

City of Maple Ridge

**COMMITTEE OF THE WHOLE**

**AGENDA**

**November 19, 2019**

**1:30 p.m.**

**Council Chamber**

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

**Chair: Acting Mayor**

**1. CALL TO ORDER**

**2. ADOPTION AND RECEIPT OF MINUTES**

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

**3. DELEGATIONS/STAFF PRESENTATIONS – (10 minutes each)**

**4. PUBLIC WORKS AND DEVELOPMENT SERVICES**

**Note:**

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

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

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

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

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

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

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

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

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

**1105 2019-261-DVP, 12244 228 Street**

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

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

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

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

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

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

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

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

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

**5. CORPORATE SERVICES**

**1131 Microsoft Enterprise Agreement**

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

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

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

**1133 Policy – Petitions to Council**

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

**6. PARKS, RECREATION & CULTURE**

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

8. **OTHER COMMITTEE ISSUES**

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

**By Invitation to Mayor and Council**

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

**General Community Events**

Saturday, November 23 9:00 am – 2:00 pm Christmas Bazaar  
Golden Ears United Church

Saturday, November 23 10:30 am – 3:00 pm 2016th Silent Auction – Shop with a Purpose  
The ACT Arts Centre  
Host: Community Services in partnership with the  
Christmas Hamper Society

**Open Houses**

None

9. **ADJOURNMENT**

10. **COMMUNITY FORUM**

### COMMUNITY FORUM

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

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

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

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

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

For more information on these opportunities contact:

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

Approved by:

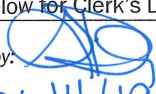


Date:

Nov 14/19

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Checked by:



Date: Nov. 14/19

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Date:

Nov 14/19

City of Maple Ridge

**COMMITTEE OF THE WHOLE MEETING MINUTES**

November 5, 2019

The minutes of the meeting held on November 5, 2019 at 2:03 p.m. in Council Chamber of City Hall, 11995 Haney Place, Maple Ridge, BC.

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**PRESENT**

	<i>Appointed Staff</i>
<i>Elected Officials:</i>	A. Horsman, Chief Administrative Officer
Mayor M. Morden	D. Boag, Acting General Manager Parks, Recreation & Culture
Councillor J. Dueck	C. Carter, General Manager Planning & Development Services
Councillor K. Duncan	D. Pollock, General Manager Engineering Services
Councillor C. Meadus	L. Benson, Director of Corporate Administration
Councillor G. Robson	S. Nichols, Deputy Corporate Officer
Councillor R. Svendsen	T. Thompson, Chief Financial Officer
Councillor A. Yousef	<i>Other Staff as Required</i>
	C. Goddard, Director of Planning
	A. Kopystynski, Planner

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

Note: Councillor Duncan was not in attendance at the start of the meeting.

1. **CALL TO ORDER**

2. **ADOPTION AND RECEIPT OF MINUTES**

2.1 **Minutes of the Committee of the Whole Meeting of October 22, 2019**

It was moved and seconded

That the minutes of the October 22, 2019 Committee of the Whole Meeting be adopted.

CARRIED

Note: Section 3 was dealt with following Item 1131

3. **STAFF PRESENTATIONS**

3.1 **Business Planning – Capital Program 2020-2024**

Staff report dated November 5, 2019 recommending that the 2020-2024 Capital Plan be included in the 2020-2024 Financial Plan Bylaw.

The Chief Financial Officer introduced the item with a presentation and responded to questions from Council. Staff from Engineering, Operations, Parks & Facilities, Fire and Information Technology spoke on projects within their respective departments.

It was moved and seconded

That the meeting be recessed for 15 minutes at 3:48 p.m.

CARRIED

It was moved and seconded

That the meeting be reconvened at 4:05 p.m.

CARRIED

Department presentations continued when the meeting was reconvened.

It was moved and seconded

That the 2020-2024 Capital Plan be included in the 2020-2024 Financial Plan Bylaw to be brought forward following the 2020-2024 Business Planning deliberations.

CARRIED

#### 4. *PUBLIC WORKS AND DEVELOPMENT SERVICES*

##### 1101 2019-193-RZ, 12525 Blue Mountain Crescent, RS-3 to RS-2

Staff report dated November 5, 2019 recommending that Maple Ridge Zone Amending Bylaw No. 7570-2019 to rezone from RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential) to permit subdivision into two 1 acre lots be given first reading and that the applicant provide further information as described on Schedules B, E, F, G and J of the Development Procedures Bylaw No. 5879-1999, along with the information required for a Subdivision application.

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

It was moved and seconded

That the staff report dated November 5, 2019 titled "First Reading, Zone Amending Bylaw No. 7570-2019, 12525 Blue Mountain Crescent" be forwarded to the Council Meeting of November 12, 2019.

CARRIED

**1102 2018-498-RZ, 21640 124 Avenue, RS-1 to RT-2**

Staff report dated November 5, 2019 recommending that Maple Ridge Zone Amending Bylaw No. 7533-2019 to rezone from RS-1 (One Family Urban Residential) to RT-2 (Ground Oriented Residential Infill) to permit construction of a Courtyard Housing project with four dwelling units be given second reading and be forwarded to Public Hearing.

A. Kopystynski, Planner, provided a presentation and responded to questions from Council. The applicant responded to questions from Council.

It was moved and seconded

That the staff report dated November 5, 2019 titled "Second Reading, Zone Amending Bylaw No. 7533-2019, 21640 124 Avenue" be referred back to staff for further work with the applicant relative to parking and density options.

CARRIED

**1103 2019-317-DVP, 23870, 23878 and 23886 Dewdney Trunk Road and 23871 and 23863 119B Avenue**

Staff report dated November 5, 2019 recommending that the Corporate Officer be authorized to sign and seal 2019-317-DVP to reduce minimum rear lot line setbacks.

It was moved and seconded

That the staff report dated November 5, 2019 titled "Development Variance Permit, 23870, 23878, and 23886 Dewdney Trunk Road; 23871 and 23863 119B Avenue" be forwarded to the Council Meeting of November 12, 2019.

CARRIED

**1104 Award of Contract ITT-EN19-66: Installation of Pedestrian-Controlled Traffic Signal at 240 Street and McClure Avenue**

Staff report dated November 5, 2019 recommending that Contract ITT-EN19-66: Installation of Pedestrian Controlled Traffic Signal at 240 Street and McClure Avenue be awarded to Fraser City Installation (1989) Ltd., that a project contingency be approval to address potential variations in field conditions and that the Corporate Officer be authorized to execute the contract.

It was moved and seconded

That the staff report dated November 5, 2019 titled "Award of Contract ITI-EN19-66: Installation of Pedestrian-Controlled Traffic Signal at 240 Street and McClure Avenue" be forwarded to the Council Meeting of November 12, 2019.

CARRIED



5. *CORPORATE SERVICES*

1131 Award of Contract for Audit Services

Staff report dated November 5, 2019 recommending that the contract for audit services be awarded to BDO Canada LLP for a term of 4 years with an option to renew for 3 additional 4-year terms and that the Corporate Officer be authorized to execute the contract.

Note: Councillor Duncan joined the meeting at 2:36 p.m. after the motion was put on the floor

It was moved and seconded

That the staff report dated November 5, 2019 titled "Award of Contract for Audit Services" be forwarded to the Council Meeting of November 12, 2019.

CARRIED

Note: Section 3 was dealt with following Item 1131

6. *PARKS, RECREATION & CULTURE – Nil*

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

8. *OTHER COMMITTEE ISSUES – Nil*

9. *ADJOURNMENT – 5:18 p.m.*

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Councillor R. Svendsen, Chair  
Presiding Member of the Committee



**mapleridge.ca**

**City of Maple Ridge**

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

**MEETING DATE:** November 19, 2019  
**FILE NO:** 2015-275-CU/RZ  
**MEETING:** C o W

**SUBJECT:** Temporary Commercial Use Permit Renewal  
23227 Dogwood Avenue

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#### **EXECUTIVE SUMMARY:**

Official Community Plan Amending Bylaw No. 7176-2015 was adopted on July 12, 2016, which permitted the temporary off-street parking as a principal use on the subject property, located at 23227 Dogwood Avenue (see Appendices A and B). A Temporary Commercial Use Permit was authorized on July 12, 2016 and expired on July 12, 2019. The owner would like to renew the Temporary Commercial Use Permit for an additional three years. A Temporary Commercial Use Permit may only be renewed once, therefore, this will be the final Temporary Commercial Use Permit that can be issued for the subject property.

#### **RECOMMENDATION:**

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

#### **DISCUSSION:**

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

Applicant: B. Wong

Owner: Beta Enterprises Ltd.

Legal Description: Lot 1, Section 28, Township 12, New Westminster District Plan LMP46534,  
Except: Plan BCP39158

##### **OCP:**

Existing: Commercial  
Proposed: Commercial, Temporary Off-Street Parking Use

##### **Zoning:**

Existing: C-1 (Neighbourhood Commercial)  
Proposed: C-1 (Neighbourhood Commercial)

#### Surrounding Uses:

North:	Use:	Residential
	Zone:	RS-2 (One Family Suburban Residential)
	Designation:	Estate Suburban Residential
South:	Use:	Pub and Liquor Store
	Zone:	CS-1 (Service Commercial)
	Designation:	Commercial and Estate Suburban Residential
East:	Use:	Residential
	Zone:	RS-2 (One Family Suburban Residential)
	Designation:	Estate Suburban Residential
West:	Use:	Residential (Strata)
	Zone:	RG-2 (Residential Strata) and RS-2 (One Family Suburban Residential)
	Designation:	Estate Suburban Residential
Existing Use of Property:		Temporary Off-Street Parking Use
Proposed Use of Property:		Temporary Off-Street Parking Use
Access:		Dogwood Avenue
Site Area:		1758 m <sup>2</sup> (0.43 acres)
Servicing:		Urban

#### b) Project Description:

Official Community Plan Amending Bylaw No. 7176-2015 amended Appendix D - Temporary Use Permits of the Official Community Plan (OCP) to allow the temporary off-street parking as a principal use on the subject property. A parking lot currently occupies the subject property under the previously approved Temporary Commercial Use Permit (see Appendix C) and the owner wishes to renew the Temporary Commercial Use Permit for an additional three years.

The subject property was rezoned to C-1 (Neighbourhood Commercial) in 2012, with an accompanying Development Permit for a single-storey commercial development with three retail commercial units. That Development Permit expired, and a subsequent Development Permit for a two-storey mixed-use development, with five ground-floor commercial retail units and five rental units above, was approved in 2014. That Development Permit also expired, and the applicant applied for the Temporary Commercial Use Permit to allow the parking for the Black Sheep Pub, which was approved in 2016. This is the only extension permitted for this temporary parking lot use.

## CONCLUSION:

It is recommended that Temporary Commercial Use Permit, 2015-275-CU, respecting property located at 23227 Dogwood Avenue, be renewed and re-issued for an additional three years and that the Corporate Officer be authorized to sign and seal the renewed permit.

"Original signed by Michelle Baski"

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*Prepared by:* **Michelle Baski, ASCT, MA**  
**Planner**

"Original signed by Chuck Goddard"

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

"Original signed by Christine Carter"

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

"Original signed by Al Horsman"

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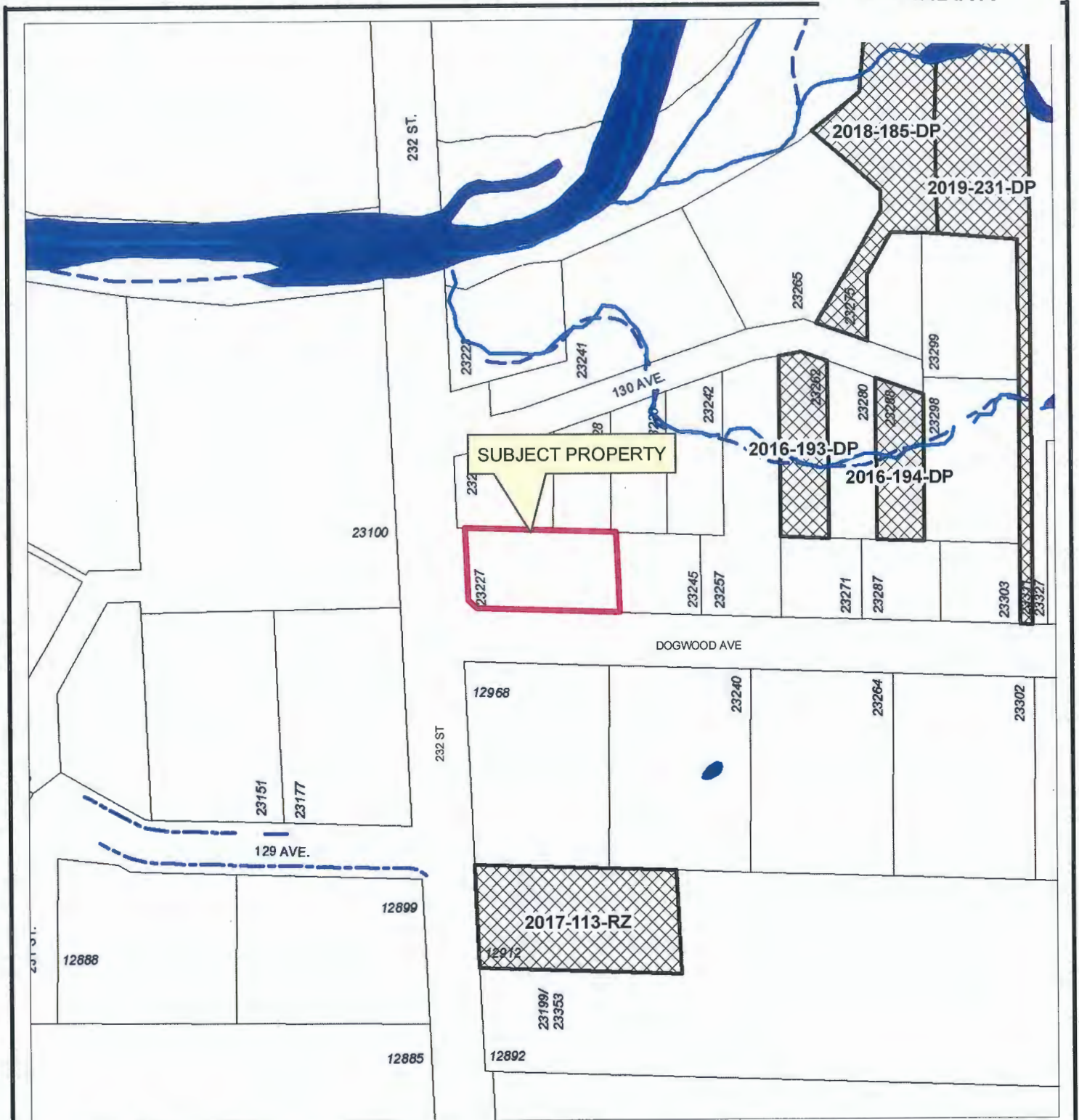
*Concurrence:* **Al Horsman**  
**Chief Administrative Officer**

The following appendices are attached hereto:

Appendix A – Subject Map

Appendix B – Ortho Map

Appendix C – Temporary Commercial Use Permit Report dated July 12, 2016



Scale: 1:2,000

**Legend**

- Stream
- Ditch Centreline
- Edge of River
- Indefinite Creek
- Lake or Reservoir
- River
- Major Rivers & Lakes
- Active Applications (RZ/SD/DP/VP)

**23227 DOGWOOD AVENUE**  
PID: 024-815-756

PLANNING DEPARTMENT



**MAPLE RIDGE**

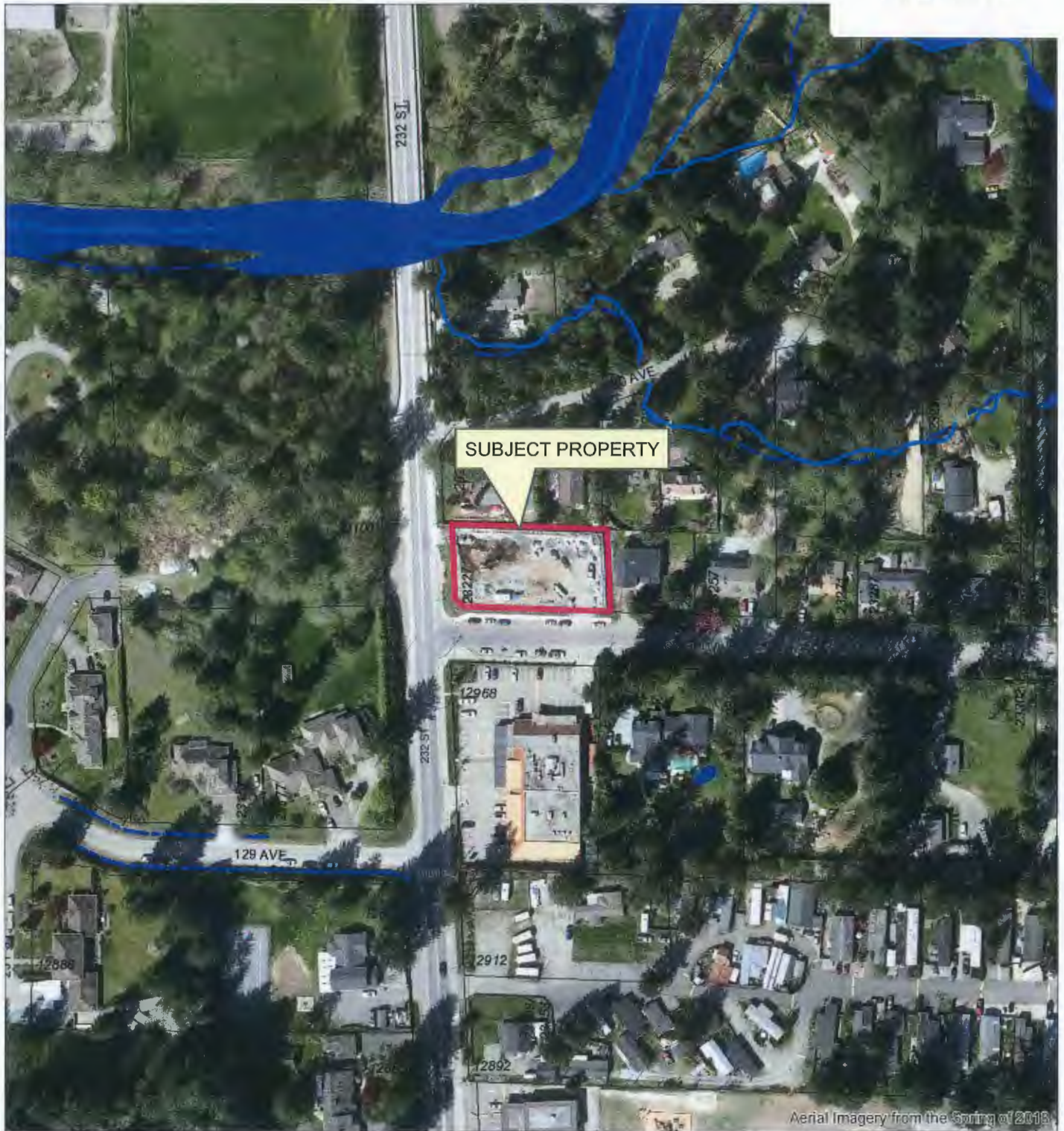
British Columbia

**mapleridge.ca**

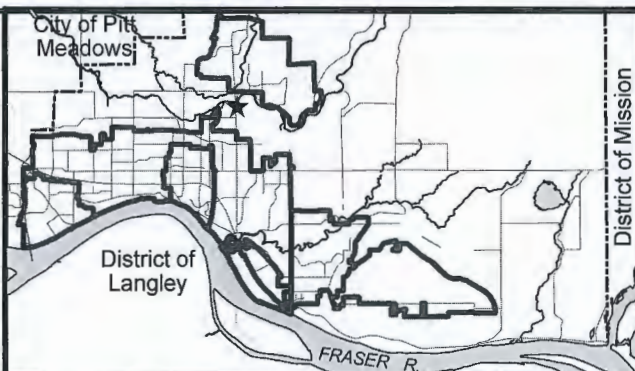
FILE: 2015-275-CU  
DATE: Oct 31, 2019

BY: PC





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23227 DOGWOOD AVENUE  
PID: 024-815-756

PLANNING DEPARTMENT



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

FILE: 2015-275-CU  
DATE: Oct 31, 2019

BY: PC



## City of Maple Ridge

<b>TO:</b>	Her Worship Mayor Nicole Read and Members of Council	<b>MEETING DATE:</b>	July 12, 2016
<b>FROM:</b>	Chief Administrative Officer	<b>FILE NO:</b>	2015-275-CU
<b>SUBJECT:</b>	<b>Final Reading</b> <b>Official Community Plan Amending Bylaw No. 7176-2015</b> <b>23227 Dogwood Avenue</b>		

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### EXECUTIVE SUMMARY:

Official Community Plan Amending Bylaw No. 7176-2015 has been considered by Council and at Public Hearing and subsequently was granted third reading. The applicant has requested that final reading be granted. The purpose of the Temporary Use Permit is to allow for off-street parking on the subject property, located at 23227 Dogwood Avenue. This will provide 58 parking spaces for the Black Sheep Pub, located at 12968 232 Street, for three years from the date of Council approval, or until such a time that the owner decides to redevelop the subject property. A one-time extension for an additional three years may be granted by Council, should the applicant choose to apply for an extension.

Council granted first reading for the Official Community Plan Amending Bylaw No. 7176-2015 on October 27, 2015, and second reading on May 10, 2016. This application was presented at Public Hearing on June 21, 2016, and Council granted third reading on June 28, 2016.

### RECOMMENDATION:

**That Official Community Plan Amending Bylaw No. 7176-2015 be adopted; and**

**That the Corporate Officer be authorized to sign and seal 2015-275-CU respecting property located at 23227 Dogwood Avenue.**

### DISCUSSION:

#### a) Background Context:

The purpose of the Temporary Use Permit is to allow for off-street parking on the subject property, located at 23227 Dogwood Avenue (see Appendix A). This will provide 58 parking spaces for the Black Sheep Pub, located at 12968 232 Street, for up to six years, or until such a time that the owner decides to redevelop the subject property (see Appendix B).

Council considered this rezoning application at a Public Hearing held on June 21, 2016. On June 28, 2016, Council granted third reading to Official Community Plan Amending Bylaw No. 7176-2015 (see Appendix C) with the stipulation that the following conditions be addressed:

- i) Amendment to Official Community Plan Appendix D – Temporary Use Permits, to add the subject property to the list of properties; and

- ii) A refundable security equivalent to 100% of the estimated landscape cost will be provided to ensure satisfactory provision of landscaping and retaining wall with acoustical barrier, in accordance with the terms and conditions of the Temporary Use Permit.

The following applies to the above:

- i) Official Community Plan Appendix D – Temporary Use Permits will be amended with the adoption of Official Community Plan Amending Bylaw No. 7176-2015; and
- ii) A refundable security equivalent to 100% of the estimated landscape and retaining wall with acoustical barrier cost has been provided in the amount of \$78,400.00.

#### **CONCLUSION:**

As the applicant has met Council's conditions, it is recommended that final reading be given to Official Community Plan Amending Bylaw No. 7176-2015.

"Original signed by Michelle Baski"

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**Prepared by: Michelle Baski, ASCT, MA  
Planner 1**

"Original signed by Christine Carter"

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**Approved by: Christine Carter, M.PL, MCIP, RPP  
Director of Planning**

"Original signed by Frank Quinn"

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**Approved by: Frank Quinn, MBA, P.Eng  
GM: Public Works & Development Services**

"Original signed by E.C. Swabey"

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**Concurrence: E.C. Swabey  
Chief Administrative Officer**

The following appendices are attached hereto:

Appendix A – Subject Map

Appendix B – Site Plan

Appendix C – Official Community Plan Amending Bylaw No. 7176-2015



✓ 2015-8/5-107

CITY OF MAPLE RIDGE

BYLAW NO. 7176-2015

A Bylaw to amend the Official Community Plan Bylaw No. 7060-2014

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**WHEREAS** Section 882 of the Local Government Act provides that the Council may revise the Official Community Plan;

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

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

1. This Bylaw may be cited for all purposes as "Maple Ridge Official Community Plan Amending Bylaw No. 7176-2015."
2. ✓ Appendix D. TEMPORARY USE PERMITS, Section TEMPORARY USE PERMITS is amended as follows:
  - i. Subsection 1. is amended by replacing the word "District" with the word "City"
  - ii. Subsection 5. is amended by adding item c) in correct numerical order:
    - c) other temporary uses
  - iii. Subsection 6. is amended by replacing "Section 920.2" with "Section 492"
  - iv. Subsection 7. Is deleted in its entirety and replaced with the following:
    7. The following section lists areas designated for Temporary Uses and describes the purpose of the use. The described purpose and the specified general conditions for issuing a Permit for the declared areas are described as part of the Temporary Use Permit.
3. ✓ Appendix D. TEMPORARY USE PERMITS, Section TEMPORARY USE PERMIT AREA is amended by the addition of the following, in sequential numeric order:

**Temporary Commercial Use Permit Area Location No.4**

**Purpose:**

To permit temporary off-street parking use with 58 parking spaces for the Black Sheep Pub, located at 12968 232 Street.

**Location:**

Those parcels or tracts of land shown on Temporary Commercial Use Permit Area No. 4 map, and known and described as:

"Lot 1 Section 28 Township 12 New Westminster District Plan LMP46534  
EXCEPT: Plan BCP39158"

is hereby designated to permit a temporary commercial use for off-street parking, for a three-year period, effective upon adoption of this bylaw.

4. ✓ Appendix D. TEMPORARY USE PERMITS, Section TEMPORARY USE PERMIT AREA is amended by the addition of the attached Temporary Commercial Use Permit Area Location No. 4 map, in sequential numeric order.
5. Maple Ridge Official Community Plan Bylaw No. 7060-2014, as amended, is hereby amended accordingly.

**READ A FIRST TIME** the 27<sup>th</sup> day of October, 2015.

**READ A SECOND TIME** the 10<sup>th</sup> day of May, 2016.

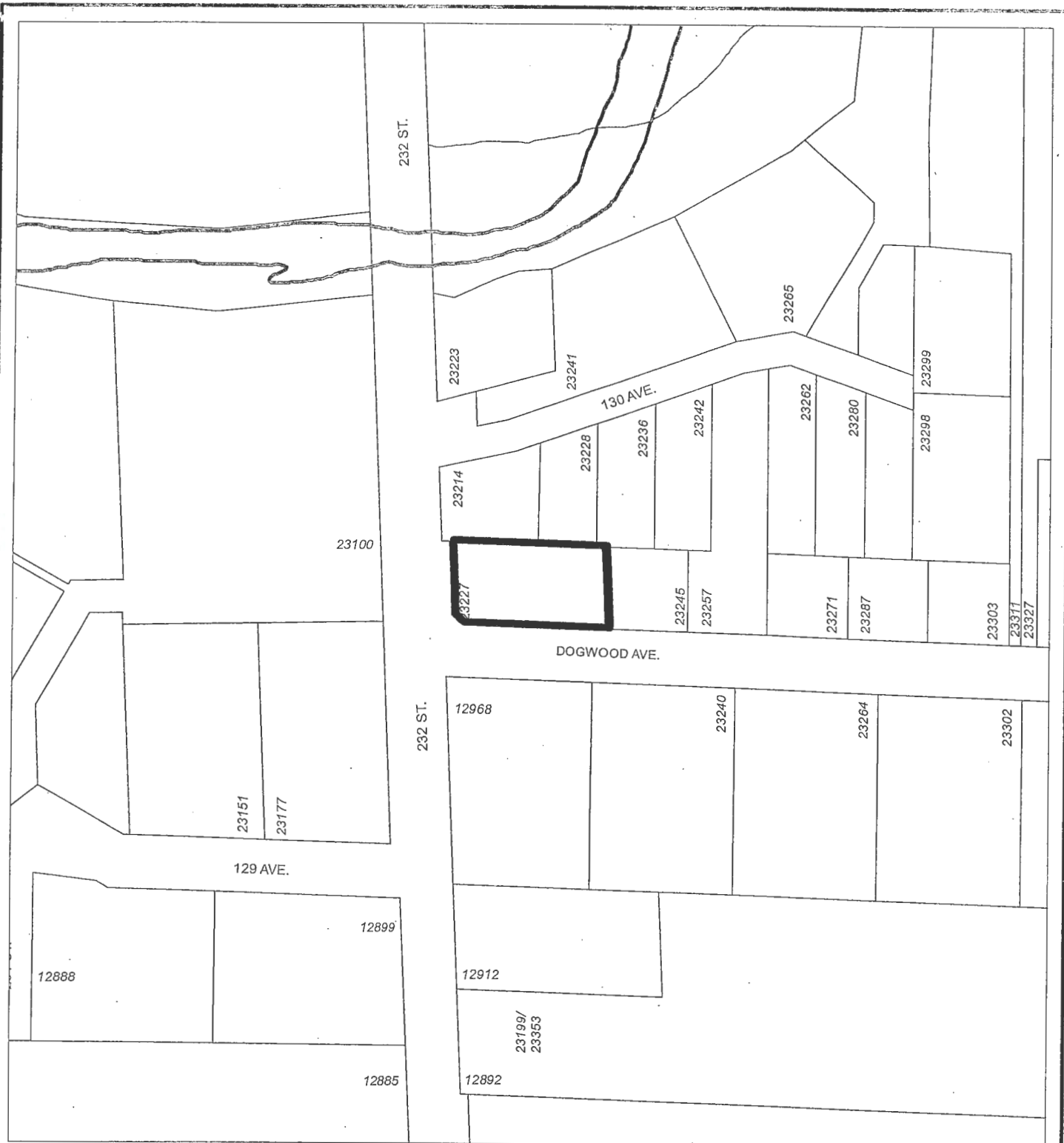
**PUBLIC HEARING HELD** the 21<sup>st</sup> day of June, 2016.

**READ A THIRD TIME** the 28<sup>th</sup> day of June, 2016.

**ADOPTED** the 12<sup>th</sup> day of July, 2016.

Nicole Read  
PRESIDING MEMBER

Civ Mauro  
CORPORATE OFFICER



Scale: 1:2,000

# TEMPORARY COMMERCIAL USE PERMIT AREA Location No. 4



CITY OF MAPLE RIDGE  
PLANNING DEPARTMENT

DATE: Jul 4, 2016

BY: DT

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** First Reading  
Zone Amending Bylaw No. 7586-2019  
25597 130 Avenue

**MEETING DATE:** November 19, 2019  
**FILE NO:** 2019-331-RZ  
**MEETING:** C o W

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**EXECUTIVE SUMMARY:**

An application has been received to rezone the subject property, located at 25597 130 Avenue, from RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential), to permit a future subdivision into two lots.

The proposed RS-2 (One Family Suburban Residential) zoning complies with the policies of the Official Community Plan and with the Suburban Residential designation, but has been discussed extensively by Council. On September 5, 2017, Council reviewed and reaffirmed the Suburban Residential designation with the following resolution:

*That no changes be made to the current policies in the Official Community Plan for Estate Suburban Residential and Suburban Residential Land Use Designations, as discussed in the Council report dated September 5, 2017.*

On this basis, this proposal remains consistent with the Official Community Plan. To proceed further with this application, additional information is required as outlined below.

Pursuant to Council policy, this application is subject to the Community Amenity Contribution (CAC) Program, and will be requested to pay \$5,100.00 for the additional lot, as the original lot is exempt when a subdivision is proposing fewer than three lots.

**RECOMMENDATIONS:**

1. That Zone Amending Bylaw No. 7586-2019 be given first reading; and
2. That the applicant provide further information as described on Schedules B and F of the Development Procedures Bylaw No. 5879-1999, along with the information required for a Subdivision application.

**DISCUSSION:**

**a) Background Context:**

Applicant: Silver Valley Homes Ltd.

Legal Description: East Half Lot 20 Section 26 Township 12 New Westminster  
District Plan 7639

OCP:	Existing:	Suburban Residential
	Proposed:	Suburban Residential
Zoning:	Existing:	RS-3 (One Family Rural Residential)
	Proposed:	RS-2 (One Family Suburban Residential)
Surrounding Uses:		
North:	Use:	Single Family Residential
	Zone:	RS-2 (One Family Suburban Residential)
	Designation:	Suburban Residential
South:	Use:	Single Family Residential
	Zone:	RS-3 (One Family Rural Residential)
	Designation:	Agricultural
East:	Use:	Single Family Residential
	Zone:	A-1 (Small Holding Agricultural)
	Designation:	Industrial Reserve
West:	Use:	Single Family Residential
	Zone:	RS-3 (One Family Rural Residential)
	Designation:	Suburban Residential
Existing Use of Property:		Single Family Residential
Proposed Use of Property:		Single Family Residential
Site Area:		1.0 ha (2.5 acres)
Access:		256 Street and 130 Avenue
Servicing requirement:		Rural Standard

#### **b) Site Characteristics:**

The subject property, located at 25597 130 Avenue, is located outside of the Urban Area Boundary, on the northwest corner of the intersection of 130 Avenue and 256 Street (see Appendices A and B). There is a watercourse, Webster's Creek, located just west of the subject property, which will require a Watercourse Protection Development Permit. There are some grade changes located near the watercourse; however, the remainder of the subject property is relatively flat. There are trees located along the west, south, and east property lines.

#### **c) Project Description:**

The current application proposes to rezone the subject property from RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential), to permit future subdivision into two lots, not less than 1 acre (0.4 ha) in area. The existing house, located on the southern portion of the property, will remain. Access for the existing house will continue to be located from 130 Avenue and access for the new proposed lot will be located from 256 Street.

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

**d) Planning Analysis:**

**Official Community Plan:**

The subject property is designated *Suburban Residential* in the Official Community Plan, which permits a single detached housing form located outside of the Urban Area Boundary. The RS-2 (One Family Suburban Residential) zone is in compliance with this designation, and requires city water and private sewage disposal system.

The *Suburban Residential* designation has been the subject of Council discussion for a few years. On September 5, 2017 Council reaffirmed the *Suburban Residential* designation. The resolution is as follows:

*That no changes be made to the current policies in the Official Community Plan for Estate Suburban Residential and Suburban Residential Land Use Designations, as discussed in the Council report dated September 5, 2017.*

With the September 5, 2017 reaffirmation of this land use designation, it is clear that this proposal for rezoning to RS-2 (One Family Suburban Residential) is consistent with the stated direction of both Council and the Official Community Plan.

**Zoning Bylaw:**

The current application proposes to rezone the subject property from RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential) (see Appendix C) to permit future subdivision into two lots (see Appendix D). The minimum lot size for the current RS-3 (One Family Rural Residential) zone is 2 acres (0.8 ha), and the minimum lot size for the proposed RS-2 (One Family Suburban Residential) zone is 1 acre (0.4 ha). The new lots are proposed to be 0.5 ha in area. Any variations from the requirements of the proposed zone will require a Development Variance Permit application.

**Development Permits:**

Pursuant to Section 8.9 of the OCP, a Watercourse Protection Development Permit application is required for all developments and building permits within 50 metres of the top of bank of all watercourses and wetlands. The purpose of the Watercourse Protection Development Permit is to ensure the preservation, protection, restoration and enhancement of watercourse and riparian areas.

**Advisory Design Panel:**

This application does not need to be reviewed by the Advisory Design Panel because a Form and Character Development Permit is not required.

**Development Information Meeting:**

A Development Information Meeting is not required for this application, as there are fewer than five dwelling units being proposed.

**e) Interdepartmental Implications:**

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

- a) Engineering Department;
- b) Operations Department;
- c) Fire Department;
- d) Building Department;
- e) Parks Department;

- f) School District; and
- g) Canada Post.

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

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

**f) Development Applications:**

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

1. A complete Rezoning Application (Schedule B);
2. A Watercourse Protection Development Permit Application (Schedule F); and
3. A Subdivision Application.

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

**CONCLUSION:**

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

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

"Original signed by Adam Rieu"

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

"Original signed by Chuck Goddard"

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

"Original signed by Christine Carter"

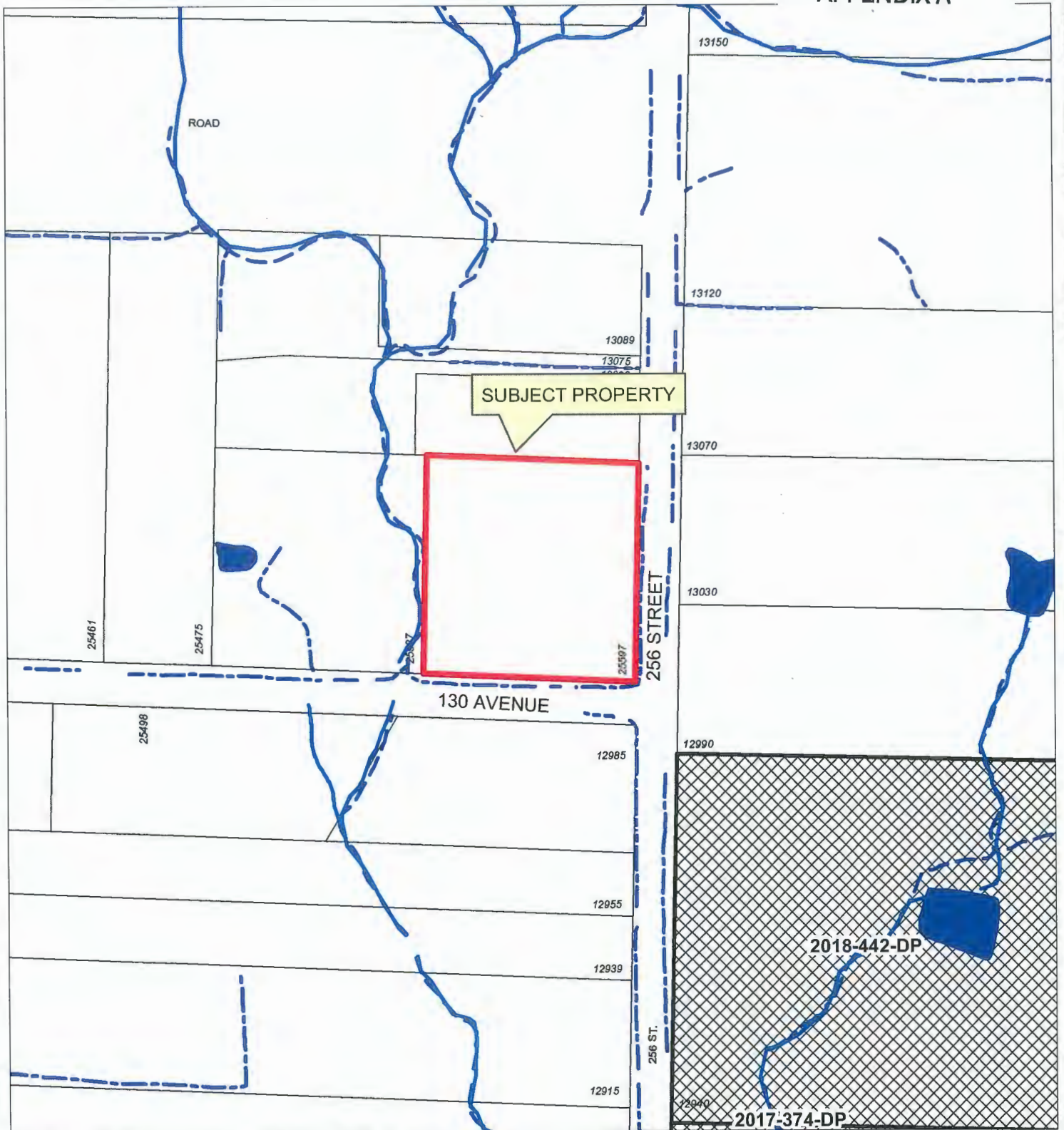
Approved by: **Christine Carter, M.PL, MCIP, RPP**  
**GM Planning & Development Services**

"Original signed by Al Horsman"

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

The following appendices are attached hereto:

- Appendix A – Subject Map
- Appendix B – Ortho Map
- Appendix C – Zone Amending Bylaw No. 7586-2019
- Appendix D – Proposed Subdivision Plan



### Legend

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

25597 130 AVENUE  
P.I.D: 011-213-442

PLANNING DEPARTMENT



MAPLE RIDGE  
British Columbia

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

FILE: 2019-331-RZ  
DATE: Sep 20, 2019

BY: AA

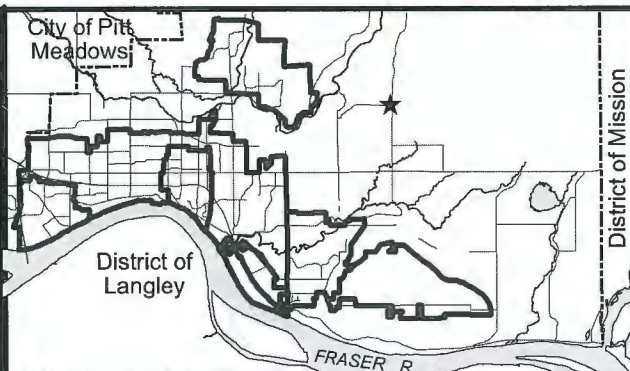


Scale: 1:2,500





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25597 130 AVENUE  
P.I.D: 011-213-442

PLANNING DEPARTMENT

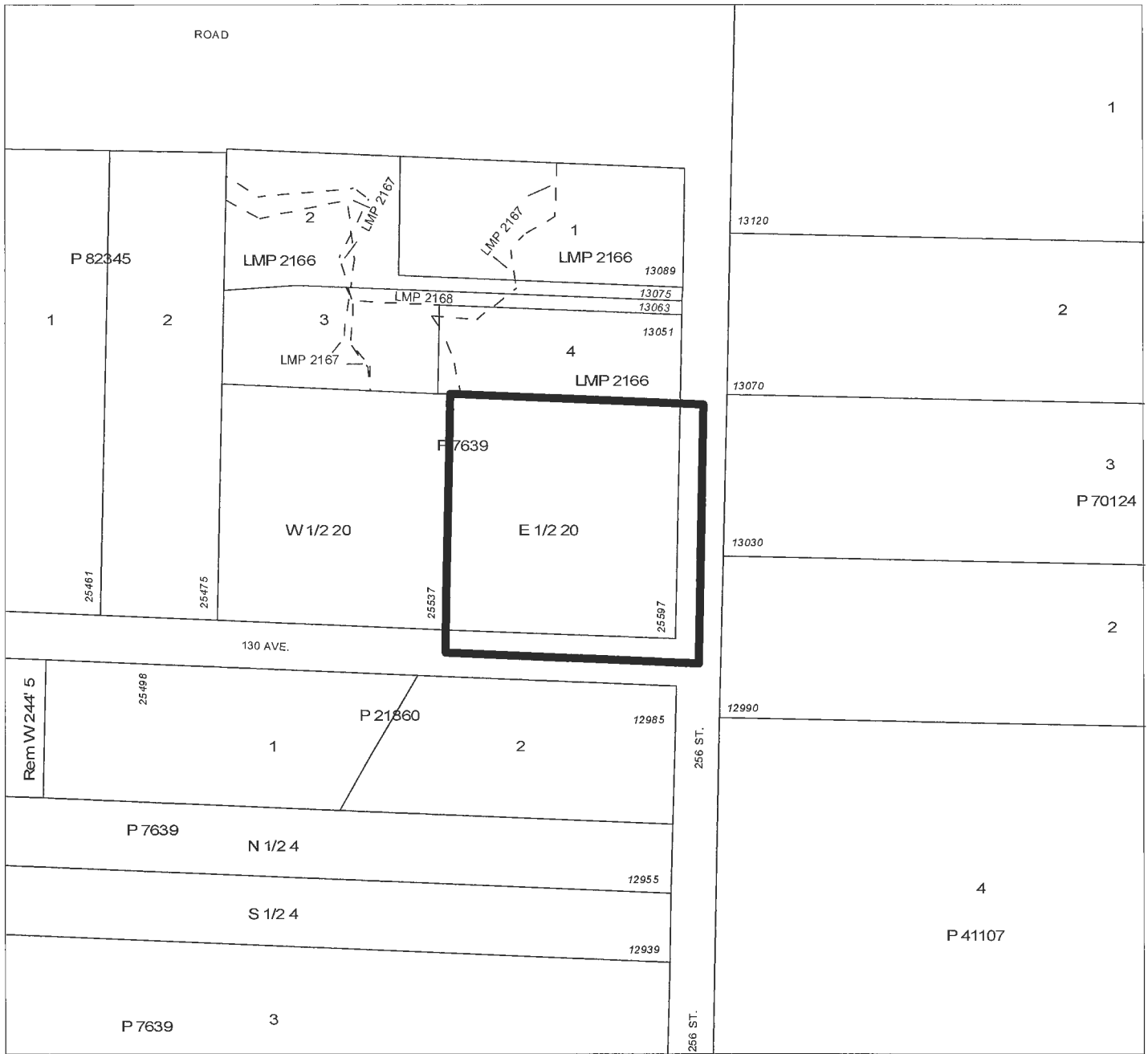


[mapleridge.ca](http://mapleridge.ca)

FILE: 2019-331-RZ  
DATE: Sep 20, 2019

BY: AA





## MAPLE RIDGE ZONE AMENDING

Bylaw No. 7586-2019

Map No. 1813

From: RS-3 (One Family Rural Residential)

To: RS-2 (One Family Suburban Residential)



SCALE 1:2,500

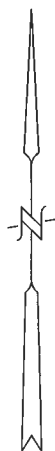
PROPOSED SUBDIVISION OF EAST HALF  
LOT 20 SEC.26 TP.12  
N.W.D. PLAN 7639

B.C.G.S. 926.028

This plan lies within the  
Greater Vancouver Regional District  
City of Maple Ridge

Scale 1:500

All distances are in metres except where otherwise noted

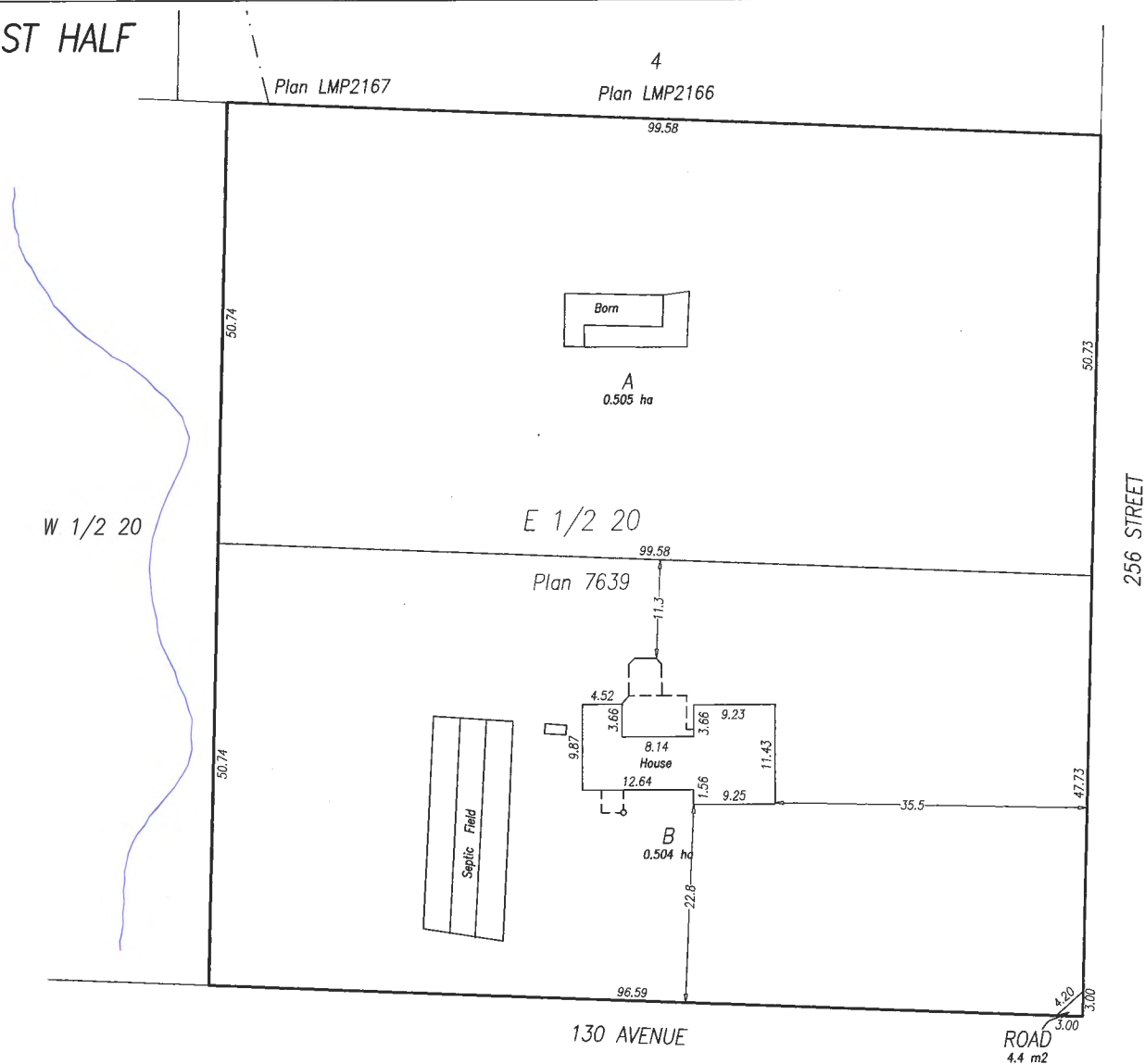


*Stanley Wade*

S.P. Wade, B.C.L.S.

April 6, 2016.

Wade & Associates Land Surveying Ltd.  
B.C. Land Surveyors  
Maple Ridge and Mission  
File: H3034-01 Phone 604-463-4753





**mapleridge.ca**

## City of Maple Ridge

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** First Reading  
Zone Amending Bylaw No. 7583-2019  
22058 119 Avenue

**MEETING DATE:** November 19, 2019  
**FILE NO:** 2019-353-RZ  
**MEETING:** C o W

---

### EXECUTIVE SUMMARY:

An application has been received to rezone the subject property, located at 22058 119 Avenue, from RS-1 (One Family Urban Residential) to RT-2 (Ground-Oriented Residential Infill), to permit the future development of a triplex residential building. To proceed further with this application, additional information is required, as outlined below.

Pursuant to Council Policy 6.31, this application is subject to the Community Amenity Contribution at a rate of \$4,100.00 per attached ground-oriented dwelling unit (first unit is exempt), for an estimated amount of \$8,200.00.

### RECOMMENDATIONS:

1. That Zone Amending Bylaw No. 7583-2019 be given first reading; and
2. That the applicant provide further information as described on Schedules C and D of the Development Procedures Bylaw No. 5879-1999.

### DISCUSSION:

#### a) Background Context:

Applicant:	G. Yu
Legal Description:	Lot 54 District Lot 397 Group 1 New Westminster District Plan 14049
OCP:	
Existing:	Urban Residential
Proposed:	Urban Residential
Zoning:	
Existing:	RS-1 (One Family Urban Residential)
Proposed:	RT-2 (Ground-Oriented Residential Infill)
Surrounding Uses:	
North:	Use: Single Family Residential
	Zone: RS-1 (One Family Urban Residential)
	Designation: Urban Residential



South:	Use:	Single Family Residential
	Zone:	RS-1 (One Family Urban Residential)
	Designation:	Urban Residential
East:	Use:	Single Family Residential
	Zone:	RS-1 (One Family Urban Residential)
	Designation:	Urban Residential
West:	Use:	Single Family Residential
	Zone:	RS-1 (One Family Urban Residential)
	Designation:	Urban Residential
Existing Use of Property:		Single Family Residential
Proposed Use of Property:		Ground-Oriented Residential Infill (Triplex)
Site Area:		901 m <sup>2</sup> (9,699 ft <sup>2</sup> )
Access:		119 Avenue and lane behind property
Servicing requirement:		Urban Standard

**b) Site Characteristics:**

The subject property, located at 22058 119 Avenue, is a rectangular shaped lot that is 901 m<sup>2</sup> in area. The subject property and surrounding lots are characterized by low (i.e. single-storey with basement) single family dwellings. There is a lane behind (south) of the subject property. The subject property is relatively flat with a few trees located throughout the site (see Appendices A and B).

**c) Project Description:**

The current application proposes to rezone the subject property from RS-1 (One Family Urban Residential) to RT-2 (Ground-Oriented Residential Infill), to permit the development of a triplex.

The new RT-2 zone provides for the infill of ground-oriented residential buildings within established residential neighbourhoods in a form that will be incremental and sensitive to the existing and emerging context. This new zone allows for dwelling units to be in one building with shared party walls to create triplexes, as is the case for the current application, or fourplexes, which will be supported along Major Corridors. These forms will resemble a single family dwelling in order to fit seamlessly into existing neighbourhoods.

There is a recently approved triplex application (2017-221-RZ) located two lots to the west of the subject property. Council approved this adjacent triplex application on January 29, 2019.

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

**d) Planning Analysis:**

**Official Community Plan:**

The subject property is located just to the west of the Town Centre. It is currently designated *Urban Residential*, and the OCP's neighbourhood residential infill policies apply to the subject application. Under the infill policies, unit types such as duplexes and triplexes are permitted, with an emphasis on street-oriented buildings (Policy 3-19, b). These policies also require proposed developments to respect and reinforce the physical patterns and characteristics of established neighbourhoods, with particular attention paid to site design, setbacks, and lot configuration of the existing pattern of development, as well as compatibility between building massing and the types of dwelling units (Policy 3-21).

It is noted that one of the underlying principles in the OCP is to encourage growth within the Urban Area Boundary (UAB), and to accommodate that growth through infill by promoting a mix of housing types and tenures (Policy 3-1).

The proposed rezoning of the subject property to RT-2 (Ground-Oriented Residential Infill) to support the development of a triplex aligns with the intent of these OCP and neighbourhood residential infill policies.

**Zoning Bylaw:**

The current application proposes to rezone the subject property from RS-1 (One Family Urban Residential) to RT-2 (Ground-Oriented Residential Infill) to permit the development of a triplex residential building (see Appendix C). The subject property is 901 m<sup>2</sup> (9,699 ft<sup>2</sup>), which is larger than the 800 m<sup>2</sup> (8,611 ft<sup>2</sup>) minimum lot size required for a triplex development.

The triplex residential development is supported on this property because it will be similar in scale with the surrounding established single family neighbourhood. The maximum height requirement for triplex residential developments is 9.5 m (31 ft.), which is slightly less than the current permitted single family residential lots, at 11 m (36 ft.). The RT-2 zone (triplex, fourplex and courtyard) is intended to resemble a single family home and integrate with the existing neighbourhood. Each dwelling unit is provided with greenspace, while access to off-street parking areas can be accessed from the lane behind the subject property (see Appendices D and E).

At this time, there are no known variances being requested to the requirements of the proposed RT-2 zone. Any variances arising from subsequent design work will require a Development Variance Permit application.

**Development Permits:**

Pursuant to Section 8.7 of the OCP, a Multi-Family Development Permit application is required to ensure the current proposal enhances existing neighbourhoods with compatible housing styles that meet diverse needs, and minimize potential conflicts with neighbouring land uses. The Proposed Triplex, Fourplex and Courtyard Housing Forms Overview report from April 18, 2016 stated that applications for triplex, fourplex and courtyard housing would use the Multi-Family Development Permit guidelines, until such time that specific guidelines are developed for the ground-oriented residential infill forms, which are anticipated in 2020. Applications will also be forwarded to the Advisory Design Panel (ADP) for review.

**Advisory Design Panel:**

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

**Development Information Meeting:**

A Development Information Meeting is not required for this application because there is no OCP amendment and the proposal is less than five dwelling units.

**e) Interdepartmental Implications:**

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

- a) Engineering Department;
- b) Operations Department;
- c) Fire Department;
- d) Building Department;
- e) Parks Department;
- f) School District;
- g) Ministry of Transportation and Infrastructure; and
- h) Canada Post.

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

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

**f) Development Applications:**

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

1. A complete Rezoning Application (Schedule C); and
2. A Multi-Family Residential Development Permit Application (Schedule D);

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



## CONCLUSION:

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

"Original signed by Adam Rieu"

---

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

"Original signed by Chuck Goddard"

---

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

"Original signed by Christine Carter"

---

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

"Original signed by Al Horsman"

---

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

The following appendices are attached hereto:

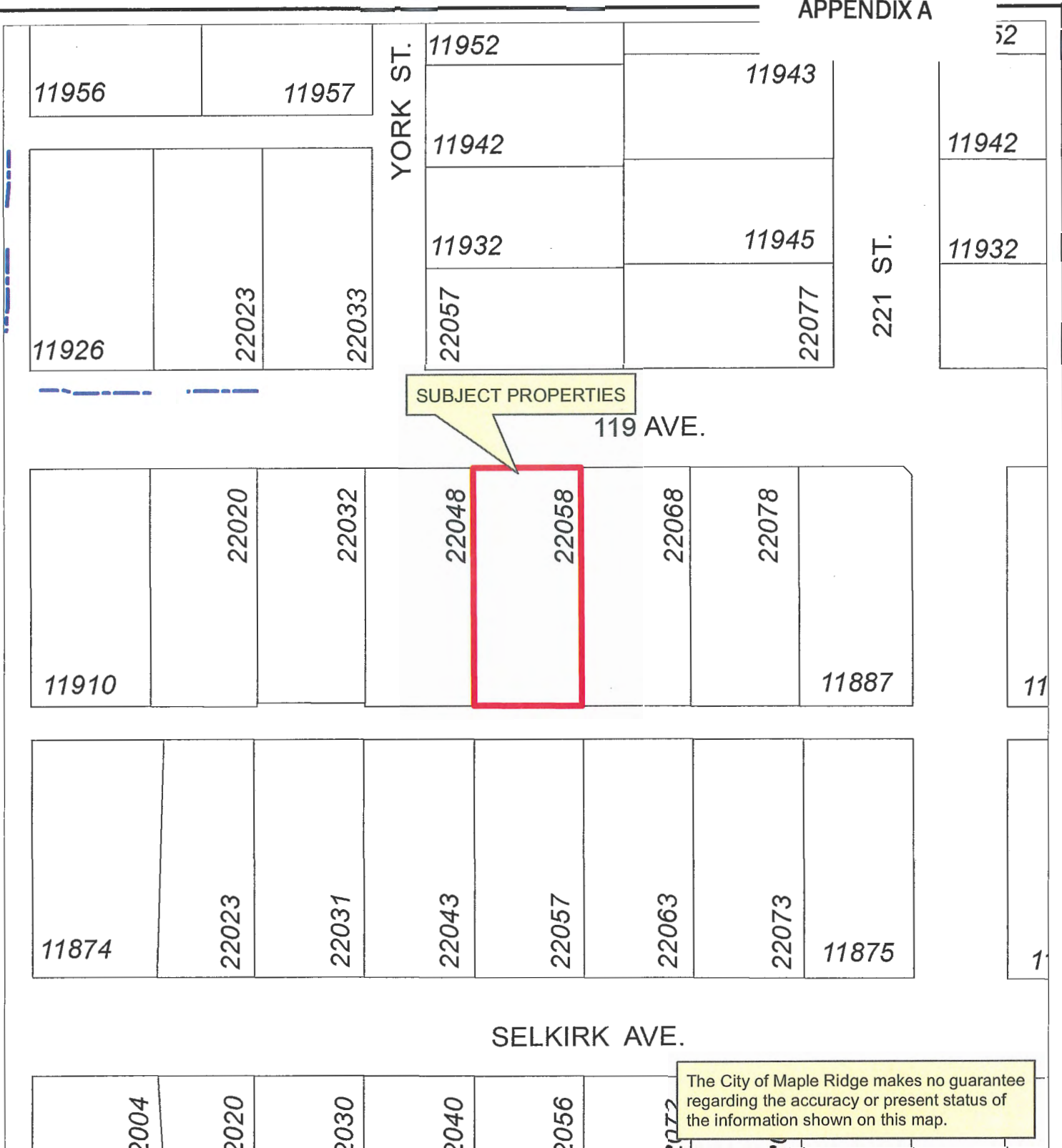
Appendix A – Subject Map

Appendix B – Ortho Map

Appendix C – Zone Amending Bylaw No. 7583-2019

Appendix D – Proposed Site Plan

Appendix E – Preliminary Rendering



**Legend**

--- Ditch Centreline

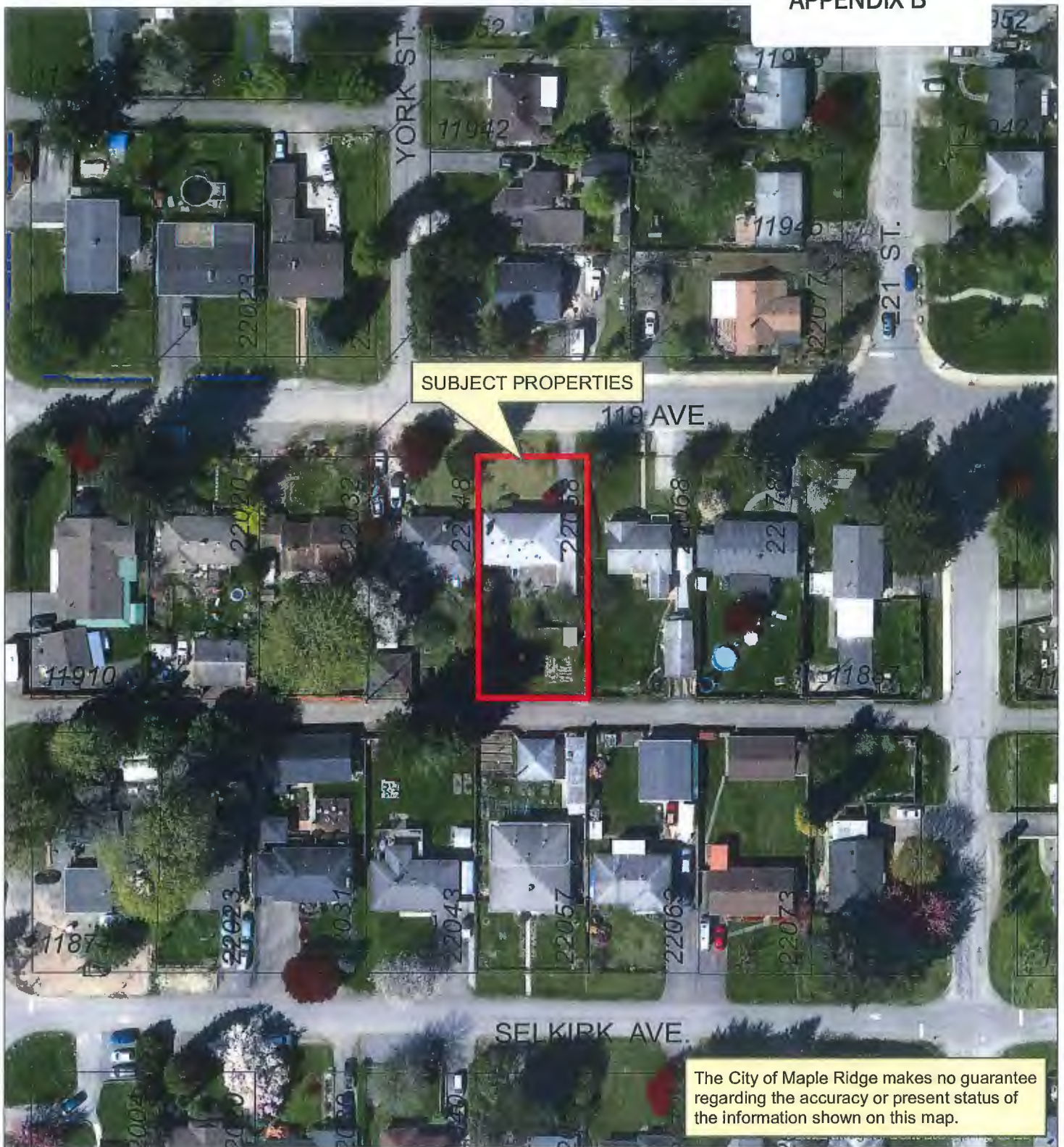
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22058 119 AVENUE  
PID: 009-916-261

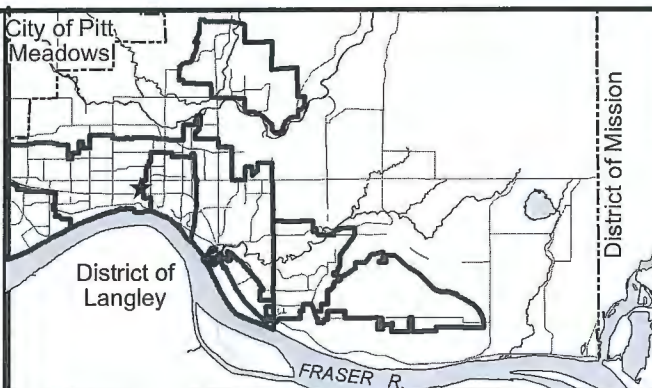
PLANNING DEPARTMENT

**mapleridge.ca**





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22058 119 AVENUE  
PID: 009-916-261

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

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

FILE: 2019-353-RZ  
DATE: Oct 3, 2019

BY: AC

CORPORATE OFFICER





## MAPLE RIDGE ZONE AMENDING

Bylaw No. 7583-2019

Map No. 1811

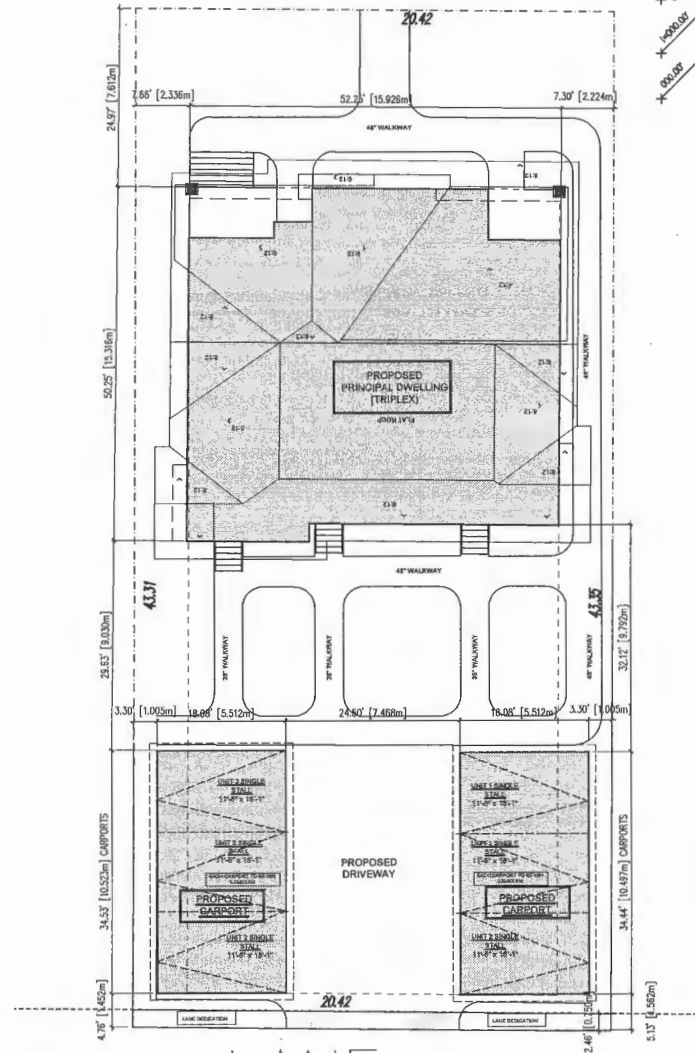
From: RS-1 (One Family Urban Residential)

To: RT-2 (Ground-Oriented Residential Infill)



SCALE 1:2,000

119 AVE



LANE

1 SITE PLAN  
SCALE: 1/8"=1'-0"

GRADING LEGEND:

- EXISTING GRADE FROM SURVEY PLAN
- INTERPOLATED EXISTING GRADE
- FINISHED GRADE

ZONING SYNOPSIS

LEGAL DESCRIPTION:

TO BE DETERMINED

ZONE:

EXIST. RS-1 PROPOSED REZONE TO RT-2

SITE:

AREA: 9,883.28 SQ. FT. (900.02 SQ. M.)  
LESS LANE DEDICATION: 185.45 (15.36 SQ. M.)  
NET TOTAL: 9,697.78 (884.66 SQ. M.)

FAR:

PERMITTED: 0.75 = 7,145.54 SF. (663.50 SQ. M.)  
PROVIDED: 000 SQ. FT. (0000 SQ. M.)

SITE COVERAGE PROVIDED:

PERMITTED: 45%  
9,697.78 SQ. FT. X 45% = 4,363.50 SQ. FT. (398.08 SQ. M.)  
PROPOSED: 00.00%

PRINCIPAL DWELLING: 00.00 sq.m.  
DETACHED GARAGES: 00.00 sq.m.  
TOTAL BUILDINGS: 00.00  
(WINDOW WELLS OCCUPY AN ADDITIONAL 0.00 sq.m.)

BUILDING HEIGHT:

PRINCIPAL DWELLING  
MAXIMUM BUILDING HEIGHT PERMITTED 31.16 FT. (9.5M)  
MAXIMUM BUILDING HEIGHT PROVIDED 00.00 FT. (0.0M)  
ACCESSORY BUILDING (DETACHED GARAGES)  
MAXIMUM BUILDING HEIGHT PERMITTED 14.78 FT. (4.5M)  
PROPOSED BUILDING HEIGHT PROVIDED 00.00 FT. (0.0M) - CARPORT

SET BACKS:

PRINCIPAL DWELLING  
PERMITTED: 25.0 FT. (7.5 M.) FRONT & REAR  
7.38 FT. (2.35 M.) INTERIOR  
14.78 FT. (4.5M.) EXTERIOR

PROPOSED: SOUTH - 25.0 FT. (7.5 M.) TO POST  
EAST - 0.00 FT. (0.0M)  
NORTH - 00.00 FT. (00.00M)  
WEST - 0.00 FT. (0.00)

ACCESSORY BUILDING (DETACHED CARPORT)  
PERMITTED: 10.0 FT. (3.0 M.) FRONT & EXTERIOR  
5.0 FT. (1.5 M.) REAR & INTERIOR  
5.0 FT. (1.5 M.) FROM A PRINCIPAL USE

DETACHED CARPORT  
PROPOSED: NORTH - 0.00 FT. (0.00M)  
EAST - 0.00 FT. (0.00M)  
SOUTH - 0.00 FT. (0.00M)  
WEST - 0.00 FT. (0.00M)

USABLE OPEN SPACE:

PERMITTED: 45.0 SQ. M. PER 3 BEDROOM UNITS  
30.0 SQ. M. PER 2 BEDROOM UNITS OR LESS

PROPOSED: SEE LANDSCAPE DRAWINGS

PARKING:

REQUIRED:  
RESIDENTS 3 UNITS X 1.5 = 4.5  
VISITORS 3 UNITS X 0.2 = 0.6  
TOTAL 5.1  
PROVIDED: 6 CARS

RESIDENTS = 5  
VISITORS = 1  
TOTAL 6 CARS



t | y  
designs

tel. 604.446.0004  
43-2359 119 Ave  
Maple Ridge, B.C. V2W 1C4

REVISIONS:	DATE:	BY:	FOR:
1	10.01.2019		ISSUED FOR RE-ZONING AND DVP

3 UNIT  
TRIPLEX 2 DEVELOPMENT  
22058 119 AVENUE, MAPLE RIDGE B.C.  
MAPLE RIDGE, B.C.

SITE PLAN

A1

APPENDIX D

THESE DRAWINGS COMPLY TO THE BRITISH COLUMBIA LAND USE ACT AND REGULATIONS

DESIGNED BY:  
ALL COPYRIGHT RESERVED



RENDERING OF PROPOSED TRIPLEX  
SITE: 22058 119 AVENUE, MAPLE RIDGE  
DATE OF SUBMISSION: OCTOBER 1, 2019

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

**MEETING DATE:** November 19, 2019  
**FILE NO:** 2019-262-DVP  
**MEETING:** C o W

**SUBJECT:** Development Variance Permit  
8 - 23527 Larch Avenue

---

**EXECUTIVE SUMMARY:**

Development Variance Permit application (2019-262-VP) has been received, in line with the original bare land strata subdivision 2015-370-SD, approved in September 2017. The requested variance is to:

1. To reduce a portion of the front lot line setback on corner strata lot 8, from 5.5 metres (18 ft), to 3.30 metres (10 ft).

The variance request is supportable, as an attached double garage will be constructed as part of the residential building, and ample room is left for driveway and additional parking on the lot.

It is recommended that Development Variance Permit 2019-262-DVP be approved.

**RECOMMENDATION:**

That the Corporate Officer be authorized to sign and seal 2019-262-DVP respecting property located at 8 - 23527 Larch Avenue.

**DISCUSSION:**

**a) Background Context**

Applicant:	Landmark Enterprises Ltd
Legal Description:	Strata Lot 8, Section 28, Township 12, New Westminster District Plan EPS3889
OCP : Zoning:	Medium/High Density Residential R-1 (Residential District)
Surrounding Uses:	
North:	Use: Strata road, and common area Zone: R-1 (Residential District) Designation: Medium/High Density Residential
South:	Use: Single Family Residential strata lot 7 Zone: R-1 (Residential District) Designation: Medium/High Density Residential



East:	Use:	Single Family Residential
	Zone:	R-1 (Residential District)
	Designation:	Medium/High Density Residential
West:	Use:	Single Family Residential
	Zone:	RS-1b (One Family Urban (Medium Density) Residential
	Designation:	Medium/High Density Residential
Existing Use of Property:		
Proposed Use of Property:		Bare Land Strata lot
Access:		Bare Land Strata lot
Servicing:		Strata Road (off of Larch Avenue)
Lot Size:		Urban
Previous Applications:		373 m <sup>2</sup> (4,015 ft <sup>2</sup> )
		2015-370-SD

#### **b) Project Description:**

The subject property is located in the Silver Valley area, and forms part of a recently approved bare land strata subdivision consisting of eight lots, approved in September 2017. The subject strata lot 8 is the northern-most lot within the strata development, and is located where the strata road angles slightly east. This directional change in the road impacts the ability for lot 8 to achieve the minimum front lot line setback for a portion of the lot (see Appendix C). At this location, the requested variance from 5.5 metres to 3.3 metres is only required within the north-west portion of the lot; whereas the southwest portion of the lot exceeds the minimum front lot line setback at 6.06 metres (20 ft). The reduction in the front lot line will still allow the minimum building envelope to be achieved, as well, will still allow a useable rear yard for future homeowners.

The developer has informed staff that a double garage is to be constructed within the residential building, and the area of 6.06 metres to the front property line is proposed to be used as driveway and/or additional parking spot.

#### **c) Variance Analysis:**

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

The requested variances and rationale for support are described below (see Appendices B and C):

1. *Maple Ridge Zoning Bylaw No 3510 -1985, Part 6, Section 601, C, 11, c, i* : To partially reduce the minimum front lot line setback, from 5.5 metres (18 ft) to 3.3 metres (10 ft)

The partial variance can be supported as the subject strata lot has an angled front property line, where a double garage will be constructed within the residential building. Sufficient room is left on the southern portion of the front yard, to allow for parking on the driveway. Furthermore the side yard could be used for additional parking on the lot.

**d) Citizen/Customer Implications:**

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

**CONCLUSION:**

As two parking stalls are provided within the attached garage, and sufficient additional parking is available on the subject strata lot, it is therefore recommended that this application be favourably considered and the Corporate Officer be authorized to sign and seal Development Variance Permit 2019-262-DVP.

"Original signed by Therese Melser"

---

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

"Original signed by Chuck Goddard"

---

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

"Original signed by Christine Carter"

---

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

"Original signed by Al Horsman"

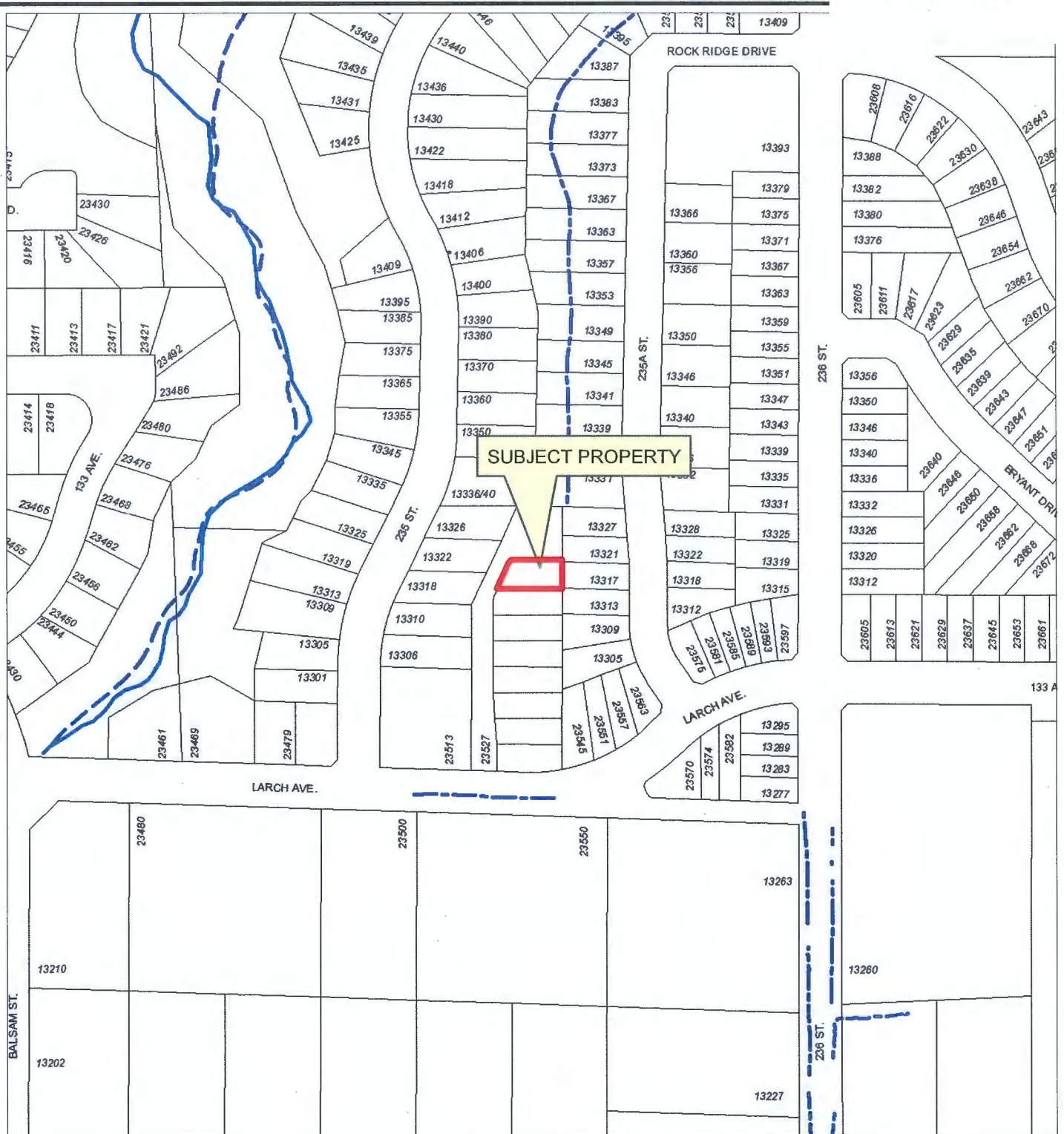
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*Concurrence:* **Al Horsman**  
**Chief Administrative Officer**

The following appendices are attached hereto:

Appendix A – Subject Map  
Appendix B – Ortho Map  
Appendix C – Variance request

# APPENDIX A



Scale: 1:2,500

## Legend

- Stream
- Ditch Centreline
- Indefinite Creek

8 - 23527 Larch Ave  
PID 030-185-629

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

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

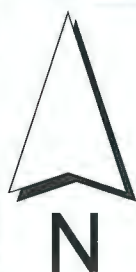
FILE: 2019-262-VP  
DATE: Jul 24, 2019

BY: MC

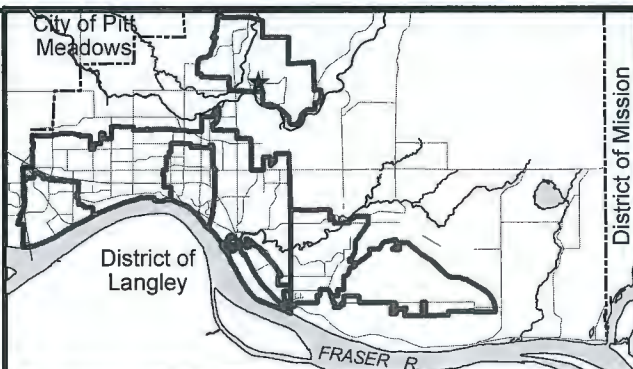




Aerial Imagery from the Spring of 2018



Scale: 1:2,500



8 - 23527 Larch Ave  
PID 030-185-629

PLANNING DEPARTMENT



MAPLE RIDGE

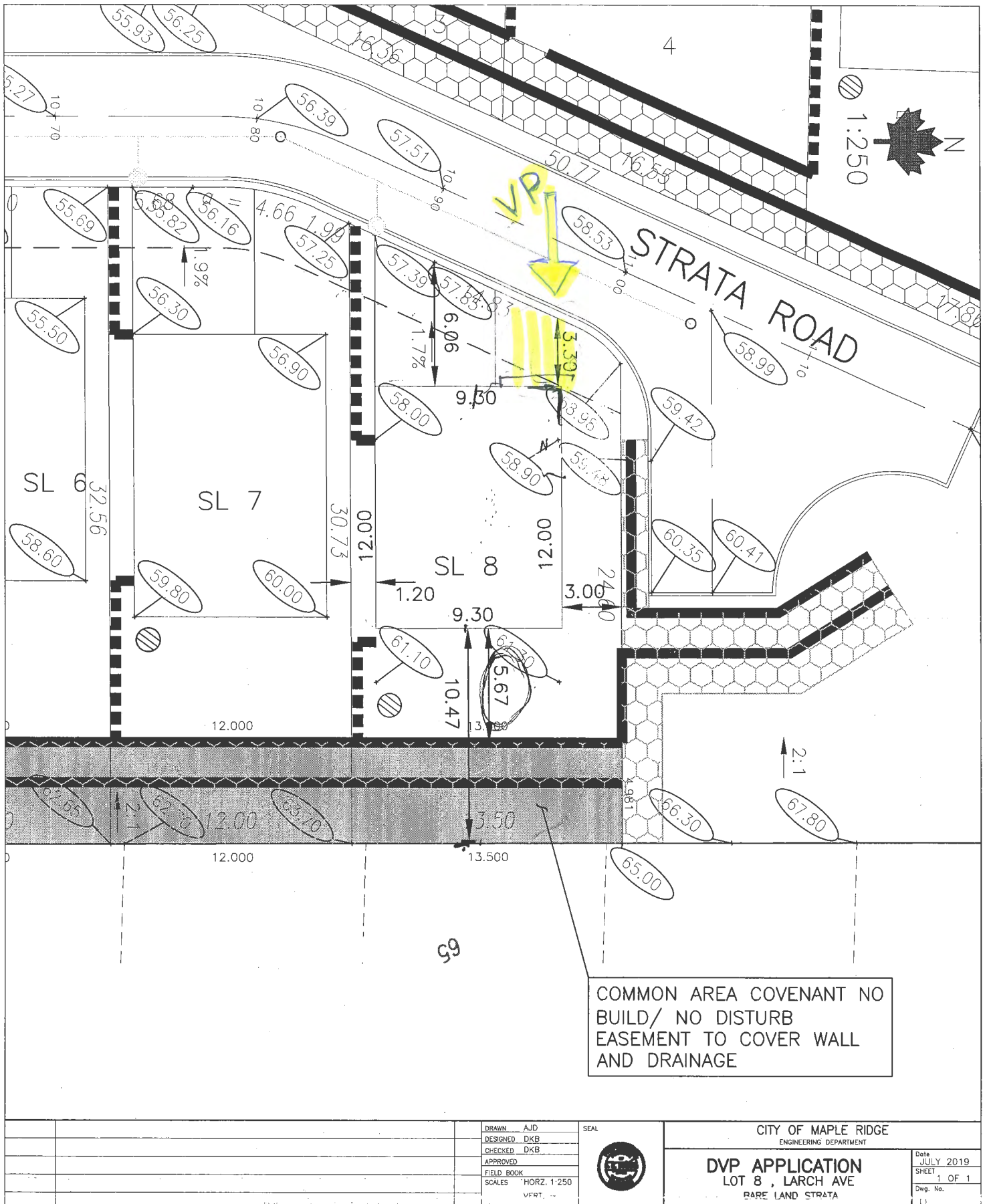
British Columbia

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

FILE: 2019-262-VP  
DATE: Jul 24, 2019

BY: MC







**mapleridge.ca**

**City of Maple Ridge**

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

**MEETING DATE:** November 19, 2019  
**FILE NO:** 2019-261-DVP  
**MEETING:** CoW

**SUBJECT:** Addendum report Development Variance Permit  
12244 228 Street

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**Executive Summary:**

The subject Development Variance Permit application (2019-261-DVP) was discussed at the CoW meeting of October 8<sup>th</sup>, and subsequent Council meeting of October 15<sup>th</sup> (see Appendix A). Staff recommended that the application not be supported. After some discussion, Council decided to send the application back to staff to see if another solution was possible.

In accordance with Council's direction, staff reviewed the original rezoning and subdivision applications. While no new solution was discovered to permit a double garage, the option of a single car garage with a parking pad, as suggested to the applicant under the original applications, remains feasible. The applicant accepts this compromise, and therefore submitted a revised plan on October 22, 2019.

**RECOMMENDATION:**

Given the revised site plan of one parking pad and one enclosed garage parking stall, it is recommended that the original staff recommendation of denial be replaced with the following:

**That the Corporate Officer be authorized to sign and seal the revised 2019-261-DVP respecting the property located at 12244 228 Street.**

**Revised plan and revised variance request:**

The submitted revised plan shows a single car garage with a parking pad to the side, and a driveway width of 6m to provide access to both the garage and the parking pad. (See Appendix B)

The revised plan affects the original variances requested. To accommodate the revised site plan, the new requested variances are described below:

1. *Maple Ridge Zoning Bylaw No 3510 -1985, Part 4, Section 401, (3), (c)* prohibits a use providing an access or egress driveway that is within the 7.5 metres of the point of intersection of an exterior side lot line with a rear lot line: To reduce from 7.5 metres to 2.70 metres, and
2. *Maple Ridge Subdivision and Development Servicing Amending Bylaw No 7093-2014, Part IV, Section D, Schedule ii) Design Criteria Manual, R13.3 a):* To waive the requirement for driveway width to not exceed 50% of the frontage width.

As a condition of supporting these variances, a 219 Restrictive Covenant will need to be registered on the subject property, to ensure the parking pad remains and is not enclosed in the future. Both the Planning and Engineering Departments can support the revised site plan subject to the

registration of the restrictive covenant. A Letter of Undertaking from the applicant's legal counsel was received on October 28, 2019 to register this covenant.

#### **Citizen Implications:**

In accordance with the *Development Procedures Bylaw No. 5879-1999*, notice of Council consideration of a resolution to issue a Development Variance Permit is required to be mailed to all owners or tenants in occupation of all parcels, any parts of which are adjacent to the property that is subject to the permit. Legal advice confirmed that public notification needed to re-occur, as the nature of the variance request changed. In order for staff to meet requirements for this second mail-out, the soonest this application could return to a Committee of the Whole meeting was November 19, 2019.

#### **CONCLUSION:**

Given the revised site plan of one parking pad and one enclosed garage parking stall, it is recommended that the original staff recommendation of denial be replaced with the following:

That the Corporate Officer be authorized to sign and seal the revised 2019-261-DVP respecting the property located at 12244 228 Street.

"Original signed by Therese Melser"

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

"Original signed by Chuck Goddard"

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

"Original signed by Christine Carter"

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

"Original signed by Al Horsman"

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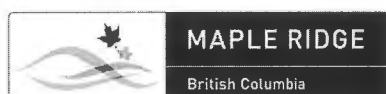
*Concurrence:* **Al Horsman**  
**Chief Administrative Officer**

The following appendices are attached hereto:

Appendix A – Original report

Appendix B – New proposal




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**City of Maple Ridge**

<b>TO:</b>	His Worship Mayor Michael Morden and Members of Council	<b>MEETING DATE:</b>	October 8, 2019
<b>FROM:</b>	Chief Administrative Officer	<b>FILE NO:</b>	2019-261-DVP
<b>SUBJECT:</b>	Development Variance Permit 12244 228 Street	<b>MEETING:</b>	C o W

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**EXECUTIVE SUMMARY:**

Development Variance Permit application (2019-261-DVP) has been received in order to be able to construct a double car garage on the subject corner lot, located at 12244 228 Street. (See Appendix A and B.) The requested variances are to:

1. Relax the required location of a use providing access or egress driveway, from 7.5 metres of the point of intersection of an exterior side lot line with the rear lot line to 2.62 metres, and
2. Relax the required visual clearance at intersections, from 6 metres of the intersection of lot lines at a lane corner to 2.62 metres.

Due to these regulations being safety regulations, and based on engineering industry standards, the Planning Department and the Engineering Department cannot support the variance request. It is therefore recommended that Development Variance Permit 2019-261-DVP be denied.

**RECOMMENDATION:**

**That Development Variance Permit application 2019-261-DVP, respecting the property located at 12244 228 Street, be denied.**

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

Applicant:	JEWEL HOMES LTD, Mangal Sindhar		
Legal Description:	Lot 3, Section 20, Township 12, New Westminster District Plan EPP60004		
OCP :	Existing:	SF (Single-Family Residential)	
	Proposed:	SF (Single-Family Residential)	
Zoning:	Existing:	R-3 (Special Amenity Residential District)	
	Proposed:	R-3 (Special Amenity Residential District)	
Surrounding Uses:			
	North:	Use:	Single Family Residential
		Zone:	R-3 (Special Amenity Residential District)
		Designation	Single Family Residential

South:	Use:	Single Family Residential
	Zone:	R-3 (Special Amenity Residential District)
	Designation:	Single Family Residential
East:	Use:	Single Family Residential
	Zone:	R-3 (Special Amenity Residential District)
	Designation:	Single Family Residential
West:	Use:	Single Family Residential
	Zone:	RS-1 (One Family Urban Residential)
	Designation:	Ground Oriented Multi-Family
Existing Use of Property:		Single Family Residential
Site Area:		298.4m <sup>2</sup>
Access:		lane access
Servicing:		urban standard
Previous Applications:		2011-130-RZ/SD/DP/VP, 2015-343-SD and 2018-267-DP

**b) Project Description:**

The subject property is approximately 298.4m<sup>2</sup> in area and flat. The subject property is bound by similar R-3 Intensive Residential lots to the north, east and south, and an RS-1 (One Family Urban Residential) lot to the west. The applicant subdivided this lot in 2016, as a project together with two lots to the north, the lane, and one lot to the east. The applicant was given a variance to reduce the lane-width from 7.5m width to 6.75m. The Intensive Residential Development Permit was approved in 2016 with the applicant fully aware that no garage was permitted on lot 3, and a two car parking pad was required to meet the subject sight line safety regulations. The applicant is currently seeking a relaxation to these Zoning Bylaw regulations, with the rationale that the current real estate market is requiring new build homes with double garages.

**c) Variance Analysis:**

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

The requested variances are described below:

1. *Maple Ridge Zoning Bylaw No 3510 -1985*, Part 4, Section 401, (3), (c) prohibits a use providing an access or egress driveway that is within the 7.5 metres of the point of intersection of an exterior side lot line with a rear lot line: To reduce from 7.5 metres to 2.62 metres, and
2. *Maple Ridge Zoning Bylaw No 3510 -1985*, Part 4, Section 403, (7) visual clearance regulation prohibits any fence, wall or structure, hedge, bush, shrub, tree or other growth to grow to a height greater than 1 metre, in the area bounded by the intersection of lot lines at a lane, 6 metres from their point of intersection: To reduce from 6 metres to 2.62 metres.

Both these regulations in our Zoning Bylaw are considered safety regulations, and established to ensure there is sufficient clear sightline, and subsequently safe stopping distance provided for a motorized vehicle entering the lane if a car is exiting the subject property.

Of concern is the magnitude of the requested variances, and consequent precedent to safety regulations in the Zoning Bylaw.

It should be noted that during the original process of subdivision, the applicant submitted a plan with a double garage on the subject corner lot, and a 6m wide lane. During the application process the requirements for lane width were amended from 6m to 7.5m, and a variance was granted for this applicant to construct a 6.75m wide lane. The relaxation permitted a 4 lot subdivision, but lots 1, 2 and 3 were not as long as desired, and a double garage on the corner lot was no longer feasible. An alternative option for a single garage and a parking pad was presented to the applicant, however, not pursued and therefore not proven out. The applicant changed the corner lot design to reflect a concrete pad for two open car parking spaces, which plan was approved and attached to the registered Development Permit 2011-130-DP. If the applicant settled for only two lots facing 228 Street, rather than three lots, a garage could have been utilized. Instead, a 4 lot subdivision was applied for and approved.

In addition, sightline requirements are outlined in the Transportation Association of Canada (TAC) Geometric Design Guide for Canadian Roads, which is the engineering industry standard. These requirements are detailed in TAC section 9.9.2.3 – CASE A – Intersections with No Control (Table 9.9.1) and are found to exceed our Zoning Bylaw requirements.

Before applying for the subject Variance Permit, the applicant met multiple times with Planning and Engineering staff to discuss the submitted, and the applicant is aware that staff cannot support this request as it relates to public safety. Through email communication the applicant confirmed that he is aware staff cannot support the variance request, and is aware the application fee is non-refundable, but wishes to proceed to bring the matter before Council. The rationale to submit the application, is that the subject property is under construction, and the applicant is not able to sell the property without a garage.

**d) Citizen/Customer Implications:**

The safety of property owners, their children, and visitors, using the subject back lane, will be impacted by a decision to grant the variance for the subject corner lot.

It should be noted that the subject regulations are in place specifically for corner lots. Should Council decide to grant the requested variance, a city-wide precedent will be created to reduce safety regulations.

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

**e) Alternative:**

Should Council consider the requested variances to be supportable, Council could authorize the Corporate Officer to sign and seal 2019-261-DVP respecting property located at 12244 228 Street

## CONCLUSION:

The proposed variance is not supported, as both regulations in our Zoning Bylaw that need relaxation are considered safety regulations, established to ensure there is sufficient clear sightline, and subsequently safe stopping distance provided for a motorized vehicle entering the lane if a car is exiting the subject property. Since safety of the public is a primary key in governing a municipality, it is recommended that Development Variance Permit 2019-261-DVP be denied.

"Original signed by Therese Melser"

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

"Original signed by Chuck Goddard"

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

"Original signed by Christine Carter"

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

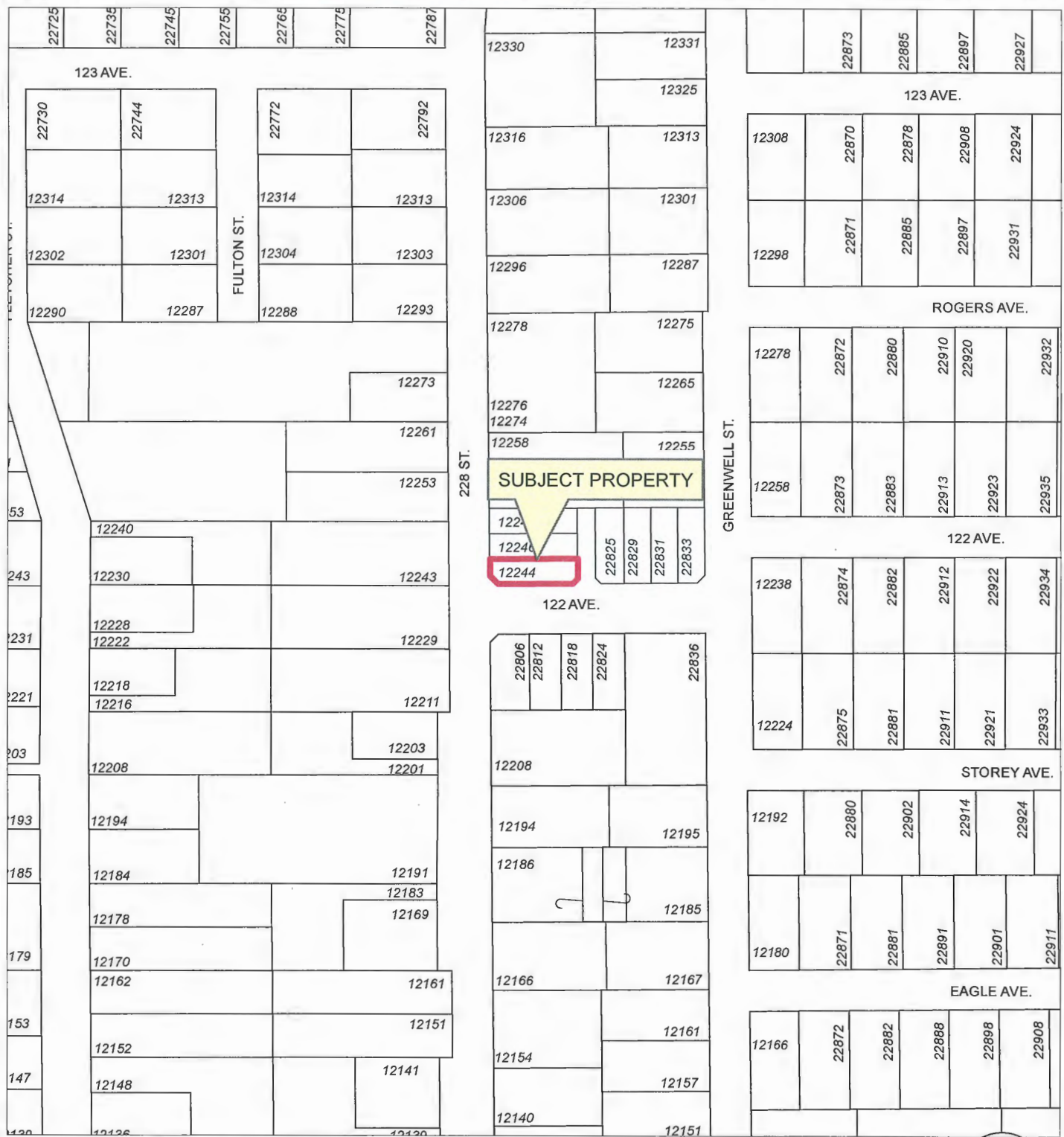
"Original signed by Kelly Swift"

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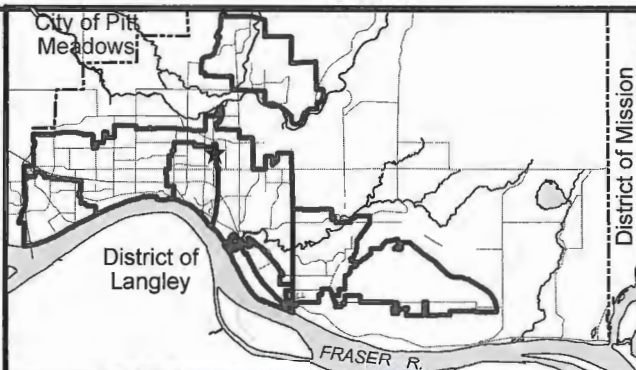
*Concurrence:* **Kelly Swift, MBA**  
**Acting Chief Administrative Officer**

The following appendices are attached hereto:

Appendix A – Subject Map  
Appendix B – Ortho Map  
Appendix C – Approved DP 2011-130-DP  
Appendix D – Proposed plan



Scale: 1:2,000



12244 228 STREET  
PID: 029-902-681

PLANNING DEPARTMENT



mapleridge.ca

FILE: 2019-261-VP  
DATE: Jul 24, 2019

BY: PC

# SITE PLAN

CIVIC ADDRESS  
12244 228 STREET MAPLE RIDGE B.C.

LOT AREA = 298.12 M SQ  
LOT COVERAGE @ 50 % = 149.06 M SQ = 1606.86 SQ FT  
PROPOSED LOT COVERAGE @ 44.31 % = 1424.00 SQ FT

SET BACKS	ACTUAL	ALLOWED
PRINCIPAL BUILDING		
FRONT	3.00 M	3.00 M
REAR	12.91 M	11.00 M
LEFT INTERIOR	1.20 M	1.20 M
RIGHT EXTERIOR	2.07 M	2.00 M

## DETACHED GARAGE

FRONT	25.02 M	11.00 M
REAR	0.93 M	0.45 M
RIGHT	0.45 M	0.45 M
LEFT	5.37 M	2.00 M

## PROPOSED ELEVATIONS

ROOF RIDGE	52.17 M
ROOF PLATE	50.64 M
TOP FLOOR	48.20 M
MAIN FLOOR	45.15 M
BASEMENT	42.10 M
GARAGE	43.23 M

MBE 42.10 M

AFDDP	43.55 M
ARDDP	43.35 M
MAX. HEIGHT	8.57 M



228 STREET

ROAD 4.4 m2

GUTTER LINE

122 AVENUE

E5 HOME DESIGNS INC.

PROPOSED GARAGE AT  
LOT 12244 228 STREET  
MAPLE RIDGE B.C.

REVISED OCT 22 2019

SURVEY PROVIDED BY KEY PLAN CIVIC CONSULTANTS

SCALE 1:100 DISTANCES ARE IN METERS



<b>TO:</b>	His Worship Mayor Michael Morden and Members of Council	<b>MEETING DATE:</b>	November 19, 2019
<b>FROM:</b>	Chief Administrative Officer	<b>FILE NO:</b>	11-5255-70-116
<b>SUBJECT:</b>	<b>Award of Contract RFP-EN19-21: Engineering Design Services for 236 Street Water Pump Station Replacement</b>		

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**EXECUTIVE SUMMARY:**

The existing 236 Street water pump station was built in 1996 to service the Silver Valley community and the need for replacement was determined by the long-term Capital Works program. This need comes as a result of the existing pump station and all its pertinent equipment reaching the end of their design life coupled with high maintenance costs and the need to meet future demands of the developing Silver Valley area. The existing pump station site, located at the northeast corner of 13165 236 Street, is constrained and cannot accommodate many of the necessary upgrades that will be required.

A Request for Proposal (RFP) for Engineering Services was issued on September 12, 2019 and closed on October 10, 2019. The RFP was for the preliminary and detailed design of a new 236 Street water pump station at 13215 236 Street, which is the property just north of the existing pump station site. This location change will require some rerouting of existing watermain to accommodate the future pump station on the new site. Furthermore, as part of neighborhood urbanization, the design will include a concrete sidewalk with curb and gutter along the new water pump station's east property line, including a grass boulevard, street lighting and street trees.

Following a detailed analysis and evaluation of the proposals received, this report recommends that a Client/Consultant Agreement be executed with Stantec Consulting Ltd. (Stantec) for the amount of \$263,898.00 excluding taxes. This report also recommends that a \$50,000 contingency be established for unanticipated additional works. The project is largely funded through Development Cost Charges and Water Utility Capital funding.

An Invitation to Tender for construction of the 236 Street water pump station will be issued in summer 2020 which will allow for construction to commence in fall of 2020. This schedule is in accordance with the City's approved Financial Plan.

Council approval is required to award the contract to Stantec Consulting Ltd.

**RECOMMENDATION:**

**That Contract RFP-EN19-21, Engineering Design Services for 236 Street Water Pump Station Replacement, be awarded to Stantec Consulting Ltd. in the amount of \$263,898.00 excluding taxes; and**

**That a contingency of \$50,000 for unanticipated additional works be approved; and further**

**That the Corporate Officer be authorized to execute the Contract.**

## DISCUSSION:

### a) Background Context:

The existing 236 Street water pump station was built in 1996 to service the Silver Valley community and the need for replacement was determined by the long-term Capital Works program. This need comes as a result of the existing pump station and all its pertinent equipment reaching the end of their design life coupled with high maintenance costs and the need to meet future demands of the developing Silver valley area. The existing pump station site, located at the northeast corner of 13165 236 Street, is constrained and cannot accommodate many of the necessary upgrades that will be required.

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The scope of services includes civil, mechanical, structural, electrical, architectural, geotechnical, environmental, archaeological and construction support services. The construction inspection and contract administration services were optional items in the RFP and will be reviewed, if required, prior to the award of the Invitation to Tender.

An Invitation to Tender for construction of the 236 Street water pump station will be issued in summer 2020 which will allow for construction to commence in fall of 2020. This schedule is in accordance with the City's approved Financial Plan.

### RFP Process and Evaluation

The RFP was posted on the City of Maple Ridge, Civic Info and BC Bid websites on September 12, 2019 with a closing date of October 10, 2019. Seven proposals were received before the closing date.

All proposals were evaluated in accordance with evaluation criteria provided to the proponents. After detailed analysis, the evaluation team concluded that Stantec submitted the highest rated and most technically sound proposal. When all factors are accounted for, Stantec's proposal provides the best value to the City. The average of the seven fee proposals submitted was \$328,664.00 and the highest fee proposal received was \$593,172.00.

### b) Desired Outcome:

The desired outcome of this report is to obtain Council approval to proceed with the award of the contract to Stantec for the engineering services and establish funding for project contingencies.

### c) Strategic Alignment:

Council's Strategic Plan provides direction to manage municipal infrastructure under various initiatives such as the Water Master Plan Update, the Development Cost Charge (DCC) Bylaw and Smart Managed Growth. Replacing the pump station with a new one and increasing its capacity is in line with the Council's Strategic Plan.

d) **Citizen/Customer Implications:**

The design process will include a public consultation process to obtain feedback from all stakeholders and to mitigate concerns, although impacts on the surrounding properties are expected to be minimal.

e) **Interdepartmental Implications:**

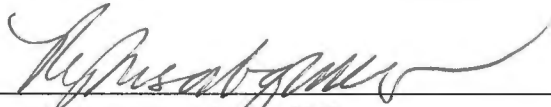
Operations and Parks staff will be consulted during the detailed design process to provide input for the design and constructability.

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


There is sufficient funds in LTC017086 for the design of the 236 Street water pump station.

**CONCLUSIONS:**

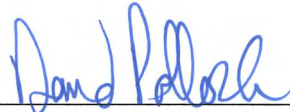
Stantec Consulting Ltd. has submitted the highest rated proposal for the Engineering Design Services for 236 Street water pump station replacement that provides the best value to the City. This report recommends Council approval to award the design assignment to Stantec Consulting Ltd. In addition, it is recommended that a contingency be established for unanticipated additional works.



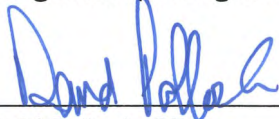
*Prepared by:* Maria Guerra, PEng., PMP  
Acting Manager of Design & Construction




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



*Reviewed by:* Joe Dingwall, PEng.  
Acting Municipal Engineer



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



*Concurrence:* Al Horsman  
Chief Administrative Officer

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Municipal Equipment Purchase, one Single Axle Dump Truck with Underbody Plow and Sander

**MEETING DATE:** November 19, 2019  
**FILE NO:** RFP OP19-19  
**MEETING:** C o W

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**EXECUTIVE SUMMARY:**

The approved Financial Plan includes funding for the purchase of one (1) single axle dump truck with underbody plow and sander. A public request for proposals to supply the single axle dump truck resulted in eleven (11) submissions being received. Following a detailed evaluation of the proposals, it is recommended that the contract to supply the single axle dump truck with underbody plow and sander be awarded to Harbour International Trucks Ltd.

**RECOMMENDATION:**

That the contract for the purchase of one (1) single axle dump truck with underbody plow and sander be awarded to Harbour International Trucks Ltd. in the amount of \$166,579.00 plus applicable taxes of approximately \$19,989.48 and furthermore,

That the Corporate Officer be authorized to execute the contract.

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

A Request for Proposal (RFP-OP19-19) for the supply of one (1) single axle dump truck with underbody plow and sander was publicly advertised on July 2, 2019 and closed July 29, 2019. Eleven (11) proposals were received and evaluated. The results of the evaluations recommend award of a 2020 International HV607 SBA 6X4 with Commercial Equipment to Harbour International Trucks Ltd.

**b) Financial Implications:**


The cost of the truck is within the approved budget under the equipment replacement reserve fund. Total purchase price for the unit is \$166,579.00 plus applicable taxes of approximately \$19,989.48. The existing truck will go to auction and the recovered funds will be allocated to the fleet replacement reserve fund.

**CONCLUSION:**

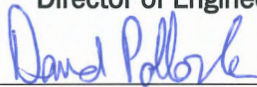
Following a public request for proposals, and analysis of the received submissions, it is recommended that the contract to supply one (1) single axle dump truck with underbody plow and sander should be awarded to Harbour International Trucks Ltd. and furthermore, that the Corporate Officer be authorized to execute the contract.



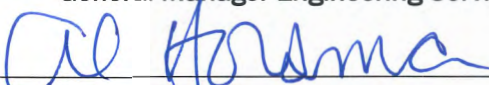
Prepared by: **Walter Oleschak**  
Superintendent of Roads and Fleet

 FOR

Reviewed by: **James Storey**  
Director of Engineering Operations



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



Concurrence: **Al Horsman**  
Chief Administrative Officer

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Municipal Equipment Purchase, one Front End Loader with Articulating Tool Carrier

**MEETING DATE:** November 19, 2019  
**FILE NO:** RFP OP19-64  
**MEETING:** C o W

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**EXECUTIVE SUMMARY:**

The approved Financial Plan includes funding for the purchase of one (1) front end loader with articulating carrier. A public request for proposals to supply the front end loader resulted in six (6) compliant submissions being received. Following a detailed evaluation of the proposals, it is recommended that the contract to supply the front end loader with articulating tool carrier be awarded to Inland Kenworth Ltd.

**RECOMMENDATION:**

That the contract for the purchase of one (1) front end loader with articulating tool carrier be awarded to Inland Kenworth Ltd. in the amount of \$197,500.00 plus applicable taxes of approximately \$23,700.00 and furthermore,

That the Corporate Officer be authorized to execute the contract.

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

A Request for Proposal (RFP-OP19-64) for the supply of one (1) front end loader with articulating tool carrier was publicly advertised on September 4, 2019 and closed September 24, 2019. Six (6) compliant proposals were received and reviewed by an evaluation team. The results of the evaluations recommend award of a 2020 Case 621G Front End Loader with Articulating Tool Carrier to Inland Kenworth Ltd.

**b) Financial Implications:**

The recommended front end loader is funded under the equipment replacement reserve fund and within the budget. Total purchase price for the unit is \$197,500.00 plus applicable taxes of approximately \$23,700.00. The existing loader will serve as the backup machine for snow and ice operations.

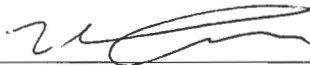


## CONCLUSION:

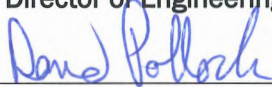
Following a public request for proposals, and analysis of the received submissions, it is recommended that the contract to supply one (1) front end loader with articulating tool carrier should be awarded to Inland Kenworth Ltd. and furthermore, that the Corporate Officer be authorized to execute the contract.



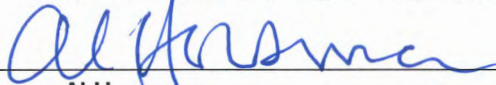
Prepared by: **Walter Oleschak**  
Superintendent of Roads and Fleet

 For

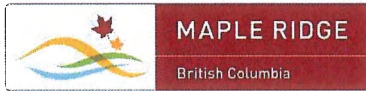
Reviewed by: **James Storey**  
Director of Engineering Operations



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



Concurrence: **Al Horsman**  
Chief Administrative Officer



## City of Maple Ridge

**TO:** His Worship Mayor Mike Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** 2019/2020 Storm and Sanitary Sewer CCTV Program

**MEETING DATE:** November 19, 2019  
**FILE NO:**  
**MEETING:** Committee of the Whole

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### EXECUTIVE SUMMARY:

The City of Maple Ridge performs an ongoing Closed Circuit Television (CCTV) Inspection and sewer cleaning program. The resulting CCTV data is used to identify and prioritize critical maintenance, replacement and rehabilitation of the existing storm and sanitary sewer systems. In addition, the pre-cleaning works provide essential maintenance required for proper operation of the sewer systems.

As part of the provincially legislated Integrated Liquid Waste and Resource Management Plan municipalities are required to:

- Continually assess the performance and condition of municipal sewerage systems;
- Inspect (CCTV) municipal sanitary sewers on a twenty year cycle; and
- Maintain current maps of sewerage inspection, condition and repairs.

### RECOMMENDATION(S):

That Contract ITT-OP19-42, 2019/2020 Storm and Sanitary Sewer CCTV Program, be awarded to C3 Mainline Inspections Inc. in the amount of \$349,437.26, excluding taxes; and

That the Corporate Officer be authorized to execute the contract.

### DISCUSSION:

#### a) Background Context:

The City of Maple Ridge issued a formal Invitation to Tender (ITT) for CCTV pipeline inspection services for the 2019/2020 Storm and Sanitary Sewer CCTV Program. The work consists of the following:

#### Storm Sewer Pre-Cleaning and CCTV Inspection:

Pre-cleaning and CCTV inspection of approximately 45,350 lineal metre of storm sewers ranging in diameter from 150mm to 1500mm, representing approximately 13% of the entire storm system.

### Sanitary Sewer CCTV Inspection:

CCTV inspection of approximately 41,000 lineal metres of sanitary sewers ranging in diameter from 150mm to 1800mm, representing approximately 13% of the entire sanitary sewer. Pre-cleaning of sanitary sewers have already been completed by City of Maple Ridge crews and is not included in this contract.

Note, a 2020/2021 Storm and Sanitary CCTV Program will be tendered in 2020.

An invitation to tender was posted to BC Bid, with four (4) compliant bids received prior to the October 31, 2019 closing:

	<u>Tender Price</u> <u>(excluding taxes)</u>
C3 Mainline Inspections Inc.	\$349,437.26
A&A Testing Ltd.	\$535,537.77
ABC Pipe Cleaning Services Ltd.	\$558,076.30
Dougness Holdings Ltd.	\$585,823.32

A detailed review of the tenders was completed and the lowest compliant bid was submitted by C3 Mainline Inspections Inc. in the amount of \$349,437.26, excluding taxes.

C3 Mainline Inspections Inc. has completed a number of projects with similar scope as the 2019/2020 Storm and Sanitary Sewer CCTV Program and is qualified to complete the works. C3 Mainline Inspections Inc. successfully completed the City of Maple Ridge's 2018 Storm and Sanitary Sewer CCTV Program and is suitably capable of completing the project successfully.

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

The desired outcome of the project is to complete essential sewer maintenance tasks and gather data to assist in the identification of necessary maintenance, replacement and rehabilitation of the existing storm and sanitary sewer systems.

Furthermore, Engineering and Operations will use the data collected to assist with the development of Inflow and Infiltration (I&I) strategies and meet municipal requirements identified in Metro Vancouver's Liquid Waste and Resource Management Plan including:

- Continually assess the performance and condition of municipal sewerage systems;
- Inspect (CCTV) municipal sanitary sewers on a twenty year cycle; and
- Maintain current maps of sewerage inspection, condition and repairs.


**c) Financial Implications:**


The funding for this work is approved within the financial plan and is within budget. The project funding sources are as follows:


Account Number	Account Description	Funds Available (as of November 12, 2019)
1-99-09510-150	Video & Spot Repairs Sewer	\$186,306.00
1-99-09510-507	Sanitary CCTV Program	\$102,533.05
1-99-09520-200	Video & Spot Repairs Storm Sewer	\$299,547.05
<b>Total Funds Available</b>		<b>\$588,386.10</b>

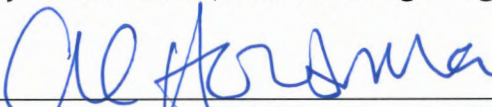
**CONCLUSIONS:**

The recommended contract award continues the City's commitment to infrastructure maintenance, renewal and replacement. Award of the contract would see the work completed December 2019 to April 2020.

  
Prepared by: Brent Messam, Engineering Technologist - Operations

  
Approved by: James Storey, Director of Engineering Operations

  
Approved by: David Pollock, General Manager Engineering Services

  
Concurrence: Al Horsman, Chief Administrative Officer

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Microsoft Enterprise Agreement

**MEETING DATE:** November 19, 2019  
**FILE NO:**  
**MEETING:** Committee of the Whole

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**EXECUTIVE SUMMARY:**

The City of Maple Ridge relies on Microsoft software for its operating system, productivity application, email and database software. This software is critical in supporting staff in day-to-day operations and in providing services to our citizens. In order to keep the City's software up to date and secure, the City utilizes the Microsoft Enterprise Agreement (EA). The EA delivers software assurance for the City's licenced Microsoft on-premise products and cloud-based services, within a fixed price structure for a three-year term. Software assurance provides the upgrades and security patches for all software contained within the EA. The additional benefits of the EA are access to trial software at no cost, educational vouchers and consulting services to support the implementation of new and enhanced computing services.

The renewal cost for the EA is \$168,879.72 per year, for a three-year term.

**RECOMMENDATION:**

**That staff enter into a three-year Microsoft Enterprise Agreement (EA) for an annual purchase price of \$168,879.72; and That the Corporate Officer be authorized to execute the Agreement.**

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

For approximately 20 years, the City of Maple Ridge has leveraged the benefits of the Microsoft EA to purchase, maintain and update the software required to support the client and server computing infrastructure used by City staff and for online services delivered to citizens. This software includes Microsoft Office, email and web services, desktop and server operating systems and databases. The City also utilizes the additional benefits of the EA which includes training for IT Staff and consulting services for large scale system deployments.

A critical element of the EA is Software Assurance which provides upgrades and patches for all software contained within the agreement. These upgrades and patches provide the City with the most up to date versions of software as well as all patches and upgrades available for known security flaws. In addition, the EA also maintains the cost structure of that software for the three-year period. All new licenses purchased within the three-year term of the EA are guaranteed to be at the prices set out in the agreement.

In November of 2016, the City entered into a three-year EA at a cost of approximately \$110,000 per year. The cost to renew the EA in November 2019 will be \$168,879.72.

There are several reasons for the increase in costs for the renewal of the EA as listed below.

1. Software vendors are changing the way they licence their software. Many vendors, including Microsoft are moving from a "purchase" model to a "software subscription" model. The "software subscription" model is more expensive and is another contributing factor in the increase cost of the EA.
2. Until recently the City used both Microsoft SQL and Oracle for its database services. The decision was made to eliminate the use of Oracle and consolidate all databases onto a single platform, Microsoft SQL. The move to Microsoft SQL has increased the licencing costs of database software. Although the transition is not yet complete, we have realized an initial decrease in Oracle licencing costs of approximately \$10,000. An additional reduction of approximately \$20,000 in Oracle will be achieved when the transition is complete.
3. The organization has grown over the past three years. This growth has provided new services to staff and citizens and has resulted in additional licence costs for both desktop and server related software.
4. We also see increased costs as a result of inflation.

**b) Desired Outcome:**

That Council endorse the staff recommendation to enter into a three-year Microsoft Enterprise Agreement with Microsoft for an annual purchase price of \$168,879.72.

**c) Strategic Alignment:**

The EA is closely aligned to the IT Strategic Plan that allows the City to keep software current, protected from known security flaws and allows access to and testing of new technologies as available to increase productivity and support new service delivery.

**d) Citizen/Customer Implications:**

The EA provides staff with access to all current and new versions of Microsoft software contained within the EA. The EA also provides all updates and patches for known security flaws.

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

The significant increase in costs of the EA has financial implications. Staff have mitigated this increase by carefully reviewing the licence requirements of each business unit and by reaching out to department heads through the IT Steering Committee to address licence issues. Staff are aware of the pending increase in licencing costs due to the aforementioned factors, and funding has been allocated in the proposed 2020 Budget to accommodate this increase.



**f) Alternatives:**

The City could choose to reduce the software contained within the EA. For example, Microsoft Office 365 could be eliminated at a savings of approximately \$20,000. However, this approach is not recommended as Microsoft Office 365 is the latest version of the productivity suite, containing several innovative and collaboration utilities that will drive efficiencies and increase collaboration across the organization. In addition, Microsoft Office 365 will be the only option when the City renews its EA in three years and so the cost savings will only be temporary. Another significant benefit to purchasing Office 365 is that it is a cloud-based service which reduces IT staff resources required to manage a local mail store.

**CONCLUSION:**

The City of Maple Ridge relies on Microsoft software for its operating system, productivity application, email and database software. This software is critical in supporting staff in day-to-day operations and in providing services to our citizens. In order to keep the City's software up to date and secure, the City utilizes the EA. The EA delivers software assurance for the City's licenced Microsoft on-premise products and cloud-based services, within a fixed price structure for a three-year term. Software assurance provides the upgrades and security patches for all software contained within the EA. The additional benefits of the EA are access to trial software at no cost, educational vouchers and consulting services to support the implementation of new and enhanced computing services.

The renewal cost for the EA is \$168,879.72 per year, for a three-year term which is significantly higher than in 2016. The increased costs are due to several factors, including inflation, software subscription model, migration to Microsoft SQL and growth in internal and external services.

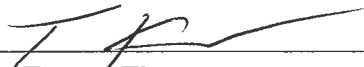
Staff are requesting that Council endorse the recommendation to enter into a Three-year Microsoft Enterprise Agreement for an annual purchase price of \$168,879.72.



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*Prepared*

*& Approved by:* **Christina Crabtree**  
**Chief Information Officer**



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



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



**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** **2020 Acting Mayor Appointments and Government Agencies,  
Committees & Commissions and Community Groups and Organization  
Appointments**

**MEETING DATE:** November 19, 2019  
**FILE NO:** 01-0530-01  
**MEETING:** CoW

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**EXECUTIVE SUMMARY:**

The attached list of appointments is presented to Council for consideration. The appointments for 2020 serve to extend the 2019 appointments for a further year.


**RECOMMENDATION:**

**That the Acting Mayor schedule and appointments for December 2019 to November 2020 as attached to the staff report dated November 19, 2019 be approved; and further**

**That the appointments to Government Agencies, Advisory and/or Legislated Committees, Special Committees, Community Groups and Organizations and Standing Committees for December 2019 to December 2020 as attached to the staff report dated November 19, 2019 be approved.**

**DISCUSSION:**

Council is required, under its Procedure Bylaw, to appoint from amongst its members, for defined periods of the year, members to serve on a rotating basis as the Acting Mayor. In addition, appointments to government agencies, committees and commissions and community groups and organizations are recommended. The attached lists provide the proposed appointments for the remainder of 2019 and for 2020. The appointments for 2020 serve to extend the 2019 appointments for a further year.

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

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

Attachments: A) Acting Mayor Appointments for 2019 to 2020  
B) Government Agencies, Committees and Commissions and Community Groups and Organizations Appointments – 2020



## 2020 ACTING MAYOR

December 2019/January 2020	Councillor C. Meadus
February/March 2020	Councillor G. Robson
April/May 2020	Councillor J. Dueck
June/July 2020	Councillor R. Svendsen
August/September 2020	Councillor A. Yousef
October/November 2020	Councillor K. Duncan



**City of Maple Ridge**  
**Appointments to Government Agencies, Advisory and/or Legislated Committees and**  
**Commissions, Special and/or Standing Committees and**  
**Community Groups and Organizations**  
**2020**

<b>Government Agencies</b>	<b>2019 Appointments</b>	<b>2020 Appointments</b>
Fraser Basin Council	Councillor Meadus Alternate: Councillor Duncan	Councillor Meadus Alternate: Councillor Duncan
Fraser Valley Regional Library	Councillor Svendsen Alternate: Councillor Yousef	Councillor Svendsen Alternate: Councillor Yousef
Metro Vancouver Regional District Board of Directors	Mayor Morden Alternate: Councillor Dueck	Mayor Morden Alternate: Councillor Dueck
Mayors' Council on Regional Transportation	Mayor Morden Alternate: Councillor Dueck	Mayor Morden Alternate: Councillor Dueck
Metro Vancouver Mayors' Committee	Mayor Morden	Mayor Morden
<b>Advisory and/or Legislated Committees</b>	<b>2019 Appointments</b>	<b>2020 Appointments</b>
Agricultural Advisory Committee	Councillor Robson Councillor Svendsen	Councillor Robson Councillor Svendsen
Community Heritage Commission	Councillor Svendsen Alternate: Councillor Duncan	Councillor Svendsen Alternate: Councillor Duncan
Economic Development Committee	Councillor Yousef Alternate: Councillor Meadus	Councillor Yousef Alternate: Councillor Meadus
Environmental Advisory Committee	Councillor Dueck Alternate: Councillor Svendsen	Councillor Dueck Alternate: Councillor Svendsen
Municipal Advisory Committee on Accessibility and Inclusiveness	Councillor Duncan/ Councillor Meadus Alternate: Councillor Svendsen	Councillor Duncan/ Councillor Meadus Alternate: Councillor Svendsen
Public Art Steering Committee	Councillor Svendsen Alternate: Councillor Duncan/ Councillor Meadus	Councillor Svendsen Alternate: Councillor Duncan/ Councillor Meadus
Social Policy Advisory Committee	Councillor Dueck Alternate: Councillor Meadus	Councillor Dueck Alternate: Councillor Meadus
Transportation Advisory Committee	Councillor Yousef Alternate: Councillor Meadus	Councillor Yousef Alternate: Councillor Meadus
<b>Special Committees</b>	<b>2019 Appointments</b>	<b>2020 Appointments</b>
Parcel Tax Review Panel (formerly Court of Revision or Frontage Tax)	Mayor Councillor Yousef	Mayor Councillor Yousef
Pitt Meadows Airport Society	Mayor Morden Councillor Robson Chief Administrative Officer	Mayor Morden Councillor Robson Chief Administrative Officer
Maple Ridge & Pitt Meadows Policing Task Force	Mayor Morden Councillor Robson	Mayor Morden Councillor Robson

Appointments to Government Agencies, Advisory and/or Legislated Committees and Commissions, Special and/or Standing Committees and Community Groups and Organizations – 2020

Page 2

<b>Standing Committees</b>	<b>2019 Appointments</b>	<b>2020 Appointments</b>
Audit & Finance Committee	All Members of Council	N/A
<b>Community Groups &amp; Organizations/Liaisons</b>	<b>2019 Appointments</b>	<b>2020 Appointments</b>
Alouette River Management Society	Councillor Meadus Alternate: Councillor Robson	Councillor Meadus Alternate: Councillor Robson
Business Improvement Association	Councillor Robson Alternate: Councillor Yousef	Councillor Robson Alternate: Councillor Yousef
Chamber of Commerce	Councillor Dueck Alternate: Councillor Meadus	Councillor Dueck Alternate: Councillor Meadus
Fraser Health Authority	Mayor Morden Alternate: Councillor Dueck	Mayor Morden Alternate: Councillor Dueck
Fraser Regional Correctional Centre	Councillor Robson Alternate: Councillor Yousef	Councillor Robson Alternate: Councillor Yousef
Ridge Meadows Seniors Society	Councillor Yousef Alternate: Councillor Duncan	Councillor Yousef Alternate: Councillor Duncan
Malcolm Knapp Research Forest Community Advisory Board	Councillor Duncan	Councillor Duncan
Maple Ridge Pitt Meadows Arts Council	Councillor Duncan Alternate: Councillor Svendsen	Councillor Duncan Alternate: Councillor Svendsen
Ridge Meadows Recycling Society	Councillor Meadus Alternate: Councillor Robson	Councillor Meadus Alternate: Councillor Robson
Ridge Meadows Youth Justice Advocacy Association	Mayor Morden Alternate: Councillor Dueck	Mayor Morden Alternate: Councillor Dueck



**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Policy - Petitions to Council

**MEETING DATE:** November 19, 2019  
**FILE NO:** 01-0340-50  
**MEETING:** Committee of the Whole

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#### **EXECUTIVE SUMMARY:**

There are numerous ways in which the public may engage with City Council and express their views. One method is by formal petition, which allows a petitioner to gather any number of signatories to add strength to their viewpoint. Clear format requirements and a consistent process for handling petitions will enhance transparency and ensure procedural fairness. In April 2019, Council approved a Council Workplan Matrix which included direction to establish procedures governing the handling of petitions. Attachment A to this report is a proposed policy for Council consideration.

#### **RECOMMENDATION:**

That the Petitions to Council Policy attached to the staff report dated November 19, 2019 be approved.

#### **DISCUSSION:**

a) **Background Context:**

Section 82 of the *Community Charter* states that:

- 1) A petition to a council is deemed to be presented to council when it is filed with the corporate officer.
- 2) A petition to a council must include the full name and residential address of each petitioner.

A policy providing clear requirements of petitioners and establishing procedures for handling petitions is required to ensure transparency and fairness. The attached Petitions to Council policy was drafted following the review of best practices employed by other municipalities. Furthermore, it goes one step further in allowing for online web-based petitions to provide broader access to potential supporters by petitioners. However, this also has the potential to attract signatories from outside Maple Ridge and further abroad. In order to ensure the petition can be considered in totality as well as from a local perspective, the policy proposes that non-local petition signatories without local property or business interests be counted separately.

b) **Desired Outcome:**

The attached policy will provide the public and Council with clear requirements for submitting petitions and procedures outlining how petitions will be handled once received.

c) **Strategic Alignment:**

The new policy is in alignment with Council Strategic Plan "Community Pride and Spirit" and allows citizens, property owners and business owners to join together and engage with Council by voicing their support or opposition through formal petition.



d) Citizen/Customer Implications:

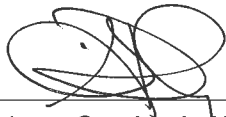
The policy will be posted on the City's website and open government portal.

e) Financial Implications:

The policy states, under "Responsibilities," that Council must pass a resolution if verification of signatories is required. This could be a time-consuming process for lengthy petitions, and Council would need to weigh the potential credibility the petition may gain through a verification process with the cost.

**CONCLUSION:**

A proposed Petitions to Council Policy outlines requirements and a process for handling petitions. The policy will provide the public with a clear and transparent method for engaging with City Council, while strengthening their views with supporting signatories. Clear format requirements and a consistent process for handling petitions will enhance transparency and ensure procedural fairness.



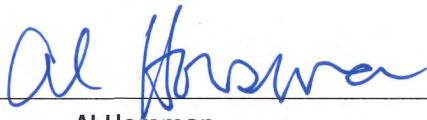
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Prepared by: Stephanie Nichols  
Deputy Corporate Officer



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Reviewed by: Laura Benson, CPA, CMA  
Director of Corporate Support



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Concurrence: Al Horsman  
Chief Administrative Officer

**Attachments:**

(A) Proposed Petitions to Council Policy



## POLICY MANUAL

<b>Title:</b> <b>Petitions to Council</b>	<b>Policy No :</b> <b>Supersedes: n/a</b>
<b>Authority:</b> <input checked="" type="checkbox"/> <b>Legislative</b> <input type="checkbox"/> <b>Operational</b> <b>Approval:</b> <input checked="" type="checkbox"/> <b>Council</b> <input type="checkbox"/> <b>CMT</b> <span style="margin-left: 200px;"><input type="checkbox"/> <b>General Manager</b></span>	<b>Effective Date:</b> <b>November 12, 2019</b>  <b>Review Date: Nov 2020</b>
<b>Policy Statement:</b>  <p>The City of Maple Ridge is committed to engagement and supports petitions as a tool for citizens to have input into Council's decision-making process.</p>	
<b>Purpose:</b>  <p>This policy outlines the process for receipt and forwarding of public petitions to Council, and their placement on the Regular Council agenda.</p> <p>This policy does not apply to petitions relating to Local Service Taxes or petitions regulated by a City bylaw or senior government regulations.</p>	
<b>Definitions:</b>  <p><u>Petition</u> – a formal written or electronic request addressed to Council signed by multiple individuals. A petition is used to draw attention to an issue of public interest or concern, to provide support or opposition to a matter currently under debate by Council, or to ask Council to take some action. In addition to paper format, a petition can also take the following forms:</p> <ul style="list-style-type: none"> <li>• <u>Electronic Petition</u> – a PDF file created by scanning a paper petition, or</li> <li>• <u>Online Petition</u> – a form of petition whereby signatories agree electronically to the petition text, usually by adding their name and email address on a web page or online form.</li> </ul> <p><u>Petitioner</u> – a person preparing and submitting a request described above. This individual is the person leading the petition process.</p> <p><u>Signatories</u> are individuals who choose to make public their agreement with the text of the petition by signing or electronically agreeing to it and providing personal information for public scrutiny. Petitioners are required to provide the total numbers of:</p> <ul style="list-style-type: none"> <li>• <u>Local Signatories</u> – residents of Maple Ridge who have provided their Maple Ridge address on the petition, and property and/or business owners who have provided their Maple Ridge property and/or business address in addition to their residential address within or outside of Maple Ridge; and</li> <li>• <u>Non-local Signatories</u> – signatories not meeting the definition of local signatories.</li> </ul>	

## Requirements:

For the purposes of public transparency, credibility and compliance with information and privacy legislation, petitions must be submitted to the Corporate Officer. Petitioners shall not directly present a petition to any member of Council.

1. All petitions, whether on paper or online format must:
  - 1.1. be addressed to City of Maple Ridge Council, to the attention of the Corporate Officer;
  - 1.2. request a particular action within the authority of Council;
  - 1.3. identify the name, phone number and email address of the primary petitioner
  - 1.4. number each page and indicate the total number of pages on the first page;
  - 1.5. indicate the total number of local signatories and total number of non-local signatories;
  - 1.6. be appropriate and respectful and must not contain improper or offensive language.
2. In addition to items 1.1 through 1.6, Paper Petitions must:
  - 2.1. be submitted by mail or in person to the attention of the Corporate Officer;
  - 2.2. clearly disclose on the top of all pages that it will be considered a public document at the City of Maple Ridge and that information contained in it may be subject to the scrutiny of City Officials and/or staff and members of the general public (see appendices for sample wording);
  - 2.3. be legible, typewritten or printed in ink (no pencil);
  - 2.4. list the request of the petition at the top of each page, for multiple-page petitions; and,
  - 2.5. Include an original signature for each signatory along with their name and full address.
3. In addition to items 1.1 through 1.6, Online Petitions must:
  - 3.1. be submitted to the Corporate Officer by emailing a PDF attachment to [clerks@mapleridge.ca](mailto:clerks@mapleridge.ca) or printed and submitted by mail or in person to the attention of the Corporate Officer;
  - 3.2. clearly disclose that the petition will be considered a public document and that information contained in it may be subject to the scrutiny of City Officials, staff and members of the public (see appendices for sample wording);
  - 3.3. include a name, full address and valid email address for each signatory; and
  - 3.4. list the text of the petition at the top of each page, for multiple-page petitions.

***It is strongly recommended that petitioners using an online platform check with the City prior to beginning, to ensure the format will meet City requirements.***

Appendix A illustrates a template of a petition

Appendix B illustrates a sample petition

Key Areas of Responsibility	
Action to Take	Responsibility
<ul style="list-style-type: none"><li>Receiving petitions and providing petitioner with confirmation of receipt</li><li>Determining whether petitions meet the requirements of this Policy</li><li>Advising Council and staff, and placing petitions on Council agendas</li><li>Determining whether petitions satisfy the provisions of the <i>Freedom of Information and Protection of Privacy Act</i>, and if not, how this will be resolved (e.g. redaction by City staff; redacted version resubmitted by primary petitioner)</li><li>Retaining valid petitions and making them available for public viewing upon request</li></ul>	Corporate Officer
Where Council requires a verification process of petition signatories, a resolution is required along with a funding allocation.	Council

## Appendix A

## Sample Petition Template

**PETITION TITLE**

To: Mayor and Council of the City of Maple Ridge  
c/o Corporate Officer  
11995 Haney Place  
Maple Ridge BC V2X 6A9

☐ via email: [clerks@mapleridge.ca](mailto:clerks@mapleridge.ca)

We the undersigned, petition Mayor and Council of the City of Maple Ridge as follows:

**INSERT REQUEST OF PETITION HERE**

*By signing this petition, I hereby acknowledge that this petition will become a public document at the City of Maple Ridge and that all information contained in it will be made available for public scrutiny and will be retained by the City according to the City's Records Management Program. Questions about the collection and disclosure of personal information contained in this petition should be directed to [foi@mapleridge.ca](mailto:foi@mapleridge.ca) or by phone at 604-467-7482.*

[illegible]

Page x of x

## Appendix B

### Sample Petition

#### REQUEST FOR MORE ICE TIME

To: Mayor and Council of the City of Maple Ridge ☐ via email: [clerks@mapleridge.ca](mailto:clerks@mapleridge.ca)  
 c/o Corporate Officer  
 11995 Haney Place  
 Maple Ridge, BC V2X 6A9

We the undersigned, petition Mayor and Council of the City of Maple Ridge as follows:

**AS PARENTS OF YOUNG HOCKEY AND RINGETTE PLAYERS, WE WOULD LIKE MORE PRACTICE TIME ON HOME ICE. WE REQUEST THAT COUNCIL CONSIDERS OUR REQUEST AT THE NEXT AVAILABLE OPPORTUNITY, AND THAT THE PETITIONER IS ADVISED OF WHEN THIS PUBLIC MEETING WILL BE HELD.**

*By signing this petition, I hereby acknowledge that this petition will become a public document at the City of Maple Ridge and that all information contained in it will be made available for public scrutiny and will be retained by the City according to the City's Records Management Program. Questions about the collection and disclosure of personal information contained in this petition should be directed to [foi@mapleridge.ca](mailto:foi@mapleridge.ca) or by phone at 604-467-7482.*

Name	Full Residential Address	Signature	
John Doe	5432 Main Street, Maple Ridge, BC V2X 6A9	<i>JDoe</i>	} Two local
Donald Duck	1234 Central Ave, Maple Ridge, BC V2X 4R3	<i>Don Duck</i>	
Mort Parker	321 First Avenue, Moose Jaw, SK R7V 3N0	<i>M Parker</i>	} One local
- property owned at	12898 H Street, Maple Ridge, BC V2X 6A9		
Abe Lincoln	113 Main Street, Cold River, AB T2J 7N4	<i>Abe Lincoln</i>	} One non-local
<b>TOTALS:</b>	3 local signatories		
	1 non-local signatory		
	Petitioner John Doe, address above		
	Email: <a href="mailto:jdoe@gmail.com">jdoe@gmail.com</a> Phone: 123-456-7890		