

City of Maple Ridge

**COUNCIL MEETING AGENDA**

**March 31, 2020**

**7:00 p.m.**

**Council Chambers**

*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 Web Site 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 Regular Council Meeting of March 10, 2020

500 PRESENTATIONS AT THE REQUEST OF COUNCIL

600 DELEGATIONS

700 ITEMS ON CONSENT

701 MINUTES

701.1 Minutes of the Development Agreements Committee Meetings of March 5, 10, 11 and 16, 2020

702 REPORTS

702.1 2020 Council Expenses

Staff report dated March 31, 2020 including Council expenses recorded to February 28, 2020.

703 CORRESPONDENCE

704 RELEASE OF ITEMS FROM CLOSED COUNCIL STATUS

*Released at the Closed Council Meeting of January 21, 2020:*

**Item 4.4 - City Acquisition of 12067 240 Street for Engineering Operations**

That staff be directed to purchase the property legally described as: Lot 1, Plan NWP18013, Section 21, Township 12, Group 1, New Westminster Land District (PID# 010-345-175) situated at 12067 240 Street in Maple Ridge from the current owner for \$875,000 to accommodate further expansion and access to the City's Works Yard;

That the next Financial Plan Bylaw amendment include the purchase of 12067 240 Street funded through the Capital Works Reserve; and,

That staff and/or the Corporate Officer be authorized to execute any/all agreements, land title documents and other necessary documents related to the acquisition.

*Released at the Closed Council Meeting of March 24 2020:*

**Item 4.1 - COVID-19 Response Update**

That Council support the offer of first right of refusal to host the games in 2024, or at the earliest opportunity that can be provided by the Province.

800 UNFINISHED BUSINESS – Nil

900 CORRESPONDENCE – Nil

**1000 BYLAWS**

*Note: Items 1001 to 1002 are from the March 24, 2020 Public Hearing*

**BYLAWS FOR THIRD READING**

- 1001 2017-510-RZ 24022, 24028 and 24060 104 Avenue and 10386 240 Street  
Maple Ridge Zone Amending Bylaw No. 7423-2018**  
To rezone from RS-2 (One Family Suburban Residential to RM-1 (Townhouse Residential District). The current application is to permit future construction of 31 townhouse units utilizing Density Bonus provisions to achieve this density.  
Third reading

**BYLAWS FOR THIRD READING AND ADOPTION**

- 1002 2020-008-RZ, 22222 Lougheed Highway**  
Maple Ridge Zone Amending Bylaw No. 7615-2020 Site specific text amendment to Part 4, Section 401 (3) (h) ii, be amended to reduce the minimum separation distance between cannabis retail uses from 1,000 metres to 860 metres.  
Third reading and adoption

Staff recommendation that the application for a non medical cannabis retail store by 1171712 BC Ltd., located at 22222 Lougheed Highway, Maple Ridge be supported and that a copy of the resolution be forwarded to the Liquor and Cannabis Regulation Branch in accordance with the legislative requirements.

**BYLAWS FOR ADOPTION**

- 1003 Maple Ridge Wildlife and Vector Control Amending Bylaw and Maple Ridge MTI Amending Bylaw**
- 1003.1 Maple Ridge Wildlife and Vector Control Amending Bylaw No. 7619-2020**  
To amend Maple Ridge Wildlife and Vector Control Bylaw No. 7437-2018 to include requirements to secure receptacles from attracting wildlife  
Adoption
- 1003.2 Maple Ridge MTI Amending Bylaw No. 7621-2020**  
To amend Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012 by revising wording for placement of solid waste and by increasing fine amounts relating to improper placement of solid waste  
Adoption

1004 Inter Municipal TNS Business License Agreement Bylaw and Inter Municipal TNS Business License Bylaw

1004.1 Inter Municipal TNS Business License Agreement Bylaw No. 7622-2020

To allow the City of Maple Ridge to enter into an agreement among the Participating Municipalities regarding an Inter Municipal Transportation Network Services Business Licence  
Adoption

1004.2 Inter Municipal TNS Business License Bylaw No. 7623-2020

To allow the granting of an Inter Municipal TNS Business Licence  
Adoption

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 2019-216-RZ, 24392 104 Avenue, RS-3 to RM-1

Staff report dated March 24, 2020 recommending that Maple Ridge Zone Amending Bylaw No. 7628-2020 to rezone the subject property from RS-3 (One Family Rural Residential) to RM-1 (Townhouse Residential) to permit future construction of 21 townhouse units be given first reading and that the applicant provide further information as described on Schedules C, D, E and G of the Development Procedures Bylaw No. 5879-1999.

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

Staff report dated March 24, 2020 recommending that Maple Ridge Zone Amending Bylaw No. 7584-2019 to rezone the subject properties from C-3 (Town Centre Commercial) and RS-1 (One Family Urban Residential) to RM-2 (Medium Density Apartment Residential) to permit office space at ground level and 111 apartment units be given first reading and that the applicant provide further information as described on Schedules C, D and E of the Development Procedures Bylaw No. 5879-1999.

**1103 2019-392-RZ, 22904, 22910 and 22922 Dewdney Trunk Road, RS-1 to CD-2-20**

Staff report dated March 24, 2020 recommending that Maple Ridge Zone Amending Bylaw No. 7627-2020 to rezone the subject properties from RS-1 (One Family Urban Residential) to CD-2-20 (Comprehensive Development) to permit the future construction of an apartment building with commercial as part of the ground floor be given first reading and that the applicant provide further information as described on Schedules A, C, D and E of the Development Procedures Bylaw No. 5879-1999.

**1104 2018-159-RZ, 24331 110 Avenue and 24315 110 Avenue, RS-3 to RS-1d**

Staff report dated March 24, 2020 recommending that Maple Ridge Official Community Plan Amending Bylaw No. 7624-2020 to adjust areas designated Low Density Residential and to amend the Conservation boundary be given first and second reading and be forwarded to Public Hearing and that Maple Ridge Zone Amending Bylaw No. 7463-2018 to rezone from RS-3 (One Family Rural Residential) to RS-1d (One Family Urban [Half Acre] Residential) to permit a future subdivision of approximately 19 lots be given second reading and be forwarded to Public Hearing.

**1105 2018-160-RZ, 24387 110 Avenue, RS-3 to RS-1d**

Staff report dated March 24, 2020 recommending that Maple Ridge Official Community Plan Amending Bylaw No. 7625-2020 to adjust the Low Density Residential designation and the Conservation area boundary be given first and second reading and be forwarded to Public Hearing and that Maple Ridge Zone Amending Bylaw No. 7464-2018 to rezone the subject property from RS-3 (One Family Rural Residential) to RS-1d (One Family Urban [Half Acre] Residential), with a density bonus, to permit a future subdivision of approximately 12 lots be given second reading and be forwarded to Public Hearing.

**1106 2019-067-RZ, 23250 Silver Valley Road and 23267 137 Avenue, RS-3 to R-1**

Staff report dated March 24, 2020 recommending that Maple Ridge Official Community Plan Amending Bylaw No. 7554-2019 to re-designate land uses to allow proposed R-1 zoning be given first and second reading and be forwarded to Public Hearing and that Maple Ridge Zone Amending Bylaw No. 7547-2019 to rezone from RS-3 (One Family Rural Residential) to R-1 (Residential District) to permit a future subdivision of approximately six single family lots be given first and second reading and be forwarded to Public Hearing and that the developer be required to pay the City an amount that equals 5% of the market value of the land required for parkland purposes.

**1107 Award of Contract ITT-EN20-5: 248 Street and Dewdney Trunk Road Traffic Signal Modifications**

Staff report dated March 24, 2020 recommending that Contract ITT-EN20-5: 248 Street and Dewdney Trunk Road Traffic Signal Modifications be awarded to Fraser City Installations (1989) Ltd., that a project contingency to address potential variations in field conditions be approved and that the Corporate Officer be authorized to execute the contract.

Corporate Services

Parks, Recreation and Culture

Administration (including Fire and Police)

**1171 Strategic Plan Progress Report & Council Strategic Check-In**

Staff report dated March 24, 2020 recommending that Council reaffirm the 2019-2022 Corporate Strategic Plan per its February 3, 2020 Council Workshop directions and further, that Council endorse the revised 2020 Council Workshop Matrix (Appendix C) to reflect the shift in emphasis to Economic Development and Communication.

**1172 Mayor & Council Correspondence Policy**

Staff report dated March 24, 2020 recommending that the amended Mayor & Council Correspondence Policy be endorsed.

Other Committee Issues

**1200 STAFF REPORTS**

**1300 OTHER MATTERS DEEMED EXPEDIENT**

**1400 PUBLIC QUESTION PERIOD**

**1500 MAYOR AND COUNCILLOR REPORTS**

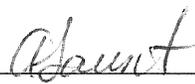
1600 NOTICES OF MOTION AND MATTERS FOR FUTURE MEETING

1700 ADJOURNMENT

APPROVED BY:

  
\_\_\_\_\_  
DATE: 2020-03-20

CHECKED BY:

  
\_\_\_\_\_  
DATE: 2020-03-26

### PUBLIC QUESTION PERIOD

The purpose of the Public Question Period 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).

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400 Adoption and Receipt of Minutes

401 Minutes of Regular and Special Council Meetings

City of Maple Ridge

**COUNCIL MEETING MINUTES  
March 10, 2020**

The Minutes of the City Council Meeting held on March 10, 2020 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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<i>PRESENT</i>	<i>Appointed Staff</i>
<i>Elected Officials</i>	A. Horsman, Chief Administrative Officer
Mayor M. Morden	D. Boag, General Manager Parks, Recreation & Culture
Councillor J. Dueck	C. Carter, General Manager Planning & Development Services
Councillor K. Duncan	D. Pollock, General Manager Engineering Services
Councillor C. Meadus	C. Crabtree, Acting General Manager Corporate Services
Councillor G. Robson**	S. Nichols, Corporate Officer
Councillor R. Svendsen	T. Thompson, Chief Financial Officer
Councillor A. Yousef*	<i>Other Staff as Required</i>
	C. Goddard, Director of Planning

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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)

\*Councillor Yousef participated electronically.

\*\*Councillor Robson was not in attendance for the start of the meeting.

**100 CALL TO ORDER**

**200 AMENDMENTS TO THE AGENDA**

**300 APPROVAL OF THE AGENDA**

R/2020-095

It was moved and seconded

**That the agenda of the Regular Council Meeting of March 10, 2020 be adopted as circulated.**

CARRIED

**400 ADOPTION OF MINUTES**

401 Minutes of Regular Council Meeting of February 25, 2020

R/2020-096

It was moved and seconded

**That the minutes of the Regular Council Meeting of February 25, 2020 be adopted as circulated.**

CARRIED

**500 PRESENTATIONS AT THE REQUEST OF COUNCIL - Nil**

**600 DELEGATIONS - Nil**

**700 ITEMS ON CONSENT**

**701 MINUTES**

701.1 Minutes of the Development Agreements Committee Meetings of

- February 20, 2020
- February 26, 2020

701.2 Minutes of Meetings of Committees and Commissions of Council:

- Municipal Advisory Committee on Accessibility and Inclusiveness Meeting - September 19, 2019
- Agricultural Advisory Committee Meeting - October 24, 2019
- Public Art Steering Committee Meeting - November 7, 2019
- Community Heritage Commission Meeting - November 14, 2019
- Transportation Advisory Committee Meeting - November 27, 2019
- Municipal Advisory Committee on Accessibility and Inclusiveness Meeting - December 5, 2019

**702 REPORTS**

702.1 **2019 Council Expenses**

**703 CORRESPONDENCE - Nil**

**704 RELEASE OF ITEMS FROM CLOSED COUNCIL STATUS - Nil**

R/2020-097

It was moved and seconded

**That item 702.1 be removed from the Items on Consent Agenda for Discussion.**

CARRIED

Councillor Duncan – OPPOSED

R/2020-098

It was moved and seconded

**That the remainder of the items on the Consent Agenda be received into the record.**

CARRIED

R/2020-099

It was moved and seconded

**That Councillor Duncan's 2020 eligible expense for Conferences and Seminars be reduced by the amount over during the 2019 budget year.**

CARRIED

Councillor Duncan – OPPOSED

Councillor Robson entered the meeting at 7:06 p.m.

Councillor Dueck clarified the intent of the policy.

**800 UNFINISHED BUSINESS – Nil**

**900 CORRESPONDENCE – Nil**

**1000 BYLAWS**

**1001 Maple Ridge Wildlife and Vector Control Amending Bylaw No. 7619-2020 and Maple Ridge MTI Amending Bylaw No. 7621-2020**

Staff report dated March 10, 2020 recommending that Maple Ridge Wildlife and Vector Control Amending Bylaw No. 7619-2020 be given first, second and third reading, and that Maple Ridge MTI Amending Bylaw No. 7621-2020 be given first, second and third reading.

R/2020-100

It was moved and seconded

- 1. That Maple Ridge Wildlife and Vector Control Amending Bylaw No. 7619-2020 be given first, second and third reading; and**

2. **That Maple Ridge MTI Amending Bylaw No. 7621-2020 be given first, second and third reading.**

CARRIED

## 1100 COMMITTEE REPORTS AND RECOMMENDATIONS

### Public Works and Development Services

#### 1101 **Latecomer Agreement LC 169/19, 24979 108 Avenue**

Staff report dated March 3, 2020 recommending that the cost to provide the excess or extended services in subdivision 2012-109-SD at 24979 108 Avenue is, in whole or in part, excessive to the municipality and that the cost to provide these services shall be paid by the owners of the land being subdivided, that Latecomer Charges be imposed for such excess or extended services on the parcels and in the amounts as set out in Schedule A, and that the Corporate Officer be authorized to sign and seal Latecomer Agreement LC 169/19 with the subdivider of the said lands.

R/2020-101

It was moved and seconded

**That the cost to provide the excess or extended services in subdivision 2012-109-SD at 24979 108 Avenue is, in whole or in part, excessive to the municipality and that the cost to provide these services shall be paid by the owners of the land being subdivided; and**

**That Latecomer Charges be imposed for such excess or extended services on the parcels and in the amounts as set out in Schedule A; and further**

**That the Corporate Officer be authorized to sign and seal Latecomer Agreement LC 169/19 with the subdivider of the said lands.**

CARRIED

#### 1102 **12566 223 Street, Request for Sanitary Service Connection Outside the Urban Containment Boundary**

Staff report dated March 3, 2020 recommending that the request to provide a sanitary service connection to 12566 223 Street be supported and forwarded to the Greater Vancouver Sewerage and Drainage District Board for consideration.

R/2020-102

It was moved and seconded

**That the request to provide a sanitary service connection to 12566 223 Street be supported and forwarded to the Greater Vancouver Sewerage and Drainage District Board for consideration.**

CARRIED

**1103 Local Area Service – 20300 Block Hampton Street Extension Bylaw No. 7616-2020**

Staff report dated March 3, 2020 recommending that Maple Ridge 20300 Block Hampton Street Extension Bylaw No. 7616-2020 be given first, second and third reading.

R/2020-103

It was moved and seconded

**That Maple Ridge 20300 Block Hampton Street Extension Bylaw No. 7616-2020 be given first, second and third reading.**

CARRIED

**1104 2017-262-RZ, 11060 Cameron Court, RS-3 to RS-1d**

Staff report dated March 3, 2020, recommending that Official Community Plan Amending Bylaw No. 7620-2020 be given first and second readings and be forwarded to Public Hearing, and that Zone Amending Bylaw No. 7409-2017 be given second reading and be forwarded to Public Hearing, to rezone the subject property from RS-3 (One Family Rural Residential) to RS-1d (One Family Urban (Half Acre) Residential), with a density bonus, to permit future subdivision of approximately 18 lots.

R/2020-104

It was moved and seconded

- 1. That, in accordance with Section 475 of the Local Government Act, opportunity for early and on-going consultation has been provided by way of posting Official Community Plan Amending Bylaw No. 7620-2020 on the municipal website and requiring that the applicant host a Development Information Meeting (DIM), and Council considers it unnecessary to provide any further consultation opportunities, except by way of holding a Public Hearing on the bylaw; and**
- 2. That Official Community Plan Amending Bylaw No. 7620-2020 be considered in conjunction with the Capital Expenditure Plan and Waste Management Plan; and**
- 3. That it be confirmed that Official Community Plan Amending Bylaw No. 7620-2020 is consistent with the Capital Expenditure Plan and Waste Management Plan; and**

4. That Official Community Plan Amending Bylaw No. 7620-2020 be given first and second readings and be forwarded to Public Hearing; and
5. That Zone Amending Bylaw No. 7409-2017 be given second reading, and be forwarded to Public Hearing; and
6. That the following terms and conditions be met prior to final reading:
  - i. Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;
  - ii. Amendment to Official Community Plan Schedule "A", Chapter 10.2 Albion Area Plan, Schedule 1: Albion Area Plan, Figure 1: Northeast Albion and Schedule "C";
  - iii. Road dedication on Cameron Court as required;
  - iv. Design and construction of a sanitary sewer pump station, which requires the acquisition of land to facilitate the sanitary pump station at the sole cost of the applicant. This requirement must be filled to the City satisfaction;
  - v. Park dedication as required, including construction of walkways; and removal of all debris and garbage from park land to the City's satisfaction;
  - vi. Submission of a site grading and storm water management plan to the City's satisfaction;
  - vii. Registration of a Restrictive Covenant for the Geotechnical Report, which addresses the suitability of the subject property for the proposed development;
  - viii. Registration of a Restrictive Covenant for the protection of the Environmentally Sensitive areas (wetlands) on the subject property;
  - ix. Registration of a Statutory Right-of-Way plan and agreement for infrastructure;
  - x. Registration of a Reciprocal Cross Access Easement Agreement;
  - xi. Registration of a Restrictive Covenant for Tree Protection, and Stormwater Management;
  - xii. Registration of a Restrictive Covenant controlling the future subdivision layout and restricting the building areas on lots to facilitate the optimum subdivision design incorporating the lands to the south addressed as 11045 Cameron Court and 24495 110th Avenue;
  - xiii. Removal of existing buildings;
  - xiv. In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject property; and if so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site;
  - xv. That a voluntary contribution, in the amount of \$86,700.00 (\$5,100 per lot X 17 lots) be provided in keeping with the Council Policy with regard to Community Amenity Contributions; and

- xvi. **Payment of the Density Bonus provision of the RS-1d (One Family Urban (Half Acre) Residential), in the amount \$55,800.00 (\$3,100 per lot X 18 lots).**

CARRIED

**1105 2019-393-RZ, 20786 River Road, RS-1 to RT-2**

Staff report dated March 3, 2020 recommending that Zone Amending Bylaw No. 7614-2020, to rezone the subject property from RS-1 (One Family Urban Residential) to RT-2 (Ground-Oriented Residential Infill) to permit a future construction of eight (8) dwelling units in the form of Courtyard Housing, be given first reading, and that the applicant provide further information as described on Schedules C, D and E of the Development Procedures Bylaw No. 5879-1999.

R/2020-105

It was moved and seconded

- 1. That Zone Amending Bylaw No. 7614-2020 be given first reading; and**
- 2. That the applicant provide further information as described on Schedules C, D and E of the Development Procedures Bylaw No. 5879-1999.**

CARRIED

Councillor Robson – OPPOSED

**1106 2017-580-SD, 22866 128 Avenue, 5% Money In Lieu of Parkland Dedication**

Staff report dated March 3, 2020 recommending that pursuant to Local Government Act, Section 510, regarding 5% parkland dedication or payment in lieu, be it resolved that the owner of land proposed for subdivision at 22866 128 Avenue, under application 2017-580-SD, shall pay to the City of Maple Ridge an amount that is not less than \$62,000.

R/2020-106

It was moved and seconded

**That pursuant to *Local Government Act*, Section 510, regarding 5% parkland dedication or payment in lieu, be it resolved that the owner of land proposed for subdivision at 22866 128 Avenue, under application 2017-580-SD, shall pay to the City of Maple Ridge an amount that is not less than \$62,000.**

CARRIED

**1107 2020-033-DVP, 20060 113B Avenue, Development Variance Permit**

Staff report dated March 3, 2020 recommending that the Corporate Officer be authorized to sign and seal 2020-033-DVP respecting property located at 20060 113B Avenue.

R/2020-107

It was moved and seconded

**That the Corporate Officer be authorized to sign and seal 2020-033-DVP respecting property located at 20060 113B Avenue.**

CARRIED

**1108 2019-425-RZ, 25057, 25123, and 25171 112 Avenue, RS-3 to R-1, R-2 & R-3**

Staff report dated March 3, 2020, recommending that Zone Amending Bylaw No. 7606-2020 be given first reading, to rezone the subject properties from the RS-3 (One Family Rural Residential) zone to the R-1 (Residential District), R-2 (Urban Residential District) and R-3 (Special Amenity Residential District) to permit a future subdivision of approximately 19 R-1 (Residential District) zoned lots, 28 R-2 (Urban Residential District) zoned lots and 37 R-3 (Special Amenity Residential District) zone lots, for a total of approximately 84 lots.

R/2020-108

It was moved and seconded

- 1. In respect of Section 475 of the Local Government Act, requirement for consultation during the development or amendment of an Official Community Plan, Council must consider whether consultation is required with specifically:
  - i. The Board of the Regional District in which the area covered by the plan is located, in the case of a Municipal Official Community Plan;**
  - ii. The Board of any Regional District that is adjacent to the area covered by the plan;**
  - iii. The Council of any municipality that is adjacent to the area covered by the plan;**
  - iv. First Nations;**
  - v. Boards of Education, Greater Boards and Improvements District Boards; and**
  - vi. The Provincial and Federal Governments and their agencies.**and in that regard it is recommended that no additional consultation be required in respect of this matter beyond the early posting of the proposed Official Community Plan amendments on the City's website, together with an invitation to the public to comment; and**
- 2. That Zone Amending Bylaw No. 7606-2020 be given first reading; and**

3. That the applicant provide further information as described on Schedules A, B, E, F, and G of the Development Procedures Bylaw No. 5879-1999, along with the information required for an Intensive Residential Development Permit and a Subdivision application.

CARRIED

**1109 2019-426-RZ, 24909, 24947, 24979, 24985, 24989, and 25057 112 Avenue, RS-3 to RM-1**

Staff report dated March 3, 2020, recommending that Zone Amending Bylaw No 7608-2020 be given first reading, to rezone the subject properties from RS-3 (One Family Rural Residential) zone to the RM-1 (Townhouse Residential District) zone to permit the future construction of approximately 153 townhouse units.

R/2020-109

It was moved and seconded

1. In respect of Section 475 of the Local Government Act, requirement for consultation during the development or amendment of an Official Community Plan, Council must consider whether consultation is required with specifically:
  - i. The Board of the Regional District in which the area covered by the plan is located, in the case of a Municipal Official Community Plan;
  - ii. The Board of any Regional District that is adjacent to the area covered by the plan;
  - iii. The Council of any municipality that is adjacent to the area covered by the plan;
  - iv. First Nations;
  - v. Boards of Education, Greater Boards and Improvements District Boards; and
  - vi. The Provincial and Federal Governments and their agencies.and in that regard it is recommended that no additional consultation be required in respect of this matter beyond the early posting of the proposed Official Community Plan amendments on the City's website, together with an invitation to the public to comment; and
2. That Zone Amending Bylaw No. 7608-2020 be given first reading; and
3. That the applicant provide further information as described on Schedules A, C, D, E, F, and G of the Development Procedures Bylaw No. 5879-1999.

CARRIED

**1110 2019-051-RZ, 11405 236 Street, RS-3 to RM-1**

Staff report dated March 3, 2020, recommending that Zone Amending Bylaw No. 7536-2019 be given first reading, to rezone the subject property from RS-3 (One Family Rural Residential) to RM-1 (Townhouse Residential District), to permit the future construction of approximately 18 townhouse units.

R/2020-110

It was moved and seconded

1. In respect of Section 475 of the Local Government Act, requirement for consultation during the development or amendment of an Official Community Plan, Council must consider whether consultation is required with specifically:
  - i. The Board of the Regional District in which the area covered by the plan is located, in the case of a Municipal Official Community Plan;
  - ii. The Board of any Regional District that is adjacent to the area covered by the plan;
  - iii. The Council of any municipality that is adjacent to the area covered by the plan;
  - iv. First Nations;
  - v. Boards of Education, Greater Boards and Improvements District Boards; and
  - vi. The Provincial and Federal Governments and their agencies.and in that regard it is recommended that no additional consultation be required in respect of this matter beyond the early posting of the proposed Official Community Plan amendments on the City's website, together with an invitation to the public to comment, and
2. That Zone Amending Bylaw No. 7536-2019 be given first reading; and
3. That the applicant provide further information as described on Schedules A, C, D, E, F and G of the Development Procedures Bylaw No. 5879-1999.

CARRIED

**1111 2014-069-RZ, 20894 Lougheed Highway, RS-1 to CS-1**

Staff report dated March 3, 2020, recommending that Official Community Plan Amending Bylaw No. 7118-2014 be given first and second reading and Zone Amending Bylaw No. 7119-2014 be given second reading, and be forwarded to Public Hearing, to rezone the subject property located from RS-1 (One Family Urban Residential) to CS-1 (Service Commercial) to permit future construction of a mixed-use building with five commercial lease units at ground level and one residential unit above.

R/2020-111

It was moved and seconded

1. That, in accordance with Section 475 of the Local Government Act, opportunity for early and ongoing consultation has been provided by way of posting Official

**Community Plan Amending Bylaw No. 7118-2014 on the municipal website, and Council considers it unnecessary to provide any further consultation opportunities, except by way of holding a Public Hearing on the bylaw;**

- 2. That Official Community Plan Amending Bylaw No. 7118-2014 be given first and second reading, and that Zone Amending Bylaw No. 7119-2014 be given second reading, and be forwarded to Public Hearing;**
  
- 3. That the following terms and conditions be met prior to final reading:**
  - i. Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;**
  - ii. Approval from the Ministry of Transportation and Infrastructure;**
  - iii. Road dedication on Loughheed Highway as required;**
  - iv. Park dedication as required for conservation lands and for the protection of the Environmentally Sensitive Areas on the subject property, including construction of walkways; and removal of all debris and garbage from park land;**
  - v. Registration of a Statutory Right-of-Way Plan for sanitary sewer services;**
  - vi. Registration of a Restrictive Covenant for the Geotechnical Report, which addresses the suitability of the subject property for the proposed development;**
  - vii. Registration of a Restrictive Covenant for protecting the Residential Parking;**
  - viii. Registration of a Restrictive Covenant for protecting the Visitor Parking;**
  - ix. Registration of a Restrictive Covenant for Tree Protection, if the Douglas Fir and its roots area can not be completely protected as needed within the dedicated Park land;**
  - x. Registration of a Restrictive Covenant for on-site Stormwater Management;**
  - xi. Removal of existing buildings;**
  - xii. A Professional Engineer's certification that adequate water quantity for domestic and fire protection purposes is provided;**
  - xiii. If the Director of Waste Management from the Ministry of Environment determines that a site investigation is required based on the submitted Site Profile, a rezoning, development, or development variance permit cannot be approved until a release is obtained for the subject property(ies);**
  - xiv. In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject property, and if so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site.**

CARRIED

**1112 Inter Municipal TNS Business License Agreement Bylaw No. 7622-2020 and Inter Municipal TNS Business License Bylaw No. 7623-2020**

Staff report dated March 3, 2020 recommending that the Inter Municipal TNS Business License Agreement Bylaw No. 7622-2020 be given first, second and third reading and that the Inter Municipal TNS Business License Bylaw No. 7623-2020 be given first, second and third reading.

IMBL Report FAQs referenced at the March 3, 2020 Committee of the Whole were provided as part to the agenda package.

R/2020-112

It was moved and seconded

1. **That the Inter Municipal TNS Business License Agreement Bylaw No. 7622-2020 be given first, second and third reading; and**
2. **That the Inter Municipal TNS Business License Bylaw No. 7623-2020 be given first, second and third reading.**

CARRIED

Corporate Services – Nil

Parks, Recreation and Culture – Nil

Administration (including Fire and Police) – Nil

Other Committee Issues – Nil

**1200 STAFF REPORTS**

**1300 OTHER MATTERS DEEMED EXPEDIENT**

**1301 LMLGA Call for Nominations**

The Deputy Corporate Officer advised that no nominations had been received by Legal and Legislative Services staff.

**1400 PUBLIC QUESTION PERIOD**

There were no speakers present.

**1500 MAYOR AND COUNCILLOR REPORTS**

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

**1600 NOTICES OF MOTION AND MATTERS FOR FUTURE MEETING**

**1700 ADJOURNMENT – 8:00 p.m.**

Certified Correct

---

M. Morden, Mayor

---

S. Nichols, Corporate Officer

700 *ITEMS ON CONSENT*

**700**

701 *Minutes*

701.1 Development Agreements Committee

**CITY OF MAPLE RIDGE  
DEVELOPMENT AGREEMENTS COMMITTEE**

March 5, 2020  
Mayor's Office

CIRCULATED TO:

Gordon Robson, Acting Mayor  
Chair

Al Horsman, Chief Administrative Officer  
Member

Catherine Schmidt, Recording Secretary

---

**1. 18-123510 BG**

LEGAL: Lot 292 District Lot 277 Group 1 New Westminster District Plan  
43797  
PID: 007-111-631  
LOCATION: 20845 Stoney Avenue  
OWNER: Claudio and Rochelle Ramos  
REQUIRED AGREEMENTS: Secondary Suite Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 18-123510 BG.

**CARRIED**

**2. 19-119884 BG**

LEGAL: Lot 14 Section 11 Township 12 New Westminster District Plan  
BCP43944  
PID: 028-165-055  
LOCATION: 10727 Beecham Place  
OWNER: Kevin and Willi Badke  
REQUIRED AGREEMENTS: Secondary Suite Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 19-119884 BG.

**CARRIED**

**3. 19-112587 BG**

LEGAL: Lot D District Lot 279 Group 1 New Westminster District Plan  
BCP10733  
PID: 025-927-728  
LOCATION: 20497 115 Avenue  
OWNER: Harpal and Bikramjit Gill  
REQUIRED AGREEMENTS: Secondary Suite Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 19-112587 BG.

CARRIED

**4. 19-116437 BG**

LEGAL: Lot 10 District Lot 241 Group 1 New Westminster District Plan  
LMP5691  
PID: 017-877-920  
LOCATION: 20456 120B Avenue  
OWNER: Ding Yuan  
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 19-116437 BG.

CARRIED

**5. 18-116894 BG**

LEGAL: Lot 2 Section 8 Township 15 New Westminster District Plan 10078  
PID: 009-245-146  
LOCATION: 10607 277 Street  
OWNER: Dave and Jacqlyn Rempel, Sharon Kincaid, Christopher Rishchynski  
REQUIRED AGREEMENTS: Detached Garden Suite Covenant  
Detached Garden Suite Parking Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENTS AS THEY RELATE TO 18-116894 BG.

CARRIED

6. 20-106363 BG

LEGAL: Lot 7 Section 26 Township 12 New Westminster District Plan  
LMP25391  
PID: 023-213-469  
LOCATION: 13027 250 Street  
OWNER: Neil and Colleen Thompson  
REQUIRED AGREEMENTS: Secondary Suite Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENTS AS THEY RELATE TO 20-106363 BG.

CARRIED

7. 2019-383-DP

LEGAL: Lot "B" Section 8 Township 15 New Westminster District Plan 23036  
PID: 009-287-957  
LOCATION: 27840 110 Avenue  
OWNER: Gary Szabados and Janice Pontes  
REQUIRED AGREEMENTS: Habitat Protection Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENTS AS THEY RELATE TO 2019-383-DP.

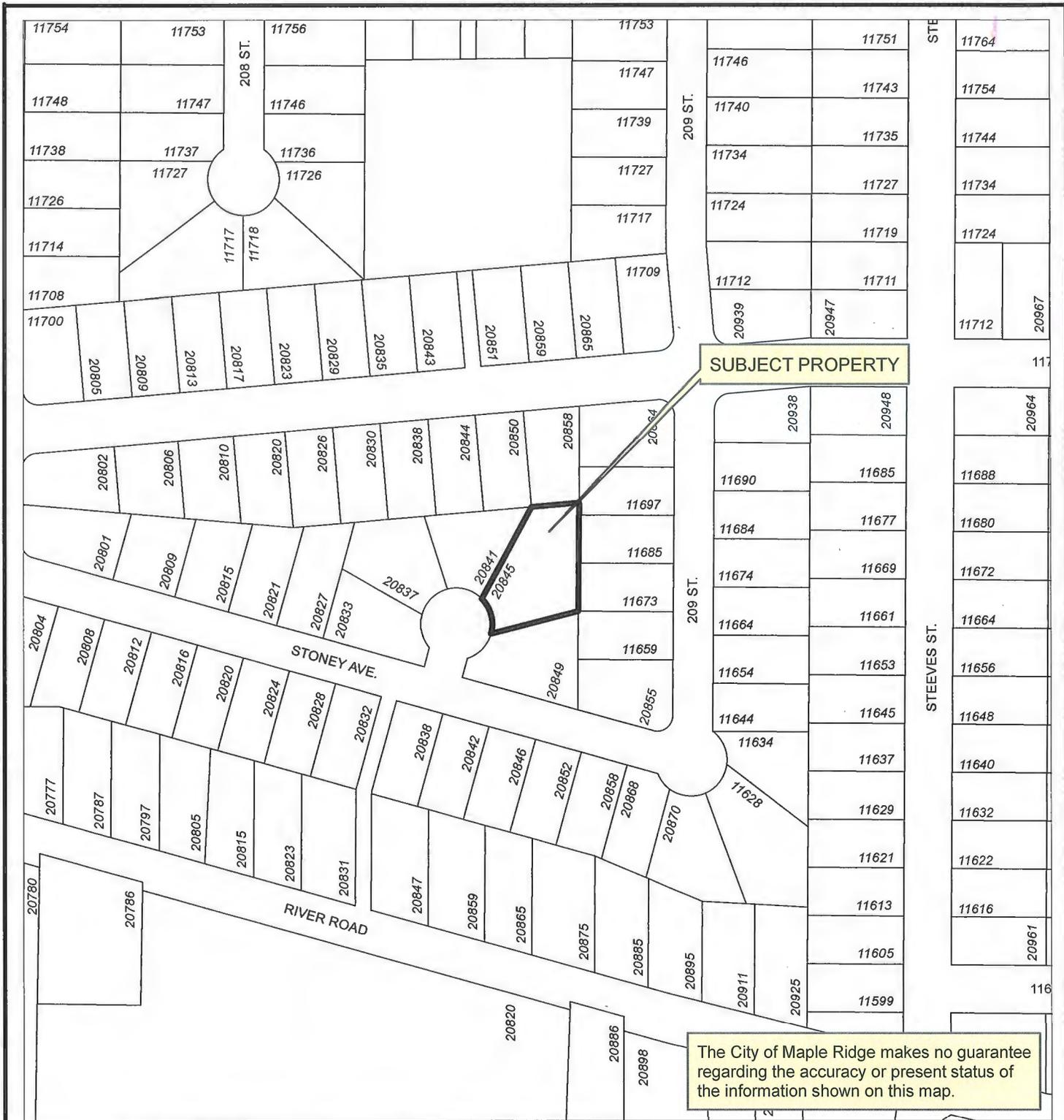
CARRIED



Gordon Robson, Acting Mayor  
Chair

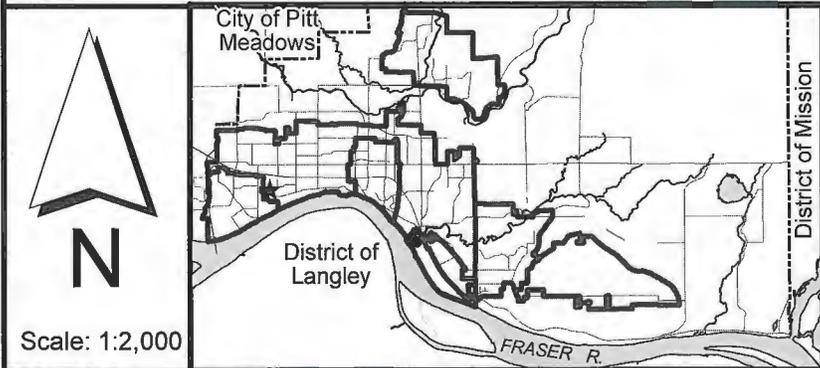


Al Horsman, Chief Administrative Officer  
Member



**SUBJECT PROPERTY**

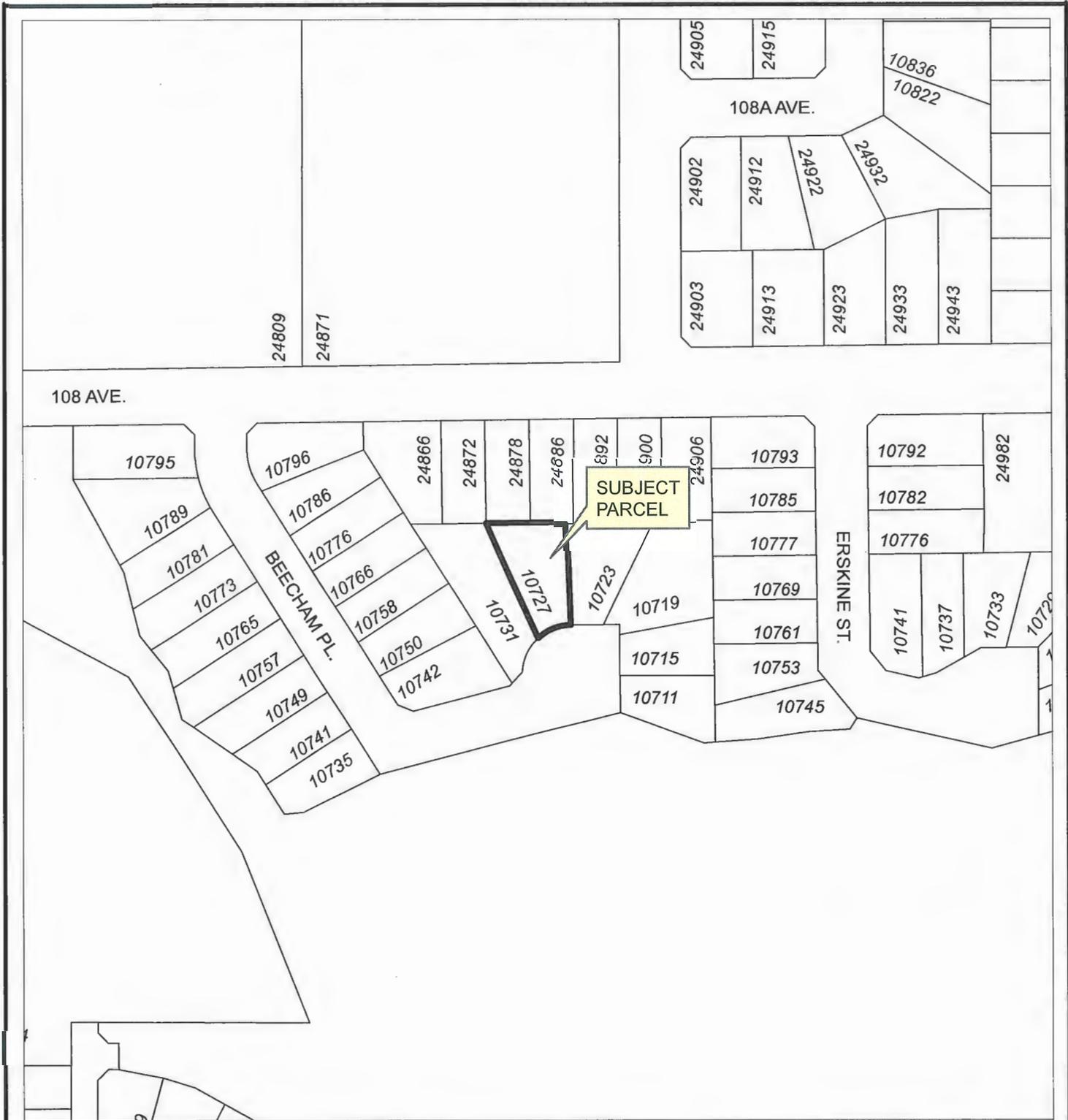
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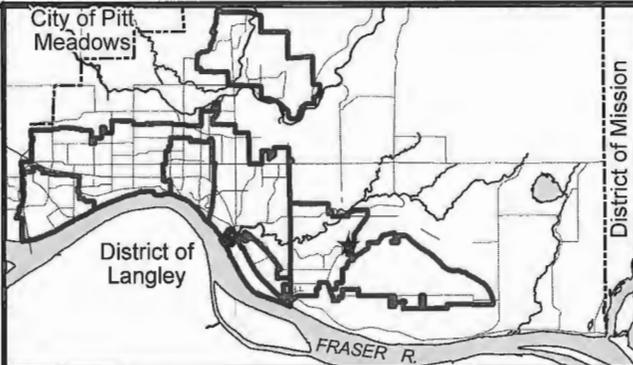
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 BY: NV



Scale: 1:1,500



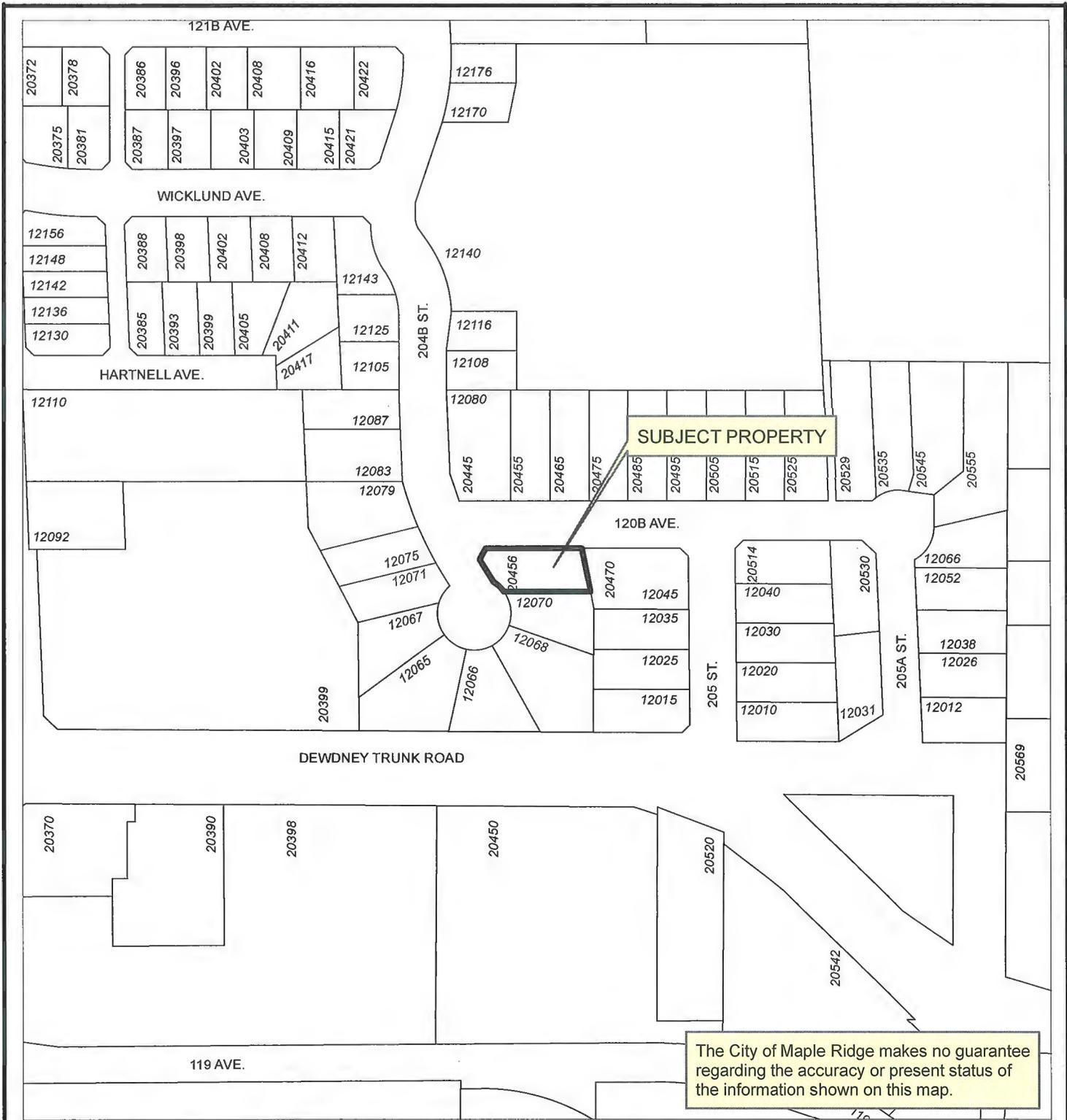
10727 BEECHAM PL



FILE: Untitled  
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BY: C3





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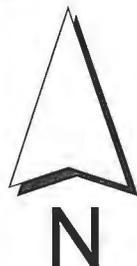
ENGINEERING DEPARTMENT



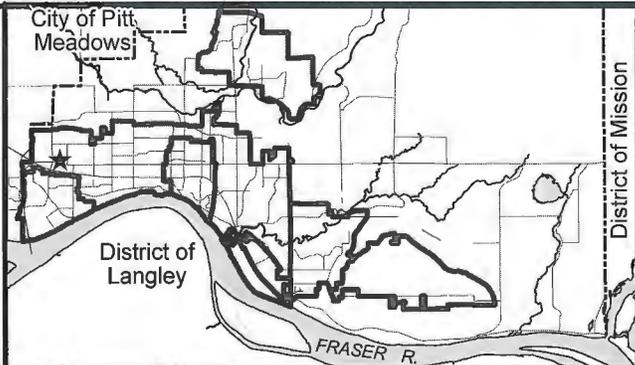
**mapleridge.ca**

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BY: C3



Scale: 1:2,000





SUBJECT  
PARCEL

276 ST

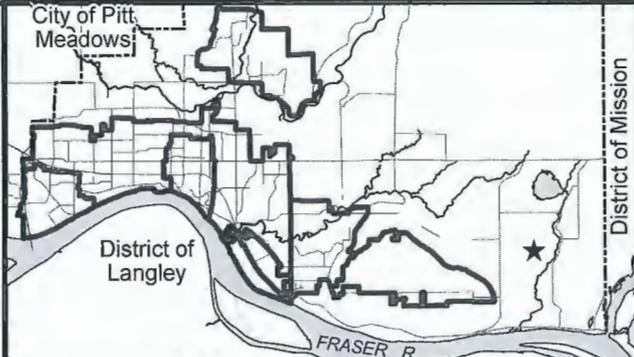
277 ST

276 ST

277 ST



Scale: 1:3,676



10607 - 277 St

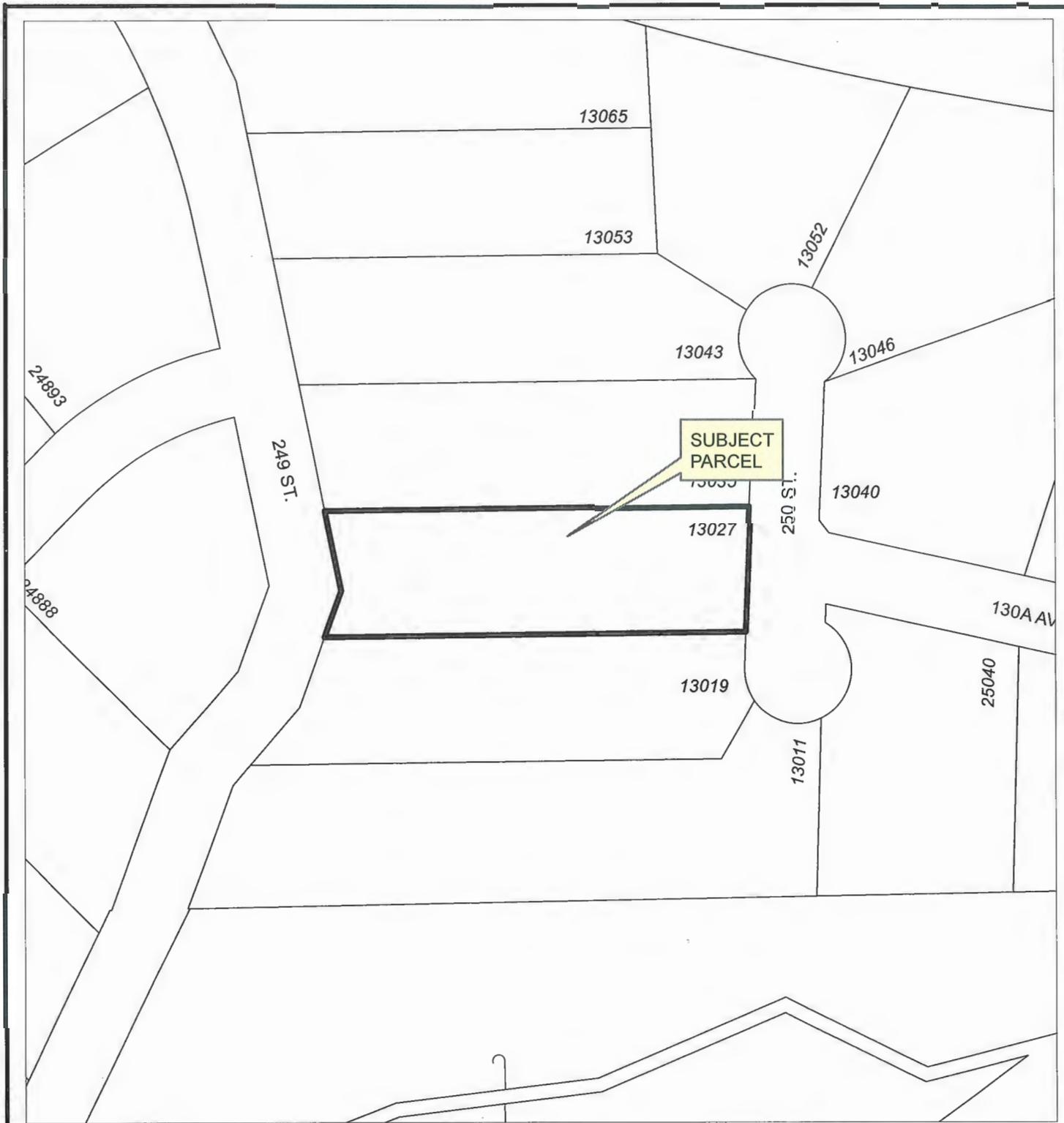
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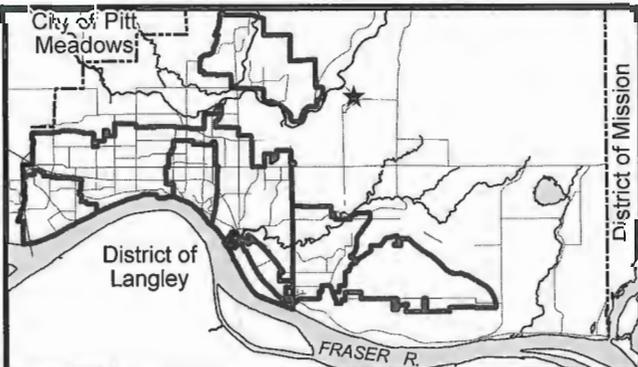
[mapleridge.ca](http://mapleridge.ca)

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BY: C3



Scale: 1:1,500



13027 250 ST

ENGINEERING DEPARTMENT



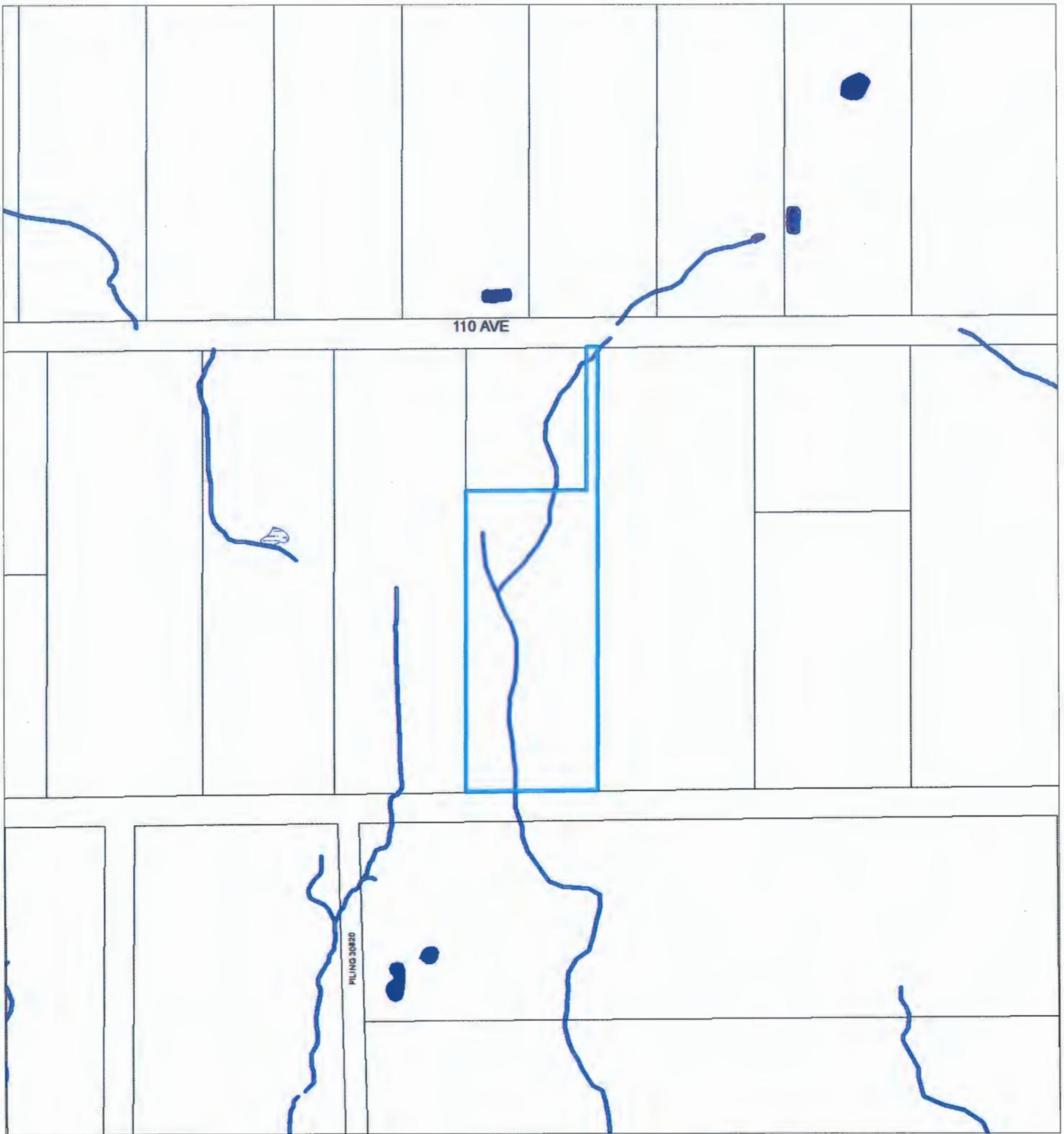
MAPLE RIDGE

British Columbia

mapleridge.ca

FILE: Untitled  
DATE: Mar 5, 2020

BY: C3



110 AVE

PILING 30820



27840 110 Avenue  
P.I.D. 009-287-957

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PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

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Scale: 1:3,676

FILE: Subject Map Gail  
DATE: Mar 4, 2020

BY: GS

**CITY OF MAPLE RIDGE  
DEVELOPMENT AGREEMENTS COMMITTEE**

March 10, 2020  
Mayor's Office

CIRCULATED TO:

Michael Morden, Mayor  
Chair

Al Horsman, Chief Administrative Officer  
Member

Catherine Schmidt, Recording Secretary

---

**1. 2013-067-DP**

LEGAL: Lot 1 District Lot 399 Group 1 New Westminster District Plan  
BCP48429 Except Strata Plan EPS3472 Phase 1  
PID: 028-736-052  
LOCATION: 12310 222 Street  
OWNER: 0740396 B.C. Ltd.  
REQUIRED AGREEMENTS: Encroachment Agreement

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 2013-067-DP.**

**CARRIED**

**2. 2017-580-SD**

LEGAL: Lot 1 Section 20 Township 12 New Westminster District Plan  
EPP96459  
PID: 030-986-435  
LOCATION: 22866 128 Avenue  
OWNER: Daniel Floritto  
REQUIRED AGREEMENTS: Subdivision Servicing Agreement

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 2017-580-SD.**

**CARRIED**

**3. 2018-292-SD**

LEGAL: Lot 7 District Lot 263 Group 1 New Westminster District Plan  
LMP49634  
PID: 025-005-197  
LOCATION: 20141 Telep Avenue  
OWNER: Alireza, Masood, Roya, Minoo NADERI, and Maabood Shakibaei  
REQUIRED AGREEMENTS: Subdivision Servicing Agreement  
Flood Protection Covenant  
Geotechnical Covenant  
Stormwater Management Covenant

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENTS AS THEY RELATE TO 2018-292-SD.**

**CARRIED**

**4. 2019-261-VP**

LEGAL: Lot 3 Section 20 Township 12 New Westminster District Plan  
EPP60004  
PID: 029-902-681  
LOCATION: 12244 228 Street  
OWNER: Tanbir Sindhar  
REQUIRED AGREEMENTS: No Build Covenant (over parking pad)

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 2019-261-VP.**

**CARRIED**

**5. 18-117566 BG**

LEGAL: Lot 15 Section 10 Township 12 New Westminster District Plan  
EPP70566  
PID: 030-108-748  
LOCATION: 11109 241A Street  
OWNER: Rajbir Handa  
REQUIRED AGREEMENTS: Secondary Suite Covenant

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 18-117566 BG.**

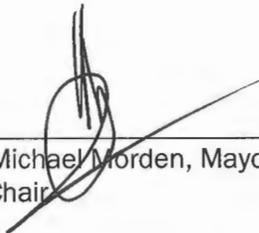
**CARRIED**

**6. 5245-20-B505**

LEGAL: Lots 2 and 3, both of: District Lot 248 Group 1 New Westminster  
District Plan 7510  
PID: 000-679-852 and 000-499-617  
LOCATION: 21298 and 21308 River Road  
OWNER: Amanda Griffin, Karen Learmonth, Gary Decorby  
REQUIRED AGREEMENTS: Statutory Right of Way (Drainage)

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 5245-20-B505.**

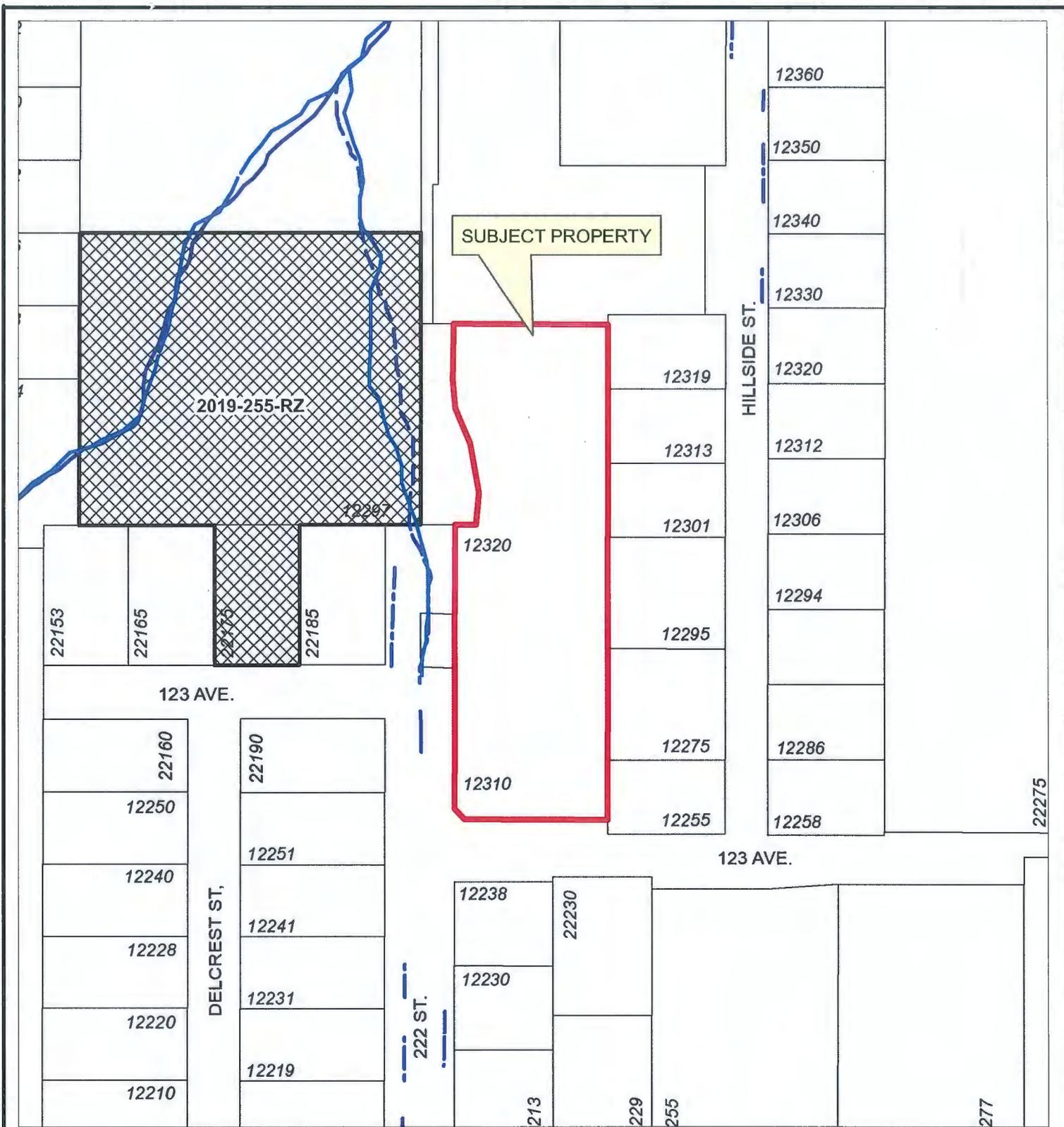
**CARRIED**



Michael Morden, Mayor  
Chair



Al Horsman, Chief Administrative Officer  
Member



SUBJECT PROPERTY

2019-255-RZ

12320

12310

12319

12313

12301

12295

12275

12255

12360

12350

12340

12330

12320

12312

12306

12294

12286

12258

123 AVE.

123 AVE.

DELCREST ST.

HILLSIDE ST.

222 ST.

22275

22153

22165

12250

12240

12228

12220

12210

22175

22190

12251

12241

12231

12219

12238

12230

22230

213

229

255

277



**Legend**

-  Stream
-  Ditch Centreline
-  Indefinite Creek
-  River Centreline
-  Active Applications (RZ/SD/DP/VP)

Scale: 1:1,500

12310 222 STREET  
PID: 028-736-052

PLANNING DEPARTMENT



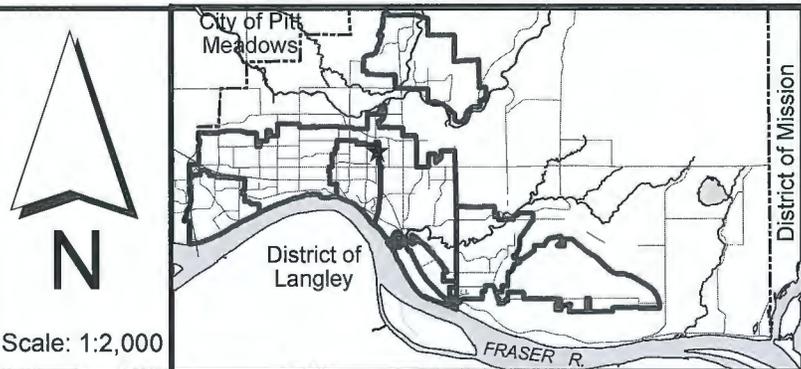
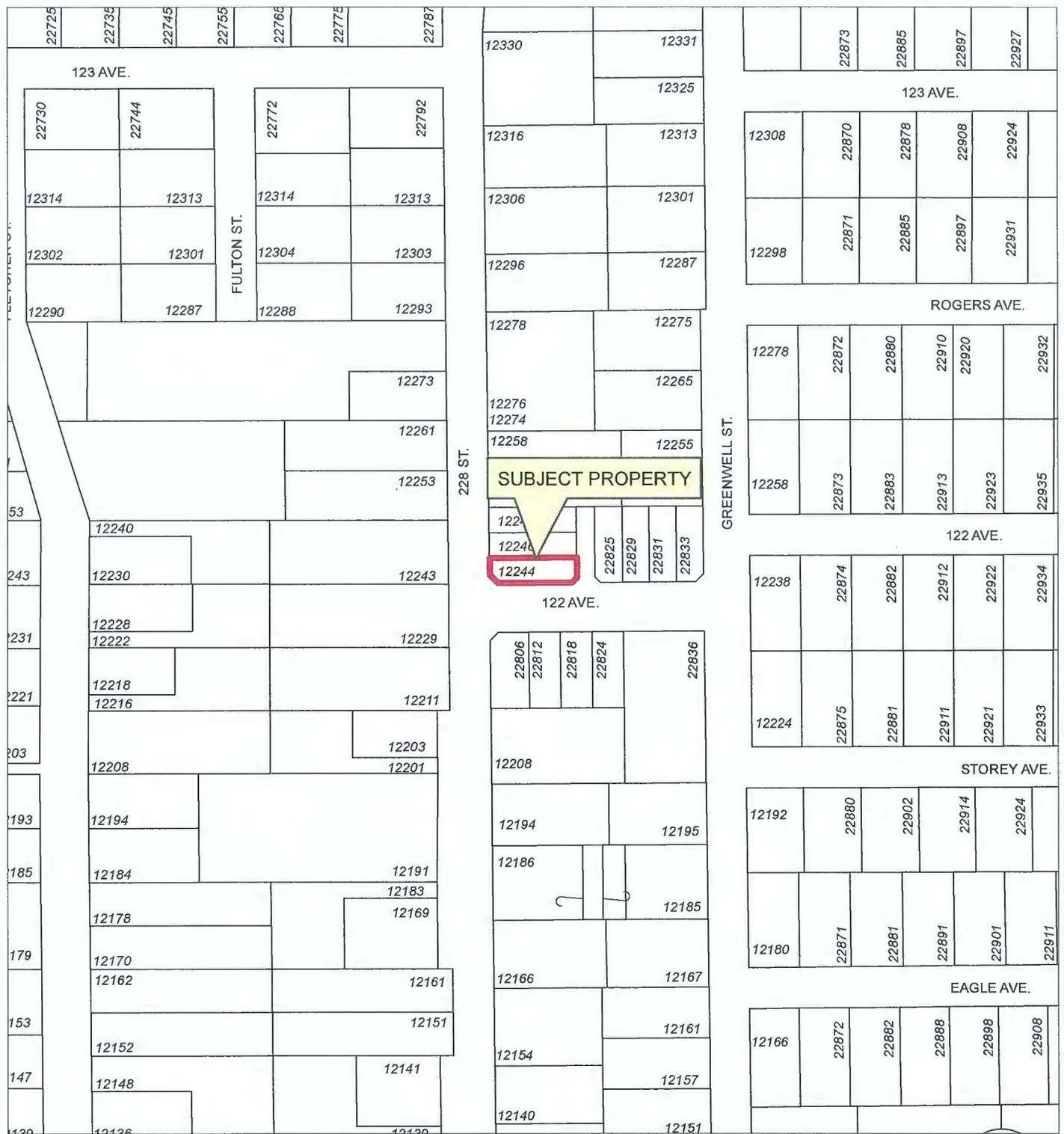
[mapleridge.ca](http://mapleridge.ca)

FILE: 12310 222 STREET  
DATE: Mar 6, 2020

BY: AC







12244 228 STREET  
PID: 029-902-681

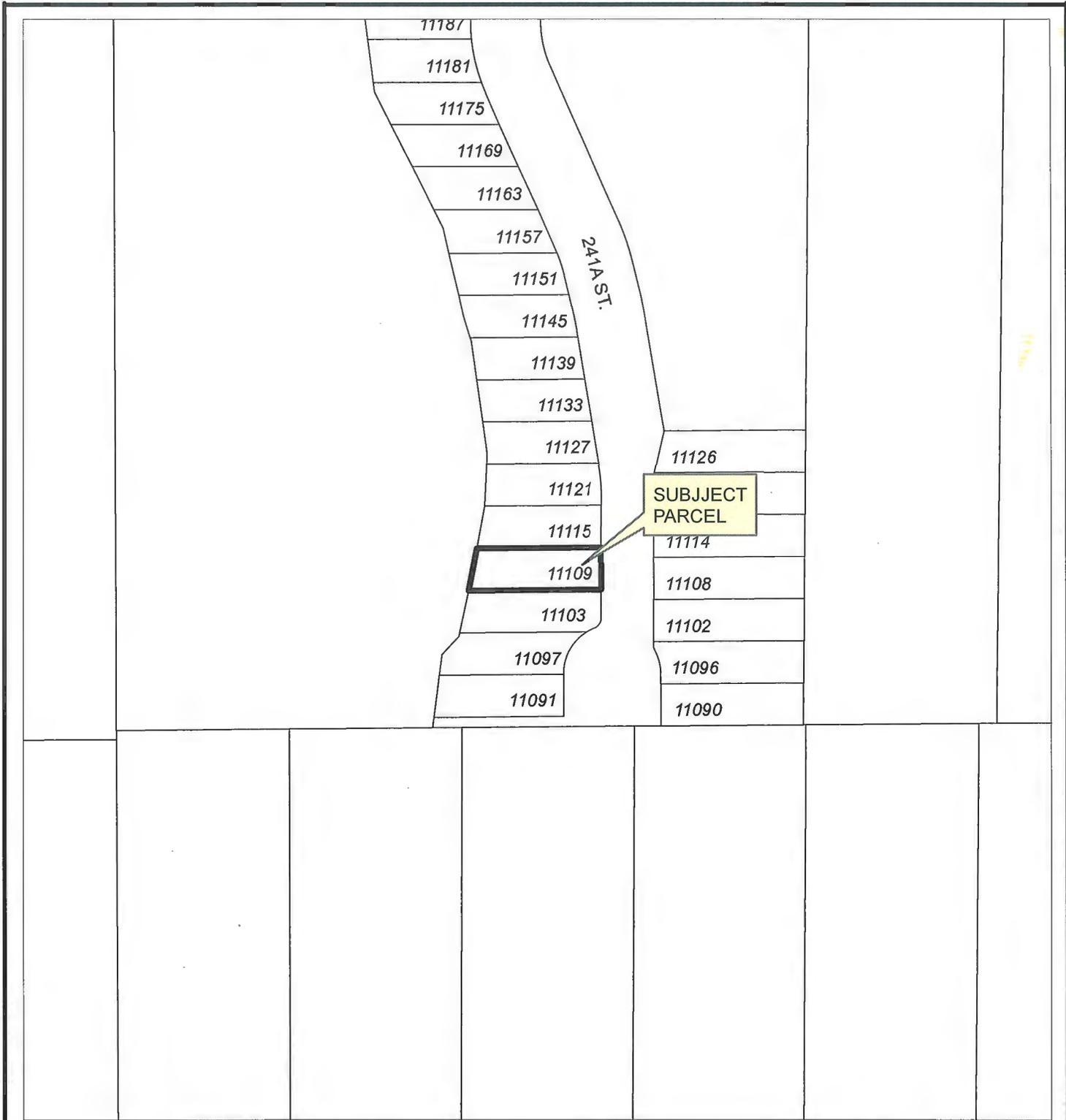
PLANNING DEPARTMENT

MAPLE RIDGE  
British Columbia

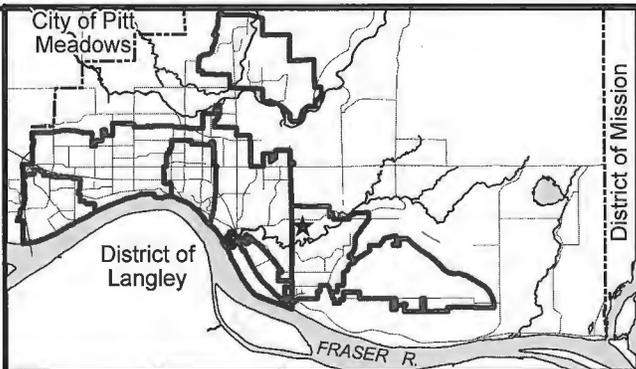
[mapleridge.ca](http://mapleridge.ca)

FILE: 2019-261-VP  
DATE: Jul 24, 2019

BY: PC



Scale: 1:1,500



11109 241A St

ENGINEERING DEPARTMENT



MAPLE RIDGE

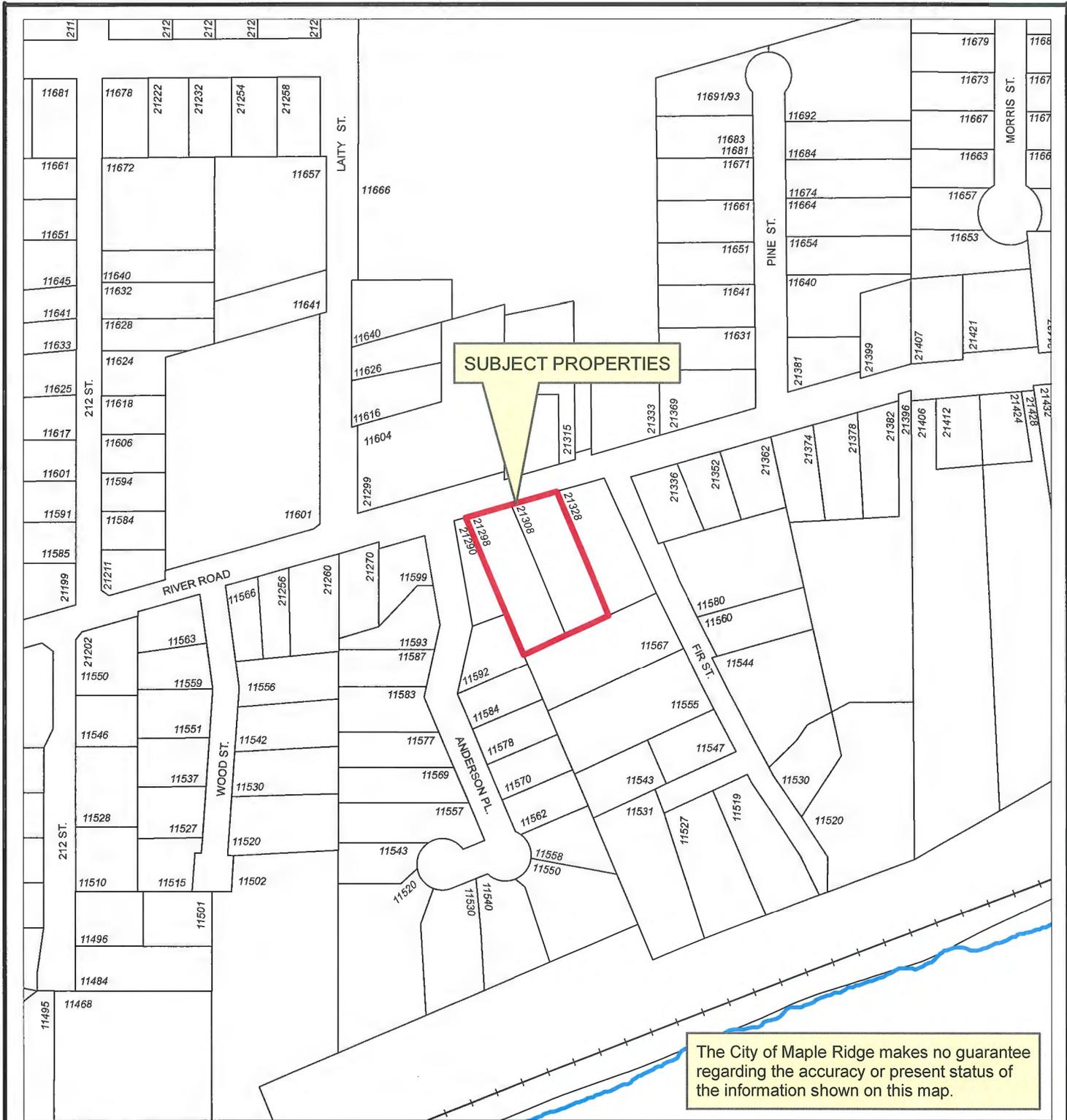
British Columbia

mapleridge.ca

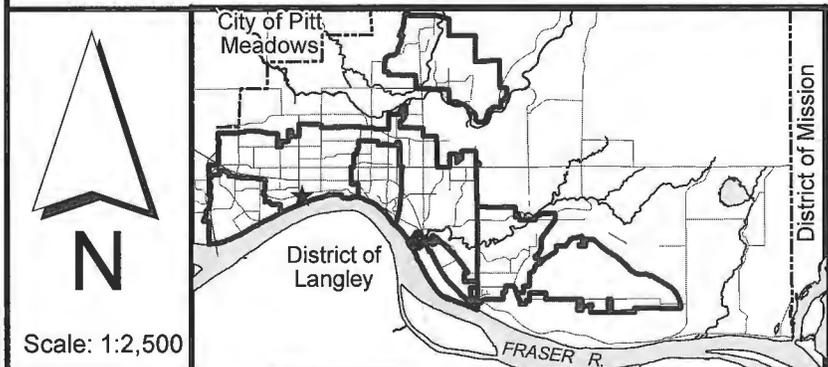
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DATE: Mar 5, 2020

BY: C3



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



**21298 & 21308 RIVER ROAD**

ENGINEERING DEPARTMENT

**mapleridge.ca**

FILE: Untitled  
 DATE: Mar 6, 2020  
 BY: LP

Scale: 1:2,500

**CITY OF MAPLE RIDGE  
DEVELOPMENT AGREEMENTS COMMITTEE**

March 11, 2020  
Mayor's Office

CIRCULATED TO:

Michael Morden, Mayor  
Chair

Al Horsman, Chief Administrative Officer  
Member

Catherine Schmidt, Recording Secretary

---

**1. 18-115393 BG**

LEGAL: Lot 9 District Lot 279 Group 1 New Westminster District Plan 78732  
PID: 011-790-652

LOCATION: 11372 Melville Street

OWNER: Gurdev and Geeta Gidda

REQUIRED AGREEMENTS: Secondary Suite Covenant

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 18-115393 BG.**

**CARRIED**

**2. 18-110900 BG**

LEGAL: Lot 734 District Lot 278 Group 1 New Westminster District Plan 2180  
PID: 012-547-212

LOCATION: 20554 Lorne Avenue

OWNER: Gurpratap and Amandeep Josan

REQUIRED AGREEMENTS: Secondary Suite Covenant

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 18-110900 BG.**

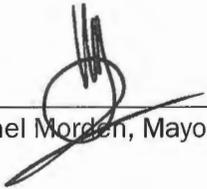
**CARRIED**

**3. 19-110420 BG**

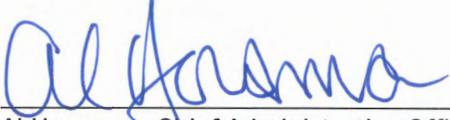
LEGAL: Lot 1 District Lot 248 Group 1 New Westminster District Plan  
EPP53735  
PID: 030-188-334  
LOCATION: 21275 123B Avenue  
OWNER: Sergii Dmitriiev and Tetiana Dmitriieva  
REQUIRED AGREEMENTS: Secondary Suite Covenant

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 19-110420 BG.**

**CARRIED**



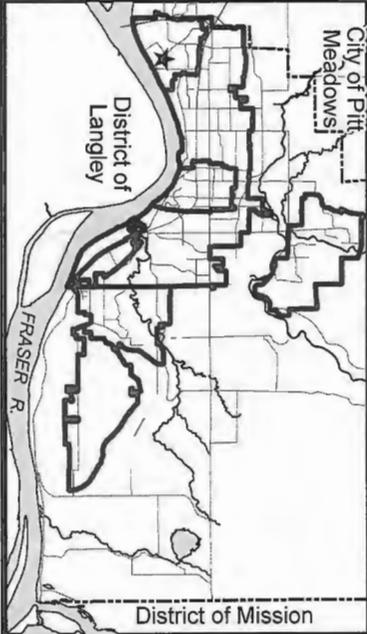
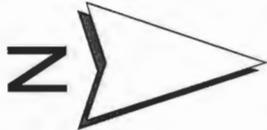
\_\_\_\_\_  
Michael Morden, Mayor  
Chair



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



Scale: 1:1,500



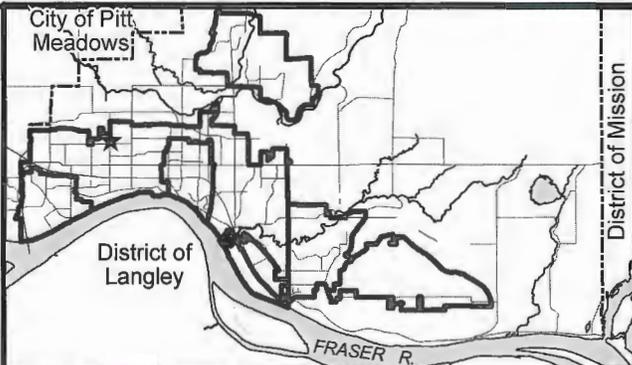
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20554 LORNE AVE

BY: C3





21275 123B Ave



FILE: Untitled  
DATE: Mar 10, 2020

BY: C3

**CITY OF MAPLE RIDGE  
DEVELOPMENT AGREEMENTS COMMITTEE**

March 16, 2020  
Mayor's Office

CIRCULATED TO:

Michael Morden, Mayor  
Chair

Al Horsman, Chief Administrative Officer  
Member

Catherine Schmidt, Recording Secretary

---

**1. 18-113473 BG**

LEGAL: Lot 5 Except: Parcel "A" (H80260E) Section 23 Township 12 New Westminster District Plan 8522  
PID: 011-325-534  
LOCATION: 25183 124 Street  
OWNER: Nicole S. Carchesio  
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 18-113473 BG.**

**CARRIED**

**2. 2019-204-SD**

LEGAL: Lots 1 to 3, all of Section 28 Township 12 New Westminster District Plan EPP82484 (Formerly: Lots 10 and 64); and Lot 2 Section 28 Township 12 New Westminster District Plan EPP82484 (Formerly Partial Lot 10 and 64)  
PID: n/a  
LOCATION: 13420 237A Street (Lot 10) and 13388 McCauley Crescent (Lot 64)  
OWNER: Atlantic Pacific Land Corporation (Joel Lycan)  
REQUIRED AGREEMENTS: Release of No Build Covenant (BN256036)  
No Build Covenant (Lots 10 and 64)

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

**CARRIED**

**3. 19-112616 BG**

LEGAL: Parcel 1 District Lot 280 Group 1 New Westminster District Plan  
BCP39223  
PID: 027-743-292  
LOCATION: 20288 113B Avenue  
OWNER: Ridge Meadows U-Lok Ltd. (Alex Messina)  
REQUIRED AGREEMENTS: Geotechnical Covenant  
Floodplain Covenant

**THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENTS AS THEY RELATE TO 19-112616 BG.**

**CARRIED**

**4. 10-119703 BG**

LEGAL: Lot 14 Section 13 Township 12 New Westminster District Plan 38304  
PID: 008-505-233  
LOCATION: 11937 260 Street  
OWNER: Paul and Tara Black  
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 10-119703 BG.**

**CARRIED**

**5. 18-119669 BG**

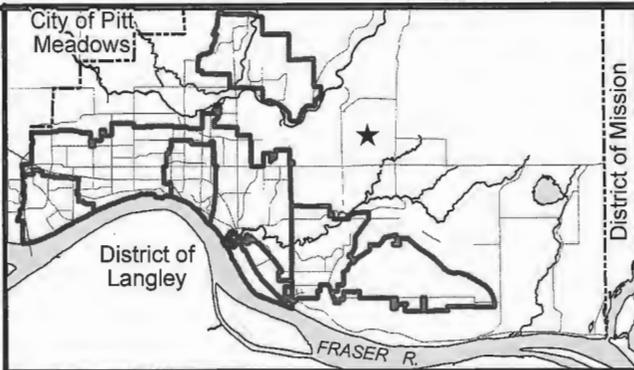
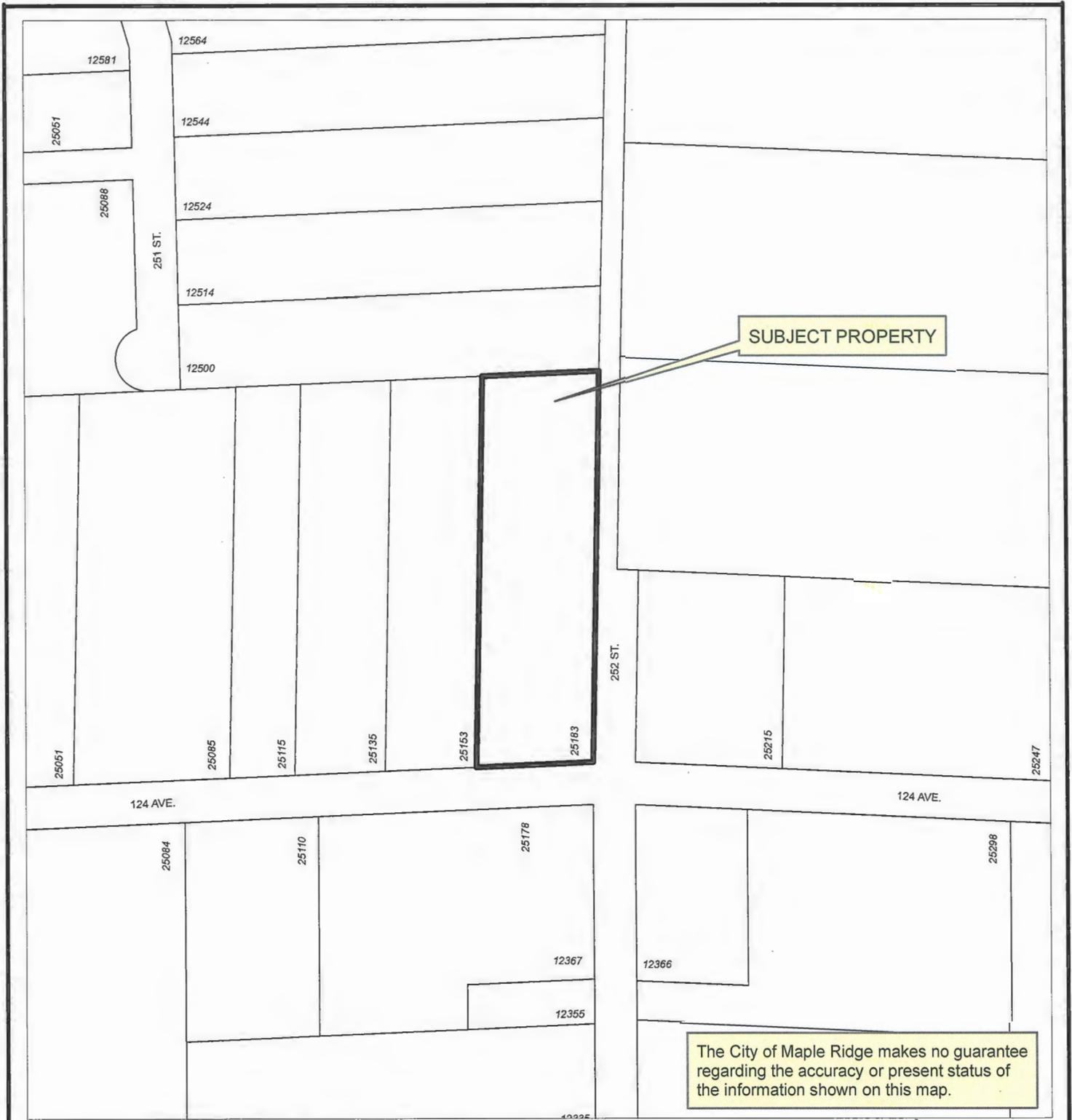
LEGAL: Lot 23 Section 10 Township 12 New Westminster District Plan  
EPP70566  
PID: 030-108-829  
LOCATION: 11114 241A Street  
OWNER: Scott and Jessica Shaw and Minnie MacLennan  
REQUIRED AGREEMENTS: Secondary Suite Covenant

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

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

**CARRIED**

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

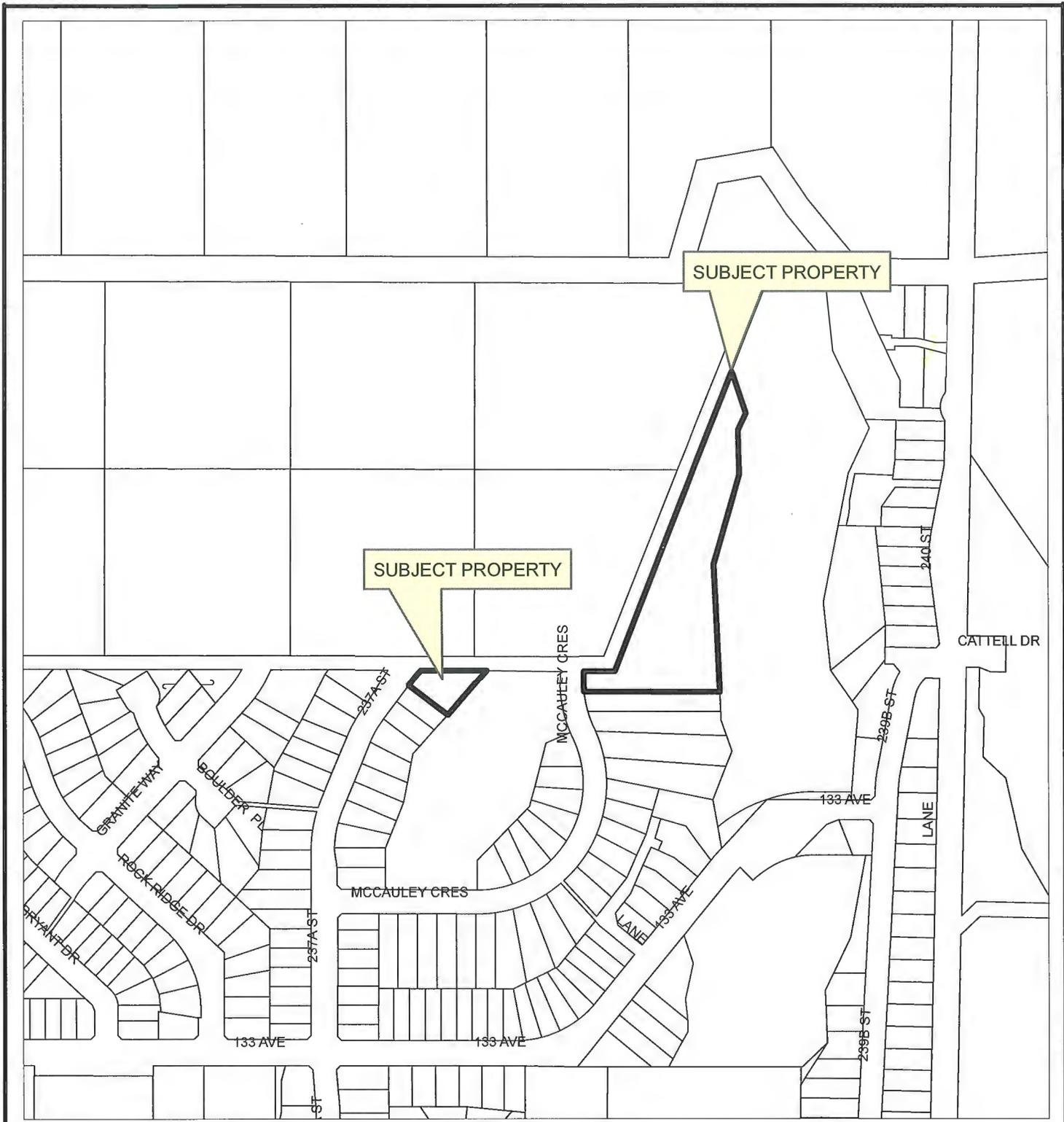


25183 124 Ave

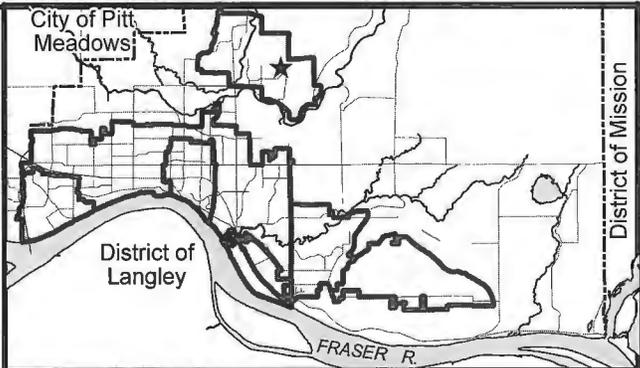
ENGINEERING DEPARTMENT

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FILE: Untitled  
DATE: Mar 11, 2020  
BY: C3



Scale: 1:4,000



13388 McCauley Cres  
13420 237A St

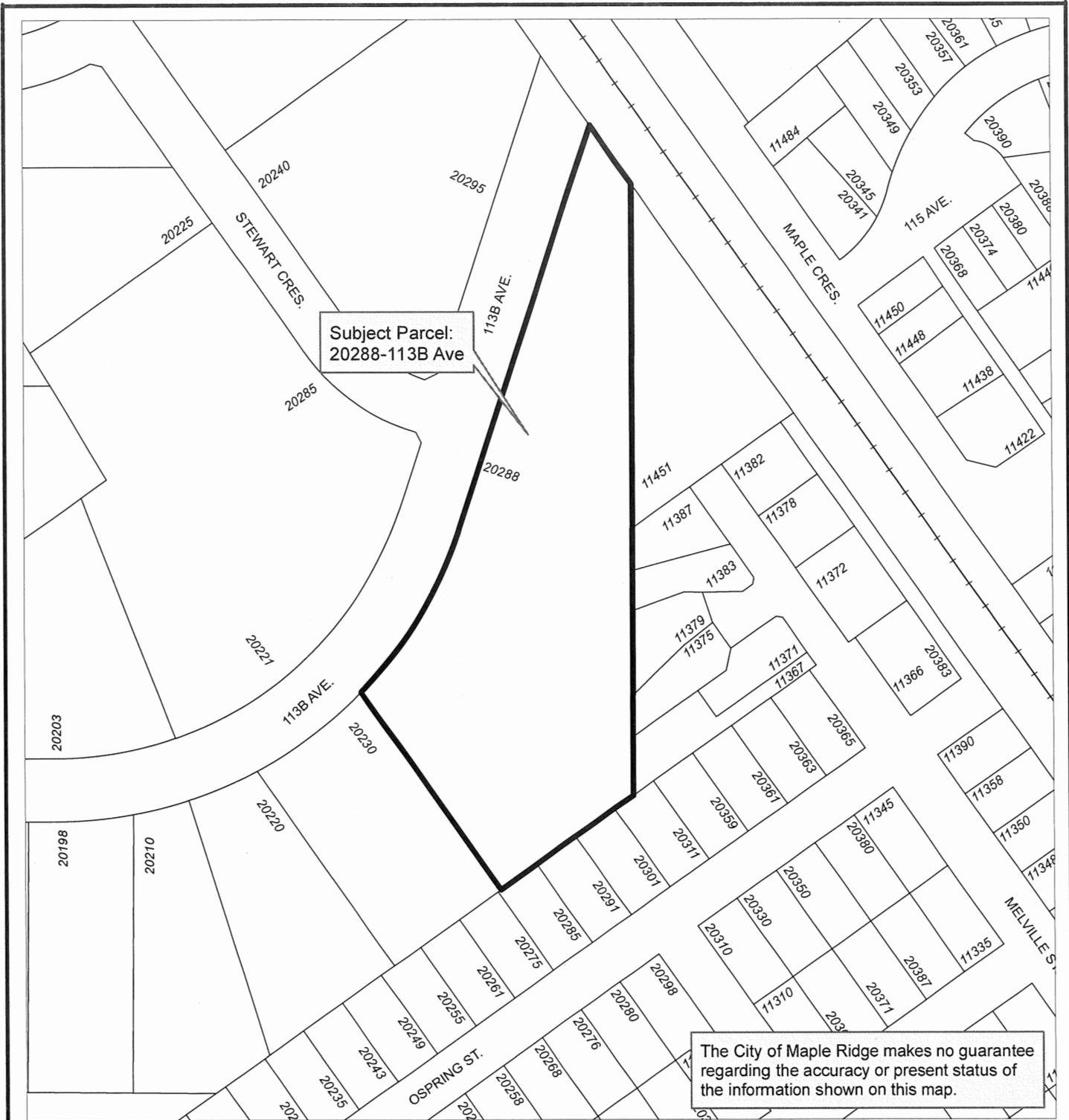
PLANNING DEPARTMENT



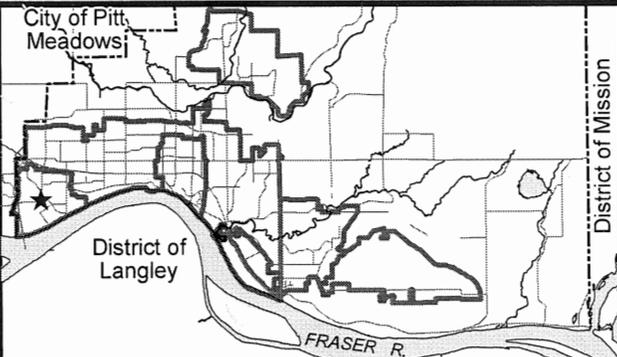
[mapleridge.ca](http://mapleridge.ca)

2019-204-SD  
DATE: Mar 12, 2020

BY: PR



Scale: 1:2,000



## GEOTECHNICAL & FLOODPLAIN COVENANT

LICENCES, PERMITS & BYLAWS DEPT.

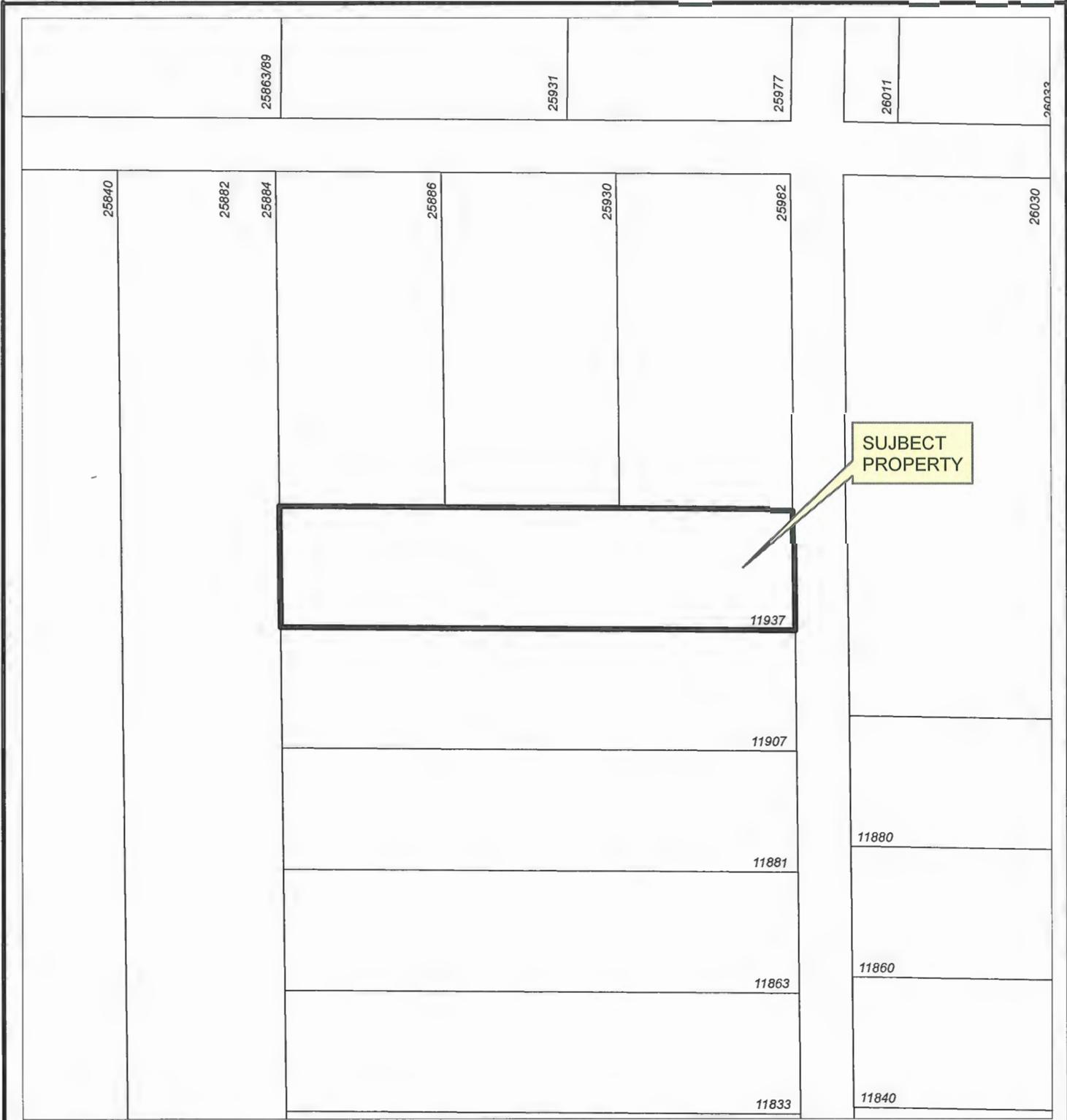


**MAPLE RIDGE**  
British Columbia

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FILE: Untitled  
DATE: Mar 9, 2020

BY: TG



SUBJECT  
PROPERTY

11937

11907

11881

11863

11833

11880

11860

11840

25840

25882

25884

25886

25930

25982

25863/89

25931

25977

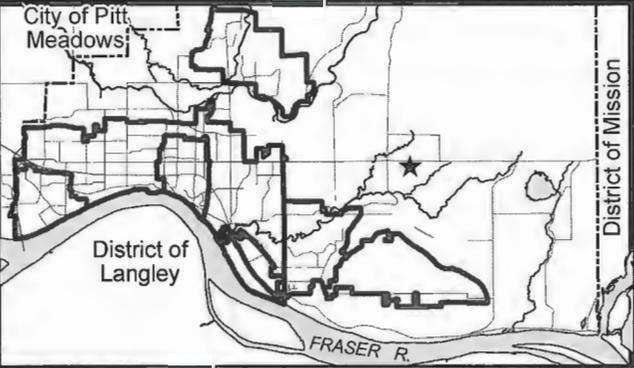
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ENGINEERING DEPARTMENT

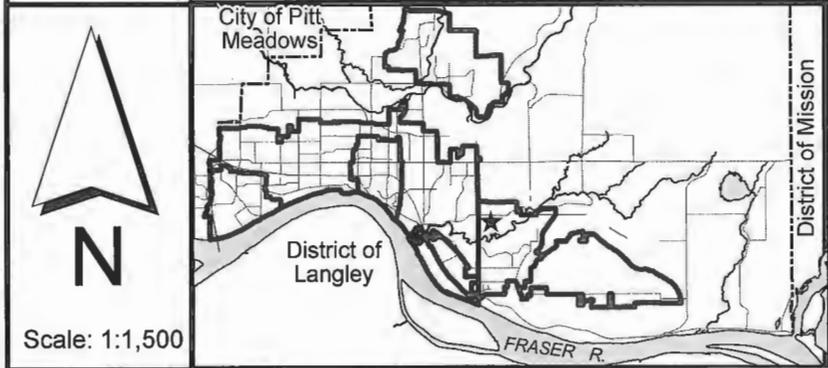
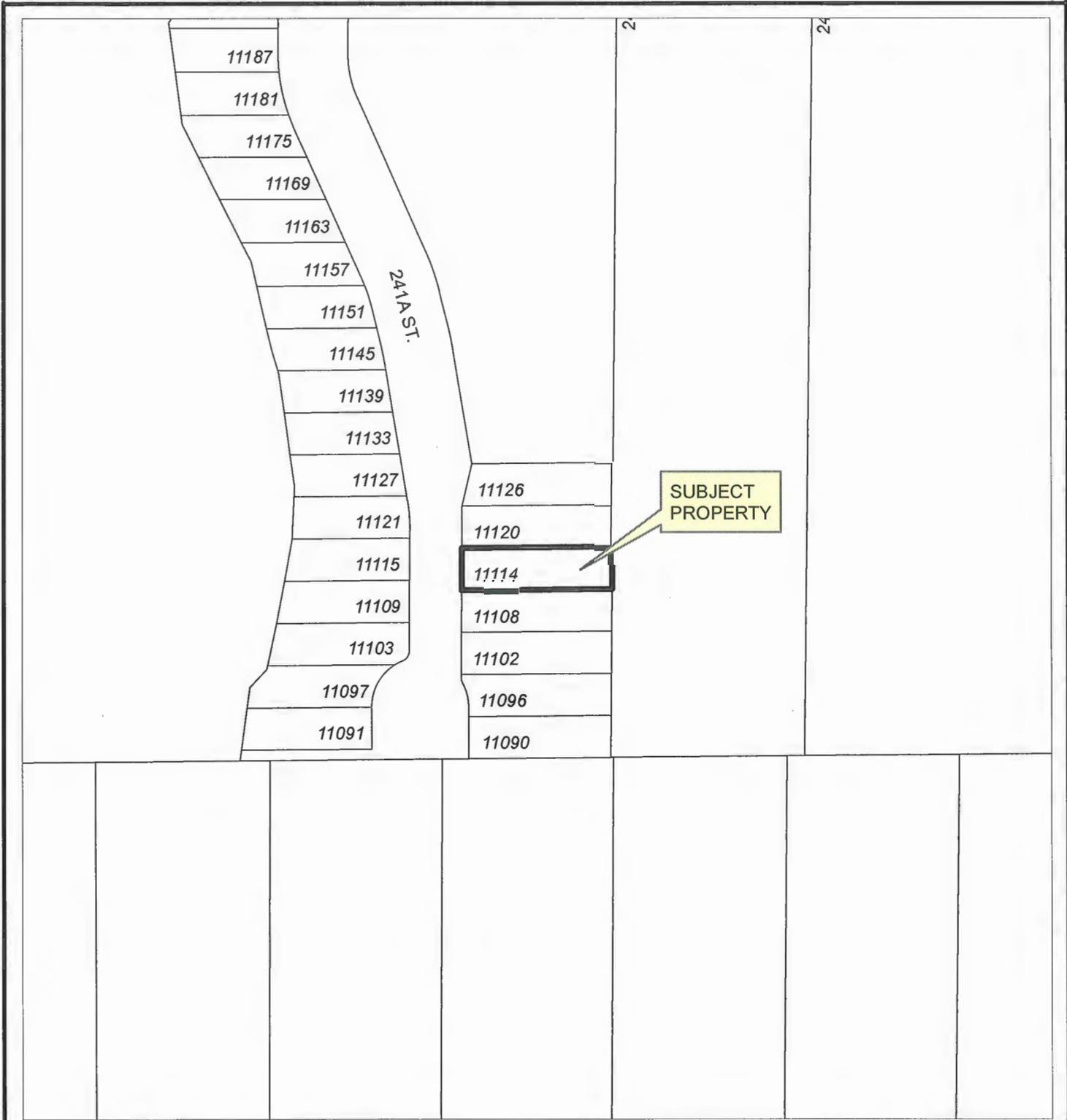


MAPLE RIDGE  
British Columbia

mapleridge.ca

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DATE: Mar 16, 2020

BY: C3



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ENGINEERING DEPARTMENT

**mapleridge.ca**

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DATE: Mar 16, 2020

BY: C3

702 *Reports*



## City of Maple Ridge

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** 2020 Council Expenses

**MEETING DATE:** March 31, 2020  
**FILE NO:** 2415023  
**MEETING:** Council

---

### EXECUTIVE SUMMARY

In keeping with Council's commitment to transparency in local government, the attached Schedule lists Council expenses recorded to February 28 2020. 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

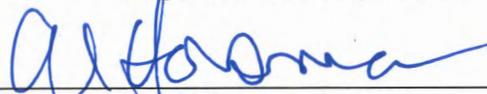
### Discussion

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 Hansvall  
Accounting Clerk 2

  
Reviewed by: Catherine Nolan, CPA, CGA  
Corporate Controller

  
Approved by: Christina Crabtree  
Acting General Manager Corporate Services

  
Approved by: Al Horsman  
Chief Administrative Officer

**702.1**

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Cell Phones / iPads	Totals
<b>Dueck, Judy</b>					
January	Portable electronic device charges (e.g. iPad)			5.67	
February	Portable electronic device charges (e.g. iPad)			5.35	
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
		-	-	11.02	11.02

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Cell Phones / iPads	Totals
<b>Duncan, Kiersten</b>					
January	Cell phone charges			52.97	
	Portable electronic device charges (e.g. iPad)			5.35	
February	2020 Afro Gala		30.00		
	2020 Dessert & Dance - Garibaldi Secondary		16.93		
	Cell phone charges			48.15	
	Hometown Heroes Night		50.00		
	Portable electronic device charges (e.g. iPad)			5.35	
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
		-	<b>96.93</b>	<b>111.82</b>	<b>208.75</b>

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Cell Phones / iPads	Totals
<b>Meadus, Chelsa</b>					
January	Cell phone charges			52.97	
	Portable electronic device charges (e.g. Ipad)			5.35	
February	Cell phone charges			48.15	
	Portable electronic device charges (e.g. Ipad)			5.35	
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
		-	-	111.82	111.82

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Cell Phones / iPads	Totals
<b>Morden, Mike</b>					
January					
February	Hometown Heroes Night		50.00		
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
		-	50.00	-	50.00

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Cell Phones / iPads	Totals
<b>Robson, Gordy</b>					
January	Portable electronic device charges (e.g. iPad)			5.35	
February	Portable electronic device charges (e.g. iPad)			5.35	
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
		-	-	10.70	10.70

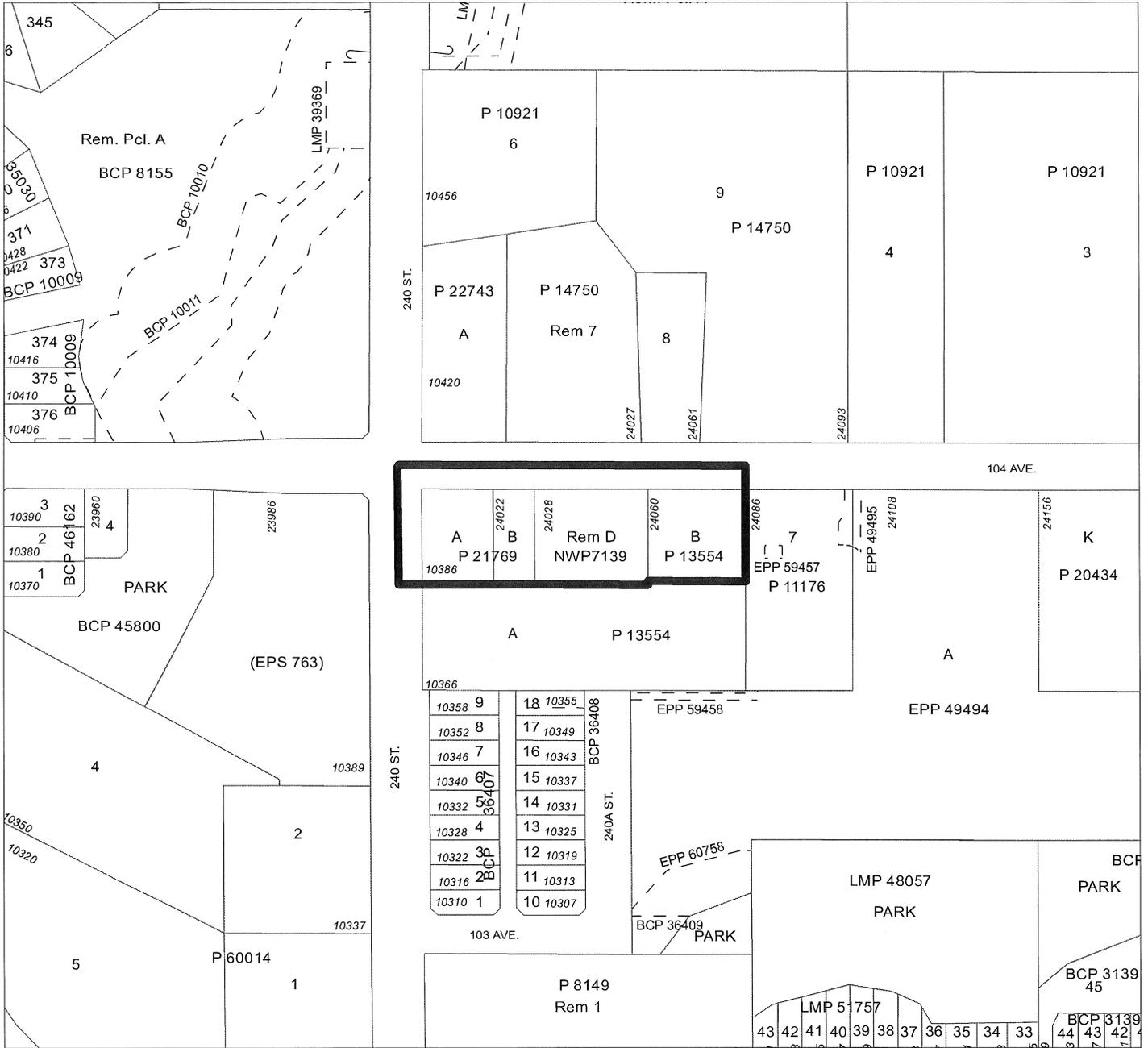
Month of Event	Reason for expense	Conferences & Seminars	Community Events	Cell Phones / iPads	Totals
<b>Svensden, Ryan</b>					
January	Cell phone charges			52.97	
	Portable electronic device charges (e.g. iPad)			5.35	
February	Cell phone charges			48.15	
	Portable electronic device charges (e.g. iPad)			5.35	
March	South Asian Cultural Gala		125.00		
April					
May					
June	Federation of Canadian Municipalities (FCM) Annual Conference	961.20			
July					
August					
September					
October					
November					
December					
		<b>961.20</b>	<b>125.00</b>	<b>111.82</b>	<b>1,198.02</b>

Month of Event	Reason for expense	Conferences & Seminars	Community Events	Cell Phones / iPads	Totals
<b>Yousef, Ahmed</b>					
January	Cell phone charges			48.15	
	Portable electronic device charges (e.g. Ipad)			5.35	
February	2020 Afro Gala		30.00		
	Cell phone charges			48.15	
	Hometown Heroes Night		50.00		
	Portable electronic device charges (e.g. Ipad)			5.35	
March	South Asian Cultural Gala		125.00		
April					
May					
June	Federation of Canadian Municipalities (FCM) Annual Conference	961.20			
July					
August					
September					
October					
November					
December					
		<u>961.20</u>	<u>205.00</u>	<u>107.00</u>	<u>1,273.20</u>
<b>TOTALS</b>		<u>1,922.40</u>	<u>476.93</u>	<u>464.18</u>	<u>2,863.51</u>

1000 Bylaws

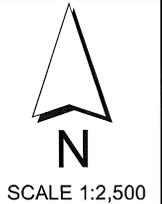
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# MAPLE RIDGE ZONE AMENDING

Bylaw No. 7423-2018  
 Map No. 1746  
 From: RS-2 (One Family Suburban Residential)  
 To: RM-1 (Townhouse Residential)





City of Maple Ridge

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

A bylaw to amend Maple Ridge Wildlife and Vector Control Bylaw No. 7437-2018

---

**WHEREAS** the Council of The City of Maple Ridge deems it expedient to amend the Maple Ridge Wildlife and Vector Control Bylaw No. 7437-2018;

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

1. This bylaw may be cited as Maple Ridge Wildlife and Vector Control Amending Bylaw No. 7619-2020
2. Maple Ridge Wildlife and Vector Control Bylaw No. 7437-2018 is amended under **Part 3 Definitions** by deleting the definition of **Receptacle** in its entirety and replacing it with the following:

**Receptacles** mean household, recycling, yard waste, municipal, light commercial or special receptacles.
3. Maple Ridge Wildlife and Vector Control Bylaw No. 7437-2018 is amended under **Part 3 Definitions** by deleting the definition of **Wildlife** in its entirety and replacing it with the following:

**Wildlife** means deer, bear, cougar, coyote or wolf, or a species of wildlife that is prescribed as dangerous wildlife.
4. Maple Ridge Wildlife and Vector Control Bylaw No. 7437-2018 is amended under **Part 3 Definitions** by deleting the definition of **Wildlife Resistant Container** in its entirety and replacing it with the following:

**Wildlife resistant container** means a solid waste container with a device for securing and locking the lid, whose material and construction has been tested or otherwise approved by the British Columbia Conservation Foundation as being bear resistant.
5. Maple Ridge Wildlife and Vector Control Bylaw No. 7437-2018 is amended **under Part 4 Prohibitions**, section 4.5, by removing 4.5.4 in its entirety and replacing it with:

4.5.4 grease containers shall be closed securely and made inaccessible to **Wildlife**;
6. Maple Ridge Wildlife and Vector Control Bylaw No. 7437-2018 is amended **under Part 4 Prohibitions**, section 4.5, by removing 4.5.5 in its entirety and replacing it with:

4.5.5 outdoor refrigerators or freezers shall be closed securely and made inaccessible to **Wildlife**;
7. Maple Ridge Wildlife and Vector Control Bylaw No. 7437-2018 is amended **under Part 4 Prohibitions**, section 4.5, by removing 4.5.7 in its entirety and replacing it with:

4.5.7 garbage and organic containers shall be closed securely and made inaccessible to **Wildlife**. Notwithstanding, in areas where there is high conflict with **Wildlife**, a secured **Wildlife resistant container** is required;

8. Maple Ridge Wildlife and Vector Control Bylaw No. 7437-2018 is amended **under Part 4 Prohibitions**, by removing section 4.5.10 in its entirety and replacing it with:

4.5.10 Every **Owner** or Occupier of a dwelling shall place solid waste and recycling **Receptacles** at a point on the shoulder of the road or lane or adjacent to the curb in front of their premises or on their premises adjacent to the property line abutting the street or lane from which such collection service is provided no earlier than 5:00 am and no later than 7:00 am on **Collection day**. All **Receptacles** shall be placed in such a position so as to be conveniently handled from ground level and readily accessible from such street, lane or sidewalk, and all such **Receptacles** shall be removed from the street or lane allowance no later than 7:00 pm on **Collection day**.

9. Maple Ridge Wildlife and Vector Control Bylaw No. 7437-2018 is amended **under Part 4 Prohibitions**, section 4.5 by adding the following new section after 4.5.10:

4.5.11 All **Wildlife resistant containers**, refrigerators, freezers, grease containers and all other **Receptacles** shall be stored inside a building or within a **Wildlife resistant enclosure**, if attracting **Wildlife**.

READ A FIRST TIME this 10<sup>th</sup> day of March, 2020.

READ A SECOND TIME this 10<sup>th</sup> day of March, 2020.

READ A THIRD TIME this 10<sup>th</sup> day of March, 2020.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2020.

---

PRESIDING MEMBER

---

CORPORATE OFFICER

City of Maple Ridge

Maple Ridge Ticket Information Utilization Amending Bylaw No.7621-2020

A bylaw to amend Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012

---

**WHEREAS** the Council of The City of Maple Ridge deems it expedient to amend the Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012;

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

1. This bylaw may be cited as Maple Ridge Ticket Information Utilization Amending Bylaw No. 7621-2020
2. Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012 is amended by deleting **Schedule 30**, from the Maple Ridge Wildlife and Vector Control Bylaw, in its entirety and replacing it with:

**Schedule 30**  
**Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012**

---

**From Maple Ridge Wildlife and Vector Control Bylaw No. 7437 - 2018**

	<b>Section</b>	<b>Fine</b>
Attract Wildlife	4.2	\$400
Provide food to Wildlife	4.3	\$500
Permit accumulation of seed	4.4	\$300
Fail to harvest fruit	4.5.1	\$100
Fail to remove fallen fruit	4.5.2	\$300
Bee hives accessible to Wildlife	4.5.3	\$100
Grease containers accessible to Wildlife	4.5.4	\$400
Refrigerator accessible to Wildlife	4.5.5	\$400
Dairy and proteins placed in compost	4.5.6	\$300
Garbage containers accessible to Wildlife	4.5.7	\$400
Unlocked resistant container	4.5.8	\$250
Place receptacles prior to 5:00 am	4.5.10	\$500
Receptacles and containers not enclosed	4.5.11	\$500
Fail to prevent infestation by vermin	4.6	\$300

3. Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012 is amended in **Schedule 25**, from the Maple Ridge Solid Waste and Recycling Regulation Bylaw, by changing the wording for the Section 11 fine from “Place solid waste prior to 5:00 am” to Place Receptacles prior to 5:00 am.
4. Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012 is amended in **Schedule 25**, from the Maple Ridge Solid Waste and Recycling Regulation Bylaw, by changing the fine amount under the offense “Place solid waste prior to 5:00 am” from \$100 to \$500.
5. Maple Ridge Ticket Information Utilization Bylaw No. 6929-2012 is amended by updating the table of contents accordingly.

READ A FIRST TIME this 10<sup>th</sup> day of March, 2020.

READ A SECOND TIME this 10<sup>th</sup> day of March, 2020.

READ A THIRD TIME this 10<sup>th</sup> day of March, 2020.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2020.

---

**PRESIDING MEMBER**

---

**CORPORATE OFFICER**



City of Maple Ridge

## Inter Municipal TNS Business Licence Agreement Bylaw No. 7622 - 2020

Effective Date:

**1004.1**

City of Maple Ridge

Inter Municipal TNS Business Licence Agreement Bylaw  
No. 7622 - 2020

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City of Maple Ridge

**Inter Municipal TNS Business Licence Agreement Bylaw No. 7622-2020**

A bylaw to enter into an agreement among the Participating Municipalities regarding an Inter Municipal Transportation Network Services Business Licence

---

**WHEREAS** the Council of the City of Maple Ridge deems it expedient to provide for a bylaw to enter into an agreement among the Participating Municipalities regarding an Inter Municipal Transportation Network Services Business Licence;

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

**Part 1 Citation**

1.1 This bylaw may be cited as "Inter Municipal TNS Business Licence Agreement Bylaw No. 7622-2020.

**Part 2 Bylaw Agreement**

2.1 Council hereby authorizes the City to enter into an Agreement with the Participating Municipalities in substantially the form and substance of the Agreement attached to this Bylaw as Schedule A, and also authorizes the Corporate Officer to execute the Agreement on behalf of the City, and to deliver it to the Participating Municipalities on such terms and conditions as the Corporate Officer deems fit.

2.2 This Bylaw is to come into force and take effect on the date of its enactment.

**Schedules**

Schedule A – Inter Municipal TNS Business Licence Agreement

READ A FIRST TIME on 10<sup>th</sup> day of March, 2020.

READ A SECOND TIME on 10<sup>th</sup> day of March, 2020.

READ A THIRD TIME on 10<sup>th</sup> day of March, 2020. [Date]

ADOPTED by the Council on [Date]

---

PRESIDING MEMBER

---

CORPORATE OFFICER

**Schedule A**  
**Inter Municipal TNS Business Licence Agreement**

WHEREAS the City of Burnaby, the Corporation of Delta, the Corporation of the City of New Westminster, the City of Richmond, the City of Vancouver, the City of Abbotsford, the Village of Anmore, the Bowen Island Municipality, the City of Chilliwack, the City of Coquitlam, the Corporation of the District of Kent, the City of Langley, the Corporation of the Township of Langley, the Village of Lions Bay, the City of Maple Ridge, the Corporation of the City of North Vancouver, the Corporation of the District of North Vancouver, the Corporation of the City of Pitt Meadows, the Corporation of the City of Port Coquitlam, the City of Port Moody, the District of Squamish, the City of Surrey, the City of Vancouver, the Corporation of the District of West Vancouver, the Resort Municipality of Whistler, and the City of White Rock (the "**Participating Municipalities**"), wish to permit transportation network services ("**TNS**") businesses to operate across their jurisdictional boundaries thereby eliminating the need to obtain a separate municipal business licence in each jurisdiction;

NOW THEREFORE the **Participating Municipalities** agree as follows:

1. The **Participating Municipalities** agree to establish an **Inter Municipal TNS Business Licence** among the **Participating Municipalities**, pursuant to section 14 of the *Community Charter* and section 192.1 of the *Vancouver Charter*.
2. The **Participating Municipalities** will request their respective municipal Councils to each ratify this Agreement and enact a Bylaw to implement an **Inter Municipal TNS Business Licence** effective April 1, 2020.
3. In this Agreement:

"**Accessible Vehicle**" means a motor vehicle designed and manufactured, or converted, for the purpose of transporting persons who use mobility aids;

"**Administrative Costs**" means the direct and indirect costs and investments attributable to setting up and administering the **Inter Municipal TNS Business Licence**, including wages, materials, corporate overhead and rent;

"**Business**" has the same meaning as in the *Community Charter*;

"**Community Charter**" means the Community Charter, S.B.C. 2003, c. 26, as may be amended or replaced from time to time;

"**Inter Municipal TNS Business**" means a **TNS Business** that has been licenced to operate in the Region 1 operating area by the Passenger Transportation Board;

"**Inter Municipal TNS Business Licence**" means a business licence which authorizes an **Inter Municipal TNS Business** to be carried on within the jurisdictional boundaries of any or all of the **Participating Municipalities**;

"**Inter Municipal TNS Business Licence Bylaw**" means the Bylaw adopted by the Council of each **Participating Municipality** to implement *the Inter Municipal TNS Business Licence* contemplated by this Agreement;

“**Mobility Aid**” has the same meaning as in the *Passenger Transportation Act*, S.B.C 2004, c. 39, as may be amended or replaced from time to time;

“**Municipal Business Licence**” means a licence or permit, other than an **Inter Municipal TNS Business Licence**, issued by a **Participating Municipality** that authorizes a **Business** to be carried on within the jurisdictional boundaries of that **Participating Municipality**;

“**Participating Municipality**” means any one of the **Participating Municipalities**;

“**Premises**” means one or more fixed or permanent locations where the **TNS Business** ordinarily carries on **Business**;

“**TNS Business**” means a person carrying on the business of providing **Transportation Network Services**;

“**Transportation Network Services**” has the same meaning as in the *Passenger Transportation Act*, S.B.C 2004, c. 39, as may be amended or replaced from time to time;

“**Vancouver Charter**” means the *Vancouver Charter*, S.B.C. 1953, c. 55, as may be amended or replaced from time to time; and

“**Zero Emission Vehicle**” means a motor vehicle that is exclusively propelled by electricity or hydrogen from an external source.

4. Subject to the provisions of the **Inter Municipal TNS Business Licence Bylaw**, each **Participating Municipality** will permit a **TNS Business** that has obtained an **Inter Municipal TNS Business Licence** to carry on the **Business** of providing **Transportation Network Services** within that **Participating Municipality** for the term authorized by the **Inter Municipal TNS Business Licence** without obtaining a **Municipal Business Licence** for the **TNS Business** in that **Participating Municipality**.
5. All **Inter Municipal TNS Business Licences** will be issued by the City of Vancouver.
6. The City of Maple Ridge may issue an **Inter Municipal TNS Business Licence** to a **TNS Business** if the **TNS Business** is an **Inter Municipal TNS Business** and meets the requirements of the **Inter Municipal TNS Business Licence Bylaw**, in addition to the requirements of the City of Maple Ridge Business Licencing and Regulation Bylaw.
7. Notwithstanding that a **TNS Business** may hold an **Inter Municipal TNS Business Licence** that would make it unnecessary to obtain a **Municipal Business Licence** for the **TNS Business** in the **Participating Municipalities**, the **TNS Business** must still comply with all orders and regulations under any municipal business licence Bylaw in addition to those under any other Bylaws, regulations, or provincial or federal laws that may apply within any jurisdiction in which the **TNS Business** carries on **Business**.
8. Any **Participating Municipality** may require that the holder of an **Inter Municipal TNS Business Licence** also obtain a **Municipal Business Licence** for any **Premises** that are maintained by the licence holder within the jurisdiction of the **Participating Municipality**.

9. The annual **Inter Municipal TNS Business Licence** fee is \$155, plus \$150 for each vehicle operating under the authority of the **Inter Municipal TNS Business**, except that the per vehicle fee for **Zero Emission Vehicles** will be \$30, and there will be no per vehicle fee charged for **Accessible Vehicles**. Any fees paid by an applicant to any **Participating Municipality** for a **Municipal Business Licence** for the **TNS Business** prior to the availability of the **Inter Municipal TNS Business Licence** that are not refunded by that **Participating Municipality** will be credited against the initial **Inter Municipal TNS Business Licence** fee owing under this section 9.
10. The fee for any additional vehicles that begin operating under the authority of an **Inter Municipal TNS Business Licence** holder after the annual licence fee is paid will be the per vehicle fee set out in section 9, pro-rated by dividing the applicable annual per vehicle fee by 12 and multiplying the resulting number by the number of months remaining in that calendar year, including any partial months which will be counted as whole months.
11. The City of Maple Ridge will distribute the revenue generated from **Inter Municipal TNS Business Licence** fees amongst all **Participating Municipalities** based on the City of Maple Ridge retaining an amount to cover its **Administrative Costs**, with the remaining fees to be distributed proportionally to the **Participating Municipalities**, including the City of Vancouver, based on the number of pick-ups and drop-offs in that *Participating Municipality*. The City of Maple Ridge will provide the other **Participating Municipalities** with an itemized accounting of the fees collected and disbursed, including an accounting of its **Administrative Costs**, at the time it distributes the remaining fees to those **Participating Municipalities**.
12. If the revenue generated from **Inter Municipal TNS Business Licence** fees in the initial year is insufficient to cover the **Administrative Costs** relating to the initial set up of the , then the City of Maple Ridge may retain such portion of the **Inter Municipal TNS Business Licence** fees collected in the subsequent year or years as is necessary to reimburse the City of Maple Ridge for such initial **Administrative Costs**, until the full amount has been recovered.
13. Any revenue payable to a **Participating Municipality** in the initial year will be offset by any fees collected and not refunded by that **Participating Municipality** for a **Municipal Business Licence** for the **TNS Business** prior to the availability of the **Inter Municipal TNS Business Licence**, and if the fees collected by the **Participating Municipality** exceed the amount owing to that **Participating Municipality**, then that **Participating Municipality** shall remit the difference to the City of Maple Ridge for inclusion in the revenue distribution set out above.
14. The revenue generated from **Inter Municipal TNS Business Licence** fees collected from January 1 to December 31 inclusive that is to be distributed to the **Participating Municipalities** in accordance with section 11, including the fees collected for any additional vehicles under section 10, will be distributed by the City of Maple Ridge by February 28 of the year following the year in which fees were collected.
15. The length of term of an **Inter Municipal TNS Business Licence** is 12 months, except that the length of term of the initial **Inter Municipal TNS Business Licence** issued to an **Inter Municipal TNS Business** by the City of Maple Ridge may be less than 12 months in order to harmonize the expiry date of the **Inter Municipal TNS Business**

**Licence** with the calendar year, in which case the annual fee will be pro-rated by dividing the applicable annual licence fee by 12 and multiplying the resulting number by the number of months remaining in that calendar year, including any partial months which will be counted as whole months.

16. An **Inter Municipal TNS Business Licence** will be valid within the jurisdictional boundaries of all of the **Participating Municipalities** until its term expires, unless the **Inter Municipal TNS Business Licence** is suspended or cancelled. If a **Participating Municipality** withdraws from the **Inter Municipal TNS Business Licence** among the **Participating Municipalities** in accordance with the **Inter Municipal TNS Business Licence Bylaw**, then the **Inter Municipal TNS Business Licence** will cease to be valid within the jurisdictional boundary of that former **Participating Municipality**.
17. A **Participating Municipality** may exercise the authority of the City of Maple Ridge as the issuing municipality and suspend *an Inter Municipal TNS Business Licence* in relation to conduct by the holder within the **Participating Municipality** which would give rise to the power to suspend a business licence under the **Community Charter** or **Vancouver Charter** or under the business licence Bylaw of the **Participating Municipality**. The suspension will be in effect throughout all of the **Participating Municipalities** and it will be unlawful for the holder to carry on the **Business** authorized by the **Inter Municipal TNS Business Licence** in any **Participating Municipality** for the period of the suspension.
18. A **Participating Municipality** may exercise the authority of the of the City of Maple Ridge as the issuing municipality and cancel an **Inter Municipal TNS Business Licence** in relation to conduct by the holder within the **Participating Municipality** which would give rise to the power to cancel a business licence under the **Community Charter** or **Vancouver Charter** or the business licence Bylaw of the **Participating Municipality**. The cancellation will be in effect throughout all of the **Participating Municipalities**.
19. The suspension or cancellation of an **Inter Municipal TNS Business Licence** under section 17 or 18 will not affect the authority of a **Participating Municipality** to issue a **Municipal Business Licence**, other than an **Inter Municipal TNS Business Licence**, to the holder of the suspended or cancelled **Inter Municipal TNS Business Licence**.
20. Nothing in this Agreement affects the authority of a **Participating Municipality** to suspend or cancel any **Municipal Business Licence** issued by that municipality or to enact regulations in respect of any category of **Business** under section 15 of the **Community Charter**.
21. A **Participating Municipality** may, by notice in writing to each of the other **Participating Municipalities**, withdraw from the **Inter Municipal TNS Business Licence** among the **Participating Municipalities**, and the notice must:
  - (a) set out the date on which the withdrawing municipality will no longer recognize the validity within its boundaries of **Inter Municipal TNS Business Licences**, which date must be at least six months from the date of the notice; and

- (b) include a certified copy of the municipal Council resolution or Bylaw authorizing the municipality's withdrawal from the **Inter Municipal TNS Business Licence** .
22. Nothing contained or implied in this Agreement shall fetter in any way the discretion of the Councils of the **Participating Municipalities**. Further, nothing contained or implied in this Agreement shall prejudice or affect the **Participating Municipalities'** rights, powers, duties or obligations in the exercise of their functions pursuant to the **Community Charter, Vancouver Charter**, or the *Local Government Act*, as amended or replaced from time to time, or act to fetter or otherwise affect the **Participating Municipalities'** discretion, and the rights, powers, duties and obligations under all public and private statutes, Bylaws, orders and regulations, which may be, if each **Participating Municipality** so elects, as fully and effectively exercised as if this Agreement had not been executed and delivered by the **Participating Municipalities**.
23. Despite any other provision of this Agreement, an **Inter Municipal TNS Business Licence** granted in accordance with the **Inter Municipal TNS Business Licence Bylaw** does not grant the holder a licence to operate in any jurisdiction other than within the jurisdictional boundaries of the **Participating Municipalities**. Furthermore, a business licence granted under any other **Inter Municipal TNS Business licence** is deemed not to exist for the purposes of this Agreement even if a **Participating Municipality** is a participating member of the other inter municipal **TNS Business licence** .
24. This Agreement may be executed in several counterparts, each of which shall be deemed to be an original, and may be delivered by email or facsimile transmission, and each such counterpart, howsoever delivered, shall be deemed to be an original. Such counterparts together shall constitute one and the same instrument, notwithstanding that all of the **Participating Municipalities** are not signatories to the original or the same counterpart.
25. In the event that the municipal Council of a **Participating Municipality** other than the City of Maple Ridge does not ratify this Agreement, then that municipality will not be considered a **Participating Municipality** for the purposes of this Agreement, and the terms and conditions of this Agreement shall be effective as among the other **Participating Municipalities**.

Signed and delivered on behalf of the **Participating Municipalities**, the Councils of each of which have, by Bylaw, ratified this Agreement and authorized their signatories to sign on behalf of the respective Councils.



City of Maple Ridge

**Inter Municipal TNS Business Licence  
Bylaw No. 7623-2020**

Effective Date:

**1004.2**

City of Maple Ridge

Inter Municipal TNS Business Licence Bylaw No. 7623-2020

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## City of Maple Ridge

**Inter Municipal TNS Business Licence Bylaw No. 7623-2020**

A bylaw respecting the granting of an Inter Municipal TNS Business Licence

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WHEREAS the municipalities that have entered or will enter into the **Inter Municipal TNS Business Licence Agreement** (the "**Participating Municipalities**") wish to permit licensed **transportation network services ("TNS")** businesses to operate across their jurisdictional boundaries thereby eliminating the need to obtain a separate municipal business licence in each jurisdiction;

AND WHEREAS each of the **Participating Municipalities** has or will adopt a similar Bylaw to implement the **Inter Municipal TNS Business Licence**;

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

**Part 1 Citation**

- 1.1 This bylaw may be cited as Inter Municipal TNS Business Licence Bylaw No. 7623-2020.

**Part 2 Severability**

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

**Part 3 Definitions**

- 3.1 In this bylaw:

"**Accessible Vehicle**" means a motor vehicle designed and manufactured, or converted, for the purpose of transporting persons who use mobility aids;

"**Business**" has the same meaning as in the **Community Charter**;

"**Community Charter**" means the Community Charter, S.B.C. 2003, c. 26, as may be amended or replaced from time to time;

"**Inter Municipal TNS Business**" means a **TNS Business** that has been licensed to operate in the Region 1 operating area by the Passenger Transportation Board;

"**Inter Municipal TNS Business Licence**" means a business licence which authorizes an **Inter Municipal TNS Business** to be carried on within the jurisdictional boundaries of any or all of the **Participating Municipalities**;

“**Mobility Aid**” has the same meaning as in the *Passenger Transportation Act*, S.B.C 2004, c. 39. as may be amended or replaced from time to time;

“**Municipal Business Licence**” means a licence or permit, other than an **Inter Municipal TNS Business Licence**, issued by a **Participating Municipality** that authorizes a *Business* to be carried on within the jurisdictional boundaries of that **Participating Municipality**;

“**Participating Municipality**” means any one of the **Participating Municipalities**;

“**Premises**” means one or more fixed or permanent locations where the **TNS Business** ordinarily carries on **Business**;

“**TNS Business**” means a person carrying on the business of providing **Transportation Network Services**;

“**Transportation Network Services**” has the same meaning as in the *Passenger Transportation Act*, S.B.C 2004, c. 39, as may be amended or replaced from time to time;

“**Zero Emission Vehicle**” means a motor vehicle that is exclusively propelled by electricity or hydrogen from an external source.

#### **Part 4      General Regulations**

- 4.1      Subject to the provisions of this Bylaw, each **Participating Municipality** will permit a **TNS Business** that has obtained an **Inter Municipal TNS Business Licence** to carry on the **Business** of providing **Transportation Network Services** within that **Participating Municipality** for the term authorized by the **Inter Municipal TNS Business Licence** without obtaining a **Municipal Business Licence** for the **TNS Business** in that **Participating Municipality**.
- 4.2      All **Inter Municipal TNS Business Licences** will be issued by the City of Vancouver.
- 4.3      The City of Vancouver may issue an **Inter Municipal TNS Business Licence** to a **TNS Business** if the **TNS Business** is an **Inter Municipal TNS Business** and meets the requirements of this Bylaw, in addition to the requirements of the City of Maple Ridge **Business Licencing and Regulation Bylaw**.

- 4.4 Notwithstanding that a **TNS Business** may hold an **Inter Municipal TNS Business Licence** that would make it unnecessary to obtain a **Municipal Business Licence** for the **TNS Business** in the **Participating Municipalities**, the **TNS Business** must still comply with all orders and regulations under any municipal business licence Bylaw in addition to those under any other Bylaws, regulations, or provincial or federal laws that may apply within any jurisdiction in which the **TNS Business** carries on **Business**.
- 4.5 Any **Participating Municipality** may require that the holder of an **Inter Municipal TNS Business Licence** also obtain a **Municipal Business Licence** for any **Premises** that are maintained by the licence holder within the jurisdiction of the **Participating Municipality**.
- 4.6 The annual **Inter Municipal TNS Business Licence** fee is \$155, plus \$150 for each vehicle operating under the authority of the **Inter Municipal TNS Business**, except that the per vehicle fee for **Zero Emission Vehicles** will be \$30, and there will be no per vehicle fee charged for **Accessible Vehicles**. Any fees paid by an applicant to any **Participating Municipality** for a **Municipal Business Licence** for the **TNS Business** prior to the availability of the **Inter Municipal TNS Business Licence** that are not refunded by that **Participating Municipality** will be credited against the initial **Inter Municipal TNS Business Licence** fee owing under this section 4.6.
- 4.7 The fee for any additional vehicles that begin operating under the authority of an **Inter Municipal TNS Business Licence** holder after the annual license fee is paid will be the per vehicle fee set out in section 4.6, pro-rated by dividing the applicable annual per vehicle fee by 12 and multiplying the resulting number by the number of months remaining in that calendar year, including any partial months which will be counted as whole months.
- 4.8 The length of term of an **Inter Municipal TNS Business Licence** is 12 months, except that the length of term of the initial **Inter Municipal TNS Business Licence** issued to an **Inter Municipal TNS Business** by the City of Maple Ridge may be less than 12 months in order to harmonize the expiry date of the **Inter Municipal TNS Business Licence** with the calendar year, in which case the annual fee will be pro-rated by dividing the applicable annual license fee by 12 and multiplying the resulting number by the number of months remaining in that calendar year, including any partial months which will be counted as whole months.
- 4.9 An **Inter Municipal TNS Business Licence** will be valid within the jurisdictional boundaries of all of the **Participating Municipalities** until its term expires, unless the **Inter Municipal TNS Business Licence** is suspended or cancelled. If a **Participating Municipality** withdraws from the **Inter Municipal TNS Business Licence** among the **Participating Municipalities** in accordance with this Bylaw, then the **Inter Municipal TNS Business Licence** will cease to be valid within the jurisdictional boundary of that former **Participating Municipality**.

- 4.10 A **Participating Municipality** may exercise the authority of the City of Vancouver as the issuing municipality and suspend an **Inter Municipal TNS Business Licence** in relation to conduct by the holder within the **Participating Municipality** which would give rise to the power to suspend a business licence under the *Community Charter* or *Vancouver Charter* or under the business licence Bylaw of the **Participating Municipality**. The suspension will be in effect throughout all of the **Participating Municipalities** and it will be unlawful for the holder to carry on the **Business** authorized by the **Inter Municipal TNS Business Licence** in any **Participating Municipality** for the period of the suspension.
- 4.11 A **Participating Municipality** may exercise the authority of the City of Vancouver as the issuing municipality and cancel an **Inter Municipal TNS Business Licence** in relation to conduct by the holder within the **Participating Municipality** which would give rise to the power to cancel a business licence under the *Community Charter* or *Vancouver Charter* or the business licence Bylaw of the **Participating Municipality**. The cancellation will be in effect throughout all of the **Participating Municipalities**.
- 4.12 The suspension or cancellation of an **Inter Municipal TNS Business Licence** under section 4.10 or 4.11 will not affect the authority of a **Participating Municipality** to issue a **Municipal Business Licence**, other than an **Inter Municipal TNS Business Licence**, to the holder of the suspended or cancelled **Inter Municipal TNS Business Licence**.
- 4.13 Nothing in this Bylaw affects the authority of a **Participating Municipality** to suspend or cancel any **Municipal Business Licence** issued by that municipality or to enact regulations in respect of any category of **Business** under section 15 of the *Community Charter*.
- 4.14 A **Participating Municipality** may, by notice in writing to each of the other **Participating Municipalities**, withdraw from the **Inter Municipal TNS Business Licence** among the **Participating Municipalities**, and the notice must:
- a) set out the date on which the withdrawing municipality will no longer recognize the validity within its boundaries of **Inter Municipal TNS Business Licences**, which date must be at least 6 months from the date of the notice; and
  - b) include a certified copy of the municipal Council resolution or Bylaw authorizing the municipality's withdrawal from the **Inter Municipal TNS Business Licence**.
- 4.15 The invalidity or unenforceability of any provision of this Bylaw shall not affect the validity or enforceability of any other provisions of this Bylaw and any such invalid or unenforceable provision shall be deemed to be severable.
- 4.16 Despite any other provision of this Bylaw, an **Inter Municipal TNS Business Licence** granted in accordance with this Bylaw does not grant the holder a licence to operate in any jurisdiction other than within the jurisdictional boundaries of the **Participating Municipalities**.

4.17 A business licence granted under any other Inter Municipal TNS Business licence is deemed not to exist for the purposes of this Bylaw, even if a **Participating Municipality** is a participating member of the other Inter Municipal TNS Business licence.

**Part 5 Offence and Penalty**

5.1 Every person who violates a provision of this bylaw, or who consents, allows or permits an act or thing to be done in violation of a provision of this bylaw, or who neglects to or refrains from doing anything required to be done by a provision of this bylaw, is guilty of an offence and is liable to the penalties imposed under this bylaw, and is guilty of a separate offence each day that a violation continues to exist.

5.2 Every person who commits an offence is liable on summary conviction to a fine or to imprisonment, or to both a fine and imprisonment, not exceeding the maximum allowed by the *Offence Act*.

READ A FIRST TIME on 10<sup>th</sup> day of March, 2020.

READ A SECOND TIME on 10<sup>th</sup> day of March, 2020.

READ A THIRD TIME on 10<sup>th</sup> day of March, 2020. [Date]

ADOPTED by the Council on [Date]

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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.



**mapleridge.ca**

**City of Maple Ridge**

**TO:** His Worship Mayor Michael Morden  
and Members of Council

**FROM:** Chief Administrative Officer

**SUBJECT:** **First Reading**  
**Zone Amending Bylaw No. 7628-2020**  
**24392 104 Avenue**

**MEETING DATE:** March 24, 2020  
**FILE NO:** 2019-216-RZ  
**MEETING:** C o W

**EXECUTIVE SUMMARY:**

An application has been received to rezone the subject property, located at 24392 104 Ave, from RS-3 (One Family Rural Residential) to RM-1 (Townhouse Residential), to permit future construction of 21 townhouse units. To proceed further with this application additional information is required as outlined below. The density proposed for this application is less than 0.6 FSR and thus no density bonus contribution is required.

Pursuant to Council policy, this application is subject to the Community Amenity Contribution Program, where a voluntary contribution will be requested for an amount of approximately \$86,100 (\$4100 per townhouse).

**RECOMMENDATIONS:**

1. That Zone Amending Bylaw No. 7628-2020 be given first reading; and
2. That the applicant provide further information as described on Schedules C, D, E, G of the Development Procedures Bylaw No. 5879-1999.

**DISCUSSION:**

**a) Background Context:**

Applicant:	1154915 BC LTD
Owner:	1154915 BC LTD
Legal Description:	Portion East 133ft of Lot B, Section 3, Township 12, New Westminster District Plan 8852
OCP:	
Existing:	Medium Density Residential, Conservation
Proposed:	Medium Density Residential, Conservation
Zoning:	
Existing:	RS-3 (One Family Rural Residential)
Proposed:	RM-1 (Townhouse Residential)
Surrounding Uses:	
North:	Use: Residential
	Zone: RS-3 (One Family Rural Residential)

**1101**

South:	Designation:	Conservation, and Medium Density Residential
	Use:	Civic, Institutional & Recreational
	Zone:	RS-3 (One Family Rural Residential)
East:	Designation:	Conservation
	Use:	Park
	Zone:	P-1 (Park & School)
West:	Designation:	Park
	Use:	Residential
	Zone:	R-3 (Special Amenity Residential District)
	Designation:	Medium Density Residential
Existing Use of Property:		One Family Residential
Proposed Use of Property:		Multi Family Residential
Site Area:		0.612 ha. (1.5 acres)
Access:		104 Avenue
Servicing requirement:		Urban Standard

**b) Site Characteristics:**

The subject property located at 24392 104 Avenue is approximately 1.5 acres in area, and is partially heavily treed/sloped, due to a natural ridge running north south and into the adjacent Albion Park to the east and south, and partially flat (see Appendix A and B). The subject property is bounded by single family residential properties to the west, municipal park to the east and south, and 104 Avenue to the north. There are no development applications in process in the direct vicinity within 250 metres.

**c) Project Description:**

The current application proposes to rezone the subject property from RS-3 (One Family Rural Residential) to RM-1 (Townhouse Residential), to permit future development of 21 townhouse units. Access for the strata is proposed from 104 Avenue. Full details of the project will be provided after 1<sup>st</sup> Reading. Parking is provided on site in a combination of double car garages (15) and tandem (6) for a total of 42 residential stalls and 6 visitor stalls.

The existing slopes pose constraints related to geotechnical impact and will require steep slope protection. All disturbance and alterations on site need to be outside of the geotechnical setback, and it is expected that all construction related disturbance, including long term maintenance areas associated with the strata access road do not occur within the steep slope areas of the site.

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

**d) Planning Analysis:**

**Official Community Plan:**

The development site is located within the Albion Area Plan and is currently designated *Medium Density Residential*, and *Conservation*. For the proposed development no OCP amendment will be

required to allow the proposed zoning. There is a potential that the Conservation boundary needs to be adjusted, but that review will be done once environmental concerns are worked out with the applicant.

**Zoning Bylaw:**

The current application proposes to rezone the property located at 24392 104 Avenue from RS-3 (One Family Rural Residential) to RM-1 (Townhouse Residential) (see Appendix C) to permit future development of approximately 21 townhouse units (see Appendix D). The subject property is 6120 m<sup>2</sup> (1.5 acres) in area, and the minimum lot size for the proposed RM-1 (Townhouse Residential) zone is 557m<sup>2</sup>.

The applicant is currently proposing a development of 21 townhouse units with several building setback variances from the front and interior side lot line requirements, roof projections into setback and reducing usable open space requirements. These variations from the requirements of the proposed zone will require a Development Variance Permit application.

**Development Permits:**

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

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

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

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

**Advisory Design Panel:**

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

**Development Information Meeting:**

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

**e) Interdepartmental Implications:**

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

- a) Engineering & Operations Department;
- b) Fire Department;
- c) Building Department;
- d) Parks Department;
- e) School District; and

f) Canada Post.

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

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

**f) Development Applications:**

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

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

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

**CONCLUSION:**

The development proposal is currently 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. An OCP Amendment to adjust the Conservation boundary may be required.

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

"Original signed by Chuck Goddard" for \_\_\_\_\_

Prepared by: **Therese Melser**  
**Planning Technician**

"Original signed by Chuck Goddard" \_\_\_\_\_

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

"Original signed by Chuck Goddard" for \_\_\_\_\_

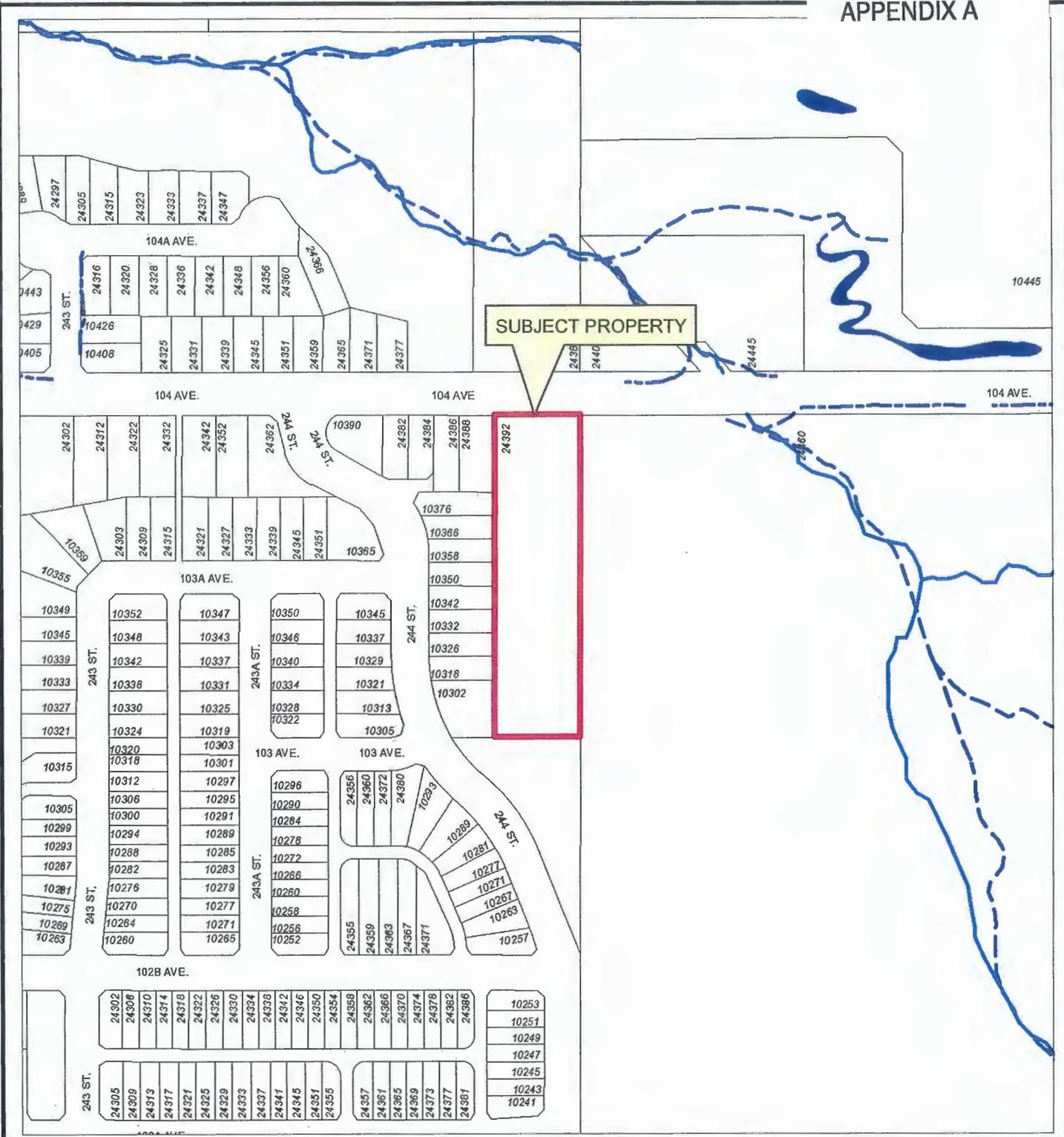
Approved by: **Christine Carter, M.PL, MCIP, RPP**  
**GM Planning & Development Services**

"Original signed by Al Horsman" \_\_\_\_\_

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

The following appendices are attached hereto:

- Appendix A – Subject Map
- Appendix B – Ortho Map
- Appendix C – Zone Amending Bylaw No. 7628-2020
- Appendix D – Proposed Site Plan



SUBJECT PROPERTY



Scale: 1:2,500

**Legend**

-  Stream
-  Ditch Centreline
-  Indefinite Creek
-  Lake or Reservoir

24392 104 AVEUE

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

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

FILE: 2019-216-RZ

DATE: Jun 17, 2019

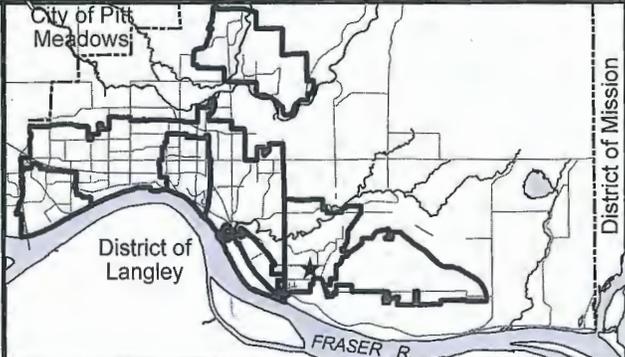
BY: PC



Aerial Imagery from the Spring of 2016



Scale: 1:2,500



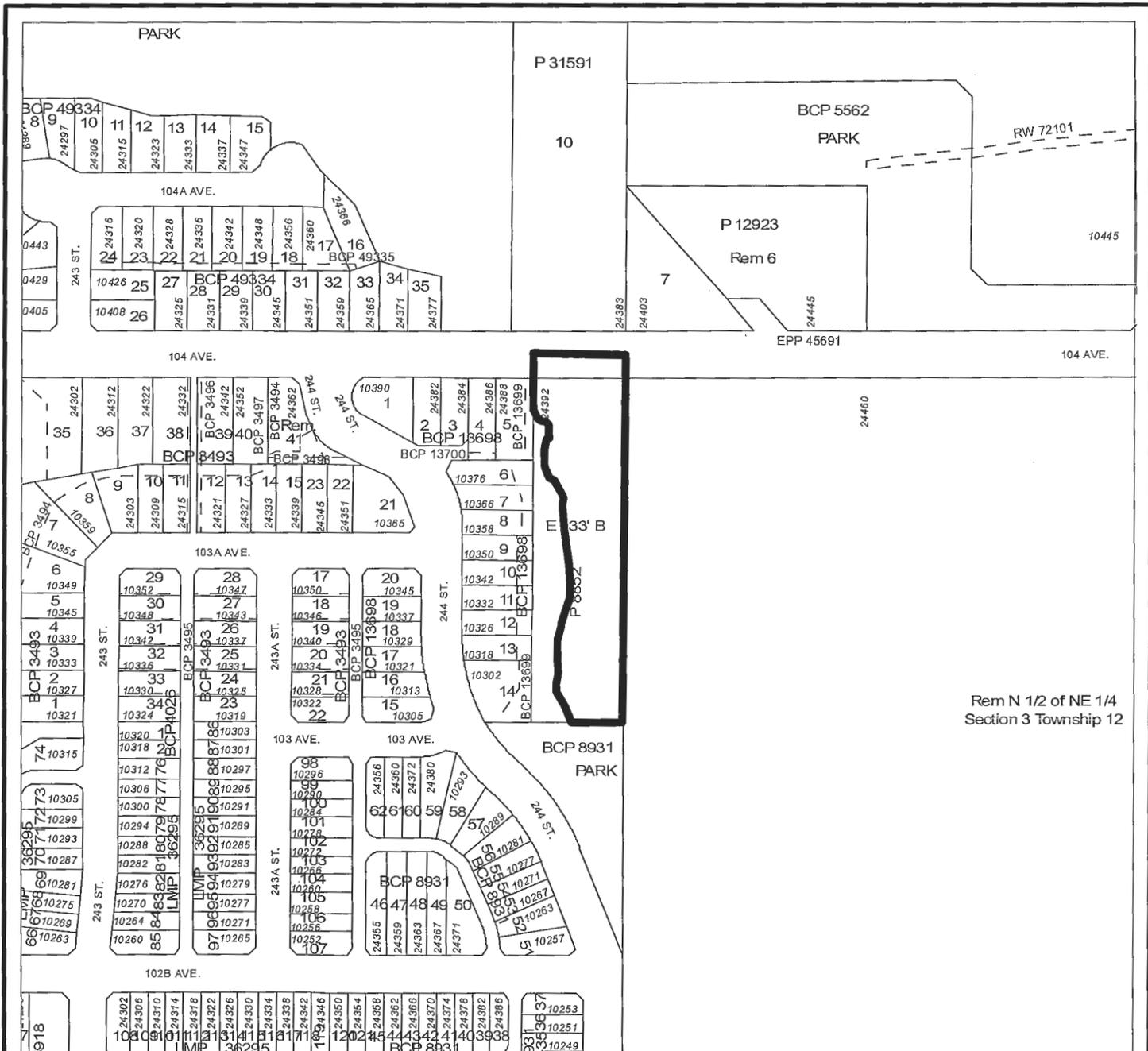
24392 104 AVEUE



FILE: 2019-216-RZ  
DATE: Jun 17, 2019

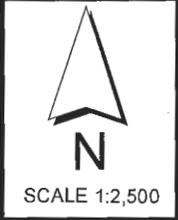
BY: PC

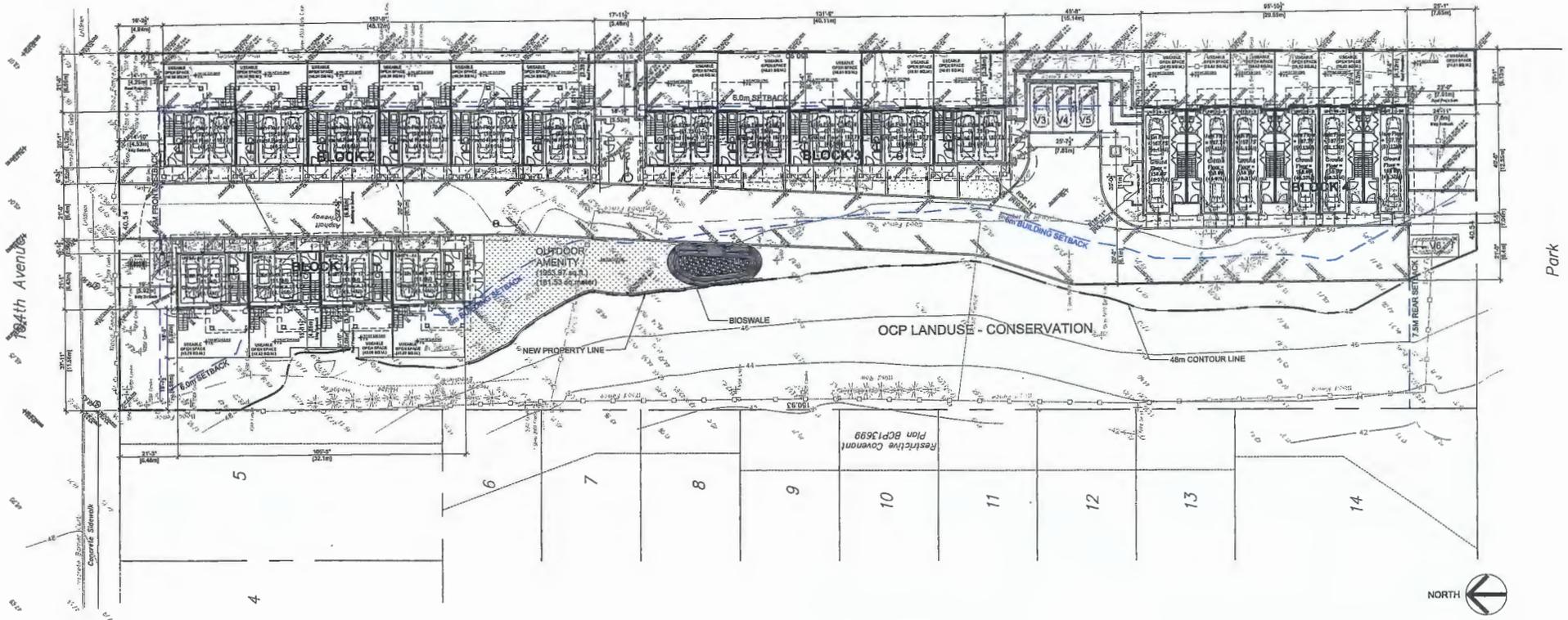




# MAPLE RIDGE ZONE AMENDING

Bylaw No. 7628-2020  
 Map No. 1834  
 From: RS-3 (One Family Rural Residential)  
 To: RM-1 (Townhouse Residential)





RETAINING WALL LEGEND	
	ALLAN BLOCK RETAINING WALL
	CONCRETE RETAINING WALL
ABBREVIATIONS	
T.O.W.	TOP OF WALL
B.O.W.	BOTTOM OF WALL

## Proposed Townhouse Development

24392 104 AVE, MAPLE RIDGE, B.C.

ATELIER PACIFIC ARCHITECTURE INC.

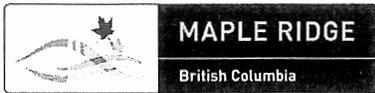
APRIL 24, 2019

## DP 1.0a

SITE PLAN

SCALE: 1:200

APPENDIX D



**mapleridge.ca**

**City of Maple Ridge**

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** **First Reading**  
**Zone Amending Bylaw No. 7584-2019;**  
**22340 and 22328 St. Anne Avenue, and**  
**11654 and 11664 223 Street**

**MEETING DATE:** March 24, 2020  
**FILE NO:** 2019-268-RZ  
**MEETING:** C o W

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**EXECUTIVE SUMMARY:**

On October 29, 2019, Council deferred giving first reading to this application until the next appropriate Council meeting pending staff discussions with the applicant to add ground level commercial floor space on St. Anne Avenue. A revised proposal with ground level office space has been submitted and is the subject of this report.

This rezoning application is from C-3 (Town Centre Commercial) and RS-1 (One Family Urban Residential) to RM-2 (Medium Density Apartment Residential). Originally, the proposal located at 22340 and 22328 St. Anne Avenue and 11654 and 11664 223 Street, was for a 99 unit Apartment building. The revised proposal is for approximately 568 square metres (6,115 square feet) of office space at the ground level and 111 apartment units.

The resulting Floor Space Ratio (FSR) has increased from 2.28 to 2.34 and the proposal is for a six (6) storey structure requiring a variance and an amendment to the text of the Official Community Plan.

The RM-2 Zone allows a maximum FSR of 1.8, plus an additional density of up to 0.6 through an Amenity Bonus Contribution, for a total of 2.4 FSR. The applicant is seeking 2.34 FSR, or a 0.54 bonus through the payment of the Cash Contribution Rate of \$161.46 per square metres. The additional floor area is about 1,746 square metres and would require a Density Bonus Contribution payment of about \$281,909.16.

This project is subject to Community Amenity Contributions Policy requiring a voluntary contribution of \$3,100 per unit or a total of \$344,100.00.

**RECOMMENDATIONS:**

1. That Zone Amending Bylaw No. 7584-2019 be given first reading; and
2. That the applicant provide further information as described on Schedules C, D and E of the Development Procedures Bylaw No. 5879-1999, along with the additional requirements discussed in this report.

**1102**

**DISCUSSION:**

**a) Background Context:**

Applicant: Nasir Ghuman

Legal Description: Lot 21 Block 6 District Lot 398 Group 1 NWD Plan 155;  
Lot 22 Block 6 District Lot 398 Group 1 NWD Plan 155;  
Lot B District Lot 398 Group 1 NWD Plan 16366;  
Lot C, Except Part in Plan LMP14886, District Lot 398 Group 1  
NWD Plan 16366;

OCP:  
Existing: Port Haney Multi-Family, Commercial and Mixed-Use  
Proposed: Port Haney Multi-Family, Commercial and Mixed-Use

Zoning:  
Existing: C-3 (Town Centre Commercial), RS-1 (One Family Urban Residential)  
Proposed: RM-2 (Medium Density Apartment Residential)

Surrounding Uses:  
North: Use: Residential (Apartment and Turnock Residence)  
Zone: Maple Ridge Heritage Designation and Revitalization and Tax Exemption Agreement Amending Bylaw No. 7306-2016  
Designation: Port Haney Multi-Family, Commercial and Mixed-Use  
South: Use: Residential  
Zone: C-3 (Town Centre Commercial)  
Designation: Port Haney Multi-Family, Commercial and Mixed-Use  
East: Use: Residential  
Zone: RS-1 (one Family Urban Residential)  
Designation: Port Haney Multi-Family, Commercial and Mixed-Use  
West: Use: Vacant and Haney Bypass  
Zone: RS-1 (one Family Urban Residential)  
Designation: Port Haney Multi-Family, Commercial and Mixed-Use

Existing Use of Property: Residential  
Proposed Use of Property: Residential  
Site Area: 3,230 sq. m. (0.8 acres)  
Access: Lane (between St. Anne and Callaghan Avenues)  
Servicing requirement: Urban Standard

**b) Site Characteristics:**

The site consists of four (4) lots each containing buildings and structures. The parcel at the southeast corner of St Anne Avenue and 223 Street, which is zoned commercial, contains a small medical building. The lands are relatively flat and sparsely landscaped; two (2) or three (3) mature trees are situated along 223 Street.

**c) Project Description:**

The development site is formed by four (4) lots located at 22340 and 22328 St. Anne Avenue and 11654 and 11664 223 Street (See Appendices A and B). The proposal is for a six (6) storey (five (5) storeys in the original proposal) 111-unit apartment building (99 in the original proposal) and 568.1 square metres (6,115 square feet) of office space at the ground level.

The proposed unit breakdown has changed. The number of one (1) bedroom units is increased from 30 units (30%) to 52 units (47%) and the two (2) bedroom units have been reduced from 54 units (54%) to 43 units (39%). There is an additional Bachelor unit bringing the total to six (6), and the three (3) bedroom units are unchanged at 10.

A comparison between the original proposal is as follows:

Unit Type	Initial Proposal	Revised Proposal
Bachelor units	5 (5%)	6 (5%)
1 bedroom units	30 (30%)	52 (47%)
2 bedroom units	54 (54%)	43 (39%)
3 bedroom units	10 (10%)	10 (9%)

There remains a healthy mix of unit types. The increase in the number of units, together with the ground level offices, will add vibrancy to the Port Haney area and increases the number of people residing in proximity to the West Coast Express station. The potential of incorporating some BCBC Section 3.8.5. Adaptable Dwelling Units will be explored with the applicant.

There will be one and a half levels of parking, to accommodate the Town Centre Parking requirement to provide for: 117 residential, 12 visitor and 12 commercial parking spaces. One driveway ramp off the lane between St. Anne and Callaghan Avenues will provide access. As details for the project are developed, the commercial, residential and visitor parking spaces will be refined and the residential spaces will separately secured for resident use only.

The building will require setback variances along the north, east and west lot lines from 7.5 metres to a setback of between 5.5 and 4.7 metres. The setback along the south side (to the lane) is to 9.6 metres, with the central part of the building being stepped further back, to create a sizable southern exposed open space. Additional open space will be provided on the roof level of the building.

The setbacks and building height, and possibly the visitor parking, will require variances. These, plus any additional variances will be the subject of a future development variance permit application reports to Council.

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 lot boundaries and yields, OCP designations and Bylaw particulars, and may require application for further development permits.

d) **Planning Analysis:**

**Official Community Plan:**

The development site is located within the Port Haney and Fraser River Waterfront Area of the Town Centre Area Plan. The site is designated Port Haney Multi-Family, Commercial and Mixed-Use and the proposed use and density is complying with this designation.

The proposal generally complies with Policy 3-38 of the Port Haney Multi-family, Commercial Use and Mixed-use Area. This policy states the height of structures in this area should be in the range of 3 to 4 storeys, the six (6) storey structure accommodates the commercial floor space and the residential floor space allowed by the additional bonus density provision. The justification is that adding storefront enhances the pedestrian environment on St. Anne Avenue, the attractive building design, ample open space (including a roof top open space) and the health range of unit types. All the parking is underground thus achieving the policy requirement that at least 90% of the parking be underground.

To accommodate the taller building due to utilising the Added Bonus Density provision of the Zoning Bylaw and the introduction of the additional floor for the ground level commercial / office use, an amendment to this policy is in order to accommodate the proposed six-storey structure.

Changing the restriction from 5 to 6 storeys in the OCP Policy 3-38 would mean all sites designated *Low-rise Multi-Family apartment, Commercial, and Mixed-Use in Port Haney*, would be entitled to the additional storey. After further review, it was determined that such an increase could be permitted if an applicant demonstrates community benefit is achieved, such as adding commercial storefront, and that adverse impacts due to shadowing, change in neighbourhood character, view obstruction and other negative impacts are sufficiently mitigated.

Therefore, the following text amendment (see underlined text) is proposed to Policy 3-38 in the Town Centre Area Plan:

3-38 Low-rise Multi-Family apartment, Commercial, and Mixed-Use in Port Haney should be a minimum of three (3) storeys and a maximum of four (4) storeys in height, with at least 90% of required parking provided underground. In instances where it is demonstrated that shadowing, neighbourhood character, view obstruction and other negative impacts are sufficiently mitigated, the height may be increased to six (6) storeys.

If the applicant can demonstrate through detailed plans submitted and reviewed by the Advisory Design Panel, that the proviso is achieved, Council could entertain a six (6) storey structure when a development permit application is considered later in the process.

The necessary OCP text amending bylaw will be brought forward for first and second reading at the time a full submission has been made as part of a second reading report for this rezoning application.

The introduction of office space complies with Policy 3-40 which supports retail, service, and entertainment uses being encouraged at-grade with office and residential uses encouraged above-grade.

### **Zoning Bylaw:**

The current application proposes to rezone the properties located at 22340 and 22328 St. Anne Avenue and 11654 and 11664 223 Street from C-3 (Town Centre Commercial), RS-1 (One Family Urban Residential) to RM-2 (Medium Density Apartment Residential) (see Appendix C) to a six (6) storey 111-unit apartment building and 568 square metres (6,115 square feet) of office space at the ground level, with one and a half levels of parking (see Appendix D).

In accordance with OCP Policy 3-40, Zone Amending Bylaw No. 7584-2019 has been revised to include a site-specific text amendment to the Permitted Use section. That text amendment has included a series of compatible commercial uses, including office use, from the Town Centre Commercial Zone (C-3 Zone). This would provide the flexibility for a variety of businesses and uses to be attracted to occupy the proposed storefront spaces.

A preliminary review has been done of compliance with the Zoning Bylaw. The height proposed six (6) storeys, two more floors than the permitted maximum, and the height is about 19 metres, whereas 15 metres is the maximum. This is due in part with the additional 0.6 FSR additional density bonus for projects in the Town Centre Area. Either a height variance or a text amendment to the RM-2 Zone for height in Town Centre Area to accommodate this proposal will be determined and reported to Council in a future second reading report.

The other variances will be:

- Setback (from 7.5 metres to between 6.1 to 5.1 on average); and
- Parking (possibly for one parking space).

The developer is prepared to utilize the Density Bonus regulations to boost the density from an FSR of 1.8 to 2.34. The additional floor area represented by the increased FSR would be about 1,746 square metres. The Bonus Density Contribution would be about \$281,909.16 based on \$161.46 per square metre.

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

### **Development Permits:**

Pursuant to Section 8.11 of the OCP, a Town Centre Development Permit (Port Haney) application is required for all multifamily residential, flexible mixed use and commercial development located in the Town Centre.

As part of presented a more fully developed proposal to Council at second reading, landscaping and street fronting character, together with public art, green roof, energy efficiency and sustainability elements will be explored with the applicant.

### **Advisory Design Panel:**

A Town Centre Development Permit (Port Haney) 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;
- a) Operations Department;
- b) Fire Department;
- c) Building Department;
- d) School District;
- e) Utility companies;
- f) Ministry of Transportation and Infrastructure; and
- g) Canada Post.

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

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

#### **f) Development Applications:**

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

1. A complete Rezoning Application (Schedule C);
2. A Town Centre Development Permit Application (Schedule D); and
3. A Development Variance Permit (Schedule E).

In addition, the applicant will need to submit supporting documentation such as:

- a geotechnical report and stormwater management plan (both of which must address Fraser River Escarpment Requirement);
- consider the provision of public art and some adaptive dwelling units;
- given retaining walls along street front, detailed cross sections are required to provide for convenient pedestrian access to the proposed stores and offices; and
- consider green roof, energy efficiency and sustainability elements to further enhance this project.

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

**CONCLUSION:**

The development has been modified to allow for storefront space along St. Anne Avenue. For economic viability, the requested office use is being supplement by selected C-3 Zone uses through a site specific text amendment being added to the proposed zone amending bylaw.

The revised proposal is in compliance with the OCP, with a concurrent OCP text amending bylaw to allow for a six (6) storey structure. 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., RPP, MCIP, MCAHP  
Planner**

"Original signed by Chuck Goddard"

---

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

"Original signed by Christine Carter"

---

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

"Original signed by Al Horsman"

---

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

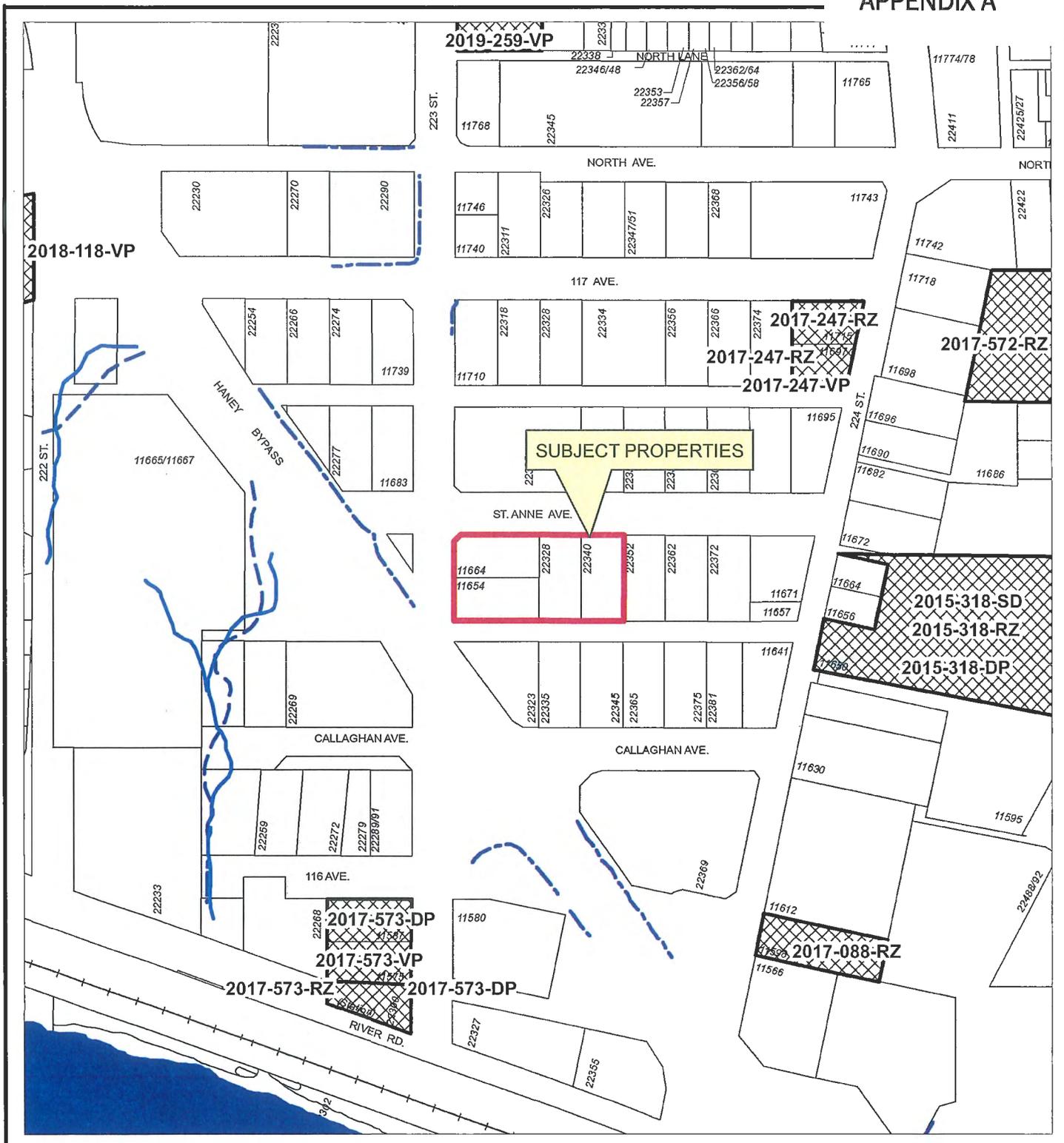
The following appendices are attached hereto:

Appendix A – Subject Map

Appendix B – Ortho Map

Appendix C – Zone Amending Bylaw No. 7584-2019

Appendix D – Proposed Site Plan



SUBJECT PROPERTIES

11664  
11654  
22328  
22340  
22352  
22362  
22372  
11671  
11657

11654/64 223 STREET  
 PID'S: 010-166-203, 005-765-030  
 22328/40 ST. ANNE AVENUE  
 PID'S: 011-539-739, 011-539-712

PLANNING DEPARTMENT



mapleridge.ca

FILE: 2019-268-RZ  
 DATE: Jul 30, 2019

BY: PC



Scale: 1:2,500

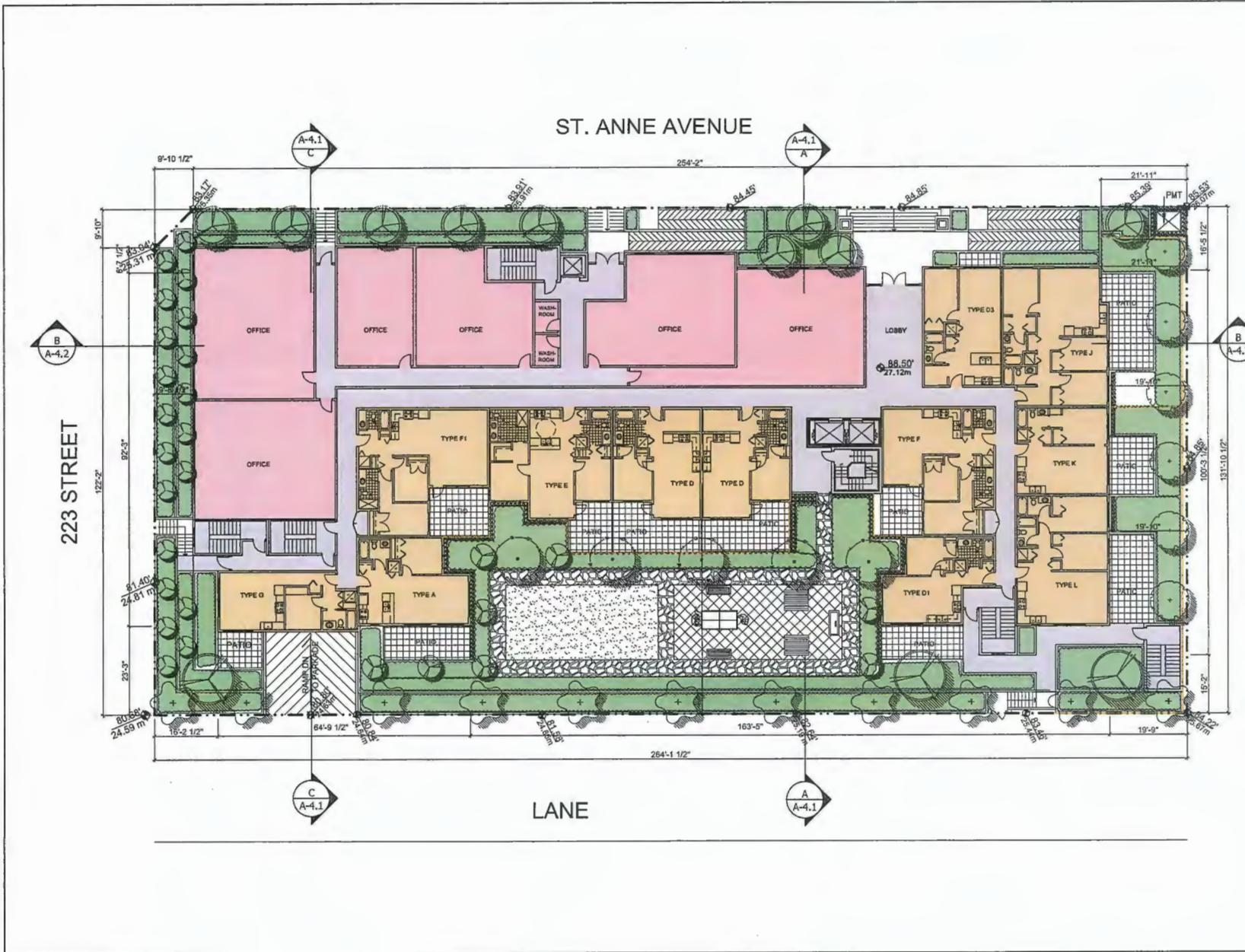
**Legend**

-  Stream
-  Ditch Centreline
-  Edge of River
-  Indefinite Creek
-  River
-  Major Rivers & Lakes
-  Active Applications (RZ/SD/DPVP)









**F. ADAB ARCHITECTS INC.**

#130-1000 ROOSEVELT CRESCENT  
 NORTH VANCOUVER, BC V1P 3M4  
 TEL: (604) 987-3000 FAX: (604) 987-3033  
 EMAIL: ma@mfadab.com

This drawing, an instrument of service, is the property of F. Adab Architects Inc. and may not be reproduced without the permission. All information shown on the drawing is for the use of the specific project only and will not be used otherwise without written permission from this office.

Contractors will verify and be responsible for all dimensions on the job. This office will be informed of any discrepancies and variations shown on drawing.

These design documents are prepared solely for the use by the party with whom the design professional has entered into a contract and there are no representations of any kind made by this design professional to any party with whom the design professional has not entered into a contract.

NO.	DATE	REVISION / ISSUED
9	JAN-13	ISSUED FOR CITY REVIEW
6	DEC-03	REVISED TO 6 STORY MIXED USE
4	OCT-09	REVISIONS AND ADDITIONAL INFORMATION FOR PRELIMINARY APPLICATION
3	AUG-05	REVISIONS AND ADDITIONAL INFORMATION FOR PRELIMINARY APPLICATION
2	JULY-10	REVISED FOR PRELIMINARY APPLICATION
1	MAY-10	ISSUED FOR PRELIMINARY REVIEW

**PROJECT TITLE:**  
 11654, 11664 223RD ST &  
 22328, 22340 ST ANN AVE  
 MAPLE RIDGE

**FOR:**  
**PACIFIC VISION DEVELOPMENT INC**  
 8221 157TH STREET  
 SURREY B.C.  
 VAN V5Z

**DRAWING TITLE:**  
 1ST FLOOR PLAN

DATE:	REV:	SHEET NO.:
	18	
SCALE:	N75	
DESIGN:	FA	
DRAWN:	A.A.	
PROJECT NO.:	0907	

**A-2.3**

**APPENDIX D**

TO: His Worship Mayor Michael Morden  
and Members of Council  
FROM: Chief Administrative Officer  
MEETING DATE: March 24, 2020  
FILE NO: 2019-392-RZ  
MEETING: C o W  
SUBJECT: First Reading  
Zone Amending Bylaw No. 7627-2020  
22904, 22910 and 22922 Dewdney Trunk Road

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**EXECUTIVE SUMMARY:**

An application has been received to rezone the subject properties, located at 22904, 22910 and 22922 Dewdney Trunk Road, from RS-1 (One Family Urban Residential) to CD-2-20 (Comprehensive Development), to permit the future construction of an apartment building with commercial as part of the ground floor.

This application was recently deferred at the February 11, 2020 Council meeting. The deferred application was proposing a 119 unit, five-storey apartment building with a proposed floor area of 7,246 m<sup>2</sup> (78,002 ft<sup>2</sup>) and a floor space ratio (FSR) of 2.37. The allowable FSR in the RM-2 (Medium Density Apartment Residential) zone is 1.8. Under the previous proposal, the applicant would exceed the maximum permitted density of 1.8 FSR; therefore, the density bonus provisions would apply. Council had suggested the applicant consider the addition of commercial at this location, as part of the subject development. Discussions with the applicant have suggested they are willing to explore this option by including a couple of ground-floor commercial units. Council had also suggested an increase in height to six storeys, which the applicant is also willing to explore. The addition of these two requests may require additional density and constraints to parking, possibly requiring further density bonusing and variances to the *Off-Street Parking and Loading Amending Bylaw*. Should first reading to the subject application be granted, staff would work with the applicant on the above mentioned items, which will then be outlined in a future report to Council.

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. Should the applicant propose any additional density, the Density Bonus provisions may apply.

**RECOMMENDATIONS:**

1. In respect of Section 475 of the *Local Government Act*, requirement for consultation during the development or amendment of an Official Community Plan, Council must consider whether consultation is required with specifically:
  - i. The Board of the Regional District in which the area covered by the plan is located, in the case of a Municipal Official Community Plan;
  - ii. The Board of any Regional District that is adjacent to the area covered by the plan;
  - iii. The Council of any municipality that is adjacent to the area covered by the plan;
  - iv. First Nations;
  - v. Boards of Education, Greater Boards and Improvements District Boards; and
  - vi. The Provincial and Federal Governments and their agencies.

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

2. That Zone Amending Bylaw No. 7627-2020 be given first reading; and

3. That the applicant provide further information as described on Schedules A, C, D and E of the *Development Procedures Bylaw No. 5879-1999*.

**DISCUSSION:**

**a) Background Context:**

Applicant:	Billard Architecture Inc.
Legal Descriptions:	Lot 220 Section 17 Township 12 New Westminster District Plan 57165; Lot 229 Section 17 Township 12 New Westminster District Plan 58011; and Parcel "One" (Explanatory Plan 13671) Except: Part Road on Plan 80199; of Parcel "A" (Reference Plan 13362) Lot 3 Section 17 Township 12 New Westminster District Plan 13178
OCP:	
Existing:	Urban Residential
Proposed:	Commercial
Zoning:	
Existing:	RS-1 (One Family Urban Residential)
Proposed:	CD-2-00 (Comprehensive Development)
Surrounding Uses:	
North:	Use: Commercial Zone: C-2 (Community Commercial) and CS-1 (Service Commercial) Designation: Commercial
South:	Use: Single Family Residential Zone: RS-1 (One Family Urban Residential) Designation: Urban Residential
East:	Use: Single Family Residential Zone: RS-1 (One Family Urban Residential) Designation: Urban Residential
West:	Use: Commercial, Service Station Zone: CS-1 (Service Commercial) Designation: Commercial
Existing Use of Property:	Vacant
Proposed Use of Property:	Commercial and Apartment
Site Area:	0.33 ha (0.8 acres)
Access:	Rear Lane
Servicing requirement:	Urban Standard

**b) Site Characteristics:**

The subject properties, located at 22904, 22910 and 22922 Dewdney Trunk Road (see Appendices A and B), are located south of Dewdney Trunk Road, east of Burnett Street and west of 230 Street. The subject properties are located outside of the Town Centre Area Plan. Consolidation of the subject properties will be a condition of final reading, which will have a combined area of approximately 0.33 ha (0.8 acres). All three lots are currently vacant, relatively flat, and have a combination of grasses, shrubs and trees located throughout each property.

**c) Project Description:**

The previous conceptual design details included bridging the current mid-century style of the adjacent single family homes to an apartment building design that will use modern materials and other forms inspired by new residential development within the community. The building is proposed to be stepped back at the third storey, along the southern elevation, providing both natural light for the outdoor courtyard space and to limit the impact on those adjacent single family lots to the south. The proposed building would still contain a mix of studio, one, two and three bedroom units. Residential parking will be located in two underground parking levels and accessed via a rear lane from Burnett Street. Commercial access and parking would be determined prior to second reading in the applicant's revised design. Another suggestion from Council at the February 11, 2020 Council meeting was to include better use and greening of the roof space. The applicant is aware of this suggestion, and will consider these design elements in a future design plan.

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 properties are located along Dewdney Trunk Road, where the OCP currently designates the subject properties *Urban Residential*, and development of the properties are subject to the *Major Corridor* infill policies of the OCP. The *Major Corridor* policies identify the various types of housing forms which are encouraged along major road corridors to include: single detached dwellings, duplexes, triplexes, fourplexes, townhouses, apartments, and small lot intensive residential developments. These policies require that development be compatible with the surrounding neighbourhood, with particular attention given to site design, setbacks, and lot configuration with the existing pattern of development in the area.

An OCP amendment would be required to re-designate the subject properties from *Urban Residential* to *Commercial* should the applicant proceed with any commercial units for the subject application. This would bring the commercially designated land east from the existing Husky Gas Station, located on the corner of Burnett Street and Dewdney Trunk Road, to include the subject properties (see Appendix B).

**Zoning Bylaw:**

The applicant, prior to Council's deferral, had proposed to rezone the three subject properties from RS-1 (One Family Urban Residential) to RM-2 (Medium Density Apartment Residential) to allow for a five-storey building with approximately 119 units. This proposal included a mix of studio, one, two and three bedroom units. The maximum floor space ratio permitted in the RM-2 (Medium Density Apartment Residential) zone is 1.8 FSR; however, the applicant was proposing an increase in density to 2.37 FSR.

Council had suggested that the applicant consider the addition of commercial at this location, as part of the subject development. Discussions with the applicant have indicated they are willing to explore this option by including a couple of ground floor commercial units. Under this scenario, the applicant could rezone the three subject properties from RS-1 (One Family Urban Residential) to CD-2-20 (Comprehensive Development) to allow an apartment building with some ground floor commercial. Council had also suggested an increase in height to six storeys, which the applicant is also willing to explore; however, parking variances may be required based on increased residential and commercial units. Details of FSR and required bonus density contribution will be determined before proceeding to second reading.

If parking variances and any further variances arising from subsequent design work require a Development Variance Permit Application, they would be included in a future report to Council.

**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;
- i) Ministry of Environment; and
- j) 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) Early and Ongoing Consultation:**

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

**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. An OCP Application (Schedule A);
2. A complete Rezoning Application (Schedule C);
3. A Commercial Area Development Permit Application (Schedule D); and
4. A Development Variance Permit Application (if variances are required) (Schedule E);

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 policies of the OCP. Justification has been provided to support an OCP amendment to expand the *Commercial* designation to the subject property. It is, therefore, 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**  
**Planning Technician**

"Original signed by Chuck Goddard"

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

"Original signed by Christine Carter"

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

"Original signed by Al Horsman"

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

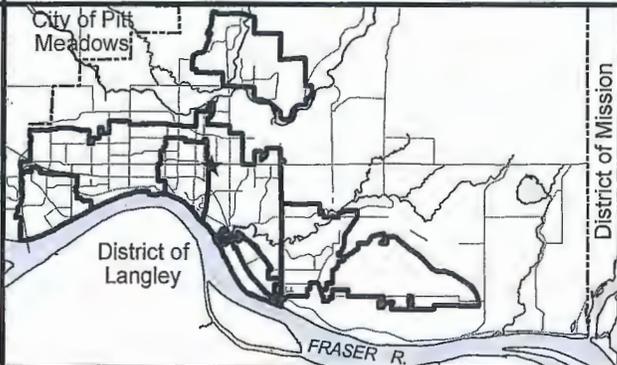
The following appendices are attached hereto:

- Appendix A – Subject Map
- Appendix B – Ortho Map
- Appendix C – Zone Amending Bylaw No. 7627-2020
- Appendix D – Site Plan (from deferred report)
- Appendix E – Rendering (from deferred report)





Scale: 1:2,500



22904/10/22 DEWDNEY TRUNK ROAD  
 PID'S: 005-703-018, 005-562-171 &  
 005-649-617

PLANNING DEPARTMENT



MAPLE RIDGE

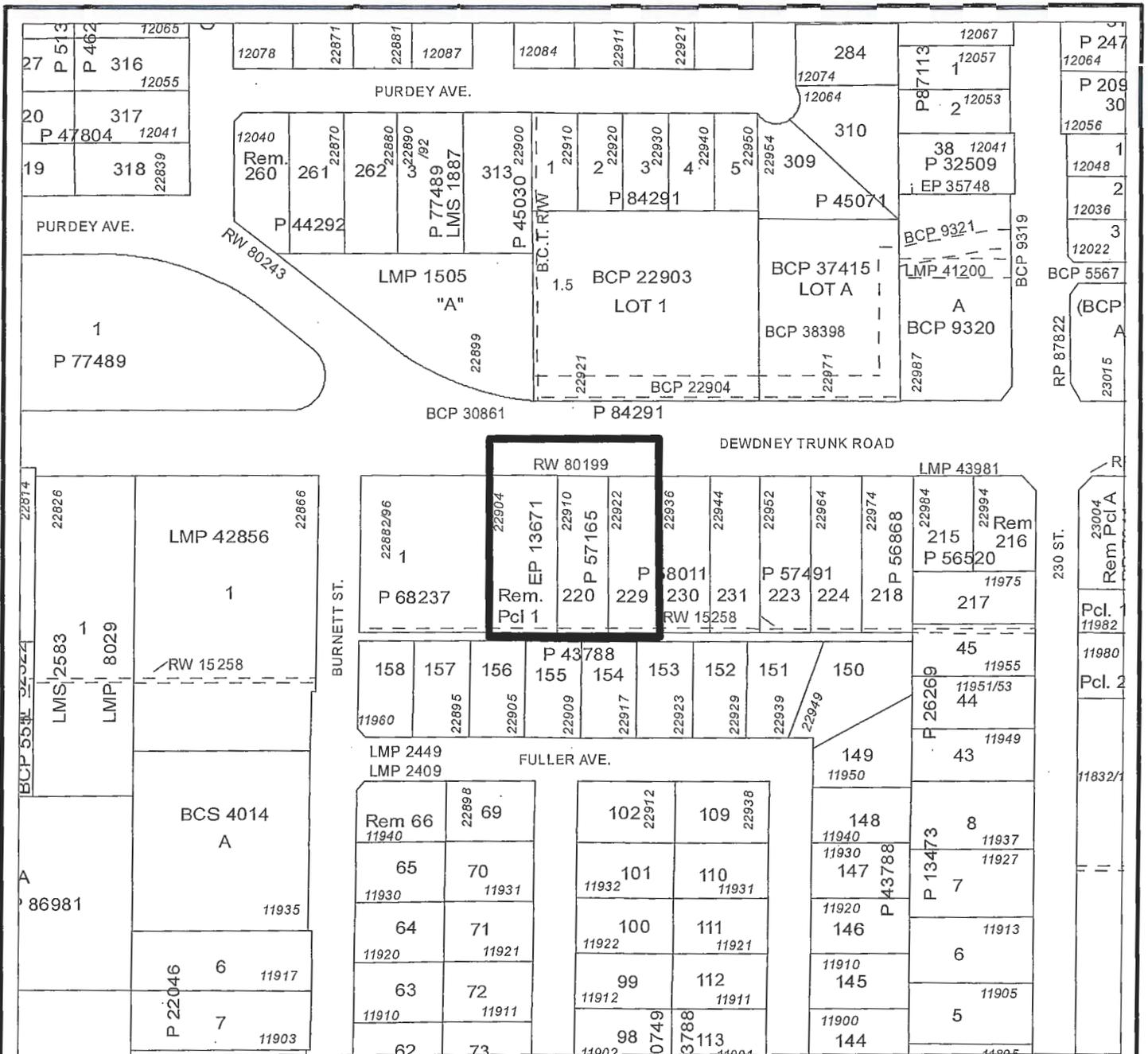
British Columbia

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

FILE: 2019-392-RZ  
 DATE: Nov 15, 2019

BY: PC





# MAPLE RIDGE ZONE AMENDING

Bylaw No. 7627-2020  
 Map No. 1833  
 From: RS-1 (One Family Urban Residential)  
 To: CD-2-20 (Comprehensive District)







# DEWDNEY TRUNK RD

22904-22922 DEWDNEY TRUNK RD

MAPLE RIDGE, BRITISH COLUMBIA

*Prepared by*

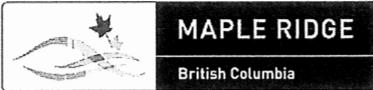
Billard Architecture Inc.

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



**Billard Architecture Inc.**





**mapleridge.ca**

**City of Maple Ridge**

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** **First and Second Reading**  
**Official Community Plan Amending Bylaw No.7624-2020;**  
**Second Reading**  
**Zone Amending Bylaw No. 7463-2018;**  
**24331 110 Avenue and 24315 110 Avenue**

**MEETING DATE:** March 24, 2020  
**FILE NO:** 2018-159-RZ  
**MEETING:** C o W

---

**EXECUTIVE SUMMARY:**

An application has been received to rezone the subject properties located at 24331 110 Avenue and 24315 110 Avenue from RS-3 (One Family Rural Residential) to RS-1d (One Family Urban (Half Acre) Residential), with a density bonus, to permit a future subdivision of approximately 19 lots. Council granted first reading to Zone Amending Bylaw No 7463-2018 and considered the early consultation requirements for the Official Community Plan (OCP) amendment on June 26, 2018.

The proposed RS-1d (One Family Urban (Half Acre) Residential) zone utilizing the Density Bonus will allow the development of RS-1b (One Family Urban (Medium Density) Residential) sized single family lots of 557m<sup>2</sup>. The proposed zone and Density Bonus complies with the policies of the Official Community Plan (OCP). However, an amendment to the OCP is required to adjust the areas designated Low Density Residential and to amend the Conservation boundary.

In order to achieve the Density Bonus provision and have RS-1b (One Family Urban (Medium Density) Residential) zone sized lots a Density Bonus contribution of approximately \$55,800.00 will be required.

Pursuant to Council Policy, this application is subject to the City-wide Community Amenity Contribution Program at a rate of \$5,100.00 per single family lot, for an estimated amount of \$86,700.00.

**RECOMMENDATIONS:**

- 1) That, in accordance with Section 475 of the Local Government Act, opportunity for early and on-going consultation has been provided by way of posting Official Community Plan Amending Bylaw No. 7624-2020 on the municipal website and requiring that the applicant host a Development Information Meeting (DIM), and Council considers it unnecessary to provide any further consultation opportunities, except by way of holding a Public Hearing on the bylaw;
- 2) That Official Community Plan Amending Bylaw No. 7624-2020 be considered in conjunction with the Capital Expenditure Plan and Waste Management Plan;
- 3) That it be confirmed that Official Community Plan Amending Bylaw No. 7624-2020 is consistent with the Capital Expenditure Plan and Waste Management Plan;

**1104**

- 4) That Official Community Plan Amending Bylaw No. 7624-2020 be given first and second readings and be forwarded to Public Hearing;
- 5) That Zone Amending Bylaw No. 7463-2018 be given second reading, and be forwarded to Public Hearing;
- 6) That the following terms and conditions be met prior to final reading:
  - i. Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;
  - ii. Adoption of Official Community Plan Amending Bylaw No. 7624-2020 to amend Schedule "A", Chapter 10.2 Albion Area Plan, Schedule 1: Albion Area Plan, Figure 1: Northeast Albion and Schedule "C";
  - iii. Road dedication on 110<sup>th</sup> Avenue as required;
  - iv. Design and construction of a sanitary sewer pump station, which requires the acquisition of land to facilitate the sanitary pump station at the sole cost of the applicant. This requirement must be filled to the City satisfaction;
  - v. Park dedication as required, including construction of walkways; and removal of all debris and garbage from park land to the City's satisfaction;
  - vi. Submission of a site grading and storm water management plan to the City's satisfaction;
  - vii. Registration of a Restrictive Covenant for the Geotechnical Report, which addresses the suitability of the subject properties for the proposed development;
  - viii. Registration of a Restrictive Covenant for the protection of the Environmentally Sensitive areas (wetlands) on the subject properties;
  - ix. Registration of a Statutory Right-of-Way plan and agreement for infrastructure;
  - x. Registration of a Restrictive Covenant for Tree Protection, and Stormwater Management;
  - xi. Consolidations of the subject properties;
  - xii. Removal of existing buildings;
  - xiii. In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject properties; and if so, a Stage 1 Site Investigation Report is required to ensure that the subject properties is not a contaminated site;
  - xiv. That a voluntary contribution, in the amount of \$86,700.00 (\$5,100 per lot X 17 lots) be provided in keeping with the Council Policy with regard to Community Amenity Contributions; and
  - xv. Payment of the Density Bonus provision of the RS-1d (One Family Urban (Half Acre) Residential), in the amount \$55,800.00 (\$3,100 per lot X 18 lots).

**DISCUSSION:**

**1) Background Context:**

Applicant: Don Bowins  
Legal Description: Lot 5, Section 10, Township 12, New Westminister District Plan 7408 and Lot 6, Section 10, Township 12, New Westminister District Plan

OCP:  
Existing: Low Density Residential and Conservation

Zoning:  
Existing: RS-3 (One Family Rural Residential)  
Proposed: RS-1d (One Family Urban (Half Acre) Residential) with a Density Bonus through the Albion Community Amenity Program to achieve RS-1b (One Family Urban(Medium Density) Residential)

**Surrounding Uses:**

North:	Use:	Vacant Land
	Zone:	RS-3 (One Family Rural Residential)
	Designation:	Conservation
South:	Use:	Rural Residential
	Zone:	RS-3 (One Family Residential)
	Designation:	Low Density Residential;
East:	Use:	Accessory building
	Zone:	RS-3 (One Family Rural Residential)
	Designation:	Low Density Residential and Conservation
West:	Use:	Rural Residential
	Zone:	RS-3 (One Family Residential)
	Designation:	Low Density Residential and Conservation

Existing Use of Properties: Rural Residential  
Proposed Use of Properties: Single Family Residential  
Site Area: 1.97 HA. (4.86 acres)  
Access: 110<sup>th</sup> Avenue  
Servicing requirement: Urban Standard

**2) Project Description:**

The applicant has requested to rezone the subject properties from RS-3 (One Family Rural Residential) to RS-1d (One Family Urban (Half Acre) Residential), with a Density Bonus.

The RS-1d (One Family Urban (Half Acre) Residential) zone, the base density is a minimum net lot area of 2,000m<sup>2</sup>, minimum lot width of 30m, and a minimum lot depth of 40m. A Density Bonus is an option in the RS-1d (One Family Urban (Half Acre) Residential) zone and shall be applied as follows:

- a. An Amenity Contribution of \$3,100 per lot will be required in any subdivision containing one or more lots with an area of less than 2,000m<sup>2</sup>.
- b. The maximum density permitted through the Density Bonus option is:
  - i. minimum net lot area of 557m<sup>2</sup>;
  - ii. minimum lot width of 14.0m;
  - iii. minimum lot depth of 27m.
- c. Zoning requirements consistent with the RS-1b (One Family Urban (Medium Density) Residential) zone will apply and supersede the zoning requirements for the RS-1d zone.

The proposal consists of 19 lots amounting to a Density Bonus Contribution of approximately \$55,800.00. As per Council direction, this application will also be subject to the City-wide Community Amenity Contribution Program which will require a contribution of \$5,100.00 per lot. (Appendix E)

This application is one of several along the 110<sup>th</sup> Avenue corridor all of which require the installation of a sanitary sewer pump station. The details and final location of the sanitary sewer pump station has not been finalized with Engineering. Until such time that Engineering is satisfied with the details of the sanitary sewer pump station being constructed under this application and other applications along this corridor the subject application cannot proceed beyond third reading.

### **3) Planning Analysis:**

#### **i) Official Community Plan:**

The subject properties are located within the Albion Area Plan and is currently designated Low Density Residential and Conservation.

The Low Density Residential designation corresponds with single detached residential development at a lot density urban standard with lot sizes at 2000m<sup>2</sup> (half acre). Higher densities may be supportable in compliance with the Density Bonus Program regulations prescribed in the Zoning Bylaw and Albion Area Plan.

The Conservation designation identifies ecologically sensitive lands that require protection in order to ensure that their health, diversity and integrity are maintained. They are considered to be of high environmental or geological sensitivity.

Albion Plan Policy 10.2.2 is intended to meet the needs of the community and respond to changes in housing form and demand over time by enabling an additional means of providing neighbourhood amenities. The Albion Area Plan Community Amenity Program provides the opportunity for a Density Bonus within a number of zones identified with the Albion Zoning Matrix. Within these zones, 'bonus' density may be achieved through an Amenity Contribution toward community amenities that will be located within the boundaries of the Plan Area.

The application is in compliance with *OCP Amending Bylaw No. 6995-2013*, that establishes the Density Bonus Program, and in compliance with the Zoning Bylaw, that permits a Density Bonus option in the *Low Density Residential* designation in the Albion Area Plan. The applicant intends to apply the Density Bonus option to this project, as discussed above in the Project Description.

For the proposed development, an OCP amendment will be required to adjust the Low Density Residential designation and Conservation area boundary for protection of the natural features. (Appendix C)

ii) **Zoning Bylaw:**

The current application proposes to rezone the properties located at 24331 and 24315 110<sup>th</sup> Avenue from RS-3 (One Family Residential) to RS-1d (One Family Urban (Half Acre) Residential) with a Density Bonus, to permit future subdivision of 19 RS-1b One Family Urban (Medium Density) sized single family lots. The application of the Density Bonus, which is specific to the Albion Area Plan, will permit the application to reduce the single-family lot size from RS-1d (One Family Urban (Half Acre) Residential base density of 2,000m<sup>2</sup> to 557m<sup>2</sup>. A Density Bonus Contribution of \$3,100 per lot for each lot that is less than 2,000m<sup>2</sup> is required for a total of \$55,800.00. As per Council direction, this application will also be subject to the City-wide Community Amenity Contribution Program and will result in a contribution of \$86,700.00 based on \$5,100.00 payable on 17 lots.

iii) **Proposed Variances:**

The applicant has not applied for any variances to facilitate the proposed subdivision layout. Any variances that maybe required to the RS-1d (One Family Urban (Half Acre) Residential) zone will be subject of a future Council report. With the Density Bonus provision of the to RS-1d (One Family Urban (Half Acre) Residential) zone, the RS-1b One Family Urban (Medium Density) zone siting requirements apply.

iv) **Development Permits:**

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

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

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

v) **Development Information Meeting:**

A Development Information Meeting was held at Albion Elementary School Gym on November 28, 2019. There were 17 people in attendance. A summary of the main comments and discussions with the attendees was provided by the applicant as shown below in italics:

- *"The future road extension of Cameron Court to meet 112<sup>th</sup> Avenue will pass through rough terrain and will not be able to maintain the 30m setback from top of bank on Dunlop Creek.*
- *Want the City to require you to complete the road and upgrade services between lots 4 and 5 to your north property line? Currently you are showing services ending on Road A. A w/m loops in addition to the one from 112<sup>th</sup> Ave will be required on the old guide plan."*

The applicant has not provided any response to the comments from the Developer Information Meeting.

**vi) Parkland Requirement:**

As there are more than two additional lots proposed to be created, the developer will be required to comply with the park dedication requirements of Section 510 of the *Local Government Act* prior to subdivision approval.

For this project, there is sufficient land that is proposed to be dedicated as park on the subject properties and this land will be required to be dedicated as a condition of Final Reading.

**4) Environmental Implications:**

The subject property is influenced by slopes; trees; and a water course. The applicant's Professional Environmental Professional has worked with the City's Environmental Section with respect to setbacks from Dunlop Creek and a habitat balance for the subject properties.

**5) Interdepartmental Implications:**

**i) Engineering Department:**

In order for the proposed development to be serviced by sanitary sewer, a sanitary pump station and forcemain are required to be constructed in addition to the gravity sewer main. The pump station will be constructed in a dedicated road ROW along the north side of 110 Avenue at the east end. The acquisition of the dedicated road and security for the construction of the pump station and the associated piping will be a requirement of the applicant before adoption of Zone Amending Bylaw No. 7463-2018. At this current time there are several applications along the 110th Avenue corridor which require the pump station and associated sewer mains and, as a condition of zoning, the full cost of these works is being secured by each of these applicants individually. Once constructed the pump station and required sewer mains will be reviewed under the City's *Excess or Extended Service and Latecomer Payments Policy* (Policy No.: 9.11).

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The Long Term Multipurpose Trail Plan Figure 5 of the OCP, identifies a trail through the subject property as identified on Appendix "F".

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The applicant will be required to install City fire hydrants on the proposed street to service these properties. The number and location of these fire hydrants will be reviewed through the civil design submission to the Engineering Department.

**6) School District No. 42 Comments:**

Pursuant to Section 476 of the *Local Government Act*, consultation with School District No. 42 is required at the time of preparing or amending the OCP. A referral was sent to School District No. 42 a copy of the response is attached as Appendix G.

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i) **Local Government Act:**

An amendment to the OCP requires the local government to consult with any affected parties and to adopt related bylaws in compliance with the procedures outlined in Section 477 of the Local Government Act. The amendment required for this application, (insert amendment), is considered to be minor in nature. It has been determined that no additional consultation beyond existing procedures is required, including referrals to the Board of the Regional District, the Council of an adjacent municipality, First Nations, the School District or agencies of the Federal and Provincial Governments.

The amendment has been reviewed with the Financial Plan/Capital Plan and the Waste Management Plan of the Greater Vancouver Regional District and determined to have no impact.

**CONCLUSION:**

It is recommended that first and second reading be given to OCP Amending Bylaw No. 7624-2020, that second reading be given to Zone Amending Bylaw No. 7463-2018 and that application 2018-159-RZ be forwarded to Public Hearing.

"Original signed by Wendy Cooper"

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*Prepared by:* **Wendy Cooper, M.Sc., MCIP, RPP  
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**

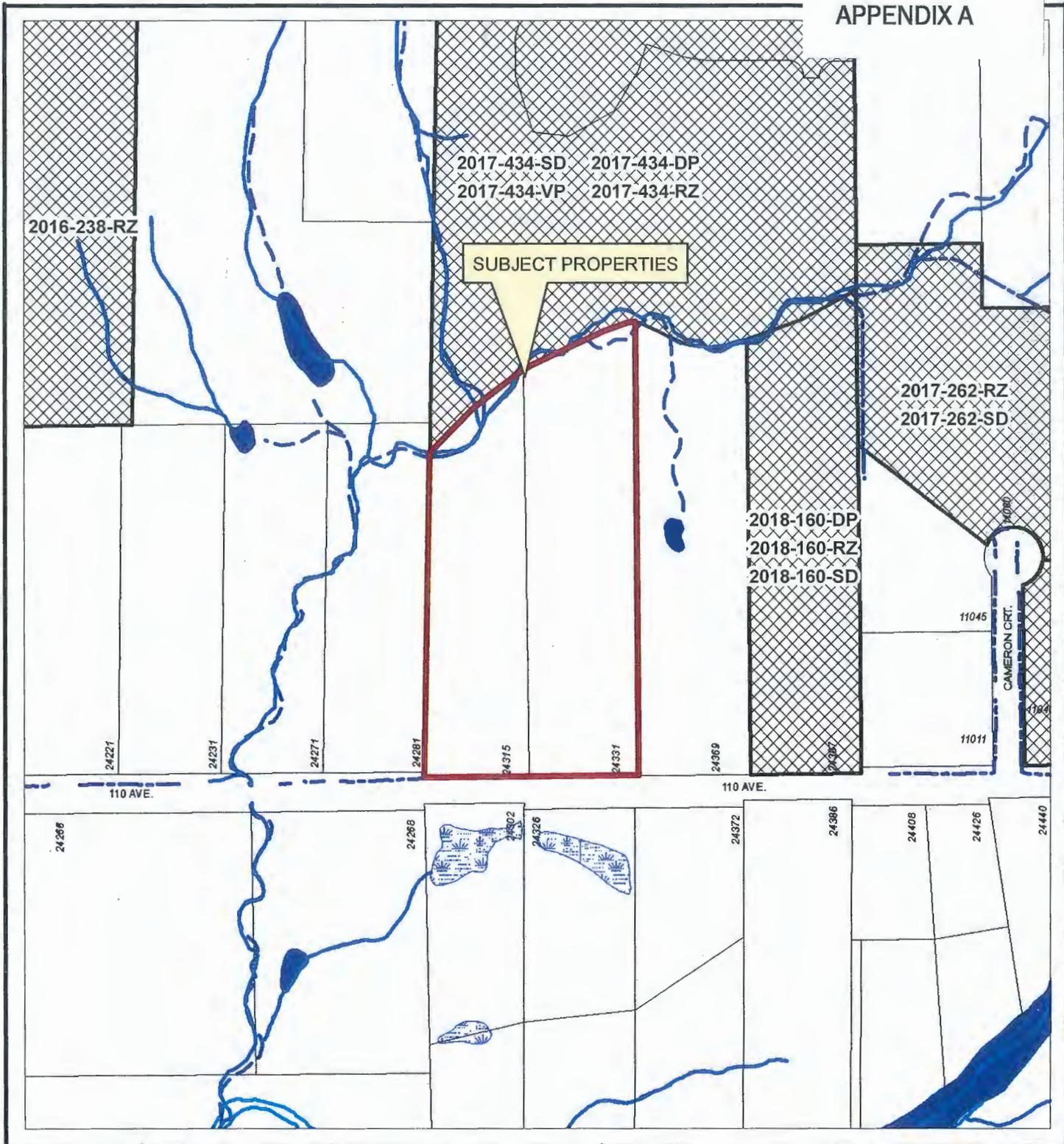
"Original signed by Al Horsman"

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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 – OCP Amending Bylaw No. 7624-2020
- Appendix D – Zone Amending Bylaw No. 7463-2018
- Appendix E – Subdivision Plan
- Appendix F – Park Trail
- Appendix G– School District #42



SUBJECT PROPERTIES

2016-238-RZ

2017-434-SD 2017-434-DP  
2017-434-VP 2017-434-RZ

2017-262-RZ  
2017-262-SD

2018-160-DP  
2018-160-RZ  
2018-160-SD

24221

24231

24271

24281

24315

24331

24369

11045

11011

110 AVE.

110 AVE.

CAMERON CRT.

24266

24268

24302

24326

24372

24386

24408

24426

24440



Scale: 1:2,500

Legend

- Stream
- Ditch Centreline
- Edge of River
- Edge of Marsh
- Indefinite Creek
- River Centreline
- Lake or Reservoir
- Marsh
- River
- Active Applications (RZ/SD/DPNP)

24315/31 110 AVENUE  
PID'S: 011-220-473 & 011-220-465

PLANNING DEPARTMENT

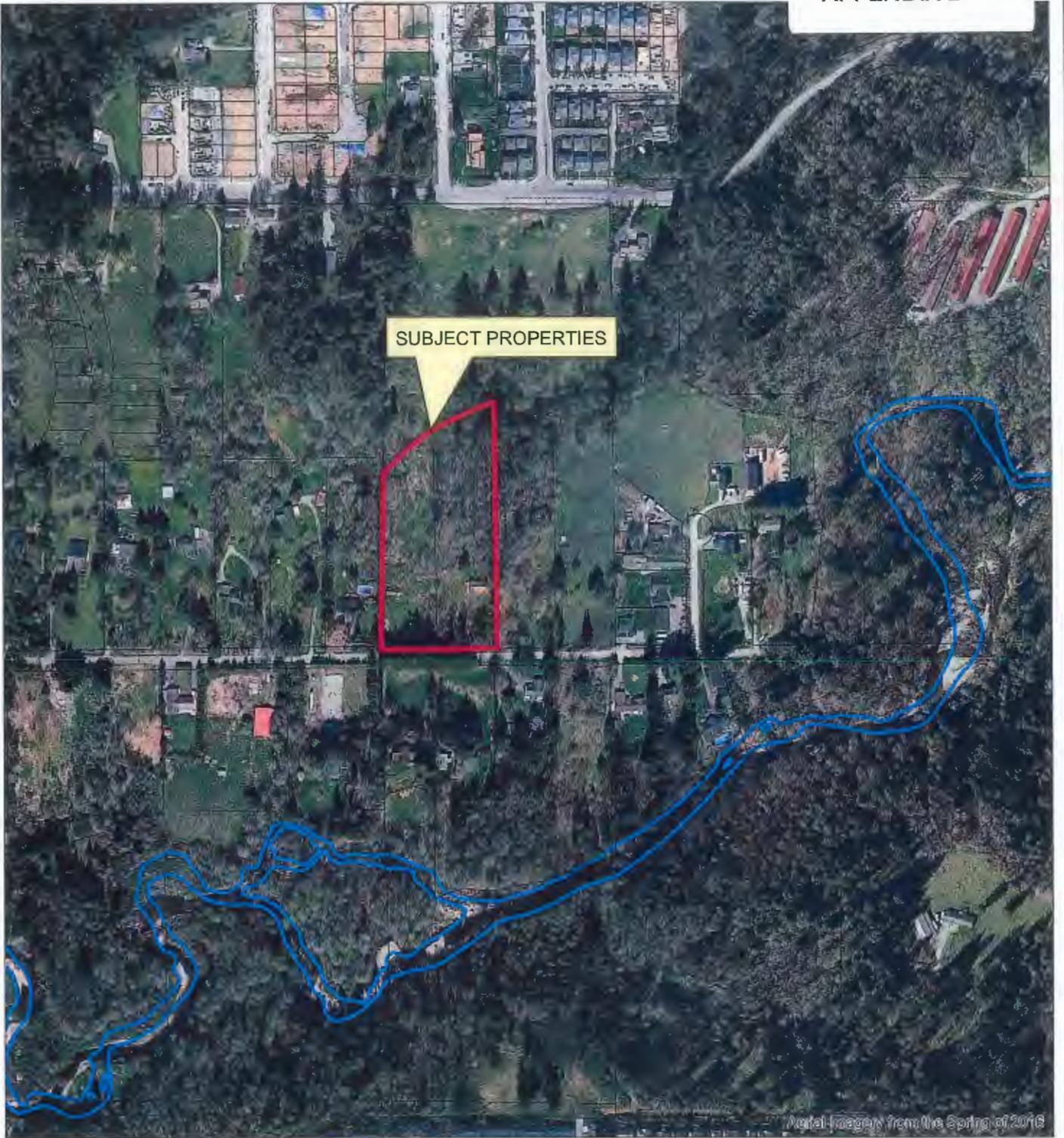


MAPLE RIDGE  
British Columbia

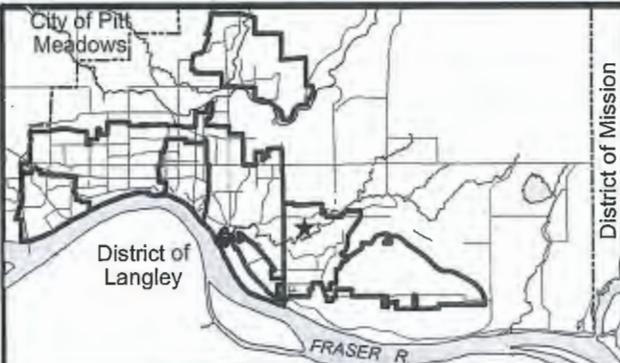
mapleridge.ca

FILE: 2018-159-RZ  
DATE: Feb 25, 2020

BY: PC



Scale: 1:4,740



24315 & 24331 110 AVENUE

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

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

FILE: 2018-159-SD  
DATE: Apr 19, 2018

BY: LP





# MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7624-2020  
 Map No. 1018  
 Purpose: To Amend Albion Area Plan Schedule 1  
 From: Low Residential Residential  
 To: Conservation

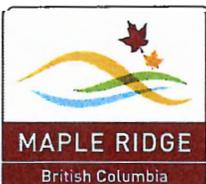




# MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7624-2020  
 Map No. 1019  
 Purpose: To Amend Schedule C As Shown

 To Add To Conservation







# MAPLE RIDGE ZONE AMENDING

Bylaw No. 7463-2018

Map No. 1762

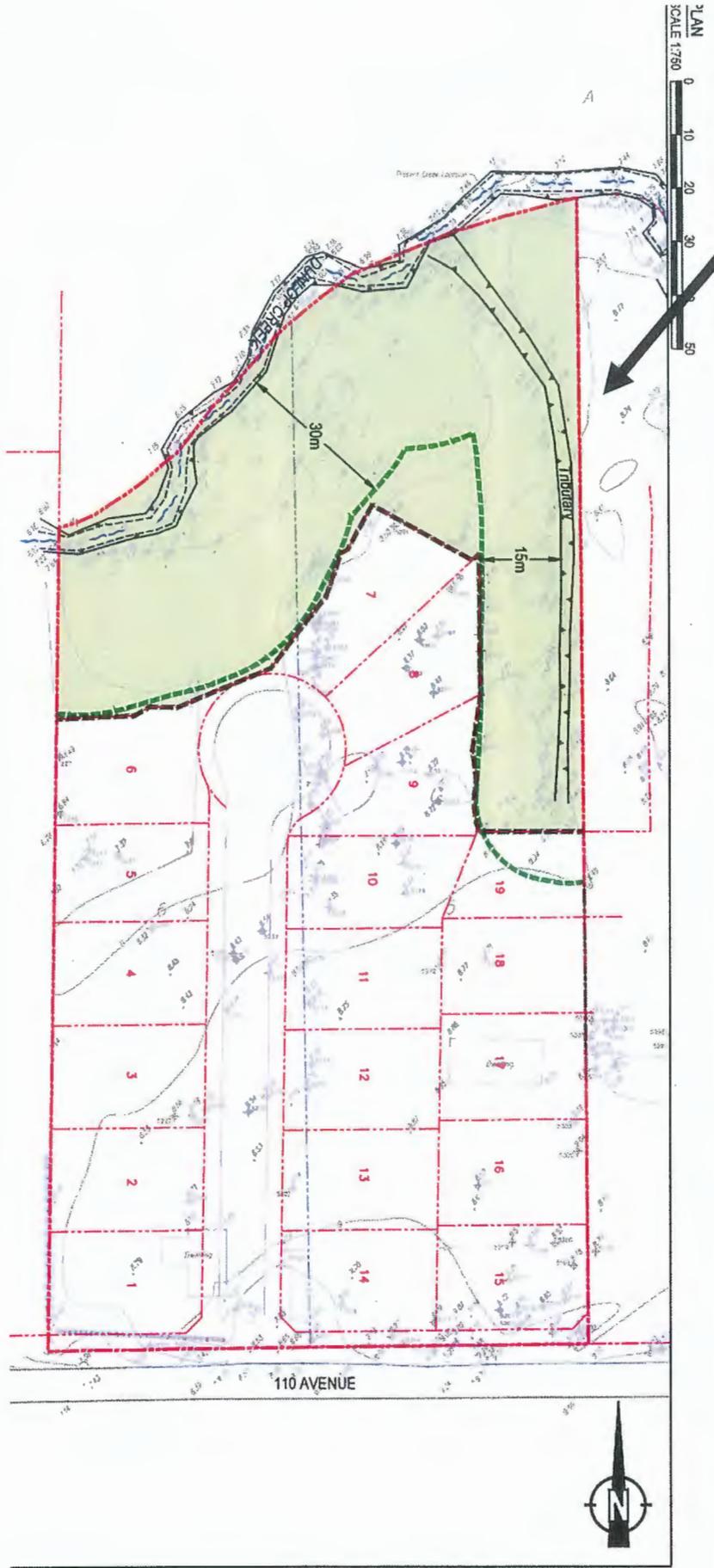
From: RS-3 (One Family Rural Residential)

To: RS-1d (One Family Urban (Half Acre) Residential)



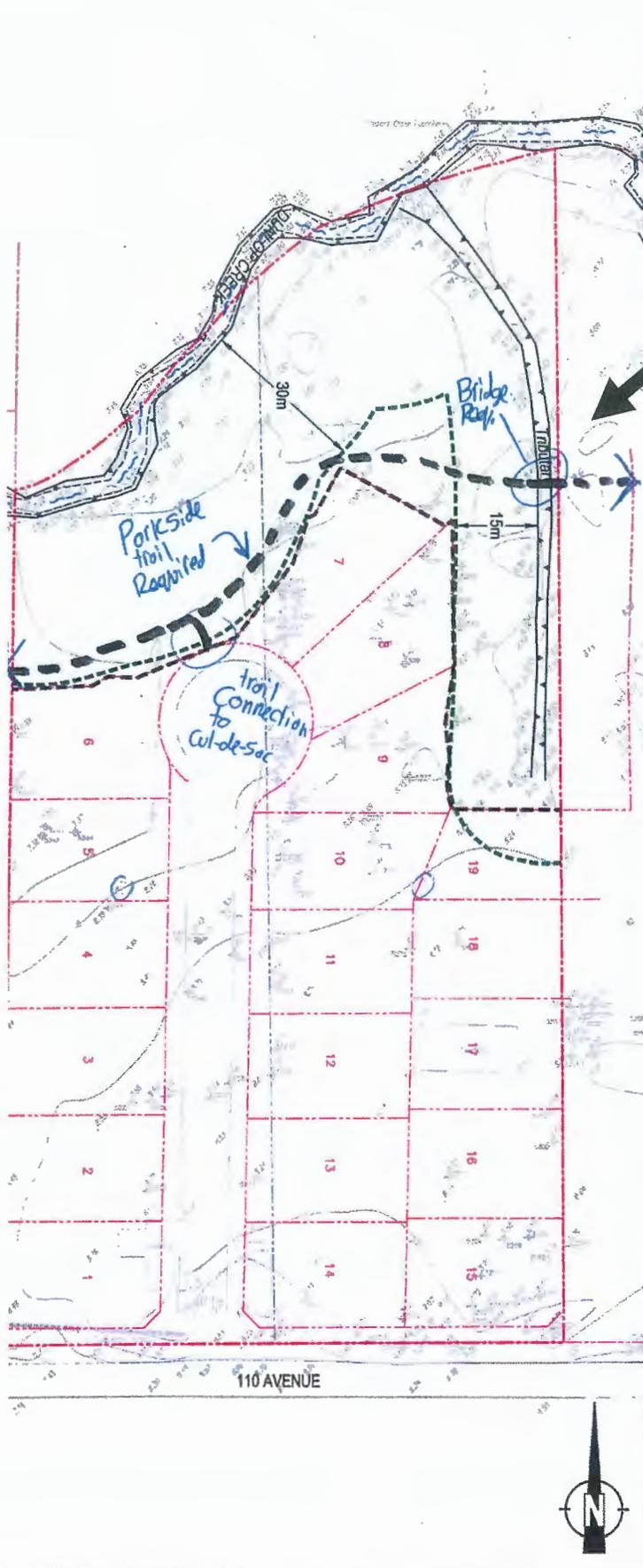
SCALE 1:2,500

# PROPOSED SUBDIVISION LAYOUT



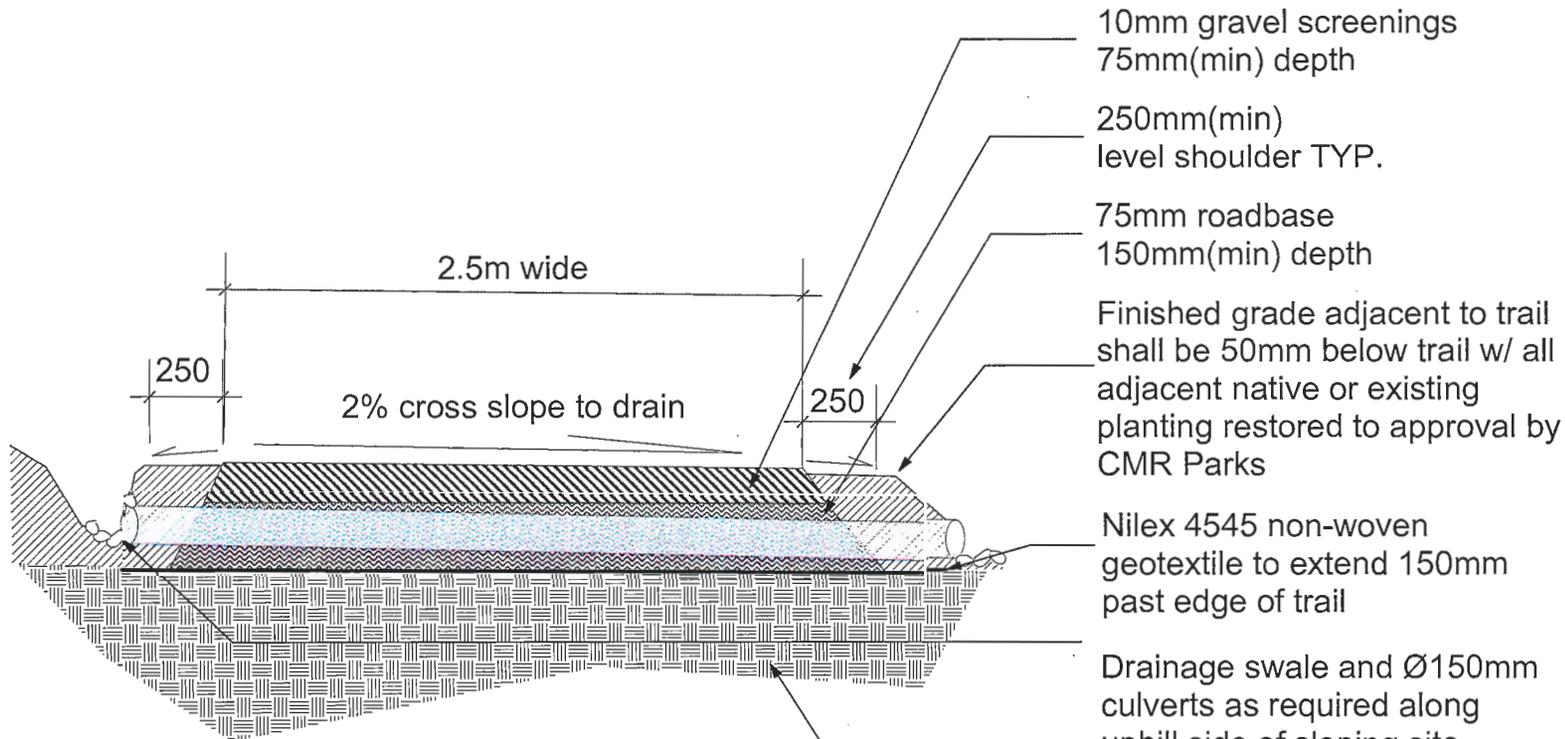
**SUBJECT PROPERTY**

# TRAIL REQUIREMENT



**SUBJECT PROPERTY**

2018-159-R2



issued:

project:

title:

**PARKSIDE TRAIL  
STANDARD DETAIL**

scale: 1:10

drawn: CN  
checked: VR  
date: Feb 01, 2019

Copyright reserved. This drawing is the property of the City of Maple Ridge and may not be used without the City's written permission.

Contractors shall verify and be responsible for all dimensions on site. City of Maple Ridge Parks department shall be informed of any changes made on site.

sheet no: | revision:

**NOTES:**

- Each lift of roadbase shall be compacted to refusal with vibratory roller (min. 120 type)
- Design longitudinal slope shall be 12%. Slopes up to 15% may be accepted with prior City approval.
- Provide culverts every 20m or as required.
- Culverts and swales to direct water to natural drainages.
- Trail layout to avoid significant trees and root zones.
- Trail layout to be approved by City representative.



February 25, 2020

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

Attention: Wendy Cooper

Dear Ms. Cooper:

Re: File #: 2018-159-RZ  
 Legal: Lot 5, Section 10, Township 12, New Westminster District Plan 7408 and Lot 6, Section 10, Township 12, New Westminster District Plan  
 Location: 24331 and 24315 110<sup>th</sup> Avenue  
 From: RS-3 (One Family Rural Residential)  
 To: RS-1d (One Family Urban (Half Acre) (Residential)) with a Density Bonus through the Albion Community Amenity Program to achieve RS-1b (One Family Urban (Medium Density) Residential)

The proposed application would affect the student population for the catchment areas currently served by Blue Mountain Elementary and Garibaldi Secondary School.

Blue Mountain Elementary has an operating capacity of 291 students. For the 2019-20 school year the student enrolment at Blue Mountain Elementary is 282 students (97% utilization) including 104 students from out of catchment.

Garibaldi Secondary School has an operating capacity of 1050 students. For the 2019-20 school year the student enrolment at Garibaldi Secondary School is 898 students (86% utilization) including 272 students from out of catchment.

Sincerely,

Flavia Coughlan  
Secretary Treasurer  
The Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows)

cc: Rick Delorme  
David Vandergugten



**mapleridge.ca**

**City of Maple Ridge**

**TO:** His Worship Mayor Michael Morden  
and Members of Council

**FROM:** Chief Administrative Officer

**SUBJECT:** **First and Second Reading**  
**Official Community Plan Amending Bylaw No. 7625-2020;**  
**Second Reading**  
**Zone Amending Bylaw No. 7464-2018;**  
**24387 110 Avenue**

**MEETING DATE:** March 24, 2020  
**FILE NO:** 2018-160-RZ  
**MEETING:** C o W

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**EXECUTIVE SUMMARY:**

An application has been received to rezone the subject property located at 24387 110 Avenue from RS-3 (One Family Rural Residential) to RS-1d (One Family Urban (Half Acre) Residential), with a density bonus, to permit a future subdivision of approximately 12 lots. Council granted first reading to Zone Amending Bylaw No 7464-2018 and considered the early consultation requirements for the Official Community Plan (OCP) amendment on June 26, 2018.

In order to achieve the Density Bonus provision and have RS-1b (One Family Urban (Medium Density) Residential) zone sized lots a Density Bonus contribution of approximately \$37,200.00 will be required.

Pursuant to Council Policy, this application is subject to the Community Amenity Contribution Program at a rate of \$5,100.00 per single family lot, for an estimated amount of \$56,100.00.

**RECOMMENDATIONS:**

- 1) That, in accordance with Section 475 of the *Local Government Act*, opportunity for early and on-going consultation has been provided by way of posting Official Community Plan Amending Bylaw No. 7625-2020 on the municipal website and requiring that the applicant host a Development Information Meeting (DIM), and Council considers it unnecessary to provide any further consultation opportunities, except by way of holding a Public Hearing on the bylaw;
- 2) That Official Community Plan Amending Bylaw No. 7625-2020 be considered in conjunction with the Capital Expenditure Plan and Waste Management Plan;
- 3) That it be confirmed that Official Community Plan Amending Bylaw No. 7625-2020 is consistent with the Capital Expenditure Plan and Waste Management Plan;
- 4) That Official Community Plan Amending Bylaw No. 7625-2020 be given first and second readings and be forwarded to Public Hearing;
- 5) That Zone Amending Bylaw No. 7464-2018 be given second reading, and be forwarded to Public Hearing;

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

- i) Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;
- ii) Adoption of Official Community Plan Amending Bylaw No. 7625-2020 to amend Schedule "A", Chapter 10.2 Albion Area Plan, Schedule 1: Albion Area Plan, Figure 1: Northeast Albion and Schedule "C";
- iii) Road dedication on 110<sup>th</sup> Avenue as required;
- iv) Design and construction of a sanitary sewer pump station, which requires the acquisition of land to facilitate the sanitary pump station at the sole cost of the applicant. This requirement must be filled to the City satisfaction;
- v) Park dedication as required, including construction of walkways/multi-purpose trail; and removal of all debris and garbage from park land;
- i) Design and construction of a sanitary sewer pump station, which requires the acquisition of land to facilitate the sanitary pump station at the sole cost of the applicant. This requirement must be filled to the City satisfaction;
- ii) Park dedication as required, including construction of walkways; and removal of all debris and garbage from park land to the City's satisfaction;
- iii) Submission of a site grading and storm water management plan to the City's satisfaction;
- iv) Registration of a Restrictive Covenant for the Geotechnical Report, which addresses the suitability of the subject property for the proposed development;
- v) Registration of a Restrictive Covenant for the protection of the Environmentally Sensitive areas (wetlands) on the subject property;
- vi) Registration of a Statutory Right-of-Way plan and agreement for infrastructure;
- vii) Registration of a Restrictive Covenant for Tree Protection, and Stormwater Management;
- viii) Removal of existing building/s;
- ix) In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject property. If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site.
- x) That a voluntary contribution, in the amount of \$56,100.00 (\$5,100.00 lot x 11 lots) be provided in keeping with the Council Policy with regard to Community Amenity Contributions.
- xi) Payment of the Density Bonus provision of the RS-1d (One Family Urban (Half Acre) Residential), in the amount \$37,200.00 (\$3,100 per lot X 12 lots)

**DISCUSSION:**

**1) Background Context:**

Applicant: Don Bowins

Legal Description: Lot 3 Section 10 Township 12 New Westminster District Plan 7408

OCP:  
Existing: Low Density Residential and Conservation

Zoning:  
Existing: RS-3 (One Family Rural Residential)  
Proposed: RS-1d (One Family Urban (Half Acre) Residential) with a Density Bonus through the Albion Community Amenity Program to achieve RS-1b (One Family Urban(Medium Density) Residential)

Surrounding Uses:

North:	Use:	Vacant Land
	Zone:	RS-3 (One Family Rural Residential)
	Designation:	Conservation
South:	Use:	Rural Residential
	Zone:	RS-3 (One Family Residential)
	Designation:	Park
East:	Use:	Accessory building
	Zone:	RS-2 (One Family Suburban Residential)
	Designation:	Low Density Residential and Conservation
West:	Use:	Rural Residential
	Zone:	RS-3 (One Family Residential)
	Designation:	Low Density Residential and Conservation

Existing Use of Property: Rural Residential  
Proposed Use of Property: Single Family Residential  
Site Area: 1.91 HA. (4.72 acres)  
Access: 110<sup>th</sup> Avenue  
Servicing requirement: Urban Standard

**2) Project Description:**

The applicant has requested to rezone the subject properties from RS-3 (One Family Rural Residential) to RS-1d (One Family Urban (Half Acre) Residential), with a Density Bonus.

The RS-1d (One Family Urban (Half Acre) Residential) zone, the base density is a minimum net lot area of 2,000m<sup>2</sup>, minimum lot width of 30m, and a minimum lot depth of 40m. A Density Bonus is an option in the RS-1d (One Family Urban (Half Acre) Residential) zone and shall be applied as follows:

- a. An Amenity Contribution of \$3,100 per lot will be required in any subdivision containing one or more lots with an area of less than 2,000m<sup>2</sup>.

- b. The maximum density permitted through the Density Bonus option is:
  - i. minimum net lot area of 557m<sup>2</sup>;
  - ii. minimum lot width of 14.0m;
  - iii. minimum lot depth of 27m.
- c. Zoning requirements consistent with the RS-1b (One Family Urban (Medium Density) Residential) zone will apply and supersede the zoning requirements for the RS-1d zone.

The proposal consists of 12 lots amounting to a Density Bonus Contribution of approximately \$37,200.00. As per Council direction, this application will also be subject to the City-wide Community Amenity Contribution Program which will require a contribution of \$5,100.00 per lot. (Appendix E)

This application is one of several along the 110<sup>th</sup> Avenue corridor all of which require the installation of a sanitary sewer pump station. The details and final location of the sanitary sewer pump station has not been finalized with Engineering. Until such time that Engineering is satisfied with the details of the sanitary sewer pump station being constructed under this application and other applications along this corridor the subject application cannot proceed beyond third reading.

### 3) Planning Analysis:

#### i) Official Community Plan:

The subject properties are located within the Albion Area Plan and is currently designated Low Density Residential and Conservation.

The Low Density Residential designation corresponds with single detached residential development at a lot density urban standard with lot sizes at 2000m<sup>2</sup> (half acre). Higher densities may be supportable in compliance with the Density Bonus Program regulations prescribed in the Zoning Bylaw and Albion Area Plan.

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The application is in compliance with *OCP Amending Bylaw No. 6995–2013*, that establishes the Density Bonus Program, and in compliance with the Zoning Bylaw, that permits a Density Bonus option in the *Low Density Residential* designation in the Albion Area Plan. The applicant intends to apply the Density Bonus option to this project, as discussed above in the Project Description.

For the proposed development, an OCP amendment will be required to adjust the Low Density Residential designation and Conservation area boundary for protection of the natural features. (Appendix C)

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The current application proposes to rezone the property located at 24387 110<sup>th</sup> Avenue from RS-3 (One Family Residential) to RS-1d (One Family Urban (Half Acre) Residential) with a Density Bonus, to permit future subdivision of 12 RS-1b One Family Urban (Medium Density) sized single family lots. The application of the Density Bonus, which is specific to the Albion Area Plan, will permit the application to reduce the single-family lot size from RS-1d (One Family Urban (Half Acre) Residential) base density of 2,000m<sup>2</sup> to 557m<sup>2</sup>. A Density Bonus Contribution of \$3,100 per lot for each lot that is less than 2,000m<sup>2</sup> is required for a total of \$37,200.00. As per Council direction, this application will also be subject to the City-wide Community Amenity Contribution Program and will result in a contribution of \$56,100.00 based on \$5,100.00 payable on 11 lots.

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The applicant has not applied for any variances to facilitate the proposed subdivision layout. Any variances that maybe required to the RS-1d (One Family Urban (Half Acre) Residential) zone will be subject of a future Council report. With the Density Bonus provision of the to RS-1d (One Family Urban (Half Acre) Residential) zone, the RS-1b One Family Urban (Medium Density) zone siting requirements apply.

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The amendment has been reviewed with the Financial Plan/Capital Plan and the Waste Management Plan of the Greater Vancouver Regional District and determined to have no impact.

**CONCLUSION:**

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"Original signed by Wendy Cooper"

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*Prepared by:* **Wendy Cooper, M.Sc., MCIP, RPP  
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**

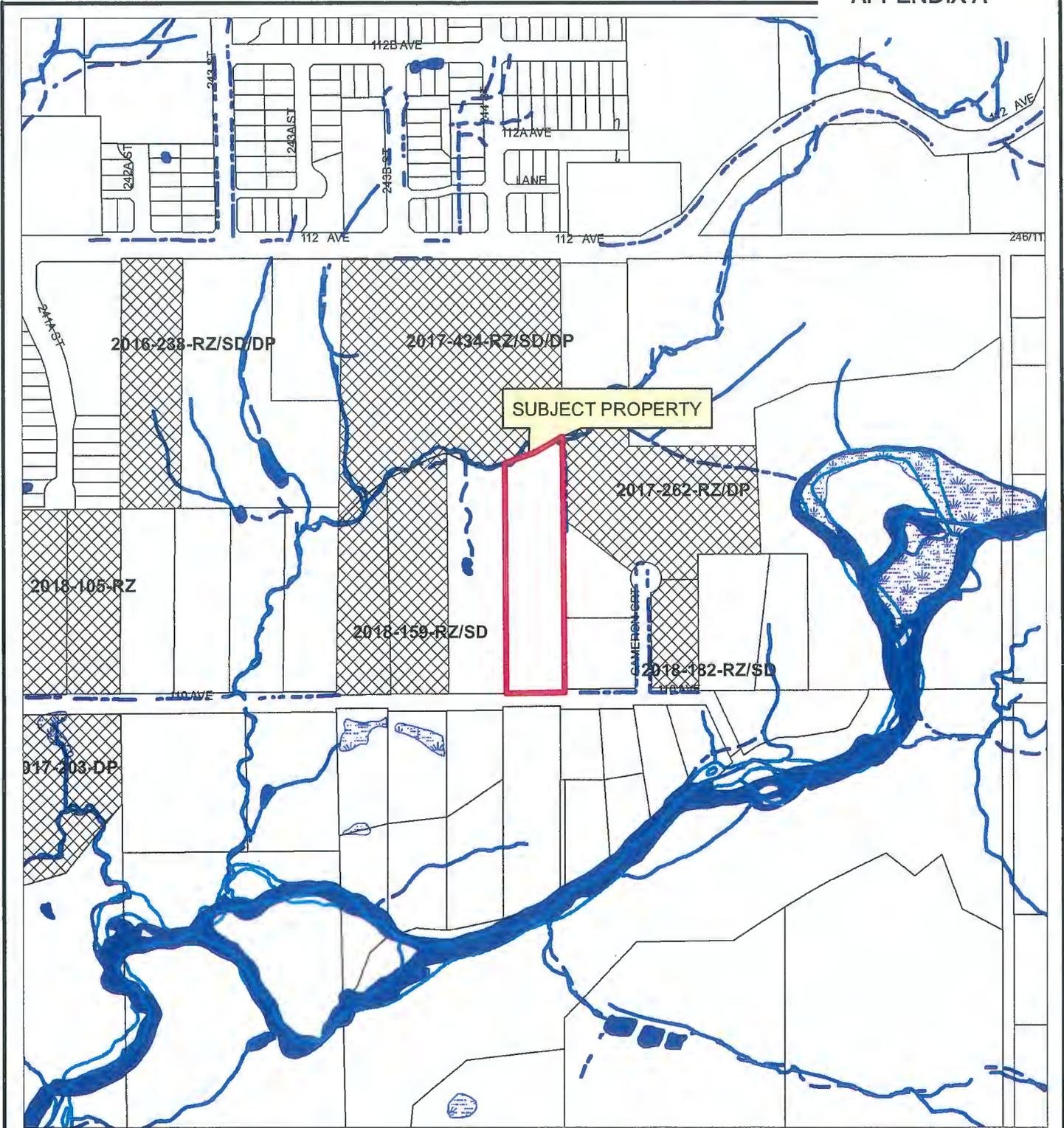
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*Concurrence:* **Al Horsman  
Chief Administrative Officer**

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Scale: 1:4,740

Legend

-  Stream
-  Ditch Centreline
-  Edge of River
-  Edge of Marsh
-  Indefinite Creek
-  River Centreline
-  Lake or Reservoir
-  Marsh
-  River
-  Major Rivers & Lakes

24387 110 AVENUE

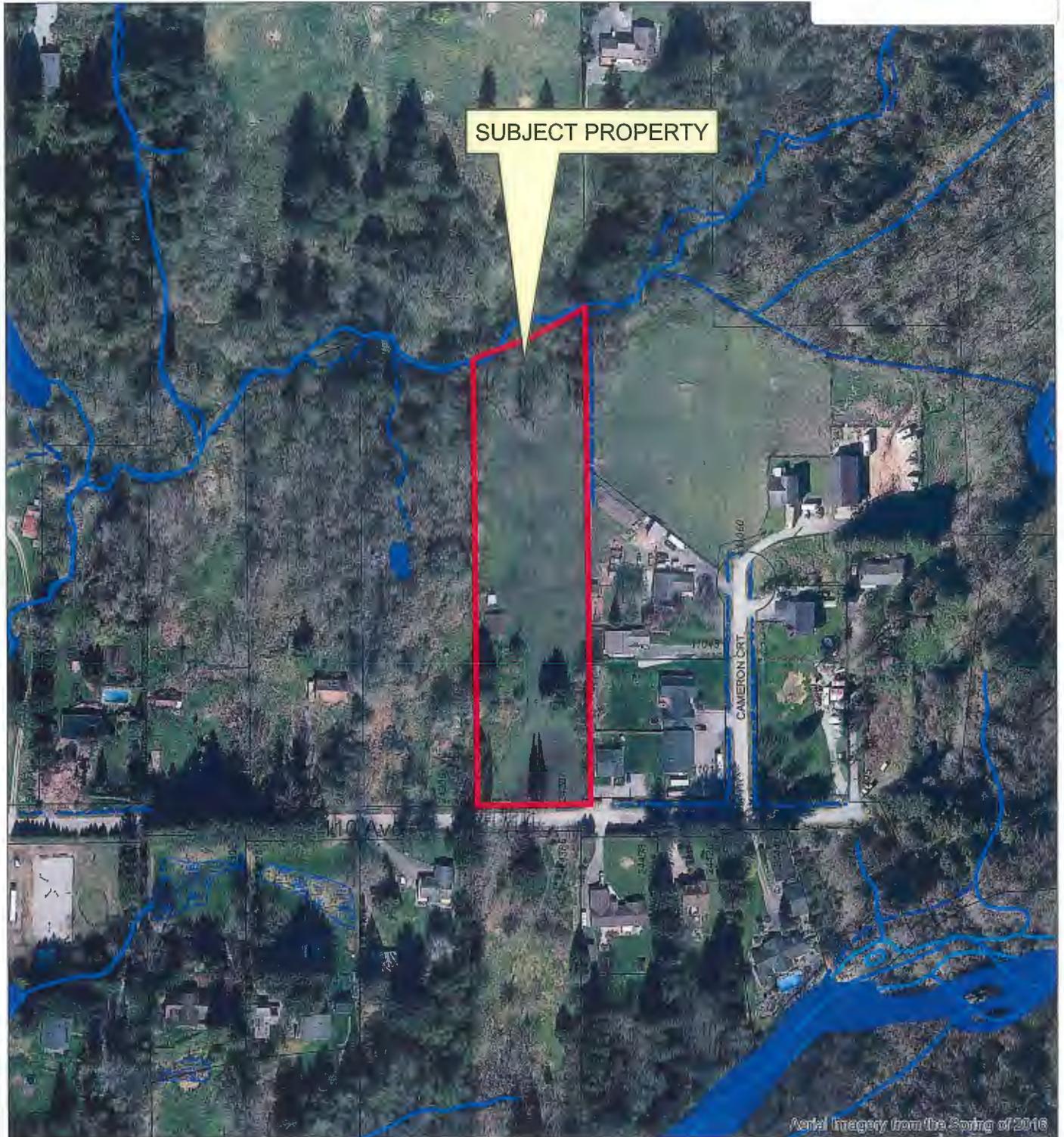
PLANNING DEPARTMENT



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

FILE: 2018-160  
DATE: May 22, 2018

BY: LP



Scale: 1:2,500

**Legend**

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

24387 110 Avenue

PLANNING DEPARTMENT



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

2018-160-RZ  
DATE: Apr 20, 2018

BY: JV







# MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7625-2020  
 Map No. 1021  
 Purpose: To Amend Schedule C As Shown

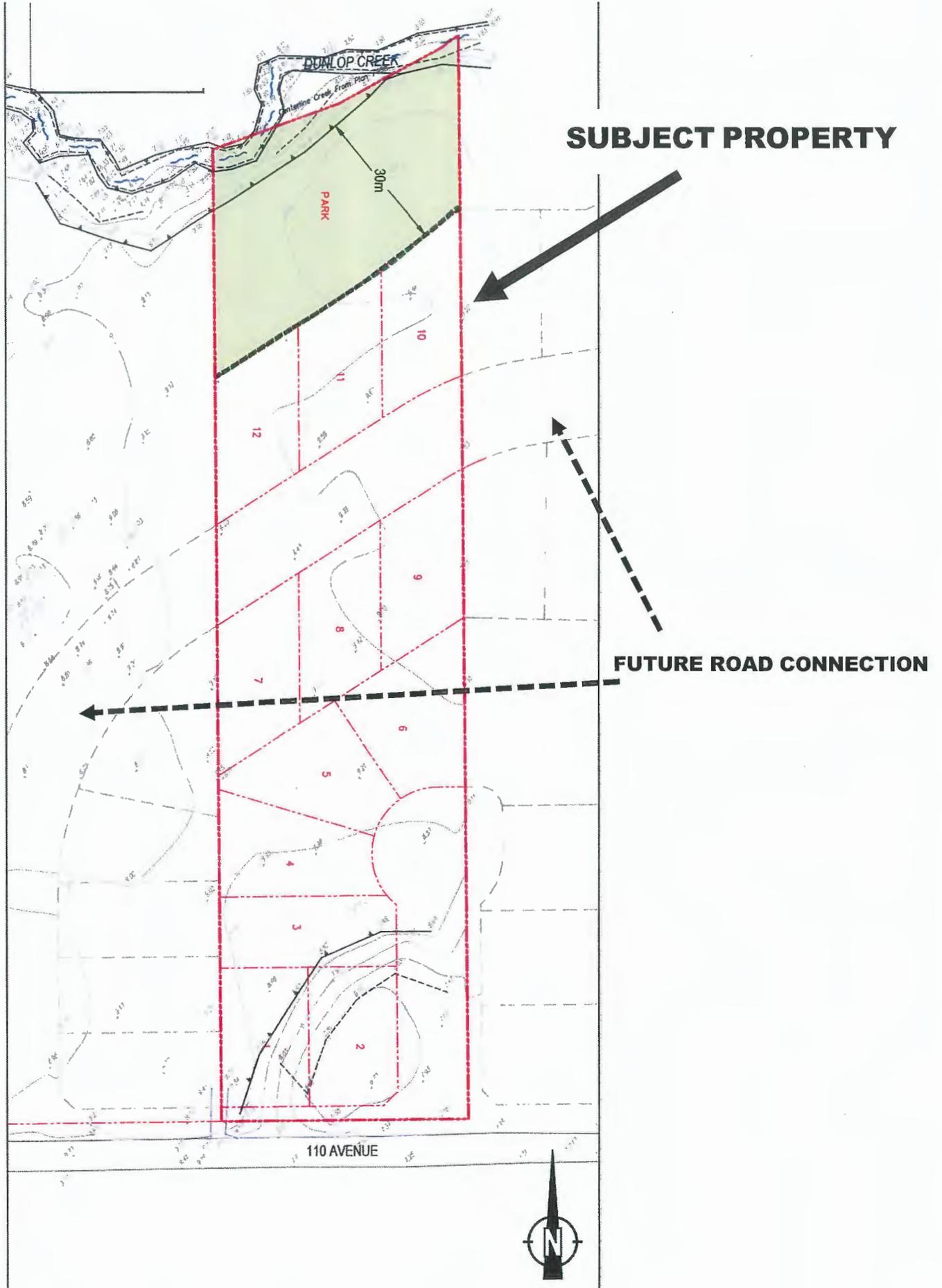
 To Add To Conservation



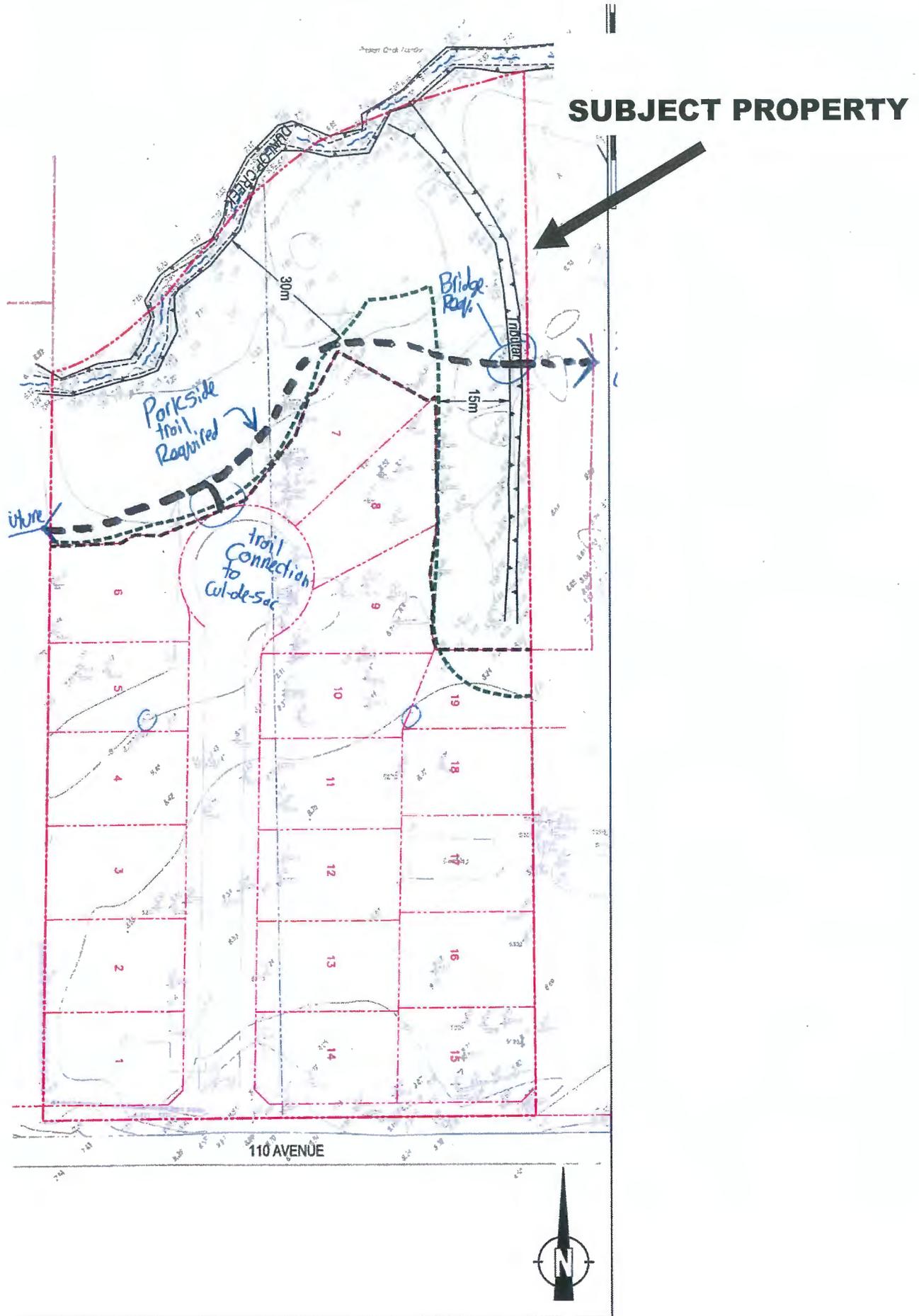


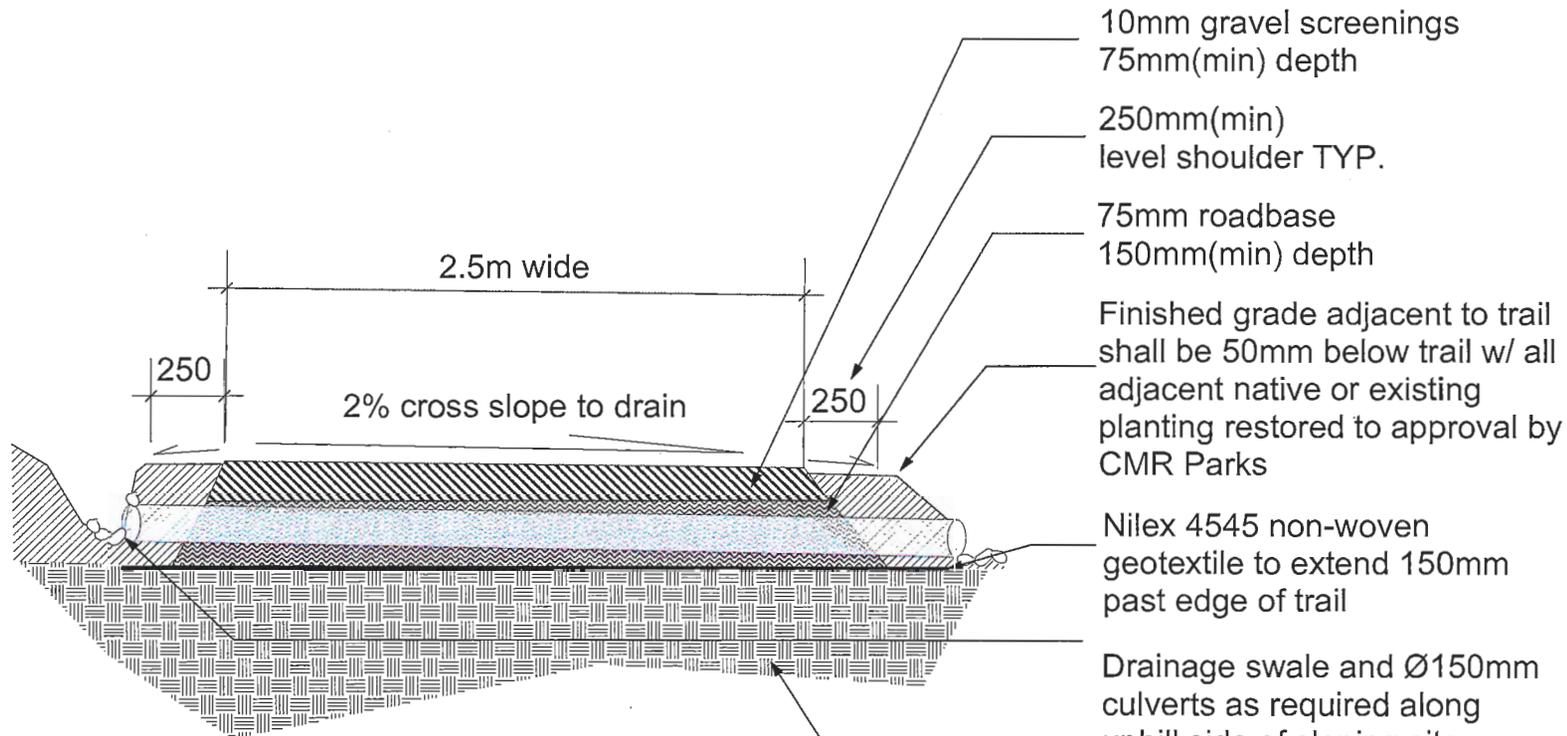


# PROPOSED LAYOUT



# TRAIL REQUIREMENT





10mm gravel screenings  
75mm(min) depth

250mm(min)  
level shoulder TYP.

75mm roadbase  
150mm(min) depth

Finished grade adjacent to trail  
shall be 50mm below trail w/ all  
adjacent native or existing  
planting restored to approval by  
CMR Parks

Nilex 4545 non-woven  
geotextile to extend 150mm  
past edge of trail

Drainage swale and Ø150mm  
culverts as required along  
uphill side of sloping site  
conditions

undisturbed native subgrade w/  
compaction of 95% SPD or  
75mm pitrun to ensure firm  
load bearing subgrade  
compacted to 95% SPD

**NOTES:**

- Each lift of roadbase shall be compacted to refusal with vibratory roller (min. 120 type)
- Design longitudinal slope shall be 12%. Slopes up to 15% may be accepted with prior City approval.
- Provide culverts every 20m or as required.
- Culverts and swales to direct water to natural drainages.
- Trail layout to avoid significant trees and root zones.
- Trail layout to be approved by City representative.



issued:

project:

title:

**PARKSIDE TRAIL  
STANDARD DETAIL**

scale: 1:10

drawn: CN  
checked: VR  
date: Feb 01, 2019

Copyright reserved. This drawing is the property of the City of Maple Ridge and may not be used without the City's written permission.

Contractors shall verify and be responsible for all dimensions on site. City of Maple Ridge Parks department shall be informed of any changes made on site.

sheet no: | revision:



February 25, 2020

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

Attention: Wendy Cooper

Dear Ms. Cooper:

Re: File #: 2018-159-RZ  
 Legal: Lot 5, Section 10, Township 12, New Westminster District Plan 7408 and Lot 6, Section 10, Township 12, New Westminster District Plan  
 Location: 24331 and 24315 110<sup>th</sup> Avenue  
 From: RS-3 (One Family Rural Residential)  
 To: RS-1d (One Family Urban (Half Acre) (Residential)) with a Density Bonus through the Albion Community Amenity Program to achieve RS-1b (One Family Urban (Medium Density) Residential)

The proposed application would affect the student population for the catchment areas currently served by Blue Mountain Elementary and Garibaldi Secondary School.

Blue Mountain Elementary has an operating capacity of 291 students. For the 2019-20 school year the student enrolment at Blue Mountain Elementary is 282 students (97% utilization) including 104 students from out of catchment.

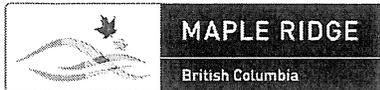
Garibaldi Secondary School has an operating capacity of 1050 students. For the 2019-20 school year the student enrolment at Garibaldi Secondary School is 898 students (86% utilization) including 272 students from out of catchment.

Sincerely,

Flavia Coughlan  
Secretary Treasurer

The Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows)

cc: Rick Delorme  
David Vandergugten



mapleridge.ca

City of Maple Ridge

TO: His Worship Mayor Michael Morden  
and Members of Council  
FROM: Chief Administrative Officer  
MEETING DATE: March 24, 2020  
FILE NO: 2019-067-RZ  
MEETING: C o W  
SUBJECT: First and Second Reading  
Official Community Plan Amending Bylaw No. 7554-2019;  
Second Reading  
Zone Amending Bylaw No. 7547-2019;  
23250 Silver Valley Road and 23267 137 Avenue

---

#### EXECUTIVE SUMMARY:

An application has been received to rezone the subject properties, located at 23250 Silver Valley Road and 23267 137 Avenue, from RS-3 (One Family Rural Residential) to R-1 (Residential District), to permit a future subdivision of approximately six single family lots. Council granted first reading to Zone Amending Bylaw No. 7547-2019 and considered the early consultation requirements for the Official Community Plan (OCP) amendment on June 11, 2019.

This application requires an amendment to the Official Community Plan (OCP) to re-designate the land uses from *Low/Medium Density Residential*, *Medium Density Residential*, and *Medium/High Density Residential* to *Medium Density Residential*, to allow the proposed R-1 (Residential District) zoning.

Pursuant to Council policy, this application is subject to the Community Amenity Contribution Program, at a rate of \$5,100.00 per single family lot created, for an estimated amount of \$30,600.00.

There is not sufficient suitable land for park dedication on the subject properties and it is recommended that Council require the developer to pay to the City an amount that equals 5% of the market value of the land required for parkland purposes, as determined by an independent appraisal.

#### RECOMMENDATIONS:

- 1) That, in accordance with Section 475 of the *Local Government Act*, opportunity for early and on-going consultation has been provided by way of posting Official Community Plan Amending Bylaw No. 7554-2019 on the municipal website and requiring that the applicant host a Development Information Meeting (DIM), and Council considers it unnecessary to provide any further consultation opportunities, except by way of holding a Public Hearing on the bylaw;
- 2) That Official Community Plan Amending Bylaw No. 7554-2019 be considered in conjunction with the Capital Expenditure Plan and Waste Management Plan;
- 3) That it be confirmed that Official Community Plan Amending Bylaw No. 7554-2019 is consistent with the Capital Expenditure Plan and Waste Management Plan;

- 4) That Official Community Plan Amending Bylaw No. 7554-2019 be given first and second readings and be forwarded to Public Hearing;
- 5) That Zone Amending Bylaw No. 7547-2019 be given second reading, and be forwarded to Public Hearing;
- 6) That Council require, as a condition of subdivision approval, the developer to pay to the City an amount that equals 5% of the market value of the land, as determined by an independent appraisal, in lieu of parkland dedication in accordance with Section 510 of the *Local Government Act*; and,
- 7) That the following terms and conditions be met prior to final reading:
  - i) Amendment to Official Community Plan Schedule "A", Chapter 10.3, Part VI, A – Silver Valley, Figure 2 - Land Use Plan and Figure 3A - Blaney Hamlet;
  - ii) Registration of a Restrictive Covenant for Stormwater Management;
  - iii) Removal of existing buildings;
  - iv) In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject properties. If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site; and
  - v) That a voluntary contribution, in the amount of \$30,600.00 (\$5,100.00/lot) be provided in keeping with the Council Policy with regard to Community Amenity Contributions.

**DISCUSSION:**

1) Background Context:

Applicant:	SV 232 Street Development Ltd.
Legal Description:	Lot 2, Section 33, Township 12, New Westminster District Plan 20132; and Lot 59, Section 33, Township 12, New Westminster District Plan EPP60118
OCP:	
Existing:	Low/Medium Density Residential, Medium Density Residential, and Medium/High Density Residential
Proposed:	Medium Density Residential
Zoning:	
Existing:	RS-3 (One Family Rural Residential) and R-1 (Residential District)
Proposed:	R-1 (Residential District)
Surrounding Uses:	
North:	Use: Single Family Residential
	Zone: RS-1b (One Family Urban (Medium Density) Residential)
	Designation: Low/Medium Density Residential

South:	Use:	Vacant
	Zone:	R-1 (Residential District)
	Designation:	Medium Density Residential
East:	Use:	Single Family Residential and Vacant
	Zone:	RS-1b (One Family Urban (Medium Density) Residential) and R-1 (Residential District)
	Designation:	Medium Density Residential
West:	Use:	Vacant
	Zone:	R-3 (Special Amenity Residential District)
	Designation:	Medium/High Density Residential

Existing Use of Property:	Single Family Residential
Proposed Use of Property:	Single Family Residential
Site Area:	0.28 ha (0.7 acres)
Access:	232A Street and 137 Avenue
Servicing requirement:	Urban Standard

## 2) Site Characteristics:

The subject properties, located at 23250 Silver Valley Road and 23267 137 Avenue, are located on the south-east corner of the intersection of Silver Valley Road and 232A Street (see Appendices A and B). There is an existing home on 23250 Silver Valley Road that will be removed as a condition of final reading. The property located at 23267 137 Avenue is a newly created single family lot that is vacant, and has a strip of land fronting Silver Valley Road that is intended to be consolidated with the 23250 Silver Valley Road property for future subdivision potential. The subject properties slope gradually to the south-west.

## 3) Project Description:

The applicant is proposing to rezone and subdivide the subject properties from RS-3 (One Family Rural Residential) and R-1 (Residential District) to R-1 (Residential District) to allow for approximately six single family lots; five fronting 232A Street and one fronting 137 Avenue.

## 4) Planning Analysis:

### i) Official Community Plan:

The subject properties are located within the Silver Valley Area Plan, in the Blaney Hamlet, and are currently designated *Low/Medium Density Residential, Medium Density Residential, and Medium/High Density Residential*. For the proposed development an OCP amendment will be required to re-designate the subject properties to *Medium Density Residential* to allow the proposed R-1 (Residential District) zoning (see Appendix C).

When the Silver Valley Area Plan was adopted, it envisioned a road network that has been refined as development has occurred. As a result, the original land use designations in the Plan do not align with the current road patterns and are not reflective of the single family housing form in the area.

The current OCP designations for the properties would allow from four to nine units in total, and the proposed development is for approximately six units, therefore the OCP amendment does not result in an increase in density from the original area plan. Furthermore, the form of the proposed development is similar to the recent development to the south.

ii) Zoning Bylaw:

The current application proposes to rezone the subject properties from RS-3 (One Family Rural Residential) and R-1 (Residential District) to R-1 (Residential District) (see Appendix D) to permit a future six lot subdivision (see Appendix E). The minimum lot size for the proposed R-1 (Residential District) zone is 371 m<sup>2</sup> (3,993 ft<sup>2</sup>). Any variations from the requirements of the proposed zone will require a Development Variance Permit application. There are no proposed variances at this time.

iii) Off-Street Parking And Loading Bylaw:

The applicant will need to provide two parking spaces per dwelling unit, as per the *Off-Street Parking and Loading Bylaw No. 4350-1990*, and will need to comply with Section 403 (7) of the Zoning Bylaw, which states that there needs to be 7.5 m (24.6 ft.) of visual clearance at an intersection with a street, preventing the construction of any fence, wall, or structure within that distance. Section 401 (3) of the Zoning Bylaw also prohibits a driveway that is within 7.5 m (24.6 ft.) of the point of intersection of an exterior side lot line with a front lot line or rear lot line.

iv) Development Permits:

Pursuant to Section 8.12 of the OCP, a Wildfire Development Permit application is required for all development 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. An application for the Wildfire Development Permit has been received. Adherence of this project to the guidelines will be the subject of a future report to the Director of Planning and a security will be taken as a condition of the issuance of the Development Permit to ensure that the Wildfire Development Permit Area guidelines are met.

v) Advisory Design Panel:

A Form and Character Development Permit is not required as this is for a single family development; therefore, this application does not need to be reviewed by the Advisory Design Panel.

vi) Development Information Meeting:

A Development Information Meeting was held at Yennadon Elementary School on February 13, 2020. Nobody attended the Development Information Meeting and the applicant has not received any correspondence from the public with concerns regarding the proposed subdivision.

vii) Parkland Requirement:

As there are more than two additional lots proposed to be created, the developer will be required to comply with the park dedication requirements of Section 510 of the *Local Government Act* prior to subdivision approval.

For this project, there is no suitable land for park dedication on the subject properties and it is therefore recommended that Council require the developer to pay to the City an amount that equals the market value of 5% of the land required for parkland purposes. The amount payable to the City in lieu of park dedication must be derived by an independent appraisal at the developer's

expense. Council consideration of the cash-in-lieu amount will be the subject of a future Council report.

viii) Environmental Implications:

The Arborist Report, the Wildfire Hazard Assessment, and the Stormwater Management Plan have been reviewed. The Registered Professional Forester will be coordinating their recommendations with the environmental consultant, civil engineer, and arborist to ensure the environmental objectives are achieved.

6) Interdepartmental Implications:

i) Engineering Department:

The Engineering Department has identified that all the services required in support of this development, including road dedication, will be taken as a condition of subdivision. Some road works have been completed under the previous larger development application in the area, but portions of the sidewalk are missing along the perimeter of the subject properties and will be completed as a result of the proposed subdivision. The subject properties have been pre-serviced with sanitary, storm, and water service connections. A street light is required at the north-west corner of the subject properties.

ii) Fire Department:

The Fire Department reviewed the Wildfire Hazard Assessment and found it acceptable.

7) School District No. 42 Comments:

Pursuant to Section 476 of the *Local Government Act*, consultation with School District No. 42 is required at the time of preparing or amending the OCP. A referral was sent to School District No. 42 on September 24, 2019 and a response was received on October 30, 2019, with the following information:

*"The proposed application would affect the student population for the catchment areas currently served by Yennadon Elementary and Garibaldi Secondary.*

*Yennadon Elementary has an operating capacity of 628 students. For the 2018-19 school year, the student enrolment at Yennadon Elementary was 585 students (93% utilization) including 130 students from out of catchment.*

*Garibaldi Secondary School has an operating capacity of 1050 students. For the 2018-19 school year, the student enrolment at Garibaldi Secondary School was 795 students (76% utilization) including 259 students from out of catchment."*

8) Intergovernmental Issues:

i) Local Government Act:

An amendment to the OCP requires the local government to consult with any affected parties and to adopt related bylaws in compliance with the procedures outlined in Section 477 of the *Local*

*Government Act.* The amendment required for this application, to amend the land use designation from *Low/Medium Density Residential, Medium Density Residential, and Medium/High Density Residential* to *Medium Density Residential*, is considered to be minor in nature as the OCP amendment does not result in an increase in density from the original area plan. It has been determined that no additional consultation beyond existing procedures is required, including referrals to the Board of the Regional District, the Council of an adjacent municipality, First Nations, the School District or agencies of the Federal and Provincial Governments.

The amendment has been reviewed with the Financial Plan/Capital Plan and the Waste Management Plan of the Greater Vancouver Regional District and determined to have no impact.

**CONCLUSION:**

It is recommended that first and second reading be given to OCP Amending Bylaw No. 7554-2019, that second reading be given to Zone Amending Bylaw No. 7547-2019 and that application 2019-067-RZ be forwarded to Public Hearing.

It is further recommended that Council require, as a condition of subdivision approval, the developer to pay to the City an amount that equals 5% of the market value of the land, as determined by an independent appraisal, in lieu of parkland dedication.

“Original signed by Michelle Baski”

---

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

“Original signed by Chuck Goddard”

---

*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**

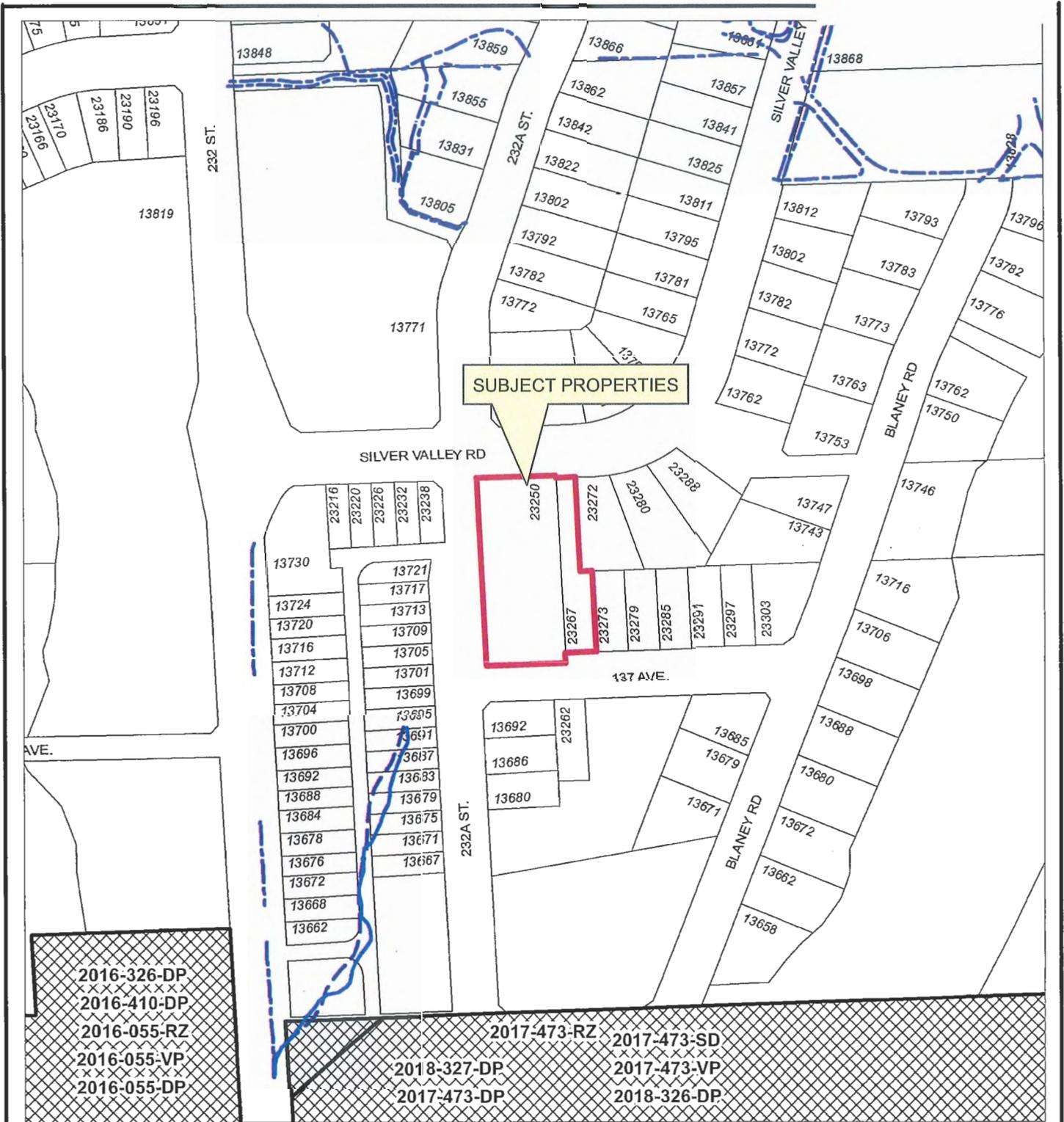
“Original signed by Al Horsman”

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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 – OCP Amending Bylaw No. 7554-2019
- Appendix D – Zone Amending Bylaw No. 7547-2019
- Appendix E – Subdivision Plan



Scale: 1:2,000

**Legend**

 Active Applications (RZ/SD/DP/VP)

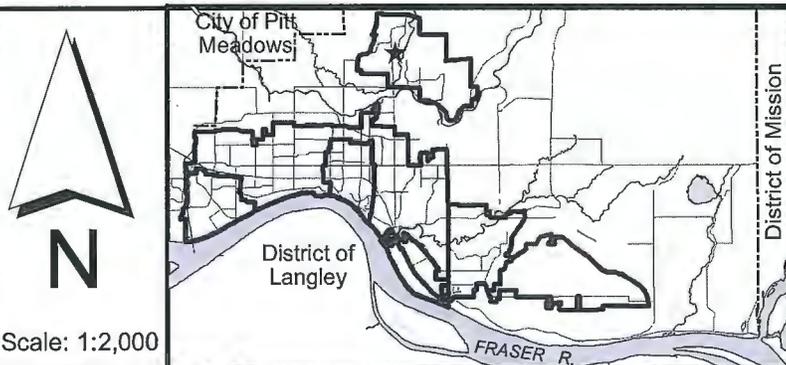
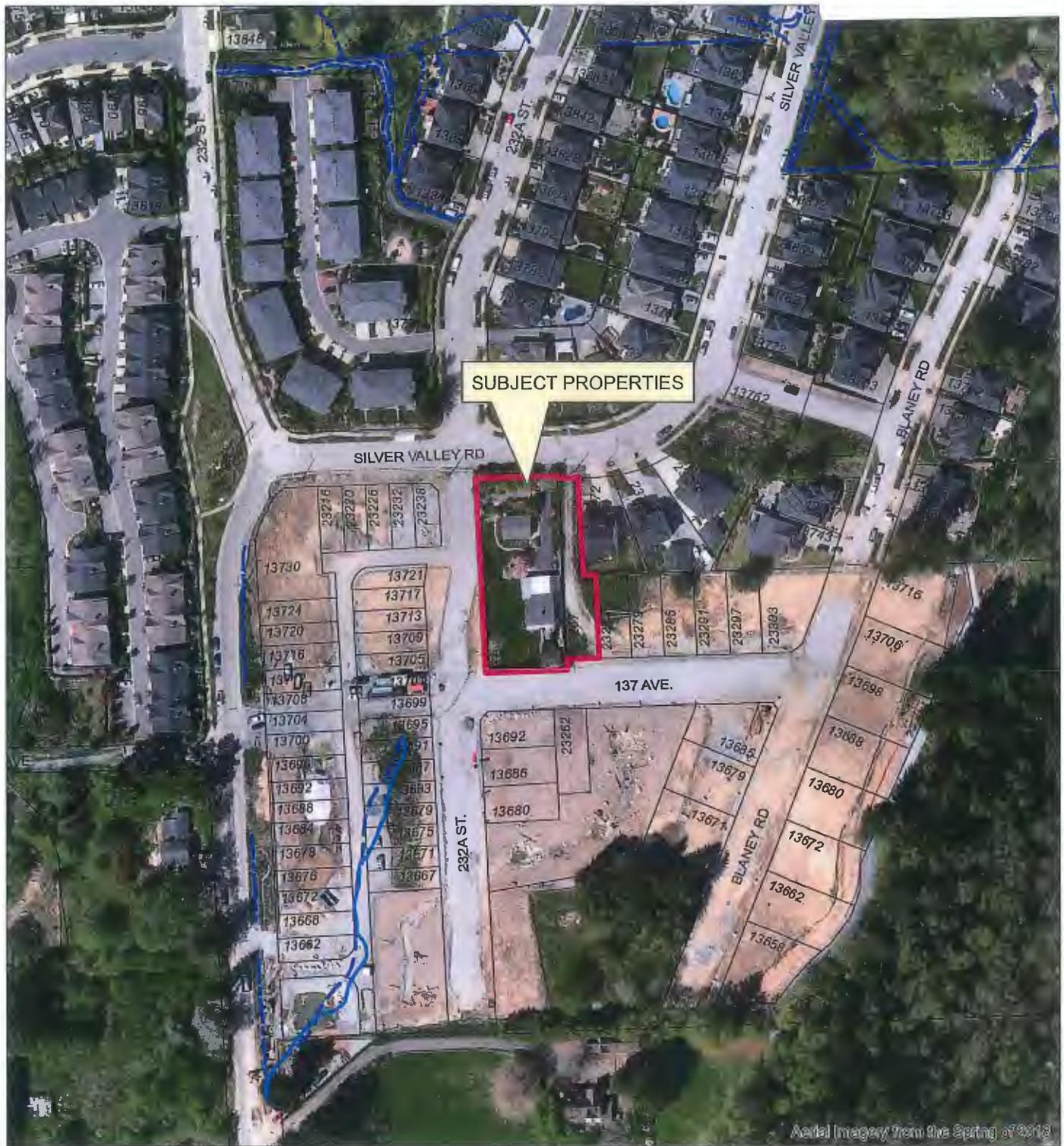
23250/67 SILVER VALLEY ROAD  
PID: 002-606-160 & 030-522-633



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FILE: 2019-067-SD  
DATE: Feb 26, 2019

BY: PC



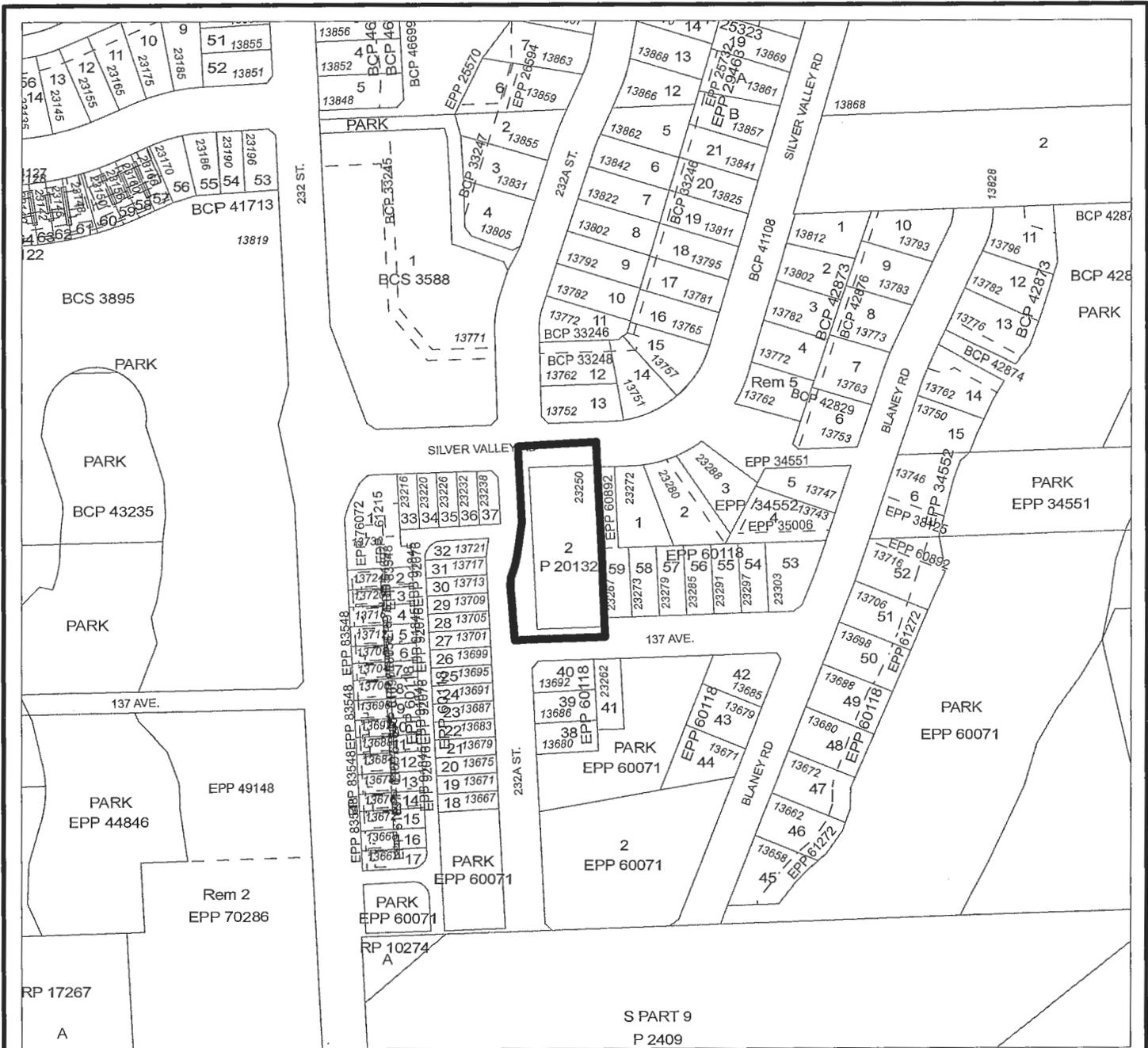
23250/67 SILVER VALLEY ROAD  
PID: 002-606-160 & 030-522-633

PLANNING DEPARTMENT



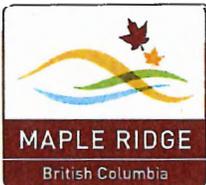
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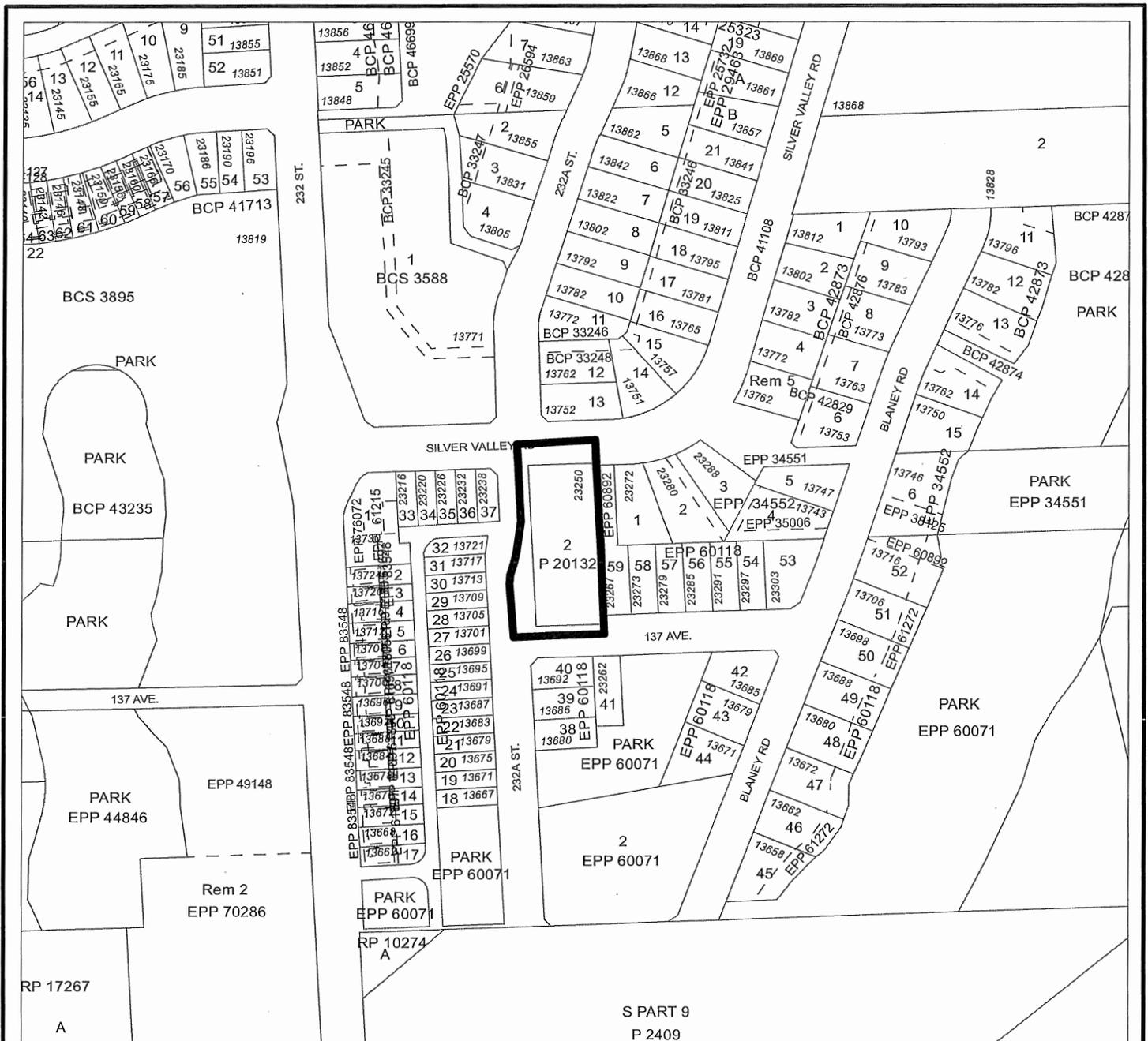


# MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7554-2019  
 Map No. 1004  
 Purpose: To Amend Silver Valley Area Plan Figure 2 and Figure 3a  
 From: Low/Medium Density Residential and Medium/High Density Residential  
 To: Medium Density Residential







# MAPLE RIDGE ZONE AMENDING

Bylaw No. 7547-2019  
 Map No. 1796  
 From: RS-3 (One Family Rural Residential)  
 To: R-1 (Residential District)



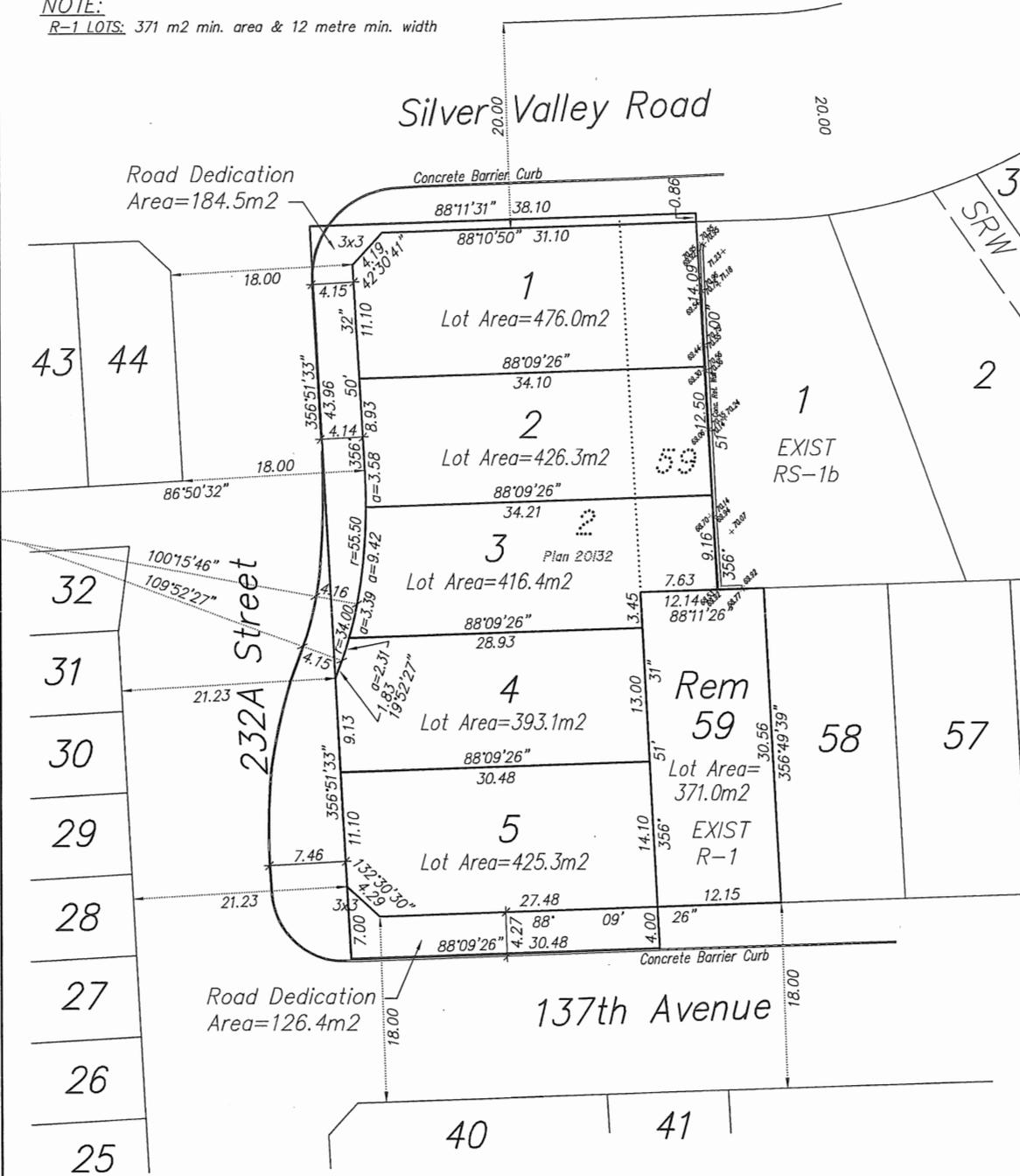
# SKETCH PLAN OF PROPOSED SUBDIVISION

23267 137th Avenue & 23250 Silver Valley Road, Maple Ridge

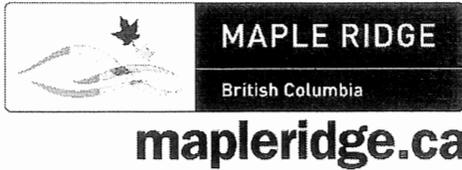


**NOTE:**

R-1 LOTS: 371 m2 min. area & 12 metre min. width



SCALE: 1:400  
 PAPER SIZE: 17" X 11"  
 DATE: June 4, 2019



CITY OF MAPLE RIDGE

TO: His Worship Mayor Michael Morden      MEETING DATE: March 24, 2020  
and Members of Council      FILE NO: 11-5255-40-231

FROM: Chief Administrative Officer      MEETING: CoW

SUBJECT: Award of Contract ITT-EN20-5: 248 Street and Dewdney Trunk Road Traffic Signal Modifications

---

**EXECUTIVE SUMMARY:**

In 2017, the Operations Department and Fire Department identified the need for emergency vehicle pre-emption equipment at the intersection of 248 Street and Dewdney Trunk Road. The emergency vehicle pre-emption equipment will support first responders and will reduce the response time during emergencies. The existing electrical conduit pipes across Dewdney Trunk Road and 248 Street are in poor condition, undersized and do not have additional conduit capacity to install the pre-emption equipment. In addition, the traffic signal infrastructure at 248 Street and Dewdney Trunk Road is near the end of its life cycle and requires replacement, therefore the traffic signal modifications were included in the 2019 Financial Plan.

The work generally consists of installation of standardized signal poles and hardware, illuminated street name signs, emergency vehicle pre-emption, traffic signal controller and electrical conduit crossing of 248 Street and Dewdney Trunk Road. The City has pre-purchased the traffic controller cabinet and other equipment to ensure the product arrived in time for construction, as delivery is 6-8 weeks.

An Invitation to Tender was issued on January 30, 2020 and closed on March 3, 2020. The lowest compliant tender price was submitted by Fraser City Installations (1989) Ltd. in the amount of \$194,700.00 (excluding taxes). There is sufficient funds under LTC 018072 and LTC 002339 to complete this project.

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

**RECOMMENDATION:**

That Contract ITT-EN20-5: 248 Street and Dewdney Trunk Road Traffic Signal Modifications, be awarded to Fraser City Installations (1989) Ltd. in the amount of \$194,700.00 excluding taxes; and

That a project contingency of 20% or \$39,300.00 be approved to address potential variations in field conditions; and further

That the Corporate Officer be authorized to execute the contract.

**DISCUSSION:**

**a) Background Context:**

In 2017, the Operations Department and Fire Department identified the need for emergency vehicle pre-emption equipment at the intersection of 248 Street and Dewdney Trunk Road. The emergency vehicle pre-emption equipment will support first responders and will reduce the response time during emergencies. The existing electrical conduit pipes across Dewdney Trunk Road and 248 Street are in poor condition, undersized and do not have additional conduit capacity to install the pre-emption equipment. In addition, the traffic signal infrastructure at 248 Street and Dewdney Trunk Road is near the end of its life cycle and requires replacement, therefore the traffic signal modifications were included in the 2019 Financial Plan.

The work generally consists of installation of standardized signal poles and hardware, illuminated street name signs, emergency vehicle pre-emption, traffic signal controller and electrical conduit crossing of 248 Street and Dewdney Trunk Road. The City has pre-purchased the traffic controller cabinet and other equipment to ensure the product arrived in time for construction, as delivery is 6-8 weeks.

**Tender Evaluation**

An Invitation to Tender was issued on January 30, 2020 and closed on March 3, 2020 with three compliant bids received as noted below:

	<u>Tender Price (excluding taxes)</u>
Fraser City Installations (1989) Ltd.	\$ 194,700.00
Trans-Western Electric Ltd.	\$ 215,141.00
Standard Electric BC Ltd.	\$ 216,555.00

The lowest compliant bid was \$194,700.00 (excluding taxes) from Fraser City Installations (1989) Ltd. and staff have confirmed the company is suitably qualified for the works.

**b) Desired Outcome:**

The 248 Street and Dewdney Trunk Road traffic signal modifications will enhance safety for all road users and accommodate emergency vehicle pre-emption equipment.

**c) Strategic Alignment:**

The 248 Street and Dewdney Trunk Road traffic signal modifications supports the key strategies identified in the City's Strategic Transportation Plan.

**d) Citizen/Customer Implications:**

The estimated construction duration for the project is approximately 12 weeks, weather permitting. Single-lane alternating traffic may be required during construction and flag persons will be on site during working hours. As well, the general public will be informed of the traffic alerts and the construction progress through the City's website and social media sources.

**e) Interdepartmental Implications:**

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

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

The estimated total project cost is \$319,000.00 including the consultant's design fee, the pre-purchase of supplies, construction costs and contingency. The projected costs and funding sources are as follows:

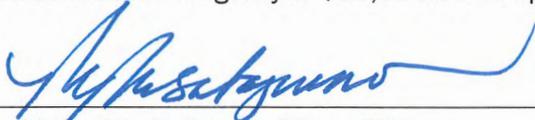
<u>Projected Costs</u>	
Construction Cost	\$ 194,700.00
Supply of Traffic Controller Cabinet, Cameras and UPS	\$ 70,000.00
Consultant Services	\$ 15,000.00
Construction Contingency (20%)	\$ 39,300.00
<b>Total Projected Project cost</b>	<b>\$ 319,000.00</b>

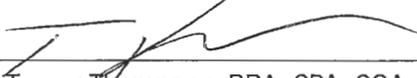
<u>Funding Sources</u>	
LTC 018072 (248 St & DTR Traffic Signal Improvements)	\$ 180,000.00
LTC 002339 (Traffic Signal Replacement-2019 remaining)	\$ 190,590.00
<b>Total Funding Sources</b>	<b>\$ 370,590.00</b>

There is sufficient funds under LTC 018072 and LTC 002339 to complete this project. The project expenditures include a 20% contingency that will only be utilized if required to address unforeseen issues throughout construction.

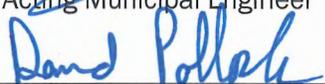
**CONCLUSIONS:**

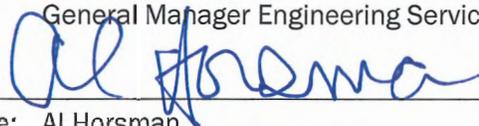
The tender price of \$194,700.00 (excluding taxes) by Fraser City Installations (1989) Ltd. for the 248 Street and Dewdney Trunk Road Traffic Signal Modifications is the lowest compliant tender. It is recommended that Council approve the award of the contract to Fraser City Installations (1989) Ltd. and that a contract contingency of \$39,300.00 be approved.

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

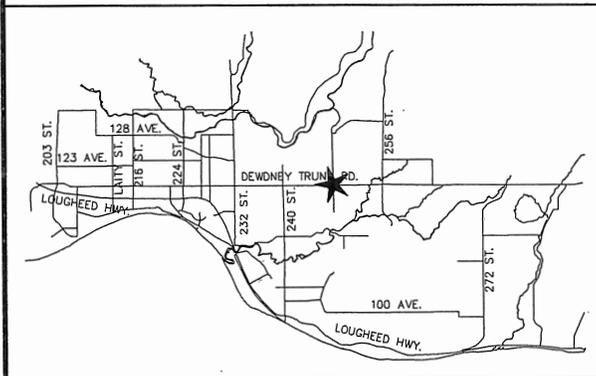
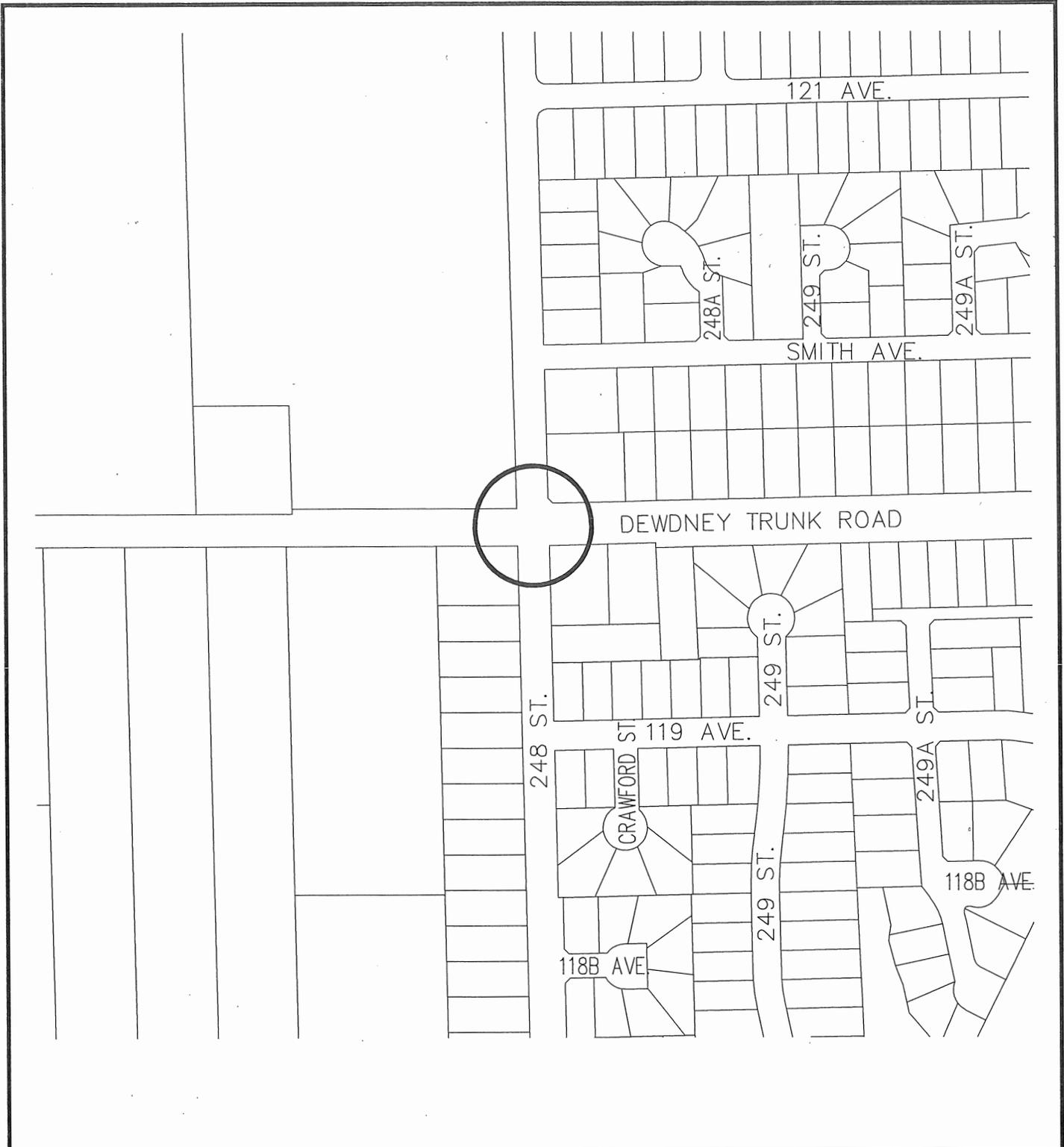
  
Financial: Trevor Thompson, BBA, CPA, CGA  
Concurrence: Chief Financial Officer

  
Reviewed by: Michael Canning, PEng.  
Acting Municipal Engineer

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

  
Concurrence: Al Horsman  
Chief Administrative Officer

Attachments:  
(A) Map



SCALE:  
N.T.S.



CITY OF MAPLE RIDGE  
ENGINEERING  
DEPARTMENT

248 STREET AND DEWDNEY TRUNK ROAD  
TRAFFIC SIGNAL MODIFICATIONS  
ITT-EN20-5

DATE: MARCH 2020

FILE/DWG No SK0433



**mapleridge.ca**

CITY OF MAPLE RIDGE

**TO:** His Worship Mayor Michael Morden and Members of Council  
**MEETING DATE:** March 24, 2020  
**FROM:** Chief Administrative Officer  
**FILE NO:** 01-0530-01  
**MEETING:** CoW  
**SUBJECT:** Strategic Plan Progress Report & Council Strategic Check-In

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**EXECUTIVE SUMMARY:**

On April 9, 2019 Council approved the 'City of Maple Ridge Strategic Plan 2019-2022' and the Council Workplan Matrix – March 19, 2019', attached as Appendix A. On February 3, 2020 Council conducted a Workshop, facilitated by Paragon Strategic and attended by senior staff, to check in on progress to date and reaffirm Council priorities under the 2019-2022 Strategic Plan. The Workshop summary is attached as Appendix B.

This report summarizes discussions at the February 3, 2020 exercise and provides some updates on Workplan efforts going forward.

In short, at the February 3 Workshop, Council reaffirmed the Strategic Priorities identified in the Workplan although some variances in timing were suggested to place greater emphasis on Economic Development and Communication. Council still expects work to continue with Community Safety and other activities related to its Strategic Priorities.

Staff has updated the Workplan Matrix (Appendix C) to align with these directions. At the same time, a work place reorganization has been put in place to align with Council's priorities as provided at a previous Closed Council Meeting and made public on February 20, 2020 (Appendix D).

With this revised organizational framework in place, directing the work of the administration over the next year, staff will establish accountability mechanisms through a performance evaluation process that allows clear identification of work to be performed and expectations on outcomes. This work will be aligned to the directions in the updated Workplan Matrix and reaffirmed 2019-2022 Corporate Strategic Plan.

**RECOMMENDATION:**

**That Council reaffirm the 2019-2022 Corporate Strategic Plan per its February 3, 2020 Workshop directions; and further,**

**That Council endorse the revised 2020 Council Workplan Matrix (Appendix C) to reflect the shift in emphasis to Economic Development and Communication.**

**1171**

## **BACKGROUND:**

In January 2019, Council developed a framework that captured their strategic direction for the next four years. Based on this framework, staff prepared a detailed matrix that listed specific workplan items. Following feedback from Council, at the April 9, 2019 Council Meeting, the 'City of Maple Ridge Strategic Plan 2019-2022' and 'Council Workplan Matrix – March 19, 2019', were adopted.

The Workplan Matrix represents a snapshot in time and evolves as needed to respond to Council business. At the October 1, 2019 Council Meeting, Council reaffirmed the 'City of Maple Ridge Strategic Plan 2019-2022' and approved the revised 'Council Workplan Matrix – September 17, 2019, which established target dates for the following few months.

At its Workshop of February 3, 2020 Council conducted a facilitated check-in of the 2019-2022 Strategic Plan where the strategic priorities were reaffirmed and directions for 2020 were identified as including a shift in focus to Economic Development and Communication.

## **CONCLUSION:**

A Strategic Plan is a recognized means of focusing Council's agenda and addressing public expectations. Council's affirmation of the outcomes from the February 3, 2020 workshop and endorsement of the revised Workplan Matrix will establish the framework and direction for the administration going forward.



**Al Horsman**  
**Chief Administrative Officer**

## **Attachments:**

- Appendix A – City of Maple Ridge Strategic Plan 2019-2022 and Workplan Matrix March 19, 2019
- Appendix B – Paragon Strategic February 3, 2020 Workplan Summary
- Appendix C – Revised 2020 Council Workplan Matrix, dated March 24, 2020
- Appendix D – Organizational Realignment



City of Maple Ridge

TO: His Worship Mayor Michael Morden and Members of Council  
 FROM: Chief Administrative Officer  
 SUBJECT: City of Maple Ridge Strategic Plan 2019-2022 and Council Workplan Matrix – March 19, 2019

MEETING DATE: March 19, 2019  
 FILE NO: 2174818  
 MEETING: Council Workshop

**EXECUTIVE SUMMARY:**

In January 2019, Council developed a framework that captured their strategic direction for the next four years. Based on this framework, staff have prepared a detailed matrix that lists specific workplan items that will work toward achieving this direction. Council provided feedback on drafts of both documents at the Council Meeting of January 29, 2019.

Council's strategic framework has been reformatted to better communicate the strategic direction to the public and forms Appendix A: City of Maple Ridge Strategic Plan 2019-2022. A second attachment to this report, Appendix B: Council Workplan Matrix – March 19, 2019, is a schedule outlining various policy and project implementation discussions throughout 2019 that will advance the strategic plan.

The matrix represents a snapshot in time and will evolve as needed to respond to Council business. Some of the items have been completed. Others are more comprehensive, such as the Community Safety Plan, and will require a number of meetings as they progress. For these items, the initiating meeting is shown, and "In Progress" is noted to indicate that subsequent reports to Council will be scheduled.

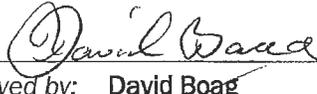
**RECOMMENDATION:**

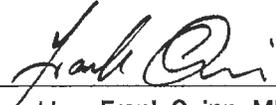
That the "City of Maple Ridge Strategic Plan 2019-2022" and the "Council Workplan Matrix - March 19, 2019" be forwarded to the April 9, 2019 Council Meeting for final consideration.

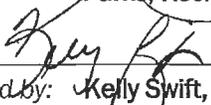
**CONCLUSION:**

In alignment with direction provided by Council's strategic framework, a workplan has been developed to outline Council reports and presentations for the upcoming months that help to implement Council's Strategic Plan.

  
 Submitted by: Laura Benson, CPA CMA  
 Director Corporate Administration

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

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

  
 Approved by: Kelly Swift, MBA  
 Acting Chief  
 Administrative Officer

Attachments: A - City of Maple Ridge Strategic Plan 2019-2022  
 B - Council Workplan Matrix - March 19, 2019



MAPLE RIDGE  
BRITISH COLUMBIA

# CITY OF MAPLE RIDGE STRATEGIC PLAN

2019-2022





**MAPLE RIDGE**  
**BRITISH COLUMBIA**

## INTRODUCTION

We are very proud to present the 2019-2022 City of Maple Ridge Strategic Plan. This work represents what we all heard on the campaign trail and includes the priorities and passion from all of us elected to serve for the next four years.

The development of this Strategic Plan was a collaborative process whereby we discussed the issues and opportunities facing Maple Ridge and collectively agreed to the plan and priorities. There is an old adage "A vision without a plan is just a dream. A vision with a plan can change the world." This document lays out our vision and the Council Workplan Matrix is the plan by which we will deliver the actions laid out in our Strategic Plan.

If you have any comments or questions,  
please email us at

[MayorAndCouncil@MapleRidge.ca](mailto:MayorAndCouncil@MapleRidge.ca)



### MAPLE RIDGE MAYOR & COUNCIL

From left to right:

Councillor Gordy Robson  
Councillor Chelsa Meadus  
Councillor Kiersten Duncan  
Mayor Mike Morden  
Councillor Judy Duek  
Councillor Ahmed Yousef  
Councillor Ryan Svendsen

# 5 STRATEGIC PRIORITIES



## COMMUNITY SAFETY

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



## INTER-GOVERNMENT RELATIONS

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



## GROWTH

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



## COMMUNITY PRIDE & SPIRIT

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



## NATURAL ENVIRONMENT

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

# IMPLEMENTATION OF COUNCIL'S STRATEGIC PLAN

A complete listing of actions linked to Council's Strategic Plan can be found on the Council Workplan Matrix. The Council Workplan Matrix will be updated as the action items come before Council, the Strategic Plan moves forward and we make progress on the plan.



# COMMUNITY SAFETY

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

COLLABORATION, **ACCOUNTABILITY** AND  
**NEW APPROACHES TO CITIZEN SAFETY.**



# COMMUNITY SAFETY HIGHLIGHTS

Develop a **multi-faceted Community Safety Plan** with the community and partners including senior levels of government. The safety plan will include an actionable implementation plan, accountability mechanisms, and a robust communications campaign to keep the community informed.

## Key action items from the Council Workplan Matrix

- Council approved a process framework on February 12, 2019. A number of our external partners in community safety (government officials, agencies, community groups, etc.) have been interviewed about their plans, actions and priorities. Next steps are to consolidate the information and establish roles, responsibilities and timelines.
- Social Housing Plan – Approved March 12th for submission to the Province – March 12, 2019 Council Workshop and Council Meetings; Submitted to the Province on March 13th
- Community Court– Overview of Proposed Integrated Court provided by Provincial Crown Counsel, March 12, 2019 Council Workshop Meeting; Council issued a letter of support for the program
- 2019 Communications Program Update – Detailed communications plan for community-wide initiatives including the Community Safety Plan – April 2, 2019 Council Workshop Meeting\*
- Panhandling Bylaw – June 11, 2019 Council Workshop Meeting\*
- Restorative Justice – pending
- Advocate for conditional housing and health care services emphasizing treatment and recovery – Ongoing advocacy with provincial ministries of Health, Mental Health and Addictions, Housing and Municipal Affairs BC Housing, Social Development and Poverty Reduction, and MLAs

\*All future dates and meetings are tentative. Citizens are advised to check <http://mapleridge.ca/AgendaCenter/> closer to the meeting dates.

# INTER-GOVERNMENT RELATIONS

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

**CONNECTING**, COLLABORATING AND  
ALIGNING WITH OTHER LEVELS OF  
GOVERNMENT AND THEIR  
AGENCIES TO COORDINATE  
OUTCOME BASED  
PROGRAM  
DELIVERY.



# INTER-GOVERNMENT RELATIONS HIGHLIGHTS

Build **strong relationships** with the region, other levels of government and local First Nations to set a foundation for problem solving and innovation for the achievement of strategic goals.

## Key action items from the Council Workplan Matrix

- Open Communication – Formalize regularly scheduled meetings and delegation presentations with other governments (neighbouring municipalities; School District No. 42; First Nations; MLAs, MP) – Various Workshop Meetings throughout the Year\*
- Community to Community Forum - In October 2018, Council directed staff to pursue grant funding. Having done so, staff sought and received Council approval to arrange the forum(s) – February 5, 2019 Council Workshop Meeting

\*All future dates and meetings are tentative. Citizens are advised to check <http://mapleridge.ca/AgendaCenter/> closer to the meeting dates.

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# GROWTH

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

ACHIEVING LONG TERM SUSTAINABILITY THROUGH  
**THOUGHTFUL PLANNING, MANAGEMENT OF CITY  
FINANCES AND INFRASTRUCTURE AND STRONG  
GOVERNANCE AND POLICY WORK.**



# GROWTH HIGHLIGHTS

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

## Key action items from the Council Workplan Matrix

- North East Albion
  - Scoping report outlining the process for reviewing land use and servicing requirements – January 22 Committee of the Whole Meeting
  - Consultation Summary – June 18 Council Workshop Meeting\*
- Albion Flats
  - Overview report on process background and next steps – January 22 Council Workshop Meeting
  - Drainage constraints and options - May 21 Council Workshop Meeting\*
  - Consultation Summary and draft concepts - July 23 Council Workshop Meeting\*
- Zoning Bylaw Update – Draft to be presented at April 9 Council Workshop Meeting\*
- Sign Bylaw Update – Draft to be presented at June 18 Council Workshop Meeting\*
- Employment Lands – Next steps in implementing the Commercial Industrial Strategy – April 16 Workshop\*
- Property Tax Rates & Financial Plan Amending Bylaws – Present a bylaw informed by Council direction – April 16 Audit and Finance Committee Meeting\*
- Purchasing Policy Refresh – Scoping discussion – May 7 Audit and Finance Committee Meeting\*
- Capital Plan Update – Process, key projects review and funding – June 25 Council Workshop Meeting\*
- Post-Secondary Task Force Update – Seek further Council direction for the pursuit of a post- secondary institution – May 7 Council Workshop Meeting\*

\*All future dates and meetings are tentative. Citizens are advised to check <http://mapleridge.ca/AgendaCenter/> closer to the meeting dates.



## COMMUNITY PRIDE & SPIRIT

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

**CELEBRATING OUR COMMUNITY AND  
ENGAGING WITH CITIZENS.**

# COMMUNITY PRIDE & SPIRIT HIGHLIGHTS

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

## Key action items from the Council Workplan Matrix

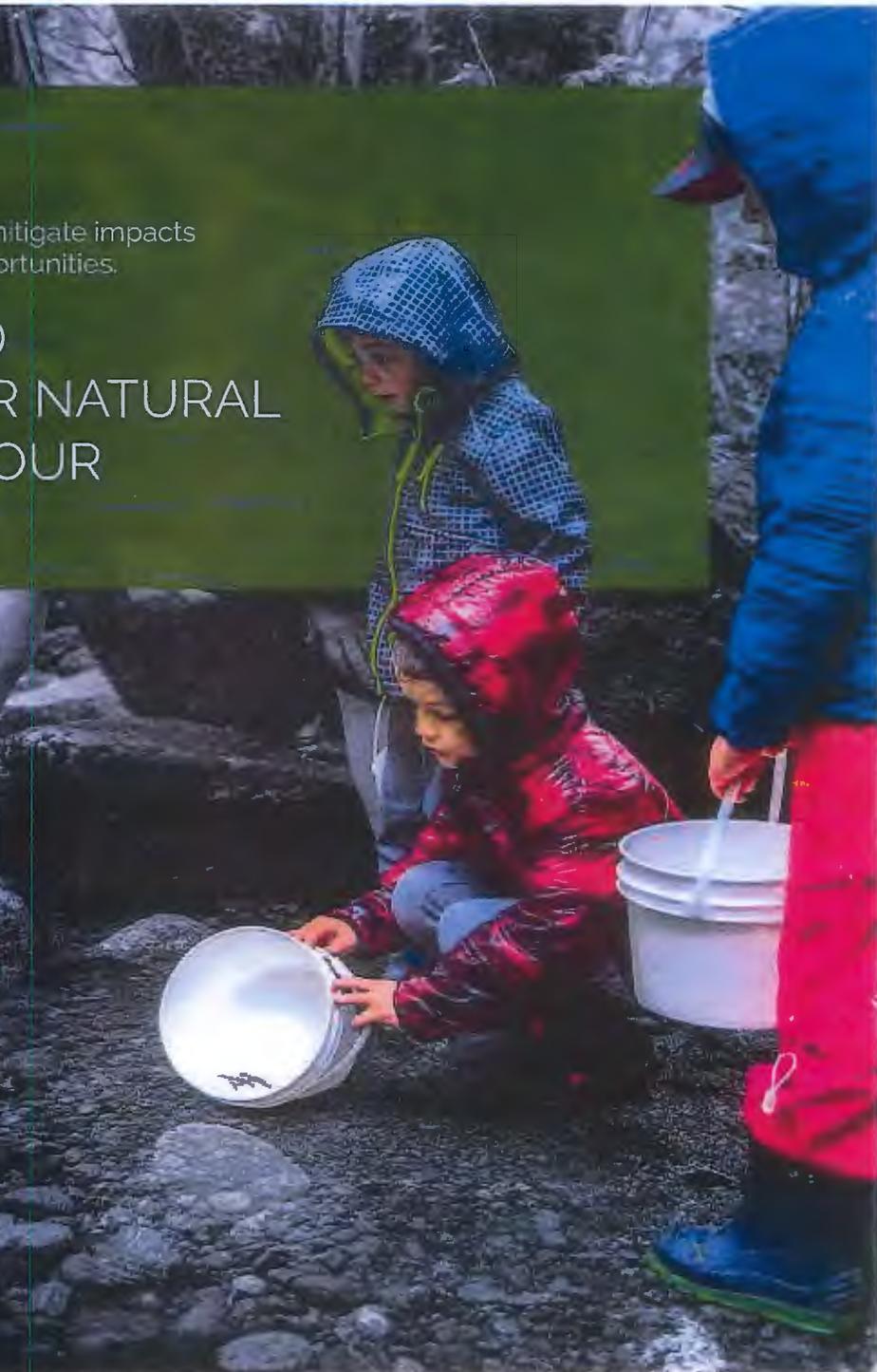
- Council **Code of Conduct** - Code of Conduct was endorsed by Council on Nov.13, 2018. It is to be reviewed annually. Mayor Morden presented a signed copy of the document for each member of Council – January 14, 2019 Regular Council Meeting
  - Follow-up Council Code of Conduct Review - Code of Conduct adopted in Q4 2018, conduct first annual review – December 10, 2019 Council Workshop Meeting\*
- Council **Citizen Engagement** Program - Discussion of opportunities for Council to interact and engage with citizens outside the formal setting of City Hall – April 2, 2019 Council Workshop Meeting\*
- **Open Government** Portal Enhancements - Currently scoping/refining deliverables. Early wins: seniors-friendly version of WHAM, mock-up of a youth engagement initiative, and pilot for the Lougheed Corridor Study. Investigating the viability to pilot Chat Bot – May 21, 2019 Council Workshop Meeting\*
- Downtown **Festival & Tourism** Review – Support the promotion of festivals and events in the downtown through a review of the current program – May 7, 2019 Workshop Meeting\*
- Civic Core **Place Making** Event – Present findings from informal public survey and recommend locations for holding event - March 26, 2019 Workshop Meeting\*

\*All future dates and meetings are tentative. Citizens are advised to check <http://mapleridge.ca/AgendaCenter/> closer to the meeting dates.

# NATURAL ENVIRONMENT

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

FOSTERING **PARTNERSHIPS** AND PROGRAMS THAT ENHANCE OUR NATURAL ENVIRONMENT AND PRESERVE OUR **GREEN INFRASTRUCTURE.**



# NATURAL ENVIRONMENT HIGHLIGHTS

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

## Key action items from the Council Workplan Matrix

- Green Infrastructure Strategy – Scoping report to outline policy options related to green infrastructure management for new development – November 12, 2019 Council Workshop Meeting\*
- Agri-tourism and Eco-tourism Strategies – Present the proposed implementation strategies for approval –October 8 Council Workshop Meeting\*
- Electric Vehicle Charging Report Follow-up – Report back on costing and Council requests. Next steps include drafting a bylaw – March 12 Council Workshop Meeting
- Integrated Stormwater Management Plans (Provincial requirement)
  - Briefing and discussion of ISMPs and elements therein – June 11 Council Workshop Meeting\*
  - Seeking endorsement of final ISMPs – November 5 Council Workshop Meeting\*

\*All future dates and meetings are tentative. Citizens are advised to check <http://mapleridge.ca/AgendaCenter/> closer to the meeting dates.

## Council Workplan Matrix - March 19, 2019

Date*	Meeting	Agenda Item	Dept	Status/Outcome/Next Steps	Alignment	Completion
Jan-14	Council	Council Code of Conduct	Admin	Code of Conduct was endorsed by Council on Nov.13, 2018. It is to be reviewed annually. Mayor Morden presented a signed copy of the document for each member of Council.	Pride	✓
Jan-14	Other	City of Pitt Meadows Joint Meeting: (quarterly)	Admin	Quarter 1 meeting: North Lougheed and Related Infrastructure	Relations	✓
Jan-14	Workshop	Detached Garden Suites Pilot Project - Phase 2	Planning	Report presented January 14, discussing Phase 2 of the Detached Garden Suites Pilot project. Options report and tour of pilot project DGS suites to follow.	Growth	✓
Jan-14	Workshop	Tree Bylaw - appeal re 12238 Creston Street	Planning	Report presented Jan 14. discussing deferral and Council options; appeal re 12238 Creston Street deferred from Dec.11 meeting	Environment	In Progress
Jan-22	Comm. of the Whole	North East Albion Process Report	Planning	Presented scoping report outlining the process for reviewing land use and servicing requirements.	Growth	In Progress
Jan-22	Comm. of the Whole	Sport Network's Sport and Physical Activity Strategy Implementation Plan	Parks & Facilities	Implementation Update; plan was endorsed by Council – Jan 29	Safety	✓
Jan-22	Workshop	Albion Flats Overview	Planning	Report presented on Jan. 22, on process background and next steps. Drainage report from Engineering to be presented May 21. Draft concepts from Planning to be presented July 23.	Growth	In Progress
Jan-29	Workshop	Grant Funding Approach - Overview	SCP	Overview of staff tools, practices and sources of information - for Council information	Growth	✓
Jan-29	Workshop	Heritage Registry Update	Planning	Report identifying properties for inclusion in the Heritage Registry. Council approved Registry Feb. 12.	Pride	✓
Feb-5	Workshop	Community to Community Forum	SCP	In Oct 2018, Council directed staff to pursue grant funding; funding granted. Council approval was provided to arrange the forum(s).	Relations	In Progress

\*Dates are estimated. Please check meeting agendas at [mapleridge.ca/640](http://mapleridge.ca/640) as date adjustments are to be expected.

## Council Workplan Matrix- March 19, 2019

Date*	Meeting	Agenda Item	Dept	Status/Outcome/Next Steps	Alignment	Completion
Feb-5	Workshop	Leisure Centre Renovation Update (and Tour)	Parks & Facilities	Tour and update provided to Council	Pride	✓
Feb-12	Council	Community Safety Plan Process	SCP	Currently liaising with Province regarding supports for community initiatives. Process report – Feb 12; approved Next Steps: - Stakeholder engagement - Analysis and priority-setting - Stakeholder group planning - Finalize the plan with workplan, responsibilities and timelines Implementation items will be scheduled when endorsed by Council	Safety	In Progress
Feb-12	Council	Culture Plan Implementation Schedule	RCE	Implementation schedule presented to Council – February 5, Workshop. Forwarded to February 12, Council.	Pride	✓
Feb-12	Workshop	Regulations for the Production & Processing of Cannabis	Planning	Background and options report on the production and processing of cannabis. Staff to bring back policy and bylaw options.	Growth	In Progress
Feb-12	Workshop	Transportation Plan Overview	Eng	Received for information; Update in 2020.	Growth	✓
Feb-12	Workshop	240 Street Bridge to Silver Valley - alignment and profile	Eng	Received for information.	Growth	✓
Feb-25	Other	Advocate for conditional housing and health care services emphasizing treatment and recovery	Admin	Advocacy: confirmed \$60M is available for conditional housing; met with Ministers (Health, Mental Health, Housing, Social Development and Poverty Reduction, MLAs)	Safety	✓

\*Dates are estimated. Please check meeting agendas at [mapleridge.ca/640](http://mapleridge.ca/640) as date adjustments are to be expected.

## Council Workplan Matrix- March 19, 2019

Date*	Meeting	Agenda Item	Dept	Status/Outcome/Next Steps	Alignment	Completion
Feb-26	Workshop	Translink - Area Transport Plan Update	Eng	Translink presented updated and Council comments provided as input. Public consultation upcoming. Further updates later this year.	Growth	✓
Feb-26	Workshop	Lougheed Corridor Study	Planning	Metro Vancouver provided Council with a report back outlining MV study outcomes and community engagement. Consultation to follow concepts later in the year.	Growth	In Progress
Feb-26	Workshop	Property Assessments Update	Finance	Report highlighting residential and commercial growth and market changes by geographic area	Growth	✓
Mar-5	Comm. of the Whole	Business License Amending Bylaw for Liquor Licence and Cannabis Applications	Bylaws	Business Licencing Bylaw amendment	Growth	✓
Mar-5	Workshop	Bicycle Plan Update including discussion on bicycles on sidewalks	Eng	Bike facilities discussion and direction from Council on supported facilities. Bikes on sidewalks: Bylaw will come forward to Council for consideration.	Environment	In Progress
Mar-12	Council	Social Housing Plan	Planning	Introduced a draft plan for submission to the Province; submitted March 13, 2019	Safety	✓
Mar-12	Workshop	Overview of Proposed Integrated Court (Community Court)	Admin	Update from Provincial Crown Council; letter of support pending	Safety	✓
Mar-12	Workshop	Electric Vehicle Charging Report Follow-up	Planning	Presented March 12. Report back on costing and Council requests. Next steps include drafting of bylaw.	Environment	In Progress
Mar-19	Council	Environmental Advisory Committee (EAC) Update	Planning	Green infrastructure- Update on Committee projects	Environment	
Mar-19	Committee of the Whole	Aquifer Mapping Update	Planning	Environmental Advisory Committee's Recommendation re: OCP Amending Bylaw - 1st Reading Report	Environment	

\*Dates are estimated. Please check meeting agendas at [mapleridge.ca/640](http://mapleridge.ca/640) as date adjustments are to be expected.

## Council Workplan Matrix - March 19, 2019

Date*	Meeting	Agenda Item	Dept	Status/Outcome/Next Steps	Alignment	Completion
Mar-19	Workshop	Council Strategic Plan	Admin	Council strategic planning session completed in Q4 2018. Strategic plan content introduced on Jan.29. Seeking Council endorsement.	Pride	
Mar-19	Workshop	Council Matrix	Admin	Workplan developed in Q1 2019. Seeking Council endorsement. Progress reports to follow.	Pride	
Mar-19	Workshop	Property Frontage Upgrades as part of Building Permits - Policy Discussion	Eng	Policy discussion on proposed criteria to govern requirements for frontage upgrades, specifically for building permit applications.	Growth	
Mar-19	Workshop	Tree Appeal Process	Planning	Follow up to Jan. 14 tree permit appeal at 12238 Creston	Environment	
Apr-2	Workshop	Tree Bylaw Review	Planning	Bylaw updated in 2016 and given 1-year review in 2017. Review of implementation in progress.	Environment	
Apr-2	Workshop	2019 Communications Program	Comms	Overview of the annual program to inform, educate and engage with citizens on programs, projects and policy development.	Pride	
Apr-2	Workshop	Council Citizen Engagement Program Staff Report	Comms	Discussion of opportunities for Council to interact and engage with citizens outside the formal setting of City Hall.	Pride	
Apr-9	Workshop	Metro Vancouver Katzie Pump Station Upgrades & North Langley Sewage Treatment Plant Update	Eng	MV presentation of MV plans for improvements to the Katzie Pump Station and future re-routing of sewage to North Langley	Relations	
Apr-9	Workshop	Zoning Bylaw	Planning	Introduction to the draft Zoning Bylaw and first reading report	Growth	
Apr-9	Workshop	Agricultural Development Permit Guidelines	Planning	Report to introduce new DP	Environment	
Apr-16	AFC	Property Tax Rates Bylaw	Finance	Present the 2019 Property Tax Rates Bylaw	Growth	

\*Dates are estimated. Please check meeting agendas at [mapleridge.ca/640](http://mapleridge.ca/640) as date adjustments are to be expected.

## Council Workplan Matrix - March 19, 2019

Date*	Meeting	Agenda Item	Dept	Status/Outcome/Next Steps	Alignment	Completion
Apr-16	AFC	Financial Plan Amending Bylaw	Finance	Present an amendment to the 2019-2023 Financial Plan Bylaw	Growth	
Apr-16	Comm. of the Whole	Council Procedures Bylaw Update	Clerks	Update the bylaw to reflect council meeting procedural changes that have been directed by Council.	Pride	
Apr-16	Comm. of the Whole	Social Planning Update	RCE	Report on SPAC workplan	Safety	
Apr-16	Workshop	Translink - B-Line Update	Eng	Project status update, with scheduled implementation in September 2019	Growth	
Apr-16	Workshop	Citizen Survey discussion	SCP	Provide options for obtaining representative community opinions	Pride	
Apr-16	Workshop	Open Government Portal - Development Tracking	IT	At project scoping stage.	Pride	
Apr-16	Workshop	Commercial Industrial Strategy - Employment Lands Briefing	Planning	Report back on process background and next steps	Growth	
Apr-16	Workshop	128 Ave/232 St Yennadon Lands - Planning Process Report	Planning	Scoping report outlining new employment lands redesignation process	Growth	
May-7	Comm. of the Whole	MRSS Track Facility Design Contract Award	Parks & Facilities	Award Contract for the Detailed Design for the Spectator seating, washroom, changeroom facility and track lighting	Pride	
May-7	Comm. of the Whole	Hammond Community Centre Renovation Design Contract Award	Parks & Facilities	RFP for design closed at end of Feb. 2019	Pride	
May-7	Comm. of the Whole	Whonnock Community Centre Renovation Design Contract Award	Parks & Facilities	RFP for design closed at end of Feb. 2019	Pride	
May-7	Comm. of the Whole	Youth Strategy Implementation Schedule	RCE	Report recommending adoption of proposed implementation plan. Annual update from SPCA/YPT pending adoption.	Safety	

\*Dates are estimated. Please check meeting agendas at [mapleridge.ca/640](http://mapleridge.ca/640) as date adjustments are to be expected.

## Council Workplan Matrix- March 19, 2019

Date*	Meeting	Agenda Item	Dept	Status/Outcome/Next Steps	Alignment	Completion
May-7	Workshop	Fire Department Update	Fire	Last presentation held Q1 of 2018. Overview of current services and outcomes	Safety	
May-7	Workshop	RCMP Update	Police	Last presentation held Q1 of 2018. Overview of current services and outcomes	Safety	
May-7	Workshop	Post-Secondary Task Force Update	Ec Dev	Task force meetings concluded in Q4 2018. Report seeking further Council direction in Q2 2019.	Growth	
May-7	Workshop	Downtown Festival & Tourism Events Review	RCE	This update will provide Council with background on the Festivals program	Pride	
May-7	Workshop	Tandem Parking	Planning	Discussion on tandem parking requirements	Growth	
May-14	Council	BC Lottery Corporation / Great Canadian Gaming Corp.	Clerks	Delegation	Relations	
May-14	Workshop	Abernethy Way Extension - Routing options	Eng	Review of options for potential extension to extend Abernethy east of 232 Street	Growth	
May-14	Workshop	Post Disaster Water Supply - briefing	Eng	Briefing on the challenges in providing potable water after a significant disaster and potential solutions	Growth	
May-14	Workshop	Recovery House Regulations	Planning	Report on background and next steps for regulating recovery homes	Safety	
May-21	Comm. of the Whole	Water Quality Report	Eng	Annual report on the quality of water throughout the City water distribution system	Growth	
May-21	Comm. of the Whole	Kennel Bylaw Amendments	Bylaws	Integration with updated Zoning Bylaw	Growth	
May-21	Comm. of the Whole	Albion Community Centre Phase 1 Contract Award	Parks & Facilities	Award contract for Phase 1 construction.	Growth	
May-21	Workshop	Fraser River Escarpment	Eng	Review of Existing Data and Policies and recommendations for future	Growth	

\*Dates are estimated. Please check meeting agendas at [mapleridge.ca/640](http://mapleridge.ca/640) as date adjustments are to be expected.

## Council Workplan Matrix- March 19, 2019

Date*	Meeting	Agenda Item	Dept	Status/Outcome/Next Steps	Alignment	Completion
May-21	Workshop	Albion Flats Drainage Review	Eng	Review of drainage constraints and consideration of options.	Growth	
May-21	Workshop	Open Government Portal - enhancements for families and seniors	IT	Currently scoping/refining deliverables. Early wins: seniors-friendly version of WHAM, mock-up of a youth engagement initiative, and pilot for the Lougheed Corridor Study. Investigating the viability to pilot Chat Bot.	Pride	
May-28	Workshop	Civic Core Place Making Event	Ec Dev	Performed informal survey with the public in Q4 2018. Report on potential sites for hosting a Civic Core Place Making Event.	Pride	
May-28	Workshop	Industrial Park Identification Signs	Ec Dev	Develop recommendations for the design and installation of new directional and arrival signage. Report to Council in Q2 2019	Growth	
May-28	Workshop	Committee Review	Clerks	Overview of Council advisory committees, special committees, task forces	Pride	
Jun-11	Workshop	Integrated Stormwater Management Plans - briefing	Eng	Required by the Province, briefing and discussion of ISMPs and elements therein	Environment	
Jun-11	Workshop	Panhandling Bylaw	Bylaws	Staff report on best practices for a panhandling bylaw	Safety	
Jun-11	Workshop	Food Hub	Planning	Implementation next steps	Environment	
Jun-11	Workshop	Backyard Hens Plan	Planning	Report back on regulatory zoning options	Environment	
Jun-18	Workshop	Sign Bylaw Update, including development and election signage	Building	Update the Sign Bylaw, including development and election regulations	Growth	
Jun-18	Workshop	Fraser Basin Council	Eng	Discussion on regional dyking issues	Relations	
Jun-18	Workshop	North East Albion Consultation Summary	Planning	Scoping report outlining the process for reviewing land use and servicing requirements was presented on Jan. 22.	Growth	

\*Dates are estimated. Please check meeting agendas at [mapleridge.ca/640](http://mapleridge.ca/640) as date adjustments are to be expected.

## Council Workplan Matrix- March 19, 2019

Date*	Meeting	Agenda Item	Dept	Status/Outcome/Next Steps	Alignment	Completion
Jun-25	Workshop	Capital Plan Update	Finance	Summary of process and funding of Capital Program. To include current key projects.	Growth	
Jun-25	Workshop	Secondary Suite Plan	Planning	Report back research and outline possible zoning options	Growth	
Jun-25	Workshop	Lougheed Corridor Consultation Summary	Planning	Update on Lougheed Corridor public consultation	Growth	
Jul-2	Comm. of the Whole	Business Licence Bylaw Fee Amendment	Bylaws	Reviewing existing fees and conducting inter-municipal comparison. Amendment scheduled for Q3.	Growth	
Jul-2	Workshop	Citizen Petitions Best Practices discussion	Clerks	Overview of current and best practices	Pride	
Jul-16	Comm. of the Whole	2019 Community Grants Awards	Finance	Awaiting funding requests. Council report recommending organizational allocations coming forward upon receipt of requests. If no applications are received by this meeting, another report will come forward in three months.	Pride	
Jul-23	Workshop	Albion Flats Consultation Summary	Planning	See Jan. 22 Workshop.	Growth	
<b>C O U N C I L   S U M M E R   B R E A K</b>						
Sep-3	Comm. of the Whole	Business & Industrial Property Tax Comparison	Finance	Presentation on relative tax burden between property tax classes among municipalities.	Growth	
Sep-3	Workshop	Aquatic Facilities Planning	Parks & Facilities	Update Council on the previous aquatic facility conversation.	Growth	
Sep-3	Workshop	Triplex/Fourplex Housing Design Guidelines	Planning	Report on design guidelines for this form.	Growth	
Sep-10	Workshop	Driveway Access and Encroachment Policies	Eng	Discussion on requirements related to driveway access to properties as well as dealing with instances private structures located on City road allowances.	Growth	

\*Dates are estimated. Please check meeting agendas at [mapleridge.ca/640](http://mapleridge.ca/640) as date adjustments are to be expected.

## Council Workplan Matrix- March 19, 2019

Date*	Meeting	Agenda Item	Dept	Status/Outcome/Next Steps	Alignment	Completion
Sep-10	Workshop	Lougheed Corridor	Planning	See Feb. 26 Workshop. Present draft concept options.	Growth	
Sep-17	Comm. of the Whole	Traffic Calming Policy - Revision	Eng	Update of existing policy	Growth	
Sep-17	Workshop	Sanitary Sewer Inflow & Infiltration Reduction Strategy	Eng	Mandated by MV, discussion on the City's ongoing efforts to reduce inflow and infiltration	Growth	
Sep-17	Workshop	Growth in the Downtown	Ec Dev	Development of summary report on downtown growth.	Growth	
Sep-17	Workshop	OCP Housekeeping Amendments	Planning	Report on various amendments related to approved plans and strategies	Growth	
Oct-1	Workshop	Incentives for Development	Ec Dev	ELIIP expired at the end of 2018. Research on policy alternatives in progress. Report coming in Q4 2019.	Growth	
Oct-1	Workshop	Implications of Climate Change on Storm Water Management	Eng	Discuss the impact of CC on the City's rain water infrastructure capacity	Growth	
Oct-1	Workshop	Heritage Incentives	Planning	Summary of options to incentivize the protection of heritage resources in the City	Pride	
Oct-8	Comm. of the Whole	Agri-tourism and Eco-tourism Strategies Implementation	Ec Dev	Report on identified opportunities and next steps	Environment	
Oct-8	Comm. of the Whole	Albion Community Centre Award of Tender for Construction Phase 2	Parks & Facilities	Tender to be undertaken by contractor once Phase 1 underway.	Growth	
Oct-8	Workshop	Detached Garden Suites Pilot Project	Planning	Update program on DGS pilot	Growth	
Oct-15	Workshop	Lower Hammond Drainage Update	Eng	Consideration of drainage constraints and possible resolutions	Growth	
Oct-22	AFC	Purchasing Policy Update	Finance	Proposed updates to Purchasing Policy to reflect senior government policy changes, industry and technological innovations, and sustainability considerations.	Growth	

\*Dates are estimated. Please check meeting agendas at [mapleridge.ca/640](http://mapleridge.ca/640) as date adjustments are to be expected.

## Council Workplan Matrix- March 19, 2019

Date*	Meeting	Agenda Item	Dept	Status/Outcome/Next Steps	Alignment	Completion
Nov-5	Comm. of the Whole	Integrated Stormwater Management Plans - Final, for adoption.	Eng	Required by the Province, briefing and discussion held in June, seeking Council endorsement of the ISMPs. Final for adoption.	Environment	
Nov-12	Workshop	Pitt Meadows Dyking	Eng	Current agreements date back to the 1970s. Review and update.	Safety	
Nov-12	Workshop	Port Haney Planning Process	Planning	Scoping report outlining new land-use concept process for Port Haney	Growth	
Nov-12	Workshop	Soil Deposit Bylaw – 1-year update	Planning	Bylaw adopted in 2018. Review of implementation in progress.	Environment	
Nov-12	Workshop	Green Infrastructure Strategy	Planning	Scoping report to outline on policy options related to green infrastructure in new development	Environment	
Nov-19	Comm. of the Whole	2020 – 2024 Financial Plan Summary & Presentation	Finance	Overview includes changes from prior year and potential resourcing for incremental changes to service levels and Capital Plan updated	Growth	
Nov-19	Comm. of the Whole	New Property Nuisance Bylaw	Bylaws	Researching options for new bylaw. Recommendation report in Q4 2019.	Growth	
Dec-3	Comm. of the Whole	DCC Bylaw Amendment-minor rate update	Finance	Annual minor amendment to ensure alignment with capital program	Growth	
Dec-3	Workshop	Lougheed Corridor Concept Endorsement	Planning	Concept Plan endorsement.	Growth	
Dec-10	Workshop	Code of Conduct Review	Clerks	Annual Review of Code of Conduct adopted in Q4 2018.	Pride	
Jan-2020	Workshop	Fees and Charges Update	SCP	Review of current rates and recommendations for changes where appropriate	Growth	
In Progress	Other	Restorative Justice	Admin	Staff briefing to Council	Safety	

\*Dates are estimated. Please check meeting agendas at [mapleridge.ca/640](http://mapleridge.ca/640) as date adjustments are to be expected.

## Council Workplan Matrix- March 19, 2019

Date*	Meeting	Agenda Item	Dept	Status/Outcome/Next Steps	Alignment	Completion
In Progress	Other	School District No.42 Joint Meeting (quarterly)	Admin	Regularly scheduled quarterly meetings	Relations	
In Progress	Other	District of Mission Joint Meeting (quarterly)	Admin	Regularly scheduled quarterly meetings	Relations	
In Progress	Other	Agricultural Land Commission	Planning	Joint meeting between ALC & City to discuss recent legislative changes and city initiatives	Relations	
In Progress	Other	Council Tour: Detached Garden Suites	Planning	Council tours of the completed Phase 1 Detached Garden Suites Pilot project. Part of Council endorsed DGS Pilot Project.	Growth	
In Progress	Workshop	Accountability Mechanisms	Admin	Discussion of mechanisms that can be put into place to deal with neighbourhood impacts	Safety	
In Progress	Other	MLAs Joint Meeting (bi-monthly)	Admin	Regularly scheduled quarterly meetings	Relations	

\*Dates are estimated. Please check meeting agendas at [mapleridge.ca/640](http://mapleridge.ca/640) as date adjustments are to be expected.

# CITY OF MAPLE RIDGE

**2020 COUNCIL CHECK IN  
WORKSHOP**



# SUMMARY OF WORKSHOP

This workshop was held to check in on both governance and the Council strategic plan.

Council strongly reinforced their existing strategic plan, and had candid discussions one year into their term about the opportunities for improved governance.

The notes attached represent the pre-session survey results as well as the notes of the workshop.

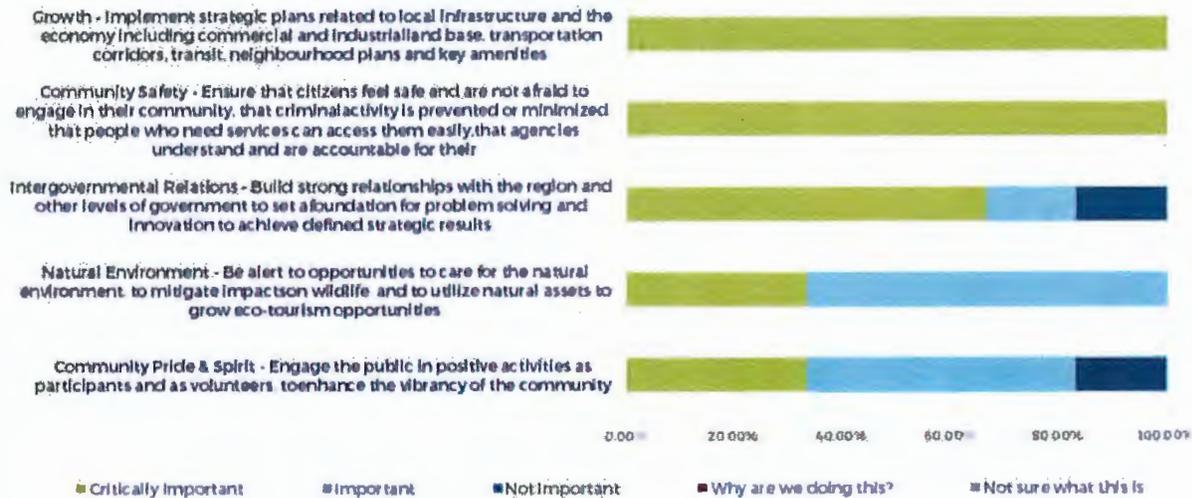
It is clear that Council is committed to the community, supportive of staff and motivated towards good governance. That said, as with most Councils there are a range of personalities, philosophical approaches and relationships.

Although we refreshed on topics that Council covered during their orientation, an observation from the session would be that Council recognize that there are multiple different behavioural styles that don't cross lines into Code of Conduct breaches.

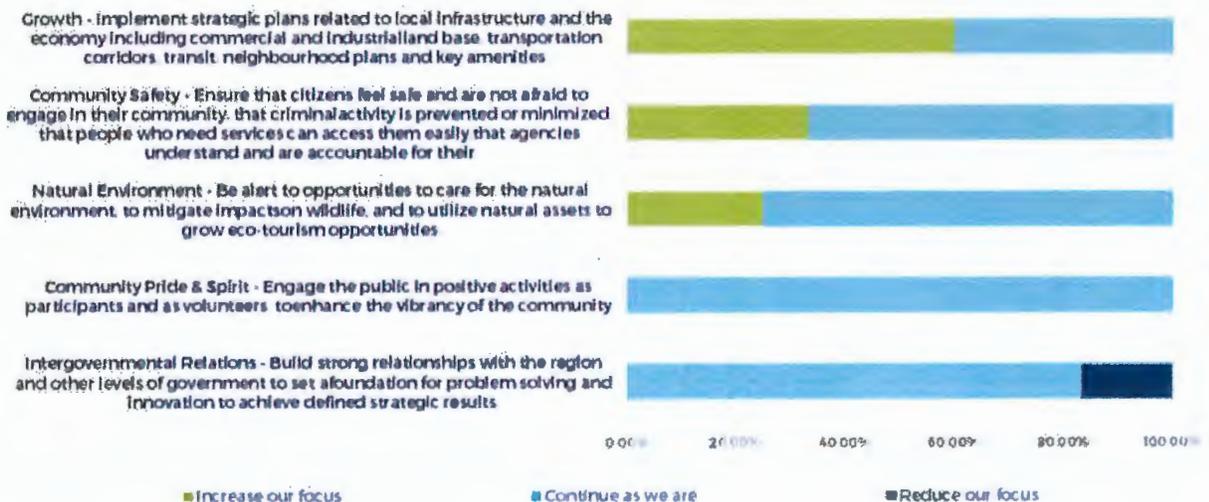
**Tracey Lorenson**  
CivicExcellence

## Pre-Session Survey strongly reinforced support for the strategic plan

The following are the strategic priorities identified as most important by Council in the current plan - please comment on how important you feel they are moving forward for the remainder of the term:



Please comment on the level of focus you would like to see in each of the areas over the remaining three years:

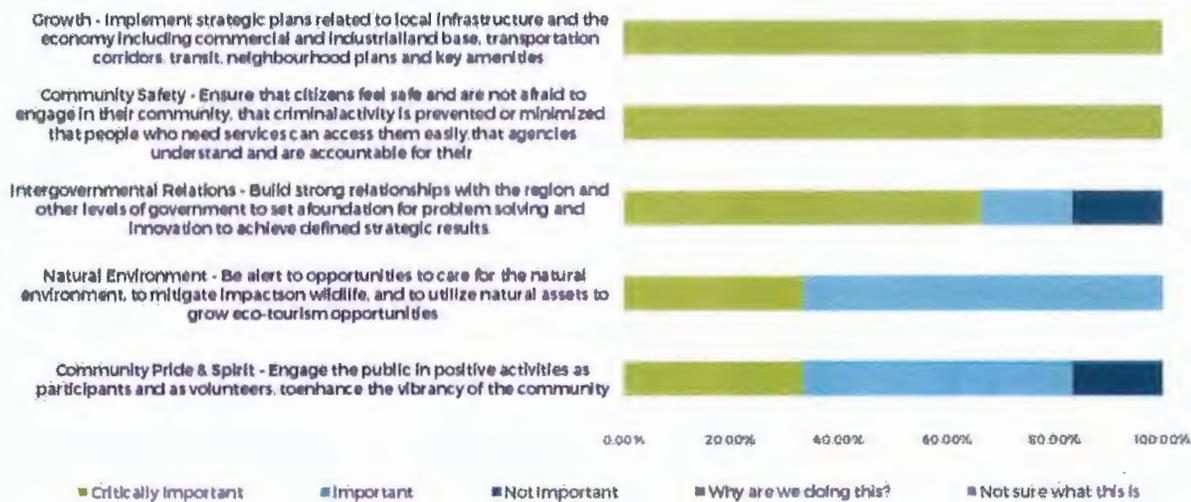


# PRE-SURVEY

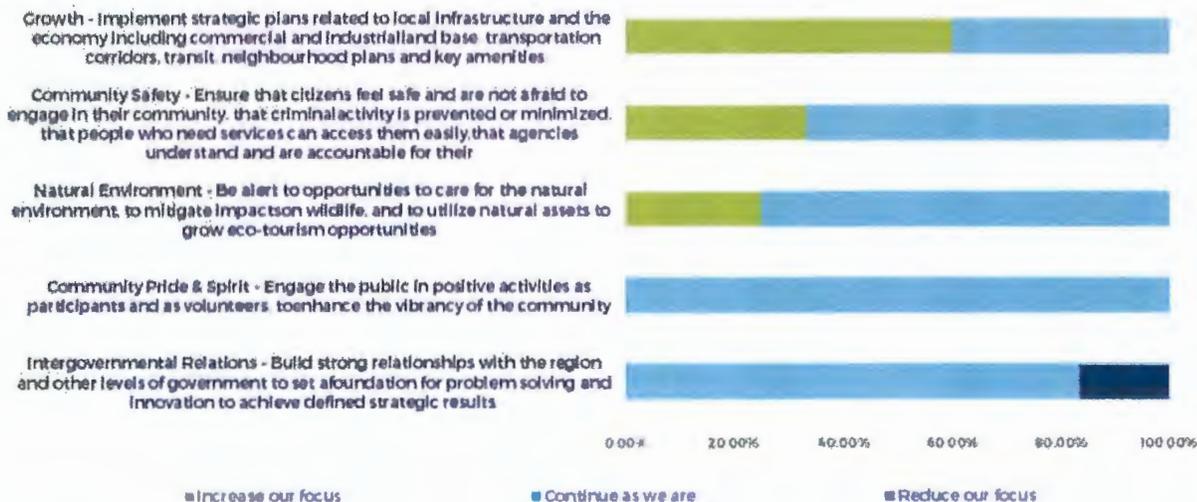
Appendix B

## Pre-Session Survey strongly reinforced support for the strategic plan

The following are the strategic priorities identified as most important by Council in the current plan - please comment on how important you feel they are moving forward for the remainder of the term:

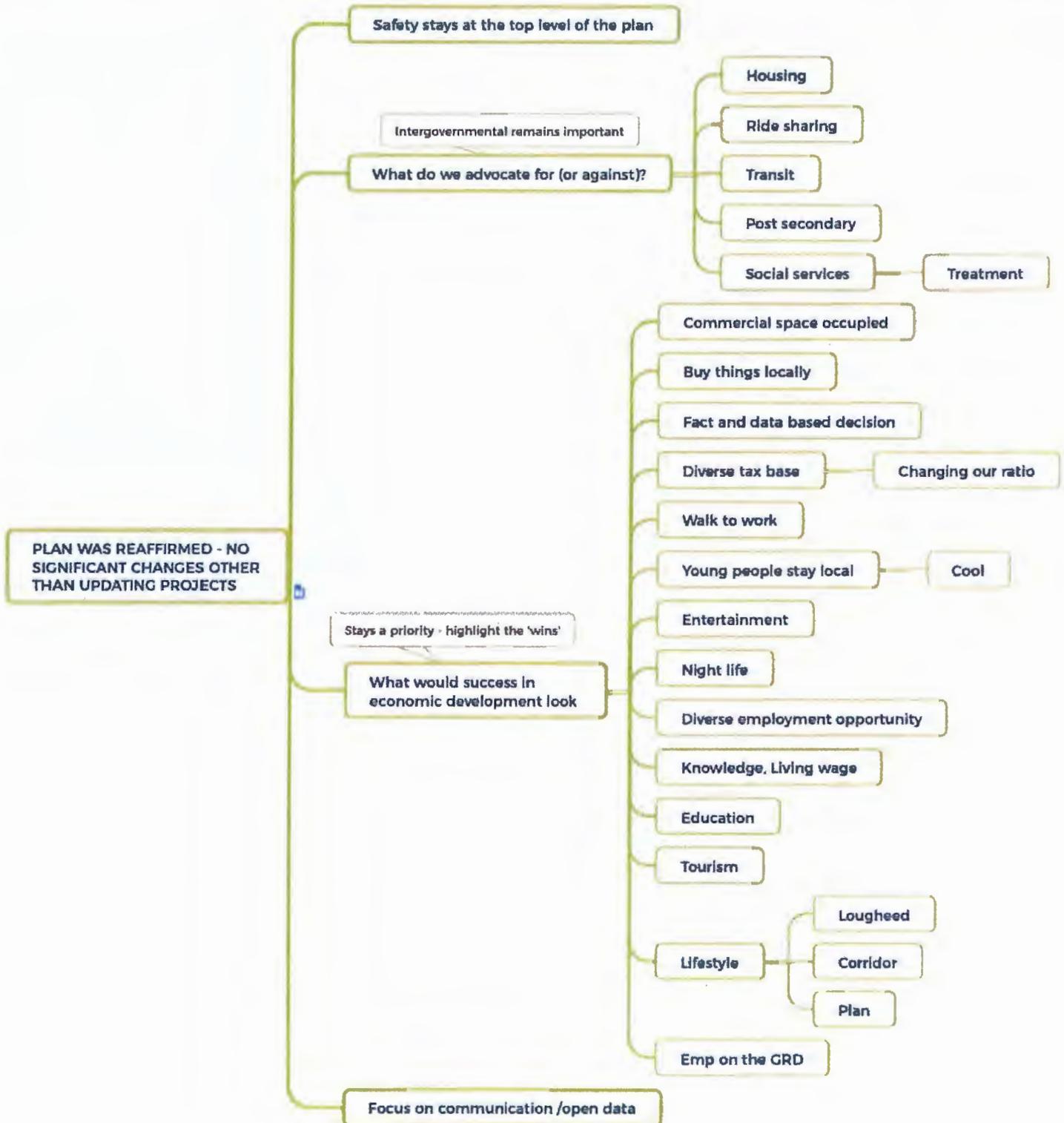


Please comment on the level of focus you would like to see in each of the areas over the remaining three years:



# WORKSHOP NOTES

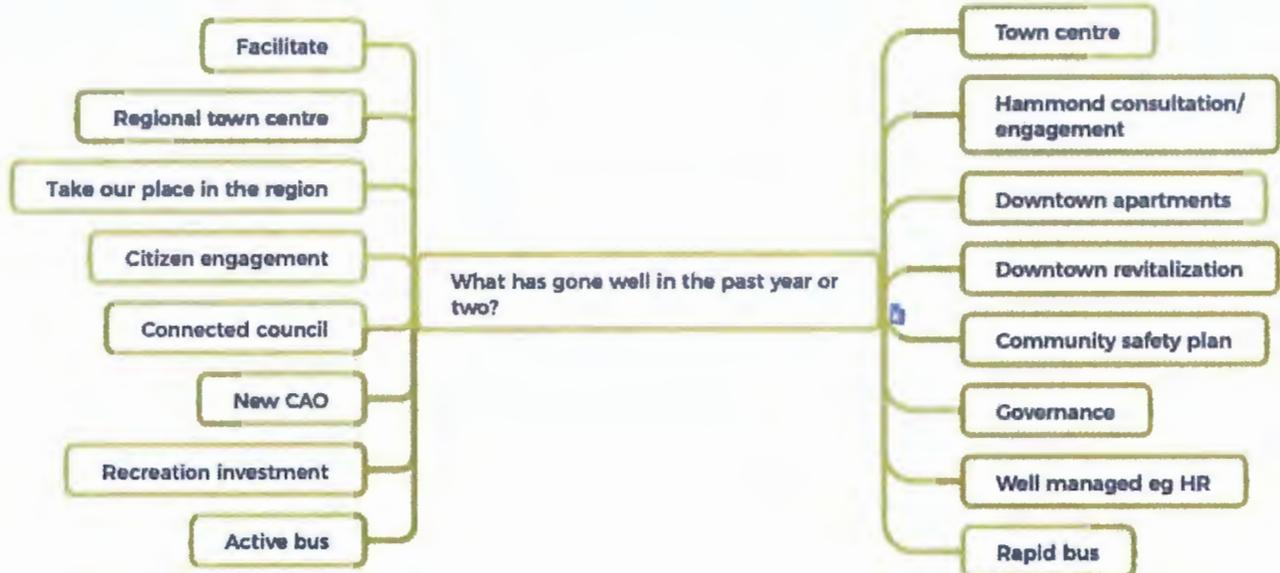
No significant changes to the strategic plan, see notes:



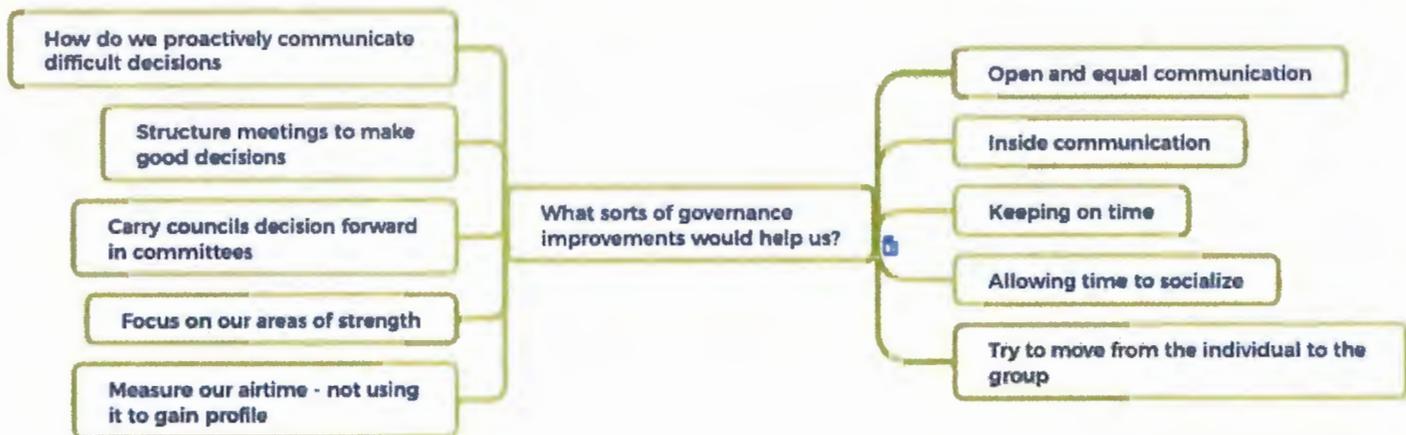
# WORKSHOP NOTES

Appendix 2

## What's gone well over the past year or two?



## What sort of governance improvements would be helpful?



# WORKSHOP NOTES

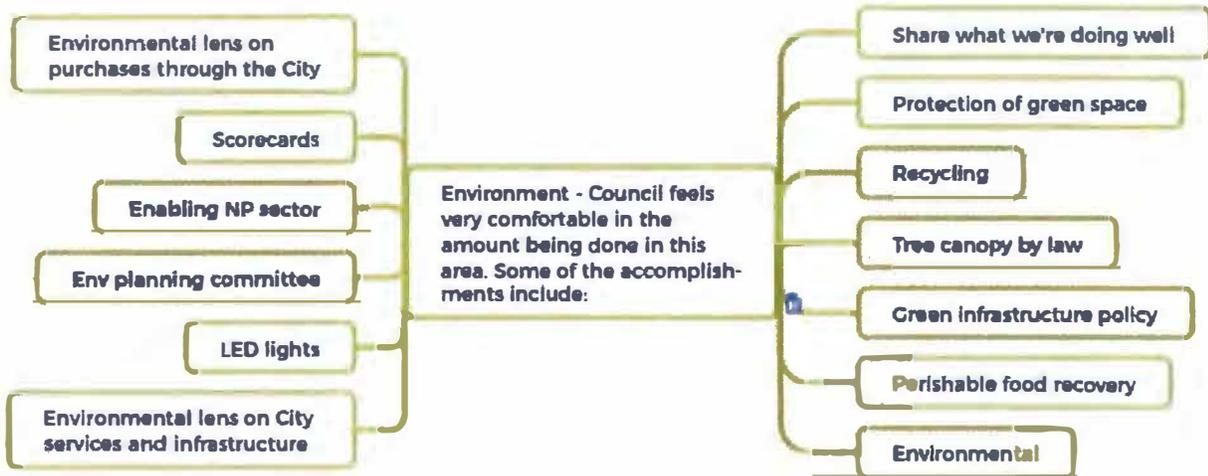
How would we like Maple Ridge described in the next 10 years?



# WORKSHOP NOTES

Appendix B

Environment - highlight accomplishments - no significant changes needed



## 2020 Council Workplan Matrix - March 24, 2020

*Date est.	Meeting	Action Item/Report Title	Dept	Status/Outcome/Next Steps	Alignment
Jan-14	Workshop	Metro Vancouver 2040: Proposed Amendments to GHG Reduction Targets	Planning	Present on MV2040 amendments to GHG targets and MV request for comments	Environment
Jan-14	Workshop	Access Management Policy 9.14	Eng	Review of requirements related to driveway access to properties as well as addressing the issue of private structures located on City road allowances.	Growth
Jan-28	Workshop	2020 Council Workplan Matrix - first draft	Admin	Present a first draft of a 2020 Council workplan matrix for review. Feedback will be incorporated and a final matrix presented at Feb.19 Committee of the Whole.	Pride
Jan-28	Workshop	Heritage Incentives	Planning	Don Luxton to present on heritage incentives study in Maple Ridge.	Pride
Jan-28	Workshop	Fraser Basin Council	Eng	Presentation by the Fraser Basin Council and discussion on regional dyking issues	Relations
Feb-25	Workshop	Maple Ridge Wildlife and Vector Control Amending Bylaw No. 7619-2020 and Maple Ridge MTI Amending Bylaw No. 7621-2020	Bylaws	Proposed increase in fine amounts for certain sections of MTI bylaw.	Growth
Mar-10	Workshop	Maple Ridge Sign Bylaw	Building	Update the Sign Bylaw, including development.	Growth
Mar-10	Workshop	Mayor & Council Recognition Program Recommendations	Comms	Develop recommendations for a formal Mayor & Council Recognition Program that will provide the opportunity to celebrate the extraordinary accomplishments of citizens or organizations in Maple Ridge.	Pride
Mar-10	Workshop	Community Social Safety Initiative - Verbal Update	Admin	Provide an update on the Community Social Safety Initiative.	Safety
Mar-10	Workshop	Maple Ridge Bylaw Notice Enforcement Bylaw No. 7626-2020	Bylaws	Present background and options for the adoption of a new ticketing process.	Safety

*Date est.	Meeting	Action Item/Report Title	Dept	Status/Outcome/Next Steps	Alignment
Mar-24	CoW	Strategic Plan Progress Report & Council Strategic Check-In	Admin	Council reaffirmation of Strategic Plan and Work Plan.	Pride
Mar-31	Workshop	Integrated Stormwater Management Plans - South Alouette/Kanaka Creek	Eng	Draft ISMPs for review.	Environment
Mar-31	Workshop	Tree Bylaw Survey Response	Planning	Provide a summary of consultation about efficiencies, effectiveness, and value of the Tree Permit process.	Environment
Mar-31	Workshop	Purchasing Policy Update	Finance	Staff to provide recommendations for Council discussion and feedback. Council direction will shape policy update to be brought forward in late spring.	Growth
Mar-31	Workshop	Town Centre Visioning Process	Planning	Present scoping report on TC visioning process.	Growth
Mar-31	Council	Quarterly Update	Admin	Verbal update from the Mayor and staff.	Pride
Mar-31	Workshop	Communications Policy Update	Comms	Review and update all communications related policies to ensure alignment with Council's Strategic Priorities and the evolution of the delivery platforms for our Communications (social media/video technology).	Relations
Apr-14	Workshop	Albion Flats - Update	Planning	Pending ALC response	Growth
Apr-14	Workshop	DGS Pilot Project Outcomes	Planning	Present on outcomes of public tours of DGS units.	Growth
Apr-14	Workshop	Citizen Survey Discussion	Admin	Provide options for obtaining statistically representative community opinions.	Pride
Apr-14	Workshop	Community Social Safety Initiative Update	Admin	To provide an update on the status of the Community Social Safety Initiative.	Safety

\*Dates are estimated. Please check meeting agendas at [mapleridge.ca/640](http://mapleridge.ca/640) as date adjustments are to be expected.

*Date est.	Meeting	Action Item/Report Title	Dept	Status/Outcome/Next Steps	Alignment
Apr-21	CoW	Albion Community Centre Construction Phase 2 Award of Contract	Park/Fac	Tender to be undertaken by contractor once Phase 1 underway.	Growth
Apr-21	CoW	DCC Bylaw Amendment-minor rate update	Finance	Annual minor amendment to ensure alignment with capital program	Growth
Apr-28	Workshop	Fire Master Plan	Fire	Update on the Fire Master Plan Process	Growth
Apr-28	Workshop	Committees of Council Review (Ph.3)	LLS	Phases 1 and 2 dealt with advisory committee memberships, and Phase 3 will review Policy 3.10.	Pride
Apr-28	Workshop	Open Government - Chatbot	IT	Information accessibility enhancements for CMR website - Chat Bot	Pride
Apr-28	Workshop	Social Mapping Project	Planning	Report on results of SPARC BC* mapping exercise identifying support services and service gaps in the City. (*Social Planning and Research Council of British Columbia)	Safety
May-12	Workshop	Emergency Provision of Drinking Water	Eng	Report on post-disaster potable water supply.	Growth
May-12	Workshop	Lougheed Corridor Concept Plan	Planning	Updated draft concept plan to be presented for comments.	Growth
May-12	Workshop	Tandem Parking Bylaw	Planning	Present a summary of consultation data and regulatory options.	Growth
May-12	Workshop	Purchasing Policy Update	Finance	Proposed updates to the Purchasing Policy to reflect senior government policy changes, industry and technological innovations, and sustainability considerations.	Growth
May-12	Workshop	Vaping Regulations	Planning	Provide an options report for the management of commercial vaping product sales.	Safety

\*Dates are estimated. Please check meeting agendas at [mapleridge.ca/640](http://mapleridge.ca/640) as date adjustments are to be expected.

*Date est.	Meeting	Action Item/Report Title	Dept	Status/Outcome/Next Steps	Alignment
May-19	CoW	Zoning Bylaw	Planning	Awaiting Ministry approval before proceeding to second reading.	Growth
May-26	Workshop	Business Licence Bylaw Fee Amendment	Bylaws	Reviewing existing fees and conducting inter-municipal comparison. Amendment scheduled for July.	Growth
May-26	Workshop	Civic Land Strategy Update	LLS	Report providing an inventory of City lands and recommendations for future dispositions and acquisitions.	Growth
May-26	Workshop	Kennel Bylaw Amendments	Bylaws	Integration with updated Zoning Bylaw.	Growth
Jun-09	Workshop	Fees and Charges Update	Corp Planning	Establish consolidated Fees and Charges Bylaw and amend source bylaws for ease of public access.	Growth
Jun-09	Workshop	Sanitary Sewer Inflow & Infiltration Reduction Strategy	Eng	Mandated by MV, discussion on the City's ongoing efforts to reduce inflow and infiltration.	Growth
Jun-09	Workshop	Community Social Safety Initiative Update	Admin	To provide status update for the Community Social Safety Initiative.	Safety
Jun-23	Workshop	Post-Secondary Demand	Ec Dev	With School District 42 and Provincial partners, develop/implement an action plan to secure funding for demand analysis research in support of a business case for local post-secondary education offerings.	Growth
Jun-23	Workshop	Recreation and Facilities Gap Analysis	Park/Fac	Council requested staff report back with recreation and facility gap analysis.	Growth
Jun-23	Council	Quarterly Update	Admin	Verbal update from the Mayor and staff.	Pride
Jul-14	Workshop	Green Infrastructure	Planning	Consultant update on initial findings re: Green Infrastructure study for Maple Ridge commencing early March 2020. Initial findings will focus on what we have learned from other communities.	Environment

\*Dates are estimated. Please check meeting agendas at [mapleridge.ca/640](http://mapleridge.ca/640) as date adjustments are to be expected.

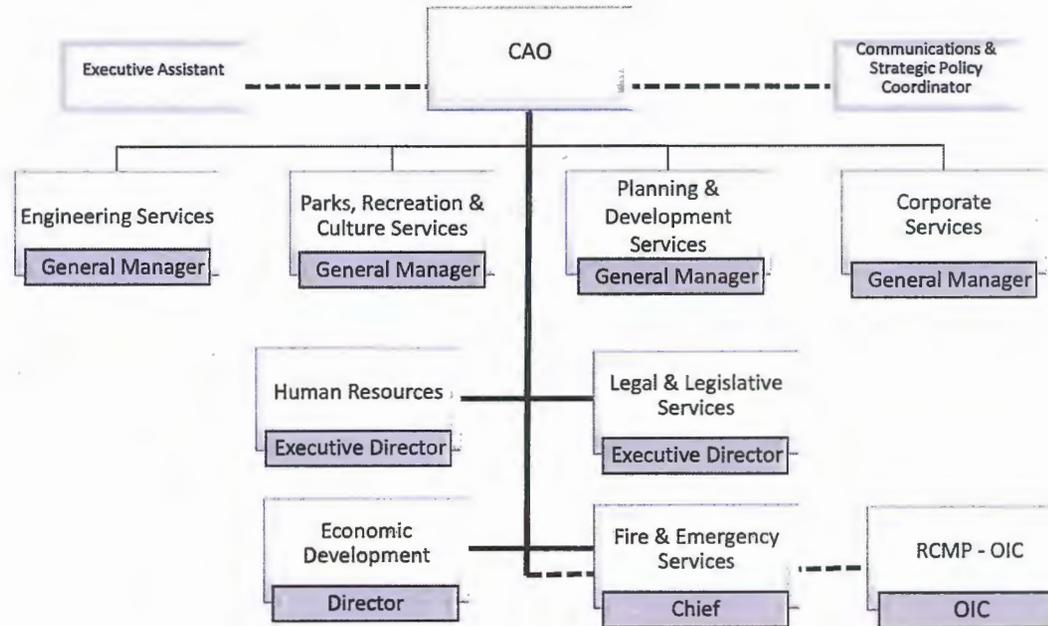
*Date est.	Meeting	Action Item/Report Title	Dept	Status/Outcome/Next Steps	Alignment
Sep-29	Workshop	Environmental Communications	Planning	Report on communication tools to clarify environmental permitting process and why it is required. Summarize environmental successes and initiatives to achieve strategic objectives.	Environment
Sep-29	Workshop	Fibre Strategy	IT	Status update on Fibre Strategy project.	Growth
Sep-29	Council	Quarterly Update	Admin	Verbal update from the Mayor and staff.	Pride
Sep-29	Workshop	Pitt Meadows Dyking	Eng	Current agreements date back to the 1970s. Review and update.	Safety
Oct-13	Workshop	Eco Network Management Strategy	Planning	Identify existing/potential municipal ecosystem health and wildlife management priorities re: watersheds, forest edges, green corridors, and major hubs. Determine quantitative and qualitative benefits and services they provide us.	Environment
Oct-13	Workshop	Council Code of Conduct	Admin	Second annual review.	Pride
Oct-13	Workshop	Council Strategic Plan & Workplan Matrix	Admin	Second annual progress review.	Pride
Oct-27	Workshop	Implications of Climate Change on Storm Water Management	Eng	Discussion regarding the implications of climate change and future direction.	Growth
Nov-23	Special Council Meeting	2021-2025 Business Planning	Admin	Day 1 of staff presentations and Council review.	Growth
Nov-24	Special Council Meeting	2021-2025 Business Planning	Admin	Day 2 of staff presentations and Council review.	Growth
Nov-25	Special Council Meeting	2021-2025 Business Planning	Admin	Day 3 of staff presentations and Council review.	Growth

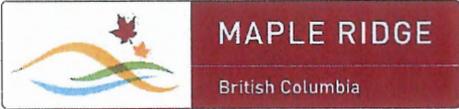
\*Dates are estimated. Please check meeting agendas at [mapleridge.ca/640](http://mapleridge.ca/640) as date adjustments are to be expected.

*Date est.	Meeting	Action Item/Report Title	Dept	Status/Outcome/Next Steps	Alignment
Dec-08	Workshop	Soil Deposit Bylaw - 1 year update	Planning	Bylaw adopted in 2018. Review of implementation in progress.	Environment
Dec-08	Council	Quarterly Update	Admin	Verbal update from the Mayor and staff.	Pride



# 2020 Organizational Structure





**mapleridge.ca**

CITY OF MAPLE RIDGE

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**MEETING DATE:** March 24, 2020  
**FROM:** Chief Administrative Officer  
**FILE NO:** 01-0340-50  
**MEETING:** CoW  
**SUBJECT:** Mayor & Council Correspondence Policy

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**EXECUTIVE SUMMARY:**

The attached policy has been amended to include comments and feedback received from Council at the February 25, 2020 Council Workshop meeting.

**RECOMMENDATION:**

That the amended Mayor & Council Correspondence Policy be endorsed.

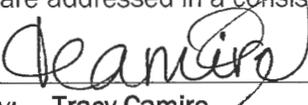
**DISCUSSION:**

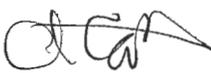
**a) Background Context:**

Staff have revised the Mayor & Council Correspondence Policy to include feedback that was received at the February 25, 2020 Council Workshop.

**CONCLUSION:**

The Mayor & Council Correspondence Policy establishes a formal process to ensure all communication interactions are addressed in a consistent, transparent and timely manner.

  
\_\_\_\_\_  
*Prepared by:* **Tracy Camire**  
Executive Assistant to the Mayor

  
\_\_\_\_\_  
*Approved by:* **Christina Crabtree**  
General Manager Corporate Services

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

**Attachments:**

- (A) Amended Mayor and Council Correspondence Policy
- (B) Draft Auto-Reply



**Outcomes:**

1. Council can expect to receive staff responses in a transparent and timely manner.
2. Writers can expect an immediate auto-reply and those enquiries requiring further follow up will receive a personal response within two business days. For complex enquiries that require further action, research, or input from other departments, writers can expect a subsequent staff response that may take up to two weeks to be completed.
3. Media enquiries will be addressed within two business days.
4. Requests for attendance or official representation from Mayor & Council will be acknowledged within three business days.

**Roles/Responsibilities:****Mayor**

1. The Mayor is the City's chief spokesperson and is responsible for informing the public on Council policies, priorities and decisions.
2. All invitations for official representation from Mayor & Council will come to the Mayor's Office. The Mayor, or a designate, will be assigned for any formal speaking role.
3. The Mayor may provide letters of support, as related to grant applications, award applications and requests that align with City policies and strategic plans on behalf of Council when requested.
4. Media enquiries, received through the Mayor's Office, shall be directed to the Community Engagement & Relations department who will provide background information related to media enquiries to ensure responses are accurate and align with corporate policies and Council decisions.

**Council**

1. Councillors will confirm their availability to attend events to the Mayor's office, who will provide a collective RSVP to event organizers.
2. Individual members of Council shall not express opinions on behalf of Council.
3. The decisions of Council shall be reflected as collective corporate decisions.
4. Individual members of Council are encouraged to reflect the opinion of Council as a whole, or state that comments reflect their own personal opinion.

**General**

1. All responses to Email Correspondence and Paper Correspondence will be saved as corporate records.
2. All invitations addressed to Mayor & Council will be entered into the Council calendar by the Mayor's Office.
3. An auto-response has been created for all incoming emails.
4. Follow-up responses to correspondence will be provided during business hours. Correspondence received on weekends and statutory holidays will be addressed on the next business day. If the matter is an emergency, members of the public will be provided with information on how to contact the City directly using the main telephone line 604-463-9581.
5. Staff will not support personal social media channels or personal correspondence for elected officials.
6. The Community Engagement & Relations team will work with the official representative, as designated by the Mayor's office, to provide briefings on protocol events, develop presentation materials as required for events. City assets (photos, video or marketing material) cannot be used by past, current or aspiring elected officials for campaign purposes or by individuals seeking office at the local, provincial or federal level.

<b>Key Areas of Responsibility</b>	
<b>Action to Take</b>	<b>Responsibility</b>
A. Act as the City's chief spokesperson, on behalf of Council.	<b>Mayor</b>
B. Respond to correspondence addressed to an individual Council member or several but not all Council members, sharing the decision of the collective Council, and/or explaining that an alternate opinion provided is that of the individual Council member.	<b>Council</b>
C. Forward correspondence to the Mayor's Office to initiate a corporate response to an email received by one or more individual councillors.	<b>Council</b>
D. Determine routing of correspondence to staff, Council agenda, Council calendar or other.	<b>Staff</b>
E. Respond to inquiries that need further review and response. Ensure the response is cc'd to Mayor, Council and CAO. Response times will vary based on detail of response required.	<b>Staff</b>
F. Respond to and manage invitations addressed to Mayor & Council.	<b>Mayor's Office</b>
G. Act as the City's liaison between the Mayor/CAO/Staff for media enquiries and interview requests.	<b>Manager of Community Engagement &amp; Relations</b>



## Mayor & Council Auto-Reply

On behalf of Mayor and all members of Council, thank you for taking the time to send in your email. As per the City's Mayor & Council Correspondence Policy, this acknowledges receipt of your email. Feedback and inquiries are greatly appreciated by all members of Council. Should your email require further response, it will be reviewed and responded to by the appropriate staff in a timely manner.

If you are expecting a response from an individual member of Council, please email them directly (a list of contacts can be found on the City's [website](#)) otherwise, all emails will be directed to the Mayor's Office for an official response on behalf of Mayor and Council.

Should your email require further response, you will receive a reply within two business days.

For more complex enquiries that require further action, research or input from other departments, writers can expect a subsequent staff response that may take up to two weeks to be completed.

If your email relates to an item that has been the subject of a Public Hearing which has already concluded, please be advised that members of Council are not permitted to receive further input. Your message will not be forwarded to them but instead will be directed to the General Manager Planning & Development Services for review.

Should you need to follow up on your enquiry, please contact the Executive Assistant to the Mayor, Tracy Camire at [tcamire@mapleridge.ca](mailto:tcamire@mapleridge.ca).

### Public Safety Concerns

For fire or life hazards immediately phone 911 and ask for Police, Fire or Ambulance. In the event of an emergency do not use this form.

You may contact our 24-hour dispatch at 604-463-9581 for the following:

- Sewer back-ups
- Watermain breaks
- Localized flooding
- Traffic or pedestrian hazards
- or any issue where there is an immediate response required

### Report a Concern Online

You can report a variety of problems [online](#) or via the mobile application. The completed form is emailed directly to the appropriate department and will be recorded as a request on the next business day. You will receive an electronic confirmation that the form has been received upon submission and you may be required to provide additional information.