

City of Maple Ridge

COMMITTEE OF THE WHOLE AGENDA

July 7, 2020

1:30 p.m.

Virtual Online Meeting

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

1. CALL TO ORDER

2. ADOPTION AND RECEIPT OF MINUTES

2.1 Minutes of the Committee of the Whole Meeting of June 16, 2020

3. DELEGATIONS/STAFF PRESENTATIONS

3.1 Corporate Quarterly Report

Staff report dated July 7, 2020 introducing a presentation highlighting the progress within each division.

4. PLANNING & DEVELOPMENT SERVICES

Note:

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

1101 2014-003-CU, 19975, 19989 and 19997 Dunn Avenue, Temporary Use Permit Renewal

Staff report dated July 7, 2020 recommending that Temporary Use Permit 2014-003-CU located at 19975, 19989 and 19997 Dunn Avenue be renewed and re-issued for an additional three years and that the Corporate Officer be authorized to sign and seal the permit.

1102 2020-186-RZ, 19975, 19989, 19997, 20019, and 20035 Dunn Avenue, RS-3 to CD-4-20

Staff report dated July 7, 2020 recommending that Maple Ridge Zone Amending Bylaw No. 7656-2020 to rezone from RS-3 (One Family Rural Residential) to CD-4-20 (Comprehensive Development) to permit vehicle storage for an adjacent car dealership to the north be given first reading and that the applicant provide further information as described on Schedules A, C and D of the Development Procedures Bylaw No. 5879-1999.

1103 2019-405-RZ, 10294 240 Street, RS-2 to RM-1

Staff report dated July 7, 2020 recommending that Maple Ridge Zone Amending Bylaw No. 7646-2020 to rezone from RS-2 (One Family Suburban Residential) to RM-1 (Townhouse Residential) to permit future construction of approximately 15 strata townhouse units be given first reading and that the applicant provide further information as described on Schedules C, D, E, F and G of the Development Procedures Bylaw No. 5879-1999.

1104 2020-014-RZ, 12209 Laity Street, RS-1 to R-1

Staff report dated July 7, 2020 recommending that Maple Ridge Zone Amending Bylaw No. 7648-2020 to rezone from RS-1 (One Family Urban Residential) to R-1 (Residential District) to permit a future subdivision of two lots of approximately 454 m² each be given first reading and that the applicant provide further information as described on Schedules B and E of the Development Procedures Bylaw No. 5879-1999, along with information required for a Subdivision application.

1105 2020-164-RZ, Cannabis Retail Store Text Amendment

Staff report dated July 7, 2020 recommending that Maple Ridge Zone Amending Bylaw No. 7650-2020 to remove the 1000 metre minimum distance separation between cannabis retail stores be given first and second reading and be forwarded to Public Hearing.

1106 Proposed New Cannabis Retail Store at 510 - 20395 Lougheed Highway

Staff report dated July 7, 2020 providing the options of approving or denying an application for a non-medical cannabis retail store by Muse Cannabis Stores Ltd. located at 510 - 20395 Lougheed Highway, Maple Ridge and that a copy of the resolution be forwarded to the Liquor and Cannabis Regulation Branch in accordance with legislative requirements.

1107 Maple Ridge Highway and Traffic Amending Bylaw No. 7652-2020

Staff report dated July 7, 2020 recommending that Maple Ridge Highway and Traffic Amending Bylaw No. 7652-2020 to allow the Maple Ridge Business Centre and Edge Street parking lots to change to a “pay by plate” model be given first, second and third reading.

5. ENGINEERING SERVICES

1131 Award of Contract: ITT-EN20-23: Dewdney Trunk Road Watermain Replacement and Sanitary Sewer Rehabilitation (216 Street to 222 Street)

Staff report dated July 7, 2020 recommending that Contract ITT-EN20-23: Dewdney Trunk Road Watermain Replacement and Sanitary Sewer Rehabilitation (216 Street to 222 Street) be awarded to Sandpiper Contracting LLP, that a construction contingency be approved to address potential variations in field conditions, that the next Financial Plan Bylaw be amended to increase project funding and to transfer funds from the 2021 approved Capital Plan for Water Replacement Program to 2020 for the water tie-in by Operations and that the Corporate Officer be authorized to execute the contract.

1132 Award of Contract ITT-EN20-32: Sanitary Sewer Upgrades Phase 2 – 240 Street at Kanaka Creek Bridge

Staff report dated July 7, 2020 recommending that Contract ITT-EN20-32: Sanitary Sewer Upgrades Phase 2 – 240 Street at Kanaka Creek Bridge be awarded to Targa Contracting (2013) Ltd., that a contract contingency be approved to address potential variations in field conditions and that the Corporate Officer be authorized to execute the contract.

6. CORPORATE SERVICES

1151 Greenhouse Gas Emissions and Climate Action Background Report

Staff report dated July 7, 2020 providing information on the City's community greenhouse gas emissions, reduction targets and actions.

7. PARKS, RECREATION & CULTURE

8. ADMINISTRATION

9. ADJOURNMENT

10. COMMUNITY FORUM

COMMUNITY FORUM

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

During the COVID-19 health emergency it is important to ensure that our democratic processes continue to function and that the work of the City remains transparent for all citizens. We are doing business a bit differently during this time. City Hall is closed to the public. Council members are attending remotely and only necessary staff are present in person to administer meetings. Balancing the health and safety of citizens and our democratic processes is first and foremost in our approach during this health emergency.

Using Zoom, input from the public during Community Forum is being facilitated via email to clerks@mapleridge.ca and/or via the *raised hand* function through the Zoom meeting. For virtual public participation during Community Forum please register in advance by clicking on the date of the meeting at <https://www.mapleridge.ca/640/Council-Meetings>.

For detailed information on how to register for the meeting of interest, please refer to <https://www.mapleridge.ca/DocumentCenter/View/24663/Launch-Virtual-Meeting>

If you have a question or comment that you would normally ask as part of Community Forum, you can email clerks@mapleridge.ca before 1:00 p.m. on the day of the meeting and your questions or comments will be shared with Council. If you miss this deadline staff will respond to you in writing as soon as possible.

As noted, during the COVID-19 health emergency, we will be using new virtual tools to ensure that citizens' voices are being heard as part of our meetings. We thank citizens for their support as we try innovative approaches to keep us all connected even as we separate to stop the spread of COVID-19.

For more information contact:

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

APPROVED BY:



DATE:

PREPARED BY:

DATE:

CHECKED BY:

DATE:


July 2, 2020

July 2, 2020

City of Maple Ridge

COMMITTEE OF THE WHOLE MEETING MINUTES

June 16, 2020

The Minutes of the Committee of the Whole Meeting held on June 16, 2020 at 1:30 p.m. in the Council Chambers of the 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
D. Boag, General Manager Parks, Recreation & Culture
C. Carter, General Manager Planning & Development Services
C. Crabtree, Acting General Manager Corporate Services
S. Nichols, Deputy Corporate Officer
D. Pollock, General Manager Engineering Services
T. Thompson, Chief Financial Officer

Other Staff as Required

C. Goddard, Director of Planning
A. Kopystynski, Planner
J. Mickleborough, Director of Engineering
C. Nolan, Corporate Controller

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

Note: Due to the COVID-19 pandemic, Council members participated electronically.
Councillor Duncan and Councillor Meadus were absent at the start of the meeting.

1. **CALL TO ORDER**

2. **ADOPTION AND RECEIPT OF MINUTES**

2.1 Minutes of the Committee of the Whole Meeting of June 2, 2020

It was moved and seconded

That the minutes of the June 2, 2020 Committee of the Whole Meeting be adopted.

CARRIED

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

4. **PLANNING AND DEVELOPMENT SERVICES**

Note: Councillor Meadus joined the meeting at 1:33 p.m.

Note: Councillor Robson declared a conflict of interest with Item 1101 advising of potential property transaction near the development and left the meeting at 1:34 p.m.

Note: Councillor Duncan joined the meeting at 1:34 p.m.

1101 2020-062-RZ, 22347 117 Avenue and 22349 North Avenue

Staff report dated June 16, 2020 recommending that Maple Ridge Zone Amending Bylaw No. 7649-2020 to rezone from RT-1 (Two Family Urban Residential) and RM-3 (High Density Apartment Residential) to C-3 (Town Centre Commercial) to permit development of a mixed-use commercial residential project be given first reading and that the applicant provide further information as described on Schedules C, D and E of the Development Procedures Bylaw No. 5879-1999, along with the additional required information.

A. Kopystynski, Planner, provided a summary presentation and staff answered Council questions.

Note: Councillor Duncan left the meeting at 1:42 p.m. during the staff presentation.

It was moved and seconded

That the staff report dated June 16, 2020 titled "First Reading, Zone Amending Bylaw No. 7649-2020; 22347 117 Avenue and 22349 North Avenue" be forwarded to the Council Meeting of June 23, 2020.

CARRIED

Note: Councillor Duncan rejoined the meeting at 1:46 p.m. after the vote was called. Councillor Robson rejoined the meeting at 1:46 p.m.

1102 2019-310-RZ, 11232 Dartford Street, C-4 to H-1

Staff report dated June 16, 2020 recommending that Maple Ridge Zone Amending Bylaw No. 7603-2019 to rezone from C-4 (Neighbourhood Public House Commercial) to H-1 (Heritage Commercial) to allow a licensee retail store to operate as an independent principle use and discontinue use as a neighbourhood pub be given second reading and be forwarded to Public Hearing.

A. Kopystynski, Planner, provided a summary presentation and staff answered Council questions.

At the request of Council, the applicant responded to questions from Council.

It was moved and seconded

That the staff report dated June 16, 2020 titled "Second Reading, Zone Amending Bylaw No. 7603-2019; 11232 Dartford Street" be forwarded to the Council Meeting of June 23, 2020.

CARRIED

5. ENGINEERING SERVICES

1131 Award of Contract ITT-EN20-18: 225 Street Sanitary Pump Station Upgrades

Staff report dated June 16, 2020 recommending that Contract ITT-EN20-18, 225 Street Sanitary Pump Station Upgrades be awarded to Drake Excavating (2016) Ltd., that the existing Associated Engineering (B.C.) Ltd. contract for Engineering Design Services for South Slope Forcemain Upsizing and Pump Station Modifications be extended, that a project contingency be approved to address potential variations in field conditions, and that the Corporate Officer be authorized to execute the contract.

The Director of Engineering spoke to the staff report and provided project details. Staff answered Council questions.

It was moved and seconded

That the staff report dated June 16, 2020 titled "Award of Contract ITT-EN20-18: 225 Street Sanitary Pump Station Upgrades" be forwarded to the Council Meeting of June 23, 2020.

CARRIED

6. CORPORATE SERVICES

1151 Quarter 1, 2020 Financial Update

Staff report dated June 16, 2020 providing a financial update for the first quarter of 2020, focusing on the operating results for the City and providing information regarding certain development related reserves.

The Corporate Controller provided a summary presentation and staff answered Council questions.

It was moved and seconded

That the staff report dated June 16, 2020 titled "Quarter 1, 2020 Financial Update" be forwarded to the Council Meeting of June 23, 2020.

CARRIED

7. PARKS, RECREATION & CULTURE – Nil
8. ADMINISTRATION – Nil
9. ADJOURNMENT – 2:37 p.m.

Mayor Morden, Chair
Presiding Member of the Committee

TO: His Worship Mayor Michael Morden
and Members of Council

MEETING DATE: July 7, 2020
FILE NO: 2485776

FROM: Chief Administrative Officer

MEETING: C O W

SUBJECT: Corporate Quarterly Report

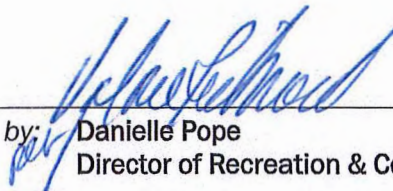
EXECUTIVE SUMMARY:

Council reaffirmed their strategic priorities on February 3, 2020. To align with Council's objectives, the Corporate Management Team worked collaboratively to position the City of Maple Ridge for future growth through the Chief Administrative Officer's organizational realignment that took place in late February 2020.

As part of the restructure, a Director's Working Group was established to facilitate effective communication between departments, staff, managers, directors and the Corporate Management Team. This presentation is a product of the Director's Working Group and highlights each division's progress relating to the work plan Matrix up to May 31, 2020.

RECOMMENDATION:

None, for information only.


Prepared by: **Danielle Pope**
Director of Recreation & Community Engagement


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


Approved by: **Al Horsman**
Chief Administrative Officer

CORPORATE QUARTERLY REPORT

JULY 7, 2020

Agenda

- Introduction
- Corporate/Internal Services
- Strategic Priorities: Deliverables to date
- COVID-19 Impacts & Innovations

The “What” Council

The “How” Chief Administrative Officer



Business Plans

Implementation

Performance Measurement





COMMUNITY SAFETY

Ensure that citizens feel safe and are not afraid to engage in their community, that criminal activity is prevented or minimized, that people who need services can access them easily, that agencies understand and are accountable for their role and that all of this occurs within the capacity of local first responders and service providers.



INTER- GOVERNMENT RELATIONS

Build strong relationships with the region, First Nations other levels of government to set a foundation for problem solving and innovation to achieve defined strategic results.



GROWTH

Implement strategic plans related to local infrastructure and the economy including commercial and industrial land base, transportation corridors, transit, neighbourhood plans and key amenities.



COMMUNITY PRIDE & SPIRIT

Engage the public in positive activities as participants and as volunteers, to enhance the vibrancy of the community.



NATURAL ENVIRONMENT

Be alert to opportunities to care for the natural environment, to mitigate impacts on wildlife and to utilize natural assets to grow eco-tourism opportunities.

Corporate / Internal Services

Organizational restructure and alignment to Corporate Strategic Plan

- Attraction and retention of key strategic roles
- Leadership Working Groups

Human Resources Service Delivery Model

- Pilot Exempt Performance Management Process
- Meyers Briggs Certifications (2)
- COR Certification
- Selection of Benefits & Compensation Consultant



Corporate / Internal Services

Focus on Human Resources services, practices and policy

- Refreshed Respectful Workplace Policy
- Employee Code of Conduct (in progress)
- Social Media Policy and Employee Guidelines Principles (in progress)
- Process Reviews Completed (4)
- Update to Applicant Tracking System (HR & IT)
- Automation of hiring and on boarding process

Financial Plan Amendment

- Organizational restructure and alignment
- Property Tax Revenue Reduction (Mill Closure, 2021 Increase)

Purchasing Policy revision/modernization (in progress)

Financial consultation/support/input of others work plans

Corporate / Internal Services

Server Infrastructure & near completion of new server colocation FH#4

Continue to explore ways to leverage existing assets

- Stretches of water pipe repurposed when replaced (1.3km)
- Memorial Peace Park and 224 Street high speed connectivity

Collaboration on prototype to develop a map and dashboard tool for internal use (calls for service, vehicle location)

New module for the Bylaw Notice and Adjudication program

Development of Chat Bot



All stats displayed represent January - May 31 of the indicated year.



1,464

Total Calls to the
Fire Department

2019 | **1,982**
2018 | **1,784**



605

Medical Calls to the
Fire Department

2019 | **1,053**
2018 | **967**



150

Motor Vehicle
Accident Calls to
the Fire Department

2019 | **158**
2018 | **199**



58

Structure Fire
Calls to the Fire
Department

2019 | **55**
2018 | **41**



1,622

Business Licences
Issued
COMPARED TO

2019 | **1,954**
2018 | **2,029**



3,906

Dog Tags Issued
COMPARED TO
2019 | **7,121 (approx)**
2018 | **5,089**



1,234

Calls For Service
(NEW FILES CREATED)
COMPARED TO

2019 | **1,537**
2018 | **1,681**

COMMUNITY SAFETY





COMMUNITY SAFETY

Dedicated Resources to support Council's Community Social Safety Initiative

- Manager of Community Social Safety Initiatives
- 4 Community Safety Officers

Social Impacts and Issues

- Mental illness & addictions
- Aggressive solicitation
- Graffiti tagging
- Nuisance type behaviours
- Unsightly properties

Collaboration

- Alouette Addictions, connecting with Outreach Workers
- BC Housing
- Building relationships and trust results in increased compliance

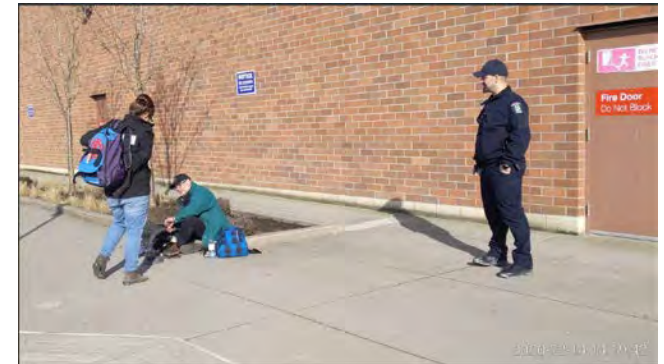


COMMUNITY SAFETY

Council reports & engagement

- Vaping retail discussion paper
- Support recovery initiatives
- Housing action plan
- Social services inventory update (SPARC)
- Wildfire development permit (delegation, staff report)

Near completion of the integrated storm water management plans (ISMP's) for urban areas



MAPLE RIDGE

British Columbia



COMMUNITY SAFETY

Non Medical Cannabis Retail Stores

- 11939 240 Street
- 22222 Lougheed Highway

Adopted Bylaws

- Nuisance Prohibition
- Bylaw Notice Enforcement (BN)
- Inter-Municipal TNS Business Licence
- TNS Agreement Bylaw (Region)
- Wildlife and Vector Control *Amendment*
- Supportive Recovery Bylaw (in progress)



MAPLE RIDGE
British Columbia



COMMUNITY SAFETY

Fire Department

Plan Development & Updates

- Master Plan Review – underway
- Community Wildlife Protection Plan – underway

Infrastructure

- Hall Four Nearing Completion

Training

- Tower Crane Rescue
- Fire/Rescue



MAPLE RIDGE

British Columbia



COMMUNITY SAFETY

Emergency Operations Centre

Activated in the event of a serious accident such as flood, fire, earthquake or pandemic...

- March 13 activation for COVID-19
 - Advanced planning, including business continuity plans (essential service levels, working from home plans)
 - Obtaining supplies and PPE
 - Information for public and contingency plans
 - Support of Provincial plans for vulnerable populations
- May 16 activation for Freshet, monitoring of Fraser River levels
 - Coordination calls
 - Gauge and streamflow levels
 - Dike and culvert inspections

Updating plans for flood and pandemic response



COMMUNITY
PRIDE & SPIRIT

Community Engagement

Developed new tourism marketing assets

- Cycling map
- BC Ale Trail map

Community Champions

Public Art Installations

- Community Art Mosaic (Leisure Centre)
- A Bear's Feast (Telosky Field House)
- Street banners

Town Centre Visioning Process and Engagement Report





COMMUNITY
PRIDE & SPIRIT

Events & Celebrations

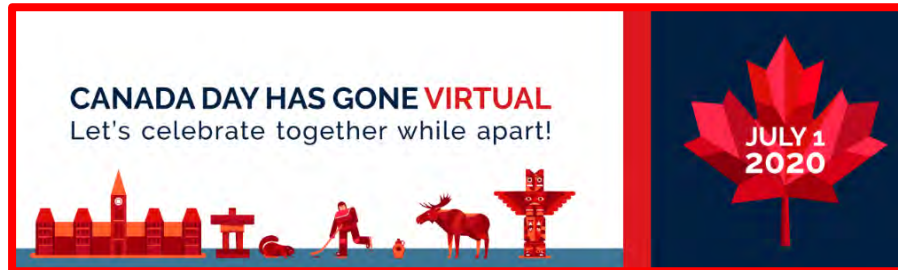
GLOW Maple Ridge

BC Summer Games

- Board of Directors
- Flag Raising Event
- Volunteer Kickoff Rally
- 2020 Winter Games Athlete Send-off Event
- Sports venue facilities review completed

Online Youth Week

Virtual Canada Day



MAPLE RIDGE

British Columbia

All stats displayed represent January - May 31 of the indicated year.



10,758

Facebook Followers
COMPARED TO

2019 | **9,321**
2018 | **8,035**



\$77,356

Grant Money Rec'd
COMPARED TO

2019 | **\$126,559**
2018 | **130,892**



46,169

MRLC Admissions
COMPARED TO

2019 | **44,251**
2018 | **91,950**



2,977

Program Participants
COMPARED TO

2019 | **4,043**
2018 | **6,981**



Media Releases
COMPARED TO

2019 | **39**
2018 | **31**
2017 | **20**



Film Permits
COMPARED TO

2019 | **254**
2018 | **352**

COMMUNITY PRIDE & SPIRIT





GROWTH

Recreation Infrastructure

MRSS/Merkley Park: Hammer & Discuss Throw - complete

Spectator Seating, Washrooms & Running Track Lighting – nearing completion

Telosky Stadium Synthetic Fields & Fieldhouse/Concession - complete

MRLC leisure pool & hot tub, mechanical systems, lobby and change rooms renovation and commissioning - complete

Albion Community Centre Phase One site works - nearing completion

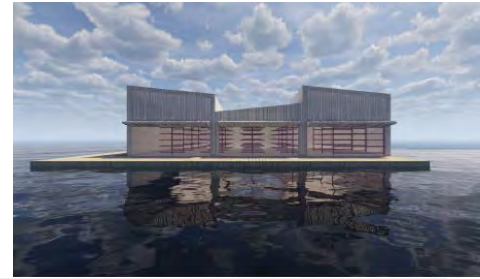




GROWTH

Recreation Infrastructure

Ridge Canoe and Kayak Club Facility Upgrades –
Detailed Design & Community Consultation Complete
Dock & Boathouse Construction Award



Hammond Community Centre & Fieldhouse Upgrades
Detailed Design & Community Consultation Underway

Park Development

Neighbourhood Park in sw Haney area nearing completion



Park Acquisition

North East Albion: a future neighbourhood park and school site joint development for this rapidly growing community

Silver Valley: a future Gathering Place immediately adjacent the Blaney Hamlet neighbourhood park



GROWTH

Council Reports & Engagement

Tandem Parking Consultation Update

Metro Vancouver 2040-GHG Reduction Targets

Minor DP exemption expansion in the OCP

Detached Garden Suite pilot project outcomes

Commercial & Industrial Lands Update

Area Planning Processes:

- Yennadon
- Lougheed Corridor
- Northeast Albion and Albion Flats

Child Care Needs Assessment and Action Plan

CHILD CARE
ACTION PLAN





Council Reports & Engagement

Council Access Management Policy 9.14 Update

Town Centre Pedestrian Signal Time Plan Update

Infrastructure

40 engineering related projects at various stages

- Conception, RFP, detailed design
 - Tendering and construction for roads, sewers, water and drainage
- \$42.5M total budget, \$18.5M Completed (2020), \$6.1M (Q1)



Engineering Infrastructure Milestones

6 Contract Awards \$5.5M

3 Construction Projects Complete \$1.7M

5 BC Bid Tenders Posted

16 Projects in Detailed Design

5 RFP's Posted, 5 in Concept Form

Developer Built Infrastructure (\$2.514M)

Roads \$608K

Sidewalks \$120K

Storm Sewers \$1.05M

Sanitary Sewers \$410K

Waterworks \$122K

Street Trees \$24K

Trails \$45K

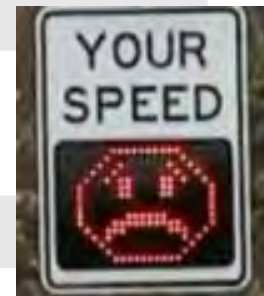


Traffic and Transportation

Completed R-3 Rapid Bus Line – 4 New Spots

Completed Parking Inventory – Identified On-Street and City Owned Lots

Deployed 6 Emoji Speed Awareness Signs



Utilities & Operations

Completed Design for New 236 Street Pump Station

Enhanced Open Government Reporting Feature – watermain breaks

Updated Water Maps and Record Drawings

Awarded contract for Pavement Rehabilitation (DTR)

Restored Whonnock Well (no significant downtime)

Ongoing Water Quality Monitoring and System Servicing

All stats displayed represent January - May 31 of the indicated year.



76

2020 Planning
Reports to Council
Committee of the Whole | **57**
Council Workshop | **10**
Council (Final Approval) | **9**



496

Total Active
Applications
In House
2019 | **394**



1135

Telephone



927

Counter
March 20th COVID Closure

Planning Public Inquiries
2019 | Telephone: **1082** / Counter: **897**
2018 | Telephone: **1221** / Counter: **1183**



3465

Operations Dept.
Completed Service
Requests
2019 | **5636**
2018 | **5140**



820

Facilities Work
Requests
2019 | **813**
2018 | **730**



1,319 **5,608** **\$65M** **197**

Permits
Issued Inspections Construction
Value Units

Building Dept Stats

2019 | Permits Issued: **1,243** / Inspections: **6,073**
Construction Value: **\$100M** / Units: **294**

2018 | Permits Issued: **1,588** / Inspections: **7,900**
Construction Value: **\$22.7M** / Units: **40**



11 **8** **140** **52**

Rezoning Subdivision Building
Permits Servicing
Requests

Engineering Dept Referrals

2019 | Rezoning: **10** / Subdivision: **4**
Building Permits: **145** / Servicing Requests: **53**

GROWTH



COVID-19 Operational Impacts & Adjustments

Provincial & Health Experts Driven

- Provincial Ministerial Orders
- Provincial Health Orders
- Legislative Changes
- Consultation with other Municipal's & Levels of Gov't



Communications

- Internal/External Messaging, press releases
- COVID-19 Landing Page – FAQ's, website updates, program & facility information
- Videos – Message from the Mayor, EOC

Finances

- Liquidity and Cash Flow
- Monitoring Potential Financial Implications
- Borrowing Bylaw

COVID-19 Operational Impacts & Adjustments

Citizen & Business Impacts & Supports

Events, programs and business impacts:

- Filming sector halted
- Remote check-ins with local business
- Leisure Centre, GMYC and program shutdown
- BC Summer Games postponement
- Community Special Events and Weddings
- Sports fields, sports courts, & playground closures
- Reimagined summer programming

Property Tax Penalty Deferral

Digital Meetings – Council, Committees of Council, DIM and more



MAPLE RIDGE

British Columbia

COVID-19 Operational Impacts & Adjustments

Citizen & Business Impacts & Supports

Online Building Permit Portal Created (10MB)

Video Building Inspections

Electronic Distribution of Inspection and Occupancy Documents

Electronic Response to all Public and Counter Inquiries

Secure Drop Box Service for all Documents Delivered to City



COVID-19 Operational Impacts & Adjustments

Citizen Impacts

FREE Online Fitness Classes

Digital Consultation Processes

Interactive Recreation Guide

Parks Ambassador Program to support safe public use of parks and amenities

Bylaw Compliance Officers support physical distancing & gathering restrictions



COVID-19 Operational Impacts & Adjustments

Staff Impacts

Business Continuity Plans & Integrated Talent Management

Working From Home Transition Plans

Performance Management Plans

Process Modernization - payroll document automation, property tax collections

City Wide Site Safety Plans – work sites, program sites, outdoor amenities

Illness Tracking & Self Testing Tool

Digital Meetings & Check ins

Social Distancing Protocols – work sites, vehicles, meetings

Hygiene Protocols – hand washing stations at work sites, educational signage

Redeployment and Reintegration of Staff

Measured Approach to Expanding Services and Access





COMMUNITY
SAFETY



INTER-
GOVERNMENT
RELATIONS



GROWTH



COMMUNITY
PRIDE & SPIRIT



NATURAL
ENVIRONMENT

CORPORATE QUARTERLY REPORT

QUESTIONS

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Temporary Use Permit Renewal
19975, 19989, and 19997 Dunn Avenue

MEETING DATE: July 7, 2020
FILE NO: 2014-003-CU
MEETING: C o W

EXECUTIVE SUMMARY:

Official Community Plan Amending Bylaw No. 7064-2014 was adopted on June 27, 2017, which permitted the temporary outdoor storage of vehicles to be located on the subject properties, located at 19975, 19989, and 19997 Dunn Avenue. A Temporary Use Permit was authorized on July 11, 2017, and expires on July 11, 2020. The owner would like to renew the Temporary Use Permit for an additional three years. A Temporary Use Permit may only be renewed once, therefore, this will be the final Temporary Use Permit that can be issued for the subject properties. The owner is intending to apply for a Rezoning Application and Development Permit to allow the use. The extension of the Temporary Use Permit will continue to legitimize the use, while the Rezoning application is processed.

RECOMMENDATION:

That Temporary Use Permit 2014-003-CU, respecting properties located at 19975, 19989, 19997 Dunn Avenue, be renewed and re-issued for an additional three years and that the Corporate Officer be authorized to sign and seal the renewed permit.

DISCUSSION:

a) Background Context

Applicant: E. Tiffany, McElhanney

Legal Descriptions: Lot 15 Except: Firstly; the West Half Secondly; Parcel 11 (Bylaw Plan LMP34902) Thirdly Part in Plan BCP29640 District Lot 222 Group 1 New Westminster District Plan 11194;

West Half Lot 15 Except First: Parcel 7 (Bylaw Plan LMP34902) Secondly; Part in Plan BCP29640 District Lot 222 Group 1 New Westminster District Plan 11194; and

Lot 16 Except Firstly: Parcel 8 (Bylaw Plan LMP34902) Secondly: Part in Plan BCP29640 District Lot 222 Group 1 New Westminster District Plan 11194

OCP: Existing: Institutional
Proposed: Temporary Use Permit
Zoning: Existing: RS-3 (One Family Rural Residential)

Surrounding Uses:

North:	Use:	Auto Dealership
	Zone:	CS-1 (Service Commercial)
	Designation:	Commercial
South:	Use:	Off-Street Parking (Park and Ride)
	Zone:	RS-3 (One Family Rural Residential)
	Designation:	Institutional
East:	Use:	Vacant
	Zone:	RS-3 (One Family Rural Residential)
	Designation:	Institutional
West:	Use:	Vacant
	Zone:	CS-1 (Service Commercial)
	Designation:	Commercial
Existing Use of Property:	Outdoor Vehicle Storage	
Proposed Use of Property:	Outdoor Vehicle Storage	
Site Area:	0.74 ha (1.8 acres)	
Access:	Dunn Avenue	
Servicing requirement:	Urban Standard	

b) Project Description

The subject properties, located at 19975, 19989, and 19997 Dunn Avenue, are located on the north side of Dunn Avenue, north of the West Coast Express Maple Meadows Station and south of the auto dealership associated with this application (see Appendices A and B). Official Community Plan Amending Bylaw No. 7064-2014 amended Appendix D - Temporary Use Permits of the Official Community Plan (OCP) to allow the temporary storage of vehicles on the subject properties (see Appendix C). The applicant would like to renew the Temporary Use Permit for an additional three years. It is noted that the applicant has not completed the cedar hedging required as a condition of the Temporary Use Permit; however, they will be providing an updated landscape plan with a future Rezoning application (under application 2020-186-RZ). This landscape plan is intended to be improved beyond the required cedar hedging. Staff will work with the applicant to ensure that an appropriate level of landscaping is provided while the Rezoning application is processed. Alternatively, Council may require the cedar hedging as a component of this extension application. Should there be issues or concerns with continuation of this use on the subject properties, Council is under no obligation to approve this extension to the permit. Should Council approve the extension, this will be the only extension permitted for the vehicle storage, as provided under the *Local Government Act*.

Official Community Plan:

The subject properties are located within the Hammond Area Plan of the OCP and are currently designated *Institutional*. The *Institutional* designation was intended to allow for expansion of the West Coast Express Park-and-Ride facility, which is located to the south of the subject properties. Translink, who currently owns the subject properties, does not need the properties for expansion at this time, and are therefore entering into a long-term lease agreement with the auto dealership to permit the vehicle storage. Translink has provided a letter of support for the Temporary Use Permit and for the forthcoming Rezoning application (see Appendix D).

The Rezoning application is intended to also include the remaining two properties to the east on this block, located at 20019 and 20035 Dunn Avenue, which are also designated *Institutional* in the OCP. All five properties subject to the Rezoning application will also require an amendment to the OCP to re-designate the properties from *Institutional* to *Infill General Employment*. The Rezoning application proposes to rezone the subject properties from RS-3 (One Family Rural Residential) to CD-4-20 (Comprehensive Development) to permit the proposed vehicle storage. The applicant is not proposing a building for the development; however they will provide a landscaping plan. A Comprehensive Development zone is permitted within any land use designation.

CONCLUSION:

It is recommended that Temporary Use Permit 2014-003-CU, respecting properties located at 19975, 19989, and 19997 Dunn Avenue, be renewed and re-issued for an additional three years and that the Corporate Officer be authorized to sign and seal the renewed permit.

"Original signed by Michelle Baski"

Prepared by: **Michelle Baski, ASCT, MA**
Planner 2

"Original signed by Chuck Goddard"

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

"Original signed by Christine Carter"

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

"Original signed by Al Horsman"

Concurrence: **Al Horsman**
Chief Administrative Officer

The following appendices are attached hereto:

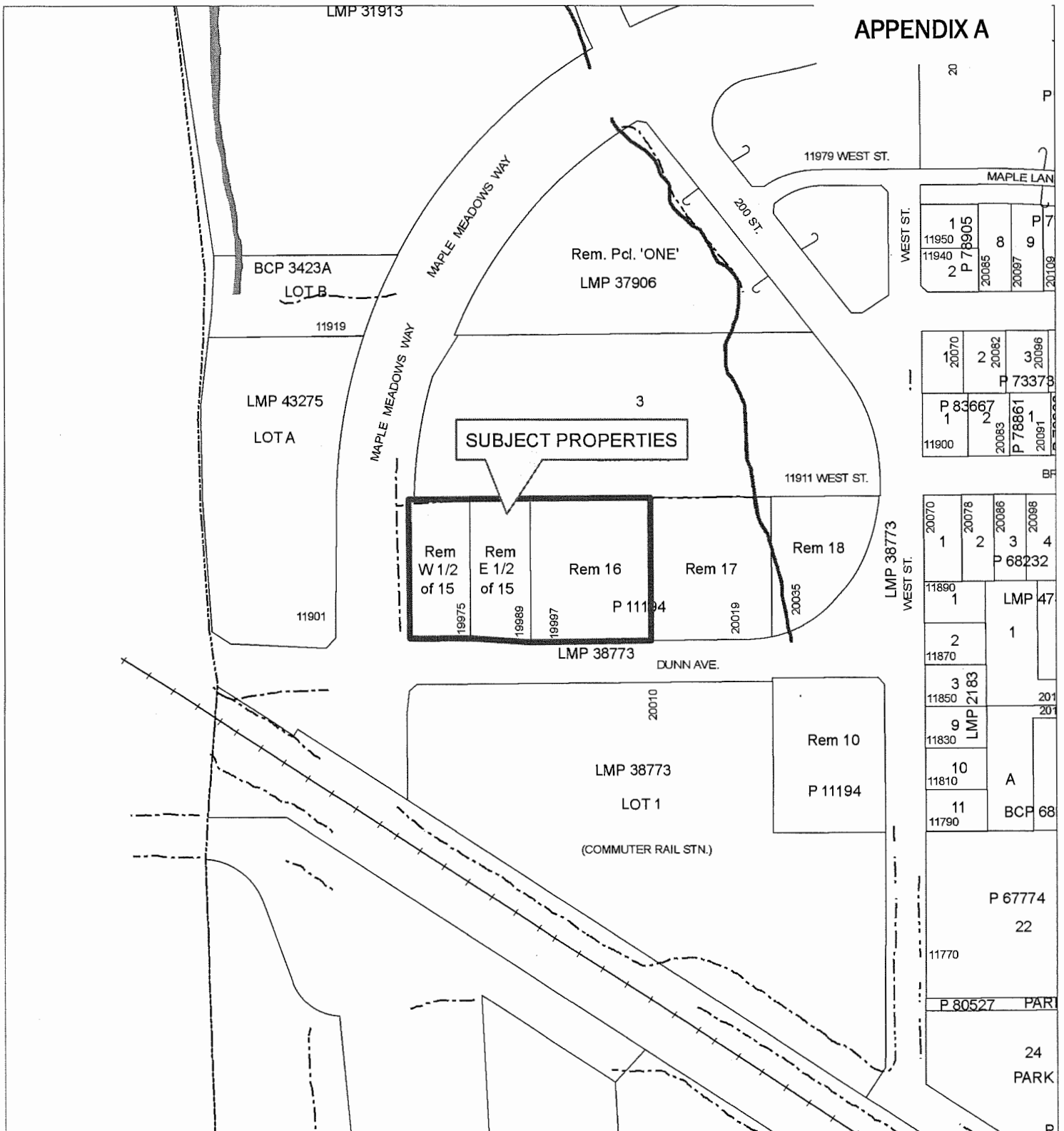
Appendix A – Subject Map

Appendix B – Ortho Map

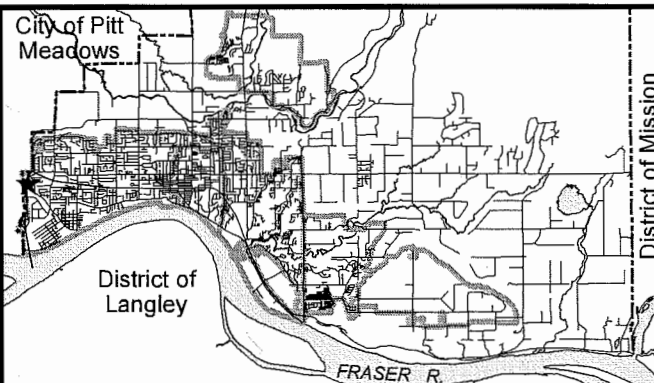
Appendix C – Temporary Use Permit Report dated March 7, 2016

Appendix D – Translink Letter of Support

APPENDIX A



Scale: 1:2,500



19975/89/97 DUNN AVENUE

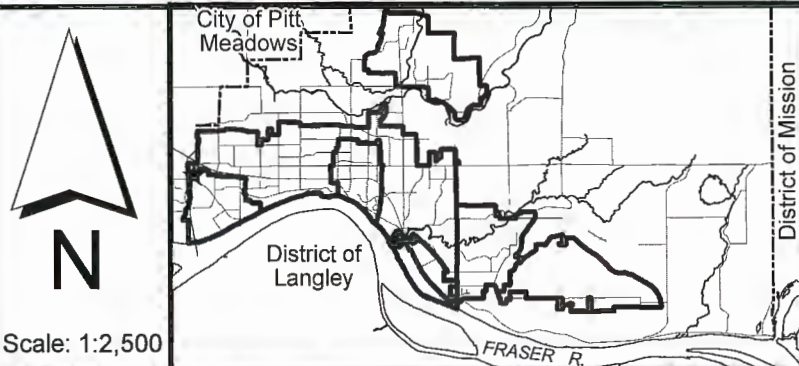


CORPORATION OF
THE DISTRICT OF
MAPLE RIDGE

PLANNING DEPARTMENT

DATE: Jan 13, 2014 FILE: 2014-003-CU BY: PC

APPENDIX B



19975/89/97 DUNN AVENUE
PID'S: 009-501-282, 009-501-266,
009-501-347

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

mapleridge.ca

FILE: 2014-003-CU

DATE: Jun 10, 2020

BY: PC



City of Maple Ridge

TO:	Her Worship Mayor Nicole Read and Members of Council	MEETING DATE:	March 7, 2016
FROM:	Chief Administrative Officer	FILE NO:	2014-003-CU
		MEETING:	C of W
SUBJECT:	Second Reading Official Community Plan Amending Bylaw No. 7064-2014 19975, 19989, 19997 Dunn Avenue		

EXECUTIVE SUMMARY:

An application has been received for a Temporary Use Permit to temporarily allow vehicle inventory storage on the three subject properties, zoned RS-3 (One Family Rural Residential). The subject properties are located at 19975, 19989, and 19997 Dunn Avenue (see Appendices A and B). Council granted first reading to Official Community Plan Amending Bylaw No. 7064-2014 and considered the early consultation requirements for the Official Community Plan (OCP) amendment on March 25, 2014.

A text amendment to Appendix D - Temporary Use Permits of the OCP is proposed to allow a Temporary Use Permit on the subject properties (see Appendix C). It is recommended that application 2014-003-CU be granted second reading and be forwarded to Public Hearing.

RECOMMENDATIONS:

- 1) That, in accordance with Section 477 of the *Local Government Act*, opportunity for early and on-going consultation has been provided by way of posting Official Community Plan Amending Bylaw No. 7064-2014 on the municipal website, and Council considers it unnecessary to provide any further consultation opportunities, except by way of holding a Public Hearing on the bylaw;
- 2) That Official Community Plan Amending Bylaw No. 7064-2014, as amended in the March 7, 2016 staff report, be considered in conjunction with the Capital Expenditure Plan and Waste Management Plan;
- 3) That it be confirmed that Official Community Plan Amending Bylaw No. 7064-2014 is consistent with the Capital Expenditure Plan and Waste Management Plan;
- 4) That Maple Ridge Official Community Plan Amending Bylaw No. 7064-2014 be given second reading and be forwarded to Public Hearing;
- 5) That the following terms and conditions be met prior to final reading:
 - i) Amendment to Official Community Plan Appendix D – Temporary Use Permits to add the subject properties to the list of Temporary Use Permit locations;
 - ii) Provision of a landscape security for fencing and perimeter hedge planting; and
 - iii) Issuance of a Highway Use Permit to restore the existing boulevard and provision of a security as outlined in the permit.

DISCUSSION:

1) Background Context:

Applicant:	Maple Ridge Chrysler Dodge Jeep
Owner:	BC Transit
Legal Descriptions:	Lot 15 Except: Firstly; the West Half Secondly; Parcel 11 (Bylaw Plan LMP34902) Thirdly Part in Plan BCP29640 District Lot 222 Group 1 New Westminster District Plan 11194 West Half Lot 15 Except First: Parcel 7 (Bylaw Plan LMP34902) Secondly; Part in Plan BCP29640 District Lot 222 Group 1 New Westminster District Plan 11194 Lot 16 Except Firstly: Parcel 8 (Bylaw Plan LMP34902) Secondly: Part in Plan BCP29640 District Lot 222 Group 1 New Westminster District Plan 11194
OCP:	Existing: Institutional
	Proposed: Temporary Industrial Use Permit
Zoning:	Existing: RS-3 (One Family Rural Residential)
Surrounding Uses:	
North:	Use: Highway Commercial Zone: CS-1 (Service Commercial) Designation: Commercial
South:	Use: Off-Street Parking (Park and Ride) Zone: RS-3 (One Family Rural Residential) Designation: Institutional
East:	Use: Vacant Zone: RS-3 (On Family Rural Residential) Designation: Institutional
West:	Use: Vacant Zone: CS-1 (Service Commercial) Designation: Commercial
Existing Use of Property:	Outdoor Vehicle Storage
Proposed Use of Property:	Outdoor Vehicle Storage
Site Area:	0.74 ha (1.8 acres)
Access:	Dunn Avenue
Servicing requirement:	Urban Standard
Previous Applications:	2013-005-RZ

2) Project Description:

The applicant proposes to amend Appendix D - Temporary Industrial Use of the OCP to allow a Temporary Use Permit on the three subject properties. The subject properties are currently being used for outdoor storage of vehicle inventory for the adjacent Maple Ridge Chrysler Dodge Jeep car dealership (see Appendix D), and this OCP amendment will bring the properties into compliance. The long-term use of the subject properties is expected to be an expansion of the West Coast Express Park-and-Ride facility on the south side of Dunn Avenue, once capacity of the existing parking lot is reached, potentially in the next five to ten years.

3) Planning Analysis:

i) **Official Community Plan:**

The subject properties are located in west Maple Ridge and are currently designated *Institutional*. An OCP amendment is required to add the subject properties into Appendix D – Temporary Use Permits of the OCP. Appendix D of the OCP states the following:

1. *Lands in the District may be designated to permit temporary uses if a condition or circumstance exists that warrants the use for a short period of time but does not warrant a change of land use designation or zoning of the property.*
2. *Council has the authority by resolution to issue Temporary Use Permits to allow temporary uses on specific properties. Council may specify conditions for the temporary use.*
3. *Designated Temporary Use Permit areas will require guidelines that specify the general conditions regarding the issuance of permits, the use of the land, and the date the use is to terminate.*
4. *As a condition of issuing the permit, Council may require applicants or owners to remove buildings, to restore the property to a specific condition when the use ends, and to post a security bond. A permit may be issued for a period of up to three years, and may be renewed only once.*
5. *Council may issue Temporary Use Permits to allow:*
 - a) *temporary commercial uses, i.e., temporary parking areas; and*
 - b) *temporary industrial uses, i.e. soil screening.*
6. *A Temporary Use Permit is issued in accordance with the provisions of Section 492 of the Local Government Act.*

The subject properties are currently owned by BC Transit and are anticipated to be used for an expanded West Coast Express Park and Ride facility in the future; therefore, a Temporary Use Permit as outlined in points 1 and 2 above is more appropriate than a rezoning application.

Furthermore, as outlined in points 2 and 3 above, the Temporary Use Permit may have conditions and guidelines for the use to occur, as well as removal and restoration requirements once the permit terminates. These conditions and guidelines are similar to rezoning conditions such as engineering servicing improvements, landscaping, and fencing.

It is important to note that the Temporary Use Permits are now valid for a period of up to three years, and may be renewed and extended only once. The main difference between rezoning and temporary use permits is the duration of time that the use is permitted on the property.

ii) **Zoning Bylaw:**

The subject properties are zoned RS-3 (One Family Rural Residential) and this zoning will remain in place over the duration of the Temporary Use Permit.

iii) **Development Information Meeting:**

A Development Information Meeting was held at Meadow Garden Golf Club on February 10, 2016. There were no attendees at the meeting, and no concerns were raised with the applicant.

4) Traffic Impact:

As the subject properties are located within 800 metres of the Lougheed Highway, a referral has been sent to the Ministry of Transportation and Infrastructure. At this time, the Ministry has reviewed the proposal and has no concerns.

5) Interdepartmental Implications:

The Temporary Use Permit has been reviewed by the Engineering, Fire, and Licenses, Permits and Bylaws Departments. The Engineering Department requires that the boulevard be reinstated and remain free of vehicles. The Fire Department requires that the lot surfacing can support the weight of a fire truck, and that a minimum six metre (20 ft) manoeuvring aisle is maintained to provide emergency vehicle access.

6) School District No. 42 Comments:

Pursuant to Section 476 of the *Local Government Act*, consultation with School District No. 42 is required at the time of preparing or amending the OCP. A referral was sent to School District No. 42 on January 26, 2016.

7) Intergovernmental Issues:

i) Local Government Act:

An amendment to the OCP requires the local government to consult with any affected parties and to adopt related bylaws in compliance with the procedures outlined in Section 477 of the *Local Government Act*. The amendment required for this application, to amend Appendix D - Temporary Use Permits of the OCP is proposed to allow a Temporary Use Permit on the subject properties, is considered to be minor in nature. It has been determined that no additional consultation beyond existing procedures is required, including referrals to the Board of the Regional District, the Council of an adjacent municipality, First Nations, the School District or agencies of the Federal and Provincial Governments. The amendment has been reviewed with the Financial Plan/Capital Plan and the Waste Management Plan of the Greater Vancouver Regional District and determined to have no impact.

CONCLUSION:

This Temporary Use Permit application is to bring the existing vehicle storage use into compliance. The subject properties are currently owned by BC Transit and are anticipated to be used for an expanded West Coast Express Park-and-Ride facility in the future; therefore, a Temporary Use Permit is more appropriate than a rezoning application. It is recommended that second reading be given to OCP Amending Bylaw No. 7064-2014, and that application 2014-003-CU be forwarded to Public Hearing.

"Original signed by Amelia Bowden"

Prepared by: Amelia Bowden
Planning Technician

"Original signed by Christine Carter"

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

"Original signed by David Pollock" for

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

"Original signed by E.C. Swabey"

Concurrence: E.C. Swabey
Chief Administrative Officer

The following appendices are attached hereto:

Appendix A – Subject Map

Appendix B – Ortho Map

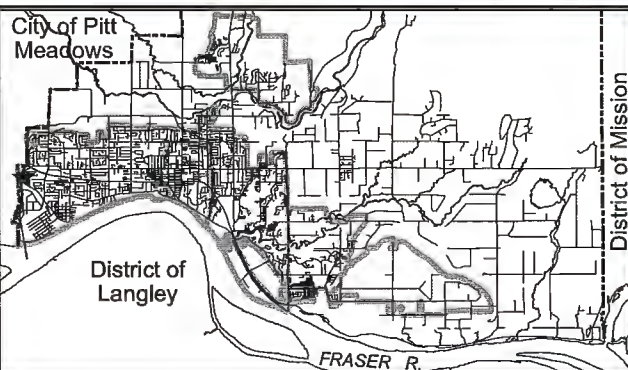
Appendix C – OCP Amending Bylaw No. 7064-2014

Appendix D – Site Plan

Appendix E – Landscape Plan



Scale: 1:2,500



19975/89/97 DUNN AVENUE



**CORPORATION OF
THE DISTRICT OF
MAPLE RIDGE**
PLANNING DEPARTMENT

DATE: Jan 13, 2014 FILE: 2014-003-CU BY: PC

CORPORATION OF THE DISTRICT OF MAPLE RIDGE

BYLAW NO. 7064-2014

A Bylaw to amend Official Community Plan Bylaw No. 7060-2014

WHEREAS Section 882 of the Local Government Act provides that the Council may revise the Official Community Plan;

AND WHEREAS it is deemed desirable to amend Schedule "A" to the Official Community Plan;

NOW THEREFORE, the Municipal Council of the City of Maple Ridge, in open meeting assembled, **ENACTS AS FOLLOWS:**

1. This Bylaw may be cited for all purposes as "Maple Ridge Official Community Plan Amending Bylaw No.7064-2014."
2. Appendix D. Temporary Use Permits, Section TEMPORARY USE PERMIT AREA is amended by the addition of the following:

"TEMPORARY INDUSTRIAL USE PERMIT AREA LOCATION No. 4"

Purpose:

To permit outdoor storage of vehicles.

Location:

Those parcels or tracts of land and premises shown on Temporary Industrial Use Permit Area Location No. 4 map, and known and described as:

- Lot 15 Except: Firstly; the West Half Secondly; Parcel 11 (Bylaw Plan LMP34902) Thirdly Part in Plan BCP29640 District Lot 222 Group 1 New Westminster District Plan 11194
- West Half Lot 15 Except First: Parcel 7 (Bylaw Plan LMP34902) Secondly; Part in Plan BCP29640 District Lot 222 Group 1 New Westminster District Plan 11194
- Lot 16 Except Firstly: Parcel 8 (Bylaw Plan LMP34902) Secondly: Part in Plan BCP29640 District Lot 222 Group 1 New Westminster District Plan 11194"

are hereby designated to permit a temporary industrial use for outdoor storage of vehicles, for a three-year period, effective upon adoption of this bylaw.

4. Appendix D. Temporary Use Permits, Section TEMPORARY USE PERMIT AREA is amended by the addition of the attached Temporary Industrial Use Permit Area Location No. 4 map in sequential numeric order after Temporary Industrial Use Permit Area Location No. 3:
5. Maple Ridge Official Community Plan Bylaw No. 6425-2006 is hereby amended accordingly.

READ A FIRST TIME the 25th day of March, 2014.

READ A SECOND TIME the _____ day of _____, 20__.

PUBLIC HEARING HELD the day of , 20 .

READ A THIRD TIME the _____ day of _____, 20__.

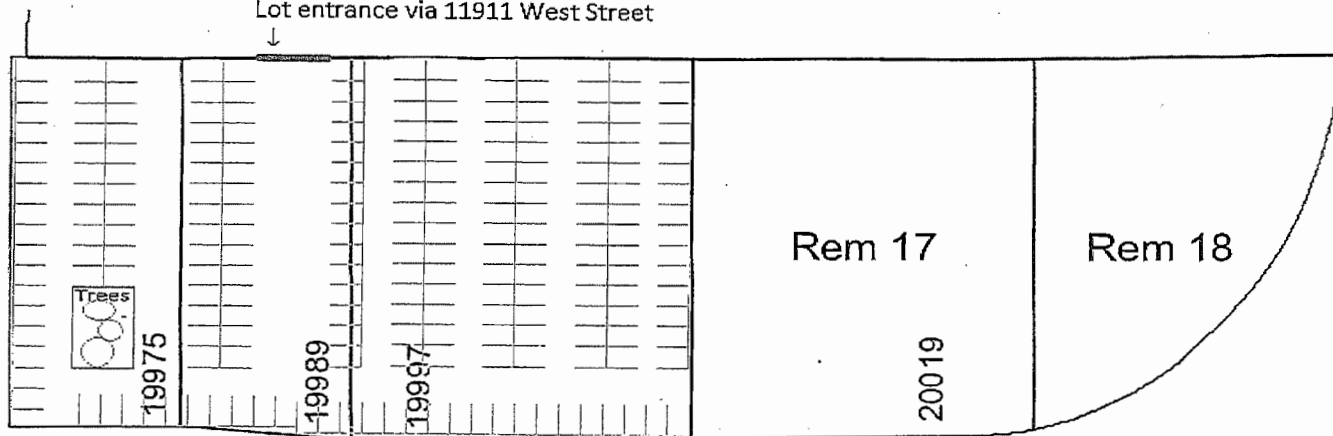
ADOPTED the day of , 20 .

PRESIDING MEMBER

CORPORATE OFFICER

MAPLE MEADOWS WAY

Lot entrance via 11911 West Street



DUNN AVE. LMP 38773



TransLink

400 - 287 Nelson's Court
1140 Westminster Blvd W, 100
Canada
Tel: 778-376-7500

www.translink.ca

South Coast British Columbia
Transportation Authority

June 17, 2020

DELIVERED BY EMAIL

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

Patricia Scott
AutoCanada
#200 - 15511 123 Avenue NW
Edmonton, AB, T5V 0C3

Re: Renewal of Temporary Commercial Use Permit (2014-003-CU)
19975-19997 Dunn Ave, Maple Ridge, BC

Please accept this letter in support of AutoCanada's application to renew Temporary Commercial Use Permit (TCUP) 2014-003-CU for 19975-19997 Dunn Avenue, Maple Ridge.

TransLink has granted to AutoCanada a license to use the property as dealership parking. The license is set to expire on July 14, 2021. TransLink and AutoCanada are actively negotiating a long-term license that would require AutoCanada to rezone the property and construct a permanent parking facility. The license would grant to AutoCanada the use of the facility for up to 20 years, or until such time as TransLink requires the facility for expansion of the Maple Meadows Park & Ride facility.

An extension of the TCUP would provide both parties enough time to complete negotiations, entitlements and construction of the facilities.

Please let us know if you require any further information.

Sincerely,

A handwritten signature in blue ink, appearing to read "JR", with a stylized flourish.

Jennifer Randall
A/ Director, Commercial Programs & Partnerships
TransLink Real Estate

cc: Dan Paris, Matthew Weinstein, TransLink
Patricia Scott, AutoCanada



mapleridge.ca

City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: First Reading
Zone Amending Bylaw No. 7656-2020
19975, 19989, 19997, 20019, and 20035 Dunn Avenue

MEETING DATE: July 7, 2020
FILE NO: 2020-186-RZ
MEETING: C o W

EXECUTIVE SUMMARY:

An application has been received to rezone the subject properties, located at 19975, 19989, 19997, 20019, and 20035 Dunn Avenue, from RS-3 (One Family Rural Residential) to CD-4-20 (Comprehensive Development), to permit vehicle storage for an adjacent car dealership to the north. This site is located within the Hammond Area at the northern edge of the Plan boundary. To proceed further with this application additional information is required as outlined below.

RECOMMENDATIONS:

1. 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:
 - i. 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;
 - ii. The Board of any Regional District that is adjacent to the area covered by the plan;
 - iii. The Council of any municipality that is adjacent to the area covered by the plan;
 - iv. First Nations;
 - v. Boards of Education, Greater Boards and Improvements District Boards; and
 - vi. The Provincial and Federal Governments and their agencies.

and in that regard it is recommended that no additional consultation be required in respect of this matter beyond the early posting of the proposed Official Community Plan amendments on the City's website, together with an invitation to the public to comment, and;

2. That Zone Amending Bylaw No. 7656-2020 be given first reading; and
3. That the applicant provide further information as described on Schedules A, C, and D of the *Development Procedures Bylaw No. 5879-1999*.

DISCUSSION:

a) Background Context:

Applicant: E. Tiffany

Legal Descriptions: West Half Lot 15 Except First: Parcel 7 (Bylaw Plan LMP34902)
Secondly: Part in Plan BCP29640 District Lot 222, Group 1,
New Westminster District Plan 11194;
Lot 15 Except: Firstly; The West Half Secondly; Parcel 11 (Bylaw
Plan LMP 34902) Thirdly: Part in Plan BCP 29640, District Lot
222, Group 1, New Westminster District Plan 11194;

Lot 16 Except Firstly: Parcel 8 (Bylaw Plan LMP34902)
Secondly: Part in Plan BCP29640, District Lot 222, Group 1,
New Westminster District Plan 11194;

Lot 17 Except Firstly: Parcel 9 (Bylaw Plan LMP34902)
Secondly: Part in Plan BCP29640, District Lot 222, Group 1,
New Westminster District Plan 11194; and

Lot 18 Except Firstly: Parcel 10 (Bylaw Plan LMP34902)
Secondly: Part in Plan BCP29640, District Lot 222, Group 1,
New Westminster District Plan 11194

OCP:

Existing: Institutional
Proposed: Infill General Employment

Zoning:

Existing: RS-3 (One Family Rural Residential)
Proposed: CD-4-20 (Comprehensive Development)

Surrounding Uses:

North:	Use:	Auto Dealership
	Zone:	CS-1 (Service Commercial)
	Designation:	Commercial
South:	Use:	West Coast Express Park-and-Ride
	Zone:	RS-3 (One Family Rural Residential)
	Designation:	Institutional
East:	Use:	Single Family Residential
	Zone:	RS-1b (One Family Urban (Medium Density) Residential)
	Designation:	Low Density Multi-Family
West:	Use:	Maple Meadows Way and Golden Ears Way
	Zone:	CS-1 (Service Commercial)
	Designation:	Commercial

Existing Use of Property: Outdoor Vehicle Storage (under 2014-003-CU)
Proposed Use of Property: Outdoor Vehicle Storage
Site Area: 1.35 ha (3.3 acres)
Access: Dunn Avenue
Servicing requirement: Urban Standard

b) **Project Description:**

The subject properties, 19975, 19989, 19997, 20019, and 20035 Dunn Avenue, are located on the north side of Dunn Avenue, north of the West Coast Express Maple Meadows Station, and south of the existing auto dealership associated with this application. The three properties, located at 19975, 19989, and 19997 Dunn Avenue, are currently used for outdoor vehicle storage, under a Temporary Use Permit (2014-003-CU). A separate report on renewal of this Temporary Use Permit for an additional three years is also being brought forward for Council's consideration. The two western properties, located at 20019 and 20035 Dunn Avenue are currently vacant (see Appendices A and B).

The applicant is proposing to rezone the subject properties to allow for outdoor vehicle storage for the adjacent, existing car dealership to the north (see Appendix C).

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

c) **Planning Analysis:**

Official Community Plan:

The subject properties are located within the Hammond Area Plan of the Official Community Plan (OCP) and are currently designated *Institutional*. The *Institutional* designation was intended to allow for the expansion of the West Coast Express Park-and-Ride facility, which is located to the south of the subject properties. Translink, who currently owns the subject properties, does not need the properties for expansion at this time, and are therefore entering into a long-term lease agreement with the auto dealership to permit the vehicle storage. Translink has provided a letter of support for the Temporary Use permit and for this Rezoning application (see Appendix D). Thus, justification has been provided to support an OCP amendment to re-designate and rezone the subject properties for *Infill General Employment* use.

There are challenges in meeting the intent of the Hammond Area Plan for this area. The *Institutional* designation is not the highest and best use of the properties, nor does it support rezoning for vehicle storage, therefore an OCP amendment is required to amend the land use designation from *Institutional* to *Infill General Employment*. A Comprehensive Development zone is permitted within any land use designation.

Zoning Bylaw:

The current application proposes to rezone the subject properties from RS-3 (One Family Rural Residential) to CD-4-20 (Comprehensive Development) to permit the proposed vehicle storage (see Appendix C). The applicant is not proposing a building for the development; however they will provide a landscaping plan.

The subject properties are going to be subject to a long-term lease between TransLink and AutoCanada, therefore the properties will not be consolidated at this time.

Development Permits:

A Development Permit application is required to address the current proposal's compatibility with adjacent development, and to enhance the unique character of the community.

Advisory Design Panel:

A Development Permit is required and must be reviewed by the Advisory Design Panel prior to second reading.

Development Information Meeting:

A Development Information Meeting is required for this application. Prior to second reading, the applicant is required to host a Development Information Meeting in accordance with Council Policy 6.20.

d) Interdepartmental Implications:

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

- a) Engineering Department;
- b) Operations Department;
- c) Fire Department;
- d) Building Department;
- e) Parks Department;
- f) School District;
- g) Utility companies; and
- h) Ministry of Transportation and Infrastructure.

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

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

e) Early and Ongoing Consultation:

In respect of Section 475 of the *Local Government Act* for consultation during an OCP amendment, it is recommended that no additional consultation is required beyond the early posting of the proposed OCP amendments on the City's website, together with an invitation to the public to comment.

f) Development Applications:

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

1. An OCP Application (Schedule A);
2. A complete Rezoning Application (Schedule C); and
3. A Development Permit Application (Schedule D).

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

CONCLUSION:

The development proposal differs from the current OCP designation as the subject properties were designated *Institutional* to allow for expansion of the West Coast Express Park-and-Ride facility. Justification has been provided to support an OCP amendment to re-designate and rezone the subject properties for a General Employment use, as Translink has expressed that the lands are not needed at this time to support the West Coast Express Park-and-Ride facility. It is therefore recommended that Council grant first reading, subject to additional information being provided and assessed prior to second reading.

"Original signed by Michelle Baski"

Prepared by: **Michelle Baski, ASCT, MA**
Planner 2

"Original signed by Chuck Goddard"

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

"Original signed by Christine Carter"

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

"Original signed by Al Horsman"

Concurrence: **Al Horsman**
Chief Administrative Officer

The following appendices are attached hereto:

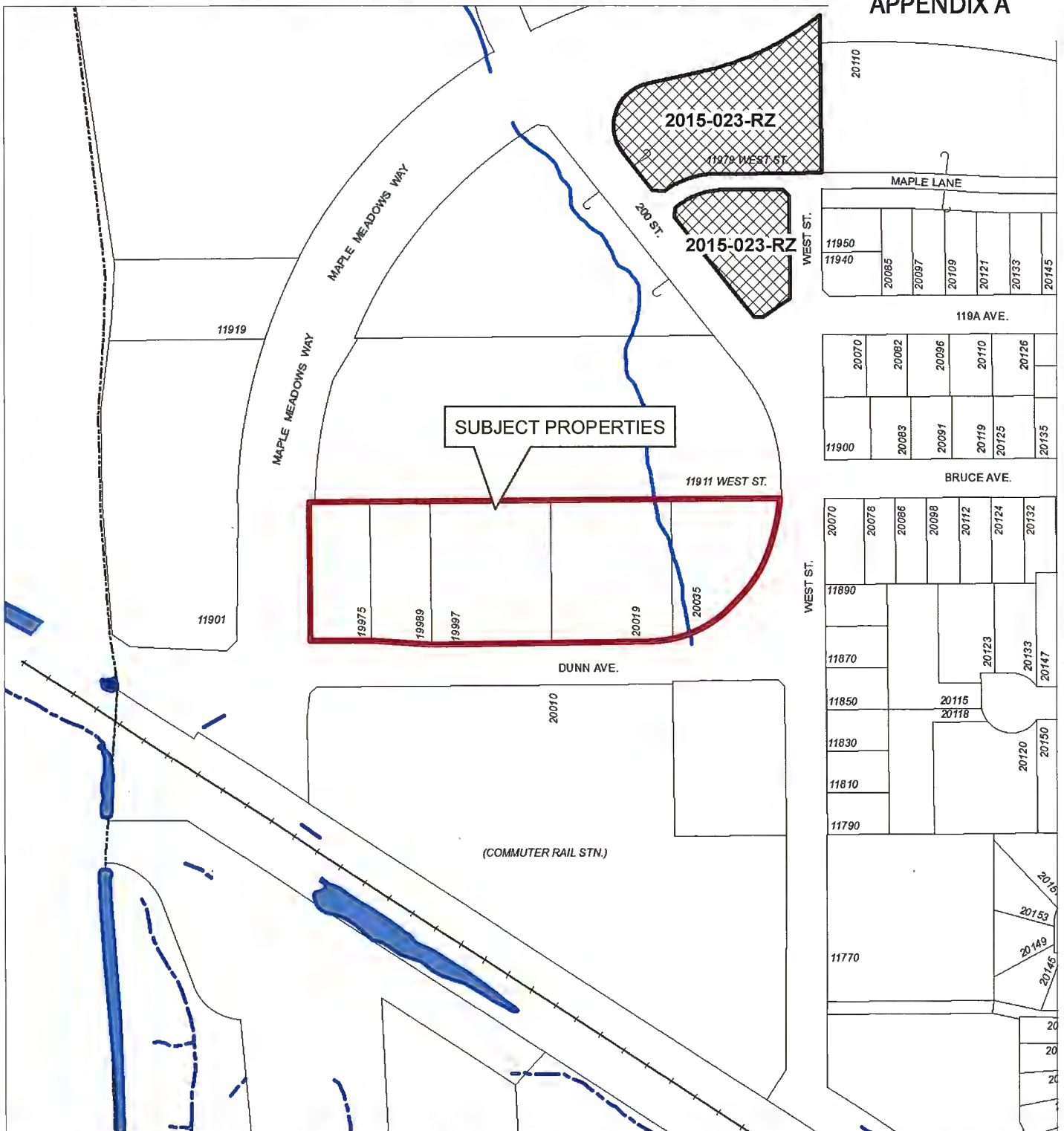
Appendix A – Subject Map

Appendix B – Ortho Map

Appendix C – Zone Amending Bylaw No. 7656-2020

Appendix D – Translink Letter of Support

APPENDIX A



Scale: 1:2,500

Legend

- Stream
- Canal Edge
- - - Ditch Centreline
- Canal
- Lake or Reservoir
- Active Applications (RZ/SD/DP/NP)

11975/89/97, 20010/35 DUNN AVENUE

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

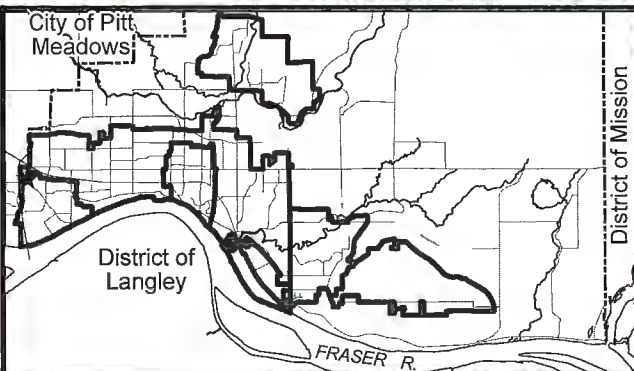
mapleridge.ca

FILE: 2020-186-RZ
DATE: Jun 18, 2020

BY: PC



Scale: 1:2,500



11975/89/97, 20010/35 DUNN AVENUE

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

mapleridge.ca

FILE: 2020-186-RZ

DATE: Jun 18, 2020

BY: PC

CITY OF MAPLE RIDGE
BYLAW NO. 7656-2020

A Bylaw to amend Map "A" forming part of Zoning Bylaw No. 3510 - 1985 as amended

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

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7656-2020."
2. PART 10, COMPREHENSIVE DEVELOPMENT ZONES, is amended by adding the following section in the correct sequential order:

SECTION 104_ CD-4-20

A. INTENT

This zone is intended to accommodate outdoor vehicle storage for the adjacent car dealership to the north.

B. PRINCIPAL USES:

The permitted use is outdoor vehicle storage.

C. LANDSCAPING REQUIREMENTS:

Landscaping shall be required as per the Development Permit issued by the City of Maple Ridge.

3. Those parcels or tracts of land and premises known and described as:

West Half Lot 15 Except First: Parcel 7 (Bylaw Plan LMP34902) Secondly: Part in Plan BCP29640 District Lot 222 Group 1 New Westminster District Plan 11194;

Lot 15 Except: Firstly; the West Half Secondly; Parcel 11 (Bylaw Plan LMP34902) Thirdly; Part in Plan BCP29640 District Lot 222 Group 1 New Westminster District Plan 11194;

Lot 16 Except Firstly: Parcel 8 (Bylaw Plan LMP34902) Secondly: Part in Plan BCP29640 District Lot 222 Group 1 New Westminster District Plan 11194;

Lot 17 Except Firstly: Parcel 9 (Bylaw Plan LMP34902) Secondly: Part in Plan BCP29640 District Lot 222 Group 1 New Westminster District Plan 11194;

Lot 18 Except Firstly: Parcel 10 (Bylaw Plan LMP34902) Secondly: Part in Plan BCP29640 District Lot 222 Group 1 New Westminster District Plan 11194;



TransLink

400 - 287 Nelson's Court
New Westminster BC V3L 0E7
Canada
Tel: 778 375 7500

www.translink.ca

South Coast British Columbia
Transportation Authority

June 17, 2020

DELIVERED BY EMAIL

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

Patricia Scott
AutoCanada
#200 - 15511 123 Avenue NW
Edmonton, AB, T5V 0C3

Re: Renewal of Temporary Commercial Use Permit (2014-003-CU)
19975-19997 Dunn Ave, Maple Ridge, BC

Please accept this letter in support of AutoCanada's application to renew Temporary Commercial Use Permit (TCUP) 2014-003-CU for 19975-19997 Dunn Avenue, Maple Ridge.

TransLink has granted to AutoCanada a license to use the property as dealership parking. The license is set to expire on July 14, 2021. TransLink and AutoCanada are actively negotiating a long-term license that would require AutoCanada to rezone the property and construct a permanent parking facility. The license would grant to AutoCanada the use of the facility for up to 20 years, or until such time as TransLink requires the facility for expansion of the Maple Meadows Park & Ride facility.

An extension of the TCUP would provide both parties enough time to complete negotiations, entitlements and construction of the facilities.

Please let us know if you require any further information.

Sincerely,

A handwritten signature in black ink, appearing to be "JR" or similar, written over a horizontal line.

Jennifer Randall
A/ Director, Commercial Programs & Partnerships
TransLink Real Estate

cc: Dan Paris, Matthew Weinstein, TransLink
Patricia Scott, AutoCanada



mapleridge.ca

City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: First Reading
Zone Amending Bylaw No. 7646-2020;
10294 240 Street

MEETING DATE: July 7, 2020
FILE NO: 2019-405-RZ
MEETING: C o W

EXECUTIVE SUMMARY:

An application has been received to rezone the subject property, located at 10294 240 Street, from RS-2 (One Family Suburban Residential) to RM-1 (Townhouse Residential) to permit future construction of approximately 15 strata townhouse units. The proposal is based on the density bonus provision under the RM-1 (Townhouse Residential) zone and consistent with the Albion Area Plan. To proceed further with this application additional information is required as outlined below.

Pursuant to Council policy, this application is subject to the Community Amenity Contribution (CAC) Program, and the applicant will be requested to pay \$4,100.00 per unit, in addition to the \$3,100.00 per unit density bonus rate for the allowed increase in the floor space ratio (FSR) from 0.60 to 0.75 times the lot area.

RECOMMENDATIONS:

1. That Zone Amending Bylaw No. 7646-2020 be given first reading; and
2. That the applicant provide further information as described on Schedules C, D, E, F and G of the Development Procedures Bylaw No. 5879-1999.

DISCUSSION:

a) Background Context:

Applicant: Douglas Johnson
Owner: Maison Development & Construction Ltd

Legal Description: Lot 1, Except part subdivided by Plan 37992, Section 3,
Township 12, New Westminster District. Plan 8149

OCP:
Existing: Medium Density Residential and Conservation
Proposed: Medium Density Residential and Conservation

Zoning:
Existing: RS-2 (One Family Suburban Residential)
Proposed: RM-1 (Townhouse Residential)

Surrounding Uses:

North:	Use:	Single Family Residential and Townhouses
	Zone:	R-3 (Special Amenity Residential District) & RM-1 (Townhouse Residential)
South:	Designation:	Medium Density Residential
	Use:	Single Family Residential
East:	Zone:	RS-2 (One Family Suburban Residential)
	Designation:	Medium Density Residential, Conservation
West:	Use:	Park, and Single Family Residential
	Zone:	RS-3 (One Family Rural Residential, and R-3 (Special Amenity Residential District)
	Designation:	Conservation, and Medium Density Residential
	Use:	Single Family Residential
	Zone:	RS-2 (One Family Suburban Residential)
	Designation:	Urban Residential

Existing Use of Property:	Single Family Residential
Proposed Use of Property:	Multi Family Residential
Site Area:	7200 m ² (1.8 acres)
Access:	103 Avenue
Servicing requirement:	Urban Standard

b) Site Characteristics:

The subject property, located at 10294 240 Street, is a corner lot bounded by 240 Street to the west and 103 Avenue to the north. It is surrounded by both intensive single-family residential as well as suburban residential. Spencer Creek runs across the east side of property with steep slopes adjacent to the watercourse. The creek also runs along the adjacent properties to the northeast and south. The subject property is partially within the floodplain.

c) Project Description:

The subject application proposes to develop the property for a fifteen (15) unit townhouse site with access via a new strata driveway from 103 Avenue. Three of the proposed fifteen units are designed to have tandem parking. As 240 Street is classified by the City as a Major Corridor, vehicle access for the development is preferred to come from 103 Avenue which is a local road (See Appendices A and B).

A watercourse, identified as part of Spencer Creek, is located on the eastern side of the subject property. An Environmental Assessment was submitted in the early stages of this project to assist staff with the determination of buildable area on site. Further environmental reports will be reviewed as part of the required Development Permit for Natural Features and Watercourse Protection. From surrounding applications we are aware that portions of Spencer Creek are fish bearing and portions are not. An earlier development on the adjacent property to the east dedicated the area around the creek for conservation. The subject proposal is including dedication of the eastern portion of the site for conservation in a similar context.

The applicant is requesting to use the Albion Area Plan density bonus structure to increase the density FSR from 0.60 to 0.75 under the RM-1 (Townhouse Residential) zone. The applicant will then be requested to pay a \$3,100.00 density bonus rate per unit in addition to the \$4,100.00 CAC

contribution per unit. The density bonus is payable for a resulting site density exceeding the allowed FSR from 0.60 to a maximum of 0.75.

To ensure the adjacent property to the south can develop in future, while reflecting the environmental setbacks around Spencer Creek and not be landlocked by the subject proposal, staff requested the applicant provide the City with a potential design for the adjacent property. The proposed development design shows how the adjacent site could develop with townhouses on the west side of the site, with access provided by a reciprocal access agreement through the subject property under the current rezoning application. On the east side of this adjacent site, the proposed environmentally protected area, single-family lots are proposed. At the time of the subject application, staff was informed that there was no interest shown by the owner of this adjacent property to consolidate with the proposed development.

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

d) **Planning Analysis:**

Official Community Plan:

The development site is located within the Albion Area Plan and is currently designated *Medium Density Residential*, and *Conservation*.

The subject *Medium Density Residential* designation allows for a range of housing styles and densities, including smaller lot single detached housing, townhouse and duplex dwelling units. The Albion Area Plan furthermore provides for the opportunity of density bonus for increased floor space ratio (FSR) in certain zones, including RM-1 (Townhouse Residential) zone.

The *Conservation* designation identifies ecological sensitive lands requiring protection in order to ensure health, diversity and integrity are maintained. The subject lands are considered to be of high environmental or geological sensitivity.

The applicant is proposing the highest and best use of the subject property under the Albion Area Plan by proposing a townhouse development using the density bonus option, while dedicating the eastern portion around the watercourse including additional land to the east. The additional dedicated parkland provides compensation for allowing a reduced setback from the top of bank, based on Provincial regulations, from 30 metres to 22.5 metres.

The proposal results in a habitat gain supportable by staff. An OCP amendment will be required to allow the proposed RM-1 (Townhouse Residential) zoning and Conservation designation for the proposed development

Zoning Bylaw:

The current application proposes to rezone the property located at 10294 240 Street from RS-2 (One Family Suburban Residential) to RM-1 (Townhouse Residential) (see Appendix C) to permit future construction of a townhouse site with approximately 15 units (see Appendix D). Required

setbacks to the front, rear and exterior side property lines are 7.5 metres and 4.5 metres to the interior side property line. The proposed variations from the requirements of the RM1- zone indicated on the site plan in Appendix D will require a Development Variance Permit application.

Development Permits:

Pursuant to Section 8.7 of the OCP, a Multi-Family Development Permit application is required to ensure the current proposal enhances existing neighbourhoods with compatible housing styles that meet diverse needs and minimize potential conflicts with neighbouring land uses.

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

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

- All areas designated Conservation on Schedule "B" or all areas within 50 metres of an area designated Conservation on Schedule "B",
- All lands with an average natural slope of greater than 15 %;
- All floodplain areas and forest lands identified on Natural Features Schedule "C"

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

Advisory Design Panel:

A Multi-Family Development Permit is required and must be reviewed by the Advisory Design Panel prior to Second Reading.

Development Information Meeting:

A Development Information Meeting is required for this application. Prior to second reading the applicant is required to host a Development Information Meeting in accordance with Council Policy 6.20.

e) Interdepartmental Implications:

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

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

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

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

f) Development Applications:

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

1. A complete Rezoning Application (Schedule C);
2. A Multi-Family Residential Development Permit Application (Schedule D);
3. A Development Variance Permit (Schedule E);
4. A Watercourse Protection Development Permit Application (Schedule F);
5. A Natural Features Development Permit Application (Schedule G);

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

CONCLUSION:

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

It should be noted that once complete information is received, Zone Amending Bylaw No.7646-2020 could be amended and an OCP Amendment to adjust the current Conservation boundary may potentially be required.

"Original signed by Therese Melser"

Prepared by: **Therese Melser**
Planning Technician

"Original signed by Chuck Goddard"

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

"Original signed by Christine Carter"

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

"Original signed by Al Horsman"

Concurrence: **Al Horsman**
Chief Administrative Officer

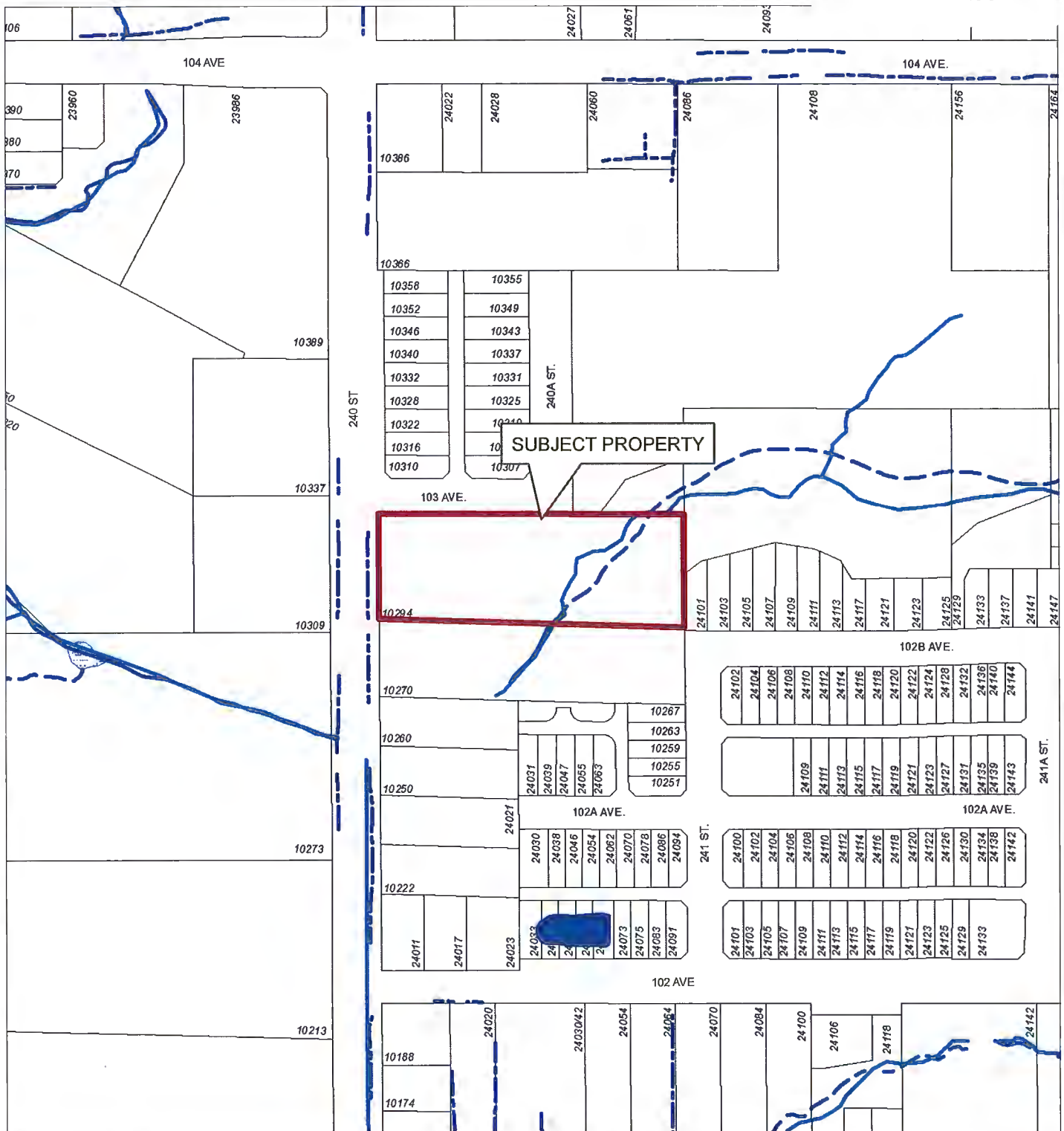
The following appendices are attached hereto:

Appendix A – Subject Map

Appendix B – Ortho Map

Appendix C – Zone Amending Bylaw No. 7646-2020

Appendix D – Proposed Site Plan



Scale: 1:2,500

Legend

- Stream
- - - Ditch Centreline
- - - Edge of Marsh
- - - Indefinite Creek
- River Centreline
- Lake or Reservoir
- Marsh

10294 240 STREET
PID: 011-294-094

PLANNING DEPARTMENT



MAPLE RIDGE

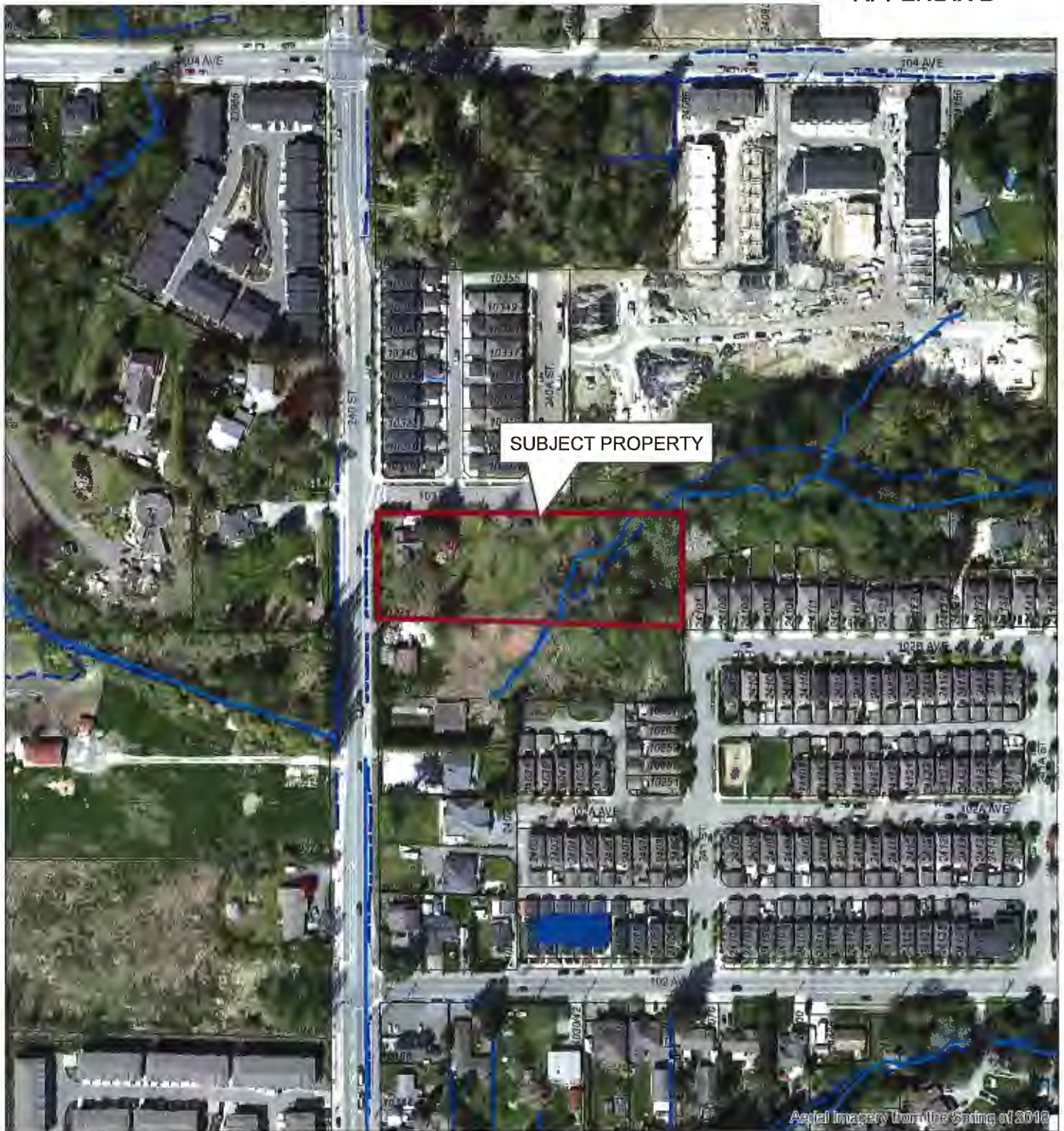
British Columbia

mapleridge.ca

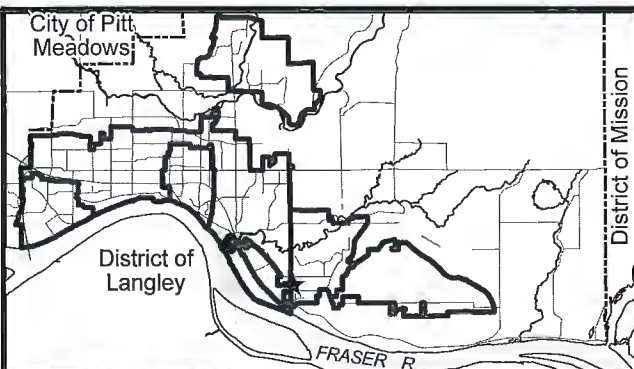
FILE:2019-405-RZ

DATE: Nov 22, 2019

BY: PC



Scale: 1:2,500



10294 240 STREET
PID: 011-294-094

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

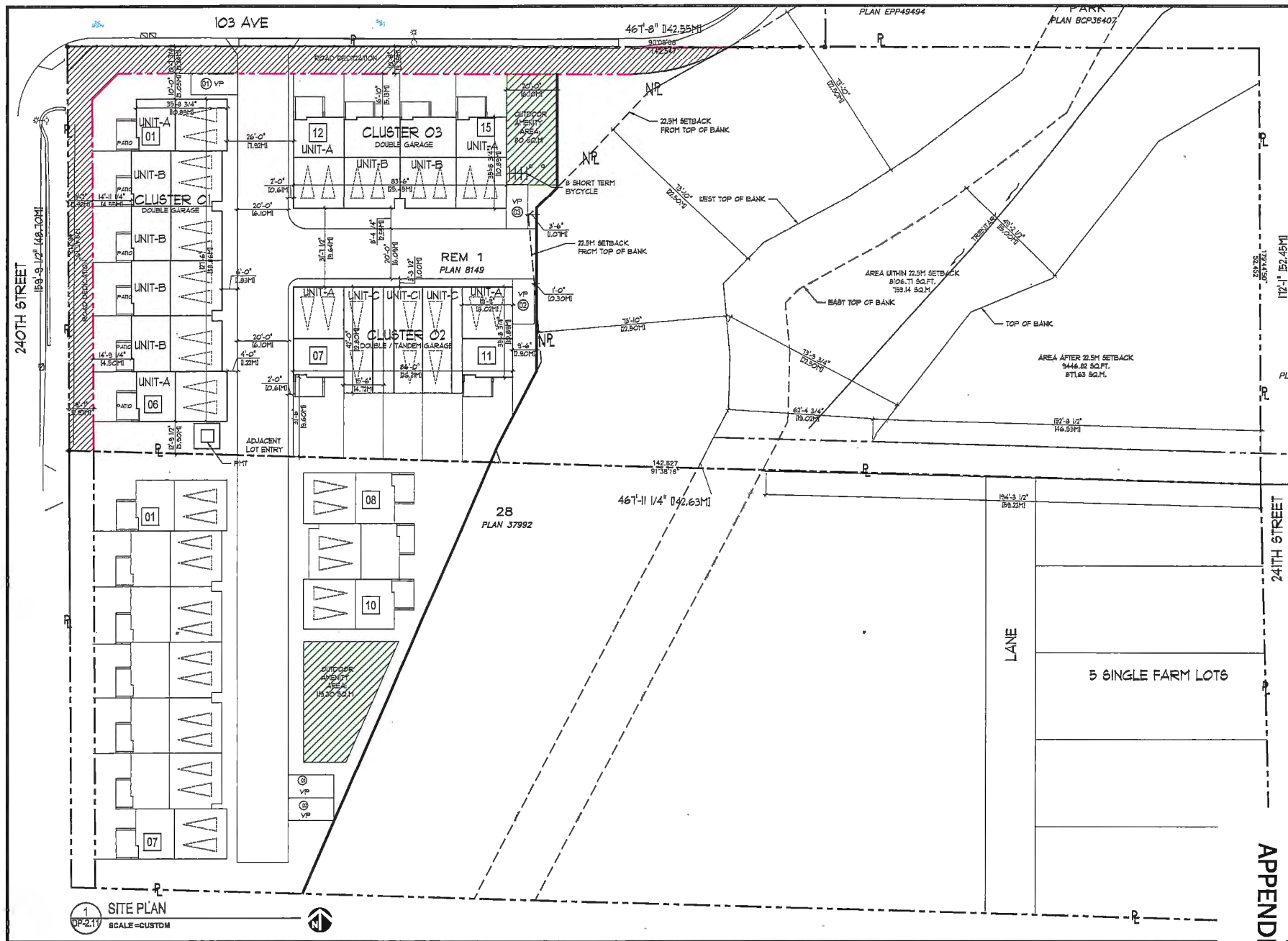
mapleridge.ca

FILE:2019-405-RZ

DATE: Nov 22, 2019

BY: PC

CORPORATE OFFICER



1 SITE PLAN
DP-2.11
SCALE=CUSTOM

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THIS PLAN AND DESIGN ARE, AND AT ALL TIMES REMAIN THE EXCLUSIVE PROPERTY OF DOUGLAS R. JOHNSON ARCHITECT AND MAY NOT BE USED OR REPRODUCED WITHOUT WRITTEN CONSENT. WRITTEN DIMENSIONS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS. CONTRACTORS SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS ON THE JOB AND THIS OFFICE SHALL BE INFORMED OF ANY VARIATIONS FROM THE DIMENSIONS AND CONDITIONS SHOWN ON THE DRAWING.

MARK	DATE	DESCRIPTION
1	10-11-2011	ISSUED FOR PRELIMINARY DESIGN
2	10-11-2011	ISSUED FOR PERMIT REVIEW
3	10-11-2011	REVISION

PROJECT	10294 TOWNHOUSE
OWNER	10294-240 ST MAPLE RIDGE, BC
SHEET DESCRIPTION	SITE PLAN

DOUGLAS R. JOHNSON
ARCHITECT LTD.
#374-301 WEST 3RD AVE.
NORTH VANCOUVER, BC V7P 3P9
PH: (604) 998-3381
FAX: (604) 998-0217
drjarch@shaw.ca

SCALE:	Custom	PROJECT NO:
DATE:	10-11-2011	
DRAWN:		SHEET:
REVISIONS:		DP-2.11

APPENDIX D

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: First Reading
Zone Amending Bylaw No. 7648-2020;
12209 Laity Street

MEETING DATE: July 7, 2020
FILE NO: 2020-014-RZ
MEETING: C o W

EXECUTIVE SUMMARY:

An application has been received to rezone the subject property, located at 12209 Laity Street, from RS-1 (One Family Urban Residential) to R-1 (Residential District), to permit a future subdivision of two lots of approximately 454 m² (4886 ft²) each. To proceed further with this application additional information is required as outlined below.

Pursuant to Council policy, this application is subject to the Community Amenity Contribution Program, and will be requested to pay \$5,100.00 for the additional proposed single family residential lot, as the original lot is exempt when proposing fewer than three lots.

RECOMMENDATIONS:

1. That Zone Amending Bylaw No. 7648-2020 be given first reading; and
2. That the applicant provide further information as described on Schedules B, and E of the Development Procedures Bylaw No. 5879-1999, along with the information required for a Subdivision application.

DISCUSSION:

a) Background Context:

Applicant:	Pavan Rakhra
Owner:	Amarjeet K Grewal, Diljots Mann, Manpreet K Mann
Legal Description:	Lot 339, District Lot 242, Group 1, New Westminster District Plan 60659
OCP:	
Existing:	Urban Residential
Proposed:	Urban Residential
Zoning:	
Existing:	RS-1 (One Family Urban Residential)
Proposed:	R-1 (Residential District)

Surrounding Uses:

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

Existing Use of Property:	Single Family Residential
Proposed Use of Property:	Single Family Residential
Site Area:	915 m ² (0.22 acres)
Access:	Laity Street
Servicing requirement:	Urban Standard

b) Site Characteristics:

The subject property is located at 12209 Laity Street, and designated *Urban Residential*. Laity Street is considered a Major Corridor under the city's road classification. The subject property is bounded by single family residential lots, and is generally flat, with a single family dwelling and three significant street trees in front of the property on the street boulevard.

c) Project Description:

The current application proposes to rezone the subject property, located at 12209 Laity Street, from RS-1 (One Family Urban Residential) to R-1 (Residential District), in order to create two single family residential lots of approximately 454 and 459 m² in area, with a shared driveway (see Appendices A and B).

The two new lots are approximately 39.6 metres in depth and are each 11.58 metres wide. The proposed zone requires a width of 12 metres, therefore a Development Variance Permit application is required.

With the application, an arborist report was submitted, identifying three significant street trees in front of the property on the street boulevard, restricting opportunities to access the proposed lots. In order to avoid the need to cut City owned street trees, and preserve the significant street trees in the road allowance, a shared driveway with an easement is required. Such a solution was implemented in nearby developments on Laity Street, supported by Engineering.

The shared driveway will be required to be registered via Statutory Right-of-Way on proposed Lot 1, as a condition of rezoning. The applicant is proposing to use permeable pavers along the entire frontage of both lots for the shared driveway. To protect the critical root zones of the significant street trees, the arborist report is suggesting silva cells or structural soil within the critical root zones. This will be determined by the professional arborist at the time of servicing.

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

d) Planning Analysis:

Official Community Plan:

The development site is currently designated *Urban Residential* and situated along Laity Street, classified as a major corridor. OCP policy 3-18 describes the general characteristics for *Major Corridor Residential Infill*:

- a) Major Corridor Residential is characterized by the following:
 - i. has frontage on an existing Major Road Corridor as identified on Figure 4 Proposed Major Corridor Network Plan, or has frontage on a road built in whole or part to a collector, arterial, TransLink Major Road, or Provincial Highway standard;
 - ii. may be adjacent to Community Commercial Node, or designated commercial centre.
- b) Includes ground oriented housing forms such as single detached dwellings, garden suites, duplexes, triplexes, fourplexes, courtyard residential developments, townhouses, apartments, or small lot intensive residential, subject to compliance with Major Corridor Residential Infill policies 3-20 and 3-21.

These OCP policies require infill developments to respect and reinforce the physical patterns and characteristics of the neighbourhood. Furthermore, OCP Policy 3-20 (b) limits the height of dwellings to 2½ storeys.

A majority of the existing homes in the area are two storeys and include front setbacks of in excess of the 7.5 metre setback in the existing RS-1 (One Family Urban Residential) zone. Thus, it is proposed that there be registration of a restrictive covenant on the subject property that:

- a) Limits building height to 9.5 metres, less than the 11 metre height in the proposed R-1 zone.
- b) Includes a minimum front yard setback of 7.5 metre, greater than the 5.5 metre setback in the proposed R-1 zone.

By requiring the above covenant along with the proposed R-1 zoning, the proposed development is consistent with the above OCP policies.

Zoning Bylaw:

The current application proposes to rezone the subject property from RS-1 (One Family Urban Residential) to R-1 (Residential District) (see Appendix C) to permit future subdivision into two lots (see Appendix D). The subject property is 914.9m² in area, and the minimum lot size for the proposed zone is 371m². The proposal is creating two single-family lots of approximately 454m² and 459m² in area, each 11.58m in width. As the proposed zone requires a 12m width, such a variation from the R-1 zone requirements will require a Development Variance Permit application to be approved as a condition of rezoning approval.

The proposed development complies with the proposed R-1 (Residential District) zone's front yard setback of 5.5 metres based on the site plan and the proposed covenant requiring an increased setback of 7.5 metres.

Approval of the subject rezoning with the above-noted covenant will allow for continuation of existing single-family building forms in this block with the protection of the existing significant street trees in mind. No OCP amendment will therefore be required to allow the proposed zoning.

Advisory Design Panel:

No Development Permit is required, and therefore the application will not be reviewed by the Advisory Design Panel prior to Second Reading.

Development Information Meeting:

The proposed is creating two single family residential lots, and a Development Information Meeting is not required for this application.

Interdepartmental Implications:

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

- a) Engineering Department;
- b) Operations Department;
- c) Building Department; and
- d) Canada Post.

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

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

e) Development Applications:

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

1. A complete Rezoning Application (Schedule B);
2. A Development Variance Permit (Schedule E); and
3. A Subdivision Application

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

CONCLUSION:

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

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

"Original signed by Mark McMullen" for

Prepared by: **Therese Melser**
Planning Technician

"Original signed by Chuck Goddard"

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

"Original signed by Christine Carter"

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

"Original signed by Al Horsman"

Concurrence: **Al Horsman**
Chief Administrative Officer

The following appendices are attached hereto:

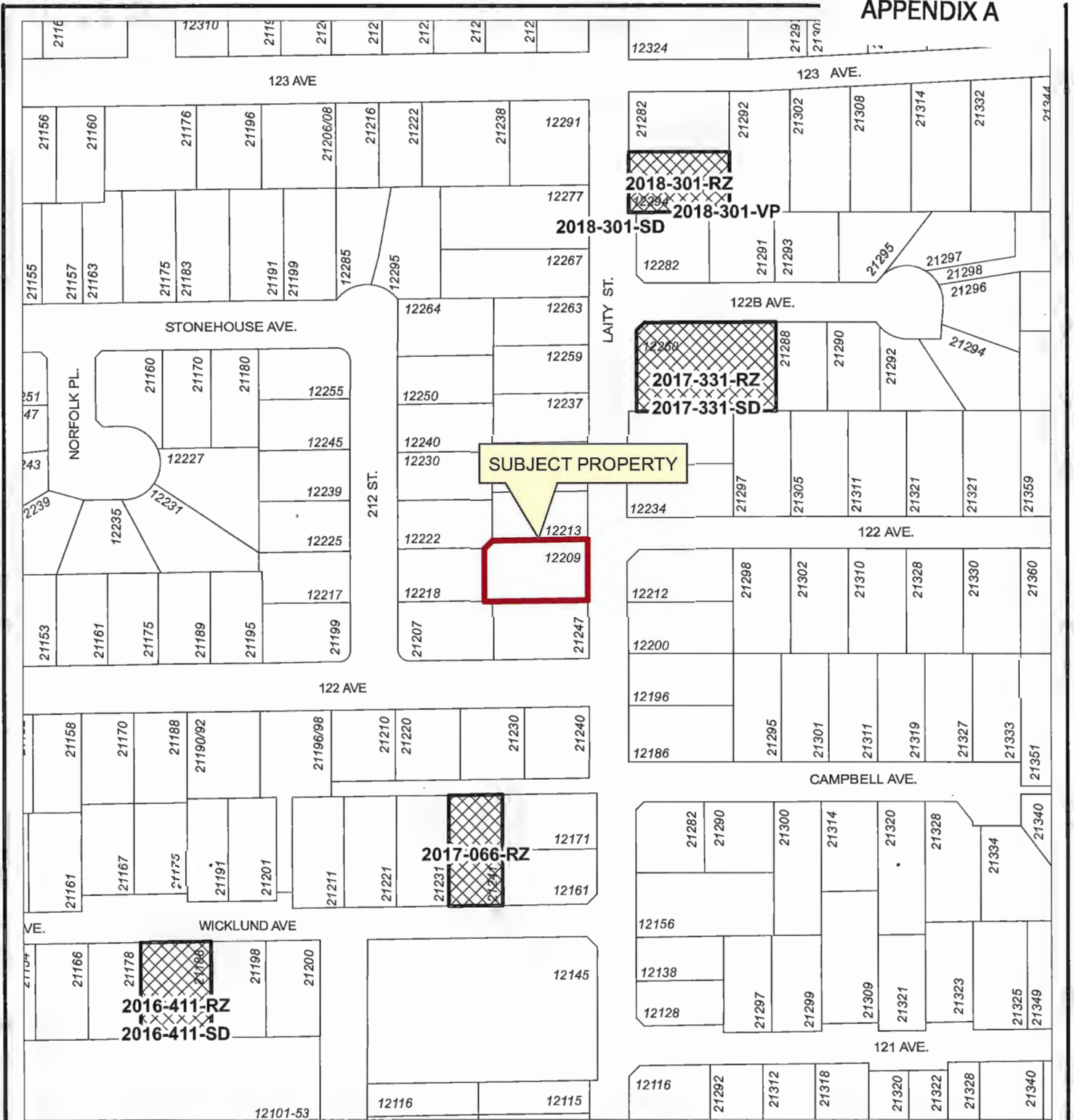
Appendix A – Subject Map


Appendix B – Ortho Map

Appendix C – Zone Amending Bylaw No. 7648-2020

Appendix D – Proposed Subdivision Plan

APPENDIX A





Scale: 1:2,000

Legend

Active Applications (RZ/SD/DP/VP)

12209 LAITY STREET
PID: 002-574-331

PLANNING DEPARTMENT

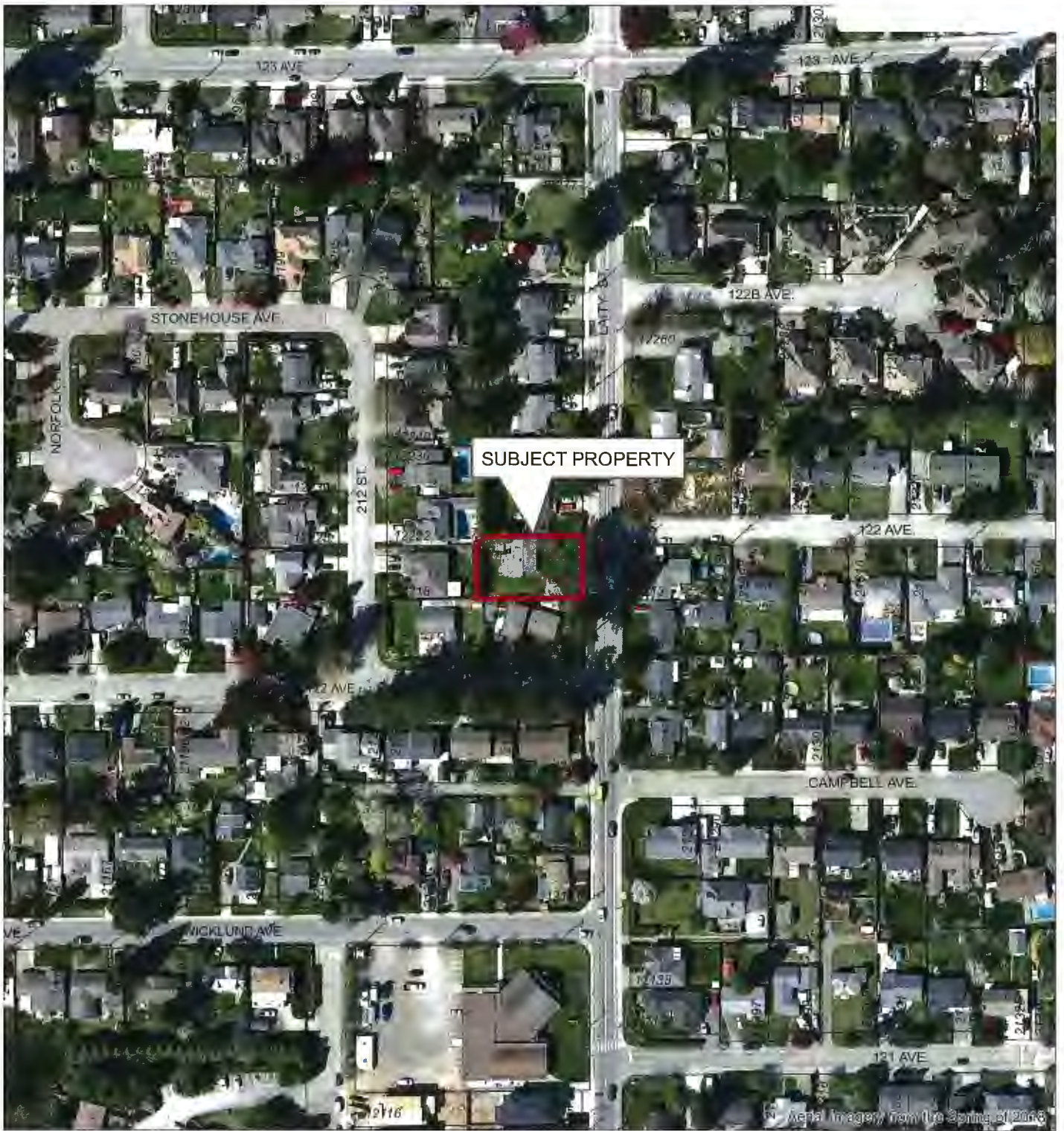
MAPLE RIDGE

British Columbia

mapleridge.ca

FILE: 2020-014-RZ
DATE: Jan 23, 2020

BY: PC



12209 LAITY STREET
PID: 002-574-331

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

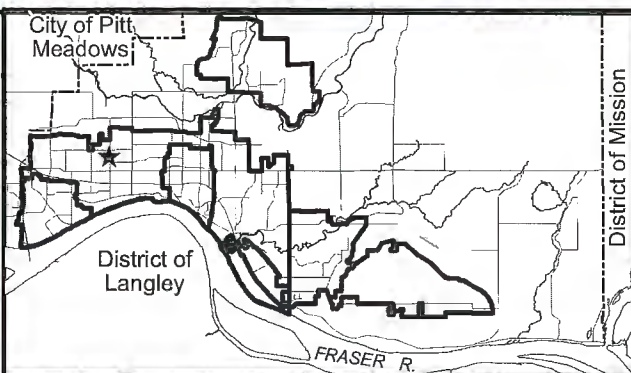
mapleridge.ca

FILE: 2020-014-RZ
DATE: Jan 23, 2020

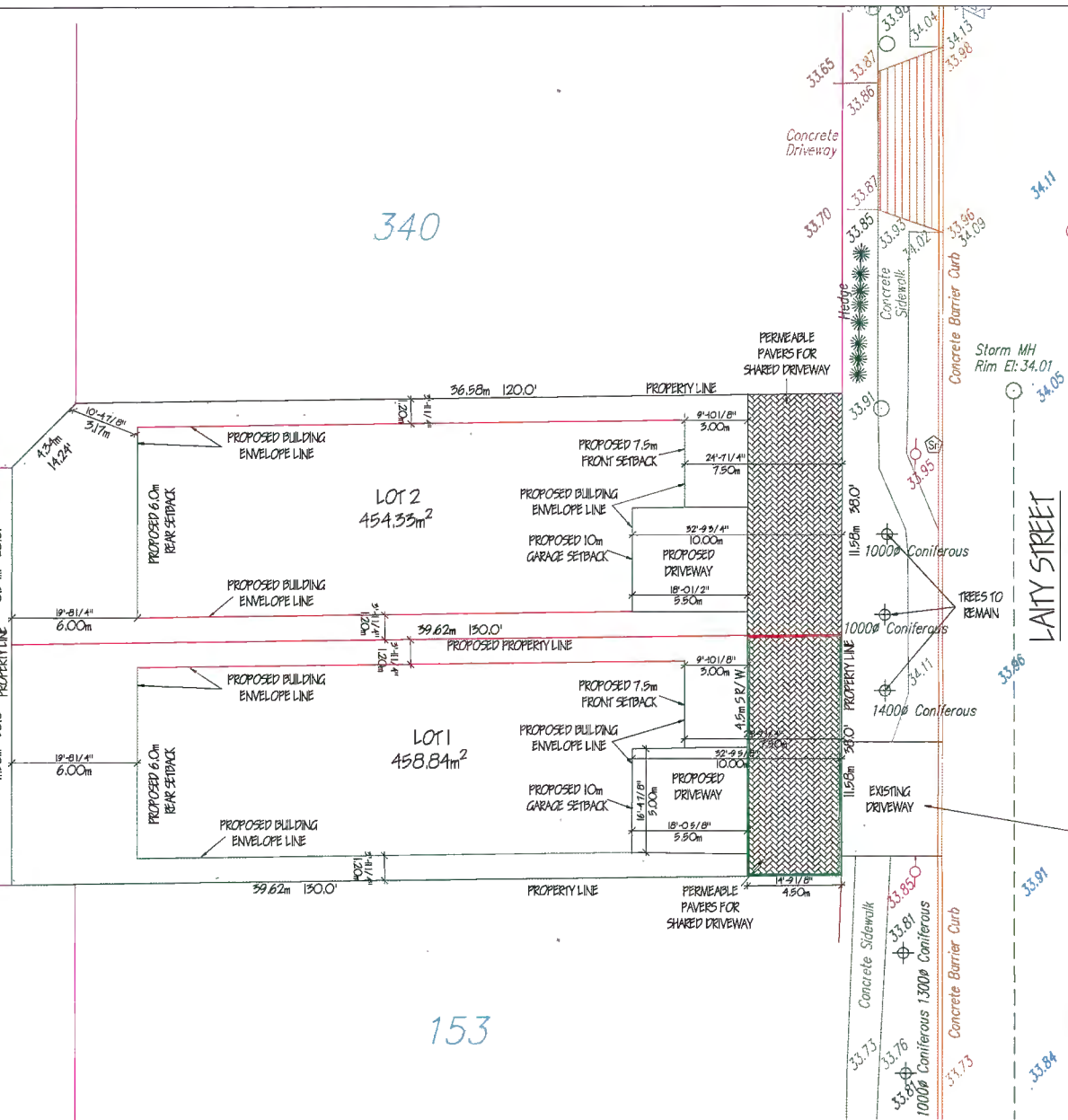
BY: PC



Scale: 1:2,000



CORPORATE OFFICER



PAVEMENT
PROPOSED SUBDIVISION
EXISTING LEGAL DESCRIPTION
LOT 299

ONE ADDRESS
EXISTING 12309 LAITY STREET
PROPOSED SUBDIVISION OF 12309 LAITY STREET
MAPLE RIDGE, BC

LOT AREA
EXISTING = 919.0 sq. ft. 8449.50 sq. ft.
PROPOSED LOT 1 = 458.84 sq. ft. 4939.85 sq. ft.
PROPOSED LOT 2 = 454.35 sq. ft. 4892.55 sq. ft.

ZONING
PROPOSED R-1

SEE PLAN
SCALE: 1/8" = 1'-0"
DATE: APRIL 29, 2020

== PROPOSED REAR SETBACK REDUCED TO 6.0m ==

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: First and Second Reading
Zone Amending Bylaw No. 7650-2020;
Cannabis Retail Store Text Amendment

MEETING DATE: July 7, 2020
FILE NO: 2020-164-RZ
MEETING: CoW

EXECUTIVE SUMMARY:

On May 12, 2020, a one year review report on Policy 6.33 was brought to Council. The report recommended that a Zone Amending Bylaw be prepared to remove the 1,000 metre minimum distance separation between Cannabis Retail Stores, as the updated Policy included the 1000m distance requirement within the policy. From this meeting Council directed:

That staff be directed to prepare an amendment to the Zoning Bylaw to remove the 1,000 metre distance requirement between cannabis retail stores.

As per the above resolution, the proposed bylaw is attached.

RECOMMENDATION:

That Zone Amending Bylaw No. 7650-2020 be given first and second reading, and forwarded to Public Hearing.

DISCUSSION:

a) Background Context:

On May 12, 2020, Council adopted updated Policy 6.33 'Cannabis Retail Store Processing & Evaluation Criteria'. At the same meeting, Council also directed that a Zone Amending Bylaw be prepared to remove the 1,000 metre minimum distance separation between Cannabis Retail Stores, as the updated Policy included the 1000m separation requirement.

b) Citizen/Customer Implications:

If the proposed Zone Amending Bylaw No. 7650-2020 is given first and second reading, it will be forwarded to Public Hearing, where citizens will have an opportunity to provide comment on removing the 1,000 metre minimum distance separation requirement between Cannabis Retail Stores.

Also, it should be noted that Council recently approved a referral from the LCRB for a Cannabis Retail Store at 11696 224th Street. In addition, Council will be considering another referral for a Cannabis Retail Store at 20395 Lougheed Highway at the July 7th COW meeting. Both of these Cannabis Retail Stores are within 1000m of another Cannabis Retail store or proposed government store and are dependant on this Zoning Bylaw text amendment.

CONCLUSION:

Pursuant with Council direction, an amendment to the Zoning Bylaw was prepared to remove the 1000m minimum distance separation between Cannabis Retail stores. It is recommended that Council grant first and second reading to Zone Amending Bylaw No. 7650-2020 and advance to Public Hearing.

"Original signed by Krista Gowan"

Prepared by: **Krista Gowan**
 Planner 1

"Original signed by Chuck Goddard"

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

"Original signed by Christine Carter"

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

"Original signed by Al Horsman"

Concurrence: **Al Horsman**
 Chief Administrative Officer

The following appendices are attached hereto:

Appendix A – Zone Amending Bylaw No. 7650-2020

Appendix B – Revised Policy 6.33 'Cannabis Retail Store Processing & Evaluation Criteria'

CITY OF MAPLE RIDGE
BYLAW NO. 7650-2020

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

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

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

1. This bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7650-2020.
2. That Part 4 Section 401 (3) (h) ii be deleted:

1000 metres from a cannabis retail use, except for the property legally described as Lot "A" Except: Part within Heavy Black Outline on Highway Statutory Right of Way Plan 63822; District Lot 398 Group 1 New Westminster District Plan 9388, that is 860 metres from a cannabis retail use.
3. Maple Ridge Zoning Bylaw No. 3510-1985 as amended is hereby amended accordingly.

READ a first time the 7th day of July, 2020

READ a second time the 7th day of July, 2020

READ a third time the day of , 20

ADOPTED the day of , 20

PRESIDING MEMBER

CORPORATE OFFICER



POLICY MANUAL

Title: Cannabis Retail Store Processing & Evaluation Criteria	Policy No: 6.33 Supersedes: Nov.27.2018
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: May 12, 2020 Review Date: May 2021
Policy Statement: This policy applies to all referrals from the Liquor and Cannabis Regulation Branch (LCRB) regarding applications for Private Cannabis Retail Stores. A. The location of each Private Cannabis Retail Store must be a minimum of 1000 meters from any other Cannabis Retail Store. B. Applications may be reviewed, on a case by case basis, at the discretion of Council. C. Regardless of compliance with City Zoning Bylaw regulations, Council is not obligated to support an application for a Private Cannabis Retail Store.	
Procedure Overview: 1. Application/referral for a Private Cannabis Retail Store is received from the LCRB. 2. Application is checked for Zoning and Official Community Plan compliance. a) If the application is not compliant with Zoning, the LCRB will be advised the application is denied. The applicant will further be advised that, where compliant with OCP designation, a rezoning application could be made to rezone the property to permit the use. b) If the application is compliant with Zoning: i) the LCRB will be advised the application is compliant with zoning and be requested to proceed with their analysis of the application. The City will do no further review of the application until the LCRB analysis is complete and is referred back to the City; and ii) applicants will be advised that "Private Cannabis Retail Store Business Plan and Community Impact Overview" section of the Policy must be completed by the applicant and received by the City before further review of the application occurs. 3. Letters will be mailed to all property owners within 200 metres of the proposed store location. 4. Referred to RCMP for input.	

5. A Council report will be prepared including an assessment of the application in regards to the policy, a location map, the location of intended Government Cannabis Retail Store(s), and other pertinent information.
6. Council will make a recommendation to the LCRB for each application.
7. **Private Cannabis Retail Store Business and Community Impact Overview:**

In addition to Provincial requirements, applications for Private Cannabis Retail Stores will be evaluated on the viability of the business operation. The City is committed to ensuring each retail store will be an appropriate fit, and a good community partner.

Applicants must provide a thorough submission in order for the City to conduct its review. This submission must include:

- a) Business overview. Please provide a business description, number of staff, how the business will operate and be in compliance with all provincial regulations; how minors will be prevented from purchasing cannabis; and how provincial identification requirements will be met.
- b) Details of signage to demonstrate compliance with Provincial and Municipal regulations.
- c) Information regarding availability of parking on the site and adjacent to the store.
- d) Community benefit. Please provide details of contributions or supports to non-profit organizations or local community groups etc. Demonstrate how your business will be a good community partner.
- e) Details of mitigation plan to minimize community impact.
- f) Information regarding staff training.

8. APPLICATION REVIEW CRITERIA: To be completed by City staff		
Requirement		
Zoning Bylaw Requirements*:		Check Appropriate Box/ Note Zone
Complies		<input type="checkbox"/>
Zoning Map – prepared at a scale of 1:2000		Surrounding Land Use:
Include the location of any site being considered by the LCRB for a Government Store		North:
		South:
		East:
		West:
Public Input	# or %	Comments
Number of letters mailed		
Number of responses received of total number of letters mailed		
Percentage supportive of total number of letters mailed		
Percentage non-supportive of total number of letters mailed		
RCMP Input	Y/N	Comments
No issues		
Issues: Comments		
Parking Details	Y/N	Details
On Site		
On Street		
Compliance History	Y/N	Details
Compliant		
Non-Compliant: Details		
Business Plan	Y/N	Details
Not Submitted		
Submitted: Details		
Community Benefit – applicant has identified contribution to the community	Y/N	Details
No		
Yes: Details		
Community Impacts – applicant has identified possible negative impacts and provided a plan to mitigate impacts	Y/N	Details
No		
Yes: Details		

Definitions:

Private Cannabis Retail Store: means a retail use devoted to sales of non-medical cannabis products in accordance with Federal and Provincial Regulations, which is operated by any individual, partnership, corporation or Indigenous nation that holds a British Columbia cannabis licence.

Government Cannabis Retail Store: means a retail use devoted to sales of non-medical cannabis products in accordance with Federal and Provincial Regulations, which is operated by the Province of British Columbia.

Exemptions: Government Cannabis Retail Stores are not subject to this policy.

Key Areas of Responsibility:**Action to Take**

Staff will review all applications to determine compliance with the Cannabis Retail Store Processing and Evaluation Criteria Policy.

Responsibility

Bylaw & Licencing Services

TO: His Worship Mayor Michael Morden
and Members of Council
MEETING DATE: July 7, 2020
FILE NO: 09-4560-20
FROM: Chief Administrative Officer
MEETING: COW
SUBJECT: Proposed New Cannabis Retail Store at 510 – 20395 Lougheed Highway

EXECUTIVE SUMMARY:

On November 27, 2018, Council adopted Council policy 6.33 Cannabis Retail Store Processing and Evaluation Criteria. This policy determines how approvals for cannabis retail are to be processed at the municipal level. This policy was reviewed, updated and approved by Council on May 12, 2020.

After the LCRB completed their integrity checks and security screenings they forwarded an application to the City for a non medical retail cannabis store known as Muse Cannabis to be located at 510 – 20395 Lougheed Highway.

One of the considerations utilized by the LCRB in reviewing an application is a resolution from the local government. A number of regulatory criteria must be addressed in the Council resolution as well as comments pertaining to the views expressed by area residents.

Council may choose to support the application, not support the application or choose to not comment.

RECOMMENDATION(S):

1. That the application for a non medical cannabis retail store by Muse Cannabis Stores Ltd. located at 510 – 20395 Lougheed Highway, Maple Ridge be approved based on the information contained in the staff report dated June 23, 2020; OR
2. That the application for a non medical cannabis retail store by Muse Cannabis Stores Ltd. located at 510 – 20395 Lougheed Highway, Maple Ridge be denied based on the information contained in the staff report dated June 23, 2020; and
3. That a copy of the resolution be forwarded to the Liquor and Cannabis Regulation Branch in accordance with the legislative requirements.

DISCUSSION:

a) Background Context:

On November 27, 2018, Council adopted Council policy 6.33 Cannabis Retail Store Processing and Evaluation Criteria. The Policy determines how approvals for cannabis retail are to be processed at the municipal level. This Policy was amended on May 12, 2020 to reflect current updates.

After the LCRB completed their financial integrity checks and security screenings for Muse Cannabis Stores Ltd., they forwarded the application for a non medical retail cannabis store,

known as Muse Cannabis, to be located at 510 – 20395 Loughheed Highway to the City. The applicant for Muse Cannabis also contacted city staff to provide a copy of their business plan as well information on their community relations (Appendix II).

Staff reviewed this application to ensure that it met all requirements contained in the Policy including the Application Review Criteria (Section 10 of Council Policy 6.33). All the criteria have been fully satisfied except for Article A, which is the requirement for a 1000 metre separation from another cannabis retail store. The 1000 metre requirement still exists in the Zoning Bylaw but staff have been directed to remove this. The bylaw is currently being processed. This proposed store is 340 metres from the government store at 20690 Loughheed Highway which is in the process of being rezoned (rezoning # 2019-427-RZ).

A map of the surrounding area has been included in this report as Appendix I.

The LCRB guidelines request a specific Council resolution commenting on the application in terms of community impacts which may occur as a result of the proposed retail cannabis store at this particular location. Part of the process requires Council to gather views of the residents who may be affected by the establishment of a cannabis retail store in their neighbourhood.

In following the public input requirement, the City mailed 234 letters to owners and occupants of property within 200 metres of the subject site. Out of the 234 letters sent, 7 responses were received by the deadline, five opposed and two in favour of the application (Appendix III).

The Maple Ridge RCMP Detachment was asked for their input on this matter and they have not responded with any concerns.

b) Intergovernmental Issues:

Both local government and the provincial government have an interest in ensuring that cannabis regulations are followed and that licensed establishments listen to the needs of the community.

c) Citizen/Customer Implications:

The review of this application has taken into consideration the potential for concerns from surrounding properties in terms of parking, traffic and noise generation as well as the proximity of schools and similar establishments.

d) Interdepartmental Implications:

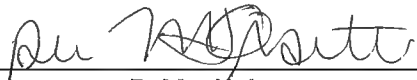
The Licences & Bylaws Department has coordinated in the review process and solicited input from the public, other municipal departments as well as the RCMP.


e) Alternatives:


Council could also choose to approve the application with conditions.

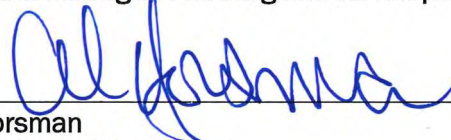
CONCLUSIONS:

That Council make the necessary resolution regarding the application from Muse Cannabis Stores Ltd. based upon the staff findings set out in this report.


Prepared by: **R. MacNair**
Senior Advisor, Bylaw & Licensing Services


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


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


Concurrence: **Al Horsman**
Chief Administrative Officer

RM/jd

Attachments:

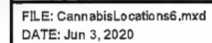
- Appendix I:** Map of surrounding area
- Appendix II:** Muse Cannabis Stores Ltd. Business Operations Detail
- Appendix III:** Responses from area mailout

The map displays a residential area in the City of Pitt Meadows. A green star is located on Lougheed Hwy, and a red circle with a radius of 1000 Metres is drawn around it. A red line connects the green star to a blue star on the River, with a label indicating a distance of 340.5 Metres. The map includes various street names such as Pomell Ave, Chatwin Ave, Lougheed Hwy, and the River. The text 'City of Pitt Meadows' is visible on the left side of the map.



- ★ Private Retail
- ★ Government Retail

1000m Buffer of
510 - 20395 Loughheed Hwy



BY: DT

muse

CANNABIS STORE

Business Operations Detail

April 2020

Summary

The purposes of the Business Operational Detail is to review with the City of Maple Ridge the proposed business operational undertakings with respect to non-medical retailing cannabis within a commercial business unit within the City.

The processes and procedures outlined have been based upon the organizations extensive history within the highly regulated liquor industry.

Experience

Muse Cannabis is owned by affiliate company shareholders of JAKS Beer Wine Spirits. JAK's has been in the liquor and hospitality industry for decades. JAK's is a private liquor store retailer with 16 locations across BC, including the Westgate Centre, Maple Ridge where the proposed cannabis store is applying to be located.

JAK's is a family owned and operated business and now JAKS has decided to branch into non-medical cannabis. The government's approach to retail Cannabis closely resembles their approach to liquor. Muse Cannabis intends to take what it has learned over the decades with respect to retail operations, compliance and sales of a controlled substances.

MUSE Cannabis

The MUSE Cannabis Store brand will be positioned similar to that of JAKS Beer Wine Spirits. JAK'S brand promises are a unique product selection, outstanding customer service and an unsurpassed in store experience. At the start of the retail Cannabis industry all retailers will have access to the same products. However, over time we expect that there will be the same opportunities for exclusive products and private label in Cannabis that exist in liquor to allow for differentiation.

Similar to the JAK's model, Muse Cannabis focus on hiring local members of the community who are passionate about consumer education, and provincial compliance with respect to Cannabis. Muse will interact closely with our consumers to educate them on the variety of strains carried within the store including CBD and THC content percentages to allow the consumer to make an educated purchase. Muse will position itself as experts in the retail Cannabis Industry with a focus on compliance and community support.

Lastly, Muse will create the best instore experience for its guests. This will include a well-lit, comfortable and clean environment¹ where our guests will be able to browse the different sections of our store and learn more about Cannabis. The first operational Muse Cannabis is located at 3039 Granville Street in Vancouver. We invite you visit to understand what our store will look like from a consumer perspective.

¹ See attached MUSE Cannabis Retail Deck.

Furthermore, Muse stores will have branded signage, common music, uniformed staff, and clean lines to elevate the guest shopping experience. All of these items combined will create an upmarket experience for consumers. The same type of experience our guests at JAKS Beer Wine Spirits have grown accustomed to.

Hours of Operation

The applicant is proposing hours of operation from 9am – 11pm Monday thru Sunday. These hours have been regulated by the Province of British Columbia and are in keeping with the liquor store hours of operation.

Employees

The applicant intends to have approximately 12-15 employees dedicated and certified to work within the store. Employees will be on a management created schedule and will be placed depending upon daily sales volumes. Muse Cannabis Stores believe its employees are the stores first line of defense to deter theft and mitigate possible risk. Those who are passionate about the industry and truly engaged to provide knowledge to consumers will be hired. All employees will have the accreditation as mandated by the Province of British Columbia prior to commencing their work with Muse.

The Muse executive team is comprised of the following individuals:

1. Mike McKee - Officer, Director, Shareholder and Accountant
2. Geoff Dear - Senior Manager of Operations
3. Matt Kettlewell - Senior Manager of Purchasing
4. John Kettlewell – Founder of JAK Group, Executive Advisor

Inventory

All inventory will arrive via the government of British Columbia run cannabis distribution branch. Orders will be placed, via Muse's central purchaser with oversight by Mr. Dear. Orders are based upon store sales volumes and consumer demand. The applicant intends to limit the amount of product within the store to maintain security. Muse does not maintain large storage reservoirs of product. Rather, they cycle in product weekly to ensure unsurpassed quality and new sku implementation in an ever-changing industry. Inventory will be in a first in, first out model to ensure freshness and to ensure consumers have access to the latest product skus.

Disposal of Product

Should the need arise for disposal and /or destruction of product, such as a customer return or small amounts of product on display, the applicant intends to implement secure breakdown of product. It is Muse's intent to ensure the product is both unusable and unrecognizable after it has been destroyed.

Specifically, cannabis will be rendered unusable on site by being mixed with composting scraps and clay. The destruction will be conducted by a designated employee. Muse will be securing a contract with a facility that has a Certificate of Designation from the department of Public Health and Environment.²

All inventory being destroyed and disposed of will be recorded and tracked within the inventory POS System and best practices logbook as per the terms and conditions required by the LCRB.

Cannabis Accessories

The store will also carry a mixture or various cannabis accessories as outlined within the LCRB Terms and Conditions manual. These accessories change from time to time depending upon consumer purchasing habits and demand.

Point Of Sale

Most consumers today spend their money via debit and credit terminals. It is not expected a large amount of cash will be utilized for purchases. There will be two Point of Sale systems on site to ring through customers. Each system will have a float on hand of \$300 to make change. When the POS is not in use, i.e. after hours, the cash will be stored within the secure safe located within the secure storage area.

Signage

The applicant plans to install exterior signage with the Muse branding / logo. Signage will be professionally designed and posted on the exterior. Muse will undertake to comply with all municipal sign bylaws within the City of Maple Ridge.

Further, eyelevel signage will appear at the exterior door and if the mall permits along the stairs leading up to the upper level. Exterior signage will be posted where appropriate and will read:

- "No Minors Permitted At Any time"
- "No Loitering / No consumption on premises"

² <https://micronwaste.com/cannabis-waste/>

Nuisance Behaviours

To mitigate any nuisance behaviours for the surrounding area, Muses has a policy that no queuing and/or loitering may occur outside the cannabis retail store at any time. Additionally, there will be no loitering permitted around the exterior.

As per the signage policy, no loitering or consumption on site will be permitted at any time. Consumers will be reminded of the City smoking bylaws. Staff on schedule as well as the management team will monitor the exterior of the building by way of surveillance systems and perimeter walking.

As per the attached security plan, all cannabis products for resale are kept under lock and key. All items are packaged in the original packaging provided by Liquor Cannabis Distribution Branch. It is not expected that there will be a large odor nuisance within the retail store do to the locked up packaging and secure storage as well as secure disposal. It is expected that HVAC equipment within the store will ensure no odors are immitted to the exterior of the building.

Intoxicated Patron Policy

Muse Cannabis Store has a series of policies and procedures it follows with respect to compliance and enforcement. One such policy is the non-service of intoxicated guests. It is Muse's policy to never sell to a guest who appears to be under the influence of any drugs or alcohol. Should an employee believe a guest be impaired in anyway, that guests will not be permitted to remain in the store. They will be immediately asked to leave.

Such signs that Muse employees are trained for include an odour of cannabis or alcohol, slurring of words, unsteadiness, bloodshot eyes, loss of dexterity (e.g.: fumbling for wallet or ID) and unusual behaviours.

Deciding what constitutes 'intoxication' is a grey area. Muse employees are trained in such a way, that if they are unsure whether someone is intoxicated, team members are encouraged to take a cautious approach. They must ask themselves "does this person appear fit to drive?" If the answer is "no" then service should be refused. If there is any doubt about a person's level of intoxication service should be refused.

Legal Age / Minors

All Muse employees must ID any guest that appears to be under the age of 25 years. Should anyone enter the store that appears to be under the age of 25 years, a Muse Employee will immediately request 2 pieces of ID. If a guest cannot produce two pieces of ID or can only produce 1 ID, they will be asked to leave the establishment immediately. It will not matter if the person who has entered the location is making a purchase or not. Only those that are over the age of 19 will be permitted to enter the store. Muse corporate policies follow all provincial and municipal rules and regulations and require their team members to maintain a zero access policy.

Security Proposal

If approved to move forward, Muse Cannabis will renovate the current unit at the proposed address. Please find attached the detailed floor plan that outlines the points of interior and exterior surveillance. The store will be equipped with security camera, audible fire suppression systems and anti-theft devices as outlined by the Province and in accordance of the rules required by them to maintain the cannabis license.

Muse Cannabis is excited to grow within the City of Maple Ridge. They are proud members currently and believe the addition of this new and exciting retail store will enhance community education and consumer awareness towards this emerging market.

muse

CANNABIS STORE

Meet Muse.

Muse inspires, heals and promotes wellness through cannabis.
We offer the highest quality cannabis brands in a premium
concierge experience. Our stores are warm and inviting
with a “heritage” feel to them.

A LITTLE ABOUT OURSELVES:

We are humble & compassionate

Our cannabis ambassadors are experts
that don't preach. They listen and
never push product. Muse treats
everyone with compassion. We have an
open heart and mind.

We are advocates for elevating lifestyles and positive change from responsible cannabis use

We educate our customers about
the responsible use of cannabis and
engage them with in-store and local
events.

We are all about family & community

We plant roots in the communities
we operate in. We are from BC.
We live here, our customers live here.
We hike, we ski, we love great food
and support local artists.



About us



JAK'S Beer, Wine & Spirits history

JAK's Beer Wine & Spirits is a fourth generation family business that operates 16 liquor stores: 11 in the lower mainland, two on Vancouver Island and one each in Penticton, Trail and Williams Lake.

JAK's currently has 140 team members and our buying, finance and operation teams work out of our New Westminster head office.

JAK's is uniquely positioned to participate in the non-medical cannabis industry because of our extensive experience in retailing controlled substances and our strong financial position.

Muse Cannabis Store

The cannabis industry is projected to contribute \$22 billion to the Canadian economy according to a 2017 study from the respected accounting firm Deloitte

Our plan is to open 8 cannabis retail stores in British Columbia

Muse's vision is A Journey of Discovery

Please see www.musecannabis.ca

Muse & Jak's Executive Team

Mike McKee, Director of Finance and Real Estate
Geoff Dear, Chief Operating Officer
Matt Kettlewell, Director of Purchasing

Muse Cannabis Store Retail Location Model

Muse is looking to work with landlords and realtors to secure 2,500 to 3,000 sq. ft. retail stores in densely populated urban areas and growth oriented suburban markets.

Muse will have the same commitment to retailing and service excellence as JAK's.

Municipal Government Zonings & Approvals

JAK's Beer Wine Spirits has strong relationships with many municipalities in British Columbia and we are confident that we can gain their land use approval and earn provincial approval for cannabis retail sales licenses.

JAK's Beer Wine Spirits has completed multiple rezoning projects across Metro Vancouver over the last five years.

Strong Financial Position

Our liquor business provides a strong cash flow to support our expansion into cannabis.

Muse will be able to leverage extensive ties with major banking partners to execute \$100,000 - \$500,000 construction projects per location.

Muse will provide strong guarantees and covenants.

Our Vision











**Can't tell your sativa
from your indica?**
We can explain.

The words *sativa* and *indica* refer to species of cannabis. While strains originate from these classifications help us navigate the vast world of the weed but, it's important to consider that the effects you may experience with each strain depend on several factors, including:

your tolerance and genetic makeup, the method of consumption and the cannabinoid levels (THC and CBD) in the strain and terpenes in the strain.

Not sure where to begin? And well, our staff is here to help.

While the experts are gone, look for these colors on our labels to help guide you.











Sniff Jar cards

STRAIN

**Granddaddy
Purple**



POTENCY



INDICA **THC% 15-30%** **CBD% 0.0-1%**

1G	1/8 G	1/4 G	1/2 G
\$10	\$35	\$65	\$156

STRAIN

**Durban
Cookies**



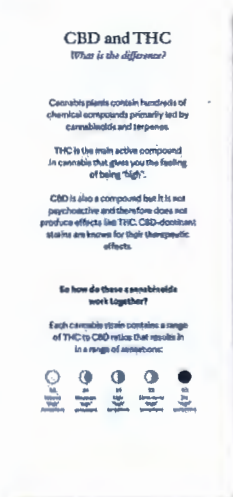
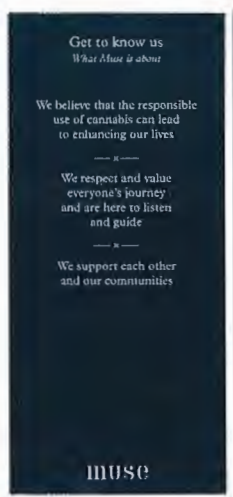
POTENCY



SATIVA **THC% 15-30%** **CBD% 0.0-1%**

1G	1/8 G	1/4 G	1/2 G
\$10	\$35	\$65	\$156

Cannabis education boards



Product category signs



Tactical signs



Uniforms



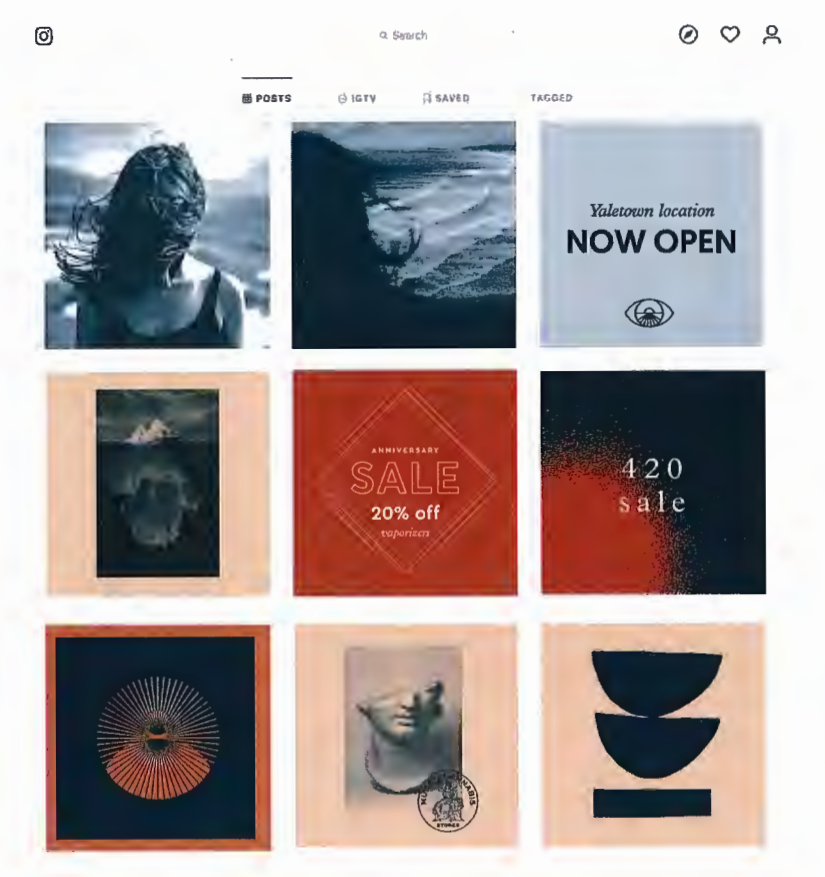
Shopping Bag / Gift Card





Merchandise





CONTACT:
Mike McKee
mike.mckee@musecannabis.ca

muse
CANNABIS STORE

Muse – 510-20395 Lougheed Hwy, Maple Ridge



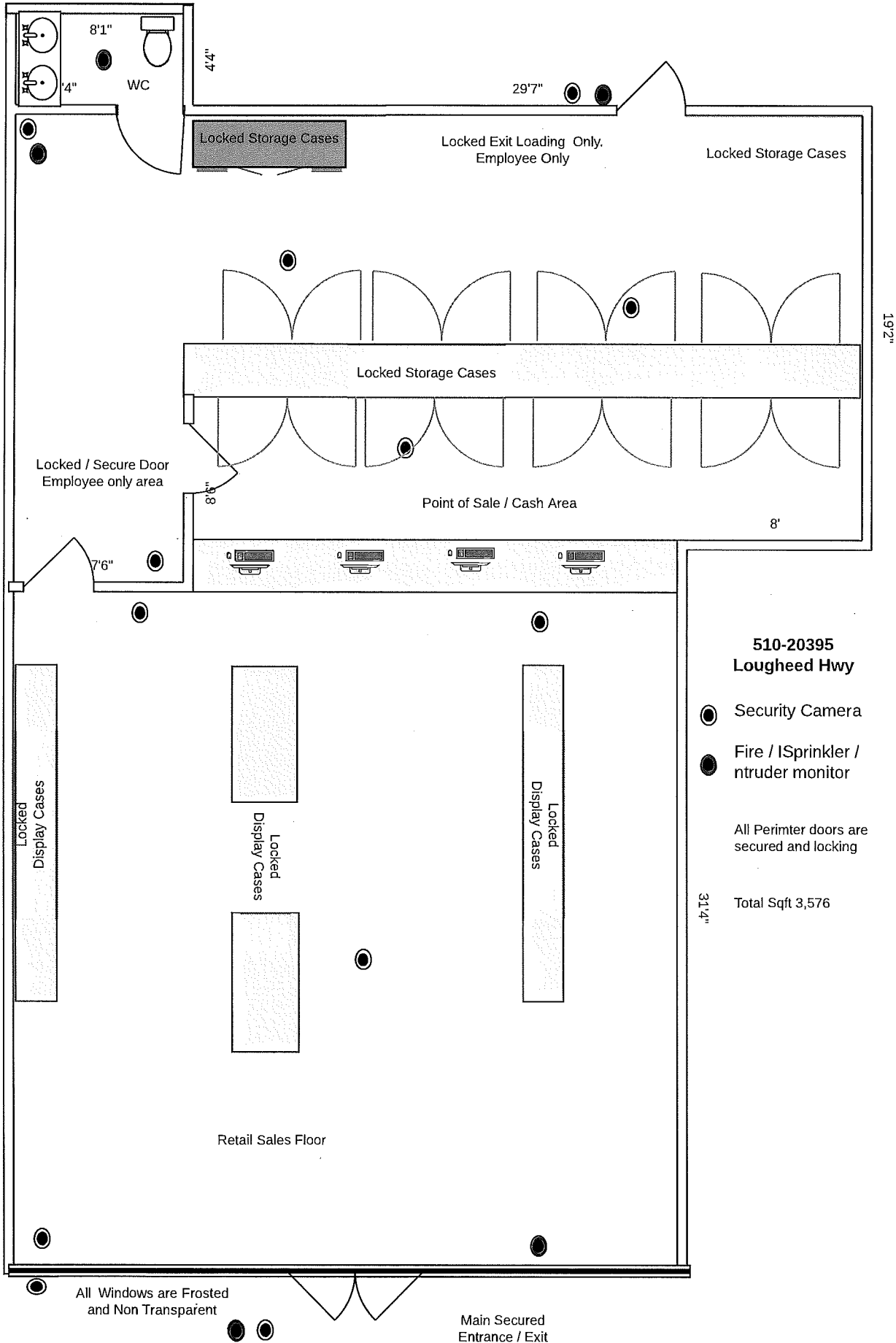
- Non-transparent windows required by province. Name conforms, based on LCRB approvals.
- Signage: A sign permit will be applied for via the City of maple ridge and will conform to mall standards as well as municipal requirements.







Muse Cannabis Store





THRIVE LIQUOR & CANNABIS INC.

FORMERLY RH HOSPITALITY SOLUTIONS INC.

604.314.0176 | REBECCA@REBECCAHardin.ca

Re: Parking outline for Muse Cannabis Store 510-20395 Lougheed Highway,

Muse is proposing to make use of the Westgate Center's current on site parking. The site plan attached, shows ample parking within the area.

The core/ peak hours of the business are expected to be after 4pm. Based on the placement of the unit, the surrounding retailers would appear to have a lower consumer demand for space at that time as well.

There would be no anticipation guests would park along any surrounding street area to visit the location. Some consumers may walk to the centre as it is located within a hub of the community.

Giving Back | Muse + Music Heals in Maple Ridge

As a fourth-generation family business, Muse is passionate about giving back to the communities it operates in. This commitment comes to life through supporting local brands and selling local products, hiring top local talent, and through Muse's community



partnership with [Music Heals](#). At every Muse grand opening celebration, 10% of sales go directly to support music therapy through Music Heals in that specific community. In addition, the Muse team looks for opportunities throughout the year to raise funds and awareness for music therapy at the store level, and throughout the broader community.

In Maple Ridge, Muse will directly support Music Heals' investment in music therapy for the [Ridge Meadows Association for Community Living](#) for individuals with developmental disabilities and their families.

According to our partners at Music Heals, the Music Therapy program is one of the most sought after and

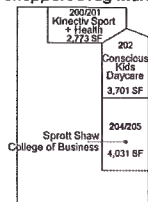
successful programs at The Ridge Meadows Association for Community Living. Offered once a week, music therapists work with individuals and their support teams to set goals and provide a customized learning experience. Muse is committed to partnering with Music Heals to help expand this program and meet the needs of more individuals in Maple Ridge.

There is also an opportunity to strengthen Muse's connection to the Maple Ridge community and to the Ridge Meadows Association for Community Living, by featuring some of the artwork and millwork created by individuals in the program.

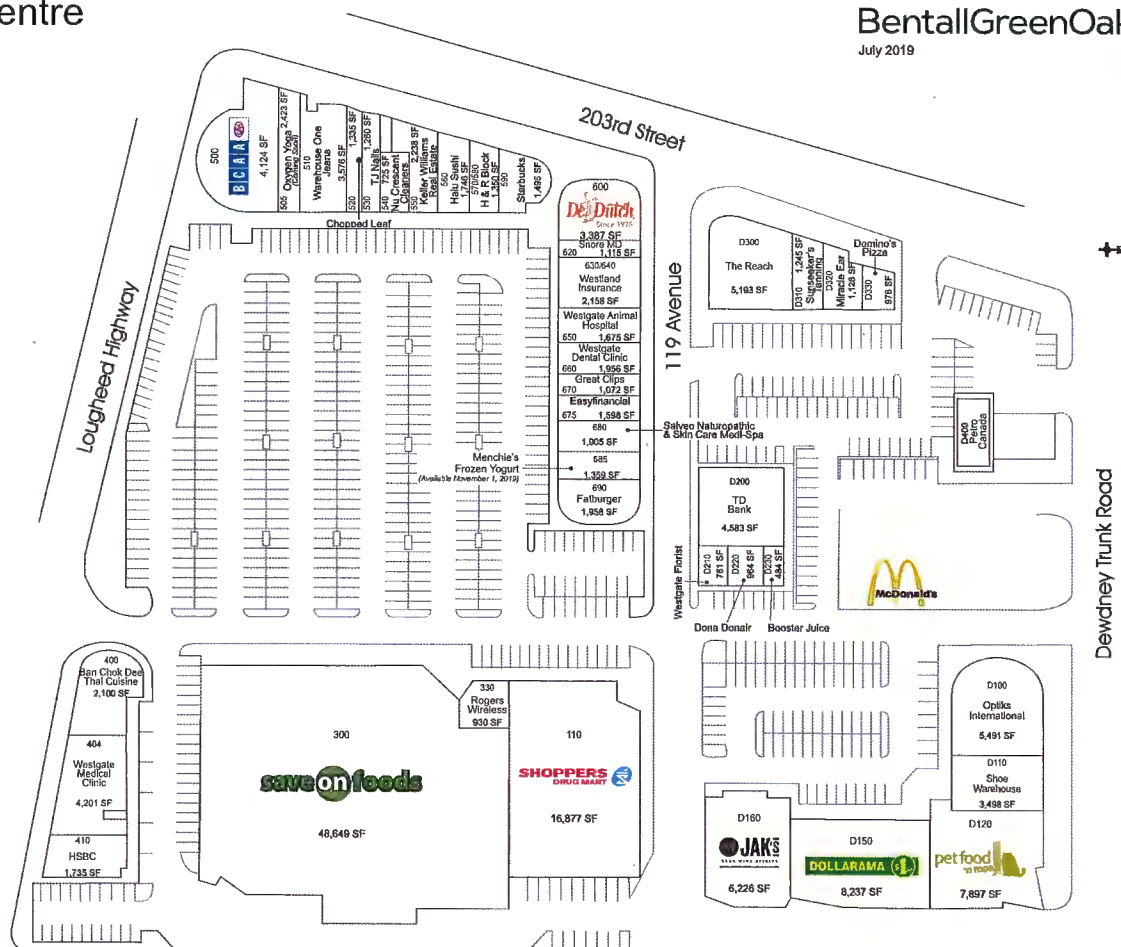
Westgate Centre
Maple Ridge, BC

This site plan is presented solely for the purpose of identifying the approximate location of the buildings as presently contemplated by the owner/landlord. Building dimensions, access and parking areas, existing tenant locations and identities are approximate and subject to change at the owner's discretion from time to time without notice. The information provided herein should be otherwise verified and is not intended to be relied upon in the form presented.

**Professional Offices
located above
Shoppers Drug Mart**



BentallGreenOak 
July 2019





THRIVE LIQUOR & CANNABIS INC.

FORMERLY RH HOSPITALITY SOLUTIONS INC.

604.314.0176 | REBECCA@REBECCA HARDIN.CA

Re: Community Impact Mitigation Muse Cannabis Store

Muse Cannabis does not anticipate an impact to the surrounding community. Muse prides itself on being proactive to ensure they are being a good neighbour.

Specifically, at their currently operating non-medical cannabis store located at 3039 Granville Street, Muse has had the pleasure of being within the Granville community for just over a year. To ensure they were continuing to be a good neighbour, Muse checks in with local businesses to ensure their business is not negatively impacting their community in anyway.

We are pleased to provide the survey conducted for 3039 Granville. The survey shows that Muse continues checks in with local business to make sure there are in fact no community concerns.

Additionally, because they are a proud partner of small business, Muse's, along with JAK's have an open communication policy that would allow any member of the community to correspond with them. They are prompt and detailed with any response and always welcome feedback to continually improve.

The JAK's Liquor Store's along with Muse have a history of outstanding community partnerships; therefore it is not expected the addition of this retail store would have a community impact.

APPENDIX III

April 28, 2020

Dear Ms. Diachuk;

I am writing in support of the proposed
Mace Cannabis retail store.

although I neither smoke nor drink
I believe that cannabis should be
treated in the same way as alcohol.

Both cannabis and alcohol when
abused can have serious consequences,
medical + social, but I still believe
them to be valuable as social
lubricants and stress relievers for
people. Having marijuana available
in one's neighbourhood just like a
liquor store is important for
true de-criminalization.

Sincerely;

RECEIVED

MAY 04 2020

MAPLE RIDGE
LICENSES, PERMITS & BYLAWS



Jaci Diachuk

From: [REDACTED]
Sent: Tuesday, May 19, 2020 12:09 PM
To: Jaci Diachuk
Subject: MUSE - 20395 Lougheed Hwy

Hello Jaci,

I'm sending over a quick note in support of MUSE at 20395 Lougheed Hwy. Please kindly advise if anything further is required.

Thank you,

[REDACTED]

Freedom of Information and Protection of Privacy Act
Section 21 (1)
(Severed portions are highlighted)

[REDACTED]

Jaci Diachuk

From: [REDACTED]
Sent: Friday, May 1, 2020 7:03 AM
To: Jaci Diachuk
Subject: Re: Public Notice - Proposed Non Medical Cannabis Retail Store

Dear Jaci,

I received the letter from the City of Maple Ridge.

In my previous email, opposing this application I forgot to include my address. My name is [REDACTED], address is [REDACTED] Maple Ridge, BC.

I own the home [REDACTED]

I am OPPOSED to establishing this or any other cannabis outlet in the area. There are two elementary schools nearby, distance less than 700 meters. I strongly and firmly OPPOSE.

I look forward to the rejection of this application.

Best Regards and Stay Safe,

[REDACTED]

Freedom of Information and Protection of Privacy Act
Section 21 (1)
(Severed portions are highlighted)

Jaci Diachuk

From: [REDACTED]
Sent: Tuesday, May 5, 2020 12:21 PM
To: Jaci Diachuk
Subject: Proposed Non Medical Cannabis Retail Store



To: Jaci Diachuk
Administrative Assistant
11995 Haney Place
Maple Ridge, BC
V2X 6A9

Hello,

I have reviewed your Notice regarding the proposed NON Medical Cannabis Retail Store. I disapprove the idea to open a retail store of this kind of business near a residential area and schools near by. I am [REDACTED] children and I can say that having such a free access and propaganda to obtain this drug is absurd. Our government not only imposed some Canadian Citizens to deal with Medical Cannabis retail store but now we need to endure a retail store that will bring the sale of a drug for recreation putting people of all ages at risk. There are some risks on the consumption of Marijuana,

"Marijuana has mind-altering compounds that affect both your brain and body. It can be addictive, and it may be harmful to some people's health. Here's what can happen when you use marijuana:

You can get High
it affects your mental health
Your thinking might get distorted

- Heighten your senses (colors might seem brighter and sounds might seem louder)
- Distort your sense of time
- **Hurt your motor skills and make driving more dangerous"**
- <https://www.webmd.com/mental-health/addiction/marijuana-use-and-its-effects#1>

Thus, we want to open a place that will bring addiction, destruction, accidents, death, more mental illness, education problems, pain to parents and family or we want people with auto control, positive, kind, focus, ambitious, productive, healthy.

I Implore the Director of Bylaw & Licensing Services to deny this permit. I am sure the city of Maple Ridge needs more businesses to open so we can help with the economy but not to the cost of the health of its residents. Aren't we already fighting drug abuse, drunk drivers, homeless, crime of any kind just to mention a few and the latest the Covid-19 Virus?

Thank you,



Freedom of Information and Protection of Privacy Act
Section 21 (1)
(Severed portions are highlighted)

Jaci Diachuk

From: [REDACTED]
Sent: Thursday, May 14, 2020 3:32 PM
To: Jaci Diachuk
Subject: Muse pot store application

Hello,

I strongly object to this store opening.

There are too many bad behaviors associated with drug and alcohol use.

We need less bad influences on our youth.

Please do not allow this to go forward.

Sincerely,

[REDACTED] **Freedom of Information and Protection of Privacy Act**
Section 21 (1)
(Severed portions are highlighted)

Jaci Diachuk

From: [REDACTED]
Sent: Sunday, May 17, 2020 4:13 PM
To: Jaci Diachuk
Cc: [REDACTED]
Subject: Proposed Non Medical Cannabis Retail Store

I am not in favour of having a non medical cannabis retail store at #510-20395 Lougheed Hwy here in M.R. This location is too close to two schools in the area (Fairview Elementary and Haney Christian). This a relatively crime free area and let's keep it that way! Our property [REDACTED] we already smell enough of cannabis outside!
[REDACTED]

Freedom of Information and Protection of Privacy Act
Section 21 (1)
(Severed portions are highlighted)

Jaci Diachuk

From: [REDACTED]
Sent: Tuesday, May 19, 2020 9:16 PM
To: Jaci Diachuk
Subject: Objection to open non medical cannabis retail store

Jaci Diachuk, Administrative assistant
11995 Haney Place.

I don't want to have a non medical cannabis retail store in my area.
The unpleasant smell of the product (s) & smoke has affected me & my health. I have headaches and coughing from it. It may also affect my freedom & safety to walk around in my neighborhood as this store may attract consumers who might not care about my neighborhood as im.
Thank you

[REDACTED]

Freedom of Information and Protection of Privacy Act
Section 21 (1)
(Severed portions are highlighted)

TO: His Worship, Michael Morden
and Members of Council
FROM: Chief Administrative Officer
MEETING DATE: July 7, 2020
FILE NO: 09-4560-20
MEETING: COW
SUBJECT: Maple Ridge Highway and Traffic Amending Bylaw No. 7652-2020

EXECUTIVE SUMMARY:

The proposed amendment to the Maple Ridge Highway and Traffic Bylaw No. 6704-2009 is required as a result of the City owned Maple Ridge Business Centre (MRBC) and Edge Street parking lots changing to a “pay by plate” model versus a “pay by stall” model in July of this year.

In addition, housekeeping is required to correct numbering in some sections of the bylaw as well as updating the table of contents.

This amendment will bring the bylaw in line with the new “pay by plate” model being introduced later this month, and will set the stage for future licence plate recognition software to assist with enforcement.

RECOMMENDATION:

That Highway and Traffic Amending Bylaw No. 7652-2020 be given first, second and third readings.

DISCUSSION:

a) Background Context:

Earlier this year the City’s Property Manager brought forward a report to Council regarding rates and parking limits in the MRBC underground and Edge Street parking lots. Part of that report recommended the City change the pay station software from a “pay by stall” model to a “pay by plate model”.

Currently the section of the City’s Highway and Traffic Bylaw that deals with users utilizing public parking lots operated by the City only refers to users failing to register their stall number, not failing to register their vehicle’s licence plate number. In order for Bylaw staff to enforce the regulations in the City managed parking lots, the City’s Highway and Traffic Bylaw needs to be amended to include the register by plate function.

In addition, when the Highway and Traffic Bylaw was last updated, the re-numbering of some sub sections was overlooked, as well as an update to the table of contents. This Amending Bylaw will correct that.

CONCLUSIONS:

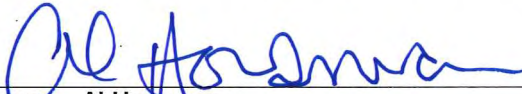
The proposed Amending Bylaw to the existing Highway and Traffic Bylaw provides updated wording and numbering so staff can pursue compliance with the bylaw.



Prepared by: Michelle Orsetti
Director: Bylaw & Licensing Services



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



Concurrence: Al Horsman
Chief Administrative Officer

Attachments:

Appendix I: Maple Ridge Highway and Traffic Amending Bylaw No. 7652-2020

City of Maple Ridge

Maple Ridge Highway and Traffic Amending Bylaw No. 7652-2020

A bylaw to amend Maple Ridge Highway and Traffic Bylaw No. 6704-2009

WHEREAS the Council of The City of Maple Ridge deems it expedient to amend Maple Ridge Highway and Traffic Bylaw No. 6704-2009;

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

1. This bylaw may be cited as Maple Ridge Highway and Traffic Amending Bylaw No. 7652-2020.
2. Maple Ridge Highway and Traffic Bylaw No. 6704-2009 is amended by deleting sub section 11.1 (v) in its entirety and replacing it with:

(v) Overtime Parking – on a highway where traffic control devices indicate the length of time allowed for parking, in contravention of the length of time indicated on the applicable traffic control device, provided that this provision shall not apply on Statutory Holidays as defined in the provincial *Interpretation Act*.

3. Maple Ridge Highway and Traffic Bylaw No. 6704-2009 is amended by deleting sub section 11.1 (w) in its entirety and replacing it with:

(w) Overtime Parking/Fail to Register – on any portion of a public parking lot operated by the City of Maple Ridge where traffic control devices indicate the length of time allowed for parking and the requirement to register a vehicle licence plate or stall number, in contravention of the provision indicated on the traffic control device, provided that this provision shall not apply on Statutory Holidays as defined in the provincial *Interpretation Act*.

4. Maple Ridge Highway and Traffic Bylaw No. 6704-2009 is amended under section 47.0, subsection 47.2 by correcting the section number in the sentence from 46.1 to 44.1.
5. Maple Ridge Highway and Traffic Bylaw No. 6704-2009 is amended by correcting the sub numbers under section 49.0 Compliance with orders and directions from 50.1 to 49.1 and from 50.2 to 49.2.
6. Maple Ridge Highway and Traffic Bylaw No. 6704-2009 is amended by updating the table of contents accordingly.

READ A FIRST TIME the ____ day of _____, 2020.

READ A SECOND TIME the ____ day of _____, 2020.

READ A THIRD TIME the ____ day of _____, 2020.

ADOPTED, the ____ day of _____, 2020.

PRESIDING MEMBER

CORPORATE OFFICER



mapleridge.ca

CITY OF MAPLE RIDGE

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Award of Contract ITT-EN20-23: Dewdney Trunk Road Watermain Replacement and Sanitary Sewer Rehabilitation (216 Street to 222 Street)

MEETING DATE: July 7, 2020
FILE NO: 11-5255-70-147
MEETING: CoW

EXECUTIVE SUMMARY:

The purpose of this report is to obtain Council approval to award the Dewdney Trunk Road Watermain Replacement and Sanitary Sewer Rehabilitation (216 Street to 222 Street) construction contract to Sandpiper Contracting LLP in the amount of \$3,295,831.50 excluding taxes. There are three components to this project: the watermain replacement, fibre optic duct installation in the abandoned watermain and sanitary sewer rehabilitation.

The existing asbestos cement (AC) watermain along Dewdney Trunk Road (Dewdney) from 216 Street to 222 Street was installed in the 1970s and was identified for replacement as part of the City's Annual Watermain Replacement Program. The fibre optic network is being expanded on Dewdney by installing ducts in the abandoned watermain as part of this project. The existing sanitary main along Dewdney from 216 Street to 222 Street was installed in 1965. The three sections of existing sanitary main on Dewdney have shown significant deterioration at the pipe joints and have been identified for lining under the Sanitary Rehabilitation Program. Both the watermain replacement and sanitary rehabilitation are planned prior the paving of Dewdney under the 2021 Paving Program.

The Dewdney Trunk Road Watermain Replacement and Sanitary Sewer Rehabilitation Project from 216 to 222 Street consists of the installation of approximately 1,380m of ductile iron watermain, varying in size from 150mm to 350mm in diameter, 980m of sanitary sewer re-lining, water and sanitary service reconnections, installation of new fire hydrants and pavement surface restoration. There is IT work included in the tender to utilize the abandoned watermain for fibre optic ducts, including the installation of junction boxes and pulling three 32mm ducts through the abandoned watermain. City crews will complete tie-ins of the new watermain and service connection tie-ins to the City water system.

An Invitation to Tender was issued on May 5, 2020 and closed on June 5, 2020 with five bids received. The lowest compliant tender price was submitted by Sandpiper Contracting LLP at \$3,295,831.50 excluding taxes. The watermain replacement is funded from the Water Capital Fund; with the tendered price, the tendered bid came over the allotted budget; therefore, additional funding is required to complete the project. The estimated project cost in the approved Capital Plan didn't include the tie-ins by Operations. Funding from the 2021 Watermain Replacement under LTC no. 01466 will be utilized in 2020 for the water tie-ins. Funding to install the fibre optic ducting is coming from the IT Fibre Optic Network project budget. The Sanitary Sewer Rehabilitation fund is adequate to complete the Dewdney sanitary sewer rehabilitation scope.

RECOMMENDATION:

That Contract ITT-EN20-23: Dewdney Trunk Road Watermain Replacement and Sanitary Sewer Rehabilitation (216 Street to 222 Street) be awarded to Sandpiper Contracting LLP in the amount of \$3,295,831.50 excluding taxes; and

That a construction contingency of \$164,790.00 be approved to address potential variations in field conditions; and

That the next Financial Plan Bylaw be amended to increase the project funding by \$488,621.00 from the Water Capital Fund; and

That the next Financial Plan Bylaw be amended to transfer \$200,000.00 from 2021 approved Capital Plan for Water Replacement Program to 2020 for the water tie-in by Operations; and further

That the Corporate Officer be authorized to execute the contract.

DISCUSSION:

a) Background Context:

There are three components in this project: the watermain replacement, fibre optic duct installation in the abandoned watermain and the sanitary sewer rehabilitation. Both the watermain replacement and sanitary rehabilitation are planned prior the paving of Dewdney under the 2021 Paving Program.

The existing AC watermain along Dewdney from 216 Street to 222 Street was installed in the 1970s and has been identified for replacement as part of the City's Annual Watermain Replacement Program. The condition assessment report indicated some pipe wall loss or pipe deterioration in the watermain. There have been three recent water breaks on this section and doing the emergency repairs on an arterial road with commercial establishments is challenging. This replacement has been identified to minimize repairs and disruption on this critical transportation corridor.

This section of roadway has been identified as a highly desirable fibre network segment. To expand the fibre optic network on Dewdney, three 32mm ducts will be installed in the abandoned watermain to connect to the existing fibre optic ducting west and east of this project. The recently completed watermain replacement project on 232 Street (122 to 124 Avenue) used the same approach of refurbishing abandoned watermains by pulling three ducts for future fibre optic cable installation.

The sanitary sewer on Dewdney from 216 Street to 222 Street was installed in 1965. There are three sections of sanitary sewer on Dewdney that need to be re-lined. There have not been significant failures on these sanitary mains; however, the CCTV inspections have shown significant deterioration at the pipe joints. The sanitary main is in fairly good condition, making cast-in-place pipe (CIPP) re-lining a viable and less expensive option for rehabilitation.

The Dewdney Trunk Road Watermain Replacement and Sanitary Sewer Rehabilitation Project from 216 to 222 Street consists of the installation of approximately 1,380m of ductile iron watermain, 980m of sanitary sewer re-lining, water and sanitary service connection transfers, installation of new fire hydrants, installation of ducts for fibre optic cable, junction boxes and pavement surface restoration.

Tender Evaluation

An Invitation to Tender was issued on May 5, 2020 and closed on June 5, 2020 with five bids received, listed below from lowest to highest price.

	<u>Tender Price</u> <u>(excluding taxes)</u>
Sandpiper Contracting LLP	\$3,295,831.50
Drake Excavating (2016) Ltd.	\$3,344,667.08
Pedre Contractors Ltd.	\$3,387,700.00
Jack Cewe Construction Ltd.	\$3,498,653.50
Hyland Excavating Ltd.	\$4,047,401.00

The number and distribution of bids indicates that this is fair market value for the project. The lowest compliant bid was \$3,295,831.50 (excluding taxes) from Sandpiper Contracting LLP. Staff have evaluated the bids and recommend the contract be awarded to Sandpiper Contracting LLP. The City has awarded the 232 Street watermain replacement project from Dewdney to 121 Avenue to Sandpiper Contracting LLP and the project was completed under the Contract value.

b) Desired Outcome:

To provide reliable fire protection and high quality drinking water to Maple Ridge residents. The sanitary rehabilitation will ensure reliability of service and will provide the missing link to the existing fibre ducts on Dewdney to the east and west of the project.

c) Strategic Alignment:

One of the key strategies in the Council Strategic Plan is to manage existing infrastructure. Replacement of the aging watermain and fire hydrants on Dewdney Trunk Road and upgrading sanitary sewer will ensure reliability of service and provide capacity for future years.

Installation of ducts in the abandoned watermain will support the City's long-term plan to extend the fibre optic network and service throughout the city.

d) Citizen/Customer Implications:

The estimated construction duration is approximately 24 weeks starting in August 2020. The 24 weeks includes testing, watermain tie-ins by Operations and restoration works. The watermain installation, sanitary rehabilitation and pulling of the ducts may take approximately 10 to 12 weeks.

It is anticipated that traffic lanes through the work zone will be reduced during construction. It is stipulated in the Contract that two westbound travel lanes and one eastbound lane will be maintained during morning peak traffic periods from 0700 to 0900 and two eastbound lanes and one westbound lane will be maintained during afternoon peak traffic period from 1500 to 1900 during construction. All travel lanes must be open after working hours.

Some of the fronting properties may be impacted during water and sanitary service connection tie-ins and residents will be notified in advance of the work.

Every effort will be made to minimize the impact to residents and businesses on Dewdney Trunk Road. As well, the general public will be informed of the traffic alerts and construction progress through the City's website and social media sources.

e) Interdepartmental Implications:

Dewdney from 216 Street to 222 Street is scheduled for resurfacing under the 2021 capital paving program; therefore, both the watermain replacement and sanitary rehabilitation are a priority to be completed in 2020.

The Engineering and Operations Department provided input during the design stage. The IT Department worked closely with Engineering to utilize the abandoned watermain as fibre optic

ducting for future use. Tie-ins to the live water system will be completed by the Operations Department. City staff will provide construction administration and inspection services during construction.

f) Business Plan/Financial Implications:

There are sufficient funds for the sanitary rehabilitation and fibre optic components under LTC nos. 7908 and 17093. Additional funding from Water Capital Fund (WCF) of \$488,621 for the Dewdney watermain replacement is required. The funds for the Operations Watermain Replacement Program of \$450,000 in the 2021 capital plan will be reduced to \$250,000 to allocate \$200,000 to the water tie-ins for this project.

The projected expenditures excluding taxes are as follows:

Watermain and Sanitary Design	\$	127,000
Water Tie-ins (Operations)	\$	281,600
Construction Contract (Sandpiper Contracting LLP)	\$	3,295,831
Contract Contingency	\$	164,790
Total Projected Project Cost	\$	3,869,221

The project funding sources are as follows:

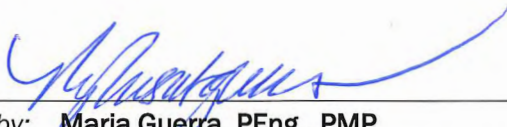
Dewdney Watermain Replacement (LTC No. 18020)	\$	2,100,000
Water Tie-ins (2021 Watermain Replacement LTC no. 02190)	\$	200,000
Sanitary Sewer Rehab and Replacement (LTC No. 7908)	\$	924,400
IT Department Fibre Optics (LTC No. 017093)	\$	156,200
Additional funding from WCF required	\$	488,621
Total Funding Sources	\$	3,869,221

The project expenditures include a contract contingency of \$164,790 that will only be utilized if required to address potential unforeseen variations in field conditions.

CONCLUSION:

The tender price of \$3,295,831.50 (excluding taxes) by Sandpiper Contracting LLP for the Dewdney Trunk Road Watermain Replacement and Sanitary Sewer Rehabilitation (216 Street to 222 Street) is the lowest compliant tender.

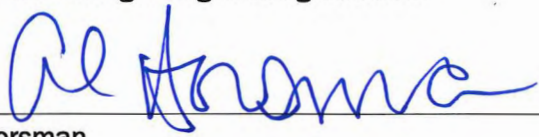
It is recommended that Council approve the award of the contract to Sandpiper Contracting LLP and a contract contingency of \$164,790 be approved. It is also recommended that \$488,621 be transferred from the Water Capital Fund to LTC No. 18020 and \$200,000 be transferred from the approved 2021 watermain replacement program to 2020.


Reviewed by: **Maria Guerra, PEng., PMP**
Acting Manager of Design and Construction

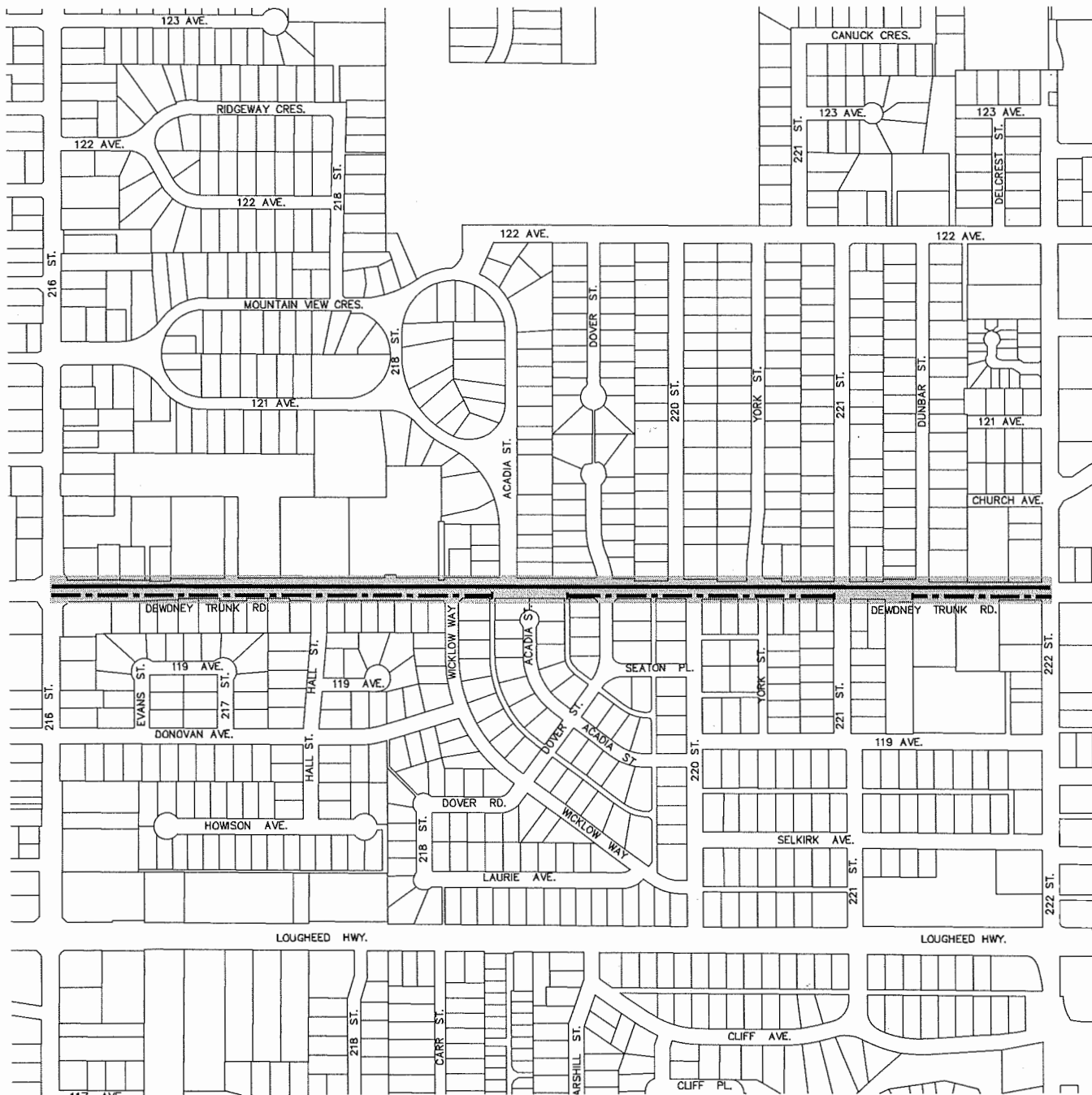

Financial: **Trevor Thompson, BBA, CPA, CGA**
Concurrence: **Chief Financial Officer**





Concurrence: **Josh Mickleborough, PEng.**
Director of Engineering

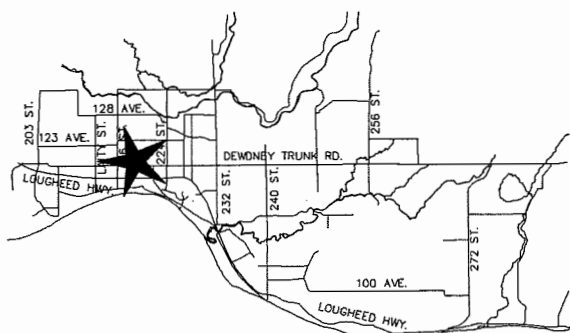

Approved by: **David Pollock, PEng.**
General Manager Engineering Services


Concurrence: **Al Horsman**
Chief Administrative Officer

Attachments:
(A) Map



-  PROPOSED WATERMAIN REPLACEMENT
-  PROPOSED FIBRE OPTIC DUCT INSTALLATION
-  PROPOSED SANITARY REHABILITATION



SCALE:
N.T.S.



CITY OF MAPLE RIDGE
ENGINEERING
DEPARTMENT

DEWDNEY TRUNK ROAD WATERMAIN & SANITARY REHABILITATION
216 STREET – 222 STREET
ITT-EN20-23

DATE: JUNE 2020

FILE/DWG No SK0447



CITY OF MAPLE RIDGE

mapleridge.ca

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Award of Contract ITT-EN20-32: Sanitary Sewer Upgrades Phase 2 – 240 Street at Kanaka Creek Bridge

MEETING DATE: July 7, 2020
FILE NO: 11-5255-50-088
MEETING: CoW

EXECUTIVE SUMMARY:

The purpose of this report is to obtain Council approval to award the Sanitary Sewer Upgrades – Phase 2 of the 240 Street at Kanaka Creek Bridge construction contract to Targa Contracting (2013) Ltd. in the amount of \$394,027.00 excluding taxes.

The City's Sanitary Master Plan prepared by AECOM Canada Ltd. identified the sanitary sewer main crossing on 240 Street under the Kanaka Creek Bridge through two siphons as requiring upgrades. The upgrades were planned in stages: Phase 1 was installation of a new siphon manhole connection and modifications to the existing siphons and Phase 2, which is the subject of this report, is the installation of two new inverted siphons suspended under the Kanaka Creek Bridge deck.

Sanitary Sewer Upgrades Phase 2 – 240 Street at Kanaka Creek Bridge is part of the approved 2020 Financial Plan.

To accommodate immediate pressures, a new siphon manhole connection and modifications to existing siphons were installed in 2019 under Phase 1. The completed work for Phase 1 was in preparation for the Phase 2 upgrades, which are the installation of two new inverted siphons suspended under the Kanaka Creek Bridge deck to address long-term future flows. The existing siphons under the Kanaka Creek Bridge will be maintained as back-ups to the new inverted siphons. The Phase 2 work generally consists of the installation of two new inverted siphons suspended under the Kanaka Creek Bridge deck, complete with pigging or cleaning ports, connection to valves on the siphon inlet chamber, a new manhole, a tie-in to the existing manhole, roadway rehabilitation and environmental remediation works.

The detailed design was completed by Onsite Engineering Ltd. and an Invitation to Tender for the project was issued on May 12, 2020 and closed on June 11, 2020. Six bids were received and the lowest compliant bid was submitted by Targa Contracting (2013) Ltd. in the amount of \$394,027.00 (excluding taxes). The total project cost is within current funding envelope.

RECOMMENDATION:

That Contract ITT-EN20-32: Sanitary Sewer Upgrades Phase 2 – 240 Street at Kanaka Creek Bridge, be awarded to Targa Contracting (2013) Ltd. in the amount of \$394,027.00 excluding taxes; and

That a contract contingency of \$75,000.00 be approved to address potential variations in field conditions; and further

That the Corporate Officer be authorized to execute the contract.

1132

DISCUSSION:

a) Background Context:

The new C'usquela Elementary School, located at 24137 104 Avenue, serving the Albion area, opened in September 2019. In order to service the school, a sanitary pump station and a forcemain were constructed that discharge into an existing sanitary manhole on 240 Street north of 104 Avenue. To accommodate the extra flow, a new siphon manhole connection and modifications to existing siphons on 240 Street were installed in 2019, under Phase 1. The completed work for Phase 1 was in preparation for the Phase 2 upgrades, which is the installation of two new inverted siphons suspended under the Kanaka Creek Bridge deck to address future flows. The existing siphons under Kanaka Creek will be maintained as back-ups to the new inverted siphons. Phase 2 of the upgrades is the installation of the two new inverted siphons suspended under the Kanaka Creek Bridge deck for increased capacity for future flows.

The work generally consists of the installation of two new inverted siphons suspended under the Kanaka Creek Bridge deck, complete with pigging or cleaning ports, connection to valves on the siphon inlet chamber, a new manhole, tie-in to the existing manhole, roadway rehabilitation and environmental remediation works. The construction has to be done during the 2020 Fisheries Window (August 1st to September 15th, 2020).

Tender Evaluations

An Invitation to Tender was issued on May 12, 2020 and closed on June 11, 2020. Six bids were received, listed below from lowest to highest price.

	<u>Tender Price (excluding taxes)</u>
Targa Contracting (2013) Ltd.	\$ 394,027.00
Drake Excavating (2016) Ltd.	\$ 443,504.00
RTR Terra Contracting Ltd.	\$ 462,754.30
TGK Irrigation Ltd.	\$ 463,900.00
Conwest Contracting Ltd.	\$ 526,000.00
PW Trenchless Construction Inc.	\$ 546,065.00

The bids indicate this is fair market value for the project. Staff completed reference checks on Targa Contracting (2013) Ltd. for similar work with other municipalities and found their references acceptable. Staff recommends awarding the contract to Targa Contracting (2013) Ltd. in the amount of \$394,027.00 (excluding taxes).

b) Desired Outcome:

The desired outcome is to provide reliability of service and to provide capacity for C'usquela Elementary School and the future growth of Albion area.

c) Strategic Alignment:

Council's Strategic Plan has directed staff to manage municipal infrastructure to accommodate future developments and growth in accordance to OCP.

d) Citizen/Customer Implications:

Construction will commence after the project is awarded and attempts will be made to minimize the impact to everyday traffic, residents and businesses in the neighborhood. The construction has to be done during the Fisheries Window (August 1st to September 15th 2020). 240 Street is expected to remain open to traffic throughout the construction. There is an approved traffic management plan and traffic control personnel will be provided as required, even though most of the work is on the east boulevard. The general public will be informed of traffic changes and construction progress through the City's website and social media sources.

e) Interdepartmental Implications:

The Engineering Department has worked with the Operations Department in developing this project.

f) Business Plan/Financial Implications:

There are sufficient funds from LTC no. 016026 to complete this project.

Projected Expenditures (Excluding Taxes):

Construction Contract - Targa Contracting (2013) Ltd.	\$	394,027.00
Contract Contingency	\$	75,000.00
Total Projected Project Cost	\$	469,027.00

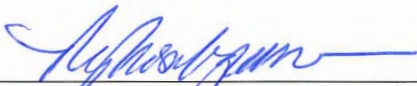
Project funding available:

240 Street Sewer Upgrades (LTC No. 016026)	\$	950,000.00
Expenditures to date including design and construction of Phase 1	\$	- 265,560.04
Total Available Remaining Budget	\$	684,439.96

CONCLUSION:

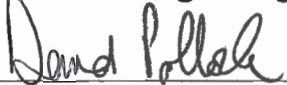
The tender price of \$394,027.00 (excluding taxes) by Targa Contracting (2013) Ltd. for Sanitary Sewer Upgrades Phase 2 – 240 Street at Kanaka Creek Bridge is the lowest compliant tendered price.

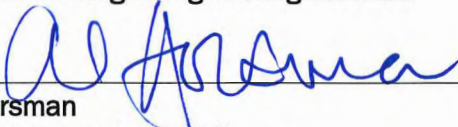
It is recommended that Council approve the award to Targa Contracting (2013) Ltd. It is also recommended that a contract contingency of \$75,000.00 be approved to address unforeseen items, totalling \$469,027.00 (excluding taxes).


Reviewed by: **Maria Guerra, PEng., PMP**
Acting Manager of Design and Construction


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

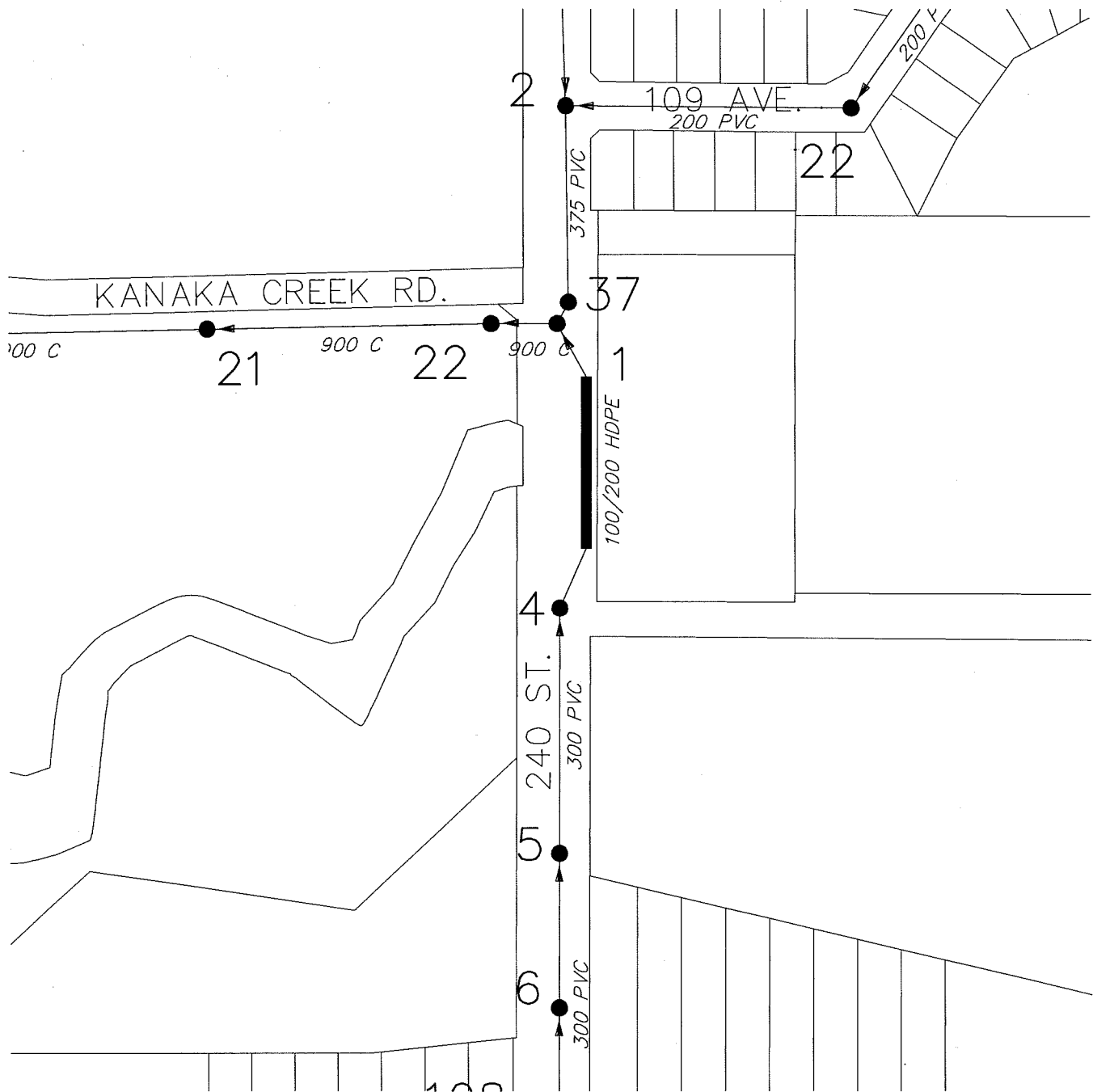

Concurrence: **Josh Mickleborough, PEng.**
Director of Engineering


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

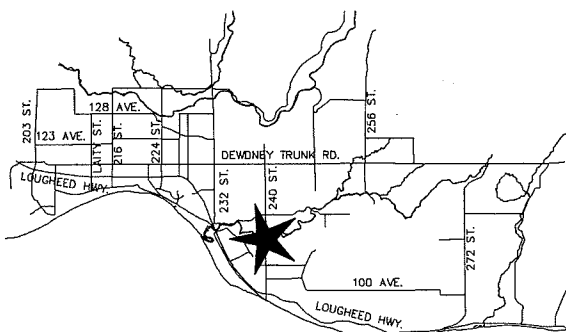

Concurrence: **Al Horsman**
Chief Administrative Officer

Attachments:

(A) Map



— PROPOSED SANITARY REPLACEMENT



SCALE:
N.T.S.



CITY OF MAPLE RIDGE
ENGINEERING
DEPARTMENT

SANITARY SEWER UPGRADE – PHASE 2
240 STREET AT KANAKA CREEK BRIDGE
ITT-EN20-32

DATE: JUNE 2020

FILE/DWG No

SK0448

TO: His Worship Mayor Michael Morden
and Members of Council

MEETING DATE: July 7, 2020
FILE NO: 2484885

FROM: Chief Administrative Officer

MEETING: Committee of the Whole

SUBJECT: Greenhouse Gas Emissions and Climate Action Background Report

EXECUTIVE SUMMARY:

On May 26, 2020, Council directed staff to bring back information on the City's community greenhouse gas (GHG) emissions, reduction targets and actions. The background was requested to support a discussion on the targets and the City's progress toward achieving them. This report provides the background material. The discussion is timely, as there is a movement to encourage senior governments to align pandemic recovery economic stimulus funding toward climate action objectives.

RECOMMENDATION:

No resolution required – for information only. See “Alternatives” section for future consideration.

DISCUSSION:

This report has several sections:

- Greenhouse gas emissions and climate change – introduction
- Key terms used in this report
- Greenhouse gas emissions – how are we doing?
- Climate action milestones
- Financial and Policy Implications
- Public Input and Consultation
- Alternatives and Interdepartmental Implications

Numerous attachments provide further detail and are referenced throughout the report.

a) Greenhouse gas emissions and climate change – introduction:

Climate change is being felt both globally and closer to home. Locally, summers are getting hotter and drier, winters are warmer and wetter, and we are experiencing extreme weather events with increased frequency. These trends are expected to accelerate, threatening affordability, quality of life, health and safety, social equity, economic security and our natural environment. Metro Vancouver's Climate 2050 Strategic Framework projects the “new normal” for the region within the 2050 timeframe as follows:

- **Warmer temperatures:** with increasing daytime and nighttime temperatures, there will be more hot summer days and fewer winter days with frost or ice.
- **Longer summer dry spells:** summer rainfall will decline by nearly 20%, with increased likelihood of extended drought periods.
- **Wetter fall and winters:** although on average the total annual rainfall is expected to increase by just 5%, there will be a large increase in rainfall during fall and winter.

- **More extreme precipitation events:** more rain will fall during the wettest days of the year and the frequency of extreme rainfall events will increase.
- **Decreased snowpack:** the deep spring snowpack in the mountainous watersheds is expected to decrease by over 50% compared to present day.
- **Sea level rise:** in addition to these weather-related changes predicted in our region, warming global temperatures are projected to bring at least 1 metre of sea level rise by 2100, which will impact coastal communities in our region.

A significant reduction in greenhouse gas emissions is needed to mitigate this trend, while the City must also adapt our operations, community infrastructure and natural systems to cope with the changes that are here to stay.

While much of this report focuses on data and community infrastructure, climate change is impacting human health and will continue to pose challenges in the future. The extent of these effects depends on the pace of climate change and on how well we adapt to the new environmental conditions and risks to health. Some of the potential climate-related impacts on health and well-being have been identified by Health Canada:

1. Temperature-related morbidity and mortality
 - a. Illness related to extreme cold and heat events
 - b. Respiratory and cardiovascular illnesses
 - c. Increased occupational health risks
2. Weather-related natural hazards
 - a. Damaged public health infrastructure
 - b. Injuries and illnesses
 - c. Social and mental stress
 - d. Increased occupational health hazards
 - e. Population displacement
3. Air quality
 - a. Increased exposure to outdoor and indoor air pollutants and allergens
 - b. Respiratory diseases
 - c. Heart attacks, strokes and other cardiovascular diseases
 - d. Cancer
4. Water- and food-borne contamination
 - a. Intestinal disorders and illnesses caused by chemical and biological contaminants
5. Health effects of exposure to ultraviolet rays
 - a. Skin damage and skin cancer
 - b. Cataracts
 - c. Disturbed immune function
6. Vector-borne and zoonotic diseases
 - a. Changed patterns of diseases caused by bacteria, viruses and other pathogens carried by mosquitoes, ticks, and animals.

Reducing GHG emissions may reduce the severity of some of these health impacts, and may also lessen the release of toxic pollutants known to affect the health of people and ecosystems.

All levels of government have been called to action, along with businesses, families and individuals:

- The “*Pan-Canadian Framework for Clean Growth and Climate Change*” is the Government of Canada’s plan to help meet federal emissions reduction targets, grow the economy, and build resilience to a changing climate.

- Provincially, the “CleanBC” plan is working toward a low-carbon economy, and a future where buildings and new vehicles produce no emissions, where we use less energy and create less waste, and where industries are clean.
- Regionally, Metro Vancouver’s “Climate 2050 Framework” (see Attachment A) aims to achieve a carbon neutral region by 2050. An interim target of 45% reduction in GHG emissions from 2010 levels by 2030 is established, and “Roadmaps” are being developed to establish the pathways to these reductions. City staff are involved in these discussions to help identify effective actions to reduce emissions in each sector.
- Local governments are uniquely positioned to adapt land use planning, capital asset management and service models to become resilient to changing climate conditions as well as contributing to mitigation efforts. In this regard, the City of Maple Ridge can play a vital role in creating a cleaner and more sustainable future. Climate action efforts can enhance livability and support public health, well-being, the environmental and fiscal sustainability of community and the citizens of Maple Ridge. Collaboration with community stakeholders will be important as the City works to reduce GHG emissions while supporting economic recovery.

b) Key terms used in this report

Before getting into the analysis and further discussion, this section gives a brief description of some key terms used throughout this report.

Greenhouse Gases

The main greenhouse gases are carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), and sulfur hexafluoride (SF₆), along with water vapor (H₂O). Some occur naturally and are needed to keep the planet warm enough to be habitable, some occur due to modern human activities, and some fall under both categories. It has been recognized since the 1960s that greenhouse gases are increasing faster than they are being removed from the atmosphere. The Intergovernmental Panel on Climate Change (IPCC) produced a report¹ that was formally approved by the world’s governments in 2018. Backed by 30 years of scientific study, it concluded that emissions of greenhouse gases due to human activities, the root cause of global warming, continue to increase, year after year.

GHG Emission Reduction Targets

Recognizing the need to reduce emissions caused by human activity, many individuals, companies and governments have set reduction targets. Some are aspirational, a “top-down” approach based on an overarching goal. Others identify strategies and quantify the reduction potential, developing “bottom-up” reduction targets. A hybrid example is where strategies are quantified, and a gap that falls short of a top-down aspiration illustrates the need for additional strategies and actions that have yet to be identified and/or quantified.

In 2010, Council adopted the provincial target of 33% reduction in greenhouse gas emissions by 2020 from 2007 levels, and 80% by 2050. The IPCC’s report, formally approved by the world’s governments, states that in order to avoid a temperature rise of more than 1.5 degrees Celsius, worldwide emissions must be reduced by 45 percent by 2030 compared with 2010 levels, and that net emissions be reduced to zero by 2050. Council recently endorsed Metro

¹ <https://www.ipcc.ch/sr15/>

Vancouver's proposed targets that align with IPCC calculations. Citizen feedback suggests that Council also consider updating the City's targets.

Carbon Dioxide Equivalent, or CO₂e

CO₂e, or carbon dioxide equivalent, is a standard unit for measuring total carbon footprint or total combined greenhouse gases. Each type of greenhouse gas has the potential to warm the atmosphere by a certain amount. This "global warming potential" results in a factor, representing how many times greater that GHG's warming potential is, in relation to carbon dioxide (factor of 1). For example, methane is valued at 25, meaning one tonne of methane will cause the same amount of atmospheric warming as 25 tonnes of carbon dioxide over 100 years. An entity's greenhouse gas emissions are usually expressed in tonnes of CO₂e (tCO₂e). See Attachment B for further detail on the global warming potential of greenhouse gases.

Greenhouse Gas Inventories

The City of Maple Ridge, like other local governments, has two sets of greenhouse gas inventories.

1. **Corporate GHG inventory** – this includes GHG emissions from the City's assets and activities. Fossil fuels consumed by the City's fleet vehicles, equipment and buildings and by contractors to perform activities such as paving the City's roads make up the bulk of the corporate GHG inventory. Solid waste from city operations also adds to the total inventory.
2. **Community GHG inventory** – this includes the GHG emissions from: all homes, businesses and industries within City boundaries; all on-road transportation (cars, trucks, commercial vehicles) attributed to the City; solid waste generated by residents and businesses, and land-use change from deforestation.

These greenhouse gas emissions inventories are both expressed in tonnes of carbon dioxide equivalent (tCO₂e).

c) Greenhouse gas emissions - how are we doing?

Corporate Greenhouse Gas Performance (see Attachment C)

The first corporate greenhouse gas emissions inventory was calculated for 2007, and it has been reported annually since that time. Applying the Official Community Plan target of 33% reduction by 2020 in a linear fashion, the target is 1,608 tCO₂e for 2019. The net GHG emissions for 2019 were 1,465 tCO₂e, outdoing the target by 143 tonnes.

A portion of this progress results from "credits" that the City is apportioned for its role as a member municipality of Metro Vancouver. For the years 2013 through 2015, the credits related to methane capture at the Vancouver Landfill in Delta. In 2019 the credits were due to the diversion of 3,842 tonnes of organic materials from the waste stream. In 2015 the amount of GHG emissions avoided by the methane capture project exceeded the GHG emissions from City services, and the City was formally recognized by the Federation of Canadian Municipalities (FCM) as being "carbon neutral," meaning the net tCO₂e was zero or less than zero.

The change from 2007 to 2019 in gross tCO₂e (ignoring credits), is a reduction of about 5%. The leisure centre is the City's highest single carbon-emitting asset, due to the pools and atrium space and the use of natural gas as the energy source for these elements. An energy retrofit about ten years ago cut emissions in half, contributing to the 5% reduction. An innovative change in the way IT services are provided also contributed to the savings. The City received a 2010 Energy & Climate Action Award for these projects.

The greenhouse gas emissions from City operations and assets is a subset of the overall community greenhouse gas emissions, contributing about 1% of the GHG emissions generated by Maple Ridge homes, business, vehicles and waste.

Community Greenhouse Gas Performance (see Attachment D)

The community generates greenhouse gases primarily from the following activities:

- Driving vehicles that run on gasoline, diesel and other fossil fuels;
- Using heating and cooling systems in homes and buildings for air and water;
- Discarding waste in the trash (solid waste disposal)

Vehicles:

The calculation of a community GHG inventory is complex. For example, the fuel efficiency of personal transportation vehicles can range from minimal (electric vehicles) to heavy, diesel or gas powered trucks. Citizens in Maple Ridge have the freedom of choice to purchase any car regardless of fuel efficiency, and they can choose whether to drive it short distances infrequently, or they may commute long distances every day. There is no data collection on this behaviour, nor is there accessible data for commercial vehicles.

Therefore, vehicle emissions present a challenge. For the years 2007, 2010 and 2012 the BC Government provided these figures to municipalities based on a set of assumptions, using vehicle registration information, fuel efficiency numbers and driving distance assumptions. The City does not have access to this data for subsequent years. A proxy could be a calculation using regional fuel sales data, although not all local vehicle owners purchase their fuel within City boundaries. Metro Vancouver is working toward a regional calculation. At this time, staff determined that a calculation specific to Maple Ridge would be inaccurate and therefore of low value, relative to providing Council with a timely background report on the general topic of climate action and greenhouse gas emissions.

This report does include a scorecard from the City's performance reporting section on the website illustrating titled "Community Charging Station Usage and Emission Savings" (see Attachment E). One might conclude that the number of electric vehicles in Maple Ridge is growing due to the usage of the City's community EV charging stations. The growth in number of electric vehicles, where they have replaced vehicles using fossil fuels, would indicate a positive trend in lowering greenhouse gas emissions. An accurate dataset would be required to ascertain the impact of community growth on emissions from the vehicle category.

For the past six years now, the makeup of the City's own transportation fleet has been of entirely hybrid and electric vehicles, and they are assigned to uses based on efficiency of fuel type.

Buildings (see Attachment F):

Attachment F, Table 1 shows Greenhouse Gas Emissions (tCO₂e) from utility connections (Fortis BC and BC Hydro). This subset of emissions is commonly referred to as "Buildings" since most of these connections are related to physical structures. The energy used in buildings is primarily for heating and cooling systems. The table shows that by far, natural gas is the most significant source of greenhouse gas emissions produced by Maple Ridge, followed by electricity. This section provides performance figures for these two emission sources.

Natural gas is broken into two user categories: residential and commercial/small industrial. About two-thirds of natural gas used in Maple Ridge flows to residential gas connections.

Natural gas has a factor which can be applied to the gigajoules used in order to determine its carbon dioxide equivalent. Emissions for residential connections grew by 8% over the period of 2007-2017; for commercial connections, emissions went down by 10% over this same period. Buildings as a whole in 2017 contributed almost 148,000 tCO₂e representing an increase of 1% from the 2007 level.

Electricity is delivered to Maple Ridge homes and businesses by BC Hydro. This data is also available in aggregate form. Electricity supplied by BC Hydro produces much less greenhouse gas emissions than natural gas, as much of it comes from hydro power. Still, BC Hydro must supplement hydro power at certain times with other sources. For this reason, BC Hydro's emissions factor to determine carbon dioxide equivalent changes from year to year, depending on the relative sources of power used by BC Hydro. Although consumption of electricity has gone up over the past ten years by 11%, greenhouse gas emissions have gone down by over 50%. This is because BC Hydro's clean power has become even cleaner than ten years ago.

About 60% of electricity used in Maple Ridge goes to residential connections, and over the past ten years, emissions for both residential and commercial users have gone down by about the same percentage. Buildings contributed just over 6,200 tCO₂e in 2017.

Between the two sources of greenhouse gas emissions from Maple Ridge buildings, 96% of 2017 tCO₂e comes from the use of natural gas for space and hot water heating. Strategies to reduce community greenhouse gas emissions should include a focus on reducing natural gas consumption. Attachment F, Graph 1 shows that residential use of both energy sources on a per-capita basis have been moving in the right direction over the past decade.

Page 2 of Attachment F shows the summary of data available at this time, which captures 2007 through 2017, excluding 2008, 2009 and 2011.

Attachment G show comparisons between Maple Ridge and communities in Metro Vancouver and the Fraser Valley. The first page shows the change in emissions from natural gas consumption in total and per capital. The second page shows these figures but for residential connections only, to eliminate anomalies that may be present on the first page due to major changes in industrial uses, e.g. a new or shut-down major industrial user.

Solid Waste:

The City of Maple Ridge provides the community with curbside pickup of recycled materials, and operates a local recycling depot where residents can drop off a broad array of recyclable materials. This means less solid waste going to landfills. Maple Ridge residents and businesses choose their waste disposal companies, and a ban on organic material in the solid waste disposal stream in Metro Vancouver means most of those companies provide an organics pickup in tandem with their solid waste service.

This multiple service provider model creates some complexity in calculating the greenhouse gas emissions created as a result of landfilled materials. However, since solid waste generated only 3% of community emissions in 2012 (the last year the Province provided community emissions data), the analysis of this relatively small source of emissions has been deferred in the interest of providing Council with a timelier background report.

A proxy measure is included as Attachment H, showing kilograms of waste diverted from the landfill. The target was amended in 2014 to acknowledge changes to the recycling industry with the Extended Stewardship Program for the packaging industry, which has resulted in lighter packaging and therefore decreased tonnage discarded and therefore diverted.

However, indications are that although the weight of diverted materials is lower due to changes in packaging materials, volumes continue to increase, relieving landfills of this material and reducing related greenhouse gas emissions.

Land Use:

In 2012, the community energy and emissions inventory data provided by the Province (shown on Attachment D), included an additional category to represent land use. This captures the impact of deforestation. While no additional data has been provided since that time, the City does track the area of land legally protected each year through dedication or covenant for environmental reasons. See Attachment I.

d) Climate action milestones

Following is a list of some climate action milestones events over the past ten years.

- 2007 Council adopted a Corporate Strategic Plan with an overt emphasis on sustainability and endorsed the concept of a carbon neutral goal. Council also approved the establishment of a sustainability office of 1 full-time equivalent staff (FTE) reporting to the Chief Administrative Officer to assist in the development of a sustainability plan and its implementation.

The City received an award from the Province for its Community Ecosystem Restoration Initiative, a tree planting and carbon sequestration program.

A [Sustainability Action Plan²](#) was developed in 2007 and adopted by Council in 2008. Development of the plan was co-facilitated by a leading Vancouver-based consulting firm with a lengthy history in sustainability work. The plan was developed with over 50 staff from all levels of the organization along with Council members over several full-day working sessions, and identified numerous actions aligning with Council's strategic focus areas. The status of these commitments is reported in Attachment J.

- 2008 Council signed on to the Province's BC Climate Action Charter. The Charter is a voluntary agreement between the BC Government, the Union of BC Municipalities (UBCM) and individual local government signatories. It was launched at the 2007 UBCM convention. Under the Charter, signatories commit to:

- Becoming carbon neutral in their corporate operations;
- Measuring and reporting their community's greenhouse gas emissions; and
- Creating complete, compact, more energy efficient communities.

The City Joined the Federation of Canadian Municipalities' (FCM's) Partners for Climate Protection (PCP) and began working through the framework of 5 milestones for both corporate and community infrastructure. They are:

Milestone 1: Create a GHG emissions inventory and forecast

Milestone 2: Set an emissions reduction target

Milestone 3: Develop a local action plan

Milestone 4: Implement the Local Action Plan

Milestone 5: Monitor progress and reporting results

² See <https://www.mapleridge.ca/DocumentCenter/View/424>

The City has achieved Milestone 4 for corporate GHG emissions and Milestone 2 for community GHG emissions. Requirements for Milestone 5 for corporate operations have been met internally.

- 2010 Targets and public consultation – In February 2010, Council considered four community GHG reduction targets. One of the modelled scenarios was calculated using the targets established by the BC Government for the province, but applied on a per capita basis. This was initially favoured by the majority of Council, as it recognized the City's growth projections. A public open house was broadly advertised, including emails to members of all Council committees and to a wide range of stakeholders that included the Business Improvement Association, the Chamber of Commerce, the School Board (senior staff and Trustees), stewardship groups, local MLA, community groups, and Katzie First Nation. Public feedback favoured a more aggressive target, so in April 2010 Council approved the provincial targets on an aggregate basis (not per capita³) and these were incorporated into the Official Community Plan along with supporting policies.

The City achieved partner status in BC Hydro's Energy Manager Program. This provided a source of funding to deliver energy efficiencies within the City's infrastructure and programs. The City was able to successfully renew the agreement for six years.

The City was awarded the 2010 Energy and Climate Action Award for two projects: a deep energy retrofit and the City's first use of solar heating technology at the Maple Ridge Leisure Centre, and an innovative evolution in computing technology by IT staff.

- 2011 Council endorsed the Global Cities Covenant on Climate ("The Mexico City Pact"), an international mayors' initiative. In becoming a signatory, the City committed to submit documentation on its climate mitigation and adaptation actions in the carbonn [sic] Cities Climate Registry along with regular reporting on greenhouse gas emissions. The City reported for a number of years, until it became a duplication of reporting requirements under BC's Carbon Action Revenue Incentive Program.
- 2020 Council endorsed Metro Vancouver's proposed 2040 regional growth strategy update for greenhouse gas emissions reduction targets of 45% reduction from 2010 levels by 2030 and carbon neutral by 2050.

Along with these Council milestones, many actions have been taken by the City to both mitigate climate change through reductions in greenhouse gas emissions, and adapt to the realities of climate change. As mentioned previously, Attachment J reports on action items from the 2007/2008 Sustainability Action Plan. Attachment K highlights many more actions that have been taken since that time.

e) Financial implications

All indications suggest that pandemic-related economic stimulus funds from senior government will be directed to shovel-ready projects that align with climate action objectives. This is a potential source of funding, in addition to the typical grant programs the City would tap into. These funds tend to dry up for communities following rather than leading the pack. At present, Maple Ridge is one of the most populous communities without a climate action or energy and emissions plan.

³ 16% emissions reduction below 2007 levels by 2020 and 25% emissions reduction by 2031. Measured on a per capita basis these targets would aim to reduce per capita emissions from 5.3 tonnes of CO₂e (measured in 2007) to 3.5 tonnes of CO₂e per person by 2020 (a 34% reduction) and 2.6 tonnes of CO₂e by 2031 (a 50% reduction).

In 2008 the City established a carry-forward reserve to fund projects that would help achieve greenhouse gas reduction targets. When the Provincial carbon tax was levied and municipalities became eligible to be “cost-neutral” by receiving a rebate of carbon tax expenses contingent upon filing an annual report of carbon reduction initiatives, Council approved the reserve of this rebate as an inflow to this carry-forward reserve. The balance currently stands at about \$440,000, with an inflow of about \$60,000 per year. These funds could be utilized to leverage grant funding to support the development of a comprehensive plan to reduce greenhouse gas emissions and plan for climate change.

f) Policy implications

On January 14, 2020, Council approved a resolution “*that the Type 3 minor amendment to Metro Vancouver 2040: Shaping our Future, reflecting a carbon neutral region by 2050, and an interim target of reducing greenhouse gas emissions by 45% from 2010 levels by 2030, be endorsed and the resolution forwarded to Metro Vancouver.*” Metro Vancouver’s target was established to align with the October 2018 Intergovernmental Panel on Climate Change (IPCC) Special Report to limit global warming to 1.5°C above pre-industrial levels.

At the same time, Council passed a resolution formally requesting that the Province produce community-level GHG emission data at least every second year, so that the City can monitor progress toward reduction targets currently in the Official Community Plan. The last complete dataset was produced for the 2012 year. The City’s current targets are 33% reduction by 2020 from 2007 levels, and 80% by 2050.

Metro Vancouver requested endorsement of the new targets as part of an update to *Metro Vancouver 2040: Shaping our Future*, the current regional growth strategy. It is expected that *Metro Vancouver 2050*, an updated regional growth strategy, will be developed for mid-2022. As a requirement, member municipalities will have to update Regional Context Statements, and the City expects to begin this work in 2021. Ideally, an energy and emissions, or climate action plan would be developed before this work begins, to better understand the potential of, and implications for the community. This work was previously approved and entrenched in the Official Community Plan, Policy 5-44:

The District of Maple Ridge will explore undertaking a Community Energy and Emissions Plan that will help the municipality identify indicators to help track community energy emissions and to also provide recommendations on opportunities for reducing community emissions and achieving reduction targets.

Action taken since that time has been the development of some indicators, and numerous initiatives noted in Attachment K: *Listing of Climate Actions – 2011 through 2019*.

g) Public input and consultation

Citizens continue to express interest in municipal commitments and actions toward climate change goals and a low-carbon economy. Several individuals and groups have requested that Council declare a climate emergency, and others have requested that Council update greenhouse gas emission reduction targets and/or develop a climate action plan. Youth in particular are eager to have a voice in the world they will inherit from today’s policy-makers.

The Environmental Advisory Committee is focusing on policy work relating to natural assets in the community. This involves work relating to tree canopy coverage and carbon sequestration, among other issues. Council may wish to consider striking an advisory task force to provide input and advice in the development of a plan to reduce community greenhouse gas emissions and

adapt to the new normal. Attachment L is provided as a sample terms of reference from another community that could be adjusted to reflect the work needed to advance climate action planning in conjunction with the work of the Environmental Advisory Committee.

h) Alternatives

As this report is intended as a discussion paper to garner Council feedback, no recommendation has been put forward at this time. Council may want to consider the following:

- That staff be directed to develop a plan, including updated GHG emission reduction targets and proposed actions to achieve them, and to prepare draft terms of reference for an Advisory Task Force to assist with this work.

Alternatively, Council may wish to re-endorse the existing GHG emission reduction targets in the Official Community Plan, and focus on an action plan. Or Council may wish to defer the discussion about targets so that they can be addressed as part of the Regional Context Statement work that will begin in 2021. Or, in alignment with the resolution Council passed in January 2020 endorsing Metro Vancouver's adjusted targets, Council may wish to adopt the same targets. Further, Council may wish to revisit the policies in the Official Community Plan in relation to the targets.

The City is fortunate to have passionate and informed citizens with a variety of backgrounds and perspectives on climate change and related topics. Council may wish to tap into this resource in the development of a pathway toward a low-carbon future. Attachment M includes some examples of actions that Council may wish to undertake to reduce community greenhouse gas emissions. Collaboration with community stakeholders has the potential to generate ideas that may serve multiple objectives, beyond that of simple greenhouse gas reductions, such as economic growth.

i) Interdepartmental implications

In considering the various sources of emissions in the community and identifying actions that would help reduce them, most departments would be involved in some way. And in fact, this work is ongoing within departments, as work being undertaken now is viewed with a climate change lens alongside traditional approaches. For example, new developments consider green infrastructure such as bioswales as a matter of course, along with traditional stormwater management systems.

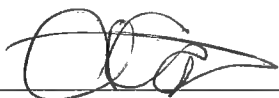
While participating in the development of a climate resiliency plan may require staff time, departments would receive the benefits of collaboration with cross-functional staff and external parties that can be applied to existing workplan items, though this may require shifting project timelines. Collaboration tends to take more time, but end results can often be better and produce ancillary benefits.

CONCLUSION:

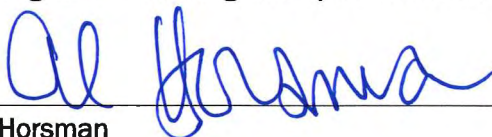
Climate change is impacting Maple Ridge citizens and businesses, along with City operations and infrastructure. Council has adopted greenhouse gas emission targets, has developed numerous policies and has undertaken many actions to address climate change. This report provides an overview along with some suggestions that Council may wish to consider to advance the community toward a low-carbon future.



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Approved by: **Christina Crabtree**
Acting General Manager: Corporate Services



Concurrence: **Al Horsman**
Chief Administrative Officer

****Attachments:**

- (A) Metro Vancouver *Climate 2050 Strategic Framework* Graphics
- (B) Global Warming Potential of Greenhouse Gases
- (C) Corporate Greenhouse Gas Emissions Scorecard
- (D) Community Charging Station Usage and Emission Savings
- (E) Community Greenhouse Gas Emissions Scorecard
- (F) Community Greenhouse Gas Emissions – Buildings Detail
- (G) Community Greenhouse Gas Emissions – Comparisons With Other Municipalities
- (H) Kilograms of Waste Diverted from the Landfill
- (I) Hectares of Environmentally Sensitive Lands Protected
- (J) 2007/2008 Sustainability Action Plan - Progress Update
- (K) Listing of Climate Actions – 2011 through 2019
- (L) Sample Advisory Task Force Terms of Reference
- (M) Examples of actions to reduce community GHG emissions

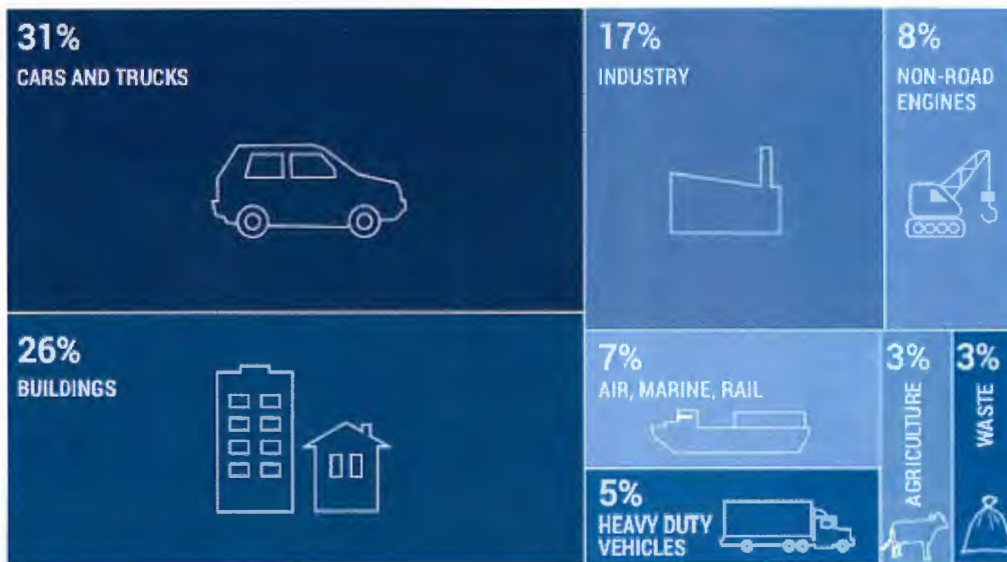
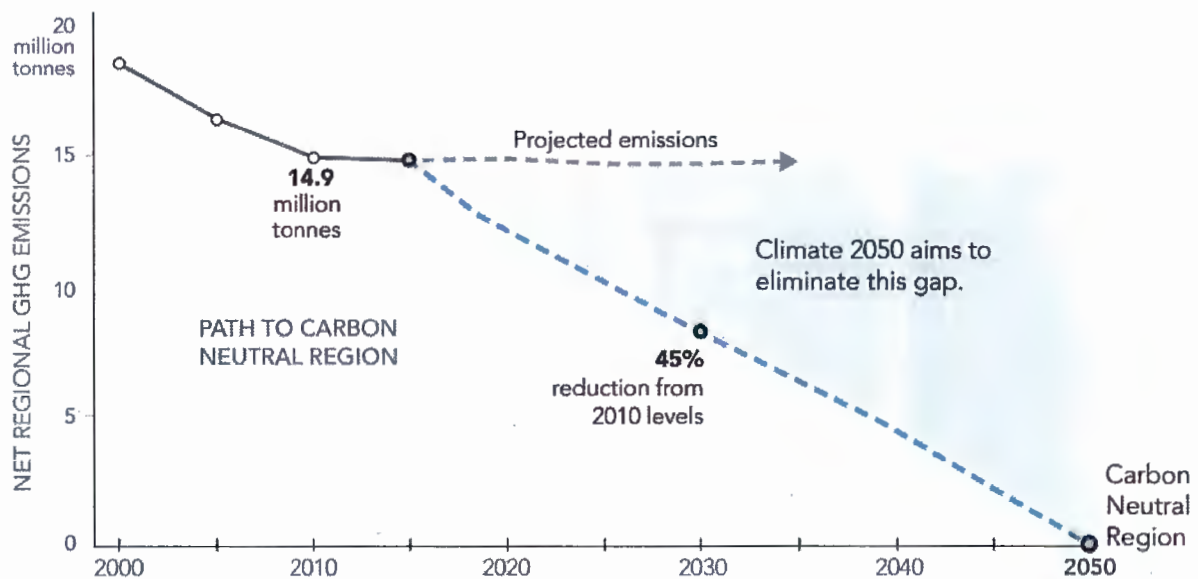
**** Note that most of the text appearing to be hyperlinks on the attachments will not be active, as they are snapshots of documents – not “live” versions of them.**

Related Content:

[January 14, 2020 Council Workshop](#), item 4.2
[March 23, 2010 Council Meeting](#), item 1201
[February 15, 2010 Council Workshop](#), item 4.1

Attachment A: Metro Vancouver *Climate 2050 Strategic Framework* Graphics

Regional Sources of Greenhouse Gas Emissions

Regional Greenhouse Gas (GHG) Emissions Trend: [How Are We Doing?](#)

Attachment B: Global Warming Potentials of GHGs⁴

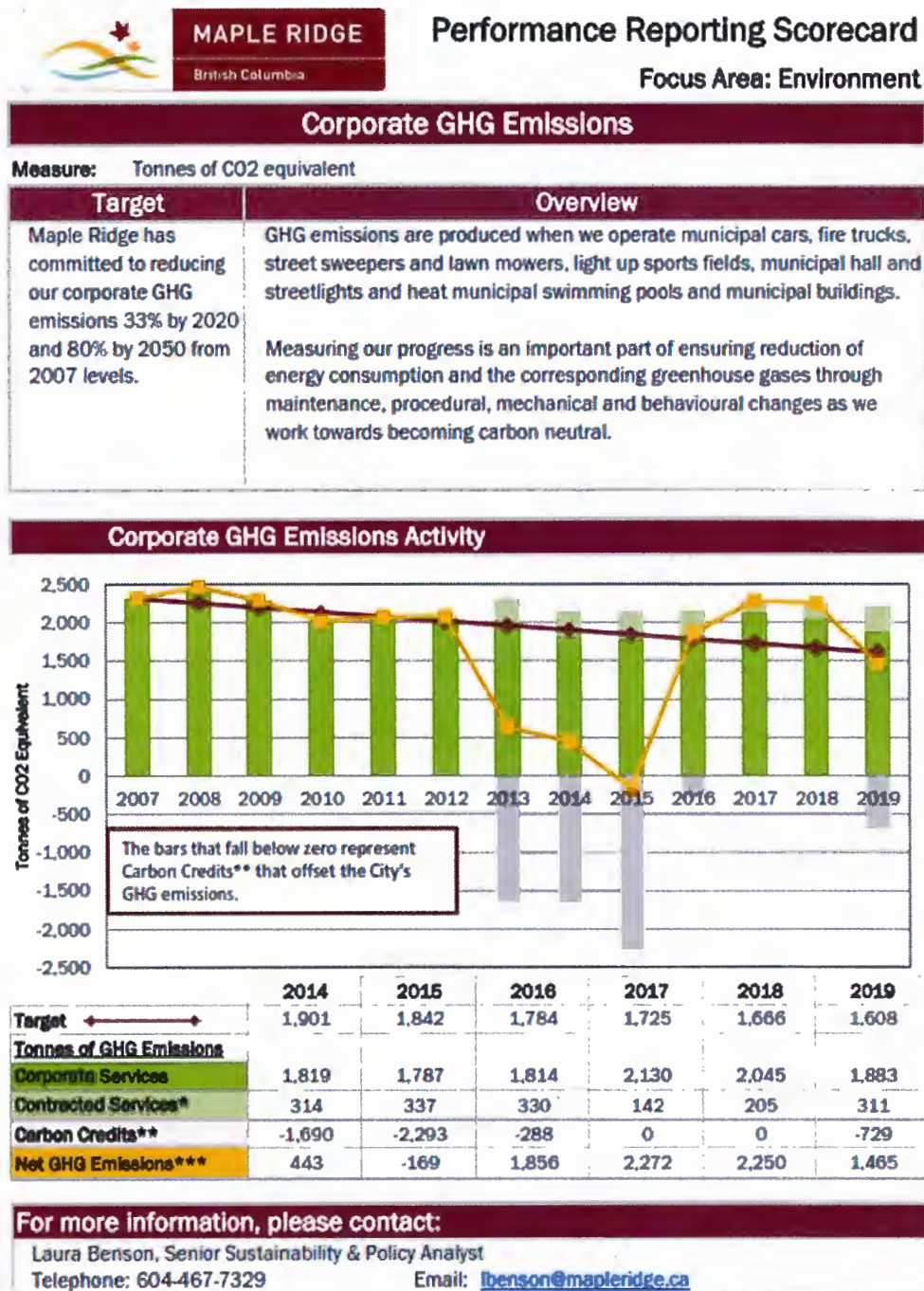
Greenhouse gas emissions that are influenced by human activities and that are of primary concern for GHG abatement policy and activities are listed in Table 1. The concept of global warming potential (GWP) has been developed to enable comparison of the ability of different GHGs to trap heat in the atmosphere (radiative forcing). The GWP of a GHG accounts for both the immediate radiative forcing due to an increase in the concentration of the gas in the atmosphere, and the lifetime of the gas. GWP values are not static and underwent a major change in the IPCC 4th Assessment Report (AR). These changes were adopted by B.C. beginning with the 2013 Provincial Inventory. Table 1 lists the “100-Year GWP” for the major gases and groups of gases (GWP values for other GHGs are listed under [Table 1-1](#)⁶ in Part 1 of the NIR).

Table 1: GHGs and their Global Warming Potential (GWP)

GHG	100-Year GWP (IPCC AR 4 2007)
Carbon Dioxide (CO ₂)	1
Methane (CH ₄)	25
Nitrous Oxide (N ₂ O)	298
Nitrogen Tri-fluoride (NF ₃)	17,200
Sulphur Hexafluoride (SF ₆)	22,800
Hydrofluorocarbon 23 (CHF ₃)	14,800
Hydrofluorocarbon 32 (CH ₂ F ₂)	675
Perfluorocarbons –Perfluoroethane (C ₂ F ₆)	12,200

⁴ METHODOLOGY BOOK FOR THE BRITISH COLUMBIA PROVINCIAL GREENHOUSE GAS INVENTORY, Ministry of Environment and Climate Change Strategy, June, 2019

EN02



Scorecard last updated: June 11, 2020

Corporate GHG Emissions

EN02

Status Reports	2014	2015	2016	2017	2018	2019
Internal Services:	867.6	839	-1152	1262	708	856
Fleet:	951.35	948	822	869	1132	1027
Contracted Services:	313.9	337	330	142	205	311

Additional Information

Our community is still growing. The addition of streetlights in new subdivisions, new vehicles in the City fleet among other things means that despite our efforts to implement energy saving technologies, our GHGs may continue to go up before we experience reductions. Weather also plays a role. A colder season may result in an increase in natural gas consumption. Natural gas is used to heat many municipal facilities. When it's cold outside, the thermostat gets turned up to create a more comfortable working environment. We are doing many things to reduce the City's GHGs, including implementing alternative energy sources and energy efficiency upgrades at our facilities. As a Charter Member of the E3 Fleet Program, we are transitioning our transportation vehicle fleet to hybrid and electric vehicles and implementing fuel efficiency best practices.

Because the City is responsible for many of the regulations and guidelines for managing land use, water, waste and other municipal services as well as the infrastructure required to provide these services, we recognize the large role we play in our community's impact on the environment. We are working hard to achieve Council's Vision of becoming one of the most sustainable communities in the world. In 2007, when Council endorsed the City's Sustainability Action Plan (SAP), we committed to pursue policies and practices that encourage and promote sustainability.

*Contracted Services: As of June 1, 2012, municipalities are required by the Province to include GHG emissions from services that the City contracts out, including paving, mowing, etc, with our corporate GHG emissions.

**Carbon Credits: Solid waste (garbage) is managed as a regional system by Metro Vancouver. When solid waste is delivered to a landfill, it begins a process called decomposition which consumes oxygen and produces landfill gas, mainly a combination of carbon dioxide and methane. Methane is natural gas and an energy source but it is a Greenhouse Gas. Modern sanitary landfills are designed and operated either to vent or use landfill gas. In 2012, Metro Vancouver launched the Vancouver Landfill Gas Capture Optimization Project (VLF) to reduce GHG emissions by collecting methane at the landfill located in Delta, BC. The collected gases are thermally destroyed or processed and routed to an offsite cogeneration facility. This project has resulted in Metro Vancouver and member municipalities receiving carbon offset credits.

In 2019, Metro Vancouver began collecting data and reporting, through the Household Organic Waste Diversion and Composting program, the amount of household organic waste that is being received at municipal collection sites. Diverting organic material from the solid waste stream avoids landfill emissions created from the decomposition process. Municipalities with diversion systems are then eligible to claim the carbon credits resulting from this activity.

***Net GHG Emissions: Currently, it isn't possible for the City to have zero carbon emissions, but it is possible to be carbon neutral. When the 2015 carbon credits are subtracted from Maple Ridge's total corporate GHG emissions, our net emissions are negative, resulting in carbon neutral status. Because 2015 is the last year the City received the landfill credits, we are continuing to invest in reducing emissions from our own operations. To become carbon neutral in future years, we could purchase carbon offset credits. These carbon offsets would represent emissions reductions elsewhere that wouldn't have happened without our contribution. It makes better economic sense for us to invest in own operations first and reduce our emissions as much as possible. These reductions are permanent and reduce our operating costs. In future years there may be other local projects the City could invest in that benefit the community and provide carbon credits.

For more information on the SAP:

[View Strategic & Action Plans webpage](#)

For more information on Maple Ridge GHG emissions:

[View GHG Emissions webpage](#)

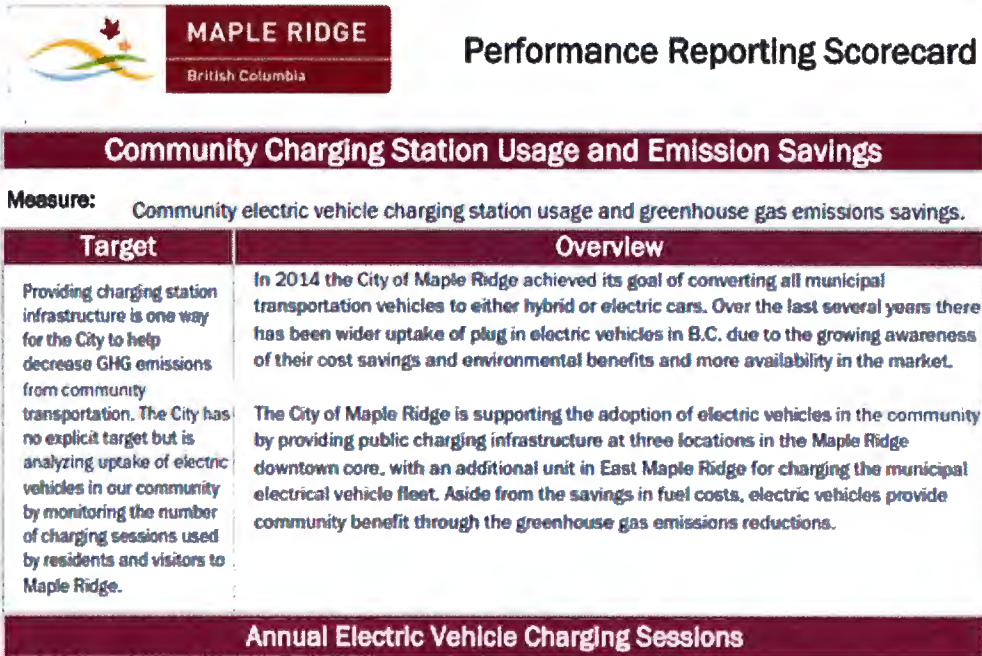
For more information on the VLF GHG Project Plan:

[View VLF Gas Capture Optimization, Vancouver - Delta](#)

Scorecard last updated: June 11, 2020

Corporate GHG Emissions

EN09



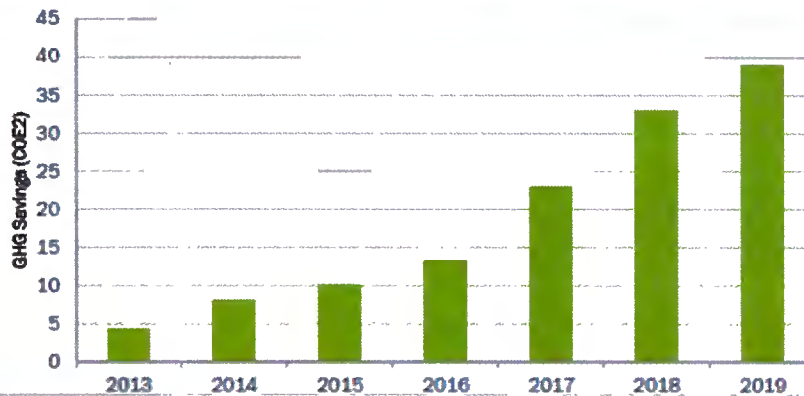
	2014	2015	2016	2017	2018	2019
Charging Sessions						
Community	1,482	2,053	3,161	6,699	9,800	12,293
Corporate	497	499	598	402	268	272
Total Charges	1,979	2,552	3,759	7,101	10,068	12,565

Scorecard Last Updated:
March 30, 2020

EV Charging Station Usage

EN09

Community Green House Gas Savings (tCO2e)



	2014	2015	2016	2017	2018	2019
GHG Emissions Savings (Tonnes CO2e)	8.1	10.1	13.3	23.0	33.0	39.0

For more information, please contact:

Walter Oleschak, Superintendent of Roads and Fleet

Telephone: 604-463-9581

Email: w.oleschak@mapleridge.ca

Status Reports

2019	The City's electric vehicle charging network has helped avoid 39 tonnes of GHG emissions in 2019. This was achieved through a 25% increase in community charging sessions.
2018	A 46% increase in year over year charging sessions has avoided an additional 10 tonnes of GHG emissions in 2018. Since 2014, the number of unique drivers using the Maple Ridge charging network has increased by 65%, 52%, 87% and 40% for each respective year. This year alone, 946 different vehicles charged on the network.
2017	In 2017, usage of the charging stations increased over 70% from 2016. The increase translates to an additional 10 tonnes of CO2e avoided year over year. Total carbon avoidance in 2017 is equivalent to the amount of electricity used by more than two homes.
2016	Complementary charging and further community adoption of electric and hybrid technology has continued to promote the usage of the City's EV charging stations. Usage has increased by 47% since 2015.
2015	The volume of sessions this year over last increased by nearly 29%. As is visible in the first chart, the increase is attributable to additional community use of the charging stations.

Additional Information

For more information on Maple Ridge's Fleet: [View Fleet Vehicles webpage](#)Scorecard Last Updated:
March 30, 2020

EV Charging Station Usage

EN01



Performance Reporting Scorecard

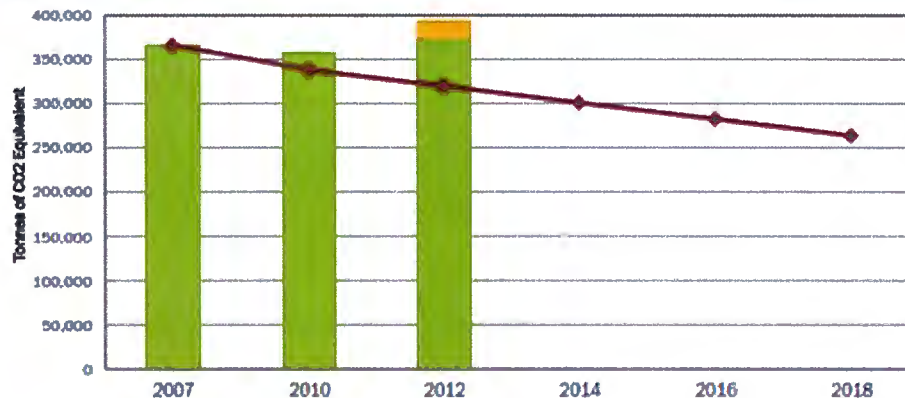
Focus Area: Environment

Community GHG Emissions

Measure: Tonnes of CO2 equivalent and per capita emissions

Target	Overview
By 2020, to reduce GHG emissions by 33%, compared to 2007 levels. This target is enshrined in the Official Community Plan.	<p>By 2020, the BC Government committed to reduce its GHG emissions by 33%, compared to 2007 levels. This target was adopted by Maple Ridge. The Community Energy and Emissions Inventory (CEEI) is an initiative of the BC Ministry of Environment. The information in the graph and Status Reports below show community-wide estimates provided by the Province in three primary sectors - on-road transportation, buildings and solid waste.</p> <p>These reports assist with the City of Maple Ridge's Climate Action Charter commitment to measure and report on our community's GHG emissions.</p>

Total Community GHG Emissions



	2007	2010	2012	2014	2016	2018
Target	366,366	338,449	319,838	301,226	282,615	264,003
Community GHG emissions¹	366,366	358,281	372,667			
Land Use Emissions²			21,746			

1 Community GHG emissions include emissions resulting from energy use in buildings, on-road transportation and solid waste.

2 Land use emissions were included in the CEEI inventory starting for the year 2012 and include emissions resulting from deforestation due to mining and municipal uses. Other land use changes are expected to be included in future CEEI reports.

For more information, please contact:

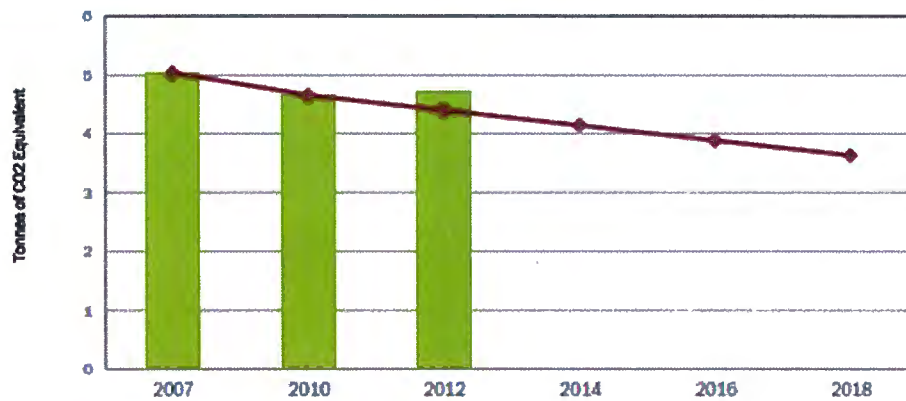
Laura Benson, Manager of Sustainability & Corporate Planning

Telephone: 604-466-4338

Email: lbenson@mapleridge.ca

EN01

Per Capita Community GHG Emissions



	2007	2010	2012	2014	2016	2018
Target	5.04	4.66	4.40	4.14	3.89	4
Per Capita GHG Emissions ¹	5.04	4.67	4.72			

1 Per capita GHG emissions include emissions resulting from energy use in buildings, on-road transportation and solid waste.

Status Reports

Sector	2007	2010	2012	2014	2016	2018
Buildings	135,613	125,770	125,711			
Commercial/Small-Medium Industrial	34,762	33,674	34,752			
Electricity	5,825	5,760	3,035			
Natural Gas	28,937	27,914	31,717			
Residential	100,851	92,096	90,959			
Electricity	8,033	8,117	4,561			
Natural Gas	92,818	83,979	86,398			
On-Road Transportation	216,043	219,367	235,017			
Heavy Duty Truck	33,027	29,499	30,438			
Large Passenger Cars	21,147	22,377	24,801			
Light Duty Truck	37,013	36,034	38,373			
Medium Duty Truck	29,068	36,302	40,801			
Small Passenger Cars	44,827	41,717	42,085			
SUV / Van	48,991	51,266	56,547			
Other	1,970	2,172	1,972			
Solid Waste	14,710	13,144	11,939			
Land Use - Deforestation			21,746			
Agriculture (memo)			1,219			
Mining			2,370			
Municipal			18,156			
Total Emissions	366,366	358,281	394,413	-	-	-

Scorecard last updated:
March 6, 2018

Community GHG Emissions

Additional Information

The data for this scorecard was provided by the BC Ministry of Environment, Community Energy & Greenhouse Gas Emissions Inventory Report (CEEI) for Maple Ridge, released in December 2016.

The CEEI from the Ministry of Environment collects data from utilities, public agencies and other trusted partners, to calculate the size of each sector's carbon footprint in each local government jurisdiction across BC. The CEEI represents energy consumption and greenhouse gas emissions from community activities in on-road transportation, buildings and solid waste. 2012 CEEI data included a new category: land use change from deforestation. Emissions as a result of land use changes are reported separately on this scorecard in order to show consistency with previous reporting years. The agriculture subsector is reported as a memo item in the CEEI, meaning it is not included in the Maple Ridge's official GHG emissions footprint. It is included in this scorecard to show all available data.

The 2017 scorecard update includes Per Capita Emissions as a new metric. Maple Ridge is a rapidly growing community and an increase in total emissions is expected as a result of this growth. Reporting emissions on a per capita basis is a method of showing emissions reduction while factoring in population growth.

Please note that the numbers for 2010 and 2007 are different than those previously reported due to changes in the methodology for calculating GHG emissions. The Province has advised that CEEI is in a state of "continuous improvement". This means that new data and methodologies are used when they become available. A number of new methodologies were used in 2012. These then have to be applied to the 2007 and 2010 reports for consistency and comparability. In future years, the 2007 baseline report will always be updated to reflect the latest data and methodologies being employed.

For more information on the CEEI and access to the data set: [View Province of BC CEEI webpage](#)

For more information on Maple Ridge GHG emissions: [View GHG Emissions webpage](#)

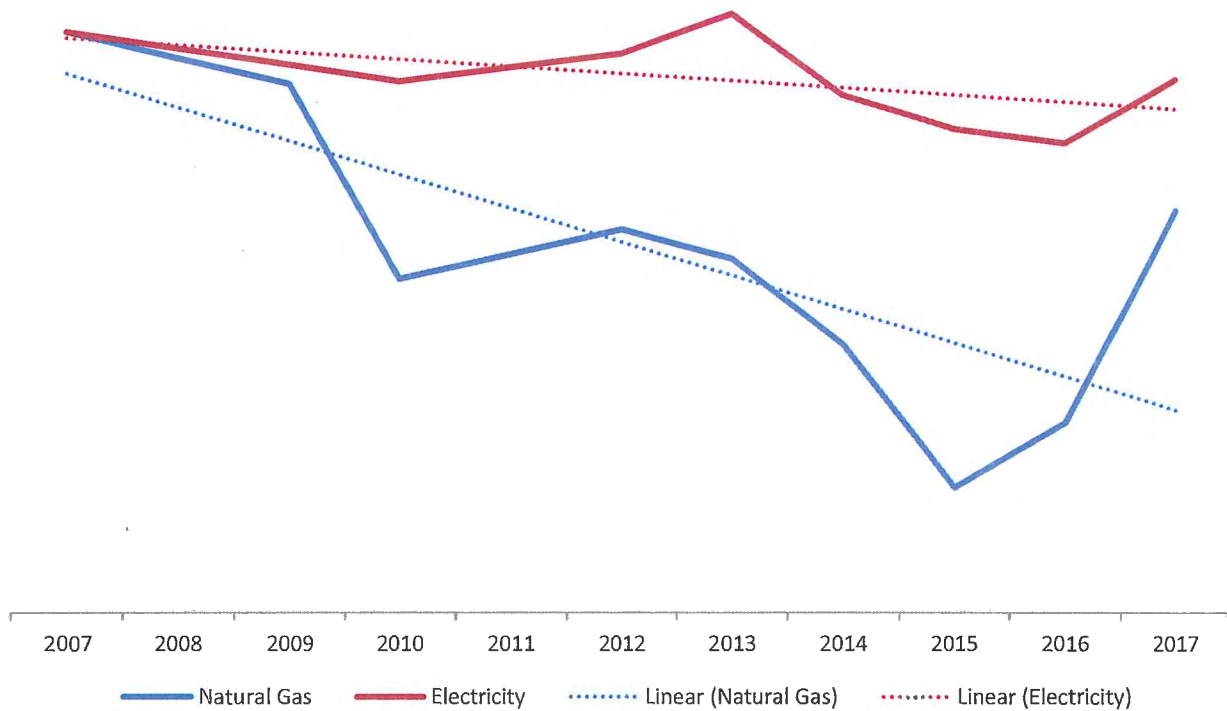
Attachment F: Community Greenhouse Gas Emissions – Buildings Detail

Table 1 – GHG Emissions (tCO₂e) from Buildings

	2007	2010	2012	2013	2014	2015	2016	2017
Electricity	13,598	13,278	7,466	5,632	5,916	5,880	6,027	6,219
Natural Gas	145,916	132,920	134,657	132,469	127,853	118,852	128,939	147,919
Grand Total	159,513	146,198	142,123	138,101	133,769	124,732	134,965	154,138

*Note: 2008, 2009, 2011 data not available

Chart 1 - Residential Energy Use Trend per Person (utility connections)



*Note: 2008, 2009, 2011 are estimated

Attachment F: Community Greenhouse Gas Emissions – Buildings Detail

Emissions (tCO ₂ e)	2007	2010	2012	2013	2014	2015	2016	2017
BC Hydro	13,598	13,278	7,466	5,632	5,916	5,880	6,027	6,219
CSMI*	5,587	5,265	2,948	2,230	2,388	2,334	2,390	2,378
Residential	8,011	8,013	4,519	3,402	3,528	3,546	3,636	3,841
Fortis Gas	145,916	132,920	134,657	132,469	127,853	118,852	128,939	147,919
CSMI*	52,870	48,735	45,158	44,252	43,033	40,697	43,901	47,732
Residential	93,046	84,185	89,499	88,217	84,821	78,155	85,037	100,187
Grand Total	159,513	146,198	142,123	138,101	133,769	124,732	134,965	154,138

Consumption	2007	2010	2012	2013	2014	2015	2016	2017
BC Hydro (KWH)	522,981,298	524,128,323	546,323,879	563,232,563	554,607,606	551,246,047	564,984,590	583,016,984
CSMI*	214,869,273	207,830,325	215,679,600	223,039,313	223,895,272	218,829,951	224,067,246	222,921,973
Residential	308,112,025	316,297,998	330,644,280	340,193,250	330,712,334	332,416,096	340,917,344	360,095,011
Fortis Gas (GJ)	2,925,734	2,665,169	2,699,983	2,656,116	2,563,565	2,383,092	2,585,333	2,965,897
CSMI*	1,060,080	977,179	905,447	887,288	862,839	816,017	880,262	957,065
Residential	1,865,654	1,687,990	1,794,536	1,768,828	1,700,725	1,567,076	1,705,071	2,008,832
Grand Total	525,907,032	526,793,492	549,023,863	565,888,679	557,171,171	553,629,139	567,569,923	585,982,881

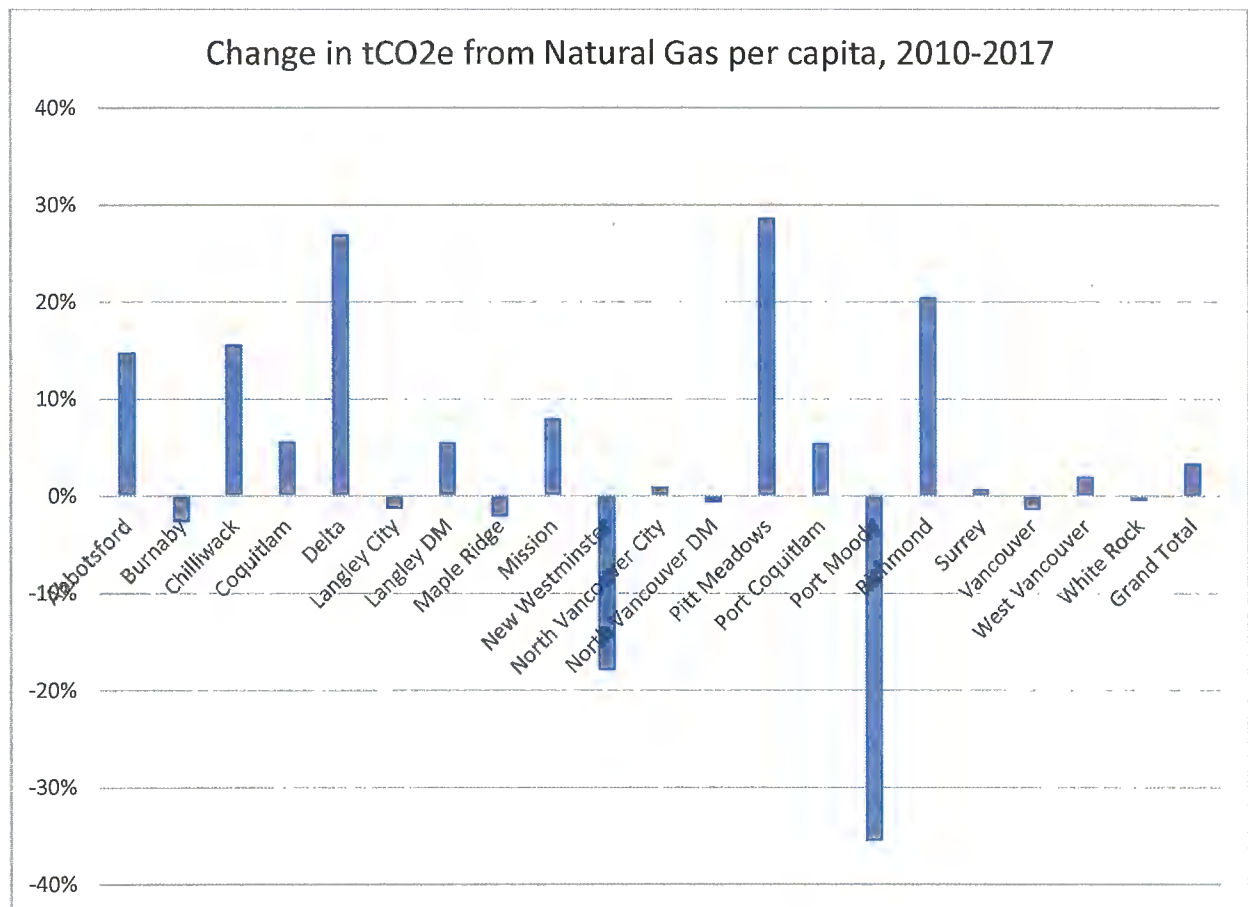
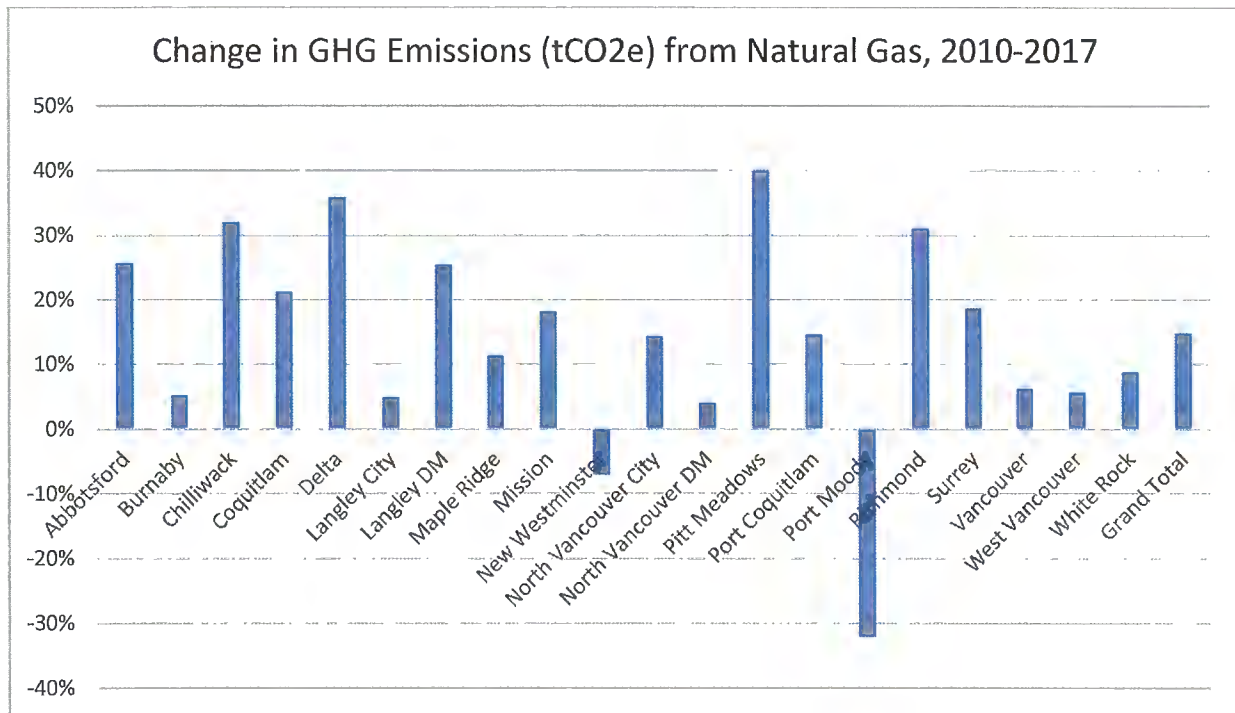
No. of connections	2007	2010	2012	2013	2014	2015	2016	2017
BC Hydro	28,583	30,409	31,056	31,625	31,994	32,744	33,381	34,009
CSMI*	2,571	2,681	2,730	2,777	2,782	2,809	2,844	2,876
Residential	26,012	27,728	28,326	28,848	29,212	29,935	30,537	31,133
Fortis Gas	21,216	22,038	22,544	22,763	23,085	23,636	24,176	24,587
CSMI*	1,244	1,322	1,317	1,331	1,344	1,366	1,389	1,408
Residential	19,972	20,716	21,227	21,432	21,741	22,270	22,787	23,179
Grand Total	49,799	52,447	53,600	54,388	55,079	56,380	57,557	58,596

Average of
Population

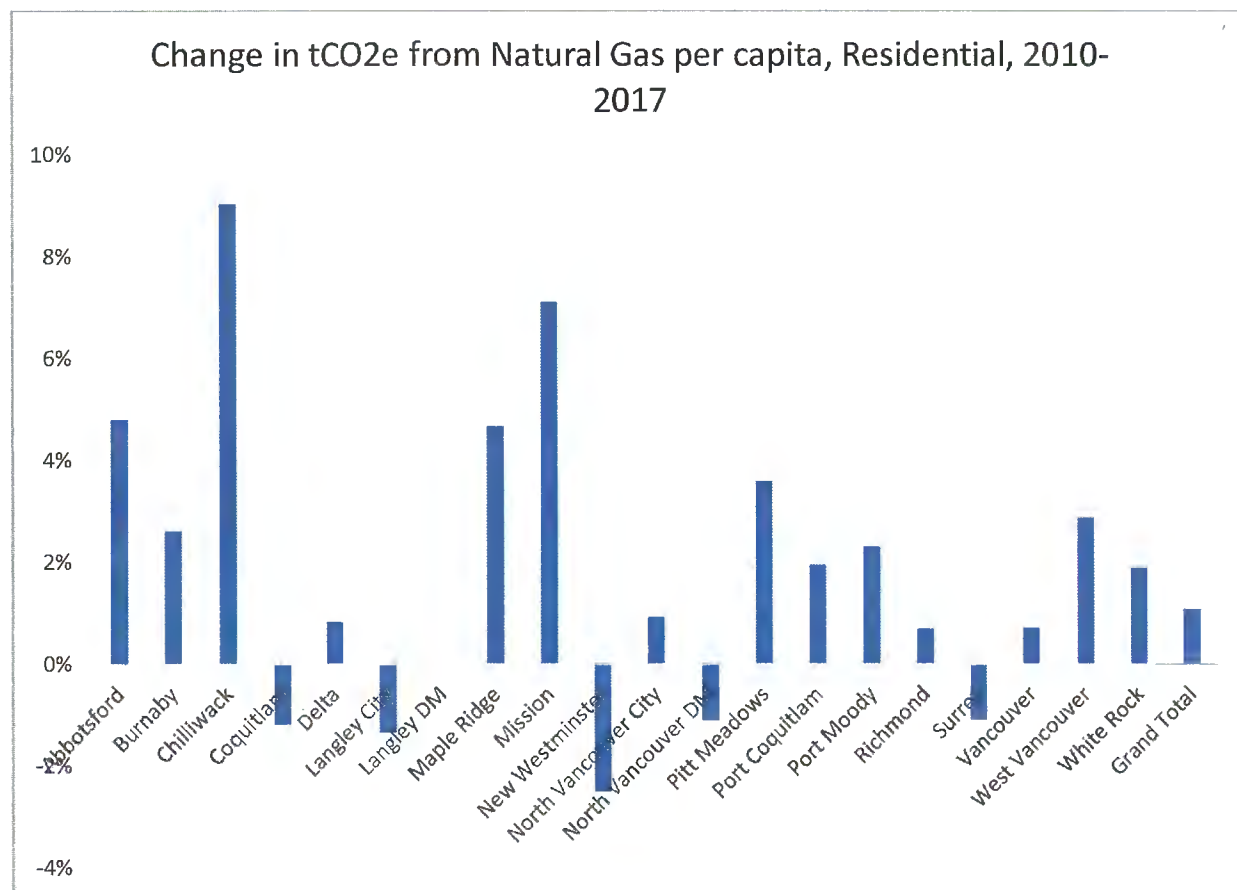
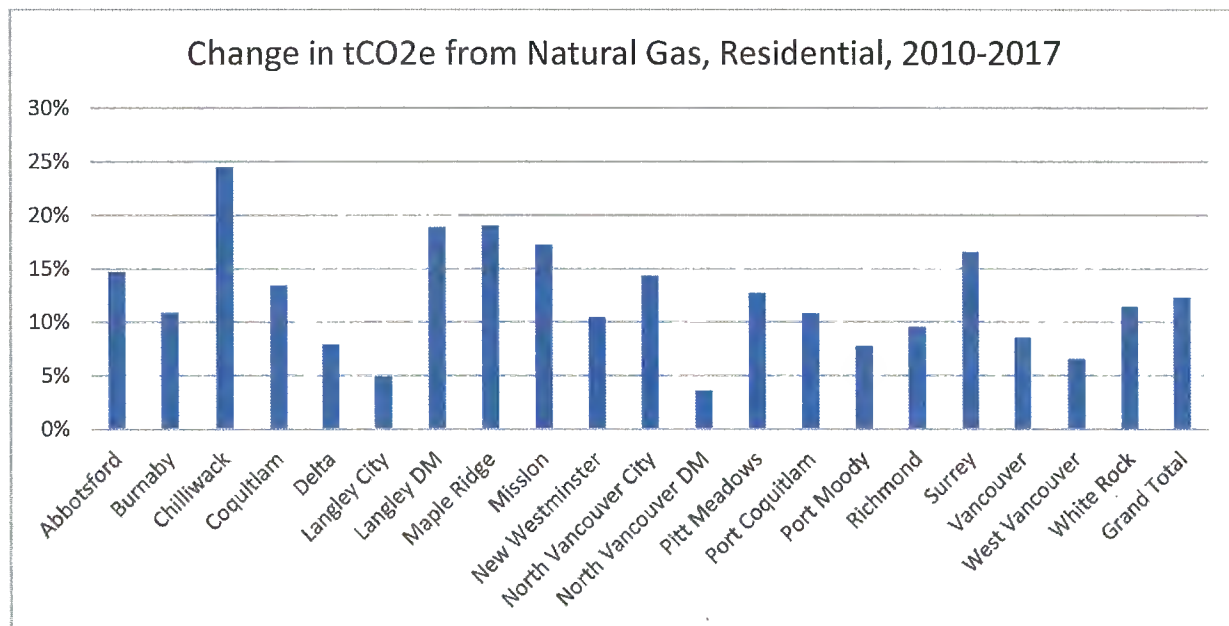
2007	2010	2012	2013	2014	2015	2016	2017
72634	76758	78930	79340	80932	83035	85912	87272

*CSMI – Commercial and Small-and-Medium Industrial

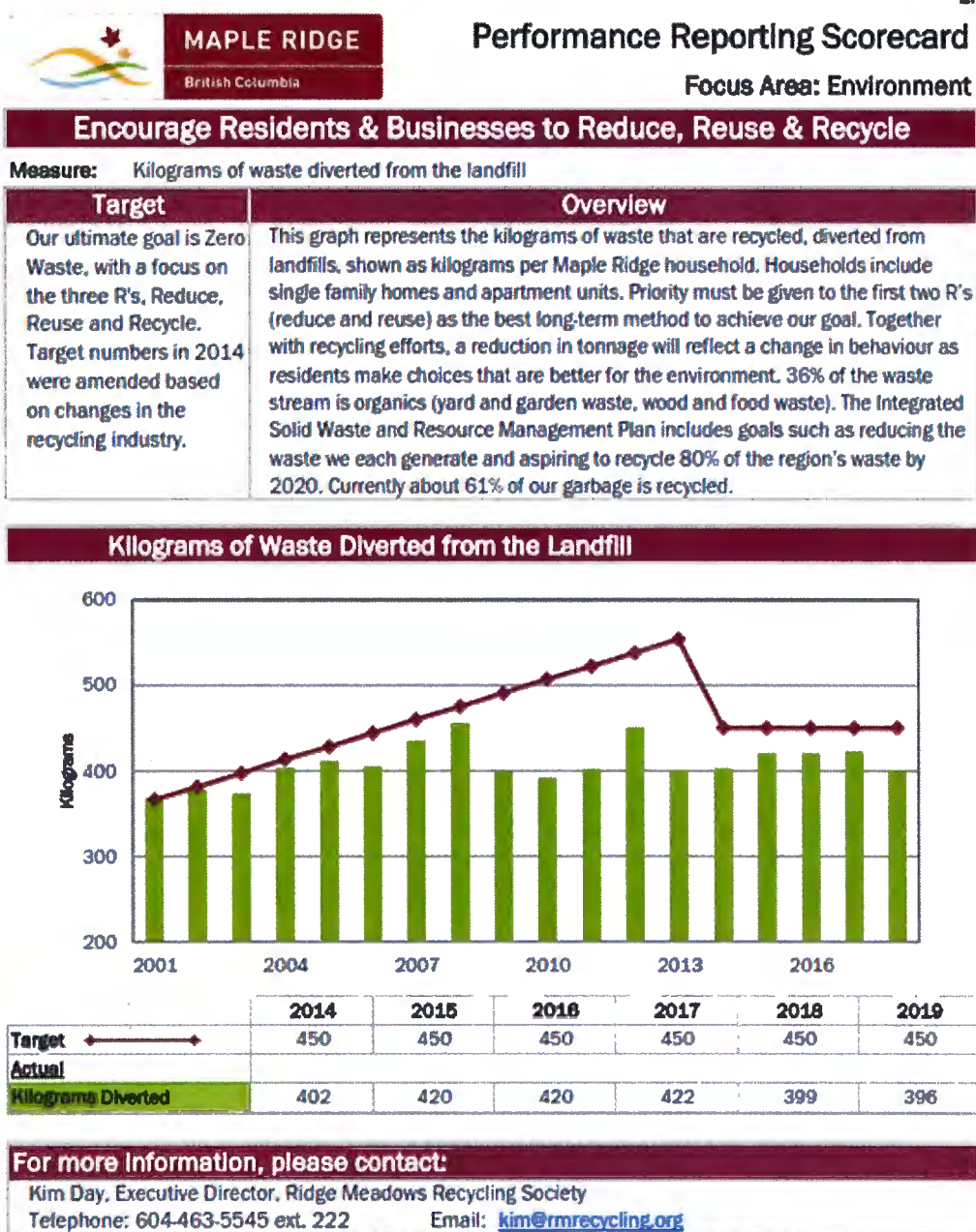
Attachment G: Community Greenhouse Gas Emissions – Comparisons With Other Municipalities



Attachment G: Community Greenhouse Gas Emissions – Comparisons with Other Municipalities



EN08



Scorecard last updated:
February 28, 2020

Encourage Residents Businesses to Reduce, Reuse and Recycle

EN08

Status Reports	
2019	Provide blue box curbside pickup to 26,668 homes and 6,179 apartment units. In 2019 an average of 396 kilograms of waste was diverted per household from landfill to recycling programs. Community recycling education outreach included: 230 presentations; 4,287 direct personal contacts; and 9,546 email list contacts.
2018	Provide blue box curbside pickup to 26,370 homes and 6,027 apartment units. In 2018 we diverted 399 kilograms of waste per household from landfill to recycling programs. Community recycling education outreach included: 385 presentations; 8,100 direct personal contacts; and 9,007 email list contacts.
2017	Provide blue box curbside pickup to 25,923 homes and 5,905 apartment units. In 2017 we diverted 422 kilograms of waste per household from landfill to recycling programs.
2016	Provide blue box curbside pickup to 25,515 homes and 5,585 apartment units. In 2016 we diverted 420 kilograms of waste per household from landfill to recycling programs.
2015	Provide blue box curbside pickup to 24,991 homes and 5,580 apartment units. 2015 amount of waste diverted from landfill to recycling programs was 420 kilograms per household. This is calculated by taking the total waste diverted to recycling and dividing by properties.
2014	Target numbers in 2014 were amended based on new Provincial regulations which shifted responsibility for many recyclable commodities to industry Extended Stewardship Programs (EPR). Packaging materials have changed with lighter weight plastic packaging more common so tonnage has been decreasing over the years while volumes have been
2013	Provided blue box curbside pickup to 24,451 homes and 5,374 apartment units. 2013
2012	Provided blue box curbside pickup to 22,337 homes and 5,320 apartment units.

Additional Information

A depot service is available to citizens and businesses. The depot accepts a full range of recyclable commodities.

Education, outreach and events in the community reinforce the importance of changing behaviour to reduce and reuse (the first two R's) materials wherever possible, and to recycle as the third alternative.

For more information and a list of accepted materials:

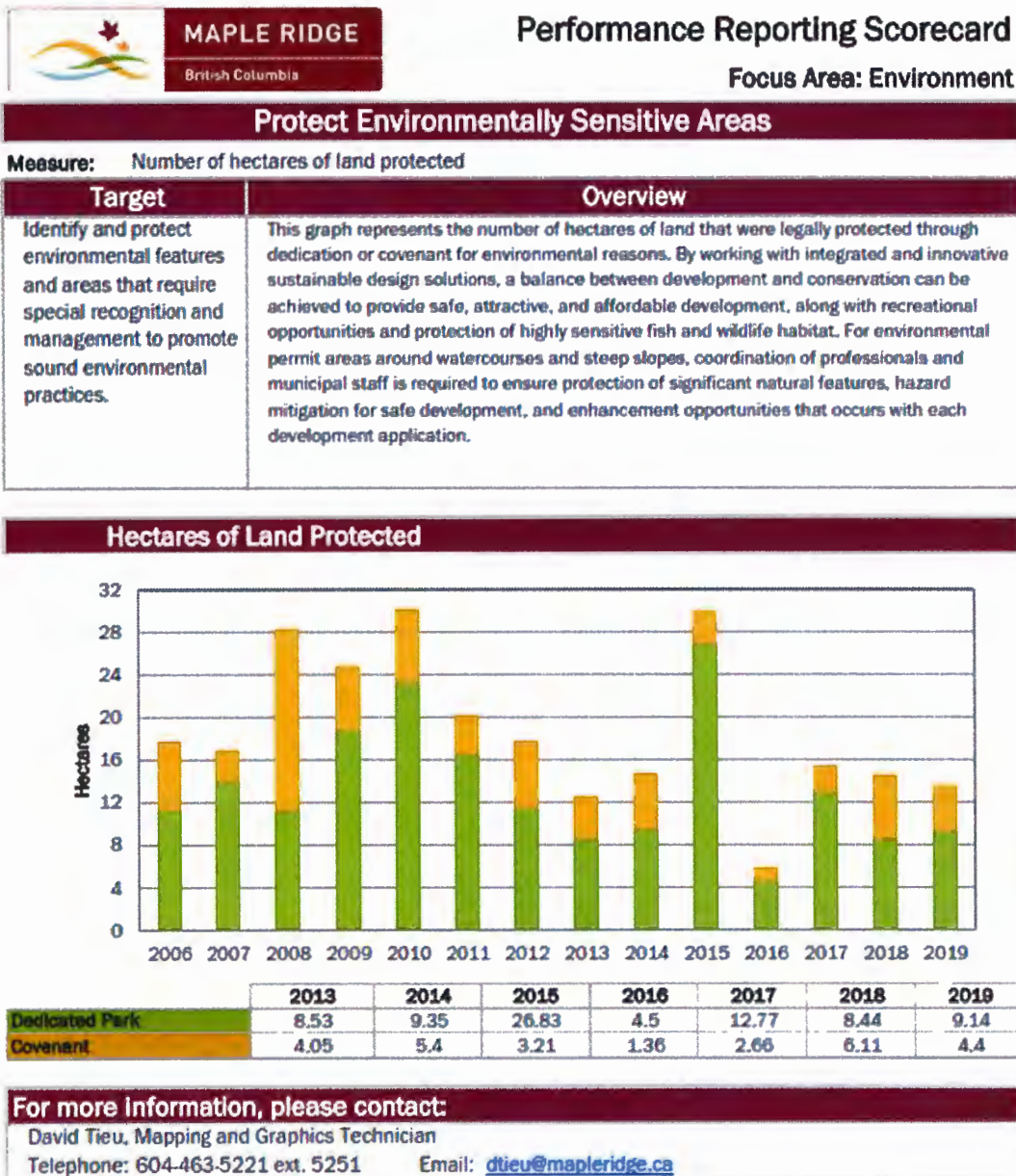
[View Ridge Meadows Recycling Society webpage](#)

Scorecard last updated:
February 28, 2020

Encourage Residents Businesses to Reduce, Reuse and Recycle

Attachment I: Hectares of Environmentally Sensitive Lands Protected

EN07



Scorecard last updated:
March 03, 2020

Protect Environmentally Sensitive Areas

EN07

Status Reports	2013	2014	2015	2016	2017	2018	2019
Water Course	7.15	10.53	26.60	2.98	12.42	12.79	6.5
Slope	5.69	7.19	3.60	0.72	1.56	1.25	6.15
Amenity	0.10	0.18	0.38	0.82			
Storm Water			0.02				
Geotech			0.97	0.34	0.17	0.34	0.22
Veg Retention		0.06	1.38	1.09	0.99	0.18	0.32
Habitat	3.30	9.20		0.47	0.24	1.80	7.48
Dyke							
Trail					0.05		
Other							
Total Area Protected	12.60	14.75	30.04	5.86	15.43	14.55	14.55

This chart represents the number of hectares of land that were legally protected through dedication or covenant for environmental reasons.

In each year, the Total Area Protected does not necessarily equal the sum of the different types of Protected Areas because each area may have more than one reason for being protected; therefore, the area reflects the total physical area protected in that year. For example if 0.5 hectares were protected for watercourse and slope reasons, those 0.5 Hectares only get counted once in the total.

Additional Information

Definitions:

Watercourse - Dedicated areas of a park or covenant for watercourse protection

Slope - Covenants for slope protection, erosion protection, visual aesthetics

Amenity - Dedicated areas of park or covenant for special amenity reasons such as rock bluffs, unique/mature tree stand, or natural heritage sites

Stormwater - Covenants for natural stormwater protection. This is different from covenants for stormpipes

Geotech - Covenants for no build areas due to geotechnical reasons

VegRetention - Dedicated areas of a park or covenant for vegetation retention purposes

Habitat - Dedicated areas of a park or covenant for habitat protection

Dyke - Dedicated areas of a park for dyke protection

Trail - Dedicated areas of a park for trail purposes

Other - Other areas protected for environmental purposes due to unspecified reasons

The Protected Areas feature class was created to help Planners to more easily identify areas within Maple Ridge that have been protected for environmental reasons. A Dedicated Park that was meant for public use would not be included, but a Dedicated Park that was created for watercourse protection would be part of the Protected Areas feature class. The reasoning for Dedicated Parks that are included is from information provided by Planners as well as from personnel that have knowledge of the parks in Maple Ridge.

In cases where part of a Dedicated Park is for public use and another part of the park is for environmental protection, that portion of the park was extracted to be part of the Protected Area. Covenants created for slope, geotech, vegetation retention, habitat protection etc, would be included in the Protected Area feature class, whereas covenants for septic systems would not be included. The reasoning for the covenant, if stated on the legal plan, would be attributed as such. There will be occurrences where there is no reasoning for either, but was understood that those areas were protected for environmental purposes.

For more information:

[View Development Planning & Environmental Planning webpage](#)

Attachment J: 2007/2008 Sustainability Action Plan - Progress Update

Action item	Status	
LEGEND: Complete:  Partially Complete:  No longer applicable: N/A		
Develop an inventory of corporate greenhouse gas emissions. An inventory will determine the carbon footprint of municipal operations, setting a baseline against which emission reduction efforts can be measured.	The City publicly reports this number annually	
Establish targets for achieving carbon neutrality. A forecast of emissions and interim targets will be developed and integrated into a Community Energy Plan, to identify further actions for implementation.	Targets were adopted into the Official Community Plan; a Community Energy Plan was not developed	
Create a policy that all new municipal buildings achieve minimum performance targets. The District will research the most appropriate building rating system for integration into a municipal building policy.	Corporate building have used various standards; e.g. Firehall 1 achieved LEED Gold and uses a closed-loop geo-exchange system for space heating and cooling. Since municipal buildings are so diverse (office spaces, pool atrium), rather than selecting a single standard, each project will be evaluated on its own.	
Implement the E3 Program for the municipal fleet. The Program assists municipalities to track their fuel energy use, identify targets, and establish measures to reduce fuel.	CMR moved to electronic vehicles and currently have a combination of electric and hybrid. As electronic vehicle technology advances, more will be used.	
Create green building programs for residential, commercial and industrial buildings. The District will develop voluntary or incentive-based programs to promote green buildings in the community.	Green building incentives were built into programs to encourage development in the Town Centre and Employment Lands. A demonstration home showcasing the Energy Step Code was developed and used to educate builders.	
Identify and negotiate a partnership for a high profile demonstration project. The Leisure Centre is a potential candidate for an energy efficiency retrofit. The selected project will be promoted in the community as a demonstration project and an example of government leadership.	The energy retrofit was completed, resulting in a 50% reduction in greenhouse gas emissions and included a solar panel installation. The City received an award from the Community Energy Association in part due to this project's outcome.	
Create new Development Permit Area (DPA) Guidelines to protect Environmentally Sensitive Areas (ESAs). Development Permit guidelines can ensure that ESAs are protected in new developments. This will protect and preserve natural features and assets.	There are Development Permit Area Guidelines created for: <ul style="list-style-type: none"> ▪ Natural Features ▪ Wildfire ▪ Watercourse Protection 	
Initiate an Agricultural Plan. An Agricultural Plan will protect the agricultural land base and promote related opportunities by recognizing this sector as a viable contributor to local employment and the regional economy.	The Agricultural Plan was endorsed on December 15, 2009.	
Set aggressive waste diversion targets and develop programs to implement them. Set interim targets towards Metro Vancouver's zero waste target and develop programs to meet them.	In addition to RMRS's programs, City involvement included a toilet rebate program and subsidized composters and solar cones for residents.	
Create an Active Transportation Plan. The District will develop an Active Transportation Plan which will outline ways active transportation can be increased as a means of reducing vehicle travel.	The Strategic Transportation Plan was endorsed in 2014. An update to the plan will be brought forward in 2020/2021.	

ATTACHMENT J

Create a Smart Commute Program. This program will be designed and implemented to encourage municipal employees to make their way to and from work in a more sustainable way.	Elements included bicycle lock-up, free showers, office shower facility, and a fleet vehicle carpool program.	✓
Create a Financing Reserve for Sustainability-related Projects. The District will establish a funding reserve to finance environmental projects with strong business cases. Repayments to the reserve will be made through savings in operating budgets.	The fund receives the annual Carbon Tax Rebate (about \$60,000 annually) and has a balance of about \$440,000.	✓
Develop and implement a TBL decision analysis process for evaluating new infrastructure investments. A process incorporating Triple Bottom Line (TBL) accounting principles will be developed and implemented to ensure a balanced perspective and consideration of life cycle costs.	Templates for capital and technology projects were enhanced to require more information. This work could be enhanced by valuing the City's natural assets in relation to development.	✓
Create a parks acquisition and development funding strategy. As part of the Parks, Recreation and Cultural Master Plan update, a long-term strategy to fund the acquisition and development of parkland will be developed.	PRC works with a five-year capital plan where funds are identified for park acquisitions and development.	✓
Develop a Housing Action Plan. A Housing Action Plan will be developed to set out specific strategies and objectives for meeting established targets (pending the outcome of Draft Regional Affordable Housing Strategy).	A Housing Action Plan was endorsed in 2014 and the Implementation Strategy was endorsed in 2015.	✓
Host a round table of citizens and committee members to examine performance reports and indicators. Attendees will be asked for their views on what success means to them in each of the strategic areas as well as what they think appropriate indicators would look like. The input received will be incorporated into performance reports that will better meet the needs of the public.	A two-day session was held with a variety of participants including representation from Ontario Municipal Benchmarking Initiative, senior governments, and regional finance officers. The outcome was enhancements to the City's business planning and performance reporting program. The City received the "Trailblazer Award" from the National Center for Civic Innovation.	✓
Establish a Business Network to promote sharing of resources. This involves developing new local and regional business relationships between the private sector, government and educational institutions. These networks can facilitate more efficient use of new and existing energy, material, water, human and infrastructure resources to improve production efficiency, investment competitiveness, community and improve ecosystem health.	Underway. Strengthening relationships and connections with the Chamber, Women's AM the BIA and Service BC. Introduction of Amanda and E-Synchronist will provide a system to assist and further build this network.	✓
Promote the TransLink/BCIT development as a partnership example. This project represents a successful partnership between the District and other organizations resulting in the siting of a new facility in Maple Ridge. The partnership will be promoted as a model for further development.	The project was located outside of Maple Ridge.	N/A
Establish "green" principles for the 256 Street Industrial Park. This area is slated for development in the next few years. Rather than developing a conventional industrial park, best practices in sustainable development will be considered. Each development application will be required to submit a "green" development plan.	A Local Area Service Bylaw was put in place and boulevard trees for industrial parks were implemented.	✓
Develop an Employee Sustainability Program. Currently there are many initiatives to promote economic, social and environmental sustainability. Further emphasis is needed on the sustainability of employees. An Employee Sustainability Program will include training, health and wellness and succession planning to assist in dealing with the challenges of a changing work environment.	A wellness rebate linked to facility use was among the programs implemented.	✓

Listing of Climate Actions – 2011 through 2019

The B.C. Climate Action Charter is a voluntary agreement between the Provincial of B.C. and signatory municipalities to take action on climate change. Maple Ridge signed on to the Charter in 2009. In becoming a signatory, the City committed to: reporting on its community and corporate emission reduction actions; creating complete, compact, more energy efficient communities; become carbon neutral in their corporate operations.

The following list contains reported actions from 2011-2019, grouped by category (Energy, Food Security, Infrastructure, Land Use, Natural Assets, Transportation, Waste, Water, and Additional Actions) then further divided into community and corporate actions.

While much of this work falls under the municipal scope, many of the action items result from partnerships with other agencies. Partners of note include the Ridge Meadows Recycling Society, Metro-Vancouver Regional District, advisory committees of Council, BC Hydro, and the Province of BC.

Energy

Community Actions	Partner
Engaged in a leadership role with the development of the BC Energy Step Code by consulting with the Province on greening the Building Code. The Step Code is an opt-in building code that allows local governments to anticipate the Province's goal of making all new construction net-zero energy ready by 2032.	Province of BC
Prepared for the pending implementation of the BC Step Code by constructing a Step 3 show home in partnership with a local builder. The building process was used as a training tool for other builders and City staff as to the process for building to an upper tier of the Step Code. Also provided a real-world opportunity to affirm the Province's incremental building cost study.	BC Hydro
Conducted BC Energy Step Code implementation GHG impact study with the support of a UBC Sustainability Scholar to determine the optimal adoption pathway for the reduction of building stock GHG emissions. Sustainability Scholars are UBC graduate-interns who conduct an applied research project on behalf of and partnership with program applicants.	UBC
Promoted Climate Smart's 'Smart Business Program' where small and mid-sized businesses are provided with training and software to measure their carbon emissions and plan emission reductions.	
Host semi-annual Builders Forums, which include the dissemination of information on energy efficiency and green building technology.	
Engaged in LED street lighting pilot project to test implementation of low consumption LED technology in neighbourhood applications.	
Adopted provincial solar hot water ready regulation requiring most new single-family homes to be built to accommodate future installation of solar hot water systems for water heating.	

ATTACHMENT K

Developed a 2-year Community Energy Manager work plan to integrate community GHG reduction practices in the work of departments across the City, co-funded by BC Hydro.	BC Hydro
Completed Zoning Bylaw update including waste and energy requirements to improve efficiency and encourage innovation for the use of alternate energy sources.	

Corporate Actions	Partner
Created multi-disciplinary LED Street Light Adoption Strategy/Working Group to plan and execute the conversion project. To date 800 of 5,800 lights have been converted.	
Audited all municipal facilities and installed occupancy sensors to reduce energy consumption from unnecessary lighting.	BC Hydro
Reduced the overall number of lights in civic facilities through LED pot-light conversion project.	BC Hydro
Operations Centre LED upgrade, 80% of lighting converted to date.	
Conducted Net-Zero pathways feasibility study for Albion Community Centre to determine the most cost-effective building standard for greatest energy efficiency. The project received funding from FCM.	FCM
Completed five-year Corporate Energy Manager work plan in partnership with BC Hydro. The standard program is only 4 years; however, with the success the City achieved, BC Hydro extended the agreement for an additional 1-year term.	BC Hydro
Converted sports field lighting to higher efficiency LED.	
Installed energy efficient copiers City-wide.	
Upgraded exterior lighting and lit signage at multiple facilities to LED including Leisure Centre, Library, Greg Moore Youth Centre, Operations Centre, and City Hall.	
Conducted major mechanical and boiler systems upgrades to Leisure Centre, including solar hot water heating and dehumidification reclaim system for heating the lap, leisure, and teach pools.	

Food Security

Community Actions	Partner
Worked to explore external funding sources to achieve a sustainable funding formula for the Haney Farmers Market.	Haney Farmers Market
Hosted a Let's Get Farming community education session.	Agricultural Advisory Committee
Hosted the ninth annual Food Garden Contest to highlight the importance of food security.	Agricultural Advisory Committee
Researched methods for improving resident access to local food products that will help decrease the GHG's related to transportation of goods.	
Developed Agricultural Plan to preserve, protect, and enhance agriculture in Maple Ridge.	

Infrastructure

Community Actions	Partner
Provided feedback for the Regional Growth Strategy Review to represent citizen and infrastructure demands for the long-term development of Maple Ridge.	Metro-Vancouver Regional District

Corporate Actions	Partner
Hosted corporate staff education initiatives: climate impacts on public works interview series, "New Normal" lunch and learn.	
Conducted infrastructure condition assessments for Road, Storm, Sanitary, and Water assets to evaluate remaining service life and avoid risk of failure, which could cause significant environmental impacts.	
Initiated asset management planning to preserve and maintain grey and green municipal infrastructure.	

Land Use

Community Actions	Partner
Commenced a review of the Detached Garden Suite and Secondary Suites requirements to support greater infill in sensitive areas.	
Launched Employment Land Investment Incentive program supporting private investment in commercial and industrial construction and renovation projects on identified "employment lands", and encourage and support the use of environmentally sustainable building construction methods and materials, and to encourage energy efficiencies and alternative technologies.	
Adopted RT-2 Ground-Oriented Residential Infill Zone to increase density in sensitive infill areas.	
Expanded Home Based Business Regulations to encourage a reduction of transportation-related GHG emissions.	
Performed analysis to identify and allocate additional employment lands, 256th and Lougheed Highway, to provide local work opportunities for residents.	
Supported a developer-initiated area plan process to ensure a "complete community" in North East Albion that considers built-form Greenhouse Gas Emissions.	
Launched Town Centre Investment Incentives Program – an incentive program to attract residential and commercial construction, encourage energy efficiency and promote the adoption of alternative technologies. This additional investment in the City's Town Centre will help to increase and diversify density where public transit (bus hub and West Coast Express) is in close proximity.	

Purchased several single-family properties in the Town Centre to prepare the sites for higher density transit-oriented development.	
Issued Request for Expression of Interest for sale of site purchased in 2011, to encourage building of mixed use, multi-family residential/commercial, in the Town Centre.	

Natural Assets

Community Actions	Partner
Conducted an inventory, research and analysis of the existing urban forest using innovative Lidar technology and iTree software.	BCIT
Research and collaboration with BCIT and UBC related to inventory of urban forests, and the evaluation of the services and cost savings associated with protection and management of natural assets.	BCIT UBC
Supported Priority Conservation Area Acquisition Strategy across the region including protection of highly sensitive ecosystem along Alouette R. and Kanaka Creek to preserve the area's natural assets.	Metro-Vancouver Regional District
Conducted Community Environmental Stewardship Education and Outreach Programs with schools and neighborhoods.	KEEPS ARMS
Completed Environmental Management Plan and Strategy, setting the stage for creating the Environmental Advisory Committee and its work plan. Council has endorsed the Short-Term, High-Priority Action items in the Strategy.	
Developed an invasive species management program for Council's consideration to prevent the suppression of native flora.	
Updated the Tree Bylaw to include a minimum target for tree canopy preservation.	
Commenced Soil Deposit Bylaw update to provide greater regulation of permitted and un-permitted soil deposit activity.	
Completed Noxious Weed Strategy intended to prevent, reduce, and mitigate the negative effects of noxious weeds on natural ecosystems.	
Introduced planting for resilience and function, landscaping guidelines for development.	
Began the process of embedding green infrastructure into the Asset Management Plan.	
Introduced Streamside Protection Regulations and use of Environmental Development Permits to ensure new developments work with the natural landscape where possible to help protect streams, wetlands, and ponds. In addition to dedication of ESA lands, City is also using these protected areas for trails, connections, storm water management, erosion and slope control, protection of endangered species, flora and fauna.	
Initiated Municipal Green Infrastructure and Natural Asset Management Strategy Study to inventory and determine the services provided by current green infrastructure.	
Implemented tree watering bag program to preserve street trees over periods of drought while ensuring adequate water supply without waste and reducing the effort required by citizens.	

Implementation of Street Tree Replacement Program, which ensures that the current street tree inventory is maintained in the event of tree failure or damage.	
Brush Chipping Program. Offered twice a year, curbside pickup for Maple Ridge residents to dispose of green waste and clean wood waste, including branches, and grass sod to decrease emissions created by backyard burning.	

Transportation

Community Actions	Partner
Completed Rapid Bus Study along Lougheed Highway corridor to provide faster transit connection to western cities and transit hubs.	
Hosted Emotive EV booth at Home Show to promote electric vehicle adoption.	BC Hydro
Completed an update of the Transportation Plan.	
Conducted Lougheed Corridor Transit Study to determine how to integrate business opportunities, future development, and existing neighbourhood infrastructure with the upcoming transit route.	
Adopted rough-in requirements for Level 2 EV charging in all new ground-oriented housing, including: - 1 space for each principal dwelling in ground-oriented residential -50% visitor parking to achieve a minimum of Level 2 for apartment residential -10% of spaces in applicable developments with 10 or more off-street parking spaces	
Construction of new bike lanes to promote multi-modal transportation through the community.	
Completed of the Downtown Enhancement Project, improving the Downtown's role as a key community node, increasing pedestrian circulation throughout the Downtown area, and promoting long-term economic development.	
Widened sidewalks and removed barriers to alternate modes of transportation (pedestrians, scooters, etc.) in the Town Centre.	
Installed eight Electric Vehicle Charging Stations with grant funding to provide for zero-emissions vehicle charging of municipal and resident vehicles.	
Installed two additional EV charging stations with grant funding.	BC Hydro
Promote Summer Cycling Photo Contest to encourage ridership in the community.	

Corporate Actions	Partner
Promoted the use of pedal bikes in Youth Services as an alternative to using a fleet vehicle.	
Converted an out-of-service internal combustion fleet truck to fully electric, zero-emission vehicle.	
Completed analysis of fuel consumption which indicated the hybrid fleet of 30 units, three electric cars and one electric truck are significantly reducing the annual fuel consumption. On average each electric car saves \$1,400 per year in fuel consumption.	
Adopted a 100% hybrid or electric passenger vehicle purchasing policy and replaced the last internal combustion passenger vehicle with electric in 2014.	

Converted Fire Department responding apparatus to medical calls from the Rescue Truck to the Utility Truck (pick-up truck) resulting in a significant savings in fuel consumption and maintenance on the larger Rescue apparatus.	
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Waste

Community Actions	Partner
Provided community education about regional organics ban.	
Door-to-door delivery of new red & grey box curbside program to over 10,000 homes and promotion at major community events, neighbourhood parties, and mall grocery store displays.	Ridge Meadows Recycling Society
Expanded environmental education throughout all Community Services programs and special events. Themes such as composting and crafts related to environmental education hosted at a number of community events and festivals.	
Conducted Solid Waste Review for municipal curbside solid waste collection services.	
Completed solid waste Garbage & Recycling Regulations bylaw to establish recycling collection services and requirements for residential dwellings.	
Developed framework to include commercial properties into the property tax structure for commercial recycling services.	
Expanded Solid Waste Garbage & Recycling regulations bylaw to include commercial properties.	
Subsidized Solar Cone "Digester" for citizens so they can purchase their own solar cones for composting kitchen and garden waste to reduce the amount of organics disposed of in traditional solid waste stream.	Ridge Meadows Recycling Society
Expanded Recycling pick up services further east to increase access to recycling services for citizens.	Ridge Meadows Recycling Society
Expanded number of business involved in the Recycling Program.	Ridge Meadows Recycling Society
Developed pilot recycling program at Memorial Peace Park to reduce recycling material contamination of waste stream.	
Expanded range of items accepted at Recycling Depot, including Styrofoam, cooking oil, electronic devices, records, CDs, electronic toys, power tools and exercise equipment to reduce the amount of waste stream contamination.	Ridge Meadows Recycling Society
Expanded blue-box recycling service area to include a wider range and apartment recycling pickup.	Ridge Meadows Recycling Society
Introduction of Repair Cafes to reduce the amount of consumer products that are recycled and/or disposed of.	Ridge Meadows Recycling Society

Corporate Actions	Partner
Promoted Waste Reduction Week for staff.	
Investigated and made recommendation on potential recycling programs in parks to divert recyclable materials from the landfill.	
Launched paper towel composting program pilot project at Municipal Hall to divert paper from the landfill.	
Developed and adopted a policy for hosting environmentally sustainable meetings and events. Staff have already incorporated many of the initiatives included in the policy for hosting these events.	
Environmentally friendly practice expectations incorporated into janitorial contract RFP.	
Migrated resident billing solutions, staff forms, and Council meeting documents to electronic format.	
Implemented concrete and asphalt recycling procedure instead of purchasing aggregate.	
Implemented new process for organics collection at all civic facilities.	
Introduced award-winning corporate composting program for municipal facilities to decrease organics diverted to landfills.	

Water

Community Actions	Partner
Participated and offered input into the modernization of BC's Water Act to protect aquifers and watersheds located in Maple Ridge.	Province of BC
Installed aquifer signage to advise residents and visitors of ground water usage.	
Publish season specific notices in the local paper regarding sprinkling regulations to reduce demand during peak drought season.	
Introduced Low Flow Toilet Rebate Program to promote the reduction of household water use.	

Corporate Actions	Partner
Developed a specification for installation of computerized irrigation control system with rain sensors to minimize water consumption.	
Modified field designs to require less water.	
Installed water efficient fixtures in parks and washrooms.	
Planted drought resistant plants to reduce water consumption at several municipal sites.	
Optimized spray park programs to reduce duration and water volume when in use.	

Additional Actions

Corporate Actions	Partner
Collaborated with PhD candidate to apply SFU's Community Capital Framework to Maple Ridge assets. The project included a comprehensive evaluation of strategic documents to support amendments to the OCP, which embed considerations that will support the development of a well-rounded community for Maple Ridge citizens.	SFU MATICS
Conducted a climate change adaptation scan of measures and impacts within City departments.	
Worked with community partners to continue to provide education and to promote awareness of gardening opportunities and the importance of agriculture and eating locally.	Ridge Meadows Recycling Society
Conducted school workshops: Composting, Worms, Recycling, Lawn care, Water Wise, Bear Aware, Waste Audits.	Ridge Meadows Recycling Society
Became a signatory to the Mexico City Pact, a voluntary initiative of mayors and local authority representatives that aims to advance climate actions at the local level.	



CLIMATE AND ENVIRONMENT ADVISORY TASK FORCE

TERMS OF REFERENCE

PURPOSE

The Climate and Environment Advisory Task Force is being established to work with City staff, consultants and other stakeholders to provide guidance and support on policy and actions required to achieve the City's new greenhouse gas reduction (GHG) targets and to protect and enhance the City's natural habitat and ecosystems.

On February 25, 2019, Council passed a Notice of Motion adopting more ambitious GHG reduction targets of 80% below 2007 levels by 2040 and net zero or 100% emissions reductions by 2050 and directed staff to incorporate the targets into forthcoming updates to City plans, policies and practices. The Notice of Motion also directed that a Climate and Environment Advisory Task Force be struck to provide guidance and support for this work.

In response to this Notice of Motion, and in conjunction with the City's integrated planning process currently underway, the City will be developing progressive avenues for deep emissions reductions and enhancement of ecological health through the new Environment Strategy. The Strategy will identify specific policy direction, implementation actions and priorities to achieve net zero emissions, protect and enhance natural assets and ensure resilience to climate change impacts. The Strategy scope includes the following areas: building energy & emissions, renewable energy, zero emissions transportation, zero waste, natural areas & ecosystems, urban agriculture, green infrastructure, and corporate practices.

OBJECTIVES

- Review the City's existing environmental policies, plans and programs to identify opportunities for further development and advancement
- Generate proposals for key actions to achieve the City's emissions reduction targets and environmental protection goals
- Provide a forum for sharing information among various community stakeholders and encourage positive community engagement
- Assist staff with analysis of best practices and consultant recommendations
- Participate in topic-specific workshops with staff and/or consultants
- Provide guidance and support towards development and implementation of the City's Environment Strategy

TIME FRAME OF TASK FORCE

The Climate and Environment Advisory Task Force will be established by Council and remain active through to the conclusion of the Environment Strategy development.



CLIMATE AND ENVIRONMENT ADVISORY TASK FORCE

TERMS OF REFERENCE

MEMBERSHIP COMPOSITION

The Task Force will be comprised of minimum of nine (9) community representatives appointed by Council, ideally with experience in one of more of the following areas, and including at least one youth (age 15-24) representative:

- Building energy efficiency and renewable energy (P. Eng. preferred)
- Zero emission and active transportation
- Zero waste
- Climate adaptation and resilience
- Natural habitat and ecosystems (RPBio preferred)
- Green infrastructure
- Urban agriculture

In addition, a council member will be appointed by the Mayor to serve as Chair of the Task Force and a City staff member will be appointed as a staff liaison. A City staff clerk will provide support to the Task Force, including preparing and distributing agendas, attending the meetings, and preparing minutes of the meetings.

TERM OF MEMBERSHIP

The community representatives will serve on the Task Force from their appointment by Council through to approximately 18 months from the first meeting. However, should any member no longer wish to serve on the Task Force, they may be replaced by City Council as applicable.

Any member who fails to attend three consecutive regular meetings of the Task Force shall cease to be a member and their appointment shall be automatically terminated.

MEETINGS

Meetings will be held at City Hall generally on a monthly basis, or as required at the call of the Chair. The agenda will be distributed the week prior to the meeting.

MEETING MINUTES

A record of the meetings will be prepared by the clerk to the Task Force. The record will include key discussions and an action log. City Council will be provided with a copy of the minutes.

Attachment M: Examples of actions to reduce community greenhouse gas emissions

These are just a few examples of initiatives that could be considered to reduce greenhouse gas emissions:

- Require full electrification of electric vehicle infrastructure in residential and multi-use strata buildings (currently the City requires conduit only, and it poses challenges with strata councils to make decisions to invest in the infrastructure needed to electrify parking garages.)
- Continue to support capacity-building opportunities to ensure building industry professionals are knowledgeable in the construction of energy-efficient buildings and the BC Energy Step Code. Require or incentivize higher levels of energy efficiency.
- Investigate opportunities to work with industry and higher education partners on economic opportunities around energy-efficient new buildings.
- Partner with grant providers and energy companies on delivery and promotion of energy conservation education and grant programs for new and existing buildings.
- Investigate financing models for implementing a comprehensive residential energy efficiency retrofit campaign.
- Investigate the use of infrastructure life cycle costing to make the case for housing affordability based on downstream energy savings in addition to upfront capital investments.
- Introduce anti-idling signage at key locations such as school drop-off/pick-up locations and drive-through restaurant line-ups to raise awareness.
- Investigate group purchasing for community usage, e.g. electric vehicles or solar panels.
- Continue to strive for complete, compact and walkable neighbourhoods.
- Protect and expand the urban tree canopy.