

City of Maple Ridge

COUNCIL WORKSHOP AGENDA

July 28, 2020

11:00 a.m.

Virtual Online Meeting

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

REMINDER: July 28, 2020 Council Meeting 7:00 p.m. Virtual Online Meeting

1. APPROVAL OF THE AGENDA

2. ADOPTION OF MINUTES

2.1 Minutes of the July 14, 2020 Council Workshop Meeting

3. PRESENTATIONS AT THE REQUEST OF COUNCIL

4. UNFINISHED AND NEW BUSINESS

4.1 Watercourse Debris Removal Policy No. 9.15

Staff report dated July 28, 2020 recommending that Watercourse Debris Removal Policy No. 9.15 be forwarded to a future Council Meeting for consideration.

4.2 Home Based Business Regulation Update

Staff report dated July 28, 2020 providing an overview of the Home Occupation Regulation expansion.

4.3 Council Workplan Matrix Update

Staff report dated July 28, 2020 recommending that the Council Workplan Matrix be endorsed.

5. CORRESPONDENCE

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

7. MATTERS DEEMED EXPEDIENT

8. NOTICE OF CLOSED COUNCIL MEETING

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

Section 90(1)(b) Personal information about an identifiable individual who is being considered for a municipal honour.


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

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

9. ADJOURNMENT

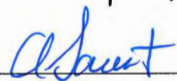
APPROVED BY:

DATE:


July 22, 2020

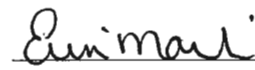
PREPARED BY:

DATE:


July 22, 2020

CHECKED BY:

DATE:


July 22, 2020

2.0 Adoption of Minutes

City of Maple Ridge

COUNCIL WORKSHOP MINUTES

July 14, 2020

The Minutes of the Closed Council Meeting held as a virtual online meeting hosted in Council Chambers at City Hall, 11995 Haney Place, Maple Ridge, British Columbia on July 14, 2020 at 11:05 a.m. for the purpose of transacting special Municipal business.

<i>PRESENT</i>	<i>Appointed Staff</i>
<i>Elected Officials</i>	A. Horsman, Chief Administrative Officer
Mayor M. Morden	D. Boag, General Manager Parks, Recreation & Culture
Councillor J. Dueck	C. Carter, General Manager Planning & Development Services
Councillor K. Duncan	C. Crabtree, Acting General Manager Corporate Services
Councillor C. Meadus	S. Nichols, Corporate Officer
Councillor G. Robson	D. Pollock, General Manager Engineering Services
Councillor R. Svendsen	T. Thompson, Chief Financial Officer
Councillor A. Yousef	<i>Other Staff as Required</i>
	C. Goddard, Director of Planning
	K. Gowan, Planner 1
	A. Grochowich, Planner 2
	M. Orsetti, Director of Bylaw and Licensing Services
	M. Vogel, Computer Support Specialist
	L. Zosiak, Manager of Community Planning

Note: These Minutes are posted on the City Web Site at www.mapleridge.ca

Note: Due to the COVID-19 pandemic, Council members participated electronically. Councillor Svendsen was absent at the start of the meeting due to technical difficulties.

1. APPROVAL OF THE AGENDA

R/2020-293

It was moved and seconded

That the agenda of the July 14, 2020 Council Workshop Meeting be approved as circulated.

CARRIED

Note: Councillor Svendsen joined the meeting at 11:06 a.m.

2. ADOPTION OF MINUTES

2.1 Minutes of the June 23, 2020 Council Workshop Meeting

R/2020-294

It was moved and seconded

That the minutes of the Council Workshop Meeting of June 23, 2020 be adopted as circulated.

CARRIED

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

4. UNFINISHED AND NEW BUSINESS

4.1 **Employment Lands: Preliminary Concepts for the Yennadon Lands**

Presentation by Michael von Hausen, MVH Urban and Design Inc.

Staff report dated July 14, 2020 recommending that staff proceed with the Yennadon Lands Redesignation public consultation.

The Manager of Community Planning and A. Grochowich, Planner, provided a brief background on the item and introduced Michael von Hausen of MVH Urban and Design Inc.

Mr. von Hausen provided a detailed presentation outlining preliminary analysis and design concepts for the Yennadon Lands. The Planner provided details on the next steps for the project. Mr. von Hausen and staff responded to questions from Council.

R/2020-295

Moved and seconded

That Option 2 (Concept 2 in the Yennadon Land Preliminary Concepts presentation) be referred to the public for comment and that an Official Community Plan Amending Bylaw be prepared and accompany the consultation summary report.

CARRIED

4.2 **Accountability Mechanisms for Secondary Suites and Detached Garden Suites**

Staff report dated July 14, 2020 recommending to prepare amendments to the Business Licencing and Regulation Bylaw to require a Good Neighbour Agreement for rental units and amendments to the Zoning Bylaw to remove the owner occupancy requirement for secondary suites and detached garden suites, and that enforcement of the owner occupancy requirement continue to be held in abeyance.

The Manager of Community Planning provided a brief background on the item and introduced K. Gowan, Planner, who provided a detailed presentation

Staff responded to questions from Council.

R/2020-296

Moved and seconded

1. **That staff be directed to prepare amendments to the Business Licencing and Regulation Bylaw to require the Good Neighbour Agreement as a condition of a Business Licence for rental units; and**
2. **That staff be directed to prepare amendments to the Zoning Bylaw to remove the owner occupancy requirement for secondary suites and detached garden suites; and further**
3. **That enforcement of the owner occupancy requirement continue to be held in abeyance until the Zoning Bylaw and Business Licencing and Regulation Bylaw amendments are adopted.**

CARRIED

Councillor Duncan, Councillor Yousef - OPPOSED

Note: The Mayor called for a 30 minute recess at 1:15 p.m. The meeting was reconvened at 1:47 p.m.

4.3 **Maple Ridge Social Services: Gap Analysis Scope of Work**

Staff report dated July 14, 2020 recommending that staff begin a gap analysis to identify key trends, strengths and opportunities related to social services in Maple Ridge.

The Manager of Community Planning provided background on the item.

A. Grochowich, Planner presented a detailed presentation and staff responded to questions from Council.

R/2020-297

Moved and seconded

That staff be directed to begin a gap analysis, based on the scope of work identified in the report dated July 14, 2020, in order to identify key trends, strengths, and opportunities related to social services in Maple Ridge.

CARRIED

Councillor Robson, Councillor Svendsen, Councillor Yousef – OPPOSED

4.4 **Business and Financial Planning Guidelines 2021-2025**

Staff report dated July 14, 2020 recommending that the report titled “Business and Financial Planning Guidelines 2021-2025” be forwarded to the July 28, 2020 Regular Council Meeting.

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

R/2020-298

Moved and seconded

That the attachment to the July 14, 2020 Council Workshop report titled “Business and Financial Planning Guidelines 2021-2025 be forwarded to the Council Meeting on July 28, 2020 to include feedback received at the July 14, 2020 Council Workshop.

CARRIED

5. ***CORRESPONDENCE*** – Nil

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

7. ***MATTERS DEEMED EXPEDIENT*** – Nil

8. ***ADJOURNMENT*** – 3:21 p.m.

M. Morden, Mayor

Certified Correct

S. Nichols, Corporate Officer

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Watercourse Debris Removal Policy

MEETING DATE: July 28, 2020
FILE NO: 11-5225-05
MEETING: Council Workshop

EXECUTIVE SUMMARY:

The purpose of this report is to discuss the issues arising from debris and blockages on watercourses through the City and to seek Council's endorsement of the Watercourse Debris Removal Policy (Policy).

There are a large number of watercourses across the City of Maple Ridge, most of which run in part through private properties. All of these water courses are important for both environmental reasons and conveyance of storm drainage. If debris from upriver forms a blockage, it has the potential to impact a large number of surrounding properties.

Managing these watercourses within the City presents a number of challenges. Most of the watercourses within private properties do not have Right of Ways in place allowing the City access. Investigating and locating debris or blockages often requires property owner permission. Mobilizing heavy equipment to the work site(s) will create damage to private property yards, green spaces, foreshore wetlands and marsh areas and all works are subject to provincial legislation and approvals.

The City's legal counsel has reviewed this issue and while there is no legal obligation for the City to proactively or reactively manage the rivers and watercourses, and many of the properties located along these watercourses are in designated floodplains there is an impact on the larger community and a desire to take some action. In doing so, the city needs to ensure that it is addressing the safety of residents but not assuming unnecessary liabilities in doing so, as well as considering how such works would be funded.

The Watercourse Debris Removal Policy, attached has been developed in conjunction with the City's legal counsel and the Municipal Insurance Association of BC (MIABC) to provide clear and consistent guidelines for responding to debris removal issues while limiting the liability exposure to the City.

The attached Policy sets out the criteria and actions to be taken when the City becomes aware of a debris blockage on a watercourse. As recommended by legal Counsel, it is a reactive policy and does not commit the City to ongoing obligations to inspect or monitor the watercourses as doing so would expose the City to liability for damages to property or injuries from users of the waterway.

RECOMMENDATION:

That the Watercourse Debris Removal Policy be forwarded to a future Council Meeting for consideration.

DISCUSSION:

a) Background Context:

There are several scenarios whereby the City may need to respond to resident concerns related to debris blockages in watercourses and it is important to provide a consistent response. The most common occurrence to date has been trees falling into the watercourse from adjacent or upstream properties and causing a blockage. Where the tree comes from City property, or City road right of way, and there is access from public lands, the City has typically completed a removal.

Where the trees come from private lands, and the only access is across private lands the issue becomes less clear. The city has no obligation to take action. However, in most cases, the works, including environmental approvals are beyond the scope of most property owners. If the debris creates a potential risk to surrounding properties or public users of the waterway, then there is usually an expectation that the City will become involved and take some form of action. This policy describes the framework for how the City will respond to reported debris blockages.

In cases where the debris occurs from actions of a property owner, then the property owner is expected to complete the removal. If it is beyond their abilities, the City may do the work, but the full cost of the work would be charged back to the offending property owner. This would require either a bylaw or a resolution of Council before any remedial action would be taken.

The City does not have a legal or statutory obligation to inspect or take actions on watercourses through private lands and it is important to note that the Policy does not take a proactive approach to inspect or take actions. Legal counsel has advised that if the City were to adopt a proactive approach then the City would likely assume responsibility for damages from flooding or injury if they occurred because the City would have an obligation to inspect, monitor and take corrective actions.

Legal counsel recommended that the Policy limit the scope of actions the City will take and be clear that the City does not have an ongoing responsibility to inspect or take actions evolving from complaints. The Policy states that the City will only consider taking action where Council has given direction to do so through the Policy, where funds are available and where all necessary approvals are in place.

The attached Policy defines what actions will be taken and when, and limits the exposure to liability. This policy applies solely to debris blockages composed of woody materials and specifically excludes removal or dredging of sand and gravel, any bank erosion works, other flood protection works such as dikes or berms, and vegetation control. These are the responsibility of the property owner. Where such debris poses a risk to City infrastructure such as roads, bridges or utility crossings, the City may consider taking further remedial actions as appropriate to protect the infrastructure.

b) Desired Outcome:

The intent of the Policy is to establish a mechanism to deal with debris blockages on water courses on private lands in a consistent and defensible manner.

c) Citizen/Customer Implications:

Authorization from the property owners for inspections or remedial works would be required in cases where the City will be taking actions. This may also include provisions for restoration works on private lands that were used for the work. If a signed agreement is not in place and cannot be secured, the issue would be brought to Council for a resolution in accordance with the Community Charter providing the City the right to access the property and undertake works if a blockage is found.

d) Interdepartmental Implications:

Engineering Operations would lead the debris removal efforts, including working with an Environmental Consultant to meet the requirements of the Provincial Water Sustainability Act. Engineering Operations will work with the Environmental Section of the Planning Department to respond to any inquiries.

e) Business Plan/Financial Implications:

Currently, there is no funding allocated to debris removal efforts within watercourses through private lands. A Special Project budget should be established to support debris removal efforts under this Policy. It is recommended that a budget of \$50,000 be included in the 2021 and future financial plans. If not used the funds would carry forward. If any funds are used then the remainder would carry forward and be topped back up to \$50,000 for the following year.

f) Alternatives:

The City could adopt a proactive policy of inspections and debris removals, however this is not recommended as there would then be an obligation on the City to provide an ongoing service. It would also identify the City as being responsible for clearing any blockages and for any damage to properties. In addition, the staff resources required to inspect all watercourses, even annually, are not currently available.

As there is no legal obligation to become involved, the City could also elect not to become involved at all and leave responsibility for debris removal efforts with property owners. However, given that these blockages are typically costly and impact larger areas, this would likely result in the works not being addressed. If not addressed, this may increase the risk of flooding of properties located upstream of a debris jam or risk of injury to users of the waterway. Alternatively, the City could undertake the works and seek recovery of costs at the owner's expense.

CONCLUSION:

Debris blockages on watercourses is complicated by the lack of access through private properties. The Watercourse Debris Removal Policy provides a balanced and consistent approach to requests for instream works not covered by existing maintenance programs while limiting the level of liability and financial risk assumed by the City and its residents.



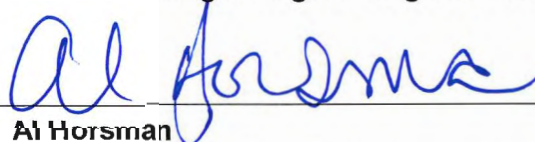
Prepared by: **Davin Wilson,**
Acting Director of Engineering Operations



Reviewed by: **Darrell Denton,**
Property Manager



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



Concurrence: **Al Horsman**
Chief Administrative Officer

Attachments: Water Course Debris Removal Policy



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POLICY MANUAL

Title: Watercourse Debris Removal	Policy No : 9.15 Supersedes: New
Authority: <input type="checkbox"/> Legislative <input type="checkbox"/> Operational Approval: <input type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	Effective Date: Review Date:
<p>Policy Statement:</p> <p>The City does not proactively and routinely inspect watercourses for debris blockages or other potential hazards, and does not have the financial and other resources to do so.</p> <p>In accordance with this policy, the City may investigate reports of debris blockages in watercourses and, where there is a high risk to public safety or City infrastructure, and where City resources are available and where it is practical to do so, may take action to remove a debris blockage.</p> <p>When it is necessary to enter private lands adjoining a watercourse to investigate a report of a debris blockage, or to take action to remove a debris blockage, the City will only do so with the written consent of the property owner, or as authorized by Council in accordance with Council's powers under the <i>Community Charter</i>.</p> <p>The City will not consider taking action to remove a debris blockage unless: a) there is a high risk to public safety or City infrastructure; b) all required environmental approvals are in place; and c) the debris blockage can be safely removed using available resources.</p> <p>The City may consider using its powers under the <i>Emergency Program Act</i> when it is determined that an emergency exists or is imminent because of a debris blockage.</p>	
<p>Purpose:</p> <p>The City does not have the legal responsibility to inspect watercourses for potential hazards, or to keep watercourses free of debris or other materials which may accumulate and create a risk of flooding.</p> <p>Works in and around a water course including the clearing of a debris blockages must be carried out in compliance with Provincial and Federal legislation.</p> <p>From time to time, the City is contacted by property owners and other concerned residents with reports of debris blockages. The purpose of this policy is to establish a limited system for responding</p>	

to reports of debris blockages that balances protection of the public from the risks associated with debris blockages in watercourses with the other priorities and limited resources of the City of Maple Ridge.

By adopting this policy, the City does not intend to assume a private law duty of care to private property owners whose lands may be flooded in the event of a debris blockage.

This policy does not apply to gravel or sediment build up in watercourses, erosion, vegetation control concerns, or blockages caused by human activity.

Definitions:

CMT: The senior management of the City including the CAO and General Managers.

Debris Blockage: Naturally occurring blockage of a watercourse caused by an accumulation of woody debris such as trees, branches, stumps, bushes, or dimensional lumber.

Watercourse: Any stream, river or other form of natural watercourse.

Key Areas of Responsibility

Action to Take	Responsibility
Investigate report of a debris blockage or potential debris blockage. Obtain written authorization for entry onto private property when necessary, or seek Council direction as required.	Engineering Operations
Assess level of risk associated with debris blockage and determine whether further City action is warranted under this policy, given available City resources.	Engineering Operations; Engineering; Fire Department; Risk Management CMT; Council
Acquire approvals from Ministry of Forests Lands and Natural Resources; Department of Fisheries and Oceans.	Environment; Engineering Operations
Activate emergency plan and declare state of emergency if appropriate.	CMT; Council
Remove debris blockage where authorized to do so under this policy.	Engineering Operations



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City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
MEETING DATE: July 28, 2020
FILE NO: 2017-242-RZ
MEETING: Workshop
SUBJECT: Home Based Business Regulation Update

EXECUTIVE SUMMARY:

In February 2018, the home based business regulations were expanded when Council adopted the Zone Amending Bylaw No. 7394-2017 that amended the Home Occupation regulations in the Maple Ridge Zoning Bylaw. The intent of the Home Occupation regulation review was to update, modernize and improve regulations to better support home based businesses throughout the City. This amending bylaw brought into effect more permitted types of business, expanded the location and size of a home based business relative to lot size, as well as increased the number of daily visits and non-resident employees.

Overall, the expanded Home Occupation regulations are having a positive impact in Maple Ridge. The number of home based business licences have increased and evidence of home based businesses moving to commercial spaces suggests that Maple Ridge is developing entrepreneurs. The expanded Home Occupation regulations were implemented to provide residents adaptable employment opportunities in changing job markets and residents are exploring these options given the pandemic of the Novel Coronavirus (COVID-19).

This report provides an overview of the successes to the Home Occupation regulation expansion as well as next steps to maintain flexible approaches that enable the continuation of safe and adaptable employment opportunities in Maple Ridge

RECOMMENDATION:

For information only.

1.0 BACKGROUND:

a) Context

The Commercial and Industrial Strategy, endorsed in 2014, recommended expanding the permitted uses for home based businesses in order to allow for changes and evolution of working and business styles. Recognizing the changing nature of business and household needs, Council directed that the City's Home Occupation regulations be reviewed. By updating and modernizing the Home Occupation regulations, it better supports home based businesses throughout the City and therefore, better support Maple Ridge residents and entrepreneurs. The permitted uses, number of daily visits and non-resident employees were expanded, while also balancing the needs of the neighbourhood, recognizing that these home based businesses are taking place in largely residential areas.

b) Work to Date

From 2016 to 2017, staff began to review current and possible new zoning regulations in collaboration with the Home Based Business Task Force. At the July 18, 2017 Council meeting, staff presented a consultation program, which was endorsed by Council, and proposed several opportunities to expand the types of home based business activities.

Throughout September 2017, an extensive Public Consultation took place, which included a public open house, presentations to local business groups, and a community survey. Throughout the process, many residents indicated that it was an appropriate time for change to the home occupation regulations in Maple Ridge, citing the changing nature of business and household needs.

On October 17, 2017, Council passed a resolution that the bylaw to amend the home occupation regulations of the Zoning Bylaw be forwarded to the next Council meeting, October 24, 2020, for consideration of first reading. On December 5, 2017, staff presented the amending bylaw that incorporated Council comments from first reading (link below).

<https://www.mapleridge.ca/AgendaCenter/ViewFile/Agenda/12052017-2981>

Between December 2019 and January 2018, Bylaw No. 7394-2017 went to Public Hearing and received third reading. On February 27, 2018, Bylaw No. 7394-2017 received Final Reading.

In 2019, the City of Maple Ridge was awarded the 'Open for Business' Award in the large community category by the BC Small Business Roundtable (BCSBR) in recognition of the changes to the home based business regulations. The 'Open for Business' award recognizes and celebrates communities that best demonstrate they are promoting and adopting business-friendly initiatives within their region

c) Review of Regulations

Prior to implementing the home based business review, the City's Home Occupation regulations did not provide residents with flexible opportunities during changing job markets. The Home Occupation regulations only permitted the operation of a business from the main dwelling unit, up to 20% of the residential floor area, up to 50m² or 538 sq ft, and could not receive daily visits by clients (with the exception of Tutoring & Lessons which permitted up to six people per day).

Throughout the Public Consultation process, staff heard broad levels of support from the public to modernize existing Home Occupation regulations by expanding the location, size, number of daily visits and employees for home based businesses. Potential home based business owners communicated that expanding the location meant they did not have to choose between their 'mortgage helper' and their business. Also, staff heard that expanding the size, number of daily visits and employees allowed for the potential for a greater diversity of business opportunities.

Following the review, the City initiated a four pronged approach that took into account residents and Council of the day's feedback. In summary, the proposed home based business program now creates a four-pronged set of regulations, which includes:

- **Type 1 Home Occupations**, for home occupations occurring in multi-unit dwellings;
- **Type 2 Home Occupations**, for residential zoned lots less than 1,200m² (0.3 ac);
- **Type 3 Home Occupations**, for residential zoned lots greater than 1,200m² (0.3 ac); and
- **Type 4 Home Occupations**, for larger properties (1+ acres).

The intent of Type 4 home based businesses is to allow for larger residential zoned lots to accommodate additional uses and/or different levels of visitation and employment that are not permitted outright under the other categories. Each proposed Type 4 is evaluated on a case-by-case basis and requires a text amendment to the Zoning Bylaw in order to allow the opportunity to identify site-specific requirements to address any possible neighbourhood impacts.

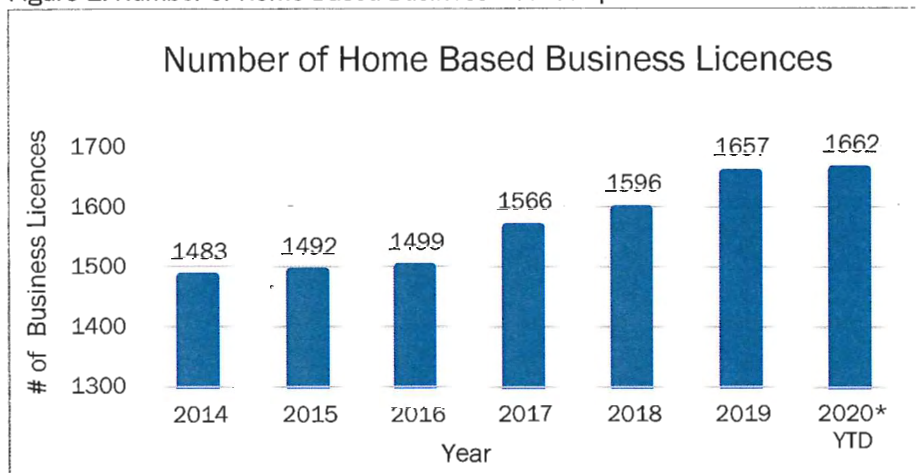
2.0 DISCUSSION:

The Home Occupation regulations have expanded to permit new and emerging business opportunities and the residents were overall in support of these changes. This section provides an overview of the successes and challenges to the Home Occupation regulation expansion as well as next steps.

2.1 Home Based Businesses in Maple Ridge Today

A robust local economy needs a dynamic and growing business sector. Home based businesses within Maple Ridge not only expand the business sector, but are considered an essential step in creating businesses within the community. As of 2014, home based businesses made up 21% of the workforce in Maple Ridge. The home based business sector is an important and growing sector of the local economy as shown by the steady increase in home based business licences issued each year from 2014 to the present (Figure 1). Figure 1 displays the number of home based business licences issued each year between 2014 to present. The information below was captured with the assistance of the Bylaws & Licensing Services Department.

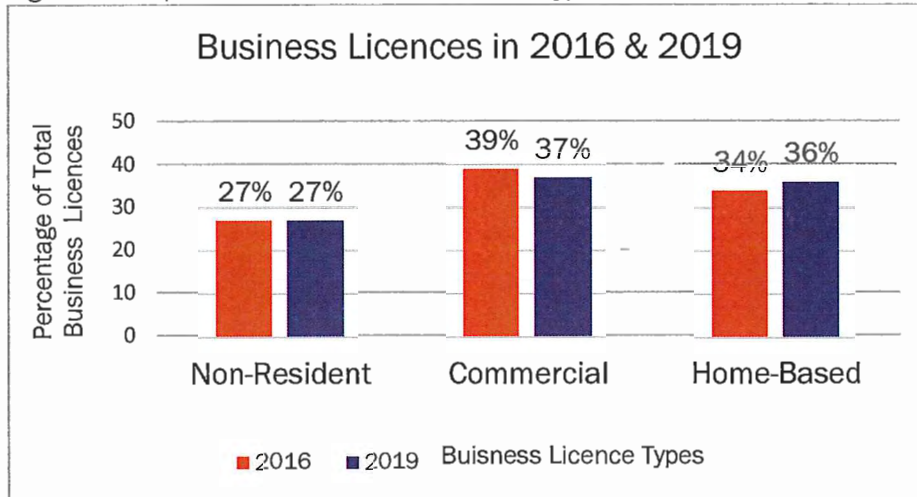
Figure 1: Number of Home Based Business Licences per Year



*as of July 1, 2020

Operating a home based business can be an attainable and sustainable option for residents as it reduces emission and fuel consumption, which saves residents the cost of a long commute. Growing entrepreneurs in Maple Ridge also supports the local economy. In 2019, home based business licences contributed 36% of the total Business Licences issued. Graph 2 below compares 2016 and 2020 Business Licences types to provide a general idea of how home based businesses licences compare to other Business Licences types in 2016 and 2019.

Figure 2: Comparison of Total Business Licence Types in 2016 and 2019



Note: The percentages shown are approximate. A Non-Resident business licence is for Contractors/Business that are not located/registered (are not residents) within Maple Ridge, but come into the community to service our resident & businesses.

Figure 2 provides a broad picture of business being conducted in Maple Ridge, however, it does not provide a snap shot of how business move and transform. Home based businesses contribute to the local economy and have the potential to grow into larger scale businesses. Table 1 below shows six Business Licences that moved from a residential zone to a commercial or industrial zone in 2019. The tax assessment class was also captured to confirm that the current zone type reflected the tax assessment class applied to the property. The information below was captured with the assistance of Information Technology, Planning, and Economic Development & Civic Property departments.

Table 1: Home Based Businesses Moving from Residential to Commercial Spaces in 2019

Past Zone Type	Current Zone Type	Current Tax Assessment Class	Industry
RS-3	CG-1	Commercial Business	Culinary
RS-3	M-3	Light Industrial	Fitness
RS-3	C-3	Commercial Business	Professional Services
RS-1	C-3	Commercial Business	Cleaning Services
RS-3	C-3	Commercial Business	Professional Services
RS-1b	C-3	Commercial Business	Professional Services

2.2 Expanded Home Based Business Opportunities

Home based business's permitted uses, floor space, number of daily visits and non-resident employees were expanded, while also balancing the needs of the neighbourhood as many home based business are operating in residential areas. These expanded regulations permit new and emerging business opportunities and the residents were overall in support of these changes. Currently, there is a growing interest in a number of areas, including Health Services; Animal Services; and Homecraft.

Type 4 Home Based Businesses

The expansion to the Home Occupation regulations also included the establishment of a Type 4 home based business that allows for larger residential zoned lots (1+ acres) to accommodate additional uses and/or different levels of visitation and employment that are not permitted outright under the other three home based business categories.

The intent of a Type 4 home based business is to be the next step up from operating a Type 3 home based business. For example, if a Type 3 home based business is looking to grow and aren't having a negative impact on the neighbourhood, the licensee can speak with staff about increasing the number of visitors and/or non-resident employees permitted.

Each proposed Type 4 home based business is evaluated on a case-by-case basis and requires a text amendment to the Zoning Bylaw. The text amendment process permits each application to be considered individually and allows the opportunity to identify site-specific requirements to address any possible neighbourhood impacts. The text amendment also permits the opportunity for public comment on each application through the public hearing process. Under the original intent, possible uses suggested included health services, animal services, professional retreats, agri-tech, cooking classes and child care.

To-date, there has not been a Type 4 home based business before Council for approval, so the City has not yet issued any Type 4 Business Licences. However, staff have been busy with a number of inquiries and pre-applications. These have involved the following areas: Yoga Retreat Facilities; Dog Grooming / Dog Daycare; Senior Day Programming; and Food production for restaurants.

Through these initiatives, the City hopes to be able to showcase these 'Made in Maple Ridge' business/employment opportunities going forward.

2.3 Adaptable Employment Opportunities

Home-based employment is expected to increase as more people rely on technology for work and the way people work is expected to change. While the impact of the Novel Coronavirus (COVID-19) on Maple Ridge residents is too early to predict, the expansion of Home Occupation regulations in 2018 encourages a more resilient local economy by allowing residents more options for the types of business they are able to start at home.

So far in 2020 there has been an increasing number of inquiries coming into Planning, Bylaws & Licencing Services, and Economic Development Departments regarding starting a home based business. Although it is difficult to track the total number of inquiries coming in through the various departments because of the various tracking mechanisms, anecdotally there have been many inquiries from residents who live in Maple Ridge, but usually work in another municipality. Typically the inquiry is regarding moving their business into their home or about starting a new business out of their home.

2.4 Next Steps

The expanded Home Occupation regulations are having a positive impact on Maple Ridge's workforce and no changes to the Home Occupation regulations in the Zoning Bylaw are proposed at this time. However, the expansion of the Home Occupation regulations has raised new questions. Staff are taking steps to maintain flexible approaches that enable the continuation of safe and adaptable employment opportunities in Maple Ridge. These next steps include:

- **Continuing to promote home based businesses during the pandemic of the Novel Coronavirus (COVID-19).** Staff are working together to create a brochure to clearly communicate the home based business licensing process and what Maple Ridge residents should consider prior to starting a business in their home. Once complete, staff will work with the Communications Department to share the brochure through the City's regular communication channels / to help continue to promote the home based business process in Maple Ridge.
- **Working together to create a policy that streamlines interdepartmental processes, clarifies Home Occupation regulation definitions and addresses BCBC implications.** Staff are working together to develop a streamlined approach that is a flexible and adaptable solution to keep people safe while continuing to enable opportunities for home based businesses in Maple Ridge. For example, staff are discussing the appropriate thresholds for what constitutes equipment that is typically used in households as well as the application of Fire Life Safety Standards in larger home based businesses. If any amendments to the Zoning Bylaw are required as a result of this review, staff would need to bring forward a future report.

3.0 POLICY IMPLICATIONS:

The City of Maple Ridge Official Community Plan's policies supports the development of home based business and recognizes home based business as an important contributor to the local economy. The Commercial and Industrial Strategy, endorsed in 2014, recommended home based business regulations be relaxed and flexible to allow for changes in working and business styles.

4.0 INTERDEPARTMENTAL IMPLICATIONS:

The expansion of the Home Occupation regulation has, and continues to be a multi-department undertaking between the Planning, Bylaw & Licensing Services, Building, and Economic Development Departments. All departments continue to envision a continued collaborative working relationship to ensure the successful implementation of the Home Based Business regulatory changes.

CONCLUSION:

As it is City practice to review the impacts of any significant bylaws adopted after one year, This report provides an overview of the successes to implementing the Home Occupation Regulation Amending Bylaw No. 7394-2017 as well as next steps to maintain flexible employment opportunities in Maple Ridge.

The expanded Home Occupation regulations are having a positive impact on Maple Ridge's workforce, especially during the pandemic of the Novel Coronavirus (COVID-19). The increase in home based business licences and evidence of business, that were once home based, moving to commercial spaces suggest that Maple Ridge is growing entrepreneurs and continuing to contribute to the local workforce.

Moving forward, staff are working together to refine the processes and create a streamlined approach that ensures the home based business program remains flexible and adaptable. Staff are also creating a brochure that clearly communicates the home based business licensing process and what Maple Ridge residents should consider prior to starting a business in their home.

"Original signed by Krista Gowan"

Prepared by: **Krista Gowan, HBA, MA**
Planner 1

"Original signed by Charles Goddard"

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

"Original signed by Christine Carter"

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

"Original signed by Al Horsman"

Concurrence: **Al Horsman**
Chief Administrative Officer



CITY OF MAPLE RIDGE

TO: His Worship Mayor Michael Morden
and Members of Council
MEETING DATE: July 28, 2020
FROM: Chief Administrative Officer
FILE NO: 01-0550-01
MEETING: Workshop
SUBJECT: Council Workplan Matrix Update

EXECUTIVE SUMMARY:

Council last adopted an update to the Workplan Matrix on March 24, 2020. The attached Matrix, dated July 28, 2020, reflects considerations arising from the ongoing pandemic as well as establishing when key items will come forward through the end of the year.

RECOMMENDATION:

That the Council Workplan Matrix dated July 28, 2020 be endorsed.

DISCUSSION:

a) Background Context:

In January 2019, Council developed a framework that captured their strategic direction for the next four years. Based on this framework, staff prepared a detailed matrix that listed specific workplan items. Following feedback from Council, at the April 9, 2019 Council Meeting, the 'City of Maple Ridge Strategic Plan 2019-2022' and 'Council Workplan Matrix - March 19, 2019', were adopted.

At the October 1, 2019 Council Meeting, Council reaffirmed the 'City of Maple Ridge Strategic Plan 2019-2022' and approved the revised 'Council Workplan Matrix - September 17, 2019', which established target dates for the following few months.

At its Workshop of February 3, 2020, Council conducted a facilitated check-in of the 2019-2022 Strategic Plan where the strategic priorities were reaffirmed and directions for 2020 were identified. On March 24, 2020 Council adopted a revised matrix that reflected these decisions.

Much has transpired locally and globally since the last update including facility closures and significant modifications to how the City provides services. As a result, the Council Workplan Matrix has been updated to reflect the addition of the following items:

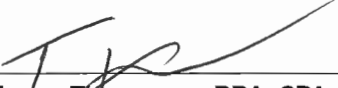
Report Title	Date
Vaping Regulations	Sep-15
Community Energy & Emissions Plan -Scoping Report	Sep-29
Cannabis Options Report	Oct-27
RCKC Facility Upgrades for Building Improvements (Phase Two) - Award of Contract	Nov-3
Lougheed Corridor Concept Plan	Nov-10
Hammond Community Centre Upgrades - Award of Contract	Nov-17
Q3 Financial Update	Nov-17
Town Centre Visioning Consultation Report	Dec-08


The attached Council Workplan Matrix is not an exhaustive list of items that Council will address over the course of the final months of 2020. Work items included in the Matrix relate directly to Council's Strategic Plan and priorities.

CONCLUSION:

The attached Council Workplan Matrix – July 28, 2020 captures when strategically aligned work items will be presented to Council through the end of 2020.


 Prepared by: **Dan Olivieri**
 Research Technician


 Reviewed by: **Trevor Thompson, BBA, CPA, CGA**
 Chief Financial Officer


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


 Concurrence: **Al Horsman**
 Chief Administrative Officer

Attachments:

(A) Council Workplan Matrix – July 28, 2020

2020 Council Workplan Matrix - July 28, 2020

*Date est.	Meeting	Action Item/Report Title	Dept	Status/Outcome/Next Steps	Alignment
Jan-14	Workshop	Metro Vancouver 2040: Proposed Amendments to GHG Reduction Targets	Planning	Present on MV2040 amendments to GHG targets and MV request for comments	Environment
Jan-14	Workshop	Access Management Policy 9.14	Eng	Review of requirements related to driveway access to properties as well as addressing the issue of private structures located on City road allowances.	Growth
Jan-28	Workshop	2020 Council Workplan Matrix - first draft	Admin	Present a first draft of a 2020 Council workplan matrix for review. Feedback will be incorporated and a final matrix presented at Feb.19 Committee of the Whole.	Pride
Jan-28	Workshop	Heritage Incentives	Planning	Don Luxton to present on heritage incentives study in Maple Ridge.	Pride
Jan-28	Workshop	Fraser Basin Council	Eng	Presentation by the Fraser Basin Council and discussion on regional dyking issues	Relations
Feb-25	Workshop	Maple Ridge Wildlife and Vector Control Amending Bylaw No. 7619-2020 and Maple Ridge MTI Amending Bylaw No. 7621-2020	Bylaws	Proposed increase in fine amounts for certain sections of MTI bylaw.	Growth
Mar-10	Workshop	Maple Ridge Sign Bylaw	Building	Update the Sign bylaw, including development.	Growth
Mar-10	Workshop	Mayor & Council Recognition Program Recommendations	Comms	Develop recommendations for a formal Mayor & Council Recognition Program that will provide the opportunity to celebrate the extraordinary accomplishments of citizens or organizations in Maple Ridge.	Pride
Mar-10	Workshop	Community Social Safety Initiative - Verbal Update	Admin	Provide an update on the Community Social Safety Initiative.	Safety
Mar-10	Workshop	Maple Ridge Bylaw Notice Enforcement Bylaw No. 7626-2020	Bylaws	Present background and options for the adoption of a new ticketing process.	Safety

*Dates are estimated. Please check meeting agendas at mapleridge.ca/640 as date adjustments are to be expected.

*Date est.	Meeting	Action Item/Report Title	Dept	Status/Outcome/Next Steps	Alignment
Mar-24	CoW	Strategic Plan Progress Report & Council Strategic Check-In	Admin	Council reaffirmation of Strategic Plan and Work Plan.	Pride
Mar-31	Workshop	Integrated Stormwater Management Plans - South Alouette River and Kanaka Creek Watersheds	Eng	Draft ISMPs for review.	Environment
Mar-31	Workshop	Maple Ridge Tree Permit Survey Update	Planning	Provide a summary of consultation about efficiencies, effectiveness, and value of the Tree Permit process.	Environment
Mar-31	Workshop	Update - Review of Purchasing Policy 5.45	Finance	Staff to provide recommendations for Council discussion and feedback. Council direction will shape policy update to be brought forward in late spring.	Growth
Mar-31	Workshop	Town Centre Visioning Process	Planning	Present scoping report on TC visioning process.	Growth
Mar-31	Council	Strategic Plan Progress Report & Council Strategic Check-In	Admin	Adoption of updated Council Workplan Matrix.	Pride
Apr-07	CoW	Albion Community Centre Construction Phase 2 Award of Contract	Park/Fac	Tender to be undertaken by contractor once Phase 1 underway.	Growth
Apr-14	Workshop	DGS Pilot Project Outcomes	Planning	Review of outcomes from Detached Garden Suite pilot developments.	Growth
Apr-14	Council	Proposed New Sign Bylaw No. 7630-2020	Building	Update to development sign bylaw.	Growth
Apr-14	Workshop	2020 Citizen Survey	Corp Planning	Provide options for obtaining statistically representative community opinions.	Pride
Apr-14	Workshop	Community Social Safety Initiative Update	Admin	To provide an update on the status of the Community Social Safety Initiative.	Safety

*Date est.	Meeting	Action Item/Report Title	Dept	Status/Outcome/Next Steps	Alignment
Apr-14	Council	Maple Ridge Bylaw Notice Enforcement Bylaw No. 7626-2020	Bylaws	Adoption of bylaw to allow the City of Maple Ridge staff to issue tickets more efficiently and address disputes in a fair and equitable manner.	Safety
Apr-28	Workshop	Fire Master Plan	Fire	Update on the Fire Master Plan Process	Growth
May-12	Workshop	Lougheed Transit Corridor Concept Plan Update	Planning	Updated draft concept plan to be presented for comments.	Growth
May-12	Workshop	Tandem Parking Update After Consultation	Planning	Present a summary of consultation data and regulatory options.	Growth
May-12	Council	Council Conduct Bylaw No. 7637-2020	Corp Support	Adoption of bylaw to govern the conduct of City of Maple Ridge elected officials.	Relations
May-12	Council	Presentation - RCMP Metrics	Admin	RCMP to provide update on 2019 metrics	Safety
May-26	Workshop	Open Government - Chatbot	IT	Information accessibility enhancements for CMR website - Chat Bot	Pride
May-26	Workshop	Vaping Retail Discussion Paper	Planning	Provide an options report for the management of commercial vaping product sales.	Safety
Jun-09	Workshop	Maple Ridge Fees & Charges Bylaw	Corp Planning	Adopted consolidated Fees and Charges Bylaw framework for ease of public access.	Growth
Jun-09	Workshop	Purchasing Policy Update	Finance	Proposed updates to the Purchasing Policy to reflect senior government policy changes, industry and technological innovations, and sustainability considerations.	Growth
Jun-09	Council	Community Child Care Space Creation Action Plan	RCE	Endorsement of the proposed action plan based on child care needs assessment.	Growth

*Date est.	Meeting	Action Item/Report Title	Dept	Status/Outcome/Next Steps	Alignment
Jun-23	Workshop	Draft Corporate Communication & Community Engagement Policy	Comms	An update to the policy to change the name to the 'Corporate Communications & Community Engagement Policy', reflecting the evolution of the City's approach to informing, educating and engaging citizens.	Relations
Jul-21	CoW	2018-394-RZ, Maple Ridge Zoning Bylaw	Planning	Review of the updated Maple Ridge Zoning Bylaw prior to being forwarded for second reading.	Growth
Jul-21	CoW	Award of Contract - Albion Community Centre Construction Phase 2	Park/Fac	Council review to move item to July 28, 2020 for approval.	Growth
Jul-28	Council	2018-394-RZ, Maple Ridge Zoning Bylaw	Planning	Second Council reading of the Maple Ridge Zoning Bylaw.	Growth
Jul-28	Council	Award of Contract - Albion Community Centre Construction Phase 2	Park/Fac	Council review for approval to award construction contract.	Growth
Jul-28	Council	Mayor's Quarterly Update	Admin	Verbal update from the Mayor and staff.	Pride
Jul-28	Council	Corporate Communication & Community Engagement Policy No. 5.57	Comms	Policy for Council review and adoption based on June 23, 2020 feedback.	Relations
Sep-15	CoW	Quarter 2, 2020 Financial Update	Finance	Quarterly financial review.	Growth
Sep-15	CoW	Committees of Council Review (Ph.3)	LLS	Phases 1 and 2 dealt with advisory committee memberships, and Phase 3 will review Policy 3.10.	Relations
Sep-15	CoW	Vaping Regulations	Planning	Proposed zoning bylaw to prohibit use.	Safety
Sep-29	Workshop	Community Energy & Emissions Plan - Scoping Report	CPC	Report proposing climate change mitigation and adaptation actions for implementation.	Environment

*Date est.	Meeting	Action Item/Report Title	Dept	Status/Outcome/Next Steps	Alignment
Sep-29	Workshop	Civic Land and Property Strategy Update	LLS	Report providing an inventory of City lands and recommendations for future dispositions and acquisitions.	Growth
Sep-29	Workshop	Recreation and Facilities Gap Analysis	Park/Fac	Council requested staff report back with recreation and facility gap analysis.	Growth
Sep-29	Council	Quarterly Update	Admin	Verbal update from the Mayor and staff.	Pride
Oct-13	Workshop	Eco Network Management Strategy	Planning	Identify existing/potential municipal ecosystem health and wildlife management priorities for watersheds, green corridors, and major hubs.	Environment
Oct-13	Workshop	Council Strategic Plan & Workplan Matrix Update	CPC	Second annual progress review.	Pride
Oct-20	CoW	City Hall Space Planning Update	Park/Fac	Space planning update and request to advance capital.	Growth
Oct-27	Workshop	Environmental Communications	Planning	Report on communication tools to clarify environmental permitting process and why it is required. Summarize environmental successes and initiatives to achieve strategic objectives.	Environment
Oct-27	Workshop	Cannabis Options Report	Planning	Report on options for a regulatory framework for cannabis processing and production.	Safety
Nov-03	CoW	RCKC Facility Upgrades for Building Improvements (Phase Two) - Award of Contract	Park/Fac	Contract for building improvements to the facility.	Growth
Nov-03	CoW	Q3 Financial Update	Finance	Quarterly financial review.	Growth
Nov-10	Workshop	Lougheed Corridor Concept Plan	Planning	Council endorsement of the proposed concept plan.	Growth

*Date est.	Meeting	Action Item/Report Title	Dept	Status/Outcome/Next Steps	Alignment
Nov-17	CoW	Hammond Community Centre Upgrades - Award of Contract	Park/Fac	Contract for design, demolition, and renovation of the facility.	Growth
Nov-23	Special Council Meeting	2021-2025 Business Planning	Finance	Day 1 of staff presentations and Council review.	Growth
Nov-24	Special Council Meeting	2021-2025 Business Planning	Finance	Day 2 of staff presentations and Council review.	Growth
Nov-25	Special Council Meeting	2021-2025 Business Planning	Finance	Day 3 of staff presentations and Council review.	Growth
Dec-01	CoW	DCC Bylaw Amendment-minor rate update	Finance	Annual minor amendment to ensure alignment with capital program	Growth
Dec-08	Workshop	Soil Deposit Bylaw - 1 year update	Planning	Bylaw adopted in 2018. Review of implementation in progress.	Environment
Dec-08	Workshop	Implications of Climate Change on Storm Water Management	Eng	Discussion regarding the implications of climate change and future direction.	Growth
Dec-08	Workshop	Post-Secondary Demand	Ec Dev	With School District 42 and Provincial partners, develop/implement an action plan to secure funding for demand analysis research in support of a business case for local post-secondary education offerings.	Growth
Dec-08	Workshop	Town Centre Visioning Consultation Report	Planning	Report on outcomes from public consultation process.	Growth
Dec-08	Council	Quarterly Update	Admin	Verbal update from the Mayor and staff.	Pride
Dec-08	Workshop	Pitt Meadows Dyking	Eng	Current agreements date back to the 1970s. Review and update.	Safety