

COUNCIL WORKSHOP AGENDA

June 6, 2017

6:00 p.m.

Blaney Room, 1st Floor, City Hall

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

1. *ADOPTION OF THE AGENDA*

2. *MINUTES*

2.1 Minutes of the May 2, 2017 Council Workshop Meeting

3. *PRESENTATIONS AT THE REQUEST OF COUNCIL*

4. *MAYOR AND COUNCILLORS' REPORTS*

5. *UNFINISHED AND NEW BUSINESS*

5.1 Parks, Recreation and Culture Facilities Consultation Update

Presentation by Jennifer Wilson, Jennifer Wilson, Consultants

5.2 School Site Synthetic Field Follow Up

Presentation by V. Richmond, Manager of Parks Planning and Operations

5.3 Maple Ridge Leisure Centre First Floor – Pool Change Rooms & Lobby Renovations – Contract Award

Staff report dated June 6, 2017 recommending that the Leisure Centre First Floor - Pool Change Room and Lobby Renovations Contract be awarded to Shape Architecture Inc., that a contingency of 20% be established and that the Corporate Officer to authorized to execute the contract.

5.4 BC Energy Step Code

Presentation by L. Benson, Manager of Sustainability and Corporate Planning and M. Chorobik, Research Technician

5.5 2017 Residential Class Property Taxation

Presentation by D. Olivieri, Research Technician

Staff report dated June 6, 2017 providing information on municipal property taxes levied against the Class 1 – Residential Property Class.

5.6 Bylaw to Regulate Supportive Recovery Homes and Other Similar Care Facilities

Staff report dated June 6, 2017 recommending that Maple Ridge Zone Amending Bylaw No. 7339-2017 to regulate care facilities in the City of Maple Ridge including unregulated, unlicensed or unregistered supportive recovery homes and other facilities be given first and second reading and be forwarded to Public Hearing.

6. *CORRESPONDENCE*

The following correspondence has been received and requires a response. Staff is seeking direction from Council on each item. Options that Council may consider include:

- a) Acknowledge receipt of correspondence and advise that no further action will be taken.*
- b) Direct staff to prepare a report and recommendation regarding the subject matter.*
- c) Forward the correspondence to a regular Council meeting for further discussion.*
- d) Other.*

Once direction is given the appropriate response will be sent.

6.1 Maple Ridge/Pitt Meadows Chamber of Commerce

Letter dated May 8, 2017 from Mike Morden, President, Chamber of Commerce serving Maple Ridge and Pitt Meadows requesting the City of Maple Ridge to consider a policy to reduce the spread between residential and commercial property taxes.

6.2 E-Comm 9-1-1

Letter dated May 23, 2017 from E-Comm requesting the name of the individual who will attend the June 22, 2017 Annual General Meeting of the shareholders of E-Comm as the City's representative.

6.3 Upcoming Events

June 7, 2017 5:30 p.m.	Improving Patient Care in Ridge Meadows – Meadows Gardens Golf Club, Pitt Meadows, BC Organizer: Ridge Meadows Patient Health Hub Steering Committee
June 15, 2017 6:30 p.m.	Municipal Advisory Committee on Accessibility Issues 14 th Annual Awards – Maple Ridge City Hall Council Chambers Organizer: Municipal Advisory Committee on Accessibility Issues
June 24, 2017 6:00 p.m.	Fraser River Sunset Dinner Cruise – 900 Quayside Drive, New Westminster, BC Organizer: Rivershed Society of BC
June 26, 2017 11:00 a.m.	Charity Golf Tournament – Meadow Gardens Golf Club, Pitt Meadows, BC Organizer: Maple Ridge Community Foundation
June 26, 2017 5:30 p.m.	Annual Fundraising Dinner – Meadow Gardens Golf Club, Pitt Meadows, BC Organizer: Maple Ridge Community Foundation
July 8, 2017 11:00 a.m.	<i>Eid al Fitr</i> Celebrations – Maple Ridge Library Organizer: Fraser Valley Regional Library

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

Links to member associations:

- Union of British Columbia Municipalities (“UBCM”) Newsletter *The Compass*
 - <http://www.ubcm.ca/EN/main/resources/past-issues-compass/2016-archive.html>
- Lower Mainland Local Government Association (“LMLGA”)
 - <http://www.lmlga.ca/>
- Federation of Canadian Municipalities (“FCM”)
 - <https://www.fcm.ca/>

8. ***MATTERS DEEMED EXPEDIENT***

9. ***ADJOURNMENT***

Checked by: _____
Date: _____

Rules for Holding a Closed Meeting

Section 90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to one or more of the following:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- (c) labour relations or employee negotiations;
- (d) the security of property of the municipality;
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure might reasonably be expected to harm the interests of the municipality;
- (f) law enforcement, if the council considers that disclosure might reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- (g) litigation or potential litigation affecting the municipality;
- (h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the council or a delegate of council
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (j) information that is prohibited or information that if it were presented in a document would be prohibited from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report]
- (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection of subsection (2)
- (o) the consideration of whether the authority under section 91 (other persons attending closed meetings) should be exercised in relation to a council meeting.

Section 90(2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

- (a) a request under the Freedom of Information and Protection of Privacy Act, if the council is designated as head of the local public body for the purposes of that Act in relation to the matter;
- (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;
- (c) a matter that is being investigated under the Ombudsperson Act of which the municipality has been notified under section 14 [Ombudsperson to notify authority] of that Act;
- (d) a matter that, under another enactment, is such that the public must be excluded from the meeting;
- (e) a review of a proposed final performance audit report for the purpose of providing comments to the auditor general on the proposed report under section 23 (2) of the *Auditor General for Local Government Act* .

COUNCIL WORKSHOP MINUTES

May 2, 2017

The Minutes of the City Council Workshop held on May 2, 2017 at 6:00 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

Elected Officials

Councillor K. Duncan
Councillor B. Masse
Councillor G Robson
Councillor T. Shymkiw
Councillor C. Speirs

Appointed Staff

E.C. Swabey, Chief Administrative Officer
K. Swift, General Manager of Parks, Recreation & Culture
P. Gill, General Manager Corporate and Financial Services
F. Quinn, General Manager Public Works and Development Services
L. Darcus, Manager of Legislative Services

ABSENT

Mayor N. Read
Councillor C. Bell

Other Staff as Required

D. Pollock, Municipal Engineer
B. Elliot, Manager of Community Planning
A. Grochowich, Planner 1
D. Boag, Director of Parks and Facilities

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

Note: Councillor Shymkiw chaired the meeting as Acting Mayor.

1. *ADOPTION OF THE AGENDA*

R/2017-162

It was moved and seconded

That the May 2, 2017 Council Workshop Meeting agenda be amended with the addition of Item 5.3 New Synthetic Field Developments and moving Item 4.0 Mayor and Councillors' Report to be dealt with following Item 6.1; and

That the agenda as amended be adopted.

CARRIED

2. ***MINUTES***

2.1 **Minutes of the April 24, 2017 Council Workshop Meeting**

R/2017-163

It was moved and seconded

That the minutes of the Council Workshop Meeting of April 24, 2017 be adopted as circulated.

CARRIED

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

Note: Item 4.0 was dealt with following Item 6.1

4. ***MAYOR'S AND COUNCILLORS' REPORTS***

Councillor Speirs

Councillor Speirs attended a meeting of the Ridge Meadows Seniors Society, the UBC Research Forest Dean's Barbeque, a Council of Councils meeting and the Tiny Houses potluck at the CEED Centre. He also attended the Multicultural Society Inaugural Banquet, the Goodbye Chums event at Kanaka Creek Park, the opening of the KEEPS Stewardship Centre and the Youth Week Talent Show. He was also at the encampment set up at the park on St. Anne Street.

Councillor Masse

Councillor Masse attended a Council of Councils meeting, the Tiny House potluck at the CEED Centre, the Goodbye Chums event and the opening of the Riverview Rally.

Councillor Robson

Councillor Robson attended many of the functions mentioned by other Councillors.

Councillor Duncan

Councillor Duncan attended a number of events. She attended a meeting of the Active Transportation Committee.

Councillor Shymkiw

Councillor Shymkiw attended the Goodbye Chums event and several Metro Vancouver Committee meetings. He participated in Metro Vancouver Parks site visits.

5. *UNFINISHED AND NEW BUSINESS*

5.1 Golden Ears SSO Storage Project

- **Paul Wilting, P.Eng. Project Manager, East Fraser Servicing & Treatment, Project Delivery, Liquid Waste Services, and Andrea Winkler, Program Manager, Public Involvement, Metro Vancouver**

The Municipal Engineer introduced the topic and the guests from Metro Vancouver. Mr. Wilting and Ms. Winkler provided a PowerPoint presentation which included the following information:

- Northwest Langley Wastewater Treatment Plant Improvements
- Service Area
- Project Status
- Project Components
- Storage Tank
- Sanitary Sewer Outfall (SSO) Overflow Tank Urgency
- Examples of other SSO tanks (below and above ground)
- Tank Location Evaluations
- Shortlisted Locations
- Tank – Pump Station Concept
- Selected Location
- Architectural Details (Artistic options)
- Project Schedule
- Community Engagement

Council engaged in questions and comments, particularly respecting capacity for the long term and how to manage the infiltration of rain water into the sewage systems.

5.2 Employment Lands Consultation Outcomes and Next Step Options

Staff report dated May 2, 2017 recommending the amendment of Official Community Plan Bylaw No. 7299-2016 to designate lands in Area 1: 256 Street Lands as Industrial Reserve and that an Official Community Plan Amending Bylaw be prepared to designate lands in Area 2: Lougheed Highway as Industrial and Rural Residential.

The Manager of Community Planning and the Planner 1 provided a PowerPoint presentation which included the following information:

- Potential Employment Lands
- Area 1: 256th Street Lands
- Area 2: Lougheed Lands
- Engagement Process
- What was heard: Area 1 and Area 2
- Interdepartmental Referrals: Engineering and Economic Development
- Intergovernmental Referrals: Metro Vancouver and Kwantlen First Nation
- Considerations: Area 1 and Area 2
- Next steps
- Recommendations

5.2.1

R/2017-164

It was moved and seconded

That staff be directed to amend the Official Community Plan Bylaw No. 7299-2016 to designate lands in Area 1: 256th Street Lands as outlined in the report “Employment Lands Consultation Outcomes and Next Step Options” dated May 2, 2017 as Industrial Reserve and that the policies include criteria to establish requirements for future development.

CARRIED

5.2.2

R/2017-165

It was moved and seconded

That staff be directed to prepare an Official Community Plan Amending Bylaw to designate as Industrial and Rural Residential those lands in Area 2: Lougheed Lands, as outlined in the report “Employment Lands Consultation Outcomes and Next Step Options” dated May 2, 2017.

CARRIED

5.3 New Synthetic Field Developments

Presentation by the Director of Parks and Facilities

The Director of Parks and Facilities reviewed the school sites considered for synthetic fields and specified which sites are recommended. He outlined the next steps in the process.

R/2017-166

It was moved and seconded

That staff prepare a report on the process and financial analysis to pursue synthetic fields and ancillary improvements, as presented by staff, at Eric Langton Elementary and Teloksy/Thomas Haney.

CARRIED

6. *CORRESPONDENCE*

6.1 Upcoming Events

Date: May 1, 2017 Time: 7:00 p.m.	Youth Week 2017: Youth Talent Show, The ACT, Maple Ridge Organizer: City of Maple Ridge
Date: May 2, 2017 Time: 7:00 p.m.	Youth Week 2017: Summer Plan Slam, Greg Moore Youth Centre, Maple Ridge Organizer: City of Maple Ridge
Date: May 3, 2017 Time: 6:00 p.m.	Youth Week 2017: Tournament Night – Greg Moore Youth Centre, Maple Ridge Organizer: City of Maple Ridge
Date: May 4, 2017 Time: 6:00 p.m.	Youth Week 2017: 3 on 3 Hockey – Greg Moore Youth Centre, Maple Ridge Organizer: City of Maple Ridge
Date: May 5, 2017 Time: 6:00 p.m.	Youth Week 2017: Mentorship BBQ, Thomas Haney Secondary School, Maple Ridge Organizer: City of Maple Ridge
Date: May 7, 2017 Time: 6:00 p.m.	Youth Week 2017: Movie/Ice Cream Sundae, Greg Moore Youth Centre, Maple Ridge Organizer: City of Maple Ridge
Date: May 7, 2017 Time: 6:30 p.m.	Flamenco Performance, The ACT, Maple Ridge Organizer: The ACT Arts Centre
Date: May 28, 2017 Time: 9:00 .m.	Walk 4 the Salish Sea, Grandview Park, 1647 Charles St., Vancouver Organizer: Burnaby Residents Opposing Kinder Morgan Expansion / Walk 4 the Salish Sea

Note: Item 4.0 was dealt with following Item 6.1

7. ***BRIEFING ON OTHER ITEMS OF INTEREST/QUESTIONS FROM COUNCIL*** – Nil
8. ***MATTERS DEEMED EXPEDIENT*** – Nil
9. ***ADJOURNMENT*** – 8:25 p.m.

T. Shymkiw, Acting Mayor

Certified Correct

L. Darcus, Corporate Officer

TO: Her Worship Mayor Nicole Read
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Maple Ridge Leisure Centre First Floor - Pool Change Rooms & Lobby Renovations - Contract Award

MEETING DATE: June 6, 2017
FILE NO:
MEETING: Workshop

EXECUTIVE SUMMARY:

Six submissions were received for the Architectural Design Services RFP-PL17-34 for the Maple Ridge Leisure Centre (MRLC) First Floor - Pool Change Rooms & Lobby Renovations on May 25, 2017. Staff reviewed the proposals in accordance with established evaluation criteria, and is recommending the best value submission for this contract.

RECOMMENDATION:

That the Leisure Centre First Floor - Pool Change Room and Lobby Renovations Contract (RFP-PL17-34) be awarded to Shape Architecture Inc. for a contract price of \$175,185 (excluding GST), and;

That a contingency of 20% in the amount of \$35,037 (excluding taxes) be established for this project; and,

That the Corporate Officer be authorized to execute the contract.

DISCUSSION:

a) Background Context:

On February 20, 2017 Council directed staff to issue a Request for Proposal (RFP) for detailed design of the MRLC pool change rooms and lobby renovations. Staff initially invited consultants to submit their names to a prequalification process, then awarded short listed companies to participate in the tender process. Tender submissions consisted of six proposals which ranged from \$146,345 to \$213,873. Each submission was evaluated for best value utilizing published evaluation criteria which considers qualification, price and experience with similar projects.

The benefits for this new design will greatly improve accessibility for all ages and abilities, improve control points, improve functionality, improve usability of existing program spaces, and larger gathering spaces for social interaction. These improvements were recommended in the Leisure Centre Facility Space Planning Audit.

b) Desired Outcome:

To continue to provide high calibre recreation facilities for the benefit and enjoyment of the community now and into the future.

c) Strategic Alignment:

The proposed improvements will enhance the programs and services offered at the MRLC to encourage active and healthy living opportunities for citizens through the provision of a variety of exceptional recreational, programming and social spaces.

d) Citizen/Customer Implications:

The renovation project is quite significant and will have a positive impact on pool change rooms and provision of aquatic services. These renovations, timeline and schedule will coincide with the Leisure Centre Pool Systems shutdown; therefore this project will not have any further impact on users while citizens and customers retain access to the remainder of the facility.

e) Business Plan/Financial Implications:

A budget of \$5,500,000 was approved for this project in 2015, funded through infrastructure levy allocations. Given the increased scope, as approved by Council in February, 2017, as well as the time that has lapsed since the budget estimate was prepared, the cost of this project will exceed budget. How this funding deficit can be managed will be addressed in a separate report which will also cover funding for other Council approved projects such as the sports fields and the Albion Community Centre.

CONCLUSIONS:

Staff recommends that the contract for the Maple Ridge Leisure Centre First Floor - Pool Change Rooms & Lobby Renovations design be awarded to Shape Architecture Inc for \$175,185. An additional funding allotment of \$35,037 is also recommended as a contingency fund. Approval of this contract will greatly enhance, update and modernize the Maple Ridge Leisure Centre lobby and pool change room for an increased patron experience.

"Original signed by Michael Millward"

Prepared by: Michael Millward, Facilities Operations Manager

"Original signed by Danielle Pope for"

Reviewed by: David Boag, Director Parks & Facilities

"Original signed by Trevor Thompson"

Approved by: Trevor Thompson, Manager, Financial Planning

"Original signed by Kelly Swift"

Approved by: Kelly Swift, General Manager: Parks, Recreation & Culture

"Original signed by E.C. Swabey"

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

:mm

TO:	Her Worship Mayor Nicole Read and Members of Council	MEETING DATE:	June 6, 2017
FROM:	Chief Administrative Officer	MEETING:	Council Workshop
SUBJECT:	2017 Residential Class Property Taxation		

EXECUTIVE SUMMARY:

Throughout the year, the Finance Department provides a series of financial reports. These reports provide Council with information to assist in their decision making. In January, a detailed analysis of 2017 property assessments was presented. Recently, Council received information on our 2016 year-end financial statements and a detailed report and presentation on our financial reserves.

The purpose of this report is to provide Council with information on municipal property taxes levied against the Class 1-Residential Property Class. This is important as most of the Maple Ridge assessment base is represented by the properties in this class. It is important to keep in mind that this report focuses on the municipal portion of property taxes because the levies from other jurisdictions are beyond Council's control.

In our analysis, we looked at three perspectives:

1. Residential Class Municipal Property Tax Rates Comparison

We looked at the municipal **tax rate** the City charges to the Residential Property Class to see how it has changed from last year, and to see how it compares to others in the region. Our residential municipal **tax rate** decreased 23.65% in 2017, and consists of the Council approved increase in the Financial Plan Bylaw and an adjustment to neutralize market changes in assessed property values. In 2017, Residential Class property assessments **increased** in market value by about 35%, and the municipal **tax rate** was adjusted to generate the funding required in the Financial Plan.

In the surveyed municipalities, from 2016 to 2017, there is a range of changes to the municipal **tax rates**; changes range from a 17.3% decrease in West Vancouver to a decrease of 27.7% in the Corporation of Delta. The wide range in changes to municipal **tax rates** is largely a function of the changes in assessed property values.

2. Assessment and Taxation Changes on Sample Properties

We have been tracking the change in assessments and taxation on eight sample properties for several years, and this information is included in this report. In any given year there can be quite a range in the changes to assessed property values and the resulting tax increases experienced by our sample properties. In 2017, for instance, all properties experienced an increase in value.

3. Municipal Property Taxes and Utilities Levied Against the Average Single Family Dwelling Survey

We conducted a survey of the municipal property taxes and utilities assessed against the average single family dwelling. This survey does not account for the different service levels in municipalities; however, the data allows us to see how the municipal property taxes and utilities levied in Maple Ridge compares to others in the region. It is interesting to note that our taxes remain among the lowest in the region, and when the taxes are combined with annual utility rates, Maple Ridge ranks as being sixth lowest among the municipalities surveyed.

We also looked at the municipal portion of the property taxes for the average single family dwelling in Maple Ridge to see how it has changed from 2015 and how it compares to others in the region. From 2015 to 2016, the municipal property taxes for the average single family dwelling in Maple Ridge increased 4.0%. In 2017, the total municipal property taxes for the average single family dwelling in Maple Ridge increased to \$2,309 or 4.7% from 2016. These property tax increases are different than the Council approved tax increase charged to the Residential Property Class of 3.15% for 2016, and 3.15% for 2017. The rationale for the differences is explained in more detail later in the report.

RECOMMENDATION:

This report has been provided for information only. No resolution is required.

DISCUSSION:

For 2017 assessed values, BC Assessment continued with their regular practice of assessing properties (land and buildings) based on market value as of July 1 of the previous year. This means that for 2017, properties are assessed at what their market value would have been on July 1, 2016.

In Maple Ridge, in 2017, Residential Class property assessments **increased** in market value by about 35%, and the municipal **tax rate** was adjusted to generate the funding required in the Financial Plan.

1. Residential Class Municipal Property Tax Rates Comparison:

Figure 1 shows the Residential Property Class municipal **tax rates** and the percentage changes from 2015.

In the surveyed municipalities, from 2016 to 2017, there is a range of changes to the municipal **tax rates** for the surveyed municipalities; changes range from a 17.3% decrease in West Vancouver to a decrease of 27.7% in the Corporation of Delta. The wide range of changes in municipal **tax rates** is largely a function of the changes in assessed property values. Maple Ridge's municipal **tax rate** decreased 23.6% from 2016.

Figure 1: Residential Class 1 Municipal Property Tax Rates

Municipality	2015	2016		2017	
	Rate	Change	Rate	Change	Rate
West Vancouver	1.69110	-12.7%	1.47580	-17.3%	1.22120
Vancouver	1.77001	-11.8%	1.56168	-19.3%	1.26093
Richmond	2.18723	-6.1%	2.05383	-23.5%	1.57216
Burnaby	2.29380	-12.3%	2.01190	-21.1%	1.58740
North Vancouver District	2.37397	-11.0%	2.11337	-24.0%	1.60657
North Vancouver City	2.51383	-6.8%	2.34364	-22.8%	1.80908
Surrey	2.49070	-2.0%	2.44195	-22.4%	1.89447
Coquitlam	3.14820	-11.1%	2.79790	-22.6%	2.16560
Delta	3.65151	-7.8%	3.36561	-27.7%	2.43234
Langley Township	3.36210	-3.9%	3.23260	-23.2%	2.48400
Port Moody	3.46820	-7.3%	3.21360	-19.8%	2.57740
Port Coquitlam	3.79500	-8.7%	3.46490	-22.6%	2.68280
New Westminster	3.71910	-8.1%	3.41820	-19.8%	2.74150
Pitt Meadows	3.94790	-4.0%	3.78890	-20.1%	3.02850
Maple Ridge	4.47130	-2.1%	4.37610	-23.6%	3.34120
Mission	4.91290	-2.8%	4.77609	-22.2%	3.71810

2. Assessment and Taxation Changes on Sample Properties:

Figures 2a and 2b show the percentages changed in assessed property values and taxation for eight sample properties we have been tracking for several years in Maple Ridge.

In 2017, there is variability in the changes of assessed values for the sample properties. The sample property in Upper Hammond (Sample #8) experienced an increase in assessed property value of 29.8% while the sample property in Lower Hammond (Sample #7) experienced an increase of 45.7%.

Figure 2a: Sample Properties Percentages Changed in Assessed Property Values

% Change in Assessed Values

Location	2012	2013	2014	2015	2016	2017
1 Silver Valley	-4.3%	-0.7%	-3.2%	1.7%	9.9%	33.8%
2 Albion/Kanaka	0.0%	-6.8%	-0.6%	.2%	9.7%	33.9%
3 Whonnock	2.7%	0.0%	60.0%	-2.7%	7.2%	34.9%
4 Central MR	50.0%	-3.1%	-2.8%	11.1%	-5.4%	39.0%
5 Central MR- Strata	-5.8%	-3.1%	0.0%	-3.7%	1.5%	31.8%
6 West MR	-2.1%	0.0%	7.0%	2.3%	7.8%	38.9%
7 Lower Hammond	10.0%	-9.8%	8.6%	13.1%	11.2%	45.7%
8 Upper Hammond	-4.7%	0.0%	2.3%	15.3%	10.7%	29.8%
Total	-1.8%	-2.2%	0.9%	3.9%	7.1%	35.5%

As there was variability in the changes in assessed values, there is also a wide range in the changes in taxation experienced by the sample properties for 2017. Taxation for the sample property located in Upper Hammond (Sample #8) decreased 1%, while the sample property in Lower Hammond (Sample #7) increased 11.2%.

Figure 2b: Sample Properties Percentages Changed in Municipal Property Taxation

% Change in Taxation (General purpose, Fire, Drainage & Parks Levy)						
Location	2012	2013	2014	2015	2016	2017
1 Silver Valley	0.3%	4.0%	0.9%	1.9%	7.5%	2.1%
2 Albion/Kanaka	4.8%	-2.3%	3.5%	0.4%	7.4%	2.2%
3 Whonnock	7.6%	4.9%	4.8%	-2.5%	4.8%	2.9%
4 Central MR	5.3%	1.6%	1.3%	11.3%	-7.4%	6.0%
5 Central MR- Strata	-1.2%	1.6%	4.2%	-3.5%	-0.6%	0.5%
6 West MR	2.6%	4.8%	11.5%	2.5%	5.5%	6.0%
7 Lower Hammond	4.9%	-5.5%	13.1%	13.4%	8.8%	11.2%
8 Upper Hammond	-0.1%	4.8%	6.6%	15.5%	8.4%	-1.0%
Total	3.0%	2.5%	5.1%	4.1%	3.2%	3.4%

3. Municipal Property Taxes and Utilities Levied Against the Average Single Family Dwelling Survey

The methodology to calculate the value of an average single family dwelling uses information that comes from BC Assessment. Residential Single Family is one subset of BC Assessment's Residential Property Class. It is comprised of detached residences or houses. The average single family dwelling value is calculated by taking the value from this subset on BC Assessment's Revised Roll and dividing that number by the subset's number of occurrences. From year to year, the average single family dwelling is not the same, but it is a calculated average of this subset of BC Assessment's Residential Property Class.

A difficulty with using this information is that an average single family dwelling in West Vancouver may be physically much different than an average single family dwelling in Maple Ridge, and this has not been taken into account. Additionally, municipalities provide different services at different levels and this has also not been taken into account. Nonetheless, this is a commonly used method and it does serve as one indicator of relative tax burden.

The average single family dwelling value in this report differs from the average home value used in the Financial Overview Report provided to Council in December and the Illustrative Residential Property Tax Comparison appendix to the 2017 Property Tax Rates Bylaw Report provided to Council in May. The average home value comparison used in those reports takes the existing average home value and compares it to what that same home would have been assessed at in the previous year, assuming that the value changed by the average market change for the entire Residential Property Class.

For the purpose of this report and to ensure we are comparing values that are determined by using the same methodology, we are using average single family dwelling values for all municipalities. This is the same methodology used in our previous comparisons.

The data compiled is shown on Figure 3. This table shows the municipal portion of residential property taxes for the average single family dwelling in Maple Ridge and the surveyed municipalities. At \$2,309 Maple Ridge is on the lower end of those municipalities surveyed. When municipal taxes are combined with property utilities for a total of \$3,315, Maple Ridge is still among the lowest of the surveyed municipalities.

Figure 3: Summary of Survey Results – 2017 ‘Average Single Family Dwelling’

Summary of Survey Results							
2017 Average Single Family Dwelling							
Municipality	Average Assessed Value*	Municipal Taxes	Rank (lowest to highest)	Total Utilities	Municipal Taxes & Utilities	Rank (lowest to highest)	Notes
Pitt Meadows	673,925	2,041	2	967	3,008	1	
Langley-Township	813,562	2,021	1	1,214	3,235	2	
Mission	561,276	2,087	3	1,187	3,274	3	(3)
Surrey	1,030,922	2,274	4	1,012	3,286	4	(6)
Port Coquitlam	882,814	2,368	6	937	3,306	5	
Maple Ridge	690,966	2,309	5	1,007	3,315	6	(7)
Delta	1,017,542	2,491	7	1,035	3,526	7	(2)
Coquitlam	1,194,548	2,587	8	1,194	3,781	8	
Richmond	1,666,820	2,621	10	1,162	3,782	9	(5,6)
North Vancouver-City	1,598,641	2,757	11	1,031	3,788	10	(4)
Burnaby	1,648,485	2,617	9	1,179	3,795	11	(1)
Port Moody	1,267,812	3,268	15	1,072	4,340	12	(1)
North Vancouver-District	1,754,983	2,820	12	1,557	4,376	13	
Vancouver	2,464,420	3,108	14	1,271	4,379	14	
New Westminster	1,118,416	3,066	13	1,385	4,452	15	(1)
West Vancouver	3,734,538	4,561	16	1,094	5,655	16	(5,6)
Average	1,382,479	2,687		1,144	3,831		
Median	1,156,482	2,602		1,128	3,782		
Highest	3,734,538	4,561		1,557	5,655		
Lowest	561,276	2,021		937	3,008		

Notes:

Values are rounded.

- * Average Assessed Value determined by using BC Assessment's 2017 Revised Roll Totals, Property Class Residential Single Family, divided by number of occurrences. Value has not been adjusted for new construction or supplementary changes.
- (1) Water, Sewer, Garbage/Recycling Rates receive 5% discount for on time/early payment.
- (2) Municipal tax rates are averaged.
- (3) Drainage Levy Rate/Amount excluded from analysis. According to Mission staff, only approximately 25 homes are charged this levy - not representative of an average home in Mission.
- (4) Water and Sewer Rates reflect a 5% discount for on time/early payment.
- (5) Water, Sewer, Garbage/Recycling Rates receive 10% discount for on time/early payment.
- (6) Sewer and Water are metered and are therefore projected amounts.
- (7) Utility Rates include Water, Sewer and Recycling.

In Figure 4, we look at the municipal property taxes for the average single family dwelling from the surveyed municipalities and show how this information has changed from 2015. There is some variability in the percentage change from year to year with the surveyed municipalities. This may be due in part to the calculation of the average single family dwelling. Because the average single family dwelling value is a calculated average of BC Assessment's Residential Property Class subset, from year to year, the average single family dwelling is not the same average single family dwelling that was used to calculate the municipal property taxes in the previous year. It is for this reason that we must use caution when making a year to year comparison of municipal taxes payable for an average single family dwelling.

Figure 4: Average Single Family Dwelling– Total Municipal Property Taxes

Municipality	2015	2016		2017	
	Municipal Taxes	Change	Municipal Taxes	Change	Municipal Taxes
Langley Township	1,840	4.9%	1,929	4.7%	2,021
Pitt Meadows	1,847	4.6%	1,931	5.7%	2,041
Mission	1,915	3.4%	1,980	5.4%	2,087
Surrey	1,985	6.2%	2,107	7.9%	2,274
Maple Ridge	2,120	4.0%	2,205	4.7%	2,309
Port Coquitlam	2,132	5.7%	2,253	5.1%	2,368
Delta	2,260	8.1%	2,444	1.9%	2,491
Coquitlam	2,329	5.6%	2,460	5.1%	2,587
Burnaby	2,281	7.3%	2,447	6.9%	2,617
Richmond	2,205	8.0%	2,383	10.0%	2,621
North Vancouver City	2,419	10.5%	2,674	3.1%	2,757
North Vancouver District	2,581	4.9%	2,708	4.1%	2,820
New Westminister	2,634	7.6%	2,835	8.1%	3,066
Vancouver	2,685	7.9%	2,896	7.3%	3,108
Port Moody	2,804	7.5%	3,015	8.4%	3,268
West Vancouver	3,901	4.3%	4,071	12.0%	4,561

In 2017, the total municipal property taxes for the average single family dwelling in Maple Ridge increased to \$2,309 or 4.7% from 2016. Notably, Maple Ridge has the lowest total change in value over the past two years with an increase of 8.7%. For the surveyed municipalities, 2017 increases ranged from a low of 1.9% in Delta to a high of 12% in West Vancouver

It is important to consider that the municipal property taxes for the average single family dwelling in Maple Ridge are not indicative of the entire Residential Property Class in Maple Ridge, but just one segment of this property class.

When calculating property **tax rates**, we consider the entire residential class not just the single family dwelling subset. It is Council's policy when setting the **tax rates** to adjust for market change. New construction generates additional tax revenue. This is different than simply comparing average assessment values for a single family dwelling which includes market change and new construction and is just one subset of the entire Residential Property Class. This is why the calculated tax increase is 4.7% on the average single family dwelling vs. an average residential class increase of 3.15%.

The differences in the percentage change from 2017 between the average single family dwelling and the average home are attributable to the methodology used to determine average single family dwelling and average home values.

CONCLUSION:

The Finance Department provides Council with a series of reports to assist in their decisions. The purpose of this report is to provide information on the municipal taxes levied against residential properties. There is no one ideal comparison method, and it is for this reason that we have looked at three perspectives for our analysis. We can conclude that the municipal property taxes levied in Maple Ridge are ranked among the lowest of the surveyed municipalities.

"original signed by Daniel Olivieri"

Prepared by: **Daniel Olivieri**
Research Technician

"original signed by Paul Gill"

Approved by: **Paul Gill**
General Manager: Corporate & Financial Services

"original signed by E.C. Swabey"

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

:do

City of Maple Ridge

TO: Her Worship Mayor Nicole Read
and Members of Council
FROM: Chief Administrative Officer
MEETING DATE: June 6, 2017
MEETING: Council Workshop
SUBJECT: First and Second Reading
Maple Ridge Zone Amending Bylaw No. 7339–2017
To regulate Supportive Recovery Homes and other similar care facilities

EXECUTIVE SUMMARY:

The following report presents Zoning Bylaw amendments to regulate care facilities in the City, including unregulated, unlicensed or unregistered Supportive Recovery Homes and other similar facilities. These bylaw amendments reflect what can be regulated within municipal jurisdiction, recognizing that there are some care facilities that are exempt from zoning and/or are regulated by other levels of government. The draft Zoning Bylaw amendment requires that an operator enter into a Housing Agreement with the City. The Housing agreement articulates the City's expectations regarding the operation of such centres, and will specify requirements such as the number of residents, exit strategies and maintenance. A template Housing Agreement is attached as information, but doesn't form part of the amending Bylaw.

RECOMMENDATION:

That Zone Amending Bylaw No. 7339–2017 be given First and Second Reading and be forwarded to Public Hearing.

BACKGROUND:

At a regularly scheduled Council Workshop on April 24, 2017, Council passed the following resolution:

R/2017-135: that Staff be directed to prepare bylaw amendments and a Housing Agreement template to regulate Supportive Recovery Homes and other similar facilities as identified in Option 1: Creation of Regulations for uses with a maximum of 10 residents in the Policy and Regulations section of the report, entitled "Options for Regulating Supportive Recovery Homes, Transitional Housing, Assisted Living Residences and Community Care Facilities", dated April 24, 2017.

DISCUSSION:

Based on Council direction, staff has prepared a Zoning Bylaw amendment to allow up to 10 residents in Single Family zones, subject to compliance with bylaw requirements and the registration of a Housing Agreement and Business Licence. If supported by Council, supportive housing-type uses would fall into two categories: those with 10 or less residents would be permitted in Residential zones, and those with 11 or more residents would be permitted in Institutional zones. The bylaw also includes amendments to require certain Institutional uses to enter into a Housing Agreement. It is noted that licensed Community Care Facilities with up to 6 residents are exempt from zoning and that facilities that are provincially owned and operated are also exempt from these regulations.

Staff has prepared the Zoning Bylaw amendments to regulate care facilities in the City, as well as a template for a Housing Agreement to specifically regulate unregulated, unlicensed or unregistered Supportive Recovery Homes and other similar facilities. These items can be summarized as follows:

1. Amendment to the Definition section of the Zoning Bylaw (Part 2 Interpretation) including:
 - Amending the definition of Family to specify that the definition does not apply to Assisted Living Residences, Community Care Facilities, Supportive Recovery Homes, and Transitional Housing as follows:
 - FAMILY: means the persons sharing a household, consisting of: (a) two or more persons related by blood, marriage, adoption, or foster parenthood; or (b) three or fewer unrelated persons **and does not include Assisted Living Residences, Community Care Facilities, Supportive Recovery Homes, and Transitional Housing.**
 - Amending the definition of the Elderly Citizens Residential (RE) zone to include Assisted Living Residence as follows:
 - ELDERLY CITIZENS RESIDENTIAL: means a use specifically providing for the residential accommodation of elderly persons **and includes Assisted Living Residences.**
 - New definitions for Assisted Living Residences, Community Care Facilities, Supportive Recovery Homes, and Transitional Housing which are as follows:
 - ASSISTED LIVING RESIDENCE: means a facility that provides up to 2 prescribed services as defined by the Community Care and Assisted Living Act, to 3 or more persons who are not related by blood or marriage who can live independently but require a supportive environment due to physical and functional health challenges and may also include hospitality services and personal care services. Assisted Living Residences must be registered with the provincial government's Assisted Living Registrar and are subject to the Community Care and Assisted Living Act.
 - COMMUNITY CARE FACILITY: means a facility that provides 3 or more prescribed services as defined by the Community Care and Assisted Living Act, to 3 or more persons who are not related by blood or marriage for the purpose of providing care and may also include hospitality services and personal care services. Community Care Facilities must be licensed by the applicable regional health authority and are subject to the Community Care and Assisted Living Act. It is noted that Section 20 of the *Community care and Assisted Living Act* exempts those facilities that are licensed as a residence that have no more than six persons in care.
 - SUPPORTIVE RECOVERY HOME: means a facility that provides a supportive and structured environment including housekeeping services and up to 2 prescribed services for individuals recovering from drug and alcohol addiction.
 - TRANSITIONAL HOUSING: means a facility that provides housing for persons in transition from short-term emergency housing to permanent housing.
 - Revised definition for Private Hospital to clarify that include Assisted Living Residences, Supportive Recovery Homes and Transitional Housing are permitted uses as follows:
 - PRIVATE HOSPITAL: use means a use providing for the care of the sick, injured, or aged other than in a public hospital; includes private hospitals, convalescent homes, nursing homes, hospices, palliative care units, community care facilities, **assisted living residences, supportive recovery homes, and transitional housing** multi-level care facilities, congregate care facilities and adult daycare centres,.
2. Adding a category to the Residential Matrix Permitted Uses in Part 6, Section 601 allowing Supportive Recovery Homes, Transitional Housing, Assisted Living Residences, and Community Care Facilities* with 10 residents, on all lots 557m² (RS-1b) or greater, subject to satisfying prescribed criteria;

* Licenced Community Care Facilities may have up to 6 residents and are exempt from zoning

3. Adding to *Part 4 General Regulations, Section 402* regulations for where Supportive Recovery Homes, Transitional Housing, Assisted Living Residences, and Community Care Facilities* with 10 residents are permitted in Residential zones, including criteria of a Housing Agreement, and satisfying the following requirements;
 - Shall have a maximum of 10 residents including staff;
 - Shall be contained within the same building as the One Family Residential Use;
 - Be not less than 250m from other Supportive Recovery Homes, Transitional Housing, Assisted Living Residences, or Community Care Facility, a school both public or private, child care centres and a family daycare;
 - Shall not be permitted where there is a Secondary Suite, Detached Garden Suite, Boarding Use or Temporary Residential Use on the lot;
 - Will require proof of notification or approval from the applicable Health Authority or to the appropriate authority if located on a lot which is not serviced by municipal sewer;
 - Shall not be strata-titled;
 - Shall not be permitted on property situated within a floodplain;
 - Shall not be permitted unless permitted by the provisions of section 601 A. of the Zoning Bylaw; and
 - Shall be permitted on the condition that the operator enters into a Housing Agreement with the Corporation of the City of Maple Ridge under Section 483 of the Local Government Act, which must be executed and delivered to the Municipality including all appendices prior to the issuance of any building permit for the land in relation to which the use is permitted.
4. The Housing Agreement shall include, but not be limited to:
 - the maximum number of residents that shall be permitted to reside within the Housing Facility at any one time shall be ten (10) people, including staff if the facility is located in a Residential zone. If the facility is located in an Institutional zone the maximum number of residents that shall be permitted shall be greater than ten (10) people, including staff.
 - An exit plan for residents who are evicted or who complete the program must be filed with the City. The exit plan shall include a provision for those clients that are evicted, that any funding provided to the Supportive Recovery Home will be held in trust, and the organization will provide a prorated amount at the time of departure to the person evicted or money returned to the individual or organization.
 - Adhere to municipal noise bylaw standards;
 - Staffed 24 hours per day;
 - A current roster of all Operators, residents and staff must be maintained on site and available to the City and/or the City of Maple Ridge RCMP detachment;
 - No alcohol or illicit drugs are permitted on the premises in those facilities that are providing drug and alcohol treatment and counselling;
 - Property owner approval of the facility;
 - Neighbourhood Consultation Meetings;
 - Neighbourhood meetings are required for each new home;
 - Notification of neighbours (100m radius mail out within the Urban Area Boundary (UAB), 500m radius mail out outside of the UAB at the Operator's expense)
 - Information is to be provided to the City of Maple Ridge
 - Property and Housing Standards;
 - Property maintenance and parking standards must be met;
 - Annual fire inspections shall be performed;
 - Annual building inspections shall be performed;
 - Shall have no exterior signage; and

The Bylaw also introduces amendments to regulate the care of greater than 10 residents in care in Institutional Zones including:

5. Adding to Part 4 General Regulations, Section 402 Regulations for Permitted Uses of Land, Buildings & Structures, where Assisted Living Residences are permitted in Institutional zones and satisfy the following requirements:
 - Shall have more than ten residents including staff;
 - Shall be permitted on the condition that the operator enters into a Housing Agreement with the Corporation of the City of Maple Ridge under Section 483 of the Local Government Act, which must be executed and delivered to the Municipality including all appendices prior to the issuance of any building permit for the land in relation to which the use is permitted
 - require proof of notification or approval from the applicable Health Authority or to the appropriate authority if located on a lot which is not serviced by municipal sewer;
 - Shall not be strata-titled; and
 - Shall not be permitted on property situated within a floodplain
6. Where permitted in either a Residential or Institutional zone, a Community Care Facility will be subject to the following provisions:
 - A facility containing six or less residents in care, excluding staff, is exempt from zoning;
 - A facility containing 7 but a maximum of 10 residents including staff is permitted in Residential zones;
 - A facility containing more than 10 residents is permitted in Institutional zones.
 - Shall be permitted on the condition that the operator enters into a Housing Agreement with the Corporation of the City of Maple Ridge under Section 483 of the Local Government Act, which must be executed and delivered to the Municipality including all appendices prior to the issuance of any building permit for the land in relation to which the use is permitted
 - Be licenced as per the Community Care and Assisted Living Act
 - Shall not be strata-titled; and
 - Shall not be permitted on property situated within a floodplain.

The draft bylaw amendments and housing agreement template provide a regulatory framework that limits the size of some facilities including Supportive Recovery Homes, Transitional Housing and Assisted Living Residences containing a total of 10 residents, including clients and employees in residential zones. Licensed Community Care Facilities with no more than six people in care are exempt from zoning. Assisted Living Residences and licensed Community Care facilities containing greater than ten people in care must be located in an institutional zone[†]. Together this provides an ability to meet the need for care facilities in the City of Maple Ridge.

For clarity, they will also be subject to the City's Bylaw enforcement if operations are in violation of the City's various bylaws and the proposed Housing Agreement terms and conditions and can be closed if warranted.

It is also noted that the Housing Agreement does not form part of the Zoning Bylaw Amending Bylaw and can be changed in the future.

This approach is consistent with neighbouring municipalities to regulate Supportive Recovery Homes, Transitional Housing and Assisted Living Residences. The proposed amending Bylaws and Housing Agreement template have also been reviewed by the City's legal counsel.

A draft Zoning Bylaw amendment Bylaw is attached as Appendix A. A template for the Housing Agreement containing draft terms and conditions language has been provided and is attached as Appendix B.

[†] Assisted Living Uses are also permitted in Elderly Citizens Residential (RE) zones, and some Comprehensive Development (CD) zones.

INTERDEPARTMENTAL CONSIDERATIONS:

Should Council approve the proposed Zoning Bylaw amendments and the draft Housing Agreement, the Licences, Permits and Bylaws Department will develop an amending bylaw for the Business Licencing and Regulating Bylaw to regulate Supportive Recovery Homes and other similar care facilities to align with the proposed Zoning Bylaw amendments.

NEXT STEPS:

With regards to those existing, unregulated, unlicensed, unregistered Supportive Recovery Homes, Transitional Housing and Assisted Living Residences, the use is considered a legal non-conforming use and the use may continue. However, the City can require existing facilities to enter into a Housing Agreement as confirmed by the City's legal counsel. It is noted that for an existing facility, the siting requirements may be non-conforming, but the operating requirements in the Housing Agreement would apply. New care facilities that are applying for a business licence would be required to enter into a Housing Agreement and meet all of the Zoning Bylaw criteria to be in compliance.

CONCLUSION:

The draft bylaw provides a framework for regulating care facilities with up to 10 residents in residential areas, including the requirement to enter into a Housing Agreement and obtain a business licence. It is believed that the Bylaw will improve the operation of facilities, clarify municipal expectations, and provide City Bylaws' staff with a mechanism to enforce should facilities not perform at a standard acceptable level of operation.

"Original signed by Siobhan Murphy"

Prepared by: Siobhan Murphy, MCIP, RPP
Planner II

"Original signed by Christine Carter"

Approved by: Christine Carter, MPL, 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 E.C. Swabey"

Concurrence: E.C. Swabey
Chief Administrative Officer

Appendix A – Zoning Bylaw Amendment for Supportive Recovery Homes, Transitional Housing, Assisted Living Residences and Community Care Facilities

Appendix B – Housing Agreement Template

CITY OF MAPLE RIDGE BYLAW NO. 7339-2017

A Bylaw to amend Zoning Bylaw No. 3510 - 1985 as amended

WHEREAS, it is deemed expedient to amend Maple Ridge Zoning Bylaw No. 3510 - 1985 as amended;

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7339-2017."
2. That Part 2 INTERPRETATION is amended by inserting the following between "ASSEMBLY USE" and "AUTOMOBILE ACCESSORY":

Assisted Living Residence: means a facility that provides up to 2 prescribed services as defined by the *Community Care and Assisted Living Act*, to 3 or more persons who are not related by blood or marriage who can live independently but require a supportive environment due to physical and functional health challenges and may also include hospitality services and personal care services. Assisted Living Residences must be registered with the provincial government's Assisted Living Registrar and are subject to the *Community Care and Assisted Living Act*.

3. That Part 2 INTERPRETATION is amended by inserting the following between "COMMON ACTIVITY AREA" and "COMMUNITY GAMING FACILITY":

Community Care Facility: means a facility that provides 3 or more prescribed services as defined by the *Community Care and Assisted Living Act*, to 3 or more persons who are not related by blood or marriage for the purpose of providing care and may also include hospitality services and personal care services. Community Care Facilities must be licensed by the applicable regional health authority and are subject to the *Community Care and Assisted Living Act*. It is noted that Section 20 of the *Community Care and Assisted Living Act* exempts from zoning those facilities that are licensed as a residence that have no more than six persons in care.

4. That Part 2 INTERPRETATION is amended by inserting the following between "STRUCTURE" and "TEMPORARY RESIDENTIAL":

Supportive Recovery Home: means a facility that provides a supportive and structured environment including housekeeping services and up to 2 prescribed services for individuals recovering from drug and alcohol addiction.

5. That Part 2 INTERPRETATION is amended by inserting the following between "TOWNHOUSE(S)" and "TWO-FAMILY RESIDENTIAL":

Transitional Housing: means a facility that provides housing for persons in transition from short-term emergency housing to permanent housing.

6. THAT PART 2 INTERPRETATION the definition of "ELDERLY CARE RESIDENTIAL:" is amended by adding the words identified in bold text:

ELDERLY CITIZENS RESIDENTIAL: means a use specifically providing for the residential accommodation of elderly persons **and includes Assisted Living Residences.**

7. THAT PART 2 INTERPRETATION the definition of “FAMILY” is amended by adding the words identified in bold text:

Family: means the persons sharing a household, consisting of: (a) two or more persons related by blood, marriage, adoption, or foster parenthood; or (b) three or fewer unrelated persons **and does not include Assisted Living Residences, Community Care Facilities, Supportive Recovery Homes, and Transitional Housing.**

8. THAT PART 2 INTERPRETATION the definition of “PRIVATE HOSPITAL” is amended by adding the words identified in bold text:

PRIVATE HOSPITAL - means a use providing for the care of the sick, injured, or aged other than in a public hospital; includes private hospitals, convalescent homes, nursing homes, hospices, palliative care units, community care facilities, **assisted living residences, supportive recovery homes, transitional housing**, multi-level care facilities, congregate care facilities and adult daycare centres.

9. That PART 4 GENERAL REGULATIONS, SECTION 402 REGULATIONS FOR PERMITTED USES OF LAND, BUILDINGS & STRUCTURES is amended by addition the following section:

(16) Assisted Living Residences, Community Care Facilities, Supportive Recovery Homes and Transitional Housing

- i. Where permitted in Residential zones, a Supportive Recovery Home, Transitional Housing, Assisted Living Residence or Community Care Facility with 10 or fewer residents in care is subject to the following provisions:
 - a) Shall have a maximum of 10 residents including staff;
 - b) Shall be contained within the same building as the One Family Residential Use;
 - c) Be not less than 250m from other Supportive Recovery Homes, Transitional Housing, Assisted Living Residences, or Community Care Facilities, a school both public or private, child care centres and a family day care;
 - d) Shall not be permitted where there is a Secondary Suite, Detached Garden Suite, Boarding Use or Temporary Residential Use on the lot;
 - e) Will require proof of notification or approval from the applicable Health Authority or to the appropriate authority if located on a lot which is not serviced by municipal sewer;
 - f) Shall not be strata-titled;
 - g) Shall not be permitted on property situated within a floodplain;
 - h) Shall not be permitted unless permitted by the provisions of section 601 A. of the Zoning Bylaw; and
 - i) Shall be permitted on the condition that the operator enters into a Housing Agreement with the Corporation of the City of Maple Ridge under Section 483 of the *Local Government Act*, which must be executed and delivered to the Municipality including all appendices prior to the issuance of any building permit for the land in relation to which the use is permitted.
- ii. Where permitted, an Assisted Living Residence with greater than 10 residents in care is subject to the following provisions:
 - a) Shall be permitted on the condition that the operator enters into a Housing Agreement with the Corporation of the City of Maple Ridge under Section 483 of the *Local Government Act*, which must be executed and delivered to the Municipality including all appendices prior to the issuance of any building permit for the land in relation to which the use is permitted.

- b) require proof of notification or approval from the applicable Health Authority or to the appropriate authority if located on a lot which is not serviced by municipal sewer;
 - c) Shall not be strata-titled; and
 - d) Shall not be permitted on property situated within a floodplain
 - iii. Where permitted , a Community Care Facility with greater than 10 residents in care is subject to the following provisions:
 - a) Shall be permitted on the condition that the operator enters into a Housing Agreement with the Corporation of the City of Maple Ridge under Section 483 of the *Local Government Act*, which must be executed and delivered to the Municipality including all appendices prior to the issuance of any building permit for the land in relation to which the use is permitted
 - b) Be licenced as per the Community Care and Assisted Living Act
 - c) Shall not be strata-titled; and
 - d) Shall not be permitted on property situated within a floodplain.
10. That PART 6 RESIDENTIAL ZONES SECTION 601 A. PERMITTED USES OF LAND, BUILDINGS AND STRUCTURES is amended by inserting the following uses after “Medical Marihuana, Commercial Production” and permitted in the RS-1, RS-1a,RS-1b, RS-1c, RS-1d, RS-2, RS-3:

Supportive Recovery Homes, Transitional Housing, Assisted Living Residences, and Community Care Facilities
11. That PART 9 INSTITUTIONAL ZONES SECTION 902 is amended by inserting the following in correct numerical order:

5) Private Hospital Use

Pursuant with Section 402 (16) those facilities providing drug and alcohol treatment and counselling to residents shall enter into a Housing Agreement.
12. Maple Ridge Zoning Bylaw No. 3510 – 1985 is amended accordingly.

PRESIDING MEMBER

HOUSING AGREEMENT No. <>

THIS AGREEMENT is dated for reference the ____ day of _____, 20<>;

BETWEEN:

CITY OF MAPLE RIDGE
11995 Haney Place
Maple Ridge, British Columbia
V2X 2A9

(the "City")

OF THE FIRST PART

AND:

<>(Bold and use Uppercase)

<>

<>

<>

(the "Operator")

OF THE SECOND PART

AND

<>(Bold and use Uppercase)

<>

<>

<>

(the "Owner")

OF THE THIRD PART

WHEREAS:

- A. The Operator proposes to provide a <Supportive Recovery Home><Transitional Housing><Assisted Living Residence><Community Care Facility>, as defined herein, within the Housing Facility, as defined herein, in accordance with the requirements of this Agreement and the City's Zoning Bylaw.
- B. The Operator, the Owner and the City each agree that the Operator and the personal behaviour of residents of the Housing Facility must be regulated and supervised so as to ensure the protection, convenience and safety of other residents of the Housing Facility and of residents and users of all neighbouring properties, streets and public places.

- C. The Operator, the Owner and the City have reached agreement as to certain reasonable and necessary measures to be undertaken by the Operator in the management and operation of the Housing Facility and now wish to enter into this Agreement in order to ensure compatibility between the use of the Housing Facility and that of the immediately adjoining neighbourhood.
- D. The Owner is the registered owner of those Lands defined herein.
- E. The City adopted Bylaw No. <> pursuant to Section 483 of the Local Government Act authorizing the City to enter into this Housing Agreement with the Owner on the terms and conditions contained herein.
- F. Covenants and agreements herein made by the Operator in favour of the City and in favour of the Owner constitute a separate and binding agreement and are not part of the Housing Agreement between the Owner and the City.

THIS HOUSING AGREEMENT is evidence that in consideration of the mutual promises contained in it, and in consideration of the payment of TEN (\$10.00) DOLLARS by each of the Owner and the City from one to the other (the receipt and sufficiency of which is acknowledged by each party), both of whom covenant and agree with each other as follows, both as a Housing Agreement under Section 483 of the *Local Government Act* and as a contract and a deed under seal between the parties; and the covenants and agreements of the Operator made herein to the City and to the Owner are binding as a contract between them.

1. Interpretation

1.1 In this Agreement the following definitions apply:

“Agreement” means this Housing Agreement and all covenants and agreements of the Operator as specified in the Operator’s Agreement with the Owner.

“Assisted Living Residence” means a facility that provides up to 2 prescribed services as defined by the Community Care and Assisted Living Act, to 3 or more persons who are not related by blood or marriage who can live independently but require a supportive environment due to physical and functional health challenges and may also include hospitality services and personal care services. Assisted Living Residences must be registered with the provincial government’s Assisted Living Registrar and are subject to the *Community Care and Assisted Living Act*.

“Drug and Alcohol Treatment and Counselling” means a facility that provides treatment of drug addiction, alcoholism and associated disorders.

“Drugs” means any controlled substance regulated under the *Controlled Substance Act* of Canada and includes, without limitation, the non-prescription use of marijuana or other mind altering drugs.

“Housing Facility” means the Lands and the improvements located on the Lands wherein the Operator intends to carry out, provide and manage a <Supportive Recovery Home><Transitional Housing><Assisted Living Residence>, under the terms and conditions of this Housing Agreement and the City’s Zoning Bylaw.

“Lands” means Parcel Identifier: <>
<>; and known municipality as <>(address).

“Operator’s Agreement” means a written agreement between the Owner and the Operator, in a form satisfactory to the City, regarding the management and operating procedure of a Housing Facility and the contractual promises imposed on the Owner by the City to cause the Operator to comply with any terms required by the City.

“Resident” means a person residing in the Housing Facility.

“Resident Contract” means a written agreement between the Operator and each resident of the Housing Facility, in a form satisfactory to the City and in accordance with Section 4 of this Agreement, establishing the conditions of residency.

“Supportive Recovery Home” means a facility that provides a supportive and structured environment including housekeeping services and up to 2 prescribed services for individuals recovering from drug and alcohol addiction.

“Transitional Housing” means a facility that provides housing for persons in transition from short-term emergency housing to permanent housing.

2. Obligations of the Owner

2.1 The Owner covenants and agrees with the City:

- (a) that the Lands and the Housing Facility shall only be used in compliance with the terms, conditions, requirements and restrictions of this Agreement;
- (b) to take all reasonable measures to require the Operator to operate the Housing Facility in compliance with the terms, conditions, requirements and restrictions of this Agreement;
- (c) that the obligations and responsibilities of the Operator under this Agreement relating to the operation of the Housing Facility also bind the Owner in the operation of the Housing Facility; and
- (d) that the Owner enter into an Operator’s Agreement with the Operator to use, occupy, provide, and operate the Housing Facility, and the Operating Agreement will contain a binding provision to terminate the Operator’s use, occupancy, provision, and operation of the Housing Facility which the Owner must invoke and enforce upon 60 days written notice given by the City to the Owner.

3. Requirements of the Housing Facility

3.1 The Operator covenants and agrees with the Owner, and the Owner covenants with the City, to ensure that:

- (a) the maximum number of residents that shall be permitted to reside within the Housing Facility at any one time shall be ten (10) people, including staff if the facility is located in a Residential zone. If the facility is located in an Institutional zone the maximum number of residents that shall be permitted shall be greater than ten (10) people, including staff.

- (b) the composition of the residents of the Housing Facility, by gender and age group, shall be <>male <>female and over <>years of age.
- (c) the design and construction of the Housing Facility shall implement the Crime Prevention through Environmental Design (CPTED) criteria for residential housing to the satisfaction of the City and, for this purpose, the Operator shall, at the design stage and from time to time thereafter, consult with officials of the City regarding the implementation of such criteria. At a minimum, exterior security lighting and fencing of rear yards is required.
- (d) the interior and exterior of the Housing Facility are kept well maintained in a neat, tidy and clean condition and comply with the City's Standard of Maintenance Bylaw.
- (e) the exterior doors and windows to the Housing Facility are closed and locked when occupants of the residential premises are absent from the Housing Facility.
- (f) all personal belongings, furniture, goods, materials, supplies or other things are only stored within properly designated storage areas located within the interior of the Housing Facility. For greater certainty, nothing may be stored or allowed to accumulate around the exterior of the Housing Facility.
- (g) all barbecues and other outdoor activities are carried out in a safe and considerate manner and that the exterior of the Housing Facility is maintained in a neat and tidy condition. Barbecues shall be kept a minimum of 0.6 metres away from any building when in use.
- (h) the Housing Facility is, at all times, in compliance with the health, life safety and fire protection requirements of the British Columbia Building Code and Fire Code and the City's Fire Services Bylaw and complete annual inspections.

4. Conditions of Residency

4.1 The Operator covenants and agrees with the Owner, and the Owner covenants with the City, to ensure that:

- (a) the Operator, prior to permitting occupation of each residential premise within the Housing Facility, ensure that each resident enters into a Resident Contract with the Operator regulating the personal behaviour and responsibilities of the resident while residing at the Housing Facility. The form of Resident Contract must be in a form satisfactory to the City, and, without limiting the generality of the foregoing, shall provide that every resident, as a condition of residency:
 - 1. must be considerate of other residents, employees and staff of the Housing Facility and of neighbouring premises and residents;
 - 2. must respect the prescribed visiting hours restrictions and ensure that visitors are only present on the Housing Facility premises between the hours of 9:00 a.m.10:00 p.m., daily;
 - 3. must ensure that any person invited onto the premises of the Housing Facility by the resident does not engage in any criminal conduct or activity. Proof of

such violation will not require criminal conviction but will be determined by a preponderance of evidence;

4. must agree that information relating to any incident of criminal or unlawful conduct which is investigated by the City Maple Ridge RCMP detachment may be disclosed to officials of the City in accordance with the requirements of the Freedom of Information and Protection of Privacy Act;
5. shall ensure that they and any persons invited onto the premises of the Housing Facility by the resident, do not engage in any conduct or behaviour which unreasonably disturbs or harasses other residents of the Housing Facility or persons in the neighbourhood and must maintain quiet between the hours of 10:00 p.m. and 8:00 a.m., daily.

b) Notwithstanding the above requirements, the following shall apply to those facilities providing drug and alcohol treatment and counselling:

1. may not possess, hold, store, trade, barter, sell, buy or use any alcohol or Drugs anywhere within or on the premises of the Housing Facility;
2. must agree to voluntarily allow random urinalysis or other drug testing to be carried out by or on behalf of the Operator while residing at the Housing Facility;
3. must acknowledge and agree that if he or she is discovered in the possession of, consuming or under the influence of alcohol or Drugs, either on or off the premises of the Housing Facility, they may be discharged from the Housing Facility;
4. will be subject to specified curfew times having regard to the work schedules of the resident;
5. must not carry out or be involved in any criminal activities, either on or off the Housing Facility premises, while in residence;
6. must be in a work training program, employed, enrolled in school, actively searching for work, or engaged in recovery activities in accordance with a documented recovery program; and
7. must agree to allow a criminal record check to be conducted prior to their acceptance as a resident of the Housing Facility and to additional background reference checks, from time to time during residency, at the discretion of the Operator, the City, and Ridge Meadows RCMP detachment, and such checks must not reveal any evidence of violent offences, sexual offences or outstanding warrants.

5. Obligations of the Operator to Both the Owner and the City

- 5.1 The Operator covenants and agrees with the Owner, and the Owner covenants with the City, to ensure that:

- (a) the Operator shall, at all times, be responsible for the proper management and operation of the Housing Facility and shall provide 24 hour, seven (7) day a week supervision of the Housing Facility when occupied by any resident.
- (b) the Operator and all employees of the Operator engaged to work in the Housing Facility must agree to allow a criminal record check to be conducted and to any additional background reference checks including a vulnerable sector check, at the discretion of the City and Ridge Meadows RCMP detachment, as requested from time to time but no less than every two years. Neither the Operator nor any employee of the Housing Facility shall have a criminal record of violent or sexual offences committed.
- (c) the Operator is either a non-profit organization or alternatively is a for-profit entity and, in either case, a business licence is required and has been obtained and will be renewed annually.
- (d) employees of the Operator must staff the premises 24 hours a day.
- (e) the Operator shall hold a Neighbourhood Consultation Meeting prior to applying for a business licence and at least once a year, or as required by the City or the Owner, providing written public notification of neighbours (100m radius mail out within the Urban Area Boundary (UAB), 500m radius mail out outside of the UAB at the Operator's expense) of the Housing Facility and provides to the City accurate minutes of such meeting.
- (f) the Owner and the Operator, when requested and at the discretion of the City, shall attend and participate in all neighbourhood meetings scheduled by the City.
- (g) the Operator shall be responsible for enforcing the conditions of residency contained in each Resident Contract and shall evict and discharge any resident who violates the conditions of residency contained in the Resident Contract, and the Owner must ensure that the Operator does so if the City requires a particular resident or residents to be evicted.
- (h) no Drugs or alcohol shall be permitted in, on or about the premises of a Housing Facility that provides drug and alcohol treatment and counselling, and must ensure that the Operator imposes a "zero tolerance" policy regarding the possession or use of Drugs or alcohol by residents of the Housing Facility.
- (i) the Operator shall not allow the display or permit the display of any exterior sign or any interior sign which is visible from outside of the Housing Facility premises.
- (j) the Operator shall maintain an up-to-date registry, including date of birth, of all residents and employees of the Housing Facility; and shall be available for viewing on demand. In addition, the Operator shall immediately disclose this up-to-date registry to the City and/or City of Maple Ridge Police Department upon request, and provide the Ridge Meadows RCMP detachment and City of Maple Ridge Fire Rescue Service and other emergency services with a current 24 hour, seven (7) day a week emergency contact telephone number.
- (k) neither this Agreement nor any right hereunder to provide the Housing Facility may be assigned or transferred by the Operator to any other person or party, in whole or in

part without 60 days clear written notice to the City and to the Owner, whom may or may not consent to such assignment or transfer. If the Operator gives the required notice and makes such assignment, or transfers, sells or otherwise disposes of the Operator's company, business or non-profit organization to another party, or ceases to operate the Housing Facility, this Agreement shall immediately terminate, unless the Owner and the City both agree to accept the assignee or transferee on the terms herein.

- (l) the Operator shall prepare, obtain approval by the City of Maple Ridge Fire Rescue Services and implement a fire safety plan, that in addition to the requirements of the BC Building Code and the Fire Code, includes, at a minimum, requirements that interconnected smoke alarms be installed in all bedrooms and that emergency lighting be installed and will complete annual inspections to confirm.
- (m) the Operator shall not demand or request a security deposit from any resident of the Housing Facility.
- (n) the Operator shall submit to the City the exit plan, in a form satisfactory to the City and as requested by the City, for any resident discharged from the Housing Facility. A minimum requirement of the exit plan is that the City and the Ridge Meadows RCMP detachment be notified in writing immediately. The exit plan shall include the provision for those clients that are evicted, that the funding provided by the Province to the Operator will be held in trust, and the Operator shall provide a pro-rated amount to the person evicted at the time of departure of such person. If the funding is provided by an individual to an Operator, those funds will be held in trust and a prorated amount will be given back to the individual at the time of the person's eviction. In addition, if eviction is warranted, the Operator will ensure the former client is provided with transportation to a confirmed, alternate safe accommodation.
- (o) the Operator shall provide a minimum of two meals a day to residents.
- (p) the Operator shall submit to the City written approval on a case by case basis from the Provincial Ministry of Children and Family Development prior to any children, under nineteen (19) years of age, visiting overnight at the Housing Facility, and must be in compliance with the Child, Family and Community Service Act.

6. Termination

6.1 The City may, on 30 days prior written notice to the Owner, terminate this Agreement where:

- (a) the Operator fails to comply with, satisfactorily perform or meet any of the terms, conditions or requirements of this Housing Agreement and fails to remedy such non-compliance or unsatisfactory performance when and as requested to do so by the City;
- (b) the Operator, at any time, ceases to provide the Housing Facility, or carries out, permits or causes to be carried out, any detox or other health service requiring Provincial licensing or any short-term emergency housing use or other similar use within the Housing Facility which is not authorized by the City's Zoning Bylaw;

- (c) the goods and chattels of the Operator are at any time seized or taken in execution or attachment or the Operator makes an assignment for the benefit of creditors or becomes bankrupt or insolvent or makes a proposal to creditors; or
 - (d) the Owner fails to require the Operator to do or cause to be done anything that the City requires the Owner to compel the Operator to do pursuant to this agreement.
- 6.2 Any party may terminate this Agreement on 30 days written notice to the other party.
- 6.3 Upon the expiry or earlier termination of this Agreement, the Housing Facility shall no longer constitute a permitted use under the provisions of the City's Zoning Bylaw and shall thereupon cease.
- 6.4 Should the Lands cease being used as a Housing Facility, the City, will execute a registrable discharge of this Agreement or file the appropriate notice in the Land Title Office, upon:
 - (a) receipt of same from the Owner; and
 - (b) confirmation, to the satisfaction of the City that the Lands are no longer being used as a Housing Facility.

7. Indemnity

- 7.1 The Owner and the Operator, each on their own behalf, releases, indemnifies and saves harmless the City, its elected officials, officers, employees, servants, agents, successors and assigns from and against any and all liabilities, actions, causes of action whether in contract or in tort, claims, damages, expenses, costs, debts, demands, or losses suffered or incurred by the City, at any time, either before or after the expiration or termination of this Agreement by the City, arising or resulting from the performance or non-performance of the terms and conditions of this Agreement by the Operator, its employees, volunteers or agents.

8. Miscellaneous

- 8.1 Time - Time will be of the essence of this Agreement and will remain of the essence notwithstanding the extension of any of the dates under this Agreement.
- 8.2 Waiver - No failure or delay on the part of either party in exercising any right, power or privilege under this Agreement shall operate as a waiver thereof, nor will any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof or the exercise of any other right, power or privilege. Except as may be limited in this Agreement, any party may, in its sole discretion, exercise any and all rights, powers, remedies and recourses available to it under this Agreement or any other remedy available to it and such rights, powers, remedies and recourses may be exercised concurrently or individually without the necessity of making any election.
- 8.3 Release - The Owner hereby releases and forever discharges the City, its elected officials, officers, employees, servants and agents, successors and assigns from and against all claims, demands, damages, actions or causes of actions, losses suffered or costs or expenses incurred, by reason of or arising in any way from the existence or enforcement of this Agreement or out of any advice or direction respecting the ownership, lease, operation or

management of the Facility which has been or hereafter may be given to the Owner by all or any of them.

- 8.4 Entire Agreement - This Agreement and the agreements, instruments and other documents entered into under this Agreement set forth the entire agreement and understanding of the parties with respect to the subject matter of this Agreement and supersede all prior agreements and understandings among the parties with respect to the matters herein and there are no oral or written agreements, promises, warranties, terms, conditions, representations or collateral agreements, express or implied, other than those contained in this Agreement.
- 8.5 No Severability - It is the intent of the parties that in case any one or more of the provisions contained in this Agreement shall be held to be invalid or unenforceable in any respect, such invalidity or unenforceability shall affect the other provisions of this Agreement and this Agreement shall thereupon terminate.
- 8.6 Amendment - This Agreement may be altered or amended only by an agreement in writing signed by the parties and by the filing of a notice of amendment in the Land Title Office.
- 8.7 Further Assurances - Each of the parties shall at all times and from time to time and upon reasonable request do, execute and deliver all further assurances, acts and documents for the purpose of evidencing and giving full force and effect to the covenants, agreements and provisions in this Agreement.

- 8.8 Notices - Any demand or notice which may be given under this Agreement shall be in writing and delivered or faxed addressed to the parties as follows:

The City:

City of Maple Ridge
11995 Haney Place
Maple Ridge, British Columbia
V2X 6A9

Attention: Frank Quinn, General Manager, Public Works and Development
Services (or designate)

The Operator:

<>
<>
<>
<>

Attention: <>

The Owner:

<>
<>
<>
<>

Attention: <>

or at such other address as any party may specify in writing to the other. The time of giving and receiving any such notice shall be deemed to be on the day of delivery or transmittal.

- 8.9 This Agreement shall be governed and construed in accordance with the laws of the Province of British Columbia.

9. Specific Performance

- 9.1 The Owner agrees that because of the public interest in ensuring that all of the matters described in this Agreement are complied with, the public interest strongly favours the award of a prohibitory or mandatory injunction, or an order for specific performance or other specific relief, by the Supreme Court of British Columbia at the instance of the City, in the event of an actual or threatened breach of this Agreement.

10. Notice of Housing Agreement

10.1 For clarity, the Owner acknowledges and agrees that:

- (a) this Agreement constitutes a Housing Agreement entered into under section 483 of the *Local Government Act*;
- (b) the City is required to file a notice of this Housing Agreement and any amendment of this Housing Agreement in the *Land Title Office* against title to the Land; and
- (c) once such a notice is filed, this Agreement binds all persons who acquire an interest in the Land as a Housing Agreement under section 483 of the *Local Government Act*.
- (d) wherever in this Agreement the Owner is required by the City by the terms hereof to compel the Operator to perform its contractual promises, the Owner shall ensure that in its agreement with the Operator it may so compel the Operator to act as required by the City and, for clarity it is agreed by the Operator that any such requirement imposed on the Owner by the City to cause the Operator to comply with any term hereof will be binding on the Operator.

11. AUTHORIZING BYLAW ADOPTED BY Maple Ridge City Council on the <> day of <>, 20<>.

THE TERMS AND CONDITIONS UPON WHICH THIS HOUSING AGREEMENT IS ISSUED ARE HEREBY ACKNOWLEDGED BY:

The OPERATOR, <>(Society or Company Name),
by its authorized signatories:

Print Name:

Print Name:

The OWNER, <>(Owner Names or Company Name):

<> (use UPPERCASE)

<> (use UPPERCASE)

THIS HOUSING AGREEMENT IS ISSUED this day of , 20<>

CITY OF MAPLE RIDGE)
by its authorized signatories:)
)
)
)
_____)
Mayor, Nicole Read)
)
)
_____)
City Clerk, Laurie Darcus)

C/S



May 8, 2017

City of Maple Ridge
11995 Haney Place
Maple Ridge, BC V2X 6A9

Dear Mayor and Council,

Re: The Chamber urges the City of Maple Ridge to consider developing a policy to reduce the spread between residential and commercial property taxes to make the gap more equitable and business friendly for 2017.

The neighbouring City of Pitt Meadows has a proactive policy on reducing the tax spread between businesses and residents. The Chamber of Commerce serving Maple Ridge and Pitt Meadows is calling on the City of Maple Ridge to consider implementing a similar policy. See Pitt Meadows example:

***Policy:** the City is committed to increasing the overall proportion of revenues from non-residential classes through growth and development while working to ensure that the amount of property taxes paid by business and industry does not harm the ability for existing businesses to operate effectively in the community and is not a deterrent for business considering locating in the community.**

Local governments have a tremendous opportunity to create a business friendly community that fosters jobs for everyone, wrong policies can chase business out of town and negatively impact the local economy, for this reason the Chamber would like to articulate our position on reducing business property taxes. According to the CFIB 2016 report "British Columbia Big Municipalities Have Major Property Tax Imbalance" indicated that 61% of BC small businesses ranked their local property tax as most harmful to the operation of their business.* The report also highlighted that if taxes were reduced most businesses would be able to reinvest in infrastructure and employees, pay down debt and increase their profit margins.*

In addition to the financial burden, businesses do not utilize anywhere near the proportion of municipal services that residents use, furthermore business has lost their vote as a business in municipal elections. High tax burdens particularly on small businesses, is untenable.

The Chamber recommends key ways the city can support local business on the tax front include:

- Committing to spending restraint to lower the general tax burden; and
- Develop a policy on reducing the spread between residential and business property taxes by committing to a low tax multiplier.

The CFIB report notes that this gap shrank by 3.5% from 2014-2015 in Maple Ridge and the Chamber hopes that the trend to reduce the property tax gap continues. By creating a policy to reduce the spread is a great opportunity for Mayor and Council to take a positive stance on an issue that affects our local economy. Small businesses in our community need some tangible relief from its tax burden and thus we urge you to implement a business friendly policy to reduce the spread between business and residential property taxes at this time.

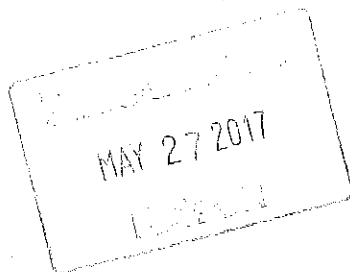
Sincerely,

Mike Morden, President
Chamber of Commerce serving Maple Ridge and Pitt Meadows
MM/alm

Sources:

<http://www.pittmeadows.bc.ca/assets/Policies/CO49%20Revenue%20and%20Taxation%20Policy-Mar-21-16.pdf#search=%22policies%22>
"British Columbia Big Municipalities Have Major Property Tax Imbalance" CFIB pg 3-4

May 23, 2017



City of Maple Ridge
11995 Haney Place
Maple Ridge, BC
V2X 6A9

M&C _____ CAO _____ GM _____
Other _____
Action: _____

Dear Mayor Nicole Read and Council,

It is my pleasure to invite you to the Annual General Meeting (AGM) of the Shareholders of E-Comm, to be held in the E-Comm Centre on Thursday, June 22, 2017 at 10:00 a.m. As shareholder representatives are required to sign in, we respectfully request that your representative arrive 15–20 minutes early to sign in and collect voting cards.

The enclosed package contains your copy of the Notice of Meeting, your Proxy for the Annual General Meeting if a representative of your organization is unable to attend, the Audited Financial Statements for the year ended December 31, 2016, and the minutes of the 2016 Annual General Meeting.

E-Comm's 2016 Annual Report will be distributed to shareholders at the Annual General Meeting and additional copies will be mailed thereafter.

We would appreciate it if you would please provide E-Comm with the name of the individual who will attend the meeting as your voting representative, if you have not done so already, prior to the date of the meeting. Please advise your delegate to bring photo identification with them as the E-Comm Centre is a secure facility.

If you are unable to send a representative, we urge you to take all necessary steps to have your shares represented. To vote your shares, please appoint a Proxy: sign and date the enclosed Proxy form and return it as soon as possible. **Your signed proxy must arrive at E-Comm by 10:00 am on June 20, 2017 to be valid (contact details are contained in the notice of meeting attached).**

Should you have any questions about the AGM, please contact jody.robertson@ecomm911.ca or by telephone at 604-215-4956.

Sincerely,

Doug Campbell
Chair, E-Comm Board of Directors

Enclosures

- *Notice of Meeting*
- *Minutes of June 16, 2016 Annual General Meeting*
- *Audited Financial Statements Year-ended December 31, 2016*
- *Form of Proxy*

6.2

E-COMM *Emergency Communications* for *British Columbia Incorporated*

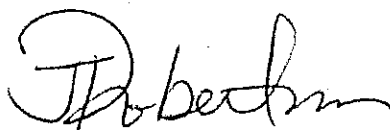
NOTICE IS HEREBY GIVEN that the Annual General Meeting of the Members of E-Comm *Emergency Communications for British Columbia Incorporated* (the "Company") will be held at E-Comm, 3301 East Pender Street, Vancouver, British Columbia on Thursday, June 22, 2017 at the hour of 10:00 a.m. for the following purposes:

1. To receive, consider and approve the minutes from the Annual General Meeting held June 16, 2016.
2. To receive the Financial Statements for the Company for the period ended December 31, 2016 and the report of the auditors thereon.
3. To receive the Annual Report (Report of the Directors).
4. To appoint the auditors of the Company for the ensuing year, and to authorize the Directors to fix the remuneration to be paid to the auditors.
5. To set the number of Directors for the ensuing year.
6. To elect Directors to hold office until the close of the next Annual General Meeting.
7. ~~To transact such other business as may properly come before the meeting or any adjournments or postponements thereof.~~

Pursuant to the Articles of the Company any entity that is a member of the Company may authorize such person as it thinks fit to act as its representative at any general meeting or class meeting. **Please provide the Company with the name of your representative at least 7 days prior to the date of the meeting.** If a member is unable to send a representative to attend the meeting in person, then that member may appoint a proxyholder to attend and vote for it at the meeting. If you wish to appoint a proxyholder, then you must complete and sign the enclosed form of proxy and deliver it to the Company at 3301 East Pender Street, Vancouver, BC V5K 5J3, Attention: Jody Robertson, **no less than 48 hours prior to the meeting.**

DATED at Vancouver, British Columbia this 23 day of May, 2017.

BY ORDER OF THE BOARD



Jody Robertson
Corporate Secretary

Enclosures:

1. Minutes of June 16, 2016 Annual General Meeting.
2. Audited Financial Statements for the period ended December 31, 2016 and the report of the Auditors thereon.
3. Form of Proxy.

Minutes of the Annual General Meeting of

E-Comm, Emergency Communications for British Columbia Incorporated (the "Company"), held June 16, 2016, at the hour of 10:00 a.m. at E-Comm, 3301 East Pender Street, Vancouver, British Columbia

* * * * *

Shareholders of the Company present or represented

- Corporation of Delta
- Delta Police Board
- BC Emergency Health Services
- Township of Langley
- Village of Lions Bay
- City of Maple Ridge *by proxy*
- City of New Westminster
- New Westminster Police Board
- City of North Vancouver *by proxy*
- District of North Vancouver
- City of Pitt Meadows
- City of Port Coquitlam
- City of Port Moody
- Port Moody Police Board
- City of Richmond
- City of Surrey
- SCBCTAPS Board
- City of Vancouver
- Vancouver Police Board
- District of West Vancouver
- West Vancouver Police Board
- Metro Vancouver

Meeting Chair

Jocelyn Kelley, Chair, E-Comm Board of Directors

Management Present

David Guscott, President & CEO

Jody Robertson, Director of Corporate Communications and Governance

Also Present

Brian Szabo, Auditor, KPMG

Robert Pakrul, Solicitor, Alexander, Holburn, Beaudin & Lang LLP

Ryan Howe, Solicitor, Alexander, Holburn, Beaudin & Lang LLP

Guests

E-Comm Staff

Recording Secretary

Jody Robertson

1. INTRODUCTION

E-Comm Board Chair Jocelyn Kelley welcomed shareholders and guests to the 2016 Annual General Meeting. Ms. Kelley provided an overview of the meeting agenda and introduced Mr. Guscott, Ms. Robertson and Mr. Pakrul.

2. FORMALITIES AND CALL MEETING TO ORDER

Call to Order

The Annual General Meeting was formally called to order at 10:00 a.m. Ms. Kelley, upon hearing no objection, appointed Jody Robertson, Director of Corporate Communications and Governance to act as Secretary of the Meeting.

Chair Kelley advised that the procedures followed at the Annual General Meeting are governed by the Articles of E-Comm, the Members' Agreement, the British Columbia Business Corporations Act and the rules of order usually followed for meetings of Canadian companies.

Registration of Proxies

Section 11.6 of the Company's Articles requires that all proxies for the meeting be delivered to the Company no less than 48 hours before the start of the meeting. All proxies delivered in accordance with those requirements were registered for use at the meeting.

There were 19 Class A Shareholders in attendance holding a total of 23 Class A shares in person or by proxy. The Secretary also reported that although non-voting, there were 18 Class B shares also represented.

3. NOTICE OF MEETING

The Notice calling this meeting was sent to all Members of record as of May 19, 2016, in addition to the Auditor of E-Comm, the RCMP and the Ministry of Public Safety and Solicitor General.

The shareholders waived formal reading of the notice of meeting.

With notice having been duly given and a quorum being present, the Chair declared the meeting to be duly constituted for the transaction of business.

4. ESTABLISH QUORUM

Article 10.3 of the Company's Articles states that the quorum for the transaction of business at a meeting of shareholders is "...two persons present and being, or representing by proxy, Members holding not less than 20% of the outstanding Class A Shares or other Shares entitled to be voted at the meeting" [6 of 28 Class A shares]. The Chair was advised that a quorum was present as required as defined by the Articles of the Company.

5. MINUTES OF THE LAST ANNUAL GENERAL MEETING OF MEMBERS

The minutes from the 2015 Annual General Meeting of Members held on June 18, 2015 meeting were previously circulated.

MOVED and SECONDED

5.1 THAT the minutes of the June 18, 2015 Annual General Meeting, be and are hereby approved and adopted.

CARRIED UNANIMOUSLY

6. PRESENTATION OF FINANCIAL STATEMENTS FOR THE COMPANY

The Financial Statements for the fiscal year ended December 31, 2015 and the Auditors Report were mailed to all shareholders with the Notice of Meeting. The Chair asked if anyone had any questions regarding the financial statements. Hearing none, the financial statements of the

Company for its fiscal period ended December 31, 2015 were received by the shareholders as presented.

7. APPOINTMENT OF AUDITORS

The *BC Corporations Act* requires the shareholders of every company to appoint an auditor or to waive that appointment. The Chair called for a motion to appoint KPMG, LLP, Chartered Accountants, as auditors of E-Comm until the next Annual General Meeting or until their successors are duly appointed.

MOVED and SECONDED

- 7.1 **THAT** KPMG, LLP, be and is hereby appointed as auditors for the Company at a remuneration to be fixed by the Board of Directors until the next Annual General Meeting or until their successors are duly appointed.

CARRIED UNANIMOUSLY

8. DETERMINATION OF THE NUMBER, AND ELECTION OF DIRECTORS

Under the Members' Agreement and Articles of E-Comm, the Members of E-Comm designate the number of directors to be elected. Directors are nominated by the Members and the Ministry of Public Safety and Solicitor General. In addition, four independent directors are nominated by the outgoing Board of Directors.

Ms. Kelley advised that shareholders will determine the number of directors for the upcoming year at 19.

E-Comm has received the names of 19 nominees proposed by the Members and the Ministry of Public Safety and Solicitor General in accordance with the Members Agreement, and the names of four independent director nominees proposed by the Board of Directors, for a total of 19 directors.

MOVED AND SECONDED

- 8.1 **THAT** the number of directors for the ensuing year be fixed at 19 and that the 19 persons nominated as directors as read by Bob Rolls, be elected as directors of the Company to hold office until the next annual meeting of the Company or until their successors are elected or appointed.

Name of Member or Designated Group	Name of Nominee(s)
Emergency Health Services Commission	Kathy Steegstra
City of Vancouver	Paul Mochrie
Vancouver Police Board	Bob Rolls
Independent Police Boards: Abbotsford Port Moody District of West Vancouver	Jack McGee

Name of Member or Designated Group	Name of Nominee(s)
City of New Westminster Transit Police	
District of West Vancouver North Vancouver City North Vancouver District Village of Lions Bay	Richard Walton
City of Coquitlam City of Port Moody City of Port Coquitlam City of New Westminster Village of Belcarra	Mary Trentadue
City of Richmond	Bill McNulty
Corporation of Delta / Delta Police Board	Karl Preuss
City of White Rock Township of Langley City of Surrey	Jack Froese / Terry Waterhouse
District of Maple Ridge City of Pitt Meadows	Bruce Bell
RCMP	Lois Karr
Metro Vancouver	Raymond Louie
Ministry of Public Safety and Solicitor General	Becky Denlinger / Clayton Pecknold
Independent Directors	Doug Campbell Barry Forbes Jocelyn Kelley Anne Kinvig

CARRIED UNANIMOUSLY

9. ANNUAL REPORT (REPORT OF THE DIRECTORS)

Before providing the Annual Report of the Directors, Ms. Kelley took the opportunity to acknowledge and thank E-Comm staff for their dedication and hard work.

In the Report of the Directors, the Chair highlighted multiple significant milestones and achievements for E-Comm in 2015 including:

- Contract announced for radio infrastructure equipment for new regional radio system
- First radio broadcast on new radio network

- Eight-alarm chemical fire at Port of Vancouver resulted in 300% increase in call volume
- Delta firefighter procession largest mutual-aid event since 1994 hockey riot
- Largest province-wide IP network infrastructure updated
- Multi-agency response to Squamish Port fire
- Text with 9-1-1 service for DHHSI expanded to northern Vancouver Island
- Non-emergency campaign videos wins national award
- Pilot testing for NGRP a success
- Expanded corporate recycling program launched
- Employee health and wellness committee established
- Awarded 9-1-1 primary PSAP contract for Upper Fraser Valley
- Became 9-1-1 answer point for central Vancouver Island
- Quality of service enhanced with Fire CAD update
- Port Moody Police Board approved transition of dispatch and call-taking services to E-Comm
- Worst windstorm in 10 years generated triple the normal 9-1-1 call volume
- Delta Police Board approved transition of dispatch and call-taking services to E-Comm
- E-Comm dispatchers received APCO Canada 'Excellence in Teamwork' award
- 95% stakeholder satisfaction rating
- Developed and facilitated Lower Mainland hazmat tabletop exercise
- 89% public confidence in E-Comm services

The Chair also reviewed the financial highlights for 2015 and reported that 2015 was another positive year for E-Comm from a financial perspective. One of the key objectives in the 2015 budget was to eliminate the cumulative deficit related to the dispatch losses in E-Comm's early years and that was achieved.

Most shareholders received rebates on their shared radio levies of an average of 5.7%. Police and fire dispatch levies were 2.5% and 3% respectively, which are below previous estimates. Dispatch, like radio, continued to demonstrate the financial benefits of consolidation and economies of scale. The Chair invited shareholders to read more about our financial results in the company's 2015 annual report.

The 2015 Annual Report of the Company was made available to all shareholders in attendance.

10. OTHER BUSINESS

No additional items were tabled for consideration.

11. TERMINATION OF MEETING

The meeting was declared concluded at 10:45 a.m.

certified approved,

Jocelyn Kelley, Chair

Jody Robertson, Corporate Secretary

PROXY**Annual General Meeting of the Members****E-COMM Emergency Communications
for British Columbia Incorporated**

The undersigned hereby appoints _____, of _____, or failing him/her, _____, of _____ as the undersigned's proxy to attend, act and vote all (or _____) of the undersigned's shares (*if Proxy not to vote all shares, insert above the number of shares to be voted and strike out the word "all"*) for the undersigned and on the undersigned's behalf at the **Annual General Meeting** of the Members to be held on the **22nd day of June, 2017** or at any adjournment thereof.

DATED this _____ day of _____, 2017

Name of Shareholder

Signature of Authorized Representative

Print Name and Title

Proxy instructions

Submitted proxies must be signed & delivered (**by 10:00 am June 20, 2017**) to the Company at 3301 East Pender Street Vancouver, BC V5K 5J3; or, by fax at 604.215.4933. Scanned/pdf copies can be forwarded to krystal.boros@ecomm911.ca.

This proxy may be revoked by instrument in writing delivered to the registered office of E-Comm prior to the date of the meeting, or delivered to the chair of the meeting on the date of the meeting prior to any vote being cast utilizing the proxy.

Financial Statements of

**E-COMM EMERGENCY COMMUNICATIONS
FOR BRITISH COLUMBIA INCORPORATED**

Year ended December 31, 2016



KPMG LLP
Metro Tower I
4710 Kingsway, Suite 2400
Burnaby BC V5H 4M2
Canada
Telephone (604) 527-3600
Fax (604) 527-3636

INDEPENDENT AUDITORS' REPORT

To the Shareholders of E-Comm Emergency Communications for
British Columbia Incorporated

We have audited the accompanying financial statements of E-Comm Emergency Communications for British Columbia Incorporated, which comprise the statement of financial position as at December 31, 2016, the statements of operations and net assets and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of E-Comm Emergency Communications for British Columbia Incorporated as at December 31, 2016 and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

KPMG LLP

Chartered Professional Accountants

April 20, 2017
Burnaby, Canada

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Statement of Financial Position

December 31, 2016, with comparative information for 2015

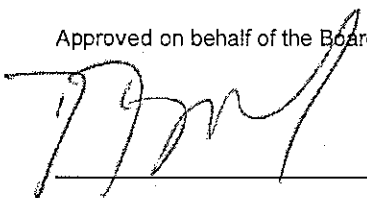
	2016	2015 (Recast - note 3)
Assets		
Current assets:		
Cash and cash equivalents	\$ 12,294,717	\$ 25,170,526
Accounts receivable	1,404,950	2,761,262
Prepaid expenses	1,534,561	1,221,006
Investment in direct finance leases receivable (note 6)	2,691,887	2,834,087
	17,926,115	31,986,881
Investment in PRIMECorp (note 2(a))	1	1
Debt reserve fund (note 4)	1,693,866	1,647,808
Costs recoverable from future billings	8,721,722	12,507,352
Long-term portion of prepaid land lease	2,020,202	2,045,454
Long-term portion of prepaid expenses	865,195	380,388
Long-term receivable for decommissioned assets (note 5)	128,447	450,471
Long-term portion of investment in direct finance leases receivable (note 6)	4,031,521	5,702,936
Capital assets (note 7)	51,689,237	33,576,266
	\$ 87,076,306	\$ 88,297,557


Liabilities and Net Assets

Current liabilities:		
Accounts payable and accrued liabilities (note 8)	\$ 14,249,218	\$ 15,735,668
Accrued interest payable	1,154,170	1,171,265
Deferred revenue	234,137	294,533
Current portion of long-term debt (note 9)	8,784,640	3,474,311
Other liabilities (note 10)	15,413,707	13,294,405
	39,835,872	33,970,182
Long-term debt (note 9)	43,441,372	52,098,696
Asset retirement obligation (note 11)	2,193,837	1,717,876
	85,471,081	87,786,754
Net assets:		
Share capital (note 12)	510	510
Unrestricted net assets	1,604,715	510,293
	1,605,225	510,803
Commitments (note 14)		
Contingencies (note 4)		
	\$ 87,076,306	\$ 88,297,557

See accompanying notes to financial statements.

Approved on behalf of the Board:

 Director

 Director

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Statement of Operations and Net Assets

Year ended December 31, 2016, with comparative information for 2015

	2016	2015 (Recast - note 3)
Revenue:		
Radio system	\$ 11,208,037	\$ 12,164,327
Consolidated dispatch system	23,842,235	22,372,003
Contract service fees and miscellaneous revenue	7,158,953	7,172,131
9-1-1 call taking system	6,026,743	5,454,206
CAD system	1,401,236	1,306,940
Records management system	1,081,882	1,032,673
Financing revenue from direct finance leases	566,914	633,111
Tenant recoveries rental	451,990	425,240
Interest income	209,596	323,538
	51,947,586	50,884,169
Direct operating expenses:		
Salaries and benefits	38,179,910	36,709,692
Maintenance and technology	3,496,559	3,179,994
Premises	1,870,970	1,814,468
Professional fees	581,631	555,718
Employee related	727,371	756,873
Office supplies and communication	436,894	423,186
Other	255,868	334,409
	45,549,203	43,774,340
Other expenses:		
Amortization	3,306,771	4,436,708
Interest on long-term debt	1,812,076	2,214,791
Accretion of asset retirement obligation	129,650	53,130
Write-down of equipment	26,595	70,918
(Gain)/Loss on revaluation of asset retirement obligation	28,869	(46,645)
	5,303,961	6,728,902
	50,853,164	50,503,242
Excess of revenue over expenses	1,094,422	380,927
Surplus in net assets, beginning of year	510,293	129,366
Net assets, end of year	\$ 1,604,715	\$ 510,293

See accompanying notes to financial statements.

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Statement of Cash Flows

Year ended December 31, 2016, with comparative information for 2015

	2016	2015 (Recast - note 3)
Cash provided by (used in):		
Operating:		
Excess of revenue over expenses	\$ 1,094,422	\$ 380,927
Items not involving cash:		
Amortization of capital assets	3,154,203	4,268,852
Amortization of prepaid land lease	25,252	25,253
Amortization of recoverable development costs	-	20,953
Accretion of asset retirement obligation	129,650	53,130
Adjustment due to revaluation of ARO	28,869	(46,645)
Amortization of deferred financing costs	127,316	121,650
Interest earned on debt reserve fund	(46,058)	(41,137)
Interest earned on investment in direct finance leases receivable	(566,914)	(633,112)
Write-down of equipment	26,595	70,918
Changes in non-cash operating working capital:		
Accounts receivable	1,678,335	985,095
Prepaid expenses	(798,362)	(465,797)
Costs recoverable from future billings	3,785,631	4,033,042
Accounts payable and accrued liabilities	(1,503,545)	6,962,553
Deferred revenue	(60,396)	(20,048)
Other liabilities	2,119,302	2,897,372
	9,194,300	18,613,006
Financing:		
Repayment of long-term debt	(3,474,311)	(9,076,540)
Investments:		
Acquisition and construction of capital assets	(21,293,769)	(15,704,204)
Payments received on direct finance leases receivable	3,781,757	3,874,171
Acquisition of assets for lease	(1,401,228)	(341,005)
Acquisition of site lease obligation	317,442	276,373
	(18,595,798)	(11,894,665)
Decrease in cash and cash equivalents	(12,875,809)	(2,358,199)
Cash and cash equivalents, beginning of year	25,170,526	27,528,725
Cash and cash equivalents, end of year	\$ 12,294,717	\$ 25,170,526
Interest paid	\$ 4,613,916	\$ 4,717,916

See accompanying notes to financial statements.

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements

Year ended December 31, 2016

1. Operations:

E-Comm Emergency Communications for British Columbia Incorporated (the "Corporation") was incorporated on September 22, 1997 under the Business Corporations Act (British Columbia).

The Corporation provides centralized emergency communications, disaster coordination and related public safety and public service to municipalities, regional districts, the provincial and federal governments and their agencies, and emergency service organizations throughout British Columbia. Primary services are provided to shareholder members of the Corporation pursuant to the Members' Agreement, and to the Royal Canadian Mounted Police ("RCMP") pursuant to a Special User Agreement.

The Corporation is exempt from tax under the Income Tax Act.

2. Significant accounting policies:

These financial statements have been prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations and incorporate the following significant accounting policies:

(a) Basis of presentation:

In March 2003, E-Comm established Police Records Information Management Environment Incorporated ("PRIMECorp"), a wholly-owned company, to ensure that the records management system and computer aided dispatch system are delivered and consistent in all police agencies throughout British Columbia. As the operations are controlled by the Province of British Columbia, Minister of Public Safety and Solicitor General, the net assets and operations of PRIMECorp have not been included in these financial statements.

(b) Revenue recognition:

Revenue from the provision of services is recognized in the period that the services are provided through operating activities or the consumption of capital assets over their useful lives, irrespective of the period in which the service is billed. The Member's Agreement specifies the manner in which members are obligated to pay for services rendered by the Corporation. Finance income related to direct-financing type leases is recognized in a manner that produces a constant rate of return over the terms of the leases.

(c) Cash and cash equivalents:

Cash and cash equivalents consist of cash on hand, cash held in banks and term deposits maturing within 90-days from the date of acquisition, net of bank overdrafts.

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2016

2. Significant accounting policies (continued):

(d) Recoverable development costs:

Development costs, including salaries, operating costs and amortization of capital assets incurred through the pre-operating phase of the Corporation, are being recovered through billings to member agencies over a 12.5-year period, commencing April 1, 2002 for radio, and January 1, 2003 for dispatch.

(e) Costs recoverable through future billings:

Costs recoverable through future billings represent services provided through the use of capital assets, the cost of which is recoverable through future payments in accordance with the Members' Agreement.

(f) Prepaid land lease:

The land, on which the E-Comm building is located, has been leased from the City of Vancouver for a period of 99-years commencing 1999. The prepaid amount is being amortized, and recovered through billings, over the term of the lease.

(g) Capital assets:

Capital assets are stated at cost, net of accumulated amortization. Interest costs directly attributable to major projects are capitalized and, commencing at project completion, are amortized over the estimated life of the underlying assets.

Amortization begins when assets are put into use and is provided on a straight-line basis over the estimated useful lives of the assets as follows:

Asset	Rate
Building	40.0 years
Furniture, fixtures and building equipment	3.0 years to 25.0 years
Radio	4.0 years to 25.0 years
Dispatch consoles and voice systems	5.0 years to 12.5 years
Remote dispatch	7.5 years to 10.5 years
Records management system - Fire	4.0 years to 10.0 years
Computer aided dispatch - Fire	4.0 years to 10.0 years
User equipment	7.5 years to 12.5 years
Leasehold improvements	Over the term of the lease

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2016

2. Significant accounting policies (continued):

(h) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Freestanding derivative instruments that are not in a qualifying hedging relationship and equity instruments that are quoted in an active market are subsequently measured at fair value. All other financial instruments are subsequently measured at cost or amortized cost, unless management has elected to carry the instruments at fair value. The Corporation does not hold any financial instruments that it is required to carry at fair value nor has not elected to carry any financial instruments at fair value.

E-Comm's financial instruments carried at amortized cost include cash and cash equivalents, debt reserve fund, costs recoverable from future billings, accounts payable and accrued liabilities, accrued interest payable and long-term debt.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs. These costs are amortized using the effective interest rate method.

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indication of impairment, the Corporation determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Corporation expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial impairment charge.

(i) Related party transactions:

Transactions with related parties are in the normal course of operations and are recorded at the agreed upon exchange amount. Contractual arrangements and service agreements with related parties are subject to the Corporation's tendering and proposal processes.

(j) Measurement uncertainty:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of financial statements. Significant areas requiring the use of management estimates relate to the allowance for doubtful accounts, the useful lives of capital assets for purposes of amortization, revenue recognition, measurement of asset retirement obligations and contingent liabilities. Actual results could differ from those estimates.

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2016

2. Significant accounting policies (continued):

(k) Employee future benefits:

The Corporation participates in a multi-employer defined benefits pension plan. Defined contribution plan accounting is applied to this plan because the actuary does not attribute the deficit or surplus of the plan to specific employers. The pension expense associated with this plan is equal to the Corporation's contributions during the reporting period.

3. Prior period adjustment:

During the year, management determined that adjustments were required to the comparative financial information. Since 2013, overtime banked leave taken has been recorded as an expense to salaries instead of as a reduction to the accrued liability for banked overtime. As the overtime was initially recorded as an expense when earned, this has resulted in an overstatement of salaries expense. Revenue was recognized related to the radio system as part of cost recovery for a portion of the overstated salaries expenses. This has also resulted in an overstatement of revenues.

The impact of the adjustment is as follows:

Radio system revenue for the year ended December 31, 2015, as previously reported	\$	12,181,749
Adjustment to decrease revenues related to overtime taken		(17,422)

Radio system revenue for the year ended December 31, 2015, as recast	\$	12,164,327
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Salaries and benefits expense for the year ended December 31, 2015, as previously reported	\$	36,858,412
Adjustment to decrease expenses related to overtime taken		(148,720)

Salaries and benefits expense for the year ended December 31, 2015, as recast	\$	36,709,692
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Accounts receivable as at December 31, 2015, as previously reported	\$	2,763,875
Adjustment to decrease accounts receivable related to overtime taken		(2,613)

Accounts receivable as at December 31, 2015, as recast	\$	2,761,262
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Costs recoverable from future billings as at December 31, 2015, as previously reported	\$	12,587,700
Adjustment to decrease costs recoverable from future billings related to overtime taken		(80,348)

Costs recoverable from future billings as at December 31, 2015, as recast	\$	12,507,352
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E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2016

3. Prior period adjustment (continued):

Accounts payable and accrued liabilities as at December 31, 2015, as previously reported	\$ 16,170,309
Adjustment to decrease accruals related to overtime taken	(434,641)

Accounts payable and accrued liabilities as at December 31, 2015, as recast	\$ 15,735,668
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Opening unrestricted net assets (deficit), January 1, 2015, as previously reported	\$ (91,016)
Adjustment due to overstated expenses related to overtime taken in 2013 and 2014	220,382

Opening unrestricted net assets, January 1, 2015, as recast	\$ 129,366
---	------------

Unrestricted net assets for the year ended December 31, 2015, as previously reported	\$ 158,613
Adjustment due to overstated expenses related to overtime taken in 2013 to 2015	351,680

Unrestricted net assets for the year ended December 31, 2015, as recast	\$ 510,293
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Excess of revenue over expenses for the year ended December 31, 2015, as previously reported	\$ 249,629
Adjustment due to overstated expenses related to overtime taken in 2015	131,298

Excess of revenue over expenses for the year ended December 31, 2015, as recast	\$ 380,927
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4. Debt reserve fund:

E-Comm is required to maintain 1% of the initial borrowings through the Municipal Finance Authority of British Columbia ("MFA") in a debt reserve fund administered by the MFA. The original amount is presented together with interest earned on the reserve fund investments.

Demand notes in the aggregate amount of \$7,917,700 (2015 - \$7,917,700) are also provided by E-Comm to the MFA as a requirement of the borrowings. The demand notes are callable only if there are additional requirements to be met to maintain the debt reserve fund at a specified level. As management considers payment of the demand notes to be unlikely, no amount for the demand notes has been recorded in the financial statements.

If at any time E-Comm does not have sufficient funds to meet payments due on its obligations, the payments shall be made from the debt reserve fund. The amounts due to E-Comm from the debt reserve fund are repaid to E-Comm when the respective loan agreements mature. No debt reserve fund installment payments were made during the year (2015 - nil). Interest earned on the debt reserve fund at 2.80% per annum (2015 - 2.56%) amounts to \$46,058 (2015 - \$41,137).

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2016

5. Long-term receivable for decommissioned assets:

		2016	2015
PRC Altaris CAD and Telesphere:			
Firehall Alerting System	(a)	\$ 7,279	\$ 25,859
Microwave ring	(b)	438,133	867,853
		445,412	893,712
Less current portion		316,965	443,241
Balance, end of year		\$ 128,447	\$ 450,471

The current portion of receivable for decommissioned assets is recorded in accounts receivable.

The long-term receivable for decommissioned assets consists of the following:

- (a) PRC Altaris CAD are the software and hardware components that comprised the computer aided dispatch system, which is now out of service. As the unamortized capital cost of the system is recoverable from all committed agencies, the carrying value at the out-of-service date was reclassified to a long-term receivable to be recovered through future billings. The receivable was initially recorded at fair value using the discounted cash flow model and subsequently recorded at amortized cost.
- (b) The Microwave Network is comprised of three rings that are used to connect E-Comm's radio sites to each other and to the central voice radio network switch housed in E-Comm's main building. The rings were replaced in 2012 and the original microwave backbone system was taken out of service. As the unamortized capital cost of the original system is recoverable from all committed agencies, the carrying value at the out-of-service date has been reclassified to a long-term receivable to be recovered through future billings. The receivable was initially recorded at fair value using the discounted cash flow model and subsequently recorded at amortized cost.

6. Investment in direct finance leases receivable:

	2016	2015
Minimum lease payments receivable	\$ 7,920,222	\$ 10,208,267
Less imputed interest at 4.65% (note 6(a))	1,178,235	1,671,244
Less imputed interest at 0.95% (note 6(b))	18,579	-
	6,723,408	8,537,023
Less current portion of investment in capital lease receivable (notes 6(a) and 6(b))	2,691,887	2,834,087
	\$ 4,031,521	\$ 5,702,936

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2016

6. Investment in direct finance leases receivable (continued):

- (a) Specific user agencies lease user equipment from the Corporation under 7.5-year direct finance leases. The future minimum payments, excluding financing costs, due from the user agencies are as follows:

Year ending December 31:	
2017	\$ 2,515,354
2018	2,082,437
2019	912,954
2020	254,262
2021	125,818
Thereafter	126,445
	<u>\$ 6,017,270</u>

- (b) Specific user agencies lease CAD user equipment from the Corporation under 5-year direct finance leases. The future minimum payments, excluding financing costs, due from the user agencies are as follows:

Year ending December 31:	
2017	\$ 176,533
2018	176,535
2019	176,535
2020	176,535
Thereafter	-
	<u>\$ 706,138</u>

7. Capital assets:

			2016	2015
	Cost	Accumulated depreciation	Net book value	Net book value
Building	\$ 8,354,908	\$ (4,064,404)	\$ 4,290,504	\$ 4,562,902
Furniture, fixtures and building equipment	12,857,911	(9,659,693)	3,198,218	2,669,380
Radio	64,698,576	(55,918,364)	8,780,212	9,697,093
Construction in Progress	33,432,431	-	33,432,341	14,034,072
Dispatch consoles and voice systems	3,326,271	(2,959,341)	366,930	486,060
Remote dispatch	3,459,857	(3,056,900)	402,957	448,284
Records management system - Fire	2,363,258	(1,985,719)	377,539	576,122
Computer aided dispatch - Fire	3,641,837	(3,071,233)	570,604	758,297
User equipment	1,021,954	(983,094)	38,860	55,216
Leasehold Improvements	375,455	(144,383)	231,072	288,840
	<u>\$ 133,532,368</u>	<u>\$ (81,843,131)</u>	<u>\$ 51,689,237</u>	<u>\$ 33,576,266</u>

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2016

8. Accounts payable and accrued liabilities:

Included in accounts payable and accrued liabilities as at December 31, 2016 are government remittances payable of \$445,332 (2015 - \$176,804) relating to payroll related taxes.

9. Long-term debt:

		2016	2015
4.65 % unsecured note payable, maturing March 24, 2024	(a)	\$ 43,563,729	\$ 45,675,764
2.40% unsecured note payable, maturing June 1, 2022	(b)	6,239,879	7,179,616
2.40% unsecured note payable, maturing October 3, 2023	(c)	3,517,602	3,940,141
		53,321,210	56,795,521
Less deferred financing costs		1,095,198	1,222,514
		52,226,012	55,573,007
Less current portion of long-term debt		8,784,640	3,474,311
Balance, end of year		\$ 43,441,372	\$ 52,098,696

On March 24, 1998, the Corporation entered into an agreement with the MFA to borrow up to a maximum of \$170,000,000. Of the \$170,000,000, \$110,684,000 has been drawn to date. Long-term debt is currently comprised of the following:

- (a) On March 24, 2008, E-Comm refinanced an existing loan, leaving a balance of \$87,000,000 repayable over 16-years. The loan has an initial term of ten years and bears interest at a rate of 4.65%, with the final 6-years subject to refinancing on March 24, 2018.
- (b) On April 9, 2002, E-Comm obtained \$16 million of financing. This loan has an initial term of 20-years with annual blended principal and interest payments of \$867,881 and a final payment date of June 1, 2022 and bears interest at a rate of 2.40%, with interest calculated and paid semi-annually in each year of the loan.
- (c) On September 23, 2002, E-Comm obtained \$7,684,000 of financing. This loan requires annual blended principal and interest payments of \$416,800, has a final payment date of October 3, 2023 and bears interest at a rate of 2.40%, with interest calculated and paid semi-annually in each year of the loan.

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2016

9. Long-term debt (continued):

The repayment requirements, net of estimated sinking fund asset balances in the amount of \$57,362,791 (2015 - \$53,888,479) representing payments made to date, under the existing borrowing agreements for long-term debt of the Corporation during the next 5-years and thereafter are as follows:

Year ending December 31:	
2017	\$ 8,784,640
2018	8,576,403
2019	12,563,938
2020	6,912,657
2021	5,517,351
Thereafter	10,966,221
	<u>\$ 53,321,210</u>

10. Other liabilities:

		2016	2015
User equipment	(a)	\$ 7,638,848	\$ 5,948,068
Radio	(b)	6,290,873	5,807,012
HealthLink BC	(c)	232,674	130,754
Fire RMS & CAD	(d)	1,251,312	1,408,571
Balance, end of year		<u>\$ 15,413,707</u>	<u>\$ 13,294,405</u>

Other liabilities consist of the following:

- (a) The Corporation has received annual payments through user equipment billings from radio member agencies starting in 2007 for future user equipment purchases for specific user agencies. The funds collected are recorded as other liabilities until they are spent on behalf of the user agencies. In 2016 a further \$1,729,907 (2015 - \$1,278,165) was collected as billings received, no amounts (2015 - nil) were repaid to user agencies, and \$39,127 (2015 - \$266,301) was drawn down for user equipment purchases on behalf of member agencies. Interest is not earned on this balance.

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2016

10. Other liabilities (continued):

- (b) The Corporation has collected annual payments through radio billings from radio member agencies starting in 2006 for future capital use. The funds collected are recorded as other liabilities until they are spent. In 2016, a further \$500,000 (2015 - \$1,839,999) was collected through billings, \$31,043 (2015 - \$352,979) was drawn down for equipment purchases, and \$14,904 (2015 - \$15,085) of interest was earned by and allocated to the liability, calculated based on the average bank interest rate during the year.
- (c) The Corporation has received funds from HealthLink BC for future expenditures. These amounts are recorded as other liabilities until the funds are spent. There is no interest earned on this balance.
- (d) The Corporation has collected annual payments starting in 2011 through Fire RMS and Fire CAD billings from Fire RMS and Fire CAD member agencies for future capital use. The funds collected are recorded as other liabilities until they are spent. In 2016, \$97,000 (2015 - \$441,758) was collected through billings and \$254,259 (2015 - \$280) was drawn down for equipment purchases. Interest is not earned on this balance.

11. Asset retirement obligation:

The Corporation has recorded an asset retirement obligation for the estimated costs of restoring certain leased sites on which the Corporation's radio towers are situated to their original condition at the end of the lease terms. Changes in the asset retirement obligation during the year are as follows:

	2016	2015
Balance, beginning of year	\$ 1,717,876	\$ 1,435,018
Accretion expense	129,650	53,130
Adjustment due to revaluation of ARO	28,869	(46,645)
Additional site lease obligation	317,442	276,373
Balance, end of year	\$ 2,193,837	\$ 1,717,876

The undiscounted estimated cash flows required to settle the obligations range from \$10,000 to \$150,000 during the years 2017 to 2066. The cash flows are discounted using credit adjusted risk-free rates of 1.64% to 5.25% (2015 - 1.73% to 5.25%).

Other assumptions used by management to determine the carrying amount of the asset retirement obligation include costs to restore the leased sites to their original condition and the rate of inflation over the expected years to settlement.

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2016

11. Asset retirement obligation (continued):

There are certain unrecorded obligations with an indeterminable amount of the asset retirement obligation include costs to restore the leased sites to their original condition and the rate of inflation over the expected years to settlement date where adequate information is not available to estimate fair value. These amounts are not considered material.

12. Share capital:

(a) Authorized:

350 class A common voting shares without par value. Following project completion, class A shareholders are obligated to share in funding both the ongoing operations and any additional costs relating to capital assets (in accordance with a cost-sharing formula). Upon a member acquiring a class A share, that member shall have agreed to use the Corporation's wide area radio system network to which the class A share relates.

150 class B common restricted voting shares without par value. Following project completion, class B shareholders can elect to become class A shareholders on the condition that the member agrees to use the Corporation's wide area radio system network. Class B shareholders are not obligated to share in funding the ongoing operating costs.

(b) Issued:

	2016	2015
28 class A common voting shares (2015 - 28)	\$ 280	\$ 280
23 class B common restricted voting shares (2015 - 23)	230	230
	\$ 510	\$ 510

(c) RCMP Special User Agreement:

Due to existing Federal restrictions, the RCMP cannot become a shareholder in the Corporation. Consequently, a Special User Agreement has been executed such that the RCMP has the right to participate in the E-Comm project on the same terms and conditions as the class A shareholders, including the obligation to fund both the ongoing operating costs and any additional costs relating to capital assets, in accordance with a cost-sharing formula.

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2016

13 Related party transactions:

Included in accounts receivable is an amount of \$143,349 (2015 - \$472,145) due from PRIMECorp. During the year, the Corporation received contracted service fees of \$3,119,276 (2015 - \$3,004,686) from PRIMECorp for executive services and technology support services.

14. Commitments:

(a) Operating leases:

- (i) The Corporation has entered into leases of land for certain radio tower sites. These leases expire in future years from 2017 to 2066 and are renewable at the option of the Corporation. Future minimum payments under these leases, excluding option periods, are approximately as follows:

2017	\$ 984,090
2018	926,006
2019	764,673
2020	578,211
2021	275,050
Thereafter	3,823,073
	<u>\$ 7,351,103</u>

- (ii) The Corporation is committed under vehicle and office equipment operating leases having varying expiry dates to the year 2019. The future minimum payments under the terms of such leases are as follows:

2017	\$ 100,364
2018	47,762
2019	23,867
	<u>\$ 171,993</u>

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2016

14. Commitments (continued):

(a) Operating leases (continued):

- (iii) The Corporation has entered into a lease for office premises. This lease expires December 31, 2020, and is renewable at the option of the Corporation for another 3-years. The future minimum payments, excluding the option period, are approximately as follows:

2017	\$ 563,298
2018	571,041
2019	571,041
2020	571,041
	<hr/>
	\$ 2,276,421

- (b) The Corporation has entered into a commitment to purchase next generation radio infrastructure, equipment, and associated services of approximately \$24,463,076 relating to the refresh of E-Comm's radio network. The future payments, exclusive of applicable taxes, under the terms of the contract are expected to be approximately as follows:

2017	\$ 4,156,850
2018	3,351,006
	<hr/>
	\$ 7,507,856

(c) Municipal pension plan:

The Corporation and its employees contribute to the Municipal pension plan (the "Pension Plan"), a jointly trusteesd pension plan. The Board of Trustees, representing Plan members and employers, is responsible for overseeing the management of the Pension Plan, including investment of the assets and administration of benefits. The Pension Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The Pension Plan has about 225,000 active and inactive member; and approximately 85,000 retired members.

The most recent valuation, as at December 31, 2015, indicated a surplus of \$2,224,000,000 for basic pension benefits.

E-COMM EMERGENCY COMMUNICATIONS FOR BRITISH COLUMBIA INCORPORATED

Notes to Financial Statements (continued)

Year ended December 31, 2016

14. Commitments (continued):

(c) Municipal pension plan (continued):

Defined contribution plan accounting is applied to the Pension Plan as the Pension Plan exposes the participating entities to actuarial risks associated with the current and former employees of other entities, with the result that there is no consistent and reliable basis for allocating the obligation, Pension Plan assets, and costs to individual entities participating in the Pension Plan. The Corporation paid \$2,551,534 for employer contributions to the Pension Plan in fiscal 2016 (2015 - \$2,536,320).

15. Comparative information

Certain comparative figures have been reclassified to provide presentation consistency.
