

City of Maple Ridge

## **COUNCIL MEETING AGENDA**

**December 10, 2019**

**7:00 p.m.**

**Council Chamber**

### **MEETING DECORUM**

Council would like to remind all people present tonight that serious issues are decided at Council meetings which affect many people's lives. Therefore, we ask that you act with the appropriate decorum that a Council Meeting deserves. Commentary and conversations by the public are distracting. Should anyone disrupt the Council Meeting in any way, the meeting will be stopped and that person's behavior will be reprimanded. *The meeting is live streamed and recorded by the City of Maple Ridge.*

Note: This Agenda is also posted on the City's website at [www.mapleridge.ca](http://www.mapleridge.ca).

The purpose of a Council meeting is to enact powers given to Council by using bylaws or resolutions. This is the venue for debate of issues before voting on a bylaw or resolution.

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100      **CALL TO ORDER**

200      **AMENDMENTS TO THE AGENDA**

300      **APPROVAL OF THE AGENDA**

400      **ADOPTION OF MINUTES**

401      Minutes of the Regular Council Meeting of November 26, 2019

500      **PRESENTATIONS AT THE REQUEST OF COUNCIL**

600      **DELEGATIONS**

601      **Kanaka Educational and Environmental Partnership Society (KEEPS)**

- Ross Davies and Michael Buckingham

Annual report to Mayor and Council to discuss 2019 activities.

650      **QUESTIONS FROM THE PUBLIC**

Note: Questions from the Public are limited to 15 minutes unless extended by a motion approved by the majority of Council. Each speaker is limited to 2 minutes at a time.

700      **ITEMS ON CONSENT**

701      **Minutes**

701.1      Minutes of the Development Agreements Committee Meetings of November 20, November 26 and December 4, 2019

701.2      Minutes of Meetings of Committees and Commissions of Council

- Economic Development Committee – September 5, 2019
- Transportation Advisory Committee – September 25, 2019

702      **Reports**

702.1      **2019 Council Expenses – to October, 2019**

Staff report dated December 10, 2019 providing information on 2019 Council Expenses.

703      **Correspondence**

- Letter dated November 21, 2019 to Honourable Minister Blair
- Letter dated November 21, 2019 to Honourable Minister Lametti
- Letter dated November 21, 2019 to Honourable Minister Hajdu

704      **Release of Items from Closed Council Status**

*From the November 26, 2019 Closed Council meeting*

Item 04.05 Community Social Safety Plan Update

That further to the "Community Social Safety Plan Update" staff report dated November 26, 2019, the following be endorsed:

1. Terms of Reference for Rob Thiessen;
2. Terms of Reference for Fraser MacRae

800      **UNFINISHED BUSINESS**

**801 Proposed New Cannabis Retail Store at 22222 Lougheed Highway**

Staff report dated October 22, 2019 recommending that support for the application for a non medical cannabis retail store at 22222 Lougheed Highway be denied and that a copy of the resolution be forwarded to the Liquor and Cannabis Regulation Branch with the legislative requirements.

**802 Maple Ridge Secondary School Track and Merkley Park Spectator Seating Upgrades and Washrooms/Change Rooms – Construction and Operating Agreements**

Staff report dated December 10, 2019 recommending that the construction and operating agreements for Maple Ridge Secondary School Track Facility Upgrades for the spectator seating, change room/washrooms and track lighting be approved, and that the Corporate Officer be authorized to execute the agreements.

**803 Maple Ridge Secondary School and Merkley Park Spectator Seating Upgrades and Washrooms/Change Room Facility Construction - Award of Contract**

Staff report dated December 10, 2019 recommending that Contract ITT-PL19-69: Construction of Track Facility Upgrades at Maple Ridge Secondary School Track be awarded to Tikal Construction Limited the total base bid price of \$1,156,500.00 excluding taxes, that a contingency of \$217,000.00 be authorized, and that the Corporate Officer be authorized to execute the contract.

**804 Child Care Partnership – Family Education & Support Centre**

Staff report dated December 10, 2019 recommending that staff be directed to work with the Family Education & Support Centre on a grant application(s) for the Childcare BC New Spaces Fund and that staff be directed to support the Family Education & Support Centre on neighbourhood consultation processes of the four potential sites.

**900 CORRESPONDENCE**

**901 Request for Comments on Proposed Amendment to Metro 2040**

Metro Vancouver letter dated November 28, 2019 – Amending *Metro Vancouver 2040: Shaping our Future* to Align with the IPCC Special Report on Global Warming of 1.5°C – Bylaw No. 1295, 2019 requesting comments from Council by January 17, 2020.

1000 **BYLAWS**

Bylaws for Adoption

- 1001 **2019-314-RZ, Density Bonus Requirements for New Development**  
Maple Ridge Zone Amending Bylaw No. 7569-2019  
To amend the Zoning Bylaw to establish a set of density bonus regulations for new development in the Town Centre Area and along major corridors as designated in the Official Community Plan.

1100 **COMMITTEE REPORTS AND RECOMMENDATIONS**

For the following items that refer to staff report earlier than this agenda date: the items were presented at a Committee of the Whole meeting typically a week prior on the date of the staff report, to provide Council with an opportunity to ask staff detailed questions. The items are now before the regular Council Meeting for debate and vote. Both meetings are open to the public. The reports are not reprinted again in hard copy, however; they can be found in the electronic agenda or in the Committee of the Whole agenda package dated accordingly.

Public Works and Development Services

- 1101 **2019-260-RZ, 21783 Lougheed Highway, C-2 to CD-2-19**

Staff report dated December 3, 2019 recommending that Zone Amending Bylaw No. 7591-2019 to rezone the subject property from C-2 (Community Commercial) to CD-2-19 (Comprehensive Development) to permit the construction of a six storey building be given first reading and that the applicant provide further information as described on Schedules C and D of the Development Procedures Bylaw No. 5879-1999.

- 1102 **2019-334-RZ, Proposed Revisions to the Development Permit Process**

Staff report dated December 3, 2019 recommending that Maple Ridge Official Community Plan Amending Bylaw No. 7594-2019 to expedite the issuance of Development permits be given first and second readings and be forwarded to Public Hearing, and that Maple Ridge Development Permit Delegation Amending Bylaw No. 7595-2019 be given first, second and third readings.

- 1103 **2019-395-RZ, Lakewood Camp, P-3 to P-2**

Staff report dated December 3, 2019 recommending that Maple Ridge Zone Amending Bylaw No. 7597-2019 to rezone from P-3 (Childrens Institutional) to P-2 (Special Institutional) to permit future use as a Katzie First Nation Healing Centre be given first reading, and that the applicant provide further information as described on Schedules C, F, G and J of the Development Procedures Bylaw No. 5879-1999.

**1104 2019-259-DVP, 105-22308 Lougheed Highway**

Staff report dated December 3, 2019 recommending that application 2019-259-DVP, to allow a sign that is prohibited in the Maple Ridge Sign Bylaw, at 105-22308 Lougheed Highway be denied.

**1105 Traffic Calming Policy 2019 Update**

Staff report dated December 3, 2019 recommending that Traffic Calming Policy 9.07 be adopted as amended.

**1106 Ridge Meadows Recycling Society – Partnership and Licence Agreements**

Staff report dated December 3, 2019 recommending that the Corporate Officer be authorized to execute the Fee for Service Partnership Agreement between the City of Maple Ridge and Ridge Meadows Recycling Society, and that the Corporate Officer be authorized to execute the Licence of Use Agreement between the City of Maple Ridge and Metro Vancouver.

**1107 Award of Contract ITT-EN19-76: 232 Street Watermain Replacement (122 Avenue to 124 Avenue)**

Staff report dated December 3, 2019 recommending that award of Contract ITT-EN19-76 be awarded to Conwest Contracting Ltd., that a construction contingency be approved to address potential variations in field conditions, and that the Corporate Officer be authorized to execute the contract.

**Corporate Services**

**1131 Council Procedure Amending Bylaw No. 7521-2018**

Staff report dated December 3, 2019 recommending that staff provide notice in accordance with the Community Charter, that the Council Procedure Amending Bylaw No. 7521-2018 be read a first, second, and third time, and that the “Council Meeting Delegations Policy”, “Council Meeting Public Question Period Policy” and “Council Meeting Minute Taking Standards Policy” be approved.

**1132 2020-2024 Financial Plan Bylaw**

Staff report dated December 3, 2019 recommending that Maple Ridge 2020-2024 Financial Plan Bylaw No. 7598-2019 be given first, second and third readings.

1200     ***STAFF REPORTS***

1201     **St. Anne Site Remediation Work – Award of Contract**

Staff report dated December 10, 2019 recommending that Contract ITT-PL19-79: Soil Removal and Site Improvements at SW Haney Park be awarded to Mission Contractors Ltd. for a total contract amount of \$133,545.81 excluding taxes, and a contingency of \$20,000 be authorized, that the next Financial Plan be amended to include \$153,545.81 from Accumulated Surplus for the encampment site remediation work, and that the Corporate Officer be authorized to execute the contract.

1300     ***OTHER MATTERS DEEMED EXPEDIENT***

1400     ***NOTICES OF MOTION AND MATTERS FOR FUTURE MEETING***

1500     ***MAYOR AND COUNCILLORS' REPORTS***

1600     ***ADJOURNMENT***

### QUESTIONS FROM THE PUBLIC

The purpose of the Questions from the Public session is to provide the public with an opportunity to ask questions of Council on items that are of concern to them, with the exception of Public Hearing bylaws which have not yet reached conclusion.

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

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

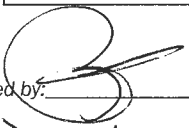
Council reserves the right to defer responding to a question in order to obtain the information required to provide a complete and accurate response.

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



For more information on these opportunities contact:

Clerk's Department at **604-463-5221** or [clerks@mapleridge.ca](mailto:clerks@mapleridge.ca).

Mayor and Council at [mayorandcouncil@mapleridge.ca](mailto:mayorandcouncil@mapleridge.ca).

Checked by: 

Date: DEC 5/19

Space below for Clerk's Department Use Only	
Checked by:  Date: <u>DEC 5, 2019</u>	Checked by:  Date: <u>DEC 5/19</u>

City of Maple Ridge

**COUNCIL MEETING MINUTES**

November 26, 2019

The Minutes of the City Council Meeting held on November 26, 2019 at 7:00 p.m. in the Council Chamber of the City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

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**PRESENT**

**Elected Officials**

Mayor 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, Acting General Manager Parks, Recreation & Culture  
C. Carter, General Manager Planning & Development Services  
D. Pollock, General Manager Engineering Services  
L. Benson, Director of Corporate Administration  
T. Thompson, Chief Financial Officer

**Other Staff as Required**

C. Goddard, Director of Planning  
M. Orsetti, Manager of Bylaw and Licencing Services  
R. MacNair, Senior Advisor, Bylaw and Licencing Services

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Note: These Minutes are also posted on the City's Web Site at [www.mapleridge.ca](http://www.mapleridge.ca)  
Video of the meeting is posted at [media.mapleridge.ca/Mediasite/Showcase](http://media.mapleridge.ca/Mediasite/Showcase)

Note:

100      **CALL TO ORDER**

200      **AMENDMENTS TO THE AGENDA**

300      **APPROVAL OF THE AGENDA**

R/2019-663

It was moved and seconded

That the agenda of the November 26, 2019 Regular Council Meeting be approved as circulated.

CARRIED



400      *ADOPTION OF MINUTES*

401      Minutes of the Regular Council Meeting of November 12, 2019

R/2019-664

It was moved and seconded

That the minutes of the Regular Council Meeting of November 12, 2019  
be adopted as circulated

CARRIED

402      Report of Public Hearing of November 19, 2019

R/2019-665

It was moved and seconded

That the report of the Public Hearing of November 19, 2019 be adopted  
as circulated.

CARRIED

500      *PRESENTATIONS AT THE REQUEST OF COUNCIL – Nil*

600      *DELEGATIONS – Nil*

650      *QUESTIONS FROM THE PUBLIC*

700      *ITEMS ON CONSENT*

701      *Minutes*

701.1      Minutes of the Development Agreements Committee Meetings of November  
7, November 13 and November 14, 2019

701.2      Minutes of Meetings of Committees and Commissions of Council

- Community Heritage Commission – June 13 and September 12, 2019
- Environmental Advisory Committee – September 11, 2019
- Public Art Steering Committee – July 4, 2019

702      *Reports*

702.1      Disbursements for the month ended October 31, 2019

703      *Correspondence* – Nil

704      *Release of Items from Closed Council Status* – Nil

R/2019-666

It was moved and seconded

That the items on the Consent Agenda be received into the record.

CARRIED

800      *UNFINISHED BUSINESS* – Nil

900      *CORRESPONDENCE* – Nil

1000      *BYLAWS*

*Note: Items 1001 to 1005 are from the November 19, 2019 Public Hearing*

*Bylaws for Third Reading*

1001      2018-408-RZ, 13160 236 Street

1001.1      Maple Ridge Official Community Plan Amending Bylaw No. 7576-2019  
To amend Silver Valley Area Plan Figure 2 and Figure 3C from  
Conservation and Medium/High Density Residential to Medium/High  
Density Residential and Conservation and to amend Silver Valley Area Plan  
Figure 4 – to Remove from Conservation and Add to Conservation.

R/2019-667

It was moved and seconded

That Official Community Plan Amending Bylaw No. 7576-2019 be given  
third reading.

CARRIED

1001.2      Maple Ridge Zone Amending Bylaw No. 7527-2019  
To rezone from RS-2 (One Family Suburban Residential) to R-1 (Residential  
District).

R/2019-668

It was moved and seconded

That Zone Amending Bylaw No. 7527-2019 be given third reading.

CARRIED

1002      2018-249-RZ, 25180 108 Avenue

**Maple Ridge Zone Amending Bylaw No. 7517-2018**

To rezone from A-2 (Upland Agricultural) and RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential) and A-1 (Small Holding Agricultural) to permit a future subdivision of 3 lots.

R/2019-669

It was moved and seconded

That Zone Amending Bylaw No. 7517-2018 be given third reading.

CARRIED

Councillor Duncan - OPPOSED

1003      2018-105-RZ, 24145 and 24185 110 Avenue

1003.1    **Maple Ridge Official Community Plan Amending Bylaw No. 7582-2019**

To amend Albion Area Plan Schedule 1 from Low Density Residential to Low/Medium Density Residential, Conservation and Park and to amend Schedule "C" – to add to Conservation.

R/2019-670

It was moved and seconded

That Official Community Plan Amending Bylaw No. 7582-2019 be given third reading.

CARRIED

1003.2    **Maple Ridge Zone Amending Bylaw No. 7466-2018**

To rezone from RS-3 (One Family Rural Residential) to RS-1d (One Family Urban [Half Acre] Residential) to permit a future subdivision of 18 lots.

R/2019-671

It was moved and seconded

That Zone Amending Bylaw No. 7466-2018 be given third reading.

CARRIED

1004      2016-246-RZ, 12111 and 12119 203 Street

**Maple Ridge Zone Amending Bylaw No. 7267-2016**

To rezone from RS-1 (One Family Urban Residential) to RM-1 (Townhouse Residential) to permit future construction of 10 townhouse units.

R/2019-672

It was moved and seconded

That Zone Amending Bylaw No. 7267-2016 be given third reading.

CARRIED

1005      2019-314-RZ, Density Bonus Requirements for New Development

Maple Ridge Zone Amending Bylaw No. 7569-2019

To amend the Zoning Bylaw to establish a set of density bonus regulations for new development in the Town Centre Area and along major corridors as designated in the Official Community Plan.

R/2019-673

It was moved and seconded

That Zone Amending Bylaw No. 7569-2019 be given third reading.

CARRIED

Bylaws for Adoption

1006      2015-347-RZ, 20621 123 Avenue

Staff report dated November 26, 2019 recommending adoption.

1006.1    Maple Ridge Official Community Plan Amending Bylaw No. 7383-2017

To designate from Urban Residential to Conservation and to add to Conservation.

R/2019-674

It was moved and seconded

That Official Community Plan Amending Bylaw No. 7383-2017 be adopted.

CARRIED

1006.2    Maple Ridge Zone Amending Bylaw No. 7193-2015

To rezone from RS-3 (One Family Rural Residential) to RS-1b (One Family Urban (Medium Density) Residential) to permit a future subdivision of approximately 10 lots.

R/2019-675

It was moved and seconded

That Zone Amending Bylaw No. 7193-2015 be adopted.

CARRIED

1007      **2017-461-RZ, 11641 227 Street**  
Staff report dated November 26, 2019 recommending adoption.

1007.1    **Maple Ridge Official Community Plan Amending Bylaw No. 7525-2018**  
To amend the Conservation Boundary and to amend the Low Rise  
Apartment land use designation to permit a 6 storey development.

R/2019-676

It was moved and seconded

That Official Community Plan Amending Bylaw No. 7525-2018 be  
adopted.

CARRIED

1007.2    **Maple Ridge Zone Amending Bylaw No. 7401-2017**  
To rezone from RS-1 (One Family Urban Residential) to RM-2 (Medium  
Density Apartment Residential) to permit the future construction of two  
residential apartment buildings with approximately 153 residential units.

R/2019-677

It was moved and seconded

That Zone Amending Bylaw No. 7401-2017 be adopted.

CARRIED

1008      **Maple Ridge Community Heritage Commission Bylaw No. 7588-2019**  
To repeal the current bylaw and replace it with a new bylaw that provides  
the Commission with policies and procedures consistent with the other  
advisory committees.

R/2019-678

It was moved and seconded

That Community Heritage Commission Bylaw No. 7588-2019 be adopted.

CARRIED

1009      **Maple Ridge Repealing Bylaw No. 7590-2019**  
To repeal Advisory Committee and Commission bylaws replaced by the  
Committees of Council Policy 3.11

R/2019-679

It was moved and seconded

That Repealing Bylaw No. 7590-2019 be adopted.

CARRIED

Councillor Duncan - OPPOSED

1100      **COMMITTEE REPORTS AND RECOMMENDATIONS**

*Public Works and Development Services*

1101      2015-275-CU/RZ, 23227 Dogwood Avenue, Temporary Commercial Use Permit Renewal

Staff report dated November 19, 2019 recommending that Temporary Commercial Use Permit 2015-275-CU, respecting property located at 23227 Dogwood 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.

R/2019-680

It was moved and seconded

That Temporary Commercial Use Permit 2015-275-CU, respecting property located at 23227 Dogwood 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.

CARRIED

1102      2019-331-RZ, 25597 130 Avenue, RS-3 to RS-2

Staff report dated November 19, 2019 recommending that Maple Ridge Zone Amending Bylaw No. 7586-2019 to rezone from RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential) to permit a future subdivision into two lots be given first reading and that the applicant provide further information as described on Schedules B and F of the Development Procedures Bylaw No. 5879-1999 along with the information required for a Subdivision application.

R/2019-681

It was moved and seconded

1. That Zone Amending Bylaw No. 7586-2019 be given first reading; and
2. That the applicant provide further information as described on Schedules B and F of the Development Procedures Bylaw No. 5879-1999, along with the information required for a Subdivision application.

CARRIED

Councillor Duncan - OPPOSED

1103 2019-353-RZ, 22058 119 Avenue, RS-1 to RT-2

Staff report dated November 19, 2019 recommending that Maple Ridge Zone Amending Bylaw No. 7583-2019 to rezone from RS-1 (One Family Urban Residential) to RT-2 (Ground-Oriented Residential Infill) to permit the future development of a triplex residential building be given first reading and that the applicant provide further information as described on Schedules C and D of the Development Procedures Bylaw No. 5879-1999.

R/2019-682

It was moved and seconded

1. That Zone Amending Bylaw No. 7583-2019 be given first reading; and
2. That the applicant provide further information as described on Schedules C and D of the Development Procedures Bylaw No. 5879-1999.

CARRIED

1104 2019-262-DVP, 8 - 23527 Larch Avenue

Staff report dated November 19, 2019 recommending that the Corporate Officer be authorized to sign and seal 2019-262-DVP respecting property located at 8-23527 Larch Avenue.

R/2019-683

It was moved and seconded

That the Corporate Officer be authorized to sign and seal 2019-262-DVP respecting property located at 8 - 23527 Larch Avenue.

CARRIED

1105 2019-261-DVP, 12244 228 Street

Staff report dated November 19, 2019 recommending that the Corporate Officer be authorized to sign and seal the revised 2019-261-DVP respecting the property located at 12244 228 Street.

R/2019-684

It was moved and seconded

That the Corporate Officer be authorized to sign and seal the revised 2019-261-DVP respecting the property located at 12244 228 Street.

CARRIED

**1106 Award of Contract – RFP-EN19-21: Engineering Design Services for 236 Street Water Pump Station Replacement**

Staff report dated November 19, 2019 recommending that the Contract RFP-EN19-21, Engineering Design Services for 236 Street Water Pump Station Replacement, be awarded to Stantec Consulting Ltd. (Stantec) and that the Corporate Officer be authorized to execute the Contract.

R/2019-685

It was moved and seconded

That Contract RFP-EN19-21, Engineering Design Services for 236 Street Water Pump Station Replacement, be awarded to Stantec Consulting Ltd. in the amount of \$263,898.00 excluding taxes; and

That a contingency of \$50,000 for unanticipated additional works be approved; and further

That the Corporate Officer be authorized to execute the Contract.

CARRIED

**1107 Municipal Equipment Purchase, one Single Axle Dump Truck with Underbody Plow and Sander**

Staff report dated November 19, 2019 recommending that the Contract for the purchase of one single axle dump truck with underbody plow and sander be awarded to Harbour International Trucks Ltd. and that the Corporate Officer be authorized to execute the Contract.

R/2019-686

It was moved and seconded

That the contract for the purchase of one (1) single axle dump truck with underbody plow and sander be awarded to Harbour International Trucks Ltd. in the amount of \$166,579.00 plus applicable taxes of approximately \$19,989.48 and furthermore,

That the Corporate Officer be authorized to execute the contract.

CARRIED



1108      **Municipal Equipment Purchase, One Front End Loader with Articulating Tool Carrier**

Staff report dated November 19, 2019 recommending that the Contract for RFP-OP19-64 be awarded to Inland Kenworth Ltd. and that the Corporate Office be authorized to execute the Contract.

R/2019-687

It was moved and seconded

That the contract for the purchase of one (1) front end loader with articulating tool carrier be awarded to Inland Kenworth Ltd. in the amount of \$197,500.00 plus applicable taxes of approximately \$23,700.00 and furthermore,

That the Corporate Officer be authorized to execute the contract.

CARRIED

1109      **Award of Contract – 2019/2020 Storm and Sanitary Sewer CCTV Program**

Staff report dated November 19, 2019 recommending that Contract ITT-OP19-42, 2019/2020 Storm and Sanitary Sewer CCTV Program be awarded to C3 Mainline Inspections Inc. and that the Corporate Officer be authorized to execute the Contract.

R/2019-688

It was moved and seconded

That Contract ITI-OP19-42, 2019/2020 Storm and Sanitary Sewer CCTV Program, be awarded to C3 Mainline Inspections Inc. in the amount of \$349,437.26, excluding taxes; and

That the Corporate Officer be authorized to execute the contract.

CARRIED

**Corporate Services**

1131      **Microsoft Enterprise Agreement**

Staff report dated November 19, 2019 recommending that staff enter into a three-year Microsoft Enterprise Agreement (EA) and that the Corporate Officer be authorized to execute the Agreement.

R/2019-689

It was moved and seconded

That staff enter into a three-year Microsoft Enterprise Agreement (EA) for an annual purchase price of \$168,879.72; and

That the Corporate Officer be authorized to execute the Agreement.

CARRIED

1132      2020 Acting Mayor Appointments and Government Agencies, Committees & Commissions and Community Groups and Organization Appointments

Staff report dated November 19, 2019 recommending the Acting Mayor schedule and appointments for December 2019 to November 2020 and the 2020 Council appointments to Government Agencies, Committees & Commissions and Community Groups and Organization Appointments as attached to the staff report be approved.

R/2019-690

It was moved and seconded

That the Acting Mayor schedule and appointments for December 2019 to November 2020 as attached to the staff report dated November 19, 2019 be approved; and further

That the appointments to Government Agencies, Advisory and/or Legislated Committees, Special Committees, Community Groups and Organizations and Standing Committees for December 2019 to December 2020 as attached to the staff report dated November 19, 2019 be approved.

CARRIED

1133      Policy – Petitions to Council

Staff report dated November 19, 2019 recommending that the Petitions to Council Policy as attached to the staff report be approved.

R/2019-691

It was moved and seconded

That the Petitions to Council Policy attached to the staff report dated November 19, 2019 be approved.

CARRIED

*Parks, Recreation & Culture* – Nil

*Administration (including Fire and Police)* – Nil

*Other Committee Issues* – Nil

1200     *STAFF REPORTS* – Nil

1300     *OTHER MATTERS DEEMED EXPEDIENT* – Nil

1400     *NOTICES OF MOTION AND MATTERS FOR FUTURE MEETING* – Nil

1500     *MAYOR AND COUNCILLORS' REPORTS*

The Mayor and Councillors provided their reports on activities participated in during the past few weeks.

1600     *ADJOURNMENT* – 7:31 p.m.

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M. Morden, Mayor

Certified Correct

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L. Benson, Corporate Officer

700 *ITEMS ON CONSENT*

701 *Minutes*

## 701.1 Development Agreements Committee

**CITY OF MAPLE RIDGE  
DEVELOPMENT AGREEMENTS COMMITTEE**

November 20, 2019  
Mayor's Office

CIRCULATED TO:

Michael Morden, Mayor  
Chair

Al Horsman, Chief Administrative Officer  
Member

Catherine Schmidt, Recording Secretary

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**1. 2019-204-SD**

LEGAL: Lot 2 Section 28 Township 12 New Westminster District Plan  
EPP82481; Lot 2 Section 28 Township 12 New Westminster District  
Plan EPP82482; Lot 2 Section 28 Township 12 New Westminster  
District Plan EPP82483

PID: n/a

LOCATION: 23643 Rock Ridge Drive, 23677 Boulder Place, 13389 237A Street

OWNER: Stephanie and Richard Nightingale, Peter and Irene Arnold, and  
Terry Hume

REQUIRED AGREEMENTS: Release of Covenants (BR348748, B090239, BN256036)

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING  
DOCUMENTS AS THEY RELATE TO 2019-204-SD.**

**CARRIED**

**2. 2018-141-SD**

LEGAL: Lots 1 to 3 all of: Section 3 Township 12 New Westminster District  
Plan EPP88457

PID: 030-904-579, 030-904-587, 030-904-595

LOCATION: New Lots 1 to 3 – Formerly Known as:  
10107 243 Street and 10102 242B Street

OWNER: 0986783 B.C. Ltd.

REQUIRED AGREEMENTS: Release of Covenants (BX169375, BA466697 and  
BA496695)

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING  
DOCUMENTS AS THEY RELATE TO 2018-141-SD.**

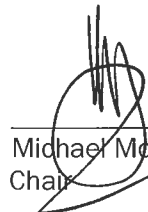
**CARRIED**

**3. 2017-367-SD**

LEGAL: Lot 4 South East Quarter Section 28 Township 12 New Westminster  
District Plan NWP2637  
PID: 010-502-408  
LOCATION: 23702 132 Avenue  
OWNER: Oak Lake Developments (132 Avenue) Corp. (Waled Harb)  
REQUIRED AGREEMENTS: Subdivision Servicing Agreement  
Stormwater Management Covenant  
Wildfire Protection Covenant  
Geotechnical Covenant  
Statutory Right of Way

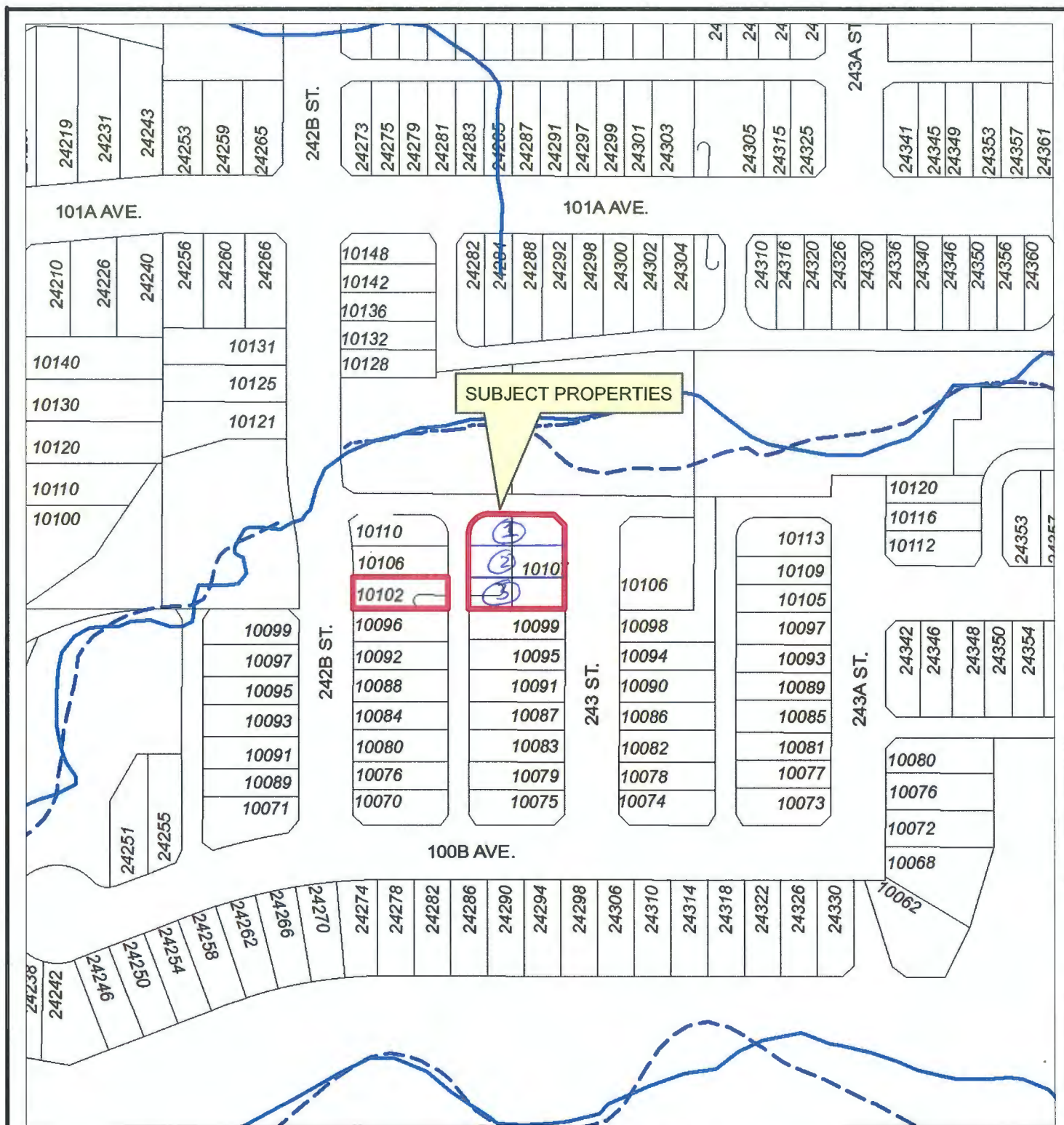
**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENTS AS THEY RELATE TO 2017-367-SD.**

**CARRIED**

  
\_\_\_\_\_  
Michael Morden, Mayor  
Chair  
\_\_\_\_\_  
Al Horsman, Chief Administrative Officer  
Member







Scale: 1:1,500

## Legend

- Stream
- Ditch Centreline
- Indefinite Creek

10107 243 STREET  
10102 242B STREET

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

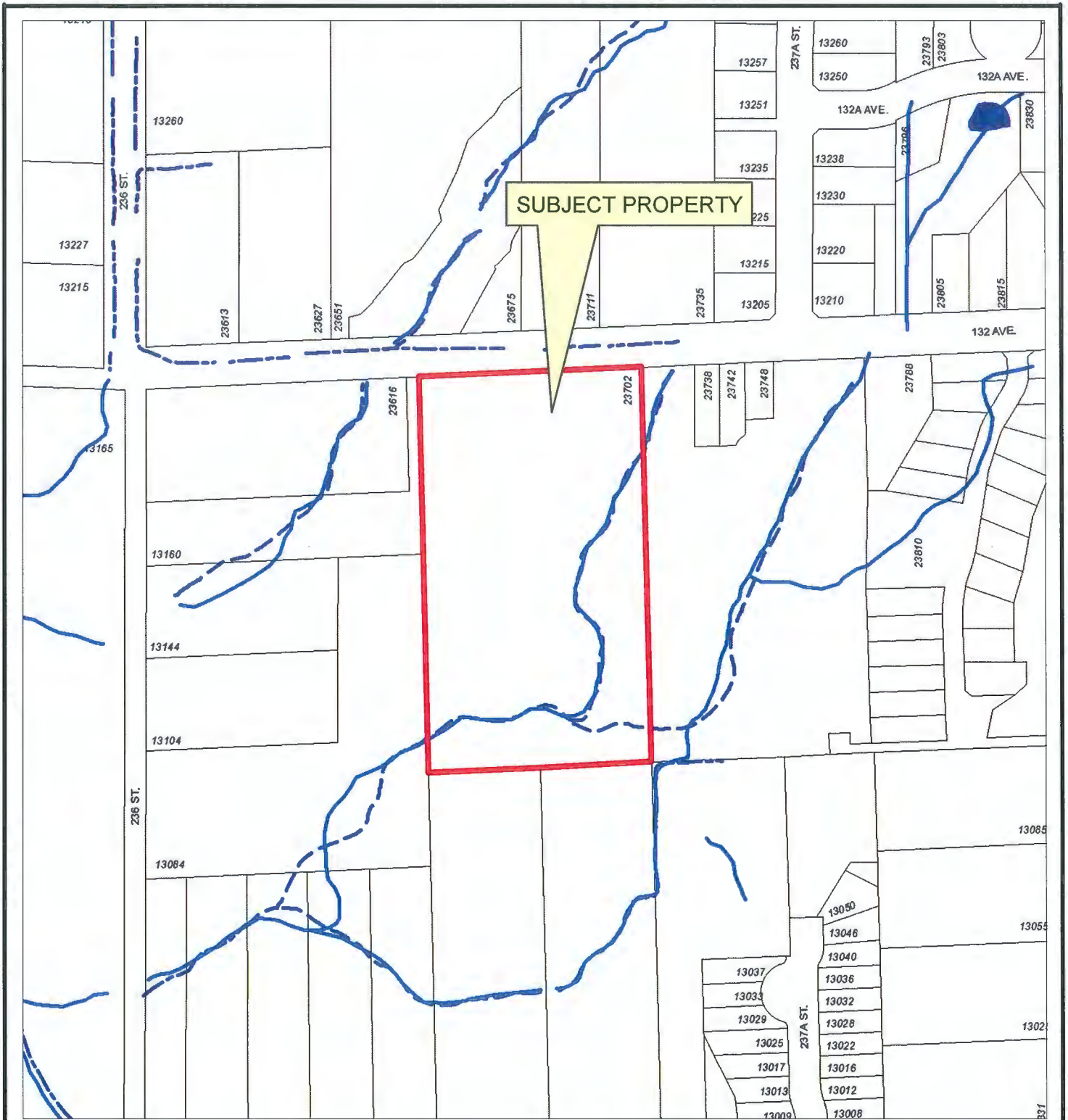
[mapleridge.ca](http://mapleridge.ca)

FILE: 2018-141-SD

DATE: Apr 12, 2018

BY: LP





Scale: 1:2,500

## Legend

- Stream
- - - Indefinite Creek
- River
- Major Rivers & Lakes

23702 -132 Avenue

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

[mapleridge.ca](http://mapleridge.ca)

2017-367-SD

DATE: Aug 21, 2017

BY: JV

**CITY OF MAPLE RIDGE  
DEVELOPMENT AGREEMENTS COMMITTEE**

November 26, 2019  
Mayor's Office

CIRCULATED TO:

Michael Morden, Mayor  
Chair

Al Horsman, Chief Administrative Officer  
Member

Catherine Schmidt, Recording Secretary

---

**1. 2015-373-RZ**

LEGAL: Lot 1 Except: Parcel "A" (Explanatory Plan 13725) South East Quarter  
Section 28 Township 12 New Westminster District Plan 2637  
PID: 008-584-371  
Future Legal: Lots 1 and 2, Section 28 Township 12 New Westminster District Plan  
EPP97180 PID: n/a  
LOCATION: 23616 132 Avenue  
OWNER: Pine Creek Development Ltd. (Christopher Paul)  
REQUIRED AGREEMENTS: Rezoning Servicing Agreement (Lot 1) (Lot 1)  
Visitor Parking Covenant (Future Lot 1)  
Stormwater Management Covenant (Future Lots 1 and 2)  
Geotechnical Covenant (Future Lots 1 and 2)  
Slope Protection Covenant (Future Lot 1)  
Enhancement & Maintenance Agreement (Lot 1)

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENTS AS THEY RELATE TO 2015-373-RZ.

CARRIED

**2. Chuck Goddard / Director of Planning**

LEGAL: Lot 1 Section 28 Township 12 New Westminster District Plan  
EPP73927  
PID: 030-395-143  
LOCATION: 23709 132 Avenue  
OWNER: Brookside Properties Ltd.  
REQUIRED AGREEMENTS: Release of Tree Covenant (CA6670974 and CA6670975)

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO Chuck Goddard / Director of Planning.

CARRIED

**3. 2012-109-SD**

LEGAL: Lots 1 to 12, all of: Section 11 Township 12 New Westminster District  
Plan EPP67241  
PID: 030-313-325; 030-313-333; 030-313-341; 030-313-350;  
030-313-368; 030-313-376; 030-313-384; 030-313-392;  
030-313-406; 030-313-414; 030-313-422; 030-313-431.  
LOCATION: 10885, 10879, 10873, 10867, 10861, 10855, 10849, 10841,  
10835, 10823, 10815, 10807 Morrisette Place  
OWNER: 1152736 B.C. Ltd., Harbour Creek Homes Ltd., Bhupinder Johar,  
Ramandeep Dhaliwal and Swaranjit Dhaliwal, Speedgo Transport Ltd.,  
Jewel Homes Ltd.,

REQUIRED AGREEMENTS: Geotechnical Covenants

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENTS AS THEY RELATE TO 2012-109-SD.**

**CARRIED**

**4. 19-114743 BG**

LEGAL: Lot 4 Section 15 Township 12 New Westminster District Plan  
EPP83476  
PID: 030-504-287  
LOCATION: 11300 240A Street  
OWNER: Main Street Willow & Oak Homes Ltd. (Cole Lambert)

REQUIRED AGREEMENTS: Sanitary Pump Covenant

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 19-114743 BG.**

**CARRIED**

**5. 18-114744 BG**

**LEGAL:** Lot 41 and 42, both of: Section 25 Township 12 New Westminster District Plan BCP42202 and Lot A Section 25 Township 12 New Westminster District Plan EPP84406  
**PID:** 028-047-982 and 028-047-991 and 030-904-889  
**LOCATION:** 12835 Lilley Drive  
**OWNER:** Blue Mountain Business Park Ltd.  
**REQUIRED AGREEMENTS:** Septic Field Covenant (Lot 41 and 42)  
Release of Septic Covenant (BB1722171 and BB809662) (Lot A)  
Release of Statutory Right of Way (BB809668) (Lot A)

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENTS AS THEY RELATE TO 18-114744 BG.**

**CARRIED**

**6. 19-114744 BG**

**LEGAL:** Lot 5 Section 15 Township 12 New Westminster District Plan EPP83476  
**LOCATION:** 11296 240A Street  
**OWNER:** Main Street Willow & Oak Homes Ltd. (Cole Lambert)  
**REQUIRED AGREEMENTS:** Septic Field Covenant (Lot 41 and 42)

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 19-114744 BG.**

**CARRIED**

**7. 18-119669 BG**

**LEGAL:** Lot 23 Section 10 Township 12 New Westminster District Plan EPP70566  
**LOCATION:** 11114 241A Street  
**OWNER:** Devinder Sran  
**REQUIRED AGREEMENTS:** Secondary Suite Covenant

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 18-119669 BG.**

**CARRIED**

8. 17-122621 BG

LEGAL: Lot 720 District Lot 278 Group 1 New Westminster District Plan 114  
PID: 009-360-051

LOCATION: 20623 113 Avenue

OWNER: Riaz Mapara

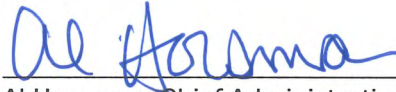
REQUIRED AGREEMENTS: Secondary Suite Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 17-122621 BG.

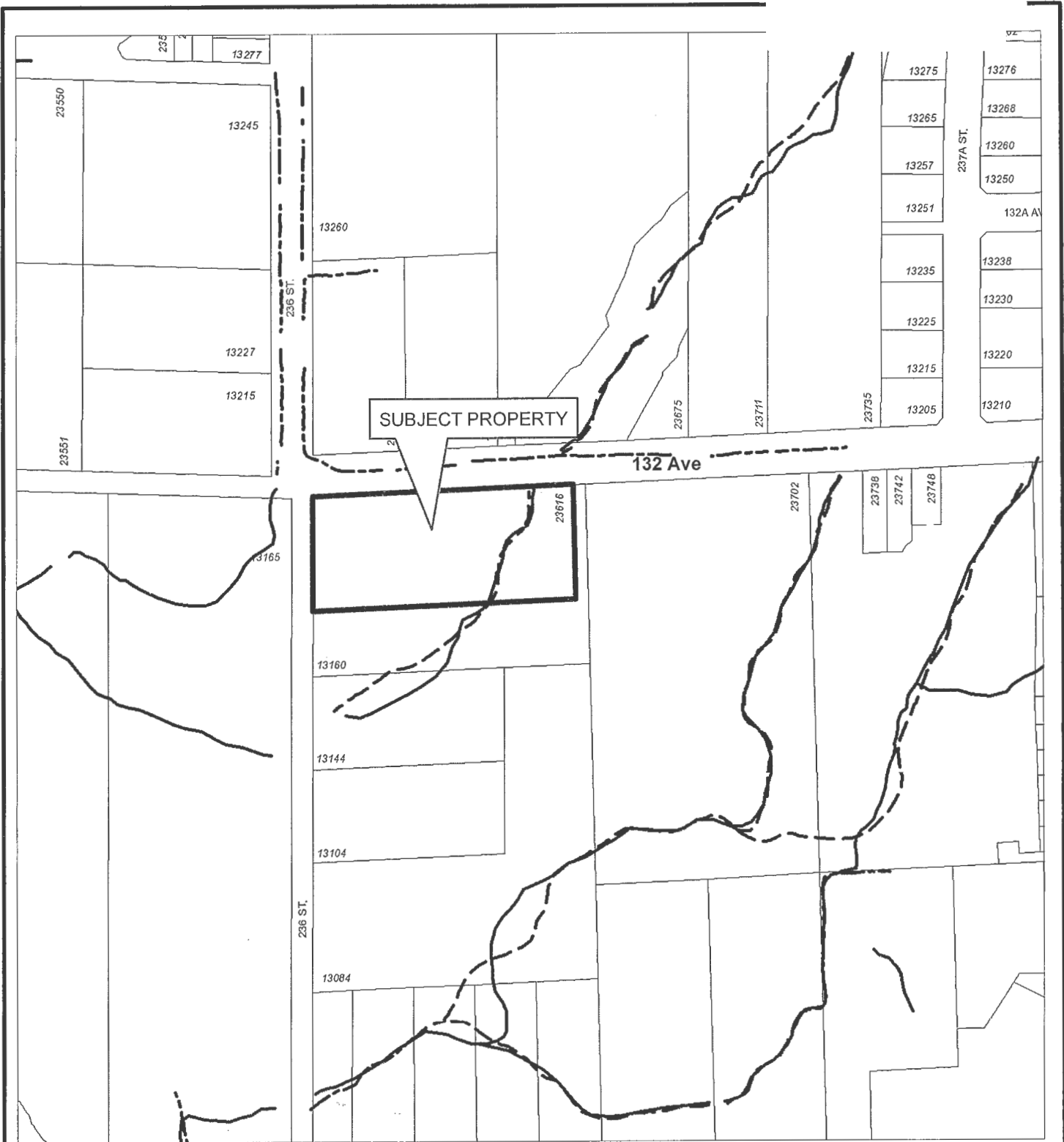
CARRIED



Michael Morden, Mayor  
Chair







Al Horsman, Chief Administrative Officer  
Member



Scale: 1:2,500

## Legend

-  Stream
-  Indefinite Creek
-  River
-  Major Rivers & Lakes

## Legend

23616 132 Avenue

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

[mapleridge.ca](http://mapleridge.ca)

2015-373-DP

DATE: Aug 10, 2016

BY: JV





Scale: 1:2,000

### Legend

- Stream
- Ditch Centreline
- Indefinite Creek

**23709 132 AVENUE**  
PID: 030-395-143

PLANNING DEPARTMENT



**MAPLE RIDGE**

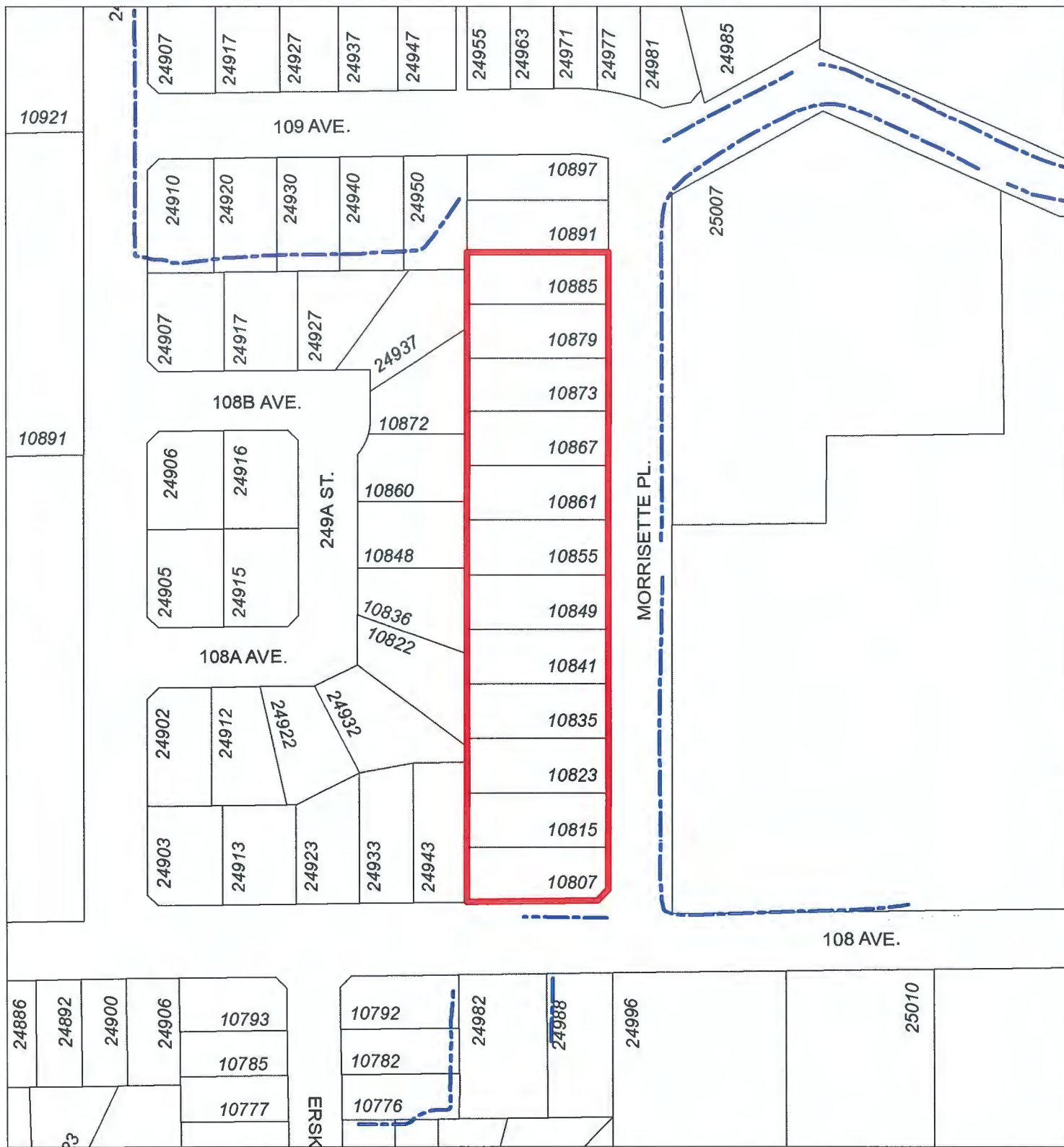
British Columbia

**mapleridge.ca**

FILE: Untitled

DATE: Nov 21, 2019

BY: PC



## Legend

--- Ditch Centreline

10807, 10815, 10823,  
10835, 10841, 10849,  
10855, 10861, 10867,  
10873, 10879, 10885  
MORISSETTE PLACE

PIDS: 030-313-325, 030-313-333,  
030-313-341, 030-313-350, 030-313-368,  
030-313-376, 030-313-384, 030-313-392,  
030-313-406, 030-313-414, 030-313-422,  
030-313-431

FILE: DAC  
DATE: Nov 26, 2019

BY: AC



Scale: 1:1,500

11306

11300

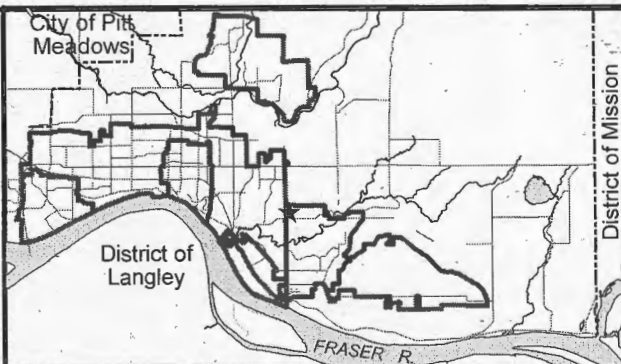
11296

Subject Parcel:  
11300-240A St.

The City of Maple Ridge makes no guarantee  
regarding the accuracy or present status of  
the information shown on this map.



Scale: 1:200



## SANITARY PUMP COVENANT

LICENCES, PERMITS & BYLAWS DEPT.



MAPLE RIDGE

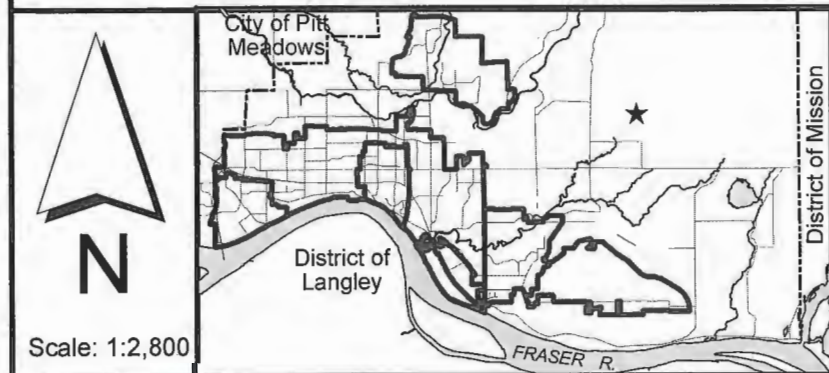
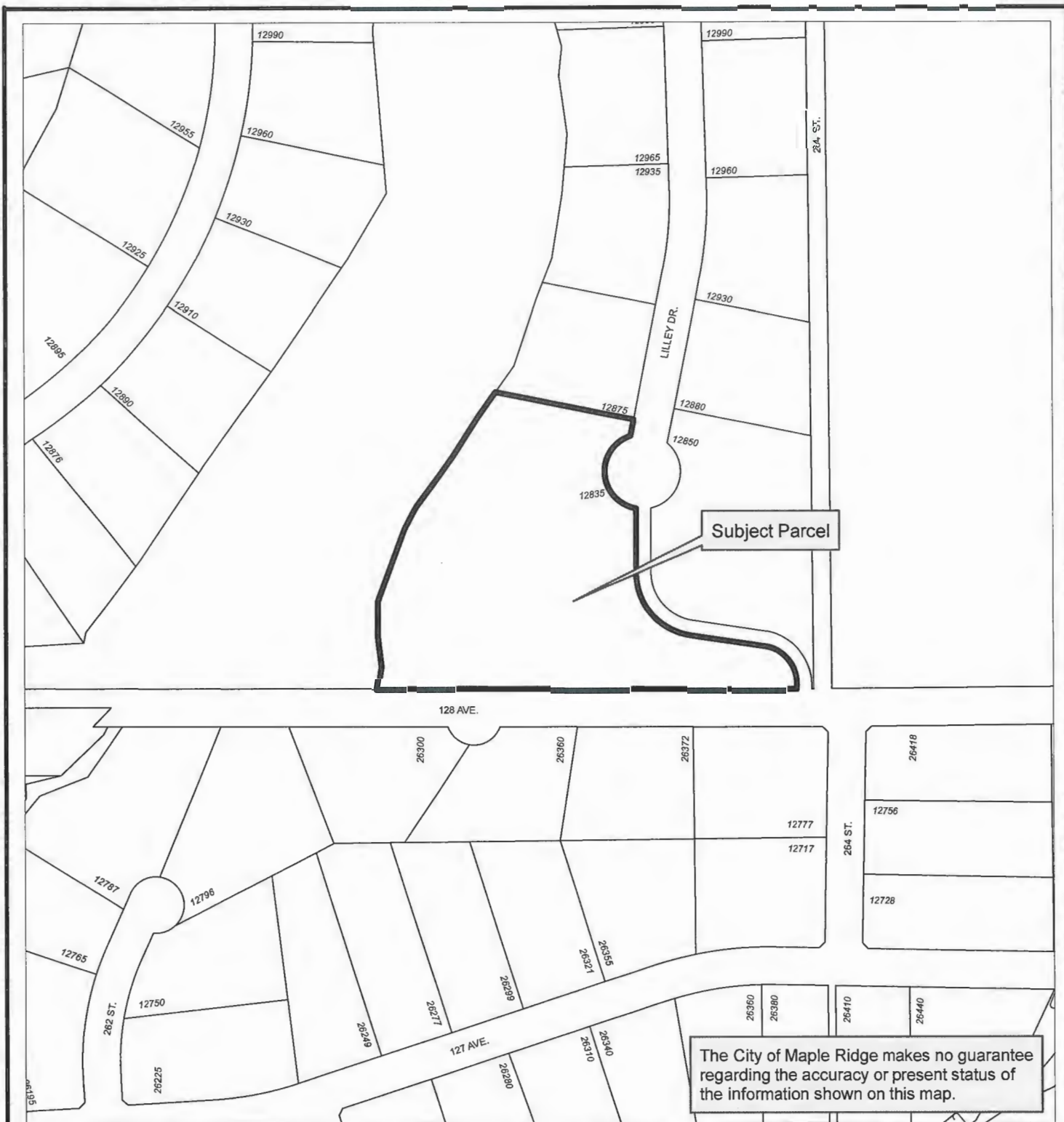
British Columbia

[mapleridge.ca](http://mapleridge.ca)

FILE: Untitled  
DATE: Nov 14, 2019

BY: TG





**12835 Lilley Dr. Septic covenant,  
Septic covenants to be removed,  
Storm ROW to be removed**

LICENSES, PERMITS & BYLAWS DEPT.



**MAPLE RIDGE**

British Columbia

**mapleridge.ca**

FILE: Untitled  
DATE: Nov 18, 2019

BY: ML

11300

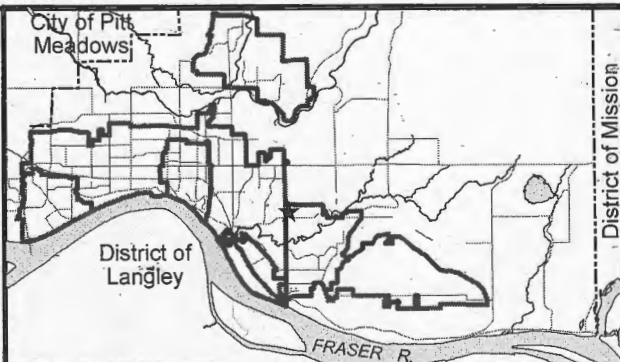
11296

Subject Parcel:  
11296-240A St

The City of Maple Ridge makes no guarantee  
regarding the accuracy or present status of  
the information shown on this map.



Scale: 1:200



## SANITARY PUMP COVENANT

LICENCES, PERMITS & BYLAWS DEPT.



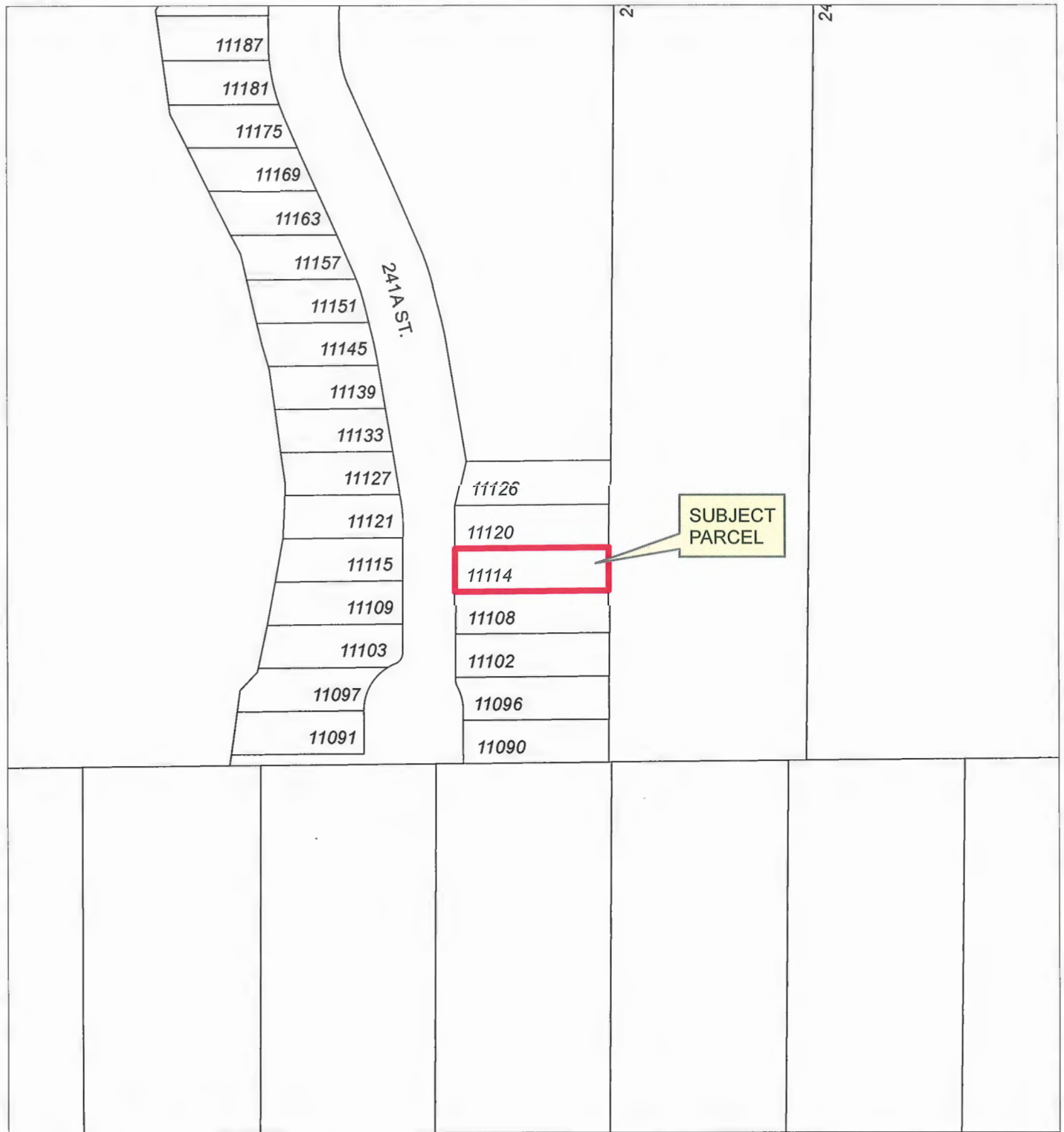
MAPLE RIDGE

British Columbia

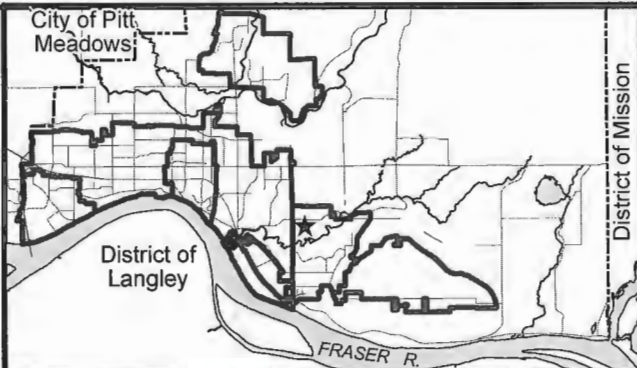
[mapleridge.ca](http://mapleridge.ca)

FILE: Untitled  
DATE: Nov 14, 2019

BY: TG



Scale: 1:1,500

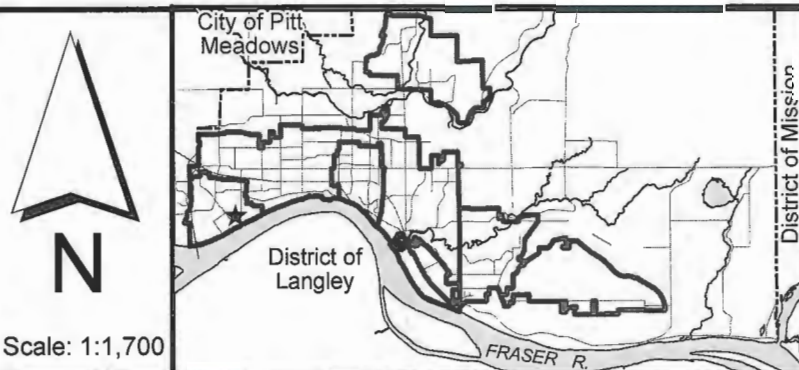
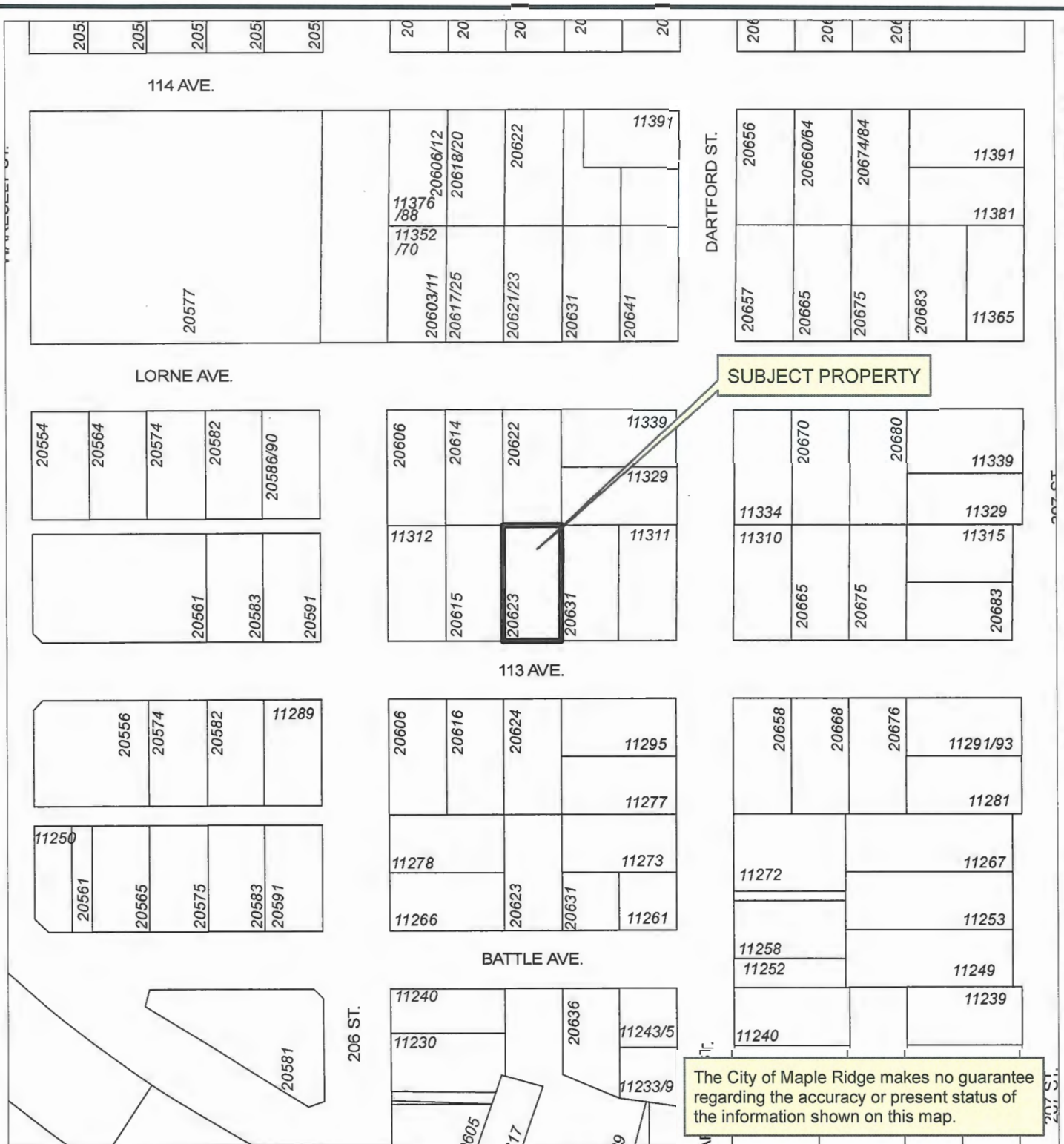


11114 241A ST



FILE: Untitled  
DATE: Nov 25, 2019

BY: C1



**20623 113 Ave**

ENGINEERING DEPARTMENT  
ENGINEERING DEPARTMENT

**MAPLE RIDGE**  
British Columbia

**mapleridge.ca**

FILE: Untitled  
DATE: Nov 22, 2019

BY: NV

CITY OF MAPLE RIDGE  
DEVELOPMENT AGREEMENTS COMMITTEE

December 4, 2019  
Mayor's Office

CIRCULATED TO:

Michael Morden, Mayor  
Chair

Al Horsman, Chief Administrative Officer  
Member

Catherine Schmidt, Recording Secretary

---

1. 19-109883 BG

LEGAL: Lot 268 District Lot 247 Group 1 New Westminster District  
Plan 36923  
PID: 007-445-300  
LOCATION: 11673 Morris Street  
OWNER: Lindsay Olsen and Tayler Wilkins  
REQUIRED AGREEMENTS: Secondary Suite Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 19-109883 BG.

CARRIED

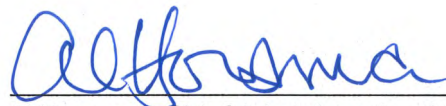
2. 17-127290 BG

LEGAL: Lot 17 Section 28 Township 12 New Westminster District Plan  
EPP60509  
PID: 029-931-428  
LOCATION: 13013 237A Street  
OWNER: Cody Gallacher and Meagan Seeley  
REQUIRED AGREEMENTS: Temporary Residential Use Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 17-127290 BG.

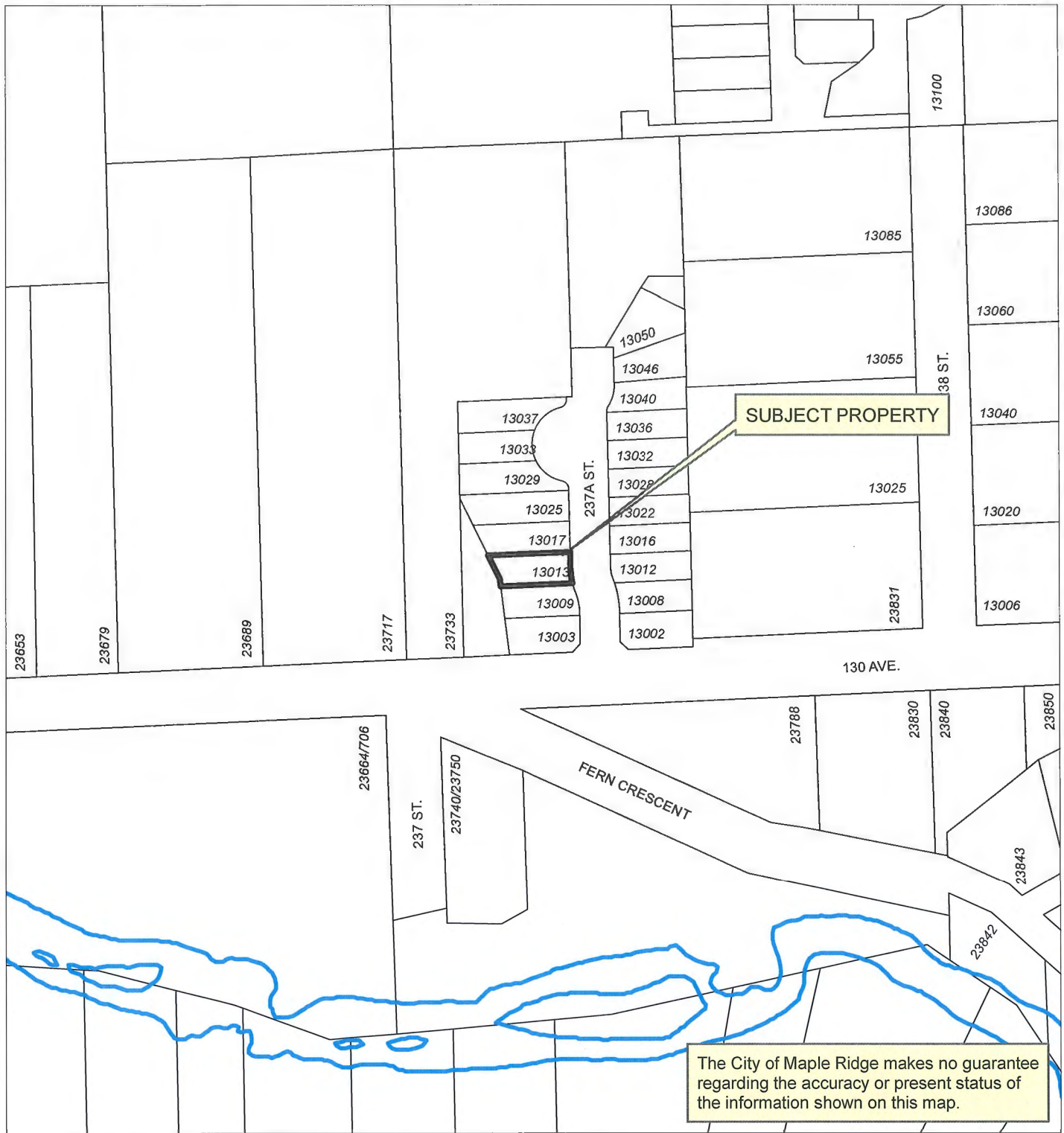
CARRIED

  
\_\_\_\_\_  
Michael Morden, Mayor  
Chair

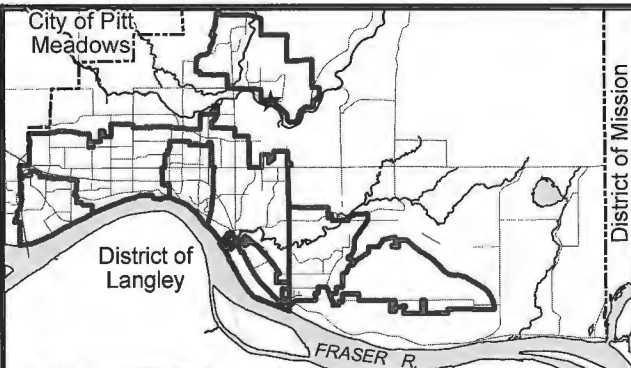
  
\_\_\_\_\_  
Al Horsman, Chief Administrative Officer  
Member







Scale: 1:2,000



13013 237A St

ENGINEERING DEPARTMENT



British Columbia

mapleridge.ca

FILE: Untitled

DATE: Dec 3, 2019

BY: NV

701.2 Minutes of Meetings of Committees and Commissions of Council

**City of Maple Ridge**  
**ECONOMIC DEVELOPMENT COMMITTEE**  
**REGULAR MEETING MINUTES**

The Minutes of the Regular Meeting of the Economic Development Committee, held in the Bridges Boardroom, Maple Ridge City Hall, on Thursday, September 5, 2019, at 5:00 pm.

---

**COMMITTEE MEMBERS PRESENT**

Camilla Brown	Community at Large
Dominick Kotarski	Community at Large
Tom Meier	Community at Large
James Zelinski	Community at Large
Councillor Yousef	City of Maple Ridge

**STAFF MEMBERS PRESENT**

Darrell Denton	Staff Liaison / Acting Director, Economic Development & Civic Properties
Bruce Livingstone	Business Retention and Expansion Officer, Economic Development & Civic Properties
Karen Hansen	Administrative Assistant, Economic Development & Civic Properties

**REGRETS**

Josef Lara	Community at Large
Chrislana Gregory	Community at Large
Al Hogarth	Community at Large
Oliver Perez	Community at Large

---

Meeting called to order at 5:21 pm.

**1. AGENDA ADOPTION**

R19-12

It was moved and seconded

**That the Agenda of September 5, be amended to state: Review/Approve Minutes of June 11 on agenda item 2.**

CARRIED

R19-13

It was moved and seconded

**That the Agenda of September 5, 2019 be adopted.**

CARRIED

**2. MINUTE ADOPTION**

R19-14

It was moved and seconded

**That the Minutes of June 11, 2019 be adopted.**

CARRIED

### 3. Task Force Update:

#### 3.1 Growth – Justice Institute tour

##### a) Justice Institute Tour

R19-15

It was moved and seconded

**That someone from the EDC Committee will follow-up with the Justice Institute in 60 days.**

CARRIED

R19-16

It was moved and seconded

**That Staff look into the Canadian regulations for setting up a specialized technical school for topics such as synthetic biology.**

CARRIED

##### b) Next steps (Darrell/Bruce)

#### 3.2 Bylaws and how they affect business

##### a) Locations/zoning

R19-17

It was moved and seconded

**That the EDC explore the possibilities of taking portions of the OCP to find areas in the City where certain identifiable businesses can operate and offer those businesses the opportunity to come and pitch their business to the City, in return for fast tracking their applications through City Hall.**

CARRIED

##### b) Types of Business

##### c) Supports for Business


#### 3.3 Technology Review

### 4. Advisory Committees

#### 4.1 Report back from Agricultural Advisory Committee meeting in June (James)

#### 4.2 Review of Council Report: *Advisory Committee Review Recommendations*

### 5. Adjournment at 7:05 pm - Next Meeting – November 7, 2019



Chair, Dominic Kotarski

/kh

**City of Maple Ridge**  
**TRANSPORTATION ADVISORY COMMITTEE**  
**REGULAR MEETING**

The Minutes of the Regular Meeting of the Active Transportation Advisory Committee, held in the  
Blaney Room, at Maple Ridge City Hall on September 25, 2019 at 6:55 pm.

---

**COMMITTEE MEMBERS PRESENT**

Councillor Ahmed Yousef	Council Liaison
Vijay Soparkar, Chair	Member at Large
Colette Trudeau	School District No. 42 Representative
Eric Phillips	Member at Large
Jordan Arsenault	Member at Large
Kim McLennan	Municipal Advisory Committee on Accessibility and Inclusiveness Representative
Zane Rossouw	Member at Large

**STAFF MEMBERS PRESENT**

Purvez Irani	Manager of Transportation/ Staff Liaison
Erin Mark	Committee Clerk

**ABSENT**

Jennifer Wright	Member at Large
Ineke Boekhorst	Downtown Maple Ridge Business Improvement Association
Gary Hare, Vice Chair	Member at Large
Cpl. Steve Martin	Ridge Meadows RCMP – Traffic Services

---

1. **CALL TO ORDER**

2. **APPROVAL OF THE AGENDA**

R/2019-010

It was moved and seconded

That the agenda for the September 25, 2019 Transportation Advisory Committee be approved  
as circulated.

CARRIED

3. **ADOPTION OF THE MINUTES**

R/2019-011

It was moved and seconded

That the minutes of the Maple Ridge Active Transportation Advisory Committee meeting dated  
June 26, 2019 be adopted.

CARRIED

4. **DELEGATION – Nil**

5. **QUESTION PERIOD – Nil**

- A resident inquired about the construction along the 104<sup>th</sup> Ave roadway. The staff liaison stated the project is incomplete and will email the resident directly to respond to her inquiry.
- Jordan Arsenault asked about community involvement in infrastructure maintenance. The staff liaison provided Mr. Arsenault with a contact in the City Operations department to see what would be feasible.

6. **NEW AND UNFINISHED BUSINESS**

6.1 **Changes to ATAC**

Councillor Yousef provided an overview of the changes to the Active Transportation Advisory Committee that were contained in the June 26, 2019 Advisory Committee Review Report to Council. One of the changes is to remove the word "Active" from the name of the Committee to reflect that the Committee looks at the entire spectrum of transportation, not just human, to move people and goods through the community as efficiently as possible. Moving forward the Committee will now be referred to as the "Transportation Advisory Committee".

6.2 **Council Committee Review**

Councillor Yousef provided an update of the Council Committee Review that is currently ongoing by members of Council.

6.3 **Business Plan & Deliverables for 2020**

The staff liaison presented the framework for the Committee's annual Business Plan and members discussed ideas for 2020 Deliverables that could be included.

R/2019-012

It was moved/seconded:

That the Maple Ridge Transportation Advisory Committee adopt the following as new deliverables in their 2020 Business Plan:

1. Consider the feasibility of a water-going bus service on the Fraser River, with loading at Hammond Mill and Port Haney Wharf, in cooperation with First Nations Communities (Lower Mainland), TransLink and Metro Vancouver
2. Strategic Transportation Plan Updates and Consultation with the Committee
3. Development of an Educational Plan for Active Transportation to Schools

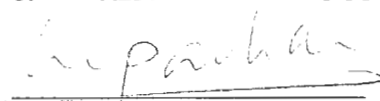
CARRIED

7. **CORRESPONDENCE - Nil**

8. **ROUNDTABLE**

Members shared ideas and project updates on relevant transportation issues.

9. **ADJOURNMENT - 8:35 pm.**

  
\_\_\_\_\_  
Vijay Soparkar, Chair

/em





**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** 2019 Council Expenses

**MEETING DATE:** December 10, 2019  
**FILE NO:** 2161518  
**MEETING:** Council

---

**EXECUTIVE SUMMARY**

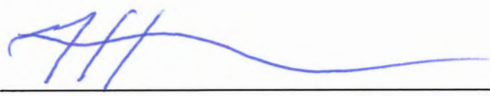
In keeping with Council's commitment to transparency in local government, the attached Schedule lists Council expenses recorded to October 31 2019. The expenses included on the schedule are those required to be reported in the annual Statement of Financial Information and are available on our website.

**RECOMMENDATION:**

Receive for information

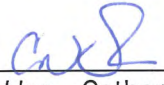
**Discussion**

The expenses included in the attached schedule are those reported in the annual Statement of Financial Information (SOFI), including those incurred under Policy 3.07 "Council Training, Conferences and Association Building". The budget for Council includes the provision noted in Policy 3.07 as well as a separate budget for cell phone and iPad usage. The amounts on the attached Schedule are those recorded prior to the preparation of this report and are subject to change.



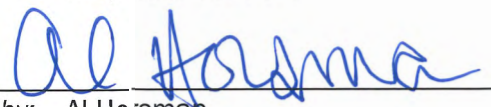
---

Prepared by: Trevor Hansvli  
Accounting Clerk 2



---

Approved by: Catherine Nolan, CPA, CGA  
Corporate Controller



---

Approved by: Al Horsman  
Chief Administrative Officer

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Cell Phones / iPads	Totals
<b>Dueck, Judy</b>					
January	Cell phone charges			42.96	
	Portable electronic device charges (e.g. iPad)			5.35	
February	Farmers Helping Seniors Night		25.00		
	Portable electronic device charges (e.g. iPad)			5.35	
March	Cell phone charges			14.00	
	MR Chamber of Commerce Business Excellence Awards		118.75		
	Portable electronic device charges (e.g. iPad)			5.35	
April	Portable electronic device charges (e.g. iPad)			5.35	
May	LMLGA 2019 Conference and AGM May 8-10	953.16			
	Portable electronic device charges (e.g. iPad)			5.35	
June	Portable electronic device charges (e.g. iPad)			5.35	
July	Portable electronic device charges (e.g. iPad)			5.35	
August	Portable electronic device charges (e.g. iPad)			5.35	
September	Portable electronic device charges (e.g. iPad)			5.35	
October	Farmers Helping Seniors Night		25.00		
	Portable electronic device charges (e.g. iPad)			5.35	
	Ridge Meadows Seniors Society Gala		65.00		
November	Salvation Army - Dignity Breakfast		75.00		
December					
		953.16	308.75	110.46	1,372.37

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Cell Phones / iPads	Totals
<b>Duncan, Kiersten</b>					
January	2019 Elected Officials Seminar - LMLGA Region	453.43			
	Cell phone charges			43.60	
	Hometown Heroes Night		50.00		
	Portable electronic device charges (e.g. iPad)			5.35	
February	Cell phone charges			42.96	
	Farmers Helping Seniors Night		25.00		
	For the Love of Youth Event		133.63		
	Portable electronic device charges (e.g. iPad)			5.35	
March	Alouette Addictions Drag Show		55.00		
	Cell phone charges			44.40	
	Federation of Canadian Municipalities (FCM) Annual Conference	3,215.61			
	Portable electronic device charges (e.g. iPad)			5.35	
April	Cell phone charges			31.52	
	Portable electronic device charges (e.g. iPad)			5.35	
May	Cell phone charges			42.96	
	Portable electronic device charges (e.g. iPad)			5.35	
June	Cell phone charges			42.96	
	Portable electronic device charges (e.g. iPad)			5.35	
July	Cell phone charges			42.96	
	Portable electronic device charges (e.g. iPad)			5.35	
August	Cell phone charges			42.96	
	Portable electronic device charges (e.g. iPad)			5.35	
September	Cell phone charges			42.96	
	Portable electronic device charges (e.g. iPad)			5.35	
	Union of BC Municipalities Convention	602.20			
October	Cell phone charges			42.96	
	Portable electronic device charges (e.g. iPad)			5.35	
	Ridge Meadows Seniors Society Gala		65.00		
November	Salvation Army - Dignity Breakfast		75.00		
December					
		<b>4,271.24</b>	<b>403.63</b>	<b>473.74</b>	<b>5,148.61</b>

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Cell Phones / iPads	Totals
<b>Meadus, Chelsa</b>					
January	2019 Elected Officials Seminar - LMLGA Region	690.96			
	Cell phone charges			42.96	
	Portable electronic device charges (e.g. iPad)			5.35	
February	Cell phone charges			42.96	
	Portable electronic device charges (e.g. iPad)			5.35	
March	Cell phone charges			42.96	
	MR Chamber of Commerce Business Excellence Awards		118.75		
	Portable electronic device charges (e.g. iPad)			5.35	
April	Cell phone charges			42.96	
	Portable electronic device charges (e.g. iPad)			5.35	
May	Cell phone charges			42.96	
	LMLGA 2019 Conference and AGM May 8-10	795.20			
	Portable electronic device charges (e.g. iPad)			5.35	
June	Cell phone charges			42.96	
	Portable electronic device charges (e.g. iPad)			5.35	
July	Cell phone charges			42.96	
	Portable electronic device charges (e.g. iPad)			5.35	
August	Cell phone charges			42.96	
	Portable electronic device charges (e.g. iPad)			5.35	
September	Cell phone charges			42.96	
	Portable electronic device charges (e.g. iPad)			5.35	
October	Cell phone charges			42.96	
	Farmers Helping Seniors Night		25.00		
	Portable electronic device charges (e.g. iPad)			5.35	
	Ridge Meadows Seniors Society Gala		65.00		
November	Salvation Army - Dignity Breakfast		75.00		
December					
		<b>1,486.16</b>	<b>283.75</b>	<b>483.10</b>	<b>2,253.01</b>

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Cell Phones / iPads	Totals
<b>Morden, Mike</b>					
January	2019 Elected Officials Seminar - LMLGA Region	690.96			
	Hometown Heroes Night		50.00		
February	Farmers Helping Seniors Night		25.00		
March	MR Chamber of Commerce Business Excellence Awards		118.75		
April	South Asian Cultural Gala		125.00		
May	Annual Fundraising Dinner and Citizen of the Year Awards Presentation		127.51		
	LMLGA 2019 Conference and AGM May 8-10	1,017.72			
June					
July					
August					
September	Union of BC Municipalities Convention	1,870.09			
October	Farmers Helping Seniors Night		25.00		
	Ridge Meadows Hospital Foundation Gala		195.00		
	Ridge Meadows Seniors Society Gala		65.00		
November					
December					
		<b>3,578.77</b>	<b>731.26</b>	<b>-</b>	<b>4,310.03</b>

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Cell Phones / iPads	Totals
<b>Robson, Gordy</b>					
January	2019 Elected Officials Seminar - LMLGA Region	350.00			
	Portable electronic device charges (e.g. iPad)			9.51	
February	Portable electronic device charges (e.g. iPad)			5.35	
March	MR Chamber of Commerce Business Excellence Awards		118.75		
	Portable electronic device charges (e.g. iPad)			13.90	
April	Portable electronic device charges (e.g. iPad)			5.35	
May	Portable electronic device charges (e.g. iPad)			5.35	
	LMLGA 2019 Conference and AGM May 8-10	375.00			
June	Portable electronic device charges (e.g. iPad)			5.35	
July	Portable electronic device charges (e.g. iPad)			5.35	
August	Portable electronic device charges (e.g. iPad)			5.35	
September	Portable electronic device charges (e.g. iPad)			5.35	
October	Farmers Helping Seniors Night		25.00		
	Portable electronic device charges (e.g. iPad)			5.35	
	Ridge Meadows Hospital Foundation Gala		195.00		
November					
December					
		725.00	338.75	66.21	1,129.96

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Cell Phones / iPads	Totals
<b>Svensden, Ryan</b>					
January	2019 Elected Officials Seminar - LMLGA Region	340.96			
	Cell phone charges			42.96	
	Hometown Heroes Night		50.00		
	Portable electronic device charges (e.g. iPad)			5.35	
February	Cell phone charges			42.96	
	Portable electronic device charges (e.g. iPad)			5.35	
March	Cell phone charges			42.96	
	MR Chamber of Commerce Business Excellence Awards		118.75		
	Portable electronic device charges (e.g. iPad)			5.35	
April	Cell phone charges			42.96	
	Portable electronic device charges (e.g. iPad)			5.35	
	South Asian Cultural Gala		125.00		
May	Annual Fundraising Dinner and Citizen of the Year Awards Presentation		127.52		
	Cell phone charges			42.96	
	LMLGA 2019 Conference and AGM May 8-10	844.07			
	Portable electronic device charges (e.g. iPad)			5.35	
June	Cell phone charges			42.96	
	Portable electronic device charges (e.g. iPad)			5.35	
July	Cell phone charges			43.12	
	Portable electronic device charges (e.g. iPad)			5.35	
August	Cell phone charges			42.96	
	Portable electronic device charges (e.g. iPad)			5.35	
September	Cell phone charges			42.96	
	Portable electronic device charges (e.g. iPad)			5.35	
	Surrey Environment & Business Awards		175.00		
October	Cell phone charges			42.96	
	Farmers Helping Seniors Night		25.00		
	Portable electronic device charges (e.g. iPad)			5.35	
	Ridge Meadows Seniors Society Gala		65.00		
November					
December					
		<b>1,185.03</b>	<b>686.27</b>	<b>483.26</b>	<b>2,354.56</b>



Month of Event	Reason for expense	Conferences & Seminars	Community Events	Cell Phones / iPads	Totals
<b>Yousef, Ahmed</b>					
January	2019 Elected Officials Seminar - LMLGA Region	690.96			
	Cell phone charges			42.96	
	Portable electronic device charges (e.g. iPad)			5.35	
February	Cell phone charges			42.96	
	Farmers Helping Seniors Night		25.00		
	Portable electronic device charges (e.g. iPad)			5.35	
March	Alouette Addictions drag show		55.00		
	BC Economic Summit 2019	585.00			
	Cell phone charges			42.96	
	MR Chamber of Commerce Business Excellence Awards		118.75		
	Portable electronic device charges (e.g. iPad)			5.35	
April	Cell phone charges			42.96	
	Portable electronic device charges (e.g. iPad)			5.35	
May	Cell phone charges			43.12	
	LMLGA 2019 Conference and AGM May 8-10	860.20			
	Portable electronic device charges (e.g. iPad)			5.35	
	Xtreme-Les Miserables - School Edition		16.67		
June	Cell phone charges			42.96	
	Portable electronic device charges (e.g. iPad)			5.35	
July	Cell phone charges			42.96	
	Portable electronic device charges (e.g. iPad)			5.35	
August	Cell phone charges			42.96	
	Portable electronic device charges (e.g. iPad)			5.35	
September	Cell phone charges			42.96	
	Portable electronic device charges (e.g. iPad)			5.35	
	Surrey Environment & Business Awards		175.00		
October	Cell phone charges			42.96	
	Farmers Helping Seniors Night		25.00		
	Maple Ridge Community Foundation		30.00		
	Portable electronic device charges (e.g. iPad)			5.35	
	Ridge Meadows Hospital Foundation Gala		195.00		
	Ridge Meadows Seniors Society Gala		65.00		
November	2019 BCEDA Minister's Dinner		175.00		
	CivX 2019: Civil Ideas for Less Civil Times	199.00			
	Salvation Army - Dignity Breakfast		75.00		
December					
		<b>2,335.16</b>	<b>955.42</b>	<b>483.26</b>	<b>3,773.84</b>
<b>TOTALS</b>		<b>15,429.52</b>	<b>3,707.83</b>	<b>2,100.03</b>	<b>21,237.38</b>



703 *Correspondence*



November 21, 2019

The Honourable Bill Blair  
Minister of Public Safety and  
Emergency Preparedness  
269 Laurier Avenue West  
Ottawa, ON K1A 0P8

Dear Honourable Minister Blair:

Congratulations to you on your recent election and appointment as the Federal Minister of Public Safety and Emergency Preparedness. This is a key portfolio that interconnects with a large number of programs operating at all levels of government, locally, provincially and nationally.

We recognize that you will have a number of pressing items on your agenda to address at the national level, but we would welcome an opportunity to discuss elements impacting our community in Maple Ridge that have ties to your mandate and national interests. In particular, we would like to share our City's Community Social Safety Plan that addresses matters of public safety, social concerns and preparedness. We would also like to discuss how we might work together to represent our constituents and seek solutions to common problems when implementing this plan.

We are committed to collaborating with all levels of government and look forward to securing a time to meet in the coming months at your convenience. In the meantime, we are also providing letters to your new cabinet colleagues in the Department of Justice and Department of Health.

Sincerely,



Mike Morden  
Mayor

Doc #2340430

**OFFICE OF THE MAYOR**

11995 Haney Place, Maple Ridge, BC V2X 6A9, Canada | Tel: 604-463-5221 | Fax: 604-467-7329 | [mapleridge.ca](http://mapleridge.ca)  
[enquiries@mapleridge.ca](mailto:enquiries@mapleridge.ca)

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MAPLE RIDGE  
BRITISH COLUMBIA

November 21, 2019

The Honourable David Lametti  
Minister of Justice and  
Attorney General of Canada  
284 Wellington Street  
Ottawa, ON K1A 0H8

Dear Honourable Minister Lametti:

Congratulations to you on your recent election and appointment as the Federal Minister of Justice and Attorney General of Canada. This is a key portfolio that interconnects with a large number of programs operating at all levels of government, locally, provincially and nationally.

We recognize that you will have a number of pressing items on your agenda to address at the national level, but we would welcome an opportunity to discuss elements impacting our community in Maple Ridge that have ties to your mandate and national interests. In particular, we would like to share our City's Community Social Safety Plan that addresses matters of public safety, social concerns and preparedness. We would also like to discuss how we might work together to represent our constituents and seek solutions to common problems when implementing this plan.

We are committed to collaborating with all levels of government and look forward to securing a time to meet in the coming months at your convenience. In the meantime, we are also providing letters to your new cabinet colleagues in the Department of Public Safety and Emergency Preparedness and Department of Health.

Sincerely,



Mike Morden  
Mayor

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[enquiries@mapleridge.ca](mailto:enquiries@mapleridge.ca)

VSP



MAPLE RIDGE  
BRITISH COLUMBIA

November 21, 2019

The Honourable Patty Hajdu  
Minister of Health  
Address Locator 0900C2  
Ottawa, ON K1A 0K9

Dear Honourable Minister Hajdu:

Congratulations to you on your recent election and appointment as the Federal Minister of Health. This is a key portfolio that interconnects with a large number of programs operating at all levels of government, locally, provincially and nationally.

We recognize that you will have a number of pressing items on your agenda to address at the national level, but we would welcome an opportunity to discuss elements impacting our community in Maple Ridge that have ties to your mandate and national interests. In particular, we would like to share our City's Community Social Safety Plan that addresses matters of public safety, social concerns and preparedness. We would also like to discuss how we might work together to represent our constituents and seek solutions to common problems when implementing this plan.

We are committed to collaborating with all levels of government and look forward to securing a time to meet in the coming months at your convenience. In the meantime, we are also providing letters to your new cabinet colleagues in the Department of Justice and Department of Public Safety and Emergency Preparedness.

Sincerely,



Mike Morden  
Mayor

Doc #2340430

**OFFICE OF THE MAYOR**

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[enquiries@mapleridge.ca](mailto:enquiries@mapleridge.ca)

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800     *Unfinished Business*

## City of Maple Ridge

TO: His Worship Mayor Michael Morden      MEETING DATE: October 22, 2019  
and Members of Council  
FROM: Chief Administrative Officer      MEETING: COW  
SUBJECT: Proposed New Cannabis Retail Store at 22222 Lougheed Highway

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### 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 non medical cannabis retail are to be processed at the municipal level. Preference was given to Provincial stores followed by any private store that had been approved by the Liquor and Cannabis Regulation Branch (LCRB) within the ninety day waiting period.

After the LCRB completed their integrity checks and security screenings they forwarded an application to the City on September 9, 2019 for a non medical retail cannabis store known as Green Star Cannabis to be located at 22222 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. Based on this review, the application is not in compliance with the 1000 meter separation requirement in the Zoning Bylaw. In addition the RCMP have raised concerns with the location of this proposed store which is located inside the Haney Hotel which also includes a pub.

Council may choose to support the application, not support the application or indicate they do not wish to comment.

### RECOMMENDATION(S):

That the application for a non medical cannabis retail store by 1171712 BC Ltd., located at 22222 Lougheed Highway, Maple Ridge not be supported based on the information contained in the Council report dated October 22, 2019; and

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. This policy determines how approvals for non medical cannabis retail are to be processed at the municipal level. Preference was given to Provincial stores followed by any private store that had been approved by the Liquor and Cannabis Regulation Branch (LCRB) within a ninety day waiting period.

After the LCRB completed their financial integrity checks and security screenings for 1171712 BC Ltd., they forwarded the application for a non medical retail cannabis store, known as Green Star Cannabis, to be located at 22222 Lougheed Highway to the City. The owner of 1171712 BC Ltd. also contacted city staff to provide a copy of their business plan as well as information on their community relations (Appendix I).

Staff reviewed this application to ensure that it met all requirements contained in the Application Review Criteria (Section 10 of Council Policy 6.33) and all the criteria have not been fully satisfied.

A map of the surrounding area has been included in this report as Appendix II. The location of this application is within the one kilometer restriction of the proposed government store. This location is also within one kilometer of a licensed private non medical cannabis retail store.

The Zoning Bylaw states the following uses shall be prohibited in all zones.

The retail sale of cannabis products if located within the following distance, measured in a straight line from the property lines, to one of the following uses:

- i. 200 metres from an elementary or secondary school,
- ii. 1000 metres from a cannabis retail use.

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 non medical 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 non medical cannabis retail store in their neighbourhood.

In following the public input requirement, the City mailed 386 letters to owners and occupants of property within 200 metres of the subject site. Nine pieces of correspondence were returned by the Post Office as moved or return to sender. Out of the 386 letters sent, ten responses were received by the deadline, one in favour of the application and nine opposed.

The Maple Ridge RCMP Detachment was asked for their input on this matter and they have responded that the main concern they have is that the proposed store will be in the Haney Hotel which includes a pub.

**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.

Attached to this report as appendix III is Liquor and Cannabis Regulation Branch Policy Directive No. 19-11 dated September 16, 2019. This new policy prohibits the promotion of cannabis on any liquor-licensed premises and events held under a special event permit.

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 the review process and solicited input from the public, other municipal departments as well as the RCMP.


e) Alternatives:


Should Council wish to support this application then Council could direct the applicant to submit a zoning bylaw text amendment to amend the 1000 meter separation requirement. It is noted that this rezoning process would be considered on its own merits and Council would have the authority to approve or deny the application. The following motion would support this alternative:


1. That the non medical cannabis retail application for 22222 Lougheed Highway be deferred and;
2. That the applicant be directed to apply for a zoning bylaw text amendment.

**CONCLUSIONS:**

This application was reviewed based on the cannabis retail provisions in the Zoning Bylaw and Council Policy 6.33 Cannabis Retail Store Processing and Evaluation Criteria. The application is not in compliance with the 1000 meter separation requirement between cannabis retail uses. In addition the RCMP have raised concerns with the location of the proposed store which is located in the Haney Hotel which also includes a pub. For this reason staff recommend the application be denied however an alternative has been provided.

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

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

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

  
Concurrence: **Kelly Swift, MBA**  
Acting Chief Administrative Officer



RM/jd

**Attachments:**

Appendix I: 1171712 BC Ltd. business plan & community relations information

Appendix II: Map of surrounding area

Appendix III: LCRB Policy Directive No. 19-11

## APPENDIX I

# Business Plan Overview

GREEN STAR CANNABIS

September 2019

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## Summary

The purpose of the Business Plan Overview is to establish systems and procedures to ensure public safety and compliance is managed along with all store assets including The Green Star Cannabis team. The business intends to operate in full compliance of all local, provincial and federally regulated laws and policies and furthermore, Green Star Cannabis wishes to set a high standard for both compliance and retail management.

The processes and procedures outlined have been based upon the prior experience with respect to on-premise licensed business and liquor retailing experience within the City of Maple Ridge, Surrey, Pitt Meadows, Mission and Vancouver.

## Business History

The Green Star Cannabis Store is proposed to be owned and operated by Mr. Yvan Charette and Mr. Mike Jahnke.

The Green Star Cannabis concept was developed by the owners of the Haney Hotel, who own the land, buildings and businesses at the above noted premises. The owners of this establishment own additional licensed business in Pitt Meadows, Surrey, Mission and Vancouver. They employ 200 team members with a corporate head office of 5 team members. Green Star cannabis is a natural addition to ownership's portfolio because of their extensive experience within retailing and operating business that sell controlled substances. Both the municipal and provincial requirements for such a business are critical when operating. Ownership must not only understand all the rules and regulations to ensure compliance, but balance customer service and expectations along with the community expectations. Mr. Charrette and Mr. Jahnke have been extremely successful for over two decades now operating business that sell a control substance.

Green Star Cannabis will position itself to provide a convenience shopping experience to guests within a boutique retail environment. Product and accessories will be curated based upon consumer demand within the community, with a focus on elevated consumer education and shopping. Green Star consumers are those living in and around the proposed site. They are a working population, looking to better understand and participate in this emerging market. They will demand quality products and accessories priced competitively. The Green Star retail space will be constructed in such a way that guests will be in a position to engage with team members and discuss products in front of them. The store set up includes a long display counter that will assist in showcasing various products for the purposes of learning within this new environment.

## Community Benefit & Partnership

The Haney is committed to continuing its long-standing history as a contributing member of the community. Mr. Charrette resides locally with his family and is invested within the City of Maple Ridge. The Haney regularly works with charities such as:

- Maple Ridge Hospice Society
- Ridge Meadows Christmas Hamper, where they are #1 cash contributor
- Maple Ridge Food Bank
- Local minor hockey association
- Local school support including sports teams
- Support of local families when they are in need
- Children's Variety, annual contribution

The Haney often holds community fundraisers such as its Burger and Beverage Nights that support local kids, parents, organizations and teams. The food is sold at a discounted rate with proceeds going to local causes. Ownership is excited to continue its longstanding community support with the addition of Green Star.

## 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 8-10 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. The Green Star Cannabis Store believes its employees are the stores first line of defense to deter theft and mitigate possible risk. It will be the Green Star Cannabis's goal to hire those who are passionate about the industry and truly engaged to educate and provide knowledge to consumers. In this new and emerging industry, it will be critical to ensure consumers are aware of safety and learn about safe use and product information.

Staff will be trained to greet every customer who enters the store. This will be the first line of defense to detecting any possible minor access. Additionally, it will be staff's responsibility to engage in a dialogue to assist the customer and to further educate and provide an enhanced experience. It is the applicants experience that when consumers are engaged at initial point of entry, risk with respect to safety and theft becomes greatly reduced within the store.

## Daily Operating Procedures

All employees of the Green Star Cannabis will hold the mandatory provincial accreditations known as the "Work Qualification" the province does a background check on all employees who are hired. The Province of British Columbia mandates its security verification program via the LCRB Terms and Conditions Handbook.<sup>1</sup> No employee is permitted to work without the accreditation.

Additionally, Green Star will have ongoing training for its team to follow both provincial and municipal policies and regulations. This will further enhance in store security within the business.

Each morning at approximately 8:30am an authorized employee will prepare the retail space in accordance with the Green Star Cannabis Opening Procedure Guidelines. The intrusion alarm system will be disarmed to allow the employee to prepare the store and generate the float for the day.

A secondary employee will arrive at 8:45am to assist with the opening procedures. Depending upon the store sales and volume, there may be additional staff on rotation via the predetermined schedule to ensure the high standards of the organization with respect to guest services are met.

Store hours are proposed to be 9am – 11pm Monday thru Sunday. Based upon the LCRB maximum hour provision.

At 9am precisely the store will open to the general public for business. An employee will unlock the front door and commence business operation. It should be noted that the cannabis storage room, will remain locked unless a delivery is being received. All deliveries will arrive via the front door and will be deposited immediately into the secure cannabis storage room as per the attached floor plan

Guests of the store will enter the main retail space to shop. They would be greeted by an employee and assisted directly. At no time will the customer have access to cannabis products. Cannabis will remain in a locked display case until it is selected by a consumer and then removed by the employee to finalize the sale.

At precisely 11pm each night the store must be closed and no sales are to take place after these hours. Any customers within the store at 10:45pm, will be given notice that the store will be closing in 15 minutes. They will be advised to select their items and depart with their purchase prior to 11pm.

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<sup>1</sup> As mandated by the Province of British Columbia, all employees of a non-medical cannabis store must hold a valid security verification from the province AND have completed the mandatory social responsibility course.

## Line-ups

Green Star does not anticipate line ups within its store. General customers access the retail store and visit the main services counter. They will engage with team members to ask questions and learn. Orders can be placed at the POS terminal and paid for. A team member will package the purchase where the customer will then immediately leave the retail store.

## Inventory

All inventory will arrive via the government of British Columbia run cannabis distribution branch. Orders will be placed, based upon direction from the LDB and based upon store sales volume. It will be the applicant's intent to limit the amount of product within the store to maintain security. There will not be large storage reservoirs of product. Inventory will be in a first in, first out model to ensure freshness and security.

## Cannabis Accessories

The store will also carry a mixture of 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 \$250 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.

## Odour Mitigation

While it was not a requirement of the City of Maple Ridge's application, Green Star wishes to outline additional steps being taken to ensure that there are zero odour emissions from the store. Smell jars will be offered, as these are key to consumer education and product awareness for freshness. Smell jars hold a nominal amount of product and are contained within a fully sealed receptacle that has a few small holes at the top. Consumers must pick up the smell jar and be in very close proximity to receive the odour. As per LCRB policy outlined within the Terms and Conditions manual smell jars are connected by way of security tie to the counter, so they cannot be removed from the facility.

All other product is delivered by way of pre sealed containers direct from the Liquor Distribution Branch. There is not a case where product would be "bulk released" within the store. It should be noted that Green Star will outfit the store with standard HVAC equipment to add climate control. All air is carried out and circulated appropriately within the business.

## Disposal of Product

Should the need arise for disposal and /or destruction of product, such as a customer return or disposal of product inside of smell jars on display, the applicant intends to implement secure composting. Once product expires within the jar, it needs to be destroyed and deemed "unfit for human or animal consumption"<sup>2</sup>. Product will be placed into a safe and firmly secure storage composting bin. It will be mixed with food waste compost along with kitty litter to ensure no odour would be released. Here it will naturally be broken down. The large, heavy receptacle will be housed where there are other exterior garbage bins and refuse from the pub and liquor store are kept; however, it will be inside of a secured, locked refuse area that can only be opened by designated store personnel of the licensee.

All product that is destroyed is logged as destroyed" for the cannabis inspector and adjusted out of inventory once it is disposed of.

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<sup>2</sup> <https://www2.gov.bc.ca/assets/gov/employment-business-and-economic-development/business-management/liquor-regulation-licensing/guides-and-manuals/cannabis-retail-store-licence-handbook.pdf>

## Signage

The applicant plans to install exterior signage with the company branding / logo. Signage will be back light and showcase a professional retail business and will comply with all municipal sign bylaws. A rendering has been attached for the City's review.

Further, eyelevel signage will appear at the exterior door. Exterior signage will read:

- "No Minors Permitted At Any time"
- "Location Under Video Surveillance"
- "No Loitering / No consumption on premises"

## Minors

The onsite retail and on-premise businesses already have best practice policies implemented pertaining to minor access. Specifically, the applicant has signs posted where all individuals who appear under the age of 40 are asked for 2 pieces of ID. If two pieces are not able to be produced, the guest is mandated to leave the premises. These same policies will carry over to the proposed non-medical cannabis retail store. There is a zero-tolerance policy for serving a minor, employee termination occurs, if such an act is discovered. In addition to this, the Province imposes extremely strict and dire consequences for owners who sell to minors. When a contravention occurs, ownership could receive a \$7,500 monetary penalty or closure of their business. The Haney Group is proud of its multiple decade track record with local enforcement.

The Haney ownership group also contracts out Sting Investigations on a monthly basis to test every one of their locations around the province. Each location is "secret shopped" to ensure compliance for ID checking of minors and non-service to intoxicated patrons along with other ongoing compliance checks. Sting generates monthly reports and issues them to ownership so no minors gain access at anytime.

## Parking & Access

Consumers tend to travel via vehicle and will park within the designated stalls at the back and along the side of the property in the allotted stalls. While it should be noted, there would be a walk-up consumer to the store, it is not expected that the majority of consumers would be walk up. It is the applicant's strategy to have consumers make a purchase, go back to their vehicles and depart the premises, for at home consumption. Noise caused by the retail store is not expected to impact the surrounding area.



## Nuisance Behaviours

To further address and mitigate any noise concerns to surrounding residents and/or businesses, Green Star Cannabis will have a policy that no queuing and/or loitering may occur outside the cannabis retail store at any time. As noted above, the Signage will also be in place to clarify this for passersby. Staff on schedule and management will monitor the exterior of the building byway of surveillance systems and perimeter walking.

Green Star Cannabis will also create an inviting exterior that will be warm and welcoming to retail consumers. At night, large format exterior lighting from the signage will be on display. Based upon province regulations, the glass to the store must be non-transparent; however the applicant will make provisions to ensure the store is open, well lit and secure to promote a positive safe environment.

Within the store, 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.

Green Star Cannabis has a zero-tolerance policy for consumption on premises. Customers will be made aware of the policy both by communication from staff and via signage. All City of Maple Ridge's bylaws will be strictly adhered to. This policy is already in place at the on-premise establishment and retail store.

## Security Proposal

Green Star Cannabis is proposing to remodel the location to make room for the proposed cannabis store. Should the City of Maple Ridge support the proposed application, additional security measures will be implemented such as an audible intruder system, fire system and interior / exterior video surveillance to stay in keeping with the LCRB rules and regulations.

While security and safety are the utmost of importance, guests will not be made to feel as though they are being monitored. The environment will be relaxing, welcoming and well lit. Glass cases will be locked and will require employee only access. Guests will be able to shop within a comfortable space where they are engaged by staff to answer questions and educate the consumer.

Green Star takes public safety and security seriously. Mr. Charette is the General Manager of the Haney and initiated the startup of City's Bar Watch program, which was an industry standard within the community among business owners when Mr. Charette was chair. The program implementation was instrumental in ensuring business regularly work with local RCMP, Liquor Inspectors, local fire departments, City staff and Drive Safe alternative companies, to ensure a high-level of business standards. Maple Ridge businesses continue to be an industry leader when compared to other communities. It is their goal to put guest safety first. It is expected that this standard will carry through to the cannabis retail store.

In summary, Green Star Cannabis is seeking the City of Maple Ridge's support and approval of a non-medical cannabis retail store to be located at 22222 Lougheed Highway.

The Liquor Cannabis and Regulation Branch (LCRB) communicated direct to the City of Maple Ridge via their email dated December 10, 2018, requesting local government consideration which has been enclosed within this submission for record. The City of Maple Ridge requested the suitability check on December 10, 2018 from the LCRB of which was provided on September 9, 2019. The suitability check has been included within this submission as well.

22222 Lougheed Hwy., Maple Ridge, BC V2X 2T2

22222 Lougheed Hwy., Maple Ridge, BC V2X 2T2



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The contractor is responsible for notifying all Parties and Agencies by Document No. as required by the contract before the start of work.

Contractors are responsible to inform all staff involved in tasks we do with the assistance of the deaf/blind team members and have

Architect's note

**CONTACT:**  
**MICHAEL COX, ARCHITECT AIBC**  
mike@designvancouver.com  
604 608 1868

GREEN  
STAR  
CANNABIS  
STORE

22222 Lougheed Hwy.  
Maple Ridge, BC  
V2X 2T2

## SITE INFORMATION

LEGAL ADDRESS : GROUP 1,  
NEW WESTMINSTER DISTRICT, PLAN 9388,  
HIGHWAY STATUTORY RIGHT OF WAY  
PLAN 63822, DISTRICT LOT 398

TOTAL AREA : 624 SQ. FT. (58.0 m<sup>2</sup>)

A - 0.0	COVER / BUILDING STATISTICS DRAWING LIST CONTEXT SITE PLAN
A - 1.0	MAIN FLOOR PLAN
A - 2.0	FRONT ELEVATION

Project title:		Drawing title:	
Green Star Cannabis Store 2222 Louisa St. Hempstead, NY		BUILDING STATISTICS CONTEXT SITE PLAN	
Date:	2016	Project Number:	935
By:	2016/7/16		

Drawing Scale:  
**A - 0.1**

22222 Lougheed Hwy., Maple Ridge, BC V2X 2T2

119.9' 87.93'

ELEV=122.5  
MAIN FLOOR

HANEY HOTEL

THE HANEY PUBLIC HOUSE

EXISTING PRIVATE LIQUOR STORE

ELEV=122.6  
MAIN FLOOR

ELEV=146.8  
ROOF

DETAIL  
SEE

OF STAIRS

PLANTER

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This is intended to represent the best conflicting information and viewpoints, and does not mean to be accepted by the arbitrator before this arbitration.

Each party is responsible to provide that all work is executed in accordance with the requirements of the most recent applicable order and release.

Architect's seal

GREEN  
STAR  
CANNABIS  
STORE

22222 Lougheed Hwy.  
Maple Ridge, BC  
V2X 2T2

<b>Green Star Cannabis Store</b> 22222 Longhaul Hwy Maple Ridge, BC V2X 2Z2	
Order No.: 218 Date: 2018 07 16 Order Number: 218 Order Date: 2018 07 16	<b>MAIN FLOOR PLAN</b>

A - 1.0

# GREEN STAR CANNABIS STORE

22222 Lougheed Hwy., Maple Ridge, BC V2X 2T2



1 GREEN STAR CANNABIS STORE - FRONT ELEVATION  
1/4"=1'-0"



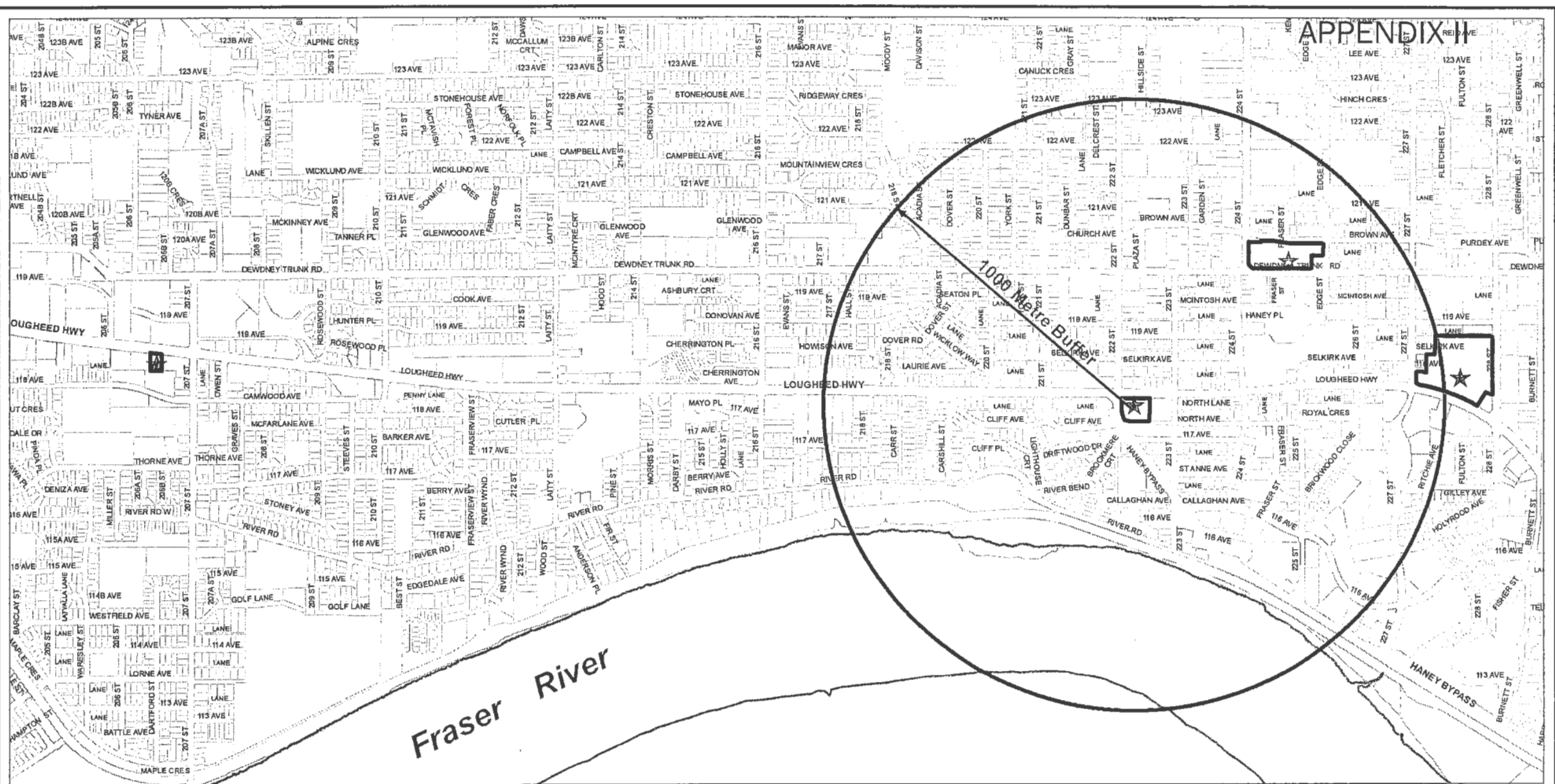
**GATEWAY**  
ARCHITECTURE  
INCORPORATED  
Michael Cox, Architect AIA BC  
220 - 401 4th Street  
New Westminster, BC V3L 3C1  
Tel: (604) 608-1888

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ARCHITECTURE INC.

Architect's seal:

**GREEN  
STAR  
CANNABIS  
STORE**  
22222 Lougheed Hwy.  
Maple Ridge, BC  
V2X 2T2

Project Title: Green Star Cannabis Store		Drawing Title: FRONT ELEVATION	
Architect: Michael Cox	Date: 09/15	Project Number: 1111 07 15	Scale: 1/4" = 1'-0"
Drawing Number: A - 2.0		Sheet: 4138004	



<p>Scale: 1:12,000</p>	<h2>Legend</h2> <ul style="list-style-type: none"> <li>★ Private Retail</li> <li>★ Government Retail</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>The City of Maple Ridge makes no guarantee regarding the accuracy or present status of the information shown on this map.</p> </div>	<p>1000m Buffer of 22222 Lougheed Hwy</p>	<p>LICENCES, PERMITS &amp; BYLAWS DEPT.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p><b>MAPLE RIDGE</b> B1 B1A Columbia</p> </div> <p><b>mapleridge.ca</b></p> <p>FILE: CannabisLocations2.mxd DATE: Sep 25, 2019 BY: DT</p>
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# APPENDIX III



## Liquor and Cannabis Regulation Branch POLICY DIRECTIVE No: 19 - 11

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Date: September 16, 2019

To: All LCRB staff  
All Licensees  
All Industry Associations  
All Local Government, First Nations, and police agencies

Re: **Cannabis promotion in liquor-licensed establishments and at events held under a special event permit**

---

### **1. Prohibition on cannabis promotion in liquor-licensed establishments and at events held under a special event permit**

#### **New Policy**

Cannabis promotion of any kind on a licensed premises or at an event held under a special event permit is prohibited.

#### **Explanation**

In keeping with the Province's public health messaging about the dangers of cannabis and alcohol co-use, this new policy prohibits the promotion of cannabis on any liquor-licensed premises and at events held under a special event permit.

In accordance with section 15(1)(b) of the *Liquor Control and Licensing Act*, this prohibition is now in the terms and conditions of the special event permit, as well as the following licence types:

- Catering
- Food Primary
- Liquor Primary
- Manufacturer
- Licensed Retail Store
- U-Brew and U-Vin
- Wine Store and Special Wine Store

#### **Further Information**

Further information regarding liquor and cannabis control and licensing in British Columbia is available on the Liquor and Cannabis Regulation Branch website at <http://www.gov.bc.ca/liquorregulationandlicensing>

If you have any questions regarding these changes, please contact the Liquor and Cannabis Regulation Branch toll free in Canada at 1-866-209-2111 or 250 952-5787 if calling from the Victoria area.

*Original signed by*

Mary Sue Maloughney,  
Assistant Deputy Minister and General Manager



**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**MEETING DATE:** December 10, 2019  
**FILE NO:** 01-0640-30-2019  
**FROM:** Chief Administrative Officer  
**MEETING:** Council  
**SUBJECT:** Maple Ridge Secondary School Track and Merkley Park Spectator Seating Upgrades and Washrooms/Change Rooms - Construction and Operating Agreements

---

**EXECUTIVE SUMMARY:**

The Maple Ridge Secondary School (MRSS) Track Facility Upgrades Infrastructure project includes lighting for the running track, upgraded spectator seating, washrooms/change rooms and a competition-level hammer and discus throw facility proposed to be constructed on School District No. 42 (SD42) land. In October, Council approved the contract award for the construction of the field throw facility along with the construction and operating agreements needed to support this work. The remaining components, tendered separately, require construction and operating agreements to support the award of the construction contract also before Council at this time.

The construction and operating agreements for the upgraded spectator seating, track lighting and new washroom/change rooms have been drafted in consultation with SD42 staff, reviewed by the City's legal counsel, and are attached to this report. Council approval to execute the necessary agreements with SD42 is required for the work to proceed.

**RECOMMENDATION:**

That the construction and operating agreements for Maple Ridge Secondary School Track Facility Upgrades for the spectator seating, change room/washrooms and track lighting be approved; and,

That the Corporate Officer be authorized to execute the agreements.

**DISCUSSION:**

**a) Background Context:**

The MRSS Track Facility Upgrades project has four components: lighting for the track, upgraded spectator seating, washrooms/change rooms, and a competition-level hammer and discus throws facility. Council recently awarded the contract for the hammer and discus throw facility and approved the construction and operating agreements for this facility. The detailed design for the spectator seating upgrades and new washroom/change rooms was completed with input from stakeholders and the project was tendered. The MRSS track field lighting component is currently out for tender and will close on December 19, 2019. These new and upgraded facilities are proposed on land owned by the SD42, and agreements have been drafted to support the development and operation.

**b) Desired Outcome:**

The desired outcome is for Council to approve the attached construction and operating agreements to enable the work to proceed and be completed prior to the 2020 BC Summer Games.

**c) Strategic Alignment:**

The spectator seating upgrades, running track lighting and change room/washrooms are components within the MRSS Track Facility Upgrades project, which is one of a number of Parks, Recreation & Culture current infrastructure projects aligned to Council's strategic priorities of community pride and growth.

**d) Citizen/Customer Implications:**

Sports groups, athletics participants and casual park visitors will benefit by having access to the new and upgraded facilities that support training, competitions and fitness activities at the MRSS Track & Field complex. The new upgrades are anticipated to be available for athletes during the 2020 BC Summer Games.

**CONCLUSION:**

The upgrades to the spectator seating, new running track lighting and change room/washrooms are proposed on land owned by the School District, therefore construction and operating agreements are needed to support the work. The proposed new and upgraded facilities will provide an enhanced experience for athletes and spectators and the community. Staff recommends that the agreements be approved in order to deliver this project in advance of the BC Summer Games.

  
Prepared by: **Valoree Richmond, MBCSLA**  
Acting Director of Parks & Facilities

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

  
Concurrence: **Al Horsman**  
Chief Administrative Officer

Attachment A: MRSS Track Facility Upgrades Construction Agreement

Attachment B: MRSS Track Facility Upgrades Operating Agreement and License

**MAPLE RIDGE SECONDARY SCHOOL / TRACK FACILITY UPGRADES  
CONSTRUCTION AGREEMENT**

(this "**Agreement**") dated for reference \_\_\_\_\_, 2019 (the "**Reference Date**") is

BETWEEN:

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE – PITT MEADOWS)**, a school board incorporated under the British Columbia *School Act* [R.S.B.C. 1996] c. 412 and having its office at 22255 Brown Avenue, Maple Ridge, B.C., V2X 8N6

(the "**School District**")

AND:

**CITY OF MAPLE RIDGE**, a municipality under the *Community Charter*, [SBC 2003] c. 26 and having its office at 11995 Haney Place, Maple Ridge, B.C., V2X 6A9

(the "**City**")

WHEREAS:

- A. The City and the School District (collectively, the "**Parties**" and individually, a "**Party**") entered into the Master Agreement on Cooperation for the Joint Use of Facilities and Coordination of Services on January 11, 2017 (the "**Master Agreement**");
- B. The School District owns lands on which it operates the Maple Ridge Secondary School at 21911 - 122nd Avenue, Maple Ridge, B.C., V2X 3X2, legally described as:  
  
Parcel Identifier: 005-308-127  
LOT 255, EXCEPT PORTIONS IN PLANS LMP26995 AND LMP41963,  
DISTRICT LOTS 245 AND 396,  
GROUP 1 NEW WESTMINSTER DISTRICT PLAN 54719  
  
(the "**SD42 Lands**");
- C. The City proposes to construct on the SD 42 Lands lighting around the track and a spectator bleacher and washroom facility, located approximately as shown in Schedule A attached hereto within the boundaries of the dark lines marked "limit of work" (the "**Work Area**"), and having the specifications listed in Schedule B attached hereto, as may be amended by agreement between the Parties (collectively the "**Track Facility Upgrades**");
- D. Pursuant to the Master Agreement, the School District has agreed to grant the City a license to construct the Track Facility Upgrades as provided herein, subject to the terms and conditions of this Agreement; and
- E. The Parties have entered into or intend to enter into an Operating Agreement dated for reference as of the Reference Date of this Agreement (the "**Operating Agreement**") to govern the Parties' use of the Track Facility upgrades after construction in accordance with the terms of this Agreement and the Master Agreement.

NOW THEREFORE in consideration of the premises herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by each of the Parties, the Parties hereby agree as follows:

1. **License to Construct** – The School District hereby grants the City a license (the “**License**”) and permission to enter and occupy the portion of the SD42 Lands within the Work Area to construct the Track Facility Upgrades in accordance with the Specifications, subject to the terms and conditions of this Agreement.
2. **Site Preparation and Utility Connections** - The City shall be responsible at its own risk and expense for all the site preparation and utility connections required for the Track Facility Upgrades and, except as expressly provided in this Agreement or the Operating Agreement, the City will be responsible for all other design, supply and construction costs associated with the Track Facility Upgrades.
3. **Construction of the Track Facility Upgrades** - The City covenants and agrees to fund and engage a qualified contractor (the “**Contractor**”) to supply, deliver, install and complete the construction of the Track Facility Upgrades as described in this Agreement, entirely at the risk and expense of the City.
4. **Materials** - All products and materials provided in respect of the Track Facility Upgrades shall be new and in accordance with the Specifications. Any products that are not specified shall be of a quality well suited to the purpose required, and shall match school colours when installed.
5. **Standard of Work** - The City shall ensure that all work performed on the Track Facility Upgrades is performed in a good and workmanlike manner, in accordance with the Specifications and all applicable laws, regulations and directions of authorities having jurisdiction, and will make any changes or corrections to the work necessary to meet those Specifications at the City’s sole expense. The City shall purchase, deliver and install all the materials and equipment that comprise the Track Facility Upgrades, and the City shall be responsible for obtaining or issuing the required permits for this project in accordance with the lawful requirements of all governmental authorities having jurisdiction with respect to the construction of the Track Facility Upgrades.
6. **Changes to Specifications** - The City shall not make any material change to the Track Facility Upgrades or the Specifications without the prior written approval of the School District. If the modification substantially meets the requirements of the Specifications, this Agreement and the Operating Agreement, then the School District shall not unreasonably withhold its approval.
7. **Warranty** – The City shall obtain warranties for the Track Facility Upgrades from the supplier as described in the Specifications, or if no warranties are specified then as would be reasonably expected for similar facilities in British Columbia.
8. **Inspection by School District** - The School District may inspect the Track Facility Upgrades at any stage of construction and require the City to make changes or corrections necessary to meet the Specifications.

9. **Term** - The City shall make all reasonable efforts to ensure that the Track Facility Upgrades are completed for use no later than one year after the Reference Date, but in no event do the Parties intend for this Agreement to extend past the day that is three years from the date this Agreement is signed.
10. **Construction Period** - The Parties anticipate that construction of the Track Facility Upgrades will not take more than six (6) months in total. To the extent reasonably possible, the City shall ensure that construction activities do not disrupt or interfere with the normal activities and operation of the Maple Ridge Secondary School.
11. **Costs** - Except as the School District may in its discretion expressly agree otherwise, the City covenants and agrees to pay all actual costs associated with the procurement, delivery and installation of the Track Facility Upgrades, the replacement of the Track Facility Upgrades upon expiry of its useful life, and the removal of the Track Facility Upgrades and restoration of the SD42 Lands on termination or expiry of the Operating Agreement including, without limitation all products, services, labour, materials, tools, equipment, plant, machinery, water, heat, light, power, transportation, permits, application, inspection and license fees, development cost charges, community amenity contributions, any required site and offsite improvements, and all other required facilities, things and services.
12. **Payment Schedule** – The City shall promptly pay when due all accounts and invoices for anything supplied in respect of the Track Facility Upgrades. Without limiting the foregoing, the City shall make progress payments to the Contractor within thirty days after completion of each stage or part of the work, in the amounts certified by the City staff member who is managing the construction.
13. **Default** - If the City is in material default in the performance of its obligations under this Agreement in respect of the construction and funding of the Track Facility Upgrades, and does not remedy any such default within 30 days of being notified in writing to do so, the School District may terminate this Agreement and require the City to remove any improvements, including without limitation the Track Facility Upgrades and associated equipment, tools and materials that have been placed on the SD42 Lands, and restore the SD42 Lands as near as reasonably possible to its prior condition, at the City's expense.
14. **Force Majeure** – The obligations of the City and the School District under this Agreement shall be suspended during any period when a Party is prevented from fulfilling its obligations for reasons beyond its reasonable control, including, without limitation, strikes, lockouts, riots or other civil disorders, fires, floods, and other natural disasters or acts of God.
15. **Corporate Proceedings** – Each Party warrants that it has taken all corporate proceedings required to enter into and perform its obligations pursuant to this Agreement.
16. **No Interest in Land** – The rights of the City pursuant to this Agreement are contractual only and this Agreement does not grant the City any interest in land.
17. **Fixtures** – The Parties acknowledge and agree that the Track Facility Upgrades will be fixtures, which will form part of the SD42 Lands as they are constructed, and will be legally owned by the School District, notwithstanding any other provision of this Agreement and notwithstanding any payment of costs by the City.

18. **Succession** – This Agreement and the License it contains are personal to the City and may not be assigned by the City, including by succession or by operation of law, except with the prior written consent of the School District, which may be reasonably withheld. The City may sublicense its rights pursuant to the License only for the purposes identified in this Agreement or for such other use or uses authorized in writing by the School District, provided that the School District is notified, the sublicensee agrees in writing to comply with the terms of the License, any sublicense shall not relieve the City of any of its obligations hereunder, and any acts and omissions of a sublicensee shall be considered the acts and omissions of the City. For certainty, the School District hereby authorizes the City to engage contractors and subcontractors for the purposes of constructing the Facilities and for those purposes those contractors and subcontractors are deemed to be approved sublicensees. This Agreement shall enure to the benefit of and be binding upon the School District and its successors and assigns, notwithstanding any rule of law or equity to the contrary.

#### **Notice and other General Provisions**

19. Except in the case of an emergency, when notice may be given by telephone with later confirmation in writing, any notice which to be given under this Agreement shall be in writing and either delivered by hand or sent by facsimile transmission, addressed as follows:

To the City:

Attention: Director, Parks and Facilities  
11995 Haney Place  
Maple Ridge, B.C.,  
V2X 6A9

Fax: (604) 467-7329

To the School District:

Attention: Secretary Treasurer  
22225 Brown Ave.  
Maple Ridge, B. C.  
V2X 8N6

Fax: (604) 463-4181

or to such other address or facsimile number of which notice has been given as provided in this section. Any notice which is delivered by hand is to be considered to have been given on the day it is delivered. Any notice which is sent by fax is to be considered to have been given on the first business day after it has been sent and an electronic confirmation of delivery has been received. If a Party changes its address or fax number, or both, it shall promptly give notice of its new address or fax number, or both, to the other Party as provided in this section.

20. An alleged waiver of any breach of this Agreement is effective only if it is an express waiver in writing of that breach. A waiver of a breach of this Agreement does not operate as a waiver of any other breach of this Agreement.

21. If any provision of this Agreement is held to be unenforceable by a court, that provision is to be severed from this Agreement and the rest of this Agreement remains in force unaffected by the severance of that provision.
22. This Agreement and the Operating Agreement constitute the entire agreement between the Parties regarding the subject-matter of this Agreement and supersede all other negotiations and communications between the Parties regarding the construction of the Track Facility Upgrades.
23. This Agreement may not be modified except by an agreement in writing signed by both Parties.
24. The duties and obligations imposed by this Agreement and the rights and remedies available under this Agreement shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law and remedies may be exercised in any order or concurrently.
25. Each Party acknowledges that the other Party is a public body subject to the *Freedom of Information and Protection of Privacy Act* and as such, may be required to disclose documents exchanged between the Parties and documents created in this Agreement.
26. The Parties agree to do everything reasonably necessary to give effect to the intent of this Agreement, including execution of further instruments.
27. Time is of the essence of this Agreement.
28. No partnership nor joint venture nor trust nor any agency is created by or under this Agreement and the City does not have the authority to commit the School District to the payment of any money.
29. Nothing contained or implied herein shall prejudice or affect the City's rights and powers in the exercise of its functions pursuant to the *Community Charter* [SBC 2003] c. 26, the *Local Government Act* [RSBC 2015] c. 1, or its rights and powers under all of its public and private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised in relation to the Lands as if this Agreement had not been executed and delivered by the School District.

In witness whereof, the Parties have caused this Agreement to be executed and delivered by their authorized signatories as of the dates set out below:

DATED the \_\_\_\_ day of \_\_\_\_\_, 2019

The Corporate Seal of )  
**THE BOARD OF EDUCATION OF** )  
**SCHOOL DISTRICT NO. 42** )  
**(MAPLE RIDGE – PITT MEADOWS)** )  
was hereunto affixed in the presence of: )

\_\_\_\_\_  
Secretary Treasurer: Flavia Coughlan )

C/S

DATED the \_\_\_\_ day of \_\_\_\_\_, 2019

The Corporate Seal of )  
**CITY OF MAPLE RIDGE** )  
was hereunto affixed in the presence of: )

\_\_\_\_\_  
Laura Benson, Corporate Officer )

C/S



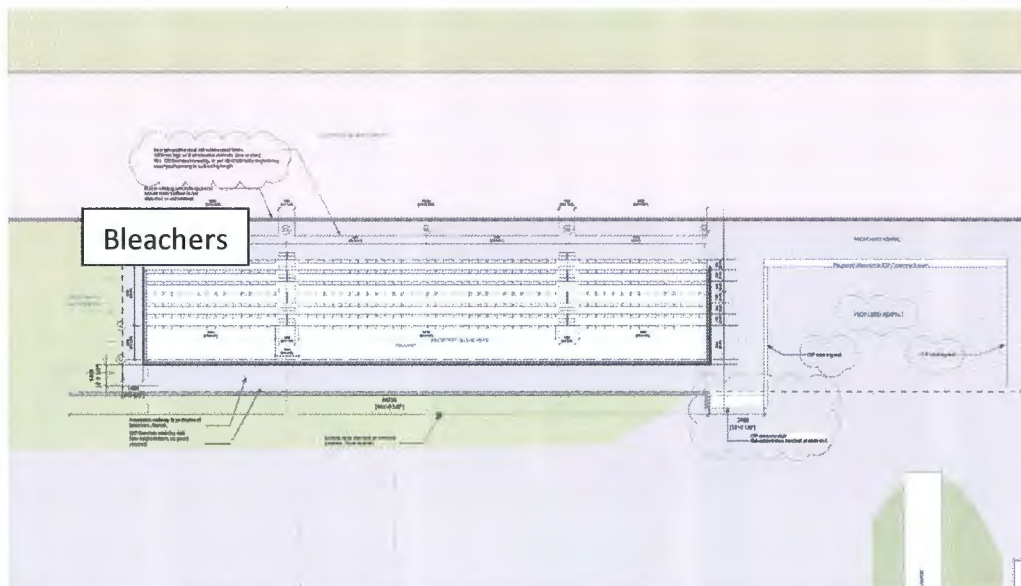
## SCHEDULE A

### MAPLE RIDGE SECONDARY SCHOOL TRACK FACILITY UPGRADES

#### SITE PLAN and LIMIT OF WORK

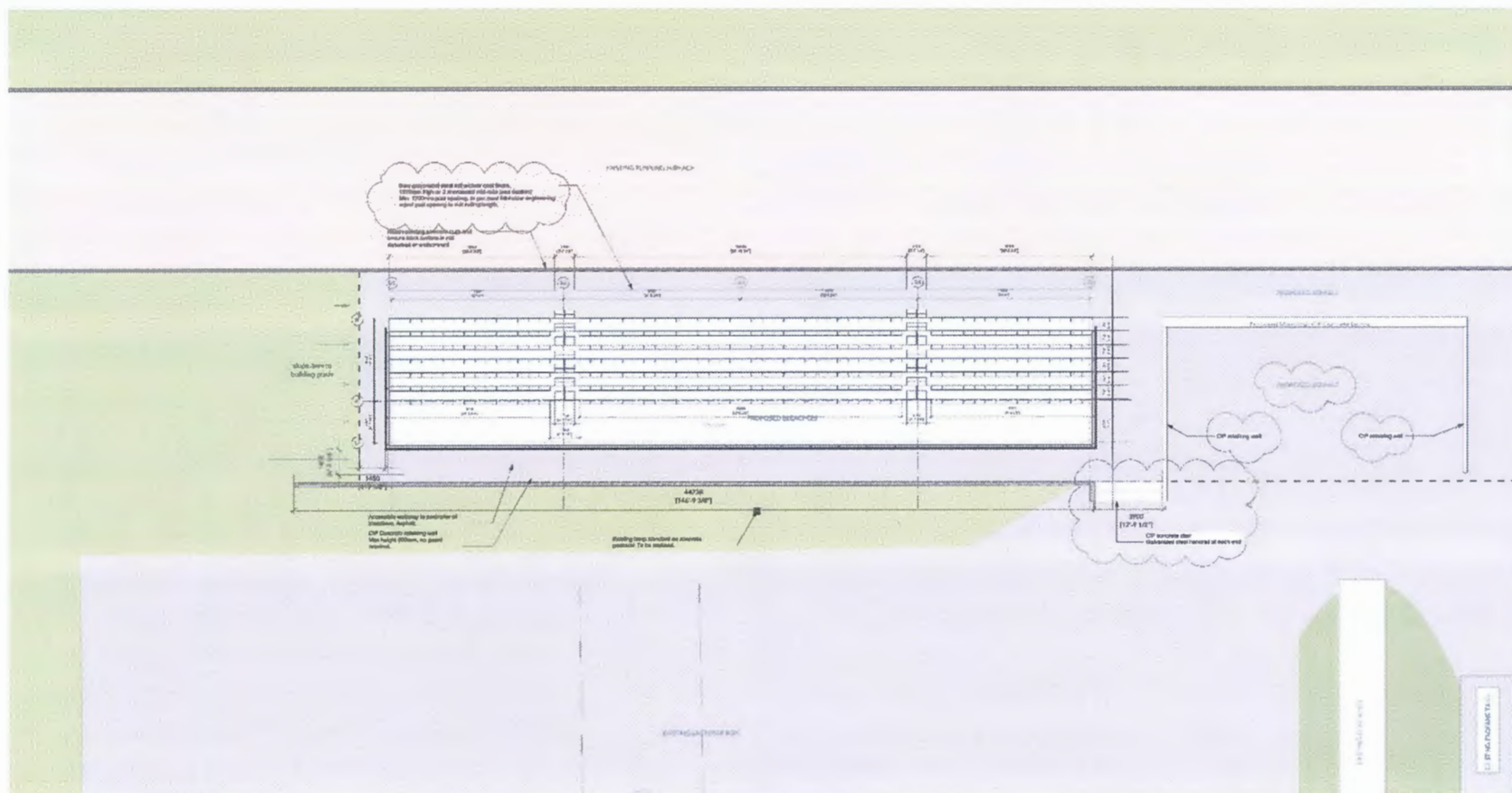


1 SITE PLAN  
SCALE 1:200



**SCHEDULE B**  
**MAPLE RIDGE SECONDARY SCHOOL TRACK FACILITY UPGRADES**  
**SPECIFICATIONS**

The Maple Ridge Secondary School Track Facility Upgrades Project specifications generally include the demolition of existing bleachers, site preparation, construction of new bleachers, new accessible washrooms, storage, paved gathering areas, supply and installation of light poles (including foundations), lighting fixtures and associated controls. The project scope of work consists of providing construction of a new single storey, concrete slab on grade, insulated, building complete with precast concrete bleachers, three public washrooms, storage rooms and a mechanical / electrical room and surrounding asphalt apron, supply and installation of light poles (including foundations), lighting fixtures and associated controls. New lights to be connected to electrical panel in new bleacher building. The work includes all site preparation and connecting to existing site services. The work includes demolition of existing wood and concrete bleachers including removal and disposal of all materials as shown on the "Issued for Tender" drawing package.



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**SIMCIC + UHRICH**  
ARCHITECTS

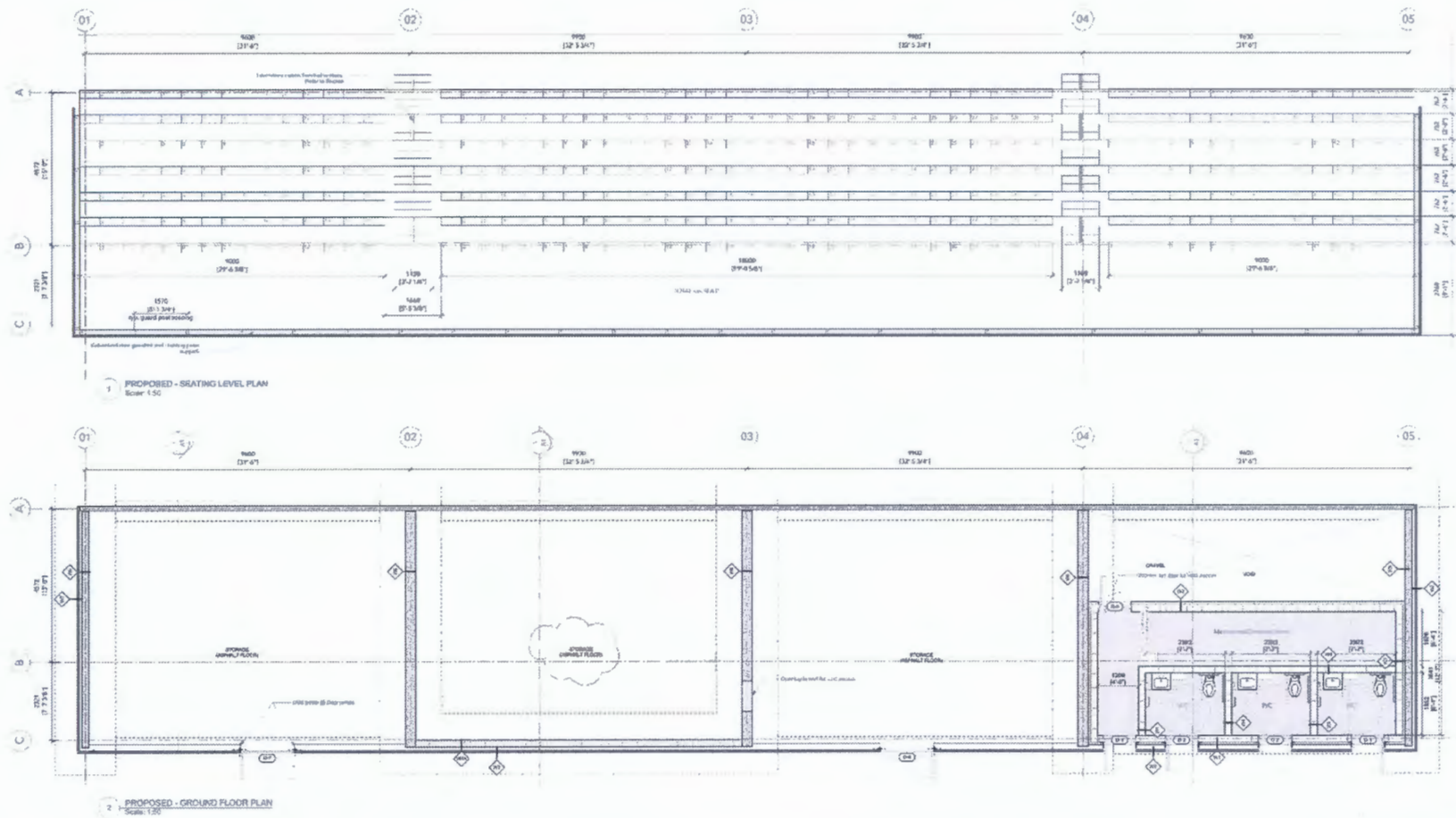
Suite 230 - 3 West 3rd Avenue  
Vancouver BC Canada V6Y 3T8  
604.550.5100  
info@simcichrich.com  
www.simcichrich.com

Date: 2019-11-01  
Issue: Issued for Tender  
2019-11-14 Tender Addendum #1

Maple Ridge Secondary Bleachers

SITE PLAN  
Scale: As Noted

A 1.01



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**SIMCIC + UHRICH  
ARCHITECTS**

Suite 250 - 3 West 8th Avenue  
Vancouver BC Canada V6Y 3T8  
604.589.5150  
msh@simcicuhrrich.com  
bh@simcicuhrrich.com  
www.simcicuhrrich.com

Drawn: J. Jones  
2010-11-01 Issued for Tender  
2010-11-14 Tender Addendum #1

**Maple Ridge Secondary Bleachers**

Proposed - Plans  
Bleachers (Bleachers)

**A 1.03**



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**SIMCIC + UHRICH**  
**ARCHITECTS**

Suite 230 - 3 West 3rd Avenue  
Vancouver BC Canada V5Y 3T8  
604.658.5150  
mark@slimcicuhich.com  
bill@slimcicuhich.com  
www.slimcicuhich.com

Date	Issue
2019-11-01	Issued for Tender
2019-11-14	Tender Addendum #1

Maple Ridge Secondary Bleachers

Section @ WC  
Scale As Noted

A 3.01

**MAPLE RIDGE SECONDARY SCHOOL RUNNING TRACK AND TRACK FACILITY  
UPGRADES  
OPERATING AGREEMENT AND LICENSE**

(this “**Agreement**”) dated for reference \_\_\_\_\_, 2019 (the “**Reference Date**”) is

BETWEEN:

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42**

**(MAPLE RIDGE – PITT MEADOWS)**, a school board incorporated under the British Columbia *School Act* [R.S.B.C. 1996] c. 412 and having its office at 22255 Brown Avenue, Maple Ridge, BC V2X 8N6

(the “**School District**”)

AND:

**CITY OF MAPLE RIDGE**, a municipality incorporated under the *Community Charter* [SBC 2003] c. 26 and having its office at 11995 Haney Place, Maple Ridge, BC V2X 6A9

(the “**City**”)

WHEREAS:

- A. The City and the School District (collectively the “**Parties**” and individually a “**Party**”) entered into the Master Agreement on Cooperation for the Joint Use of Facilities and Coordination of Services on January 11, 2017 (the “**Master Agreement**”);
- B. The School District owns lands on which it operates the Maple Ridge Secondary School at 21911 - 122<sup>nd</sup> Avenue, Maple Ridge, B.C., V2X 3X2, legally described as:  
Parcel Identifier: 005-308-127  
LOT 255, EXCEPT PORTIONS IN PLANS LMP26995 AND LMP41963,  
DISTRICT LOTS 245 AND 396,  
GROUP 1 NEW WESTMINSTER DISTRICT PLAN 54719  
(the “**SD42 Lands**”);
- C. The Parties have entered into the Maple Ridge Secondary School / Track Facility Upgrades Construction Agreement (the “**Construction Agreement**”) having the same reference date as this Agreement, providing for the construction on the SD42 Lands of Track Facility Upgrades as defined and described in the Construction Agreement (the “**Track Facility Upgrades**”); and
- D. The parties constructed an 8 Lane Running Track (the “**Running Track**”); and
- E. Pursuant to the Master Agreement, the Parties have agreed that the Track Facility Upgrades and the Running Track will be available to the School District for school recreation purposes during school hours and to citizens of the City for community recreation purposes outside of school hours, and that the City shall operate, maintain, repair, and replace the Running Track and the Track Facility Upgrades.

NOW THEREFORE in consideration of the premises herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by each of the School District and the City (collectively, the "**Parties**" and individually, a "**Party**"), the Parties hereby agree as follows:

1. **Term** - The School District hereby grants the City an exclusive license (the "**License**") to enter and occupy the Running Track and the Track Facility Upgrades for community purposes during the Access Times (as defined below) in accordance with the terms of this Agreement.
  - (a) The Term of the License will be for five (5) years commencing on the Reference Date and terminating on the fifth anniversary of the Reference Date, subject to termination or extension in accordance with the provisions of this Agreement (the "**Term**").
  - (b) Provided that the City has complied with its obligations under this Agreement, the Term of the License shall be automatically renewed for five additional five year terms, each upon the same terms and conditions, except that upon each renewal the City's right of renewal shall be reduced so that the maximum term of this Agreement including all renewals shall be thirty years.
  - (c) The License fee for the Term will be \$1.00.
  - (d) During the Term, the School District covenants and agrees not to make, place, erect, maintain or permit, any building, structure, foundation or obstruction on the SD42 Lands which may interfere with the Running Track and the Track Facility Upgrades.
2. **Access to Running Track and the Track Facility Upgrades** – The School District shall control access to the Running Track and the Track Facility Upgrades by ensuring that the Running Track and the Track Facility Upgrades are only used by itself and its servants, employees, agents, contractors, successors, assigns, and invitees outside of the Access Times defined in Section 4 below. The School District shall allow the City, its servants, employees, agents, contractors, successors, assigns, invitees and members of the public to access the Running Track and the Track Facility Upgrades during the Access Times.
3. **User Fees** – The City may charge user fees and repair, cleaning and maintenance costs to all users of the Running Track and the Track Facility Upgrades other than the School District. The City shall set, collect and apply all such user fees and recoverable costs and any other revenue generated from use of the Running Track and the Track Facility Upgrades to its parks programs, including the maintenance, repair and general upkeep of sports facilities in the City of Maple Ridge including the Running Track and the Track Facility Upgrades.
4. **Access Times** – The City, its servants, employees, agents, contractors, successors, assigns, invitees and members of the public (collectively, "**City Users**") shall have access to the Running Track and the Track Facility Upgrades as follows:
  - (a) during the months of September through June:
    - i. from 5:00 p.m. to 11:00 p.m. on all weekdays; and
    - ii. from 7:00 a.m. to 11:00 p.m. on Saturdays and Sundays; and
  - (b) during the months of July and August and statutory holidays at any time of the year:
    - i. from 7:00 a.m. to 11:00 p.m. every day;(collectively, the "**Access Times**"). The School District and its servants, employees, agents, contractors, successors, assigns, and invitees (collectively the "**School District Users**") shall have the exclusive use of the Running Track and the Track Facility Upgrades outside

of Access Times. In addition, the School District may have access to and use of the Running Track and the Track Facility Upgrades during weekends for specific school events to be held during the Access Times on at least four months' prior written notice to the City up to a maximum of four times during each calendar year, for which the City may not unreasonably withhold its permission.

5. **Operation of Running Track and the Track Facility Upgrades –**

- (a) The City, through its Parks and Facilities Department, shall be responsible for the safe and lawful management of the Running Track and the Track Facility Upgrades during the Access Times.
- (b) The City may post regulations from time to time to be observed by all users of the Running Track and the Track Facility Upgrades, including School District Users, including reasonable restrictions:
  - i. prohibiting or restricting use of the Running Track and the Track Facility Upgrades during certain weather conditions;
  - ii. prohibiting or restricting food or drink being brought on to the Running Track and the Track Facility Upgrades;
  - iii. prohibiting or restricting structures or other objects being placed on the Running Track and the Track Facility Upgrades.

The School District shall ensure that all School District Users comply with any such restrictions.

6. **School District Maintenance Services** - The School District shall provide the following routine maintenance for the Running Track and the Track Facility Upgrades and surrounding area to the same standard and frequency that it sets for its other similar school recreational facilities:

- (a) running track surface cleaning;
- (b) fencing repair; and
- (c) graffiti removal;

but not including any repair, maintenance, cleaning or other costs resulting from City Users' negligent use of the Court Facilities

7. **City Maintenance Services** - The City shall provide the following repair and maintenance services in respect of the Running Track and the Track Facility Upgrades to the same standard and frequency that it sets for its other similar community recreational facilities:

- (a) litter control and removal, including weekday morning removal of any litter or garbage in or around the Running Track and the Track Facility;
- (b) repair of the Track Facility Upgrades;



(c) control of access to the Running Track and the Track Facility Upgrades during the Access Times; and

(d) payment for all utilities used by the Running Track and the Track Facility Upgrades;

but not including any repair, maintenance, cleaning or other costs resulting from School District Users' negligent use of the Running Track and the Track Facility Upgrades.

(e) In making repairs or doing maintenance of the Running Track and the Track Facility Upgrades, the City may bring and leave upon the SD42 Lands located approximately as shown in Schedule A attached hereto within the boundaries of the dark lines marked "limit of work" (the "**Work Area**") the necessary materials, tools and equipment, provided that the City safely secures such materials, tools and equipment and uses reasonable efforts to schedule such maintenance and repairs so as to minimize any inconvenience, annoyance, or other injury to the School District or any invitee or neighbour of the School District.

#### **8. Shared Costs – Running Track**

The City and the School District shall share equally the financial responsibility for non-routine maintenance of the Running Track defined as work that is not completed on an annual basis and has a cost of over \$1,000, including, without limiting the foregoing:

- Repainting of lane markings;
- Replacement of aluminum safety rail;
- Major repairs of the track surface;
- Other components directly related to the use of the track surface (except hurdles and mats etc.).

All non-routine maintenance work shall be approved by both parties before costs are incurred.

#### **9. Costs relating to the Running Track and the Track Facility Upgrades –**

(a) For clarity, except as may be expressly agreed by the School District in this Agreement or in another written agreement signed by the School District, the School District is not responsible for any costs relating to the purchase, delivery, installation, repair, cleaning, maintenance or replacement of the Running Track and the Track Facility Upgrades during the Term.

(b) The City shall pay all costs associated with the replacement of the Track Facility Upgrades from time to time during the Term. However, the City may terminate this Agreement during the last year of the then current Term upon six months' written notice to the School District if the City reasonably believes that the useful life of Running Track and the Track Facility Upgrades has expired or will expire during or soon after the end of that Term, and the City does not wish to replace the Running Track and the Track Facility Upgrades.

(c) At least six months prior to the end of the then current Term, the parties shall negotiate whether to enter into a new operating agreement, the terms of which may include the sharing of costs associated with the replacement of the Running Track and the Track Facility Upgrades at the expiry of its useful life. For clarity, neither party shall be

obligated to enter into a new operating agreement if it is not satisfied with the proposed terms, in its sole discretion.

**10. Insurance –**

- (a) The City will provide and maintain insurance in respect of the use of the Running Track and the Track Facility Upgrades by the City Users in such amounts and on such terms and conditions as would a prudent operator of similar sports facilities.
- (b) The School District will provide and maintain insurance in respect of the use of the Running Track and the Track Facility Upgrades by the School District Users in such amounts and on such terms and conditions as would a prudent operator of similar sports facilities.

**11. Indemnity –**

- (a) The City hereby releases, saves harmless and shall indemnify and hold harmless the School District and the School District's trustees, officers, employees, agents, and contractors from and against all liabilities, claims, losses, damages, costs and expenses, actions and other proceedings, made, sustained, brought, prosecuted, threatened to be brought or prosecuted in any manner based upon, occasioned by or attributable to any personal injury or death of a person, or damage to or loss of property, or any other loss or damage of any kind whatsoever arising out of any default of the City under this Agreement, the use or occupation of any of the Running Track and the Track Facility Upgrades by any of the City Users, or the operation and maintenance of the Running Track and the Track Facility Upgrades, except to the extent that such loss arises from the independent negligence of the School District or the breach of this Agreement by the School District.
- (b) The School District hereby releases, saves harmless and shall indemnify and hold harmless the City and the City's elected officials, officers, employees, agents, and contractors from and against all liabilities, claims, losses, damages, costs and expenses, actions and other proceedings, made, sustained, brought, prosecuted, threatened to be brought or prosecuted in any manner based upon, occasioned by or attributable to any personal injury or death of a person, or damage to or loss of property, or any other loss or damage of any kind whatsoever arising out of any default of the School District under this Agreement or the use or occupation of any of the Running Track and the Track Facility Upgrades by any of the School District Users, except to the extent that such loss arises from the independent negligence of the City or the breach of this Agreement by the City.

12. **Notices** – Except in the case of an emergency, when notice may be given by telephone with later confirmation in writing, any notice which is to be given under this Agreement shall be in writing and either delivered by hand or sent by facsimile transmission, addressed as follows:

To the City:

Attention: Director, Parks and Facilities  
11995 Haney Place  
Maple Ridge, BC V2X 6A9

Fax: (604) 467-7329

To the School District:

Attention: Secretary Treasurer  
22225 Brown Ave.  
Maple Ridge, BC V2X 8N6

Fax: (604) 463-4181

or to such other address or facsimile number of which notice has been given as provided in this section. Any notice which is delivered by hand is to be considered to have been given on the day it is delivered. Any notice which is sent by fax is to be considered to have been given on the first business day after it has been sent and an electronic confirmation of delivery has been received. If a Party changes its address or fax number, or both, it shall promptly give notice of its new address or fax number, or both, to the other Party as provided in this section.

13. **Termination of Agreement** – The Parties may terminate this Agreement by written agreement at any time. If not so terminated, and if the City has complied with its obligations hereunder, then this Agreement shall terminate automatically upon the thirtieth (30) anniversary of the Reference Date unless the Parties agree otherwise in writing.
14. **Severance** – If any portion of this Agreement is held invalid by a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Agreement.
15. **Law of British Columbia** - This Agreement shall be construed according to the laws of the Province of British Columbia and the laws of Canada applicable in British Columbia.
16. **Waiver** – Waiver by a Party of any default by the other Party must be in writing and shall not be deemed to be a waiver of any subsequent or other default.
17. **Reference** – Every reference to a Party is deemed to include the heirs, executors, administrators, successors, permitted assigns, servants, employees, agents, contractors, officers, licensees and invitees of such Party wherever the context so requires or allows.
18. **Not Partners** - The Parties are not partners or joint venturers and the legal relationship between them is contractual only and not a partnership, joint venture, trust or agency.
19. **Time of the Essence** – Time is of the essence in this Agreement.
20. **Succession** – This Agreement and the License it contains are personal to the City and may not be assigned by the City, including by succession or by operation of law, except with the prior written consent of the School District, which may be reasonably withheld. The City may sublicense the License Areas for the use or uses authorized in writing by the School District, provided that the School District is notified, the sublicensee agrees in writing to comply with the terms of the License, any sublicense shall not relieve the City of any of its obligations hereunder, and any acts and omissions of a sublicensee shall be considered the acts and omissions of the City. This Agreement shall enure to the benefit of and be binding upon the School District and its successors and assigns, notwithstanding any rule of law or equity to the contrary.
21. **No Interest in Land** – The rights of the City pursuant to this Agreement are contractual only and this Agreement does not grant the City an interest in land.
22. **Fixtures** – The Parties acknowledge and agree that the Running Track and the Track Facility Upgrades will be fixtures forming part of the lands on which they are constructed, and accordingly will be legally owned by the School District, notwithstanding any other

provision of this Agreement or the Construction Agreement, and notwithstanding any payment of costs by the City.

23. **Not Affecting City's Rights** – Nothing contained or implied herein shall prejudice or affect the City's rights and powers in the exercise of its functions pursuant to the *Community Charter* [SBC 2003] c. 26, the *Local Government Act* [RSBC 2015] c. 1, or its rights and powers under all of its public and private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised in relation to the Lands as if this Agreement had not been executed and delivered by the School District.

As evidence of their agreement to be bound by the terms and conditions of this Agreement, the Parties have executed this Agreement below on the dates written below.

**THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 42 (MAPLE  
RIDGE – PITT MEADOWS)**  
by its authorized signatories:

\_\_\_\_\_  
Flavia Coughlan, Secretary Treasurer

Date: \_\_\_\_\_

**CITY OF MAPLE RIDGE**  
by its authorized signatories:

\_\_\_\_\_  
Laura Benson, Corporate Officer

Date: \_\_\_\_\_

## SITE PLAN



**1 SITE PLAN**  
OLD ROAD 1000



**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**MEETING DATE:** December 10, 2019  
**FILE NO:** 2340709  
**FROM:** Chief Administrative Officer  
**MEETING:** Council  
**SUBJECT:** Maple Ridge Secondary School and Merkley Park Spectator Seating Upgrades and Washrooms/Change Room Facility Construction - Award of Contract

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**EXECUTIVE SUMMARY:**

The Maple Ridge Secondary School (MRSS) Track Facility Upgrades project is one of the Parks, Recreation & Culture infrastructure priorities approved to proceed as part of the Alternate Approval Process after significant community consultation. The proposed track facility upgrades include four components: lighting for the track, upgraded spectator seating, washrooms/change rooms, and a competition-level field throw facility.

The detailed design for each of the components has been completed incorporating feedback received from stakeholders through the design process. Several of the components were tendered separately to ensure construction expertise related to each component's scope of work and to obtain best pricing. In October, Council awarded the contract for the construction of the hammer and discus throw facility. The running track lighting construction contract is anticipated to be awarded after the tender closes on December 19. The upgraded spectator seating and washrooms/change rooms components, designed as one structure, were tendered together.

Within the overall funding envelope, funding is apportioned for each component and the pricing received for the field throw facility and the spectator seating upgrades and washrooms/change rooms are within the respective apportioned amounts. During the detailed design, the cover for the spectator seating was identified as an element that would exceed the funding identified as the original pre-packaged fabric awning concept proved unworkable and a custom solution is required. Although this element has been designed, it is excluded from the spectator seating and washroom/change rooms scope of work and staff suggest that pricing could be obtained for the cover after construction costs have been finalized for the other components, if desired by Council.

Staff recommends that the contract for the construction of the spectator seating, washrooms/change rooms be awarded to the lowest compliant bid which was received from Tikal Construction Limited. Council approval to award the contract is required for the work to proceed and to be completed in advance of the 2020 BC Summer Games.

**RECOMMENDATION:**

**That Contract ITT-PL19-69: Construction of Track Facility Upgrades at MRSS Track be awarded to Tikal Construction Limited the total base bid price of \$1,156,500.00 excluding taxes; and**

**That a contingency of \$217,000.00 be authorized; and further**

**That the Corporate Officer be authorized to execute the contract.**

## DISCUSSION:

### a) Background Context:

Stakeholder input was garnered through the design process with the upgraded spectator seating and three accessible combination washroom/change rooms designed as one structure, with a concrete pad for portable bleachers and small tents also included in the scope.

A cover for the spectator seating area, originally envisioned in the 2016 Infrastructure Concept as a fabric awning, remained a desired element for the bleacher upgrades. A hard roofing-system cover was designed based on input from stakeholders including School District 42 and the design consultant. The Class A estimate provided suggests the cover is anticipated to cost \$900,000 which exceeds the allocated funding for this element.

An Invitation to Tender (ITT-PL19-69) was issued through BC Bid on October 28, 2019 for the construction of the MRSS Track Facility Spectator Seating Upgrades and the Washroom/Change Rooms excluding the designed cover. Submissions from seven proponents were received before closing on November 25, 2019. The total tender prices (excluding taxes) are listed below from lowest to highest:

	Base Price:
1) Tikal Construction Limited	\$1,087,000.00
2) Valley West Construction Limited	\$1,185,000.00
3) Index Construction (BC) Inc.	\$1,261,341.00
4) Bervin Construction Limited	\$1,267,000.00
5) Canadian Landscape & Civil Services Ltd.	\$1,321,297.00
6) Wilco Civil Inc.	\$1,351,779.00
7) Golden Globe Construction Limited	\$1,825,000.00

Tikal Construction Limited's tendered price in the amount of \$1,087,000.00 plus selected optional works for a contract total of \$1,156,500.00 is the lowest bid submitted providing best value. Tikal Construction is experienced in similar construction work.

### b) Desired Outcome:

The desired outcome is to enhance the track facility with upgraded spectator seating and new washrooms/change rooms to better support local and regional competitions such as Provincials and the BC Summer Games that will be hosted in the community next summer.

### c) Strategic Alignment:

The construction of upgraded spectator seating and washrooms/change rooms is a component of the MRSS Track Facility Upgrades project, which is one of a number of Parks, Recreation & Culture current infrastructure priorities targeting growth and community pride.

### d) Citizen/Customer Implications:

Community sports participants along with casual park and running track users will be provided with an enhanced facility that provides desired amenities and a comfortable and enjoyable experience for competitions, training and fitness activities.

### e) Business Plan/Financial Implications:

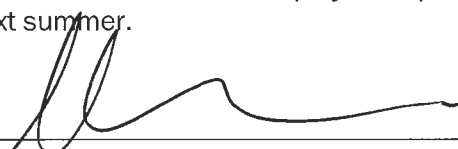
Total project funding of \$2.5M from approved borrowing is included in the Adopted Financial Plan for the design and construction of all four components of the MRSS track facility upgrades. Construction costs for the upgraded spectator seating, washroom/change room facility in the amount of \$1,156,500.00 along with a contingency of \$217,000.00 is within the funding apportioned for these components. A summary of this breakdown is as follows:

Hammer & Discus Field Throw Facility (Awarded)	\$ 350,541.00
Contingency	\$ 40,000.00
Spectator Seating/Washroom Design Consultant Team (Awarded)	\$ 166,720.00
Contingency	\$ 25,000.00
Spectator Seating & Washrooms/Change Rooms	\$1,156,500.00
Contingency	\$ 217,000.00
Running Track Lighting - <i>tender issued</i> (anticipated)	\$ 200,000.00
<b>Total</b>	<b>\$2,155,761.00</b>

As shown above, several components have been tendered separately, each with a contingency amount set aside for unexpected ground conditions which may not be needed during the construction phase. Should Council wish to move ahead with the spectator seating cover, staff recommend pricing this element after the other components have been constructed and budget amounts are finalized. This would enable any additional funding that may be required to be accurately identified before tendering and presenting it to Council for consideration.

#### CONCLUSION:

The Maple Ridge Secondary School track facility upgrades will provide an enhanced facility for park patrons, as well as community and school athletic groups. Staff is satisfied with the submissions received and recommends that the construction contract for the MRSS Track Facility Upgrades be awarded to Tikal Construction Limited to allow the project to proceed and be delivered in advance of the BC Summer Games next summer.

Prepared by:   
Michael Millward, PE  
Manager, Facilities Operations

Approved by:   
Valoree Richmond, MBCSLA  
Acting Director, Parks & Facilities

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

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

Concurrence:   
Al Horsman  
Chief Administrative Officer



**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**MEETING DATE:** December 10, 2019  
**FILE NO:** 01-0640-30-2019  
**FROM:** Chief Administrative Officer  
**MEETING:** Council  
**SUBJECT:** Child Care Partnership – Family Education & Support Centre

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**EXECUTIVE SUMMARY:**

The Family Education & Support Centre (the Centre) has received over \$700,000 in grants for the operating costs associated with new child care spaces. The Centre has approached the City regarding a potential partnership to provide much needed childcare spaces to the community. The partnership identified includes the City providing no cost land, as a lease or licence to occupy model, for a term of 15 years to be used for modular childcare facilities. Staff from both organizations have met and identified four potential sites including Albion Sports Complex, Pioneer Park, Volker Park and a bare lot adjacent to Eric Langton Elementary.

The following provides Council with background information to consider regarding a potential partnership, the commitment required by the City should it proceed and next steps should this work be supported.

**RECOMMENDATION:**

**That staff be directed to work with the Family Education & Support Centre on a grant application(s) for the Childcare BC New Spaces Fund of up to \$3 million per site for the purpose of a childcare facility partnership;**

**That staff be directed to support the Family Education & Support Centre on neighbourhood consultation processes of the four potential sites.**

**DISCUSSION:****a) Background Context:**

Earlier this spring the Minister of State for Childcare, Katrina Chen, visited the City of Maple Ridge and met with members of Council from Maple Ridge and Pitt Meadows, School District No. 42 Board Members and staff from each respective organization. At this meeting, Minister Chen shared the Province of BC's focus of increasing affordable childcare for BC residents which includes capital funding for up to \$3 million per site. During the same visit, Minister Chen visited a number of childcare provision operators within the community to encourage partnerships for funding applications.

Recently, the Centre was awarded \$700,000 in federal funding for operating costs associated with the creation of new childcare spaces over three facilities, however, they are struggling to find suitable locations. If they are unsuccessful in securing space by March 2020, they will likely be required to return the funding. This has resulted in a formal request to work with the City on a plan that would see up to 460 new childcare spaces in the community.

Staff from the City and the Centre have met multiple times to discuss how to work together to provide additional childcare spaces in the community. This plan includes identifying potential park sites to be used for temporary modular childcare facilities, co-applying for grant funding under the Childcare BC New Spaces Program and conducting neighbourhood consultations to ensure neighbourhoods are on board. Four potential sites have been considered:

- Albion Sports Complex
- Pioneer Park
- Volker Park
- Bare lot across from Eric Langton

The City's contribution to the partnership would include a 15 year leasehold/licence to occupy commitment to the Centre, acting as co-applicant for the grant and supporting the Centre through the neighbourhood consultation. The Centre would manage the neighbourhood consultation, tendering of construction in addition to general project management (including any site or servicing work required) and operations of the facilities.

Each of the four sites identified can easily accommodate a 7,500 square foot modular facility and are in areas that have capacity, during daytime hours, within existing parks (excluding the bare lot near Eric Langton). Each site will likely require substantial site works which would be financed through the capital grant funding. An overview of each proposed site is provided below:

**1) Albion Sports Complex**

This location provides ample area to locate a temporary facility with the site access provided from 104 Avenue. The sports complex is zoned CD-4-88 and is designated as Park in the ALR in the Official Community Plan (OCP). As such, a non-farm use application would need to be submitted for this temporary use. The existing playground and water spray park would be a benefit to the daycare operation (in a non-exclusive use basis) and play opportunities provided by the daycare would complement the park amenities. Introducing a daytime daycare operation at this sports complex would fit well as the sports field and park use is primarily evenings and weekends. The existing parking and drop off area would be accessible to the daycare with minimal improvements.

**2) Pioneer Park**

This neighbourhood park, addressed at 11814 230 Street, has a large underutilized area with ample space to provide the required daycare site space and a buffer for the adjacent residents. The park is zoned P-2 (Special Institutional) and designated Park in the OCP. The park is 1.536 Ha (3.80 acres) in size with a pathway, playground and community garden. Should this site be supported, an access way off 230 Street would need to be provided for the daycare facility's drop off and staff use.

**3) Volker Park**

This neighbourhood park, fronting 123 Avenue, has an available area that would be sufficient in size to accommodate the childcare facility space needs along with a buffer for the adjacent residents. The park is zoned RS-3 / RS-1 and designated Park in the OCP. The park is 1.618

Ha (4.0 acres) in size and contains a playground, open grass areas and pathway loop. Should this site be supported, the adjacent school access and parking area may provide an opportunity for drop off needs, however, an access way off 123 Avenue and small parking area would likely be needed for staff.

**4) 12157 227 Street (Future Park)**

This lot, abutting the east side of Eric Langton Elementary School and 0.129 Ha (0.31 acres) in size, is currently vacant and identified for a future park. The parcel is zoned RS-1 and designated as Park within the OCP. The lot was acquired in 2018 and future park development plans will await the remaining lot acquisition to the south. The lot provides the required area for a facility and is serviced. Further park acquisition is planned for this future park and park development plans would not advance until acquisition is complete, which provides an opportunity for the land to be used in the intervening time.

**Next steps:**

If Council supports this partnership, City staff will work with the Centre on a joint application to the Childcare BC New Spaces program while concurrently supporting the Centre through a neighbourhood consultation process on the potential sites.

If successful with the grant applications, the projects would move forward to the design stage. At that time, staff would provide Council with an updated project plan including neighbourhood consultation results and recommendations on which sites should proceed.

**b) Desired Outcome:**

To provide parkland, where capacity exists, to the Centre for a term of 15 years for the provision of much needed childcare in the community.

**c) Strategic Alignment:**

The 2010 Parks, Recreation & Culture Master Plan references the need to expand the provision and promotion of programs for children in the community through partnerships and is in harmony with Councils strategic priority of growth.

**d) Citizen/Customer Implications:**

The addition of up to 460 new childcare spaces throughout the community would serve many families where often times caregivers work outside of Maple Ridge. In addition, these three new facilities will likely create job opportunities in Maple Ridge.

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

Some staff time will be required to support the Centre with the grant application process, community consultation and project management oversight although this would be in a supportive, not lead, capacity.

**f) Policy Implications:**

Staff consulted with the City's procurement division who have confirmed that a competitive process is not required under the Purchasing Policy as the proposed childcare service is not on behalf of the City, rather the City is providing land to a not-for-profit organization to provide a service to the community.

## CONCLUSION:

Working with the Family Education & Support Centre to convert underutilized park space into modular childcare facilities will provide many families with affordable, licenced childcare. The City's commitment would be a 15 year lease/licence to occupy and include staff time to support the Centre through the grant application process, community consultation and construction phases.

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

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Prepared by: **Valoree Richmond, MBCSLA**  
**Acting Director, Parks & Facilities**

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

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Concurrence: **Al Horsman**  
**Chief Administrative Officer**

900 *Correspondence*

Office of the Chair  
Tel. 604 432-6215 Fax 604 451-6614

File: CR-12-01  
Ref: RD 2019 Nov 1

NOV 28 2019

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

Dear Mayor Morden and Council:

**Re: Amending Metro Vancouver 2040: Shaping our Future to Align with the IPCC Special Report on Global Warming of 1.5°C – Bylaw No. 1295, 2019**

At its November 1, 2019 regular meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) adopted the following resolution:

*That the MVRD Board:*

- a) initiate a Type 3 minor amendment to Metro Vancouver 2040: Shaping our Future to reflect a commitment to a carbon neutral region by 2050, and an interim target of reducing greenhouse gas emissions by 45% from 2010 levels by 2030;*
- b) give first, second, and third readings to “Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1295, 2019”; and*
- c) direct staff to notify affected local governments and agencies as per Section 6.4.2 of Metro Vancouver 2040: Shaping our Future.*

In accordance with Section 437 of the *Local Government Act*, and Section 6.4.2 of *Metro Vancouver 2040: Shaping our Future (Metro 2040)*, the regional growth strategy, this letter provides an opportunity for affected local governments to provide written comment on the proposed Type 3 minor amendment to *Metro 2040*. The proposed amendment requires the adoption of an amendment bylaw with an affirmative 50%+1 weighted vote of the MVRD Board.

You are invited to provide comments on the proposed amendment to *Metro 2040*. Please provide comments in the form of a Council or Board resolution, as applicable, and submit to Chris Plagnol, Corporate Officer/Director of Board and Information Services, by email at [Chris.Plagnol@metrovanancouver.org](mailto:Chris.Plagnol@metrovanancouver.org) by January 17, 2020.

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**901**

The proposed *Regional Growth Strategy Amendment Bylaw No. 1295, 2019* would replace the existing greenhouse gas emission reduction targets in *Metro 2040* in accordance with the table below:

Current GHG Reduction Targets in <i>Metro 2040</i>	Proposed GHG Reduction Targets (Aligned with <i>Climate 2050 Strategic Framework</i> and the <i>IPCC 2019 Special Report</i> )
<ul style="list-style-type: none"><li>• 33% below 2007 levels by 2020</li><li>• 80% below 2007 levels by 2050</li></ul>	<ul style="list-style-type: none"><li>• 45% reduction from 2010 levels by 2030</li><li>• Carbon neutral by 2050</li></ul>

Updating the targets in *Metro 2040* is consistent with recent MVRD Board direction, the 2019-2022 Board Strategic Plan and the *Climate 2050 Strategic Framework*.

*Metro 2040* represents the regional federation's collective vision and commitment on how to manage anticipated growth to the region in a way that: supports the development of complete, connected and resilient communities, protects important lands (i.e. agricultural, conservation, and industrial), and supports the efficient provision of urban infrastructure (i.e. transit and utilities). Centred around 5 goals, *Metro 2040* contains a set of policy actions for Metro Vancouver and member jurisdictions to collaboratively work together to meet that vision.

Under Strategy 3.3, 'Encourage land use and transportation infrastructure that reduce energy consumption and greenhouse gas emissions, and improve air quality', the role of member jurisdictions is to adopt regional context statements that identify how they will use their land development and transportation strategies to meet their greenhouse gas reduction targets and consider how these targets will contribute to the regional targets.

The proposed Metro 2040 amendment would not trigger a requirement to immediately update regional context statements, however, if the amendment bylaw is adopted, member jurisdictions would be requested to update their regional context statements to reflect actions toward the updated targets as feasible, either concurrent with updates to their Official Community Plans, Community Energy and Emissions Plans, or other strategic planning documents. Meeting the regional commitment to carbon neutrality for the region will require significant cooperation, collaboration, and commitment from Metro Vancouver, member jurisdictions, other orders of government, partner organizations, stakeholders, and the public.

Enclosed is a copy of the staff report that summarizes the proposed changes to *Metro 2040* that will result from *Regional Growth Strategy Amendment Bylaw No. 1285, 2019*. If you have any questions with respect to the proposed amendment please contact Heather McNell, Director of Regional Planning and Electoral Area Services by phone at 604-436-6813 or by email at [Heather.McNell@metrovancover.org](mailto:Heather.McNell@metrovancover.org).



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To: Regional Planning Committee

From: Sean Tynan, Acting Senior Planner, Regional Planning

Date: October 31, 2019 Meeting Date: October 11, 2019

Subject: **Amending *Metro Vancouver 2040: Shaping our Future* to Align with the IPCC Special Report on Global Warming of 1.5°C – Bylaw 1295, 2019**

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#### **RECOMMENDATION**

That the MVRD Board:

- a) initiate a Type 3 minor amendment to *Metro Vancouver 2040: Shaping our Future* to reflect a commitment to a carbon neutral region by 2050, and an interim target of reducing greenhouse gas emissions by 45% from 2010 levels by 2030;
  - b) give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1295, 2019"; and
  - c) direct staff to notify affected local governments and agencies as per Section 6.4.2 of *Metro Vancouver 2040: Shaping our Future*.
- 

#### **PURPOSE**

This report recommends a Type 3 minor amendment to *Metro Vancouver 2040: Shaping our Future* (*Metro 2040*), the regional growth strategy, for consideration by the Regional Planning Committee and MVRD Board.

#### **BACKGROUND**

Per Subsection 429 (d) of the *Local Government Act*, *Metro 2040* includes the region's greenhouse gas emissions reduction target. The current reduction target in *Metro 2040* is 33% by 2020 and 80% by 2050 as compared to 2007 levels.

*Climate 2050* is Metro Vancouver's overarching long-term strategy guiding the region's policies and collective actions to transition to a carbon neutral and climate resilient region over the next 30 years. As part of *Climate 2050*, at its meeting on July 26, 2019, the MVRD Board adopted the following resolution:

*That the MVRD Board:*

- a) *endorse the proposed amendments to the Climate 2050 Strategic Framework to reflect a commitment to a carbon neutral region by 2050, and an interim target of reducing greenhouse gas emissions by 45% from 2010 levels by 2030;*
- b) *direct staff to bring forward a proposed amendment to Metro 2040, the regional growth strategy, to the Metro Vancouver Board for consideration, to incorporate revised greenhouse gas reduction targets (including interim targets).*



In addition, the Metro Vancouver Board Strategic Plan (2019-2022) direction for Regional Planning contains the following statement on climate change:

- 1.2 *Undertake a comprehensive update to Metro 2040 to prioritize climate change, align with the update to the Regional Transportation Strategy, and extend the timeframe to 2050.*

This report responds to the direction of the MVRD Board and the Metro Vancouver Board Strategic Plan by bringing forward a proposed amendment to *Metro 2040* to update the region's greenhouse gas emissions reduction target to align with the October 2018 Intergovernmental Panel on Climate Change Special Report on Global Warming of 1.5 °C above pre-industrial levels.

### **METRO 2040 GREENHOUSE GAS EMISSIONS REDUCTION TARGETS**

#### **Current Greenhouse Gas Emissions Reduction Targets and Policies in Metro 2040**

*Metro 2040* is the region's collective vision for managing growth in the region. Under Section 3.3.1 of *Metro 2040*, Metro Vancouver commits to:

*Implement the strategies and actions of the Regional Growth Strategy which contribute to regional targets to reduce greenhouse gas emissions by 33 percent below 2007 levels by 2020 and 80 percent below 2007 levels by 2050...*

Under Section 3.3.4, the role of municipalities is to:

*Adopt Regional Context Statements which:*

- a) *identify how municipalities will use their land development and transportation strategies to meet their greenhouse gas reduction targets and consider how these targets will contribute to the regional targets;*
- b) *identify policies and/or programs that reduce energy consumption and greenhouse gas emissions, and improve air quality from land use and transportation infrastructure, such as:*
  - *existing building retrofits and construction of new buildings to green performance guidelines or standards, district energy systems, and energy recovery and renewable energy generation technologies, such as solar panels and geoexchange systems, and electric vehicle charging infrastructure;*
  - *community design and facility provision that encourages transit, cycling and walking (e.g. direct and safe pedestrian and cycling linkages to the transit system);*
- c) *focus infrastructure and amenity investments in Urban Centres and Frequent Transit Development Areas, and at appropriate locations along TransLink's Frequent Transit Network;*

In addition, there are other actions to reduce greenhouse gas emissions included in other sections of *Metro 2040*.

### **Proposed Amendment to Metro 2040 and Implications for Member Jurisdictions**

The proposed change would replace the existing greenhouse gas emission reduction target in *Metro 2040* in accordance with the table below.

Current Greenhouse Gas Emissions Reduction Target in <i>Metro 2040</i>	Proposed Greenhouse Gas Emissions Reduction Target (Reflected in Climate 2050 Strategic Framework and aligned with the IPCC Special Report)
<ul style="list-style-type: none"><li>• 33% below 2007 levels by 2020</li><li>• 80% below 2007 levels by 2050</li></ul>	<ul style="list-style-type: none"><li>• 45% reduction from 2010 levels by 2030</li><li>• Carbon neutral by 2050</li></ul>

The proposed amendment would not require a need for immediate updates to regional context statements. However, municipalities that are currently developing or updating their respective Official Community Plans, Community Energy and Emissions Plans or other strategic planning documents should consider aligning their greenhouse gas emissions reduction targets and actions with the regional targets. The next time regional context statements are developed or updated, each member jurisdiction will need to identify how the respective Official Community Plans are consistent with, or are working towards, the greenhouse gas emissions reduction targets in *Metro 2040*.

Section 6.3.4 of *Metro 2040* allows for some amendments to the regional growth strategy to be undertaken through a Type 3 Minor Amendment. A Type 3 amendment requires the adoption of an amendment bylaw passed by an affirmative 50%+1 weighted vote of the MVRD Board, and does not require a public hearing. Once initiated, affected local governments would receive written notice and be provided a minimum of 30 days to respond. Type 3 minor amendments have been used in the past as a means to amend *Metro 2040*. The proposed amendment bylaw is attached.

The proposed amendment was presented on September 20, 2019, to the Regional Planning Advisory Committee for comment. No comments were received.

#### ALTERNATIVES

1. That the MVRD Board:
  - a) initiate a Type 3 minor amendment to *Metro Vancouver 2040: Shaping our Future* to reflect a commitment to a carbon neutral region by 2050, and an interim target of reducing greenhouse gas emissions by 45% from 2010 levels by 2030;
  - b) give first, second, and third readings to “Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1295, 2019”; and
  - c) direct staff to notify affected local governments and agencies as per Section 6.4.2 of *Metro Vancouver 2040: Shaping our Future*.
2. That the MVRD Board receive for information the report dated September 16, 2019, titled “Amending *Metro Vancouver 2040: Shaping our Future* to Align with the IPCC Special Report on Global Warming of 1.5°C – Bylaw 1295, 2019” and direct staff to explore updating the regional growth strategy greenhouse gas emission reduction targets as part of the comprehensive update to *Metro 2040*.

## FINANCIAL IMPLICATIONS

If the MVRD Board chooses Alternative 1, the proposed amendment bylaw will be initiated and given first, second, and third readings, and staff will notify affected local governments and agencies to provide an opportunity to offer comment. The proposed amendment bylaw would then be brought back to the MVRD Board with any comments from the notification period for consideration of final reading. The notification period will be a minimum of 30 days and the amendment notice will be posted on the Metro Vancouver website.

If the MVRD Board chooses Alternative 2, the process for updating the greenhouse gas emission reduction target in *Metro 2040* will not be initiated at this time. *Metro 2040* would not be aligned with the recent IPCC Special Report and will be inconsistent with MVRD Board direction to update the *Climate 2050 Strategic Framework*. Staff would then consider the updated greenhouse gas reduction target as part of the development of *Metro 2050*. This would delay updating the target until mid-2022.

## SUMMARY / CONCLUSION

This report brings forward a recommendation to update the greenhouse gas emission reduction targets contained in *Metro 2040* to pursue a carbon neutral region by 2050, with an interim target of 45% reduction by 2030. Including this target in *Metro 2040* at this time is consistent with recent MVRD Board direction as well as the 2019-2022 Board Strategic Plan and the *Climate 2050 Strategic Framework*. Alternatively, with the update to *Metro 2040* underway, updating the greenhouse gas emissions target in the regional growth strategy can also be implemented as part of the development of *Metro 2050*, the updated growth strategy, which is anticipated to be finalized and adopted in mid-2022.

Metro Vancouver can set the path towards carbon neutrality for the region, but it will not be able to achieve the targets on its own. To obtain the necessary reductions in regional emissions, significant cooperation, collaboration, and commitment will be required from member jurisdictions, other orders of government, partner organizations, stakeholders, and the public. The new greenhouse gas emissions reduction target would need to be considered by member jurisdictions the next time their respective regional context statements are updated. In the interim, municipalities currently updating their Official Community Plans, Community Energy and Emissions Plans or other strategic planning documents may wish to consider aligning their greenhouse gas emissions reduction targets with Metro Vancouver and the IPCC Special Report. Staff recommend Alternative 1.

## Attachment

Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1295, 2019

## References

1. IPCC Special Report on Global Warming of 1.5°C
2. Aligning *Climate 2050* with the IPCC Special Report on Global Warming of 1.5°C

**METRO VANCOUVER REGIONAL DISTRICT  
BYLAW NO. 1295, 2019  
A Bylaw to Amend "Greater Vancouver Regional District Regional Growth Strategy  
Bylaw Number 1136, 2010"**

**WHEREAS:**

- A. Metro Vancouver Regional District's board of directors (the "Board") adopted the "Greater Vancouver Regional District Regional Growth Strategy Bylaw Number 1136, 2010" on July 29, 2011 (the "Regional Growth Strategy");
- B. The Board wishes to revise the greenhouse gas emissions reduction targets included in the Regional Growth Strategy;
- C. In accordance with Regional Growth Strategy Section 6.3.4(j), all amendments to the Regional Growth Strategy that are not identified in Sections 6.3.1 or 6.3.3 are considered Type 3 minor amendments; and
- D. Metro Vancouver Regional District wishes to amend "Greater Vancouver Regional District Regional Growth Strategy Bylaw Number 1136, 2010".

**NOW THEREFORE** the Board of Metro Vancouver Regional District enacts as follows:

- 1. "Greater Vancouver Regional District Regional Growth Strategy Bylaw Number 1136, 2010" is hereby amended as follows:

Regional Growth Strategy Section 3.3.1 is deleted and the following is substituted in its place:

3.3.1 Implement the strategies and actions of the Regional Growth Strategy that contribute to regional targets to reduce greenhouse gas emissions by 45 percent below 2010 levels by 2030 and to achieve a carbon neutral region by 2050. Figure 3 identifies examples of strategies and actions contained in the Regional Growth Strategy to address climate change.

- 2. The official citation of this bylaw is "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1295, 2019". This bylaw may be cited as "Regional Growth Strategy Amendment Bylaw No. 1295, 2019".

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Read a third time this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Passed and finally adopted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Sav Dhaliwal, Chair

\_\_\_\_\_  
Chris Plagnol, Corporate Officer

1000 Bylaws

**CITY OF MAPLE RIDGE  
BYLAW NO. 7569-2019**

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

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

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

1. This bylaw may be cited as “Maple Ridge Zone Amending Bylaw No. 7569-2019”.
2. That PART 6 RESIDENTIAL ZONES, SECTION 602 RM-1 TOWNHOUSE RESIDENTIAL DISTRICT is amended by adding the following after 9.2.:
  3. For lots located within the Town Centre Area, as identified on Schedule “H” (Town Centre Area Plan) of this Bylaw, or as designated as Major Corridor Residential in the Maple Ridge Official Community Plan Bylaw No. 7060-2014 (as identified in Chapter 3 and Figure 4 of the Maple Ridge Official Community Plan Bylaw No. 7060-2014):
    - a) Additional density not to exceed 0.15 times the lot area may be obtained for townhouse residential uses for providing a cash contribution at a rate of \$344.46 per square metre (\$32.00 per square foot).
3. That PART 6 RESIDENTIAL ZONES, SECTION 603 RM-4 MULTIPLE FAMILY RESIDENTIAL DISTRICT is amended by inserting the following after 5. b):
  - b) i) Additional density not to exceed 0.15 times the lot area may be obtained for townhouse residential uses for lots located within the Town Centre Area, as identified on Schedule “H” (Town Centre Area Plan) of this Bylaw, or as designated as Major Corridor Residential in the Maple Ridge Official Community Plan Bylaw No. 7060-2014 (as identified in Chapter 3 and Figure 4 of the Maple Ridge Official Community Plan Bylaw No. 7060-2014) for providing a cash contribution at a rate of \$344.46 per square metre (\$32.00 per square foot).
4. That PART 6 RESIDENTIAL ZONES, SECTION 604 RM-2 MEDIUM DENSITY APARTMENT RESIDENTIAL DISTRICT is amended by inserting the following between 5. e) and 5. f) and re-lettering the remaining bullets accordingly:
  - f) Additional density not to exceed 0.6 times the lot area may be obtained with the following provision:
    - i) for lots located within the Town Centre Area, as identified on Schedule “H” (Town Centre Area Plan) of this Bylaw, or as designated as Major Corridor

Residential in the Maple Ridge Official Community Plan Bylaw No. 7060-2014 (as identified in Chapter 3 and Figure 4 of the Maple Ridge Official Community Plan Bylaw No. 7060-2014) for providing a cash contribution at a rate of \$161.46 per square metre (\$15.00 per square foot).

5. That PART 6 RESIDENTIAL ZONES, SECTION 605 RM-3 HIGH DENSITY APARTMENT RESIDENTIAL DISTRICT is amended by inserting the following after 5. a) and re-lettering the remaining bullets accordingly:
- b) Additional density not to exceed 0.6 times the lot area may be obtained with the following provision:
- i) for lots located within the Town Centre Area, as identified on Schedule “H” (Town Centre Area Plan) of this Bylaw, or as designated as Major Corridor Residential in the Maple Ridge Official Community Plan Bylaw No. 7060-2014 (as identified in Chapter 3 and Figure 4 of the Maple Ridge Official Community Plan Bylaw No. 7060-2014) for providing a cash contribution at a rate of \$161.46 per square metre (\$15.00 per square foot).
6. That PART 6 RESIDENTIAL ZONES, SECTION 606 RM-5 LOW DENSITY APARTMENT RESIDENTIAL DISTRICT (GARDEN APARTMENTS) is amended by deleting 5. DENSITY and replacing with the following:

#### 5. DENSITY

All buildings for apartment and townhouse use shall not exceed a floor space ratio of 0.8 times the lot area:

- a) Additional density not to exceed 0.15 times the lot area may be obtained for townhouse residential uses for lots located within the Town Centre Area, as identified on Schedule “H” (Town Centre Area Plan) of this Bylaw, or as designated as Major Corridor Residential in the Maple Ridge Official Community Plan Bylaw No. 7060-2014 (as identified in Chapter 3 and Figure 4 of the Maple Ridge Official Community Plan Bylaw No. 7060-2014) for providing a cash contribution at a rate of \$344.46 per square metre (\$32.00 per square foot).
- b) The calculations shall not include the following for computing the floor space ratio:
- i) Any portion of a basement or cellar or other common area containing heating, laundry, recreational or storage facilities;
  - ii) Amenity areas, swimming pools and open sun decks;
  - iii) Any portion of a storey used for mechanical or electrical service room;
  - iv) Balconies;
  - v) Common stairwells and common corridors.



7. That PART 6 RESIDENTIAL ZONES, SECTION 607 RM-6 REGIONAL TOWN CENTRE HIGH DENSITY APARTMENT RESIDENTIAL is amended by deleting 5 a) iii. and replacing with the following:

5) a) iii. Additional density not to exceed 0.5 times the lot area may be obtained for lots located within the Town Centre Area, as identified on Schedule "H" (Town Centre Area Plan) of this Bylaw, or as designated as Major Corridor Residential in the Maple Ridge Official Community Plan Bylaw No. 7060-2014 (as identified in Chapter 3 and Figure 4 of the Maple Ridge Official Community Plan Bylaw No. 7060-2014) for providing a cash contribution at a rate of \$161.46 per square metre (\$15.00 per square foot).

8. That PART 7 COMMERCIAL ZONES, SECTION 702 COMMUNITY COMMERCIAL: C-2 is amended by inserting the following after 6) b):

c) A second storey greater than 50% in area of the first storey, not to exceed a height of 10.0 metres, may be obtained for providing a cash contribution at a rate of \$161.46 per square metre (\$15.00 per square foot).

9. That PART 7 COMMERCIAL ZONES, SECTION 703 CENTRE COMMERCIAL: C-3 is amended by inserting the following after 7) b) and re-lettering the remaining bullets accordingly:

c) Additional density not to exceed 0.5 times the lot area may be obtained for providing a cash contribution at a rate of \$161.46 per square metre (\$15.00 per square foot).

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

READ a first time the 1<sup>st</sup> day of October, 2019.

READ a second time the 1<sup>st</sup> day of October, 2019.

PUBLIC HEARING held the 19<sup>th</sup> day of November, 2019.

READ a third time the 26<sup>th</sup> day of November, 2019.

ADOPTED the            day of            , 20

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PRESIDING MEMBER

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CORPORATE OFFICER

## 1100 *Committee Reports and Recommendations*

Items in Section 1100 *Committee Reports and Recommendations* that refer to a staff report earlier than this agenda date were presented at a Committee of the Whole Meeting typically a week prior, on the date of the staff report, to provide Council with an opportunity to ask staff detailed questions. The items are now before regular Council Meeting for debate and vote. Both meetings are open to the public. The reports are not reprinted again in hard copy; however they can be found in the electronic agenda or in the Committee of the Whole agenda package dated accordingly.

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** First Reading  
Zone Amending Bylaw No. 7591-2019  
21783 Lougheed Highway

**MEETING DATE:** December 3, 2019  
**FILE NO:** 2019-260-RZ  
**MEETING:** C o W

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**EXECUTIVE SUMMARY:**

An application has been received to rezone the subject property, located at 21783 Lougheed Highway, from C-2 (Community Commercial) to CD-2-19 (Comprehensive Development) to permit the construction of a six storey, mixed-use building, with approximately 1,858 m<sup>2</sup> (20,000 ft<sup>2</sup>) of ground floor commercial space, plus approximately 90 residential units above.

Pursuant to Council policy, this application is subject to the Community Amenity Contribution Program at a rate of \$3,100.00 per apartment dwelling unit, for an estimated amount of \$279,000.00.

**RECOMMENDATIONS:**

1. That Zone Amending Bylaw No. 7591-2019 be given first reading; and
2. That the applicant provide further information as described on Schedules C and D of the Development Procedures Bylaw No. 5879-1999.

**DISCUSSION:**

**a) Background Context:**

Applicant:	Bissky Architecture and Urban Design Inc.
Legal Description:	Parcel A District Lot 247 Group 1 New Westminster District Plan EPP73031
OCP:	
Existing:	Commercial
Proposed:	Commercial
Zoning:	
Existing:	C-2 (Community Commercial)
Proposed:	CD-2-19 (Comprehensive Development)
Surrounding Uses:	
North:	Use: Single Family Residential
	Zone: RS-1 (One Family Urban Residential)
	Designation: Urban Residential

South:	Use:	Commercial and Residential
	Zone:	CS-1 (Service Commercial) and RS-1 (One Family Urban Residential)
East:	Designation:	Commercial and Urban Residential
	Use:	Single Family Residential
	Zone:	RS-1 (One Family Urban Residential)
West:	Designation:	Urban Residential
	Use:	Commercial
	Zone:	CS-1 (Service Commercial)
	Designation:	Commercial
Existing Use of Property:		Vacant
Proposed Use of Property:		Mixed Use (Commercial and Residential)
Site Area:		0.51 ha (1.3 acres)
Access:		Lougheed Highway
Servicing requirement:		Urban Standard

**b) Site Characteristics:**

The subject property, located at 21783 Lougheed Highway, is approximately 1.3 acres in area and is currently vacant (see Appendices A and B). The subject property is relatively flat with low-lying vegetation located throughout the site and trees along the eastern property boundary. Japanese Knotweed has been identified on the subject property; however, mitigation and removal measures have been implemented.

**c) Project Description:**

The subject property was recently rezoned to the C-2 (Community Commercial) zone, under a previous application, 2015-309-RZ. The purpose of this previously-approved rezoning application was to allow for a two-storey Pediatric and Family Care Clinic. The owners have since revised their vision for the development, and are requesting to rezone to a new Comprehensive Development zone (CD-2-19) (see Appendix C) that will include approximately 1,858 m<sup>2</sup> (20,000 ft<sup>2</sup>) of ground floor commercial space and approximately 90 residential units above, for a total of six storeys. The intention for the ground floor commercial space is to provide medical practices and related medical uses. The preliminary design intends to have the six storeys fronting onto Lougheed Highway (south facing), and then step down to three storeys adjacent to the single family residential lots along the northern property boundary. The preliminary design also identifies landscaping along the northern edge of the development to act as a buffer against the adjacent residential lots. The City lane located to the north of the subject property, which is approximately 3 m (10 ft.) in width, is not intended to be constructed and will further buffer the proposed development from the residential uses. Underground parking is proposed for the residential use, with access located in the northeast corner. Surface parking is to be provided for the commercial use, along the west, south, and eastern property boundaries (see Appendix D).

The Ministry of Transportation and Infrastructure (MOTI) has jurisdiction for access and parking requirements; therefore, the applicant will need to coordinate with MOTI early in the development process.

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 subject property is currently designated *General Commercial* in the OCP. It is noted that the subject property falls within the Lougheed Transit Corridor study area. The Lougheed Transit Corridor Study was initiated in September 2018 to review the OCP designations along the Lougheed Highway and surrounding area west of the Town Centre. The timing of this review coincides with a new rapid bus service between downtown Maple Ridge and the Evergreen skytrain line in Coquitlam along the Lougheed Highway. The Lougheed Transit Corridor study has also been undertaken in the context of the City's Commercial and Industrial Strategy recommendations to accommodate additional employment opportunities in West Maple Ridge by 2042, and to better utilize commercial land for long-term commercial demand.

Through the Lougheed Transit Corridor Concept Plan process, the subject property has been identified for the *Flexible Commercial Employment* land use, which aligns with the CS-1 (Service Commercial), C-2 (Community Commercial) and M-3 (Business Park) zones. The proposed land use reflects the property's location on the Lougheed Highway and the changing nature of commercial land.

As part of the land use review process, Urban Systems Consultants conducted a study area market analysis, with a specific focus on the rapid bus stop trade areas. That analysis indicated the following new commercial floor space could be anticipated over the next 15 year horizon:

- 1,300-1,858 m<sup>2</sup> (14,000-20,000 ft<sup>2</sup>) of new commercial floor space projected within 800 m of 203 Street and Lougheed Highway.
- 929-1,300 m<sup>2</sup> (10,000-14,000 ft<sup>2</sup>) of new commercial floor space projected within 800 m of Laity Street and Lougheed Highway. Specifically, Urban Systems identified an emerging model of comprehensive re-development in proximity to hospitals with a priority placed on professional health service offices and supporting uses. Ridge Meadows Hospital leadership staff have also indicated a desire to increase opportunities for medical offices adjacent to the site.
- 1,394-1,858 m<sup>2</sup> (15,000 – 20,000 ft<sup>2</sup>) of new commercial floor space projected within the Hammond commercial node.
- Under 9,290 m<sup>2</sup> (100,000 ft<sup>2</sup>) of new commercial floor space projected throughout West Maple Ridge.

In addition to commercial floor space forecasting, Urban Systems has also produced more generalized multi-family unit demand projections along the Lougheed Highway, which indicate a demand of approximately 2,100 new units over the ten-year horizon.

The Lougheed Transit Corridor Concept Plan, scheduled for Council review concurrently with the subject application on December 3, 2019, takes these revised projections into account in both the distribution and size of commercially designated land. The concept plan also reflects the community's vision and planning principles to create an urban environment focused on pedestrian, rather than vehicular needs, resulting in clustered higher density mixed-use development surrounding the rapid bus stops at 203 Street and Laity Street, with smaller 'high streets' along 207

Street and 216 Street. Outside of the identified nodes and high streets, new land uses are proposed to support employment-generating businesses in the light industrial, business park, and service commercial sectors, keeping in mind the need to be flexible and adaptive to evolving market conditions. The overall intent of the concept plan is to concentrate moderate commercial and residential growth within walking distance of a rapid bus stop or high street to create transit supportive developments that will promote transit ridership equivalent to larger scale rapid transit modes.

Although achieving many of the job creation and service commercial uses, as well as residential apartments, the proposal is larger than anticipated by the Loughheed Transit Corridor Concept Plan, at this location. This is because the applicant has been in discussion with City Staff for some time about a mixed use development, which pre-dates the Loughheed Transit Corridor Concept Plan. Efforts have been made in the proposed design to fit with the existing neighbourhood to the north, by stepping down the building to three storeys. Thus, the subject application pre-dates the Loughheed Transit Corridor Concept Plan, and should proceed to Public Hearing to see neighbourhood reaction.

#### **Zoning Bylaw:**

The current application proposes to rezone the subject property from C-2 (Community Commercial) to a new CD-2-19 (Comprehensive Development) zone to permit the construction of a six storey mixed-use building with approximately 1,858 m<sup>2</sup> (20,000 ft<sup>2</sup>) of ground floor commercial space plus approximately 90 residential units above (see Appendix E). Such a proposal has traditionally been limited to the Town Centre; however, the site is located on a Major Corridor and is within walking distance of the Town Centre and Ridge Meadows Hospital. Therefore, there is some justification to support the proposal towards Public Hearing to determine how the public will react to the proposed development. The ground floor office space is intended for a consortium of Maple Ridge doctors who are creating a medical service hub.

Due to the recent change in the proposal for this project, with the addition of residential units above and a significant increase in height, a new Comprehensive Development zone (CD-2-19) is being proposed. This zone will be primarily based on the C-3 (Town Centre Commercial) zone, with respect to permitted uses, siting, and height. The C-3 (Town Centre Commercial) zone could not be used at this location, as the subject property is located outside the Town Centre Area Plan.

#### **Development Permits:**

Pursuant to Section 8.5 of the OCP, a Commercial 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 Commercial 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;
- h) Ministry of Transportation and Infrastructure; and
- i) Canada Post.

The above list is intended to be indicative only and it may become necessary, as the application progresses, to liaise with agencies and/or departments not listed above. This application has not been forwarded to the Engineering Department for comments at this time; therefore, an evaluation of servicing and site access requirements have not been undertaken. We anticipate that this evaluation will take place between first and second reading.

**f) Alternatives:**

1. That Council defer the application subject to the height conforming to the Lougheed Transit Corridor Concept Plan (i.e. two storey commercial building).
2. That Council deny the application.

**g) 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); and
2. A Commercial Area 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 achieves many of the job creation, commercial and residential uses of the Loughheed Transit Corridor Concept Plan; however, the proposal has included up to five storeys of residential use above the ground floor commercial, which is greater in height and more dense than the Concept Plan has intended at this location. Discussions with the applicant that pre-date the Loughheed Transit Corridor Concept Plan have occurred regarding a mixed use development at the subject property. As well, there has been an effort to step the building to three storeys along the northern property boundary, adjacent to the single family residential properties. Thus, it is recommended that Council grant first reading subject to additional information being provided and assessed prior to second reading.

"Original signed by Adam Rieu"

---

*Prepared by:* **Adam Rieu**  
**Senior Planning Technician**

"Original signed by Lisa Zosiak" for

---

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

"Original signed by Christine Carter"

---

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

"Original signed by Christine Carter" for

---

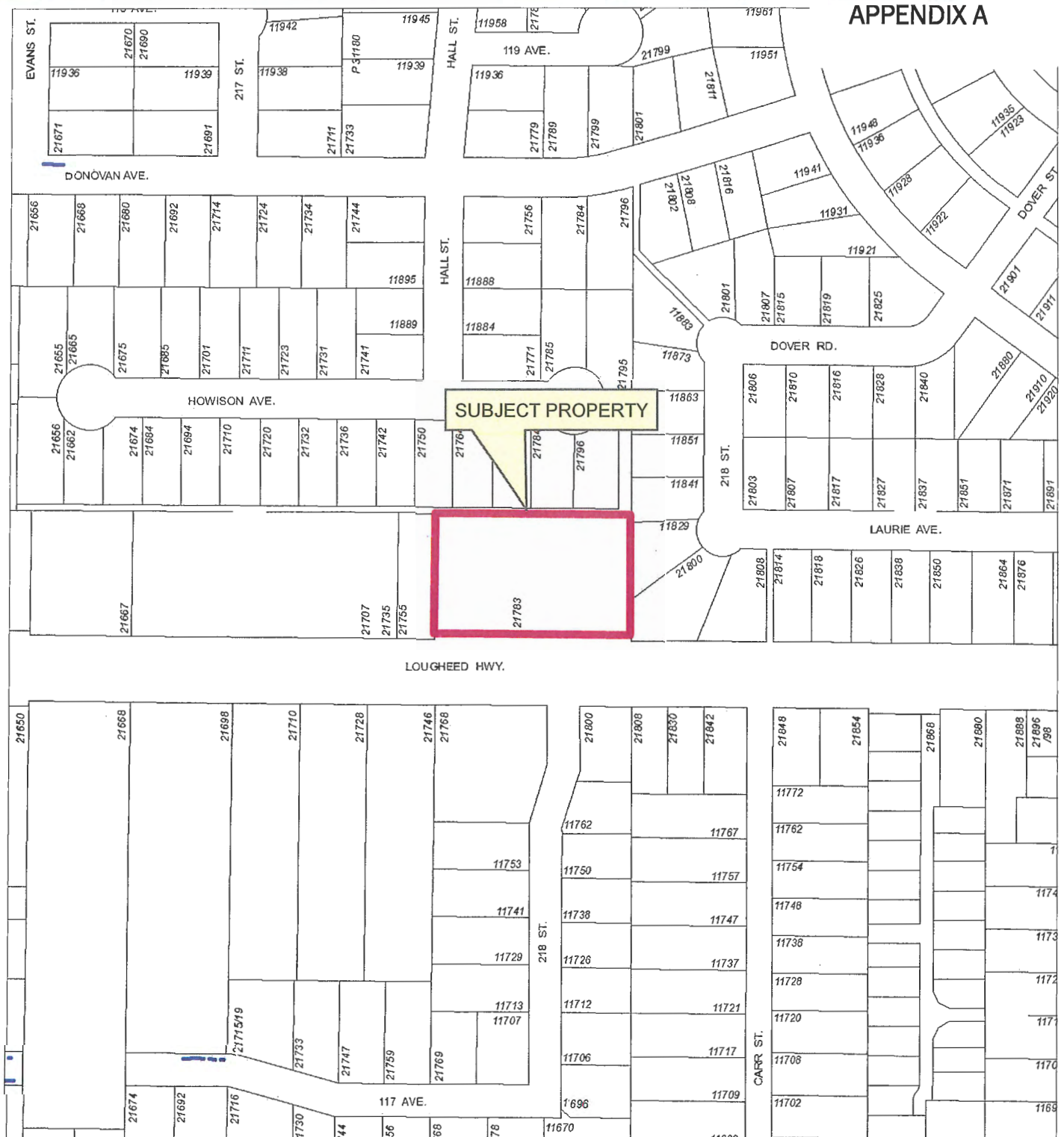
*Concurrence:* **Al Horsman**  
**Chief Administrative Officer**

The following appendices are attached hereto:

- Appendix A – Subject Map
- Appendix B – Ortho Map
- Appendix C – Zone Amending Bylaw No. 7591-2019
- Appendix D – Proposed Site Plan
- Appendix E – Preliminary Rendering



# APPENDIX A



Scale: 1:2,500

## Legend

 Ditch Centreline

21783 Lougheed Hwy  
PID 030-610-371

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

[mapleridge.ca](http://mapleridge.ca)

FILE: 2019-260-RZ

DATE: Jul 23, 2019

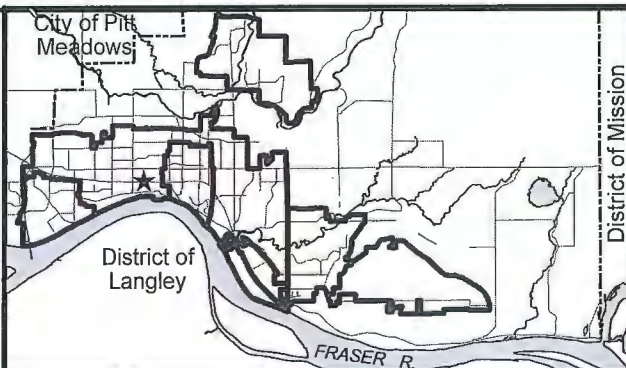
BY: MC



# APPENDIX B



Scale: 1:2,500



21783 Lougheed Hwy  
PID 030-610-371

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

[mapleridge.ca](http://mapleridge.ca)

FILE: 2019-260-RZ  
DATE: Jul 23, 2019

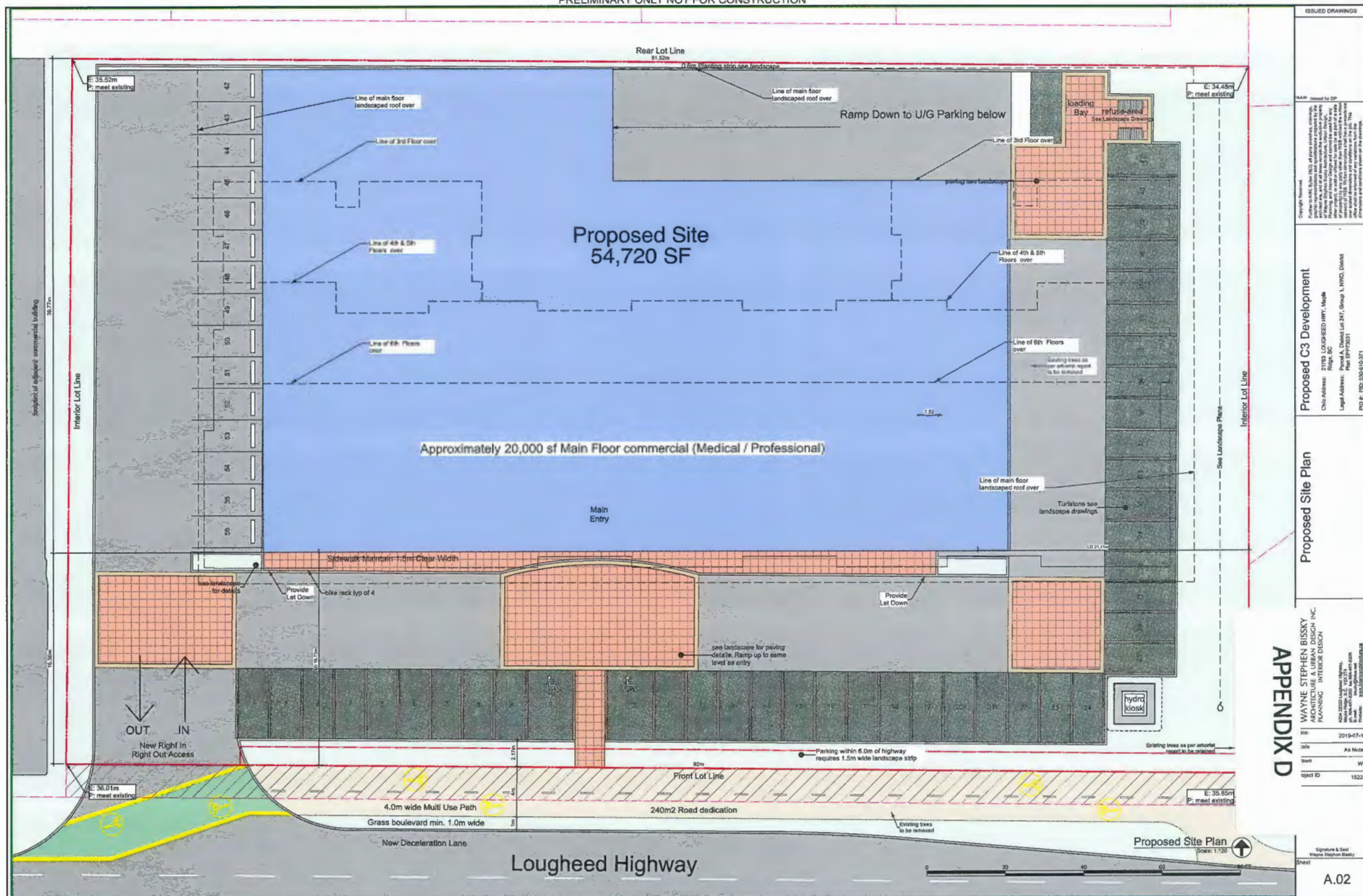
BY: MC

CORPORATE OFFICER





PRELIMINARY ONLY NOT FOR CONSTRUCTION



Date: 2019 July 18 1:09:43 PM File name: 15228 Architectural C3 2019-07-18, v2019.vwo

DIMENSIONS AND SPACES ARE NOT FINAL, SUBJECT TO CHANGE TO SCALE WHEN PRINTED ON ARCH D (36" x 24")

ISSUED DRAWING

14.3.30 issued for DIP

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## Proposed C3 Development

## Proposed Site Plan

**WAYNE STEPHEN BISSKY**  
ARCHITECTURE & URBAN DESIGN INC.  
PLANNING INTERIOR DESIGN

4206 32232 Longfield Highway,  
Metairie, LA 70002  
ph. 504-887-4300 fax 504-887-4305

Signature & Seal  
Wayne Stephen Black  
Sheet  
A.02





APPENDIX E

ISSUED DRAWINGS	
NAME	Issued for RFP
Copyright Reserved: For use in RFP only. No part of this drawing may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of the architect. This document is the property of the architect and is to be used only for the project and site for which it was prepared. It is not to be used for any other project or site without the prior written permission of the architect. The architect assumes no responsibility for the construction of the project or for the performance of the contractor. The architect's services are limited to the design of the project and do not include the construction of the project.	
Proposed C3 Development	
City Address:	2112 LOUGHEED HWY, Maple Ridge, BC
Legal Address:	Parcel A, District Lot RPT Group 1, MVO, District Plan SPT 2001
P.O. #:	100-100410-01
Concept Sketch from North Daytime	
WAYNE STEPHEN BISSKY ARCHITECTURE & URBAN DESIGN INC. PLANNING INTERIOR DESIGN	
Date: 2019-07-19	
Scale: As Noted	
Drawn: WBS	
Project ID: 15228	
Signature & Seal: Wayne Stephen Bissky	
Sheet: A.04	

## City of Maple Ridge

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Proposed Revisions to the Development Permit Process  
First and Second Reading  
Maple Ridge Official Community Plan Amending Bylaw No. 7594-2019  
First, Second, and Third Reading  
Maple Ridge Development Permit Delegation Amending Bylaw No. 7595-2019

**MEETING DATE:** December 3, 2019  
**FILE NO:** 2019-334-RZ  
**ATTN:** C o W

---

### EXECUTIVE SUMMARY:

At the October 22, 2019 Council Workshop, Council reviewed a report titled, "Proposed Revisions to the Development Permit Process". This report provided recommendations for revisions to the Official Community Plan and to the Development Permit Delegation Bylaw in order to expedite the issuance of Development Permits. In response to these recommendations, Council passed the following resolution:

*That staff prepare bylaw amendments as outlined in the report "Proposed Revisions to the Development Permit Process" dated October 15, 2019.*

This report introduces the bylaw amendments in support of Council direction. The October 22, 2019 Workshop report is attached to this report as Appendix A.

### RECOMMENDATION:

- 1) That Maple Ridge Official Community Plan Amending Bylaw No. 7594-2019 be given First and Second Readings and be forwarded to Public Hearing; and
- 2) That Maple Ridge Development Permit Delegation Amending Bylaw No. 7595-2019 be given First, Second, and Third Readings.

### DISCUSSION:

#### a) Background:

The recommendations presented with this report are the result of Council dialogue and direction with the intention to improve the development application process. Achieving these outcomes involves introducing bylaw amendments to the Official Community Plan and to the Maple Ridge Development Permit Delegation Bylaw. The amending process for the Official Community Plan includes a required Public Hearing. The Development Permit Delegation Bylaw does not require a public hearing.

## b) Project Description:

This application is to amend the Official Community Plan in order to increase the exemption threshold for form and character development permits for façade and landscape improvements. In addition, it proposes to amend the Maple Ridge Development Permit Delegation Amending Bylaw to increase the delegation authority for the Director of Planning to include the issuance of wildfire development permits and form and character development permits for construction value that is less than \$500,000.00. For the purpose of amending the Bylaw, this type of development permit will be defined as “smaller scale development permits”. The descriptions of these bylaw amendments are outlined below.

### 1. Exemptions to Development Permits

#### Official Community Plan Amendment.

The direction given by Council pertained to exterior façade and landscape renovations to existing structures for form and character development permits. Council’s specific direction was to increase the exemption threshold from \$25,000.00 to \$250,000.00 for development permits under these circumstances. In addition, the need for landscape securities including maintenance period will be noted as a condition of the issuance of a building permit. The section of the Official Community Plan that will require amendments is Section 8.4, Development Permit Area Exemptions, Part 1 c) and d), with the proposed amendments shown in bolded font, and the deleted sections shown with strike-through font, as follows:

#### 1. A Development Permit is not required for any of the following:

- c. Additions or external alterations to an existing building or structure which do not significantly impact the external appearance of the building because they are compatible in terms of material, colours, form and character with the existing development, provided such works is not on lands within 50 meters of the top-of bank of any watercourse or wetland. **Landscape securities including the maintenance period of landscape installation will be taken as a condition of issuance of a building permit.** Generally, this applies to renovations with a total value of less than ~~\$25,000~~ **(\$250,000.00)** or for additional 100 m<sup>2</sup> (1076 ft<sup>2</sup>) or less that are consistent with the Development Permit Guidelines;
- d. Site improvements ~~for~~ such as landscaping , paving, and access paths, with a total value of less than ~~\$25,000~~ **(\$250,000.00)**, provided such work is not within 50 metres of the top-of-bank of any watercourse or wetland and the work is compatible with the Development Permit Guidelines.

These required amendments include a simple replacement of the higher amount (\$250,000.00) for the exemption threshold, and the insertion of text regarding landscape securities.

### 2. Delegation of Authority for Small Scale Development Permits

#### Development Permit Delegation Bylaw.

The direction given by Council was to delegate to the Director of Planning the issuance of wildfire and smaller scale form and character development permits (less than \$500,000.00 construction value). An amendment to the Development Permit Delegation Bylaw is therefore required. In addition, there have been some changes to the Local Government Act since the Development Permit Delegation Bylaw was created in 2007. This proposed amendment provides an opportunity to revise



this bylaw to reflect these more recent changes in the Local Government Act, which became effective in 2015.

The following sections in the Local Government Act are referenced in the Development Permit Delegation Bylaw, but have since been revised, due to revisions in the Act, as follows:

- Section 920 has become Section 489 (Activities that require a development permit)
- Section 925 has become Section 502 (Requirement for security as condition of land use permit)
- Section 926 has become Section 504 (Permit lapses if relevant construction not substantially started)
- Section 928 has become Section 501 (General land use permit matters)
- Section 919 has become Section 488. (Designation of development permit areas)

It should be noted that the above changes are administrative in nature as these are simple housekeeping amendments that do not alter the original intent of the bylaw. The proposed amendments below will revise Part 2 of the Development Permit Delegation Bylaw.

#### **Current Bylaw:**

##### **Delegation of Powers Respecting Environmental Development Permit Areas**

Council hereby delegates to the Director of Planning, or in that person's absence, the Manager of Development and Environmental Services, all of Council's powers, duties and functions under Sections 920, 925, 926, and 928 of the Local Government Act in respect of all development permit areas designated under s. 919.1 (1) (a) of that Act;

Section 919.1 (1) (a) of the Local Government Act is limited to protection of the natural environment, its ecosystems and biological diversity. As this amendment is intended to expand the delegation authority to include wildfire development permits, a revision that references the revised Local Government Act section is proposed.

#### **Proposed:**

##### **Delegation of Powers Respecting Environmental and Wildfire Development Permit Areas**

Council hereby delegates to the Director of Planning, or in that person's absence, the Manager of Development and Environmental Services, all of Council's powers, duties and functions under Sections 489, 502, 504, and 501 of the Local Government Act in respect of all development permit areas designated under s. 488 (1) (a) and (b) of that Act.

Where (a) is the protection of the natural environment, its ecosystems and biological diversity, and (b) is the protection of development from hazardous conditions (wildfire development permit);

This proposed amendment will introduce a new delegation of authority for the issuance of form and character development permits for developments with construction costs that are less than \$500,000.00. The proposed mechanism to achieve this objective is to define applicable proposals as "small scale development permits", and establish criteria for meeting this definition. These proposed criteria are appended to the proposed amending bylaw as Appendix A. The proposed new section of the Development Permit Delegation Bylaw follows:

### **Delegation of Small Scale Development Permits**

4. Council hereby delegates to the Director of Planning, or in that persons absence, the Manager of Development and Environmental Services, the power to issue a development permit under Section 488 (1) (e), (f) of the Local Government Act or by a delegatee under this Bylaw.
5. The delegatee shall not issue a development permit under Section 4, unless the delegatee considers that the amendment is a small scale development permit that conforms with the guidelines attached as Schedule A.
6. An application for a small scale development permit shall be made in a form satisfactory to the delegatee and shall be accompanied by such information as the delegatee considers necessary to appropriately review the application.

### **CONCLUSION:**

This report introduces bylaw amendments to help streamline the approval process for specific development permits, and recommends that Council give first and second reading to Maple Ridge Official Community Plan Amending Bylaw No. 7594-2019 and Maple Ridge Development Permit Delegation Amending Bylaw No. 7595-2019.

"Original signed by Diana Hall"

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*Prepared by:* **Diana Hall M.A., MCIP, RPP  
Planner 2**

"Original signed by Lisa Zosiak" for

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

"Original signed by Christine Carter"

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

"Original signed by Christine Carter" for

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*Concurrence:* **Al Horsman,  
Chief Administrative Officer**

The following appendices are attached hereto:

Appendix A – Council Workshop Report, dated October 22, 2019

Appendix B - Maple Ridge Official Community Plan Amending Bylaw No. 7594-2019.

Appendix C - Maple Ridge Development Permit Delegation Amending Bylaw No. 7595-2019.



## City of Maple Ridge

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Proposed Revisions to the Development Permit Process

**MEETING DATE:** October 22, 2019  
**FILE NO:** 2019-334-RZ  
**ATTN:** Workshop

### EXECUTIVE SUMMARY:

The City of Maple Ridge has always been receptive to recommendations that improve efficiencies in their service delivery. For the Planning Department, a pertinent focus continues to be improvements in the development application process. Following on this broader objective, this report makes recommendations for specific development permit processes, that could be either exempted or delegated to the Director of Planning. This resulting process is expected to benefit applicants by improving processing times and reducing the number of reports being placed on Council agendas.

For Council's consideration, this report recommends revisions and conditions for specific types of development permits. These permits and conditions include:

- **Wildfire Development Permits.** Delegate authority for the issuance of these technical permits.
- **Form and Character Exemption threshold.** For exterior façade and landscape renovations to existing structures, raise the current development permit exemption from \$25,000.00 to \$250,000.00.
- **Form and Character Development Permits.** Delegate authority for the issuance of these permits if the estimated cost of construction is less than \$500,000.00 for new buildings, or between \$250,000.00 and \$500,000.00 for exterior façade and landscape renovations.

These initiatives are proposed as part of a larger municipal effort to improve service delivery, especially for smaller scale business owners and investors.

### RECOMMENDATION:

That staff prepare bylaw amendments as outlined in the report "Proposed Revisions to the Development Permit Process" dated October 15, 2019.

### DISCUSSION:

#### a) Background:

This proposal to revise processes and considerations for the issuance of development permits is consistent with earlier initiatives made in 2007. At that time, Council amended the Maple Ridge Development Procedures Bylaw No. 5879-1999 with the purpose of stream lining the approval and review process of various Planning Department applications. With this in mind, a second bylaw was adopted at the same time delegating to the Director of Planning the issuance of Environmental related Development Permits and the approval of minor changes to existing form and character Development Permits as Maple Ridge Development Permit Delegation Bylaw No. 6478-2007. These

implemented changes were the results of a lengthy and in-depth analysis of a review by a consultant team, UMA Engineering Ltd. in 2004 whose strategy was endorsed by Council.

Overall, the results of the earlier bylaw changes have been positive. For example, the delegation of the issuance of technical environmental permits and minor DP amendments have reduced processing time significantly. Other initiatives developed at that time were intended to improve the accessibility of information for prospective applicants. These initiatives included the encouragement of pre-application meetings and the preparation of comprehensive check lists for development applications.

**b) Proposed Amendments and Regulatory Framework:**

Building on the successes of these earlier initiatives, further revisions are proposed for Council's consideration. Descriptions of the affected applications, justification for these amendments, and the required bylaw amendments to make these changes are described below:

- **Wildfire Development Permits**

**Description:** *The Wildfire Development Permit Area Guidelines are intended for the protection of life and property in designated areas that could be at risk of wildfire and where this risk may be reasonably abated through implementation of appropriate precautionary measures. A Development Permit is required for all development and subdivision activity or building permits for areas identified as a Wildfire Development Permit Area in the Official Community Plan.*

**Recommendation:** Delegate the authority for issuance of these permits to the Director of Planning. As before, the Fire Chief will review and sign the report.

**Justification:** The Wildfire Development Permit Area was established in 2014. At present, these Development Permits are issued by Council, but are highly technical, based on scientific findings, that do not require a political decision to be justified. The site specific details of these permits are generally integrated with other environmental development permits as part of an overall development application for rezoning or subdivision. The issuance of environmental development permits (Watercourse Protection and Natural Features) was delegated to the Director of Planning in 2007, with positive results. For this reason, it is consistent and justified to also delegate authority for the issuance of Wildfire Development Permits to the Director of Planning.

**Required Bylaw Amendment:** This additional delegation of authority to the Director of Planning will require an amendment to the Maple Ridge Delegation Bylaw 6478-2007.

- **Form and Character Development Permits**

**Description:** *Form and character development permits are a practical approach for directing the appearance of buildings and landscaping within the Community. To meet this objective, Development Permits are required for all rezoning, subdivision of land, or construction, addition to or alteration of buildings or other structures that involve multifamily residential, intensive residential, commercial, and industrial development. Exemptions are specified for form and character development permit requirements, including single family development, internal renovations, or **site improvements with an estimated value of \$25,000.00.***

- **Form and Character Exemption threshold**

**Recommendation:** Increase the exemption threshold for requiring a form and character development permit from \$25,000.00 to \$250,000.00 for exterior façade and landscape renovations to existing structures.

**Justification:** Rising construction costs are the main reason for this exemption. A staff review of construction costs and development permits reveal that there has been about 1 application per year with construction costs of less than \$100,000.00. A threshold of \$250,000.00 would exempt about 20 applicants each year from the requirement to apply for a development permit. This change will benefit smaller scale developers and business interest with reduced costs and fewer time delays in application processing.

Consideration will be required to maintain quality in the built form. For this reason, this exemption threshold increase is only recommended for renovations to existing structures that would have previously been subject to the development permit process. In addition, a recommendation will be to require a standard landscape security as part of the building permit process to direct both the installation and maintenance of landscape materials. Building permit information pertains to the entire cost of construction, but with an existing building, changes to landscaping and external facades are usually minimal. Internal renovations do not require a development permit.

**Required Bylaw Amendment:** The current development permit exemption is prescribed in the Official Community Plan. For this reason, an amendment to the Official Community Plan is required to increase this threshold.

- **Delegation of Issuance of Form and Character Development Permits**

**Recommendation:** the delegation of authority to the Director of Planning for the issuance of form and character development permits for new buildings where the estimated cost of construction is less than \$500,000.00, or between \$250,000.00 and \$500,000.00 for exterior façade and landscape renovations.

**Justification:** A revised process is recommended in order to streamline application processing while maintaining municipal standards for urban design. In these cases, the applicant will still be required to follow processes including attendance at an Advisory Design Panel meeting, and interdepartmental referrals, but Council approval will not be required for the issuance of these smaller scale permits.

**Required bylaw amendments:** This additional delegation of authority to the Director of Planning will require an amendment to the Maple Ridge Delegation Bylaw 6478-2007.

#### **Next Steps:**

The recommendations presented above are intended to improve the development application process and promote Council dialogue and direction on the required bylaw amendments to achieve these outcomes.

Two bylaws (Official Community Plan and Delegation Bylaw) will need to be amended to realize these outcomes. The amending process for the Official Community Plan includes a required Public Hearing. The Delegation Bylaw does not require a public hearing.

If the recommendations above are agreed to, staff can commence a simple process of bylaw introduction that would be brought to a regular Committee of the Whole meeting. It is recommended that these improvements be implemented immediately because these amendments will benefit both Council, applicants, and the public. The Official Community Plan amendment will provide consultation opportunities with the required public hearing.

**c) Intergovernmental Implications:**

The Local Government Act provides enabling legislation for amending both the Delegation Bylaw and the Official Community Plan. Any amending bylaws will be required to adhere to the process as outlined in the Local Government Act.

**d) Citizen/Customer Implications:**

Staff participate on the UDI/HAVAN (Urban Development Institute/ Home Builder's Association Vancouver) Liaison Committee, and will seek feedback on these amendments prior to the Public Hearing. The delegation bylaw does not require a Public Hearing to be adopted by Council, although a Public Hearing is required to amend the Official Community Plan.

**e) Interdepartmental Implications:**

The recommendations outlined in this report are intended to improve service delivery in the development process. This objective is integrated throughout municipal departments, but most directly involves Planning, Building, Engineering, Bylaws, and Economic Development.

These proposed amendments have been discussed with these departments, and all are supportive of the recommendations.

**CONCLUSION:**

This report provides recommendations to help streamline the approval process for specific development permits, and recommends that Council direct staff to commence bylaw introduction for this purpose.

"Original signed by Diana Hall"

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*Prepared by:* **Diana Hall, M.A (Planning), MCIP, RPP  
Planner 2**

"Original signed by Chuck Goddard"

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

"Original signed by Christine Carter"

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

"Original signed by Kelly Swift"

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*Concurrence:* **Kelly Swift, MBA  
Acting Chief Administrative Officer**

## CITY OF MAPLE RIDGE

## BYLAW NO.7594-2019

## A Bylaw to amend the Official Community Plan

**WHEREAS** the Local Government Act empowers a local government to adopt or amend an 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, enacts as follows:

1. This Bylaw may be cited for all purposes as "Maple Ridge Official Community Plan Amending Bylaw No.7594-2019."
2. Maple Ridge Official Community Plan Bylaw 7060-2014 is amended as follows:

Delete Section 8.4, Development Permit Area Exemptions, Part 1 c) and d) in their entirety, and replace them with:

- c. Additions or external alterations to an existing building or structure which do not significantly impact the external appearance of the building because they are compatible in terms of material, colours, landscaping, form and character with the existing development, provided such works is not on lands within 50 meters of the top-of bank of any watercourse or wetland. Generally, this applies to renovations with a total value of less than \$250,000.00 or for additional 100 m<sup>2</sup> (1076 ft<sup>2</sup>) or less that are consistent with the Development Permit Guidelines. Applicable securities for the work including the maintenance period will be taken as a condition of issuance of a building permit;
  - d. Site improvements such as landscaping, paving, and access paths, with a total value of less than \$250,000.00, provided such work is not within 50 metres of the top-of-bank of any watercourse or wetland and the work is compatible with the Development Permit Guidelines.
3. Maple Ridge Official Community Plan Bylaw No. 7060-2014 as amended is hereby amended accordingly.

**READ A FIRST TIME** the \_\_\_\_\_ day of \_\_\_\_\_, 200 .

**READ A SECOND TIME** the \_\_\_\_\_ day of \_\_\_\_\_, 200 .

**PUBLIC HEARING HELD** the            day of            , 200 .

**READ A THIRD TIME** the \_\_\_\_\_ day of \_\_\_\_\_, 200 .

**ADOPTED**, the            day of            , 200 .

**PRESIDING MEMBER**

CORPORATE OFFICER

**CITY OF MAPLE RIDGE  
BYLAW NO. No 7595- 2019**

A Bylaw to amend the text of Maple Ridge Development Permit Delegation  
Bylaw No. 6478-2007 as amended

---

**WHEREAS**, it is deemed expedient to amend the Maple Ridge Development Permit Delegation Bylaw No. 6478-2007 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 Development Permit Delegation Bylaw Amending Bylaw No. 7595-2019**”.
2. The Maple Ridge Delegation Bylaw No. 6478-2007 is hereby amended as follows:

**Delete Part 2, Delegation of Powers Respecting Environmental Development Permit Areas in its entirety, and replaced with the following:**

**Delegation of Powers Respecting Environmental and Wildfire Development Permit Areas**

Council hereby delegates to the Director of Planning, or in that person's absence, the Manager of Development and Environmental Services, all of Council's powers, duties and functions under Sections 489, 502, 504, and 501 of the Local Government Act in respect of all development permit areas designated under s. 488 (1) (a) and (b) of that Act.

That a new category be added, after Part 3, as follows:

**Delegation of Small Scale Development Permits**

4. Council hereby delegates to the Director of Planning, or in that persons absence, the Manager of Development and Environmental Services, the power to issue a development permit under Section 488 (1) (e), (f) of the Local Government Act or by a delegatee under this Bylaw.
5. The delegatee shall not issue a development permit under Section 4, unless the delegatee considers that the amendment is a “small scale development permit” that conforms with the guidelines attached as Schedule A.
6. An application for a “small scale development permit” shall be made in a form satisfactory to the delegatee and shall be accompanied by such information as the delegatee considers necessary to appropriately review the application.

That Parts 4 and 5, Delegation of Minor Amendment Powers, be deleted in their entirety, and replaced with the following:

**Delegation of Minor Amendment Powers**

7. Council hereby delegates to the Director of Planning, or in that persons absence, the Manager of Development and Environmental Services, the power to amend any development



permit issued by Council under Section 489 of the Local Government Act or by a delegatee under this Bylaw.

8. The delegatee shall not amend a development permit under Section 7, unless the delegatee considers that the amendment is a minor amendment that conforms with the guidelines attached as Schedule A.

That Sections 6 and 7 be renumbered as Sections 9 and 10:

That the title "Manager of Legislative Services" be replaced with the title "Corporate Officer", where it appears in the bylaw;

That in Section 7 d) i), the term "Section 7(c)" be replaced by the term "Section 10(c)".

That Schedule A be deleted in its entirety and replaced with a new Schedule "A" that includes guidelines pertaining to both Minor Amendment Powers and "small scale development permits."

1. Maple Ridge Delegation Bylaw 6478-2007 as amended is hereby amended accordingly.

**READ** a first time the       day of       , 20

**READ** a second time the       day of       , 20

**READ** a third time the       day of       , 20

**ADOPTED** the       day of       , 20

---

**PRESIDING MEMBER**

---

**CORPORATE OFFICER**



Schedule "A" to Bylaw 6478- 2007 as amended  
by Amending Bylaw 7595-2019

## **GUIDELINES FOR CONSIDERATION OF**

### **Small Scale Development Permits and Minor Amendments to Development Permits**

#### **Introduction**

These criteria are intended as a guide for review of small scale development permits and minor changes to approved development permit drawings, which will not result in the need for Council consideration.

**Small scale development permits:** Small scale development permits are those with an estimated cost of construction of less than \$500,000.00. All application requirements for development permits will also pertain to small scale development permits.

**Minor amendments to development permits:** In order to qualify as a minor amendment to a development permit, the criteria do not include modifications to the basic form and character of a development and will not involve impact to adjacent properties and the streetscape. Proposed modifications should enhance the project and should not change the basic site planning and urban design details.

Applicants should identify all required modifications from the original Development Permit submission, at the building permit review stage, to allow the total impact of proposed changes to be assessed. This assessment is not intended for approval of modifications which have already been constructed.

#### **Criteria**

**Small Scale Development Permit:** In order to qualify as a small scale development application, the applicant must include the estimated cost of construction in the development permit application.

**Minor Amendment to a development permit:** In order to be considered for minor amendment, the following criteria must be met:

1. Proposed modifications must not require any new development variances or increase approved variances.
2. The density as defined in the applicable zoning category of the development must not be increased beyond the level specified in the approved Development Permit.
3. Proposed modifications must not alter elements that were controversial or that attracted considerable discussion from the public, staff, Advisory Design Panel, or Council during the original Development Permit process.

4. Proposed exterior modifications must maintain or enhance the quality of the development and must retain the basic form and character of the development.
5. Modifications should not alter the approved lot coverage, siting, scale, spacing, or configuration of buildings, with the exception of minor changes and additions to buildings to accommodate Building Code or servicing requirements.
6. Approved open space and amenity areas should be maintained; proposed changes to landscaping detail should be minor in nature and of equivalent value to approved plans.
7. Proposed changes to the location and configuration of vehicle access and parking areas should be minor in nature.
8. Proposed modifications must not contravene the applicable Development Permit Area Guidelines and Objectives.

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** First Reading  
Zone Amending Bylaw No. 7597-2019;  
Lakewood Camp (Unaddressed property on Alouette Road)  
PID: 002-314-703

**MEETING DATE:** December 3, 2019  
**FILE NO:** 2019-395-RZ  
**MEETING:** C o W

---

**EXECUTIVE SUMMARY:**

An application has been received to rezone the subject property, referred to as Lakewood Camp, from P-3 (Childrens Institutional) to P-2 (Special Institutional), to permit future use as a Katzie First Nation Healing Centre. To proceed further with this application additional information is required as outlined below.

**RECOMMENDATIONS:**

1. That Zone Amending Bylaw No. 7597-2019 be given first reading; and
2. That the applicant provide further information as described on Schedules C, F, G and J of the Development Procedures Bylaw No. 5879-1999.

**DISCUSSION:**

**a) Background Context:**

Applicant: Smuq'wa Development Corporation

Legal Description: Block "A" Southwest Quarter Section 35 Township 12 NWD

OCP:

Existing:	Institutional
Proposed:	Institutional

Zoning:

Existing:	P-3 (Childrens Institutional)
Proposed:	P-2 (Special Institutional)

Surrounding Uses:

North:	Use:	Forest
	Zone:	A-2 (Upland Agricultural)
	Designation:	Agriculture
South:	Use:	Forest and Correctional Facility beyond
	Zone:	A-2 (Upland Agricultural)
	Designation:	Agriculture

East:	Use:	Forest, resource extraction and Correctional Facility beyond
	Zone:	A-2 (Upland Agricultural) and P-5 (Corrections and Rehabilitation); M-2 (General Industrial); and M-4 (Extraction Industrial)
West:	Designation:	Rural Resource and Institutional
	Use:	Alouette River with forest beyond
	Zone:	A-2 (Upland Agricultural)
	Designation:	Agriculture
Existing Use of Property:		Treed with clearings
Proposed Use of Property:		Institutional
Site Area:		6.15 HA. (15.19 acres)
Access:		Alouette Road
Servicing requirement:		Rural Standard

#### b) Site Characteristics:

The subject property (See Appendices A and B) is an irregular shaped lot, generally level in the east; however, dropping off steeply towards the Alouette River at the western property boundary. There are also grade changes on the northern portion of the site located near the BC Hydro right-of-way, which encumbers the northern portion of the lot. Aerial photos and tax assessment records indicate building improvements of negligible value in small clearings. The site is generally treed with clearings and has an intermittent seasonal creek at the northern part of the site.

#### c) Project Description:

The proposal is to rezone the subject site from P-3 (Childrens Institutional) to P-2 (Special Institutional), to permit future use as a Katzie First Nation Healing Centre in the southern portion of the site. A conceptual plan for the proposed Healing Centre is inset to the right.

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 the proposed building layout, 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 *Institutional*. This designation allows for the proposed P-2 (Special Institutional) zone. The proposal aligns with OCP Policy 3-5 to "support community wellness principles by ... promoting activities that contribute to the needs, health, development and well-being of individuals in the community."



### **Zoning Bylaw:**

The current application proposes to rezone the subject property known as Lakewood Camp from P-3 (Childrens Institutional) to P-2 (Special Institutional) (see Appendix C) to permit for future use as a Katzie First Nation Healing Centre. The P-2 zone can accommodate this use as a "Private Hospital". Any variations from the requirements of the proposed zone will require a Development Variance Permit application.

### **Development Permits:**

The Institutional use being proposed does not require a Development Permit for the purpose of governing form and character; however, a Development Permit governing Watercourse Protection and Natural Features will be required pursuant to Section 8.9 and 8.10 of the OCP. The purpose of these development permits is to ensure the preservation, protection, restoration and enhancement of watercourse and riparian areas, as well as, to ensure the preservation, protection, restoration and enhancement of the natural environment in the vicinity of the natural features.

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

### **Advisory Design Panel:**

A submission to the Advisory Design Panel is not required for this proposal because Institutional uses are not subject to a Development Permit. An informal referral prior to second reading to the ADP is optional if the applicant would find it beneficial to finalize their proposal.

### **Development Information Meeting:**

A Development Information Meeting is not required under Council Policy 6.20 for this project due to its small scale and the undeveloped and natural surroundings.

### **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; and
- f) Environmental section.

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

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

**f) Development Applications:**

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

1. A complete Rezoning Application (Schedule C);
2. A Watercourse Protection Development Permit Application (Schedule F);
3. A Natural Features Development Permit Application (Schedule G); and
4. A Wildfire Development Permit Application (Schedule J).

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.

"Original signed by Adrian Kopystynski"

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Prepared by: **Adrian Kopystynski, M.Sc., MCIP, RPP, MCAHP**  
**Planner**

"Original signed by Chuck Goddard"

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

"Original signed by Christine Carter"

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

"Original signed by Al Horsman"

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Concurrence: **Al Horsman**  
**Chief Administrative Officer**

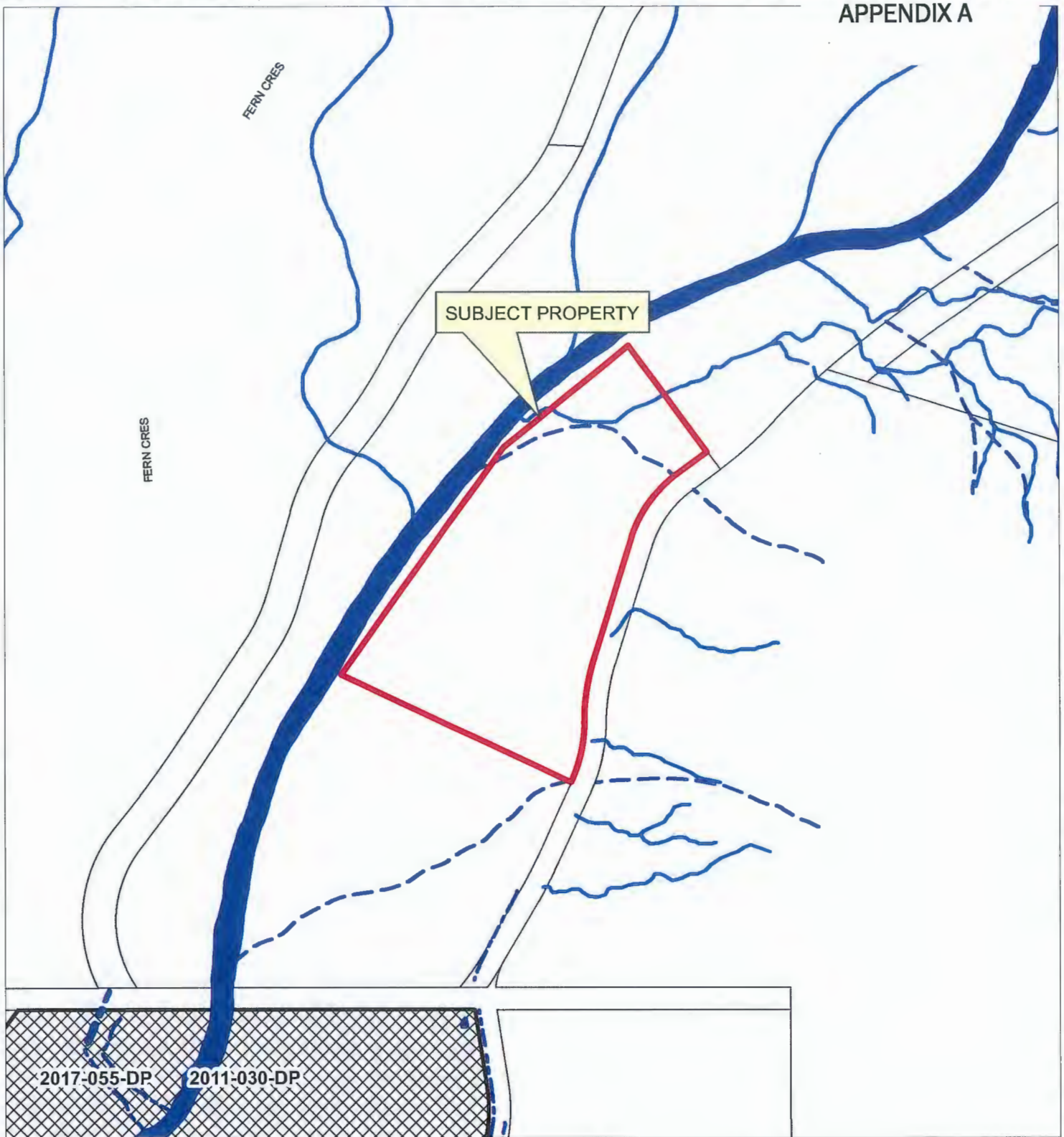
The following appendices are attached hereto:

Appendix A – Subject Map

Appendix B – Ortho Map

Appendix C – Zone Amending Bylaw No. 7597-2019





Scale: 1:5,000

**Legend**

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

**LAKEWOOD CAMP**  
PID: 002-314-703

PLANNING DEPARTMENT



**MAPLE RIDGE**

British Columbia

**mapleridge.ca**

FILE: 2019-395-RZ

DATE: Nov 19, 2019

BY: AC

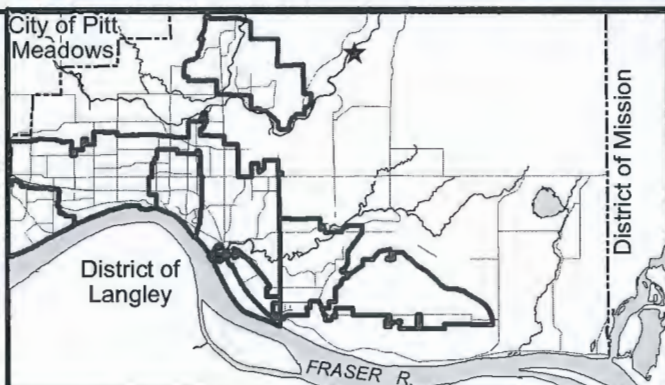


SUBJECT PROPERTY

Aerial Imagery from the Spring of 2019



Scale: 1:5,000



LAKEWOOD CAMP  
PID: 002-314-703

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

[mapleridge.ca](http://mapleridge.ca)

FILE: 2019-395-RZ

DATE: Nov 19, 2019

BY: AC

## CORPORATE OFFICER





## MAPLE RIDGE ZONE AMENDING

Bylaw No. 7597-2019

Map No. 1818

From: P-3 (Childrens Institutional)

To: P-2 (Special Institutional)



SCALE 1:4,500



**mapleridge.ca**

**City of Maple Ridge**

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Development Variance Permit  
105 - 22308 Lougheed Highway

**MEETING DATE:** December 3, 2019  
**FILE NO:** 2019-259-DVP  
**MEETING:** CoW

---

#### **EXECUTIVE SUMMARY:**

Development Variance Permit application (2019-259-DVP) has been received to allow a sign that is prohibited in the Maple Ridge Sign Bylaw. The requested variance is to:

1. Vary the Maple Ridge Sign Bylaw to permit a flashing /oscillating sign.

Flashing digital signs have been discussed by a number of municipalities in recent years. Noted concerns include public safety impacts due to distracted drivers, light pollution, and visual intrusion into the public realm. This application is for a sign that is already in place. The applicant has applied for the variance upon being notified by municipal staff that the sign was prohibited.

The prohibited sign is sited at a prominent intersection in the Town Centre, at 223<sup>rd</sup> Street and Lougheed Highway, within a transom window at the corner entrance of a recently constructed building, directly beneath a fascia sign that was installed and permitted in accordance with the Maple Ridge Sign Bylaw. The mixed use building was developed in accordance with the Development Permit guidelines for the Town Centre with space for fascia signs directly above the ground level commercial entrances.

The sign is inconsistent with the intent of the Sign Bylaw and with the Development Permit guidelines of the Town Centre, which directed the design of the structure that the prohibited sign is located within. For this reason, it is recommended that Development Variance Permit 2019-259-DVP not be approved, and that the prohibited sign be removed.

#### **RECOMMENDATION:**

That Application 2019-259-DVP respecting property located at 105 - 22308 Lougheed Highway be denied.

#### **DISCUSSION:**

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

Applicant: Guillermo Bourget

Legal Description: Lot: 48, D.L.: 398, Plan: EPS1148

**OCP:**

Existing:	Town Centre Commercial
Proposed:	Town Centre Commercial

**Zoning:**

Existing:	C-3 (Town Centre Commercial)
Proposed:	C-3 (Town Centre Commercial)

**Surrounding Uses**

North:	Use:	Commercial and Residential
	Zone:	C-3 (Town Centre Commercial)
	Designation:	Town Centre Commercial
South:	Use:	Commercial
	Zone:	C-3 (Town Centre Commercial)
	Designation:	Town Centre Commercial
East:	Use:	Commercial
	Zone:	C-3 (Town Centre Commercial)
	Designation:	Town Centre Commercial
West:	Use:	Commercial
	Zone:	C-3 (Town Centre Commercial), CD-2-85 (Comprehensive Development), CS-2 (Service Station Commercial)
	Designation:	Town Centre Commercial

Existing Use of Property:	Mixed-use commercial and residential
Access:	Lane to the south of Lougheed Highway
Servicing:	Full urban servicing to be provided
Lot Size:	1286.9 m <sup>2</sup>

**b) Project Description:**

This application is to vary the Sign Bylaw in order to permit a prohibited sign (flashing /oscillating) in the Town Centre. As shown in Appendix D, the sign has already been installed, within a transom window, directly beneath a fascia sign that was permitted and approved in accordance with the Maple Ridge Sign Bylaw.

This prohibited sign is located at a prominent intersection in a mixed use building that has been recently constructed, in accordance with the Development Permit Guidelines for the Town Centre. The building design was reviewed by the Advisory Design Panel, and revised in response to the Panel's recommendations. This building has a clearly differentiated ground level commercial component, with architectural features intended to enhance the pedestrian realm. Spaces for fascia signs above each commercial entrance have been included in the building's design.

**c) Variance Analysis:**

A Development Variance Permit allows Council some flexibility in the approval process.

The requested variances and rationale for support are described below.

1. *Maple Ridge Sign Bylaw No.4653-1992, Section 7, Prohibited Signs b:*  
To permit a flashing or oscillating sign, which is prohibited in the Bylaw.

There are two Development Permit guidelines in the Official Community Plan that are directly relevant to this variance request. Guideline B1:16 states the following:

*Ensure signage respects the building scale, character and materials. Where street level commercial is provided, fascia signage and window signage is encouraged. Sign size, location and information thereon should be designed and oriented to pedestrians and should relate to the scale and character of the commercial area. Materials used for signs should be compatible with materials used in adjacent buildings. Signage should be integrated into the detailing of the building and not applied as an afterthought. Refer to District of Maple Ridge Sign Bylaw for complete reference of applicable signs within a development project.*

The building that this prohibited sign is located within has clearly been developed to integrate fascia signs as part of the building's architecture, and these details are recognized in the Development Permit Guidelines as elements that serve to animate the pedestrian environment. The pertinent North Elevation the Development Permit is attached as Appendix E. This prohibited sign competes with and undermines these architectural elements.

Guideline B2.1 pertains to outdoor lighting. This guideline should be considered with this variance request, as a flashing /oscillating sign will contribute to outdoor lighting:

*Design outdoor lighting to minimize light pollution. Outdoor lighting should be designed to produce adequate lighting for safety, utility, security and enjoyment while preserving the ambiance of the night and without contributing to light pollution. All walkways, paths, plazas, and building entrances should be adequately lit. Minimize glare and obtrusive light by limiting misdirected, excessive, or unnecessary outdoor lighting. Generally, bollard, building, and pole-mounted lights should be designed to direct light downward to light the path and not the sky. Minimizing outdoor lighting helps to preserve the ambiance of the night sky, while conserving energy and resources.*

**Cross- Municipal Scan.**

In 2013, the City of Toronto initiated a study of flashing / oscillating signs for the purpose of revising their sign bylaw <sup>1</sup>. The noted concerns about these signs included the potential to distract drivers, and nuisance effects within the public realm that could impact quality of life. This study included a cross municipal scan of other sign bylaws. The findings were that where regulated by municipal governments, the following conditions were commonly imposed:

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<sup>1</sup> <https://www.toronto.ca/legdocs/mmis/2013/pg/bgrd/backgroundfile-64066.pdf>

- The maximum brightness of signs is often limited between sunset and sunrise. Locations of electronic signs are often limited to only Commercial and Industrial (Employment) areas.
- The message duration on electronic signs, (the length of time between image changes) ranges between six seconds and 60 seconds.
- The transition between images on electronic signs is often limited to a maximum of one second and transition effects are generally not permitted.
- Most jurisdictions also require separation distance between:
  - Electronic signs and sensitive land uses (e.g. residential uses or parks);
  - Roads, traffic signals and/or intersections; and,
  - Separation distance requirements between electronic signs (which can vary between 100 and 500 metres).

The Maple Ridge Sign Bylaw dates to 1992 and prohibits flashing / oscillating signs. If this type of sign is to be permitted in the future, the regulations of other municipalities, and the rationale behind those regulations should be considered. The Sign Bylaw is being revised, and will soon be available for Council review. Prior to completion of this work, any proposals for these types of signs should be considered premature, and not permitted.

#### **d) Citizen Implications:**

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

#### **e) Alternatives:**

Based on the considerations noted above, the recommendation is to deny this Development Variance Permit for a sign that is prohibited by the Maple Ridge Sign Bylaw. If Council chooses instead to permit this sign to remain, in order to minimize potential impacts, consideration should be given to the conditions of use, such as:

- limiting the hours that the sign can be operational,
- signage details such as luminosity,
- message details such as duration and transition effects, and
- the issuance of a sign permit.

As this sign is not in compliance with the Development Permit Guidelines of the Official Community Plan, a Development Permit must be issued if this sign is to be permitted. The required professional review at the Advisory Design Panel could prompt recommendations for revisions to integrate all the signage of this business. In addition, consideration should be made for how subsequent requests for prohibited signs should be addressed in the future.

#### **CONCLUSION:**

This application pertains to a prominent intersection in the Maple Ridge Town Centre that acts as a gateway to the Town Centre. The proposed variance is not supported because it is at odds with the Maple Ridge Sign Bylaw, and with the intent of the Development Permit Guidelines of the Official Community Plan. Due to the concerns these types of signs have generated in other municipalities, more review is required prior to allowing this use within the community.

It is therefore recommended that this application 2019-259-DVP be denied.

"Original signed by Diana Hall"

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*Prepared by:* **Diana Hall, M.A, MCIP, RPP  
Planner 2**

"Original signed by Chuck Goddard"

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

"Original signed by Christine Carter"

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

"Original signed by Al Horsman"

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*Concurrence:* **Al Horsman  
Chief Administrative Officer**

The following appendices are attached hereto:

Appendix A – Subject Map

Appendix B – Ortho Map

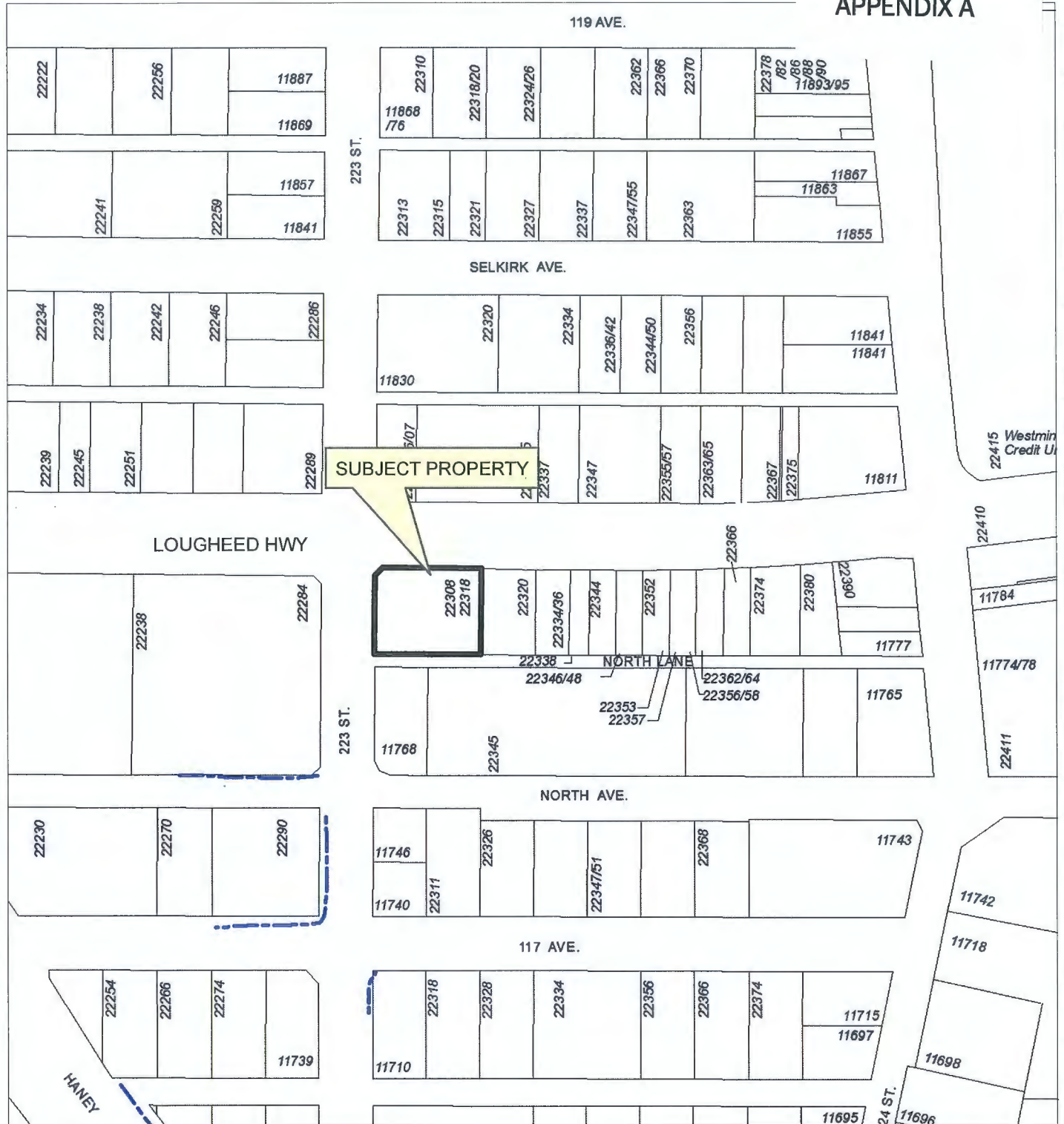
Appendix C – Letter from Applicant

Appendix D – Photograph of Prohibited Sign

Appendix E – Development Permit Plan for the Subject Site (North Elevation)



# APPENDIX A



Scale: 1:2,000

## Legend

--- Ditch Centreline

105 - 22308 Lougheed Hwy  
PID 029-127-831

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

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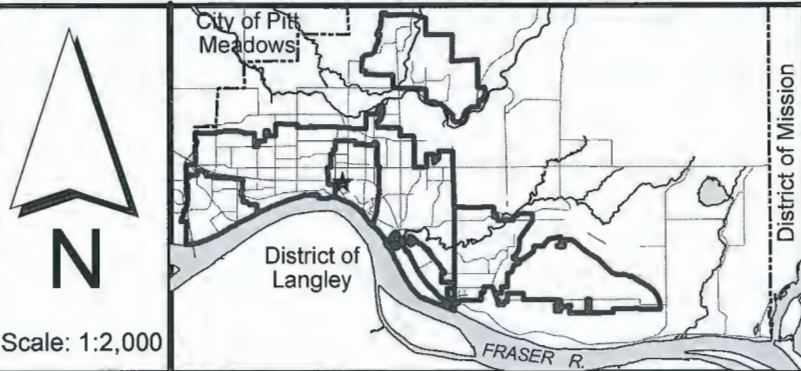
FILE: 2019-259-VP

DATE: Jul 23, 2019

BY: MC



APPENDIX B



105 - 22308 Lougheed Hwy  
PID 029-127-831

PLANNING DEPARTMENT

 **MAPLE RIDGE**  
British Columbia

**mapleridge.ca**

FILE: 2019-259-VP  
DATE: Jul 23, 2019

BY: MC

Arista Dental Clinic  
105-23308 Lougheed Hwy  
Maple Ridge, BC

Thursday, July 18, 2019

### Statement of Proposed Variance

Staff and Council of City of Maple Ridge Planning

To Whom it May Concern,

Dears Sir and Madame,

This letter's intent is to express the solid reasons as to why we, Arista Dental Clinic, should be granted a variance under By-Law No. 4653.

As a new clinic in the area it is very important that we have rapid growth in order to remain soluble within the first three to four years. This requires advertising, which is very expensive. Advertising dollars must be spent in a long-term payout manner. Signage is a big one. There is a lot of dentist in a small area so an office must find ways to be very visible in order to compete.

In addition, the British Columbia Dental Association, (the College of Dentistry), has a very strict and narrow allowances for a dentist to advertise his/ her practice; under By-Law 12. It has been noted that in our area of, Maple Ridge, most of the dental offices are not complying to this By-Law. The College has issued a warning that they are going to enforce this By-Law; however, this is an issue of massive scale in BC. For this reason, it is going to take the College an extensive amount of time to correct this malfeasance. In the mean time we, who are in compliance are at a disadvantage; and must come up with creative ways of supplementing this defiance, such as attractive signage.

In choosing a location to open our practice, we were lured in by the charm of the City of Maple Ridge. Our community, be care givers, is very important to us. This belief has been reflected in our very carefully selected design of our interior and exterior of office. We in fact have been awarded the, Façade Improvement Program Award 2017, by the Downtown Maple Ridge Business Improvement Association.

We have invested in our new home at no small expense. In addition to the expense being a great hurdle, there has been for our first two years, homeless camp just down the road from our practice. This camp was not in excitant at the time building of our practice commenced. For this reason, was not an issue that we anticipated that we would have to over come. There have been homeless people passing out on our front steps during business hours, persons fighting and causing a disturbance at the light in front of

the entrance to our practice; we have had to call the city to have them clean up after a person defecated on our side walk, the removal of garbage and drug paraphernalia has been an ongoing issue. All of these challenges have been a hurdle to negotiate. Many times, this social issue has been a subject of conversation with patients. Arista Dental Clinic, is sympathetic to the plight of these people, however it seems to us over the last two years that tent city continued to grow. Our patients have commented to us that they feel us safe at night. We then provided underground parking, at our addition expense. The City kindly but, at an additional expense to our whole community, provided extra security. Final, something to resolve this problem came to fruition. However, the solution in part was to open the old, Sleep Country, building to house them. The challenges for us continue as this facility is only a half block away. On, March 14,2019, a person again defecated on our back-stair case. Yet we, who add to the financial infrastructure of our community are being discouraged to build our business here by limiting our means to make sure people are aware of our presence.

The LED sign that we have enhances the attractiveness of our building and surrounding areas. As does the other LED signs, with other business in the area, such as, A&W and Workware World. Between our practice and the edge of our city limits there are countless other LED signs. These signs give the, Maple Ridge Downtown, that modern progressive look without taking away from the charm of the architecture of a bygone era. Many of the patients that have joined our practice have said that they saw us when they drove by. This was not the case before the sign was there to catch the eye of passers by.

In addition, we noted that there is an exception for places of worship, school and government organisations. This makes perfect sense as these places are functioning to forward the interests of our community. We too have done such and will continue to do so. Garibaldi Secondary School, was putting on a production of, Mamma Mia, on November 26 to December 1, 2018. The proceeds of which went towards the needs of that school. We happily advertised this event for them on our sign. It was for them a prime location to do this as it would be seen by far more people.

In conclusion, we would like to thank City Counsel and staff for there considering us for this needed variance under By-Law No. 4653. We look forward to being able to be of continued service to our community here in Maple Ridge.

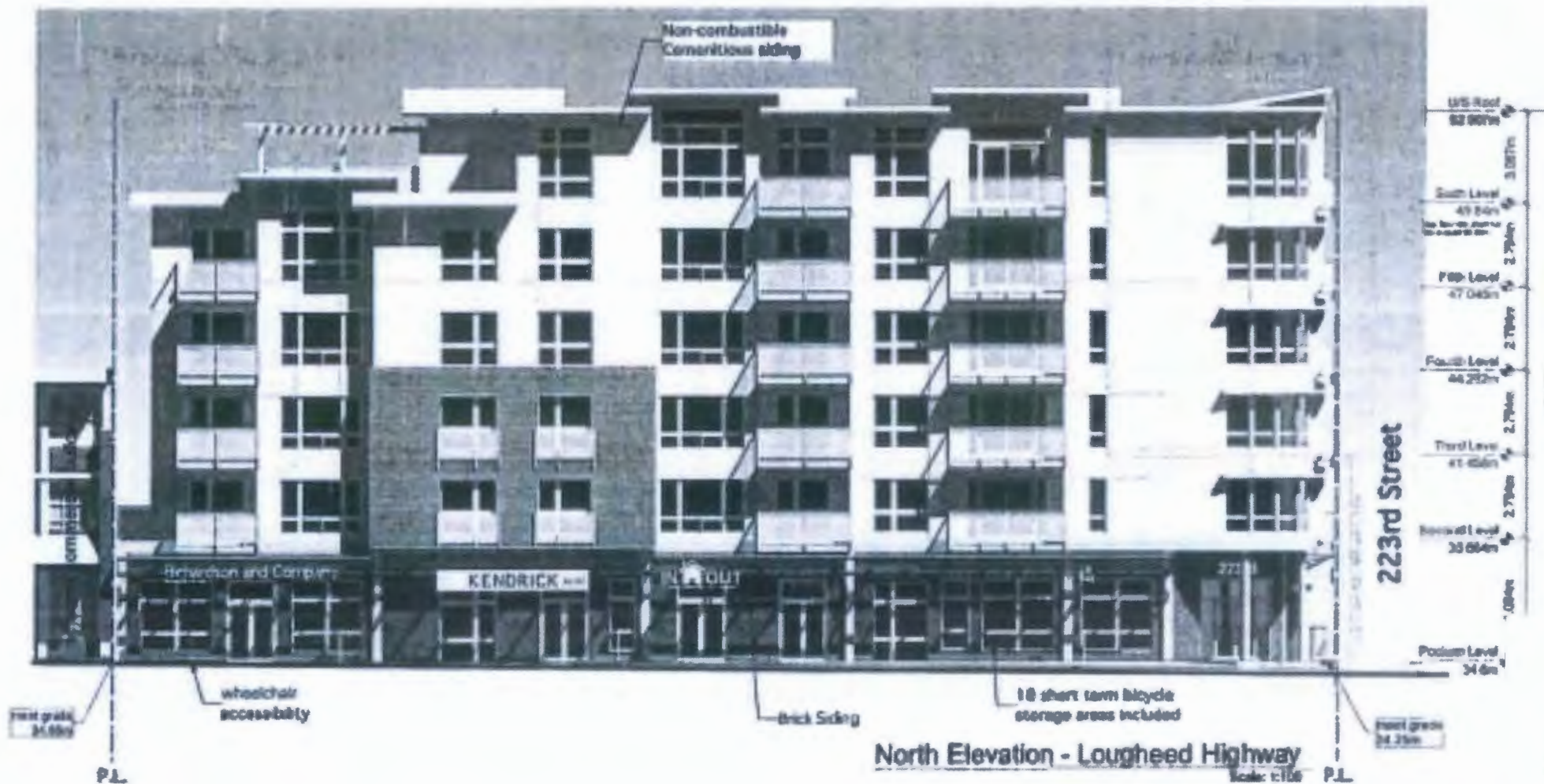
Sincerely,

Dr. Guillermo Bourget Van Pratt.

D.M.D and practice owner of, Arista Dental Clinic.











<b>TO:</b>	His Worship Mayor Michael Morden and Members of Council	<b>MEETING DATE:</b>	December 3, 2019
<b>FROM:</b>	Chief Administrative Officer	<b>FILE NO:</b>	01-0340-50
<b>SUBJECT:</b>	Traffic Calming Policy 2019 Update	<b>MEETING:</b>	COW

---

**EXECUTIVE SUMMARY:**

The City of Maple Ridge has a Traffic Calming Policy which provides guidance to the best practices established in the industry, to resolve speeding issues experienced by residents living in City neighborhoods. Valuable knowledge and experience has been gained over the years through implementing this policy. However since the Transportation Association of Canada (TAC) has recently published its latest version of the Traffic Calming Guidelines in 2018. It is recommended that the City update its Traffic Calming policy to refer to TAC's latest publication while also incorporating some of the lessons learned locally in Maple Ridge.

The Traffic Calming Policy 9.07 (Appendix A) refers to a Detailed Process Document (Appendix B), which supports the policy and provides guidance on the various steps involved when a traffic calming request is received. The process document has been amended to include:

- 1) A simplified four-phase Traffic Calming Planning process, streamlining and reducing the policy to approximately half the length of the previous process document
- 2) Updated resident support levels to ensure sufficient community support is present prior to allocating resources and initiating traffic calming planning and implementation
- 3) An updated assessment criteria which details minimum threshold requirements for speed and other considerations such as traffic volumes and shortcutting occurrences in neighborhoods.
- 4) Updated traffic calming treatments to reflect the new TAC Canadian Guide to Traffic Calming, 2018.

This report focuses on the updated sections of the Detailed Process Document which forms part of the Traffic Calming Policy 9.07. The amendments reflect changes due to local experience gained in Maple Ridge and latest best practices that have evolved in the transportation industry.

**RECOMMENDATION:**

**That Traffic Calming Policy 9.07 be adopted as amended.**

## DISCUSSION:

### a) Background Context:

Traffic calming measures are designed and implemented to reduce neighbourhood travel speeds and shortcutting traffic volumes so that they align with the context of the road's intended use. Traffic calming generally involves a planning process where root causes of speeding are investigated and suitable physical traffic calming measures are implemented with neighborhood support.

The Detailed Process Document Update includes five chapters:

- **Chapter 1: Introduction** introduces the rationale for updating the Traffic Calming Policy.
- **Chapter 2: Traffic Calming Guidelines** outlines the recommended guidelines for developing traffic calming plans in Maple Ridge, including a description of the overarching goals and objectives; and identification of key guiding principles for traffic calming plans.
- **Chapter 3: Traffic Calming Plan Process** presents the four-step process for the development of a traffic calming plan, which consists of: an initiation step to determine if the community supports traffic calming; an assessment step to determine if the traffic issue warrants a plan; a prioritization step to determine how high of a priority the plan is in development and implementation; and finally a plan development step that outlines how to develop a traffic calming plan.
- **Chapter 4: Treatments** highlights the preferred traffic calming treatments and what applications they are best suited to.
- **Chapter 5: Implementation and Monitoring** outlines an effective implementation program that allows for trial and/or phased implementation; provides for permanent measures to be installed in a timely manner; and includes ongoing monitoring to confirm that the measures are working as intended and addressing local transportation concerns.

*Traffic Calming Process* in Chapter 3 includes significant amendments in order to simplify the process. It includes four phases, **Initiation; Assessment; Prioritization; and Plan Development.**

**Phase 1 – Initiation:** The first phase is designed to determine neighborhood interest in exploring the need for traffic calming, once residents' concerns have been submitted to the City. A 75% resident support level is required to move to Phase 2.

**Phase 2 – Assessment:** Assuming a 75% threshold of resident support is met in Phase 1, traffic data will then be collected to validate the concerns and confirm that a traffic calming plan is in fact an appropriate step to address resident concerns. The traffic data should meet the 85<sup>th</sup> percentile speed threshold of 10km/h more than the posted speed limit. The speed criteria has been changed from the current policy's speed criteria from 7km/h to 10km/h more than the posted speed limit as this reflects the current industry standard and best practices which is being followed by other cities throughout Canada. In addition consideration will also be given to traffic volumes and shortcutting occurrences in neighborhoods.



*Phase 3 – Prioritization:* Areas that have progressed through the first two phases will be assessed to determine neighbourhoods with the highest need and interest for traffic calming plans, ensuring that the City effectively uses the resources allocated to traffic calming plan development and implementation.

*Phase 4 – Traffic Calming Plan Development & Approval:* A traffic calming plan will be developed, presented to the impacted residents and implemented if it is still supported by at least 67% of the residents following this process. Typically by the end of the traffic calming planning process some residents lose interest in participating. Therefore in comparison to Phase 1, a lower support level of 67% is required to ensure the majority of residents living on the impacted street support implementation of the proposed traffic calming measures.

TAC's new publication on Traffic Calming Guidelines (2018) provides a list of over 40 different traffic calming measures that have been successfully used across Canada. However, different measures are applicable to different road characteristics and engineering judgement is a key aspect when providing suitable traffic calming options to area residents.

Finally, an effective implementation is crucial to a successful traffic calming program. The process and plan development stages will not resolve neighbourhood transportation concerns if the measures do not produce the intended effects. Therefore, the selected traffic calming measures need to be well designed and work as envisioned. An effective implementation program allows for trial and/or phased implementation where necessary, provides for permanent measures to be installed in a timely manner, and includes ongoing monitoring to confirm that the measures are working as intended and addressing local transportation concerns.

**b) Desired Outcome:**

The updated Traffic Calming Policy would simplify the traffic calming process for residents, provide consistency and guidance to the City in the development of traffic calming plans and bring the policy in accordance with TAC's new 2018 guidelines on traffic calming.

**c) Citizen/Customer Implications:**

The increased resident support requirements will guarantee that the impacted neighborhood supports the development of a traffic calming plan.

**d) Interdepartmental Implications:**

The Engineering Department would take the lead and oversee the traffic calming process, neighborhood engagement and design aspect of the project, with support from the Operations and Fire Departments.

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

Implementation of the updated policy will not require additional funding and may be accommodated within the existing annual traffic calming budget.

## CONCLUSIONS:

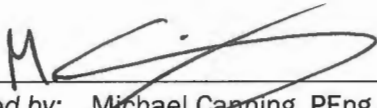
Implementing traffic calming measures in a community neighborhood is often a complex task requiring a holistic approach and careful consideration of the overall net benefits to the community. Traffic Calming has been proven as an effective way to reduce speeding and creating safe and attractive streets. Goals include increasing the quality of life by reducing the negative effects of improper motor vehicle use, while promoting and increasing safety for all modes of transportation including walking, cycling and transit.

An update to the Traffic Calming Policy will simplify the City's Traffic Calming Policy and bring the policy in accordance with the latest Traffic Calming Guidelines established by the Transportation Association of Canada (TAC).



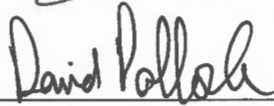
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Prepared by: Purvez Irani, MS, PEng.,PTOE  
Manager of Transportation



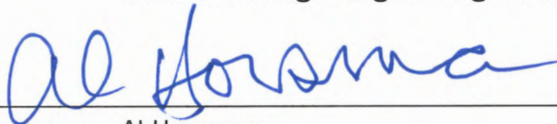
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Reviewed by: Michael Canning, PEng.  
Acting Municipal Engineer



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



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Concurrence: Al Horsman  
Chief Administrative Officer

## Attachments:

- (A) Traffic Calming Policy 9.07 as amended
- (B) Traffic Calming Policy 2019 Update (Detailed Process Document)



**MAPLE RIDGE  
BRITISH COLUMBIA**

## POLICY MANUAL

<b>Title:</b> Traffic Calming	<b>Policy No:</b> 9.07  <b>Supersedes:</b> 9.07 (2017)
<b>Authority:</b> <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational  <b>Approval:</b> <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT  <input type="checkbox"/> General Manager	<b>Effective Date:</b>  <b>Review Date:</b>
<b>Policy Statement:</b>  The Traffic Calming policy provides a framework to enable the City and affected residents to identify neighbourhood transportation issues, determine if traffic calming is a suitable solution, and design and implement traffic calming plans where appropriate.	
<b>Purpose:</b>  Roads serve many functions in the life of a community. They ensure access to homes and businesses, provide mobility for residents and visitors to get from point A to point B, and can enhance or compromise the livability of neighbourhoods. Residents and business owners in the City of Maple Ridge want safe roadways that contribute positively to community livability and quality of life.  However, in some cases neighbourhood transportation issues can cause concerns among community members. In some cases, City staff may identify locations where the road network may not be fulfilling its intended role, while other times residents and businesses may express transportation concerns to the City. If the root causes of the concerns are identified to be problems with speeding or excessive traffic volumes, traffic calming may be applied to address these concerns.  Traffic calming plans are suitable for local and minor collector road classifications. Major collectors or arterial roadways may consider certain traffic calming elements as part of a larger corridor management strategy.  Traffic calming processes are often more complex than they initially appear. Traffic calming measures, such as diverters, speed humps, and traffic circles can have unintended effects on travel patterns. As such, it is essential that the true issues and potential impacts are fully understood before traffic calming is implemented. Due to this, the City has developed this Traffic Calming Policy.  This Traffic Calming Policy will enable City staff, residents, and business owners to identify neighbourhood transportation issues, determine if traffic calming is an appropriate solution, and design and implement Traffic Calming Plans where appropriate.	

Attached to this policy is the Detailed Process document (2019 Update) prepared by Urban Systems Ltd (USL). The Detailed Process Document forms part of the Traffic Calming Policy 9.07 and provides guidance when considering traffic calming projects and the various steps required, from the original resident request through to approval and construction.

The Detailed Process document outlines a four phase process to determine if a Traffic Calming Plan is needed and, if so the process to develop and implement the plan. The four phases are ***Initiation; Assessment; Prioritization; and Plan Development***

***Phase 1 – Initiation:*** The first phase is designed to determine neighborhood interest in exploring the need for traffic calming once residents' concerns have been submitted to the City. A 75% resident support level is required to move to Phase 2.

***Phase 2 – Assessment:*** Assuming a 75% threshold of resident support is met in Phase 1, traffic data will then be collected to validate the concerns and confirm that a traffic calming plan is in fact an appropriate step to address resident concerns. The traffic data should meet the 85<sup>th</sup> percentile speed threshold of 10km/h more than the posted speed limit. In addition consideration will also be given to traffic volumes and shortcutting occurrences in neighborhoods.

***Phase 3 – Prioritization:*** Areas that have progressed through the first two phases will be assessed to determine areas with the highest need and interest for traffic calming plans, ensuring that the City effectively uses the resources allocated to traffic calming plan development and implementation.

***Phase 4 – Traffic Calming Plan Development & Approval:*** Traffic calming plan will be developed, presented to the impacted residents and implemented if it is supported by at least 67% of the residents.

#### **Definitions:**

**Traffic Calming:** The use of physical design and other measures to improve safety for motorists, pedestrians and cyclists. It aims to encourage safer, more responsible driving and potentially reduce traffic speed and flow.

**85<sup>th</sup> Percentile Speed:** The speed at or below which 85 percent of all vehicles are observed to travel under free-flowing conditions past a monitored point.

Key Areas of Responsibility	Responsibility
Submit a request for consideration of traffic calming on a neighbourhood street	Resident(s)
Issue Survey to defined area to determine support	Eng. Dept – Traffic Section
Undertake traffic data collection and evaluation	Eng. Dept – Traffic Section
Lead traffic calming review process and development of options in conjunction with residents. May retain engineering consultant if required	Eng. Dept – Traffic Section, in conjunction with Residents
Liaise with local neighbourhood on design options and implications	Eng. Dept – Traffic Section
Seek funding if required	Eng. Dept – Traffic Section
Implement traffic calming design and construction	Eng. Dept – Traffic Section



# Traffic Calming Policy

2019 Update *(Detailed Process Document)*

Prepared by: Urban Systems



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# 1. Introduction

This *Traffic Calming Policy Update* (the “Policy”) will provide guidance for the City of Maple Ridge (the “City”) in the development of traffic calming plans. This detailed policy process document builds off the Traffic Calming Policy developed in 2012 (Policy 9.07) and has been updated to reflect the 2018 update to the *Canadian Guide to Traffic Calming* prepared by the Transportation Association of Canada (TAC). Traffic calming is a term that describes both a planning process and physical measures used to address concerns with the travel speed and traffic volumes. Traffic calming measures are designed and implemented to reduce neighbourhood travel speeds and shortcutting traffic volumes so that they align with the context of the roads intended use.

Although traffic calming plans are one of the tools that can be used to address traffic speeds and volume issues that have been identified by residents, not all traffic issues are suitable to be addressed by traffic calming plans. In many cases, safety concerns associated with neighbourhood traffic may be addressed through local treatments for pedestrians and cyclists such as improved street lighting or crosswalks (that may or may not include traffic calming measures). In some instances, traffic calming measures may be used to address an isolated traffic concern without considering a broader street or area-wide plan. For example, steps may be taken to address pedestrian safety near schools that can be site specific. In all cases, however, the measures should not be overly restrictive on the movement of people or affect the intended street function and classification.

This updated Policy provides the City with a simplified process to follow in the development of traffic calming plans to address identified neighbourhood transportation issues. The Policy outlines a four-step process to determine if a traffic calming plan is needed and, how to go about developing and implementing that plan. The four steps outlined within the Policy are: **Initiation; Assessment; Prioritization; and Plan Development.**

This policy includes the following chapters:

- **Chapter 1: Introduction** introduces the policy and the rationale for updating the *Traffic Calming Policy*.
- **Chapter 2: Traffic Calming Guidelines** outlines the recommended guidelines for developing traffic calming plans in Maple Ridge, including a description of the overarching goals and objectives; and identification of key guiding principles for traffic calming plans.
- **Chapter 3: Traffic Calming Plan Process** presents the four-step process for the development of a traffic calming plan, which consists of: an initiation step to determine if the community supports traffic calming; an assessment step to determine if the traffic issue warrants a plan; a prioritization step to determine how high of a priority the plan is in development and implementation; and finally the plan development step that outlines how to develop a traffic calming plan.
- **Chapter 4: Treatments** highlights the preferred traffic calming treatments and what applications they are best suited to.
- **Chapter 5: Implementation and Monitoring** outlines an effective implementation program that allows for trial and/or phased implementation (where necessary); provides for permanent measures to be installed in a timely manner; and includes ongoing monitoring to confirm that the measures are working as intended and addressing local transportation concerns.

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## 2. Traffic Calming Guidelines

This section outlines the recommended guidelines for developing traffic calming plans in Maple Ridge including a description of the goals and objectives of traffic calming plans and a summary of the recommended process for developing traffic calming plans.

### 2.1 Goals and Objectives

The two primary goals of traffic calming plans are to:

1. **Improve safety.** Traffic calming can make minor collector and local streets safer for everyone, including all road users – pedestrians, cyclists, motorists, and others – by reducing the potential and lessening the consequences of conflicts between road users.
2. **Preserve neighbourhood liveability.** Traffic calming can help to preserve and enhance the liveability of a neighbourhood by minimizing the negative impacts of shortcutting or speeding traffic. Attractively designed and landscaped measures can also enhance the streetscape, and as a result, enhancing liveability.

Traffic calming plans normally achieve these goals by accomplishing one or both of the following objectives:

1. **Reducing speed.** When most traffic on a road is travelling faster than the designated speed limit, it can negatively impact both liveability and safety.
2. **Reducing volume.** Local roads are intended to serve the residents and businesses along that roadway. Minor collector roads are intended to provide access to local roads. Both types of road are designed to operate best when traffic volumes are under a certain threshold. When traffic that is not destined locally utilizes local or minor collector roads, the traffic volume may be higher than what is generally intended for that roadway type. This can result in congestion, noise, and other neighbourhood transportation issues.





## 2.2 Guiding Principles

In addition to the goals and objectives described above, the City's *Traffic Calming Policy* is governed by a number of guiding principles. It is also important to understand that public resources are limited. Responsible use of the municipality's financial resources requires a methodical and consistent approach to assessment and prioritization. The guiding principles acknowledge this need.

Key guiding principles for developing traffic calming plans in Maple Ridge are:

- ***Traffic calming plans are suitable for neighbourhood streets that include minor collector and local roads.*** Traffic calming plans are smaller scale studies with a toolbox of measures for implementation. Arterial roads and major collectors have more complex travel dynamics and are intended to serve a different purpose. Individual traffic calming measures may be suitable for arterial and major collectors as part of a larger strategy, but a traffic calming plan is not an appropriate approach to address challenges on these roadway types.
- ***Traffic calming measures are not a universal solution to all neighbourhood transportation problems.*** The *Traffic Calming Policy* and associated plans are only one tool for addressing a specific range of neighbourhood transportation issues. There are other policies and plan types to address more complex issues.
- ***Identify the real problem.*** Often there is a vast difference between the *perceived* problem and the *actual* neighbourhood traffic issues. It is important to have real data to objectively quantify the problem and to develop the right solutions.
- ***Involve the community and help build public support.*** Residents, business owners, and others who live and work in a community should be involved in identifying the need for traffic calming. Their input can be key in identifying problems and selecting appropriate solutions.
- ***Address issues on neighbouring arterial and major collector roadways first.*** Often, traffic problems within neighbourhoods, such as shortcutting, can be related to operational issues on the major roads. The City should attempt to address neighbourhood traffic issues by first improving traffic operations on arterial and major collector roads to encourage appropriate use of the road network.
- ***Consider spillover effects.*** In many instances, measures that address a problem in one location can lead to problems on other streets. It is important that these potential spillover effects are recognized and that potential mitigation measures are considered.
- ***Preserve reasonable access and egress.*** Traffic calming measures that restrict access or egress are not typically supported by residents and emergency services and should be avoided wherever possible. This will also preserve the function of the street as intended through the planning and design of the community.

- **Use self-enforcing measures.** Generally, measures that force drivers to slow down or alter their behaviour are preferred to those measures that need enforcement to be effective, such as signage.
- **Maintain unimpeded access for non-motorized traffic.** Traffic calming measures should be designed to permit cyclists and pedestrians to travel unaffected, while requiring motorized vehicles to slow down.
- **Monitor and follow-up.** Traffic data collected during the problem definition phase should be compared to data collected after implementation of traffic calming to confirm the effectiveness of the program and as input to future initiatives.





### 3. Process

The City follows a four-phase process to determine if a traffic calming plan is needed and, if so, when and how to develop and implement the plan.

**Phase 1 – Initiation:** The first phase is designed to determine community interest in exploring the need for traffic calming once residents' concerns have been submitted to the City.

**Phase 2 – Assessment:** Assuming there is community interest in examining the need for traffic calming, data will be collected to validate the concerns and to confirm that a traffic calming plan is in fact an appropriate step to address resident concerns.

**Phase 3 – Prioritization:** Areas that have progressed through the first two phases will be assessed to determine areas with the highest need and interest for traffic calming plans, ensuring that the City effectively uses the resources allocated to traffic calming plan development and implementation.

**Phase 4 – Traffic Calming Plan Development & Approval:** The final phase is when the traffic calming plan is developed and presented to the impacted community members.

Figure 1 highlights the four phases outlined in the traffic calming plan process as well as each of the subsequent steps required to progress from a traffic concern received from a resident to an implemented traffic calming plan.

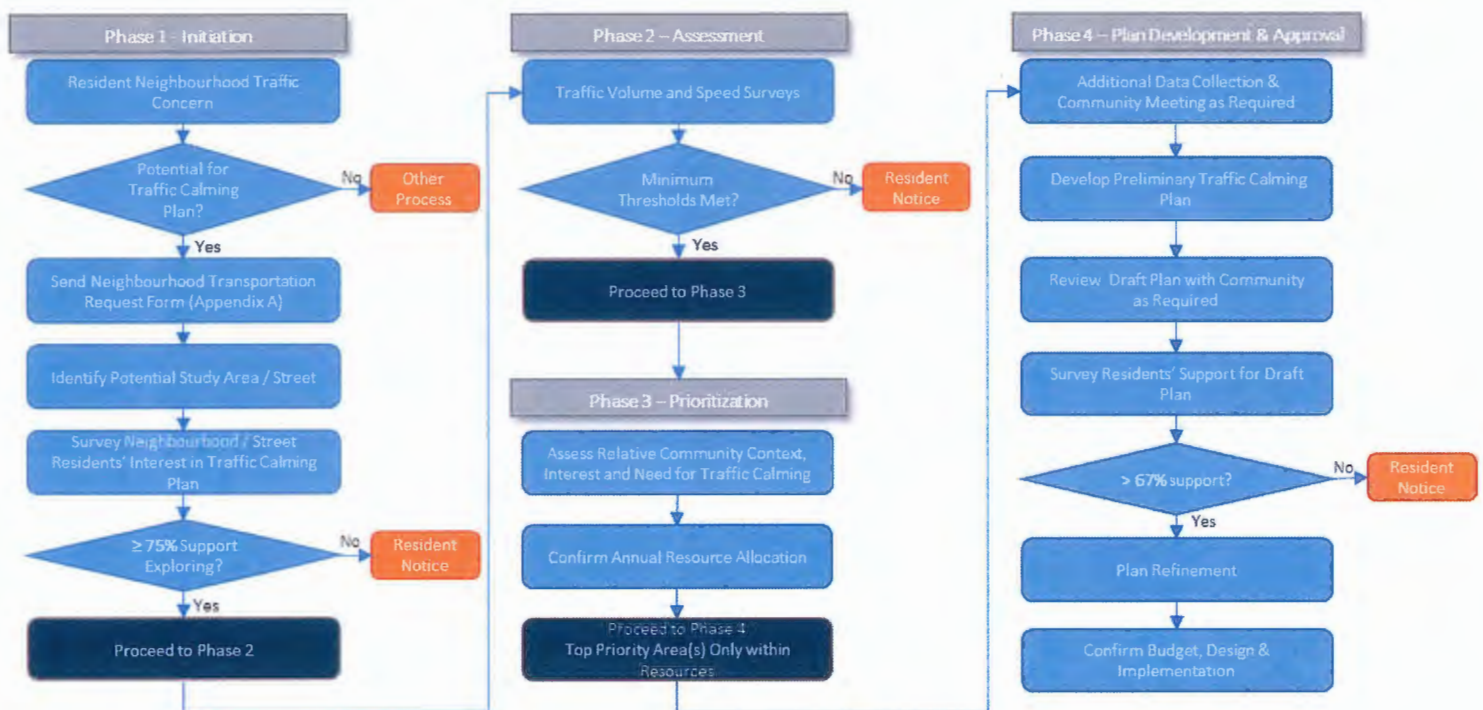


Figure 1: Traffic Calming Policy Process

## 3.1 Phase 1: Initiation

The first phase in the traffic calming plan development process for the City is the initiation phase. Figure 2 outlines Phase 1: Initiation.

### Step 1 – Resident Neighbourhood Traffic Concern

The traffic calming plan process is initiated by a resident submitting a transportation concern on a local road, minor collector road, or laneway that is suitable for traffic calming. The resident concern form is included in **Appendix A**. If the transportation concern requesting traffic calming is for a location that is not suitable for a traffic calming plan the City will inform the resident and explore if other transportation safety or planning studies, such as spot improvements or a corridor study, would be suitable.

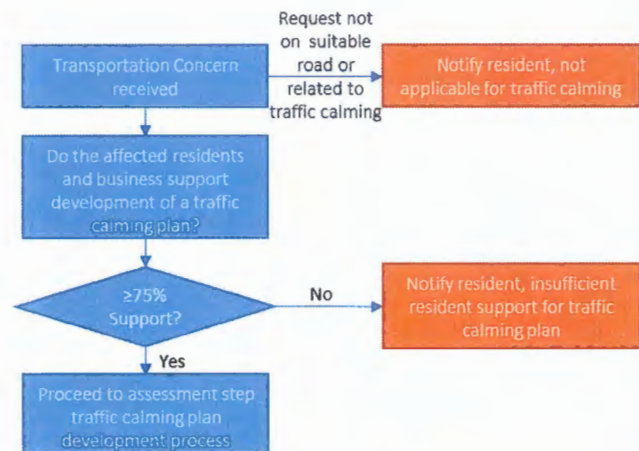


Figure 2: Traffic Calming Initiation Phase

### Step 2 - Confirm Potential for Traffic Calming Plan

After a transportation concern that is suitable for a traffic calming plan has been received, the City will identify a potential study area or street based off the location and extent of the concern received.

### Step 3 – Identify Potential Study Area / Street

Once a study area has been established a mail out survey will be sent to all directly affected home and business owners to gauge their interest in traffic calming on their street or within their neighbourhood.

### Step 4 – Mail Out Survey to Affected Home and Business Owners

To proceed to the next phase of the process a minimum 75% of the home and business owners fronting the location of concern or who have sole access through the location of concern, are required to support proceeding with the next steps of the traffic calming process. The 75% support is a threshold that is used to ensure that only projects with adequate local support are pursued.

### Step 5 – Proceed to Phase 2

When 75% of residents respond in support of proceeding with the traffic calming process the City is to continue onto Phase 2 – Assessment.

## 3.2 Phase 2: Assessment

If it has been confirmed that the transportation concerns are at a suitable location for a traffic calming plan and the home and business owners at the location of concern support proceeding with the traffic calming process, the City will move to the next phase in the *Policy*. The assessment phase is essential to ensure that public funds are spent in the most effective way. In this phase, the issue is assessed to determine if a traffic calming plan is warranted.



### Step 1 – Collect Speed and Volume Data

The City will collect speed and traffic volume data at key locations around the area of concern. A traffic calming plan is warranted when the following speed threshold is met.

**Speeding:** 85<sup>th</sup> percentile speed is greater than the posted speed limit by 10 km/h or more.

Other considerations when determining if a traffic calming plan is warranted should include:

#### Traffic Volume

- **Minor Collector roads:** Average weekday or weekend traffic volume exceeds 3,000 vehicles per day.
- **Local roads:** Average weekday or weekend traffic volume exceeds 1,000 vehicles per day.
- **Lanes:** Average weekday or weekend traffic volume exceeds 300 vehicles per day.

#### Shortcutting Traffic

- A traffic calming plan may still be suitable if shortcutting traffic is perceived as a problem and the traffic speed threshold is not met. If this occurs an additional vehicle origin / destination survey is required to confirm that significant shortcutting is occurring and that a traffic calming plan should be pursued.



## Step 2 – Confirm Speed and/or Volume Threshold Met

When motor vehicle speed in the area of concern exceeds the threshold above the process should continue to the prioritization phase. City engineering staff should use their engineering judgement to determine if a location proceeds to the prioritization phase when the speed threshold is not met but significant shortcutting traffic is observed. At locations where the speed threshold is not met, but the 85<sup>th</sup> percentile speed is still higher than the posted limit, City engineering staff may install temporary speed reader boards, provide educational signage, request the speed watch group, or RCMP to enforce the subject road.

Locations that do not meet any of the criteria should be removed from the list of locations considered for traffic calming plans and it is recommended that the area not be reassessed for at least four years; unless significant changes occur in the area, such as major development, which changes the traffic conditions.



### 3.3 Phase 3: Prioritization

In some cases, the City may have multiple locations that pass the assessment and qualify for a traffic calming plan. Recognizing that budgets to develop and implement traffic calming plans are limited, the City must prioritize studies and investments in order to make the best use of public funds. The development of traffic calming plans will be prioritized based on traffic data, road and land use characteristics, and the level of public support.

#### Step 1 – Assess Relative Community Context, Interest, and Need for Traffic Calming

When determining which projects to prioritize specific considerations in each of the three categories include:

1. **Traffic Data** – Consider the magnitude of which the speed and volume thresholds were exceeded, additionally locations with a history of collisions should be prioritized above locations without any collisions.
2. **Road and Land Use Characteristics** – Consider the adjacent land use with a preference given to locations that are likely to generate a high number of vulnerable road users such as people walking, biking, children, and elderly people. Additionally, locations along roadways that are designated as bike routes, transit routes, or pedestrian areas in the *Strategic Transportation Plan* should be prioritized above locations that are not designated.
3. **Public Support** – The level of public support and number of transportation concerns received for a specific location provide insight into the likelihood of the residents and business owners supporting the traffic calming treatments proposed in a traffic calming plan. This is essential in ensuring that the traffic calming plans that are developed have adequate community support to allow the City to implement what is developed in the plan.

#### Step 2 – Confirm Resource Allocation and Proceed with Priority Locations

Based off the available resources and prioritization of areas City staff should only proceed with the top priority areas to the plan development phase, ensuring existing and planned resources will allow traffic calming plans to be developed and implemented in a timely manner. Locations that have proceeded to the prioritization phase of the traffic calming plan process should remain on a list of future projects to be completed as resources become available.

### 3.4 Phase 4: Traffic Calming Plan Development & Approval

The development of the traffic calming plan is the final step in the process. When a location of concern has progressed through each of the three prior steps the City should develop a traffic calming plan for the location. Typically, the City will work with a consultant to develop a traffic calming plan, but the following plan development process should be followed.

The simplified process to progress a traffic issue from the assessment step through to the adoption of a traffic calming plan is outlined in Figure 3.

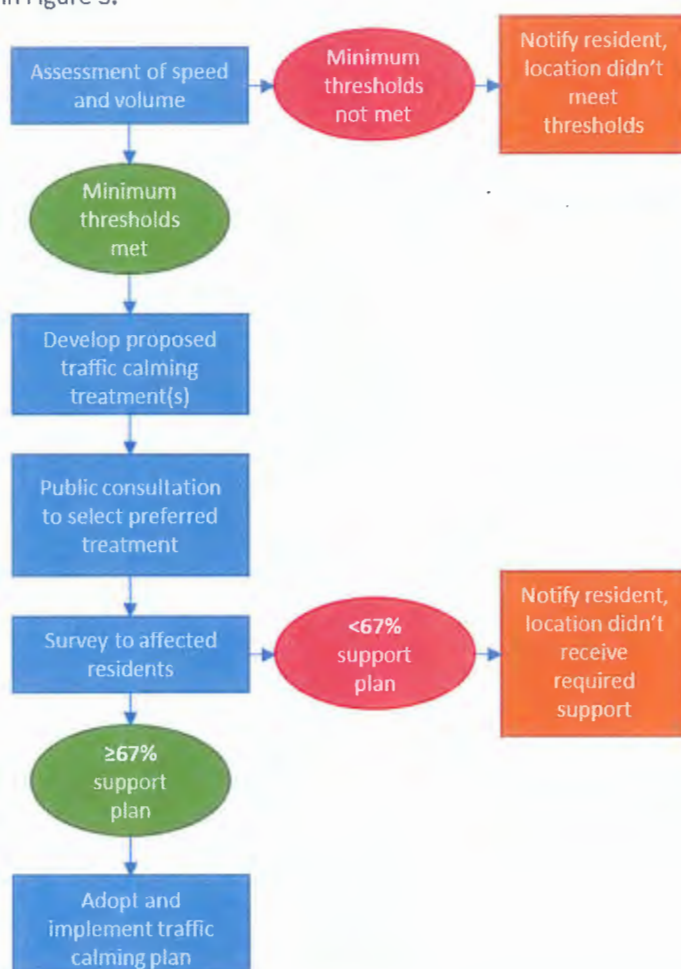


Figure 3: Traffic Calming Plan Development



### **Step 1 – Community Meeting and Additional Data Collection**

City Staff will review the number and type of complaints, the complexity of the issues, and the potential impacts on surrounding streets to confirm the boundaries of the study area. The size of the study and the types of roads included will determine the scale of the traffic calming plan required as well as the type of public engagement best suited to the project.

After developing an understanding of issues through discussions with stakeholders and community representatives (as required) and through observations of the neighbourhood, additional data needs may be identified. The City may collect additional transportation data to confirm the type and extent of issues to aid in the development of solutions. For example, this could include additional traffic volume and speed counts and/or origin / destination surveys to gain a better understanding of the shortcutting traffic volume.

### **Step 2 – Develop Draft Traffic Calming Plan**

The study area will be examined to determine the best combination and location of measures to be included in the draft traffic calming plan. The benefits and potential impacts associated with each measure will be identified. Depending on the complexity of the traffic issues and size of the study area draft traffic calming plans will be developed either with multiple possible traffic calming treatment options or a single recommended traffic calming plan. **Section 4.0** outlines the preferred traffic calming treatments to be consider in Maple Ridge traffic calming plans from the extensive list of possible treatments in the *TAC Canadian Guide to Traffic Calming* (2018).

### **Step 3 – Review Draft Plan with Community**

The type of consultation can vary from an open house format to a mail out questionnaire. For draft traffic calming plans that are more complex and have multiple options developed for public consultation an additional step is required to seek feedback from residents and business owners in the study area of their preferred treatment option. The type of public consultation that is best suited to each plan should consider the impact of the proposed changes as well as the complexity of the designs, ensuring that all residents that are engaged are able to make an informed decision.

### **Step 4 – Mail Out Survey to Confirm Residents' Support for Draft Plan**

Once the draft traffic calming plan has been finalized a mail out survey needs to be delivered to each impacted home and business owner asking for their input on whether they support the proposed traffic calming plan. The City should look to receive support for the proposed traffic calming plan from 67% of impacted residents who received the mail out survey. If this threshold is not met the City should consider waiting to implement the traffic calming plan and notify residents that it may be reconsidered in the future.

### **Step 5 – Plan Refinement**

Once a draft traffic calming plan has received the required community support any final refinements should be completed.

## Step 6 – Confirm Budget, Design and Implementation

After the final traffic calming plan has been finalized all design and budget details are to be confirmed and the design is ready to be implemented.



## 4. Treatments

The following traffic calming measures have been selected from the second edition of the *Canadian Guide to Traffic Calming* (2018) prepared by TAC, which provides a comprehensive list of over 40 measures successfully used across Canada. Each measure has impacts and benefits and different measures are appropriate for different conditions. Based on the local context, not all measures can or should be applied in the City. The following table identifies which measures are most appropriate for the different road types suitable for traffic calming plans in Maple Ridge. A traffic calming plan for a given neighbourhood may use a combination of measures. Not all measures identified for a road type in the table below will be suitable for every traffic calming plan in the City, each traffic calming plan will be designed to respond to the local issues and conditions.

More information about the use of these measures as well as additional measures that may be considered can be found in the *TAC Canadian Guide to Traffic Calming*. See **Appendix B** for a brief summary of some of the potential benefits and potential disbenefits for each of the selected treatments.

**Table 1. Traffic Calming Measures**

	Traffic Calming Measure	Minor Collector	Local	Lanes
Vertical	Raised Crosswalk	✓	✓	
	Raised Intersection	✓	✓	
	Sidewalk Extension	✓	✓	
	Speed Hump		✓	✓
	Textured Crosswalk	✓	✓	
	Speed Cushion		✓	✓
Horizontal	Chicane (one lane)		✓	
	Curb Radius Reduction	✓	✓	
	On-Street Parking	✓	✓	
	Raised Median Island	✓	✓	
	Traffic Circle	✓	✓	
	Gateway Median	✓	✓	
	Curb Extension	✓	✓	*
	Road Narrowing / Road Diets	✓	✓	
	Raised Median Island	✓	✓	
	Vertical Centreline Treatment	✓		
Access Restriction	Directional Closure		✓	
	Diverter		✓	
	Full Closure		✓	
	Intersection Channelization		✓	
	Raised Median Through Intersection	✓	✓	
	Right-in / Right-out Island		✓	

\*Curb extensions may be suitable at the entry to a lane where a large curb radius exists.



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## 5. Implementation and Monitoring

Effective implementation is the key to an ongoing, successful traffic calming program. The process and plan development stages do not resolve neighbourhood transportation concerns if the measures are not implemented with the intended effects. Effective implementation means that traffic calming measures are well designed and work as intended. An effective implementation program allows for trial and/or phased implementation where necessary, provides for permanent measures to be installed in a timely manner, and includes ongoing monitoring to confirm that the measures are working as intended and addressing local transportation concerns.

### 5.1 Funding

The design step will result in engineering designs and cost estimates for implementation. If a trial implementation is desirable, the cost estimates will include both the cost of the trial and the cost of the final implementation. Based on these cost estimates, the City will identify a source of funds. Funds may come from a combination of two municipal sources:

1. **Existing Budget:** The City currently has an existing budget allotment for traffic calming or neighbourhood street improvements that can cover the cost of the implementation.
2. **Council Approval:** For larger cost measures and instances where there is no available budget to implement the plan, City Staff may go to Council to request additional funds.

### 5.2 Optional Phasing

Ideally, the entire plan should be installed at the same time; however, sometimes budget, timing, or other constraints make this impossible. In these cases, implementation may be phased. If implementation is phased, priority should be assigned to individual measures as follows:

1. **Safety improvements** should be given priority. These might include measures to reduce vehicle speeds and conflicts at intersections, as well as measures that improve safety for cyclists and pedestrians.
2. **Low cost measures** are the next priority. Generally, it is preferable to implement several low-cost measures rather than one higher cost measure. Low-cost measures might include signage, pavement markings, speed humps, and crosswalks.

Note that, if possible, measures should be implemented in groups to avoid unintended effects that might result from the implementation of a single measure. One example of this is a group of measures planned for two parallel local roads. If the measures are only implemented on one road, traffic may divert to the other local road, where there are no existing traffic calming measures.

### 5.3 Monitoring



The City will continue to monitor the traffic calmed area for a few years following implementation of the traffic calming plan by collecting speed and volume data. Assessing this data will allow the City to understand the lasting effects of traffic calming in order to inform future planning in other neighbourhoods. For traffic calming plans that suggest a phased approach with different levels of treatments implemented as required, this monitoring will allow the City to confirm when the volumes and speeds have returned to an acceptable level.



# Appendix A:

## Neighbourhood Transportation Request Form

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### Neighbourhood Transportation Concern Form

Thank you for providing information about transportation concerns in your neighbourhood. This form will allow us to officially enter your concern in our records as part of the Traffic Calming Policy.

We ask that all residents and business members reporting transportation concerns read the City of Maple Ridge Traffic Calming Policy. It will help you understand the process the City follows when addressing concerns and whether a Traffic Calming Plan may lead to an appropriate solution to your concerns.

The Traffic Calming Policy can be downloaded here: <http://www.mapleridge.ca>. A hard copy can be obtained at the Municipal Office.

1. Are your concerns related to the travel behaviour of your neighbours (i.e. speeding, unsafe driving, etc.)?

YES

NO

Note: The Neighbourhood Transportation Concern Form is collected by the engineering department. The form will be logged and may lead to further study; however, the focus of these studies are engineering and planning activities. If you are concerned with your neighbour's driving behaviour, you may wish to consider having a neighbourhood meeting or informal discussions with your neighbours about traffic safety.

The City will liaise with the Ridge Meadows RCMP about these types of traffic concerns.

2. Where is your concern? Please be as specific as possible – identify street names with start and end points, specific locations, and other details. If possible, attach a map with locations marked.

3. Does the problem occur during specific times of day? If yes, what times?

YES

NO

4. Does the problem occur during specific days of the week? If yes, what days?

YES

NO

5. Does your concern relate to one of the following issues?

Issue		Yes	No
1.	Traffic speed		
2.	Traffic volumes		
3.	Shortcutting		
4.	Transit service		
5.	Access to a local school or other community building		
6.	Ability to walk safely in your neighbourhood		
7.	Ability to cycle safely in your neighbourhood		
8.	Traffic congestion		
9.	Signal operation		
10.	Road and / or roadside maintenance		
11.	Maintenance of signs		
12.	Other:		

If you answered yes to one or more of questions 4 through 12, a Traffic Calming Plan may not be the best approach for your issue. The City will review your concern but may decide that another approach would be better.

6. Please include a short paragraph describing your neighbourhood transportation concern:

7. What types of solutions do you think might address your concerns?

Thank you for completing the request form. If you would like to receive communication in the future from the City about transportation issues in your neighbourhood, please provide the following information

Name:	
Address:	
Email address:	Phone number:



## Appendix B:

# Guide to Applying Traffic Calming Measures

The following measures were selected from the second edition of the *TAC Canadian Guide to Neighbourhood Traffic Calming* (2018) (the “Canadian Guide”). The *Canadian Guide* has additional measures that may be considered as well as more complete information about each measure. Each measure has positive and negative impacts and can be appropriate for different applications. A brief summary is provided here for reference.

The table below is from the *Canadian Guide* and shows which issues each traffic calming measure can be expected to help address.

Traffic Calming Measure		Potential Benefits			Potential Disbenefits		
		Speed Reduction	Volume Reduction	Conflict Reduction	Local Access	Emergency Response	Active Transportation
Vertical	Raised Crosswalk	●	○	◐	○	◐	◐
	Raised Intersection	◐	○	◐	○	◐	◐
	Sidewalk Extension	◐	○	◐	○	○	◐
	Speed Hump	●	◐	●	○	●	◐
	Textured Crosswalk	◐	○	◐	○	○	◐
	Speed Cushion	●	◐	●	○	◐	◐
Horizontal	Chicane (one lane)	●	●	●	○	◐	◐
	Curb Radius Reduction	◐	○	○	○	○	○
	On-Street Parking	◐	○	○	○	◐	◐
	Raised Median Island	◐	○	◐	○	○	○
	Traffic Circle	●	◐	●	○	◐	●
	Gateway Median	◐	○	○	○	○	○
Roadway Narrowing	Curb Extension	◐	○	○	○	○	◐
	Road Narrowing / Road Diets	●	◐	○	○	◐	◐
	Raised Median Island	◐	○	◐	◐	○	○
	Vertical Centreline Treatment	◐	○	○	○	○	○
Access Restriction	Directional Closure	●	●	◐	◐	◐	◐
	Diverter	○	●	◐	●	◐	◐
	Full Closure	○	●	●	●	●	◐
	Intersection Channelization	○	◐	◐	●	◐	○
	Raised Median Through Intersection	○	●	◐	●	◐	◐
	Right-in / Right-out Island	○	●	◐	◐	◐	◐
		● = Substantial Benefits ◐ = Minor Benefits ○ = No Benefit			● = Substantial Disbenefits ◐ = Minor Disbenefits ○ = No Disbenefit		



<b>TO:</b>	His Worship Mayor Michael Morden and Members of Council	<b>MEETING DATE:</b>	December 3, 2019
<b>FROM:</b>	Chief Administrative Officer	<b>FILE NO:</b>	11-5380-01
		<b>MEETING:</b>	COW
<b>SUBJECT:</b>	Ridge Meadows Recycling Society – Partnership and Licence Agreements		

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**EXECUTIVE SUMMARY:**

Recycling services in the City of Maple Ridge, both residential curbside and multi-family collection as well as a depot facility are undertaken on behalf of the City by the Ridge Meadows Recycling Society (RMRS) through a Fee for Service Partnership Agreement (Agreement), the current version of which has expired.

In 2013, the BC Recycling Regulation required the development of an Extended Producer Responsibility (EPR) stewardship plan for packaging and printed paper (PPP) products and a not-for-profit agency, Multi-Material British Columbia (MMBC) was established to develop a Province-wide stewardship plan for PPP that was ultimately approved by the Province. The City, along with the majority of municipalities in Metro Vancouver entered into a five-year contract with MMBC, since renamed RecycleBC. In October 2018, the City elected to participate in the RecycleBC program for another five-year contract term and have RMRS continue to collect recycling materials, although there are clauses that would allow the City to move in a different direction with respect to the provision of recycling services if so desired.

A new five-year Partnership Agreement between the City and RMRS has been drafted and vetted by legal counsel. The new Agreement, attached to this report is similar in format to the expired Agreement with minor changes to reflect current practices and industry standards. Upon Council's endorsement the new Agreement will be forwarded to the RMRS Board for signing.

The City and RMRS is recognized within the Region in consistently collecting and processing high quality recycling materials with extremely low levels of contamination. The recycling depot in Albion is considered a model service with performance levels that other municipalities aspire to achieve.

The RMRS Depot and Maple Ridge Transfer Station in Albion are located on lands leased from Metro Vancouver. The Licence of Use Agreement with Metro Vancouver is now also expired and requires renewal. The proposed annual cost for a lease duration of five years for the depot is \$46,000, up from the previous annual rate of \$32,000; however, Metro Vancouver note that the proposed lease rate is less than the market rate for similar properties. It is recommended that the City accept the proposed lease rate and extend the lease on the Metro Vancouver site.

## RECOMMENDATION:

That the Corporate Officer be authorized to execute the Fee for Service Partnership Agreement between the City of Maple Ridge and Ridge Meadows Recycling Society, and

That the Corporate Officer be authorized to execute the Licence of Use Agreement between the City of Maple Ridge and Metro Vancouver.

## DISCUSSION:

### a) Background Context:

The City of Maple Ridge and the Ridge Meadows Recycling Society (RMRS) have built a strong relationship over several decades, although the origins of the Society go back even further, to the early 1970s. Since beginning a formal relationship with the City in the 1990s, RMRS has provided curbside and depot recycling services in the City through a Fee for Service Partnership Agreement (Agreement), the current version of which has now expired.

In 2013, the BC Recycling Regulation required the development of an Extended Producer Responsibility (EPR) stewardship plan for packaging and printed paper (PPP) products and a not-for-profit agency, Multi-Material British Columbia (MMBC) was established to develop a Province-wide stewardship plan for PPP that was ultimately approved by the Province. The City, along with the majority of municipalities in Metro Vancouver entered into a five-year contract with MMBC, since renamed RecycleBC. In October 2018, the City elected to participate in the RecycleBC program for another five-year contract term and have RMRS continue to collect recycling materials, although there are clauses that would allow the City to move in a different direction with respect to the provision of recycling services if so desired.

A new five-year Partnership Agreement between the City and RMRS has been drafted and vetted by legal counsel. The new Agreement, attached to this report is similar in format to the expired Agreement with minor changes to reflect current practices and industry standards. Upon Council's endorsement the new Agreement will be forwarded to the RMRS Board for signing.

The City, and RMRS are recognized within the Region in consistently collecting and processing high quality recycling materials with extremely low levels of contamination. The recycling depot in Albion is considered a model service with performance levels that other municipalities aspire to achieve.

The RMRS Depot and Maple Ridge Transfer Station in Albion are located on lands leased from Metro Vancouver. The Licence of Use Agreement with Metro Vancouver is now also expired and requires renewal. The proposed annual cost for a lease duration of three years for the depot is \$46,000, up from the previous annual rate of \$32,000; however, Metro Vancouver note that the proposed lease rate is less than the market rate for similar properties. It is recommended that the City accept the proposed lease rate and extend the lease on the Metro Vancouver site.

### b) Desired Outcome:

This report seeks Council's direction to renew the contract with RMRS for a five-year term, as well as to extend the lease for the RMRS facilities on Metro Vancouver property.

c) **Strategic Alignment:**

Council's Strategic Plan includes the pillars of Growth, Community Pride & Spirit and the Natural Environment and the relationship between the City and RMRS to provide a comprehensive curbside and depot recycling program supports these three important goals.

d) **Citizen/Customer Implications:**

The costs to undertake the curbside and depot recycling services are recovered from Maple Ridge residents through recycling fees, and it is noted that in Citizen Surveys residents express a high satisfaction with the recycling program, both the depot and the curbside pickup.

e) **Interdepartmental Implications:**

The Engineering, Operations and Finance Departments all liaise with RMRS to deliver the City's recycling programs.

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

The annual cost of the City's recycling program is included in the Financial Plan.

g) **Policy Implications:**

The Metro Vancouver Region is committed to diverting recyclable materials out of the solid waste stream, and has been very successful to date.

h) **Alternatives:**

The City may choose not to renew the agreement with RMRS at this time and continue to operate on a month-by-month basis but this does not provide any certainty for either party.

**CONCLUSION:**

The City provides a high quality recycling service to its residents, both curbside and at the RMRS Depot that is a leader within the Metro Vancouver Region. Renewing the Agreement with RMRS will ensure that quality service is maintained, while still allowing other delivery options to be considered at any time through the duration of the Agreement if the City deems it appropriate and beneficial.



Prepared by: **David Pollock PEng,**  
**General Manager Engineering Services**



Concurrence: **Al Horsman**  
**Chief Administrative Officer**

**Attachments:**

- (A) Fee for Service Partnership Agreement, Ridge Meadows Recycling Society
- (B) Licence for Use Agreement, Metro Vancouver



## **Attachment A**

Fee for Service Partnership Agreement, Ridge Meadows Recycling Society

**RIDGE MEADOWS RECYCLING SOCIETY FEE FOR SERVICE PARTNERSHIP  
AGREEMENT**

THIS AGREEMENT made the \_\_\_\_\_ day of 2019.

BETWEEN:

CITY OF MAPLE RIDGE, a municipality incorporated under the Community Charter  
[R.S.B.C. 1996] c. 412, and having its offices at 11995 Haney Place, Maple Ridge, British  
Columbia, V2X 6A9;

(the "City")

OF THE FIRST PART

AND:

RIDGE MEADOWS RECYCLING SOCIETY, a society, duly incorporated under the  
Societies Act, S.B.C. 2015, c. 18, and having its offices at 10092 236 Street, in the  
Municipality of Maple Ridge, in the Province of British Columbia;

(the "Society")

OF THE SECOND PART

WHEREAS:

- A. The Provincial government targets a 75% recovery of Packaging and Printed Paper, in compliance with the Recycling Regulation
- B. The City has contracted with Recycling BC for the curbside collection of PPP within the City, as well as depot services
- C. In addition to the City's obligations to collect PPP under its contract with Recycle BC, the City and the Society are of the opinion that recycling is an integral component of any waste management system, and that the best method to encourage recycling is to provide waste reduction and recycling services in a partnership with the Society which has the means and expertise to promote recycling and employment opportunities to community members with a wide variety of skills

- D. The Society, in turn, desires to provide recycling services in the City, including but not limited to the services that the City is required to undertake under its contract with Recycle BC

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants and other recited considerations, the parties hereto agree as follows:

## **1.0 Definitions**

In this Agreement, unless the context otherwise requires:

"Equipment: means all chattels, equipment, and assets listed in Schedule " A" and all other chattels and property, purchased by the Society in whole or in part with the City's funds.

"Lands" means:

- a) Lot B, District Lot 275, Group 1, Plan 7587, New Westminster District (owned by the Greater Vancouver Sewerage and Drainage District, licensed to the City), and
- b) Lot 40, District Lot 275, Group 1, Plan 30282, Except Plan LMP49150, New Westminster District (owned by the City of Maple Ridge);

"Master Service Agreement" means the Master Service Agreement that is part of the Recycle BC Agreement;

"PPP" means "In-Scope PPP", as that term is defined in the Recycle BC Agreement.

"Recycle BC" means the society representing companies and organizations that supply products in packaging and printed paper to residents of British Columbia and approved by the Province of British Columbia to manage residential packaging and printed paper for industry as per the Ministry of Environment approved Stewardship Plan, and is the party to the Recycle BC Agreement.

"Recycle BC Agreement" means the agreement between the City and Recycle BC attached as Schedule D to this Agreement;

"Recycling Regulation" means Recycling Regulation, B.C. Reg. 2004/449, as amended or replaced from time to time;

"Statement of Work" means any statement of work that is part of the Recycle BC Agreement, including any statement of work that is amended pursuant to section 2 of the Master Services Agreement.

"Structures" means all buildings and structures listed in Schedule "B" and all other buildings, structures and components purchased by the Society in whole or in part with the City's funds and located on the Lands:

## **2.0 Term and Termination**

- 2.1** Subject to s. 2.2 and s. 2.3, the term of this Agreement is five years with the option to renew each year thereafter to a maximum three years, commencing January 1, 2020.
- 2.2** The City may terminate this Agreement if any of the following events occur:
- (b) the Society makes any assignment for the benefit of creditors, becomes bankrupt or insolvent, has a receiving order made against it or a receiver has been appointed for the Society; or
  - (c) any order is made for the winding up of the Society or the Society terminates its existence.
- 2.3** Either party may terminate this agreement if there is a breach by the other party of this Agreement, and the breaching party has failed to remedy the breach within thirty (30) days of delivery of notice of such breach from the other party, or has failed to commence the remediation of such breach if such breach cannot be remedied within thirty (30) days of such notice and the party has not diligently made all efforts to remedy such breach;
- 2.4** Either the City or the Society may terminate this Agreement without cause on six months written notice.

## **3.0 City Funding**

- 3.1** The City shall pay to the Society monthly payments over the term equal to one-twelfth of the amount the City budgets each year for the purpose of this Agreement which payments will be made on the first day of each month commencing January 1, 2020.
- 3.2** Despite section 3.1, if for any year of the term of the Agreement the City does not for any reason carry funds in its annual operating budget for both the curbside and depot services provided by the Society pursuant to this Agreement, this Agreement shall automatically terminate and the Society shall have no claim for damages or any other payment from the City. However, if the City carries only funds for one of curbside collection or recycling depot services, then this Agreement shall continue with respect to that service only.

## **4.0 Recycling Services**

- 4.1** The Society agrees to provide the following services;
- a) the services that the City is obliged to perform under the Recycle BC Agreement and perform all the obligations of the City contained in the Recycle BC Agreement, to the standards specified in that Agreement.

- b) implement, provide and maintain curbside collection of the recyclable waste specified in Schedules "C" and "D" to this Agreement in accordance with:
  - i. Maple Ridge Recycling Charges Bylaw No. 4655-1992 and amendments thereto;
  - ii. Solid Waste and Recycling Regulation Bylaw No. 6800-2011 and amendments thereto; and
  - iii. With respect to PPP, and without limiting section 4.1(a), the obligations imposed on the City pursuant to the Recycle BC Agreement
- c) operate the Recycling Depot on the Lands in accordance with:
  - i. Solid Waste and Recycling Regulation Bylaw No. 6800-2011 and amendments thereto; and
  - ii. With respect to PPP and without limiting section 4.1(a), the obligations imposed on the City pursuant to the Recycle BC Agreement
- d) ensure the Recycling Depot is open during the Metro Vancouver Transfer station operating hours.

The Depot shall only close for the following Statutory Holidays:  
Christmas Day & New Year's Day

- e) implement and maintain any other activity and service set out in the City's annual operating budget that the Society and City have previously discussed and negotiated.

**4.2** The Society may for the term of this Agreement, use the Lands for the purpose of a recycling depot that collects the material that the City is required to collect pursuant to the Recycle BC Agreement, and the household and commercial wastes listed in Schedule "C" attached hereto

**4.3** The Society acknowledges that pursuant to the Recycle BC Agreement, upon collection from the individual property served or drop off at the recycling depot, any material collected pursuant to the Recycle BC Agreement is the property of Recycle BC

**4.4** Despite s. 4.2, because of the City's covenants in the license agreement with the Greater Vancouver Sewerage and Drainage City, the parties agree that:

- b) the Society may accept for recycling and permit to be brought onto the properties those products listed in sections 2 through 9 of Schedule 2 of the Environmental Management Act *Recycling Regulation* 449/2004 & 206/2017 the Society is permitted to accept the materials listed in s. 4.4.(a) so long as the City's license agreement with the Greater Vancouver Sewerage and Drainage District permits the acceptance of such materials is in effect and so long as the Society has taken out and is maintaining a policy of pollution liability insurance

in the amount of \$5,000,000 to be maintained during the term of this agreement, showing the Society, the City and the Greater Vancouver Sewerage and Drainage District all as named insureds, and provided that the Society takes all reasonable care to avoid any contamination of the properties.

- 4.5** The Society shall perform all services provided under this Agreement honestly and in good faith, in a timely manner and to the satisfaction of the City. Without limiting the foregoing, the Society shall use standards, practices methods and procedures that conform to applicable law and shall exercise that degree of skill, care and diligence which would reasonably and ordinarily be expected from a qualified and experienced curbside recycling and depot operator undertaking similar services, and having regard for the concerns, needs, and interests of City residents and the environment.
- 4.5** The Society recognizes that the City may choose to opt out of the Recycle BC Agreement, in which case Recycle BC may directly collect PPP at curbside and may direct PPP to a location other than the Recycling Depot. If either or both occur, the Society shall continue to provide the services specified under section 4.1(c) with respect to material other than PPP.

## **5.0 Operations by the Society**

- 5.1** The Society must prepare a proposed annual operating budget in consultation with the City's staff and submit such proposed annual budget as part of its participation in the City's financial planning process to the City's Council on or before December 31 of each year for the term of this agreement.
- 5.2** The Society must not make any expenditures for equipment, machinery or vehicles to be funded in whole or in part by the City unless such expenditure has been approved by Council as part of the annual budget pursuant to s. 5.1 and in addition if such capital expenditure exceeds \$100,000.00 shall obtain Council's approval before committing to the expenditure.
- 5.3** Any expenditure made by the Society not included in the annual budget approved pursuant to s. 5.1, must be paid for by the Society from the Society's funds.

## **6.0 Profit Sharing**

- 6.1** The City and the Society will share any profits and losses as determined by the annual audited financial statements of the Society. Losses and profits must be shared on the basis of 80% to the City and 20% to the Society, and profits are payable to the parties within 90 days of the fiscal year end.



- 6.2 The Society's share of profit shall be considered Society Funds and shall be used only to benefit the Society's operations in the spirit of this partnership agreement.
- 6.3 The City's share of profits are the absolute property of the City, and will be held by the City in a special fund to a maximum of \$100,000.00 and may only be expended to offset its losses identified pursuant to s.6.1 and payments pursuant to Article 3. Profits beyond the maximum maintained in the special fund may be transferred by the City to general revenue and used for any local government purpose, as determined by the City in its sole and absolute discretion.
- 6.4 Upon termination of this Agreement by effluxion of time or otherwise, the funds held by the City in a special fund pursuant to s.6.3 may be used by the City for any local government purpose, as determined by the City in its sole and absolute discretion.

#### **7.0 Buildings, Structures and Equipment**

- 7.1 All machinery equipment and other chattels set out in Schedule "A" are and shall remain the sole and exclusive property of the City (the "Schedule "A" Property") and shall be updated and reported annually by the Society.
- 7.2 All buildings, structures and other improvements affixed to the Land as set out in Schedule "B" are and shall remain the sole and exclusive property of the City (the "Schedule "B" Property") and shall be updated and reported annually by the Society.
- 7.3 The Society shall be responsible for maintaining daily reports on the conditions of the Schedule "A" property and shall be responsible for light and regular maintenance requirements as set out in Schedule "A". The City shall be responsible for all other maintenance and repair of the Schedule "A" property.
- 7.4 The Society shall be responsible for general maintenance and repairs to the City's reasonable satisfaction of the City's property as set out in Schedule "B" property excepting only structural repairs and paving which shall be the responsibility of the City.

#### **8.0 Insurance**

- 8.1 **Comprehensive General Liability:** The Society shall take out and maintain at its expense comprehensive general liability insurance against claims for bodily injury, including death, and property damage or loss arising out of the use or occupation of City land and structures or the management or operation of the Society's services. Such insurance shall be in the joint names of the Society and the City so as to indemnify and protect both and shall contain a "cross liability clause" or "severability of interests clause" so that the Society and the City may be insured in

the same manner and to the same extent as if individual policies had been issued to each and shall be for the amount of not less than \$5,000,000 combined single limit or such other amount as may be required by the City from time to time, and with a deductible not exceeding \$100,000 per occurrence.

- 8.2 The Society will seek advice and obtain any necessary environmental impairment liability insurance or other such policy as may be recommended by their insurance broker or legal counsel to adequately protect against risks of environmental liability, with typical environmental impairment liability insurance having a limit of not less than \$1,000,000 (one million dollars) per occurrence with a deductible not greater than \$100,000 (for clarity, neither the amount nor type of environmental impairment liability insurance obtained by the Society will in any manner limit or qualify the liabilities and obligations assumed by the Society under this Agreement.
- 8.3 The Society will obtain Workers' Compensation Insurance or Workplace Safety & Insurance coverage with the Province with limits as required by the applicable law covering all the Society's personnel.
- 8.4 **City's Insurance:** The City shall take out all risk insurance in the name of the City for all equipment listed in Schedule "A" and Schedule "B" in an amount to the full replacement value thereof. The insurance premium for the Equipment shall be charged back to the Society based on the City's monthly ratios for replacement and maintenance.
- 8.5 **Society's Insurance:** The Society shall insure all equipment, chattels, assets, buildings, and structures used by the Society and not owned by the City against loss and damage sufficient to replace the lost, stolen, or damaged equipment, chattels, assets, building, and structures. The Society shall provide to the City a certificate of insurance in a form acceptable to the City showing the above-mentioned insurance and that in s. 4.4(b). The insurance premiums for such insurance shall be paid by the Society.
- 8.6 **Deductibles:** Any deductibles that must be paid to an insurer such as, but not limited to, the Insurance Corporation of British Columbia, be paid by the Society.
- 8.7 **Indemnity:** The Society shall indemnify and save harmless the City from and against all losses and claims, demands, payments, suits, actions, recoveries, and judgements of every nature and description brought or recovered against it and/or the City by reason of any act or omission or alleged act or omission of the said Society, its agents, employees, or subcontractors in the execution of the Agreement.
- 8.8 The Society must ensure that all policies of insurance taken out and maintained by it pursuant to this Agreement contain a clause binding the insurer not to cancel the policy

for any reason except after thirty (30) days written notice to the City.

- 8.9 The Society shall provide copies to the City of all policies of insurance taken out and maintained by the Society pursuant to this Agreement on the request of the City from time to time.

## **9.0 The Society**

- 9.1 Within ninety (90) days of the Society fiscal year end, which is December 31, the Society shall provide to the City copies of the accounting records and the auditor's report pursuant to sections 20(2)(c), 116(1) and 117 and 47 of the Societies Act, S.B.C. 2015, c. 18

- 9.2 Within thirty (30) days after the Society's Annual General Meeting, the Society shall provide to the City copies of the following documents:

- a) a list of the current directors and officers of the Society;
- b) a five (5) year financial plan for the Society;
- c) a letter from WorkSafeBC certifying that the society is in good standing with the Board; and
- d) proof to the City that the Society is in good standing with the Registrar of companies;
- e) updated lists of Schedule "A", Schedule "B" Schedule "C", and Schedule "D";
- f) a report on complaints, their number and nature, to the City; and
- g) proof of all insurance required under this Agreement

- 9.3 The Society shall furnish to the City an unaudited financial statement at the end of each quarter showing the current quarter and year-to-date actual figures and budget variance details.

- 9.4 Nothing in this Agreement shall be construed to restrict the Society from entering into separate agreements to provide recycling services to groups or individuals or to receive payment for recycling services, on the condition that:

- a) the recycling services so provided by the Society are not included in the City's annual operating budget; and
- b) the separate agreement is on a full-recovery basis, including indirect burden

allocation. If either of the above two conditions is not met, the Society must apply to Council for an exemption from that particular condition.

- 9.5 The Society shall pay all taxes, rates, licence fees, or other charges imposed by any duly constituted authority on the Equipment and Structures that have otherwise not been specifically referred to in this Agreement.
- 9.6 The Society shall, at its expense, procure and maintain all necessary permits, certificates and licences required by law for the performance of its obligations under this Agreement and shall comply with all federal, provincial, local government enactments, municipal and regional district laws and regulations affecting the performance of its obligations, including the British Columbia Employment Standards Act, the Workers Compensation Act, the Occupational Health and Safety Regulations thereunder, the Environmental Management Act, and the Waste Management Act.

#### **10.0 Occupational Health & Safety**

- 10.1 The Society shall be solely and completely responsible for ensuring safety of all persons and property during the performance of any services it performs pursuant to this Agreement...
- 10.2 The Society shall be liable for any and all injury or damage which may occur to persons or to property due to any act, omission, neglect or default of the Society, or of its employees, workers or agents.
- 10.3 The Society is the Prime Contractor for the purposes of Part 3 of the Workers Compensation Act (British Columbia). The Society shall comply with the provisions of the Worker's Compensation Act (British Columbia) and all related regulations (including the Occupational Health and Safety Regulation) and standards including obtaining workers compensation coverage in respect of all workers engaged in the services, and all City policies and procedures, codes and regulations applicable to the services it provides pursuant to this agreement. Where any of these are in conflict, the more stringent shall be applicable.
- 10.4 The Society shall satisfy the City that a safety program has been developed in accordance with the Occupational Health and Safety Regulation, and Work Safe BC and shall incorporate all of the City's operating requirements and restrictions.
- 10.5 When required to do so by the City, the Society shall provide the Regional District with evidence of compliance with this Section 10.

#### **11 General Provisions**

- 11.0 Wherever the singular or masculine is used herein, the same shall be construed as meaning the plural, feminine, or the body corporate or politic where the context or the

parties so require.

- 11.1** This Agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.
- 11.2** The parties hereto shall do and cause to be done all things and execute and cause to be executed all documents which may be necessary to give proper effect to the intention of this Agreement.
- 11.3** This Agreement shall supersede all communications, negotiations, and agreements, either written or verbal made between the parties hereto in respect of matters pertaining to this Agreement prior to the execution and delivery hereof.
- 11.4** Any portion of this Agreement which is prohibited or unenforceable, will be in effective only to the extent of such prohibition or unenforceability without invalidating the remaining provision hereof.
- 11.5** The conditions, covenants, terms and provisos contained in this agreement which upon termination remain unfulfilled undischarged or otherwise outstanding will nevertheless survive termination and remain in full force and effect and be binding on the parties so long as there is any liability or indebtedness outstanding between the parties.
- 11.6** No assignment of this Agreement or any right accruing under it shall be made by either party without the written consent of the other, not to be unreasonably withheld.
- 11.7** Section 8.6 and all other articles, sections, subsections and paragraphs providing for the limitation of, waiver of or protection against liability of the parties hereto shall survive termination, cancellation or expiration of this Agreement.
- 11.8** All notices, demands and communications to either party shall be given by personal delivery or by registered mail and addressed to the parties at the address below. Any notice sent by registered mail shall be deemed to have been delivered seven (7) days after being mailed by the sender. A notice delivered after 4:00 pm or on a day that is not a business day shall be deemed to have been given or made on the following business day:

City of Maple Ridge 11995 Haney Place Maple Ridge BC V2X 6A9	Ridge Meadows Recycling Society Box 283 Maple Ridge BC V2X 7G2
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If normal mail service is interrupted by strike, slow down, force majeure or other cause beyond the control of the parties, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice shall utilize any other such services which have not been so interrupted or shall personally deliver such notice in order to ensure prompt receipt thereof.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day first above written.

The Seal of, CITY OF MAPLE RIDGE  
was hereunto affixed in the presence of:

---

MAYOR

---

CORPORATE OFFICER

RIDGE MEADOWS RECYCLING SOCIETY

---

Authorized Signatory

---

Authorized Signatory



## **SCHEDULE A**

Updated: January 2019

\*Updated annually as outline in 7.1 and reported as per 9.2(e)

### EQUIPMENT OWNED BY THE CITY OF MAPLE RIDGE

		LICENCE #	REGISTRATION #	SERIAL/VIN#
133	<b>AMERICAN BALER (2014) &amp; CONVEYOR BELTS</b>		NC20 – T50S	#9652
97	<b>REM HDL-2HYDRAULIC LIFT</b>			# 4271-97
97	<b>REM MS-8 MAGNETIC SEPARATOR</b>			#4272-97
93	<b>12 EASY EMPTY CONTAINERS (RED) With Casters &amp; Lid (2 Yard)</b>			#92159 to 92171
#132	<b>2013 FREIGHTLINER RECYCLING TRUCK</b>	EH1733	10695088	1FVACXDT2HFB6217
#134	<b>2015 FREIGHTLINER RECYCLING TRUCK</b>	JB8578	11371615	1FVACYDT7FHGL1280
#135	<b>2008 FREIGHTLINER RECYCLING TRUCK</b>	AR2056	3235038	1FVACXDJ28HZ06711
#136	<b>2017 AUTOCCAR RECYCLING TRUCK</b>	KP9527	12306474	516M3DBD8HH223376
#137	<b>2008 FREIGHTLINER RECYCLING TRUCK</b>	AM0281	2913779	1FVACXCJ68HZ06713
#138	<b>2017 AUTOCAR RECYCLING TRUCK</b>	LG9078	12285040	516M3DBDXHH223377
#139	<b>2014 PETERBILT RECYCLING TRUCK</b>	HN4150	11023797	2NP2HM7X5EM237744
#140	<b>2011 INTERNATIONAL RECYCLING TRUCK</b>	DD0687	10152908	1HTJTSKN7BH341810
#141	<b>2008 FREIGHTLINER RECYCLING TRUCK</b>	DA3059	2359169	1FVACXDJ48HZ06712
#142	<b>2017 AUTOCAR RECYCLING TRUCK</b>	KB7160	12225422	516M3DBD6HH223375
#145	<b>2011 INTERNATIONAL RECYCLING TRUCK</b>	DD0688	10152983	1HTJTSKN9BH341811
#401	<b>2009 CRANE CARRIER</b>			1CYCAK3879T049343
#402	<b>2009 CRANE CARRIER</b>	KB7150	09830944	1CYCAK3819T049337
	<b>2009 RECYCLING SYSTEMS – REM</b>		5845-09	N6512 – NAPA
	<b>CONVEYOR BELTS</b>			
	<b>TCH-8 Magnetic head &amp; Pulley TCH-18 Transfer Conveyor</b>			
	<b>24x10 8mm Steel Deck Portable Scale – 50 Tonne</b>			BCS241050PTS

capacity & Scale Shack

## **SCHEDULE B**

\*Updated annually as outline in 7.2 and reported as per 9.2(e)

### **Structures Improvements & Equipment:**

1. Two storied building which includes meeting rooms, bathrooms and offices and acts as the headquarters for the Ridge Meadows Recycling Society.
2. Enclosed warehouse area, covered sorting area.
3. Paved surfaces on 1 acre site & ½ Acre site off River Road.
4. Free standing tarp enclosures (removable aluminum structures & cement lock blocks)

## **SCHEDULE C**

\*Updated annually as outline in 7.2 and reported as per 9.2(e)

### **Items accepted in the Maple Ridge Curbside Pickup Program:**

#### **Red Box: All Hard Plastic Packaging Products - listed below, but not limited to:**

Plastic bottles	Plastic containers	Plastic lids
Plastic jars	Plastic jugs	Plastic cups
Plastic hangers	Plastic tags	Plastic plant pots
Refundable plastic drink containers		

#### **“Bags in Bags” - Soft Plastic Bags & Overwrap - listed below, but not limited to:**

Plastic grocery bags (stretchy)	Plastic bread bags	Plastic packaging wrap
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#### **Yellow Bag: All Paper products & Packaging Products - listed below, but not limited to:**

Cardboard	Flyers	Newspaper
Cards	Paper gift wrap	Office paper
Catalogues	Envelopes	Magazines
Phone books	Paper drink cups	Paper bags
Shredded paper	Paper take-out containers	

#### **Blue Box: All Metal & Carton Packaging Products - listed below, but not limited to:**

Aluminum foil & pans	Metal cans & lids	Metal clothes hangers
Household aerosol containers boxes	Milk cartons	Tetra-pack style drink & soup
Ice-cream cartons	Spiral-wound containers	Wine boxes

#### **Grey Box: All Glass Packaging Products - listed below, but not limited to:**

Glass bottles & jars	Refundable glass drink containers (alcoholic & non)
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### **Items accepted at the Maple Ridge Recycling Depot:**

#### **All Metal Products - listed below, but not limited to:**

Aluminum	Car Parts	Sheeting
Aluminum Foil (plates)	Copper	Steel
Aluminum Blinds, Cookware	Engine Blocks (drained)	Tin Cans-metal lids
Barbeques	Hangers (plastic & metal)	Toaster / stock racks
Lawn Furniture	Tools / Nails	Bed Frames
Metal Fencing	Wire	Bikes
Metal Sinks/Bathtubs	Oil Tanks	Brass
Pipes		

**Electronics, Cell Phones, & Accessories - listed below, but not limited to:**

Desktop computers & accessories   Audio products & accessories   E-toys  
Portable computers & accessories   Video products & accessories   Electronic music instruments  
Display products & accessories   Video gaming systems & accessories   IT & telecom devices  
Printing, scanning, & multifunction devices   TVs   VCRs   DVDs  
Telephones (landlines & mobile)   Mobile/wireless devices   Answering Machines

VHS tapes   CDs   USB drives   Cords & chargers  
Medical monitoring & control devices   Earphones & earbuds   Adaptors

**Small & Large Appliances, Power Tools & Equipment - listed below, but not limited to:**

Kitchen Appliances: toasters, coffee makers, microwaves, kettles, food scales, and hand mixers  
Household Appliances: irons, vacuums, portable heaters, fans, vacuums, clocks, & carpet cleaners  
Personal Care Appliances: blow dryers, curling irons, electric razors, trimmers, electric toothbrushes  
Power Tools: portable & bench top   Sewing machines   Exercise machines  
Sports, Leisure, Arts & Crafts Devices   Air Conditioners   Hot Water Tanks  
Dishwashers   Exercise Equipment (weights, bikes)  
Propane tanks   Washers & Dryers (cloths)   Fire Extinguishers  
Stoves   Freezers   Fridges  
Furnaces   Weed Eaters/Hedgers   Lawn Mowers  
Hand-Held, Walk-Behind, & Free-Standing Outdoor Power Equipment

**Lighting Products - listed below, but not limited to:**

Light Bulbs & Tubes: fluorescent, compact fluorescent, halogen, incandescent, & LEDs  
Lighting Fixtures: floor lamps, chandeliers, table lamps, wall fixtures  
Flashlights   Holiday lights   Street lights  
Outdoor flood lights   Ballasts

**Batteries - listed below, but not limited to:**

Household   Rechargeable - lithium ion   Car – lead-acid

**Paints, Flammables, Pesticides and Gasoline - listed below, but not limited to:**

Camp fuel   Paints –all types (Latex & Oil)  
Empty Paint Cans   Paint - Aerosol  
Flammable Liquids   Paint Thinners  
Gasoline   Pesticides (domestic)  
Liquid Adhesives   Solvents

**Oil & Antifreeze - listed below, but not limited to:**

Used Oil   Oil Filters   Plastic Oil Containers  
Antifreeze   Antifreeze Containers   Cooking Oil

**All Glass Packaging Products - listed below, but not limited to:**

Glass bottles & jars   Refundable glass drink containers

**All Hard Plastic Packaging Products - listed below, but not limited to:**

Plastic bottles	Plastic containers	Plastic lids
Plastic jars	Plastic jugs	Plastic cups
Plastic hangers	Plastic tags	Plastic plant pots
Refundable plastic drink containers		

**Soft Plastic Bags & Overwrap - listed below, but not limited to:**

Plastic grocery bags	Plastic bread bags	Plastic packaging wrap
(stretchy)		

**Flexible Plastic Packaging - listed below, but not limited to:**

Non-stretchy plastic packaging	Foil-lined chip bags & wrappers	Net bags
(oranges/avacados,etc)		

**Styrofoam - listed below, but not limited to:**

Styrofoam trays (white/coloured)	Styrofoam cups	Styrofoam take-out containers
Styrofoam packaging		

**All Printed Paper Products - listed below, but not limited to:**

Cardboard	Flyers	Newspaper
Cards	Paper gift wrap	Office paper
Catalogues	Envelopes	Magazines
Phone books	Paper drink cups	Paper bags
Shredded paper	Hardcover books	Paperback books
Paper take-out containers		

**Other Categories:** Smoke, carbon monoxide alarms, & combination alarms

Mercury-containing thermostats & electronic thermostats

Textiles: Clothing, shoes, curtains, bedsheets, household items

**SCHEDULE D:** *BC RECYCLING AGREEMENT*



## **Attachment B**

Licence for Use Agreement, Metro Vancouver

## LICENCE OF USE AGREEMENT

**THIS AGREEMENT** dated for reference the \_\_\_\_ day of \_\_\_\_\_, 2019.

**BETWEEN:**                    **The Greater Vancouver Sewerage and Drainage District**  
4730 Kingsway  
Burnaby, BC V5H 0C6

(**"Metro Vancouver"**)

OF THE FIRST PART

**AND:**                        **The City of Maple Ridge**  
11995 Haney Place  
Maple Ridge, BC V2X 6G2

(the **"Licensee"**)

OF THE SECOND PART

### **W H E R E A S :**

- A. Metro Vancouver owns and operates a solid waste transfer station within the Municipality of Maple Ridge located at 10092 – 236<sup>th</sup> Street (the "Transfer Station").
- B. Metro Vancouver is the registered and beneficial owner of lands within Maple Ridge described as:  
  
Legal Description:      Lot B District Lot 275 Group 1 NWD Plan 7587  
PID:                        011-259-281  
  
(the "Lands")
- C. Metro Vancouver has granted 5-year term licences to the Licensee since 1989 for the purposes of operating a recycling depot on a portion of the Lands.
- D. The Licence was amended in November 2005 to expand the area of the recycling depot and a further amendment was made in October 2006 to provide for the recycling of certain solvents and flammable liquids as identified in the Recycling Regulation pursuant to the Environmental Management Act.
- E. The most recent licence commenced April 28, 2009 and contained a renewal provision for an additional 5-year term that Metro Vancouver granted which expired on March 31, 2019.

- F. The Licensee wishes to continue use of the Licence Area and has requested that Metro Vancouver grant a non-exclusive licence to use certain portions of the Lands comprised of approximately 0.543 hectares as shown outlined in heavy black line as Area 1 and Area 2 on the plan attached as Schedule "A" (the "Licence Area") for continuation of the recycling operations and the GVS&DD has agreed subject to the terms and conditions contained within this Agreement.

**NOW THEREFORE THIS AGREEMENT WITNESSES** that in consideration of the fee paid by the Licensee to Metro Vancouver and in consideration of the premises and covenants and Agreements contained in this Agreement, Metro Vancouver and the Licensee covenant and agree with each other as follows:

**1.0 GRANT OF LICENCE OF USE**

- 1.1 Metro Vancouver, subject to the performance and observance by the Licensee of the terms, conditions, covenants and agreements contained in this Agreement and to earlier termination as provided in this Agreement, grants to the Licensee, its agents, employees and invitees a non-exclusive licence to use the Licence Area for the purpose of operating a recycling depot (the "Recycling Facility") together with such related activities for which Metro Vancouver may grant upon written approval (such facility and related activities being hereinafter called the "Recycling Operations") and for no other purpose.

**2.0 RESERVATION OF RIGHTS**

- 2.1 Metro Vancouver hereby reserves to itself from the grant and the covenants made by it to the Licensee under clause 1 above the right for Metro Vancouver, its agents, employees, contractors and subcontractors to have full and complete access to the Licence Area to carry out any operations associated with Metro Vancouver's use of the Licence Area.

**3.0 LICENCE FEE**

- 3.1 In consideration of the right to use, the Licensee shall pay to Metro Vancouver the sum of Forty Six Thousand Dollars (\$46,000) in advance, by the 1<sup>st</sup> day of April in each year of the Term plus the goods and services tax (GST), if applicable.

**4.0 TERM AND RENEWAL**

- 4.1 The Term of the Licence granted under this Agreement shall be from the 1<sup>st</sup> day of April, 2019 to the 31<sup>st</sup> day of March, 2024 unless earlier terminated under this Agreement.
- 4.2 The Licensee may, no later than six months prior to the expiry of the Term, apply to renew this Licence for a further term of five (5) years. The renewal and terms and conditions of such renewal shall be at Metro Vancouver's sole discretion.

## **5.0 CONTINUANCE OF LICENCE**

- 5.1 If after the expiration of the Term, the Licensee continues to exercise the Licence without objection by Metro Vancouver and without any written agreement providing otherwise, then the Licensee shall be deemed to be a licensee from month to month and subject to the provisions of this Licence in so far as its provisions are applicable (the "Continuing Licence").
- 5.2 It shall be lawful for Metro Vancouver to cancel and determine the Continuing Licence by delivering to the Licensee notice to that effect and upon delivery of such notice the Continuing Licence shall cease without prejudice to any rights of Metro Vancouver under this Licence that accrued before the cancellation.

## **6.0 TAXES**

- 6.1 The Licensee shall pay all taxes, rates, duties and assessments whatsoever, whether federal, provincial, municipal or otherwise charged upon the Licensee or Metro Vancouver as a result of the Licensee's occupation of or use of the Licence Area.
- 6.2 As the Licensee is a municipality, it may be exempt from property taxation. The Licensee shall provide evidence of such exemption to Metro Vancouver in a timely fashion.

## **7.0 COVENANTS OF THE LICENSEE**

- 7.1 The Licensee shall not carry on or permit any activity on the Licence Area which is considered a nuisance to the owners or occupiers of lands adjacent to or in the vicinity of the Licence Area, including the creation of odor or excessive noise.
- 7.2 The Licensee hereby agrees and acknowledges that Metro Vancouver may, upon 6 months' notice, provide such notice to the Licensee to surrender up to 10% of the Licence Area, not including any area occupied by buildings, as required by Metro Vancouver to ensure a safe and efficient operation of the Transfer Station.
- 7.3 The Licensee must ensure that the gate leading into the emergency exit roadway is closed to the public at all times except for emergency purposes.

## **8.0 CONSTRUCTION**

- 8.1 The Licensee shall not construct or place any buildings or structures or make any improvements on the Licence Area, unless prior to any construction, it has:
- (a) obtained Metro Vancouver's approval in writing to the site plans, working drawings, plans, specifications, and elevations, which approval may be withheld at the sole discretion of Metro Vancouver; and

- (b) obtained a building permit from the local government authority having jurisdiction authorizing the construction of the buildings and structures set out in the permits and the plans and specifications attached to it; and
- (c) obtain all required inspections.

- 8.2 All such construction work shall be carried out at the cost of the Licensee and the Licensee shall deliver all final as built drawings to Metro Vancouver.
- 8.3 The Licensee shall not occupy the buildings without first obtaining an occupancy certificate.
- 8.4 The Licensee shall, at its cost, maintain any buildings, structures or improvements constructed or placed on the Licence Area during the Term.
- 8.5 Notwithstanding the foregoing sections, the Licensee must not construct or place buildings or structures or make improvements on the Licence Area that will interfere with or impede the use of the Lands by others having a lawful right to use the Lands.

#### **9.0 INSURANCE**

The Licensee will, at the Licensee's expense, throughout the Term, secure and maintain comprehensive general liability insurance in an amount of no less than five million dollars (\$5,000,000) per occurrence to the satisfaction of Metro Vancouver, and to provide evidence satisfactory to Metro Vancouver of such insurance and any renewals. The Insurer will acknowledge this agreement as an insured contract under the policy and will have added the Indemnified Parties, as defined under section 10.1, as additional insureds. The Licensee will be responsible to maintain All Risk property insurance coverage for their installed fixtures and equipment. The policy will contain a waiver of subrogation against the Licensor.

The Licensee will, at the Licensee's expense, throughout the Term, secure and maintain pollution liability insurance in an amount of no less than five million dollars (\$5,000,000) per occurrence. In the alternative, the Licensee, at its expense, will obtain regular environmental risk analysis reports from a recognized environmental consultant. Acceptance of the risk assessment does in no way limit Metro Vancouver's rights and remedies in the indemnification under section 10.

#### **10.0 INDEMNIFICATION AND RELEASE**

- 10.1 The Licensee will save harmless and indemnify Metro Vancouver (Greater Vancouver Sewerage and Drainage District) and the Metro Vancouver Regional District and their directors, officers, employees, agents and other representatives (the "Indemnified Parties") from and against all actions, claims, demands, proceedings, suits, losses, damages, costs and expenses of any kind or nature (including but not limiting the generality of the foregoing, in respect of death, injury, loss or damage to any person or property) arising from the breach of this Agreement by the Licensee, its employees and agents or arising in any way out of or

connected with the use of the Licence Area by the Licensee its agents, employees and invitees under this Licence Agreement, except to the proportionate extent that such actions, claims, demands, proceedings, suits, losses, damages, costs and expenses were caused by the Indemnified Parties or any of them.

- 10.2 The Licensee will release and discharge Metro Vancouver (Greater Vancouver Sewerage and Drainage District) and the Metro Vancouver Regional District and their directors, officers, employees, agents and other representatives (the "Released Parties") from and against all actions, claims, demands, proceedings, suits, losses, damages, costs and expenses, of any kind or nature (including but not limiting the generality of the foregoing, in respect of death, injury, loss or damage to any person or property) which the Licensee, their employees, or agents might have in any manner contributed to arising in any way out of or connected with the use of the Licence Area by the Licensee under this agreement except to the proportionate extent that such actions, claims, demands, proceedings, suits, losses, damages, costs and expenses were caused by the Released Parties or any of them.

#### **11.0 BUILDERS LIENS**

- 11.1 The Licensee will indemnify Metro Vancouver from and against any liens for labour services wages or materials, in respect of the Licensee's use of the Licence Area.

#### **12.0 NOTICES**

- 12.1 It is hereby mutually agreed:

Any notice required to be given under this Agreement shall be deemed to be sufficiently given:

- (a) to be delivered at the time of delivery and
- (b) if mailed from any government post office in the Province of British Columbia by prepaid registered mail addressed as follows:

- (i) if to Metro Vancouver:

Metro Vancouver  
4730 Kingsway – 26<sup>th</sup> Floor  
Burnaby, BC V5H 0C6  
Attention: Director, Properties  
e-mail: [propertydivision@metrovanancouver.org](mailto:propertydivision@metrovanancouver.org)

(ii) if to the Licensee:

The City of Maple Ridge  
11995 Haney Place  
Maple Ridge, BC V2X 6A9  
Attention: Municipal Engineer  
e-mail: engineering@mapleridge.ca

or at the address a party may from time to time designate. The notice shall be deemed to have been received five days after the time and date of mailing or if e-mailed, when acknowledgement is received from Metro Vancouver or the Licensee.

### **13.0 ASSIGNMENT AND SUB-LETTING**

- 13.1 The Licensee shall not assign or sub-let any of its rights and obligations under this Agreement without the prior written consent of Metro Vancouver.
- 13.2 Metro Vancouver does consent to the Licensee granting a sub-licence to the Ridge Meadows Recycling Society (the "Sub-Licensee") for the purpose of operating the Recycling Facility.

### **14.0 TERMINATION**

- 14.1 If the Licensee is in default on the payment of Licence fees, or the payment of any other sum payable under this Agreement, or is in breach of this Agreement, and if the default continues 30 days after giving notice by Metro Vancouver to the Licensee, then Metro Vancouver may terminate this Agreement and the rights of the Licensee with respect to the Licence Area shall immediately lapse and be absolutely forfeited.
- 14.2 This Agreement may be terminated by either party by giving the other party six months written notice.

### **15.0 FORFEITURE**

- 15.1 Metro Vancouver, by waiving or neglecting to enforce the right to forfeiture this Agreement or upon breach of this Agreement, does not waive Metro Vancouver's rights upon any subsequent breach of the same or any other provision of this Agreement.

### **16.0 FIXTURES**

- 16.1 That, unless Metro Vancouver notifies the Licensee to remove fixtures, all buildings, structures or improvements constructed on the Licence Area by the Licensee shall at the termination of the Agreement, become the sole property of Metro Vancouver at no cost to Metro Vancouver.



## **17.0 REPAIRS BY METRO VANCOUVER**

- 17.1 If the Licensee fails to repair or maintain the Licence Area or any building structure or improvements on the Licence Area in accordance with this Agreement, Metro Vancouver may, by its agents, employees or contractors enter the Licence Area and make the required repairs or do the required maintenance and the cost of the repairs or maintenance shall be a debt due from the Licensee to Metro Vancouver;
- 17.2 In making the repairs or doing the maintenance Metro Vancouver bring and leave upon the Licence Area the necessary materials, tools and equipment and Metro Vancouver shall not be liable to the Licensee for any inconvenience, annoyance, loss of business or other injuries suffered by the Licensee by reason of Metro Vancouver effecting the repairs or maintenance.

## **18.0 HAZARDOUS SUBSTANCES AND HOUSEHOLD HAZARDOUS WASTES**

- 18.1 The Licensee will not place, store, use, manufacture, or release or allow the placement storage, use, manufacture of any Hazardous Substance in, on or from the Lands except as permitted in the Agreement or by law and in accordance with such law. "Hazardous Materials" means all explosives, radioactive materials, pollutants, contaminants, hazardous or toxic substances, special waste, or other waste, the storage, use, manufacture, or release of which into the environment is prohibited, controlled or regulated under any laws, regulations, orders, bylaws, permits or lawful requirement of any government authority in respect of the protection of the natural environment, or of plant, animal or human health, or in respect of the regulation and use of such wastes and substances.
- 18.2 Notwithstanding the restrictions of section 18.1, the Licensee may bring such household hazardous wastes onto the Licence Area that are covered under *Recycling Regulation* 449/2004 enacted pursuant to the *Environmental Management Act* (British Columbia) as collected through the Extended Produce Responsibility & Stewardship Program agreements or contracts (the "EPR Program" between the Licensee and the Ministry of the Environment, (the "Product Stewardship Agreements").
- 18.3 The Licensee shall provide an annual written list to Metro Vancouver on the description of products to be handled on the Licence Area including those products that fall within the EPR Program and those that do not fall within the EPR Program.
- 18.4 Handling of the Household Hazardous Wastes by the Licensee shall be conducted in accordance with the Product Stewardship Agreements and guidelines as administered by the association responsible for the specific Household Hazardous Waste or product. The Licensee is responsible for and shall carry out the appropriate training for all persons that are handling Household Hazardous Wastes on the Licence Area.
- 18.5 The Licensee is responsible for any and all costs associated with environmental clean-up of the Lands and any adjacent lands, watercourses or other areas that may be contaminated by

products accepted by the Licensee on the Licence Area, whether pursuant to the Licence or any amendments thereto or otherwise.

#### **19.0 TIDINESS AND CLEAN UP**

- 19.1 The Licensee shall keep Licence Area 1 and Licence Area 2, any improvements and the Recycling Operations in a neat, tidy, safe, secure and sanitary condition at all times. The Licensee shall place the recycling materials into appropriate receptacles and shall ensure that all such materials are moved from the Licence Area at frequent and regular intervals so that such materials or any wastes do not accumulate on the Licence Area. The Licensee shall also remove any litter on the access road between Licence Area 1 and Licence Area 2 that may be attributed to the Recycling Facility operations.
- 19.2 At the end of the term or renewal term, the Licensee shall clean up the Licence Area and restore the surface of the Licence Area as reasonably as may be possible to the condition of the Licence Area prior to the commencement of the term of this Agreement.

#### **20.0 SECURITY, MAINTENANCE AND REPAIR**

- 20.1 The Licensee, at its expense, will install and maintain fencing, a gate, all required locks and any other security measures as requested by GVS&DD for maintaining security and restricted access to the Licence Area.
- 20.2 The Licensee will maintain and keep in good repair all buildings, structures, fences, gates, locks and other improvements on the Licence Area. The Licensee will maintain the landscaping located in Area 2, shown on Schedule "A" as Licence Area 2 and is granted a licence to do so and pass over the Lands with or without equipment for this purpose. Licence Area 2 is for landscaping only and for no other purpose.

#### **21.0 REGULATIONS**

- 21.1 The Licensee will comply promptly at its own expense with the legal requirements of all authorities, including an association of fire insurance underwriters or agents, and all notices issued under them that are served upon Metro Vancouver or the Licensee.

#### **22.0 NO COMPENSATION**

- 22.1 The Licensee shall not be entitled to compensation for any loss or injurious affection or disturbance resulting in any way from the termination of the Licence or the loss of the Licensee's interest in any building, structure or improvement built or placed on the Licence Area.

#### **23.0 MISCELLANEOUS**

- 23.1 The Licensee warrants and represents that the execution of this Agreement by the Licensee on behalf of a group or organization is a warranty and representation to Metro Vancouver

that the Licensee has sufficient power, authority, and capacity to bind the group or organization with his or her signature;

- 23.2 If the Licensee represents a group or organization, the Licensee agrees to inform all responsible persons associated with the group or organization of the terms and conditions of this Agreement;
- 23.3 Where written consent is required under this Agreement by Metro Vancouver such written consent can be provided by the Director, Properties or their designate unless otherwise stated in this Agreement;
- 23.4 This Agreement shall not be interpreted as granting any interest in the Lands or the Licence Area to the Licensee;
- 23.5 Waiver of any default by a party shall not be interpreted or deemed to be a waiver of any subsequent default;
- 23.6 This Agreement constitutes the entire agreement between the parties with respect to the subject matter and cancels and supercedes any prior agreement between the parties with respect to this Agreement.

#### **24.0 INTERPRETATION**

- 24.1 When the singular or neuter are used in this Agreement they include the plural or the feminine or the masculine or the body politic where the context or the parties require.
- 24.2 The headings to the clauses in this Agreement have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.
- 24.3 This Agreement shall be construed in accordance with and governed by the laws applicable in the Province of British Columbia.
- 24.4 All provisions of this Agreement are to be construed as covenants and agreements as though the word importing covenants and agreements were used in each separate paragraph.
- 24.5 A provision in this Agreement granting Metro Vancouver a right of approval shall be interpreted as granting a free and unrestricted right to be exercised by Metro Vancouver in its discretion.
- 24.6 This Agreement may be executed and delivered by electronic means and in counterparts and upon the execution and delivery of each such counterpart by each Party to the other, this Agreement will be legally binding upon the Parties.

The authorized signatories of the parties have executed this Agreement as follows.

**by the Licensee - the City of Maple Ridge**

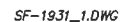
Per: \_\_\_\_\_ on \_\_\_\_\_  
date

Per: \_\_\_\_\_

**by Metro Vancouver – the Greater Vancouver Sewerage and Drainage District**

Per: \_\_\_\_\_ on \_\_\_\_\_  
Randy Wenger, Director Properties date

**LICENCE AREA OF RECYCLING FACILITY  
ON LOT "B"\_PLAN 7587**





<b>TO:</b>	His Worship Mayor Michael Morden and Members of Council	<b>MEETING DATE:</b>	December 3, 2019
<b>FROM:</b>	Chief Administrative Officer	<b>FILE NO:</b>	11-5255-70-124
		<b>MEETING:</b>	COW
<b>SUBJECT:</b>	Award of Contract ITT-EN19-76: 232 Street Watermain Replacement (122 Avenue to 124 Avenue)		

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**EXECUTIVE SUMMARY:**

The existing 150mm diameter cast iron watermain along 232 Street between 122 Avenue and 124 Avenue was installed in 1964 and has been identified for replacement as part of the City's Annual Watermain Replacement Program. This project is included in 2020 of both the existing 2019-2023 Financial Plan and the proposed 2020-2024 Financial Plan.

The 232 Street Watermain Replacement Project from 122 Avenue to 124 Avenue consists of the installation of approximately 445m of 200mm diameter ductile iron watermain, water service connections, installation of new hydrants and pavement surface restoration. The existing watermain will be abandoned and utilized for fibre optic pre-ducting. City crews will complete tie-ins of the new watermain to the City's water system.

The Invitation to Tender was issued on October 22, 2019 and closed on November 21, 2019 with seventeen (17) bids received. The lowest compliant tender price was submitted by Conwest Contracting Ltd. for \$422,595.00 excluding taxes. The watermain installation is funded from the Water Utility Fund, and additional funding is required for the water tie-ins to the City system. Funding to install ducting for future fibre optic expansion is available from the IT Fibre Optic Network project budget.

Council approval is required to award the contract to Conwest Contracting Ltd.

**RECOMMENDATION:**

That Contract ITT-EN19-76, 232 Watermain Replacement (122 Avenue to 124 Avenue), be awarded to Conwest Contracting Ltd. in the amount of \$422,595.00 excluding taxes; and

That a construction contingency of \$60,000 be approved to address potential variations in field conditions; and further

That the Corporate Officer be authorized to execute the contract.

## DISCUSSION:

### a) Background Context:

The existing 150mm diameter cast iron watermain along 232 Street between 122 Avenue and 124 Avenue was installed in 1964 and has been identified for replacement as part of the City's Annual Watermain Replacement Program. This project is included in 2020 of both the existing 2019-2023 Financial Plan and the proposed 2020-2024 Financial Plan.

The 232 Street Watermain Replacement Project from 122 Avenue to 124 Avenue consists of the installation of approximately 445m of 200mm diameter ductile iron watermain, water service connections, installation of new hydrants and pavement surface restoration. The existing watermain will be abandoned and utilized for fibre optic pre-ducting. City crews will complete tie-ins of the new watermain to the City's water system.

### Tender Evaluation

The Invitation to Tender was issued on October 22, 2019 and closed on November 21, 2019 with seventeen (17) bids received, listed below from lowest to highest price.

	<u>Tender Price</u> <u>(excluding taxes)</u>
1. Conwest Contracting Ltd.	\$422,595.00
2. Complete Utility Contractors Ltd.	\$449,435.00
3. Timbro Contracting (A Partnership)	\$499,467.50
4. Sandpiper Contracting LLP	\$499,840.00
5. Jack Cewe Construction Ltd.	\$532,479.00
6. Jakes Construction Ltd.	\$546,900.00
7. Drake Excavating (2016) Ltd.	\$549,879.12
8. J. Cote & Son Excavating Ltd.	\$564,775.00
9. Tybo Contracting Ltd.	\$587,600.00
10. Richco Contracting Ltd.	\$605,530.00
11. TAG Construction Ltd.	\$611,685.00
12. TKG Irrigation Ltd.	\$624,230.00
13. Summit Earthworks Inc.	\$638,100.00
14. Hyland Excavating Ltd.	\$645,844.00
15. Ray Contracting Ltd.	\$703,831.82
16. Neil Smith Construction Ltd.	\$717,794.00
17. Pedre Contractors Ltd.	\$814,359.00

The lowest compliant bid was \$422,595.00 (excluding taxes) from Conwest Contracting Ltd. Staff have analyzed the tenders and recommend the contract be awarded to Conwest Contracting Ltd.

### b) Desired Outcome:

To provide reliable fire protection and high quality drinking water to Maple Ridge residents.



c) **Strategic Alignment:**

One of the key strategies in Council's Strategic Plan is to manage existing infrastructure. Replacement and upgrading of the aging watermain and fire hydrants on 232 Street 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 fibre optic service throughout the City and up 232 Street to connect with the Abernethy Way network.

d) **Citizen/Customer Implications:**

The estimated construction duration is approximately eight weeks starting in early next year. It is anticipated that traffic through the work zone will be reduced to single lane alternating. Most of the watermain replacement works are on the east side of the road adjacent to the sidewalk.

Some of the fronting properties may be impacted during water service connection installations, and residents will be notified in advance of the work. Every effort will be made to minimize impact to residents fronting the watermain installation on 232 Street. As well, the general public will be informed of the construction progress through the City's website and social media sources.

e) **Interdepartmental Implications:**

The Operations Department has provided input during the design stage. The Information Technology Department has 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. A City staff inspector will provide inspection services during construction.

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

There is sufficient funds in LTC18023 in the Financial Plan for construction in 2020. The Contract award and construction is anticipated to commence in January 2020. The projected expenditures excluding taxes are as follows:

Water Tie-ins (Operations)	\$ 65,000
Construction Contract (Conwest Contracting Ltd.)	422,595
Contract Contingency	60,000
<b>Total Projected Project Cost</b>	<b>\$ 547,595</b>

The project funding sources are as follows:

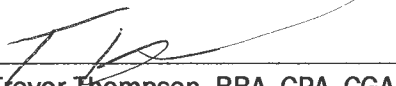
Water Capital Fund (WCF) (LTC No. 18023)	\$ 750,000
IT Department Fibre Optics (GL No. 11-01556)	20,000
<b>Total Funding Sources</b>	<b>\$ 770,000</b>

**CONCLUSION:**


The tender price of \$422,595.00 (excluding taxes) by Conwest Contracting Ltd. for the 232 Street Watermain Replacement Project from 122 Avenue to 124 Avenue is the lowest compliant tender. It is recommended that Council approve the award of the contract to Conwest Contracting Ltd. and a contract contingency of \$60,000 be approved.



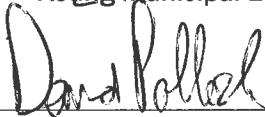
Prepared by: Maria Guerra, PEng., PMP  
Acting Manager of Design & Construction



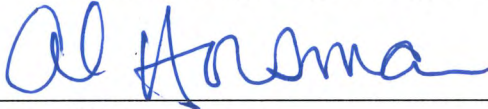
Financial Trevor Thompson, BBA, CPA, CGA  
Concurrence: Chief Financial Officer



Reviewed by: Michael Canning, PEng.  
Acting Municipal Engineer

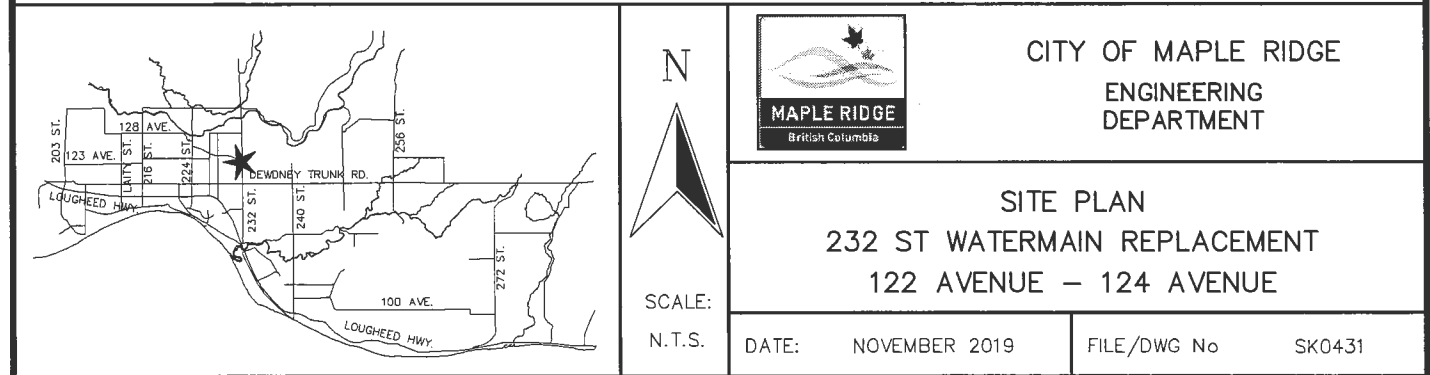


Approved by: David Pollock, PEng.  
General Manager Engineering Services



Concurrence: Al Horsman  
Chief Administrative Officer

Attachments:  
(A) Map





**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Council Procedure Amending Bylaw No. 7521-2018

**MEETING DATE:** December 3, 2019  
**FILE NO:** 2343523  
**MEETING:** Committee of the Whole

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**EXECUTIVE SUMMARY:**

The Council Procedure Bylaw sets the stage for how Council and Committees interact with each other at meetings. The bylaw supports the governance process so that everyone including the public, Council, Committee members and staff know how decisions are made and what to expect during the meetings. This becomes a reflection of how residents perceive their local government operating, enhancing public trust. Proposed bylaw No. 7521-2018 incorporates Council feedback from November 2018 and May 2019 and adjusts meeting procedures to respond to the direction of the current Council.

**RECOMMENDATION:**

**That staff be directed to provide notice in accordance with the *Community Charter*;**

**That Council Procedure Amending Bylaw No. 7521-2018 be read a first, second and third time; and further,**

**That the “Council Meeting Delegations Policy,” “Council Meeting Public Question Period Policy” and “Council Meeting Minute Taking Standards Policy” be approved.**

**DISCUSSION:**

**a) Background Context:**

In November 2018, shortly after taking office, Council received a presentation on the current Council Procedure Bylaw. It provided an opportunity for Council to ask questions and comment on how the procedures might be changed to suit the needs of the newly formed Council.

After six months in office under the current Procedure Bylaw, a detailed slide presentation provided Council with a number of options relating to areas of interest that had been raised over the previous months. Council provided feedback during and after the meeting. The proposed bylaw and supporting policies attached to this report entrenches that feedback in bylaw form for Council consideration.


**CONCLUSION:**

This Council Procedure Bylaw and supporting policies to regulate Delegations and Public Question Period reflect feedback provided by Council in November 2018 and May 2019.



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Prepared by: **Stephanie Nichols**  
**Deputy Corporate Officer**



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Reviewed by: **Laura Benson**  
**Director of Corporate Support**



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Concurrence: **Al Horsman**  
**Chief Administrative Officer**

**Attachments:**

- (A) Proposed Council Procedure Policy Amending Bylaw No. 7521-2018
- (B) Proposed Council Meeting Delegations Policy
- (C) Proposed Council Meeting Public Question Period Policy
- (D) Proposed Council Meeting Minute Taking Policy

CITY OF MAPLE RIDGE

BYLAW NO. 7521-2018

A Bylaw to amend Maple Ridge Council Procedure Bylaw No. 6472-2007

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WHEREAS, it is deemed expedient to amend Maple Ridge Council Procedure Bylaw No. 6472-2007 as amended;

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

1. This Bylaw may be cited as "Maple Ridge Council Procedure Amending Bylaw No. 7521-2018."
2. That Maple Ridge Council Procedure Bylaw No. 6472-2007, be amended as follows:

a) That section 3 Definitions, be amended by:

1. Removing the term "Moment of Reflection" and its definition; and
2. And adding the following terms and definitions:

"Agenda" is the list of items and order of business for any meeting of Council or its Committees;

"City Web Site" means the information resource found at an internet address provided by the City, the current home landing page located at [www.mapleridge.ca](http://www.mapleridge.ca);

"Commission" means a municipal commission established under s.143 of the *Community Charter*;

"Committee of the Whole" means a committee meeting which has a membership of all Council members, and has as its primary purpose the review of information to ensure Council has enough information to debate and vote on issues at a future Council Meeting;

"Council Workshop" means a Council meeting which has as its primary purpose the review and discussion of policies and other matters of interest to Council;

"Member" means the Mayor or a Councillor in relation to Council, or an appointed individual of a committee or commission, in relation to a committee or commission; and

"Public Notice Posting Place," for the purpose of giving notices under s. 94 of the *Community Charter*, means:

the public notice posting place is the window in the west entrance to the lobby of the City Hall, and

the City Website, in so far as no disruption of electronic access occurs.

- b) That section 7 Public Notice Posting Place be removed, having been moved and amended under “Definitions” in this bylaw’s section 1(a):
- c) That section 11 Council Workshop be removed, having been moved and amended under “Definitions” in this bylaw’s section 1(a):
- d) That section 14 be renumbered as 14(a);
- e) That the following be added:

14 (b) The Presiding member must verbally confirm the attendance of the member before stating and calling the question on the recommendation;

14 (c) In the case of an interruption in the communication link to the member(s) participating electronically, Council will recess to a maximum of 5 minutes until it is determined whether or not the link can be reestablished. If communications are not reestablished, the meeting will resume without the electronic participant(s) as long as there is quorum present.

- f) That section 31 be amended as following, and renumbering the subsections accordingly:

- 1. Replace item “(g) Questions from the Public – Maximum 15 minutes unless extended by motion approved by majority of Council” with

“Public Question Period”

and order it to occur after “Other matters deemed expedient”;

- 2. Add “Mayor and Councillor Reports” and order it to occur after Public Questions Period

- g) That section 37.1 be amended by eliminating the phrase “as decided on a case by case basis.”

- h) That part 14 Conduct be replaced in its entirety with the following:

38. During a Council meeting, a person must address a Council Member by their title of Mayor, Acting Mayor or Councillor;

39. During a Council meeting, a person must not engage in bullying or harassing behaviour in respect of a Council Member, Government Official or a City employee, which includes but is not limited to:

- i. expressing a negative opinion about the personality or character of a Council Member, Government Official or City employee;



- ii. speaking disrespectfully about a Council Member, a Government Official or a City employee;
- iii. speaking or acting aggressively towards a Council Member, a Government Official or a City employee;
- iv. using offensive gestures or signs;
- v. questioning the motives of a Council Member, Government Official or City employee;
- vi. using rude or offensive language or engaging in rude or offensive conduct; or
- vii. disrupting or unnecessarily delaying the conduct of business at the Council Meeting.

40. During a Council meeting, a person must:

- i. not speak on electronic communication devices when a person or Council Member is speaking, except in the case of emergencies;
  - ii. cease speaking, if called to order by the person presiding over the meeting;
  - iii. adhere to the provisions of this Bylaw; and
  - iv. adhere to any rulings or decisions made pursuant to this Bylaw.
- i) That a new section be added under Part 14 Conduct with the following subsections, and remaining sections be renumbered accordingly:

#### Expulsion from Council Meetings

- A person who contravenes the general rules of conduct may be ordered expelled from the meeting.
- If a member is of the opinion that a person has contravened the general rules of conduct, the member must state on the record how the general rules of conduct were contravened.
- If the presiding member is of the opinion that the named person did not contravene the general rules of conduct, the presiding member must state on the record why they believe the rules of conduct were not contravened.
- If a member alleges a contravention of the general rules of conduct and the presiding member is of the opinion that the named person contravened the general rules of conduct, the presiding member shall:
  - (a) permit the person to apologize immediately to the governing body for the conduct that contravened the Bylaw; or
  - (b) order the person to leave the Council Meeting immediately.
- If a person who has contravened the general rules of conduct is permitted to apologize and does so apologize, the person presiding shall:

- (a) permit the person to remain in the meeting; or
    - (b) order the person to leave the meeting immediately if the presiding member is of the opinion that the apology was inadequate.
  - If a person does not voluntarily comply with an order to leave the meeting, that person may be removed from the meeting by a peace officer, pursuant to s.133(2) of the *Community Charter*.
  - If a person repeatedly contravenes the General Rules of Conduct set out in this bylaw, Council may adopt a resolution authorizing legal counsel to pursue legal remedies against the person.
- j) That the title of Part 18 Delegations be changed to add “and Public Question Period”
- k) That all sections under Part 18 Delegations be replaced with the following, and all subsequent sections be renumbered accordingly:

The order of business titled “Delegations” will be regulated by the *Council Meeting Delegations Policy* as approved by Council and amended from time to time by Council resolution.

The order of business titled “Public Question Period” will be regulated by the *Council Meeting Public Question Period Policy* as approved by Council and amended from time to time by Council resolution.

READ a first time the \_\_\_\_ day of \_\_\_\_.

READ a second time the \_\_\_\_ day of \_\_\_\_.

READ a third time the \_\_\_\_ day of \_\_\_\_.

ADOPTED, the \_\_\_\_ day of \_\_\_\_.

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PRESIDING MEMBER

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CORPORATE OFFICER



**MAPLE RIDGE  
BRITISH COLUMBIA**

## POLICY MANUAL

<b>Title:</b> Council Meeting Delegations Policy	<b>Policy No :</b> <b>Supersedes:</b> n/a
<b>Authority:</b> <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational <b>Approval:</b> <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	<b>Effective Date:</b>  <b>Review Date:</b>
<b>Policy Statement:</b>  The City of Maple Ridge is committed to providing a variety of opportunities for citizens to address Council.	
<b>Purpose:</b>  This policy provides consistent and transparent guidelines to permit delegations to address Council in a meeting environment.	
<b>Definition:</b>  <u>Delegate/Delegation</u> – a person or persons who have satisfied the City's requirements under this policy to attend and present to Council at a public meeting.	
<b>Requirements:</b>  <ol style="list-style-type: none"> <li>1. Person(s) wishing to be a delegate must request the opportunity using the City's online "Appear as a Delegation" request form, providing all information required by the City.</li> <li>2. Requests must be submitted at least seven (7) days prior to the preferred meeting date.</li> <li>3. Material for presentation at the meeting (handouts, PowerPoint slides, etc.) must be provided to the Corporate Officer at least five (5) days prior to the meeting date.</li> <li>4. Delegation intending to use audio and/or audio-visual equipment must advise the Corporate Officer at least five (5) days prior to the meeting date. The City will assist with, but will not be responsible for, the provision of the necessary equipment.</li> <li>5. The Corporate Officer or designate shall contact the delegation to confirm or deny attendance at the requested meeting or make alternate arrangements.</li> <li>6. Delegations will be allowed a maximum of ten (10) minutes to make their presentation, excluding the time taken for questions posed by Council, unless all members agree unanimously to extend the time limit.</li> </ol>	

7. A maximum of three (3) delegations will be scheduled at any one meeting.
8. The Corporate Officer may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
9. The Corporate Officer **must not** permit a delegation regarding:
  - 9.1. subject matter not considered to fall within the jurisdiction of Council;
  - 9.2. a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw;
    - 9.2.1. this provision does not apply where a second or subsequent public hearing is to be held on the matter;
  - 9.3. the promotion of commercial products or services which have no connection to the business of the City;
  - 9.4. publicly tendered contracts or proposal calls for the provision of goods and services for the City, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by Council or City staff; or
  - 9.5. an issue which is before the courts or on which Council has authorized legal action.
10. If a delegation requester wishes to appeal the Corporate Officer's decision, the "Appear as a Delegation" request form will be provided on a future Council agenda along with the reason for denial, for Council deliberation.
  - 10.1. A majority vote of Council is required to reverse the denial.
  - 10.2. If the denial is reversed, delegation will be placed on the next available meeting.
11. The delegation must adhere to the Code of Conduct, use respectful language, and refrain from using offensive gestures or signs.
  - 11.1. The presiding member of the meeting will make the final determination of what is considered offensive;
  - 11.2. The presiding member may allow the delegation to continue if the offensive conduct ceases.



**MAPLE RIDGE  
BRITISH COLUMBIA**

## POLICY MANUAL

<b>Title:</b> Council Meeting Public Question Period Policy		<b>Policy No :</b> <b>Supersedes:</b> n/a
<b>Authority:</b> <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational <b>Approval:</b> <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager		<b>Effective Date:</b>  <b>Review Date:</b>
<b>Policy Statement:</b>  The City of Maple Ridge is committed to providing a variety of opportunities for citizens to address Council.		
<b>Purpose:</b>  This policy provides consistent and transparent guidelines to permit members of the public to ask questions of Council in a meeting environment.		
<b>Requirements:</b> <ol style="list-style-type: none"> <li>1. The public will be afforded a 15-minute opportunity to address Council during the regular Council meeting. This opportunity does not apply to Council meetings deemed to be Council Workshop meetings.</li> <li>2. The time period may be extended with approval of the majority of Council.</li> <li>3. A speaker is limited to two (2) minutes.</li> <li>4. A speaker shall be permitted a second opportunity should there be no other members of the public waiting to ask a question.</li> <li>5. A speaker may but is not required to provide their name and address for the record.</li> <li>6. Questions relating to a development application are not permitted if:           <ol style="list-style-type: none"> <li>6.1. the application has been placed on a Public Hearing agenda; or</li> <li>6.2. the application has had a Public Hearing and has not yet been adopted.</li> </ol> </li> <li>7. The General Rules of Conduct outlined in the Council Procedure Bylaw apply to public question hearing speakers.</li> </ol>		

8. Where a large number of speakers are expected, the Corporate Officer (or designate) may require the use of a Speakers' List that will determine the order of speakers on a first-come-first-serve basis.
  - 8.1. The allocation of reserved spots on a Speakers' List or for speaking order in advance of the opening of the doors in advance of a meeting is not permitted.
  - 8.2. People wishing to ensure their spot during Public Question Period are encouraged to identify themselves to the Corporate Officer or designate as soon as possible after entering the meeting room to secure a spot on the Speakers' List.



**MAPLE RIDGE  
BRITISH COLUMBIA**

## POLICY MANUAL

<b>Title:</b> Council Meeting Minute Taking Standards	<b>Policy No :</b> <b>Supersedes:</b> n/a
<b>Authority:</b> <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational <b>Approval:</b> <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	<b>Effective Date:</b>  <b>Review Date:</b>
<b>Policy Statement:</b>  The City of Maple Ridge is committed to providing the public, staff and Council Members with accurate and informed minutes of meetings.	
<b>Purpose:</b>  This policy provides consistent and transparent guidelines to ensure that an accurate account of the decisions of Council are recorded in the permanent record of the City, and for viewing by the public.	
<b>Application:</b>  This policy applies to meetings of Council (regular, workshop and closed formats) and Committee of the Whole.	
<b>Requirements:</b>  <ol style="list-style-type: none"> <li>1. Unless otherwise noted in this Policy, only decisions of Council will be recorded, including the motion, amendment to the motion, amended main motion, the voting result, and the names of members who opposed.</li> <li>2. Council decisions will be allocated a unique Resolution Number indicating the year and a sequential number.</li> <li>3. The meeting date, time, place, and purpose will be recorded in the header to the minutes of a meeting.</li> <li>4. The names and titles of the Council members in attendance and absent will be recorded.</li> <li>5. The minutes will reflect the time of arrival and/or departure of a member arriving late or leaving early, and a note will be added in the chronologic order of events to reflect attendance.           <ol style="list-style-type: none"> <li>5.1. In the event of a Council member taking a short break, this will not be reflected in the minutes unless the member is absent for a decision.</li> <li>5.2. In the event of a Closed meeting, the arrival and departure of staff and other people in attendance will be reflected in the minutes.</li> </ol> </li> </ol>	



6. A member attending the meeting by electronic means, the method of participation will be recorded in the minutes.
  - 6.1. In the event of an interrupted connection, the time of interruption, and reconnection if application, will be noted in the minutes.
7. The names and titles of Chief Administrative Officer, General Managers, and statutory officers in attendance will be reflected in the minutes as Appointed Staff.
8. The names and titles of staff presenting information at the meeting will be recorded as Other Staff as Required.
9. The names, titles and company names of other people presenting information at the meeting will be recorded as Invited Guests.
10. Public Question Period: No minutes will be recorded. The number of speakers will be indicated. The subject matter may be indicated. Opinions, comments and questions about the subject shall not be reflected in the minutes.
11. Each agenda item will have a title and a short description reflected in the minutes.
12. Where the order of business on an agenda is not followed in the meeting, the minutes will reflect the actual order of business, and the original item numbers will be reflected in the minutes despite being out of sequential order.
13. Bylaws on the agenda for third reading following a public hearing will have the public hearing date reflected in the minutes.
14. Mayor's and Councillors' Reports: Prior to the close of the Regular Council meeting, the Mayor and Councillors may provide a verbal update report. The content of these reports will not be recorded in the minutes.
15. Time of adjournment will be noted.
16. The draft minutes will be placed on a future meeting agenda for approval as soon as practically possible.
17. Approved minutes will be signed by the Corporate Officer, then the Mayor or member presiding in the Chair at the meeting.



**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** 2020-2024 Financial Plan Bylaw

**MEETING DATE:** December 3, 2019  
**FILE NO:**  
**MEETING:** C o W

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**EXECUTIVE SUMMARY:**

The 2020-2024 Business Plans and the Financial Overview Report were presented to Council on November 5, 18, 19 and 20. These plans highlight the alignment of the business plans with Council's Strategic Plan. All meetings were livestreamed over the Internet.

At the November 26, 2019 Council Workshop, Council directed that the Financial Plan Bylaw include the recommended incremental requests, as amended.

The Capital Program for 2020-2024 forms a significant part of the Financial Plan and was also presented at the November 5 Committee of the Whole meeting. A listing of the capital projects is included in the Capital Program business plan which can be found on our website and was also attached to the November 5 staff report.

The Financial Plan Bylaw is a consolidated plan that includes the general revenue fund, the sewer and water utility funds and the capital program. It is in a format that follows the prescribed legislative requirements. In addition to the information that we are required to provide, we produce the 2020-2024 Financial Plan Overview Report which was provided to Council on November 18, 2019. This report provides additional context, recapitulates key information and itemizes changes to the budget since it was adopted by Council last May. The report is designed to aid the public and other interested parties to better understand what goes into the City's decision making processes and the resulting financial resource allocations.

Council has the authority to amend the Financial Plan Bylaw at any time. Typically, the first amendment is in late April once the property tax revenue due to new construction is known and the projects that were previously approved in 2019 and are still underway are included in the 2020 budget.

This Financial Plan meets the guidelines established by Council and staff are recommending approval of the associated bylaw.

**RECOMMENDATION:**

That Maple Ridge 2020-2024 Financial Plan Bylaw No. 7598-2019 be given first, second and third readings.

## DISCUSSION:

### Background Context:

Earlier this year, Council provided direction for the financial plan that is now being presented to Council in the form of a bylaw. The financial plan provides for revenues to fund the operating costs and debt payments associated with a number of Park and Recreation capital projects. Appropriate adjustments will be made as the timing, construction costs and operating costs become more certain.

We have about \$1.6 billion invested in our infrastructure and it is important that we protect this investment. This financial plan includes a funding strategy for sustaining this investment.

Council has received details on the changes to the current financial plan. The list of recommended incremental adjustments endorsed by Council at the meeting on November 26, 2019 is included in Appendix 1

Public consultation is an important and legislated component of financial plan preparation. Regular feedback and interaction with the public is also considered when business plans are developed including Financial Plan Guidelines.

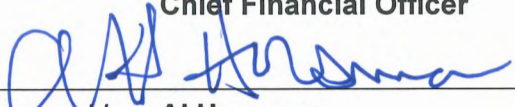
There are several requirements in the Community Charter for the Financial Plan Bylaw, including: disclosure of the proportions of revenue proposed to come from various funding sources, the distribution of property taxes among property classes, and the use of permissive tax exemptions. The attached bylaw includes this information.

## CONCLUSION:

The Financial Plan is a multi-year planning, reviewing and reporting tool that represents Council's priorities and commitment to providing quality services to the residents of Maple Ridge. This plan is in line with the direction set by Council. Council has the authority to amend this bylaw at any time.

  
Prepared by: **Darcy Morris, BA**  
**Budget Analyst**

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

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

Attachments:  
Incremental Adjustments

Appendix 1  
Incremental Adjustments endorsed by Council November 26, 2019.

Item (\$ in thousands)	2020	2021	2022	2023	2024
<b>Proposed Ongoing Incremental Operating Items</b>					
<b>Administration</b>					
Human Resources					
Manager HR	-	(74)	(151)	(155)	(159)
<b>Corporate Services</b>					
Finance					
Purchasing - Buyer Clerk	(38)	(78)	(80)	(82)	(84)
Succession Planning , Employee development	(50)	(50)	(100)	(150)	(150)
Reallocate Property Tax Farm Class	(40)	(80)	(80)	(80)	(80)
Reallocate Property Tax Other Class	40	80	80	80	80
Fire Department					
Training Officer	(81)	(167)	(171)	(175)	(179)
Reallocate existing Firefighter Incremental	81	167	171	175	179
Information Technology					
IT Security Staff	(57)	(117)	(120)	(123)	(126)
<b>Engineering Services</b>					
Operations - Operations Inspector	(55)	(113)	(116)	(118)	(121)
Engineering Technologist Projects ISRD	(54)	(110)	(112)	(115)	(118)
ISR Drainage Funding	54	110	112	115	118
Engineering Technologist Projects Asset Management	(54)	(110)	(112)	(115)	(118)
ISR, Water and Sewer Funding	54	110	112	115	118
<b>Parks, Recreation &amp; Culture</b>					
Parks and Facilities					
Maintenance Heritage	(25)	(25)	(25)	(25)	(25)
Urban Forestry Technician	(60)	(83)	(85)	(87)	(89)
Park Attendant	(45)	(62)	(63)	(65)	(66)
Set-up take-down Ball Hockey Boards PRI	(22)	(23)	(23)	(24)	(24)
Aquatics - Hammond Pool Extend Season PRI	(59)	(60)	(62)	(64)	(65)
Leisure Centre Facility Host PRI	(42)	(43)	(44)	(45)	(46)
Parks & Recreation Improvement Reserve Funding	123	126	129	132	136
Vibrant Downtown Initiative CSSI	(80)	(80)	(80)	(80)	(80)
<b>Planning &amp; Development Services</b>					
Manager of Community Social Safety CSSI	(60)	(123)	(126)	(129)	(132)
2 Community Safety Officers CSSI	(176)	(180)	(185)	(189)	(193)
<b>Taxation</b>					
CSSI Additional General Tax Increase	316	383	391	398	406
<b>Proposed One Time Operating Items funded by Accumulated Surplus</b>					
Recycling - Hazardous Waste Pickup	(121)				
Invasive Species Control Program	(200)				
Beach Volley Ball Courts	(60)				
<b>Transfer From Accumulated Surplus</b>	381	36	119	-	-

Incremental Adjustments: Water Revenue Funds

Item (\$ in thousands)	2020	2021	2022	2023	2024
<b>Proposed Ongoing Operating Items funded by Water Revenue Fund</b>					
Engineering Vehicle (Capital Cost)	(35)				
Water Utility Maintenance Workers	(175)	(225)	(231)	(236)	(242)
Engineering Vehicle (Capital Cost)	(50)				

CITY OF MAPLE RIDGE

BYLAW NO. 7598-2019

A bylaw to establish the five year financial plan for the years 2020 through 2024

---

**WHEREAS**, the public will have the opportunity to provide comments or suggestions with respect to the financial plan;

**AND WHEREAS**, Council deems this to be a process of public consultation under Section 166 of the Community Charter;

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

1. This Bylaw may be cited as “Maple Ridge 2020-2024 Financial Plan Bylaw No. 7598-2019”.
2. Statement 1 attached to and forming part of this bylaw is hereby declared to be the Consolidated Financial Plan of the City of Maple Ridge for the years 2020 through 2024.
3. Statement 2 attached to and forming part of the bylaw is hereby declared to be the Revenue and Property Tax Policy Disclosure for the City of Maple Ridge.
4. Statement 3 attached to and forming part of the bylaw is hereby declared to be the Capital Expenditure Disclosure for the City of Maple Ridge.

READ a first time the                      day of                      .

READ a second time the                      day of                      .

READ a third time the                      day of                      .

PUBLIC CONSULTATION completed on the                      day of                      .

ADOPTED the                      day of                      .

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PRESIDING MEMBER

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CORPORATE OFFICER

ATTACHMENT: Statement 1, Statement 2 and Statement 3

# Statement 1

## Consolidated Financial Plan 2020-2024 (\$ in thousands)

	2020	2021	2022	2023	2024
<b>REVENUES</b>					
Revenues					
Development Fees					
Developer Contributed Assets	20,000	20,000	20,000	20,000	20,000
Developer Cost Charges	5,105	8,675	5,083	1,262	891
Parkland Acquisition	200	200	200	200	200
Contribution from Others	1,400	1,373	1,336	1,343	1,351
Development Fees Total	26,705	30,248	26,619	22,805	22,442
Property Taxes	91,675	96,729	101,782	107,109	112,724
Parcel Charges	3,337	3,442	3,552	3,665	3,782
Fees & Charges	46,940	49,376	51,978	54,792	57,822
Interest	2,413	2,428	2,443	2,458	2,473
Grants	7,174	6,074	6,081	5,331	5,331
Total Revenues	178,244	188,297	192,455	196,160	204,574
<b>EXPENDITURES</b>					
Operating Expenditures					
Debt & Interest Payments	2,391	2,559	2,447	2,340	3,056
Amortization	21,330	21,330	21,330	21,330	21,330
Other Expenditures	119,614	124,904	131,333	138,069	144,168
Total Expenditures	143,335	148,793	155,110	161,739	168,554
<b>ANNUAL SURPLUS</b>	<b>34,909</b>	<b>39,504</b>	<b>37,345</b>	<b>34,421</b>	<b>36,020</b>
Add Back: Amortization Expense (Surplus)	21,330	21,330	21,330	21,330	21,330
Less: Capital Expenditures	34,190	30,940	23,862	22,835	23,985
Less: Developer Contributed Capital	20,000	20,000	20,000	20,000	20,000
<b>CHANGE IN FINANCIAL POSITION</b>	<b>2,049</b>	<b>9,894</b>	<b>14,813</b>	<b>12,916</b>	<b>13,365</b>
<b>OTHER REVENUES</b>					
Add: Borrowing Proceeds	-	-	-	-	-
<b>OTHER EXPENDITURES</b>					
Less: Principal Payments on Debt	3,871	3,953	4,643	4,733	5,417
<b>TOTAL REVENUES LESS EXPENSES</b>	<b>(1,822)</b>	<b>5,941</b>	<b>10,170</b>	<b>8,183</b>	<b>7,948</b>
<b>INTERNAL TRANSFERS</b>					
Transfer From Reserve Funds					
Capital Works Reserve	382	350	150	150	150
Equipment Replacement Reserve	3,207	2,354	1,872	3,018	2,912
Fire Department Capital Reserve	119	136	195	254	313
Total Transfer From Reserve Funds	3,708	2,840	2,217	3,422	3,375
Less :Transfer To Reserve Funds					
Capital Works Reserve	2,518	999	2,335	2,029	4,809
Equipment Replacement Reserve	3,232	3,544	3,786	3,967	4,147
Fire Department Capital Reserve	873	1,020	1,172	1,325	1,664
Land Reserve	5	5	5	5	5
Total Transfer To Reserve Funds	6,628	5,568	7,298	7,326	10,625
Transfer From (To) Own Reserves	(565)	(1,761)	(1,785)	(1,955)	(1,355)
Transfer From (To) Surplus	5,307	(1,452)	(3,304)	(2,324)	657
Transfer From (To) Surplus & Own Reserves	4,742	(3,213)	(5,089)	(4,279)	(698)
<b>TOTAL INTERNAL TRANSFERS</b>	<b>1,822</b>	<b>(5,941)</b>	<b>(10,170)</b>	<b>(8,183)</b>	<b>(7,948)</b>
<b>BALANCED BUDGET</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Statement 2

### Revenue and Property Tax Policy Disclosure

#### REVENUE DISCLOSURE

Revenue Proportions	2020		2021		2022		2023		2024	
	\$ ('000s)	%	\$ ('000s)	%	\$ ('000s)	%	\$ ('000s)	%	\$ ('000s)	%
<b>Revenues</b>										
Property Taxes	91,675	51.4	96,729	51.4	101,782	52.9	107,109	54.6	112,724	55.1
Parcel Charges	3,337	1.9	3,442	1.8	3,552	1.8	3,665	1.9	3,782	1.8
Fees & Charges	46,940	26.3	49,376	26.2	51,978	27.0	54,792	27.9	57,822	28.3
Borrowing Proceeds	-	-	-	-	-	-	-	-	-	-
Other Sources	36,292	20.4	38,750	20.6	35,143	18.3	30,594	15.6	30,246	14.8
<b>Total Revenues</b>	<b>178,244</b>	<b>100</b>	<b>188,297</b>	<b>100</b>	<b>192,455</b>	<b>100</b>	<b>196,160</b>	<b>100</b>	<b>204,574</b>	<b>100</b>
Other Sources include:										
Development Fees Total	26,705	15.0	30,248	16.1	26,619	13.8	22,805	11.6	22,442	11.0
Interest	2,413	1.4	2,428	1.3	2,443	1.3	2,458	1.3	2,473	1.2
Grants (Other Govts)	7,174	4.0	6,074	3.2	6,081	3.2	5,331	2.7	5,331	2.6
Property Sales	-	-	-	-	-	-	-	-	-	-
	36,292	20.4	38,750	20.6	35,143	18.3	30,594	15.6	30,246	14.8

#### OBJECTIVES & POLICIES

##### Property Tax Revenue

Property tax revenue is the City's primary revenue source, and one which is heavily reliant on the residential class. Diversification of the tax base and generation of non-tax revenue are ongoing objectives, outlined in Financial Sustainability Policy 5.52 section 6.

The Financial Plan includes property tax increases that are as listed below:

	2020	2021	2022	2023	2024
General Purpose	2.25%	2.25%	2.00%	2.00%	2.00%
Infrastructure Replacement	0.70%	0.70%	0.90%	0.90%	1.00%
Parks & Recreation	0.60%	0.60%	0.60%	0.60%	0.60%
Drainage	0.30%	0.30%	0.10%	0.10%	0.00%
<b>Total Property Tax Increase</b>	<b>3.85%</b>	<b>3.85%</b>	<b>3.60%</b>	<b>3.60%</b>	<b>3.60%</b>

The Tax increase in the first two years is higher than the Financial Plan Guidelines due to the ongoing funding required to support the Community Social Safety Initiative. The final property tax rate will be adopted in May. Management will explore options to achieve the 3.60% increase that was in the Financial Plan Guidelines. Additional information on the tax increases and the cost drivers can be found in the most recent Financial Plan Overview Report. Specific policies discussing the tax increases are included in the Financial Sustainability Plan and related policies which were adopted in 2004.

Property tax revenue includes property taxes as well as grants in lieu of property taxes.

##### Parcel Charges

Parcel charges are comprised of a recycling charge, a sewer charge and on some properties, a local area service or improvement charge. Parcel charges are a useful tool to charge all or a subset of properties for a fixed or variable amount to support services. Unlike property taxation the variable amount does not need to be related to property assessment value, but can be something that more accurately reflects the cost of the service.



### Statement 3

#### Capital Expenditure Disclosure

#### Fees & Charges

Fees should be reviewed annually and updated if needed. In 2020, a consolidated fees and charges bylaw will be brought to Council for consideration. Some fees are used to offset the costs of providing specific services. The utility fees are reviewed annually with a view towards using rate stabilization practices to smooth out large fluctuations in rates, as set out in the Business Planning Guidelines.

#### Borrowing Proceeds

Debt is used when it makes sense, and with caution as it commits future cash flows to debt payments, restricting the ability to use these funds to provide other services. The source of the debt payments needs to be considered as does the justification for advancing the project. More information on previously approved borrowing can be found in the most recent Financial Plan Overview report.

#### Other Sources

This will vary greatly year to year as it includes:

- Development fees which fund capital projects from the DCC Reserve
- Contribution from others in relation to capital
- Grants which are sought from various agencies and may be leveraged with City funds

### PROPERTY TAX DISCLOSURE

The 2020 property tax revenue and updated rates will be included in a Financial Plan Amending Bylaw that precedes the Property Tax Rate Bylaw, as the 2020 property assessed values are not yet finalized. For information purposes the 2019 distribution is included.

#### Property Tax Revenue Distribution

Property Class	Taxation Revenue		Assessed Value		Tax Rate	Multiple
	('000s)		('000s)		(\$/1000)	(Rate/Res.Rate)
1 Residential	66,349	78.4%	23,423,181	92.4%	2.8326	1.0
2 Utility	731	0.9%	18,278	0.1%	40.0000	14.1
4 Major Industry	653	0.8%	31,591	0.1%	20.6674	7.3
5 Light Industry	3,275	3.9%	366,459	1.5%	8.9367	3.2
6 Business/Other	13,409	15.8%	1,500,444	5.9%	8.9367	3.2
8 Rec./ Non-Profit	63	0.1%	5,263	0.0%	12.0643	4.3
9 Farm	164	0.2%	4,657	0.0%	35.2285	12.4
Total	84,644	100%	25,349,873	100%		

## **Statement 3**

### **Capital Expenditure Disclosure**

#### **PROPERTY TAX DISCLOSURE**

##### Objectives & Policies

Property taxes are the City's largest source of revenue and are contained by efficient business practices. Annual business planning practices are the mechanism for resource allocation decisions.

The City's Financial Sustainability Policy section 6 discusses the necessity of diversifying the tax base. Development of employment-related properties is one method of diversification; therefore a key performance measurement in Strategic Economic Initiatives tracks the increased investment and development of non-residential properties.

A policy in the Financial Sustainability Plan that calls for stable tax increases and the adoption of the annual increase early in the prior year in the Business Planning Guidelines provides citizens with a more stable and predictable set of cost increases. In some cases costs are phased in over multiple years to stay within the set tax increases.

##### Property Tax Rates

It is policy to adjust property tax rates annually to negate the impact of fluctuations in the market values of properties. Tax rates are reduced to negate the market increases. Property tax increases are then applied at the same relative increase for all classes, unless legislation restricts the rates, as with Class 2, Utility.

The Business Class and Light Industry Class properties have the same tax rate and are treated as a composite class when setting the tax rates, as the types of businesses in each class are similar. In 2016, the increase was reduced from 3.15% to 1.85% to reduce the relative property tax burden for these properties.

A review was done on the Major Industry Class rates and the recommendation from the Audit and Finance Committee and Council was a 5% property tax reduction in both 2009 and 2010 to support additional investments in the subject property and to keep rates competitive. In 2014 and 2015, property taxes charged to major industrial class properties were reduced by \$70,000 in each year.

In reviewing tax rates to ensure competitiveness, absolute rates, tax multiples and overall tax burden are considered. The impact that assessed values have when comparing to other geographical areas must be considered in a comparison of tax rates.

In 2019 a review of the Farm Class properties revealed that the rates are relatively high compared to other municipalities. Reductions will be applied to the farm rates to make them close to the average.

##### Permissive Tax Exemptions

Council has set policies around the use of permissive tax exemptions. These are Council Policies 5.19 through 5.24. These policies discuss Churches, Community Halls, Heritage Sites, Homes for the Care of Children and the Relief of the Aged, the Poor, the Disabled and the Infirm, Municipal Recreational Services, Private Hospitals and Daycares, Private School and Youth Recreation Groups.

### Statement 3

#### Capital Expenditure Disclosure

The sole purpose of this statement is to meet legislative requirements and highlight the value of the DCC program; no other conclusions should be drawn from the figures as the information could be misconstrued. This disclosure is required under the Local Government Act s. 560 (2); capital costs attributable to projects to be partially funded by Development Cost Charges (DCC) must be included in the financial plan. The DCC program includes projects as far out as 2038 so the capital expenditures must be extended to match. Certain types of projects are not planned past the five year time horizon of the financial plan. Much less scrutiny is given to projects that are planned in years 2025 through 2039. Projects in these years typically exceed likely funding available.

### Capital Works Program for 2025 – 2039

(\$ in thousands)

Capital Works Program	364,713
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#### Source of Funding

##### Development Fees

Development Cost Charges	172,375
Parkland Acquisition Reserve	-
Contribution from Others	1,244
	173,619

Borrowing Proceeds	-
Grants	39,276
Transfer from Reserve Funds	20,477
Revenue Funds	131,341
	191,094

	364,713
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1200 *Staff Reports*



<b>TO:</b>	His Worship Mayor Michael Morden and Members of Council	<b>MEETING DATE:</b>	December 10, 2019
<b>FROM:</b>	Chief Administrative Officer	<b>FILE NO:</b>	2346251
		<b>MEETING:</b>	Council
<b>SUBJECT:</b>	St. Anne Site Remediation Work - Award of Contract		

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**EXECUTIVE SUMMARY:**

In 2017, a park design process was initiated for the future neighbourhood park site addressed at 11683 223 Street. Shortly after the initial neighbourhood open house, which was held May 4, 2017, an encampment was set up on the site. With the encampment resolved twenty eight months later on September 12, 2019, work immediately commenced to clean up and remediate the site and restart the park design process.

On October 22, 2019 Council was presented with an update on the clean up work completed to date including the soil test results and preliminary costing to remediate the site for public park use and provide park patrons with reassurance that the park ground conditions are safe in advance of development. The next steps presented included garnering neighbourhood input on the park concept created from the initial consultation and obtaining pricing for the remediation work. The tender for the soil removal and site remediation work was issued and in November, a second neighbourhood open house was held.

Staff recommends that the contract for site remediation work be awarded to the lowest compliant bid which was received from Mission Contractors Ltd. Council approval to award the contract is required for the work to proceed. The detailed design for the park is anticipated to be complete in the coming weeks with park construction anticipated to closely follow the remediation work and be complete in the spring of 2020.

**RECOMMENDATION:**

That Contract ITT-PL19-79: Soil Removal and Site Improvements at SW Haney Park be awarded to Mission Contractors Ltd. for a total contract amount of \$133,545.81 excluding taxes, and a contingency of \$20,000 be authorized; and,

That the next Financial Plan be amended to include \$153,545.81 from Accumulated Surplus for the encampment site remediation work; and further,

That the Corporate Officer be authorized to execute the contract.

## DISCUSSION:

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

The park planning process was initiated in the spring of 2017 and a neighbourhood open house to garner input on the desired park amenities was held on May 4, 2017. An encampment was set up shortly after the open house and the planning process was paused. On September 12, 2019 the encampment was resolved. With the site vacated, the soil was sampled across the site and analyzed for contaminants. The soil test results were compared to the BC Ministry of Environment (MOE) Contaminated Sites Regulation standards for urban park and residential low density land use and found to be within the acceptable levels, with the exception of three localized areas which were found to contain iron and zinc concentrations greater than the MOE standards.

The City's parks crew undertook several site cleanups to remove refuse and all visible debris including hypodermic needles. Further work was completed by a hazardous materials contractor to rake the site in a grid pattern and remove debris found in the topsoil with the intent to have this soil in a condition to be disposed of safely at a landfill.

The remaining site remediation work was tendered and includes tree removal, removal and disposal of the contaminated soil at an appropriate facility, topsoil removal and disposal at a landfill, decommissioning of the abandoned pump station vaults, and import of new topsoil.

The public was invited to provide input on the park concept at a second neighbourhood open house, held on November 14, 2019. The park concept information and comment form was also posted on the park development webpage and over fifty responses have been received at this time.

### Tender Evaluation

The Invitation to Tender (ITT-PL19-79) for the soil removal and site improvement works was issued through BC Bid on October 24, 2019 and closed on November 20, 2019. Eight (8) bids were received ranging from \$101,239.11 to \$186,342.41 for basic works with One (1) bid deemed non-compliant which was excluded from review.

Mission Contractors Ltd. tendered price for base works in the amount of \$101,239.11 plus optional work of importing soil, for a total bid price of \$133,545.81 is the lowest compliant bid submitted. Mission Contractors Ltd. is experienced in similar bulk soil removal projects for other local governments.

### b) **Desired Outcome:**

The desired outcome is to remediate the site prior to park development and provide the community with a safe, clean and inviting neighbourhood park.

### c) **Strategic Alignment:**

Remediation of this future park site aligns with Council's strategic priority for community safety and growth by ensuring that citizens feel that site issues resulting from the encampment are addressed and park patrons are able to enjoy neighbourhood park amenities.

Providing a neighbourhood park in the Port Haney neighbourhood is consistent with the 2010 Parks, Recreation and Culture Master Plan objective to ensure that all residents have access to a neighbourhood park within a 5 minute walk.

**d) Citizen/Customer Implications:**

Citizens in the Port Haney neighbourhood will have access to a safe, clean and inviting park with amenities preferred by the neighbourhood residents within a short walking distance.

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

The existing park development budget, provided through Development Cost Charges to fund the park construction, cannot be used for the needed remediation work.

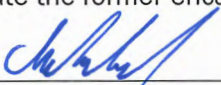
The pricing received for the site remediation work is \$133,545.81 and a contingency of \$20,000.00 is recommended to be made available in case the excavation exposes other issues that have not been identified or anticipated. If the contingency is not required for this purpose, it would not be used. Staff suggests that this remediation work could be funded from Accumulated Surplus in the interim while discussions with the Province continue regarding cost recovery for the camp.

**f) Alternatives:**

Unfortunately there are no alternatives in this case as the city is obligated to address this contamination on its land, albeit very minor. Re-establishing public confidence in the site is essential to the park development initiative.

**CONCLUSION:**

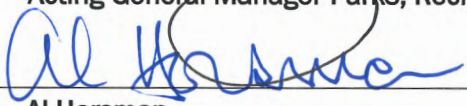
The twenty eight month long encampment on this future park site has resulted in the need to remediate the site to provide the neighbourhood with the confidence to enjoy the park as a safe, clean and welcoming outdoor space. Staff recommend that Mission Contractors Ltd. be awarded the contract to remediate the former encampment site prior to park development.

  
Prepared by: **Chad Neufeld, MBCSLA**  
Acting Manager of Parks Planning & Development

  
Reviewed by: **Valoree Richmond, MBCSLA**  
Acting Director of Parks & Facilities

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

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

  
Concurrence: **Al Horsman**  
Chief Administrative Officer