

***COUNCIL WORKSHOP AGENDA***

***October 17, 2017***

***6:00 p.m.***

***Blaney Room, 1<sup>st</sup> 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.*

***REMINDERS***

**October 17**

Special Closed Council Meeting 4:30 p.m.

Public Hearing 7:00 p.m.

1. ***ADOPTION OF THE AGENDA***
2. ***ADOPTION OF MINUTES***
  - 2.1 Minutes of the October 3, 2017 Council Workshop Meeting
3. ***PRESENTATIONS AT THE REQUEST OF COUNCIL***
  - 3.1
4. ***MAYOR AND COUNCILLORS' REPORTS***
5. ***UNFINISHED AND NEW BUSINESS***
  - 5.1 **Fraser Valley Regional Library Update**
    - Scott Hargrove, Chief Executive Officer, Fraser Valley Regional Library
    - Nancy Gomerich, Director of Finance

## **5.2 Federal Grant Funding Review**

Presentation by D. Olivieri, Research Technician, Sustainability and Corporate Planning

## **5.3 Home Occupation Engagement Summary Report and Maple Ridge Zone Amending Bylaw No. 7394-2017**

Staff report dated October 17, 2017 recommending that Maple Ridge Zone Amending Bylaw No. 7394-2017 to amend the home occupation regulations of Maple Ridge Zoning Bylaw No. 3510-1985 be forwarded to the next Council meeting for consideration of first reading.

## **5.4 District of Mission Official Community Plan Referral Process**

Staff report dated October 17, 2017 recommending that a letter outlining support for the District of Mission Official Community Plan Bylaw 5670-2017 be prepared.

## **5.5 Maple Ridge Council Procedure Bylaw No. 6472-2007 – Part 18 – Delegations**

For information only

## **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 Fraser Valley Regional Library (“FVRL”) – 2018 Budget Option: Sunday Library Openings, Summer Months**

Letter dated October 5, 2017 from Scott Hargrove, Chief Executive Officer, Fraser Valley Regional Library, requesting the selection of an option regarding library openings.

## 6.2 Upcoming Events

October 21, 2017 7:00 p.m.	200 Anniversary of the Birth of Baha u Ilah, Seniors Activity Centre, Maple Ridge Organizer: Baha u Ilah
October 22, 2017 11:45 a.m.	Ridge Meadows Youth Impact Summit Panel – Loon Lake Lodge and Retreat Organizer: Rotary Club of Haney and the Founders Cup Charity Foundation
November 1, 2017 8:30 a.m.	Zero Waste Conference, Vancouver Convention Centre East Organizer: Metro Vancouver
November 1, 2017 6:00 p.m.	Fashion Without Limits, Diversity in Motion, 644 Bentley Road, Port Moody Organizer: Cerebral Palsy Association of BC

## 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: \_\_\_\_\_

***COUNCIL WORKSHOP MINUTES***

October 3, 2017

The Minutes of the City Council Workshop held on October 3, 2017 at 6:15 p.m. in the Blaney Room of City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

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***PRESENT***

***Elected Officials***

Mayor N. Read  
Councillor C. Bell  
Councillor K. Duncan  
Councillor B. Masse  
Councillor G Robson  
Councillor T. Shymkiw  
Councillor C. Speirs

***Appointed Staff***

P. Gill, Chief Administrative Officer  
K. Swift, General Manager of Parks, Recreation & Culture  
F. Quinn, General Manager Public Works and Development Services  
L. Darcus, Manager of Legislative Services  
A. Gaunt, Confidential Secretary

***Other Staff as Required***

P. Cullen, Emergency Program Coordinator  
D. Pollock, Municipal Engineer  
C. Carter, Director of Planning  
B. Elliott, Manager of Community Planning  
F. Armstrong, Manager of Corporate Communications

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Note: These Minutes are posted on the City Website at [www.mapleridge.ca](http://www.mapleridge.ca)

Note: Councillor Duncan joined the meeting using GoToMeeting.

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

**1. *ADOPTION OF THE AGENDA***

R/2017-437

It was moved and seconded

**That the agenda for the October 3, 2017 Council Workshop Meeting be adopted as circulated.**

CARRIED

2. ***MINUTES***

R/2017-438

It was moved and seconded

That the minutes of the Special Council Meeting of September 5, 2017, the Council Workshop Meeting of September 5, 2017, the Special Council Meeting Minutes of September 6, 2017 and the Council Workshop Meeting of September 19, 2017 be adopted as circulated.

CARRIED

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

Note: Councillor Robson joined the meeting at 6:18 p.m.

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

**Councillor Masse**

Councillor Masse expressed support and shared grief for the young man from Maple Ridge lost in the Las Vegas shooting.

**Councillor Speirs**

Councillor Speirs attended the Union of British Columbia Municipalities Conference.

**Councillor Robson**

As Acting Mayor, Councillor Robson attended numerous events.

**Councillor Duncan**

Councillor Duncan attended the Union of British Columbia Municipalities Conference.

**Mayor Read**

Mayor Read advised that the City of Maple Ridge has put out message of support for the victims of the Las Vegas shooting. She attended a meeting with the Minister of Education to discuss a post-secondary education facility and met with the Assistant Deputy Minister of the Ministry of Mental Health and Addiction to discuss the Youth Wellness Facility.

5. ***UNFINISHED AND NEW BUSINESS***

Note: Councillor Duncan excused herself from discussion of Item 5.1 at 6:28 pm.

5.1 **Outdoor Pool at Thomas Haney Construction Options**

Staff report dated October 3, 2017 providing information on an approach to the delivery of an outdoor pool project and providing options to either proceed with development of an outdoor using a condensed process, a typical schedule process or not to proceed at this time.

The General Manager of Parks, Recreation & Cultural Services reviewed the staff report. She introduced Allan Nicolson and Rob Brown, representatives of Titanium Projects, who prepared a preliminary implementation plan and corresponding feasibility analysis for the design and construction of the Maple Ridge Outdoor Pool.

The representatives of Titanium Projects gave a PowerPoint presentation providing information on the following:

- Project schedule – typical vs condensed
- Proposed workplan for condensed option
- Risks and risk mitigation
- Potential risk effects
- Budget

Information provided by Titanium was discussed.

R/2017-439

It was moved and seconded

**That staff be directed to proceed with schematic design, earthworks and schematic budget for an outdoor pool at the Thomas Haney site per the condensed process outlined in the September 28, 2017 report prepared by Titanium Projects Ltd.**

DEFEATED

Mayor Read, Councillor Bell, Councillor Masse, Councillor Speirs – OPPOSED

R/2017-440

It was moved and seconded

**That staff be directed to proceed with development of an outdoor pool at the Thomas Haney site following the typical schedule process outlined in the September 28, 2017 report prepared by Titanium Projects Ltd.**

CARRIED

Councillor Robson, Councillor Speirs - OPPOSED

Note: Councillor Duncan returned to the meeting at 7:22 p.m.

## **5.2 Emergency Operations Centre/Emergency Support Services**

The Manager of Legislative Services introduced the topic.

The Emergency Program Coordinator gave a PowerPoint presentation providing the following information:

- Overview of the emergency program
- The role of Council in the emergency program in the following areas:
  - Mitigation and Preparedness
  - BC Emergency Management System
  - Emergency Operations Centre
  - Response – communications - policies such as declaring a State of Local Emergency
  - Recovery – communications – ability to provide leadership to lead community to a ‘new normal’ and provide support for public information initiatives

## **5.3 Plebiscite Details for Provision of Road-Side Waste Pick-up (garbage and organics)**

Staff report dated October 3, 2017 recommending options on conducting a plebiscite to determine elector opinion on the provision of a road-side waste pick-up (garbage and organics) as a municipal service.

The Manager of Legislative Services gave a PowerPoint presentation providing the following information:

- Definition of a plebiscite and decisions for Council to make
- Two Step Process of plebiscite
- Step 2 – should Council decide to move forward with road-side pickup
- Plebiscite timing
- Choices on how the plebiscite will be brought forward to the electorate

R/2017-441

It was moved and seconded

**That staff be directed to conduct a plebiscite for the provision of road-side waste pick-up (garbage and organics) as a municipal service under the following conditions:**

- a. The plebiscite is open to the complete list of electors for Maple Ridge; and
- b. The plebiscite will take place at the same time as the next local government election; and further
- c. That the RFP be issued to coincide with the timelines required for information to be relevant for plebiscite.

CARRIED

Councillor Duncan, Councillor Robson - OPPOSED

Note: Item 5.4 was deferred at the September 19, 2017 Council Workshop Meeting

#### **5.4 2017 Traffic Calming Update**

Staff report dated September 19, 2017 recommending that Policy 9.07 – Traffic Calming Policy be adopted.

The Municipal Engineer reviewed the staff report and gave a PowerPoint presentation on the City's Traffic Calming Policy.

R/2017-442

It was moved and seconded

**That Policy 9.07 – Neighbourhood Traffic Management be revised and renamed as Policy 9.07 - Traffic Calming Policy; and further**

**That Policy 9.07- Traffic Calming Policy be adopted.**

CARRIED



R/2017-443

It was moved and seconded

**That the off-street concept be evaluated and public consultation be approved if viable.**

CARRIED

Note: Councillor Robson left the meeting at 9:00 p.m.

## 5.5 Rental Housing Program: Detached Garden Suite Update and Next Steps

Staff report dated October 3, 2017 recommending that the proposed Community Engagement Program for detached garden suites be endorsed.

The Manager of Community Planning gave a PowerPoint presentation providing the following information:

- Background on the Detached Garden Suites Program
- Analysis of the current program
- Next steps

Note: Councillor Bell left the meeting at 9:05 p.m.

Note: Mayor Read left the meeting at 9:20 p.m. Councillor Speirs chaired on her behalf. She returned to the meeting at 9:22 p.m. and resumed as Chair.

Note: Councillor Shymkiw left the meeting at 9:22 p.m. and returned at 9:25 p.m.

R/2017-444

It was moved and seconded

**That the “Proposed Community Engagement Program” section of the report titled “Rental Housing Program: Detached Garden Suite Update and Next Steps”, dated October 3, 2017 be endorsed.**

CARRIED

## 6. *CORRESPONDENCE*

### 6.1 Upcoming Events

October 4, 2017  
11:30 a.m.

Life After School Transition Annual BBQ – Greg Moore Youth Centre  
Organizer: Life After School Transition Committee

October 5, 2017 8:30 a.m.	Lower Mainland 2H (Housing + Homelessness) Forum 2017 – The Element, Vancouver Metrotown, 5988 Willingdon Avenue, Burnaby Organizer: Metro Vancouver and Fraser Valley Council of Community Homelessness Tables
October 10, 2017 9:30 a.m.	Fraser Valley Regional Tech Forum – Best Western, 32281 Lougheed Highway, Mission Organizer: Sumas Regional Consortium for High Tech
October 13, 2017 6:00 pm	Golden Harvest Celebration, The ACT Organizer: Maple Ridge Agricultural Advisory Committee
October 14, 2017 5:30 p.m.	Enchanted, 2017 Ridge Meadows Hospital Foundation Gala – Meadow Gardens Golf Club Organizer: Ridge Meadows Hospital Foundation
October 21, 2017 9:00 a.m.	Council of Councils – The View on Lonsdale, 2121 Lonsdale Avenue, North Vancouver Organizer: Metro Vancouver
October 22, 2017 12:00 p.m.	Maple Ridge SPCA's Lock In for Love – BC SPCA, Maple Ridge, BC Organizer: BC SPCA

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

8. ***MATTERS DEEMED EXPEDIENT*** – Nil

9. ***ADJOURNMENT*** - 9:35 p.m.

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N. Read, Mayor

Certified Correct

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L. Darcus, Corporate Officer

## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer  
**MEETING DATE:** October 17, 2017  
**FILE NO:** 2017-242-RZ  
**ATTN:** Workshop  
**SUBJECT:** Home Occupation Engagement Summary Report and Maple Ridge Zone Amending Bylaw No. 7394-2017

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### EXECUTIVE SUMMARY:

Council directed that the home occupation regulations be reviewed as an outcome of the Commercial Industrial Strategy. The intent of the review was to look at ways to update, modernize and improve regulations to better facilitate our existing 1445 licenced home based businesses and provide greater opportunities for enabling home based businesses in the City while balancing the needs of the neighbourhoods in which these businesses exist.

In July 2017, Council received a draft set of possible new zoning regulations for home based businesses. The proposed home based business program creates a two-pronged set of regulations: one for multifamily and one family and two family residential zoned lots less than 1,200m<sup>2</sup> (0.3 ac) and another for one family and two family residential zoned lots greater than 1,200m<sup>2</sup> (0.3 ac). A number of new directions have been proposed which include expanding: the permitted floor area of a home based business, relative to lot size; the number of employees allowed in a home based business; the number of daily visits that can be accommodated by a home based business; and the types of activities permitted as a home based business.

The review also acknowledged that there may be situations where a home based business use may warrant a level of expansion not anticipated by the above described types of home based businesses. This report recommends that the City explore the creation of a new zone to allow for larger accessory home based business uses on residential zoned lots that are greater than one acre in size. As this would require a text amendment process, this ensures that each home based business would be evaluated on a case by case basis and be able to take into account any possible site-specific considerations.

In September 2017, community outreach initiatives revealed the importance of updating the home based business zoning bylaw regulations and the desire to explore a full range of possible home based business uses. Community members recognize the benefits of supporting local job growth within the City and widely supported the new directions. This report summarizes the community consultation activities and feedback for Council as well as provides a revised set of regulatory changes for the Zoning Bylaw for Council to consider.

### RECOMMENDATION:

- i) That Maple Ridge Zone Amending Bylaw No. 7394 – 2017 to amend the home occupation regulations of Zoning Bylaw No. 3510-1985 be forwarded to the next Council meeting for consideration of first reading.

**BACKGROUND:**

In 2015, following the Council resolution that the regulations for home based businesses be reviewed, staff undertook a background review, held internal meetings with Economic Development and Bylaw & Licencing Services Departments, and drafted a discussion paper on home based business as a means of identifying the potential areas where regulatory revisions might occur.

In 2016, the Economic Development Committee established three task forces to reflect key directions for the Economic Development Department: Tourism, Technology, and Home Based Business. The Home Based Business Task Force (HBB Task Force) began meeting in the summer of 2016. Task Force meetings were attended by staff from Economic Development, Planning and Bylaw & Licencing Services. Since that time, the HBB Task Force has identified three components to address for home based business: regulations, communication, and process.

In January 2017, staff reviewed current and possible new zoning regulations with the HBB Task Force for feedback. Following that meeting, staff from Economic Development, Planning, and Bylaw & Licencing Services prepared a draft set of possible new regulations for home based businesses.

On March 6, 2017, a number of possible home based business regulatory requirements were presented for Council consideration. In the Council discussion that ensued, Council raised the issue of whether the proposed revisions went far enough, given the economic opportunities home based businesses are perceived to present to Maple Ridge residents. In addition, Council raised questions, sought clarity on the possible new home based business zoning bylaw requirements and then directed staff to bring the item back for further Council consideration.

From March through June 2017, building on the work undertaken to-date, Staff continued to collaborate with the HBB Task Force to further explore opportunities to improve home based business regulation in the City. These revised directions and the parameters that influenced their further evolution were presented to Council on July 18, 2017.

**SUMMARY OF POSSIBLE CHANGES TO ZONING BYLAW:**

Based on input from the HBB Task Force and background research, possible changes to the Zoning Bylaw were proposed to Council. A number of new directions have been proposed which include expanding:

- The permitted floor area of a home based business, relative to lot size;
- The number of employees allowed in a home based business;
- The number of daily visits that can be accommodated by a home based business; and
- The types of activities permitted as a home a based business.

The proposed home based business program creates a two-pronged set of regulations. For ease of engagement, the two-pronged set of regulations have been renamed Type 1 Home Based Business for operations in multi-family units and on one family and two family residential zoned lots less than 1,200m<sup>2</sup> (0.3 ac) and Type 2 Home Based Business for operations on one family and two family residential zoned lots greater than 1,200m<sup>2</sup> (0.3 ac).

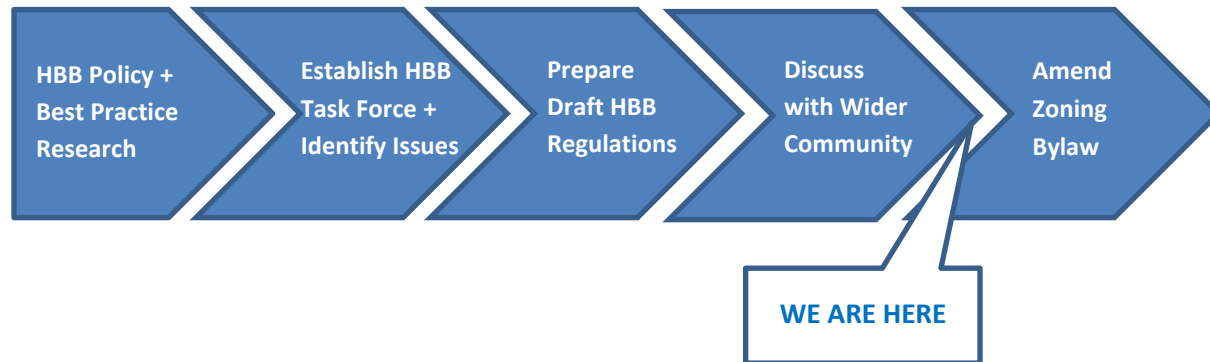
In addition, staff recognized that there may be opportunities on larger properties to accommodate certain uses that may not be permitted under the proposed home based business regulations. This further option was considered as a Type 3 Home Based Business.

A summary table outlining the proposed home based business regulatory changes are included as Appendix A.

## SUMMARY OF CONSULTATION PROCESS

Retitled as 'Home Based Business Update' for the purpose of community engagement, the consultation activities can be broken down into three main themes: resident engagement, outreach activities targeting local businesses, and feedback collected through a community survey.

Taking place throughout September 2017, the consultation program specifically consisted of a Public Open House, community survey, booth at the Haney Farmers Market, staff presentations at several community-based business groups, 15 minute Q&A 'Coffee Chats with City Staff' with interested individuals, a Home Based Business Networking Event (hosted by the HBB Task Force) and, as requested by Council, a targeted mail-out to all licenced home based businesses in the City.



A copy of the engagement materials and the verbatim responses are available in Appendix B.

### i) Resident Engagement

To solicit resident feedback, two public events took place supported by promotional activities.

On Saturday September 9, 2017, Staff attended the Haney Farmers Market with a booth soliciting input on the Home Based Business Update. Staff attendance was advertised through the Home Based Business Update website and flyers available at the Planning, Economic Development and Bylaw Services & Licencing front counters.

On September 13, 2017 a Public Open House was held between 4 and 8 p.m. in the Fraser Room of the Maple Ridge Library. Notification and advertising for the event was conducted through four newspaper advertisements, a listing on the City's website, social media outlets, flyers available at the Planning, Economic Development and Bylaw Services & Licencing front counters, and at Council request, the use of approximately 1500 mailed letters to licenced home based businesses. Approximately twenty people attended the Open House, as well as members of the HBB Task Force. Following the event, the open house presentation boards were made available on the City's website.

A mailing list for a Home Based Business E-Newsletter was also created and subsequently used to provide further information and updates about the engagement process to the public. Over 70 e-mails were collected throughout September.

### ii) Business Outreach

Business operators were also invited to opt-in to the Home Based Business E-Newsletter and all licenced home based businesses received mailed notification of the Home Based

Business Update process which identified engagement opportunities taking place throughout September.

Planning Staff hosted 'Coffee Chats with City Staff' as an opportunity to provide tailored feedback on how the proposed changes may impact an existing operation or how they might enable a new home based business. Over ten businesses expressed interest in a Coffee Chat and by early October, at the time of preparing this report, three had taken place, with two anticipated in the following week.

Planning Staff also attended several local business community groups to increase awareness of the home based business update process. Presentations took place at Women's AM (35 attendees) and Babes in Business (15 attendees). The Chamber of Commerce was also contacted as a potential option, but no response was received.

A Home Based Business Networking Event, hosted by the Home Based Business Task Force, took place in the afternoon on Friday, September 22, 2017 at The Well. The event was promoted through the local newspaper, social media, mail-out, and event-specific advertising including posters and post-cards (which were available at the Farmers Market, Open House and front counters). Approximately twenty people attended the Networking Event, in addition to City Staff and members of the HBB Task Force.

iii) **Community Survey**

Supporting the residential and business outreach initiatives was a community questionnaire. The survey was used to assess comfort level with the proposed updates to the home based business zoning regulations.

Paper copies of the survey were available at the Haney Farmers Market, Public Open House, outreach events, and the Home Based Business Networking Event. The survey was also available online from September 13<sup>th</sup> to October 1<sup>st</sup> on the City's Home Based Business Update website. Home Based Business Task Force members generously donated several prizes for a City-run sweepstakes draw as an added incentive to encourage survey responses.

Of the 177 submitted community surveys, 114 were completed in full. Responses are mixed – 53% from general interested residents, 34% from those who operate a business in Maple Ridge, 8% from those considering starting a home based business in Maple Ridge and 5% 'other'. Thirty percent of the respondents identified themselves as currently operating a home based business in Maple Ridge.

**CONSULTATION OUTCOMES:**

i) **General Feedback:**

The community expressed broad levels of support for the home based business update process and the proposed changes. Recognizing the changing nature of business and household needs, many residents indicated that 'it was time' for this level of change to the home based business regulations in Maple Ridge. Members of local business groups also expressed enthusiasm for the intended direction of the home based business update and were pleased to see the City emphasizing local business development within the City.

ii) **Location & Size**

Strong support (88%) was received for broadening where a home based business can be accommodated on a residential lot. Currently, a home based business is only permitted to operate from a dwelling unit (with the exception of RS-2, RS-3 and A zones which are currently permitted a home based business in an accessory building). The proposed update would permit a home based business to take place in both the main dwelling unit that makes up the home as well as in a secondary suite or detached garden suite (DGS) and in an accessory building in all residential zones. Additional comments through conversation reinforced the support for permitting a home based business in a secondary suite and/or DGS in order to support intergenerational living.

Again, strong support was received for increasing the amount of floor area permitted for Type 1 Home Based Businesses (92%) and Type 2 Home Based Businesses (92%). Currently, home based businesses are permitted up to 20% of the residential floor area, up to 50m<sup>2</sup> or 538 sq ft. The proposed update would permit a Type 1 Home Based Business up to 30% of the gross floor area, to a maximum of 50m<sup>2</sup> or 538 sq ft, for home based businesses in multi-family units and on one family and two family residential zoned lots under 1,200m<sup>2</sup> or 0.3 acres and up to 45% of the gross floor area, to a maximum of 100m<sup>2</sup> or 1,76 sq ft, for Type 2 Home Based Businesses on one family and two family residential zoned lots over 1,200m<sup>2</sup> or 0.3 acres.

iii) **Daily Visits & Employees**

Currently, a home based business cannot receive daily visits by clients (with the exception of Tutoring & Lessons which is permitted up to six people per day). The proposed update would allow daily visits by clients, by appointment, for all permitted home based business uses up to ten clients per day for Type 1 Home Based Businesses and up to sixteen clients per day for Type 2 Home Based Businesses. The proposed expansion received positive support for both Type 1 Home Based Businesses (80% in favour) and Type 2 Home Based Businesses (85% in favour) although some discussion occurred regarding the reasoning behind why a daily maximum was required.

Similarly, the proposal to permit up to five clients at any one time for Type 1 Home Based Businesses and up to eight at any one time for Type 2 Home Based Businesses received positive support (85% and 86%, respectively). However, through long-form survey responses and in-person discussions it was made clear that many current Home Based Business operators viewed limiting group sessions to five for Type 1 Home Based Businesses as a concern noting the current cap of six. This issue and staff's proposed response is addressed in more detail in the following discussion section.

Currently, a home based business is permitted one non-resident employee. It is proposed to permit a home based business up to two non-resident employees for Type 1 Home Based Businesses and up to three non-resident employees for Type 2 Home Based Businesses, providing employee parking is provided on-site. The proposed expansion received strong support for both Type 1 and Type 2 Home Based Businesses (91% and 91%, respectively).

iv) **Permitted Home Based Business Uses**

As part of the review of the home based business zoning regulations, it is proposed to expand the types of activities permitted as home based business uses. Respondents indicated if they would support the type of activity as a permitted use for only Type 1

Home Based Businesses, only Type 2 Home Based Businesses, or for both Type 1 and Type 2 Home Based Businesses.

The table on the following page indicates the levels of support received for permitting the proposed types of activities for **both** Type 1 and Type 2 Home Based Businesses.

Use	Level of Support for use for both Type 1 and Type 2 Home Based Businesses
Animal Services	67%
Health Services	76%
Homecraft	85%
Office & Business Services	85%
Off-site, online and mobile-based sales	86%
Personal Services	81%
Professional Services	82%
Tutoring & Lessons	87%

Expectedly, Animal and Health Services were the two uses to receive the lowest amount of support. In both cases, it is worth noting that respondents indicated a parallel interest in permitting the uses **only** as a Type 2 Home Based Business (21% for Animal; 12% for Health), which is counter to the proposed home based business regulations. For more information and staff's response on this matter, refer to the below discussion section.

**v) Type 3 Home Based Business**

Recognizing there may be opportunities on larger properties (i.e. one or more acres) to accommodate additional uses or at levels of visitation and employment that are not permitted under the proposed Type 1 and Type 2 Home Based Business categories, input was solicited on a proposed third category for home based businesses. Possible activities could include yoga or spa retreats, agri-tourism opportunities, and small wedding & celebration events. Strong support from the survey (97%) as well as through in-person discussion was received for the proposed Type 3 Home Based Business category. Respondents indicated a preference for permitting Type 3 Home Based Businesses as an outright use (65%) over a new zone (26%), as the outright approach was seen to be less onerous for an applicant, yet could incorporate options to enforce complaints. In-person conversation and long-form survey responses also indicated a preference for not permitting a business that could disturb a neighbourhood with excessive noise, fumes, outdoor storage and traffic. Other possible uses suggested for a Type 3 Home Based Business included health services, animal services, professional retreats, agri-tech, food packaging, small trucking/distribution companies, cooking classes, and child care.

**DISCUSSION:**

Community outreach initiatives have clearly revealed support for updating the home based business zoning bylaw regulations and the desire to explore a full range of possible home based business uses. Community members recognize the benefits of supporting local job growth within the City and support the new directions. At the same time, community dialogue did raise some concerns that would benefit from further discussion.

**i) Daily Visits & Group Sessions**

The updates brought forward proposed to permit up to five clients at any one time for multi-family units and single family lots under 1,200m<sup>2</sup> (0.3 acres) and up to eight clients at any one time for single family lots over 1,200m<sup>2</sup> (0.3 acres). However, a common



concern and topic of discussion throughout the consultation activities was the importance of maintaining six clients at once for tutoring and lesson uses for business viability and to remain consistent with current allowances. Having discussed these parameters with members of the public and of home based business owners, it is now recommended to increase the number of permitted clients from five to six for home based businesses in multi-family units and on one family and two family residential zoned lots under 1,200m<sup>2</sup> (0.3 acres), subject to the daily maximum of ten daily visits. The proposed maximum number of group clients for home based businesses on one family and two family residential zoned lots over 1,200m<sup>2</sup> or more remains unchanged.

**ii) Permitted Uses**

Interest in expanding the types of uses permitted as a home based business was demonstrated to be strong. Not surprisingly, discussion took place about the parameters of three of the proposed home based business uses: Animal Services, Health Services and Personal Services.

Some concern was noted about permitting *Animal Services* as an on-site Type 1 Home Based Business given the smaller site area, therefore staff continue to recommend that only mobile-based animal service operations be permitted for Type 1 Home Based Businesses. Type 2 Home Based Business *Animal Service* operations would be permitted both mobile-based and on-site operations.

The level of support received for permitting on-site *Health Services* for Type 1 was less pronounced, yet still quite positive. However, there was a clear call for permitting *Health Services* as a permitted use for Type 3 Home Based Businesses. Staff continue to support on-site *Health Services* as a permitted use for Type 1 and Type 2 Home Based Businesses as well as suggest *Health Services* as a permitted use for Type 3 Home Based Businesses, noting the opportunity for such a use to be enlarged under the possible third type of home based business.

Clear and enthusiastic support for permitting personal services as a home based business use for both Type 1 and Type 2 Home Based Businesses was received throughout the community consultation process. Feedback received indicated interest in services such as reflexology as well as non-RMT massage being included within the personal services umbrella. Given on-going discussions with Fraser Health and Bylaw & Licencing Services, it is understood that these services would be able to be included and approved as a personal service home based business use.

**iii) Types of Home Based Business**

Throughout the consultation process the two-pronged approach to home based business regulation was well received, including the 1,200m<sup>2</sup> (0.3 acre) threshold between Type 1 and Type 2 Home Based Businesses. When looking at opportunities for larger home based businesses to be accommodated on larger properties, there was strong support for pursuing an avenue to incorporate a potential Type 3 Home Based Business.

While feedback identified strong support for the Type 3 Home Based Business concept, reservations were identified regarding the potential impacts a Type 3 Home Based Business may have on the neighbourhood. Community consultation supports considering each application for a Type 3 Home Based Business on its own merits, and be subject to site-specific traffic, servicing, on-site parking, screening, among other requirements. Equally, the feedback received expressed interest in not creating a process that would be

onerous for an applicant. Feedback also identified the importance of the complaint process, and having enforcement as an option, if needed.

While survey responses identified support for permitting Type 3 Home Based Businesses as an outright use, the unknowns related to future and possibly unique home based business proposals along with the need to assess any possible impacts on a site specific basis, has led staff to recommend that individual text amendments to the Zoning Bylaw be the implementation tool for Type 3 Home Based Businesses. A text amendment would permit each application to be considered on a case-by-case basis and would result in site-specific requirements that would, ideally, address any possible neighbourhood impacts. A text amendment also permits the opportunity for public comment on each application, through the public hearing process.

**iv) Parking**

Many residents, home based business operators, and staff from Bylaw & Licencing Services have identified and raised reservations over the parking implications the proposed changes may present. While on-site parking requirements for non-resident employees of Type 1 and Type 2 Home Based Businesses are envisioned to be dealt with on-site, it is worth highlighting that few home based business operators indicated that they employ (or have previously) employed an employee. Should these proposed changes be adopted, Bylaw & Licencing Services have agreed to monitor and report any potential impacts from increasing the number of visiting clients on the neighbourhoods.

**v) Other Considerations**

*Overnight Stays*

Community members indicated an interest in how overnight uses (including AirBnB) would be incorporated into the Zoning Bylaw however there was also the recognition that it is a separate discussion and not considered a home based business use. Additional reports to Council regarding overnight stays (including AirBnB) will be forthcoming through the Economic Development Department.

*Permit Process*

Community consultation revealed several specific concerns with the business licencing procedures specifically related to home based businesses. While outside of the scope of this home based business update which is focused on zoning amendments, it does identify areas for future review by either the Home Based Business Task Force and/or as part of the Business Licencing and Regulation Bylaw alignment which would be required should any proposed changes to the zoning bylaw regarding home based businesses be adopted. Additional reports to Council regarding the home based business permitting process will be forthcoming through the Economic Development Department.

*Encouraging Regional Economic Opportunities*

Community outreach identified strong interest in the Inter-municipal Business Licencing program. Specifically, business owners would like to see the program expanded from construction-related operations to include a wider range of business types. Few home based business operators indicated an interest in growing their business beyond the home to seek a commercial space although more indicated a desire to grow the business within the home. Additional reports to Council encouraging regional economic opportunities for home based businesses will be forthcoming through the Economic Development Department.

**HOME BASED BUSINESS TASK FORCE:**

Staff would like to acknowledge the dedication of the HBB Task Force members for their input on the proposed changes to the Zoning Bylaw as well as their time and effort in supporting the City's community consultation activities throughout September.

At their September 26, 2017 meeting, following the September engagement activities, the HBB Task Force reiterated their support of the revised directions and parameters of the proposed updates to the Zoning Bylaw. While there was an identified preference for permitting Type 3 Home Based Businesses as an outright use over a rezoning process, the HBB Task Force expressed support for the Maple Ridge Zone Amending Bylaw No. 7394-2017 to be considered by Council in its current form, introducing the minor responses proposed by Staff following the community's input.

The HBB Task Force looks forward to advancing with their mandate to help make the City more 'home based business friendly' by being involved in the review of the home based business permitting process and with the communication and promotion of the updated home based business regulations.

**INTERGOVERNMENTAL IMPLICATIONS:****Agricultural Land Commission**

As the Agricultural Land Commission (ALC) allows home occupation on parcels in the Agricultural Land Reserve (ALR) and this Bylaw regulates land use within the ALR, Zone Amending Bylaw No. 7394-2017, if given first reading, will be referred to the ALC for comment. Comments received from the ALC will be included as part of the second reading report of Zone Amending Bylaw No. 7394-2017.

**INTERDEPARTMENTAL IMPLICATIONS:****Bylaw & Licencing Services Department**

The Bylaw & Licencing Services Department has been working in collaboration with both the Planning and Economic Development Departments. Recognizable challenges have been raised over a number of the proposed amendments. This includes the need to monitor the potential for neighbourhood traffic and parking impacts from increasing the permitted number of visiting clients to each home based business and the continued challenge of unenclosed storage, and the parking of commercial vehicles, at home based businesses.

Bylaw & Licencing Services staff are interested in using the home based business regulatory review process as an opportunity to align several bylaws. It would also be an opportunity to refine and potentially address some of the previously identified concerns with the home based business licencing process, including the implementation of mobile business licences. Should the proposed changes be adopted, changes to the Business Licencing and Regulation Bylaw would be required and would follow in a separate report.

**Economic Development Department**

As the organizers of the HBB Task Force, the Economic Development Department has been involved with the home based businesses review. The Economic Development Department supports and encourages home based business expansion within the City as they are considered an essential step in creating businesses within the community. Additional reports to Council regarding the work of the HBB Task Force in regards to the communication and process components will be forthcoming through the Economic Development Department.

**DRAFT BYLAW:**

Originally, Staff were tasked with providing Council with a summary of the consultation feedback in order to shape the direction of the Zoning Bylaw amendments. However, having heard strong support for the proposed updates to the home based business zoning bylaw regulations, Staff support moving forward with a bylaw to amend the home occupation regulations of the Zoning Bylaw. Given the positive feedback from the community consultation activities covered in this report, and allowing for the minor changes outlined above, staff present Maple Ridge Zone Amending Bylaw No. 7394-2017 for Council consideration. Staff ask that Bylaw No. 7394-2017 be forwarded to the next Council meeting for consideration by Council for first reading. The full text of Zone Amending Bylaw No. 7394-2017 is available in Appendix C.

**CONCLUSION:**

The intent of the home based business review was to look at ways to update, modernize and improve regulations to better facilitate existing home based businesses and provide greater opportunities for expanding home based business in the City while balancing the needs of the residential communities in which these operations exist. With the presented regulatory changes, such measures represent a key step in an overall home based business review process that is aimed at promoting the City as “home based business friendly”. This report summarizes the results of the community consultation which took place throughout September 2017.

“Original signed by Amanda Grochowich”

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**Prepared by:** Amanda Grochowich, MCIP, RPP  
Planner 1

“Original signed by Lino Siracusa”

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**Concurrence:** Lino Siracusa  
Manager of Economic Development

“Original signed by Christine Carter”

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

“Original signed by Frank Quinn”

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

“Original signed by Paul Gill”

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**Concurrence:** Paul Gill, CPA, CGA  
Chief Administrative Officer

The following appendices are attached hereto:

Appendix A – Summary of proposed changes (July 2017)

Appendix B – Copy of Community Consultation materials and Verbatim Responses (September 2017)

Appendix C – Zoning Bylaw Amendment Bylaw No. 7394 – 2017

# Summary of the Proposed Changes

## WHAT DO YOU THINK?

The proposed home based business zoning updates are summarized below identifying where expanded regulations have been introduced.

### General Regulations

PARAMETER	CURRENT REGULATIONS	REGULATION OPTIONS		EXPANDED REGULATIONS
		TYPE 1 (UNDER 1,200 M <sup>2</sup> )	TYPE 2 (OVER 1,200 M <sup>2</sup> )	
Location	Per Dwelling Unit	Per Dwelling Unit & Accessory Building	Per Dwelling Unit & Accessory Building	✓
Size (based on gross floor area)	20% up to 50m <sup>2</sup> (538 ft <sup>2</sup> )	30% up to 50m <sup>2</sup> (538 ft <sup>2</sup> )	45% up to 100m <sup>2</sup> (1,076 ft <sup>2</sup> )	✓
Daily Visits	Not Permitted	10 clients per day (by appointment)	16 clients per day (by appointment)	✓
Group Sessions	Restricted to <i>Tutoring &amp; Lessons</i> ; capped at 2 sessions; maximum of 6 clients per day	Capped at 5 clients at one-time; maximum of 10 clients per day	Capped at 8 clients at one-time; maximum of 16 clients per day	✓
Employees	1	2 subject to on-site parking	3 subject to on-site parking	✓
Signage	1	1	1	Same

### Permitted Uses

PARAMETER	CURRENT REGULATIONS	TYPE 1 (UNDER 1,200 M <sup>2</sup> )	TYPE 2 (OVER 1,200 M <sup>2</sup> )	EXPANDED REGULATIONS
Office	Permitted, limited	Permitted	Permitted	✓
Business Services	Permitted	Permitted	Permitted	✓
Professional Services	Permitted, limited	Permitted	Permitted	✓
Health Services	Not Permitted	Permitted	Permitted	✓
Personal Services	Permitted, limited	Permitted	Permitted	✓
Animal Services	Permitted, limited	Permitted, limited	Permitted	✓
Homecraft	Permitted, limited	Permitted	Permitted	✓
Tutoring & Lessons	Permitted	Permitted	Permitted	✓
Sales	Not Permitted	Permitted, restricted	Permitted, restricted	✓





## **Let's Talk** **Home Based Business** *Public Open House*

The City of Maple Ridge is in the process of updating its home based business regulations. The update is intended to modernize and improve the regulations to better support home based businesses in Maple Ridge.

A number of new directions are being proposed and some examples include expanding:

- ≠ The types of activities permitted.
- ≠ How lot size relates to home based business size.
- ≠ The number of employees allowed in a home based business.
- ≠ The number of daily visits that can be accommodated by a home based business.

Everyone is encouraged to attend the public open house to learn more, speak with City Staff, and to provide input on the proposed updates to the home based business regulations.

### **You're Invited:**

#### **Home Based Business Update Open House**

Wednesday, September 13, 2017

Fraser Room at the Maple Ridge Library (second floor)

Drop in anytime between 4:00 and 8:00 pm

### **Looking for more information?**

Regular project updates are available online at [www.mapleridge.ca/1137](http://www.mapleridge.ca/1137).



### **Coffee Chat with City Staff**

Curious how these updates may affect you? Book a time with City Staff to discuss any questions you might have.

Make your booking at the Open House  
or call 604-467-7493.



11995 Haney Place  
Maple Ridge, BC V2X 6A9  
Phone: 604-463-5221  
Email: [employmentlands@mapleridge.ca](mailto:employmentlands@mapleridge.ca)

# **WELCOME**

## **To the City of Maple Ridge Home Based Business Update Open House**



## **Thank you for attending this Open House. At today's event you can:**

- **Explore the boards:** There are 10 boards and we encourage you to review them all to learn more about the proposed Home Based Business Update.
- **Ask questions:** City Staff and members of the Home Based Business Task Force are here tonight to answer any questions you may have.
- **Fill out a survey!** Paper surveys are available today. They are also available online at [www.mapleridge.ca/1137](http://www.mapleridge.ca/1137).
- **Sign-up** for the Home Based Business E-Newsletter.
- **Set-up** a time for a Coffee Chat with City Staff.

**Already a home based business owner or know that you plan to operate a home based business?**

Attend the Home Based Business Networking Event on  
**September 22, 2017**  
hosted by the Home Based Business Task Force.

**Interested in having a City Staff Member present on the Home Based Business Update at your local business event?**

Let a City Staff Member know!



**MAPLE RIDGE**

British Columbia

# Home Based Business Update

## WHAT IS A HOME BASED BUSINESS?

Home based businesses are where a resident or home owner carries on a commercial enterprise in their home.

## WHY ARE WE HERE?

Your City Council wants to hear from you about the proposed changes to the home based business regulations.

## WHY UPDATE THE HOME BASED BUSINESS ZONING REGULATIONS?

- The City is implementing a *Commercial & Industrial Strategy* recommendation.
- Recognizing that there will be changes to the way we work over the next 30 years, the City wants to modernize the regulations to provide greater opportunities for home based businesses in Maple Ridge.

## WHAT DO THE UPDATES COVER?

A number of new directions are being proposed which include expanding:

- How lot size relates to home based business size;
- The number of employees allowed at a home based business;
- The number of daily visits that can be accommodated as a home based business; and
- The type of activities permitted.

Please see boards 4 through 9 for more information.

### DON'T FORGET TO FILL OUT A SURVEY!

Surveys are available today  
in print or online.

**Fill out a survey by  
September 29, 2017  
for a chance to win a  
sweepstakes prize!**

Details available online  
[www.mapleridge.ca/1137](http://www.mapleridge.ca/1137)



WE  
ARE  
HERE

HBB Policy  
+ Best Practice  
Research

Establish HBB  
Task Force  
+ Identify Issues

Prepare  
Draft HBB  
Regulations

Discuss  
with Wider  
Community

Amend  
Zoning  
Bylaw



MAPLE RIDGE

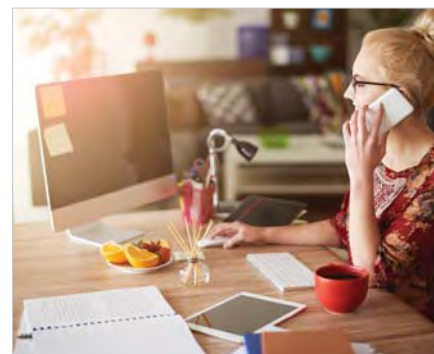
British Columbia



# Home Based Business in Maple Ridge

## HOME BASED BUSINESSES ARE AN IMPORTANT PART OF OUR ECONOMY

- There are approximately 1,500 licensed home based businesses in Maple Ridge.
- They account for roughly 33% of all business licences issued by the City.
- Home based businesses represent close to 3,000 people who either own or who are employed by a licensed home based business.



### MOST COMMON TYPES OF HOME BASED BUSINESSES IN MAPLE RIDGE



## HOME BASED BUSINESSES AFFECT A NEIGHBOURHOOD

- Common issues associated with home based businesses in Maple Ridge include outdoor storage, traffic, parking and noise.
- A key focus of the proposed update is to balance residential character with economic opportunities for residents wishing to operate small scale businesses.
- The intention of the proposed update is to have regulations flexible enough to accommodate changing business needs while respecting the residential feel of the neighbourhood.



## MAPLE RIDGE + METRO VANCOUVER

- According to the City's *Commercial & Industrial Strategy*, Maple Ridge residents have one of the longest average commutes in the Metro Vancouver region.
- Approximately 35% of current residents work in Maple Ridge.
- Home based businesses offer an opportunity to allow more residents to work from home.

### HOME BASED BUSINESS TYPES TO SEE FUTURE GROWTH IN MAPLE RIDGE



MAPLE RIDGE

British Columbia

# General Regulations

## HOW TO ENSURE MY HOME BASED BUSINESS WILL NOT DISTURB MY NEIGHBOURS?

The Home Based Business Update proposes a number of requirements:

Be entirely contained within a dwelling unit or accessory building.

Not involve unenclosed outdoor storage.

Not involve the salvage, repair or maintenance of motor vehicles (including their engines or parts).

Not involve activities that emit odors, noxious or toxic matter.

Not involve activities that result in traffic congestion.

Not involve the use of equipment that is not ordinarily found in the home for household, office or hobby purposes.

Not involve orchestra and band training or public assembly uses.

Be permitted 1 sign but otherwise there should be no external indication that the building is being used for a non-residential purpose.

Comply with other City Bylaws, including but not limited to, the Noise Control Bylaw and the Animal Control & Licensing Bylaw.



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# Location & Size

## WHERE CAN I OPERATE MY HOME BASED BUSINESS?

- Currently, home based businesses are only permitted to operate from a dwelling unit.
  - Suburban, Rural and Agricultural (RS-2, RS-3 and A) zones are currently permitted a home based business in an accessory building.
- The proposed update would permit a home based business to take place in **both** the main dwelling unit that makes up the home as well as in a secondary suite or detached garden suite **and** in an accessory building in all residential zones.
- A home based business can continue to operate in a multi-family unit (e.g. apartment or townhouse).



### WHAT DO THOSE TERMS MEAN?

**Dwelling Unit:** one or more rooms used for the residential accommodation of a family.

**Secondary Suite:** a dwelling unit contained within the same building as the one family residential unit.

**Detached Garden Suite:** a detached self-contained dwelling unit in the rear yard (also known as a laneway or carriage house).

**Accessory Building:** a building or structure incidental to the principal one family dwelling unit such as a detached garage, shed, boat house, pool house, etc.

**Gross Floor Area:** the total area of all the floors of all dwelling unit's on a lot.

## HOW MUCH SPACE CAN MY HOME BASED BUSINESS USE?

- Today, home based businesses are permitted up to 20% of the residential floor area, up to 50m<sup>2</sup> or 538 sq ft.
- The proposed update would allow a home based business:
  - On smaller lots (multi-family units and single family lots less than 1,200 m<sup>2</sup> or 0.3 acres) up to 30% of the gross floor area to a maximum of 50m<sup>2</sup> or 538 sq ft.  
*also called Type 1 Home Based Businesses*
  - On larger lots (single family lots over 1,200m<sup>2</sup> or 0.3 acres) up to 45% of the gross floor area, to a maximum of 100m<sup>2</sup> or 1,076 sq ft.  
*also called Type 2 Home Based Businesses*
- Each dwelling unit on a lot is entitled to the same amount of space for a home based business.
- Family Daycares (8 or less children in care) which are licensed under the *Community Care and Assisted Living Act* are exempt from these size limitations.



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# Daily Visits

## HOW MANY CLIENT VISITS CAN I HAVE PER DAY?

- Today, a home based business cannot receive daily visits by clients. The one exception is for Tutoring & Lessons which allows six people per day up to two sessions per day.
- With the intent of creating greater flexibility for home based businesses, the proposed update would allow daily visits by clients, by appointment, for all permitted home based business uses:
  - Up to 10 clients per day for Type 1 Home Based Businesses
  - Up to 16 clients per day for Type 2 Home Based Businesses
- Appointments are recognized as opportunities to provide services, commission work, or to take possession of previously purchased materials.



## HOW MANY CLIENTS CAN I HAVE AT ONE TIME?

- The proposed update would allow a home based business:
  - Up to 5 clients at any one time for Type 1 Home Based Businesses\*
  - Up to 8 clients at any one time for Type 2 Home Based Businesses\*

*\* Subject to the daily client visit limit.*

## HOW MANY EMPLOYEES CAN I HAVE?

- Currently, home based businesses are allowed one employee.
- The proposed update would allow a home based business:
  - Up to 2 employees for Type 1 Home Based Businesses\*
  - Up to 3 employees for Type 2 Home Based Businesses\*

*\* Subject to parking requirements*

## WHAT ARE MY PARKING REQUIREMENTS?

- All employee parking must be provided on-site.

### TYPE 1 & 2 HOME BASED BUSINESSES

You may notice the reference to 'Type 1' and 'Type 2':

- Type 1 includes home based businesses on single family lots less than 1,200m<sup>2</sup> (0.3 acres) as well as multi-family units.
- Type 2 includes home based businesses on single family lots over 1,200m<sup>2</sup> (0.3 acres).
- Only includes lots within a Residential zone.



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# Types of Activities

## PERMITTED USES

The Home Based Business Update proposes that the following types of activities be permitted as home based business uses:

### Health Services

- Allows health professionals that are subject to a College or Association that has been delegated the authority, under provincial legislation, to govern the practice of their members.
- Includes chiropractors, registered massage therapists (RMTs), physicians, traditional Chinese medicine practitioners, amongst others.



### Personal Services

- Includes services involving hair, skin, nails and personal wellness.
- Body modification services (e.g. tattooing, piercing and microblading) would not be permitted as a home based business.
- Requires an initial inspection by Fraser Health at the home based business address.

### Animal Services

- Permits dog walking, pet sitting, training, animal spas and therapy services.
- Mobile-based operations permitted for Type 1 and Type 2. On-site operations only permitted for Type 2 Home Based Businesses.
- Commercial kennels, breeding, dog boarding and dog daycares would not be permitted as a home based business use.



# Types of Activities

## PERMITTED USES

The Home Based Business Update proposes that the following types of activities be permitted as home based business uses:

### Office and Business Services

- Includes business support services, such as administrative and office functions.

### Professional Services

- Covers professionals where the member is required to be licensed or certified by a self-regulating professional authority.
- Includes accountants, architects, engineers, financial consultants, lawyers, notary publics, planners, and real estate agents, amongst others.



### Home Craft

- Covers the small scale production of goods, including art, photography, jewelry, food\*, bath & beauty products, clothing, and toys.

### Tutoring & Lessons

- Includes academic tutoring and music lessons.
- Expanded interpretation would include non-academic uses, such as yoga.

### Sales

- Permit off-site, online and mobile-based sales but does not include general retail sales.

### Family Daycares

- Includes daycares with 8 or less children in care\*.

\* Subject to Fraser Health Regulations & Inspection

# Additional Home Based Businesses



## TYPE 3 HOME BASED BUSINESS

- There may be opportunities on properties 1 acre or larger to accommodate additional uses that are not permitted under the other two proposed categories of home based businesses. These would be **called Type 3 Home Based Businesses**
- Possible Type 3 uses include:
  - Retreats - Spa or Yoga services
  - Agri-Tourism - Farm Cycle Tours or Farm-to-Table opportunities
  - Small Events & Celebrations - Intimate Wedding or Private Chapel Services
  - Outdoor Tourism - Recreational opportunities
  - Drop-in Retail - Artisanal and Antique sales
  - Interested in others? Let us know by filling out a survey!
- Two possible ways of permitting a Type 3 Home Based Business:
  - As an outright use; or
  - Require the property to be rezoned.

## OUTRIGHT USE

- A Type 3 Home Based Business use would be permitted on every residential lot 1 acre or more.
- No opportunity for public comment would be provided.
- A regular business licence would be required, as it is with the other types of home based businesses.

## REZONING

- Require a rezoning to permit Type 3 Home Based Businesses to operate from the home.
- Require interested business operators and/or land owners to go through the rezoning process, which includes a public hearing.
- If approved, a business licence could then be issued, subject to other necessary approvals.

Share your thoughts on the proposed Type 3 Home Based Business by filling out a survey!

# Summary of the Proposed Changes

## WHAT DO YOU THINK?

The proposed home based business zoning updates are summarized below identifying where expanded regulations have been introduced.

### General Regulations

PARAMETER	CURRENT REGULATIONS	REGULATION OPTIONS		EXPANDED REGULATIONS
		TYPE 1 (UNDER 1,200 M <sup>2</sup> )	TYPE 2 (OVER 1,200 M <sup>2</sup> )	
Location	Per Dwelling Unit	Per Dwelling Unit & Accessory Building	Per Dwelling Unit & Accessory Building	✓
Size (based on gross floor area)	20% up to 50m <sup>2</sup> (538 ft <sup>2</sup> )	30% up to 50m <sup>2</sup> (538 ft <sup>2</sup> )	45% up to 100m <sup>2</sup> (1,076 ft <sup>2</sup> )	✓
Daily Visits	Not Permitted	10 clients per day (by appointment)	16 clients per day (by appointment)	✓
Group Sessions	Restricted to <i>Tutoring &amp; Lessons</i> ; capped at 2 sessions; maximum of 6 clients per day	Capped at 5 clients at one-time; maximum of 10 clients per day	Capped at 8 clients at one-time; maximum of 16 clients per day	✓
Employees	1	2 subject to on-site parking	3 subject to on-site parking	✓
Signage	1	1	1	Same

### Permitted Uses

PARAMETER	CURRENT REGULATIONS	TYPE 1 (UNDER 1,200 M <sup>2</sup> )	TYPE 2 (OVER 1,200 M <sup>2</sup> )	EXPANDED REGULATIONS
Office	Permitted, limited	Permitted	Permitted	✓
Business Services	Permitted	Permitted	Permitted	✓
Professional Services	Permitted, limited	Permitted	Permitted	✓
Health Services	Not Permitted	Permitted	Permitted	✓
Personal Services	Permitted, limited	Permitted	Permitted	✓
Animal Services	Permitted, limited	Permitted, limited	Permitted	✓
Homecraft	Permitted, limited	Permitted	Permitted	✓
Tutoring & Lessons	Permitted	Permitted	Permitted	✓
Sales	Not Permitted	Permitted, restricted	Permitted, restricted	✓



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# THANK YOU

For taking the time to look over the proposed updates to the home based business regulations.



## WE WANT TO HEAR FROM YOU!

Please take the opportunity to provide your thoughts and comments through our survey available today or online at:

**[WWW.MAPLERIDGE.CA/1137](http://WWW.MAPLERIDGE.CA/1137)**

**Survey closes September 29, 2017**

### STAY IN TOUCH

**P:** (604) 467-7493

**W:** [www.mapleridge.ca/1137](http://www.mapleridge.ca/1137)

**E:** [employmentlands@mapleridge.ca](mailto:employmentlands@mapleridge.ca)

# Home Based Business Survey

## APPENDIX B3

### Introduction

The City of Maple Ridge is in the process of reviewing the home based business regulations in the Zoning Bylaw. The update is intended to modernize the regulations to better support home based businesses in Maple Ridge.

The survey takes 10 minutes and with your feedback, the information gathered through this survey will shape the development of the proposed Zoning Bylaw changes to the home based business regulations. Near the end of the survey, you will have the opportunity to opt-in to the City of Maple Ridge **Home Based Business Update E-newsletter** as well as choose to enter the sweepstakes contest to win one of several prizes.

Complete the survey by **September 29<sup>th</sup> 2017** for a chance to win one of the prizes!

Prize details are available online at [www.mapleridge.ca/1137](http://www.mapleridge.ca/1137).

Winners will be randomly drawn and announced on October 2<sup>nd</sup> 2017.

If you have any questions about the survey, please contact the Planning Department at [employmentlands@mapleridge.ca](mailto:employmentlands@mapleridge.ca) or call 604-467-7493.

### Let's get started!

### Getting to Know You

1. I am:

*select all that apply*

- ☐ Currently operating a home based business in Maple Ridge
- ☐ Considering starting a home based business in Maple Ridge
- ☐ An interested Maple Ridge resident
- ☐ A non-home based business owner operating in Maple Ridge
- ☐ Other (please describe): \_\_\_\_\_

2. If you currently operate a home based business in Maple Ridge, tell us which apply to you:  
(If you are not a home based business operator, proceed to Question #3)

*select all that apply*

- ☐ Been in operation for under 2 years
- ☐ Been in operation 3 – 5 years
- ☐ Been in operation 5 or more years
- ☐ Employed an employee
- ☐ Envision growing your business within your home
- ☐ Envision growing your business beyond your home and seeking a commercial space



MAPLE RIDGE

British Columbia

## Proposed Home Based Business Updates

A number of new directions are being proposed for home based businesses in Maple Ridge, including:

- How lot size relates to home based business size.
- The number of employees allowed in a home based business.
- The number of daily visits that can be accommodated by a home based business.
- The types of activities permitted as a home based business.

You may notice the reference to 'Type' of Home Based Business:

- **Type 1** includes home based businesses on single family lots less than 1,200 m<sup>2</sup> (0.3 acres) and multi-family units.
- **Type 2** includes home based businesses on single family lots over 1,200 m<sup>2</sup> (0.3 acres).

For more detailed information about the proposed changes, please review the Open House Information Boards and Council Report (available online at [www.mapleridge.ca/1137](http://www.mapleridge.ca/1137)).

### Size & Location

Currently, home based businesses are only permitted to operate from a dwelling unit. The proposed update would permit a home based business to take place in both the main dwelling unit that makes up the home as well as in a secondary suite or detached garden suite **and** in an accessory building (e.g. workshop or garage) in all residential zones.

3. Do you support broadening where a home based business can be accommodated to include a dwelling unit and an accessory building in all residential zones?
- ☐ Yes
- ☐ No

Currently, a home based business is permitted 20% (up to 50 m<sup>2</sup>) of the residential floor area. The proposed updates would allow a home based business up to 30% (up to 50 m<sup>2</sup> or 538 sq ft) for Type 1 Home Based Businesses and up to 45% (up to 100 m<sup>2</sup> or 1,076 sq ft) for Type 2.

4. Do you support increasing the permitted size of a home based business from 20% (up to 50m<sup>2</sup>) to 30% (up to 50m<sup>2</sup> or 538 sq ft) for Type 1 Home Based Businesses?
- ☐ Yes
- ☐ No
5. Do you support increasing the permitted size of a home based business from 20% (up to 50m<sup>2</sup>) to 45% (up to 100m<sup>2</sup> or 1,076 sq ft) for Type 2 Home Based Businesses?
- ☐ Yes
- ☐ No

## Daily Visits

Currently, the zoning regulations prohibit any home based business from generating regular daily visits (except tutoring which is permitted 2 groups per day to a maximum of 6 people). The proposed update would allow daily visits by clients, by appointment, up to 10 clients per day for Type 1 Home Based Businesses and up to 16 clients for Type 2.

6. Do you support increasing the permitted number of daily visits, by appointment, to 10 for Type 1 Home Based Businesses?
- ☐ Yes
- ☐ No
7. Do you support increasing the permitted number of daily visits, by appointment, to 16 for Type 2 Home Based Businesses?
- ☐ Yes
- ☐ No

For home based businesses requiring group visits, it is proposed to permit up to 5 clients at any one time for Type 1 Home Based Businesses and up to 8 clients at any one time for Type 2, subject to the daily maximum detailed above.

8. Do you support permitting up to 5 clients at any one time for Type 1 Home Based Businesses?
- ☐ Yes
- ☐ No
9. Do you support permitting up to 8 clients at any one time for Type 2 Home Based Businesses?
- ☐ Yes
- ☐ No

## Employees

Currently, home based businesses are permitted 1 non-resident employee. It is now proposed to permit home based businesses up to 2 non-resident employees for Type 1 Home Based Businesses and up to 3 non-resident employees for Type 2. Non-resident employee parking must be provided on-site.

10. Do you support permitting up to 2 non-resident employees, subject to parking requirements, for Type 1 Home Based Businesses?
- ☐ Yes
- ☐ No
11. Do you support permitting up to 3 non-resident employees, subject to parking requirements, for Type 2 Home Based Businesses?
- ☐ Yes
- ☐ No

## Permitted Uses

The home based business update proposes that the following types of activities be permitted as home based business uses for Type 1 and Type 2 Home Based Businesses.

12. Please select all that you would support as a permitted home based business use.  
*select all that apply*

Type 1   Type 2   Both

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Office and Business Services   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Professional Services<br>e.g. Accountants, Engineers, Financial Consultants, Lawyers, and Real Estate Agents.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Health Services<br>e.g. Chiropractors, RMTs, Physicians, and Traditional Chinese Medicine Practitioners.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Personal Services<br>e.g. services involving hair, skin, nails, personal wellness, and seamstress/tailoring  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Animal Services (mobile services <b>only</b> for Type 1; mobile <b>and</b> on-site services for Type 2)<br>e.g. dog walking, pet sitting, training, spas and therapy but does not include<br>Commercial Kennels, breeding, dog boarding and dog daycares services. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Homecrafts (the small-scale production of homecraft goods)<br>e.g. art, photography, jewelry, food, bath and beauty products, clothing and toys.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Tutoring and Lessons (academic and non-academic uses)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Off-site, online, and mobile based sales   |

## Additional Home Based Business Uses

There may be opportunities on properties **over one acre** to accommodate certain uses that may not be permitted within the proposed updates to the home based business regulations. A third category (Type 3) would permit uses above and beyond the proposed uses for Type 1 and Type 2 Home Based Businesses. Possible uses for a Type 3 Home Based Business include yoga or spa retreats, local agri-tourism opportunities, and small events & celebrations such as intimate weddings.

13. Do you support a third type for home based businesses, for lots one acre or larger, where possible uses could include yoga or spa retreats, agri-tourism opportunities and small wedding & celebratory events.
- ☐ Yes  
☐ No
14. If yes, do you prefer permitting Type 3 Home Based Businesses as a **new outright use** or as a **new zone**?
- ☐ Outright use allowed in all residential zones where lot size is greater than one acre.  
☐ Require rezoning to permit use.
- Comments: \_\_\_\_\_
15. If yes, are there other uses that you feel should be permitted as a Type 3 Home Based Business?  
*Please list*
- \_\_\_\_\_

### Other Thoughts & Comments

16. Do you have any other thoughts, comments or suggestions about the proposed updates to the home based business zoning regulations?

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### City Programs & Services

17. Are you aware of any of these services, already offered by the City?

*select all that apply*

- ☐ City of Maple Ridge Business Licence Guide
- ☐ Intermunicipal Business Licence program
- ☐ City of Maple Ridge Business Licence Directory (pdf, updated quarterly)
- ☐ Maple Ridge Business Finder (online tool)
- ☐ Land Development Application Tool (online tool)

18. Would you be interested in any of the following services, if offered by the City?

*select all that may interest you*

- ☐ Home Based Business Information Workshops
- ☐ Home Based Business Information Webinars
- ☐ Networking Events
- ☐ Online business application/licencing and fee payment
- ☐ Access to business centre services (e.g. meeting rooms, office spaces, etc)
- ☐ Other (please describe): \_\_\_\_\_

19. Would you be interested in registering for a **Coffee Chat with City Staff** (15 Q&A sessions over the phone or in-person) for more information on how the proposed home based business zoning changes may affect you? If yes, please provide your contact information below.

- ☐ Yes                      Name: \_\_\_\_\_  
Email or Phone Number: \_\_\_\_\_
- ☐ No

20. Would you be interested in signing-up for the City of Maple Ridge **Home Based Business Update E-newsletter**? If yes, please provide your email address below.

- ☐ Yes  
Email: \_\_\_\_\_

21. If you would like to be entered for a chance to win one of several sweepstake prizes, please provide your name and contact information:

Name: \_\_\_\_\_  
Email or Phone Number: \_\_\_\_\_

**Thank you!**

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Results

Survey 727657

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Number of records in this query:	178
Total records in survey:	178
Percentage of total:	100.00%



## Field summary for Q1

I am:

Answer	Count	Percentage
Currently operating a home based business in Maple Ridge (SQ001)	47	26.40%
Considering starting a home based business in Maple Ridge (SQ002)	13	7.30%
An interested Maple Ridge resident (SQ003)	85	47.75%
A non-home based business owner operating in Maple Ridge (SQ004)	8	4.49%
Other	7	3.93%
Not completed or Not displayed	25	14.04%

## Field summary for Q2

If you currently operate a home based business in Maple Ridge, tell us which apply to you: (If you are not a home based business operator, proceed to Question #3)

Answer	Count	Percentage
Been in operation for under 2 years (SQ002)	19	10.67%
Been in operation 3 - 5 years (SQ003)	11	6.18%
Been in operation 5 or more years (SQ004)	19	10.67%
Employed an employee (SQ005)	3	1.69%
Envision growing your business within your home (SQ006)	12	6.74%
Envision growing your business beyond your home and seeking a commercial space (SQ007)	3	1.69%
Not completed or Not displayed	32	17.98%

---

### Field summary for Q3

Do you support broadening where a home based business can be accommodated to include a dwelling unit and an accessory building in all residential zones?

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Answer	Count	Percentage
Yes (SQ001)	113	63.48%
No (SQ002)	15	8.43%
Not completed or Not displayed	46	25.84%

---

### Field summary for Q4

Do you support increasing the permitted size of a home based business from 20% (up to 50m2) to 30% (up to 50m2 or 538 sq ft) for Type 1 Home Based Businesses?

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Answer	Count	Percentage
Yes (SQ001)	119	66.85%
No (SQ002)	10	5.62%
Not completed or Not displayed	46	25.84%

## Field summary for Q5

Do you support increasing the permitted size of a home based business from 20% (up to 50m2) to 45% (up to 100m2 or 1,076 sq ft), for Type 2 Home Based Businesses?

Answer	Count	Percentage
Yes (SQ001)	118	66.29%
No (SQ002)	10	5.62%
Not completed or Not displayed	46	25.84%

---

### Field summary for Q6

Do you support increasing the permitted number of daily visits, by appointment, to 10 for Type 1 Home Based Businesses?

---

Answer	Count	Percentage
Yes (SQ001)	98	55.06%
No (SQ002)	26	14.61%
Not completed or Not displayed	49	27.53%

---

### Field summary for Q7

Do you support increasing the permitted number of daily visits, by appointment, to 16 for Type 2 Home Based Businesses?

---

Answer	Count	Percentage
Yes (SQ001)	108	60.67%
No (SQ002)	18	10.11%
Not completed or Not displayed	49	27.53%



---

### Field summary for Q8

Do you support permitting up to 5 clients at any one time for Type 1 Home Based Businesses?

---

Answer	Count	Percentage
Yes (SQ001)	105	58.99%
No (SQ002)	20	11.24%
Not completed or Not displayed	49	27.53%

---

### Field summary for Q9

Do you support permitting up to 8 clients at any one time for Type 2 Home Based Businesses?

---

Answer	Count	Percentage
Yes (SQ001)	109	61.24%
No (SQ002)	17	9.55%
Not completed or Not displayed	49	27.53%

Field summary for Q10

Do you support permitting up to 2 non-resident employees, subject to parking requirements, for Type 1 Home Based Businesses?

Answer	Count	Percentage
Yes (SQ001)	112	62.92%
No (SQ002)	11	6.18%
Not completed or Not displayed	51	28.65%

---

### Field summary for Q11

Do you support permitting up to 3 non-resident employees, subject to parking requirements, for Type 2 Home Based Businesses?

---

Answer	Count	Percentage
Yes (SQ001)	113	63.48%
No (SQ002)	11	6.18%
Not completed or Not displayed	51	28.65%

---

### Field summary for Q12(SQ001)

Please select all that you would support as a permitted home based business use: [Office and Business Services]

---

Answer	Count	Percentage
Type 1 Only (A1)	6	3.37%
Type 2 Only (A2)	5	2.81%
Both Type 1 & Type 2 (A3)	104	58.43%
No answer	8	4.49%
Not completed or Not displayed	55	30.90%

---

### Field summary for Q12(SQ002)

Please select all that you would support as a permitted home based business use: [Professional Services  
(e.g. Accountants, Engineers, Financial Consultants, Lawyers, Real Estate Agents, etc)]

---

Answer	Count	Percentage
Type 1 Only (A1)	7	3.93%
Type 2 Only (A2)	5	2.81%
Both Type 1 & Type 2 (A3)	101	56.74%
No answer	10	5.62%
Not completed or Not displayed	55	30.90%

## Field summary for Q12(SQ003)

Please select all that you would support as a permitted home based business use: [Health Services (e.g. Chiropractors, RMTs, Physicians, and Traditional Chinese Medicine Practitioners)]

Answer	Count	Percentage
Type 1 Only (A1)	4	2.25%
Type 2 Only (A2)	15	8.43%
Both Type 1 & Type 2 (A3)	94	52.81%
No answer	10	5.62%
Not completed or Not displayed	55	30.90%



---

### Field summary for Q12(SQ004)

Please select all that you would support as a permitted home based business use: [Personal Services (e.g. hair, skin, nails, and personal wellness)]

---

Answer	Count	Percentage
Type 1 Only (A1)	6	3.37%
Type 2 Only (A2)	11	6.18%
Both Type 1 & Type 2 (A3)	100	56.18%
No answer	6	3.37%
Not completed or Not displayed	55	30.90%

---

### Field summary for Q12(SQ005)

Please select all that you would support as a permitted home based business use: [Animal Services (Mobile services only for Type 1; mobile & on-site for Type 2; e.g. dog walking, pet sitting, training, spas and therapy but does not include commercial kennels, breeding, dog boarding and dog daycare services)]

---

Answer	Count	Percentage
Type 1 Only (A1)	4	2.25%
Type 2 Only (A2)	26	14.61%
Both Type 1 & Type 2 (A3)	82	46.07%
No answer	11	6.18%
Not completed or Not displayed	55	30.90%

## Field summary for Q12(SQ006)

Please select all that you would support as a permitted home based business use: [Homecrafts (the small scale production of goods, such as art, photography, bath & beauty products)]

Answer	Count	Percentage
Type 1 Only (A1)	7	3.93%
Type 2 Only (A2)	5	2.81%
Both Type 1 & Type 2 (A3)	104	58.43%
No answer	7	3.93%
Not completed or Not displayed	55	30.90%

---

### Field summary for Q12(SQ007)

Please select all that you would support as a permitted home based business use: [Tutoring and Lessons (e.g. academic and non-academic uses)]

---

Answer	Count	Percentage
Type 1 Only (A1)	8	4.49%
Type 2 Only (A2)	1	0.56%
Both Type 1 & Type 2 (A3)	107	60.11%
No answer	7	3.93%
Not completed or Not displayed	55	30.90%

## Field summary for Q12(SQ008)

Please select all that you would support as a permitted home based business use: [Off-site, online, and mobile based sales]

Answer	Count	Percentage
Type 1 Only (A1)	7	3.93%
Type 2 Only (A2)	4	2.25%
Both Type 1 & Type 2 (A3)	106	59.55%
No answer	6	3.37%
Not completed or Not displayed	55	30.90%

---

### Field summary for Q13

Do you support a third category for home based businesses, for lots one acre or larger, where possible uses could include yoga or spa retreats, agri-tourism opportunities and small wedding & celebration events?

---

Answer	Count	Percentage
Yes (SQ001)	113	63.48%
No (SQ002)	3	1.69%
Not completed or Not displayed	60	33.71%

## Field summary for Q14

If yes, do you prefer permitting Type 3 Home Based Businesses as a new outright use or as a new zone?

Answer	Count	Percentage
Outright use allowed in all residential zones where lot size is greater than one acre. (SQ001)	81	45.51%
Require rezoning to permit. (SQ002)	32	17.98%
Other	12	6.74%
Not completed or Not displayed	59	33.15%

ID	Response
4	Have a process for complaints
9	Have lived near a wedding site. Traffic, parking, noise, are all horrible ALL spring summer and fall. Every weekend plus much more.
17	rezoning requirements are very likely to become very onerous and most likely deter and even destroy type 3 home based businesses
41	Parking, access and noise is the issue.
48	I am not involved in this activity
49	I think it should be both
53	I don't know enough to answer
55	Need more information to answer
60	small packaging operation, warehouse online sales etc.
118	There must be parking within the property NOT street parking Parking on both sides of the street makes it unsafe travelling on crowded streets
149	Let's reduce the red tape and bureaucratic slow downs that special rezoning would require and support the businesses in our community as long as they do not negatively impact their neighbours.
164	A large yoga spa retreat center in maple ridge would put maple ridge on the map!



## Field summary for Q15

If yes, are there other uses that you feel should be permitted as a Type 3 Home Based Business? Please describe:

Answer	Count	Percentage
Answer	24	13.48%
No answer	95	53.37%
Not completed or Not displayed	59	33.15%

ID	Response
6	RV -B&B use overnight stays
17	any business that does not disturb neighbors with excessive noise, fumes and exhaust, traffic and the general character of the neighborhood.
23	Food Packing, Storage, Selling Online etc.
26	Outdoor storage should be expressly prohibited (ie rvs, boats, trailers, vehicles, etc)
43	Small group professional education or retreat type workshops.
54	Increase to 2 acres + more
58	Agri tech. Agri Equipment shop
64	Anything not specifically prohibited (subject to approval)
70	I suggest allowing for a larger square footage to be allocated to home business on larger properties under the caveat they do not impose on neighbours with respect to noise, smell or unsightliness
72	Wellness centers including massage therapy, chiropractic, TCM, counselling, etc
76	Yoga
79	Wellness, Yoga, training facilities, recreational, sporting, spa, yoga, animal....
90	Small trucking companies that meet a yearly inspection to maintain good environment standards etc.
93	Child care
94	small trucking companies
114	Small festivals under 150 people!
116	Wellness centres
118	Fitness training is not talked about in any categories and would be one individual at a time along with the instructor
120	Yoga retreats, wellness centres in natural surroundings
127	Meditation centre
146	Cooking classes in commercial kitchen.
149	Really any businesses that do not negatively affect appropriate environmental concerns and do not negatively impact neighbours quiet enjoyment of their properties.
159	Should be able to allow other non-neighbourhood disruptive types of businesses to apply subject to approval of the neighbours within two block radius.
165	Services

## Field summary for Q16

Do you have any other thoughts, comments or suggestions about the proposed updates to the home based business regulations?

Answer	Count	Percentage
Answer	37	20.79%
No answer	82	46.07%
Not completed or Not displayed	59	33.15%

ID	Response
6	Allow ALR lands that cannot grow anything, ie rock, gravel lands to be able to be included in zone 3
3	<p>I own and operate an art school for children in Albion, MR and currently I take 6 students a day, as one group, in an after school art program. I had hoped that the proposed changes would allow for one group of 8 students a day. As I understand it, the proposed changes would allow for 2 groups of five students a day, which sounds better BUT will not work for a children's art school.</p> <p>Children's art classes, generally, are held after school and before dinner. After dinner becomes too late in the day for elementary students. That leaves only one window of time to run classes from 3:30 to 5:30 pm</p> <p>So, if the changes go through I will have a maximum of 5 students in a class instead of 6. This is problematic as already I am struggling to make ends meet. If the number of students is reduced I will have to close down my business and find employment elsewhere! I have to run a viable business. Five students will not be enough.</p> <p>Would you please consider increasing the number of students to 8 per session, with a maximum number of 10 students a day. This gives business owners a bit more flexibility.</p> <p>I understand the biggest concerns for the City are with parking. Parents drop off their children and pick them up two hours later. I do not store art materials outside and (because I am working with children) I only use products that are safe.</p> <p>Thank you for your consideration. If you need more information I can be found at:</p>
4	I think this is a good start however would be interested in knowing how often this will be reviewed/monitored etc. as the economy shifts and more and more work at home options become available. I am one of those commuters (financial services professional) to Vancouver and always looking for opportunities to work from home.
5	Looks good but more should be done to make cell phone connectivity and fiber connectivity more efficient.
8	<p>I am not against home businesses in Maple Ridge. In fact I support home businesses. However, my main concern is the parking issue. Currently, with the amount of illegal and legal secondary suites, along with the home businesses that are not licenced, parking in residential neighbourhoods is a major headache and a major concern.</p> <p>In the survey, I have checked off that I support the proposed Type 1 home business updates, however, without adding in parking regulations, I would revoke all support.</p> <p>With regards to the proposed "up to 10 clients per day for Type 1," I would like to see up to 5 clients per day to start with and possibly increase to ten in the future.</p> <p>With regards to "up to 2 employees," I would only support this if the employees were provided off-street parking by the home business. These 2 additional vehicles will be parked in the</p>

neighbourhood for up to 8 hours (or longer) 5 days a week (or longer).

I reiterate that there needs to be some parking regulations in place before I would support any of the proposed updates.

13 You need to increase Inspections and fines for breaking Bylaws

17 I am very pleased with the proposed changes.

In addition there should be assurances in place that limit municipal inspections strictly to the business license applied for: space used, equipment, employees, noise projection etc. A missing dog license or badly installed wood stove should elicit a friendly reminder but have no bearing on issuing the business license.

The fear of getting in trouble for minor infractions of municipal bylaws is the main reason so many people do not apply for a business license. It is easily corrected, and a clearly communicated and easily accessible recourse for applicants should a license not be granted would alleviate a lot of this fear and reluctance.

Equally, the revoking of a business license would have to follow clearly stated regulations, can only be based on the specific home business infractions and a easily and accessible recourse would have to be in place.

23 My full support to creating more jobs in Maple Ridge.

25 There needs to be added clarity with regard to digital-focused businesses. The "office" catchall is a little too vague to account for the rapidly expanding business types/opportunities offered by the internet.

For example: A business that sells small phone accessories where the product is stored in and shipped from the home (garage/shed/etc). There are overarching use cases that aren't wholly covered by the traditional business structures, and the zoning/licensing should put together a more considerate thought to how to handle the growing range of business types in the near future.

26 Are home based business permitted in townhouses? If not they should be, under Type 2.

34 Healthcare professions shouldn't be permitted as home based business.

41 Please don't roll Air B&B into this discussion. This is a separate issue.

44 Long time coming but appreciated none-the-less...would like to see allowable size of home-based signage increased.

49 Traffic flow/parking for neighbours

53 less restrictions - more daily visits allowed & larger groups

55 Not at this time. Thank you for having a inclusive process.

56 I would like to see intermunicipal business licence for non trades businesses - no at home inspection for web only businesses.

57 We want intermunicipal licenses for businesses other than contractors. Please, please, please.

66 Max of at least 12 per day - 6 per session ultimately like 14 per day - 7 per session

67 to include chair massage & reflexology to personal service with certification and insurance.

70 I am pleased to see a certain easing of restrictions. This will be well received by everybody, I am sure.

75 Adequate parking

No late night activities

82 Hours of operation should be discussed so as not to interfere with residential concerns for activities such as weddings etc.

84 No

87 I think it is brilliant to help home businesses move forward! I support these updates to the bylaws.

114 I think these changes are great!

116 Working from home is becoming more prevalent so I believe we need to be ahead of the curve and have rules and by laws in place that support this trend

118 People are running home based businesses from their house already. When you formally open it up, you must

Consider parking. We already have Income

Suits taking up street parking on both sides. We can not safely travel without enough room.

Adding extra staff and patron - multiple visitors at a time the property owner must supply parking in their driveway and how will by-law officers over see the over load ??

Now we will also have commercial vehicles that fill the street as well

It will be overload

- 120 Parking must be on the property of home based business not on street
- 123 Zoning that supports home based businesses supports our ambitions to be an innovative and entrepreneurial hub where we can live and work in the same community. Not just a bedroom & retirement suburb with long commutes over bridges.
- 124 Whatever helps to grow and support small business in our community is a good idea.
- 146 To permit clients to visit home based businesses would greatly help small home businesses grow and allow for a much greater feeling of community in Maple Ridge. Making these visits for clients official would be extremely beneficial due to the lack of commercial locations for small businesses and current economic climate.
- 149 Maple Ridge has not been particularly supportive of business and this should change. Given that a large percentage of Canadians own/operate businesses and the fact that increased government meddling has been shown to directly and negatively affect the potential success of new or existing businesses. Please keep government interference to a minimum. We do not need more bureaucracy, staff, or departments to manage these potential changes re home-based businesses but rather more efficient and customer-oriented behaviour and attitudes by our current bureaucracy. Please do not create another black hole of rude and unhelpful staff in a department full of red tape and incomprehensible regulations. Let's all do our part to support the success of our citizens and the businesses they own/operate that contribute to our town.
- 152 Promote independent businesses by making zoning changes
- 159 I would ensure that applicants understand that they are still subject to abide by the bylaws of their particular strata council if said bylaws say no businesses may be carried on in the units of said strata. One party was "hobby" making cabinets at all hours of the day and it took several years to get rid of him. Others take in children to play piano or violin which travels through the pipes especially in concrete buildings and the "ghost" music travels to disturb other residents, much like loud rock or opera singers. I have had many years experience in dealing with strata and townhouse neighbours attempting to resolve such issues.
- 167 Parking, parking, parking.....  
These premises if being used, must be able to provide parking for any increased traffic, and if greater than 1 acre, sufficient parking areas on premises should be allocated before any permits are granted.
- 182 I support the addition of employees in Type 1 beyond 2 if they are remote workers. I'm concerned about the implications of inclusion of accessory space for HBB purposes on Type 2 lots - ie is % of total built square footage or only primary residence.

## Field summary for Q17

Please indicate which of the below services, offered by the City of Maple Ridge, are known to you by ticking the appropriate box.

Answer	Count	Percentage
City of Maple Ridge Business Licence Guide (SQ001)	59	33.15%
Intermunicipal Business Licence program (SQ002)	24	13.48%
City of Maple Ridge Business Licence Directory (pdf, updated quarterly) (SQ003)	38	21.35%
Maple Ridge Business Finder (online tool) (SQ004)	35	19.66%
Land Development Application Tool (online tool) (SQ005)	25	14.04%
Not completed or Not displayed	73	41.01%

## Field summary for Q18

Would you be interested in any of the following services, if offered by the City?

Answer	Count	Percentage
Home Based Business Information Workshops (SQ001)	54	30.34%
Home Based Business Information Webinars (SQ002)	50	28.09%
Networking Events (SQ003)	52	29.21%
Online business application/licencing and fee payment (SQ004)	60	33.71%
Access to business centre services (e.g. meeting rooms, office spaces, etc) (SQ005)	47	26.40%
Other	2	1.12%
Not completed or Not displayed	63	35.39%

ID	Response
29	Business development support
149	Quite honestly given the huge cost of government providing any service the only service I would support is the creation of an online guide such as a easily accessible permanent step-by-step guide for new businesses related to navigating whatever regulations there are related to starting/maintaining businesses covered by these new rules. This would provide information without ongoing cost and help businesses succeed. Again, and I cannot stress this enough, we do not need more bureaucrats nor more staff nor more departments etc.

## Field summary for Q19

Would you be interested in registering for a Coffee Chat with City Staff (15 min Q&A sessions over the phone or in-person) for more information on how the proposed home based business zoning changes may affect you? If yes, please provide your name and either an email or phone number in the comment field below.

Answer	Count	Percentage
No (SQ001)	91	51.12%
Yes (SQ002)	14	7.87%
Other	18	10.11%
Not completed or Not displayed	63	35.39%

## Field summary for Q20

Would you be interested in signing-up for the City of Maple Ridge Home Based Business Update E-newsletter? If yes, please provide your email address below.

Answer	Count	Percentage
No (SQ002)	56	31.46%
Yes (SQ001)	43	24.16%
Other	43	24.16%
Not completed or Not displayed	63	35.39%



### Field summary for Q21

If you would like to be entered for a chance to win one of several sweepstake prizes, please provide your name and contact information below:

Answer	Count	Percentage
Yes (SQ001)	58	32.58%
Other	64	35.96%
Not completed or Not displayed	63	35.39%



## CITY OF MAPLE RIDGE BYLAW NO. 7394-2017

A Bylaw to amend the text of Maple Ridge Zoning Bylaw No. 3510-1985 as amended

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**WHEREAS**, it is deemed expedient to amend the 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. No Bylaw 7394-2017”.

2. That PART 2 INTERPRETATION is amended by inserting the following between “Animal Shelter” and “Apartment”:

ANIMAL SERVICES means a use providing individualized services to an animal recipient. Typical services include walking, grooming, dog day care, aqua or physical therapy, and training. Does not include commercial kennels, breeding, and dog boarding.

3. That PART 2 INTERPRETATION is amended by inserting the following between “Boarding” and “Body Rub Studio”:

BODY MODIFICATION means altering a person’s body for nonmedical purposes, and includes but is not limited to piercing, tattooing and micro-pigmentation services.

4. That Part 2 INTERPRETATION definition of “Business Services” is deleted and replaced with:

BUSINESS SERVICES means a use providing services to a business including, but not limited to, information technology and support, desktop publishing, data processing, bookkeeping, internet access, copying and printing services, mailing services, telephone reception and consulting services.

5. That PART 2 INTERPRETATION is amended by inserting the following between “Habitable Room” and “Height”:

HEALTH SERVICES means a use providing medical services to the general public where the practitioner is subject to a College or Association that has been delegated the authority, under provincial legislation, to govern the practice of their members in the public interest, and includes, but is not limited to, audiologists, chiropractors, dentists, nurses, massage therapists, optometrists, physicians and traditional Chinese medicine practitioners.

6. That PART 2 INTERPRETATION is amended by inserting the following between “Home Occupation” and “Housing Agreement”:

HEMOCRAFT means a use providing for the small scale production of goods intended for sale, consumption or use by another. Typical uses include, but not limited to, art, photography, jewelry, food, bath and beauty products, clothing and toys.

7. That PART 2 INTERPRETATION is amended by inserting the following between “Net Density” and “Office Use”:

NON-RESIDENT EMPLOYEE means a person receiving or entitled to receive wages or other compensation for work performed for an employer operating a home occupation but is not a resident on the lot. It also includes a person being trained by an employer for an employer’s home occupation.

8. That Part 2 INTERPRETATION definition of “Personal Service” is deleted and replaced with:

PERSONAL SERVICES means a use providing individualized services to a recipient. Including, but not limited to, animal services, barbering, beauty salons, hairdressing, personal wellness, tailoring, shoemaking, dry-cleaning, personal trainers, nutritionists, and weight loss clinics, but excluding overnight boarding of dogs, kennels, adult entertainment and pawnshop use.

9. That Part 2 INTERPRETATION definition of “Professional Services” is deleted and replaced with:

PROFESSIONAL SERVICES means a use providing services to the general public in which the provider of the service is required to be licensed or certified by a self-regulating professional association or by Federal, Provincial, or Municipal authorities and may include, but not be limited to, accountants, architects, engineers, health service providers, insurance and employment agencies, lawyers, planners, real estate agents, and veterinarians.

10. That Part 4, GENERAL REGULATIONS, 402 REGULATIONS FOR PERMITTED USES OF LAND, BUILDINGS & STRUCTURES (4) Home Occupation Use be amended by deleting the existing regulation under Section 402 (4) in their entirety, and inserting the following:

Where permitted, a Home Occupation shall:

- (a) Be entirely enclosed within:
  - (i) A dwelling unit; or
  - (ii) An accessory building.
- (b) Be considered for Agricultural, Residential and CD (Comprehensive Development) zones:
  - (i) A Type 1 Home Occupation where the operation occurs in a multi-family unit, unless otherwise prohibited by this Bylaw; or
  - (ii) A Type 1 Home Occupation where the operation occurs on a lot less than 1,200.0 m<sup>2</sup> ; or
  - (iii) A Type 2 Home Occupation where the operation occurs on a lot equal to or greater than 1,200.0 m<sup>2</sup>; or
  - (iv) A Type 3 Home Occupation where the operation occurs on a lot equal to or greater than 0.4 ha, as expressly permitted by this Bylaw.
- (c) Occupy not more than:
  - (i) 30% of the gross floor area of the dwelling unit and accessory building in which the home occupation is located, up to maximum of 50.0 m<sup>2</sup> in total for Type 1 Home Occupations; or
  - (ii) 45% of the gross floor area of the dwelling unit and accessory building in which the home occupation is located, up to a maximum of 100.0m<sup>2</sup> in total for Type 2 Home Occupations;

- (d) Be conducted by the resident of the dwelling unit and, provided that non-resident employee parking is accommodated on-site, be permitted up to a maximum of:
  - (i) 2 non-resident employees for Type 1 Home Occupations; or
  - (ii) 3 non-resident employees for Type 2 Home Occupations.
- (e) Be permitted on-site client visits, only by appointment scheduled in advance, up to a maximum of:
  - (i) 10 clients per day for Type 1 Home Occupations; or
  - (ii) 16 clients per day for Type 2 Home Occupations.
- (f) Be permitted, subject to Section 402.4 (e), group sessions up to a maximum of:
  - (i) 6 clients at any one time for Type 1 Home Occupations; and
  - (ii) 8 clients at any one time for Type 2 Home Occupations.
- (g) Be permitted for the following uses:
  - (i) Animal Services, excluding dog day care and for Type 1 Home Occupations, restricted to off-site or mobile-based services only;
  - (ii) Business Services;
  - (iii) Office uses;
  - (iv) Health Services;
  - (v) Homecraft;
  - (vi) Personal Services, excluding dry cleaning;
  - (vii) Professional Services;
  - (viii) Tutoring & Lessons;
  - (ix) Family Day Care, unless otherwise expressly prohibited by this Bylaw. For Neighbourhood Day Care requirements refer to Section 402.10 of this Bylaw; and
  - (x) Off-site, online and mobile-based sales.
- (h) Be permitted the storage on the lot of not more than one vehicle provided that it is used in connection with the home occupation and that such vehicle not be in excess of 3,630.0 kilograms licenced gross vehicle weight and be subject to Section 402.6 of this Bylaw.
- (i) Comply with Agricultural Land Reserve Use, Subdivision and Procedure Regulation (BC Reg. 171/2002), Section 3(1)(c) and ALC Policy L-07 Home Occupation Use in the ALR.
- (j) Be prohibited for the following uses and/or activities:
  - (i) Body modification;
  - (ii) Assembly use;
  - (iii) Orchestra and band training;
  - (iv) A family daycare use within a dwelling unit in the RM-2 (Medium Density Apartment Residential), RM-3 (Medium/High Density Apartment Residential), an apartment use within RM-4 (Multiple Family Residential), RM-5 (Low Density Apartment Residential), RM-6 (High Density Apartment Residential), C and CS zones.
  - (v) The unenclosed storage or display of raw materials, components, or stock-in-trade;
  - (vi) The retail sale of goods or products where customers enter the premises to inspect purchase or take possession of goods without making an appointment in advance;
  - (vii) The discharge or emit odorous, noxious or toxic matter or vapours, heat, glare, noise or radiation, or recurrently generated ground vibrations;
  - (viii) The generation of traffic congestion, electrical interference, fire hazards or health hazards;

- (ix) The use of mechanical or electrical equipment except as is ordinarily employed in purely domestic and household use, or recreational hobbies, or office uses; and
- (x) The external structural alteration to the principal building, ensuring that there shall be no exterior indication that the building is used for a purpose other than a residential use, except for signage permitted in accordance with Maple Ridge Sign Bylaw No. 6830-2011.

11. Maple Ridge Zoning Bylaw No. 3510-1985 as amended is hereby amended accordingly.

**READ** a first time the       day of       , 2016.

**READ** a second time the       day of       , 2016.

**READ** a third time the       day of       , 2016.

**ADOPTED** the       day of       , 2016.

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**PRESIDING MEMBER**

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**CORPORATE OFFICER**

## City of Maple Ridge

TO: Her Worship Mayor Nicole Read and Members of Council      MEETING DATE: October 17, 2017

FROM: Chief Administrative Officer      MEETING: Council Workshop

SUBJECT: District of Mission Official Community Plan Referral Process

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### EXECUTIVE SUMMARY:

The District of Mission has recently concluded a community review of its Official Community Plan (OCP) and has given first reading to District of Mission Official Community Plan Bylaw 5670-2017 (<http://www.mission.ca/wp-content/uploads/2017-08-14-Draft-Official-Community-Plan-Bylaw.pdf>). The draft OCP appears consistent with the directions put forth under the previous 2008 community plan, but does propose a few new directions that reflect similar City Council and community conversations occurring within Maple Ridge (see Appendix A). After a review of Plan and in speaking with District of Mission staff, City staff is seeking direction to prepare a letter of support to the District of Mission regarding their new draft OCP.

### RECOMMENDATION:

**That a letter to the District of Mission be prepared, outlining support for District of Mission Official Community Plan Bylaw 5670-2017, and any comments identified by Council based on the report “District of Mission Official Community Plan Referral Process”, dated October 17, 2017.**

### BACKGROUND:

In 2015, the District of Mission began a review of its Official Community Plan (OCP). The process involved a number of public consultation activities including community workshops, an online survey and a series of neighbourhood meetings;

On August 14, 2017, Mission Council resolved that its draft District of Mission Official Community Plan Bylaw 5670-2017 be read a first time;

On August 18, 2017, City staff subsequently received correspondence from the District of Mission Long Range Planning Manager requesting comments prior to October 31, 2017, to be included in its pending Public Hearing scheduled for later in November.

### DISCUSSION:

From a review of the draft OCP, and in speaking with staff from the District of Mission, the new Plan appears reflective of the previous 2008 community plan, although it does identify some changes within the community since the last OCP was adopted. With a current population of about 38,000, the draft Plan suggests that the community is growing at roughly 2% per year, a slight decrease from the 2.5% growth rate identified in the 2008 plan. Concurrent with this growth, it appears that the Mission population is getting older with the majority of population growth occurring amongst its late career and retired adults over the age of 50. This is again consistent with the direction projected in the previous 2008 plan.

Housing affordability remains a strong theme of the new Plan, noting the significant changes that have occurred in the Lower Mainland residential housing market since 2008. The Plan identifies that the benchmark price for single detached housing in Mission was \$407,000 as of 2015. While this is considered relatively affordable when compared to neighbouring Abbotsford (\$490,000 in 2015) and the \$423,000 (2015) average single family home price in Maple Ridge, the draft OCP continues to emphasise the need for creating more affordable housing choices in the District. As an example, a new OCP policy encourages that at least 10% of the total number of new residential development units or subdivision lots be created as affordable housing, as defined by the District of Mission.

Other continued community priorities outlined in Mission's new Plan include: environmental protection; acquiring new park opportunities and developing park master plan(s) for parks and indoor recreation facilities to identified program needs over the next ten years; and an integrated transportation network. Towards this latter direction, the draft OCP incorporates the District's 2016 Transportation Master Plan, establishing a policy base to improve transportation for all modes within Mission, including pedestrians, cyclists, public transit users, goods movement, and drivers.

Related to their transportation policies, the draft OCP also acknowledges the proposed provincial expansion of the Lougheed Highway as part of a greater strategy for the Pitt Meadows, Maple Ridge and Mission corridor, to accommodate increasing resident and commercial traffic as regional growth occurs. Mission identifies the Lougheed Highway corridor as a major asset and catalyst for its service commercial/industrial development. Within Mission, the OCP speaks to increased industrial land, commercial development, cultural and recreational opportunities, and residential uses at appropriate locations along the Lougheed Highway.

Noting the areas of consistency identified above, a few new directions are being introduced through the draft OCP as identified in their attached staff report (see Appendix A):

#### **a) Silverdale Comprehensive Planning**

The draft OCP recommends that the urban land use designation of the Silverdale area be revisited. For transparency purposes, the new OCP is re-designating the area as a Comprehensive Planning Area, to clarify to its community the District's intent to undertake an area plan process. The envisioned number of future residential units appears to be consistent with the projected 1,435 units outlined in the 2008 OCP and the Silverdale Neighbourhood One Plan. Further, the new Plan continues to encourage a range of urban, suburban and rural residential densities along with supporting neighbourhood centre land uses, all to be confirmed through a future area planning processes.

The proposed redesignation also includes the area referred to as Silverdale Gateway located along the Lougheed Highway where several gas stations currently exist. This sub-area continues to be envisioned as a mixed-use commercial/residential node which may include a small hotel.

It is unknown at this time when an area planning process for Silverdale would commence, but it was assumed by Mission staff that the eastern portion of Silverdale would likely see future planning and development ahead of those westerly areas of the neighbourhood that are in closer proximity to Maple Ridge, due to servicing and other development constraints.

Mission staff extended a commitment that the City of Maple Ridge would be consulted at the time of the Silverdale area planning process.

#### **b) Employment Lands Special Study Area**

Similar to the approach Maple Ridge is currently undertaking for the Albion Flats, Mission is proposing a new Special Study Area consisting of 243 hectares (600 acres) of land, largely located within the Agricultural Land Reserve (ALR), through the draft OCP. The area is located in western Mission, south of the Silverdale neighbourhood, located on either side of the Lougheed



Highway and is one of several areas that were identified as possible future employment lands in an earlier land demand study undertaken by the District. Under the previous 2008 plan, the area was designated agriculture, however it was noted that some areas are not actively farmed, with drainage issues being cited as limiting the agricultural viability of the land. As this area includes ALR lands, approval by the ALC would be required. Mission staff has indicated the intent to continue discussions with the ALC regarding opportunities for these lands, but no information related to these ALC discussions/process was available at the time of writing this report.

The Special Study Area designation is a step towards addressing what the District has identified as a shortage of land that can accommodate industrial/service commercial/agricultural uses. The new OCP identifies that Mission's workforce is expected to increase by nearly 50% leading up to 2041. As a result, the new OCP, through its policies and the proposed Special Study Area designation, is seeking to broaden its municipal tax base; add employment lands to support the improvement of local services and reduce the share of the tax burden borne by its residential property owners; and increase access to Mission-based jobs to reduce work force commutes.

City staff notes that similar interests are reflected in our 2012-2014 Commercial Industrial Strategy and underpin the current effort to identify new employment land opportunities in Maple Ridge.

#### **c) Waterfront Redesignation**

The District continues to encourage the redevelopment of its Waterfront area. Given the proximity of the area to the Mission West Coast Express station and the Mission City Downtown, this location is seen as having the potential to support high-density residential development that compliments commercial and warehousing/wholesale land uses. The new OCP proposes to redesignate this industrial area from "Waterfront" to "Mixed Use Commercial/Residential", which changes little in terms of possible permitted land uses. However, under the new designation, while acknowledging that much study has already been completed, more detailed technical studies are identified as requirements in order to clarify the on-site conditions, costs, and timelines needed in any redevelopment of the area.

#### **INTERDEPARTMENTAL COMMENTS:**

The draft OCP was also shared with the Engineering Department for review, from which the below observations were made regarding Mission's draft transportation and infrastructure policies:

- As identified earlier in this report, the OCP encourages a balanced, well-connected, and integrated transportation system incorporating all travel modes, which is desirable and in accordance with other jurisdictions.
- The OCP recognizes the need and import of rail transportation, while also noting the desire to reduce impacts on local issues such as accessibility, landscape character, and the lifestyle of its residents.
- As for their water services, Mission utilizes two sources of water, one of which is from Hayward Lake that services the Ruskin Townsite area and the Ruskin Trailer Court. There have been some recent requests from owners in the Ruskin Industrial Area within Maple Ridge for improved services, in order to accommodate different land uses in the Ruskin area. It may be possible to come to an arrangement with Mission on the supply of water in support of such development, but at this time the adequacy is unknown.
- As for sanitary services, Mission intends for all urban development to be serviced by a municipal collection system. However, as the sewage is directed to Abbotsford for treatment, there will be no impact on Maple Ridge.

- For rain water, noting that Mission recognizes the need for adequate processes to minimize the impact on the receiving aquatic environment and habitat, Mission requires that appropriate rain water management plans be prepared for major development areas. Such directions will present no impact upon the City of Maple Ridge as Mission rain water discharges into existing water courses largely outside of the City of Maple Ridge.
- And for waste management, Mission operates a solid waste collection system and landfill, but as the District is outside of Metro Vancouver there are no envisioned impacts upon the City of Maple Ridge.

#### **ALTERNATIVE RECOMMENDATION:**

The above report and recommendation to provide a letter of support is in response to a written request for comments circulated by the District of Mission. Council may, at its option, chose instead to receive the above report for information purposes only.

**That the report “District of Mission Official Community Plan Referral Process”, dated October 17, 2017, be received for information.**

#### **CONCLUSION:**

The District of Mission is seeking comment on its draft Official Community Plan, as a culmination of its recent community review process and prior to its formal public hearing. Based on a review of the draft OCP and through conversation with District of Mission staff, City staff sees a number of shared policy interests and therefore recommend that a letter be prepared by the City supporting the District of Mission Official Community Plan Bylaw 5670-2017, along with any specific comments Council may wish to bring forward.

“Original signed by Brent Elliott”

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**Prepared by:** Brent Elliott, M.U.P., MCIP, RPP,  
Manager of Community Planning

“Original signed by Christine Carter”

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**Approved by:** Christine Carter, MPL, MCIP, RPP  
Director of Planning

“Original signed by Frank Quinn”

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

“Original signed by Paul Gill”

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**Approved by:** Paul Gill, CPA, CGA  
Chief Administrative Officer

Attached: District of Mission Official Community Plan Bylaw No. 5670-2017 Frist Reading Report,  
Mission Special Council Meeting, August 14, 2017.



## Development Services Staff Report to Council

File: 09-3900-20

**DATE:** August 14, 2017  
**TO:** Mayor and Council  
**FROM:** Gina MacKay, Manager of Long Range Planning  
**SUBJECT:** Official Community Plan Bylaw – 1<sup>st</sup> Reading  
**ATTACHMENTS:** APPENDIX A – District of Mission Official Community Plan  
 APPENDIX B – Suburban Residential Designation Map  
 APPENDIX C – Crown Lands at Fraser River Heritage Park Map

### **RECOMMENDATIONS:** Council consider and resolve:

1. That District of Mission Official Community Plan Bylaw 5670-2017 be read a first time;
2. That Council confirm it has considered the Official Community Plan in conjunction with the District's Financial and Waste Management Plans as per section 477(3)(a) of the *Local Government Act* and,
3. That the Official Community Plan Bylaw 5670-2017 be referred to the Agricultural Land Commission for comment.

### **EXECUTIVE SUMMARY:**

The Official Community Plan (OCP) review process began later in 2015 with the preparation of a request for proposals for a consultant. Urban Systems was selected as the successful consultant to develop a new OCP for the District of Mission. In the fall of 2015 work began by compiling background information and land studies. The process involved a number of public consultation activities including community workshops, an online survey and a series of neighbourhood meetings. Among the various stakeholders, First Nations members were consulted and workshops were held with Council and District staff.

Through the consultation process a number of common themes began to emerge. In general community stakeholders expressed an interest in seeing Mission remain as a family-oriented, and safe place to live, where heritage is celebrated and access to outdoor recreation opportunities is easy and there for all to enjoy.

Using the information gathered from this broad community engagement, an overarching vision for the OCP was developed. The OCP's guiding principles led to preparing the objectives or the next steps that will need to be taken to achieve this vision for the community. Policies throughout the OCP are aimed at guiding decision-making that will help meet those objectives and ultimately realize the vision for Mission.

The OCP is currently a draft bylaw that will follow a legislated process leading to final adoption decision by Council. The first draft of the OCP was reviewed by staff and Council and then presented to the public and First Nations. Comments were received through the online survey community neighbourhood meetings and workshops. The input received was carefully considered from which refinement of the OCP's policies and development of the various land use maps followed. From this work, the District is now ready to present the OCP Bylaw for first reading.

## **PURPOSE:**

This report was prepared to present the new OCP to Council and the public by:

- providing an overview of the Official Community Plan review process;
- introducing any new policies and directions (including amended and retained sections of the current OCP) with the new OCP and provide information on those changes;
- providing the public with information on the concepts and ideas discussed with Council during the preparation of the OCP;
- provide the public and Council with information acquired through the First Nations consultation process;
- outlining the next steps in the process leading to the adoption of Mission's new OCP; and
- acquiring a resolution from Council to have the OCP Bylaw formally referred to the Agricultural Land Commission.

## **BACKGROUND:**

The following provides general background information about an OCP and the process undertaken to develop this Bylaw.

### a) What is an OCP?

An OCP represents a community's vision for the future and provides a framework to guide growth and decisions about the use and management of land and resources in the municipality. The OCP describes how and where residential, commercial, industrial, agricultural and other types of development will occur. It guides the provision of necessary road, water, sewer and other infrastructure. An OCP has policies concerning the environmental, economic and health and well-being of a community.

An OCP offers multiple benefits as it helps to identify and address emerging issues and challenges that affect a community's well-being. These typically involve important matters such as the impacts of development on community character; the changing needs of residents; housing affordability; economic health; public health and safety; heritage conservation; habitat and biodiversity; rising energy costs; community greenhouse gas emission reductions; and climate change adaptation.

The District of Mission completed the current OCP in 2008. During this time, the District has been experiencing increasing demand for single family homes, townhomes, commercial and industrial developments.

One of the fundamental purposes of an OCP is to provide direction to staff, Council, developers, school agencies and the public regarding the District's physical development. Because of the pace and scale of land use change in the community, the current OCP lacks a clear relationship between land use designations as identified on the land use map and corresponding policies.

### b) The OCP Process

The entire OCP process began with initial meetings and the preparation of a communications strategy in November 2015 to an anticipated completion date of December 2017.

The OCP process was divided into four distinct phases. During the first phase of the project, the consultants and District staff gathered the necessary background information to start the

OCP review process. The second phase of the project included the public consultation and engagement which consisted of two public open houses, six neighbourhood meetings, four topic specific workshops and an on-line survey. The third phase involved integrating the input received through the community engagement process into various policies; along with revising the land use categories of the current OCP to create more concise and clear land use designations. The final phase of the project consisted of presenting the draft of the OCP to the public and receiving comments.

c) Council Workshops.

The final stages of the OCP process involved workshops with Council during the spring of this year. Following the workshops District staff and the Consultant reviewed all the input received during the entire OCP review process and made amendments to the draft OCP as appropriate.

d) Refinement

The refined OCP draft was then reviewed extensively by District staff; particularly staff members in the Development Services Department. The OCP was further refined and a draft was prepared into Bylaw form.

## **DISCUSSION AND ANALYSIS:**

The draft OCP presented to the public in the spring was met with a generally favorable response. Interestingly, the topics that most of the public provided comments on were the identical to the main topics of conversation at previous workshops with Council and staff during the OCP review process. Each of those topics will be discussed in the following section of this report. The intent here is to provide a general overview of the topics along with supporting rationale for any subsequent changes made to the OCP as part of the review process.

a) South West Mission

In 2008 much of the Silverdale area was designated for future urban residential development. In order to help guide neighbourhood planning in the area, the Council (of the day) adopted the Silverdale Urban Residential Neighbourhood Plans Terms of Reference (Land Use Policy LAN.48). The Silverdale Neighbourhood One Plan was prepared based on these Terms of Reference and was directly incorporated into the OCP; the area was also rezoned based on the Neighbourhood One Plan.

The Neighbourhood One Plan was based on a comprehensive inventory and analysis of the land and it includes a vision for the area, land use plans, economic studies, transportation networks, and more. Directly outside the Neighbourhood One Plan area, the majority of the remaining lands in Silverdale were designated "Urban". Despite these planning directions, no development of the area has occurred to date.

This OCP process has determined that the Urban designation and LAN.48 as defined in the current OCP should be revisited in light of new information on servicing, changing land use trends and the overall vision and direction established in this OCP.

During the preparation of this OCP, some residents of Silverdale expressed interest in having their properties designated for single-family development at urban densities. Comments received from other residents of Silverdale included a reluctance to continue with the Urban designation altogether because no infrastructure planning has been completed to date.

The OCP recognizes the urban density development that is comprehensively planned and consistent with the vision, guiding principles, and the broad and specific policies of this OCP. Therefore, the entire area of Silverdale is designated as a Comprehensive Planning Area. While this designation allows for a broad range of development opportunities, it is anticipated

that through the neighbourhood planning processes appropriate residential densities and supporting land uses will be identified.

a) Waterfront Area

Mission's current OCP designates the industrial lands adjacent to the Fraser River and the commuter rail area south of the railway as Waterfront. The overall intent of the Waterfront designation was to encourage the development of this area as an exceptional, high quality waterfront residential neighbourhood connected with the commuter rail and the downtown. Additional uses to be provided for would include:

- commercial uses that cater to area residents, the community at large and the regional market;
- mixed residential and commercial uses;
- office uses;
- institutional uses;
- parks and open space;
- light industrial/business uses that are compatible with an urban residential neighbourhood; and,
- expanded marina uses and possibly a houseboat community.

Despite considerable interest in the waterfront, no significant development has occurred due to the considerable pre-development work needed to prepare the site, along with environmental challenges, market conditions and fragmented property ownership in the area. The new OCP designates these areas as Mixed Use Commercial / Residential which supports the uses identified above, but notes that in order for development to move forward in a cohesive way, it will be necessary to conduct technical investigations to address anticipated constraints to development. These studies would include:

- Geotechnical
- Flood management
- Soil contamination
- Terrestrial and aquatic resources
- Infrastructure modeling (water, sewer, rainwater and transportation etc.)
- Noise attenuation

b) Future Employment Lands now changed to Special Study Area (ALR adjacent to Fraser River)

During the community input stage of the development of the OCP, many respondents noted that they would like to see more opportunities for local residents to work within the Mission area. Availability of local employment within the community was identified as a challenge for many residents.

As part of the background analysis for the OCP, a Land Demand Study was prepared. One of the key findings of the study was that there are insufficient industrial and employment lands within Mission. At the same time, it was noted that the large tract of land within the Agricultural Land Reserve, adjacent to the Fraser River, was largely underutilized for agricultural purposes and could serve to address local employment needs. As such the area was identified on the draft OCP maps as Future Employment Lands. This designation was to identify the lands as those in need of future planning. The thought was that the planning would help to determine highest and best uses for these lands over the long term.

To ensure transparency within the OCP process and recognize that these lands may be suitable for a range of uses in the future, inclusive of agriculture, the area has now been designated as Agriculture. The area will remain within a Special Study Area.

A new section has been added to the draft OCP which speaks to economic objectives as they relate to these lands and new policies have also been added to guide future planning processes as follows:

- Conduct further planning and analysis to determine potential support for industrial/employment uses in the Special Study Area, including a city-wide industrial inventory and capacity analysis, local/regional industrial market analysis, servicing/infrastructure capacity assessment, and a traffic impact analysis;
- Conduct an Industrial Lands Assessment of all land within the District to determine the potential for future industrial operations;
- Conduct an Agricultural Suitability Assessment of the lands within the Special Study Area, including a site description, soils and agricultural capability, agricultural capability classification, management inputs, and agricultural suitability; and
- Continue communicating with the Provincial Agricultural Land Commission regarding the opportunities of these lands.

c) Density Transition Areas

During OCP workshops with Council there was considerable discussion with respect to future densities of the lands abutting the Urban Growth Boundary (UGB). These discussions included:

- i) Within the UGB there are few areas designated as Suburban Residential. These areas are identified on **APPENDIX B – Suburban Designation Map**. The current designation of these lands as Suburban Residential would support lot sizes of 0.36 ha (0.88 acre) when serviced with municipal water. In some areas these lands are adjacent to higher density areas. As these lands are within the UGB consideration could be given to increasing densities within this designation. For example:

- 2000m<sup>2</sup> minimum lot sizes (approximately ½ acre) when serviced with municipal water and an approved on-site septic disposal system; or
- 1000m<sup>2</sup> minimum lot sizes (approximately ¼ acre) with water & municipal sewer.

The above noted range of densities would result in areas of transitioning densities between adjacent higher density development areas and the rural areas north of the UGB. As noted on the **Suburban Designation Map** there are a limited number of areas where this policy would apply.

- ii) Areas of Mission north of the UGB are currently experiencing significant pressure for development, due in part, to the new water line being installed along Ferndale Avenue.

Discussions on future possible densities in the area ranged from lots of 1000m<sup>2</sup> (approximately ¼ acre) to 0.36 ha (0.88 acre) with municipal water (as in the Suburban Residential designation noted above). There are a number of characteristics that should be taken into consideration when looking at higher densities in this area, for example:

- steeper slopes in some areas could pose challenges with on-site septic disposal;

- there has been no planning for future road networks or municipal servicing;
- there has been no planning for schools, parks, recreation or other community amenities in the area;
- a change to higher densities for this area would be a significant departure from what was presented at the community meetings; or
- developments of smaller lot sizes in the area could reduce demand for development within the Urban Growth Boundary.

The issues identified above are typically addressed through the neighbourhood or local area planning process. The Ferndale neighbourhood (as shown on Map 4 of the OCP) would benefit from further planning.

It is anticipated that Council will wish to have a discussion with respect to the two items [(i) and (ii)] noted above at first reading of the OCP. Consideration may be given to a minor amendment at 2<sup>nd</sup> reading to include the transitioning densities inside the UGB for properties designated Suburban. This would also require an amendment to the Zoning Bylaw. A resolution to add neighbourhood planning to the list of action items in the OCP for the Ferndale Neighbourhood would also be considered a minor amendment.

d) Crown Lands at Fraser River Heritage Park

The District of Mission along with three First Nations Bands (Leq'a:mel, Matsqui, and Sumas) have been in discussions with the Province on the future use of Crown Land adjacent to Fraser River Heritage Park. The three Bands have now formed a Society (the LMS Society).

During these discussions consideration was given to the future potential of some of these lands to provide for economic development for the three First Nations Bands. This opportunity was also discussed as part of the OCP consultation process. Two areas of Crown Land adjacent to Fraser River Heritage Park have been identified for potential development. These areas are identified on **Appendix C – Crown Land at Fraser River Heritage Park**. The OCP map now reflects the proposal put forward by the Society.

The Society will continue to work with the Province on a process for acquisition of these lands. Further referrals and discussions with the Province are anticipated. The intent for the larger Crown Land parcels immediately to the east of Fraser River Heritage Park is to retain these areas as parkland under a long term lease to the District

### **COUNCIL GOALS/OBJECTIVES:**

The OCP review process fulfills Council's objective to complete a full OCP review during the current term in office.

### **FINANCIAL IMPLICATIONS:**

Generally, an OCP does not commit a municipality to spending funds; however, as growth occurs there will be capital costs of infrastructure and parks and ongoing operational costs for maintenance. As part of the adoption process for an OCP, Council must consider the impact of the OCP on the District's Financial and Waste Management Plans as per section 477(3)(a) of the Local Government Act. Staff have reviewed the OCP in conjunction with the Financial Plan and Waste Management Plan and found no inconsistencies.

It is recognized that some OCP policies or recommended actions, such as an update to the zoning bylaw, will require funding that is not currently in the Financial Plan, however, these actions will come



forward to Council in the future with recommended funding sources and the Financial Plan will be adjusted at that time (provided Council decides to proceed with the recommended action).

Staff recommends that Council confirm, through resolution, that it has considered section 477(3)(a) of the *Local Government Act* and a statement to that effect has been included in the OCP Bylaw.

Prior to Council considering second reading, staff will be including a financial impact analysis (OCP Options Assessment and Growth Projections for DCCs/Infrastructure Planning) that will help Council decide whether or not to pursue one or both of the transitional density strategies set out in this report. Although the section 477 consideration is done at first reading, this will serve as an additional opportunity for Council to evaluate the financial impacts of any amendments it might make at second reading.

### **COMMUNICATION:**

This report provides an update to Council and the public on the Official Community Plan review process. The new OCP has been posted on the District of Mission website and on the [www.makeityourmission.ca](http://www.makeityourmission.ca) website. It is anticipated that comments may be received from the public following first reading of the bylaw; however, any and all comments received will be brought forward to Council at the time of public hearing. The Public Hearing will need to be advertised in accordance with the *Local Government Act*.

Any questions received after first reading will be answered by staff.

### **NEXT STEPS:**

Should Council grant first reading of Bylaw 5670-2017 the OCP will be formally referred to the ALC. The Bylaw will also be referred, as a courtesy, to the City of Abbotsford, the Fraser Valley Regional District, the City of Maple Ridge, the District of Kent, the District of Agassiz, and the Ministry of Transportation and Infrastructure. In addition the OCP will be referred to the Sto:lo Nation Bands, the LMS Society and the Kwantlen First Nation. The growth scenario and financial impact analysis work will be completed by staff.

The OCP Bylaw is set to be read a 2<sup>nd</sup> time on October 16, 2017. Minor amendments to the Bylaw may be made at that time. The Public Hearing dates for the OCP will also be set at 2<sup>nd</sup> reading of the Bylaw.

The Public Hearing dates are tentatively set for November 7<sup>th</sup> and 9<sup>th</sup>; which could include 3<sup>rd</sup> reading of the Bylaw. Prior to final adoption the Bylaw must be forwarded to the Province for approval.

The anticipated timeline to adopt the OCP is in early 2018. Major amendments to the Bylaw after the Public Hearing would necessitate that the Bylaw be re-read for a first time and a new Public Hearing would take place.

### **SIGN-OFFS:**



Gina MacKay, Manager of Long Range Planning



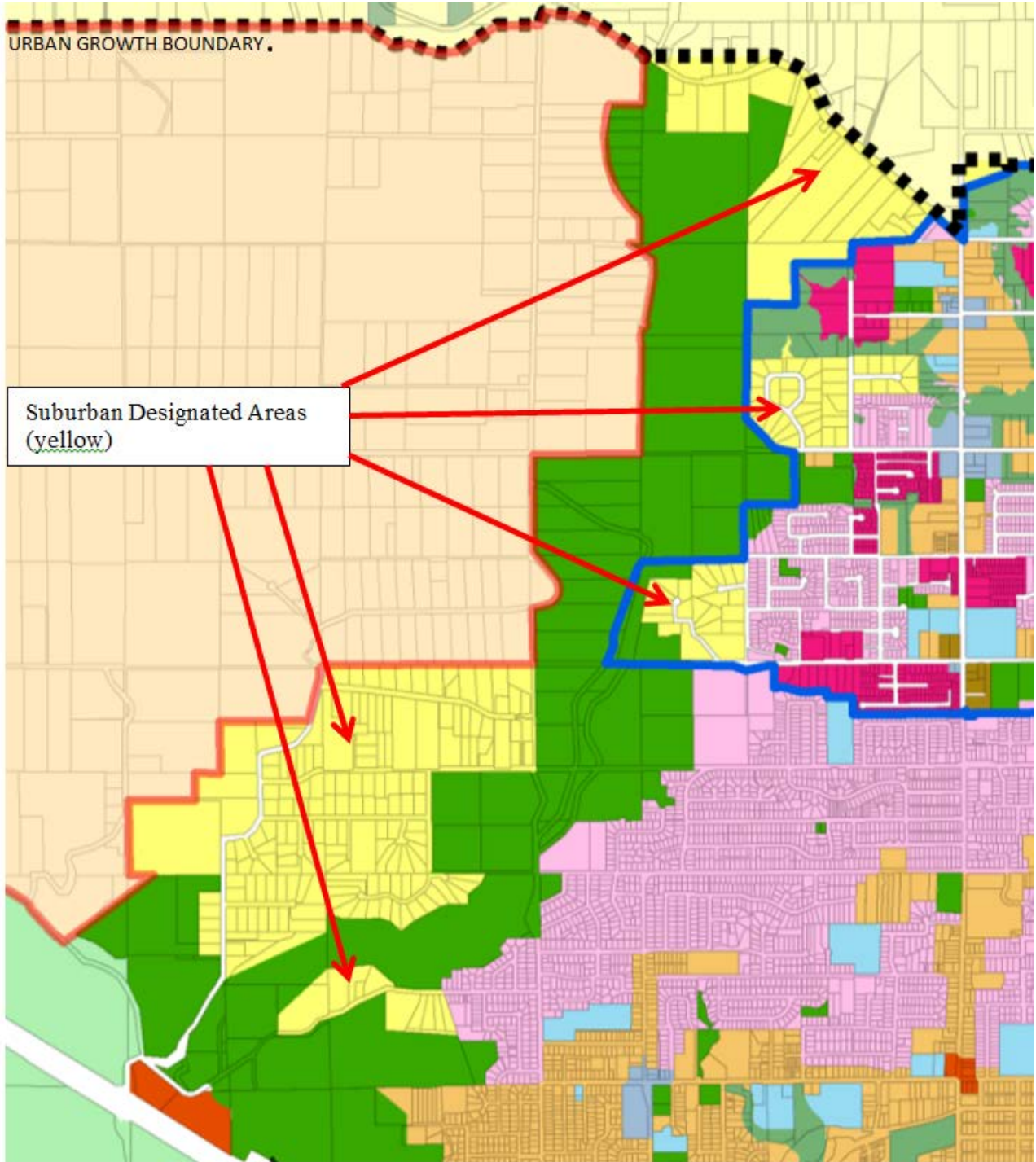
Mike Younie, Deputy Chief Administrative Officer

Comment from Chief Administrative Officer: Reviewed

**APPENDIX A**  
**DISTRICT OF MISSION OFFICIAL COMMUNITY PLAN BYLAW**

**See separate document**

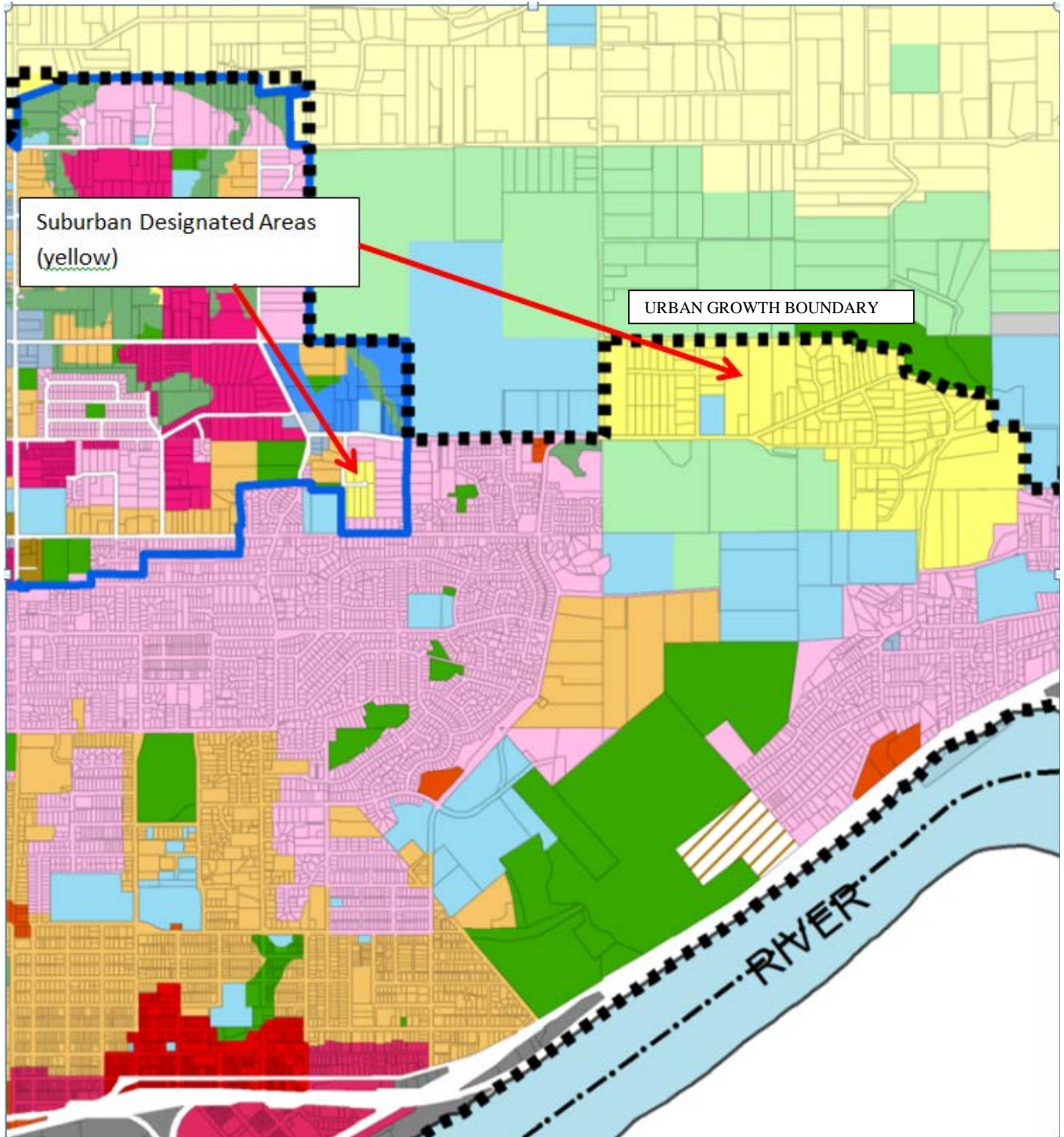
**APPENDIX B (1)**  
**SUBURBAN DESIGNATION AREAS**  
**West side of Mission**



APPENDIX B (2)

SUBURBAN DESIGNATION AREAS

East side of Mission





## APPENDIX B (3)

### OCP DESIGNATIONS LEGEND

<b>Legend</b>	
	Agriculture
	Attached Multi-unit Residential
	Commercial
	Natural Areas
	Future Employment Lands
	Historic Site Comprehensive Development Area
	First Nation
	Industrial
	Institutional
	Mid Rise Multi-unit Residential
	Mission City Downtown
	Mixed-Use Commercial/Residential
	Municipal Forest
	Neighbourhood Centre
	Parks and Open Space
	Resource Industrial
	Rural
	Rural Residential
	Special Study Area
	Suburban Residential
	Urban Compact
	Urban Residential
	Silverdale Special Planning Area
	Cedar Valley Area Boundary
	Urban Growth Boundary

## APPENDIX C

### Crown Lands at Fraser River Heritage Park



**Area 1 –OCP Designation: Mixed-Use Commercial/Residential - 3.1 ha (7.8 acres)**

**Area 2 –OCP Designation: Attached Multi-unit Residential – 1.3 ha (3.2 acres)**

**Area 3 – OCP Designation: Park and Open Space – Long term parkland under lease - 56 ha (138.8 acres)**

## **PART 17 – RECONSIDERATION OF A MOTION**

### **Council Member Request for Reconsideration**

7263-2016

48. (a) A member who voted with the prevailing side may, at any time within one month of the vote, introduce a motion to reconsider the resolution, motion or proceeding, including the defeat of a motion, if the resolution, motion or proceeding has not been acted upon irreversibly by an officer, employee or agent of the municipality.
- (b) If a motion to reconsider is defeated, the subject matter of the resolution or proceeding may not be open for consideration by the Council within 6 months except by way of a new and substantially different motion.

## **PART 18 – DELEGATIONS**

6514-2007

### **Delegations**

49. Requests to appear as a delegation before a meeting of Council, Advisory Committee or Advisory Commission, must be submitted to the office of the Corporate Officer at least one week prior to the preferred meeting.
50. Requests must be in writing, by email, fax or mail, and include the subject matter and the name of the spokesperson(s).
51. Delegations will not be heard at regular meetings of Council on the following:
  - (a) Official Community Plan Bylaws or Zoning Bylaws, including amendments to either such bylaws, which have received first reading and which have not yet been adopted, defeated, or abandoned;
  - (b) matters on which the City has commenced prosecution and on which judgement has not been rendered;
  - (c) the promotion of commercial products or services which have no connection to the business of the City; and
  - (d) publicly tendered contracts or proposal calls for the provision of goods and services for the City, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by Council or City staff.

7263-2016

7263-2016

7263-2016

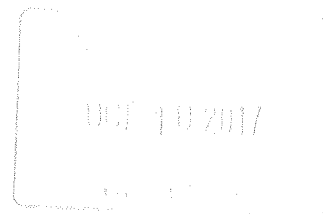
52. The provisions of Section 51(a) do not apply where a second or subsequent Public Hearing is to be held on an Official Community Plan or Zoning Bylaw or amendments to such bylaws, whichever is the case.
53. The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.
54. If the request is granted by the Corporate Officer, or by Council in the case of a consultation, the Corporate Officer will contact the delegation to confirm attendance at the requested meeting or make alternate arrangements.
55. A maximum of three delegations will be permitted at any Council or Committee meeting.
56. If a delegation wishes to appear at consecutive meetings, the delegation will be approved only if no more than two delegations are scheduled for the later meeting.
57. Delegations will be required to abide by the following general rules:
- (a) Delegations will be allowed a maximum of 10 minutes to make their presentation, excluding the time taken for questions posed by Council, unless Council or the Committee agrees to extend the time limit.
  - (b) A delegation intending to use audio and/or audio-visual equipment must advise the Corporate Officer prior to the Council meeting, on the understanding that the City will assist with, but not be responsible for, the provision of the necessary equipment;
  - (c) A delegation to Council must not speak disrespectfully of any person, and where in the opinion of the Chair, a delegation has done so, the Chair may ask the delegation to withdraw the offensive remarks;
  - (d) If the delegation refuses to withdraw remarks considered by the Chair to be offensive, or refuses to abide by the rules for delegations, or the instructions of the Chair, the Chair may terminate the presentation and direct the delegation to vacate the speaker's podium and return to the public seating area;
  - (e) Where a delegation refuses to comply with such direction, the Chair may order the expulsion and exclusion of the delegation from the meeting, as permitted in Part 5, Div 2, Sec 133(1) of the *Community Charter*.
  - (f) If the offending delegation apologizes, Council may permit the delegation to either continue their presentation or to remain in the public seating area whichever Council considers appropriate in the circumstances.
58. Delegations will be allowed a maximum of 10 minutes to make their presentation unless Council or the Committee agrees to extend the time limit.

7263-2016





Administrative Centre | 34589 DeLair Road | Abbotsford, BC | V2S 5Y1  
Tel: 604-859-7141 | Toll-free: 1-888-668-4141 | Fax: 604-852-5701



October 5, 2017

Mayor and Council  
City of Maple Ridge  
11995 Haney Place  
Maple Ridge, BC Canada V2X 6A9

Dear Mayor and Council:

Re: 2018 Budget Option: Sunday Library Openings, Summer Months

Currently, the Maple Ridge Public Library is closed to the public on Sundays outside of the regular school year. The Sunday closures encompass ten (10) Sundays each summer (late July to after the September labour day weekend).

The staffing budget for the currently closed Sundays is \$12,800.

In recognition that Sundays are popular with library customers, supported by the certainty gained through the settlement of FVRL's union contract and a review of your library's budget, we would like to provide you with the option of either:

1. Opening your library on all of the Sundays for which it is currently closed in the year, starting in 2018, onward, with NO increase in your member assessment as currently proposed for fiscal 2018\*; OR
2. Reducing your 2018 and future member assessment, by the budget value of the current Sunday closures (\$12,800).

Please advise of your selected option no later than Friday November 10<sup>th</sup>, 2017.

\*At the date of this letter, the 2018 proposed member assessment is based on the FVRL Proposed Budget Option 2, submitted by the FVRL Executive Management Team, to the FVRL Board for consideration at the September 20<sup>th</sup> Board Meeting. The FVRL Board will select a preferred budget option at its November 22nd Board meeting with the final vote to be taken at the December Board meeting.

Should you have any questions, please contact the undersigned.

Sincerely,

A handwritten signature in black ink, reading 'Scott Hargrove'. The signature is fluid and cursive, with a horizontal line drawn underneath the name.

Scott Hargrove | Chief Executive Officer  
Fraser Valley Regional Library

cc: Chief Administrative Officer