

City of Maple Ridge

COUNCIL WORKSHOP AGENDA

March 10, 2020

11:00 a.m.

Blaney Room, 1st Floor, City Hall

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

REMINDER: March 10, 2020 Council Meeting 7:00 p.m. Council Chamber

1. APPROVAL OF THE AGENDA

2. ADOPTION OF MINUTES

2.1 Minutes of the February 25, 2020 Council Workshop Meeting

3. PRESENTATIONS AT THE REQUEST OF COUNCIL

3.1 Community Social Safety Initiative

Staff presentation and verbal update.

4. UNFINISHED AND NEW BUSINESS

4.1 GLOW Maple Ridge Strategies and Recommendations

Staff report dated March 10, 2020 recommending that the growth of Glow Maple Ridge be supported at an annual amount of \$35,000, funded through Accumulated Surplus, for each of the next two years, 2020 and 2021; and, that the next Financial Plan Bylaw amendment include this funding.

4.2 Mayor and Council Recognition Program Recommendations

Staff report dated March 10, 2020 recommending that staff be directed to expand the Parks Gift Program to include a "Mayor and Council Honour" component to celebrate the accomplishments of citizens on both undesignated amenities, such as benches and other park furnishings, in existing civic sites and proposed new assets as part of upgrades or new construction of public amenities in the community.

Note: The meeting will recess for 30 minutes following Item 4.2.

4.3 Proposed New Sign Bylaw No. 7630-2020

Staff report dated March 10, 2020 recommending that the attachment to the March 10, 2020 report titled "*Proposed New Sign Bylaw No. 7630-2020*" be forwarded to the March 31, 2020 Council Meeting.

4.4 Maple Ridge Bylaw Notice Enforcement Bylaw No. 7626-2020

Staff report dated March 10, 2020 recommending that the attachment to the March 10, 2020 report titled "*Maple Ridge Bylaw Notice Enforcement Bylaw No. 7626-2020*" be forwarded to the March 31, 2020 Council Meeting.

4.5 City of Maple Ridge Visual Identity

Staff report dated March 10, 2020 providing the following three recommendations for Council consideration:

- A. Continue the roll out of the single leaf visual identifier across City assets as needed; or,
- B. Apply the 2006 visual identity (as displayed on this report) across all City assets; or,
- C. Prepare a scoping report in order to engage an outside consultant to complete a full brand review that would include the City's vision and mission statements, key brand messages and visual identity.

4.6 Council Training, Conferences and Association Building - Policy No. 3.07

Staff report dated March 10, 2020 recommending that a revised Council Training, Conferences and Association Building - Policy No. 3.07 be brought back to Council for consideration.

5. CORRESPONDENCE – Nil

5.1 UPCOMING EVENTS

By Invitation to Mayor and Council

Child Development Workshop

Thursday, March 12, 3:00 – 6:00 pm

Greg Moore Youth Centre

Host: City of Maple Ridge Social Policy Advisory Committee

General Community Events

Tax Clinic for Seniors

Tuesday, March 10, 9:30 am – 3:00 pm
Ridge Meadows Seniors Activity Centre

Chamber of Commerce Event – Post-Budget Presentation with the Hon. Carole James, Minister of Finance

Thursday, March 12, 11:30 am - 1:30 pm
Meadows Gardens Golf Club, Sunset Room
Host: Chamber of Commerce

Repair Café

Saturday, March 14, 11:00 am – 3:00 pm
Maple Ridge Public Library

6 BRIEFING ON OTHER ITEMS OF INTEREST / QUESTIONS FROM COUNCIL

7. MATTERS DEEMED EXPEDIENT

8. NOTICE OF CLOSED COUNCIL MEETING

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

Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

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

Section 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

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

9. ADJOURNMENT

APPROVED BY:

DN

DATE:

Mar. 5/20

CHECKED BY:

Emi

DATE:

March 5/20

CHECKED BY: _____

DATE: _____

2.0 Adoption of Minutes

City of Maple Ridge

COUNCIL WORKSHOP MINUTES

February 25, 2020

The Minutes of the City Council Workshop held on February 25, 2020 at 11:03 a.m. in the Blaney Room at City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

PRESENT

Elected Officials

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

Appointed Staff

A. Horsman, Chief Administrative Officer
L. Benson, Director of Corporate Administration (Corporate Officer)
D. Boag, General Manager Parks, Recreation & Culture
C. Carter, General Manager Planning & Development Services
C. Crabtree, General Manager Corporate Services
S. Nichols, Deputy Corporate Officer
D. Pollock, General Manager Engineering Services
T. Thompson, Chief Financial Officer

Other staff as required:

J. Clelland, Assistant Chief Fire Prevention & Emergency Program
M. Orsetti, Director of Bylaw & Licensing Services

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

1. APPROVAL OF THE AGENDA

R/2020-059

It was moved and seconded

That the agenda of the February 25, 2020 Council Workshop Meeting be approved as circulated.

CARRIED

2. ADOPTION OF MINUTES

2.1 Minutes of the February 11, 2020 Council Workshop Meeting

R/2020-060

It was moved and seconded

That the minutes of the Council Workshop Meeting of February 11, 2020 be adopted as circulated.

CARRIED

3. PRESENTATIONS AT THE REQUEST OF COUNCIL – Nil

4. UNFINISHED AND NEW BUSINESS

4.1 Maple Ridge Wildlife and Vector Control Amending Bylaw No. 7619-2020 and Maple Ridge MTI Amending Bylaw No. 7621-2020

Staff report dated February 25, 2020 recommending that the attachment to the February 25, 2020 report titled “Maple Ridge Wildlife and Vector Control Amending Bylaw No. 7619-2020 and Maple Ridge MTI Amending Bylaw No. 7621-2020” be forwarded to the March 10, 2020 Council Meeting.

The General Manager of Planning and Development Services introduced the item. The Director of Bylaw and Licensing provided a presentation and responded to questions from Council.

R/2020-061

It was moved and seconded

That the attachment to the February 25, 2020 report titled “Maple Ridge Wildlife and Vector Control Amending Bylaw No. 7619-2020 and Maple Ridge MTI Amending Bylaw No. 7621-2020” be forwarded to the March 10, 2020 Council Meeting.

CARRIED

4.2 Maple Ridge-Pitt Meadows Area Transport Plan: Additional Tasks Proposed by TransLink

Staff report dated February 25, 2020 for information.

The General Manager of Engineering Services spoke to the staff report, providing background information and responded to questions from Council.

The Mayor provided information relative to recent meetings with TransLink.

Councillor Svendsen and Yousef left the meeting at 12:27 p.m.

4.3 Community Emergency Preparedness Fund – ESS Application

Staff report dated February 25, 2020 recommending that staff be authorized to submit an application to the Union of British Columbia Municipalities 2020 Community Emergency Preparedness Fund for \$23,951.12 toward the “ESS Modernization” project.

The Assistant Chief Fire Prevention & Emergency Program spoke to the staff report and responded to questions.

Councillor Svendsen returned to the meeting at 12:29 during the staff presentation.

It was moved and seconded

That staff be authorized to submit an application to the Union of British Columbia Municipalities 2020 Community Emergency Preparedness Fund for \$23,951.12 toward the “ESS Modernization” project.

With the approval of Council, the mover and seconder withdrew their motions to allow comments and consideration at the table.

R/2020-062

It was moved and seconded

That staff be authorized to submit an application to the Union of British Columbia Municipalities 2020 Community Emergency Preparedness Fund for \$23,951.12 toward the “ESS Modernization” project.

CARRIED

4.4 Mayor and Council Correspondence Policy

Staff report dated February 25, 2020 recommending that the Mayor and Council Correspondence Policy No. 3.08 be repealed in its entirety and replaced with the policy attached to the February 25, 2020 staff report titled “Mayor and Council Correspondence Policy”.

The Director of Corporate Administration spoke to the report, advising that a redline version of the policy had been provided, and responded to questions from Council.

The Mayor noted that given the recent restructuring all correspondence must come through CAO’s office from the start to ensure that responses and requests are handled by staff.

Councillor Yousef returned to the meeting at 12:37 p.m. during the Mayor’s comments.

R/2020-063

It was moved and seconded

That the Mayor and Council Correspondence Policy No. 3.08 be repealed in its entirety and replaced with the policy attached to the February 25, 2020 staff report titled “Mayor and Council Correspondence Policy” as amended to include comments from Council.

CARRIED

Councillor Duncan – OPPOSED

4.5 Code of Conduct – Accountability Mechanisms

Staff report dated February 25, 2020 for information only.

The Director of Corporate Administration spoke to processes recently adopted by other Lower Mainland municipalities to ensure procedural fairness.

The Mayor spoke to the reference document circulated to members of Council prior to the meeting.

R/2020-064

It was moved and seconded

That the Mayor be authorized to work with staff to develop a tool to address the code of conduct and mechanisms for accountability.

CARRIED

Councillor Robson – OPPOSED

5. CORRESPONDENCE – Nil

5.1 UPCOMING EVENTS

Events were provided in the agenda package for Council and public.

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

7. MATTERS DEEMED EXPEDIENT – Nil

8. NOTICE OF CLOSED COUNCIL MEETING

R/2020-065

It was moved and seconded

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

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

Section 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public

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

CARRIED

9. ADJOURNMENT – 3:18 p.m.

M. Morden, Mayor

Certified Correct

L. Benson, Corporate Officer



CITY OF MAPLE RIDGE

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: **GLOW Maple Ridge Strategies and Recommendations**

MEETING DATE: March 10, 2020
FILE NO: 2384624
MEETING: Council Workshop

EXECUTIVE SUMMARY:

Glow Maple Ridge has been developed as a stand-alone marketing platform with a distinct identity designed to showcase Christmas and winter-themed, family-friendly events and activities, focused on Memorial Peace Park and in/around the Maple Ridge Town Centre. Existing events and activities such as the Santa Claus Parade, Christmas Tree Lighting, CP Christmas Train, along with newly created elements are promoted and showcased under the Glow Maple Ridge platform. The goal is to develop Glow Maple Ridge into an annual 'must-attend' experience for citizens and visitors from the surrounding communities.

RECOMMENDATION:

That the growth of Glow Maple Ridge be supported at an annual amount of \$35,000, funded through Accumulated Surplus, for each of the next two years, 2020 and 2021; and, that the next Financial Plan By-law amendment include this funding.

DISCUSSION:

a) Background Context:

The Maple Ridge Five-Year Tourism Strategy, endorsed by Council in 2018, includes a number of destination development strategies. Among these is a recommendation that the City invest in compelling signature events and experiences with programming content and quality that motivates travel. The strategy identifies signature attractions as a first reason to visit Maple Ridge which can then lead to growing awareness of Maple Ridge as a destination of choice, with increased visitations, longer lengths of stays, increasing occupancy levels and greater visitor spending in local businesses. The strategy recommends "delivering and continually improving signature attractions and events with new elements, and expanding and enhancing the scope/scale of programming." (*Maple Ridge Tourism Strategy, December 2017, page 40*).

GLOW Maple Ridge, a partnership between the City of Maple Ridge, the Downtown Maple Ridge Business Improvement Association (BIA) and the Maple Ridge Pitt Meadows Chamber of Commerce, was a successful signature attraction that brought several thousand visitors and citizens to the town

core to experience the light displays, entertainment and sound-activated Christmas tree and to spend time dining and shopping in local businesses. The launch of GLOW, coinciding with the Winterfest events and Santa Parade, attracted 10,000 attendees.

Other measures of the GLOW Maple Ridge's program were reflected in statistics that measured the social and print media reach. For example, the City Facebook media analytics recognized 120,000 users who came across GLOW Maple Ridge content in their Facebook feed. In addition, positive citizen and visitor reviews, Instagram photos and the overall family-friendly atmosphere reflected the favourable *economic, social and cultural impact of the town core activation.

Components of the 2019 initiative included:

- Illumination displays in Memorial Peace Park
- Sound-activated Christmas Tree Display
- Background music in Spirit Square, 224th Street
- GLOW Selfie Photo Displays
- 12 community shows on the Memorial Peace Park bandstand
- Decorated storefronts and contest
- Regional and local destination marketing to showcase winter-themed events and activities
- Production of a post-event video.

GLOW MAPLE RIDGE
 Dec. 7, 2019 - Jan. 5, 2020
mapleridge.ca/2344

GLOW Events Schedule

- Dec. 7 - Winter Fest and Glow Maple Ridge kick off
 4:00-8:00 PM Memorial Peace Park
 Santa Clause Parade, lighting of the Christmas Tree, Nutcracker Ballet, Christmas Market, and much more
- Dec. 12 - Peter Tam's Holiday Special
- Dec. 12 - Turn Your Holiday Season Up to Eleven with SRT's School of Rock
- Dec. 13 - Maple Ridge Concert Band presents Christmas Carols on the Bandstand
- Dec. 14 - Maple Ridge Concert Band presents Christmas Carols on the Bandstand
- Dec. 15 - Shred Share Stoked – 11th Annual Skateboarding Competition
- Dec. 16 - CP Holiday Train
- Dec. 17 - Holiday Cheer Community Dinner
- Dec. 19 - Rock Out with MRSS Rock Band
- Dec. 20 - Emerald Pig Theatrical Society
- Dec. 20 - Latin Flavours Fitness Dance Party on the Bandstand
- Dec. 21 - Emerald Pig Theatrical Society
- Dec. 21 - Glow Cup Hockey Challenge
- Dec. 22 - Maple Ridge Concert Band presents Christmas Carols on the Bandstand

**The owner of Silver Valley Brewing told the Business Improvement Association that the launch of the GLOW Maple Ridge event stimulated an increase in customers to his craft brewery and prompted the owner to call in additional staff to handle the demand. Taco Fan and other downtown businesses also noted a favourable upsurge in business and requested more community activities in the downtown.*

b) Desired Outcome:

- Enhanced visitor/resident experiences to support longer lengths of stays and increased spending in local businesses,
- Destination marketing to showcase Maple Ridge's unique offerings while contributing to the livability, safety and attractiveness of the City, including after dark,
- Growth in community spirit and engagement through positive participation.

c) Strategic Alignment:

The City of Maple Ridge tourism services model is consistent with the Maple Ridge Five-Year Tourism Strategy, the Maple Ridge Ten-Year Cultural Plan and aligns with Council's 2019 Strategic Priorities, specifically the pillars of community safety and engagement and community pride.

d) Business Plan/Financial Implications:

Using a regional events economic impact calculator, the GLOW Maple Ridge town core activation and winter-themed events that took place in Memorial Peace Park between December 7 and January 5 achieved an economic impact value of approximately \$438,570 (See *Attachment 1*).

GLOW Maple Ridge required a \$22,500 investment to cover the cost of the lighting displays and programming. City staff were able to secure additional contributions from the private and non-profit sector totaling \$17,500 in monetary funding and a \$14,000 value of in-kind contributions making a total expenditure for 2019 of \$54,000 including in-kind sponsorship and private sector investment.

To address the growth of Glow Maple Ridge and to include a New Year's Eve festival in Memorial Peace Park, it is requested that Glow Maple Ridge be supported with an annual amount of \$35,000, funded through Accumulated Surplus, for each of the next two years, 2020 and 2021; and, that the next Financial Plan By-law amendment includes this funding. The program plan and funding will be reviewed during the yearly business planning process.

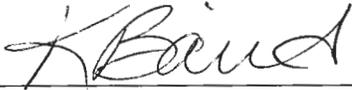
This request for annual funding support would demonstrate the City's recognition of GLOW Maple Ridge as a major event and an important element of economic development and tourism planning. Staff will be seeking a matching contribution from private sector and in-kind sponsorship, providing an overall 2020 event budget of \$70,000. A staff report will be provided annually to Mayor and Council to provide a breakdown of each Glow Maple Ridge event.

Expanded programming proposed for 2020 to include:

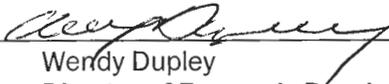
- Community and business engagement to define and design the enhancement plan
- Additional illumination elements and engaging activities
- New Year's Eve celebration with live music
- Expanded partnership to create destination experiences
- GLOW Maple Ridge merchandise development

CONCLUSION:

There is general agreement that GLOW Maple Ridge 2019 for its inaugural year was a tremendous success on many fronts and has great growth potential for future years. Council's financial contribution would allow for the additional community and business engagement, enhanced winter-themed elements and a New Year's Eve celebration to increase the overall positive impact of GLOW Maple Ridge.



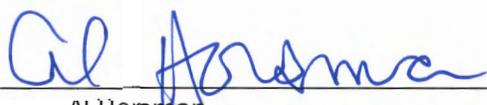
Prepared by: Kathryn Baird
Tourism Coordinator



Reviewed by: Wendy Dupley
Director of Economic Development & Civic Property



Approved by: Christine Carter, M.P.L, MCIP, RPP
General Manager Planning & Development Services



Concurrence: Al Horsman
Chief Administrative Officer

Attachments:

- (A) Economic Impact Calculation
- (B) Sample of GLOW Maple Ridge Citizen Feedback

GLOW Maple Ridge - Economic Impact Pro forma																														
GLOW Maple Ridge 2019																														
Dec. 7, 2019 - Jan. 5, 2020	Dec. 7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	27	29	30	31	1	2	3	4	5
Local visitors	7500	75	75	75	75	225	113	113	75	75	75	75	187	113	113	113	75	75	75	75	75	75	75	75	75	75	75	75	75	75
Local attendees @ \$10	\$75,000	\$750	\$750	\$750	\$750	\$2,250	\$1,130	\$1,130	\$750	\$750	\$750	\$750	\$1,870	\$1,130	\$1,130	\$1,130	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750
Out of town visitors	2500	25	25	25	25	75	37	37	25	25	25	25	63	37	37	37	25	25	25	25	25	25	25	25	25	25	25	25	25	25
Visitors/day at \$100	\$250,000	\$2,500	\$2,500	\$2,500	\$2,500	\$7,500	\$3,700	\$3,700	\$2,500	\$2,500	\$2,500	\$2,500	\$6,300	\$3,700	\$3,700	\$3,700	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Total attendees	10,000	100	100	100	100	300	150	150	100	100	100	100	250	150	150	150	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Direct Economic Impact	\$325,000	\$3,250	\$3,250	\$3,250	\$3,250	\$9,750	\$4,830	\$4,830	\$3,250	\$3,250	\$3,250	\$3,250	\$8,170	\$4,830	\$4,830	\$4,830	\$3,250	\$3,250	\$3,250	\$3,250	\$3,250	\$3,250	\$3,250	\$3,250	\$3,250	\$3,250	\$3,250	\$3,250	\$3,250	\$3,250
Total Economic Impact	\$438,570																													

To determine the economic impact of the GLOW Maple Ridge town core activation, an economic impact calculation was applied to each day with an *estimated attendance applied to both local citizens (75%) and out-of-town visitors (25% of attendees). It was conservatively estimated that local attendees would spend an estimated \$10 per day and visitors would spend \$100 per day in Maple Ridge. In addition to direct spending that occurs, there is the incremental secondary economic impact that can be measured through partnering with others to create an “experience” that extends a visitor’s time and local spending.

Using the economic impact calculator, the GLOW Maple Ridge town core activation and events (Christmas Festival and Santa Parade and 12 community concerts in Memorial Peace Park) that took place between December 7 and January 5 achieved an economic impact of approximately **\$438,570**.

**estimated attendance based on reports from Parks, Recreation and Culture staff, Westridge Security and the Downtown Maple Ridge Business Improvement Association.*



GLOW Maple Ridge Feedback

December 7 – January 5, 2020

-----Original Message-----

From: [REDACTED]

Sent: Tuesday, December 10, 2019 3:19 PM

To: Tourism <tourism@mapleridge.ca>

Subject: Compliments not criticism

Hello. Merry Christmas! Our compliments to those involved in the ideas, creation and setup of the wonderful "Glow" light display in Memorial park. We strolled through the lights last evening and enjoyed it. The sound changing tree attracted many people's attention as they sang, whistled and clapped and watched it change colours. What a delight! The tunnel, trees and circular light forms were beautiful too. Great for taking pictures in front of them.

We can be proud of our city thanks to people like you who are willing to make the effort in creating these experiences for all to enjoy. Thank you all.

A happy citizen.

Facebook Comments:

"Just moved here. I love the decorations. As I love Christmas."

"I love this about Maple Ridge, look forward to it every year!"

"Great city lights, good to come home to."

"Thanks! I will go again and get an ice cream or maybe a beverage nearby!"

Westridge Security:

"The event was a great success, my staff reported that people from all over were coming to enjoy the display...Great job we look forward in being involved again next year!"



TO: His Worship Mayor Michael Morden and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Mayor and Council Recognition Program Recommendations

MEETING DATE: March 10, 2020
FILE NO: 01-0640-30-2020
MEETING: Workshop

EXECUTIVE SUMMARY:

A review of the City’s Recognition Programs was one of the 2020 Business Plan deliverables for the Community Engagement & Relations Department. During the first year of this Council’s term, there were a number of brief discussions regarding recognizing the accomplishments of citizens in our community.

Staff have conducted a review of recognition and honours programs from other local governments in BC, the Province, and the Federal Government in addition to programs currently available within the City governance and non-municipal organizations in Maple Ridge. The list of recognitions and honours for our community and other governments can be found in Attachment “A” of this report.

RECOMMENDATION:

That staff be directed to expand the Parks Gift Program to include a “Mayor and Council Honour” component to celebrate the accomplishments of citizens on both undesignated amenities, such as benches and other park furnishings, in existing civic sites and proposed new assets as part of upgrades or new construction of public amenities in the community.

DISCUSSION:

a) Background Context:

Staff conducted a review of the existing City led recognition programs, community programs, provincial and federal programs. The following is a brief summary of some of the existing City led programs:

- i. **Letter from the Mayor:** The Mayor’s office provides letters to recognize significant life milestones of citizens. It has been a longstanding practice for the Mayor to send letters to individuals and organizations who have made significant contributions to our community.
- ii. **Naming of Civic Facilities/Parks:** Council has strategically used the facility/park naming option to honour citizens who have achieved significant international recognition, the legacy of founding families and to promote financial partnerships that bring new and upgraded amenities for our growing community.

Facility naming is done in consultation with local, provincial and federal partner organizations who have a stake in the land or capital funding of the facilities and these recommendations are brought to Council for review and approval.

Some examples include the Greg Moore Youth Centre, The Cam Neely Arena at Planet Ice, the Larry Walker Field and most recently the designation of a new field within Merkley Park as the 'Karina LeBlanc Field.' The Cam Neely Arena and Karina LeBlanc Field designations show how elements within an existing park or facility can be designated.

- iii. **Street Naming:** Council can designate a name to a new street in an emerging neighbourhood. A recent example is the designation of 'Bob Shantz Way' in a new subdivision in west Maple Ridge. This approach lacks some immediacy, but provides a mechanism for Council to recognize extraordinary citizens.

Council can redesignate all or part of an existing roadway with a new name. Most recently, a section of an existing road was renamed 'Jim Robson Way.' This change in designation required consultation with property owners, Canada Post, the Land Titles Office, BC Assessment, the BC Ministry of Transportation, Engineering and the Maple Ridge Fire Department as well as outreach to digital mapping companies.

- iv. **Parks Gift Program:** The Parks Gift program provides a way for citizens to make donations towards the installation or designation of amenities with a plaque to honour someone in the community. Examples include park benches and tree planting throughout the community.
- v. **Freedom of the City:** The highest tier of formal recognition is the 'Freedom of the City' designation. Also known as the 'Freeman of the City' or the 'Keys to the City' in some jurisdictions. The City of Maple Ridge has made this designation on nine occasions; seven times for individuals and twice to organizations including the Royal Westminster Regiment and the Royal Canadian Legion Branch 88. This is a very high level recognition that traditionally has a significant protocol component associated with it.
- vi. **Community Champions Program:** The Parks, Recreation & Culture Department has implemented the 'Community Champion' program. This serves as a mechanism to highlight outstanding citizens from diverse backgrounds, ages and interests. These citizens are nominated by their peers in the community and selected by past Community Champions.

b) Desired Outcome:

To implement a Council honours component to the Parks Gifts Program to recognize the accomplishments of citizens in the community.

c) Strategic Alignment:

Recognizing citizens who make significant contributions fostering a culture of volunteerism, service and excellence in their chosen field of interest, whether in sports, the arts or public service aligns with Council's strategic priority of Community Spirit and Pride.

d) Citizen/Customer Implications:

Maple Ridge has a significant number of recognition programs that strongly aligns with the diversity of programs seen in other communities.

e) Interdepartmental Implications:

The current suite of awards and recognitions have minimal interdepartmental implications. The Community Engagement staff work with the liaisons for the Committees of Council to provide photography and protocol support as required.

f) Business Plan/Financial Implications:

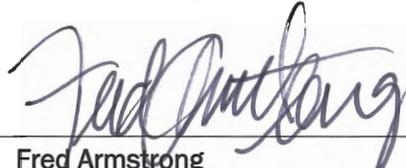
An enhancement of the Park Gift Program that leverages unassigned assets in the community has a minimal impact on the Financial Plan. Advance notice by Council of the desire to honour a citizen as part of the upgrade or design and construction of a new facility could allow for any costs associated with the recognition to be incorporated into the project budget.

g) Alternatives:

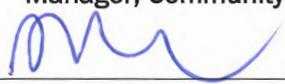
Council may consider the development of a new award category or designation that falls outside of the existing programs offered in the community. This would require the development of the criteria for selection, the nature of the award, how it is presented and how the award could be displayed in perpetuity.

CONCLUSION:

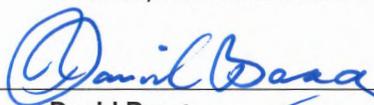
There are many current and historical recognition programs that already exist through the City administered by its Committees as well as local business and community organizations. The recognition of citizens who make extraordinary accomplishments or significant contributions to the community is an important method of fostering a strong culture of excellence and volunteerism that is consistent with Council's strategic priority of Community Pride & Spirit.



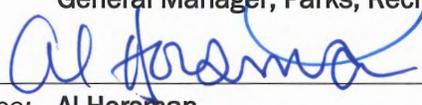
Prepared by: **Fred Armstrong**
Manager, Community Relations & Engagement



Reviewed by: **Danielle Pope**
Director, Recreation and Community Engagement



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



Concurrence: **Al Horsman**
Chief Administrative Officer

Attachments:

- (A) Recognition & Honours Programs

Attachment A: Recognition & Honours Programs

City of Maple Ridge

Recognition	Criteria	Information
Letter From the Mayor	The Mayor is pleased to provide greetings to Maple Ridge residents celebrating a birthday of 75 years and up and couples celebrating an anniversary starting at their 40th. Greetings are issued in five year increments, e.g., 75, 80, 85, etc. for birthdays or 40, 45, 50, etc. for anniversaries.	http://www.mapleridge.ca/259/Contact-Council
Civic Facility Naming	Approval by Council in consultation with government or private funding partners.	
City Street Naming	Follows a policy framework developed in 2002 by the Community Heritage Commission. Council can designate names for new streets or redesignate all or a portion of an existing street.	
Park Gift Program	Citizens, companies or community organizations can fund recognition for a person on new or existing amenities. Examples include park benches, tree plantings and other facilities within civic sites. Council has used this to honour citizens for public service, both elected and non-elected.	
Freedom of the City	Being designated as a 'Freeman of the City' is a practice that began in 12th-century Europe. These were free men of means and rights as opposed to serfs or other indentured people. Over time, as more and more people were recognized with basic rights by the government, the 'Freeman of the City' designation came to be an honour bestowed on citizens who were seen to have given service of great value to their community in a voluntary capacity. The Community Charter allows for the newly named 'Freedom of the City' to be bestowed by a unanimous vote of the members of Council to honour a distinguished person in the City who has made a significant contribution to the City.	http://www.mapleridge.ca/257/Freedom-of-the-City

Heritage Awards Partnership with Council Committee & Heritage Society	Maple Ridge Community Heritage Commission	Awarded annually since 2007, these awards recognize contributions of individuals and organizations who are promoting and preserving the heritage of Maple Ridge. http://www.mapleridge.ca/240/Heritage-Awards
Parks, Recreation & Culture Community Champions Program	Community Champions is a citizen recognition campaign where the community nominates their exceptional neighbours according to five categories: artists, athletes, volunteers, storytellers and barrier breakers. Those selected will be recognized on the covers of seasonal Maple Ridge Parks, Recreation & Culture Program Guides and also receive a full spread that shares their story on the interior of the guide.	Community Champions is a citizen recognition campaign where the community nominates their exceptional neighbours according to five categories: artists, athletes, volunteers, storytellers and barrier breakers. Those selected will be recognized on the covers of seasonal Maple Ridge Parks, Recreation & Culture Program Guides and also receive a full spread that shares their story on the interior of the guide. http://www.mapleridge.ca/2016/Community-Champions
Accessibility Awards Council Committee	Municipal Advisory Committee on Accessibility & Inclusiveness	Awarded by the committee since 2004, these awards recognize businesses, organizations and individuals that have made a difference in our community, specifically in the lives of individuals living with diverse abilities. http://www.mapleridge.ca/986/Accessibility-Award-Winners

Organizations in Maple Ridge

Recognition	Organization	Information
Home Town Hero	Maple Ridge Sport Network	Awarded since 1998, this program is transitioning to the Maple Ridge Sport Network to recognize individuals from our community that have achieved national or international success in their chosen sport. http://www.mapleridge.ca/2191/Hometown-Heroes
Citizen of the Year	Maple Ridge Community Foundation	Awarded since 1991, this award recognizes citizens who have made significant investments in the community through their volunteerism. The program now honours lifetime achievement, aged 40 and under and youth. http://mrcf.ca/news-and-events/citizen-of-the-year-award/
Citizens of the Year	Ridge Meadows South Asian Cultural Association	Awarded annually by the Society to recognize an individual for service to the community and representing the ideals and values of the organization.

Ridge Meadows Hall of Fame	Ridge Meadows Hall of Fame Society	These awards were handed out from 1998 through to 2007 by the now shuttered Ridge Meadows Hall of Fame Society. These awards recognized individuals from Maple Ridge who made significant contributions in the world of sports, business or volunteerism. The awards were displayed at the Maple Ridge Library. Anne Meraw was the driver of this program.
Business Excellence Awards	Chamber of Commerce	The Chamber of Commerce has been recognizing businesses and non-profit organizations in the community for over 20 years as part of their annual Gala program. http://www.mapleridge.ca/986/Accessibility-Award-Winners

Additional Local Recognition Programs

Here are some examples of high profile current or past recognition programs;

Rotary Club (Haney & Meadow Ridge): Paul Harris Fellowships & Rotarian of the Year.

Ridge Meadows Recycling Program: Recycler of the Year

Ridge Meadows Minor Hockey Association: Jim Lindsay Memorial tournament

West Coast Soccer: Players & Coaches of the Year

Albion Football Club: Players & Coaches of the Year

Ridge Meadows Lacrosse; Players & Coaches of the Year

Maple Ridge & Pitt Meadows Arts Council: Scholarship Program & Volunteer Recognition

Examples of Recognition & Honours Programs for Local Governments

Community	Types of Recognition	Information
City of Vancouver	<p>The Awards of Excellence: Five award categories honouring people and organizations that make Vancouver a greener, healthier, more diverse and accessible City.</p> <p>Mayor's Achievement Award: Recognizes remarkable dedication to improving the quality of life for the citizens of Vancouver.</p> <p>Civic Merit Award: Recognizes individuals for outstanding achievement in a particular field of endeavour.</p> <p>Freedom of the City Award: Criteria similar to the City of Maple Ridge.</p>	<p>https://vancouver.ca/your-government/civic-honours-awarded-by-city-council.aspx</p>
City of Surrey	<p>Sassy Awards: Celebrate youth aged 15 to 21 who are making a difference in Surrey.</p> <p>City Awards program: seven categories including sport, environment and heritage.</p> <p>Civic Treasure Awards: honours contributions to cultural sector in Surrey.</p>	<p>https://www.surrey.ca/community/16369.aspx</p>

	Good Citizen Award: given annually to a person who has given outstanding service for the betterment of our community over the years.	
City of Port Moody	Civic Awards: awarded in five categories including arts, heritage, sports and accessibility. Freedom of the City: Criteria similar to the City of Maple Ridge.	https://www.portmoody.ca/en/city-hall/awards-and-recognition.aspx
City of Abbotsford	Order of Abbotsford: bestowed upon individuals who have given a particularly high level of long-term service and contribution to the City. Community Champions: presented to an individual, group, or organization who have achieved National or International recognition in a variety of areas, including, but not limited to: academia, sports, arts and culture. Community Recognition: Any individual, team or group who achieved or provided a service and/or contribution which has benefitted the community.	https://www.abbotsford.ca/city_hall/awards_and_recognition.htm
City of Kamloops	Exemplary Service Awards: Given to citizens who have dedicated their time and service to the well-being of the community. Overlander/Pioneer Spirit Award: Awarded to individuals for exceptional deeds or accomplishments. Freedom of the City: Criteria similar to the City of Maple Ridge.	https://www.kamloops.ca/our-community/community-awards

Other Local Government Recognitions & Honours

Most communities in BC offer the 'Freedom of the City' or 'Freeman of the City' designations including including Richmond, Burnaby and Chilliwack have examples of these designations, but noticed that the frequency of these designations seems to have dropped in the last decade.

Communities that do not have non-civic organizations with awards programs tended to have awards for culture, environment, sports and volunteerism as noted in the examples in the previous table.

Where the criteria is published for the awards, it is clear that the highest honours involved a unanimous vote of Council to ensure that there is strong alignment by the local government.

Provincial & Federal Recognition & Honours Programs

The Province of BC has three programs in place. These include;

- 1) The Order of BC.
- 2) The Medal of Good Citizenship
- 3) Multi-Culturalism Awards.

Information on these programs can be found at

<https://www2.gov.bc.ca/gov/content/governments/celebrating-british-columbia/honours-and-awards>.

In addition, the Province, through government ministries, supports recognition programs in a number of fields working with partner organizations.

Government of Canada Recognition & Honours Programs

The Government of Canada honours citizens who make extraordinary contributions in a number of fields through the Order of Canada Program. In addition, the Governor General has a number of honours and awards recognizing contributions in volunteerism, bravery, arts, academic, science and humanities. Information on these programs can be found at <https://www.gg.ca/en/honours>.

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Proposed New Sign Bylaw No. 7630-2020

MEETING DATE: March 10, 2020
FILE NO: 09-3900-02
MEETING: Council Workshop

EXECUTIVE SUMMARY:

The attached report will be on the next Council Meeting agenda for discussion and consideration of the recommendation. The Council Workshop forum provides an earlier opportunity for Council to seek additional information if required, prior to decision-making.

RECOMMENDATION:

That the attachment to the March 10, 2020 report titled "Proposed New Sign Bylaw No. 7630-2020" be forwarded to the March 31, 2020 Council Meeting.



Approved by: Deputy Corporate Officer

Attachment:

- Proposed New Sign Bylaw No. 7630-2020 - date March 31, 2020



TO: His Worship Mayor Michael Morden **MEETING DATE:** March 31, 2020
and Members of Council **FILE NO:** 09-3900-02

FROM: Chief Administrative Officer **MEETING:** Council

SUBJECT: Proposed New Sign Bylaw No. 7630 - 2020

EXECUTIVE SUMMARY:

The Building Department is pleased to submit for Council's consideration the updated Sign Bylaw No. 7630-2020 attached as schedule A to this report. This bylaw is a result of an extensive and lengthy consultation process geared towards creating a more user friendly bylaw which is updated to address the sign issues of today. This process has included consultation with the building and development community, sign companies and the business community and residents. The consultation process included directed mail outs to the high use user groups, online surveys and access to the document plus an open house. We believe we have created a bylaw that addresses the needs of the community and the goals of the City.

In summary, the bylaw applies to all lands in the city and consists of the following regulations:

- Definitions and Interpretations
- General Provisions & Exemptions
- Prohibitions & Non-Conforming Signs
- Maintenance & Inspections
- Specific Regulations & Schedules

RECOMMENDATION:

That Maple Ridge Sign Bylaw No. 7630 - 2020 be given first, second & third reading.

DISCUSSION:

a) **Background Context:**

The Sign Bylaw is regulatory in nature, as it not only seeks to ensure it achieves council's vision for the city, but is also sensitive to the needs of the business community and their desire to identify their business and the services they provide. The Sign Bylaw is intended to provide support and further enhance what has been created as part of the Zoning and Development Permit process. The Sign Bylaw now includes a recommendation for signage to be included as part of the Development Permit Process to ensure signage forms an integrated part of the design.

The existing Sign Bylaw has been revised only once since its adoption in 1992 which has led to a document that does not deal with current issues and technologies which we hope to rectify moving forward. It is expected that changes and challenges will occur with the new Sign Bylaw 7630-2020 as technology and community needs change. It should also be expected that normal housekeeping amendments to the Sign Bylaw will be required as it is applied on a daily basis.

The new Sign Bylaw is a significant document and therefore it is useful to briefly review the history, goals and efforts in the past that have culminated in the new bylaw.

The City has had seven sign bylaws since the 1960's each of which built on the previous bylaw and added new components that were relevant at the time. Signs provide a visible face to business in the community and the Sign Bylaw is intended to ensure this can be achieved but also ensure Council's vision for the City and the safety of pedestrians and vehicular traffic is still achieved.

The goal of the Sign Bylaw review has always been to achieve an updated bylaw that:

- Aligns with city policies and goals
- Identifies and resolves issues/concerns raised by the public, the development community and city departments,
- Responds to new market trends
- Improves consistency and a format that is user-friendly, easily interpreted, enforceable and effective in regulating signage in the City,
- Enables local businesses, institutions, and community organizations to clearly identify themselves and the products or services they provide.
- Enhances the appearance and visual character of the community through appropriate signage
- Ensures the safety of pedestrians, cyclists and motorists by ensuring signs are properly located, minimize distraction, and do not interfere with traffic control devices

To achieve these goals the following steps have occurred:

- Council has continued to support a Sign Bylaw modernization effort
- Early efforts focused on important background work, such as, information gathering, research of issues and problem identification, coordinating with other departments for their specific areas of concern, looking at various alternative bylaw formats, identifying key deficiencies and inconsistencies. This groundwork was accomplished internally with existing resources to streamline the review process.
- In general, the scope of the review included the following: identification of issues, concerns and discrepancies, reformatting for ease of use and language, review of all sign types and definitions for consistency and modernization, introduction of new provisions that reflect the goals and objectives of Council.
- Countless staff meetings and input from internal departments that provided both useful feedback and constructive input
- Consultation was held with the Public, Developer representatives, Sign Companies, Chamber and Business Improvement Association via email, website posts and an open house. The open house was held on November 26, and 10 people attended,
- A legal review of the bylaw has been completed to ensure its enforceability.

It is important to note that there have been countless changes that can best be described as housekeeping and updating but there are also some significant changes. Most significant is the reorganization of the bylaw to be user friendly, consistent, updated and logical in organization, format and language. There are many minute changes in the bylaw that cannot be noted in a simple staff report. Therefore, the new bylaw should be read by those interested, in its entirety.

A number of public information sessions have occurred with the local business and industry communities to provide input on suggested changes to the current bylaw. After these sessions, and with input from staff, a bylaw was drafted and presented to Council for adoption. At that time, the bylaw was deferred at Council's direction.

The bylaw was then brought forward to Council again in 2017 for consideration with a further request to obtain additional public input due to the time lag between Council's first three readings. Staff felt this was needed to ensure the bylaw was still relevant and met the needs of both the community and the City.

The proposed bylaw attached to this report is believed to be more in harmony with local business interests. As part of the adoption of this bylaw, Council will have the opportunity to review its success in one year from the date of adoption as a report will be brought back to Council for consideration and direction.

A primary focus is to make a Bylaw more user friendly, easier to read and interpret. The proposed Bylaw corrects a number of significant problems in the current Bylaw with some of these corrections identified below:

1. Significant improvements and additions to the Definition section of the Bylaw provide clarity in:
 - How to determine the size of the store front applicable to calculating sign area
 - Identifying the boundaries of tenant spaces
 - Include wording for offsite development directional signs
 - Excluding the need to consider signs within a development that are not visible from highways
2. Identify and separate those sign types that either wholly or partially encroach onto municipal property, whether they are on the roadway, sidewalk, boulevard, or overhang any of these areas. The bylaw now provides a mechanism to allow these signs to be installed through the Municipal Engineer.
3. Provide an alternative to sandwich board signs where businesses have an awning or a canopy.
 - It is proposed that a sign not exceeding 0.28 sq. m. (3.0 sq. ft.) be allowed without the need for a permit.
4. Sandwich Board Signs now have specific requirements for placement: size and liability insurance. These types of signs, where permitted, will need to be incorporated into the streetscape in a safe manner.
5. Where applications are made for sign types that are not addressed in the Sign Bylaw the applicant has the option of using the Development Variance Permit process. The appropriate changes have been made to the Bylaw to clarify this process.

6. Revised regulations have been identified for Election Signs. More specifically the size, placement and number of signs.
 - Provincial and Federal election signs are not to be erected more than 30 days prior to the election and removed within 4 days after the election.
 - Municipal and school trustee election signs are not to be erected more than 20 days prior to the election and removed within 4 days after the election.
 - Signs cannot exceed a height of 2.44 metres (8.0 feet).
 - A maximum of 300 signs per candidate with a limit on large election signs - 1.48 sq. m. (16 sq. ft.) – of not more than 100 of the maximum 300 permitted.
 - Signs cannot be erected on municipal parkland or buildings owned or leased by the City.
7. Regulations for the placement of private and public sector information signs on public right of ways for specific short periods of time addressing a number of issues.
 - Signage permitted through an application to the Municipal Engineer.
8. Reduce and simplify how the size and copy area of signs are calculated.
 - Signs attached to the building are now calculated based on the frontage wall area of the tenant space regardless of the properties zoning designation.
 - Calculations allow for an increase in the amount of copy area without requiring the sign area to be increased for no other reason than to increase the copy area.
 - The method of sign calculation are now grouped based on the primary land use designations as identified in the City's Zoning Bylaw.
9. Signage be included as part of the Development Permit process to ensure integration into the overall design of the development.
 - Development Permit applications will request that the location and type of signage be included.
 - The Building Department will review proposal as part of the DP review process to ensure compliance or identify the need for a Development Variance Permit.

The work completed on the proposed Sign Bylaw creates an integrated sign permit system that involves the Building Department, Bylaw & Licencing Services, along with the Clerks, Engineering and Planning Departments. The proposed Bylaw provides for more clarity in the application process, clearly differentiates between signs on private and public property and sets out the process for applying for each type of sign where applicable.

Transition Process from Old to New Sign Bylaw

All current issued permits would not be impacted as they have been reviewed under the previous bylaw and would only need to complete the permit inspection process to finalize these signs. All instream applications have been reviewed for compliance to the proposed bylaw and would require no modifications to their issuance.

As part of this transition, all stakeholders will be provided with copies directly via email. The new bylaw will also be posted on the website and broadcast through our social media accounts.

b) Desired Outcome:

That Council adopts Sign Bylaw 7630 - 2020.

c) Citizen/Customer Implications:

A bylaw that is clear and understandable to all users and provides clarity around signage that has been problematic in the past.

- Provide a mechanism through the Development Variance Permit process where proposals do not comply with the bylaw
- Clearer wording around the need for professional involvement of engineers for signs and or their installation
- Allows for additional on-site signage for home occupation uses

d) Interdepartmental Implications:

The work completed on the proposed new Sign Bylaw creates an integrated sign permit system that involves the Building Department - Permits & Inspection Services, Bylaw & Licencing Services, along with the Clerks, Engineering and Planning Departments. This is achieved by defining what type of approval is needed for the various types of signs and from which department, providing clearer role definitions for enforcement, and providing an alternate where compliance to the bylaw is problematic to the applicant.

e) Business Plan/Financial Implications:

The current sign permit fees are \$50.00 for permanent signs and \$20.00 for temporary signs. Staff has conducted a survey of sign permit fees in other jurisdictions in the lower mainland and is recommending a fee structure that will cover the majority of the costs for plan checking and inspections.

The fees are based on the size of the proposed sign as the degree of complexity in the plan review and documentation to be reviewed becomes more difficult and takes more time the larger the proposed sign becomes. The fee schedule will now range from \$136.00 for a 3 sq. m. (4' x 8') sign up to \$536.00 for signs exceeding 18.6 sq. m. (10' x 20').

With respect to temporary signs, staff is recommending a modest increase in the cost from \$20.00 for a thirty (30) day period to \$30.00 for a thirty (30) day period with the addition of a refundable annual security deposit of \$500.00. The proposed sign fee schedule is set out in Schedule A of this Bylaw.

This fee structure puts our fees within the mid-range of the 10 local municipalities reviewed.

f) Alternatives:

That Council not grant three readings to the Bylaw.

CONCLUSION:

The proposed bylaw before you builds upon the previous draft bylaw and provides additional revisions based on interaction with the current bylaw and applicants. The proposed bylaw has been in the process of updating since 2013. With multiple consultations with industry and the public over the past six years to ensure a bylaw that speaks well to all parties involved, we believe the bylaw before you has struck a balance between the public's needs including:

- Home base occupancy use signage,
- Developer signage both on and offsite,
- Clarity in the terms used within the bylaw, and
- Structure of the bylaw.

This bylaw also meets the needs of the City to ensure a bylaw that:

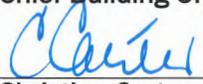
- is easy to interpret,
- Provides a balance between the needs of the city and the community,

- Provides language for alternate approvals, and
- is enforceable.

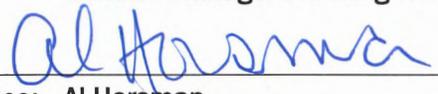
Following the adoption of the Bylaw, pursuant with City practice, the Bylaw staff will monitor its effectiveness for a period of approximately one year and prepare a report for Council's consideration.



Prepared by: **Stephen J. Cote-Rolvink, RBO, CRBO**
Chief Building Official



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



Concurrence: **Al Horsman**
Chief Administrative Officer

Attachments:

- (A) Appendix A – Draft Sign Bylaw



City of Maple Ridge

Sign Bylaw
Bylaw No. 7630 - 2020

Effective Date:

City of Maple Ridge

Sign Bylaw No. 7630-2020

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City of Maple Ridge

Sign Bylaw No. 7630-2020

A bylaw to regulate signs within the City of Maple Ridge.

WHEREAS Pursuant to section 908 of the *Local Government Act*, R.S.B.C. 1996, c. 323 but subject to the provisions of the Motor Vehicle Act R.S.B.C. 1996, C318 and the Transportation Act, S.B.C., 2004 c. 44 Council may, by bylaw regulate the number, size, type, form, appearance and locations of signs in the City, and the bylaw may contain different provisions for different zones, different uses within a zone, and different classes of highways;

AND WHEREAS Pursuant to sections 8(4) and 65 of the *Community Charter*, S.B.C., C. 26 Council may, by bylaw regulate and impose requirements in relation to signs and advertising in the City and regulate or prohibit the erection, placing, alteration, maintenance, demolition and removal of a sign, sign board, advertisement, advertising device or structure;

AND WHEREAS Council wishes to allow for signs in the City, while simultaneously preserving and enhancing Maple Ridge's character, and ensuring that signs are designed, constructed, installed and maintained so that energy consumption is minimized, and public safety and traffic safety are not compromised.

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

Part 1 Citation

1.1 This bylaw may be cited as Sign Bylaw No. 7630-2020.

Part 2 Severability

2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

Part 3 Previous Bylaw Repeal

3.1 Sign Bylaw No. 4653 – 1992 (adopted on August 10, 1992) is hereby repealed and the following amendment bylaw is hereby repealed:

Maple Ridge Sign Amending Bylaw No.4762-1992.

Part 4 Definitions

For words not defined in this Bylaw, the definitions contained in the Maple Ridge Building Bylaw and Maple Ridge Zoning Bylaw and the Maple Ridge Highway and Traffic Bylaw as amended from time to time shall apply. Where the same words are defined in more than one bylaw, the definition in this Bylaw shall apply for purposes of administering this Bylaw.

“Abandoned Sign” means any sign which no longer directs persons to or advertises a business, lessor, owner, product or activity conducted or product in existence or available on the lot where the sign is displayed or which is not identifying the owner, occupant, occupancy, user or use of the lot of a building or structure on the lot, on which such sign is situated.

“Awning” means a detachable system of fabric or other material which is supported entirely from the exterior wall of a building by a fixed or retractable frame.

“Awning Sign” means a non-illuminated sign on an awning which shall only be painted on, affixed flat against the surface of an awning by means of a decal, or form part of the fabric of an awning which does not extend vertically or horizontally beyond the limits of such awning.

“Balcony Sign” means a sign supported on, against or suspended from a balcony.

“Balloon Sign” means an inflated three-dimensional device which is affixed or anchored to the ground or a structure and which contains information and where the intent is to attract the attention of persons for the express purpose of the communication of that information.

“Banner Sign” means a flexible plastic or fabric sign, excluding an awning, affixed to a building that is used as a temporary sign but excludes a flag.

“Building” means any structure used or intended for supporting or sheltering any use or occupancy.

“Bench Sign” means a sign affixed to, painted or placed upon part of a bench located on public property at a bus stop, rest area or park.

“Billboard” means an exterior structure displaying advertising material for third parties of a non-accessory nature either electronically or pasted or otherwise affixed flat to the face of such structure and which exceeds 28m² (301 sq. ft.) in sign area.

“Bus Shelter” a covered structure intended to shelter bus patrons within or above public property which is approved by the City located at a bus stop in ordinary use by buses operated by a public transit authority.

“Business” means the carrying on of a commercial or industrial undertaking of any kind or nature or the providing of professional, personal or other services for the purpose of gain or profit.

“Business Premises” means that portion of a building owned, leased or rented by a person or persons for the conducting of a business.

“Building Official” includes the Chief Building Official, Building Inspectors, Gas/Plumbing Inspectors, Electrical Inspectors, Trades Inspectors, Safety Officers and Plan Checkers designated by the Corporation of the City of Maple Ridge.

"Bylaw Compliance Officer" means the person appointed from time to time by Council to act in the capacity as the City Bylaw Compliance Officer.

"Canopy or Marquee" means a permanent non-retractable hood, shelter or cover which projects from the wall of a building but does not include a projecting roof.

"Canopy Sign" means a sign attached to or constructed on the face of a canopy.

"Changeable Copy Sign" means a sign on which copy can be changed manually through the use of attachable letters, numerals, graphics or pictorial.

"Chief Building Official" means the Chief Building Official for the Building Department for the City of Maple Ridge or their designate.

"City" means the City of Maple Ridge.

"Clearance" means the vertical distance measured from grade to the lesser of the underside of a sign or its supporting structure or the bottom of an awning valance.

"Construction" means the erection, alteration, replacement, addition, removal, moving and demolition of Buildings, Structures and of all appurtenances thereto including without limitation, electrical and other systems, fittings appliances and accessories of every nature and kind, and includes all site preparation, excavation, filling and grading,

"Construction Sign" means a temporary sign promoting a construction or real estate development project or identifying a location of a development project, which may also be used to identify the owner, general contractor, sub-trades, architect, engineers and others associated with the design, planning, development and financing of a project under construction.

"Copy" means letters, characters, numbers or graphics making up the message on a sign.

"Copy Area" means the area within a square or rectangle or a combination of these figures, which encloses all of the signs copy.

"Corner lot" means a lot at the intersection or junction of two or more highways.

"Council" means the Council of the City of Maple Ridge.

"Development Sign" means a sign required by the City to identify lands proposed for rezoning or a sign indicating that a site is being developed for any commercial or industrial purposes following Third Reading of a Zoning Amendment Bylaw for such change of zone. Temporary signs shall not be permitted for this purpose.

"Directional Sign" means a sign which only communicates information regarding pedestrian or vehicular movement on the lot on which the sign is located.

"Director of Planning" means the Director of Planning for the City of Maple Ridge or their designate.

“Directory sign” means a sign that identifies the occupants of a building containing more than one occupant.

“Election Sign” means a temporary sign promoting a political candidate, party, or cause in relation to a federal, provincial, municipal or school trustee election or public referendum.

“Electronic Message Board Sign” means a sign in or on which the information that is displayed can be changed automatically by means of the electronic switching of lamps or illuminated tubes.

“Erected” means attached, altered, built, constructed, reconstructed, enlarged, or moved and shall include painting of signs but does not include copy changes on any Changeable Copy Sign.

“Façade” means the exterior face of a building upon which a sign is to be placed.

“Façade Area” shall mean the area of the front of the business premises, and calculated only on the area parallel to the street measured from finished floor to finished ceiling and between the inner face of the walls that separate the business premises from adjacent businesses. Where there is no finished ceiling then measured to the underside of the lowest portion of the floor or roof framing.

“Facia Sign” means a flat sign attached to a building or structural element of the building, whether illuminated or not, running for its whole length parallel to the face of the wall to which it is attached and not projecting more than 300 mm (1.0 foot) from the face of the wall to which it is attached and which does not extend beyond the horizontal width nor above the roof line of the building or business premises to which it is attached. A facia sign may consist of individual letters or a continuous panel.

“Flag Sign” means a flag that represents an organization that is used as a sign but does not include a flag representing a country of the world or any Province, Canadian territory or municipal corporation.

“Flashing Sign” means an illuminated sign which contains flashing lights, which includes the illusion of intermittent or flashing light, by means of animation or an externally mounted intermittent light source exhibiting pronounced changes in light intensity or exhibits rapid repetition of illumination, but does not include a Sign indicating only the time, date, or temperature of electronically controlled messages.

“Freestanding Sign” means a sign which is entirely self-supporting and is neither attached to nor forms part of a building or structure.

“Frontage” means the length of the common boundary shared by the front lot line of that lot and a highway adjacent to the lot excluding a lane. On a corner lot, the frontage shall be the shorter of the highway boundaries, regardless of the direction the buildings on the lot face.

“Front Lot Line” means the lot line common to a lot and an abutting highway excluding a lane.

“Government Sign” means a sign authorized to be erected or placed within a highway or on a lot, under the provisions of any statute, Order-in-Council, bylaw, resolution of Council or by

order of the **Municipal Engineer**, and includes, but is not limited to, traffic signs, signals, and pavement markings, street name signs, neighborhood identifications signs, park identification signs and public notice board signs.

“**Grade**” means the **grade** directly underneath the sign. Where a sign is located over a street, the **grade** shall mean the elevation established by the City for the surface of the public sidewalk or boulevard, excluding landscape berms and planter boxes.

“**Height**” of a sign means the vertical distance from **grade** to the highest part of the sign which includes any portion of architectural or structural features of the supporting frame.

“**Highway**” means the area of every public right of way lying between two property lines title to which area is vested in the City and which is designated or intended for or used by the general public for the passage of vehicles or persons and means the area of every public right of way lying within any City Park title to which area is vested in the City and which is designated or intended for or used by the general public for the passage of vehicles. This includes a street, road, lane, bridge, viaduct and any other way open to public use, but does not include a private right of way on private property

“**Highway Encroachment Agreement**” means an agreement entered into between an individual or company and the City to allow signs within a **highway right of way**.

“**Home Occupation Sign**” means a non-illuminated sign attached to the dwelling or accessory structure or adjacent to the lot access which indicates that a home occupation business, as permitted by Maple Ridge Zoning Bylaw, is conducted within the dwelling or accessory structure on the property where the sign is located provided a valid business licence for such business has been issued by the City.

“**Identification Sign**” means a sign which contains no advertising but is limited to the name, address and number of a building, institution or person and to the activity carried on in the building or institution or person or the occupation of the person.

“**Illuminated Sign**” means a sign designed to give forth any artificial light, either directly from a source of light incorporated in or connected with such sign, or indirectly from an artificial source, so shielded that no direct illumination from it is visible elsewhere than on the site itself.

“**Logo**” means a symbolic representation, not including any words, names or numbers unless part of a registered trademark, which is used exclusively to simplify advertising of a product, business, service or activity and which contains no additional identification, information or message.

“**Lot**” means “parcel” as defined under the Land Title Act, including a bare land strata lot, but excluding a lot created under the Condominium Act.

“**Lot Line**” means any line which forms the boundary of a Lot.

“**Maximum Height**” means the vertical distance measured from **grade** to the highest part of such sign. In the case of a roof sign, the maximum height shall be measured from the roof or parapet level at the location of sign placement which includes any and all architectural and structural design and detailing elements.

“Minimum Clearance” means the vertical distance measured from grade to the lower limit of such sign, sign structure or architectural element.

“Municipal Engineer” means the Municipal Engineer for the City or their designate.

“Mural” means a pictorial representation other than a logo or graffiti, painted on a building or structure, which is entirely decorative and does not identify or depict a land use, a business, the name of a person or place, or the sale of a product or service.

“Open House Sign” means a temporary sign, which advertises the location of a property for sale at which an open house is to be held.

“Permanent Sign” means a sign which is affixed to or constructed as part of a building structure or in the case of a free standing sign, mounted on a permanent base, column or pole that is attached to or sunk into the ground of the lot on which the business is operating.

“Portable Free Standing Sign” means a sign for business or information purposes, which can be readily moved from place to place and which is not affixed to a building, permanent structure or to the ground, and may include a sandwich board sign or Temporary sign.

“Portable Sign” means a sign not fixed to the land or to a building or structure and may include a Banner sign provided the maximum sign area does not exceed 1.2 metres by 2.4 meters (4x8 feet).

“Premises” means an area of land including its buildings and appurtenances.

“Prohibitive Sign” means a sign that provides a warning, prohibition or penalty respecting the site or premises on which it is located, such as “No Entry” “Danger” “Keep Out” or similar such signs.

Professionals building is a building containing primarily office uses such as doctors, dentist, lawyers, architect, engineers and similar type professions.

“Projecting Sign” means a sign, other than a canopy or fascia sign, which projects perpendicular to the building face more than 300mm (1 foot) from the façade of any building or structure.

“Pump Island Canopy” means a canopy built to shelter fuels at a gasoline bar or gasoline service station and a pump island canopy that is L-shaped or angularly-connected shall be considered to be one pump island canopy.

“Pump Island Canopy Sign” means a sign attached to or constructed as part of a gasoline bar or gasoline service station pump island canopy.

“Real Estate Sign” means a temporary sign indicating that a parcel of land or property or premises on which the sign is located is available for rent, lease or sale.

“Revolving Sign” means any sign or portion of a sign, all or part of which revolves or rotates, or partly revolves or rotates, but does not include animated signs.

“Roof” means the top enclosure of a building that does not slope more than 60 degrees from the horizontal. A portion that slopes more than 60 degrees will be considered a façade if the area behind contains a business premises.

“Roof line” means the horizontal line made by the intersection of the wall of the building with the top of the roofing covering or parapet of the building. In the case of a building with a pitched roof, the roof line shall be at the level of the eaves.

“Roof Sign” means any sign erected or placed wholly or partly above the top of the roof line of a building.

“Sandwich Board Sign” means a one or two faced non-illuminated sign located within a municipal highway right of way that has been approved by the Municipal engineer.

“Sign” means any structure, device, advertisement, advertising device, graphic, display or visual representation that is visible from any street, highway, lane or private property, used to advertise, identify, or communicate information or attract the attention of the public for any purpose and without limiting the generality of the forgoing includes any symbols, letter, figures, illustrations or painted forms, but does not include a flag, mural, traffic control device, or any element which is an integral part of the design of a building.

“Sign Area” means the total area within the outer edge of the frame or border of a sign. Where a sign has no frame, border or background the areas of the sign shall be the area contained within the shortest line surrounding the whole group of letters, figures or symbols of such sign. Except as hereinafter provided, each side or face of a multi-faced sign shall be counted in computing the sign area thereof. Where a sign is not visible from outside the lot where the sign has been erected, it shall not be counted in computing the sign area thereof.

“Sign Owner” means the person, or his or her authorized agent in lawful control of a sign.

“Sign Permit” means a sign permit issued pursuant to this Bylaw.

“Special Event Sign” means a temporary sign indicating that a community event or activity is taking place, or is being carried on and excludes third party advertising.

“Temporary Sign” means a sign, whether or not it is electrified, which may be moved or removed and is in place for a limited period of time.

“Third Party Advertising” means a sign advertising a business, merchandise, service or activity which is not sold, produced, manufactured, furnished or performed on the lot on which the sign is located.

“Under Awning Sign” means a sign suspended from, and entirely under, an awning.

“Under Canopy sign” means a sign suspended from, and entirely under, a canopy.

“Vehicle Sign” means any sign or signs attached to or painted on or otherwise attached to a vehicle where the principle purpose of the vehicle is to serve as a sign or a sign support structure.

“Wall Sign” means a sign which is painted on or attached generally parallel to a building facade and includes permanent signs installed inside a window which are intended to be viewed from the outside.

“Window Sign” means a sign painted on or attached to, mounted or suspended behind or installed on a window for viewing from outside the business premises but excludes seasonal holiday lighting and decorations, hours of business, street addresses, telephone numbers, accreditation signs and credit card logos.

Part 5 Interpretation

- 5.1 Metric units of measurement are used for all measurements in this Bylaw. The use of Imperial measurements in this Bylaw is for convenience purposes only. Should there be a dispute the valid measurement defaults to metric.

Part 6 General Provisions

- 6.1 No person shall set up, exhibit, erect, place, alter, move or maintain a sign in the City except those permitted by and in conformance with this Bylaw. A valid sign or demolition permit shall be obtained prior to the set up, exhibition, erection, placing, altering, maintaining or demolition of a sign pursuant to this Bylaw. Changeable copy signs and electronic message board signs are not considered altered by virtue only of the message being changed.
- 6.2 The issuance and subsequent approval of any sign permit does not relieve the owner of said sign from ensuring the sign continues to comply with the provisions of this bylaw. Should any sign become non-compliant with this bylaw any sign permits and subsequent approvals shall be void and it shall be as if a permit was never issued, and the enforcement provisions of this bylaw shall be in effect.
- 6.3 The design of every sign shall be aesthetically pleasing and shall not detract from the architectural integrity of any building or structure to which it is attached, or beside which it is located.
- 6.4 The arrangement and grouping of signs on a building shall be integrated with the architecture of said building.
- 6.5 The determination of clauses 6.3 & 6.4 may require an application to the planning department where the building has been constructed under a development permit.
- 6.6 Structural supports, bracing and ties for signs shall be kept to a minimum number, consistent with structural adequacy and as much as possible shall be concealed within the body of the sign itself.
- 6.7 All signs together with their supporting structures and any electrical equipment shall be kept fully operable, in good repair and maintained in a safe and clean condition.
- 6.8 No sign shall be erected, rebuilt, enlarged, extended, relocated or attached to, suspended from, or supported on any structure or the lands on a lot unless the sign fully complies with the provisions of the Maple Ridge Building Bylaw and this Bylaw.

- 6.9 No sign shall be erected or lit in such a manner as to interfere with the visibility or safe operation of a traffic control device or to interfere with motorist visibility at an access to or egress from a highway or so as to be unsafe to the public in the vicinity of such sign.
- 6.10 Any sign erected in contravention to this Bylaw may be removed at the expense of the owner, applicant or lessee.
- 6.11 Signs not specifically permitted or referenced in this Bylaw are prohibited.
- 6.12 Nothing in this Bylaw shall be taken to relieve any persons from complying with the provisions of any other Bylaw of the City.
- 6.13 This Bylaw applies to the entire area of the City.
- 6.14 No sign, canopy or structural element for the support or protection of a sign shall have affixed to or contain any flashing, animated, rotating, moving or oscillating electrical components, except for electronic message boards unless expressly permitted in this Bylaw.
- 6.15 A permit may be issued for either one banner sign or one portable freestanding sign per lot, at any one time, but not both at the same time.
- 6.16 Signs projecting over a pedestrian area shall have a minimum clearance of at least 2.4 m (8.0 ft) above grade, while signs projecting over an area frequented by vehicular traffic shall have a minimum clearance of at least 4.2 m (13.8 ft) above grade. No sign shall project over the travelled portion of a highway.
- 6.17 The illumination for any sign shall not create a direct glare upon any surrounding lot or highway.
- 6.18 Any sign unlawfully occupying a portion of a highway or public place may be removed by a Bylaw Compliance Officer. The fees for recovery of the sign are set out in Schedule "E" of this bylaw. Signs not recovered within fourteen (14) days of impoundment may be disposed of by the City.
- 6.19 Directory signs are only permitted to be installed within a building.
- 6.20 Professionals building are to be identified by a building name only whether installed on the building or a freestanding sign.
- 6.21 All signs are to be located on the premises to which they pertain except as permitted elsewhere in this bylaw.
- 6.22 No signs shall create a real or potential hazard to the safe, efficient movement of vehicular or pedestrian traffic.
- 6.23 No sign shall be placed in a manner that may obstruct any window opening, door opening, passageway, fire escape, walkway, vehicular driveway or similar feature.
- 6.24 Where hoarding is erected on any street during the construction or alteration of a building, no signs other than those relating to the said construction or alteration shall be placed upon the said fence or hoarding.

Part 7 Exemption

7.1 This Bylaw does not apply to:

- (a) notices issued by the government of Canada, the government of British Columbia, a Court, by the City or by the School Board;
- (b) traffic control devices provided for in the Motor Vehicle Act;
- (c) signs erected by the Provincial Ministry of Highways for highways purposes. These signs may be flashing and/or illuminated where special circumstances or safety dictates;
- (d) signs on or over City highways installed or authorized by the Municipal Engineer for control of traffic and parking or for street names and direction;
- (e) Development Signs required by the City during the processing of development applications,
- (f) signs located in the interior of buildings and not visible from a highway including directory signs;
- (g) murals provided that the mural does not advertise or intend to advertise a specific product or service and they are located on public use buildings or on properties where a Development Permit specifically permits such use. Murals that do not advertise are to fall under the provisions for public art;
- (h) public art provided that the public art has been authorized by the city under a separate agreement and the public art is located on public use buildings or on properties owned or authorized through said agreement;
- (i) non-illuminated signs inside a store window limited to providing the following information:
 - (i) store hours;
 - (ii) whether the store is open or closed; or
 - (iii) the existence of a sale, where the sign is present for not more than thirty (30) consecutive days in any one (1) three (3) month period;
- (j) display of goods inside store windows or inside store fronts;
- (k) flags and emblems of civic, or non-profit societies, educational, religious organizations;
- (l) signs authorized by the Municipal Engineer in connection with public conveniences including signs on benches, bus stop shelters, and other similar structures;
- (m) signs containing the building number and street name only, provided the sign area does not exceed 0.18 sq. m. (2 sq. ft.) and the numbers or lettering shall not exceed 300 mm (12 in) in height;
- (n) the Flag of Canada or the Flag of British Columbia;
- (o) a sign required by law including prohibitive signs;
- (p) home occupation signs provided they are not larger than 0.55 sq. m. (6 sq. ft.) and are either attached to the dwelling or building where the home occupation business is operated from or at the property line adjacent to the driveway

access to the dwelling or building in which the business is located. This sign must be located entirely on the lot to which it pertains. A second sign no larger than 0.18 sq. m. (2 sq. ft.) may be installed on the building where the business is located should a sign be installed by the road way;

- (q) signs depicting danger, hazard or other safety conditions erected by an individual authorized by a public agency in the performance of his or her duty;
- (r) memorial plaque, historical tablet and similar markers provided it does not exceed 2.2 sq. m. (24 sq. ft.) in area and 2.4 m (8 ft.) in height;
- (s) neighbourhood watch or block parent sign;
- (t) permanent subdivision identification sign such as an entry gate sign provided the sign is authorized by a Development Permit or by the Approving Officer at the time of subdivision approval;
- (u) signs erected by the City for municipal purposes;
- (v) Sponsorship signs (for the purpose of acknowledging sponsors but not for advertising sponsor's products) erected by the City's Parks & Recreation Department and/or Community Groups provided the sign area does not exceed 3.0 sq. m. (32 sq. ft.);
- (w) window sign provided the sign does not cover more than 50% (fifty percent) of the window area facing a single elevation of the business premises to which they pertain;
- (x) banner sign used by the City and non-profit and community organizations for special event and fund raising activities, provided the Banner is used exclusively for:
 - (i) promotion of a special event for a period of no longer than thirty (30) consecutive days in a six (6) month period;
 - (ii) street beautification purposes in the City's downtown core;
 - (iii) the sign area of the banner does not exceed 2.2 sq. m. (24 sq. ft.) and
 - (iv) the banner receives City approval prior to the erection of such sign.
- (y) temporary sign advertising a special event for a community cause or charitable fund raising campaign not exceeding in area of 2.2 sq. m. (24 sq. ft.);
- (z) temporary sign advertising an opening date of a place of business or a change of proprietorship provided:
 - (i) the sign area does not exceed 2.2 sq. m. (24 sq. ft.) and;
 - (ii) the display of the sign is limited to no more than 30 (thirty) consecutive days;
- (aa) City of Maple Ridge welcome signs or transit information signs;
- (bb) vehicle signs except when the vehicle is stationary and visible from a highway for a period in excess of four (4) hours.
- (cc) "Beware of Dog", "No Trespassing", "No Discharging of Firearms" and "No Dumping" signs, and signs warning the public of existence of danger provided none of the signs exceed 0.2 sq. m. in area and do not exceed 1.2m (4 ft.) in height.

Part 8 Prohibited Signs

- 8.1 Signs that are not expressly permitted or exempted by this bylaw are hereby prohibited.
- 8.2 Without restricting or limiting the generality of the foregoing, the following signs are specifically prohibited:
- 8.2.1 Any flashing, animated or chasing-border signs, digital videos or moving signs of any kind (other than the plainly illuminated hands of a clock or temperature indication), or any sign in respect of which any part thereof is flashing, animated or moving. This subsection applies to any strobe light or other devices which have emissions whether emitting sound, odour or other matter except as specifically permitted under this bylaw;
 - 8.2.2 Pennants, bunting, flags (other than patriotic flags), balloons or other inflatable devices;
 - 8.2.3 Banner signs except as specifically permitted under this bylaw;
 - 8.2.4 Roof signs, balcony signs and signs mounted or supported above the canopies roof line except as specifically permitted under this bylaw;
 - 8.2.5 Any signs that obstruct any part of a doorway, balcony, or a window that would otherwise be capable of opening;
 - 8.2.6 Off-premises or third party advertising signs except as specifically permitted under this bylaw;
 - 8.2.7 Election signs are prohibited on any municipal park land or buildings owned or leased by the City;
 - 8.2.8 Any open tube neon sign except;
 - (a) those exempted pursuant this Bylaw;
 - (b) those permitted by a Development Permit;
 - (c) those permitted inside windows of a business premises pursuant to this Bylaw;
 - 8.2.9 any sign on the side of any fascia, awning or canopy;
 - 8.2.10 signs recessed in canopies above fuel dispensing facilities;
 - 8.2.11 flashing signs, except as permitted under Part 7 of this bylaw;
 - 8.2.12 roof signs;
 - 8.2.13 portable signs, excluding sandwich-board signs except as specifically permitted under this bylaw;
 - 8.2.14 revolving signs, except as permitted under Part 7 of this bylaw;

8.2.15 billboard signs;

8.2.16 gas or other inflated signs supported from the ground or roof by rope or wire line;

8.2.17 no signs, whether made out of paper, cardboard, cloth, canvas, plastic or similar materials, shall be tacked, posted or otherwise affixed to the walls of any structure, tree, pole, hydrant, bridge, fence or any other surface within a public place. This section shall not apply to banners, posters, placards, or notices posted by or on behalf of the City pertaining to municipal matters, or police traffic control signs and notices; and

8.2.18 any other sign not specifically permitted or mentioned under this Bylaw.

Part 9 Non-Conforming Signs

9.1 Any sign or advertisement lawfully erected, constructed or placed prior to the adoption of this Bylaw, although such sign does not conform with the provisions of this Bylaw, may remain and continue to be used and maintained, provided however, that no such sign shall be reconstructed, altered or moved in the City unless such sign shall be made to conform in all respects with the provisions of this Bylaw.

Part 10 Maintenance of Signs

10.1 Every sign shall be maintained in good repair and in a neat and safe condition at all times.

10.2 Normal sign maintenance including lighting and refurbishing of signs shall not require a Sign Permit but shall conform to all other requirements of this Bylaw.

10.3 All signs shall be maintained structurally sound and free from all hazards caused or resulting from decay or failure of structural members, fixtures, lighting or appurtenances. All sign area, background, copy and lighting shall be maintained in readable and clean condition and the site of the sign shall be maintained free of weeds, debris and rubbish.

Part 11 Sign Permits and Fees

11.1 Requirements for a Permit

11.1.1 Every person proposing to construct, erect, place, alter, rebuild, reconstruct, replace, move or demolish a sign shall obtain a sign permit as required by this Bylaw, and all necessary approvals as required by the Maple Ridge Building Bylaw and Maple Ridge Zoning Bylaw and Maple Ridge Highways and Traffic Bylaw and Maple Ridge Parking Bylaw.

11.2 Application Requirements

11.2.1 An application for a sign permit shall be made to the Building Department and shall:

(a) be made in the form provided by the Chief Building Official;

- (b) be signed by the property owner or their agent;
- (c) be accompanied by the required sign permit fees as set out in Schedule "A" to this bylaw;
- (d) where electrical work is required, include the electrical permit application and associated electrical permit fee;
- (e) specify:
 - (i) the street address of the premises and legal description of the lot on which the proposed sign will be located;
 - (ii) the name and address of the owner of the business premises or lot or the company for whose benefit the sign is intended and where the application is made by an agent of the owner or company, the name and address of the agent;
 - (iii) if the installer is other than the applicant, include installers information under "contractor information" on application form;
- (f) be accompanied by 2 original sets of scaled drawings specifying:
 - (i) site plan of lot showing all existing and proposed signs and existing and proposed setbacks. Site plan is also to include all existing buildings on the property. Survey may be required;
 - (ii) the location, type, size, construction, colour, finishing material and estimated costs of all proposed signs, or proposed changes to existing signs and supporting structures;
 - (iii) a cross section of the sign showing details of how the sign is to be attached to the building or supporting structure;
 - (iv) the dimensions of the sign and the dimensions of the façade area to which it is attached;
 - (v) the dimensions of the supporting structure of the sign;
 - (vi) the maximum height and minimum clearance of the sign from grade;
 - (vii) the off-street parking area, parking lot aisles, site access points, on-site directional signs and driveways, where applicable to the sign type;
 - (viii) the dimensions and area of any proposed landscaped areas, if applicable to the sign type;
 - (ix) the dimensions and area calculations of all copy of the proposed sign;
 - (x) for an illuminated sign, information on the means by which the illumination is to be accomplished;
 - (xi) where the sign is to be attached to an existing building, a current photograph of the façade to which the sign is to be attached;
 - (xii) structural, footing details and material specifications for proposed freestanding signs;
- (g) the Chief Building Official will require all freestanding signs to be sealed by a structural engineer with the applicable Building Code Letters of Assurance included as part of the submission.

- (h) All new fascia signs, awnings, canopies being mounted to or supported by the building will require drawings sealed by a structural engineer with the BC Building Code Letters of Assurance.
- (i) all signs - where their mounting system penetrates the building envelope and the building was constructed under the supervision of a registered professional taking responsibility for the building envelope - shall have the connections reviewed and approved by a Registered Professional to ensure the building envelope is not compromised.
- (j) any other information that is relevant to the issuance of the sign permit.

11.3 Permit Fees

As per Schedule "A" of this Bylaw.

11.4 Permit Expiry

Where application has been made for a permit and the proposed work set out in the application conforms to this and all other bylaws of the City's and the British Columbia Building Code the Building Department shall issue a Sign Permit for which the application is made. The permit shall expire if active work at the site is not commenced and inspected within a period of ninety (90) days from the date of issue of the permit. A sign permit will expire 6 months after the date of permit issuance.

11.5 Refusal of Permit

11.5.1 The Chief Building Official may refuse to issue a permit if:

- (a) the information submitted for the Sign Permit is contrary to the provisions of this bylaw;
- (b) the information required to be submitted under this bylaw is incomplete or incorrect;
- (c) issuance is prohibited by or does not comply with the provisions of a Municipal Bylaw, the British Columbia Building Code or the specification of the "Canadian Electrical Code" adopted by the Canadian Standards Association;
- (d) the sign does not comply with a development permit issued to a property where the sign is to be installed; or
- (e) the sign creates a potential hazard to the safe efficient movement of vehicular or pedestrian traffic.

11.5.2 Notwithstanding any clause in this bylaw, if any work for which a permit is required by this bylaw has been commenced before the permit has been issued by the City, the applicant shall pay the City a permit fee that is equal to 2 (two) times the permit fee described in Schedule "A" - Sign Permit Fees of this bylaw.

Part 12 Inspections and Regulations

12.1 Inspections for Compliance

- 12.1.1 The **Chief Building Official** or their designate is hereby authorized to enter at all reasonable times on any property, building or premises that is subject to regulation under this bylaw, to ascertain whether the regulations and provisions of this bylaw are being or have been complied with and any person employed from time to time by the City as the **Chief Building Official, Bylaw Compliance Officer** or **Building Official** is hereby designated to act in their place for the purpose of administering this Bylaw.
- 12.1.2 The **Building Official** and **Bylaw Compliance Officer** and their respective designates have the authority to order the painting, repair, alteration, clean-up or removal of signs which have become deteriorated, dilapidated, abandoned or which constitute a hazard to public safety.
- 12.1.3 Where necessary, the projecting cantilever system shall be used to support signs, and in no case shall the "A" frame system be used.
- 12.1.4 No sign, nor any guy, stay, or attachment thereto shall be erected, placed or maintained by any person on rocks, fences or trees, except in the case of temporary signs complying with the requirements of this Bylaw and decorative logo designs painted upon or affixed to a temporary construction fence or hoarding erected on a construction site only, for a time period not exceeding the period of construction.
- 12.1.5 No sign, guy, stay or attachment thereto shall interfere with any electric light, power, telephone or telegraph wires, or the supports thereof.
- 12.1.6 Every sign and the immediate surrounding premises shall be maintained by the owner or person in charge thereof in a clean, sanitary and inoffensive condition and be free and clear of all obnoxious substances, rubbish and weeds.
- 12.1.7 A **Building Official** may order the correction of any work which is being or has been improperly done under a permit.
- 12.1.8 A **Building Official** may order the cessation of work that is proceeding in contravention of this bylaw by the placing of a "Stop Work Order" on the building, sign or elsewhere as appropriate on the lot on which the contravening work is taking place.
- 12.1.9 It shall be unlawful for any person to continue to work once a Stop Work Order has been issued.
- 12.1.10 It shall be unlawful for any person to tamper with, deface or remove a Stop Work Order once it has been placed on the property by the **Building Official**.

12.2 Special Approvals

- 12.2.1 No sign, awning or canopy shall be displayed upon or suspended over any Highway or public place unless the owner has entered into a **Municipal Encroachment**

Licence Agreement with the City per schedule "D" of this Bylaw and has deposited a comprehensive general liability insurance policy for limits of not less than five million dollars (\$5,000,000) inclusive and duly endorsed to note the insured's acceptance of contractual liability under the "Hold Harmless" clause in the Municipal Encroachment Licence Agreement and further endorsed to note such policy will not be lapsed or cancelled without thirty days written notice to the City's Engineering Department as long as the named insured's sign remains on or over any highway. A copy of each renewal certificate shall be deposited with the City as a condition for the continued display of such sign.

12.2.2 In the event that the owner shall fail or neglect to provide the insurance coverage required by this section, it shall be lawful for the City to forthwith and without prior notice, order the owner to remove such sign which is erected on private premises but encroaches onto or over a highway or public place or on City property, and the said sign shall be removed forthwith, and in default thereof by such owner. It shall be lawful for the Municipal Engineer with such employees or agents of the City as he may deem requisite, to enter upon the said premises and effect such removal at the expense of the person in default, and the City shall recover the expense thereof, with interest at the rate of six (6) percentage per annum, with costs in like manner as Municipal Taxes on the said premises.

12.2.3 Every such owner shall remain fully responsible for all losses, costs, damages or expenses which may arise as the result of the display of said sign until such time as the same has been removed.

12.2.4 Construction signs for the purposes of identifying the location of a development and are not located on the premises to which they pertain are only permitted under the approval of the Municipal Engineer and are to comply with Section 6.9 and clauses 12.2.1 to 12.2.3 of this bylaw. Further, such signage shall comply with the requirements as set on in Schedules "A", "D" & "F" of this bylaw. The number of signs permitted at any given location identified in Schedule "D" will be at the discretion of the Municipal Engineer.

12.3 Removal of Signs

12.3.1 The owner of any lot upon which an abandoned sign is located shall remove such sign within fifteen (15) days of the same becoming an abandoned sign.

12.3.2 The Chief Building Official, Bylaw Compliance Officer or their designate may remove from public property any sign installed or placed without a valid permit.

12.3.3 Recovery costs for impounded signs are as per Schedule "E" of this bylaw.

12.4 Comprehensive Sign Plan

12.4.1 Any development site in any Commercial or Industrial zoned lot that is comprised of a number of individual businesses forming a comprehensive development unit may make application for a comprehensive sign plan approval. Such a plan, which shall include the location, size, height, colour, lighting and orientation of all signs, and shall be submitted for approval to the Chief Building Official or their designate.

12.4.2 Such a comprehensive plan shall comply with the overall sign area and density regulations of the bylaw and shall result in an improved relationship between the various parts of the plan.

12.5 Development Permit Areas

12.5.1 On lands which have been designated Development Permit Areas, sign regulations contained in this Bylaw may be varied through the application and approval of a Development Variance Permit through Council. The erection of a new sign or the replacement, alteration or modification of an existing sign (a sign permitted and constructed through a Development Permit) which has been included in an existing Development Permit, shall require a minor amendment to the Development Permit.

12.5.2 All buildings submitted for a Development Permit are to include the type, size and location of all signage for the development. This signage is to comply with this Bylaw and any other Bylaws referenced here in.

12.6 Variance

12.6.1 Variances to the provision of this Bylaw may be granted by Council through a Development Variance Permit in accordance with the City of Maple Ridge Zoning Bylaw.

Part 13 Specific Sign Regulations

The following regulations apply specifically to the types of signs referred to in each section heading. For sign size and area calculations please see Schedules "F" thru "J" appended to this bylaw.

13.1 Awning signs:

13.1.1 shall be permitted in Commercial, Industrial and Institutional zones;

13.1.2 shall not be electrified;

13.1.3 may only be lighted from within the awning structure;

13.1.4 shall have the same sign copy area as that permitted in Section 13.3 of this bylaw for requirements of fascia signs;

13.1.5 shall have a minimum clearance of 2.4 metres (8.0 feet) from grade immediately below the sign and shall not project below the lower edge of the awning;

13.1.6 shall be no higher than the roof line of the building to which it is affixed;

13.1.7 Under awning signs are permitted to a maximum area 0.28 sq. m. (3.0 sq. ft.) and shall comply with 13.1.5 for minimum clearance.;

13.1.8 Only one under awning sign is permitted per business premises;

13.1.9 Under awning signs are only intended to direct the attention of pedestrian traffic to a business and are not intended to be directly illuminated;

13.1.10 Under awning signs comply with 13.1.7 to 13.1.9 are exempt from comply with 11.1.1 of this Bylaw.

13.2 Canopy Signs

13.2.1 Shall be permitted in Commercial, Industrial and Institutional zones;

13.2.2 shall have a minimum clearance of 2.4 metres (8.0 feet) from grade immediately below the sign and shall not project below the lower edge of the canopy;

13.2.3 The maximum sign area shall be 0.6 sq. m. (6.5 sq. ft.) per lineal metre of canopy for the business premises to which it is affixed and a maximum copy area of sixty (60) percent of the sign area;

13.2.4 For theatres and cinemas, the maximum sign area shall be 1.6 sq. m. (17.2 sq. ft.) per lineal metre of the business premises canopy to which it is affixed and a maximum copy area of sixty (60) percent of the sign area, but in no case shall the sign area exceed 60% of the canopy area to which the sign is affixed;

13.2.5 No canopy sign shall extend or project above the upper edge of a canopy or marquee by more than 600mm (2.0 feet). Nor shall such sign extend beyond the width of the canopy;

13.2.6 Canopy Signs may be mounted on top of or attached to the front face of the canopy;

13.2.7 The vertical dimension of a canopy sign shall not exceed 600mm (2.0 feet). For theatres and cinemas the maximum shall be 1.5 metres (4.9 feet);

13.2.8 Under Canopy signs are permitted to a maximum area 0.28 sq. m. (3.0 sq. ft.) and shall comply with 13.2.2 for minimum clearance;

13.2.9 Only one under canopy sign is permitted per business premises;

13.2.10 Under Canopy signs are only intended to direct the attention of pedestrian traffic to a business and are not intended to be directly illuminated;

13.2.11 Under Canopy signs comply with 13.2.8 to 13.2.10. are exempt from comply with 11.1.1 of this Bylaw.

13.3 Facia Signs

13.3.1 Only the façade of the business premises on which the sign is located shall be used for sign area calculations.

13.3.2 A facia sign shall not project more than 300 mm (1.0 feet) beyond the building face and shall not extend above the sill of any window or above guard rails or balustrades immediately above such signs.

13.3.3 The minimum clearance of a facia sign shall be 2.4 metres (8.0 feet) from grade immediately below the sign provided, however, that this subsection does not apply to:

- (a) Facia signs created by printing, painting or inscribing directly upon a wall of a building or where the facia does not project more than 2.54cm (1 inch) beyond the façade of the building;
- (b) Facia signs situated entirely over private property and immediately above a permanently landscaped area; or
- (c) Facia signs entirely recessed into the wall to which they are affixed.

13.3.4 No part of a facia sign shall project above the roof line of the wall to which it is affixed.

13.4 Changeable Copy sign

13.4.1 shall be permitted on all "C", "CS" & "H" zoned lots;

- (a) if installed as part of a facia sign:
 - (i) does not have a sign or copy area in excess of that permitted for a facia sign as determined under Schedule "H" of this bylaw;
- (b) if installed as part of a freestanding sign:
 - (i) shall be sized in compliance with Schedule "H" of this bylaw and shall form an integral part of the freestanding sign;
 - (ii) does not display any advertising relating to a business, commodity, service or entertainment which is conducted, sold or offered elsewhere than on the lot or premises on which the changeable copy sign is located;
 - (iii) is not placed within 7.5 metres of an abutting lot, if that lot is located in an agricultural or residential zone; and
 - (iv) Where permanent changeable copy signs are installed, no portable free standing signs are permitted or
- (c) are prohibited as part of an under canopy sign or under-awning sign.

13.5 Freestanding Signs

13.5.1 The minimum clearance of a freestanding sign shall be 2.5 metres (8.2 feet) provided, however, that freestanding signs may be less than 2.5 metres (8.2 feet) from grade where:

- (a) they are situated on or over land other than that used from time to time as a place for the parking of automobiles or used as a driveway;
- (b) such signs do not obscure the view from a road or sidewalk or other premises in the vicinity; and
- (c) where such signs are an integral part of a permanent comprehensibly designed landscaped area, such landscaping to be in size equal to that of the sign area and shall fully contain the entire length and width of the sign.

13.5.2 Where a freestanding sign projects over a vehicular traffic area such as parking lot

aisles or driveways, a minimum clearance of 4.2 metres (13.8 feet) shall be maintained. Where the vehicle traffic area serves as the fire department access route this minimum clearance shall be increased to 5 metres (14.60 feet).

13.5.3 The maximum height of a freestanding sign shall be 10.5 metres (34.5 feet).

13.5.4 A freestanding sign may be located in a required yard provided that such sign does not obstruct vehicle sight lines when entering or exiting the lot and that no portion of the freestanding sign is closer than 1.5 metres (4.9 feet) to:

- (a) the point of intersection of the intersecting property lines on a corner lot;
- (b) any adjoining lot;
- (c) any lot line; and
- (d) any site access or exit points.

13.5.5 For each freestanding sign, landscaping around the base of the sign on the site shall be provided as follows:

- (a) 1 sq. m. (10 sq. ft.) of landscaping for every 1 sq. m. (10 sq. ft.) of sign copy; and
- (b) 0.2 sq. m. (2.2 sq. ft.) of landscaping for every 0.1 metres (4 inches) in height above 3 metres (9.8 feet).

13.5.6 For a freestanding sign, no guy wires shall be used. The support structure shall form an integral part of the design.

13.6 Projecting Signs

13.6.1 The minimum clearance of a projecting sign shall be 2.5 metres (8.2 feet) from grade immediately below the sign.

13.6.2 The maximum area of a projecting sign shall be seven (7) sq. m. (75.4 sq. ft.) and the copy area of the sign shall not exceed sixty (60) percent of the sign area.

13.6.3 No part of a projecting sign shall project above the roof line of the wall to which it is affixed except that the surrounding structure may extend 300mm (1.0 foot) above the parapet or roof line of a building provided the surrounding structure is not being used to calculate allowable copy area.

13.6.4 A projecting sign is not to be located any closer than 1.5 metres (4.9 feet) to the inner face of the walls that separate the business premises from an adjacent business.

13.6.5 The projecting sign may project 250mm (10 inches) from the façade for each metre that the sign is located from the nearest edge or corner of the business premises to which the sign pertains. In no case shall the projection exceed 1.5 metres (4.9 feet) beyond the façade to which it is affixed.

13.7 Portable Freestanding Sign

13.7.1 One (1) portable freestanding sign identifying a business may be permitted per legal lot provided that:

- (a) where a legal lot is comprised of a number of strata lots, only one sign is permitted per strata lot up to a maximum of 4 signs;
- (b) the sign is no larger than 3 sq. m. (32.3 sq. ft.) in area per sign face;
- (c) the sign shall not be located on any highway; and
- (d) no portable freestanding sign shall be energized by any means other than that approved under the BC Electrical Code.

13.7.2 Portable Freestanding Signs pertaining to community campaigns, drives or events are subject to a permit as per Schedule "C" of this Bylaw.

13.7.3 A Portable Freestanding Sign shall be permitted for one thirty (30) day consecutive time period in a ninety (90) day period.

13.7.4 Any Portable Freestanding Signs up for longer than the permitted thirty (30) days may be removed at the owner's expense.

13.7.5 Any Portable Freestanding Signs placed on a public right-of-way may be removed at the owner's expense without prior notification to the owner.

13.7.6 The conditions set out in section 13.7 of this Bylaw do not apply to City sanctioned event advertising.

13.8 Electronic Message Board Sign

13.8.1 Electronic Message Board Signs shall be permitted to a maximum area of three (3) sq. m. (32.3 sq. ft.) per sign face in addition to the allowable Sign Area for the primary Freestanding Sign in those zones identified in Schedule "B" of this bylaw.

13.8.2 Electronic Message Board Signs are only permitted to be attached to a building's façade when there are no freestanding signs.

13.8.3 Electronic Message Board Signs are not permitted on secondary Freestanding Signs on the same lot.

13.8.4 Where permanent Electronic Message Board Signs are installed, no portable or changeable copy signs are permitted.

13.8.5 Any area exceeding the above mentioned three (3) sq. m. (32.3 sq. ft.) shall be deducted from the total calculation for sign area of the primary freestanding sign.

13.8.6 Electronic Message Board Signs are not permitted to have predominantly white backgrounds, are required to have a minimum 2 second image transition and are to comply with the advertising code of ethics.

13.8.7 Electronic Message Board Signs are not permitted to display any animated

characters, digital videos or display information in a format that is typical to a commercial that would be viewed on a television.

13.9 On Site Directional Signs

- 13.9.1 One (1) sign not exceeding 0.75 sq. m. (8.0 sq. ft.) per side shall be permitted at each entrance and exit from a property in addition to signs permitted in Schedule "B" of this Bylaw.

13.10 Menu Board Signs

- 13.10.1 One (1) exterior menu board sign per drive through lane, not exceeding a total sign area of 3.0 sq. m. (32.2 sq. ft.) shall be permitted for drive-through restaurant type businesses in addition to signs permitted in Schedule "B" of this Bylaw.

13.11 Election Signs

- 13.11.1 Election Signs for federal, provincial, municipal and school trustee elections are permitted provided that:

- (a) in the case of provincial or federal elections, the signs are not erected more than thirty (30) days prior to the election or event and are removed within four (4) days after the election;
- (b) in the case of municipal and school trustee elections, the signs are not erected more than twenty (20) days prior to the general local election or event and are removed within four (4) days after the election;
- (c) the sign size does not exceed 1.48 sq. m. (16 sq. ft.). This is for any single sign or combination of signs that when viewed together form a single message but when viewed independently provide no single cohesive message;
- (d) the maximum height of the election sign, above grade, does not exceed 2.44 metres (8 feet) and the minimum clearance above grade is not less than 300mm (1 foot);
- (e) the maximum number of election signs permitted per candidate is 300 (three hundred);
- (f) the maximum number of election signs that are the size set out in section (c) per candidate is 100 (one hundred);
- (g) the sign is not illuminated;
- (h) the placement of the sign does not interfere with traffic sightlines at street intersections or with the safety of pedestrians;
- (i) the placement of signs are permitted on private property with the consent of the owner or occupant of the property;
- (j) Elections Signs are not permitted on any vehicles or trailers attached to vehicles or any roof top or any existing sign, with the exception of magnetic

vehicle signs;

- (k) Election signs are prohibited on any municipal park land including land dedicated as conservation land or buildings owned or leased by the City;
- (l) regulations regarding the size, placement and permitted dates for posting Election Signs apply to those posted on private property as well as public;
- (m) the Bylaw Compliance Officer, or their designate, may remove any election sign that the Bylaw Compliance Officer has reasonable grounds to believe is erected, placed or installed in contravention of municipal Bylaws;
- (n) Election signs that have been removed in accordance with clause 'm' above will be stored for a period of four (4) days and the candidate or their agent may claim the sign(s) during that period, following which the material may be destroyed or otherwise disposed of by the City. The Candidate or their Agent will be notified of the compliance issue with the sign and where the sign can be claimed; and
- (o) other than as authorized in writing by the City, no person shall display on any election sign or other election advertising, logo, trademark or official mark, in whole or in part, owned or licenced by the City.

Part 14 Penalty and Enactment

- 14.1 Every person who violates a provision of this Bylaw, or who consents, allows or permits an act or thing to be done in violation of a provision of this Bylaw, or who neglects to or refrains from doing anything required to be done by a provision of this Bylaw, is guilty of an offence and is liable to the penalties imposed under this Bylaw, and is guilty of a separate offence each day that a violation continues to exist.
- 14.2 Every person who commits an offence is liable on summary conviction to a fine not exceeding the maximum allowed by the Offence Act.

READ A FIRST TIME on [Date]

READ A SECOND TIME on [Date]

READ A THIRD TIME on [Date]

ADOPTED by the Council on [Date]

PRESIDING MEMBER

CORPORATE OFFICER

Schedules:

Schedule "A" Sign Permit Fees
Schedule "B" Cross Reference Table

Schedule "C"	Temporary Sign Request
Schedule "D"	Temporary Construction Sign
Schedule "E"	Sign Impoundment Recovery Costs

Signs Permitted in;

Schedule "F"	Signs Permitted in all Zones
Schedule "G"	Signs Permitted in Agricultural and Residential Zones
Schedule "H"	All Commercial Zone
Schedule "I"	All Industrial Zones
Schedule "J"	All Institutional Zones

Schedule "A" – Sign Permit Fees

a) Each applicant for a sign permit shall submit a non-refundable processing fee of \$62.00. If the sign is approved, this fee will be credited towards the appropriate permit fee as set out below.

b) The following permit fee, will be assessed for all new signs based on total sign area. For multi-faced signs, the total sign area shall be the aggregate sign area on all faces.

Up to 3 sq. m [32 sq. ft.].....	\$136.00
Larger than 3 sq. m [32 sq. ft.] up to 6 sq. m [64 sq. ft.].....	\$201.00
Larger than 6 sq. m [64 sq. ft.] up to 10 sq. m [110 sq. ft.].....	\$268.00
Larger than 10 sq. m [110 sq. ft.] up to 15 sq. m [160 sq. ft.].....	\$337.00
Larger than 15 sq. m [160 sq. ft.] up to 18.6 sq. m [200 sq. ft.].....	\$403.00
Over 18.6 sq. m [200 sq. ft.].....	\$536.00

c) If an applicant proposes to relocate or alter an existing sign (excluding a temporary on-site real estate development/construction sign or temporary off-site real estate development/construction sign) on the same lot without enlarging it, a relocation or alteration fee of \$126.00 plus applicable taxes will be charged under a sign permit.

d) Enlargement, rebuilding, relocation and extension of an existing sign (in height, sign area or both) amounts to an erection of a new sign and requires a sign permit.

e) Temporary off-site real estate development/construction signs shall be assessed the permit fee as stipulated in this bylaw and a removal deposit of \$500.00 per sign shall be paid by the applicant. This deposit is refundable if the applicant removes the sign within the stipulated period. If the applicant fails to remove the sign to the satisfaction of the City, the removal deposit shall be forfeited and the City of Maple Ridge may use the money to offset the cost incurred by the City to remove the sign.

f) Temporary signs, are subject to a permit fee of \$30.00 per sign per installation period. A sign company responsible for the installation and removal of temporary signs shall pay an annual security deposit of \$500.00 to the City's Building Department no later than January 30 of each calendar year. This deposit is refundable upon all signage being removed from the City or may be extended for an additional 2 years, by a request in writing from the sign company prior to a new security being required.

Schedule "B" – Cross Reference Table

The following cross reference indicates the type of sign that shall be permitted in a specific zone.

This diagram is included FOR CONVENIENCE ONLY and is not part of the sign bylaw.

ZONE	SIGN TYPES								
	AWNING	CANOPY	CHANGEABLE Copy	DEVELOPMENT	FACIA	FREESTANDING	HOME OCCUPATION	PROJECTING	ELECTRONIC MESSAGE BOARD
All Agricultural "A" zones	√	X	√	X	X	√	X	X	X
All Single Family residential "R" & "C-D" zones	X	X	X	√	X	X	√	X	X
All Multi- Family residential "RM & RT" zones	X	X	X	√	X	X	X	X	X
All Commercial "C" zones	√	√	√	√	√	√	X	√	√
All Industrial "M" zones	√	√	√	√	√	√	X	√	X
All Institutional "P" zones	√	√	√	√	√	√	X	√	√
√ - PERMITTED in the zone X - NOT PERMITTED in the zone XX - PROHIBITED IN THE MUNICIPALITY									
XX Signs prohibited in the Municipality include:									
Animated; Billboards; Roof (unless approved by a DVP); Banner (Unless per Part 7)					Flashing/Oscillating; Audible/Odor; Paper/Cardboard; Balcony				

Schedule "C" – Temporary Sign Permit Application

Pursuant to Sections 12.2 & 13.7 of Sign Bylaw No. 7630-2020

Date: _____

Name of applicant: _____ Applicant's phone number: _____

Applicant's e-mail address: _____

Name of group or organization (if applicable): _____

Address of group or organization: _____

Phone number of group or organization: _____

Event start date: _____ Event end date: _____

Date signs will be erected: _____

Number of signs: _____ Size of signs: _____

Sign copy:

Location of signs (please be specific or provide a site plan):

Schedule "D" – Temporary Construction Sign Permit Application

Pursuant to Section 12.2 & 13.7 & Schedule "F" of Sign Bylaw No. 7630-2020

This permit shall be valid and subsisting from the _____ day of _____ and shall expire on the _____ day of _____ at 12 am AND at all times during the currency thereof, shall be subject to cancellation if the holder thereof shall neglect, fail or refuse to observe and to comply with all the requirements of Maple Ridge Sign Bylaw No. 7630-2020, and is issued subject to the following conditions:

- 1) That all necessary plans and specifications of any works involved have been deposited with the Bylaw & Licencing Services Department and have been approved;
- 2) That the applicant shall hold and save harmless the City of Maple Ridge from and against all claims, damages and lien claims of every kind, arising out of or in any way connected with any works or other things for which this permit is issued;
- 3) That the applicant shall replace and repair all municipal infrastructure effected by the work and such infrastructure is to be returned to an equal or better condition than that which existed prior to the work, all within 24 hours of the completed work, to the satisfaction of the City of Maple Ridge;
- 4) That the applicant will deposit with the City a sum of Five Hundred Dollars (\$500.00) in cash or cheque, to guarantee the fulfillment of the terms and conditions set out herein within the time specified in this permit.

(Name of applicant)

(Signature of applicant)

Office use only

Application: Approved or Declined

Authorization:

Municipal Engineer

Security Deposit \$ _____ (Refundable) Receipt No.: _____

Note: Engineered design may be required to ensure the sign will resist location wind loading.

SITE (SIGNAGE) LOCATIONS:

- D1 – Corner of 201st & Lougheed Highway
- D2 – Corner of Kanaka Way & Lougheed Highway
- D3 – Corner of 232 & Fern Crescent
- D4 – Corner of 240th & Dewdney Trunk Road
- D5 – Corner of 240th & Lougheed Highway
- D6 – Corner of 284th & Lougheed Highway

Development Construction Sign Map Locations



DEVELOPER/PROJECT INFORMATION: (please complete below)

Development Company	
Project Name	
Type of Home (ie. Townhouse, Single Family etc.)	
Project Address / Location	
Contact Phone Number	
Email	
Marketing Company	
Contact	
Contact Phone Number	
Email	

Schedule "E" – Sign Impoundment Recovery Costs

Recovery costs for impounded signs are as follows:

Sign removal requiring equipment	\$150.00
Sign removal not requiring equipment	\$50.00

Schedule "F" – Signs Permitted in All Zones

The following signs shall be permitted in all zones subject to the limitations set forth below:

- F-1. Traffic control signs as defined in the "Motor Vehicle Act", subject to the provisions of said act.
- F-2. Signs required to; maintain or post a bylaw or government order, rule or regulation.
- F-3. Memorial plaques, cornerstones, historical tablets and the like.
- F-4. Directional sign, not exceeding 0.2 sq. m. (2.2 sq. ft.) in area, intended to facilitate the movement of pedestrians and vehicles within the site upon which such signs are located to identifying the location and nature of a building, structure or use which is not readily visible from the street, serving such building, structure or use.
- F-5. Prohibitive Signs not exceeding 0.2 sq. m. (2.2 sq. ft.) in area located on private property.
- F-6. Temporary Signs pertaining to campaigns, drives or events of political, civic, philanthropic, educational or religious organizations, require Council approval to erect such signs upon or over public property and such signs shall be removed within four (4) days after the event.
- F-7. Flags or emblems of political, civic, philanthropic, educational or religious organizations.
- F-8. Real estate signs provided that in all agricultural (A) zones and residential (R) zones the combined sign area of such signs fronting upon each street which bounds such lot or premises shall not exceed a ratio of 1.2 sq. m. (12.9 sq. ft.) of sign area per face (maximum 2 faces) for each 1000 sq. m. (10,764.5 sq. ft.) of lot area but need not be less than 1.2 sq. m. (12.9 sq. ft.) and may not exceed 3 sq. m. (32.3 sq. ft.) per face. Such signs shall be placed entirely on the lot or lots to which the sign in question refers and further, not more than one sign shall be permitted on each frontage. The signs shall have a maximum height of 1.8 metres (5.9 feet) and shall not be illuminated.

In all other zones, real estate signs are limited as in Residential and Agricultural zones, except that each sign face may have an area of no more than 3 sq. m. (32.3 sq. ft.) and have a maximum height of 2.1 metres (6.9 feet).

One real estate sign advertising a group of lots for sale within a subdivision or a group of houses for sale within a housing project is permitted for each street frontage, provided that the total sign area of each sign shall not exceed 3.0 sq. m. (32.3 sq. ft.) and shall be setback from all lot lines equal to the height of the sign plus 1.2 metres (3.9 feet). The display of such signs shall be limited to a six (6) month period, beyond which special approval by the Chief Building Official shall be required.

- F-9. Signs indicating the name and nature of an agricultural or farm use, where a current trade licence is held. Such signs shall be permitted only upon the lot to which the sign refers, and further provided that:

AGRICULTURAL USE

- F-9.1 No local farm produce or service sign shall be larger than 3 sq. m. (32.3 sq. ft.) and further providing that the size of such sign may be increased by 0.1 sq. m. (1.0 sq. ft.) for each 0.2 hectares over 4 hectares;

- F-9.2 This may be a changeable copy sign to permit the sign copy to be changed to specify certain products or services as they are in season.
- F-9.3 Such signs shall be removed when produce or service is not for sale.
- F-9.4 See Schedule "G" of this by-law for freestanding signs for nurseries & greenhouses in an agricultural zone.

FARM USE

- F-9.5 Farm identification signs may be installed on any registered farm site over 2 hectares in addition to those permitted by Clause E-9.1 to E9.4.
 - F-9.6 Farm identification signs shall be limited to the farm name, address, owners name and farm type only.
 - F-9.7 Farm identification signs shall not exceed 3.0 sq. m. (32.3 sq. ft.) except that for every 2 hectares over 4 hectares, the sign area may be increased by 1.0 sq. m. (10.8 sq. ft.).
 - F-9.8 Building identification signs not exceeding 3.0 sq. m. (32.3 sq. ft.) in area and placed on the Agricultural building façade facing onsite roads will be permitted to a maximum of 3 sq. m. (32.3 sq. ft.) if multiple signs are used provided these signs are not visible from a highway.
- F-10. Special identification signs such as unique items, antique equipment, major archways and gates etc., require approval from Council.
- F-11. A home occupation use which is permitted by Maple Ridge Zoning By-Law No. 3510-1985 as amended, is permitted one sign of not more than 0.18 sq. m. (2.0 sq. ft.) in area, identifying the name and occupation of the occupant.
- F-12. Special event signs advertising for community causes and charitable fund raising campaigns. Such signs shall be permitted, only with the approval of the Municipal Engineer, on the public right-of-way and shall be of such size and design and posted at such locations for such periods as determined by the Municipal Engineer.
- F-13. Construction Sign indicating the name and nature of a construction or demolition project, plus the names of the contractors, sub-contractors and professional advisors, provided that the combined area of such signs fronting upon each street which bounds such project shall not exceed a ratio of 0.2 sq. m. (2.2 sq. ft.) of sign area for each 100 sq. m. of lot area. In no case shall the combined area of such signs fronting upon each street exceed 3.5 sq. m (37.7 sq. ft). Such sign shall have a maximum height of 3.5 metres (11.5 feet) and shall be setback from all lot lines equal to the height of the sign plus 1.2 metres (3.9 feet). Should the noted setback not be achievable then a structural engineer will be required to design the anchorage for the sign. The display of such signs shall be limited to a period not to exceed the duration of the said construction or demolition project, at which time such signs shall be removed.
- F-14. Construction Sign used to provide direction to construction sites are to comply with requirements in Schedule "D" of this bylaw. Further, these signs are to be non-illuminated, are not to exceed a sign area of 1.5 sq. m (16 sq. ft.) and shall not exceed a maximum height of 3.0 metres (10 feet)

With the exception of special event signs, construction signs - directional and freestanding signs for nurseries and greenhouse's in agricultural zones, none of the above signs require a sign permit.

Schedule "G" – Signs Permitted in Agricultural and Residential Zones

The following signs are permitted only on land Zoned "A", "R", "RS", "CD", "RM", "RT", "SRS", "RG", "RE" and "RMH":

PERMITTED SIGNS

- G-1. Signs permitted in Clauses F-1 to F-13 inclusive of Schedule "F" of this by-law, as regulated therein.
- G-2. One Facia Sign or Freestanding Sign for an apartment building in RM Zones.
- G-3. Freestanding signs for nurseries & greenhouses and changeable copy sign are permitted in agricultural zones.
- G-4. One double faced freestanding sign or 2 single faced freestanding signs are permitted per lot or premises.

REQUIREMENTS

- G-5. The sign area for a Facia Sign or Freestanding Sign for an apartment in the RM Zones is not to exceed 0.8 sq. m. (8.6 sq. ft.) in area.
- G-6. The copy area for facia signs shall not exceed 60 percent of the sign area.
- G-7. The area of Freestanding signs for nurseries & greenhouses in agricultural zones are not to exceed a sign area of 6 sq. m. (64 sq. ft.). If the sign is one sided, two separate one sided signs of equal size are permitted with a total sign area of 6 sq. m. (64 sq. ft.). One sided signs must be placed at 30 degrees or 60 degrees to the fronting street. A maximum of 30% of each sign may be a changeable copy sign. A landscaped area of not less than 4 times the sign area must be provided around each sign base. Freestanding Signs in agricultural zones may only be indirectly lighted.
- G-8. The maximum height of a freestanding sign shall be 2 metres (6.6 feet).
- G-9. No illuminated signs shall be permitted in residential zones.

Schedule "H" - All Commercial Zones

The following signs are permitted only on land in "C" "CS" & "H" Zones.

PERMITTED SIGNS

- H-1. Signs permitted in Schedule "F" of the by-law as regulated therein.
- H-2. Two signs are permitted per business premises which may be canopy, fascia or projecting signs fronting each street bounding the lot on which the sign is located.
- H-3. One (1) freestanding sign shall be permitted for each street frontage bounding the site, provided that each sign is positioned to face the street on which it is located by placing the copy area at right angles (90 degrees) to the fronting street. For each additional 30 metres (98.4 feet) of frontage beyond the first 30 metres (98.4 feet) of frontage, an additional freestanding sign may be permitted. The additional freestanding sign is to be placed so that no portion of a freestanding sign is closer than 20 metres to any other freestanding sign.

REQUIREMENTS

- H-4. The sign area of fascia signs shall not exceed 12 percent of the façade area and may only face a highway or parking lot of the business premises to which it pertains.
- H-5. The copy area for fascia signs shall not exceed 60 percent of the sign area.
- H-6. For channel letter fascia signs the sign area shall not exceed 12 percent of the façade area. The copy area for channel letter fascia signs is equal to the sign area.
- H-7. The requirements for projecting signs shall be as set forth in Section 13.6 of this by-law.
- H-8. Changeable copy signs permitted on the main freestanding sign shall be permitted to a maximum sign area of 3 sq. m. (32.3 sq. ft.) per sign face in addition to the main freestanding signs area.
- H-9. Any area exceeding the above mentioned three (3) sq. m. (32.3 sq. ft.) shall be deducted from the total calculation for sign area of the freestanding sign.
- H-10. The maximum height of a freestanding sign in all "C" & "H" zones shall not exceed 6 metres (19.7 feet).
- H-11. The maximum height of a freestanding sign in all "CS" zones except gasoline service stations shall not exceed 7.5 metres (24.6 feet), provided that the maximum height may be increased by 100 mm (4 inches) per lineal metre of frontage over 12 metres (39 feet) up to a maximum height of 10.5 metres (34.5 feet). No freestanding sign shall be permitted on any lot having a frontage less than 12 metres (39.3 feet).

H-12. The sign area of a freestanding sign shall not exceed 0.6 sq. m. (6.5 sq. ft.) per lineal metre of frontage on which the sign abuts provided that the maximum sign area of a freestanding sign for other than gasoline service station use shall be as follows:

<u>LOT AREA</u>	<u>MAXIMUM SIGN AREA</u>
550 sq. m. (5920.3 sq. ft.)	10 sq. m. (107.6 sq. ft.)
550 sq. m to 4,000 sq. m. (5920.3 sq ft to 43,057 sq. ft)	15 sq. m. (161.5 sq. ft.)
Larger than 4000 sq. m. (43,057 sq. ft.)	20 sq. m. (215.3 sq. ft.)

H-13. The copy area for a freestanding sign shall not exceed 60 percent of the sign area. For multi-tenant paneled sign faces the copy area per panel shall not exceed 80 percent of the panel area.

GASOLINE SERVICE STATIONS AND GASOLINE SERVICE BARS

H-14. For gasoline service stations and gasoline service bars, both as defined in the Maple Ridge Zoning By-Law No. 3510-1985 as amended, the freestanding sign shall not exceed a maximum height of 6 metres (19.7 feet) and a sign area not exceeding 7.2 sq. m. (77.5 sq. ft.).

H-15. Where a structure is installed to provide lighting for open pump islands, one (1) additional sign per pump island may be incorporated into such lighting device provide that such sign shall not:

- a. contain any message other than business logo;
- b. exceed a height of 2.4 metres (7.9 feet) above the pump island; and
- c. extend beyond the pump unit at either end.

Schedule "I" – All Industrial Zones

The following signs are permitted only on land in "M" Zones.

PERMITTED SIGNS

- I-1. Signs permitted in Schedule "F" of the by-law as regulated therein.
- I-2. Two signs are permitted per business premises which may be canopy or fascia signs fronting each street bounding the property on which the sign is located.
- I-3. One (1) freestanding sign shall be permitted for each street frontage bounding the site, provided that each sign is positioned to face the street on which it is located by placing the copy area at right angles (90 degrees) to the fronting street. For each additional 30 metres (98.4 feet) of frontage beyond the first 30 metres (98.4 feet) of frontage, an additional freestanding sign may be permitted. The additional freestanding sign is to be placed so that no portion of a freestanding sign is closer than 20 metres to any other freestanding sign.

REQUIREMENTS

- I-4. The sign area of fascia signs shall not exceed 12 percent of the façade area and may only face a highway or parking lot of the business premises to which it pertains.
- I-5. The copy area for fascia signs shall not exceed 60 percent of the sign area.
- I-6. For channel letter fascia signs the sign area shall not exceed 12 percent of the façade area. The copy area for channel letters fascia signs is equal to the sign area.
- I-7. Changeable copy signs permitted on the main freestanding sign shall be permitted to a maximum sign area of 3.0 sq. m. (32.3 sq. ft.) per sign face in addition to the main freestanding sign area.
- I-8. Any area exceeding the above mentioned three (3) sq. m. (32.3 sq. ft.) shall be deducted from the total calculation for sign area of the freestanding sign.
- I-9. The maximum height of a freestanding sign in all "M" zones shall not exceed 7.5 metres (24.6 feet), provided that the maximum height may be increased by 100 mm (4 inches) per lineal metre of frontage over 12 metres (39 feet) up to a maximum height of 10.5 metres (34.5 feet). No freestanding sign shall be permitted on any lot having a frontage less than 12 metres (39.3 feet).
- I-10. The sign area of a freestanding sign shall not exceeding 0.6 sq. m. (6.5 sq. ft.) per lineal metre of frontage on which the sign abuts provided that the maximum sign area of a freestanding sign shall be as follows:

<u>LOT AREA</u>	<u>MAXIMUM SIGN AREA</u>
550 sq. m. (5920.3 sq. ft.)	10 sq. m. (107.6 sq. ft.)
550 sq. m to 4,000 sq. m. (5920.3 sq ft to 43,057 sq. ft)	15 sq. m. (161.5 sq. ft.)
Larger than 4000 sq. m. (43,057 sq. ft.)	20 sq. m. (215.3 sq. ft.)

- I-11. The copy area for a freestanding sign shall not exceed 60 percent of the sign area. For multi-tenant paneled sign faces the copy area per panel shall not exceed 80 percent of the panel area.

Schedule "J"- All Institutional Zones

The following signs are permitted only on land in "P" Zones.

- J-1. Signs permitted in Schedule "F" of the by-law as regulated therein.
- J-2. One fascia sign per business premises or one (1) freestanding sign shall be permitted for each street frontage bounding the site, provided that each sign is positioned to face the street on which it is located by placing the copy area at right angles (90 degrees) to the fronting street. For each additional 30 metres (98.4 feet) of frontage beyond the first 30 metres (98.4 feet) of frontage, an additional freestanding sign may be permitted. The additional freestanding sign is to be placed so that no portion of a freestanding sign is closer than 20 metres to any other freestanding sign.

REQUIREMENTS

- J-3. The total area of a fascia sign shall not exceed a ratio of 0.3 sq. m. (3.2 sq. ft.) for each lineal metre of the business premises to which the sign is attached.
- J-4. The copy area for fascia signs shall not exceed 60 percent of the sign area.
- J-5. For channel letter fascia signs the sign area shall not exceed 12 percent of the façade area. The copy area equals the sign area.
- J-6. The maximum sign area of a freestanding sign shall not exceed 6 sq. m. (64.6 sq. ft.).
- J-7. The copy area for a freestanding sign shall not exceed 60 percent of the sign area. For multi-tenant paneled sign faces the copy area per panel shall not exceed 80 percent of the panel area.
- J-8. The maximum height of a freestanding sign shall be 6 metres (19.7 feet).
- J-9. Changeable copy signs permitted on the main freestanding sign shall be permitted to a maximum sign area of 3 sq. m. (32.3 sq. ft.) per sign face in addition to the main freestanding signs area.
- J-10. Any area exceeding the above mentioned three (3) sq. m. (32.3 sq. ft.) shall be deducted from the total calculation for sign area of the freestanding sign.

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Maple Ridge Bylaw Notice Enforcement Bylaw No. 7626-2020

MEETING DATE: March 10, 2020
FILE NO: 09-4560-20
MEETING: Council Workshop

EXECUTIVE SUMMARY:

The attached report will be on the next Council Meeting agenda for discussion and consideration of the recommendation. The Council Workshop forum provides an earlier opportunity for Council to seek additional information if required, prior to decision-making.

RECOMMENDATION:

That the attachment to the March 10, 2020 report titled "*Maple Ridge Bylaw Notice Enforcement Bylaw No. 7626-2020*" be forwarded to the March 31, 2020 Council Meeting.



Approved by: Deputy Corporate Officer

Attachment:

- Maple Ridge Bylaw Notice Enforcement Bylaw No. 7626-2020 - date March 31, 2020



City of Maple Ridge

TO: His Worship, Michael Morden
and Members of Council

FROM: Chief Administrative Officer

MEETING DATE: March 31, 2020
FILE NO: 09-4560-20
MEETING: Council

SUBJECT: Maple Ridge Bylaw Notice Enforcement Bylaw No. 7626-2020

EXECUTIVE SUMMARY:

In late 2019, Council directed staff to bring forward a report to implement the Bylaw Notice Dispute Adjudication system, commonly known as BN or BEN. This ticketing and dispute mechanism will gain Officer and administrative efficiencies in processing bylaw violations.

The *Local Government Bylaw Notice Enforcement Act* (the “Act”) provides local government the ability to issue Bylaw Notices and establish a local Bylaw Notice Dispute Adjudication system, which replaces the Provincial Court in resolving disputes for minor municipal bylaw violations in areas such as parking, animal control, wildlife and vector, business licensing, building, signage, noise, tree preservation, zoning and fire prevention.

Currently the City of Maple Ridge uses the court-based model where disputes are dealt with in the Provincial Court system. Within the current model, nearly all City bylaws are enforced by either Notice of Bylaw Infraction (Parking), Municipal Ticket Information (MTI), or long form charges prosecuted under the *Offence Act*. The current court-based process is complex, resource intensive, lengthy and costly. With the exception of parking related matters, the majority of bylaw violations are primarily nuisance related and the requirements for presenting evidence in Provincial Court is very cumbersome. Furthermore, MTI’s and subsequent disputes must be personally served, whereas the Bylaw Notice has other service options, including by regular mail.

As a result, the legal costs to prosecute these tickets, including staff time to prepare reports, legal counsel and witness preparation is quite high. In addition, the Provincial Court has limited hearing times available for the City to pursue bylaw violation disputes through the court process.

Adoption of the Maple Ridge Bylaw Notice Enforcement Bylaw will allow City staff to issue tickets more efficiently and address disputes in a fair and equitable manner.

RECOMMENDATION(S):

1. That Maple Ridge Bylaw Notice Enforcement Bylaw No. 7626-2020 be given first, second and third readings; and
2. That a Council Policy that sets out the authority for Screening Officers attached as Appendix III be approved.

DISCUSSION:

- a) Background Context:

In October 2003, in order to address the use of court time for minor bylaw violations, the Province of British Columbia enacted the *Local Government Bylaw Notice Enforcement Act* which created a framework for a non-judicial system for local governments to deal with bylaw enforcement disputes. Under the Act, local governments may adopt a bylaw to establish a Bylaw Notice Dispute Adjudication system which largely replaces the Provincial Court as the venue for resolving disputes of minor municipal bylaw offences. The legislation was developed by the Province in response to issues and concerns raised over the previous 10-15 year period by the Union of British Columbia Municipalities (UBCM), the Hughes Commission on Access to Justice and the Chief Judges Task Group of Sitting Justices of the Peace, with respect to needed reforms to bylaw enforcement. The legislation addressed concerns related to the costly, time-consuming and complex nature of previously available enforcement tools. Since the adoption of the Act, over 50 municipalities in British Columbia, including our neighbouring cities, have adopted this adjudication model.

In March 2011, the City of Maple Ridge Council of the day considered implementing the Bylaw Notice Dispute Adjudication system. In preparation and as per regulation, a letter was sent to the Ministry of the Attorney General on March 9, 2011. By way of Order in the Legislature, the City of Maple Ridge was added to the Provincial Roster under the Bylaw Notice Enforcement Act Regulation on May 1, 2011. A copy of the roster is attached as Appendix II. However, Council deferred the recommendation.

The goal of a Bylaw Notice Dispute Adjudication system is to create a simple, fair, and cost-effective system for dealing with minor bylaw infractions. To meet this goal, the adjudication model will:

- Eliminate the requirement for personal service;
- Establish a dedicated forum for resolving local bylaw enforcement disputes;
- Use a dispute resolution-based approach to obtaining independently adjudicate decisions;
- Avoid the unnecessary attendance of witnesses;
- Avoid the need to hire legal counsel; and
- Promote the timely resolution of bylaw enforcement disputes.

A comparison of both dispute frameworks has resulted in improved and timely service to residents in municipalities where the Bylaw Notice Dispute Adjudication system is in place. The table below highlights some of the key points:

Feature	Current (Court-Based)	BN Dispute Adjudication
Ticket Service	Officer must be able to prove personal service of MTI. Maximum Penalty: \$1000.	Service methods include via mail, in person, on vehicle or left at property (mailbox, etc.). Maximum Penalty \$500.
Dispute Request	Upon receipt of an MTI, an individual must either pay or request a Court date within 14 days. The Court notifies the disputant by a Notice. Court times vary and are usually heard within 6 to 12 months.	Upon receipt of a Bylaw Notice, an individual must either pay or request dispute adjudication within 14 days. The municipality determines how dispute requests are made and arranges the Hearing (e.g., in writing, in person).
Hearing Process	Hearings are conducted in Provincial Court by Judicial Justices of the Peace (JJP).	Hearings are conducted by independent Adjudicators at

	JJP's may cancel or reduce fines.	City Hall. Adjudicators may uphold or cancel a fine.
Conduct of Hearings	Individuals appear in person or by agent; officers appear in person.	Parties to the adjudication may be heard in person or by agent, in writing (including email), or by telephone. Officers may appear in person, in writing, or by telephone.
Dispute Settlement	Due to the limited Court availability, MTI disputes can take over a year to be heard.	Disputes can be settled in less than 60 days.
Use of Fees	The Court-based system does not allow for the application of fees by the municipality.	A municipality can charge up to \$25 to individuals who unsuccessfully dispute a ticket. A municipality may also impose a surcharge in addition to the penalty amount after a specified amount of time.
Hearing Outcome	A Judicial Justice of the Peace will consider the circumstances surrounding the MTI and the history of the defendant, as well may impose a fine within the minimum and maximum fine amounts permitted by the bylaw.	The Adjudicator may only determine whether or not a bylaw contravention occurred as alleged. They cannot reduce the penalty amount. The determination of an Adjudicator can only be appealed on a question of law or lack of jurisdiction.

Implementing this model for enforcing minor bylaw violations will also provide the City of Maple Ridge with a more effective dispute system. Key improvement areas will be:

- Improved service to citizens;
- Improved enforcement tools;
- Increased revenue and operating efficiencies; and
- Reduced court dependency.

To ensure consistency and discretion in maintaining the Bylaw Notice Dispute Adjudication system, it is recommended by UBCM and the Attorney General's Office that a Screening Officer Policy be established which sets out the grounds for cancellation by Screening Officers. Screening Officers would have the authority to cancel Bylaw Notices for reasons such as errors made when issuing the Bylaw Notice (e.g. incorrect date, licence plate, location, or vehicle make), a duplicate Bylaw Notice was inadvertently issued for the same contravention, the vehicle was exempt, or for compassionate reasons. Qualification and coordination of Adjudicators are dealt with by the Court Services Branch of the Ministry of Attorney General. Under Section 15 of the *Local Government Bylaw Notice Enforcement Act*, it is the responsibility of the Deputy Attorney General to appoint qualified, independent Adjudicators to the system who will then hear and determine disputes. Adjudicators must also meet

prescribed qualifications and must not be an employee of, or hold an elected office in a local government. This criteria provides the basis for an objective adjudication system separate from local government. The selection process for Adjudicators, as well as instructions to Adjudicators when hearing disputes, are also prescribed by regulation in order to maintain consistency, neutrality and fairness.

b) Citizen/Customer Implications:

This system will create efficiencies to the public for Bylaw Notice dispute resolutions.

c) Alternatives:

Defer consideration of the Bylaw Notice Dispute Adjudication system.

To date, there has only been one constitutional challenge filed in Supreme Court, and the Bylaw Notice Dispute Adjudication system was upheld. Staff feel very confident that this scheme will assist in improving the overall management of issuing tickets and any potential disputes.

d) Financial Implication(s):

Based on experiences in other municipalities, it is expected the cost of operating and managing this model, and the related processing of disputed tickets, would be offset by the fines collected and would not necessarily result in additional operating costs to the City.

CONCLUSIONS:

The Bylaw Notice Dispute Adjudication system has potential application to a variety of bylaws, and was specifically designed to deal effectively with minor bylaw infractions. A Bylaw Notice Dispute Adjudication system would provide an additional tool or mechanism for the City to achieve compliance with bylaws in a more efficient manner. The Municipal Ticket Information system would still remain in place for more serious offences, which contain higher fine amounts to reflect the seriousness of those offences. We will also ensure the public is notified of this new scheme through regular means.



Prepared by: **Michelle Orsetti**
Director, Bylaw & Licensing Services



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



Concurrence: **Al Horsman**
Chief Administrative Officer

Appendix I - Maple Ridge Bylaw Notice Enforcement Bylaw No. 7626-2020

Appendix II - Local Government Roster - Excerpt from Bylaw Notice Enforcement Act Regulations

Appendix II - Screening Officer Policy



City of Maple Ridge

Bylaw Notice Enforcement
Bylaw No. 7626 – 2020

Effective Date:

DRAFT

City of Maple Ridge

Bylaw Notice Enforcement Bylaw No. 7626 - 2020

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City of Maple Ridge

Bylaw Notice Enforcement Bylaw No. 7626 – 2020

A bylaw for the purpose of issuing Bylaw Notice Enforcement tickets for the enforcement of Municipal bylaws.

WHEREAS, the *Local Government Bylaw Notice Enforcement Act*, SBC 2003, c. 60, as amended (the “Act”), provides that a local government may deal with the contravention of a bylaw by bylaw notice;

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

Part 1 Citation

1.1 This bylaw may be cited as “Bylaw Notice Enforcement Bylaw No. 7626 – 2020”.

Part 2 Severability

2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsequent, paragraph, subparagraph, clause or phrase.

Part 3 Definitions

3.1 In this bylaw unless the context otherwise requires, each of the following words has the meaning set out below:

“Act” means the *Local Government Bylaw Notice Enforcement Act*;

"City" means the City of Maple Ridge; and

“Registry” means the City of Maple Ridge Bylaw Notice Dispute Adjudication Registry established under Section 7 of this Bylaw.

3.2 Other terms used in this Bylaw have the same meaning as defined terms in the Act.

Part 4 Bylaw Contraventions

4.1 The bylaw contraventions designated in Schedule A may be dealt with by bylaw notice.

Part 5 Penalties

5.1 The penalty for a contravention referred to in section 4.1 is as follows:

- a) Subject to subsections (b) to (e), the Penalty amount set out in column A1 of Schedule A;
- b) If received by the City within fourteen (14) days of the person receiving or being presumed to have received the bylaw notice, the penalty is the Early Payment Penalty set out in column A2 of Schedule A;
- c) If more than twenty-eight (28) days after the person received or is presumed to have received the bylaw notice, the penalty is subject to a late payment surcharge in addition to the Penalty under subsection (a), and is the Late Payment Penalty set out in column A3 of Schedule A; or
- d) Notwithstanding section 7.3, if a person sought adjudication of a bylaw notice within the time specified in section 6.1, but the adjudicator ordered that the penalty set out in the bylaw notice is due and payable and the person has not paid the penalty referred to in the bylaw notice within twenty-eight (28) days, after the date the adjudicator ordered that such penalty is due and payable, that penalty referred to in the bylaw notice shall be increased to the Late Payment Penalty set out in column A3 of Schedule A;
- e) If paid under a compliance agreement, the penalty may be reduced as provided under column A4 of Schedule A.

Part 6 Period for Paying or Disputing Notice

- 6.1 A person who receives a bylaw notice must, within fourteen (14) days of the date on which the person received or is presumed to have received the bylaw notice:
 - a) Pay the penalty; or
 - b) Request dispute adjudication by filling in the appropriate portion of the bylaw notice indicating either a payment or a dispute and delivering it, or causing it to be delivered or mailed, to the City of Maple Ridge City Hall.
- 6.2 A person may pay the indicated penalty more than fourteen (14) days after receiving the bylaw notice, in accordance with section 5(a) and subject to the late payment surcharge under section 5(c), but no person may dispute the bylaw notice more than fourteen (14) days after receiving the bylaw notice.
- 6.3 Pursuant to the requirements of Section 25 of the Act, where a person was not served personally with a bylaw notice and advises the City that they did not receive a copy of the original bylaw notice, the time limit for responding to a bylaw notice under section 5 and section 6(a) and (b) of this Bylaw does not begin to run until a copy of the bylaw notice is re-delivered to that person in accordance with the Act.

Part 7 Bylaw Notice Dispute Adjudication Registry

- 7.1 The Registry is established as a bylaw notice dispute adjudication system in accordance with the Act to resolve disputes in relation to bylaw notices.

- 7.2 The civic address of the Registry is 11995 Haney Place, Maple Ridge, BC V2X 6A9.
- 7.3 Every person who is unsuccessful in a dispute adjudication in relation to a bylaw notice or a compliance agreement under the dispute adjudication system established under this section, must pay the City an additional fee of \$25 for the purpose of the City recovering the costs of the adjudication system.

Part 8 Screening Officers

- 8.1 The position of Screening Officer I and Screening Officer II are established.
- 8.2 The following are designated classes of persons that may be appointed as Screening Officer I and Screening Officer II:
- a) Director, Bylaw & Licensing Services;
 - b) Manager, Bylaw & Licensing Services;
 - c) Senior Bylaw Compliance Officer;
 - d) Administrative Assistant, Bylaw & Licensing Services; and
 - e) Council may appoint Screening Officers from these classes of persons by name, or office or otherwise.

Part 9 Powers, Duties, and Functions of Screening Officer

- 9.1 The powers, duties, and functions of Screening Officers are as set out in the Act, and include the following:
- a) Where requested by the person against whom a contravention is alleged, communicate information respecting the nature of the contravention, the provision of the bylaw contravened, the facts on which the contravention alleged is based, the penalty for a contravention, and the fee or fees payable in relation to the bylaw notice enforcement process;
 - b) Communicate with any or all of the following for the purposes of performing their functions under this Bylaw or the Act:
 - i. the person against whom a contravention is alleged or their representative.
 - ii. the officer issuing the bylaw notice.
 - iii. the complainant or their representative.
 - iv. the City's staff regarding the disputant's history of bylaw compliance.
 - c) Review the City's records regarding the disputant's history of bylaw compliance;

- d) Prepare and enter into compliance agreements in accordance with the Act and City policies and guidelines, with persons who dispute bylaw notices, including establishing terms and conditions for compliance that the Screening Officer considers necessary or advisable, including time periods for payment of penalties and compliance with the bylaw (Screening Officer II only);
 - e) Provide for payment of a reduced penalty if a compliance agreement is entered into, as provided in column A4 of Schedule A; and
 - f) Cancel bylaw notices in accordance with the Act and City policies and guidelines.
- 9.2 The bylaw contraventions in relation to which a Screening Officer may enter into compliance agreements are designated in column A4 of Schedule A.
- 9.3 The maximum term of a compliance agreement is one year.

Part 10 Bylaw Compliance Officers

- 10.1 Persons acting as any of the following are designated as Bylaw Compliance Officers for the purposes of this Bylaw and the Act:
- a) Members of the Royal Canadian Mounted Police;
 - b) Senior Bylaw Compliance Officer and Bylaw Compliance Officers appointed pursuant to the *Community Charter*;
 - c) Parking Officers appointed pursuant to the *Community Charter*;
 - d) Local Assistants to the Fire Commissioner under Section 6 of the *Fire Services Act*;
 - f) Director and Manager of Bylaw & Licensing Services, Building Officials, Animal Control Officers, Pound Keepers, City Environment staff or other persons acting in another capacity on behalf of the City, properly delegated by Council for the purpose of enforcement of one or more of its bylaws, pursuant to the *Community Charter*.

Part 11 Form of Bylaw Notice

- 11.1 The City may from time to time provide for the form or forms of the bylaw notice, provided the bylaw notice complies with Section 4 of the Act.

Part 12 Schedules

- 12.1 The following schedules are attached to and form part of this Bylaw:
- (a) Schedule A – Designated Bylaw Contraventions and Penalties
 - (b) Schedule B – Compliance Agreement

READ A FIRST TIME on [Date]

READ A SECOND TIME on [Date]

READ A THIRD TIME on [Date]

ADOPTED by the Council on [Date]

PRESIDING MEMBER

CORPORATE OFFICER

DRAFT

Schedule A
Designated Bylaw Contraventions and Penalties

Part 1						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Animal Control and Licencing Bylaw No. 6908-2012						
6908	5.1.3(c)	Refuse to comply with Animal Control Officer	\$300	\$250	\$350	No
6908	5.1.3(d)	Interfere with Animal Control Officer	\$300	\$250	\$350	No
6908	6.1.1	More than 3 dogs	\$150	\$100	\$200	Yes
6908	6.2.1	Fail to obtain licence	\$150	\$100	\$200	No
6908	6.2.7	Fail to display licence	\$100	\$75	\$125	No
6908	7.1.1	Animal at-large	\$150	\$100	\$200	No
6908	7.2.1	Fail to remove excrement	\$150	\$100	\$200	No
6908	7.3.2(a)	Fail to provide food and water	\$200	\$150	\$250	No
6908	7.3.2(b)	Fail to provide clean food and water receptacles	\$150	\$100	\$200	No
6908	7.3.2(c)	Fail to sufficiently exercise	\$150	\$100	\$200	No
6908	7.3.2(d)	Fail to provide necessary veterinary care	\$450	\$400	\$500	No
6908	7.3.3(a)	Fail to provide appropriate shelter	\$250	\$200	\$300	No
6908	7.3.3(b)	Fail to allow sufficient space	\$250	\$200	\$300	No
6908	7.3.3(c)	Fail to provide protection from sun	\$250	\$200	\$300	No
6908	7.3.4	Fail to keep shelter clean	\$250	\$200	\$300	No
6908	7.3.5	Cause animal to be tied to choke collar	\$300	\$250	\$350	No
6908	7.4.1(a)	Fail to provide fresh air ventilation	\$250	\$200	\$300	No
6908	7.4.1(b)	Enclosed space exceeds 30 degrees Celsius	\$250	\$200	\$300	No
6908	7.4.2	Fail to confine in a pen outside the vehicle	\$250	\$200	\$300	No
6908	7.7.1(a)	Fail to confine an aggressive dog indoors	\$450	\$400	\$500	No
6908	7.7.1(c)	Enclosure contrary to bylaw	\$300	\$250	\$350	No
6908	7.7.1(d)	Leash more than 1.5 m.	\$150	\$100	\$200	No
6908	7.7.2(a)	Fail to muzzle an aggressive dog	\$300	\$250	\$350	No
6908	7.7.2(b)	Fail to tattoo aggressive dog	\$200	\$150	\$250	No
6908	7.7.2(c)	Fail to post warning signs	\$300	\$250	\$350	No
6908	7.7.2(f)	Fail to notify when aggressive dog at large	\$300	\$250	\$350	No

Part 1						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
6908	7.8.1	Fail to secure area for guard dog	\$200	\$150	\$250	No
6908	7.8.2(a)	Guard dog sign not visible	\$200	\$150	\$250	No
6908	7.8.2(b)	Guard dog sign improperly posted	\$200	\$150	\$250	No
6908	7.8.3(a)	Fail to register guard dog address	\$200	\$150	\$250	No
6908	7.8.3(b)	Fail to register guard dog hours	\$200	\$150	\$250	No
6908	7.8.3(c)	Fail to register guard dog licence number	\$200	\$150	\$250	No
6908	7.8.3(d)	Fail to register owner	\$200	\$150	\$250	No
6908	7.8.4	Fail to provide change of information	\$450	\$400	\$500	No
6908	9.1.1(a)	Sell prohibited animal	\$450	\$400	\$500	No
6908	9.1.1(b)	Keep, breed or sell wolf cross	\$450	\$400	\$500	No
6908	10.1.1	More than six cats	\$150	\$100	\$200	Yes
6908	11.1.2(a)	Livestock on Highway	\$200	\$150	\$250	No
6908	11.1.2(b)	Livestock in Public Place	\$200	\$150	\$250	No
6908	12.1	Boarding dogs	\$150	\$100	\$200	No
6908	13.1.1(a)	Fail to document information	\$450	\$400	\$500	No
6908	13.1.1(e)	Fail to provide sufficient care	\$450	\$400	\$500	No
6908	13.1.2(b)	Fail to keep clean cage	\$450	\$400	\$500	No
6908	13.2.1	Fail to segregate ill animal	\$450	\$400	\$500	No
6908	13.3.1(b)(i)	Fail to promptly treat animal	\$450	\$400	\$500	No
6908	13.4.1(a)	Fail to keep register	\$450	\$400	\$500	No
6908	13.6.1(a)	Fail to post notice	\$450	\$400	\$500	No
6908	13.6.1(b)	Fail to post signs	\$450	\$400	\$500	No
6908	13.7.1(c)i	Sell prohibited animal	\$450	\$400	\$500	No
6908	13.7.1(c)v	Sell unaltered animal	\$450	\$400	\$500	No

Part 2						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Building Bylaw No. 6925-2012						
6925	6.1	Construction without permit	\$250	\$200	\$300	No
6925	6.2	Demolish structure without permit	\$250	\$200	\$300	No
6925	6.3	Move structure without permit	\$250	\$200	\$300	No
6925	6.4	Occupy structure without permit	\$350	\$300	\$400	No
6925	6.5	Tamper with posted notice	\$250	\$200	\$300	No
6925	6.6	Work contrary to approved plans	\$250	\$200	\$300	No
6925	6.7	Obstruct entry of a Building Official	\$450	\$400	\$500	No
6925	17.5	Fail to fill in excavation within 60 days	\$450	\$400	\$500	No
6925	20.1	Non-compliance with safety standards	\$450	\$400	\$500	No
6925	20.3.1	Fail to keep plans on property	\$200	\$150	\$250	No
6925	20.3.2	Fail to post civic address	\$200	\$150	\$250	No
6925	22.5	Fail to obtain building inspection	\$200	\$150	\$250	No
6925	22.8	Fail to obtain electrical inspection	\$200	\$150	\$250	No
6925	22.9	Fail to obtain plumbing inspection	\$250	\$200	\$300	No
6925	22.10	Fail to obtain a gas inspection	\$450	\$400	\$500	No
6925	26.14.2	Fail to remove existing dwelling	\$450	\$400	\$500	No
6925	28.1	Construct a pool without a permit	\$450	\$400	\$500	No
6925	28.3	Fail to enclose pool	\$450	\$400	\$500	No
6925	28.4	Fail to maintain pool enclosure	\$450	\$400	\$500	No
6925	28.5	Fail to keep pool gate latched	\$450	\$400	\$500	No
6925	29.1	Plumbing system altered	\$200	\$150	\$250	No
6925	29.2	Plumbing located outside lot	\$250	\$200	\$300	No
6925	29.3	Plumbing storm drain installed without permission	\$200	\$150	\$250	No
6925	29.4	Plumbing installed without permit	\$200	\$150	\$250	No
6925	32.3	Fail to comply with Stop Work notice	\$450	\$400	\$500	No
6925	32.5	Fail to comply with Do Not Occupy notice	\$450	\$400	\$500	No

Part 3

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Business Licencing and Regulation Bylaw No. 6815-2011						
6815	6.1.1(a)	No business licence	\$300	\$250	\$350	No
6815	6.2.3	Failure to get approval	\$200	\$150	\$250	No
6815	6.6.1	Fail to renew licence	\$300	\$250	\$350	No
6815	6.8.1	Fail to post licence	\$200	\$150	\$250	No
6815	6.9.1(a)	Fail to permit inspection of premises	\$300	\$250	\$350	No
6815	7.1.1	Permit person under 19 years	\$450	\$400	\$500	No
6815	7.1.2	Display depiction of a sexual act	\$450	\$400	\$500	No
6815	7.3.1(g)	Open business between 12 midnight and 7 am	\$450	\$400	\$500	No
6815	7.4.3	Fail to keep premises in clean condition	\$200	\$150	\$250	No
6815	7.4.5(c)	Fail to keep record	\$200	\$150	\$250	No
6815	7.4.5(d)	Fail to produce register	\$200	\$150	\$250	No
6815	7.4.5(g)	Permit entry to be erased	\$450	\$400	\$500	No
6815	7.6.2(a)	Fail to provide identification	\$450	\$400	\$500	No
6815	7.6.3(a)	Employ person under 19 years	\$450	\$400	\$500	No
6815	7.6.3(b)	Open business between 12 midnight and 8 am	\$450	\$400	\$500	No
6815	7.7.1	Permit person under 19 years	\$450	\$400	\$500	No
6815	7.8.1(a)	Employ person under 19 years	\$450	\$400	\$500	No
6815	7.8.1(b)	Permit person under 19 years	\$450	\$400	\$500	No
6815	7.9.1	Fail to post sign	\$200	\$150	\$250	No
6815	7.10.3	Fail to comply with requirements	\$200	\$150	\$250	No
6815	7.10.4(a)(i)	More than 20 dogs	\$300	\$250	\$350	No
6815	7.10.4(a)(ii)	Operate outside permitted hours	\$300	\$250	\$350	No
6815	7.10.4(a)(iii)	Discharge odorous matter	\$450	\$400	\$500	No
6815	7.19.3(b)	Fail to shut off sound	\$450	\$400	\$500	No
6815	7.21.1(b)	Failure to produce licence	\$300	\$250	\$350	No
6815	7.21.1(c)	Fail to display photo identification	\$450	\$400	\$500	No
6815	7.21.1(d)	Peddle between 6 pm and 9 am	\$450	\$400	\$500	No
6815	7.23.6(a)	Failure to maintain report	\$450	\$400	\$500	No
6815	7.23.10(a)	Dispose of second hand article prior to 30 days after receipt	\$450	\$400	\$500	No

Part 3						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
6815	7.23.13(d)	Buy second hand article from person under 18 years	\$450	\$400	\$500	No
6815	7.23.14	Buy second hand article between 6 pm and 6 am	\$300	\$250	\$350	No
6815	7.24.1(b)	Offer services of a social escort under the age of 19 years	\$450	\$400	\$500	No
6815	7.27.1(b)	Permit tobacco products to be visible	\$300	\$250	\$350	No
6815	7.27.1(c)	Sell tobacco to person under 19 years	\$450	\$400	\$500	No
6815	7.28.1(a)	Possess shark fin products	\$450	\$400	\$500	No

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Part 4

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Cat Spay/Neuter Bylaw No. 5756 - 1999						
5756	3	I.D. Not Worn	\$50	\$35	\$75	No
5756	11	Unsterilized Cat	\$50	\$35	\$75	No
5756	12	Unsterilized Cat at Large	\$75	\$50	\$100	No

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Part 5

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Drinking Water Conservation Plan Bylaw No. 7425-2018						
7425	6.1	No automatic shut off device	\$250	\$200	\$300	No
7425	6.2	Unnecessary water run off	\$250	\$200	\$300	No
7425	6.3	Water artificial turf	\$250	\$200	\$300	No
7425	6.4	Hose run unnecessarily	\$250	\$200	\$300	No
7425	6.5	Faulty irrigation system	\$250	\$200	\$300	No
7425	Schedule 1, Part 1	Unauthorized Watering	\$250	\$200	\$300	No
7425	Schedule 1, Part 2	Unauthorized Watering	\$450	\$400	\$500	No

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Part 6

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Fire Prevention Bylaw No. 4111-1988						
4111	II11	Fail to Obey Order	\$450	\$400	\$500	No
4111	II21	Obstruct Fire Escape	\$450	\$400	\$500	No
4111	III29	Impede Fire Fighter	\$450	\$400	\$500	No
4111	III32	Run over Hose	\$450	\$400	\$500	No
4111	IX64(a)	Fail to Flush Hydrant	\$450	\$400	\$500	No
4111	IX64(b)	Fail to Service Hydrant	\$450	\$400	\$500	No
4111	IX64(c)	Hydrant Obstructed	\$450	\$400	\$500	No

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Part 7						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Fireworks Bylaw No. 6279-2004						
6279	II(3)	Discharge fireworks without permit	\$450	\$400	\$500	No
6279	II(4)	Fail to surrender fireworks	\$450	\$400	\$500	No
6279	III(18)	Unlawful storage	\$450	\$400	\$500	No
6279	III(20)	Improper storage	\$450	\$400	\$500	No
6279	III(21)	Smoke in storage area	\$450	\$400	\$500	No
6279	IV(22)	Sell to minor	\$450	\$400	\$500	No
6279	IV(23)	Minor possessing fireworks	\$450	\$400	\$500	No
6279	V(24)	Fireworks display without permit	\$450	\$400	\$500	No
6279	V(25)	Discharge fireworks contrary to distance requirements	\$450	\$400	\$500	No
6279	V(26)	Audience closer than 45 m.	\$450	\$400	\$500	No
6279	V(27)	Improper fireworks projection	\$450	\$400	\$500	No
6279	V(29)	Fail to safely dispose of fireworks	\$450	\$400	\$500	No
6279	V(30)	Wind velocity greater than 10km/hr.	\$450	\$400	\$500	No
6279	V(32)	Person under 21 years in charge of display	\$450	\$400	\$500	No
6279	V(33)	Less than two operators	\$450	\$400	\$500	No
6279	V(34)	Insufficient fire extinguishers	\$450	\$400	\$500	No
6279	V(35)	Fail to hold valid liability insurance	\$450	\$400	\$500	No

Part 8

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Grow Operation, Health, Nuisance and Safety Bylaw No. 6274-2004						
6274	3	Disconnect meter	\$450	\$400	\$500	No
6274	4	Divert exhaust vents	\$450	\$400	\$500	No
6274	6	Alter a structure	\$250	\$200	\$300	No
6274	7(e)	No permit	\$250	\$200	\$300	No
6274	9(a)	Obstruct building official	\$450	\$400	\$500	No
6274	9(b)	Remove notice	\$450	\$400	\$500	No
6274	10(a)	Cause nuisance	\$450	\$400	\$500	No
6274	10(b)	Permit unsightly matter to accumulate	\$250	\$200	\$300	No
6274	12	Fail to undertake action directed by Fire Chief	\$450	\$400	\$500	No
6274	13	Refuse entry	\$450	\$400	\$500	No
6274	14	Fail to inspect	\$450	\$400	\$500	No
6274	15(a)	Fail to notify District	\$450	\$400	\$500	No

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Part 9

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Highway & Traffic Bylaw No. 6704-2009						
6704	7.0	Drive on trail	\$100	\$75	\$125	No
6704	10.1	Obstruct vehicles or pedestrians	\$75	\$50	\$100	No
6704	10.2	Cross highway at a location other than crosswalk	\$50	\$35	\$75	No
6704	11.1 (a)	Park on sidewalk	\$50	\$35	\$75	No
6704	11.1 (b)	Park within 3m of driveway	\$50	\$35	\$75	No
6704	11.1 (c)	Park within 6m of intersection	\$50	\$35	\$75	No
6704	11.1 (d)	Park within 5 m of fire hydrant	\$100	\$75	\$125	No
6704	11.1 (e)	Park within 6m of crosswalk	\$50	\$35	\$75	No
6704	11.1 (f)	Park within 6m of stop sign	\$50	\$35	\$75	No
6704	11.1 (i) (i)	Park vehicle for sale on highway	\$50	\$35	\$75	No
6704	11.1 (i) (ii)	Repair vehicle on a highway	\$50	\$35	\$75	No
6704	11.1 (i) (iii)	Display signs on a highway	\$50	\$35	\$75	No
6704	11.1 (i) (iv)	Selling articles on highway	\$50	\$35	\$75	No
6704	11.1 (j)	Obstruct traffic	\$75	\$50	\$100	No
6704	11.1 (k)	Double park	\$50	\$35	\$75	No
6704	11.1 (n)	Park in bus zone	\$50	\$35	\$75	No
6704	11.1 (o)	Park on path	\$50	\$35	\$75	No
6704	11.1 (p)	Obstruct highway/lane	\$50	\$35	\$75	No
6704	11.1 (q)	Angle Park	\$50	\$35	\$75	No
6704	11.1 (r)	Park on wrong side	\$50	\$35	\$75	No
6704	11.1 (s)	Park over 30cm from curb	\$50	\$35	\$75	No
6704	11.1 (t)	Park contrary to painted lines on highway	\$50	\$35	\$75	No
6704	11.1 (u)	Park contrary to prohibition	\$50	\$35	\$75	No
6704	11.1 (v)	Overtime parking	\$50	\$35	\$75	No
6704	11.1 (w)	Overtime parking/fail to register	\$50	\$35	\$75	No
6704	11.1 (x)	Park contrary to restriction	\$50	\$35	\$75	No
6704	11.1 (z)	Park over 72 hours	\$75	\$50	\$100	No
6704	11.1 (aa)	Park over length vehicle	\$100	\$75	\$125	No
6704	11.1 (bb)	Park vehicle over 5500 kgs GVW	\$200	\$150	\$250	No
6704	11.1 (cc)	Park in Disabled zone	\$100	\$75	\$150	No
6704	11.1 (dd)	Park in commercial loading zone	\$75	\$50	\$100	No
6704	11.1 (ee)	Park in passenger loading zone	\$50	\$35	\$75	No
6704	11.1 (ff)	Park on highway without curbs	\$50	\$35	\$75	No

Part 9						
Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
6704	11.1 (ii)	Without proper or valid insurance displayed	\$100	\$75	\$125	No
6704	11.1 (jj)	Without proper and valid number plates displayed	\$100	\$75	\$125	No
6704	11.1 (kk)	Park adjacent to yellow curb	\$50	\$35	\$75	No
6704	11.1 (hh)	Park outside angle parking stall	\$50	\$35	\$75	No
6704	13.0	Unattached trailer	\$100	\$75	\$125	No
6704	15.3	Park in resident zone	\$50	\$35	\$75	No
6704	16.1	Remove notice of chalk mark	\$100	\$75	\$125	No
6704	16.2	Move vehicle within same block	\$50	\$35	\$75	No
6704	25.0	Occupy motor vehicle	\$100	\$75	\$125	No
6704	26.0	Fail to remove snow and other debris from sidewalk	\$150	\$100	\$200	No
6704	27.0	Obstruct intersection	\$100	\$75	\$125	No
6704	28.0	Fail to trim vegetation	\$100	\$75	\$125	No
6704	29.1	Encroachment	\$50	\$35	\$75	No
6704	30.1 (a)	Load not securely covered	\$150	\$100	\$200	No
6704	31.1 (b)	Load not secured	\$150	\$100	\$200	No
6704	32.1 (a)	Place thing on highway	\$100	\$75	\$125	No
6704	32.1 (b)	Deposit debris on highway	\$350	\$300	\$400	No
6704	32.1 (g)	Place structure on a highway	\$150	\$100	\$200	No
6704	32.1 (l)	Damage boulevard	\$150	\$100	\$200	No
6704	32.1 (r)	Place container on highway	\$150	\$100	\$200	No
6704	32.1 (s)	Engage in business on highway	\$150	\$100	\$200	No
6704	43.1 (a)	Solicit on highway	\$100	\$75	\$125	No
6704	43.1 (c)	Install sign on highway	\$100	\$75	\$125	No
6704	47.1 (a)	Vehicle weight exceeds licensed GVW	\$250	\$200	\$300	No
6704	47.1 (b)	Axle exceeds permitted weight	\$250	\$200	\$300	No
6704	47.1 (c)(i)	Dimensions of commercial vehicle do not conform to the regulations with load included	\$100	\$75	\$125	No
6704	47.1 (c)(ii)	Non conforming dimensions	\$100	\$75	\$125	No
6704	50.2	Fail to comply with order	\$300	\$250	\$350	No
6704	50.0	Fail to comply with permit conditions	\$300	\$250	\$350	No
6704	51.0	Fail to obey traffic controls and signs	\$300	\$250	\$350	No

Part 10

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Kennel Regulation Bylaw No. 6036-2002						
6036	1	Kennel contrary to zone	\$250	\$200	\$300	No
6036	2	No permission from Agricultural Land Commission	\$250	\$200	\$300	No
6036	4	More than 3 dogs	\$100	\$75	\$125	Yes
6036	5(a)	Fail to provide water and/or food	\$100	\$75	\$125	No
6036	5(b)	Fail to provide clean receptacles	\$100	\$75	\$125	No
6036	5(c)	Fail to provide exercise	\$100	\$75	\$125	No
6036	5(d)	Fail to provide veterinary care	\$450	\$400	\$500	No
6036	5(e)	Fail to provide comfort	\$100	\$75	\$125	No
6036	5(f)	Unclean or unsanitary condition	\$100	\$75	\$125	No
6036	5(g)	Fail to keep kennel clean	\$100	\$75	\$125	No
6036	5(h)	Fail to contain animal between 9 pm and 7 am	\$100	\$75	\$125	No
6036	5(i)	Fail to maintain air exchange unit	\$250	\$200	\$300	No
6036	5(j)	Fail to properly construct enclosure	\$250	\$200	\$300	No
6036	6	Dispose of dog excrement contrary to Waste Management Act	\$100	\$75	\$125	No
6036	8	Fail to keep building or runs in good repair	\$100	\$75	\$125	No
6036	9	Kennel not under supervision of responsible adult	\$100	\$75	\$125	No
6036	10	Create a nuisance to nearby residents	\$100	\$75	\$125	No
6036	13	Operate without permits	\$250	\$200	\$300	No
6036	21	Fail to provide isolation pen	\$100	\$75	\$125	No
6036	23	Improper flooring	\$250	\$200	\$300	No
6036	26	Improper wall and ceiling insulation	\$250	\$200	\$300	No
6036	29(e)	Breeding or boarding contrary to Kennel Licence	\$250	\$200	\$300	No
6036	33	Refuse inspection	\$250	\$200	\$300	No

Part 11

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Littering Prohibition Bylaw No. 5115-1994						
5115	3	Dumping Rubbish	\$450	\$400	\$500	No

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Part 12

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Noise Control Bylaw No. 5122-1994						
5122	3	Noise Which Disturbs	\$300	\$250	\$350	No
5122	4	Allow Noise Which Disturbs	\$300	\$250	\$350	No
5122	5	Animal Noise	\$300	\$250	\$350	No
5122	6	Construction contrary to Time Restriction	\$400	\$350	\$450	No
5122	8	Engine Noise	\$400	\$350	\$450	No

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Part 13

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Nuisance Prohibition Bylaw No. 7596-2019						
7596	4.1 (a)	Cause a Nuisance	\$450	\$400	\$500	No
7596	4.1 (b)	Permit a Nuisance	\$450	\$400	\$500	No
7596	4.1 (c)	Fail to abate Nuisance	\$450	\$400	\$500	No

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Part 14

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Outdoor Burning Regulation Bylaw No. 5535 - 1997						
5535	5(b)	Burn noxious material	\$450	\$400	\$500	No
5535	5(d)	No permit	\$200	\$150	\$250	No
5535	8	Agricultural Fire without permit	\$450	\$400	\$500	No
5535	10(c)	Unattended Agricultural Fire	\$450	\$400	\$500	No
5535	14(b)	Unattended Backyard Fire	\$200	\$150	\$250	No
5535	14(d)	Backyard Fire after dark	\$200	\$150	\$250	No
5535	15	Recreational Fire contrary to Schedule "A"	\$100	\$75	\$125	No
5535	16(b)	Unattended Recreational Fire	\$100	\$75	\$125	No
5535	19	Outdoor fire during Closure	\$450	\$400	\$500	No

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Part 15

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Parks and Recreation Facilities Regulation Bylaw No. 7085-2014						
7085	8.1.1	Enter Park when closed	\$100	\$75	\$125	No
7085	8.1.3	Deposit refuse	\$100	\$75	\$125	No
7085	8.1.4	Deposit any off-site refuse	\$300	\$250	\$350	No
7085	8.1.5	Carry or discharge any weapon or dangerous toy	\$300	\$250	\$350	No
7085	8.1.6	Cut any plant	\$450	\$400	\$500	No
7085	8.1.7	Deface any building or wall	\$450	\$400	\$500	No
7085	8.1.8	Damage any fixture	\$450	\$400	\$500	No
7085	8.1.9	Start any unauthorized fire	\$200	\$150	\$250	No
7085	8.1.10	Fail to obey any sign or signal	\$200	\$150	\$250	No
7085	8.1.11	Post or display advertising	\$200	\$150	\$250	No
7085	8.1.12	Use advertising vehicle	\$200	\$150	\$250	No
7085	8.1.13	Molest or harm any animal	\$300	\$250	\$350	No
7085	8.1.14	Possess any drug paraphernalia	\$200	\$150	\$250	No
7085	8.1.15	Carry on any unauthorized business	\$200	\$150	\$250	No
7085	8.1.16	Use vulgar language	\$450	\$400	\$500	No
7085	8.1.17	Disorderly or offensive conduct	\$450	\$400	\$500	No
7085	8.1.18	Expose genitals	\$450	\$400	\$500	No
7085	8.1.19	Excavate in a Park	\$300	\$250	\$350	No
7085	8.1.20	Move any Natural Park Feature	\$100	\$75	\$125	No
7085	8.1.21	Hold procession or gathering	\$200	\$150	\$250	No
7085	8.1.22	Operate power boat	\$200	\$150	\$250	No
7085	8.1.23	Use tobacco within 7.5 meters of playground	\$200	\$150	\$250	No
7085	8.1.24	Discharge of fireworks	\$200	\$150	\$250	No
7085	8.1.25	Plant trees or shrubs	\$100	\$75	\$125	No
7085	8.1.26	Possess or consume liquor	\$450	\$400	\$500	No
7085	8.1.27	Use a device which constitutes a hazard	\$100	\$75	\$125	No
7085	8.1.28	Erect any structure or tent	\$300	\$250	\$350	No
7085	8.1.29	Obstruct any employee of the City	\$300	\$250	\$350	No
7085	8.1.30	Use or operate device that disturbs enjoyment of Park	\$100	\$75	\$125	No
7085	8.1.31	Urinate or defecate except in toilet facility	\$200	\$150	\$250	No
7085	8.1.32	Swim where not permitted	\$100	\$75	\$125	No
7085	8.1.33	Skate where not permitted	\$100	\$75	\$125	No
7085	9.1.1	Transport goods over unprotected boulevard	\$300	\$250	\$350	No

Part 15

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
7085	9.1.2	Drive or ride any animal or vehicle on boulevard	\$150	\$100	\$200	No
7085	9.1.4	Drive vehicle in excess of posted speed limit	\$150	\$100	\$200	No
7085	11.1.1	Unleashed dog or other animal	\$150	\$100	\$200	No
7085	11.1.2	Animal in prohibited area	\$150	\$100	\$200	No
7085	11.1.4	Horse outside of designated area	\$100	\$75	\$125	No
7085	11.1.5	Dog within 5 meters of playing field or sports surface	\$150	\$100	\$200	No
7085	12.1.2	Unauthorized foot wear on a tennis court or bowling green	\$150	\$100	\$200	No
7085	12.1.3	Play on tennis court or bowling green contrary to rules	\$150	\$100	\$200	No
7085	13.2.2	Enter a park or facility during banning period	\$250	\$200	\$300	No

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Part 16

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Pesticide Use Control Bylaw No. 6413-2006						
6413	3	No permit	\$250	\$200	\$300	No
6413	5(c)	Fail to post visible signage	\$250	\$200	\$300	No
6413	5(d)	Fail to post signs 24 hours prior to pesticide use	\$250	\$200	\$300	No
6413	6(a)	Apply pesticide within 2 m of property	\$450	\$400	\$500	No
6413	6(b)	Apply pesticide within 5 m of park	\$450	\$400	\$500	No
6413	6(c)	Apply pesticide within 3 m from well	\$450	\$400	\$500	No
6413	6(d)	Apply pesticide within 30 m of open water	\$450	\$400	\$500	No
6413	6(e)	Apply pesticide when wind exceeds 8 km per hour	\$450	\$400	\$500	No
6413	6(g)	Apply pesticide when temperature exceeds 27 degrees C.	\$450	\$400	\$500	No
6413	6(h)	Apply pesticide on blooming trees	\$450	\$400	\$500	No

Part 17

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Rental Premises Standards of Maintenance Bylaw No. 6550 - 2008						
6550	6	Fail to comply with notice	\$250	\$200	\$300	No
6550	8	Fail to maintain rental premises	\$250	\$200	\$300	No
6550	26(1)	Disconnect service or utility	\$450	\$400	\$500	No
6550	26(2)	Fail to pay rates for service	\$450	\$400	\$500	No

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Part 18

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Safer Streets Bylaw No. 7581-2019						
7581	4.2 (a)	Sit or lie on a street	\$50	\$35	\$75	No
7581	4.2 (b)	Continue to solicit after negative response	\$100	\$75	\$125	No
7581	4.2 (c)	Solicit as a member of a group of three or more persons	\$50	\$35	\$75	No
7581	4.3 (a)	Solicit within 10 meters of a financial institution	\$50	\$35	\$75	No
7581	4.3 (b)	Solicit within 10 meters of an automated teller machine	\$50	\$35	\$75	No
7581	4.3 (c)	Solicit within 10 meters of a bus stop	\$50	\$35	\$75	No
7581	4.3 (d)	Solicit within 10 meters of a daycare centre	\$50	\$35	\$75	No
7581	4.3 (e)	Solicit within 10 meters of a liquor store	\$50	\$35	\$75	No
7581	4.3 (f)	Solicit within 10 meters of a non medical cannabis retailer	\$50	\$35	\$75	No
7581	4.4 (a)	Solicit while motor vehicle parked	\$50	\$35	\$75	No
7581	4.4 (b)	Solicit while motor vehicle stopped at traffic control signal	\$50	\$35	\$75	No
7581	4.4 (c)	Solicit while motor vehicle being filled with fuel	\$50	\$35	\$75	No
7581	4.4 (d)	Solicit in a manner which obstructs or impedes vehicular traffic	\$50	\$35	\$75	No
7581	4.5	Solicit after sunset	\$100	\$75	\$125	No

Part 19

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Scrap Metal Dealer Regulation Bylaw No. 6772-2010						
6772	4	Fail to log transaction	\$450	\$400	\$500	No
6772	5(c)	Fail to transmit daily Register	\$250	\$200	\$300	No
6772	6(a)	Fail to maintain legible Register	\$450	\$400	\$500	No
6772	10	Illegible entry	\$250	\$200	\$300	No
6772	15	Fail to display business name	\$250	\$200	\$300	No
6772	16(b)	Conduct business outside of restricted hours	\$450	\$400	\$500	No

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Part 20

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Sign Bylaw No. 4653-1992						
4653	4.5(a)	Sign without permit	\$300	\$250	\$400	Yes
4653	4.5(b)	Fail to comply with order	\$450	\$400	\$500	No

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Part 21

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Smoking Regulation Bylaw No. 6968-2013						
6968	5.1.1 (c)(i)	Smoke in an enclosed premises	\$200	\$150	\$250	No
6968	5.1.2	Smoke in vehicle for hire	\$200	\$150	\$250	No
6968	5.1.3	Smoke on public transit	\$200	\$150	\$250	No
6968	5.1.5	Smoke in a customer service area	\$200	\$150	\$250	No
6968	5.1.6	Smoke in common areas	\$200	\$150	\$250	No
6968	5.1.8	Smoke within 7.5 m of opening into building	\$100	\$75	\$125	No
6968	5.1.9	Smoke at swimming beach	\$100	\$75	\$125	No
6968	5.1.10	Smoke in area of municipal park or playground	\$100	\$75	\$125	No
6968	5.1.11	Smoke in City building	\$200	\$150	\$250	No
6968	6.2	Fail to post signs	\$200	\$150	\$250	No

DRAFT

Part 22

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Soil Deposit Regulation Bylaw No. 7412-2017						
7412	5.4.13	Fail to submit log	\$200	\$150	\$250	No
7412	5.4.15	Fail to provide log within 48 hours	\$200	\$150	\$250	No
7412	5.4.16	Submission of false log	\$450	\$400	\$500	No
7412	5.12.8	Fail to remove dirt on road	\$450	\$400	\$500	No
7412	5.12.10	Damage adjacent property	\$450	\$400	\$500	No
7412	5.12.12	Activities outside restricted hours	\$450	\$400	\$500	No
7412	5.14.11	Fail to comply with permit	\$450	\$400	\$500	No

DRAFT

Part 23

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Soil Removal Bylaw No. 6398-2006						
6398	9	Remove soil on Sunday or statutory holidays	\$450	\$400	\$500	No
6398	10	Remove soil outside permitted hours	\$450	\$400	\$500	No
6398	30	Machinery not kept within confines	\$450	\$400	\$500	No
6398	31	Noise exceeds 55 decibels	\$450	\$400	\$500	No

DRAFT

Part 24

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Solid Waste and Recycling Regulation Bylaw No. 6800-2011						
6800	6	Remove material from receptacle	\$100	\$75	\$125	No
6800	11	Place receptacles prior to 5:00 am	\$450	\$400	\$500	No
6800	12	Remove material from property	\$100	\$75	\$125	No
6800	16	Fail to provide adequate storage	\$100	\$75	\$125	Yes

DRAFT

Part 25

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"
Taxi Regulation Bylaw No. 6409-2006						
6409	6.1	Fail to hold a valid chauffeur permit	\$200	\$150	\$250	No
6409	6.9	Fail to display photo identification	\$200	\$150	\$250	No
6409	7.2.4	Fail to ensure driver holds valid chauffeur permit	\$300	\$250	\$350	No
6409	7.2.7	Fail to forward list of complaints	\$300	\$250	\$350	No
6409	8.1	Operate a vehicle in excess of 7 years of age	\$450	\$400	\$500	No
6409	16.4	Fail to keep daily record of trips made	\$300	\$250	\$350	No
6409	16.7	Fail to keep copy of trip records	\$450	\$400	\$500	No
6409	18.1	Charge fares contrary to Passenger Transportation Act	\$450	\$400	\$500	No
6409	19.1	Operate vehicle without taximeter	\$450	\$400	\$500	No
6409	19.5.5	Fail to maintain taximeter	\$450	\$400	\$500	No
6409	20.1	Operate taxi contrary to notice by Inspector	\$450	\$400	\$500	No

Part 26

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Tree Management Bylaw No. 7133-2015						
7133	4.6	Damage tree	\$450	\$400	\$500	No
7133	6.12	Fail to post notice of Permit	\$450	\$400	\$500	No
7133	8.a	Dispose of tree parts contrary to regulations	\$450	\$400	\$500	No
7133	8.b	Fail to keep drainage system free	\$450	\$400	\$500	No
7133	8.c	Fail to stabilize bare soil	\$450	\$400	\$500	No
7133	8.d	Work outside of permitted hours	\$200	\$150	\$250	No
7133	8.e	Clear cut trees without ESC plan	\$450	\$400	\$500	No
7133	8.f	Cut trees without nesting survey	\$450	\$400	\$500	No
7133	9.5	Cut replacement tree without Permit	\$450	\$400	\$500	No
7133	12.6	Fail to comply with Stop Work Order	\$450	\$400	\$500	No

DRAFT

Part 27

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Untidy and Unsightly Premises Bylaw No. 6533-2007						
6533	3	Untidy/Unsightly Premises	\$300	\$250	\$350	Yes
6533	4	Graffiti	\$300	\$250	\$350	Yes
6533	7(a)	Fail to maintain container in good repair	\$300	\$250	\$350	No
6533	7(b)	Permit rubbish to overflow container	\$300	\$250	\$350	No
6533	7(c)	Fail to keep containers closed	\$450	\$400	\$500	No
6533	7(d)	Fail to lock container	\$450	\$400	\$500	No
6533	7(e)	Fail to keep container area clean	\$300	\$250	\$350	Yes
6533	8	Overgrowth	\$200	\$150	\$250	Yes

DRAFT

Part 28

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Watercourse Protection Bylaw No. 6410-2006						
6410	7	Fail to comply with Schedule "B"	\$450	\$400	\$500	No
6410	9	Fail to implement ESC Plan	\$450	\$400	\$500	No
6410	14	Fail to carry out monitoring program	\$200	\$150	\$250	No
6410	18	Fail to comply with stop work notice	\$450	\$400	\$500	No
6410	19	Fail to post waterproof copy of ESC plan	\$100	\$75	\$125	No

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Part 29

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Wildlife and Vector Control Bylaw No. 7437-2018						
7437	4.2	Attract Wildlife	\$400	\$350	\$450	No
7437	4.3	Provide food to Wildlife	\$450	\$400	\$500	No
7437	4.4	Permit accumulation of seed	\$300	\$250	\$350	No
7437	4.5.1	Fail to harvest fruit	\$100	\$75	\$125	No
7437	4.5.2	Fail to remove fallen fruit	\$300	\$250	\$350	No
7437	4.5.3	Bee hives accessible to Wildlife	\$100	\$75	\$125	No
7437	4.5.4	Grease containers accessible to Wildlife	\$400	\$350	\$450	No
7437	4.5.5	Refrigerator accessible to Wildlife	\$400	\$350	\$450	No
7437	4.5.6	Dairy and proteins placed in compost	\$300	\$250	\$350	No
7437	4.5.7	Garbage containers accessible to Wildlife	\$400	\$350	\$450	No
7437	4.5.8	Unlocked resistant container	\$250	\$200	\$300	No
7437	4.5.10	Place receptacles prior to 5:00 am	\$450	\$400	\$500	No
7437	4.5.11	Receptacles and containers not enclosed	\$450	\$400	\$500	No
7437	4.6	Fail to prevent infestation by vermin	\$300	\$250	\$350	No

Part 30

Bylaw No.	Section(s)	Description	A1 Penalty Amount	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <small>Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes"</small>
Zoning Bylaw No. 3510-1985						
3510	306(1)	Prevent authorized entry	\$450	\$400	\$500	No
3510	306A(1)	Contrary to permitted use	\$450	\$400	\$500	Yes
3510	306A(2)	Unlawful construction	\$450	\$400	\$500	No
3510	402(6)(a)	Park prohibited vehicle	\$450	\$400	\$500	No
3510	402(7)(a)(i)	Excess unlicensed vehicles	\$450	\$400	\$500	Yes
3510	402(7)(a)(ii)	Wrecked vehicle	\$450	\$400	\$500	Yes
3510	402(8)(i)	Unlawful secondary suite	\$450	\$400	\$500	Yes
3510	402(9)	Unlawful temporary residential use	\$450	\$400	\$500	Yes
3510	403(4)(e)(vi)	Barbed or razor wire	\$450	\$400	\$500	No

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Schedule B
City of Maple Ridge Compliance Agreement

Pursuant to Bylaw Notice Enforcement Bylaw No 7626 - 2020

I, _____, of
(Full Legal Name)

(Address)

acknowledge receipt of bylaw notice(s) # _____ (the "Bylaw Notice") and wish to enter into a Compliance Agreement whereby I agree to fulfil certain conditions, in exchange for a reduced penalty.

Further, I agree to comply with the following terms and conditions of this Agreement:

On or before _____ (Agreement Date);

I will _____

(cont. on additional pages if needed).

I understand that this agreement is binding on me for one (1) year from the date of this Agreement.

I also understand that if I breach a term of this Agreement, or fail to observe or perform the above terms and conditions, the City's Screening Officer may rescind this Agreement.

I understand that if this Agreement is rescinded, I will have fourteen (14) days to dispute the Screening Officer's decision to rescind the Agreement, and that if I do not dispute this decision in the prescribed time, the full penalty stated in the Bylaw Notice of \$_____ will be immediately due and payable and subject to all fees and penalties, as if the Bylaw Notice was not disputed.

Signature of Bylaw Notice Recipient

Date

Signature of Screening Officer

Date

APPENDIX II

Local Government Roster

Excerpt from the Bylaw Notice Enforcement Act Regulations

Column 1 Date Act Applies	Column 2 Local Government
February 12, 2020	Alberni-Clayoquot Regional District
October 28, 2016	Ballenas-Winchelsea Local Committee
February 1, 2006	Bowen Island Municipality
April 1, 2009	Cariboo Regional District
April 1, 2007	City of Abbotsford
October 1, 2008	City of Burnaby
September 1, 2005	City of Chilliwack
September 1, 2005	City of Coquitlam
May 1, 2009	City of Cranbrook
July 31, 2015	City of Dawson Creek
February 1, 2006	City of Duncan
December 6, 2017	City of Fort St. John
January 1, 2010	City of Kelowna
September 26, 2012	City of Nanaimo
May 3, 2004	City of North Vancouver
August 1, 2009	City of Parksville
January 1, 2010	City of Penticton
July 14, 2014	City of Port Alberni
October 1, 2008	City of Port Coquitlam
October 28, 2016	City of Prince George
September 1, 2005	City of Richmond
September 1, 2005	City of Surrey
February 1, 2011	City of Vancouver
May 1, 2010	City of Vernon

APPENDIX II

September 30, 2013	City of Williams Lake
December 22, 2015	Corporation of the City of Enderby
September 26, 2018	Corporation of the City of Fernie
October 1, 2010	Corporation of the City of Nelson
April 1, 2009	Corporation of the City of New Westminster
December 22, 2015	Corporation of the City of Victoria
September 26, 2018	Corporation of the District of Saanich
May 26, 2014	Corporation of the Township of Esquimalt
July 10, 2019	Cultus Lake Park Board
February 1, 2010	Denman Island Local Trust Committee
June 21, 2012	District of Barriere
September 30, 2013	District of Coldstream
September 1, 2005	District of Hope
September 1, 2005	District of Kent
February 1, 2010	District of Lake Country
November 6, 2019	District of Lantzville
May 1, 2011	District of Maple Ridge
December 6, 2017	District of Mission
May 3, 2004	District of North Vancouver
January 1, 2010	District of Peachland
January 1, 2007	District of Pitt Meadows
September 26, 2012	District of Sechelt
January 1, 2007	District of Squamish
January 1, 2010	District of Summerland
October 1, 2009	District of Tofino
December 22, 2014	District of Wells
January 1, 2010	District of West Kelowna
May 3, 2004	District of West Vancouver
February 1, 2006	Fraser Valley Regional District

APPENDIX II

May 1, 2011	Gabriola Island Local Trust Committee
February 1, 2010	Galiano Island Local Trust Committee
February 1, 2010	Gambier Island Local Trust Committee
May 1, 2011	Hornby Island Local Trust Committee
May 1, 2011	Lasqueti Island Local Trust Committee
May 1, 2011	Mayne Island Local Trust Committee
March 1, 2009	Metro Vancouver Regional District
December 6, 2017	Municipality of North Cowichan
February 1, 2010	North Pender Island Local Trust Committee
May 16, 2011	Northern Rockies Regional Municipality
August 1, 2011	Peace River Regional District
September 30, 2013	Regional District of Central Kootenay
February 4, 2013	Regional District of Central Okanagan
October 28, 2016	Regional District of Kootenay Boundary
October 24, 2018	Regional District of Nanaimo
January 1, 2010	Regional District of Okanagan-Similkameen
December 6, 2017	Resort Municipality of Whistler
February 1, 2010	Salt Spring Island Local Trust Committee
February 1, 2010	Saturna Island Local Trust Committee
May 1, 2011	South Pender Island Local Trust Committee
July 31, 2015	Squamish-Lillooet Regional District
November 30, 2010	Sun Peaks Mountain Resort Municipality
November 30, 2010	Sunshine Coast Regional District
September 15, 2011	The Corporation of Delta
November 25, 2013	The Corporation of the Village of Fruitvale
February 1, 2006	The Municipality of the Village of Lions Bay
May 1, 2011	Thetis Island Local Trust Committee
September 30, 2013	Thompson-Nicola Regional District
November 30, 2010	Town of Creston

APPENDIX II

May 1, 2010	Town of Gibsons
November 26, 2012	Town of Golden
February 1, 2010	Town of Oliver
July 1, 2008	Township of Langley
March 1, 2017	Village of Anmore
May 2, 2018	Village of Belcarra
September 11, 2019	Village of Canal Flats
February 12, 2007	Village of Harrison Hot Springs
November 28, 2018	Village of Pemberton
September 11, 2019	Village of Port Clements
June 21, 2012	Village of Valemount



POLICY MANUAL

<p>Title: Screening Officers</p>	<p>Policy No : Supersedes:</p>
<p>Authority: <input type="checkbox"/> Legislative <input checked="" type="checkbox"/> Operational Approval: <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager</p>	<p>Effective Date: Review Date:</p>
<p>Policy Statement: Whereas;</p> <ol style="list-style-type: none"> 1. the City of Maple Ridge has passed a bylaw designating certain bylaw contraventions that may be dealt with by Bylaw Notice; and 2. the City of Maple Ridge has established positions of Screening Officer I and II who must review all disputed Bylaw Notices before dispute adjudication in respect of the Bylaw Notice may be scheduled; 3. the Screening Officer has the power to cancel a Bylaw Notice on grounds of cancellation authorized by the City pursuant to Section 10(2)(a)(iii) of the <i>Local Government Bylaw Notice Enforcement Act</i>. <p>the City of Maple Ridge finds it expedient to provide for grounds of cancellation of a Bylaw Notice in certain circumstances.</p>	
<p>Purpose: The City of Maple Ridge has designated bylaw contraventions that may be dealt with by Bylaw Notice and has established the positions of Screening Officer I and Screening Officer II under Section 8.1 of the Bylaw Notice Enforcement Bylaw.</p>	
<p>Definitions: "Screening Officer" means a person in a class designated by bylaw under Section 2 (3) (b) [application of Act] and appointed as a screening officer by a local government;</p>	

Responsibilities

Under the authority of Section 10 of the *Local Government Bylaw Notice Enforcement Act* (the "Act") a Screening Officer must review all disputed Bylaw Notices before adjudication, and has the authority to cancel a Bylaw Notice in accordance with the Act.

Under Section 10(2)(a) of the Act, a Screening Officer is authorized to cancel a Bylaw Notice if, in the Screening Officer's opinion:

- (i) the contravention did not occur as alleged;
- (ii) the Bylaw Notice does not comply with section 4(4) of the Act; or
- (iii) the grounds for cancellation authorized by the local government is satisfied.

Any Screening Officer I and II may cancel a Bylaw Notice in accordance with Sections 10(2)(a)(i) and 10(2)(a)(ii) of the Act. This policy outlines when each category of Screening Officer can cancel a Bylaw Notice in accordance with Section 10(2)(a)(iii).

CANCELLING OF BYLAW NOTICES IN ACCORDANCE WITH SECTION 10(2)(a)(iii)

Screening Officers I and II are authorized to cancel a Bylaw Notice if, in the Screening Officer's opinion:

1. The identity of the alleged offender cannot be proven because:
 - The Bylaw Notice was issued to the wrong person or license plate.
 - The vehicle involved in the Bylaw Notice had been stolen. An RCMP File Number is required as proof to the theft.
 - The vehicle registration decal or vehicle license plate of the vehicle involved in the Bylaw Notice had been stolen. An RCMP File Number is required as proof to the theft.
2. The person issued the Bylaw Notice was authorized to take such action as a result of an exception specified in a City of Maple Ridge bylaw or other enactment. For example:
 - The vehicle named in the Bylaw Notice was exempt.
 - The vehicle named in the Bylaw Notice was authorized by permit to park and perform works to the roadway, etc.
3. The Bylaw Notice is not likely to be upheld in adjudication as alleged because the evidence is not adequate to prove a contravention took place.
4. A duplicate Bylaw Notice was issued within 24 hours for the same bylaw Notice and same incident.
5. A Screening Officer II is further authorized to cancel Bylaw Notices if, in the Screener's opinion:
 - The alleged contravention of the bylaw was necessary for the preservation of health and safety.
 - It is not in the public interest to proceed.

ENTERING INTO COMPLIANCE AGREEMENTS IN ACCORDANCE WITH SECTION 10(2)(c)

A Screening Officer II is authorized to enter into Compliance Agreements with the recipient of a Bylaw Notice (the Recipient) if, upon review of the Recipient's dispute, it is determined to be in the best interest of the City to do so, and a Compliance Agreement would satisfy both the City's and the Recipient's best interests.

AUTHORITY TO ACT:

Delegated to Staff

DRAFT

TO: His Worship Mayor Michael Morden
and Members of Council

FROM: Chief Administrative Officer

SUBJECT: Maple Ridge Visual Identity Update

MEETING DATE: March 10, 2020

FILE NO: 01-0640-30-2020

MEETING: Workshop

EXECUTIVE SUMMARY:

During the 2020 business plan presentations, Council requested that staff bring forward a background report regarding the evolution of the City's visual identity.

Staff confirm that in late 2014 the City of Maple Ridge unveiled a new website design and architecture working with Civic Plus, the City's website service provider. The website header featured the maple leaf icon and became the primary visual identifier for digital assets. The use of the simplified maple leaf identifier has also evolved over the last six years as the City has deployed new digital assets and refined citizen engagement to address the increased use of digital devices by our citizens to access City information.

RECOMMENDATION OPTIONS:

That Council direct staff to:

- A. Continue the roll out of the single leaf visual identifier across City assets as needed;

OR,

- B. Apply the 2006 visual identity (as displayed on this report) across all City assets;

OR,

- C. Prepare a scoping report in order to engage an outside consultant to complete a full brand review that would include the City's vision and mission statements, key brand messages and visual identity.

DISCUSSION:

a) **Background Context:**

This report provides Council with a brief history, beginning in 2014, when the City launched its updated and refreshed website using a 'Digital First' approach to citizen engagement and

communications. Data was also collated at that time about how citizens were engaging with the City.

The City undertook a complete overhaul of its website including content, navigation, look and feel. This work was led by Civic Plus, a firm providing integrated technology platforms with professional services including content management, web structure and graphic design. An interdepartmental committee consisting of staff from Corporate Services, Communications, and Parks & Leisure and Economic Development was formed to support Civic Plus with this project and was overseen by the Corporate Management Team. Civic Plus emphasized the importance of the growing trend for citizens to access City information on mobile devices and the importance of website architecture and design that would scale seamlessly on mobile devices.

Civic Plus presented the website Committee with a single leaf design derived from the City's existing visual identity. The intent of the streamlined single leaf design was to ensure seamless scaling on mobile devices while pulling from the left side of the design from the existing logo. Staff were also provided with matching graphics for social media channels to support a fully aligned digital platform presence.

During the dissolution of the Maple Ridge Pitt Meadows Joint Service Agreement in 2016 and the launch of Maple Ridge's Parks, Recreation & Culture (PRC) Department, staff leveraged the acceptance of the corporate website refresh to incorporate the single leaf visual identifier. The PRC roll out included staff uniforms and wearables, updates to the PRC guide, park development signage, signage in the Maple Ridge Leisure Centre and other consumables.

The City launched the Open Government Portal in 2017 providing citizens with an array of data and information online. This digital platform was developed in house through existing software and followed the online visual identity to fully integrate with other digital assets.

As part of Communications 2019 work plan, the visual identity guidelines were updated to reflect the maple leaf visual identity including business cards, Council slides, reports, and letterhead and business licence certificates. Further transition work was halted in order to provide Council with this update.

The City monitors website and social media use to measure how citizens are interacting with the digital engagement strategy. Here are some highlights;

- In 2019, 53% of users accessed the website via phones and tablets versus laptops or home computers.
- Since 2014, followers of the City Facebook page have grown from approximately 2,000 to over 10,000 followers, reflecting the voluntary choice of citizens to access our information on this platform. In January of 2020, 63% of the people that accessed the City Facebook page did so on a mobile device. In addition, of the over 75,000 unique visitors to our website, 57% came on phones or tablets.
- In January of 2020, a Facebook access study showed that 98% of social media user's access social media using their mobile devices and that 79% exclusively use their mobile devices to access social media.

b) Desired Outcome:

The desired outcome is to receive Council's direction on next steps for the City's visual identity.

c) **Business Plan/Financial Implications:**

The visual identity update was undertaken leveraging the resources of Civic Plus, the City's website provider, as part of the initial update of the website in 2014. The work continued using the skills of the internal staff team.

CONCLUSION:

The City of Maple Ridge seeks to present a consistent visual identity across all assets and strives to meet citizens using a diverse set of tools to ensure that they are fully engaged in their City.



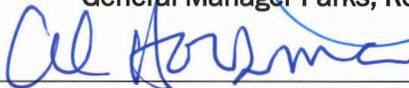
Prepared by: **Fred Armstrong**
Manager of Community Engagement & Relations



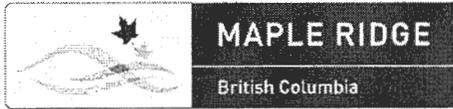
Reviewed by: **Danielle Pope**
Director of Recreation & Community Relations



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



Concurrence: **Al Horsman**
Chief Administrative Officer



TO: His Worship Mayor Michael Morden and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Council Training, Conferences and Association Building - Policy No. 3.07

MEETING DATE: March 10, 2020
FILE NO:
MEETING: Workshop

EXECUTIVE SUMMARY:

As per Policy No. 3.07, Council expenses are reported monthly. When the Council Expense Report was received at the December 8, 2019 Council meeting, it was identified and a discussion followed that one Councillor may have expenses in excess of the 2019 budget allocation which has subsequently been confirmed. This discussion prompted a request for a further policy discussion.

The policy outlines Mayor and Council budget allocations for training, conferences and association building on an annual basis. Attached as Appendix A to this report is a copy of Policy No. 3.07 for Council review and discussion.

Spending on training and conferences in excess of budget allocations set out in the policy has occurred in the past. Historically unapproved spending in excess of the annual allocation has occurred early in the Council term with spending in later years being below budget allocations. The policy identifies that pre-approvals are required prior to exceeding budget allocations; however, mechanisms to deal with unapproved expenses are not clearly set out in the policy. Council may wish amend the policy to include such mechanisms. Staff have set out some possible amendments for Council consideration.

RECOMMENDATION:

That an amended Council Training, Conferences and Association Building – Policy 3.07 be brought to Council for consideration.

DISCUSSION:

a) **Background Context:**

As noted in the Council Training, Conferences and Association Building – Policy 3.07, “Council members are asked to make important decisions on behalf of the citizens of Maple Ridge. Continuous learning and association building are important in carrying out this duty.”

The above-noted policy sets out annual budget allocations for training, conferences and association building. If a Council member wishes to spend in excess of the budget allocation, there is a mechanism in the policy to obtain prior approval from Council to do so. The policy does not, however, specifically address the mechanism for dealing with spending in excess of the annual budget allocation that has not been preapproved.

Unapproved spending on training, conferences and association building in excess of budget allocations set out in the policy have occurred in the past. Typically, these unapproved expenses happen early in the Council term with spending in later years of the term being below annual budget allocations. Historically, these unapproved expenses have been paid.

Staff are recommending that the existing policy be revised to address unapproved expenses in excess of annual budget allocations. Set out below are potential revisions for Council's consideration.

1) Funding allocations that are larger in the first year(s) of a Council term.

For a Councillor could consider: \$6000, \$6000, \$5000 and \$3000.

Rational: Faster networking, exposure and learnings early in the Council term will provide the largest value to citizens and conferences or training with a few months left in the term would likely provide less benefit.

2) Approval by Council for any conferences with cost over \$4,000.

Rational: Ensures that Council is supportive and public decision discussing the rational of attendance of a more expensive event. This reduces the attending Council member from negative public opinion, if the majority of Council sees the value in the request. If prior years underspend amounts are carried forward, the authorized budget could accumulate into a substantial amount and this would provide an additional control mechanism.

3) September review with Chief Financial Officer (amend to April)

Rational: With monthly reports Council should be informed of previous expenditures. September could be too late to make changes to planned expenses. This review could be scheduled in April.

4) Explicitly note that there will be no reimbursement for spending over the budget allocations unless spending is preapproved by Council.

Rational: Consequence of not following Council Policy. If expenses are in excess of approved amounts and over expenditure is not authorized by Council, the excess cost would be the responsibility of the individual Council member.

b) **Desired Outcome:**

A policy that is fair, unambiguous, administratively simple and flexible enough to take advantage of opportunities.

c) **Alternatives:**

Council may decide that the existing policy does not require revision.

CONCLUSION:

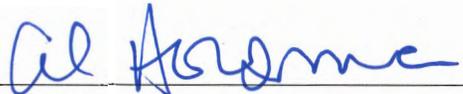
The existing Council Training, Conference and Association Building Policy is quite clear. However, the implication of exceeding the budget allocations outlined in the policy is not explicitly addressed. The policy could be refined based on Council's direction or discussion.



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



Approved by: Christina Crabtree
Acting General Manager Corporate Services



Concurrence: Al Horsman
Chief Administrative Officer

Attachments:

Council Training, Conference and Association Building – Policy 3.07



POLICY MANUAL

Title: Council Training, Conferences and Association Building	Policy No : 3.07 (Rev. 2) Supersedes: <ul style="list-style-type: none"> • Council Training, Conferences and Association Building Policy 3.07 (January 6, 2009)
Authority: <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational Approval: <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	Effective Date: July 22, 2014 Review Date: July 2015
Policy Statement: Municipal Council will review the Legislative Services budget at least annually. Adjustments to established budgets will be considered as part of the District's Business Planning process.	
Purpose: Council members are asked to make important decisions on behalf of the citizens of Maple Ridge. Continuous learning and association building are important in carrying out this duty. The District supports training and association building and many such opportunities arise throughout the year. Financial resources are limited so the costs versus the benefits must be weighed and priorities established.	
Definitions: <ol style="list-style-type: none"> 1. Conferences This category refers to learning opportunities such as the annual Union of BC Municipalities Convention, the annual Federation of Canadian Municipalities conference, and the annual conference of the Lower Mainland Local Government Association. 2. Council approved external committee work This category refers to training and networking opportunities that arise out of Council approved external committee work. Examples of such work include appointments to FCM or UBCM committees. 	

3. Self Directed Training

This category refers to training, workshops or conferences that individual members of Council may wish to participate in that are not included in the first two categories. Its purpose is to allow Council members to develop skills and knowledge relating to their role as a member of the governing body of Maple Ridge.

4. Association Building

This category refers to local events that individual members of Council may wish to participate in. Its purpose is to allow Council members to network and develop relationships relating to their role as a member of the governing body of Maple Ridge.

5. Cost/Benefit Analysis

The following criteria will be used to evaluate participation in training, conference and association building opportunities:

- i) Does the work done by the body / committee support Council's Strategic Plan?
- ii) Does the body / committee make decisions that could impact Maple Ridge?
- iii) Does the organization provide support to Maple Ridge? (financial or otherwise)
- iv) Does participation help fulfill their duties & responsibilities?
- v) Does participation provide valuable networking opportunities?

Key Areas of Responsibility					
Action to Take	Responsibility				
<p>1. In September of each year, Council, in conjunction with their Finance officer, will review current year expenditures, estimate costs to year-end and consider adjustments for the ensuing financial planning period.</p>	<p>Municipal Council Finance Officer</p>				
<ul style="list-style-type: none"> • The current budget allocation is as follows and has been accommodated within the overall budget for Legislative Services: <table style="margin-left: 40px;"> <tr> <td>Mayor (annually)</td> <td>\$6,500</td> </tr> <tr> <td>Councillor (annually)</td> <td>\$5,000</td> </tr> </table> 	Mayor (annually)	\$6,500	Councillor (annually)	\$5,000	<p>Municipal Council Finance Officer</p>
Mayor (annually)	\$6,500				
Councillor (annually)	\$5,000				
<p>2. While arrangements for these events must be coordinated through the Executive Assistant to the Mayor, responsibility and accountability for these allocations will rest with individual Council members.</p>	<p>Municipal Council Finance Officer</p>				
<p>3. The Finance Department will provide a monthly financial update to assist Council members in managing their allocations.</p>	<p>Finance Officer</p>				
<p>4. Prior approval from Council will be required for expenditures in excess of the annual budget</p>	<p>Municipal Council</p>				

