

City of Maple Ridge

COUNCIL WORKSHOP AGENDA

March 19, 2019

3:00 PM OR

***Immediately following the 1:30 PM Committee of the Whole Meeting
Blaney Room, 1st Floor, City Hall***

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

REMINDERS

DATE

Council Meeting

6:00 p.m.

Public Hearing

7:00 p.m.

1. APPROVAL OF THE AGENDA

2. ADOPTION OF MINUTES

2.1 Minutes of the March 5, 2019 and March 12, 2019 Council Workshop Meetings

3. PRESENTATIONS AT THE REQUEST OF COUNCIL

4. UNFINISHED AND NEW BUSINESS

4.1 Council Strategic Plan 2019-2022 and Council Workplan Matrix – March 19, 2019

Staff report dated March 19, 2019 recommending that the “City of Maple Ridge Strategic Plan 2019-2022” and the “Council Workplan Matrix – March 19, 2019” be forwarded to the April 9, 2019 Council Meeting for final consideration.

4.2 Single Family Residential Building Permit Frontage Improvements Policy

Staff report dated March 19, 2019 recommending that the “Single Family Residential Building Permit Frontage Improvements Policy” be supported and forwarded to a subsequent Council meeting for consideration and adoption.

4.3 Tree Appeal Process

Staff report dated March 19, 2019 recommending that the decision of the Manager of Development and Environmental Services to deny a Tree cutting permit at 12238 Creston Street be upheld or that staff be directed to issue the Tree cutting permit for 12238 Creston Street subject to the recommendation outlined in the Arborist report dated January 21, 2019.

5. *CORRESPONDENCE*

5.1 Upcoming Events

By Invitation to Mayor and Council:

Saturday, March 23 6:00 – 7:00 pm	2019 Maple Ridge Festival of BC Film The ACT Arts Centre Lobby
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General Community Events

Saturday, March 23 7:00 – 8:30 pm	Maple Ridge Festival of BC Film - Haida Gwaii: On the Edge of the World The ACT Arts Centre
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Saturday, March 23 8:45 – 10:15 pm	Maple Ridge Festival of BC Film – Maker of Monsters: The Extraordinary Life of Beau Dick The ACT Arts Centre
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Sunday, March 24 11:00 am – 12:00 pm	Cyber School Film Fest The ACT Arts Centre
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Sunday, March 24 2:00 – 3:30 pm	Maple Ridge Festival of BC Film – Rehearsal The ACT Arts Centre
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Sunday, March 24 4:00 – 5:30 pm	Maple Ridge Festival of BC Film – Meditation Parks The ACT Arts Centre
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6. *BRIEFING ON OTHER ITEMS OF INTEREST/QUESTIONS FROM COUNCIL*

7. *MATTERS DEEMED EXPEDIENT*

8. *ADJOURNMENT*

Checked by:

Date: Mar 18/19

2.0 Minutes

2.0

City of Maple Ridge

COUNCIL WORKSHOP MINUTES

March 5, 2019

The Minutes of the City Council Workshop held on March 5, 2019 at 2:02 p.m. in the Blaney Room of City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

PRESENT	Appointed Staff
<i>Elected Officials</i>	K. Swift, Acting Chief Administrative Officer
Mayor M. Morden	F. Quinn, General Manager Public Works and Development Services
Councillor J. Dueck	D. Boag, Acting General Manager of Parks, Recreation and Community Engagement
Councillor Duncan	C. Carter, Director of Planning
Councillor C. Meadus	L. Benson, Director of Corporate Administration
Councillor G. Robson	T. Thompson, Chief Financial Officer
Councillor R. Svendsen	<i>Other Staff as Required</i>
Councillor A. Yousef	D. Pollock, Municipal Engineer
	P. Irani, Manager of Transportation
	V. Richmond, Manager of Parks Planning & Development

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

1. APPROVAL OF THE AGENDA

R/2019-131

It was moved and seconded

That the agenda of the March 5, 2019 Council Workshop Meeting be amended by:

1. Inserting "*Pitt Meadows Airport Society Revised Bylaws*" as Item 5.1 and renumbering "*Upcoming Events*" as Item 5.2;
2. Adding "Social Housing Plan" as Item 7.1;
3. Adding Item 7.2 – Proposed amendment to the Council meeting calendar to provide for a spring break during the last week of March and thereby cancelling meetings scheduled for March 26, 2019 and,

That the agenda as amended be approved.

2. ADOPTION OF MINUTES – Nil

3. PRESENTATIONS AT THE REQUEST OF COUNCIL – Nil

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

4.1 **Bicycle Plan Update - Presentation**

- Purvez Irani, Manager of Transportation

P. Irani, Manager of Transportation, provided a PowerPoint presentation including the following information:

- Topics
- Introduction
- Bike Facility Types
- Maple Ridge Bicycle Plan
- Bike Evolution including all ages and abilities
- Complete AAA Facilities
- 117 Avenue
- Hammond Road
- Bicycle Infrastructure in Similar Metro Vancouver Cities
- Council Feedback
- Conclusion and Next Steps

Council provided feedback relative to preferred bike lane standard; sidewalk ban locations in the downtown core; bicycle lockers and service stations; roadway allocation to bicycles versus parking lanes; and, bus stop allowances and signage.

4.2 **Sponsorship Policy Overview – Presentation**

- Valoree Richmond, Manager of Parks Planning & Development

V. Richmond, Manager of Parks Planning & Development, provided a PowerPoint presentation including the following information:

- Intent
- Overview
- Guidelines
- Events and Programs
- Facilities

4.3 **Ridge Canoe and Kayak Club Race Course Replacement at Whonnock Lake – Sponsorship Offer and Naming Request**

Staff report dated March 5, 2019 recommending that the report titled “Ridge Canoe and Kayak Club Race Course Replacement at Whonnock Lake – Sponsorship Offer and Naming Request” be forwarded to the March 12, 2019 Council Meeting.

R/2019-132

It was moved and seconded

That the attachment to the March 5, 2019 Council Workshop report titled "Ridge Canoe and Kayak Club Race Course Replacement at Whonnock Lake – Sponsorship Offer and Naming Request" be forwarded to the next Council Meeting.

CARRIED

5. *CORRESPONDENCE*

5.1 Pitt Meadows Airport Society Revised Bylaws

Council discussed the revisions to the bylaws and whether the item should be referred to legal counsel for review.

R/2019-133

It was moved and seconded

That the "Pitt Meadows Airport Society Revised Bylaws" be forwarded to the next Council Meeting.

CARRIED

R/2019-134

It was moved and seconded

That Kelly Swift, Acting Chief Administrative Officer, be appointed to the Pitt Meadows Airport Society Board.

CARRIED

5.2 Upcoming Events

Saturday, March 9 5:30 – 10:00 pm	Alouette Addictions Fundraiser – Drag Show Pitt Meadows Heritage Hall
Tuesday, March 12 7:30 – 9:30 am	UDI Breakfast – Building Smart Cities Fairmont Hotel Vancouver
Thursday, March 14 6:00 – 9:00 pm	Innovation in Emerging Cities: Community Leaders Forum The ACT Arts Centre
Friday, March 15 6:00 – 10:00 pm	Ridge Meadows Hospice Society – St. Paddy's Day Pub Night Samz Pub, Pitt Meadows

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

7. MATTERS DEEMED EXPEDIENT

7.1 Social Housing Plan

Mayor Morden read out a proposed motion.

Whereas on December 18, 2018 Mayor Morden sent a letter to Honourable Minister Beare (Tourism and MLA Maple Ridge – Pitt Meadows) and Honourable Mr. D’Eith (MLA Maple Ridge – Mission) requesting a meeting with Provincial Ministers and BC Housing to address potential pathways towards resolving social issues in Maple Ridge, including the creation of new social housing;

Whereas on February 25, 2019 Mayor Morden and City staff travelled to Victoria and met with the Honourable Minister Robinson (Housing and Municipal Affairs), the Honourable Minister Dix (Health), the Honourable Minister Darcy (Mental Health and Addictions), the Honourable Minister Simson (Social Development & Poverty Reduction), the Honourable Minister Beare (Tourism and MLA Maple Ridge – Pitt Meadows), the Honourable Mr. D’Eith (MLA Maple Ridge – Mission), Mr. Shane Ramsay (CEO BC Housing) and other representatives of the Provincial Government, and discussed cooperating to resolve social issues in Maple Ridge, including the creation of new social housing and the City’s intended plan to accomplish this (the “Social Housing Plan”);

Whereas on March 4, 2019 Minister Robinson communicated to Mayor Morden a March 8, 2019 deadline by which time the Provincial Government expects to be in receipt of the City’s Social Housing Plan, and following which the Government of British Columbia may otherwise unilaterally exercise its authority to establish social housing in Maple Ridge;

R/2019-135

It was moved and seconded

Mayor and Council resolve to instruct the City’s staff to assemble a plan to submit to the BC Government to address social housing options within Maple Ridge (the “Social Housing Plan”) to be considered by Mayor and Council in open meeting of Mayor and Council on March 12, 2019, and for ultimate delivery of the Social Housing Plan to the Government of British Columbia.

CARRIED

7.02 Amendment to 2019 Schedule of Regular Council Meetings

Proposed amendment to the Council meeting calendar to provide for a spring break during the last week of March and thereby cancelling meetings scheduled for March 26, 2019.

R/2019-136

It was moved and seconded

That the 2019 Schedule of Regular Council Meetings be amended by:

1. cancelling the March 26, 2019 Council Workshop meeting; and,
2. moving the March 26, 2019 Regular Council meeting to March 19, 2019 commencing at 6:00 p.m. instead of 7:00 p.m.

8. *ADJOURNMENT* – 3:34 p.m.

M. Morden, Mayor

Certified Correct

L. Benson, Corporate Officer

City of Maple Ridge

COUNCIL WORKSHOP MINUTES

March 12, 2019

The Minutes of the City Council Workshop held on March 12, 2019 at 2:03 p.m. in the Blaney Room of City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

PRESENT	Appointed Staff
<i>Elected Officials</i>	K. Swift, Acting Chief Administrative Officer
Mayor M. Morden	F. Quinn, General Manager Public Works and Development Services
Councillor J. Dueck	C. Carter, Director of Planning
Councillor Duncan	L. Benson, Director of Corporate Administration
Councillor C. Meadus ⁽¹⁾	T. Thompson, Chief Financial Officer
Councillor G. Robson	Other Staff as Required
Councillor R. Svendsen	B. Elliott, Manager of Community Planning
Councillor A. Yousef	A. Grochowich, Planner 1, Community Planning
	S. Cote-Rolvink, Chief Building Official

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

(1) Councillor Meadus attended via online meeting software

1. APPROVAL OF THE AGENDA

R/2019-147

It was moved and seconded

That the March 12, 2019 Council Workshop agenda be approved as circulated.

CARRIED

2. ADOPTION OF MINUTES

2.1 Minutes of the February 26, 2019 Council Workshop Meeting

R/2019-148

It was moved and seconded

That the minutes of the February 26, 2019 Council Workshop Meeting be adopted.

CARRIED

3. PRESENTATIONS AT THE REQUEST OF COUNCIL – Nil

4. *UNFINISHED AND NEW BUSINESS*

4.1 Overview of Proposed Integrated Court - Presentation

- Lori Ashton, Crown Counsel
- Inspector Aaron Paradis - Operations Officer Ridge Meadows Det.
- S/Sgt. Kevin O'Donnell - Plainclothes Commander Ridge Meadows Det.
- Cpl. Amanda Harnett - A/NCO i/c the Uniform Community Response Unit

Staff Sargent, K. O'Donnell introduced the item. Lori Ashton explained how the regular court system works. She advised of the opportunities of a non-traditional model for individuals with mental health issues. She provided examples of municipalities with fully-implemented non-traditional models and the positive outcomes. She outlined the working group assembled on behalf of municipalities utilizing the Port Coquitlam courthouse, detailed its broad membership, and advised that they are a few months away from presenting a proposal to decision-makers.

R/2019-149

It was moved and seconded

That the working group on the proposed Integrated Court be provided with a letter communicating Council's support for this initiative.

CARRIED

4.2 Electric Vehicle Charging Infrastructure: Council Update and Next Steps

Staff report dated March 12, 2019 recommending that staff be directed to prepare amendments to the Off-Street Parking and Loading Bylaw to integrate the requirements identified in the report titled "Electric Vehicle Charging Infrastructure: Council Update and Next Steps" dated March 12, 2019 and that once prepared the amending Bylaw be placed on an available Committee of the Whole Agenda.

A. Grochowich, Planner 1, Community Planning, provided gave a PowerPoint presentation including the following information:

- Item background
- Types of EV Charging Technology; Level 1 AC, 120V, Level 2 AC, 240V, and Level 3 DC Fast Charging
- EV Charging Infrastructure Spectrum; Roughed-in, Energized, and Complete EV Charging Infrastructure
- Installation Costs for Ground-Oriented, Apartment, and an overview of installation costs
- Institutional Uses
- Other Considerations
- Revised EV Requirements
- Going forward options for Council

R/2019-150

It was moved and seconded

That staff be directed to prepare amendments to the Off-Street Parking and Loading Bylaw to integrate the requirements identified in the report titled "Electric Vehicle Charging Infrastructure: Council Update and Next Steps" dated March 12, 2019, and that once prepared the Amending Bylaw be placed on an available Committee of the Whole agenda.

CARRIED

4.3 Social Housing Plan – Presentation

- Christine Carter, Director of Planning
- Brent Elliott, Manager of Community Planning

B. Elliott, Manager of Community Planning, gave a PowerPoint presentation including the following information:

- Background
- Existing Housing Services
- BC Housing Approach
- Maple Ridge Social Housing Plan
- Additional Royal Cres. Temporary Modular Housing
- Burnett Affordable Housing for Seniors
- Permanent Supportive Housing Facility
- Maple Ridge Social Housing Plan step by step process

R/2019-151

It was moved and seconded

That the following recommendations be forwarded to the March 12, 2019 Regular Council Meeting for consideration.

- That staff be directed to forward the Maple Ridge Social Housing Plan to the Ministry of Housing and Municipal Affairs and Ministry of Health;
- That staff be directed to work with BC Housing and Fraser Health on site identification and investigations to inform Council's selection of a location for a preferred permanent supportive housing facility; and further,
- That staff be directed to work with BC Housing and Fraser Health to develop a Made in Maple Ridge demonstration model for the Social Housing Plan.

CARRIED

5. **CORRESPONDENCE**

5.1 **Upcoming Events**

Thursday, March 14 6:00 – 9:00 pm	Innovation in Emerging Cities: Community Leaders Forum The ACT Arts Centre
Friday, March 15 6:00 – 10:00 pm	Ridge Meadows Hospice Society – St. Paddy's Day Pub Night Samz Pub, Pitt Meadows
Wednesday, March 13 1:30 – 3:30 pm	Maple Ridge Park Clean Up, hosted by Adopt-a-Block 23200 Fern Crescent, Maple Ridge
Thursday, March 14 11:00 am – 4:00 pm	Black Press Extreme Education and Career Fair Greg Moore Youth Centre
Saturday, March 16 9:00 am – 1:00 pm	Garage Sale – Maple Ridge Lawn Bowling Club Maple Ridge Lawn Bowling Club (11445 232 Street)

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

7. **MATTERS DEEMED EXPEDIENT – Nil**

8. **ADJOURNMENT – 3:11 p.m.**

M. Morden, Mayor

Certified Correct

L. Benson, Corporate Officer

TO: His Worship Mayor Michael Morden
and Members of Council
MEETING DATE: March 19, 2019
FILE NO: 2174818
FROM: Chief Administrative Officer
MEETING: Council Workshop
SUBJECT: City of Maple Ridge Strategic Plan 2019-2022 and
Council Workplan Matrix – March 19, 2019

EXECUTIVE SUMMARY:

In January 2019, Council developed a framework that captured their strategic direction for the next four years. Based on this framework, staff have prepared a detailed matrix that lists specific workplan items that will work toward achieving this direction. Council provided feedback on drafts of both documents at the Council Meeting of January 29, 2019.

Council's strategic framework has been reformatted to better communicate the strategic direction to the public and forms Appendix A: City of Maple Ridge Strategic Plan 2019-2022. A second attachment to this report, Appendix B: Council Workplan Matrix – March 19, 2019, is a schedule outlining various policy and project implementation discussions throughout 2019 that will advance the strategic plan.

The matrix represents a snapshot in time and will evolve as needed to respond to Council business. Some of the items have been completed. Others are more comprehensive, such as the Community Safety Plan, and will require a number of meetings as they progress. For these items, the initiating meeting is shown, and "In Progress" is noted to indicate that subsequent reports to Council will be scheduled.

RECOMMENDATION:

That the "City of Maple Ridge Strategic Plan 2019-2022" and the "Council Workplan Matrix - March 19, 2019" be forwarded to the April 9, 2019 Council Meeting for final consideration.

CONCLUSION:

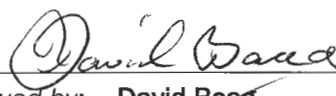
In alignment with direction provided by Council's strategic framework, a workplan has been developed to outline Council reports and presentations for the upcoming months that help to implement Council's Strategic Plan.



Submitted by: **Laura Benson, CPA CMA**
Director Corporate Administration



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



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



Approved by: **Kelly Swift, MBA**
Acting Chief
Administrative Officer

Attachments: A - City of Maple Ridge Strategic Plan 2019-2022
B - Council Workplan Matrix - March 19, 2019



CITY OF MAPLE RIDGE STRATEGIC PLAN

2019-2022





MAPLE RIDGE MAYOR & COUNCIL

From left to right:

Councillor Gordy Robson
Councillor Chelsa Meadus
Councillor Kiersten Duncan
Mayor Mike Morden
Councillor Judy Duek
Councillor Ahmed Yousef
Councillor Ryan Svendsen



INTRODUCTION

We are very proud to present the 2019-2022 City of Maple Ridge Strategic Plan. This work represents what we all heard on the campaign trail and includes the priorities and passion from all of us elected to serve for the next four years.

The development of this Strategic Plan was a collaborative process whereby we discussed the issues and opportunities facing Maple Ridge and collectively agreed to the plan and priorities. There is an old adage "A vision without a plan is just a dream. A vision with a plan can change the world." This document lays out our vision and the Council

Workplan Matrix is the plan by which we will deliver the actions laid out in our Strategic Plan.

If you have any comments or questions,
please email us at

MayorAndCouncil@MapleRidge.ca

5 STRATEGIC PRIORITIES



COMMUNITY SAFETY

Ensure that citizens feel safe and are not afraid to engage in their community, that criminal activity is prevented or minimized, that people who need services can access them easily, that agencies understand and are accountable for their role and that all of this occurs within the capacity of local first responders and service providers.



INTER- GOVERNMENT RELATIONS

Build strong relationships with the region, other levels of government and local First Nations to set a foundation for problem solving and innovation to achieve defined strategic results.



GROWTH

Implement strategic plans related to local infrastructure and the economy including commercial and industrial land base, transportation corridors, transit, neighbourhood plans and key amenities.



COMMUNITY PRIDE & SPIRIT

Engage the public in positive activities as participants and as volunteers, to enhance the vibrancy of the community.



NATURAL ENVIRONMENT

Be alert to opportunities to care for the natural environment, to mitigate impacts on wildlife and to utilize natural assets to grow eco-tourism opportunities.

IMPLEMENTATION OF COUNCIL'S STRATEGIC PLAN

A complete listing of actions linked to Council's Strategic Plan can be found on the Council Workplan Matrix.

The Council Workplan Matrix will be updated as the action items come before Council, the Strategic Plan moves forward and we make progress on the plan.



COMMUNITY SAFETY

Ensure that citizens feel safe and are not afraid to engage in their community, that criminal activity is prevented or minimized, that people who need services can access them easily, that agencies understand and are accountable for their role, and that all of this occurs within the capacity of local first responders and service providers.

**COLLABORATION, ACCOUNTABILITY AND
NEW APPROACHES TO CITIZEN SAFETY.**



COMMUNITY SAFETY HIGHLIGHTS

Develop a **multi-faceted Community Safety Plan** with the community and partners including senior levels of government. The safety plan will include an actionable implementation plan, accountability mechanisms, and a robust communications campaign to keep the community informed.

Key action items from the Council Workplan Matrix

- Council approved a process framework on February 12, 2019. A number of our external partners in community safety (government officials, agencies, community groups, etc.) have been interviewed about their plans, actions and priorities. Next steps are to consolidate the information and establish roles, responsibilities and timelines.
- Social Housing Plan – Approved March 12th for submission to the Province – March 12, 2019 Council Workshop and Council Meetings; Submitted to the Province on March 13th
- Community Court– Overview of Proposed Integrated Court provided by Provincial Crown Counsel, March 12, 2019 Council Workshop Meeting; Council issued a letter of support for the program
- 2019 Communications Program Update – Detailed communications plan for community-wide initiatives including the Community Safety Plan – April 2, 2019 Council Workshop Meeting*
- Panhandling Bylaw – June 11, 2019 Council Workshop Meeting*
- Restorative Justice – pending
- Advocate for conditional housing and health care services emphasizing treatment and recovery – Ongoing advocacy with provincial ministries of Health, Mental Health and Addictions, Housing and Municipal Affairs BC Housing, Social Development and Poverty Reduction, and MLAs

* All future dates and meetings are tentative. Citizens are advised to check <http://mapleridge.ca/AgendaCenter/> closer to the meeting dates.

INTER-GOVERNMENT RELATIONS

Build strong relationships with the region, other levels of government and local First Nations to set a foundation for problem solving and innovation to achieve defined strategic results.

**CONNECTING, COLLABORATING AND
ALIGNING WITH OTHER LEVELS OF
GOVERNMENT AND THEIR
AGENCIES TO COORDINATE
OUTCOME BASED
PROGRAM
DELIVERY.**



INTER-GOVERNMENT RELATIONS HIGHLIGHTS

Build **strong relationships** with the region, other levels of government and local First Nations to set a foundation for problem solving and innovation for the achievement of strategic goals.

Key action items from the Council Workplan Matrix

- Open Communication – Formalize regularly scheduled meetings and delegation presentations with other governments (neighbouring municipalities; School District No. 42; First Nations; MLAs, MP) – Various Workshop Meetings throughout the Year*
- Community to Community Forum - In October 2018, Council directed staff to pursue grant funding. Having done so, staff sought and received Council approval to arrange the forum(s) – February 5, 2019 Council Workshop Meeting

*All future dates and meetings are tentative. Citizens are advised to check <http://mapleridge.ca/AgendaCenter/> closer to the meeting dates.

GROWTH

Implement strategic plans related to local infrastructure and the economy including commercial and industrial land base, transportation corridors, transit, neighbourhood plans and key amenities.

ACHIEVING LONG TERM SUSTAINABILITY THROUGH
**THOUGHTFUL PLANNING, MANAGEMENT OF CITY
FINANCES AND INFRASTRUCTURE AND STRONG
GOVERNANCE AND POLICY WORK.**



GROWTH HIGHLIGHTS

Implement strategic plans related to local infrastructure and the economy including commercial and industrial land base, transportation corridors, transit, neighbourhood plans, and key amenities.

Key action items from the Council Workplan Matrix

- North East Albion
 - Scoping report outlining the process for reviewing land use and servicing requirements – January 22 Committee of the Whole Meeting
 - Consultation Summary – June 18 Council Workshop Meeting*
- Albion Flats
 - Overview report on process background and next steps – January 22 Council Workshop Meeting
 - Drainage constraints and options - May 21 Council Workshop Meeting*
 - Consultation Summary and draft concepts - July 23 Council Workshop Meeting*
- Zoning Bylaw Update – Draft to be presented at April 9 Council Workshop Meeting*
- Sign Bylaw Update – Draft to be presented at June 18 Council Workshop Meeting*
- Employment Lands – Next steps in implementing the Commercial Industrial Strategy – April 16 Workshop*
- Property Tax Rates & Financial Plan Amending Bylaws – Present a bylaw informed by Council direction – April 16 Audit and Finance Committee Meeting*
- Purchasing Policy Refresh – Scoping discussion – May 7 Audit and Finance Committee Meeting*
- Capital Plan Update – Process, key projects review and funding – June 25 Council Workshop Meeting*
- Post-Secondary Task Force Update – Seek further Council direction for the pursuit of a post- secondary institution – May 7 Council Workshop Meeting*

*All future dates and meetings are tentative. Citizens are advised to check <http://mapleridge.ca/AgendaCenter/> closer to the meeting dates.



COMMUNITY PRIDE & SPIRIT

Engage the public in positive activities as participants and as volunteers, to enhance the vibrancy of the community.

**CELEBRATING OUR COMMUNITY AND
ENGAGING WITH CITIZENS.**



COMMUNITY PRIDE & SPIRIT HIGHLIGHTS

Engage the public in positive activities as participants and volunteers, to enhance the **vibrancy** of the community.

Key action items from the Council Workplan Matrix

- Council **Code of Conduct** - Code of Conduct was endorsed by Council on Nov. 13, 2018. It is to be reviewed annually. Mayor Morden presented a signed copy of the document for each member of Council – January 14, 2019 Regular Council Meeting
 - Follow-up Council Code of Conduct Review - Code of Conduct adopted in Q4 2018, conduct first annual review – December 10, 2019 Council Workshop Meeting*
- Council **Citizen Engagement** Program - Discussion of opportunities for Council to interact and engage with citizens outside the formal setting of City Hall – April 2, 2019 Council Workshop Meeting*
- **Open Government** Portal Enhancements - Currently scoping/refining deliverables. Early wins: seniors-friendly version of WHAM, mock-up of a youth engagement initiative, and pilot for the Loughheed Corridor Study. Investigating the viability to pilot Chat Bot – May 21, 2019 Council Workshop Meeting*
- Downtown **Festival & Tourism** Review – Support the promotion of festivals and events in the downtown through a review of the current program – May 7, 2019 Workshop Meeting*
- Civic Core **Place Making** Event – Present findings from informal public survey and recommend locations for holding event - March 26, 2019 Workshop Meeting*

* All future dates and meetings are tentative. Citizens are advised to check <http://mapleridge.ca/AgendaCenter/> closer to the meeting dates.

NATURAL ENVIRONMENT

Be alert to opportunities to care for the natural environment, to mitigate impacts on wildlife, and to utilize natural assets to grow eco-tourism opportunities.

FOSTERING **PARTNERSHIPS** AND
PROGRAMS THAT ENHANCE OUR NATURAL
ENVIRONMENT AND PRESERVE OUR
GREEN INFRASTRUCTURE.



NATURAL ENVIRONMENT HIGHLIGHTS

Be alert to opportunities to care for the **natural environment**, to mitigate impacts on wildlife, and to utilize **natural assets** to grow **eco-tourism** opportunities.

Key action items from the Council Workplan Matrix

- Green Infrastructure Strategy – Scoping report to outline policy options related to green infrastructure management for new development – November 12, 2019 Council Workshop Meeting*
- Agri-tourism and Eco-tourism Strategies – Present the proposed implementation strategies for approval –October 8 Council Workshop Meeting*
- Electric Vehicle Charging Report Follow-up – Report back on costing and Council requests. Next steps include drafting a bylaw – March 12 Council Workshop Meeting
- Integrated Stormwater Management Plans (Provincial requirement)
 - Briefing and discussion of ISMPs and elements therein – June 11 Council Workshop Meeting*
 - Seeking endorsement of final ISMPs – November 5 Council Workshop Meeting*

* All future dates and meetings are tentative. Citizens are advised to check <http://mapleridge.ca/AgendaCenter/> closer to the meeting dates.

Council Workplan Matrix - March 19, 2019

Date*	Meeting	Agenda Item	Dept	Status/Outcome/Next Steps	Alignment	Completion
Jan-14	Council	Council Code of Conduct	Admin	Code of Conduct was endorsed by Council on Nov.13, 2018. It is to be reviewed annually. Mayor Morden presented a signed copy of the document for each member of Council.	Pride	✓
Jan-14	Other	City of Pitt Meadows Joint Meeting (quarterly)	Admin	Quarter 1 meeting: North Lougheed and Related Infrastructure	Relations	✓
Jan-14	Workshop	Detached Garden Suites Pilot Project - Phase 2	Planning	Report presented January 14, discussing Phase 2 of the Detached Garden Suites Pilot project. Options report and tour of pilot project DGS suites to follow.	Growth	✓
Jan-14	Workshop	Tree Bylaw - appeal re 12238 Creston Street	Planning	Report presented Jan 14. discussing deferral and Council options; appeal re 12238 Creston Street deferred from Dec.11 meeting	Environment	In Progress
Jan-22	Comm. of the Whole	North East Albion Process Report	Planning	Presented scoping report outlining the process for reviewing land use and servicing requirements.	Growth	In Progress
Jan-22	Comm. of the Whole	Sport Network's Sport and Physical Activity Strategy Implementation Plan	Parks & Facilities	Implementation Update; plan was endorsed by Council – Jan 29	Safety	✓
Jan-22	Workshop	Albion Flats Overview	Planning	Report presented on Jan. 22, on process background and next steps. Drainage report from Engineering to be presented May 21. Draft concepts from Planning to be presented July 23.	Growth	In Progress
Jan-29	Workshop	Grant Funding Approach - Overview	SCP	Overview of staff tools, practices and sources of information - for Council information	Growth	✓
Jan-29	Workshop	Heritage Registry Update	Planning	Report identifying properties for inclusion in the Heritage Registry. Council approved Registry Feb. 12.	Pride	✓
Feb-5	Workshop	Community to Community Forum	SCP	In Oct 2018, Council directed staff to pursue grant funding; funding granted. Council approval was provided to arrange the forum(s).	Relations	In Progress

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

Council Workplan Matrix- March 19, 2019

Date*	Meeting	Agenda Item	Dept	Status/Outcome/Next Steps	Alignment	Completion
Feb-5	Workshop	Leisure Centre Renovation Update (and Tour)	Parks & Facilities	Tour and update provided to Council	Pride	✓
Feb-12	Council	Community Safety Plan Process	SCP	Currently liaising with Province regarding supports for community initiatives. Process report – Feb 12; approved Next Steps: - Stakeholder engagement - Analysis and priority-setting - Stakeholder group planning - Finalize the plan with workplan, responsibilities and timelines Implementation items will be scheduled when endorsed by Council	Safety	In Progress
Feb-12	Council	Culture Plan Implementation Schedule	RCE	Implementation schedule presented to Council – February 5, Workshop. Forwarded to February 12, Council.	Pride	✓
Feb-12	Workshop	Regulations for the Production & Processing of Cannabis	Planning	Background and options report on the production and processing of cannabis. Staff to bring back policy and bylaw options.	Growth	In Progress
Feb-12	Workshop	Transportation Plan Overview	Eng	Received for information; Update in 2020.	Growth	✓
Feb-12	Workshop	240 Street Bridge to Silver Valley - alignment and profile	Eng	Received for information.	Growth	✓
Feb-25	Other	Advocate for conditional housing and health care services emphasizing treatment and recovery	Admin	Advocacy: confirmed \$60M is available for conditional housing; met with Ministers (Health, Mental Health, Housing, Social Development and Poverty Reduction, MLAs)	Safety	✓

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Council Workplan Matrix- March 19, 2019

Date*	Meeting	Agenda Item	Dept	Status/Outcome/Next Steps	Alignment	Completion
Feb-26	Workshop	Translink - Area Transport Plan Update	Eng	Translink presented updated and Council comments provided as input. Public consultation upcoming. Further updates later this year.	Growth	✓
Feb-26	Workshop	Lougheed Corridor Study	Planning	Metro Vancouver provided Council with a report back outlining MV study outcomes and community engagement. Consultation to follow concepts later in the year.	Growth	In Progress
Feb-26	Workshop	Property Assessments Update	Finance	Report highlighting residential and commercial growth and market changes by geographic area	Growth	✓
Mar-5	Comm. of the Whole	Business License Amending Bylaw for Liquor Licence and Cannabis Applications	Bylaws	Business Licencing Bylaw amendment	Growth	✓
Mar-5	Workshop	Bicycle Plan Update including discussion on bicycles on sidewalks	Eng	Bike facilities discussion and direction from Council on supported facilities. Bikes on sidewalks: Bylaw will come forward to Council for consideration.	Environment	In Progress
Mar-12	Council	Social Housing Plan	Planning	Introduced a draft plan for submission to the Province; submitted March 13, 2019	Safety	✓
Mar-12	Workshop	Overview of Proposed Integrated Court (Community Court)	Admin	Update from Provincial Crown Council; letter of support pending	Safety	✓
Mar-12	Workshop	Electric Vehicle Charging Report Follow-up	Planning	Presented March 12. Report back on costing and Council requests. Next steps include drafting of bylaw.	Environment	In Progress
Mar-19	Council	Environmental Advisory Committee (EAC) Update	Planning	Green infrastructure- Update on Committee projects	Environment	
Mar-19	Committee of the Whole	Aquifer Mapping Update	Planning	Environmental Advisory Committee's Recommendation re: OCP Amending Bylaw - 1st Reading Report	Environment	

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Council Workplan Matrix - March 19, 2019

Date*	Meeting	Agenda Item	Dept	Status/Outcome/Next Steps	Alignment	Completion
Mar-19	Workshop	Council Strategic Plan	Admin	Council strategic planning session completed in Q4 2018. Strategic plan content introduced on Jan.29. Seeking Council endorsement.	Pride	
Mar-19	Workshop	Council Matrix	Admin	Workplan developed in Q1 2019. Seeking Council endorsement. Progress reports to follow.	Pride	
Mar-19	Workshop	Property Frontage Upgrades as part of Building Permits - Policy Discussion	Eng	Policy discussion on proposed criteria to govern requirements for frontage upgrades, specifically for building permit applications.	Growth	
Mar-19	Workshop	Tree Appeal Process	Planning	Follow up to Jan. 14 tree permit appeal at 12238 Creston	Environment	
Apr-2	Workshop	Tree Bylaw Review	Planning	Bylaw updated in 2016 and given 1-year review in 2017. Review of implementation in progress.	Environment	
Apr-2	Workshop	2019 Communications Program	Comms	Overview of the annual program to inform, educate and engage with citizens on programs, projects and policy development.	Pride	
Apr-2	Workshop	Council Citizen Engagement Program Staff Report	Comms	Discussion of opportunities for Council to interact and engage with citizens outside the formal setting of City Hall.	Pride	
Apr-9	Workshop	Metro Vancouver Katzie Pump Station Upgrades & North Langley Sewage Treatment Plant Update	Eng	MV presentation of MV plans for improvements to the Katzie Pump Station and future re-routing of sewage to North Langley	Relations	
Apr-9	Workshop	Zoning Bylaw	Planning	Introduction to the draft Zoning Bylaw and first reading report	Growth	
Apr-9	Workshop	Agricultural Development Permit Guidelines	Planning	Report to introduce new DP	Environment	
Apr-16	AFC	Property Tax Rates Bylaw	Finance	Present the 2019 Property Tax Rates Bylaw	Growth	

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Council Workplan Matrix - March 19, 2019

Date*	Meeting	Agenda Item	Dept	Status/Outcome/Next Steps	Alignment	Completion
Apr-16	AFC	Financial Plan Amending Bylaw	Finance	Present an amendment to the 2019-2023 Financial Plan Bylaw	Growth	
Apr-16	Comm. of the Whole	Council Procedures Bylaw Update	Clerks	Update the bylaw to reflect council meeting procedural changes that have been directed by Council.	Pride	
Apr-16	Comm. of the Whole	Social Planning Update	RCE	Report on SPAC workplan	Safety	
Apr-16	Workshop	Translink - B-Line Update	Eng	Project status update, with scheduled implementation in September 2019	Growth	
Apr-16	Workshop	Citizen Survey discussion	SCP	Provide options for obtaining representative community opinions	Pride	
Apr-16	Workshop	Open Government Portal - Development Tracking	IT	At project scoping stage.	Pride	
Apr-16	Workshop	Commercial Industrial Strategy - Employment Lands Briefing	Planning	Report back on process background and next steps	Growth	
Apr-16	Workshop	128 Ave/232 St Yennadon Lands - Planning Process Report	Planning	Scoping report outlining new employment lands redesignation process	Growth	
May-7	Comm. of the Whole	MRSS Track Facility Design Contract Award	Parks & Facilities	Award Contract for the Detailed Design for the Spectator seating, washroom, changeroom facility and track lighting	Pride	
May-7	Comm. of the Whole	Hammond Community Centre Renovation Design Contract Award	Parks & Facilities	RFP for design closed at end of Feb. 2019	Pride	
May-7	Comm. of the Whole	Whonnock Community Centre Renovation Design Contract Award	Parks & Facilities	RFP for design closed at end of Feb. 2019	Pride	
May-7	Comm. of the Whole	Youth Strategy Implementation Schedule	RCE	Report recommending adoption of proposed implementation plan. Annual update from SPCA/YPT pending adoption.	Safety	

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Council Workplan Matrix- March 19, 2019

Date*	Meeting	Agenda Item	Dept	Status/Outcome/Next Steps	Alignment	Completion
May-7	Workshop	Fire Department Update	Fire	Last presentation held Q1 of 2018. Overview of current services and outcomes	Safety	
May-7	Workshop	RCMP Update	Police	Last presentation held Q1 of 2018. Overview of current services and outcomes	Safety	
May-7	Workshop	Post-Secondary Task Force Update	Ec Dev	Task force meetings concluded in Q4 2018. Report seeking further Council direction in Q2 2019.	Growth	
May-7	Workshop	Downtown Festival & Tourism Events Review	RCE	This update will provide Council with background on the Festivals program	Pride	
May-7	Workshop	Tandem Parking	Planning	Discussion on tandem parking requirements	Growth	
May-14	Council	BC Lottery Corporation / Great Canadian Gaming Corp.	Clerks	Delegation	Relations	
May-14	Workshop	Abernethy Way Extension - Routing options	Eng	Review of options for potential extension to extend Abernethy east of 232 Street	Growth	
May-14	Workshop	Post Disaster Water Supply - briefing	Eng	Briefing on the challenges in providing potable water after a significant disaster and potential solutions	Growth	
May-14	Workshop	Recovery House Regulations	Planning	Report on background and next steps for regulating recovery homes	Safety	
May-21	Comm. of the Whole	Water Quality Report	Eng	Annual report on the quality of water throughout the City water distribution system	Growth	
May-21	Comm. of the Whole	Kennel Bylaw Amendments	Bylaws	Integration with updated Zoning Bylaw	Growth	
May-21	Comm. of the Whole	Albion Community Centre Phase 1 Contract Award	Parks & Facilities	Award contract for Phase 1 construction.	Growth	
May-21	Workshop	Fraser River Escarpment	Eng	Review of Existing Data and Policies and recommendations for future	Growth	

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Council Workplan Matrix- March 19, 2019

Date*	Meeting	Agenda Item	Dept	Status/Outcome/Next Steps	Alignment	Completion
May-21	Workshop	Albion Flats Drainage Review	Eng	Review of drainage constraints and consideration of options.	Growth	
May-21	Workshop	Open Government Portal - enhancements for families and seniors	IT	Currently scoping/refining deliverables. Early wins: seniors-friendly version of WHAM, mock-up of a youth engagement initiative, and pilot for the Loughheed Corridor Study. Investigating the viability to pilot Chat Bot.	Pride	
May-28	Workshop	Civic Core Place Making Event	Ec Dev	Performed informal survey with the public in Q4 2018. Report on potential sites for hosting a Civic Core Place Making Event.	Pride	
May-28	Workshop	Industrial Park Identification Signs	Ec Dev	Develop recommendations for the design and installation of new directional and arrival signage. Report to Council in Q2 2019	Growth	
May-28	Workshop	Committee Review	Clerks	Overview of Council advisory committees, special committees, task forces	Pride	
Jun-11	Workshop	Integrated Stormwater Management Plans - briefing	Eng	Required by the Province, briefing and discussion of ISMPs and elements therein	Environment	
Jun-11	Workshop	Panhandling Bylaw	Bylaws	Staff report on best practices for a panhandling bylaw	Safety	
Jun-11	Workshop	Food Hub	Planning	Implementation next steps	Environment	
Jun-11	Workshop	Backyard Hens Plan	Planning	Report back on regulatory zoning options	Environment	
Jun-18	Workshop	Sign Bylaw Update, including development and election signage	Building	Update the Sign Bylaw, including development and election regulations	Growth	
Jun-18	Workshop	Fraser Basin Council	Eng	Discussion on regional dyking issues	Relations	
Jun-18	Workshop	North East Albion Consultation Summary	Planning	Scoping report outlining the process for reviewing land use and servicing requirements was presented on Jan. 22.	Growth	

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Council Workplan Matrix- March 19, 2019

Date*	Meeting	Agenda Item	Dept	Status/Outcome/Next Steps	Alignment	Completion
Jun-25	Workshop	Capital Plan Update	Finance	Summary of process and funding of Capital Program. To include current key projects.	Growth	
Jun-25	Workshop	Secondary Suite Plan	Planning	Report back research and outline possible zoning options	Growth	
Jun-25	Workshop	Lougheed Corridor Consultation Summary	Planning	Update on Lougheed Corridor public consultation	Growth	
Jul-2	Comm. of the Whole	Business Licence Bylaw Fee Amendment	Bylaws	Reviewing existing fees and conducting inter-municipal comparison. Amendment scheduled for Q3.	Growth	
Jul-2	Workshop	Citizen Petitions Best Practices discussion	Clerks	Overview of current and best practices	Pride	
Jul-16	Comm. of the Whole	2019 Community Grants Awards	Finance	Awaiting funding requests. Council report recommending organizational allocations coming forward upon receipt of requests. If no applications are received by this meeting, another report will come forward in three months.	Pride	
Jul-23	Workshop	Albion Flats Consultation Summary	Planning	See Jan. 22 Workshop.	Growth	
C O U N C I L S U M M E R B R E A K						
Sep-3	Comm. of the Whole	Business & Industrial Property Tax Comparison	Finance	Presentation on relative tax burden between property tax classes among municipalities.	Growth	
Sep-3	Workshop	Aquatic Facilities Planning	Parks & Facilities	Update Council on the previous aquatic facility conversation.	Growth	
Sep-3	Workshop	Triplex/Fourplex Housing Design Guidelines	Planning	Report on design guidelines for this form.	Growth	
Sep-10	Workshop	Driveway Access and Encroachment Policies	Eng	Discussion on requirements related to driveway access to properties as well as dealing with instances private structures located on City road allowances.	Growth	

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Council Workplan Matrix- March 19, 2019

Date*	Meeting	Agenda Item	Dept	Status/Outcome/Next Steps	Alignment	Completion
Sep-10	Workshop	Lougheed Corridor	Planning	See Feb. 26 Workshop. Present draft concept options.	Growth	
Sep-17	Comm. of the Whole	Traffic Calming Policy - Revision	Eng	Update of existing policy	Growth	
Sep-17	Workshop	Sanitary Sewer Inflow & Infiltration Reduction Strategy	Eng	Mandated by MV, discussion on the City's ongoing efforts to reduce inflow and infiltration	Growth	
Sep-17	Workshop	Growth in the Downtown	Ec Dev	Development of summary report on downtown growth.	Growth	
Sep-17	Workshop	OCP Housekeeping Amendments	Planning	Report on various amendments related to approved plans and strategies	Growth	
Oct-1	Workshop	Incentives for Development	Ec Dev	ELIIP expired at the end of 2018. Research on policy alternatives in progress. Report coming in Q4 2019.	Growth	
Oct-1	Workshop	Implications of Climate Change on Storm Water Management	Eng	Discuss the impact of CC on the City's rain water infrastructure capacity	Growth	
Oct-1	Workshop	Heritage Incentives	Planning	Summary of options to incentivize the protection of heritage resources in the City	Pride	
Oct-8	Comm. of the Whole	Agri-tourism and Eco-tourism Strategies Implementation	Ec Dev	Report on identified opportunities and next steps	Environment	
Oct-8	Comm. of the Whole	Albion Community Centre Award of Tender for Construction Phase 2	Parks & Facilities	Tender to be undertaken by contractor once Phase 1 underway.	Growth	
Oct-8	Workshop	Detached Garden Suites Pilot Project	Planning	Update program on DGS pilot	Growth	
Oct-15	Workshop	Lower Hammond Drainage Update	Eng	Consideration of drainage constraints and possible resolutions	Growth	
Oct-22	AFC	Purchasing Policy Update	Finance	Proposed updates to Purchasing Policy to reflect senior government policy changes, industry and technological innovations, and sustainability considerations.	Growth	

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Council Workplan Matrix- March 19, 2019

Date*	Meeting	Agenda Item	Dept	Status/Outcome/Next Steps	Alignment	Completion
Nov-5	Comm. of the Whole	Integrated Stormwater Management Plans - Final, for adoption	Eng	Required by the Province, briefing and discussion held in June, seeking Council endorsement of the ISMPs. Final for adoption.	Environment	
Nov-12	Workshop	Pitt Meadows Dyking	Eng	Current agreements date back to the 1970s. Review and update.	Safety	
Nov-12	Workshop	Port Haney Planning Process	Planning	Scoping report outlining new land-use concept process for Port Haney	Growth	
Nov-12	Workshop	Soil Deposit Bylaw – 1-year update	Planning	Bylaw adopted in 2018. Review of implementation in progress.	Environment	
Nov-12	Workshop	Green Infrastructure Strategy	Planning	Scoping report to outline on policy options related to green infrastructure in new development	Environment	
Nov-19	Comm. of the Whole	2020 – 2024 Financial Plan Summary & Presentation	Finance	Overview includes changes from prior year and potential resourcing for incremental changes to service levels and Capital Plan updated	Growth	
Nov-19	Comm. of the Whole	New Property Nuisance Bylaw	Bylaws	Researching options for new bylaw. Recommendation report in Q4 2019.	Growth	
Dec-3	Comm. of the Whole	DCC Bylaw Amendment-minor rate update	Finance	Annual minor amendment to ensure alignment with capital program	Growth	
Dec-3	Workshop	Lougheed Corridor Concept Endorsement	Planning	Concept Plan endorsement.	Growth	
Dec-10	Workshop	Code of Conduct Review	Clerks	Annual Review of Code of Conduct adopted in Q4 2018.	Pride	
Jan-2020	Workshop	Fees and Charges Update	SCP	Review of current rates and recommendations for changes where appropriate	Growth	
In Progress	Other	Restorative Justice	Admin	Staff briefing to Council	Safety	

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Council Workplan Matrix- March 19, 2019

Date*	Meeting	Agenda Item	Dept	Status/Outcome/Next Steps	Alignment	Completion
In Progress	Other	School District No.42 Joint Meeting (quarterly)	Admin	Regularly scheduled quarterly meetings	Relations	
In Progress	Other	District of Mission Joint Meeting (quarterly)	Admin	Regularly scheduled quarterly meetings	Relations	
In Progress	Other	Agricultural Land Commission	Planning	Joint meeting between ALC & City to discuss recent legislative changes and city initiatives	Relations	
In Progress	Other	Council Tour: Detached Garden Suites	Planning	Council tours of the completed Phase 1 Detached Garden Suites Pilot project. Part of Council endorsed DGS Pilot Project.	Growth	
In Progress	Workshop	Accountability Mechanisms	Admin	Discussion of mechanisms that can be put into place to deal with neighbourhood impacts	Safety	
In Progress	Other	MLAs Joint Meeting (bi-monthly)	Admin	Regularly scheduled quarterly meetings	Relations	

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City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
MEETING DATE: March 19, 2019
FILE NO: 01-0340-50
FROM: Chief Administrative Officer
MEETING: Workshop
SUBJECT: Single Family Residential Building Permit Frontage Improvements Policy

EXECUTIVE SUMMARY:

Engineering servicing requirements for developments are regulated through “Maple Ridge Subdivision and Development Servicing Bylaw No. 4800 – 1993” (Bylaw). The Bylaw outlines that any subdivision or development within the City is required to construct the frontage to meet the current standards of the City. This Bylaw was updated in 2015 to include building permits within the definition of developments and has allowed the City to achieve consistent servicing standards on developments of all kinds including single family residential building permits.

The City has applied consistent practice for all development applications since the Bylaw’s update in 2015 and staff has monitored the outcome of this update on various types of development. Over the intervening four years a reasonable number of applications have been completed. Based upon the development applications received, it is proposed that Council consider the adoption of a Policy to focus the request for frontage improvements associated with single family residential building permits to urban developments that propose new dwellings or substantially reconstructed dwellings. The adoption of this Policy will reduce the number of Development Variance Permits for rural road width requiring council resolution as well as establish a threshold for the scale of single family building permits required to complete frontage upgrades.

This report reviews the provisions within the Bylaw and outlines a Policy for consideration that identifies a revised method for determination of requirements for frontage improvements related to single family building permits.

RECOMMENDATION:

That the “Single Family Residential Building Permit Frontage Improvements Policy” be supported and forwarded to a subsequent Council meeting for consideration and adoption.

DISCUSSION:

a) Background Context:

2015 Bylaw Update

The Subdivision and Development Servicing Bylaw No. 4800 – 1993 was updated in 2015 to include building permits within the definition of developments. This update allowed the City to secure frontage improvements on building permit applications bringing the fronting roadways and utilities in line with current City standards. Staff has monitored the outcome of the Bylaw update for four years and have assessed the requirements identified on various types of building permits.

Current Practice

The City's practice has been to require frontage improvements for all building permits where the cost of the frontage improvements represents less than 10% of the value of building permit improvements.

Opportunity for Improvement

Through monitoring of the application of this practice over the four years since the Bylaw update, two typical circumstances have been identified as opportunities for improvement. The first opportunity for improvement is removing the requirement for frontage improvements on single family building permits that do not significantly extend the life of the dwelling; this would apply to building permits for minor additions or renovations. The intent of the bylaw update is to require frontage improvements as a part of the rejuvenation of the neighbourhood with new builds and as such the proposed Policy will give the City the flexibility to allow residents to modify their existing dwellings while still allowing the City to secure funds to improve neighbourhoods as they re-develop with new homes.

The second opportunity for improvement is taking into account the context of the surrounding neighborhood in determining the requirement for frontage improvements. Rural areas of the City are unlikely to undergo significant re-development or densification making the construction of frontage improvements improbable in the foreseeable future. Currently applications on rural properties for single family building permits will generally come forward as a Development Variance Permit for Council resolution to vary the local road width requirement of 7.0m of asphalt to match the existing 6.0m width. Adoption of this Policy would allow these applications to proceed without this Development Variance Permit.

Proposed Policy

Under the Bylaw there is currently no provision to differentiate between building permits for simple additions and renovations from building permits for new house construction. Additionally there is no way to consider the likelihood of the surrounding neighbourhood to re-develop. This Policy will formally take these items into account to help determine when it is most appropriate to require frontage improvements for each single family residential building permit.

The proposed Policy will base this assessment on the following principles:

1. Frontage improvements will not be required if the road and utilities fronting the subject property are already constructed to the ultimate standard.
2. Building permits for single family residential properties located outside of the City of Maple Ridge Urban Containment Boundary will not be required to provide frontage improvements unless they are otherwise required for servicing of the property such as a water connection, driveway, etc.
3. Single family residential building permit applicants for properties located within the City of Maple Ridge Urban Containment Boundary are required to construct or pay cash in lieu for all frontage improvements if any of the three following conditions are met:
 - a. A new dwelling unit is to be constructed
 - b. A new house is to be constructed
 - c. The existing house will be Substantially Reconstructed as defined by BC Housing
4. All other Single family residential building permit applicants will not require frontage improvements unless required for servicing of the property.

b) Desired Outcome:

To adopt a Policy that provides a clear and consistent method for determining if frontage improvements are required as a part of single family residential building permits.

c) Citizen/Customer Implications:

The proposed Policy will allow for both small scale and rural single family building permits to proceed without the requirement for frontage improvements.

d) Interdepartmental Implications:

The Engineering Department and Building Department work cooperatively on single family residential building permits and this Policy will provide consistency in processing applications.

e) Business Plan/Financial Implications:


It is anticipated that the City will collect fewer cash in lieu contributions for future frontage improvements.

f) Alternatives:

To continue with the existing practice, dealing with each application on a case by case basis.

CONCLUSION:

This proposed Policy will provide clarity and consistency in the evaluation and administration for frontage improvements associated with single family residential building permits. It is recommended that the attached "Single Family Residential Building Permit Frontage Improvements Policy" be adopted.



Prepared by: Mike Canning, PEng
Manager of Infrastructure Development



Reviewed by: David Pollock, PEng.
Municipal Engineer



Approved by: Frank Quinn, MBA, PEng.
General Manager Public Works & Development Services



Concurrence: Kelly Swift, MBA
Acting Chief Administrative Officer

Attachments:

(A) Single Family Residential Building Permit Frontage Improvements Policy

POLICY MANUAL

<p>Title: Single Family Residential Building Permit Frontage Improvements</p>	<p>Policy No :</p> <p>Supersedes:</p>
<p>Authority: <input type="checkbox"/> Legislative <input type="checkbox"/> Operational</p> <p>Approval: <input type="checkbox"/> Council <input type="checkbox"/> CMT</p> <p style="text-align: right;"><input type="checkbox"/> General Manager</p>	<p>Effective Date:</p> <hr/> <p>Review Date:</p>
<p>Policy Statement:</p> <p>Where the City of Maple Ridge (City) requires Frontage Improvements to be completed as a part of building permits, pursuant to Maple Ridge Subdivision and Development Servicing Bylaw No. 4800 – 1993, Frontage Improvements as a part of single family residential building permits will be required based on the following principles:</p> <ol style="list-style-type: none"> 1. Frontage Improvements will not be required if the road and utilities fronting the subject property are already constructed to the ultimate standard. 2. Building permits for single family residential properties located outside of the City of Maple Ridge Urban Containment Boundary will not be required to provide Frontage Improvements unless they are otherwise required for servicing of the property such as a water connection, driveway, etc. 3. Single family residential building permit applicants for properties located within the City of Maple Ridge Urban Containment Boundary are required to construct or pay cash in lieu for all Frontage Improvements if any of the three following conditions are met: <ol style="list-style-type: none"> a. A new dwelling unit is to be constructed b. A new house is to be constructed c. The existing house will be Substantially Reconstructed 4. All other single family residential building permit applicants will not require Frontage Improvements unless required for servicing of the property. 	
<p>Purpose:</p> <p>To outline the procedures for determining when construction or cash in lieu for Frontage Improvements are required as a condition of single family residential building permits.</p>	
<p>Definitions:</p> <ul style="list-style-type: none"> • “Frontage Improvements” means required upgrades to the utilities or roadways fronting the property to bring them in line with current City standards. • “Substantially Reconstructed” means that the project is no longer considered a renovation by BC Housing and requires a new home registration form as a part of the building permit submission. 	

Key Areas of Responsibility	
Action to Take	Responsibility
City staff to identify if the property is within the City of Maple Ridge Urban Containment Boundary and if the scope of work proposed in the building permit meets the conditions for Frontage Improvements detailed in this policy.	Building Department
City staff to identify the scope of required Frontage Improvements associated with the building permit. Mandatory Frontage Improvements required for servicing the property will be identified regardless of scope of permit or property location.	Engineering Department
City staff to prepare a cost calculation for the Frontage Improvements associated with the building permit.	Engineering Department
Applicant to determine preference to either construct the Frontage Improvements or provide cash in lieu.	Applicant
City staff to record cash in lieu payments made for Frontage Improvements contribution in the City's property database and GIS system.	Engineering Department
Construction of Frontage Improvements if required to be included in building permit.	Building Department

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
MEETING DATE: March 19, 2019
FILE NO: 2018-413-TC
MEETING: Council Workshop
SUBJECT: Liability Reduction Findings for Tree Permit Appeal – 12238 Creston Street

EXECUTIVE SUMMARY:

On December 11 2018 Mayor and Council directed staff to report back on the process and options available to waive liability against the City for potential removal of a significant tree as part of the Tree Permit appeal process for the site located at 12238 Creston St.

On January 14, 2019 Mayor and Council *passed the following Resolution:*

“That Council defer the tree permit appeal decision, pending receipt of an arborist report prepared by a qualified, independent Arborist addressing potential impacts and mitigation, including Tree Permit requirements, supervision by the Arborist of record for the removal of the tree should that be the final recommendation of the Arborist, and notification to adjacent property owners of the potential tree removal, provision of reports, and date of the Appeal hearing.”

Pursuant with the Council Resolution, an arborist report was completed and submitted to the City. Notifications of the Arborist report findings and the date of the Appeal hearing was provided to all parties concerned with sufficient time to attend or provide comments prior to the Council Workshop.

RECOMMENDATION(S):

1. That the decision of the Manager of Development and Environmental Services to deny a Tree cutting permit at 12238 Creston Street be upheld;
- or
2. That Staff be directed to issue the Tree cutting permit for 12238 Creston Street, subject to the recommendation outlined in the Arborist report dated January 21, 2019.

DISCUSSION:

a) Background Context:

In the Fall of 2018, a tree permit was denied for the applicant located at 12238 Creston Street because the removal of the remaining significant tree did not meet the City's Tree Bylaw requirement criteria. Furthermore, the significant tree in question on site was part of a larger cluster of significant sized trees, most of which are located on the adjacent privately owned lot within potential striking distance of building structures. There were some concerns from staff about potential risks to adjacent properties associated with potential blowdown and drainage impacts as a result of this tree being removed.

On December 11, 2018 Council gave consideration to the appeal and passed a resolution directing staff to report back on the process and options to waive liability.

At the January 14th 2019 Council workshop, Council deferred the tree permit appeal decision in order to ensure appropriate due diligence had been provided through an Arborist report to address potential concerns associated with potential impacts and supervision of the cutting by a qualified arborist, plus notification to the neighboring property owner of the impacts and recommendations from the Arborist of Record.

b) Due Diligence and Liability Reduction:

Pursuant with Council direction, an Arborist Report was completed for the potential tree removal at 12238 Creston St. The report notes that the tree is in good health. Removal of such a large tree beside the other trees may affect the stability of the row of trees in the neighbours yard. It was unlikely the trees concerned would be within striking distance of the existing structures; however, there may be impacts from removal of these trees including sun scorch and drainage impacts on the yards.

The Arborist report included findings and recommendations to address potential concerns and mitigation options on site in addition to impacts on adjacent sites. The arborist report recommendations note:

"If the tree is approved for removal the property owner should take into consideration the effects on adjacent trees. The trees should be reassessed every 3-5 years for stability, health, and hydrology."

As part of the Tree Permit requirements, the arborist will also be required to supervise the tree cutting activity to reduce the City's liability.

CONCLUSION:

Pursuant with Council direction, an Arborist report has been provided and neighbour notification has occurred. Two options are provided for Council's consideration.

"Original signed by Rod Stott"

Prepared by: **Rodney Stott**
Environmental Planner

"Original signed by Christine Carter"

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

"Original signed by Frank Quinn"

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

"Original signed by Kelly Swift"

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

Appendix A – Arborist Report

Tree Report

January 21, 2019

Matthew Dunstan, Certified Arborist #218813

Give and Take Tree Service

Location:

12238 Creston Street
Maple Ridge, BC

Background and Purpose:

The owner of the lot asked me to assess the cedar tree in the back yard and determine how removing it would affect the neighbour's trees. They would like to remove the tree to allow more light for their garden in the yard.

Findings:

I attended the property on January 15, 2019 to assess the tree. The tree is a cedar with a DBH over 100cm and is only about 45 feet tall. The tree has been topped but has a very healthy canopy and is in good overall health. It is located near the property line in the back corner, beside it is a row of approximately eight cedar trees which are 40 feet tall.

Conclusion:

The removal of such a large tree beside these other trees may affect the stability of the row of trees in the neighbour's yard. But if these trees did fail they would not fall on anything significant in either of the yards. Sun scorch may occur on the other trees as well. The hydrology levels will change and may cause more water to pool in the yards.

Recommendations:

If the tree is approved for removal the property owner should take into consideration the effects on adjacent trees. The trees should be reassessed every 3-5 years for stability, health and hydrology.

Limitations:

The tree assessment was a visual assessment level 2 done from the ground.



Front view of the cedar tree.



View of the row of cedar trees in the neighbour's yard.