

City of Maple Ridge

COUNCIL WORKSHOP AGENDA

September 17, 2019

3:00 p.m.

PLEASE NOTE THE CHANGE IN TIME

Blaney Room, 1st Floor, City Hall

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

REMINDERS

September 17, 2019

Public Hearing

7:00 p.m.

1. **APPROVAL OF THE AGENDA**

2. **ADOPTION OF MINUTES**

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

4. **UNFINISHED AND NEW BUSINESS**

4.1 **Secondary Suites Regulatory Review: Accountability Mechanisms**

Staff report dated September 17, 2019 recommending options for regulation of accountability mechanisms for secondary suites.

4.2 **Community Social Safety Plan Update**

Staff report dated September 17, 2019 recommending that the Community Social Safety Initiative process be endorsed and that the Terms of Reference for the Community Social Safety Task Force be endorsed.

4.3 Strategic Plan Progress Report and Council Workplan Matrix

Staff report dated September 17, 2019 recommending that the attachment to the Council Workshop report titled "Strategic Plan Progress Report and Council Workplan Matrix" be forwarded to the October 1, 2019 Council meeting.

5. *CORRESPONDENCE*

5.1 Upcoming Events

By Invitation to Mayor and Council

September 20, 2019 12:00 – 2:00 pm	Katzie Health & Community Centre - 19700a Salish Road, Katzie First Nation, Pitt Meadows Host: Katzie First Nation & Kwantlen First Nation
September 20, 2019 6:30 – 9:30 pm	Super 30 - Bollywood Documentary Film Screening The ACT Arts Centre
September 21, 2019 1:00 am to 12:00 pm	Maple Ridge Ale Trail Launch, Memorial Peace Park, Maple Ridge Host: Maple Ridge Economic Development & Tourism Office
September 21, 2019 12:00 – 3:00 pm	Favourite Finds Grand Re-Opening, Valley Fair Mall, Maple Ridge Host: Favourite Finds
September 21, 2019 6:30 – 10:00 pm	The ACT Arts Centre – Season Opening Reception & Optional Performance by Leahy, The ACT Arts Centre, Maple Ridge Host: The ACT Arts Centre
September 22, 2019 12:00 – 1:00 pm	Ridge Meadows Rivers Day, Allco Fish Hatchery, Maple Ridge Host: Alouette River Management Society
September 22, 2019 1:00 – 3:00 pm	BC Culture Days, Heritage Park Centre, 22770 Prentis Avenue, Mission Host: BC Culture Days

General Community Events


September 17, 2019 7:00 – 9:00 pm	Lobby Night – Golden Ears Writers, The ACT Arts Centre, Maple Ridge Host: The ACT Arts Centre
September 19, 2019 7:00 – 9:00 pm	Lobby Night – Philosopher's Café, The ACT Arts Centre, Maple Ridge Host: The ACT Arts Centre

September 21, 2019 9:00 am – 2:00 pm	Haney Farmers Market, Memorial Peace Park, Maple Ridge Organizer: Haney Farmers Market
September 21, 2019 10:00 am – 2:00 pm	GETI Fest, Memorial Peace Park, Maple Ridge Host: GETI, Haney Farmers Market, Maple Ridge Parks, Recreation & Culture
September 24, 2019 11:20 am – 3:00 pm	Cops for Cancer, Host: Cops for Cancer
September 24, 2019 7:00 – 9:00 pm	Lobby Night – Celtic Jam with Nigel Tucker, The ACT Arts Centre, Maple Ridge Host: The ACT Arts Centre

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

7. **MATTERS DEEMED EXPEDIENT**

8. **ADJOURNMENT**

Approved: 
Date: Feb 13/19

Space below for Clerk's Department Use Only	
Checked by: <u>Asaunt</u> Date: <u>Sept 13, 2019</u>	Checked by: <u>AM</u> Date: <u>Sept 13, 2019</u>

TO: His Worship Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Secondary Suite Regulatory Review: Accountability Mechanisms

MEETING DATE: September 17, 2019
FILE NO: 2017-360-RZ
MEETING: Workshop

EXECUTIVE SUMMARY:

At the June 25, 2019 Workshop meeting, Council passed the following resolution:

That staff bring back a report exploring accountability mechanisms related to the Social Housing Plan and the matter of owner occupancy for secondary suites; and further

That the May 7th, 2019 Council motion directing the abeyance of a current bylaw enforcement issue related to the requirement of owner occupancy of a secondary suite be renewed.

During the Workshop, Council discussed a desire to encourage more rental units while also implementing mechanisms for ensuring accountability on the part of the property owner. Concerns around private home tourist lodging within residential areas were raised.

This report provides a discussion on the owner occupancy issue and introduces potential mechanisms for property owner accountability. Options for moving forward are presented for consideration, including private home tourist lodging.

RECOMMENDATION:

That staff be directed to proceed with Council's preferred options for regulation of accountability mechanisms for secondary suites, as presented in Appendix B attached to the staff report titled "Secondary Suite Regulatory Review: Accountability Mechanisms", dated September 17, 2019.

1.0 BACKGROUND

The review of current regulations for secondary suites (SS) and detached garden suites (DGS) has been underway since Fall 2017 and has included a public consultation process focused on the SS and DGS regulations. The process has included public consultation and a DGS pilot project aimed at encouraging more SS rental units.

On January 14, 2019, a report was presented at Workshop that outlined a process for phase 2 of the DGS pilot project. The following is Council's resolution from the January 14th Workshop:

That staff be directed to not proceed with phase 2 of the DGS Pilot Project and report back to Council with information on the options discussed in the report titled Review of Regulations for Secondary Suites and Detached Garden Suites: Public consultation Outcomes, dated February 6, 2018.

At the May 7, 2019 Workshop, Council passed the following resolution:

That staff bring back the consideration of removing the requirement for owner occupancy in homes with secondary suites, along with appropriate accountability mechanisms, on June 25 and further

That the current bylaw enforcement issue related to this item be held in abeyance until after the matter is considered on June 25, 2019.

The following six options for potential expansion of the SS regulations were presented at the June 25, 2019 Workshop for Council's consideration:

1. Remove owner-occupancy requirement;
2. Expand allowance of a secondary suite in all single-family residential zones (in Town Centre only);
3. Allow a secondary suite in a duplex unit (RT-1 zone);
4. Reduce permitted minimum secondary suite unit size to 20.3m² (219 ft²);
5. Allow a lock-off suite in a townhouse development; and
6. Allow a lock-off suite in an apartment development.

While Council indicated a desire to explore property owner accountability mechanisms that may give Council greater comfort to consider item 1 above, being removal of the owner-occupancy requirement, items 2 through 6 were not supported for further consideration at this time.

During this meeting, Council expressed a desire to increase the number of rental units, but also stated concerns with illegal suites, short-term tourist rentals (such as Air BnB), and how to enforce property owner accountability. Council passed the following resolution at the June 25th Workshop:

That staff bring back a report exploring accountability mechanisms related to the Social Housing Plan and the matter of owner occupancy for secondary suites; and further

That the May 7th, 2019 Council motion directing the abeyance of a current bylaw enforcement issue related to the requirement of owner occupancy of a secondary suite be renewed.

2.0 CURRENT ACCESSORY DWELLING UNIT REQUIREMENTS

Under current Zoning Bylaw requirements, property owners with an accessory dwelling unit (ADU) (i.e. SS, DGS, or Temporary Residential Unit - TRU) must reside on the site, either within the principal dwelling unit or the accessory unit. Registration of an ADU with the City requires completion of a building permit approval process. To register an existing ADU, the property owner must apply for a special inspection (at a cost of \$270) and provide a floor plan. After the special inspection, the

applicant will receive a letter from the City advising what upgrades, if any, are required to meet the BC Building Code (BCBC). If upgrades are required, the property owner will need to complete the building permit process.

Final occupancy of the ADU will not be approved until a Housing Covenant is registered on the property title confirming that the property owner will reside on the site and provide one onsite parking space for the ADU occupant(s). The Housing Covenant remains on title if the property is sold and the new owner automatically becomes party to the Covenant and the conditions contained therein.

Once the accessory dwelling unit is registered with the City, additional property taxes will be collected each year (where applicable) for:

- Sewer – approximately 100% of billing amount for principal dwelling unit;
- Water – approximately 50% of billing amount for principal dwelling unit; and
- Recycling – approximately 50% of billing amount for principal dwelling unit.

Additionally, there is a likelihood that a property with an ADU will be assessed at a higher value, leading to an increase in property taxes overall.

If the property owner moves off of the site, the City may enforce the owner-occupancy requirement and give the property owner the option to move back or decommission the rental unit. Decommissioning an ADU requires a “change of use” building permit process, wherein final approval will require removal of suite components (such as a stove and kitchen cupboards) and discharge of the covenant that defines the unit as a self-contained suite. Once an ADU has been confirmed as “decommissioned”, the City’s Property Tax Department will have the additional ADU taxes removed from the property tax assessment.

Currently, Maple Ridge Bylaws staff do not proactively seek out non-compliant ADUs, but do pursue bylaw infractions if a non-compliant ADU is identified when responding to a complaint, regardless of whether the issue under investigation is related to the ADU or not.

2.1 Business Licence Requirements

The Maple Ridge Business Licence Bylaw (No. 6815-2011) requires that an absentee landlord with two or more rental properties obtain a business licence. The information required when applying includes property owner contact information, as well as property manager contact information, if applicable. A business licence must be renewed annually, at which time any changes in contact information is also updated.

2.2 Bylaw Enforcement and Review

Maple Ridge currently has a Noise Bylaw (No. 5122-1994) and an Untidy and Unsightly Premises Bylaw (No. 6533-2007), which are commonly enforced for related complaints in residential neighbourhoods. Currently, if a noise or unsightly premises complaint is received, the Licences & Bylaws Department will undertake an investigation to determine if the complaint is valid. The penalty can be in the form of a ticket and/or determined through the Provincial Court system. The Licences & Bylaws Department is in the process of reviewing these bylaws for potential updates and is also drafting a nuisance bylaw for Council's consideration.

2.3 Enforcement on Non-Compliant SS Units

Currently, the Bylaws Department is enforcing on non-compliant SS units on a complaint basis, or if Bylaws Staff come upon a non-compliant SS unit during an investigation. Directing the Bylaws Department to take a proactive enforcement approach with non-registered ADU's is an option available to Council. However, it should be considered that property owners who rely on a rental unit as a mortgage helper in order to afford their principal residence may be faced with a difficult decision if they cannot afford the BCBC upgrade requirements for an unregistered suite. The costs associated with meeting current BCBC standards is one of the biggest hurdles for property owners who want to take advantage of the extra income their property can generate through the rental housing market. Unfortunately, for some property owners, particularly those who need the rental income to help pay a mortgage on their principal dwelling unit, meeting the BCBC requirements is cost prohibitive and may largely be the reason that they have not sought registration with the City.

- Under the current enforcement approach, there is a strong incentive for property owners of unregistered rental units who need a mortgage helper to be selective in who is renting their SS and to address the concerns of their neighbours immediately.

2.4 Current Approach on Private Home Tourist Lodging

Currently, private home tourist lodging is only permitted where the site is registered with the City as a bed and breakfast and has received the required building permit approvals to operate such an establishment. In instances where a complaint investigation results in identification of tourist lodging occurring in a private home (such as Air BnB, or Vacation Rental by Owner) that is not registered as a bed and breakfast, the Licences & Bylaws Department will enforce on the property owner to suspend the operation. Typically, complaints are generated from neighbours who see different people and vehicles arriving at the property on a regular basis and are also bothered by parking issues, household garbage left out on property, as well as noise from tourists who are not being considerate of others living in a residential neighbourhood.

3.0 POTENTIAL REMOVAL OF OWNER-OCCUPANCY REQUIREMENT

At the May 7, 2019 Council meeting, a resolution was passed instructing the Licences & Bylaws Department to not enforce on a SS that was owned by an absentee landlord. This abeyance directive was upheld through a subsequent resolution passed during the June 25, 2019 Council workshop. While it is difficult to estimate how many SS units are rented out by absentee landlords, it is clear that these units would not become compliant rental properties unless the property owner were to choose to move back onto the property. Because some property owners retain rental properties for investment purposes only and often do not live in Maple Ridge, the likely result, should enforcement proceed, is that the SS is decommissioned and the renters are forced to move out of the unit.

A review of complaints received by the Licences & Bylaws Department show that the number of complaints on absentee owners of secondary suite units is low, with the following numbers over the past three years:

- 2017 – 12 complaints received;
- 2018 – 12 complaints received;
- 2019 – 11 complaints received (up to May 30, 2019)

Requiring property owners to reside on the property with a rental unit does help to ensure some form of owner accountability, as landlords will likely be more selective when interviewing potential renters. Additionally, it is largely perceived that property owners residing on a property with a rental unit are more likely to keep up with outdoor maintenance, as opposed to an investment rental property where an owner spends minimal time and relies on tenants to do the maintenance work. While these perceptions are sometimes accurate, there are also instances where property owners do not behave in a responsible manner within the neighbourhood in which they live, nor maintain a reasonable level of upkeep on their residence.

While removal of the owner-occupancy requirement would create an incentive for current absentee landlords of a SS to bring the unit into compliance, it would also mostly likely encourage more investment in rental properties, thereby leading to an increase in rental units.

4.0 EXPLORATION OF ACCOUNTABILITY MECHANISMS FOR SS UNIT PROPERTY OWNERS

The following four mechanisms have been explored as possible options for increasing SS property owner accountability:

1. Rental Unit Housing Agreements;
2. “Good Neighbour” Agreement in Business Licence Bylaw;
3. Enforcement Program with two year notification period; and
4. Enforcement Program to commence immediately.

Each of the above items are discussed further in this report and comments are provided that highlight the advantages and disadvantages to be considered in determining potential options.

4.1 Rental Unit Housing Agreements

The use of Housing Agreements as a legislative tool are authorized through Section 483 of the *Local Government Act (LGA)* for the purpose of creating and maintaining affordable and special needs housing. Housing Agreements are enacted by bylaw and intended to enable local governments to establish conditions that are not within the scope of other regulatory tools, such as a Zoning Bylaw or a restrictive covenant (permitted under Section 219 of the *Land Title Act*). Once the Housing Agreement bylaw is adopted and fully executed by the City and the property owner, the document becomes a contract between the two parties. Because a Housing Agreement is registered on the property Title, the Agreement runs with the land and if the property changes hands, the new owners are bound by the Agreement’s conditions.

The *LGA* permits Housing Agreements to contain the following:

- a) The form of tenure of the housing units;
- b) The availability of the housing units to classes of person identified in the agreement or the bylaw under subsection (1) for the agreement;
- c) The administration and management of the housing units, including the manner in which the housing units will be made available to persons within a class referred to in paragraph (b);
- d) Rents and lease, sale or share prices that may be charged, and the rates at which these may be increased over time, as specified in the agreement or as determined in accordance with a formula specified in the agreement.

It should be noted here that the need to bring a housing agreement bylaw to Council for every ADU registration with the City to Council for bylaw approval would be onerous on the City as well as the property owners. The current number of registered ADUs with the City are: 535 SS, 58 DGS, and 607 temporary residential units (TRUs).

4.1.1 Enforcement of Housing Agreements

While enforcement of a Housing Agreement is an option if the City becomes aware of a non-compliance, it is not always practical or feasible. Three standard legal options available for ensuring Housing Agreement compliance are:

1. Monitoring Compliance
2. Seeking Damages
3. Court Injunction

1. Monitoring Compliance

Various mechanisms could be put into place to help monitor compliance of these units with a Housing Agreement, such as annual inspections of each unit by a Bylaw Compliance Officer and/or an annual compliance report to be completed by the property owner. However, additional staff resources would be needed to administer either of these options. While an annual inspection by City staff would be the most effective monitoring approach, it would also be the most costly and resource intensive.

2. Seeking Damages

Depending on the identified breach of a Housing Agreement, the appropriate remedy may be to seek damages through the court system. However, similar to the monitoring approach above, the staff resources and legal costs for preparing a case and attending court would also be expensive. The City's solicitor has advised that it would be difficult for a local government to prove to a court that it is suffering a loss if the property owner was not providing sufficient oversight of a rental property. As such, this approach may not be an effective remedy for a Housing Agreement breach.

3. Court Injunction

While this legal option is effective, it is only useful for stopping an ongoing breach (such as, changing the registered use of a SS to a vacation rental unit) and cannot address a one-time infraction (such as, changing the registered use to a vacation rental unit for a set period of time, either while the existing long-term tenant is out of town or between long-term tenant rentals). It should be noted that obtaining a court injunction can be a resource intensive and expensive undertaking.

4.1.2 Advantages & Disadvantages of Housing Agreements

Advantages:

- This document is an agreement that specifically outlines municipal expectations for property owners to follow with regard to rental property;
- Is a legal document that is registered on a property title and runs with the land, so is intended to be enforceable on subsequent property owners.

Disadvantages:

- A bylaw must be passed for each housing agreement that is registered within the municipality. Going through a bylaw process for every rental unit being registered with the City would be a time consuming and resource intensive undertaking;
- Enforceability of a housing agreement through the court system is expensive and also resource intensive, with no guarantee that an agreement breach will be resolved in a satisfactory manner.

Comments:

While a Housing Agreement are an effective mechanism for ensuring accountability in very specific and limited situations, they are not an ideal regulatory tool for broad application with SS property owners. Because of the resource intensive and time consuming nature of enforcement, this option is not recommended.

4.2 Consider “Good Neighbour” Agreement

Several municipalities have adopted “good neighbour” bylaws or policies intended to educate, regulate, and enforce good neighbour behavior within the community. Some of these municipalities include Mission, Abbotsford, Kamloops, Campbell River, Oliver, Vernon and Kelowna. Each of these bylaws contains restrictions and requirements with regard to noise, nuisance, and unsightly premises, with other restrictions included in some bylaws. A municipal scan matrix is attached as Appendix A. As discussed in Section 2.2 above, Maple Ridge already has bylaws in place to address the common complaint issues of noise and unsightly premises, which are currently being reviewed, and a nuisance bylaw is also being drafted.

The City of Surrey has something slightly different than a bylaw in a Good Neighbour Agreement Policy. This policy is related to businesses ensuring that their operation is not negatively impacting neighbouring properties. The approach used through this policy is to require that a business licence applicant sign a “Good Neighbour Agreement” as a condition of receiving business licence approval. While Surrey’s Good Neighbour policy is focused mainly on liquor serving establishments, it is an option that could be considered for specific business uses or as a general provision of the Maple Ridge Business Licence Bylaw.

If Council were to choose this option, the Business Licence Bylaw could be included with the current bylaw review to look at incorporating a Good Neighbour Agreement Policy for absentee landlords. The Business Licence Bylaw could also be amended to require that all absentee landlords must obtain a business licence, even if they only own one rental unit. The benefit here would be that contact information for absentee landlords is available to the City. Additionally, the Good Neighbour Agreement could also be updated annually with a requirement that property owners must reaffirm their Good Neighbour Agreement before business licence renewal would be granted.

4.2.1 Advantage & Disadvantages of Good Neighbour Agreement**Advantages:**

- Provides an opportunity for a more comprehensive review of bylaws that promote good neighbourly behaviour within the community;
- Would help educate property owners on expectations and regulations upon unit registration and a reminder would be provided each year with business licence renewal;

- Would not have a significant impact on staff resources or cause any delays for property owners who want to complete a rental unit registration with the City; and
- Would assist the Licences & Bylaws Department when dealing with property owners regarding complaints on rental properties and could lead to being able to move more quickly through an investigation and potentially suspend the business licence.

Disadvantages:

- Enforcing on contravention of the Business Licence Bylaw could result in taking away the business licence of an absentee landlord, but tenant eviction may be more difficult, particularly if the unit in question is a stand alone dwelling, such as a single-family house, townhouse, or apartment, wherein kitchen facilities would not be removed. However, legal options with bylaw changes could be further explored.

Comments:

The advantages of a Good Neighbour Agreement make it a cost-effective and viable option to consider. While it cannot offer assurance for compliance, the fact that it will ensure awareness and education on an annual basis will help. Additionally, incorporating awareness and education through the Good Neighbour Agreement will assist the Licences & Bylaws Department when dealing with property owners on enforcement issues, particularly if the issue were to end up in court. Because there is no real down side to this option, it is recommended to be pursued further.

4.3 Review of Private Home Tourist Lodging

The growing number of private home tourist lodging ventures within the community is becoming a concern with residents and Council. While private home tourist lodging is currently being enforced upon by the Licences & Bylaws Department, as discussed in Section 2.4 above, it may be prudent to review situations where private home tourist lodging is acceptable, such as in the case of a registered bed and breakfast establishment, and where it is not. If Council chooses to undertake a review of private home tourist lodging, one consideration is whether to explore if there are lodging scenarios that are not classified as a traditional bed and breakfast, but are able to be regulated and managed responsibly within the community. Another consideration is the need to safeguard the community's long-term rental stock. Additionally, the timing of such a review should also consider the upcoming Summer Games in 2020.

It is anticipated that tourist accommodations will be in short supply next year during the Summer Games event and that many homeowners will want to earn extra income as a "host family" for the period of time athletes, coaches and their families will be staying for the event. The types of accommodations serving as "host families" may look very similar to what is known as Air BnB or Vacation Rental by Owner and tourists will likely be charged accordingly.

There are various possible outcomes to weigh in determining the best approach to private home tourist lodging over the course of the Summer Games event, including whether or not neighbours of "host families" feel impacted by tourists staying nearby. However, choosing to not enforce on private home tourist lodging during a period of two weeks (approximately July 19-31), will help ensure that athletes, coaches, and families are able to get accommodations close to the sports venues and that local businesses benefit from an influx of tourists spending time and money in the community. If Council chooses to undertake a review of private home tourist lodging, it is recommended that staff proceed to explore how other municipalities are managing this worldwide trend and come back to Council with a proposed management approach in the Fall of 2020.

4.3.1 Advantages & Disadvantages of a Private Home Tourist Lodging Review

Advantages:

- Help staff and Council better understand the private home tourist lodging phenomena occurring worldwide and how it should be managed in Maple Ridge;
- Explore options for providing more tourist lodging options to ensure that travellers who want to spend time and money in the community are able to do so.

Disadvantages:

- While there is no downside to undertaking a private home tourist lodging review, waiting until Fall 2020 and choosing to not enforce during a two week period around the Summer Games may have an impact on Licences & Bylaws with an influx of complaints during the event.

Comments:

It is likely that private home tourist lodging is going to persist and grow worldwide over time. Many larger Canadian cities that have experienced rapid growth of tourist lodging in private homes are grappling with this issue. Approximately one year ago, the City of Vancouver brought in regulations for short-term rentals in private homes in response to this expanding market and potential loss of long-term rentals. As this trend in tourist accommodations expands into smaller communities, like Maple Ridge, it is recommended that an inter-departmental review involving Licences & Bylaws, Building, and Planning be considered.

4.4 Enforcement Program - After Two Year Public Notification

A compliance program approach would involve Licences & Bylaws staff to search through rental notices (either online notice boards, newspaper, or other) and make contact in order to view the unit and enforce on the non-compliance aspect. The next steps will involve the Building Department, as the property owner will require a building permit to either bring the suite up to current BCBC or decommission the unit.

A two year notification approach would allow some time for property owners with an existing unregistered SS unit to financially prepare for the costs related to bringing their unit up to current BC Building Code (BCBC) requirements. Many basement suites are rented out in order that the property owners living upstairs can afford to pay their mortgage. It is anticipated that many inspections undertaken by the Building Department will result in identifying units that do not currently meet the BC Building Code. Property owners will then have the option to undertake the work and expense to bring the unit into compliance, or alternatively choose to decommission the suite. The two year notification could commence at any time with a voluntary compliance period, wherein the \$270 special inspection fee would be reduced or waived. Additionally, if a monetary penalty were to kick in at the two year mark (for example \$1,000), this would create an incentive for property owners to not wait until being enforced upon.

Delaying an enforcement approach would provide the City with time to identify staffing needs, fill needed positions, and provide training.

Potential Changes to the BCBC

A potential change in the BCBC may be coming to assist property owners who either have an existing unregistered SS or want to construct a new SS unit. The BC Ministry of Municipal Affairs and Housing is currently reviewing the standards for design and construction of SS units within the BCBC, which will potentially make it easier and less costly for property owners to come into compliance with municipal regulations. See attached link below for information on the proposed BCBC changes:

<https://www2.gov.bc.ca/gov/content/industry/construction-industry/building-codes-standards/the-codes/public-review>

While the Province is close to completing its review of proposed changes, it is anticipated that a final decision and potential adoption could occur by the end of 2019. In consideration of the hardship that many property owners may face through being enforced upon to comply with the BCBC, it would help ease the economic burden for non-compliant SS owners prior to considering a more pro-active Bylaws enforcement approach on unregistered SS units.

4.4.1 Advantages & Disadvantages of an Enforcement Program after Notification Period

Advantages:

- Allows time for property owners in need of rental income to financially prepare for the costs related to bringing a suite into code compliance;
- The proposed changes to the BCBC should be in effect by the two year mark and property owners can begin to investigate costs under the more flexible requirements; and
- Allows time for a review of City resources to determine additional staffing needs for administering the enforcement program.

Disadvantages:

- The delay in enforcement means that it will take longer to get non-compliant rental units into compliance with regard to safety, property owner accountability, and property tax adjustments.

Comments:

If Council chooses to pursue an enforcement approach, one with a notification period is recommended. Under a two year notification timeline, property owner and City staff will have time to prepare. Additionally, it is likely that some property owners will come in to get the building permit application underway at various times throughout the two year time period, which will help the work over a more manageable time period in the short-term. Additionally, if the BCBC changes are adopted within the next six months, property owners will have time to plan for upgrades with a more accurate cost estimate for meeting the requirements.

4.5 Enforcement Program – Immediate Commencement

Immediate commencement of an ADU compliance program is an option for Council to consider and while it would begin to address non-registered ADU's in the short-term, it would also present challenges for City staff to manage the significant workload generated through this approach. If Council were to choose this approach, a monetary penalty could be implemented (for example \$1,000 as discussed in 4.3.1 above) for those who are enforced upon by the Licences & Bylaws Department and for those who come to the City and voluntarily apply for a building permit, the penalty could be waived.

4.5.1 Advantages & Disadvantages of an Immediate Enforcement Program

Advantage:

- Existing unregistered units will be brought into compliance in the short to medium term, compared to undertaking the two year notification approach.

Disadvantages:

- Would cause immediate hardship for property owners in need of rental income to help with the mortgage on their home;
- All units found to not be in compliance prior to the Province's adoption of changes to the BCBC will be required to follow the existing regulations; and
- Would cause a significant strain on existing staff resources to administer the enforcement program.

Comments:

If an enforcement program were to commence immediately, it would create challenges for both property owners and City staffing resources. While an enforcement program can be an effective approach to ensuring bylaw compliance with rental units, it is recommended that an immediate enforcement program not be pursued.

5.0 OPTIONS FOR CONSIDERATION

The options discussed in this report are aimed at increasing property owner accountability on rental properties and provide a potential foundation for supporting removal of the owner occupancy requirement. The attached Decision Matrix (Appendix B) provides a summary of the options discussed in this report and is intended to serve as a worksheet to help Council determine which options, listed below, that they wish to pursue further.

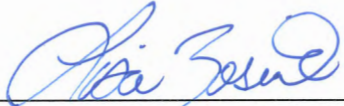
Accountability Options for Consideration

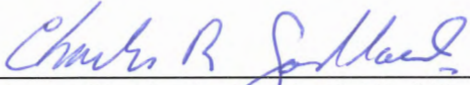
1. Removal of Owner Occupancy Requirement;
2. Housing Agreement Bylaw (for each SS unit registered);
3. "Good Neighbour" Agreement in Business Licence Bylaw;
4. Review of private home tourist lodging regulations;
5. Undertaking an ADU Enforcement Program with a two-year notification period; and/or
6. Undertaking an ADU Enforcement Program immediately;
7. Other options, as identified by Council; and/or
8. None of the above.

See attached Decision Matrix for determining which above options are preferred and to be moved forward through to implementation.

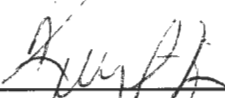
6.0 CONCLUSION:

The accountability mechanisms provided in this report are intended to help establish accountability for property owners of rental units and also to facilitate further discussion and consideration of the owner occupancy requirement for secondary suites and detached garden suite units. While it is clear that there already exist non-compliant absentee owner units, it is difficult to determine the approximate number and how much this may be increasing each year. There are both advantages and disadvantages to removing the requirement, but if it is determined that this is the route to follow, it makes sense to ensure there are sufficient accountability mechanisms in place.


Prepared by: **Lisa Zosiak, MRM, MCIP, RPP**
Planner 2


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


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


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

The following appendices are attached hereto:

- Appendix A: Municipal Scan of Good Neighbour Bylaws
- Appendix B: ADU Accountability Mechanisms Decision Matrix

Municipal Scan - Good Neighbour Bylaw
September 2019

Municipality	Name	Nuisance	Noise	Unsightly Premises	Other
City of Abbotsford	Good Neighbour Bylaw	Yes	No	Yes	Property Maintenance also includes: Graffiti, Boulevard Maintenance, Rental Premises, Vacant Premises Restrictions on Pandhandling Use of Highways Littering
City of Campbell River	Public Nuisance Bylaw	Yes	Yes	Yes	Public Nuisance also includes: Restrictions on Panhandling, Restrictions of Access to City Facilities Property Maintenance also includes: Graffiti, Boulevard Maintenance, Fences, Street Signs, Hazardous Trees & Shrubs, House Numbering, Pidgeons Littering Odour Regulation
City of Kamloops	Good Neighbour Bylaw	Yes	Yes	Yes	N/A
City of Kelowna	Good Neighbour Bylaw	Yes	Yes	Yes	Graffiti
City of Vernon	Good Neighbour Bylaw	Yes	Yes	Yes	Street Nuisance also includes: Panhandling Property Maintenance includes: Boulevard & Laneway Maintenance, Snow Removal Nuisance Smoke
District of Mission	Good Neighbour Bylaw	Yes	Yes	Yes	Soliciting Light Trespass Odour Graffiti Littering Demolition Sites Derelict Vehicles Driveways, Sidewalks & Boulevards Pest Infestations Water Ponding Feeding Wildlife & Control of Wildlife Attractants
The District of North Vancouver	Nuisance Abatement Bylaw	Yes	Not explicitly	Yes	N/A
Town of Oliver	Good Neighbour Bylaw	Yes	Yes	Yes	Property Maintenance also includes: Boulevard & Lane Maintenance Snow Removal Explosives & Fireworks Firearms & Bow Health Regulations Littering Panhandling

ADU Accountability Mechanisms Decision Matrix

	Option	Advantages	Disadvantages	Yes	No
1	Removal of Owner Occupancy Requirement	<ul style="list-style-type: none"> • Incentive for existing absentee landlord of SS to bring unit into compliance; • Encourage more investment and rental stock in MR. 	<ul style="list-style-type: none"> • No guarantee that an absentee landlord will be able to be held accountable for issues related to rental property 		
2	Housing Agreement Bylaw	<ul style="list-style-type: none"> • This document is an agreement that specifically outlines municipal expectations for property owners to follow with regard to rental property; • Is a legal document that is registered on a property title and runs with the land, so is intended to be enforceable on subsequent property owners. 	<ul style="list-style-type: none"> • A bylaw must be passed for each housing agreement that is registered within the municipality. Going through a bylaw process for every rental unit being registered with the City would be a time consuming and resource intensive undertaking; • Enforceability of a housing agreement through the court system is expensive and also resource intensive, with no guarantee that an agreement breach will be resolved in a satisfactory manner. 		
3	"Good Neighbour" Agreement in Business Licence Bylaw	<ul style="list-style-type: none"> • Provides an opportunity for a more comprehensive review of bylaws that promote good neighbourly behaviour within the community; • Would help educate property owners on expectations and regulations upon unit registration and a reminder would be provided each year with business licence renewal; • Would not have a significant impact on staff resources or cause any delays for property owners who want to complete a rental unit registration with the City; and • Would assist the Licences & Bylaws Department when dealing with property owners regarding complaints on rental properties and could lead to being able to move more quickly through an investigation and potentially suspend the business licence. 	<ul style="list-style-type: none"> • Enforcing on contravention of the Business Licence Bylaw could result in taking away the business licence of an absentee landlord, but tenant eviction may be more difficult, particularly if the unit in question is a stand alone dwelling, such as a single-family house, townhouse, or apartment, wherein kitchen facilities would not be removed. However, legal options with bylaw changes could be further explored. 		
4	Review of Private Home Tourist Lodging	<ul style="list-style-type: none"> • Help staff and Council better understand the private home tourist lodging phenomena occurring worldwide and how it should be managed in Maple Ridge; • Explore options for providing more tourist lodging options to ensure that travellers who want to spend time and money in the community are able to do so. 	<ul style="list-style-type: none"> • While there is no downside to undertaking a private home tourist lodging review, waiting until Fall 2020 and choosing to not enforce during a two week period around the Summer Games may have an impact on Licences & Bylaws with an influx of complaints during the event. 		

ADU Accountability Mechanisms Decision Matrix

	Option	Advantages	Disadvantages	Yes	No
5	Enforcement Program with Notification Period	<ul style="list-style-type: none"> Allows time for property owners in need of rental income to financially prepare for the costs related to bringing a suite into code compliance; The proposed changes to the BCBC should be in effect by the two year mark and property owners can begin to investigate costs under the more flexible requirements; and Allows time for a review of City resources to determine additional staffing needs for administering the enforcement program. 	<ul style="list-style-type: none"> The delay in enforcement means that it will take longer to get non-compliant rental units into compliance with regard to safety, property owner accountability, and property tax adjustments. 		
6	Enforcement Program to commence immediately	<ul style="list-style-type: none"> Existing unregistered units will be brought into compliance in the short to medium term, compared to undertaking the two year notification approach. 	<ul style="list-style-type: none"> Would cause immediate hardship for property owners in need of rental income to help with the mortgage on their home; All units found to not be in compliance prior to the Province's adoption of changes to the BCBC will be required to follow the existing regulations; and Would cause a significant strain on existing staff resources to administer the enforcement program. 		
7	Other options identified by Council				
8	None of the above				

TO: His Worship Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Community Social Safety Plan Update

MEETING DATE: September 17, 2019
FILE NO:
MEETING: Workshop

EXECUTIVE SUMMARY:

On February 12, 2019 Council endorsed a Community Safety Plan development process that would utilize:

1. Best practices in community safety planning that incorporates a holistic and multi-disciplinary framework;
2. A process aimed at achieving a mutual understanding amongst participating organizations, information sharing, and identifying gaps in needs and services;
3. A range of participants that includes City staff and subject matter experts within the community, as well as other organizations that can provide sector, programming insights and data.

On July 2, 2019, Council passed a resolution directing staff to establish a committee and bring back a Terms of Reference for endorsement. The July 2, 2019 report also established a project framework comprised of the following three components:

1. Citizens feel safe and are engaged in the community
2. Citizens are protected
3. Citizen's well-being is supported

The July 2, 2019 Council report also identified a number of key immediate action items, related to each of the three above noted goals. These initial steps in the Community Social Safety Initiative (CSSI) form Phase 1 of the project and the action items, compiled into a Community Safety Action Plan, are currently underway. An update on the Action Plan is provided in this report.

This report also provides an outline of a proposed four-phase approach for the CSSI process that establishes how a multi-jurisdictional Community Social Safety Task Force will contribute expertise, guidance, and potential partnership opportunities into the Community Social Safety Plan.

RECOMMENDATION:

That, further to the "Community Social Safety Plan Update" staff report, dated September 17, 2019,

1. The Community Social Safety Initiative process, as outlined in Appendix B, be endorsed; and
2. The Terms of Reference for the Community Social Safety Task Force, be endorsed.

1.0 BACKGROUND

On February 12, 2019 Council endorsed a Community Safety Plan development process (Appendix A), that is intended to consolidate community-wide efforts and include various sectors into a broad ranging Community Safety Plan. Community safety is a top Council priority that is clearly stated in Council's 2019-2022 Strategic Plan, adopted on April 9, 2019.

At the July 2, 2019 Council workshop, the following resolutions were passed:

That \$100,000 be funded from the Community Safety Plan budget for a dedicated resource to support the development of the Community Safety Plan;

That staff be directed to establish a Community Safety Steering Committee and develop Terms of Reference;

That \$155,000 be funded from the Community Safety Plan budget to fund immediate actions in support of Community Safety Plan goals.

This report will address the status of each resolution above.

2.0 THE PROCESS

The Community Social Safety Initiative (CSSI) is proposed as a 4 phase process (Appendix B) that aligns with the established framework aimed at ensuring:

1. Citizens feel safe and are engaged in the community
2. Citizens are protected
3. Citizen's well-being is supported

This framework was established as part of Phase 1 and includes several immediate action items currently underway through a Community Social Safety Action Plan (Appendix D) that is discussed in Section 4.0 of this report. Inter-departmental oversight of the Action Plan is currently being established with a Community Social Safety Action Group consisting of RCMP, Fire, Bylaws, IT, Planning and Parks, Recreation & Culture, which is one of two project committees discussed in Phase 2 and outlined in Section 3.0 of this report.

Phase 2 of the process involves establishing the working groups who will provide expertise and input into the Community Social Safety Planning Process and Section 3.0 of this report outlines the mandate of each. Outside expert resources will also be brought in to support the working groups in building awareness, knowledge, and in leveraging their expertise. A funding request will be brought forward in a future Council report for outside expert resources.

Phase 3 of the CSSI will involve undertaking a public consultation process for the development of a Community Social Safety Planning Process that will conclude with a final plan, endorsed by Council, and contain community social safety priorities, indicators of success and how these will be measured over time.

The final phase of CSSI will be phase 4, wherein a Community Social Safety Plan implementation strategy is developed and executed.

3.0 THE COMMITTEE STRUCTURE

In the process diagram introduced in Section 2.0 above, Phase 2 shows the following two working groups that will help provide expertise and input into the Community Social Safety Planning Process. The mandate of each group will include research and data sharing, education, collaboration, and professional guidance in the planning process:

- **Community Social Safety Action Group** – comprised of municipal staff with expertise and jurisdiction related to the immediate action items identified by Council in Phase 1 of the CSSI project that form the basis of the Community Social Safety Planning Process;
- **Community Social Safety Task Force** – intended for decision-makers within various jurisdictions that can collaborate and affect change, within their organization or sector, at a higher policy and funding level.

Coordination of the above groups will be undertaken by a project management team (PMT), comprised of the municipal staff overseeing the CSSI project. The PMT will work directly with each of the above groups, coordinate efforts between the two, and solicit their contribution to the Community Social Safety Planning Process. Responsibilities for the PMT will include providing necessary resources, such as undertaking research, providing workshops, and seeking professional expertise from outside sources. At key stages of the planning process, the project management team will report back to Council with updates and seek comments and further direction.

The mandate and make-up of each of the above groups is discussed in the next two sections below.

3.1 Community Safety Action Group

The mandate for the Community Safety Action Group will be to implement the Community Social Safety Action Plan. This will involve creating positive change within the short to medium-term and providing input and recommendations for the immediate actions into the long-term goals of the Community Social Safety Plan. The mandate of the Action Group will include:

- Implementation of short and medium terms actions that fall within the City's scope of work.
- Review of the Community Social Safety Action Plan to identify any proposed gaps or changes and recommendations for presentation to Council;
- Sharing of information and data amongst the group members, which will result in a shared information database;
- Identification of indicators for the Action Plan that are practical, measurable, and able to be reported out to Council and the community in the short, medium, and long-term; and
- Undertake the steps involved in measuring and reporting out on indicators.

It is intended that the Action Group will share information, including research and data, with the Task Force and vice-versa. Additionally, the Action Group will be asked to provide input into the Community Social Safety Planning Process and the outcomes of their work will be integrated into the Plan. The Action Group will meet at least once a month, with additional meetings scheduled where needed, and provide updates to Council once every quarter. The first formal meeting of the Community Social Safety Action Group to begin a review of the Community Social Safety Action Plan is scheduled for early October 2019.

The expertise identified to date that would be most beneficial to the Action Group include:

- RCMP
- Licences & Bylaws Department
- Fire Department
- Parks, Recreation & Culture Department
- Planning Department
- Engineering Department

While this group will coordinate information and efforts internally, it is anticipated that local experts may be contracted to present to the group, conduct a workshop, or participate in some other capacity. The aim of including local experts will be to continue building awareness, knowledge, and leverage expertise in the implementation of the Community Social Safety Action Plan. The topic areas anticipated are:

- Housing Continuum
- Health Services
- Crime Reduction/Prevention
- Judicial Process
- Emergency Planning

3.2 Community Social Safety Task Force

Similar to the Action Group, the Community Social Safety Task Force is intended to bring together a group of experts, however a key difference is that the members will be decision-makers from various jurisdictions who have the authority to affect change at a policy and funding level within their respective organizations and/or service areas. It is anticipated that members of this group will have the opportunity to learn from other organizations, participate in identifying common goals and prioritize community safety issues, as well as potential solutions. Members of the Task Force will be invited to participate with a commitment to working towards outcomes that will result in successful implementation of the Community Social Safety Plan.

It is intended that this group will be focused on potential long-term solutions aimed at a broad spectrum of community safety and well-being policies, programs, and action items that extend beyond the City's jurisdiction. This multi-jurisdictional partnership is intended to provide support and input into the Community Social Safety Planning process that will aim to affect change, wherever needed, at various levels of governance. It is within such a partnership that the safety and well-being needs of Maple Ridge citizens have the greatest likelihood of being met, as the issues to be addressed are often multifaceted and cut across various jurisdictions.

A Terms of Reference (Appendix C) lays out the mandate of the Community Social Safety Task Force, including:

- Identifying the most pressing issues within the three focus areas of the CSSI framework;
- Sharing available research and data on these issues and including the Action Group in this exercise;
- Identifying gaps in research and data;
- Identifying priorities in community safety and well-being in Maple Ridge;
- Identifying opportunities for working together on common goals;

- Providing input into Community Social Safety Planning process, at various times and wherever needed; and
- Report back to respective political bodies for comments, input, and direction at various times throughout the process.

Like the Action Group, it is anticipated that local experts may be contracted to help build the awareness, knowledge, and partnership opportunities of the Task Force. It is intended that the Task Force will remain in place into Phase 4 of the planning process to participate in preparing an Implementation Strategy. A key aim for this group is that they will continue to communicate, collaborate, and make policy and program decisions where necessary over time.

The decision-making jurisdictions identified to date that would be of value within the Community Social Safety Task Force are:

- RCMP
- Fire Department
- City of Maple Ridge (staff as needed)
- Fraser Health
- Maple Ridge/Pitt Meadows Community Services
- Metro Vancouver Housing
- School District 42
- Corrections Canada
- Katzie First Nation
- Kwantlen First Nation
- Ministry of Social Development & Poverty Reduction
- BC Housing
- BC Corrections
- Ministry of Children & Family Development
- Ministry of Health
- Ministry of Municipal Affairs & Housing
- Ministry of Public Safety and Solicitor General
- Others, as deemed necessary by the Project Management Team

Endorsement of the Terms of Reference and inclusion of the above organizations is sought from Council. Upon endorsement, each organization will be invited to participate on the Task Force and asked to select their representative. It is intended that the Task Force will meet at least once a quarter, with additional meetings added if needed.

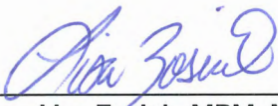
4.0 UPDATE ON THE COMMUNITY SAFETY ACTION PLAN


Under each of the three CSSI framework categories, several action items have been identified for immediate action through a Community Social Safety Action Plan (Appendix D). The Action Plan is presented in a matrix format, which each of the action items located under the appropriate framework “bucket” and includes the purpose for each item and what action has been undertaken to date.

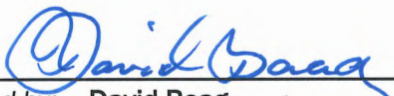
With the Action Group scheduled to meet in early October and November to begin a review of the Action Plan items, it is anticipated that additional items may be identified for inclusion and/or changes to the Action Plan. Any such recommendations will be included in an update to Council at the end of this year.

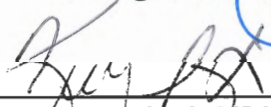
5.0 CONCLUSION:

With Council endorsement of the CSSI process, committee structure and their respective roles in supporting the Community Social Safety Planning process, Phase 2 will be underway. It is anticipated that a report will be brought to Council later this year for endorsement of an early 2020 public consultation process, as well as endorsement of a research project. This report will include an update on the Community Social Safety Action Plan and also outline the outside expert funding needs to support the CSSI project.


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


Reviewed by: **Christina Crabtree**
Chief Information Officer


Approved by: **David Boag**
Acting General Manager


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

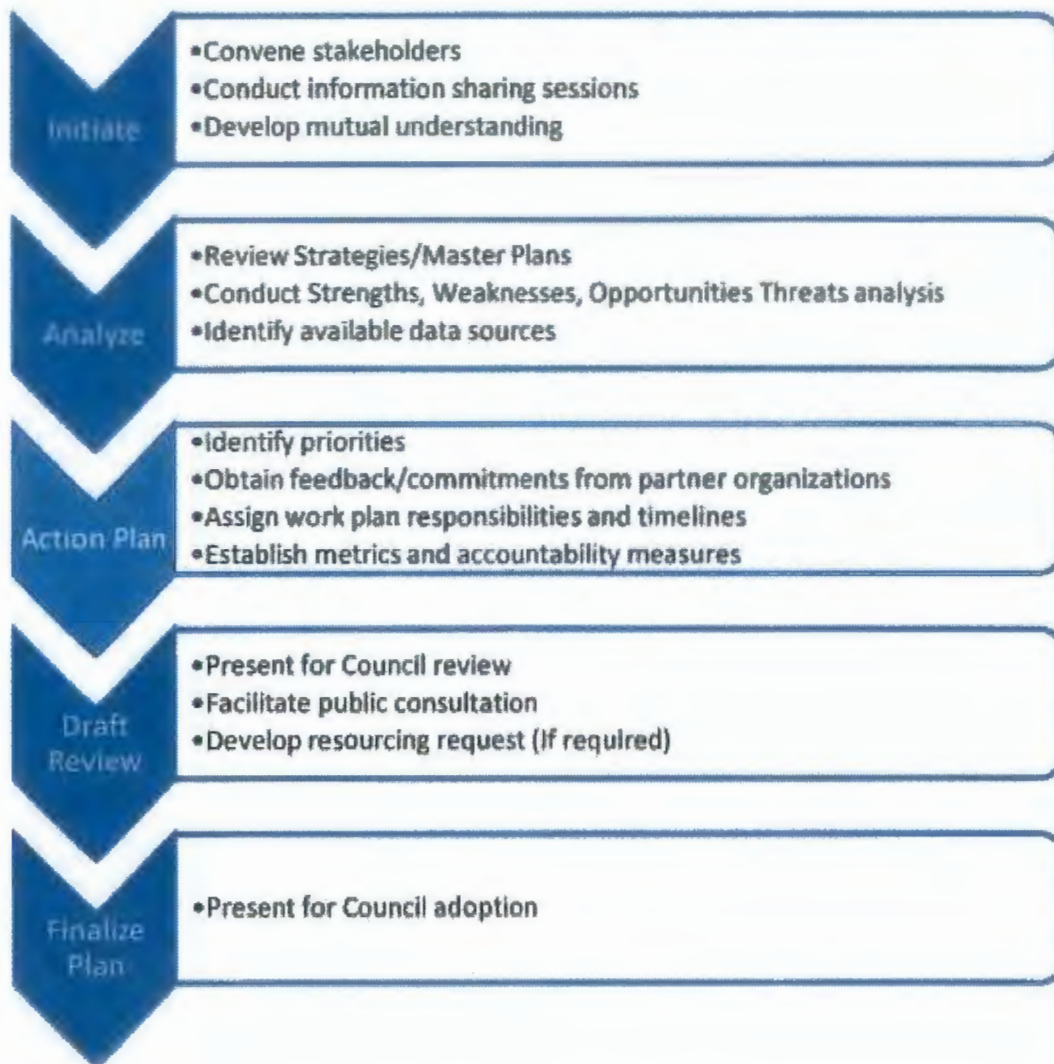
The following appendices are attached hereto:

- Appendix A: Community Social Safety Plan Development Process diagram
- Appendix B: Community Social Safety Initiative (CSSI) Planning Process (4 phases)
- Appendix C: Community Social Safety Task Force Terms of Reference
- Appendix D: Community Social Safety Action Plan

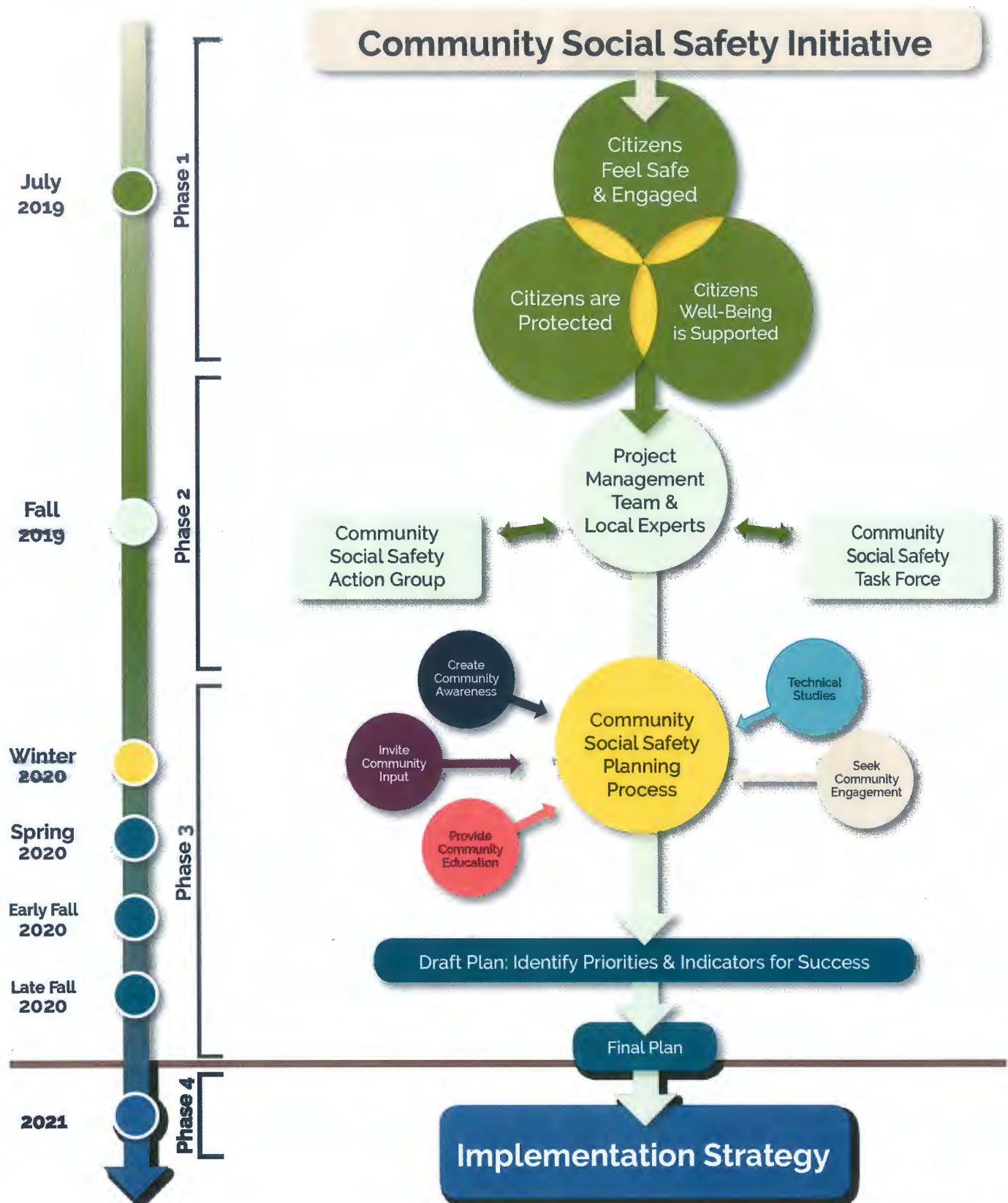
Community Social Safety Plan Process Diagram

APPENDIX A

September 12, 2019



COMMUNITY SOCIAL SAFETY INITIATIVE PROCESS



Terms of Reference

Community Social Safety Task Force

1.0 MANDATE:

The mandate of the Community Social Safety Task Force is to bring together a group of experts from various jurisdictions who have the authority to affect change at a policy and funding level within each member's respective organization and/or service area. The focus of this group will be on building partnerships, sharing research and information, identifying opportunities and constraints, and working together on common goals. A key objective of this Task Force is to participate in the development of a Community Safety Plan, as part of a Community Social Safety Initiative (CSSI) for the City of Maple Ridge (see process diagram attached as Appendix A). The planning process will be embedded in the following foundational CSSI framework:

1. Citizens feel safe and are engaged in their Community
2. Citizens are protected, and
3. Citizen's well-being is supported

Working with and learning from other organizations and local experts, the Task Force members will be committed to collaboration on input into the Community Social Safety Plan, as well as an Implementation Strategy upon Plan completion.

2.0 TASK FORCE ACTIVITIES:

This group will focus on potential long-term solutions aimed at a broad spectrum of community safety policies, programs and action items. The work of this group will provide support and input into the Community Social Safety Planning process with an aim to affect change, wherever needed at various levels of governance. It is within such a collaborative partnership that the safety and well-being needs of Maple Ridge citizens will have the greatest likelihood of being met.

Activities of this group will include:

- Identifying the most pressing issues within the 3 focus areas of the CSSI framework;
- Sharing available research and data on these pressing issues;
- Identifying gaps in research and data;
- Identifying priorities in Community Social safety and well-being in Maple Ridge;
- Identifying opportunities for working together on common goals;
- Providing input into Community Social Safety Planning process, at various times and wherever needed; and
- Report back to respective political bodies for comments, input, and direction at various times throughout the process.

2.1 Leveraging Expertise, Research & Data

The Community Social Safety Task Force will be expected to share research and data, where possible, with a City of Maple Ridge inter-department Community Safety Action Group made up of staff from:

- RCMP
- Licences & Bylaws Department
- Fire Department
- Parks, Recreation & Culture Department
- Planning Department
- Engineering Department

Local experts may be contracted to help build awareness, knowledge, and partnership opportunities within the Task Force from the following topic areas:

- Housing Continuum
- Health Services (including a demonstration project)
- Crime Reduction/Prevention
- Judicial Process
- Emergency Planning

3.0 TASK FORCE MEMBERSHIP:

- RCMP
- Fire Department
- City of Maple Ridge (staff as needed)
- Fraser Health
- Maple Ridge/Pitt Meadows Community Social Services
- Metro Vancouver Housing
- School District 42
- Corrections Canada
- Katzie First Nation
- Kwantlen First Nation
- Ministry of Social Development & Poverty Reduction
- BC Housing
- BC Corrections
- Ministry of Children & Family Development
- Ministry of Health
- Ministry of Municipal Affairs & Housing
- Ministry of Public Safety and Solicitor General
- Others, as deemed necessary by the Project Management Team

4.0 REQUIREMENTS:

- Member organizations will be required to actively participate in achieving the group's mandate and act as an advocate for the Maple Ridge CSSI process and the Community Social Safety Plan;
- One representative from each organization is to be selected as the Task Force member and is committed to attending quarterly scheduled meetings, as well as any additional meetings scheduled on an as needed basis;
- One alternate may also be selected who is knowledgeable on the process and skilled in the work being undertaken to fill in when the regular member is unavailable;
- Confirmation of participation will be required by letter to the City of Maple Ridge that clearly indicates the organization's representative Task Force member and an alternate member, where possible.

5.0 MEETINGS:

- One meeting will be scheduled every three months, with a 12 month meeting schedule to be confirmed after the first Task Force meeting;
- The role of the chair will be held by a City of Maple Ridge staff member;
- A Task Force coordinator will take minutes and distribute them within a minimum of five (5) days of the next scheduled Task Force meeting.

Community Social Safety Action Plan

Framework	Focus Area	Program	Purpose	Update	Status
Citizens Feel Safe and Are Engaged in the Community	Clean Streets & Walkways	Pilot Program to Expand Early Morning Cleanup	To improve feelings of safety in the Town Centre through increased efforts of needle and solid waste removal prior to businesses opening in the morning.	An additional resource has been added to perform early morning cleanup that focuses on the removal of needles and solid waste in the Town Centre. These duties are performed before businesses open so as to provide a clean environment for customers. This program addresses feedback from business owners who have identified that the presence of needles makes themselves and their customers feel unsafe. Results of this program are being tracked.	✓
		Additional Needle Removal Training	To provide additional needle removal training to staff and contractors, as appropriate, to increase the coordinated efforts of needles and solid waste removal and increase beautification efforts.	Continue to incorporate this training as necessary.	✓ And Ongoing
		Expand Façade Program	To increase the number of properties that employ CPTED principles.	Exploring the feasibility of expanding the Façade Program to include improvements that are in alignment with Crime Prevention Through Environmental Design principles.	In progress
	Vibrant Downtown	Pilot Program for Activation	To increase positive, welcoming, and no-cost activities to improve the feelings of safety and increase citizen engagement in the downtown core.	Implemented the Happenings in the Park program which supplemented and enhanced summer programming. New events were added in and around Memorial Peace Park to activate the area on Wednesday, Thursday, Friday and Saturday evenings. This program has received lots of positive feedback and we are currently reviewing successes.	✓
		Program Vulnerable Areas	To re-imagine and program "vulnerable areas" which are often viewed as "unsafe" and to increase the utilization and engagement in those spaces.	Additional focus on programming of the corridor between Greg Moore Youth Centre and the Haney Place Mall over the summer months, including basketball and ping pong games introduced on an ad hoc basis. Currently developing a strategy for programming in this area that will address various vulnerable spaces on a seasonal basis.	✓ And Ongoing
		Light Alleyways	To create safer space and deter crime.	Staff are currently planning to identify areas for improved lighting.	In progress
	Enhance Volunteer Programs	Community Safety Tours	To focus on Community Engagement while promoting positive interactions with the public and increasing community partnerships. Promoting public education and reducing criminal activity through crime prevention education. Includes business outreach and community event foot patrols.	Community Safety tours is one of many of the RCMP volunteer programs. This new volunteer program was introduced in the Summer.	✓ And Ongoing
		Enhanced Block Watch Communications	To improve information sharing and communications through existing online applications.	Implemented enhancements to existing online applications to incorporate additional information and notifications for the Block Watch program and its volunteers.	✓ And Ongoing
		Ambassador program	Will focus on Community Engagement while promoting positive interactions with the public and increase community partnerships.	Currently assessing where this type of volunteer program may compliment existing efforts.	In progress

Community Social Safety Action Plan

Framework	Focus Area	Program	Purpose	Update	Status
Citizen's Are Protected	Visibility and Response	Coordinated and Tiered Approach to Enforcement and Engagement Services	To deliver a coordinated and tiered approach to enforcement and engagement. This program supports a safe and welcoming environment to our citizens by responding appropriately, with the appropriate resource, to various safety related concerns raised by citizens and businesses including the DTBIA. Working with RCMP, Bylaws, Parks, Recreation & Culture, experts and contractors, we will ensure an efficient, effective, tiered approach to enforcement and engagement that utilizes a robust communications and incident response strategy.	<p>- An RFP for security services is being drafted.</p> <p>Short term and stop gap strategies have been employed to alleviate pressure on urgent issues:</p> <ul style="list-style-type: none"> - additional security guards and reallocation of existing security resources - reinvigoration of security group to identify issues and develop a plan to move forward - obtaining & compiling incident data to identify priorities, trends and measures - identifying gaps in approach with security and drafting RFP to redefine services 	<p>In progress</p> <p>✓</p> <p>In progress</p> <p>In progress</p> <p>In progress</p>
		RCMP Proactive Foot-beat file	To increase visibility & responsiveness in the downtown.	An operational file that logs when members pro-actively engage in foot patrols in the downtown area and talk with businesses and citizens enhancing police presence.	✓
		RCMP Extended On Site Visibility	To increase visibility & responsiveness and education on crime deterrents in the downtown.	While doing computer or paperwork officers choose strategic locations to increase police visibility.	✓
		UCRU Bike Patrol	To increase visibility & responsiveness in the downtown.	RCMP employ a seasonal bike patrol that is deployed in both the downtown and parks, which allows for increased visibility and community engagement.	✓
		Safe Streets Bylaw	To develop a bylaw that addresses issues relating to citizen safety, including aggressive panhandling.	Bylaws is currently working on drafting this bylaw. Working with lawyers to ensure the bylaw is crafted appropriately.	In progress
		Additional Bylaw Officers	Two time-durated bylaw officers will be dedicated to the downtown area and surrounding parks. Primary responsibilities will involve making referrals to local service providers, liaising with businesses and community organizations, engaging citizens in positive interactions and facilitating a safe and enjoyable environment by ensuring compliance with parks bylaws, such as overnight camping, alcohol and substance misuse in park space and fields in surrounding parks.	Hiring of these positions has been completed. These two bylaw officers will be incorporated into the coordinated approach to enforcement and engagement.	In progress
		Improved Radio Communications	Consolidate radio communications for City staff, security & key stakeholders to improve response and coordination efforts among these groups as well as having long term benefits for response and coordination during emergency incidents.	<p>This project is well underway</p> <ul style="list-style-type: none"> - strategy has been defined ✓ - equipment has been identified and sourced ✓ - currently developing implementation strategy ✓ 	In progress
	Protective Services	RCMP Service Level Review	To review police service needs for Maple Ridge.	A review of the existing model is underway. An update to Council will occur this Fall.	In progress
		Explore Bylaw Officers Authorities	To maximize the effectiveness of enforcement resources by exploring additional authorities that may be leveraged through Bylaw Officers.	Bylaws will provide Council with an update on departmental work and resource needs in October 2019.	In progress

Community Social Safety Action Plan

Framework	Focus Area	Program	Purpose	Update	Status
Citizen's Well-being is Supported	Alternative Forms of Justice	Port Coquitlam Integrated Court	To achieve an Integrated Court.	Supporting efforts of Crown Counsel to implement Integrated Court in Port Coquitlam. Working on strategies to support local access to this Court.	In progress
		Restorative Justice/Diversion	To support efforts on increasing the use and effectiveness of this program.	RCMP works directly with Community Services regarding Restorative Justice, to make referrals for business and schools on lower level incidents. This is a volunteer program that allows for accountability with non-court options. Currently working to determine where additional support can be provided.	In progress
	Corrections	Transitional Services	Explore opportunities to support individuals coming out of Corrections facilities.		
	Housing	Housing Action Plan	Establishes a key strategy in creating new, affordable seniors rentals and special needs housing.	Currently exploring potential use of density bonus as means of delivering affordable housing options. Zone (RT-2) adopted for new ground-oriented residential infill (triplex, fourplex and courtyard). Zone work completed for R-4 infill single-family use (permits 450m ² /4,843ft ² lots) and waiting for rezoning/subdivision application to initiate zone adoption process.	In progress ✓
				Review of secondary suite (SS) and detached garden suite (DGS) regulations to help increase rental unit opportunities.	In progress ✓
		Social Housing Plan	Explore opportunities and options for supportive recovery housing and other affordable housing projects within the City.	Established Social Housing Plan and currently exploring partnerships. Currently working with BC Housing, Fraser Health and other outside non-profit agencies to undertake affordable housing project assessments and social services mapping to identify key trends, strengths, and opportunities related to mental health, substance use, and housing.	In progress In progress



TO: His Worship Mayor Michael Morden and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Strategic Plan Progress Report and Council Workplan Matrix

MEETING DATE: September 17, 2019
FILE NO:
MEETING: Council Workshop

EXECUTIVE SUMMARY:

The attached report is scheduled to be on the next 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 September 17, 2019 report titled "Strategic Plan Progress Report and Council Workplan Matrix" be forwarded to the October 1, 2019 Council Meeting.

Approved by: Corporate Officer

Attachment:

- Strategic Plan Progress Report and Council Workplan Matrix – staff report dated September 17, 2019

TO: His Worship Mayor Michael Morden and Members of Council
FROM: Director of Corporate Support
SUBJECT: **Strategic Plan Progress Report and Council Workplan Matrix**

MEETING DATE: October 1, 2019
FILE NO: 2307062
MEETING: Council

EXECUTIVE SUMMARY:

On April 9, 2019 Council approved the *City of Maple Ridge Strategic Plan 2019-2022* and at the same time endorsed a [*Council Workplan Matrix – March 19, 2019¹*](#), a schedule outlining various policy and project discussions throughout 2019 that would advance Council's strategic plan.

The report described the matrix as a snapshot-in-time that would evolve as needed to respond to Council business. Some of the items would be completed as a single item at a Council meeting, whereas others would be more comprehensive, such as the Community Safety Plan, and would require a number of meetings as they progress.

This September 17, 2019 report describes the progress of the items committed to in the March 19, 2019 Matrix. It also includes a new Matrix establishing target dates for the next few months.

- *Appendix A – September 17, 2019 Progress Report on Council Workplan Matrix*
- *Appendix B – Council Workplan Matrix – September 17, 2019*, setting out target Council meeting dates for future agenda items to further deliver on Council's Strategic Plan

The format of Appendix B will be familiar, as it is identical to the March 2019 matrix, ordered by the targeted date of the Council meeting where the item is intended to be addressed by Council. Appendix A's format is slightly different. For items that have come before Council more than once, the occurrences on the various dates have been grouped together by subject matter, listing all touchpoints with Council in a single row.

Items excluded from the Appendices include:

- Items that are not directly related to the five priority areas of Council's Strategic Plan;
- Council work that, by necessity, must be done at meetings closed to the public. This includes decisions relating to the St. Anne Camp and the provision of social housing.
- The significant numbers of development-related decisions Council has made;
- The numerous reports and presentations covering all aspects of the City's finances;

Appendix B therefore highlights only a portion of items that will populate the Council agendas for the coming months. It should also be noted that although Appendix B indicates some scheduling of items going into 2020, Business Planning presentations to Council in November 2019 may require changes to align with Council direction provided at that time.

¹ Council Meeting Agenda and Reports of April 9, 2019, pages 107-117

And finally, the Appendices show only those touchpoints with Council that occur at Council meetings. As Council receives information, endorses plans and strategies, adopts bylaws, and approves funding, staff act upon that direction; it is not the intent of this report to provide detail on the implementation of Council direction.

RECOMMENDATION:

That the “City of Maple Ridge Strategic Plan 2019-2022” be reaffirmed; and further

That “Council Workplan Matrix-September 17, 2019” be approved.

CONCLUSION:

Over the past ten months Council and staff have made significant strides in implementing the Strategic Plan adopted on April 9, 2019. This report highlights that progress and establishes target meeting dates for the upcoming months to build on this momentum. During November 2019, Council will review a draft corporate business plan and financial plan for 2020 and forward.



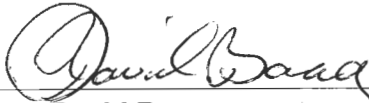
Prepared by: **Laura Benson, CPA, CMA**
Director of Corporate Support



Approved by: **David Pollock, P.Eng**
General Manager Engineering Services



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



Approved by: **David Boag**
Acting General Manager Parks, Recreation and Culture



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

Attachments: Appendix A – September 17, 2019 Progress Report on Council Workplan Matrix
Appendix B – Council Workplan Matrix – September 17, 2019

Appendix A

September 17, 2019 Progress Report on Council Workplan Matrix

Appendix A - September 17, 2019 Progress Report on Council Workplan Matrix

Meeting Codes: CM: regular Council Meeting;
WS: Workshop; CL: Closed Council; CW:
Committee of the Whole; AFC: Audit & Finance

Agenda Item	Dept	Status/Outcome/Next Steps (date/meeting code)	Alignment	Completion
Community Social and Safety Plan	Various	<ul style="list-style-type: none"> • Feb.12/19 CM – Council approval of process • Mar.12/19 WS – Overview of Proposed Integrated Court; update from Provincial Crown Council; sent letter of support • May.7/19 WS – Core Security Update; Council Resolution to increase security resources • Jul.2/19 WS – Community Safety Plan update and approval of Immediate Action Plan (Phase 1) and funding • Sep.17/19 WS – Community Safety Initiative update; seeking endorsement of process, and terms of reference for task force • Next steps include: <ul style="list-style-type: none"> ○ Propose community research project ○ Provide briefing on Restorative Justice ○ Provide updates from Action Group ○ Provide Public consultation summary ○ Provide working group expertise input ○ Propose plan, priorities, and performance indicators ○ Propose implementation strategy 	Safety	✓ and ongoing
Advocate for conditional housing and health care services emphasizing treatment and recovery	Admin	<ul style="list-style-type: none"> • Feb.25/19 Victoria – Advocate for conditional housing and health care services emphasizing treatment and recovery: confirmed \$60M is available for conditional housing; met with Ministers (Health, Mental Health, Housing, Social Development and Poverty Reduction, MLAs) • Mar.12/19 CM – Introduced a Social Housing Plan • Mar.13/19 – Submitted the plan to the Province 	Safety	✓ and ongoing
Social Planning Update	RCE	<ul style="list-style-type: none"> • Apr.16/19 CW – Update on the recent work conducted by the Social Policy Advisory Committee (SPAC), including proposed Social Policy Engagement Workshops for 2019: Early Development Instrument (EDI) and Chronic Disease Education 	Safety	✓
Recovery House Regulations	Planning	<ul style="list-style-type: none"> • May.14/19 CW – Report on background and next steps for regulating recovery homes • Oct.22/19 CW – Options report 	Safety	✓

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Agenda Item	Dept	Status/Outcome/Next Steps (date/meeting code)	Alignment	Completion
Safe Streets Bylaw	Bylaws	<ul style="list-style-type: none"> Jun.11/19 WS – Staff report on best practices to address panhandling Oct.15/19 WS – Staff report on Safe Streets Bylaw 	Safety	In progress
Sport Network's Sport and Physical Activity Strategy Implementation Plan	RCE	<ul style="list-style-type: none"> Jan.22/19 CW – Implementation Update Jan.29/19 CM – Plan was endorsed by Council 	Safety	✓
Tree Bylaw and Appeal Process	Planning	<ul style="list-style-type: none"> 2016 – Bylaw updated 2017 – One-year review Dec.11/18 – Appeal re: 12238 Creston Street permit deferred pending backgrounder Jan.14/19 WS – Backgrounder and Council options re: deferral; 12238 Creston Street appeal Mar.19/19 WS – Follow-up to tree permit appeal Apr.2/19 WS – Tree Bylaw reviewed Oct.8/19 WS – Survey Options for Tree Bylaw 	Environment	✓ and ongoing
Bicycle Plan Update including discussion on bicycles on sidewalks	Eng	<ul style="list-style-type: none"> Mar.5/19 WS – Discussion and direction from Council on supported cycling facilities – Multi Use Paths preferred Jul.16/19 CW – Consideration of cycling on sidewalks and possible revision to Highway & traffic Bylaw to ban bicycles on sidewalks in certain areas downtown. Deferred to upcoming WS for consideration Oct.8/19 WS – Discussion regarding cycling on sidewalks and changes to Highways and Traffic Bylaw for consideration at future CW Oct.22/19 CW – Revisions to Highway and Traffic Bylaw regarding cycling on sidewalks 	Environment	✓ and ongoing
Electric Vehicle Charging Report Follow-up	Planning	<ul style="list-style-type: none"> Mar.12/19 WS – Report on costing and Council requests Jun.18/19 CW – Amending bylaw introduced Jul.23/19 – Bylaw adopted 	Environment	✓
Environmental Advisory Committee (EAC)	Planning	<ul style="list-style-type: none"> Mar 19/19 CM – Update on Committee activities 	Environment	✓

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Agenda Item	Dept	Status/Outcome/Next Steps (date/meeting code)	Alignment	Completion
Aquifer Mapping Update	Planning	<ul style="list-style-type: none"> Mar.19/19 – Environmental Advisory Committee's Recommendation re: OCP Amending Bylaw - 1st Reading Report Nov.26/19 – Bring forward OCP Amending Bylaw 	Environment	✓
Integrated Stormwater Management Plans (ISMP)- briefing	Eng	<ul style="list-style-type: none"> Jun.11/19 – Presentation on citywide ISMPs required by the Province, briefing and discussion of ISMPs and elements therein Q1 2020 – Draft ISMPs for review Q2 2020 – Finalization of ISMPs and adoption 	Environment	✓ and ongoing
Food Hub Update	Planning	<ul style="list-style-type: none"> June 11/19 WS – Update & Implementation next steps AAC are exploring options to build community capacity 	Environment	✓
Agricultural Development Permit Guidelines	Planning	<ul style="list-style-type: none"> Apr.9/19 WS – Received report on Development Permit Guidelines 2020 - Referred back to staff for further discussion and evaluation 	Environment	In progress
Backyard Hens Update & Options Report	Planning	<ul style="list-style-type: none"> Jun.11/19 WS – Regulatory zoning options 	Environment	✓
Secondary Suites and Detached Garden Suites	Planning	<ul style="list-style-type: none"> Jan.14/19 WS – Phase 2 of the Detached Garden Suites Pilot project was discussed June 25/19 WS – Research options for secondary suites Sep.17/19 WS – Accountability mechanisms for secondary suites Q1 2020 – Update on DGS pilot project TBD – Tour of pilot project DGS suites 	Growth	✓ and ongoing
Community Amenity Charges (CAC's) & Density Bonus	Planning	<ul style="list-style-type: none"> June 4/19 WS – Options for using CAC's to foster Affordable Housing Jul.23/19 WS – Directed staff to to prepare Zone Amending Bylaw to increase Density Bonus rates and remove floor space option Sep.17/19 CW – Density Bonus Bylaw Amendment 	Growth	✓ and ongoing
Social Housing Plan	Planning	<ul style="list-style-type: none"> Mar.12/19 WS – Council endorsement of the Plan Mar.13/19 – Submitted to the Province Discussions with agencies ongoing Q4 2019 – Update on mapping exercise – gap analysis 	Growth	✓ and ongoing

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Agenda Item	Dept	Status/Outcome/Next Steps (date/meeting code)	Alignment	Completion
North East Albion Concept Plan	Planning	<ul style="list-style-type: none"> Jan.22/19 CW – Scoping report outlining the process for reviewing land use and servicing requirements Jan.29/19 CM – Process endorsed Jun.18/19 WS – Deferred to Oct-1 Oct.1/19 WS – Public Consultation Summary Report & Concept Plan Endorsement 	Growth	✓
Albion Flats Area	Planning, Eng.	<ul style="list-style-type: none"> Jan.22/19 WS – Process background/next steps May.21/19 WS – Review of drainage constraints and consideration of options Jul.23/19 WS – Discussion on preferred land use Nov.12/19 WS – Land Use Concept 	Growth	✓
Grant Funding Approach	Corp Support	<ul style="list-style-type: none"> Jan.29/19 WS – Overview of staff tools, practices and sources of information Dec.10/19 WS – Grants Update 	Growth	✓
Cannabis	Planning, Bylaws	<ul style="list-style-type: none"> Feb.12/19 WS – Background and options report on the production and processing of cannabis Mar.12/19 – Business License Amending Bylaw for Liquor License and Cannabis Applications adopted May.28/19 WS – Cannabis Regulations update Sep.10/19 WS – Policy and Bylaw options report on regulations for the production and processing of cannabis 	Growth	✓ and ongoing

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Transportation Plans (City and Regional) and Implementation	Eng	<ul style="list-style-type: none"> Feb.12/19 – Overview of Transportation Plan Feb.26/19 WS – TransLink provided an update on the Area Transport Plan; Council provided input Apr.16/19 WS – TransLink provided an update on the B-Line with scheduled implementation in September 2019 May.14/19 WS – Abernethy Way Extension routing options east of 232 Street Oct.08/19 WS – Area Transportation Plan final draft presentation by TransLink Nov.12/19 WS – Selected Alignment of Abernethy Way Extension 2020 – Strategic Transportation Plan Update 	Growth	✓ and ongoing
240 St Bridge to Silver Valley	Eng	<ul style="list-style-type: none"> 240 Street Bridge to Silver Valley - alignment and profile 	Growth	✓
Lougheed Corridor	Planning	<ul style="list-style-type: none"> Sep.4/18 – Lougheed Corridor Study scoping report Feb.26 WS – Lougheed Corridor Study Phase 1 Summary Report Jun.25/19 WS – Update on Lougheed Corridor public consultation Dec.3/19 WS – Draft concept options 	Growth	✓ and ongoing
Property Frontage Upgrades as part of Building Permits - Policy Discussion	Eng	<ul style="list-style-type: none"> Mar.19/19 WS – Policy discussion on proposed criteria to govern requirements for frontage upgrades, specifically for building permit applications Apr.09/19 CM – Frontage Improvement Policy approved 	Growth	✓
Growth in the Downtown	Ec Dev, Planning	<ul style="list-style-type: none"> Sep.17/19 WS – Joint presentation on Town Centre Area Plan & downtown growth 	Growth	✓
Zoning Bylaw	Planning	<ul style="list-style-type: none"> Apr.9/19 WS – Introduction to the draft Zoning Bylaw and first reading report presented Dec.3/19 CW – Second reading, awaiting Ministry approval 	Growth	✓

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Agenda Item	Dept	Status/Outcome/Next Steps (date/meeting code)	Alignment	Completion
Property Tax Rates and Financial Plan Bylaws	Finance	<ul style="list-style-type: none"> Feb.26/19 WS – Property Assessments Update highlighting residential and commercial growth and market changes by geographic area Apr.16/19 – 2019 Property Tax Rates Bylaw and amendment to 2019; 2023 Financial Plan Bylaw introduced for discussion 	Growth	✓
Commercial Industrial Strategy - Employment Lands	Planning	<ul style="list-style-type: none"> Apr.16/19 WS – Briefing on process background and next steps Apr.16/19 WS – 128 Ave/232 St Yennadon Lands scoping report outlining new employment lands redesignation process 	Growth	✓
Post-Secondary Task Force Update	Ec Dev	<ul style="list-style-type: none"> Q4 2018 – Task force meetings concluded Q2 2019 – Report seeking further Council direction Q3 2019 – Foundational work with SD42 + Province commencing Dec.10 WS – Options and Information Report 	Growth	In progress
Tandem Parking	Planning	<ul style="list-style-type: none"> May.7/19 CW – Discussion on tandem parking requirements Dec.10/19 WS – Amending bylaw to be brought forward 	Growth	✓
Post Disaster Water Supply - briefing	Eng	<ul style="list-style-type: none"> May.14/19 CW – Briefing on the challenges in providing potable water after a significant disaster and potential solutions Q1 2020 WS – Draft report on post-disaster potable water supply Q2 2020 CM – Final report for adoption 	Growth	✓ and ongoing
Water Quality Report	Eng	<ul style="list-style-type: none"> Annual report on the quality of water throughout the City water distribution system 	Growth	✓
Kennel Bylaw Amendments	Bylaws	<ul style="list-style-type: none"> Dec.3/19 WS – Integration with updated Zoning Bylaw. Research has been completed. Changes made to this bylaw also affect the Animal Control Bylaw which will also need to be amended 	Growth	In progress
Fraser River Escarpment	Eng	<ul style="list-style-type: none"> May.21/19 WS - Review of Existing Data and Policies and recommendations for future consideration and study to be included in the Financial Plan 	Growth	✓ and ongoing
Industrial Park Identification Signs	Ec Dev	<ul style="list-style-type: none"> Develop recommendations for the design and installation of new directional and arrival signage. 	Growth	✓

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Agenda Item	Dept	Status/Outcome/Next Steps (date/meeting code)	Alignment	Completion
Sign Bylaw Update, including development and election signage	Building	<ul style="list-style-type: none"> Nov.26/19 – Update the Sign Bylaw, including development and election regulations 	Growth	In progress
Capital Plan Update	Finance	<ul style="list-style-type: none"> Jun.25/19 WS - Summary of process and funding of Capital Program Nov.5/19 WS – 5-year proposed Capital Plan overview 	Growth	✓
Business Licence Bylaw Fee Amendment	Bylaws	<ul style="list-style-type: none"> Dec.10/19 WS – Council Report on proposed business licence fees 	Growth	In progress
Council Code of Conduct	Admin	<ul style="list-style-type: none"> Nov.13/18 – Code of Conduct endorsed by Council Jan.14/19 CM – Mayor Morden presented a signed copy for each Council member Sep.17/19 WS – Review Code of Conduct Q4 2020 – Next review 	Pride	✓ and ongoing
Council Strategic Plan & Workplan Matrix	Admin	<ul style="list-style-type: none"> Q4 2018 – Council strategic planning session Jan.29/19 – Draft Strategic Plan introduced Q1 2019 – Detailed Workplan Matrix developed Mar.19/19 WS – Draft Strategic Plan and draft Workplan Matrix reviewed Apr.9/19 – Strategic Plan and Council Workplan Matrix endorsed Sep.17/19 – First progress review scheduled Q4 2020 – Second annual progress review 	Pride	✓ and ongoing
Heritage Preservation	Planning	<ul style="list-style-type: none"> Jan.29/19 WS – Report identifying properties for inclusion in the Heritage Registry Feb.12/19 CM – Council approved the Registry Nov.12/19 WS – Summary of options to incentivize the protection of heritage resources in the City 	Pride	✓
Culture Plan	RCE	<ul style="list-style-type: none"> Feb.5/19 WS – Implementation schedule Feb.12/19 CM – Schedule endorsed by Council 	Pride	✓

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Agenda Item	Dept	Status/Outcome/Next Steps (date/meeting code)	Alignment	Completion
2019 Communications Program	Comms	<ul style="list-style-type: none"> • Apr.2/19 - Overview of the annual program to inform, educate and engage with citizens on programs, projects and policy development 	Pride	✓
Council Engagement Program	Comms	<ul style="list-style-type: none"> • Apr.2/19 – Options for Council to interact and engage with citizens outside the formal setting of City Hall. Endorsed. 	Pride	✓
Citizen Survey Discussion	Corp Support	<ul style="list-style-type: none"> • Sep.24/19 WS – Provide options for obtaining representative community opinions 	Pride	
Open Government Portal	IT	<ul style="list-style-type: none"> • Apr.16/19 WS – Development Tracking Enhancements: <ul style="list-style-type: none"> ○ Building Dept. Online Inspection Booking – Complete ○ Daily Inspection Schedule – Complete ○ Hand Holder – In development ○ Development application enhancements – Researching • Jun.4/19 WS – Seniors and Family Enhancements: <ul style="list-style-type: none"> ○ Seniors-friendly version of WHAM ○ Mock-up of a youth engagement initiative ○ Pilot for the Loughheed Corridor Study ○ infrastructure for Chat Bot developed and implemented 	Pride	✓ and ongoing
Recreation Facilities	Parks & Facilities	<ul style="list-style-type: none"> • Feb.5/19 WS – Leisure Centre Renovation update and facility tour • May.14/19 CM – Contract Awards approved: <ul style="list-style-type: none"> ○ MRSS Track Facility Design Contract Award for Detailed Design ○ Hammond Community Centre Renovation Design Contract Award • May.28/19 CM – Albion Community Centre Phase 1 Contract Award approved • Q4 2019 – Albion Community Centre Award of Tender for Construction Phase 2 (Tender to be undertaken by contractor once Phase 1 is underway) 	Pride	✓ and ongoing
Downtown Festival & Tourism Events Review	RCE	<ul style="list-style-type: none"> • Q4 2019 – Background on the Festivals program. Update will likely focus on the pilot program re: community safety park activations 	Pride	

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Civic Core Place Making Event	Ec Dev	<ul style="list-style-type: none"> Q4 2019 – Performed informal survey with the public Dec.10/19 WS – Report on winter Civic Core Place Making Event 	Pride	In progress
Advisory Committee Review	Corp Support	<ul style="list-style-type: none"> May.28/19 WS – Overview of Council advisory committees, special committees, task forces Jul.23/19 WS – Phase 1 recommendations approved Next steps: Phase 2 task force work will resume October 15 	Pride	In progress
Citizen Petitions Best Practices discussion	Corp Support	<ul style="list-style-type: none"> May.14/19 WS – Options for council meeting procedural changes Oct.8/19 WS – Draft Council Procedure Bylaw for review including citizen petitions 	Pride	In progress
2019 Community Grants Awards	Finance	<ul style="list-style-type: none"> Awaiting funding requests. Council report recommending organizational allocations coming forward upon receipt of requests. 	Pride	
Department Updates	All	<ul style="list-style-type: none"> Feb.2/19 WS – Leisure Centre Update Apr 9/19 WS – Parks & Recreation Projects Update Apr.23/19 WS – Fire Department May.7/19 – RCMP Update May.28/19 WS – Economic Development Jun.4/19 WS - Recreation & Community Engagement Jun.11/19 WS – Building Department Jul.2/19 WS – Engineering Department Jul.2/19 WS – Parks & Facilities Sep.17/19 WS – Fire Department Master Plan Next up: Bylaws Following: Operations 	Pride	✓
Agricultural Land Commission	Planning	<ul style="list-style-type: none"> Jul.25/19 WS – Joint meeting between ALC & City discuss recent legislative changes and city initiatives 	Relations	✓

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Agenda Item	Dept	Status/Outcome/Next Steps (date/meeting code)	Alignment	Completion
School District No.42 Joint Meeting (quarterly)	Admin	<ul style="list-style-type: none"> • Jun.17/19 	Relations	✓ and ongoing
City of Pitt Meadows Joint Meeting (quarterly)	Admin	<ul style="list-style-type: none"> • Jan.14/19 • Apr.8/19 • Various Mayor meetings/discussions 	Relations	✓ and ongoing
Community to Community Forum	Corp Support	<ul style="list-style-type: none"> • Oct 2018 – Council directed staff to pursue grant funding • Feb.5/19 WS – Funding granted; Council direction to arrange forum(s) • Q4 2019 – Staff are continuing to seek out potential dates 	Relations	✓ and ongoing
Metro Vancouver	Eng	<ul style="list-style-type: none"> • Feb.26/19 WS - Regional Lougheed Corridor Land Use Plan • Apr.9/19 WS – Metro Vancouver plans for improvements to the Katzie Pump Station and future re-routing of sewage to North Langley Sewage Treatment Plant • Jul. 9/19 WS – Emission Regulation for Cannabis Production & Processing 	Relations	✓ and ongoing
BC Lottery Corp. / Great Canadian Gaming Corp.	Corp Support	<ul style="list-style-type: none"> • Joint overview on the benefits provided in the community 	Relations	✓
TransLink	Eng	<ul style="list-style-type: none"> • Feb.26/19 WS – Area Transport Plan Update • Jul.9/19 WS – B-Line and Area Transit Plan 	Relations	✓ and ongoing

Appendix B

Council Workplan Matrix – September 17, 2019

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*Date est	Meeting	Agenda Item	Dept	Status/Outcome/Next Steps (date/meeting code)	Alignment	Completion
Sep-10	Workshop	Town Centre Area Plan Overview incl. Growth in the Downtown	Planning, Ec Dev	<ul style="list-style-type: none"> • Presentation of TCAP with overview of new residential and commercial development 	Growth	
Sep-10	Workshop	Housing Needs Assessment – UBCM Grant	Planning	<ul style="list-style-type: none"> • Request for Council Resolution to UBCM for grant to commence Housing Needs Assessment 	Growth	
Sep-10	Workshop	Cannabis	Planning, Bylaws	<ul style="list-style-type: none"> • Policy and Bylaw options report on regulations for the production and processing of cannabis 	Growth	
Sep-17	Workshop	Community Social & Safety Plan	Various	<ul style="list-style-type: none"> • Progress update and seeking approval of proposed process and terms of reference for Task Force 	Safety	
Sep-17	Workshop	Secondary Suites and Detached Garden Suites (DGS)	Planning	<ul style="list-style-type: none"> • Accountability mechanisms for secondary suites • Q1 2020 – Update on DGS pilot project • TBD – tour of pilot project DGS suites 	Growth	
Sep-17	Workshop	Council Strategic Plan Progress Report & Workplan Matrix	Admin	<ul style="list-style-type: none"> • First progress review scheduled • Q4 2020 – Second annual progress review 	Pride	
TBD		Council Code of Conduct	Admin	<ul style="list-style-type: none"> • Annual Review of Code of Conduct 	Pride	
Sep-17	Comm. of the Whole	Permissive Tax Exemption Bylaw	Finance	<ul style="list-style-type: none"> • Bylaw to establish permissive tax exemptions for 2020-2023 	Pride	
Sep-17	Comm. Of the Whole	CAC's & Density Bonus	Planning	<ul style="list-style-type: none"> • Density Bonus Bylaw Amendment 	Growth	
Oct-01	Comm. of the Whole	Business & Industrial Property Tax Comparison	Finance	<ul style="list-style-type: none"> • Presentation on relative tax burden between property tax classes among municipalities 	Growth	
Oct-01	Workshop	Council Communications	Corp Support	<ul style="list-style-type: none"> • Draft Communications Policy and • Communications Workshop for Council 	Pride	

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Appendix B - Council Workplan Matrix – September 17, 2019

*Date est	Meeting	Agenda Item	Dept	Status/Outcome/Next Steps (date/meeting code)	Alignment	Completion
Oct-01	Workshop	Youth Strategy Implementation Schedule	RCE	<ul style="list-style-type: none"> Report recommending adoption of proposed implementation plan. Was deferred by Council at Jul.9th meeting requesting additional background from staff. 	Safety	
Oct-01	Workshop	Community Services – Affordable Housing Incentive	Finance	<ul style="list-style-type: none"> Incentives for the MRPMCS project and the possibility of a more comprehensive Incentives program 	Growth	
Oct-01	Workshop	North East Albion Concept Plan	Planning	<ul style="list-style-type: none"> Public Consultation Summary Report & Concept Plan Endorsement 	Growth	
Oct-01	Workshop	Fibre Strategy	IT	<ul style="list-style-type: none"> Report Recommending Fibre Strategy 	Growth	
Oct-08	Workshop	Transportation Plans (City and Regional) and Implementation	Eng	<ul style="list-style-type: none"> Area Transportation Plan final draft presentation by TransLink 	Growth	
Oct-08	Workshop	Bicycle Plan Update including discussion on bicycles on sidewalks	Eng	<ul style="list-style-type: none"> Discussion regarding cycling on sidewalks and changes to Highways and Traffic Bylaw for consideration at future CW 	Safety	
Oct-08	Workshop	Council Procedure Bylaw & Citizen Petitions Best Practices	Corp Support	<ul style="list-style-type: none"> Draft Council Procedure Bylaw for review 	Pride	
Oct-08	Comm. of the Whole	Agri-tourism and Eco-tourism Strategies Implementation	Ec Dev	<ul style="list-style-type: none"> Report on identified opportunities and next steps 	Environment	
Oct-08	Comm. Of the Whole	Community Services – Affordable Housing Incentive	Finance	<ul style="list-style-type: none"> Pending outcome of Oct.1 workshop discussion 	Relations	
Oct-15	Workshop	Safe Streets Bylaw	Bylaws	<ul style="list-style-type: none"> Report on Safe Streets Bylaw 	Safety	
Oct-15	Workshop	OCP DP Exemptions Report	Planning	<ul style="list-style-type: none"> OCP DP Exemptions Report & delegation 	Growth	
Oct-15	Workshop	Citizen Survey Discussion	Corp Support	<ul style="list-style-type: none"> Provide options for obtaining representative community opinions 	Pride	
Oct-22	Workshop	Fraser Basin Council	Eng	<ul style="list-style-type: none"> Presentation by FBC and discussion on regional dyking issues 	Relations	

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Appendix B - Council Workplan Matrix – September 17, 2019

*Date est	Meeting	Agenda Item	Dept	Status/Outcome/Next Steps (date/meeting code)	Alignment	Completion
Oct-22	Workshop	Supportive Recovery House Regulations	Planning	• Evaluation of partnership housing opportunities	Safety	
Oct-22	Comm. Of the Whole	Bicycle Plan Update including discussion on bicycles on sidewalks	Eng	• Revisions to Highway and Traffic Bylaw regarding cycling on sidewalks	Growth	
Nov-05	Comm. of the Whole	Traffic Calming Policy - Revision	Eng	• Review of amended existing policy for adoption at a future Council Meeting	Growth	
Nov-05	Workshop	Business Planning – Capital Plan	Admin	• Capital Program – 5-year project/financial overview	Growth	
Nov-12	Workshop	Green Infrastructure Strategy	Planning	• Potential policy options related to green infrastructure in new development	Environment	
Nov-12	Workshop	Albion Flats Area	Planning Eng	• Seeking endorsement of Land Use Concept and next steps	Growth	
Nov 12	Workshop	Ridge Meadows Recycling Society Fee for Service Partnership Agreement - renewal	Eng	• Consideration of scope and terms within the recently expired RMRS Fee for Service Partnership Agreement. An amended agreement will be brought to a future Council meeting for endorsement	Environment	
Nov-12	Workshop	Heritage Incentives	Planning	• Presentation from Heritage Consultant on options for protecting heritage resources in the City	Pride	
Nov-12	Workshop	Transportation Plans (City and Regional) and Implementation	Eng	• Selected Alignment of Abernethy Way Extension	Growth	
Nov-18	Workshop	Business Planning	Admin	• Business Planning: Session 1	Growth	
Nov-19	Workshop	Business Planning	Admin	• Business Planning: Session 2	Growth	
Nov-25	Workshop	Business Planning	Admin	• Business Planning: Session 3	Growth	
Nov-26	Workshop	Business Planning	Admin	• Business Planning: Session 4	Growth	
Nov-26	Workshop	Aquifer Mapping Update	Planning	• Bring forward OCP Amending Bylaw	Environment	

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Nov-26	Workshop	Sign Bylaw Update	Building	<ul style="list-style-type: none"> Update the Sign Bylaw, including development and election regulations 	Growth	
Nov-26	Workshop	Implications of Climate Change on Storm Water Management	Eng	<ul style="list-style-type: none"> Review of the implications of CC on the City's rain water infrastructure capacity and strategies to address 	Growth	
Dec-03	Comm. of the Whole	DCC Bylaw Amendment-minor rate update	Finance	<ul style="list-style-type: none"> Annual minor amendment to ensure alignment with capital program 	Growth	
Dec-03	Comm. Of the Whole	Zoning Bylaw	Planning	<ul style="list-style-type: none"> Awaiting Ministry approval before proceeding to Second reading 	Growth	
Dec-03	Workshop	Lougheed Corridor	Planning	<ul style="list-style-type: none"> Draft concept options to be presented. Community consultation to follow 	Growth	
Dec-03	Workshop	Alouette River Ecological Partnership (AREP)	Eng	<ul style="list-style-type: none"> Status update on AREP initiative with Kwantlen First Nation, Katzie First Nation and ARMS 	Relations	
Dec-03	Workshop	Kennel Bylaw Amendments	Bylaws	<ul style="list-style-type: none"> Proposed amendments to the Kennel Bylaw 	Safety	
Dec-10	Workshop	Business Licence Bylaw Fee Amendment	Bylaws	<ul style="list-style-type: none"> Council report on proposed Business Licence Fees 	Growth	
Dec-10	Workshop	Tandem Parking	Planning	<ul style="list-style-type: none"> Amending bylaw to be brought forward 	Growth	
Dec-10	Workshop	Post-Secondary Task Force Update	Ec Dev	<ul style="list-style-type: none"> Options and information report 	Growth	
Dec-10	Workshop	Civic Core Place Making Event	Ec Dev	<ul style="list-style-type: none"> Update on Civic Core Place Making Event 	Pride	
Dec-10	Workshop	Driveway Access and Encroachment Policies	Eng	<ul style="list-style-type: none"> Review of requirements related to driveway access to properties as well as addressing the issue of private structures located on City road allowances 	Growth	
Dec-10	Workshop	Purchasing Policy Update	Finance	<ul style="list-style-type: none"> Proposed updates to Purchasing Policy to reflect senior government policy changes, industry and technological innovations, and sustainability considerations 	Growth	

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Q4 2019	Workshop	Social Housing Plan	Planning	<ul style="list-style-type: none"> Update on mapping exercise – gap analysis 	Growth	
2019-20	Workshop	Community Social & Safety Initiative	Various	<ul style="list-style-type: none"> Propose community research project Provide briefing on Restorative Justice Provide updates from Action Group Provide Public consultation summary Provide working group expertise input Propose plan, priorities, and performance indicators Propose implementation strategy 	Safety	
Q1 2020	Workshop	Lower Hammond Drainage Update	Eng	<ul style="list-style-type: none"> Consideration of drainage constraints and possible resolutions 	Growth	
Q1 2020	Workshop	Sanitary Sewer Inflow & Infiltration Reduction Strategy	Eng	<ul style="list-style-type: none"> Review of the City's ongoing efforts to reduce inflow and infiltration (I&I) in sanitary sewers, as mandated by Metro Vancouver 	Growth	
Q1 2020	Workshop	Community to Community Forum	Corp Support	<ul style="list-style-type: none"> Staff are continuing to explore dates/times 	Relations	
Q1 2020	Workshop	Triplex/Fourplex Housing Design Guidelines	Planning	<ul style="list-style-type: none"> Seeking suitable consultant through RFP Report on design guidelines will follow once Consultant is selected 	Growth	
Q1 2020	Workshop	Environmental Communications	Planning	<ul style="list-style-type: none"> Options for Environmental Communications 	Environment	
Q1 2020	Workshop	Integrated Stormwater Management Plans (ISMP)- briefing	Eng	<ul style="list-style-type: none"> Draft ISMPs for review 	Environment	
Q1 2020	Workshop	Secondary Suites and Detached Garden Suites	Planning	<ul style="list-style-type: none"> Q1 2020 – Update on DGS pilot project TBD - tour of pilot project DGS suites 	Growth	
Q1 -2020	Workshop	Post Disaster Water Supply - briefing	Eng	<ul style="list-style-type: none"> Draft report on post-disaster potable water supply 	Growth	

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Q2 2020	Council	Post Disaster Water Supply - briefing	Eng	• Council – final report for adoption	Growth	
Q2 2020	Workshop	Eco Network Management Strategy	Planning	• Identification of options for Eco Network Management Strategy	Environment	
Q2 2020	Comm. Of the Whole	Integrated Stormwater Management Plans (ISMP)- briefing	Eng	• Q2 2020 – Finalization of ISMPs and adoption	Environment	
Q2 2020	Workshop	Aquatic Facilities Planning	Parks & Facilities	• Update Council on the aquatic facility planning	Growth	
Q3 2020	Workshop	Childcare Needs Assessment	Planning	• Scoping report on Child Care Needs assessment	Growth	
Q4 2020	Workshop	Council Code of Conduct	Admin	• Second annual review	Pride	
Q4 2020	Workshop	Council Strategic Plan & Workplan Matrix	Admin	• Second annual progress review	Pride	
2020	Workshop	Transportation Plans (City and Regional) and Implementation	Eng	• Strategic Transportation Plan Update	Growth	
2020	Workshop	Agricultural Development Permit Guidelines	Planning	• Next Steps	Environment	
Ongoing	Other	School District No.42 Joint Meeting (quarterly)	Admin	• Regularly scheduled quarterly meetings	Relations	
Ongoing	Other	District of Mission Joint Meeting (quarterly)	Admin	• Regularly scheduled quarterly meetings	Relations	
Ongoing	Workshop	Accountability Mechanisms	Admin	• Discussion of mechanisms that can be put into place to deal with neighbourhood impacts	Safety	
Ongoing	Other	MLAs Joint Meeting (bi-monthly)	Admin	• Regularly scheduled quarterly meetings	Relations	

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