

City of Maple Ridge

**COMMITTEE OF THE WHOLE
AGENDA
December 3, 2019
1:30 p.m.
Council Chamber**

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

Chair: Acting Mayor

1. **CALL TO ORDER**
2. **ADOPTION AND RECEIPT OF MINUTES**
 - 2.1 Minutes of the Committee of the Whole Meeting of November 19, 2019
3. **DELEGATIONS/STAFF PRESENTATIONS – Nil**
4. **PUBLIC WORKS AND DEVELOPMENT SERVICES**

Note:

- *Owners and/or Agents of development applications on this agenda may be permitted to speak to their item with a time limit of 10 minutes.*
- *The following items have been numbered to correspond with the Council Agenda where further debate and voting will take place, upon Council decision to forward them to that venue.*

1101 2019-260-RZ, 21783 Lougheed Highway, C-2 to CD-2-19

Staff report dated December 3, 2019 recommending that Zone Amending Bylaw No. 7591-2019 to rezone the subject property from C-2 (Community Commercial) to CD-2-19 (Comprehensive Development) to permit the construction of a six storey building be given first reading and that the applicant provide further information as described on Schedules C and D of the Development Procedures Bylaw No. 5879-1999.

1102 2019-334-RZ, Proposed Revisions to the Development Permit Process

Staff report dated December 3, 2019 recommending Maple Ridge Official Community Plan Amending Bylaw No. 7594-2019 to expedite the issuance of Development permits be given first and second readings and be forwarded to Public Hearing, and that Maple Ridge Delegation Amending Bylaw No. 7595-2019 be given first, second and third readings.

1103 2019-395-RZ, Lakewood Camp, P-3 to P-2

Staff report dated December 3, 2019 recommending that Maple Ridge Zone Amending Bylaw No. 7597-2019 to rezone from P-3 (Childrens Institutional) to P-2 (Special Institutional) to permit future use as a Katzie First Nation Healing Centre be given first reading, and that the applicant provide further information as described on Schedules C, F, G and J of the Development Procedures Bylaw No. 5879-1999.

1104 2019-259-DVP, 105-22308 Lougheed Highway

Staff report dated December 3, 2019 recommending that application 2019-259-DVP, to allow a sign that is prohibited in the Maple Ridge Sign Bylaw, at 105-22308 Lougheed Highway be denied.

1105 Traffic Calming Policy 2019 Update

Staff report dated December 3, 2019 recommending that Traffic Calming Policy 9.07 be adopted as amended.

1106 Ridge Meadows Recycling Society – Partnership and Licence Agreements

Staff report dated December 3, 2019 recommending that the Corporate Officer be authorized to execute the Fee for Service Partnership Agreement between the City of Maple Ridge and Ridge Meadows Recycling Society, and that the Corporate Officer be authorized to execute the Licence of Use Agreement between the City of Maple Ridge and Metro Vancouver.

1107 Award of Contract ITT-EN19-76: 232 Street Watermain Replacement (122 Avenue to 124 Avenue)

Staff report dated December 3, 2019 recommending that award of Contract ITT-EN19-76 be awarded to Conwest Contracting Ltd., that a construction contingency be approved to address potential variations in field conditions, and that the Corporate Officer be authorized to execute the contract.

5. **CORPORATE SERVICES**

1131 Council Procedure Amending Bylaw No. 7521-2018

Staff report dated December 3, 2019 recommending that staff provide notice in accordance with the Community Charter, that the Council Procedure Amending Bylaw No. 7521-2018 be read a first, second, and third time, and that the "Council Meeting Delegations Policy", "Council Meeting Public Question Period Policy" and "Council Meeting Minute Taking Standards Policy be approved.

1132 2020-2024 Financial Plan Bylaw

Staff report dated December 3, 2019 recommending that Maple Ridge 2020-2024 Financial Plan Bylaw No. 7598-2019 be given first, second and third readings.

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

7. **ADMINISTRATION (including Fire and Police) – Nil**

8. **OTHER COMMITTEE ISSUES– Nil**

9. **ADJOURNMENT**

10. **COMMUNITY FORUM**

COMMUNITY FORUM

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

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

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

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

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

For more information on these opportunities contact:

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

Approved by: 
Date: Nov. 28/19

Space below for Clerk's Department Use Only	
Checked by: <u>AM</u> Date: <u>Nov 28, 2019</u>	Checked by: <u>EM</u> Date: <u>Nov. 28/19</u>

2.0 Adoption of Minutes

City of Maple Ridge

COMMITTEE OF THE WHOLE MEETING MINUTES

November 19, 2019

The minutes of the meeting held on November 19, 2019 at 1:31 p.m. in Council Chamber of City Hall, 11995 Haney Place, Maple Ridge, BC.

PRESENT

Elected Officials:

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

Appointed Staff

A. Horsman, Chief Administrative Officer
D. Boag, Acting General Manager Parks, Recreation & Culture
C. Carter, General Manager Planning & Development Services
D. Pollock, General Manager Engineering Services
L. Benson, Director of Corporate Administration
S. Nichols, Deputy Corporate Officer
T. Thompson, Chief Financial Officer

Other Staff as Required

C. Goddard, Director of Planning
M. Baski, Planner, Development &
M. Canning, Acting Municipal Engineer

Note: These Minutes are posted on the City website at mapleridge.ca/AgendaCenter/
Video of the meeting is posted at media.mapleridge.ca/Mediasite/Showcase

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

1. **CALL TO ORDER**

2. **ADOPTION AND RECEIPT OF MINUTES**

2.1 **Minutes of the Committee of the Whole Meeting of November 5, 2019**

It was moved and seconded

That the minutes of the November 5, 2019 Committee of the Whole be adopted as circulated.

CARRIED

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

4. **PUBLIC WORKS AND DEVELOPMENT SERVICES**

1101 **2015-275-CU/RZ, 23227 Dogwood Avenue, Temporary Commercial Use Permit Renewal**

Staff report dated November 19, 2019 recommending that Temporary Commercial Use Permit 2015-275-CU, respecting property located at 23227 Dogwood Avenue be renewed and re-issued for an additional three years and that the Corporate Officer be authorized to sign and seal the renewed permit.

M. Baski, Planner, provided a presentation and responded to questions from Council. The Director of Planning provided clarification in relation to the process.

Mayor Morden entered the meeting at 1:33 p.m.

Councillor Meadus entered the meeting at 1:34 p.m.

It was moved and seconded

That the staff report dated November 19, 2019 titled "Temporary Commercial Use Permit Renewal 23227 Dogwood Avenue" be forwarded to the Council Meeting of November 26, 2019.

CARRIED

1102 **2019-331-RZ, 25597 130 Avenue, RS-3 to RS-2**

Staff report dated November 19, 2019 recommending that Maple Ridge Zone Amending Bylaw No. 7586-2019 rezone from RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential) to permit a future subdivision into two lots be given first reading and that the applicant provide further information as described on Schedules B and F of the Development Procedures Bylaw No. 5879-1999 along with the information required for a Subdivision application.

The Director of Planning provided a presentation and responded to questions from Council.

It was moved and seconded

That the staff report dated November 19, 2019 titled "First Reading, Zone Amending Bylaw No. 7586-2019, 25597 130 Avenue" be forwarded to the Council Meeting of November 26, 2019.

CARRIED

Councillor Duncan – OPPOSED

1103 2019-353-RZ, 22058 119 Avenue, RS-1 to RT-2

Staff report dated November 19, 2019 recommending that Maple Ridge Zone Amending Bylaw No. 7583-2019 to rezone from RS-1 (One Family Urban Residential) to RT-2 (Ground-Oriented Residential Infill) to permit the future development of a triplex residential building be given first reading and that the applicant provide further information as described on Schedules C and D of the Development Procedures Bylaw No. 5879-1999.

The Director of Planning provided a presentation and responded to questions from Council.

It was moved and seconded

That the staff report dated November 19, 2019 titled "First Reading, Zone Amending Bylaw No. 7583-2019, 22058 119 Avenue" be forwarded to the Council Meeting of November 26, 2019.

CARRIED

1104 2019-262-DVP, 8 – 23527 Larch Avenue

Staff report dated November 19, 2019 recommending that the Corporate Officer be authorized to sign and seal 2019-262-DVP respecting property located at 8-23527 Larch Avenue.

The Director of Planning provided a presentation and responded to questions from Council.

It was moved and seconded

That the staff report dated November 19, 2019 titled "Development Variance Permit 8-23527 Larch Avenue" be forwarded to the Council Meeting of November 26, 2019.

CARRIED

1105 2019-261-DVP, 12244 228 Street

Staff report dated November 19, 2019 recommending that the Corporate Officer be authorized to sign and seal the revised 2019-261-DVP respecting the property located at 12244 228 Street.

The Director of Planning provided a presentation and background information on the application, and responded to questions from Council.

It was moved and seconded

That the staff report dated November 19, 2019 titled "Addendum report Development Variance Permit 12244 228 Street" be forwarded to the Council Meeting of November 26, 2019.

CARRIED

1106 Award of Contract – RFP-EN19-21: Engineering Design Services for 236 Street Water Pump Station Replacement

Staff report dated November 19, 2019 recommending that the Contract RFP-EN19-21, Engineering Design Services for 236 Street Water Pump Station Replacement, be awarded to Stantec Consulting Ltd. (Stantec) and that the Corporate Officer be authorized to execute the Contract.

It was moved and seconded

That the staff report dated November 19, 2019 titled “Award of Contract RFP-EN19-21: Engineering Design Services for 236 Street Water Pump Station Replacement” be forwarded to the Council Meeting of November 26, 2019.

CARRIED

1107 Municipal Equipment Purchase, one Single Axle Dump Truck with Underbody Plow and Sander

Staff report dated November 19, 2019 recommending that the Contract for the purchase of one single axle dump truck with underbody plow and sander be awarded to Harbour International Trucks Ltd. and that the Corporate Officer be authorized to execute the Contract.

It was moved and seconded

That the staff report dated November 19, 2019 titled “Municipal Equipment Purchase, one Single Axle Dump Truck with Underbody Plow and Sander” be forwarded to the Council Meeting of November 26, 2019.

CARRIED

1108 Municipal Equipment Purchase, one Front End Loader with Articulating Tool Carrier

Staff report dated November 19, 2019 recommending that the Contract for RFP-OP19-64 be awarded to Inland Kenworth Ltd. and that the Corporate Office be authorized to execute the Contract.

It was moved and seconded

That the staff report dated November 19, 2019 titled “Municipal Equipment Purchase, One Front End Loader with Articulating Tool Carrier” be forwarded to the Council Meeting of November 26, 2019.

CARRIED

1109 Award of Contract – 2019/2020 Storm and Sanitary Sewer CCTV Program

Staff report dated November 19, 2019 recommending that Contract ITT-OP19-42, 2019/2020 Storm and Sanitary Sewer CCTV Program be awarded to C3 Mainline Inspections Inc. and that the Corporate Officer be authorized to execute the Contract.

It was moved and seconded

That the staff report dated November 19, 2019 titled “2019/2020 Storm and Sanitary Sewer CCTV Program” be forwarded to the Council Meeting of November 26, 2019.

CARRIED

5. CORPORATE SERVICES

1131 Microsoft Enterprise Agreement

Staff report dated November 19, 2019 recommending that staff enter into a three-year Microsoft Enterprise Agreement (EA) and that the Corporate Officer be authorized to execute the Agreement.

It was moved and seconded

That the staff report dated November 19, 2019 titled “Microsoft Enterprise Agreement” be forwarded to the Council Meeting of November 26, 2019.

CARRIED

1132 2020 Acting Mayor Appointments and Government Agencies, Committees & Commissions and Community Groups and Organization Appointments

Staff report dated November 19, 2019 recommending the Acting Mayor schedule and appointments for December 2019 to November 2020 and the 2020 Council appointments to Government Agencies, Committees & Commissions and Community Groups and Organization Appointments as attached to the staff report be approved.

It was moved and seconded

That the staff report dated November 19, 2019 titled “2020 Acting Mayor Appointments and Government Agencies, Committees & Commissions and Community Groups and Organization Appointments” as updated November 18, 2019 be forwarded to the Council Meeting of November 26, 2019.

CARRIED

1133 Policy – Petitions to Council

Staff report dated November 19, 2019 recommending that the Petitions to Council Policy as attached to the staff report be approved.

It was moved and seconded

That the staff report dated November 19, 2019 titled “Policy – Petitions to Council” be forwarded to the Council Meeting of November 26, 2019.

CARRIED

6. *PARKS, RECREATION & CULTURE* – Nil

7. *ADMINISTRATION (including Fire and Police)* – Nil

8. *OTHER COMMITTEE ISSUES*

1191 Mayor & Council Events: Up to November 26, 2019

By Invitation to Mayor and Council

Thursday, November 21 11:30 am – 1:30 pm	Craig Wright, 2020 Economic Outlook, Fairmont Hotel Vancouver, 900 W. Georgia Street, Vancouver Host: UDI Luncheon
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General Community Events

Saturday, November 23 9:00 am – 2:00 pm	Christmas Bazaar Golden Ears United Church
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Saturday, November 23 10:30 am – 3:00 pm	2016th Silent Auction – Shop with a Purpose The ACT Arts Centre Host: Community Services in partnership with the Christmas Hamper Society
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Open Houses

None

9. *ADJOURNMENT* – 2:26

10. *COMMUNITY FORUM* – Nil

Councillor R. Svendsen, Chair
Presiding Member of the Committee

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: First Reading
Zone Amending Bylaw No. 7591-2019
21783 Lougheed Highway

MEETING DATE: December 3, 2019
FILE NO: 2019-260-RZ
MEETING: C o W

EXECUTIVE SUMMARY:

An application has been received to rezone the subject property, located at 21783 Lougheed Highway, from C-2 (Community Commercial) to CD-2-19 (Comprehensive Development) to permit the construction of a six storey, mixed-use building, with approximately 1,858 m² (20,000 ft²) of ground floor commercial space, plus approximately 90 residential units above.

Pursuant to Council policy, this application is subject to the Community Amenity Contribution Program at a rate of \$3,100.00 per apartment dwelling unit, for an estimated amount of \$279,000.00.

RECOMMENDATIONS:

1. That Zone Amending Bylaw No. 7591-2019 be given first reading; and
2. That the applicant provide further information as described on Schedules C and D of the Development Procedures Bylaw No. 5879-1999.

DISCUSSION:

a) Background Context:

Applicant:	Bissky Architecture and Urban Design Inc.
Legal Description:	Parcel A District Lot 247 Group 1 New Westminster District Plan EPP73031
OCP:	
Existing:	Commercial
Proposed:	Commercial
Zoning:	
Existing:	C-2 (Community Commercial)
Proposed:	CD-2-19 (Comprehensive Development)
Surrounding Uses:	
North:	Use: Single Family Residential
	Zone: RS-1 (One Family Urban Residential)
	Designation: Urban Residential

South:	Use:	Commercial and Residential
	Zone:	CS-1 (Service Commercial) and RS-1 (One Family Urban Residential)
East:	Designation:	Commercial and Urban Residential
	Use:	Single Family Residential
	Zone:	RS-1 (One Family Urban Residential)
West:	Designation:	Urban Residential
	Use:	Commercial
	Zone:	CS-1 (Service Commercial)
	Designation:	Commercial
Existing Use of Property:	Vacant	
Proposed Use of Property:	Mixed Use (Commercial and Residential)	
Site Area:	0.51 ha (1.3 acres)	
Access:	Lougheed Highway	
Servicing requirement:	Urban Standard	

b) Site Characteristics:

The subject property, located at 21783 Lougheed Highway, is approximately 1.3 acres in area and is currently vacant (see Appendices A and B). The subject property is relatively flat with low-lying vegetation located throughout the site and trees along the eastern property boundary. Japanese Knotweed has been identified on the subject property; however, mitigation and removal measures have been implemented.

c) Project Description:

The subject property was recently rezoned to the C-2 (Community Commercial) zone, under a previous application, 2015-309-RZ. The purpose of this previously-approved rezoning application was to allow for a two-storey Pediatric and Family Care Clinic. The owners have since revised their vision for the development, and are requesting to rezone to a new Comprehensive Development zone (CD-2-19) (see Appendix C) that will include approximately 1,858 m² (20,000 ft²) of ground floor commercial space and approximately 90 residential units above, for a total of six storeys. The intention for the ground floor commercial space is to provide medical practices and related medical uses. The preliminary design intends to have the six storeys fronting onto Lougheed Highway (south facing), and then step down to three storeys adjacent to the single family residential lots along the northern property boundary. The preliminary design also identifies landscaping along the northern edge of the development to act as a buffer against the adjacent residential lots. The City lane located to the north of the subject property, which is approximately 3 m (10 ft.) in width, is not intended to be constructed and will further buffer the proposed development from the residential uses. Underground parking is proposed for the residential use, with access located in the northeast corner. Surface parking is to be provided for the commercial use, along the west, south, and eastern property boundaries (see Appendix D).

The Ministry of Transportation and Infrastructure (MOTI) has jurisdiction for access and parking requirements; therefore, the applicant will need to coordinate with MOTI early in the development process.

At this time the current application has been assessed to determine its compliance with the Official Community Plan (OCP) and provide a land use assessment only. Detailed review and comments will need to be made once full application packages have been received. A more detailed analysis and

further reports will be required prior to second reading. Such assessment may impact proposed lot boundaries and yields, OCP designations and Bylaw particulars, and may require application for further development permits.

d) Planning Analysis:

Official Community Plan:

The subject property is currently designated *General Commercial* in the OCP. It is noted that the subject property falls within the Lougheed Transit Corridor study area. The Lougheed Transit Corridor Study was initiated in September 2018 to review the OCP designations along the Lougheed Highway and surrounding area west of the Town Centre. The timing of this review coincides with a new rapid bus service between downtown Maple Ridge and the Evergreen skytrain line in Coquitlam along the Lougheed Highway. The Lougheed Transit Corridor study has also been undertaken in the context of the City's Commercial and Industrial Strategy recommendations to accommodate additional employment opportunities in West Maple Ridge by 2042, and to better utilize commercial land for long-term commercial demand.

Through the Lougheed Transit Corridor Concept Plan process, the subject property has been identified for the *Flexible Commercial Employment* land use, which aligns with the CS-1 (Service Commercial), C-2 (Community Commercial) and M-3 (Business Park) zones. The proposed land use reflects the property's location on the Lougheed Highway and the changing nature of commercial land.

As part of the land use review process, Urban Systems Consultants conducted a study area market analysis, with a specific focus on the rapid bus stop trade areas. That analysis indicated the following new commercial floor space could be anticipated over the next 15 year horizon:

- 1,300-1,858 m² (14,000-20,000 ft²) of new commercial floor space projected within 800 m of 203 Street and Lougheed Highway.
- 929-1,300 m² (10,000-14,000 ft²) of new commercial floor space projected within 800 m of Laity Street and Lougheed Highway. Specifically, Urban Systems identified an emerging model of comprehensive re-development in proximity to hospitals with a priority placed on professional health service offices and supporting uses. Ridge Meadows Hospital leadership staff have also indicated a desire to increase opportunities for medical offices adjacent to the site.
- 1,394-1,858 m² (15,000 – 20,000 ft²) of new commercial floor space projected within the Hammond commercial node.
- Under 9,290 m² (100,000 ft²) of new commercial floor space projected throughout West Maple Ridge.

In addition to commercial floor space forecasting, Urban Systems has also produced more generalized multi-family unit demand projections along the Lougheed Highway, which indicate a demand of approximately 2,100 new units over the ten-year horizon.

The Lougheed Transit Corridor Concept Plan, scheduled for Council review concurrently with the subject application on December 3, 2019, takes these revised projections into account in both the distribution and size of commercially designated land. The concept plan also reflects the community's vision and planning principles to create an urban environment focused on pedestrian, rather than vehicular needs, resulting in clustered higher density mixed-use development surrounding the rapid bus stops at 203 Street and Laity Street, with smaller 'high streets' along 207

Street and 216 Street. Outside of the identified nodes and high streets, new land uses are proposed to support employment-generating businesses in the light industrial, business park, and service commercial sectors, keeping in mind the need to be flexible and adaptive to evolving market conditions. The overall intent of the concept plan is to concentrate moderate commercial and residential growth within walking distance of a rapid bus stop or high street to create transit supportive developments that will promote transit ridership equivalent to larger scale rapid transit modes.

Although achieving many of the job creation and service commercial uses, as well as residential apartments, the proposal is larger than anticipated by the Loughheed Transit Corridor Concept Plan, at this location. This is because the applicant has been in discussion with City Staff for some time about a mixed use development, which pre-dates the Loughheed Transit Corridor Concept Plan. Efforts have been made in the proposed design to fit with the existing neighbourhood to the north, by stepping down the building to three storeys. Thus, the subject application pre-dates the Loughheed Transit Corridor Concept Plan, and should proceed to Public Hearing to see neighbourhood reaction.

Zoning Bylaw:

The current application proposes to rezone the subject property from C-2 (Community Commercial) to a new CD-2-19 (Comprehensive Development) zone to permit the construction of a six storey mixed-use building with approximately 1,858 m² (20,000 ft²) of ground floor commercial space plus approximately 90 residential units above (see Appendix E). Such a proposal has traditionally been limited to the Town Centre; however, the site is located on a Major Corridor and is within walking distance of the Town Centre and Ridge Meadows Hospital. Therefore, there is some justification to support the proposal towards Public Hearing to determine how the public will react to the proposed development. The ground floor office space is intended for a consortium of Maple Ridge doctors who are creating a medical service hub.

Due to the recent change in the proposal for this project, with the addition of residential units above and a significant increase in height, a new Comprehensive Development zone (CD-2-19) is being proposed. This zone will be primarily based on the C-3 (Town Centre Commercial) zone, with respect to permitted uses, siting, and height. The C-3 (Town Centre Commercial) zone could not be used at this location, as the subject property is located outside the Town Centre Area Plan.

Development Permits:

Pursuant to Section 8.5 of the OCP, a Commercial Development Permit application is required to address the current proposal's compatibility with adjacent development, and to enhance the unique character of the community.

Advisory Design Panel:

A Commercial Development Permit is required and must be reviewed by the Advisory Design Panel prior to second reading.

Development Information Meeting:

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

e) Interdepartmental Implications:

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

- a) Engineering Department;
- b) Operations Department;
- c) Fire Department;
- d) Building Department;
- e) Parks Department;
- f) School District;
- g) Utility companies;
- h) Ministry of Transportation and Infrastructure; and
- i) 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) Alternatives:

1. That Council defer the application subject to the height conforming to the Lougheed Transit Corridor Concept Plan (i.e. two storey commercial building).
2. That Council deny the application.

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. A complete Rezoning Application (Schedule C); and
2. A Commercial Area Development Permit Application (Schedule D);

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 achieves many of the job creation, commercial and residential uses of the Loughheed Transit Corridor Concept Plan; however, the proposal has included up to five storeys of residential use above the ground floor commercial, which is greater in height and more dense than the Concept Plan has intended at this location. Discussions with the applicant that pre-date the Loughheed Transit Corridor Concept Plan have occurred regarding a mixed use development at the subject property. As well, there has been an effort to step the building to three storeys along the northern property boundary, adjacent to the single family residential properties. Thus, it is recommended that Council grant first reading subject to additional information being provided and assessed prior to second reading.

"Original signed by Adam Rieu"

Prepared by: **Adam Rieu**
Senior Planning Technician

"Original signed by Lisa Zosiak" for

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

"Original signed by Christine Carter"

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

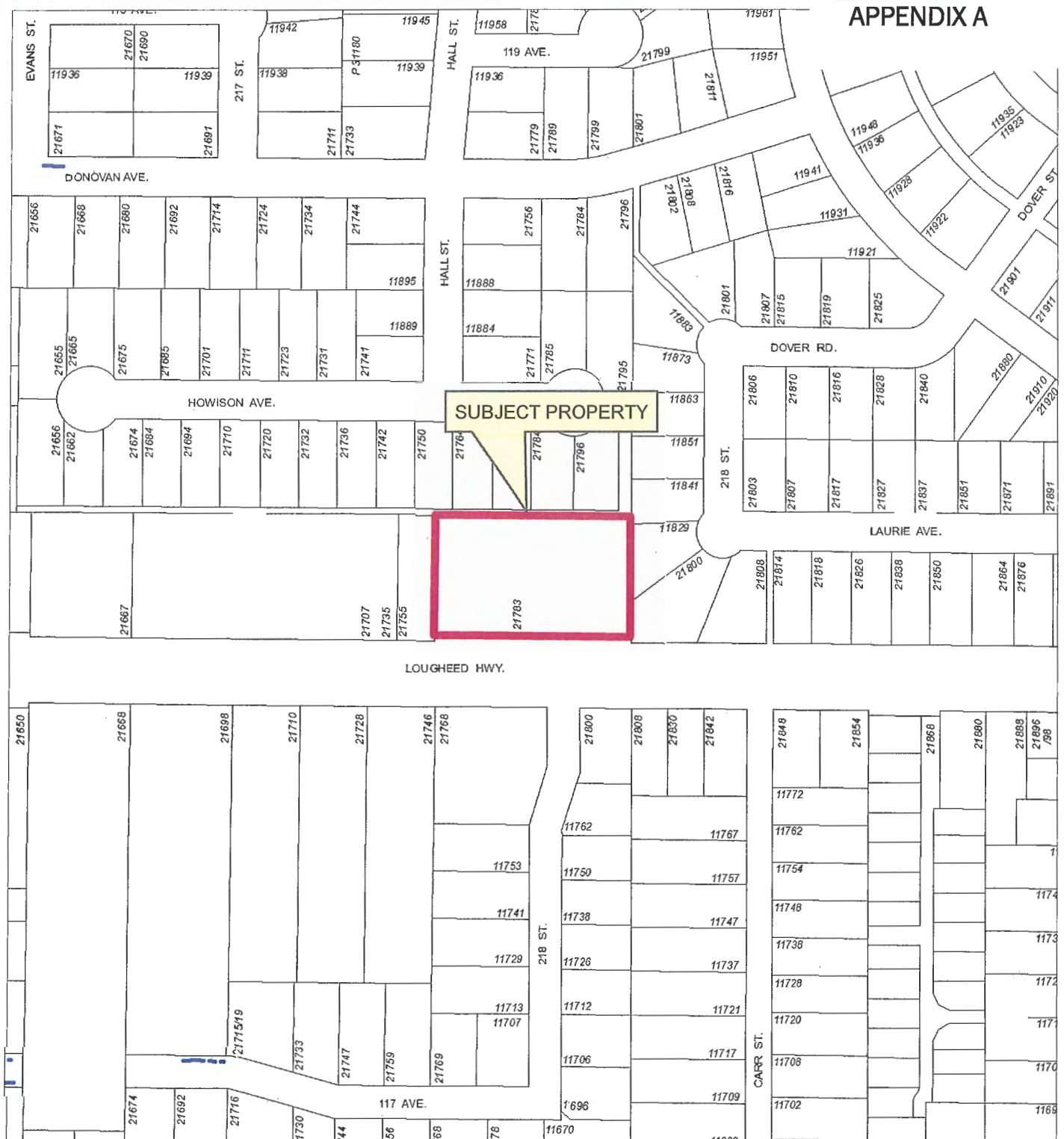
"Original signed by Christine Carter" for

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. 7591-2019
- Appendix D – Proposed Site Plan
- Appendix E – Preliminary Rendering

APPENDIX A



Scale: 1:2,500

Legend

 Ditch Centreline

21783 Lougheed Hwy
PID 030-610-371

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

mapleridge.ca

FILE: 2019-260-RZ

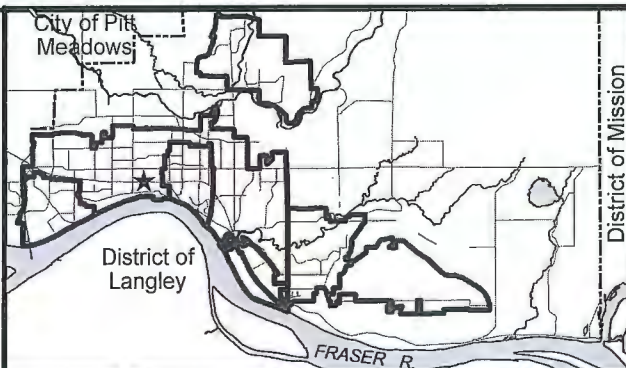
DATE: Jul 23, 2019

BY: MC

APPENDIX B



Scale: 1:2,500



21783 Lougheed Hwy
PID 030-610-371

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

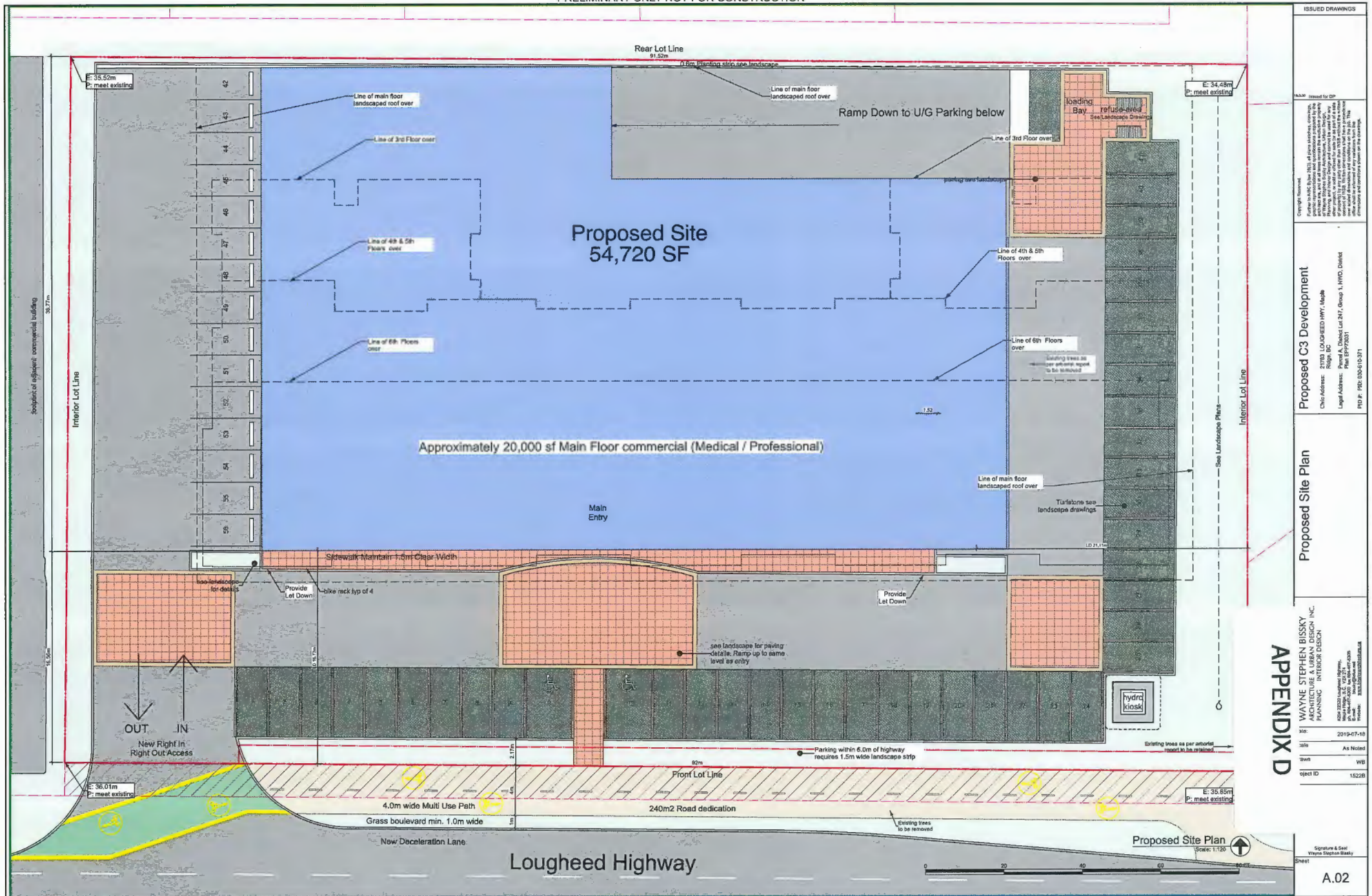
mapleridge.ca

FILE: 2019-260-RZ
DATE: Jul 23, 2019

BY: MC

CORPORATE OFFICER

PRELIMINARY ONLY NOT FOR CONSTRUCTION



ISSUED DRAWINGS

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Proposed C3 Development
 Client Address: 2175 LOUGHEED HWY, Suite 100, BC
 Legal Address: 2175 LOUGHEED HWY, Suite 100, BC
 PID #: 001 001 001 001

Proposed Site Plan

APPENDIX D
 WAYNE STEPHEN BISSKY
 ARCHITECTURE & INTERIOR DESIGN INC.
 1000 10th Avenue, Suite 100, Vancouver, BC V6J 1A1
 Tel: 604-681-1111
 Fax: 604-681-1112
 Email: wsb@wbdesign.com
 Website: www.wbdesign.com

Signature & Seal
 Wayne Stephen Bissky
 A.02

PRELIMINARY ONLY NOT FOR CONSTRUCTION



APPENDIX E

ISSUED DRAWINGS	
NAME	Issued for RFP
<p>Copyright Reserved: From 1st to 10th July 2019, all design services, drawings, and documents are the property of the Architect. No part of this drawing may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of the Architect. The Architect shall not be responsible for any errors or omissions in this drawing or for any consequences arising therefrom.</p>	
<p>Proposed C3 Development City Address: 21122 LOUGHEED HWY, Maple Ridge, BC Legal Address: Parcel A, District Lot RPT Group 1, MWD, District Plan SPT 2001 PID #: MWD 006410-01</p>	
<p>Concept Sketch from North Daytime</p>	
<p>WAYNE STEPHEN BISSKY ARCHITECTURE & URBAN DESIGN INC. PLANNING INTERIOR DESIGN 1000 10th Ave S.E. Unit 201 Vancouver, BC V6A 2K4 Tel: 604-275-1111 Fax: 604-275-1112 Email: wsb@wbdesign.ca</p>	
Date:	2019-07-19
Scale:	As Noted
Drawn:	WB
Project ID:	1522B
Sheet:	<p>Signature & Seal Wayne Stephen Bissky</p> <p>A.04</p>

City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Proposed Revisions to the Development Permit Process
First and Second Reading
Maple Ridge Official Community Plan Amending Bylaw No. 7594-2019
First, Second, and Third Reading
Maple Ridge Development Permit Delegation Amending Bylaw No. 7595-2019

MEETING DATE: December 3, 2019
FILE NO: 2019-334-RZ
ATTN: C o W

EXECUTIVE SUMMARY:

At the October 22, 2019 Council Workshop, Council reviewed a report titled, "Proposed Revisions to the Development Permit Process". This report provided recommendations for revisions to the Official Community Plan and to the Development Permit Delegation Bylaw in order to expedite the issuance of Development Permits. In response to these recommendations, Council passed the following resolution:

That staff prepare bylaw amendments as outlined in the report "Proposed Revisions to the Development Permit Process" dated October 15, 2019.

This report introduces the bylaw amendments in support of Council direction. The October 22, 2019 Workshop report is attached to this report as Appendix A.

RECOMMENDATION:

- 1) That Maple Ridge Official Community Plan Amending Bylaw No. 7594-2019 be given First and Second Readings and be forwarded to Public Hearing; and
- 2) That Maple Ridge Development Permit Delegation Amending Bylaw No. 7595-2019 be given First, Second, and Third Readings.

DISCUSSION:

a) Background:

The recommendations presented with this report are the result of Council dialogue and direction with the intention to improve the development application process. Achieving these outcomes involves introducing bylaw amendments to the Official Community Plan and to the Maple Ridge Development Permit Delegation Bylaw. The amending process for the Official Community Plan includes a required Public Hearing. The Development Permit Delegation Bylaw does not require a public hearing.

b) Project Description:

This application is to amend the Official Community Plan in order to increase the exemption threshold for form and character development permits for façade and landscape improvements. In addition, it proposes to amend the Maple Ridge Development Permit Delegation Amending Bylaw to increase the delegation authority for the Director of Planning to include the issuance of wildfire development permits and form and character development permits for construction value that is less than \$500,000.00. For the purpose of amending the Bylaw, this type of development permit will be defined as “smaller scale development permits”. The descriptions of these bylaw amendments are outlined below.

1. Exemptions to Development Permits

Official Community Plan Amendment.

The direction given by Council pertained to exterior façade and landscape renovations to existing structures for form and character development permits. Council's specific direction was to increase the exemption threshold from \$25,000.00 to \$250,000.00 for development permits under these circumstances. In addition, the need for landscape securities including maintenance period will be noted as a condition of the issuance of a building permit. The section of the Official Community Plan that will require amendments is Section 8.4, Development Permit Area Exemptions, Part 1 c) and d), with the proposed amendments shown in bolded font, and the deleted sections shown with strike-through font, as follows:

1. A Development Permit is not required for any of the following:

- c. Additions or external alterations to an existing building or structure which do not significantly impact the external appearance of the building because they are compatible in terms of material, colours, form and character with the existing development, provided such works is not on lands within 50 meters of the top-of bank of any watercourse or wetland. **Landscape securities including the maintenance period of landscape installation will be taken as a condition of issuance of a building permit.** Generally, this applies to renovations with a total value of less than ~~\$25,000~~ **(\$250,000.00)** or for additional 100 m² (1076 ft²) or less that are consistent with the Development Permit Guidelines;
- d. Site improvements ~~for~~ such as landscaping , paving, and access paths, with a total value of less than ~~\$25,000~~ **(\$250,000.00)**, provided such work is not within 50 metres of the top-of-bank of any watercourse or wetland and the work is compatible with the Development Permit Guidelines.

These required amendments include a simple replacement of the higher amount (\$250,000.00) for the exemption threshold, and the insertion of text regarding landscape securities.

2. Delegation of Authority for Small Scale Development Permits

Development Permit Delegation Bylaw.

The direction given by Council was to delegate to the Director of Planning the issuance of wildfire and smaller scale form and character development permits (less than \$500,000.00 construction value). An amendment to the Development Permit Delegation Bylaw is therefore required. In addition, there have been some changes to the Local Government Act since the Development Permit Delegation Bylaw was created in 2007. This proposed amendment provides an opportunity to revise

this bylaw to reflect these more recent changes in the Local Government Act, which became effective in 2015.

The following sections in the Local Government Act are referenced in the Development Permit Delegation Bylaw, but have since been revised, due to revisions in the Act, as follows:

- Section 920 has become Section 489 (Activities that require a development permit)
- Section 925 has become Section 502 (Requirement for security as condition of land use permit)
- Section 926 has become Section 504 (Permit lapses if relevant construction not substantially started)
- Section 928 has become Section 501 (General land use permit matters)
- Section 919 has become Section 488. (Designation of development permit areas)

It should be noted that the above changes are administrative in nature as these are simple housekeeping amendments that do not alter the original intent of the bylaw. The proposed amendments below will revise Part 2 of the Development Permit Delegation Bylaw.

Current Bylaw:

Delegation of Powers Respecting Environmental Development Permit Areas

Council hereby delegates to the Director of Planning, or in that person's absence, the Manager of Development and Environmental Services, all of Council's powers, duties and functions under Sections 920, 925, 926, and 928 of the Local Government Act in respect of all development permit areas designated under s. 919.1 (1) (a) of that Act;

Section 919.1 (1) (a) of the Local Government Act is limited to protection of the natural environment, its ecosystems and biological diversity. As this amendment is intended to expand the delegation authority to include wildfire development permits, a revision that references the revised Local Government Act section is proposed.

Proposed:

Delegation of Powers Respecting Environmental and Wildfire Development Permit Areas

Council hereby delegates to the Director of Planning, or in that person's absence, the Manager of Development and Environmental Services, all of Council's powers, duties and functions under Sections 489, 502, 504, and 501 of the Local Government Act in respect of all development permit areas designated under s. 488 (1) (a) and (b) of that Act.

Where (a) is the protection of the natural environment, its ecosystems and biological diversity, and (b) is the protection of development from hazardous conditions (wildfire development permit);

This proposed amendment will introduce a new delegation of authority for the issuance of form and character development permits for developments with construction costs that are less than \$500,000.00. The proposed mechanism to achieve this objective is to define applicable proposals as "small scale development permits", and establish criteria for meeting this definition. These proposed criteria are appended to the proposed amending bylaw as Appendix A. The proposed new section of the Development Permit Delegation Bylaw follows:

Delegation of Small Scale Development Permits

4. Council hereby delegates to the Director of Planning, or in that persons absence, the Manager of Development and Environmental Services, the power to issue a development permit under Section 488 (1) (e), (f) of the Local Government Act or by a delegatee under this Bylaw.
5. The delegatee shall not issue a development permit under Section 4, unless the delegatee considers that the amendment is a small scale development permit that conforms with the guidelines attached as Schedule A.
6. An application for a small scale development permit shall be made in a form satisfactory to the delegatee and shall be accompanied by such information as the delegatee considers necessary to appropriately review the application.

CONCLUSION:

This report introduces bylaw amendments to help streamline the approval process for specific development permits, and recommends that Council give first and second reading to Maple Ridge Official Community Plan Amending Bylaw No. 7594-2019 and Maple Ridge Development Permit Delegation Amending Bylaw No. 7595-2019.

"Original signed by Diana Hall"

Prepared by: **Diana Hall M.A., MCIP, RPP
Planner 2**

"Original signed by Lisa Zosiak" for

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

"Original signed by Christine Carter"

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

"Original signed by Christine Carter" for

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

The following appendices are attached hereto:

Appendix A – Council Workshop Report, dated October 22, 2019

Appendix B - Maple Ridge Official Community Plan Amending Bylaw No. 7594-2019.

Appendix C - Maple Ridge Development Permit Delegation Amending Bylaw No. 7595-2019.



City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Proposed Revisions to the Development Permit Process

MEETING DATE: October 22, 2019
FILE NO: 2019-334-RZ
ATTN: Workshop

EXECUTIVE SUMMARY:

The City of Maple Ridge has always been receptive to recommendations that improve efficiencies in their service delivery. For the Planning Department, a pertinent focus continues to be improvements in the development application process. Following on this broader objective, this report makes recommendations for specific development permit processes, that could be either exempted or delegated to the Director of Planning. This resulting process is expected to benefit applicants by improving processing times and reducing the number of reports being placed on Council agendas.

For Council's consideration, this report recommends revisions and conditions for specific types of development permits. These permits and conditions include:

- **Wildfire Development Permits.** Delegate authority for the issuance of these technical permits.
- **Form and Character Exemption threshold.** For exterior façade and landscape renovations to existing structures, raise the current development permit exemption from \$25,000.00 to \$250,000.00.
- **Form and Character Development Permits.** Delegate authority for the issuance of these permits if the estimated cost of construction is less than \$500,000.00 for new buildings, or between \$250,000.00 and \$500,000.00 for exterior façade and landscape renovations.

These initiatives are proposed as part of a larger municipal effort to improve service delivery, especially for smaller scale business owners and investors.

RECOMMENDATION:

That staff prepare bylaw amendments as outlined in the report "Proposed Revisions to the Development Permit Process" dated October 15, 2019.

DISCUSSION:

a) Background:

This proposal to revise processes and considerations for the issuance of development permits is consistent with earlier initiatives made in 2007. At that time, Council amended the Maple Ridge Development Procedures Bylaw No. 5879-1999 with the purpose of stream lining the approval and review process of various Planning Department applications. With this in mind, a second bylaw was adopted at the same time delegating to the Director of Planning the issuance of Environmental related Development Permits and the approval of minor changes to existing form and character Development Permits as Maple Ridge Development Permit Delegation Bylaw No. 6478-2007. These

implemented changes were the results of a lengthy and in-depth analysis of a review by a consultant team, UMA Engineering Ltd. in 2004 whose strategy was endorsed by Council.

Overall, the results of the earlier bylaw changes have been positive. For example, the delegation of the issuance of technical environmental permits and minor DP amendments have reduced processing time significantly. Other initiatives developed at that time were intended to improve the accessibility of information for prospective applicants. These initiatives included the encouragement of pre-application meetings and the preparation of comprehensive check lists for development applications.

b) Proposed Amendments and Regulatory Framework:

Building on the successes of these earlier initiatives, further revisions are proposed for Council's consideration. Descriptions of the affected applications, justification for these amendments, and the required bylaw amendments to make these changes are described below:

- **Wildfire Development Permits**

Description: *The Wildfire Development Permit Area Guidelines are intended for the protection of life and property in designated areas that could be at risk of wildfire and where this risk may be reasonably abated through implementation of appropriate precautionary measures. A Development Permit is required for all development and subdivision activity or building permits for areas identified as a Wildfire Development Permit Area in the Official Community Plan.*

Recommendation: Delegate the authority for issuance of these permits to the Director of Planning. As before, the Fire Chief will review and sign the report.

Justification: The Wildfire Development Permit Area was established in 2014. At present, these Development Permits are issued by Council, but are highly technical, based on scientific findings, that do not require a political decision to be justified. The site specific details of these permits are generally integrated with other environmental development permits as part of an overall development application for rezoning or subdivision. The issuance of environmental development permits (Watercourse Protection and Natural Features) was delegated to the Director of Planning in 2007, with positive results. For this reason, it is consistent and justified to also delegate authority for the issuance of Wildfire Development Permits to the Director of Planning.

Required Bylaw Amendment: This additional delegation of authority to the Director of Planning will require an amendment to the Maple Ridge Delegation Bylaw 6478-2007.

- **Form and Character Development Permits**

Description: *Form and character development permits are a practical approach for directing the appearance of buildings and landscaping within the Community. To meet this objective, Development Permits are required for all rezoning, subdivision of land, or construction, addition to or alteration of buildings or other structures that involve multifamily residential, intensive residential, commercial, and industrial development. Exemptions are specified for form and character development permit requirements, including single family development, internal renovations, or **site improvements with an estimated value of \$25,000.00.***

- **Form and Character Exemption threshold**

Recommendation: Increase the exemption threshold for requiring a form and character development permit from \$25,000.00 to \$250,000.00 for exterior façade and landscape renovations to existing structures.

Justification: Rising construction costs are the main reason for this exemption. A staff review of construction costs and development permits reveal that there has been about 1 application per year with construction costs of less than \$100,000.00. A threshold of \$250,000.00 would exempt about 20 applicants each year from the requirement to apply for a development permit. This change will benefit smaller scale developers and business interest with reduced costs and fewer time delays in application processing.

Consideration will be required to maintain quality in the built form. For this reason, this exemption threshold increase is only recommended for renovations to existing structures that would have previously been subject to the development permit process. In addition, a recommendation will be to require a standard landscape security as part of the building permit process to direct both the installation and maintenance of landscape materials. Building permit information pertains to the entire cost of construction, but with an existing building, changes to landscaping and external facades are usually minimal. Internal renovations do not require a development permit.

Required Bylaw Amendment: The current development permit exemption is prescribed in the Official Community Plan. For this reason, an amendment to the Official Community Plan is required to increase this threshold.

- **Delegation of Issuance of Form and Character Development Permits**

Recommendation: the delegation of authority to the Director of Planning for the issuance of form and character development permits for new buildings where the estimated cost of construction is less than \$500,000.00, or between \$250,000.00 and \$500,000.00 for exterior façade and landscape renovations.

Justification: A revised process is recommended in order to streamline application processing while maintaining municipal standards for urban design. In these cases, the applicant will still be required to follow processes including attendance at an Advisory Design Panel meeting, and interdepartmental referrals, but Council approval will not be required for the issuance of these smaller scale permits.

Required bylaw amendments: This additional delegation of authority to the Director of Planning will require an amendment to the Maple Ridge Delegation Bylaw 6478-2007.

Next Steps:

The recommendations presented above are intended to improve the development application process and promote Council dialogue and direction on the required bylaw amendments to achieve these outcomes.

Two bylaws (Official Community Plan and Delegation Bylaw) will need to be amended to realize these outcomes. The amending process for the Official Community Plan includes a required Public Hearing. The Delegation Bylaw does not require a public hearing.

If the recommendations above are agreed to, staff can commence a simple process of bylaw introduction that would be brought to a regular Committee of the Whole meeting. It is recommended that these improvements be implemented immediately because these amendments will benefit both Council, applicants, and the public. The Official Community Plan amendment will provide consultation opportunities with the required public hearing.

c) Intergovernmental Implications:

The Local Government Act provides enabling legislation for amending both the Delegation Bylaw and the Official Community Plan. Any amending bylaws will be required to adhere to the process as outlined in the Local Government Act.

d) Citizen/Customer Implications:

Staff participate on the UDI/HAVAN (Urban Development Institute/ Home Builder's Association Vancouver) Liaison Committee, and will seek feedback on these amendments prior to the Public Hearing. The delegation bylaw does not require a Public Hearing to be adopted by Council, although a Public Hearing is required to amend the Official Community Plan.

e) Interdepartmental Implications:

The recommendations outlined in this report are intended to improve service delivery in the development process. This objective is integrated throughout municipal departments, but most directly involves Planning, Building, Engineering, Bylaws, and Economic Development.

These proposed amendments have been discussed with these departments, and all are supportive of the recommendations.

CONCLUSION:

This report provides recommendations to help streamline the approval process for specific development permits, and recommends that Council direct staff to commence bylaw introduction for this purpose.

"Original signed by Diana Hall"

Prepared by: **Diana Hall, M.A (Planning), MCIP, RPP
Planner 2**

"Original signed by Chuck Goddard"

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

"Original signed by Christine Carter"

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

"Original signed by Kelly Swift"

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

CITY OF MAPLE RIDGE

BYLAW NO.7594-2019

A Bylaw to amend the Official Community Plan

WHEREAS the Local Government Act empowers a local government to adopt or amend an Official Community Plan;

AND WHEREAS it is deemed desirable to amend Schedule "A" to the Official Community Plan;

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

1. This Bylaw may be cited for all purposes as "Maple Ridge Official Community Plan Amending Bylaw No.7594-2019."
2. Maple Ridge Official Community Plan Bylaw 7060-2014 is amended as follows:

Delete Section 8.4, Development Permit Area Exemptions, Part 1 c) and d) in their entirety, and replace them with:

- c. Additions or external alterations to an existing building or structure which do not significantly impact the external appearance of the building because they are compatible in terms of material, colours, landscaping, form and character with the existing development, provided such works is not on lands within 50 meters of the top-of bank of any watercourse or wetland. Generally, this applies to renovations with a total value of less than \$250,000.00 or for additional 100 m² (1076 ft²) or less that are consistent with the Development Permit Guidelines. Applicable securities for the work including the maintenance period will be taken as a condition of issuance of a building permit;
 - d. Site improvements such as landscaping, paving, and access paths, with a total value of less than \$250,000.00, provided such work is not within 50 metres of the top-of-bank of any watercourse or wetland and the work is compatible with the Development Permit Guidelines.
3. Maple Ridge Official Community Plan Bylaw No. 7060-2014 as amended is hereby amended accordingly.

READ A FIRST TIME the _____ day of _____, 200 .

READ A SECOND TIME the _____ day of _____, 200 .

PUBLIC HEARING HELD the day of , 200 .

READ A THIRD TIME the _____ day of _____, 200 .

ADOPTED, the day of , 200 .

PRESIDING MEMBER

CORPORATE OFFICER

**CITY OF MAPLE RIDGE
BYLAW NO. No 7595- 2019**

A Bylaw to amend the text of Maple Ridge Development Permit Delegation
Bylaw No. 6478-2007 as amended

WHEREAS, it is deemed expedient to amend the Maple Ridge Development Permit Delegation Bylaw No. 6478-2007 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 Development Permit Delegation Bylaw Amending Bylaw No. 7595-2019**”.
2. The Maple Ridge Delegation Bylaw No. 6478-2007 is hereby amended as follows:

Delete Part 2, Delegation of Powers Respecting Environmental Development Permit Areas in its entirety, and replaced with the following:

Delegation of Powers Respecting Environmental and Wildfire Development Permit Areas

Council hereby delegates to the Director of Planning, or in that person's absence, the Manager of Development and Environmental Services, all of Council's powers, duties and functions under Sections 489, 502, 504, and 501 of the Local Government Act in respect of all development permit areas designated under s. 488 (1) (a) and (b) of that Act.

That a new category be added, after Part 3, as follows:

Delegation of Small Scale Development Permits

4. Council hereby delegates to the Director of Planning, or in that persons absence, the Manager of Development and Environmental Services, the power to issue a development permit under Section 488 (1) (e), (f) of the Local Government Act or by a delegatee under this Bylaw.
5. The delegatee shall not issue a development permit under Section 4, unless the delegatee considers that the amendment is a “small scale development permit” that conforms with the guidelines attached as Schedule A.
6. An application for a “small scale development permit” shall be made in a form satisfactory to the delegatee and shall be accompanied by such information as the delegatee considers necessary to appropriately review the application.

That Parts 4 and 5, Delegation of Minor Amendment Powers, be deleted in their entirety, and replaced with the following:

Delegation of Minor Amendment Powers

7. Council hereby delegates to the Director of Planning, or in that persons absence, the Manager of Development and Environmental Services, the power to amend any development

permit issued by Council under Section 489 of the Local Government Act or by a delegatee under this Bylaw.

8. The delegatee shall not amend a development permit under Section 7, unless the delegatee considers that the amendment is a minor amendment that conforms with the guidelines attached as Schedule A.

That Sections 6 and 7 be renumbered as Sections 9 and 10:

That the title "Manager of Legislative Services" be replaced with the title "Corporate Officer", where it appears in the bylaw;

That in Section 7 d) i), the term "Section 7(c)" be replaced by the term "Section 10(c)".

That Schedule A be deleted in its entirety and replaced with a new Schedule "A" that includes guidelines pertaining to both Minor Amendment Powers and "small scale development permits."

1. Maple Ridge Delegation Bylaw 6478-2007 as amended is hereby amended accordingly.

READ a first time the day of , 20

READ a second time the day of , 20

READ a third time the day of , 20

ADOPTED the day of , 20

PRESIDING MEMBER

CORPORATE OFFICER



Schedule "A" to Bylaw 6478- 2007 as amended
by Amending Bylaw 7595-2019

GUIDELINES FOR CONSIDERATION OF

Small Scale Development Permits and Minor Amendments to Development Permits

Introduction

These criteria are intended as a guide for review of small scale development permits and minor changes to approved development permit drawings, which will not result in the need for Council consideration.

Small scale development permits: Small scale development permits are those with an estimated cost of construction of less than \$500,000.00. All application requirements for development permits will also pertain to small scale development permits.

Minor amendments to development permits: In order to qualify as a minor amendment to a development permit, the criteria do not include modifications to the basic form and character of a development and will not involve impact to adjacent properties and the streetscape. Proposed modifications should enhance the project and should not change the basic site planning and urban design details.

Applicants should identify all required modifications from the original Development Permit submission, at the building permit review stage, to allow the total impact of proposed changes to be assessed. This assessment is not intended for approval of modifications which have already been constructed.

Criteria

Small Scale Development Permit: In order to qualify as a small scale development application, the applicant must include the estimated cost of construction in the development permit application.

Minor Amendment to a development permit: In order to be considered for minor amendment, the following criteria must be met:

1. Proposed modifications must not require any new development variances or increase approved variances.
2. The density as defined in the applicable zoning category of the development must not be increased beyond the level specified in the approved Development Permit.
3. Proposed modifications must not alter elements that were controversial or that attracted considerable discussion from the public, staff, Advisory Design Panel, or Council during the original Development Permit process.

4. Proposed exterior modifications must maintain or enhance the quality of the development and must retain the basic form and character of the development.
5. Modifications should not alter the approved lot coverage, siting, scale, spacing, or configuration of buildings, with the exception of minor changes and additions to buildings to accommodate Building Code or servicing requirements.
6. Approved open space and amenity areas should be maintained; proposed changes to landscaping detail should be minor in nature and of equivalent value to approved plans.
7. Proposed changes to the location and configuration of vehicle access and parking areas should be minor in nature.
8. Proposed modifications must not contravene the applicable Development Permit Area Guidelines and Objectives.

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: First Reading
Zone Amending Bylaw No. 7597-2019;
Lakewood Camp (Unaddressed property on Alouette Road)
PID: 002-314-703

MEETING DATE: December 3, 2019
FILE NO: 2019-395-RZ
MEETING: C o W

EXECUTIVE SUMMARY:

An application has been received to rezone the subject property, referred to as Lakewood Camp, from P-3 (Childrens Institutional) to P-2 (Special Institutional), to permit future use as a Katzie First Nation Healing Centre. To proceed further with this application additional information is required as outlined below.

RECOMMENDATIONS:

1. That Zone Amending Bylaw No. 7597-2019 be given first reading; and
2. That the applicant provide further information as described on Schedules C, F, G and J of the Development Procedures Bylaw No. 5879-1999.

DISCUSSION:

a) Background Context:

Applicant: Smuq'wa Development Corporation

Legal Description: Block "A" Southwest Quarter Section 35 Township 12 NWD

OCP:

Existing:	Institutional
Proposed:	Institutional

Zoning:

Existing:	P-3 (Childrens Institutional)
Proposed:	P-2 (Special Institutional)

Surrounding Uses:

North:	Use:	Forest
	Zone:	A-2 (Upland Agricultural)
	Designation:	Agriculture
South:	Use:	Forest and Correctional Facility beyond
	Zone:	A-2 (Upland Agricultural)
	Designation:	Agriculture

East:	Use:	Forest, resource extraction and Correctional Facility beyond
	Zone:	A-2 (Upland Agricultural) and P-5 (Corrections and Rehabilitation); M-2 (General Industrial); and M-4 (Extraction Industrial)
West:	Designation:	Rural Resource and Institutional
	Use:	Alouette River with forest beyond
	Zone:	A-2 (Upland Agricultural)
	Designation:	Agriculture
Existing Use of Property:		Treed with clearings
Proposed Use of Property:		Institutional
Site Area:		6.15 HA. (15.19 acres)
Access:		Alouette Road
Servicing requirement:		Rural Standard

b) Site Characteristics:

The subject property (See Appendices A and B) is an irregular shaped lot, generally level in the east; however, dropping off steeply towards the Alouette River at the western property boundary. There are also grade changes on the northern portion of the site located near the BC Hydro right-of-way, which encumbers the northern portion of the lot. Aerial photos and tax assessment records indicate building improvements of negligible value in small clearings. The site is generally treed with clearings and has an intermittent seasonal creek at the northern part of the site.

c) Project Description:

The proposal is to rezone the subject site from P-3 (Childrens Institutional) to P-2 (Special Institutional), to permit future use as a Katzie First Nation Healing Centre in the southern portion of the site. A conceptual plan for the proposed Healing Centre is inset to the right.

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

d) Planning Analysis:

Official Community Plan:

The development site is currently designated *Institutional*. This designation allows for the proposed P-2 (Special Institutional) zone. The proposal aligns with OCP Policy 3-5 to "support community wellness principles by ... promoting activities that contribute to the needs, health, development and well-being of individuals in the community."



Zoning Bylaw:

The current application proposes to rezone the subject property known as Lakewood Camp from P-3 (Childrens Institutional) to P-2 (Special Institutional) (see Appendix C) to permit for future use as a Katzie First Nation Healing Centre. The P-2 zone can accommodate this use as a "Private Hospital". Any variations from the requirements of the proposed zone will require a Development Variance Permit application.

Development Permits:

The Institutional use being proposed does not require a Development Permit for the purpose of governing form and character; however, a Development Permit governing Watercourse Protection and Natural Features will be required pursuant to Section 8.9 and 8.10 of the OCP. The purpose of these development permits is to ensure the preservation, protection, restoration and enhancement of watercourse and riparian areas, as well as, to ensure the preservation, protection, restoration and enhancement of the natural environment in the vicinity of the natural features.

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, identified on Map 1 in Section 8.12 of the Official Community Plan. Prior to second reading a Registered Professional Forester's Report will be required to determine wildfire mitigation requirements.

Advisory Design Panel:

A submission to the Advisory Design Panel is not required for this proposal because Institutional uses are not subject to a Development Permit. An informal referral prior to second reading to the ADP is optional if the applicant would find it beneficial to finalize their proposal.

Development Information Meeting:

A Development Information Meeting is not required under Council Policy 6.20 for this project due to its small scale and the undeveloped and natural surroundings.

e) Interdepartmental Implications:

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

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

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 C);
2. A Watercourse Protection Development Permit Application (Schedule F);
3. A Natural Features Development Permit Application (Schedule G); and
4. A Wildfire Development Permit Application (Schedule J).

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.

“Original signed by Adrian Kopystynski”

**Prepared by: Adrian Kopystynski, M.Sc., MCIP, RPP, MCAHP
Planner**

“Original signed by Chuck Goddard”

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

“Original signed by Christine Carter”

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

“Original signed by Al Horsman”

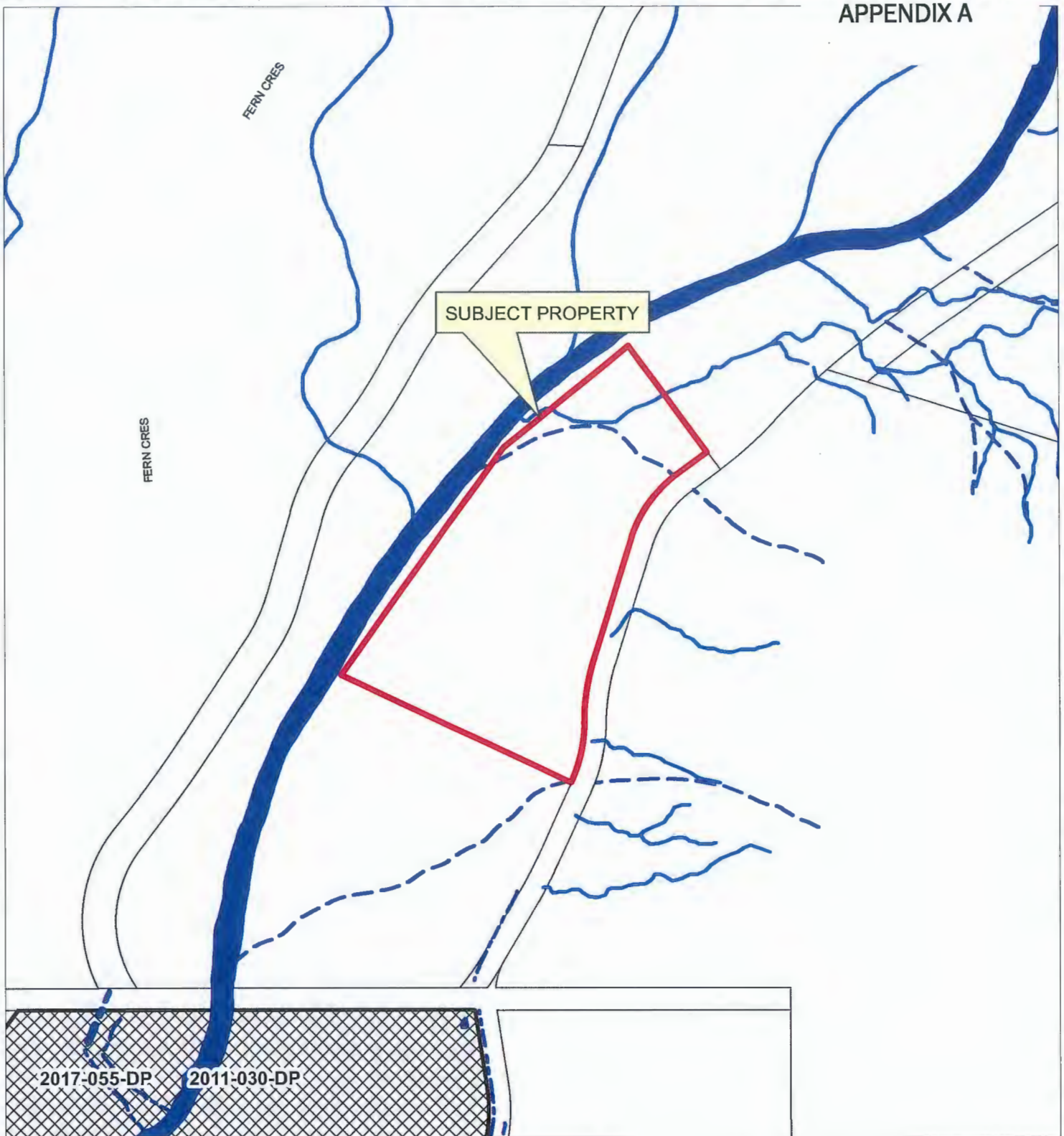
**Concurrence: Al Horsman
Chief Administrative Officer**

The following appendices are attached hereto:

Appendix A – Subject Map

Appendix B – Ortho Map

Appendix C – Zone Amending Bylaw No. 7597-2019



Scale: 1:5,000

Legend

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

LAKEWOOD CAMP
PID: 002-314-703

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

mapleridge.ca

FILE: 2019-395-RZ
DATE: Nov 19, 2019

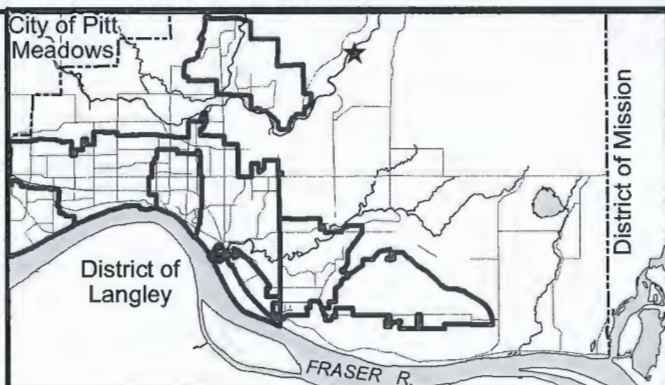
BY: AC

SUBJECT PROPERTY

Aerial Imagery from the Spring of 2019



Scale: 1:5,000



LAKEWOOD CAMP
PID: 002-314-703

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

mapleridge.ca

FILE: 2019-395-RZ

DATE: Nov 19, 2019

BY: AC

CORPORATE OFFICER



MAPLE RIDGE ZONE AMENDING

Bylaw No. 7597-2019
Map No. 1818
From: P-3 (Childrens Institutional)
To: P-2 (Special Institutional)



SCALE 1:4,500



mapleridge.ca

City of Maple Ridge

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

MEETING DATE: December 3, 2019
FILE NO: 2019-259-DVP
MEETING: CoW

SUBJECT: Development Variance Permit
105 - 22308 Lougheed Highway

EXECUTIVE SUMMARY:

Development Variance Permit application (2019-259-DVP) has been received to allow a sign that is prohibited in the Maple Ridge Sign Bylaw. The requested variance is to:

1. Vary the Maple Ridge Sign Bylaw to permit a flashing /oscillating sign.

Flashing digital signs have been discussed by a number of municipalities in recent years. Noted concerns include public safety impacts due to distracted drivers, light pollution, and visual intrusion into the public realm. This application is for a sign that is already in place. The applicant has applied for the variance upon being notified by municipal staff that the sign was prohibited.

The prohibited sign is sited at a prominent intersection in the Town Centre, at 223rd Street and Lougheed Highway, within a transom window at the corner entrance of a recently constructed building, directly beneath a fascia sign that was installed and permitted in accordance with the Maple Ridge Sign Bylaw. The mixed use building was developed in accordance with the Development Permit guidelines for the Town Centre with space for fascia signs directly above the ground level commercial entrances.

The sign is inconsistent with the intent of the Sign Bylaw and with the Development Permit guidelines of the Town Centre, which directed the design of the structure that the prohibited sign is located within. For this reason, it is recommended that Development Variance Permit 2019-259-DVP not be approved, and that the prohibited sign be removed.

RECOMMENDATION:

That Application 2019-259-DVP respecting property located at 105 - 22308 Lougheed Highway be denied.

DISCUSSION:

a) Background Context

Applicant: Guillermo Bourget

Legal Description: Lot: 48, D.L.: 398, Plan: EPS1148

OCP:

Existing:	Town Centre Commercial
Proposed:	Town Centre Commercial

Zoning:

Existing:	C-3 (Town Centre Commercial)
Proposed:	C-3 (Town Centre Commercial)

Surrounding Uses

North:	Use:	Commercial and Residential
	Zone:	C-3 (Town Centre Commercial)
	Designation:	Town Centre Commercial
South:	Use:	Commercial
	Zone:	C-3 (Town Centre Commercial)
	Designation:	Town Centre Commercial
East:	Use:	Commercial
	Zone:	C-3 (Town Centre Commercial)
	Designation:	Town Centre Commercial
West:	Use:	Commercial
	Zone:	C-3 (Town Centre Commercial), CD-2-85 (Comprehensive Development), CS-2 (Service Station Commercial)
	Designation:	Town Centre Commercial

Existing Use of Property:	Mixed-use commercial and residential
Access:	Lane to the south of Loughheed Highway
Servicing:	Full urban servicing to be provided
Lot Size:	1286.9 m ²

b) Project Description:

This application is to vary the Sign Bylaw in order to permit a prohibited sign (flashing /oscillating) in the Town Centre. As shown in Appendix D, the sign has already been installed, within a transom window, directly beneath a fascia sign that was permitted and approved in accordance with the Maple Ridge Sign Bylaw.

This prohibited sign is located at a prominent intersection in a mixed use building that has been recently constructed, in accordance with the Development Permit Guidelines for the Town Centre. The building design was reviewed by the Advisory Design Panel, and revised in response to the Panel's recommendations. This building has a clearly differentiated ground level commercial component, with architectural features intended to enhance the pedestrian realm. Spaces for fascia signs above each commercial entrance have been included in the building's design.

c) Variance Analysis:

A Development Variance Permit allows Council some flexibility in the approval process.

The requested variances and rationale for support are described below.

1. *Maple Ridge Sign Bylaw No.4653-1992, Section 7, Prohibited Signs b:*
To permit a flashing or oscillating sign, which is prohibited in the Bylaw.

There are two Development Permit guidelines in the Official Community Plan that are directly relevant to this variance request. Guideline B1:16 states the following:

Ensure signage respects the building scale, character and materials. Where street level commercial is provided, fascia signage and window signage is encouraged. Sign size, location and information thereon should be designed and oriented to pedestrians and should relate to the scale and character of the commercial area. Materials used for signs should be compatible with materials used in adjacent buildings. Signage should be integrated into the detailing of the building and not applied as an afterthought. Refer to District of Maple Ridge Sign Bylaw for complete reference of applicable signs within a development project.

The building that this prohibited sign is located within has clearly been developed to integrate fascia signs as part of the building's architecture, and these details are recognized in the Development Permit Guidelines as elements that serve to animate the pedestrian environment. The pertinent North Elevation the Development Permit is attached as Appendix E. This prohibited sign competes with and undermines these architectural elements.

Guideline B2.1 pertains to outdoor lighting. This guideline should be considered with this variance request, as a flashing /oscillating sign will contribute to outdoor lighting:

Design outdoor lighting to minimize light pollution. Outdoor lighting should be designed to produce adequate lighting for safety, utility, security and enjoyment while preserving the ambiance of the night and without contributing to light pollution. All walkways, paths, plazas, and building entrances should be adequately lit. Minimize glare and obtrusive light by limiting misdirected, excessive, or unnecessary outdoor lighting. Generally, bollard, building, and pole-mounted lights should be designed to direct light downward to light the path and not the sky. Minimizing outdoor lighting helps to preserve the ambiance of the night sky, while conserving energy and resources.

Cross- Municipal Scan.

In 2013, the City of Toronto initiated a study of flashing / oscillating signs for the purpose of revising their sign bylaw ¹. The noted concerns about these signs included the potential to distract drivers, and nuisance effects within the public realm that could impact quality of life. This study included a cross municipal scan of other sign bylaws. The findings were that where regulated by municipal governments, the following conditions were commonly imposed:

¹ <https://www.toronto.ca/legdocs/mmis/2013/pg/bgrd/backgroundfile-64066.pdf>

- The maximum brightness of signs is often limited between sunset and sunrise. Locations of electronic signs are often limited to only Commercial and Industrial (Employment) areas.
- The message duration on electronic signs, (the length of time between image changes) ranges between six seconds and 60 seconds.
- The transition between images on electronic signs is often limited to a maximum of one second and transition effects are generally not permitted.
- Most jurisdictions also require separation distance between:
 - Electronic signs and sensitive land uses (e.g. residential uses or parks);
 - Roads, traffic signals and/or intersections; and,
 - Separation distance requirements between electronic signs (which can vary between 100 and 500 metres).

The Maple Ridge Sign Bylaw dates to 1992 and prohibits flashing / oscillating signs. If this type of sign is to be permitted in the future, the regulations of other municipalities, and the rationale behind those regulations should be considered. The Sign Bylaw is being revised, and will soon be available for Council review. Prior to completion of this work, any proposals for these types of signs should be considered premature, and not permitted.

d) Citizen 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.

e) Alternatives:

Based on the considerations noted above, the recommendation is to deny this Development Variance Permit for a sign that is prohibited by the Maple Ridge Sign Bylaw. If Council chooses instead to permit this sign to remain, in order to minimize potential impacts, consideration should be given to the conditions of use, such as:

- limiting the hours that the sign can be operational,
- signage details such as luminosity,
- message details such as duration and transition effects, and
- the issuance of a sign permit.

As this sign is not in compliance with the Development Permit Guidelines of the Official Community Plan, a Development Permit must be issued if this sign is to be permitted. The required professional review at the Advisory Design Panel could prompt recommendations for revisions to integrate all the signage of this business. In addition, consideration should be made for how subsequent requests for prohibited signs should be addressed in the future.

CONCLUSION:

This application pertains to a prominent intersection in the Maple Ridge Town Centre that acts as a gateway to the Town Centre. The proposed variance is not supported because it is at odds with the Maple Ridge Sign Bylaw, and with the intent of the Development Permit Guidelines of the Official Community Plan. Due to the concerns these types of signs have generated in other municipalities, more review is required prior to allowing this use within the community.

It is therefore recommended that this application 2019-259-DVP be denied.

"Original signed by Diana Hall"

Prepared by: **Diana Hall, M.A, MCIP, RPP
Planner 2**

"Original signed by Chuck Goddard"

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

"Original signed by Christine Carter"

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

"Original signed by Al Horsman"

Concurrence: **Al Horsman
Chief Administrative Officer**

The following appendices are attached hereto:

Appendix A – Subject Map

Appendix B – Ortho Map

Appendix C – Letter from Applicant

Appendix D – Photograph of Prohibited Sign

Appendix E – Development Permit Plan for the Subject Site (North Elevation)

APPENDIX A



Scale: 1:2,000

Legend

--- Ditch Centreline

105 - 22308 Lougheed Hwy
PID 029-127-831

PLANNING DEPARTMENT



MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: 2019-259-VP

DATE: Jul 23, 2019

BY: MC

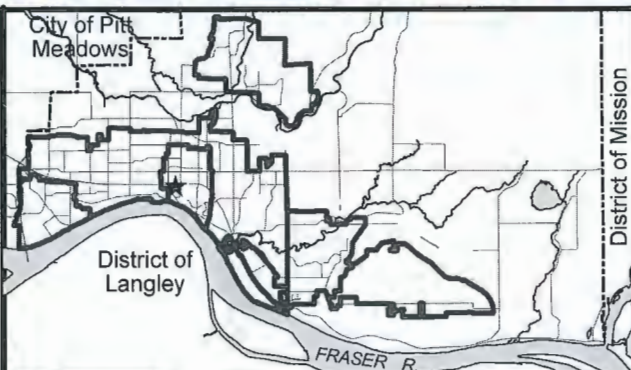
APPENDIX B



Aerial Imagery from the Spring of 2018



Scale: 1:2,000



105 - 22308 Lougheed Hwy
PID 029-127-831

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

mapleridge.ca

FILE: 2019-259-VP
DATE: Jul 23, 2019

BY: MC

Arista Dental Clinic
105-23308 Lougheed Hwy
Maple Ridge, BC

Thursday, July 18, 2019

Statement of Proposed Variance

Staff and Council of City of Maple Ridge Planning

To Whom it May Concern,

Dears Sir and Madame,

This letter's intent is to express the solid reasons as to why we, Arista Dental Clinic, should be granted a variance under By-Law No. 4653.

As a new clinic in the area it is very important that we have rapid growth in order to remain soluble within the first three to four years. This requires advertising, which is very expensive. Advertising dollars must be spent in a long-term payout manner. Signage is a big one. There is a lot of dentist in a small area so an office must find ways to be very visible in order to compete.

In addition, the British Columbia Dental Association, (the College of Dentistry), has a very strict and narrow allowances for a dentist to advertise his/ her practice; under By-Law 12. It has been noted that in our area of, Maple Ridge, most of the dental offices are not complying to this By-Law. The College has issued a warning that they are going to enforce this By-Law; however, this is an issue of massive scale in BC. For this reason, it is going to take the College an extensive amount of time to correct this malfeasance. In the mean time we, who are in compliance are at a disadvantage; and must come up with creative ways of supplementing this defiance, such as attractive signage.

In choosing a location to open our practice, we were lured in by the charm of the City of Maple Ridge. Our community, be care givers, is very important to us. This belief has been reflected in our very carefully selected design of our interior and exterior of office. We in fact have been awarded the, Façade Improvement Program Award 2017, by the Downtown Maple Ridge Business Improvement Association.

We have invested in our new home at no small expense. In addition to the expense being a great hurdle, there has been for our first two years, homeless camp just down the road from our practice. This camp was not in excitant at the time building of our practice commenced. For this reason, was not an issue that we anticipated that we would have to over come. There have been homeless people passing out on our front steps during business hours, persons fighting and causing a disturbance at the light in front of

the entrance to our practice; we have had to call the city to have them clean up after a person defecated on our side walk, the removal of garbage and drug paraphernalia has been an ongoing issue. All of these challenges have been a hurdle to negotiate. Many times, this social issue has been a subject of conversation with patients. Arista Dental Clinic, is sympathetic to the plight of these people, however it seems to us over the last two years that tent city continued to grow. Our patients have commented to us that they feel us safe at night. We then provided underground parking, at our addition expense. The City kindly but, at an additional expense to our whole community, provided extra security. Final, something to resolve this problem came to fruition. However, the solution in part was to open the old, Sleep Country, building to house them. The challenges for us continue as this facility is only a half block away. On, March 14,2019, a person again defecated on our back-stair case. Yet we, who add to the financial infrastructure of our community are being discouraged to build our business here by limiting our means to make sure people are aware of our presence.

The LED sign that we have enhances the attractiveness of our building and surrounding areas. As does the other LED signs, with other business in the area, such as, A&W and Workware World. Between our practice and the edge of our city limits there are countless other LED signs. These signs give the, Maple Ridge Downtown, that modern progressive look without taking away from the charm of the architecture of a bygone era. Many of the patients that have joined our practice have said that they saw us when they drove by. This was not the case before the sign was there to catch the eye of passers by.

In addition, we noted that there is an exception for places of worship, school and government organisations. This makes perfect sense as these places are functioning to forward the interests of our community. We too have done such and will continue to do so. Garibaldi Secondary School, was putting on a production of, Mamma Mia, on November 26 to December 1, 2018. The proceeds of which went towards the needs of that school. We happily advertised this event for them on our sign. It was for them a prime location to do this as it would be seen by far more people.

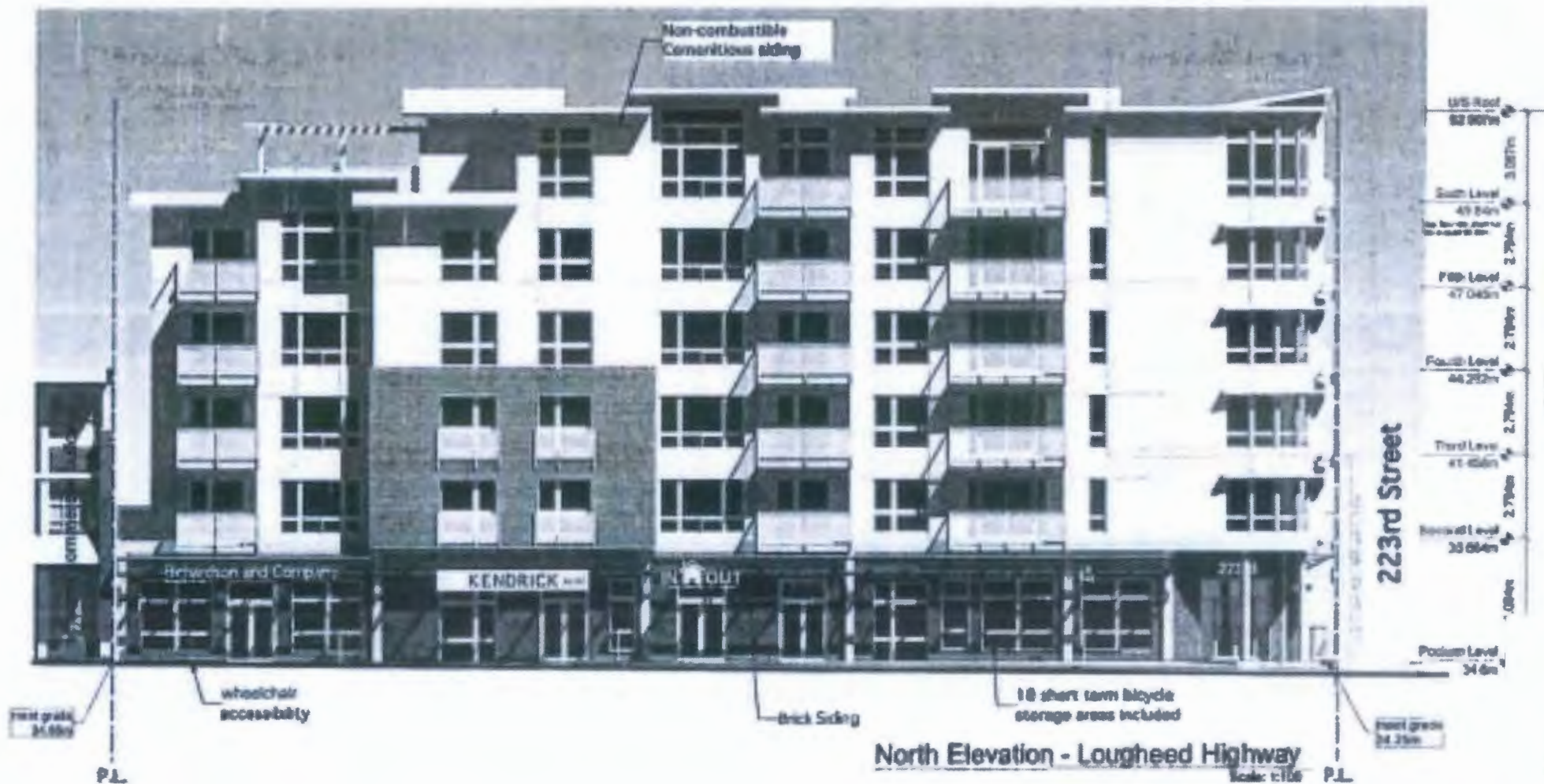
In conclusion, we would like to thank City Counsel and staff for there considering us for this needed variance under By-Law No. 4653. We look forward to being able to be of continued service to our community here in Maple Ridge.

Sincerely,

Dr. Guillermo Bourget Van Pratt.

D.M.D and practice owner of, Arista Dental Clinic.







TO:	His Worship Mayor Michael Morden and Members of Council	MEETING DATE:	December 3, 2019
FROM:	Chief Administrative Officer	FILE NO:	01-0340-50
SUBJECT:	Traffic Calming Policy 2019 Update	MEETING:	COW

EXECUTIVE SUMMARY:

The City of Maple Ridge has a Traffic Calming Policy which provides guidance to the best practices established in the industry, to resolve speeding issues experienced by residents living in City neighborhoods. Valuable knowledge and experience has been gained over the years through implementing this policy. However since the Transportation Association of Canada (TAC) has recently published its latest version of the Traffic Calming Guidelines in 2018. It is recommended that the City update its Traffic Calming policy to refer to TAC's latest publication while also incorporating some of the lessons learned locally in Maple Ridge.

The Traffic Calming Policy 9.07 (Appendix A) refers to a Detailed Process Document (Appendix B), which supports the policy and provides guidance on the various steps involved when a traffic calming request is received. The process document has been amended to include:

- 1) A simplified four-phase Traffic Calming Planning process, streamlining and reducing the policy to approximately half the length of the previous process document
- 2) Updated resident support levels to ensure sufficient community support is present prior to allocating resources and initiating traffic calming planning and implementation
- 3) An updated assessment criteria which details minimum threshold requirements for speed and other considerations such as traffic volumes and shortcutting occurrences in neighborhoods.
- 4) Updated traffic calming treatments to reflect the new TAC Canadian Guide to Traffic Calming, 2018.

This report focuses on the updated sections of the Detailed Process Document which forms part of the Traffic Calming Policy 9.07. The amendments reflect changes due to local experience gained in Maple Ridge and latest best practices that have evolved in the transportation industry.

RECOMMENDATION:

That Traffic Calming Policy 9.07 be adopted as amended.

DISCUSSION:

a) Background Context:

Traffic calming measures are designed and implemented to reduce neighbourhood travel speeds and shortcutting traffic volumes so that they align with the context of the road's intended use. Traffic calming generally involves a planning process where root causes of speeding are investigated and suitable physical traffic calming measures are implemented with neighborhood support.

The Detailed Process Document Update includes five chapters:

- **Chapter 1: Introduction** introduces the rationale for updating the Traffic Calming Policy.
- **Chapter 2: Traffic Calming Guidelines** outlines the recommended guidelines for developing traffic calming plans in Maple Ridge, including a description of the overarching goals and objectives; and identification of key guiding principles for traffic calming plans.
- **Chapter 3: Traffic Calming Plan Process** presents the four-step process for the development of a traffic calming plan, which consists of: an initiation step to determine if the community supports traffic calming; an assessment step to determine if the traffic issue warrants a plan; a prioritization step to determine how high of a priority the plan is in development and implementation; and finally a plan development step that outlines how to develop a traffic calming plan.
- **Chapter 4: Treatments** highlights the preferred traffic calming treatments and what applications they are best suited to.
- **Chapter 5: Implementation and Monitoring** outlines an effective implementation program that allows for trial and/or phased implementation; provides for permanent measures to be installed in a timely manner; and includes ongoing monitoring to confirm that the measures are working as intended and addressing local transportation concerns.

Traffic Calming Process in Chapter 3 includes significant amendments in order to simplify the process. It includes four phases, **Initiation; Assessment; Prioritization; and Plan Development.**

Phase 1 – Initiation: The first phase is designed to determine neighborhood interest in exploring the need for traffic calming, once residents' concerns have been submitted to the City. A 75% resident support level is required to move to Phase 2.

Phase 2 – Assessment: Assuming a 75% threshold of resident support is met in Phase 1, traffic data will then be collected to validate the concerns and confirm that a traffic calming plan is in fact an appropriate step to address resident concerns. The traffic data should meet the 85th percentile speed threshold of 10km/h more than the posted speed limit. The speed criteria has been changed from the current policy's speed criteria from 7km/h to 10km/h more than the posted speed limit as this reflects the current industry standard and best practices which is being followed by other cities throughout Canada. In addition consideration will also be given to traffic volumes and shortcutting occurrences in neighborhoods.

Phase 3 – Prioritization: Areas that have progressed through the first two phases will be assessed to determine neighbourhoods with the highest need and interest for traffic calming plans, ensuring that the City effectively uses the resources allocated to traffic calming plan development and implementation.

Phase 4 – Traffic Calming Plan Development & Approval: A traffic calming plan will be developed, presented to the impacted residents and implemented if it is still supported by at least 67% of the residents following this process. Typically by the end of the traffic calming planning process some residents lose interest in participating. Therefore in comparison to Phase 1, a lower support level of 67% is required to ensure the majority of residents living on the impacted street support implementation of the proposed traffic calming measures.

TAC's new publication on Traffic Calming Guidelines (2018) provides a list of over 40 different traffic calming measures that have been successfully used across Canada. However, different measures are applicable to different road characteristics and engineering judgement is a key aspect when providing suitable traffic calming options to area residents.

Finally, an effective implementation is crucial to a successful traffic calming program. The process and plan development stages will not resolve neighbourhood transportation concerns if the measures do not produce the intended effects. Therefore, the selected traffic calming measures need to be well designed and work as envisioned. An effective implementation program allows for trial and/or phased implementation where necessary, provides for permanent measures to be installed in a timely manner, and includes ongoing monitoring to confirm that the measures are working as intended and addressing local transportation concerns.

b) Desired Outcome:

The updated Traffic Calming Policy would simplify the traffic calming process for residents, provide consistency and guidance to the City in the development of traffic calming plans and bring the policy in accordance with TAC's new 2018 guidelines on traffic calming.

c) Citizen/Customer Implications:

The increased resident support requirements will guarantee that the impacted neighborhood supports the development of a traffic calming plan.

d) Interdepartmental Implications:

The Engineering Department would take the lead and oversee the traffic calming process, neighborhood engagement and design aspect of the project, with support from the Operations and Fire Departments.

e) Business Plan/Financial Implications:

Implementation of the updated policy will not require additional funding and may be accommodated within the existing annual traffic calming budget.

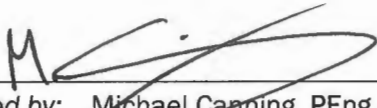
CONCLUSIONS:

Implementing traffic calming measures in a community neighborhood is often a complex task requiring a holistic approach and careful consideration of the overall net benefits to the community. Traffic Calming has been proven as an effective way to reduce speeding and creating safe and attractive streets. Goals include increasing the quality of life by reducing the negative effects of improper motor vehicle use, while promoting and increasing safety for all modes of transportation including walking, cycling and transit.

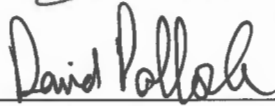
An update to the Traffic Calming Policy will simplify the City's Traffic Calming Policy and bring the policy in accordance with the latest Traffic Calming Guidelines established by the Transportation Association of Canada (TAC).



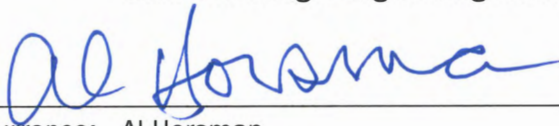
Prepared by: Purvez Irani, MS, PEng.,PTOE
Manager of Transportation



Reviewed by: Michael Canning, PEng.
Acting Municipal Engineer



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



Concurrence: Al Horsman
Chief Administrative Officer

Attachments:

- (A) Traffic Calming Policy 9.07 as amended
- (B) Traffic Calming Policy 2019 Update (Detailed Process Document)

Title: Traffic Calming	Policy No: 9.07 Supersedes: 9.07 (2017)
Authority: <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational	Effective Date:
Approval: <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	Review Date:
Policy Statement:	
The Traffic Calming policy provides a framework to enable the City and affected residents to identify neighbourhood transportation issues, determine if traffic calming is a suitable solution, and design and implement traffic calming plans where appropriate.	
Purpose:	
Roads serve many functions in the life of a community. They ensure access to homes and businesses, provide mobility for residents and visitors to get from point A to point B, and can enhance or compromise the livability of neighbourhoods. Residents and business owners in the City of Maple Ridge want safe roadways that contribute positively to community livability and quality of life. However, in some cases neighbourhood transportation issues can cause concerns among community members. In some cases, City staff may identify locations where the road network may not be fulfilling its intended role, while other times residents and businesses may express transportation concerns to the City. If the root causes of the concerns are identified to be problems with speeding or excessive traffic volumes, traffic calming may be applied to address these concerns. Traffic calming plans are suitable for local and minor collector road classifications. Major collectors or arterial roadways may consider certain traffic calming elements as part of a larger corridor management strategy. Traffic calming processes are often more complex than they initially appear. Traffic calming measures, such as diverters, speed humps, and traffic circles can have unintended effects on travel patterns. As such, it is essential that the true issues and potential impacts are fully understood before traffic calming is implemented. Due to this, the City has developed this Traffic Calming Policy. This Traffic Calming Policy will enable City staff, residents, and business owners to identify neighbourhood transportation issues, determine if traffic calming is an appropriate solution, and design and implement Traffic Calming Plans where appropriate.	

Attached to this policy is the Detailed Process document (2019 Update) prepared by Urban Systems Ltd (USL). The Detailed Process Document forms part of the Traffic Calming Policy 9.07 and provides guidance when considering traffic calming projects and the various steps required, from the original resident request through to approval and construction.

The Detailed Process document outlines a four phase process to determine if a Traffic Calming Plan is needed and, if so the process to develop and implement the plan. The four phases are ***Initiation; Assessment; Prioritization; and Plan Development***

Phase 1 – Initiation: The first phase is designed to determine neighborhood interest in exploring the need for traffic calming once residents' concerns have been submitted to the City. A 75% resident support level is required to move to Phase 2.

Phase 2 – Assessment: Assuming a 75% threshold of resident support is met in Phase 1, traffic data will then be collected to validate the concerns and confirm that a traffic calming plan is in fact an appropriate step to address resident concerns. The traffic data should meet the 85th percentile speed threshold of 10km/h more than the posted speed limit. In addition consideration will also be given to traffic volumes and shortcutting occurrences in neighborhoods.

Phase 3 – Prioritization: Areas that have progressed through the first two phases will be assessed to determine areas with the highest need and interest for traffic calming plans, ensuring that the City effectively uses the resources allocated to traffic calming plan development and implementation.

Phase 4 – Traffic Calming Plan Development & Approval: Traffic calming plan will be developed, presented to the impacted residents and implemented if it is supported by at least 67% of the residents.

Definitions:

Traffic Calming: The use of physical design and other measures to improve safety for motorists, pedestrians and cyclists. It aims to encourage safer, more responsible driving and potentially reduce traffic speed and flow.

85th Percentile Speed: The speed at or below which 85 percent of all vehicles are observed to travel under free-flowing conditions past a monitored point.

Key Areas of Responsibility	Responsibility
Submit a request for consideration of traffic calming on a neighbourhood street	Resident(s)
Issue Survey to defined area to determine support	Eng. Dept – Traffic Section
Undertake traffic data collection and evaluation	Eng. Dept – Traffic Section
Lead traffic calming review process and development of options in conjunction with residents. May retain engineering consultant if required	Eng. Dept – Traffic Section, in conjunction with Residents
Liaise with local neighbourhood on design options and implications	Eng. Dept – Traffic Section
Seek funding if required	Eng. Dept – Traffic Section
Implement traffic calming design and construction	Eng. Dept – Traffic Section



MAPLE RIDGE
BRITISH COLUMBIA

Traffic Calming Policy

2019 Update *(Detailed Process Document)*

Prepared by: Urban Systems

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1. Introduction

This *Traffic Calming Policy Update* (the “Policy”) will provide guidance for the City of Maple Ridge (the “City”) in the development of traffic calming plans. This detailed policy process document builds off the Traffic Calming Policy developed in 2012 (Policy 9.07) and has been updated to reflect the 2018 update to the *Canadian Guide to Traffic Calming* prepared by the Transportation Association of Canada (TAC). Traffic calming is a term that describes both a planning process and physical measures used to address concerns with the travel speed and traffic volumes. Traffic calming measures are designed and implemented to reduce neighbourhood travel speeds and shortcutting traffic volumes so that they align with the context of the roads intended use.

Although traffic calming plans are one of the tools that can be used to address traffic speeds and volume issues that have been identified by residents, not all traffic issues are suitable to be addressed by traffic calming plans. In many cases, safety concerns associated with neighbourhood traffic may be addressed through local treatments for pedestrians and cyclists such as improved street lighting or crosswalks (that may or may not include traffic calming measures). In some instances, traffic calming measures may be used to address an isolated traffic concern without considering a broader street or area-wide plan. For example, steps may be taken to address pedestrian safety near schools that can be site specific. In all cases, however, the measures should not be overly restrictive on the movement of people or affect the intended street function and classification.

This updated Policy provides the City with a simplified process to follow in the development of traffic calming plans to address identified neighbourhood transportation issues. The Policy outlines a four-step process to determine if a traffic calming plan is needed and, how to go about developing and implementing that plan. The four steps outlined within the Policy are: **Initiation; Assessment; Prioritization; and Plan Development.**

This policy includes the following chapters:

- **Chapter 1: Introduction** introduces the policy and the rationale for updating the *Traffic Calming Policy*.
- **Chapter 2: Traffic Calming Guidelines** outlines the recommended guidelines for developing traffic calming plans in Maple Ridge, including a description of the overarching goals and objectives; and identification of key guiding principles for traffic calming plans.
- **Chapter 3: Traffic Calming Plan Process** presents the four-step process for the development of a traffic calming plan, which consists of: an initiation step to determine if the community supports traffic calming; an assessment step to determine if the traffic issue warrants a plan; a prioritization step to determine how high of a priority the plan is in development and implementation; and finally the plan development step that outlines how to develop a traffic calming plan.
- **Chapter 4: Treatments** highlights the preferred traffic calming treatments and what applications they are best suited to.
- **Chapter 5: Implementation and Monitoring** outlines an effective implementation program that allows for trial and/or phased implementation (where necessary); provides for permanent measures to be installed in a timely manner; and includes ongoing monitoring to confirm that the measures are working as intended and addressing local transportation concerns.

2. Traffic Calming Guidelines

This section outlines the recommended guidelines for developing traffic calming plans in Maple Ridge including a description of the goals and objectives of traffic calming plans and a summary of the recommended process for developing traffic calming plans.

2.1 Goals and Objectives

The two primary goals of traffic calming plans are to:

1. **Improve safety.** Traffic calming can make minor collector and local streets safer for everyone, including all road users – pedestrians, cyclists, motorists, and others – by reducing the potential and lessening the consequences of conflicts between road users.
2. **Preserve neighbourhood liveability.** Traffic calming can help to preserve and enhance the liveability of a neighbourhood by minimizing the negative impacts of shortcutting or speeding traffic. Attractively designed and landscaped measures can also enhance the streetscape, and as a result, enhancing liveability.

Traffic calming plans normally achieve these goals by accomplishing one or both of the following objectives:

1. **Reducing speed.** When most traffic on a road is travelling faster than the designated speed limit, it can negatively impact both liveability and safety.
2. **Reducing volume.** Local roads are intended to serve the residents and businesses along that roadway. Minor collector roads are intended to provide access to local roads. Both types of road are designed to operate best when traffic volumes are under a certain threshold. When traffic that is not destined locally utilizes local or minor collector roads, the traffic volume may be higher than what is generally intended for that roadway type. This can result in congestion, noise, and other neighbourhood transportation issues.



2.2 Guiding Principles

In addition to the goals and objectives described above, the City's *Traffic Calming Policy* is governed by a number of guiding principles. It is also important to understand that public resources are limited. Responsible use of the municipality's financial resources requires a methodical and consistent approach to assessment and prioritization. The guiding principles acknowledge this need.

Key guiding principles for developing traffic calming plans in Maple Ridge are:

- ***Traffic calming plans are suitable for neighbourhood streets that include minor collector and local roads.*** Traffic calming plans are smaller scale studies with a toolbox of measures for implementation. Arterial roads and major collectors have more complex travel dynamics and are intended to serve a different purpose. Individual traffic calming measures may be suitable for arterial and major collectors as part of a larger strategy, but a traffic calming plan is not an appropriate approach to address challenges on these roadway types.
- ***Traffic calming measures are not a universal solution to all neighbourhood transportation problems.*** The *Traffic Calming Policy* and associated plans are only one tool for addressing a specific range of neighbourhood transportation issues. There are other policies and plan types to address more complex issues.
- ***Identify the real problem.*** Often there is a vast difference between the *perceived* problem and the *actual* neighbourhood traffic issues. It is important to have real data to objectively quantify the problem and to develop the right solutions.
- ***Involve the community and help build public support.*** Residents, business owners, and others who live and work in a community should be involved in identifying the need for traffic calming. Their input can be key in identifying problems and selecting appropriate solutions.
- ***Address issues on neighbouring arterial and major collector roadways first.*** Often, traffic problems within neighbourhoods, such as shortcutting, can be related to operational issues on the major roads. The City should attempt to address neighbourhood traffic issues by first improving traffic operations on arterial and major collector roads to encourage appropriate use of the road network.
- ***Consider spillover effects.*** In many instances, measures that address a problem in one location can lead to problems on other streets. It is important that these potential spillover effects are recognized and that potential mitigation measures are considered.
- ***Preserve reasonable access and egress.*** Traffic calming measures that restrict access or egress are not typically supported by residents and emergency services and should be avoided wherever possible. This will also preserve the function of the street as intended through the planning and design of the community.

- **Use self-enforcing measures.** Generally, measures that force drivers to slow down or alter their behaviour are preferred to those measures that need enforcement to be effective, such as signage.
- **Maintain unimpeded access for non-motorized traffic.** Traffic calming measures should be designed to permit cyclists and pedestrians to travel unaffected, while requiring motorized vehicles to slow down.
- **Monitor and follow-up.** Traffic data collected during the problem definition phase should be compared to data collected after implementation of traffic calming to confirm the effectiveness of the program and as input to future initiatives.



3. Process

The City follows a four-phase process to determine if a traffic calming plan is needed and, if so, when and how to develop and implement the plan.

Phase 1 – Initiation: The first phase is designed to determine community interest in exploring the need for traffic calming once residents' concerns have been submitted to the City.

Phase 2 – Assessment: Assuming there is community interest in examining the need for traffic calming, data will be collected to validate the concerns and to confirm that a traffic calming plan is in fact an appropriate step to address resident concerns.

Phase 3 – Prioritization: Areas that have progressed through the first two phases will be assessed to determine areas with the highest need and interest for traffic calming plans, ensuring that the City effectively uses the resources allocated to traffic calming plan development and implementation.

Phase 4 – Traffic Calming Plan Development & Approval: The final phase is when the traffic calming plan is developed and presented to the impacted community members.

Figure 1 highlights the four phases outlined in the traffic calming plan process as well as each of the subsequent steps required to progress from a traffic concern received from a resident to an implemented traffic calming plan.

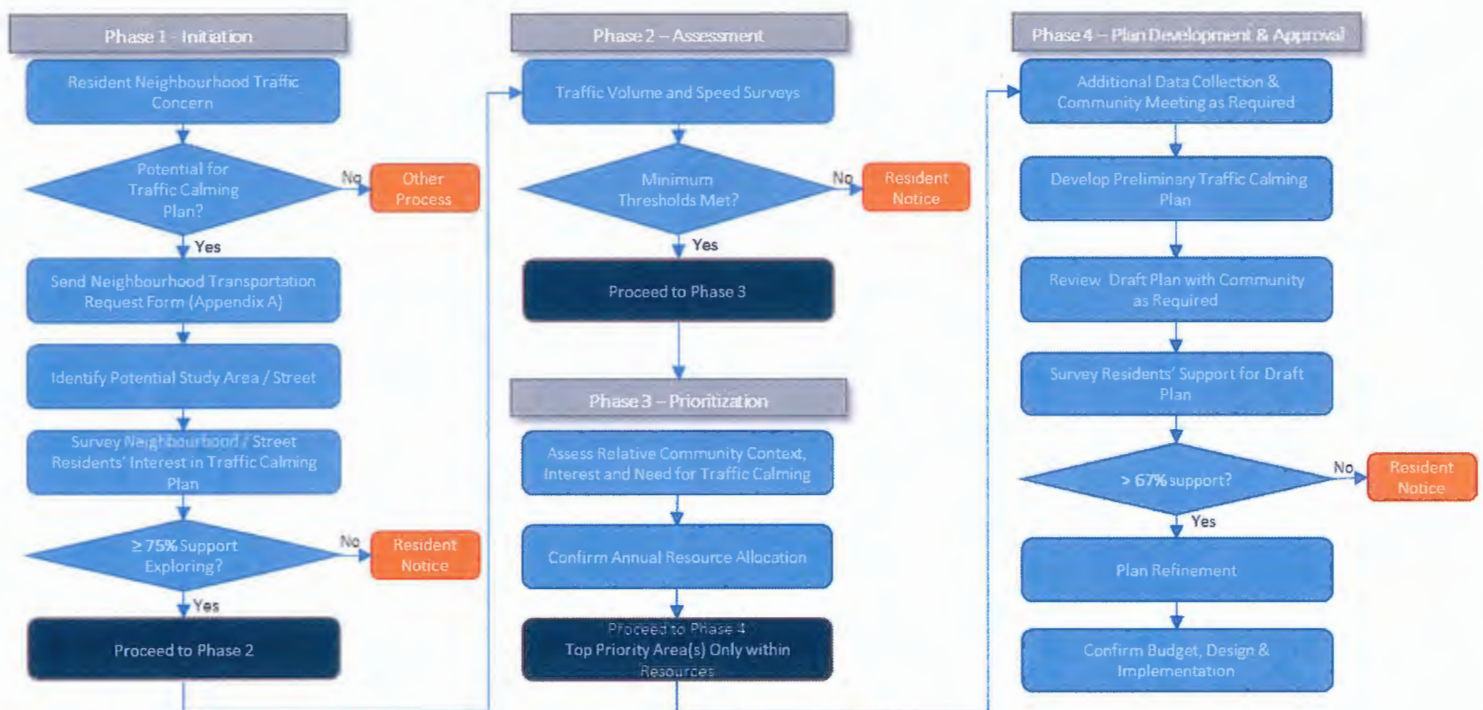


Figure 1: Traffic Calming Policy Process

3.1 Phase 1: Initiation

The first phase in the traffic calming plan development process for the City is the initiation phase. Figure 2 outlines Phase 1: Initiation.

Step 1 – Resident Neighbourhood Traffic Concern

The traffic calming plan process is initiated by a resident submitting a transportation concern on a local road, minor collector road, or laneway that is suitable for traffic calming. The resident concern form is included in **Appendix A**. If the transportation concern requesting traffic calming is for a location that is not suitable for a traffic calming plan the City will inform the resident and explore if other transportation safety or planning studies, such as spot improvements or a corridor study, would be suitable.

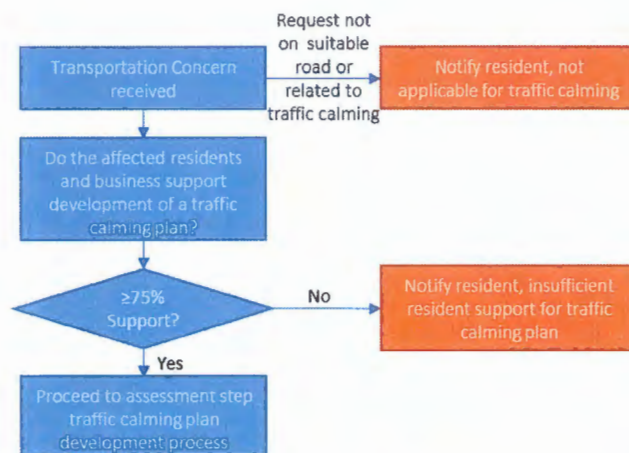


Figure 2: Traffic Calming Initiation Phase

Step 2 - Confirm Potential for Traffic Calming Plan

After a transportation concern that is suitable for a traffic calming plan has been received, the City will identify a potential study area or street based off the location and extent of the concern received.

Step 3 – Identify Potential Study Area / Street

Once a study area has been established a mail out survey will be sent to all directly affected home and business owners to gauge their interest in traffic calming on their street or within their neighbourhood.

Step 4 – Mail Out Survey to Affected Home and Business Owners

To proceed to the next phase of the process a minimum 75% of the home and business owners fronting the location of concern or who have sole access through the location of concern, are required to support proceeding with the next steps of the traffic calming process. The 75% support is a threshold that is used to ensure that only projects with adequate local support are pursued.

Step 5 – Proceed to Phase 2

When 75% of residents respond in support of proceeding with the traffic calming process the City is to continue onto Phase 2 – Assessment.

3.2 Phase 2: Assessment

If it has been confirmed that the transportation concerns are at a suitable location for a traffic calming plan and the home and business owners at the location of concern support proceeding with the traffic calming process, the City will move to the next phase in the *Policy*. The assessment phase is essential to ensure that public funds are spent in the most effective way. In this phase, the issue is assessed to determine if a traffic calming plan is warranted.



Step 1 – Collect Speed and Volume Data

The City will collect speed and traffic volume data at key locations around the area of concern. A traffic calming plan is warranted when the following speed threshold is met.

Speeding: 85th percentile speed is greater than the posted speed limit by 10 km/h or more.

Other considerations when determining if a traffic calming plan is warranted should include:

Traffic Volume

- **Minor Collector roads:** Average weekday or weekend traffic volume exceeds 3,000 vehicles per day.
- **Local roads:** Average weekday or weekend traffic volume exceeds 1,000 vehicles per day.
- **Lanes:** Average weekday or weekend traffic volume exceeds 300 vehicles per day.

Shortcutting Traffic

- A traffic calming plan may still be suitable if shortcutting traffic is perceived as a problem and the traffic speed threshold is not met. If this occurs an additional vehicle origin / destination survey is required to confirm that significant shortcutting is occurring and that a traffic calming plan should be pursued.

Step 2 – Confirm Speed and/or Volume Threshold Met

When motor vehicle speed in the area of concern exceeds the threshold above the process should continue to the prioritization phase. City engineering staff should use their engineering judgement to determine if a location proceeds to the prioritization phase when the speed threshold is not met but significant shortcutting traffic is observed. At locations where the speed threshold is not met, but the 85th percentile speed is still higher than the posted limit, City engineering staff may install temporary speed reader boards, provide educational signage, request the speed watch group, or RCMP to enforce the subject road.

Locations that do not meet any of the criteria should be removed from the list of locations considered for traffic calming plans and it is recommended that the area not be reassessed for at least four years; unless significant changes occur in the area, such as major development, which changes the traffic conditions.



3.3 Phase 3: Prioritization

In some cases, the City may have multiple locations that pass the assessment and qualify for a traffic calming plan. Recognizing that budgets to develop and implement traffic calming plans are limited, the City must prioritize studies and investments in order to make the best use of public funds. The development of traffic calming plans will be prioritized based on traffic data, road and land use characteristics, and the level of public support.

Step 1 – Assess Relative Community Context, Interest, and Need for Traffic Calming

When determining which projects to prioritize specific considerations in each of the three categories include:

1. **Traffic Data** – Consider the magnitude of which the speed and volume thresholds were exceeded, additionally locations with a history of collisions should be prioritized above locations without any collisions.
2. **Road and Land Use Characteristics** – Consider the adjacent land use with a preference given to locations that are likely to generate a high number of vulnerable road users such as people walking, biking, children, and elderly people. Additionally, locations along roadways that are designated as bike routes, transit routes, or pedestrian areas in the *Strategic Transportation Plan* should be prioritized above locations that are not designated.
3. **Public Support** – The level of public support and number of transportation concerns received for a specific location provide insight into the likelihood of the residents and business owners supporting the traffic calming treatments proposed in a traffic calming plan. This is essential in ensuring that the traffic calming plans that are developed have adequate community support to allow the City to implement what is developed in the plan.

Step 2 – Confirm Resource Allocation and Proceed with Priority Locations

Based off the available resources and prioritization of areas City staff should only proceed with the top priority areas to the plan development phase, ensuring existing and planned resources will allow traffic calming plans to be developed and implemented in a timely manner. Locations that have proceeded to the prioritization phase of the traffic calming plan process should remain on a list of future projects to be completed as resources become available.

3.4 Phase 4: Traffic Calming Plan Development & Approval

The development of the traffic calming plan is the final step in the process. When a location of concern has progressed through each of the three prior steps the City should develop a traffic calming plan for the location. Typically, the City will work with a consultant to develop a traffic calming plan, but the following plan development process should be followed.

The simplified process to progress a traffic issue from the assessment step through to the adoption of a traffic calming plan is outlined in Figure 3.

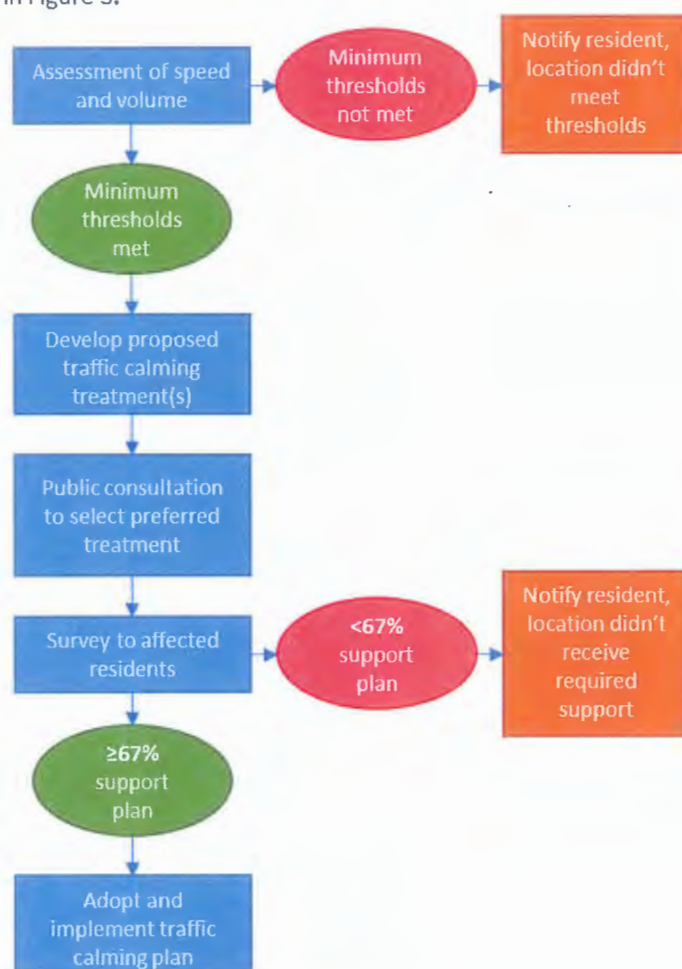


Figure 3: Traffic Calming Plan Development

Step 1 – Community Meeting and Additional Data Collection

City Staff will review the number and type of complaints, the complexity of the issues, and the potential impacts on surrounding streets to confirm the boundaries of the study area. The size of the study and the types of roads included will determine the scale of the traffic calming plan required as well as the type of public engagement best suited to the project.

After developing an understanding of issues through discussions with stakeholders and community representatives (as required) and through observations of the neighbourhood, additional data needs may be identified. The City may collect additional transportation data to confirm the type and extent of issues to aid in the development of solutions. For example, this could include additional traffic volume and speed counts and/or origin / destination surveys to gain a better understanding of the shortcutting traffic volume.

Step 2 – Develop Draft Traffic Calming Plan

The study area will be examined to determine the best combination and location of measures to be included in the draft traffic calming plan. The benefits and potential impacts associated with each measure will be identified. Depending on the complexity of the traffic issues and size of the study area draft traffic calming plans will be developed either with multiple possible traffic calming treatment options or a single recommended traffic calming plan. **Section 4.0** outlines the preferred traffic calming treatments to be consider in Maple Ridge traffic calming plans from the extensive list of possible treatments in the *TAC Canadian Guide to Traffic Calming* (2018).

Step 3 – Review Draft Plan with Community

The type of consultation can vary from an open house format to a mail out questionnaire. For draft traffic calming plans that are more complex and have multiple options developed for public consultation an additional step is required to seek feedback from residents and business owners in the study area of their preferred treatment option. The type of public consultation that is best suited to each plan should consider the impact of the proposed changes as well as the complexity of the designs, ensuring that all residents that are engaged are able to make an informed decision.

Step 4 – Mail Out Survey to Confirm Residents' Support for Draft Plan

Once the draft traffic calming plan has been finalized a mail out survey needs to be delivered to each impacted home and business owner asking for their input on whether they support the proposed traffic calming plan. The City should look to receive support for the proposed traffic calming plan from 67% of impacted residents who received the mail out survey. If this threshold is not met the City should consider waiting to implement the traffic calming plan and notify residents that it may be reconsidered in the future.

Step 5 – Plan Refinement

Once a draft traffic calming plan has received the required community support any final refinements should be completed.

Step 6 – Confirm Budget, Design and Implementation

After the final traffic calming plan has been finalized all design and budget details are to be confirmed and the design is ready to be implemented.



4. Treatments

The following traffic calming measures have been selected from the second edition of the *Canadian Guide to Traffic Calming* (2018) prepared by TAC, which provides a comprehensive list of over 40 measures successfully used across Canada. Each measure has impacts and benefits and different measures are appropriate for different conditions. Based on the local context, not all measures can or should be applied in the City. The following table identifies which measures are most appropriate for the different road types suitable for traffic calming plans in Maple Ridge. A traffic calming plan for a given neighbourhood may use a combination of measures. Not all measures identified for a road type in the table below will be suitable for every traffic calming plan in the City, each traffic calming plan will be designed to respond to the local issues and conditions.

More information about the use of these measures as well as additional measures that may be considered can be found in the *TAC Canadian Guide to Traffic Calming*. See **Appendix B** for a brief summary of some of the potential benefits and potential disbenefits for each of the selected treatments.

Table 1. Traffic Calming Measures

	Traffic Calming Measure	Minor Collector	Local	Lanes
Vertical	Raised Crosswalk	✓	✓	
	Raised Intersection	✓	✓	
	Sidewalk Extension	✓	✓	
	Speed Hump		✓	✓
	Textured Crosswalk	✓	✓	
	Speed Cushion		✓	✓
Horizontal	Chicane (one lane)		✓	
	Curb Radius Reduction	✓	✓	
	On-Street Parking	✓	✓	
	Raised Median Island	✓	✓	
	Traffic Circle	✓	✓	
	Gateway Median	✓	✓	
	Curb Extension	✓	✓	*
	Road Narrowing / Road Diets	✓	✓	
	Raised Median Island	✓	✓	
	Vertical Centreline Treatment	✓		
Access Restriction	Directional Closure		✓	
	Diverter		✓	
	Full Closure		✓	
	Intersection Channelization		✓	
	Raised Median Through Intersection	✓	✓	
	Right-in / Right-out Island		✓	

*Curb extensions may be suitable at the entry to a lane where a large curb radius exists.

5. Implementation and Monitoring

Effective implementation is the key to an ongoing, successful traffic calming program. The process and plan development stages do not resolve neighbourhood transportation concerns if the measures are not implemented with the intended effects. Effective implementation means that traffic calming measures are well designed and work as intended. An effective implementation program allows for trial and/or phased implementation where necessary, provides for permanent measures to be installed in a timely manner, and includes ongoing monitoring to confirm that the measures are working as intended and addressing local transportation concerns.

5.1 Funding

The design step will result in engineering designs and cost estimates for implementation. If a trial implementation is desirable, the cost estimates will include both the cost of the trial and the cost of the final implementation. Based on these cost estimates, the City will identify a source of funds. Funds may come from a combination of two municipal sources:

1. **Existing Budget:** The City currently has an existing budget allotment for traffic calming or neighbourhood street improvements that can cover the cost of the implementation.
2. **Council Approval:** For larger cost measures and instances where there is no available budget to implement the plan, City Staff may go to Council to request additional funds.

5.2 Optional Phasing

Ideally, the entire plan should be installed at the same time; however, sometimes budget, timing, or other constraints make this impossible. In these cases, implementation may be phased. If implementation is phased, priority should be assigned to individual measures as follows:

1. **Safety improvements** should be given priority. These might include measures to reduce vehicle speeds and conflicts at intersections, as well as measures that improve safety for cyclists and pedestrians.
2. **Low cost measures** are the next priority. Generally, it is preferable to implement several low-cost measures rather than one higher cost measure. Low-cost measures might include signage, pavement markings, speed humps, and crosswalks.

Note that, if possible, measures should be implemented in groups to avoid unintended effects that might result from the implementation of a single measure. One example of this is a group of measures planned for two parallel local roads. If the measures are only implemented on one road, traffic may divert to the other local road, where there are no existing traffic calming measures.

5.3 Monitoring

The City will continue to monitor the traffic calmed area for a few years following implementation of the traffic calming plan by collecting speed and volume data. Assessing this data will allow the City to understand the lasting effects of traffic calming in order to inform future planning in other neighbourhoods. For traffic calming plans that suggest a phased approach with different levels of treatments implemented as required, this monitoring will allow the City to confirm when the volumes and speeds have returned to an acceptable level.



Appendix A:

Neighbourhood Transportation Request Form

Neighbourhood Transportation Concern Form

Thank you for providing information about transportation concerns in your neighbourhood. This form will allow us to officially enter your concern in our records as part of the Traffic Calming Policy.

We ask that all residents and business members reporting transportation concerns read the City of Maple Ridge Traffic Calming Policy. It will help you understand the process the City follows when addressing concerns and whether a Traffic Calming Plan may lead to an appropriate solution to your concerns.

The Traffic Calming Policy can be downloaded here: <http://www.mapleridge.ca>. A hard copy can be obtained at the Municipal Office.

1. Are your concerns related to the travel behaviour of your neighbours (i.e. speeding, unsafe driving, etc.)?

YES

NO

Note: The Neighbourhood Transportation Concern Form is collected by the engineering department. The form will be logged and may lead to further study; however, the focus of these studies are engineering and planning activities. If you are concerned with your neighbour's driving behaviour, you may wish to consider having a neighbourhood meeting or informal discussions with your neighbours about traffic safety.

The City will liaise with the Ridge Meadows RCMP about these types of traffic concerns.

2. Where is your concern? Please be as specific as possible – identify street names with start and end points, specific locations, and other details. If possible, attach a map with locations marked.

3. Does the problem occur during specific times of day? If yes, what times?

YES

NO

4. Does the problem occur during specific days of the week? If yes, what days?

YES

NO

5. Does your concern relate to one of the following issues?

Issue		Yes	No
1.	Traffic speed		
2.	Traffic volumes		
3.	Shortcutting		
4.	Transit service		
5.	Access to a local school or other community building		
6.	Ability to walk safely in your neighbourhood		
7.	Ability to cycle safely in your neighbourhood		
8.	Traffic congestion		
9.	Signal operation		
10.	Road and / or roadside maintenance		
11.	Maintenance of signs		
12.	Other:		

If you answered yes to one or more of questions 4 through 12, a Traffic Calming Plan may not be the best approach for your issue. The City will review your concern but may decide that another approach would be better.

6. Please include a short paragraph describing your neighbourhood transportation concern:

7. What types of solutions do you think might address your concerns?

Thank you for completing the request form. If you would like to receive communication in the future from the City about transportation issues in your neighbourhood, please provide the following information

Name:	
Address:	
Email address:	Phone number:

Appendix B:

Guide to Applying Traffic Calming Measures

The following measures were selected from the second edition of the *TAC Canadian Guide to Neighbourhood Traffic Calming* (2018) (the “Canadian Guide”). The *Canadian Guide* has additional measures that may be considered as well as more complete information about each measure. Each measure has positive and negative impacts and can be appropriate for different applications. A brief summary is provided here for reference.

The table below is from the *Canadian Guide* and shows which issues each traffic calming measure can be expected to help address.

Traffic Calming Measure		Potential Benefits			Potential Disbenefits		
		Speed Reduction	Volume Reduction	Conflict Reduction	Local Access	Emergency Response	Active Transportation
Vertical	Raised Crosswalk	●	○	◐	○	◐	◐
	Raised Intersection	◐	○	◐	○	◐	◐
	Sidewalk Extension	◐	○	◐	○	○	◐
	Speed Hump	●	◐	●	○	●	◐
	Textured Crosswalk	◐	○	◐	○	○	◐
	Speed Cushion	●	◐	●	○	◐	◐
Horizontal	Chicane (one lane)	●	●	●	○	◐	◐
	Curb Radius Reduction	◐	○	○	○	○	○
	On-Street Parking	◐	○	○	○	◐	◐
	Raised Median Island	◐	○	◐	○	○	○
	Traffic Circle	●	◐	●	○	◐	●
	Gateway Median	◐	○	○	○	○	○
Roadway Narrowing	Curb Extension	◐	○	○	○	○	◐
	Road Narrowing / Road Diets	●	◐	○	○	◐	◐
	Raised Median Island	◐	○	◐	◐	○	○
	Vertical Centreline Treatment	◐	○	○	○	○	○
Access Restriction	Directional Closure	●	●	◐	◐	◐	◐
	Diverter	○	●	◐	●	◐	◐
	Full Closure	○	●	●	●	●	◐
	Intersection Channelization	○	◐	◐	●	◐	○
	Raised Median Through Intersection	○	●	◐	●	◐	◐
	Right-in / Right-out Island	○	●	◐	◐	◐	◐
		● = Substantial Benefits ◐ = Minor Benefits ○ = No Benefit			● = Substantial Disbenefits ◐ = Minor Disbenefits ○ = No Disbenefit		



TO:	His Worship Mayor Michael Morden and Members of Council	MEETING DATE:	December 3, 2019
FROM:	Chief Administrative Officer	FILE NO:	11-5380-01
		MEETING:	COW
SUBJECT:	Ridge Meadows Recycling Society – Partnership and Licence Agreements		

EXECUTIVE SUMMARY:

Recycling services in the City of Maple Ridge, both residential curbside and multi-family collection as well as a depot facility are undertaken on behalf of the City by the Ridge Meadows Recycling Society (RMRS) through a Fee for Service Partnership Agreement (Agreement), the current version of which has expired.

In 2013, the BC Recycling Regulation required the development of an Extended Producer Responsibility (EPR) stewardship plan for packaging and printed paper (PPP) products and a not-for-profit agency, Multi-Material British Columbia (MMBC) was established to develop a Province-wide stewardship plan for PPP that was ultimately approved by the Province. The City, along with the majority of municipalities in Metro Vancouver entered into a five-year contract with MMBC, since renamed RecycleBC. In October 2018, the City elected to participate in the RecycleBC program for another five-year contract term and have RMRS continue to collect recycling materials, although there are clauses that would allow the City to move in a different direction with respect to the provision of recycling services if so desired.

A new five-year Partnership Agreement between the City and RMRS has been drafted and vetted by legal counsel. The new Agreement, attached to this report is similar in format to the expired Agreement with minor changes to reflect current practices and industry standards. Upon Council's endorsement the new Agreement will be forwarded to the RMRS Board for signing.

The City and RMRS is recognized within the Region in consistently collecting and processing high quality recycling materials with extremely low levels of contamination. The recycling depot in Albion is considered a model service with performance levels that other municipalities aspire to achieve.

The RMRS Depot and Maple Ridge Transfer Station in Albion are located on lands leased from Metro Vancouver. The Licence of Use Agreement with Metro Vancouver is now also expired and requires renewal. The proposed annual cost for a lease duration of five years for the depot is \$46,000, up from the previous annual rate of \$32,000; however, Metro Vancouver note that the proposed lease rate is less than the market rate for similar properties. It is recommended that the City accept the proposed lease rate and extend the lease on the Metro Vancouver site.

RECOMMENDATION:

That the Corporate Officer be authorized to execute the Fee for Service Partnership Agreement between the City of Maple Ridge and Ridge Meadows Recycling Society, and

That the Corporate Officer be authorized to execute the Licence of Use Agreement between the City of Maple Ridge and Metro Vancouver.

DISCUSSION:

a) Background Context:

The City of Maple Ridge and the Ridge Meadows Recycling Society (RMRS) have built a strong relationship over several decades, although the origins of the Society go back even further, to the early 1970s. Since beginning a formal relationship with the City in the 1990s, RMRS has provided curbside and depot recycling services in the City through a Fee for Service Partnership Agreement (Agreement), the current version of which has now expired.

In 2013, the BC Recycling Regulation required the development of an Extended Producer Responsibility (EPR) stewardship plan for packaging and printed paper (PPP) products and a not-for-profit agency, Multi-Material British Columbia (MMBC) was established to develop a Province-wide stewardship plan for PPP that was ultimately approved by the Province. The City, along with the majority of municipalities in Metro Vancouver entered into a five-year contract with MMBC, since renamed RecycleBC. In October 2018, the City elected to participate in the RecycleBC program for another five-year contract term and have RMRS continue to collect recycling materials, although there are clauses that would allow the City to move in a different direction with respect to the provision of recycling services if so desired.

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b) Desired Outcome:

This report seeks Council's direction to renew the contract with RMRS for a five-year term, as well as to extend the lease for the RMRS facilities on Metro Vancouver property.

c) Strategic Alignment:

Council's Strategic Plan includes the pillars of Growth, Community Pride & Spirit and the Natural Environment and the relationship between the City and RMRS to provide a comprehensive curbside and depot recycling program supports these three important goals.

d) Citizen/Customer Implications:

The costs to undertake the curbside and depot recycling services are recovered from Maple Ridge residents through recycling fees, and it is noted that in Citizen Surveys residents express a high satisfaction with the recycling program, both the depot and the curbside pickup.

e) Interdepartmental Implications:

The Engineering, Operations and Finance Departments all liaise with RMRS to deliver the City's recycling programs.

f) Business Plan/Financial Implications:

The annual cost of the City's recycling program is included in the Financial Plan.

g) Policy Implications:

The Metro Vancouver Region is committed to diverting recyclable materials out of the solid waste stream, and has been very successful to date.

h) Alternatives:

The City may choose not to renew the agreement with RMRS at this time and continue to operate on a month-by-month basis but this does not provide any certainty for either party.

CONCLUSION:

The City provides a high quality recycling service to its residents, both curbside and at the RMRS Depot that is a leader within the Metro Vancouver Region. Renewing the Agreement with RMRS will ensure that quality service is maintained, while still allowing other delivery options to be considered at any time through the duration of the Agreement if the City deems it appropriate and beneficial.



Prepared by: **David Pollock PEng,**
General Manager Engineering Services



Concurrence: **Al Horsman**
Chief Administrative Officer

Attachments:

- (A) Fee for Service Partnership Agreement, Ridge Meadows Recycling Society
- (B) Licence for Use Agreement, Metro Vancouver

Attachment A

Fee for Service Partnership Agreement, Ridge Meadows Recycling Society

**RIDGE MEADOWS RECYCLING SOCIETY FEE FOR SERVICE PARTNERSHIP
AGREEMENT**

THIS AGREEMENT made the _____ day of 2019.

BETWEEN:

CITY OF MAPLE RIDGE, a municipality incorporated under the Community Charter
[R.S.B.C. 1996] c. 412, and having its offices at 11995 Haney Place, Maple Ridge, British
Columbia, V2X 6A9;

(the "City")

OF THE FIRST PART

AND:

RIDGE MEADOWS RECYCLING SOCIETY, a society, duly incorporated under the
Societies Act, S.B.C. 2015, c. 18, and having its offices at 10092 236 Street, in the
Municipality of Maple Ridge, in the Province of British Columbia;

(the "Society")

OF THE SECOND PART

WHEREAS:

- A. The Provincial government targets a 75% recovery of Packaging and Printed Paper, in compliance with the Recycling Regulation
- B. The City has contracted with Recycling BC for the curbside collection of PPP within the City, as well as depot services
- C. In addition to the City's obligations to collect PPP under its contract with Recycle BC, the City and the Society are of the opinion that recycling is an integral component of any waste management system, and that the best method to encourage recycling is to provide waste reduction and recycling services in a partnership with the Society which has the means and expertise to promote recycling and employment opportunities to community members with a wide variety of skills

- D. The Society, in turn, desires to provide recycling services in the City, including but not limited to the services that the City is required to undertake under its contract with Recycle BC

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants and other recited considerations, the parties hereto agree as follows:

1.0 Definitions

In this Agreement, unless the context otherwise requires:

"Equipment: means all chattels, equipment, and assets listed in Schedule " A" and all other chattels and property, purchased by the Society in whole or in part with the City's funds.

"Lands" means:

- a) Lot B, District Lot 275, Group 1, Plan 7587, New Westminster District (owned by the Greater Vancouver Sewerage and Drainage District, licensed to the City), and
- b) Lot 40, District Lot 275, Group 1, Plan 30282, Except Plan LMP49150, New Westminster District (owned by the City of Maple Ridge);

"Master Service Agreement" means the Master Service Agreement that is part of the Recycle BC Agreement;

"PPP" means "In-Scope PPP", as that term is defined in the Recycle BC Agreement.

"Recycle BC" means the society representing companies and organizations that supply products in packaging and printed paper to residents of British Columbia and approved by the Province of British Columbia to manage residential packaging and printed paper for industry as per the Ministry of Environment approved Stewardship Plan, and is the party to the Recycle BC Agreement.

"Recycle BC Agreement" means the agreement between the City and Recycle BC attached as Schedule D to this Agreement;

"Recycling Regulation" means Recycling Regulation, B.C. Reg. 2004/449, as amended or replaced from time to time;

"Statement of Work" means any statement of work that is part of the Recycle BC Agreement, including any statement of work that is amended pursuant to section 2 of the Master Services Agreement.

"Structures" means all buildings and structures listed in Schedule "B" and all other buildings, structures and components purchased by the Society in whole or in part with the City's funds and located on the Lands:

2.0 Term and Termination

- 2.1** Subject to s. 2.2 and s. 2.3, the term of this Agreement is five years with the option to renew each year thereafter to a maximum three years, commencing January 1, 2020.
- 2.2** The City may terminate this Agreement if any of the following events occur:
- (b) the Society makes any assignment for the benefit of creditors, becomes bankrupt or insolvent, has a receiving order made against it or a receiver has been appointed for the Society; or
 - (c) any order is made for the winding up of the Society or the Society terminates its existence.
- 2.3** Either party may terminate this agreement if there is a breach by the other party of this Agreement, and the breaching party has failed to remedy the breach within thirty (30) days of delivery of notice of such breach from the other party, or has failed to commence the remediation of such breach if such breach cannot be remedied within thirty (30) days of such notice and the party has not diligently made all efforts to remedy such breach;
- 2.4** Either the City or the Society may terminate this Agreement without cause on six months written notice.

3.0 City Funding

- 3.1** The City shall pay to the Society monthly payments over the term equal to one-twelfth of the amount the City budgets each year for the purpose of this Agreement which payments will be made on the first day of each month commencing January 1, 2020.
- 3.2** Despite section 3.1, if for any year of the term of the Agreement the City does not for any reason carry funds in its annual operating budget for both the curbside and depot services provided by the Society pursuant to this Agreement, this Agreement shall automatically terminate and the Society shall have no claim for damages or any other payment from the City. However, if the City carries only funds for one of curbside collection or recycling depot services, then this Agreement shall continue with respect to that service only.

4.0 Recycling Services

- 4.1** The Society agrees to provide the following services;
- a) the services that the City is obliged to perform under the Recycle BC Agreement and perform all the obligations of the City contained in the Recycle BC Agreement, to the standards specified in that Agreement.

- b) implement, provide and maintain curbside collection of the recyclable waste specified in Schedules "C" and "D" to this Agreement in accordance with:
 - i. Maple Ridge Recycling Charges Bylaw No. 4655-1992 and amendments thereto;
 - ii. Solid Waste and Recycling Regulation Bylaw No. 6800-2011 and amendments thereto; and
 - iii. With respect to PPP, and without limiting section 4.1(a), the obligations imposed on the City pursuant to the Recycle BC Agreement
- c) operate the Recycling Depot on the Lands in accordance with:
 - i. Solid Waste and Recycling Regulation Bylaw No. 6800-2011 and amendments thereto; and
 - ii. With respect to PPP and without limiting section 4.1(a), the obligations imposed on the City pursuant to the Recycle BC Agreement
- d) ensure the Recycling Depot is open during the Metro Vancouver Transfer station operating hours.

The Depot shall only close for the following Statutory Holidays:
Christmas Day & New Year's Day

- e) implement and maintain any other activity and service set out in the City's annual operating budget that the Society and City have previously discussed and negotiated.

4.2 The Society may for the term of this Agreement, use the Lands for the purpose of a recycling depot that collects the material that the City is required to collect pursuant to the Recycle BC Agreement, and the household and commercial wastes listed in Schedule "C" attached hereto

4.3 The Society acknowledges that pursuant to the Recycle BC Agreement, upon collection from the individual property served or drop off at the recycling depot, any material collected pursuant to the Recycle BC Agreement is the property of Recycle BC

4.4 Despite s. 4.2, because of the City's covenants in the license agreement with the Greater Vancouver Sewerage and Drainage City, the parties agree that:

- b) the Society may accept for recycling and permit to be brought onto the properties those products listed in sections 2 through 9 of Schedule 2 of the Environmental Management Act *Recycling Regulation* 449/2004 & 206/2017 the Society is permitted to accept the materials listed in s. 4.4.(a) so long as the City's license agreement with the Greater Vancouver Sewerage and Drainage District permits the acceptance of such materials is in effect and so long as the Society has taken out and is maintaining a policy of pollution liability insurance

in the amount of \$5,000,000 to be maintained during the term of this agreement, showing the Society, the City and the Greater Vancouver Sewerage and Drainage District all as named insureds, and provided that the Society takes all reasonable care to avoid any contamination of the properties.

- 4.5** The Society shall perform all services provided under this Agreement honestly and in good faith, in a timely manner and to the satisfaction of the City. Without limiting the foregoing, the Society shall use standards, practices methods and procedures that conform to applicable law and shall exercise that degree of skill, care and diligence which would reasonably and ordinarily be expected from a qualified and experienced curbside recycling and depot operator undertaking similar services, and having regard for the concerns, needs, and interests of City residents and the environment.
- 4.5** The Society recognizes that the City may choose to opt out of the Recycle BC Agreement, in which case Recycle BC may directly collect PPP at curbside and may direct PPP to a location other than the Recycling Depot. If either or both occur, the Society shall continue to provide the services specified under section 4.1(c) with respect to material other than PPP.

5.0 Operations by the Society

- 5.1** The Society must prepare a proposed annual operating budget in consultation with the City's staff and submit such proposed annual budget as part of its participation in the City's financial planning process to the City's Council on or before December 31 of each year for the term of this agreement.
- 5.2** The Society must not make any expenditures for equipment, machinery or vehicles to be funded in whole or in part by the City unless such expenditure has been approved by Council as part of the annual budget pursuant to s. 5.1 and in addition if such capital expenditure exceeds \$100,000.00 shall obtain Council's approval before committing to the expenditure.
- 5.3** Any expenditure made by the Society not included in the annual budget approved pursuant to s. 5.1, must be paid for by the Society from the Society's funds.

6.0 Profit Sharing

- 6.1** The City and the Society will share any profits and losses as determined by the annual audited financial statements of the Society. Losses and profits must be shared on the basis of 80% to the City and 20% to the Society, and profits are payable to the parties within 90 days of the fiscal year end.

- 6.2 The Society's share of profit shall be considered Society Funds and shall be used only to benefit the Society's operations in the spirit of this partnership agreement.
- 6.3 The City's share of profits are the absolute property of the City, and will be held by the City in a special fund to a maximum of \$100,000.00 and may only be expended to offset its losses identified pursuant to s.6.1 and payments pursuant to Article 3. Profits beyond the maximum maintained in the special fund may be transferred by the City to general revenue and used for any local government purpose, as determined by the City in its sole and absolute discretion.
- 6.4 Upon termination of this Agreement by effluxion of time or otherwise, the funds held by the City in a special fund pursuant to s.6.3 may be used by the City for any local government purpose, as determined by the City in its sole and absolute discretion.

7.0 Buildings, Structures and Equipment

- 7.1 All machinery equipment and other chattels set out in Schedule "A" are and shall remain the sole and exclusive property of the City (the "Schedule "A" Property") and shall be updated and reported annually by the Society.
- 7.2 All buildings, structures and other improvements affixed to the Land as set out in Schedule "B" are and shall remain the sole and exclusive property of the City (the "Schedule "B" Property") and shall be updated and reported annually by the Society.
- 7.3 The Society shall be responsible for maintaining daily reports on the conditions of the Schedule "A" property and shall be responsible for light and regular maintenance requirements as set out in Schedule "A". The City shall be responsible for all other maintenance and repair of the Schedule "A" property.
- 7.4 The Society shall be responsible for general maintenance and repairs to the City's reasonable satisfaction of the City's property as set out in Schedule "B" property excepting only structural repairs and paving which shall be the responsibility of the City.

8.0 Insurance

- 8.1 **Comprehensive General Liability:** The Society shall take out and maintain at its expense comprehensive general liability insurance against claims for bodily injury, including death, and property damage or loss arising out of the use or occupation of City land and structures or the management or operation of the Society's services. Such insurance shall be in the joint names of the Society and the City so as to indemnify and protect both and shall contain a "cross liability clause" or "severability of interests clause" so that the Society and the City may be insured in

the same manner and to the same extent as if individual policies had been issued to each and shall be for the amount of not less than \$5,000,000 combined single limit or such other amount as may be required by the City from time to time, and with a deductible not exceeding \$100,000 per occurrence.

- 8.2 The Society will seek advice and obtain any necessary environmental impairment liability insurance or other such policy as may be recommended by their insurance broker or legal counsel to adequately protect against risks of environmental liability, with typical environmental impairment liability insurance having a limit of not less than \$1,000,000 (one million dollars) per occurrence with a deductible not greater than \$100,000 (for clarity, neither the amount nor type of environmental impairment liability insurance obtained by the Society will in any manner limit or qualify the liabilities and obligations assumed by the Society under this Agreement.
- 8.3 The Society will obtain Workers' Compensation Insurance or Workplace Safety & Insurance coverage with the Province with limits as required by the applicable law covering all the Society's personnel.
- 8.4 **City's Insurance:** The City shall take out all risk insurance in the name of the City for all equipment listed in Schedule "A" and Schedule "B" in an amount to the full replacement value thereof. The insurance premium for the Equipment shall be charged back to the Society based on the City's monthly ratios for replacement and maintenance.
- 8.5 **Society's Insurance:** The Society shall insure all equipment, chattels, assets, buildings, and structures used by the Society and not owned by the City against loss and damage sufficient to replace the lost, stolen, or damaged equipment, chattels, assets, building, and structures. The Society shall provide to the City a certificate of insurance in a form acceptable to the City showing the above-mentioned insurance and that in s. 4.4(b). The insurance premiums for such insurance shall be paid by the Society.
- 8.6 **Deductibles:** Any deductibles that must be paid to an insurer such as, but not limited to, the Insurance Corporation of British Columbia, be paid by the Society.
- 8.7 **Indemnity:** The Society shall indemnify and save harmless the City from and against all losses and claims, demands, payments, suits, actions, recoveries, and judgements of every nature and description brought or recovered against it and/or the City by reason of any act or omission or alleged act or omission of the said Society, its agents, employees, or subcontractors in the execution of the Agreement.
- 8.8 The Society must ensure that all policies of insurance taken out and maintained by it pursuant to this Agreement contain a clause binding the insurer not to cancel the policy

for any reason except after thirty (30) days written notice to the City.

- 8.9 The Society shall provide copies to the City of all policies of insurance taken out and maintained by the Society pursuant to this Agreement on the request of the City from time to time.

9.0 The Society

- 9.1 Within ninety (90) days of the Society fiscal year end, which is December 31, the Society shall provide to the City copies of the accounting records and the auditor's report pursuant to sections 20(2)(c), 116(1) and 117 and 47 of the Societies Act, S.B.C. 2015, c. 18

- 9.2 Within thirty (30) days after the Society's Annual General Meeting, the Society shall provide to the City copies of the following documents:

- a) a list of the current directors and officers of the Society;
- b) a five (5) year financial plan for the Society;
- c) a letter from WorkSafeBC certifying that the society is in good standing with the Board; and
- d) proof to the City that the Society is in good standing with the Registrar of companies;
- e) updated lists of Schedule "A", Schedule "B" Schedule "C", and Schedule "D";
- f) a report on complaints, their number and nature, to the City; and
- g) proof of all insurance required under this Agreement

- 9.3 The Society shall furnish to the City an unaudited financial statement at the end of each quarter showing the current quarter and year-to-date actual figures and budget variance details.

- 9.4 Nothing in this Agreement shall be construed to restrict the Society from entering into separate agreements to provide recycling services to groups or individuals or to receive payment for recycling services, on the condition that:

- a) the recycling services so provided by the Society are not included in the City's annual operating budget; and
- b) the separate agreement is on a full-recovery basis, including indirect burden

allocation. If either of the above two conditions is not met, the Society must apply to Council for an exemption from that particular condition.

- 9.5** The Society shall pay all taxes, rates, licence fees, or other charges imposed by any duly constituted authority on the Equipment and Structures that have otherwise not been specifically referred to in this Agreement.
- 9.6** The Society shall, at its expense, procure and maintain all necessary permits, certificates and licences required by law for the performance of its obligations under this Agreement and shall comply with all federal, provincial, local government enactments, municipal and regional district laws and regulations affecting the performance of its obligations, including the British Columbia Employment Standards Act, the Workers Compensation Act, the Occupational Health and Safety Regulations thereunder, the Environmental Management Act, and the Waste Management Act.

10.0 Occupational Health & Safety

- 10.1** The Society shall be solely and completely responsible for ensuring safety of all persons and property during the performance of any services it performs pursuant to this Agreement...
- 10.2** The Society shall be liable for any and all injury or damage which may occur to persons or to property due to any act, omission, neglect or default of the Society, or of its employees, workers or agents.
- 10.3** The Society is the Prime Contractor for the purposes of Part 3 of the Workers Compensation Act (British Columbia). The Society shall comply with the provisions of the Worker's Compensation Act (British Columbia) and all related regulations (including the Occupational Health and Safety Regulation) and standards including obtaining workers compensation coverage in respect of all workers engaged in the services, and all City policies and procedures, codes and regulations applicable to the services it provides pursuant to this agreement. Where any of these are in conflict, the more stringent shall be applicable.
- 10.4** The Society shall satisfy the City that a safety program has been developed in accordance with the Occupational Health and Safety Regulation, and Work Safe BC and shall incorporate all of the City's operating requirements and restrictions.
- 10.5** When required to do so by the City, the Society shall provide the Regional District with evidence of compliance with this Section 10.

11 General Provisions

- 11.0** Wherever the singular or masculine is used herein, the same shall be construed as meaning the plural, feminine, or the body corporate or politic where the context or the

parties so require.

- 11.1** This Agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.
- 11.2** The parties hereto shall do and cause to be done all things and execute and cause to be executed all documents which may be necessary to give proper effect to the intention of this Agreement.
- 11.3** This Agreement shall supersede all communications, negotiations, and agreements, either written or verbal made between the parties hereto in respect of matters pertaining to this Agreement prior to the execution and delivery hereof.
- 11.4** Any portion of this Agreement which is prohibited or unenforceable, will be in effective only to the extent of such prohibition or unenforceability without invalidating the remaining provision hereof.
- 11.5** The conditions, covenants, terms and provisos contained in this agreement which upon termination remain unfulfilled undischarged or otherwise outstanding will nevertheless survive termination and remain in full force and effect and be binding on the parties so long as there is any liability or indebtedness outstanding between the parties.
- 11.6** No assignment of this Agreement or any right accruing under it shall be made by either party without the written consent of the other, not to be unreasonably withheld.
- 11.7** Section 8.6 and all other articles, sections, subsections and paragraphs providing for the limitation of, waiver of or protection against liability of the parties hereto shall survive termination, cancellation or expiration of this Agreement.
- 11.8** All notices, demands and communications to either party shall be given by personal delivery or by registered mail and addressed to the parties at the address below. Any notice sent by registered mail shall be deemed to have been delivered seven (7) days after being mailed by the sender. A notice delivered after 4:00 pm or on a day that is not a business day shall be deemed to have been given or made on the following business day:

City of Maple Ridge 11995 Haney Place Maple Ridge BC V2X 6A9	Ridge Meadows Recycling Society Box 283 Maple Ridge BC V2X 7G2
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If normal mail service is interrupted by strike, slow down, force majeure or other cause beyond the control of the parties, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice shall utilize any other such services which have not been so interrupted or shall personally deliver such notice in order to ensure prompt receipt thereof.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day first above written.

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

MAYOR

CORPORATE OFFICER

RIDGE MEADOWS RECYCLING SOCIETY

Authorized Signatory

Authorized Signatory

SCHEDULE A

Updated: January 2019

*Updated annually as outline in 7.1 and reported as per 9.2(e)

EQUIPMENT OWNED BY THE CITY OF MAPLE RIDGE

		LICENCE #	REGISTRATION #	SERIAL/VIN#
133	AMERICAN BALER (2014) & CONVEYOR BELTS		NC20 – T50S	#9652
97	REM HDL-2HYDRAULIC LIFT			# 4271-97
97	REM MS-8 MAGNETIC SEPARATOR			#4272-97
93	12 EASY EMPTY CONTAINERS (RED) With Casters & Lid (2 Yard)			#92159 to 92171
#132	2013 FREIGHTLINER RECYCLING TRUCK	EH1733	10695088	1FVACXDT2HFB6217
#134	2015 FREIGHTLINER RECYCLING TRUCK	JB8578	11371615	1FVACYDT7FHGL1280
#135	2008 FREIGHTLINER RECYCLING TRUCK	AR2056	3235038	1FVACXDJ28HZ06711
#136	2017 AUTOCCAR RECYCLING TRUCK	KP9527	12306474	516M3DBD8HH223376
#137	2008 FREIGHTLINER RECYCLING TRUCK	AM0281	2913779	1FVACXCJ68HZ06713
#138	2017 AUTOCAR RECYCLING TRUCK	LG9078	12285040	516M3DBDXHH223377
#139	2014 PETERBILT RECYCLING TRUCK	HN4150	11023797	2NP2HM7X5EM237744
#140	2011 INTERNATIONAL RECYCLING TRUCK	DD0687	10152908	1HTJTSKN7BH341810
#141	2008 FREIGHTLINER RECYCLING TRUCK	DA3059	2359169	1FVACXDJ48HZ06712
#142	2017 AUTOCAR RECYCLING TRUCK	KB7160	12225422	516M3DBD6HH223375
#145	2011 INTERNATIONAL RECYCLING TRUCK	DD0688	10152983	1HTJTSKN9BH341811
#401	2009 CRANE CARRIER			1CYCAK3879T049343
#402	2009 CRANE CARRIER	KB7150	09830944	1CYCAK3819T049337
	2009 RECYCLING SYSTEMS – REM		5845-09	N6512 – NAPA
	CONVEYOR BELTS			
	TCH-8 Magnetic head & Pulley TCH-18 Transfer Conveyor			
	24x10 8mm Steel Deck Portable Scale – 50 Tonne			BCS241050PTS

capacity & Scale Shack

SCHEDULE B

*Updated annually as outline in 7.2 and reported as per 9.2(e)

Structures Improvements & Equipment:

1. Two storied building which includes meeting rooms, bathrooms and offices and acts as the headquarters for the Ridge Meadows Recycling Society.
2. Enclosed warehouse area, covered sorting area.
3. Paved surfaces on 1 acre site & ½ Acre site off River Road.
4. Free standing tarp enclosures (removable aluminum structures & cement lock blocks)

SCHEDULE C

*Updated annually as outline in 7.2 and reported as per 9.2(e)

Items accepted in the Maple Ridge Curbside Pickup Program:

Red Box: All Hard Plastic Packaging Products - listed below, but not limited to:

Plastic bottles	Plastic containers	Plastic lids
Plastic jars	Plastic jugs	Plastic cups
Plastic hangers	Plastic tags	Plastic plant pots
Refundable plastic drink containers		

“Bags in Bags” - Soft Plastic Bags & Overwrap - listed below, but not limited to:

Plastic grocery bags (stretchy)	Plastic bread bags	Plastic packaging wrap
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Yellow Bag: All Paper products & Packaging Products - listed below, but not limited to:

Cardboard	Flyers	Newspaper
Cards	Paper gift wrap	Office paper
Catalogues	Envelopes	Magazines
Phone books	Paper drink cups	Paper bags
Shredded paper	Paper take-out containers	

Blue Box: All Metal & Carton Packaging Products - listed below, but not limited to:

Aluminum foil & pans	Metal cans & lids	Metal clothes hangers
Household aerosol containers boxes	Milk cartons	Tetra-pack style drink & soup
Ice-cream cartons	Spiral-wound containers	Wine boxes

Grey Box: All Glass Packaging Products - listed below, but not limited to:

Glass bottles & jars	Refundable glass drink containers (alcoholic & non)
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Items accepted at the Maple Ridge Recycling Depot:

All Metal Products - listed below, but not limited to:

Aluminum	Car Parts	Sheeting
Aluminum Foil (plates)	Copper	Steel
Aluminum Blinds, Cookware	Engine Blocks (drained)	Tin Cans-metal lids
Barbeques	Hangers (plastic & metal)	Toaster / stock racks
Lawn Furniture	Tools / Nails	Bed Frames
Metal Fencing	Wire	Bikes
Metal Sinks/Bathtubs	Oil Tanks	Brass
Pipes		

Electronics, Cell Phones, & Accessories - listed below, but not limited to:

Desktop computers & accessories Audio products & accessories E-toys
Portable computers & accessories Video products & accessories Electronic music instruments
Display products & accessories Video gaming systems & accessories IT & telecom devices
Printing, scanning, & multifunction devices TVs VCRs DVDs
Telephones (landlines & mobile) Mobile/wireless devices Answering Machines

VHS tapes CDs USB drives Cords & chargers
Medical monitoring & control devices Earphones & earbuds Adaptors

Small & Large Appliances, Power Tools & Equipment - listed below, but not limited to:

Kitchen Appliances: toasters, coffee makers, microwaves, kettles, food scales, and hand mixers
Household Appliances: irons, vacuums, portable heaters, fans, vacuums, clocks, & carpet cleaners
Personal Care Appliances: blow dryers, curling irons, electric razors, trimmers, electric toothbrushes
Power Tools: portable & bench top Sewing machines Exercise machines
Sports, Leisure, Arts & Crafts Devices Air Conditioners Hot Water Tanks
Dishwashers Exercise Equipment (weights, bikes)
Propane tanks Washers & Dryers (cloths) Fire Extinguishers
Stoves Freezers Fridges
Furnaces Weed Eaters/Hedgers Lawn Mowers
Hand-Held, Walk-Behind, & Free-Standing Outdoor Power Equipment

Lighting Products - listed below, but not limited to:

Light Bulbs & Tubes: fluorescent, compact fluorescent, halogen, incandescent, & LEDs
Lighting Fixtures: floor lamps, chandeliers, table lamps, wall fixtures
Flashlights Holiday lights Street lights
Outdoor flood lights Ballasts

Batteries - listed below, but not limited to:

Household Rechargeable - lithium ion Car – lead-acid

Paints, Flammables, Pesticides and Gasoline - listed below, but not limited to:

Camp fuel Paints –all types (Latex & Oil)
Empty Paint Cans Paint - Aerosol
Flammable Liquids Paint Thinners
Gasoline Pesticides (domestic)
Liquid Adhesives Solvents

Oil & Antifreeze - listed below, but not limited to:

Used Oil Oil Filters Plastic Oil Containers
Antifreeze Antifreeze Containers Cooking Oil

All Glass Packaging Products - listed below, but not limited to:

Glass bottles & jars Refundable glass drink containers

All Hard Plastic Packaging Products - listed below, but not limited to:

Plastic bottles	Plastic containers	Plastic lids
Plastic jars	Plastic jugs	Plastic cups
Plastic hangers	Plastic tags	Plastic plant pots
Refundable plastic drink containers		

Soft Plastic Bags & Overwrap - listed below, but not limited to:

Plastic grocery bags (stretchy)	Plastic bread bags	Plastic packaging wrap
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Flexible Plastic Packaging - listed below, but not limited to:

Non-stretchy plastic packaging (oranges/avacados,etc)	Foil-lined chip bags & wrappers	Net bags
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Styrofoam - listed below, but not limited to:

Styrofoam trays (white/coloured)	Styrofoam cups	Styrofoam take-out containers
Styrofoam packaging		

All Printed Paper Products - listed below, but not limited to:

Cardboard	Flyers	Newspaper
Cards	Paper gift wrap	Office paper
Catalogues	Envelopes	Magazines
Phone books	Paper drink cups	Paper bags
Shredded paper	Hardcover books	Paperback books
Paper take-out containers		

Other Categories: Smoke, carbon monoxide alarms, & combination alarms

Mercury-containing thermostats & electronic thermostats

Textiles: Clothing, shoes, curtains, bedsheets, household items

SCHEDULE D: *BC RECYCLING AGREEMENT*

Attachment B

Licence for Use Agreement, Metro Vancouver

LICENCE OF USE AGREEMENT

THIS AGREEMENT dated for reference the ____ day of _____, 2019.

BETWEEN: **The Greater Vancouver Sewerage and Drainage District**
4730 Kingsway
Burnaby, BC V5H 0C6

(**"Metro Vancouver"**)

OF THE FIRST PART

AND: **The City of Maple Ridge**
11995 Haney Place
Maple Ridge, BC V2X 6G2

(the **"Licensee"**)

OF THE SECOND PART

W H E R E A S :

- A. Metro Vancouver owns and operates a solid waste transfer station within the Municipality of Maple Ridge located at 10092 – 236th Street (the "Transfer Station").
- B. Metro Vancouver is the registered and beneficial owner of lands within Maple Ridge described as:

Legal Description: Lot B District Lot 275 Group 1 NWD Plan 7587
PID: 011-259-281

(the "Lands")
- C. Metro Vancouver has granted 5-year term licences to the Licensee since 1989 for the purposes of operating a recycling depot on a portion of the Lands.
- D. The Licence was amended in November 2005 to expand the area of the recycling depot and a further amendment was made in October 2006 to provide for the recycling of certain solvents and flammable liquids as identified in the Recycling Regulation pursuant to the Environmental Management Act.
- E. The most recent licence commenced April 28, 2009 and contained a renewal provision for an additional 5-year term that Metro Vancouver granted which expired on March 31, 2019.

- F. The Licensee wishes to continue use of the Licence Area and has requested that Metro Vancouver grant a non-exclusive licence to use certain portions of the Lands comprised of approximately 0.543 hectares as shown outlined in heavy black line as Area 1 and Area 2 on the plan attached as Schedule "A" (the "Licence Area") for continuation of the recycling operations and the GVS&DD has agreed subject to the terms and conditions contained within this Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the fee paid by the Licensee to Metro Vancouver and in consideration of the premises and covenants and Agreements contained in this Agreement, Metro Vancouver and the Licensee covenant and agree with each other as follows:

1.0 GRANT OF LICENCE OF USE

- 1.1 Metro Vancouver, subject to the performance and observance by the Licensee of the terms, conditions, covenants and agreements contained in this Agreement and to earlier termination as provided in this Agreement, grants to the Licensee, its agents, employees and invitees a non-exclusive licence to use the Licence Area for the purpose of operating a recycling depot (the "Recycling Facility") together with such related activities for which Metro Vancouver may grant upon written approval (such facility and related activities being hereinafter called the "Recycling Operations") and for no other purpose.

2.0 RESERVATION OF RIGHTS

- 2.1 Metro Vancouver hereby reserves to itself from the grant and the covenants made by it to the Licensee under clause 1 above the right for Metro Vancouver, its agents, employees, contractors and subcontractors to have full and complete access to the Licence Area to carry out any operations associated with Metro Vancouver's use of the Licence Area.

3.0 LICENCE FEE

- 3.1 In consideration of the right to use, the Licensee shall pay to Metro Vancouver the sum of Forty Six Thousand Dollars (\$46,000) in advance, by the 1st day of April in each year of the Term plus the goods and services tax (GST), if applicable.

4.0 TERM AND RENEWAL

- 4.1 The Term of the Licence granted under this Agreement shall be from the 1st day of April, 2019 to the 31st day of March, 2024 unless earlier terminated under this Agreement.
- 4.2 The Licensee may, no later than six months prior to the expiry of the Term, apply to renew this Licence for a further term of five (5) years. The renewal and terms and conditions of such renewal shall be at Metro Vancouver's sole discretion.

5.0 CONTINUANCE OF LICENCE

- 5.1 If after the expiration of the Term, the Licensee continues to exercise the Licence without objection by Metro Vancouver and without any written agreement providing otherwise, then the Licensee shall be deemed to be a licensee from month to month and subject to the provisions of this Licence in so far as its provisions are applicable (the "Continuing Licence").
- 5.2 It shall be lawful for Metro Vancouver to cancel and determine the Continuing Licence by delivering to the Licensee notice to that effect and upon delivery of such notice the Continuing Licence shall cease without prejudice to any rights of Metro Vancouver under this Licence that accrued before the cancellation.

6.0 TAXES

- 6.1 The Licensee shall pay all taxes, rates, duties and assessments whatsoever, whether federal, provincial, municipal or otherwise charged upon the Licensee or Metro Vancouver as a result of the Licensee's occupation of or use of the Licence Area.
- 6.2 As the Licensee is a municipality, it may be exempt from property taxation. The Licensee shall provide evidence of such exemption to Metro Vancouver in a timely fashion.

7.0 COVENANTS OF THE LICENSEE

- 7.1 The Licensee shall not carry on or permit any activity on the Licence Area which is considered a nuisance to the owners or occupiers of lands adjacent to or in the vicinity of the Licence Area, including the creation of odor or excessive noise.
- 7.2 The Licensee hereby agrees and acknowledges that Metro Vancouver may, upon 6 months' notice, provide such notice to the Licensee to surrender up to 10% of the Licence Area, not including any area occupied by buildings, as required by Metro Vancouver to ensure a safe and efficient operation of the Transfer Station.
- 7.3 The Licensee must ensure that the gate leading into the emergency exit roadway is closed to the public at all times except for emergency purposes.

8.0 CONSTRUCTION

- 8.1 The Licensee shall not construct or place any buildings or structures or make any improvements on the Licence Area, unless prior to any construction, it has:
 - (a) obtained Metro Vancouver's approval in writing to the site plans, working drawings, plans, specifications, and elevations, which approval may be withheld at the sole discretion of Metro Vancouver; and

(b) obtained a building permit from the local government authority having jurisdiction authorizing the construction of the buildings and structures set out in the permits and the plans and specifications attached to it; and

(c) obtain all required inspections.

8.2 All such construction work shall be carried out at the cost of the Licensee and the Licensee shall deliver all final as built drawings to Metro Vancouver.

8.3 The Licensee shall not occupy the buildings without first obtaining an occupancy certificate.

8.4 The Licensee shall, at its cost, maintain any buildings, structures or improvements constructed or placed on the Licence Area during the Term.

8.5 Notwithstanding the foregoing sections, the Licensee must not construct or place buildings or structures or make improvements on the Licence Area that will interfere with or impede the use of the Lands by others having a lawful right to use the Lands.

9.0 INSURANCE

The Licensee will, at the Licensee's expense, throughout the Term, secure and maintain comprehensive general liability insurance in an amount of no less than five million dollars (\$5,000,000) per occurrence to the satisfaction of Metro Vancouver, and to provide evidence satisfactory to Metro Vancouver of such insurance and any renewals. The Insurer will acknowledge this agreement as an insured contract under the policy and will have added the Indemnified Parties, as defined under section 10.1, as additional insureds. The Licensee will be responsible to maintain All Risk property insurance coverage for their installed fixtures and equipment. The policy will contain a waiver of subrogation against the Licensor.

The Licensee will, at the Licensee's expense, throughout the Term, secure and maintain pollution liability insurance in an amount of no less than five million dollars (\$5,000,000) per occurrence. In the alternative, the Licensee, at its expense, will obtain regular environmental risk analysis reports from a recognized environmental consultant. Acceptance of the risk assessment does in no way limit Metro Vancouver's rights and remedies in the indemnification under section 10.

10.0 INDEMNIFICATION AND RELEASE

10.1 The Licensee will save harmless and indemnify Metro Vancouver (Greater Vancouver Sewerage and Drainage District) and the Metro Vancouver Regional District and their directors, officers, employees, agents and other representatives (the "Indemnified Parties") from and against all actions, claims, demands, proceedings, suits, losses, damages, costs and expenses of any kind or nature (including but not limiting the generality of the foregoing, in respect of death, injury, loss or damage to any person or property) arising from the breach of this Agreement by the Licensee, its employees and agents or arising in any way out of or

connected with the use of the Licence Area by the Licensee its agents, employees and invitees under this Licence Agreement, except to the proportionate extent that such actions, claims, demands, proceedings, suits, losses, damages, costs and expenses were caused by the Indemnified Parties or any of them.

- 10.2 The Licensee will release and discharge Metro Vancouver (Greater Vancouver Sewerage and Drainage District) and the Metro Vancouver Regional District and their directors, officers, employees, agents and other representatives (the "Released Parties") from and against all actions, claims, demands, proceedings, suits, losses, damages, costs and expenses, of any kind or nature (including but not limiting the generality of the foregoing, in respect of death, injury, loss or damage to any person or property) which the Licensee, their employees, or agents might have in any manner contributed to arising in any way out of or connected with the use of the Licence Area by the Licensee under this agreement except to the proportionate extent that such actions, claims, demands, proceedings, suits, losses, damages, costs and expenses were caused by the Released Parties or any of them.

11.0 BUILDERS LIENS

- 11.1 The Licensee will indemnify Metro Vancouver from and against any liens for labour services wages or materials, in respect of the Licensee's use of the Licence Area.

12.0 NOTICES

- 12.1 It is hereby mutually agreed:

Any notice required to be given under this Agreement shall be deemed to be sufficiently given:

- (a) to be delivered at the time of delivery and
- (b) if mailed from any government post office in the Province of British Columbia by prepaid registered mail addressed as follows:

- (i) if to Metro Vancouver:

Metro Vancouver
4730 Kingsway – 26th Floor
Burnaby, BC V5H 0C6
Attention: Director, Properties
e-mail: propertydivision@metrovanancouver.org

(ii) if to the Licensee:

The City of Maple Ridge
11995 Haney Place
Maple Ridge, BC V2X 6A9
Attention: Municipal Engineer
e-mail: engineering@mapleridge.ca

or at the address a party may from time to time designate. The notice shall be deemed to have been received five days after the time and date of mailing or if e-mailed, when acknowledgement is received from Metro Vancouver or the Licensee.

13.0 ASSIGNMENT AND SUB-LETTING

- 13.1 The Licensee shall not assign or sub-let any of its rights and obligations under this Agreement without the prior written consent of Metro Vancouver.
- 13.2 Metro Vancouver does consent to the Licensee granting a sub-licence to the Ridge Meadows Recycling Society (the "Sub-Licensee") for the purpose of operating the Recycling Facility.

14.0 TERMINATION

- 14.1 If the Licensee is in default on the payment of Licence fees, or the payment of any other sum payable under this Agreement, or is in breach of this Agreement, and if the default continues 30 days after giving notice by Metro Vancouver to the Licensee, then Metro Vancouver may terminate this Agreement and the rights of the Licensee with respect to the Licence Area shall immediately lapse and be absolutely forfeited.
- 14.2 This Agreement may be terminated by either party by giving the other party six months written notice.

15.0 FORFEITURE

- 15.1 Metro Vancouver, by waiving or neglecting to enforce the right to forfeiture this Agreement or upon breach of this Agreement, does not waive Metro Vancouver's rights upon any subsequent breach of the same or any other provision of this Agreement.

16.0 FIXTURES

- 16.1 That, unless Metro Vancouver notifies the Licensee to remove fixtures, all buildings, structures or improvements constructed on the Licence Area by the Licensee shall at the termination of the Agreement, become the sole property of Metro Vancouver at no cost to Metro Vancouver.

17.0 REPAIRS BY METRO VANCOUVER

- 17.1 If the Licensee fails to repair or maintain the Licence Area or any building structure or improvements on the Licence Area in accordance with this Agreement, Metro Vancouver may, by its agents, employees or contractors enter the Licence Area and make the required repairs or do the required maintenance and the cost of the repairs or maintenance shall be a debt due from the Licensee to Metro Vancouver;
- 17.2 In making the repairs or doing the maintenance Metro Vancouver bring and leave upon the Licence Area the necessary materials, tools and equipment and Metro Vancouver shall not be liable to the Licensee for any inconvenience, annoyance, loss of business or other injuries suffered by the Licensee by reason of Metro Vancouver effecting the repairs or maintenance.

18.0 HAZARDOUS SUBSTANCES AND HOUSEHOLD HAZARDOUS WASTES

- 18.1 The Licensee will not place, store, use, manufacture, or release or allow the placement storage, use, manufacture of any Hazardous Substance in, on or from the Lands except as permitted in the Agreement or by law and in accordance with such law. "Hazardous Materials" means all explosives, radioactive materials, pollutants, contaminants, hazardous or toxic substances, special waste, or other waste, the storage, use, manufacture, or release of which into the environment is prohibited, controlled or regulated under any laws, regulations, orders, bylaws, permits or lawful requirement of any government authority in respect of the protection of the natural environment, or of plant, animal or human health, or in respect of the regulation and use of such wastes and substances.
- 18.2 Notwithstanding the restrictions of section 18.1, the Licensee may bring such household hazardous wastes onto the Licence Area that are covered under *Recycling Regulation* 449/2004 enacted pursuant to the *Environmental Management Act* (British Columbia) as collected through the Extended Produce Responsibility & Stewardship Program agreements or contracts (the "EPR Program" between the Licensee and the Ministry of the Environment, (the "Product Stewardship Agreements").
- 18.3 The Licensee shall provide an annual written list to Metro Vancouver on the description of products to be handled on the Licence Area including those products that fall within the EPR Program and those that do not fall within the EPR Program.
- 18.4 Handling of the Household Hazardous Wastes by the Licensee shall be conducted in accordance with the Product Stewardship Agreements and guidelines as administered by the association responsible for the specific Household Hazardous Waste or product. The Licensee is responsible for and shall carry out the appropriate training for all persons that are handling Household Hazardous Wastes on the Licence Area.
- 18.5 The Licensee is responsible for any and all costs associated with environmental clean-up of the Lands and any adjacent lands, watercourses or other areas that may be contaminated by

products accepted by the Licensee on the Licence Area, whether pursuant to the Licence or any amendments thereto or otherwise.

19.0 TIDINESS AND CLEAN UP

19.1 The Licensee shall keep Licence Area 1 and Licence Area 2, any improvements and the Recycling Operations in a neat, tidy, safe, secure and sanitary condition at all times. The Licensee shall place the recycling materials into appropriate receptacles and shall ensure that all such materials are moved from the Licence Area at frequent and regular intervals so that such materials or any wastes do not accumulate on the Licence Area. The Licensee shall also remove any litter on the access road between Licence Area 1 and Licence Area 2 that may be attributed to the Recycling Facility operations.

19.2 At the end of the term or renewal term, the Licensee shall clean up the Licence Area and restore the surface of the Licence Area as reasonably as may be possible to the condition of the Licence Area prior to the commencement of the term of this Agreement.

20.0 SECURITY, MAINTENANCE AND REPAIR

20.1 The Licensee, at its expense, will install and maintain fencing, a gate, all required locks and any other security measures as requested by GVS&DD for maintaining security and restricted access to the Licence Area.

20.2 The Licensee will maintain and keep in good repair all buildings, structures, fences, gates, locks and other improvements on the Licence Area. The Licensee will maintain the landscaping located in Area 2, shown on Schedule "A" as Licence Area 2 and is granted a licence to do so and pass over the Lands with or without equipment for this purpose. Licence Area 2 is for landscaping only and for no other purpose.

21.0 REGULATIONS

21.1 The Licensee will comply promptly at its own expense with the legal requirements of all authorities, including an association of fire insurance underwriters or agents, and all notices issued under them that are served upon Metro Vancouver or the Licensee.

22.0 NO COMPENSATION

22.1 The Licensee shall not be entitled to compensation for any loss or injurious affection or disturbance resulting in any way from the termination of the Licence or the loss of the Licensee's interest in any building, structure or improvement built or placed on the Licence Area.

23.0 MISCELLANEOUS

23.1 The Licensee warrants and represents that the execution of this Agreement by the Licensee on behalf of a group or organization is a warranty and representation to Metro Vancouver

that the Licensee has sufficient power, authority, and capacity to bind the group or organization with his or her signature;

- 23.2 If the Licensee represents a group or organization, the Licensee agrees to inform all responsible persons associated with the group or organization of the terms and conditions of this Agreement;
- 23.3 Where written consent is required under this Agreement by Metro Vancouver such written consent can be provided by the Director, Properties or their designate unless otherwise stated in this Agreement;
- 23.4 This Agreement shall not be interpreted as granting any interest in the Lands or the Licence Area to the Licensee;
- 23.5 Waiver of any default by a party shall not be interpreted or deemed to be a waiver of any subsequent default;
- 23.6 This Agreement constitutes the entire agreement between the parties with respect to the subject matter and cancels and supercedes any prior agreement between the parties with respect to this Agreement.

24.0 INTERPRETATION

- 24.1 When the singular or neuter are used in this Agreement they include the plural or the feminine or the masculine or the body politic where the context or the parties require.
- 24.2 The headings to the clauses in this Agreement have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.
- 24.3 This Agreement shall be construed in accordance with and governed by the laws applicable in the Province of British Columbia.
- 24.4 All provisions of this Agreement are to be construed as covenants and agreements as though the word importing covenants and agreements were used in each separate paragraph.
- 24.5 A provision in this Agreement granting Metro Vancouver a right of approval shall be interpreted as granting a free and unrestricted right to be exercised by Metro Vancouver in its discretion.
- 24.6 This Agreement may be executed and delivered by electronic means and in counterparts and upon the execution and delivery of each such counterpart by each Party to the other, this Agreement will be legally binding upon the Parties.

The authorized signatories of the parties have executed this Agreement as follows.

by the Licensee - the City of Maple Ridge

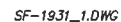
Per: _____ on _____
date

Per: _____

by Metro Vancouver – the Greater Vancouver Sewerage and Drainage District

Per: _____ on _____
Randy Wenger, Director Properties date

**LICENCE AREA OF RECYCLING FACILITY
ON LOT "B"_PLAN 7587**





TO:	His Worship Mayor Michael Morden and Members of Council	MEETING DATE:	December 3, 2019
FROM:	Chief Administrative Officer	FILE NO:	11-5255-70-124
		MEETING:	COW
SUBJECT:	Award of Contract ITT-EN19-76: 232 Street Watermain Replacement (122 Avenue to 124 Avenue)		

EXECUTIVE SUMMARY:

The existing 150mm diameter cast iron watermain along 232 Street between 122 Avenue and 124 Avenue was installed in 1964 and has been identified for replacement as part of the City's Annual Watermain Replacement Program. This project is included in 2020 of both the existing 2019-2023 Financial Plan and the proposed 2020-2024 Financial Plan.

The 232 Street Watermain Replacement Project from 122 Avenue to 124 Avenue consists of the installation of approximately 445m of 200mm diameter ductile iron watermain, water service connections, installation of new hydrants and pavement surface restoration. The existing watermain will be abandoned and utilized for fibre optic pre-ducting. City crews will complete tie-ins of the new watermain to the City's water system.

The Invitation to Tender was issued on October 22, 2019 and closed on November 21, 2019 with seventeen (17) bids received. The lowest compliant tender price was submitted by Conwest Contracting Ltd. for \$422,595.00 excluding taxes. The watermain installation is funded from the Water Utility Fund, and additional funding is required for the water tie-ins to the City system. Funding to install ducting for future fibre optic expansion is available from the IT Fibre Optic Network project budget.

Council approval is required to award the contract to Conwest Contracting Ltd.

RECOMMENDATION:

That Contract ITT-EN19-76, 232 Watermain Replacement (122 Avenue to 124 Avenue), be awarded to Conwest Contracting Ltd. in the amount of \$422,595.00 excluding taxes; and

That a construction contingency of \$60,000 be approved to address potential variations in field conditions; and further

That the Corporate Officer be authorized to execute the contract.

DISCUSSION:

a) Background Context:

The existing 150mm diameter cast iron watermain along 232 Street between 122 Avenue and 124 Avenue was installed in 1964 and has been identified for replacement as part of the City's Annual Watermain Replacement Program. This project is included in 2020 of both the existing 2019-2023 Financial Plan and the proposed 2020-2024 Financial Plan.

The 232 Street Watermain Replacement Project from 122 Avenue to 124 Avenue consists of the installation of approximately 445m of 200mm diameter ductile iron watermain, water service connections, installation of new hydrants and pavement surface restoration. The existing watermain will be abandoned and utilized for fibre optic pre-ducting. City crews will complete tie-ins of the new watermain to the City's water system.

Tender Evaluation

The Invitation to Tender was issued on October 22, 2019 and closed on November 21, 2019 with seventeen (17) bids received, listed below from lowest to highest price.

	<u>Tender Price</u> <u>(excluding taxes)</u>
1. Conwest Contracting Ltd.	\$422,595.00
2. Complete Utility Contractors Ltd.	\$449,435.00
3. Timbro Contracting (A Partnership)	\$499,467.50
4. Sandpiper Contracting LLP	\$499,840.00
5. Jack Cewe Construction Ltd.	\$532,479.00
6. Jakes Construction Ltd.	\$546,900.00
7. Drake Excavating (2016) Ltd.	\$549,879.12
8. J. Cote & Son Excavating Ltd.	\$564,775.00
9. Tybo Contracting Ltd.	\$587,600.00
10. Richco Contracting Ltd.	\$605,530.00
11. TAG Construction Ltd.	\$611,685.00
12. TKG Irrigation Ltd.	\$624,230.00
13. Summit Earthworks Inc.	\$638,100.00
14. Hyland Excavating Ltd.	\$645,844.00
15. Ray Contracting Ltd.	\$703,831.82
16. Neil Smith Construction Ltd.	\$717,794.00
17. Pedre Contractors Ltd.	\$814,359.00

The lowest compliant bid was \$422,595.00 (excluding taxes) from Conwest Contracting Ltd. Staff have analyzed the tenders and recommend the contract be awarded to Conwest Contracting Ltd.

b) Desired Outcome:

To provide reliable fire protection and high quality drinking water to Maple Ridge residents.

c) **Strategic Alignment:**

One of the key strategies in Council's Strategic Plan is to manage existing infrastructure. Replacement and upgrading of the aging watermain and fire hydrants on 232 Street will ensure reliability of service and provide capacity for future years.

Installation of ducts in the abandoned watermain will support the City's long-term plan to extend fibre optic service throughout the City and up 232 Street to connect with the Abernethy Way network.

d) **Citizen/Customer Implications:**

The estimated construction duration is approximately eight weeks starting in early next year. It is anticipated that traffic through the work zone will be reduced to single lane alternating. Most of the watermain replacement works are on the east side of the road adjacent to the sidewalk.

Some of the fronting properties may be impacted during water service connection installations, and residents will be notified in advance of the work. Every effort will be made to minimize impact to residents fronting the watermain installation on 232 Street. As well, the general public will be informed of the construction progress through the City's website and social media sources.

e) **Interdepartmental Implications:**

The Operations Department has provided input during the design stage. The Information Technology Department has worked closely with Engineering to utilize the abandoned watermain as fibre optic ducting for future use. Tie-ins to the live water system will be completed by the Operations Department. A City staff inspector will provide inspection services during construction.

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

There is sufficient funds in LTC18023 in the Financial Plan for construction in 2020. The Contract award and construction is anticipated to commence in January 2020. The projected expenditures excluding taxes are as follows:

Water Tie-ins (Operations)	\$ 65,000
Construction Contract (Conwest Contracting Ltd.)	422,595
Contract Contingency	60,000
Total Projected Project Cost	\$ 547,595

The project funding sources are as follows:

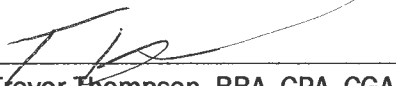
Water Capital Fund (WCF) (LTC No. 18023)	\$ 750,000
IT Department Fibre Optics (GL No. 11-01556)	20,000
Total Funding Sources	\$ 770,000

CONCLUSION:

The tender price of \$422,595.00 (excluding taxes) by Conwest Contracting Ltd. for the 232 Street Watermain Replacement Project from 122 Avenue to 124 Avenue is the lowest compliant tender. It is recommended that Council approve the award of the contract to Conwest Contracting Ltd. and a contract contingency of \$60,000 be approved.



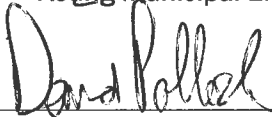
Prepared by: Maria Guerra, PEng., PMP
Acting Manager of Design & Construction



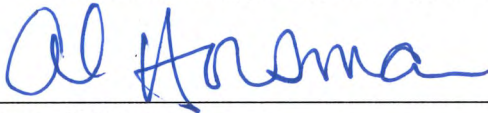
Financial Trevor Thompson, BBA, CPA, CGA
Concurrence: Chief Financial Officer



Reviewed by: Michael Canning, PEng.
Acting Municipal Engineer

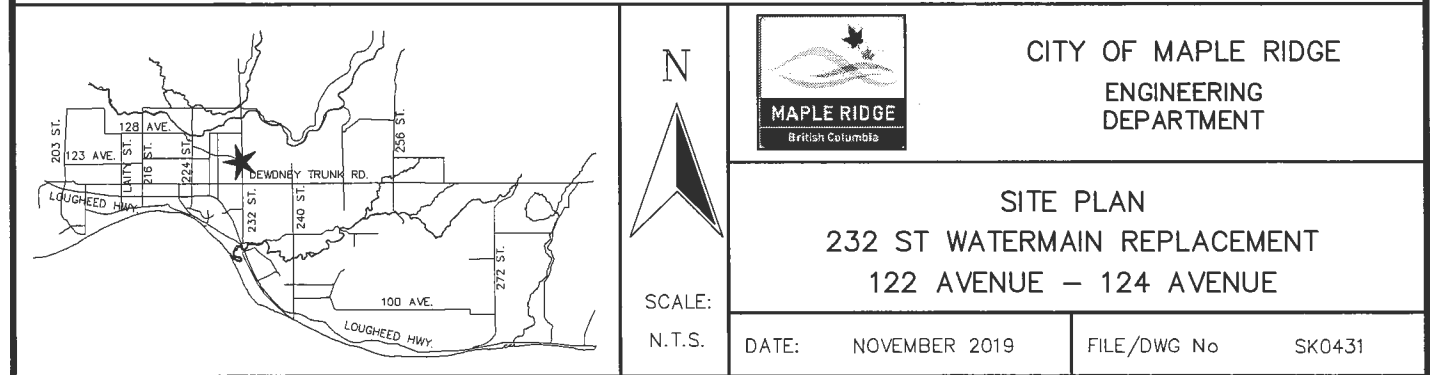


Approved by: David Pollock, PEng.
General Manager Engineering Services



Concurrence: Al Horsman
Chief Administrative Officer

Attachments:
(A) Map





TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Council Procedure Amending Bylaw No. 7521-2018

MEETING DATE: December 3, 2019
FILE NO: 2343523
MEETING: Committee of the Whole

EXECUTIVE SUMMARY:

The Council Procedure Bylaw sets the stage for how Council and Committees interact with each other at meetings. The bylaw supports the governance process so that everyone including the public, Council, Committee members and staff know how decisions are made and what to expect during the meetings. This becomes a reflection of how residents perceive their local government operating, enhancing public trust. Proposed bylaw No. 7521-2018 incorporates Council feedback from November 2018 and May 2019 and adjusts meeting procedures to respond to the direction of the current Council.

RECOMMENDATION:

That staff be directed to provide notice in accordance with the *Community Charter*;

That Council Procedure Amending Bylaw No. 7521-2018 be read a first, second and third time; and further,

That the “Council Meeting Delegations Policy,” “Council Meeting Public Question Period Policy” and “Council Meeting Minute Taking Standards Policy” be approved.

DISCUSSION:

a) Background Context:

In November 2018, shortly after taking office, Council received a presentation on the current Council Procedure Bylaw. It provided an opportunity for Council to ask questions and comment on how the procedures might be changed to suit the needs of the newly formed Council.


After six months in office under the current Procedure Bylaw, a detailed slide presentation provided Council with a number of options relating to areas of interest that had been raised over the previous months. Council provided feedback during and after the meeting. The proposed bylaw and supporting policies attached to this report entrenches that feedback in bylaw form for Council consideration.

CONCLUSION:

This Council Procedure Bylaw and supporting policies to regulate Delegations and Public Question Period reflect feedback provided by Council in November 2018 and May 2019.



Prepared by: **Stephanie Nichols**
Deputy Corporate Officer



Reviewed by: **Laura Benson**
Director of Corporate Support



Concurrence: **Al Horsman**
Chief Administrative Officer

Attachments:

- (A) Proposed Council Procedure Policy Amending Bylaw No. 7521-2018
- (B) Proposed Council Meeting Delegations Policy
- (C) Proposed Council Meeting Public Question Period Policy
- (D) Proposed Council Meeting Minute Taking Policy

CITY OF MAPLE RIDGE

BYLAW NO. 7521-2018

A Bylaw to amend Maple Ridge Council Procedure Bylaw No. 6472-2007

WHEREAS, it is deemed expedient to amend Maple Ridge Council Procedure Bylaw No. 6472-2007 as amended;

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

1. This Bylaw may be cited as "Maple Ridge Council Procedure Amending Bylaw No. 7521-2018."
2. That Maple Ridge Council Procedure Bylaw No. 6472-2007, be amended as follows:

a) That section 3 Definitions, be amended by:

1. Removing the term "Moment of Reflection" and its definition; and
2. And adding the following terms and definitions:

"Agenda" is the list of items and order of business for any meeting of Council or its Committees;

"City Web Site" means the information resource found at an internet address provided by the City, the current home landing page located at www.mapleridge.ca;

"Commission" means a municipal commission established under s.143 of the *Community Charter*;

"Committee of the Whole" means a committee meeting which has a membership of all Council members, and has as its primary purpose the review of information to ensure Council has enough information to debate and vote on issues at a future Council Meeting;

"Council Workshop" means a Council meeting which has as its primary purpose the review and discussion of policies and other matters of interest to Council;

"Member" means the Mayor or a Councillor in relation to Council, or an appointed individual of a committee or commission, in relation to a committee or commission; and

"Public Notice Posting Place," for the purpose of giving notices under s. 94 of the *Community Charter*, means:

the public notice posting place is the window in the west entrance to the lobby of the City Hall, and

the City Website, in so far as no disruption of electronic access occurs.

- b) That section 7 Public Notice Posting Place be removed, having been moved and amended under “Definitions” in this bylaw’s section 1(a):
- c) That section 11 Council Workshop be removed, having been moved and amended under “Definitions” in this bylaw’s section 1(a):
- d) That section 14 be renumbered as 14(a);
- e) That the following be added:

14 (b) The Presiding member must verbally confirm the attendance of the member before stating and calling the question on the recommendation;

14 (c) In the case of an interruption in the communication link to the member(s) participating electronically, Council will recess to a maximum of 5 minutes until it is determined whether or not the link can be reestablished. If communications are not reestablished, the meeting will resume without the electronic participant(s) as long as there is quorum present.

- f) That section 31 be amended as following, and renumbering the subsections accordingly:

- 1. Replace item “(g) Questions from the Public – Maximum 15 minutes unless extended by motion approved by majority of Council” with

“Public Question Period”

and order it to occur after “Other matters deemed expedient”;

- 2. Add “Mayor and Councillor Reports” and order it to occur after Public Questions Period

- g) That section 37.1 be amended by eliminating the phrase “as decided on a case by case basis.”

- h) That part 14 Conduct be replaced in its entirety with the following:

38. During a Council meeting, a person must address a Council Member by their title of Mayor, Acting Mayor or Councillor;

39. During a Council meeting, a person must not engage in bullying or harassing behaviour in respect of a Council Member, Government Official or a City employee, which includes but is not limited to:

- i. expressing a negative opinion about the personality or character of a Council Member, Government Official or City employee;

- ii. speaking disrespectfully about a Council Member, a Government Official or a City employee;
- iii. speaking or acting aggressively towards a Council Member, a Government Official or a City employee;
- iv. using offensive gestures or signs;
- v. questioning the motives of a Council Member, Government Official or City employee;
- vi. using rude or offensive language or engaging in rude or offensive conduct; or
- vii. disrupting or unnecessarily delaying the conduct of business at the Council Meeting.

40. During a Council meeting, a person must:

- i. not speak on electronic communication devices when a person or Council Member is speaking, except in the case of emergencies;
 - ii. cease speaking, if called to order by the person presiding over the meeting;
 - iii. adhere to the provisions of this Bylaw; and
 - iv. adhere to any rulings or decisions made pursuant to this Bylaw.
- i) That a new section be added under Part 14 Conduct with the following subsections, and remaining sections be renumbered accordingly:

Expulsion from Council Meetings

- A person who contravenes the general rules of conduct may be ordered expelled from the meeting.
- If a member is of the opinion that a person has contravened the general rules of conduct, the member must state on the record how the general rules of conduct were contravened.
- If the presiding member is of the opinion that the named person did not contravene the general rules of conduct, the presiding member must state on the record why they believe the rules of conduct were not contravened.
- If a member alleges a contravention of the general rules of conduct and the presiding member is of the opinion that the named person contravened the general rules of conduct, the presiding member shall:
 - (a) permit the person to apologize immediately to the governing body for the conduct that contravened the Bylaw; or
 - (b) order the person to leave the Council Meeting immediately.
- If a person who has contravened the general rules of conduct is permitted to apologize and does so apologize, the person presiding shall:

- (a) permit the person to remain in the meeting; or
 - (b) order the person to leave the meeting immediately if the presiding member is of the opinion that the apology was inadequate.
 - If a person does not voluntarily comply with an order to leave the meeting, that person may be removed from the meeting by a peace officer, pursuant to s.133(2) of the *Community Charter*.
 - If a person repeatedly contravenes the General Rules of Conduct set out in this bylaw, Council may adopt a resolution authorizing legal counsel to pursue legal remedies against the person.
- j) That the title of Part 18 Delegations be changed to add “and Public Question Period”
- k) That all sections under Part 18 Delegations be replaced with the following, and all subsequent sections be renumbered accordingly:

The order of business titled “Delegations” will be regulated by the *Council Meeting Delegations Policy* as approved by Council and amended from time to time by Council resolution.

The order of business titled “Public Question Period” will be regulated by the *Council Meeting Public Question Period Policy* as approved by Council and amended from time to time by Council resolution.

READ a first time the ____ day of ____.

READ a second time the ____ day of ____.

READ a third time the ____ day of ____.

ADOPTED, the ____ day of ____.

PRESIDING MEMBER

CORPORATE OFFICER



**MAPLE RIDGE
BRITISH COLUMBIA**

POLICY MANUAL

Title: Council Meeting Delegations Policy	Policy No : Supersedes: n/a	
Authority: <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational Approval: <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	Effective Date: Review Date:	
Policy Statement: The City of Maple Ridge is committed to providing a variety of opportunities for citizens to address Council.		
Purpose: This policy provides consistent and transparent guidelines to permit delegations to address Council in a meeting environment.		
Definition: <u>Delegate/Delegation</u> – a person or persons who have satisfied the City’s requirements under this policy to attend and present to Council at a public meeting.		
Requirements: <ol style="list-style-type: none"> 1. Person(s) wishing to be a delegate must request the opportunity using the City’s online “Appear as a Delegation” request form, providing all information required by the City. 2. Requests must be submitted at least seven (7) days prior to the preferred meeting date. 3. Material for presentation at the meeting (handouts, PowerPoint slides, etc.) must be provided to the Corporate Officer at least five (5) days prior to the meeting date. 4. Delegation intending to use audio and/or audio-visual equipment must advise the Corporate Officer at least five (5) days prior to the meeting date. The City will assist with, but will not be responsible for, the provision of the necessary equipment. 5. The Corporate Officer or designate shall contact the delegation to confirm or deny attendance at the requested meeting or make alternate arrangements. 6. Delegations will be allowed a maximum of ten (10) minutes to make their presentation, excluding the time taken for questions posed by Council, unless all members agree unanimously to extend the time limit. 		

7. A maximum of three (3) delegations will be scheduled at any one meeting.
8. The Corporate Officer may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
9. The Corporate Officer **must not** permit a delegation regarding:
 - 9.1. subject matter not considered to fall within the jurisdiction of Council;
 - 9.2. a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw;
 - 9.2.1. this provision does not apply where a second or subsequent public hearing is to be held on the matter;
 - 9.3. the promotion of commercial products or services which have no connection to the business of the City;
 - 9.4. publicly tendered contracts or proposal calls for the provision of goods and services for the City, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by Council or City staff; or
 - 9.5. an issue which is before the courts or on which Council has authorized legal action.
10. If a delegation requester wishes to appeal the Corporate Officer's decision, the "Appear as a Delegation" request form will be provided on a future Council agenda along with the reason for denial, for Council deliberation.
 - 10.1. A majority vote of Council is required to reverse the denial.
 - 10.2. If the denial is reversed, delegation will be placed on the next available meeting.
11. The delegation must adhere to the Code of Conduct, use respectful language, and refrain from using offensive gestures or signs.
 - 11.1. The presiding member of the meeting will make the final determination of what is considered offensive;
 - 11.2. The presiding member may allow the delegation to continue if the offensive conduct ceases.



**MAPLE RIDGE
BRITISH COLUMBIA**

POLICY MANUAL

Title: Council Meeting Public Question Period Policy		Policy No : Supersedes: n/a
Authority: <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational Approval: <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager		Effective Date: Review Date:
Policy Statement: The City of Maple Ridge is committed to providing a variety of opportunities for citizens to address Council.		
Purpose: This policy provides consistent and transparent guidelines to permit members of the public to ask questions of Council in a meeting environment.		
Requirements: <ol style="list-style-type: none"> 1. The public will be afforded a 15-minute opportunity to address Council during the regular Council meeting. This opportunity does not apply to Council meetings deemed to be Council Workshop meetings. 2. The time period may be extended with approval of the majority of Council. 3. A speaker is limited to two (2) minutes. 4. A speaker shall be permitted a second opportunity should there be no other members of the public waiting to ask a question. 5. A speaker may but is not required to provide their name and address for the record. 6. Questions relating to a development application are not permitted if: <ol style="list-style-type: none"> 6.1. the application has been placed on a Public Hearing agenda; or 6.2. the application has had a Public Hearing and has not yet been adopted. 7. The General Rules of Conduct outlined in the Council Procedure Bylaw apply to public question hearing speakers. 		

8. Where a large number of speakers are expected, the Corporate Officer (or designate) may require the use of a Speakers' List that will determine the order of speakers on a first-come-first-serve basis.
 - 8.1. The allocation of reserved spots on a Speakers' List or for speaking order in advance of the opening of the doors in advance of a meeting is not permitted.
 - 8.2. People wishing to ensure their spot during Public Question Period are encouraged to identify themselves to the Corporate Officer or designate as soon as possible after entering the meeting room to secure a spot on the Speakers' List.



**MAPLE RIDGE
BRITISH COLUMBIA**

POLICY MANUAL

Title: Council Meeting Minute Taking Standards	Policy No : Supersedes: n/a
Authority: <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational Approval: <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	Effective Date: Review Date:
Policy Statement: The City of Maple Ridge is committed to providing the public, staff and Council Members with accurate and informed minutes of meetings.	
Purpose: This policy provides consistent and transparent guidelines to ensure that an accurate account of the decisions of Council are recorded in the permanent record of the City, and for viewing by the public.	
Application: This policy applies to meetings of Council (regular, workshop and closed formats) and Committee of the Whole.	
Requirements: <ol style="list-style-type: none"> 1. Unless otherwise noted in this Policy, only decisions of Council will be recorded, including the motion, amendment to the motion, amended main motion, the voting result, and the names of members who opposed. 2. Council decisions will be allocated a unique Resolution Number indicating the year and a sequential number. 3. The meeting date, time, place, and purpose will be recorded in the header to the minutes of a meeting. 4. The names and titles of the Council members in attendance and absent will be recorded. 5. The minutes will reflect the time of arrival and/or departure of a member arriving late or leaving early, and a note will be added in the chronologic order of events to reflect attendance. <ol style="list-style-type: none"> 5.1. In the event of a Council member taking a short break, this will not be reflected in the minutes unless the member is absent for a decision. 5.2. In the event of a Closed meeting, the arrival and departure of staff and other people in attendance will be reflected in the minutes. 	

6. A member attending the meeting by electronic means, the method of participation will be recorded in the minutes.
 - 6.1. In the event of an interrupted connection, the time of interruption, and reconnection if application, will be noted in the minutes.
7. The names and titles of Chief Administrative Officer, General Managers, and statutory officers in attendance will be reflected in the minutes as Appointed Staff.
8. The names and titles of staff presenting information at the meeting will be recorded as Other Staff as Required.
9. The names, titles and company names of other people presenting information at the meeting will be recorded as Invited Guests.
10. Public Question Period: No minutes will be recorded. The number of speakers will be indicated. The subject matter may be indicated. Opinions, comments and questions about the subject shall not be reflected in the minutes.
11. Each agenda item will have a title and a short description reflected in the minutes.
12. Where the order of business on an agenda is not followed in the meeting, the minutes will reflect the actual order of business, and the original item numbers will be reflected in the minutes despite being out of sequential order.
13. Bylaws on the agenda for third reading following a public hearing will have the public hearing date reflected in the minutes.
14. Mayor's and Councillors' Reports: Prior to the close of the Regular Council meeting, the Mayor and Councillors may provide a verbal update report. The content of these reports will not be recorded in the minutes.
15. Time of adjournment will be noted.
16. The draft minutes will be placed on a future meeting agenda for approval as soon as practically possible.
17. Approved minutes will be signed by the Corporate Officer, then the Mayor or member presiding in the Chair at the meeting.



TO: His Worship Mayor Michael Morden **MEETING DATE:** December 3, 2019
and Members of Council **FILE NO:**
FROM: Chief Administrative Officer **MEETING:** C o W
SUBJECT: 2020-2024 Financial Plan Bylaw

EXECUTIVE SUMMARY:

The 2020-2024 Business Plans and the Financial Overview Report were presented to Council on November 5, 18, 19 and 20. These plans highlight the alignment of the business plans with Council's Strategic Plan. All meetings were livestreamed over the Internet.

At the November 26, 2019 Council Workshop, Council directed that the Financial Plan Bylaw include the recommended incremental requests, as amended.

The Capital Program for 2020-2024 forms a significant part of the Financial Plan and was also presented at the November 5 Committee of the Whole meeting. A listing of the capital projects is included in the Capital Program business plan which can be found on our website and was also attached to the November 5 staff report.

The Financial Plan Bylaw is a consolidated plan that includes the general revenue fund, the sewer and water utility funds and the capital program. It is in a format that follows the prescribed legislative requirements. In addition to the information that we are required to provide, we produce the 2020-2024 Financial Plan Overview Report which was provided to Council on November 18, 2019. This report provides additional context, recapitulates key information and itemizes changes to the budget since it was adopted by Council last May. The report is designed to aid the public and other interested parties to better understand what goes into the City's decision making processes and the resulting financial resource allocations.

Council has the authority to amend the Financial Plan Bylaw at any time. Typically, the first amendment is in late April once the property tax revenue due to new construction is known and the projects that were previously approved in 2019 and are still underway are included in the 2020 budget.

This Financial Plan meets the guidelines established by Council and staff are recommending approval of the associated bylaw.

RECOMMENDATION:

That Maple Ridge 2020-2024 Financial Plan Bylaw No. 7598-2019 be given first, second and third readings.

DISCUSSION:

Background Context:

Earlier this year, Council provided direction for the financial plan that is now being presented to Council in the form of a bylaw. The financial plan provides for revenues to fund the operating costs and debt payments associated with a number of Park and Recreation capital projects. Appropriate adjustments will be made as the timing, construction costs and operating costs become more certain.

We have about \$1.6 billion invested in our infrastructure and it is important that we protect this investment. This financial plan includes a funding strategy for sustaining this investment.

Council has received details on the changes to the current financial plan. The list of recommended incremental adjustments endorsed by Council at the meeting on November 26, 2019 is included in Appendix 1

Public consultation is an important and legislated component of financial plan preparation. Regular feedback and interaction with the public is also considered when business plans are developed including Financial Plan Guidelines.

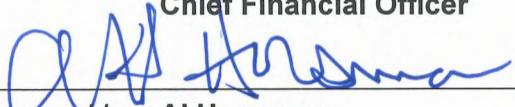
There are several requirements in the Community Charter for the Financial Plan Bylaw, including: disclosure of the proportions of revenue proposed to come from various funding sources, the distribution of property taxes among property classes, and the use of permissive tax exemptions. The attached bylaw includes this information.

CONCLUSION:

The Financial Plan is a multi-year planning, reviewing and reporting tool that represents Council's priorities and commitment to providing quality services to the residents of Maple Ridge. This plan is in line with the direction set by Council. Council has the authority to amend this bylaw at any time.


Prepared by: **Darcy Morris, BA**
Budget Analyst


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


Approved by: **Al Horsman**
Chief Administrative Officer

Attachments:
Incremental Adjustments

Appendix 1
Incremental Adjustments endorsed by Council November 26, 2019.

Item (\$ in thousands)	2020	2021	2022	2023	2024
Proposed Ongoing Incremental Operating Items					
Administration					
Human Resources					
Manager HR	-	(74)	(151)	(155)	(159)
Corporate Services					
Finance					
Purchasing - Buyer Clerk	(38)	(78)	(80)	(82)	(84)
Succession Planning , Employee development	(50)	(50)	(100)	(150)	(150)
Reallocate Property Tax Farm Class	(40)	(80)	(80)	(80)	(80)
Reallocate Property Tax Other Class	40	80	80	80	80
Fire Department					
Training Officer	(81)	(167)	(171)	(175)	(179)
Reallocate existing Firefighter Incremental	81	167	171	175	179
Information Technology					
IT Security Staff	(57)	(117)	(120)	(123)	(126)
Engineering Services					
Operations - Operations Inspector	(55)	(113)	(116)	(118)	(121)
Engineering Technologist Projects ISRD	(54)	(110)	(112)	(115)	(118)
ISR Drainage Funding	54	110	112	115	118
Engineering Technologist Projects Asset Management	(54)	(110)	(112)	(115)	(118)
ISR, Water and Sewer Funding	54	110	112	115	118
Parks, Recreation & Culture					
Parks and Facilities					
Maintenance Heritage	(25)	(25)	(25)	(25)	(25)
Urban Forestry Technician	(60)	(83)	(85)	(87)	(89)
Park Attendant	(45)	(62)	(63)	(65)	(66)
Set-up take-down Ball Hockey Boards PRI	(22)	(23)	(23)	(24)	(24)
Aquatics - Hammond Pool Extend Season PRI	(59)	(60)	(62)	(64)	(65)
Leisure Centre Facility Host PRI	(42)	(43)	(44)	(45)	(46)
Parks & Recreation Improvement Reserve Funding	123	126	129	132	136
Vibrant Downtown Initiative CSSI	(80)	(80)	(80)	(80)	(80)
Planning & Development Services					
Manager of Community Social Safety CSSI	(60)	(123)	(126)	(129)	(132)
2 Community Safety Officers CSSI	(176)	(180)	(185)	(189)	(193)
Taxation					
CSSI Additional General Tax Increase	316	383	391	398	406
Proposed One Time Operating Items funded by Accumulated Surplus					
Recycling - Hazardous Waste Pickup	(121)				
Invasive Species Control Program	(200)				
Beach Volley Ball Courts	(60)				
Transfer From Accumulated Surplus	381	36	119	-	-

Incremental Adjustments: Water Revenue Funds

Item (\$ in thousands)	2020	2021	2022	2023	2024
Proposed Ongoing Operating Items funded by Water Revenue Fund					
Engineering Vehicle (Capital Cost)	(35)				
Water Utility Maintenance Workers	(175)	(225)	(231)	(236)	(242)
Engineering Vehicle (Capital Cost)	(50)				

CITY OF MAPLE RIDGE

BYLAW NO. 7598-2019

A bylaw to establish the five year financial plan for the years 2020 through 2024

WHEREAS, the public will have the opportunity to provide comments or suggestions with respect to the financial plan;

AND WHEREAS, Council deems this to be a process of public consultation under Section 166 of the Community Charter;

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

1. This Bylaw may be cited as “Maple Ridge 2020-2024 Financial Plan Bylaw No. 7598-2019”.
2. Statement 1 attached to and forming part of this bylaw is hereby declared to be the Consolidated Financial Plan of the City of Maple Ridge for the years 2020 through 2024.
3. Statement 2 attached to and forming part of the bylaw is hereby declared to be the Revenue and Property Tax Policy Disclosure for the City of Maple Ridge.
4. Statement 3 attached to and forming part of the bylaw is hereby declared to be the Capital Expenditure Disclosure for the City of Maple Ridge.

READ a first time the day of .

READ a second time the day of .

READ a third time the day of .

PUBLIC CONSULTATION completed on the day of .

ADOPTED the day of .

PRESIDING MEMBER

CORPORATE OFFICER

ATTACHMENT: Statement 1, Statement 2 and Statement 3

Statement 1

Consolidated Financial Plan 2020-2024 (\$ in thousands)

	2020	2021	2022	2023	2024
REVENUES					
Revenues					
Development Fees					
Developer Contributed Assets	20,000	20,000	20,000	20,000	20,000
Developer Cost Charges	5,105	8,675	5,083	1,262	891
Parkland Acquisition	200	200	200	200	200
Contribution from Others	1,400	1,373	1,336	1,343	1,351
Development Fees Total	26,705	30,248	26,619	22,805	22,442
Property Taxes	91,675	96,729	101,782	107,109	112,724
Parcel Charges	3,337	3,442	3,552	3,665	3,782
Fees & Charges	46,940	49,376	51,978	54,792	57,822
Interest	2,413	2,428	2,443	2,458	2,473
Grants	7,174	6,074	6,081	5,331	5,331
Total Revenues	178,244	188,297	192,455	196,160	204,574
EXPENDITURES					
Operating Expenditures					
Debt & Interest Payments	2,391	2,559	2,447	2,340	3,056
Amortization	21,330	21,330	21,330	21,330	21,330
Other Expenditures	119,614	124,904	131,333	138,069	144,168
Total Expenditures	143,335	148,793	155,110	161,739	168,554
ANNUAL SURPLUS	34,909	39,504	37,345	34,421	36,020
Add Back: Amortization Expense (Surplus)	21,330	21,330	21,330	21,330	21,330
Less: Capital Expenditures	34,190	30,940	23,862	22,835	23,985
Less: Developer Contributed Capital	20,000	20,000	20,000	20,000	20,000
CHANGE IN FINANCIAL POSITION	2,049	9,894	14,813	12,916	13,365
OTHER REVENUES					
Add: Borrowing Proceeds	-	-	-	-	-
OTHER EXPENDITURES					
Less: Principal Payments on Debt	3,871	3,953	4,643	4,733	5,417
TOTAL REVENUES LESS EXPENSES	(1,822)	5,941	10,170	8,183	7,948
INTERNAL TRANSFERS					
Transfer From Reserve Funds					
Capital Works Reserve	382	350	150	150	150
Equipment Replacement Reserve	3,207	2,354	1,872	3,018	2,912
Fire Department Capital Reserve	119	136	195	254	313
Total Transfer From Reserve Funds	3,708	2,840	2,217	3,422	3,375
Less :Transfer To Reserve Funds					
Capital Works Reserve	2,518	999	2,335	2,029	4,809
Equipment Replacement Reserve	3,232	3,544	3,786	3,967	4,147
Fire Department Capital Reserve	873	1,020	1,172	1,325	1,664
Land Reserve	5	5	5	5	5
Total Transfer To Reserve Funds	6,628	5,568	7,298	7,326	10,625
Transfer From (To) Own Reserves	(565)	(1,761)	(1,785)	(1,955)	(1,355)
Transfer From (To) Surplus	5,307	(1,452)	(3,304)	(2,324)	657
Transfer From (To) Surplus & Own Reserves	4,742	(3,213)	(5,089)	(4,279)	(698)
TOTAL INTERNAL TRANSFERS	1,822	(5,941)	(10,170)	(8,183)	(7,948)
BALANCED BUDGET	-	-	-	-	-

Statement 2

Revenue and Property Tax Policy Disclosure

REVENUE DISCLOSURE

Revenue Proportions	2020		2021		2022		2023		2024	
	\$ ('000s)	%	\$ ('000s)	%	\$ ('000s)	%	\$ ('000s)	%	\$ ('000s)	%
Revenues										
Property Taxes	91,675	51.4	96,729	51.4	101,782	52.9	107,109	54.6	112,724	55.1
Parcel Charges	3,337	1.9	3,442	1.8	3,552	1.8	3,665	1.9	3,782	1.8
Fees & Charges	46,940	26.3	49,376	26.2	51,978	27.0	54,792	27.9	57,822	28.3
Borrowing Proceeds	-	-	-	-	-	-	-	-	-	-
Other Sources	36,292	20.4	38,750	20.6	35,143	18.3	30,594	15.6	30,246	14.8
Total Revenues	178,244	100	188,297	100	192,455	100	196,160	100	204,574	100
Other Sources include:										
Development Fees Total	26,705	15.0	30,248	16.1	26,619	13.8	22,805	11.6	22,442	11.0
Interest	2,413	1.4	2,428	1.3	2,443	1.3	2,458	1.3	2,473	1.2
Grants (Other Govts)	7,174	4.0	6,074	3.2	6,081	3.2	5,331	2.7	5,331	2.6
Property Sales	-	-	-	-	-	-	-	-	-	-
	36,292	20.4	38,750	20.6	35,143	18.3	30,594	15.6	30,246	14.8

OBJECTIVES & POLICIES

Property Tax Revenue

Property tax revenue is the City's primary revenue source, and one which is heavily reliant on the residential class. Diversification of the tax base and generation of non-tax revenue are ongoing objectives, outlined in Financial Sustainability Policy 5.52 section 6.

The Financial Plan includes property tax increases that are as listed below:

	2020	2021	2022	2023	2024
General Purpose	2.25%	2.25%	2.00%	2.00%	2.00%
Infrastructure Replacement	0.70%	0.70%	0.90%	0.90%	1.00%
Parks & Recreation	0.60%	0.60%	0.60%	0.60%	0.60%
Drainage	0.30%	0.30%	0.10%	0.10%	0.00%
Total Property Tax Increase	3.85%	3.85%	3.60%	3.60%	3.60%

The Tax increase in the first two years is higher than the Financial Plan Guidelines due to the ongoing funding required to support the Community Social Safety Initiative. The final property tax rate will be adopted in May. Management will explore options to achieve the 3.60% increase that was in the Financial Plan Guidelines. Additional information on the tax increases and the cost drivers can be found in the most recent Financial Plan Overview Report. Specific policies discussing the tax increases are included in the Financial Sustainability Plan and related policies which were adopted in 2004.

Property tax revenue includes property taxes as well as grants in lieu of property taxes.

Parcel Charges

Parcel charges are comprised of a recycling charge, a sewer charge and on some properties, a local area service or improvement charge. Parcel charges are a useful tool to charge all or a subset of properties for a fixed or variable amount to support services. Unlike property taxation the variable amount does not need to be related to property assessment value, but can be something that more accurately reflects the cost of the service.

Statement 3

Capital Expenditure Disclosure

Fees & Charges

Fees should be reviewed annually and updated if needed. In 2020, a consolidated fees and charges bylaw will be brought to Council for consideration. Some fees are used to offset the costs of providing specific services. The utility fees are reviewed annually with a view towards using rate stabilization practices to smooth out large fluctuations in rates, as set out in the Business Planning Guidelines.

Borrowing Proceeds

Debt is used when it makes sense, and with caution as it commits future cash flows to debt payments, restricting the ability to use these funds to provide other services. The source of the debt payments needs to be considered as does the justification for advancing the project. More information on previously approved borrowing can be found in the most recent Financial Plan Overview report.

Other Sources

This will vary greatly year to year as it includes:

- Development fees which fund capital projects from the DCC Reserve
- Contribution from others in relation to capital
- Grants which are sought from various agencies and may be leveraged with City funds

PROPERTY TAX DISCLOSURE

The 2020 property tax revenue and updated rates will be included in a Financial Plan Amending Bylaw that precedes the Property Tax Rate Bylaw, as the 2020 property assessed values are not yet finalized. For information purposes the 2019 distribution is included.

Property Tax Revenue Distribution

Property Class	Taxation Revenue		Assessed Value		Tax Rate	Multiple
	('000s)		('000s)		(\$/1000)	(Rate/Res.Rate)
1 Residential	66,349	78.4%	23,423,181	92.4%	2.8326	1.0
2 Utility	731	0.9%	18,278	0.1%	40.0000	14.1
4 Major Industry	653	0.8%	31,591	0.1%	20.6674	7.3
5 Light Industry	3,275	3.9%	366,459	1.5%	8.9367	3.2
6 Business/Other	13,409	15.8%	1,500,444	5.9%	8.9367	3.2
8 Rec./ Non-Profit	63	0.1%	5,263	0.0%	12.0643	4.3
9 Farm	164	0.2%	4,657	0.0%	35.2285	12.4
Total	84,644	100%	25,349,873	100%		

Statement 3

Capital Expenditure Disclosure

PROPERTY TAX DISCLOSURE

Objectives & Policies

Property taxes are the City's largest source of revenue and are contained by efficient business practices. Annual business planning practices are the mechanism for resource allocation decisions.

The City's Financial Sustainability Policy section 6 discusses the necessity of diversifying the tax base. Development of employment-related properties is one method of diversification; therefore a key performance measurement in Strategic Economic Initiatives tracks the increased investment and development of non-residential properties.

A policy in the Financial Sustainability Plan that calls for stable tax increases and the adoption of the annual increase early in the prior year in the Business Planning Guidelines provides citizens with a more stable and predictable set of cost increases. In some cases costs are phased in over multiple years to stay within the set tax increases.

Property Tax Rates

It is policy to adjust property tax rates annually to negate the impact of fluctuations in the market values of properties. Tax rates are reduced to negate the market increases. Property tax increases are then applied at the same relative increase for all classes, unless legislation restricts the rates, as with Class 2, Utility.

The Business Class and Light Industry Class properties have the same tax rate and are treated as a composite class when setting the tax rates, as the types of businesses in each class are similar. In 2016, the increase was reduced from 3.15% to 1.85% to reduce the relative property tax burden for these properties.

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

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

In 2019 a review of the Farm Class properties revealed that the rates are relatively high compared to other municipalities. Reductions will be applied to the farm rates to make them close to the average.

Permissive Tax Exemptions

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

Statement 3

Capital Expenditure Disclosure

The sole purpose of this statement is to meet legislative requirements and highlight the value of the DCC program; no other conclusions should be drawn from the figures as the information could be misconstrued. This disclosure is required under the Local Government Act s. 560 (2); capital costs attributable to projects to be partially funded by Development Cost Charges (DCC) must be included in the financial plan. The DCC program includes projects as far out as 2038 so the capital expenditures must be extended to match. Certain types of projects are not planned past the five year time horizon of the financial plan. Much less scrutiny is given to projects that are planned in years 2025 through 2039. Projects in these years typically exceed likely funding available.

Capital Works Program for 2025 – 2039

(\$ in thousands)

Capital Works Program	364,713
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Source of Funding

Development Fees

Development Cost Charges	172,375
Parkland Acquisition Reserve	-
Contribution from Others	1,244
	173,619

Borrowing Proceeds	-
Grants	39,276
Transfer from Reserve Funds	20,477
Revenue Funds	131,341
	191,094

	364,713
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