

City of Maple Ridge

**COMMITTEE OF THE WHOLE
AGENDA
November 5, 2019
1:30 p.m.
Council Chamber**

Committee of the Whole is the initial venue for review of issues. No voting takes place on bylaws or resolutions. A decision is made to send an item to Council for debate and vote or to send an item back to staff for more information or clarification before proceeding to Council. The meeting is live streamed and recorded by the City of Maple Ridge.

Chair: Acting Mayor

1. **CALL TO ORDER**
2. **ADOPTION AND RECEIPT OF MINUTES**
 - 2.1 **Minutes of the Committee of the Whole Meeting of October 22, 2019**
3. **STAFF PRESENTATIONS**
 - 3.1 **Business Planning – Capital Program 2020-2024**

Staff report dated November 5, 2019 recommending that the 2020-2024 Capital Plan be included in the 2020-2024 Financial Plan Bylaw.

4. **PUBLIC WORKS AND DEVELOPMENT SERVICES**

Note:

- *Owners and/or Agents of development applications on this agenda may be permitted to speak to their item with a time limit of 10 minutes.*
- *The following items have been numbered to correspond with the Council Agenda where further debate and voting will take place, upon Council decision to forward them to that venue.*

1101 2019-193-RZ, 12525 Blue Mountain Crescent, RS-3 to RS-2

Staff report dated November 5, 2019 recommending that Maple Ridge Zone Amending Bylaw No. 7570-2019 to rezone from RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential) to permit subdivision into two 1 acre lots be given first reading and that the applicant provide further information as described on Schedules B, E, F, G and J of the Development Procedures Bylaw No. 5879-1999, along with the information required for a Subdivision application.

1102 2018-498-RZ, 21640 124 Avenue, RS-1 to RT-2

Staff report dated November 5, 2019 recommending that Maple Ridge Zone Amending Bylaw No. 7533-2019 to rezone from RS-1 (One Family Urban Residential) to RT-2 (Ground Oriented Residential Infill) to permit construction of a Courtyard Housing project with four dwelling units be given second reading and be forwarded to Public Hearing.

1103 2019-317-DVP, 23870, 23878 and 23886 Dewdney Trunk Road and 23871 and 23863 119B Avenue

Staff report dated November 5, 2019 recommending that the Corporate Officer be authorized to sign and seal 2019-317-DVP to reduce minimum rear lot line setbacks.

1104 Award of Contract ITT-EN19-66: Installation of Pedestrian-Controlled Traffic Signal at 240 Street and McClure Avenue

Staff report dated November 5, 2019 recommending that Contract ITT-EN19-66: Installation of Pedestrian Controlled Traffic Signal at 240 Street and McClure Avenue be awarded to Fraser City Installation (1989) Ltd., that a project contingency be approval to address potential variations in field conditions and that the Corporate Officer be authorized to execute the contract.

5. CORPORATE SERVICES

1131 Award of Contract for Audit Services

Staff report dated November 5, 2019 recommending that the contract for audit services be awarded to BDO Canada LLP for a term of 4 years with an option to renew for 3 additional 4-year terms and that the Corporate Officer be authorized to execute the contract.

6. **PARKS, RECREATION & CULTURE**
7. **ADMINISTRATION (including Fire and Police)**
8. **OTHER COMMITTEE ISSUES**
9. **ADJOURNMENT**
10. **COMMUNITY FORUM**

COMMUNITY FORUM

The Community Forum provides the public with an opportunity to speak with Council on items that are of concern to them, with the exception of Public Hearing bylaws that have not yet reached conclusion.

Each person will be permitted 2 minutes to speak or ask questions (a second opportunity is permitted if no one else is sitting in the chairs in front of the podium). Questions must be directed to the Chair of the meeting and not to the individual members of Council. The total time for this Forum is limited to 15 minutes.

If a question cannot be answered, the speaker will be advised when and how a response will be given.

Council will not tolerate any derogatory remarks directed at Council or staff members.

Other opportunities are available to address Council including public hearings and delegations. The public may also make their views known to Council by writing or via email and by attending open houses, workshops and information meetings. Serving on an Advisory Committee is an excellent way to have a voice in the future of this community.

For more information on these opportunities contact:

Clerk's Department at 604-463-5221 or clerks@mapleridge.ca
Mayor and Council at mayorandcouncil@mapleridge.ca

Approved by: 
Date: Oct. 31, 2019

Space below for Clerk's Department Use Only

Checked by: adant
Date: Oct. 31, 2019

Checked by: AM
Date: Oct 31, 2019

City of Maple Ridge

COMMITTEE OF THE WHOLE MEETING MINUTES

October 22, 2019

The minutes of the meeting held on October 22, 2019 at 1:30 p.m. in Council Chamber of City Hall, 11995 Haney Place, Maple Ridge, BC.

PRESENT

Elected Officials:

Mayor M. Morden
Councillor J. Dueck
Councillor C. Meadus
Councillor G. Robson
Councillor R. Svendsen
Councillor A. Yousef

Appointed Staff

A. Horsman, Chief Administrative Officer
K. Swift, Advisor to the CAO
D. Boag, Acting General Manager Parks, Recreation & Culture
C. Carter, General Manager Planning & Development Services
D. Pollock, General Manager Engineering Services
L. Benson, Director of Corporate Administration
S. Nichols, Deputy Corporate Officer
T. Thompson, Chief Financial Officer

ABSENT

Councillor K. Duncan

Other Staff as Required

A. Kopystynski, Acting Manager of Development
W. Cooper, Planner 1
M. Baski, Planner 2
D. Hall, Planner 2
V. Richmond, Acting Director Parks & Facilities
R. MacNair, Senior Advisor, Bylaw and Licensing Services

Note: These Minutes are posted on the City website at mapleridge.ca/AgendaCenter/
Video of the meeting is posted at media.mapleridge.ca/Mediasite/Showcase

1. **CALL TO ORDER**

2. **ADOPTION AND RECEIPT OF MINUTES**

2.1 Minutes of the Committee of the Whole Meeting of October 8, 2019

It was moved and seconded

That the minutes of the October 8, 2019 Committee of the Whole Meeting be adopted.

CARRIED

3. **DELEGATIONS/STAFF PRESENTATIONS – Nil**

4. *PUBLIC WORKS AND DEVELOPMENT SERVICES*

1101 2019-239-RZ, 12610 228 Street, RS-3 to R-1

Staff report dated October 22, 2019 recommending that Maple Ridge Zone Amending Bylaw No. 7574-2019 to rezone from RS-3 (One Family Rural Residential) to R-1 (Residential District) to permit a future subdivision of approximately 8 single family residential lots be given first reading and that the applicant provide further information as described on Schedule B of the Development Procedures Bylaw No. 5879-1999, along with the information required for a Subdivision application.

M. Baski, Planner provided a summary presentation and staff answered Council questions.

It was moved and seconded

That the staff report dated October 22, 2019 titled "First Reading, Zone Amending Bylaw No. 7574-2019, 12610 228 Street" be forwarded to the Council Meeting of October 29, 2019.

CARRIED

1102 2019-268-RZ, 22340 and 22328 St. Anne Avenue and 11654 and 11664 223 Street, C-3 and RS-1 to RM-2

Staff report dated October 22, 2019 recommending that Maple Ridge Zone Amending Bylaw No. 7584-2019 to rezone from C-3 (Town Centre Commercial) and RS-1 (One Family Urban Residential) to RM-2 (Medium Density Apartment Residential) to permit future construction of an apartment building with 99 residential units be given first reading and that the applicant provide further information as described on Schedules C, D and E of the Development Procedures Bylaw No. 5879-1999.

The Acting Manager of Development provided a summary presentation and staff answered Council questions.

It was moved and seconded

That the staff report dated October 22, 2019 titled "First Reading, Zone Amending Bylaw No. 7584-2019, 22340 and 22328 St. Anne Avenue, and 11654 and 11664 223 Street" be forwarded to the Council Meeting of October 29, 2019.

CARRIED

1103 2018-105-RZ, 24145 and 24185 110 Avenue, RS-3 to RS-1d

Staff report dated October 22, 2019 recommending that Maple Ridge Official Community Plan Amending Bylaw No. 7582-2019 to adjust the areas designated Residential Low Density to amend the Conservation boundary be given first and second reading and be forwarded to Public Hearing and that Maple Ridge Zone Amending Bylaw No. 7466-2018 to rezone from RS-3 (One Family Rural Residential) to RS-1d (One Family Urban [Half Acre] Residential) to permit a future subdivision of approximately 19 residential lots be given second reading and be forwarded to Public Hearing.

W. Cooper, Planner provided a summary presentation and staff answered Council questions. She advised that the application has been revised to permit 18 residential lots rather than 19 and that the changes to the staff report will be brought forward to the October 29, 2019 Council meeting.

It was moved and seconded

That the staff report dated October 22, 2019 titled "First and Second Reading, Official Community Plan Amending Bylaw No. 7582-2019; Second Reading, Zone Amending Bylaw No. 7 466-2018, 24145 and 24185 110 Avenue" be forwarded to the Council Meeting of October 29, 2019.

CARRIED

1104 2016-246-RZ, 12111 and 12119 203 Street, RS-1 to RM-1

Staff report dated October 22, 2019 recommending that Maple Ridge Zone Amending Bylaw No. 7267-2016 to rezone from RS-1 (One Family Urban Residential) to RM-1 (Townhouse Residential) to permit the future construction of 10 townhouse units be given second reading and be forwarded to Public Hearing.

M. Baski, Planner provided a summary presentation and staff answered Council questions.

Matthew Cheng, Architect

Mr. Cheng advised on the design and the form and character of the proposed development.

It was moved and seconded

That the staff report dated October 22, 2019 titled "Second Reading, Zone Amending Bylaw No. 7267-2016, 12111 and 12119 203 Street" be forwarded to the Council Meeting of October 29, 2019.

CARRIED

1105 2019-333-DVP, 23840 River Road

Staff report dated October 22, 2019 recommending that the Corporate Officer be authorized to sign and seal 2019-333-DVP to reduce the minimum interior side lot line setback.

The Acting Manager of Development provided a summary presentation and staff answered Council questions.

It was moved and seconded

That the staff report dated October 22, 2019 titled "Development Variance Permit, 23840 River Road" be forwarded to the Council Meeting of October 29, 2019.

CARRIED

1106 2018-508-DP, 23840 River Road

Staff report dated October 22, 2019 recommending that the Corporate Officer be authorized to sign and seal 2018-508-DP to allow a microbrewery and tasting lounge under the M-3 (Business Park) zone.

It was moved and seconded

That the staff report dated October 22, 2019 titled "Development Permit, 23840 River Road" be forwarded to the Council Meeting of October 29, 2019.

CARRIED

1107 2017-367-DP, 23702 132 Avenue, Wildfire Development Permit

Staff report dated October 22, 2019 recommending that the Corporate Officer be authorized to sign and seal 2017-367-DP to allow 16 single family lots for development within the Wildfire Development Permit Area.

It was moved and seconded

That the staff report dated October 22, 2019 titled "Wildfire Development Permit, 23702 132 Avenue" be forwarded to the Council Meeting of October 29, 2019.

CARRIED

1108 Maple Ridge Highway and Traffic Amending Bylaw No. 7566-2019

Staff report dated October 22, 2019 recommending that Maple Ridge Highway and Traffic Amending Bylaw No. 7566-2019 to ban cyclists riding on sidewalks City-wide and to ensure vehicle size and weight specifications are in alignment with the most recent version of the BC Commercial Transport Regulations be given first, second and third readings.

The General Manager of Engineering Services answered Council questions.

It was moved and seconded

That the staff report dated October 22, 2019 titled "Maple Ridge Highway and Traffic Amending Bylaw No. 7566-2019" be forwarded to the Council Meeting of October 29, 2019.

CARRIED

1109 Maple Ridge Intermunicipal Business Licence Scheme Amending Bylaw No. 7572-2019

Staff report dated October 22, 2019 recommending that Maple Ridge Intermunicipal Business Licence Scheme Amending Bylaw No. 7572-2019 to add the City of Merritt and the Village of Harrison Hot Springs to the Fraser Valley Intermunicipal Business Licence Program and to expand the definition of who can purchase an Intermunicipal Business Licence be given first, second and third readings.

The Senior Advisor, Bylaw and Licensing Services provided a summary presentation and staff answered Council questions.

Note: Councillor Robson left the meeting at 2:23 p.m.

It was moved and seconded

That the staff report dated October 22, 2019 titled "Intermunicipal Business Licence Scheme Amending Bylaw No. 7572-2019" be forwarded to the Council Meeting of October 29, 2019.

CARRIED

1110 Proposed New Cannabis Retail Store at 22222 Lougheed Highway

Staff report dated October 22, 2019 recommending that the application for a non medical cannabis retail store at 22222 Lougheed Highway not be supported and that a copy of the resolution be forwarded to the Liquor and Cannabis Regulation Branch with the legislative requirements.

Note: Councillor Robson returned to the meeting at 2:25 p.m.

The Senior Advisor, Bylaw and Licensing Services provided a summary presentation and staff answered Council questions.

It was moved and seconded

That the staff report dated October 22, 2019 titled "Proposed New Cannabis Retail Store at 22222 Lougheed Highway" be forwarded to the Council Meeting of October 29, 2019.

CARRIED

1111 11830 240 Street – Request for Sanitary Service Connection Outside Urban Containment Boundary

Staff report dated October 22, 2019 recommending the request to provide a sanitary service connection to 11830 240 Street be supported and forwarded to the Greater Vancouver Sewerage and Drainage District Board for consideration.

It was moved and seconded

That the staff report dated October 22, 2019 titled "11830 240 Street - Request for Sanitary Service Connection Outside Urban Containment Boundary" be forwarded to the Council Meeting of October 29, 2019.

CARRIED

1112 13179 224 Street – Request for Sanitary Service Connection Outside Urban Containment Boundary

Staff report dated October 22, 2019 recommending the request to provide a sanitary service connection to 13179 224 Street be supported and forwarded to the Greater Vancouver Sewerage and Drainage District Board for consideration.

It was moved and seconded

That the staff report dated October 22, 2019 titled "13179 224 Street - Request for Sanitary Service Connection Outside Urban Containment Boundary" be forwarded to the Council Meeting of October 29, 2019.

CARRIED

5. CORPORATE SERVICES – Nil

6. *PARKS, RECREATION & CULTURE*

1151 Maple Ridge Secondary School/Merkley Park Hammer and Discus Throw Facility Construction and Operating Agreements

Staff report dated October 22, 2019 recommending that the construction and operating agreements for Maple Ridge Secondary School/Merkley Park Hammer Throw Facility be approved and that the Corporate Officer be authorized to execute the contracts.

It was moved and seconded

That the staff report dated October 22, 2019 titled "Maple Ridge Secondary School/Merkley Park Hammer and Discus Throw Facility Construction and Operating Agreements" be forwarded to the Council Meeting of October 29, 2019.

CARRIED

1152 Maple Ridge Secondary School (MRSS)/Merkley Park Hammer and Discus Throw Facility Construction - Award of Contract

Staff report dated October 22 2019 recommending that Contract ITT-PL19-51: Construction of Hammer and Discus Throw Facility at Merkley Park be awarded to Cedar Crest Lands (BC) Ltd., that a contingency be authorized and that the Corporate Officer be authorized to execute the contract.

It was moved and seconded

That the staff report dated October 22, 2019 titled "Maple Ridge Secondary School (MRSS)/Merkley Park Hammer and Discus Throw Facility Construction - Award of Contract" be forwarded to the Council Meeting of October 29, 2019.

CARRIED

7. *ADMINISTRATION (including Fire and Police) – Nil*

8. *OTHER COMMITTEE ISSUES – Nil*

9. *ADJOURNMENT – 2:58 p.m.*



TO: His Worship Mayor Michael Morden **MEETING DATE:** November 5, 2019
and Members of Council
FROM: Chief Administrative Officer **MEETING:** C o W
SUBJECT: Business Planning – Capital Program 2020-2024

EXECUTIVE SUMMARY:

The Capital Program is the first business plan as part of Council's 2020-2024 Business Planning deliberations. In approximately two weeks, Council will receive departmental business plan presentations from staff. The 2020-2024 Business Planning material for those meetings will be sent out earlier than a typical Council meeting due to the quantity of material.

The business plan for the Capital Program for 2020-2024 includes the capital projects planned for the next 5 years and a summary of the capital program funding sources.

RECOMMENDATION:

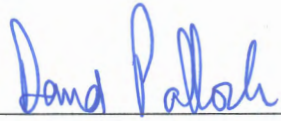
That the 2020-2024 Capital Plan be included in the 2020-2024 Financial Plan Bylaw to be brought forward following the 2020-2024 Business Planning deliberations.

DISCUSSION:

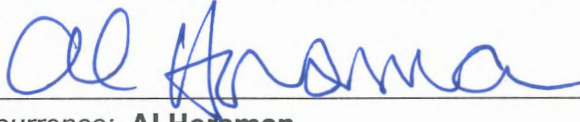
The proposed Business Plan for the 2020-2024 Capital Program is attached to this report.


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


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



Approved by: **David Pollock, PEng.**
General Manager Engineering Services



Concurrence: **Al Horsman**
Chief Administrative Officer

Attachments:
(A) Capital Program Business Plan 2020-2024

City of Maple Ridge

Capital Program

Business Plan 2020 – 2024

Departmental Overview

The Capital Planning Committee compiles and prepares the Capital Program, coordinates project information for the Long-Term Capital Program (20 years) with priority given to the upcoming five-year timeframe. The Committee provides staff support with respect to capital information enquiries and/or requests, maintains the integrity of the data in the corporate business system for long-term capital programming.

Capital Planning Committee Members

- Trevor Thompson (Chief Financial Officer), Chair
- Andres Lazzo-Hild (Financial Analyst)
- Christina Crabtree (Chief Information Officer)
- David Boag & Valoree Richmond (Director Parks & Facilities)
- David Pollock & Engineering Managers (Director of Engineering)
- Howard Exner (Fire Chief)
- James Storey & Superintendents (Director of Engineering Operations)

Strategic Alignment

The Capital Program is the City's long-term plan to meet the infrastructure needs of its citizens, both present and future. It shows how the City plans to construct, acquire, expand, rehabilitate and replace its capital assets over the next 20 years. The longer time horizon promotes better use of the City's financial resources and strengthens coordination with private development.

Each year, the Capital Planning Committee reviews the first five years of the Capital Program in detail to account for changes in priority and direction. This confirms that capital projects including the funding and timing are still relevant. The Committee also ensures that the program supports the:

- | | |
|---------------------------------------|--|
| ▪ Corporate Strategic Plan | ▪ Financial Sustainability Plan Policy |
| ▪ Official Community Plan (OCP) | ▪ Infrastructure Sustainability Plan |
| ▪ Transportation Master Plan | ▪ Fire Department Master Plan |
| ▪ Water Master Servicing Plan | ▪ Sewer Master Servicing Plan |
| ▪ Storm Sewer (drainage) Plans | ▪ Facility Lifecycle Assessments |
| ▪ Asset Management Plan (in progress) | |

The Capital Program is then endorsed by the Corporate Management Team (CMT) before Council approves it through adopting the Financial Plan.

The Capital Planning Committee's challenge is to develop a long term strategy which ensures that the City's infrastructure meets the community's needs, now and in the future. This strategic planning is guided by five principles:

Multi-Year Perspective

This helps avoid dangerous practices such as balancing the budget by repeatedly using one-time sources of revenue, deferring current costs to the future and ignoring the long-range lifecycle costs of a liability.

Lifecycle Costs and Reserves

Recognize lifecycle impact of aging assets, infrastructure, facilities and systems. The Committee must not only consider current operating expenses, but repairs and replacement in the future. Capital expenditures should be closely coordinated with the operating budget. This principle is explained in more detail in the Financial Sustainability Plan Policy.

Revenue and Expense Analysis

Revenue and expense analysis is considered a critical best practice by financial experts. Other financial indicators are also taken into account when making budgetary decisions. An overview of the City's Revenues and Expenditures and funding strategies for the Capital Program can be found in the annual Financial Plan Overview Report.

Forecasting Assumptions and Methodologies

Besides addressing asset management and financial reporting requirements, documenting the assumptions behind revenue and expense forecasts and methodology used is essential for full disclosure, discussion and critical review. It is also invaluable for training, record-keeping and succession.

Commitment, Diligence and Perseverance

Beyond these principles, support from leadership and strong organizational commitment to improve Asset Management Practices exists. The Corporate Management Team directs the development of policies and practices to achieve infrastructure sustainability. The City continues to focus on a viable, equitable and sustainable investment in infrastructure to continue to service the community.

Business Perspective/Environmental Scan

Grant funding from senior levels of government is an important component of the capital program. If funding programs don't materialize, projects are unlikely to progress.

Ongoing Deliverables

Action Item	Status or Outcome (Optional):
Replace Infrastructure	<ul style="list-style-type: none">▪ Update the infrastructure deficit funding projections annually, taking into account changes in asset inventory, useful life expectations, replacement cost projections and funding levels.▪ Advocate senior levels of government for ongoing secure funding for infrastructure.▪ Continue to explore funding alternatives (Grants & Development).
Project Management	<ul style="list-style-type: none">▪ Monitor and report project spending.▪ Monitor and report on status of projects including rationale for projects that are not proceeding.

Prior Years' Deliverables

Action Item	Status or Outcome	% Complete (and ETA if not 100%)
Support development and ongoing use of an Asset Management (AM) Plan	Development of an Asset Management Plan is in progress	Ongoing

New Deliverables for 2020 (*highlights only*) – Any incomplete items from prior years may also form part of the workplan.

Action Item	Lead	ETA
Replace existing infrastructure when it nears the end of its useful life. (or earlier for critical infrastructure)	All Departments	Ongoing

Measures/Outcomes

- None.

Action Item	Lead	ETA
Complete projects on time and on budget.	All Departments	Ongoing

Measures/Outcomes

- Actual spending on completed projects vs. original approved budget.
- Reduce percentage of Capital Program not started in year planned.

Operating Budget

- Operating costs associated with new capital projects are provided for in the departmental business plans in keeping with the business planning guidelines.

Incremental Packages

- None, funding through property taxation is increasing to fund the infrastructure deficit, drainage improvements and Parks and Recreation facilities. The additional of Community Amenity Charges (CACs) provides capital funding for specific purposes (such as recreation facilities and synthetic fields) that did not previously exist.

Capital Budget

- The Capital Planning Committee reviews and prioritizes the Capital Program which is in turn reviewed and endorsed by the CMT. The recommended Capital Program project listing is included as an appendix to this plan.

Information Technology

- Technology-related capital projects are presented in the Information Technology Steering Committee.

Performance Measures/Indicators

The City tracks our performance in a number of ways. Some of the measures are tracked using Performance Reporting Scorecards which appear in the City's performance system. The scorecards for this area are listed below. Full scorecards can be found under the Scorecards tab in your binder.

To access the “live” scorecard, visit mapleridge.ca/787 and use the Scorecard Lookup tool.

<u>Code</u>	<u>Scorecard (on following pages)</u>	<u>Why this Scorecard is important to this department:</u>
FM03	Capital Works Program	Compares capital program budgets against actual expenditure, which gives an indication how accurate budgets and how predictable market prices are. This increases effective allocation of resources.
FM01	Best Practices in Infrastructure Management	Compares spending on infrastructure rehabilitation and replacement to annual funding required to sustain the current infrastructure. Council has a long term strategy in place to increase funding over time to ensure that infrastructure nearing end of life can be replaced.

Appendices

- Appendix I – 2020 - 2024 Proposed Capital Plan (Summary)
- Appendix II – 2020 - 2024 Reserve Projections
- Appendix III – 2020 - 2024 Proposed Capital Plan

Appendix I – 2020 - 2024 Proposed Capital Plan (Summary)

Proposed Capital Spending by Category (All \$ in Thousands)

Section	2020	2021	2022	2023	2024
Government	794	1,180	370	1,120	510
Technology	960	1,098	1,721	3,073	2,060
Protective Fire	630	462	476	490	505
Protective Police	58	160	10	10	10
Parks	529	3,485	1,045	305	305
Highways	15,195	13,519	12,256	9,531	9,048
Drainage	2,564	2,669	3,356	3,562	3,852
Sewage	6,336	2,841	1,321	2,516	2,191
Water	7,040	5,670	3,450	2,370	5,645
Grand Total	34,107	31,084	24,005	22,977	24,126

Proposed Capital Funding Sources (All \$ in Thousands)

Fund Group	2020	2021	2022	2023	2024
General Revenue	2,155	4,381	3,323	3,910	1,385
Capital Works Reserve	382	350	150	150	150
Development Cost Charges	4,360	7,913	4,344	498	148
Drainage Improvement Levy	1,381	1,753	2,099	2,000	2,200
Equip Replacement Reserve	3,207	2,354	1,872	3,018	2,912
Fire Dept Capital Reserve	119	136	195	254	313
Gaming	200	200	200	200	200
Grants, LAS, 3rd Parties	1,081	1,047	1,002	1,002	1,002
Infrastructure Sustainability Reserve	5,032	5,461	6,044	6,712	7,518
Parkland Acquisition Reserve	200	200	200	200	200
Police Services Reserve	56	128	8	8	8
Recycling Reserve	60	380	80	230	220
Reserve for Committed Projects	1,720	150	100	50	-
Sewer Capital	5,333	2,028	989	2,138	2,000
Surplus	500	-	-	-	-
Translink	2,243	1,143	1,150	400	400
Water Capital	6,004	3,440	2,248	2,209	5,470
Park & Rec Master Plan	75	20	-	-	-
Grand Total	34,107	31,084	24,005	22,977	24,126

Appendix II – 2020 - 2024 Reserve Projections

Capital Works Reserve

The Capital Works Reserve Fund is intended to assist with funding capital projects, especially those that cannot be funded from development revenues. Generally, this reserve builds funds for large projects and is then drawn down. Each year, a percentage of general taxation is added to this account along with a portion of the proceeds from land sales and other fixed amounts. Projections of the demands on this account are also prepared. It has been Council's policy to keep a minimum reserve balance of 10% of the prior year's property taxes in this account, to assist with unforeseen and uninsurable events.

Capital Works Reserve Projection

<i>\$ in thousands</i>	2019	2020	2021	2022	2023	2024
Opening Balance	8,793	9,648	11,846	12,475	14,637	16,492
2018 Approved Capital (in progress)	(8,116)					
Add Back: PY spend	3,996					
Inflows						
Annual Transfer	701	836	901	953	1,004	1,058
Contribution Timing Adjustment	(350)					
Land Sales Proceeds	4,000					
Repayment Pool Reno	870	870	870	870	870	870
Total Inflows	5,221	1,706	1,771	1,823	1,874	1,928
Outflows						
Planned Capital Expenditures	(150)	(382)	(350)	(150)	(150)	(150)
Balance of GCF funded capital	(96)	874	(792)	489	131	2,855
Total Outflows	(246)	492	(1,142)	339	(19)	2,705
Estimated Ending Balance	9,648	11,846	12,475	14,637	16,492	21,125
Min Reserve (10% PY Taxes)	7,631	8,028	8,460	8,921	9,402	9,905
Unencumbered Balance	2,018	3,819	4,015	5,716	7,089	11,218

Appendix II – 2020 - 2024 Reserve Projections

Fire Department Capital Acquisition Reserve

Each year a portion of general taxation is transferred to the reserve to build the financial capacity required to respond to increasing the fire protection capacity needed as the community grows. The project to construct Fire Hall No. 4 is now in the early stages and this reserve will be used to pay a portion of the costs directly as well as repay the associated debt.

Fire Department Capital Acquisition Reserve Projection

<i>\$ in thousands</i>	2019	2020	2021	2022	2023	2024
Opening Balance	10,385	399	1,153	2,033	3,001	4,062
2018 Approved Capital (in progress)	(12,713)					
Add Back: PY spend	1,066					
Inflows						
GRF Annual Transfer	1,711	1,853	1,996	2,143	2,295	2,453
Surplus Repayments (2020-2023)		(180)	(180)	(180)	(180)	
Outflows						
Planned Capital Expenditures	(50)	(119)	(136)	(195)	(254)	(313)
Debt Repayments	-	(800)	(800)	(800)	(800)	(800)
Estimated Ending Balance	399	1,153	2,033	3,001	4,062	5,402

Fire Department Equipment Replacement Reserve

The recognition of an appropriate level of funding to provide for growth would not be complete without a discussion around how we intend to replace those assets. Replacement of fire equipment is funded through this reserve. Fire trucks are often kept for 20 years and this reserve will build over time to address the scheduled replacements.

Fire Department Equipment Replacement Reserve Projection

<i>\$ in thousands</i>	2019	2020	2021	2022	2023	2024
Opening Balance	2,841	1,238	1,865	2,744	3,739	4,855
2018 Approved Capital (in progress)	(2,226)					
Add Back: PY spend	2					
Inflows						
GRF Annual Transfer	824	939	1,054	1,176	1,302	1,431
Outflows						
Planned Capital Expenditures	(203)	(312)	(175)	(181)	(186)	(192)
Estimated Ending Balance	1,238	1,865	2,744	3,739	4,855	6,094

Appendix II – 2020 - 2024 Reserve Projections

Infrastructure Sustainability

Beginning in 2008, Council directed an annual tax increase of 1% to go toward infrastructure sustainability. This helps with major rehabilitation and replacement of the City's assets which currently have a replacement value estimated in excess of \$1.6 billion. An increase of 0.70% is planned for 2019 through 2021 and 0.90% for 2022 and 2023. The table below illustrates the inflows generated from general taxation and how it has been allocated. Inflows from the Core Reserve are allocated to maintaining those facilities related to the Town Centre project.

If we look only at the roads component of our infrastructure, the historic annual amount spent on repaving roads is a fraction of what is required to maintain their condition. Over the past number of years we have been able to increase the annual amount dedicated to road maintenance and, as a result, we are seeing positive results in the condition of our roads, though further funding is needed to close the gap between current and recommended funding levels. This funding gap results in deferred maintenance which translates into larger future expenditures to resurface or perhaps even reconstruct roads.

As we are several years into this funding model, the amounts dedicated to infrastructure are making an impact; however, we are still a very long way away from dedicating the estimated \$30 million needed each year to fund the replacement of our infrastructure. The average condition of our assets will continue to worsen until we build the funding up to \$30 million.

Depending on the scope of projects required, one year's allocation may not meet the funding requirements. In these cases, funding may be held over until enough has accumulated to allow the works to proceed, or borrowing may be considered. The charts highlight the impact that the property tax increases have had on the infrastructure deficit.

Infrastructure Sustainability Allocation of Funding

<i>\$ in thousands</i>	2020	2021	2022	2023	2024
Inflows					
Property Taxes Prior Year	5,860	5,860	5,860	5,860	5,860
Property Tax Increase	603	1,239	2,100	3,007	4,069
Gaming Funds	550	550	550	550	550
Total Inflows	7,013	7,649	8,510	9,417	10,479
Allocations					
Building Infrastructure Planned	1,290	1,440	1,590	1,740	1,890
Fire Dept - Equipment Replacement	450	525	600	675	750
Highways ISR Capital Planned	4,086	4,375	4,888	5,450	6,167
Drainage Capital Planned	1,100	1,215	1,330	1,445	1,560
Major Equipment/Systems Reserve	87	94	102	107	112
Total Allocations	7,013	7,649	8,510	9,417	10,479
Estimated Ending Balance	-	-	-	-	-

Appendix II – 2020 - 2024 Reserve Projections

Capital Funded by Others

The Capital Program includes \$1 million of funding each year as a placeholder for Local Area Services that property owners may petition the City to construct. The cost of these local improvements is typically recovered over 15 years as a separate charge included on the property tax bills of benefiting properties. In addition, grants or other external funding is planned over the next five years. Projects will be re-evaluated if funding is not secured. The percentage of the project cost that is covered by contributions from others (CFO) is noted in the detailed project listing.

Capital Funded by Others				
(\$ in thousands)	CFO %	2020	2021	2022
117 Ave (Laity to 207) Corridor Improvements	51%	1,630	-	-
118 Ave (230 - 231)	20%	-	75	350
227 Street Multi-Use Pathways (Abernethy Way to DTR)	50%	-	100	1,500
232 St (116 - Slager) Multi-Use Pathways And Road Upgrade	3%	2,500	-	-
Abernethy (231 - 232) Construction	50%	-	1,500	-
Cycling Improvements	50%	500	500	500
Fern Cres at 129 Ave - Bridge	39%	952	-	-
Front Counter Kiosk Expansion	20%	-	150	-
Hammond Road Multi-Use Pathways (West Street to 203 Street)	50%	1,575	-	-
Pedestrian Improvements	38%	400	400	400
RCMP - Furniture Replacement	20%	10	10	10
RCMP - Main Building Renovation (Interview Room)	20%	8	-	-
RCMP Detachment Minor Renovation	20%	40	-	-
Total		7,615	2,735	2,760

Appendix III – 2020 - 2024 Proposed Capital Plan
(All \$ in Thousands)

Section > Projects	2020	2021	2022	2023	2024
Government	794	1,180	370	1,120	510
City Office Renos & Equip (Various Locations)	232	200	-	-	-
Equip Purch - GPS and Robotic Total Station	-	60	-	-	-
Minor Capital - City	100	100	100	100	100
Minor Capital - Engineering	15	15	15	15	15
Minor Capital - Gen Government	15	15	15	15	15
Minor Capital - Town Centre	100	100	100	100	100
New Parking Officer Vehicle	32	-	-	-	-
Operations Centre - Fuel Island Replacement	-	-	-	600	-
Operations Centre - Vehicle For New Electrician	45	-	-	-	-
Operations Centre - Works Yard Security	100	-	-	-	-
Recycling Collection Equipment	60	80	80	230	100
Recycling Collection Truck - Semi-Auto, Hydraulic Lift	-	300	-	-	-
Recycling Depot - Site Upgrade, paving, expansion of covered area	-	-	-	-	120
Vehicle for New CSO's	35	-	-	-	-
Works Yard Paving Phase 2	-	250	-	-	-
Workstation/Desktop Replacement	60	60	60	60	60
Technology	960	1,098	1,721	3,073	2,060
Agenda Manager Software	75	-	-	-	-
Archival Storage Array	-	200	-	-	-
Asset Management	-	-	500	500	-
Build Up Test and Development Environment	50	-	-	50	-
Disaster Recovery Infrastructure	-	-	-	97	-
Enterprise System Replacement (Financial and HRIS)	-	-	250	750	500
Equipment Replacement - IT	435	518	711	1,072	1,360
Fibre Extensions (various)	150	150	150	150	150
Infrastructure Growth	50	50	50	50	50
Laserfische License Increase	45	-	-	-	-
Main Hall Cable Plant	-	-	-	150	-
Online Recruiting Application	50	-	-	-	-
Public Access Community Kiosks	-	-	-	39	-
Security Review and Remediation Program	15	15	60	15	-
Server Growth Increment	-	-	-	75	-
Sign RFID Video Inventory	75	-	-	-	-
Storage Infrastructure Expansion	-	125	-	125	-
Upgrade Live Streaming Infrastructure	-	40	-	-	-
Wireless Hardware and Software Infrastructure	15	-	-	-	-
Protective Fire	630	462	476	490	505
ECOMM Radio	514	462	476	490	505

Appendix III – 2020 - 2024 Proposed Capital Plan

(All \$ in Thousands)

Section > Projects	2020	2021	2022	2023	2024
Hall 3 Cascade System Upgrade	35	-	-	-	-
Portable Gas Detection	82	-	-	-	-
Protective Police	58	160	10	10	10
Front Counter Kiosk Expansion (CFO 20%)	-	150	-	-	-
RCMP - Furniture Replacement (CFO 20%)	10	10	10	10	10
RCMP - Main Building Renovation (Interview Room) (CFO 20%)	8	-	-	-	-
RCMP Detachment Minor Renovation (CFO 20%)	40	-	-	-	-
Parks	529	3,485	1,045	305	305
Albion Community Centre Equipment	75	20	-	-	-
Golden Ears Winter Club Net and Lighting Improvements	49	-	-	-	-
Greenbelt Acquisition	200	200	200	200	200
Minor Capital - Gen Rec	30	30	30	30	30
Minor Capital Parks Improvements	75	75	75	75	75
Recreation Infrastructure	100	750	-	-	-
Silver Valley - S of 235 and Larch	-	-	740	-	-
South Haney Park (230 and 113) Acquisition	-	2,410	-	-	-
Highways	15,195	13,519	12,256	9,531	9,048
102 Ave at 240 St East	-	600	-	-	-
116 Ave Urban Road Upgrade 203 to Warsley	-	-	-	1,000	-
117 Ave (Laity to 207) Corridor Improvements (CFO 50%)	1,630	-	-	-	-
118 Ave (230 - 231) (CFO 20%)	-	75	350	-	-
123 Ave Corridor - 203 to Laity Construction	-	600	-	-	-
123 Ave Corridor - Laity to 216 Reconstruction Design	200	-	-	-	-
123 Ave Corridor - Laity to 216 Reconstruction Phase 1	-	600	-	-	-
132 Ave (Balsam - 236) - Fern Crescent Construction	-	1,500	-	-	-
210 St 200m N of 128 Road and Drainage Improvements	150	358	1,000	-	-
224 St at 124 Ave - Intersection Safety Improvements	100	800	-	-	-
224 St at 132 Ave (N Alouette Bridge) Replacement	-	350	3,150	-	-
227 Street Multi-Use Pathways (Abernethy Way to DTR) (CFO 50%)	-	100	1,500	-	-
232 St (116 - Slager) Multi-Use Pathways And Road Upgrade (CFO 3%)	2,500	-	-	-	-
240 St (Dewdney - 124) Design	-	-	-	-	200
Abernethy (231 - 232) Construction (CFO 50%)	-	1,500	-	-	-
Abernethy Extension Conceptual Design (232 - 256 St)	300	-	-	-	-
Access Culverts	22	22	22	22	22
Bridge Repairs Structural Upgrade	150	150	150	150	150
Cycling Improvements (CFO 50%)	500	500	500	500	500
Dewdney Trunk at Burnett Ped Signal	-	200	-	-	-
Dunn Ave and West Intersection Improvements	-	-	150	-	-

Appendix III – 2020 - 2024 Proposed Capital Plan
(All \$ in Thousands)

Section > Projects	2020	2021	2022	2023	2024
Emergency Traffic Pre-Empt	50	50	50	50	50
Equip Purch - Asphalt Patcher	165	-	-	-	-
Equip Replacement - Fleet	2,400	1,600	920	1,700	1,300
Fern Cres at 129 Ave - Bridge (CFO 39%)	952	-	-	-	-
Hammond Road Multi-Use Pathways (West Street to 203 Street) (CFO 50%)	1,575	-	-	-	-
Local Area Service - Road (CFO 100%)	250	250	250	250	250
Pavement Management	250	-	-	-	-
Pedestrian Improvements (CFO 38%)	400	400	400	400	400
Pedestrian Safety and Access Improvement	100	100	100	100	100
Private Driveway Crossings	7	7	7	7	7
Road Rehabilitation Program	2,873	2,937	2,886	4,532	5,248
Sidewalk Replacement	90	90	90	90	90
Street Lighting Upgrade Program	300	500	500	500	500
Streetlight Pole Replace Program	50	50	50	50	50
Traffic Calming Program	80	80	80	80	80
Traffic Signal Replacements	100	100	100	100	100
Drainage	2,564	2,669	3,356	3,562	3,852
287 St (Storm Main at Watkins - Const)	100	-	-	-	-
Culvert Replacement Program	450	450	450	450	450
Drainage Replacement Program	525	665	405	840	930
Drainage Upgrade Program	1,217	1,282	2,229	1,700	2,200
Local Area Service - Drain (CFO 100%)	250	250	250	250	250
Princess St Drainage Pumping Station	-	-	-	300	-
Private Storm Sewer Connections	23	23	23	23	23
Sewage	6,336	2,841	1,321	2,516	2,191
123 Ave (227 - 228)	300	-	-	-	-
136 Ave (at Foreman) Pump Station Upgrade	-	-	80	-	-
208 St Sewage Station Replacement	-	-	-	100	1,000
225 St at Royal Crescent	250	-	-	-	-
225 St Forcemain and PS Upgrade - Phase 4	1,000	1,000	-	-	-
225 St PS Emergency Overflow	100	500	-	-	-
227 Street at 124 Avenue	70	-	-	-	-
228 St, 123 Ave - North of Purdey	400	-	-	-	-
240 St Sewer Upgrades (109 Ave to S of Bridge)	600	-	-	-	-
DTR Sanitary Main Replacement 216 - 222	550	-	-	-	-
Haney Bypass W of Kanaka Way (TS12-TS13)	-	-	-	650	-
JRW Forcemain (Fairgrounds to River Road)	600	-	-	-	-
Local Area Service - Sewer (CFO 100%)	250	250	250	250	250
Lougheed, (220 to Carshill)	-	250	-	-	-

Appendix III – 2020 - 2024 Proposed Capital Plan
(All \$ in Thousands)

Section > Projects	2020	2021	2022	2023	2024
Meadow Brook Sewage Station Replacement	-	-	-	300	-
Network Analysis and Planning (Sewage)	75	50	-	-	-
Private Sewer Connections	41	41	41	41	41
Sanitary Master Planning	-	-	150	-	-
SCADA Replacement Program	100	100	100	100	100
Sewage System Rehab and Replacement	600	650	700	750	800
Sewer SE of Leisure Centre	-	-	-	25	-
Steeves Sewage Pump Station Replacement	-	-	-	300	-
Steeves, (118 Ave to River Road)	400	-	-	-	-
Tamarack Lane Pump Station Replacement	1,000	-	-	-	-
Water	7,040	5,670	3,450	2,370	5,645
124 Ave (Laity St - 216 St) Watermain Replacement	-	-	-	-	1,200
216 St (124 - 128) Watermain Replacement	-	1,300	-	-	-
232 at 136 PS – 175m HP Connection	-	2,000	-	-	-
232 St (132) PRV Replacement	350	-	-	-	-
232 St 122 Ave to 124 Ave Watermain Replacement	750	-	-	-	-
236 St Pump Station Upgrade	800	-	-	-	-
240 St and 136 Ave W to Forest at Granite Way Construction	275	-	-	-	-
240 St, (Kanaka Way to 112 Ave)	-	-	280	-	-
256 St Reservoir Tank Replacement	-	-	-	-	2,000
25900 124 Ave Pressure Zone Bleed	100	-	-	-	-
263 St Reservoir Expansion Construction	1,100	-	-	-	-
270A St Reservoir Replacement	-	-	1,500	-	-
CL2 Equipment Replacement Program	50	50	50	50	50
Drinking Water Master Planning	-	-	-	150	-
DTR 246-248	-	-	-	-	600
DTR, 216 St to 222 St Watermain Replacement	2,000	-	-	-	-
Dunn Ave (Maple Meadows Way - West St)	-	400	-	-	-
Flow and Pressure Monitoring At PRVs	50	50	50	50	50
Gas Detectors - Sewer	15	-	-	-	-
Grant Mountain Reservoir Twinning	-	-	-	500	-
Local Area Service - Water (CFO 100%)	250	250	250	250	250
Private Water Connections	410	410	410	410	410
SCADA access equipment for Water Department	-	-	-	-	50
Secondary Operations Site Facility	60	50	50	50	50
Seismic Upgrade Program	150	150	150	150	150
Steeves, 118 to 117	-	200	-	-	-
Water Pump Station Upgrades	60	60	60	60	60
Water Remote Security Program	50	50	50	50	50
Water Reservoir Upgrades	50	50	50	50	50

Appendix III – 2020 - 2024 Proposed Capital Plan
(All \$ in Thousands)

Section > Projects	2020	2021	2022	2023	2024
Water Sampling Equipment	-	-	-	-	25
Water System Capacity Upgrades	400	-	-	-	-
Water System Improvement Program	50	50	50	50	50
Watermain Replacement Program	50	450	500	550	600
Whonnock Well Inspection & Repairs	20	150	-	-	-
Grand Total	34,107	31,084	24,005	22,977	24,126

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: First Reading
Zone Amending Bylaw No. 7570-2019;
12525 Blue Mountain Crescent

MEETING DATE: November 5, 2019
FILE NO: 2019-193-RZ
MEETING: C o W

EXECUTIVE SUMMARY:

An application has been received to rezone the subject property, located at 12525 Blue Mountain Crescent, from RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential), to permit a future subdivision into two 1 acre lots. To proceed further with this application additional information is required as outlined below.

Pursuant to Council policy, this application is subject to the Community Amenity Contribution Program, where a voluntary contribution will be requested for one additional lot, as the original is exempt.

RECOMMENDATIONS:

1. That Zone Amending Bylaw No. 7570-2019 be given first reading; and
2. That the applicant provide further information as described on Schedules B, E, F, G, J of the Development Procedures Bylaw No. 5879-1999, along with the information required for a Subdivision application.

DISCUSSION:

a) Background Context:

Owner/Applicant: Sylvia Vanderkuip
Legal Description: Lot 4, District Lot 6881, New Westminster District Plan
NWP34391

OCP:

Existing: SUBRES (Suburban Residential)
Proposed: SUBRES (Suburban Residential)

Zoning:

Existing: RS-3 (One Family Rural Residential)
Proposed: RS-2 (One Family Suburban Residential)

Surrounding Uses:

North: Use: Single Family Residential
Zone: RS-3 (One Family Rural Residential)
Designation: Suburban Residential

South:	Use:	Single Family Residential
	Zone:	RS-3 (One Family Rural Residential)
	Designation:	Suburban Residential
East:	Use:	Single Family Residential
	Zone:	RS-3 (One Family Rural Residential)
	Designation:	Suburban Residential
West:	Use:	Single Family Residential
	Zone:	RS-2 (One Family Suburban Residential)
	Designation:	Suburban Residential
Existing Use of Property:		Rural Residential
Proposed Use of Property:		Suburban Residential
Site Area:		1.14 HA. (2.81 acres)
Access:		Blue Mountain Crescent
Servicing requirement:		Rural Standard

b) Site Characteristics:

The subject property located at 12525 Blue Mountain Crescent is approximately 1.14 ha. (2.81 acres) in area, within the Rothsay neighbourhood. The subject property has several treed areas, moderate to steep slopes, with Cooper Creek running north-south in the rear (west), and a pond in the north-west corner. The area is a rural area, and the subject property is therefore not connected to city services.

c) Project Description:

The applicant is proposing to subdivide the property into two one acre properties, while dedicating parkland around the Creek (see Appendices A and B). The setbacks for Cooper Creek are determined to be 30m from top of bank for the main channel along the west side of the property, and 15m for the tributary along the north side of the property. The current survey does not correctly reflect the setback, as it appears to provide setback from the creek center line. A Qualified Environmental Professional (QEP) will be required to identify the correct location of top of bank, which should then be reflected on the survey.

When rezoning from RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential), the applicant, as a standard, will be required to connect to City Water. The engineered design will be submitted in the civil engineering plans after first reading, for a detailed analysis.

At this time the current application has been assessed to determine its compliance with the Official Community Plan (OCP) and provide a land use assessment only. Detailed review and comments will need to be made once full application packages have been received. A more detailed analysis and further reports will be required prior to second reading. Such assessment may impact proposed lot boundaries and yields, OCP designations and Bylaw particulars, and may require application for further development permits.

d) Planning Analysis:

Official Community Plan:

The development site is currently designated *Suburban Residential*. For the proposed development no OCP amendment will be required to allow the proposed RS-2 (One Family Suburban Residential) zoning.

Zoning Bylaw:

The current application proposes to rezone the property located at 12525 Blue Mountain Crescent from RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential) (see Appendix C) to permit future subdivision into two lots (see Appendix D). The minimum lot size for the current zone is 5 acres (2 ha. when on well water, and the minimum lot size for the proposed RS-2 zone is 1 acre (0.4 ha).

Any variations from the requirements of the proposed zone will require a Development Variance Permit application.

Development Permits:

Pursuant to Section 8.9 of the OCP, a Watercourse Protection Development Permit application is required for all developments and building permits within 50 metres of the top of bank of all watercourses and wetlands. The purpose of the Watercourse Protection Development Permit is to ensure the preservation, protection, restoration and enhancement of watercourse and riparian areas.

Pursuant to Section 8.10 of the OCP, a Natural Features Development Permit application is required for all development and subdivision activity or building permits for:

- All areas designated Conservation on Schedule "B" or all areas within 50 metres of an area designated Conservation on Schedule "B", or on Figures 2, 3 and 4 in the Silver Valley Area Plan;
- All lands with an average natural slope of greater than 15 %;
- All floodplain areas and forest lands identified on Natural Features Schedule "C"

to ensure the preservation, protection, restoration and enhancement of the natural environment and for development that is protected from hazardous conditions.

Pursuant to Section 8.12 of the OCP, a Wildfire Development Permit application is required for all development and subdivision activity identified in wildfire risk areas. The purpose of the Wildfire Development Permit is for the protection of life and property in designated areas that could be at risk for wildland fire; and where this risk may be reasonably abated through implementation of appropriate precautionary measures. The subject property is located within the Wildfire Development Permit Area, identified on Map 1 in Section 8.12 of the Official Community Plan. Prior to second reading a Registered Professional Forester's Report will be required to determine wildfire mitigation requirements.

e) Interdepartmental Implications:

In order to advance the current application, after first reading, comments and input, will be sought from the various internal departments and external agencies listed below:

- a) Engineering Department;
- b) Operations Department;
- c) Fire Department;
- d) Building Department;
- e) Parks Department;
- f) School District; and
- g) Canada Post.

The above list is intended to be indicative only and it may become necessary, as the application progresses, to liaise with agencies and/or departments not listed above.

This application has not been forwarded to the Engineering Department for comments at this time; therefore, an evaluation of servicing and site access requirements have not been undertaken. We anticipate that this evaluation will take place between first and second reading.

f) Development Applications:

In order for this application to proceed the following information must be provided, as required by *Development Procedures Bylaw No. 5879-1999* as amended:

1. A complete Rezoning Application (Schedule B);
2. A Development Variance Permit (Schedule E);
3. A Watercourse Protection Development Permit Application (Schedule F);
4. A Natural Features Development Permit Application (Schedule G);
5. A Wildfire Development Permit Application (Schedule J); and
6. A Subdivision Application.

The above list is intended to be indicative only, other applications may be necessary as the assessment of the proposal progresses.

CONCLUSION:

The development proposal is in compliance with the OCP, therefore, it is recommended that Council grant first reading subject to additional information being provided and assessed prior to second reading.

It is recommended that Council not require any further additional OCP consultation.

The proposed layout has not been reviewed in relation to the relevant bylaws and regulations governing subdivision applications. Any subdivision layout provided is strictly preliminary and must be approved by the Approving Officer.

“Original signed by Therese Melser”

Prepared by: **Therese Melser**
Planning Technician

“Original signed by Adrian Kopystynski” for

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

“Original signed by Christine Carter”

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

“Original signed by Al Horsman”

Concurrence: **Al Horsman**
Chief Administrative Officer

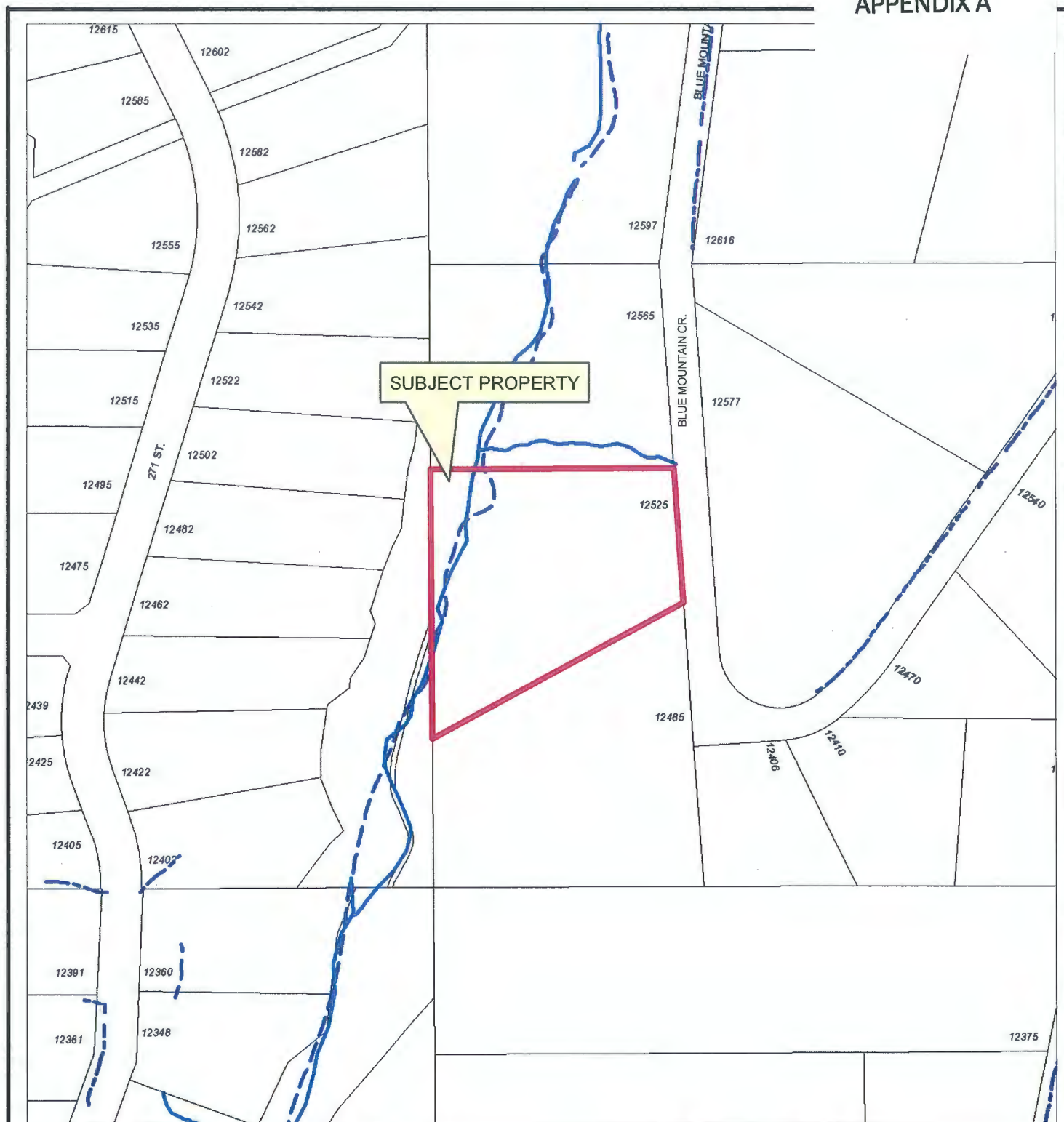
The following appendices are attached hereto:

Appendix A – Subject Map

Appendix B – Ortho Map

Appendix C – Zone Amending Bylaw No. 7570-2019

Appendix D – Proposed Site Plan



Scale: 1:2,500

Legend

- Stream
- Ditch Centreline
- .- Indefinite Creek

12525 BLUE MOUNTAIN CRESCENT
PID: 007-090-765

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

mapleridge.ca

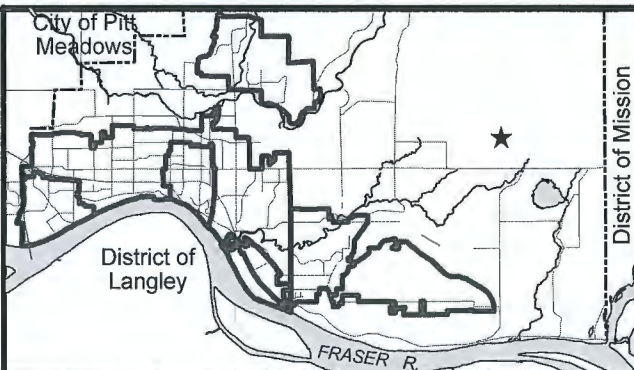
FILE: 2019-193-RZ
DATE: Jun 3, 2019

BY: PC

APPENDIX B



Scale: 1:2,500



12525 BLUE MOUNTAIN CRESCENT
PID: 007-090-765

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

mapleridge.ca

FILE: 2019-193-RZ

DATE: Jun 3, 2019

BY: PC

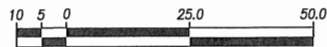
CORPORATE OFFICER

DRAFT PLAN OF PROPOSED SUBDIVISION OF LOT 4
D.L.6881 GP.1 N.W.D. PLAN 34391

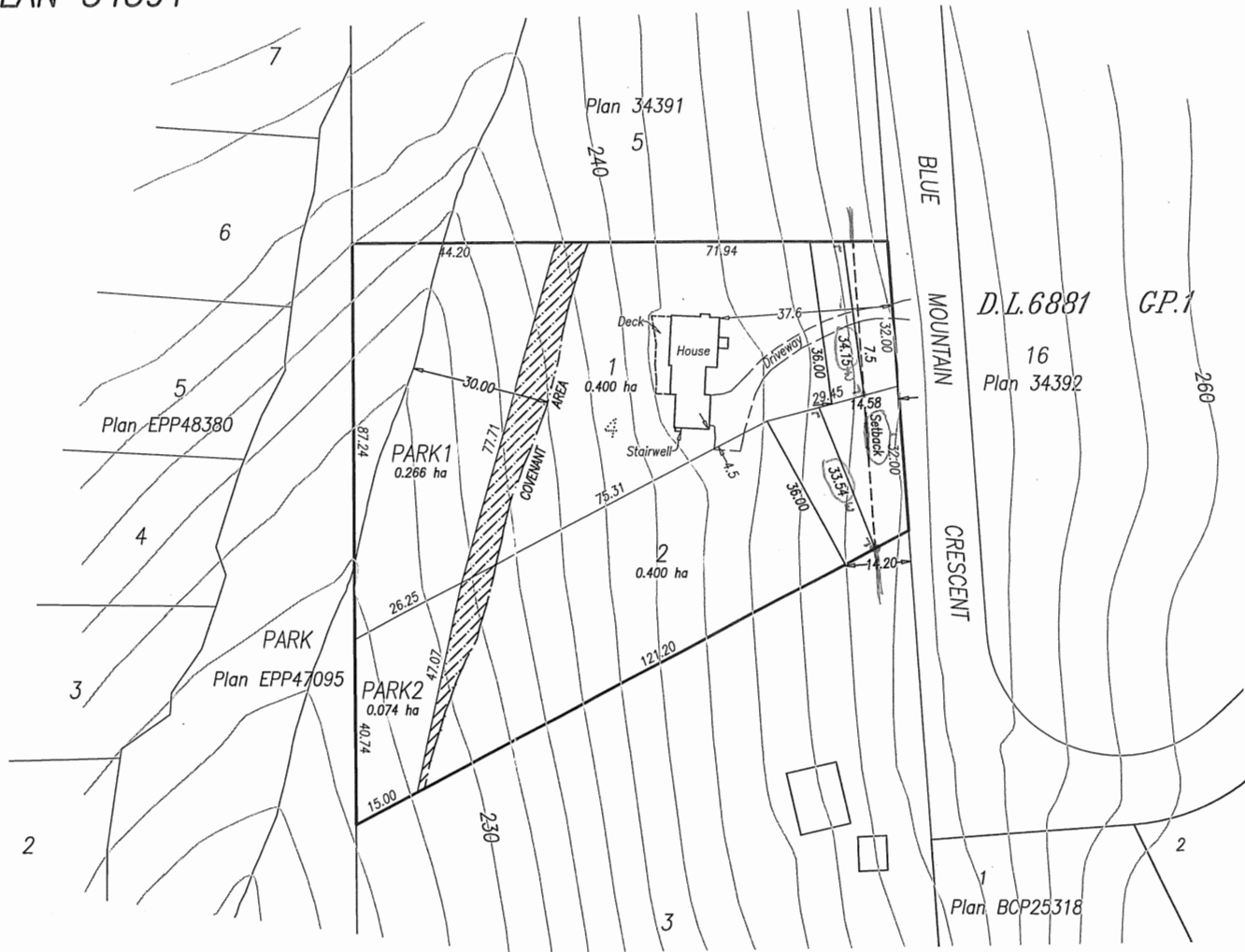
CITY OF MAPLE RIDGE FILE:

B.C.G.S. 92G.028
This plan lies within the
Greater Vancouver Regional District
City of Maple Ridge
Scale 1:500

All distances are in metres except where otherwise noted



Applicant: Silvia Vanderkuip



February 8, 2017.

Wade & Associates Land Surveying Ltd.
B.C. Land Surveyors
Maple Ridge and Mission
File: H3042-01 Phone 604-463-4753

Dimensioning and Contours according
to City of Maple Ridge mapping.

Existing Lot	Parcel Identifier	Civic Address	Area
Lot 4	007-090-765	12525 Blue Mountain Cr.	1.13 ha

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: **Second Reading**
Zone Amending Bylaw No. 7533-2019;
21640 124 Avenue

MEETING DATE: November 5, 2019
FILE NO: 2018-498-RZ
MEETING: CoW

EXECUTIVE SUMMARY:

An application has been received to rezone the subject property located at 21640 124 Avenue from RS-1 (One Family Urban Residential) to RT-2 (Ground Oriented Residential Infill), to permit the future construction of a Courtyard Housing project with four (4) dwelling units. Council granted first reading to Zone Amending Bylaw No. 7533-20 on March 19, 2019.

This application has been evaluated against the Zoning Bylaw and the OCP infill policies. These OCP policies are designed to allow for density to be increased within residential areas to such levels and to a form and design that is keeping with the neighbourhood character or the emerging neighbourhood character.

A Development Information Meeting (DIM) was held by the applicant and described in greater detail in a later section of this report. The proposed density of a four (4) unit courtyard project appears to have been viewed by neighbours as being too dense and not fitting in with the neighbourhood character. The perceived fears are related to: the sudden change, potential of more on street parking, increased traffic in their neighbourhood and reduced safety for child at play in the cul-de-sac area. In conversation with staff, the applicant was asked to consider the alternative that might be more palatable to the neighbours, including a three-plex design; however, the applicant has requested that the four (4) unit Courtyard Housing project be brought forward for Council to consider if it is acceptable.

As to the form and character, there is general compliance with OCP guideline respecting compatibility with surrounding properties and the neighbourhood in general; however, it is being considered as a work in progress for the plans to be finalized and a separate report will be forwarded to Council for issuance of a development permit. Among the matters to be finalized are: the functionality of the Courtyard, enhancing the single residential character, better neighbourhood fit and stormwater management.

Pursuant to Council policy, this application is subject to the Community Amenity Contribution Program at a rate of \$4,100.00 per dwelling unit, with the first of the four (4) units being exempted, for an estimated amount of \$12,300.

RECOMMENDATIONS:

- 1) That Zone Amending Bylaw No. 7533-2019 be given second reading, and be forwarded to Public Hearing;

2) That the following terms and conditions be met prior to final reading:

- i) Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;
- ii) Road dedication on 124 Avenue as required;
- iii) Registration of a Restrictive Covenant for the Geotechnical Report, which addresses the suitability of the subject property(ies) for the proposed development;
- iv) Registration of a Restrictive Covenant for Stormwater Management, including a maintenance guide;
- v) Removal of any existing buildings or structures;
- vi) In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject property(ies). If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site.
- vii) That a voluntary contribution, in the amount of \$12,300 (\$4,100.00 /unit based on 3 units) be provided in keeping with the Council Policy with regard to Community Amenity Contributions.

DISCUSSION:

1) **Background Context:**

Applicant: Ryan Huctman

Legal Description: East 785 Feet Lot 2 Except Part in Plan LMP1615, District Lot 245 Group 1
NWD Plan 8586

OCP:

Existing: Urban Residential
Proposed: Urban Residential

Zoning:

Existing: RS-1 (One Family Urban Residential)
Proposed: RT-2 (Ground Oriented Residential Infill)

Surrounding Uses:

North:	Use:	Residential
	Zone:	RS-1 (One Family Urban Residential)
	Designation:	Urban Residential
South:	Use:	Residential
	Zone:	RS-1 (One Family Urban Residential)
	Designation:	Urban Residential
East:	Use:	Residential
	Zone:	RS-1 (One Family Urban Residential)
	Designation:	Urban Residential
West:	Use:	Residential

Zone: RS-1 (One Family Urban Residential)
Designation: Urban Residential

Existing Use of Property: Residential
Proposed Use of Property: Residential
Site Area: 988 sq. m. (0.24 acres)
Access: Manor Avenue and 124 Street
Servicing requirement: Urban Standard

2) Background:

In granting first reading, Council was prepared to allow this application to move forward so that more details would be available to assess the project's compliance with the RT-2 (Ground-Oriented Residential Infill) zone, for Council to assess compliance with infill guidelines for such projects, more refined plans reflecting the sensitive integration of the project into the surrounding neighbourhood and feedback from neighbours through a Development Information Meeting held by the developer. As described later in this report, there were some concerns expressed by neighbours to the project. Alternatives such as a triplex or duplex or a single residential dwelling with a detached garden suite, were discussed by staff with the applicant; however, the preference of the applicant was to bring forward the four (4) unit Courtyard Housing project for Council to consider if it is acceptable.

3) Project Description:

The proposal for the subject property at 21640 124 Avenue (Appendix A and B) is for an infill development of four (4) dwelling units, in two (2) buildings, designed in the form of Courtyard Housing. These are three (3) bedroom units, with basement area. Two (2) units have 202 square metres (2,175 square feet) and two have 188 square metres (2,024 square feet) of floor space. The conceptual plans from first reading have been developed further, refining this courtyard housing project (Appendix C). Compliance with the guidelines governing Courtyard Housing described in the report "Proposed Triplex, Fourplex and Courtyard Housing Forms Preliminary Overview Report" approved by Council in Workshop on April 18, 2016 report and to the applicable Multi-Residential Development Permit Guidelines are described in the subsequent sections of this report.

4) Planning Analysis:

i) Official Community Plan:

The development site is currently designated Urban Residential Major Corridor, which is appropriate for the proposal. A number of OCP Infill Policies apply to this site and are evaluated with respect to the proposal's design as follows:

- In changing the single family residential to a Courtyard Housing form, Policy 3-19-b sets the criteria with respect to achieving street-oriented buildings, including developing a design "that resemble a single detached dwelling, with an emphasis on orientation to the street."

Design comments include strengthening the prominence of the front entrances facing 124 and Manor Avenues, and additional front façade articulation and detailing for both proposed buildings to "read" more like single residential buildings from both Manor Avenue and 124 Avenue.

This will be achieved through the development permit process.

- Policy 3-21 requires attention be paid to having site plans, setbacks and building massing that respects existing development patterns and are sensitive to the surrounding neighbourhood.

Design comments include added attention to the massing along the interior side lot lines to be more sensitive to the existing single residential dwellings on abutting lands. This would include the steeping down the massing to the interior lot lines.

The proposed buildings do comply with the 9.5 metre maximum height requirement. Single residential zones allow for taller buildings (11 metres); however, there are one or 1 ½ storey homes along Manor Avenue.

This will be achieved through the development permit process.

The compliance with the Courtyard Housing Guidelines contained in the “Proposed Triplex, Fourplex and Courtyard Housing Forms Preliminary Overview Report” is contained in the Development Permit section of this report.

The overall OCP objective is to encourage growth within the Urban Area Boundary (UAB), including growth through infill by a mix of housing types and tenures (Policy 3-1). This is achieved by the increased density being proposed.

ii) **Zoning Bylaw:**

Courtyard Housing in the proposed RT-2 (Ground Oriented Residential Infill) zone requires a minimum lot size of 950m², a minimum lot width of 25 metres and a minimum depth of 35 metres. This site, following road widening will comply with the minimum lot area and lot depth, with the future lot being about 975 sq. metres in area, and the depth being about 45 metres. However, the width is less than the minimum requirement and will need to be varied from 25.0 metres to 21.94 metres as described in a following section.

iii) **Off-Street Parking and Loading Bylaw:**

Each unit is providing two (2) parking spaces as required by the Off Street Parking and Loading Bylaw. One space for each unit is concealed in a garage and one is surface parking off the driveways. Modification of the parking layout through the development permit process may be needed to ensure impervious surfacing is not excessive, to review circulation/access and to improve the landscape buffering to adjacent lots and from 124 Avenue. There may be a variance required to accommodate the smaller sizes of the surface parking spaces.

iv) **Proposed Variances:**

A Development Variance Permit application has been received for this project and involves the following relaxation:

- *Maple Ridge Zoning Bylaw No. 3510 -1985, Part 601F RT-2 Ground-Oriented Residential Infill, Section D. Lot Area and Dimensions, Subsection 3(b) is proposed to be varied to reduce the minimum lot width from 25.0 to 21.94 metres.*

The requested variance, to accommodate the existing parcel, will be the subject of a future Council report. Any additional variances that may be required will be included in that future report.

v) **Development Permits:**

The process of design review for applications such as Courtyard Housing, was discussed in the “Proposed Triplex, Fourplex and Courtyard Housing Forms Preliminary Overview Report”. These guidelines are being completed by Community Planning to bring forward in 2020 to Council, for approval and inclusion into the Development Permit Area Guidelines section of the Official Community Plan. The alternatives in assessing this and similar projects include:

- (a) Tabling such applications until such time as these guidelines are established by Council and staff cab review and report on compliance; or
- (b) Using the temporary guidelines in “Proposed Triplex, Fourplex and Courtyard Housing Forms Preliminary Overview Report” in conjunction with the existing guidelines, to the extent applicable, in Section 8.7 of the OCP, for Multi-Family Development Permits. These multi-residential guidelines are intended in areas designated for multi-residential development and promoting a more built-up character than being envisioned for infill projects.

The following is a preliminary analysis, applying the interim guidelines contained in the “Proposed Triplex, Fourplex and Courtyard Housing Forms Preliminary Overview Report” evaluating the form and character of proposed Courtyard Housing project.”

Guideline	Staff Comment
• Not a rowhouse form.	More front façade articulation and prominence to the front facing entrance area will achieve full compliance.
• Dwelling units may be located in more than one building on a lot.	Two dwellings are located in each of the two buildings.
• Orientation is characterized by units that are facing inwards towards each other.	Inward facing orientation with direct access off the patios into the courtyard and overlook from living spaces (kitchen) is provided.
• Pedestrian walkways lead from the street to an inner courtyard area.	This is provided.
• Courtyards are programmed for flexible and interactive outdoor space but are not intended for parking	This will be addressed through the development permit process. A gazebo is being proposed.
• Where lane access is available, parking will be located at the rear of the property	Not applicable.
• Scale and massing shall be compatible with the surrounding area	Discussed in the OCP Policy section.
• Mix of unit sizes	Two units have 202 square metres and two have 188 square metres of floor space.

A detailed description of the project's form and character will be included in a future development permit report to Council.

vi) Advisory Design Panel:

This is one of the earlier Courtyard applications and an ADP submission was not undertaken. Subsequent infill applications do require ADP review. Staff did the design review of this application based on the Courtyard Housing Project Interim Guidelines providing comments and suggestions, including the ones noted in the table in the previous section. Depending on the matters outlined in the Alternatives section, a referral to ADP could be required by Council in the instance of finalizing the design of this project.

vii) Development Information Meeting:

A Development Information Meeting was held at Maple Ridge Secondary School Library on June 26th, 2019. There were 18 people in attendance at the meeting. A summary of the main comments and discussions with the attendees was provided by the applicant. The public's comments focused on the following four (4) issues as described in more detail in Appendix E.

A summary of the applicant's report is as follows:

- Residents felt a rezoning to multi-residential was sudden and unexpected, with concerns being expressed about rental and safety during construction;
- Residents perceived that there would be parking, traffic and pedestrian safety problems;
- Residents expressed concerns with the way higher density could affect the character of their neighbourhood, greenery and views. They asked if an impact assessment has or could be done by the City.

5) Interdepartmental Implications:

i) Engineering Department:

A rezoning Servicing Agreement will be required for this project to address the engineering and servicing associate with this project. These include:

- Widening along the 124 Avenue frontage;
- Road, curb, gutter and sidewalk upgrading along abutting roads;
- A storm catchment analysis respecting drainage system capacity;
- Providing street lighting and street trees;
- Removal of existing buildings;
- Underground services ducting;
- A Geotechnical Report reflecting the site being located in the Fraser River Escarpment Area; and
- Compliance with stormwater and drainage requirements.

ii) License, Permits and Bylaws Department:

A Stormwater Management Plan is required for this project. The calculations and details such reports contain are necessary to determine if the proposed addresses the Fraser River Escarpment Area guidelines, if the release rate for the proposed proportions of impervious and pervious area complies with City standards and if the size and location of the infiltrators may change the layout.

Matters to be addressed through at building permit stage include: the need to retain a Coordinating Registered Professional for this project, unit numbering and special separation (including combustible projection) complying with the BC Building Code (2018).

6) Alternatives:

There are three alternatives that Council may wish to consider:

1. Council may wish to deny this application; or
2. Council may wish to table this application until such time as the Guidelines for Infill Housing are completed early next year. Through these guidelines, the assessment neighbours enquired about at DIM, could take place either through the ADP and/or through staff input. Council could then consider granting Second Reading and setting a Public Hearing; or
3. Council may wish to forward this application to staff to pursue a different type of infill design with the applicant, such as: a triplex, duplex or single residential use with a detached garden suite, as a way of achieving an infill project with some increase in density.

With either of alternatives 2 or 3, a new Development Information Meeting would be required to re-engage the neighbourhood and explain how their concerns are being alleviated.

CONCLUSION:

Following discussions with the applicant after the Development information meeting, the applicant has chosen to proceed with their Courtyard Housing Project. As the project proceeds forward, the project will be brought closer to conformity with applicable guidelines for achieving sensitive infill and landscaping buffers. These details will be available to Council in a future development permit report.

It is recommended that second reading be given to Zone Amending Bylaw No. 7533-2019, and that application 2018-498-RZ be forwarded to Public Hearing.

"Original signed by Adrian Kopystynski"

Prepared by: **Adrian Kopystynski, MCIP, RPP, MCAHP
Planner**

"Original signed by Chuck Goddard"

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

"Original signed by Christine Carter"

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

"Original signed by Al Horsman"

Concurrence: **Al Horsman
Chief Administrative Officer**

The following appendices are attached hereto:

Appendix A – Subject Map

Appendix B – Ortho Map

Appendix C – Zone Amending Bylaw No. 7533-2019

Appendix D – Site Plan

Appendix E – Building Elevation Plans

Appendix F – Landscape Plan

Appendix G – DIM comment summary

APPENDIX A



Scale: 1:1,500

Legend

--- Ditch Centreline

21640 124 Ave
PID 011-363-797

PLANNING DEPARTMENT



MAPLE RIDGE

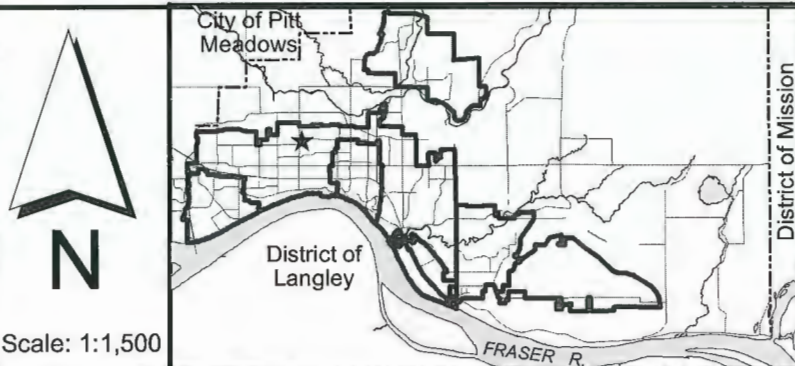
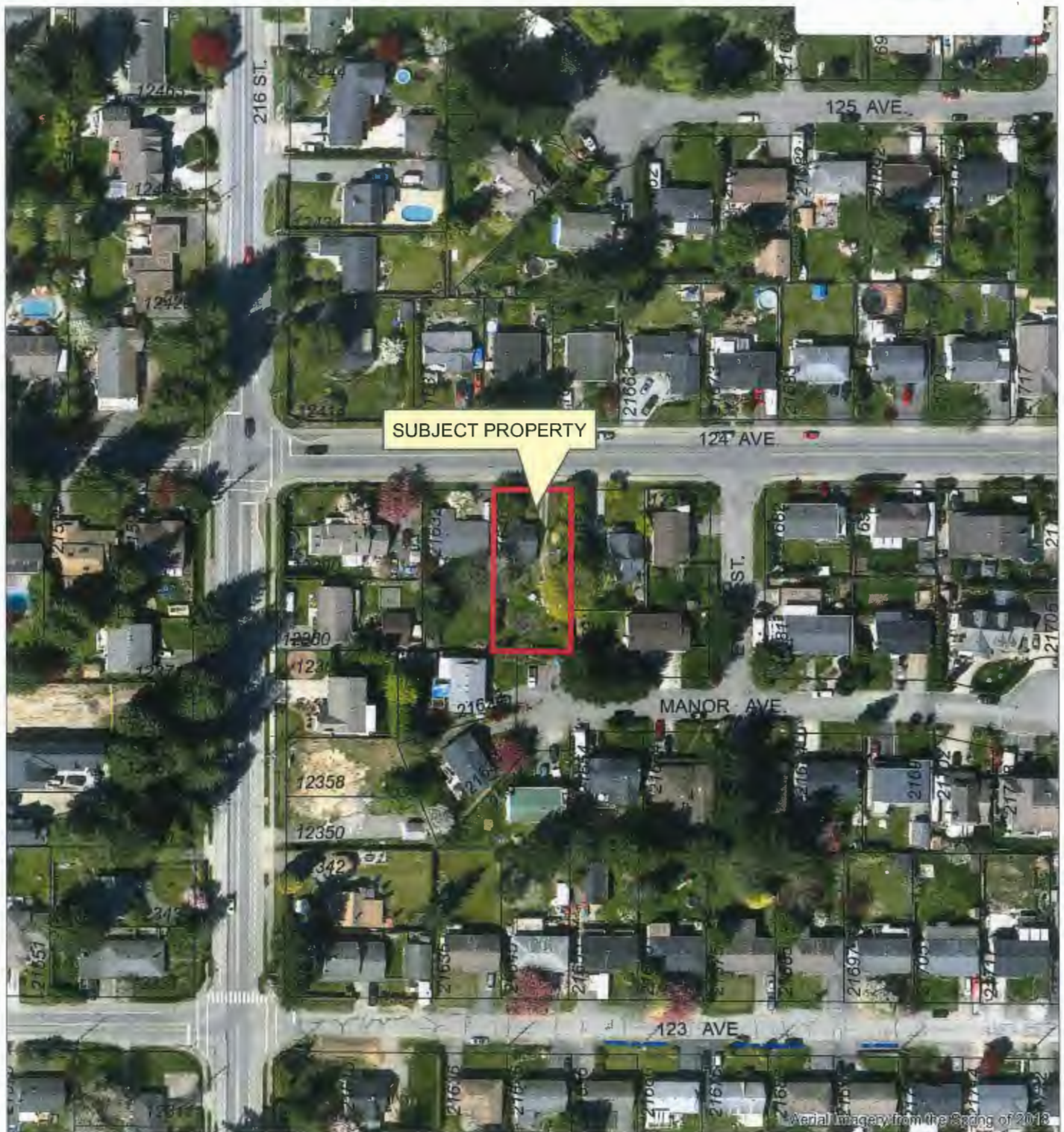
British Columbia

mapleridge.ca

FILE: 2018-498-DP

DATE: May 21, 2019

BY: MC



21640 124 Ave
PID 011-363-797

PLANNING DEPARTMENT



mapleridge.ca

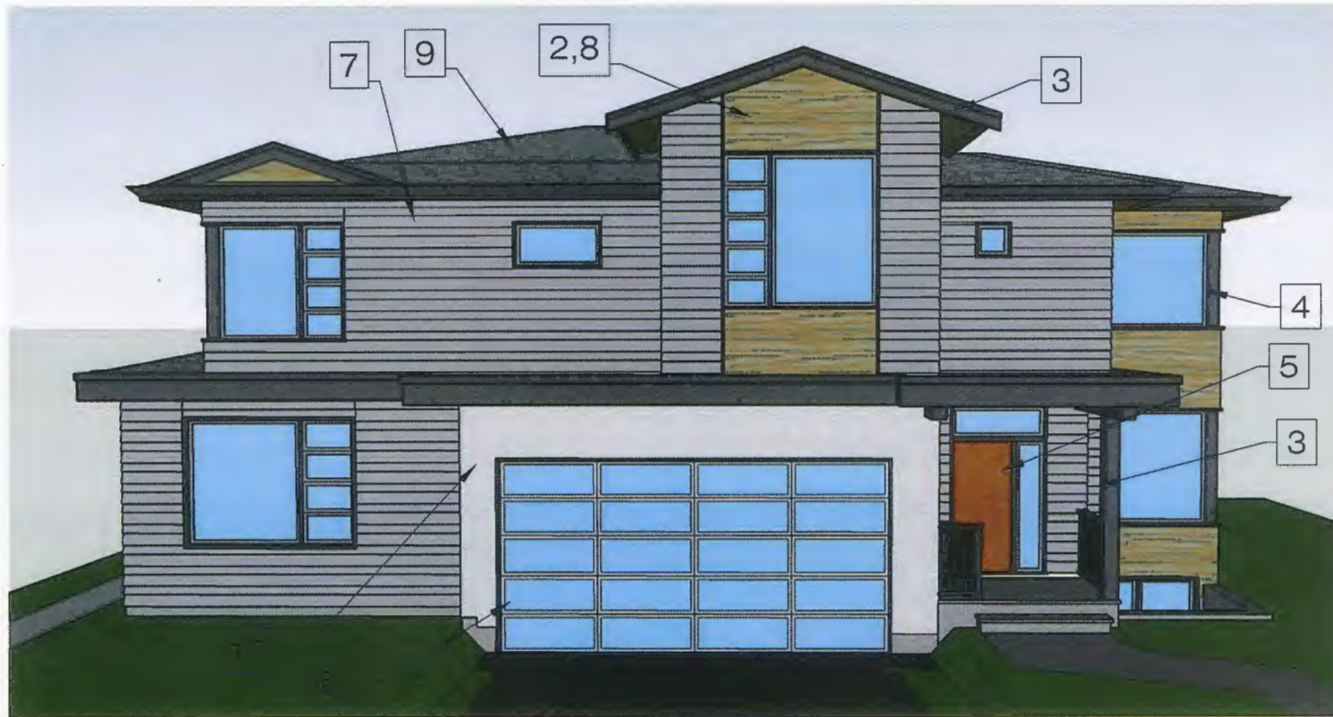
FILE: 2018-498-DP
DATE: May 21, 2019

BY: MC

CORPORATE OFFICER



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4	OP APP	05/17/19	LITHIC VESSEL RESIDENTIAL DESIGN	21640 124th St. MAPLERIDGE, BC	DEVELOPMENT APP
3	OP APP	05/17/19	LITHIC VESSEL RESIDENTIAL DESIGN	21640 124th St. MAPLERIDGE, BC	DEVELOPMENT APP
2	OP APP	05/17/19	LITHIC VESSEL RESIDENTIAL DESIGN	21640 124th St. MAPLERIDGE, BC	DEVELOPMENT APP
1	OP APP	05/17/19	LITHIC VESSEL RESIDENTIAL DESIGN	21640 124th St. MAPLERIDGE, BC	DEVELOPMENT APP
#	REVISION	DATE	BY	DATE	BY



BENJAMINE MOORE

1 STUCCO
REVERE PEWTER
HC-172



2 CEDAR SIDING

ARBOURCOAT CLEAR COAT
LOW LUSTRE (#036)

3 POSTS, TRIM,
FASCIA
WILLOW
OC-542



4 WINDOW SASH
MOUNTAIN AIR
OC-596



5



BC Door- Modern
Collection 1506

FRONT DOOR

6



GARAGE DOOR
SILVER ANODIZED

7



HARDIEPLANK
LAP SIDING
7" & 4" EXPOSURE
ALTERNATING
SMOOTH
QUARRY GRAY

8



CEDAR CHANNELING

9



DUROID ROOFING
SHINGLE 40 YR.
PEWTER OR DARK
GRAY

10



STUCCO
SMOOTH
B.M. HC-172

5		
4	DP APP	05/17/19
3	DP REV	03/04/19
2	DP REV	02/07/19
1	REZONE APP	11/30/18
#	REVISION	MDY



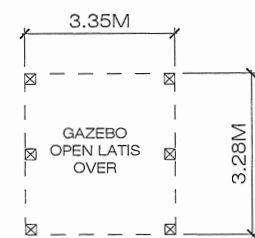
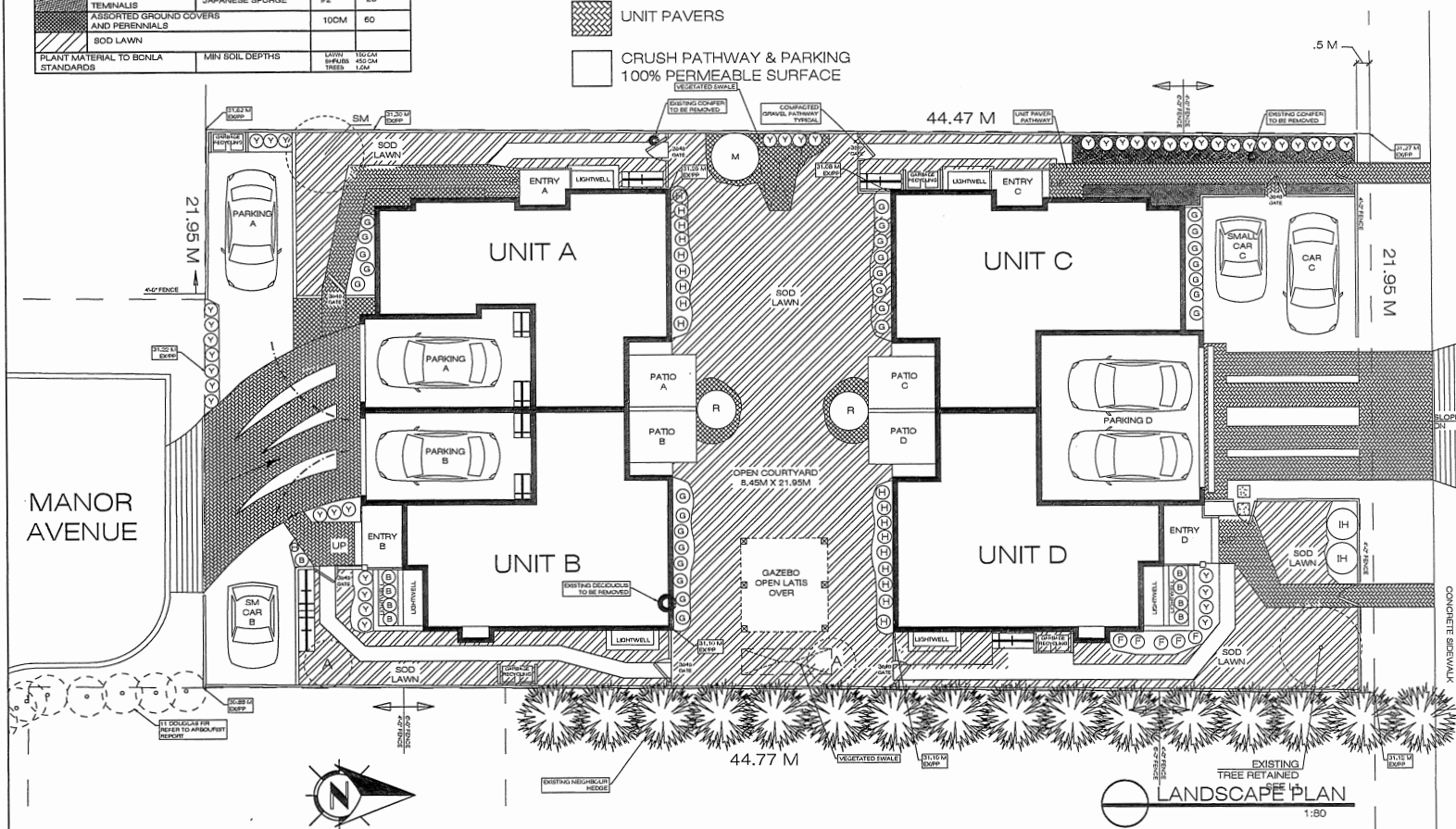
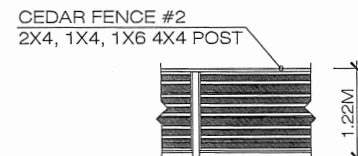
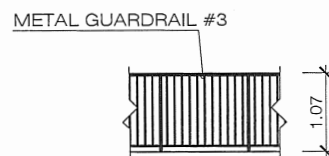
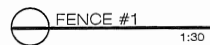
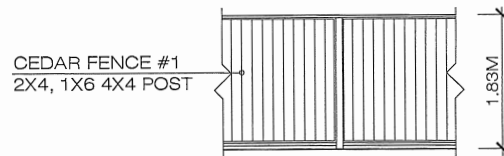
DESIGN & DEVELOPMENT BY:
LITHIC VESSEL
RESIDENTIAL DESIGN
1025 BROADVIEW AVE.
NORTH VANCOUVER, BC
V7L 1A2
780-454-7325

PROJECT:
21640 124TH ST.
MAPLERIDGE, BC
PROJECT NO:
124TH DP/APP 051719
DATE:
MAY 17, 2019

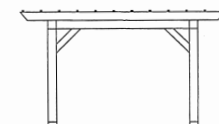
DESIGNED BY:
LITHIC VESSEL
RESIDENTIAL DESIGN
1025 BROADVIEW AVE.
NORTH VANCOUVER, BC
V7L 1A2
780-454-7325

MC

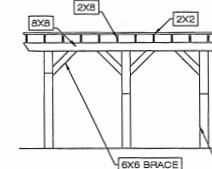
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B	BUXUS SEMPERVIRENS	BOX WOOD	#2	9
Y	TAXUS BACCATA	YEW	#3	42
SM	MAGNOLIA STELLATA	STAR MAGNOLIA	#5	1
M	ACER PALMATUM	JAPANESE MAPLE	#5	1
A	AZALEA JAPONICA "HINO CHRYSON"	EVERGREEN AZALEA	#5	2
H	ERICA CARNEA	HEATHER	#1	19
F	POLYETHIUM MUNITUM	WESTERN SWORDFERN	#2	5
G	GAULTHERIA SHALLON	SALAL	#2	28
IH	RHAPHIOLEPIS INDICA	INDIAN HAWTHORN "PINK LADY"	#3	2
R	RHODODENDRON WARDIAE VAR. PURPUREUM	RHODODENDRON	#5	2
	PACHYSANDRA	JAPANESE SPURGE	#2	20
	ASSORTED GROUND COVERS AND PERENNIALS		10CM	60
	SOD LAWN			
PLANT MATERIAL TO BCNLA STANDARDS		MIN SOIL DEPTHS	LANDSCAPE 450-500	1500



GAZEBO PLAN



GAZEBO (EAST & WEST) 1:50



GAZEBO (NORTH & SOUTH) 1:50

APPENDIX F

5	DP APP	05/17/19		DESIGN & CONSTRUCTION PREP BY:	PROJECT	21640 124TH ST, MAPLERIDGE, BC	DEVELOPMENT APP
4	DP APP	04/05/19		LITHIC VESSEL RESIDENTIAL DESIGN	1000 BROADBANK AVE, NORTH VANCOUVER, BC	DRIVING TOP	124TH DRAPP 051719
3	DP APP	02/07/19		1	REVISION	11/25/18	1:80
2	DP APP	02/07/19		1	REVISION	11/25/18	1:80
1	DP APP	02/07/19		1	REVISION	11/25/18	1:80
#	REVISION	MODIFY					MAY 17, 2019

Development Information Meeting Summary

<p>Development Questions:</p> <ul style="list-style-type: none"> • The suddenness of rezoning of the neighbourhood from single-family to multi-family. • inquiry about the property being developed as low-income rentals. • How long it would take to rezone the property and what would the city do to ensure safety during construction. 	<ul style="list-style-type: none"> • It was noted that according to public information, the city recently created the RT-2 zone to allow for sensitive infill of multi-residential projects within existing neighbourhoods to provide more diverse housing options. • It was stated that he had no plans to develop the property and rent out four units as the landlord. He plans to sell them as individual dwellings. • It was suggested to contact the city to respond regarding timelines for zoning amendments.
<p>Parking and Traffic Questions:</p> <ul style="list-style-type: none"> • Concern with the additional parking needs the development would likely bring. • There was concern with more cars in the neighbourhood; also means more traffic. Many children play in the cul-de-sac; thus concern over more vehicles coming and going into the cul-de-sac due to the new driveway. • Increased cars and speeding, particularly on 124th and the dangers of accessing driveways from 124th. 	<ul style="list-style-type: none"> • It was pointed out each dwelling unit will have 2 parking spaces. In their analysis, the applicant feels confident the new development will not significantly contribute to parking issues either on 124th or Manor Avenues
<p>Neighbourhood Character:</p> <ul style="list-style-type: none"> • There were concerns over the impact higher density and multi-residential dwellings will have on the neighbourhood's character and its family-oriented setting. Neighbourhood; Long term resident (for over 25-years) questioned how any multi-unit dwelling can "fit in" with a single-family dwelling neighbourhood. • There was concern over the impact on the neighbourhood's natural landscape, greenery and trees, specifically for the proposed entrance on Manor Ave. There was concern about the impact of removal of a maple tree on small animals that inhabit the tree. • The new dwellings would impact the views of the mountains. • Has the City done or will do a community impact assessment? See Staff comment (1) below 	<ul style="list-style-type: none"> • It was indicated that the proposed project is designed to look like single-family dwellings with each building having one distinct front entrance. • It was indicated that the proposed landscape design and highlighted the use of smaller scale trees to create screening and improve daylight angles. • It was explained that the proposed building would be lower than the allowable height and floor setbacks and low roof angles have also been implemented into the design
<p>Development/Construction</p> <ul style="list-style-type: none"> • Frustration was expressed with ongoing development in the area and the constant disruption for neighbourhoods. Work sites can be also dangerous and often prevents kids from playing outside. 	<ul style="list-style-type: none"> • It was indicated this would be passed on to the City.

Staff Comments:

- (1) It is the responsibility of the applicants to undertake assessments for such infill projects as part of their development application proposals.
- (2) Construction site safety practices need to be implemented by applicants and their consultants in conjunction with the building permit process.

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
MEETING DATE: November 5, 2019
FILE NO: 2019-317-DVP
MEETING: C o W
SUBJECT: Development Variance Permit
23870, 23878, and 23886 Dewdney Trunk Road
23871 and 23863 119B Avenue

EXECUTIVE SUMMARY:

Development Variance Permit application 2019-317-DVP has been received for the subject properties, located at 23870, 23878 and 23886 Dewdney Trunk Road; and 23871 and 23863 119B Avenue. The requested variance is to:

- Reduce the minimum rear lot line setback for lots 1, 2, 3, 6 and 7 from 13 m (43 ft.) to 6 m (20 ft.).

Council granted final reading for rezoning application 2014-106-RZ on November 13, 2018.

It is recommended that Development Variance Permit 2019-317-DVP be approved.

RECOMMENDATION:

That the Corporate Officer be authorized to sign and seal 2019-317-DVP respecting properties located at 23870, 23878 and 23886 Dewdney Trunk Road; and 23871 and 23863 119B Avenue.

DISCUSSION:

a) Background Context

Applicant: Peter Hayes

Legal Descriptions: Lots 1, 2, 3, 6 and 7 Section 16 Township 12 New Westminster District Plan
EPP86997

OCP:

Existing: Urban Residential

Zoning:

Existing: R-2 (Urban Residential District)

Surrounding Uses:

North: Use: School Board Works Yard
Zone: P-6 (Civic Institutional)
Designation: Institutional

South:	Use:	Single Family Residential
	Zone:	R-2 (Urban Residential District)
	Designation:	Urban Residential
East:	Use:	Single Family Residential
	Zone:	R-2 (Urban Residential District)
	Designation:	Urban Residential
West:	Use:	Single Family Residential
	Zone:	RS-1b (One Family Urban (Medium Density) Residential)
	Designation:	Urban Residential
Existing Use of Properties:		Vacant (currently being serviced for construction of Single Family Residential)
Proposed Use of Properties:		Single Family Residential
Lot Sizes:		355 m ² (3,821 ft ²) to 423 m ² (4,553 ft ²)
Access:		119 B Avenue and Lane
Servicing requirement:		Urban Standard
Previous Applications:		2014-106-RZ, 2014-106-SD, 2014-106-DVP

b) Project Description:

The subject properties, located at 23870, 23878 and 23886 Dewdney Trunk Road; and 23871 and 23863 119B Avenue (see Appendices A and B), were part of a larger, recently approved, 11 lot rezoning and subdivision application. The R-2 (Urban Residential District) zoning regulations for lots with a rear lane must have a minimum 13 m (43 ft.) rear lot line setback from the principal building. The setback for an *Accessory Residential Use* and an *Accessory Off-Street Parking Use* in the R-2 zone is 1.0 m (3 ft.).

The variance to the rear lot line setback for lots 1, 2, 3, 6 and 7 is requested to allow the originally designed detached garages to become attached to the principal building. By attaching the garage to the house, the rear lot line setback decreases from 13 m (43 ft.) to 6 m (20 ft.) due to the increased footprint extending into the rear yard. Lots 4 and 5, which also back onto a rear lane, will remain as detached garages. Lots 8 through 11, which front onto 119B Avenue, have attached garages and meet the Zoning Bylaw criteria.

c) Variance Analysis:

The Zoning Bylaw establishes general minimum and maximum regulations for single family development. A Development Variance Permit allows Council some flexibility in the approval process.

The requested variance and rationale for support are described below (see Appendix C):

- *Maple Ridge Zoning Bylaw No 3510 -1985, Part 6, Section 601B, R-2 Urban Residential District, D. YARD REQUIREMENTS a) Regulations for the size, shape and siting of buildings and structures shall be: 1. a) To reduce the minimum rear lot line setback from 13 m (43 ft.) to 6 m (20 ft.) for lots 1, 2, 3, 6 and 7.*

The requested rear lot line reduction, from 13 m (43 ft.) to 6 m (20 ft.), is significant but supportable, as the applicant would like to provide a more useable rear yard for future homeowners. The current design includes detached garages that take up a significant portion of the useable rear yard. Lots 4

and 5 are not part of the variance application, and will retain the existing design of detached garages.

d) Citizen/Customer Implications:

In accordance with the *Development Procedures Bylaw No. 5879-1999*, notice of Council consideration of a resolution to issue a Development Variance Permit was mailed to all owners or tenants in occupation of all parcels, any parts of which are adjacent to the property that is subject to the permit.

CONCLUSION:

The proposed variance is supported because it creates a more useable rear yard for the subject properties.

It is therefore recommended that this application be favourably considered and the Corporate Officer be authorized to sign and seal Development Variance Permit 2019-317-DVP.

"Original signed by Adam Rieu"

Prepared by: Adam Rieu
Senior Planning Technician

"Original signed by Adrian Kopystynski" for

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

"Original signed by Christine Carter

Approved by: Christine Carter, M.PL, MCIP, RPP
GM Planning & Development Services

"Original signed by Al Horsman"

Concurrence: Al Horsman
Chief Administrative Officer

The following appendices are attached hereto:

Appendix A – Subject Map
Appendix B – Ortho Map
Appendix C – Site Plan

APPENDIX A



Scale: 1:1,800

Legend

 Active Applications (RZ/SD/DP/VP)

23870, 23878, 23886, Dewdney Trunk
23871, 23863 119B St
63180-0005-0, 63180-0006-0, 63180-0007-0
63180-0011-0, 63180-0010-0

PLANNING DEPARTMENT



MAPLE RIDGE

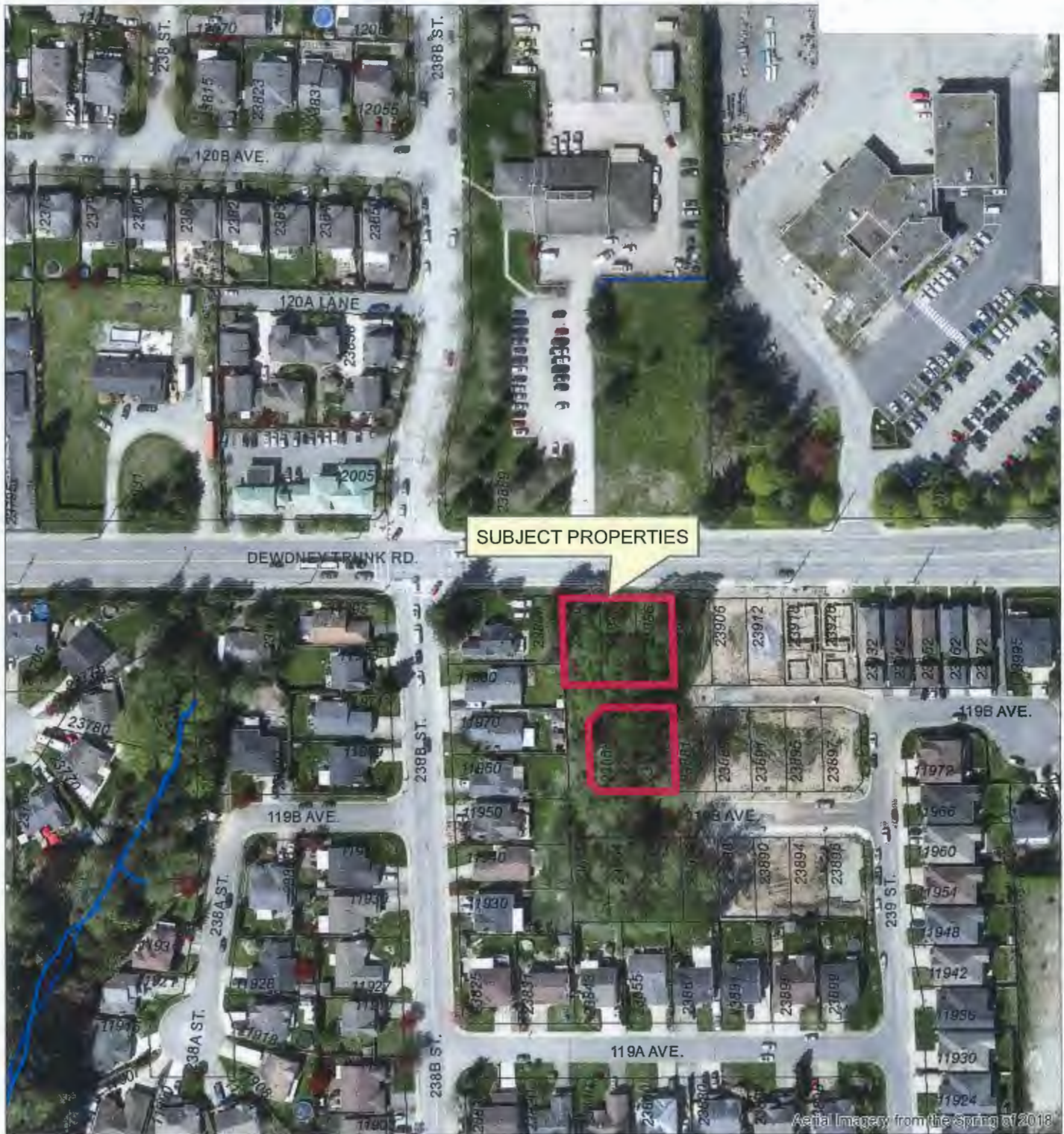
British Columbia

mapleridge.ca

2019-317-VP

DATE: Oct 21, 2019

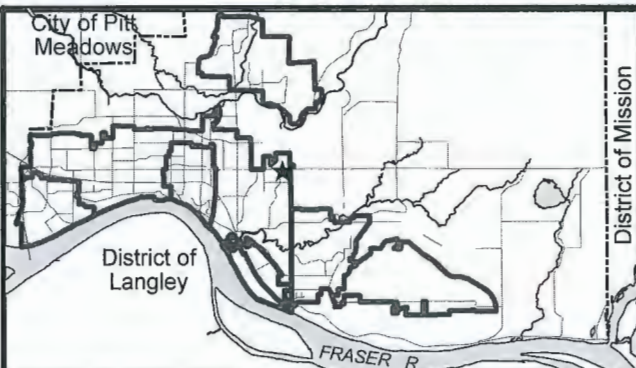
BY: MC



Aerial Imagery from the Spring of 2018



Scale: 1:1,800



23870, 23878, 23886, Dewdney Trunk
23871, 23863 119B St
63180-0005-0, 63180-0006-0, 63180-0007-0
63180-0011-0, 63180-0010-0

PLANNING DEPARTMENT



MAPLE RIDGE

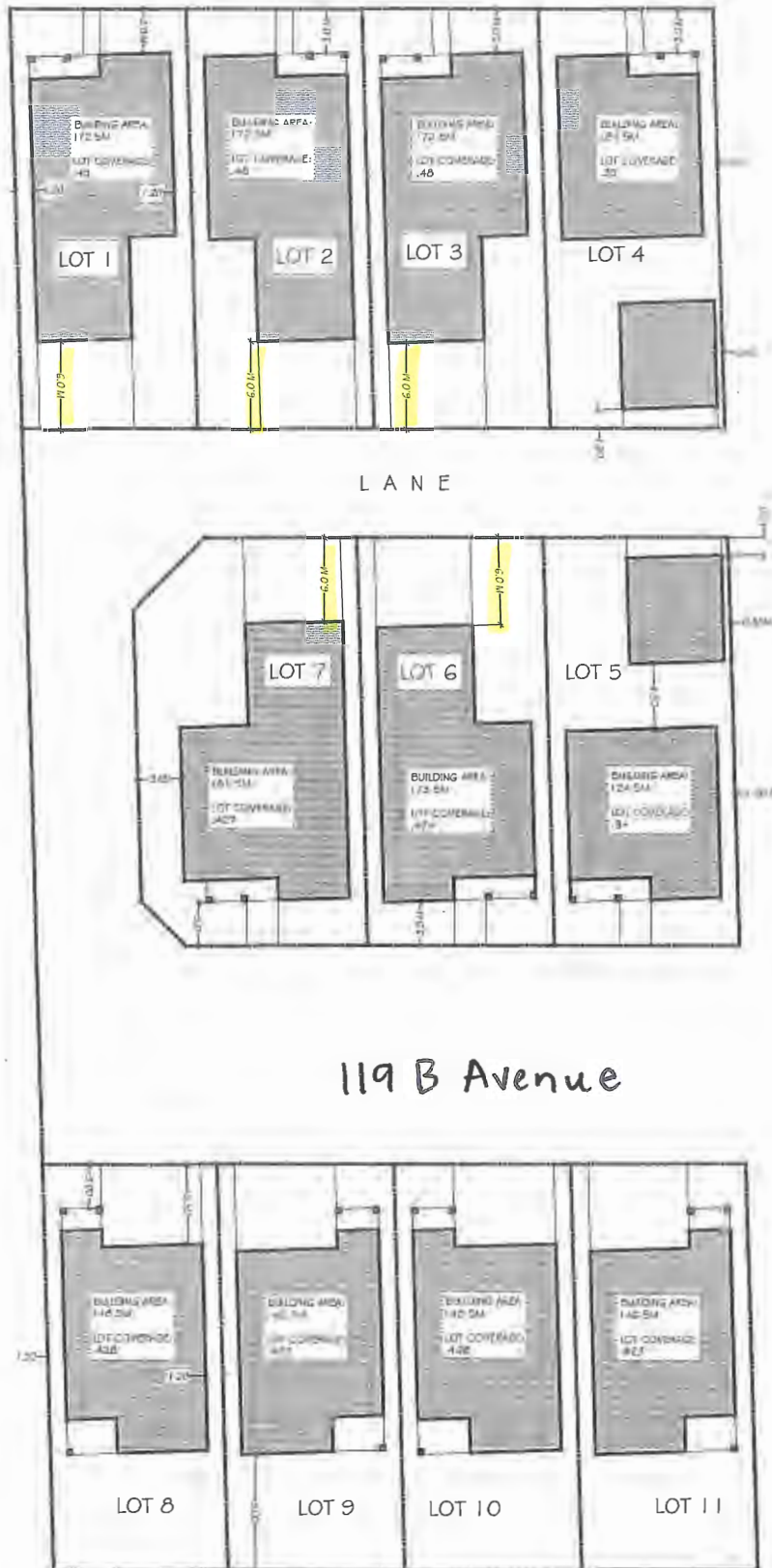
British Columbia

mapleridge.ca

2019-317-VP
DATE: Oct 21, 2019

BY: MC

DEWDNEY TRUNK ROAD



REVISED: OCT 16, 2019

City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
MEETING DATE: November 5, 2019
FILE NO: 11-5255-40-225
MEETING: COW
SUBJECT: Award of Contract ITT-EN19-66: Installation of Pedestrian-Controlled Traffic Signal at 240 Street and McClure Avenue

EXECUTIVE SUMMARY:

In 2018, the City completed a pedestrian crossing warrant analysis for the intersection of 240 Street and McClure Avenue, resulting in the recommendation that a pedestrian-controlled traffic signal be installed at the intersection. This project was subsequently included in the 2019 Financial Plan.

The work generally consists of installation of a traffic signal, pavement restoration and markings, and intersection lighting. The City has pre-purchased the traffic controller cabinet to ensure the product arrived in time for construction, as delivery is 6-8 weeks.

An Invitation to Tender was issued on September 17, 2019 and closed on October 11, 2019. The lowest compliant tender price was submitted by Fraser City Installations (1989) Ltd. in the amount of \$167,100.00 (excluding taxes). There is sufficient funds under LTC 018061 and ICBC grant funding to complete this project.

Council approval to award the contract is required for the work to proceed.

RECOMMENDATION:

That Contract ITT-EN19-66: Installation of Pedestrian-Controlled Traffic Signal at 240 Street and McClure Avenue, be awarded to Fraser City Installations (1989) Ltd. in the amount of \$167,100.00 excluding taxes; and

That a project contingency of 15% or \$25,065.00 be approved to address potential variations in field conditions; and further

That the Corporate Officer be authorized to execute the contract.

DISCUSSION:

a) Background Context:

In 2018, the City completed a pedestrian crossing warrant analysis for the intersection of 240 Street and McClure Avenue, resulting in the recommendation that a pedestrian-controlled traffic signal be installed at the intersection. This project was subsequently included in the 2019 Financial Plan.

The work generally consists of installation of a traffic signal, pavement restoration and markings, and intersection lighting.

Tender Evaluation

An Invitation to Tender was issued on September 17, 2019 and closed on October 11, 2019 with four compliant bids received as noted below:

	<u>Tender Price (excluding taxes)</u>
Fraser City Installations (1989) Ltd.	\$ 167,100.00
Orion Electrical Systems Ltd.	\$ 177,408.00
Crown Contracting Limited	\$ 192,250.00
Standard Electric BC Ltd.	\$ 235,000.00

The lowest compliant bid was \$167,100.00 (excluding taxes) from Fraser City Installations (1989) Ltd. and staff have confirmed the company is suitably qualified for the works.

b) Desired Outcome:

The installation of a pedestrian-controlled traffic signal at 240 Street and McClure Avenue will enhance safety for all road users.

c) Strategic Alignment:

The installation of a pedestrian-controlled traffic signal at 240 Street and McClure Avenue supports the following key strategies identified in the City's Strategic Transportation Plan:

- Provide citizens with safe, efficient alternatives for the movement of individuals and goods
- Promote alternative modes of travel to reduce reliance on the automobile

d) Citizen/Customer Implications:

The estimated construction duration for the project is approximately eight weeks, starting in December, weather permitting. Single lane alternating traffic may be required during construction and flag persons will be on site during working hours. As well, the general public will be informed of the traffic alerts and the construction progress through the City's website and social media sources.

e) Interdepartmental Implications:

The Operations Department has provided input for the design and the procurement of the materials. The pre-purchase of the traffic controller cabinet was necessary to ensure the product arrived in time for construction, as delivery is 6-8 weeks.

f) Business Plan/Financial Implications:

The estimated project construction cost is \$257,265.00 including the consultant's design fee, the pre-purchase of supplies, construction costs and contingency. The projected costs and funding sources are as follows:

Projected Costs

Supply of Traffic Controller Cabinet, Cameras and UPS	\$ 60,000.00
Installation of Pedestrian-Controlled Signal	167,100.00
Consultant Services	5,100.00
Contract Contingency (15%)	25,065.00
Total Projected Project cost	\$ 257,265.00


Funding Sources

LTC 018061 (240 Street & McClure Avenue Traffic Signal)	\$ 250,000.00
Approved ICBC RIP Grant	20,000.00
Total Funding Sources	\$ 270,000.00

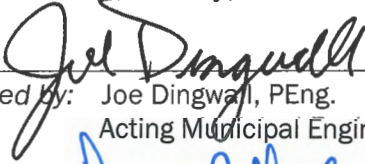
This project is funded through a combination of the approved 2019 Financial Plan and a \$20,000 ICBC grant. The project expenditures include a 15% contingency that will only be utilized if required to address unforeseen issues throughout construction.

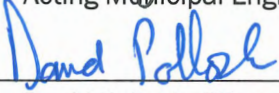
CONCLUSIONS:

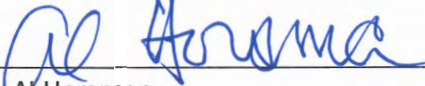
The tender price of \$167,100.00 (excluding taxes) by Fraser City Installations (1989) Ltd. for the Installation of a Pedestrian Controlled Traffic Signal at 240 Street and McClure Avenue is the lowest compliant tender. It is recommended that Council approve the award of the contract to Fraser City Installations (1989) Ltd. and that a contract contingency of \$25,065.00 be approved.


Prepared by: Maria Guerra, PEng., PMP
Acting Manager of Design & Construction

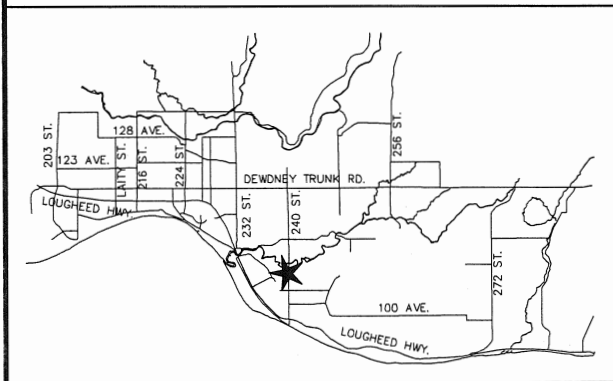
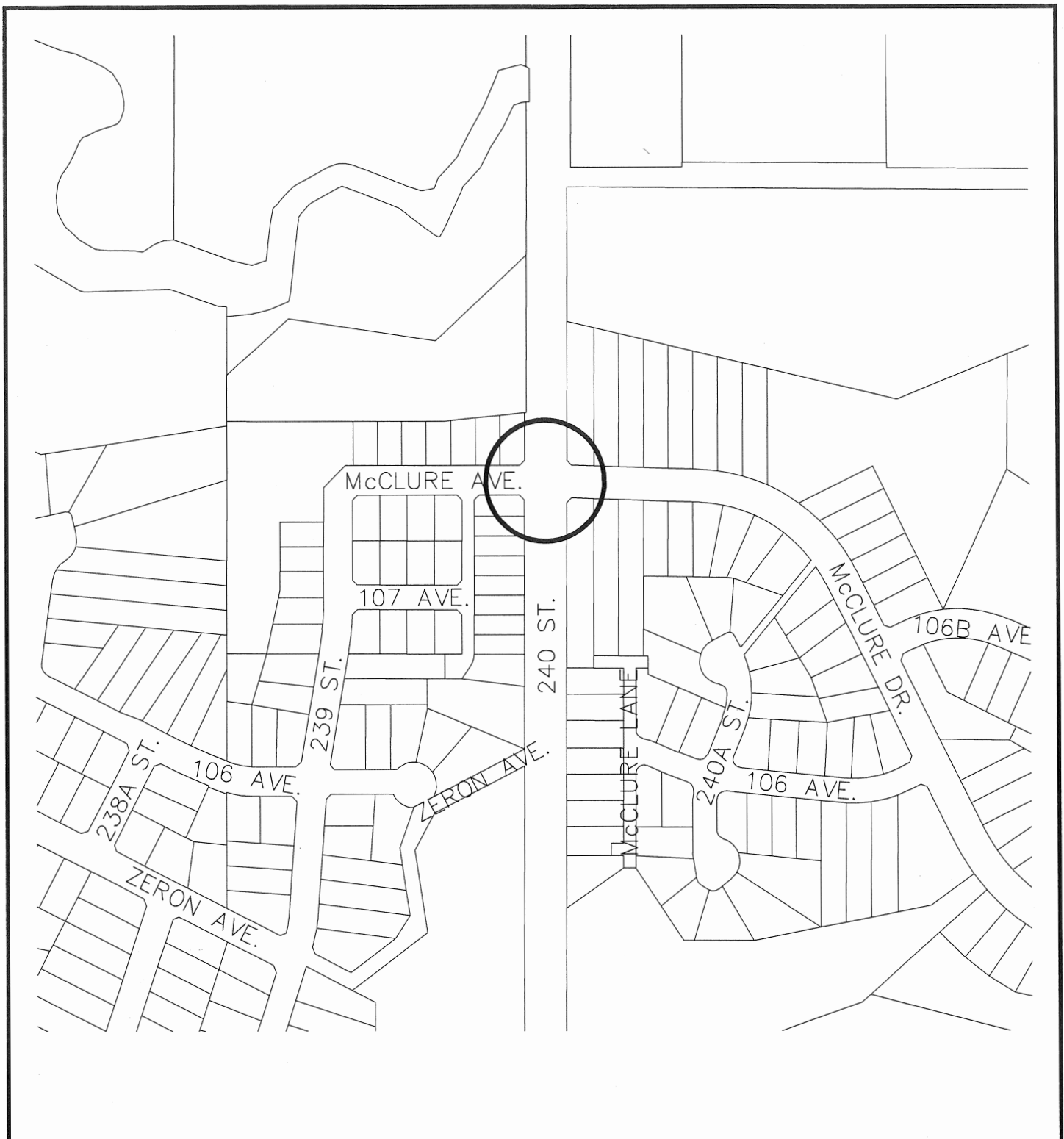

Financial: Trevor Thompson, BBA, CPA, CGA
Concurrence: Chief Financial Officer


Reviewed by: Joe Dingwall, PEng.
Acting Municipal Engineer


Approved by: David Pollock, PEng.
General Manager Engineering Services


Concurrence: Al Horsman
Chief Administrative Officer

Attachments:
(A) Map



SCALE:
N.T.S.



CITY OF MAPLE RIDGE
ENGINEERING
DEPARTMENT

INSTALLATION OF PEDESTRIAN-CONTROLLED SIGNAL
AT 240 STREET AND McCLURE AVENUE
ITT-EN19-66

DATE: OCTOBER 2019

FILE/DWG No SK0430



TO:	His Worship Mayor Michael Morden and Members of Council	MEETING DATE:	Nov 5, 2019
FROM:	Chief Administrative Officer	FILE NO:	234198
		MEETING:	CoW
SUBJECT:	Award of Contract for Audit Services		

EXECUTIVE SUMMARY:

On June 18, 2019 staff informed the Audit & Finance Committee that a Request for Proposals (RFP) would be issued for external audit services as the current contract had reached the end of its term. The RFP was issued on August 2, 2019 and 3 firms responded. The proposals were independently evaluated by the Chief Financial Officer, the Corporate Controller and the Manager of Revenue & Collections. All evaluators selected BDO Canada LLP as the top ranking proponent; accordingly the staff recommendation is to award the contract for audit services to BDO Canada LLP.

RECOMMENDATION:

That the contract for audit services be awarded to BDO Canada LLP for a term of 4 years with an option to renew for 3 additional 4-year terms; and

That the Corporate Officer be authorized to execute the contract.

DISCUSSION:

a) Background Context:

On June 18, 2019 staff provided the Audit & Finance Committee with a report advising them that the City's contract for audit services with BDO Canada LLP had reached the end of its term and that a Request for Proposals (RFP) would be issued this year.

The issuance of an RFP ensures that the selection of an external auditing firm is not based solely on price, but on a number of factors intended to ensure that the City of Maple Ridge selects a firm with the most relevant experience and team composition. This is intended to result in the selection of a firm offering the best value.

An RFP was issued on August 2, 2019, inviting firms to submit proposals detailing their firm's technical expertise, audit approach and costs. The RFP was publically advertised on the City's and BC Bid websites. Three firms responded prior to the closing date of September 12, 2019.

The evaluation criteria stipulated in the RFP focused on the following:

1. Qualifications and experience of both the audit firm and the proposed audit team,
2. Audit methodology
3. Financial

The proposals were independently evaluated by the Chief Financial Officer, the Corporate Controller and the Manager of Revenue and Collections and scored on the above criteria. The proposals were ranked as follows:

Proponent	Total proposed fees over four year (Exclusive of taxes)
BDO Canada LLP	\$171,800
KMPG LLP	\$172,400
Pricewaterhouse Coopers LLP	\$189,000

The top ranked proponent, BDO Canada LLP, is very experienced in public sector audit engagements, currently providing audit services to 22 public sector entities in BC, including Metro Vancouver. BDO Canada LLP has been providing audit services to the City of Maple Ridge since 2001.

The differentiating factor between the three firms was primarily in the experience of the proposed audit team. The evaluators determined that BDO's experience and approach would provide the city with the best overall value and a more efficient audit. This will in turn reduce the amount of additional work needed by City staff in all departments throughout the audit process.

b) Desired Outcome:

That the contract for audit services be awarded to the highest ranked proponent, BDO Canada LLP for a term of 4 years with an option to renew for 3 additional 4-year terms.

c) Interdepartmental Implications:

The work of the external auditors is increasingly focussing on work done by all municipal departments. It is not unusual for members of the audit team to spend significant amounts of time reviewing transactions in several departments, particularly Engineering, Recreation and Operations. A new audit firm would need to dedicate additional time to their work in departments as they would need to familiarize themselves with processes and systems as well as conduct their audit work. BDO Canada LLP is already familiar with City operations which would reduce the impact of a transition to a new audit firm on other departments.

d) Business Plan/Financial Implications:

The proposed fee is within the existing budget envelope for audit services. No other financial implications are anticipated.

e) Alternatives:

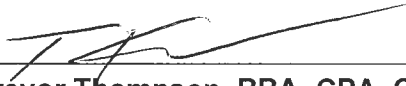
There is a school of thought suggesting that organizations should enforce some sort of audit rotation on a periodic basis. This can be accomplished through either changing audit firms or changing the lead engagement partner. Research on this subject suggests there is no benefit to the practice of mandated audit firm rotation when compared to the additional costs associated with a new firm undertaking the external audit role. While BDO Canada LLP has been the City's external auditor since 2001, the lead engagement partner has recently changed, so a form of audit rotation has been achieved without losing the benefit gained from continuity with a firm that is familiar with the City's operations.

CONCLUSION:

Under Provincial legislation the City is required to have its financial statements audited each year. In line with policy, an RFP for audit services was issued on August 2, 2019 which received three responses. The highest ranked proponent was BDO Canada LLP. Accordingly, staff recommend that they be awarded the contract for audit services as outlined in this report.



Prepared by: **Catherine Nolan, CPA, CGA**
Corporate Controller



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



Concurrence: **Al Horsman**
Chief Administrative Officer