

City of Maple Ridge

***COUNCIL WORKSHOP AGENDA  
November 21, 2017  
6:00 p.m.  
Blaney Room, 1<sup>st</sup> Floor, City Hall***

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

***REMINDERS***

**November 21, 2017**

Public Hearing

7:00 p.m.

Closed Council Meeting

5:00 p.m.

1. ***ADOPTION OF THE AGENDA***
  
2. ***ADOPTION OF MINUTES***

  - 2.1 Minutes of the November 7, 2017 Council Workshop Meeting

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

  - 3.1 **Translink Initiatives - B-Line Transit Service, Mobility Pricing and the Area Transit Plan**
    - Sarah Ross, Director, System Planning, Transportation Planning & Policy
    - Brian Soland, Senior Planner

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

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

### 5.1 **Business Plan Updates**

#### 5.1.1 **Engineering Department**

Staff report dated November 21, 2017 providing the Engineering Department 2018-2022 Business Plan

### 5.2 **Active Transportation Advisory Committee/ Bicycling on Sidewalks and Speed Limits in Town Centre**

Staff report dated November 21, 2017 recommending amendments to Highway and Traffic Bylaw No. 6704-2009 and that the speed limit on 224 Street from Loughheed Highway to Dewdney Trunk Road be reduced.

## 6. ***CORRESPONDENCE***

### 6.1 **Upcoming Events**

November 22, 2017 8:30 a.m.	Donor Appreciation Event – Ridge Meadows Hospital Organizer: Ridge Meadows Hospital Foundation
November 26, 2017 10:00 a.m.	Annual Exhibit and Sale – Whonnock Lake Centre Organizer: Whonnock Weavers and Spinners Guild
December 6, 2017 3:00 p.m.	Christmas Open House – 106 – 22838 Loughheed Highway Organizer: Alouette Addictions Services
December 6, 2017 11:00 a.m.	Business Excellence Awards Nominees and Christmas Luncheon – Pitt Meadows Golf Course Organizer: Maple Ridge Pitt Meadows Chamber of Commerce
December 8, 2017 12:00 p.m.	Christmas Lunch – Seniors Activity Centre, 224 Street Organizer: Ridge Meadows Seniors Society
December 16, 2017 7:00 p.m.	Hockey Train – Haney Station Organizer: Canadian Pacific Rail

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

Links to member associations:

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

8. ***MATTERS DEEMED EXPEDIENT***

9. ***ADJOURNMENT***

Checked by: \_\_\_\_\_  
Date: \_\_\_\_\_

City of Maple Ridge

***COUNCIL WORKSHOP MINUTES***

November 7, 2017

The Minutes of the City Council Workshop held on November 7, 2017 at 6:01 p.m. in the Blaney Room of City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

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***PRESENT***

***Elected Officials***

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

***Appointed Staff***

P. Gill, Chief Administrative Officer  
K. Swift, General Manager of Parks, Recreation & Culture  
F. Quinn, General Manager Public Works and Development Services  
C. Nolan, Interim Director of Finance  
L. Darcus, Manager of Legislative Services  
***Other Staff as Required***  
J. Hyland, Officer in Charge, Ridge Meadows RCMP Detachment  
A. Paradis, Operations Officer  
M. Jones, Senior Manager Police Services  
H. Exner, Fire Chief  
M. Van Dop, Deputy Fire Chief  
C. Carter, Director of Planning  
R. Stott, Environmental Planner 2  
B. Elliott, Manager of Community Planning  
L. Zosiak, Planner 2

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

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

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

R/2017-518

It was moved and seconded

**That the agenda of the November 7, 2017 Council Workshop Meeting be adopted with the addition of the items on the addendum dated November 7, 2017.**

CARRIED

2. ***MINUTES***

2.1 **Minutes of the October 17, 2017 Council Workshop Meeting**

R/2017-519

It was moved and seconded

**That the minutes of the Council Workshop Meeting of October 17, 2017 be adopted as circulated.**

CARRIED

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

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

**Councillor Speirs**

Councillor Speirs attended the Intersections Council Advisory Committees networking event, the Diwali celebration and Celebrate the Night event. He also attended a Fashion Without Limits: Diversity in Motion event hosted by the Cerebral Palsy Association of British Columbia.

**Councillor Bell**

Councillor Bell attended the Celebrate the Night event, an event the Fraser Valley Regional Library hosted in partnership with CivicInfo BC and a Haney Horsemen plaque unveiling at Alco Park in honour of Bill Archibald. She also attended the Diwali celebration.

**Councillor Masse**

Councillor Masse attended the Intersections Council Advisory Committees networking event and a meeting of the Metro Vancouver Climate Action Committee. Councillor Masse advised on presentations and discussions held at the meeting of the Climate Action Committee.

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

5.1 **RCMP/Police Services**

Staff report dated November 7, 2017 providing the RCMP/Police Services 2018-2022 Business Plan.

The Officer in Charge presented a PowerPoint which included:

- Our Story
- Environmental Impacts
- Pillars of Performance – Workplan: Community Safety; Effective and Efficient Policing; Communications and Public Relations
- Found Milestones
- Incremental Requests
- Budget

Council discussed Police Services in Maple Ridge and the Business Plan presented.

Note: Councillor Duncan joined the meeting at 7:03 p.m.

## 5.2 Fire Department

Staff report dated November 7, 2017 providing the Fire Department's 2018-2022 Business Plan.

The Fire Chief presented a PowerPoint which included:

- Organizational Structure
- Comparisons to other cities
- What Did We Do in 2017 – Incidents
  - Comparisons between types of incidents
  - What is a D/E call
  - Performance Measures
    - Apartment Fire/Life Safety Inspections
    - Arrival on Scene in 7 Minutes in Hall 1 and 3
  - Began 4 Hall Design Work
  - Targeted Recruiting Program
- Found Milestones
- What will we do in 2018
- Budget

Council discussed Fire Services in Maple Ridge and the Business Plan presented.

## 5.3 Environmental Management Strategy Implementation Report – Short Term High Priority Implementation Recommendation for 2017/2020

Staff report dated November 7, 2017 recommending that the second phase of action items for 2017-2020 recommended by the Environmental Advisory Committee be endorsed.

The Director of Planning introduced the topic.

R. Stott, Environmental Planner presented a PowerPoint which included the following information:

- Phase II: EMS Priority Implementation Items
- EAC Overview
  - Membership
- Mandate
  - Bylaw Duties
- Recommended Strategies & Next Steps
  - Progress and Update
  - EAC Review and Prioritization Process
  - Phase I: EMS Implementation Items 2015-17
  - Phase II: EMS Implementation Items 2017-2020
    - Communications and Awareness
    - Bylaw Update: Update and improve Watercourse Protection Bylaw
    - Ecological Network Management Strategy
    - Natural Asset Inventory

R/2017-520

It was moved and seconded

**That the Phase Two (2017-2020) Implementation items recommended by the Environmental Advisory Committee, identified in the report entitled “Environmental Management Strategy Implementation Report – Short Term High Priority Implementation Recommendations for 2017-2020” dated November 7, 2017 be endorsed.**

CARRIED

#### **5.4 Hammond Heritage Character Area – Community Consultation Process**

Staff report dated November 7, 2017 recommending that the Community Consultation Process for the Hammond Heritage Character Area be endorsed.

L. Zosiak, Planner presented a PowerPoint presentation which included the following information:

- Hammond Area Plan
- Heritage Character Plan
- Discussion Paper
- Proposed Consultation Process
  - Open House
  - Property Owner Workshops

- Consultation Options Report
- Open House
- Recommendations to Council
- Formal Referrals
  - Katzie First Nation
  - School District 42
  - City of Pitt Meadows

R/2017-521

It was moved and seconded

- 1) **Whereas Council has considered the requirements of Section 475 of the Local Government Act that it provide, in respect of an amendment to an Official Community Plan, one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected and has specifically considered the matters referred to in Section 475(2) of the Act;**
- 2) **And whereas Council considers that the opportunities to consult, proposed to be provided by the City in respect of an amendment to an Official Community Plan, constitute appropriate consultation for the purposes of Section 475 of the Act;**
- 3) **And whereas, in respect of Section 475 of the Local Government Act, requirement for consultation during the development or amendment of an Official Community Plan, Council must consider whether consultation is required with specifically:**
  - a. **The board of the Regional District in which the area covered by the plan is located, in the case of a Municipal Official Community Plan;**
  - b. **The Board of any Regional District that is adjacent to the area covered by the plan;**
  - c. **The Council of any municipality that is adjacent to the area covered by the plan;**
  - d. **First Nations;**
  - e. **School District Boards, greater boards and improvement district boards, and**
  - f. **The Provincial and federal governments and their agencies.**



- 4) And that the only additional consultation to be required in respect of this matter beyond the consultation program outlined in this report titled, “Hammond Heritage Character Area – Community Consultation Process”, dated November 7, 2017, and the early posting of the proposed Maple Ridge Official Community Plan Amending Bylaw on the City’s website, together with an invitation to the public to comment, is referral to the Katzie First Nation;
- 5) And that the “Community Consultation Process” identified in the report titled “Hammond Heritage Character Area – Community Consultation Process”, dated November 7, 2017 be endorsed.

CARRIED

#### 5.5 2018 Age-Friendly Communities Grant program

Staff report dated November 7, 2017 recommending that the 2018 Age-Friendly Communities Grant Program application for the purpose of creating a transportation accessibility plan for the City of Maple Ridge be endorsed.

R/2017-522

It was moved and seconded

**That the 2018 Age-friendly Communities Grant Program application be endorsed for the purpose of creating a transportation accessibility plan for the City of Maple Ridge.**

CARRIED

#### 6. *CORRESPONDENCE*

##### 6.1 Upcoming Events

November 9, 2017 12:00 p.m.	Operation Red Nose Provincial Launch, Maple Ridge Towing Office, 23282 McKay Avenue, Maple Ridge Organizer: Operation Red Nose Ridge-Meadows
November 11, 2017 10:00 a.m.	Sto:lo Xa:yxeleq Swayel (Remembrance Day) Ceremony – Coqualeetza Longhouse, 7355 Vedder Road, Chilliwack Organizer: Sto:lo Nation Cultural Committee
November 11, 2017 10:45 a.m.	Annual Remembrance Day Services – Memorial Peace Park, Maple Ridge Organizer: The Royal Canadian Legion Maple Ridge Branch 88
November 15, 2017 7:45 a.m.	Under the Radar: The Value Added Secrets of our Regional Airports – BCIT, 555 Seymour Street, Vancouver Organizer: Fellow of the chartered Institute of Logistics and Transport

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|---------------------------------|--|
| November 25, 2017<br>11:00 a.m. | Metis Nation BC's Sashing our Warriors Campaign Launch –<br>Fort Langley National Historic Site, 23433 Mavis Avenue,<br>Langley<br>Organizer: Metis Nation BC                                |
| November 30, 2017<br>5:00 p.m.  | 24 <sup>th</sup> Annual Labour Appreciation Night – Hilton Vancouver<br>Metrotown, 6083 McKay Avenue, Burnaby<br>Organizer: Canadian Labour Congress and United Way of the<br>Lower Mainland |

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

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

9. ***NOTICE OF CLOSED COUNCIL MEETING***

R/2017-523

It was moved and seconded

**That the meeting 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)(g) Litigation or potential litigation affecting the municipality.**

**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.**

10. ***ADJOURNMENT*** - 8:51 p.m.

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N. Read, Mayor

Certified Correct

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L. Darcus, Corporate Officer



## City of Maple Ridge

**TO:** Her Worship Mayor Nicole Read and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Annual Update: Engineering Department

**MEETING DATE:** November 21, 2017  
**MEETING:** Workshop

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### EXECUTIVE SUMMARY:

In recognition of the fact that 2018 is the last year of the current Council term and Council has heard from all the departments a number of times, a schedule for receiving business and financial plan presentations over the next several months was adopted by Council on October 24, 2017.

The attachment to this report is the Engineering Department's 2018-2022 business plan. David Pollock, Municipal Engineer, will provide a short presentation and will then answer any questions Council may have.

### RECOMMENDATION:

Received for information only

"Original signed by David Pollock"

Prepared by: **David Pollock, PEng.**  
**Municipal Engineer**

"Original signed by Frank Quinn"

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

"Original signed by Paul Gill"

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

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City of Maple Ridge  
*Public Works & Development Services – Engineering*  
Business Plan 2018 – 2022

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**Departmental Overview**

The Engineering Department is committed to ensuring that the residents of the City of Maple Ridge can rely upon high quality infrastructure services including drinking water, sanitary sewage collection, rain water collection and discharge as well as an efficient multi-modal transportation network.

Various initiatives and programs are developed and implemented to construct municipal infrastructure in support of ongoing growth throughout the City as well as ensuring the existing infrastructure elements are effectively operated and maintained through their complete life cycle. The foundation for the management of municipal infrastructure is a suite of coordinated Master Plans that cover all infrastructure components.

Capital project definitions, along with appropriate funding sources are developed for consideration in the City's Financial Plan. Staff in the Design and Construction Section oversee projects through conception, design, tendering, construction and administration for roads, sewers, drainage and water works.

Infrastructure Development Engineering staff review land development applications for compliance with the City's Design Criteria standards and identify the scope of infrastructure servicing required in support of each project. City inspectors review the works constructed by private contractors to ensure conformance with the City's construction standards and remedy any deficiencies.

The water distribution and sewage collection systems are complex and regularly monitored to ensure optimal performance. Computer models assist in system planning for future growth as well as evaluating the performance of infrastructure in the built environment. For water, the City monitors not only the quantity, but also the quality of water delivered to residents, collecting weekly from over 40 locations across the City for lab analysis.

The management of all engineering record drawings and data is handled by the Geomatics Section of the department.

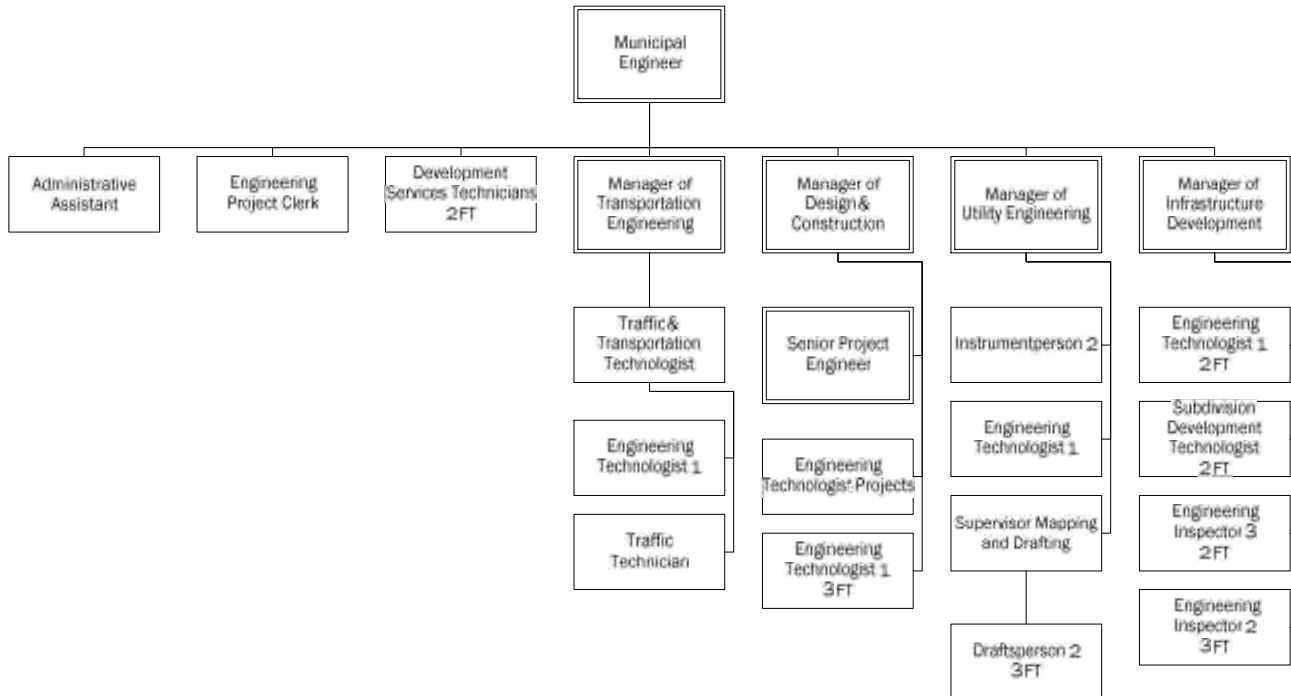
The management of the overall transportation system includes consideration of all travel modes – walking, cycling, transit as well as vehicles. Rapid growth throughout the City, especially where developments occur in a non-linear manner often provides challenges, notably for connectivity of sidewalks and bicycle facilities. The Transportation Section deals with over 400 service requests each year on traffic issues. Requests for neighbourhood traffic calming are evaluated by the Transportation Section and staff work with the RCMP and ICBC on a number of safety initiatives.

The City's ability to respond to large-scale emergency or disaster situations is critical and the Engineering Department plays a significant role within the City's Emergency Operations Centre, providing professional expertise and advice on a large range of hazard mitigation and risk management issues.

The Engineering Department works in close cooperation with other departments within the City and staff also provide information and technical expertise to internal City committees as well as a number of external regional organizations such as TransLink and Metro Vancouver.

The total expenditure budget for this department is \$2,246,000.

## Organization Chart



**Full-Time Equivalent Staff = 32**

### Strategic Alignment

- Ensuring that the residents of the City of Maple Ridge can rely upon the provision of high-quality infrastructure including drinking water, sanitary sewage collection, rain water collection and discharge as well as roads is of prime importance for the Engineering Department. The development and implementation of coordinated infrastructure planning master studies and initiatives ensure that as Maple Ridge continues to grow, the appropriate municipal services are in place or identified for future construction. That same growth provides challenges, especially in the area of streets and sidewalks as developments may not occur in a contiguous manner, thereby creating gaps in the street network.
- The development of a true multi-modal transportation network is not only desirable; it is a requirement if the City is to create a discernible shift away from the reliance upon the single-occupancy vehicle. Council's commitment to this matter is reflected in the creation of annual programs to provide enhanced facilities for cyclists and pedestrians as well as advocating for additional transit services, local locally and inter-regionally.

### Business Perspective/Environmental Scan

- The City owns, operates and maintains a wide array of infrastructure assets valued at approximately one billion dollars. The expectation is that the assets will function effectively for many years but all infrastructure has a finite service life. The challenge for the City, as for other municipalities is the maintenance and replacement of infrastructure that comes into municipal ownership through development and capital construction. The city needs to manage all assets in a cost-effective manner over their life cycle and plan for their replacement. The City has recently adopted an Asset Management Policy and is commencing an organization-wide Asset Management Strategy project.
- The securing of funding from senior agencies to complete major projects is vitally important to ensure that those projects occur in a timely manner - the extension of Abernethy Way; the buildout of 232 Street in Silver Valley; the completion of the redevelopment of Lougheed Highway from 224 Street to 226 Street; the overpass to improve access to the Albion Industrial Area; the 240 Street crossing to Silver Valley); upgrading the 225 Street Sewage Pump Station.

### **Business Perspective/Environmental Scan – cont’d**

- Public engagement is a critical component for all infrastructure construction. The scope and nature of consultation process may vary depending upon the specific project or initiative but the Engineering Department will continue to build on previous successful public consultation processes to ensure residents are engaged and informed. Recent examples include the reconstruction of 203 Street north of Dewdney Trunk Road, the 232 Street Road Improvements from 132 Avenue to Silver Valley Road as well as the significant traffic calming initiatives underway on 123 Avenue and River Road. Public consultation may include regular Open Houses throughout the development of a project, or the formation of a neighbourhood advisory committee as employed in the traffic calming initiatives.

### **Ongoing Deliverables**

#### **Infrastructure Development Engineering**

- Provide clarification on engineering-related development issues as a result of public inquiries
- Liaise with Planning Department on long-range and community planning issues and provide input on infrastructure services requirements or constraints
- Process development applications, land use inquiries and servicing design reviews
- Resolution of ongoing development-related issues during design and construction
- Provide field inspection prior to acceptance of off-site developer-constructed municipal services
- Coordination of external utility companies within municipal boundaries
- Evaluation of Local Area Service inquiries
- Updates to development processes
- Provide guidance to staff at weekly meetings related to development proposals

#### **Utility Engineering**

- In collaboration with Operations, ensure that the potable water distributed to residents in the City is in accordance with established public health standards and the Drinking Water Management Plan
- Collaborate with Operations to manage the sewage collection system in accordance with the goals of the Integrated Liquid Waste and Resource Management Plan
- Develop master plans for drinking water, sewage and drainage infrastructure
- Conduct investigations and preliminary project planning to confirm need and scope of projects flagged in high-level planning studies
- Collaborate with Operations to assess the condition of public infrastructure and develop replacement/rehabilitation plans
- Maintain infrastructure records, maps, aerial photos and topographic information; provide survey and drafting services; communicate infrastructure data to customers
- Develop emergency response plans

#### **Traffic and Transportation Engineering**

- Improve the current transportation network to incorporate all modes of transportation through provision **of bike facilities, sidewalks and road improvements**
- Undertake annual intersection performance reviews
- Support the City’s Active Transportation Committee.
- Review of traffic calming requests including data collection, review and development of traffic calming plans as required

- Review of requests for activities within municipal roadways and issuance of Highway Use Permits

#### **Traffic and Transportation Engineering – cont'd**

- Liaison with school Parent Advisory Committees (PACs) and resident groups
- Participation on TransLink regional committees
- Participate with ICBC Road Improvement Program and safety awareness
- Support TransLink Travel Smart Program
- Engage with CP Rail and Transport Canada to ensure safe and efficient rail crossings
- Investigate and evaluate Action Requests and respond accordingly with a plan of action
- Manage and report out traffic counts and classifications
- Evaluate and accept requests for road closures and detours
- Support special events and filming activities within our roadway through a permitting process
- Support and provide guidance to other internal departments on traffic related issues
- Manage and evaluate street lighting program

#### **Design and Construction Engineering**

- Develop a business case/project justification document(s) for newly identified capital projects that includes a concise scope of work and current budget estimates
- Review the long term Capital Plan to ensure projects are adequately scoped and that the timing is appropriate. Any identified redundant projects will be recommended to be eliminated and replaced with new projects that support the City's long term goals and are in alignment with current infrastructure master plans for water, sewer and transportation
- Ensure the completion of the annual Capital Program on schedule and within established approved budgets
- The Design and Construction Section works collaboratively with the Operations Department to develop project scope, designs, and budgets in support of the annual water main replacement program, drainage upgrade program, culvert replacement program and sewage system rehabilitation program. The project evaluation considers long term master plans as well as main break history and the remaining life of the infrastructure. The Design and Construction Section and Operations also work closely to coordinate work plans to complete utility system relocations, tie-ins or repairs on City capital projects.
- The Operations Department undertakes a significant amount of paving annually and the Design and Construction Section liaises with Operations to identify any Infrastructure renewal projects that should be completed ahead of major roadway resurfacing projects.
- Liaison with the Parks Department to insure that any new construction incorporates review of requirements for any street trees, landscaping, and irrigation systems along with maintenance schedules.
- The Design and Construction Section undertakes the design and construction of over 40 projects each year that range in size and complexity. Staff prepare and evaluate requests for proposals, select consultants, provide project management through the design phase, issue and evaluate construction tenders and deliver contract administration expertise through construction, including financial control.

## Found Milestones

Action Item	Status or Outcome	Origin: Council Resolution, Operational Adaptation
Mobility Pricing: participate in Staff Working Group to support Regional Steering Mobility Pricing Committee	In progress	Operational Adaption
Develop plans to provide residents with drinking water in a post-disaster scenario where the Metro Vancouver supply is out of service	In progress	Operational Adaptation
Telus Small Cell and FTTP – evaluation of third-party agreement and implications for City	In Progress	Operational Adaption
Review of utility servicing requirements for North-East Albion to facilitate development	In Progress	Operational Adaption
Liaison with Metro Vancouver on development of options to address capacity constraints in regional system	In Progress	Operational Adaption
Safety Audit of 121 Ave & 214 St intersection following pedestrian accident. Analysis, liaison with SD42 and residents, construct improvements	Complete	Operational Adaption
Develop a multi-year Inflow and Infiltration reduction strategy	In progress	Operational Adaptation

## Prior Years' Deliverables

Action Item	Status or Outcome	% Complete (and ETA if not 100%)
Develop and submit a corporate asset management policy to CMT	Complete	100%
Complete a file management update that incorporates improvements to Amanda, the LaserFiche system and manual checklists	Process Review is 90% complete, next step is to develop and implement solutions to the recommendations	75% Q2 2018
Oversee the development of Integrated Stormwater Management Plans for the South Alouette and Kanaka Watersheds	This is a multi-year project that entails significant data collection and consultation.	75% Q3 2018
Update Building Permit processes in Amanda and Laserfiche	Building Permit Process has been adjusted internally through Laserfiche, groundwork for Amanda update is complete and ready for implementation	75% Q1 2018
Update Works and Services Agreement template	In progress	60% Q1 2018
Expand Engineering Development webpage	Working through information bulletins to add to website	80% Q4 2017
Construction Drawing Intake and	Undertaking scope discussion	30%



Action Item	Status or Outcome	% Complete (and ETA if not 100%)
Processing Review in order to improve the efficiency with which infrastructure construction drawings are tracked, delivered and processed		Q2 2018
Complete Integrated Stormwater Management Plans for Kanaka and South Alouette Watersheds	This is a multi-year project that entails significant data collection and consultation	75% Q3 2018
Review need and scope of infrastructure improvement projects identified in high-level master plans	Transportation Plan – 100%; Water Master Plan – 100%; %; Sanitary Master Plan –100%; % (while marked at 100%, this is an ongoing item)	100%
Review cost/benefits of universal metering of drinking water	On hold, awaiting outcome of Metro Vancouver universal metering review	0% Q3 2018
Develop Strategic Framework for Asset Management	RFP in preparation for issuance in September 2017. Held until policy approved	5% Q4 2017
Review existing Maple Ridge Dyking District Agreement with Pitt Meadows and identify any required revisions	In progress. A consultant is reviewing the existing agreement, liaising with both Maple Ridge and Pitt Meadows staff on expectations, recent studies in each municipality	25% Q2 2018
Review and implement pedestrian crossing safety measures at existing multi-lane crosswalks as needed	Complete	100%
Review procurement process	Working with the Manager of Procurement	20% Q4 2017
Integrate mobile workstations for Field Inspections	Complete	100%
Update the Electronic Inspection Forms and AMANDA processes	In progress	80% Q1 2018
Create process for authorizing Encroachment Agreements	In progress	25% Q2 2018
Review Driveway Access and prepare policy	In progress	50% Q2 2018
Update Engineering Design and Construction Documents	In progress	75% Q4 2017
Support testing of AMANDA upgrade	Complete	100%
Develop 100 Year Rehabilitation & Replacement Forecast for Water and Sewer System	In progress	0% Q1 2018
Provide drinking water system fire flow information for fire suppression system designers	To be combined with another project	0% Q3 2018
Monitor sewage flows and pipe conditions through CCTV inspections	Complete and ongoing	100%
Create sewage system emergency response plan	In progress	5% Q1 2018

Action Item	Status or Outcome	% Complete (and ETA if not 100%)
Develop detailed Silver Valley drinking water system reconfiguration and expansion plans	Complete	100%
Update growth areas components of sewage and drinking water models for use in reviewing development proposals	In progress	75% Q4 2017
Oversee the development of Integrated Stormwater Management Plans for the North Alouette, Blaney Bog and Fraser River watersheds	In progress	50% Q3 2018
Evaluate and test pedestrian detection hardware and software at the intersection of 224 Street and 121 Avenue. Detection is to extend red time for vehicles stop for slow pedestrian crossing.	Design evaluation complete. Software evaluation in progress with field testing to come	80% Q4 2017
Provide safe cycling training to our young residents at 4 elementary schools.	Complete	100%
Liase with Ministry of Transportation and Infrastructure to finalize the phasing of improvements along the Haney Bypass and secure appropriate provincial funding	Complete	100%
Complete Rapid Bus Study along Lougheed Hwy Corridor	Project being completed by TransLink	15% Q2 2018
Work with IT Department to implement the appropriate components of the Mayors Open Government Task Force	In progress	60% Q1 2018
Early project review to determine driveway impacts and trespasses into City right-of-ways. Followed up with notification to property owners	In progress and ongoing	100%
Review current project definition documentation and revise as appropriate	In progress and ongoing	100%

**New Deliverables for 2018** (*highlights only*) – Any incomplete items from prior years may also form part of the 2018 workplan.

Action Item	Lead	ETA
Further to recommendations of the Drinking Water Master Plan, assess the feasibility and cost-effectiveness of options for increasing available fire flows at key locations	Mgr Util Eng	Q3
Determine the flow rates available at fire hydrants and have the hydrants color-coded accordingly	Mgr Util Eng	Q4
Working with Operations and Emergency Operations Centre staff, plan and develop a post-disaster drinking water source for residents.	Mgr Util Eng	Q4
Implement the sanitary sewer Inflow and Infiltration reduction strategy	Mgr Util Eng	Q4

Action Item	Lead	ETA
Develop a multi-year schedule for sanitary sewer pump station capacity upgrades	Mgr Util Eng	Q2
Migrate the City's Geomatics system and maps to the new national vertical datum	Drafting Supervisor	Q1
Assess Diking District 13 pump capacity requirements versus projected rainwater runoff rates and to determine when/whether the pump station capacity should be upgraded	Mgr Util Eng	Q4
Prepare implantation plan for Fraser River Escarpment Gap analysis	Mgr Inf Dev	Q1
Update Website documents for engineering application process	Mgr Infr Dev	Q4
2018 Update to Engineering Design and Construction Documents	Mgr Infr Dev	Q4
Work with IT to facilitate the development and expansion of a fibre optic network in conjunction with the Capital Program	Mgr D&C	Q1
Evaluate technologies to provide bicycle count data program	Mun Eng	Q3
Review expansion of dining patios and parkettes in the Town Centre, developing policy and permit guidelines	Mun Eng	Q2
Parking and circulation review in Town Centre – evaluate current road circulation and on-street parking configurations and consider options for consideration to improve circulation and parking	Mun Eng	Q3
Speed Reduction Program along with with RCMP Traffic Division – determination of problem locations and coordinated program to educate and enforce speed limits	Mun Eng	Q3
Translink = Initiatives – Mobility Pricing, planning for B-Line rapid transit and development of Area Transit Plan.	Mun Eng	Q4
Develop City-wide Asset Management Strategy, utilizing all municipal departments	Mun Eng	Q4

### ***Measures/Outcomes***

- Review variances in when projects are first included in the Capital Plan and when the project actually proceeds. Determine if it is financial constraints, external influences / regulatory bodies, development impacts. Develop a report that identifies which projects are off schedule, determine the cause and propose a new schedule to insure project delivery. Identify if the delay is a constraint in available staff resources.
- Evaluate budgeted project contingencies to actual final expenditures to determine if practice of 10% contract contingency is appropriate, and influences that may impact the level of contingencies – complexity, external requirements. Develop recommendations about contract contingencies.
- Assess options to increase water system capacity at key locations and develop plans to ensure adequate system performance in accordance with established design standards.
- Work with the Operations Department and Fire Department to evaluate the available flow rates from fire hydrants across the water distribution system and develop a coding system for hydrants based on these available flow rates.
- Develop a post-disaster drinking water source for residents to address the possibility of the Metro Vancouver water supply being interrupted due to an emergency such as an earthquake.
- Review of specific sanitary sewer catchments within the City with the goal of reducing in rainwater and groundwater ingress to the sanitary sewer system as required by Metro Vancouver.
- A capacity review of existing sanitary sewer pump stations and development of a plan to schedule and necessary upgrades.

### **Operating Budget**

**Proposed Financial Plan 2018 – 2022**  
**Public Works & Development Services – Engineering**

All \$ values in 000's (thousands)	Adopted	Proposed	Proposed Changes		Proposed			
	2017	2018	\$	%	2019	2020	2021	2022
<b>Revenues</b>								
Fees	344	334	(10)	(3%)	344	344	344	344
Permits	10	30	20	200%	30	30	30	30
Prov Grant (Unconditional)	-	25	25		25	25	25	25
Sales	25	30	5	20%	30	30	30	30
	379	419	40	10%	429	429	429	429
<b>Expenditures</b>								
Consulting	86	86	-	0%	86	86	86	86
Environmental Monitoring	20	20	-	0%	20	20	20	20
Miscellaneous	12	12	-	0%	12	12	12	12
Other Outside Services	10	10	-	0%	10	10	10	10
Salaries	3,090	3,157	67	2%	3,232	3,306	3,392	3,480
Service Severance	68	68	-	0%	68	68	68	68
Special Projects	220	340	120	55%	265	320	230	275
Supplies	26	26	-	0%	26	26	26	26
Utilities - Telephone	12	12	-	0%	12	12	12	12
Vehicle Charges	74	76	2	3%	79	81	83	86
	3,618	3,807	189	5%	3,810	3,941	3,939	4,075
<b>Internal Transfers</b>								
Contributions from own Reserves	(12)	(12)	-	0%	(12)	(12)	(12)	(12)
Salaries Recovery	(1,033)	(1,058)	(25)	2%	(1,084)	(1,110)	(1,137)	(1,165)
Transfers from Reserve Funds	(70)	(72)	(2)	3%	(74)	(76)	(77)	(79)
	(1,115)	(1,142)	(27)	2%	(1,170)	(1,198)	(1,226)	(1,256)
<b>Totals</b>	<b>2,124</b>	<b>2,246</b>	<b>122</b>	<b>6%</b>	<b>2,211</b>	<b>2,314</b>	<b>2,284</b>	<b>2,390</b>

**Proposed Changes or Remarks:**

Permits—The budget has been increased for Highway Use Permits.

Fees—Fees for Environmental Monitoring have been reduced to zero. These fees were related to Gravel Sales that have been eliminated. Subdivision sales were increased based on recent history.

Provincial Grant—A grant from TransLink is being used to fund the Thermoplastic Marking special project.

Salaries—In 2018 there is some additional expenses from position re-grading. The savings from Licences & Bylaws were used to offset this increase.

<u>Special Projects</u>	<u>2017</u>	<u>2018</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Asset Management Study	-	100	-	-	-
Video & Spot Repairs Program - ISR Drainage	65	65	100	65	100
Safer School Travel Program GCF	50	50	50	50	50
Aerial Topographic Survey Mapping GCF	-	-	45	-	-
Cycling Transportation Signage Program GCF	-	20	20	-	20
Audible Signals GCF	5	5	5	5	5
FG 300 Changeout Program GCF	50	50	50	50	50
Town Centre-Lighting Deficiencies GAM	-	-	-	10	-
CCTV Program ISR Drainage	50	50	50	50	50
<b>Total</b>	<b>220</b>	<b>340</b>	<b>320</b>	<b>230</b>	<b>275</b>

**Incremental Packages – None**

**Capital Budget**

**Information Technology**

**Performance Measures/Indicators**

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

To access the “live” scorecard, visit [www.mapleridge.ca/787](http://www.mapleridge.ca/787) and use the Scorecard Lookup tool.

<u>Code</u>	<u>Scorecard (on following pages)</u>	<u>Why this Scorecard is important to this department:</u>
TR01	Improve Traffic Safety	The evaluation of ICBC vehicle crash data is a tool for the City to identify and monitor crash locations across the municipality and evaluate specific trends and appropriate responses to improve the road or intersection in question.

**TO:** Her Worship Mayor Nicole Read  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Active Transportation Advisory Committee: Bicycling on Sidewalks and Speed Limits in the Town Centre

**MEETING DATE:** November 21, 2017  
**FILE NO:** 01-0360-20  
**MEETING:** **Workshop**

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**EXECUTIVE SUMMARY:**

Council referred two issues to the newly-created Active Transportation Advisory Committee (ATAC), namely the matter of bicycling on sidewalks as well as the consideration of speed limits in the Town Centre. The purpose of this report is to present the findings of ATAC to Council for consideration and discuss implementation of the recommendations if supported.

Bicycling on Sidewalks

ATAC first met in January 2017 and debated the issues of bicycling on sidewalks and speed limits at a number of meetings in the first half of the year. A Subcommittee was formed to discuss the issue of bicycles on sidewalks and the Subcommittee developed options for discussion at ATAC.

Previous reports to Council have noted that the Motor Vehicle Act bicycling on sidewalks is not allowable unless the municipality has a bylaw that permits bicycling on sidewalks, which is the case in Maple Ridge. The Subcommittee recommended to ATAC not that there be a blanket ban on bicycling on sidewalks but rather that bicycles be banned on sidewalks along four specific corridors, namely Dewdney Trunk Road from 222 Street to 227 Street; Lougheed Highway from 222 Street to 227 Street; 224 Street from North Avenue to 122 Avenue and Edge Street from McIntosh Avenue to Dewdney Trunk Road. This was endorsed by ATAC at the June 28, 2017 Committee meeting. The minutes of the June 2017 ATAC meeting were endorsed by the Committee at their October 25, 2017 meeting and received by Council at the November 14, 2017 Council Meeting.

ATAC also drafted a letter to Council with some background information and a copy is attached to this report. Should Council support the recommendation to restrict bicycles on sidewalks on the above-noted corridors then staff will revise the Highway and Traffic Bylaw No. 6704-2009 to exclude bicycles on sidewalks along the specific travel corridors and forward the amended bylaw to Council for consideration and approval.

It is recommended that appropriate signage be erected along the four corridors to indicate that bicycling is not permitted on the sidewalks. In addition there will be signs painted on the sidewalks themselves for further notification.

Enforcement is a key component of this initiative's success and should Council support the proposed revision, then staff will initiate discussions with the local RCMP Traffic Services Division to ensure they are aware of the changes to the bylaw. In prior discussions, RCMP members noted that the likelihood of securing a conviction in Court on a charge of riding on sidewalks without due care and attention is extremely low – approximately 5%.

## Speed Limits in the Town Centre

ATAC reviewed the matter of speed limits in the Town Centre early in 2017 and passed a motion recommending there be no change in speed limits in the Town Centre.

In the process of reviewing the bicycling on sidewalks issue, ATAC considered the reduction of speed on a specific corridor, namely 224 Street from Lougheed Highway north to Dewdney Trunk Road. Data collection undertaken on 224 Street over a seven day period determined the measured 85<sup>th</sup> percentile vehicle speed to be 34.6 km/h during business hours. A literature review of studies across the country regarding measured vehicle speed reduction determined that the physical environment of a roadway is the key factor in determining vehicle speed. As such a reduction in speed on 224 Street between Lougheed highway and Dewdney Trunk Road from 50 km/h to 30 km/h is reflective of actual measured speeds on this section of roadway and has the benefit of providing cyclists with an opportunity to ride on the road at comparable speeds to vehicles. Implementation of the speed limit change is relatively simple, requiring the installation of speed signs at each intersection along the corridor as well as at either end.

The following recommendations are being forwarded to Council from ATAC for consideration.

### **RECOMMENDATION:**

**THAT Highway and Traffic Bylaw No. 6704-2009 be amended to exclude bicycles on sidewalks along:**

- 224 Street, from North Avenue to 122 Avenue
- Dewdney Trunk Road, from 222 Street to 227 Street
- Lougheed Highway, from 222 Street to 227 Street
- Edge Street, from McIntosh Avenue to Dewdney Trunk Road.

**AND THAT the speed limit on 224 Street from Lougheed Highway to Dewdney Trunk Road be reduced from 50 km/h to 30 km/h.**

### **DISCUSSION:**

#### **a) Background Context:**

In the fall of 2016 Council referred two issues to the newly-created Active Transportation Advisory Committee (ATAC), namely the matter of bicycling on sidewalks as well as the consideration of speed limits in the Town Centre. The purpose of this report is to present the finding of ATAC to Council and discuss implementation of the recommendations.

#### Bicycling on Sidewalks

ATAC first met in January 2017 and debated the issues of bicycling on sidewalks and speed limits at a number of meetings in the first half of the year. A Subcommittee was formed to discuss the issue of bicycles on sidewalks and the Subcommittee developed options for discussion at ATAC.

Previous reports to Council have noted that the Motor Vehicle Act bicycling on sidewalks is not allowable unless the municipality has a bylaw that permits bicycling on sidewalks, which is the case in Maple Ridge. The Subcommittee recommended to ATAC not that there be a blanket ban on bicycling on sidewalks but rather that bicycles be banned on sidewalks along four specific corridors, namely Dewdney Trunk Road from 222 Street to 227 Street; Lougheed Highway from 222 Street to 227 Street; 224 Street from North Avenue to 122 Avenue and Edge Street from McIntosh Avenue to Dewdney Trunk Road.

At the June 28, 2017 ATAC meeting the following resolutions were approved:

*Motion R17-021*

*That the Active Transportation Advisory Committee endorses the ban on the use of bicycles on any sidewalk, footpath or walkway along the following corridors:*

- *224 Street, from North Avenue to 122 Avenue*
- *Dewdney Trunk Road, from 222 Street to 227 Street*
- *Lougheed Highway, from 222 Street to 227 Street*
- *Edge Street, from McIntosh Avenue to Dewdney Trunk Road.*

*And that Council amend the Highway and traffic Bylaw No. 6704-2009 accordingly.*

*Motion R17-023*

*That the letter from ATAC regarding restricting the use of bicycles on certain streets be forwarded to Council as supporting documentation.*

A copy of the letter from ATAC to Council is attached to this report.

Should Council support the recommendation to restrict bicycles on sidewalks on the above-noted corridors then staff will revise the Highway and Traffic Bylaw No. 6704-2009 to exclude bicycles on sidewalks along the specific travel corridors and bring the amended bylaw to Council for approval.

It is recommended that appropriate signage be erected along the four corridors to indicate that bicycling is not permitted on the sidewalks. In addition there will be signs painted on the sidewalks themselves for further notification.

Enforcement is a key component of this initiative's success and should Council support the proposed revision then staff will initiate discussions with the local RCMP Traffic Services Division to ensure they are aware of the changes to the bylaw. In prior discussions RCMP members noted that the likelihood of securing a conviction in Court on a charge of riding on sidewalks without due care and attention is extremely low – approximately 5%.

Speed Limits in the Town Centre

ATAC reviewed the matter of speed limits in the Town Centre earlier in 2017 and endorsed the following motion:

*Motion R17-007*

*That ATAC recommends speed limits not be reduced in the Town Centre.*

In the process of reviewing the bicycling on sidewalks issue ATAC considered the reduction of speed on a specific corridor, namely 224 Street from Lougheed Highway north to Dewdney Trunk Road. A literature review of studies across the country about measured speed reduction determined that the physical environment of a roadway is the key factor in determining vehicle speed and this is reflected on 224 Street where the measured 85<sup>th</sup> percentile vehicle speed is 34.6 km/h during business hours. ATAC endorsed a motion proposing that the speed limit on 224 Street be reduced:

*Motion R17-024*

*That it be recommended to Council that the speed limit on 224 Street be reduced to 30 km/h between Dewdney Trunk Road and Lougheed Highway.*



A reduction in speed on 224 Street between Lougheed highway and Dewdney Trunk Road from 50 km/h to 30 km/h is reflective of actual measured speeds on this section of roadway and has the benefit of providing cyclists with an opportunity to ride on the road at comparable speeds to vehicles.

Implementation of the speed limit change is relatively simple, requiring the installation of speed signs at each intersection along the corridor as well as at either end.

**b) Desired Outcome:**

It is the City's goal to improve the overall transportation system for all classes of road users and this presents challenges as the Town Centre continues to densify and grow.

**c) Strategic Alignment:**

Council espouses the development of a multi-modal transportation system and is committed to improving the safety of all road users.

**d) Citizen/Customer Implications:**

The four transportation corridors noted are busy corridors for pedestrians with a large proportion of seniors who may have mobility constraints and are fearful of injuries from interactions and close calls with bicyclists (albeit unintended).

Business owners have also expressed their concerns for customers exiting stores, coming across bicyclists unexpectedly. The exclusion of bicycles on the four corridors should provide a more comfortable environment for pedestrians, especially those with mobility challenges.

**e) Interdepartmental Implications:**

The Engineering Department works with the RCMP on a number of traffic and transportation issues and will rely on the RCMP for enforcement, should the exclusion of bicycles proceed.

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

The costs to implement the signage and painting is relatively small and may be accommodated in existing budgets.

**g) Policy Implications:**

As noted previously, should a decision be made to exclude bicycles on some or all corridors then the existing Highway and Traffic Bylaw No. 6704-2009 will need to be amended.

**h) Alternatives:**

Council may elect to not proceed with the exclusion of bicycles along identified corridors in the Town Centre, or expand the area outside of those corridors noted.

## CONCLUSIONS:

Human behaviour is a component of transportation network management and the conduct of certain users can negatively impact the enjoyment and use of facilities for other users. Regardless of a bylaw amendment banning bicycles on sidewalks there will be a certain number of the populace who will continue to utilize the sidewalks to ride, sometimes without due care and attention toward other users. For vehicle speeds, the physical environment will influence driver behaviour, as exhibited on 224 Street between Lougheed Highway and Dewdney trunk Road.

“Original signed by David Pollock”

*Prepared by:* **David Pollock, PEng.**  
**Municipal Engineer**

“Original signed by Frank Quinn”

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

“Original signed by Paul Gill”

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

DP:dp

July 4, 2017

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

Subject: **City of Maple Ridge - Active Transportation Advisory Committee (ATAC)  
Recommendation**

Dear Mayor and Councillors,

As you may know the City of Maple Ridge adopted Traffic Bylaw #6704-2009 in January 2010 which stated:

*A person on cycles, roller skates, a skateboard or other means of transportation, shall not ride without due care and attention or without reasonable consideration for other persons using a sidewalk, footpath or walkway.*

Since that time the City of Maple Ridge has grown dramatically. Along with that growth came a significant increase in the number of pedestrians, especially in the downtown core. A substantial number of these pedestrians are elderly, many of whom utilize assistive devices while on the city streets.

Over the past couple of years the City of Maple Ridge has received a number of letters and complaints from residents regarding cycling on sidewalks, in particular, in the downtown core.

The issue of cycling on sidewalks has been on the agenda of both the previous and current ATACs and has been discussed at every meeting of the current ATAC since our inaugural meeting on January 25th, 2017. ATAC discovered that no other Metro Vancouver city (other than New Westminster) allows cycling on city sidewalks. (Note: New Westminster does not allow cycling on certain streets) As a result of this continued discussion an *ATAC Cycling on Sidewalks sub-committee* was formed, with representation from the cycling, seniors, and downtown business sectors.

Following much discussion, the ATAC subcommittee delivered a presentation (*Appendix A*) to ATAC at their May 31st, 2017 meeting. The presentation outlined their findings and suggested that ATAC recommend the City of Maple Ridge amend its bylaw to no longer allow cyclists on certain downtown core streets as per the attached map. (*Appendix B*).

The ATAC subcommittee also recommended that signage include both standard pole mounted signs as well as 'painted on the sidewalk' signs, as shown in the presentation.

The City of Maple Ridge Active Transportation Advisory Committee would like to suggest that the Maple Ridge City council consider amending Traffic Bylaw #6704-2009 so as to no longer allow cyclists on City of Maple Ridge sidewalks as follows:

- on 224th Street (from 122nd Ave. to North Ave.)
- on Dewdney Trunk Road (from 222nd Ave. to 227th Ave.)
- on Lougheed Highway (from 223rd Ave. to 227th Ave.)
- on Edge Street (from Dewdney Trunk Rd. to McIntosh Ave.)

Please do not hesitate to contact the Active Transportation Advisory Committee should you require any additional information.

Sincerely yours,

Paul Yeoman – Chair  
City of Maple Ridge Active Transportation Advisory Committee

Appendix A – Cycling on Sidewalks Subcommittee Presentation  
Appendix B – Proposed 'No Cycling' streets



Suggested streets (high-lighted in yellow) where cycling on the sidewalk should no longer allowed.