

City of Maple Ridge

COUNCIL WORKSHOP AGENDA

July 13, 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.

REMINDER: Council Meeting – July 13, 2021 at 7:00 p.m.

1. APPROVAL OF THE AGENDA

2. ADOPTION OF MINUTES

2.1 Minutes of the June 22, 2021 Council Workshop Meeting

3. PRESENTATIONS AT THE REQUEST OF COUNCIL

4. UNFINISHED AND NEW BUSINESS

4.1 Metro Vancouver Golden Ears Force Main: Impact to Hammond Neighbourhood

- Paul Wilting, P. Eng., Project Advisor, Northwest Langley Wastewater Treatment Projects

4.2 RCMP / Police Services Dashboards

Presentation by Inspector Adam Gander and Alex Gill, Crime Analyst, Ridge Meadows RCMP Detachment

Staff report dated July 13, 2021 providing information on the new dashboards developed to report out statistics and data from the RCMP / Police Services in a more visual and accessible format for all stakeholders.

4.3 Hammond Heritage Character Area: Public Engagement Outcomes to Date

Staff report dated July 13, 2021 providing a progress update on the Hammond Heritage Character Area Public Engagement Process.

45 MINUTE RECESS

4.4 Business and Financial Planning Guidelines 2022-2026

Staff report dated July 13, 2021 recommending that the report titled "Business and Financial Planning Guidelines 2022-2026" be forwarded to the Council Meeting of July 20, 2021.

4.5 BC Hydro Water Licence Renewal on the South Alouette River

Staff report dated July 13, 2021 providing requesting direction on a draft position statement prepared by LGL Limited and Ecofish Research Consultants.

5. CORRESPONDENCE

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

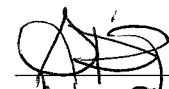
7. MATTERS DEEMED EXPEDIENT

8. NOTICE OF CLOSED COUNCIL MEETING

9. ADJOURNMENT

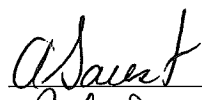
APPROVED BY:

DATE:


July 8/21

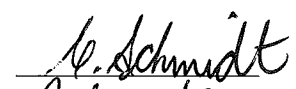
PREPARED BY:

DATE:


July 8, 2021

CHECKED BY:

DATE:


July 8/2021

City of Maple Ridge

COUNCIL WORKSHOP MINUTES

June 22, 2021

The Minutes of the City Council Meeting held on June 22, 2021 at 11:01 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.

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
C. Carter, General Manager Planning & Development Services
C. Crabtree, General Manager Corporate Services
S. Hartman, General Manager Parks, Recreation & Culture
S. Nichols, Corporate Officer
D. Pollock, General Manager Engineering Services

Other Staff as Required

C. Goddard, Director of Planning
D. Hall, Planner
M. Halpin, Manager of Transportation

These Minutes are posted on the City Website at www.mapleridge.ca

Note: Due to COVID pandemic Councillor Yousef participated virtually. The Mayor chaired the meeting from Council Chambers.

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

1. APPROVAL OF THE AGENDA

R/2021-WS-050

It was moved and seconded

That the agenda of the June 22, 2021 Council Workshop Meeting be approved as circulated.

CARRIED

2. ***ADOPTION OF MINUTES***

2.1 **Minutes of the May 25, 2021 Council Workshop Meeting**

R/2021-WS-051

It was moved and seconded

That the minutes of the Council Workshop Meeting of May 25, 2021 be adopted as circulated.

CARRIED

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

4. ***UNFINISHED AND NEW BUSINESS***

4.1 **Options Report for Cannabis Licenses - Production and Processing**

Staff report dated June 22, 2021 recommending amendments to Zoning Bylaw No. 7600-2019 to prohibit non-soils based commercial cannabis facilities, permit micro-cultivation within a standalone structure under 200m² and permit micro-processing of less than 600 kg per year in industrial zones within a structure.

D. Hall, Planner provided a presentation on cannabis licensing, current conflict between ALC regulations and the City's moratorium. The presentation introduced a three step approach including considerations for large scale production, considerations for micro-cultivations and nurseries, and considerations for micro-processing.

Note: Councillor Robson entered the meeting virtually at 11:06 a.m. during the staff presentation.

Note: Councillor Duncan entered the meeting virtually at 11:09 a.m. during the staff presentation.

Staff responded to questions from Council and emphasized the importance of passing the first recommendation.

R/2021-WS-052

It was moved and seconded

That the item be referred back to staff for further research and potential site visits and that staff be directed to commence amendments to Zoning Bylaw No. 7600-2019 to prohibit non-soils based commercial cannabis facilities in alignment with current regulations.

CARRIED

4.2 Transportation Issues – Intersection Safety & Traffic Calming Policy

Staff report dated June 22, 2021 providing information on how the City addresses neighbourhood traffic calming requests, intersection and road safety, and how capital projects are identified, prioritized and implemented.

The General Manager introduced the item. M. Halpin, Manager of Transportation provided a presentation on traffic calming policy and process, managing intersection safety, and how transportation projects are planned, prioritized and implemented.

Staff responded to questions from Council.

Note: The Mayor called for a recess at 2:01 p.m. The meeting was reconvened at 2:50 p.m.

4.3 Maple Ridge Business Improvement Area

Staff report dated June 22, 2021 recommending that a Business Improvement Area program be undertaken, subject to petition against, for a five year term commencing January 1, 2022.

The Corporate Officer reviewed the staff report and staff responded to questions from Council.

R/2021-WS-053

It was moved and seconded

That a Business Improvement Area program be undertaken, subject to petition against, for a five year term commencing January 1, 2022 to December 31, 2026.

CARRIED

4.4 UBCM Resolution 2020-NR6 - Independent Office of Integrity for Local Government

Staff report dated June 22, 2021 recommending that UBCM resolution 2020-NR6 – Independent Office of Integrity for Local Government be resubmitted for debate at the 2021 UBCM Convention.

The Corporate Officer reviewed the staff report and staff responded to questions from Council.

R/2021-WS-054

It was moved and seconded

That resolution 2020-NR6 - Independent Office of Integrity for Local Government, previously submitted to UBCM in 2020, be resubmitted for debate at the 2021 UBCM Convention.

CARRIED

5. *CORRESPONDENCE* – Nil
6. *BRIEFING ON OTHER ITEMS OF INTEREST/QUESTIONS FROM COUNCIL* – Nil
7. *MATTERS DEEMED EXPEDIENT* – Nil
8. *NOTICE OF CLOSED COUNCIL MEETING* – Nil
9. *ADJOURNMENT* – 3:04 p.m.

M. Morden, Mayor

Certified Correct

S. Nichols, Corporate Officer

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

MEETING DATE: July 13, 2021
FILE NO:
MEETING: Workshop

SUBJECT: RCMP/Police Services Dashboards

EXECUTIVE SUMMARY:

In keeping with the expectations of the Community Social Safety Initiative (CSSI), the RCMP/Police Services has developed multiple dashboards to report out statistics and data in a way that is more efficient, effective and transparent to the public. The dashboard information will be presented in a visual way and is designed to be more meaningful to both stakeholders and citizens. There will be four dashboards in all, of which three are complete and the fourth is under construction and coming soon. Details of each dashboard are noted below.

RECOMMENDATION:

For information.

DISCUSSION:

a) Background Context:

The RCMP and Police Services are committed to transparency in the delivery of their data/statistics and reporting out processes. Currently, Police Services provide multiple paper and electronic reporting to a variety of contacts, including Mayor and Council and quarterly reporting to citizens and stakeholder groups. The conversation regarding the implementation of a dashboard option includes the ability to provide more up-to-date and regular reporting processes, accessible to all stakeholders.

The Police Services Dashboards will include the following several categories:

1. Crime Overview

Maple Ridge Dashboard: The overview will be covered using two individual dashboards, one for Property Crimes and one for Persons Crimes reported within the City of Maple Ridge. Featured crime types include thefts from auto, break and enters, mischief, assaults, robberies, threats and firearms offences. Users can filter the data by neighbourhood, and see the statistics represented in a variety of ways including monthly and year-to-date totals.

Pitt Meadows Dashboard: This dashboard contains the same data as above, except for Pitt Meadows. Neighbourhood selection is not available for these dashboards.

4.2

2. Road Safety

Maple Ridge Dashboard: This dashboard displays police investigations into impaired driving, as well as issued violation tickets.

Pitt Meadows Dashboard: This dashboard displays the same data as above, except for Pitt Meadows.

3. Performance and Service Delivery

Maple Ridge Dashboard: This dashboard displays metrics such as Reports to Crown Counsel, prisoners held, calls for service, proactive patrols, mental health files, online reports received, and wait times at Ridge Meadows Hospital (RMH) for mental health apprehensions.

Pitt Meadows Dashboard: This dashboard displays the same data as above, except for Pitt Meadows.

4. Crime Prevention Dashboard: This dashboard is currently under construction and will be coming soon. Data will show activities and volunteerism in RCMP volunteer programs such as the Integrated Safety Ambassador Team (ISAT), Citizens on Patrol, Citizens Bike Patrol, and Speed Watch.

b) Desired Outcome:

Statistical reporting can often be cumbersome and difficult to understand. The RCMP Dashboards will invite engagement by being easy to navigate and providing meaningful data. Statistical increases or decreases will be shown on a month to month and year to year basis, which will show any trending patterns of interest.

All stakeholder groups wanting specific information will be able to access relevant police data online and in the long run, general paper reporting will become less necessary, other than specific and select information.

c) Strategic Alignment:

Community Social Safety Initiative (CSSI) work plan alignment

- Provide and communicate information on safety to citizens and community groups
- Provide transparency to the general public
- Help the community have information that will aid in their feeling safe within their neighbourhoods and the city.

d) Citizen/Customer Implications:

Citizens and stakeholders will have access to relevant data information in a quick and visual format allowing for ease of understanding of police data and statistics.

e) Interdepartmental Implications:

The City Information Technology department (IT) has provided support in the process of building the Dashboard and both Police Services and IT have further developed a helping and collaborative relationship.

f) Business Plan/Financial Implications:

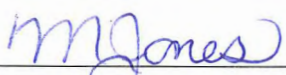
There are no financial implications

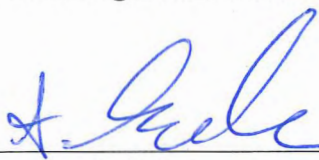

g) Alternatives:


Continue to create duplicative paper style reporting rather than the option of online reporting.

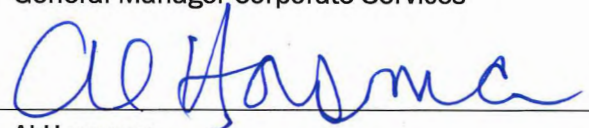
CONCLUSION:

The RCMP/Police Services Dashboards will be an enhancement of information to stakeholders, community groups, and the citizens of Maple Ridge. To our knowledge, this is the first of its kind in an RCMP environment and will be a tool for police to create more transparency and a better level of communication and understanding with the public.


Prepared by: **Maureen Jones**
Senior Manager Police Services

 
Reviewed by: **Supt. Wendy Mehat**
(for) Officer In Charge
Ridge Meadows RCMP Detachment


Approved by: **Christina Crabtree**
General Manager Corporate Services


Concurrence: **Al Horsman**
Chief Administrative Officer



mapleridge.ca

City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Hammond Heritage Character Area: Public Engagement Outcomes to Date

MEETING DATE: July 13, 2021
FILE NO: 13-6850-20-7
ATTN: Workshop

EXECUTIVE SUMMARY:

On November 7, 2017, Council endorsed the Hammond Heritage Character Area Community Engagement Process. The Hammond Heritage Character Area (Appendix A) was identified through the Hammond Area Planning process as an area with a significant concentration of heritage value in the existing built form, land use pattern, lot pattern, street grid, and landscaping. The Hammond Area Plan bylaw was adopted in January 2017. In early 2018, other planning priorities caused a delay in the Hammond Heritage Character Area process and Planning staff were able to reschedule this project for early 2021. Public engagement commenced in March 2021 and has involved two virtual workshops with property owners (in compliance with the Public Health Order at the time) and two online questionnaires.

The purpose of the report is to present details of the public engagement process and report on the outcomes to date. Due to the low workshop turnout from property owners, it is recommended that the public consultation process conclude at this point and not proceed with the next steps that were planned in the process, which would include a public open house and a third property owner workshop. Should Council want staff to continue with the engagement process, an alternative recommendation is included in Section 6.0, which states for staff to continue as planned with the process.

RECOMMENDATION:

For Information Only.

1.0 BACKGROUND

1.1 Context

The Hammond area has a long history and diverse stories that share how this area has changed into the community that exists today. The history of the area includes the establishment of Port Hammond Township in 1883, which is reflected today through the street grid road patterns and the many historic buildings that have remained over the decades.

The Hammond Heritage Character Area is part of the Hammond Area Plan and the area has been facing increasing development pressure in recent years. In fact, development pressure was the reason for commencing an Area Plan process in 2014. The intent of the Hammond Area Plan is to ensure that new development within the neighbourhood is considered under a detailed land use plan that was created with extensive input from the community.

Throughout the Area Plan consultation process, the predominant message heard from the community was the desire to retain the neighbourhood's heritage character. The community's comments led to a heritage character study to be conducted in the area. In February 2015, a study was completed by Donald Luxton & Associates, entitled "Hammond Historic Character Area", which identified the core area of Upper Hammond as having the greatest concentration of heritage character as identified in the Figure 1 above (also see Appendix A). The above Heritage Character Area is also the area where settlement in Hammond began. Figure 1 identifies the Heritage Character Area boundaries and properties that are on the Heritage Register, Heritage Inventory, and Contribute to the Neighbourhood Character (also see Appendix A).

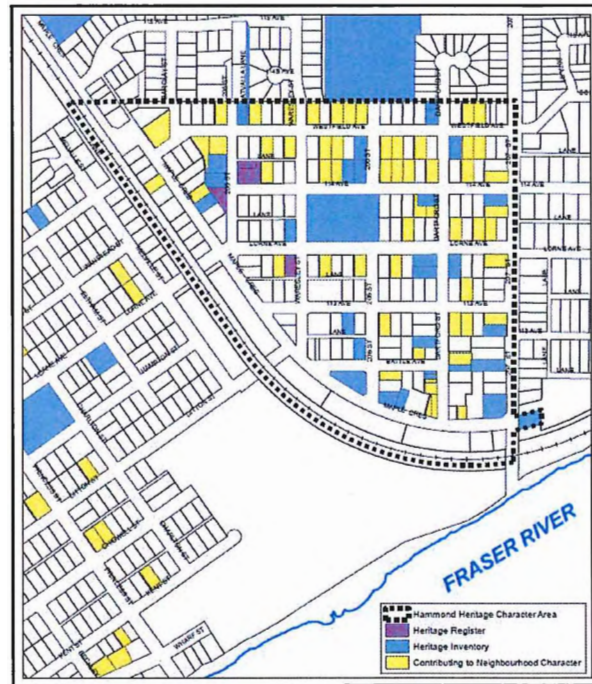


Figure 1 – Hammond Heritage Character Area Boundaries and Properties (also see Appendix A)

On January 24, 2017, Council adopted the Hammond Area Plan Bylaw No. 7279-2016. The Hammond Area Plan resulted in policies that guide land use and development in Hammond and include Policy 3-4, which is a commitment to go back to the community to explore potential legislation and regulatory tools for conservation of the Heritage Character Area. The policy states:

- 3-4 *Maple Ridge will establish a community engagement process to explore potential legislation and regulatory tools for conservation of the Heritage Character Area identified in Figure 1. Examples of some potential tools include a Heritage Conservation Area Bylaw, a property tax exemption for protection of a heritage property, heritage conservation covenants, and/or a specific Heritage Character Area zone that permits uses, densities, setback, etc. that are specific to this historic enclave of Hammond.*

On November 7, 2017, Council endorsed the Hammond Heritage Character Area Community Engagement Process. Shortly thereafter, other planning priorities arose and delayed commencement of the engagement process. Staff began re-engaging with property owners in March 2021. To date, the Hammond Heritage Character Area process has involved two virtual workshops with property owners and two online questionnaires.

1.2 Hammond Area Plan and Heritage Conservation

The Hammond Area Plan policies and guidelines are intended to help retain heritage character as the neighbourhood evolves with new development over time. The Area Plan policies are designed to highlight considerations for sensitive neighbourhood infill development within each land use designation. To support the Area Plan policies, Hammond Development Permit Guidelines have been adopted as a more descriptive tool that outlines the desired form, character, and design elements for commercial, multi-family and industrial forms of development (note that single detached residential use is excluded) in order to enhance the look and feel of the neighbourhood.

Section 488(1) of the *Local Government Act* limits application of municipal form and character development permit guidelines to commercial, industrial and multi-family uses only, which leaves limited regulatory tool options to apply form and character guidance to single detached residential development. However, a few tools do exist with respect to heritage conservation in historic neighbourhoods, such as a:

- Heritage conservation area bylaw;
- Heritage conservation covenant;
- Heritage financial incentives; and
- A specific zone that is less about guiding form and character and more about restricting building height and size.

As the Hammond Development Permit Guidelines are already in place for commercial, industrial, and multi-family uses within the Hammond Heritage Character Area, the primary purpose in exploring heritage conservation tools for the Hammond Heritage Character Area has been to establish a form and character regulatory/incentive tool for the detached residential use only.

1.3 Additional Work-to-Date

At the January 28, 2020 Council Workshop, Don Luxton, Heritage Consultant, presented the Community Heritage Commission Heritage Incentives Study. The study assessed a wide range of potential heritage conservation tools and techniques available to the City and explored those that are applicable to individual properties. At this meeting, Council provided direction for the Community Heritage Commission to continue exploring heritage incentives. Currently, the Community Heritage Commission is reviewing the options and assessing the tools most beneficial to Maple Ridge and residents. A report on the Heritage Incentives will be the subject of a future report.

1.4 Public Engagement Process

Figure 2 below shows all of the steps planned for the public consultation process, with a slight modification from the endorsed engagement process. A property owner workshop was added to the beginning of the process with the intent to revisit the commitment made in the Hammond Area Plan and determine if property owners have maintained a desire to implement one or more conservation tools for this area.

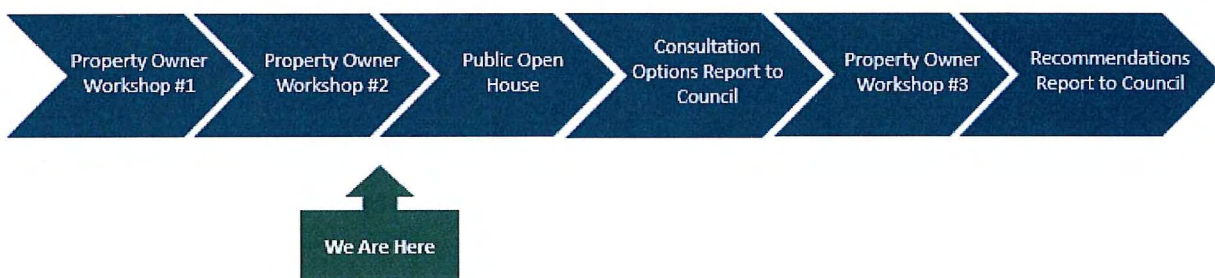


Figure 2 – Hammond Heritage Character Area Engagement Process

The process diagram (Figure 2) shows that only two of the six steps have been completed to date. The determination to proceed to Council with an outcomes report at this stage is due to the low turnout at both property owner workshops and minimal responses to the two workshop questionnaires. Each workshop is discussed in detail below.

1.3.1 Property Owner Workshop #1

A postcard was mailed out inviting all owners of the 308 properties within the Hammond Heritage Character Area to a virtual workshop (see Appendix B). The first workshop took place on March 11, 2021 and 15 participants attended. Two workshop dates were initially scheduled for Property Owner Workshop # 1 (invitees were informed they only needed to attend one workshop date), however, due to low registration, one of the workshop dates was cancelled.

The goal of Workshop #1 was to revisit the commitment made through the Hammond Area Plan Policy 3-4 to explore heritage conservation in the Heritage Character Area and to introduce potential heritage conservation tools to workshop attendees. At the workshop, staff provided background information on the outcomes of the Hammond Area Plan, specifically that the most consistent message heard throughout the process was the community's desire to retain Hammond's heritage character, and presented on the following heritage regulatory tool options:

- **Heritage Register** - a formal list of buildings, sites, and structures that have heritage value to the community. A property included on a heritage register is not protected from alteration or demolition (unless it has been separately designated by bylaw). For properties on a Heritage Register, a municipality may withhold a demolition permit for 60 days to negotiate with the property owner in an effort to retain the existing building(s). There are no restrictions on interior and exterior building and site alterations. Heritage register properties are eligible for special provisions in the BC Building Code Heritage Building Supplement, which can help property owners retain heritage value and still meet building code requirements.
- **Heritage Zoning** - can regulate buildings and structures, identified within a heritage area, and may permit greater flexibility with uses (i.e. expanded residential, employment, and commercial uses) but possibly be more restrictive with lot coverage and building height. A property owner can make alterations to the interior and exterior of the building(s) and a demolition application is not withheld (unless the property is listed on the Heritage Register and/or protected through a heritage bylaw).
- **Heritage Conservation Area** - a distinct area with heritage character that manages change over a long period of time by potentially regulating the appearance and siting of buildings, structures, and streetscapes. A Heritage Conservation Area is designated by bylaw and identified in an Official Community Plan. Some properties in a Heritage Conservation Area may be individually identified for their significant heritage value, which offers similar protection to a heritage designation, but other properties that do not contribute to the heritage character would have less restrictions regarding new additions or significant alterations (sensitive form and character would be the primary consideration). Ultimately, property owner input on heritage features that are desired for conservation, or sensitive modern design, influence the content and requirements within a Heritage Conservation Area Bylaw.
- **Heritage Incentives** - financial enticements that encourage property owners to conserve the character of properties in a Heritage Conservation Area by helping offset conservation costs. Heritage incentives are usually only available to property owners who have some level of heritage protection for their property (i.e. Heritage Register, Designation Bylaw, or Heritage Conservation Area).

- **Heritage Covenants** - a negotiated contractual agreement between local government and a property owner to protect a site, but cannot vary siting, use, or density. Covenants are registered on the land title and may be binding on future property owners. The restrictions depend on the Heritage Covenant intent. For example, a property owner could implement a heritage covenant to prohibit the future demolition of the home and limit the size of new additions, but not restrict interior or exterior alterations.

Workshop participants were asked to share their initial feedback on exploring the options further. Property owners were also asked to share their thoughts on the heritage value of the area and also identify what features within the area stood out as having heritage value, such as architectural style, building materials, road patterns, street names, trees, mature landscaping, etc.

The PowerPoint slides from the workshop were available on the website the day following Workshop #1 as well as a recording of staff's presentation to help inform property owners who could not attend on what information they missed before they completed the questionnaire.

1.3.2 Property Owner Questionnaire #1

An online questionnaire was made available for property owners who attended the workshop and also for those who were not able to attend and wanted to provide input. The online questionnaire was available online for one month following Workshop #1.

In Questionnaire #1, property owners were asked how important conserving Hammond's heritage character was to them and if they thought conserving the character would be beneficial. The questionnaire also asked for property owners to identify attributes that contribute to the neighbourhood's character and which method(s) did they thought could better conserve the character in the Hammond Heritage Character Area.

A follow up letter was delivered to all property owners informing them about the online questionnaire and how to access it. Additional information was also included about the engagement process and a link to the process website was also included in the letter sent to property owners (see Appendix B).

Due to the low turnout for the first workshop, staff made an effort to reach out to individual property owners by hand delivering the follow-up letters and talking with several property owners en route (staff wore a medical mask, maintained 2m distance at all times, and remained outdoors). Many of the property owners that staff spoke with expressed interest in the process and conserving the heritage character of the area. However, the interest did not appear to translate into a high response rate for the online questionnaire.

1.3.3 Property Owner Workshop #2

The second workshop took place on Wednesday, May 19, 2021 and 13 participants attended (the invitation is attached as Appendix B). Two workshop dates were scheduled for the second virtual property owner's workshop (invitees were informed that they only needed to attend one workshop date), however, registration was once again low and one of the workshop dates was cancelled. At the workshop, staff presented the outcomes from Workshop #1 and the Property Owner Questionnaire. These outcomes included the preferred heritage conservation tools by property owners and characteristics that property owners believe to have heritage value.

To start off the workshop, staff provided an in-depth summary of how the property owner's preferred heritage conservation tools could be implemented and sought feedback on these tools. The heritage conservation tools that were discussed were:

- Heritage Zoning
- Heritage Conservation Area
- Heritage Financial Incentives

Staff also shared with workshop attendees that due to the low participation rate of property owners up to this point in the process, the next steps would be presenting the outcomes to Council with a recommendation that there does not appear to be sufficient support to proceed at this time.

Similar to Workshop #1, the PowerPoint slides and a recording of staff's presentation from Workshop #2 were made available on the website for any property owners who could not attend and wanted to follow the process.

1.3.4 Property Owner Questionnaire #2

An online questionnaire was made available for property owners who attended Workshop#2 and also for those who were not able to attend and wanted to provide input. The questionnaire was available for 3 weeks following Workshop #2.

In questionnaire #2, property owners were asked if they support additional regulations to conserve the heritage character, and if so, what heritage conservation tool they preferred out of the three tools that were presented and discussed at the property owner workshops. The questionnaire was intended to reach as many property owners as possible in the Hammond Heritage Character Area. The survey was promoted through regular City communication channels as well as on the project website. A summary of the outcomes are presented in Section 2.0 below and a copy of the survey and the verbatim responses are available in Appendix C.

Property owners who were not able to attend either of the workshops or respond to either of the questionnaires were encouraged to contact staff with their comments and feedback. Contact information is available on the City's website, along with information on the process and different conservation regulatory tools and the slides and recordings from the workshops. Additionally, an e-mail distribution list was also set up for those interested in keeping up-to-date on the Hammond Heritage Character Area process.

2.0 DISCUSSION:

Engaging property owners through the Hammond Heritage Character Area process involved two virtual workshops, and two community questionnaires. Participation by property owners to date has been low. Summaries of what staff heard at the workshops and results of the questionnaires are offered below and more detailed questionnaire results and individual comments are attached in Appendix C.

2.1 Overview of What We Heard from Property Owners

First Virtual Workshop- March 11, 2021 (15 participants)

- Participants were most interested in learning more about a Heritage Conservation area, which is the most comprehensive conservation tool option. Other regulatory tools that were explored were the Heritage Register, Heritage Zoning, Heritage Incentives, and Heritage Covenants.

- Participants noted front porches, architecture, walkability, vegetation, and big front yards as characteristics that are important to the heritage character.
- Some participants were concerned that restricting height and what is permitted to be built on their property would negatively impact property values.

Questionnaire #1 (29 responses)

The questionnaire was made available online from Thursday, March 11, 2021 to Thursday, April 8, 2021. The Property Owner Questionnaire #1 received 29 responses and below is a summary of the responses. A copy of the survey and the verbatim responses are available in Appendix C.

- 68% of survey respondents (20 out of 29) thought conserving the heritage character of Hammond would benefit the community.
- 65% of survey respondents (19 out of 29) would like to see new buildings in Hammond be more compatible with the heritage character of the neighbourhood.
- 65% of survey respondents (19 out of 29) stated that conserving Hammond's heritage character was either extremely important (7 respondents) or somewhere important (12 respondents) to them.
- The top attributes that survey respondents thought contribute to Hammond's heritage character are Architectural Style, Streetscapes, Building Height
- 38% of survey respondents thought creating a grant program for property owners who want to do the conservation work and 31% of survey respondents thought restrict building height, setbacks, and lot coverage would better conserve Hammond's heritage character.

Second Virtual Workshop- May 19, 2021 (13 participants)

- Half of the participants were interested in regulating the size, placement, and appearance of new buildings in the area. Other participants were more interested in a different heritage conservation tool (such as Heritage incentives or Heritage Zoning) or not interested in any of the tools at all.
- Some participants were concerned about too much restriction and the effects of these restrictions on their property.

Questionnaire #2 (28 Responses)

The questionnaire was made available from Wednesday May 19, 2021 to Wednesday June 9, 2021. The Property Owner Questionnaire received 28 responses and below is a summary of the responses. A copy of the survey and the verbatim responses are available in Appendix C.

- 82% of survey respondents (23 out of 28) support implementing additional tools within the Hammond Heritage Character Area.
- 74% of survey respondents (17 out of 23) that support implementing additional tools would like to see the City implement a Heritage Conservation Area or implement a Heritage Conservation Area and Heritage Incentives.

2.2 Summary of Engagement with Property Owners

As few property owners participated in the virtual workshops and questionnaires, it suggests only a small percentage of all property owners in the Hammond Heritage Character Area have expressed support for additional heritage conservation tools and the majority are currently silent on the topic. Some property owners who did participate expressed concerns with property restrictions, limiting development, and property values. Implementing a heritage conservation tool, such as a Heritage Conservation Area Bylaw or a Heritage Zone, would be the most effective way to ensure long-term heritage protection to single detached residential use properties in Hammond's Heritage Character Area, but would require a comprehensive process involving more engagement with property owners.

Implementing non-restrictive heritage conservation tools such as adding properties to the Heritage Register (non-designation) and implementing heritage financial incentives requires a less comprehensive process that does not need a high percentage of property owner participation, but these tools alone are less likely to ensure long-term heritage conservation in the Hammond Heritage Character Area.

3.0 STRATEGIC ALIGNMENT

Engaging the public to enhance the vibrancy of the community is a Council priority, as established under its Community Pride and Spirit pillar of the 2019-2022 City of Maple Ridge Strategic Plan. Heritage character and conservation is largely about establishing a community's history, identity and sense of place.

4.0 POLICY IMPLICATIONS

Official Community Plan Policy 3-4 is a commitment for the City to go back to the community to explore potential legislation and regulatory tools for conservation of the Heritage Character Area.

5.0 FINANCIAL IMPLICATIONS

The Hammond Heritage Character Area engagement process, identified in section 1.3 above, forms part of the 2021 Planning Department Business Plan and existing funding.

6.0 ALTERNATIVE RECOMMENDATION

Should Council want staff to continue with the next steps in the public engagement process, the following wording is offered as an alternative recommendation:

That staff proceed with the public engagement process by hosting a public open house and a third property owners' workshop and bringing back a public engagement summary report with possible next steps.

CONCLUSION:

The community's desire to retain the heritage character of Hammond is reflected in the Hammond Area Plan, which contains policies to guide land use and development in Hammond over the next several years. Additionally, policies in Chapter 4, Section 4.3 Heritage of the Official Community Plan support heritage conservation in Maple Ridge.

On November 7, 2017, Council endorsed the Hammond Heritage Character Area Community Engagement Process. Although other priorities delayed the engagement process, staff began re-engaging with property owners in March 2021. To date, the Hammond Heritage Character Area process has involved two virtual workshops with property owners and two online questionnaires. As discussed in this report, staff made significant efforts to reach out to property owners and inform them of the process and options for participation. Overall, the turnout from property owners for both virtual workshops and questionnaires was low.

The purpose of the report is to present the outcomes to date for the Hammond Heritage Character Area engagement process. Due to the low turnout and interest from property owners to retain the heritage character in Upper Hammond, the recommendation is to conclude the public engagement process. Should Council want staff to continue with the engagement process, an alternative recommendation is included in Section 6.0.

"Original signed by Krista Gowan"

Prepared by: Krista Gowan, HBA, MA
Planner 1

"Original signed by Chuck Goddard"

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

"Original signed by Christine Carter"

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

"Original signed by Al Horsman"

Concurrence: Al Horsman
Chief Administrative Officer

The following appendices are attached hereto:

- Appendix A: Hammond Heritage Character Area Boundaries and Properties
- Appendix B: Workshop #1 Invite to Property Owners
Follow Up Letter to Property Owners (for Questionnaire #1)
Workshop #2 Invite to Property Owners
- Appendix C: Questionnaire #1 Responses
Questionnaire #2 Responses

APPENDIX B

Below is a copy of the postcard sent to property owners within the Hammond Heritage Character Area inviting them to Workshop #1. Each postcard was addresses to the property owner(s) by name and their home or company address.

Hammond

Heritage Character Area Process

A community engagement process to explore potential tools to conserve Hammond's Heritage Character.

MARCH 10 & 11
7:00pm-8:30pm



MAPLE RIDGE
British Columbia



JOIN THE CONVERSATION

Dear,

You're Invited To The First Virtual Property Owner's Workshop!

The same virtual workshop is being offered on
March 10, 2021 and March 11, 2021 at 7:00pm.

*If you would like to participate in one of these workshop dates,
please RSVP to Krista Gowan by Sunday, March 7, 2021.*

For more information, please visit
<https://www.mapleridge.ca/2531>



Contact Krista Gowan
604-467-7402
kgowan@mapleridge.ca



MAPLE RIDGE
British Columbia

Below is a copy of the Workshop #1 follow up letter that was sent to property owners within the Hammond Heritage Character Area inviting them to complete the survey.



Dear Resident(s),

We missed you at the Virtual Property Owner's Workshop for the Hammond Heritage Character Area Process on March 11, 2021. We want to hear what you have to say about conserving Hammond's heritage character and encourage you to participate.

Please read through the information enclosed and participate in the survey before April 8th, 2021.



TAKE THE SURVEY TODAY!
Either scan the QR code or visit <https://bit.ly/3lmgVMo>

If you have any questions, please don't hesitate to contact me by phone or email. I am also available to meet in-person at City Hall (by appointment only).

Kind regards,

A handwritten signature in black ink, which appears to read "Krista Gowan".

Krista Gowan,
Community Planner, City of Maple Ridge
Email: kgowan@mapleridge.ca
Phone: 604-467-7402

Website: <https://www.mapleridge.ca/2531/Hammond-Heritage-Character-Area>

Below is a copy of the handout that accompanied the Workshop #1 follow up letter. This handout was sent to property owners within the Hammond Heritage Character Area.

Hammond

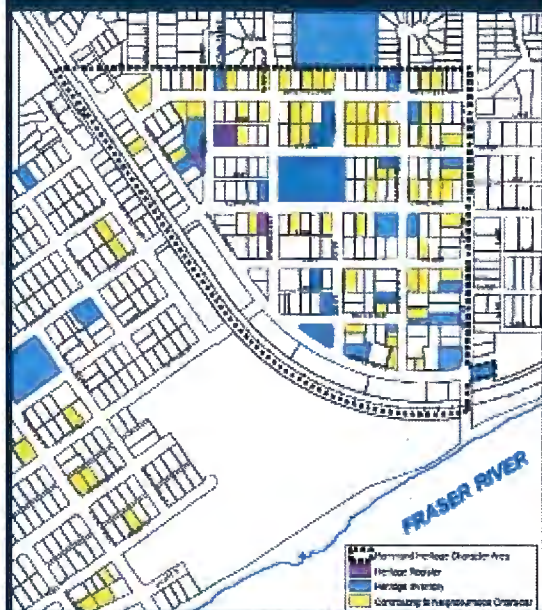
Heritage Character Area Process

A community engagement process to explore potential tools to conserve the heritage character in Hammond.

Why is the City doing this?

A commitment was made to the community, through the public consultation process for the Hammond Area Plan, to explore the potential for a heritage conservation area. Policy 3-4 of the Hammond Area Plan states this commitment in recognition of the community's expressed desire to retain Hammond's heritage character. The Hammond Area Plan was adopted into the City's Official Community Plan in January 2017.

Where is the Hammond Heritage Character Area?



What tools can conserve heritage character?

The City is seeking feedback from property owners on the following 3 potential regulatory tools for conserving Hammond's heritage character:

1. Heritage Conservation Area
2. Heritage Zoning
3. Financial Incentives

Tool #1

Heritage Conservation Area

A Heritage Conservation Area, a distinct area with heritage character, manages change over a long period of time. A Heritage Conservation Area is designated by Bylaw and identified in the Official Community Plan.

A Heritage Conservation Area can:

- Conserve structures, exterior architectural features, and streetscapes
- Manage alterations visible from the street (i.e. Ensuring sensitive additions)
- Provide design guidelines for new buildings

What is regulated depends on what is determined to be significant to the character of the area and to the community.

Tool #2

Heritage Zoning

A Heritage Zone would regulate buildings and structures, identified within a heritage area, and may permit greater flexibility with uses (i.e. expanded residential uses) but possibly be more restrictive with lot coverage and building height.

Heritage Zoning can:

- Expand uses
- Regulate building height
- Regulate setbacks from lot lines
- Regulate permitted lot coverage

Heritage Zoning does NOT:

- Stop demolitions
- Regulate design of structures
- Regulate streetscapes
- Regulate Landscaping (trees)

Tool #3

Financial Heritage Incentives

Financial Heritage Incentives encourage property owners to conserve the heritage character of heritage designated properties by helping offset conservation costs. There are two main types of financial heritage incentives: 1) Tax exemptions and; 2) Grants.

Financial Heritage Incentives do NOT stop demolitions or regulate height, form, character, or streetscapes. Financial Heritage Incentives only assist property owners with conservation project they have already chosen to undertake.

Contact: Krista Gowan
Email: kgowan@mapleridge.ca
Phone: 604-467-7402



For more information, visit:
<https://www.mapleridge.ca/2531>
or scan the QR Code



Scan the QR code to
take the survey today



Below is a copy of the letter that was sent to property owners within the Hammond Heritage Character Area inviting them to Workshop #2. Each letter was addressed to the property owner(s) by name and their home or company address.



Dear Resident,

The City of Maple Ridge is engaging with property owners within the Hammond Heritage Character Area (see image below) to explore potential heritage conservation tools, such as a Heritage Conservation Area, Heritage Zoning, and Heritage Financial Incentives.

If one or more heritage conservation tools are implemented (which may be considered after community consultation and presenting the outcomes to Council) some examples of changes that could occur are:

- Heritage designation
- Regulating design of new and existing buildings
- Restriction of zoning (i.e. building height and setbacks)
- Access to financial heritage incentives (i.e. tax exemptions)

We want to hear your thoughts on conserving Hammond's heritage character!

You are invited to the second virtual workshop! The virtual workshop is being offered on:

**May 15, 2021 from 11:00am - 12:30pm; and
May 19, 2021 from 7:00pm to 8:30pm.**

**note: the workshop content is the same for both dates,
so registration for only one date is necessary.*

If you would like to participate in one of these workshop dates, please RSVP to:

Krista Gowan
Phone: 604-467-7402
Email: kgowan@mapleridge.ca

Please RSVP at least two days before the workshop date you plan to attend. If you have any concerns about attending virtually, please contact me directly, either by phone or email.

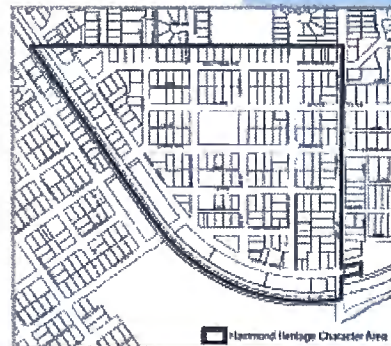
Kind regards,

A handwritten signature in black ink, appearing to read "Krista Gowan".

Krista Gowan,
Planner, City of Maple Ridge

For more information and to watch the first workshop's presentation, visit: <https://www.mapleridge.ca/2531>

**Where is the Hammond
Heritage Character Area?**



**Register for one of the workshop dates
for the chance to win a prize!**

**Winners will be announced at the end of
each workshop!**



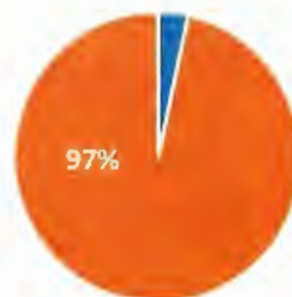
Property Owner Questionnaire #1

Question #1 asked for the respondent's address is. The responses have not been included for privacy reasons.

Question #2. Do you rent or own property in the Hammond Heritage Character Area?

Answers

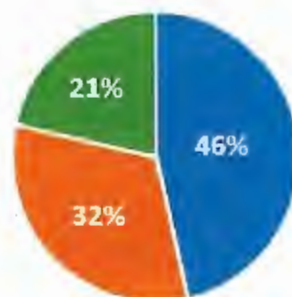
- Rent - 1
- Own - 28
- Neither – I am outside of the Hammond Heritage Character Area - 0



Question #3. Do you think your property has heritage character?

Answers

- Yes - 13
- No - 9
- Maybe, I'd need more information – 6



Question #4. Would you be interested in conserving your property if there were financial heritage incentives to help offset the conservation costs?

Answers

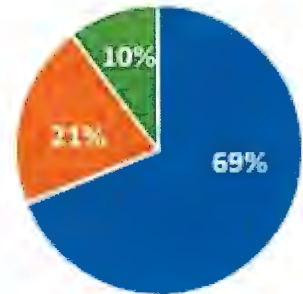
- Yes - 9
- No - 11
- Maybe, I'd need more information – 8



Question #5. Do you think conserving the heritage character of Hammond would benefit the community?

Answers

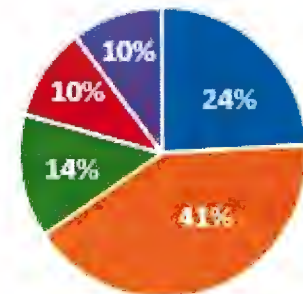
- Yes - 20
- No - 6
- Maybe, I'd need more information – 3



Question #6. How important is conserving Hammond's heritage character to you?

Answers

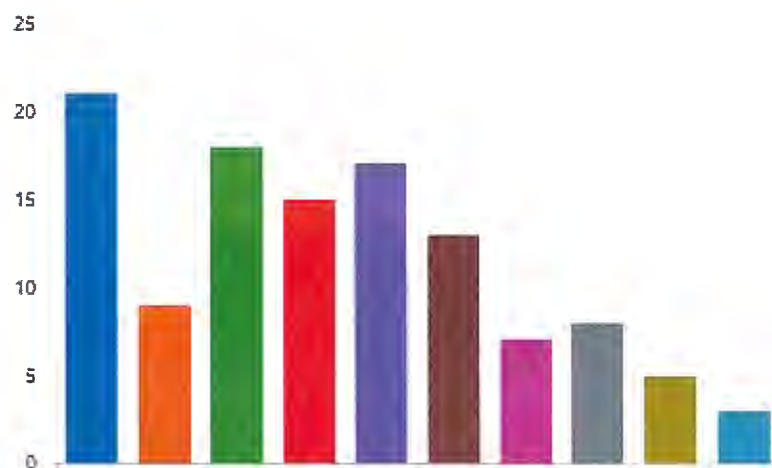
- Extremely important – 7
- Somewhat important – 12
- Neutral– 4
- Somewhat not important– 3
- Not important at all– 3



Question #7. Please select all the attributes below that you think contributes to Hammond's heritage character (select all that apply).

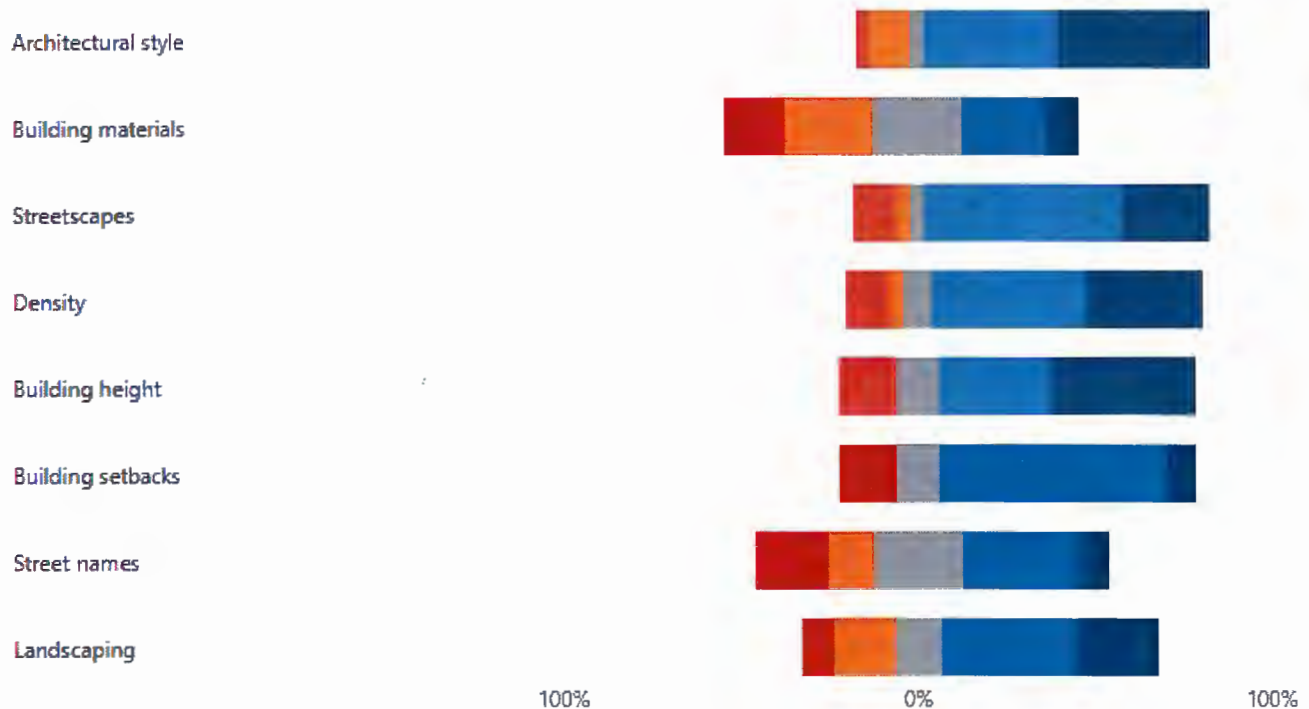
Answers

- Architectural style – 21
- Building materials – 9
- Streetscapes– 18
- Density– 15
- Building height– 17
- Building setbacks – 13
- Street names – 7
- Landscaping – 8
- None- Hammond does not have any heritage character– 5
- Other – 5



Question #8. Below are some attributes that contribute to Hammond's heritage character. Rank each element based on importance to you.

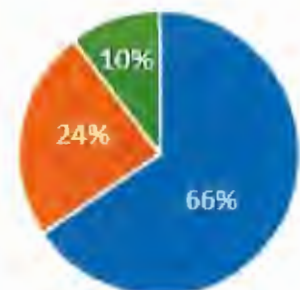
■ Not Important At All ■ Somewhat Not Important ■ No Opinion ■ Somewhat Important ■ Extremely Important



Question #9. Would you like to see new buildings in Hammond be more compatible with the heritage character of the neighbourhood?

Answers

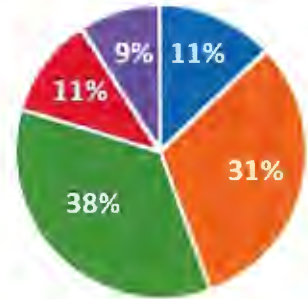
- Yes - 19
- No - 7
- Maybe, I'd need more information – 3



Question #10. Which method(s) do you think could better conserve Hammond's heritage character? (select all that apply).

Answers

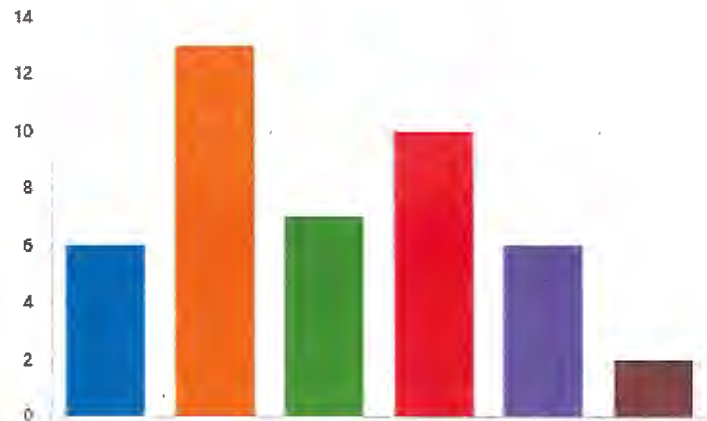
- Designating the whole area as a protected heritage area – 7
- Restricting Building Height, Setbacks, and Lot Coverage – 17
- Create a grant program for property owners who want to do the conservation work– 19
- None of the above– 6
- Other–5



Question #11. Which tool(s) do you want the City to explore in order to further conserve Hammond's heritage character? (select all that apply).

Answers

- Different zoning regulations – 6
- Incentives for conservation projects – 13
- Heritage conservation area– 7
- All of the above– 10
- None of the above –6
- Other –6



Question #12. Did we forget something? Let us know if you have any other thoughts or general comments! (open text field) .

17 Comments were received.

1	anonymous	I feel that city hall has already made a decision on what they are going to do because most of these questions are suggesting that it's correct to make heritage. There is not much interest in preserving the heritage so let it go. All this has done is job creation for the people organizing this. Let it go. Tear it all down. Build high. It's a run down sketchy neighborhood that needs to be updated and cleaned up. Huge crime area as well.
2	anonymous	Just to echo my above comment. A lot of these homes are getting older and some owners are looking at what they can do to revitalize their property of make it livable for a family as it otherwise would not in its current state (ie. 1 bedroom home). Similar to parts of Vancouver (ie Dunbar, Point Grey, Shaughnessy) all the homes are not necessarily in the same condition that they once were years ago however, they are still have a certain look and feel to them and "fit" within the neighborhood. Of course, Hammond is a very different neighborhood than Point Grey or Shaughnessy, however, I think the concept could be implemented the same.
3	anonymous	In general, families are attracted to Hammond because of the affordability and large lots, not the heritage character. (ample room for your trailer, rv, boat or unlicensed vehicle collection)
4	anonymous	Not opposed to traffic control on Westfield as motorists tend disobey traffic signs (stop sign and speeding).
5	anonymous	Hammond needs some sort of an actual plan for sidewalks and housing restrictions. Need bylaws for junky yards and unlicensed vehicles on the road and people living in their rv's. Hammond has been forgotten as East Maple Ridge grows and gets the attention and funding. Fix our Community Center and we need a water park.

6 anonymous no through roads from industrial area though to Maple Crescent, but give us a way out under the bridge for when trains are stuck. Been stuck for over 2 hours- which is 2 hrs someone needs to wait for Fire/Police/BCAS.

7 anonymous What can be done about the MONSTER HOUSES that have recently been allowed to be built in Hammond? They block light and nature. Their style, purpose and design is incongruous to what this initiative is about.

8 anonymous Thanks for the opportunity!

9 anonymous Make it easier to get permits etc. When enhancement projects are proposed

10 anonymous It is a quaint area but modernization wouldn't hurt.

11 anonymous You had the chance, you could have built a 21st century community that respected Hammond's heritage. As 40 year owners in Hammond the lack of direction over those 40 years has been disappointing, opportunities missed. Proposed and supported high density in the 80's drove speculation and the inability to stay focused resulted in the crack houses of the 90's deciding Hammond was a completed community slowed the deterioration and resulted in the demolition of some of the worst buildings. The Hammond Study of the previous decade had such opportunity. A significant piece of property with access to both major river crossing and light rail begged for thoughtful development. Each new home that has been built since then has limited Hammond potential. Going forward with the belief that somehow you can continue to wish for an early 20th century Hammond seems unrealistic. Roads, community centres and coffee shops require the support that only comes with high density and a community without these things has to go else where.

12	anonymous	To me Hammond doesn't look like heritage and it would be better to upgrade and clean it instead of thinking about heritage. At the same time I believe it would be much better if we run a bus line over there.
13	anonymous	The Hammond doesn't look like heritage and it would be better to upgrade and clean it instead of heritage. At the same time it would be much better if we had a bus line on that area.
14	anonymous	Hammond does not have any heritage character. It would be better to upgrade and clean it instead of heritage look. At the same time it would be much better if we had a bus line on that area.
15	anonymous	This is too late as too many massive homes have already been built. They are on every street dwarfing the cute older homes. So sad.
16	anonymous	I feel it may be too late as several "monster houses " have already been built. To have such a mis-match in styles makes it almost impossible to apply conservation regulations to the small handful of older buildings that remain without a lot of animosity
17	anonymous	I would be interested in learning more about the impact of a heritage designation on property values. I feel tax money should not be used to help people renovate their homes.

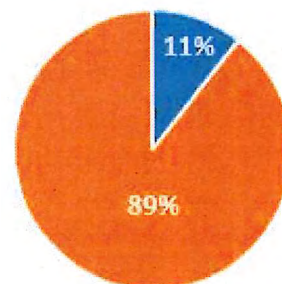
Property Owner Questionnaire #2

Question #1 asked for the respondent's address is. The responses have not been included for privacy reasons.

Question #2. Do you rent or own property in the Hammond Heritage Character Area?

Answers

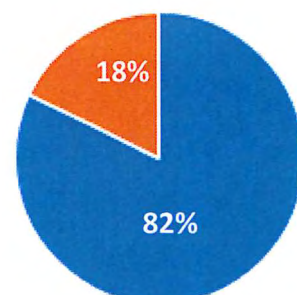
- Rent - 1
- Own - 28
- Neither – I am outside of the Hammond Heritage Character Area - 0



Question #3. Do you support implementing additional tool(s) within the Hammond Heritage Character Area (such as Heritage Zoning, Heritage Conservation Area or Heritage Financial Incentives)?

Answers

- Yes - 23
- No – 5



Question #3a. If no, please explain why you do not support implementing additional tool(s) within the Hammond Heritage Character Area (such as Heritage Zoning, Heritage Conservation Area or Heritage Financial Incentives)?

1	anonymous	Hammond is the Harlem of Maple Ridge and I would like to see it all renewed and built high.
2	anonymous	No

3 anonymous

We do not want restrictions put on the area because there are a lot of new houses in the area already. The older houses are not well maintained, and putting restrictions on what can be built in the area will discourage new developments. Some of the older houses in the area are beyond repair, and need to be replaced with a new house, but restrictions will discourage this from happening. We want our area to be nice, and don't mind there there will be a variety of houses in the area because there already is a mix of heritage looking houses, craftsman style houses, 90's houses, and brand new modern houses.

4 anonymous

I am opposed to restrictive covenants on my property that further limit what I can do with my property. I like the heritage character of my home but I don't want it forced on me. My house is 830 sq ft on 1 1/2 floors. This is a knockdown as there is little value in the house.

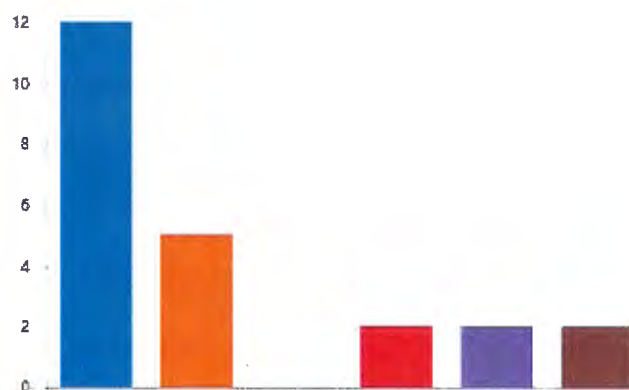
5 anonymous

The less involvement with a persons property the better for the owner and potential buyer if they decide to sell. This process has been unproductive and it's time to stop wasting the tax payers money on this Hammond process and find other ways from job creation of our city workers.

Question #3b. If Yes, what tool(s) would you like to see the City implement in order to conserve Hammond's heritage character? (select one).

Answers

- Heritage Conservation Area – 12
- Heritage Conservation Area AND Financial Heritage Incentives – 5
- Heritage Zoning– 0
- Heritage Zoning AND Financial Heritage Incentives – 2
- Only Financial Heritage Incentives –2
- I do not know –2



Question #4. Did we forget something? Let us know if you have any other thoughts or general comments! (open text field)

- | | | |
|---|-----------|--|
| 1 | anonymous | <p>It would seem most people against this are looking at it from a financial point of view and rightly so as our houses are our major source of retirement funds. However I feel that our location with respect to being closer to Vancouver would override any low ball offers. Hammond is a nice place to live with services close by so I feel a small heritage House would still hold value. How to convey this to the community? I have no idea. I would also like to thank krista and Lisa for putting in an incredible amount of work and doing a great presentation. Thank you so much.</p> |
| 2 | anonymous | <p>Do it ASAP or not at all. It's at least 5 years late.</p> |
| 3 | anonymous | <p>I am not sure what your idea of "Heritage zoning" is but I have been in very nice Heritage area all over the world and they had sidewalks and street lights at night. If you don't plan on even looking out for people safety and improving physical mobility (taking walks safely around our neighbourhood. I don't see the point of implementing a Heritage neighbourhood. Unless we are going to pay Heritage property taxes</p> |
| 4 | anonymous | <p>Education is a big part of this conservation challenge. There is a myth that a Heritage Revitalization Agreement between the city and a homeowner will affect the resale value; evidence from Vancouver shows this to be false. There is a myth that the HRA is too restrictive but it only restricts elements identified in each property's statement of significance. My wife and I still hold the only HRA in Maple Ridge which did not involve added density to the property. In our experience, the chief obstacles were getting the various departments (building, engineering, etc.) to work together but that is an issue with any project in Maple Ridge. We found the City Heritage staff to be indispensable in dealing with all the regulatory hoops and Council was very supportive. Implementing a Heritage Conservation Area will benefit all homeowners in the area, even if it adds a level of municipal oversight to a home's design. I wonder if staff can reach out to each homeowner in the Conservation Area and make sure they understand the options available to them and the benefits of the plan and even an HRA for their home.</p> |

5	anonymous	I have lived in Hammond for 30+ years (in a heritage home) and am quite concerned with the size and style of homes being built in my area. It certainly has taken away from the quaint, quirkiness, of what makes Hammond, Hammond. I think if you are able to maintain the uniqueness of the area it will be far more valuable to the community in the long run. Permitting construction of modern, multi family, huge homes that have no continuity and look severely out of place next to our heritage dwellings is slowly killing the community it once was.
6	anonymous	Finance some sidewalks and street lights so we can walk around safely to go admire those Heritage homes once they have been redone.
7	anonymous	That heritage conservation and restoration be done as original as the property will allow and not what some developer feels is as close as he or she is willing to go to make it saleable. It must be as close as it when it was built originally but up to code for safety. That includeds all materials used in the restoration both building and landscape. And all designs must be approved but both the design panel of maple ridge and the historical society or heritage commision.
8	anonymous	Traffic calming

9

anonymous

I wish the city would help me at any capacity. I've spent a lot of time and money with open building permit and others updating my home and building [REDACTED] and still ongoing. The most help I ever got from city of maple ridge was from a kind inspector named Stephen who helped me get through some of the toughest parts of my renovation. The service people I dealt with were mostly helpful as well however it is difficult to get updates approved. I've had more issues here actually due to zoning and greedy developers and investors knocking on my door low balling me. On the other hand, my insurance cost is triple what a house is and my mortgage broker can't give me the same rates as rs1 or as duplex lot so I just pay more. Oh and Hammond was literally the only place I could afford 6 years ago. Although my property doubled or more, my salary sure hasn't! I've had multiple neighbours sell this year because they couldn't afford to live here anymore! So what do you want Hammond to be? Another Hot spot for investments and developments by people with money? The people who the rules don't apply to like the mortgage stress test!? Yet people like me and my working class neighbours get squeezed out of our own neighbourhood! I'm new here with 5 years yet some have been for their entire life! Keep Hammond family friendly and keep it affordable!

10

anonymous

This needs to happen fast as more and more non-heritage homes are being built and are altering the character of the neighbourhood. We need to protect the smaller heritage homes that still exist before they are torn down for their large lots.



mapleridge.ca

City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Business and Financial Planning Guidelines 2022-2026

MEETING DATE: July 13, 2021
FILE NO: 01-0110-01-2021
MEETING: Council Workshop

EXECUTIVE SUMMARY:

The attached report is scheduled to be on the July 27, 2021 Council Meeting agenda for discussion and consideration of the recommendation. The Council Workshop forum provides an extended opportunity for Council to seek additional information if required, prior to decision-making.

RECOMMENDATION:

That the attachment to the July 13, 2021 Council Workshop report titled *"Business and Financial Planning Guidelines 2022-2026"* be forwarded to the Council Meeting of July 27, 2021.

A handwritten signature in black ink, appearing to be "C. Smith", written over a horizontal line.

Approved by: **Corporate Officer**

Attachment:

- Staff report dated July 27, 2021 titled "Business and Financial Planning Guidelines 2022-2026"



mapleridge.ca

CITY OF MAPLE RIDGE

TO: His Worship Mayor Michael Morden
and Members of Council
MEETING DATE: July 27, 2021
FILE NO: 01-0110-01-2021
FROM: Chief Administrative Officer
MEETING: Council
SUBJECT: Business and Financial Planning Guidelines 2022-2026

EXECUTIVE SUMMARY:

Over the next few months, staff will be preparing the 2022-2026 Corporate Plan, including work plans and Financial Plan, for Council's consideration in December. The Business and Financial Plan Guidelines serve as direction to staff and identify the necessary property tax increase to move forward on Council's strategic priorities. They also provide the community with an indication of service level commitments and anticipated property tax and fee increases. The property tax increases adopted by Council may be different from the Guidelines depending on Council approved service level adjustments or subsequent direction provided by Council.

The purpose of this report is for Council to review and endorse the Guidelines in order to allow for revisions to existing five-year plans and ensure that staff align work plans to Council's direction.

RECOMMENDATION:

That the Business and Financial Planning Guidelines 2022-2026 be approved.

DISCUSSION:

a) Background Context:

There are a number of reasons for consideration of the proposed Business & Financial Planning Guidelines for 2022-2026 (Attachment A), as follows:

- Provide an open and transparent overview of the key assumptions used in the development of the Financial Plan.
- Provide the community with an early indication of proposed property and fee increases.
- Allow for a lengthy public input period, before Council receives the formal Financial Plan that will incorporate these guidelines.
- Provide guidance to staff so that the Financial Plan that is presented to Council in December meets with Council's direction.

The rationale for the tax increases is covered in detail in the 2021-2025 Financial Plan Overview Report that was provided to Council last November and is available on our website at mapleridge.ca/2162/Financial-Overview-Report.

The proposed annual property tax increase is broken into the following elements for the sake of transparency:

- General Purpose: This covers the cost of existing services, and depending on how the assumptions of cost increases materialize, may provide a small amount to address incremental adjustments.
- Infrastructure Replacement: This increase goes towards the rehabilitation and replacement of the City's existing assets. Over the next few decades, this will close the infrastructure funding deficit. Our infrastructure is fairly young, but aging, and we are currently spending just over a third of what is required annually to maintain it.
- Parks, Recreation & Culture Improvements: This increase was introduced to fund the Parks & Recreation Master Plan and funds new parks and facilities that are not funded through development. These costs include capital, operating and debt servicing. The Community Amenity Charges (CACs) are also used to fund these amenities. The report on approved borrowing, associated property tax increases and planned use of the CACs is attached in Appendix B.
- Drainage Improvements: These funds are used to improve the drainage system and recently funded the Storm Water Management Plan.

Property Tax Increase	2022	2023	2024	2025	2026
General Purpose	2%	2%	2%	2%	2%
Infrastructure	0.9%	0.9%	0.9%	1%	1%
Parks, Rec. & Culture	0.6%	0.6%	0.6%	0.4%	0.25%
Drainage	0.1%	0.1%	0.1%	0.1%	0.1%
Total Tax Increase	3.6%	3.6%	3.6%	3.5%	3.35%

An assumption of new revenue due to growth or new development is included in the budget, which generates over \$1.6 million each year. Due in large part to the impacts of the COVID-19 pandemic, growth revenue in 2021 was one-third below forecasts. The Financial Plan has been adjusted to reflect a catch-up of growth as projects in the development process currently are completed.

Increased operating costs associated with growth have also been factored into the Financial Plan accounting for just under half of new revenue. These operating costs are to maintain existing service levels. The balance of the growth revenue is used to keep the General Purpose component of the property tax increase to 2%.

In addition to property taxes, property owners also receive utility user fees. User fee increases are required to fund water, sewer and recycling operations and associated capital costs. There is a reserve or fund balance in each of these areas to assist with rate smoothing.

The majority of rate increase pressures in water and sewer user fees come from the region due to large investments in infrastructure, such as treatment plants. The Water Revenue Fund

has the most flexibility to manage a temporary pause in rate increases. This will cause a slight delay in the funding of the infrastructure deficit for the water utility.

ALTERNATIVES:

If no additional significant Parks and Recreation facilities are planned and future Community Amenity Contributions are used to fund currently planned projects, the Parks, Recreation & Culture Improvement element of the property tax increase could be less.

The original approval of the borrowing was associated with a 0.35% property tax increase for seven years and the use of \$6 million of CACs, which is detailed in Appendix B.

The CAC's collected to the end of 2020 were approximately \$2 million more than is currently committed, as indicated in the report attached in Appendix C. The CAC Policy is included in the Appendix as well, indicating the permitted uses of these funds.

When discussing using CACs to reduce property tax increases, we need to convert one-time CAC funding into an annual debt servicing amount and then into a single year's property tax impact. The annual debt servicing costs on \$1.7 to \$2.0 million, with a 25-year amortization period, is roughly \$100,000 or 0.1% of a single year's property tax increase.

CONCLUSION:

A significant amount of work on Business Planning will be done over the coming months and into the fall. The Guidelines attached to this report will allow staff to develop a plan aligned with Council direction.


Prepared by: **Dan Olivieri**
Research Technician


Reviewed by: **Trevor Thompson**
Chief Financial Officer


Approved by: **Christina Crabtree**
General Manager, Corporate Services


Concurrence: **Al Horsman**
Chief Administrative Officer

Attachments:

- (A) Attachment A – Business & Financial Planning Guidelines 2022-2026
- (B) Attachment B – Loan Authorization Bylaws Report – September 17, 2017
- (C) Attachment C – Review of Community Amenity Contributions Programs – June 14, 2021

Attachment A – Business & Financial Planning Guidelines 2022-2026

1. Guidelines for Financial Planning:

- 1.1. General Purposes Property Tax Increase, 2.0% per year.
- 1.2. Infrastructure Replacement Property Tax Increase, 0.9% in 2022 increasing to 1% by 2025.
- 1.3. Parks, Recreation and Culture Property Tax Increase, 0.60% through 2024, 0.4% in 2025 and 0.25% in 2026.
- 1.4. Storm Water Property Tax Increase, 0.10% per year.
- 1.5. Water Levy Increase, 4.5% per year.
- 1.6. Sewer Levy Increase, 8.5% per year.
- 1.7. Recycling Levy Increase, 2.75% per year.
- 1.8. Growth in Property Tax Revenue Assumption between 1.70% and 1.80% per year.
- 1.9. Provision for costs associated with growth, subject to available funding.
- 1.10. Budgets include operating and capital components for a five-year period.
- 1.11. The Financial Plan reflects policies embedded in the Financial Sustainability Plan, including financial management tools utilized for Business Planning.
- 1.12. The Financial Plan needs to include sufficient capacity to address labour and collective agreement costs.
- 1.13. The Financial Plan allows for sufficient flexibility to take advantage of grant opportunities to deliver programs, services, and infrastructure projects.
- 1.14. Staff continue to monitor the ongoing financial pressures posed by the COVID-19 pandemic and phased restart.
- 1.15. That revenues from development support the required municipal infrastructure.
- 1.16. Assess utility charges regularly in order to smooth large annual fluctuations using rate stabilization.
- 1.17. That operating impacts of the Capital Plan are factored into operating budgets.

2. Guidelines for Business Planning:

- 2.1. The Corporate Management Team and staff leverage a set of management tools embedded within operational processes to ensure the sustainability of the City's financial health and human capital. These considerations represent fundamentals of good business practice, many of which are embedded in the City's Financial Sustainability Plan Policy.
- Changes to the organizational structure of operations should be considered to determine whether the current format adequately delivers the desired level of service. Additional consideration should be given for contract and consulting services, staff vacancies, staff development and succession planning.
 - Requests for new programs, projects, staff, and increased service levels must be supported by a business case formally documented as an Incremental Package submission. Scope of work, project activities, desired outcomes, performance measures and funding sources should be identified.
 - Service level reductions are considered by senior staff annually. Reduction Packages should reflect changes to an area's operations that result in a shift in whether services continue or how they are delivered. Proposed reductions, and their impacts, should be considered divisionally and with thought to cross-functional impacts.
 - Review property tax rates annually for comparability with other lower mainland municipalities.
- 2.2. Critical to the advancement of community initiatives is the alignment between Council direction and department work plans. Council-raised issues and actions that advance priorities within Council's Strategic Plan 2019-2022 should be considered while allowing for capacity to react to opportunities and challenges that arise throughout the year.
- 2.3. Components of the municipal business and financial planning process are guided by the Community Charter and Local Government Act. These include requirements to:
- Conduct public consultation on the proposed Financial Plan.
 - Measure municipal performance using established indicators which are reported to Council in open meetings and published in the City's Annual Report.
- 2.4. Technology has become ever more critical to providing fundamental municipal services. Business applications and tools should be reviewed annually to identify upgrades or end-of-life requirements. Information Technology resources should also be requested and assigned for future year projects.

TO:	Her Worship Mayor Nicole Read and Members of Council	MEETING DATE:	September 12, 2017
FROM:	Chief Administrative Officer	FILE NO.	05-1825-02
SUBJECT:	Loan Authorization Bylaws	MEETING:	COUNCIL

EXECUTIVE SUMMARY:

Parks and Recreational facilities have been under consideration by Council after extensive public consultation. Staff has been directed to move forward with the following projects:

- Maple Ridge Leisure Centre Renovation
- Telosky Stadium Synthetic Fields
- Albion Community Centre
- Silver Valley Neighbourhood Gathering Places
- Hammond Community Centre Renovation
- Whonnock Lake Canoe and Kayak Facility Improvements
- Maple Ridge Secondary School Track Facility Upgrades
- Ice Sheet Addition

In addition, Council has directed staff to gather more detailed information to move forward on an outdoor pool.

The funding required for the above noted projects is \$55.5 million (details below) of which \$6 million can be supported from existing revenue streams. Council has directed that the remaining sum of \$49.5 million be borrowed, with the approval of the electors. With Council directing staff to proceed with obtaining further details on an outdoor pool at an estimated cost of \$6 million, the borrowing requirements increase back up to \$55.5 million.

This borrowing will require electoral approval, which can be achieved through the Alternative Approval Process (AAP) (full borrowing process is described below). At the July 11, 2017 Council meeting, staff was directed to prepare a separate bylaw for each project to allow the public to oppose one, some, or all of the projects.

The purpose of this report is to provide the information for Council to give consideration to three readings of the associated loan authorization bylaws (7370-2017 to 7378-2017, Attachments A-I). Should Council approve the bylaw readings, staff also recommend approval of the Alternative Approval Process Elector Response Forms (Attachments J-R) and approval of the AAP advertisement (Attachment S) to enable the process for the AAP to move forward once approval has been obtained from the Inspector of Municipalities.

RECOMMENDATION(S):

1. That Maple Ridge Leisure Centre Renovation Loan Authorization Bylaw No. 7370-2017 be given first, second and third readings;
2. That Telosky Stadium Synthetic Fields Loan Authorization Bylaw No. 7371-2017 be given first, second and third readings;
3. That Albion Community Centre Loan Authorization Bylaw No. 7372-2017 be given first, second and third readings;
4. That Silver Valley Neighbourhood Gathering Places Loan Authorization Bylaw No. 7373-2017 be given first, second and third readings;
5. That Hammond Community Centre Renovation Loan Authorization Bylaw No. 7374-2017 be given first, second and third readings;
6. That Whonnock Lake Canoe and Kayak Facility Improvements Loan Authorization Bylaw No. 7375-2017 be given first, second and third readings;
7. That Maple Ridge Secondary School Track Facility Upgrades Loan Authorization Bylaw No. 7376-2017 be given first, second and third readings;
8. That Ice Sheet Addition Loan Authorization Bylaw No. 7377-2017 be given first, second and third readings;
9. That Outdoor Pool Construction Loan Authorization Bylaw No. 7378-2017 be given first, second and third readings;
10. That the Corporate Officer be directed to submit Bylaw Nos. 7370-2017, 7371-2017, 7372-2017, 7373-2017, 7374-2017, 7375-2017, 7376-2017, 7377-2017 and 7378-2017 to the Ministry of Community Services for review and approval by the Inspector of Municipalities;
11. That following approval of the bylaws by the Inspector of Municipalities, approval of the electors be sought through the Alternative Approval Process in relation to Bylaw Nos. 7370-2017, 7371-2017, 7372-2017, 7373-2017, 7374-2017, 7375-2017, 7376-2017, 7377-2017 and 7378-2017.
12. That the Alternative Approval Process Elector Response Forms be approved (Attachments J-R of the report dated September 12, 2017); AND
13. That the advertisement for the Alternative Approval Process be approved (Attachment S of the report dated September 12, 2017).

DISCUSSION:

Council has directed staff to proceed with the following projects, with a portion of the funding coming from debt:

1. Maple Ridge Leisure Centre Renovation	An additional \$3.5 million
2. Telosky Stadium Synthetic Fields	\$10 million
3. Albion Community Centre	\$10 million
4. Silver Valley Neighbourhood Gathering Places	\$1 million
5. Hammond Community Centre Renovation	\$2.5 million
6. Whonnock Lake Canoe and Kayak Facility Improvements	\$1 million
7. Maple Ridge Secondary School Track Facility Upgrades	\$2.5 million
8. Ice Sheet Addition	\$25 million
9. Outdoor Pool	\$6 million

Public consultation will be undertaken to gather input to the design criteria for each facility, this step is complete for the Maple Ridge Leisure Centre Renovations. Further descriptions of each project are noted below:

1. **Maple Ridge Leisure Centre Renovation** \$3.5 million

The Maple Ridge Leisure Centre has served the community for 37 years, and key infrastructure replacements and repairs are needed to ensure continued service. The project will fully upgrade the pool tanks and supporting systems including mechanical, electrical and chlorination and renovate the change rooms, lobby and reception areas. The total project is estimated to cost \$9 million with \$5.5 million already allocated towards it from existing sources.

2. **Telosky Stadium Synthetic Fields** \$10 million

This project proposes to redevelop the Telosky Stadium/Thomas Haney Secondary School field complex to a synthetic sports surface and add lighting and reorient other fields at this site. This will help address the acute shortage of field time for minor sports organizations in Maple Ridge.

3. **Albion Community Centre** \$10 million

This project proposes a new community gathering centre to replace the original Albion Hall that was demolished several years ago. The new community centre will be co-located on the same site as a new elementary school and neighbourhood learning centre that is proposed for the area. The vision for the Centre is for a facility that fosters a connection to the forested site, existing trails and wetland. Programming at this site will benefit both the students and the community.

4. **Silver Valley Neighbourhood Gathering Places** \$1 million

The two proposed outdoor pavilions will be more fully defined through consultation with the neighbourhoods. The intent is to support Silver Valley by connecting the neighbourhoods. These facilities will encourage activities such as barbeques, community gardening and outdoor gatherings.

5. **Hammond Community Centre Renovation** \$2.5 million

This project will provide a significant upgrade to the Hammond Community Centre. Renovations to the hall, daycare, lobby and building envelope are included. Landscaping and new support buildings for the sports fields and outdoor pool are also included. The existing sport court will be resurfaced and food truck infrastructure will be added to serve the outdoor pool and fields.

6. **Whonnock Lake Canoe and Kayak Facility Improvements** \$1 million

This project will improve the canoe and kayak facility at Whonnock Lake, primarily in terms of training space, boat storage and access to the lake.

7. **Maple Ridge Secondary School Track Facility Upgrades** \$2.5 million

Planned upgrades will improve track and field facilities, including lighting, additional seating capacity and storage. These upgrades will also help prepare this venue for the 2020 BC Summer Games.

8. **Ice Sheet Addition** \$25 million

This project adds an additional sheet of ice to address the shortage of ice and dry floor time for minor sports organizations in the community.

9. **Outdoor Pool Construction** \$6 million

At the August 1, 2017 Council meeting, staff were directed to proceed with an outdoor pool, adjacent to the Thomas Haney Secondary School. Staff recommend that this project be funded using the framework approved for the other projects.

Funding Model

The funding model approved by Council uses \$6 million in existing revenue streams to reduce the debt required. This stream includes Community Amenity Charges and Albion Density Bonus Amenity Charges. For the purpose of the borrowing bylaws, these funds have been allocated as follows:

Albion Community Centre	\$1.5M
Ice Sheet Addition	\$1.5M
Telosky Field	\$3.0M
	<u>\$6.0M</u>

As outlined in the funding model discussed at the July 18, 2017 Audit & Finance Committee meeting, the long term debt is amortized over 25 years. An additional property tax increase of 0.35% each year for 7 years will be required to fund the debt and cover the operating costs. Subsequently on August 1st, Council provided direction to also proceed with an outdoor pool for \$6 million. The operating and debt servicing costs from that project will result in an additional 0.10% tax increase, making the total tax increase 0.45% each year for 7 years.

Spending on these projects, for costs to be funded by debt, can occur only after the borrowing is approved and the Financial Plan Bylaw has been amended.

The following are the basic steps for the City to complete the borrowing for these matters:

- Complete three readings of each of the Loan Authorization Bylaws.
- Submit Bylaws and Liability Servicing Limit Certificate (signed by the Chief Financial Officer) to the applicable Ministry for review and approval.
- Seek elector approval through the Alternative Approval Process. Two public notices in subsequent weeks are required, after which time the forms will be available to the public at City Hall or on the City's web site. Electorate will have 30 days after the second publication to submit original forms to the Corporate Officer.
- Adopt the Loan Authorization Bylaws for those Bylaws that did not receive opposition of 10% or greater of the electorate. The Provincial provisional number of registered voters as of May 9, 2017 is 60,618 making the 10% threshold of electors 6,062.
- Subsequent to the thirty day quashing period as required by S. 760 of the Local Government Act, application for the Certificate of Approval by the Ministry, which upon receipt the City may borrow funds.

The Alternative Approval Process requires Council to approve the question(s) and format of the form that the public will be asked to consider (attached for each project in Attachments J-R) and Council is asked to approve the advertisement for the Alternative Approval Process (Attachment S). The questions will follow the example below for each specific project:

I am OPPOSED to the City of Maple Ridge proceeding with the borrowing of \$3.5 million as set out in the City of Maple Ridge Leisure Centre Renovations Loan Authorization Bylaw No. 7370-2017, unless it is approved by Assent of the Electors.

CONCLUSIONS:

As directed by Council, a separate bylaw is being brought forward for each of projects which will allow the public to have a say on each of the projects, rather than considering them as a bundle. We will seek Ministry approval and approval from the electorate using the Alternative Approval Process, for those bylaws that receive three (3) readings.

“original signed by Laurie Darcus”

Prepared by: Laurie Darcus, Manager of Legislative Services

“original signed by Trevor Thompson”

Prepared by: Trevor Thompson, Manager of Financial Planning

“original signed by Paul Gill”

Approved by: Paul Gill, General Manager,
Corporate & Financial Services

"original signed by Kelly Swift"

Approved by: Kelly Swift, General Manager,
Parks, Recreation & Cultural Services

"original signed by Frank Quinn"

Approved by: Frank Quinn, General Manager,
Public Works & Development

"original signed by Ted Swabey"

Approved by: E.C. Swabey
Chief Administrative Officer

Attachments:

A – I Bylaws 7370 to 7378, 2017, for each project
J – R Alternative Approval Process Elector Response Forms for each project
S Proposed Advertisement for the Alternative Approval Process

CITY OF MAPLE RIDGE

BYLAW NO. 7370-2017

A bylaw to authorize the borrowing of a portion of the estimated cost to renovate the Maple Ridge Leisure Centre

WHEREAS, it is deemed desirable and expedient to renovate and improve the Maple Ridge Leisure Centre.

AND WHEREAS the sum of \$3,500,000 is the amount of debt intended to be borrowed by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the renovation and improvement of the Maple Ridge Leisure Centre generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$3,500,000.
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the renovation of the said Leisure Centre.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty-five years.
3. This bylaw may be cited as "Maple Ridge Leisure Centre Renovation Loan Authorization Bylaw No. 7370-2017."

READ a first time the day of , 2017.

READ a second time the day of , 2017.

READ a third time the day of , 2017.

RECEIVED the approval of the Inspector of Municipalities this day of , 2017.

RECEIVED the approval of the electors of the City of Maple Ridge on the day of , 2017.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this day of , 2017.

PRESIDING MEMBER

CORPORATE OFFICER

CITY OF MAPLE RIDGE

BYLAW NO. 7371-2017

A bylaw to authorize the borrowing of the estimated cost of constructing synthetic fields at Telosky Stadium

WHEREAS, it is deemed desirable and expedient to construct synthetic fields at Telosky Stadium.

AND WHEREAS the sum of \$7,000,000 is the amount of debt intended to be borrowed by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction of synthetic fields at Telosky Stadium generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$7,000,000.
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the construction of said synthetic fields at Telosky Stadium.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty-five years.

This bylaw may be cited as "Telosky Stadium Synthetic Fields Loan Authorization Bylaw No. 7371-2017.

READ a first time the day of , 2017.

READ a second time the day of , 2017.

READ a third time the day of , 2017.

RECEIVED the approval of the Inspector of Municipalities this day of , 2017.

RECEIVED the approval of the electors of the City of Maple Ridge on the day of , 2017.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this day of , 2017.

PRESIDING MEMBER

CORPORATE OFFICER

CITY OF MAPLE RIDGE

BYLAW NO. 7372-2017

A bylaw to authorize the borrowing of the estimated cost of constructing the Albion Community Centre

WHEREAS, it is deemed desirable and expedient to construct the Albion Community Centre.

AND WHEREAS the sum of \$8,500,000 is the amount of debt intended to be borrowed by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction of the Albion Community Centre generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$8,500,000.
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the construction of said Albion Community Centre.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty-five years.
3. This bylaw may be cited as "Albion Community Centre Loan Authorization Bylaw No. 7372-2017.

READ a first time the day of , 2017.

READ a second time the day of , 2017.

READ a third time the day of , 2017.

RECEIVED the approval of the Inspector of Municipalities this day of , 2017.

RECEIVED the approval of the electors of the City of Maple Ridge on the day of , 2017.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this day of , 2017.

PRESIDING MEMBER

CORPORATE OFFICER

CITY OF MAPLE RIDGE

BYLAW NO. 7373-2017

A bylaw to authorize the borrowing of the estimated cost of constructing Silver Valley Neighbourhood Gathering Places

WHEREAS, it is deemed desirable and expedient to construct Silver Valley Neighbourhood Gathering Places.

AND WHEREAS the sum of \$1,000,000 is the amount of debt intended to be borrowed by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction of Silver Valley Neighbourhood Gathering Places generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$1,000,000.
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the construction of said Silver Valley Neighbourhood Gathering Places.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty-five years.
3. This bylaw may be cited as "Silver Valley Neighbourhood Gathering Places Loan Authorization Bylaw No. 7373-2017."

READ a first time the day of , 2017.

READ a second time the day of , 2017.

READ a third time the day of , 2017.

RECEIVED the approval of the Inspector of Municipalities this day of , 2017.

RECEIVED the approval of the electors of the City of Maple Ridge on the day of , 2017.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this day of , 2017.

PRESIDING MEMBER

CORPORATE OFFICER

CITY OF MAPLE RIDGE

BYLAW NO. 7374-2017

A bylaw to authorize the borrowing of the estimated cost to renovate the Hammond Community Centre

WHEREAS, it is deemed desirable and expedient to renovate and improve the Hammond Community Centre.

AND WHEREAS the sum of \$2,500,000 is the amount of debt intended to be borrowed by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the renovation and improvement of the Hammond Community Centre generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$2,500,000.
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the renovation of said Hammond Community Centre.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty-five years.
3. This bylaw may be cited as "Hammond Community Centre Renovation Loan Authorization Bylaw No. 7374-2017.

READ a first time the day of , 2017.

READ a second time the day of , 2017.

READ a third time the day of , 2017.

RECEIVED the approval of the Inspector of Municipalities this day of , 2017.

RECEIVED the approval of the electors of the City of Maple Ridge on the day of , 2017.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this day of , 2017.

PRESIDING MEMBER

CORPORATE OFFICER

CITY OF MAPLE RIDGE

BYLAW NO. 7375-2017

A bylaw to authorize the borrowing of the estimated cost of improving the Whonnock Lake Canoe and Kayak Facility

WHEREAS, it is deemed desirable and expedient to improving the Whonnock Lake Canoe and Kayak Facility.

AND WHEREAS the sum of \$1,000,000 is the amount of debt intended to be borrowed by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the improvement of the Whonnock Lake Canoe and Kayak Facility generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$1,000,000.
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the improvement of said Whonnock Lake Canoe and Kayak Facility.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty-five years.
3. This bylaw may be cited as "Whonnock Lake Canoe and Kayak Facility Improvement Loan Authorization Bylaw No. 7375-2017."

READ a first time the day of , 2017.

READ a second time the day of , 2017.

READ a third time the day of , 2017.

RECEIVED the approval of the Inspector of Municipalities this day of , 2017.

RECEIVED the approval of the electors of the City of Maple Ridge on the day of , 2017.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this day of , 2017.

PRESIDING MEMBER

CORPORATE OFFICER

CITY OF MAPLE RIDGE

BYLAW NO. 7376-2017

A bylaw to authorize the borrowing of the estimated cost of constructing the Maple Ridge Secondary School Track Facility Upgrades

WHEREAS, it is deemed desirable and expedient to upgrade the Maple Ridge Secondary School Track Facility.

AND WHEREAS the sum of \$2,500,000 is the amount of debt intended to be borrowed by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction of the Maple Ridge Secondary School Track Facility Upgrades generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$2,500,000.
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the construction of said Maple Ridge Senior Secondary Track Facility.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty-five years.
3. This bylaw may be cited as "Maple Ridge Secondary School Track Facility Loan Authorization Bylaw No. 7376-2017."

READ a first time the day of , 2017.

READ a second time the day of , 2017.

READ a third time the day of , 2017.

RECEIVED the approval of the Inspector of Municipalities this day of , 2017.

RECEIVED the approval of the electors of the City of Maple Ridge on the day of , 2017.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this day of , 2017.

PRESIDING MEMBER

CORPORATE OFFICER

CITY OF MAPLE RIDGE

BYLAW NO. 7377-2017

A bylaw to authorize the borrowing of the estimated cost of adding an ice sheet

WHEREAS, it is deemed desirable and expedient to add an ice sheet and associated improvements.

AND WHEREAS the sum of \$23,500,000 is the amount of debt intended to be borrowed by this bylaw;

NOW THEREFORE, the Council for the City of Maple Ridge in open meeting assembled, enacts as follows:

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the addition of an ice sheet and associated improvements generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$23,500,000.
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the addition of said Ice Sheet and associated improvements.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty-five years.
3. This bylaw may be cited as "Ice Sheet Addition Loan Authorization Bylaw No. 7377-2017.

READ a first time the day of , 2017.

READ a second time the day of , 2017.

READ a third time the day of , 2017.

RECEIVED the approval of the Inspector of Municipalities this day of , 2017.

RECEIVED the approval of the electors of the City of Maple Ridge on the day of , 2017.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this day of , 2017.

PRESIDING MEMBER

CORPORATE OFFICER

CITY OF MAPLE RIDGE

BYLAW NO. 7378-2017

A bylaw to authorize the borrowing of a portion of the estimated cost to construct an Outdoor Pool

WHEREAS, it is deemed desirable and expedient to construct an Outdoor Pool.

AND WHEREAS the sum of \$6,000,000 is the amount of debt intended to be borrowed by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction of an Outdoor Pool generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$6,000,000.
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the construction of the said Outdoor Pool.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty-five years.
3. This bylaw may be cited as "Outdoor Pool Construction Loan Authorization Bylaw No. 7378-2017.

READ a first time the day of , 2017.

READ a second time the day of , 2017.

READ a third time the day of , 2017.

RECEIVED the approval of the Inspector of Municipalities this day of , 2017.

RECEIVED the approval of the electors of the City of Maple Ridge on the day of , 2017.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this day of , 2017.

PRESIDING MEMBER

CORPORATE OFFICER



ALTERNATIVE APPROVAL PROCESS ELECTOR RESPONSE FORM

I am **OPPOSED** to the City of Maple Ridge proceeding with the borrowing as set out below, unless it is approved by Assent of the Electors:

- Maple Ridge Leisure Centre Renovation Loan Authorization Bylaw No. 7370-2017 for \$3.5 Million

I, the undersigned, hereby certify that:

- I am eighteen (18) years of age or older; and
- I am a Canadian citizen; and
- I have resided in British Columbia for at least six (6) months; and
- I have resided in, OR have been the registered owner of real property (and have been designated as the elector in regard to that property) in, the City of Maple Ridge for at least thirty (30) days; and
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Corporate Officer
Corporation of the City of Maple Ridge
11995 Haney Place, Maple Ridge, BC V2X 6A9

ELECTOR'S FULL NAME (Print – NO Initials)	RESIDENTIAL ADDRESS (and address of real property in Maple Ridge owned by elector if not resident)	SIGNATURE OF ELECTOR
EXAMPLE: Jane Smith	12345 Main Street	Jane Smith

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1777660



MAPLE RIDGE
British Columbia

ALTERNATIVE APPROVAL PROCESS ELECTOR RESPONSE FORM

I am **OPPOSED** to the City of Maple Ridge proceeding with the borrowing as set out below, unless it is approved by Assent of the Electors:

- Telosky Stadium Synthetic Fields Loan Authorization Bylaw No. 7371-2017 for \$7 Million

I, the undersigned, hereby certify that:

- I am eighteen (18) years of age or older; and
- I am a Canadian citizen; and
- I have resided in British Columbia for at least six (6) months; and
- I have resided in, OR have been the registered owner of real property (and have been designated as the elector in regard to that property) in, the City of Maple Ridge for at least thirty (30) days; and
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1777671



MAPLE RIDGE
British Columbia

ALTERNATIVE APPROVAL PROCESS ELECTOR RESPONSE FORM

I am **OPPOSED** to the City of Maple Ridge proceeding with the borrowing as set out below, unless it is approved by Assent of the Electors:

- Albion Community Centre Loan Authorization Bylaw No. 7372-2017 for \$8.5 Million

I, the undersigned, hereby certify that:

- I am eighteen (18) years of age or older; and
- I am a Canadian citizen; and
- I have resided in British Columbia for at least six (6) months; and
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ALTERNATIVE APPROVAL PROCESS ELECTOR RESPONSE FORM

I am **OPPOSED** to the City of Maple Ridge proceeding with the borrowing as set out below, unless it is approved by Assent of the Electors:

- Silver Valley Neighbourhood Gathering Places Loan Authorization Bylaw No. 7373-2017 for \$1 Million

I, the undersigned, hereby certify that:

- I am eighteen (18) years of age or older; and
- I am a Canadian citizen; and
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**Corporate Officer
Corporation of the City of Maple Ridge
11995 Haney Place, Maple Ridge, BC V2X 6A9**

[illegible]

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1777681



ALTERNATIVE APPROVAL PROCESS ELECTOR RESPONSE FORM

I am **OPPOSED** to the City of Maple Ridge proceeding with the borrowing as set out below, unless it is approved by Assent of the Electors:

- Hammond Community Centre Renovation Loan Authorization Bylaw No. 7374-2017 for \$2.5 Million

I, the undersigned, hereby certify that:

- I am eighteen (18) years of age or older; and
- I am a Canadian citizen; and
- I have resided in British Columbia for at least six (6) months; and
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1777686



ALTERNATIVE APPROVAL PROCESS ELECTOR RESPONSE FORM

I am **OPPOSED** to the City of Maple Ridge proceeding with the borrowing as set out below, unless it is approved by Assent of the Electors:

- Whonnock Lake Canoe and Kayak Facility Improvement Loan Authorization Bylaw No. 7375-2017 for \$1 Million

I, the undersigned, hereby certify that:

- I am eighteen (18) years of age or older; and
- I am a Canadian citizen; and
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1777691



ALTERNATIVE APPROVAL PROCESS ELECTOR RESPONSE FORM

I am **OPPOSED** to the City of Maple Ridge proceeding with the borrowing as set out below, unless it is approved by Assent of the Electors:

- Maple Ridge Secondary School Track Facility Upgrades Loan Authorization Bylaw No. 7376-2017 for \$2.5 Million

I, the undersigned, hereby certify that:

- I am eighteen (18) years of age or older; and
- I am a Canadian citizen; and
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ALTERNATIVE APPROVAL PROCESS ELECTOR RESPONSE FORM

I am **OPPOSED** to the City of Maple Ridge proceeding with the borrowing as set out below, unless it is approved by Assent of the Electors:

- Ice Sheet Addition Loan Authorization Bylaw No. 7377-2017 for \$23.5 Million

I, the undersigned, hereby certify that:

- I am eighteen (18) years of age or older; and
- I am a Canadian citizen; and
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1777695



ALTERNATIVE APPROVAL PROCESS ELECTOR RESPONSE FORM

I am **OPPOSED** to the City of Maple Ridge proceeding with the borrowing as set out below, unless it is approved by Assent of the Electors:

- Outdoor Pool Construction Loan Authorization Bylaw No. 7378-2017 for \$6 Million

I, the undersigned, hereby certify that:

- I am eighteen (18) years of age or older; and
- I am a Canadian citizen; and
- I have resided in British Columbia for at least six (6) months; and
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1777697

NOTICE OF ALTERNATIVE APPROVAL PROCESS**City of Maple Ridge****City of Maple Ridge Loan Authorization Bylaws**

Notice is hereby given that, pursuant to the following *Community Charter* and the *Local Government Act*, the City of Maple Ridge proposes to adopt the following Loan Authorization Bylaws to fund the projects listed:

1.	Maple Ridge Leisure Centre Renovation	An additional \$3.5 million
2.	Telosky Stadium Synthetic Fields	\$10 million
3.	Albion Community Centre	\$10 million
4.	Silver Valley Neighbourhood Gathering Places	\$1 million
5.	Hammond Community Centre Renovation	\$2.5 million
6.	Whonnock Lake Canoe and Kayak Facility Improvement	\$1 million
7.	Maple Ridge Secondary School Track Facility Upgrades	\$2.5 million
8.	Ice Sheet Addition	\$25 million
9.	Outdoor Pool	\$6 million

The purpose of the bylaws is to authorize the City of Maple Ridge to borrow upon the credit of the municipality the sums listed above and a total not exceeding \$55 million, in order to undertake and carry out or cause to be carried out the project listed above by these Bylaws.

The City of Maple Ridge Council may proceed with the adoption of the bylaws unless, by the deadline set out below, at least 10% (6,062) of the electors of the City of Maple Ridge indicate their opposition to any or all of the Bylaws and that the Council must obtain the assent of the electors before proceeding. Each Bylaw will be considered separately and electors may oppose any, some or all of the Bylaws. Elector response forms must be given in the form established by Council and available at the Maple Ridge City Hall and on our web site at www.mapleridge.ca. Copies of the Elector Response Forms as well as the proposed Bylaws are available Monday to Friday 8:00 am to 4:00 pm, at City Hall or from the Maple Ridge web site. Originals of completed Elector Response Forms must be received by the Corporate Officer at Municipal Hall at the address listed above **no later than 4:00 pm on , 2017.**

The only persons entitled to sign the Elector Response Forms are the electors of Maple Ridge who meet the following criteria:

- Eighteen years of age or older; and
- A Canadian citizen; and
- Have resided in British Columbia for at least six months; and
- Have resided in, OR have been the registered owner of real property (and have been designated as the elector in regard to that property) in, the City of Maple Ridge for at least thirty days; and
- Are not disqualified by the *Local Government Act* or any other enactment or otherwise disqualified by law from voting in local elections; and
- Are entitled to sign this Alternative Approval Process Elector Response form and have not previously signed an Alternative Approval Process Elector Response Form for the proposed Bylaw.

The number of Elector Responses required to prevent the Council from proceeding without Assent of the Electors is 10% of eligible voters or 6,062 voters, based on the most recent provisional Provincial Voters' list.

For more information:

Contact: Laurie Darcus, Corporate Officer (604) 467-7482

Email: ldarcus@mapleridge.ca

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Review of Community Amenity Contributions Programs

MEETING DATE: June 14, 2021
FILE NO: 01-0110-01-2021
MEETING: Audit & Finance

EXECUTIVE SUMMARY:

Maple Ridge currently has the following three Community Amenity Contribution (CAC) programs in place and each were introduced with varying approaches and goals in mind:

- Albion Area Plan Density Bonus Program;
- Community-Wide CAC Program; and
- Community-Wide Density Bonus Program.

The City's first foray into CAC's was through the adoption of a Density Bonus Program in the Albion Area Plan, which Council adopted on October 8, 2013. Subsequently, on March 14, 2016, Council established the Community-Wide CAC Program, through the endorsement of Council Policy No. 6.31 Community Amenity Contribution Program that was adopted on March 14, 2016.

As part of the City's ongoing commitment to transparency and to assure Council that the community is benefitting from the collection of CACs, the purpose of this report is to provide:

- background on the City's CAC programs;
- a financial update on all of the amenity contributions collected; and
- which amenities these funds have been allocated towards to date.

RECOMMENDATION:

For information.

DISCUSSION:

a) **Background:**

First, a brief overview of Community Amenity Contributions:

What are they?

Community Amenity Contributions (CACs) are enabled through Section 482(1) and (2) of the *Local Government Act*, as a voluntary in-kind or cash amenity contribution agreed to by a

developer and local government for a development application, typically obtained at the rezoning stage.

There are two approaches that may be taken when creating a CAC program within a municipality:

- 1) **Direct cash or amenity contribution**, based on a per unit or per square metre rate; and
- 2) A **density bonus**, which is an incentive-based tool to allow developments a level of density greater than what the property is currently zoned for in exchange for in-kind cash or an amenity. The density bonus approach is built upon the fact that a base density for each property/parcel of land is defined for each zone in the City's Zoning Bylaw. Developers then have the option to either retain the existing density permitted in the zone, or provide a contribution (cash or amenity) proportionate to the increase of the bonus density.

The key difference between a direct cash/amenity CAC and a density bonus is that a direct CAC is facilitated solely through the rezoning application process and a density bonus may occur through a rezoning or through a development application on a property that is already appropriately zoned.

What are the permitted uses of CACs?

CACs are able to be received in two forms, cash-in-lieu payment or the direct provision of an amenity.

1. **Funds** contributed may be used in whole or in part for:
 - civic Facilities;
 - public art;
 - acquisition of land for the provision of affordable or special needs housing, parks, trails, and significant ecological features;
 - park or trail construction and/or maintenance;
 - affordable or special needs housing units;
 - heritage conservation; and
 - conservation of significant ecological features.
2. **Amenities** contributed may be used in whole or in part for:
 - public art;
 - heritage conservation;
 - land for the provision of affordable or special needs housing, parks, trails, and significant ecological features;
 - affordable or special needs housing units; and
 - park or trail construction or improvements.

What is the difference between CACs and Development Cost Charges (DCCs)?

Two essential differences between CACs and DCCs are: 1) existing legislative support, and 2) the purposes for which the funds are collected. Under the Local Government Act, DCC Bylaws must be approved by the Inspector of Municipalities before they can be legally adopted, which is not the case with CACs.

DCCs are monies that are collected from land developers by a municipality to offset the infrastructure expenditures incurred and to service the needs of new development. Imposed by bylaw, the charges are stringently allocated for roads, drainage, sewers, water and parkland. On the other hand, although CACs are permitted under the current provincial and local

government legislation, there is no legal requirement for developers to make contributions. Municipalities are increasingly establishing CAC programs to deliver community amenities that are not otherwise allowable through the collection of DCCs.

Key Highlights of CAC Programs in Maple Ridge

Density Bonus in Albion Area Plan

On October 8, 2013, Council adopted amendments to the OCP and the Zoning Bylaw to establish the Albion Area Density Bonus Program, which, wherein a per lot cash contribution is made for each new single-detached lot created or townhouse density increase achieved using the density bonus option, as shown in Table 1 below.

Table 1: Albion Area Plan Density Bonus Options

Designation in Albion Area Plan	Corresponding Existing Zone	Density Bonus	Contribution Amount
Low Density	RS-1d – (Min. 1/2 acre lot)	Min. 557m ² SF lot (similar to RS-1b zone)	\$3,100 per lot less than 2,000m ² (not permitted to be less than 557m ²)
Low/Medium Density	RS-1b – (Min. 557m ² SF lot)	Min. 371m ² SF lot (similar to R-1 zone)	\$3,100 per lot less than 2,000m ² (not permitted to be less than 371m ²)
Medium Density	RM-1 – Max. 0.6 FSR	Max 0.75 Floor Space Ratio (FSR) (similar to RM-4 Zone)	\$3,100 for each unit where the FSR is more than 0.6 (not permitted to be more than 0.75)

Amenity funds received from the Albion Density Bonus Program may be applied in whole or in part towards:

- park construction;
- park maintenance;
- multi-use trail construction;
- multi-use trail maintenance;
- civic facility/community gathering place construction; and
- civic facility/community gathering place maintenance.

City-wide CAC Program

A City-wide CAC Program was approved by Council resolution on March 14, 2016, through Council Policy No. 6.31 Community Amenity Contribution Program (Appendix A), which established an amenity contribution framework, that includes:

- where and for what forms of development the contributions will be applied;
- the contribution rate; and
- the types of amenities the contribution may fund through a cash contribution or a specific amenity contribution.

At the March 2016 Council meeting, Council directed staff to provide a report on integrating the newly established Policy No. 6.31 Community Amenity Contribution Program with the existing Albion Density Bonus Program.

A review of the City-wide CAC Program and exploration of a City-wide Density Bonus Program continued through 2018 and while no further changes have been made to Policy No. 6.31, a City-wide Density Bonus Program was adopted into the Zoning Bylaw on December 10, 2019.

City-Wide Density Bonus Program

Table 2 below shows the residential components of the Density Bonus Program adopted into the Zoning Bylaw on December 10, 2019.

Table 2: Residential Components of City-Wide Density Bonus Program

Zone	Housing Form Eligible for Bonus	Base Density	Maximum Density Bonus	Cash Contribution Rate
RM-1 RM-4 RM-5	Townhouse	0.60 FSR 0.75 FSR 0.80 FSR	0.75 FSR 0.90 FSR 0.95 FSR	\$344.34 m ² (\$32 ft ²)
RM-2	Apartment	1.8 FSR	2.4 FSR	\$161.46 m ² (\$15 ft ²)
RM-3	Apartment	1.2 FSR	2.8 FSR*	\$161.46 m ² (\$15 ft ²)
RM-6	Apartment	1.6 FSR	3.65 FSR*	\$161.46 m ² (\$15 ft ²)
* Other existing density bonus options included				

Table 3 below shows the density bonus components of the City-wide Density Bonus Program adopted into the Zoning Bylaw in December 2019.

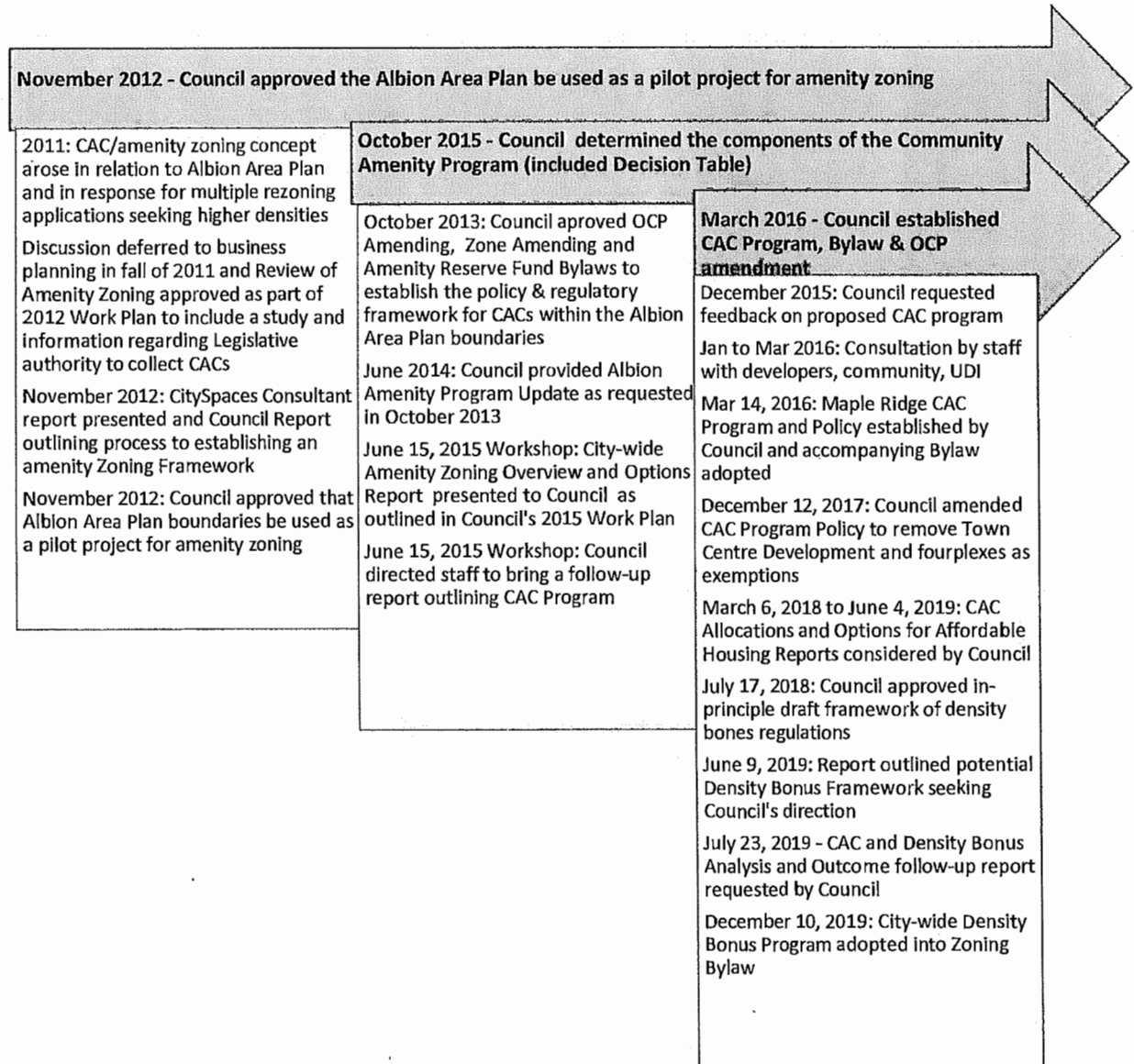
Table 3: Commercial Components of City-Wide Density Bonus Program

Zone	Housing Form Eligible for Bonus	Base Density	Maximum Density Bonus	Cash Contribution Rate
C-2	Townhouse	Measured in terms of height, with 7.5 m or 1 storey maximum	Base height is increased to permit 1 extra storey (2 storey maximum), to a maximum height of 10 m.	\$161.46 m ² (\$15 ft ²)
C-3	Apartment	1.0 FSR with existing density bonus provisions for underground parking and building height above 2 storeys. **	2.8 FSR outside of Port Haney	\$161.46 m ² (\$15 ft ²)
** This replaces the prior bonus provisions for affordable housing.				

It should be noted that if a development application falls within the parameters of both the CAC and density bonus programs, both contribution rates will apply. Also of note is that any project geared towards the permanent provision of rental housing is exempt from paying the CAC charges if they enter into a Housing Agreement.

Evolution of CAC Programs in Maple Ridge

The graphic below details many of the steps undertaken by Council over the past several years to establish the three CAC Programs currently in place today.



Status of CAC Funds

A summary of the funds collected and the authorized draws to the end of November 2020 was provided at the March 8, 2021 Audit and Finance Committee meeting.

The table below is the updated figures to end of April 2021.

	Community (CACs)	Albion (AAC)	Affordable Housing
Collections			
2015	-	210,800	
2016	229,500	64,400	
2017	958,200	148,800	
2018	3,605,300	291,000	
2019	1,852,500	86,800	256,000
2020	2,021,300	55,800	326,400
2021 (to April)	328,300	34,100	60,900
Total Collections	8,995,100	891,700	643,300
Interest	220,704	39,630	21,560
Total Collections and Interest	9,215,804	931,330	664,860
Authorized Draws			
Albion Community Centre	(2,600,000)	(1,000,000)	
Telosky Stadium Synthetic Turf and Fieldhouse	(3,000,000)		
Additional Sheet of Ice	(1,500,000)		
Total Authorized Draw	(7,100,000)	(1,000,000)	-
Unencumbered Balance (Funds Available)	2,115,804	(68,670)	664,860

b) Desired Outcome:

The Audit & Finance Committee discussed the desire to discuss potential amendments to the CAC programs. This report is designed to inform the Committee of the current CAC context to assist with these discussions.

c) Strategic Alignment:

CACs are a tool used to have development help pay for community amenities that will help support growth. This aligns with the focus area of Growth in the Strategic Plan and helps deliver on the philosophy that growth should pay for the infrastructure required for growth.

d) Citizen/Customer Implications:

CACs are a valuable tool wherein development can be leveraged to help provide community amenities that cannot be covered through Development Cost Charges. Prior to the relatively recent introduction of CACs in Maple Ridge, these amenity costs would have been covered primarily through property taxation. Any changes to the CAC programs would likely have implications to the development community.

e) Interdepartmental Implications:

While the Planning Department created the CAC programs and implements the collection of CACs, the use of the funds from the CAC Reserves involves various departments. Most of the amenities approved to date have been utilized for recreation facilities and community centres.

f) Business Plan/Financial Implications:

Collection of CACs is tied to development that is either taking advantage of the density bonus provisions or requires Council approval of rezoning. In addition, collection only occurs upon final reading of the development bylaw. As such, the collections vary for any time period.

As of the end of April 30, 2021, the funds collected for Affordable Housing totalled approximately \$665,000; funds collected for the Albion Density Program collections totalled approximately \$930,000 and the City-wide CACs has generated \$9,200,000.

The total historic and planned draws from CACs both City-wide and the Albion Density total \$8.1 million. This leaves approximately \$2 million available to fund projects that fit into the categories noted in Policy No. 6.31 itemized earlier in this report. This, along with future collections, can either fund new initiatives or further subsidize previously approved projects, reducing the reliance on property taxation. The use of CACs will be highlighted for discussion as Council considers the 2022-2026 Business Plans and the associated Financial Plan.

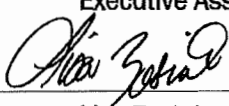
g) Policy Implications:

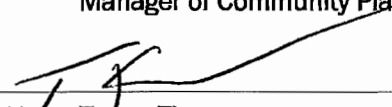
CACs are set in policy and bylaw. Changes to rates, exemptions or allowable expenses would require amendments to the policies and accompanying bylaws.

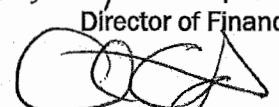
CONCLUSION:

Community Amenity Programs have become an important element in ensuring that development funds more of the development related amenity needs of the community. CAC programs have evolved over time and it is worthwhile reflecting on these programs and considering if any fine tuning or larger adjustments are required.


Prepared by: Jennifer Dieckmann
Executive Assistant, Corporate Services


Reviewed by: Lisa Zosiak
Manager of Community Planning


Reviewed by: Trevor Thompson
Director of Finance (CFO)


Approved by: Christina Crabtree
General Manager, Corporate Services


Concurrence: Al Horsman
Chief Administrative Officer

Attachments:

- (A) Policy No. 6.31 Community Amenity Contribution Program
- (B) 2020 Amenity Contributions Report to Audit & Finance Committee (March 8, 2020)

Title:	Community Amenity Contribution Program	Policy No: 6.31
		Supersedes: AMENDED December 12, 2017
Authority:	<input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational	Effective Date: December 13, 2017
Approval:	<input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	Review Date: December 2017
Policy Statement:		
<p>The City of Maple Ridge is committed to providing a variety of amenities throughout the municipality, including the provision of affordable and special needs housing, in a financially sustainable manner.</p> <p>The Community Amenity Contribution Program (CAC Program) is comprised of the following components:</p> <ol style="list-style-type: none"> 1. The CAC Program will apply city-wide. 2. Each CAC will be based on a contribution rate as follows: <ol style="list-style-type: none"> a) \$5100 per single family lot created; b) \$4100 per townhouse or other attached ground-oriented dwelling unit; c) \$3100 per apartment dwelling unit. 3. The CAC Program applies to the development of all residential dwellings, including those that are included in a mixed-use development (such as commercial and residential) with the following exceptions: <ol style="list-style-type: none"> a) Affordable and special needs housing that are secured through a Housing Agreement as established in Section 483 of the <i>Local Government Act</i>; b) Rental housing units that are secured through a Housing Agreement established under Section 483 of the <i>Local Government Act</i> will also be subject to a covenant enacted under Section 219 of the <i>Land Titles Act</i>; c) Single family residential subdivisions proposing fewer than 3 lots – only the original lot is exempt, after which the CAC program applies to each additional lot; d) Accessory dwelling units, such as a secondary suite or detached garden suite; e) Duplex, triplex and fourplex dwelling units, where only one building is being constructed - only the first dwelling unit is exempt, after which the CAC program applies to each additional dwelling unit; 		

- f) Courtyard dwelling units, located on a single property – only the first dwelling unit is exempt, after which the CAC program applies to each additional dwelling unit.
4. The Density Bonus Framework established in the Albion Area Plan will continue to apply, in addition to the city-wide CAC Program.
- a) For developments that take advantage of the density bonus provisions included in the Maple Ridge Zoning Bylaw for the Albion Area Plan, the amenity contribution rate will be:
 - i) \$5100 per single family lot created;
 - ii) \$4100 per townhouse or other attached ground-oriented dwelling unit;
 - iii) \$3100 per apartment dwelling unit;in addition to the \$3100 density bonus rate.
 - b) For developments that do not take advantage of the density bonus provisions included in the Maple Ridge Zoning Bylaw, the CAC rate will be the rate established in Section 2 of this policy.
5. The Official Community Plan may also establish additional or alternative community amenity contribution policies, guidelines and density bonus provisions for each Area Plan.
6. Development applications that are in process (in-stream) at the time of enactment of the CAC Program Council Policy, will:
- a) be subject to the provisions of this Policy unless the applicable Official Community Plan or Zoning Bylaw amending bylaw has received Third Reading; OR
 - b) be subject to the provisions of this Policy if a condition for the Policy to apply was included in the first or second reading report of the applicable Official Community Plan or Zoning Bylaw amending bylaw.
7. All development applications that are seeking an extension under Development Procedures Bylaw No. 5879-1999 (as amended), may be subject to the city-wide community amenity contribution program at the discretion of Council.
8. Council will establish one or more Reserve Funds and identify those amenities that may benefit from the community amenity contributions.
9. Community Amenity Contribution funds received will contribute to any of the following eligible amenities:
- a) Civic facility;
 - b) Public art;
 - c) Acquisition of land for the provision of:
 - o Affordable or special needs housing;
 - o Parks
 - o Trails
 - o Significant ecological features
 - d) Park or trail construction and/or maintenance;
 - e) Affordable or special needs housing units;
 - f) Heritage conservation; or
 - g) Conservation of significant ecological features.

10. The provision of a specific amenity, rather than a cash-in-lieu contribution may also be considered by Maple Ridge Council. If Council determines that the provision of an amenity is more desirable, the following list is to be used as a general guide for determining the type of community amenity:

- a) Public art;
- b) Heritage conservation;
- c) Land for the provision of:
 - o Affordable or special needs housing;
 - o Parks
 - o Trails
 - o Significant ecological features
- d) Affordable or special needs housing units; or
- e) Park or trail construction or improvements.

Purpose:

To provide direction on the implementation of a city-wide community amenity contribution (CAC) program, including the process to determine the contribution amount.

Definitions:

- **"Community Amenity"** means any public amenity that provides a benefit to the residents of the city or a specific neighbourhood as the result of increased residential density.

Key Areas of Responsibility

Action to Take

Responsibility



CITY OF MAPLE RIDGE

TO: Audit & Finance Committee

FROM: Chief Administrative Officer

SUBJECT: 2020 Amenity Contributions

MEETING DATE: March 8, 2021

FILE NO: 05-1880-20

MEETING: Audit & Finance Committee

EXECUTIVE SUMMARY:

This report provides a summary of the Amenity Contributions and the authorized uses of these funds for specific projects. It should be noted that at the time of writing the financial results for 2020 were not finalized. The 2020 Contributions shown reflect those made from January 1, 2020 to the end of November 2020.

The City has three amenity programs: Albion Area, Community Wide and Housing Affordability. Annual collections and interest earned on these funds are summarized. Collections to date are sufficient to cover the planned draws to fund the projects previously approved by Council. Future collections can be directed towards initiatives within the parameters of the amenity program. Community Amenity Contributions (CACs) spending has been focused on Parks and Recreation Infrastructure.

CACs advanced new parks and recreation infrastructure to better serve citizens' needs. CACs assist with funding infrastructure that cannot be funded through Development Cost Charges (DCCs). DCCs and the rate update process will be reported on at a future Audit & Finance Committee meeting.

RECOMMENDATION:

For information only.

DISCUSSION:**a) Background Context:**

This report focuses on the financial results of the Amenity Programs. The amenity programs' design and rates are best informed through Planning Policy.

The following table shows Amenity Contributions since the inception of these programs. These contributions assist with funding of projects specifically authorized by Council. In each case, the project is only partially funding through Amenity Contributions.

	Community (CACs)	Albion (AAC)	Affordable Housing
Collections			
2015	-	210,800	
2016	229,500	64,400	
2017	958,200	148,800	
2018	3,605,300	291,000	
2019	1,852,500	86,800	256,000
2020 (to Nov.)	669,600	55,800	159,000
Total Collections	7,315,100	857,600	415,000
Interest	211,040	30,902	19,758
Total Collections and Interest	7,526,140	888,502	434,758
Authorized Draws			
Albion Community Centre	(2,600,000)	(1,000,000)	
Telosky Stadium Synthetic Turf and Fieldhouse	(3,000,000)		
Additional Sheet of Ice	(1,500,000)		
Total Authorized Draw	(7,100,000)	(1,000,000)	-
Unencumbered Balance (Funds Available)	426,140	(111,498)	434,758

Community Amenity Contributions by Area

When the CACs were initiated, it was asked that the area of collections be tracked. The rationale at the time was likely a desire by the developers to ensure that over time the areas that contribute benefit from the amenities.

CACs by Collection Area

Albion	1,229,000	17%
Central Haney	257,900	4%
Central Maple Ridge	355,300	5%
Cottonwood	2,839,900	39%
East Maple Ridge	6,200	0%
Rothsay	5,100	0%
Silver Valley	1,515,600	21%
Spilsbury	5,100	0%
Thornhill	10,200	0%
Town Centre	828,600	11%
Websters Corners	20,400	0%
West Haney	117,300	2%
West Maple Ridge	83,700	1%
Whonnock	40,800	1%
Total Collections	7,315,100	100%

Future Contributions and Uses

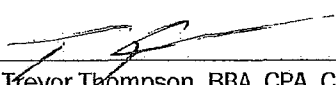
The annual value of CACs will fluctuate with development. CACs will continue to be a significant funding source as we are a growing community. Other than the projects already mentioned, that are already funded with existing CAC funds, there are no further draws on the CACs included in the 5 year Financial Plan (2021-2026).


Development currently under application represents Amenity Contributions of approximately \$16.5 million. The vast majority of the applications are at first or second reading. A portion of the applications will not proceed and others may take several years.

Discussing the future use of CACs would be useful prior to setting the 2022-2026 Business Planning Guidelines and refining the Capital Program. CACs could be committed to fund a larger portion of existing debt funded recreation projects. This could reduce the property tax increase needed to service the debt. Alternatively, the funds could be used to advance additional investments in Parks and Recreation or in other areas permitted within the CAC program.

CONCLUSION:

Amenity Contributions are a relatively new funding source in Maple Ridge and provide funding for amenities that cannot be funded through Development Cost Charges. During the Business Planning sessions, there was significant discussion about the rate of collections and where the funds were allocated. This report provides additional clarity on what has been collected to date and the projects that Council authorized spending CACs on. Future amenity contributions provide Council with some flexibility to consider additional amenities or reduce the debt servicing costs of previously approved projects.


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


Approved by: Christina Crabtree
General Manager: Corporate Services


Concurrence: Al Horsman
Chief Administrative Officer

TO: His Worship Mayor Michael Morden
and Members of Council

MEETING DATE: July 13, 2021
FILE NO: 11-5225-05

FROM: Chief Administrative Officer

MEETING: Workshop

SUBJECT: BC Hydro Water Licence Renewal on the South Alouette River

EXECUTIVE SUMMARY:

In 2018, BC Hydro (Hydro) commenced an application to the Comptroller of Water Rights seeking the renewal of one of three water licences for the diversion and storage of water at the Alouette Reservoir. In addition, Hydro also started an engagement process with stakeholders, including the City on the Water Use Plan Order Review (WUPOR). Both initiatives have been largely in abeyance since the onset of the COVID-19 pandemic but are now being re-initiated.

The Alouette River Ecosystem Partnership (AREP), comprised of the City, Kwantlen First Nation, Katzie First Nation and Alouette River Management Society (ARMS) was initiated in September 2018 but did not make any substantive progress. In May 2020, Council elected to retain an independent consultant to review the existing decision-making frameworks, analytical reports and data generated through the various processes to facilitate dialogue with Council as the basis for the development of a position to the Comptroller of Water Rights. LGL Limited and Ecofish Research (Consultant) were retained and their memorandum providing information on initiatives currently underway was presented at the October 13, 2020 Council Workshop.

At the October 13, 2020 Council Workshop Meeting, Motion R/2020-396 was passed directing staff to work with the Consultant to develop and bring back to Council for consideration and endorsement a position statement reflecting Council's support for the issues and directions described in the October 13, 2020 staff report and LGL presentation, to submit as part of the BC Hydro Licence process.

Hydro staff have indicated a willingness to present to Council on the WUPOR process. To date, other than an online consultation session for members of the public this past Spring, there has been no meaningful dialogue to date although this is expected to occur throughout the remainder of 2021.

The Consultant has prepared a draft position statement, per attached Schedule A, for Council's consideration. Should Council support the direction in the draft position statement, a letter will be forwarded to the Comptroller of Water Rights.

RECOMMENDATION:

For information and direction.

DISCUSSION:

a) Background Context:

The South Alouette River was dammed in the late 1920s to create the Reservoir, used for hydroelectric power generation as part of the BC Hydro Alouette-Stave-Ruskin system. One consequence of the Reservoir construction is that fish passage to the upper reaches of the Alouette has been blocked. Aside from the release over the Reservoir, the stored water is diverted from the Reservoir, east to Stave Lake, to be used for power generation at the Alouette Generating Station.

There are currently a number of regulatory processes underway relating to Hydro's ongoing use of the Reservoir for power generation. Hydro is in the process of seeking the renewal of one of three water licences for the diversion and storage of water at the Reservoir. In addition, Hydro is also engaging with stakeholders, including the City on the Water Use Plan Order Review (WUPOR). In response to Hydro's water licence renewal application Council has expressed a desire to develop a set of options and recommendations to create a functioning watershed ecosystem in the Alouette Watershed, including: protecting and enhancing the current freshwater species; enhancing wildlife resources; collaboratively developing recreational and functional opportunities with BC Parks and others; and, securing direction from the Comptroller of Water Rights to include a requirement for the construction of permanent fish passage as a condition for a water licence renewal.

As a result of COVID-19, Hydro suspended engagement activities on the WUPOR but is now seeking to re-invigorate the process. Hydro staff have stated that while Hydro will continue to engage the City as a stakeholder in the process, City endorsement or approval for their application processes is not required and that Hydro will look to the Comptroller of Water Rights for approval.

The AREP was initiated in 2018 in response to Hydro pursuing the water licence renewal, with the goal to address the fish passage. However, progress by the AREP towards its stated goals has been minimal and the partnership is considered defunct.

The Fish and Wildlife Compensation Program (FWCP) is a partnership between BC Hydro, the Province of BC, Fisheries and Oceans Canada, First Nations and public stakeholders established to conserve and enhance fish and wildlife in watersheds impacted by existing BC Hydro dams. Through the FWCP Framework, the Alouette River Sockeye Reanadromization Program (ARSRP) was launched to promote the re-establishment of anadromous Alouette Sockeye and investigate the feasibility of fish passage at the Reservoir and is expected to be completed by 2027.

At the May 12, 2020 Council Workshop a motion was passed to retain an independent consultant to review the existing decision-making frameworks, analytical reports and data generated through the various processes to facilitate dialogue with Council as the basis for the development of a position to the Comptroller of Water Rights. The City subsequently retained LGL Limited and Ecofish Research (Consultant) for this task and their memorandum was reviewed at the October 13, 2020 Workshop.

The memorandum provides information on initiatives currently underway, salmon species of interest as well as study initiatives supporting re-introduction, fish passage options and hatchery implications.

At the October 13, 2020 Council Workshop, Motion R/2020-396 was passed directing staff to work with the Consultant to develop and bring back to Council for consideration and

endorsement a position statement reflecting Council's support for the issues and directions described in the October 13, 2020 staff report and LGL presentation, to submit as part of the BC Hydro Licence process.

The Consultant has prepared a draft position statement for Council's consideration (Appendix A). Should Council support the direction in the draft position statement, a letter will be forward to the Comptroller of Water Rights.

b) Desired Outcome:

In 2018, Council indicated its intent to communicate a position to the Comptroller of Water Rights regarding the Hydro applications in progress, seeking to secure an agreement with Hydro and the Province of BC on the Alouette Watershed and the desire for the restoration of lost fish passage incurred as a result of the construction of the Reservoir; such a position has not been developed to date. Through the recent review by the Consultant, a draft position statement has been developed for Council's consideration that, if supported, will be forwarded to the Comptroller of Water Rights.

c) Strategic Alignment:

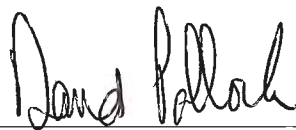
The desire for protection and enhancement of the Alouette watershed aligns with the Natural Environment pillar of Council's Strategic Plan.

d) Citizen/Customer Implications:

The Alouette watershed is a highly prized waterway, valued by all residents in the City of Maple Ridge, and the community at large has a vested interest in protecting the Alouette River ecosystem.

CONCLUSION:

The Alouette River ecosystem is a valuable resource, not only for local residents but for people all across the Metro Vancouver Region. The City has a vested interest in its preservation and protection and ultimately the improvement in the overall health of the watershed system.



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



Concurrence: Al Horsman
Chief Administrative Officer

Attachments:

Appendix A: DRAFT Position Letter on Alouette Water Use Plan from City of Maple Ridge to Comptroller of Water Rights

DRAFT

Position Letter on Alouette Water Use Plan from City of Maple Ridge to Comptroller of Water Rights

Ted White, Director and Comptroller of Water Rights British Columbia
PO BOX 9340 STN PROV GOVT
Victoria, BC, V8W9M1

Dear Mr. White,

Re: Expression of support by the City of Maple Ridge for Water Use Plan measures that will facilitate the re-establishment of self-sustaining salmon populations into the Alouette Watershed upstream of the Alouette Dam.

The Alouette watershed is a highly prized waterway, valued by all residents of the community including the City of Maple Ridge and Katzie First Nation and both have a vested interest in protecting the Alouette River ecosystem. The Alouette River ecosystem is a valuable resource to not only local residents but to people all across the Metro Vancouver Region and the City has a vested interest in its restoration, preservation, protection and ultimately the improvement in the overall health of the watershed.

Based on the First Nation oral history and written records Alouette Lake had strong runs of Sockeye, Coho, Chum and Pink Salmon and Steelhead Trout that were regularly harvested before Alouette Lake was cut off from the South Alouette River in 1926 with the construction of the reservoir.

Following many years of very low fish flows, sufficient flows were recommended in 1971 and increased through the Water Use Planning (WUP) processes in 1997 and 2005-2006 and the resulting Water Use Plan Orders under the BC Water Act

Starting in 2018, Maple Ridge Council of the day indicated its intent to communicate a position to the Comptroller of Water Rights regarding BC Hydro's renewal of its water diversion licence (FWL124724, 8.5 m³/s) from Alouette Reservoir through Alouette Tunnel into the Alouette Generating Station and discharging into Stave Reservoir.

On March 10, 2021 BC Hydro re-initiated the COVID-19 delayed Alouette Water Use Plan (WUP) process with kick-off meetings and therefore Maple Ridge Council feels that this letter of support is timely and will guide the upcoming direct WUP discussion between the City of Maple Ridge and BC Hydro.

In one summary statement:

Maple Ridge Council is expressing the desire for the restoration of lost fish passage incurred as a result of the construction of the Alouette Reservoir.

Since 2005, a small number of migratory Sockeye have been returning to the Alouette River as a result of BC Hydro spilling water over the Alouette Dam spillway between April and June. While this is good news, it is understood that the ultimate establishment of a self-sustaining Alouette Dam Sockeye population for the long-term is the subject of continued investigation into feasible and effective technologies including means to:

- Increase the number of migratory Sockeye juveniles leaving the Alouette Dam each year primarily through operational changes to reservoir outflows that would increase flows over the spillway in the spring;
- Provide a permanent solution for returning Alouette Sockeye and other species of salmon to pass upstream and into the Alouette Reservoir (e.g., a fish ladder); and
- Potentially implement an experimental hatchery program to further understand the heritability of the migratory Sockeye trait and to augment the production of migratory Sockeye from the Alouette River.

Maple Ridge Council is supportive of these continued investigations and encourages them to be implemented in a timely manner.

With respect to future discussions regarding the WUP, Maple Ridge Council is requesting that BC Hydro include in a revised WUP measures that:

- Will allow for the free passage of salmon species over the Alouette Dam; and
- Support the continued salmon enhancement of the larger, overall Alouette ecosystem, both upstream and downstream of the reservoir by the federal and provincial regulatory agencies.

Examples of fish passage measures that should be included in the WUP are:

- As part of all current and future seismic or other updates to facilities, BC Hydro will plan for the inclusion of fish ladder construction; and
- that water releases into Alouette River and Alouette Reservoir levels will be planned with fish passage in mind.

In addition, the City of Maple Ridge is willing to consider participating in an Alouette Project Water Use Plan Review Consultative Committee.