

City of Maple Ridge

**COUNCIL WORKSHOP AGENDA**

**January 12, 2021**

**11:00 a.m.**

**Virtual Online Meeting including Council Chambers**

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

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

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**REMINDER: Council Meeting – January 12, 2021 at 7:00 p.m.**

**1. APPROVAL OF THE AGENDA**

**2. ADOPTION OF MINUTES**

- November 23 and 24, 2020 Special Council Workshop Meetings
- December 8, 2020 Council Workshop Meeting

**3. PRESENTATIONS AT THE REQUEST OF COUNCIL**

**4. UNFINISHED AND NEW BUSINESS**

**4.1 Advisory Design Panel Review**

Staff report dated January 12, 2021 recommending that Maple Ridge Advisory Design Panel Amending Bylaw No. 7696-2020 to allow Advisory Design Panel meetings to be held virtually be forwarded to a meeting of Council for consideration of first, second and third readings.

**4.2 Fee for Service Agreements**

Staff report dated January 12, 2021 providing information on Fee for Service Agreements with local community groups and non-profit organizations.

**5. CORRESPONDENCE**

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

7. MATTERS DEEMED EXPEDIENT

8. NOTICE OF CLOSED COUNCIL MEETING

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

Section 90(1)(c) Labour relations or employee negotiations.


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

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

9. ADJOURNMENT

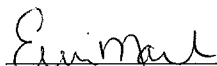
APPROVED BY:

DATE:

  
Jan. 7/21


PREPARED BY

DATE:

  
Jan 7/21

CHECKED BY:

DATE:

  
January 7, 2021

## 2.0 Adoption of Minutes

**SPECIAL COUNCIL WORKSHOP MINUTES**

November 23, 2020

The Minutes of the City Council Workshop held on November 23, 2020 at 9:31 a.m. in the Council Chambers and virtually at City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

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**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, General Manager Parks, Recreation & Culture

C. Carter, General Manager Planning & Development Services

C. Crabtree, General Manager Corporate Services

S. Nichols, Corporate Officer

D. Pollock, General Manager Engineering Services

T. Thompson, Chief Financial Officer

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Note: These Minutes are posted on the City Website at [www.mapleridge.ca](http://www.mapleridge.ca)

Note: Due to COVID Councillor Duncan, Councillor Meadus, Councillor Robson, and Councillor Yousef participated virtually.

**1.0 CALL TO ORDER**

Note: Councillor Duncan joined the meeting at 9:33 a.m.  
Councillor Robson joined the meeting at 9:34 a.m.

**2.0 APPROVAL OF THE AGENDA**

The Mayor requested an amendment to rules in the Council Procedure Bylaw.

R/2020-453

It was moved and seconded

To suspend the rules to allow the Chair to attend remotely, to allow the Chair to designate an Acting Mayor, and to reduce speaking time for each item to five minutes two times for a total of ten minutes per member.

CARRIED

Councillor Duncan - OPPOSED

### 3.0 2021 – 2025 CORPORATE PLAN

#### 3.1 Introduction

The Chief Administrative Officer provided an introduction to the business planning session process, the timeline for the 2021 – 2025 Corporate Plan, and adoption of the Financial Plan Bylaw.

#### 3.2 Financial Overview Report Summary

The Chief Financial Officer provided a detailed presentation on the City's Financial Plan and staff responded to questions from Council.

Note: Councillor Duncan left the meeting at 10:08 a.m. and returned at 10:12 a.m. during the staff presentation.

Note: Councillor Duncan left the meeting at 11:08 a.m. and did not return until after the meeting recessed.

R/2020-454

It was moved and seconded

That the meeting be recessed at 11:19 a.m. for one hour.

CARRIED

Note: The meeting reconvened at 12:25 p.m. with Councillor Robson absent.

Note: Councillor Robson was absent at the start of the meeting.

#### 3.3 Community Safety

The General Manager Corporate Services provided a detailed presentation on the strategic pillar of Community Safety and staff responded to questions from Council.

Note: Councillor Robson entered the meeting at 12:30 p.m. during the staff presentation.

#### 3.4 Inter-Governmental Relations

The Chief Administrative Officer provided a detailed presentation on the strategic pillar of Inter-governmental Relations.

3.5 Community Pride and Spirit

The General Manager Recreation & Culture provided a detailed presentation on the strategic pillar of Community Pride and Spirit.

3.6 Natural Environment

The General Manager Engineering Services provided a detailed presentation on the strategic pillar of Natural Environment.

3.7 Growth

The General Manager Planning & Development Services provided a detailed presentation on the strategic pillar of Growth.

At the conclusion of the staff presentations the floor was opened to questions from Council.

Note: Councillor Meadus left the meeting at 1:41 p.m. and returned at 1:45 p.m.

R/2020-455

It was moved and seconded

That the meeting be recessed at 2:35 p.m. for twenty minutes.

CARRIED

The meeting reconvened at 2:55 p.m. with the continuation of questions from Council.

Note: Councillor Robson was absent at the start of the meeting and reentered the meeting at 3:00 p.m.

Note: Councillor Robson left the meeting at 3:18 p.m. and returned at 3:22 p.m.

Note: Councillor Duncan left the meeting at 3:25 p.m. and returned at 3:30 p.m.

Note: Councillor Robson left the meeting at 3:28 p.m. and did not return.

R/2020-456

It was moved and seconded

That the meeting be recessed at 4:25 p.m. until 9:30 a.m. on November 24, 2020.

CARRIED

The November 23, 2020 Council Workshop meeting was reconvened at 9:31 a.m. on November 24, 2020.

Note: Councillor Duncan was absent at the start of the meeting.

Councillor Yousef attended the meeting virtually due to COVID.

Councillor Robson joined the meeting at 9:35 a.m. and participated virtually.

Special Council Workshop Minutes

November 23, 2020

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3.8 Capital Program

The Chief Financial Officer provided a detailed presentation on the Capital Program and staff responded to questions from Council.

Note: Councillor Duncan joined the meeting at 10:13 a.m.

Note: Councillor Yousef left the meeting at 10:25 a.m. and returned at 10:30 a.m.

Note: Councillor Yousef left the meeting at 11:04 a.m. and returned at 11:07 a.m.

4.0 *ADJOURNMENT* – 11:18 a.m.

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M. Morden, Mayor

Certified Correct

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S. Nichols, Corporate Officer

City of Maple Ridge

**SPECIAL COUNCIL WORKSHOP MINUTES**

November 24, 2020

The Minutes of the City Council Workshop held on November 24, 2020 at 12:03 p.m. in the Blaney Room at City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

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**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, General Manager Parks, Recreation & Culture  
C. Carter, General Manager Planning & Development Services  
C. Crabtree, General Manager Corporate Services  
S. Nichols, Corporate Officer  
D. Pollock, General Manager Engineering Services  
T. Thompson, Chief Financial Officer

*Other Staff as Required*

C. Goddard, Director of Planning  
R. Stott, Environmental Planner 2  
M. Vogel, Computer Support Specialist

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Note: These Minutes are posted on the City website at [www.mapleridge.ca](http://www.mapleridge.ca)

Note: Due to COVID Councillor Yousef, Councillor Duncan and Councillor Robson participated virtually.

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

R/2020-457

It was moved and seconded

That the agenda of the November 24, 2020 Special Council Workshop Meeting be approved as circulated.

CARRIED

3.0 2021 - 2025 BUSINESS PLANNING

3.1 Council Discussion of the 2021-2025 Corporate Plan

The Chief Administrative Officer provided a detailed summary of the Financial Plan process being undertaken this year. Mr. Horsman advised that a Council resolution is required to consider the Municipal Security Issuing recommendation included below in 3.3. Council continued with their questions from the November 23, 2020 staff presentations.



### 3.2 2021 – 2025 Financial Plan Recommendations

The Chief Financial Officer and the Chief Administrative Officer provided clarification on the 2021-2025 Financial Plan Bylaw process.

R/2020-458

It was moved and seconded

That consideration of Item 3.2 “2021-2025 Financial Plan Recommendations” be postponed and added to the November 24, 2020 Regular Council Meeting.

CARRIED

Councillor Yousef - OPPOSED

### 3.3 Municipal Security Issuing Resolution

Staff report dated November 24, 2020 recommending that borrowings from the Municipal Finance Authority of British Columbia as part of the 2021 Spring Borrowing Session be approved and that Metro Vancouver Regional District be requested to consent to the borrowings over terms noted and include the borrowing in their Security Issuing Bylaw.

R/2020-459

It was moved and seconded

That consideration of Item 3.3 “Municipal Security Issuing Resolution” be postponed and added to the November 24, 2020 Regular Council Meeting.

CARRIED

Councillor Yousef - OPPOSED

R/2020-460

It was moved and seconded

That notice of the Special Closed Council Meeting be waived to allow the meeting to begin at 2:15 p.m.

CARRIED

### 4.0 ADJOURNMENT– 1:47 p.m.

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M. Morden, Mayor

Certified Correct

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S. Nichols, Corporate Officer

**COUNCIL WORKSHOP MINUTES**

December 8, 2020

The Minutes of the City Council Meeting held on December 8, 2020 at 11:03 a.m. held virtually and hosted in the Council Chambers of the City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

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**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, General Manager Parks, Recreation & Culture  
C. Carter, General Manager Planning & Development Services  
C. Crabtree, General Manager Corporate Services  
S. Nichols, Corporate Officer  
D. Pollock, General Manager Engineering Services  
T. Thompson, Chief Financial Officer

*Other Staff as Required*

J. Dingwall, Manager of Utility Engineering  
C. Goddard, Director of Planning  
K. Gowan, Planner  
A. Grochowich, Planner  
J. Mickleborough, Director of Engineering  
M. Vogel, IT Support Specialist  
L. Zosiak, Manager of Community Planning

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Note: Due to COVID Councillor Duncan, Councillor Meadus, Councillor Robson and Councillor Yousef participated virtually.

**1. APPROVAL OF THE AGENDA**

R/2020-482

It was moved and seconded

That the agenda of the December 8, 2020 Council Workshop Meeting be approved as circulated.

CARRIED

**2. ADOPTION OF MINUTES**

2.1 Minutes of the November 10, 2020 Council Workshop Meeting and November 17, 2020 Special Council Workshop Meeting.

R/2020-483

It was moved and seconded

That the minutes of the November 10, 2020 Council Workshop Meeting and November 17, 2020 Special Council Workshop Meeting be adopted as circulated.

CARRIED

3. *PRESENTATIONS AT THE REQUEST OF COUNCIL* – Nil

4. *UNFINISHED AND NEW BUSINESS*

4.1 **Employment Lands: Consultation Outcomes and Possible Next Steps for the Yennadon Lands**

Staff report dated December 8, 2020 recommending that the Yennadon Lands Concept #2 - Neighbourhood Innovations Village be endorsed and that an Official Community Plan Amending Bylaw to designate the Yennadon Lands for Employment be prepared.

A. Grochowich, Planner, provided a summary presentation and staff responded to questions from Council.

R/2020-484

It was moved and seconded

That the Yennadon Lands Concept #2 - Neighbourhood Innovations Village be endorsed; and

That staff be directed to prepare an Official Community Plan Amending Bylaw to designate the Yennadon Lands for "Employment" and to create accompanying policies and design guidelines.

CARRIED

Councillor Duncan – OPPOSED

Note: Councillor Robson left the meeting at 12:33 p.m.

4.2 **Metro Vancouver Regional Industrial Land Strategy**

Staff report dated December 8, 2020 recommending that the Metro Vancouver Regional Industrial Lands Strategy recommendations be endorsed and the resolution be forwarded to Metro Vancouver.

The Mayor advised that the item has been approved by the Metro Vancouver Board on July 3, 2020.

K. Gowan, Planner, provided a summary presentation and staff responded to questions from Council.

Note: Councillor Robson returned to the meeting at 12:36 p.m. during the staff presentation.

R/2020-485

It was moved and seconded

That the Metro Vancouver Regional Industrial Lands Strategy recommendations be endorsed and the resolution be forwarded to Metro Vancouver.

CARRIED

Note: The meeting was recessed at 12:52 p.m. and was reconvened at 1:05 p.m.

#### 4.3 Review of Residential Water Metering – Background and Considerations

Staff report dated December 8, 2020 recommending options for residential water metering to be analyzed by using Metro Vancouver's triple-bottom-line analysis tool.

J. Mickleborough, Director of Engineering, provided a summary presentation and staff responded to questions from Council.

Note: Councillor Yousef left the meeting at 2:14 p.m. and returned at 2:19 p.m.

R/2020-486

It was moved and seconded

That the following options for residential water metering be endorsed for analysis using the Metro Vancouver triple-bottom-line tool: maintaining status quo, installing a meter at newly constructed homes and when services connections are replaced, installing a meter at existing empty meter boxes, and using universal metering.

CARRIED

#### 4.4 Public Hearing Policy No. 3.17

Staff report dated December 8, 2020 recommending that Public Hearing Policy No. 3.17 to provide guidance and clarity on the process and correspondence submission for Public Hearing be adopted.

S. Nichols, Corporate Officer provided an overview of the policy and responded to questions from Council.

R/2020-487

It was moved and seconded

That Public Hearing Policy No. 3.17 be amended by removing the “new information” requirement in Section 4.0 for speaking a second and third time; and

That Public Hearing Policy No. 3.17 be adopted as amended.

CARRIED

Councillor Duncan – OPPOSED

5. **CORRESPONDENCE**

5.1 **Bill C-213 *The Canada Pharmacare Act***

Email dated November 26, 2020 from Peter Julian, MP, New Westminster-Burnaby seeking formal endorsement of Bill C-213, the Canada Pharmacare Act.

R/2020-488

It was moved and seconded

That Council acknowledge receipt of the correspondence and advise that no further action will be taken.

CARRIED

Councillor Duncan - OPPOSED

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

7. **MATTERS DEEMED EXPEDIENT**

8. **NOTICE OF CLOSED COUNCIL MEETING**

R/2020-489

It was moved and seconded

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

Section 90(1)(a) Personal information about an identifiable individual who is being considered for a position as appointed by the municipality.

Section 90(1)(e) The disposition of land if the council considers that disclosure might reasonably be expected to harm the interests of the municipality.

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

CARRIED

9. *ADJOURNMENT* – 2:52 p.m.

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M. Morden, Mayor

Certified Correct

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S. Nichols, Corporate Officer

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**MEETING DATE:** January 12, 2021  
**MEETING:** Council Workshop  
**SUBJECT:** Advisory Design Panel Review;  
Advisory Design Panel Amending Bylaw No. 7696-2020

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**EXECUTIVE SUMMARY:**

The Maple Ridge Advisory Design Panel (ADP) is an independent advisory body of registered professionals that provides independent recommendations and advice to City staff and Council on the form and character of buildings and landscaping within developments, and other urban design matters. This specialized and professional advice provides a skill set currently unavailable in the Planning Department and improves the quality of the architectural and landscape design of developments built in the City.

The ADP meets to review projects that require Development Permit applications for building form and character that require approval by Council. Submissions to the ADP are made by the project architects and designers through the staff in the Planning Department.

The ADP is established under the Maple Ridge Advisory Design Panel Bylaw No. 6326-2005 (Appendix A). The ADP is comprised of five members appointed to two-year terms. The ADP meetings are held monthly and they require Planning and Legislative Services staff support. The ADP minutes are kept as public records and posted on the City's website. ADP members serve as volunteers and receive no remuneration.

As the ADP is an advisory body, its recommendations are received and acted upon to the extent deemed appropriate by the applicant and City staff. Council ultimately will receive City staff reports on the proposed developments that include ADP comments and recommendations, and responses as to how the applicant has addressed the ADP comments. Ultimately, Council can determine to approve Development Permit and Rezoning applications, whether an applicant has addressed or not addressed all of the comments from the ADP.

**RECOMMENDATION:**

That Advisory Design Panel Amending Bylaw No. 7696-2020 be forwarded to a meeting of Council for consideration of first, second and third readings.

## **DISCUSSION:**

### **a) Background Context:**

#### ***ADPs in British Columbia***

Many communities in British Columbia have created ADPs to advise on building and urban design matters. Within Metro Vancouver, 14 local governments have created ADPs, with the City of Vancouver having four (4) ADPs, and the City of North Vancouver and University of BC both having two (2) ADPs for different areas or purposes. There are also several ADPs in other municipalities on Vancouver Island and in the Fraser Valley. Such ADP bodies use local Development Permit guidelines developed by each community contained within the OCP, and their own professional judgement and experience to provide advice to applicants and City staff to improve the quality of development. Development guidelines are a critical component of improving the public realm and sense of place of a community. They are also a reflection of the Council's desires and objectives for the future look and feel of the community.

The Architectural Institute of B.C. (AIBC) has an ADP Committee that provides guidance on ADPs and recommendations on nominations of its members to ADPs in the province.

### **b) Maple Ridge Advisory Design Panel (ADP):**

#### ***ADP Background History***

An Advisory Design Panel has existed in the City of Maple Ridge for at least 25 years but its nature and composition has changed over time. It was originally a body composed of a diverse group: staff, citizens, councillors, professionals and the RCMP. It proved to be an unwieldy and far ranging advisory body. To resolve some of these issues in 2005 a new Advisory Design Panel Bylaw was created with the purpose of making ADP a profession-oriented, peer review process for applicants. Council, of course, does review applications at the Development Permit approval stage.

The ADP's primary aim is to be an independent design review body aimed at improving the look and feel of development in the City. This level of design review and comment is not currently available from staff due to the required level of diverse education, expertise and professional qualifications required for architects and landscape architects. Adding these skills to the Planning Department would be a considerable expense and not advisable at this time.

It should be noted that in 2009, the City received a provincial wide award from the Architectural Institute of British Columbia (AIBC) noting the exceptional nature of the Maple Ridge ADP for its efficient process and organization as a model for others in the region to follow. This award was presented to Council by a prominent local architect. The current ADP continues to function in this manner.

#### ***ADP Membership***

The Maple Ridge ADP is comprised of five (5) members appointed by City Council as follows:

- Three (3) architects registered with, and as recommended by, the AIBC.
- Two (2) landscape architects registered with the B.C. Society of Landscape Architects (BCLSA) and recommended by the BCLSA.



The Director of Planning or staff designate assists in preparing the monthly agenda and acts as a non-voting member to provide professional advice on local planning matters and bylaws.

The ADP Chairperson and the Vice-chairperson of the ADP are elected for one (1) year terms by a majority vote of the voting members of the ADP in January of each year.

As an open meeting, the public and interested parties are allowed to observe proceedings and ask questions.

#### ***ADP Role***

The ADP makes recommendations to Council on:

- All new developments and significant additions to multi-family, commercial, industrial or institutional projects prior to consideration of a Development Permit by Council;
- Actions to improve the appearance of Maple Ridge;
- Advise Council on any matter referred to it by Council; and
- On the formulation of design policy and criteria.

The ADP can also encourage quality design in the community through education, award programs for design and landscaping, and the review of projects.

#### ***ADP Recommendations***

The ADP meeting minutes must be recorded by the attending clerk and kept as a permanent record of the proceedings. The minutes are posted on the City website and excerpts of the minutes are included in staff reports to Council on Development Permits, Rezoning applications and other planning issues as needed.

Resources required for the ADP include Legislative Services and Planning staff support for preparation of agendas, conducting meetings and preparation of minutes of the monthly meetings.

#### **c) Advisory Design Panel Statistics:**

There is a maximum total of 10 meetings possible per year due to the August and December breaks. The actual number of meetings is based on applications needing to be considered. Meetings occur only when there is at least one application ready to be considered by the ADP.

The ADP has held a total of 38 meetings over the past four years from 2017-2020, inclusive. The overall number of meetings and applications has been steady during this period with an average of approximately three (3) developments being considered at each meeting. In some instances where staff are aware of a critical application that needs to be considered at a particular ADP date and the agenda is full, a fourth item has been added after discussion with ADP members. This is in recognition of the voluntary nature of the ADP's work and the significant amount of review and thought that is required by each member to review each agenda item.

#### **d) Proposed Minor Revision to the Advisory Design Panel Meetings.**

With the COVID-19 pandemic, the ADP has changed to holding virtual meetings with ADP members and applicant delegations attending and making presentations remotely. The ADP has noted that this approach saves on travel time and the need to bring physical presentation materials to meetings.

The ADP and applicants find virtual meetings generally more convenient and save time, and thus the ADP would like to continue such virtual meetings into the future.

Given this, it is recommended that Bylaw No. 6326-2005 be amended to permit the option of ADP meetings being held virtually (Appendix B).

#### **CONCLUSION:**

The Advisory Design Panel is an integral component of City's development review process that provides advice that assists City staff and applicants before applications are considered by City Council. The advice provided helps build a more attractive, livable City in an efficient manner. Thus, it is recommended that the ADP continue to function under Bylaw No. 6326-2005 with consideration being given to allow virtual meetings as a minor amendment to the bylaw.

"Original signed by Mark McMullen"

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*Prepared by:* **Mark McMullen, MA, MCIP, RPP**  
**Manager of Development & Environmental Services**

"Original signed by Chuck Goddard"

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

"Original signed by Christine Carter"

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

"Original signed by Al Horsman"

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

Appendix A – Advisory Design Panel Bylaw No. 6326-2005

Appendix B - Advisory Design Panel Amending Bylaw No. 7696-2020

**CORPORATION OF THE DISTRICT OF MAPLE RIDGE**

**BYLAW NO. 6326 - 2005**

**A by-law to establish an Advisory Design Panel**

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**WHEREAS** Council may establish by by-law an Advisory Design Panel

**NOW THEREFORE**, the Municipal Council of the Corporation of the District of Maple Ridge, in open meeting assembled, ENACTS AS FOLLOWS:

1. This By-law shall be known as "Maple Ridge Advisory Design Panel By-law No. 6326 – 2005".

**Definitions**

2. For the purposes of this by-law, unless the context otherwise requires:

"Council" means the Council of the District of Maple Ridge;

"District" means the Corporation of the District of Maple Ridge;

"Maple Ridge" means the geographical area known as the Corporation of the District of Maple Ridge;

"Panel" means the Advisory Design Panel established by this by-law.

**Composition and Appointment**

- 3.1 The Panel is comprised of six (6) members as follows:

- (a) 3 architects registered with the Architectural Institute of B.C. and recommended by the Institute;
- (b) 2 landscape architects registered with the B.C. Society of Landscape Architects and recommended by the Society;
- (c) the Director of Planning or her/his designate as a non-voting member to provide liaison and professional advice.

- 3.2 The Panel members described in subsections 3.1(a) through (b) above, are voting members while the Panel member described in subsections 3.1 (c) is a non-voting member.

- 3.3 The Chairperson and the Vice-chairperson of the Panel shall be elected for a one year term by a majority vote of the voting members of the Panel at the January meeting each year.

**Qualifications for Appointment**

4. A Person may be a member of the Panel if he/she

- (a) is qualified in one of the fields set out in section 3 above; and

- (b) excluding the Director of Planning and her/his designate, is not a member of the Council, a District employee, a District officer, or the Approving Officer.

### **Term of Appointment**

- 5.1 Appointments to the Panel are for two-year terms commencing January 1 in the year they are appointed and terminating two years later on December 31st.
- 5.2 The maximum number of terms an individual may be a member of the Panel is two (2) terms, except in circumstances where it is not possible to obtain a member in a specific profession, and where leaving this post unfilled would cause a lack of specialized knowledge in that area.

### **5.3 Transition Clause**

Notwithstanding Section 5.1 above, in order to stagger the terms to ensure change as well as continuity on the Panel, the terms for the members described in subsection 3.1(a) and (b) will be staggered so that there will be continuity in terms of architects and landscape architects on the Panel.

### **Community Heritage Commission**

- 6. From time to time a member of the Community Heritage Commission may be requested by the Chairperson of the Panel to attend a meeting of the Panel to provide input on a particular development project which is in an area with heritage implications.

### **Vacancy**

- 7. A vacancy created by death or resignation shall be reported as soon as possible by the Chairperson of the Panel to the Council, who shall immediately appoint a replacement for the unexpired term of the former member, using the same criteria that was used with the appointment of the former member.

### **Absenteeism**

- 8. A member who is absent, except for reasons of illness or with the leave of the Chairperson of the Panel or his/her designate, from 3 consecutive, or 5 in any 12 consecutive, regular meetings of the Panel is deemed to have resigned effective at the end of the third or fifth such meeting, as the case may be.

### **Quorum**

- 9. Quorum is 3 members, including the Chairperson.

### **Meeting Schedule**

- 10. A meeting schedule shall be prepared by January 1st each year, setting out meeting dates on a monthly or bi-weekly basis, as the Panel shall deem necessary.

**Mandate**

11. The Panel shall
  - (a) review and make recommendations to Council on all new developments and significant additions to multi-family, commercial, industrial or institutional projects prior to consideration of a development permit by Council.
  - (b) encourage quality design in the community through education, award programs for design and landscaping, and the review of projects;
  - (c) recommend to Council actions to improve the appearance of Maple Ridge;
  - (d) advise Council on any matter referred to it by Council; and
  - (e) make recommendations to Council on the formulation of design policy and criteria.
12. When determining applications, the Panel shall consider the issues set out in the checklist prepared by the Architectural Institute of British Columbia (March 2001), and included in this by-law as Schedule "A" and forming a part thereof.
13. The Panel's recommendations shall be given to Council prior to a determination of a development permit.

**Conduct of Meetings**

14. The Chairperson or in his/her absence, the Vice-chairperson, shall preside at all meetings and shall be guided by the following:
  - (a) The order of business shall ordinarily be as set out in the agenda, except that items may be taken out of order or added to the agenda at the discretion of the Chairperson;
  - (b) The project will be introduced by a member of the Planning Department. This will be done in the presence of any delegation;
  - (c) The Project Architect and Landscape Architect will then be invited to make a presentation;
  - (d) The members of the Panel in turn, may then ask questions for clarity;
  - (e) The delegation may remain in the room while the Panel deliberates on the project;
  - (f) The Panel will formulate a Motion or Resolution that will be put in writing during the deliberation and adopted by the Panel as the recommendation that will go forward to Council;
  - (g) The applicant will be given an opportunity to comment on the Resolution if he or she so chooses;

- (h) The resolution will be typed as soon as possible and a copy will be forwarded to the applicant;
- (i) Minutes of the Panel deliberations will be full and complete and will identify issues discussed including objections to the Resolution, if any.

#### **Delegations**

- 15 A delegation to the Panel may consist of the following:
- (a) the Project Architect, in accordance with the Architects' Act;
  - (b) the Landscape Architect or other specialist consultants, at the discretion of the Project Architect; and
  - (c) the applicant and the owner or his/her designate, to a maximum of four people with exceptions for additional consultants at the discretion of the Chairperson.

#### **Conflict of Interest**

16. If a Panel member attending a meeting of the Advisory Design Panel considers that he or she is not entitled to participate in the discussion of a matter or to vote on a question in respect of a matter because the member has a direct or indirect pecuniary interest in the matter or for any other reason, the member must declare this and state the general nature of why the member considers this to be the case.
17. After making the declaration, the Panel member:
- a) Must not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter;
  - b) Must immediately leave the meeting or that part of the meeting during which the matter is under consideration; and
  - c) Must not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.
18. When the member's declaration is made:
- a) The person recording the minutes of the meeting must record the member's declaration, the reasons given for it, and times of the member's departure from the meeting room, and if applicable, the member's return; and
  - b) The person presiding at the meeting must ensure that the member is not present at the meeting at the time of any vote on the matter.

#### **Budget**

19. The Council may include in its annual budget such sums as are necessary to defray the expenses of the Panel. The Panel shall provide a detailed budget proposal to Council on or before August 1st of the year preceding the budget year.

**Remuneration**

20. Members shall serve without remuneration, but they may be paid reasonable and necessary expenses that arise directly out of the performance of their duties, and the reasonableness and necessity of such expenses shall be to the satisfaction of the Chairperson..

**Transition**

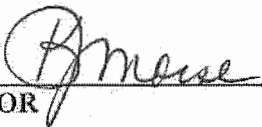
21. Bylaw No. 5207-1994, A Bylaw to Establish An Advisory Design Panel, and amendments thereto, are hereby repealed in their entirety.

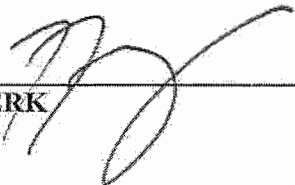
**READ** a FIRST TIME on the 14<sup>th</sup> day of June, 2005.

**READ** a SECOND TIME on the 14<sup>th</sup> day of June, 2005.

**READ** a THIRD TIME on the 14<sup>th</sup> day of June, 2005.

**RECONSIDERED**, and finally adopted this 28<sup>th</sup> day of June, 2005.

  
MAYOR

  
CLERK

**C. DESIGN CRITERIA FOR CONSIDERATION BY ADPs**

The following design criteria are examples of what would reasonably be considered for review by the applicant and members of the ADP, for a medium-sized project. The scope and nature of the criteria used may vary with the size or special circumstances of a project. The intent is not to judge the design but rather to articulate the issues. This is facilitated by the existence of an Official Community Plan (OCP) and/or endorsed design guidelines.

**1. Project Analysis:**

- (a) Objectives
- (b) Programme
- (c) Design philosophy

**2. City Context:**

- (a) Effect on view
- (b) Contribution(s) to the public realm

**3. Neighbourhood Context:**

- (a) Effect on adjacent buildings and streets
- (b) Effect on land use
- (c) Effect on quality of life issues, such as privacy and safety
- (d) Traffic patterns and parking

**4. Site Context:**

- (a) Environmental issues
- (b) Topography
- (c) Daylight and shadows
- (d) Rain and wind protection

**5. Building Design:**

The following building aspects are examples of what may be considered *only when the community has specific regulatory policies in place* for neighbourhood character or specific building types.

- (a) Materials
- (b) Building mass
- (c) Roof forms
- (d) Facade articulation and fenestration
- (e) Building character



**CITY OF MAPLE RIDGE  
BYLAW NO. 7696-2020**

A Bylaw to amend the text of Maple Ridge Advisory Design Panel Bylaw No. 6326-2005.

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**WHEREAS**, it is deemed expedient to amend the Maple Ridge Advisory Design Panel Bylaw No. 6326-2005:

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

1. This bylaw may be cited as “Maple Ridge Advisory Design Panel Amending Bylaw No. 7696-2020.
2. That a new Section 11 be added as follows:

Location of Meetings

A meeting may be held physically with members attending in-person or virtually by way of means of electronic communications as the Panel shall deem expedient.

3. The existing Sections 11 to 21 be re-numbered as Sections 12 to 22.
4. That all references to the “District of Maple Ridge” be replaced with the “City of Maple Ridge”.
5. Maple Ridge Advisory Design Panel Bylaw No. 6326-2005 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

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**PRESIDING MEMBER**

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**CORPORATE OFFICER**



**mapleridge.ca**

CITY OF MAPLE RIDGE

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Fee for Service Agreements

**MEETING DATE:** January 12, 2021  
**FILE NO:** 05-1880-20  
**MEETING:** Workshop

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**EXECUTIVE SUMMARY:**

The City has a number of programs in place that allow local community groups and non-profit organizations to access funding. These include Community Grants, Festivals, and Operating Agreements all of which are reviewed by Council either annually or at each agreement renewal. There are also fee for service agreements where an initial funding request is approved by Council and then forwarded to the appropriate department to manage. Funding decisions in this last category have not been regularly revisited by Council and are the subject of this report.

**RECOMMENDATION:**

For information only.

**DISCUSSION:**

**a) Background Context**

There are a number of local community groups and non-profit organizations that receive funding from the City through various mechanisms as follows:

- Local Not for Profit Groups or community charitable organizations can apply for funding through the City's Community Grant Program which offers a small pool of funding each year. The allocation of funding for Community Grants is guided by Council Policy No. 5.56 and any allocation of funding provided through this program is reviewed and approved by Council.
- The City partners with a number of community groups to provide festivals and other celebrations throughout the year and provides some financial support through the Festivals Funding Program. The allocation of funding for Festivals is guided by Council policy No. 4.22 and any allocation of funding provided through this program is reviewed and approved by Council.
- The City has partnered with other groups for the provision of services, the terms of which are set out in operating agreements that are approved by Council at each

renewal. Examples of organizations that have entered into operating agreements with the City include the Ridge Meadows Seniors Society and the Golden Ears Winter Club.

- There are also a few community groups that receive annual funding where the initial funding request was approved by Council and then forwarded to the department closest to the work done by the group to manage. This follows the process outlined in Council's Financial Support Process Policy No. 5.49 (Attachment A)

As the funding decisions for this last category have not been regularly revisited by Council, they are the focus of this report. An overview of some of the decisions made by Council in past years and information about groups that receive funding through this avenue is provided.

### **History**

In 2002, following a request for emergency funding from the Alouette River Management Society (ARMS), staff were asked to investigate ARMS and other stewardship groups as fee for service agreement systems.

In February 2003, staff introduced a decision making framework for use in guiding the evaluation of requests for funding received by the City. Council directed that work presented be continued and that any funding requests received in 2003 be evaluated using the decision making framework.

In March 2003, Council adopted Financial Support Process Policy No. 5.49 (see Attachment A) that directed requests for financial support to the appropriate operating department for evaluation and discussion with Council as part of business planning.

Also, in March of 2003 Council approved financial support totalling approximately \$160,000 and directed that fee for service agreements be established as appropriate. The report is attached for your reference (see Attachment B), and provides an overview of when the concept of Fee for Service Agreements managed by departments was formalized by the City.

The next section provides an overview of the various organizations that receive funding through Fee for Service Agreements, and an overview of the services they provide. Some of the original funding decisions predate the policy approach adopted in 2003.

### **Current Funding Recipients**

#### **Alouette River Management Society (ARMS)**

ARMS is a local stewardship group formed in 1993 dedicated to protecting and improving the Alouette Watershed and the surrounding areas. ARMS looks to achieve their objectives through activities such as education, habitat restoration and lobbying for the protection of aquatic habitat. Following an initial request for emergency funding in 2002, Council approved funding of \$10,000 in 2003 with the Planning Department designated as responsible for managing the funding agreement with the City. In 2009, annual funding was increased to \$20,000 through the business planning process. ARMS provides Council with an annual update on their activities. Councillors Meadus and Robson are the Council delegates to the group.

#### **Adopt-a-Block**

The Maple Ridge Adopt-a-Block Program is a volunteer based initiative that envisions a cleaner, healthier, litter free City. They have been receiving annual funding from the City since at least

1998, and in 2014, the program merged with ARMS. The City currently provides \$25,000 in annual funding for the Adopt-a-Block program and through its integration with ARMS, Councillors Meadus and Robson serve as delegates to this group as well through its association with ARMS.

#### **Kanaka Education and Environmental Partnership Society (KEEPS)**

KEEPS mission is to maintain the health of Kanaka Creek watershed's natural ecosystems through education, community involvement, scientific research, land preservations and partnerships based on stewardship principles. Council approved funding of \$10,000 in 2003 with the Planning Department designated as responsible for managing the funding agreement with the City. In 2009, annual funding was increased to \$20,000 through the business planning process. KEEPS provides Council with an annual update on their activities. There are no Council delegates appointed to KEEPS at this time.

#### **Ridge Meadows Youth Justice / Restorative Justice**

The Ridge Meadows Youth and Justice Advocacy Association – Youth Conference Committee was formed in 1994 with the purpose of keeping first time young offenders from becoming repeat offenders. The Province provided some initial funding for the program, but declined to support the organization beyond its first year. In 1996, the City was approached with a request for funding in order to keep the program operational. Since then, the original vision of a focus on youth has evolved into a restorative justice model under the MRPM Community Services umbrella, and in 2018 age restrictions were eliminated. The City has provided annual funding since at least 1999, with \$15,800 provided in 2020. There have been presentations to Council about the program, but they do not appear to have occurred on a regular basis. The agreement between the City and the Restorative Justice group outlines expectations and reporting back requirements.

#### **Ridge Meadows Search and Rescue**

Ridge Meadows Search & Rescue (RMSAR) is a local volunteer group that responds to calls from local law enforcement to wilderness and urban searches and rescues with much of their work taking place in Golden Ears Provincial Park. In 1995, the Council of the day authorized a fee for service agreement between the City and RMSAR in recognition of the fact that Maple Ridge received valuable service from the group and that Provincial Funding did not cover their costs. The City's financial contribution is set at 25% of certain of their annual expenditures and capped each year. For 2020 that cap is set at \$18,000. In addition, the City owns the building RMSAR occupies. RMSAR has provided Council with updates on their activities in the past, but has not done so for a number of years. The agreement between the City and RMSAR outlines expectations and reporting back requirements.

#### **Community Network Coordinator**

In 2011, the City adopted a policy to guide the use of revenues received from the local gaming facility. That policy included a provision of \$75,000 for Neighbourhood Initiatives and Social Capital. Since 2012, the City has achieved the Social Capital aspect of this allocation through supporting the cost of the Community Network Coordinator and currently provides \$30,000 annually. The Community Network brings together a number of service providers and not-for-profit agencies to facilitate the development of continuous, cohesive and responsive social services for the community. Expectations are outlined in a Memorandum of Understanding (MOU) and there is an annual process in place of reporting back to staff on progress to date.

### **MRPM Katzie Community Network Pathways**

In late 2018, the Ridge Meadows Division of Family Practice approached the City looking for support to maintain and update an application they had developed (Pathways) to help citizens search for community supports. In February 2019, Council approved annual funding of \$5,700 for three years to provide for additional hours for the Community Network Coordinator to update the program. Funding for this initiative is provided from gaming revenues. The agreement is to be reviewed at the end of the three year term.

### **Seniors Network**

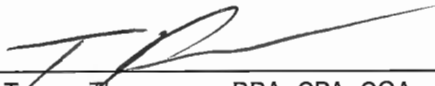
The Seniors Network (SN) is a grass roots planning table that support seniors living in Maple Ridge. The SN was initially funded through the United Way and was impacted by a United Way decision in 2015 to eliminate funding of Lower Mainland Seniors Planning Tables. Locally the SN support the implementation of the City's Age Friendly Strategy. During the 2018 business planning process Council approved an incremental request to provide annual funding of \$25,000 to the SN from annual gaming revenues. Expectations are outlined in an MOU and there is an annual process in place of reporting back to staff on progress to date.

### **CONCLUSION:**

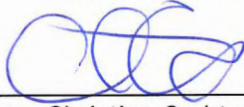
This report is intended to provide an overview of how Council's Financial Support Process policy was developed and funding decisions made by Council in prior years to provide annual funding through fee for service agreements managed by operating departments.



Prepared by: Catherine Nolan, CPA, CGA  
Corporate Controller



Reviewed by: Trevor Thompson, BBA, CPA, CGA  
Director of Finance



Approved by: Christina Grabtree  
GM: Corporate Services



Concurrence: Al Horsman  
Chief Administrative Officer

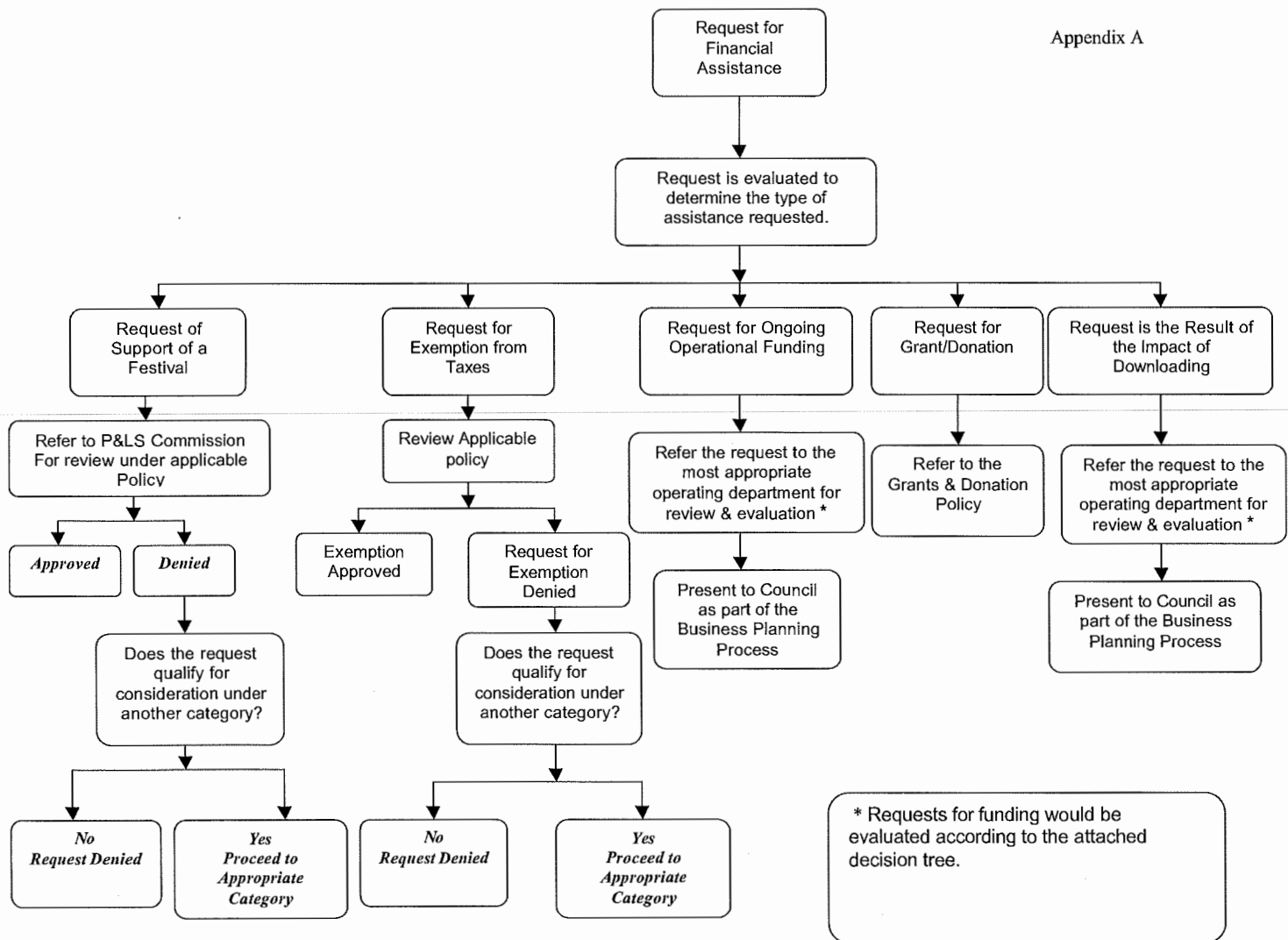
### **Attachments:**

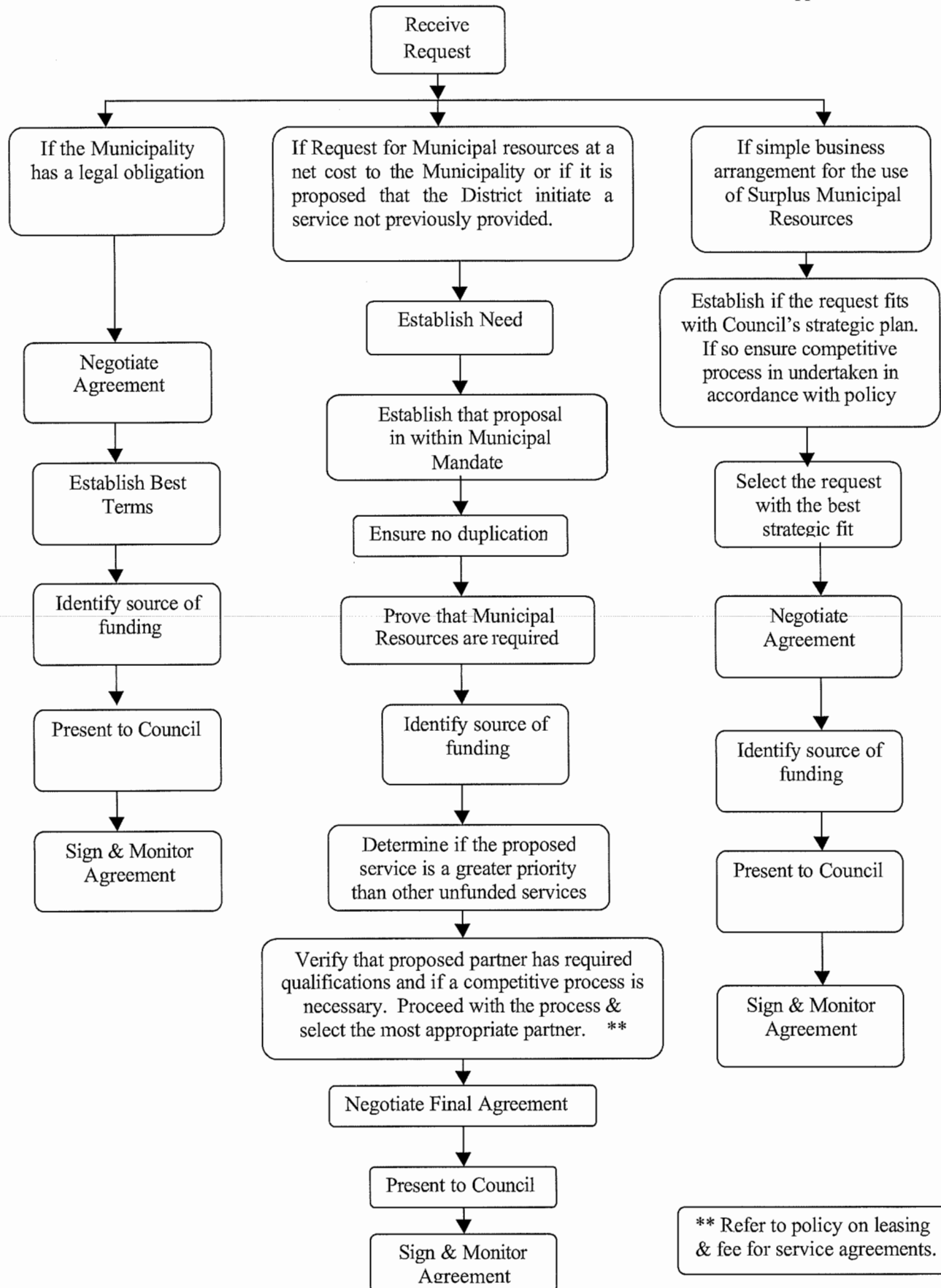
- (A) Policy No. 5.49 Financial Support Process
- (B) RTC: Grants & Donations/Fee for Service Process Policy March 11, 2003

## POLICY STATEMENT

### District of Maple Ridge

<b>Title:</b> <b>Financial Support Process</b>	<b>Policy No : 5.49</b>  <b>Supersedes No. NEW</b>
<b>Authority:</b> <u>Council</u>  <b>Approval:</b> <u>March 25, 2003</u>	<b>Effective Date:</b>  <u>March 26, 2003</u>
<b>Policy Statement:</b>  Requests for financial assistance will be directed to the appropriate operating department for evaluation against existing applicable policies using the attached decision trees. The results of these evaluations will be presented to Council as part of the regular business planning process.	
<b>Purpose:</b>  Requests for financial support should be evaluated using a standard process to ensure the best use is made of available budget dollars earmarked for such community support.	
<b>Definitions:</b>  Grant: Temporary assistance provided to an organization, to be reviewed annually.  Fee for Service Agreement: An agreement between the municipality and an organization the specifies what the organization will accomplish in return for the financial support it receives.	







**CORPORATION OF THE DISTRICT OF MAPLE RIDGE**

**TO:** Her Worship Mayor Kathy Morse  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Grants & Donations / Fee for Service Process Policy

**DATE:** March 11, 2003  
**FILE NO:**  
**ATTN:** C of W

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**EXECUTIVE SUMMARY**

The municipality is receiving an increased number of requests for financial support and has limited budget capacity to meet those requests. Further, we do not have a standard policy in place for evaluating such requests.

**RECOMMENDATION(S):**

**That:**

1. The Financial Support Process Policy attached to the staff report entitled "Grants & Donations/Fee for Service Process Policy" dated March 11, 2003 be approved.
2. That requests for financial support totalling \$160,054 be approved for 2003, as shown on Attachment 1 of the staff report dated March 11, 2003 and that fee for service agreements be established as appropriate.

**DISCUSSION:**

**a) Policy Process:**

**i. Issue Identification:**

We do not have a policy in place for responding to requests for financial assistance. Requests are responded to as they are received throughout the year. As a result Council does not have the opportunity to compare and evaluate existing and new requests against each other.

**ii. Underlying Issues:**

The municipality does not have the capacity to provide financial support to all of the groups seeking assistance. As more and more organizations are experiencing reductions in the level of support that they receive from senior levels of government we can expect an increase in the number of requests for financial support received by the municipality. Many local individuals and businesses already support various local organizations, but it cannot be assumed that they have the capacity to bridge the gap between current and required funding levels. Given these factors it is likely that the demands made of the funds set aside to provide support for various groups will exceed the amount available.

**iii. Information Collection:**

At the present time some of the organizations that receive financial support from the municipality have entered into agreements that formalize what the organization intends to accomplish, and provides a mechanism for the groups to report their accomplishments back to the municipality.

iv. Information Collection (Cont'd.):

Not all current recipients of funding have entered into formal agreements. As such, there is a risk that once financial support is initially granted, it will be continued without a periodic review. A proper review procedure would ensure that the goals of the funding recipients are in line with Council's strategic plan and would provide the organizations with the opportunity to report their successes and achievements to Council.

The attached decision trees propose a policy process that requests for financial support should follow. Appendix A is an overview of **how** requests for financial assistance would be handled. Appendix B shows the process that would be used for **evaluating** the requests. This process would ensure that all requests are evaluated against the appropriate existing policy (grants & donations, tax exemptions etc) using the same process and would be presented to Council as part of the business planning presentations.

v. Policy Alternatives:

We could continue to operate as we have in the past without a policy to direct the evaluation of requests for financial support, but this is not recommended.

As per Council direction of February 3, 2003 this proposed policy was applied to existing financial support arrangements and new requests. A summary of the results of this review is attached with recommendations as to appropriate funding levels and responsible departments. Additional details are available in the Finance department. Pending approval from Council, fee for service agreements should be developed where appropriate.

It should be noted that a total of \$282,254 in financial assistance was requested and \$160,054 is recommended for payment. The 2003 budget is \$165,054, which provides Council with some room for unforeseen items that may come up throughout the year.

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

The desired outcome of the proposed policy is to ensure that local organizations requesting financial support from the Municipality are evaluated using a standard process to ensure equitable consideration.

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

The 2003-07 Financial plan includes a provision to allow for Municipal support of local organizations. This process will determine how those budget dollars can best be allocated to support the community. At the present time some budget provisions rest in the Legislative Services section of the budget, others rest in the various operational areas. It would be our intent to reallocate the Legislative Services grant amounts to the appropriate operational areas.

## **CONCLUSIONS:**

As local governments are increasingly being asked to bridge the gaps created by cutbacks from senior levels of government it is important to ensure that the best use is made of limited municipal resources. This policy is designed to allow Council to evaluate requests for financial assistance in a manner that will allow them to make the best decisions for the community.

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*Prepared by:* **Catherine Nolan**  
**Accountant II**

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*Approved by:* **Paul Gill, B.B.A, C.G.A, F.R.M**  
**General Manager: Corporate & Financial Services**

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

Organization	Dollar Value	Recommendation	Division Responsible
<b>EXISTING GRANTS &amp; FEE FOR SERVICE AGREEMENTS</b>			
Friends in Need Food Bank	\$ 10,000	No change	Legislative Svc
Adopt A Block	\$ 15,000	No change	Bylaws
Communities in Bloom	\$ 7,500	Reduction of \$4,600	Parks
RM Youth & Justice	\$ 15,800	Increase of \$3,000	RCMP
Search & Rescue	\$ 8,154	No change	RCMP
Tourism	\$ 55,000	Increase of \$15,000	Economic Development
<b>NEW ITEMS</b>			
Maple Ridge Foundation	\$ 12,500	Requested \$25,000	Legislative Svc.
Bear Aware	\$ 0	Requested \$10,000	
FCM	\$ 1,000	Requested \$ 1,000	Legislative Svc
Health Issue Manual	\$ 0	Requested up to \$15,000	
Pitt Meadows Airport	\$ 10,000	Requested \$30,000. Further analysis needed before funds released.	Economic Development
Salvation Army	\$ 5,100	Balance of request achieved via tax exemption	Legislative Svc.
ARMS	\$ 10,000	Requested \$50,000	Planning
KEEPS	\$ 10,000	Requested \$10,000	Planning
<b>Total</b>	<b>\$160,054</b>		