telecommunication antenna structure to be lit, the lighting should be limited to the minimum number of lights and the lowest illumination allowable. Any required strobe lighting should be set to the maximum strobe interval allowed by Transport Canada. The lighting of telecommunication antenna structure compounds for security purposes is supportable provided it is shielded from adjacent residential properties, is kept to a minimum number of lights and illumination intensity and, where possible, it is provided by a motion detector type of system.

**Residential Setback Considerations:**

The District recommends the placement of telecommunication antenna structures (towers) should not be in close proximity to residential developments of any built form or density. As a guideline, it is recommended that any tower proposed to be placed on a site abutting existing dwellings should be located:

- a) at least three times the height of the proposed tower away from those dwellings for towers less than 15 metres in height;
- b) at least 75 metres away from those dwellings for towers 15 to 30 metres in height;
- c) at least 100 metres away from those dwellings for towers 31 to 45 metres in height;
- d) at least 122 metres away from those dwelling units for towers 46 to 55 metres in height; and
- e) at least three times the height of the proposed tower away from those dwellings for towers 56 metres or greater in height.

**Co-location Options:**

The District encourages the co-location of telecommunication antenna structures. This may include, but is not limited to:

- the installation of a proponent's telecommunication antennas on any existing telecommunication antenna structure;
- the construction of a new telecommunication antenna structure on which other proponents are invited to co-locate;
- the reconstruction or modification of an existing telecommunication antenna structure to accommodate the equipment of additional proponents; or
- the relocation of a proponent's existing telecommunication antennas to another proponent's telecommunication antenna structure followed by the removal of the redundant existing telecommunication antenna structure.

In cases where a telecommunication antenna structure is being replaced or taken out of service, the District acknowledges that the existing telecommunication antenna structure could remain temporarily while a new telecommunication antenna structure is being built and the telecommunication antennas and equipment relocated from the existing structure to the new structure.

The proponent is required to provide written evidence of co-location opportunities in the case of new tower proposals, the discussions that took place, and the outcome and reasons for that outcome.

**Notification and Public Consultation Process:**

Prior to physically investigating an area for potential telecommunication antenna structure site locations, the District requests that proponents provide the District with a courtesy notification that locations in the community are being assessed for a telecommunication antenna structure site.

**Notification Obligations When a Public Consultation Meeting is Not Required:**

When a public consultation meeting is not required, notification of a proposed telecommunication antenna structure siting submission shall be given to the District in advance for concurrence. This notification must be made by written means (a letter, an e-mail or a brief) and must include:

- the proponent's name and contact information;
- the municipal address of the proposed location;
- the type and height of the telecommunication antenna structure; and
- a brief explanation as to why a public consultation meeting is not required.

***Notification Obligations When a Public Consultation Meeting is Required:***

When a public consultation meeting is required, written notification of a proposed telecommunication antenna structure siting shall be given by the proponent to the District. Notification of affected residents shall be by mail. The proponent shall include in the notification a copy of the plans for the structure and a copy of the *Notice of Public Consultation Meeting*. The proponent shall then undertake the Public Consultation Meeting process by conducting a public meeting prior to making a telecommunication antenna structure submission to the District in accordance with the provisions of this Protocol.

***Notification to Affected Residential Properties:***

Except as may be allowed below, when a public consultation meeting is required, notification of the proposed siting of a telecommunication antenna structure shall be sent by the proponent to all affected residential properties within a 300 metre radius of the proposed telecommunication antenna structure.

***Exceptions to the Notification Area Requirement:***

The District anticipates that, in certain cases, it may be reasonable to reduce the 300 metre notification area. This may involve, but is not limited to, proposed telecommunication antenna structures where the location is separated and or buffered from residential properties within the 300 metre notification area by:

- significant or extensive topographical features;
- a major transportation or utility corridor;
- tall buildings that will block all or most of the proposed telecommunication
- antenna structure's visibility from those residential properties beyond them; or
- substantial tree cover that will block all or most of the proposed
- telecommunication antenna structure's visibility from those residential properties beyond them.

Any reduction of the 300 metre notification area will be at the discretion of the District and must be negotiated with the District by the proponent at the pre-submission consultation stage.

***Public Consultation Meeting Notification:***

When a public consultation meeting is required, the proponent shall issue a notification in written form in accordance with this Protocol and deliver it, either by regular mail service or by hand, to all affected residential properties within the notification area. If the notification is to be given by regular mail service, it must be sent out at least 21 days prior to the date of the public consultation meeting event. If the notification is to be hand delivered, it must be delivered to the affected residential properties at least 14 days prior to the date of the public consultation meeting event. It is recommended that the proponent keep a log of the mail out, addresses, dates and times.

***Notification Form and Content:***

A written public consultation notification shall be sent out in an envelope addressed to the "Occupant" and shall clearly show in bold type on the face of the envelope the statement: **A CELL TOWER IS PROPOSED WITHIN 300 METRES OF THIS RESIDENCE. YOU ARE INVITED TO A PUBLIC MEETING. INFORMATION IS ENCLOSED.** No advertisement shall be on the outside of the envelope.

The notification shall include, as a minimum, the following information:

- the date, time and place where the public meeting will be held;
- any agenda or itinerary for the meeting;
- the name and telephone number of the proponent's representative as a contact for the public;
- information about the size, type, location on the site and diameter of the proposed telecommunication antenna structure, as well as the number and type of antenna arrays to be

- mounted (such as pin wheel mounted, cluster mounted, etc.), including any potential for future antenna arrays and co-location opportunities; and
- any other material the proponent deems appropriate to inform the public.

Details should also be provided to show the proposed telecommunication antenna structure and its associated equipment shelter(s) in context with the area immediately adjacent. In this regard, presentation of accurately scaled photographic simulations depicting the proposed facility and its environs is also recommended, but is not a mandatory part of the notice.

***Public Meeting Format:***

It is solely the responsibility of the proponent, at its own cost, to arrange, organize and conduct a public consultation meeting. The proponent may conduct the meeting in either a formal manner or an open house format.

A formal meeting entails the public seated facing the proponent's representatives, who provide information concerning the proposed telecommunication antenna structure and answer questions about the proposal and telecommunications in general.

An open house format involves a meeting with no formal seating provided and the public being free to walk through a series of displays providing information about the proposal and telecommunications in general. The proponent's representatives must be available to discuss issues and answer questions.

The District recommends the following information be provided:

- the location of the telecommunication antenna structure;
- why / how the location was chosen;
- what other locations were considered and why they weren't chosen;
- an aerial photograph or plan showing the proposed location of the telecommunication antenna structure, the notification area and the properties within the notification area that received a notice of the meeting;
- the height, type of telecommunication antenna structure, colour, materials, type and number of telecommunication antennas (including future antennas) and co-locations;
- a site plan showing where on the property the telecommunication antenna structure will be situated;
- plans showing the design and appearance of the telecommunication antenna structure and any equipment shelters, cabinets, compounds, fencing and landscaping to be installed;
- accurately scaled photographic simulations showing the property with and without the telecommunication antenna structure in place;
- the name, phone number, e-mail address and fax number of a contact person employed by the proponent;
- health and safety information regarding radio frequency transmission (Safety Code 6);
- technical information regarding radio frequency transmission as it relates to cell phone and cell tower functions;
- the time frame within which questions, concerns and comments will be received and addressed by the proponent after the meeting and prior to making a submission;
- any other material that the proponent considers important to best inform the public regarding its proposal.

### **The District Role at Public Consultation Meetings:**

District staff performs three main functions at a public consultation meeting. These are:

1. To scrutinize the consultation process:
  - by observing how and what information is provided to the public by the proponent about the proposed telecommunication antenna structure and its intended location;
  - by observing what questions arise from the public about the proposed installation;
  - by observing what answers to these questions are provided by the proponent; and
  - by observing how concerns and other issues regarding the proposed telecommunication antenna structure's placement are resolved.
2. To clarify the provisions of the District's Telecommunication Antenna Structures Siting Protocols as required:
  - by explaining the procedures regarding the notification process ;
  - by articulating what is expected in terms of resolving the issues brought forward at the meeting by the public;
  - by communicating the District's objective regarding the co-location of other proponents' antennas on existing and proposed telecommunication antenna structures; and
  - by outlining the circumstances required for the issuance of a letter of concurrence or non-concurrence.
3. To explain the District's role in the deployment of telecommunication antenna structures, which includes:
  - ensuring the District's Telecommunication Antenna Structures Siting Protocols are followed;
  - evaluating each proposal based on specific criteria, reasoning and development guidelines;
  - confirming that the proponent has conducted and completed any follow-up work arising from a public consultation meeting; and
  - facilitating communication between other proponents regarding co-location arrangements.

### ***Proponent Obligations After Meeting:***

Following a public consultation meeting, the proponent must respond to any concerns or issues arising from it. It is recommended that **10** working days be allowed to ensure time for receiving and responding to any concerns from the public arising as a result of the meeting. Subsequently, the proponent may proceed with a submission to the District.

Where a public consultation meeting has been conducted and the proponent proceeds with a telecommunication antenna structure submission, a brief containing the names and addresses of all attendees at the public consultation meeting must be included. A copy of any agenda, presentation, minutes or similar record may also be included at the proponent's discretion; however, the brief must document the topics discussed, concerns raised, resolutions reached and, where arising, any outstanding issues that could not be resolved. The proponent must demonstrate how the issues have been addressed and subsequently resolved or, where issues have not been resolved, the brief must explain why.

Adopted: November 05, 2012

Amended: April 22, 2014

1000 **Bylaws**

**1000**



**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Final Reading  
Zone Amending Bylaw No. 7516-2018  
21759 River Road

**MEETING DATE:** November 9, 2021  
**FILE NO:** 2018-444-RZ  
**MEETING:** Council

---

**EXECUTIVE SUMMARY:**

Zone Amending Bylaw No. 7516-2018 to rezone the subject property, located at 21759 River Road (see Appendix A), from RS-1 (One Family Urban Residential) to RS-1b (One Family Urban (Medium Density) Residential) to permit two single-family lots (see Appendix C), has been considered by Council and at Public Hearing and subsequently was granted third reading. The applicant has requested that final reading be granted.

Council granted first reading for Zone Amending Bylaw No. 7516-2018 on December 11, 2018 and second reading on June 25, 2019. This application was presented at Public Hearing on July 16, 2019, and Council granted third reading on July 23, 2019 (see Appendix B).

**RECOMMENDATION:**

**That Zone Amending Bylaw No. 7516-2018 be adopted.**

**DISCUSSION:****a) Background Context:**

Council considered this rezoning application at a Public Hearing held on July 16, 2019. On July 23, 2019 Council granted third reading to Zone Amending Bylaw No. 7516-2018 with the stipulation that the following conditions be addressed:

**i) Approval from the Ministry of Transportation and Infrastructure;**

*Approval from the Ministry of Transportation and Infrastructure was provided April 21, 2021.*

**ii) Road dedication on River Road as required;**

*Road dedication on River Road has been provided with a Letter of Undertaking for registration at the Land Titles Office.*

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

*A Restrictive Covenant for the Geotechnical Report has been submitted with a Letter of Undertaking for registration at the Land Title Office.*

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

*A Restrictive Covenant for Stormwater Management has been submitted with a Letter of Undertaking for registration at the Land Title Office.*

v) **Removal of existing buildings**

*The buildings have been removed.*

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


*A disclosure statement, dated September 15, 2021, indicates that no underground fuel storage tanks exist on the subject property.*


vii) **That a voluntary contribution, in the amount of \$5,100.00 be provided in keeping with the Council Policy with regard to Community Amenity Contributions**


*A voluntary contribution in the amount of \$5,100.00 has been provided in keeping with Council Policy 6.31.*


**CONCLUSION:**

As the applicant has met Council's conditions, it is recommended that final reading be given to Zone Amending Bylaw No. 7516-2018.

  
Prepared by: **Adam Rieu**  
Planner

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

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

  
Concurrence: **Scott Hartman**  
Chief Administrative Officer

The following appendices are attached hereto:

Appendix A – Subject Map  
Appendix B – Zone Amending Bylaw No. 7516-2018  
Appendix C – Subdivision Plan



### Legend

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

21759 RIVER RD



BY: RA

**CITY OF MAPLE RIDGE  
BYLAW NO. 7516-2018**

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

---

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

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7516-2018."
2. That parcel or tract of land and premises known and described as:  
  

Lot 88 District Lot 247 Group 1 New Westminster District Plan 32510

and outlined in heavy black line on Map No. 1782 a copy of which is attached hereto and forms part of this Bylaw, is hereby rezoned to RS-1b (One Family Urban (Medium Density) Residential).
3. Maple Ridge Zoning Bylaw No. 3510 - 1985 as amended and Map "A" attached thereto are hereby amended accordingly.

**READ** a first time the 11<sup>th</sup> day of December, 2018.

**READ** a second time the 25<sup>th</sup> day of June, 2019.

**PUBLIC HEARING** held the 16<sup>th</sup> day of July, 2019.

**READ** a third time the 23<sup>rd</sup> day of July, 2019.

**APPROVED** by the Ministry of Transportation and Infrastructure the 21<sup>st</sup> day of April, 2021

**ADOPTED**, the       day of       , 20

---

**PRESIDING MEMBER**

---

**CORPORATE OFFICER**



# SUBDIVISION PLAN OF LOT 88 DISTRICT LOT 247 GROUP 1 NEW WESTMINSTER DISTRICT PLAN 32510

Plan EPP87143

BCGS 92G.027

0 25 50 m

The intended plot size of this plan is 560 mm in width by 432 mm in height (C SIZE) when plotted at a scale of 1:500

Integrated Survey Area No. 36, Maple Ridge, NAD83 (CSRS), 4.0.0.BC.1.MVRD

Grid bearings are derived from observations between geodetic control monuments 02H2449 and 85H0765 and are referred to the central meridian of UTM Zone 10N.

The UTM coordinates and estimated absolute accuracy achieved are derived from the MASCOOT published coordinates and standard deviations for geodetic control monuments 02H2449 and 85H0765.

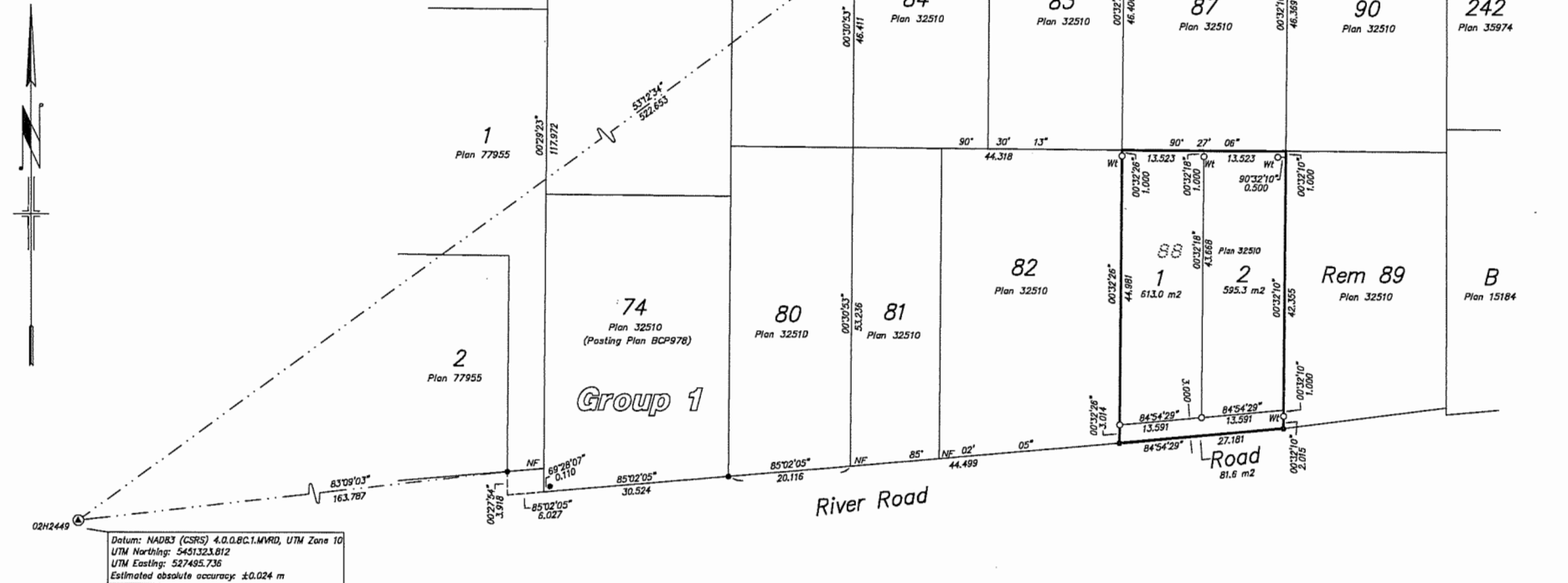
This plan shows horizontal ground-level distances unless otherwise specified. To compute grid distances, multiply ground-level distances by the average combined factor of 0.9996069. The average combined factor has been determined based on geodetic control monument 02H2449.

## LEGEND:

All Distances Are In Metres And Decimals Thereof

- ⊙ Control Monument Found
- Standard Iron Post Found
- ◆ Aluminum Post Found
- Standard Iron Post Set

Note: This plan shows one or more witness posts which are not set on the true corner(s)



This plan lies within the jurisdiction of the Approving Officer for The City of Maple Ridge

This plan lies within the Metro Vancouver Regional District

The field survey represented by this plan was completed on the 21st day of April, 2021  
Mike Bernemann, BCLS 793

1100 *Reports and Recommendations*

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** First Reading  
Zone Amending Bylaw No. 7785-2021  
20383 Ospring Street

**MEETING DATE:** November 2, 2021  
**FILE NO:** 2021-233-RZ  
**MEETING:** C o W

---

## EXECUTIVE SUMMARY

An application has been received to rezone the subject property, located at 20383 Ospring Street, from RS-1 (Single Detached Residential) to R-1 (Single Detached (Low Density) Urban Residential), to permit a future subdivision of two single-family lots. To proceed further with this application additional information is required as outlined below.

Pursuant to Council policy, this application is subject to the Community Amenity Contribution Program at a rate of \$5,100 for the additional lot, as the original lot is exempt when a subdivision is proposing fewer than three lots.

## RECOMMENDATIONS

1. That Zone Amending Bylaw No. 7785-2021 be given first reading; and further
2. That the applicant provide further information as described on Schedules B and E of the *Development Procedures Bylaw No. 5879-1999*, along with the information required for a Subdivision application.

## DISCUSSION

### a) Background Context:

Applicant: Radoica Barjaktarovic  
Legal Description: Lot A Group 1 District Lot 279 New Westminster District Plan 8878

OCP:  
Existing: Single-Family & Compact Residential  
Proposed: Single-Family & Compact Residential

Within Urban Area Boundary: Yes  
Area Plan: Hammond Area Plan  
OCP Major Corridor: No

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



**Surrounding Uses:**

North:	Use:	Single-Family Residential
	Zone:	RS-1 (Single Detached Residential)
	Designation:	Single-Family & Compact Residential
South:	Use:	Single-Family Residential
	Zone:	RS-1 (Single Detached Residential)
	Designation:	Single-Family & Compact Residential
East:	Use:	Railroad
	Zone:	RS-1 (Single Detached Residential)
	Designation:	Single-Family & Compact Residential
West:	Use:	Single-Family Residential
	Zone:	RS-1 (Single Detached Residential)
	Designation:	Single-Family & Compact Residential

Existing Use of Property: Single-Family Residential

Proposed Use of Property: Single-Family Residential

Site Area: 891 m<sup>2</sup> (0.22 acres)

Access: Existing Rear Lane

Servicing requirement: Urban Standard

**b) Site Characteristics**

The subject property, located at 20383 Ospring Street, is currently a vacant lot of approximately 891m<sup>2</sup> (9,591 ft<sup>2</sup>) in area, adjacent to the rail line running through the Hammond area which separates Upper and Lower Hammond (see Appendix A). The subject property is primarily flat with some areas elevated, and existing shrubs and trees (see Appendix B). Property records indicate that a portion of the site, located within the front yard setback, is within the designated floodplain.

**c) Project Description**

The applicant is proposing to rezone the property to R-1 (Single Detached (Low Density) Urban Residential) in order to create two single-family lots. Although additional lane dedication is likely required, the property still has sufficient lot area for this purpose.

A previous application for the subject property, file number 2017-074-RZ was granted third reading on February 26, 2019. As the applicant did not submit a Development Variance Permit application, the aforementioned application was closed. During consideration of the former application, based on the site context, Council had required sound attenuation with specific construction standards due to close proximity to the CP Railway. Furthermore, registration of a restrictive covenant for this purpose was required. These conditions will likely be required again for the subject application.

**d) Planning Analysis**

**Official Community Plan**

The subject property is located within the Lower Hammond precinct of the Hammond Area Plan and is currently designated *Single-Family & Compact Residential*. The intent of this designation is to allow residential density increases that are compatible with existing single-family neighbourhoods and character. This designation is consistent with the Hammond Area Plan. Therefore, no OCP amendment will be required to allow the proposed R-1 (Single Detached (Low Density) Urban Residential) zoning under the subject application.

## **Zoning Bylaw**

The current application proposes to rezone the property located at 20383 Ospring Street from RS-1 (Single Detached Residential) to R-1 (Single Detached (Low Density) Urban Residential) (see Appendix C) to permit future subdivision into two proposed single-family lots (see Appendix D). The subject property is approximately 891m<sup>2</sup> (9,591 ft<sup>2</sup>) in area, and minimum lot size for the proposed zone is 371m<sup>2</sup> (3,993 ft<sup>2</sup>). A lane dedication of approximately 1.5m (4.9 ft) with a corner truncation is anticipated, which will result in proposed lot depths of under 24m (78.7 ft) and will require a Development Variance Permit application.

## **Advisory Design Panel**

A Development Permit is not required; therefore, a review by the Advisory Design Panel prior to second reading is not required.

## **Development Information Meeting**

As the subject application is proposing two single-family residential lots, a Development Information Meeting is not required for this application.

### **e) Interdepartmental Implications:**

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

- a) Engineering Department;
- b) Operations Department;
- c) Fire Department;
- d) Building Department;
- e) School District;
- f) Canada Pacific Rail; and
- g) Canada Post.

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

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

### **f) Development Applications**

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

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

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

## **CONCLUSION**

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

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

“Original signed by Charles Goddard” for

---

*Prepared by:* **Therese Melser**  
**Planning Technician**

“Original signed by Charles Goddard”

---

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

“Original signed by Christine Carter”

---

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

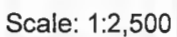
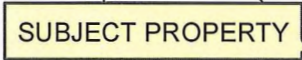
“Original signed by Christine Carter” for

---

*Concurrence:* **Al Horsman**  
**Chief Administrative Officer**

The following appendices are attached hereto:

- Appendix A – Subject Map
- Appendix B – Ortho Map
- Appendix C – Zone Amending Bylaw No. 7785-2021
- Appendix D – Proposed Subdivision Plan



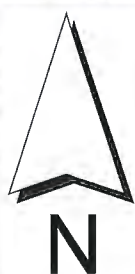
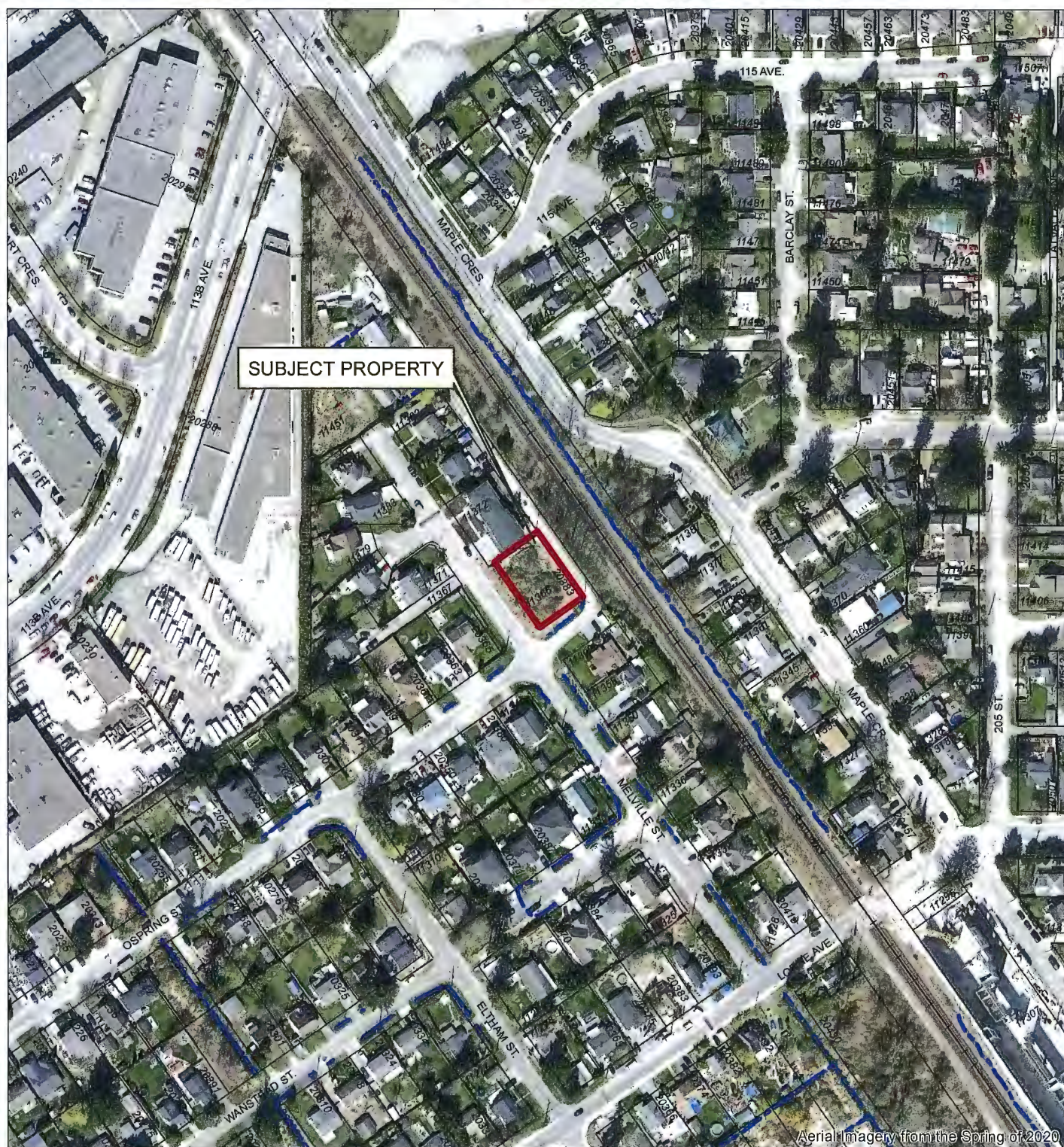
PLANNING DEPARTMENT



FILE: 2021-233-SD

BY: BD





Scale: 1:2,500

## Legend

--- Ditch Centreline

20383 OSPRING ST  
PID: 011-379-839

PLANNING DEPARTMENT



## MAPLE RIDGE

British Columbia

mapleridge.ca

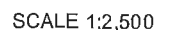
FILE: 2021-233-SD

DATE: Apr 29, 2021

BY: BD



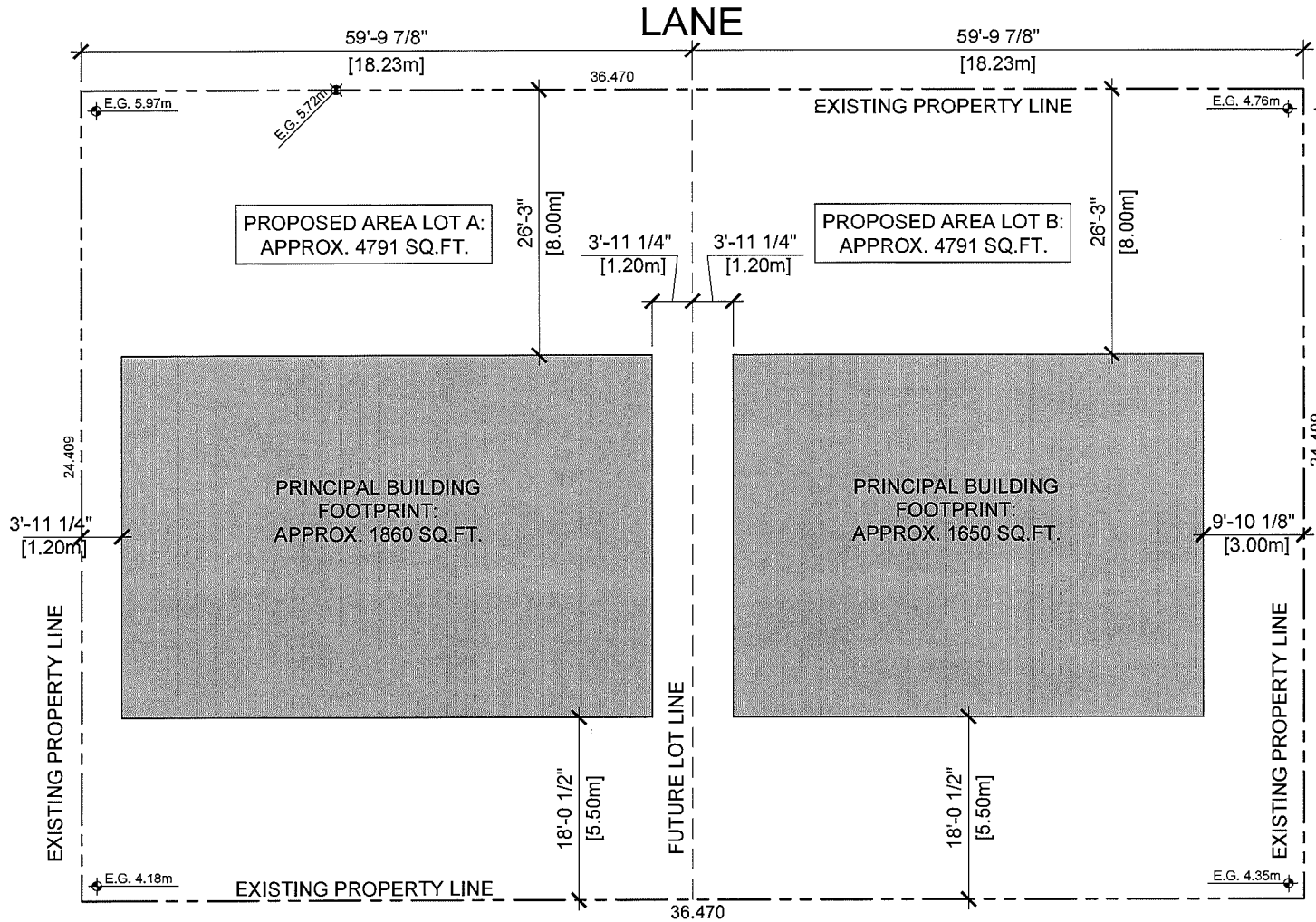
**CORPORATE OFFICER**



Copyright Notice

This drawing and design are at all times to remain the exclusive property of the designer and may not be used or reproduced without prior written consent. Written dimensions shall have precedence over scaled dimensions. It is the responsibility of the owner or contractor to notify the designer in the event of discrepancies. The contractor shall contact the designer in all matters requiring interpretation of this drawing.

lane dedication of approx 1.5 metres is anticipated to be required



OSPRING STREET



PROJECT

LEGEND:

E.G. 100.00m  
F.G. 100.00m

EXISTING GRADE  
FINISHED GRADE

1 PROPOSED SUBDIVISION TO R1 ZONING  
SCALE: 3/32" = 1'-0"

MELVILLE STREET

PROJECT NAME: PROPOSED SINGLE LOT SUBDIVISION INTO TWO R-1 LOTS

ADDRESS: 20363 OSPRING STREET

DRAWING TITLE: BARJAKTAROVIC - SUBDIVISION

DATE: 17

NO: 3

NO: 2

NO: 1

DATE: APRIL 13, 2017

ISSUED SUBDIVISION SKETCH TO CITY OF MAPLE RIDGE - PLNG DEPT.

ISSUE / REVISION

QUINONES DESIGN  
(p) 778.891.2326  
(e) adam\_quinones@hotmail.com

APPENDIX D





**mapleridge.ca**

**City of Maple Ridge**

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** First Reading  
Zone Amending Bylaw No. 7774-2021  
23348 141 Avenue

**MEETING DATE:** November 2, 2021  
**FILE NO:** 2021-323-RZ  
**MEETING:** C o W

---

## EXECUTIVE SUMMARY

An application has been received to rezone the subject property, located at 23348 141 Avenue, from RS-3 (Single Detached Rural Residential) to R-1 (Single Detached (Low Density) Urban Residential) and R-2 (Single Detached (Medium Density) Urban Residential), to permit a future subdivision of approximately 23 single-family lots.

The proposed development will require minor amendments to the Official Community Plan. The proposed amendments are required to achieve a balance between *Open Space/Conservation* areas, and the emerging development pattern.

As per Council Policy 6.31, a Community Amenity Contribution (CAC) of \$5,100 per single-family lot is applicable. The total estimated CAC cost will be \$117,300 based on the preliminary plan showing 23 single family lots. It is noted that a number of technical reports are required for this project to advance to second reading, and thus lot boundaries and yields may change as a result. Since this first reading report is based on a preliminary plan, the total CAC figure may change.

This proposed development will gain access from 141 Avenue and a road proposed under rezoning application 2020-168-RZ that was considered at the June 15, 2021 Public Hearing. The subject application will include a continuation of the *Open Space/Conservation* area proposed to the south, under rezoning application 2020-168-RZ.

## RECOMMENDATIONS

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

**1102**

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

2. That Zone Amending Bylaw No. 7774-2021 be given first reading; and
3. That the applicant provide further information as described on Schedules A, B, E, F, G and J of the *Development Procedures Bylaw No. 5879-1999*, along with the information required for a Subdivision application.

## DISCUSSION

### a) Background Context

Applicant:	Morningstar Homes Ltd. (Addie Anderson)
Legal Description:	Lot G Section 33 Township 12 New Westminster Plan 16208
OCP:	
Existing:	Eco Clusters
Proposed:	Conservation and Eco Clusters
Within Urban Area Boundary:	Yes
Area Plan:	Silver Valley Area Plan
OCP Major Corridor:	No
Zoning:	
Existing:	RS-3 (Single Detached Rural Residential)
Proposed:	R-1 (Single Detached (Low Density) Urban Residential) and R-2 (Single Detached (Medium Density) Urban Residential)
Surrounding Uses:	
North:	Use: Single-Family Residential Zone: RS-3 (Single Detached Rural Residential) Designation: Conservation and Eco Clusters
South:	Use: Single-Family Residential Zone: RS-3 (Single Detached Rural Residential) Designation: Conservation and Eco Clusters
East:	Use: Single-Family Residential Zone: RS-3 (Single Detached Rural Residential) Designation: Eco Clusters
West:	Use: Single-Family Residential Zone: RS-3 (Single Detached Rural Residential) Designation: Conservation and Eco Clusters
Existing Use of Property:	Single-Family Residential (1 house)
Proposed Use of Property:	Single-Family Residential (23 houses)
Site Area:	1.49 ha (3.7 acres)
Access:	141 Avenue and new road proposed under Rezoning Application 2020-168-RZ
Servicing requirement:	Urban Standard

## **b) Site Characteristics**

The subject property is located in Silver Valley, south of 141 Avenue, west of Silver Valley Road and east of 232 Street. The subject property contains a single-family dwelling structure located at the north-east corner that will be removed prior to final reading. The subject property also contains accessory structures (see Appendices A and B). The property slopes from the north-east to the south. There is a mixture of coniferous and deciduous trees scattered throughout the subject property (see Appendix C).

## **c) Project Description**

The applicant is proposing to rezone the subject property from RS-3 (One Family Rural Residential) to R-1 (Single Detached (Low Density) Urban Residential) with five lots ranging from 371m<sup>2</sup> to 790m<sup>2</sup>, and R-2 (Single Detached (Medium Density) Urban Residential) with 18 lots ranging from 315m<sup>2</sup> to 352m<sup>2</sup>, to allow a subdivision of approximately 23 single-family lots.

At this time, the current application has been assessed to determine its compliance with the Official Community Plan (OCP) and provide a land use assessment only. Detailed review and comments will need to be made once full application packages have been received. A more detailed analysis and further reports will be required prior to second reading. Elements to be reviewed by the City include:

- Environmental report regarding the creeks;
- Arborist report assessing significant stands of trees;
- Servicing and lot grading plans; and
- Geotechnical report.

Assessment of these elements may impact proposed lot boundaries and yields, OCP designations and bylaw particulars, and may require application for further development permits.

## **d) Planning Analysis**

### **Official Community Plan**

The subject property is located within the Silver Valley Area Plan and is currently designated *Eco Cluster, Open Space and Conservation*. For the proposed development, an OCP amendment will be required to adjust the *Open Space, Conservation and Eco Cluster* boundaries to achieve a design for the development that is in keeping with the *Eco Cluster* concept and protecting natural features detailed in the Silver Valley Area Plan.

An *Eco Cluster* is a group of housing units, condensed within clearly defined limits, surrounded by open space and linked to other parts of the Silver Valley community by a single local road. *Eco-Clusters* are intended to provide development opportunities in sparsely developed or rural areas, in a cluster form which supports sensitive implementation, minimal site re-grading and tree clearing, and integration of housing into a forest setting.

The *Eco Cluster* OCP designation permits various zones and housing types to encourage diversification. *Eco-Clusters* may include multi-family units as well as single-family lots.

The proposed OCP amendment does not increase the density of the proposal. The OCP amendment will facilitate an overall design that supports the *Eco Cluster* concept. The exact designation boundary amendments have not been determined. These boundaries will be determined once all reviews of the above-noted reports/plans for the project are completed.

## **Zoning Bylaw**

The current application proposes to rezone the subject property from RS-3 (Single Detached Rural Residential) to R-1 (Single Detached (Low Density) Urban Residential) and R-2 (Single Detached (Medium Density) Urban Residential), to permit a future development of approximately 23 single-family lots. Any variations from the requirements of the proposed zones will require a Development Variance Permit application.

## **Development Permits**

Pursuant to Section 8.9 of the OCP, a Watercourse Protection Development Permit application is required to ensure the preservation, protection, restoration and enhancement of watercourse and riparian areas.

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

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

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

Pursuant to Section 8.12 of the OCP, a Wildfire Development Permit application is required for all development and subdivision activity identified in wildfire risk areas. The purpose of the Wildfire Development Permit is for the protection of life and property in designated areas that could be at risk for wildland fire and where this risk may be reasonably abated through implementation of appropriate precautionary measures. The subject property is located within the Wildfire Development Permit Area; prior to second reading a Registered Professional Forester’s Report will be required to determine wildfire mitigation requirements.

## **Development Information Meeting**

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

#### **e) Interdepartmental Implications**

Following first reading, comments and input will be sought from the various internal departments and external agencies listed below:

- a) Engineering Department;
- b) Operations Department;
- c) Fire Department;
- d) Building Department;
- e) Parks, Recreation and Culture Department;
- f) School District;
- g) Utility companies; and
- h) Canada Post.

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

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

#### **f) Early and Ongoing Consultation**

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

#### **g) Development Applications**

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

1. An OCP Application (Schedule A);
2. A complete Rezoning Application (Schedule B);
3. A Development Variance Permit (Schedule E);
4. A Watercourse Protection Development Permit Application (Schedule F);
5. A Natural Features Development Permit Application (Schedule G);
6. A Wildfire Development Permit Application (Schedule J); and
7. A Subdivision Application.

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

## CONCLUSION

The development proposal is in general compliance with the policies of the OCP; however, land-use designation and boundary adjustments may occur once the full assessment is completed prior to second reading. Justification has been provided to support the OCP amendments; therefore, it is recommended that Council grant first reading, subject to additional information being provided and assessed prior to second reading.

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

"Original signed by Charles Goddard" for

---

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

"Original signed by Charles Goddard"

---

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

"Original signed by Christine Carter"

---

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

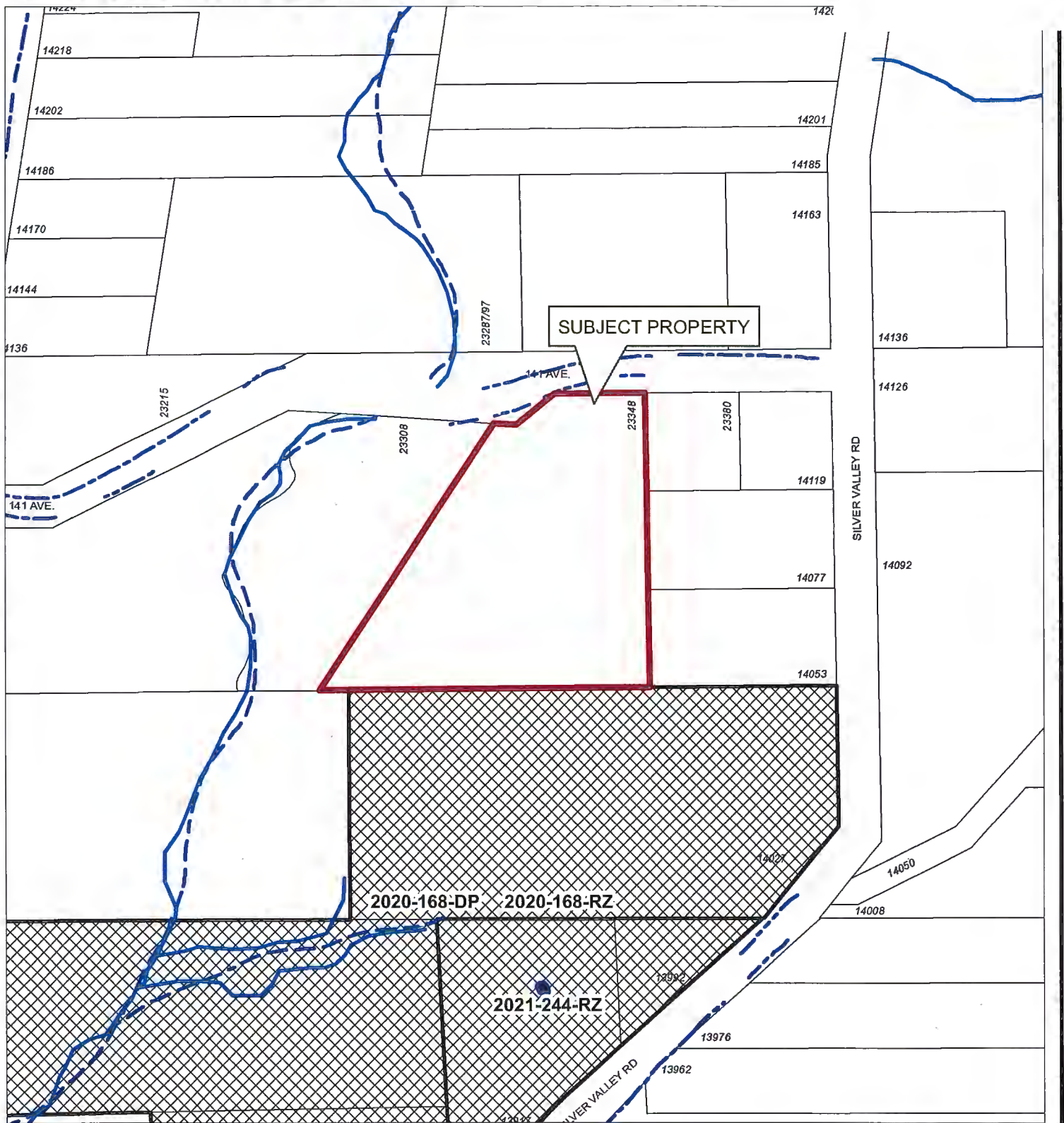
"Original signed by Christine Carter" for

---

*Concurrence:* **Al Horsman**  
**Chief Administrative Officer**






The following appendices are attached hereto:

Appendix A – Subject Map  
Appendix B – Ortho Map  
Appendix C – Environmental Context Map  
Appendix D – Zone Amending Bylaw No. 7774-2021  
Appendix E – Proposed Subdivision Plan



Scale: 1:2,500

### Legend

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

23348 141 AVENUE  
PID: 003-826-589

PLANNING DEPARTMENT



## MAPLE RIDGE

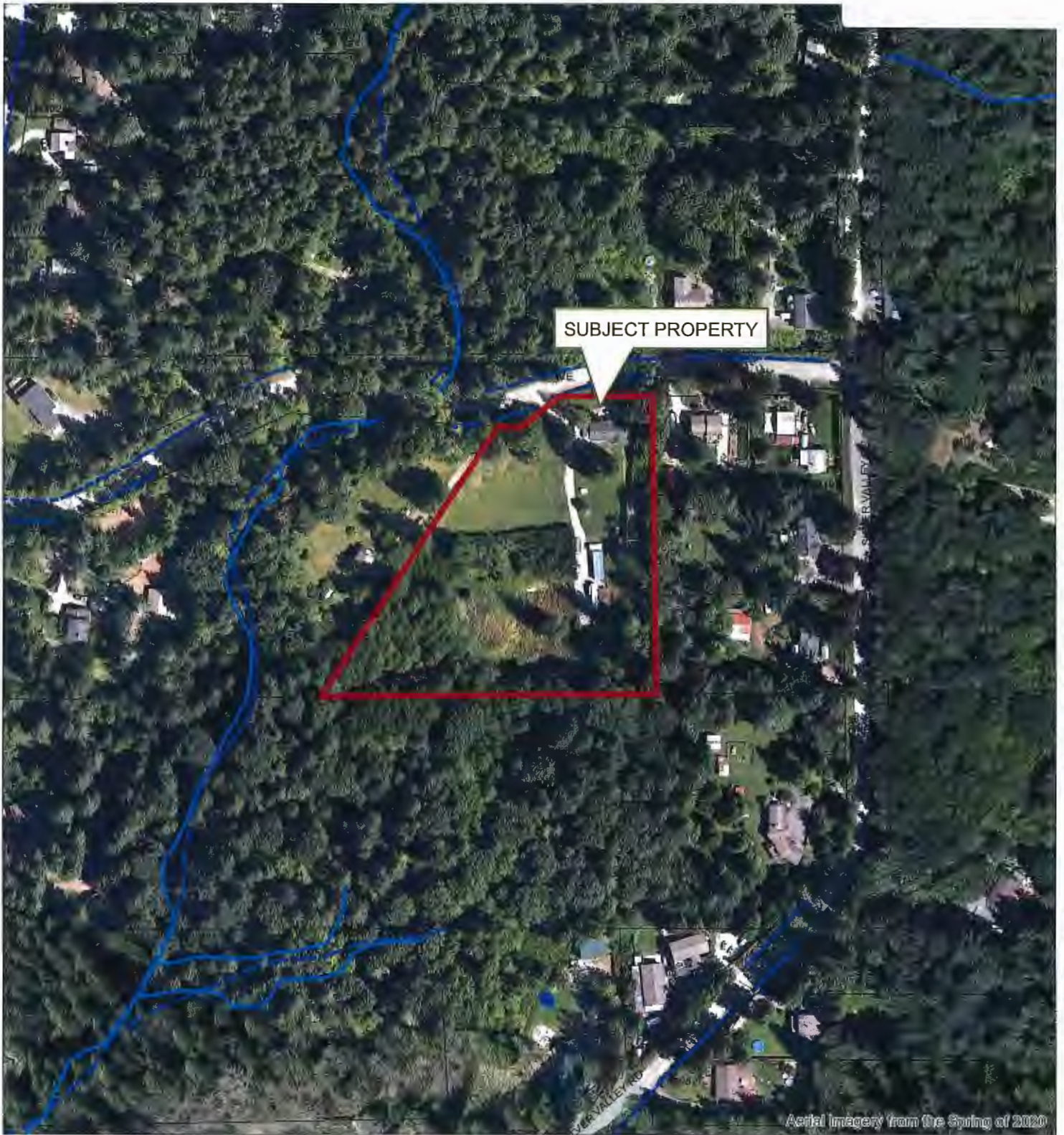
British Columbia

mapleridge.ca

FILE: 2021-323-RZ  
DATE: Jun 14, 2021

BY: PC

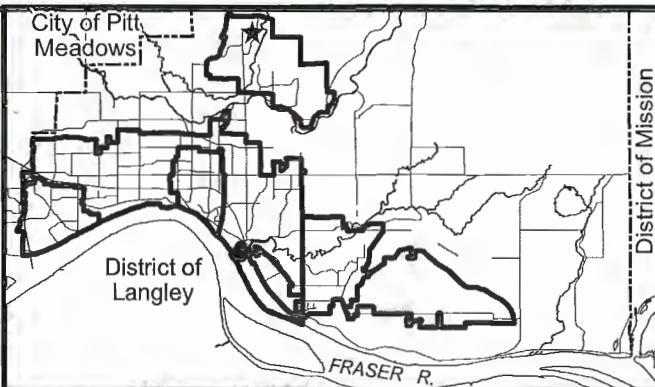




Aerial Imagery from the Spring of 2020



Scale: 1:2,500



23348 141 AVENUE  
PID: 003-826-589

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

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

FILE: 2021-323-RZ  
DATE: Jun 14, 2021

BY: PC



Potential watercourse trib to be verified by QEP with either 5 or 15 metre setback from top of bank

Approx 750 steep slope 25% slopes

Additional determination of significant trees to be protected and mitigation to be determined by arborist and tree management plan

550 square metres of protected watercourse on SW corner given 30 metre setback requirement



CORPORATE OFFICER





**DRAFT**

R-1 ZONING CRITERIA : 5	
MIN. INTERIOR LOT WIDTH	12.0m
MIN. EXTERIOR LOT WIDTH	13.5m
MIN. LOT DEPTH	24.0m
MIN. LOT AREA	371m <sup>2</sup>

(LOT WIDTH IS MEASURED 3.5m FROM FRONT P/L)

R-2 ZONING CRITERIA : 18	
MIN. INTERIOR LOT WIDTH	11.0m
MIN. EXTERIOR LOT WIDTH	13.5m
MIN. LOT DEPTH	27.0m
MIN. LOT AREA	315m <sup>2</sup>

(LOT WIDTH IS MEASURED 3.0m FROM FRONT PA)

TOTAL LOTS : 23

**R-1 ZONING SETBACKS :**

FRONT :	5.5m
REAR :	8.0m
INTERIOR :	1.2m
EXTERIOR (ROAD) :	3.0m

**R-2 ZONING SETBACKS :**

FRONT :	3.0m
REAR :	6.0m
INTERIOR :	1.2m
EXTENSION (POAD) :	3.0m

[illegible]

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Development Variance Permit  
21759 River Road

**MEETING DATE:** November 2, 2021  
**FILE NO:** 2018-444-DVP  
**MEETING:** C o W

## EXECUTIVE SUMMARY

Development Variance Permit application 2018-444-DVP has been received in conjunction with a Rezoning application and a Subdivision application. The requested variance is to:

- Reduce the minimum lot width for the RS-1b (One Family Urban (Medium Density) Residential) zone from 15.0m (49.2 ft.) to 13.6m (44.6 ft.).

Council will be considering final reading for rezoning application 2018-444-RZ on November 9, 2021.

It is recommended that Development Variance Permit 2018-444-DVP be approved.

## RECOMMENDATION

That the Corporate Officer be authorized to sign and seal 2018-444-DVP respecting property located at 21759 River Road.

## DISCUSSION:

### a) Background Context

Applicant:	Pav Rakhra
Legal Description:	Lot 88 District Lot 247 Group 1 New Westminster District Plan 32510
OCP:	
Existing:	Urban Residential
Proposed:	Urban Residential
Zoning:	
Existing:	RS-1 (One Family Urban Residential)
Proposed:	RS-1b (One Family Urban (Medium Density) Residential)
Surrounding Uses:	
North:	Use: Single-Family Residential
	Zone: RS-1 (One Family Urban Residential)
	Designation: Urban Residential
South:	Use: Single-Family Residential
	Zone: RS-1 (One Family Urban Residential)
	Designation: Urban Residential



East:	Use:	Single-Family Residential
	Zone:	RS-1 (One Family Urban Residential)
	Designation:	Urban Residential
West:	Use:	Single-Family Residential
	Zone:	RS-1 (One Family Urban Residential)
	Designation:	Urban Residential
Existing Use of Property:		Single-Family Residential
Proposed Use of Property:		Single-Family Residential
Site Area:		0.13 ha (0.32 acres)
Access:		River Road
Servicing requirement:		Urban Standard

## **b) Project Description**

The subject property is approximately 0.13 ha (0.32 acres) in area, is generally flat and has trees located within the front yard and along the western property boundary. The subject property is surrounded by single family residential lots to the west, north and east, with River Road located to the south (see Appendices A and B).

The applicant proposes to rezone the subject property from RS-1 (One Family Urban Residential) to RS-1b (One Family Urban (Medium Density) Residential), to permit future subdivision into two lots, not less than 557m<sup>2</sup> (5,996ft<sup>2</sup>). The proposed lot sizes of 595m<sup>2</sup> (6,405ft<sup>2</sup>) and 613m<sup>2</sup> (6,598ft<sup>2</sup>) will ensure compatibility with the surrounding neighbourhood that meets the minimum area requirements of the RS-1b (One Family Urban (Medium Density) Residential) zone. The applicant is proposing two lots that are slightly under the 15m (49ft.) width requirement; therefore, a Development Variance Permit application is required to reduce the lot width requirement (see Appendix C).

## **c) Variance Analysis**

The Zoning Bylaw establishes general minimum and maximum regulations for single family development. A Development Variance Permit allows Council some flexibility in the approval process.

The requested variance and rationale for support is described below:

1. *Maple Ridge Zoning Bylaw No. 3510-1985, MINIMUM LOT AREA AND DIMENSIONS, Schedule D, (RS-1b):* to reduce the minimum lot width from 15.0m (49ft.) to 13.6m (45ft.).

The proposed variance to lot width is supported as it is consistent with other similar lot width variance requests, is minor in nature and the proposed lot areas exceed the minimum lot area requirement for the RS-1b (One Family Urban (Medium Density) Residential) zone.

## **d) Citizen/Customer Implications**

In accordance with the *Development Procedures Bylaw No. 5879-1999*, notice of Council consideration of a resolution to issue a Development Variance Permit was mailed to all owners or tenants in occupation of all parcels, any parts of which are adjacent to the property that is subject to the permit.

## CONCLUSION:

The proposed variance to lot width is supported as it is consistent with other similar lot width variance requests, is minor in nature and the proposed lot areas exceed the minimum lot area requirement for the RS-1b (One Family Urban (Medium Density) Residential) zone.

It is therefore recommended that this application be favourably considered and the Corporate Officer be authorized to sign and seal Development Variance Permit 2018-444-DVP.

“Original signed by Adam Rieu”

---

*Prepared by:* **Adam Rieu**  
**Planner 1**

“Original signed by Charles Goddard”

---

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

“Original signed by Christine Carter”

---

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

“Original signed by Christine Carter” for

---

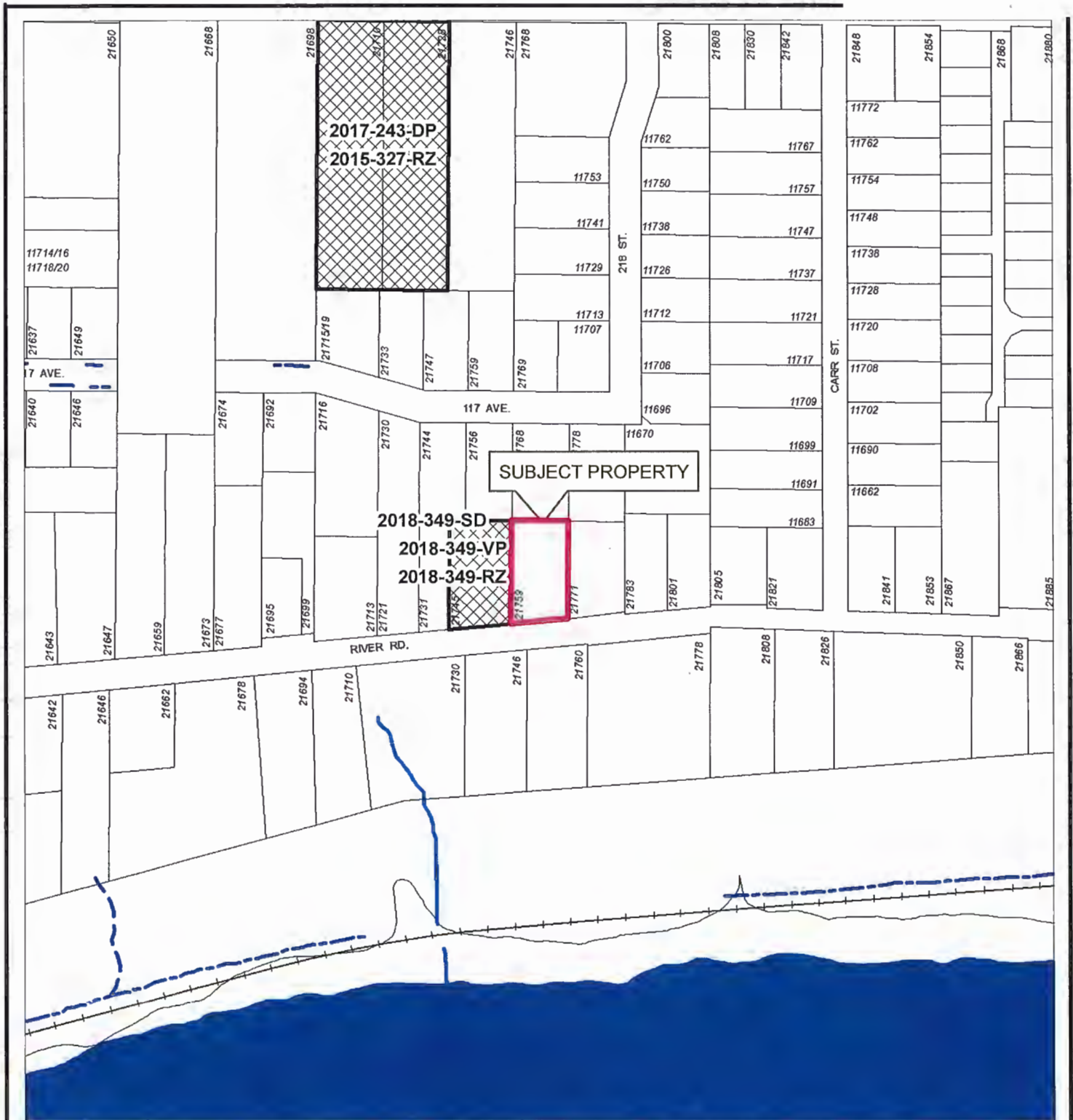
*Concurrence:* **Al Horsman**  
**Chief Administrative Officer**

The following appendices are attached hereto:

Appendix A – Subject Map

Appendix B – Ortho Map

Appendix C – Proposed Subdivision Plan



Scale: 1:2,500

### Legend

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

21759 RIVER RD

PLANNING DEPARTMENT



## MAPLE RIDGE

British Columbia

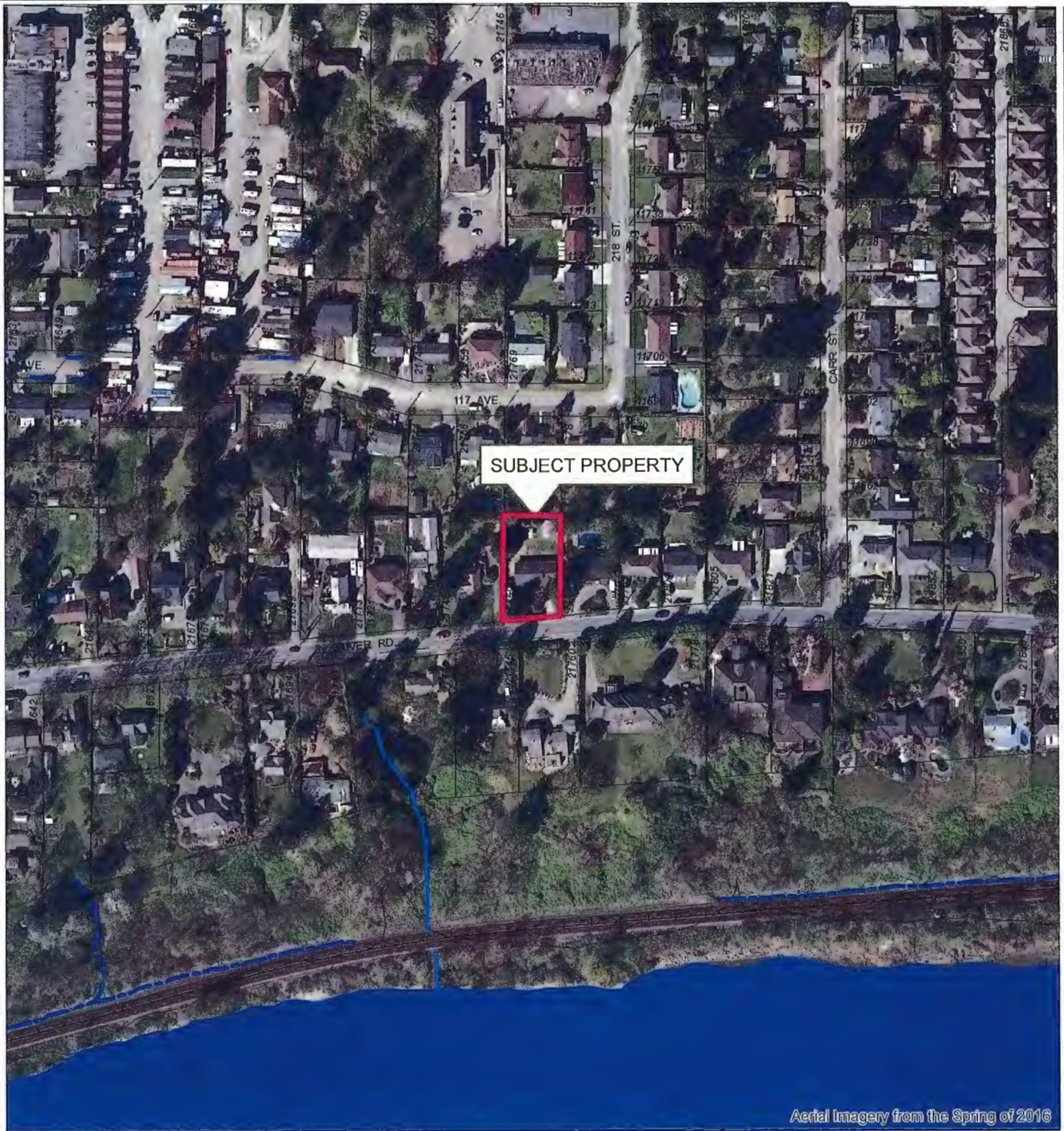
mapleridge.ca

FILE: 2018-444-VP

DATE: Oct 29, 2018

BY: RA





21759 RIVER RD

PLANNING DEPARTMENT



**MAPLE RIDGE**  
British Columbia

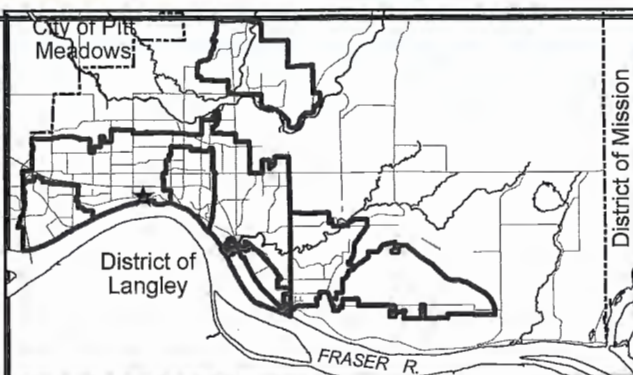
[mapleridge.ca](http://mapleridge.ca)

FILE: 2018-444-VP  
DATE: Oct 29, 2018

BY: RA



Scale: 1:2,500





# SUBDIVISION PLAN OF LOT 88 DISTRICT LOT 247 GROUP 1 NEW WESTMINSTER DISTRICT PLAN 32510

Plan EPP87143

BCGS 92G.027

0 25 50 m

The intended plot size of this plan is 560 mm in width by 432 mm in height (C SIZE) when plotted at a scale of 1:500.

Integrated Survey Area No. 36, Maple Ridge, NAD83 (CSRS), 4.0.0.BC.1.MVRD

Grid bearings are derived from observations between geodetic control monuments 02H2449 and 85H0765 and are referred to the central meridian of UTM Zone 10N.

The UTM coordinates and estimated absolute accuracy achieved are derived from the MASCOIT published coordinates and standard deviations for geodetic control monuments 02H2449 and 85H0765.

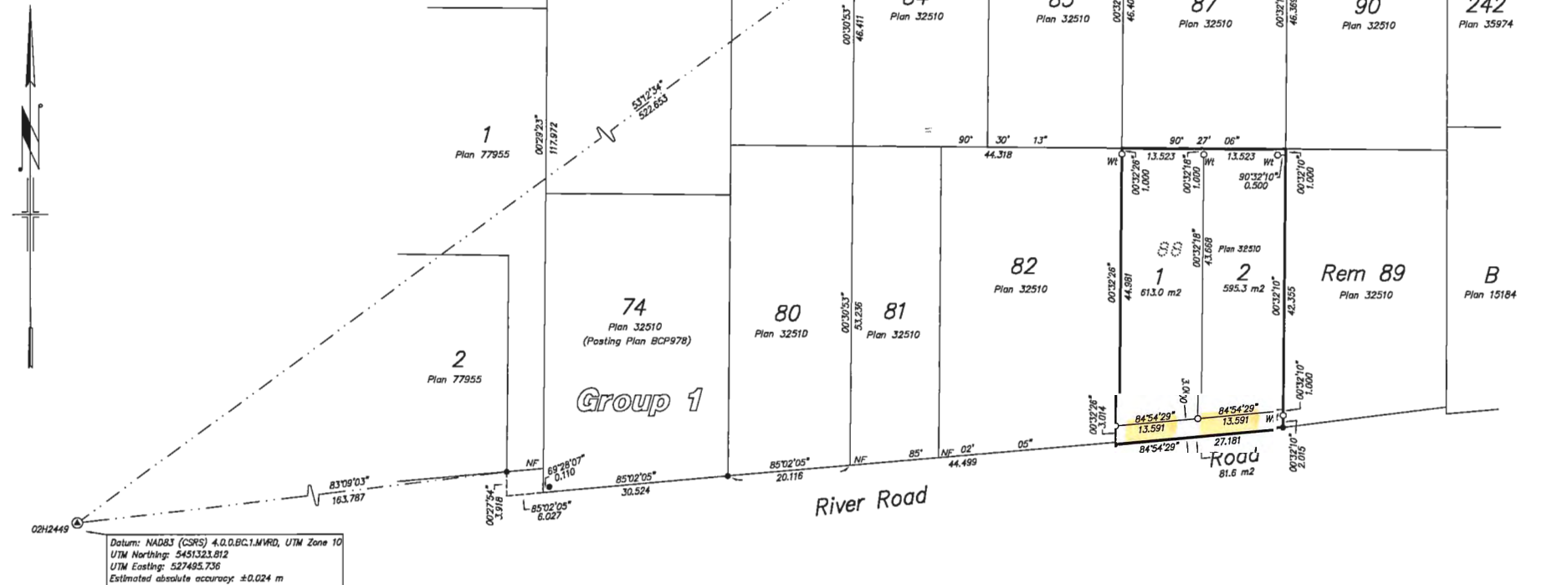
This plan shows horizontal ground-level distances unless otherwise specified. To compute grid distances, multiply ground-level distances by the average combined factor of 0.9996069. The average combined factor has been determined based on geodetic control monument 02H2449.

## LEGEND:

All Distances Are in Metres And Decimals Thereof

- Control Monument Found
- Standard Iron Post Found
- ◆ Aluminum Post Found
- Standard Iron Post Set

Note: This plan shows one or more witness posts which are not set on the true corner(s)



This plan lies within the jurisdiction of the Approving Officer for The City of Maple Ridge

This plan lies within the Metro Vancouver Regional District

The field survey represented by this plan was completed on the 21st day of April, 2021  
Mike Bernemann, BCLS 793



**mapleridge.ca**

**City of Maple Ridge**

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**MEETING DATE:** November 2, 2021  
**FILE NO:** 2021-494-RZ  
**MEETING:** C o W  
**SUBJECT:** **Parking Bylaw Amendment – Payment In-Lieu Parking Rate  
First, Second, and Third Reading  
Off-Street Parking and Loading Amending Bylaw No. 7795-2021**

---

## **EXECUTIVE SUMMARY**

The purpose of this report is to bring forward the Off-Street Parking and Loading Amending Bylaw No. 7795-2021 to increase the payment in-lieu rate in the Parking Bylaw (Appendix A). The payment in-lieu rate is viewed as an interim amendment as further work on the appropriate valuation will be a component of the Parking Bylaw comprehensive review in 2022.

At the October 19, 2021, Council Workshop, staff presented a scan of thirteen municipalities' payment in-lieu rates and proposed increasing the rate to \$20,000 per parking stall. The proposed rate is the average of the payment in-lieu rates within the municipal scan. The proposed Off-Street Parking and Loading Amending Bylaw No. 7795-2021 also prohibits properties zoned for single-detached, duplex, triplex, fourplex, and courtyard uses from utilizing the payment in-lieu option. At the October 19, 2021 Workshop, Council directed the draft Off-Street Parking and Loading Amending Bylaw No. 7795-2021 be forwarded to a future Committee of the Whole Meeting.

## **RECOMMENDATION**

**That Off-Street Parking and Loading Amending Bylaw No. 7795-2021 be given first, second, and third reading.**

### **1.0 BACKGROUND**

The Maple Ridge Off-Street Parking and Loading Bylaw No. 4350-1990 (Parking Bylaw) contains a provision that allows property owners to pay monies in-lieu of providing the required number of parking stalls on a property zoned for multi-family, commercial, or institutional use and located within a 930m radius of City Hall (in the Town Centre Area).

At the October 19, 2021, Council Workshop, staff presented an interim parking in-lieu rate increase based on preliminary research of other local municipalities (see Appendix B). A bylaw to amend the Parking Bylaw has been prepared (see Appendix A) and the proposed amendment would change the current parking rate from \$12,500 per parking stall (non-residential use) and \$8,000 per parking stall (residential use) to \$20,000 per stall, for both residential and non-residential uses. Currently, the Parking Bylaw in-lieu option excludes single-detached residential and two-unit residential uses within the residential in-lieu option. The proposed amending bylaw expands the prohibition of this option to triplex, fourplex, and courtyard uses.

The proposed amendment to the payment in-lieu rate is viewed as an interim amendment, as further work on the appropriate valuation of constructing a parking stall in multi-family, commercial, and

**1104**

institutional forms of development within Maple Ridge will occur in 2022 as a component of the Parking Bylaw comprehensive review.

### **1.1 Informing Existing and Future Applicants**

Should Council adopt the proposed Off-Street Parking and Loading Amending Bylaw No. 7795-2021, the new rate would apply to instream rezoning applications that have not received first reading before the amending bylaw is adopted. Additionally, the new rate would not apply to other applications (such as Development Permits) that were received prior to adoption of the amending bylaw.

Should Council move the amending bylaw forward, file managers will be informing applicants that have not received first reading of the payment in-lieu rate change. Additionally, staff will be informing the Urban Development Institute (UDI) of the rate change.

## **2.0 STRATEGIC ALIGNMENT**

An update to the payment in-lieu parking alternative provisions to become a better utilized alternative aligns with the Growth pillar of the 2019-2022 City of Maple Ridge Strategic Plan.

## **3.0 CONCLUSION**

The Off-Street Parking and Loading Amending Bylaw No. 7795-2021 proposes an interim increase to the payment in-lieu rate in the Parking Bylaw and prohibits properties zoned for single-detached, duplex, triplex, fourplex, and courtyard uses from utilizing the payment in-lieu option. Further work on the appropriate valuation of constructing a parking stall in multi-family, commercial, and institutional forms of development within Maple Ridge will occur in 2022 as a component of the comprehensive review of the Parking Bylaw.

“Original signed by Krista Gowan”

---

**Prepared by: Krista Gowan, HBA, MA**  
**Planner 1**

“Original signed by Charles Goddard”

---

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

“Original signed by Christine Carter”

---

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

“Original signed by Christine Carter” for

---

**Concurrence: Al Horsman**  
**Chief Administrative Officer**

The following appendix is attached hereto:

Appendix A – Off-Street Parking and Loading Amending Bylaw No. 7795-2021

Appendix B – October 19, 2021 Council Workshop Report titled “Parking Bylaw Amendment – Payment In-Lieu Parking Rate”

**CITY OF MAPLE RIDGE  
BYLAW NO. 7795-2021**

CORPORATE OFFICER



**mapleridge.ca**

**City of Maple Ridge**

## APPENDIX B

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** **Parking Bylaw Amendment – Payment In-Lieu Parking Rate  
Off-Street Parking and Loading Amending Bylaw No. 7795-2021**

**MEETING DATE:** October 19, 2021  
**FILE NO:** 2021-494-RZ  
**MEETING:** Workshop

---

### EXECUTIVE SUMMARY

The Maple Ridge Off-Street Parking and Loading Bylaw No. 4350-1990 (Parking Bylaw) contains a provision that allows a payment in-lieu option for the required number of parking stalls on a property zoned for multi-family, commercial, or institutional use and located within a 930m radius of City Hall (in the Town Centre Area). The payment in-lieu rate per off-street parking stall has not been updated since 2008 when the Town Centre Area Plan was adopted.

A comprehensive review of the Parking Bylaw is scheduled to commence in 2022. However, Council recently raised a concern that the payment in-lieu rate may be too low and directed staff to bring a report forward in advance of the comprehensive Parking Bylaw review. For this reason, the proposed amendment to the payment in-lieu rate is viewed as an interim amendment, as further work on the appropriate valuation of constructing a parking stall in multi-family, commercial, and institutional forms of development within Maple Ridge will occur in 2022 as a component of the comprehensive review. Additionally, in 2022 staff will look at the area where the payment in-lieu option is permitted and the potential for application in other high-density areas of Maple Ridge, particularly the Lougheed Transit Corridor.

The purpose of this report is to provide a recommendation for an interim parking in-lieu rate increase, based on preliminary research of other local municipalities. A draft amendment to the Parking Bylaw has been prepared (see Appendix A) and the proposed amendment would change the current parking rate from \$12,500 per parking stall (non-residential use) and \$8,000 per parking stall (residential use) to \$20,000 per stall, for both residential and non-residential uses. Currently, the Parking Bylaw excludes single-detached residential and two-unit residential uses within the residential in-lieu option and it is proposed in the draft Parking Bylaw amendment to expand the in-lieu exclusion to include triplex, fourplex, and courtyard uses. Should Council direct staff to bring forward an amending bylaw to increase the payment in-lieu rate, it is suggested the new rate only apply to new and existing applications that have not received second reading at the time the amending bylaw is adopted.

### RECOMMENDATION

**That the draft Off-Street Parking and Loading Amending Bylaw No. 7795-2021 be forwarded to a future Committee of the Whole Meeting including revisions as directed during the October 19, 2021 Council Workshop Meeting.**

## 1.0 BACKGROUND

The City of Maple Ridge's Off-Street Parking and Loading Bylaw No. 4350-1990 was originally adopted in 1990. The payment in-lieu parking alternative regulations were established in 1992, with an update in 2008 in conjunction with the adoption of the Town Centre Area Plan. Recently, Council directed that the Parking Bylaw, including the payment in-lieu rate, be reviewed, and updated. Council subsequently directed that staff fast track the payment in-lieu rate review due to a growing increase in the use of the payment in-lieu option in development applications.

The current provisions within the Parking Bylaw permit a payment in-lieu option for the required number of parking stalls on a property zoned for multi-family, commercial, or institutional use located within a 930m radius of City Hall. The details of the regulatory requirements within the Bylaw are discussed further in Section 1.1 of this report.

Through Section 525 of the *Local Government Act*, local governments are permitted to establish off-street parking space requirements, as well as an alternative to complying with the off-street parking requirement through an in-lieu parking stall option with a specified rate that is set in a bylaw.

In Section 188 (d) of the *Community Charter* it is stated that any money received under Section 525 (2) [parking space requirements] of the *Local Government Act*, must be placed to the credit of a reserve fund for the purpose of providing:

- i. off-street parking spaces, or
- ii. transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation.

Currently, the monies that are collected under the Maple Ridge parking stall payment in-lieu regulation are put into a restricted reserve fund called "Parking Reserve", which is specifically for supporting development and maintenance of municipal off-street parking spaces and structures. As of July 31, 2021, the Parking Reserve Fund held \$923,164.

### 1.1 Existing Parking Payment In-Lieu Regulations

The current Parking Bylaw permits the owner of a property zoned for multi-family, commercial, or institutional use and located within 930 metre radius of the boundary of the municipally owned and operated parking lot at City Hall to pay the City money in-lieu of providing the required off-street parking stalls. Properties that are zoned for a Single Detached Residential use or Two-Unit Residential use are not permitted to exercise the payment in-lieu option. The specified payment amount is:

- Application Fee: \$100
- Per off-street parking space for non-residential use: \$12,500/per parking stall
- Per off-street parking space for residential use off site: \$8,000/per parking stall

The Parking Bylaw states that when an owner has paid money to the City of Maple Ridge in-lieu of providing off-street parking spaces, Council must, by resolution, acknowledge receipt of such payment and the resolution must state the number of off-street parking spaces of which payment was received.

## 2.0 DISCUSSION

The Official Community Plan provides the policy framework for creating pedestrian-oriented, compact, and high-density neighbourhoods within the Urban Area Boundary, particularly in the Town Centre Area (which is a Regional City Centre) and the Lougheed Transit Corridor. The Town Centre Area, as a Regional City Centre, is intended to take on the greatest percentage of growth to become the highest density neighbourhood in Maple Ridge, followed by the Lougheed Transit Corridor Area, wherein an Area Plan Bylaw will soon be brought to Council and is intended to become a Frequent Transit Development Area within the Metro Vancouver 2050 Regional Growth Strategy. By concentrating growth and density in key urban areas it is more likely that transportation alternatives such as transit, cycling, and walking will become more viable and attractive. The payment in-lieu parking alternative allows for increased densification to occur where parking stall requirements cannot be easily met on-site and for the collected funds to be used to support the creation and maintenance of a municipal off-street parking facility.

Payment in-lieu rates are typically determined based on a formula utilizing the cost of construction of a parking space, the area of a parking space, annual maintenance costs, and the ability to share spaces between various uses. The rate of payment in-lieu should not be so high that it discourages use of the option and possible non-development/renovation or under-development/renovation of a property. Parking in-lieu is intended to provide a viable option for development projects in urban areas that are challenged to meet the parking requirements, so that the highest permitted density with effective site design is feasible and contributes to the formation of a compact community.

### 2.1 Jurisdictional Scan of Payment In-Lieu Rate

A scan of thirteen local government parking bylaws was conducted. The thirteen jurisdictions include municipalities in Metro Vancouver and the Fraser Valley. The majority of municipalities (9 of 13) included within this jurisdictional scan permit payment in-lieu as an alternative option to providing the required off-street parking spaces. Table 1 provides an overview of each municipality's payment in-lieu rate, along with the current payment in-lieu rate in Maple Ridge.

*Table 1: Payment Per Off-Street Parking Space*

Jurisdiction	Rate Amount	Year Rate Was Updated
City of Abbotsford	\$3,000 per parking stall	2014
City of Burnaby	\$25,000 per parking stall	2021
City of Chilliwack	No Payment In-Lieu Alternative	
City of Coquitlam	\$20,000 per parking stall (min) \$35,000 per parking stall (max)	2021
City of Delta	\$3,200 per parking stall	2013
City of Langley	No Payment In-Lieu Alternative	
Township of Langley	\$12,000 per parking stall	2011
City of Maple Ridge	\$12,500 per parking stall (non-residential use)	2008
	\$8,000 per parking stall (residential use)	2008
City of Mission	No Payment In-Lieu Alternative	
City of Pitt Meadows	No Payment In-Lieu Alternative	
City of Port Coquitlam	\$40,000 per parking stall	2019
City of Richmond	\$25,000 per parking stall	2009
City of Surrey	\$20,000 per parking stall	2019
City of Vancouver	\$24,700 per parking stall	2018

Out of the nine municipalities that permit a payment in-lieu parking alternative, the average rate per off-street parking stall is \$20,044.



## **2.2 Proposed Payment In-Lieu Rate and Next Steps**

A draft amendment to the Parking Bylaw has been prepared (see Appendix A) and it is proposed to change the parking rate from \$12,500 per parking stall (non-residential use) and \$8,000 per parking stall (residential use) to \$20,000 per stall, for both residential and non-residential uses (except for single-detached, duplex, triplex, fourplex, and courtyard uses, which will not be permitted to utilize the in-lieu option). The proposed rate is the average of the nine in-lieu rates within the municipal scan provided in Table 1 above and the combining of the residential and non-residential uses is aligned with how the nine municipalities that offer an in-lieu option apply their rates.

This draft amendment to the Parking Bylaw ( see Appendix A) is an interim amendment, as further work on the value of the payment in-lieu rate will occur in 2022 as a component of the comprehensive review and a report will be brought to Council regarding the findings and recommendations on the:

- Parking in-lieu rate; and
- Extent of area(s) where the parking in-lieu rate could be applied (such as the Town Centre Area and the Lougheed Transit Corridor and possibly other areas).

## **3.0 STRATEGIC ALIGNMENT**

An update to the payment in-lieu parking alternative provisions to become a better utilized alternative aligns with the Growth pillar of the 2019-2022 City of Maple Ridge Strategic Plan.

## **4.0 CONCLUSION**

The City of Maple Ridge Off-Street Parking and Loading Bylaw No. 4350-1990 (Parking Bylaw) currently permits a payment in-lieu option to property owners within a 930m radius of City Hall (within the Town Centre), as an alternative to providing the required number of vehicle parking spaces on site. The rate per off-street parking stall has not been updated since 2008, when the Town Centre Area Plan was adopted.

The payment in-lieu parking alternative allows for increased densification to occur where all parking stall requirements cannot be easily met on-site and for the collected funds to be used to support municipal off-street parking.

Should Council direct staff to bring forward an amending bylaw to increase the payment in-lieu rate, it is suggested the new rate only apply to new and existing applications that have not received second reading at the time of the amending bylaw is adopted.

A draft amendment to the Parking Bylaw has been prepared (see Appendix A) and the amendment proposes to change the parking rate from \$12,500 per parking stall (non-residential use) and \$8,000 per parking stall (residential use) to \$20,000 per stall, for both residential and non-residential uses. The draft amendment to the Parking Bylaw (Appendix A) is viewed as an interim amendment, as further work on the value of the payment in-lieu rate will occur in 2022 as a component of the comprehensive review.

"Original signed by Krista Gowan"

---

*Prepared by:* **Krista Gowan, HBA, MA**  
**Planner 1**

"Original signed by Chuck Goddard"

---

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

"Original signed by Christine Carter"

---

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

"Original signed by Christine Carter" for

---

*Concurrence:* **Al Horsman**  
**Chief Administrative Officer**

The following appendix is attached hereto:  
Appendix A – Draft amending bylaw to the Parking Bylaw

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**MEETING DATE:** November 2, 2021  
**FILE NO:** 01-0640-30-2021  
**FROM:** Chief Administrative Officer  
**MEETING:** CoW  
**SUBJECT:** Maple Ridge Cemetery Amending Bylaw No. 7797-2021

---

**EXECUTIVE SUMMARY:**

As a result of the Maple Ridge Cemetery expansion in 2019, the Cemetery Bylaw was amended to accommodate service enhancements including new memorialization offerings of upright monuments and 'pillow top' markers and the associated fees.

Since that time, feedback received has indicated that the monument sizes accommodated within the Bylaw do not capture the full range of Lower Mainland supplier offerings. As a result, a housekeeping amendment to the Cemetery Bylaw is recommended to provide both the ability to more readily adjust to changes of industry monument standard size offerings and to clarify the circumstances where a single or double monument is permitted and when names are permitted on the reverse side of a monument.

**RECOMMENDATION:**

**That Cemetery Amending Bylaw No. 7797-2021 be given first, second and third readings.**

**DISCUSSION:**

**a) Background Context:**

The Maple Ridge Cemetery expansion, completed in 2019, provides additional space for full adult burials, as well as additional interment and memorialization options. These new memorialization offerings include upright monuments and 'pillow top' markers, along with a scattering garden for cremated remains, and designated plots for green burials. On February 4, 2020, Council adopted the Cemetery Bylaw No. 7612-2020 which incorporated the expanded offerings and updated fees.

Feedback has been received by clients that some standard 'pillow top' marker sizes available through vendors are not permitted by the current Cemetery Bylaw. To reflect the full range of standard sizing, the Cemetery Bylaw requires amendments to include the additional sizing

parameters. Staff recommend the removal of the dimensional size requirements from the Bylaw for both upright monuments and 'pillow top' markers. Including memorial size guidelines in a separate document would accommodate a full range of offerings and provide flexibility to adjust to future offerings without the need for further Bylaw amendments.

Staff also recommend at this time that the Bylaw language for grave memorialization include clarifications of the circumstances where one double or single monument or pillow top marker is permitted and also expands the number of persons memorialized on each monument to include the reverse side where four graves are purchased in a square.

**b) Desired Outcome:**

That the Maple Ridge Cemetery Bylaw be updated to remove the monument and 'pillow top' marker sizes to ensure the full range of industry offerings can be accommodated.

**c) Strategic Alignment:**

The Bylaw amendment aligns with the Maple Ridge Cemetery Master Plan (2008) and meets the recommendations to allow monuments and markers in designated areas of the site.

**d) Citizen/Customer Implications:**

The Maple Ridge Cemetery is very important to many of our citizens, particularly to long term residents who intend to be interred in a cemetery in the community where they have spent most of their lives. Residents will have additional sizing options for memorialization that reflects the full range of industry standard offerings.

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

There are no financial implications to the proposed Bylaw amendment.

**f) Policy Implications:**

The proposed amendments to accommodate a wider variety of monument and marker sizes remain consistent with the provincial regulations that govern cemetery operations.


**g) Alternatives:**

The Maple Ridge Cemetery Bylaw could remain unchanged in respect to the permitted standard sizes, although this is not recommended as the ability to accommodate additional 'pillow top' marker sizes to align with industry offerings is desired by residents wishing to obtain best value for memorialization.

**CONCLUSION:**

The new memorialization offerings accommodated in the updated Cemetery Bylaw in 2020 as a result of the Maple Ridge Cemetery expansion have been a welcome addition for Cemetery clients. The proposed Cemetery Bylaw amendment accommodates the full standard range of monument sizing offered by the lower mainland monument industry, clarifies monument sizes for double graves and also expands the number of persons memorialized where four graves are purchased in a square.

  
\_\_\_\_\_  
Prepared by: **Valoree Richmond**  
Director of Parks and Facilities

  
\_\_\_\_\_  
Approved by: **Scott Hartman**  
General Manager, Parks, Recreation & Culture

  
\_\_\_\_\_  
Concurrence: **Al Horsman**  
Chief Administrative Officer

Attachments:  
(A) Maple Ridge Cemetery Amended Bylaw No. 7797-2021

CITY OF MAPLE RIDGE

BYLAW NO. 7797-2021

A Bylaw to amend Maple Ridge Cemetery Bylaw No. 7612-2020.

---

**WHEREAS**, the Council of the City of Maple Ridge, acting as the Board of Trustees of the Cemeteries, may revise the Cemetery Bylaw;

**WHEREAS**, it is deemed expedient to amend Maple Ridge Cemetery Bylaw No. 7612-2020;

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

1. This Bylaw may be cited for all purposes as "Maple Ridge Cemetery Amending Bylaw No. 7797-2021".

2. That Maple Ridge Cemetery Bylaw No. 7612-2020 be amended as follows:

(a) That pages 15-19 of the Table of Contents be renumbered accordingly.

(b) That Section 12(b)(ii) be replaced in its entirety with the following:

Each full burial Grave may have a maximum of one Upright Monument or Pillow Top Marker and up to four 8" X 12" (20.32 cm X 30.48 cm) cremation memorial tablets. Each additional 8" X 12" (20.32 cm X 30.48 cm) cremation memorial tablet may only memorialize one deceased person. Each Upright Monument or Pillow Top Marker may memorialize a maximum of two deceased persons.

(c) That Section 12(b)(iii) be replaced in its entirety with the following:

Two side-by-side full burial Graves may have a choice of one double Upright Monument or double Pillow Top Marker overlapping both Graves, or one single Upright Monument or single Pillow Top Marker on each of the two full burial Graves. Each double or single Upright Monument or Pillow Top Marker may only be used to memorialize two deceased persons. Each of the two full burial Graves may have a maximum of four additional 8" X 12" (20.32 cm X 30.48 cm) cremation memorial tablets. Each additional 8" X 12" (20.32 cm X 30.48 cm) marker may only memorialize one deceased person.

(d) That Section 12(b)(iv) be replaced in its entirety with the following:

Where four full burial Graves are purchased in a square, these four full burial Graves may share one double Upright Monument or two single Upright Monuments with a maximum of two names per Upright Monument inscribed on its front and a maximum of two names per Upright Monument inscribed on its reverse.

(e) That Section 12(b)(v) be replaced in its entirety with the following:

All Upright Monuments and Pillow Top Markers must be made of granite. All Upright Monuments must have a granite base and a foundation made of concrete or granite. All Pillow Top Markers must have a granite foundation.

(f) That Section 12(b)(vi) is be replaced in its entirety with the following:

Pillow Top Markers and foundations, and Upright Monuments bases and foundations are the property of the purchaser, and their care and repair are the responsibility of the purchaser.

(g) That Section 12(b)(vii) be removed in its entirety.

(h) That Section 12(b)(viii) be removed in its entirety.

3. Maple Ridge Cemetery Bylaw No. 7612-2020 is amended accordingly.

**READ** a first time the     day of     , 2021.

**READ** a second time the     day of     , 2021.

**READ** a third time the     day of     , 2021.

**ADOPTED** the     day of     , 2021.

---

**PRESIDING MEMBER**

---

**CORPORATE OFFICER**

City of Maple Ridge



**Cemetery Bylaw No. 7612-2020**

**A Bylaw to repeal Maple Ridge Cemetery Bylaw No. 7260-2016  
in its entirety and hereby create a new Maple Ridge Cemetery Bylaw**

WHEREAS, the Council of the City of Maple Ridge, acting as the Board of Trustees of the Cemeteries, deems it expedient to create a new cemetery bylaw;

AND WHEREAS, the Council of the City of Maple Ridge wishes to repeal Maple Ridge Cemetery Bylaw No. 7260-2016 in its entirety;

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

1. This Bylaw may be cited for all purposes as "Maple Ridge Cemetery Bylaw No. 7612-2020".
2. Maple Ridge Cemetery Bylaw No. 7260-2016 is hereby repealed in its entirety.

Words or phrases defined in the *British Columbia Cremation, Interment and Funeral Services Act* and its regulations or the *Business Practices and Consumer Protection Act* and its regulations or the *Wills Estates and Succession Act* and its regulations, will have the same meaning when used in this bylaw unless otherwise defined in this bylaw.

The headings contained in this bylaw are for convenience only and are not to be construed as defining, or in any way limiting the scope or the intent of the provisions of this bylaw.

If any portion of this bylaw is for any reason held invalid by any court of competent jurisdiction, the invalid portion will be severed and the severance will not affect the validity of the remainder.



## **Table of Contents**

<b>Table of Contents.....</b>	<b>1</b>
<b>PART I - DEFINITIONS.....</b>	<b>2</b>
1. Definitions.....	2
<b>PART II – LEGAL DESCRIPTION.....</b>	<b>5</b>
2. Cemetery Land Legal Description.....	5
<b>PART III – GENERAL.....</b>	<b>5</b>
3. Rights of Interment.....	5
4. Fees and Charges.....	7
5. Size of Graves.....	7
6. Green Burials.....	7
<b>PART IV – INTERMENT, EXHUMATION AND CREMATION.....</b>	<b>8</b>
7. Permission to Inter, Exhume and Cremate.....	8
8. Interment in the Cemetery.....	9
<b>PART V – ADMINISTRATION AND CARE FUND.....</b>	<b>11</b>
9. Administration and Care Fund.....	11
<b>PART VI – MEMORIALIZATION.....</b>	<b>12</b>
10. Memorials.....	12
11. Memorials – All Cemetery Sections except Maple Ridge Cemetery Section 6.....	12
(a) General:.....	12
(b) Full Burial Graves:.....	13
(c) Child Burial Graves:.....	13
(d) In-ground Cremation Graves in Cremation Section:.....	13
(e) Columbarium (Niche) Wall:.....	14
(f) The Meadows/Rose Garden/Scattering Garden:.....	14
12. Memorials – Maple Ridge Cemetery Section 6 Only.....	14
(a) General:.....	14
(b) Upright Monuments and Pillow Top Markers:.....	15
<b>PART VII – OTHER.....</b>	<b>16</b>
13. General.....	16
14. Hours of Operation.....	17
<b>PART VIII – OFFENCE AND PENALTY.....</b>	<b>18</b>
15. Offence.....	18
<b>Schedule “A”.....</b>	<b>19</b>

## **PART I - DEFINITIONS**

### **1. Definitions**

For the purpose of this Bylaw, unless the context otherwise requires:

Care Fund	means a care fund required and governed by the <i>Cremation, Interment and Funeral Services Act</i> , in the form of a trust account
Caretaker	means the person(s) duly employed by the City from time to time as caretakers at the Cemeteries of the City of Maple Ridge.
Casket	means a rigid container ornamented and lined with fabric designed for the encasement of human remains and in the case of green burial, shall be fully biodegradable.
Cemeteries	means all those parcels or tracts of land set aside, used, and maintained by the City as a place of interment for human remains or Cremated Remains as described in Section 2 of this Bylaw.
Child	means a child from birth up to, and including, the age of 10, and includes a stillborn infant.
City	means the City of Maple Ridge acting as the Board of Trustees of the Cemeteries.
Clerk	means the person appointed by the Board of Trustees to keep and manage the records of interments in the Cemeteries managed by the City of Maple Ridge.
Columbarium	means a vault with single or double compartment niches for urns containing Cremated Remains.
Commingled Remains	means the intentional and irreversible mixing of the Cremated Remains of more than one deceased person.
Consumer Protection B.C.	means the Business Practices and Consumer Protection Authority or its successor body appointed under the <i>Cremation, Interment and Funeral Services Act</i> .
Control of Disposition	means the right of a person to control the disposition of human remains or Cremated Remains in accordance with the <i>Cremation, Interment and Funeral Services Act</i> .
Council	means the Council of the City of Maple Ridge acting as the Board of Trustees of the Cemeteries.
Cremated Remains	means the ashes resulting from cremation of a deceased human body.

Director of Parks & Facilities	means the Director of Parks & Facilities or other person duly appointed as such from time to time by Council.
Family Member	means a parent, grandparent, or sibling, and includes the biological, adopted, step and variations thereof.
Grave	means a space of ground within a lot in a Cemetery used or intended to be used for the burial of human remains or Cremated Remains or both.
Grave Liner	means a receptacle made of durable material placed around a Casket to provide reinforcement to a Grave Lot.
Green Burial	means a natural burial in a designated section of a Cemetery as described in Section 6 of this Bylaw.
Lot	means a burial lot for human remains or Cremated Remains under a Right of Interment as designated and shown on the plan of the cemetery on file in the City's municipal offices, which includes a Grave or Niche.
Meadows	means a defined area in a Cemetery set aside specifically for the non-recoverable placement of Cremated Remains.
Medical Health Officer	means the person assigned by the Fraser Health Authority to oversee interments/disinterments in the City where health concerns about death require special treatment for interment.
Niche	means a recessed space in the Columbarium used or intended to be used for the inurnment of Cremated Remains.
Non-resident	means any person who is not a "Resident".
Relative	means any persons connected biologically, or by adoption, step or marriage and variations thereof.
Resident	means any person who: <ul style="list-style-type: none"><li>(a) is a resident of the City on the date of the application for a Right of Interment; or</li><li>(b) a person who resided in the City at the time of death; or</li><li>(c) was a five (5) year resident of the City within eighteen (18) months preceding death; or</li><li>(d) owned real property in the City at the time of death; or</li><li>(e) owned real property in the City for more than ten (10) years at any time preceding death and can show proof of ownership.</li></ul>

Right of Interment	means a permit to purchase the right to allow the interment of human remains or Cremated Remains in a Lot. It does not entitle the holder to any title or interest in a Cemetery or Lot, but instead provides for the right to inter the person(s) named on the Right of Interment.
Rights Holder	means an Interment Rights Holder who has been issued a Right of Interment, and includes a Transferee if a transfer of the Right of Interment has been effected by the Clerk as described in section 3(e).
Rose Garden	means a former defined area in a Cemetery set aside specifically for the non-recoverable placement of Cremated Remains which is now to capacity.
Scattering Garden	means a defined area of a Cemetery designated for the commingled and non-recoverable placement of Cremated Remains.
Statutory Holidays	means any of the following days, namely New Year's Day, Family Day, Good Friday, Easter Sunday, Easter Monday, Victoria Day, Canada Day, B.C. Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, and any day or part of a day proclaimed as a civic holiday. In the event that a statutory holiday occurs on a Saturday or Sunday, the statutory holiday will also include the following Monday.
Transferee	means the recipient of a Right of Interment, transferred by a Rights Holder related to the Transferee by birth, marriage or adoption.
Treasurer	means the person duly appointed by the City to invest and administer the Care Fund.

The use of words signifying the masculine will include the feminine.

All other words and phrases in this Bylaw will be construed in accordance with any definitions assigned to them in the *Cremation, Interment and Funeral Services Act* and the *Business Practices and Consumer Protection Act*, and their associated regulations, all as amended or replaced from time to time.

Schedule "A" attached hereto forms part of this bylaw.

## **PART II – LEGAL DESCRIPTION**

### **2. Cemetery Land Legal Description**

The following lands have been set aside, operated, used or maintained as Cemeteries by the City:

- (a) Maple Ridge Cemetery: Legally described as being:

PID: 006-843-140, Parcel "A" (Reference Plan 8035) Lot 13 DL 247, Group 1, NWD Plan 1007, NO PID Part (3.107 Acres) of Lot 13 in Block 1, of part of Lot 247, Group 1, Map 1007 as shown outlined in orange on Sketch Deposited No. 2819 (AFB 15/290/10146E),  
PID: 008-779-538 Lot 45, DL 248, Group 1, NWD Plan 25353,  
PID 024-740-748 Parcel I (Plan with Fee 446F) DL 247 Group 1, NWD,  
NO PID Lot J of Lot 248, Group 1, Plan 692 (AFB 18/599/15321A),  
PID: 011-272-341 Parcel "A" (Reference Plan 9535) Lot 14 DL 247 Group 1 NWD Plan 7909,  
PID: 009-055-789 Lot 54 DL 248 Group 1 NWD Plan 29311,  
PID: 011-310-227, Lot 4; DL 247, Group 1 NWD; Plan 8050, and  
PID: 011-310-219 Lot 2 DL 247 Group 1, NWD; Plan 8050

- (b) Whonnock Cemetery: Legally described as being:

That 1.0 Acre Portion of Indian Reserve Whonnock No. 1 shown on Plan BC290, described as "Unsubdivided Part of Reserve North of Highway" (ILRS PIN 90259250)

- (c) Whonnock Cemetery No. 2: Legally described as being:

PID: 003-439-135 Lot 17 DL 433, Group 1, NWD Plan 64271

A copy of the plan of each Cemetery will be kept available for public inspection in the Office of the City and at such other places as Council or Consumer Protection B.C. may direct.

Council hereby establishes itself as a Board of Trustees to own and operate the Cemeteries and to exercise all of the powers and duties of the Board of Trustees pursuant to the Cremation, Interment and Funeral Services Act.

## **PART III – GENERAL**

### **3. Rights of Interment**

The Director of Parks & Facilities may refuse to sell a Right of Interment for more than two (2) Grave or Niche spaces to any one individual.

- (a) The Clerk will issue a Right of Interment, being a permit allowing for the interment of human remains or Cremated Remains, in respect of a person who is named on the Right of Interment, for a vacant unreserved Lot, upon payment of the applicable fees shown in Schedule "A". The purchase of a Right of Interment for The Meadows, the Scattering Garden or Green Burial may only be done at the time of need for a deceased person.

- (b) A Right of Interment issued under this Bylaw:

- (i) must specify either:
    - a. that the holder of the Right of Interment reserves the right to use the Lot for himself or herself, or
    - b. the name of another person for whom the right to use the Lot has been reserved;
  - (ii) does not vest in the Rights Holder or a person designated by the Rights Holder any right, title, or interest in the land in or on which the Lot is located;
  - (iii) may only be transferred, cancelled or sold in strict accordance with this Bylaw.
- (c) A Rights Holder may transfer his Right of Interment to a Transferee, upon payment of the applicable fee for the transfer shown in Schedule "A", in accordance with section 3(e).
- (d) A Rights Holder may only sell an issued Right of Interment back to the City, and only if the Lot has not been used and is no longer required (except where transferred to a Transferee) by surrendering the Right of Interment to the Clerk. The amount of fees returned will be the original fees paid for the Lot less:
- (i) the transfer fee as shown in Schedule "A";
  - (ii) the Care Fund contribution; and
  - (iii) taxes associated with the Right of Interment.
- if more than 30 days have passed since the date of original issuance. If less than 30 days have passed since the date of original issues, the full amount of original fees paid will be returned by the City. If a Rights Holder sells a Right of Interment to the City that has been issued more than 10 years prior to the cancellation date shown on the Right of Interment, the Rights Holder will be refunded the equivalent of the purchase price 10 years prior to the cancellation date less the Care Fund contribution, applicable taxes and the transfer fee.
- (e) Upon acceptance by the City of the applicable fee shown in Schedule "A", and upon compliance with the requirements of this bylaw by the Rights Holder and the Transferee, the Clerk will record and give effect to the desired transfer of the Right of Interment in the records kept by him for that purpose.
- (f) A Rights Holder may make designations for his Grave(s) or Niche(s) during his lifetime. However, where a Rights Holder dies and did not designate persons entitled to be interred in the Rights Holder's Grave(s) or Niche(s), the City may give approval to an applicant who makes application to the City to receive the Rights Holder's Right of Interment or permission for an interment on said Grave(s) or Niche(s), if the applicant provides, as exhibits to a statutory declaration made by the applicant, any of the following:
- (i) the Rights Holder's will showing the applicant as the recipient of the Right of Interment; or
  - (ii) letters probate showing the applicant as the recipient of the Right of Interment from the residue of the Rights Holder's estate; or

- (iii) letters of administration showing the applicant as the recipient of the part of the intestate Rights Holder's estate that includes the Right of Interment; or
- (iv) a statutory declaration from the Rights Holder's spouse claiming Right of Interment entitlement. In the absence of a spouse, a statutory declaration from all surviving lineal descendants of the Rights Holder claiming Right of Interment entitlement.

Provided that subsequent to the coming into force of this Bylaw, each person who purchases a Right of Interment and thereby becomes a Rights Holder must, contemporaneously with the purchase of the Right of Interment, provide to the Clerk a list of family members (the "Named Family Members") who may be interred in the remaining plots held by the Rights Holder. Following the death of the Rights Holder the "Named Family Members" collectively may transfer an empty Plot or Niche back to the City, transfer a plot or niche to a Relative, or list further permissions for interment.

#### **4. Fees and Charges**

The applicable fees for interment, disinterment, and care of Graves and Niches, and the charges for goods required for burial by the City for use in the Cemetery and any other Cemetery fees are shown in Schedule "A".

Unless prior arrangements have been made by a government agency with the City, the applicable fees shown in Schedule "A" will be paid at the City's offices in full at the time of purchase. The Rights Holder or any other person with Control of Disposition will pay the City the applicable fees required for interment no later than 24 hours in advance of the interment.

#### **5. Size of Graves**

The size of Graves and Niches are as follows:

- (a) Adult size grave space is 8' x 4' (2.44m x 1.22m).
- (b) Child grave space is 6' x 2'3" (1.83m x .69m).
- (c) Cremated Remains grave space is 2' x 3' (0.61m x 0.91m).
- (d) Single Niche space is 11" X 11" X 11" (28 cm X 28 cm X 28 cm).
- (e) Double Niche space is 15" X 14" X 12" (38.1 cm X 35.6 cm X 30.5 cm).

#### **6. Green Burials**

Green Burials are permitted only in the area on the Cemetery plot plan designated as a Green Burial area and only if the following criteria is met:

- (a) The human remains must be prepared without embalming;
- (b) The human remains must be buried in a fully biodegradable casket;
- (c) No Grave Liner or vault may be used;
- (d) Only one interment may be permitted per Grave;

- (e) No memorial markers may be permitted for Green Burials.

## **PART IV – INTERMENT, EXHUMATION AND CREMATION**

### **7. Permission to Inter, Exhume and Cremate**

- (a) No human remains will be interred in a cemetery until a Right of Interment has been issued by the City and the applicable fee has been paid to the City, except as may be permitted otherwise under the terms of Section 7(c).
- (b) All applications for a Right of Interment in a cemetery will be made to the Clerk at the City's offices during the hours that the City's offices are open to the public on all days of the week except Saturday, Sunday, Statutory Holidays, and in cases of emergency as described in Section 7(c).
- (c) Any person who makes application for a Right of Interment or who requires an interment to be made will provide the Clerk with a statement of the name, age and date of death of the deceased, whether or not death was caused by a communicable disease as listed in Schedule "A" of the Health Act Communicable Disease Regulation made under the Public Health Act, the time and date of the funeral and any other information which it is reasonable for the Clerk to request.
  - (i) Where the Medical Health Officer directs, pursuant to the Health Act Communicable Disease Regulation or otherwise, that human remains will be buried in the Cemetery during any period when the City's offices are closed, the Ministry of Health must grant approval for same and retroactive approval must be obtained from the City during normal working hours.
  - (ii) Where a burial in the Cemetery is performed under the conditions of Sub-section 7(c)(i), the person who permitted the burial and the person who performed the burial will report the matter to the Clerk, and the representative of the deceased will supply the Clerk with full details of the deceased as required by Section 7(c) together with such applicable fees shown in Schedule "A" if such fees have not already been paid.
  - (iii) The information required to be given to the Clerk under the terms of Sub-section 7(c)(i) will be provided to the Clerk as soon after such interment as the City's office are opened.
- (d) Commingled Remains may be interred in the following areas of a Cemetery only:
  - (i) between two side-by-side cremation Graves; or
  - (ii) between two cremation Graves in The Meadows; or
  - (iii) between two cremation Graves on a full burial Grave; or
  - (iv) in the Scattering Garden; or
  - (v) in a double Columbarium Niche.



- (e) Cremated Remains may be commingled subject to the following conditions:
  - (i) that the intent to Commingle Remains is disclosed to the Clerk upon application for a Right of Interment;
  - (ii) that written authorization from the person(s) having Control of Disposition is provided to the Clerk;
  - (iii) that the person(s) having Control of Disposition acknowledge that the result is permanent and irreversible;
  - (iv) that a Right of Interment has been issued for each of the deceased and fees paid as shown in Schedule "A" indicative of two separate interments;
  - (v) that the memorialization of Commingled Remains are subject to regulations in Sections 11 and 12.
- (f) No deceased person interred in a Cemetery will be exhumed without a written order being first obtained from the Business Practices and Consumer Protection Authority in accordance with the requirements of the Cremation, Interment and Funeral Services Act and the presentation for such order to the Clerk for his examination.
- (g) In the event that Cremated Remains are placed in a full burial Grave in advance of a Casket to be interred in the same Grave, the Cremated Remains, if interred in an urn or similar container, will be removed by the Caretaker at the time of the full burial and be reinterred on top of the Casket at no cost during the Casket interment.

## **8. Interment in the Cemetery**

- (a) No remains other than human remains or Cremated Remains will be interred in a Cemetery and all interments will be subject to, and comply with, the provisions of this Bylaw.
- (b) The Rights Holder for a Lot must not permit an interment to be made in the Lot to which the Right of Interment refers, nor transfer or dispose of the Lot to another person, group or organization unless the interment, transfer, or disposal is made pursuant to and in accordance with the provisions of this Bylaw.
- (c) Where the human remains of a person who died while suffering a communicable disease are to be buried in a Cemetery and instructions have been given by the Medical Health Officer respecting the interment, the interment will be fully and carefully followed by those who perform the interment.
  - (i) Each interment in a Cemetery, other than the interment of Cremated Remains, will provide for not less than 39.2 inches (1 meter) of earth between the general surface level of the ground at the Grave site and the upper surface of the Casket or Grave Liner enclosing the human remains resting in the grave.
  - (ii) One Casket interment is permitted in each full burial Grave in a Cemetery. With the exception of Graves designated for Green Burial, a single full burial Grave may inter up to one Casket and four sets of Cremated Remains. A single Child Grave may contain

the Casket of one Child and a maximum of two sets of Cremated Remains of Family Members.

- (iii) Each single Columbarium Niche may contain one set of Cremated Remains. Each double Columbarium Niche may contain up to two sets of isolated Cremated Remains or the Commingled Remains of two deceased persons.
  - (iv) Each interment of Cremated Remains in a Grave will be within a liner or within an urn made of plastic, metal, ceramic or stone, except where Cremated Remains are disposed of in the Meadows and Scattering Garden, in accordance with Sub-section 20(vii). Each liner will permanently contain one urn or similar container of Cremated Remains and will be buried in the grave not less than 2 feet (60cm) deep. The urn must not exceed dimensions of 11" wide X 11" deep X 13" high (28 cm X 28 cm X 33 cm).
  - (v) A Grave Liner will be used for each Casket interment, except where a metal Casket is used. No Grave Liner will be used for grave sites where a Green Burial is designated.
  - (vi) Each Grave Liner used in the cemetery will be made of reinforced fibreglass only. The Grave Liner must cover the entire length and sides of the Casket.
  - (vii) The disposal of Cremated Remains in The Meadows and Scattering Garden will be without a container and will only be performed under the direction of the Caretaker.
- (d) No person will inter any human remains or Cremated Remains in the Cemetery except between the hours of 8:30 a.m. and 4:30 p.m.
  - (e) No person will inter any human remains or Cremated Remains on a Statutory Holiday or deferred Statutory Holiday except in emergency conditions as specified in Section 7(c).
  - (f) No Grave is to be dug or opened and no Cremated Remains are to be interred by any person other than the Caretaker or a person duly authorized by the Caretaker.
  - (g) The duties and responsibilities of the Caretaker will be, among other things, to carry out, or cause to be carried out by Cemetery workers placed under his supervision:
    - (i) The digging, preparation, opening and closing of Graves, opening and sealing of Niches and the interment of Cremated Remains as ordered by the Clerk;
    - (ii) The direction of all funerals, bereavement rites or ceremonies in the Cemetery to the correct Lot;
    - (iii) The installation of memorials on Lots and construction of their foundations or bases;
    - (iv) The general work of the Cemetery, including maintenance of walls, fences, gates, paths and other Cemetery improvements; and
    - (v) The provisions for care of the Cemetery tools and equipment.
  - (h) The Caretaker will maintain records as directed by the Clerk and will submit reports as required by him, and, will do such other work as the Clerk may require from time to time in relation to the Cemetery operation.

## **PART V – ADMINISTRATION AND CARE FUND**

### **9. Administration and Care Fund**

- (a) The Clerk and Treasurer must:
  - (i) Maintain all records and files necessary for the administration and management of each Cemetery and as required by the Cremation, Interment and Funeral Services Act and its regulations;
  - (ii) Review and issue Rights of Interments and permits for exhumation/disinterment;
  - (iii) Coordinate interments, exhumations and the placement of memorials with the Caretaker; and
  - (iv) Maintain an accounting of all monies received and expended under this bylaw.
- (b) The Clerk is hereby authorized on behalf of the City and subject to the provisions of this bylaw to issue a Right of Interment in respect of:
  - (i) any unoccupied Grave for which a Right of Interment has not already been issued;
  - (ii) any Niche for which a Right of Interment has not already been issued; and
  - (iii) the Meadows and Scattering Garden areas in the Cemetery.
- (c) Upon issuing a Right of Interment, or upon viewing an order for exhumation from the proper authority as specified in Section 7(f), the Clerk will notify the Caretaker before the time of the intended interment or exhumation giving the name of the deceased, the number and location of the Grave concerned and any instructions of the Medical Health Officer relative to the interment or exhumation.
- (d) A Care Fund is hereby continued, to be administered in accordance with the requirements of the Cremation, Interment and Funeral Services Act.
  - (i) All fees specified as “Care Fund” fees in Schedule “A” to this Bylaw shall be levied and paid into the Care Fund and held, invested and used by the City in strict compliance with the Cremation, Interment and Funeral Services Act and its regulations.
  - (ii) For all Rights of Interment, the amount required to be used for Care Fund purposes is specified in Schedule “A”, provided that Care Fund contribution will not apply to Grave space made available by the City free of charge for an indigent burial.
  - (iii) Any owner of a memorial marker, tablet, or monument, desiring to install same in the cemetery, will pay to the Treasurer, prior to the installation of such memorial, the applicable Care Fund contribution shown in Schedule “A”.
- (e) A separate account of all monies received under the provisions of this Bylaw and of all monies expended hereunder, will be kept by the Treasurer and any surplus remaining of receipts over expenditures will be paid at the end of each financial year into a reserve fund to be known as The Cemetery Fund for investment by the City in accordance with the provisions of the

Community Charter and the interest derived from such reserve fund will be expended on the upkeep and development of the cemetery.

## **PART VI – MEMORIALIZATION**

### **10. Memorials**

- (a) No person will place a memorial marker or Niche plate on any Grave or Niche until the applicable fee shown in Schedule “A” has been paid to the Treasurer, which includes a contribution to the Care Fund in respect to each memorial.
- (b) All Upright Monuments, their bases and foundations are the responsibility of the purchaser and will only be installed by a monument company upon prior approval by the City. All Pillow Top Markers and their foundations, Memorial Markers and Niche plates will only be installed by the Caretaker. All monuments, markers, plaques and niches will only be installed after the human remains or Cremated Remains have been interred and may only be installed on the corresponding Grave or Niche where the deceased is interred.
- (c) An application for monuments, markers, plaques and Niche plate installations may only be made by the Rights Holder, his executor(s) or executrix, or his heirs.
- (d) Existing monuments, markers and Niche plates may be replaced or refurbished with a duplicate of the original providing it includes similar dimensions and wording, or conforms to specifications in Section 11 or Section 12.
- (e) All tablet-type memorials must be made of stone or bronze.

### **11. Memorials – All Cemetery Sections except Maple Ridge Cemetery Section 6**

All memorials may be installed provided they conform to the following:

#### **(a) General:**

- (i) Each memorial tablet will be installed in a position on the Grave according to that established by the City for memorials on Graves in the Cemetery. Requests for exception based on religious beliefs will be made to the Clerk, which may not be unreasonably denied. Each memorial tablet will have its top surface set level with the surface of the surrounding ground.
- (ii) Each bronze memorial tablet will be attached to a concrete base not less than 3 inches (7.5 cm) thick with side surfaces true and perpendicular with the top surface of the attached tablet. A bronze memorial tablet on the Grave of a full adult burial or Child may be smaller than its concrete base provided the concrete base conforms to the size for the Grave as required by subsections (b), (c) and (d) below, and provided the part of the base extending beyond the tablet does not exceed 2 inches (5.08 cm) wide and has a smooth, slightly bevelled surface to shed water at its outer edges.
- (iii) Each stone memorial tablet will be not less than 2 inches (5 cm) thick and will have its side surfaces true and perpendicular with its top surface.

- (iv) A memorial marker or Niche plate may be inscribed in a non- English script provided the Clerk has been provided with a written interpretation.

(b) Full Burial Graves:

- (i) Each full burial Grave may have a maximum of one 12" X 20" (30.48 cm X 50.8 cm) marker and up to four 8" X 12" (20.32 cm X 30.48 cm) cremation markers. Each 12" X 20" (30.48 cm X 50.8 cm) marker may memorialize a maximum of two deceased persons. Each additional 8" X 12" (20.32 cm X 30.48 cm) marker may only memorialize one deceased person.
- (ii) Two side-by-side full burial Graves may have a choice of one 18" x 30" (45.72 cm x 76.2 cm) marker overlapping both Graves, or one 12" X 20" (30.48 cm X 50.8 cm) marker on each of the two full burial Graves. Each of the two full burial Graves may have a maximum of four additional 8" X 12" (20.32 cm X 30.48 cm) cremation markers.

Each 18" x 30" (45.72 cm x 76.2 cm) marker may only be used to memorialize two deceased persons.

(c) Child Burial Graves:

- (i) Each Child burial Grave may have a maximum of one 12" X 20" (30.48 cm X 50.8 cm) marker and up to two 8" X 12" (20.32 cm X 30.48 cm) cremation markers for Family Members.

Each 12" X 20" (30.48 cm X 50.8 cm) marker may only memorialize one deceased Child. Each additional 8" X 12" (20.32 cm X 30.48 cm) marker may only memorialize one deceased Family Member. Two Family Members having their Cremated Remains commingled and placed on a child Grave must each have their own 8" X 12" (20.32 cm X 30.48 cm) cremation marker.

(d) In-ground Cremation Graves in Cremation Section:

- (i) Each single cremation Grave within a cremation section of a Cemetery may have a maximum of one 8" X 12" (20.32 cm X 30.48 cm) cremation marker.

Each single cremation marker may only memorialize one deceased person.

- (ii) Two side-by-side cremation Graves within a cremation section of a Cemetery may have either one 12" X 20" (30.48 cm X 50.8 cm) marker spanning both Graves, or one 8" X 12" (20.32 cm X 30.48 cm) cremation marker on each of the two cremation Graves.

Each 12" X 20" (30.48 cm X 50.8 cm) may memorialize a maximum of two deceased persons. Each 8" X 12" (20.32 cm X 30.48 cm) cremation marker may only memorialize one deceased person.

(e) Columbarium (Niche) Wall:

- (i) Each single Columbarium Niche plate may memorialize a maximum of one deceased person.
- (ii) Each double Columbarium Niche plate will memorialize two deceased persons maximum.
- (iii) Each single or double Columbarium Niche plate will be consistent in layout, design and format as established by the City.

(f) The Meadows/Rose Garden/Scattering Garden:

- (i) Individual memorial markers are not permitted in the Rose Garden, The Meadows or the Scattering Garden.
- (ii) Memorialization to honour deceased who are not interred in the Cemetery may do so by having the name of the deceased person added to the Rose Garden Memorial plaque.

## **12. Memorials – Maple Ridge Cemetery Section 6 Only**

All Monuments and markers may be installed provided they conform to the following:

(a) General:

- (i) Upright Monuments or Pillow Top Markers may only be installed on specified plots within Cemetery Section 6 and the size must be in accordance with subsection (b).
- (ii) Memorialization of Full Burial graves in Cemetery Section 6 which are not designated for Upright Monuments or Pillow Top Markers will comply with Section 11(b).
- (iii) Each monument or memorial tablet will be installed in a position on the Grave according to that established by the City for memorials on Graves in the Cemetery. Requests for exception based on religious beliefs will be made to the Clerk, which may not be unreasonably denied.
- (iv) Each bronze memorial tablet will be attached to a concrete base not less than 3 inches (7.5 cm) thick with side surfaces true and perpendicular with the top surface of the attached tablet. A bronze memorial tablet on the Grave of a full adult burial may be smaller than its concrete base provided the concrete base conforms to the size for the Grave as required by subsection (b) (ii) and (iii) below and provided the part of the base extending beyond the tablet does not exceed 2 inches (5.08 cm) wide and has a smooth, slightly bevelled surface to shed water at its outer edges.
- (v) Each stone memorial tablet will be not less than 2 inches (5 cm) thick and will have its side surfaces true and perpendicular with its top surface.
- (vi) A monument or memorial marker may be inscribed in a non- English script provided the Clerk has been provided with a written interpretation.

- (vii) Individual memorial markers are not permitted in the Scattering Garden or for graves designated for Green Burials.

(b) Upright Monuments and Pillow Top Markers:

- (i) Upright Monuments and Pillow Top Markers may only be installed on cemetery plots which are designated by the City. If an Upright Monument is laid prior to a full burial interment on the plot, it is the next of kin's responsibility to have the Upright Monument removed prior to the full burial interment and then replaced once the full burial is completed. If a Pillow Top Marker is laid prior to a full burial interment on the plot, it is the City's responsibility to have the Pillow Top Marker removed prior to the full burial interment and then replaced once the full burial is completed.
- ~~(ii) Each full burial Grave may have a maximum of one Upright Monument or Pillow Top Marker and up to four 8" X 12" (20.32 cm X 30.48 cm) cremation memorial tablets. Each Upright Monument or Pillow Top Marker may memorialize a maximum of two deceased persons. Each additional 8" X 12" (20.32 cm X 30.48 cm) marker may only memorialize one deceased person.~~
- (ii) Each full burial Grave may have a maximum of one Upright Monument or Pillow Top Marker and up to four 8" X 12" (20.32 cm X 30.48 cm) cremation memorial tablets. Each additional 8" X 12" (20.32 cm X 30.48 cm) cremation memorial tablet may only memorialize one deceased person. Each Upright Monument or Pillow Top Marker may memorialize a maximum of two deceased persons.
- ~~(iii) Two side by side full burial Graves may have a choice of one Upright Monument or Pillow Top Marker overlapping both Graves, or one Upright Monument or Pillow Top Marker on each of the two full burial Graves. Each Upright Monument or Pillow Top Marker may only be used to memorialize two deceased persons. Each of the two full burial Graves may have a maximum of four additional 8" X 12" (20.32 cm X 30.48 cm) cremation tablets. Each additional 8" X 12" (20.32 cm X 30.48 cm) marker may only memorialize one deceased person.~~
- (iii) Two side-by-side full burial Graves may have a choice of one double Upright Monument or double Pillow Top Marker overlapping both Graves, or one single Upright Monument or single Pillow Top Marker on each of the two full burial Graves. Each double or single Upright Monument or Pillow Top Marker may only be used to memorialize two deceased persons. Each of the two full burial Graves may have a maximum of four additional 8" X 12" (20.32 cm X 30.48 cm) cremation memorial tablets. Each additional 8" X 12" (20.32 cm X 30.48 cm) marker may only memorialize one deceased person.
- ~~(iv) Where four full burial Graves are purchased in a square, these four full burial Graves may share one or two Upright Monuments with a maximum of two names per Upright Monument inscribed on each side.~~
- (iv) Where four full burial Graves are purchased in a square, these four full burial Graves may share one double Upright Monument or two single Upright Monuments with a maximum of two names per Upright Monument inscribed on its front and a maximum of two names per Upright Monument inscribed on its reverse.



- (v) ~~All Upright Monuments and Pillow Top Markers must be made of granite. All Upright Monuments must have a granite base and a foundation made of concrete or granite.~~
- (v) All Upright Monuments and Pillow Top Markers must be made of granite. All Upright Monuments must have a granite base and a foundation made of concrete or granite. All Pillow Top Markers must have a granite foundation.
- (vi) ~~Pillow Top Markers, Upright Monuments and Upright Monument foundations and bases are the property of the purchaser, and their care and repair is the responsibility of the purchaser. All repairs to foundations for Pillow Top Markers are the responsibility of the City.~~
- (vi) Pillow Top Markers and foundations, and Upright Monuments bases and foundations are the property of the purchaser, and their care and repair are the responsibility of the purchaser.
- (vii) ~~Dimensions for Upright Monuments on single or double full burial plots will conform to the following:~~

-	Memorial	Base	Foundation
Width Minimum	20" (50.8 cm)	22" (55.88 cm)	28" (71.12 cm)
Width Maximum	32" (81.28 cm)	36 (91.44 cm)	42" (106.68 cm)
Height Minimum	-	4" (10.16 cm)	As required
Height Maximum	36" (91.44 cm)	8" (20.32 cm)	As required
Thickness Minimum	4" (10.16 cm)	6" (15.24 cm)	12" (30.48 cm)
Thickness Maximum	8" (20.32 cm)	12" (30.48 cm)	18" (45.72 cm)

- (viii) ~~Dimensions for Pillow Top Markers on single or double full burial plots will conform to the following:~~

-	Memorial	Foundation
Width Minimum	26" (66.04cm)	32" (81.28 cm)
Width Maximum	36" (91.44 cm)	42" (106.68 cm)
Height Minimum	4" (10.16 cm)	As required
Height Maximum	8" (20.32 cm)	As required
Thickness Minimum	11" (27.94 cm)	17" (43.18 cm)
Thickness Maximum	12" (30.48 cm)	18" (45.72 cm)

## **PART VII – OTHER**

### **13. General**

- (a) The Caretaker will remove cut flowers, wreaths and floral offerings placed on Graves and Niches when they become wilted or unsightly or is necessary or expedient for the operation of the Cemetery. Artificial flowers may only be placed in a Cemetery between November 15 and March 15.
- (b) No person will define a grave with a fence, hedge, railing, curbing, or landscaping, and only authorized employees of the City may plant, remove cut down, or destroy any trees, shrubs, plants, flowers, bulbs, or rocks in a Cemetery. Any adornment or landscaping that is considered

by the caretaker to be untidy or unsafe will be removed by the Caretaker at his discretion in accordance with Section 13(a) and (b).

- (c) All persons are prohibited from damaging, or defacing any memorial, monument, fence, gate, structure or any other improvements in a Cemetery.
- (d) No person will enter a Cemetery in a vehicle after the gate has been closed, or drive a vehicle in a Cemetery at any time at a speed of more than 15 kilometres an hour. Use of the Cemetery grounds will be subject to the reasonable directions and orders of the Caretaker.
- (e) No person will solicit orders for markers, tablets, memorials, cappings, or similar items within the limits of the Cemetery.
- (f) No person may use a Cemetery for a purpose that is not associated with, or incidental to, the care or interment of human remains or Cremated Remains other than passive recreation activities such as walking, jogging or cycling on pathways.
- (g) All persons and funeral processions in a Cemetery will obey the reasonable instructions of the Caretaker. Any person not behaving with proper decorum within a Cemetery, or disturbing the quiet and good order of a Cemetery, may be evicted from the cemetery by the Caretaker.
- (h) The discharging of firearms, other than in regular volleys at burial services, is prohibited in a Cemetery.
- (i) Without limiting the application of Section 15(a), any person who:
  - (i) wilfully destroys, mutilates, defaces, injures or removes any Grave, Niche, monument, memorial, or other structure placed in a Cemetery, or any fence, railing or other work for the protection or ornament;
  - (ii) wilfully destroys, cuts, breaks or injures any shrub or plant;
  - (iii) plays at any game or sport;
  - (iv) discharges firearms (save at a military funeral);
  - (v) wilfully disturbs or interferes with bereavement rites, burial ceremonies, or persons assembled for the purpose of interring human remains or Cremated Remains;
  - (vi) who commits a nuisance or at any time behaves in an indecent and unseemly manner;
  - (vii) deposits any rubbish or offensive matter or thing; or
  - (viii) in any way violates any Grave, Niche, Lot, memorial or other structure in a Cemetery or commits an offence against this Bylaw.

#### **14. Hours of Operation**

The gates of a Cemetery will be open:

- Monday to Friday from 8 a.m. to 4 p.m.

- Weekends and holidays (Spring/Summer) from 8 a.m. to 7 p.m.
- Weekends and holidays (Fall/Winter) from 9 a.m. to 5 p.m.

Pedestrians may access the cemetery daily from 7 a.m. to 8 p.m. No person may be in the cemetery between 8 p.m. and 7 a.m. without special permission of the Caretaker, Clerk or other person authorized by the City to grant such permission.

## **PART VIII – OFFENCE AND PENALTY**

### **15. Offence**

- 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 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, upon summary conviction, to a fine not exceeding \$10,000 and not less than \$2,500, and is guilty of a separate offence each day that a violation continues to exist.
- Every person who commits an offence is liable on summary conviction to a fine or to imprisonment, or to both a fine and imprisonment, not exceeding the maximum allowed by the Offence Act, R.S.B.C. 1996, c.338.
- Notwithstanding anything herein contained, the administration and operation of a Cemetery will be carried out at all times in accordance with the Cremation, Interment and Funeral Services Act and regulations made thereunder.

This Bylaw is made by the Council of the City acting as the Board of Trustees of the Cemeteries:

**READ** a first time the \_\_\_\_ day of \_\_\_\_\_, 20210.

**READ** a second time the \_\_\_\_ day of \_\_\_\_\_, 20210.

**READ** a third time the \_\_\_\_ day of \_\_\_\_\_, 20210.

**ADOPTED** the \_\_\_\_ day of \_\_\_\_\_, 20210.

---

**PRESIDING MEMBER**

---

**CORPORATE OFFICER**

**Schedule "A"**  
January 1, 2020 to December 31, 2020

**Residents:**

Description	Grave/Niche +	Care Fund =	Subtotal +	Burial Fee +	Liner =	Total
Full Burial	\$ 3349	\$ 1116	\$ 4465	\$ 1251	\$ 351	\$ 6067
Green Burial	\$ 3349	\$ 1116	\$ 4465	\$ 1251	\$ 0	\$ 5716
Child Burial	\$ 1831	\$ 611	\$ 2442	\$ 964	\$ 0	\$ 3406
Inground Cremation	\$ 788	\$ 263	\$ 1051	\$ 461	\$ 65	\$ 1577
Single Niche	\$ 2187	\$ 244	\$ 2431	\$ 265	\$ 0	\$ 2696
Double Niche	\$ 3645	\$ 406	\$ 4051	*\$ 265	\$ 0	\$ 4316
The Meadows	\$ 525	\$ 175	\$ 700	\$ 414	\$ 0	\$ 1114
Scattering Garden	\$ 169	\$ 56	\$ 225	\$ 200	\$ 0	\$ 425

\* Per open/close of double niche

**Non-Residents:**

Description	Grave/Niche +	Care Fund =	Subtotal +	Burial Fee +	Liner =	Total
Full Burial	\$ 5023	\$ 1675	\$ 6698	\$ 1251	\$ 351	\$ 8300
Green Burial	\$ 5023	\$ 1675	\$ 6698	\$ 1251	\$ 0	\$ 7949
Child Burial	\$ 2746	\$ 917	\$ 3663	\$ 964	\$ 0	\$ 4627
Inground Cremation	\$ 1183	\$ 394	\$ 1577	\$ 461	\$ 65	\$ 2103
Single Niche	\$ 3282	\$ 365	\$ 3647	\$ 265	\$ 0	\$ 3912
Double Niche	\$ 5468	\$ 608	\$ 6076	*\$ 265	\$ 0	\$ 6340
The Meadows	\$ 787	\$ 263	\$ 1050	\$ 414	\$ 0	\$ 1464
Scattering Garden	\$ 253	\$ 85	\$ 338	\$ 200	\$ 0	\$ 538

\* Per open/close of double niche

**Memorials:** (Includes Perpetual Care)

Monument/Marker Installation Fee:	Full Burial/ Child	Side-by-side Full Burial	Single Cremation	Side-by-Side Cremation	Single/Double Niche *	Plaque
	\$ 294	\$ 352	\$ 294	\$ 294	\$ 318	\$ 225

\* Per deceased person

**Additional Burial/Interment Fees:** (Listed fees are "per service call per family")

	Full Burial	Child	Cremation	Meadows	Niche
Weekdays 3-4:30 p.m.	\$ 324	\$ 324	\$ 90	\$ 90	\$ 90
Saturdays & Sundays	\$ 689	\$ 371	\$ 318	\$ 318	\$ 318

**Other:** (Fees for exhumation of Commingled Remains the same as single set of cremated remains)

Exhumation/ Disinterment	Full Burial	Child	Inground Cremation	Single Niche	Double Niche
	\$ 2502	\$ 1928	\$ 922	\$ 318	\$ 424

**Transfer of Right of Interment Fee:** \$ 104 per Grave or Niche

January 1, 2021 to December 31, 2021

**Residents:**

Description	Grave/Niche +	Care Fund =	Subtotal +	Burial Fee +	Liner =	Total
Full Burial	\$ 3415	\$ 1139	\$ 4554	\$ 1276	\$ 358	\$ 6188
Green Burial	\$ 3415	\$ 1139	\$ 4554	\$ 1276	\$ 0	\$ 5830
Child Burial	\$ 1868	\$ 623	\$ 2491	\$ 983	\$ 0	\$ 3474
Inground Cremation	\$ 804	\$ 268	\$ 1072	\$ 470	\$ 66	\$ 1608
Single Niche	\$ 2232	\$ 248	\$ 2480	\$ 270	\$ 0	\$ 2750
Double Niche	\$ 3719	\$ 413	\$ 4132	*\$ 270	\$ 0	\$ 4402
The Meadows	\$ 535	\$ 179	\$ 714	\$ 422	\$ 0	\$ 1136
Scattering Garden	\$ 172	\$ 58	\$ 230	\$ 204	\$ 0	\$ 434

\* Per open/close of double niche

**Non-Residents:**

Description	Grave/Niche +	Care Fund =	Subtotal +	Burial Fee +	Liner =	Total
Full Burial	\$ 5123	\$ 1708	\$ 6831	\$ 1276	\$ 358	\$ 8465
Green Burial	\$ 5123	\$ 1708	\$ 6831	\$ 1276	\$ 0	\$ 8107
Child Burial	\$ 2803	\$ 934	\$ 3737	\$ 983	\$ 0	\$ 4720
Inground Cremation	\$ 1206	\$ 402	\$ 1608	\$ 470	\$ 66	\$ 2144
Single Niche	\$ 3348	\$ 372	\$ 3720	\$ 270	\$ 0	\$ 3990
Double Niche	\$ 5578	\$ 620	\$ 6198	*\$ 270	\$ 0	\$ 6468
The Meadows	\$ 803	\$ 268	\$ 1071	\$ 422	\$ 0	\$ 1493
Scattering Garden	\$ 259	\$ 86	\$ 345	\$ 204	\$ 0	\$ 549

\* Per open/close of double niche

**Memorials:** (Includes Perpetual Care)

Monument/Marker Installation Fee:	Full Burial/ Child	Side-by-side Full Burial	Single Cremation	Side-by-Side Cremation	Single/Double Niche *	Plaque
	\$ 300	\$ 359	\$ 300	\$ 300	\$ 324	\$ 230

\* Per deceased person

**Additional Burial/Interment Fees:** (Listed fees are "per service call per family")

	Full Burial	Child	Cremation	Meadows	Niche
<b>Weekdays 3-4:30 p.m.</b>	\$ 330	\$ 330	\$ 92	\$ 92	\$ 92
<b>Saturdays &amp; Sundays</b>	\$ 703	\$ 378	\$ 324	\$ 324	\$ 324

**Other:** (Fees for exhumation of Commingled Remains the same as single set of cremated remains)

Exhumation/ Disinterment	Full Burial	Child	Inground Cremation	Single Niche	Double Niche
	\$ 2552	\$ 1966	\$ 940	\$ 324	\$ 432
<b>Transfer of Right of Interment Fee:</b>	<b>\$ 106 per Grave or Niche</b>				

January 1, 2022 to December 31, 2022

**Residents:**

Description	Grave/Niche +	Care Fund =	Subtotal +	Burial Fee +	Liner =	Total
Full Burial	\$ 3484	\$ 1161	\$ 4645	\$ 1302	\$ 365	\$ 6312
Green Burial	\$ 3484	\$ 1161	\$ 4645	\$ 1302	\$ 0	\$ 5947
Child Burial	\$ 1906	\$ 635	\$ 2541	\$ 1003	\$ 0	\$ 3544
Inground Cremation	\$ 820	\$ 273	\$ 1093	\$ 479	\$ 67	\$ 1639
Single Niche	\$ 2277	\$ 253	\$ 2530	\$ 275	\$ 0	\$ 2805
Double Niche	\$ 3793	\$ 422	\$ 4215	*\$ 275	\$ 0	\$ 4490
The Meadows	\$ 546	\$ 182	\$ 728	\$ 430	\$ 0	\$ 1158
Scattering Garden	\$ 176	\$ 59	\$ 235	\$ 208	\$ 0	\$ 443

\* Per open/close of double niche

**Non-Residents:**

Description	Grave/Niche +	Care Fund =	Subtotal +	Burial Fee +	Liner =	Total
Full Burial	\$ 5226	\$ 1742	\$ 6968	\$ 1302	\$ 365	\$ 8635
Green Burial	\$ 5226	\$ 1742	\$ 6968	\$ 1302	\$ 0	\$ 8270
Child Burial	\$ 2859	\$ 953	\$ 3812	\$ 1003	\$ 0	\$ 4815
Inground Cremation	\$ 1230	\$ 410	\$ 1640	\$ 479	\$ 67	\$ 2186
Single Niche	\$ 3416	\$ 379	\$ 3795	\$ 275	\$ 0	\$ 4070
Double Niche	\$ 5691	\$ 632	\$ 6323	* \$ 275	\$ 0	\$ 6597
The Meadows	\$ 819	\$ 273	\$ 1092	\$ 430	\$ 0	\$ 1522
Scattering Garden	\$ 265	\$ 88	\$ 353	\$ 208	\$ 0	\$ 561

\* Per open/close of double niche

**Memorials:** (Includes Perpetual Care)

Monument/Marker Installation Fee:	Full Burial/ Child	Side-by-side Full Burial	Single Cremation	Side-by-Side Cremation	Single/Double Niche *	Plaque
	\$ 306	\$ 366	\$ 306	\$ 306	\$ 330	\$ 235

\* Per deceased person

**Additional Burial/Interment Fees:** (Listed fees are "per service call per family")

	Full Burial	Child	Cremation	Meadows	Niche
<b>Weekdays 3-4:30 p.m.</b>	\$ 337	\$ 337	\$ 94	\$ 94	\$ 94
<b>Saturdays &amp; Sundays</b>	\$ 717	\$ 386	\$ 330	\$ 330	\$ 330

**Other:** (Fees for exhumation of Commingled Remains the same as single set of cremated remains)

Exhumation/ Disinterment	Full Burial	Child	Inground Cremation	Single Niche	Double Niche
	\$ 2604	\$ 2006	\$ 958	\$ 330	\$ 441

**Transfer of Right of Interment Fee:** \$ 108 per Grave or Niche

January 1, 2023 to December 31, 2023

**Residents:**

Description	Grave/Niche +	Care Fund =	Subtotal +	Burial Fee +	Liner =	Total
Full Burial	\$ 3553	\$ 1185	\$ 4738	\$ 1328	\$ 372	\$ 6438
Green Burial	\$ 3553	\$ 1185	\$ 4738	\$ 1328	\$ 0	\$ 6066
Child Burial	\$ 1944	\$ 648	\$ 2592	\$ 1023	\$ 0	\$ 3615
Inground Cremation	\$ 836	\$ 279	\$ 1115	\$ 489	\$ 68	\$ 1672
Single Niche	\$ 2323	\$ 258	\$ 2581	\$ 281	\$ 0	\$ 2862
Double Niche	\$ 3869	\$ 430	\$ 4299	*\$ 281	\$ 0	\$ 4580
The Meadows	\$ 557	\$ 186	\$ 743	\$ 439	\$ 0	\$ 1182
Scattering Garden	\$ 180	\$ 60	\$ 240	\$ 212	\$ 0	\$ 452

\* Per open/close of double niche

**Non-Residents:**

Description	Grave/Niche +	Care Fund =	Subtotal +	Burial Fee +	Liner =	Total
Full Burial	\$ 5330	\$ 1777	\$ 7107	\$ 1328	\$ 372	\$ 8807
Green Burial	\$ 5330	\$ 1777	\$ 7107	\$ 1328	\$ 0	\$ 8435
Child Burial	\$ 2916	\$ 972	\$ 3888	\$ 1023	\$ 0	\$ 4911
Inground Cremation	\$ 1255	\$ 418	\$ 1673	\$ 489	\$ 68	\$ 2230
Single Niche	\$ 3484	\$ 387	\$ 3871	\$ 281	\$ 0	\$ 4152
Double Niche	\$ 5804	\$ 645	\$ 6449	*\$ 281	\$ 0	\$ 6730
The Meadows	\$ 835	\$ 279	\$ 1114	\$ 439	\$ 0	\$ 1553
Scattering Garden	\$ 270	\$ 90	\$ 360	\$ 212	\$ 0	\$ 572

\* Per open/close of double niche

**Memorials:** (Includes Perpetual Care)

Monument/Marker Installation Fee:	Full Burial/ Child	Side-by-side Full Burial	Single Cremation	Side-by-Side Cremation	Single/Double Niche *	Plaque
	\$ 312	\$ 373	\$ 312	\$ 312	\$ 337	\$ 240

\* Per deceased person

**Additional Burial/Interment Fees:** (Listed fees are "per service call per family")

	Full Burial	Child	Cremation	Meadows	Niche
<b>Weekdays 3-4:30 p.m.</b>	\$ 344	\$ 344	\$ 96	\$ 96	\$ 96
<b>Saturdays &amp; Sundays</b>	\$ 731	\$ 394	\$ 337	\$ 337	\$ 337

**Other:** (Fees for exhumation of Commingled Remains the same as single set of cremated remains)

Exhumation/ Disinterment	Full Burial	Child	Inground Cremation	Single Niche	Double Niche
	\$ 2656	\$ 2046	\$ 978	\$ 337	\$ 450

**Transfer of Right of Interment Fee:** \$ 110 per Grave or Niche



January 1, 2024 to December 31, 2024

**Residents:**

Description	Grave/Niche +	Care Fund =	Subtotal +	Burial Fee +	Liner =	Total
Full Burial	\$ 3625	\$ 1208	\$ 4833	\$ 1355	\$ 379	\$ 6567
Green Burial	\$ 3625	\$ 1208	\$ 4833	\$ 1355	\$ 0	\$ 6188
Child Burial	\$ 1982	\$ 661	\$ 2643	\$ 1043	\$ 0	\$ 3686
Inground Cremation	\$ 853	\$ 284	\$ 1137	\$ 499	\$ 69	\$ 1705
Single Niche	\$ 2370	\$ 263	\$ 2633	\$ 287	\$ 0	\$ 2920
Double Niche	\$ 3946	\$ 439	\$ 4385	*\$ 287	\$ 0	\$ 4672
The Meadows	\$ 568	\$ 190	\$ 758	\$ 448	\$ 0	\$ 1206
Scattering Garden	\$ 184	\$ 61	\$ 245	\$ 216	\$ 0	\$ 461

\* Per open/close of double niche

**Non-Residents:**

Description	Grave/Niche +	Care Fund =	Subtotal +	Burial Fee +	Liner =	Total
Full Burial	\$ 5437	\$ 1812	\$ 7249	\$ 1355	\$ 379	\$ 8983
Green Burial	\$ 5437	\$ 1812	\$ 7249	\$ 1355	\$ 0	\$ 8604
Child Burial	\$ 2974	\$ 991	\$ 3965	\$ 1043	\$ 0	\$ 5008
Inground Cremation	\$ 1279	\$ 427	\$ 1706	\$ 499	\$ 69	\$ 2274
Single Niche	\$ 3554	\$ 395	\$ 3949	\$ 287	\$ 0	\$ 4236
Double Niche	\$ 5920	\$ 658	\$ 6578	*\$ 287	\$ 0	\$ 6865
The Meadows	\$ 853	\$ 284	\$ 1137	\$ 448	\$ 0	\$ 1585
Scattering Garden	\$ 276	\$ 92	\$ 368	\$ 216	\$ 0	\$ 584

\* Per open/close of double niche

**Memorials:** (Includes Perpetual Care)

Monument/Marker Installation Fee:	Full Burial/ Child	Side-by-side Full Burial	Single Cremation	Side-by-Side Cremation	Single/Double Niche *	Plaque
	\$ 318	\$ 380	\$ 318	\$ 318	\$ 344	\$ 245

\* Per deceased person

**Additional Burial/Interment Fees:** (Listed fees are “per service call per family”)

	Full Burial	Child	Cremation	Meadows	Niche
<b>Weekdays 3-4:30 p.m.</b>	\$ 351	\$ 351	\$ 98	\$ 98	\$ 98
<b>Saturdays &amp; Sundays</b>	\$ 746	\$ 402	\$ 344	\$ 344	\$ 344

**Other:** (Fees for exhumation of Commingled Remains the same as single set of cremated remains)

Exhumation/ Disinterment	Full Burial	Child	Inground Cremation	Single Niche	Double Niche
	\$ 2710	\$ 2086	\$ 998	\$ 344	\$ 459

**Transfer of Right of Interment Fee:** \$ 112 per Grave or Niche

January 1, 2024 to December 31, 2024

**Residents:**

Description	Grave/Niche +	Care Fund =	Subtotal +	Burial Fee +	Liner =	Total
Full Burial	\$ 3625	\$ 1208	\$ 4833	\$ 1355	\$ 379	\$ 6567
Green Burial	\$ 3625	\$ 1208	\$ 4833	\$ 1355	\$ 0	\$ 6188
Child Burial	\$ 1982	\$ 661	\$ 2643	\$ 1043	\$ 0	\$ 3686
Inground Cremation	\$ 853	\$ 284	\$ 1137	\$ 499	\$ 69	\$ 1705
Single Niche	\$ 2370	\$ 263	\$ 2633	\$ 287	\$ 0	\$ 2920
Double Niche	\$ 3946	\$ 439	\$ 4385	*\$ 287	\$ 0	\$ 4672
The Meadows	\$ 568	\$ 190	\$ 758	\$ 448	\$ 0	\$ 1206
Scattering Garden	\$ 184	\$ 61	\$ 245	\$ 216	\$ 0	\$ 461

\* Per open/close of double niche

**Non-Residents:**

Description	Grave/Niche +	Care Fund =	Subtotal +	Burial Fee +	Liner =	Total
Full Burial	\$ 5437	\$ 1812	\$ 7249	\$ 1355	\$ 379	\$ 8983
Green Burial	\$ 5437	\$ 1812	\$ 7249	\$ 1355	\$ 0	\$ 8604
Child Burial	\$ 2974	\$ 991	\$ 3965	\$ 1043	\$ 0	\$ 5008
Inground Cremation	\$ 1279	\$ 427	\$ 1706	\$ 499	\$ 69	\$ 2274
Single Niche	\$ 3554	\$ 395	\$ 3949	\$ 287	\$ 0	\$ 4236
Double Niche	\$ 5920	\$ 658	\$ 6578	*\$ 287	\$ 0	\$ 6865
The Meadows	\$ 853	\$ 284	\$ 1137	\$ 448	\$ 0	\$ 1585
Scattering Garden	\$ 276	\$ 92	\$ 368	\$ 216	\$ 0	\$ 584

\* Per open/close of double niche

**Memorials:** (Includes Perpetual Care)

Monument/Marker Installation Fee:	Full Burial/ Child	Side-by-side Full Burial	Single Cremation	Side-by-Side Cremation	Single/Double Niche *	Plaque
	\$ 318	\$ 380	\$ 318	\$ 318	\$ 344	\$ 245

\* Per deceased person

**Additional Burial/Interment Fees:** (Listed fees are “per service call per family”)

	Full Burial	Child	Cremation	Meadows	Niche
<b>Weekdays 3-4:30 p.m.</b>	\$ 351	\$ 351	\$ 98	\$ 98	\$ 98
<b>Saturdays &amp; Sundays</b>	\$ 746	\$ 402	\$ 344	\$ 344	\$ 344

**Other:** (Fees for exhumation of Commingled Remains the same as single set of cremated remains)

Exhumation/ Disinterment	Full Burial	Child	Inground Cremation	Single Niche	Double Niche
	\$ 2710	\$ 2086	\$ 998	\$ 344	\$ 459

**Transfer of Right of Interment Fee:** \$ 112 per Grave or Niche