

City of Maple Ridge

COMMITTEE OF THE WHOLE

AGENDA

May 4, 2021

1:30 p.m.

Virtual Online Meeting including Council Chambers

Committee of the Whole is the initial venue for review of issues. No voting takes place on bylaws or resolutions. A decision is made to send an item to Council for debate and vote or to send an item back to staff for more information or clarification before proceeding to Council.

The meeting is live streamed and recorded by the City of Maple Ridge.

For virtual public participation during Public Question Period register by going to www.mapleridge.ca/640/Council-Meetings and clicking on the meeting date

1. CALL TO ORDER

2. ADOPTION AND RECEIPT OF MINUTES

2.1 Minutes of the Committee of the Whole Meeting of April 20, 2021

3. DELEGATIONS / STAFF PRESENTATIONS (10 minutes each)

4. PLANNING AND DEVELOPMENT SERVICES

Note:

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

1.101 2016-195-CP, Employment Lands, Redesignation of Yennadon Lands to Industrial (Employment Park Category)

Staff report dated May 4, 2021 recommending that Maple Ridge Official Community Plan Amending Bylaw No. 7734-2021 and Maple Ridge Official Community Plan Amending Bylaw No. 7735-2021 to allow redesignation of the Yennadon Lands for an employment future be given first reading.

1102 2019-337-RZ, 11822 Owen Street, RS-1 to RT-2

Staff report dated May 4, 2021 recommending that Maple Ridge Zone Amending Bylaw No. 7732-2021 to rezone from RS-1 (Single Detached Residential) to RT-2 (Ground-Oriented Residential Infill), to permit a future multi-family development into a Courtyard form with six 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 2020-009-RZ, 13586 232 Street, RS-3 to RST, R-2 and RS-1

Staff report dated May 4, 2021 recommending that Maple Ridge Zone Amending Bylaw No. 7731-2021 to rezone from RS-3 (Single Detached Rural Residential) to RST (Street Townhouse Residential), R-2 (Single Detached [Medium Density] Urban Residential) and RS-1 (Single Detached Residential), for a future subdivision of approximately 10 lots to permit the creation of four single family lots and six lots with six townhouse units be given first reading and that the applicant provide further information as described on Schedules A, B, F, G and J of the Development Procedures Bylaw No. 5879-1999, along with the information required for a Subdivision application.

1104 2021-104-RZ, 22337 St. Anne Avenue, RS-1 to RM-2

Staff report dated May 4, 2021 recommending that Maple Ridge Zone Amending Bylaw No. 7720-2021 to rezone from RS-1 (Single Detached Residential) to RM-2 (Medium Density Apartment Residential) to permit the future construction of a market-oriented, apartment building consisting of approximately 20 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.

1105 2017-306-DVP, 2017-306-DP, 22229 Brown Avenue, 12087, 12097, 12117, 12127, 12131 and 12149 223 Street

Staff report dated May 4, 2021 recommending that the Corporate Officer be authorized to sign and seal 2017-306-DVP to reduce lot line setbacks, increase maximum building height to allow a fifth floor for specified buildings and allow seven of the required residential parking spaces to be at grade, and that the Corporate Officer be authorized to sign and seal 2017-306-DP to permit three 5-storey condominium buildings to be built in three phases.

1106 2021-171-DP, 12040 240 Street, Amendment

Staff report dated May 4, 2021 recommending that 2021-171-DP be amended to revise Clause 5 to allow two (2) years to commence construction and that the Corporate Officer be authorized to sign and seal 2021-171-DP as amended.

5. ENGINEERING SERVICES

1131 Contract Renewal: Hydrovac Services

Staff report dated May 4, 2021 recommending that the contracts for Hydrovac Services on an as required basis with Badger Daylighting Limited Partnership and McRae's Environmental Services Ltd. be renewed for one year and that the Corporate Officer be authorized to execute the contract extension.

1132 Award of Contract: Pavement Rehabilitation Program

Staff report dated May 4, 2021 recommending that the contract for the Pavement Rehabilitation Program be awarded to B.A. Blacktop Ltd., that additional work locations under extra work provisions in the contract up to 15% of the value of the contract be approved and that the Corporate Officer be authorized to execute the contract.

6. CORPORATE SERVICES

1151 Amended Procurement Policy No. 5.45 and Bylaw No. 7711-2021 Delegation of Procurement Authority.

Staff report dated May 4, 2021 recommending that the Delegation of Procurement Authority Bylaw No. 7711-2021 to delegate procurement authority be given first, second and third reading and that Procurement Policy No. 5.45 as amended be adopted in conjunction with adoption of Bylaw No. 7711-2021.

1152 2020 Consolidated Financial Statements

Staff report dated May 4, 2021 recommending that the 2020 Financial Statements be approved.

7. PARKS, RECREATION & CULTURE

8. ADMINISTRATION

1191 Designation of Officers Bylaw

Staff report dated May 4, 2021 recommending that Maple Ridge Officers Designation Bylaw No. 7717-2017 to establish an officers' bylaw that reflects current legislative requirements as well as best practices be given first, second and third reading.

9. COMMUNITY FORUM

10. NOTICE OF CLOSED COUNCIL MEETING

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

Section 90(1)(c) Labour relations or employee negotiations

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

11. ADJOURNMENT

COMMUNITY FORUM

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

There is a 2 minute time limit per speaker with a second opportunity provided if no one else is waiting to speak, and a total of 15 minutes is provided for the Community Forum. Respectful statements and/or questions must be directed through the Chair and not to individual members of Council.

During the COVID-19 health emergency it is important to ensure that our democratic processes continue to function and that the work of the City remains transparent for all citizens. We are doing business a bit differently during this time as we balance the health and safety of citizens and staff with our democratic processes. While City Hall is now open to the public, Council meetings are being held virtually and only necessary staff are present. In-person attendance by the public at Council meetings is not available and we encourage the public to watch the video recording of the meeting via live stream or any time after the meeting via <http://media.mapleridge.ca/Mediasite/Showcase>.

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

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

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

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

For more information contact:

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

APPROVED BY:

DATE:

PREPARED BY:

DATE:

CHECKED BY:

DATE:



Apr 29, 2021

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City of Maple Ridge

COMMITTEE OF THE WHOLE MEETING MINUTES

April 20, 2021

The Minutes of the Committee of the Whole Meeting held on April 20, 2021 at 1:30 p.m. virtually and in Council Chambers of the City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

PRESENT

Elected Officials

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

Appointed Staff

A. Horsman, Chief Administrative Officer
C. Carter, General Manager Planning & Development Services
C. Crabtree, General Manager Corporate Services
S. Hartman, General Manager Parks, Recreation & Culture
S. Nichols, Corporate Officer
D. Pollock, General Manager Engineering Services
T. Thompson, Director of Finance

Other Staff as Required

L. Benson, Senior Policy and Sustainability Analyst
W. Cooper, Planner1
C. Goddard, Director of Planning
A. Kopystynski, Planner 2
M. McMullen, Manager of Development and Environmental Services

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

Note: Due to the COVID-19 pandemic, Councillor Duncan, Councillor Robson, Councillor Svendsen, and Councillor Yousef choose to participate electronically.

Note: Councillor Robson was absent at the start of the meeting.

1. **CALL TO ORDER**

2. **ADOPTION AND RECEIPT OF MINUTES**

2.1 Minutes of the Committee of the Whole Meeting of March 23, 2021 and April 6, 2021

It was moved and seconded

That the minutes of the March 23, 2021 and April 6, 2021 Committee of the Whole Meeting be adopted.

CARRIED

2.1

3. *DELEGATIONS/STAFF PRESENTATIONS* – Nil

4. *PLANNING AND DEVELOPMENT SERVICES*

1101 2018-041-RZ, 11621, 11607 and 11633 Burnett Street, RS-1 to RM-2

Staff report dated April 20, 2021 recommending that Maple Ridge Official Community Plan Amending Bylaw No. 7724-2021 to amend the conservation boundary be given first and second readings and be forwarded to Public Hearing and that Maple Ridge Zone Amending Bylaw No. 7444-2018 to rezone from RS-1 (One Family Urban Residential) to RM-2 (Medium Density Apartment Residential) to permit an apartment building containing approximately 57 apartment units in a six storey building be given second reading and be forwarded to Public Hearing.

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

Note: Councillor Robson entered the meeting at 1:34 p.m.

Kevin Key, KeyPlan provided additional details on the application.

It was moved and seconded

That the staff report dated April 20, 2021 titled "First and Second Reading, Official Community Plan Amending Bylaw No. 7724-2021; Second Reading Zone Amending Bylaw No. 7 444-2018; 11621, 11607 and 11633 Burnett Street" be forwarded to the Council Meeting of April 27, 2021.

CARRIED

Councillor Robson – OPPOSED

1102 2018-430-RZ, 23717 and 23689 Fern Crescent, RS-2 to RM-1

Staff report dated April 20, 2021 recommending that Maple Ridge Official Community Plan Amending Bylaw No. 7730-2021 to adjust land use designations to fit site conditions be given first and second reading and be forwarded to Public Hearing and that Maple Ridge Zone Amending Bylaw No. 7520-2018 to rezone from RS-2 (Single Detached Suburban Residential) to RM-1 (Low Density Townhouse Residential), to permit the future construction of a 35 unit townhouse development be given second reading as amended and be forwarded to Public Hearing.

W. Cooper, Planner, provided a summary presentation and staff answered Council questions.

It was moved and seconded

That the staff report dated April 20, 2021 titled "First and Second Reading, Official Community Plan Amending Bylaw No. 7730-2021; Second Reading, Zone Amending Bylaw No. 7520-2018; 23717 and 23689 Fern Crescent" be forwarded to the Council Meeting of April 27, 2021.

CARRIED

1103 2020-228-RZ, 25629 Bosonworth Avenue, RS-2 to RS-3

Staff report dated April 20, 2021 recommending that Maple Ridge Official Community Plan Amending Bylaw No. 7733-2021 to re-designate a portion of the lot from Suburban Residential to Agricultural be given first and second reading and be forwarded to Public Hearing and that Maple Ridge Zone Amending Bylaw No. 7672-2020 to rezone from RS-2 (Single Detached Suburban Residential) to RS-3 (Single Detached Rural Residential) to permit a panhandle portion of the lot to be subdivided off and consolidated with adjacent land to the north be given second reading as amended and be forwarded to Public Hearing.

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

It was moved and seconded

That the staff report dated April 20, 2021 titled "First and Second Reading, Official Community Plan Amending Bylaw No. 7733-2021; Second Reading, Zone Amending Bylaw No. 7672-2020; 25629 Bosonworth Avenue" be forwarded to the Council Meeting of April 27, 2021.

CARRIED

Councillor Duncan - OPPOSED

5. ENGINEERING SERVICES

1131 Award of Contract RFP-OP21-6: Municipal Replacement Single Cab, Dual Wheel Mechanics Truck with Crane

Staff report dated April 20, 2021 recommending that Contract RFP-OP21-6 for the supply and delivery of one single cab, dual wheel mechanics truck with crane be awarded to Metro Motors Ltd. and that the Corporate Officer be authorized to execute the contract.

It was moved and seconded

That the staff report dated April 20, 2021 titled "Award of Contract RFP-OP21-6: Municipal Replacement Single Cab, Dual Wheel Mechanics Truck with Crane" be forwarded to the Council Meeting of April 27, 2021

CARRIED

6. CORPORATE SERVICES

1151 Maple Ridge Water Service Amending Bylaw

Staff report dated April 20, 2021 recommending that Maple Ridge Water Service Amending Bylaw No. 7726-2021 to include water rates for the next five years be given first, second and third reading.

T. Thompson, Director of Finance reviewed the staff report and staff answered Council questions.

It was moved and seconded

That the staff report dated April 20, 2021 titled "Water Service Amending Bylaw" be forwarded to the Council Meeting of April 27, 2021

CARRIED

Note: The meeting recessed at 2:50 p.m. and reconvened at 4:32 p.m.

Note: Mayor Morden, Councillor Duncan and Councillor Robson were absent when the meeting reconvened.

1152 Maple Ridge 2021-2025 Financial Plan Amending Bylaw

Staff report dated April 20, 2021 recommending that Maple Ridge 2021-2025 Financial Plan Amending Bylaw No. 7727-2021 to update the financial plan to reflect information received since the plan's adoption in January 2021 be given first, second and third reading.

T. Thompson, Director of Finance reviewed the staff report and staff answered Council questions. He advised that the 2022 Financial Plan guidelines will be provided in the near future.

Note: The Mayor joined the meeting at 4:34 p.m. Councillor Yousef joined the meeting at 4:35 p.m. Councillor Robson joined the meeting at 4:37 p.m.

It was moved and seconded

That the staff report dated April 20, 2021 titled "2021-2025 Financial Plan Amending Bylaw" be forwarded to the Council Meeting of April 27, 2021

CARRIED

Councillor Yousef - OPPOSED

1153 Maple Ridge 2021 Property Tax Rates Bylaw

Staff report dated April 20, 2021 recommending the Maple Ridge 2021 Property Tax Bylaw No. 7728-2021 to establish property tax rates for Municipal and Regional District purposes for the year 2021 be given first, second and third reading.

T. Thompson, Director of Finance reviewed the staff report and staff answered Council questions.

It was moved and seconded

That the staff report dated April 20, 2021 titled "2021 Property Tax Rates Bylaw" be forwarded to the Council Meeting of April 27, 2021.

CARRIED

Councillor Yousef - OPPOSED

1154 Albion and Maple Ridge Road 13 Dyking Districts 2021 Tax Rate Bylaws

Staff report dated April 20, 2021 recommending that Albion Dyking District Tax Rates Bylaw No. 7736-2021 and Maple Ridge Road 13 Dyking District Tax Rates Bylaw No. 7737-2021 to impose taxes upon lands in the aforementioned dyking districts be given first, second and third reading.

T. Thompson, Director of Finance, reviewed the staff report and staff answered Council questions.

It was moved and seconded

That the staff report dated April 20, 2021 titled "Albion and Maple Ridge Road 13 Dyking Districts 2021 Tax Rate Bylaws" be forwarded to the Council Meeting of April 27, 2021.

CARRIED

1155 Greenhouse Gas Reduction Targets, Official Community Plan Amending Bylaw No. 7688-2020

Staff report dated April 20, 2021 recommending that Maple Ridge Official Community Plan Amending Bylaw No. 7688-2020 to adjust the City's greenhouse gas emission targets to align with global climate change science endorsed by the Intergovernmental Panel on Climate Change be given second reading and be forwarded to Public Hearing.

L. Benson, Senior Policy and Sustainability Analyst, provided a summary presentation and staff answered Council questions.

It was moved and seconded

That the staff report dated April 20, 2021 titled "Second Reading, Greenhouse Gas Reduction Targets, Official Community Plan Amending Bylaw No. 7688-2020" be forwarded to the Council Meeting of April 27, 2021.

CARRIED

7. **PARKS, RECREATION & CULTURE – Nil**

8. **COMMUNITY FORUM**

Steve Ranta

Mr. Ranta inquired on the mechanism used to communicate Council's goals and principles in terms of reducing greenhouse gases to staff in order to ensure emissions are considered in every relevant report. He expressed concern that there is no formal means of transmission between Council's goals on greenhouse emissions reduction and what might be taking place in meetings and discussions among staff. The Acting Mayor responded to Mr. Ranta's questions.

8. **ADMINISTRATION – Nil**

9. **ADJOURNMENT – 5:20**

J. Dueck, Chair
Presiding Member of the Committee

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Employment Lands: Re-designation of the Yennadon Lands to Industrial
(Employment Park Category)
Official Community Plan Amending Bylaw No. 7734-2021 (Policy); and
Official Community Plan Amending Bylaw No. 7735-2021 (Land Use Designation)
First Reading

MEETING DATE: May 4, 2021
FILE NO: 2016-195-CP
MEETING: C o W

EXECUTIVE SUMMARY:

At the December 8, 2020 Council Workshop meeting, Council endorsed “Concept 2 – Neighbourhood Innovations Village” for an employment future for the Yennadon Lands. At that meeting, Council directed staff to prepare an Official Community Plan Amending Bylaw in alignment with “Concept 2”.

This report presents Official Community Plan Amending Bylaw No. 7734-2021 (Appendix A) and Bylaw No. 7735-2021 (Appendix B), to allow re-designation of the Yennadon Lands for an employment future. Should Council direct, Official Community Plan Amending Bylaw No. 7734-2021 (Policy) and Bylaw No. 7735-2021 (Land Use Designation) may be forwarded to an upcoming Council Meeting for consideration of first reading.

RECOMMENDATION:

1. That 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 Improvement District Boards, and
 - vi. The Provincial and Federal Governments and their agencies;

In that regard it is recommended that no additional consultation be required in respect of this matter beyond the referral process, and early posting of the proposed Official Community Plan amendments on the City’s website, together with an invitation to the public, Metro Vancouver and the Agricultural Land Commission to comment.

2. That Official Community Plan Policy Amending Bylaw No. 7734-2021 and Official Community Plan Amending Land Use Designation Bylaw No. 7735-2021 be given first reading.

1.0 CONTEXT:

1.1 The Yennadon Lands (128th Avenue and 232nd Street)

The Yennadon Lands are comprised of 13 properties. They range in size from 0.5 ha (1.5 acres) to 4 ha (10 acres). The total land area is 25.4 hectares (63 acres). The subject properties are located outside of and adjacent to the City's Urban Area Boundary, but are largely within the Region's Urban Containment Boundary (see Appendix C for a map of the area).



The existing uses on the lands range from single-family use to vacant underutilized lands, according to BC Assessment data. The properties abut urban single-family development on the west and south boundaries; Agricultural Land Reserve to the east and north, and suburban single family lots on the north side of 128th Avenue. A historic commercial node, as well as Yennadon Elementary School, are located within 200-400 m of the subject properties.

Currently, the subject properties are designated Agricultural in the OCP and are zoned RS-3 (One Family Rural Residential) and RS-2 (One Family Suburban Residential). All of the properties, except one property located near the northeast corner of the area, are located outside the Agricultural Land Reserve. The majority of these properties are designated General Urban in the Regional Growth Strategy.

1.2 Suitability of the Yennadon Lands for an Employment Future

The Yennadon Lands were identified as a potential location for future employment uses in the City's Commercial & Industrial Strategy, with the Strategy recommending that planning for the additional supply of employment land should begin now in order to best satisfy future demand in an increasingly competitive region. This area aligns with the intent of the current Official Community Plan policies for inclusion as employment lands, as the lands are generally flat, have access to an arterial and collector roadway, and servicing runs adjacent to the properties.

It is noted in the Commercial & Industrial Strategy that a mixed employment campus-style business park could be a suitable form of development in this area. The Strategy recommends development with a key focus on restricting heights, while also encouraging building forms and uses that are in keeping with the surrounding residential context. It was originally noted that the Yennadon Lands could eventually serve the needs of the technology sector, light manufacturing companies, and professional offices, all of which offer a high employment density.

1.3 Work To Date

At the May 10, 2016 Council meeting, staff were directed to initiate a process to re-designate 13 subject properties, generally located at 128th Avenue and 232nd Street, towards an employment land use designation. The direction was in keeping with the City's Commercial & Industrial Strategy: 2012-2042, which could facilitate the creation of a unique opportunity for a campus-style business park in the future.

On April 16, 2019 staff provided Council with a general update on an Employment Lands Process underway in the City of Maple Ridge, which included a focus on the suitability of the Yennadon Lands for future employment purposes. At that meeting, the Yennadon Lands were referred back to staff to meet with the landowners to assess their future interest in the lands.

A Landowners Workshop was held at Yennadon Elementary School on June 6, 2019 from 6 – 8pm. Twelve letters were sent out to the landowners, representing all 13 properties, inviting them to attend. At the Workshop, 18 people attended, representing 11 of the properties.

On June 18, 2019, staff provided a verbal update to Council on the outcomes of the June 6, 2019 Workshop with Yennadon Landowners, namely that there were strong levels of support for an employment future – although some expressed interest only in the OCP amendment and not in redeveloping their properties in the short term.

At the June 18, 2019 Council Workshop meeting, Council directed: 1) staff to undertake an employment land use re-designation process and consultation strategy for the Yennadon Lands; and 2) that any new applications, or those already in-stream that have not reached third reading, be deferred until any potential OCP amendments are presented at Public Hearing and given third reading, with the exception of applications that propose future employment land uses.

At the March 31, 2020 Council Workshop meeting, staff provided an update on the Yennadon Lands Re-designation process, including the proposed community engagement process that was postponed due to the pandemic. At that meeting, Council directed that the previously endorsed Yennadon Lands process be revised and that staff work with the consultant to prepare some preliminary land use concepts for Council to review prior to proceeding with public consultation.

At the July 14, 2020 Council Workshop meeting, staff in collaboration with a consultant, presented three preliminary land use concepts for Council to review. The three preliminary Concepts were informed by the outcomes of the site analysis, on transportation/access, site servicing, environmental features, stormwater management, and parks/trails/recreation requirements for future development within the area. At that meeting, Council directed staff to move forward with a public consultation process, taking into account the public health orders in effect at the time.

Through October 2020, staff in collaboration with the consultant conducted a consultation process that consisted of a Landowners Workshop, a Virtual Public Open House, and a Community Survey. The December 8, 2020 Council Workshop report goes through what was heard from the various consultation activities and outlined possible next steps for Council to consider in the pursuit of additional employment land opportunities for Maple Ridge. The re-designation of the Yennadon Lands to an employment future will garner opposition and community comment.

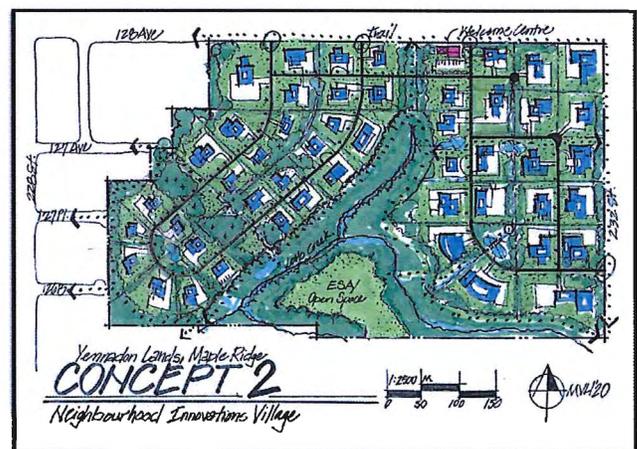
At the December 8, 2020 Council workshop meeting, Council endorsed “Concept #2 – Neighbourhood Innovations Village” and directed staff to move forward with an Official Community Plan Amending Bylaw.

1.4 Concept #2 – Neighbourhood Innovations Village

Concept #2 illustrates an exclusive employment development concept with an eco-business emphasis that conserves green space and trees, reflective of the identified protected resources. With this concept, the new properties are aligned with existing property subdivisions where possible.

This concept illustrates a green buffer from the existing residential homes on the west edge and shows a looped street with smaller business lots and a nature park that connects to the adjoining west community.

For Concept #2, all of the developable land is for employment use.



1.5 Yennadon Lands Process in 2021

With increasing interest in the Yennadon Lands Re-designation process, staff have been fielding questions from interested community members, relevant professionals and landowners since the end of 2019. An e-mail distribution list has been established for interested community members to register for regular updates throughout the process. Additionally, regular updates are provided on the project website.

Additionally, staff have provided regular updates to the Community Development and Enterprise Services (CDES) Committee on the Yennadon Lands Concept Plan and progress in preparing OCP policies and development permit guidelines for the Employment Park. Presentations occurred on January 11, 2021 and on March 22, 2021.

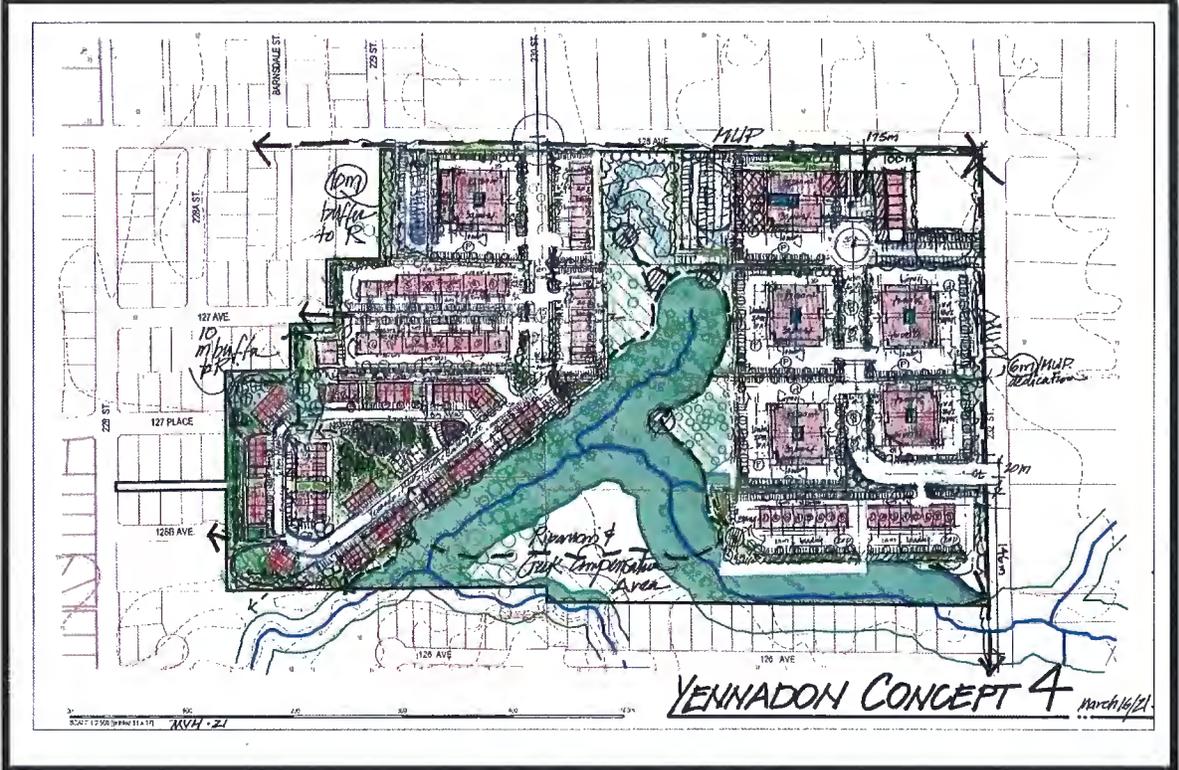
2.0 DISCUSSION:

2.1 Yennadon Lands Concept Plan Overview

The concept endorsed by Council at the end of 2020 provided for a 100% employment future for the developable areas of the Yennadon Lands. Based on Council comments, as well as what was heard from the community during the public consultation process, the following elements have been integrated into the policy work, design guidelines, or the land use schedule map associated with the re-designation of the Yennadon Lands towards an employment future:

- **Suitable Mix of Employment Uses:** The employment area will need to have an appropriate mix and size of employment uses to generate suitable levels of job creation, while still affording a sensitive transition to the surrounding residential uses.
- **Neighbourhood Business Scale and Character:** The design of the employment area will be limited to business activities inside the building to eliminate nuisance noise, odour, and other negative impacts. The building form will be more of a residential height and massing in the western area with generous landscape retention and reduced parking if possible. The eastern area may have larger and more conventional light industrial buildings.
- **Innovative Mixed Uses:** The development of this site may include a mix of employment uses (including consideration for work/live units and co-working space, particularly in the western area). Work/live uses will be limited to the west portion of the site.
- **Environmental Sensitivity:** Coho Creek will be protected and enhanced with the appropriate setbacks and a progressive stormwater management system on site.
- **Trail Network:** A comprehensive trail network will connect to the adjoining communities and provide a rich amenity for both the businesses and residents to enjoy, promoting a healthy walking/biking culture.
- **Resilience and Adaptability:** This employment neighbourhood will be designed and planned so that there is diversity and choice of business parcels and units that may adapt and consolidate or expand over time.
- **Climate-Change Responsive:** The infrastructure and servicing will be designed for increased storm flows and special events, so the neighbourhood has the ability to weather through extreme climatic conditions with additional precautionary measures, including floodways and dry pond areas for emergency stormwater storage.

The intent is to create a complete neighbourhood, within the existing residential area, where residents and business owners can live, work and play within a five to ten-minute walk or bicycle ride of their residence. This employment area should be uniquely smaller scaled to fit with the surrounding neighbourhood, offering the potential for a variety of smaller scaled buildings with limited building heights and sizes. There may be the possibility for work/live units in the west sector (see Concept Image below; full size in Appendix D).



The natural environmental area of the site will be conserved, as the Coho Creek Conservation Area, with the required 30 metre setback areas to buildings and trails along its edges. The employment area will be linked by trails and natural open spaces, which in turn will be connected to the adjoining communities.

A natural interconnected pathway and trail system is recommended for the site that connects to the surrounding neighbourhoods. The trails should be slightly elevated to avoid flooding and may require elevated boardwalk sections in some of the riparian areas near the stream or in particularly low wet areas.

A gravel horse trail runs along the south side of 128th Avenue adjoining the site. There are no formal trails through the site. There are plans for a comprehensive bike lane and walking path for both 128th Avenue and 232nd Street in the future that will incorporate bike lanes and a sidewalk/trail network.

2.2 Yennadon Lands Land Use Designation & OCP Policies

In order to implement the Yennadon Lands Concept Plan, Official Community Plan Amending Bylaw No. 7734-2021 (Appendix A, Schedule 1) introduces a new category to the existing Industrial land use designation into the Official Community Plan. Some of the existing policies of Chapter 6 Employment have been updated, where appropriate, but the majority of Official Community Plan Policy Amending Bylaw No. 7734-2021 (Policy) is proposed to integrate the Industrial Land Use Employment Park Category policies into Chapter 6 of the Official Community Plan.

The Industrial (Employment Park Category) is intended to help create a more “complete community” by providing a range of employment opportunities where local residents and future business owners can live, work and play within a five to ten minute walk or bicycle ride of their residence.

In the past, industrial and commercial areas have not always been good neighbours as they have brought consequences such as noise, visual impacts, and undesirable traffic to local areas. Therefore, the design of the employment area will be limited to business activities inside the building to eliminate nuisance noise, odour, and other negative impacts. Development will be directed in a sensitive and scaled manner so that the Employment Park is compatible with the adjoining residential neighbourhood.

The complete set of policies is included in Official Community Plan Amending Bylaw No. 7734-2021 (Policy), which is attached as Schedule 1 to Appendix A.

2.3 Yennadon Lands Employment Park Development Permit Guidelines

In conjunction with the Industrial Land Use (Employment Park Category) policies, specific Development Permit Guidelines (Appendix A, Schedule 2) have been developed for the Yennadon Lands Employment Park, which is proposed for integration into Chapter 8, Development Permit Areas, of the Official Community Plan. The intent of these guidelines is to shape the form of development to reflect Council and community comments, while remaining flexible and open to a range of uses.

The Development Permit Guidelines go through general design guidelines, such as site planning essentials, as well as specifics pertaining to site planning, landscaping, access and parking, as well as building design and massing.

The complete set of Development Permit Guidelines is included in Official Community Plan Amending Bylaw No. 7734-2021 (Policy), which is attached as Schedule 2 to Appendix A.

2.4 Yennadon Lands Employment Park Official Community Plan Land Use Map

It is intended, with Official Community Plan Amending Bylaw No. 7735-2021 (Appendix B), the Official Community Plan ‘Schedule B’ Land Use Map and ‘Schedule C’ Natural Features Map will be amended to reflect the change in land use and designation. The Yennadon Lands Employment Park designation is proposed to change from ‘Agricultural’ to ‘Industrial’ and ‘Conservation’ as identified in Schedule 2 of Appendix B.

2.5 Yennadon Lands Employment Park and the City of Maple Ridge Zoning Bylaw

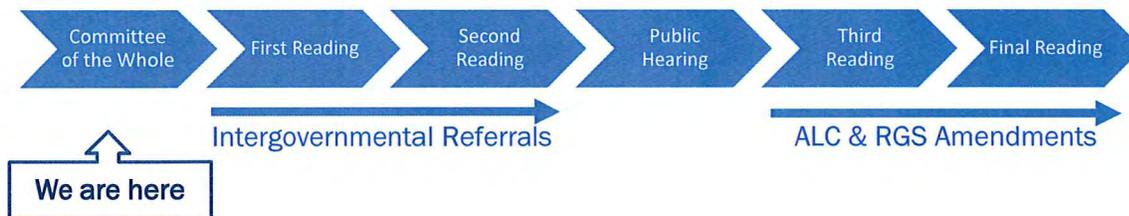
The implementation of the Yennadon Lands Concept Plan takes place in conjunction with the City's Zoning Bylaw. In this case, the proposed use of the Yennadon Lands will come with a new or modified zone – M-7 Employment Park Industrial. The proposed M-7 Zone generally follows the M-3 Business Park Industrial Zone, currently in effect (i.e. lot coverage of 60%, floor area ratio of approximately 75%, building setbacks, etc), but will tailor the permitted uses to be appropriate for the Employment Park. These proposed amendments to the City's Zoning Bylaw will accompany the Second Reading Report. Should a development application proceed in advance of the OCP amendment process, the zone amendments would come forward at that time.

Official Community Plan Amending Bylaw No. 7734-2021 (Appendix A) includes amendments to the zoning matrix, which identifies which zones are permitted under each land use designation in Appendix C of the Official Community Plan. This form of matrix has been updated to reflect the new land use category proposed for this area.

2.6 Next Steps

Based on Council comments at the December 8, 2020 Council Workshop, staff prepared Official Community Plan Amending Bylaw No. 7734-2021 (Policy) (Appendix A) and Bylaw No. 7735-2021 (Land Use Designation) (Appendix B) to re-designate the Yennadon Lands for an employment future. These draft Bylaws are proposed for First Reading at an upcoming Council meeting.

Figure 2 - OCP Amending Bylaw Process



At this time, development applications that propose employment land uses are able to come before Council. With an endorsed Yennadon Lands Concept Plan, development applications are able to proceed through the development application process, providing they align with the endorsed concept and Official Community Plan Amending Bylaw No. 7734-2021 (Policy) and Bylaw No. 7735-2021 (Land Use Designation). When that occurs, through these site-specific development applications, additional studies typically found through the municipal rezoning process may take place. Such studies may include geotechnical assessments, ground-water impact assessments, servicing and infrastructure studies, agricultural impact assessments, environmental impact assessments (where development may encroach into some Environmentally Sensitive Areas), as well as significant tree and habitat balance assessments. Development applicants will be required to rezone (to the proposed new M-7 Employment Park Industrial zone discussed in Section 2.5 above) and obtain a development permit to regulate the form and character of new buildings.

In respect of Section 475 of the *Local Government Act*, should Official Community Plan Amending Bylaw No. 7734-2021 (Policy) and Bylaw No. 7735-2021 (Land Use Designation) receive first reading, staff will submit referrals to the following agencies regarding the proposed re-designation of the Yennadon Lands: Metro Vancouver, School District No. 42, local First Nations, Ministry of Environment, and the Agricultural Land Commission. For details regarding the ALC and RGS Amendments, please refer to Sections 5.1 and 5.2 below.

3.0 STRATEGIC ALIGNMENT

Implementing strategic plans related to local infrastructure and the economy, including the City's commercial and industrial land base, is a Council priority as established under its Growth pillar of the 2019-2022 City of Maple Ridge Strategic Plan.

4.0 POLICY IMPLICATIONS

The proposed land use re-designation of the Yennadon Lands to an employment future is supported through the recommendations of the Commercial & Industrial Strategy and the existing industrial policies in the OCP. OCP policies 6-41 and 6-42 speak to identifying additional employment lands within the City and set out compatibility criteria used to determine feasibility of new employment land. Specifically, the subject properties align with the intent of the current OCP policies for inclusion as employment lands, as the lands are generally flat, have access to an arterial and collector roadways, and development servicing is located adjacent to the properties.

5.0 INTERGOVERNMENTAL IMPLICATIONS

5.1 Metro Vancouver

The Regional Growth Strategy (RGS), titled “Metro Vancouver 2040: Shaping Our Future”, manages growth by establishing growth boundaries throughout the region. The Yennadon Lands are largely located within the Region’s Urban Containment Boundary, and are largely located outside of the Region’s Fraser Sewerage Area, which delineates properties that are able to connect to the regional sanitary system (see Appendix C for the Region’s Urban Containment Boundary). An application by the City, to the Greater Vancouver Sewerage & Drainage District Board, is required to achieve regional approval to include the Yennadon Lands within the Fraser Sewerage Area for more intensive employment activities to take place at this site. The intent is to support urban level servicing and an application to the Board will be considered through this process.

Staff note that the potential for an adjustment to the City’s Urban Area Boundary was contemplated during the previous Regional Growth Strategy review in 2006 and the lands were therefore, designated as General Urban by the Region (i.e. the majority of the Yennadon Lands are within the Region’s Urban Containment Boundary). However, two properties in the northeast corner of the Yennadon Lands are outside of the Region’s Urban Containment Boundary. These properties will require a land use designation change at the Metro Vancouver level, as well as an adjustment to the Urban Containment Boundary to permit employment uses.

As Metro Vancouver is undertaking a review of the Regional Growth Strategy, Metro Vancouver staff have requested that minor amendments to the Regional Plan be held until the regional planning process has been complete. As such, the current development application at 12791 232nd Street (at first reading) is not encouraged to proceed with a minor amendment to the Regional Plan in advance of the Yennadon Lands Re-designation Process.

Council-endorsement of a Yennadon Lands Concept Plan will be used as the spring-board for these future conversations, as Metro Vancouver has indicated support for the City’s intent to provide additional employment lands in the region.

5.2 Agricultural Land Commission

In 2004, the Agricultural Land Commission (ALC) permitted 12 of the 13 Yennadon Land properties to be removed from the Agricultural Land Reserve. This was a voluntary process, so only those property owners that chose to participate went through the exclusion process. As such, one property in the northeast corner (23154 128th Avenue) of the Yennadon Lands area will need to go through the ALC exclusion process to permit employment uses on that site. In accordance with the latest provincial changes in Bill 15, the current owner will have to request the City to make this exclusion application on their behalf.

6.0 INTERDEPARTMENTAL IMPLICATIONS

Community Planning staff have been working collaboratively with our Development & Environment colleagues as well as with Engineering, Parks, Recreation & Culture, Building and Economic Development staff, on the pursuit of employment opportunities on the Yennadon Lands. It is anticipated that these departments will continue to be involved throughout the Yennadon Lands Employment Park Re-designation process. Additionally, staff from the Communications Department will continue to provide support with community outreach and communication initiatives.

7.0 FINANCIAL IMPLICATIONS

The ongoing pursuit of employment lands, specifically with the Yennadon Lands Employment Park, is included in the Planning Department 2021 Work Program.

CONCLUSION:

The Yennadon Lands were identified as a potential location for future employment uses in the City's Commercial & Industrial Strategy. This area aligns with the intent of the current Official Community Plan policies for inclusion as employment lands, as the lands are generally flat, have access to an arterial and collector roadway, and servicing runs adjacent to the properties. As such, staff initiated a public consultation process to explore community comment on three preliminary land use concepts. The outcomes of the public consultation process were presented to Council at the December 8, 2020 Council Workshop. At that meeting, Council directed staff to prepare an Official Community Plan Amending Bylaw to re-designate the Yennadon Lands.

This report includes Official Community Plan Amending Bylaw No. 7734-2021 (Policy) (Appendix A) and Bylaw No. 7735-2021 (Land Use Designation) (Appendix B), which proposes to re-designate the Yennadon Lands for an Employment Park. Should Council direct, Official Community Plan Amending Bylaw No. 7734-2021 and Bylaw No. 7735-2021 would be forwarded to an upcoming Council Meeting for consideration of first reading.

"Original signed by Amanda Grochowich"

Prepared by: **Amanda Grochowich, MCIP, RPP**
Planner 2

"Original signed by Chuck Goddard"

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

"Original signed by Christine Carter"

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

"Original signed by Al Horsman"

Concurrence: **Al Horsman**
Chief Administrative Officer

- Appendix A: Official Community Plan – Schedule A – Amending Bylaw No. 7734-2021
Schedule 1 – Chapter 6, 6.4.2 Employment Parks
Schedule 2 – Chapter 8, Yennadon Lands Employment Park Development Permit Area Guidelines
- Appendix B: Official Community Plan – Schedule B – Amending Bylaw No. 7735-2021
Schedule 1 & 2 – Urban Area Boundary and Land Use Maps
- Appendix C: Urban Area Boundary and Urban Containment Boundary Map
- Appendix D: Yennadon Lands Concept Image (Illustration Only)

CITY OF MAPLE RIDGE

BYLAW NO.7734-2021

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

WHEREAS Section 477 of the Local Government Act provides that the Council may revise the Official Community Plan;

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

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

1. This Bylaw may be cited for all purposes as "Maple Ridge Official Community Plan Policy Amending Bylaw No.7734-2021."
2. That the Table of Contents is amended by inserting 6.4.2 Employment Park after 6.4.1 Industrial Lands and renumbering the following sections accordingly.
3. That Chapter 6 Employment, 6.4 Industrial Opportunities, 6.4.1 Industrial Lands, Policy 6-44 is amended by deleting the policy and replacing with the following:

6 – 44 The Industrial land use designation is a key component of achieving a compact community. Within the Industrial designation, there are 3 industrial categories, the components of which are highlighted in this chapter:

- a) Business Park Industrial – lands that are located in the Maple Meadows Industrial Park and Albion Industrial Area. The Business Parks provide for a range of industrial uses and services, with an emphasis on landscaping and design.
 - b) Employment Park Industrial – lands that are located in the Yennadon Lands Employment Park. Employment Park Industrial provides for a range of employment uses close to where people live while reducing possible negative impacts on existing surrounding neighbourhoods.
 - c) General Industrial – lands that are located throughout the community and provide for a range of services and general industrial uses.
4. That Chapter 6 Employment is amended by inserting 6.4.2 Employment Park, a copy of which is attached hereto and forms a part of this bylaw as Schedule 1, following 6.4.1 Industrial Lands and renumbering the remaining sections, policies, and associated policy references accordingly.
 5. That Chapter 8 Development Permit Area Guidelines be amended by inserting the following after "Ground-Oriented Residential Infill" on the Title Page:

- ◆ Yennadon Lands Employment Park

6. That Chapter 8 Development Permit Area Guidelines, Section 8.2 Application and Intent be amended by inserting the following after 8.2 (9):

10. Yennadon Lands Employment Park pursuant to Section 488 of the Local Government Act to establish guidelines for the form and character of intensive light industrial use and for the protection of natural features and ecologically significant land.

7. That Chapter 8 Development Permit Area Guidelines is amended by inserting the Yennadon Lands Employment Park Development Permit Area Guidelines, a copy of which is attached hereto and forms a part of this bylaw as Schedule 2, following after Section 8.14 Ground Oriented Residential Infill Development Permit Guidelines.

8. That Appendix C Zoning Matrix, Industrial Designations* be amended by inserting the following between "General Industrial Category" and "Business Park Category":

Employment Park Category (Subject to policies in Section 6.4.2)	M-7 Employment Park Industrial
---	--------------------------------

9. That Appendix C Zoning Matrix, Industrial Designations*, Business Park Category be amended by removing the reference to 'Section 6.4.2' and replacing it with 'Section 6.4.3' and that the following be added after "M-3 Business Park".

M-7 Employment Park Industrial

10. Maple Ridge Official Community Plan Bylaw No. 7060-2014 as amended is hereby amended accordingly.

READ a first time the day of 202X.

READ a second time the day of 202X.

PUBLIC HEARING held the day of , 202X.

READ a third time the day of , 202X.

ADOPTED, the day of , 202X.

PRESIDING MEMBER

CORPORATE OFFICER

6.4.2 EMPLOYMENT PARK

ISSUES

- The City's Commercial & Industrial Strategy recommends planning for the additional supply of employment land in order to best satisfy future demand in an increasingly competitive region.
- The Yennadon Lands are identified as a potential location for future employment use in the City's Commercial & Industrial Strategy. The impetus in identifying the Yennadon Lands for employment use was largely due to the lands being generally flat and underutilized, with the potential for urban level servicing, and located on arterial and collector roadways.

OBJECTIVE

- The aim of an Employment Park is to create a more "complete community" by providing a range of employment opportunities where local residents and future business owners can live, work and play within a five to ten minute walk or bicycle ride of their residence.
- In the past, industrial and commercial areas have not always been good neighbours as they have brought consequences such as noise, visual impacts, and undesirable traffic to local areas. Therefore, the design of the employment area will be limited to business activities inside the building to eliminate nuisance noise, odour, and other negative impacts.
- The Yennadon Lands Employment Park is 25.4 hectares (63 acres) in the north central part of the City of Maple Ridge. It is located on the south edge of 128 Avenue and the west edge of 232 Avenue. As it is bordered by residential land uses on the south and west edges, the Commercial & Industrial Strategy recommends development with a key focus on restricting heights, while also encouraging building forms and uses that are in keeping with the surrounding residential context.

POLICIES

6 - 51 Maple Ridge will designate Employment Parks in areas where there is an opportunity to increase job densities. The intent for high density Employment Parks is to encourage the right type and size of employment facilities that will help increase job opportunities close to home, as new and mature local businesses to locate closer to where their employees live.

6 – 52 Maple Ridge will direct development in a sensitive and scaled manner so that the Employment Park is compatible with the adjoining residential neighbourhood.

6 – 53 An Employment Park will have an appropriate mix and size of employment uses to generate suitable levels of job creation, while still affording a sensitive transition to the surrounding uses.

6 – 54 Maple Ridge will designate the Yennadon Lands, generally located south of 128th Ave and west of 232nd Street, for an Employment Park use. The Yennadon Lands serve growing industries, that include the technology sector, light manufacturing companies, and professional offices, all of which offer a high employment density,

6 – 55 Maple Ridge will consider an Employment Park development for the Yennadon Lands noting that:

- a) The eastern portion of the Yennadon Lands Employment Park may have larger and more conventional light industrial buildings;
- b) The western portion of the Yennadon Lands Employment Park will have a building form that is similar to that of a single-detached residential dwelling height and massing with generous landscape retention and reduced parking, where possible;
- c) Development must align with the Yennadon Lands Employment Park Development Permit Area Guidelines found in Chapter 8 of the City's Official Community Plan.

YENNADON LANDS EMPLOYMENT PARK

DESIGN GUIDELINES



MAPLE RIDGE
British Columbia

Draft: v3 February 26, 2021

ACKNOWLEDGEMENTS

The City of Maple Ridge would like to sincerely thank the following contributors who helped shape these design guidelines to help ensure that what is planned and developed for the Yennadon Lands Employment Park is sensitive to the adjoining residential neighbourhoods and the natural environment.

Mayor and Council

Mayor M. Morden and Councillors

*Judy Dueck, Kiersten Duncan, Chelsea Meadus, Gordy Robson, Ryan Svendsen, and Ahmed Yousef,
for their leadership*

Planning and Development Services staff

Christine Carter, General Manager Planning & Development Services

Charles Goddard, Director of Planning

Lisa Zosiak, Manager of Community Planning

Amanda Grochowich, Planner and Project Manager

Rod Stott, Environmental Planner

Mike Pym, Environmental Planner

Engineering Services staff

David Pollock, General Manager Engineering Services

Rachel Ollenberger, Manager of Infrastructure Development

Mark Halpin, Manager of Transportation

Parks and Recreation Services staff

Chad Neufeld, Manager of Parks Planning and Development

Economic Development staff

Wendy Dupley, Director of Economic Development

***The thirteen property owners of the Yennadon Lands Employment Park lands
and
and the residents of the Yennadon area, and other Maple Ridge community residents
who helped shape these design guidelines***

These design guidelines were completed by the

City of Maple Ridge

in association with

Michael von Hausen, FCIP, CSLA, LEED AP

MVH Urban Planning & Design Inc.

CONTENTS

Design Guidelines Guide	
Overview.....	4
Purpose.....	4
How to Use these Guidelines.....	4
1.0 Design Administration and Framework Policies	
1.1 Intent and Use.....	5
1.2 Administration and Interpretation.....	5
1.3 Development Permit Area Requirements.....	5
1.4 Site Location, Size and Characteristics.....	6
1.5 Tree Bylaw, Natural Features, and Waterfront Protection Development Permit Applications.....	6
1.6 Transportation and Access.....	8
1.7 Trails, Open Space, Parks and Recreation.....	8
1.8 Stormwater Management.....	9
2.0 Employment Area Development Concept and Principles	
2.1 Employment Area Development Concept	10
2.2 Guiding Principles.....	11
3.0 Design Guidelines	
3.1 General Guidelines: Site Planning Essentials	
3.1.1 Minimize site disturbance and enhance natural features.....	12
3.1.2 Locate building and parking to minimize impact on natural areas.....	12
3.1.3 Locate buildings close to the streets with pedestrian access.....	12
3.1.4 Locate and orient buildings for passive solar gain.....	12
3.1.5 Locate main employee parking to the side and rear of the site.....	12
3.1.6 Locate storage and loading to the side and rear of the site.....	12
3.1.7 Manage stormwater on site.....	12
3.1.8 Create a landscaped strip at the front, rear and side of site.....	12
3.2 Specific Guidelines and Standards	
3.2.1 Overall site planning.....	13
3.2.2 Overall landscape plan.....	13
3.2.3 Landscape strips and screens.....	14
3.2.4 Tree retention and replacement.....	15
3.2.5 Fencing.....	15
3.2.6 Street design standards and pedestrian connections.....	16
3.2.7 Entrance gateways.....	18
3.2.8 Access and parking.....	19
3.2.9 Loading, service, storage and refuse.....	20
3.2.10 Building size and massing.....	21
3.2.11 Building design and articulation.....	22
3.2.12 Building materials and colour.....	24
3.2.13 Crime prevention through environmental design.....	25
3.2.14 Signage and wayfinding.....	25
3.2.15 Site Lighting.....	26
3.2.16 Work/live.....	26
3.2.17 Plant selection.....	27
4.0 Design Review Checklist.....	29

Design Guidelines Guide

Overview

These guidelines are specific to the Yennadon Lands Employment Park. They are unique in that they direct development in a neighbourhood sensitive and scaled manner so that the Employment Park is compatible with the adjoining residential neighbourhood. In the past, industrial and commercial areas have not always been good neighbours as they have brought consequences such as noise, visual impacts, and undesirable traffic to local areas. The City of Maple Ridge wants to prevent those negative consequences as much as possible.

In the case of the Yennadon Lands Employment Park, the intention is to bring the right type and size of employment facilities into the neighbourhood, so it increases job opportunities close to home and provides opportunities for new and mature businesses to locate closer to where their employees live. This approach will help residents drive less, walk and bike more, and reduce the overall greenhouse gas footprint that longer commutes create.

At the same time, as reducing commuting and providing space for businesses to grow, the City wants to provide pathways and trails, as well as other natural areas and tree conservation with any contemplated development in this new Employment Park. The scale, character and size of the buildings will also be carefully reviewed to ensure they fit into the valued west coast character of the neighbourhood. Sensitive site planning, landscape buffers, and screening will help these businesses integrate better with the surrounding established residential communities. Finally, access and traffic will be limited to the arterial roads in the area so that local streets are not impacted by the development to the extent possible.

Purpose

Property owners, developers, and consultants including architects, landscape architects and engineers will use these guidelines and the associated design review checklist to shape their development permit applications. City of Maple Ridge staff will measure the development permit applications submissions against the guidelines and checklist to suggest potential improvements. In the end, the City of Maple Ridge wants to make the development review and approvals process as clear and self-evident as possible to help reduce unnecessary delays and assure quality design. Most importantly, the City wants to create an outstanding and sought-after Yennadon Lands Employment Park: a local neighbourhood-sensitive employment area that all residents and businesses can be proud of as a progressive alternative to longer commutes.

How to Use These Guidelines

1. A Development Permit Application will be completed that conforms to the City of Maple Ridge *Zoning Bylaw* requirements and other design standards, regulations, and bylaws including but not limited to the *Tree Protection and Management Bylaw*, *Natural Features Development Permit Application* and the *Watercourse Protection Development Permit Application*.
2. The three sections that follow include:
 - a. Section 2.0 - Employment Park Design Concept and Principles describes the approved overall site development concept and the accompanying principles that guide development;
 - b. Section 3 contains the specific Design Guidelines that apply to individual development parcels; and
 - c. Section 4 is a summary Design Review Checklist to ensure that applicants have covered all the guidelines adequately.
3. Following staff review, amendments will be required to the Development Permit Application as conditions for approval with the intention of improving the quality of site planning and design.

1.0 Design Administration and Framework Policies

1.1 Intent and Use

- 1.1.1 These guidelines and associated guideline checklist will be used to guide design and development of the Yennadon Lands Employment Park. They will be used by the City of Maple Ridge to review and evaluate Development Permit Applications.
- 1.1.2 Applicants will respond to each guideline and checklist item that applies to their specific site in the context of the entire development area (see Appendix A: Design Review Checklist).

1.2 Administration and Interpretation

- 1.2.1 The use of the term “City” shall mean “The City of Maple Ridge.”
- 1.2.2 Where there is conflict with other bylaws, policies, or Area Plans adopted by the City, those bylaws, policies, or Area Plans will have priority over these guidelines.
- 1.2.3 Where a descriptive section, illustration, or photograph accompanies a guideline, it is provided for information purposes only to enhance the understanding of the guideline.
- 1.2.4 Where “shall” is used in the guideline, the guideline is considered mandatory.
- 1.2.5 Where “should” is used in a guideline, the intent is that the guideline is strongly encouraged, but can be varied where unique or unforeseen circumstances provide for courses of action that would satisfy or generally be seen as equivalent to the intent of the guideline.
- 1.2.6 Where the guideline requires submission of studies, analysis, or other information, the City of Maple Ridge shall determine the exact requirements and timing of the studies, analysis, or information.
- 1.2.7 Bylaws, policies, and regulations will be cross-referenced where possible in these guidelines, but it is up to the applicant to ensure that they comply with all applicable bylaws, policies, and regulations in accordance with the City of Maple Ridge’s requirements whether or not they are mentioned in these guidelines.

1.3 Development Permit Area Application

- 1.3.1 In accordance with Section 488 of the *Local Government Act* RSBC 2015, the City of Maple Ridge is permitted to designate Development Permit Areas to create special requirements for certain forms of development, including the form and character of intensive residential, commercial, industrial or multi-family residential development, and for the protection of natural features and ecologically significant land.
- 1.3.2 A Development Permit Area is intended to address special development circumstances, and if a property is within a Development Permit Area, certain types of development activity cannot proceed without a Development Permit being issued by Council.
- 1.3.3 An Industrial Development Permit is required for all new development within the urban area on lands designated industrial on Schedule B of the Official Community Plan other than in those circumstances indicated in in Section 8.4 Development Permit Exemptions. The following form and character guidelines apply to industrial development on this unique neighbourhood site but are not necessarily appropriate for general industrial uses.

1.4 Site Location, Size and Characteristics

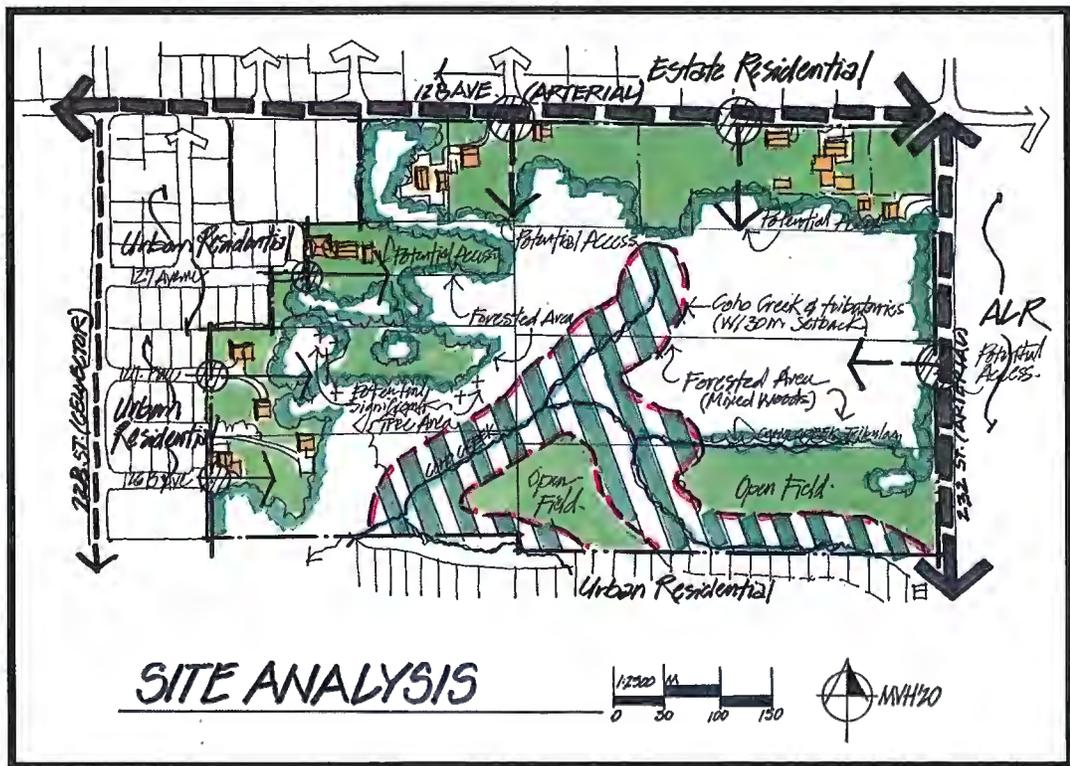
- 1.4.1 The Yennadon Lands Employment Park is 25.4 hectares (63 acres) in the north central part of the City of Maple Ridge. It is located on the south edge of 128 Avenue and the west edge of 232 Avenue. It is bordered by residential land uses on the south and west edges. Thirteen properties make up the Employment Area. The properties range in size from 0.5 hectares (1.50 acres) up to 4 hectares (10.0 acres).
- 1.4.2 The west side of the site has newer urban residential homes on standard lots. On the southwest edge of the site, set back from Coho Creek, are clusters of townhomes. Along the south side of the site are older urban residential lots adjoining the south edge of Coho Creek. East of the site along 232 Street are large lot homes built on the Agricultural Land Reserve. North of the site on 128 Avenue are older estate lot homes. On the northeast corner of 232 Street and 128 Avenue is a Petro Canada Service Station and associated commercial uses. The Yennadon Elementary School is also located in behind the Service Station northeast of 128 Avenue and 232 Street.
- 1.4.3 The northern and western edges of the site have current large lot residential uses. One small farm is located in the northeast corner of the site. The balance of the site is vacant, treed, or open fields with Coho Creek and its tributaries running through the south and central part of the site. The open parts of the site have views north to the Golden Ears mountain peaks but much of the potential views are obscured by the existing forested area. The site is relatively flat but is punctuated by mounds and lower wet areas.

1.5 Tree Bylaw, Natural Features, and Watercourse Protection Development Permits

- 1.5.1 The majority of the site is covered with dense mixed forest of deciduous and coniferous trees. There are a few clusters of what appear to be significant Western Red Cedar and Hemlock tree stands near the west edge of the site. There could also be further specimens, but a detailed tree inventory and management plan would be required to confirm their value and condition. The *Tree Protection and Management Bylaw* will apply to the tree retention, removal, and replacement requirements on each development site.
- 1.5.2 Pursuant to Section 8.10 of the *Official Community Plan*, a *Natural Features Development Permit* application would be required for all development and subdivision to ensure the protection, restoration, and enhancement of this natural environment. Coho Creek and its tributaries run east to west and northeast to southwest through the site in the south and central part of the site.
- 1.5.3 Coho Creek is fish-bearing and therefore requires a 30-meter setback and a 15-meter setback along the one eastern tributary on the site. The Creek also acts as a wildlife corridor through the site and connects east and west and north to south as part of a larger watershed area. This conservation area is estimated to be 5 hectares (13 acres), reducing the gross development area to approximately 20 hectares (50 acres) or 80% of the gross land area.



Orthographic photo of site and adjoining uses



Summary site analysis and core Coho Creek Conservation Area

- 1.5.4 In accordance with Section 8.9 of the *Official Community Plan*, a *Watercourse Protection Development Permit* application is required for all development and building within 50 meters of the Creek's top of bank. Re-designation to a "Conservation" land use designation within the *Official Community Plan* is recommended.

There is a remnant central "island" of land in the south-central area of the site that may be considered for the east tributary stream compensation and a reduced setback to 22.5 meters for the balance of Coho Creek. A further environmental study is required to confirm the merit and feasibility of the various creek management and compensation options.

1.6 Access and Transportation

- 1.6.1 128 Avenue connects to the Golden Ears bridge to the west and 232 Street connects south to Dewdney Trunk Road. Each of these roads will provide limited access to the site and no direct single-site access. Further road-widening dedication and improvements will be required as a condition of development and appropriate road standards for interior roads.

1.7 Trails, Open space, Parks and Recreation

- 1.7.1 A gravel horse trail runs along the south side of 128 Avenue adjoining the site. There are no formal trails through the site. However, there are some informal trails by some property owners on the west edge. There are plans for a comprehensive bike lane and walking path for both 128 Avenue and 232 Street in the future that will incorporate bike lanes and a sidewalk/trail network.



A gravel horse trail is located along the south side of 128 Avenue

- 1.7.2 A natural interconnected pathway and trail system is shown on the concept plan for the site that connects to the surrounding neighbourhoods. The trails should be slightly elevated to avoid flooding and may require elevated boardwalk sections in some of the riparian areas near the stream or in particularly low wet areas. In addition, at least two to three pedestrian bridges will be required to span Coho Creek. These bridges should be designed and constructed so that they create minimum disturbance in the riparian areas.



Informal trails exist on the west edge of the site adjoining the residential area

1.8 Stormwater Management

- 1.8.1 Coho Creek will be the major recipient of stormwater runoff on the site. As a fish-bearing water course, any stormwater flow should be filtered and scrubbed via biofiltration and detention pond system in the proposed development.
- 1.8.2 Since the business park will generally have larger lots than urban residential development, there is an opportunity for more significant lot biofiltration areas and bio-swales to convey the stormwater and clean it on site and in transit to Coho Creek. Similarly, if clustered residential development is considered on the west edge of the site, this form of development would permit potential larger areas for stormwater detention and biofiltration before entering Coho Creek.
- 1.8.3 Further study will be required on an overall and site by site basis to ensure that the stormwater system on the site will be properly designed to minimize impacts on Coho Creek's health and capacity. Any development would need to demonstrate compliance with the City's stormwater management requirements following the three tier on-site source controls using Provincial and Metro Vancouver design standards. Stormwater management strategies need to be coordinated with geotechnical recommendations, environmental protection areas, and tree retention plans.

2.0 Employment Area Development Concept and Principles

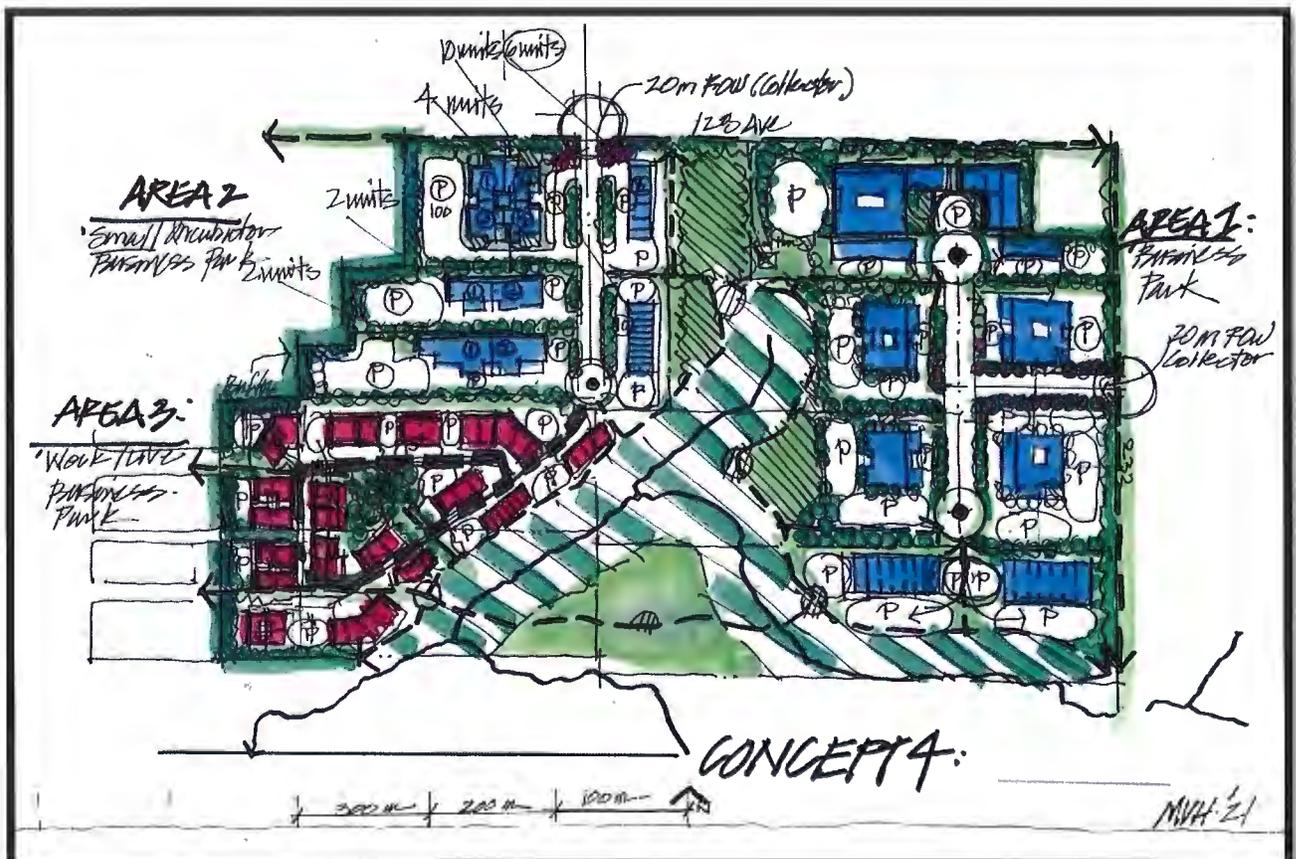
2.1 Employment Area Development Concept

2.1.1 Complete Yennadon Lands Vision: Live, Work, and Play with Nature

The intent is to create a complete neighbourhood where residents and business owners can live, work and play within a five to ten-minute walk or bicycle ride of their residence. This employment area should be uniquely smaller scaled to fit with the surrounding neighbourhood, offering the potential for a variety of smaller scaled buildings with limited building heights and sizes. Residential uses will be limited to potential work/live units in the west sector (see Development Concept Plan below).

2.1.2 Nature and Eco-Industrial Network Potential: The natural environmental area of the site will be conserved as the Coho Creek Conservation Area with the required 30 metre setback areas to buildings and trails along its edges. The employment area will be linked by trails and natural open spaces, which in turn will be connected to the adjoining communities. Businesses are also encouraged to form an Eco-industrial Network to minimize waste and optimize the "circular economy" where waste becomes a potential raw material for another local business. (see Eco-Industrial Park Handbook:

<https://openknowledge.worldbank.org/handle/10986/31456> and article; <https://link.springer.com/article/10.1007/s10098-016-1224-x>).



Yennadon Lands Employment Park Development Concept

2.2 Guiding Principles

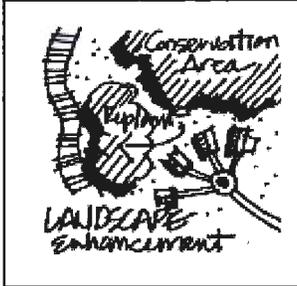
- 2.2.1 **Suitable Mix of Employment Uses:** The employment area will need to have an appropriate mix and size of employment uses to generate suitable levels of job creation while still affording a sensitive transition to the surrounding residential uses.
- 2.2.2 **Neighbourhood Business Scale and Character:** The design of the employment area will be limited to business activities inside the building to eliminate nuisance noise, odour, and other negative impacts. The building form will be more of a residential height and massing in the western area with generous landscape retention and reduced parking if possible. The eastern area may have larger and more conventional light industrial buildings.
- 2.2.3 **Innovative Mixed Uses:** The development of this site may include a mix of employment uses (including consideration for work/live units and co-working space, especially in the western area). Work/live uses will be limited to the west portion of the site.
- 2.2.4 **Environmental Sensitivity:** Coho Creek will be protected and enhanced with the appropriate setbacks and a progressive stormwater management system on site.
- 2.2.5 **Trail Network:** A comprehensive trail network will connect to the adjoining communities and provide a rich amenity for both the businesses and residents to enjoy, promoting a healthy and walking/biking culture.
- 2.2.6 **Resilience and Adaptability:** This employment neighbourhood will be designed and planned so that there is diversity and choice of business parcels and units so they can adopt and consolidate or expand over time.
- 2.2.7 **Climate-Change Responsive:** The infrastructure and servicing will be designed for increased storm flows and special events, so the neighbourhood has the ability to weather through extreme climatic conditions with additional precautionary measures, including floodways and dry pond areas for emergency stormwater storage.

The intention is that each of the businesses will be part of a greater community that engenders environmental stewardship, economic prosperity, and social responsibility as core to their values.

3.0 Design Guidelines

3.1 General Guidelines: Site Planning Essentials

The following are requirements for each Development Permit Application:

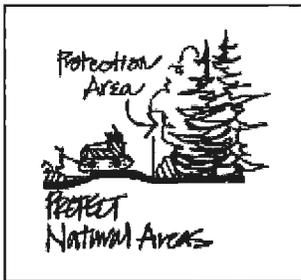


3.1.1 Minimize site disturbance and enhance natural features

The site is sensitive to any alterations of the landscape, especially those areas adjoining Coho Creek. There shall be no disturbance within the stream setback area. Other areas with significant trees will be retained where possible and enhanced with native planting.

3.1.2 Locate building and parking to minimize impact on natural areas

Buildings and required parking shall be located outside the stream setback area. Additional parking or storage areas can be completed with pervious surfaces and surface storage to permit temporary retention, subsurface water recharge and reduce off-site erosion. Any trails or pathways should be located outside the stream setback area.

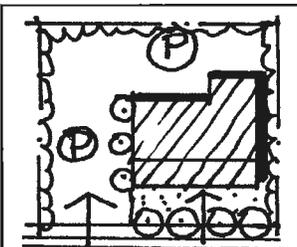


3.1.3 Locate buildings close to the streets with pedestrian access

Since this area is intended to be pedestrian friendly and residential scale on the west portion of the site, buildings will be required to meet the minimum setback requirements unless visitor parking is proposed in the front yard setback. Direct pedestrian pathway access from the street and parking to the building will be required.

3.1.4 Create adequate building weather protection and passive solar gain

Rain is a matter of fact in the Vancouver Region. Broad overhangs and other methods to protect the building and pedestrians shall be required as part of a genuine west coast approach to design of the buildings and landscape.



3.1.5 Locate main employee parking to the side and rear of the site

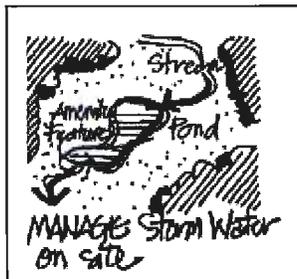
Only visitor parking will be permitted in the front yard area. Other parking is required to be located in side yards or rear yards.

3.1.6 Locate storage, service and loading to the side and rear of the site

Storage, service and loading are required to be located to the sides or rear of the property to minimize potential conflicts with visitors and pedestrians as well as reduce undesirable visual impacts.

3.1.7 Manage stormwater on site

Rainwater management will be important so that Coho Creek will receive unpolluted water and nurture the local fish population. No excess runoff will be permitted from any site and will be retained on site in the event of a storm or other rain event in accordance with City of Maple Ridge engineering and environmental standards.



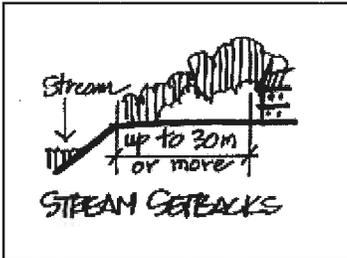
3.1.8 Create a landscaped strip at the front, rear and side of site

To buffer the visual intrusion of larger buildings, storage, and parking, a landscape strip will be required along the front yard, side yards and rear yard. The specifications for planting, width, and fencing are included in the Specific Guidelines that follow.

3.2 Specific Guidelines and Standards

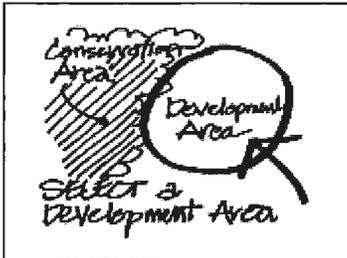
These guidelines generally follow Part 803, *M3 Business Park Industrial Zone* requirements within the City of Maple Ridge *Zoning Bylaw 7600-2019* and may be more specific in some cases to attain the Yennadon Lands Employment Park Development Concept and Guiding Principles (Sections 2.1 and 2.2 of this document).

3.2.1 Overall Site Planning



3.2.1.1 The minimum development setback from Coho Creek is 30 metres. No buildings, improvements, or site disturbance are permitted in this setback area. The development setback area will be defined by the measurement from the top of bank of Coho Creek and require *Natural Features and Watercourse Protection Development Permits*.

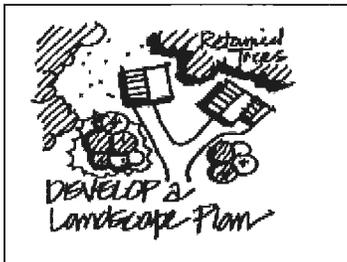
3.2.1.2 The undeveloped portion of the lot shall have all erosion and sediment control mitigation measures in place and be in compliance with the *Maple Ridge Watercourse Protection Bylaw No. 6410-2006*, or as amended.



3.2.1.3 Developments are encouraged to incorporate Low Impact Development (LID) techniques into site planning. Applicants should consider employing techniques such as rain gardens, vegetated swales, separation of impervious surfaces, installing below surface infiltration beds and tree box filters, and redirecting water from drainpipes into vegetated areas.

3.2.1.4 All landscaping areas shall meet or exceed the Metro Vancouver Regional District Stormwater Source Control Design Guidelines 2012, or as amended.

3.2.2 Overall Landscape Plan

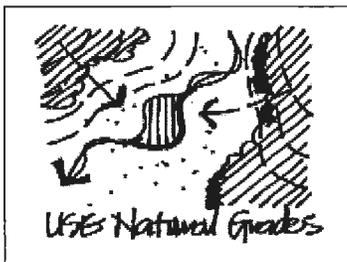


3.2.2.1 A registered British Columbia Landscape Architect shall develop a Landscape Plan for each parcel.

3.2.2.2 The landscape plan is to retain and enhance the natural settings as much as possible with no disturbance to the natural areas to be conserved outside the building sites. Landscape elements should follow an informal design and be understated.

3.2.2.3 Landscaping on site shall provide definition to pedestrian corridors; adequate screening between sites; soften the transition between adjacent uses; and create interesting views and focal points in and to other parts of the overall employment area including the central natural area.

3.2.2.4 Landscape design shall extend and complement the central natural area of the site and complement the adjoining residential development with natural plantings, accent planting, and specimen planting, where appropriate.



3.2.2.5 The scale and location of plant material shall complement and be consistent with the scale and massing of the building(s) and the street trees.



Landscape for energy efficiency and conservation

- 3.2.2.6 The Landscape Plan shall include vegetation and trees to be retained and protected during construction by distinct fencing (Section 3.2.4).
- 3.2.2.7 Site grading and excavation should retain topsoil on site and create the least site disturbance where possible.
- 3.2.2.8 All final site grading must match adjoining, undisturbed natural grades and should be integrated with the stormwater master plan.
- 3.2.2.9 The Landscape Plan should consider energy efficiency and conservation in the selection and placement of plants including the following:
 - 3.2.2.9.1 Providing shade in the summer and light in the winter to the buildings through deciduous tree planting;
 - 3.2.2.9.2 Allowing daylight to active building frontages;
 - 3.2.2.9.3 Permitting natural drainage and ground-water recharge through the placement of planting and planting beds; and
 - 3.2.2.9.4 Redirecting rainwater from rooftop runoff into vegetated areas or rain barrels for later irrigation use.

3.2.3 Landscape Strips and Screens



3.0 metre landscape strip in the front yard and exterior side lot

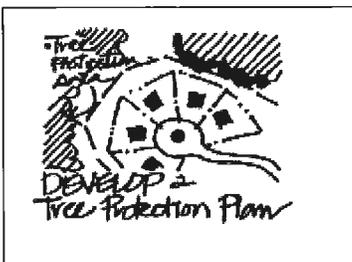


3.0 metre landscape screen in the side and rear yards

- 3.2.3.1 A landscape strip is required at the property line along the street front and exterior side lot. Visitor parking is permitted in the front yard only in addition to pedestrian access to the building.
- 3.2.3.2 A recommended selection of native trees, shrubs and groundcovers are recommended to cover at least 75 percent of the ground in this landscape strip area. The balance is recommended to be natural grasses or no-pesticide lawn grasses. Low shrubs (planted at 1.0 metre minimum on centre and trees at a maximum 7 metres on centre) should be planted to screen parked cars but allow visual access to the building for safety purposes.
- 3.2.3.3 All planting on the property shall be native, water-conserving, herbaceous and/or woody plant species suitable for the City of Maple Ridge.
- 3.2.3.4 A metre landscape screen is required in the side and rear yards and along any lot line edge where a trail is required. These buffer/screen strips shall be planted with native evergreen species and are to be continuous and solid adjoining residential uses. These plants shall be planted at a maximum of 5.0 metres on centre and be a minimum 2.0 metres height at planting.

3.2.4 Tree retention and replacement

- 3.2.4.1 A tree survey is required by a certified arborist to determine recommendations for tree retention, removal and management.
- 3.2.4.2 A tree management plan should be developed as part of the required Landscape Plan to minimize disturbance on the site and reduce associated development costs. If the tree plan is coordinated with storm water management, site grading, road layout, and building layout, site development costs should be reduced.



3.2.4.3 Groups of trees should be retained to protect against potential isolated tree hazard situations. Associated vegetation at the base of trees should be retained to minimize disturbance of existing soil conditions.

3.2.4.4 Trees on adjacent property must not be cut, pruned or have roots severed or disturbed during construction. Large tree roots encroaching on construction areas shall be left intact up to the foundation. Fill or any other material shall be kept well clear of existing trees. Foreign materials and substances should be prevented from entering or leaching into soils and definitely not be stored or placed in the tree protection areas. At the same time, root systems of retained trees shall be protected from compaction and grade changes.



3.2.4.5 All trees identified for preservation shall be protected during construction unless other demonstrated that they are a safety hazard or require removal to accommodate an approved building or structure in accordance with the *Tree Protection and Management Bylaw No. 7133-2015*.

3.2.5 Fencing

3.2.5.1 No fencing is permitted in the front yard and external side yard areas, except treatments like low decorative wood rail fencing as part of a coordinated landscape plan to a maximum of 1.2 metres.



3.2.5.2 Fencing is limited the internal side yards and rear yard areas and shall not exceed 3.6 metres.

3.2.5.3 Fencing adjoining residential areas shall either be constructed with materials consistent with fenced generally used in the residential neighbourhood or can be chain-link fencing if complemented by a solid evergreen hedge on the outside of the fence.

Chain-link fencing integrated with evergreen hedge

3.2.5.4 Any fencing will meet the requirements of *Section 403 – Visual Clearances at Intersections of the Zoning Bylaw*.

3.2.6 Street design standards and pedestrian connections

3.2.6.1 A 20-metre street right-of-way will provide to a pavement width for larger vehicles and their required wider turning radii, as well as street "pocket" parking on both sides of the street. In addition, a 1.5-metre-wide curbside sidewalk and an area for street tree planting and lighting.

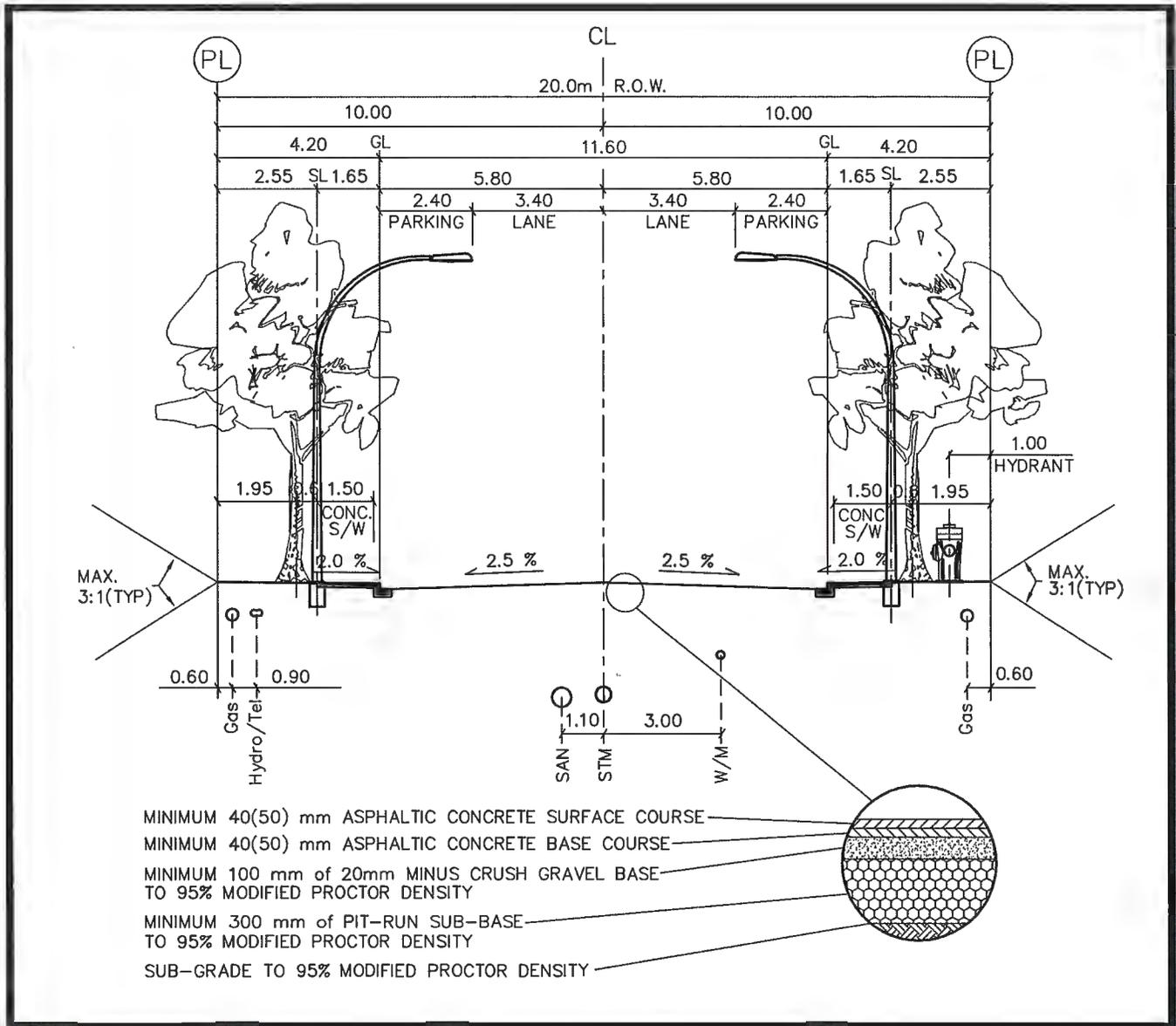


Figure 1: COLLECTOR STREET Cross-Section

City of Maple Ridge standard street cross-section permitting space for parking "pockets" on both sides of the street. This street right-of-way provides a curbside sidewalk and an area for street tree planting and lighting.

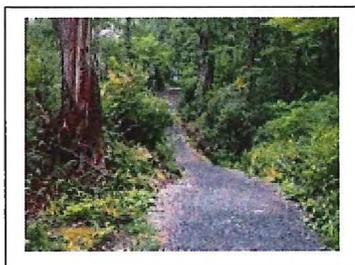


Street lighting with special neighbourhood scale

3.2.6.2 Street lighting could include the following as special neighbourhood scale lighting: 7.6 metre height, gun metal grey or dark blue KIM Large ERA and provide additional 6.0-metre-high lighting (150-250W MH) along the sidewalk with spacing at 20.0 metres or in accordance with City of Maple Ridge lighting standards.

3.2.6.3 There shall be a separate pedestrian sidewalk connection between the street and the front door of the building or buildings.

3.2.6.4 It is required that a trail network as shown on the concept plan be provided along the Coho Creek setback area and through the development to connect up to the residential areas south and west of the site and with the proposed multi-use trail along 128th Street and 232 Avenue.



Trail with 2.5 metre with and 250 mm shoulder

3.2.6.5 A 5.0m dedicated public-rights-of-way shall be required along the Coho Creek setback areas and between properties to permit an interconnected trail system and as an amenity to businesses and residents.

3.2.6.6 Standard trail/pathways include a 2.5 metre pathway with a 250 mm shoulder on both sides (see Figure 2 below).

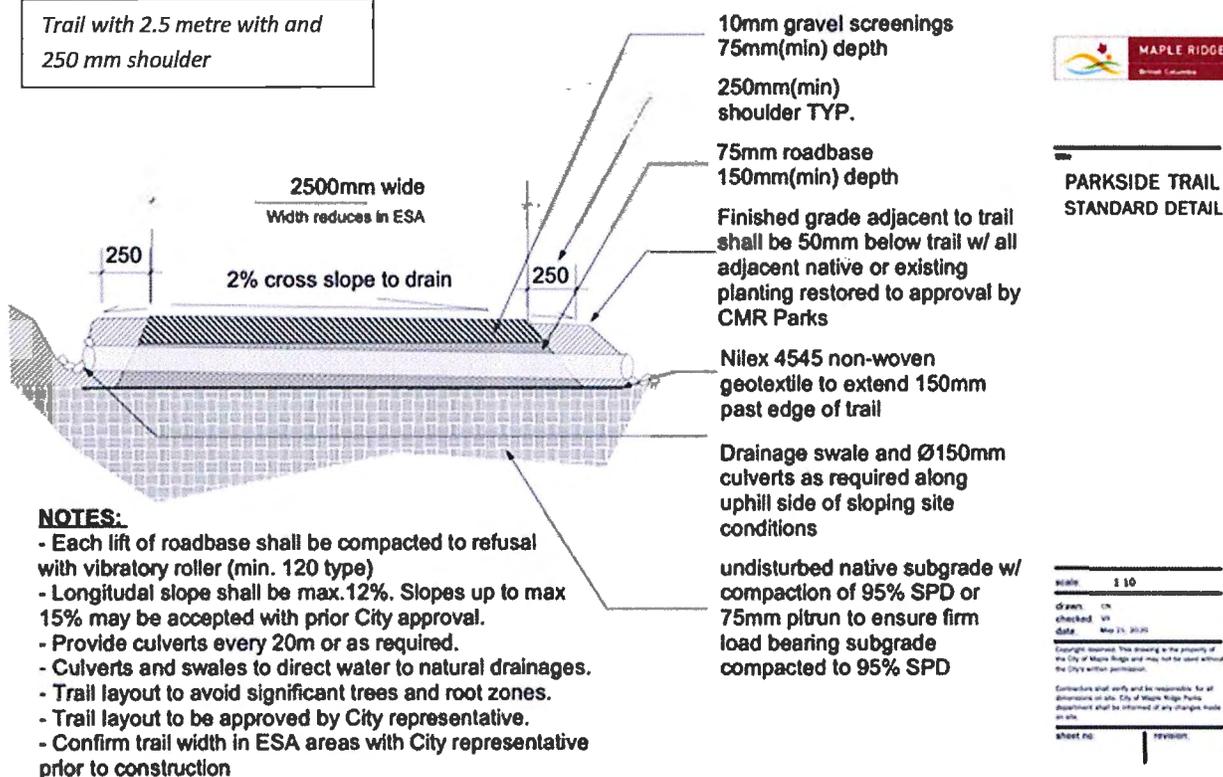


Figure 2: PARKSIDE TRAIL Standard Detail
City of Maple Ridge standard cross-section for trails

- 3.2.6.7 Street trees shall be spaced 8.0-10.0 metres apart, planted at a minimum 8-centimetre caliper, and be located a minimum 4.0 metres away from light poles.
- 3.2.6.8 Parking will be permitted on both sides of the street unless otherwise determined. The 3.0 metre landscape strip on the inside of the sidewalk, and in the front yard of each parcel specified in section 3.1.3.1, is intended to create a pleasant pedestrian pathway on both sides of the street.
- 3.2.6.9 New paving should match existing--higher quality materials, patterns, colours to emphasize areas of prominence. Paving shall conform to City's standards, however, where decorative elements are required to highlight certain area and slow down vehicular traffic, the following materials shall be used: Sandblasted or broom finished concrete with saw cut or tooled joints and no trowel edges; and concrete unit paver – 305mm Manor Square – Sierra Slate finish, Autumn colour supplied by Westcon / Mutual Material.

3.2.7 Entrance Gateways

- 3.2.7.1 Entrance gateways shall be located at the entrance to the west section and east section of the Employment Area at 128 Avenue and at the entrance to the east section on 232 Street.
- 3.2.7.2 The gateways shall set and reflect the character of the employment areas and create a distinct recognition of entrance into an employment area through entrance signage and a potential special paving treatment.
- 3.2.7.3 Materials used in their natural state are encouraged such as stone and wood.



The entrance gateways are to be neighbourhood scale and using natural materials combined with native landscaping.

3.2.8 Access and parking

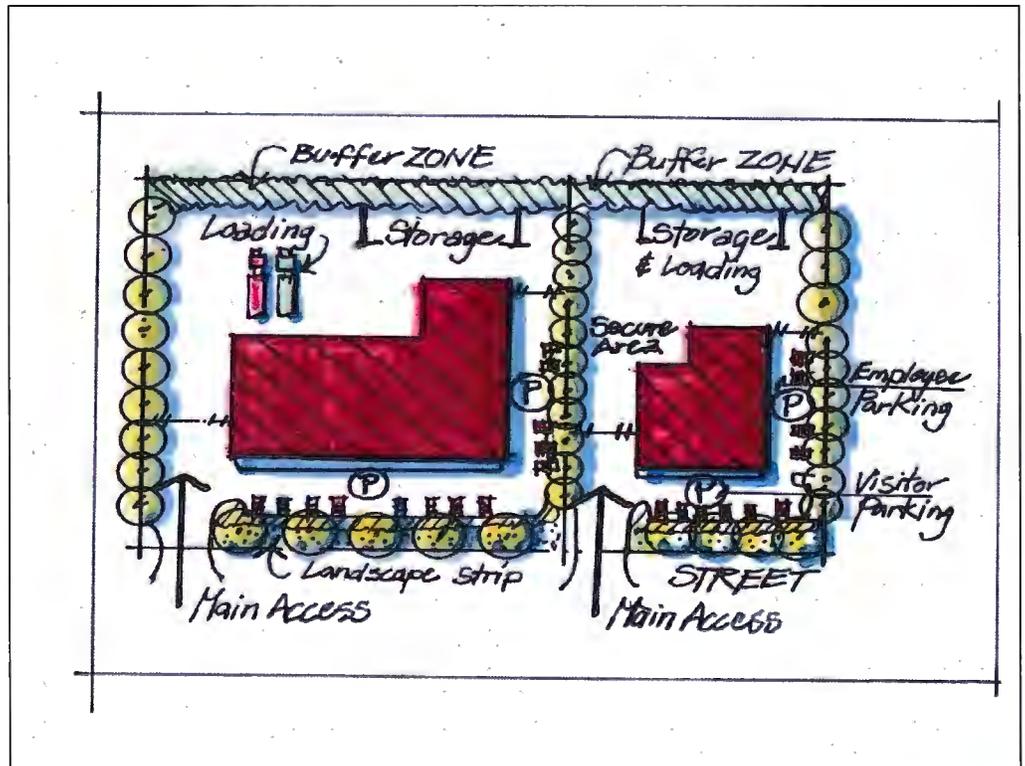
- 3.2.8.1 Access may be shared with adjoining uses to minimize driveway along the street, but additional access widths are to be provided.
- 3.2.8.2 Only visitor parking is permitted in the front yard or external side yard areas. All other parking is required to be on the interior side yards or the rear yard areas.
- 3.2.8.3 Locate disabled parking spaces near the front door of the building, providing ramp or other universal design access.
- 3.2.8.4 All non-vehicular routes shall be fully accessible. Sidewalks and paved pathways shall be wide enough for wheelchairs or scooters and should include a tactile strip for the visually impaired.
- 3.2.8.5 Curb cuts and curb let-downs shall be provided in appropriate locations to facilitate safe, convenient, and direct access from parking spaces to buildings for people with disabilities.
- 3.2.8.6 Parking areas shall be divided into smaller sections by planting trees every 6 parking stalls with shrubs and groundcover to break up and green the parking areas.
- 3.2.8.7 A distinct pedestrian pathway connection shall be provided between the parking area and the main building where there are multiple layers of parking.



Visitor parking only in the front yard setback area



Pedestrian access from street to front entrance of building





3.2.9 Loading, service, storage and refuse



Loading and service bays to the side and rear of the building



Screening of service and loading areas

- 3.2.9.1 Loading and service bays shall be located to the side and rear of the building with access to the side of the building.
- 3.2.9.2 Loading and service bays shall be screened from adjoining properties in accordance with section 3.1.2.3.
- 3.2.9.3 Service and loading areas should have differentiated access to minimize visual impacts and potential conflicts with pedestrians and smaller visitor vehicles.
- 3.2.9.4 No storage materials shall exceed the height of the fencing and screening.
- 3.2.9.5 Ensure construction waste is recycled where feasible.
- 3.2.9.6 A comprehensive waste reduction program is encouraged among landowners that can provide recycling and reuse in close proximity of industrial and commercial owners and/or tenants.
- 3.2.9.7 Refuse receptacles shall be located indoors or within service areas out of view from pedestrian access. Garbage and waste material should be stored in containers that are weather-proof and animal resistant.

3.2.10 Building size and massing



3.2.10.1 The front of the building will face the street.

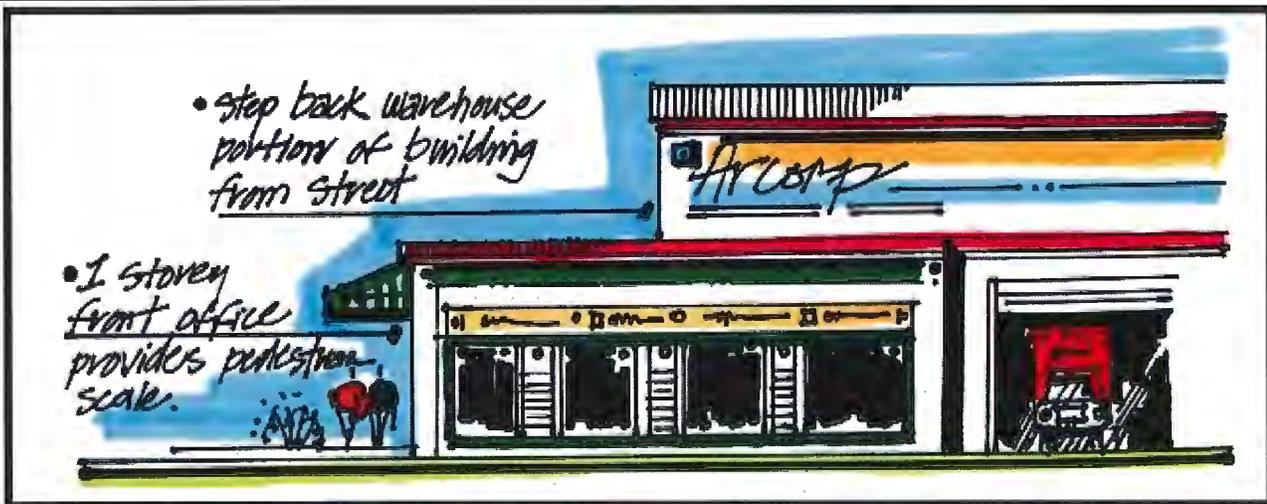
3.2.10.2 It is recommended that the front of the building be articulated with wall divisions, building setbacks/protrusions or punched windows to break up long wall surfaces and create interest and scale along the street front.

3.2.10.3 The front reception and offices could be lower than the back of house warehouse and storage areas to create pedestrian scale and interest along the street.



3.2.10.4 Ancillary or accessory buildings, including structures used for storing materials or refuse containers should be visually screened from public streets with dense evergreen planting or should be designed and finished in a manner consistent and harmonious with the principal building.

Buildings shall be scaled appropriately and front the street



The overall concept is to create a green campus of buildings that scale with the neighbourhood.

3.2.11 Building design and articulation



Eclectic west coast architecture with wood, glass, and steel



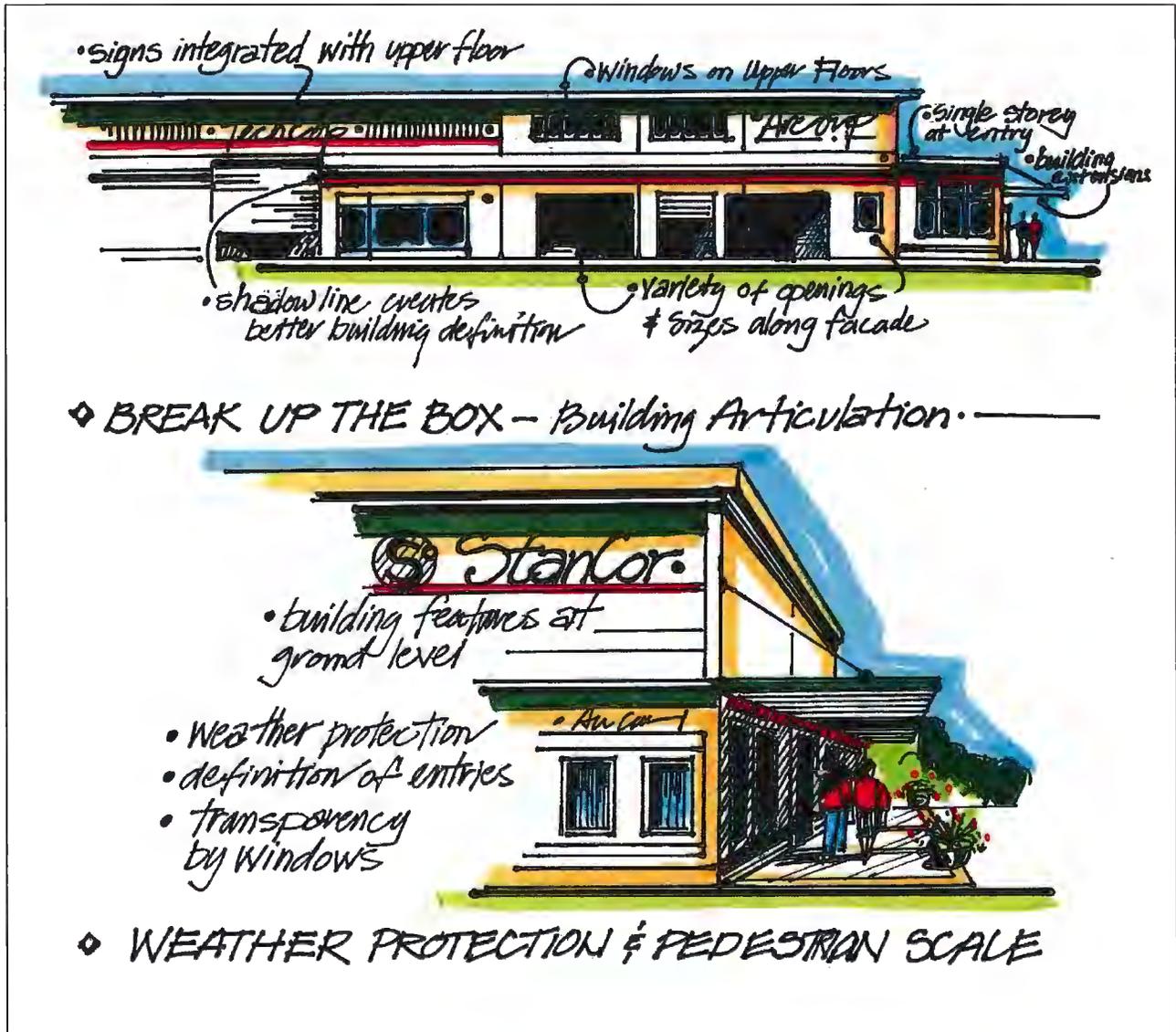
No blank walls; walls with texture, glazing, and colours



Each building shall have an employee amenity area

- 3.2.11.1 Eclectic architecture is encouraged – a range of styles, scale, massing, articulation, and glazing suitable for light industrial buildings with a west coast flair by using wood and steel accents where appropriate.
- 3.2.11.2 Broad overhangs for weather protection of both building and pedestrians shall be considered.
- 3.2.11.3 Offices, reception, sales, and other public use areas shall be located at the front of the buildings and face the adjoining street.
- 3.2.11.4 Main entry areas should be highly articulated with at least 50 percent glazing and a distinct front door design and broad overhangs in roof structure and details.
- 3.2.11.5 Building shall have no blank walls. Where there are major extents of wall surfaces, glazing, texture, graphics, and colours provide visual interest and break up the massive surface.
- 3.2.11.6 Mechanical elements on building roofs shall be screened with appropriate materials that blend in with the building design.
- 3.2.11.7 Natural lighting and ventilation should be maximized where possible by creating windows oriented to sunlight and operable windows for natural ventilation.
- 3.2.11.8 Energy efficient fixtures, programmable thermostats and lighting are recommended to reduce energy demand and minimize operating costs.
- 3.2.11.9 Each site shall have an employee amenity area for the common use of employees and visitors that could include a simple sitting area with shelter.
- 3.2.11.10 Main building entries should be clearly identifiable from the street or entry driveway.
- 3.2.11.11 Renewable energy features should be considered such as solar and geothermal energy where feasible.
- 3.2.11.12 Locate building ventilation systems to minimize noise and exhaust on pedestrian areas, adjacent residential development, and outdoor spaces.
- 3.2.11.13 Bicycle racks and bicycle storage for employees is required to advance bicycling to work. Bicycle parking should be visible, in well-lit areas and the bicycle racks should be of theft-resistant materials, securely anchored to the ground. In addition, showers and lockers are encouraged.
- 3.2.11.14 Main building entries should provide generous weather protection that is designed to be an integral feature of the building's architectural character.
- 3.2.11.15 Larger sites that are developed with more than one building should provide a weather protected walkway system to connect building entries within the site, and coordinated with adjacent sites if possible.

- 3.2.11.16 Canopy and/or awning systems detailing should consider integrated signage, lighting, and display systems.
- 3.2.11.17 Canopy and awning systems depth should be maximized to provide greater weather protection, as well as reduce the scale impact of larger buildings.
- 3.2.11.18 Weather protection elements on overhangs may be considered in required yards and landscaped setbacks.
- 3.2.11.19 Ground-oriented pedestrian "streets" through large footprint buildings are encouraged to create connections to on-site circulation routes and amenities, consistent with a campus-like high-tech environment. Such circulation through buildings should be clearly identified and designed for use by the public.



3.2.12 Building materials and colour

3.2.12.1 Wood, stone, steel, and glass should be elemental to the buildings and building clusters to emphasize the west coast locale and contemporary design.

3.2.12.2 Materials like vinyl, aluminum siding and brick facing are not preferred or should be only a portion of the building materials. Accents in wood and stone are recommended.

3.2.12.3 Exposed concrete shall be sandblasted or clad in split faced granite or similar material. Coloured concrete, if used, should be muted earth/rock tones.

3.2.12.4 Construction materials should consider recycled content where possible.

3.2.12.5 Clear or muted colours, used with stains, or earth tone-coloured materials are recommended; accent colours shall be permitted on special building elements such as trim and around the entrance ways.



Wood, stone, steel, and glass should be elemental to design



The building materials should help reduce the volume and scale of the buildings to help them fit better into the Yennadon neighbourhood.

3.2.13 Crime Prevention Through Environmental Design



3.2.13.1 Crime Prevention Through Environmental Design (CPTED) principles shall be incorporated into site planning and building design by ensuring convenient, safe and identifiable access routes to building entrances, and other principal areas of the site and buildings.

3.2.13.2 Design the site and building so that there is natural surveillance, allowing people to easily view what is happening around them from the parking lots, entrance areas, storage areas and loading bays. Entries and walkways should be highly visible and well-lit with minimum hidden or blind corners.

3.2.14 Signage and wayfinding

3.2.14.1 All signage shall conform to the City of Maple Ridge Sign Bylaw.

3.2.14.2 Signage design, materials and message should be integrated and complement the scale, colours and materials of the building.

3.2.14.3 In multi-tenant buildings, signs shall be designed to present a unified appearance using a single sign at the entrance and separate signs in a consistent sign strip along the mid-part of the building/buildings.

3.2.14.4 Entrance signs to the site should be ground-mounted and simple in character to display the street number and name of the complex.

3.2.14.5 Entrance signage shall be monument based and shall be combined with landscape design to integrate the sign into the site planning and design.

3.2.14.6 Only one individual tenant sign is permitted in a coordinated sign strip area.



Signage should complement building design and placement



Smaller monumental entrance signage using building materials and west coast look complements a local neighbourhood landscape.

3.2.15 Site Lighting

- 3.2.15.1 Lighting shall be designed following a 'dark sky policy' with direct lighting only (full-cut-off) so lighting is directed and there is minimum off-site impacts especially on adjacent residential neighbourhoods.
- 3.2.15.2 Even within the development discreet front entrance lighting and other visitor parking lighting is lower pedestrian scale (LED energy efficient lighting and directed and complements the adjoining street lighting.
- 3.2.15.3 Security lighting is directed and does not flood-off site.
- 3.2.15.4 Other accent lighting including up-lighting for the entrance signage, pedestrian pathway lighting, and specimen trees is acceptable and encouraged as part of a unified landscape and building lighting plan.
- 3.2.15.5 Sidewalk lighting will be coordinated with the street design.

3.2.16 Work/Live

- 3.2.16.1 Work/live units may be approved in the west area of the site.
- 3.2.16.2 These work/live units will be required to meet the parking standards of the City of Maple Ridge for both residential and industrial uses.
- 3.2.16.3 Parking for the residential units will be conveniently located adjoining the unit.
- 3.2.16.4 Workspace will be provided on the first floor and residential space will be provided above the unit and front doors can face an internal access lane.
- 3.2.16.5 No residential units will be permitted on the first floor.
- 3.2.16.6 Caretaker units can be provided in other industrial buildings.
- 3.2.16.7 The Work/Live units shall comply with the other Employment Park guidelines, unless otherwise specified, to ensure that they integrate with the development patterns within the Park.



Work/Live space development opportunities in the west sector of the Employment Park will provide suitable opportunities for incubator small businesses and a suitable transitional use to the existing adjoining residential uses.

3.2.17 Landscape Requirements

- 3.2.17.1 All landscape methods and materials should meet current BCSLA/BCNTA Landscape Standards.
- 3.2.17.2 Native British Columbia species should be maximized. Any supplemental planting should be compatible in variety and size.
- 3.2.17.3 Minimize cultivated, decorative, and non-indigenous plants and lawns. Naturalized landscapes should be the general approach to reduce maintenance, enhance wildlife, and water use.
- 3.2.17.4 Tall tree species should be located to minimize impact on views from neighbouring properties.
- 3.2.17.5 All trees shall be provided with a sufficient depth of soil volume to meet or exceed a total of 10m³ of soil volume per new tree planted.
- 3.2.17.6 Potential native landscape plant list: The following are potential native plants options for individual, cluster site, and overall site development enhancement. This is a general list of plants. Sometimes the best solution with native planting is to mimic the tree types and patterns on the existing site to maximize compatibility and survival. All plant material will meet BCNTA standards.

Deciduous Trees

Red Alder, *alnus rubra*
Vine Maple, *acer circinatum*
Red Maple, *acer rubrum*
Paper Birch, *betula papyrifera*
Pacific Dogwood, *cornus nutallii* (and smaller varieties)
Douglas Maple, *acer glabrum*
Black Hawthorn, *crategus douglasii*
Pacific Crab Apple, *malus fusca*
Bitter Cherry, *prunus emarginata*

Coniferous Trees

Douglas Fir, *pseudotsuga menziesii*
Western Red Cedar, *thuja plicata*
Western Hemlock, *tsuga heterophylla*
Western Yew, *taxus brevifolia*
Red Cedar, *thuja plicata* 'Excelsa'
Western White Pine, *pinus monticola*
Shore Pine, *prunus contorta*
Mugho Pine, *pinus mugo mughus*

Shrubs

Maidenhair Fern, *adiantum pedatum*
Deer Fern, *blechnum spicant*
Western Sword Fern, *polystichum munitum*
Oregon Grape, *mahonia aquifolium*
Huckleberry, *vaccinium parviflorum* & *ovatum*

Redtwig Dogwood, *cornus stolonifera*
Wild Mock Orange, *philadelphus lewissii*
Viburnum, *viburnum davidii*
Pacific Rhododendrons, *rhododendron macrophyllum*
Azaleas, (local evergreen varieties)
Sarcococca, *sarcococca ruscifolia*

Ground Covers, Vines

Kinnickinnick, *arctostaphylos uva-ursi*
Salal, *gaultheria shallon*
Clamatis, *clematis armandii*



Diversity of native plant materials that grow well in local site conditions is important to the health and growth of the site landscaping .

Yennadon Lands Employment Park

Design Checklist

Design Section	Compliance YES/NO	Comments or Equivalencies
3.1 Site Planning Essentials		
3.1.1 Minimize site disturbance and enhance natural features		
3.1.2 Locate building and parking to minimize impact on natural area		
3.1.3 Locate buildings close to the streets with pedestrian access		
3.1.4 Locate and orient buildings for passive solar gain		
3.1.5 Locate main employee parking to the side and rear of the site		
3.1.6 Locate storage and loading to the side and rear of the site		
3.1.7 Manage stormwater on site		
3.1.8 Create a landscaped strip at the front, rear and side of site		
3.2 Specific Guidelines and Standards		
3.2.1 Overall site planning		
3.2.2 Overall landscape plan		
3.2.3 Landscape strips and screens		

Design Section	Compliance YES/NO	Comments or Equivalencies
3.2.4 Tree retention and replacement		
3.2.5 Fencing		
3.2.6 Street design standards and pedestrian connections		
3.2.7 Entrance gateways		
3.2.8 Access and parking		
3.2.9 Access and parking		
3.2.10 Building size and massing		
3.2.11 Building size and massing		
3.2.12 Building materials and colour		
3.2.13 Crime prevention through environmental design		
3.2.14 Signage and wayfinding		
3.2.15 Site Lighting		
3.2.16 Work/live		
3.2.17 Plant selection		

SUMMARY EVALUATION:

Yennadon Lands Employment Park

Strengths

Weaknesses

Required Improvements

Other Recommendations and Comments

Notes on Development Permit Application

CITY OF MAPLE RIDGE

BYLAW NO.7735-2021

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

WHEREAS Section 477 of the Local Government Act provides that the Council may revise the Official Community Plan;

AND WHEREAS it is deemed desirable to amend Schedule "B" and Schedule "C" to the Official Community Plan;

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

1. This Bylaw may be cited for all purposes as "Maple Ridge Official Community Plan Amending Bylaw No.7735-2021."
2. To amend the Urban Area Boundary, as shown in Schedule 1, to include the Yennadon Lands in their entirety.
3. Those parcels or tracts of land and premises known and described as:

Lot 43, Plan NWP30199, Section 20, Township 12, Group 1, New Westminster Land District

Parcel A, Lot 8, Plan NWP5467, Section 20, Township 12, New Westminster Land District, REF PL 8148

Lot 7, Plan NWP5467, Section 20, Township 12, Group 1, New Westminster Land District

Lot 6, Plan NWP5467, Section 20, Township 12, Group 1, New Westminster Land District

Lot 5, Plan NWP5467, Section 20, Township 12, Group 1, New Westminster Land District

Lot 3, Plan NWP5430, Sublot 1, Part NE1/4, Section 20, Township 12, Group 1, New Westminster Land District, Except Plan PARCEL "A" RP22408, P23424

Lot 4, Plan NWP5430, Section 20, Township 12, Group 1, New Westminster Land District, Except Plan 23424, LMP12700

Lot 2, Plan NWP22339, Part NE1/4, Section 20, Township 12, Group 1, New Westminster Land District

Lot 46, Plan NWP31436, Part NE1/4, Section 20, Township 12, Group 1, New Westminster Land District

Lot 55, Plan NWP40879, Part NE1/4, Section 20, Township 12, Group 1, New Westminster Land District

Lot 56, Plan NWP40879, Part NE1/4, Section 20, Township 12, Group 1, New Westminster Land District

Parcel B, Lot 8, Plan NWP5467, Section 20, Township 12, New Westminster Land District, (REF PL 13094)

Lot 43, Plan NWP30199, Section 20, Township 12, Group 1, New Westminster Land District

And outlined in heavy black line on Map No. 1038 and 1039, a copy of which is attached hereto as Schedule 2 and forms part of this Bylaw, are hereby re-designated to Industrial (Employment Park Category) and Conservation.

4. Maple Ridge Official Community Plan Bylaw No. 7060-2014 as amended is hereby amended accordingly.

READ a first time the day of 202X.

READ a second time the day of 202X.

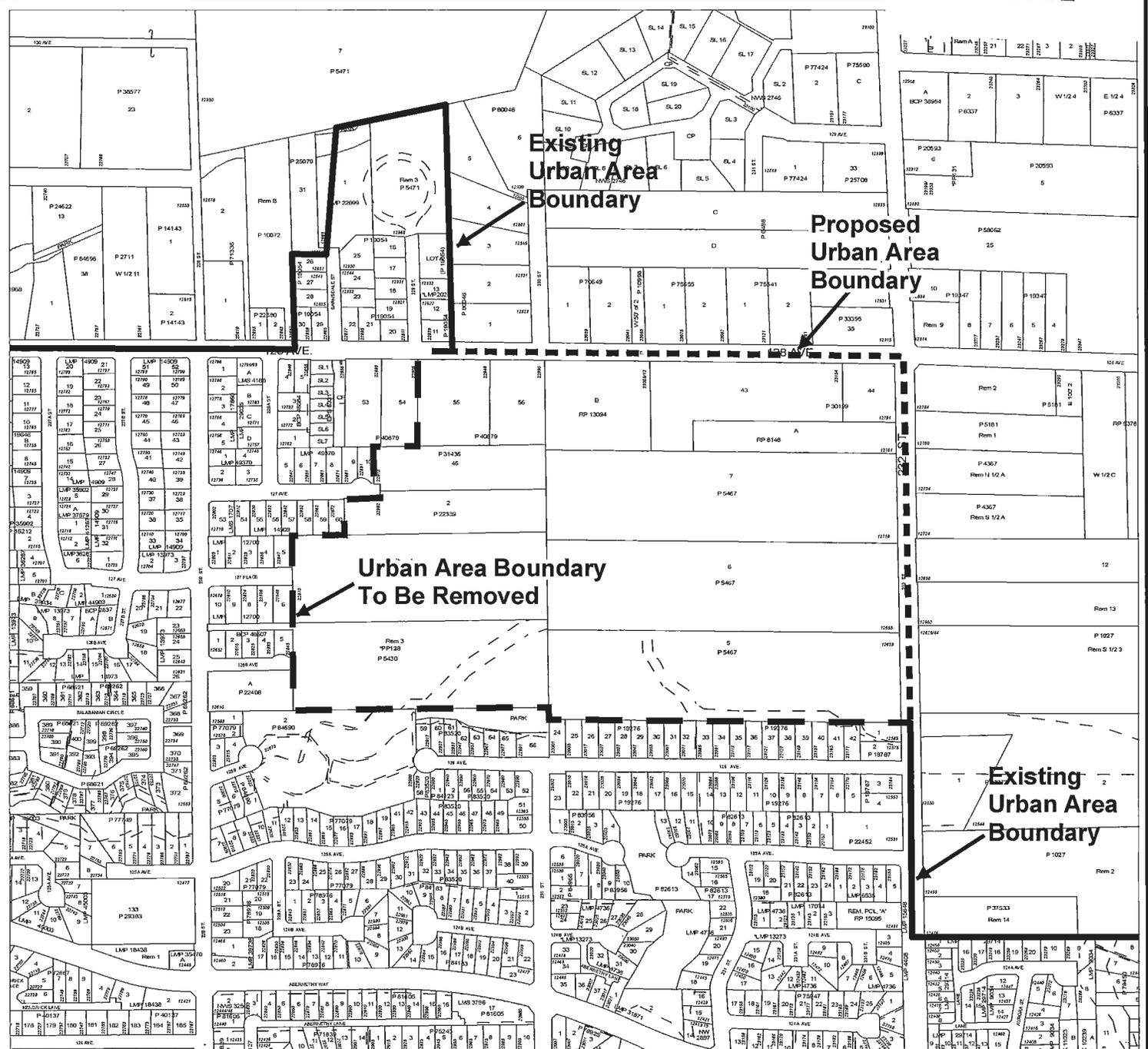
PUBLIC HEARING held the day of , 202X.

READ a third time the day of , 202X.

ADOPTED, the day of , 202X.

PRESIDING MEMBER

CORPORATE OFFICER



MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7735-2021

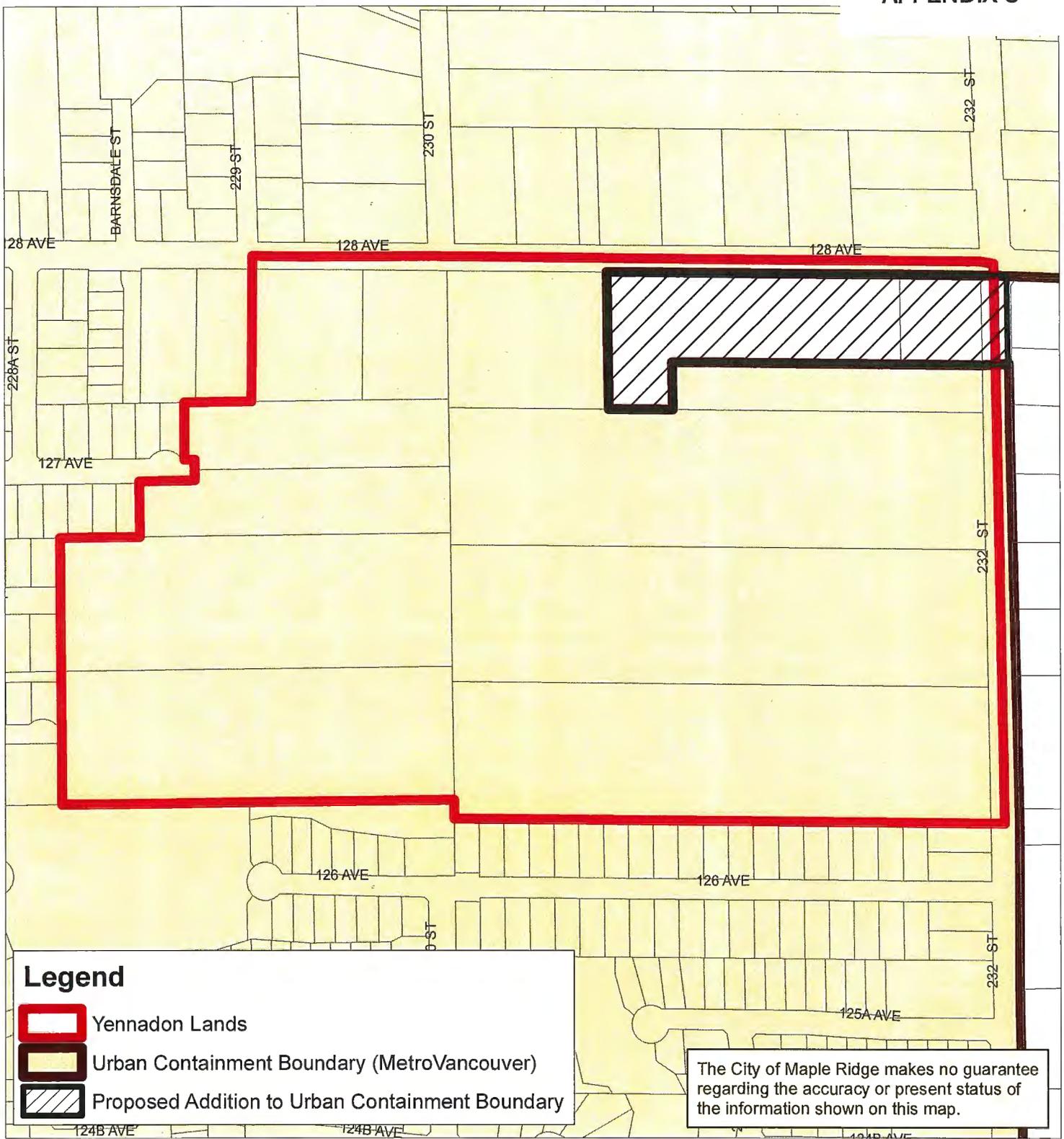
Map No. 1037

Purpose: To Amend the Urban Area Boundary as shown

- — Remove Existing Boundary
- - - - Add Proposed Boundary



SCALE 1:6,500



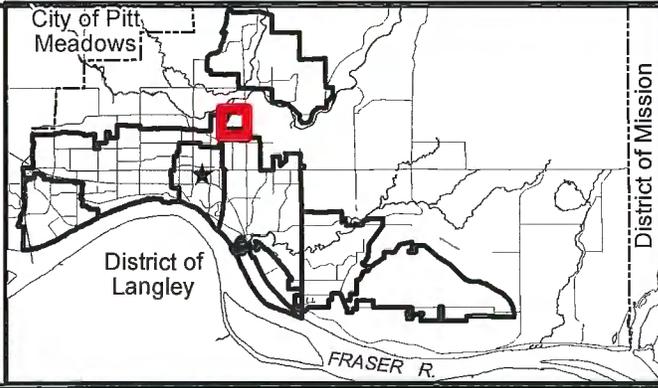
Legend

-  Yennadon Lands
-  Urban Containment Boundary (MetroVancouver)
-  Proposed Addition to Urban Containment Boundary

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



Scale: 1:4,000



**Proposed Addition
to Urban Containment Boundary**

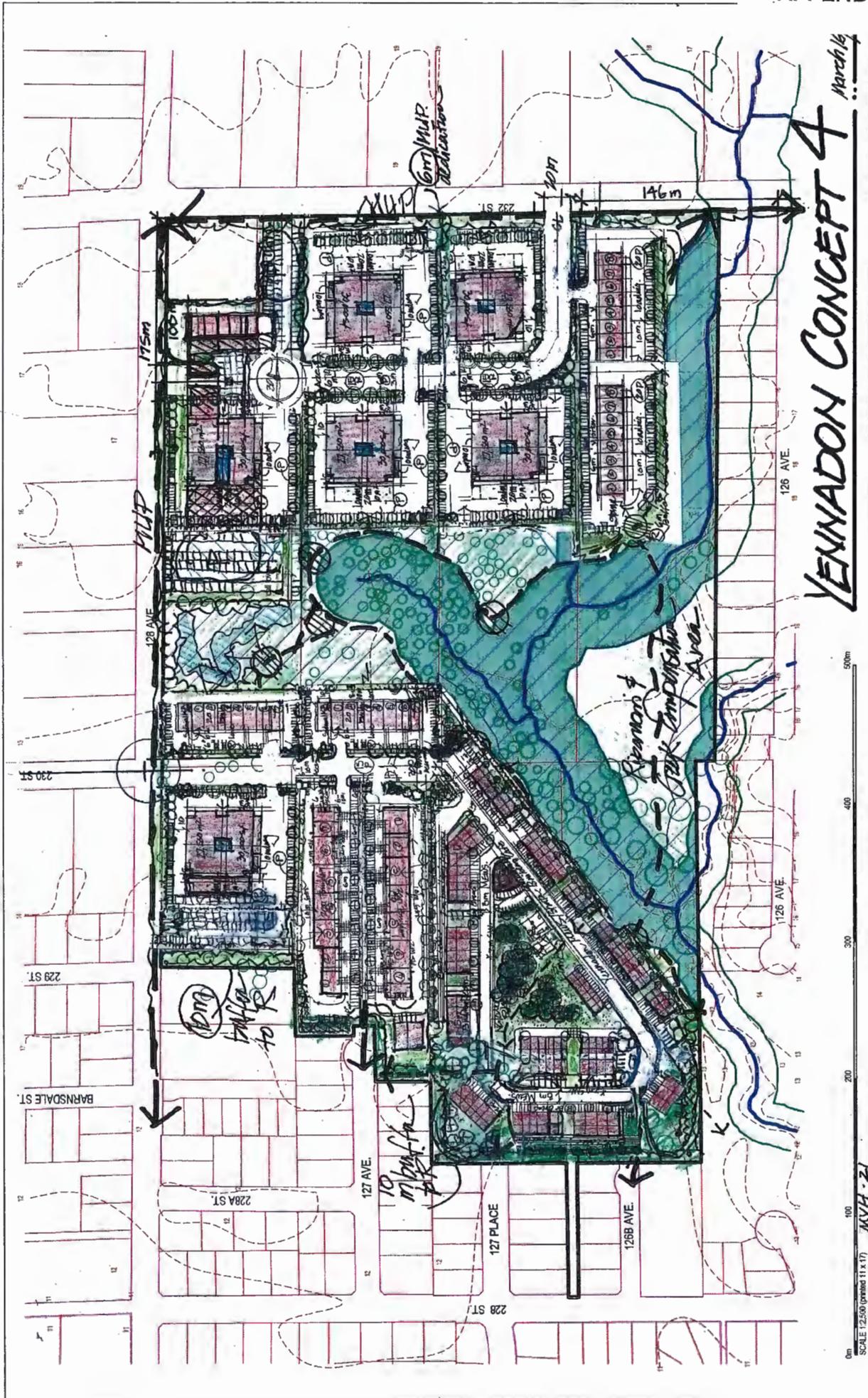
PLANNING DEPARTMENT



MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: YennadonLands.mxd
DATE: Jun 22, 2020
BY: DT



TO: His Worship Mayor Michael Morden
and Members of Council

FROM: Chief Administrative Officer

SUBJECT: First Reading
Zone Amending Bylaw No. 7732-2021;
11822 Owen Street

MEETING DATE: May 4, 2021
FILE NO: 2019-337-RZ
MEETING: C o W

EXECUTIVE SUMMARY:

An application has been received to rezone the subject property, located at 11822 Owen Street, from RS-1 (Single Detached Residential) to RT-2 (Ground-Oriented Residential Infill), to permit a future multi-family development into a Courtyard form with six units. To proceed further with this application additional information is required as outlined below.

Pursuant to Council policy, this application is subject to the Community Amenity Contribution Program, and the applicant will be requested to pay \$4,100.00 per townhouse or other attached ground-oriented dwelling unit, for an estimated total contribution of \$24,600.00.

RECOMMENDATIONS:

1. That Zone Amending Bylaw No. 7732-2021 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, taking into consideration the applicable Ground Oriented Residential Infill Design Guidelines, and the Hammond Area Development Guidelines.

DISCUSSION:

a) Background Context:

Applicant:	Billard Architecture Inc., Robert Billard
Legal Description:	Lot 13 District Lot 250 Group 1 NWD Plan 8735
OCP:	
Existing:	LDMF (Low Density Multi-Family)
Proposed:	LDMF (Low Density Multi-Family)
Within Urban Area Boundary:	Yes
Area Plan:	Hammond Area Plan, adjacent to Transit Corridor Study Area
OCP Major Corridor:	No
Zoning:	
Existing:	RS-1 (Single Detached Residential)
Proposed:	RT-2 (Ground-Oriented Residential Infill)

Surrounding Uses:

North:	Use:	Commercial
	Zone:	C-2 (Community Commercial)
	Designation:	Commercial
South:	Use:	Residential
	Zone:	RS-1 (Single Detached Residential)
	Designation:	Low Density Multi-Family
East:	Use:	Service Commercial, and Residential
	Zone:	CS-1 (Service Commercial), and RS-1 (Single Detached Residential)
	Designation:	Commercial, Urban Residential and Low Density Multi-Family
West:	Use:	Residential
	Zone:	RS-1 (Single Detached Residential)
	Designation:	Medium Density Multi-Family

Existing Use of Property:	Single Family Residential
Proposed Use of Property:	Multi-Family Residential. Courtyard Form
Site Area:	0.14 ha (0.36 acres)
Access:	Owen Street
Servicing requirement:	Urban Standard

b) Site Characteristics:

The subject property, located at 11822 Owen Street, is approximately 1490 m² in area, is fairly flat with some shrubs on the property lines to the north, east and west. The subject property is currently used for a single family home, with adjacent properties to the north and northeast being commercial zoned properties (currently occupied by Marks Warehouse and Canada Post). Adjacent properties to the south and southeast are residential in nature, as are the properties to the west, across from Owen Street.

c) Project Description:

An application has been received proposing to rezone the subject property located at 11822 Owen Street, from RS-1 (Single Detached Residential) to RT-2 (Ground-Oriented Residential Infill), to a Courtyard housing form of six stratified units around a common courtyard (See Appendices A and B). The proposal contains six (6) units in two buildings of three units, a common area courtyard in the middle including a community long-table, playground classroom and community kitchen, private gardens along the northern property line and twelve semi-enclosed parking stalls along the east property line. A variance is required to reduce the front setback, in order to increase the common courtyard area to act as a shared community green.

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 Hammond Area Plan and is currently designated *Low Density Multi-Family*. For the proposed development, no OCP amendment will be required to allow the proposed RT-2 zoning.

The outline of the study area for the Lougheed Transit Corridor is adjacent to the subject property, but does not include it. Therefore, the Lougheed Transit Corridor Study does not directly influence the subject property's potential.

Zoning Bylaw:

The current application proposes to rezone the property located at 11822 Owen Street from RS-1 (Single Detached Residential) to RT-2 (Ground-Oriented Residential Infill) (see Appendix C) to permit a development into a courtyard with six units (see Appendix D). The minimum lot size for the proposed zone is 950m², and the subject property is approximately 1,490m² in area. The proposed variation from the proposed zone involve reducing the front setback in order to increase the common courtyard area. This will require a Development Variance Permit application, which will be subject to a future report. The application is proposing twelve parking stalls, semi-enclosed via trellis and landscaping, eleven of which are detached from the units, against the eastern property line.

Development Permits:

Pursuant to Section 8.14 of the OCP, a Ground Oriented Residential Infill 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 8.13 of the OCP, a Hammond Development Permit Area application is required for all Low Density Multi-family in the Hammond Area.

Advisory Design Panel:

The above referenced Development Permits 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) Ministry of Transportation and Infrastructure; 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 Hammond Area Development Permit Application (Schedule D);
4. A Development Variance Permit (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 OCP, therefore, it is recommended that Council grant first reading subject to additional information being provided and assessed prior to second reading.

"Original signed by Mark McMullen" for

Prepared by: **Therese Melser**
Planning Technician

"Original signed by Chuck Goddard"

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

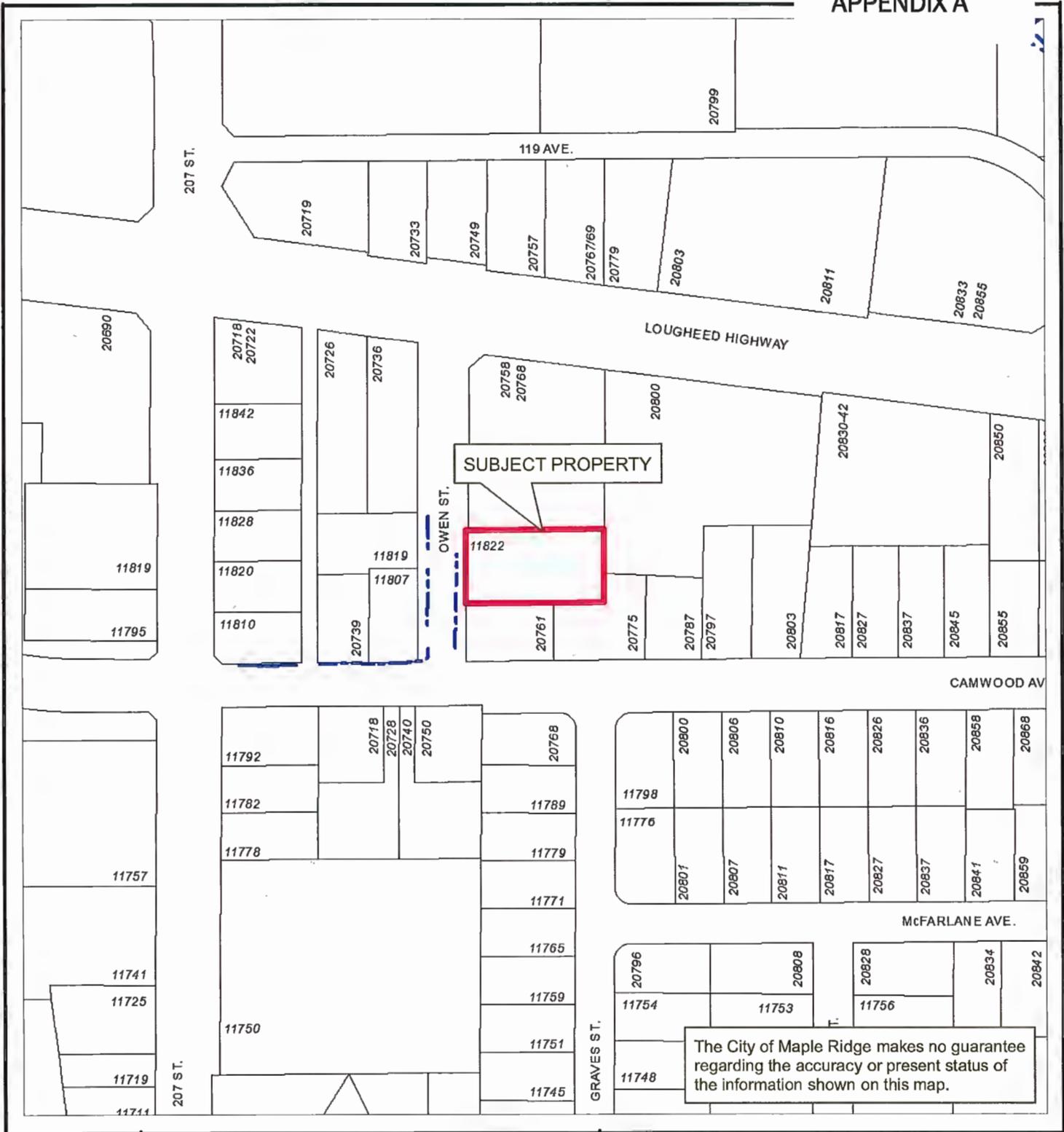
"Original signed by Christine Carter"

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

"Original signed by Al Horsman"

Concurrence: **Al Horsman**
Chief Administrative Officer

The following appendices are attached hereto:
Appendix A – Subject Map
Appendix B – Ortho Map
Appendix C – Zone Amending Bylaw No. 7732-2021
Appendix D – Proposed Site Plan



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



Scale: 1:2,000

Legend

- Stream
- Ditch Centreline
- Indefinite Creek

11822 Owen Street
PID: 011-349-158

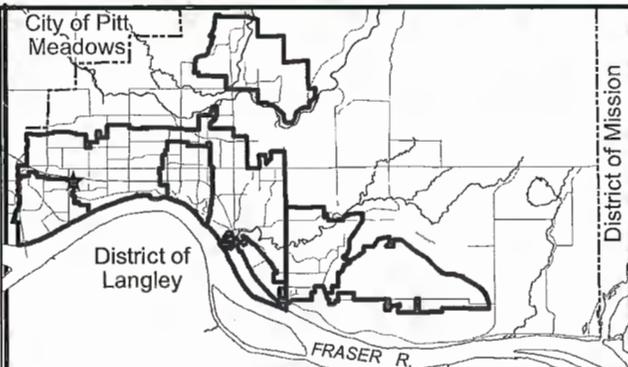


FILE: 2019-337-RZ
DATE: Sep 25, 2019

BY: AC



Scale: 1:2,000

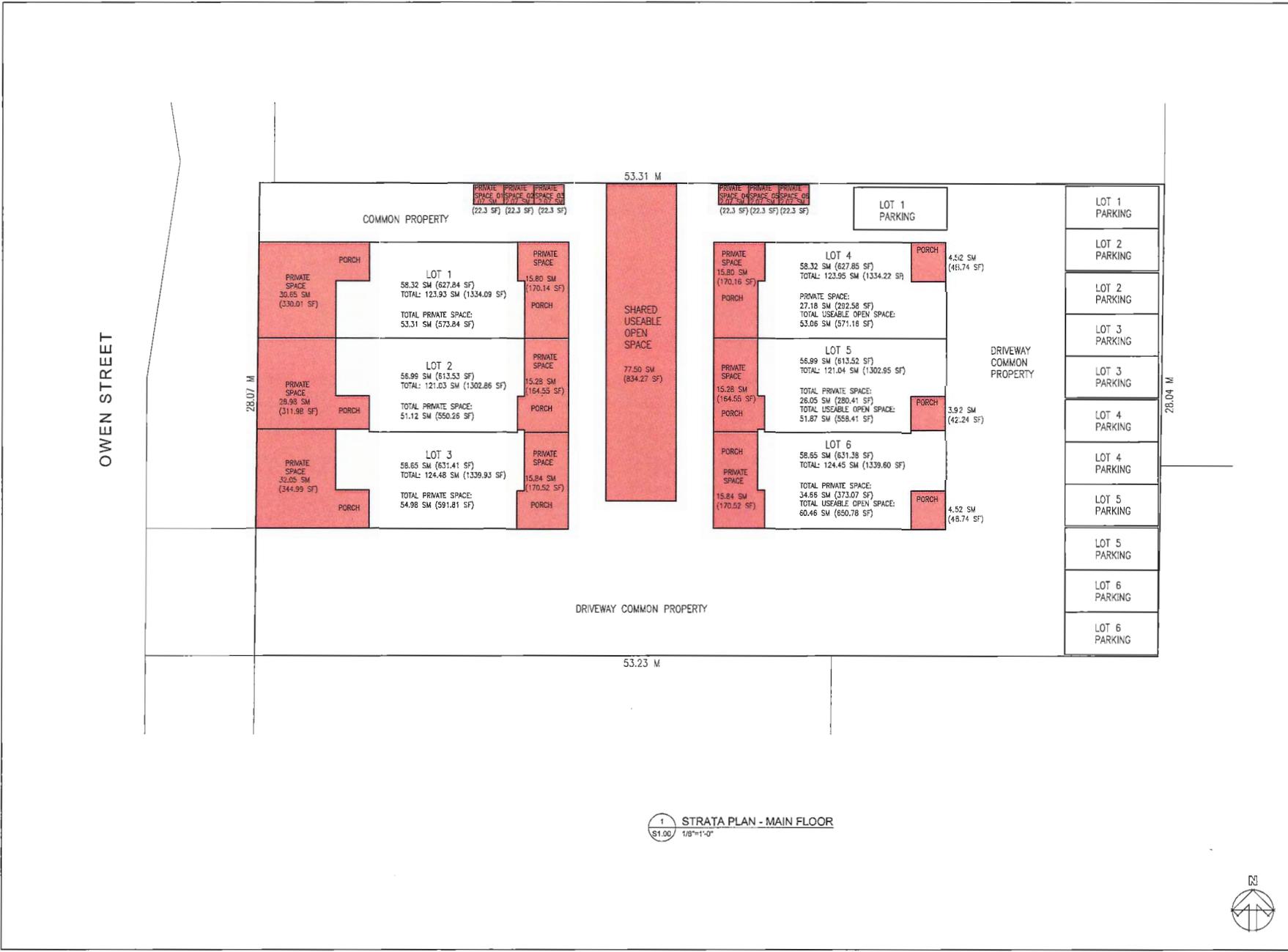


11822 Owen Street
 PID: 011-349-158



FILE: 2019-337-RZ
 DATE: Sep 25, 2019

BY: AC



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NO.	DATE	REVISION
8	10.07.2020	ISSUED FOR REZONING REV. 2
7	27.08.2019	ISSUED FOR REZONING REV. 1
6	08.08.2019	ISSUED FOR REZONING
5	14.06.2019	ISSUED FOR PRELIM. REVISION 4
4	30.04.2019	ISSUED FOR PRELIM. REVISION 3
3	01.04.2019	ISSUED FOR PRELIM. REVISION 2
2	18.03.2019	ISSUED FOR PRELIM. REVISION 1
1	31.01.2019	ISSUED FOR PRELIMINARY REVIEW

BA
 Billard Architecture
 #701 - 625 Fifth Avenue
 New Westminster, B.C. Canada,
 V3M 1X4
 (604) 619-0529
 info@billardarchitecture.ca
 www.billardarchitecture.ca

PROJECT
 NORTH HAMMOND TOWNHOMES
 11822 OWEN STREET
 MAPLE RIDGE, BC

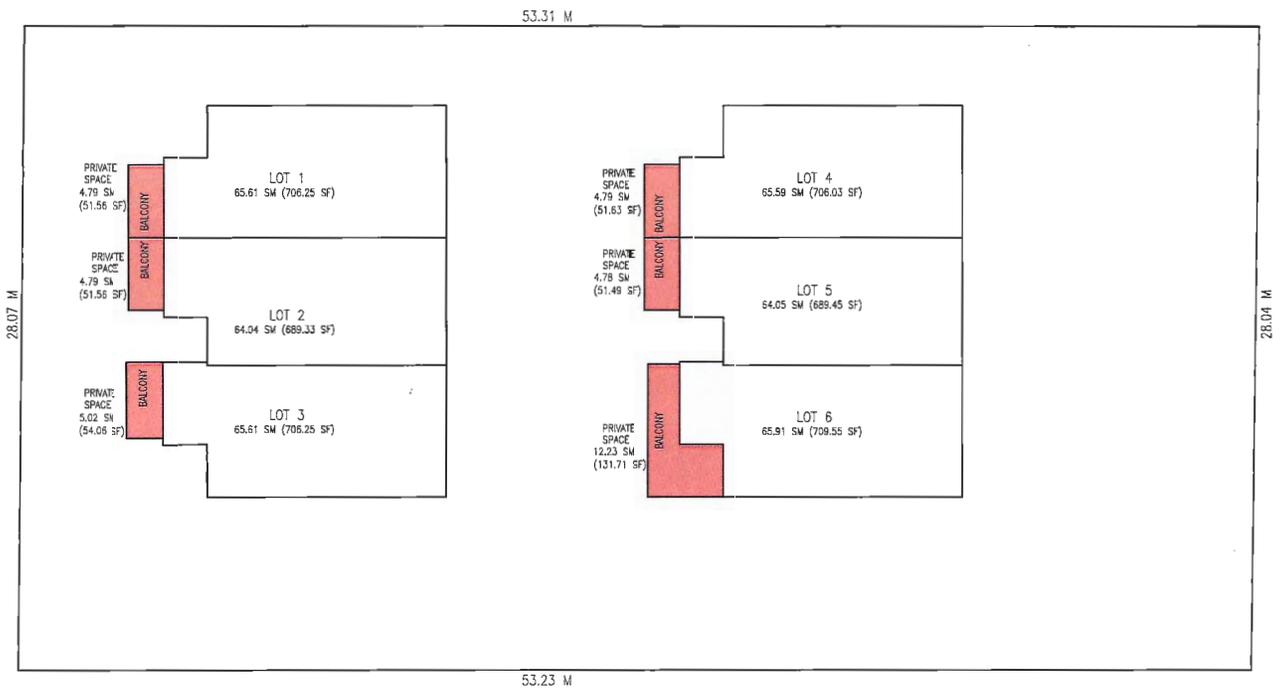
THIS ADDRESS IS LOCATED ON THE TRADITIONAL TERRITORY OF THE KATZIE AND KWAKWEN'NIST NATIONS

STRATA PLAN
 MAIN FLOOR

SCALE	1/8"=1'-0"	SHEET NO.	S
DRAWN BY	CC	DATE	FILE
DESIGNED BY	RB		

1 STRATA PLAN - MAIN FLOOR
 \$1.00 1/8"=1'-0"





1 STRATA PLAN - SECOND FLOOR
S2.00 1/8"=1'-0"

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THE CONSTRUCTOR SHALL REVIEW THE DOCUMENTS FOR CONFORMANCE WITH LOCAL AND BY-LAW AND SHALL PROVIDE THE ARCHITECT 15 DAY DISCREPANCY

THE CONSTRUCTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND REPORT ALL ERRORS AND OMISSIONS TO THE ARCHITECT

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THE CONSTRUCTOR AND ANY PERSON USING THE DRAWING FOR INFORMATION AND NOT TO REFER TO CIVIL, STRUCTURAL, MECHANICAL, ELECTRICAL, LANDSCAPE AND INTERIOR DESIGN DRAWINGS FOR INFORMATION RELATING TO THESE DISCIPLINES

NO.	DATE	REVISION
8	10.07.2019	ISSUED FOR REZONING REV. 2
7	27.06.2019	ISSUED FOR REZONING REV. 1
6	08.08.2019	ISSUED FOR REZONING
5	14.08.2019	ISSUED FOR PRELIM. REVISION 4
4	30.04.2019	ISSUED FOR PRELIM. REVISION 3
3	01.04.2019	ISSUED FOR PRELIM. REVISION 2
2	18.03.2019	ISSUED FOR PRELIM. REVISION 1
1	31.01.2019	ISSUED FOR PRELIMINARY REVIEW

Billard Architecture

#701 - 625 Fifth Avenue
New Westminster, B.C. Canada,
V3M 1X4
(604) 619-0529

info@billardarchitecture.ca
www.billardarchitecture.ca

PROJECT

NORTH HAMMOND
TOWNHOMES
11822 OWEN STREET
MAPLE RIDGE, BC

THE ADDRESS IS LOCATED ON
THE TRADITIONAL TERRITORY OF THE
KATZIE AND KWANLEN FIRST NATIONS

SHEET NO.

STRATA PLAN -
SECOND FLOOR



SCALE	1/8"=1'-0"	SHEET NO.	S2.00
DRAWN BY	CC	PROJECT FILE	198417
CHECKED BY	RB		

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: First Reading
Zone Amending Bylaw No. 7731-2021
13586 232 Street

MEETING DATE: May 4, 2021
FILE NO: 2020-009-RZ
MEETING: C o W

EXECUTIVE SUMMARY:

An application has been received to rezone the subject property, located at 13586 232 Street, from RS-3 (Single Detached Rural Residential) to RST (Street Townhouse Residential), R-2 Single Detached (Medium Density) Urban Residential and RS-1 (Single Detached Residential), to permit a future subdivision of approximately 10 lots. This will permit the creation of four single family lots and six lots with six street townhouse units.

The proposal will require an Official Community Plan amendment to expand the *Eco-Clusters* land use designation, which will result in a reduction of the *Open Space* land use designation. The OCP amendment must be supported by ground truthing of developable and non-developable land on the subject property.

Pursuant to Council Policy 6.31, this application is subject to the City-wide Community Amenity Contribution policy at a rate of \$5,100 per single family lot and \$4,100 per townhouse dwelling unit for an approximate contribution of \$39,900.00.

To proceed further with this application additional information is required as outlined below.

RECOMMENDATIONS:

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

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

2. That Zone Amending Bylaw No. 7731-2021 be given first reading; and

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

DISCUSSION:

a) Background Context:

Applicant:	Elizabeth Campbell
Legal Description:	Lot 40, Section 28, Township 12, Plan NWP40424
OCP:	
Existing:	Eco Clusters, Conservation, Open Space
Proposed:	Eco Clusters, Conservation, Open Space (boundary adjustment)
Within Urban Area Boundary:	Yes
Area Plan:	Silver Valley Area Plan
OCP Major Corridor:	Yes
Zoning:	
Existing:	RS-3 (Single Detached Rural Residential)
Proposed:	RST (Street Townhouse Residential), R-2 Single Detached (Medium Density) Urban Residential and RS-1 (Single Detached Residential)
Surrounding Uses:	
North:	Use: Unopened road right-of-way, Municipal sanitary pump station, and a new Single Family Residential Development. Zone: RST-SV (Street Townhouse-Silver Valley), R-1 (Single Detached (Low Density) Urban Residential), Single Detached (Medium Density) Urban Residential, RS-1 (Single Detached Residential), RS-1b (Single Detached (Medium Density) Residential)
South:	Designation: Open Space, Eco Cluster, Conservation Use: Single Family Residential Zone: RS-3 (Single Detached Rural Residential)
East:	Designation: Open Space, Eco Cluster, Conservation Use: North Alouette River Zone: RS-3 (Single Detached Rural Residential)
West:	Designation: Conservation Use: Single Family Residential Zone: RS-3 (Single Detached Rural Residential) Designation: Low/Medium Density Residential, Eco Cluster, Conservation
Existing Use of Property:	Single Family Residential
Proposed Use of Property:	Single Family Residential
Site Area:	1.085 ha (2.68 acres)
Access:	136 Avenue
Servicing requirement:	Urban Standard

b) Site Characteristics:

The subject property fronts onto 232 Street and to the north of the subject property is an unopened road right-of-way, 136 Avenue, in which an equestrian trail, municipal pump station, and the driveway access to the subject property are located (See Appendices A and B). To the north of 136 Avenue is a newly approved residential development with a mixture of unit types ranging from RST-SV (Street Townhouse-Silver Valley) to RS-3 (Single Detached Rural Residential) zoned lots.

On the eastern side of the subject property that lead down to the North Alouette River, there are slopes in excess of 30 percent that are treed. The western side of the property contains a ravine with steep slopes that are treed. The central portion of the subject property in which the existing single family home is located, contains a bench between the two steep slopes. The existing single family home obtains its access from a driveway constructed in the non constructed road right-of-way of 136 Avenue. The property directly to the south at 12546 232 Street has access obtained via an easement through the subject property. The alignment of the easement runs from the unopened road right-of-way 136 Avenue through the subject property north-west to the south-east. This easement provides access to 13546 232 Street due to the steep topography which does not facilitate direct access onto 232 Street. This property has recently submitted a rezoning application 2021-173-RZ, which will require the subject property under application to provide access. A condition of rezoning of 13546 232 Street will be the elimination of this easement.

c) Project Description:

The application is to rezone the subject property from RS-3 (Single Detached Rural Residential) to RST (Street Townhouse Residential), R-2 Single Detached (Medium Density) Urban Residential and RS-1 (Single Detached Residential) lots. The current proposal has Street Townhouses fronting onto 232 Street being zoned RST (Street Townhouse Residential) with their access being achieved from a newly created rear lane. East of the lane will be land dedicated as park that is steep and designated as Open Space. The application also proposes three (3) R-2 Single Detached (Medium Density) Urban Resident zoned lots on the east side of the park area and the existing house will be zoned RS-1 (Single Detached Residential). To gain access to these lots and the existing house, a new road will be required. This new road will be an extension of the newly created Blaney Road from the north (see Appendix D). The extension of Blaney Road through the subject property will provide access to 13546 232 Street that applied to rezone under application 2021-173-RZ.

The applicant is seeking to reduce the amount of *Open Space* designated land on the subject property, and is requesting an amendment to enlarge the *Eco Cluster* land use designation along the western portion of the property based on ground truthing. The reduced *Open Space* area in the middle portion of the property is proposed to be dedicated to the City.

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 Silver Valley Area Plan and is currently designated *Open Space* (36%), *Eco Cluster* (32%), and *Conservation* (32%). For the proposed development an OCP amendment will be required to re-designate portions of the *Open Space* designation to *Eco Cluster* based on ground truthing to allow the proposed RST (Street Townhouse Residential), R-2 Single Detached (Medium Density) Urban Residential and RS-1 (Single Detached Residential) zoning.

The Silver Valley Area Plan provides some flexibility to the land use boundaries to achieve a site design that is in keeping with the *Eco Cluster* concept. The *Eco Cluster* concept is a group of housing units, located within clearly defined limits surrounded by *Open Space*. An *Eco Cluster* supports sensitive integration into a forest setting. The proposed adjustment to the *Open Space* boundary will need to be supported through ground truthing. Ground truthing will identify land as “unbuildable” (i.e. steep slopes, watercourses, and other environmentally sensitive areas) which may be dedicated to the City as open space. While lands that are determined to be “developable” may remain in private ownership with possible covenant restrictions.

Zoning Bylaw:

The current application proposes to rezone the property located at 13586 232 Street from RS-3 (One Family Rural Residential) to RST (Street Townhouse Residential), R-2 Single Detached (Medium Density) Urban Residential and RS-1 (Single Detached Residential (see Appendix C) to permit a 10 lot subdivision to permit four single family lots and six lots with street townhouses (see Appendix D). Any 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”, or on Figures 2, 3 and 4 in the Silver Valley Area Plan;
- 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.

Pursuant to Section 8.12 of the OCP, a Wildfire Development Permit application is required for all development and subdivision activity identified in wildfire risk areas. The purpose of the Wildfire Development Permit is for the protection of life and property in designated areas that could be at risk for wildland fire; and where this risk may be reasonably abated through implementation of appropriate precautionary measures.

The subject property is located within the Wildfire Development Permit Area, identified on Map 1 in Section 8.12 of the Official Community Plan. Prior to second reading a Registered Professional Forester's Report will be required to determine wildfire mitigation requirements.

Advisory Design Panel:

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

Development Information Meeting:

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

e) Interdepartmental Implications:

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

- a) Engineering Department;
- b) Operations Department;
- c) Fire Department;
- d) Building Department;
- e) Parks, Recreation and Culture Department;
- f) School District;
- g) Utility companies;
- h) Fisheries & Oceans Canada;
- 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 Multi-Family Residential Development Permit Application (Schedule D);
4. A Development Variance Permit (Schedule E);
5. A Watercourse Protection Development Permit Application (Schedule F);
6. A Natural Features Development Permit Application (Schedule G);
7. A Wildfire Development Permit Application (Schedule J); and
8. A Subdivision Application.

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

CONCLUSION:

The development proposal is in compliance with the OCP except for a possible minor amendment for ground truthing of the open space boundary. Therefore, it is recommended that Council grant first reading subject to additional information being provided and assessed prior to second reading.

It is expected that once complete information is received, Zone Amending Bylaw No. 7731-2021 will be amended and an OCP Amendment to adjust the Open Space boundary may be required.

It is recommended that Council not require any further additional OCP consultation.

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

“Original signed by Mark McMullen” for

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

“Original signed by Chuck Goddard”

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

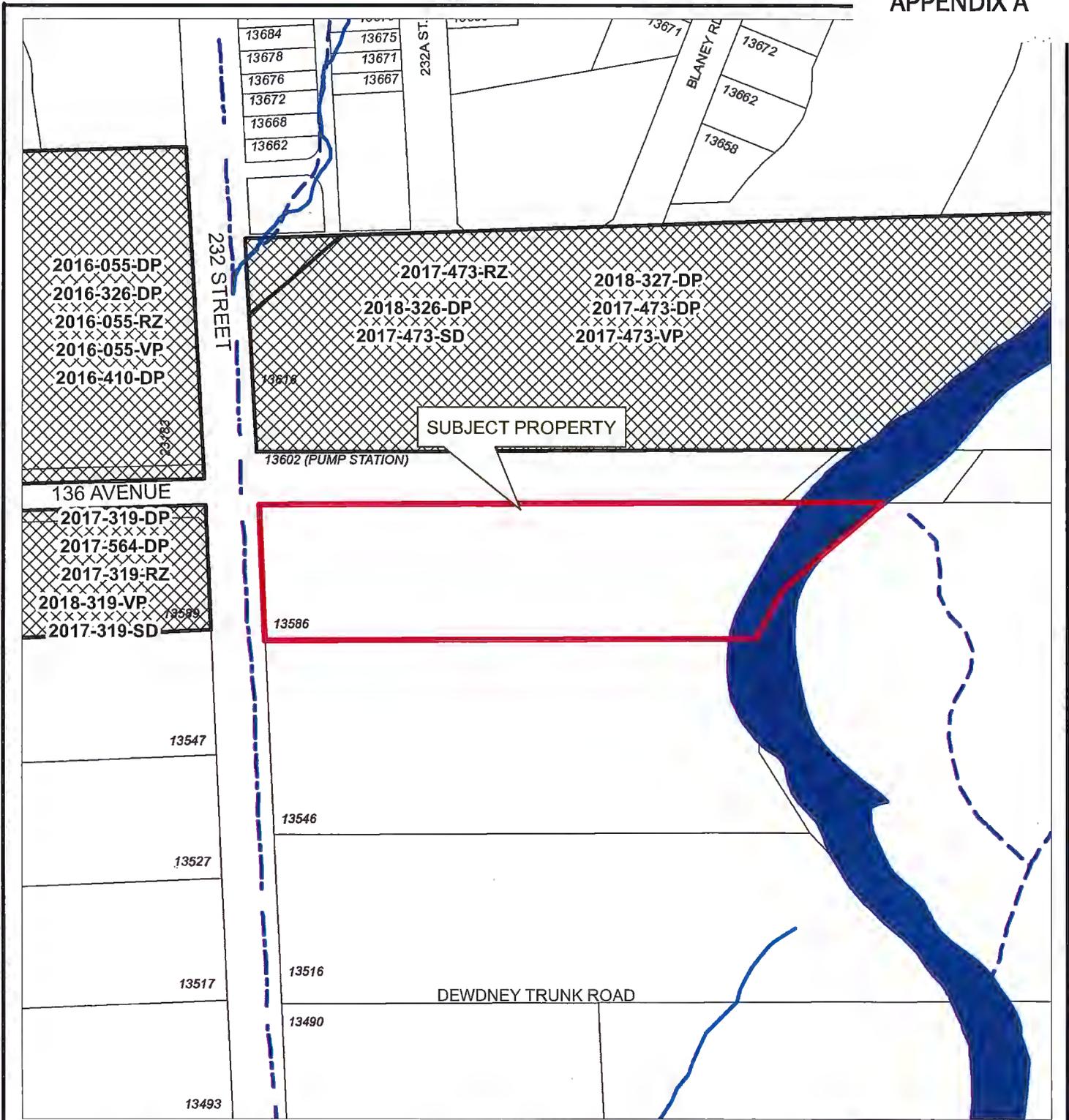
“Original signed by Christine Carter”

**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. 7731-2021
Appendix D – Proposed Site Plan



2016-055-DP
 2016-326-DP
 2016-055-RZ
 2016-055-VP
 2016-410-DP

2017-473-RZ
 2018-326-DP
 2017-473-SD
 2018-327-DP
 2017-473-DP
 2017-473-VP

2017-319-DP
 2017-564-DP
 2017-319-RZ
 2018-319-VP
 2017-319-SD

SUBJECT PROPERTY

13602 (PUMP STATION)

13586

13547

13546

13527

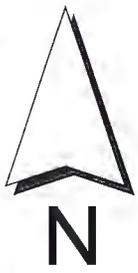
13516

13517

DEWDNEY TRUNK ROAD

13490

13493



Legend

-  Stream
-  Ditch Centreline
-  Edge of River
-  Indefinite Creek
-  River

Scale: 1:2,000

13586 232 STREET
 PID: 005-256-356

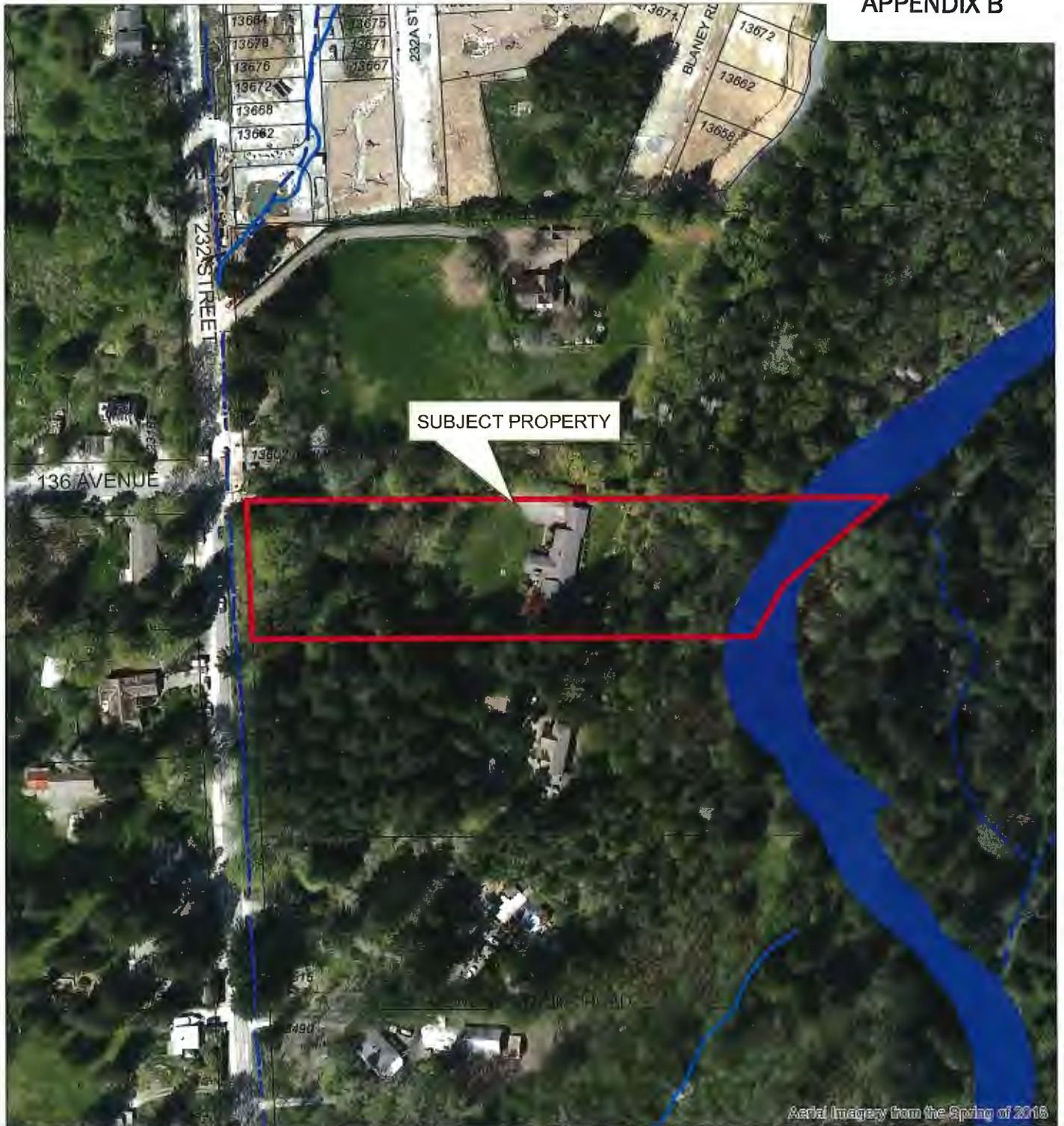
PLANNING DEPARTMENT



mapleridge.ca

FILE: 2020-009-RZ
 DATE: Jan 22, 2020

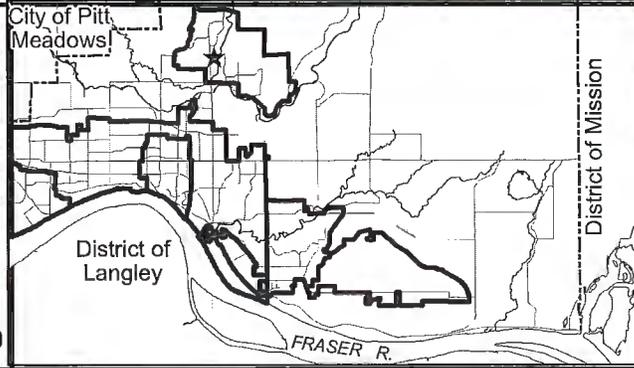
BY: AC



Aerial Imagery from the Spring of 2018



Scale: 1:2,000



13586 232 STREET
PID: 005-256-356

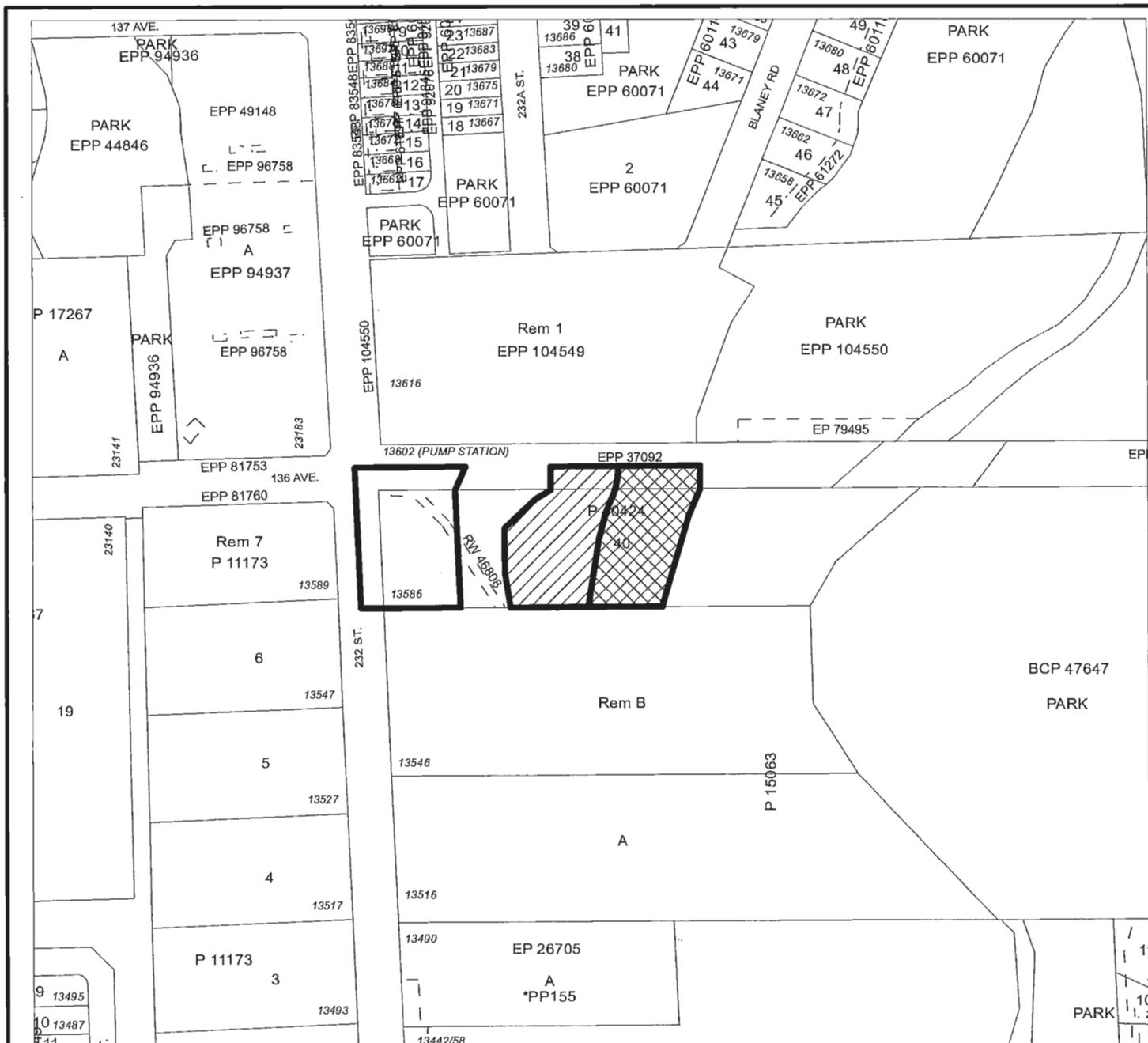
PLANNING DEPARTMENT



mapleridge.ca

FILE: 2020-009-RZ
DATE: Jan 22, 2020

BY: AC



MAPLE RIDGE ZONE AMENDING

Bylaw No. 7731-2021

Map No. 1877

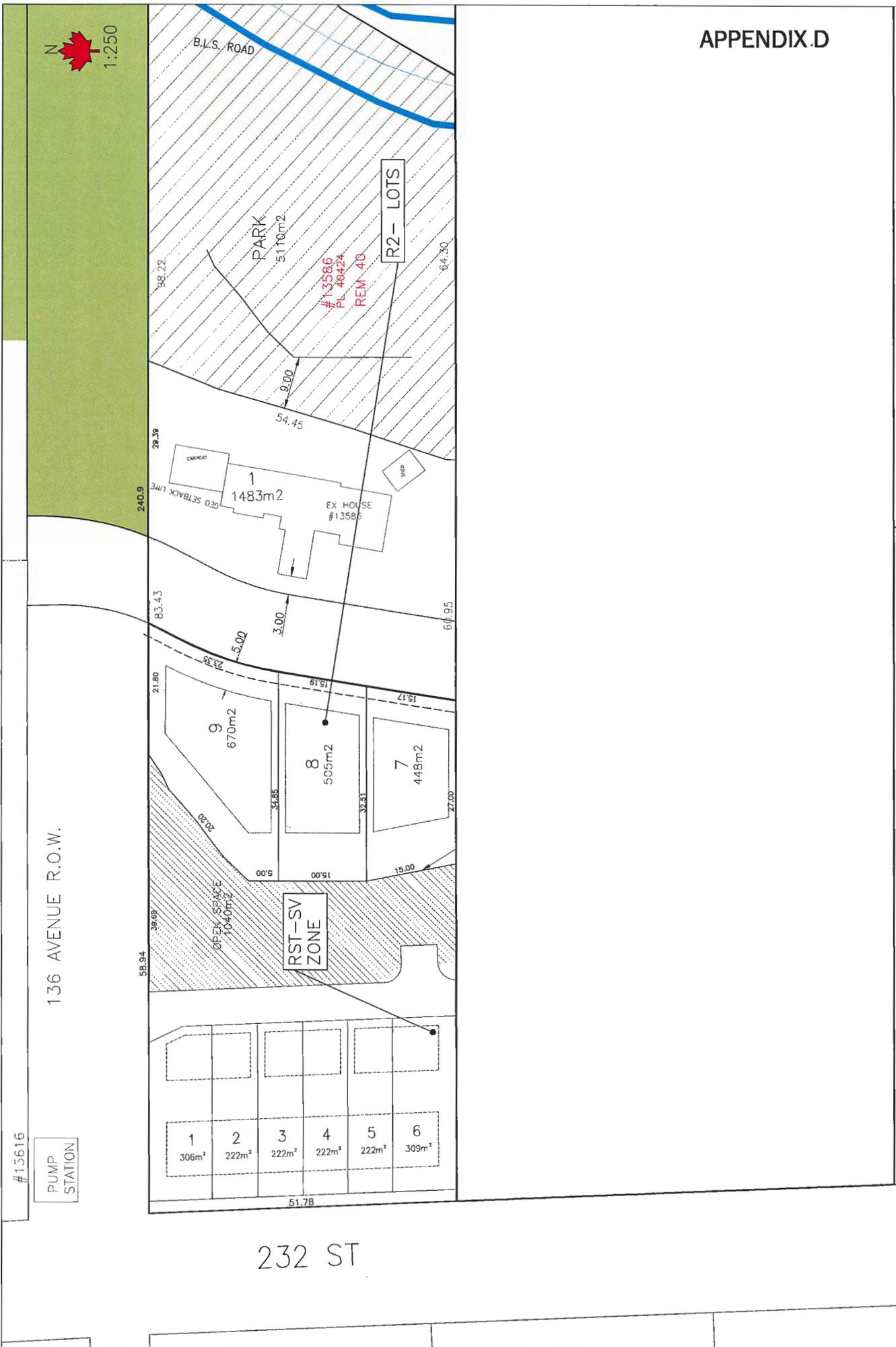
From: RS-3 (Single Detached Rural Residential)

To:  RST (Street Townhouse Residential)

 R-2 (Single Detached (Medium Density) Urban Residential)

 RS-1 (Single Detached Residential)





City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
MEETING DATE: May 4, 2021
FILE NO: 2021-104-RZ
MEETING: C o W

SUBJECT: First Reading
Zone Amending Bylaw No. 7720-2021;
22337 St. Anne Avenue

EXECUTIVE SUMMARY:

An application has been received to rezone the subject property, located at 22337 St. Anne Avenue, from RS-1 (Single Detached Residential) to RM-2 (Medium Density Apartment Residential) zone, to permit the future construction of a market-oriented, apartment building consisting of approximately 20 units. The applicant is proposing a five (5) storey, 22 metre high structure, which exceeds the height policy of the *Port Haney Multi-Family, Commercial and Mixed-Used* land use designation within the *Town Centre Area Plan* which forms part of the Official Community Plan. In light of this, the applicant is requesting a text amendment to the OCP to permit the increased height to the proposed structure.

The proposed RM-2 (Medium Density Apartment Residential) zone allows a maximum Floor Space Ratio (FSR) of 1.8, plus an additional density of up to an additional 0.60 FSR through a Density Bonus Contribution, for a total of 2.5 FSR, which equates to 566.16m² (6,094.09ft²) of added FSR, by providing all parking spaces in an underground structure that provides a 0.10 FSR Density Bonus and through the payment of the cash contribution of \$161.46 per square metres which would require a Density Bonus Contribution payment of about \$78,353.31 that provides that further 0.60 FSR Density Bonus.

Pursuant to Council Policy 6.31, this application is subject to the Community Amenity Contribution Program at a rate of \$3,100.00 per apartment dwelling unit, for an estimated amount of \$62,000.00.

To proceed further with this application additional information is required as outlined below.

RECOMMENDATIONS:

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

1104

- 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. 7720-2021 be given first reading; and
- 3. 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.

DISCUSSION:

a) Background Context:

Applicant:	Focus West Developments 2020 Ltd. (Colin Lacey)
Legal Description:	Lot: 12, D.L. 398, Block 5, Plan NWP155
OCP:	
Existing:	Port Haney Multi-Family, Commercial and Mixed-Use
Proposed:	Port Haney Multi-Family, Commercial and Mixed-Use
Within Urban Area Boundary:	Yes
Area Plan:	Town Centre
OCP Major Corridor:	No
Zoning:	
Existing:	RS-1 (Single Detached Residential)
Proposed:	RM-2 (Medium Density Apartment Residential)
Surrounding Uses:	
North:	Use: Commercial on first floor with Apartments above Zone: C-3 (Town Centre Commercial) Designation: Port Haney Multi-Family, Commercial and Mixed-Use
South:	Use: Single Family Residential Zone: RS-1 (Single Detached Residential) Designation: Port Haney Multi-Family, Commercial and Mixed-Use
East:	Use: Commercial on first floor with Apartments above Zone: C-3 (Town Centre Commercial) Designation: Port Haney Multi-Family, Commercial and Mixed-Use
West:	Use: Apartment Residential Zone: RS-1 (Single Detached Residential) – Heritage Revitalization Agreement Designation: Port Haney Multi-Family, Commercial and Mixed-Use
Existing Use of Property:	Single Family Residential
Proposed Use of Property:	Multi-Family Apartment Residential
Site Area:	806m ² (8,675.71 square feet)
Access:	Vehicle access from the lane. Pedestrian access from St. Anne Avenue
Servicing Requirement:	Urban Standard

b) Site Characteristics:

The subject property is located on the north side of St. Anne Avenue, east of the Haney Bypass and west of 224th Street. The subject property is relatively flat and has some trees located on the perimeter of the property. There is a single family dwelling and accessory building located on the subject property (Appendix B).

c) Project Description:

The application is to rezone the subject property (22337 St. Anne Street) from RS-1 (Single Detached Residential) to RM-2 (Medium Density Apartment Residential) zone to permit the future construction of a five-storey apartment building, with approximately 20 residential units. The current concept for the project includes a mixture of one, one plus a den and two bedroom units. The parking concept is a one and half levels of parking (See Appendices A and B).

The concept design includes a roof garden located on top of this five (5) storey, wood frame building that is situated over a concrete podium.

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 *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 proposed development is in general compliance with Land Use Designations Policy 3-38 of the *Port Haney Multi-Family, Commercial and Mixed-Use* designation. Policy 3-38 states the following:

“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 order to permit the proposed taller building an amendment to *Land Use Designations Policy 3-38* of the *Port Haney Multi-Family, Commercial and Mixed-Use* designation is required to permit the proposed five-storey buildings. 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.

There are two other rezoning applications in the *Port Haney Multi-Family, Commercial and Mixed-Use* designation applications 2019-268-RZ (22340 and 22328 St. Anne Avenue, and 11654 and 11664 223 Street) and 2020-065-RZ (22323, 22335 and 22345 Callaghan Avenue) that are proposing a text amendment to the OCP to allow an increase in height to six storeys. Both of these rezoning applications have received first reading of their respective zone amending bylaws. If Council supports the OCP amendment to either of these applications, the OCP amendment will be implemented with whichever application receives final reading first.

Council Policy 6.31-Citywide Community Amenity Program:

The Council Policy 6.31, Citywide Community Amenity (CAC) Program applies to this project over and above any proposed density bonus. On this basis, a voluntary contribution of \$3,100 per apartment unit, totaling \$62,000.00, is required for this project as a condition of final reading.

Zoning Bylaw:

The current application proposes to rezone the property located at 22337 St. Anne Avenue from RS-1 (Single Detached Residential) to RM-2 (Medium Density Apartment Residential) zone (see Appendix C) to facilitate a five (5) storey, 20-unit apartment building with one and a half levels of parking (see Appendix D).

The proposed development has been reviewed at a preliminary level against the Zoning Bylaw for compliance. The height proposed is five (5) storeys, which is one (1) floor higher than the permitted maximum of four (4) storeys. The proposed height of the structure is also 22 metres, while the maximum height is 15 metres in the RM-2 (Medium Density Apartment Residential) zone. The increase in height can be contributed to the additional density being sought through the *Additional Density* provision of the RM-2 (Medium Density Apartment Residential) zone from a base density of 1.8 (FSR) to 2.5 (FSR). In order to facilitate the increase in height a variance or a text amendment to the RM-2 (Medium Density Apartment Residential) zone will be required which will be provided to Council in a future second reading report.

In addition to the height variance, several variances will be required to side, front and rear setbacks.

The proposed development could also require a variance for parking and usable open space.

The application as presented will be utilizing the Density Bonus provisions of the RM-2 (Medium Density Apartment Residential) zone for a density from a Floor Space Ratio (FSR) of 1.8 to 2.5. The additional FSR would equate to approximately 566.16m² (6,094.09ft²). The Density Bonus would be \$78,353.31 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 multi-family residential, flexible mixed use and commercial development located in the Town Centre.

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;
- b) Operations Department;
- c) Fire Department;
- d) Building Department;
- e) Parks, Recreation and Culture Department;
- f) School District;
- g) Utility companies;
- h) Ministry of Transportation and Infrastructure; and
- i) Canada Post.

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

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

f) 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 Town Centre Development Permit Application (Schedule D); and
- 4. A Development Variance Permit (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 OCP, in association with a concurrent OCP text amending bylaw to amend the *Port Haney Multi-Family, Commercial and Mixed-Use* designation to allow for a five (5) storey structure. Therefore, it is recommended that Council grant first reading subject to additional information being provided and assessed prior to second reading.

It is recommended that Council not require any further additional OCP consultation.

"Original signed by Mark McMullen" for

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

"Original signed by Chuck Goddard"

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

"Original signed by Christine Carter"

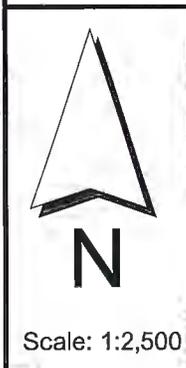
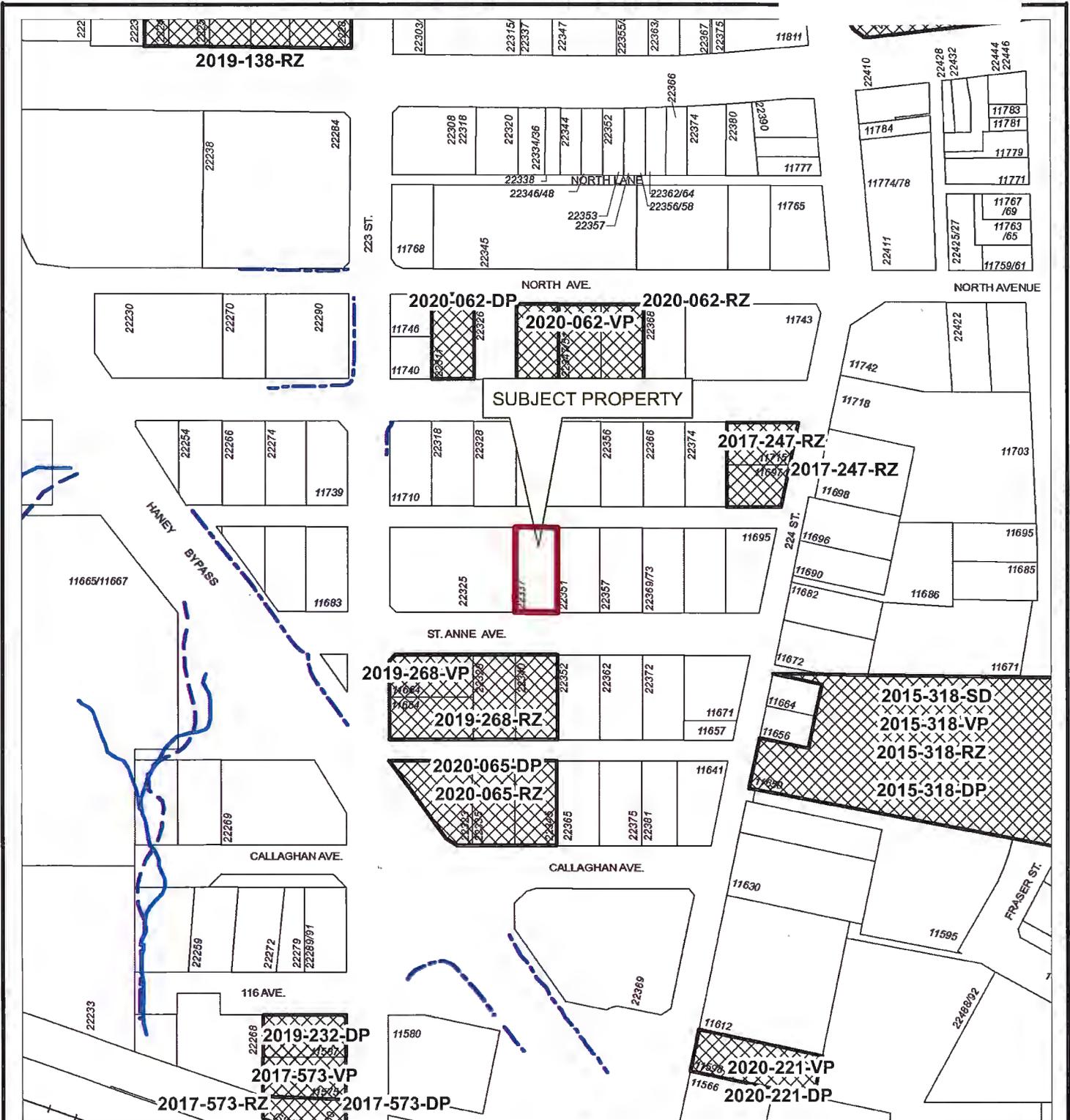
Approved by: **Christine Carter, M.PL, MCIP, RPP
GM Planning & Development Services**

"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. 7720-2021
- Appendix D – Proposed Site Plan and Elevations



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

Scale: 1:2,500

22337 ST. ANNE AVE
PID: 003-009-025

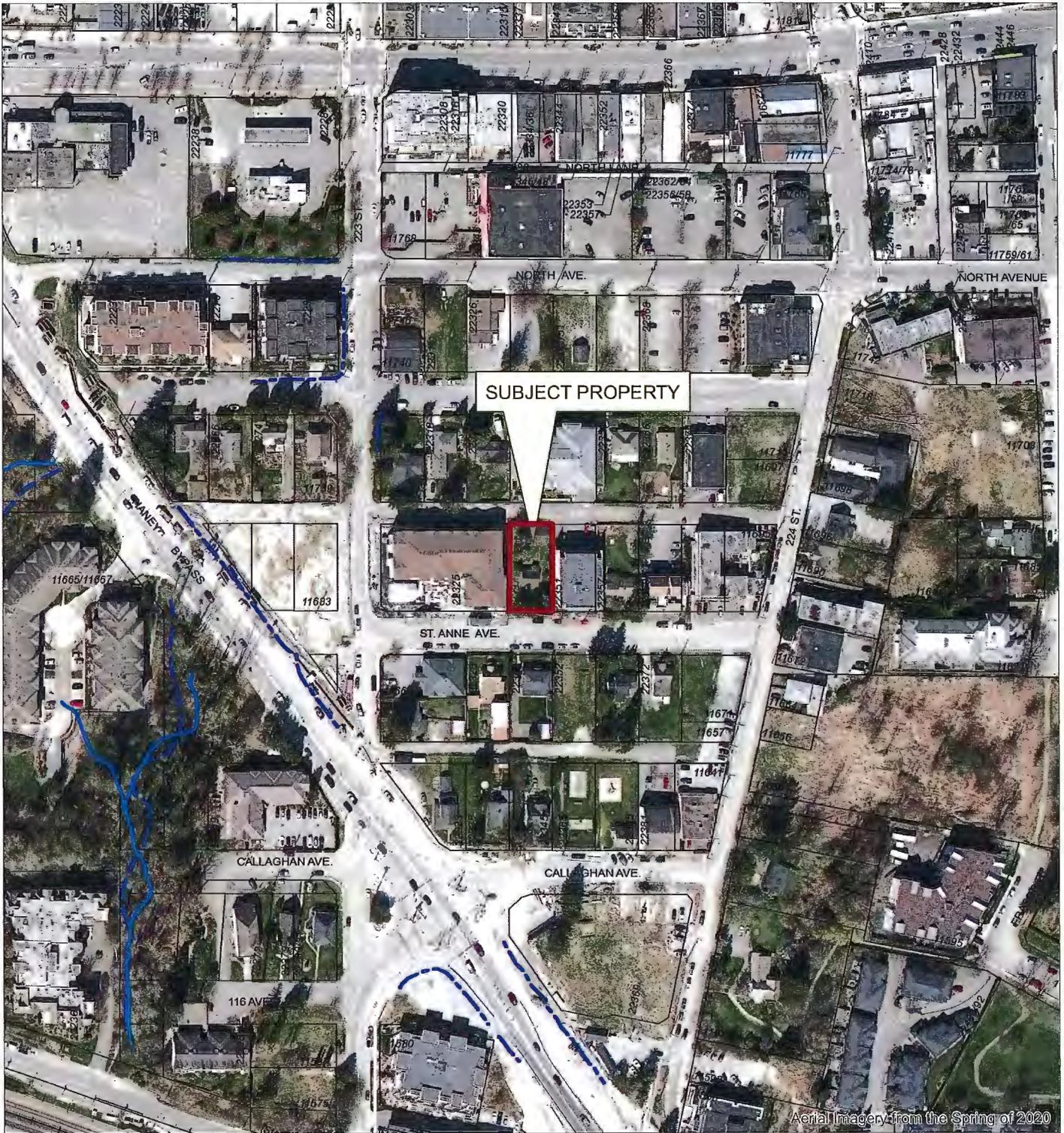
PLANNING DEPARTMENT



MAPLE RIDGE
British Columbia

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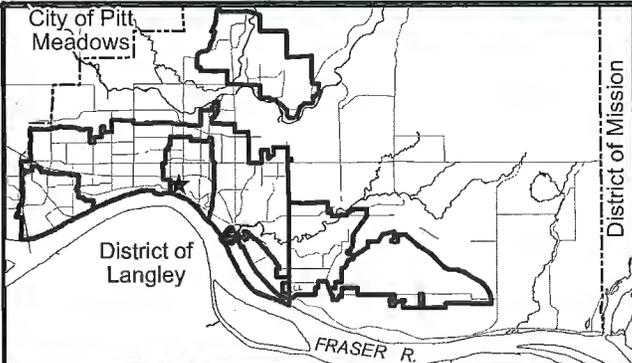
FILE: 2021-104-RZ
 DATE: Feb 24, 2021
 BY: AY



Aerial imagery from the Spring of 2020



Scale: 1:2,500



22337 ST. ANNE AVE
 PID: 003-009-025

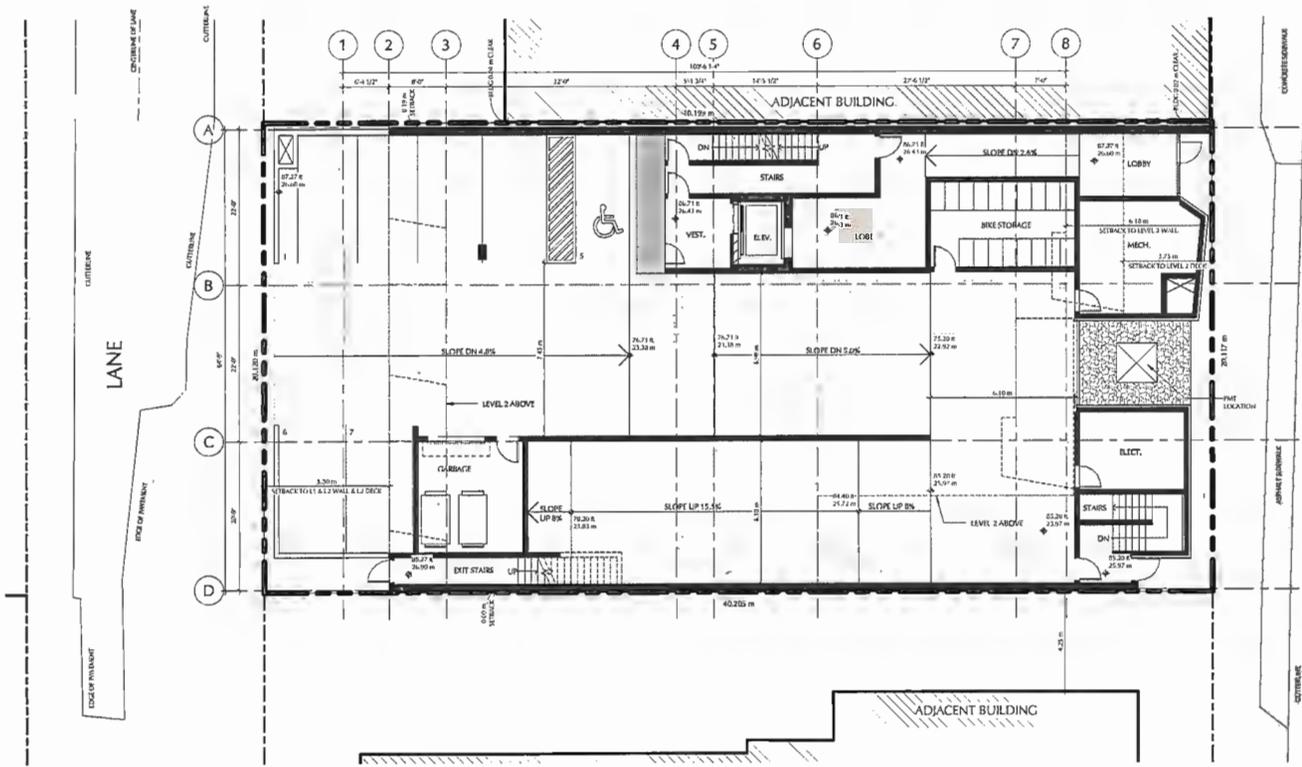
PLANNING DEPARTMENT



mapleridge.ca

FILE: 2021-104-RZ
 DATE: Feb 24, 2021

BY: AY



1 SITE PLAN
SCALE: 1/8" = 1'-0"

SYNOPSIS

ZONING:
EXISTING: RS-1
PROPOSED: -

LEGAL ADDRESS:
LOT 12 BLOCK 5 DISTRICT LOT 398 GROUP 1 NEW WESTMINSTER DISTRICT PLAN 155

CIVIC ADDRESS:
22337 ST. ANNE AVENUE, MAPLE RIDGE, BC

SITE AREA:
GROSS SITE AREA: 808.80 SM (8,705.89 SF)

SITE COVERAGE:
748.19 SM / 808.80 SM = 92.51%

PROVIDED SETBACKS

	PL TO L1 WALL FACE	PL TO L2 WALL FACE	PL TO DECK
FRONT (EAST)	0.20 M	6.18 M	3.75 M
REAR (WEST)	5.30 M	5.30 M	5.30 M
SIDE 1 (SOUTH)	0.00 M	0.00 M	N/A
SIDE 2 (NORTH)	0.00 M	0.00 M	N/A

GROSS FLOOR AREA

LEVEL 1	93.83 SM	(1,010 SF)
LEVEL 2	484.40 SM	(5,215 SF)
LEVEL 3	484.40 SM	(5,215 SF)
LEVEL 4	484.40 SM	(5,215 SF)
LEVEL 5	484.40 SM	(5,215 SF)
ROOF	25.46 SM	(274 SF)
TOTAL	2,056.89 SM	(22,144 SF)

BUILDING HEIGHT
22 M

PARKING PROVIDED: 1.0x20 UNITS = 20 STALLS

BICYCLE STORAGE PROVIDED: 27 STALLS

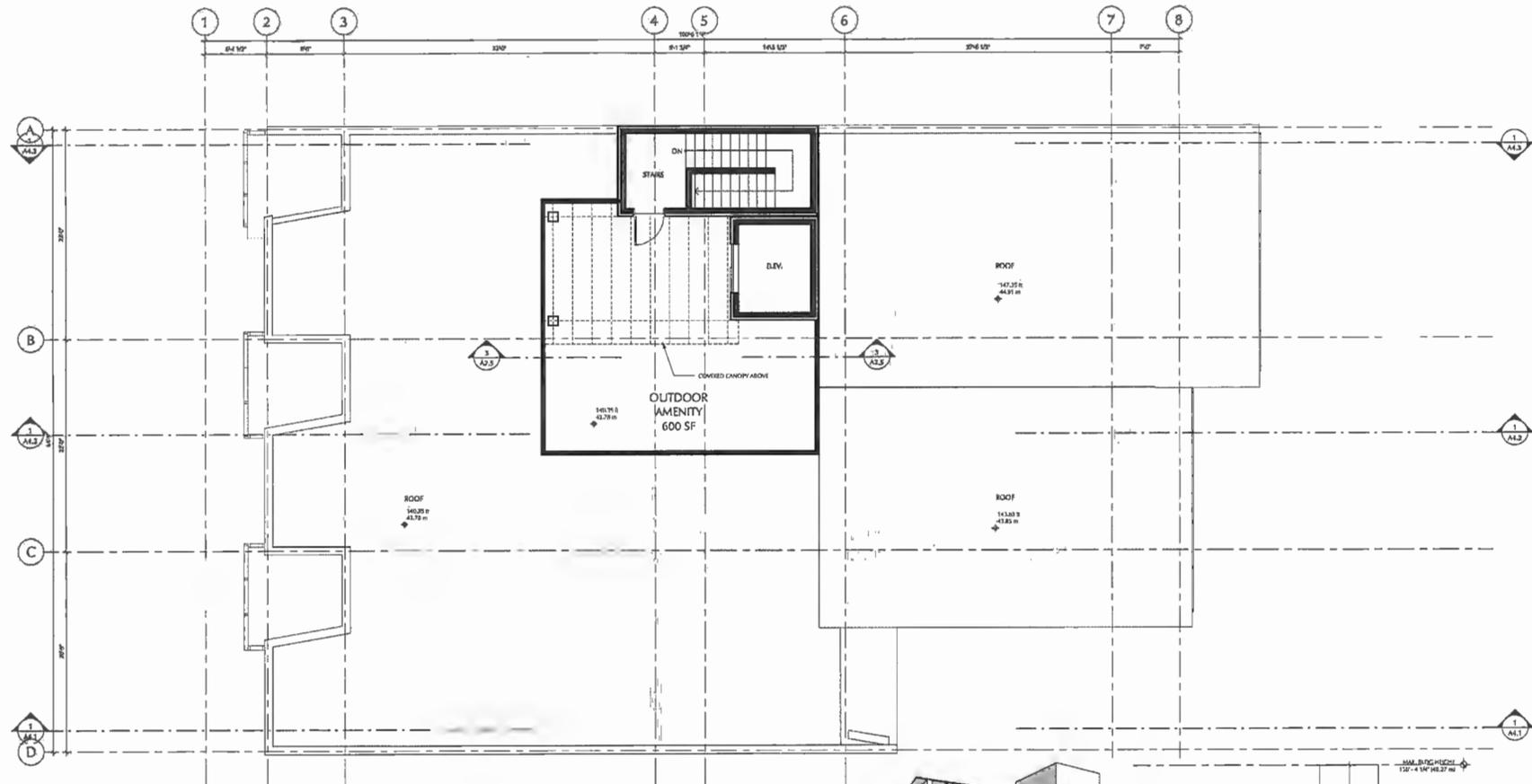
OUTDOOR AMENITY PROVIDED 600 SF

FLOOR AREA RATIO
2,056.89 SM / 808.80 SM = 2.5

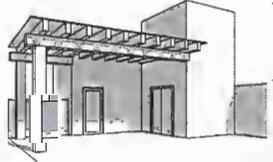
UNIT COUNT

	1BED	1BED+DEN	2BED	TOTAL
LEVEL 2	1	2	2	5
LEVEL 3	-	3	2	5
LEVEL 4	-	3	2	5
LEVEL 5	-	3	2	5
TOTAL	1	11	8	20

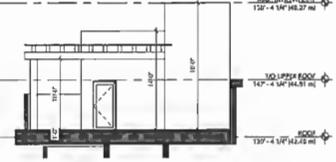




1 ROOF
SCALE: 3/16" = 1'-0"
A2.5



2 ROOF TOP AMENITY
SCALE:
A2.5



3 ROOF TOP SECTION
SCALE: 1/8" = 1'-0"
A2.5



DON T. ANDERSON BLDG

22337 ST. ANNE AVE, MAPLE RIDGE BC

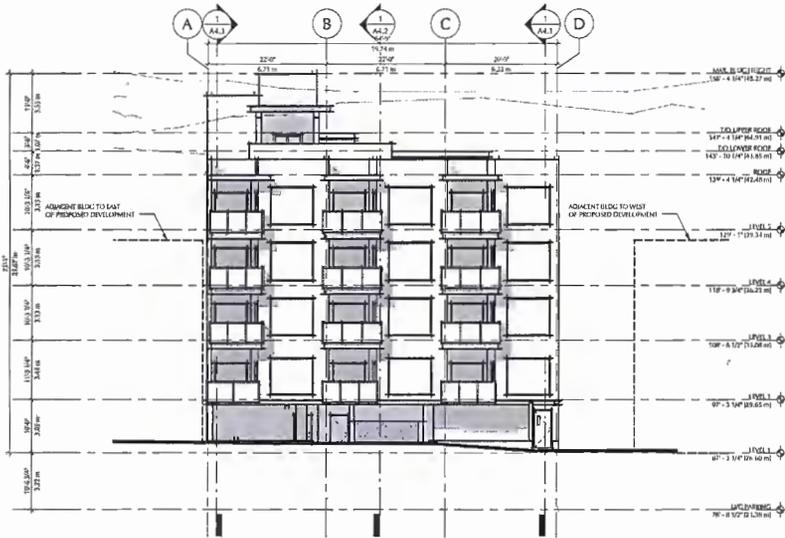
ROOF PLAN

Ankenman Associates Architects Inc.
12321 Beecher St., Crescent Beach, BC V4A 3A7 604.536.1600
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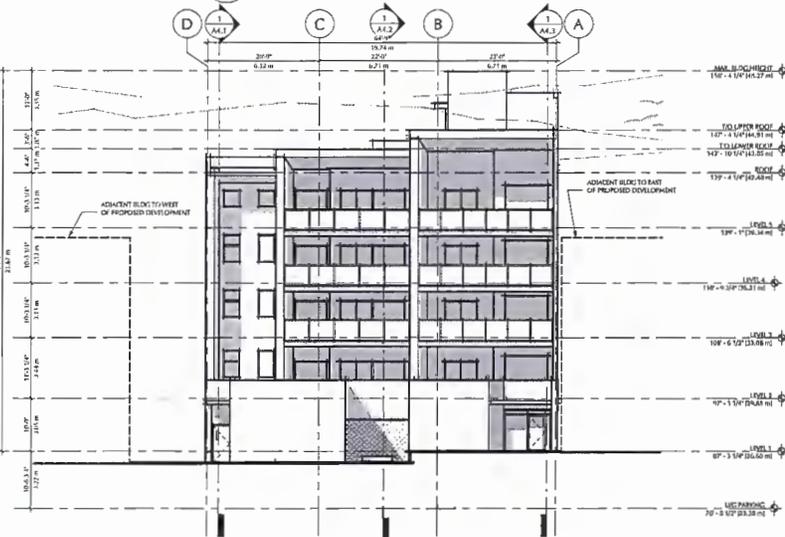
Development For FOCUS WEST

REV	DATE	DESCRIPTION	BY
2008		SCALE: As indicated FEBRUARY 23, 2021	

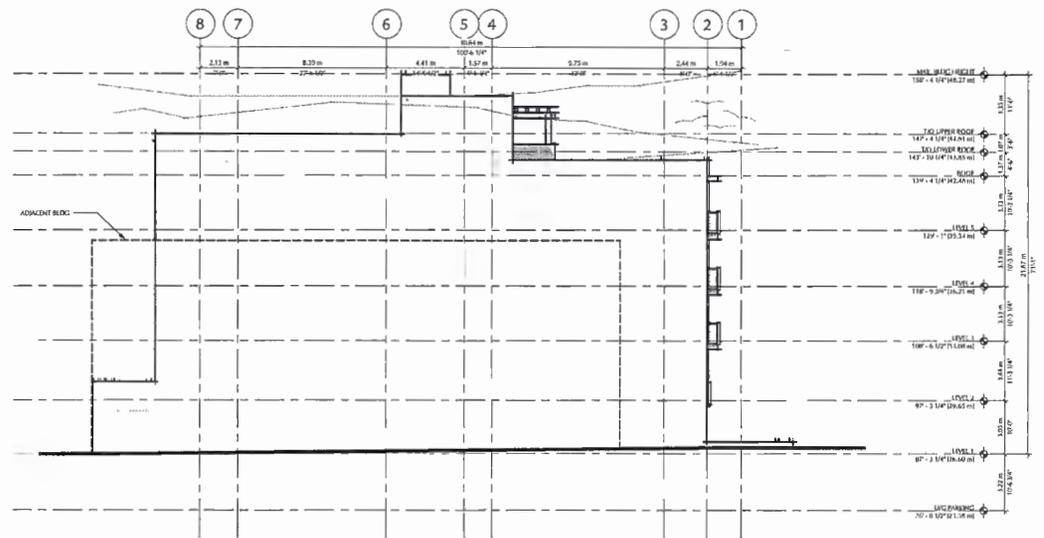
A2.5



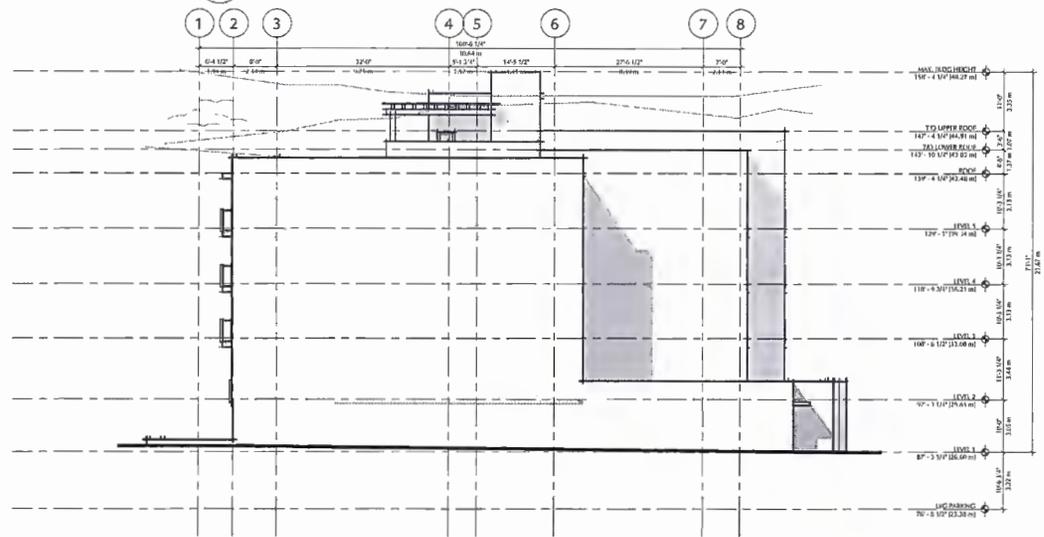
1 NORTH ELEVATION
A3.1 SCALE: 3/32" = 1'-0"



3 SOUTH ELEVATION
A3.1 SCALE: 3/32" = 1'-0"



2 EAST ELEVATION
A3.1 SCALE: 3/32" = 1'-0"



4 WEST ELEVATION
A3.1 SCALE: 3/32" = 1'-0"



DON T. ANDERSON BLDG

22337 ST. ANNE AVE, MAPLE RIDGE BC ELEVATIONS

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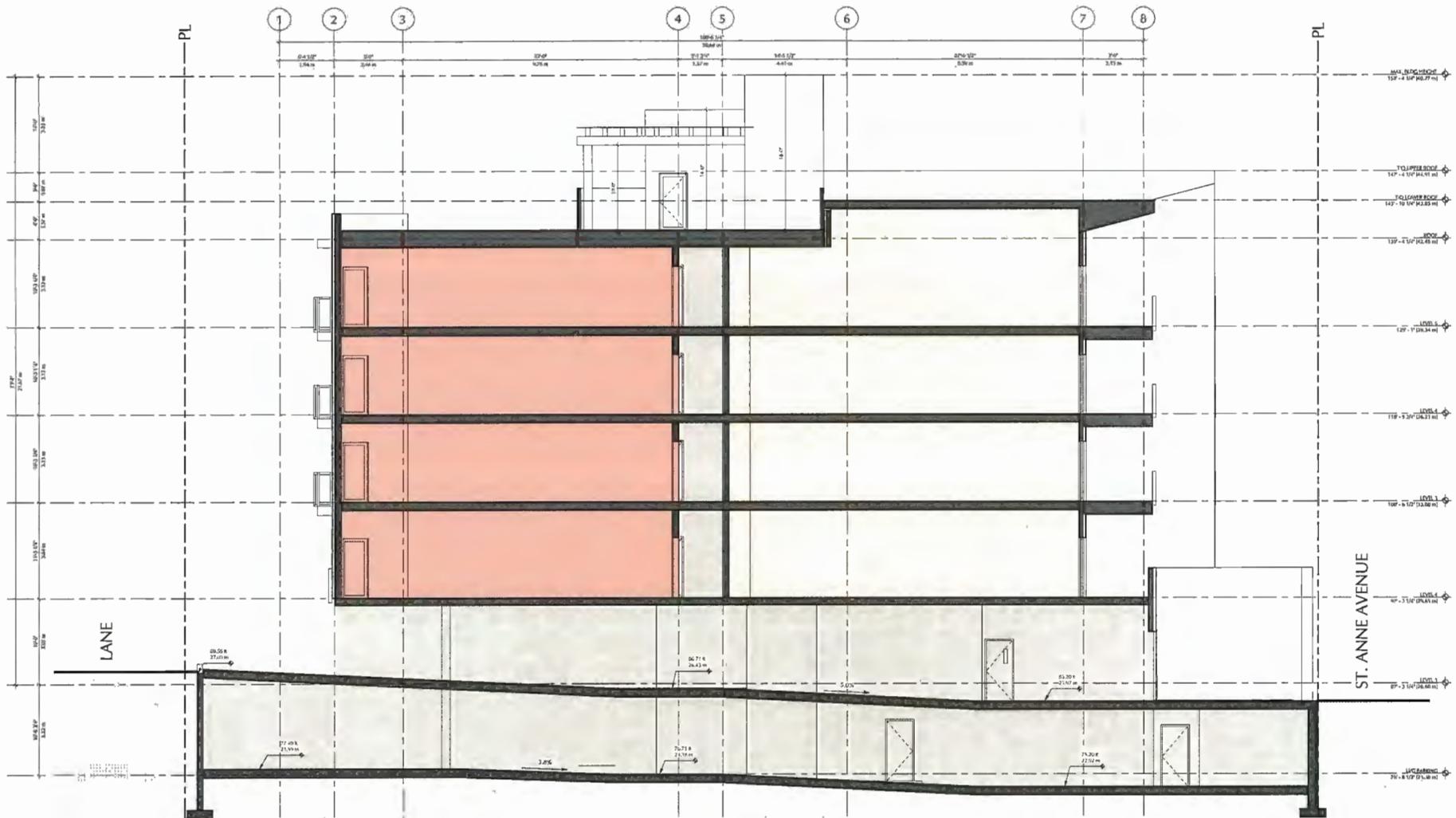
Development For FOCUS WEST

2008

REV	DATE	ISSUED FOR CITY REVIEW	DESCRIPTION	BY
1	FEB 13 2021	ISSUED FOR CITY REVIEW		BY

SCALE: 3/32" = 1'-0"
FEBRUARY 23, 2021

A3.1



1 SECTION 2
A4.2 SCALE: 3/16" = 1'-0"



DON T. ANDERSON BLDG

22337 ST. ANNE AVE, MAPLE RIDGE BC

SECTION

REV	DATE	DESCRIPTION	BY
1	FEB 12 2021	ISSUED FOR CITY REVIEW	EC

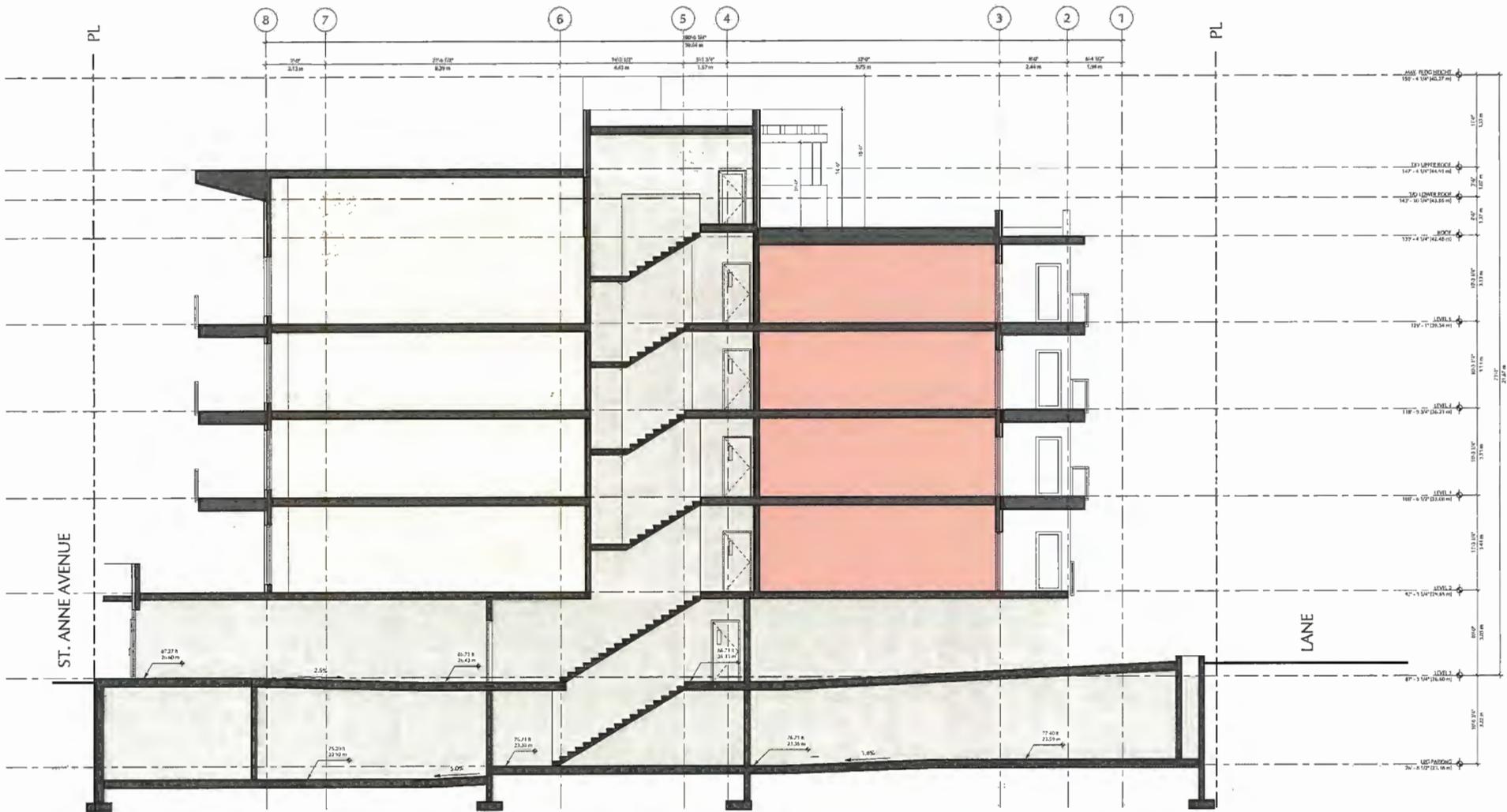
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12321 Beecher St., Crescent Beach, BC V4A 3A7 604.536.1600
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Development For FOCUS WEST

2008

SCALE: 3/16" = 1'-0"
FEBRUARY 23, 2021

A4.2



1 SECTION 3
A4.3 SCALE: 3/16" = 1'-0"



DON T. ANDERSON BLDG

22337 ST. ANNE AVE, MAPLE RIDGE BC

SECTION

Ankenman Associates Architects Inc.
12321 Beecher St., Crescent Beach, BC V4A 3A7 604.536.1600

Development For FOCUS WEST

2008

REV	DATE	DESCRIPTION	BY
1	FEB 12 2021	PREPARED FOR CITY REVIEW	EK

SCALE: 3/16" = 1'-0"
FEBRUARY 23, 2021

A4.3

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TO: His Worship Mayor Michael Morden
and Members of Council

MEETING DATE: May 4, 2021
FILE NO: 2017-306-DVP
2017-306-DP

FROM: Chief Administrative Officer

MEETING: C o W

SUBJECT: Development Variance Permit
Development Permit;
22229 Brown Avenue, 12087, 12097, 12117, 12127, 12131 & 12149 223 Street

EXECUTIVE SUMMARY:

Council considered rezoning application 2017-306-RZ and granted first reading for Zone Amending Bylaw No. 7366-2017 on October 10, 2017 and second reading on October 1, 2019. This application was presented at Public Hearing on October 22, 2019, and Council granted third reading on October 29, 2019. Council will be considering final reading for rezoning application 2017-306-RZ on May 11, 2021.

The requested variances are:

1. To reduce the setback from the front lot line (Brown Avenue) and the exterior side lot line (223 Street) for Building 1 and interior lot line setbacks for Building 2 and 3;
2. To increase the maximum height and allow a fifth floor for each of Buildings 1, 2 and 3; and
3. To allow seven (7) of the required residential parking spaces to be at grade, provided they are screened by landscaping.

RECOMMENDATION:

1. That the Corporate Officer be authorized to sign and seal 2017-306-DVP respecting properties located at 22229 Brown Avenue, 12087, 12097, 12117, 12127, 12131 & 12149 223 Street, and further;
2. That the Corporate Officer be authorized to sign and seal 2017-306-DP respecting properties located at 22229 Brown Avenue, 12087, 12097, 12117, 12127, 12131 & 12149 223 Street.

DISCUSSION:

a) Background Context:

Applicant: Platinum Enterprises Ltd. (Avtar Johl)

Legal Description: Lot 14 Block 3 District Lot 399 Group 1 New Westminster District Plan 13752;
Lot 15 Block 3 District Lot 399 Group 1 New Westminster District Plan 13752;
Lot 16 Block 3 District Lot 399 Group 1 New Westminster District Plan 13752;
Lot 17 District Lot 399 Group 1 New Westminster District Plan 1375;
Lot 18 Block 3 District Lot 399 Group 1 New Westminster District Plan 13752;

Lot 19 Block 3 District Lot 399 Group 1 New Westminster District Plan 13752; and Lot G, Except Portions in Plans 19681, 59663, 63321 and LMP 27701, District Lot 399, Group 1, New Westminster District Plan 10689.

OCP :

Existing: Low-Rise Apartment and Single Family Residential
Proposed: Medium and High-Rise Apartment

Zoning:

Existing: CD-1-00 (Seniors Apartment and Private Hospital) and RS-1 (Single Detached Residential)
Proposed: RM-2 (Medium Density Apartment Residential)

Surrounding Uses:

North:	Use:	New Rental Apartments
	Zone:	Land Use Contract and RM-2 (Medium Density Apartment Residential)
	Designation:	Low-Rise Apartment
South:	Use:	Maple Ridge and Pitt Meadows School District 42 Office
	Zone:	P-6 (Civic Institutional) and RM-3 (High Density Apartment Residential)
	Designation:	Institutional
East:	Use:	Single Family Residential
	Zone:	RS-1 (One Family Urban Residential)
	Designation:	Ground-Oriented Multi-Family Residential
West:	Use:	Apartments
	Zone:	Land Use Contracts
	Designation:	Low Rise Apartment

Existing Use of Property: Vacant and existing single residential dwellings
Proposed Use of Property: Apartments
Site Area: 1.6 ha. (3.9 acres)
Access: 223 Street
Servicing requirement: Urban Standard

b) Project Description:

The development proposal, located on seven (7) lots located at the northwest corner of Brown Avenue and 223 Street (Appendices A and B), is for three 5-storey condominium buildings to be built in three phases with approximately 26,433 m² (284,514 ft²) of gross floor area. It includes a total of 330 market condominium units comprising: 12 studio units; 127 one-bedroom and one-bedroom with den units; 171 two-bedroom and two-bedroom plus "flex room" units; and 20 three bedroom units.

The first building, to be located on the southern end of the site, will include 139 apartment units, building 2 will include 83 units and building 3 will contain 108 units. It is anticipated that the three buildings will be completed one after the other.

A total of 561 off-street parking spaces (488 underground and seven (7) surface residential parking spaces and 66 visitor surface parking spaces) are provided on site. A total of 44 of these spaces will be small car spaces. This meets the requirements of Off-Street Parking and Loading Bylaw 4350 - 1990. There will be 100 short term and 84 long term bicycle parking spaces, as well as six (6)

handicapped parking spaces. Small car parking space will make up 8.7% of the total spaces or 49 parking spaces. All parking space counts are in compliance with the bylaw. All of the underground resident parking spaces (488 spaces) will have electric vehicle level 2 infrastructure roughed in as required by the bylaw.

There is sufficient ground and roof level open space, both passive and active, including a child play area. Given the prominent location of this project in the Town Centre Area, the northeast corner of 223 Street and Brown Avenue will have a small corner plaza with seating and surfacing with a public art-related design (See Appendix C).

c) Planning Analysis:

The development site is located within the North View Precinct of the Town Centre Area Plan. The development will offer a mix of housing types, densities, and housing choices that cater to people of all ages, family types and income levels. Furthermore, it should provide residents with easy access to transportation choices, shops and services in the Central Business District, which in turn supports the vibrancy and viability of those shops and businesses. Higher density developments, such as apartment buildings, are pedestrian-oriented with main entrances fronting public sidewalks, shallow setbacks, street-friendly facades and semi-public outdoor spaces. Adequate private and semi-private green spaces, to the front, on the back of the site, and courtyards should also be included.

The subject properties are currently designated Low-Rise Apartment and Single Family Residential. An OCP amendment is at third reading for the Low-Rise Apartment designation to be extended to the six (6) lots along 223 Street. This designation allows for the proposed RM-2 (Medium Density Apartment Residential) zoning and development.

The following policies apply to this proposal:

Official Community Plan Policies

The following OCP policy applies to this project:

3-33 Maple Ridge will encourage housing that incorporates "age-in-place" concepts and seniors housing designed to accommodate special needs.

There will be 17 residential units constructed in accordance with the adaptable dwelling unit provisions of the BC Building Code (BC Reg. 216/2006, Division B. Section 3.8.5) to support "age-in-place" senior housing. This is generally consistent with other projects in the Town Centre Area.

Town Centre Area Plan Policies

The following Town Centre Area Plan policies applies to this project:

3-1 An increase in residential and commercial density is encouraged in the Town Centre, particularly within the Central Business District... Land-use should include a mix of housing types catering to various demographics, including affordable and special needs housing, within walking distance to a broad mixture of uses, including shops, services, cultural facilities, and recreation.

This project will increase the number of condominium units within walking distance to a range of shops, services, and transit in and around the Central Business District. The applicant has broadened the housing mix for the project to accommodate as many different residents as possible.

3-10 *Land assembly or lot consolidation proposed in conjunction with development, redevelopment, conversion, or infilling should meet the following conditions:*

- a. *That any residual lots or remaining land parcels are left in a configuration and lot area which are suitable for a future development proposal, or can be consolidated with other abutting residual lots or land parcels and complies with the applicable Land Use Designations and Policies of Section 3.3 of this Plan.*
- b. *The use of any residual abutting lots or land parcels can continue to function in accordance with the applicable Land Use Designations and Policies of 3.3 of this Plan;*
- c. *Residual abutting lots or land parcels are not isolated or left in a condition which is unsuitable for redevelopment...*

The applicant has optioned adjacent lots along 223 Street, including two (2) lots owned by the City. Thus, this policy has been satisfied to create a more suitable development site and preserve development potential of nearby lands.

3-12 High density development that is four or more storeys in height may be required to include a shadow study in consideration of adjacent sites to address potential impacts on available daylight. Consideration should also be given to the privacy of residents in existing buildings.

This project will be five storeys in height, but situated among three and four storey low rise apartments and buildings to its north and west, as well as a row of single family homes to its east. The shadow study supplied by the applicant demonstrates that the impact is minimal on adjacent lots.

3-15 Concealed parking structures are encouraged in all commercial, mixed-use, multi-family uses... in the Town Centre. Below grade parking structures are particularly encouraged for Low-Rise, Medium, and High-Rise Apartment...buildings.

This project includes an underground parking garage in compliance with this policy and some convenience surface parking for use by visitors and residents (see variance section).

3-22 All Low-Rise Apartment developments should be a minimum of three (3) storeys and a maximum of five (5) storeys in height.

This project complies with the height range envisioned by the policy.

2-5 Incorporating Rainwater Management practices into on-site and off-site development will be encouraged [...]. Some examples of Rainwater Management practices include:

- *bioretention areas;*
- *rainwater gardens;*
- *bioswales;*
- *landscaped curb bulges on street right-of-ways;*
- *rainwater harvest for irrigation; and*
- *green roofs.*

2-20 Energy efficient design and Best Management Practices are encouraged in all developments in the Town Centre.

2-22 Maple Ridge supports the green technologies that are embedded in the Town Centre Development Permit Guidelines and encourages the incorporation of these into development.

The project will meet Step 2 of the new Provincial Energy Step Code. There has been:

- Provision of electrical charging rough-in for all underground resident parking stalls, as described earlier, to allow for EV vehicles and reduce greenhouse gas emissions;
- Provision of reflective white roof technology to provide a reduction of heat absorption and provide a more pleasing environment for the roof top decks for each of the buildings;
- Infiltration and bio-filtration elements are incorporated in the landscaping plans along the edges of surface parking areas; and
- Provision of increased depth of on-site soils for infiltration and storage of rainwater. These project aspects will help to achieve the intent of the OCP sustainability policies.

In summary, this project increases the residential density within the North View Precinct, and provides a healthy unit mix as well as 17 adaptive dwelling units in close proximity to the central business district and its shops and services. The project's three 5-storey buildings conform to the intent of the OCP designation. The form and character is sensitive to the surrounding neighbourhood and will add urban fabric and generate more vitality the Town Centre Area.

d) Variance Analysis:

As the associated Zone Amending Bylaw No. 7366-2017 received third reading before adoption of Zoning Bylaw 7600-2019, the former Zoning Bylaw 3510-1985 applies. The Zoning Bylaw establishes general minimum and maximum regulations for residential development. A Development Variance Permit allows Council some flexibility in the approval process.

The requested variances and rationale for support are described below (see Appendices D):

1. *Maple Ridge Zoning Bylaw No. 3510-1985*, 604 RM-2 (Medium Density Apartment Residential) District Section 6. Siting is varied by reducing the 7.5 metres from all lot lines as follows:

- | | |
|-------------|--|
| Building 1: | 5.61 metres for the building, 4.24 metres from the decks, and 3.49 metres from the projecting roofline to the front lot line (Brown Avenue); and
6.11 metres to the decks, and 5.29 metres from the projecting roofline to the exterior side lot line (223 Street). |
| Building 2: | 6.43 metres from the decks, and the projecting roofline from the interior side lot line (south lot line). |
| Building 3: | 6.08 metres from the decks, and 5.24 metres from the projecting roofline from the rear lot line (north lot line). |

The variances are related to two matters. The first variance is for the integral building design projecting roof element for Building 1. The design is endorsed by the ADP, thus the proposed variance is supported. The second is siting Buildings 1 and 2 closer to the fronting streets. This is for the purpose of setting aside as much of the interior of the site as possible for open space. In exchange for this, ground level units along Brown Avenue and 223 Street have individual yards and entrances from the adjoining public street frontages.

These variances are supported for the improved streetscapes suitable for the Town Centre Area and open areas for recreation and a child play being provided.

2. *Maple Ridge Zoning Bylaw No 3510-1985, 604 RM-2 Medium Density Apartment Residential District Section 7. Size of Buildings and Structures subsection a) is varied by increasing the maximum building height from 15 metres and 4 storeys to 18.5 metres and 5 storeys for all three residential buildings.*

This variance is similar to those granted for other recent RM-1 projects in the Town Centre Area. The additional height has allowed a reduced lot coverage to support setting aside as much of the site as possible for the provision of open space.

This variance is supported given the resulting livability enhancements.

3. *Maple Ridge Zoning Bylaw No 3510-1985, 604 RM-2 Medium Density Apartment Residential District Section 8 Other Regulations:*

- a. *Subsection a) is varied to allow seven (7) of the required accessory off street parking spaces for residential use, to be located at grade and not to be located within a structure.*

Each building will be a separate phase in a phased strata plan. Therefore, the applicant advised that more stringent Code requirements apply respecting electrical, mechanical and plumbing service rooms. The additional space for utility service rooms has resulted in the seven (7) of the required 561 parking spaces being displaced. Therefore, seven (7) parking spaces are being provided at ground level, with attractive landscaping and hardscaping, without impacting the open space for future residents.

The portion of the site used for surface parking that could have been used as open space has been mitigated by the following:

- The subject Development Permit will contain the condition that the same screening / landscaping requirements as for the surface Visitor parking spaces will apply to the surface residential accessory off street parking spaces. Surface treatment differentiating them from the visitor parking spaces will also be included in the development permit. These conditions would reduce the visual impact of the seven (7) surface residential parking spaces in support of the requested variance;
- The design of each of the three residential buildings will incorporate rooftop amenity areas; and
- This rooftop area will exceed the amount of the ground level area lost to the parking. This is deemed to be effective mitigation for the variance being sought.

This variance is supported because it is necessary due to BC Building Code-related requirements and the rooftop amenity areas being provided are satisfactory mitigation measures.

e) **Advisory Design Panel:**

The Advisory Design Panel (ADP) reviewed the development plans for form and character of the proposed development and the landscaping plans at a meeting held on September 18, 2019. The ADP supported the project. Staff are of the opinion that the ADP comments and suggestions have been well addressed by project landscape architect and architect as summarized in Appendix E.

f) Financial Implications:

In accordance with Council's Landscape Security Policy, a refundable security equivalent to 100% of the estimated landscape cost will be provided to ensure satisfactory provision of landscaping in accordance with the terms and conditions of the Development Permit. Based on an estimated landscape cost, the security will be \$524,262.21 for hard and soft landscaping and \$21,465.84 the public art-inspired corner plaza, for a total of \$545,728.05.

The required number of trees will be added to the municipal street tree inventory on completion of this project as part of the Rezoning Servicing Agreement. The costs associated with maintaining these trees will need to be included in a subsequent operating budget.

CONCLUSION:

This development will be an attractive urban precinct giving vitality to the Town Centre Area. Residents will have shopping, transit, and other services within a convenient walking distance to support local merchants. The design incorporates a significant amount of open space for future residents encouraging active outdoor and indoor recreation, child play areas and social interaction.

The project's form and character complies with the OCP Guidelines for Multi-Residential development in the Town Centre. There will be an attractively landscaped corner public plaza incorporating public art-like elements celebrating the corner of Brown Avenue and 223 Street. Approximately, half a dozen units will be constructed to allow aging in place.

Variances are incorporated to accommodate matters related to the BC Building Code and Fire Code, and to create a stronger street fronting presence and enhanced pedestrian environment. The variances also allow for the feature roof projecting elements that are an integral part of each building's form and character. For these reasons, the variances are supported.

"Original signed by Adrian Kopystynski"

Prepared by: **Adrian Kopystynski, MSc, MCIP, RPP, MCAHP
Planner**

"Original signed by Chuck Goddard"

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

"Original signed by Christine Carter"

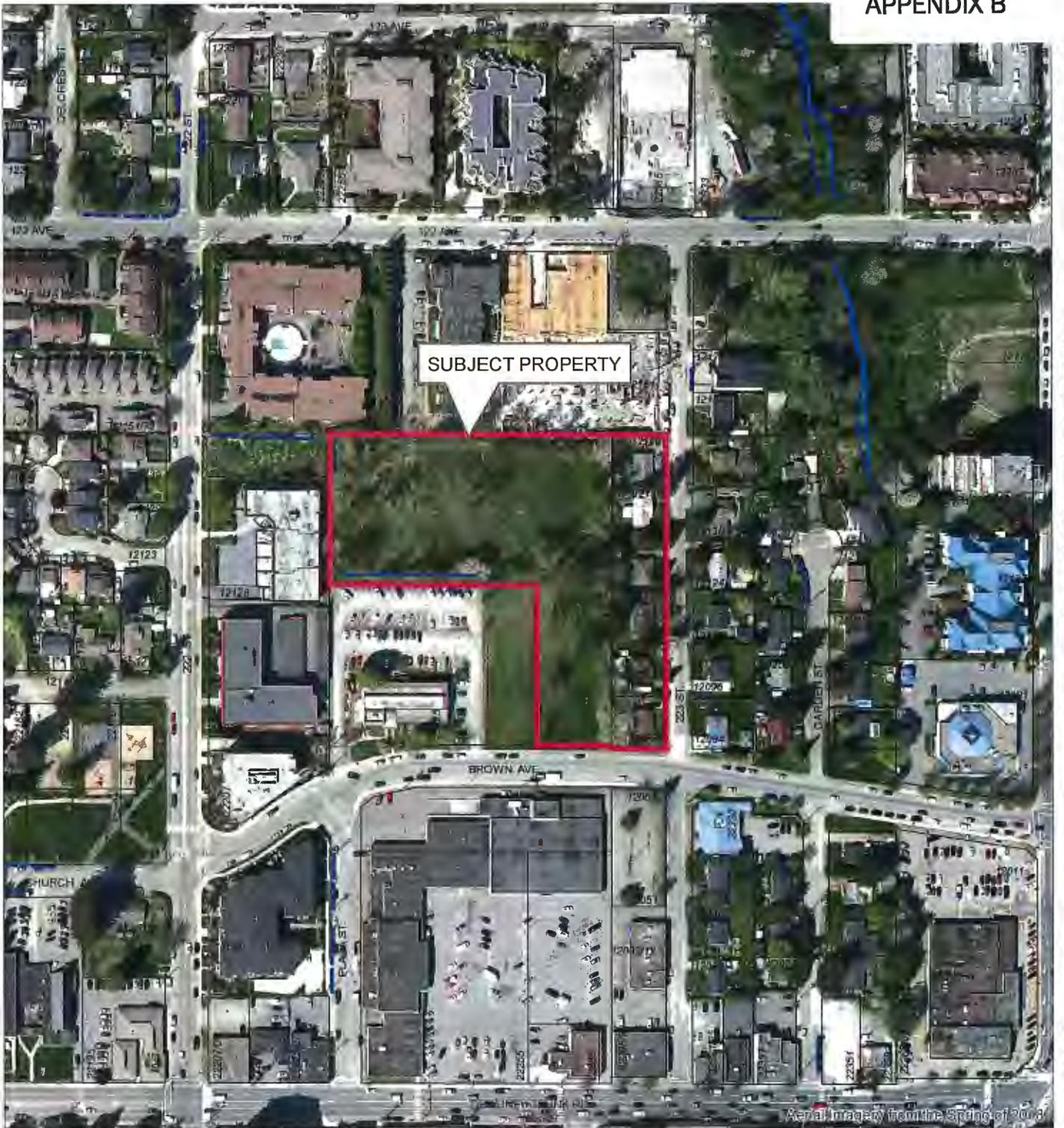
Approved by: **Christine Carter, M.PL, MCIP, RPP
GM Planning & Development Services**

"Original signed by Al Horsman"

Concurrence: **Al Horsman
Chief Administrative Officer**

The following appendices are attached hereto:

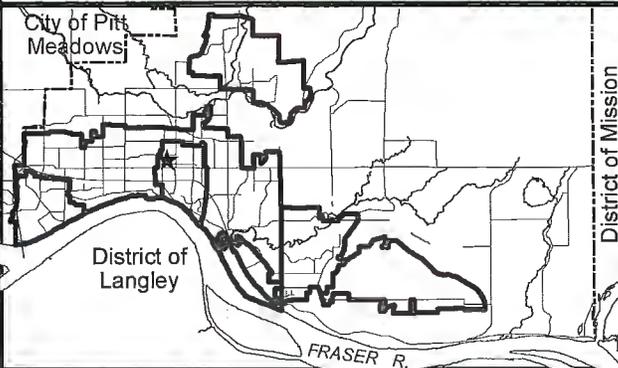
- Appendix A – Subject Map
- Appendix B – Ortho map
- Appendix C – Architectural and Landscaping Plans
- Appendix D – Variances
- Appendix E – ADP Comments



Aerial Imagery from the Spring of 2018



Scale: 1:2,500



22229 BROWN AVENUE
 12087/97, 12117/27/31/49 223 STREET

PLANNING DEPARTMENT



mapleridge.ca

FILE: 2017-306-RZ
 DATE: Jun 28, 2019

BY: PC



223rd STREET ELEVATION



BROWN AVENUE STREET ELEVATION



100-103 421 King Street West
 Suite 200, V5Y 1G1
 Vancouver, BC
 Tel: 604.255.1111

PROJECT NAME: APARTMENT BUILDINGS
 22229 BROWN AVENUE, MAPLE RIDGE, BC
 CLIENT: PLATINUM ENTERPRISES LTD

CREATING SCENES BY
 SLAMDTX TECHNOLOGIES INC.

NO.	DATE	DESCRIPTION	BY	CHKD BY
1		PREPARED FOR DEVELOPMENT PERMIT		
2				
3				
4				
5				
6				
7				
8				
9				
10				

DATE: 9-Nov-20
 PROJECT NO: 20-204
 CLIENT: MS
 PREPARED BY: RW
 CHECKED BY: N.T.S.
 SCALE: 1/8" = 1'-0" STREETScape

SHEET NO: A.3.2



BUILDING NO.1: WEST VIEW FROM OUTDOOR AMENITY AREA



100-2100 E. 1st Ave, Suite 100
 Vancouver, BC V6L 1A1
 Tel: 604.681.1111
 www.flatironarchitecture.com
 info@flatironarchitecture.com

PROJECT NAME: APARTMENT BUILDINGS
 22229 BROWN AVENUE, MAPLE RIDGE, BC

CLIENT: PLATINUM ENTERPRISES LTD

DATE: 9-14-2020

NO.	DESCRIPTION	DATE	BY
1	ISSUED FOR PERMITTING	09/14/20	MS
2	ISSUED FOR CONSTRUCTION		
3	ISSUED FOR OCCUPANCY		

DATE: 9-14-2020
 PROJECT NO: 20-204
 DRAWN BY: MS
 CHECKED BY: RW
 SCALE: N.T.S.

3D RENDERING
 BUILDING #1

A.1.1

**EXTERIOR COLOUR BOARD
SCHEME 'A1'**
Brown Ave., Maple Ridge

MIDNITE STACK (T6004)
- LEDGESTONE



**HARDIE RICH ESPRESSO
WOODGRAIN FINISH**
- HORIZONTAL SIDING 7" PROFILE



**BENJAMIN MOORE
CITRINE AF-370**
- FRONT ENTRY FEATURE



TEXAS HONEY BROWN
- WOOD POST, KNEE BRACES



**HARDIE COBBLE STONE
STUCCO FINISH**
- HARDIE PANEL SIDING

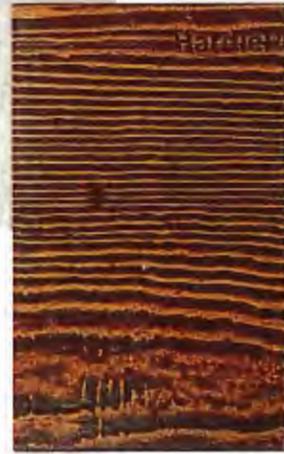


KAYCAN (68) MOCHA
- DOWNPIPES TO MATCH
SIDING



KAYCAN (20) PRESTIGE BEIGE
- DOWNPIPES TO MATCH
SIDING

SHADOW BLACK
- WINDOW TRIMS, BELLY BAND, FACIA,
OTHER TRIMS, METAL RAILING



**HARDIE OLD CHERRY
WOODGRAIN FINISH**

**HARDIE OLD CHERRY
WOODGRAIN FINISH**
- HORIZONTAL SIDING 6" PROFILE

NO.	DATE	DESCRIPTION	BY	CHK

DATE	9-Nov-20
PROJECT NO.	20-204
ISSUED BY	MS
DESIGNED BY	RW
DATE	
SCALE	
REVISIONS	



EAST ELEVATION - 223rd Street



NORTH ELEVATION

ELEVATIONS: BUILDING #1 (COLOUR SCHEME 'A')
Scale: 1/8" = 1'-0"

SCHEDULE OF FINISHES

- ① HARDY PANEL SIDING
- ② EAST TRIM
- ③ HORIZONTAL HARDY SIDING - 1" PROFILE
- ④ HORIZONTAL HARDY SIDING - 6" PROFILE
- ⑤ LEDGESTONE
- ⑥ PREFAB METAL FRAMED GLASS RAILING
- ⑦ EDGE BRACES
- ⑧ HOOD POST
- ⑨ VINYL FRAMED FINISHS
- ⑩ PRIVACY SCREEN
- ⑪ WINDOW TRIMS, BELLY BAND, FACIA, OTHER TRIM
- ⑫ SOFFITS ABOVE MAIN ENTRY & STREET SIDE
- ⑬ SOFFITS REARWARD OF BUILDING
- ⑭ GUTTERS
- ⑮ DOWNPIPES - TO MATCH SIDING
- ⑯ SLOPE ROOF
- ⑰ FLAT ROOF
- ⑱ FRONT ENTRY FEATURE

COLOUR SCHEME A1

- HARDY COBLESTONE STUCCO FINISH
- TO MATCH PANELLING
- HARDY RICH ESPRESSO WOODGRAIN FINISH
- HARDY OLD CHERRY WOODGRAIN FINISH
- HERRISHT STACK TEAK
- SHADOW BLACK
- TEXAS HONEY BROWN
- TEXAS HONEY BROWN
- EDGE
- BLACK
- SHADOW BLACK
- TEXAS HONEY BROWN
- BLACK
- BLACK
- KAYCAN 20 PRESERVE EDGE OR 60 NOCHA
- BLACK
- WHITE ROOF
- BSHLHM MOORE CITRINE AF-010

FLATIRON
ARCHITECTURE & INTERIORS

1400 35th Street, Suite 100, Calgary, Alberta T2C 1K7
www.flatironarchitects.com
403.243.4333

PROJECT NO.:
APARTMENT BUILDINGS
2223 BROWN AVENUE, MAPLE RIDGE, BC

CLIENT:
PLATINUM ENTERPRISES LTD

DATE: 9-Nov-20
PROJECT NO.: 20-204
DRAWN BY: MS
CHECKED BY: RW
SCALE: 1/8"=1'-0"

BUILDING ELEVATIONS
BUILDING #1

A 6.1A



WEST ELEVATION



SOUTH ELEVATION - Brown Avenue

SCHEDULE OF FINISHES

- ① HARD PANEL SIDING
- ② EASY TRIM
- ③ HORIZONTAL HARD SIDING - T PROFILE
- ④ HORIZONTAL HARD SIDING - 6" PROFILE
- ⑤ LEDGESTONE
- ⑥ PREPAB METAL FRAMED GLASS RAILING
- ⑦ FREE BRACES
- ⑧ HOOD POST
- ⑨ VINYL FRAMED WINDOWS
- ⑩ PRIVACY SCREEN
- ⑪ MIRROR TRIMS, BELLY BAND, FACIA, OTHER TRIM
- ⑫ SOFFITS ABOVE MAIN ENTRY & STREET SIDE
- ⑬ SOFFITS REMAINDER OF BUILDING
- ⑭ GUTTERS
- ⑮ DOWNPIPES - TO HATCH SIDING
- ⑯ SLOPE ROOF
- ⑰ FLAT ROOF
- ⑱ FRONT ENTRY FEATURE

COLOUR SCHEME A1

- HARD COBBLESTONE STUCCO FRESH
- TO HATCH PANELINGS
- HARD RICH ESPRESSO WOODGRAIN FRESH
- HARD OLD CHERRY WOODGRAIN FRESH
- MIDRIFT STACK TBOOM
- SHADON BLACK
- TEXAS HONEY BROWN
- TEXAS HONEY BROWN
- EDGE
- BLACK
- SHADON BLACK
- TEXAS HONEY BROWN
- BLACK
- BLACK
- KAYAK 30 PRESHINE BEIGE OR 66 HOGAN
- BLACK
- WHITE ROOF
- DELAVAN MOORE CITRINE AF-310

ELEVATIONS: BUILDING #1 (COLOUR SCHEME 'A1')
Scale: 1/8" = 1'-0"

FLATIRON
ARCHITECTURE & INTERIORS

PROJECT INFO:
APARTMENT BUILDINGS
22228 BROWN AVENUE, MAPLE RIDGE, BC

CLIENT:
PLATINUM ENTERPRISES LTD

DESIGN DESIGN BY
FLATIRON ARCHITECTURE INC.

NO.	DESCRIPTION	DATE	BY	CHK.
1	PRELIMINARY CONCEPT	11/11/20	MS	
2	CONCEPT DEVELOPMENT	11/11/20	RW	
3	SCHEMATIC DEVELOPMENT	11/11/20	RW	
4	DESIGN DEVELOPMENT	11/11/20	RW	
5	FINAL DESIGN	11/11/20	RW	

DATE: 9-Nov-20
PROJECT NO.: 20-204
DRAWN BY: MS
CHECKED BY: RW
SCALE: 1/8" = 1'-0"

BUILDING ELEVATIONS
BUILDING #1
A 6.1B



BUILDING NO.2: NORTH VIEW FROM INTERNAL ROAD

OFFICIAL REVIEW BY
PLANNING DEPARTMENT ARCHITECTURE INC.

NO.	DATE	REVISIONS	BY	CHK
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

DATE	8-Nov-20
PROJECT NO.	20-204
DESIGNER	MS
DRAWN BY	RW
SCALE	N.T.S.
TITLE	3D RENDERING BUILDING #2

**EXTERIOR COLOUR BOARD
SCHEME 'A2'
Brown Ave., Maple Ridge**

ISLAND SAND (T6009)



**BENJAMIN MOORE
RUSTIC AF-275**
- FRONT ENTRY FEATURE



TEXAS HONEY BROWN
- WOOD POST, KNEE BRACES



**HARDIE RICH ESPRESSO
WOODGRAIN FINISH**
- HORIZONTAL SIDING 7" PROFILE



KAYCAN (68) MOCHA
- DOWNPIPES TO MATCH
SIDING



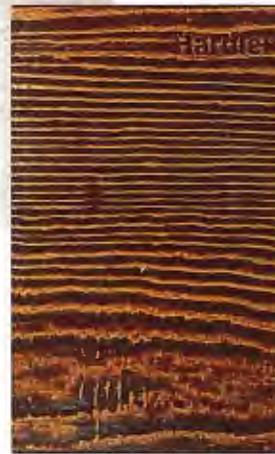
KAYCAN (20) PRESTIGE BEIGE
- DOWNPIPES TO MATCH
SIDING



**HARDIE COBBLE STONE
STUCCO FINISH**
- HARDIE PANEL SIDING



SHADOW BLACK
- WINDOW TRIMS, BELLY BAND, FACIA,
OTHER TRIMS, METAL RAILING



**HARDIE OLD CHERRY
WOODGRAIN FINISH**

**HARDIE OLD CHERRY
WOODGRAIN FINISH**
- HORIZONTAL SIDING 6" PROFILE



4410 101 Ave. Suite 101
Maple Ridge, BC V8X 1G7
www.flat100.ca
604-463-1010

PROJECT INFO:
APARTMENT BUILDINGS
22228 BROWN AVENUE, MAPLE RIDGE, BC
CLIENT:
PLATINUM ENTERPRISES LTD

CREATED BY:
MARKET RESEARCH INC.

NO.	DESCRIPTION	DATE	BY
1	ISSUED FOR DEVELOPER REVIEW	11/09/20	MS
2	ISSUED FOR DEVELOPER REVIEW	11/09/20	MS
3	ISSUED FOR DEVELOPER REVIEW	11/09/20	MS
4	ISSUED FOR DEVELOPER REVIEW	11/09/20	MS
5	ISSUED FOR DEVELOPER REVIEW	11/09/20	MS
6	ISSUED FOR DEVELOPER REVIEW	11/09/20	MS
7	ISSUED FOR DEVELOPER REVIEW	11/09/20	MS
8	ISSUED FOR DEVELOPER REVIEW	11/09/20	MS
9	ISSUED FOR DEVELOPER REVIEW	11/09/20	MS
10	ISSUED FOR DEVELOPER REVIEW	11/09/20	MS

DATE: 9-Nov-20	EXTERIOR MATERIAL BOARD COLOUR SCHEME 'A2'
PROJECT NO: 20-204	
DESIGNED BY: MS	
DRAWN BY: RW	
SCALE: N.T.S.	



NORTH ELEVATION



EAST ELEVATION

SCHEDULE OF FINISHES

- ① HARD PANEL SOBS
- ② EAST TRIM
- ③ HORIZONTAL HARD SOBS - 1" PROFILE
- ④ HORIZONTAL HARD SOBS - 6" PROFILE
- ⑤ LEDGESTONE
- ⑥ PREFAB METAL FRAMED GLASS RAILING
- ⑦ KNEE BRACES
- ⑧ WOOD POST
- ⑨ VINYL FRAMED SHEDS
- ⑩ PRIVACY SCREEN
- ⑪ HINGED TRIM, BELLY BAND, FACIA, OTHER TRIM
- ⑫ SOFFITS ABOVE MAIN ENTRY & STREET SIDE
- ⑬ SOFFITS REMAINDER OF BUILDING
- ⑭ BUTTERS
- ⑮ DOWNPIPES - TO MATCH SOBS
- ⑯ SLOPE ROOF
- ⑰ FLAT ROOF
- ⑱ FRONT ENTRY FEATURE

COLOUR SCHEME A2

- HARD COBLESTONE STUCCO FINISH
- TO MATCH PANNELLING
- HARD RICH ESPRESSO WOODGRAIN FINISH
- HARD OLD CHERRY WOODGRAIN FINISH
- ISLAND SAND TROOP
- SHADOW BLACK
- TEXAS HONEY BROWN
- TEXAS HONEY BROWN
- EDGE
- BLACK
- SHADOW BLACK
- TEXAS HONEY BROWN
- BLACK
- BLACK
- BUTTERS
- KATGAN 20 PRESTIGE DENGE OR 60 MOCHA
- BLACK
- WHITE ROOF
- BELUKHIN HOGRE RUSTLE AP-225



WEST ELEVATION



SOUTH ELEVATION



100-1011-1011-1011-1011
 1011-1011-1011-1011-1011
 1011-1011-1011-1011-1011
 1011-1011-1011-1011-1011

PROJECT INFO:
 APARTMENT BUILDINGS
 22228 BROWN AVENUE, MARLE RIDGE, BC
 CLIENT: PLATINUM ENTERPRISES LTD

NO.	REVISION	DATE	BY	CHKD

DATE: 8-Dec-20
 PROJECT: 20-204
 DRAWN: MS
 CHECKED: RW
 SCALE: 1/8"=1'-0"
 SHEET: A 6.2



BUILDING NO.3: SOUTH VIEW FROM INTERNAL ROAD

APPROVAL RECORD BY
FLATIRON ARCHITECTURE INC.

NO.	DATE	DESCRIPTION	BY	CHK
1				
2				
3				
4				
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DATE	8-Nov-20
PROJECT	20-204
DRAWN	MS
CHECKED	RW
SCALE	N.T.S.
TITLE	3D RENDERING BUILDING #3

**EXTERIOR COLOUR BOARD
SCHEME 'B'**
Brown Ave., Maple Ridge

ISLAND SAND (T6009)
- LEDGESTONE



**BENJAMIN MOORE
SCHOONER AF-520**
- FRONT ENTRY FEATURE



TEXAS HONEY BROWN
- WOOD POST, KNEE BRACES



**HARDIE COBBLE STONE
WOODGRAIN FINISH**
- HORIZONTAL SIDING 7" PROFILE



KAYCAN (68) MOCHA
- DOWNPIPES TO MATCH
SIDING



KAYCAN (20) PRESTIGE BEIGE
- DOWNPIPES TO MATCH
SIDING



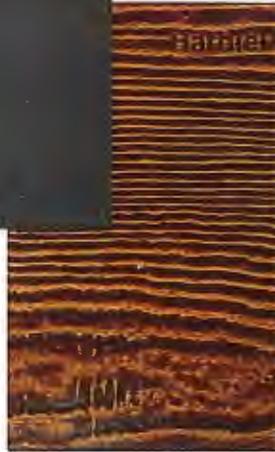
**HARDIE RICH ESPRESSO
STUCCO FINISH**
- HARDIE PANEL SIDING



SHADOW BLACK
- WINDOW TRIMS, BELLY BAND, FACIA,
OTHER TRIMS, METAL RAILING



**HARDIE OLD CHERRY
WOODGRAIN FINISH**
- HORIZONTAL SIDING 6" PROFILE



FLATIRON
ARCHITECTURE

1000 West 10th Avenue, Suite 100
Vancouver, BC V6H 2Y6
Tel: 604.681.1111
www.flatironarch.com

PROJECT INFO:
APARTMENT BUILDINGS
2220 BROWN AVENUE, MAPLE RIDGE, BC
CLIENT:
PLATINUM ENTERPRISES LTD

DESIGNED BY:
SHERIDAN ARCHITECTS INC.

NO.	DESCRIPTION	DATE	BY	CHK
1	PREPARED FOR DEVELOPER'S PRESENT	10/11/18	MS	
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DATE: 9-Nov-20
PROJECT NO: 20-204
DRAWN BY: MS
CHECKED BY: RW
SCALE: N.T.S.
SHEET NO: 1
TOTAL SHEETS: 1

EXTERIOR MATERIAL BOARD
COLOUR SCHEME 'B'

A 5.3



SOUTH ELEVATION



WEST ELEVATION

SCHEDULE OF FINISHES

- ① HARDY PANEL SIDING
- ② EASY TRIM
- ③ HORIZONTAL HARDY SIDING - 1" PROFILE
- ④ HORIZONTAL HARDY SIDING - 6" PROFILE
- ⑤ LUDGESTONE
- ⑥ PREFAB METAL FRAMED GLASS RAILING
- ⑦ KNEE BRACES
- ⑧ MOOD POST
- ⑨ VINYL FRAMED HINGEDS
- ⑩ PRIVACY SCREEN
- ⑪ HINGED TRIMS, BELLY BAND, FACIA, OTHER TRIM
- ⑫ SOFFITS ABOVE MAIN ENTRY & STREET SIDE
- ⑬ SOFFITS REMAINDER OF BUILDING
- ⑭ GUTTERS
- ⑮ DOWNPIPES - TO MATCH SIDING
- ⑯ SLOPE ROOF
- ⑰ FLAT ROOF
- ⑱ FRONT ENTRY FEATURE

COLOUR SCHEME B

- HARDY ESPRESSO STICCO FINISH
- TO MATCH PANNELLING
- HARDY COBBLESTONE WOODGRAIN FINISH
- HARDY OLD CHERRY WOODGRAIN FINISH
- ELAND SAND TROOP
- SHADON BLACK
- TEXAS HONEY BROWN
- TEXAS HONEY BROWN
- BEIGE
- BLACK
- SHADON BLACK
- TEXAS HONEY BROWN
- BLACK
- BLACK
- KAYCAN 20 PRESTIGE BEIGE OR 60 HOGAN
- BLACK
- WHITE ROOF
- BENJAMIN MOORE SCAKNER AF-520



EAST ELEVATION - 223rd Street



NORTH ELEVATION

ELEVATIONS: BUILDING #7 COLOUR SCHEME B

4400 2011 Hwy 101, Suite 100
Surrey, BC V3R 4G7
www.flat100.com
info@flat100.com

PROJECT INFO:

APARTMENT BUILDINGS
2228 BROWN AVENUE, MAPLE RIDGE BC

CLIENT:

PLATINUM ENTERPRISES LTD

NO.	DESCRIPTION	DATE	BY
1	ISSUED FOR DEVELOPER PERMIT	11/09/20	MS
2	ISSUED FOR DEVELOPER PERMIT	11/09/20	MS
3	ISSUED FOR DEVELOPER PERMIT	11/09/20	MS

DATE: 9-Nov-20

PROJECT NO: 20-204

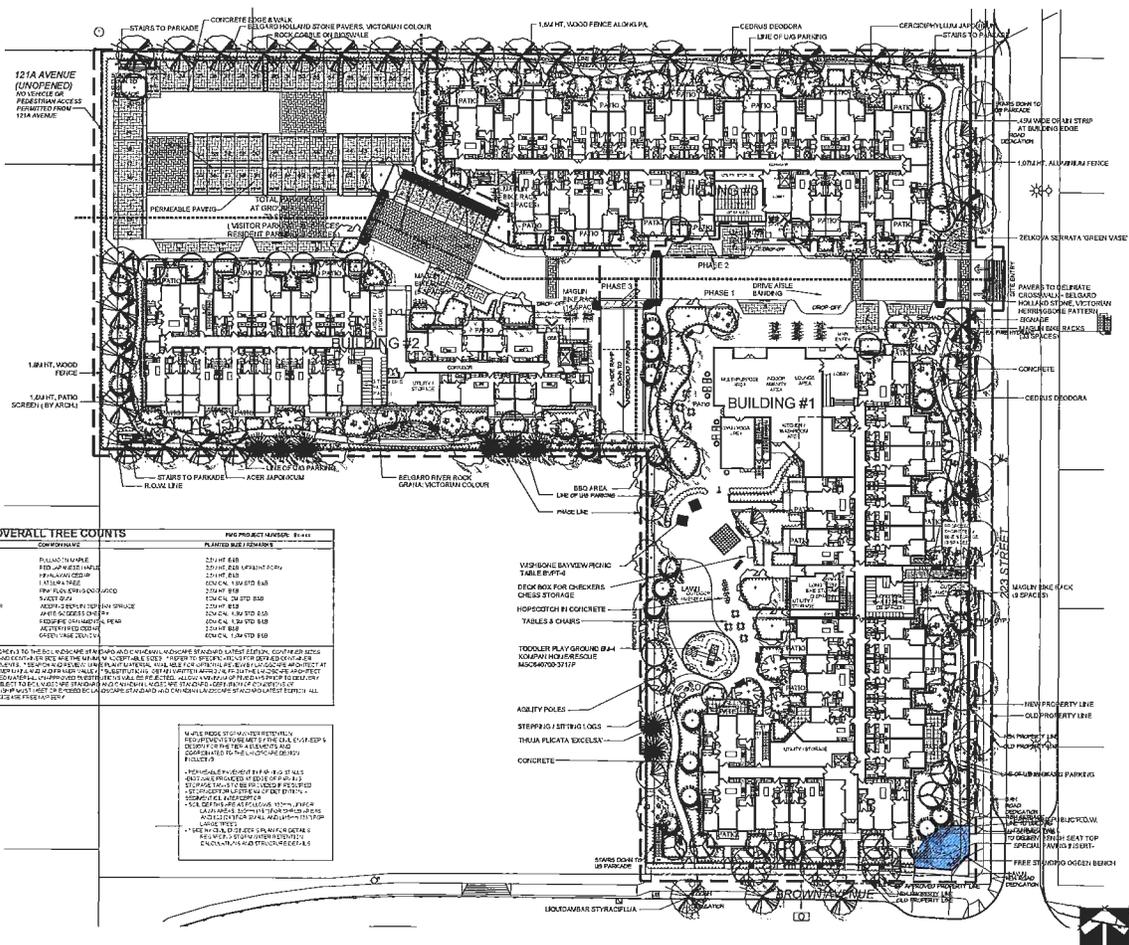
DESIGNED BY: MS

SCALE: 1/8"=1'-0"

BUILDING ELEVATIONS

BUILDING #3

A 6.3



PLANT SCHEDULE

NO.	SYMBOL	BOTANICAL NAME	COMMON NAME	PLANTED SIZE / COMMENTS
1	(Symbol)	CELEBRATION JASMINE	CELEBRATION JASMINE	2.0 FT. B&B
2	(Symbol)	CELEBRATION JASMINE	CELEBRATION JASMINE	2.0 FT. B&B
3	(Symbol)	CELEBRATION JASMINE	CELEBRATION JASMINE	2.0 FT. B&B
4	(Symbol)	CELEBRATION JASMINE	CELEBRATION JASMINE	2.0 FT. B&B
5	(Symbol)	CELEBRATION JASMINE	CELEBRATION JASMINE	2.0 FT. B&B
6	(Symbol)	CELEBRATION JASMINE	CELEBRATION JASMINE	2.0 FT. B&B
7	(Symbol)	CELEBRATION JASMINE	CELEBRATION JASMINE	2.0 FT. B&B
8	(Symbol)	CELEBRATION JASMINE	CELEBRATION JASMINE	2.0 FT. B&B
9	(Symbol)	CELEBRATION JASMINE	CELEBRATION JASMINE	2.0 FT. B&B
10	(Symbol)	CELEBRATION JASMINE	CELEBRATION JASMINE	2.0 FT. B&B
11	(Symbol)	CELEBRATION JASMINE	CELEBRATION JASMINE	2.0 FT. B&B
12	(Symbol)	CELEBRATION JASMINE	CELEBRATION JASMINE	2.0 FT. B&B
13	(Symbol)	CELEBRATION JASMINE	CELEBRATION JASMINE	2.0 FT. B&B
14	(Symbol)	CELEBRATION JASMINE	CELEBRATION JASMINE	2.0 FT. B&B
15	(Symbol)	CELEBRATION JASMINE	CELEBRATION JASMINE	2.0 FT. B&B
16	(Symbol)	CELEBRATION JASMINE	CELEBRATION JASMINE	2.0 FT. B&B
17	(Symbol)	CELEBRATION JASMINE	CELEBRATION JASMINE	2.0 FT. B&B
18	(Symbol)	CELEBRATION JASMINE	CELEBRATION JASMINE	2.0 FT. B&B
19	(Symbol)	CELEBRATION JASMINE	CELEBRATION JASMINE	2.0 FT. B&B
20	(Symbol)	CELEBRATION JASMINE	CELEBRATION JASMINE	2.0 FT. B&B

OVERALL TREE COUNTS

PLANTED: 1000
 REMAINING: 1000
 TOTAL: 2000

NOTES:

- PLANT SIZES IN THIS LIST ARE SPECIFIED ACCORDING TO THE FOLLOWING: 2.0 FT. B&B = 2.0 FT. B&B (B&B = BALL AND BUSH) MEASUREMENTS TAKEN AT THE TIME OF PLANTING. PLANT SIZES ARE TO BE MAINTAINED THROUGHOUT THE LIFE OF THE PROJECT. PLANT SIZES ARE TO BE MAINTAINED THROUGHOUT THE LIFE OF THE PROJECT.
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p.m.g.
 LANDSCAPE ARCHITECTS

5050 171A AVENUE
 VANCOUVER, BC V6N 1C1
 TEL: 604.264.8022

SCALE:

NO.	DATE	REVISION / DESCRIPTION	DATE
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CLIENT:

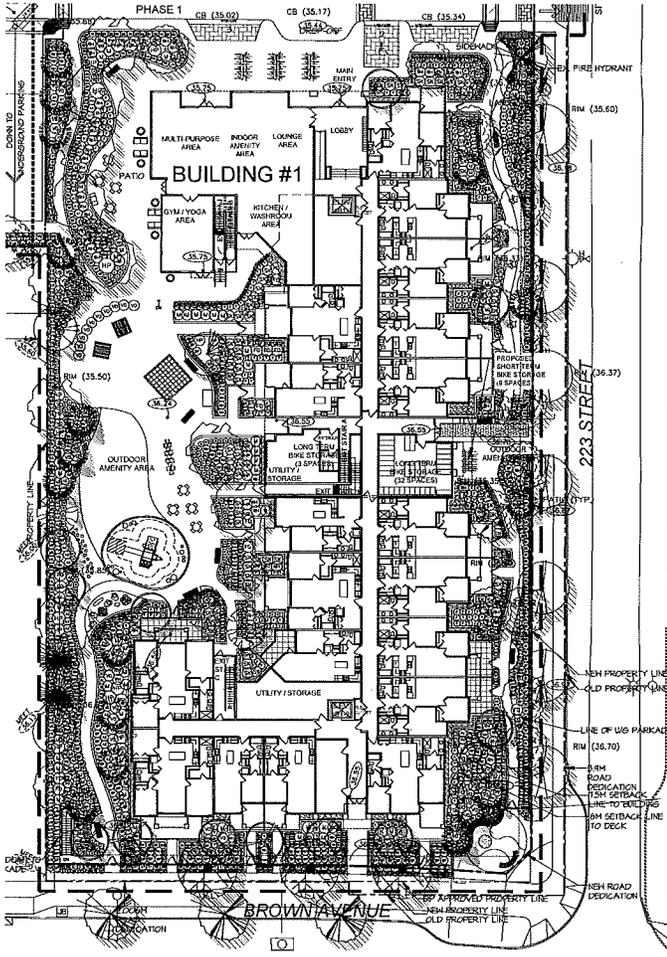
PROJECT:

APARTMENT BUILDINGS
 2229 BROWN AVE.
 MAPLE RIDGE, B.C.

DRAWING TITLE:
LANDSCAPE PLAN

DATE: 11/09/22
 SCALE: 1:300
 DRAWN: MJB
 CHECKED: MJB
 DATE: 11/14/22
 OF 16

PLANT PROJECT NUMBER: 17-248



PLANT SCHEDULE

NO.	SYMBOL	PLANT NAME	PLANT SIZE	PLANT SPACING	PLANTED DISTANCE	PROJECT NUMBER: 0-248
1	(Symbol)	WIDE LEAF PALM	10' x 10'	10' x 10'	10' x 10'	
2	(Symbol)	NEEDLE PALM	10' x 10'	10' x 10'	10' x 10'	
3	(Symbol)	ORANGE BLOSSOM	10' x 10'	10' x 10'	10' x 10'	
4	(Symbol)	ORANGE BLOSSOM	10' x 10'	10' x 10'	10' x 10'	
5	(Symbol)	ORANGE BLOSSOM	10' x 10'	10' x 10'	10' x 10'	
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pmg
LANDSCAPE ARCHITECTS

Suite 1100 - 4185 24th Street
Burnaby, British Columbia, V5C 4M8
P: 604-294-0911 | F: 604-294-0022

SCALE:

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PROJECT:

APARTMENT BUILDINGS

2229 BROWN AVE.
MAPLE RIDGE, B.C.

DRAWING TITLE:

**PH.1 - BUILDING 1
LANDSCAPE PLAN**

DATE: 17/07/21

SCALE: 1:200

DRAWN: MM

DESIGN: MM

CHECK: FM

OF 16

PLAN PROJECT NUMBER: 17-248



KOMPAN TODDLERS CASTLE
STEEL SLIDE



STEPPING / SITTING LOGS



CHESS/CHECKBOARD PAVING



SOLUS DECOR FIRE PIT
-48\"/>



ABBOTSFORD CONCRETE STANDARD PAVER



KOMPAN HOME AND GARDEN - MSV601



STANDING POST



MAGLIN BENCH



LIGMAN TAURUS BOLLARD



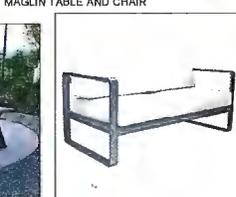
BELGARD RIVER ROCK GRANA - VICTORIAN



KOMPAN HOME/RESCUE
MSC640700-3717P



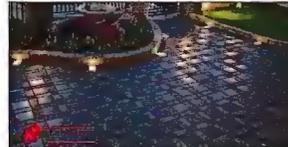
VMSBONE BAYVIEW PICNIC TABLE



HAUSER LOFT LOVESEAT



LIGMAN UTAH MINI ACCENT
FLOOD LIGHT



ABBOTSFORD CONCRETE PAVER LIGHTING



MAGLIN 400 SERIES
BIKE RACK - BLACK



RATANA DECK BOX WITH WHEELS AND
HANDLE

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pmg
LANDSCAPE
ARCHITECTS
Suite C100 - 4185 58th Street Drive
Burnaby, British Columbia, V5G 5G8
p: 604 764-0011 | f: 604 764-0022

REL.

NO.	DATE	REVISION/DESCRIPTION	DR.
1		ISSUE FOR CONSTRUCTION	MS
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10		ISSUE FOR CONSTRUCTION	MS

PROJECT:
APARTMENT BUILDINGS
2229 BROWN AVE.
MAPLE RIDGE, B.C.

DRAWING TITLE:
**LANDSCAPE
DETAILS**

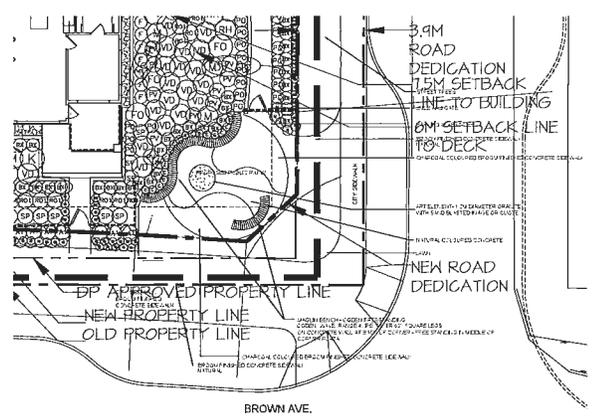
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PMG PROJECT NUMBER: 17-248

L6
OF 36

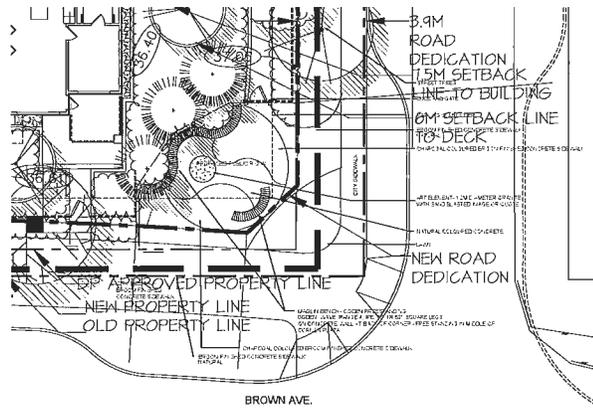
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 LANDSCAPE ARCHITECTS
 Suite 1100 - 4185 Old Gateway Drive
 Burlington, North Carolina 27228
 P: 804 294-0011 | F: 804 294-0022

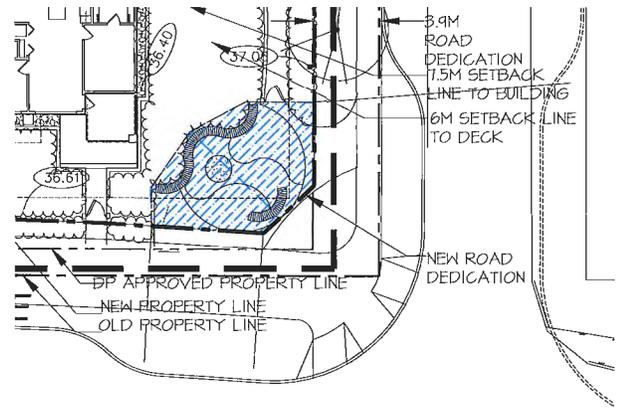
SCALE:



CORNER PLAZA - SHRUB PLANTING



CORNER PLAZA - TREE PLANTING



CORNER PLAZA - EXTENT OF SRW

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PROJECT:
 APARTMENT BUILDINGS
 22228 BROWN AVE.
 MAPLE RIDGE, B.C.

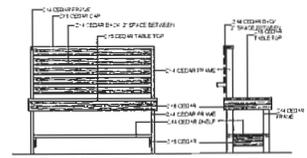
DRAWING TITLE:
 CORNER PLAZA
 LANDSCAPE PLAN



DATE: 17/07/21 DRAWING NUMBER:
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 DESIGNED: JC
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 PLOT PROJECT NUMBER: 17-248

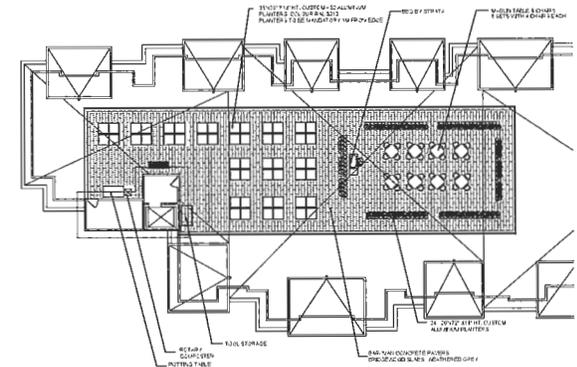
17/07/21

PLANT SCHEDULE		PROJECT NUMBER: 1710W001 BLDG 3	
NO.	SYMBOL	COMMON NAME	PLANT SPECIES / VARIETY
01		CALCEOLARIA CORYMBOSA	PERENNIAL
02		SEDUM ALBUM	PERENNIAL
03		SEDUM ALBUM	PERENNIAL
04		SEDUM ALBUM	PERENNIAL
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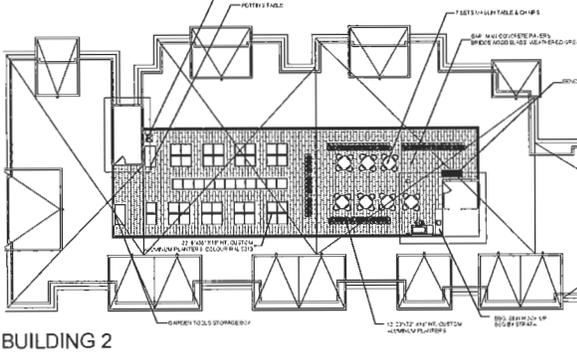


1 POTTING TABLE / BENCH
1:2

PLANT SCHEDULE		PROJECT NUMBER: 1710W001 BLDG 3	
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BUILDING 3



BUILDING 2



1 GARDEN TABLE AND CHAIRS - FORD BROS. CO. LVP 16, LVP 14



2 WOODEN GARDEN TABLE - FORD BROS. CO. LVP 16, LVP 14



3 POTTING TABLE

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pmg
LANDSCAPE ARCHITECTS
Suite 100 - 1415 Oakview Drive
Burlington, North Carolina, NC 27608
P: 919.244.0011 F: 919.244.0022

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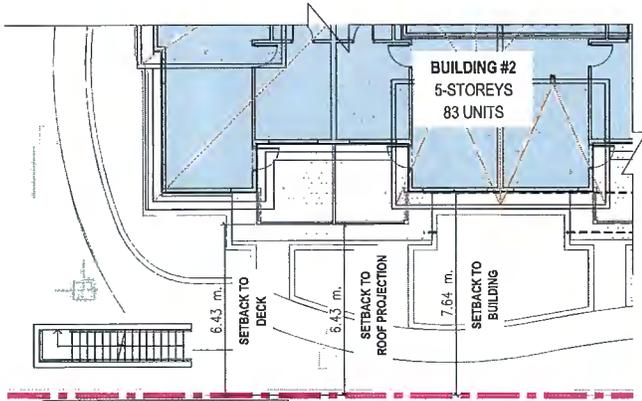


114 258 824 King George Blvd
 Surrey, BC V4L 1C5
 www.flat10architecture.ca
 info@flat10architecture.ca
 Tel: 604-543-8844

PROJECT INFO:
 APARTMENT BUILDINGS
 22229 BROWN AVENUE, MAPLE RIDGE, BC
 CLIENT:
 PLATINUM ENTERPRISES LTD

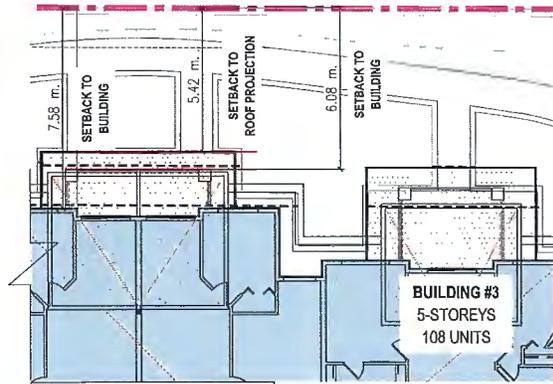
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DATE:	20-Nov-20
REVISION:	20-204
DESIGN BY:	MS
CHECKED BY:	RW
SCALE:	1/16"=1'-0"
STATUS:	PROPOSED VARIANCES
NOTES:	ASK 1



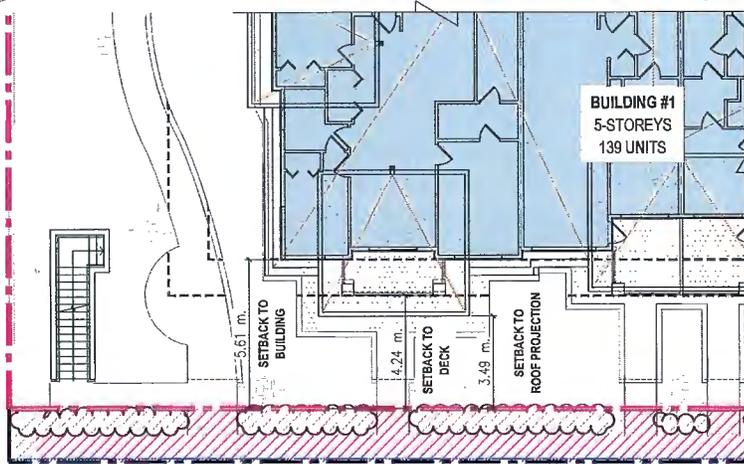
PROPOSED VARIANCES - ALONG SOUTH P.L.

2 BLDG. #2: PARTIAL SITE PLAN
 ASK1 SCALE: 1/16" = 1'-0"



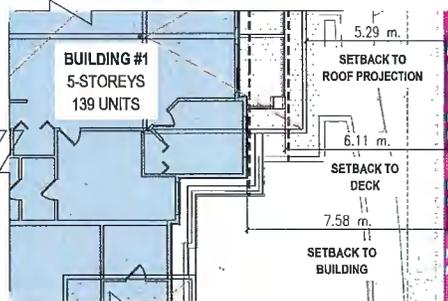
PROPOSED VARIANCES - ALONG NORTH P.L.

3 BLDG. #3: PARTIAL SITE PLAN
 ASK1 SCALE: 1/16" = 1'-0"



PROPOSED VARIANCES: ALONG SOUTH P.L. AT BROWN AVE.

1 BUILDING #1: PARTIAL SITE PLANS
 ASK1 SCALE: 1/16" = 1'-0"



PROPOSED VARIANCES: ALONG EAST P.L. AT 223 STREET

- VARIANCES REQUIRED:
1. SETBACK TO DECKS (BUILDING #1 AT EAST, BUILDING #2 AT NORTH, BUILDING #3 AT SOUTH) = 6.0 M.
 2. SETBACK TO DECKS (BUILDING #1 AT SOUTH)=4.24 M.
 3. SETBACK TO DECKS (BUILDING #1 AT SOUTH)=4.24 M.
 4. SETBACK TO DECKS (BUILDING #1 AT SOUTH)=4.24 M.
 5. SETBACK TO ROOF PROJECTION (BUILDING #1 AT SOUTH)=3.49 M.
 6. SETBACK TO DECKS (BUILDING #1 AT EAST)=6.11 M.
 7. SETBACK TO ROOF PROJECTIONS (BUILDING #1 AT EAST)=5.29 M.
 8. SETBACK TO DECKS (BUILDING #2 AT SOUTH)=6.43 M.
 9. SETBACK TO ROOF PROJECTIONS (BUILDING #2 AT SOUTH)=6.43 M.
 10. SETBACK TO DECKS (BUILDING #3 AT NORTH)=6.08 M.
 11. SETBACK TO ROOF PROJECTIONS (BUILDING #3 AT NORTH)=5.42 M.



ADP design commentsLandscape Comments:

1. Consider providing adaptable units on ground floor; ensure access is available to greater circulation system from adaptable units;

Landscape Architectural Response: Adaptable unit is provided in Building 2. Where adaptable unit the only change in grading necessary is a slight sloping to eliminate the step at the building access point. No change in layout required.

2. Consider programming for older children in amenity areas;

Landscape Architectural Response: There is a strong focus on play structures for house-bound mothers with small children as older children have wider access to play opportunities at school and parks but by including natural play components tucked into landscape there is no real age focus and offers play opportunities for older children

3. Ensure tree selection on slab is appropriate for soil depth;

Landscape Architectural Response: Large growing tree species were shown in some of the interior planting beds. These large growing species were either moved to perimeter area and smaller species moved to replace or tree varieties in the interior beds were changed to small or medium scale tree species. The perimeter landscape beds have substantial soil volume for large trees. Where less soil volume in interior planting areas, smaller species are now shown. Plant quantities were updated to show specified trees.

4. Consider articulating or activating narrow fenced walkways associated with rooftop amenity either with landscape or hard surfacing or additional seating.

Landscape Architectural Response: Roof deck plans have been amended to address the concern for narrow corridors. The plans have been amended to show walks that jog move and are placed in wider landscape areas. Widened areas have rock cobble beds, additional planters and some benches added. Plantings in roof deck planters amended to show layers of landscape and more interest to the spaces.

Architecture Comments:

1. Consider articulating or providing windows on blank walls of Building 1;

Architectural Response: Windows added and existing windows made larger.

2. Consider deleting storage room and adding partition doors to create a more flexible amenity space;

Architectural Response: Some storage rooms deleted and created a larger area for the feasibility of the amenity area

3. Consider providing access to the washroom from the elevator corridor;

Architectural Response: This cannot be done according to the Building Code

4. Consider adding accent colours to the facades and incorporating colour palette to landscape;

Architectural Response: Building entrances enhanced and accent colours added art entries.

5. Consider adding variety to material to create individual building identities.

Architectural Response: Ledge stone colour added to Building 1 to create individual building identities.

TO: His Worship Mayor Michael Morden
and Members of Council

FROM: Chief Administrative Officer

SUBJECT: Development Permit (Amendment)
12040 240 Street

MEETING DATE: May 4, 2021
FILE NO: 2021-171-DP
MEETING: C o W

EXECUTIVE SUMMARY:

An application has been received for the property located at 12040 240 Street, to amend the commencement date of Development Permit No. 2014-039-DP, issued on September 10, 2019, from March 24, 2021 to September 24, 2021. At the time, the City practice granted 18 months to start construction. The practice has changed since then, allowing for a two (2) year period. A Council resolution is required to give effect to this extended time period for 2014-039-DP.

RECOMMENDATION:

1. That 2021-171-DP respecting property located at 12040 240 Street be amended to revise Clause 5 to allow two (2) years to commence construction; and further
2. That the Corporate Officer be authorized to sign and seal 2021-171-DP as amended.

DISCUSSION:

a) Background Context:

Applicant:	Geoff Lawlor Architect, AIBC
Legal Description:	Lot: 20, Section: 22, Township: 12, Plan: NWP25968
OCP :	
Existing:	Commercial
Proposed:	Commercial
Zoning:	
Existing:	C-2 (Community Commercial)
Proposed:	C-2 (Community Commercial)
Surrounding Uses	
North:	Use: Residential Zone: RS-3 (One Family Rural Residential) Designation: Estate Suburban Residential
South:	Use: Service Station Zone: CS-1 (Service Commercial) Designation: Commercial
East:	Use: Residential Zone: RS-3 (One Family Rural Residential) Designation: Agricultural (in the ALR)

West: Use: Shopping Centre
Zone: C-2 (Community Commercial)
Designation: Commercial

Existing Use of Property: Vacant
Proposed Use of Property: Commercial with two (2) apartments
Site Area: 0. 589 HA
Access: 240 Street
Servicing: Urban
Previous Applications: 2014-039-DP (being amended)

b) Project Description:

This application is to extend the date for commencing the construction of the proposed mixed use commercial building with two (2) apartment units under the previously issued development permit 2014-039-DP from March 24, 2021 to September 24, 2021.

No changes are being proposed to the form and character of the project. Council has already approved the two (2) storey mixed-use building with about 1,278 sq. m. (13,756.3 sq. ft.) of ground floor retail space plus 152 sq. m. (1636.1 sq. ft.), a partial second storey with about 551 sq. m. (5,930.91 sq. ft.) of office space and two 2-bedroom residential dwellings. The total floor area will be about 2,205 sq. m. (23,734.4 sq. ft.) (see Appendix C).

c) Planning Analysis:

Section 504 (1) of the Local Government Act (LGA) states if a holder does not substantially start construction within two (2) years after the permit is issued, it lapses. The two-year time limit can be modified by the terms of the permit. Since the beginning of this year, the 18 month expiry was changed to a two (2) year expiry period as permitted under the LGA.

Council has the ability to amend permits being incidental to the power to issue them with conditions and pursuant to Section 114 of the Community Charter Act, may amend permits.

Consequently, this application to amend development permit 2014-039-DP by extending the dates in clause 5 from March 24, 2021 to September 24, 2021, has been forwarded for Council approval.

CONCLUSION:

The City has changed the expiry period to two (2) years for development to commence after a development permit issuance by Council. The subject application (2021-171-DP) is to allow for this two (2) year time limit to be applied to development permit 2014-039-DP that was issued on September 10, 2019.

It is therefore recommended that this application be favourably considered and the Corporate Officer be authorized to sign and seal 2021-171-DP amending 2014-039-DP with respect to clause 5 and allowing two (2) year to commence construction.

"Original signed by Adrian Kopystynski"

Prepared by: **Adrian Kopystynski MSc, MCIP, RPP, MCAHP
Planner**

"Original signed by Chuck Goddard"

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

"Original signed by Christine Carter"

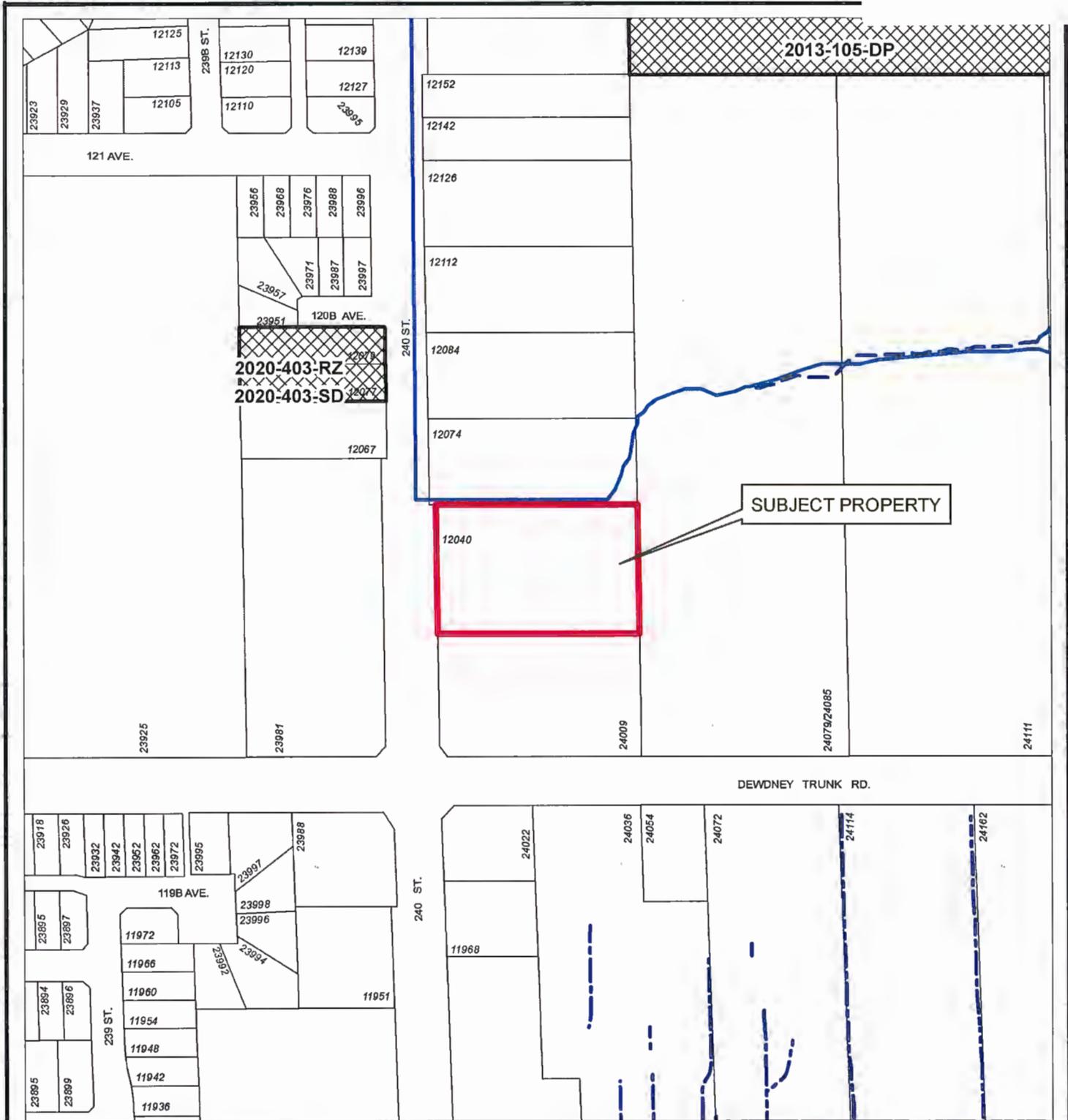
Approved by: **Christine Carter, M.PL, MCIP, RPP
GM Planning & Development Services**

"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 – Previous Permit and Site Plan



SUBJECT PROPERTY



Legend

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

Scale: 1:2,500

12040 240 Street
PID: 008-833-290

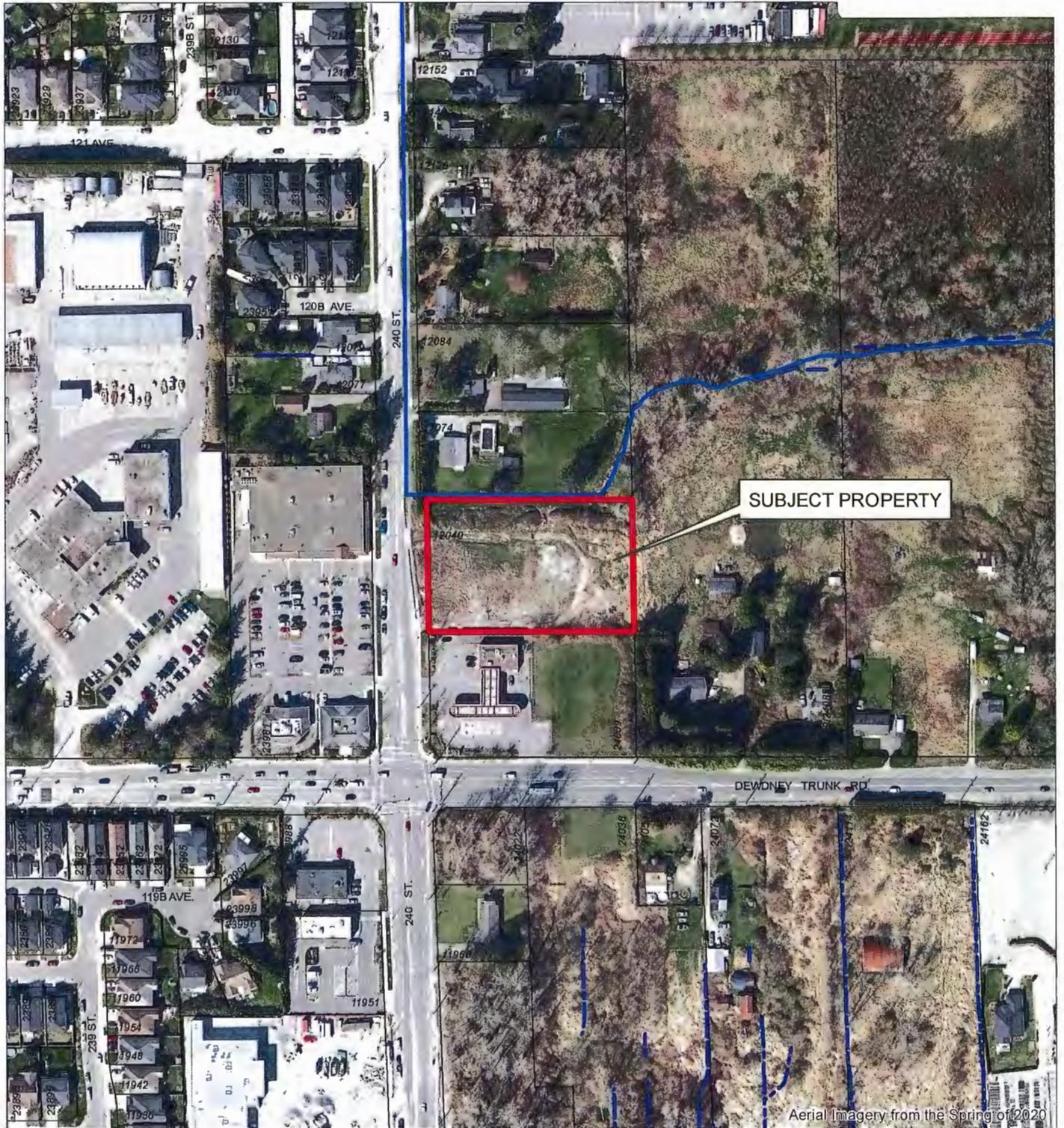
PLANNING DEPARTMENT



mapleridge.ca

FILE: 2020-171-DP
DATE: Apr 20, 2021

BY: DT



Aerial Imagery from the Spring of 2020



Scale: 1:2,500

Legend

-  Stream
-  Ditch Centreline
-  Indefinite Creek

12040 240 Street
PID: 008-833-290

PLANNING DEPARTMENT



MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: 2020-171-DP
DATE: Apr 20, 2021

BY: DT



**CITY OF MAPLE RIDGE
DEVELOPMENT PERMIT NO. 2014-039-DP
COMMERCIAL & MULTI-FAMILY**

**TO: 0793619 B.C. LTD., INC.NO. BC0793619
1229 DOMINION AVENUE
PORT COQUITLAM, BC V3B 8G7
(the "Permittee")**

1. This Development Permit (the "Permit") is issued subject to compliance with all the Bylaws of the City of Maple Ridge (the "Municipality") applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Permit applies to, and only to, those lands within the Municipality described below and any and all buildings, structures, and other development thereon:

**LOT 20 SECTION 22 TOWNSHIP 12 NEW WESTMINSTER DISTRICT PLAN 25968 EXCEPT
PLAN EPP84654
(the "Lands")**

3. As a condition of the issuance of this Permit, Council will be holding the security set out below to ensure that development, including landscape works is carried out in accordance with the terms and conditions of this Permit. The condition of the posting of the security is that should the Permittee fail to carry out the development hereby authorized, according to the terms and conditions of the Permit within the time provided, the Municipality may use the security to carry out the work by its servants, agents or contractors. Any surplus shall be paid over to the Permittee upon verification by the Director of Planning of the Municipality, or their designate, that the development has been completed in accordance with the terms and conditions of this Permit. There will be filed accordingly:
 - a) A Certified Cheque in the amount of \$55,076.00.
4. The Lands described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part hereof.
5. If the Permittee does not substantially commence the development permitted by this Permit within 18 months of the date of Council Authorization of this Permit, (September 24, 2019), this Permit shall lapse.
6. In the event that this Permit lapses, the Permittee may request refund of the security described in Paragraph 3, and the Municipality shall make such refund, provided that Council approves such refund by resolution.
7. This Permit is not a Building Permit.

AUTHORIZING RESOLUTION passed by the Council the 10 day of September, 2019

ISSUED on the day of , 2020.

Corporate Officer



mapleridge.ca

City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council

MEETING DATE: May 4, 2021

FILE NO: 11-5600-01-2021

FROM: Chief Administrative Officer

MEETING: CoW

SUBJECT: Contract Renewal: Hydrovac Services

EXECUTIVE SUMMARY:

In 2018, the City of Maple Ridge invited proposals from qualified proponents with experience in providing Hydrovac Services on an as required basis at various locations in the City of Maple Ridge. The City entered into contracts with Badger Daylighting Limited Partnership and McRae's Environmental Services Ltd. for one year with the option to extend for four additional years on a year by year basis.

Hydrovac, or hydro excavation is where high-pressure water is used to loosen the soil and dig a hole before the material is then suctioned into a tank. The technology allows for quick and precise excavations over conventional excavation methods especially when locating buried utilities.

Hydrovac contractors are utilized by the Engineering Operations Department in the operation, maintenance and construction of the City's various underground utilities.

This purpose of this report is to seek Council approval to renew hydrovac service contracts with two separate contractors, the third of a possible four one-year extension options.

RECOMMENDATION:

That the contracts for Hydrovac Services on an as required basis with Badger Daylighting Limited Partnership and McRae's Environmental Services Ltd. be renewed for one year and

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

DISCUSSION:

a) Background Context:

In 2018 the City publicly advertised a Request for Proposal, inviting submissions from qualified proponents with experience in providing Hydrovac Excavation Services on an as, if and when required basis at various locations in the City of Maple Ridge with the intent to establish a shortlist of preferred service providers.

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Nine (9) proposals were received and evaluated in accordance with established evaluation criteria, with Badger Daylighting Limited Partnership and McRae's Environmental Services Ltd. selected as the successful shortlisted proponents.

The selected Hydrovac companies are required to be available on an ongoing basis, both during regular business hours as well as after hours, weekends and holidays to support the Engineering Operations Department as required. The current intent is to renew the contracts with Badger Daylighting Limited Partnership and McRae's Environmental Services Ltd. for an one year period with the option for an additional further two one year periods.

Hydrovac Services will be utilized by the various sections within the Engineering Operations Department including Roads, Water, Sewer and Electrical/Mechanical.

b) Financial Implications:

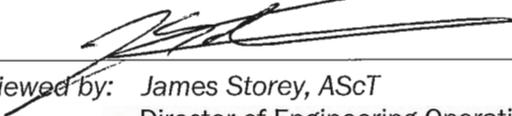
This service is to support the Engineering Operations Department in bulk excavation works including scheduled works and emergency call outs. Services will be provided utilizing established hourly rates. The approximate value spent in 2019 and 2020 was \$290,000 and \$361,000 respectively. The total annual value of the contract is anticipated to be similar to previous years and estimated to be approximately \$350,000.

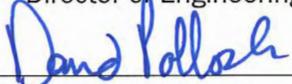
Funding sources will include development servicing charges, annual maintenance funding and utility capital funding.

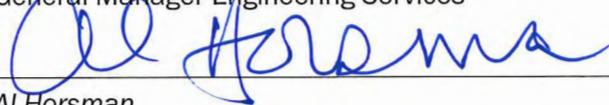
CONCLUSIONS:

The City of Maple Ridge is seeking to extend agreements with Badger Daylighting Limited Partnership and McRae's Environmental Services Ltd. for a third year for Hydrovac Services for a one year period with the future option to renew for two additional one year periods.


Prepared by: Davin Wilson, P.L. Eng, ASCT
Superintendent of Waterworks


Reviewed by: James Storey, ASCT
Director of Engineering Operations


Approved by: David Pollock, P. Eng
General Manager Engineering Services


Concurrence: Al Horsman
Chief Administrative Officer

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer

MEETING DATE: May 4, 2021
FILE NO: 11-5400-01
MEETING: Committee of the Whole

SUBJECT: Award of Contract: Pavement Rehabilitation Program

EXECUTIVE SUMMARY:

As part of Council's commitment to infrastructure renewal and replacement, the City developed a pavement rehabilitation program to maintain the condition of road network in a cost-effective and sustainable manner.

In 2020, the City completed field data collection of pavement inventory and a surface condition survey of arterial, collector and local roads, resulting in a comprehensive report that details the surface and sub-surface condition of Maple Ridge's road network. This data was utilized to develop an overall management system report that culminated in a multi year program that prioritizes repaving locations to maximize pavement service life while lowering annual maintenance costs.

The last data collection was undertaken in 2014 and comparison of the measured degree of cracking and pavement roughness indicates a small increase in overall network performance. This year's program consists of a total investment of \$3.64 million in rehabilitation works on 16.9 km of roads.

In March 2021 an Invitation to Prequalify was issued for contractors to bid on the Road Rehabilitation Program tender. This is a new one year contract, with up to four (4) possible one year extensions.

RECOMMENDATION:

That the contract for the Pavement Rehabilitation Program be awarded to B.A. Blacktop Ltd. in the amount of \$3,166,965.46 excluding GST; and

That additional work locations under '*extra work provisions*' in the contract up to 15% of the value of the contract (\$475,044.81 excluding GST), be approved; and further

That the Corporate Officer be authorized to execute the contract.

DISCUSSION:

a) **Background Context:**

A public invitation to prequalify (RFQ-OP21-26) was conducted in March 2021. Following an assessment of six submissions, five contractors met the prequalification criteria and were issued an Invitation to Tender (ITT-OP21-30). All five contractors submitted bids on the Pavement Rehabilitation work. An evaluation was completed and it was determined that B.A. Blacktop Ltd. provided the best value.

b) Financial Implications :

The funding for this work is approved within the Financial Plan and is within budget. This is a unit price contract and, as such, a 15% extra work provision has been added for potential additional works within the approved budget envelopes. The City's Purchasing Policy requires that the potential to add additional works to be identified to Council at time of award.

The tender results are as follows:

B.A. Blacktop Ltd	\$3,166,965.46
Mainland Construction Materials ULC dba Winvan Paving	\$3,177,215.29
All Roads Construction Ltd.	\$3,656,413.43
Jack Cewe Construction Ltd.	\$3,687,429.60
Lafarge Canada Inc.	\$3,878,976.70

This year's program combines 2021 allocated funds from the approved capital plan including TransLink funding, for a total investment of approximately \$3.8 million in road resurfacing and associated works this year.

c) Planned Locations:

Applying the funding allocation to specific road surfacing projects will enable 24 roads in Maple Ridge to be resurfaced this year. Additional locations may be added as budget allows.

West Street	(Hammond Road to 203 Street)
Stewart Crescent	(113B to 115A Street)
113 Avenue	(206 Street to Maple Crescent)
118 Avenue	(203 to 207 Street)
123 Avenue	(203 to 214 Street)
Wicklund Avenue	(Skillen to 210 Street)
Cook Avenue	(Laity to 210 Street)
214 Street	(Dewdney Trunk Road to the Cemetery)
216 Street	(Dewdney Trunk Road to 123 Avenue)
216 Street	(124 Avenue to Abernethy Way)
Grace Street	(126 Avenue to Blackstock Street)
Dewdney Trunk Road	(216 to 222 Street)
227 Street	(Lougheed Highway to Dewdney Trunk Road)
227 Street	(Brown to 122 Avenue)
235 Street	(128 Avenue to end of the road)
Fern Crescent	(128 Street to Golden Ears Park)
River Road	(Laity to 207 Street)
238B Street	(118 Avenue to Dewdney Trunk Road)
104 Avenue	(26956 104 Avenue to 276 Street)
284 Street	(Dewdney Trunk Road to 116 Avenue)
McNutt Road	(Dewdney Trunk Road to 12250 McNutt Avenue)
130 Avenue	(130A Avenue to 256 Street)
98 th Avenue	(264 to 268 Street)
McClure Drive	(241 to 245 Street)

d) Future Works:

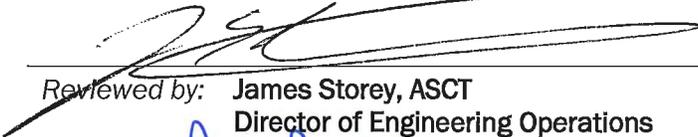
This is a unit price contract and as such may be extended by up to 15% to rehabilitate additional road surfaces depending on weather, time commitment, preparation and budget.

e) Conclusions:

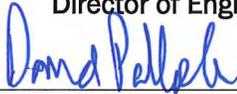
The recommended contract award continues Council's commitment to infrastructure renewal and replacement. Award of the contract would see this work completed through the Summer of 2021.



Prepared by: **Walter Oleschak PMP**
Superintendent Roads & Fleet



Reviewed by: **James Storey, ASCT**
Director of Engineering Operations



Approved by: **W. David F. Pollock P.Eng**
General Manager Engineering Services



Concurrence: **Al Horsman**
Chief Administrative Officer

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
MEETING DATE: May 4, 2021
FILE NO: 01-0340-50
MEETING: CoW
SUBJECT: Amended Procurement Policy No. 5.45 and Bylaw No. 7711-2021 Delegation of Procurement Authority

EXECUTIVE SUMMARY:

According to the direction received by Council on May 7, 2019, a complete review and update of the 2004 Purchasing Policy No. 5.45 has been conducted by staff, and during subsequent meetings Council's feedback was captured.

During the research phase of the policy update, the requirement for a bylaw to delegate authority for procurement was identified. Building on the foundation of the current policy, the amended policy (Appendix E), and a new bylaw to delegate procurement authority (Appendix D) will align with today's legislative requirements, applicable trade agreements and evolving procurement best practices.

Staff are bringing forward a modernized procurement policy and a new bylaw that delegates procurement authority for Council adoption. A new operational procurement procedure manual has been provided for reference and context only.

RECOMMENDATION:

That Delegation of Procurement Authority Bylaw No. 7711-2021 be given first, second and third reading; and further

That Procurement Policy No. 5.45 be adopted as amended upon adoption of Procurement Authority Bylaw No. 7711-2021.

a) Background and Discussion:

At the Council Workshop held on May 7, 2019, Council approved the recommendation **"That the Purchasing Policy 5.45 be revised as discussed in the staff report dated May 7, 2019 and brought back for Council consideration"**.

A complete review of the Purchasing Policy was conducted and during subsequent meetings Council's feedback was captured. During the research phase of the policy update, the requirement for a bylaw to delegate authority for procurement was identified and is attached to this report as Appendix D.

The City's current Purchasing Policy No. 5.45 (Appendix C) was approved in 2004 and has effectively served the City. However, changes in procurement law, trade agreements, and current legislated bylaw requirements necessitated the development of a new bylaw that delegates procurement authority (Appendix D), modernization of the current policy including a name change (Appendix E), and the development of a new operational procurement procedure manual (Appendix F) for City staff.

The modernized procurement policy and bylaw address necessary changes for compliance with the provincial regulatory landscape and evolving procurement best practices. The operational procurement procedure manual will provide staff with a comprehensive resource to support them through the procurement process. Combined, these documents are intended to accomplish the following:

- Aligns the Policy with applicable trade agreements;
- Aligns the Policy with a number of recommendations put forward by the former Auditor General for Local Government;
- Confirms the objective of conducting fair and transparent procurement and provide a guide that establishes appropriate procedures and rules;
- Advances Councils commitment to sustainability;
- Clarifies the City's requirement for conducting procurement with fairness and probity;
- Facilitates the delegation of procurement authority pursuant to section 154(1) of the Community Charter, S.B.C. 2003, c. 26; and
- Streamlines the procurement approval process.

Due to the extensive changes to the Policy it is not practical to provide a copy of the original policy to compare side by side. The following is intended to provide a summary of key areas that have changed:

Revised Policy:

- Changes the name of the Policy from "Purchasing" to "Procurement";
- Aligns procurement values with applicable trade agreement thresholds;
- Aligns procurement methods with current best practises (Appendix A);
- Defines roles and responsibilities;
- Additional section on sustainability;
- Additional section on contract management;
- Additional section on vendor performance management; and
- Updates definitions.

New Operational Procurement Procedures Manual includes

- Expanded methods of procurement and procedures;
- Contracting for goods, services and construction;
- Risk Management;
- Contract Management, Supplier Performance and Contract Dispute;
- Contracts and Agreements Registry;
- Minimum requirements for competitive bids;
- Discriminatory Practices; and
- Exemptions – Circumstances for single source and sole source.

New Bylaw:

- Addresses legislated requirements for delegation of procurement authority;
- Revises delegated procurement authority thresholds (Appendix B);
- Provides for changes to positions; and
- Clarifies the scope and conditions on use of delegated authority.

Building on the foundation of the current policy, alignment with legislated requirements, applicable trade agreements and evolving procurement best practices, staff are bringing forward a new bylaw that delegates procurement authority and a modernized procurement policy for Council adoption. The Operational Procurement Procedures manual is attached as Appendix F for reference and context only.

b) Strategic Alignment:

Our objective is to ensure that the Bylaw, Procurement Policy and Operational Procurement Procedures manual aligns with the City's objectives and to make sure that the delivery model continues to function effectively.

c) Citizen/Customer Implications:

A modernized Policy that integrates procurement best practices will provide an easily understood tool for staff and the vendor community. The Operational Procurement Procedures Manual will support staff in effectively navigating through the procurement process.

d) Interdepartmental Implications:

Following a consultative process that included input from various stakeholder departments, the new Bylaw, modernized Policy and Operational Procurement Procedures manual will provide staff with tools and will enhance the procurement best practices the City has already adopted.

e) Business Plan/Financial Implications:

A new Bylaw provides for the delegation of procurement authority and authority to sign agreements in accordance with current legislated bylaw requirements, and clarification that, other than in emergencies, procurement transactions must be allocated and approved by Council in accordance with the Financial Plan before procurement begins.

f) Policy Implications:

This Bylaw delegates procurement authority and will bring the Procurement Policy in alignment with current legislated requirements, and the adoption of a modernized Policy will provide staff with a comprehensive policy that will ensure City procurement is conducted efficiently and effectively, utilizing a Policy that is within regulatory landscape, compliant with trade agreements, public sector standards and competitive bidding laws.

CONCLUSION:

Staff have brought forward a modernized procurement policy, and a new Bylaw that delegates procurement authority for Council adoption. A new Operational Procurement Procedure manual has been provided for reference and context only.



Prepared by: **Daniela Mikes, SCMP, CRM**
Manager of Procurement



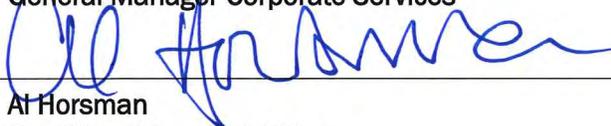
Reviewed by: **Catherine Nolan, CPA, CGA**
Corporate Controller



Reviewed by: **Trevor Thompson**
Director of Finance



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



Concurrence: **Al Horsman**
Chief Administrative Officer

Attachments:

- Appendix A – Procurement Method
- Appendix B – Delegated Procurement Authority Limits
- Appendix C – Purchasing Policy No. 5.45 (Current)
- Appendix D – Draft Delegation of Procurement Authority Bylaw No. 7711-2021 (New)
- Appendix E – Draft Procurement Policy No. 5.45 (Revised)
- Appendix F – Draft Operational Procurement Procedures (New – provided for reference)

APPENDIX A

PROCUREMENT METHOD

The following table has been provided for ease of comparison between current and proposed policy levels.

CURRENT		PROPOSED	
ESTIMATED TRANSACTION COST	METHOD	ESTIMATED TRANSACTION COST	METHOD
GOODS SERVICES & CONSTRUCTION		GOODS & SERVICES	
Less than \$1,000	Direct Award	Less than \$5,000	Direct Award
\$1,000 - \$20,000	Some Degree of Competition	Greater than \$5,000 - less than \$20,000	Some Degree of Competition
\$20,000 - \$100,000	Minimum of three bids	Greater than \$20,000 - less than \$75,000	Written Quotation Process (minimum of three)
Greater than \$100,000	Formal Competitive Process	Greater than \$75,000	Formal Competitive Process
		CONSTRUCTION	
		Less than \$200,000	Written Quotation Process or Formal Competitive Process
		Greater than \$200,000	Formal Competitive Process
CONSULTING AND PROFESSIONAL SERVICES		CONSULTING AND PROFESSIONAL SERVICES	
Less than \$20,000	Direct Award	Less than \$50,000	Direct Award

APPENDIX B

DELEGATION OF PROCUREMENT AUTHORITY LIMITS

The following table has been provided for ease of comparison between current policy levels and proposed levels in the bylaw.

CURRENT		PROPOSED	
Position	Delegated Approval Authority Limit	Position	Delegated Approval Authority Limit
City Council	Greater than \$150,000	City Council	Greater than \$750,000
Chief Administrative Officer	Greater than \$100,000 but less than \$150,000	Chief Administrative Officer	Up to \$750,000
General Manager	Greater than 20,000 but less than \$100,000	General Manager	Up to \$500,000
Director	Up to \$20,000	Director	Up to \$200,000
		Deputy	Up to \$150,000
		Manager	Up to \$75,000

** Other than in emergencies, procurement transactions must be allocated and approved by Council in accordance with the Financial Plan before procurement begins.



POLICY STATEMENT
District of Maple Ridge

<p>Title: Purchasing</p>	<p>Policy No : 5.45</p> <p>Supersedes: Amended</p>
<p>Authority: <u>Council</u></p> <p>Approval: <u>November 9, 2004</u></p>	<p>Effective Date:</p> <p><u>November 10, 2004</u></p>
<p>Policy Statement:</p> <p>This policy applies to all employees or elected representatives of the District of Maple Ridge who may be required to use corporate funds for goods or services.</p>	
<p>Purpose:</p> <p>1. PRIMARY OBJECTIVE</p> <p>As part of the duties assigned to it in the Local Government Act, the Corporation of the District of Maple Ridge must engage in the procurement of goods and services. The primary objective of the Purchasing Division is to assist all internal customers to achieve best value for dollars expended by the District. Lowest price can be best value, but lowest price is not always best value. We look at the total cost of ownership, which may include but not be limited to:</p> <ol style="list-style-type: none"> 1. acquisition cost 2. quality required 3. residual value 4. disposal cost 5. training cost 6. maintenance cost 7. delivery and shipping terms 8. warranties 9. payment terms 10. performance 11. environmental impact <p>The Purchasing Section is committed to conducting business with fairness, probity, and respect for all parties involved.</p>	

2. SERVICES PROVIDED BY THE PURCHASING TEAM

Purchased products and services account for a significant portion of total operating cost. This provides a continuous opportunity for cost reduction and control. The Purchasing Team provides support to ensure an uninterrupted supply of goods and services of acceptable quality and best value. This support includes the following:

1. Procurement: various degrees of involvement based on complexity, risk and dollar value. Consultation with the Purchasing team is required if the purchase is beyond the specific dollar limits of the user's purchasing card.
2. Management of surplus and scrap: reuse or disposal for best value
3. Sourcing: new products, services or vendors or technology.
4. Research
5. Contract management: various degrees of involvement based on complexity, risk and dollar value. All supply transactions have contractual implications.
6. Resolution of Supply disputes.
7. Standardization: products and services
8. Sponsorship: process development and contract management
9. Inventory management
10. Central Stores
11. Vendor relations and development
12. Record keeping
13. Training, coaching and monitoring on procurement and other supply issues.

PURPOSE: To summarize the responsibilities of the Purchasing Team.

3. AUTHORITY & RESPONSIBILITY

3.1 CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer as directed by Council delegates Purchasing authority throughout the organization, as outlined in Schedule "A".

3.2 GENERAL MANAGERS

The General Managers are responsible for ensuring Purchasing Policy is followed within their areas of control.

PURPOSE:

- To ensure that expenditures comply with the District business plans.
- To ensure that sufficient analysis and discussion has taken place.
- To ensure the risk of fraud, embezzlement and error is minimized.

4. SERVICE CONTRACTS

Services procurement is subject to the same policy as materials, equipment or supplies procurement. The annual value of a service contract determines the authorization required.

EXAMPLES OF SERVICE CONTRACTS:

1. Professional or Consulting Services
 - Legal
 - Banking
 - Engineering
 - Architectural
 - Planning
2. Facilities and Equipment
 - Janitorial
 - Equipment Maintenance
 - Security
3. Labour and Construction
 - Plumbing
 - Clean Up
 - Inspection

5. PROCESS OR TOOLS

PRINCIPAL PROCUREMENT TOOLS (subject to dollar thresholds in Schedule A)

1. **Invitation to Tender:** A formal request for sealed bids for the supply of specific goods or services in response to an advertised invitation. It may be opened in public. The Tendering process itself forms complex legal obligations.
PURCHASING MUST BE INVOLVED AND NOTIFIED WHEN THE TENDER IS FIRST BEING DEVELOPED.
2. **Request for Proposals:** A formal request for sealed submissions. It is not as specific as an Invitation to Tender. It describes an opportunity or problem and asks for solutions and costs for those specific opportunities or problems. The RFP process itself forms complex legal obligations.
PURCHASING MUST BE INVOLVED AND NOTIFIED WHEN THE RFP IS FIRST IS FIRST BEING DEVELOPED.
3. **Prequalification:** An attempt to identify in advance of an actual Tender or RFP suppliers that are capable of successfully accomplishing what is required in that Tender or RFP. Usually, this is used in complex procurements only. The Prequalification process itself may form legal obligations.
PURCHASING MUST BE INVOLVED AND NOTIFIED WHEN THE PREQUALIFICATION IS FIRST BEING DEVELOPED.
4. **Request for Information:** A request for written information. It may or may not develop into a supply contract. This does not have the legal obligations of an Invitation to Tender, Request for Proposals or a Prequalification.
PURCHASING MAY BE INVOLVED IN A CONSULTATIVE ROLE AT THE DISCRETION OF THE END USER.

5. **Purchasing Card:** The Purchasing Card is a corporate credit card issued to specific employees for purchases within clearly defined parameters. Purchasing will determine who shall participate in the card program and the spending limits of each card user. Every card user will have a designated supervisor or manager for authorization. PURCHASING MAY BE INVOLVED IN A CONSULTATIVE ROLE AT THE DISCRETION OF THE END USER.

6. CHOOSING THE BEST PROCESS OR TOOL

The Purchasing Team, after consultation with their customer will select the most suitable procurement tool or process.

- 1) **Time:** When are the goods and/or services required?
- 2) **Complexity:** Are there specifications, alternate solutions, sub-contractors to be considered?
- 3) **Risk:** Is there low, moderate or high risk regarding public liability, danger to our property, failure to perform?
- 4) **Cost:** Generally, the higher the cost, the more complex the appropriate process.

7. PROHIBITIONS

The following activities are prohibited:

- 1) The division of contracts to avoid using the tools and practices as described in the Purchasing Policy.
- 2) Purchase by the District from any member of Council, appointed officers, employees of the District or their immediate families or from any other source that would result in a conflict of interest.
- 3) Purchase by the District of any goods or services for personal use by or on behalf of any member of Council appointed officers, employees of the District or their immediate families.
- 4) The use of a purchasing card by anyone other than the person to whom the card was issued.
- 5) The release of a Suppliers written or oral information. This practice is unethical and may be illegal as well as damaging to the District's competitive position. Requests of this nature are to be managed through Purchasing.

8. CO-OPERATIVE VENTURES

The District may participate with other government agencies, public authorities or private organizations in co-operative acquisition ventures where it is in the best interest of the taxpayer to do so and may follow the procedures set out by the group responsible for the venture.

9. PREFERENCE TO LOCAL SUPPLIERS

We support local merchants by encouraging the use of local suppliers and by purchasing locally, where all things are equal.

The following priorities will be given where all things are equal, (i.e. after giving due consideration to determining overall Best Value)

- Firstly - Locally
- Secondly - Within the Province
- Thirdly - Within Canada
- Fourthly - Outside Canada

No percentage differences or dollar preferences will be given to purchasing locally as that would represent a direct grant to local suppliers, however, full consideration will be given to potential future costs or savings that may be experienced by using a local.

10. ITEMS NOT REQUIRING THE INVOLVEMENT OF PURCHASING

Although subject to all other District Policies and Procedures the involvement of Purchasing Staff is not required for the following items:

Cash

- Petty Cash

Professional and Training Activities

- Training and Education
- Conference Fees
- Convention Fees
- Courses
- Magazines
- Meeting Expense
- Memberships
- Periodicals
- Seminars
- Staff Development
- Staff Training
- Staff Workshops
- Subscription

Refundable Employee Benefits

- Cash Advances
- Entertainment
- Hotel Accommodation
- Meal Allowances
- Mileage Allowance – Vehicle
- Miscellaneous Travel Expense (e.g. Airport Fees)

Employer's General Expenses

- Debt Payments
- Grants to Agencies
- Licenses (vehicle, elevators, radios, etc.)
- Medical and Dental Expenses
- Payment of Damages
- Payroll Deduction Remittances
- Petty Cash Replenishments

11. PURCHASING CARDS

Although subject to all other District Policies and Procedures, including Purchasing Policy – Tools and Processes, the involvement of Purchasing Staff is not required. Purchasing may be utilized in a consultative capacity on any Purchasing Card transaction, e.g. recommend vendors.

12. CONTINGENCY AND SCOPE CHANGES

Contingency allowances provide Project Manager's with discretion to meet a requirement, which is not perfectly defined.

Unit price contracts are valued according to a process established in the contract documents. Quantities may vary. As a result, the bid is not a fixed sum or ceiling, but, rather, a common basis for comparison among bidders. These contracts may require a contingency as the final quantities may be more or less than the original estimate.

Contingency options must be outlined in Reports to Council when an award is recommended.

12. CONTINGENCY AND SCOPE CHANGES (Cont'd)

During the course of a project, additional works may arise that could not be anticipated during the project planning process. A contractor already engaged in works for the District may be able to better respond to this related work as they have already very recently met District requirements. For example, other potential bidders may not be able to obtain requisite insurance and bonding in a timely and/or cost effective manner.

As a result, the contractor engaged in the principal works may be asked for a quotation for additional works. This offer may be accepted, provided it is reasonable, and good value in the opinion of the Project Manager and the Manager of Procurement. Funds must be available for Scope changes as for any other activity of this nature.

13. SOLE SOURCE PROCUREMENT

There are occasions when products/services must be purchased from one specific source or manufacturer. Personal preference for certain brands or products does not justify limiting competition. Whenever possible competition should be encouraged and developed. Products or services purchased on a sole source basis must meet at least one of the criteria shown below.

Compatibility with existing equipment

The products or services are being purchased to directly interface with or attach to equipment of the same manufacture, and no other manufacturers products will correctly and effectively interface with existing equipment.

Compatibility for instructional purposes

The products are being purchased to supplement existing equipment for use and operation. The product must exactly match the existing equipment and is being purchased to provide uniformity for instructional purposes. Uniformity should provide a significant instructional benefit.

Compatibility for Research

If the main purpose for acquiring equipment, supplies or services is to replicate specific outcomes, using the exact products that produced the original results may be necessary.

Only one supplier can be identified to supply a product or service

In rare cases, only one supplier may exist to provide a particular product or service. Specifying patented products or processes, when not necessary to meet functional requirements, is not acceptable as a sole source justification

Emergency Purchasing

When quick or immediate acquisition of goods or services is determined to be necessary to restore or maintain minimum acceptable levels of community service, or prevent serious delays or injury.

In an emergency the preparation, documentation and analysis aspects of the usual purchasing procedures as described in the Procedure section of Schedule "A" Acquisition Dollar Amount Approval Thresholds may not be possible. Oral authorization will be acceptable as described in the Approval Required section of Schedule "A" Acquisition Dollar Amount Approval Thresholds.

All normal purchasing documentation and reporting, complete with signed authorizations as required is to be completed as soon as possible after the emergency.

Sole Source Justification Report

A written explanation, commonly referred to as a Sole Source Justification, must be provided to the Manager of Procurement to support sole source purchases over \$20,000. The Chief Administrative Officer will give final authorization.

Your Sole Source Justification Report will be filed as part of the official procurement documents and may be subject to review or audit by interested parties.

e.g. Freedom Of Information and Privacy Requests.

14. CONSULTING AND PROFESSIONAL SERVICES CONTRACTS

Consulting and professional services contracts will be awarded on the basis of demonstrated competence and qualifications for the type of professional services to be rendered.

Any professional services or consulting contract less than \$20,000 may be awarded directly at the discretion of the appropriate General Manager or his/her designate.

Any professional services contract expected to be worth more than \$20,000, annually shall be bid competitively as described in Schedule "A" Acquisition Dollar Amount Approval Thresholds or Sole Source Justification shall be required.

The appropriate General Manager will conduct reviews of significant contracted consulting or professional services with the Manager of Procurement on a rotational basis so that there will be at least one review each year. All significant consulting or professional services contracts will be subject to review at least once every three years.

SCHEDULE "A"

This schedule refers to the approvals required for the various dollar values of procurement. Other than in emergencies, budget approval is required before Procurement begins.

ACQUISITION DOLLAR AMOUNT APPROVAL THRESHOLDS

Once Municipal Council through the Business Plan and Budget process has approved funds for your purchase, the following thresholds apply:

Estimated Value of Purchase/ Contract*	Procedure	Approval Required*	
Greater than \$150,000.	Have the Procurement division work with end users to obtain sealed Tenders, Proposals or Prequalifications. A combination of local, regional and national newspaper advertising will be used to locate interested parties. Opportunities will also be posted on the Municipal website and at electronic procurement sites such as BC Bid and MERX.	Recommendation to award to be approved by Council.	
Greater than \$100,000. but less than \$150,000.	Have the Procurement division work with end users to obtain sealed Tenders, Proposals or Prequalifications. A combination of local, regional and national newspaper advertising may be used to locate interested parties. Opportunities will also be posted on the Municipal website and at electronic procurement sites such as BC Bid and MERX.	Chief Administrative Officer	

<p>Greater than \$20,000. But less than \$100,000</p>	<p>Have the Procurement division work with end users to ensure fair competition. Telephone, facsimile, e-mail or written quotes or proposals will be acceptable unless stated otherwise. Formal tendering or Request for Proposal processes will not be used but competitiveness will still be encouraged and all participants will be treated fairly and equitably. A minimum of three bids or offers will be sought whenever possible.</p>	<p>General Manager or his/her designate.</p>	
<p>\$1000 - \$20,000</p>	<p>Use some degree of competition whenever possible. Offers should be obtained from more than one supplier when that is sensible and prudent. Process cost and cost of time needs to be balanced against due diligence to obtain best value. An optimum number of offers for low dollar simple procurements is three. Purchasing may be contacted to advise 1) who may wish to supply 2) who are reputable, experienced vendors 3) whether a contract is in place for what is required 4) whether a needed supply is in inventory at Stores or should be in inventory at Stores.</p>	<p>Director or his/her designate.</p>	
<p>less than \$1000</p>	<p>Use your discretion; consult the Procurement division if you would like assistance.</p>	<p>Director or his/her designate will authorize users.</p>	

*Although the value of most contracts can be defined as the cost to the District to acquire specific goods or services, occasionally a more nuanced definition of value is appropriate. When rights or privileges are embedded in a contract the net dollar cost to the District may not reflect its true significance. e.g. bus bench advertising; towing services. In situations of this type the total value of the contract to the successful supplier shall determine what process is used and what approval is required.

Invitations for sealed tenders or proposals will be reviewed by the Purchasing Division for consistency and legal compliance. The Purchasing Division will be the lead agency in issuing invitations for sealed tenders or proposals at the request of the user department.

Definitions:

Acquisition Method - the process by which goods or services are procured.

Best Value - obtained by determining the total cost of performing the intended function over the lifetime of that function.

Bid – an offer or submission from a vendor, contractor, or consultant in response to a tender or request. It may be subject to acceptance or rejection.

Bid Request – a formal request for bids or solicitation, which may be in the form of a request for quotation, request for tender, request for information or request for proposal.

Cheque Request – a written request to pay for goods or services on an approved form, not covered by a purchase order, contract or other direct methods.

Contract – an agreement that may be written or verbal comprising the following components: (1) must be legal, (2) parties involved must have the intellectual capacity to understand, (3) there is an offer, (4) there is acceptance, (5) something of value changes hands (also known as consideration).

Electronic Requisition - an internal request in electronic format (to Purchasing) for information, research or to procure goods and services.

Emergency – a situation where the immediate acquisition of goods or services is essential to provide community service, prevent serious delays, injury, further damage or to restore or maintain minimum service.

End User – the person or persons ultimately using or managing/supervising the use of required goods, materials or services.

Prequalification – the procuring organization evaluates interested suppliers/vendors prior to a Tender or RFP process. This identifies who may be capable of performing the work. Typical criteria for this determination would be specialized necessary expertise, resources, relevant experience and references.

Probity – adherence to the highest principles and ideals.

Procure – to acquire by purchase, rental, lease or trade.

Proprietary Specifications – Exclusivity that restricts the acceptable products or services to one manufacturer or vendor. Some Proprietary items may be available from several distributors affording a limited degree of competitiveness. Proprietary specification should be avoided if possible as it limits or eliminates competition.

Purchasing Card – is a corporate credit card issued to specific employees for purchases within clearly defined parameters.

Quotations – a formal request for bids for the supply of goods or services, from selected sources of supply, not opened in public.

Request – a formal request or solicitation, which may be in the form of a request for quotation, request for tender, request for information, request for proposal or request for offers.

Request for Offer – a request by the District for formal offers to purchase surplus, used or obsolete materials, equipment or property.

Request for Proposal – a formal request for details on the supply of goods or the provision of services which cannot be fully defined or specified.

Request for Tender – a formal request for sealed bids for the supply of goods or services in response to an advertised invitation opened in public.

Services – useful labours that do not produce a tangible commodity.

Sole Source - When a product or service is practicably available from only one source competitive procurement cannot be conducted. Obtaining best value can be challenging in these circumstances

CITY OF MAPLE RIDGE

BYLAW NO. 7711-2021

**A Bylaw to Delegate Procurement Powers, Duties and
Functions to Officers and Employees of the City**

WHEREAS:

- A. Pursuant to section 154(1) of the Community Charter, S.B.C. 2003, c. 26, Council for the City of Maple Ridge may, by bylaw, delegate its powers, duties and functions, including those specifically established by an enactment, to officers and employees of the City; and
- B. Council wishes to delegate to its officers and employees certain powers, duties and functions, including the authority to execute certain documents on behalf of the City.

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

Part 1: Interpretation

1. Name of Bylaw

This Bylaw may be cited for all purposes as the "Delegation of Procurement Authority, Bylaw No. 7711-2021."

2. Definitions

In this Bylaw, the following words have the following meanings:

CHIEF ADMINISTRATIVE OFFICER means the person designated by Council as the City's Chief Administrative Officer;

CITY means the City of Maple Ridge;

COUNCIL means the elected council for the City;

DEPUTY means an employee or officer of the City holding the position of deputy fire chief, corporate controller, or deputy corporate officer;

DIRECTOR means an employee or officer of the City holding one of the following positions:

- a) director of a City department;
- b) executive director;
- c) municipal engineer;
- d) chief building officer;
- e) chief financial officer;
- f) chief information officer; or
- g) fire chief;

GENERAL MANAGER means an employee of the City holding a position as a general manager of a City division;

MANAGER means an employee of the City holding a position as a manager, superintendent, or assistant chief of a City section;

MANAGER OF PROCUREMENT means the person holding the position of manager of the procurement section within the Finance Department;

Part 2: Delegations of Authority

3. Procurement Transactions Authority Delegation

3.1 Council hereby delegates to the officers and employees set out in Schedule "A" to this Bylaw, the powers, duties and functions of Council to authorize the acquisition of goods, services or construction on behalf and for the benefit of the City (collectively "Goods or Services") to the maximum amounts specified in Schedule "A".

3.2 Council hereby delegates to the officers and employees set out in Schedule "A" to this Bylaw, the powers, duties and functions of Council regarding the execution of agreements that have been authorized under section 3.1 of this Bylaw.

4. Surplus Good Disposal Delegation

4.1 Council hereby delegates the authority to dispose of surplus City assets, other than real property, which have been identified by a Manager as not being useful to any City division but retaining some value, as follows:

- a) to the Manager of Procurement, through auction or for value through trade or other formal or informal process;
- b) to the Chief Administrative Officer, through donation without compensation, to any non-profit corporation, association, or entity; and
- c) to Managers, through municipal recycling or disposal as garbage.

4.2 Council hereby delegates to the Manager of Procurement the authority to dispose of any unclaimed property:

- a) that has come into the possession of the City through the RCMP, in accordance with section 67 of the *Community Charter*; and
- b) that has otherwise come into the possession of the City, in accordance with Policy No. 10.01 "Disposal of Found Goods".

5. Delegation

- a) A delegation of a power, duty, or function under this Bylaw includes a delegation to a person who has, from time to time, been appointed to act on behalf of the delegate or is appointed by Council to act in the capacity of the delegate in the delegate's absence including, in the event of a state of local emergency, the appointed Emergency Operations Centre Director.
- b) In the absence of the delegate, the powers delegated under this Bylaw may be exercised by a person who has been appointed to act in the capacity of the delegate, or the General Manager or Director of the person's department. In the absence of a General Manager or Director, the powers delegated under this Bylaw may be exercised by the Chief Administrative Officer or the person designated as the acting Chief Administrative Officer.

6. Position Changes

- a) Where this Bylaw delegates a power, duty or function to an elected official, an officer or an employee, the assignment or delegation of that power, duty or function is to the person who, from time to time, holds that position or any successor position in title.
- b) If a position referenced in this Bylaw is modified or eliminated, each authority, power, duty or function delegated to that position will be deemed to have transferred to the position that has assumed responsibility for the subject matter of the delegated authority, power, duty or function or that is most closely connected to the modified or eliminated position.

Part 3: Scope of Bylaw

7. Conditions on Use of Delegated Authority

- a) Any delegation of authority pursuant to this Bylaw is subject to the condition that any requirements under the Community Charter, the Local Government Act, other applicable statutes and regulations, City bylaws and City policies, including the Procurement Policy, and applicable trade agreements, have been met and that the value of the contract or other document is within budget.
- b) Despite the authority granted under Part 2, an officer or employee of the City must not enter into an agreement under which the City would incur a liability payable after the end of the then current year for a term that is for more than five years, including all rights of renewal and extension.
- c) An expenditure made by a person to whom the City has delegated authority under this Bylaw must be authorized under the City's approved financial plan.
- d) This Bylaw does not authorize the execution of any agreement that requires elector approval under the *Local Government Act*, whether as a result of the stated term of the agreement or any provision for extension or renewal.
- e) Subject to the *Local Government Act*, unless a power, duty or function of the City has been expressly delegated by this Bylaw or another City bylaw, all of the powers, duties and functions of the City remain with the City.

8. Required Notices

All delegations of powers, duties and functions pursuant to this Bylaw are inclusive of a grant of authority to provide any notice required under a statute or other law in relation to an action, decision or other matter.

9. Severability

If any section, subsection, clause or phrase of this Bylaw is, for any reason, held to be invalid by a court of competent jurisdiction, it will be deemed to be severed and the remainder of the Bylaw will remain valid and enforceable in accordance with its terms.

READ A FIRST TIME this ___day of _____, 2021.

READ A SECOND TIME this ___day of _____, 2021.

READ A THIRD TIME this ___day of _____, 2021.

GIVEN FOURTH AND FINAL READING and the Seal of _____, 2021.

PRESIDING MEMBER

CORPORATE OFFICER

Schedule "A"

In accordance with section 3 of the Bylaw, the delegated authority for various procurement levels and agreement execution is as follows:

Position	Delegated Approval Authority Limit
Chief Administrative Officer	Up to \$750,000
General Manager	Up to \$500,000
Director	Up to \$200,000
Deputy	Up to \$150,000
Manager	Up to \$ 75,000

Services Procurement is subject to the same policy as materials, equipment or supplies Procurement. The annual value of a service Contract determines the authorization required.



mapleridge.ca

POLICY MANUAL

Title: Procurement Policy		Policy No.: 5.45
		Supersedes: 5.45 (Nov 2004)
Authority:	<input type="checkbox"/> Legislative <input type="checkbox"/> Operational	Effective Date:
Approval:	<input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	Review Date:

POLICY STATEMENT:

This policy will ensure that all Goods, Services and Construction will be procured in a competitive, fair and open manner that:

- a) is efficient, accountable and maximizes Best Value;
- b) advances the City's commitment to economic, environmental, and social responsibility by supporting the Purchase of Sustainable Goods and Services; and
- c) meets the requirements of the Community Charter, the Local Government Act, the Applicable Trade Agreements, public sector best practices and competitive bidding laws.

Table of Contents

POLICY STATEMENT.....	1
1. PURPOSE.....	3
2. OBJECTIVE.....	3
3. SCOPE	3
4. INTERPRETATION.....	4
5. PROCUREMENT PRINCIPLES	4
6. DELEGATED AUTHORITY FOR PROCUREMENT TRANSACTIONS.....	5
7. CONTINGENCY.....	5
8. PROCUREMENT METHOD.....	5
9. ROLES AND RESPONSIBILITES	6
10. SUSTAINABILITY.....	7
11. SUPPLIER CONDUCT AND CONFLICT OF INTEREST.....	8
12. LOBBYING	9
13. PROPONENT DISPUTE RESOLUTION PROCESS	9
14. SUPPLIER PERFORMANCE EVALUATION.....	10
15. SUPPLIER DEBRIEFING	10
16. ETHICAL CONDUCT	10
17. DISPOSITION OF SURPLUS ASSETS (Except Lands).....	12
18. RELATED POLICIES, BYLAWS AND GUIDES.....	12
SCHEDULE "A"	13
SCHEDULE "B".....	17
SCHEDULE "C"	18

1. PURPOSE

The purpose of this Policy is to deliver best overall value to the City for the Procurement of Goods, Services and Construction. This will be in accordance with the values of our community and Council as articulated in documents such as the Strategic Plan.

In accordance with Delegation of Procurement Authority Bylaw No. 7711-2021, this Policy provides for the delegation of certain Procurement authority, and outlines duties and responsibilities of the various parties involved. It makes reference to related policies, bylaws and procedures to provide guidance when involved in the Procurement of Goods, Services and Construction, and related Procurement activities.

2. OBJECTIVE

The objective of this Policy is to ensure that the Procurement is properly budgeted and authorized in the Financial Plan, results in Best Value for the City and that best practices are utilized to engage the marketplace, award and manage Procurement Contracts.

3. SCOPE

3.1 This Policy applies to anyone directly or indirectly involved in the Procurement of Goods, Services and Construction on behalf of the City; and

3.2 This Policy applies to the sale or Disposal of Surplus Assets by the City.

3.3 The procurement methods required under Part I of Schedule "C" do not apply to the following and, the methods required under Part II of Schedule "C" apply solely to (l) and (m):

- a. the borrowing and investing of money;
- b. revenue Contracts;
- c. the rental, lease, purchase and sale of property, land or accommodation;
- d. memberships in professional and vocational associations and their publications, conferences, conventions, and other professional and training activities;
- e. the purchase of subscriptions to newspapers, magazines or other periodicals;
- f. advertising mediums such as newspapers and websites;
- g. the Purchase of original works of art;
- h. health services and social services;
- i. services provided by lawyers and notaries;
- j. purchase from a public body or non-profit organization, or
- k. employment Contracts;
- l. Emergency Purchases, and

m. all other exemptions as stated in the Applicable Trade Agreement.

4. INTERPRETATION

- 4.1** Schedule “A” contains definitions of terms used in this policy, which are to apply unless the context otherwise requires.
- 4.2** Schedule “B” contains Authority for Procurement Transactions.
- 4.3** Schedule “C” contains Procurement Method.
- 4.4** A reference to any statute, regulation or Bylaw refers to that enactment as it may be amended or replaced from time to time.
- 4.5** A reference to the Operational Procurement Procedures means separate written processes and procedures governing the procurement of Goods, Services and Construction that have been approved by the Chief Administrative Officer, and includes amendments thereto.
- 4.6** This Policy does not apply to Purchases or other emergency response activities of the City conducted under a “declaration of a state of local emergency” as defined in the Emergency Program Act, R.S.B.C. 1996, c. 111, as amended or replaced from time to time.
- 4.7** If there is a conflict between this policy and Maple Ridge Emergency Program Bylaw No. 6487-2007, then Emergency Program Bylaw No. 6487-2007, as amended or replaced from time to time, shall prevail.

5. PROCUREMENT PRINCIPLES

- 5.1** No Purchase shall be authorized or incurred unless Council has approved a funding source for the Purchase in the applicable Financial Plan of the City, or approval is obtained through a budget amendment process.
- 5.2** No Purchase shall be authorized or incurred on behalf of the City except as provided in this Policy or as otherwise approved by Council.
- 5.3** No requirement for Purchases shall be subdivided in a manner designed to avoid the application of any provision of this Policy or the Operational Procurement Procedures.
- 5.4** Savings are likely to be achieved through the Procurement of Goods and Services jointly with other organizations and these opportunities should be pursued. Buying Groups may involve a variety of entities, including public sector, private sector and not-for-profit organizations. This policy provides the authority to the Manager of Procurement or authorized delegate, to participate in Buying Groups when it is in the best interest of the City to do so. In such cases, the procedures set out by the agency responsible for the venture will be followed and not the procedures set out in this Policy, provided that the procedures comply with all Applicable Trade Agreements and the City’s legislative requirements.
- 5.6** The City is subject to the British Columbia Freedom of Information and Protection of Privacy Act and the Canadian Free Trade Agreement and considers the information it receives from Suppliers or other external parties, including responses to requests for supply, to be

confidential information. The City will exercise reasonable care to protect the confidentiality of that information.

5.7 All City departments will co-operate in the Purchase of supplies by simplifying and standardizing like requirements, wherever possible. Every effort will be made to reduce the types and kinds of products used to the smallest number in order to minimize investment and maximize value to the City. Any standard or standards-related measure that the City adopts or maintains will not be more trade restrictive than necessary to achieve its legitimate objectives.

5.8 No Purchase shall be made by the City for the personal use of elected officials, appointed Officers, or Employees or their immediate families except as provided in this Policy, a City agreement, a City policy or otherwise approved by Council.

5.9 No Purchase by the City shall be made from any elected officials, appointed Officers, Employees or their immediate families or from any other source that would result in a conflict of interest.

5.10 Employees who have been delegated authority to commit City funds and those Employees who are responsible for corporate Assets will abide by the Code of Ethics, as described in this policy, and as it applies to their duties performed for the City. Refer to the Code of Conduct Policy No. 30.18.

6. DELEGATED AUTHORITY FOR PROCUREMENT TRANSACTIONS

6.1 In accordance with Bylaw No. 7711-2021 Delegation of Procurement Authority, the authorization for Procurement transaction spending limits are listed for reference in Schedule "A" – Delegated Procurement Authority Limits.

6.2 Other than in emergencies, Procurement transactions must be allocated and approved by Council in accordance with the Financial Plan before Procurement begins.

7. CONTINGENCY

7.1 The project manager will include a contingency option when considering the Authorized Approval Limits and the percentage amount will be outlined when obtaining the approval to Purchase or, when applicable, outlined in Reports to Council when an award is recommended.

8. PROCUREMENT METHOD

8.1 The method of the City's Procurement is based on the dollar value, risk level, and the nature of the specific Procurement transaction, ensuring that the cost and time associated with using a Competitive Process is proportionate to the benefit received.

8.2 Procurement methods must be selected in accordance with the following table and the process set out in Schedule B – Procurement Method:

ESTIMATED TRANSACTION COST	METHOD
GOODS AND SERVICES	
Less than \$5,000	Direct Award
Less than \$75,000	Written Quotation Process
Greater than \$75,000	Formal Competitive Process
CONSTRUCTION	
Less than \$200,000	Written Quotation Process or Formal Competitive Process
Greater than \$200,000	Formal Competitive Process

Note: Multi-year agreements, including options to renew, are dollar value accumulative for determining the estimated transaction cost and applicable thresholds listed above.

8.3 Subject to this Procurement Policy and within established authority, Employees should use Corporate Purchasing Cards for small dollar straightforward Purchases of Goods and Services, as directed by the Procurement Section and in accordance with the Purchase Card Program Procedures and Guidelines.

8.4 Petty cash may be utilized for approved expenditures up to \$50.

9. ROLES AND RESPONSIBILITIES

9.1 Council

It is the role of Council to establish policy and approve the Financial Plan and amendments to the Financial Plan.

Through Delegation of Procurement Authority Bylaw No. 7711-2021, Council delegates to City Officers and Employees authority to incur expenditures in accordance with the approved Financial Plan accordance with the rules and processes set out in this Policy and the Operational Procurement Procedures. Council will not generally be involved in the day-to-day procurement operations or individual competitive Procurement processes, but may provide strategic direction and guidance on major projects prior to the commencement of the competitive procurement process.

9.2 Officers and Employees

Specific responsibilities pertaining to all stages of a Procurement process, from the initial identification of requirements through to the management of Contracts with Suppliers, are detailed in this Policy and the Operational Procurement Procedures. In addition, the general roles and responsibilities delegated to City Officers and Employees are set out below.

9.3 Chief Administrative Officer (CAO)

The CAO, appointed by Council pursuant to the Community Charter Section 147, is responsible for ensuring that staff adhere to policies and bylaws of Council.

9.4 General Managers (GM)

General Managers are responsible to ensure that their requirements for deliverables are met in accordance with the principles and objectives of this Policy. They will also ensure that their departments comply with this Policy and the Operational Procurement Procedures and will encourage sound procurement practices. Appropriate education and training will be provided to Employees involved in Procurement activities.

9.5 Director of Finance

The Director of Finance, appointed by Council pursuant to the Community Charter at Section 149, is responsible for developing and maintaining policies and procedures for City Procurement processes.

9.6 Manager of Procurement

It is the role of the Manager of Procurement to lead and oversee the City's Procurement operations. Responsibilities include:

- a. Developing Procurement strategies and continually analyzing business requirements and spending patterns to identify opportunities for strategic sourcing;
- b. Researching, developing, updating and communicating Procurement protocols, procedures, templates and methodologies;
- c. Addressing any issues or concerns that arise in respect of a Procurement process and seeking guidance, support and advise of legal counsel, as required;
- d. Providing appropriate orientation, training and tools to Employees involved in procurement activities; and
- e. Disposition of Surplus Assets.

9.7 Procurement Section Employees

Employees of the Procurement Section are responsible for complying with this Policy and the Operational Procurement Procedures and will ensure protocols and procedures are applied consistently. Procurement Section Employees must clearly understand their obligations and responsibilities with respect to this Policy and the Operational Procurement Procedures and its application. They should consult with the Manager of Procurement in respect of any questions regarding their application or interpretation.

9.8 Employees

All City Employees are responsible for complying with this Policy. Employees involved in procurement activities must clearly understand their obligations and responsibilities under this Policy and the Operational Procurement Procedures and should consult with the Procurement Section in respect of any questions regarding the application or interpretation of this Policy, the Operational Procurement Procedures or any relevant procedures.

10. SUSTAINABILITY

The City recognizes its responsibility to minimize negative impacts on human health and the environment while supporting a diverse, equitable, and vibrant community and economy. The City also recognizes that the types of Goods, Services or Construction that it Purchases have inherent

social, human health, environmental, and economic impacts and that it should make purchasing decisions that embody its commitment to sustainability.

In accordance with this commitment, Employees making Procurement decisions should take into account where appropriate the following sustainability factors:

- Environmental factors to be considered include, but are not limited to, the lifecycle assessment of: pollutant releases; toxicity, especially the use of toxic chemicals; waste generation; greenhouse gas emissions; energy consumption as described in the City's Policy No. 30.04 Energy Policy; depletion of natural resources; and impacts on biodiversity.
- Social factors to be considered include, but are not limited to, human health impacts; support of community social programs; and ethical sourcing standards (e.g. the International Labour Organization's prohibition on child labour).
- Financial factors to be considered include, but are not limited to: product performance and quality; life cycle cost assessment; leveraging opportunities; impact on health and safety costs; increasing operational and economic efficiencies.

11. SUPPLIER CONDUCT AND CONFLICT OF INTEREST

The City requires its Suppliers to act with integrity and conduct business in an ethical manner. City Employees should refuse to enter into contracts with any Supplier when the Employee is aware that the Supplier has engaged in illegal or unethical bidding practices, has an actual or potential conflict of interest or an unfair advantage or fails to adhere to ethical business practices.

Illegal or Unethical Bidding Practices

Illegal or unethical bidding practices include:

- a. bid-rigging, price-fixing, bribery or collusion or other behaviors or practices prohibited by federal or provincial statutes;
- b. offering gifts or favors to City Officers, Employees, appointed or elected officials or any other representative of the City;
- c. engaging in any prohibited communications during a Procurement process;
- d. submitting inaccurate or misleading information in a Procurement process; and
- e. engaging in any other activity that compromises the City's ability to run a fair procurement process.

The City will report any suspected cases of collusion, bid-rigging or other offences under the Competition Act to the Competition Bureau or to other relevant authorities.

Conflict of Interest

All Suppliers participating in a Procurement process must declare any perceived, possible or actual conflicts of interest.

The term "Conflict of Interest", when applied to Suppliers, includes any situation or circumstances where:

- a. in the context of a procurement process, the Supplier has an unfair advantage or engages in conduct, directly, or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of the City that is not available to other Suppliers, (ii) communicating with any person with a view to influencing preferred treatment in the procurement process (including but not limited to lobbying of decision makers involved in the procurement process), or (iii) engaging in conduct that compromises, or can be seen to compromise, the integrity of an open and competitive procurement process or render that process non-competitive or unfair; or
- b. in the context of performance under a potential Contract, the Supplier's other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations; and
- c. where a Supplier is retained to participate in the development of a solicitation document or the specifications for inclusion in a solicitation document, that the Supplier will not be allowed to respond, directly or indirectly, to that solicitation.

Ethical Business Practices

In providing deliverables to the City, Suppliers are expected to adhere to ethical business practices, including:

- a. performing all Contracts in a professional and competent manner and in accordance with the terms and conditions of the Contract and the duty of honest performance;
- b. complying with all applicable laws, including safety and labour codes (both domestic and international as may be applicable); and
- c. providing workplaces that are free from harassment or discrimination.

12. LOBBYING

No bidder/proponent/vendor or anyone involved in preparing Bids or proposals shall lobby any elected official or City staff in an effort to secure a Contract. During a Formal Competitive Process, all communications are to be made through the City Procurement Section unless the procurement document explicitly states otherwise. Vendors found to be lobbying for a Contract award will be disqualified from consideration for the procurement and may be disqualified from future procurement opportunities.

13. PROPONENT DISPUTE RESOLUTION PROCESS

Unsuccessful Proponents that wish to dispute the selection and award of a competitive bid should submit their concerns in writing or by email. City staff will review the information and provide written acknowledgement of receipt of the dispute within 10 days, and follow-up with a more detailed response within 30 days.

14. SUPPLIER PERFORMANCE EVALUATION

Companies providing strategic services may have their performance evaluated to document either particularly good performance of a real value, or problematic performance in some form. Evaluations should also provide a means for companies to provide their feedback to the City to consider for future improvements.

Supplier performance evaluation records may be used to supplement a subsequent prequalification process or to justify an award where it can be demonstrated that such records are part of the evaluation process and criteria.

15. SUPPLIER DEBRIEFING

When a Procurement transaction is awarded using a formal competitive process, unsuccessful Suppliers are entitled to a debriefing upon request to obtain feedback on the strengths and weaknesses of their Proposal.

The unsuccessful Proponent is expected to submit their request for a debriefing to the Procurement Section representative, within two weeks of the City announcing the Contract award. The format for conducting a debriefing will be at the City's sole discretion.

16. ETHICAL CONDUCT

16.1 Personal Integrity and Professionalism

Individuals involved with Procurement activities and authority must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all supply chain activities between organizations, Suppliers and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. Individuals involved in Procurement activities must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing Suppliers or products.

16.2 Compliance

Employees of the City of Maple Ridge Procurement Section and those Employees who have been delegated authority to commit City funds or participate in Procurement activities and those Employees who are responsible for corporate Assets must abide by this Code of Ethics as it applies to their duties performed for the City.

16.3 Precepts

Employees will not use their authority or office for personal gain and will seek to uphold and enhance the standing and image of the City of Maple Ridge by:

- a.** maintaining a standard of integrity beyond reproach in all their business relationships both inside and outside the City;

- b. fostering the highest standards of professional competence amongst Employees of the City;
- c. optimizing the use of resources for which they are responsible so as to provide the maximum benefit to the City;
- d. complying with the principles, standards and policies as they apply to the City of Maple Ridge and Council;
- e. supporting and complying with policies and direction provided by Council; and
- f. rejecting and denouncing any business practice that is improper.

16.4 **Guidance**

In applying these precepts, Procurement Section Employees and those delegated Procurement authority or activities will follow the guidance as follows:

Declaration of Interests

Any personal interests which may impinge or might reasonably be deemed by others to impinge on a member's impartiality in a matter relevant to their duties should be declared to their Manager. Where a declared interest exists, the Manager will in all cases reassign the duties to another staff member.

Confidentiality and Accuracy of Information

Information received in the course of duty must be respected and may not be used for personal gain. Information given in the course of duty must be true and not designed to mislead.

Competition

While considering the advantages to the City of maintaining a continuing relationship with a Supplier, any arrangements which might, in the long term, prevent the effective operation of fair competition, must be avoided.

Hospitality

Modest hospitality is an unavoidable and acceptable courtesy of a business relationship. However, the recipients must not allow themselves to reach a position whereby they might be or might be deemed by others to have been influenced in making a business decision as a result of accepting such hospitality. The frequency and scale of hospitality accepted should not be greater than the recipient's ability to reciprocate to a similar degree.

Solicitation, Acceptance or Offering of Gifts or Donations

In accordance with the City's Code of Conduct Policy No. 30.18, Employees shall not solicit, or accept unsolicited donations of gifts, prizes or money from any person, firm or corporation which is interested directly or indirectly in any manner in business dealings with the City of Maple Ridge. This applies to all charitable, social or other events.

Nominal gifts received (eg: chocolates or small gift baskets) may be shared by the individual with their section or department, or donated to a local charity.

Clarity

As it relates to Procurement activities, when in doubt as to what is acceptable, the offer should be declined or advice sought from the appropriate department head or the Manager of Procurement.

17. DISPOSITION OF SURPLUS ASSETS (Except Lands)

For reference purposes only, and subject to the Delegation of Procurement Authority, Bylaw No. 7711-2021, if a Manager has identified surplus City Assets which are not useful to any City Division, and which retain some value, then:

- i. the Manager of Procurement is authorized to dispose of surplus City Assets, through auction or for value through trade-in or another formal or informal process; or
- ii. the Chief Administrative Officer is authorized to approve that the surplus Assets be disposed of by donating them, without compensation, to any non-profit corporation, association, or entity; or
- iii. the Manager is authorized to dispose of such Assets through municipal recycling or garbage disposal, as appropriate.

The Manager of Procurement is authorized to determine whether surplus City Assets retain any value.

In accordance with Policy No. 10.01 Disposal of Found Goods, and the Delegation of Procurement Authority, Bylaw No. 7711-2021, the Manager of Procurement is authorized to dispose of property that has come into the custody and possession of the RCMP or the City on behalf of the City.

18. RELATED POLICIES, BYLAWS AND GUIDES

- Bylaw No. 7711-2021 Delegation of Procurement Authority
- Bylaw No. 6487-2007 Emergency Program
- Policy No. 30.18 Code of Conduct
- Policy No. 10.01 Disposal of Found Goods
- Purchasing Card Program Procedures and Guidelines
- Operational Procurement Procedures

SCHEDULE "A" DEFINITIONS

"Applicable Trade Agreements" means NWPTA, CFTA, CETA and any similar domestic and international trade agreements that come into force from time to time to the extent applicable by their own terms to municipalities in British Columbia, and includes amendments to those agreements.

"Assets" includes without limitation supplies, equipment, furniture, fixtures, machinery, IT Assets and vehicles, but does not include real property.

"Authorized Staff" means the person responsible and authorized to Purchase Goods and Services within the authorized limits as set in this policy.

"Best Value" means the optimal combination of, Total Cost, performance, qualifications, and factors related to sustainability, as determined in accordance with specific criteria and weighting for each criterion established by the City for the applicable Purchase.

"Bid" includes a written formal submission in response to a Competitive Process inviting the supply of Goods, Services and Construction.

"Buying Group" A buying group consists of two or more members that combines the purchasing requirements and activities of the group into a joint Procurement process. Buying groups include cooperative arrangements in which individual members administer the Procurement function for specific Contracts for the group, and more formal corporate arrangements in which a corporate entity administers the Procurement for group members. Buying groups may involve a variety of entities, including public sector, private sector and not-for-profit organizations.

"CETA" means the Comprehensive Economic and Trade Agreement entered into by the Government of Canada and the European Union (EU) to the extent applicable by its own terms to municipalities in British Columbia, and includes amendments to that Agreement.

"CFTA" means the Canadian Free Trade Agreement entered into by the governments of Canada, the Provinces of Canada, the Northwest Territories and Yukon to the extent applicable by its own terms to municipalities in British Columbia, and includes amendments to that Agreement. CFTA establishes general rules regarding open and non-discriminatory access to Procurements, exemptions to those general rules, and other Procurement procedures that apply to the City.

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

"Change Order" means a Contract amendment changing the Construction or Services provided under the Original Contract, including but not limited to specifications, scope, schedule or price.

"Chief Administrative Officer" means the person holding the position of the City Chief Administrative Officer, or their designate.

"Contingency" Contingency allowances provide project managers with discretion to meet a requirement that is not perfectly defined.

"Competitive Process" means a fair and open competition based on functional and generic specifications.

"Construction" means a construction, reconstruction, demolition, repair or renovation of a building, structural or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of

fixtures of a building, structure or other civil engineering or architectural work, but does not include professional consulting Services related to the construction Contract unless they are included in the Procurement.

“Contract” means an agreement in writing or verbal commitment between the City and one or more parties which create obligations that are enforceable or otherwise recognizable at law.

“Council” means the elected Council of the City.

“Deputy” means an Employee of the City holding a position as a Deputy Fire Chief, Corporate Controller, Deputy Corporate Officer, or their designate.

“Direct Award” means a Supplier is invited by the City to negotiate and/or sign a Contract for Goods or Services, without going through a Competitive Process. A Direct Award can be a Low Value Purchase, Sole Source or Single Source, but a competition is not required.

“Director” means an Employee of the City holding a position as a Director of a City Department, Municipal Engineer, Chief Building Officer, Chief Financial Officer, Chief Information Officer, Fire Chief, or their designate.

“Dispose” or “Disposition” means to transfer by any method including assign, give, sell, grant, charge, convey, Lease, divest, dedicate, release, exchange, alienate or agree to do any of those things;

“Employee” means an Employee of the City of Maple Ridge.

“Emergency Purchase” A Purchase made due to an unexpected and urgent request which may affect the health, safety, environment, life and or property, or the welfare of the public. Immediate acquisition of Goods or Services is essential to provide community service, prevent serious delays, injury, further damage or to restore or maintain minimum service.

“Executive Director” means an Employee of the City holding a position as an Executive Director of a City department or their designate.

“Financial Plan” means the Financial Plan Bylaw as adopted by Council.

“Formal Competitive Process” means a public Procurement process that is competitive, open, transparent, non-discriminatory and compliant with the requirements of the Applicable Trade Agreements.

“General Manager” means an Employee of the City holding a position as a General Manager of a City division or their designate.

“Goods and Services” includes without limitation, Construction, supplies, equipment, furniture, fixtures, machinery, IT Assets, software, vehicles, insurance, Employee benefits, labour and materials, maintenance, services, but does not include real property.

“IT Assets” means personal computers, computer servers, fax machines, cellular telephones and other handheld devices, printers, scanners, copiers and other multi-functional information technology equipment, together with any power supplies, storage media, user manuals, operating systems, software, firmware, peripherals and documentation relating to or incorporated within any of the foregoing items.

“Joint Procurement Venture” means a group of two or more public entities which combines the purchasing requirements and activities into one joint Purchase process.

“Lease” means a Contract by which the City is granted the use and possession of personal property for a specified period of time in exchange for payment of a stipulated price (including a price of \$0).

“Manager” means an Employee of the City holding a position as a Manager, or Assistant Chief of a City section or their designate.

“Manager of Procurement” means the person holding the position of Manager of Procurement, or their designate.

NWPTA means the New West Partnership Trade Agreement entered into by the governments of British Columbia, Alberta and Saskatchewan to the extent applicable by its own terms to municipalities in British Columbia, and includes amendments to that Agreement. In some respects, NWPTA establishes more stringent general rules than CFTA regarding open and non-discriminatory access to Procurements, and narrows or eliminates certain exemptions otherwise available under CFTA to the general rules.

“Officer” means a person appointed the position of Officer by way of a City Bylaw.

“Procurement” means the acquisition by any means, including by Purchase, rental, Lease or conditional sale, of Goods, Services and Construction.

“Proponent” means a Supplier that submits a response to a competitive bid.

“Purchase” means the acquisition by any means, including by purchase, Contract rental, Lease or otherwise of Goods, Services and Construction by the City, but does not include: (a) any form of City assistance such as grants or loans; or (b) provision by the City of Goods and Services to other persons or entities.

“Purchasing Card” means the corporate credit card issued to an Employee for the purposes of purchasing and paying for small dollar transactions within their established authority in accordance with the Purchasing Card Program Procedures and Guidelines.

“Operational Procurement Procedures” means the written processes and procedures governing the Purchase by the City of Goods and Services that have been approved by the Chief Administrative Officer, and includes amendments thereto.

“Quotation” or “Quote” means a verbal or written submission from a Supplier in response to an Invitation to Quote.

“Services” means useful labours that do not produce a tangible commodity.

“Service Provider” means the company/person that is hired under an Agreement or Contract to provide Services.

“Single Source” is a Contract directly awarded to a supplier, without a Competitive Process, where other potentials suppliers may be available. However, due to defensible conditions, a Competitive Process was waived.

“Sole Source” is a Contract directly awarded to or negotiated with a sole supplier, without a Competitive Process. With a sole source, it has been demonstrated through a Notice of Intent to Contract or other means, there is only one capable and available supplier.

“Supplier” means a company which supplies Goods and Services to another company.

“Supplier Performance” refers to measurable indicators that can be tracked to assess predetermined Contract performance goals. Supplier performance can include subjective evaluations of the supplier by CITY staff during the performance of a Contract.

“Term” means:

- i. in the case of a Contract for a Purchase, the initial term of the Contract, not including any optional renewal term; and
- ii. in the case of an optional renewal or unforeseen extension of a Contract for a Purchase, the renewal term or extension period of the Contract, not including the preceding periods.

“Total Cost” means the sum of all costs, including all contingencies and applicable taxes (except credits against such costs, such as trade-in values on existing Assets, and amounts subject to City recovery, refund or rebate under applicable sales tax legislation) that are to be paid by the City during the Term for a Purchase of Goods and Services. For greater certainty, the Total Cost for a particular Purchase made by a Buying Group in which the City participates is only that portion of the cost attributable to the City (not the entire cost to the joint procurement).

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SCHEDULE "B"
DELEGATED PROCUREMENT AUTHORITY LIMITS

In accordance with Article 6. Delegated Authority for Procurement Transaction of this Procurement Policy, the delegated authority for Procurement transaction spending limits are stated in Delegation of Procurement Authority, Bylaw No. 7711-2021. The delegated levels are listed for reference purposes in the following table:

Position	Delegated Approval Authority Limit
City Council	\$750,000 and above
Chief Administrative Officer	Up to \$750,000
General Manager	Up to \$500,000
Director	Up to \$200,000
Deputy	Up to \$150,000
Manager	Up to \$ 75,000

1. Services Procurement is subject to the same policy as materials, equipment or supplies Procurement. The annual value of a service Contract determines the authorization required.
2. Delegated approval authority also authorizes the position to execute Contracts in regard to such Procurement transactions, or a Procurement transaction that has been approved by another Employee in accordance with the Bylaw.
3. Written Contracts are to be used when the Procurement is complex, despite the dollar value including but not limited to: Contract security, performance monitoring, project schedules, long term agreements, and any Procurement issued through a Competitive Process.
4. Change Orders may be issued by Authorized Staff within the scope of the Contract where the revised Contract value does not exceed Authorized Staff's delegated approval authority and where the Contract will not exceed the expenditure budget for the project or works as approved in the Financial Plan.

SCHEDULE "C"
PROCUREMENT METHOD

In accordance with Article 8. Procurement Method of the Procurement Policy, the following Procurement methods govern the Procurement of Goods, Services and Construction for the City and are supplemented by the Operational Procurement Procedures.

PART I

1. LOW VALUE PURCHASES (Less than \$5,000)

a. Application

This method will be used for Goods and Services having a value less than \$5,000 and required for a one-time (non-repetitive) Procurement.

b. Process

- I. Before initiating the transaction Employees must be, or ensure they have received approval from the appropriate Authorized Staff;
- II. multiple Quotes are not required and a Purchase in this category can either be paid for by Purchasing Card or the City can be invoiced directly.

2. MEDIUM VALUE GOODS AND SERVICES PURCHASES (greater than \$5,000 and less than \$20,000)

a. Application

This method will be used for Goods and Services having a value greater than \$5,000 and less than \$20,000 required for a one-time (non-repetitive) Procurement.

b. Process

- I. Before initiating the transaction Employees must be, or ensure they have received approval from, the Authorized Staff;
- II. (Use some degree of competition whenever possible. Process cost and cost of time needs to be balanced against due diligence to obtain Best Value. Optimal number of written Quotes (i.e. email, fax, letter) is three;
- III. All suppliers will receive the same Quotation information; and
- IV. All Quote documentation will be submitted with the Approval to Purchase.
- V. Authorized Staff are responsible for selecting the Supplier on the basis of Best Value to the City.
- VI. An approval to purchase form must be created by the department requesting the Goods and Services PRIOR to the work starting or the Goods being ordered and appropriate documentation must be collected (i.e. certificates of insurance, WorkSafeBC etc.). Once a Contract or Purchase Order has been completed the work can begin and the Goods can be ordered.

3. MEDIUM VALUE GOODS AND SERVICES PURCHASES (greater than \$20,000 and less than \$75,000) and CONSULTING SERVICES (between \$50,000 and \$75,000)

a. Application

This method will be used for Goods or Services having a value greater than \$20,000 and less than \$75,000, and Consulting Services greater than \$50,000 and less than \$75,000, required for a one-time (non-repetitive) Procurement.

b. Process

- I. Before initiating the transaction Employees must be, or ensure they have received approval from, the Authorized Staff.
- II. Three written Quotes (i.e. email, fax, letter) will be obtained from a minimum of three different suppliers (if possible).
- III. All suppliers will receive the same Quotation information; and
- IV. All Quote documentation will be submitted with the approval to purchase form.
- V. Authorized Staff are responsible for selecting the Supplier on the basis of Best Value to the City.
- VI. An approval to purchase form must be created by the department requesting the Goods and Services PRIOR to the work starting or the Goods being ordered and appropriate documentation must be collected (i.e. certifications of insurance, WorkSafeBC, etc.). Once a Contract or Purchase Order has been completed the work can begin and the Goods can be ordered.
- VII. Authorized Staff may determine that it is appropriate to use a Formal Competitive Process instead of the written Quotation process even though the value of the transaction is less than \$75,000. In such a case, Authorized Staff will, in accordance with the provisions of this schedule, contact the Procurement Section.
- VIII. Refer to the Operational Procurement Procedures for additional instructions.

4. CONSULTING SERVICES (less than \$50,000)

a. Application

This method will be used for procuring consulting Services valued at less than \$50,000 for a one-time (non-repetitive) Procurement. Multiple Quotes are not required for consulting Services under this value.

b. Process

- I. Before initiating the transaction Employees must be, or ensure they have received approval from, the Authorized Staff.
- II. A scope of work and a pricing proposal must be obtained from the Service Provider.
- III. An approval to purchase form must be created and include any documentation required such as certificates of insurance, business license and WorkSafeBC certification and the Service Providers proposal.
- IV. Written Contracts will be required for Consulting Services greater than \$20,000.
- V. Refer to the Operational Procurement Procedures for additional instructions.

5. COMPLEX/ HIGH VALUE PURCHASES – GOODS AND SERVICES (greater than \$75,000) AND CONSTRUCTION (greater than \$200,000)

a. Application

This method will be used for procuring complex Goods and Services (including consulting Services) exceeding \$75,000, and \$200,000 for Construction.

b. Process

- I. Before initiating the transaction Employees must be, or ensure they have received approval from, the Authorized Staff.
- II. Contact the Procurement Section as early as possible in the planning stage. A Formal Competitive Process will be required.
- III. Refer to the Operational Procurement Procedures for additional instructions.

PART II

1. SINGLE AND SOLE SOURCE PURCHASES

a. Application

In the case where there is Single Source to supply a Good or Service or the decision has been made to award to a Sole Source.

b. Process

- I. A written explanation, commonly referred to as a Sole Source Justification, must be provided to the Manager of Procurement to support a Sole Source or Single Source to support Purchases over \$20,000. The CAO will give final authorization.
- II. Written approval as described in Schedule “B” Delegated Procurement Authority Limits must be received prior to proceeding with the Purchase.
- III. Refer to the Operational Procurement Procedures for additional instructions.

2. EMERGENCY PURCHASE

a. Application

When quick or immediate acquisition of Goods or Services is essential to restore or maintain minimum acceptable levels of community service, or prevent serious delays, injury, further damage or to restore or maintain minimum service.

b. Process

- I. In an emergency the preparation, documentation and analysis aspects of the usual Procurement process as described in this policy and in the Operational Procurement Procedures may not be possible. Oral authorization will be acceptable as described in Schedule “B” Delegated Procurement Authority Limits.
- II. All normal purchasing documentation and reporting, complete with signed authorizations as required to be completed as soon as possible after the emergency.
- III. Refer to the Operational Procurement Procedures for additional instructions.

OPERATIONAL PROCUREMENT PROCEDURES

Approved on _____, 2021

OPERATIONAL PROCUREMENT PROCEDURES	1
INTRODUCTION	3
PRINCIPALS AND OBJECTIVES	3
ADVANCE PLANNING	3
DELEGATED AUTHORITY	4
METHODS FOR GATHERING MARKET INFORMATION	4
METHODS OF PROCUREMENT	5
1. NOTICE OF INTENT	5
2. FORMAL COMPETITIVE PROCESS	5
3. INFORMAL COMPETITIVE METHODS OF PROCUREMENT	6
4. NON-COMPETITIVE METHODS OF PROCUREMENT	7
5. PERFORMANCE SPECIFICATIONS AND EVALUATION CRITERIA	8
6. COMPETITIVE PROCUREMENT PROCESS	9
CONTRACTING FOR GOODS, SERVICES AND CONSTRUCTION	15
1. CONTRACTING FOR GOODS, SERVICES AND CONSTRUCTION	15
2. REQUIREMENTS FOR BID OR PERFORMANCE SECURITY	15
3. LENGTH OF CONTRACT, RENEWALS AND EXTENSIONS (OR OTHER AMENDMENTS)	16
4. RISK MANAGEMENT	16
5. CONTRACT MANAGEMENT, SUPPLIER PERFORMANCE AND CONTRACT DISPUTE	17
6. CONTINGENCY AND CHANGE ORDERS	19
CITY ASSETS	20
1. CITY FACILITIES AND REVENUE-RELATED AGREEMENTS	20

OTHER INFORMATION

21

1. STANDARD FORMATS AND TEMPLATES	21
2. SUPPLIER PERFORMANCE EVALUATION	21
3. CONTRACT AND AGREEMENTS REGISTRY	21
4. COMPLIANCE MONITORING AND REPORTING	21
5. UNSOLICITED PROPOSALS	22
6. GUIDANCE ON THE USE OF SUB-CONTRACTORS	22
7. COMPLIANCE WITH COMPETITIVE BID LAWS, TRADE AGREEMENTS, AND OTHER OBLIGATIONS	22
8. DOCUMENT CREATION AND RETENTION	22
9. NON-DISCLOSURE AGREEMENTS	23
10. VARIANCE FROM THE OPERATIONAL PROCUREMENT PROCEDURES	23
APPENDIX A - MINIMUM REQUIREMENTS FOR A FORMAL COMPETITIVE PROCESS	25
APPENDIX B – DISCRIMINATORY PRACTICES	26
APPENDIX C – EXEMPTIONS: CIRCUMSTANCES FOR DIRECT AWARDS	27
APPENDIX D – ADDITIONAL EXEMPTIONS: CIRCUMSTANCES FOR “ONLY ONE SUPPLIER” PURCHASE	28
APPENDIX E – DEFINITIONS	29

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INTRODUCTION

The Procurement of Goods, Services and Construction enables the City to carry out its many functions, involves virtually every part of the organization and is of considerable interest to the business community and the general public. The community needs to be assured that the City's Purchasing decisions are made without favour or bias, that there is ample opportunity for qualified Suppliers to bid for City business, and that there is a high standard of financial stewardship.

These Operational Procurement Procedures apply to all City departments and support the City of Maple Ridge, Procurement Policy No. 5.45, and Bylaw No. 7711-2021 Delegation of Procurement Authority. The Procedures include provisions that are consistent with Applicable Trade Agreements in relation to the Competitive Process, exemptions to competitive processes and minimum standards for those processes. The Procurement Section facilitates the procurement of Goods and Services through a Formal Competitive Process and the disposal of surplus assets according to the Procurement Policy and established procedures.

PRINCIPALS AND OBJECTIVES

Procurement activities are to be carried out so that required Goods, Services and Construction are obtained in a **timely manner**, in the **desired quantity**, of the desired quality, and at a **reasonable price**. In short, the City seeks "value for money". To accomplish this, procurement activities:

- Will be conducted in a manner that promotes open, non-discriminatory, fair and transparent opportunities for qualified Suppliers;
- Encourage the development of local sources of supply to the extent permitted under Applicable Trade Agreements, where there is no substantial increase in cost to the City;
- Should demonstrate that decisions are based on technical and operational considerations, price and other relevant criteria;
- Are based on the Life Cycle cost of the acquisition (where practical); and,
- Support Sustainability objectives as outlined in the Procurement Policy.

ADVANCE PLANNING

All City staff are required to advise the Procurement Section of their purchasing plans and requirements for Goods, Services and Construction in advance of program needs. Aggregating similar requirements can substantially reduce prices and costs for maintenance, delivery, ordering and payment processing. All departments will work with the Procurement Section to review and identify opportunities for demand aggregation that provide overall savings to the City.

DELEGATED AUTHORITY

Any person delegated Approval Authority is authorized to execute Contracts in regard to that Procurement, and shall:

- i. Assume responsibility for all key decisions, and approve all required documentation, or
- ii. Assign one employee (directly or indirectly), in the department with the responsibility to make key decisions, and approve required documentation (other than the Contract).

If the person with delegated Approval Authority assigns responsibility to an employee under paragraph (ii), then the extent of the assignment should be communicated to the employee in writing (e.g. by email); otherwise paragraph (i) will apply.

This Procedure is subject to any other authorizations and limitations set out in Bylaw No. 7711-2021 or Procurement Policy No. 5.45 (e.g. authorization for an employee in an acting position to execute a Contract; limitation on an employee in an acting position to sub-delegate duties to another person).

Refer to the Bylaw No. 7711-2021 for detailed information regarding delegated authority to make purchases within specified dollar limits.

METHODS FOR GATHERING MARKET INFORMATION

There are two main methods the City uses to gather market information:

Request for Information:

A Request for Information or "RFI" is a process used to collect information about the capabilities of various suppliers and may include a request for advice or alternative solutions regarding a particular need or problem.

Request for Expressions of Interest:

A Request for Expression of Interest or "RFEI" is a process used to survey the market for Suppliers interested in supplying particular Goods, Services or Construction, and/or responding to a Formal Competitive Process or an informal Invitation to Quote.

An RFI or RFEI can be helpful as a preliminary step when considering a purchase with a high dollar value, a high degree of uncertainty and/or complexity. However, an RFI or RFEI, on its own, is not considered a Formal Competitive Process or an informal Invitation to Quote. After issuing an RFI or RFEI, the City may or may not take further steps in relation to the Procurement.

METHODS OF PROCUREMENT

The method selected for a competitive process is dependent on a number of factors including the nature of the goods or services, complexity, risk or time available. The Procurement representative will select the most suitable procurement tool or process after consultation with the project manager.

The following provides an overview of commonly used methods:

1. NOTICE OF INTENT

A Notice of Intent or “NOI” is the method by which the City notifies Suppliers of its intent to direct award a contract for Goods and Services (i.e. an award without competition) and is posted on BC Bid. If a challenge to an intended direct award is substantiated, a competitive process will be undertaken.

2. FORMAL COMPETITIVE PROCESS

Distinguishing between ITT’s and RFP’s:

Invitations to Tender: An Invitation to Tender or “ITT” solicits competitive Bids by setting out detailed performance specifications and clearly stated mandatory criteria. The Bids and prices are typically provided without conditions and the award without negotiation. The award normally goes to the bidder whose Bid meets the performance specifications and mandatory criteria in the tender documents and is the lowest cost.

Requests for Proposal: A Request for Proposal (RFP) allows the City to carefully weigh many factors, including quality and price. An RFP is typically used when there are alternative ways to meet a specific need, or when it is difficult for the City to fully define performance specifications. Suppliers are invited to propose what they consider to be the best way of meeting the City's need, including filling gaps in the City's specifications, depending on what is requested in the RFP itself. An RFP is also used when detailed specifications are defined, yet the City wishes to evaluate qualitative criteria on a points system (e.g. experience on similar projects; employee resumes; financial stability; sustainability), in addition to price.

Suppliers will respond to the RFP by describing how its Goods, Services or Construction, and/or related methods can meet the City's specific need and at what cost. The City normally selects the Supplier whose Proposal is the highest-ranked, as the most advantageous based on the evaluation criteria set out in the RFP.

Adding a Request for Qualifications to the Process

A Request for Qualifications or “RFQ” may be used to establish a short-list of pre-qualified Suppliers as a preliminary step in advance of an ITT or RFP. An RFQ may also be used to establish a permanent or time-limited source list that the City uses to make subsequent purchases, provided that the RFQ describes how Contracts will ultimately be awarded to Suppliers on the source list (e.g. rotational or other process).

Opportunities to be registered on a source list should either be provided continuously or at regular intervals, and an RFQ should describe those intentions and specify the period the source list is valid.

Other Formal Competitive Process

The Procurement Manager may establish other formal or innovative competitive methods of purchasing provided that: (i) the methods promote “value for money” and (ii) are consistent with the City's obligations under the Purchasing Policy and Applicable Trade Agreements.

Competitive Procurement through a Buying Group

A Buying Group consists of two or more members that combines the purchasing requirements and activities of the group into a joint Procurement process. Buying Groups include cooperative arrangements in which individual members administer the Procurement function for specific Contracts for the group, and more formal corporate arrangements in which a corporate entity administers the Procurement for group members. Buying Groups may involve a variety of entities, including public sector, private sector and not-for-profit organizations.

- a. If the City is part of a Buying Group, the City shall ensure that any Procurement undertaken through the Buying Group is carried out in a manner consistent with its obligations under Applicable Trade Agreements.

For greater certainty, the City should consider the entire procurement value, not only the portion attributable to the City.

- b. Despite paragraph (a) but subject to paragraph (c), Applicable Trade Agreements do not apply to purchases by the City undertaken through a Buying Group that includes a participating non-government entity if the Buying Group is not controlled or directed by the City or by one or more government entities.
- c. If the City is part of a Buying Group as described in paragraph (b) then:
 - I. the City must still ensure that any specific Procurement in which it participates is undertaken by that Buying Group in a manner that gives to potential Suppliers and Services of other areas of Canada treatment no less favourable than the best treatment the City gives, in like circumstances, to the City's own potential Suppliers (or those of any other jurisdiction); and
 - II. the City has no obligations relating to any specific Procurement of that Buying Group in which it does not participate.

3. INFORMAL COMPETITIVE METHODS OF PROCUREMENT

Informal Invitation to Quote

An informal Invitation to Quote may be used for low value purchases and is made verbally or in writing to at least three Suppliers. Verbal requests and responses should be summarized in writing and placed in the applicable purchasing file.

Where three or more Suppliers can supply the Goods and Services, it is not necessary to invite Quotations from all of them, however, staff are expected to periodically rotate the opportunity to quote amongst additional qualified Suppliers rather than always contacting the same three Suppliers.

Each Suppliers contacted should be given the same information so that they will be quoting on the same Goods and Services. Quotations should remain confidential, even after the purchasing decision is made. The decision need not be based on lowest cost, and may take quality, sustainability, and other considerations into account to obtain “value for money”.

Other Informal Processes and Programs

The Procurement Manager may establish other informal or innovative competitive purchasing methods provided that: (i) the methods promote “value for money” and (ii) are consistent with the City’s obligations under the Procurement Policy and Applicable Trade Agreements.

4. NON-COMPETITIVE METHODS OF PROCUREMENT

A. Direct Award, Single or Sole Source Purchases

A Direct Award is only permitted in accordance with the Procurement Policy and these Procedures, and includes Procurement at the lowest dollar values, or when an Exemption is available under Applicable Trade Agreements. All Exemptions are outlined under Schedule C & D with additional Exemptions set out in each Applicable Trade Agreement. A Supplier may be selected from the local marketplace (or elsewhere), and the Procurement terms and conditions are usually completed through negotiation.

The following procedures apply to Single Source or Sole Source purchases (including Consulting services) if the Procurement value meets or exceeds \$20,000:

- a. The Employee must first consult with the Procurement Manager who will advise whether the situation warrants a Direct Award.
- b. For a Direct Award, the Employee must prepare a Sole Source justification form with the following information :
 - what Exemption is being proposed;
 - the alternatives that are available;
 - how value for money will be achieved;
 - the overall cost limitations;
 - any other circumstances, rationale and supporting documentation;
 - indication of whether the purchase is a one-time or ongoing time-limited basis; and
 - include the advice from the Procurement Manager.
- c. The Employee submits the report to their Manager, and if approved, the Manager will forward the report to the Procurement Manager for review.
- d. If approved by the Procurement Manager, the report is forwarded to the Chief Administrative Officer for review/approval.
- e. A copy of the approved report will be retained in the Purchasing file and initiating department.

Note: The intent of the Direct Award process is solely to establish approval to forego competitive bidding, and not to provide authority to proceed with a Procurement. Refer to Bylaw No. 7711-2021 for Delegated Approval Authority Limits based on the total cost of the Procurement.

B. Specific Manufactured Product Brand

There are instances when it is desirable or necessary to purchase a specific manufactured product brand for compatibility with existing equipment, facilities, or services. If the Total Cost is \$20,000 or greater for a Direct Award on the basis of the ‘Only One Supplier’ or any other Exemption, the procedure

4.A (above), is to be followed, and the rationale for the specific manufactured product brand purchase should be detailed in the report.

For a Formal Competitive Process on a voluntary basis, the following procedures apply:

- a. For a specific manufactured product brand purchase without explicitly allowing for an equivalent product an employee must first consult with the Procurement Manager to determine whether the situation warrants a specific manufactured product brand purchase.
- b. The Employee will prepare a report similar to the report for a Direct Award under section 4.A (above), detailing the rationale for a specific manufactured product brand purchase. The employee will include the words “or equivalent” on the solicitation document that indicates the specific manufactured product brand.
- c. The Employee submits the report to the Procurement Manager. From there, the same approval, escalation and retention process applicable to Direct Award is followed.
- d. Following approval, the Procurement Section seeks Submissions from Suppliers of the specific manufactured product brand.

Note: Refer to the Bylaw No. 7711-2021 for Delegated Approval Authority Limits based on the total cost of the Procurement.

5. PERFORMANCE SPECIFICATIONS AND EVALUATION CRITERIA

A. Preparing Performance Specifications and Evaluation Criteria

Staff are responsible for preparing the performance specifications for the Goods and Services in a manner that can be easily interpreted by Suppliers. Performance specifications should be prepared so that they can be fulfilled by more than one product, manufacturer or Supplier (except for purchases at the Lowest Dollar Values; when a Direct Award under an Exemption is approved, and/or when a specific manufactured product brand purchase is approved).

Where price is not the only consideration in a Formal Competitive Process, staff must describe in advance the evaluation criteria, weights assigned to those criteria, and evaluation method that will determine the merits of Submissions.

When drafting Solicitation documents, mandatory requirements that may prompt disqualification of a Submission should be kept to a minimum (as opposed to performance specifications, which can be extensive). These kinds of mandatory requirements have proven to be a steady source of lawsuits against public sector entities. Before adding a mandatory requirement to a Formal Competitive Process or to any Solicitation, staff should be sure that they will be willing to reject an otherwise first-rate Submission for any material shortcoming in relation to that one mandatory requirement.

B. Review of Performance Specifications and Evaluation Criteria

The Procurement Manager shall review all performance specifications and evaluation criteria set out in a Formal Competitive Process, prior to its issue. The Procurement Manager will consider whether:

- alternative goods and services that are available that offer cost or other advantages;
- the specifications and evaluation criteria adequately protect the City's interests;
- the specifications and evaluation criteria contain ambiguities that may confuse Suppliers;
- the specifications or criteria are contrary to industry practices or violate the intent of these Procedures (including the factors related to Sustainability), or any City policy; and

- the methodology for evaluating Submissions is clear and consistent with the City's practices.

Before making changes to performance specifications and/or evaluation criteria, the Procurement Manager will consult with the project lead.

6. COMPETITIVE PROCUREMENT PROCESS

This section sets out the steps and identifies the roles and responsibilities for conducting a Formal competitive procurement process and should be read in conjunction with the Procurement Policy.

A. ISSUANCE OF SOLICITATION DOCUMENT

Staff are responsible for issuing the solicitation document to invited Suppliers for a medium to low value competitive procurement process and the Procurement representative is responsible for posting the solicitation document on BC Bid.

B. TIME PERIOD FOR BID SUBMISSION

Suppliers should be given a minimum of 15 calendar days to respond to the solicitation document with electronic submissions, or 20 calendar days for sealed bid tenders. A longer response time will be provided for solicitations of high complexity, risk, and/or dollar value or as required under Applicable Trade Agreement. A shorter response time may be approved by the Procurement Manager where necessary and appropriate.

C. COMMUNICATION WITH POTENTIAL BIDDERS AND ADDENDA PROCESS

Once a solicitation document has been issued, it is very important that all communication with potential bidders is made in writing through the designated Procurement representative identified in the solicitation document. The below guidelines must be strictly followed:

- a. Any individual who receives inquiries from potential bidders must direct them to the designated Procurement representative and must not discuss the Solicitation with them.
- b. Employees must refrain from discussing all upcoming or active Procurement projects with Suppliers with whom the City has an ongoing business relationship.
- c. All bidder questions must be submitted in writing to the designated Procurement representative who will consult with the project lead or department if these are technical in nature. All bidders' questions and the responses will be consolidated in a Question and Answer "Q&A" document which will be issued as an addendum. The Q&A document must not identify which bidder asked which question. Duplicated questions may be consolidated, so long as all legitimate bidder questions and concerns are addressed.
- d. If staff need to make changes to a solicitation document after it has been issued or posted, all such changes (including changes to the scope, evaluation criteria or schedule) must be provided to Procurement staff who will prepare an addendum. Once approved by the department, Procurement staff will issue the written addendum notifying all bidders of the change(s).

If an addendum containing significant new information is released close to the submission deadline, Procurement staff will consider extending the deadline to allow bidders a reasonable period of time to review and respond to the addendum.

D. RECEIPT OF BIDS

Procurement staff are responsible for opening the bids in accordance with the process established in the solicitation document. Bids must be received in the manner set out in the solicitation document. Physically submitted bids must be time and date stamped and initialed upon receipt, even if received after the submission deadline. Bids and any amendments received must be kept confidential until the submission deadline has passed.

E. REVIEW OF MANDATORY SUBMISSION REQUIREMENTS

- a. Procurement Staff will review all bids to ensure compliance with the mandatory submission requirements. Where no rectification period has been allowed for, bids not meeting the mandatory requirements are disqualified and will not be evaluated further.
- b. If the solicitation document provides for a rectification period, Procurement staff will send any bidder that did not meet a mandatory requirement a rectification notification informing them of the opportunity to meet the requirements. After the rectification period expires, any bidders that failed to meet all mandatory requirements are disqualified and will not be evaluated further. Bids that have satisfied the requirements will be provided to the project lead for evaluation.

Note: A “rectification period” is only applicable if provided for in the solicitation document and must never be included in a legally binding, “Contract A” solicitation document.

F. EVALUATION OF BIDS

The evaluation process must be fair, defensible and transparent and comply with the evaluation methodology disclosed in the solicitation document. The project lead is responsible for establishing the evaluation team and conducting the evaluation. A Procurement representative will serve as an observer and advisor to the evaluation team to ensure that the process and resulting documentation demonstrates the process was conducted fairly and is defensible.

If a subject matter expert is on a selection team, members of the team may defer to the expert’s judgment for the evaluation criteria falling within their area of expertise. For example, the selection team may decide in advance that only the subject matter expert will score certain criteria, or during the consensus meeting, they may defer to the expert’s judgment for certain criteria.

Note: If the solicitation document sets out an evaluation methodology that differs from the foregoing, in whole or in part, the inconsistency will be resolved in favour of the solicitation document. In any event, the outcomes and related justifications for each step in the evaluation process will be documented for each Competitive Process in its purchasing file.

Assessment of Mandatory Technical Requirements

The project lead is responsible for assessing whether the bids satisfy the mandatory technical requirements set out in the solicitation document. Bids not meeting the requirements will be disqualified and must not be evaluated further. Where there is any uncertainty with respect to whether a bid satisfies a mandatory technical requirement, staff must consult with the Procurement representative to determine the appropriate course of action. Where it is clear that a bid fails to satisfy any mandatory technical requirement, the project lead must notify the Procurement Section representative.

The Procurement Section representative is responsible for notifying a bidder that their bid was disqualified. Under no circumstances are staff to communicate directly with bidders regarding the evaluation.

Low Bid Evaluation

In a low bid evaluation process, the contract is awarded to the bidder who submitted the compliant bid with the lowest price. Bids must be reviewed by at least one department representative and at least one Procurement Section representative. They will review the compliant bids together and confirm the lowest submitted price.

Evaluated Criteria (High Score) Evaluation

Where the Solicitation involves evaluation of price and other criteria, the contract is awarded to the highest scoring bidder.

The evaluation team must be selected and approved by the Procurement Section before the bid submission deadline.

The evaluation team will be comprised of not less than 3 individuals for projects greater than \$150,000 and not less than 2 individuals for projects less than \$150,000. Depending on the availability of human resources, the type of Formal Competitive Process, the complexity of the performance specifications and evaluation criteria, and other factors, the Procurement Manager makes decisions regarding changes to the structure or whether an evaluation team is warranted.

An evaluation team should be composed of:

- at least 1 department representative who takes on the project lead role (preferably the representative who was involved in drafting the performance specifications and/or evaluation criteria),
- 1 or more subject matter experts (as appropriate).
- a Procurement Section representative will be included in certain situations (the Procurement Manager will decide if it is necessary)

The Procurement Section representative will oversee the evaluation process and generally not participate as an evaluator.

Prior to commencing the evaluation, team members must sign a conflict of interest and confidentiality declaration.

Once the mandatory requirements are reviewed, the evaluation team should follow these guidelines in evaluating the compliant bids:

- a. Each evaluator should review each bid separately and not compare bids during the preliminary evaluation. Each bid should be evaluated on its own merits and according to the pre-established evaluation criteria and weightings per the solicitation document and staff must only evaluate the materials included in the bidder's bid. Evaluators must support their scores by written comments that demonstrates effectively the strength and weakness of the Proposal. All evaluation notes are potentially subject to public release under access to information legislation and therefore must be fair, defensible and transparent.

- b. If an evaluator believes clarification is needed in respect of information in a bid, they should make a note of it for discussion with the evaluation team. Under no circumstances should an evaluator attempt to communicate directly with a bidder.
- c. Once all evaluators have conducted their individual evaluations, the entire evaluation team should meet to finalize their scores. On a project by project basis, and if deemed necessary by the Manager of Procurement, the Procurement representative may attend the evaluation team meetings to provide support and advise to the team.
- d. The evaluation team must consult with a Procurement representative if they wish to seek clarification from a bidder and prepare a draft of clarification questions for review. If appropriate, the Procurement representative will send the clarification request to the bidder who will provide a response directly to the Purchasing representative. The response will be reviewed and provide to the team, if appropriate.
- e. During the meeting for the finalization of scores, any discrepancies in scoring between the individual evaluators are to be discussed. Evaluators should explain how they arrived at the particular score and support it with the relevant information in the bid. Evaluators may adjust their scores based on these discussions, but should not feel compelled to do so. If there is no consensus among the evaluators, the bidder's score for each of the criteria will be determined by averaging all the scores.
- f. Once the evaluation of non-price factors is completed and the scores are totaled, the evaluation team should factor in the evaluation of price in accordance with the method set out in the solicitation document.
- g. The Procurement representative will serve as an observer and advisor to the evaluation team to ensure that the process and resulting documentation demonstrates that the evaluation process was conducted fairly and is defensible and the written summary recommendation memo will be signed by both the evaluation team lead and the Purchasing representative. All final evaluation documents will be retained in the specific Procurement project file.

If a procurement value requires Council authorization to award, the Procurement Manager will be included as a signatory to the Report to Council.

Interviews and Presentations

Where expressly set out in the solicitation document, interviews and presentations may be utilized during an evaluation process. These should be scheduled in advance to allow bidders the opportunity to prepare, all bidders should be allotted the same amount of time and be provided with the same level of review. The evaluation of interviews and presentations must be consistent with the process set out in the solicitation document.

G. SELECTION OF PREFERRED BIDDER(S)

- a. The evaluation team lead will select the preferred bidder(s) based on the results of the evaluation process in accordance with the solicitation document. The project lead will then tabulate the results in the form of an evaluation summary memo, attach all evaluation worksheets and submit it to the Procurement representative.
- b. The Procurement representative verifies the information and ensures it's in compliance with the solicitation document, the Procurement Policy and the Operational Procurement Procedures.
- c. After the Procurement representative's approval, the project lead obtains the appropriate approval authorization by way of an Approval of Purchase or Council resolution.

Where the competition is intended to result in the prequalification of bidders that will be eligible to participate in a second stage Competitive Process, the project lead is responsible for submitting a recommendation to prequalify the preferred bidders to the Procurement representative for approval, and must obtain such approval prior to the Procurement representative notifying the bidders of the outcome of the pre-qualification process and proceeding with the second stage of the Competitive Process.

Where the competition is intended to result in a qualified supplier roster, the Procurement Section is responsible for establishing the roster.

H. IDENTICAL BIDS

If identical lowest Bids are received (where price was the main or only evaluation criteria), each of which are less than the approved budget and all other criteria are equal (delivery, services, performance, security of supply and price), the successful Bid must be chosen by the drawing of lots. The Procurement Manager will conduct the draw. Approval of an award must comply with the provision of the Procurement Policy and Operational Procurement Procedures.

I. NEGOTIATION OF CONTRACT PROCESS

Where the solicitation document provides for contract negotiations with the preferred bidder, the Project Lead is responsible for conducting the negotiations in accordance with the established protocols of the solicitation document and in consultation with the Procurement representative and, where appropriate, Legal Counsel.

J. CONTRACT PREPARATION

Following receipt of an authorized Approval to Purchase form or Council Resolution, the Procurement representative will:

- a. Notify the successful bidder by way of a Notice of Award;
- b. Prepare the Contract document and coordinate the execution; and
- c. Notify the unsuccessful bidders once the contract is fully executed.

K. CANCELLATION OF COMPETITIVE PROCESS

Where the deadline for submission of bids has passed and bids have been received, a Competitive Process must not be cancelled without the approval of the Procurement Manager, in consultation with Legal Counsel where necessary.

L. DEBRIEFING OF UNSUCCESSFUL PROPONENTS

The Procurement Section will ensure that its notices of Contract awards are accessible by posting the Contract award summary on BC Bid. An unsuccessful proponent is required to submit a request for a debriefing to the Procurement Section within two weeks of the City announcing the Contract award. The Procurement representative will attempt to conduct a debriefing within two weeks of a proponent's request or the signing of the Contract. Depending upon the information the proponent requests, the evaluation team lead may or may not be required to participate in the debriefing process.

Debriefings may be conducted by telephone or in writing, in the City's sole discretion.

So that debriefings are conducted fairly and consistently, the following process will be followed:

- a. Staff will explain the solicitation process. Explanations will include specifications, criteria, evaluation team structure, and approval process.
- b. Only the total Contract value of the successful bidder and the number of bidders will be shared, unit pricing (if submitted) will not be disclosed.
- c. The verbal or written discussion with a proponent will be based only on their Proposal.
- d. Comparisons will not be made between their Proposal and the successful Supplier's Proposal.
- e. Staff will indicate the areas in which the proponent's Proposal was strong and the areas in which it was not strong.
- f. Staff will provide advice concerning how the proponent could improve their future Proposals.

The following information must not be discussed in a debriefing:

- a. Information concerning other bidders and bids as it may relate to confidential, third-party proprietary information that is subject to general common law confidentiality duties and protection under access to information legislation.
- b. Challenges to the procurement process. If a bidder is dissatisfied with the outcome of a competitive process, the Procurement Section should inform them that the next step is to formally challenge the procurement process in accordance with the steps outlined in the supplier complaint process.

CONTRACTING FOR GOODS, SERVICES AND CONSTRUCTION

1. CONTRACTING FOR GOODS, SERVICES AND CONSTRUCTION

Staff must not do or say anything to create a verbal Contract on behalf of the City. Even in situations where a purchase is completed without a written, signed Contract, the purchase must be documented to the extent practicable, in the purchasing file. For example, verbal Quotations must be accepted in writing (e.g. by email) and a written record retained; Supplier invoices (with any terms and conditions attached) must be retained. In no circumstances should an unauthorized employee or agent legally bind the City with only apparent authority.

Contracts must be:

- in writing
- made out in the Supplier's legal name
- approved by the appropriate authority
- signed by all parties
- delivered by all parties prior to the shipment of the Goods or commencement of services /construction.

Exceptions may include: purchases completed by Purchasing Card, or purchases completed by accepting a verbal Quotation.

2. REQUIREMENTS FOR BID OR PERFORMANCE SECURITY

Invitations to Tender procurement with a Total Cost of at least \$100,000 may require that Bids be accompanied by a bid bond as security so that if the Contract is awarded to the Supplier, that Supplier will enter into the Contract. The bid bond's value is not less than 10% of the price on offer.

In lieu of a bid bond a Supplier may be permitted to provide a certified cheque, bank draft or an irrevocable letter of credit in the face value required by the bond.

Invitations to Tender for Construction projects with a Total Cost of at least \$100,000 may require that the selected contractor provide as performance security a Labour and Materials Payment Bond at 50% of the Contract value and/or a Performance Bond at a value of 50% of the Contract value (or a certified cheque, bank draft or irrevocable letter of credit on terms determined by the City to be the equivalent to the bonding requirements otherwise applicable).

Apart from these scenarios, The City's formal Competitive Process and informal Invitation for Quotations typically do not include bid bonds, or other forms of bid security or performance security, except on a case-by-case basis in the discretion of the Procurement Manager. If a question arises regarding advisability of or drafting of bonding requirements, the Procurement Section may consult with the Risk Management Department and Legal Counsel.

3. LENGTH OF CONTRACT, RENEWALS AND EXTENSIONS (OR OTHER AMENDMENTS)

Multi-year Contracts are permitted when the stability of the longer timeframe supports better value to the City. It is acceptable to structure the Term of the original Contract to include an initial term and one or more optional renewal periods, particularly when the time period required for contractual performance is uncertain or relevant factors suggest a multi-phased approach.

However, multi-year Contracts should not be established through ongoing amendments to extend shorter term Contracts, unless planned and included as renewal options at the outset. Annual or multi-year Contract renewals are only allowed when renewals were explicitly included in the original Solicitation document and the contract, and include a limit on the number of renewals.

Refer to Section 175 of the Community Charter for regulatory requirements that apply to Contracts for a term of more than 5 years.

4. RISK MANAGEMENT

Insurance

For Contracts where labour or service are carried out on City property, the Supplier must indemnify the City and provide and maintain their own insurance coverage that is acceptable to the City. This includes, but is not limited to, commercial general liability (with the City added as additional insured), automobile liability for owned and non-owned automobiles, property/all risk and professional liability.

Staff must consult the Procurement Manager if a Supplier requests a change from the standard insurance requirements who may further review it with the Risk Manager.

Suppliers must provide the City with a certificate of insurance that demonstrates the required coverage for all Contracts for services. Certificates will be retained in the applicable purchasing file.

WorkSafeBC

Suppliers are required to provide and maintain WorkSafeBC coverage or approved equivalent for Contracts where labour or service is provided on City property. Prior to start of work, Suppliers will submit proof of compliance with a clearance letter from WorkSafeBC that indicates the Supplier is 'active and in good standing'.

If a Supplier has no WorkSafeBC or approved equivalent coverage:

1. The Supplier will be instructed to contact WorkSafeBC to determine their eligibility for coverage. There are two types of coverage – mandatory and voluntary;
2. If eligible for mandatory coverage, the Supplier must obtain this coverage and provide proof.
3. If eligible for voluntary coverage, the coverage will be obtained and proof provided.
4. If eligible for voluntary coverage, but there are extenuating circumstances, the department requesting the service will discuss the risk level related to hiring the Supplier with the Human Resources Manager who will determine if the City will pay the WorkSafeBC premiums.

5. CONTRACT MANAGEMENT, SUPPLIER PERFORMANCE AND CONTRACT DISPUTE

A. CONTRACT AND SCOPE MANAGEMENT

Contract management is the responsibility of the department that is receiving the deliverables under the Contract. The Procurement Section is not responsible for and should not be involved in the day-to-day management of a department's Contracts.

The scope of each Contract must be managed by the Contract Administrator to ensure that all deliverables are properly received, payments are appropriately made, all timelines are met and any extension options are appropriately exercised.

B. CONTRACT AMENDMENTS AND SCOPE CHANGES

If a Contract change results in a net increase to the Total Cost previously approved, the change must be approved in accordance with the Procurement Authorization set out in Bylaw No. 7711-2021.

C. CONTRACT DISPUTES

All Contract disputes must be managed in accordance with the dispute resolution mechanisms outlined in the Contract. Where a Contract is silent on dispute resolution, the project manager must ensure that disputes are proactively managed and appropriately escalated. Written copies of all communications and correspondence with Suppliers concerning a Contract dispute must be maintained by the Contract Administrator.

D. EARLY TERMINATION

The Procurement Section should be advised of serious performance issues or Contract disputes that may result in early termination of a Contract and must be provided with copies of all performance evaluation documentation. A Contract can only be terminated prior to its expiry date with the involvement of the Procurement Manager and Legal Counsel and in accordance with the terms and conditions outlined in the Contract.

E. RISK OF LEGAL ACTION

Legal Counsel must be promptly advised if a Supplier initiates or threatens legal action against the City at any time throughout the life of the Contract or if there are signs that a Supplier is experiencing financial difficulty (for example, the supplier fails to pay its employees, suppliers or subcontractors)

F. ROLES AND RESPONSIBILITIES

1. Department Head

It is the responsibility of the department head or designate to:

- assign a Contract Administrator to each Contract for deliverables procured;
- provide support and advice to the Contract Administrator as required;
- ensure all Contract Administrators in the department are trained and have knowledge and understanding of applicable policies and protocols and are able to fulfill the role of Contract Administrators as set out in this procedure; and
- monitor and ensure compliance with this procedure.

2. Contract Administrator

It is the responsibility of the Contract Administrator to:

- be familiar with and understand all the terms and conditions of the Contract;
- create a file for the retention of all documentation related to the Contract (see Section G);
- facilitate and maintain a professional working relationship with the Supplier;
- ensure all Contracts are complete, accurate and executed prior to the commencement of any work or deliveries;
- ensure all invoices are complete and accurate prior to approving payment;
- promptly review invoices and ensure approved payments are made according to the payment terms in the Contract;
- track renewal or extension dates and exercise discretion regarding options to renew or extend Contracts;
- anticipate and respond to changes in circumstances that may impact Contract performance, such as: unseasonable weather; labour disruptions; unforeseen site conditions; indications of changes in the supplier's financial stability, etc.;
- meet with the supplier at appropriate intervals to discuss any performance issues or concerns;
- evaluate the supplier's performance and document all related communications;
- consult with the Procurement Section and if applicable Legal Counsel, as necessary, with respect to interpretation of the terms and conditions of the Contract; and
- seek advice from Legal Counsel, as necessary, with respect to compliance issues and Contract disputes.

3. Role of the Procurement Section

It is the responsibility of Procurement Section to:

- provide assistance to the department and Legal Counsel regarding early termination of a Contract;
- advise on options and strategies for maintaining stability and supply of the deliverables in the event of early termination of a Contract; and
- maintain detailed documentation of all communications related to supplier performance.

G. DOCUMENT RETENTION AND PROCUREMENT PROJECT FILE

Documentation should be up-to-date and organized in a way that clearly allows for tracking of the receipt of the expected quantity and quality of the deliverables under the Contract, timelines for delivery dates, performance milestones and performance evaluation dates.

Contract Administrators must retain originals or copies of the following documents and records:

- Authorization of the award of the Contract to the supplier;

- Contracts and all related documentation, including, but not limited to, solicitation documents, the supplier's bid customized agreements (if not retained by the Procurement Section), related drawings, plans, purchase orders, schedules, specifications, etc.;
- Warranties and/or documented certifications, such as ISO ratings, fitness certificates, compliance with electrical safety standards, etc.;
- Insurance certificates, as required by the Contract;
- Surety bonds/other forms of performance guarantees (originals are retained by the Procurement Section);
- Documentation related to the City's Contractor Safety Coordination Program;
- Relevant dates, such as delivery dates (may be as simple as a checkmark beside an expected receipt of goods date, and should be initialed and dated);
- Details of any extenuating circumstances that had an impact on Contract compliance (e.g. extreme weather, labour disputes, power outages, accidents, etc.);
- The date, nature, and outcome (positive or otherwise) of informal performance reviews;
- Bills of lading, work orders, service records, invoices, cheque requisitions, etc.;
- Change orders detailing new terms that have been negotiated into the Contract;
- Notes of all verbal discussions regarding Contract compliance;
- Written communications, performance evaluations and notices to and from the supplier;
- Notes or minutes of any face-to-face and/or site meetings;
- Records of any dispute resolution performance issues and actions taken; and
- Any other relevant communications or documents related to the Contract.

6. CONTINGENCY AND CHANGE ORDERS

A Contingency in a Procurement context refers to funds set aside beyond the set contract amount to provide for costs that cannot be predicted at the initial outset of a project. Contingency allowances provide project managers with discretion to meet a requirement, which is not perfectly defined.

The Contingency value/amount on an Approval to Purchase or in a Council Report (such as when an award is recommended), should be included when obtaining approval and is subject to Authorized Approval Limits.

Additional works may arise during the course of a project that could not be anticipated during the planning process. The Supplier already engaged in the works may be able to better respond to this related work as they have already very recently met City requirements. Other potential bidders may not be able to obtain requisite insurance or bonding in a timely and/or cost effective manner. As a result, the Supplier engaged in the principal works may be asked for a Quotation. This offer may be accepted, provided it is reasonable and good value by the Project Manager and the Procurement Manager and it complies with all Applicable Trade Agreements. Approved budget funds must be available for scope changes as for any other activity of this nature and may require additional spending authorization prior to proceeding with the works.

A Unit Price Contract is a contract in which the contractor provides a specific price for one or more tasks or a partial "segment" or a "block" of the overall work that's required on the project. The owner then agrees to pay the contractor for the units that the contractor uses to complete the project. Unit Price Contracts are valued according to the process established in the Contract documents. As quantities may vary, the Bid is not a fixed sum or ceiling, but, rather, a common basis for comparison among bidders. These Contracts may require a Contingency as the final quantities may be more or less than the original estimate.

CITY ASSETS

1. CITY FACILITIES AND REVENUE-RELATED AGREEMENTS

- A. To operate or maintain real property (i.e. land, buildings) and/or Assets owned or controlled by the City (collectively, “City Facilities”), the City may procure the Services of a Supplier. Alternatively, the City may decide to enter an agreement to lease-out, license-out or otherwise assign City Facilities to a third party and allow the third party to operate and/or maintain the City Facilities on a profit-loss (or break-even) basis, without any significant payment obligations or financial commitments by the City to the third party; rather, payments are typically made by members of the public or other entities directly to the third party, and revenue or profit may be shared with the City under the applicable agreement (“Revenue-Related Agreement”).
- B. Whether or not payments to the City by the third party are required, a Revenue-Related Agreement is not considered a “Procurement” as defined under the Procurement Policy, or under these Procedures.
- C. The Procurement Section receives information concerning a department’s intent to enter a Revenue-Related Agreement and may recommend specific Operational Procurement Procedures that should be followed (e.g. A formal Competitive Process; informal Invitation to Quote) as an option, but not as an obligation in relation to that Revenue-Related Agreement.
- D. For each potential Revenue-Related Agreement, the department prepares a project plan that reflects or refers to any recommendations of the Procurement Section. The department must not begin implementing the project plan until it has been approved by the applicable General Manager. Likewise, the terms of the final form of Revenue-Related Agreement are subject to the prior approval of the applicable General Manager.
- E. Each Revenue-Related Agreement must be approved and signed by the applicable General Manager.

OTHER INFORMATION

1. STANDARD FORMATS AND TEMPLATES

Wherever possible, it is important to use the standard City formats and templates for competitive solicitations documents which are available from the Procurement Section. Changes to the standard formats require approval of the Procurement Section (who may seek advice from Legal Counsel).

2. SUPPLIER PERFORMANCE EVALUATION

Suppliers providing strategic services should be considered for performance evaluation to document particularly good performance and a real value, or were problematic in some form. The information will be used to ensure contract compliance, to supplement a subsequent prequalification process or to justify an award where it can be demonstrated that such records are part of the evaluation process and criteria.

The City's project lead or Contract Administrator should complete a Supplier Performance evaluation at the end of the project or contract term for services. This evaluation creates a documented performance record for the Supplier. This information should be informally discussed with the Supplier so they understand how they were successful or what improvements should be made.

Refer to the Supplier Performance Evaluation form which may be modified to match the criteria that is measured to determine success. The department responsible for a Procurement will maintain records of Supplier Performance Evaluations.

3. CONTRACT AND AGREEMENTS REGISTRY

To make information on all contracts and agreements that the City enters into accessible to the public, each department is responsible for entering, at the earliest opportunity, any obligation to pay or receive of a value that is \$20,000 or greater for an individual purchase or an annual value. This includes all contracts or agreements for individual purchases or annual or multi-year contracts.

Refer to the Contract and Agreements Registry Operational Procedures for instructions when entering information in the database.

4. COMPLIANCE MONITORING AND REPORTING

A. COMPLIANCE MONITORING

Department heads are required to monitor and address non-compliance Bylaw No. 7711-2021, Procurement Policy No. 5.45 and these Operational Procurement Procedures in their departments. Where instances of non-compliance are identified, the department head is expected to notify the Procurement Manager to obtain advice with respect to mitigating potential risks to the City arising from the non-compliance.

The Procurement Manager is responsible for monitoring compliance across the organization. Based on the results of compliance monitoring, reports outlining instances of non-compliance may be issued by the Procurement Manager to the relevant department head. The department head must address

the identified compliance concerns and submit a written confirmation of actions taken to the Procurement Manager. Ongoing concerns with respect to compliance will be subject to internal audit.

B. AUDIT

All Procurement activities will be subject to audit by the Finance Department and external audit.

5. UNSOLICITED PROPOSALS

Unsolicited proposals received by the City will be reviewed by City staff in the applicable department. Any purchasing activity resulting from an unsolicited proposal must comply with the provisions of the Procurement Policy and these Operational Procurement Procedures and Applicable Trade Agreements.

6. GUIDANCE ON THE USE OF SUB-CONTRACTORS

The extent to which sub-contractors and sub-consultants may be used by Suppliers, and related terms and conditions (e.g. regarding evaluations; substitutions; insurance), should be set out in the applicable Solicitation documents and/or Contract documents.

7. COMPLIANCE WITH COMPETITIVE BID LAWS, TRADE AGREEMENTS, AND OTHER OBLIGATIONS

Employees are accountable to ensure that purchases are properly budgeted and authorized for in the financial plan, and comply with applicable bylaws, policies, and procedures, as well as any applicable provincial and federal legislation and regulations.

8. DOCUMENT CREATION AND RETENTION

All steps in the Procurement process should be recorded in writing to the extent practicable, and the documentation retained for seven years following expiry of the Contract, and in accordance with the City's policies and procedures on document retention.

Proper documentation should be maintained for all stages of the Procurement process. It is critical that staff be able to demonstrate compliance with Bylaw No. 7711-2021, Procurement Policy No. 5.45, these Operational Procurement Procedures, and other obligations.

A. ACCESS TO INFORMATION

The maintenance, release and management of all Procurement records must be in accordance with the City's Records Management Manual & Classification and Retention Schedule. The City is subject to BC's Freedom of Information and Protection of Privacy Act, therefore Procurement decisions may be subject to public scrutiny from time to time. All departments must cooperate with the Legal & Legislative Services Department in connection with any requests for access to purchasing related documents.

B. CONFIDENTIALITY

The City must ensure that Proponent and Supplier information submitted in confidence as part of a Procurement is adequately protected. All departments must ensure that all Bids and Contracts are kept in a secure location and only accessible by individuals directly involved with the Procurement project.

The maintenance, release and management of all Procurement records must be in accordance with City internal policies and procedures on document management.

C. PURCHASING RECORD KEEPING

The Procurement Section is responsible for ensuring that all documentation relating to the Procurement project is properly filed. The following are the minimum requirements of what should be kept in each Purchasing project file:

- Original copies of all final competition documents;
- Correspondence related to the project plan, together with evidence of all necessary conditional approvals;
- If using an Invitational process, evidence of quotations obtained from Suppliers (e.g. copies of emails, written submissions, evaluations);
- Records of any communications with Bidders or potential Bidders;
- Copies of all addenda;
- Copies of all original Bids received from Bidders;
- All records of evaluation processes, including evaluator notes, comments and final scores;
- Copy of the final evaluation summary memo together with all required approvals;
- Legal reviews and opinions (if applicable);
- Original signed Contract (except as required by Clerks);
- Original Bonds (secured by Finance);
- Certificate of Insurance, WorkSafeBC Clearance Letter; and
- Copies of debriefing or Proponent dispute requests and outcomes.

If the department conducts its own informal competition, or approved Exemption the Purchasing project file is to reside and be maintained by the department.

9. NON-DISCLOSURE AGREEMENTS

If it is anticipated that the City may disclose confidential information to the other party in the course of a Procurement, then a Non-Disclosure Agreement must be signed and delivered by all parties prior to the disclosure of confidential information by the City to a Supplier. If the City and a Supplier will not be exchanging confidential information until after a Contract is signed, including confidentiality provisions within the Contract may suffice.

Certain kinds of City confidential information may not be disclosed by employees to third parties, even with proper documentation in place. Refer to the Purchasing Manager for details.

10. VARIANCE FROM THE OPERATIONAL PROCUREMENT PROCEDURES

An approved statement of variance is required when City staff wishes to deviate from the Operational Procurement Procedures. For greater certainty, making use of an Exemption to a required method of Procurement does not represent a deviation, as long as supporting circumstances are documented. It is

an example of a deviation to proceed with a Procurement as if an Exemption applies when circumstances supporting the use of an Exemption are absent.

The statement of variance will be completed by the employee proposing the deviation, and is subject to the approval of the Purchasing Manager, the appropriate General Manager and the Chief Administrative Officer prior to deviating from the Procurement Policy and these Operational Procurement Procedures. The approved statement of variance should be retained in the Purchasing file.

DRAFT

Appendix A - Minimum Requirements for a Formal Competitive Process

This information outlines the minimum requirements for a Formal Competitive Process (and Related Notices) under Applicable Trade Agreements.

Minimum Requirements for a Formal Competitive Process documents issued under Complex/High Value Purchase:

- In the solicitation document, the City shall clearly identify the requirements of the purchase (e.g. performance specifications), the criteria to be used in the evaluation of submissions and the methods of weighting and evaluating the criteria.
- The City shall, where appropriate and to the extent practicable, specify performance specifications and evaluation criteria in terms of results, performance and/or competence.
- The City may, in evaluating submissions, take into account the price, quality, quantity, delivery, servicing, capacity of the Supplier to meet the requirements of the purchase and any other criteria that are Non-Discriminatory.
- The City shall ensure that its needs are met through a fair acquisition process that is based on the highest degree of competition, efficiency and effectiveness.

In relation to Request for Qualifications "RFQ" issued:

- If a RFQ is used to establish a short-list of Suppliers as a preliminary step in advance of an ITT or RFP, then the RFQ and ITT/RFP, read together, shall meet the minimum requirements above.
- If the RFQ is used to establish a permanent or time-limited source list to make subsequent purchases without an ITT or RFP, then the RFQ read alone shall meet the minimum requirements above.

Minimum Information for a Notice regarding a Formal Competitive Process Document:

If a notice for a Formal Competitive solicitation document is posted to BC Bid (as opposed to the Formal Competitive solicitation document itself), the notice shall include the following information:

- i. a brief description of the purchase contemplated;
- ii. where the information and documents can be obtained;
- iii. the conditions (if any) for obtaining the documents;
- iv. where the submissions are to be sent;
- v. the date and time limit for submitting submissions;
- vi. the time and place of opening the submissions in the event of a public opening; and
- vii. a statement that the purchase is subject to the New West Partnership Trade Agreement, the Canadian Free Trade Agreement, or the Comprehensive Economic Trade Agreement (as applicable).

Appendix B – Discriminatory Practices

The following discriminatory procurement practices are not allowed. These include, but are not limited to:

- a. Qualification procedures that discriminate between Suppliers by province of origin, i.e. registration requirements and restrictions in a Formal Competitive Process based upon the location of a Supplier and its subcontractors, or the place where the Goods or Services are produced;
- b. Biasing of specifications in favour of, or against, a particular good or service for the purpose of circumventing the Operational Procurement Procedures;
- c. Determining the timing of opening of submissions and closing dates for submissions so as to prevent qualified Suppliers from making submissions;
- d. Specifications in which the quantities and delivery schedules are of a scale and frequency that may reasonably be judged as deliberately designed to prevent qualified Suppliers from meeting the requirements of the purchase;
- e. The division of required quantities or the diversion of budgetary funds to subsidiary agencies in a manner designed to circumvent the Operational Procurement Procedures;
- f. The consideration, in evaluating submissions, of provincial content or economic benefits that favour a Supplier or good of one area of Canada over another;
- g. Giving preference to selected submissions after submissions have been submitted and without any mention of the intended preference in the Formal Competitive Process;
- h. The use of price discounts or preferential margins to favour Suppliers of one area of Canada over another;
- i. The unjustifiable exclusion of a qualified Supplier from submitting; and
- j. The requirement that a construction contractor or subcontractor use workers, materials or Suppliers of materials originating from the area of Canada where the work is being carried out.

Appendix C – Exemptions: Circumstances for Direct Awards

The following Exemptions are set out under Applicable Trade Agreements to justify the Direct Award of a Contract, regardless of procurement value, provided these procurement procedures are not used by the City to avoid competition, discriminate between Suppliers, or protect its Suppliers:

1. **Only One Supplier.** A Procurement where it can be demonstrated that only one Supplier is able to meet the requirements of the Procurement, provided that circumstances listed in Appendix D are applicable.

Commentary: A notice of intent to award to a Supplier need not be posted on BC Bid in order to demonstrate that no other Suppliers are able to meet the City's requirements. It may be sufficient to complete an appropriate level of market research, and document the results of that market research in the purchasing project file. The initiator and approver of the Procurement must both be satisfied that there are no other Suppliers able to meet the requirements.

2. **Unforeseeable Urgency.** A Procurement where an unforeseeable situation of urgency or emergency arises and the Goods, Services or Construction could not be obtained in time through a Competitive Process.

Commentary: This is a situation where there is an urgent or emergent need for the Procurement, without which there would be significant operational issues, security of the City's interests, or potential injury, loss of life and/or loss of or damage to property or the environment. The preparation, documentation and analysis aspect of the Operational Procurement Procedures and Authority for Procurement transactions may not be possible. Oral authorization will be acceptable as described in the Procurement Policy. All normal documentation and reporting, including a direct Contract award report, complete with signed authorizations, is to be completed as soon as possible. Emergency purchases that cannot be accommodated within the Financial Plan will be authorized by the department Head and reported to Council at a regular council meeting as soon as practical following the expenditure. Council must amend the Financial Plan to include the expenditure and identify a funding source. Unforeseeable Urgency does not include situations where insufficient time was allowed for the normal process to occur, or where there was a lack of planning for the Procurement.

3. **Confidential Acquisition.** A Procurement of a confidential or privileged nature are to be purchased and the disclosure through an open solicitation could reasonably be expected to compromise City confidentiality, result in the waiver of privilege, cause economic disruption or otherwise be contrary to the public interest.

Commentary: In situations where maintaining information as confidential is a concern, consider whether requiring Suppliers to sign Non-Disclosure Agreements (NDA) early in the process can offer sufficient protection. If the Procurement itself must remain secret for the reasons set out above, or if particular information is confidential and an NDA offers insufficient protection, consider making use of this Exemption.

4. **Contrary Laws.** A Procurement where competition is precluded due to the application of any federal or provincial legislation or regulations.

Appendix D – Additional Exemptions: Circumstances for “Only One Supplier” Purchase

The following are the circumstances for the purposes of the “Only One Supplier” Exemption:

- a. to ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licenses, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative;
- b. where there is an absence of competition for technical reasons and the Goods or Services can be supplied only by a particular Supplier and no alternative or substitute exists;
- c. for the purchase of Goods, Services or Construction the supply of which is controlled by a Supplier that is a statutory monopoly;
- d. for the purchase of Goods on a commodity market;
- e. for work to be performed on or about a leased building or portions thereof that may be performed only by the lessor;
- f. for work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work;
- g. for a Contract to be awarded to the winner of a design contest;
- h. for the purchase of a prototype of a first good or service to be developed in the course of and for a particular Contract for research, experiment, study or original development, but not for any subsequent purchases; and
- i. for the purchase of Goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases.

Refer to the Applicable Trade Agreements for additional Exemptions.

Appendix E – Definitions

“Applicable Trade Agreements” means NWPTA, CFTA, CETA and any similar domestic and international trade agreements that come into force from time to time to the extent applicable by their own terms to municipalities in British Columbia, and includes amendments to those agreements;

“Assets” includes without limitation supplies, equipment, furniture, fixtures, machinery, IT Assets and vehicles, but does not include real property;

“Authorized Staff” means the person responsible and authorized to Purchase Goods and Services within the authorized limits as set in this policy;

“Best Value” means the optimal combination of, Total Cost, performance, qualifications, and factors related to sustainability, as determined in accordance with specific criteria and weighting for each criterion established by the City for the applicable Purchase;

“Bid” includes a written formal submission in response to a Competitive Process inviting the supply of Goods, Services and Construction;

“CETA” means the Comprehensive Economic and Trade Agreement entered into by the Government of Canada and the European Union (EU) to the extent applicable by its own terms to municipalities in British Columbia, and includes amendments to that Agreement;

“CFTA” means the Canadian Free Trade Agreement entered into by the governments of Canada, the Provinces of Canada, the Northwest Territories and Yukon to the extent applicable by its own terms to municipalities in British Columbia, and includes amendments to that Agreement. CFTA establishes general rules regarding open and non-discriminatory access to Procurements, exemptions to those general rules, and other Procurement procedures that apply to the City;

“City” means the municipality of the City of Maple Ridge;

“Change Order” means a Contract amendment changing the Construction or Services provided under the Original Contract, including but not limited to specifications, scope, schedule or price;

“Chief Administrative Officer” means the person holding the position of the City Chief Administrative Officer, or their designate;

“Contingency” Contingency allowances provide project managers with discretion to meet a requirement that is not perfectly defined;

“Competitive Process” means a fair and open competition based on functional and generic specifications;

“Construction” means a construction, reconstruction, demolition, repair or renovation of a building, structural or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products, materials, equipment and machinery if included in and incidental to the construction, but does not include professional consulting Services related to the construction Contract unless they are included in the Procurement;

“Contract” means an agreement in writing or verbal commitment between the City and one or more parties which create obligations that are enforceable or otherwise recognizable at law;

“Council” means the elected Council of the City;

“Deputy” means means an Employee of the City holding a position as a Deputy Fire Chief, Corporate Controller, or Deputy Corporate Officer or their designate;

“Direct Award” means a Supplier is invited by the City to negotiate and/or sign a Contract for Goods or Services, without going through a Competitive Process. A Direct Award can be a Low Value Purchase, Sole Source or Single Source, but a competition is not required;

“Director” means an Employee of the City holding a position as a Director of a City department, Municipal Engineer, Chief Building Officer, Chief Financial Officer, Chief Information Officer, or Fire Chief, or their designate;

“Dispose” or **“Disposition”** means to transfer by any method including assign, give, sell, grant, charge, convey, Lease, divest, dedicate, release, exchange, alienate or agree to do any of those things;

“Employee” means an Employee of the City of Maple Ridge;

“Emergency Purchase” is a Purchase made due to an unexpected and urgent request which may affect the health, safety, environment, life and or property, or the welfare of the public;

“Executive Director” means an Employee of the City holding a position as an Executive Director of a City department or their designate;

“Financial Plan” means the Financial Plan Bylaw as adopted by Council;

“Formal Competitive Process” means a public Procurement process that is competitive, open, transparent, non-discriminatory and compliant with the requirements of the Applicable Trade Agreements;

“General Manager” means an Employee of the City holding a position as a General Manager of a City division or their designate;

“Goods and Services” includes without limitation, Construction, supplies, equipment, furniture, fixtures, machinery, IT Assets, vehicles, insurance, Employee benefits, labour and materials, maintenance, services, but does not include real property;

“IT Assets” means personal computers, computer servers, fax machines, cellular telephones and other handheld devices, printers, scanners, copiers and other multi-functional information technology equipment, together with any power supplies, storage media, user manuals, operating systems, software, firmware, peripherals and documentation relating to or incorporated within any of the foregoing items;

“Joint Procurement Venture” means a group of two or more public entities which combines the purchasing requirements and activities into one joint Purchase process;

“Lease” means a Contract by which the City is granted the use and possession of personal property for a specified period of time in exchange for payment of a stipulated price (including a price of \$0);

“Life cycle” costs include operation, repair, staff, and disposition costs rather than just the initial invoice price;

“Manager” means an Employee of the City holding a position as a Manager, Superintendent, or Assistant Chief of a City section or their designate;

“Manager of Procurement” means the person holding the position of Manager of Procurement, or their designate;

“NWPTA” means the New West Partnership Trade Agreement entered into by the governments of British Columbia, Alberta and Saskatchewan to the extent applicable by its own terms to municipalities in British Columbia, and includes amendments to that Agreement. In some respects, NWPTA establishes more stringent

general rules than CFTA regarding open and non-discriminatory access to Procurements, and narrows or eliminates certain exemptions otherwise available under CFTA to the general rules;

“**Officer**” means a person appointed the position of Officer by way of a City Bylaw;

“**Procurement**” means the acquisition by any means, including by Purchase, rental, Lease or conditional sale, of Goods, Services and Construction;

“**Proponent**” means a Supplier that submits a response to a competitive bid;

“**Purchase**” means the acquisition by any means, including by purchase, Contract rental, Lease or otherwise of Goods, Services and Construction by the City, but does not include: (a) any form of City assistance such as grants or loans; or (b) provision by the City of Goods and Services to other persons or entities;

“**Purchasing Card**” means the corporate credit card issued to an Employee for the purposes of purchasing and paying for small dollar transactions within their established authority;

“**Operational Procurement Procedures**” are the procedures governing the Purchase by the City of Goods and Services approved by the Chief Administrative Officer, and includes amendments thereto;

“**Quotation**” or “**Quote**” means a verbal or written submission from a Supplier in response to an Invitation to Quote;

“**Services**” useful labours that do not produce a tangible commodity;

“**Service Provider**” means the company/person that is hired under an Agreement or Contract to provide Services;

“**Single Source**” - A Contract directly awarded to a supplier, without a Competitive Process, where other potential suppliers may be available;

“**Sole Source**” - A Contract directly awarded to or negotiated with a sole supplier, without a Competitive Process;

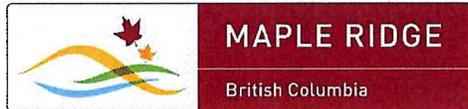
“**Supplier**” means a company which supplies Goods and Services to another company;

“**Supplier Performance**” Measurable indicators that can be tracked to assess predetermined Contract performance goals and can include subjective evaluations of the supplier by staff during the term of a Contract;

“**Term**” means:

- i. in the case of a Contract for a Purchase, the initial term of the Contract, not including any optional renewal term; and
- ii. in the case of an optional renewal or unforeseen extension of a Contract for a Purchase, the renewal term or extension period of the Contract, not including the preceding periods; and

“**Total Cost**” means the sum of all costs, including all contingencies and applicable taxes (except credits against such costs, such as trade-in values on existing Assets, and amounts subject to City recovery, refund or rebate under applicable sales tax legislation) that are to be paid by the City during the Term for a Purchase of Goods and Services.



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CITY OF MAPLE RIDGE

TO: His Worship Mayor Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: 2020 Consolidated Financial Statements

MEETING DATE: May 4, 2021
FILE NO: 05-1830-20
MEETING: CoW

EXECUTIVE SUMMARY:

The purpose of this report is to communicate the financial results for the City of Maple Ridge's 2020 fiscal year. Each year, staff undertake a number of processes to review and refine the data that feeds into the City's Financial Statements; and, from time to time corrections are needed to previously reported results. In 2020, these processes identified that some data corrections were required which has resulted in a restatement of 2019 results.

Financial reporting in local government serves to communicate the fiscal health and well-being of a community. In 2020, the City's operations were impacted by the ongoing pandemic but overall results for the year remain positive. Our Net Financial Position increased by \$11.1 million to \$124.2 million and our Accumulated Surplus increased by \$54.2 million to \$1.263 billion.

The 2020 Financial Statements have been prepared using the accounting standards and reporting model mandated by the Public Sector Accounting Board (PSAB). BDO Canada LLP has conducted an audit of the Financial Statements and they will form an integral part of the 2020 Annual Report. In order to satisfy current audit rules, Council must approve the Financial Statements before BDO can issue their final audit opinion. The audit report will be "unqualified". This is the highest form of assurance an auditor can provide and indicates the Statements are free of material misstatements and that readers can rely on them for decision making purposes.

RECOMMENDATION:

That the 2020 Consolidated Financial Statements be approved.

DISCUSSION:

Financial reporting in local government serves to communicate the fiscal health and well-being of a community and there are two main documents that accomplish this: the **Financial Plan** and the **Financial Statements**, each with very different objectives.

The **Financial Plan** is a forward-looking document that sets out the City's planned expenditures and transfers to Reserves for the next five years, and also identifies how those expenditures and transfers will be funded. The *Community Charter* requires that municipalities prepare a "balanced budget". This means that the total of any proposed expenditures or transfers to Reserves must not exceed the total of proposed revenues or transfers from Reserves. In simple terms, the Financial Plan answers the question: "What are we going to do and how are we going to pay for it?"

In contrast, the **Financial Statements** are a retrospective document that looks at the year that has just ended, comparing our actual financial performance in the year to the activities identified in the Financial Plan. The *Community Charter* requires municipalities to prepare the Financial Statements in accordance with generally accepted accounting principles for local governments. In Canada, those principles are set by the Public Sector Accounting Board (PSAB). The objective of a municipality's Financial Statements is to report on its financial condition at a point in time and its financial performance for the year.

The differing objectives of the Financial Plan and the Financial Statements, combined with the different rules guiding their preparation, can easily result in confusion when trying to compare the two documents. For example, the Financial Plan treats transfers to and from Reserves as transactions, while the Financial Statements, at the consolidated level, ignore transfers as they take place within the corporate entity. It is important to keep the different rules and objectives in mind as we look at financial results for 2020.

The 2020 Consolidated Financial Statements present the City's results of operations during the year and the financial position as at December 31, 2020. Financial performance is compared to the Financial Plan adopted in May of 2020 as this was the plan used to set property taxation rates, and to prior year results, as restated. The transactions included in the Financial Statements are those that took place between the City and outside parties. Internal transactions, such as transfers between Reserves, which are important for financial planning purposes, have been eliminated.

The City's auditors, BDO Canada LLP, have conducted an audit of the Statements and, pending Council's acceptance of the statements, will finalize their audit report. The audit report will be "unqualified". This is the highest form of assurance an auditor can provide and indicates the Statements are free of material misstatements and that readers can rely on them for decision making purposes.

There are a number of key terms in the Financial Statements that are important to be familiar with before drawing any conclusions about the 2020 results:

- **Net Financial Position:** provides a snapshot of where the City stood financially in terms of the resources it held and the amounts it owed at December 31, 2020. It is the difference between our financial assets and our liabilities and is considered an indicator of financial flexibility. If Net Financial Position is negative, it is referred to as Net Debt and indicates that revenues that will be collected in the future are needed to pay for liabilities that already exist. If it is positive, it is referred to as Net Financial Assets and may indicate a greater degree of flexibility.
- **Accumulated Surplus:** is the total of all the City's assets, both financial and non-financial, less our liabilities. It represents the net economic resources available for service provision. The largest element of this number is the value of our tangible capital assets, the physical assets used in day-to-day service provision, meaning the Accumulated Surplus balance does not represent a source of cash available to finance our day-to-day operations.
- **Annual Surplus:** is the difference between annual revenues and expenses, as reported on the Statement of Operations. It is important to keep in mind that items included in revenue do not necessarily represent cash received during the year. For example, the value of contributed tangible capital assets is reported as a revenue, but does not represent cash the City received. On the expense side, only the annual cost of using those assets is recognized through amortization. The amounts expended for capital investment or renewal is not included, nor is the value of infrastructure contributed to the City through development. This accounting requirement results in a large reported Annual Surplus, but does not represent a cash surplus.

The City's Financial Statements are comprised of the following:

- Statement of Financial Position
- Statement of Operations
- Statement of Change in Net Financial Assets
- Statement of Cash Flow
- Significant Accounting Policies
- Notes to the Financial Statements
- Segment Report
- Supporting Schedules 1-7

The Notes to the Financial Statements provide additional information for the items found on the Statement of Financial Position and the Statement of Operations and are referenced on each of these statements. Of note, Schedule 7 is a new addition to the financial statements and meets the Provincial requirement to provide information regarding the use of the BC Safe Restart funding received by the City. Once that funding is fully utilized, it will no longer form a part of the City's Financial Statements.

A discussion of the Financial Statements follows:

Statement of Financial Position

The Statement of Financial Position provides information about the City's assets, both financial and non-financial, and its liabilities. One of the key indicators on this statement is the Net Financial Position. As noted above, it is calculated by subtracting our liabilities from our financial assets and is one piece of information available to assess the City's financial flexibility. At the end of 2020, the City had Net Financial Assets of \$124.2 million, an increase of \$11.1 million from 2019.

The other key indicator that appears on this Statement is Accumulated Surplus. As noted above, this is the total of all of our assets, both financial and non-financial, less our liabilities. This number represents the net economic resources available for service provision. The bulk of this number comes from the value of our tangible capital assets, meaning it does not represent cash that can be spent to support our operations. At the end of 2020, the City's Accumulated Surplus was \$1.263 billion compared to \$1.209 billion, as restated, for 2019. Of this amount, \$1.122 billion is the book value of the City's tangible capital assets, compared to \$1.079 billion in 2019.

Key items to note on the Statement of Financial Position:

- 2019 results were restated for two separate items. 1). To recognize certain benefit payments held by the service provider and available to use against future claims. This resulted in an increase to accounts receivable of approximately \$775 thousand and an equivalent increase in net financial assets. 2). To reflect new information about the City's inventory of tangible capital assets, resulting in a reduction of \$14.6 million dollars, an amount equal to approximately 1% of the total value. These two items resulted in a reduction of previously reported Accumulated Surplus of \$13.8 million.
- Combined cash and cash equivalents, and portfolio investments decreased by \$7 million. This is linked to a reduction in liabilities such as accounts payable and accrued liabilities, refundable deposits and debt.
- Accounts receivable and recoverable local improvements decreased by \$3.1 million.
- Debt decreased by \$2.6 million due to the scheduled repayment of debt, most of which relates to our Town Centre facilities.
- Accounts payable and accrued liabilities decreased by \$7.5 million

Statement of Operations

The Statement of Operations reports the City's revenues and expenses for the year. The difference between revenues and expenses is referred to as the Annual Surplus if positive, or the Annual Deficit if negative. It is important to note that accounting rules require us to include, in revenues items, such items as the value of infrastructure contributed to the City through development, but on the expense side we include only the cost of using those assets through amortization, not the value of the assets received. As such, this results in a reported Annual Surplus that does not represent a cash surplus. In 2020, the City recorded contributed infrastructure with a value of \$21 million. This amount was recognized as revenue. On the expense side, the amortization recorded for these assets was approximately \$170 thousand. The City's Annual Surplus was \$54.2 million and approximately 40% of that amount comes from the transactions associated with contributed assets received during the year and, as noted previously, there is no cash received by the City related to these assets.

As noted earlier in this Report, when the Financial Plan is prepared, we ensure that all planned sources of funding are equal to all planned uses of funding. This is referred to as a "Balanced Budget". Not all of the elements that result in a Balanced Budget are included in the Statement of Operations. Some Financial Plan transactions, such as transfers to and from Reserves, are eliminated from the summary Financial Statements as they are internal transactions; other items are not included as they do not meet the definition of an expense. For example, our planned investment in tangible capital assets will result in an expenditure of resources, but not an expense. The annual cost of using our tangible capital assets, recorded as amortization, is an expense and is included on this Statement. A reconciliation between the Financial Plan and the Financial Statements is shown in Note 19 to the Financial Statements.

The restatement of previously reported results for 2019 led to a reduction of \$8.8 million in revenues an increase in expenses of \$4 thousandthousand and a corresponding reduction to previously reported Annual Surplus. As discussed above, the revenue associated with contributed tangible capital assets is a revenue for accounting purposes only and does not represent cash.

The following discusses the Statement of Operations:

Consolidated Revenues: Actual \$188.7 million; Budget \$222.8 million

Not all monies the City receives are recorded as revenues at the time of receipt. Monies, such as Development Cost Charges, that are collected for specific capital works are recorded as a liability when received. When we budget for the capital expenditures that are funded from these sources we also budget to record the revenue, which results in a draw down of the liability. If capital expenditures do not occur, no revenue is recognized and the funds remain on hand, recorded as a liability.

In 2020, consolidated revenues were below budget by \$34.1 million. This is comprised of variances in a number of categories, particularly those related to capital. The following highlights some of the key variances:

- User fees and other revenues missed budget estimates by \$1.7 million. As discussed in the preliminary update provided to Council on March 9, 2021, this comes from a combination of building permit revenues exceeding financial plan targets by approximately \$400K and recreation revenues missing targets by approximately \$2.1 million, due to the operational impacts of the ongoing pandemic.
- Government Transfers (grants) revenues were below budget estimates by \$1.96 million. Reported results include a BC Safe Restart grant of \$6.4 million without which results would have missed financial plan targets by approximately \$8.4 million, mainly due to timing

differences between budget and actual expenditures, as well as, project start times being deferred pending outcomes of grant applications.

- Development revenues below budget estimates by \$30.3 million, due in large part to factors such as DCC liabilities not being drawn down to fund the related work.
- Interest income greater than budget estimates by \$2.9 million.
- Gaming revenues below budget estimates by \$1.4 million due to the extended closure of the local gaming facility.
- Asset disposals before the end of their estimated useful life resulted in a reported loss of \$3 million. This is an accounting entry associated with the disposal or replacement of the City's tangible capital assets before the end of their estimated useful service life and does not represent a cash loss.
- Developer contributed assets greater than budget estimates by \$1 million.

As noted above, revenues below budget estimates for development revenues do not represent a cash shortfall as the related expenditures did not occur. Similarly, the revenue amount recorded for contributed assets does not represent a cash windfall as this number represents the value of assets received, not a payment received by the City.

Consolidated Expenses – Actual \$134.5 million; Budget \$154.7 million

Expenses are comprised of general operating expenses for goods and services, labour, interest on debt and amortization of our tangible capital assets. The actual cash expended to invest in the replacement or acquisition of assets is not reflected on this Statement.

In 2020, consolidated expenses were below budget by \$20.1 million. Some key items contributing to this result include:

- Approximately \$1 million in interest costs related to authorized borrowing that had not been entered into as at December 31.
- \$2.8 million from the RCMP contract.
- Approximately \$7.4 million in projects scheduled for 2020 that will proceed in 2021
- Savings of approximately \$5.2 million on labour costs, due in part to extended facility closures related to the pandemic, a higher than normal number of vacancies throughout the organization and ongoing recruitment challenges.
- Approximately \$3 million in additional savings from Parks Recreation & Culture.
- Costs for water purchases approximately \$0.5 million less than Financial Plan estimates

Statement of Change in Net Financial Assets

The change in Net Financial Position in a year is explained by the difference between revenues and expenditures. If we recognize more revenue than we expend, then the net financial position will increase; if less, then it will decrease. In 2020, the City's financial position increased by \$11.1 million to \$124.2 million. It is important to keep in mind that as part of the City's long-term financial planning processes, we may collect revenues over time to build capacity for future expenditures. This practice will increase the City's financial assets, and the net financial position, until the related expenditures occur.

Statement of Cash Flow

The Statement of Cash Flow explains the change in the balance of cash and cash equivalents for the year, showing the impact of various types of transactions on the balance. For example, the statement shows that \$36.28 million was generated from operating activities and that \$48.42 million was used for capital activities.

Segment Report

The Segment Report enhances the information found on the Consolidated Statement of Operations. The information is laid out in the same manner, but provides a greater level of detail. City services have been segmented by grouping activities by function, as directed by PSAB. For example, protection of the public is achieved by activities such as bylaw enforcement and inspection services, in addition to police and fire fighting services, so all of these activities are reported as part of the Protective Services segment. Revenues that are directly related to the costs of a function have been reported in each segment, including revenues related to capital investment. Expenses are broken down into the categories of goods and services, labour, debt servicing, and amortization. The Segment Report allows us to see how much each segment contributes to the Annual Surplus before considering allocations of taxes and other municipal resources. As described earlier, Annual Surplus is the difference between annual revenues and expenses.

The following table shows the departments included in each segment:

Reporting Segments						
General Gov't	Protective Svc	Parks Recreation & Cultural	Planning; Public Health & Other	Transportation	Water	Sewer
Administration	Police	Parks	Planning	Engineering	Water	Sewer
Legal & Legislative	Fire	Leisure Svc	Recycling	Operations		
Economic Dev	Bylaws	Youth Svc	Cemetery	Drainage		
Communications	Inspection Svc	Arts	Social Planning	Roads		
Finance	Emergency Svc	Library				
Human Resources						
Information Svc						
Purchasing						

The above discussion focuses on the Consolidated Financial Statements, and, as noted, consists of transactions only with outside parties; internal transactions, such as transfers, are not included.

The following section of the report looks at some areas of our organization in isolation, particularly the General Revenue Fund and the Sewer and Water Utilities. While the Financial Statements do not show each of these elements in isolation, aggregated information is shown on Schedules 1 to the Consolidated Financial Statements.

In 2020, Council began receiving quarterly reports, providing financial updates on the City's operating funds, with preliminary results for the year presented on March 9, 2021. As indicated at the time of the presentation, final results for the year differed from those presented. The following provides a summary update of the information provided in March, further separated into our General Revenue Fund and the Sewer and Water Utilities.

General Revenue

The majority of the City's diverse day-to-day operations fall within the General Revenue fund and includes activities ranging from the development of plans to guide the community's future, to maintaining infrastructure such as roads to all the activities integral to the delivery of Council's Strategic Plan. The majority of the impact of COVID-19 was experienced within this fund, both on the development of operational adaptations as well as financial impact. In November, the City received \$6.4 million in BC Safe Restart Funding to help address the financial impact of the ongoing pandemic. This funding was applied to help offset revenue losses and to address some of the costs the has City

incurred for operational adaptations, such as remote work. Approximately \$2.3 million has been set aside to address ongoing impacts in 2021.

The Financial Plan projected that the General Revenue Accumulated Surplus balance would be drawn down by \$0.97 million in 2020. Actual results saw the balance increase by approximately \$2.7 million to \$11 million. One of the primary factors in this increase was the receipt of the BC Safe Restart funding.

Sewer and Water Utilities

The Sewer and Water Utilities are self-funded business units that manage the collection and distribution of water and liquid waste and the related infrastructure. A large portion of the costs in the utilities are driven by the Regional District and Council has used a Rate Stabilization Policy for a number of years to manage fluctuations in these costs. Under this Policy, we will see cycles where Accumulated Surplus amounts are deliberately built up, in a systematic manner over a period of time, and then subsequently drawn down, in order to provide for our commitment towards larger regional projects as well as variations in our own annual infrastructure investment. This practice allows Council to smooth the impact of variations in annual spending levels on our rate payers.

The Financial Plan projected that both the Sewer and Water Utility Accumulated Surplus balances would be drawn down in 2020. As projected, the Accumulated Surplus balance in the Sewer Utility was drawn down, but the balance in the Water Utility increased.

The following shows the Accumulated Surplus amounts in each of the General Revenue fund and the Sewer and Water Utilities, and can also be found in Note 14 to the Financial Statements:

	2020	2019
General Revenue	\$ 11,096,393	\$ 8,398,038
Sewer Utility	6,270,330	7,216,552
Water Utility	<u>16,656,631</u>	<u>15,518,140</u>
	<u>\$ 34,023,354</u>	<u>\$ 31,132,730</u>

Reserves

The City's Reserves are an important financial planning tool, providing a mechanism to build capacity over time to undertake strategic projects or address long-term infrastructure sustainability requirements. They are reviewed on a regular basis to assess their adequacy, with adjustments made when capacity permits.

The City's Reserves consist of two distinct categories, Reserve Funds and Reserve Accounts. Reserve funds are statutory, meaning they are established by bylaw for specific purposes. Once monies are transferred to a reserve fund, they can only be used for the purpose outlined in the establishing . Reserve accounts are appropriations of surplus, established to meet specific business needs. They can be established or dissolved as directed by Council, as long as identified business needs are met and risks are managed appropriately.

Schedule 6 to the Financial Statements provides a listing of all the City's Reserves showing an opening balance of \$105.8 million and a closing balance of \$129.4 million. Contributors to the increase of \$23.5 million include the following:

Residual BC Restart Funding	\$2.3 million
Restart funding to RCP Capital (Gaming offset)	\$1.2 million
Rate stabilization provision	\$1.0 million

Capital Projects in progress	\$7.3 million
Studies and projects in progress	\$7.4 million
RCMP Contract savings to PSR	\$2.8 million

CONCLUSION:

The 2020 Financial Statements have been prepared using the accounting standards and reporting model mandated by the Public Sector Accounting Board (PSAB). BDO Canada LLP has conducted an audit of the Financial Statements. In order to satisfy current audit rules, Council must formally approve the Financial Statements before BDO can issue their final audit opinion. The audit report will be "unqualified". This is the highest form of assurance an auditor can provide and indicates the Statements are free of material misstatements and that readers can rely on them for decision making purposes.

Overall results for 2020 are positive. We ended the year with an Annual Surplus amount of \$54.2 million, and an Accumulated Surplus balance of \$1.26 billion. The City's Reserves and long-term financial plans reflect the ability of the City to meet its future obligations.



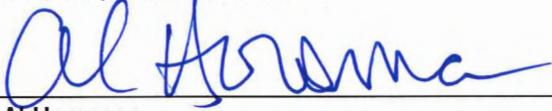
Prepared by: Catherine Nolan, CPA, CGA
Corporate Controller



Reviewed by: Trevor Thompson, BBA, CPA, CGA
Director of Finance



Approved by: Christina Craibtree
GM, Corporate Services



Concurrence: Al Horsman
Chief Administrative Officer

Attachments: 2020 Financial Statements
BDO Audit Results Letter

City of Maple Ridge

Financial Statements and Auditor's Report

For the Year Ended December 31, 2020



Management's Responsibility for Financial Reporting

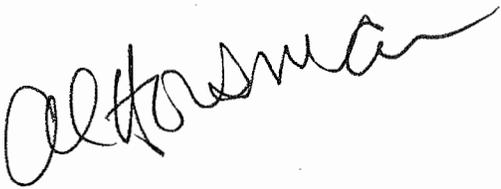
The information in this report is the responsibility of management. The consolidated financial statements have been prepared in accordance with Canadian Public Sector accounting guidelines as outlined under "Significant Accounting Policies". These include some amounts based on management's best estimates and careful judgment.

Management maintains a system of internal accounting controls to provide reasonable assurance that assets are safeguarded and that transactions are authorized, recorded, and reported properly. Management also administers a program of proper business compliance.

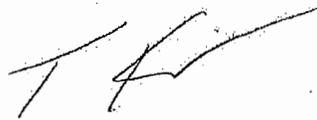
BDO Canada LLP, the Municipality's independent auditors have audited the accompanying financial statements. Their report accompanies this statement.

Council carries out its responsibility for the consolidated financial statements jointly with its Audit and Finance Committee. The Committee meets with management on a scheduled basis and at least semi-annually with BDO Canada LLP to review their activities and to discuss auditing, internal control, accounting policy, and financial reporting matters.

BDO Canada LLP has unrestricted access to the Municipality and Council. Council approves the consolidated financial statements and reviews the recommendations of the independent auditors for improvements to controls as well as the actions of management to implement such recommendations.



Al Horsman
Chief Administrative Officer



Trevor Thompson, BBA, CPA, CGA
Director of Finance

Independent Auditor's Report

To the Mayor and Council of the City of Maple Ridge

Opinion

We have audited the consolidated financial statements of the City of Maple Ridge (the "City"), which comprise the consolidated Statement of Financial Position as at December 31, 2020, the consolidated Statements of Operations, Change in Net Financial Assets and Cash Flows for the year then ended, and notes and schedules, comprising a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the City as at December 31, 2020 and its results of operations, changes in net financial assets, and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Vancouver, British Columbia
May 2021

Consolidated Statement of Financial Position
as at December 31, 2020

	2020	2019 Restated - Note 24
Financial Assets		
Cash and cash equivalents (Note 1)	\$ 130,961,876	\$ 63,790,576
Portfolio investments (Note 2)	90,320,234	164,538,143
Accounts receivable (Note 3)	15,032,584	17,657,538
Recoverable local improvements (Note 4)	1,175,712	1,693,971
Other assets (Note 5)	814,397	797,977
Inventory available for resale	<u>56,169</u>	<u>56,169</u>
	238,360,972	248,534,374
Liabilities		
Accounts payable and accrued liabilities (Note 6)	23,613,524	31,126,120
Deferred revenue (Note 8)	15,286,398	16,801,812
Restricted revenue (Note 9)	30,738,864	36,581,674
Refundable performance deposits and other	20,473,999	23,625,735
Employee future benefits (Note 10)	3,348,200	3,999,000
Debt (Note 11, Schedule 4)	<u>20,676,495</u>	<u>23,291,350</u>
	114,137,480	135,425,691
Net Financial Assets	<u>124,223,492</u>	<u>113,108,683</u>
Non Financial Assets		
Tangible capital assets (Note 12, Schedule 5)	1,122,447,588	1,079,740,901
Undeveloped land bank properties (Note 13)	15,526,529	15,526,529
Supplies inventory	461,953	317,502
Prepaid expenses	<u>853,216</u>	<u>665,550</u>
	<u>1,139,289,286</u>	<u>1,096,250,482</u>
Accumulated Surplus (Note 14)	<u>\$ 1,263,512,778</u>	<u>\$ 1,209,359,166</u>

Al Horsman
Chief Administrative Officer

Trevor Thompson, BBA, CPA, CGA
Chief Financial Officer

The accompanying summary of significant accounting policies and notes to the Consolidated Financial Statements are an integral part of this statement.

Consolidated Statement of Operations

For the year ended December 31, 2020

	Actual 2020	Budget 2020 (Note 19)	Actual 2019 Restated - Note 24
Revenue (Segment Report, Note 22)			
Taxes for municipal purposes (Note 15)	\$ 94,914,905	\$ 94,680,030	\$ 90,205,710
User fees and other revenue	45,433,301	47,142,875	45,678,005
Government transfers (Note 16)	11,004,973	12,968,552	5,427,368
Development revenue	13,801,911	44,089,991	15,026,277
Interest and investment income	5,286,485	2,413,004	5,636,251
Gaming revenues	323,738	1,500,000	1,703,170
Refinancing and asset disposal gains (losses)	(3,099,311)	-	226,258
Contributed tangible capital assets (Note 12)	<u>21,023,012</u>	<u>20,000,000</u>	<u>24,889,361</u>
	188,689,014	222,794,452	188,792,400
Expenses (Segment Report, Note 22)			
Protective services	40,353,746	44,922,846	39,271,854
Transportation services	22,354,372	25,615,526	20,755,224
Recreation and cultural	19,197,925	24,375,065	19,176,835
Water utility	15,351,570	17,450,962	13,952,992
Sewer utility	12,899,985	15,050,873	12,427,643
General government	17,633,091	19,755,448	16,433,566
Planning, public health and other	<u>6,744,713</u>	<u>7,535,741</u>	<u>11,142,947</u>
	134,535,402	154,706,461	133,161,061
Annual Surplus	<u>54,153,612</u>	<u>68,087,991</u>	<u>55,631,339</u>
Accumulated Surplus - beginning of year	<u>1,209,359,166</u>	<u>1,209,359,166</u>	<u>1,153,727,825</u>
Accumulated Surplus - end of year (Note 14)	<u>\$ 1,263,512,778</u>	<u>\$ 1,277,447,157</u>	<u>\$ 1,209,359,166</u>

The accompanying summary of significant accounting policies and notes to the Consolidated Financial Statements are an integral part of this statement.

Consolidated Statement of Change in Net Financial Assets

For the year ended December 31, 2020

	Actual 2020	Budget 2020 (Note 19)	Actual 2019 Restated - Note 24
Annual Surplus	\$ 54,153,612	\$ 68,087,991	\$ 55,631,339
Add (Less):			
Change in Tangible Capital Assets			
Acquisition of tangible capital assets	(69,544,005)	(197,634,460)	(82,864,958)
Amortization	23,641,391	22,622,738	21,268,133
Proceeds from disposal of tangible capital assets	96,614	-	928,432
(Gain) loss on disposal of tangible capital assets	<u>3,099,312</u>	<u>-</u>	<u>2,583,364</u>
	(42,706,688)	(175,011,722)	(58,085,029)
Change in Other Non Financial Assets			
Decrease (increase) in supplies inventory	(144,450)	-	8,861
Decrease (Increase) in prepaid expenses	<u>(187,666)</u>	<u>-</u>	<u>575,353</u>
	(332,116)	-	584,214
Increase (decrease) in Net Financial Assets	11,114,808	(106,923,731)	(1,869,476)
Net Financial Assets beginning of the year	<u>113,108,683</u>	<u>113,108,683</u>	<u>114,978,159</u>
Net Financial Assets end of the year	<u>\$ 124,223,492</u>	<u>\$ 6,184,952</u>	<u>\$ 113,108,683</u>

The accompanying summary of significant accounting policies and notes to the Consolidated Financial Statements are an integral part of this statement

Consolidated Statement of Cash Flow

For the year ended December 31, 2020

	Actual 2020	Actual 2019 Restated - Note 24
Operating transactions		
Annual surplus	\$ 54,153,612	\$ 55,631,339
Items not utilizing cash		
Amortization	23,641,391	21,268,133
Loss on disposal of assets	3,099,311	(226,258)
Contributed tangible capital assets	(21,023,012)	(24,889,361)
Actuarial adjustment on debt	(399,333)	(359,245)
Restricted revenues recognized	(13,155,174)	(13,852,584)
	(7,836,817)	(18,059,315)
Change in non-cash operating items		
Increase in prepaid expenses	(187,666)	575,353
Decrease (increase) in supplies inventory	(144,451)	8,861
Decrease (increase) in accounts receivable	2,624,954	(2,142,120)
Decrease (increase) in recoverable local improvements	518,259	(314,899)
Decrease (increase) in other assets	(16,420)	(18,164)
Increase (decrease) in accounts payable and accrued liabilities	(7,512,596)	6,267,828
Increase (decrease) in deferred revenue	(1,515,409)	1,041,308
Increase (decrease) in refundable performance deposits	(3,151,736)	1,716,869
Increase (decrease) in employee future benefits	(650,799)	(663,100)
	(10,035,864)	6,471,936
 Cash provided by operating transactions	 36,280,931	 44,043,960
Capital transactions		
Proceeds on disposal of tangible capital assets	96,614	928,432
Cash used to acquire tangible capital assets	(48,520,994)	(57,975,597)
	(48,424,380)	(57,047,165)
Investing transactions		
Proceeds on disposal of land available for sale	-	5,213,038
Decrease (increase) in portfolio investments	74,217,909	37,127,939
	74,217,909	42,340,977
Financing transactions		
Debt repayment	(2,215,522)	(2,172,036)
Collection of restricted revenues	7,312,362	14,438,100
	5,096,840	12,266,064
 Increase (decrease) in cash and cash equivalents	 67,171,300	 41,603,836
Cash and cash equivalents - beginning of year	63,790,576	22,186,741
Cash and cash equivalents - end of year	\$ 130,961,876	\$ 63,790,577

The accompanying summary of significant accounting policies and notes to the Consolidated Financial Statements are an integral part of this statement

Summary of Significant Accounting Policies
For the year ended December 31, 2020

The City of Maple Ridge (the "City") is a municipality in the province of British Columbia and operates under the provisions of the Community Charter. The City provides municipal services such as fire, public works, planning, parks, recreation and other general government services.

(a) Reporting Entity and Basis of Consolidation

These financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards (PSAS) using guidelines developed by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

They consolidate the activities of all of the funds of the City and the City's wholly owned subsidiaries C.D.M.R. Developments Ltd. and Maple Ridge Municipal Holdings Ltd. Transactions between the City's funds and wholly owned subsidiaries have been eliminated and only transactions with outside entities are reported.

(b) Basis of Accounting

The basis of accounting followed in these financial statements is the accrual method and includes revenues in the period in which the transactions or events occurred that gave rise to the revenues and expenses in the period the goods and services were acquired and a liability was incurred.

(c) Non-financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of business.

(d) Tangible Capital Assets

Tangible capital assets are a special class of non-financial assets and are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation and installation costs, design and engineering fees, legal fees and site preparation costs. Interest costs are not capitalized during construction. Amortization is recorded on a straight line basis over the estimated life of the tangible capital asset commencing once the asset is put into use. Assets under construction are not amortized. Contributed tangible capital assets are recorded at estimated fair value at the time of the contribution and are also recorded as revenue.

Estimated useful lives of tangible capital assets are as follows:

Buildings (including building components)	7 to 50 years
Transportation network	10 to 75 years
Storm sewer system	10 to 75 years
Fleet and equipment	8 to 20 years
Technology	3 to 25 years
Water system	10 to 85 years
Sanitary sewer system	30 to 75 years
Furniture and fixtures	3 to 20 years
Structures	15 to 75 years

Natural resources, works of art and historic assets are not recorded as assets in these consolidated financial statements.

(e) Liability for Contaminated Sites

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard.

A liability for remediation of a contaminated site is recognized when a site is not in productive use or an unexected event occurs and the following criteria are met:

- i. an environmental standard exists;
- ii. contamination exceeds the environmental standards;
- iii. the City is directly responsible or accepts responsibility;
- iv. it is expected that future economic benefits will be given up; and
- v. a reasonable estimate of the amount can be made.

The liability is recognized as management's best estimate of the cost of remediation and post-remediation, including operation, maintenance and monitoring, that are an integral part of the remediation strategy for a contaminated site. Management has assessed its potential liabilities for contamination, including sites that are no longer in productive use and sites for which the City accepts responsibility. There were no such sites that had contamination in excess of an environmental standard requiring remediation at this time, therefore no liability was recognized at December 31, 2020 or December 31, 2019.

(f) Landfill Closure and Post Closure Costs

The Ministry of Environment establishes certain requirements for the closure and post closure monitoring of landfill sites. The obligation for closure and post closure costs associated with the City's former landfill is based on the present value of estimated future expenses.

(g) Expense Recognition

Expenses are recorded using the accrual basis of accounting whereby expenses are recognized as they are incurred and measurable based upon receipt of goods and services and/or the legal obligation to pay.

(h) Revenue Recognition

Taxation

Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. Annual levies for non-optional municipal services and general administrative services are recorded as taxation for municipal purposes in the year they are levied. Taxes receivable are recognized net of an allowance for anticipated uncollectable amounts. Levies imposed by other taxing authorities are not included as taxes for municipal purposes.

Through the British Columbia Assessments' appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes are recognized at the time they are awarded.

User fees and other revenue

Charges for sewer and water usage are recorded as user fees and other revenue when the services are provided.

Government transfers

Government transfers are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Government transfers are recorded as deferred revenue when transfer stipulations give rise to a liability and are recognized in the statement of operations as the stipulated liabilities are settled.

Development revenues

Receipts that are restricted by the legislation of senior governments or by agreement with external parties are a liability of the municipality and are reported as Restricted Revenues at the time they are received. When qualifying expenditures are incurred Restricted Revenues are brought into revenue as development revenue.

Investment income

Investment income is recorded on the accrual basis and recognized when earned. Investment income is allocated to various reserves and operating funds on a proportionate basis.

To the extent that financial instruments have no stated rate of return, investment income is recognized as it is received.

Contributed tangible capital assets

Subdivision developers are required to provide subdivision infrastructure such as streets, lighting, sidewalks, and drainage etc. Upon completion, these assets are turned over to the City. Tangible capital assets received as contributions are recorded at their estimated fair value at the date of receipt and are also recorded as revenue.

(i) Use of estimates/measurement uncertainty

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Significant areas requiring use of management estimates relate to the useful lives of tangible capital assets, determination of employee future benefits, landfill closure and post closure obligations, the outcome of litigation and claims, and the percentage of completion of buildings and subdivision inspections. Actual results could differ from those estimates.

(j) Budget figures

The budget figures reported in the Consolidated Financial Statements represent the 2020 component of the Financial Plan Bylaw adopted by Council on May 12, 2020.

(k) Financial instruments

The City's financial instruments consist of cash and cash equivalents, portfolio investments, accounts receivable, recoverable local improvements, other assets, accounts payable and accrued liabilities, refundable performance deposits and debt. Unless otherwise indicated, it is management's opinion that the City is not exposed to any significant interest, credit or currency risks arising from these financial instruments.

(l) Cash and cash equivalents

Cash and cash equivalents are comprised of the amounts held in the City's bank accounts and investments with an original maturity date of three months or less.

(m) Portfolio Investments

Investments with an original maturity date of more than three months from the date of acquisition are reported as portfolio investments. Investments and pooled investments are reported using the cost method. Provisions for declines in the market value of investments are recorded when they are considered to be other than temporary. Declines in the market values of investments are considered to be other than temporary when the carrying value exceeds market value for more than three years.

(n) Basis of segmentation

Municipal services have been segmented by grouping services that have similar service objectives (by function). Revenues that are directly related to the costs of the function have been attributed to each segment. Interest expense is allocated to functions based on the purpose of specific borrowings.

(o) Employee future benefits

The City and its employees make contributions to the Municipal Pension Plan, and the employees accrue benefits under this plan based on service. The City's contributions are expensed as incurred. As this is a multi-employer plan, no liability is attributed to the City and no liability is recorded in the financial statements.

Sick leave benefits and retirement severance benefits are also available to the City's employees. The costs of these benefits are actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. The liabilities under these benefit plans are accrued based on projected benefits prorated as the employees render services necessary to earn the future benefits.

Notes to the Consolidated Financial Statements
For the year ended December 31, 2020

1. Cash and cash equivalents

Cash and cash equivalents as at December 31, 2020 were comprised as follows:

	<u>Dec 31, 2020</u>	<u>Dec 31, 2019</u>
Cash	\$ 40,786,407	\$ 14,879,814
Cash equivalents	<u>90,175,469</u>	<u>48,910,762</u>
	<u>\$ 130,961,876</u>	<u>\$ 63,790,576</u>

Cash equivalents were comprised of high-interest savings accounts or term deposits held at Canadian banking institutions with effective interest rates of **0.82 - 1.90%** (2.46% - 2.56% for 2019).

2. Portfolio Investments

Portfolio investments include Canadian bank notes and BC Credit Union term deposits with effective interest rates of 0.9% - 4.0%. A portion of the bank notes held have interest payments linked to the performance of a set of equities or a financial index without stated or certain interest rates. In 2020 gains were \$319,170 (\$Nil for 2019).

The carrying value of Portfolio Investments at December 31, 2020 was **\$90,320,234** (\$164,538,143 for 2019). The market value at December 31, 2020 was **\$90,540,977** (\$165,918,543 for 2019).

3. Accounts Receivable

	<u>2020</u>	<u>2019</u>
Property Taxes	\$ 6,824,750	\$ 5,377,517
Other Governments	1,394,155	2,375,904
General and Accrued Interest	4,320,952	4,591,556
Development Cost Charges	<u>2,660,826</u>	<u>5,564,102</u>
	15,200,683	17,909,079
Less: Allowance for Doubtful Accounts	<u>(168,099)</u>	<u>(251,541)</u>
	<u>\$ 15,032,584</u>	<u>\$ 17,657,538</u>

4. Recoverable Local Improvements

The City provides interim financing for certain geographically localized capital projects. It recovers these amounts from benefiting property owners. Interest rates are established at the outset of the process and are a function of borrowing rates at the time. Repayment is typically made over fifteen years.

5. Other Assets

Debt Reserve Fund:

The Municipal Finance Authority of British Columbia (MFA) provides capital financing for regional districts and their member municipalities. The MFA is required to establish a Debt Reserve Fund. Each regional district, through its member municipalities who share in the proceeds of a debt issue, is required to pay into the Debt Reserve Fund certain amounts set out in the debt agreements. The MFA pays into the Debt Reserve Fund these monies from which interest earned thereon less administrative expenses becomes an obligation to the regional districts. It must then use this fund, if at any time there are insufficient funds, to meet payments on its obligations. If this occurs, the regional districts may be called upon to restore the fund.

Upon the maturity of a debt issue the unused portion of the Debt Reserve Fund established for that issue will be discharged to the City. The City has estimated that there is only a remote possibility that these funds will not be recovered and therefore these funds have been included in Other Assets of **\$814,397** (\$797,977 for 2019).

6. Accounts Payable and Accrued Liabilities

	<u>2020</u>	<u>2019</u>
Accounts Payable:		
General	\$ 8,237,574	\$ 11,368,913
Other Governments	8,516,981	12,029,889
Salaries and Wages	<u>960,069</u>	<u>2,071,496</u>
	17,714,624	25,470,298
Accrued Liabilities:		
Landfill Liability	4,078,820	4,078,820
Vacation Pay	686,557	547,507
Other Employment Benefits	<u>1,133,523</u>	<u>1,029,495</u>
	<u>5,898,900</u>	<u>5,655,822</u>
	<u>\$ 23,613,524</u>	<u>\$ 31,126,120</u>

The City's Landfill closed in 1989 and legislation requires closure and post closure care of solid waste landfill sites. Closure is estimated to be completed in 2030 and includes final covering, landscaping, erosion control, leachate and gas management. Post closure requirements extend for 30 years beyond completion of the closure plan and includes inspection and maintenance of the final covering, ground water monitoring, gas management systems operations, inspections and annual reports.

The liability recognized in the consolidated financial statements is the present value of the expected future cash flows for the closure and post closure care activities and is subject to measurement uncertainty. The inflation rate used was 2% (2% for 2019) and the discount rate was 2.43%. (2.43% for 2019) As at the Financial Statement date a revised closure plan is being drafted for submission to the Province. It is expected that the updated plan will increase the liability. The unfunded liability for the landfill will be paid for per the annual approved Financial Plan.

7. Contingencies, Commitments and Unrecognized Liabilities:

(a) Third Party Claims

Where losses related to litigation are likely and can be reasonably estimated management accrues its best estimate of loss. These amounts are included in accounts payable and accrued liabilities.

There are various other claims by and against the City, the outcome of which cannot reasonably be estimated. Any ultimate settlements will be recorded in the year the settlements occur and are not expected to be material.

(b) Contractual Obligations

In 1998 the City entered into an agreement to purchase ice sheet time for five years commencing in 1999, with five five-year renewal options. In 2018, the agreement was renewed for an additional five-year period. The minimum annual payment due for the provision of ice time is \$706,000. Additional ice time is purchased separately. These payments are recorded as expenses when the ice time is provided.

(c) Contingent Liability

The City holds shares in an organization that provides protective services to its members. Should the organization dissolve or the City choose to withdraw from the organization the City would be liable for its proportionate share of any debt the organization held at that time. The liability is expected to be discharged over time through payments by the City and others for the provision of these services by the organization. Due to the ongoing operations of the organization the liability could only be quantified if the City chose to withdraw. Consequently no liability has been recognized in these financial statements.

8. Deferred Revenues

Deferred revenues held by the City were comprised as follows:

	December 31, 2019	Additions	Revenue earned	December 31, 2020
Property taxes	\$ 7,602,103	\$ 15,332,406	\$ 15,302,554	\$ 7,631,955
Connection Revenues	1,464,311	699,401	682,422	1,481,290
Other	<u>7,735,398</u>	<u>4,016,837</u>	<u>5,579,082</u>	<u>6,173,153</u>
	<u>\$ 16,801,812</u>	<u>\$ 20,048,644</u>	<u>\$ 21,564,058</u>	<u>\$ 15,286,398</u>

9. Restricted Revenues

Restricted revenues held by the City were comprised as follows:

	December 31, 2019	Collections/Interest	Disbursements	December 31, 2020
Development cost charges	\$ 25,663,429	\$ 4,169,891	\$ (14,802,468)	\$ 15,030,852
Parkland acquisition charges	1,742,236	325,524	4,213	2,071,973
Other	<u>9,176,009</u>	<u>2,816,949</u>	<u>1,643,081</u>	<u>13,636,039</u>
	<u>\$ 36,581,674</u>	<u>\$ 7,312,364</u>	<u>\$ (13,155,174)</u>	<u>\$ 30,738,864</u>

10. Employee Future Benefits

The City provides employee future benefits in the form of severance benefits and vested and non-vested sick leave to qualifying employees. These benefits are not separately funded.

Severance benefits are cash settlements paid to employees who cease their employment with the City after a specified period of time. Employees hired before February 11, 1999 qualify for five days pay per year of employment, provided they either work a minimum of 20 years with the City or retire as defined by the Public Sector Pension Plan Act. Full time employees hired after February 11, 1999 qualify for 20 days pay provided they work a minimum of 10 years with the City and retire as defined by the Public Sector Pension Plan Act.

The City permits regular employees to accumulate up to 18 days per year of service for future illnesses up to a maximum of 250 days. For certain qualifying employees a portion of this benefit vests; for the balance, this benefit does not vest and cannot be converted to any other type of benefit.

An actuarial valuation of these benefits was performed to determine the City's liability and accrued benefit obligation as at December 31, 2018 and updated for December 31, 2020. The valuation resulted in a cumulative unamortized actuarial gain of \$30,300 at December 31, 2020, (cumulative unamortized gain of \$669,600 for 2019). Actuarial gains or losses are amortized over the expected average remaining service life of employees. The benefit liability at December 31, 2020 was \$3,184,300, (\$3,999,000 for 2019) comprised as follows:

	<u>2020</u>	<u>2019</u>
Accrued benefit obligation, beginning of year	\$ 3,329,400	\$ 3,800,900
Add:		
Current service costs	172,200	169,000
Interest on accrued benefit obligation	96,800	107,800
Actuarial (gain)/loss	574,800	116,500
Less:		
Benefits paid during the year	<u>(855,300)</u>	<u>(864,800)</u>
Accrued benefit obligation, end of year	3,317,900	3,329,400
Add: Unamortized actuarial gain	<u>30,300</u>	<u>669,600</u>
Accrued Benefit liability	<u>3,348,200</u>	<u>3,999,000</u>

10. Employee Future Benefits (cont'd)

Actuarial assumptions used to determine the City's accrued benefit obligation are as follows:

	<u>2020</u>	<u>2019</u>
Discount rate (long-term borrowing rate)	1.50 %	3.00 %
Expected future inflation rate	2.00 %	2.00 %
Merit and inflationary wage and salary increases averaging	2.59 %	2.63 %
Estimated average remaining service life of employees (years)	11.0	11.0

11. Debt (Schedule 4)

The City obtains debt instruments through the Municipal Finance Authority (MFA), pursuant to security issuing bylaws under authority of the Community Charter, to finance certain capital expenditures. Debt is reported net of Sinking Fund balances and interest expense is reported net of Sinking Fund earnings.

The City carries no debt for others.

The following debenture debt amounts plus projected Sinking Fund earnings are payable over the next five years and thereafter are as follows:

	<u>Debt Payments</u>
2021	\$ 2,215,521
2022	2,260,235
2023	2,306,211
2024	2,353,485
2025	2,402,094
Thereafter	7,497,538
Sinking Fund earnings	4,256,266
	<u>\$ 23,291,350</u>

The City has the following authorized but un-issued financing available as at December 31, 2020:

<u>L/A Bylaw</u>		<u>L/A Amount</u>	<u>L/A Bylaw</u>		<u>L/A Amount</u>
#6558	\$	6,000,000	#6560	\$	275,000
#6679		1,100,000	#7370		3,500,000
#7371		7,000,000	#7372		8,500,000
#7373		1,000,000	#7374		2,500,000
#7375		1,000,000	#7376		2,500,000
#7377		23,500,000	Total		<u>56,875,000</u>

12. Tangible Capital Assets

	<u>Net book value</u>	
	<u>2020</u>	<u>2019</u>
Land	\$ 271,742,707	\$ 247,666,235
Buildings	77,357,035	68,972,369
Transportation network	216,737,333	220,113,788
Storm sewer system	222,065,866	219,574,010
Fleet and equipment	17,771,496	16,931,359
Technology	6,516,919	5,418,866
Water system	134,784,335	131,621,386
Sanitary sewer system	138,719,265	136,838,710
Other	36,752,632	32,604,180
	<u>\$ 1,122,447,588</u>	<u>\$ 1,079,740,901</u>

For additional information, see the Schedule of Tangible Capital Assets (Schedule 5)

12. Tangible Capital Assets (cont'd)

During the year there were no write-downs of assets (2019 - \$Nil). In addition, the fair value of roads and related infrastructure, underground networks and land contributed to the City totaled **\$21,023,012** (\$24,889,361 for 2019) and was capitalized and recorded as revenue at the time of recognition.

Natural assets, works of art, artifacts, cultural and historic assets are not recorded as assets in these financial statements. The City controls various works of art and historical treasures including artifacts, paintings, sculptures and mosaics located at City sites and public display areas.

13. Undeveloped Land Bank

The City owns property in various areas identified for future growth in the Official Community Plan. These properties are not currently used in the provision of service to the citizens of Maple Ridge. The properties represent a strategic, non-renewable resource available for the advancement of Council's strategic plan.

14. Accumulated Surplus

Accumulated Surplus is comprised of operating surpluses and equity in tangible capital assets held in the general, sewer and water funds as well as reserves. Accumulated surplus for 2020 is **\$1,265,644,971** (\$1,208,921,629 for 2019) and is distributed as follows:

		<u>2020</u>	<u>2019</u> (Restated)
Operating surplus (Schedule 1)	General	\$ 11,096,393	\$ 8,398,038
	Sewer	6,270,330	7,216,552
	Water	<u>16,656,631</u>	<u>15,518,140</u>
		34,023,354	31,132,730
Equity in the capital funds (Schedule 2)	General	822,245,719	799,336,713
	Sewer	139,718,499	137,959,466
	Water	<u>138,119,026</u>	<u>135,053,573</u>
		1,100,083,244	1,072,349,752
Reserves (Schedule 3)	Funds	37,237,663	33,375,907
	Accounts	<u>92,168,517</u>	<u>72,500,777</u>
		129,406,180	105,876,684
Accumulated Surplus		<u>\$ 1,263,512,778</u>	<u>\$ 1,209,359,166</u>

15. Property Tax Levies

In addition to its own tax levies, the City is required to collect taxes on behalf of various other taxing authorities. These include the provincial government for local school taxes, incorporated dyking districts located within the City and organizations providing regional services in which the City has become a member. Taxes levied for other agencies are not included in City revenues. Total tax levies were comprised as follows:

	<u>2020</u>	<u>2020 Budget</u>	<u>2019</u>
Municipal Tax Levies	\$ 94,914,905	\$ 94,680,030	\$ 90,205,710
Levies for other authorities			
School taxes	35,174,508	32,593,472	38,718,718
Translink	7,617,871	7,625,131	6,929,231
British Columbia Assessment	1,210,627	1,211,600	1,142,457
Metro Vancouver Regional District	1,476,913	1,477,952	1,232,350
Dyking Districts	730,556	719,400	700,801
Municipal Finance Authority	<u>5,644</u>	<u>5,647</u>	<u>5,671</u>
Total Collections for Others	<u>46,216,119</u>	<u>43,633,202</u>	<u>48,729,228</u>
Total Tax Levies	<u>\$ 141,131,024</u>	<u>\$ 138,313,232</u>	<u>\$ 138,934,938</u>

16. Government Transfers

Government transfers recognized as revenues during the year were comprised of the following:

	<u>2020</u>		<u>2019</u>	
	Capital	Operating	Capital	Operating
Federal Gov't	\$ 543,562	\$ 375,434	\$ 269,954	\$ 653,340
Provincial Gov't	98,226	8,105,925	1,438,038	1,307,077
TransLink	68,588	1,769,914	714,413	994,798
Other	42,574	750	49,747	-
Total	\$ 752,950	\$ 10,252,023	\$ 2,472,152	\$ 2,955,215

17. Trust Funds

Certain assets have been conveyed or assigned to the City to be administered as directed by an agreement or statute. The City holds the assets for the benefit of, and stands in a fiduciary relationship, to the beneficiary. The following trusts are excluded from the City's consolidated financial statements:

	Balance Dec 31, 2019	Interest Earned	Receipts	Disbursements	Balance Dec 31, 2020
Latecomer Fees	\$ 417,999	\$ -	\$ 68,298	\$ 471,063	\$ 15,234
Cemetery Perpetual Care	1,272,913	31,189	62,908	31,189	1,335,821
Election Surplus	8,451	191	-	-	8,642
Metro Vancouver Sewer & Drainage District	1,940,609	-	1,480,887	2,687,764	733,732
TransLink	-	-	285,738	65,663	220,075
Albion Dyking District	1,837,259	579	290,021	18,106	2,109,753
Total	\$ 5,477,231	\$ 31,959	\$ 2,187,852	\$ 3,273,785	\$ 4,423,257

18. Expenses and Expenditures by Object

	Operations	Capital Acquisitions	2020 Total	2020 Budget	(Restated) 2019 Total
Goods and services	\$ 65,170,324	\$ 47,728,742	\$ 112,899,066	\$ 257,669,358	\$ 124,038,806
Wages and salaries	44,406,123	792,249	45,198,372	49,657,483	44,367,422
Interest	1,317,565	-	1,317,565	2,391,342	1,462,295
Total	110,894,012	48,520,991	159,415,003	309,718,183	169,868,523
Amortization expenses	23,672,049	-	23,672,049	22,622,738	21,257,458
Contributed tangible capital assets	-	23,623,400	23,623,400	20,000,000	24,889,361
Total Expenses and Expenditures	\$ 134,566,061	\$ 72,144,391	\$ 206,710,452	\$ 352,340,921	\$ 216,015,342

19. Budget

Budget amounts represent the Financial Plan Bylaw adopted by Council on May 12, 2020. The Financial Plan anticipated use of surpluses accumulated in previous years to balance against current year expenditures in excess of current year revenues.

The following shows how these amounts were combined:

	Financial Plan Bylaw	Financial Statement Budget
Revenue		
Taxation	\$ 94,680,030	\$ 94,680,030
User fees and other revenue	47,142,875	47,142,875
Other	60,971,547	60,971,547
Contributed subdivision infrastructure	<u>20,000,000</u>	<u>20,000,000</u>
Total Revenue	<u>222,794,452</u>	<u>222,794,452</u>
Expenses		
Protective services	44,922,846	44,922,846
Transportation services	25,615,526	25,615,526
Recreation and cultural	24,375,065	24,375,065
Water utility	17,450,962	17,450,962
Sewer utility	15,050,873	15,050,873
General Government	19,755,448	19,755,448
Planning, public health and other	<u>7,535,741</u>	<u>7,535,741</u>
Total expenses	<u>154,706,461</u>	<u>154,706,461</u>
Annual Surplus	<u>\$ 68,087,991</u>	<u>\$ 68,087,991</u>
Less:		
Capital expenditures	197,634,460	
Debt repayment	3,868,773	
Add:		
Interfund transfers	59,298,959	
Amortization	22,622,738	
Borrowing proceeds	<u>51,493,545</u>	
	<u>\$ -</u>	

20. Contractual Rights

Contributed Tangible Capital Assets

There are a number of development projects in progress throughout the City where there is a requirement for the developer to provide infrastructure to the City, such as roads, sewers, sidewalks and street lighting. The estimated fair value of the infrastructure is recognized as "contributed tangible capital assets" revenue in these consolidated financial statements when the City accepts responsibility for the infrastructure. Estimated fair value is determined at the time the assets are recognized.

21. Municipal Pension Plan

The City of Maple Ridge and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31 2019, the plan has about 213,000 active members and approximately 106,000 retired members. Active members include approximately 41,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as of December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The City of Maple Ridge paid **\$3,672,047** (2019 \$3,438,370) for employer contributions while employees contributed **\$3,087,136** (2019 \$2,876,127) to the plan in fiscal 2020.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

22. Segmented Information

The City is a diversified municipal government entity in the province of British Columbia that provides a wide range of services to its citizens. Municipal services have been segmented by grouping activities that have similar service objectives (by function) and separately disclosed in the segment report. Where certain activities cannot be attributed to a specific segment they have been reported as unallocated. The segments and the services they provide are as follows:

Protective Services

Protective Services is comprised of the Ridge Meadows RCMP detachment, the Maple Ridge Fire Department, bylaw enforcement, inspection services and emergency services. Services provided by the segment are focused on protecting the citizens of Maple Ridge.

Transportation Services

Transportation Services is comprised of Engineering, Operations, Drainage and Roads. Services provided by the segment include the construction and maintenance of transportation related infrastructure.

Recreation and Cultural

Recreation and cultural services provides library services, access to recreation facilities and maintains and operates City parks.

Water Utility

The Water Utility, in conjunction with Metro Vancouver, provides safe, clean, reliable water to the residents and businesses of the City of Maple Ridge.

Sewer Utility

The Sewer Utility collects waste water and transports it to treatment plants operated by Metro Vancouver in addition to maintaining the sanitary sewer infrastructure.

General Government

General Government provides administrative, legislative and support services for the City. Functions include financial planning and reporting, information technology, economic development and communications.

22. Segmented Information (cont'd)

Planning, Public Health and Other

This segment is comprised of Planning, Recycling, Cemetery and Social Planning. Activities include land use guidelines, development of the City's official community plan, management of the recycling contract and improving the social well-being of the community.

Unallocated

Unallocated includes revenues that cannot be directly attributed to the activities of an identified functional segment.

23. Significant Events

The global pandemic known as COVID-19 continues to bring a level of uncertainty into the global economy and continues to impact City operations. While disruption from the pandemic is expected to be temporary the full potential impact to the City cannot be estimated with certainty due to the dynamic nature of the event. The City continues to focus on service provision within the guidelines issued by public health officials, as amended from time to time, and within the financial resources available to the City.

24. Prior Period Adjustment

In 2020, the City retroactively adjusted its financial statements to reflect new information about the City's inventory of tangible capital assets and to recognize certain employee excess future benefits payments that had accumulated with the service provider and are available to use against future benefits claims.

The impact of these changes was to:

- decrease closing accumulated surplus by \$13,798,685 as follows:

	2019 Previously Reported	2019 Increase (Decrease)	2019 Restated
Opening accumulated surplus	\$1,158,703,214	\$(4,975,389)	\$1,153,727,825
Accounts receivable	16,882,073	775,465	17,657,538
Net financial assets	112,333,218	775,465	113,108,683
Tangible capital assets	1,094,315,052	(14,574,151)	1,079,740,901
Revenues	197,611,071	(8,818,671)	188,792,400
Expenses	133,156,434	4,627	133,161,061
Accumulated surplus	\$1,223,157,851	\$(13,798,685)	\$1,209,359,166

Consolidated Report of Segmented Revenue and Expenses

For the year ended December 31, 2020

	Protective Services	Transportation Services	Recreation and Cultural	Water Utility	Sewer Utility
Revenue					
Tax revenue	\$ -	\$ -	\$ -	\$ 166,483	\$ 971,285
Other revenues	5,859,426	682,932	1,063,458	18,705,492	12,713,153
Government transfers	137,521	2,289,150	614,318	-	264,826
Development revenue	71	530,119	12,102,816	107,998	734,489
Interest and investment income	-	-	-	-	-
Gaming Revenues					
Asset disposal gain(loss)	3,273	(2,561,593)	(6,735)	(245,101)	(288,674)
Contributed infrastructure	<u>-</u>	<u>12,691,324</u>	<u>4,526,400</u>	<u>1,415,596</u>	<u>2,389,692</u>
Total Revenue	6,000,291	13,631,932	18,300,257	20,150,468	16,784,771
Expenses					
Operating:					
Goods and services	21,300,036	4,862,635	9,039,208	11,115,734	9,694,391
Labour	17,259,262	5,823,466	6,824,859	1,551,479	468,230
Debt Servicing	<u>7,861</u>	<u>-</u>	<u>636,026</u>	<u>-</u>	<u>-</u>
Sub total	38,567,159	10,686,101	16,500,093	12,667,213	10,162,621
Amortization	<u>1,786,587</u>	<u>11,668,271</u>	<u>2,697,832</u>	<u>2,684,357</u>	<u>2,737,364</u>
Total Expenses	<u>40,353,746</u>	<u>22,354,372</u>	<u>19,197,925</u>	<u>15,351,570</u>	<u>12,899,985</u>
Excess (deficiency) of revenue over expenses	<u>\$ (34,353,455)</u>	<u>\$ (8,722,440)</u>	<u>\$ (897,668)</u>	<u>\$ 4,798,898</u>	<u>\$ 3,884,786</u>

General Government	Commercial Tower	Planning Public Health & Other	Unallocated	Total 2020 Actual	Total Budget	(Restated) Total 2019 Actual
\$ -	\$ -	\$ 2,282,223	\$ 91,494,914	\$ 94,914,905	\$ 94,680,030	\$ 90,205,710
1,765,812	1,815,714	2,827,314	-	45,433,301	47,142,875	45,678,005
7,655,408	-	43,750	-	11,004,973	12,968,552	5,427,368
315,281	-	11,137	-	13,801,911	44,089,991	15,026,277
-	-	-	5,286,485	5,286,485	2,413,004	5,636,251
-	-	-	323,738	323,738	1,500,000	1,703,170
(481)	-	-	-	(3,099,311)	-	226,258
-	-	-	-	21,023,012	20,000,000	24,889,361
<u>9,736,020</u>	<u>1,815,714</u>	<u>5,164,424</u>	<u>97,105,137</u>	<u>188,689,014</u>	<u>222,794,452</u>	<u>188,792,400</u>
4,652,346	667,934	3,838,039	-	65,170,323	80,034,898	67,039,401
9,843,562	-	2,635,265	-	44,406,123	49,657,483	43,391,232
<u>184,997</u>	<u>441,830</u>	<u>46,851</u>	<u>-</u>	<u>1,317,565</u>	<u>2,391,342</u>	<u>1,462,295</u>
14,680,905	1,109,764	6,520,155	-	110,894,011	132,083,723	111,892,928
<u>1,842,422</u>	<u>-</u>	<u>224,558</u>	<u>-</u>	<u>23,641,391</u>	<u>22,622,738</u>	<u>21,268,133</u>
<u>16,523,327</u>	<u>1,109,764</u>	<u>6,744,713</u>	<u>-</u>	<u>134,535,402</u>	<u>154,706,461</u>	<u>133,161,061</u>
<u>\$ (6,787,307)</u>	<u>\$ 705,950</u>	<u>\$ (1,580,289)</u>	<u>\$ 97,105,137</u>	<u>\$ 54,153,612</u>	<u>\$ 68,087,991</u>	<u>\$ 55,631,339</u>

Schedule of Change in Operating Accumulated Surplus

For the year ended December 31, 2020

	Actual 2020	Budget 2020	(Restated) Actual 2019
Revenue			
Taxes for municipal purposes	\$ 94,914,905	\$ 94,680,030	\$ 90,205,710
User fees and other revenues	45,433,301	47,142,875	45,678,005
Government transfers	10,252,023	3,446,265	2,955,216
Development Revenue	814,316	1,356,621	1,081,524
Interest and investment income	3,727,268	1,867,988	4,018,149
Gaming revenues	323,738	1,500,000	1,703,170
Refinancing and other gains	96,614	-	6,141,470
	<u>155,562,165</u>	<u>149,993,779</u>	<u>151,783,244</u>
Expenses			
Protective services	38,567,159	43,510,973	37,886,970
Transportation services	10,686,101	13,980,777	9,988,084
Recreation and cultural	16,500,093	22,071,087	16,926,935
Water utilities	12,667,213	14,740,619	11,552,263
Sewer utilities	10,162,621	12,329,795	9,777,038
General government	15,790,669	18,146,198	14,842,068
Public and environmental health	6,520,155	7,304,274	10,919,570
	<u>110,894,011</u>	<u>132,083,723</u>	<u>111,892,928</u>
Annual Surplus	44,668,154	17,910,056	39,890,316
Internal transfers			
Transfers to capital funds	(5,738,345)	(17,370,800)	(8,727,102)
Transfers to reserves	(36,039,185)	(5,313,949)	(34,223,273)
Increase (decrease) in operating accumulated surplus	2,890,624	(4,774,693)	(3,060,059)
Operating accumulated surplus-beginning of year	<u>31,132,730</u>	<u>31,132,730</u>	<u>34,192,789</u>
Operating accumulated surplus-end of year (Note 14)	<u>\$ 34,023,354</u>	<u>\$ 26,358,037</u>	<u>\$ 31,132,730</u>

Schedule of Change in Capital Funds
For the year ended December 31, 2020

	Actual 2020	Budget 2020	Actual 2019
Revenue			
Subdivision infrastructure contributions	\$ 21,023,012	\$ 20,000,000	\$ 24,889,361
Government transfers	752,950	9,522,287	2,472,152
Development fees	12,665,853	40,997,027	13,374,516
Other capital contributions	321,742	1,736,344	570,237
Disposal of land available for sale	-	-	(2,403,416)
Disposal of tangible capital assets	<u>(3,195,925)</u>	<u>-</u>	<u>(3,511,796)</u>
Total Revenue	31,567,632	72,255,658	35,391,054
Expenses			
Amortization	<u>23,641,391</u>	<u>22,622,738</u>	<u>21,268,133</u>
Total Expenses	23,641,391	22,622,738	21,268,133
Annual Surplus	7,926,241	49,632,920	14,122,921
Internal Transfers			
Transfers from revenue funds	5,738,345	17,370,800	8,727,102
Transfers from reserves	<u>14,068,906</u>	<u>59,733,203</u>	<u>34,198,741</u>
Increase in capital funds	27,733,492	126,736,923	57,048,764
Capital funds - beginning of the year	<u>1,072,349,752</u>	<u>1,072,349,752</u>	<u>1,015,300,988</u>
Capital funds - end of the year (Note 14)	\$ <u>1,100,083,244</u>	\$ <u>1,199,086,675</u>	\$ <u>1,072,349,752</u>

Schedule of Change in Reserves
For the year ended December 31, 2020

	Actual 2020	Budget 2020	Actual 2019
Revenue and Transfers			
Revenue			
Interest and investment income	\$ 1,559,217	\$ 545,016	\$ 1,618,102
Add (less)			
Internal transfers			
Transfers from revenue funds	36,039,185	5,313,949	34,223,273
Transfers to capital funds	<u>(14,068,906)</u>	<u>(59,733,203)</u>	<u>(34,198,741)</u>
Increase (decrease) in Reserved Accumulated Surplus	23,529,496	(53,874,238)	1,642,634
Reserved Accumulated Surplus - Beginning of the Year	<u>105,876,684</u>	<u>105,876,684</u>	<u>104,234,050</u>
Reserved Accumulated Surplus - End of Year (Note 14)	<u>\$ 129,406,180</u>	<u>\$ 52,002,446</u>	<u>\$ 105,876,684</u>

Continuity Schedule of Debenture Debt

For the year ended December 31, 2020

	Date of Issue/Maturity	Bylaw/MFA	Function/Purpose	Interest Rate
Long Term Debts				
	Apr 2005/2027	6246/93	Recreation/Downtown Civic Properties	5.7 %
	Apr 2005/2027	6246/93	General Government/Downtown Office Complex	5.7 %
	Dec 2006/2026	6246/99	General Government/Downtown Office Complex	5.0 %
	Oct 2012/2027	6560/121	Protective Services/Animal Shelter	2.9 %
	Oct 2012/2037	6559/121	Public Health/Cemetery Expansion	2.9 %
	Oct 2012/2037	6679/121	Public Health/Cemetery Expansion	2.9 %
			Subtotal	
LESS:				
Sinking Funds				
	Dec 2006/2026	6246/99	General Government/Downtown Office Complex	5.0 %
	Oct 2012/2027	6560/121	Protective Services/Animal Shelter	2.9 %
	Oct 2012/2037	6559/121	Public Health/Cemetery Expansion	2.9 %
	Oct 2012/2037	6679/121	Public Health/Cemetery Expansion	2.9 %
			Subtotal	
Net Amount				

Dec 31, 2019 Balance Outstanding	New Debt Issued During the year	Principal/ Sinking Fund Payments	Sinking Fund Earnings	2020 Balance Outstanding	Interest Paid/ Earned For The Year
\$ 12,289,807	\$ -	\$ 1,390,764	\$ -	\$ 10,899,043	\$ 636,026
1,704,378	-	192,855	-	1,511,523	88,197
16,300,000	-	-	-	16,300,000	813,370
625,000	-	-	-	625,000	18,125
1,520,000	-	-	-	1,520,000	44,080
<u>700,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>700,000</u>	<u>20,300</u>
33,139,185	-	1,583,619	-	31,555,566	1,620,098
9,173,854	-	547,384	371,540	10,092,778	371,540
248,902	-	31,213	10,264	290,379	10,264
291,045	-	36,498	12,002	339,545	12,002
<u>134,034</u>	<u>-</u>	<u>16,808</u>	<u>5,527</u>	<u>156,369</u>	<u>5,527</u>
9,847,835	-	631,903	399,333	10,879,071	399,333
<u>\$ 23,291,350</u>	<u>\$ -</u>	<u>\$ 2,215,522</u>	<u>\$ 399,333</u>	<u>\$ 20,676,495</u>	<u>\$ 1,220,765</u>

Schedule of Tangible Capital Assets
For the year ended December 31, 2020

	Land²	Building	Transportation Network	Storm System
Historical Cost ¹				
Opening cost	\$ 247,666,235	\$ 121,734,249	\$ 350,117,328	\$ 289,324,461
Additions	24,076,472	11,617,557	5,859,284	6,842,099
Disposals	<u>-</u>	<u>(126,128)</u>	<u>(4,092,439)</u>	<u>(571,530)</u>
	271,742,707	133,225,678	351,884,173	295,595,030
Accumulated Amortization				
Opening balance	-	52,761,879	130,003,544	69,750,451
Amortization expense	-	3,232,700	7,018,962	3,989,558
Effect of disposals	<u>-</u>	<u>(125,936)</u>	<u>(1,875,666)</u>	<u>(210,845)</u>
	<u>-</u>	<u>55,868,643</u>	<u>135,146,840</u>	<u>73,529,164</u>
Net Book Value as at December 31, 2020	<u>\$ 271,742,707</u>	<u>\$ 77,357,035</u>	<u>\$ 216,737,333</u>	<u>\$ 222,065,866</u>
Net Book Value as at December 31, 2019	\$ 247,666,235	\$ 68,972,369	\$ 220,113,788	\$ 219,574,010

¹ Historical cost includes work in progress at December 31, 2020 of **\$20,064,975** (\$36,971,312 for 2019) comprised of: Land \$631,732 (\$613,121 for 2019); Buildings \$10,259,878 (\$29,849,671 for 2019); Transportation network \$806,550 (\$777,851 for 2019); Storm system \$180,344 (\$163,785 for 2019); Fleet and equipment \$169,640 (\$527,388 for 2019); Technology \$416,509 (\$116,834 for 2019); Water system \$2,383,718 (\$1,587,256 for 2019); Sanitary system \$5,039,278 (\$3,021,387 for 2019); and Other \$177,325 (\$314,019 for 2019). Work in progress is not amortized.

² Additions to land are net of \$-Nil (\$-Nil for 2019) of land reclassified to inventory available for sale.

³ "Other" at net book value includes Furniture and Fixtures at \$1,091,973 (\$745,594 for 2019) and Structures at \$35,660,657 (\$31,858,580 for 2019)

Fleet and Equipment	Technology	Water System	Sanitary System	Other³	Total
\$ 31,423,963	\$ 13,118,304	\$ 170,535,047	\$ 188,019,151	\$ 49,505,594	\$ 1,461,444,334
2,654,911	2,240,592	5,917,395	4,880,430	5,455,266	69,544,006
<u>(356,764)</u>	<u>(131,871)</u>	<u>(441,933)</u>	<u>(533,389)</u>	<u>(41,307)</u>	<u>(6,295,361)</u>
33,722,110	15,227,025	176,010,509	192,366,192	54,919,553	1,524,692,979
14,492,604	7,699,438	38,913,661	51,180,439	16,901,416	381,703,432
1,772,695	1,141,630	2,509,346	2,678,568	1,297,932	23,641,391
<u>(314,685)</u>	<u>(130,962)</u>	<u>(196,833)</u>	<u>(212,080)</u>	<u>(32,427)</u>	<u>(3,099,434)</u>
<u>15,950,614</u>	<u>8,710,106</u>	<u>41,226,174</u>	<u>53,646,927</u>	<u>18,166,921</u>	<u>402,245,389</u>
<u>\$ 17,771,496</u>	<u>\$ 6,516,919</u>	<u>\$ 134,784,335</u>	<u>\$ 138,719,265</u>	<u>\$ 36,752,632</u>	<u>\$ 1,122,447,588</u>
\$ 16,931,359	\$ 5,418,866	\$ 131,621,386	\$ 136,838,710	\$ 32,604,180	\$ 1,079,740,901

Continuity Schedule of Reserves

For the year ended December 31, 2020

	<u>Balance Dec. 31, 2019</u>	<u>Interest Allocated</u>
Reserve Funds		
Local Improvements	\$ 2,634,001	\$ 27,125
Equipment Replacement	17,947,672	397,644
Capital Works	7,825,553	181,592
Fire Department Capital Acquisition	2,902,739	104,603
Sanitary Sewer	1,314,082	29,036
Land	<u>751,860</u>	<u>17,060</u>
Total Reserve Funds	33,375,907	757,060
Reserve Accounts		
Specific Projects - Capital	13,055,935	-
Specific Projects - Operating	7,441,715	-
Self Insurance	797,435	18,064
Police Services	10,118,279	226,391
Core Development	2,284,873	59,182
Recycling	3,505,911	87,911
Community Safety Initiatives	1,457,181	-
Building Inspections	3,470,853	78,754
Gravel Extraction	839,625	19,461
Community Works (Gas Tax)	918,291	15,292
Facility Maintenance	960,805	68,258
Snow Removal	850,061	-
Park & Recreation Improvements	158,904	-
Cemetery Maintenance	118,658	-
Infrastructure Sustainability (Town Centre Buildings)	-	-
Infrastructure Sustainability (Road Network)	4,216,204	103,475
Infrastructure Sustainability (Drainage)	2,281,112	55,733
Drainage Improvements	2,759,211	69,636
Gaming Revenues	2,733,709	-
Self Insurance (sewer utility)	160,889	-
Self Insurance (water utility)	139,244	-
Specific Projects (sewer utility)	7,405,603	-
Specific Projects (water utility)	<u>6,826,279</u>	<u>-</u>
Total Reserve Accounts	<u>72,500,777</u>	<u>802,157</u>
Total Reserves	<u>\$ 105,876,684</u>	<u>\$ 1,559,217</u>

<u>Transfers Revenue Funds</u>	<u>Transfers Capital Funds</u>	<u>Balance Dec 31, 2020</u>
\$ -	\$ -	\$ 2,661,126
3,310,070	(3,158,719)	18,496,667
3,385,199	(826,638)	10,565,706
1,574,919	(1,035,590)	3,546,671
-	(144,545)	1,198,573
-	-	<u>768,920</u>
<u>8,270,188</u>	<u>(5,165,492)</u>	37,237,663
5,732,516	(2,818,751)	15,969,700
3,816,556	-	11,258,271
(81,238)	-	734,261
2,505,673	(20,221)	12,830,122
468,148	-	2,812,203
375,359	(42,417)	3,926,764
(503,563)	(46,761)	906,857
-	-	3,549,607
32,297	-	891,383
301,264	(517,034)	717,813
44,269	(952,745)	120,587
-	-	850,061
1,835,307	2,744,391	4,738,602
45,859	-	164,517
6,280	-	6,280
3,578,834	(2,464,789)	5,433,724
890,344	(505,611)	2,721,578
1,603,164	(217,422)	4,214,589
(698,997)	(4,030)	2,030,682
4,547	-	165,436
6,504	-	145,748
4,358,219	(1,647,434)	10,116,388
<u>3,447,655</u>	<u>(2,410,590)</u>	<u>7,863,344</u>
<u>27,768,997</u>	<u>(8,903,414)</u>	<u>92,168,517</u>
<u>\$ 36,039,185</u>	<u>\$ (14,068,906)</u>	<u>\$ 129,406,180</u>

Schedule for BC Safe Restart Grant
For the year ended December 31, 2020
(unaudited)

Grant Received	
BC Safe Restart Grant	\$ 6,417,000
Application of Grant	
Lost revenue*	3,292,600
Operational adaptations**	<u>838,000</u>
Total Application	\$ <u>4,130,600</u>
Balance Remaining	\$ <u>2,286,400</u>

* Lost revenues are comprised of revenue shortfalls associated with the closure of City Recreation facilities and the City's share of revenues from the local gaming facility.

**Operational adaptations are comprised of expenditures incurred to facilitate remote work and meeting attendance for staff and Council, the installation of physical barriers in the workplace, increased cleaning and various other incremental costs.



CITY OF MAPLE RIDGE

FINAL REPORT TO MAYOR AND COUNCIL

For the year ended December 31, 2020

Dated April 27, 2021 for presentation on May 3, 2021



Tel: 604 688 5421
Fax: 604 688 5132
www.bdo.ca

BDO Canada LLP
1100 - Royal Centre
1055 West Georgia Street
Vancouver, V6E 3P3

TABLE OF CONTENTS

SUMMARY	2
AUDIT FINDINGS	5
INTERNAL CONTROL MATTERS	8
OTHER REQUIRED COMMUNICATIONS	9
APPENDICES	10

SUMMARY



Status of the Audit

As of the date of this report, we have substantially completed our audit of the 2020 consolidated financial statements, subject to completion of the following items:

- ▶ Approval of consolidated financial statements by Council
- ▶ Subsequent events review through to financial statement approval date
- ▶ Receipt of signed management representation letter

We conducted our audit in accordance with Canadian generally accepted auditing standards. The objective of our audit was to obtain reasonable, not absolute, assurance about whether the consolidated financial statements are free from material misstatement.

Except as described in this report, the scope of the work performed was substantially the same as that described in our Planning Report to Council dated January 20, 2021.



Materiality

As communicated to you in our Planning Report to Council, preliminary materiality for the statement of operations related balances on the statement of financial position was \$3,000,000, which was approximately 2% of the City’s budgeted expenses. Materiality for tangible capital assets was set at \$20.5 million, which is approximately 2% of the City’s tangible capital assets. Based on final results, final materiality for tangible capital assets was increased to \$22.45 million, while materiality for all other items was decreased to \$2,800,000.



Audit Findings

Our audit focused on the risks specific to your operations and key accounts. Our discussion points below focus on key areas of audit focus:

- ▶ Recognition of grant revenue
- ▶ Management override of internal controls
- ▶ Employee future benefits
- ▶ Prior year adjustments
- ▶ COVID-19 disclosures



Internal Control Matters

We are required to report to you in writing any significant deficiencies in internal control that we have identified.

There were no control deficiencies were noted that, in our opinion, are of significant importance to discuss with those charged with governance. However, please refer to Appendix D for the management letter which outlines recommendations over areas of operational improvement.



Independence

Our annual letter confirming our independence is included in Appendix A. We confirm that we are still independent as of the date of this letter.



Adjusted and Unadjusted Differences

For purposes of our discussion, a summary of adjusted and unadjusted differences and disclosure omissions has been presented in Appendix B.



Management Representations

During the course of our audit, management made certain representations to us. These representations were verbal or written and therefore explicit, or they were implied through the consolidated financial statements. Management provided representations in response to specific queries from us, as well as unsolicited representations. Such representations were part of the evidence gathered by us to be able to draw reasonable conclusions on which to base our audit opinion. These representations were documented by including them in the audit working papers, memoranda of discussions with management and written representations received from management.

A summary of the written representations we have requested from management is set out in the representation letter included in Appendix C to the report.



Fraud Discussion

Through our planning process, and current and prior years' audits, we have developed an understanding of your oversight processes. We are not currently aware of any fraud affecting the entity.

If you are aware of changes to processes or are aware of any instances of actual, suspected or alleged fraud affecting the City since our discussions held at planning, we request that you provide us with this information.

Please refer to the Auditor's Responsibilities for Detecting Fraud in the Planning Report to Council.

AUDIT FINDINGS

As part of our ongoing communications with you, we are required to have a discussion on our views about significant qualitative aspects of the City’s accounting practices, including accounting policies, accounting estimates and financial statement disclosures. In order to have a frank and open discussion, these matters can also be discussed verbally with you. A summary of the key discussion points are as follows:

KEY AUDIT AREAS

As described in our Planning Report to Council, the following key audit areas were identified based on our knowledge of the City of Maple Ridge’s operations, our past experience, and knowledge gained from management and Council.

Key Audit Area	Risks Noted	Audit Findings
Fraudulent Revenue Recognition (rebuttable risk)	Although auditing standards require us to consider the risk of fraudulent revenue recognition, due to the nature of the City’s revenue, we have rebutted this presumption.	Grant funding received was confirmed through a review of agreements. We also ensured the revenue is recorded accurately in accordance with the settlement of any stipulations.
Recognition of Grant Revenue	Accounting standards are complex and subject to potential misinterpretation. There is a risk that these charges and grants are not appropriately calculated and recorded in accordance with the relevant accounting standard.	<p>We reviewed the deferred revenue balances by examining supporting documentation and validate the accounting treatment.</p> <p>Other revenues streams also contain revenue recognition issues which we reviewed in with the context of the relevant revenue recognition standards.</p> <p>All audit testing was performed in this area as planned with no issues to report.</p>

Key Audit Area	Risks Noted	Audit Findings
<p>Management Override of Internal Controls (Mandatory audit consideration)</p>	<p>Management is generally in a unique position to perpetrate fraud because of its ability to directly or indirectly manipulate accounting records, and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.</p> <p>It should be noted that this risk is not specific to the City of Maple Ridge.</p>	<p>We reviewed transactions recorded in the various ledgers for unusual or non-recurring adjustments not addressed by other audit procedures.</p> <p>We reviewed the controls relating to processing of journal entries and examined a sample of journal entries subject to risk.</p> <p>All audit testing was performed in this area as planned with no issues to report where controls were overridden.</p>
<p>Employee Future Benefits</p>	<p>A complex area that requires much estimation and reliance on actuarial experts.</p>	<p>We performed a review of the assumptions used and calculations leading to the estimates in the actuarial report on post-employment benefits and compare the inputs to the employment agreements.</p> <p>We tested the data provided to the actuary and used in performing the calculations.</p> <p>We agreed the accounting records to the amounts provided by the independent actuary.</p> <p>All audit testing was performed in this area as planned with no issues to report.</p>

Key Audit Area	Risks Noted	Audit Findings
<p>Prior Year Adjustments - Tangible Capital Assets and Benefits Overpayments</p>	<p>In the current year, management determined that prior years' amounts for developer contributions relating to land under roads and tangible capital assets were overstated. As a result, the comparative figures have been restated to decrease the balance of tangible capital assets by \$14.6M, opening surplus by \$5.8M and revenue by \$8.8M, and to increase expenses by \$10.5K. It should be noted that none of these adjustments impacts the City's tax revenue calculation or cash.</p> <p>In addition, management determined that overpayments made in prior years to the healthcare benefits service provider were not recorded as an asset. As a result, the comparative figures have been restated to increase accounts receivable by \$775K, to decrease expenses by \$6K and to increase the opening accumulated surplus by \$769k.</p>	<p>We examined documentation to support the adjustments to prior years' amounts and we agree with the adjustments made by management.</p>
<p>Impacts of COVID 19 on the operations of the City</p>	<p>COVID-19 continues to impact economies and organizations worldwide. Specific risks that may impact the City include: IT security risks to due increased use of technology for work-from-home; risks relating to increased EFT use; electronic approvals through e-mail, and other electronic controls; risk to health of employees working on-site.</p>	<p>We discussed the impact of COVID-19 with management.</p> <p>We reviewed additional funding agreements received and assessed the revenue recognition.</p> <p>We considered financial results in the context of COVID-19, and reviewed its impact on the processes and controls relating to financial reporting.</p> <p>We reviewed the financial statement disclosures to ensure that the impact of COVID-19 was appropriately disclosed.</p>

INTERNAL CONTROL MATTERS

During the course of our audit, we performed the following procedures with respect to the City's internal control environment:

- ▶ Documented operating systems to assess the design and implementation of control activities that were determined to be relevant to the audit.
- ▶ Discussed and considered potential audit risks with management.

The results of these procedures were considered in determining the extent and nature of substantive audit testing required.

We are required to report to you in writing significant deficiencies in internal control that we have identified during the audit. A significant deficiency is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

As the purpose of the audit is for us to express an opinion on the City's consolidated financial statements, our audit cannot be expected to disclose all matters that may be of interest to you. As part of our work, we considered internal controls relevant to the preparation of the consolidated financial statements such that we were able to design appropriate audit procedures. This work was not for the purpose of expressing an opinion on the effectiveness of internal control.

OTHER REQUIRED COMMUNICATIONS

Potential effect on the financial statements of any material risks and exposures, such as pending litigation, that are required to be disclosed in the financial statements.

- BDO Response: Disclosed as required

Material uncertainties related to events and conditions that may cast significant doubt on the entity's ability to continue as a going concern.

- BDO Response: None noted

Disagreements with management about matters that, individually or in the aggregate, could be significant to the entity's financial statements or our audit report.

- BDO Response: None noted

Matters involving non-compliance with laws and regulations.

- BDO Response: None noted

Significant related party transactions that are not in the normal course of operations and which involve significant judgments made by management concerning measurement or disclosure.

- BDO Response: None noted

Management consultation with other accountants about significant auditing and accounting matters.

- BDO Response: None noted

Other Matters

- BDO Response: No other matters to discuss

Professional standards require independent auditors to communicate with those charged with governance certain matters in relation to an audit. In addition to the points communicated within this letter, the attached table summarizes these additional required communications.

APPENDICES

Appendix A: Confirmation of Independence

Appendix B: Adjusted and Unadjusted Differences

Appendix C: Representation Letter

Appendix D: Management Letter

Appendix E: BDO Resources

APPENDIX A: INDEPENDENCE CONFIRMATION

April 27, 2021

To the Mayor and Council
City of Maple Ridge

Dear Mayor and Council:

We have been engaged to audit the consolidated financial statements of City of Maple Ridge (the "City") for the year ended December 31, 2020.

Canadian generally accepted auditing standards (GAAS) require that we communicate at least annually with you regarding all relationships between the City and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by the appropriate provincial institute/order and applicable legislation, covering such matters as:

- Holding a financial interest, either directly or indirectly in a client;
- Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- Economic dependence on a client; and
- Provision of services in addition to the audit engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising since June 1, 2020 the date of our last letter.

We are not aware of any relationships between the City and our Firm that, in our professional judgment may reasonably be thought to bear on independence that have occurred from June 1, 2020 to the date of this letter.

We hereby confirm that we are independent with respect to the City within the meaning of the Code of Professional Conduct of the Chartered Professional Accountants of British Columbia as of the date of this letter.

This letter is intended solely for the use of Council, management and others within the City and should not be used for any other purposes.

Yours truly,

BDO Canada LLP

Chartered Professional Accountants

APPENDIX B: ADJUSTED AND UNADJUSTED DIFFERENCES

SUMMARY OF UNADJUSTED DIFFERENCES

There are no misstatements noted during our audit that have not been corrected.

SUMMARY OF ADJUSTED DIFFERENCES

The following is a summary of differences that were corrected by management during the course of our audit engagement:

	Dr. (Cr.)			
	Assets	Liabilities	Accumulated Surplus	Annual Surplus
Current year correction for sidewalks removed from the records in error in 2019 and subsequently re-instated in 2020 due to documentation error				\$21,350
DR Amortization Exp - Transportation				
DR Trans-Cont to S/D Infrastructure	\$2,600,387			
DR Accum. Amortization - Road Network	52,007			
CR Accum. Amortization - Road Network	(21,350)			
CR Sidewalks	(2,600,387)			
CR Amortization expense - Road Network				(52,007)
Total Adjusted Differences	\$ 30,657	\$ -	\$ -	\$ (30,657)

SUMMARY OF DISCLOSURE ITEMS

The following is a summary of disclosure adjustments that have been made within the consolidated financial statements:

Disclosure Adjustments	Management's Response
None noted	

APPENDIX C: REPRESENTATION LETTER

BDO Canada LLP
Chartered Professional Accountants
1100 Royal Centre
1055 West Georgia Street
Vancouver BC V6E 3P3

This representation letter is provided in connection with your audit of the financial statements of the City of Maple Ridge for the year ended December 31, 2020, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian public sector accounting standards.

We confirm that to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Financial Statements

We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated November 14, 2019, for the preparation of the financial statements in accordance with Canadian public sector accounting standards; in particular, the financial statements are fairly presented in accordance therewith.

- The methods, significant assumptions, and data used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement and/or disclosure that are reasonable in accordance with Canadian public sector accounting standards.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian public sector accounting standards.
- All events subsequent to the date of the financial statements and for which Canadian public sector accounting standards require adjustment or disclosure have been adjusted or disclosed.
- The financial statements of the entity use appropriate accounting policies that have been properly disclosed and consistently applied.
- There are no misstatements noted as a result of your audit that have not been corrected.
- We have reviewed and approved all journal entries recommended by you during the audit. A list of the misstatement corrected is attached to the representation letter.

Information Provided

- We have provided you with:
 - access to all information of which we are aware that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
 - additional information that you have requested from us for the purpose of the audit; and
 - unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- We are responsible for the design, implementation and maintenance of internal controls to prevent, detect and correct fraud and error, and have communicated to you all deficiencies in internal control of which we are aware.

- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

Fraud and Error

- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements.
- We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators, or others.

General Representations

- Where the value of any asset has been impaired, an appropriate provision has been made in the financial statements or has otherwise been disclosed to you.
- We have provided you with significant assumptions that in our opinion are reasonable and appropriately reflect our intent and ability to carry out specific courses of action on behalf of the entity when relevant to the use of fair value measurements or disclosures in the financial statements.
- We confirm that there are no derivatives or off-balance sheet financial instruments held at year end that have not been properly recorded or disclosed in the financial statements.
- Except as disclosed in the financial statements, there have been no changes to title, control over assets, liens or assets pledged as security for liabilities or collateral.
- The entity has complied with all provisions in its agreements related to debt and there were no defaults in principal or interest, or in the covenants and conditions contained in such agreements.
- There have been no plans or intentions that may materially affect the recognition, measurement, presentation or disclosure of assets and liabilities (actual and contingent).
- The nature of all material uncertainties have been appropriately measured and disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.

Other Representations Where the Situation Exists

- We have informed you of all known actual or possible litigation and claims, whether or not they have been discussed with legal counsel. Since there are no actual, outstanding or possible litigation and claims, no disclosure is required in the financial statements.
- We have provided you all the relevant information in order to appropriately record and disclose the restatement made to correct a material misstatement in the prior period financial statements that affect the comparative information. This restatement was to:
 - reflect new information about the inventory of tangible capital assets and recognize excess future benefit payments that had accumulated with the service provided and are available to use against future benefit payments
- To the extent that our normal procedures and controls related to our financial statement close process were adversely impacted by the COVID-19 outbreak, we took appropriate actions and safeguards to reasonably ensure the fair presentation of the financial statements
- Disclosure included in the financial statements regarding the relevant significant business, financial, and reporting impacts of the COVID-19 outbreak accurately reflects management’s full consideration of such impact

Yours truly,

Al Horsman, Chief Administrative Officer

Trevor Thompson, Chief Financial Officer

Catherine Nolan, Corporate Controller

APPENDIX D: MANAGEMENT LETTER

Mr. Al Horsman
Chief Administrative Officer
City of Maple Ridge
11995 Haney Place
Maple Ridge, BC V2X 6A9

Dear Mr. Horsman:

As your external auditors, we are engaged to provide an audit opinion on your year-end consolidated financial statements. An external audit requires testing of transactions and balances and review of those internal control systems upon which we may place reliance. An opinion on the consolidated financial statements does not necessarily mean that your internal control systems are all operating effectively. This is because we review only those internal control systems where we feel that failure could result in a material error on the consolidated financial statements. With those systems that we do review, our focus is on the assertions necessary to meet our consolidated financial statement audit objectives.

Our review of systems, transactions and balances as well as discussions with staff at various levels gives us a unique insight into your operations. While conducting this work we make note of items that come to our attention where we feel that improvement could be made or alternatives could be considered. We are fortunate in that we work with a great number of clients and observe a wide variety of processes. We see firsthand any procedures that are emerging as best practices.

As matters come to our attention, we make note of these for subsequent follow-up. For minor matters we discuss directly with the staff involved. More important matters are brought forward in this letter.

We have outlined our observations and recommendations resulting from this year's audit, along with management's comments thereon, in the Appendix to this letter.

Our recommendations and discussions with Management have been outlined in the attached Appendix.

This communication is prepared solely for the information of management and those charged with governance and is not intended for any other purposes. We accept no responsibility to a third party who uses this communication.

We would like to express our appreciation for the co-operation and assistance received staff and management of the City during the course of the audit. Our experience is that the Finance Department is well-prepared for the annual audit, which is a significant contributor to keeping audit costs down.

We shall be pleased to discuss with you further any matters mentioned in this letter at your convenience.

Yours truly,



Brian Szabo, CPA, CA
Partner through a corporation
BDO Canada LLP
Chartered Professional Accountants

BJS/

cc: Audit and Finance Committee and Council

Appendix 1

Current Year Observations

Tangible Capital Asset Accounting and Management

During our work over tangible capital asset additions, we noted the following items:

- An addition for sidewalks recorded in the current year that was selected for testing was in fact an asset that was inadvertently removed from the records in fiscal 2019 due to miscommunication and/or misinterpretation of information transferring between the Engineering Department and the Finance Department. The current year addition was to reinstate the asset. This resulted in an understatement of assets and surplus in 2019 and an over statement of additions in 2020. Although the item tested was not material on its own, and our additional testing did not result in any material errors being detected, the circumstance may be indicative of a systemic issue that could result in material errors not being prevented or detected.
- We noted that the City's practice in recording revenue from assets received from developers as Contributed tangible capital assets is to use a rolling twelve month period ending October 31 to determine the assets received and recorded as revenue in the fiscal year. This practice is the result of system limitations that do not allow for real time information to be recorded. While on a year-to-year basis there is low risk of material error in contributed tangible capital asset revenue, there is a risk that assets received in the last two months of the year but not recorded in the financial statements until the subsequent fiscal year could be material, and therefore result in a material understatement of tangible capital assets and accumulated surplus. The average annual receipts of such assets for the past three years is approximately \$25M. Therefore, a material understatement is not likely; however, the limitations of the systems in place result in there being no certainty or even estimate possible of the amounts received in the last two months of the year.

In discussion with management, and review of process documentation, both of the above issues are the result of a lack of a dedicated system for the City's tangible capital assets. Much of the work that is done relating to tangible capital assets is based on spreadsheets, which have substantial limitations and are prone to error if not carefully controlled.

We recommend the City investigate software products specifically designed to manage the accounting requirements for local governments' tangible capital assets. Several such products exist and implementing such a system would enhance the quality and accuracy of the City's information regarding its tangible capital assets.

Management Response

The Finance Department's workplan has identified the need for a system to replace the current reliance on spreadsheets for tangible capital assets and will be doing preliminary work towards this in 2021 and working with IT to implement a system in the near future.

Records Management and Retention / Virtual Private Network

Our fiscal 2020 audit was the second audit cycle conducted in a remote manner. Our staff were not on site and a number of the City's staff were generally working from home. We have evolved our audit to accommodate secure file transfer through our cloud-based client-dedicated portal. While this portal is easy to use for information already in an electronic format any paper records must first be scanned before they can be transferred to the portal. We note that the City's financial system is reliant on paper-based processes which meant that City staff needed to dedicate significant time to accommodate the transfer of records required for a remote audit.

We recommend that evaluation of any future financial systems include consideration of electronic processes.

Management Response

The City's long-term capital program includes a provision to replace the City's financial system in the future. Any needs assessment conducted as part of that project will include the ability of a new system to streamline processes by moving away from paper-based processes.

APPENDIX E: BDO RESOURCES

Fraud Risk Awareness:

There has been a noticeable increase over the past few years in fraudulent activities in all organizations, including public sector. In particular, factors arising from COVID-19, including increased remote work and electronic workflow have provided increased opportunities for fraudulent activities. BDO Canada has recently unveiled the Fraud and Cybersecurity Resource Hub. This site is an invaluable resource to management in identifying and managing fraud risk within your organization. Our Fraud Risk specialists have assembled a number of articles and videos in one place for ease of reference.

FRAUD AND CYBERSECURITY RESOURCE HUB

Resources and strategies to help you protect your organization from fraud and cyber attacks.

ARTICLE
TOP 5 FRAUD RISKS YOUR BUSINESS SHOULD WATCH FOR IN 2021
BDO highlights the five fraud risks that businesses should watch for in 2021 and beyond.
Read Article

INFOGRAPHIC
RESUME OF A FRAUDSTER: HOW TO DETECT FRAUD IN THE WORKPLACE
Read Article

VIDEO
#FRAUDECONSTRUCTED: NATIONAL LEADER VIVEK GUPTA AND PARTNER CHETAN SEHGAL ON
Watch Video

Know your fraud risks. Download our self-assessment worksheets.
Download

Do you suspect fraud in your organization? Our team can help.
Contact Us

Visit the BDO Fraud and Cybersecurity Resource Hub at: <https://insights.bdo.ca/fraud-cybersecurity-awareness-hub>

TO: His Worship Mayor Michael Morden
and Members of Council

MEETING DATE: May 4, 2021

FILE NO: 09-3900-02

FROM: Chief Administrative Officer

MEETING: CoW

SUBJECT: Designation of Officers Bylaw

EXECUTIVE SUMMARY:

Section 154 of the *Community Charter* provides for Council, by bylaw, delegate its powers, duties and functions, including those specifically established by an enactment, to the extent provided, to a council member or council committee, an officer or employee of the municipality, or another body established by the council except to a corporation.

As exceptions, a Council may not delegate the following:

- a) the making of a bylaw;
- b) a power or duty exercisable only by bylaw;
- c) a power or duty established by this or any other Act that the council give its approval or consent to, recommendations on, or acceptance of an action, decision or other matter;
- d) a power or duty established by an enactment that the council hear an appeal or reconsider an action, decision or other matter;
- e) a power or duty to terminate the appointment of an officer;
- f) the power to impose a remedial action requirement under Division 12 [*Remedial Action Requirements*] of Part 3.

Despite (e) above, a Council may only delegate a power or duty to appoint or suspend an officer to its Chief Administrative Officer.

In exercising its powers under Section 154(1) of the *Community Charter*, a Council may establish any terms and conditions it considers appropriate.

RECOMMENDATION:

That Officers Designation Bylaw No. 7717-2021 be given first, second and third reading.

DISCUSSION:

a) **Background Context:**

The current Maple Ridge Establishment of Officers Bylaw No. 6465-2007 is outdated and does not include details in relation to the duties and functions of statutory officers.

b) Desired Outcome:

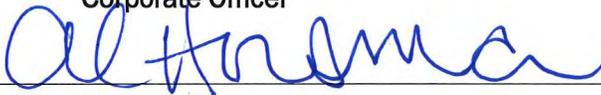
To establish an officers bylaw that reflects current legislative requirements as well as best practices.

CONCLUSION:

The attached bylaw has been reviewed by the City Solicitor and is being presented to Council for consideration.



Prepared by: **Stephanie Nichols**
Corporate Officer



Concurrence: **Al Horsman**
Chief Administrative Officer

Attachments:

- (A) Draft Maple Ridge Designation of Officers Bylaw No. 7717-2021
- (B) Maple Ridge Establishment of Officers Bylaw No. 6465-2007

CITY OF MAPLE RIDGE

OFFICERS DESIGNATION BYLAW NO. 7717-2021

A Bylaw to provide for the appointment of Officers and to prescribe the powers, duties and responsibilities of such Officers including the Delegation of Authority

WHEREAS:

The City of Maple Ridge must by bylaw, under Section 146 of the *Community Charter*, establish officers' positions having responsibility under Sections 148 and 149 of the *Community Charter*;

AND WHEREAS the City of Maple Ridge may, by bylaw, confer on an officer position the chief administrative responsibility for the City under Section 147, of the *Community Charter*;

Pursuant to section 154 of the *Community Charter*, S.B.C. 2003, c. 26, Council may, by bylaw, delegate its powers, duties and functions, including those specifically established by an enactment, to officers and employees of the City; and,

Council wishes to delegate to its officers and employees certain powers, duties and functions, including the authority to execute certain documents on behalf of the City.

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

Part 1: Interpretation

Name of Bylaw

1. This Bylaw may be cited for all purposes as the "Maple Ridge Officers Designation Bylaw No. 7717-2021."

Repeal

2. Maple Ridge Establishment of Officers Bylaw No. 6465-2007 is hereby repealed in its entirety including all amendments thereto.

Definitions

3. In this Bylaw, the following words have the following meanings:

"Authorized Designate" means a statutory officer or employee who has temporarily assumed responsibilities of another position in an acting capacity or who has been appointed in writing to act on another person's behalf during that person's absence for the purposes of exercising authority under this Bylaw;

"Chief Administrative Officer" means the person designated by Council as the City's Chief Administrative Officer;

"City" means the City of Maple Ridge;

“Council” means the elected council for the City;

“Statutory Officers” means the statutory officers established pursuant to Part 2, Section 1 of this Bylaw;

4. Except as otherwise defined in this bylaw, words or phrases herein shall be construed in accordance with their meanings under the *Community Charter*, *Local Government Act*, and *Interpretation Act*, and other legislation as the context and circumstances may require. A reference to a statute refers to a statute of the Province of British Columbia, and a reference to any statute, regulation or bylaw refers to that enactment, as amended or replaced from time to time.
5. Words in the singular include the plural.
6. Headings in this bylaw are for convenience only and must not be construed as defining, or in any way limiting the scope or intent of this bylaw.

Part 2: Establishment of Statutory Officer Positions

7. The persons holding the following positions with the City are established as Statutory Officers of the City under Section 146 and the following provisions of the *Community Charter*:
 - a. Chief Administrative Officer, pursuant to Section 147;
 - b. Corporate Officer, pursuant to Section 148; and
 - c. Financial Officer, pursuant to Section 149.
8. The selection of the Chief Administrative Officer shall be made by Council.
9. The selection of the Financial Officer and Corporate Officer shall be made by the Chief Administrative Officer and appointed by resolution of Council.
10. The selection of the Acting Chief Administrative Officer shall be made by the Chief Administrative Officer. In the event of incapacitation of the Chief Administrative Officer or vacancy in that position, the selection of the Acting Chief Administrative Officer shall be made by Council.
11. The delegation under this Bylaw will apply to staff who assume or are appointed the responsibility of the Statutory Officers noted in this bylaw while those individuals are absent.

Powers and Duties of the Chief Administrative Officer

12. The Chief Administrative Officer for the City has the following duties, powers and functions:
 - a) carrying out the powers, duties and functions specified in Section 147 of the *Community Charter* and other provisions applicable to the Chief Administrative Officer in other enactments;
 - b) appointing and/or suspending Statutory Officers per Section 154(3) of the *Community Charter*;

- c) appointing, promoting, disciplining, suspending or terminating any other Employee of the City, subject to any contract of employment or collective agreement in force;
- d) coordinating, motivating, directing and supervising department heads and establishing their duties and responsibilities;
- e) administering exempt staff compensation in accordance with the corporate policies and budgets established by Council;
- f) subject to Council approval, negotiating all collective agreements;
- g) developing and recommending for Council approval, policies dealing with non-administrative matters as directed by Council, and may initiate such policies for consideration by Council;
- h) implementing all Council approved policies and directives;
- i) developing, approving, and implementing policies, procedures and practices dealing with administrative matters;
- j) preparing and submitting such reports and recommendations as may be required by Council;
- k) hiring and retaining legal counsel on behalf of the City;
- l) taking whatever legal actions or measures deemed necessary in response to an emergency;
- m) the authority to assign additional responsibilities to an officer, including acting on behalf of another officer in their absence;
- n) the authority to assign to other appointed officers and employees of the City any powers, duties or functions assigned to the Chief Administrative Officer under this bylaw to achieve more efficient and effective administration of the City's affairs. This does not apply to the powers, duties and functions specified in subsections (a), (b), (k), and (l), or the authority to appoint, suspend or terminate employees specified in subsection (c).

Powers and Duties of the Corporate Officer

- 13. The Corporate Officer is assigned responsibility for the corporate administration of the City, including carrying out the powers, duties and functions of the corporate officer as set out in Section 148 of the *Community Charter* and other provisions applicable to the corporate officer in other enactments.
- 14. Council hereby delegates to the Corporate Officer all duties, powers and functions of Council to consolidate any of the City's bylaws by adding all amendments made to it, omitting a provision that has been repealed or has expired, and placing on the consolidated bylaw a statement that the bylaw is consolidated for convenience only.
- 15. Administering a records management program for the City;
- 16. Providing any notice required by statute or other law in relation to a bylaw or to an action, decision or other matter.

Powers and Duties of the Financial Officer

17. The Financial Officer is assigned the responsibility of financial administration for the City, and carrying out the powers, duties, and functions specified in Section 149 of the *Community Charter* and other provisions applicable to the financial officer in other enactments.

No delegation by Persons Holding Statutory Officer Position

18. A person to whom a power, duty or function has been delegated under this bylaw has no authority to further delegate to another person any power, duty or function that has been delegated in this bylaw unless that person is in an acting position while that person is away.

Suspension of Statutory Officers

19. Suspension of a Statutory Officer will be in accordance with Sections 151 and 154(3) of the *Community Charter* and Section 11(b) of this bylaw.

Termination of Statutory Officers

20. Termination of the appointment of any Statutory Officer will be made in accordance with Section 152 of the *Community Charter*.

Appointment to Two or More Positions

21. Nothing in this Bylaw shall prevent the appointment of the same person to two or more offices or positions.

Power to Enter on and Use Property

22. The Chief Administrative Officer, the General Manager Engineering Services and the General Manager Parks, Recreation and Culture are each delegated authority, in accordance with Section 32(3) of the *Community Charter*, to cause on behalf of the city entry onto real property and undertake works of construction, maintenance and repair or mitigation of injury done or anticipated, or in reduction of compensation, if they consider that real property may be injuriously affected by the exercise of a Council Power.

Delegation

23. A delegation of a power, duty, or function under this Bylaw includes a delegation to a person who has, from time to time, been appointed to act on behalf of the delegate or is appointed by Council to act in the capacity of the delegate in the delegate's absence including, in the event of a state of local emergency, the appointed Emergency Operations Centre Director.
24. In the absence of the delegate, the powers delegated under this Bylaw may be exercised by a person who has been appointed to act in the capacity of the delegate, or the General Manager or Director of the person's department. In the absence of a General Manager or Director, the powers delegated under this Bylaw may be exercised by the Chief Administrative Officer or the person designated as the acting Chief Administrative Officer.

Amendments to Titles

25. For the purposes of this Bylaw, where a staff position or committee is identified by title within this Bylaw or the Associated Bylaws, and should the name of that position/committee or details of the duties of that position/committee change, the rights, duties and obligations of the former position/committee under the Bylaw will transfer to the new position/committee title if the role of that staff position/committee is similar in authority and responsibility.

Required Notices

26. All delegations of powers, duties and functions pursuant to this Bylaw are inclusive of a grant of authority to provide any notice required under a statute or other law in relation to an action, decision or other matter.

Severability

27. If any section, subsection, clause or phrase of this Bylaw is, for any reason, held to be invalid by a court of competent jurisdiction, it will be deemed to be severed and the remainder of the Bylaw will remain valid and enforceable in accordance with its terms.

READ a first time the day of , 2021.

READ a second time the day of , 2021.

READ a third time the day of , 2021.

ADOPTED, the day of , 2021.

PRESIDING MEMBER

CORPORATE OFFICER

CORPORATION OF THE DISTRICT OF MAPLE RIDGE

BYLAW NO. 6465-2007

A Bylaw to establish Officer positions and to assign the powers, duties and functions of those positions

WHEREAS pursuant to Section 146 of the *Community Charter* Council must, by bylaw, establish officer positions in relation to the duties prescribed under Sections 147, 148 and 149;

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

Title

1. This Bylaw shall be cited for all purposes as "Maple Ridge Establishment of Officers Bylaw No. 6465-2007".

Definitions

2. In this Bylaw

"Council" means the Council of the District of Maple Ridge

"District" means the District of Maple Ridge

"Officer" means a person holding an office established under Section 3 of this Bylaw.

Officers' Positions

3. The following positions are hereby established as officer positions of the District of Maple Ridge:
 - (a) Chief Administrative Officer
 - (b) General Manager of Corporate and Financial Services
 - (c) Manager of Legislative Services

Powers, Duties and Responsibilities

4. In addition to any other powers, duties and functions assigned by Council, the Chief Administrative Officer shall be responsible for the chief administrative powers, duties and responsibilities specified in Section 147 of the *Community Charter*.
5. The General Manager of Corporate and Financial Services shall be responsible for the powers, duties and responsibilities for financial administration specified in Section 149 of the *Community Charter*.

6. The Manager of Legislative Services shall be responsible for the powers, duties and responsibilities for corporate administration specified in Section 148 of the *Community Charter*.

Severability

7. If any section, sub-section, paragraph, clause or phrase of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, the decision shall not affect the validity of the remaining portions of this bylaw.

Repeal

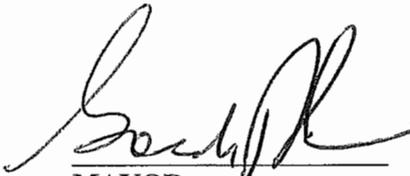
8. "District of Maple Ridge Bylaw No. 2123-1973 is hereby repealed.

READ a first time the 27th day of February, 2007.

READ a second time the 27th day of February, 2007.

READ a third time the 27th day of February, 2007.

RECONSIDERED AND ADOPTED this 13th day of March, 2007.


MAYOR


CORPORATE OFFICER