

**TO:** His Worship Mayor Dan Ruimy  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** **Final Reading**  
**Maple Ridge Development Procedures Amending Bylaw No. 7931-2023; and**  
**Approval of the Amended Development Information Meeting Policy No. 6.20**

**MEETING DATE:** July 25, 2023  
**FILE NO:** 13-6440-20  
**MEETING:** Council

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**EXECUTIVE SUMMARY:**

Streamlining the development application review processes is one of the City's high priorities. This priority is in line with the Provinces' initiative to help municipalities to improve efficiency and effectiveness of their review process in response to the widespread housing affordability issues.

On June 27, 2023, Council granted first, second, and third readings to the *Maple Ridge Development Procedures Amending Bylaw No. 7931-2023* (see Appendix A), and received the amended Development Information Meeting Policy No. 6.20 (see Appendix B), as steps to improve the development application review process in Maple Ridge. The proposed changes to the *Development Procedures Bylaw No. 5879-1999* and the Development Information Meeting Policy No. 6.20 include the following:

- requiring submission of complete applications, including the associated Official Community Plan (OCP) amendment, development permit (DP), development variance permit (DVP), and subdivision applications, if required, and the required detailed information and technical reports, prior to consideration of first reading, for any application involving a zoning amendment bylaw;
- allowing the applicants of the existing rezoning applications to continue to submit complete applications, within one year from the date when the first reading is granted;
- formally requiring a pre-application meeting prior to submission of a complete application for a zoning amendment bylaw, DVP, DP, temporary use permit, or subdivision, with a number of exceptions, including minor DPs, DVPs, or two-lot subdivision applications, subject to approval of the Director of Planning, or their designate;
- reducing the current maximum 18-month time-limit between third reading and final adoption to 12 months, with two six-month extensions, subject to approval of the Director of Planning or their designate, and in accordance with the conditions outlined in the *Development Procedures Bylaw No. 5879-1999*, and the payment of 50% of the rezoning application fee for each extension;
- allowing the existing rezoning applications which received third reading prior to final adoption of the *Development Procedures Amending Bylaw No. 7931-2023* to apply for a one-time six-month extension after 18 months from the date when the third reading is granted;
- allowing the file closure of an application due to inactivity for a period of six months; and
- proposing housekeeping amendments to the *Maple Ridge Development Procedures Bylaw No. 5879-1999* to improve clarity and consistency of the bylaw with other adopted bylaws and current practices.

Council also approved the recommendations to obtain feedback from Urban Development Institute and Homebuilders Association Vancouver regarding the proposed changes, and authorized staff to bring forward the *Maple Ridge Development Procedures Amending Bylaw No. 7931-2023* for final adoption, and the amended Development Information Meeting Policy No. 6.20 for Council approval, following receipt of the feedback.

This report provides information regarding the feedback received from the external organizations/associations, as well as First Nations, and requests that Council grant final adoption to the *Maple Ridge Development Procedures Amending Bylaw No. 7931-2023*, and final approval to the amended Development Information Meeting Policy No. 6.20.

#### **RECOMMENDATIONS:**

- 1. That the *Maple Ridge Development Procedures Amending Bylaw No. 7931-2023* be adopted; and**
- 2. That the Development Information Meeting Policy No. 6.20, as amended, be approved.**

#### **1.0 BACKGROUND:**

In September 2019, the Ministry of Municipal Affairs and Housing released the final report from a province-wide stakeholder consultation related to the development approval process review. The purpose of this review was to identify challenges and opportunities in the current development approval process and help municipalities to eliminate barriers to housing construction, particularly the construction of affordable housing. Among those challenges and opportunities, the “local government application process” has been identified as a high priority, and municipalities were encouraged to improve efficiency and effectiveness of their development application review process.

Following the Ministry’s initiatives and given the affordability challenges facing our fast-growing community, the City Council and Senior Leadership commissioned an independent review of the Maple Ridge current Development Services Function. Neilson Strategies Inc. was selected to conduct the review. The final report dated November 2022 includes a number of recommendations, including the revision to the current development application review process by combining first and second readings for the zoning amendment bylaws. In so doing, staff would only accept complete rezoning applications and forward them to Council for first reading following the comprehensive staff review of the application. A complete application would include the associated development applications (i.e. OCP amendment, DP, or subdivision), and the required detailed information and technical reviews. This approach, which is currently used in most Metro Vancouver municipalities, will improve the efficiency and effectiveness of the overall development application review process.

On June 27, 2023, Council received a staff report titled “Development Application Review Process (Submission of A Complete Application Prior to First Reading)”, including proposed amendments to the *Maple Ridge Development Procedures Bylaw No. 5879-1999*, to streamline application review process in Maple Ridge. Council granted first, second, and third readings to the *Development Procedures Amending Bylaw No. 7931-2023*, and authorized staff to bring forward the bylaw for final adoption after consultation with external organizations/associations and First Nations.

## 2.0 DISCUSSION:

The current development application review process in Maple Ridge triggers the following issues (Figure 1 illustrates the current rezoning application review process):

- Increased processing time;
- Possible misuse of the process to enhance the marketability of the development site for investment purposes;
- Increased associated costs and uncertainties for developers;
- Inefficient use of staff time; and
- Inadequate technical information at first reading to allow Council to make an informed decision regarding an application.



Figure 1 – Current Rezoning Application Review Process

Given the implications of the current application review process, the City's goal to improve the efficiency and effectiveness of the application approval process, and the local governments' mandate to set a target time-frame for application review, the following changes to development application approval process have been recommended (figure 2 illustrates the proposed rezoning application review process):

- requiring a pre-application meeting for all development applications, except for DVPs, minor DPs, and two-lot subdivisions, subject to approval of the Director of Planning or their designate;
- requiring a complete rezoning application package, including the associated development applications and the required detailed information and technical reports, at the application intake and prior to the application being submitted to Council for first reading. The revised process shall apply to the rezoning applications that are submitted after the final adoption of the *Maple Ridge Development Procedures Amending Bylaw No. 7931-2023*;
- allowing the applicants of the existing rezoning applications to continue to submit complete applications within one year from the date when the first reading is granted. This provision shall only apply to those rezoning applications which are received prior to final adoption of the *Maple Ridge Development Procedures Amending Bylaw No. 7931-2023*;
- reducing the maximum 18-month time-limit between third reading and final adoption to 12 months, and allowing two six-month extensions subject to approval of the Director of Planning or their designate, and in accordance with the requirements of the *Maple Ridge Development Procedures Bylaw No. 5879-1999*. This requirement will only apply to those rezoning applications which will receive third reading after final adoption of the proposed amendments to the *Maple Ridge Development Procedures Bylaw No. 5879-1999*;
- possible file closure of a development application due to inactivity for a maximum period of six months; and

- incorporating detailed information and analysis related to the requested variances, and design rational for the form and character of the proposed development, in the combined first and second reading report.

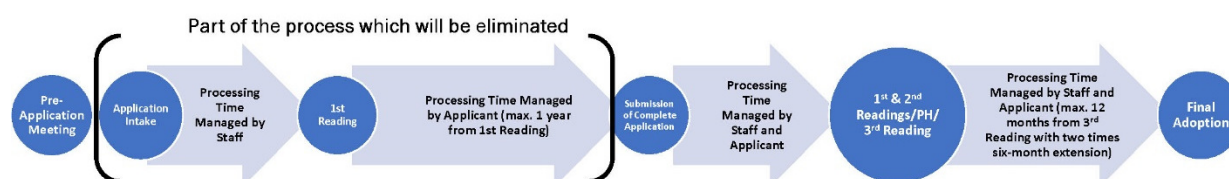


Figure 2 – Proposed Rezoning Application Review Process

### 3.0 EXTERNAL CONSULTATION:

On June 19, 2023, staff submitted the report titled “Development Application Review Process (Submission of A Complete Application Prior to First Reading)”, including the proposed amendments to the *Maple Ridge Development Procedures Bylaw No. 5879-1999*, to the following organizations/associations, and First Nations for feedback:

- Urban Development Institute (UDI);
- Homebuilders Association Vancouver (HAVAN);
- BC Non-Profit Housing Association (BCNPHA);
- Katzie First Nation; and
- Kwantlen First Nation.

Staff received support from UDI regarding the proposed changes as a step to streamline application review process (see Appendix E).

HAVAN has provided comments in support of the proposed changes, including receipt of a complete application prior to first reading, pre-application requirement prior to submission of complete application, allowing the existing rezoning applications to continue to submit the complete application within one year from the date the first reading is granted, and reducing the time limit between third reading and final adoption (see Appendix D).

BCNPHA provided comments that the proposed changes would be effective in reducing bureaucracy throughout the review process. However, they raised concern that requiring a complete application package imposes significant financial risk on non-profit developers, if Council refuses the application at first reading<sup>1</sup>. BCNPHA also recommended that the City takes further steps to facilitate approval of non-profit and co-op housing projects (i.e. delegating approvals to staff, and eliminating public hearing for projects that are in compliance with the OCP) (see Appendix C).

No comment has been received from Katzie and Kwantlen First Nations at the time of drafting this report. Any correspondence which will be received after this report is drafted will be provided to Council at the meeting on July 25, 2023.

<sup>1</sup> A review of rezoning applications received between 2012 and 2022 indicates that no application has been denied by Council at first reading, considering that Council did not have adequate information to deny an application at that early stage.

## CONCLUSION:

Streamlining development application review process to expedite development approval and housing construction is a critical step to improve housing affordability and economic development in Maple Ridge. In accordance with the recommendation of the Development Services Function Review, conducted by Neilson Strategies Inc., it is recommended that the current development application review process be amended by combining first and second readings for the rezoning applications. In addition, a number of changes to the *Maple Ridge Development Procedures Bylaw No. 5879 – 1999* are recommended to improve efficiency and effectiveness of the review process in Maple Ridge.

Considering that the consultation with external organizations/associations and First Nations related to the proposed changes to the application review process have been completed, it is recommended that Council grant final adoption to the *Maple Ridge Development Procedures Amending Bylaw No. 7931-2023*, and approval to the amended Development Information Meeting Policy No. 6.20.

“Original Signed by Mark McMullen” for

*Prepared by:* **Parissa Shafizadeh, M.PL, MCIP, RPP**  
**Senior Planner**

“Original Signed by Charles R. Goddard”

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

“Original Signed by Scott Hartman”

*Concurrence:* **Scott Hartman**  
**Chief Administrative Officer**

The following appendices are attached hereto:

- Appendix A – Maple Ridge Development Procedures Amending Bylaw No. 7931-2023.
- Appendix B – Amended Development Information Meeting Policy No. 6.20.
- Appendix C – Comments received from BC Non-Profit Housing Association.
- Appendix D – Comments received from Homebuilders Association Vancouver.
- Appendix E – Comments received from Urban Development Institute.

**CITY OF MAPLE RIDGE  
BYLAW NO. 7931-2023**

A Bylaw to amend the text and Schedules of Maple Ridge Development Procedures Bylaw No. 5879-1999 as amended

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**WHEREAS**, it is deemed expedient to amend the Maple Ridge Development Procedures Bylaw No. 5879-1999 as amended:

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

1. This bylaw may be cited as “*Maple Ridge Development Procedures Amending Bylaw No. 7931-2023*”.
2. *Maple Ridge Development Procedures Bylaw No. 5879-1999* is hereby amended to amend the second “WHEREAS” clause and replace the wording “Temporary Commercial and Industrial permits” with the wording “Temporary Use Permits”.
3. *Maple Ridge Development Procedures Bylaw No. 5879-1999* is hereby amended to repeal clause (b) of subsection 2(2), and replace it with the following wording:  
  
(b) Temporary Use Permits;
4. *Maple Ridge Development Procedures Bylaw No. 5879-1999* is hereby amended to repeal clause (c) of subsections 2(2), and replace it with the following wording:  
  
(c) Development Permits, including Minor Development Permits;
5. *Maple Ridge Development Procedures Bylaw No. 5879-1999* is hereby amended to add subsection (3) to section 2 (Scope), with the following wording:  
  
(3) Pre-Application Meetings.
6. *Maple Ridge Development Procedures Bylaw No. 5879-1999* is hereby amended to repeal subsection (1) of section 3 (Application) in its entirety, and replace with the following wording:  
  
(1) Applications for an amendment, permit, and pre-application meeting shall be:
  - a) made to the Director of Planning of the Municipality, or their designate, on an application form that is signed by the applicant;
  - b) accompanied by a Consent Form signed by the owner, if the applicant is not the owner of each lot comprising the site;
  - c) accompanied by the fees for the application as set out in the Maple Ridge Fees & Charges Bylaw No. 7575-2019, or amendment thereto;
  - d) accompanied by a Certificate of Title for each lot comprising the site, that is obtained not more than fourteen (14) days prior to the date of the application, together with copies of all non-financial charges, including covenants, statutory rights of way and easements; and

- e) accompanied by such other information and documents as may be required by the Director of Planning of the Municipality, or their designate, which in their opinion are required to process the application, at the sole cost of the applicant.
7. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to repeal subsections (2) and (3) of section 3 (Application) in their entirety and replace them with the following wording:
- (2) Deleted by the *Maple Ridge Development Procedures Amending Bylaw No. 7931-2023*.
  - (3) Deleted by the *Maple Ridge Development Procedures Amending Bylaw No. 7931-2023*
8. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to add clause d) to subsection 3(4), with the following wording:
- d) an application for an Official Community Plan amendment, where amendment to the Official Community Plan is required to allow the development in respect of which the rezoning is being sought.
9. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to repeal subsection (5) of section 3 (Application) in its entirety, and replace it with the following wording:
- (5) An application for a pre-application meeting shall be made prior to any application for rezoning, Official Community Plan amendment, development permit including minor development permit, development variance permit, and temporary use permit.
10. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to repeal subsection (6) of section 3 (Application) in its entirety, and replace it with the following wording:
- (6) Notwithstanding subsection (5) of this section, the Director of Planning of the Municipality, or their designate, has the discretion to not require a pre-application meeting for a development variance permit, or minor development permit, if to their opinion, the initial staff review at the pre-application meeting is not required due to simplicity of the application.
11. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to repeal section 4 in its entirety, and replace it with the following wording:
- 4. Deleted by the *Maple Ridge Development Procedures Amending Bylaw No. 7931-2023*.
12. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to repeal section 5 in its entirety, and replace it with the following wording:
- 5. Every application shall be processed by the Director of Planning of the Municipality, or their designate. The Director or their designate shall present a report to Council for its consideration, except for a pre-application meeting, heritage alteration permit, and the development permits for which has been delegated the authority to issue the permit.
13. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to repeal section 6 in its entirety, and replace it with the following wording:
- 6. The Council may, upon receipt of the report under Section 5 of this bylaw:

- (a) Give reading to the bylaw;
- (b) refer the application with direction to the Director of Planning of the Municipality, or their designate; or
- (c) reject the application.

14. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to repeal section 10 in its entirety, and replace it with the following wording:

- 10. For any application where the information or documents requested by the Municipality in respect to the application is not received within six (6) months of the request, the application may be closed at the discretion of the Director of Planning of the Municipality, or their designate.

15. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to amend section 11 by replacing the words “18 months” with the words “12 months”.

16. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to amend section 11 by replacing the words “Clause 15” with the words “section 16”.

17. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to repeal section 12 in its entirety, and replace it with the following wording:

- 12. Pursuant to sections 10, 11, 18, 19, and 19.1 of this bylaw, a written notification of the impending file closure shall be sent to the applicant 60 days prior to the associated timelines. Failure to respond will result in the application, including any associated applications such as Official Community Plan amendment, Zoning Bylaw amendment, Development Permit, or Development Variance Permit, being closed and the applicant will be required to submit new application(s) in accordance with this bylaw, if they wish to continue to work on the application.

18. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to repeal section 13 in its entirety, and replace it with the following wording:

- 13. Deleted by the *Maple Ridge Development Procedures Amending Bylaw No. 7931-2023*.

19. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to repeal section 15 in its entirety, and replace it with the following wording:

- 15. Deleted by the *Maple Ridge Development Procedures Amending Bylaw No. 7931-2023*.

20. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to repeal section 16 in its entirety, and replace it with the following wording:

- 16. Pursuant to section 11, where a written request for an extension is submitted and the extension fee is paid, the Director of Planning of the Municipality, or their designate may grant a six (6) month extension, up to two times, provided that any of the following condition does not apply:
  - (i) One or more of the terms and conditions specified by Council are requested to be modified by the applicant;
  - (ii) New or modified Council policy affects the terms and conditions specified by Council;



- (iii) A change in the ownership of a property affects agreements or understandings with the previous owners respecting the terms and conditions specified by Council;
- (iv) A provincial or federal regulation would result in a change to the application;
- (v) The property is subject to bylaw enforcement which the rezoning does not address;
- (vi) A lack of communication and/or no progress on completing remaining terms and conditions specified by Council; and/or
- (vii) The development context of the surrounding area has changed significantly since the Public Hearing was held for the application.

21. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to repeal section 18, and replace it with the following wording:

18. An applicant for a zone amending application which was received prior to adoption of the Development Procedures Amending Bylaw No. 7931-2023 shall submit the information outlined in the staff report for first reading and as required under subsection 3(4), within 12 months after the first reading is granted:

22. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to repeal section 19, and replace it with the following wording:

19. A zone amending application which has received third reading prior to adoption of the Development Procedures Amending Bylaw No. 7931-2023 shall be closed 18 months after the third reading is granted, except where the applicant has applied for, paid the extension fee, and received a one-time six (6) month bylaw extension prior to adoption of the Development Procedures Amending Bylaw No. 7931-2023.

23. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to add section 19.1 with the following wording:

19.1. A zone amending application which has received third reading prior to adoption of the Development Procedures Amending Bylaw No. 7931-2023 may be granted a one-time six (6) month extension by the Director of Planning of the Municipality, or their designate, in accordance with section 16 of this bylaw.

24. *Maple Ridge Development Procedures Bylaw No. 5879 -1999* is hereby amended to repeal section 20 under the title "Other" in its entirety, and replace it with the following wording:

20. Deleted by the *Maple Ridge Development Procedures Amending Bylaw No. 7931-2023*.

*Maple Ridge Development Procedures Bylaw No. 5879-1999* as amended is hereby amended accordingly.

**READ** a first time the 27 day of June, 2023.

**READ** a second time the 27 day of June, 2023.

**READ** a third time the 27 day of June, 2023.

**ADOPTED** the     day of     , 2023.

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**PRESIDING MEMBER**

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**CORPORATE OFFICER**

## POLICY MANUAL

<b>Title:</b> <b>Development Information Meetings</b>	<b>Policy No :</b> 6.20  <b>Supersedes:</b> New  <b>Repealed and Replaced:</b> <b>March 22, 2005 and revision</b> <b>January 26, 2010</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: 280px;"><input type="checkbox"/> <b>General Manager</b></span>	<b>Effective Date:</b> <b>July 4, 2016</b>  <b>Review Date:</b> <b>July 4, 2017</b> <b>June 13, 2023</b>
<p><b>Policy Statement:</b></p> <p>That with respect to Development Information Meetings, be it resolved that the policy take effect when approved by Council.</p> <ol style="list-style-type: none"> <li>1) An applicant shall be required to hold a Development Information Meeting when an application involves the following:             <ol style="list-style-type: none"> <li>a) an Official Community Plan amendment, other than a conservation boundary adjustment or for legal reasons;</li> <li>b) a Rezoning or Heritage Revitalization Agreement application to permit a significant amount of development in compliance with the Official Community Plan (any development proposing a change in use or 5 or more dwelling units – or in the case of a staged development, where the site has potential for 5 or more dwelling units in total for all stages);</li> <li>c) a Commercial or Industrial development requiring a Development Permit, that is adjacent to lands zoned or designated for residential use; or</li> <li>d) any development, where in the opinion of the Director of Planning, the development could have a significant impact on the amenities or character of the surrounding area, particularly in the area of infill development.</li> </ol> </li> <li>2) The meeting is the responsibility of the applicant to host and all costs related to the meeting are to be assumed by the applicant. The arrangement for and provision of facilities for the Development Information Meeting are the responsibility of the applicant.</li> <li>3) A fee may be charged by the City of Maple Ridge to cover the cost of staff time, as set out in the current <b>Maple Ridge Fees and Charges Bylaw No. 7575-2019, or as amended</b>, should attendance as an observer be required, at the discretion of the Director of Planning.</li> <li>4) Applicants will be required to discuss the timing and location of the Development Information Meeting with the Planning Department and agree upon the appropriate scheduling of the meeting. The meeting should be scheduled at a time that ensures adequate opportunity for the public to attend and time to provide feedback about the project (not less than two hours in length). The</li> </ol>	

location of the meeting should be in close proximity to the project site and should be large enough to accommodate the anticipated turnout. Appropriate venues may include community halls, schools or churches, but do not include private homes, show homes, or the applicant's office. For the Official Community Plan or Zone amending bylaws, the meeting is to occur prior to **first reading**. An applicant who holds a Development Information Meeting without having reached agreement on the time and place of the meeting with the Planning Department may be required to re-schedule another meeting at their cost, at an agreed upon time and location.

5) The following materials must be made available at the Development Information Meeting:

**a) For Single-Family Development:**

i) Subdivision Plan acceptable to the Approving Officer, showing:

- Zoning compliance;
- Building envelope(s);
- Proposed variances;
- Road network and parking provision; and
- Park dedication and green spaces.

ii) Architectural drawings and streetscapes, if the application is subject to an Intensive Residential Development Permit.

**b) For Multi-Family, Commercial, Industrial, and Institutional Development:**

i) Site Plan, showing:

- items listed above in 5) a) i);
- Amenities, including common activity area and open space.

ii) Architectural and landscape plans.

**c) For All Subject Developments:**

i) Excerpts of Zoning Bylaw and Official Community Plan materials;

ii) Supporting professional reports ;

iii) Information, technical assessment, and analysis required by the City for Watercourse Protection, Natural Features, or Wildfire Development Permit; and

iv) Meeting records:

- Sign-in sheet to record number of attendees\*;
- Comment sheets for attendees\*; and
- Copies of any emails or correspondence that may have been submitted.

The above listed information must be reviewed by the Planning Department prior to presentation at the Development Information Meeting. Records from the meeting are to be kept by the applicant and forwarded to the City within three days of the meeting.

\*Sign-in and comment sheets must include the following disclaimer:

*"Please note that all comment and attendance sheets produced as a result of this Development Information Meeting will be provided to the City of Maple Ridge and form part of the public record that is available for viewing by the public upon request."*

- 6) The applicant shall be responsible for all notification of the Development Information Meeting. The applicant must mail or otherwise deliver a Development Information Meeting letter to all property owners and residents within 100 metres of the development site and to the Planning Department at least 10 days in advance of the meeting date. The Planning Department will provide the applicant with a list of mailing labels for all property owners and residents. The letter must contain the following project specific information:
- a) The application number;
  - b) The development site property address(es);
  - c) A map showing the location of the development site (note: not the location of the meeting);
  - d) The purpose of the application;
  - e) The date, place, start and end times of the Development Information Meeting; and
  - f) An invitation to obtain information from the applicant, including contact information and the Planning Department's contact information.
- 7) A Development Information Meeting advertisement must be published in at least two consecutive issues of a local newspaper, the last publication to appear not less than three and not more than ten days before the meeting. The notice must be a minimum of three columns width, or 9 cm by 12 cm (3.54 in. by 4.72 in.) in size. The advertisement must include the project specific information listed in 6) a) through f).
- 8) A notification decal shall be posted on the development site's development sign(s) a minimum of 10 days prior to the meeting in accordance with the Council Policy 6.21 – *Development Sign Policy*.
- 9) The applicant shall be responsible for the format of the meeting and the keeping of a detailed record of the meeting. Within three days of the Development Information Meeting, a summary report shall be submitted to the Planning Department containing the following:
- a) completed meeting records including: sign-in sheets, comment sheets; and copies of any emails or correspondence that may have been submitted;
  - b) summary notes or minutes from the meeting;
  - c) analysis of the comment sheets; and
  - d) summary on how the issues and concerns identified from the Development Information Meeting will be addressed in the project.

**Purpose:**

To establish a minimum standard for the hosting of a Development Information Meeting by an applicant to inform the public of proposed development changes in their neighbourhood and to allow for the identification of issues and concerns early on in the development process.

**Definitions:**

***Applicant:*** Person or company who makes a development application and is identified as such on the application form, with consent from the development site owner(s).

***Development Site:*** Property or properties under development application.

**Parissa Shafizadeh**

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**From:** Andrés Peñaloza <andres@bcnpha.ca>  
**Sent:** Tuesday, July 4, 2023 3:18 PM  
**To:** Parissa Shafizadeh  
**Cc:** Marika Albert  
**Subject:** Re: Maple Ridge Development Application Review Process Feedback

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

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Hi Parissa,

Apologies for the delayed response. It is great to e-meet you.

I went over the report available

at <https://mapleridge.primegov.com/Portal/Meeting?meetingTemplateId=679> (point 5.3) and wrote a few ideas in relation to the community housing sector:

- Overall, the recommendations seem to be effective in reducing bureaucracy throughout the process.
- Although it is positive that the recommendations mentioned the amendments to the Local Government Act under Bill 26, the benefits provided by those amendments in terms of delegating approvals to staff don't come up as a preferable alternative to the status quo. BCNPHA has strongly advocated in favor of delegating approvals of developments, especially of non-profit and co-op housing, that are consistent with Official Community Plans to municipal staff. Given the amount of push-back that non-profit housing projects can get in public hearings (which may not be representative of the real level of support from the community), as well as how sensible these projects are to delays compared to for-profit developments, especial considerations for these projects should be made more explicit.
- When final approval is not certain, as it will depend on the outcome of a public hearing and not necessarily its compliance with other (more comprehensive) public engagement instruments, preparing a complete application package for a project that would have otherwise been rejected in the first reading is a significant financial risk for a non-profit developer. A risk so high could discourage applications from the community housing sector who is more risk averse.

Please, feel free to contact me if you have any questions or want to discuss further.

Best wishes,

**Andrés Peñaloza**

Senior Policy Analyst

**From:** [Diana Dilworth](#)  
**To:** [Parissa Shafizadeh](#)  
**Subject:** Re: FW: Maple Ridge Development Application Review Process Feedback  
**Date:** Thursday, July 20, 2023 3:46:43 PM  
**Attachments:** [image001.png](#)

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Good afternoon Parissa, sorry this didn't come to you earlier in the day, I understand that today is likely agenda deadline day!

We included the information in a recent edition of our Government Relations Update and asked our members to provide information directly to you, so not sure if you got any feedback from them.

From the HAVAN perspective, we applaud the many initiatives that the City of Maple Ridge has implemented over the past two years to streamline and make more efficient the development application and building permit processes.

With the City's most recent initiative to address the submission of a complete application prior to first reading, leadership is shown in making a concerted effort to address lengthy timelines and processes that delay the building of much needed homes in your community, which in turn, has an impact on housing affordability.

Firstly, the requirement of a pre-application meeting with staff prior to submission of a complete application will potentially identify issues with the application sooner rather than later. Currently, an applicant often has to go back and forth over issues that are raised later in the process, "jumping through hoops," so to speak. This requirement would be welcome by our members and is consistent with the direction a number of other lower mainland communities are taking.

Secondly, the requirement to submit a complete application, while needing much more work up front, will overall save both our members and your staff time in processing. The commitment within the proposed changes to reduce the current 18-month time limit between third reading and final adoption to 12 months (with 2 six-month extensions) is a positive move to efficientize the processing of applications.

Lastly, the proposed consideration of grandfathering options for existing rezoning applications, by allowing submission of a complete application, within one year from first reading, is an appropriate transition for applicants already in the system.

We will watch the Council deliberations on these proposed changes with interest and are optimistic that Mayor and Council will make decisions that will have a positive and welcome change to the current Development Application Review Process.

Sincerely,

~ Diana

On Wed, Jul 19, 2023 at 9:09 PM Parissa Shafizadeh <[pshafizadeh@mapleridge.ca](mailto:pshafizadeh@mapleridge.ca)> wrote:

**To:** Jenny Scott  
**Subject:** RE: Maple Ridge Development Application Review Process Feedback

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**From:** Jenny Scott <jscott@udi.org>  
**Sent:** Thursday, July 20, 2023 4:09 PM  
**To:** Parissa Shafizadeh <pshafizadeh@mapleridge.ca>  
**Subject:** RE: Maple Ridge Development Application Review Process Feedback

**EXTERNAL EMAIL:** Don't click on links or open attachments you don't trust.  
**COURRIEL EXTERNE:** Ne cliquez pas sur les liens et n'ouvrez pas les pièces jointes suspects.

Hi Parissa,

Thank you for your email and for your update on the proposed amendments to the Development Procedures Bylaw. We don't have any specific feedback on the proposed changes other than that we are supportive of them. We look forward to the implementation of these changes as they will be helpful in streamlining the development approvals process.

Warm regards,  
Jenny

**Jenny Scott, M.A.**  
Direct: (236) 427-5402

