

City of Maple Ridge

COUNCIL MEETING AGENDA

May 25, 2021

7:00 p.m.

Virtual Online Meeting including Council Chambers

Meeting Decorum:

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

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

Note: This Agenda is also posted on the City's website at www.mapleridge.ca

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

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

- 100 CALL TO ORDER

- 200 AMENDMENTS TO THE AGENDA

- 300 APPROVAL OF THE AGENDA

- 400 ADOPTION OF MINUTES
- 401 Minutes of the Regular Council Meeting of May 11, 2021

- 500 PRESENTATIONS AT THE REQUEST OF COUNCIL

- 600 DELEGATIONS
- 601 Electric Micro Mobility and Infrastructure, Step Code Requirements, Reduction of Greenhouse Gas Emissions
 - Steve Ranta

700 ITEMS ON CONSENT

701 Minutes

701.1 Development Agreements Committee Meetings

- May 11, 2021
- May 18, 2021

701.2 Committees and Commissions of Council Meetings

- Audit & Finance Committee Meeting – March 8, 2021
- Community Development & Enterprise Services Committee Meeting – April 19, 2021

702 Reports

703 Correspondence

704 Release of Items from Closed Council Status

From the Closed Council Meeting of June 2, 2020

Item 4.1 Extension of Option to Purchase – 22576 Brown Avenue

705 Recommendation to Receive Items on Consent

800 UNFINISHED BUSINESS

Note: Forwarded from the May 11, 2021 Council Workshop Meeting

801 2013-096-RZ, Off-Street Parking and Loading Amending Bylaw, Tandem Parking Garage Within Townhouse Developments Policy

Staff report dated May 25, 2021 recommending that Maple Ridge Zone Amending Bylaw No. 7564-2019 to provide a definition for tandem parking with restrictions around the percentage of tandem parking allowed, and conditions to regulate building block size requirement for townhouse units in the RM-1 (Low Density Townhouse Residential) zone be given first and second reading and be forwarded to Public Hearing, that Maple Ridge Parking and Loading Amending Bylaw No. 7565-2019 to provide storage space and longer driveway options be given first and second reading and be forwarded to Public Hearing and that Maple Ridge Parking Garage Units Within Townhouse Developments Policy be adopted.

Note: The following item was withdrawn at the May 11, 2021 Council Meeting (Item 1001)

802 2017-124-RZ, 12555, 12599 and 12516 240 Street and 12511 241 Street

802.1 Maple Ridge Official Community Plan Amending Bylaw No. 7537-2019

To rescind third reading of the bylaw to amend the Land Use Designation Map for portions of the site from Estate Suburban to Conservation and Forest and that second reading be forwarded to the Public Hearing on June 15, 2021.

802.2 Maple Ridge Zone Amending Bylaw No. 7343-2017

To rescind second and third reading of the bylaw to rezone from RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential) to create a 26 lot subdivision with park dedication on a 8.19 hectare (20 acre) site and that second reading as amended be forwarded to the Public Hearing on June 15, 2021.

900 CORRESPONDENCE

1000 BYLAWS

Note: *Items 1001 to 1006 are from the May 18, 2021 Public Hearing*

Bylaws for Third Reading

1001 2020-228-RZ, 25629 Bosonworth Avenue

1001.1 Maple Ridge Official Community Plan Amending Bylaw No. 7733-2021

To re-designate the panhandle portion of the lot from Suburban Residential to Agricultural

1001.2 Maple Ridge Zone Amending Bylaw No. 7672-2020

To rezone the panhandle portion of the lot, from RS-2 (Single Detached Suburban Residential) to RS-3 (Single Detached Rural Residential). The current application is to allow the panhandle lot to be subdivided off and consolidated with adjacent lands to the north.

1002 2018-041-RZ, 11621, 11607 and 11633 Burnett Street

1002.1 Maple Ridge Official Community Plan Amending Bylaw No. 7724-2021

To amend the Town Centre Area Plan Schedule 1 from Low-Rise Apartment and Conservation to Conservation and Low-Rise Apartment, and to Amend Schedule C to add to Conservation and to remove from Conservation, to reflect ground truthing and to achieve a habitat balance and accommodate a six storey apartment building with underground parking.

1002.2 Maple Ridge Zone Amending Bylaw No. 7444-2018

To rezone from RS-1 (Single Detached Residential) to RM-2 (Medium Density Apartment Residential). The current application is to permit the future construction of an apartment building containing approximately 57 units in a six storey building.

1003 2018-430-RZ, 23717 and 23689 Fern Crescent

1003.1 Maple Ridge Official Community Plan Amending Bylaw No. 7730-2021

To amend Schedule "A", Chapter 10.3, Part VI, A – Silver Valley, Figure 2 from Conservation, Medium/High Density Residential and Eco-Cluster to Medium/High Density Residential and Conservation, and to Amend Figure 4 – Trails/Open Spaces of the Silver Valley Area Plan to Remove from Conservation and to add to Conservation, adjusting land use designations to fit site conditions.

1003.2 Maple Ridge Zone Amending Bylaw No. 7520-2018

To rezone from RS-2 (Single Detached Suburban Residential) to RM-1 (Low Density Townhouse Residential). The current application is to permit the future construction of a 35 unit townhouse development.

1004 2018-335-RZ, 12010 232 Street and 23223 Dewdney Trunk Road

1004.1 Maple Ridge Official Community Plan Amending Bylaw No. 7638-2020

To amend Section 6.3.5, Commercial Node, to re-designate a portion of the subject properties (23223 Dewdney Trunk Road) from Urban Residential to Commercial.

1004.2 Maple Ridge Zone Amending Bylaw No. 7501-2018

To rezone from C-1 (Neighbourhood Commercial) and RS-1 (Single Detached Residential) to C-2 (Community Commercial). The current application is to permit the future construction of a two storey mixed use commercial development.

Bylaws for Third Reading and Adoption

1005 Greenhouse Gas Reduction Targets

Maple Ridge Official Community Plan Amending Bylaw No. 7688-2020

To adjust the City's community greenhouse gas emission targets to align with the world-wide reductions needed to limit global warming to 1.5 degrees Celsius.

- 1006 **2017-231-RZ, Assisted Living Residences in Residential Areas
Maple Ridge Zone Amending Bylaw No. 7723-2021**
To permit and regulate all classes of Assisted Living Residence as a use in the RS-1, RS-1a, RS-1c, RS-1d, RS-2 and RS-3 zones, with a base density of 3 residents per building and to provide a Density Bonus allowing a maximum of up to 10 residents per building for all classes of Assisted Living Residence on certain conditions, including that the owner enter into a housing agreement with the City.

Bylaws for Adoption

- 1007 **2019-425-RZ, 25057, 25123 and 25171 112 Avenue**
- 1007.1 **Maple Ridge Official Community Amending Bylaw No. 7605-2020**
To amend the Albion Area Plan Schedule 1 and Figure 1 Land Use Designation from Low/Medium Density Residential to Single Family Residential and Conservation.
- 1007.2 **Maple Ridge Zone Amending Bylaw No. 7606-2020**
To rezone from RS-3 (One Family Rural Residential) to R-1 (Residential District), R-2 (Urban Residential District) and R-3 (Special Amenity Residential District) to permit approximately 83 single-family lots.
- 1008 **Maple Ridge Delegation of Procurement Authority Bylaw No. 7711-2021**
To delegate procurement powers, duties and functions to officers and employees of the City.
- Note: Item 1009 is on the agenda for adoption in conjunction with the adoption of Delegation of Procurement Authority Bylaw No. 7711-2021.
- 1009 **Amended Procurement Policy No. 5.45**
To provide for the delegation of certain procurement authority and outline duties and responsibilities of the various parties involved in conjunction with Delegation of Procurement Authority Bylaw No. 7711-2021.
- 1010 **Maple Ridge Officers Designation Bylaw No. 7717-2021**
To establish an officers' bylaw that reflects current legislation requirements as well as best practices.

1100 COMMITTEE REPORTS AND RECOMMENDATIONS

The items in the "Committee Reports and Recommendations" category are staff reports presented at an earlier Committee of the Whole meeting, typically a week prior, to provide Council with an opportunity to ask staff detailed questions. The items are now before the regular Council Meeting for debate and vote. Both meetings are open to the public. The reports are not reprinted again in hard copy, however; they can be found in the electronic agenda or in the Committee of the Whole agenda package dated accordingly.

Planning & Development Services

1101 2020-350-AL, 22673 132 Avenue, Non-Farm Use Application

Staff report dated May 18, 2021 recommending that Application 2020-350-AL for Non-Farm Use to allow a play area of approximately 232 m² (2500 ft²) to supplement existing agri-tourism activities within the farm at 22673 132 Avenue be authorized to proceed to the Agricultural Land Commission.

1102 2020-168-RZ, 13960 232 Street, 13897 and 14027 Silver Valley, RS-3 to R-1, R-2 and RST

Staff report dated May 18, 2021 recommending that Maple Ridge Official Community Plan Amending Bylaw No. 7739-2021 to revise boundaries of the land use designations to fit the site conditions be given first and second reading and be forwarded to Public Hearing and that Maple Ridge Zone Amending Bylaw No. 7662-2020 to rezone from RS-3 (Single Detached Rural Residential) to R-1 (Single Detached [Low Density] Urban Residential), R-2 (Single Detached [Medium Density] Urban Residential) and RST (Street Townhouse Residential) to permit a future subdivision of approximately 64 lots which includes 51 single-family lots and 13 street townhouse units be given second reading and be forwarded to Public Hearing.

1103 2021-092-RZ, 12414 216 Street, RS-1 to R-1

Staff report dated May 18, 2021 recommending that Maple Ridge Zone Amending Bylaw No. 7754-2021 to rezone from RS-1 (Single Detached Residential) to R-1 (Single Detached [Low Density] Urban Residential) to permit a subdivision of approximately two lots be given first reading and that the applicant provide further information as described on Schedule B of the Development Procedures Bylaw No. 5879-1999, along with the information required for a Subdivision application.

1104 2021-188-RZ, 12203 Forest Place, RS-1 to RT-1

Staff report dated May 18, 2021 recommending that Maple Ridge Zone Amending Bylaw No. 7752-2021 to rezone from RS-1 (Single Detached Residential) to RT-1 (Two-Unit Urban Residential) to permit the future construction of a duplex be given first reading.

1105 Development Services Fee Review

Staff report dated May 18, 2021 recommending that Maple Ridge Fees & Charges Amending Bylaw No. 7755-2021 and Maple Ridge Building Amending Bylaw No. 7756-2021 to update Building, Development Application, and Subdivision and Development Servicing fees to reflect current market rates and service costs based on a municipal comparison and analysis, be given first reading.

Engineering Services

Corporate Services

Parks, Recreation and Culture

Administration (including Fire and Police)

1200 STAFF REPORTS

1300 OTHER MATTERS DEEMED EXPEDIENT

1400 PUBLIC QUESTION PERIOD

1500 MAYOR AND COUNCILLOR REPORTS

1600 NOTICES OF MOTION AND MATTERS FOR FUTURE MEETING

1700 ADJOURNMENT

APPROVED BY:  _____

DATE: May 21, 2021 _____

PREPARED BY: Asaunt _____

DATE: May 21, 2021 _____

CHECKED BY: Eunmai _____

DATE: May 21/21 _____

PUBLIC QUESTION PERIOD

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 by having Council members attend remotely and having only necessary staff present in person to administer the meetings. Balancing the health and safety of citizens and our democratic processes is first and foremost in our approach during this health emergency.

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

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. For more information on virtual participation please go to <http://mapleridge.ca/640/Council-Meetings>. Each person will be permitted 2 minutes to ask their question (a second opportunity is permitted if no one else is sitting in the chairs in front of the podium). Questions must be directed to the Chair of the meeting and not to individual members of Council. The total session is limited to 15 minutes.

If you have a question or comment that you would normally ask as part of Public Question Period, you can email clerks@mapleridge.ca before 4:00 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.

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

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

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 on these opportunities contact:
Clerk's Department at 604-463-5221 or clerks@mapleridge.ca
Mayor and Council at mayorcouncilandcaol@mapleridge.ca

400 Adoption and Receipt of Minutes

401 Minutes of Regular and Special Council Meetings

City of Maple Ridge

COUNCIL MEETING MINUTES

May 11, 2021

The Minutes of the City Council Meeting held virtually and hosted in Council Chambers on May 11, 2021 at 7:03 p.m. at 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

C. Goddard, Director of Planning

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

Note: Due to the COVID-19 pandemic, Councillor Dueck, Councillor Duncan, Councillor Meadus, Councillor Robson, Councillor Svendsen and Councillor Yousef participated electronically. The Mayor chaired the meeting from Council Chambers.

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

100 **CALL TO ORDER**

200 **AMENDMENTS TO THE AGENDA**

300 **APPROVAL OF THE AGENDA**

R/2021-CM-155

It was moved and seconded

That the agenda of the Regular Council Meeting of May 11, 2021 be adopted as circulated.

CARRIED

400 ***ADOPTION AND RECEIPT OF MINUTES***

401 Minutes of the Regular Council Meeting of April 27, 2021

R/2021-CM-156

It was moved and seconded

That the minutes of the Regular Council Meeting of April 27, 2021 be adopted as circulated.

CARRIED

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

Note: Councillor Duncan joined the meeting at 7:06 p.m.

600 ***DELEGATIONS***

601 Re-designation of Yennadon Lands

- Zuzana Vasko

Ms. Vasko provided a presentation relative to the environmental impacts of the proposed development on the Yennadon Lands. She requested that the City retain and expand wildlife corridors and protect existing ecosystems.

700 ***ITEMS ON CONSENT***

701 **Minutes**

701.1 Development Agreements Committee Meetings of April 21 and April 28, 2021

702 **Reports** – Nil

703 **Correspondence** – Nil

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

705 Recommendation to Receive Items on Consent

R/2021-CM-157

It was moved and seconded

That items on the consent agenda of the Council Meeting of May 11, 2021 be received into the record.

CARRIED

800 *UNFINISHED BUSINESS* – Nil

900 *CORRESPONDENCE*

901 Metro Vancouver – Consent to Metro Vancouver Regional District Mosquito Control Service Amending Bylaw No. 1320, 2021 – Amends Bylaw 1164, 2012

Letter dated May 4, 2021 from Chris Plagnol, Corporate Officer, Metro Vancouver, requesting a resolution from the City of Maple Ridge Council consenting to the approval of the adoption of Metro Vancouver Regional District Mosquito Control Service Amending Bylaw No. 1320, 2021 on behalf of the electors to amend the service by adding the City of Richmond and directing staff to notify the Metro Vancouver Regional District Board of its consent.

R/2021-CM-158

Moved and seconded

That the Council of the City of Maple Ridge consents to the approval of the adoption of Metro Vancouver Regional District Mosquito Control Service Amending Bylaw No. 1320, 2021 on behalf of the electors; and directs staff to notify the Metro Vancouver Regional District Board of its consent.

CARRIED

1000 *BYLAWS*

Bylaws for Adoption

Note: Item 1001 was withdrawn and deferred to the May 25, 2021 Council Meeting

1001 2017-124-RZ, 12555, 12599 and 12516 240 Street and 12511 241 Street -

1002 2017-306-RZ, 22229 Brown Avenue, 12087, 12097, 12117, 12127, 12131
and 12140 223 Street
Staff report dated May 11, 2021 recommending adoption

1002.1 Maple Ridge Official Community Plan Amending Bylaw No. 7577-2019
To amend the Town Centre Area Plan Designation Map for properties on 223
Street from Single Family Residential to Low Rise Apartment

R/2021-CM-159

Moved and seconded

That Official Community Plan Amending Bylaw No. 7577-2019 be adopted.

CARRIED

1002.2 Maple Ridge Zone Amending Bylaw No. 7366-2017

To rezone from CD-1-00 (Seniors Apartment and Private Hospital) to RM-2
(Medium Density Apartment Residential) to permit construction of 3 apartment
buildings with a total of 330 units.

R/2021-CM-160

Moved and seconded

That Zone Amending Bylaw No. 7366-2017 be adopted.

CARRIED

1003 Maple Ridge Council Procedure Bylaw No. 7700-2021

To regulate the proceedings of Council, Council Meetings and other Council
reporting bodies

R/2021-CM-161

Moved and seconded

That Council Procedure Bylaw No. 7700-2021 be adopted.

CARRIED

Councillor Duncan – OPPOSED

- 1004 **Maple Ridge Water Service Amending Bylaw No. 7726-2021**
To include water rates for the next five years

R/2021-CM-162

Moved and seconded

That Water Service Amending Bylaw No. 7726-2021 be adopted.

CARRIED

- 1005 **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

R/2021-CM-163

Moved and seconded

That 2021-2015 Financial Plan Amending Bylaw No. 7727-2021 be adopted.

CARRIED

Councillor Robson, Councillor Yousef - OPPOSED

- 1006 **Maple Ridge 2021 Property Tax Rates Bylaw No. 7728-2021**
To establish property tax rates for Municipal and Regional District purposes for the year 2021

R/2021-CM-164

Moved and seconded

That 2021 Property Tax Rates Bylaw No. 7728-2021 be adopted.

CARRIED

Councillor Robson, Councillor Yousef – OPPOSED

- 1007 **2021 Tax Rates Bylaws - Albion and Maple Ridge Road 13 Dyking Districts**

1007.1 **Albion Dyking District Tax Rates Bylaw No. 7736-2021**

To impose taxes upon lands in the Albion Dyking District for purposes of dyke maintenance and improvements and equipment repair and maintenance

R/2021-CM-165

Moved and seconded

That Albion Dyking District Tax Rates Bylaw No. 7736-2021 be adopted.

CARRIED

- 1007.2 **Maple Ridge Road 13 Dyking District Tax Rates Bylaw No. 7737-2021**
To impose taxes upon lands in Maple Ridge Road 13 Dyking District for purposes of dyke maintenance and improvements and equipment repair and maintenance

R/2021-CM-166

Moved and seconded

That Road 13 Dyking District Tax Rates Bylaw No. 7737-2021 be adopted.

CARRIED

1100 **REPORTS AND RECOMMENDATIONS**

Planning and Development Services

- 1101 **2016-195-CP, Employment Lands, Re-designation 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 re-designation of the Yennadon Lands for an employment future be given first reading.

R/2021-CM-167

Moved and seconded

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.

CARRIED

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.

R/2021-CM-168

Moved and seconded

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.

CARRIED

Councilor Robson – OPPOSED

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.

R/2021-CM-169

Moved and seconded

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

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

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.

CARRIED

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.

R/2021-CM-170

Moved and seconded

1. In respect of Section 475 of the *Local Government Act*, requirement for consultation during the development or amendment of an Official Community Plan, Council must consider whether consultation is required with specifically:

- i. The Board of the Regional District in which the area covered by the plan is located, in the case of a Municipal Official Community Plan;
- ii. The Board of any Regional District that is adjacent to the area covered by the plan;
- iii. The Council of any municipality that is adjacent to the area covered by the plan;
- iv. First Nations;
- v. Boards of Education, Greater Boards and Improvements District Boards; and
- vi. The Provincial and Federal Governments and their agencies.

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

2. That Zone Amending Bylaw No. 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.

CARRIED

Councillor Robson – OPPOSED

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.

The Corporate Officer advised that 223 notices were mailed out in relation to the item and that one piece of correspondence expressing concern was received.

R/2021-CM-171

Moved and seconded

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.

CARRIED

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.

R/2021-CM-172

Moved and seconded

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.

CARRIED

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.

R/2021-CM-173

Moved and seconded

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.

CARRIED

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.

R/2021-CM-174

Moved and seconded

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.

CARRIED

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.

R/2021-CM-175

Moved and seconded

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.

CARRIED

1152 2020 Consolidated Financial Statements

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

R/2021-CM-176

Moved and seconded

That the 2020 Consolidated Financial Statements be approved.

CARRIED

Parks, Recreation & Culture – Nil

Administration

1191 Designation of Officers Bylaw

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

R/2021-CM-177

Moved and seconded

That Officers Designation Bylaw No. 7717-2021 be given first, second and third reading.

CARRIED

1200 *STAFF REPORTS* – Nil

1300 *OTHER MATTERS DEEMED EXPEDIENT* – Nil

1400 *PUBLIC QUESTION PERIOD* – Nil

1500 *MAYOR AND COUNCILLORS' REPORTS*

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

1600 NOTICES OF MOTION AND MATTERS FOR FUTURE MEETINGS – Nil

1700 *ADJOURNMENT* – 8:13 p.m.

Certified Correct

M. Morden, Mayor

S. Nichols, Corporate Officer

700 *ITEMS ON CONSENT*

701 **Minutes**

701.1 Development Agreements Committee

**CITY OF MAPLE RIDGE
DEVELOPMENT AGREEMENTS COMMITTEE**

May 11, 2021
Mayor's Office

CIRCULATED TO:

Michael Morden, Mayor
Chair

Al Horsman, Chief Administrative Officer
Member

Catherine Schmidt, Recording Secretary

1. 21-105797 BG

LEGAL: Lot 2 Section 32 Township 12 New Westminster District Plan
EPP93695
PID: 030-912-946
LOCATION: 14125 Marc Road
OWNER: Morningstar Homes Ltd. (Robert Bruno & Ryan Lucy)
REQUIRED AGREEMENTS: Temporary Residential Use Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 21-105797 BG.

CARRIED

2. 20-101171 BG

LEGAL: Lot 40 Section 32 Township 12 New Westminster District Plan
EPP93695
PID: 030-913-322
LOCATION: 14083 Mier Drive
OWNER: Morningstar Homes Ltd. (Robert Bruno & Ryan Lucy)
REQUIRED AGREEMENTS: Temporary Residential Use Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 20-101171 BG.

CARRIED

3. 21-105799 BG

LEGAL: Lot 16 Section 32 Township 12 New Westminster District Plan
EPP93695
PID: 030-913-080
LOCATION: 14058 Mier Drive
OWNER: Morningstar Homes Ltd. (Robert Bruno & Ryan Lucy)
REQUIRED AGREEMENTS: Temporary Residential Use Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 21-105799 BG.

CARRIED

4. 21-106314 BG

LEGAL: Lot 15 Section 32 Township 12 New Westminster District Plan
EPP93695
PID: 030-913-071
LOCATION: 14052 Mier Drive
OWNER: Morningstar Homes Ltd. (Robert Bruno & Ryan Lucy)
REQUIRED AGREEMENTS: Temporary Residential Use Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 21-106314 BG.

CARRIED

5. 20-125719 BG

LEGAL: Lot 8 Section 32 Township 12 New Westminster District Plan
EPP93695
PID: 030-913-004
LOCATION: 14089 232 Street
OWNER: Morningstar Homes Ltd. (Robert Bruno & Ryan Lucy)
REQUIRED AGREEMENTS: Temporary Residential Use Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 20-125719 BG.

CARRIED

6. 20-125795 BG

LEGAL: Lot 6 Section 32 Township 12 New Westminster District Plan
EPP93695
PID: 030-912-989
LOCATION: 14101 Marc Road
OWNER: Morningstar Homes Ltd. (Robert Bruno & Ryan Lucy)
REQUIRED AGREEMENTS: Temporary Residential Use Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 20-125795 BG.

CARRIED

7. 20-125796 BG

LEGAL: Lot 5 Section 32 Township 12 New Westminster District Plan
EPP93695
PID: 030-912-971
LOCATION: 14107 Marc Road
OWNER: Morningstar Homes Ltd. (Robert Bruno & Ryan Lucy)
REQUIRED AGREEMENTS: Temporary Residential Use Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 20-125796 BG.

CARRIED

8. 21-104285 BG

LEGAL: Lot 4 Section 32 Township 12 New Westminster District Plan
EPP93695
PID: 030-912-962
LOCATION: 14113 Marc Road
OWNER: Morningstar Homes Ltd. (Robert Bruno & Ryan Lucy)
REQUIRED AGREEMENTS: Temporary Residential Use Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 21-104285 BG.

CARRIED

9. 21-104989 BG

LEGAL: Lot 1 Section 32 Township 12 New Westminster District Plan
EPP93695
PID: 030-912-938
LOCATION: 14131 Marc Road
OWNER: Morningstar Homes Ltd. (Robert Bruno & Ryan Lucy)
REQUIRED AGREEMENTS: Temporary Residential Use Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 21-104989 BG.

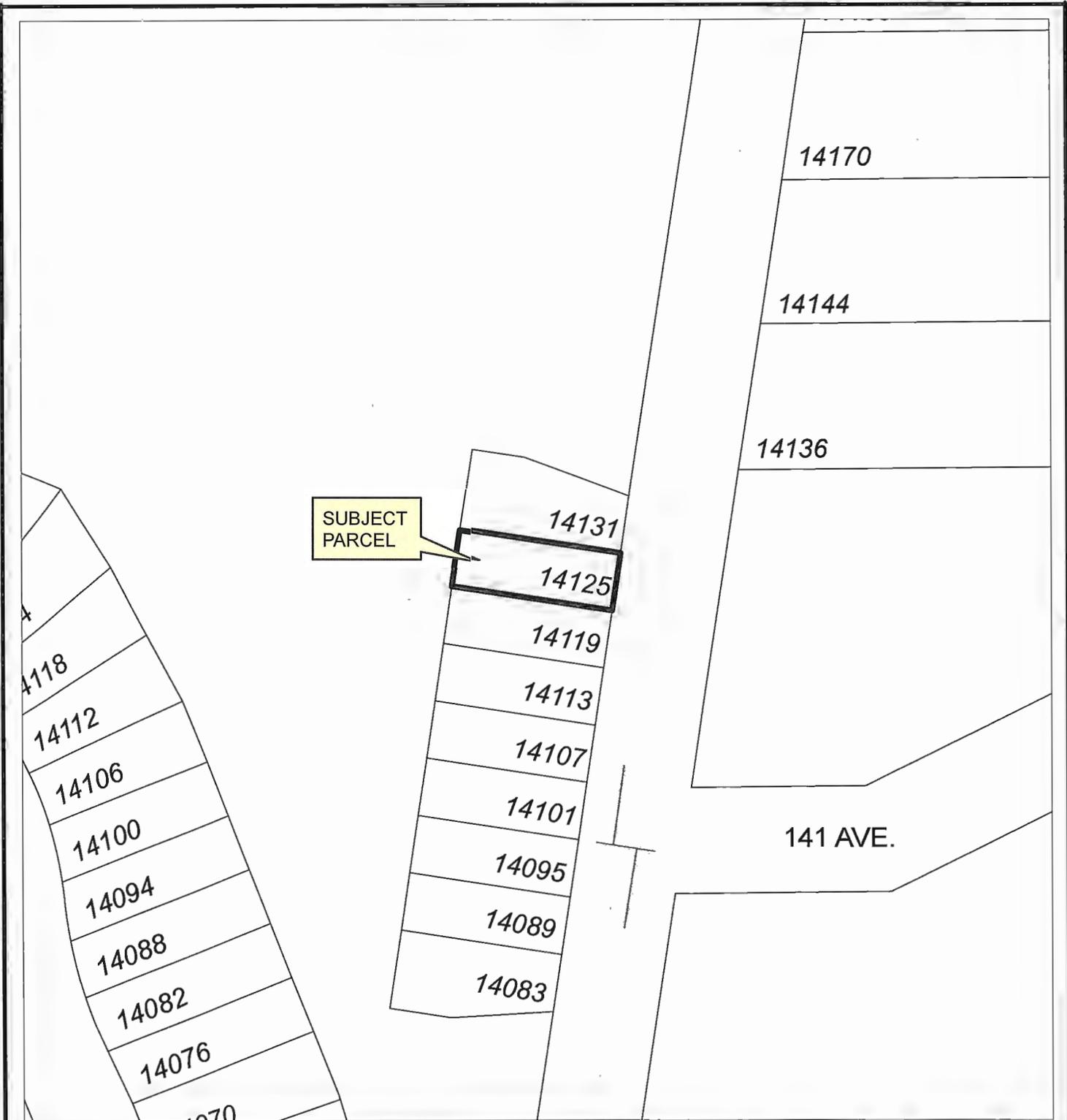


Michael Morden, Mayor
Chair

CARRIED



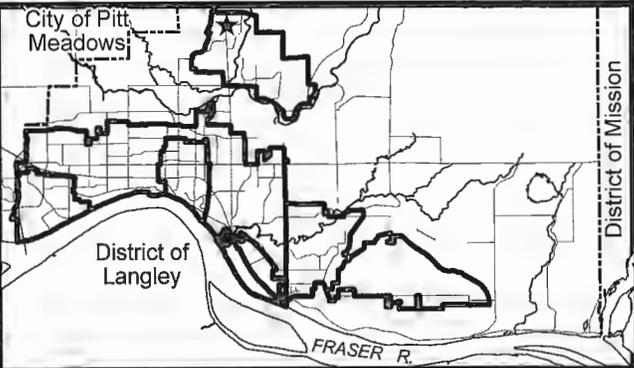
Al Horsman, Chief Administrative Officer
Member



SUBJECT PARCEL



Scale: 1:1,000

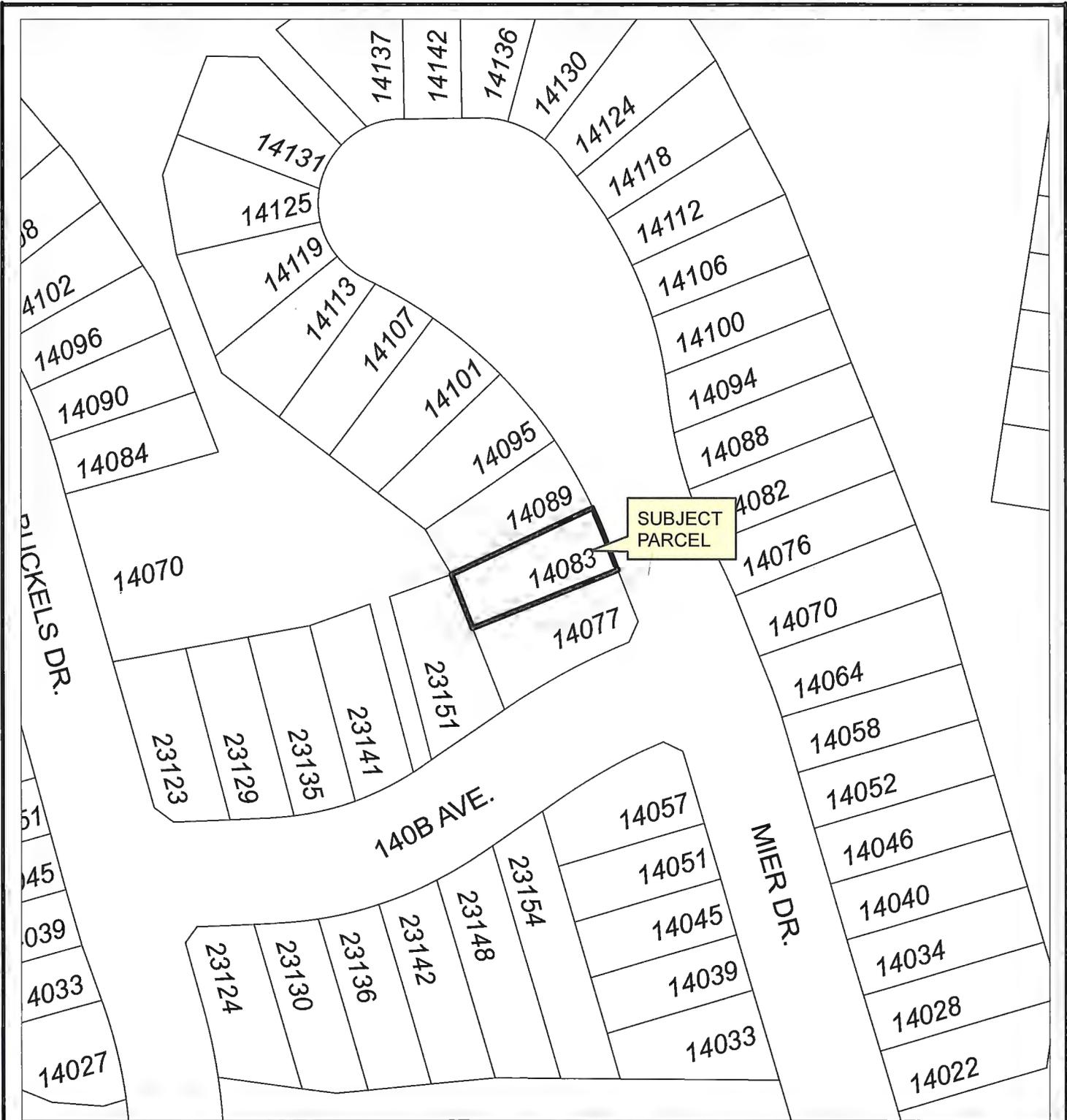


14125 MARC RD.



FILE: Untitled
DATE: May 4, 2021

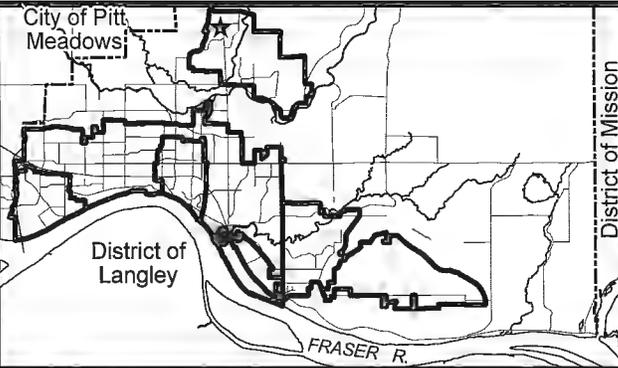
BY: MS



SUBJECT PARCEL



Scale: 1:1,000



14083 MIER DR.

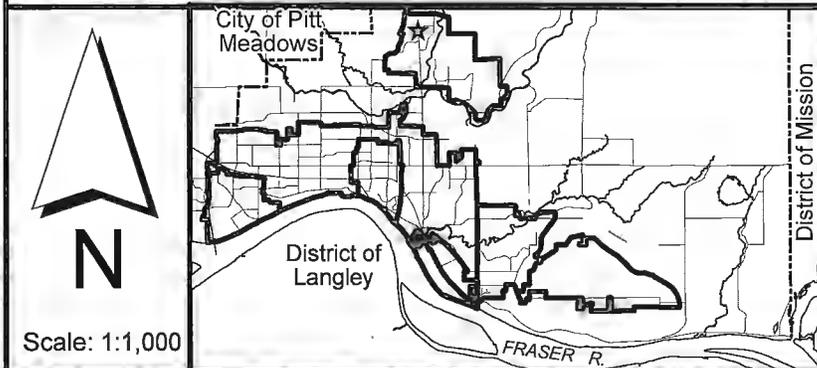
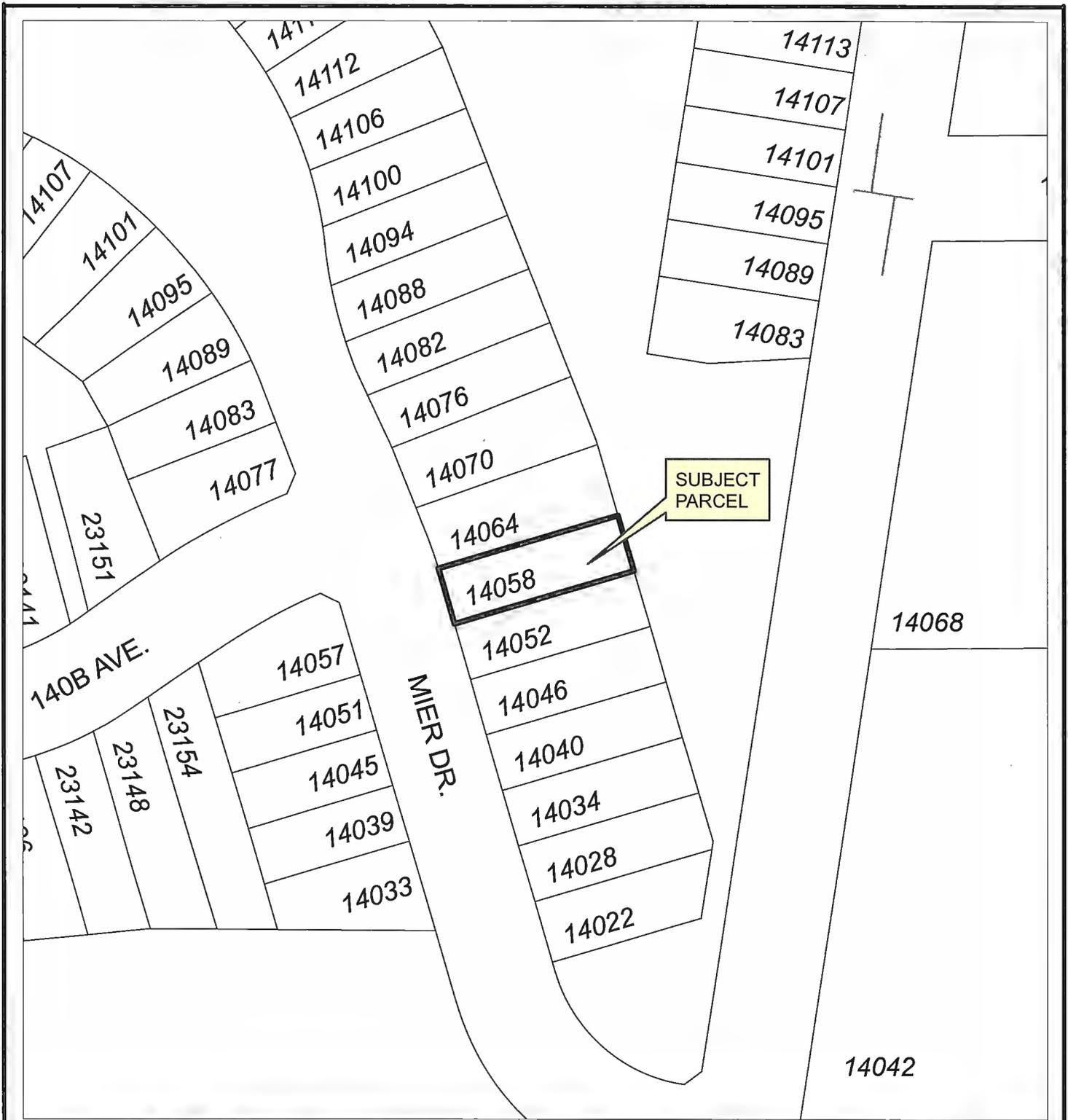
LICENCES, PERMITS & BYLAWS DEPT.



mapleridge.ca

FILE: Untitled
DATE: May 4, 2021

BY: MS

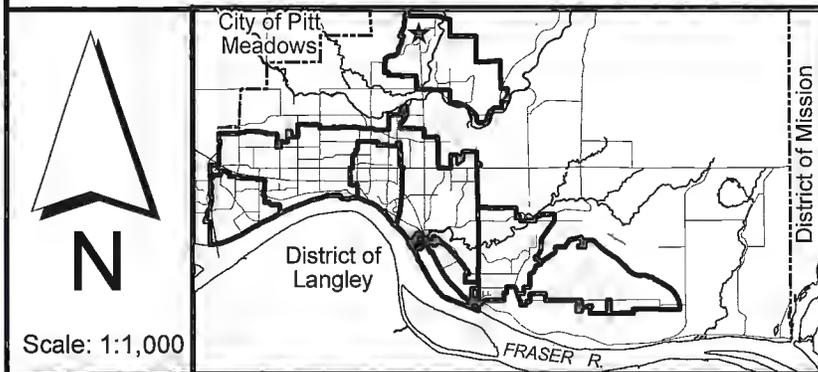
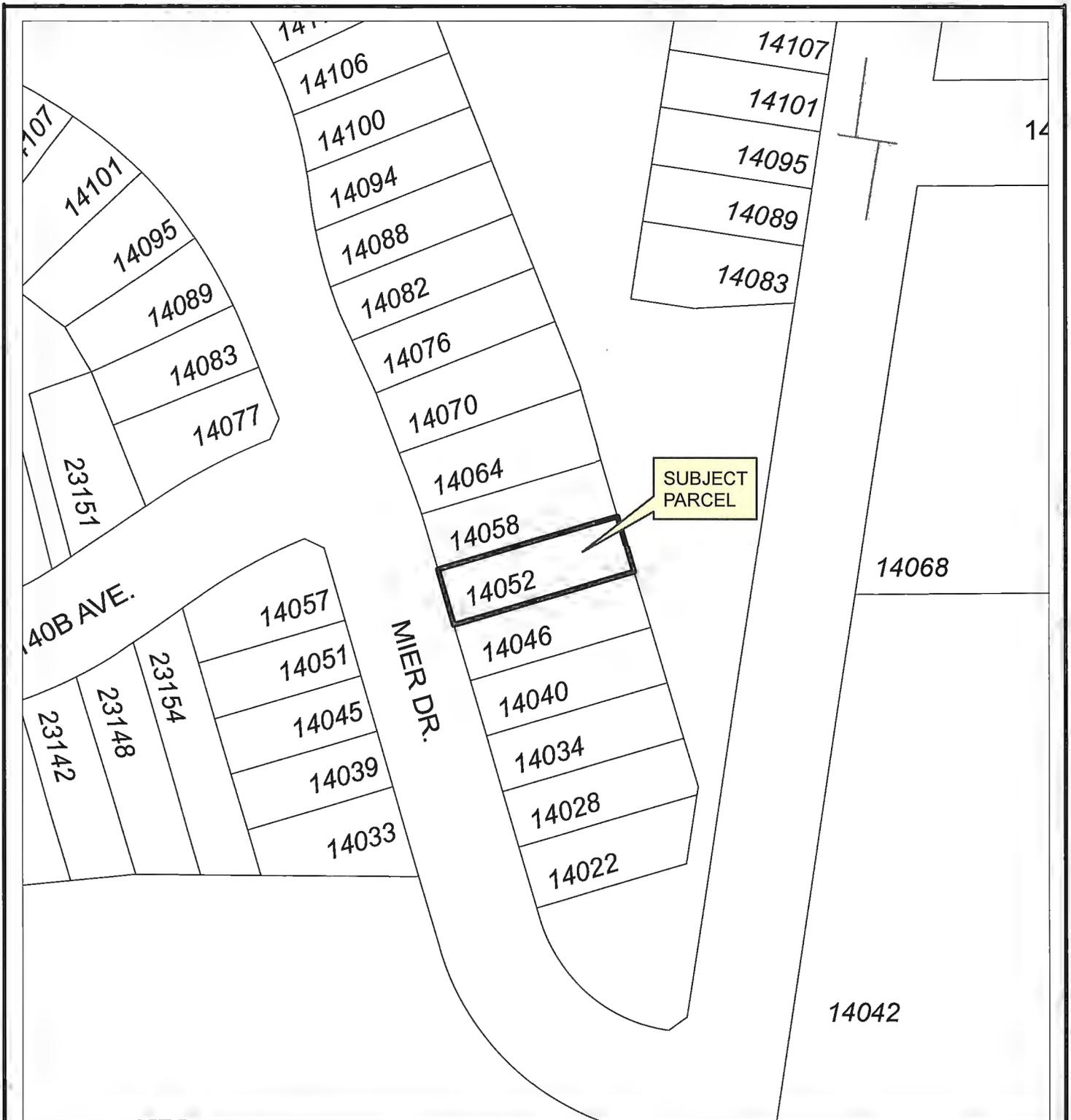


14058 MIER DR.

LICENCES, PERMITS & BYLAWS DEPT.

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FILE: Untitled
 DATE: May 4, 2021
 BY: MS



14052 MIER DR.

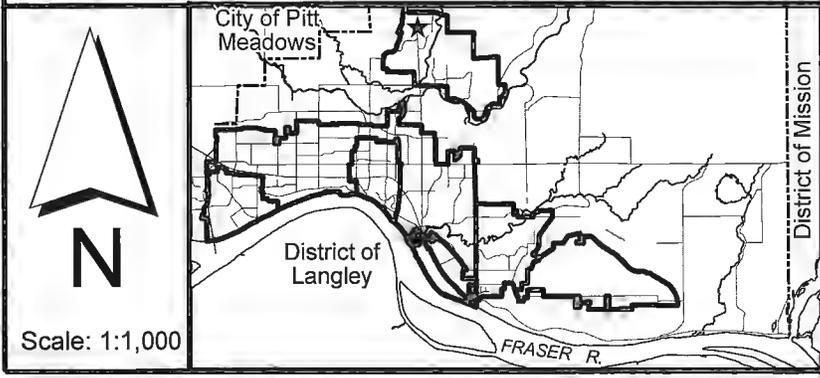
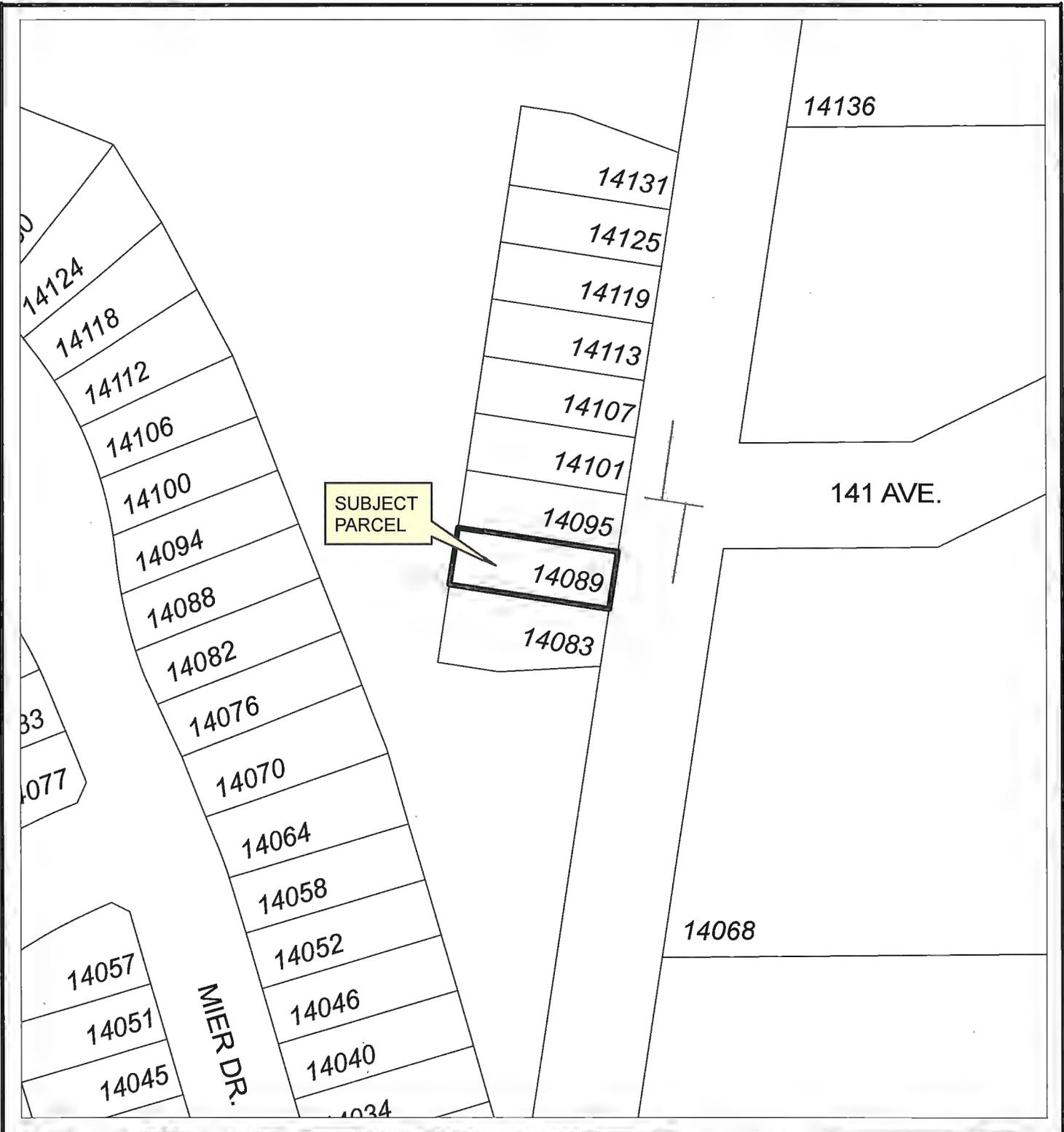
LICENCES, PERMITS & BYLAWS DEPT.



MAPLE RIDGE
British Columbia

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FILE: Untitled
DATE: May 4, 2021
BY: MS



14089 232 ST.

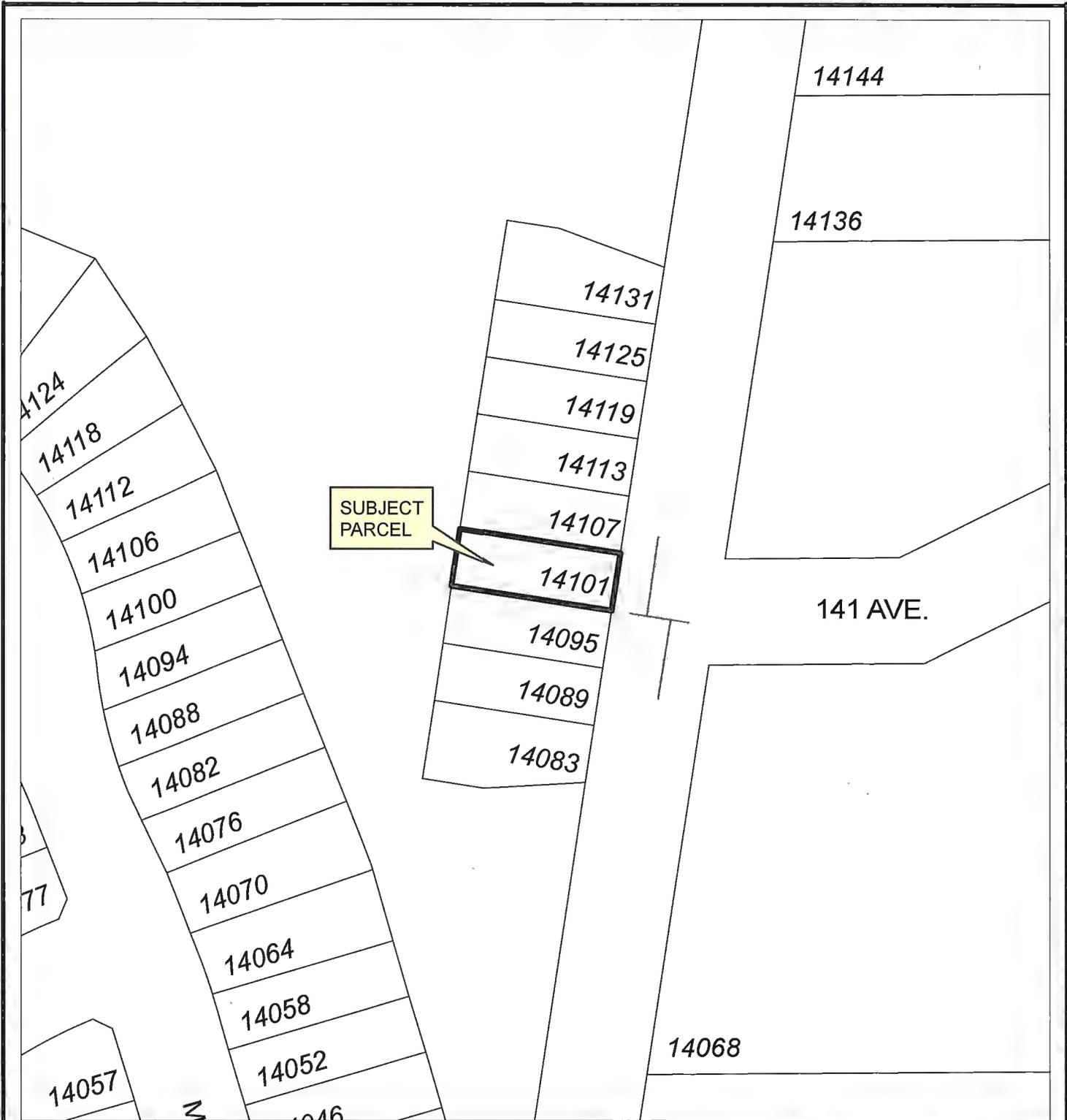
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MAPLE RIDGE
British Columbia

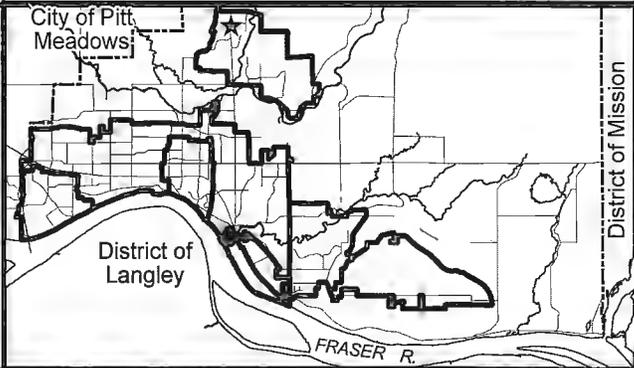
mapleridge.ca

FILE: Untitled
DATE: May 4, 2021

BY: MS



SUBJECT
PARCEL

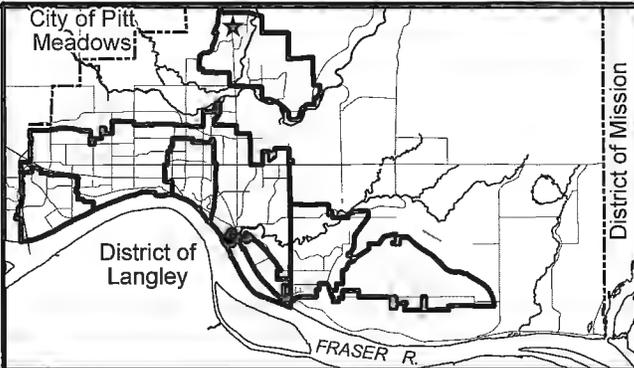
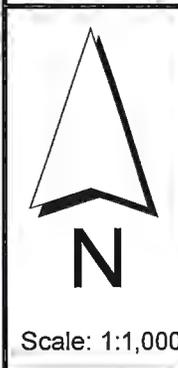
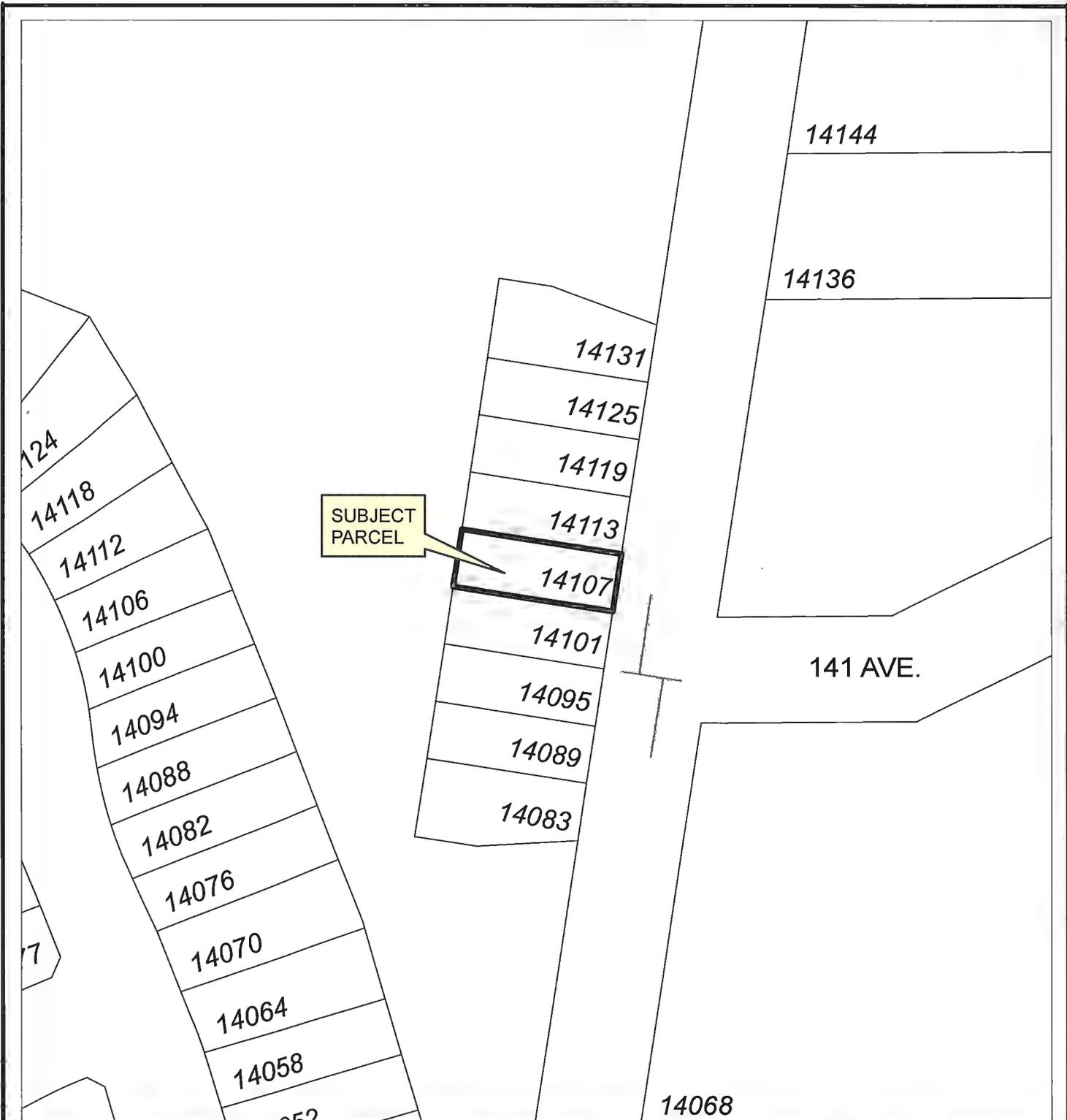


14101 MARC RD.

LICENCES, PERMITS & BYLAWS DEPT.

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DATE: May 4, 2021
BY: MS

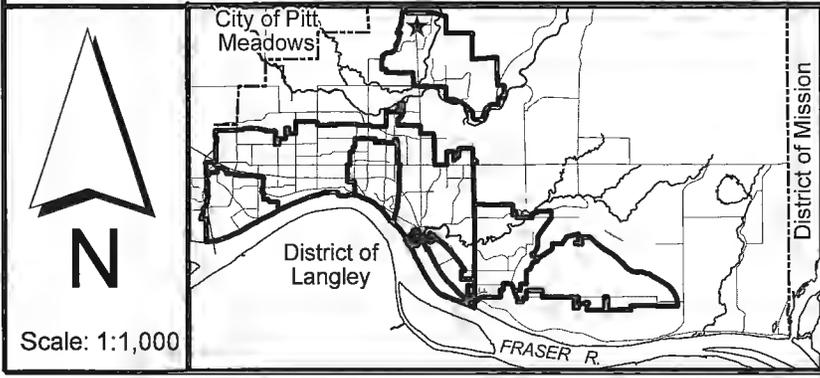
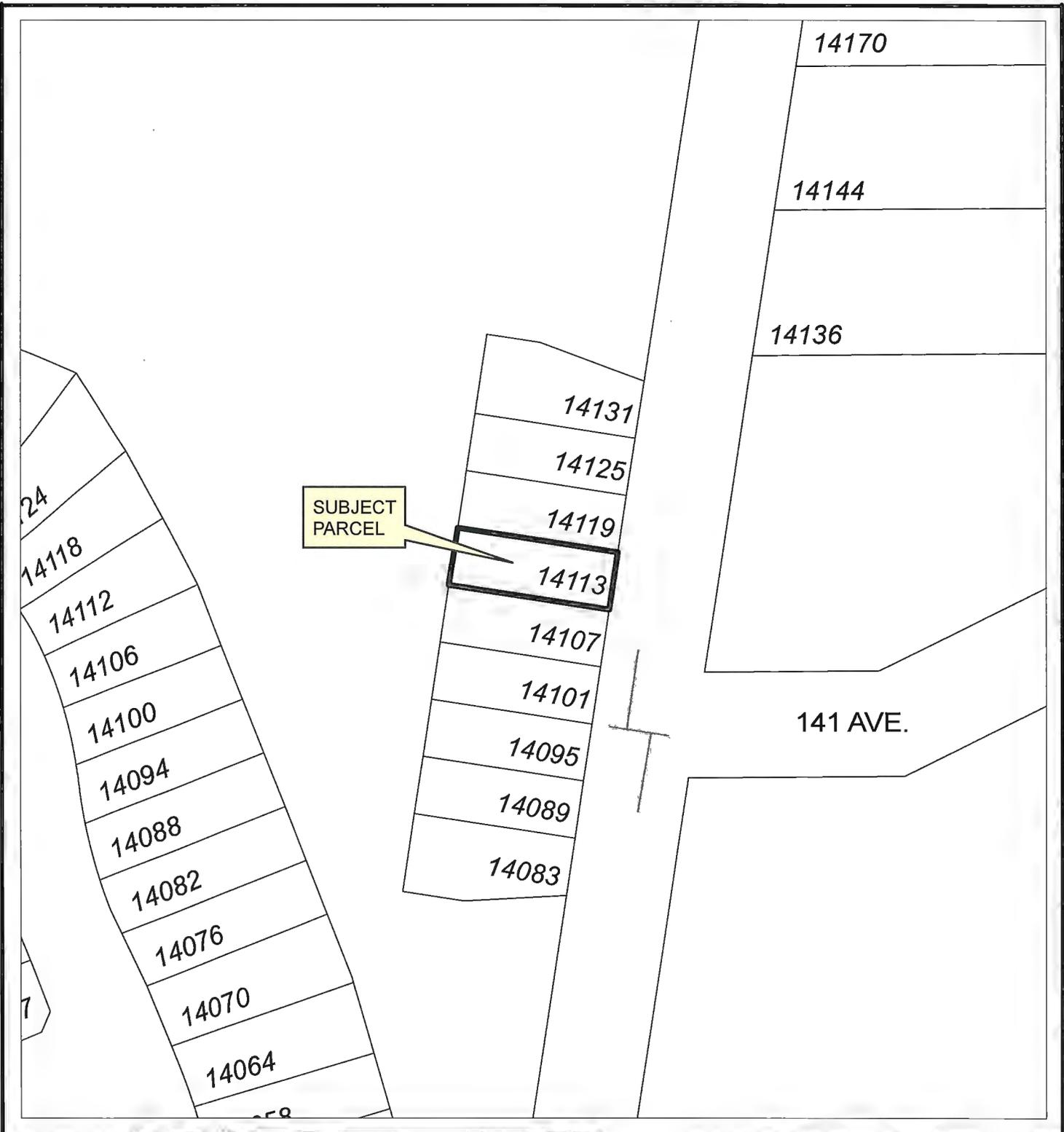


14107 MARC RD.

LICENCES, PERMITS & BYLAWS DEPT.

mapleridge.ca

FILE: Untitled
 DATE: May 4, 2021
 BY: MS



Scale: 1:1,000

14113 MARC RD.

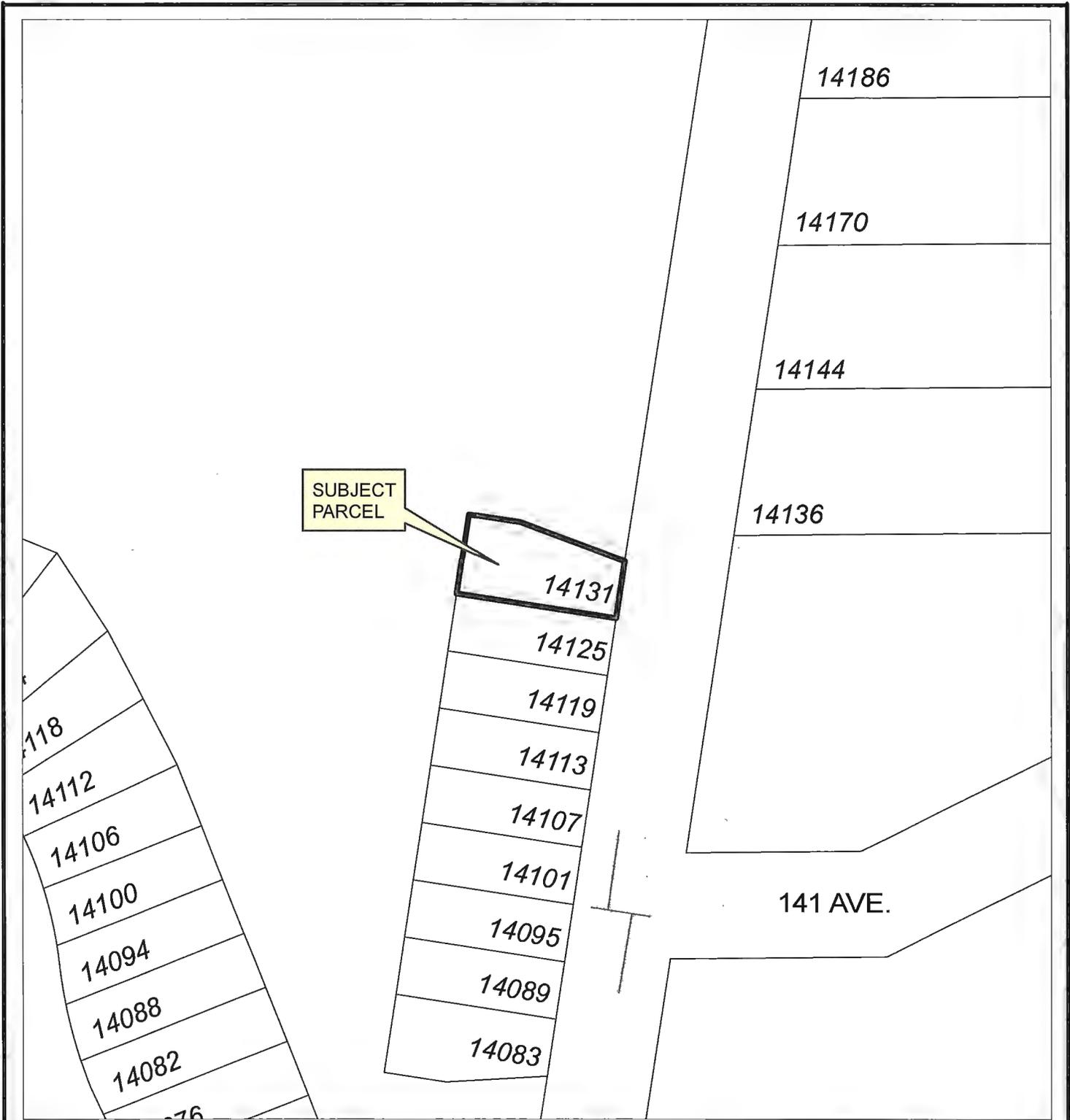
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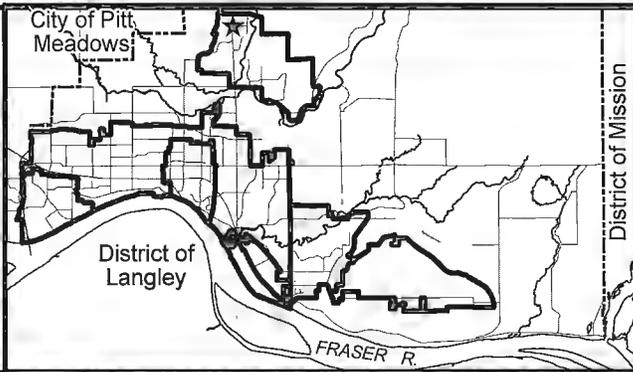
mapleridge.ca

FILE: Untitled
DATE: May 4, 2021

BY: MS



SUBJECT
PARCEL



14131 MARC RD.

LICENCES, PERMITS & BYLAWS DEPT.

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FILE: Untitled
DATE: May 4, 2021

BY: MS

**CITY OF MAPLE RIDGE
DEVELOPMENT AGREEMENTS COMMITTEE**

May 18, 2021
Mayor's Office

CIRCULATED TO:

Michael Morden, Mayor
Chair

Al Horsman, Chief Administrative Officer
Member

Catherine Schmidt, Recording Secretary

1. 19-106866 BG

LEGAL: Lot 143 District Lot 243 Group 1 New Westminster District Plan
49416
PID: 006-373-194
LOCATION: 12300 209 Street
OWNER: Ross and Eleanor Stryvoke
REQUIRED AGREEMENTS: Temporary Residential Use Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENT AS IT RELATES TO 19-106866 BG.

CARRIED

2. 2021-210-SD

LEGAL: Strata Lots 1 – 125 Inclusive Section 402 Group 1 New Westminster District Strata Plan EPS5764 and the Common Property of Strata Plan EPS5764
Strata Lots 111 – 125 Inclusive Section 402 Group 1 New Westminster District Strata Plan EPS5764 and the Common Property of Strata Plan EPS5764
The Common Property of Strata Plan EPS5764
PID: n/a
LOCATION: 23061 Lougheed Highway
OWNER: Polygon Provenance Homes Ltd.
REQUIRED AGREEMENTS: Release of Covenant (CA7624623) – Lots 111-125
Release of Covenant (CA8296778) - Lots 1 to 125
Visitor Parking Covenant – Common Property

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENTS AS THEY RELATE TO 2021-210-SD.

CARRIED

3. 2017-573-RZ

LEGAL: Lots 7, 14 and 15 all of: Block 1 District Lot 398 Group 1 New
Westminster District Plan 155
PID: 011-537-141/013-603-094/011-537-175
LOCATION: 11575 and 11587 223 Street and 22300 River Road
OWNER: Sunnyville Project 223 Ltd. (Aliasghar Hariri)
REQUIRED AGREEMENTS: Geotechnical Covenant
Rezoning Servicing Agreement
Landscape Encroachment Covenant
Storm Pump Covenant
Visitor Parking Covenant
Storm Management Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENTS AS THEY RELATE TO 2017-573-RZ.

CARRIED

4. 2019-425-RZ

LEGAL: Lot 74 Section 14 Township 12 New Westminster District Plan 61607 Except Part in Plan EPP109259; Parcel "H" (Reference Plan 2047) Except Part in Statutory Right of Way Plan LMP30004 Southwest Quarter Section 14 Township 12 New Westminster District Except Part in Plan EPP109259; Lot 1 Section 14 Township 12 New Westminster District Plan 70166 Except Part in Plan EPP109259; Lot 52 Section 14 Township 12 New Westminster District Plan 36865; Lot A Section 14 Township 12 New Westminster District Plan 72158; Lot 1 Section 14 Township 12 New Westminster District Plan 69242; Lot 1 Section 14 Township 12 New Westminster District Plan 72997; Lot 78 Section 14 Township 12 New Westminster District Plan 69240; Lot 65 Except: Parcel A (Reference Plan LMP38023) Section 14 Township 12 New Westminster District Plan 47126; Lot 1 Section 14 Township 12 New Westminster District Plan 68269

PID: n/a

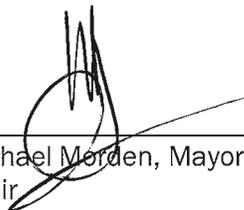
LOCATION: 25057, 25123 and 25171 112 Avenue

OWNER: Epic NE Albion Homes Ltd. (Chris Niemen)

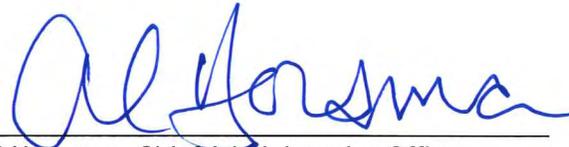
REQUIRED AGREEMENTS: Rezoning Servicing Agreement
Geotechnical Covenant
No Build Covenant over Townhouse Lots
No Build Covenant over Single Family Lots
Stat Right of Way

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEDING DOCUMENTS AS THEY RELATE TO 2019-425-RZ.

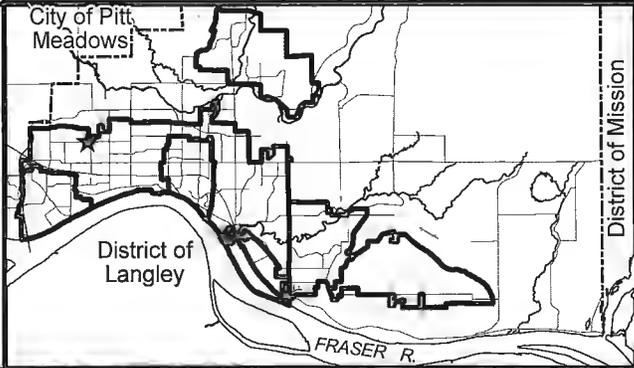
CARRIED



Michael Morden, Mayor
Chair



Al Horsman, Chief Administrative Officer
Member



12300 209 STREET

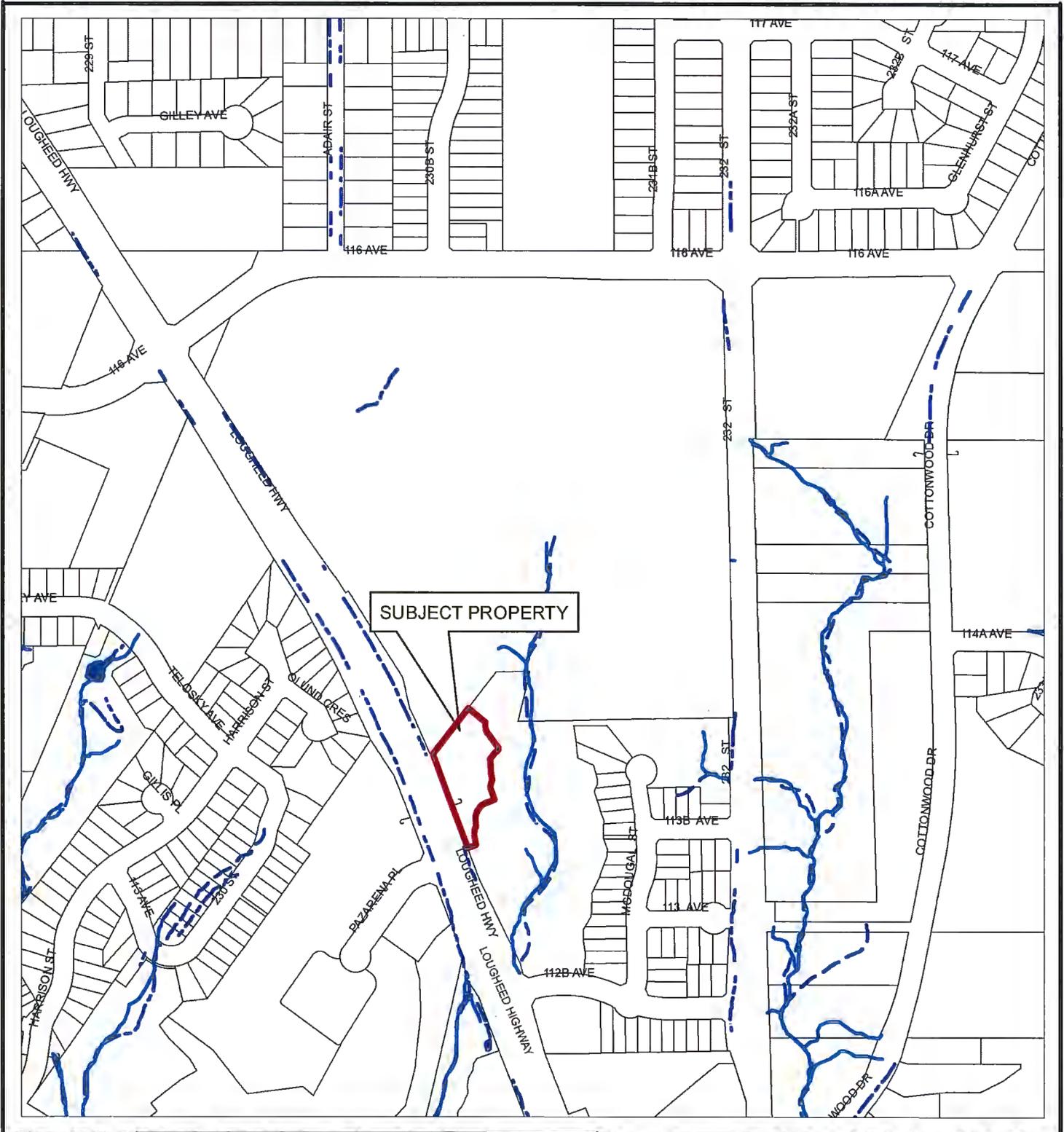
LICENCES, PERMITS & BYLAWS DEPT.



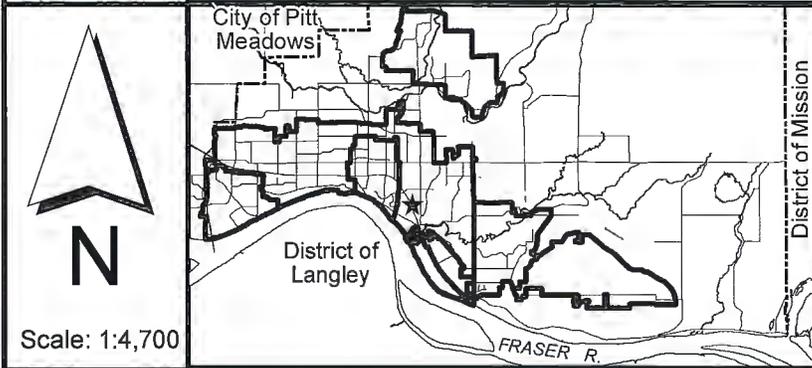
MAPLE RIDGE
British Columbia

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FILE: Untitled
 DATE: May 10, 2021
 BY: MS



SUBJECT PROPERTY



Scale: 1:4,700

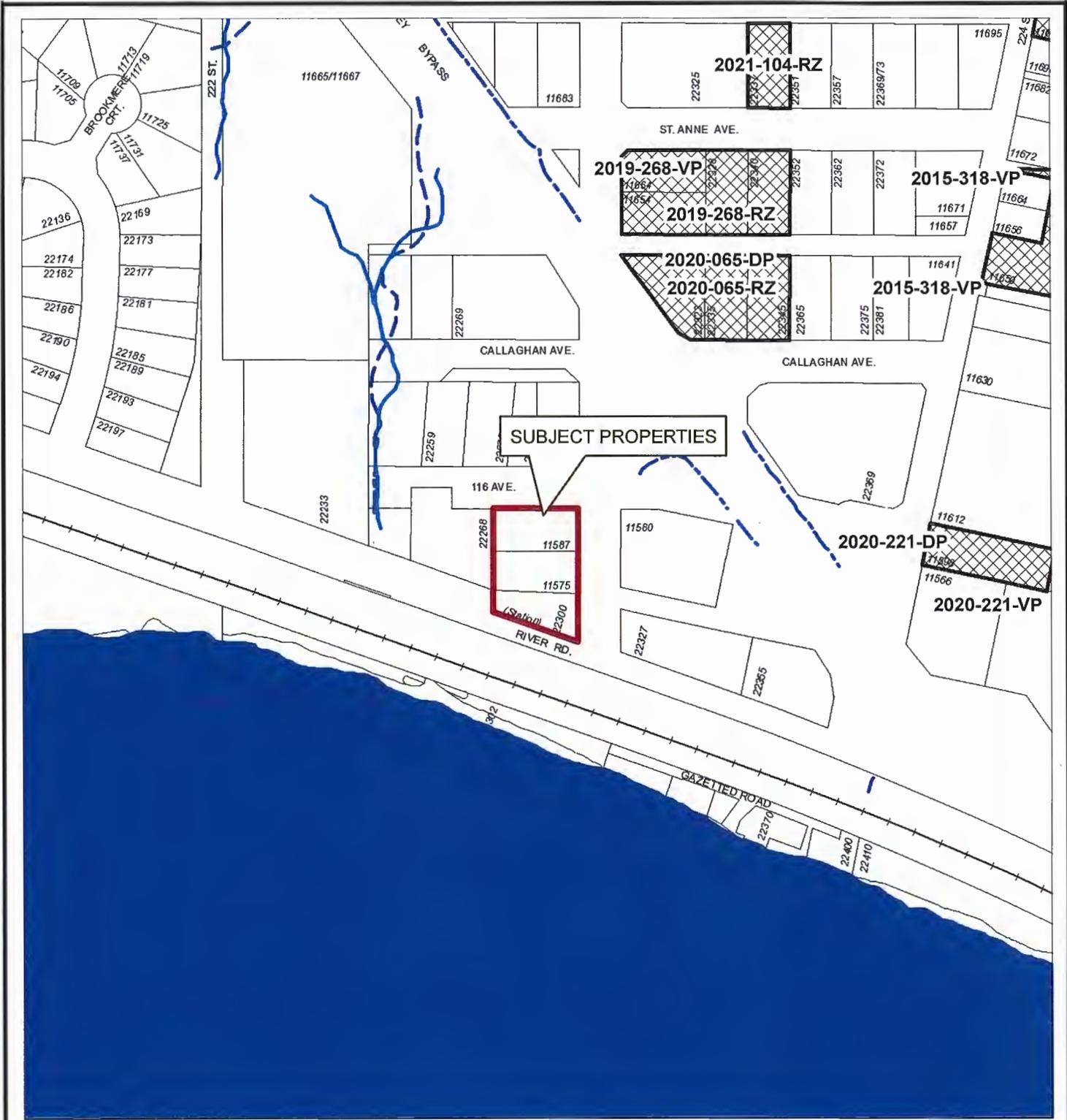
23061 LOUGHEED HWY
030-627-770

PLANNING DEPARTMENT

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FILE: 2021-210-SD
DATE: Apr 23, 2021

BY: BD



SUBJECT PROPERTIES

Scale: 1:2,500

Legend

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

11575/87 223 STREET & 22300 RIVER ROAD
 PID'S: 013-603-094, 011-537-175 & 011-537-141

PLANNING DEPARTMENT

mapleridge.ca

FILE: 2017-573-RZ/DP/VP
 DATE: Apr 16, 2021
 BY: PC

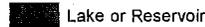
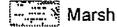


SUBJECT PROPERTIES



Scale: 1:3,000

Legend

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

25057, 25123/71 112 AVENUE
 PID'S: 002-806-517, 013-303-171 &
 002-267-802

PLANNING DEPARTMENT



MAPLE RIDGE
 British Columbia

mapleridge.ca

FILE: 2019-425-RZ
 DATE: Dec 19, 2019

BY: PC

701.2 Minutes of Meetings of Committees and Commissions of Council



City of Maple Ridge
Audit & Finance Committee
MEETING MINUTES

The Minutes of the Regular Meeting of the Audit & Finance Committee held virtually and in the Blaney Room, City Hall on March 8, 2021 at 1:04 pm

COMMITTEE MEMBERS PRESENT

Councillor Robson*
Councillor Dueck
Mayor Morden, Chair

STAFF MEMBERS PRESENT

Al Horsman	Chief Administrative Officer
Christina Crabtree*	General Manager Corporate Services
Catherine Nolan	Corporate Controller
Trevor Thompson	Director of Finance
CK Lee	Manager of Revenue and Collections
Erin Mark	Clerk 3

*Participated remotely due to the COVID-19 pandemic.

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

R/2021-AFC-004

It was moved and seconded

That the agenda for the March 8, 2021 Audit & Finance Committee meeting be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

R/2021-AFC-005

It was moved and seconded

That the minutes of the January 20, 2021 Audit & Finance Committee meeting be amended to refer to the Audit and Finance Committee in R/2021-AFC-002 and that the minutes be adopted as amended.

CARRIED

4. DELEGATIONS – Nil

5. NEW AND UNFINISHED BUSINESS

5.1. 2021 Property Assessment Review

The Manager of Revenue and Collections provided a presentation on BC Assessment's preliminary assessment report and spoke about the City's tax base and growth in the community by neighbourhood and housing types noting that market values bounced back slightly from the previous year and that there was an average increase in property values. Staff shared how property tax rates are calculated and explained that the class of property and change of a properties value relative to other properties in the community may result in a tax increase that is different than the average tax increase.

Committee members asked staff about how the property tax rates (mill rate) is set, inquired about changes in property class of specific properties within the municipality, and the impacts of new construction. Members requested additional information be provided to Council to show property tax rate comparisons to other Metro Vancouver communities including a break down of services provided and suggested that staff explore new communication tools to explain why property tax bills may reflect a change different than the approved property tax increase.

5.2. 2020 Investment Report

The Director of Finance provided a brief overview on the 2020 Investment Report which showed an annual return (ROI) for Maple Ridge's investment portfolio of 2.02%, beating the benchmark of 1.85% and stated that the investments were short term and all within the parameters of the Investment Policy. The Director of Finance spoke about new funds created by the Municipal Financial Authority and other new funds under development.

Committee members asked staff about the Investment Policy and the use of specified vs. unspecified reserve funds.

5.3. 2020 Amenity Contributions

The Director of Finance provided an overview of Amenity Contributions and stated that \$7.5 million has been collected through Community Amenity Contributions (CAC's) to date and that \$7.1 million of those funds have been committed to projects. He clarified that annual contributions vary year to year based on the rate of development.

Committee members enquired about how and where Amenity Contributions are collected and used and the process of authorizing the spending of the funds. Members requested that the review of the Amenity Contribution program consider expansion of the programs into different neighbourhoods, usage of the funds, and rate comparison to other municipalities.

5.4. 2021 Meeting Schedule

R/2021-AFC-006

It was moved and seconded

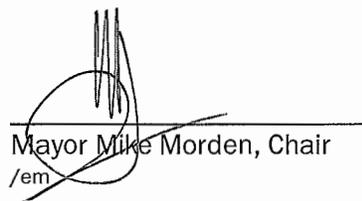
That the amended 2021 Meeting Schedule for the Audit and Finance Committee be approved as circulated.

CARRIED

6. QUESTION PERIOD – Nil

7. NOTICE OF CLOSED MEETING – Nil

8. ADJOURNMENT at 2:28 pm



Mayor Mike Morden, Chair
/em



City of Maple Ridge
Community Development & Enterprise Services Committee
MEETING MINUTES

The Minutes of the Regular Meeting of the Community Development & Enterprise Services Committee held virtually and in the Blaney Room, City Hall on April 19, 2021 at 10:30 am

COMMITTEE MEMBERS PRESENT

Councillor Dueck, Chair
Councillor Svendsen
Councillor Yousef*

COUNCIL MEMBERS PRESENT

Mayor Morden*

STAFF MEMBERS PRESENT

Al Horsman	Chief Administrative Officer
Christine Carter*	General Manager Planning and Development Services
David Pollock*	General Manager Engineering Services
Christina Crabtree	General Manager Corporate Services
Laura Benson	Senior Policy and Sustainability Analyst
Wendy Dupley*	Director, Economic Development and Tourism
Karen Stewart*	Chief Information Officer
Josh Mickleborough	Director, Engineering
Erin Mark	Clerk 3

*Participated remotely due to the COVID-19 pandemic.

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

R/2021-CDES-012

It was moved and seconded

That the agenda of the April 19, 2021 Community Development & Enterprise Services Committee be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

R/2021-CDES-013

It was moved and seconded

That the minutes of the March 22, 2021 Community Development & Enterprise Services Committee meeting be adopted as circulated.

CARRIED

4. DELEGATIONS – Nil

5. NEW AND UNFINISHED BUSINESS

5.1. Connected Community Strategy

C. Crabtree, General Manager Corporate Services, provided a brief introduction to the item. K. Stewart, Chief Information Officer, delivered a presentation providing the background of the City's current Fibre Network Strategy, details on the existing fibre infrastructure within the community and described how significant changes in how the community uses technology has created a need to reevaluate the approach to developing a connected community.

Ms. Stewart shared that Council has approved a recommendation to obtain consulting services to develop the next phase of the City's fibre strategy by evaluating the City's existing strategies and policies and the demands of the community to determine the best path forward in maximizing the value of our existing assets and to provide options and costs associated with the proposed approaches.

Committee members asked about what determines when fibre infrastructure is placed during capital projects and development. The Committee discussed the scope of work for the fibre strategy consultant and requested that the terms of reference for the RFP be presented to the Community Development & Enterprise Services Committee before being issued for tender.

R/2021-CDES-014

It was moved and seconded

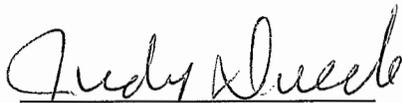
That the Connected Community Strategy presentation by the Chief Information Officer be received into the record.

CARRIED

6. QUESTION PERIOD – Nil

7. NOTICE OF CLOSED MEETING – Nil

8. ADJOURNMENT at 11:15 am.


Councillor Judy Dueck, Chair

/em

800 *Unfinished Business*



mapleridge.ca

City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council

FROM: Chief Administrative Officer

SUBJECT: **Zone Amending Bylaw No. 7564-2019**
Off-Street Parking and Loading Amending Bylaw No. 7565-2019
Tandem Parking Garage Units Within Townhouse Developments Policy

MEETING DATE: May 25, 2021
FILE NO: 2013-096-RZ
MEETING: Council

EXECUTIVE SUMMARY:

A Tandem Parking Update report was presented to Council at a Council Workshop on May 12, 2020. At this Workshop meeting, Council was presented with three options for implementing restrictions on tandem parking within the RM-1 (Low Density Townhouse Residential) zone. The three options were as follows:

- **Option 1:** 30% tandem garages and 70% double-car garages, including a 6m (19.7 ft.) driveway apron for the second space, prohibiting two-car enclosed tandem garages;
- **Option 2:** 70% tandem garages and 30% double-car garages, including a 6m (19.7 ft.) driveway apron for the second space, prohibiting two-car enclosed tandem garages; or
- **Option 3:** 30% tandem garages and 70% double-car garages, allowing two-car enclosed tandem garages, but with slightly shorter driveway aprons to accommodate a smaller vehicle (i.e. 4m (13.1 ft.)).

Upon further discussion, it was determined that although there was a preference for 70% double car side-by-side garages and 30% tandem parking units in general, Council would be supportive of allowing up to a maximum of 50% tandem parking units, which would be consistent with several surrounding municipalities. This would only be supported if on-street parking was available in the area or if the site was particularly impacted by geotechnical or environmental constraints that significantly reduced the developable area of the site. Furthermore, Council was concerned with requiring the developer to go through the Development Variance Permit process if the developer wanted to develop more than 30% tandem parking units.

To address Council's desire to avoid the administrative work around Development Variance Permits and allowing some flexibility based on site-specific conditions, it is proposed that the Zone Amending Bylaw include the most allowable amount of tandem parking units within a development, with a Council Policy describing the desired amount with allowances for site-specific considerations, at the discretion of the Director of Planning.

Staff have prepared the accompanying Zone Amending Bylaw, Off-Street Parking and Loading Amending Bylaw, and Council Policy to reflect the direction above.

RECOMMENDATIONS:

1. That Zone Amending Bylaw No. 7564-2019 be given first and second readings, and be forwarded to Public Hearing;

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2. That Off-Street Parking and Loading Amending Bylaw No. 7565-2019 be given first and second readings; and
3. That Tandem Parking Garage Units Within Townhouse Developments Policy be adopted.

BACKGROUND:

A Tandem Parking Update was provided at the May 12, 2020 Council Workshop with three options for Council consideration (see Appendix A). The three options provided are summarized below:

Option 1: Based on Council's Direction

Limit the amount of Tandem Parking permitted within the RM-1 (Low Density Townhouse Residential) zone to 30% tandem garages, including a 6m (19.7 ft.) driveway apron for the second space, and 70% double-car garages, prohibiting two-car enclosed tandem garages.

Option 2: Based on Developer/Builder Feedback

Limit the amount of Tandem Parking permitted within the RM-1 (Low Density Townhouse Residential) zone to 70% tandem garages, including a 6m (19.7 ft.) driveway apron for the second space, and 30% double-car garages, as per current practice. This option would also prohibit two-car enclosed tandem garages.

Option 3: Compromise of Options 1 and 2

Limit the amount of Tandem Parking permitted within the RM-1 (Low Density Townhouse Residential) zone to 30% tandem garages and 70% double-car garages, allowing two-car enclosed garages, but with slightly shorter driveway aprons to accommodate a smaller vehicle (i.e. 4m (13.1 ft.)) as an alternative for the second tandem space.

Three councillors were in support of Option 1, one councillor was in support of Option 3, and two councillors were undecided. Most councillors were opposed to two-car enclosed tandem units, but one councillor supported it as long as a driveway apron was also provided.

Upon further discussion at Workshop, it was determined that although Council would prefer 70% double car side-by-side garages and 30% tandem parking units in general, Council would be supportive of allowing up to 50% tandem parking units if site-specific conditions warranted it. This would be consistent with several surrounding municipalities, but would only be supported if on-street parking was available in the area or if the site was particularly impacted by geotechnical or environmental constraints that significantly reduced the developable area of the site. Furthermore, Council was concerned with requiring the developer to go through the Development Variance Permit process if the developer wanted to develop more than 30% tandem parking units.

Bylaws are regulatory in nature and, based on legal advice, it would be difficult to write the bylaw in a way to provide the discretionary flexibility that Council desired within the Zoning Bylaw itself. It is, therefore, recommended to implement the less restrictive 50% tandem parking unit restriction within the Zoning Bylaw (see Appendix B), thereby not requiring a Development Variance Permit should the percentage of tandem parking units go above 30%, but not more than 50%. In addition, to address the concern around an additional Development Variance Permit process, a Council Policy with direction on generally allowing no more than 30% tandem parking units, but allowing up to 50% tandem parking units under certain site-specific conditions, at the discretion of the Director of

Planning for approval, would also be approved, to provide guidance on allowable percentages of tandem parking unit provisions (see Appendix C).

ADDITIONAL CONSIDERATIONS:

a) On-Street Parking:

One of the main resident concerns raised with new development is around traffic and parking. Council is very concerned with the impact to on-street parking as a result of developments with high numbers of tandem parking units. However, it should be noted that even residents with double-car, side-by-side garage units or even single family homes also park on the street, so restricting the percentage of tandem parking units will not unilaterally solve this problem.

Multi-family developments require road upgrades to a collector road standard, so it would be difficult to restrict on-street parking in the area as providing it is a requirement of the development. Restricting on-street parking in front of a development could also cause parking migration issues and impact a surrounding neighbourhood.

Time-limited parking was also suggested as a potential solution, however in discussion with the Bylaw and Licensing Services Department, enforcement would be conducted on a complaint basis only, and it would not be monitored on a daily basis. Thus, such an approach may not provide the level of service expected to address this concern.

As there is no simple solution to increased on-street parking, amendment of the *Off-Street Parking and Loading Bylaw No. 4350-1990* is proposed to allow for larger garages and driveway aprons to accommodate vehicles and allow for more functional garages with storage space to hopefully decrease the need for residents to park on the street (see Appendix D). Proposed dimensions are as follows, based on the vehicle dimensions summarized in the May 7, 2019 Council Workshop report (see Appendix E).

- A minimum 3m (9.8 ft.) wide and 6m (19.7 ft.) long driveway apron for single-car enclosed tandem garage units (note: Surrey requires an apron that is 2.75m wide and 6m long; Port Moody requires an apron that is 6.1m long);
- A minimum 3.7m (12.1 ft.) wide, 6.7m (22.0 ft.) long, and 2.1m (6.9 ft.) high single-car, enclosed garage dimensions, to accommodate a full-sized vehicle and storage (note: Surrey requires 3.2m by 6.1m); and
- A minimum 6.5m (21.3 ft.) wide, 6.7m (22.0 ft.) long, and 2.1m (6.9 ft.) high double-car, enclosed garage dimensions, to accommodate full-sized vehicles and storage.

b) Electric Vehicle Charging:

In discussions with the Building Department, there is no concern with providing electrical vehicle charging outlets to vehicles that would be parked on the exterior driveway apron.

c) Developer/Builder Feedback:

In addition to the correspondence received prior to the May 12, 2020 Council Workshop Report, additional correspondence from UDI/HAVAN and EPIC Homes has been received and are attached to this report (see Appendix F). Comments include that the 30% to 50% restriction on tandem parking units is acceptable, however the change in garage dimensions would be more problematic due to the

increase in floor area above the garages and the reduced number of units, leading to decreased densities and affordability.

ALTERNATIVES:

Should Council wish to amend the proposed Council Policy regarding Tandem Parking Units, this policy can be referred back to staff with further direction.

Should Council determine that increasing the garage dimensions and driveway apron lengths are not required at this time, based on developer feedback on the cost increases, Council can deny giving first reading to *Off-Street Parking and Loading Amending Bylaw No. 7565-2019* or defer it back to staff with further direction.

CONCLUSION:

At the request of Council, Staff have revised the proposed *Zone Amending Bylaw No. 7564-2019* to capture the maximum desired amount of tandem parking units within a townhouse development, while also providing a Council Policy regarding Tandem Parking Units to provide direction for the actual desired amount with some flexibility based on site-specific conditions. It is recommended that Council forward this report to the next available Council meeting for the bylaw and policy considerations.

“Original signed by Michelle Baski”

Prepared by: Michelle Baski, ASCT, MA
Planner

“Original signed by Chuck Goddard”

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

“Original signed by Christine Carter”

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 – Tandem Parking Update Report, dated May 12, 2020
- Appendix B – Zone Amending Bylaw No. 7564-2019
- Appendix C – Tandem Parking Garage Units Within Townhouse Developments Policy
- Appendix D – Off-Street Parking and Loading Amending Bylaw No. 7565-2019
- Appendix E – May 7, 2019 Council Workshop Report
- Appendix F – Correspondence from UDI/HAVAN and EPIC Homes



City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council

FROM: Chief Administrative Officer

SUBJECT: Tandem Parking Update After Consultation

MEETING DATE: May 12, 2020
FILE NO: 2013-096-RZ
MEETING: Workshop

EXECUTIVE SUMMARY:

A Tandem Parking Update report was presented to Council at Council Workshop on May 7, 2019. At this Workshop meeting, Council provided direction with respect to the following questions on tandem parking:

- *Should the Bylaw permit two car enclosed tandem garages?*
- *Should the Bylaw permit one car enclosed tandem garages, with a driveway apron for parking?*
- *What size of vehicle should be accommodated in the garage/apron?*
- *Should the amount of tandem parking be limited?*
- *To what percentage should the tandem parking be limited to?*
- *Should internal garage dimensions be specified?*
- *Should the amount of visitor parking be increased?*
- *Should a defined storage area be required in the garage?*

Staff reviewed the feedback provided by Council in response to the above-referenced questions and have prepared options for amending the *Zoning Bylaw* and *Off-Street Parking and Loading Bylaw* accordingly. Staff also surveyed residents of townhouse developments with varying percentages of tandem parking, and sent letters to the development community to seek feedback on the proposed amendments based on Council's direction. The proposed amendments were also presented at the Urban Development Institute and Homebuilders Association of Vancouver Municipal Advisory Committee meeting of October 25, 2019, and feedback has been provided.

This report summarizes the feedback provided by residents and developers and provides Council with options to consider for amending the *Zoning Bylaw* and the *Off-Street Parking and Loading Bylaw*.

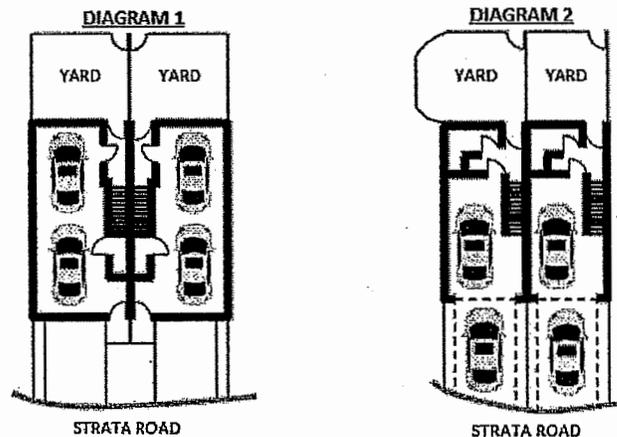
RECOMMENDATION:

That staff prepare a Zone Amending Bylaw and Off-Street Parking and Loading Bylaw for consideration at a future Council meeting, which reflects one of the three options presented in the staff report dated May 12, 2020.

BACKGROUND:

The current *Off-Street Parking and Loading Bylaw No. 4350 – 1990* allows for residential parking that obstructs access, where the primary parking space is a carport or garage and the obstruction is an intervening parking space, either on a driveway apron, or enclosed within a garage. This is considered "tandem parking" and it is permitted in the RS-1, RS-1a, RS-1b, R-1, RT-1 and RM-1

zones. Tandem parking garages may be provided with two parking spaces placed one behind the other in an enclosed garage (see Diagram 1); one parking space enclosed within a garage and the second parking space provided on the apron in front of the garage (see Diagram 2); or as two un-enclosed parking spaces provided on an apron. Currently, there is no restriction on the amount of tandem parking garage units within a development. Garage dimensions and apron lengths are also not currently specified within the bylaws.



A summary of the work that has been done to date to address Council's concerns around tandem parking is provided in the Council Workshop Update Report, dated May 7, 2019 (see Appendix A). Although no amending bylaws have been adopted to address Council's concerns around tandem parking to date, Staff have been working with developers to generally have a maximum of 70% tandem parking garage units and 30% double-car garage townhouse units, based on previous Council discussions.

At the May 7, 2019 Council Workshop, Council provided direction on what restrictions they would like to see imposed to address their concerns. Staff also solicited feedback from residents, builders and developers. Based on the information received, Staff have prepared three options for Council's consideration. Each of the options would include:

- adding the definition of Tandem Parking into the *Zoning Bylaw*; and
- limiting the number of townhouse blocks to six units, or 45 m (147.5 ft.) in length.

The three options differ in the amount of tandem parking garages that would be permitted within a townhouse development, as follows:

- **Option 1:** 30% tandem garages and 70% double-car garages, including a 6 m (19.7 ft.) driveway apron for the second space, prohibiting two-car enclosed tandem garages;
- **Option 2:** 70% tandem garages and 30% double-car garages, including a 6 m (19.7 ft.) driveway apron for the second space, prohibiting two-car enclosed tandem garages; or
- **Option 3:** 30% tandem garages and 70% double-car garages, allowing two-car enclosed tandem garages, but with slightly shorter driveway aprons to accommodate a smaller vehicle (i.e. 4 m (13.1 ft.)).

Amendments to the *Off-Street Parking and Loading Bylaw* would accompany the Zone Amending Bylaw to reflect minimum garage and apron length dimensions. These proposed changes are discussed later in this report.

CONSULTATION FEEDBACK:

a) Resident/Owner Feedback:

A survey was sent to 600 residents/owners at townhouse developments with varying percentages of tandem parking garage units, in order to gauge how tandem parking is functioning, and their preference in selecting a tandem garage townhouse unit versus a double-car garage unit (see Appendix B). Forty-seven surveys were completed and a summary of the responses is provided (see Appendix C), with key questions summarized below. Of the 47 respondents, 38 respondents live in units with tandem garages; 25 of those are units with two-car, enclosed tandem garages, and 13 are units with single-car enclosed garages (see Figure 1). Of those respondents living in units with a tandem garage, affordability and availability were the biggest factors in selecting their unit (see Figure 2). Thirty-two of the 47 respondents in units with tandem garages would have or may have preferred a double-car, side-by-side garage (see Figure 3). Sixteen of those 32 respondents would have been willing to pay extra for a unit with a double-car, side-by-side garage; fourteen would not be willing to pay extra; and two did not respond to that question (see Figure 4).

Of the 47 respondents, 14 have vehicles that regularly park on the street (see Figure 5), two of which are from units with double-car garages. A summary of why residents park on the street is provided in Table 1 of Appendix C. Eight of the 14 respondents that park on the street do so because either the vehicle is too large to fit in the garage or the garage is too small to accommodate two vehicles plus storage. Three of the respondents park on the street because the household has more than two vehicles. Two of the respondents park on the street because they use their garage for storage instead of parking; and one of the respondents parks on the street as it is too difficult to move the vehicles around.

Figure 1 – Questions #13 and #14

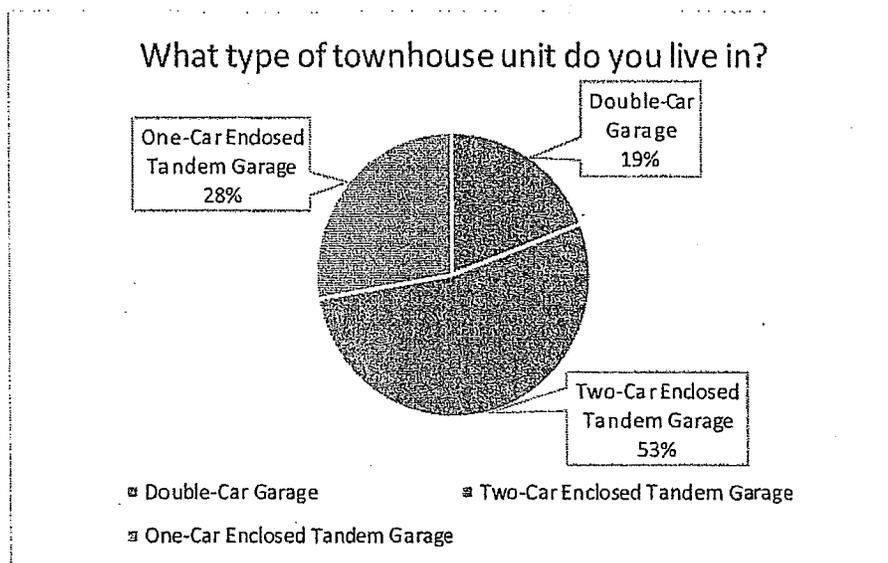


Figure 2 - Question #15

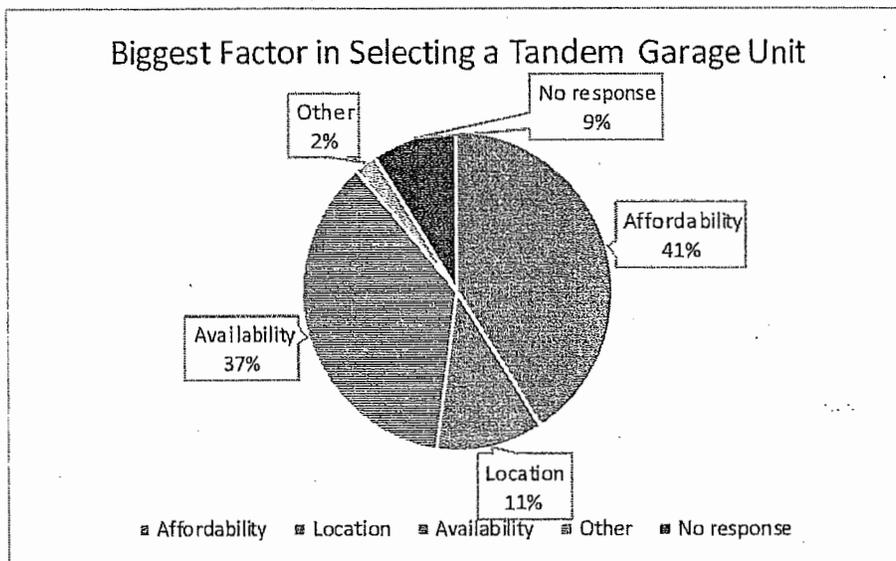


Figure 3 - Question #17

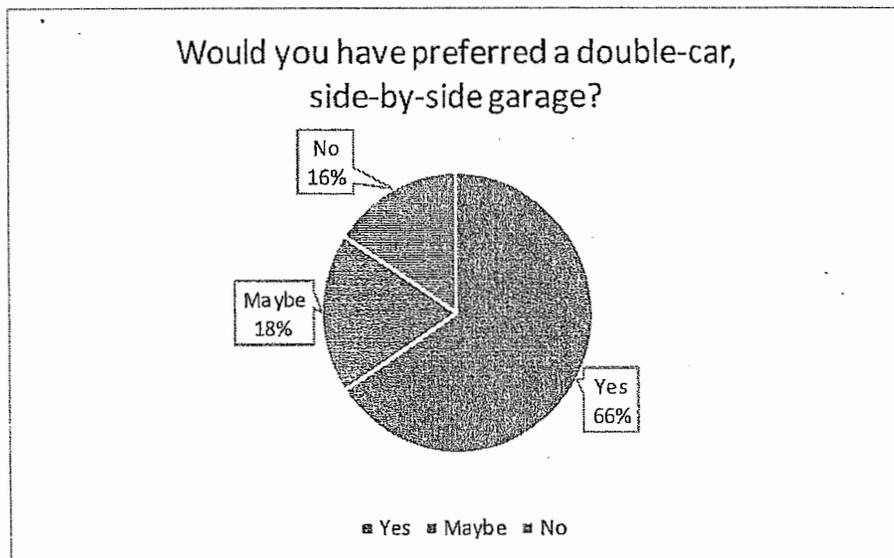


Figure 4 – Question #16

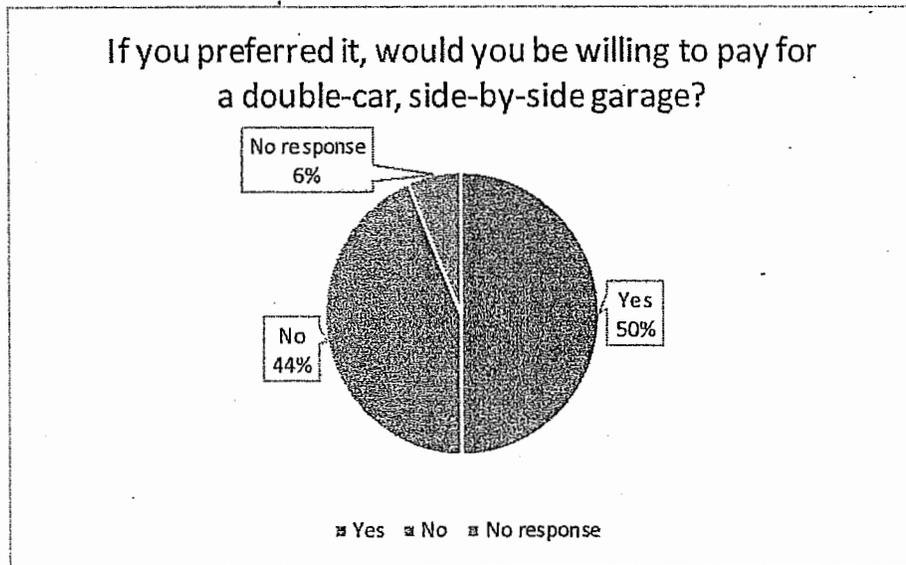
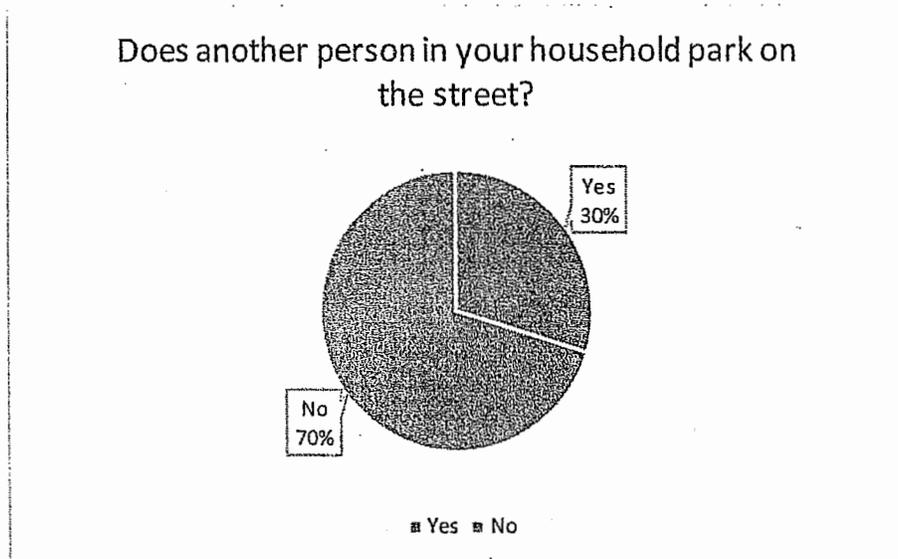


Figure 5 – Question #10



Based on the information provided by the resident survey, it could be inferred that:

- affordability and availability are major factors in selecting the tandem garage units;
- nearly half of the respondents who may have or would have preferred a double-car garage would be willing to pay extra for this type of unit (although an amount was not specified in the survey); and

- the major reason vehicles from townhouse developments are parking on the street is because either the garage is too small to fit both vehicles plus storage, or the vehicle is too large for the garage.

b) Developer/Builder Feedback:

Letters were sent to the Building Department's Builders' Forum contact list, the Urban Development Institute, the Home Builders Association of Vancouver, the Condominium Home Owner's Association of BC, the BC Real Estate Association, and the Canadian Home Builders Association of BC, seeking feedback on the proposed amendments that were prepared based on Council's feedback (see Appendix D). A presentation was also provided at the Urban Development Institute and Homebuilders Association of Vancouver Municipal Advisory Committee meeting of October 25, 2019. Discussion at this meeting indicated that the developers at that table would like to see the percentage of enclosed tandem parking units permitted in the *Zoning Bylaw* amendment to be 70% enclosed tandem garage units, and 30% double-car garage units, as per staff's current practice.

Four response letters of correspondence were received (see Appendix E). In general, developers have concerns around providing a variety of products and allowing the purchaser to choose based on their needs, and around the affordability of the units. They note that affordability decreases as the cost of land is borne by fewer units, thus increasing the average cost of all the units. An example calculation was provided by Polygon, through the Urban Development Institute, with financial and building data from 2014, indicating how the average cost per unit increases as the percentage of tandem parking units decreases, suggesting that there is a direct correlation between the number of tandem units and affordability.

OTHER MUNICIPALITIES:

A summary of municipalities that restrict tandem parking was provided in the Council Workshop Report dated May 7, 2019 (see Appendix A). Currently, the City of Coquitlam is the most restrictive, allowing a maximum of 33% enclosed tandem parking within a townhouse zone. Mission, Richmond, Surrey, and Port Moody allow 50% enclosed tandem parking, whereas Port Coquitlam and the Township of Langley allow 40% enclosed tandem parking within a townhouse zone. The Township of Langley requires an additional 0.3 parking stalls for units that provide tandem parking garages. Surrey and Port Moody are the only cities that provide garage or apron dimensions, specifically related to the tandem parking arrangement.

OPTIONS FOR CONSIDERATION:

Based on Council, resident, and Developer/Builder feedback, three options to amend the RM-1 (Townhouse Residential District) zone are provided below. The three options attempt to alleviate the concern around vehicles parking on the street by limiting the amount of tandem parking garage units in townhouse developments. Each of the options would also include:

- adding the definition of Tandem Parking into the Zoning Bylaw; and
- limiting the number of townhouse blocks to six units or 45 m (147.5 ft.) in length.

The above amendments would accompany any of the options below to create a definition for tandem parking, to improve the form of townhouse developments by reducing the scale of large building blocks, and to restrict two-car, enclosed tandem garages. Council was clearly opposed to two-car enclosed tandem garage units; however developers have expressed concerns with the design of a

single-car enclosed garage unit with a carport or driveway apron, and the increased amount of land taken up for parking without having living space above. Based on this feedback, a third option is proposed, to reduce the amount of tandem garage units, but to allow them to be two-car enclosed garages, with a smaller driveway apron to accommodate a smaller vehicle.

The three options are summarized below:

Option 1: Based on Council's Direction

Limit the amount of Tandem Parking permitted within the RM-1 (Townhouse Residential District) zone to 30% tandem garages, including a 6 m (19.7 ft.) driveway apron for the second space, and 70% double-car garages, prohibiting two-car enclosed tandem garages.

Option 2: Based on Developer/Builder Feedback

Limit the amount of Tandem Parking permitted within the RM-1 (Townhouse Residential District) zone to 70% tandem garages, including a 6 m (19.7 ft.) driveway apron for the second space, and 30% double-car garages, as per current practice. This option would also prohibit two-car enclosed tandem garages.

Option 3: Compromise of Options 1 and 2

Limit the amount of Tandem Parking permitted within the RM-1 (Townhouse Residential District) zone to 30% tandem garages and 70% double-car garages, allowing two-car enclosed garages, but with slightly shorter driveway aprons to accommodate a smaller vehicle (i.e. 4 m (13.1 ft.)) as an alternative for the second vehicle.

Once a percentage is determined, if a developer wanted to incorporate more tandem parking within a townhouse development than what is permitted, the developer could seek a variance to the zone. Council could then evaluate the amount of tandem parking on a project-specific basis through a Development Variance Permit.

As with similar changes to the *Zoning Bylaw* or *Official Community Plan*, development applications will be monitored for one year after changes are implemented, and an update report to Council will be brought forward for review.

OFF-STREET PARKING AND LOADING BYLAW:

In addition to amending the RM-1 (Townhouse Residential District) zone, the *Off-Street Parking and Loading Bylaw* should be amended to reflect Council's desire for storage space and longer driveway aprons for Options 1 to 3. The following amendments are proposed for the *Off-Street Parking and Loading Bylaw*:

- For Options 1 and 2: require a minimum 6 m (19.7 ft.) long and 3 m (9.8 ft.) wide driveway apron for single-car enclosed tandem garage units (note: Surrey requires an apron that is 2.75 m wide and 6 m long; Port Moody requires an apron that is 6.1 m long);
- For Option 3: require a minimum 4 m (13.1 ft.) long and 3 m (9.8 ft.) wide driveway apron for two-car enclosed tandem garage units;

- For Options 1 to 3: require a minimum 3.8 m (12.5 ft.) wide, 6.7 m (22.0 ft.) long, and 2.1 m (6.9 ft.) high single-car, enclosed garage dimensions, to accommodate a full-sized vehicle and storage (note: Surrey requires 3.2 m by 6.1 m); and
- For Options 1 to 3: require a minimum 6.5 m (21.3 ft.) wide, 6.7 m (22.0 ft.) long, and 2.1 m (6.9 ft.) high double-car, enclosed garage dimensions, to accommodate full-sized vehicles and storage.

Townhouse developments within the Town Centre Area could be exempted from providing the minimum dimensions proposed, as there is more access to transit and more likely that two vehicles may not be required. Council should advise if they would prefer this option.

It should be noted that some developers have expressed concern with the cost of the additional floor area required above the larger garages if the minimum garage dimensions are implemented.

CONCLUSION:

At the request of Council, Staff have prepared options to amend the *Zoning Bylaw* and *Off-Street Parking and Loading Bylaw* to address concerns around tandem parking. This Staff report has been prepared to provide Council with the information needed to select a preferred option for limiting tandem parking within townhouse developments. Council may direct Staff to prepare the *Zone Amending Bylaw* and *Off-Street Parking and Loading Amending Bylaw* based on their preferred option.

"Original signed by Michelle Baski"

Prepared by: Michelle Baski, AScT, MA
Planner

"Original signed by Chuck Goddard"

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

"Original signed by Christine Carter"

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 – Tandem Parking Update Report, dated May 7, 2019
- Appendix B – Example Tandem Parking Survey
- Appendix C – Summary of Survey Results
- Appendix D – Letter to Builders/Developers/Realtors
- Appendix E – Correspondence from Builders and Developers

**CITY OF MAPLE RIDGE
BYLAW NO. 7564-2019**

A Bylaw to amend the text of Maple Ridge Zoning Bylaw No. 7600-2019 as amended

WHEREAS, it is deemed expedient to amend the Maple Ridge Zoning Bylaw No. 7600-2019 as amended:

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

1. This bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7564-2019".
2. This Bylaw provides a definition for Tandem Parking with restrictions around the percentage of tandem parking allowed, and conditions to regulate building block size requirement for townhouse units in the RM-1 (Low Density Townhouse Residential) zone.
3. Maple Ridge Zoning Bylaw No. 7600-2019 as amended is hereby amended accordingly:

- a) **PART 2, INTERPRETATIONS AND DEFINITIONS**, is amended by the addition of the following definition in correct alphabetical order:

TANDEM PARKING means the placement of one parking space behind another parking space, such that only one parking space has unobstructed access to a drive aisle, driveway or highway.

- b) **PART 6, RESIDENTIAL ZONES, Section 617, RM-1 LOW DENSITY TOWNHOUSE RESIDENTIAL, subsection 617.10, PARKING and LOADING**, is amended by adding the following after 3. as follows:

4. A tandem garage unit shall be limited to one enclosed single-car garage, with a driveway apron length to accommodate a second vehicle, as specified in the *Off-Street Parking and Loading Bylaw, No. 4350 - 1990*, as amended. Two-car enclosed tandem garages shall not be permitted.

5. The maximum percentage of single-car tandem garage units within a townhouse development shall be limited to 50%. See Council Policy on Tandem Parking Within Townhouse Developments for more information.

- c) **PART 6, RESIDENTIAL ZONES, Section 617, RM-1 LOW DENSITY TOWNHOUSE RESIDENTIAL, subsection 617.11, Other Requirements**, is amended by adding the following after 5. as follows:

6. A townhouse use shall be limited to six (6) attached units in one block, not to exceed a length of 45 metres (147.5 feet).

4. Maple Ridge Zoning By-law No. 7600-2019, as amended, is hereby amended accordingly.

READ a first time the day of , 2021.

READ a second time the day of , 2021.

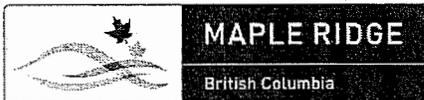
PUBLIC HEARING held the day of , 2021.

READ a third time the day of , 2021.

RECONSIDERED AND FINALLY ADOPTED, the day of , 2021.

PRESIDING MEMBER

CORPORATE OFFICER



mapleridge.ca

POLICY MANUAL

<p>Title: TANDEM PARKING GARAGE UNITS WITHIN TOWNHOUSE DEVELOPMENTS</p>	<p>Policy No.:</p> <p>Supersedes:</p>
<p>Authority: Legislative <input type="checkbox"/> Operational <input checked="" type="checkbox"/></p>	<p>Effective Date:</p>
<p>Approval: Council <input checked="" type="checkbox"/> CMT <input type="checkbox"/> General Manager <input checked="" type="checkbox"/></p>	<p>Review Date:</p>
<p>Policy Statement:</p> <p>That with respect to the percentage of tandem parking garage units permitted within a townhouse development with at-grade parking, mainly the RM-1 (Low Density Townhouse Residential) zone, be it resolved that the policy take effect when approved by Council.</p> <ol style="list-style-type: none"> 1. This policy shall apply to all RM-1 (Low Density Townhouse Residential) zoned developments. 2. Council desires no more than 30% tandem parking garage units within the development. 3. Should site-specific conditions, such as geotechnical, watercourse or natural features significantly impact the developable area of the site, up to a maximum of 50% tandem parking garage units may be permitted, as provided in <i>Zoning Bylaw 7600-2019</i>, at the discretion of the Director of Planning. 4. Such an increase in tandem parking garage units shall only be permitted if on-street parking is available adjacent to the development. 	
<p>Purpose:</p> <p>To restrict the amount of tandem parking garage units provided within a townhouse development and to reduce the need for a Development Variance Permit should a variance be warranted based on site-specific conditions.</p>	
<p>Definitions:</p> <p>Tandem Parking: means the placement of one parking space behind another parking space, such that only one parking space has unobstructed access to a drive aisle, driveway or highway.</p>	
<p>Key Areas of Responsibility</p>	
<p>Action to Take</p>	<p>Responsibility</p>
<p>Advise developers of the Tandem Parking Garage Unit restriction and enforce it through plan review.</p>	<p>Planning</p>

CITY OF MAPLE RIDGE
BYLAW NO. 7565-2019

A Bylaw to amend the text of
Maple Ridge Off-Street Parking and Loading Bylaw No. 4350-1990 as amended

WHEREAS, it is deemed expedient to amend the Maple Ridge Off-Street Parking and Loading Bylaw No. 4350-1990, as amended:

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

1. This bylaw may be cited as "Maple Ridge Off-Street Parking and Loading Amending Bylaw No. 7565-2019".
2. Maple Ridge Off- Street Parking and Loading Bylaw No. 4350-1990 is amended as follows:

PART IV, *OFF-STREET PARKING DESIGN, SECTION 4.1(a)*, is amended by adding the following after vi):

- vii) Townhouse units with an enclosed single-car parking garage in a tandem configuration in the RM-1 zone shall:
 - a) Provide a minimum driveway apron of 6.0 metres in length and 3.0 metres in width; and
 - b) Have an enclosed single-car garage with internal finished dimensions of not less than 3.7 metres in width, 6.7 metres in length, and 2.1 metres in height.
 - viii) Townhouse units with an enclosed double-car parking garage, in a side-by-side configuration, in the RM-1 zone shall:
 - a) Have an enclosed double-car garage with internal finished dimensions of not less than 6.5 metres in width, 6.7 metres in length, and 2.1 metres in height.
3. Maple Ridge Off-Street Parking and Loading Bylaw No. 4350-1990 as amended is hereby amended accordingly.

READ a first time the day of , 2021.

READ a second time the day of , 2021.

READ a third time the day of , 2021.

RECONSIDERED AND FINALLY ADOPTED, the day of , 2021.

PRESIDING MEMBER

CORPORATE OFFICER



mapleridge.ca

City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council

FROM: Chief Administrative Officer

SUBJECT: Tandem Parking Update

MEETING DATE: May 7, 2019
FILE NO: 2013-096-RZ
MEETING: Workshop

EXECUTIVE SUMMARY:

Tandem parking in townhouse developments has been a topic of discussion for several years, due to concerns around residents using their parking space for storage, lack of unit storage space, garages being too small and narrow, and short driveway aprons to accommodate vehicles. Concerns from residents surrounding townhouse developments are that the developments do not provide sufficient parking, and cause increases in the number of vehicles parked on the street. Council directed staff to review the tandem parking issues in 2013, a Public Open House was held on the proposed bylaw amendments, and in 2015, the issue was referred back to staff for further review.

The 2015 Planning Department Business Plan identified Tandem Parking Review as an item within the Business Plan; however based on Council's prioritization exercise, the item was removed from the 2015 Work Program. This item has been identified as a priority for this Council's 2019 Strategic Plan and staff were directed to provide an update to Council. The purpose of this report is to summarize the work done to date and to seek direction from Council on how to proceed.

RECOMMENDATION:

That Staff be directed to consult with residents residing in certain townhouse developments as listed in the report dated May 7, 2019, the Urban Development Institute and Homebuilders Association of Vancouver Municipal Advisory Committee, the Builders' Forum, and Condominium Home Owners' Association to obtain feedback regarding tandem parking.

BACKGROUND:

The current *Off-Street Parking and Loading Bylaw No. 4350 - 1990* allows for parking that obstructs access, where the primary parking space is a carport or garage and the obstruction is an intervening parking space. This is considered tandem parking. Tandem parking may be provided with two parking spaces placed one behind the other in an enclosed garage, as opposed to the typical side-by-side double car garage, or one parking space enclosed within a garage, and one parking space provided on the apron in front of the garage.

Concerns around tandem parking were raised when several townhouse development applications were presented to Council that proposed either 100% or a high percentage of tandem parking. Council had concerns around the residents not using the second enclosed parking space for a vehicle, but rather using it for storage or living space; not having a driveway apron that could accommodate a second vehicle; not having enough space in the garage to maneuver or park two vehicles; and the logistics of the vehicle that is the first one in is usually the vehicle that would need to be the first one out, so it would be inconvenient to always have to move the vehicles around, resulting in more vehicles

being parked on the street. Due to these concerns, Council directed staff to review the existing regulations, options and implications.

On May 27, 2013, a discussion paper on Tandem and Off-Street Parking was presented at Council Workshop (see Appendix A). This discussion paper reviewed how other municipalities were regulating tandem parking in townhouse developments at that time, and reviewed different scenarios for a hypothetical development site, with different allowances for tandem parking (100%; 70%; 50%; and 0% tandem parking allowed). Based on the analysis conducted, the discussion paper made recommendations for regulation changes to limit the amount of tandem parking while trying to strike a balance between affordability and liveability. Staff were directed to prepare the bylaw amendments and conduct an Open House for review of the amendments.

On October 8, 2013, *Zone Amending Bylaw No. 7024 – 2013* and *Off-Street Parking and Loading Amending Bylaw No. 7025 – 2013* were given first reading, with amendments to what was proposed in the original Council Workshop Report (see Appendix B).

The bylaw amendments were then referred to a public process for comments and feedback. On November 13, 2013, an Open House was held and the results of the feedback provided from the general public and from the developers were summarized in a report presented at Council Workshop on February 17, 2014 (see Appendix C).

Resident concerns with tandem parking were as follows:

- The inner tandem garage is used for storage/living area, so secondary vehicles are forced onto the street;
- Tandem garages are too small for a pick-up truck and a car;
- The taller tandem units are not senior-friendly; and
- The narrow tandem units do not have a visually pleasing streetscape.

Developer concerns were as follows:

- They are concerned with the 70% maximum allowance for tandem units, as it will make it difficult to sell the 30% double-car garage units, as they will be more expensive;
- They support having a mix of tandem and double-car garages, but would prefer it to be left to the architect, to be assessed on a site-by-site basis, rather than putting in the 70% maximum tandem unit restriction in the bylaw;
- They oppose the requirement for a full driveway apron for each tandem unit, as it increases the parking requirement, but does not discourage people from converting tandem garage space to storage/living space; and
- There is general support for providing more on-site visitor parking on townhouse site.

Based on the feedback from the questionnaires provided at the Open House, amendments were proposed to *Zone Amending Bylaw No. 7024 – 2013* and *Off-Street Parking and Loading Amending Bylaw No. 7025 – 2013* and were presented at the March 25, 2014 Council Meeting for second reading and to proceed to Public Hearing for *Zone Amending Bylaw No. 7024 – 2013*; and for second and third reading for *Off-Street Parking and Loading Amending Bylaw No. 7025 – 2013* (as amendments to the *Off-Street Parking and Loading Bylaw* are not required to go to Public Hearing) (see Appendix D). A summary of the bylaw iterations over the years is provided as Appendix E.

Council did not give second reading as they were not satisfied with the bylaws as amended, and rather referred the bylaws to a future Workshop Meeting. Concerns expressed around the amended bylaws included the following:

- Were the proposed amendments addressing residents' concerns?
- How are the storage issues being addressed?
- Average vehicles are too large to fit within the proposed dimensions and the proposed apron lengths also do not accommodate larger vehicles.
- Council liked the original proposal of 70% maximum tandem parking units, but appreciated the flexibility for site-specific considerations.

The 2015 Planning Department Business Plan identified Tandem Parking Review as an item within the Business Plan; however based on Council's prioritization exercise, the item was removed from the 2015 Work Program. In the meantime, based on the previous discussions, Staff have been recommending to developers to provide a 70/30 or 60/40 ratio of tandem garages to double-car garages for townhouse developments to alleviate Council's concerns until the bylaw amendments were approved. Anecdotally, since 2015, many developers have been reverting back to double-car garages in Maple Ridge, in recognition of the larger vehicles driven here and market demand. However, as affordability has decreased, tandem parking is again being increasingly considered by developers to increase densities and reduce costs. Therefore, this review is again timely. This item has been identified as a priority for this Council's 2019 Strategic Plan and staff were directed to provide this update to Council.

Off-Street Parking and Loading Bylaw:

The current *Off-Street Parking and Loading and Bylaw No. 4350 – 1990* allows for parking that may have obstructed access where the primary parking space is a carport or garage and the obstruction is an intervening parking space. This tandem parking arrangement is currently permitted in the RS-1, RS-1a, RS-1b, R-1, RT-1 and RM-1 zones, without restriction. Garage dimensions and apron lengths are also not currently specified within the bylaw.

Given that several years have passed since our Council first discussed implementing a limit on the tandem parking within townhouse developments, it is worthwhile to provide a summary of surrounding municipalities that have implemented similar restrictions within their comparable townhouse zones. The table below summarizes municipalities reviewed. The most recent implementation was the Township of Langley, which just passed the Zone Amending Bylaw in March 2019. Note that the highest allowable percentage of tandem parking is 50% for surrounding existing municipal regulations.

**Table 1 – Summary of Municipalities that Restrict Tandem Parking
In Townhouse Developments**

Municipality	Maximum Percentage of Tandem Parking Permitted in a Townhouse Zone	Visitor Parking Requirements
Coquitlam	33%	0.2
Mission	50%	0.2
Port Coquitlam	40%	0.2
Richmond	50%	0.2
Surrey	50%	0.2
Township of Langley	40%	0.2

ANALYSIS:

Summary of Vehicle and Garage Dimensions

At the Council Meeting of March 25, 2014, where the Zone Amending and Off-Street Parking and Loading Amending Bylaws were last discussed, Council was questioning the dimensions proposed for the garages and apron lengths to accommodate various vehicles. Below is a summary of common vehicle widths and lengths:

Table 2 – Common Vehicle Widths and Lengths

Vehicle Type	Width	Length
Small Car (Toyota Yaris, Ford Fiesta)	1.7m (5.6 ft.)	4.0m – 4.4m (13.1 ft. – 14.4 ft.)
Compact Car (Toyota Corolla, Nissan Leaf)	1.8m (5.9 ft.)	4.5m – 4.7m (14.8 ft. – 15.4 ft.)
Compact SUV (Ford Escape, Hyundai Tucson)	1.9m (6.2 ft.)	4.5m (14.7 ft.)
Family Car (Toyota Camry, Honda Accord)	1.9m (6.2 ft.)	4.9m (16.1 ft.)
Large SUV (Jeep Cherokee, Toyota Highlander)	1.9m (6.2 ft.)	4.6m – 4.9m (15.1 ft. – 16.1 ft.)
Pick-Up Truck (Toyota Tacoma, Ford F-150)	2.0m (6.6 ft.)	5.4m – 6.4m (17.7 ft. – 21.0 ft.)

The *Off-Street Parking and Loading Bylaw No. 4350 – 1990* currently has minimum off-street parking dimensions of 2.5m (8.2 ft.) wide, 5.5m long (18 ft.), and 2.1m (6.9 ft.) high (parallel parking spaces are to be 6.1m (20 ft.) long). There is a provision to allow for 10% small car only parking stalls, which have dimensions of 2.4m (7.9 ft.) wide, by 4.9m long (16 ft.), by 2.1m (6.9 ft.) high. In addition to the vehicle width, space is required to open doors and maneuver around, which is typically 0.9m (3 ft.) on either side of the vehicle.

Based on the widths and lengths of the range of common vehicles listed in Table 2, the minimum internal width required for a *single car garage*, including the 0.9m (3 ft.) maneuvering space on either side, and front and back ranges from 3.5m (11.5 ft.) to 3.8m (12.5 ft.), and a minimum length of 5.8m (19.0 ft.) to 8.2m (26.9 ft.), as summarized in Table 3 below.

The minimum internal width range for a *tandem garage* would remain the same, at 3.5m (11.5 ft.) to 3.8m (12.5 ft.), but the minimum length would range from 10.7m (35.1 ft.) to 15.5m (50.9 ft.). Note that this dimension is generous, as it accounts for 0.9m (3 ft.) in front of, in between, and behind each vehicle. The larger range also accounts for two full-sized pick-up trucks, which is probably not likely. A more likely scenario may be a pick-up truck and a compact SUV or car, which would be in the upper range of 13.6 m (44.6 ft.).

The minimum internal width range for a *double car garage* ranges from 6.1m (20 ft.) to 6.7m (22.0 ft.) wide, accounting for 0.9m (3 ft.) on either side of each vehicle and in between. The minimum length range would be the same as a single car garage, ranging from 5.8m (19.0 ft.) to 8.2m (26.9 ft.).

Table 3 – Minimum Garage Dimensions, Including 0.9m (3 ft.) Maneuvering Space on All Sides

Type of Garage	Width Range	Length Range
Single Car	3.5m (11.5 ft.) to 3.8m (12.5 ft.)	5.8m (19.0 ft.) to 8.2m (26.9 ft.)
Tandem Car	3.5m (11.5 ft.) to 3.8m (12.5 ft.)	10.7m (35.1 ft.) to 15.5m (50.9 ft.)
Double Car	6.1m (20 ft.) to 6.7m (22.0 ft.)	5.8m (19.0 ft.) to 8.2m (26.9 ft.)

Based on the above information, if Council wanted to specify dimensions to accommodate a range of vehicles, the minimum garage dimensions would be as follows:

Table 4 – Proposed Minimum Garage Dimensions Depending on Vehicle Width and Length

Type of Garage	Typical Garage Dimensions	Width		Length	
		Family Car/SUV	Pick-up Truck	Family Car/SUV	Pick-up Truck
Single Car	3.7m (12 ft.) wide by 5.5m (18 ft.) long	3.7m (12.1 ft.)	3.7m (12.1 ft.)	6.7m (22.0 ft.)	8.2m (26.9 ft.)
Tandem Car	3.5m (11.5 ft.) wide by 11m (36 ft.) long	3.7m (12.1 ft.)	3.7m (12.1 ft.)	12.5m (41.0 ft.)	13.5m (44.3 ft.)
Double Car	5.8m (19 ft.) wide by 6m (20 ft.) long	6.5m (21.3 ft.)	6.5m (21.3 ft.)	6.7m (22.0 ft.)	8.2m (26.9 ft.)

Based on a review of townhouse development applications, a *typical double-car garage* is approximately 5.8m (19 ft.) wide by 6m (20 ft.) long. A *typical single car garage* is 3.6m (12 ft.) wide by 5.5m (18 ft.) long. A *typical tandem garage*, with 2 enclosed stalls is 3.5m (11.5 ft.) wide by 11m (36 ft.) long, as summarized in Table 4 above. These typical tandem garage dimensions would accommodate for two family cars/SUVs, with less space in between for maneuvering, but would not accommodate for two pick-up trucks in a tandem arrangement. Council could consider requiring a larger garage dimension to accommodate either a smaller vehicle with storage, or a larger vehicle without storage.

Depending on whether or not Council wants to permit tandem car garages with two enclosed spaces, direction on the type of vehicles to accommodate would be required to specify the minimum dimensions in the amending bylaws. Should Council determine that they would like to eliminate tandem garages, due to the concern of using the parking space for storage/living space, and allow for a single car garage with a driveway apron to accommodate the second parking stall, direction would be needed to determine what type of garage and length of the driveway apron would be appropriate.

Additionally, should Council determine that they would like to restrict the amount of tandem parking within a townhouse development, as had been proposed as 70% maximum tandem parking in the initial *Off-Street Parking and Loading Amending Bylaw No. 7025 – 2013* that had received first reading, Council should provide direction in the amount of tandem garages they would deem appropriate. Note that should Council determine they would like the flexibility to review a development on a site-by-site basis, the developer would still be able to apply for a variance to the maximum allowable tandem parking requirement. However, an amendment to the *Off-Street Parking and Loading Bylaw No. 4350 – 1990* would provide staff with a baseline to inform developers of what Council prefers.

A common concern with townhouse development applications in general is that there is not enough parking in the area and that residents are parking on the streets. Council could direct staff to increase the required amount of visitor parking for townhouse developments to alleviate this concern; however it would not address the issue of residents using on-street parking, as it would be intended for visitors only. The current requirement for visitor parking for multi-family uses in Maple Ridge is 0.2 per unit, which is consistent with surrounding municipalities (see Table 1).

Summary of Recent Townhouse Development Applications

Although the proposed amendments did not get second reading back in 2015, staff have been working with developers to avoid 100% tandem parking arrangements for townhouse developments and have been recommending to developers to provide a 70/30 or 60/40 ratio of tandem garages to double-car garages for townhouse developments. In addition to this provision, staff also limit the block sizes to 6 units per block and insist that the townhouse units are provided with a pedestrian door entrance that is separate from the garage to improve the liveability and appearance of the development.

Recent townhouse development applications with tandem parking arrangements that have been approved by Council, range from 10% to 60% are (see Appendix F). One application, located on the east side of 240 Street, north of Kanaka Way, consisted of 54 units, 5 of which were with a tandem garage configuration (10%). Another application, located on the south-west corner of 236 Street and Larch Avenue, consisted of 31 units, 3 of which were with a tandem garage configuration (10%). The third application, located on the east side of 240 Street, south of Kanaka Way, consisted of 130 units, 76 of which were with a tandem garage configuration (58%). All three of these rezoning applications were given final reading in 2018. Another application that received first reading in 2017 and is located within the Town Centre Area Plan, is located on Fletcher Street, and is proposing 7 units, 4 of which would have a tandem garage configuration (57%).

In addition to the applications above, a townhouse development application located on Lougheed Highway, received third reading on March 18, 2019. This application was under the RM-4 (Multiple Family Residential District) zone which requires parking to be underground. The developer sought a variance to this underground parking requirement, so the development is similar to the RM-1 (Townhouse Residential District) zone, with a higher density. The development consists of 30 townhouse units, 18 of which are with a tandem garage configuration (60%). The tandem units also have driveway apron lengths of 6.1m (20 ft.) to accommodate a third vehicle.

NEXT STEPS:

Although much work has been done to try to address Council's concerns with tandem parking, 100% tandem parking remains permitted in the *Off-Street Parking and Loading Bylaw No. 4350 - 1990*, and this warrants further review.

Prior to amending the bylaws and bringing them to Council for review, staff recommend that feedback be obtained from residents residing in certain townhouse developments, as listed below; the Urban Development Institute (UDI) and Homebuilders Association of Vancouver (HAVAN) Municipal Advisory Committee, in person at the next scheduled meeting; the Builders' Forum, in person at the next scheduled meeting; and Condominium Home Owners' Association, through a mailout. This feedback would be used to consider what type of amendments are needed and to create options for regulating tandem parking in Maple Ridge. The results of this feedback would be brought back to Council in a future Workshop report.

For the residents residing in townhouse developments, anonymous hardcopy surveys could be sent to the residents of townhouse developments, with electronic surveys made available, to developments that have:

- i. 100% double car garages (10 unit example located at 11548 207 Street)
- ii. 100% tandem garages (159 unit example located at 10151 240 Street)
- iii. 70/30 tandem to double car garage ratio (61 unit example located at 13260 236 Street);
- iv. 60/40 tandem to double car garage ratio (167 unit example located at 11305 240 Street); and
- v. 50/50 tandem to double car garage ratio (40 unit example located at 23986 104 Avenue)

The examples listed above were selected as the Development Permits for the townhouses were approved within the last 10 years and have been constructed and are occupied.

The survey could be used to determine if the tandem garages are a concern for liveability, and if the cost savings were worth the potential inconvenience of having the tandem parking arrangement, and the extent to which it forces additional vehicles onto the street.

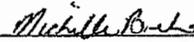
ALTERNATIVE:

Should Council feel that an additional public consultation process is not required and that enough information has been provided, Council can direct staff to prepare the amending bylaws accordingly with direction on the questions below:

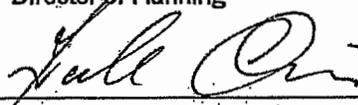
- Should the *Off-Street Parking and Loading Bylaw* permit 2 car enclosed tandem garages, or a single car garage and driveway apron that can accommodate a second vehicle?
- The size of vehicles to be accommodated in the tandem garage or on the driveway apron?
- Should the amount of tandem parking units within a townhouse development be limited, and if so, to what percentage?
- Should the *Off-Street Parking and Loading Bylaw* specify internal garage dimensions?
- Should the amount of visitor parking required per unit be increased?
- Should a defined storage area be required in garages?

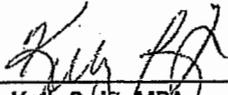
CONCLUSION:

This report was prepared as an update to Council on what has been done in the past with respect to regulating tandem parking in townhouse developments, and to seek input from Council on how to proceed. The recommendation is to seek input from the various stakeholders listed in the report and return to a future Council Workshop to summarize the results.


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


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


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


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

The following appendices are attached hereto:

- Appendix A - Tandem and Off-Street Parking Discussion Paper, dated May 27, 2013
- Appendix B - Tandem and RM-1 Zone Amendments Report, dated October 7, 2013
- Appendix C - Tandem and Off-Street Parking Open House Summary, dated February 17, 2014
- Appendix D - Tandem Parking in the RM-1 Zone Report, dated March 17, 2014
- Appendix E - Summary of Bylaw Iterations
- Appendix F - Recent Site Plans of Townhouse Developments with Tandem Parking



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August 28, 2020

Chuck Goddard, Director of Planning
 City of Maple Ridge
 11995 Haney Place
 Maple Ridge, BC V2X 6A9

Dear Mr. Goddard:

Re: Maple Ridge Bylaw Restrictions to Tandem parking

On behalf of the Urban Development Institute (UDI) and the Homebuilders Association Vancouver (HAVAN), we respectfully offer our feedback on the proposed tandem parking changes. We appreciate the efforts that staff have made to update our associations and our members at the Liaison Committee meetings on May 29, 2020 and October 25, 2019, regarding the City of Maple Ridge's plans to amend the tandem parking provisions in the *Zoning Bylaw* and *Off-Street Parking and Loading Bylaw*.

We would also like to thank staff for surveying residents and owners at townhouse developments and asking critical questions regarding the potential impact of the bylaw on affordability. As highlighted in the staff report, a key takeaway from the survey was that affordability was a top priority for residents.

A potentially contradictory finding was that 50% of the residents were willing to pay for a double-car, side-by-side garage, whereas 44% were not. However, what many residents may not have understood from the survey is the magnitude of the price difference between a tandem unit and a double-car garage townhouse unit. Mandating an increase to garage dimensions will result in larger but more expensive units, as well as, fewer homes being built on any given townhouse site.

Hard construction costs don't necessarily vary from tandem to double car garage if the units are similar square footages. The cost variance results from the increased width of the units to accommodate larger garage dimensions. Increasing the lower floor plate automatically adjusts the upper floors to accommodate larger garage dimensions with two side-by-side stalls. This is largely because townhomes are built most economically by stacking walls on top of one another.

Based on current market conditions, it is unclear if those who preferred the double-car garages would be able to qualify for or afford the increased purchase price of a home. Depending on the site layout larger units with a double car garage are between \$25,000 and \$50,000 more expensive than townhouses with tandem parking - affecting housing

affordability significantly. Therefore, imposing this kind of restriction on housing design could also limit the supply of affordable housing for some prospective homebuyers.

Our industry typically prefers the flexibility that tandem garages provide; however, we recognize that staff proposed two parking options for Council's consideration. Of the two options presented by staff, the preferred approach, though still not ideal for UDI and HAVAN members, is the option of *"50% tandem (1in/1 out) / 50% double, with an additional 0.4 tandem garage unit for the strata to assign for residents."* While we definitely prefer the 50/50 split, we would recommend that it not include the *0.4 tandem garage unit for the strata to assign for residents.*

We also believe this approach would be the least impactful on housing affordability and site yield. This requirement would decrease the number of buildable homes and have a subsequent impact on landscape features, amenity space, flexibility to exceed required visitor parking requirements, and affordability. The additional stalls have a direct and significant impact on yield, the cost of which would be distributed to the price of all units thereby increasing cost and further impacting affordability. The additional stalls combined with the proposed longer apron requirement will increase hardscape and stormwater run-off as well as reduce available open green space.

If indeed these stalls are required, we would prefer that builders have the option to sell these additional spaces to homebuyers, or have the ability to choose between the 50/50 and the 30% tandem (1in/1out)/70% double. This strategy would maintain levels of affordability in mixed income communities where some owners may not require additional parking and therefore shouldn't bear that cost.

We would also suggest that in circumstances of hardship (e.g., where the further extended apron is challenging to attain given the layout of sites with topographical challenges), flexibility be worked into the bylaw where exemptions can be made to increase the number of tandem units on a site. Amendments to the bylaw could be subject to the approval of staff.

If Council proceeds with either of the proposed options, we recommend protection for instream applications/grandfathering. This would help avoid an inequitable situation in which homebuilders are caught with a new, unexpected bylaw that could impact the configuration of their site and sales. As a result, we suggest the bylaw come into effect on January 1, 2021 and any instream applications at that time be exempt from the changes.

Another critical issue that we would like to highlight is that the proposed bylaw amendment does not address a significant part of the problem- that people are using their garages for storage or purposes other than parking, with the resultant increase in street parking. Therefore, the issue is not with the size and alignment of the parking spots, but the fact that people are not using their garages as they were intended. A solution for the City of Maple Ridge could be to focus on better parking control and enforcement of bylaws already in place. Permit parking that is consistently enforced by the city could be a creative solution to further ensure that people are using their garage for its planned purpose.

We look forward to working with the City of Maple Ridge on this with other planning and building issues.



Anne McMullin
President & CEO, UDI



Ron Rapp
CEO, HAVAN

CC: Hugh Carter, Chair of the UDI Fraser Valley Committee

Michelle Baski

From: Cole Lambert <cole@epichomes.info>
Sent: June 4, 2020 4:31 PM
To: Michelle Baski; Chuck Goddard; Christine Carter
Subject: Fwd: Tandem Parking Letter for Builders
Attachments: Site Plotting - Parking Changes - May 2020.pdf; Parking Tandem - Oct 2019.pdf
Importance: High

Hey all,

I apologize for taking so long to get this over to you this week. I've been completely swamped with opening a new community at 106th & Jackson and trying to get the DP submitted on our initial townhouse phase in NE Albion. While most of our opinions have been vocalized or outlined in the enclosed letter, this email will focus on our concern surrounding the pending changes to interior garage dimensions.

To give some context to the discussion below, the changes being proposed include:

- Tandem/Single Car Garage going from industry standard 10'2" wide to 12'6
- Double Car Garage going from industry standard of ~19' to 22.5' wide and from 20' to 22' deep

Keep in mind that the Maple Ridge parking and loading bylaw calls for spaces to be designed at 2.5m (8'2") x 5.5m (18'). Therefore, any apartments, municipal or commercial parking spots designed to the bylaw requirements would be substantially smaller than the new garage modifications outlined above. While we understand the desire to accommodate pick-up trucks in all units, we want to express caution that not all townhome owners are truck owners. From our experience, a large number of buyers moving into multi-family product types don't have either the desire or financial means to own full-sized pickup trucks. Note that there are a lot of townhouse complexes that design larger units that have additional luxuries such as oversized garages or parking aprons that can accommodate a fit a broader variety of vehicle types. Also note that a Ford F-150 with regular crew cab and 6.5' box is 17'5" long. So residents can drive pickup trucks and fit into a garage!!

The downside to the proposed changes is that it will have a material impact on construction costs, yield and ultimately affordability for all purchasers, not just those with a truck. Construction cost efficiencies are sought in town housing by stacking floors and walls directly on top of one another. Anytime we have to incorporate stepping from one floor to the next, there are added costs to build and weather seal the changes to the floor plate and elevation. This includes framing, siding, concrete, insulation, mechanical, etc. Anytime the basement floor plate is increased, the rule of thumb is that it adds the reciprocal amount to the two stories above.

To help illustrate the situation, we had our architects draft up a 1.35 acre site with three different product types. We plotted 50% double car garage and 50% single car garage to give a cross section of how the changes affect each. Based on these generic floor plans, the unit square footages would be change with new garage dimensions as follows:

- A - Plan - would go from a 1,373 sqft three bedroom plan to 1,453 sqft
- B - Plan - would go from a 1,397 sqft three bedroom plan to 1,735 sqft
- C - Plan - would go from a 1,019 sqft two bedroom plan to 1,204 sqft

In Scenario (A), we plotted the base case showcasing the existing garage dimensions. In this situation, we were able to plot 31 units at a .62 FSR.

In Scenario (B), we incorporated the new garage dimensions and tried to maximize the # units. While we were able to maintain 30 units, the FSR had to be increased from .62 to .71 FSR. While we only lost one unit, there was an additional 5,500 sqft that had to be built and at a cost of \$150/ft which is \$825,000 extra or roughly \$27,000/unit. In addition to that, if we assumed that serviced townhouse land is worth \$3,500,000/acre in Maple Ridge, then there would also be another \$3000 per door in additional raw land costs.

Finally, in Scenario (C), we explored with the assumption that there is a hard cap on available FSR (which is the case in most situations), and we were only able to plot 26 units at a .62 FSR. That is a loss of 5 units or 16% of the original yield. Not only would there still be the additional construction costs per unit described in Scenario (B), but there would also be additional raw land costs per unit of approximately \$21,000/door.

This is not meant to be an exhaustive study and I've only put it together to illustrate that there is an impact to these changes that will alter costs and ultimately impact affordability. There are a number of different variations and design options that would change what is described above.

Townhousing provides an immense amount of product ranging anywhere from a 1,000 sqft two-bed to a 3,500sqft + four bedroom unit. The changes being proposed will disproportionately affect the lower end of that scale where square footages are smaller and buyers are more price sensitive. As we were selling through Willow & Oak, one of our lasting observations was how price sensitive buyers were compared to our single family communities. Most were stretched to their max on mortgage qualifications and demand was very elastic when confronted with price changes. This is a stark contrast from single family where homeowners tend to be move-up buyers who have built up larger equity reserves over the years. They never seem to settle on the base package and every home tends to be loaded with additional options. In multi-family, it was rare for a home owner to select any options that are over and above our base package.

To summarize, we don't have any objections to cap's on the % of tandem units if it falls between 30-50%, but we encourage further exploration on the new garage dimensions to help address some of the scenario's outlined above. Happy to elaborate should you have questions or queries on information provided.

Thanks again for your interest in our perspective and look forward to seeing the next iteration that goes to council!

Warm Regards, Cole

Cole Lambert
Epic Homes

#201-20050 Stewart Crescent, Maple Ridge BC, V2X 0T4
(P) 604-465-6886 | (C) 604-818-7702 | (E) cole@epichomes.info

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Begin forwarded message:

From: Cole Lambert <cole@epichomes.info>
Subject: Re: Tandem Parking Letter for Builders
Date: October 16, 2019 at 5:53:50 PM PDT
To: Michelle Baski <mbaski@mapleridge.ca>

Hey Michelle,

Not sure if this is too late. Thought I should put some comments into writing after our meeting last week where we shared a few thoughts on it. In general, I think it would be a shame to lose the tandem car garages as they provide floorpan variation and design options for customers that otherwise wouldn't be available. Rather than an all out ban, would there be any appetite to explore percentage restrictions (i.e. 70/30 or 80/20 double/tandem)? Are these changes being driven from a council initiative?

Let me know if you need anything else or want further information on related items.

Thanks again for the help.

Cole

Cole Lambert
Epic Homes

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From: Stephen J Cote-Rolvink <scoterolvink@mapleridge.ca>
Sent: September 19, 2019 3:56 PM
Cc: Michelle Baski <mbaski@mapleridge.ca>
Subject: Tandem Parking Letter for Builders
Importance: High

Hello all

Hope the day finds you well. Planning has asked that I send you out the following document on Tandem parking for your review and comment. Comments are to go back to Michelle Baski in planning and I have included her in this email so you may reply directly to her.

Regards;

Stephen J. Côté-Rolvink, RBO, CRBO
Chief Building Official
Building Department - Permits & Inspection Services

<image003.png>
City of Maple Ridge
11995 Haney Place, Maple Ridge, BC V2X 6A9
Tel: 604-467-7389 Fax: 604-467-7461
[Web](#) [Open Government Portal](#)

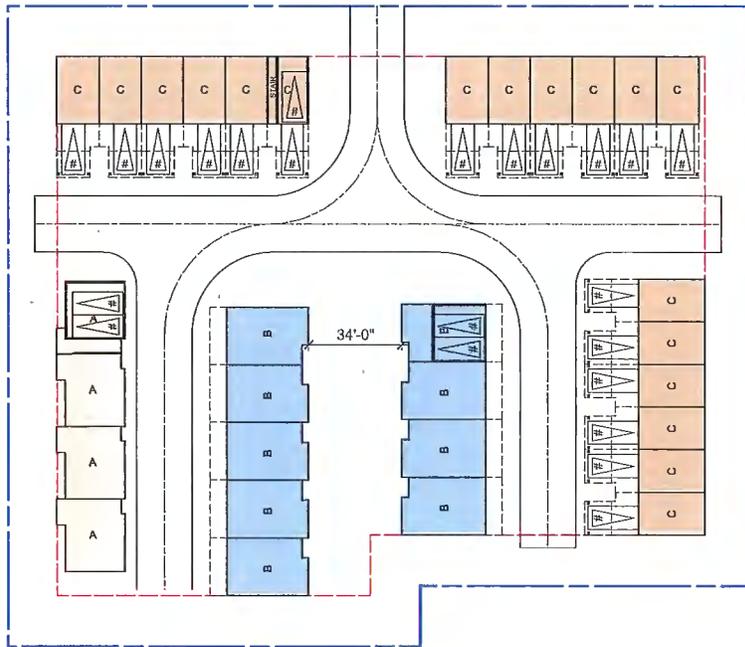
Our service commitment: fair, friendly, helpful.

Building our Community Together

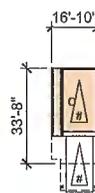
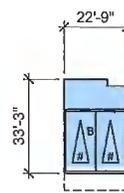
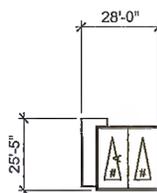
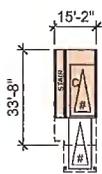
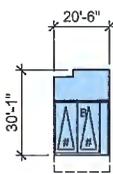
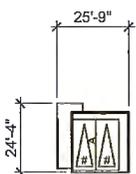
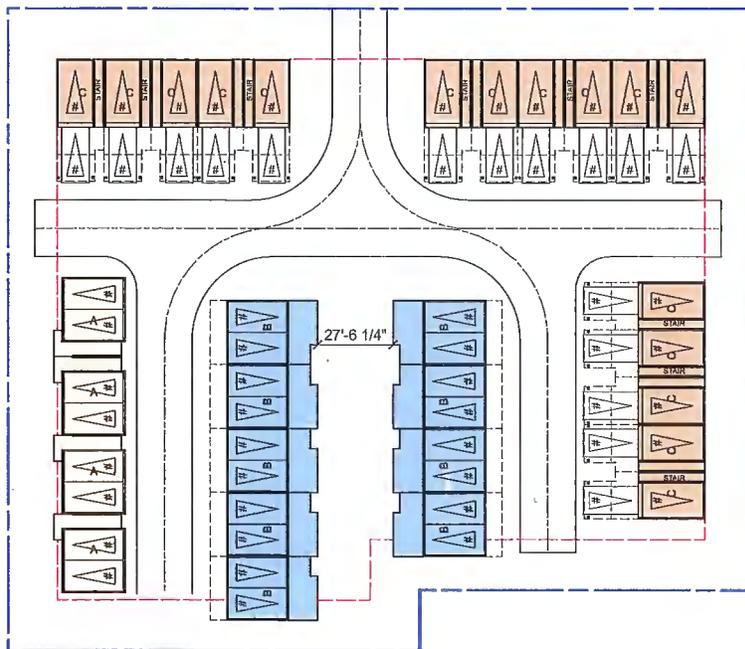
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<Tandem Parking Letter.pdf>

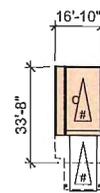
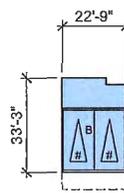
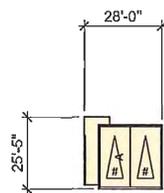
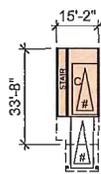
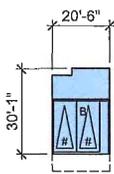
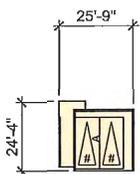
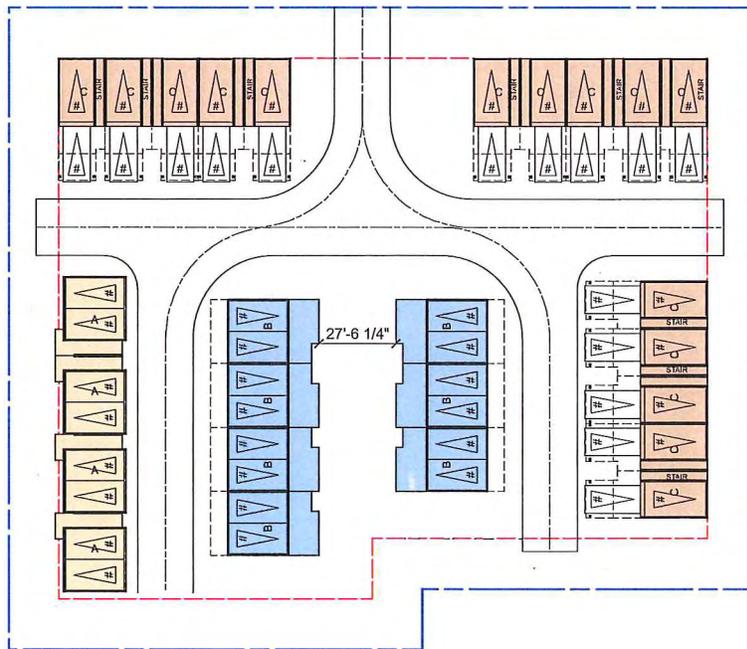
Scenario A



Scenario B



Scenario C





City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
MEETING DATE: May 25, 2021
FILE NO: 2017-124-RZ
MEETING: COUNCIL
SUBJECT: Official Community Plan Amending Bylaw No. 7537-2019
Zone Amending Bylaw No. 7343-2017;
12555, 12599, 12516 240 Street and 12511 241 Street

The applicant for the above noted application has completed all the conditions for final reading of Official Community Plan Amending Bylaw No. 7537-2019 (Appendix A) and Zone Amending Bylaw No. 7343-2017 for the subject properties, located at 12555, 12599, and 12516 240th Street, and 12511 241 Street. The applicant has requested that final reading be granted. Conditions related to the subdivision have not been completed.

Amendments to Zone Amending Bylaw No. 7343-2017 may be considered so that the bylaw may be adopted under the new Maple Ridge Zoning Bylaw No. 7600-2019. The proposed amendments to Zone Amending Bylaw No. 7343-2017 are shown bolded and underlined in Appendix B. The proposed amendments do not make any substantive changes to the bylaw. However the numbering and location of the amendments within the zoning bylaw have been revised to be consistent with Maple Ridge Zoning Bylaw No. 7600-2019. If Council wishes to hold a second Public Hearing before giving final consideration to the bylaws, Council has the option of rescinding third reading and second reading of Bylaw No. 7343-2017, and then amending Zone Amending Bylaw No. 7343-2017. The amended bylaw may then be given second reading and may be advanced to Public Hearing, after which Council can consider third and final readings. To proceed to Public Hearing as a package, Council would need to also rescind third reading of Official Community Plan Amending Bylaw No. 7537-2019.

The project description and conditions are found in Appendix C to this report. The original Zone Amending Bylaw No. 7343-2017 is attached as Appendix D to the March 19, 2019 staff report. As background, Official Community Plan Amending Bylaw No.7537-2019 is to amend the OCP Land Use Designation Map for portions of the site from Estate Suburban to Conservation and Forest. Environmentally sensitive lands that are unsuitable for development will be dedicated into public ownership and placed into the Conservation designation. Portions of the site include developable lands that will be dedicated into public ownership as density bonus compensation. These lands will be placed into the Forest designation. Zone Amending Bylaw No.7343-2017, as amended, is to rezone from the RS-3 (One Family Rural Residential) zone to the RS-2 (One Family Suburban Residential) zone the developable portions of the site utilizing a density bonus to achieve 26 bare land strata lots.

Council granted first reading for Zone Amending Bylaw No. 7343-2017 on October 10, 2017. Council granted first and second reading for Official Community Plan Amending Bylaw No. 7537-2019 and second reading for Zone Amending Bylaw No. 7343-2017 on March 19, 2019. This application was presented previously at Public Hearing on April 16, 2019, and Council granted third reading on April 23, 2019.

RECOMMENDATIONS:

1. That third reading of Official Community Plan Amending Bylaw No. 7537-2019 be rescinded, and that the bylaw for second reading be forwarded to the Public Hearing of June 15, 2021;
2. That third reading and second reading of Zone Amending Bylaw No. 7343-2017 be rescinded and that Zone Amending Bylaw No. 7343-2017 be amended in accordance with the amendments proposed in Appendix B; and that Zone Amending Bylaw No. 7343-2017 be given second reading as amended, and that the bylaw for second reading be forwarded to the Public Hearing of June 15, 2021.

"Original signed by Chuck Goddard"

Prepared 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

Appendices:

- Appendix A – Official Community Plan Amending Bylaw No. 7537-2019
- Appendix B – Zone Amending Bylaw No. 7343-2017, as amended
- Appendix C – Staff report dated March 19, 2019

CITY OF MAPLE RIDGE
BYLAW NO. 7537-2019

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 expedient to amend Schedules "B" & "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. 7537-2019

2. Schedule "B" is hereby amended for that parcel or tract of land and premises known and described as:

Lot 2 of the North West Quarter of Section 22 Township 12 Group 1 New Westminster Plan LMP22485;

Lot "A" Except: Parcel "One" (Explanatory Plan 13720) Section 21 Township 12 New Westminster District Plan 9912;

Parcel "One" (Explanatory Plan 13720) Lot A Section 21 Township 12 New Westminster District Plan 9912;

Lot A Section 22 Township 12 New Westminster District Plan LMP9379;

and outlined in heavy black line on Map No. 999, a copy of which is attached hereto and forms part of this Bylaw, is hereby designated/amended as shown.

3. Schedule "C" is hereby amended for that parcel or tract of land and premises known and described as:

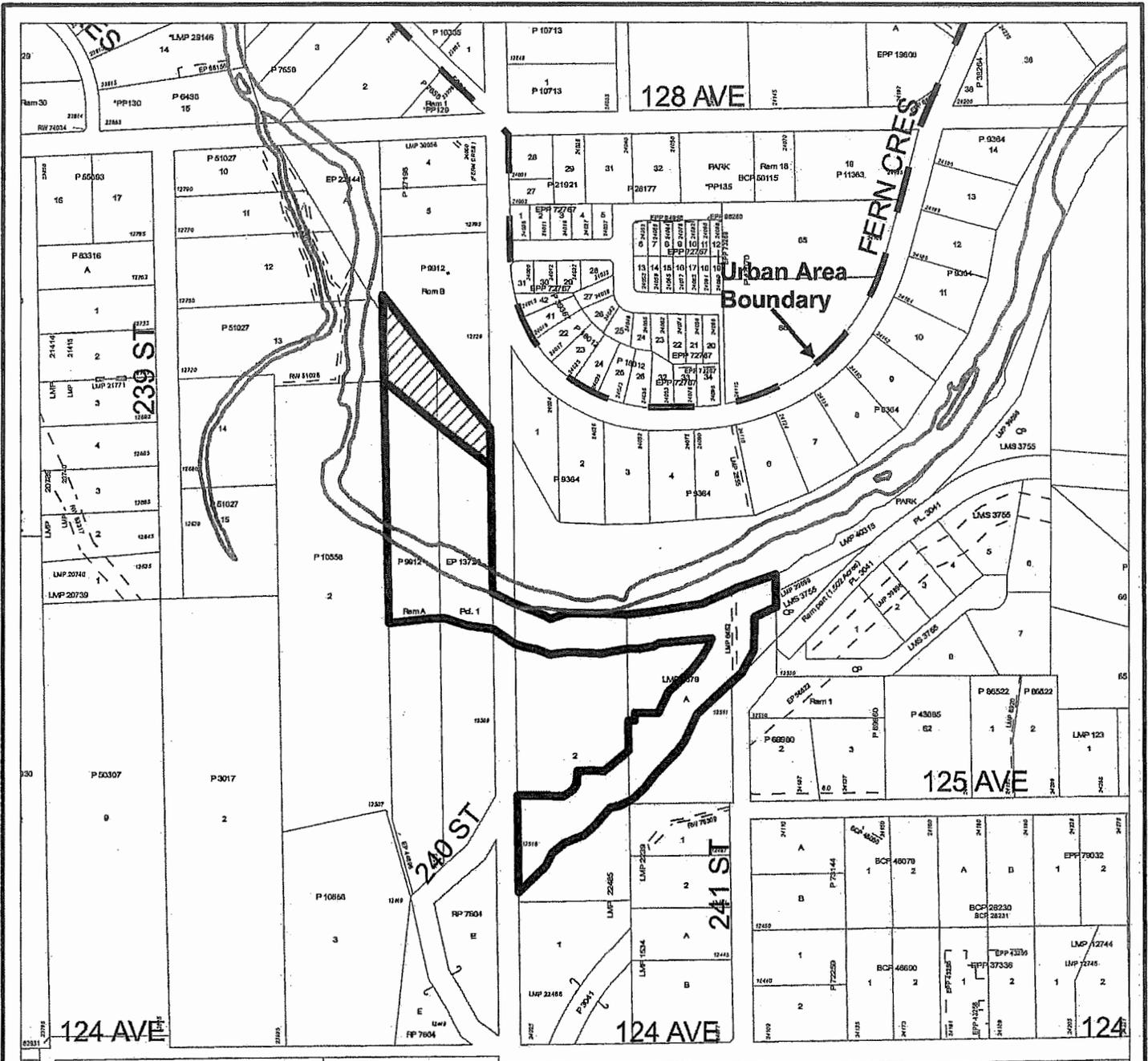
Lot 2 of the North West Quarter of Section 22 Township 12 Group 1 New Westminster Plan LMP22485;

Lot "A" Except: Parcel "One" (Explanatory Plan 13720) Section 21 Township 12 New Westminster District Plan 9912;

Parcel "One" (Explanatory Plan 13720) Lot A Section 21 Township 12 New Westminster District Plan 9912;

Lot A Section 22 Township 12 New Westminster District Plan LMP9379;

and outlined in heavy black line on Map No. 1000, a copy of which is attached hereto and forms part of this Bylaw, is hereby amended by adding Conservation and Forest.



MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7537-2019
 Map No. 1000
 Purpose: To Amend Schedule C As Shown

 To Add To Conservation  To Add To Forest



--- Urban Area Boundary



SCALE 1:5,000

**CITY OF MAPLE RIDGE
BYLAW NO. 7343-2017**

A Bylaw to amend Schedule "A" Zoning Bylaw Map forming part of
Zoning Bylaw No. 7600-2019 as amended

WHEREAS, it is deemed expedient to amend Maple Ridge Zoning Bylaw No. 7600-2019 as amended;

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7343-2017."

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

Lot 2 of the North West Quarter of Section 22 Township 12 Group 1 New Westminster Plan LMP22485;

Lot "A" Except: Parcel "One" (Explanatory Plan 13720) Section 21 Township 12 New Westminister District Plan 9912;

Parcel "One" (Explanatory Plan 13720) Lot A Section 21 Township 12 New Westminister District Plan 9912;

Lot A Section 22 Township 12 New Westminister District Plan LMP9379;

and outlined in heavy black line on Map No. 1715 a copy of which is attached hereto and forms part of this Bylaw, is/are hereby rezoned to RS-2 (Single Detached Suburban Residential).

3. **Part 6 – Residential Zones, 610 Zone: RS-2 (Single Detached Suburban Residential), 610.11 Other Requirements, is amended by adding the following as item 6:**

(a) A Density Bonus is permitted on the parcels or tracts of land and premises known and described as:

Lot 2 of the North West Quarter of Section 22 Township 12 Group 1 New Westminister Plan LMP22485;

Lot "A" Except: Parcel "One" (Explanatory Plan 13720) Section 21 Township 12 New Westminister District Plan 9912;

Parcel "One" (Explanatory Plan 13720) Lot A Section 21 Township 12 New Westminister District Plan 9912;

Lot A Section 22 Township 12 New Westminister District Plan LMP9379;

Provided that in addition to park land dedication required by Local Government Act Section 510, the owner dedicates park land for the purpose of protection of environmentally sensitive lands and recreational purposes.

- (b) The base density is a minimum subdivision lot area of 4,000 m², minimum subdivision lot width of 36 metres, and minimum subdivision lot depth of 60 metres. A Density Bonus is an option in the RS-2 zone as follows:
- (i) The owner must dedicate as park land at least 12,100 m² in any subdivision containing one or more lots with an area of less than 4,000 m², as a condition of subdivision approval by the Approving Officer, such area to be acceptable to the Approving Officer for the purpose of preserving mature trees on the parent parcel.
 - (ii) The maximum density bonus is:
 - A) Minimum lot area of 1,012 m²
 - B) Minimum lot width of 20 m
 - C) Minimum lot depth of 30 m
4. Zoning requirements for the SRS (Special Urban Residential) zone shall apply and supersede the zoning requirements for the RS-2 zone for any subdivision.
5. Maple Ridge Zoning Bylaw No. 7600-2019 as amended and Map "A" attached thereto are hereby amended accordingly.

READ a first time the 10th day of October, 2017

READ a second time the 19th day of March, 2019

PUBLIC HEARING held the 16th day of April, 2019

READ a third time the 23rd day of April, 2019

ADOPTED, the day of , 20

PRESIDING MEMBER

CORPORATE OFFICER



City of Maple Ridge

TO: His Worship Mayor Michael Morden **MEETING DATE:** March 19, 2019
 and Members of Council **FILE NO:** 2017-124-RZ
FROM: Chief Administrative Officer **MEETING:** COW
SUBJECT: First and Second Reading
 Official Community Plan Amending Bylaw No. 7537-2019;
 Second Reading
 Zone Amending Bylaw No. 7343-2017;
 12555, 12599, & 12516 240th Street, and 12511 241 Street

EXECUTIVE SUMMARY:

This proposal is to rezone the subject properties from RS-3 One Family Rural Residential to RS-2 One Family Suburban Residential to create a 26 lot bare land subdivision with park dedication on a site area of 8.19 hectares (20 acres). Through density bonus provisions and a text amendment to the RS-2 Zone, this application proposes greater residential density than permitted under RS-2 Zoning. The highest density in the RS-2 Suburban Residential Zone is 2.5 lots per hectare, or 0.4 hectares per lot (1 acre lots). The proposed density with this application is 3.88 lots per hectare in a combination of individual lots and common properties. An amendment to the Official Community Plan will be required to the Conservation designation for riparian habitat and to Forest for additional dedicated lands.

The subject properties are within the Fraser Sewer Area of the Greater Vancouver Sewerage and Drainage District. For this reason, both sewer and water connections are available, making it possible to create parcels with smaller lot sizes. The typical lot size in the Estate Suburban designation is 0.4 hectares or 1 acre. For this application, the justification for reduced parcel sizes is due to the voluntary dedication of developable area for park purposes. After first reading was granted, an environmental assessment of the qualitative value of these areas proposed for dedication has been prepared by a qualified professional.

The issue of increased densities on qualifying properties in the Estate Suburban designation¹ has been discussed by Council for some time. On September 5, 2017, a report was presented to Council identifying feasible subdivision potential and the impacts to build out. The report also noted that the recently adopted Tree Bylaw provided tree protection measures that could outweigh advantages associated with density bonus measures for this purpose. In response to this report, Council voted in favour of leaving the Estate and Suburban Residential designations and their policy base unchanged.

Pursuant to Council policy, this application is subject to the Community Amenity Contribution Program at a rate of \$5,100.00 per single family lot, for an estimated amount of \$132,600.00.

¹ Council has the jurisdiction to increase residential densities on Estate Suburban properties that are designated Urban in the Regional Growth Strategy of Metro Vancouver. This regional designation roughly pertains to Estate Suburban properties west of the 244th Street alignment, south of the Silver Valley area. All other Estate Suburban parcels are designated rural and could only be subdivided with minimum parcel sizes of 0.4 hectares (1 acre), although some are currently legal non-conforming urban lots.

RECOMMENDATIONS:

- 1) That, in accordance with Section 475 of the *Local Government Act*, opportunity for early and on-going consultation has been provided by way of posting Official Community Plan Amending Bylaw No. 7537-2019 on the municipal website and requiring that the applicant host a Development Information Meeting (DIM), and Council considers it unnecessary to provide any further consultation opportunities, except by way of holding a Public Hearing on the bylaw;
- 2) That Official Community Plan Amending Bylaw No. 7537-2019 be considered in conjunction with the Capital Expenditure Plan and Waste Management Plan;
- 3) That it be confirmed that Official Community Plan Amending Bylaw No. 7537-2019 is consistent with the Capital Expenditure Plan and Waste Management Plan;
- 4) That Official Community Plan Amending Bylaw No. 7537-2019 be given first and second readings and be forwarded to Public Hearing;
- 5) That Zone Amending Bylaw No. 7343-2017 be given second reading, and be forwarded to Public Hearing;
- 6) That the following terms and conditions be met prior to final reading:
 - i) Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;
 - ii) Park dedication as required; and removal of all debris and garbage from park land;
 - iii) Road dedication as required;
 - iv) Consolidation of the subject properties;
 - v) Registration of a Restrictive Covenant for the Geotechnical Report, which addresses the suitability of the subject properties for the proposed development;
 - vi) Registration of a Restrictive Covenant for the floodplain report, which addresses the suitability of the subject property(ies) for the proposed development;
 - vii) Registration of a Restrictive Covenant for Tree Protection;
 - viii) Registration of a Restrictive Covenant, and Stormwater Management;
 - ix) Registration of a Restrictive Covenant for conservation purposes;
 - x) Removal of existing buildings;
 - xi) Notification to the Department of Fisheries and Oceans and the Ministry of Environment for in-stream works on the site;
 - xii) That a voluntary contribution, in the amount of \$132,600.00 (\$5100.00/lot) be provided in keeping with the Council Policy with regard to Community Amenity Contributions.

DISCUSSION:

1) Background Context:

Applicant: Don Bowins

Legal Description:

OCP:

Existing: ESTRES (Estate Suburban Residential)
Proposed: Single-Family Residential

OCP:

Existing: Estate Suburban Residential
Proposed: Estate Suburban Residential

Zoning:

Existing: RS-3 (One Family Rural Residential)
Proposed: RS-2 (One Family Suburban Residential) with density bonus provisions to reduce parcel size.

Surrounding Uses:

North:	Use:	Rural Residential
	Zone:	RS-3 (One Family Rural Residential)
	Designation:	Estate Suburban Residential
South:	Use:	Rural Residential
	Zone:	RS-3 (One Family Rural Residential)
	Designation:	Estate Suburban Residential
East:	Use:	Suburban Residential
	Zone:	RS-2 Suburban Residential
	Designation:	Estate Suburban Residential
West:	Use:	Vacant
	Zone:	RS-3 (One Family Rural Residential)
	Designation:	Estate Suburban Residential

Existing Use of Properties: Rural Residential
Proposed Use of Property: Estate Suburban Residential
Site Area: 8.35 Ha (20.6 acres)
Access: 240 and 241 Street
Servicing requirement: Urban Standard

Previous similar applications:

- Application 2014-054-RZ (23598 & 23627 Dogwood), which proposed to protect significant stands of trees with park dedication, was ultimately supported by Council, with refinements to the original proposal.
- In addition to the above, concurrent Application 2017-184-RZ (23585 Dogwood) proposes the protection of significant trees with park dedication as an extension of the above noted Dogwood application. This application has advanced to second reading, and will be presented at the March 19 Public Hearing.

2) Project Description:

The four subject properties are located to the south of the Silver Valley Horse Hamlet in the vicinity of 240 Street, Fern Crescent, and 124 Avenue. The South Alouette River bisects two of the properties, with the greater portion of the lands located south of the South Alouette River. A number of watercourses are located on or adjacent to the subject properties including Latimer Creek and two indefinite watercourses. As a result, the site offers pockets of potentially developable areas that are bounded by environmentally sensitive areas. Steep slopes define the site along its east and southern boundaries.

Three of the four subject properties are currently accessed via 240 Street, constructed to a gravel road standard on the south side of the river. The fourth property is accessed from 241 Street. This project proposes a bareland strata of 1 fee simple remainder lot and 25 bareland strata lots with a net density of 3.88 units per net hectare. The first reading report noted that a developable portion of the site comprising 1.2 hectares (3.0 acres) north of the South Alouette River was to be dedicated as parkland.

In order to realize this development, significant servicing upgrades are required to bring sewer and water to the site. Servicing requirements and the infrastructure required to provide them will be assessed by the Engineering Department as this application progresses.

This development proposal is tied to other works in relation to its context and servicing considerations. These works include a Flood Impact Study conducted by Northwest Hydraulics Consultants, and a new bridge crossing along the 240th Street Corridor.

Flood Impact Study: The first reading report noted that approximately 86% of the site was located within floodplain. Maple Ridge requirements for floodplain development are guided by Policy 9.10, titled Regulation of Earth Fill within Floodplains. Development applications within floodplains are required to provide a hydraulic assessment of the proposed work which addresses current site conditions, an impact assessment of proposed works, and a proposed mitigation plan. The engineering firm Northwest Hydraulics Consulting (NHC) was commissioned to conduct this work. The findings demonstrated that the placement of fill on the subject site for flood construction purposes would have very minimal impact. There was one structure that could be impacted within the study area. However, it was noted that the foundation of this affected residential structure was currently below existing flood construction levels. It should be noted that this assessment was based on anticipated flooding during a 1 in 200 year event, which has an estimated probability of 0.5% of occurring in any given year.

Bridge Crossing on 240th Street. The first reading report noted that 240th unconstructed road right of way was earmarked in the Major Corridor Network Plan for future bridge connection to Silver Valley. Since first reading was granted on October 10, 2017, further exploration of a bridge crossing at this location has taken place, and has been determined to be feasible. The 240th corridor has been determined to be the best location for a bridge crossing over the Alouette River.

As a result, this proposal will be integrated with the site preparations for the bridge. This work will involve the placement of fill to reduce the required span of the bridge. NHC has reviewed the impact of additional filling of the 240th corridor and have concluded that this will not result in a measurable change to the predicted flood profile of the Alouette River.

Additional environmental compensation is required with the bridge development, requiring a shift in the proposed conservation boundaries. As a result, a portion of the developable area of the site proposed as a bonus park will now be used for riparian enhancement and will then be designated as conservation. The integration of this site preparation in anticipation of a future bridge will provide significant cost savings to the municipality as it provides needed infrastructure improvements within the community.

A habitat balance evaluation of these proposed site preparations has been provided by a qualified environmental professional. This evaluation concludes that there is a net gain of riparian area with the compensatory measures proposed by this application.

3) Planning Analysis:

i) Official Community Plan:

The Estate Suburban designation is characterized generally by lots of 0.4 hectare (1 acre) in size. Based on a net area of 6.8 hectares (17.2 acres), in a bareland strata format which combines both developable and protected areas (by a restrictive covenant), a maximum of up to 17 lots could be created under the RS-2 Suburban Residential Zone for this development site. However, these lots would be dispersed across the site and north of the Alouette River.

In order to realize higher density than is permitted in the Official Community Plan this application proposes to utilize density bonus provisions. The subject properties are designated *Estate Suburban Residential* in the OCP, and Urban in the Metro Vancouver Regional Growth Strategy. The *Estate Suburban Residential* designation aligns with land that is serviceable by the regional sanitary service within the Fraser Sewer Area. Where these lands are within the Regional Urban Containment Boundary, development to urban densities are possible without triggering the requirement for an amendment to the Regional Growth Strategy.

The following OCP policies guide the form and density supported in the *Estate Suburban Residential* land use designation:

Policy 3-14 Urban-level residential densities will not be supported in areas designated Estate Suburban Residential

Policy 3-15 Maple Ridge will support single detached and two-family residential housing in Estate Suburban Residential areas. The Estate Suburban Residential land use designation is characterized generally by 0.4 hectare lots.

The intent of these policies was reaffirmed by Council on September 5, 2017. However, these properties are also designated Urban in the Regional Growth Strategy of Metro Vancouver, and as additional Regional approvals are not required, Council therefore has significant freedom in designating land uses and residential densities for these properties.

Policy 2-9 of the Official Community Plan provides a density bonus mechanism to support higher density, as follows:

Community Amenity Contributions and density bonuses may also be considered at Council's discretion for all Official Community Plan and Zoning Bylaw amending applications that are seeking a higher density than is envisioned in Schedule "A" and/or Schedule "B", to help provide a variety of amenities and facilities throughout the municipality.

In the Maple Ridge Official Community Plan, only properties within the Albion Area Plan are currently subject to a prescribed formula for density bonus provisions. As the subject property is not subject to such a specific formula, in either the Zoning Bylaw or Official Community Plan, Council must assess whether the amenities provided and the density proposed are appropriate, and supportable. Portions of the site in the riparian protection area are to be designated conservation in response to ground truthing and riparian compensation. The proposed remaining park will be designated as forest, in accordance with the following two key OCP policies:

Policy 5-13 Maple Ridge will promote the retention of urban and mature trees and of natural forests and woodland areas, and ensure that additional trees and plant material are provided as part of all development proposals. To enhance the ecological integrity of the District, the use of native trees, plants and naturescape principles will also be encouraged.

Policy 6-62 To protect ecological diversity and the integrity of forested lands, Maple Ridge will retain parts of the northern slope of Thornhill as Forest. Innovative development proposals that protect unique site characteristics, ecologically sensitive areas, or amenities on lands designated Forest and within private ownership, may be considered for a density bonus. The value of the density bonus will be at Council's discretion, in return for the development providing an identified community benefit.

In particular, Policy 6-62 speaks to a density bonus framework as a mechanism for protecting unique site characteristics, such as forested lands, that provide an identified community benefit. The density bonus structure proposed for this development application, while site-specific presently, is consistent with the Dogwood applications. It is noted that the OCP supports using a density bonus framework in three specific development scenarios.

The subject application is supportable for three important reasons. Firstly, the subject property is serviceable by sanitary sewer due to their location in the Fraser Sewer Area, and there is no Regional policy impediment that would require lot sizes to remain at 0.4 hectare (1 acre).

Secondly, the proposed development will ensure long term protection of environmentally sensitive areas under public ownership in dedicated parkland in alignment with Policy 6-62 of the OCP. The habitat balance assessment provided by the applicant concludes a net gain of riparian habitat through proposed compensatory measures for this development and for the future bridge alignment.

Thirdly, this proposal will integrate the site preparation for the future 240th Street Bridge, to provide needed community infrastructure with significant cost savings to the municipality. These site preparations will be included in the works required for the rezoning servicing agreement and will be a condition of final reading.

The proposed density bonus structure used to accommodate reduced densities will not trigger an OCP amendment, because the Official Community Plan recognizes and supports additional density for density bonus purposes. The Zoning Bylaw text amendment will be established to create the density bonus framework, made on a site specific basis, based on an evaluation of community benefits of the dedicated lands. This application will be providing additional dedication for park and infrastructure improvements rather than a cash contribution. In the absence of prescribed density bonus provisions in the site area, this site specific approach provides similar opportunities to the

Albion Area Community Amenity Program, which has a prescribed fee schedule that applies to all developments utilizing the density bonus program in Albion.

ii) **Zoning Bylaw:**

The current application proposes to rezone the properties located at 12511 241 Street, 12555, 12599, and 12516 240 Street from RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential) to permit 25 bareland strata and 1 fee simple lot. The minimum lot size for the current RS-3 zone is 8000 m², and the minimum lot size for the proposed RS- 2 zone is 4000m².

A site specific text amendment will be required to the RS-2 zone in order to permit a subdivision with higher density than permitted under zoning. Any variations from the requirements of the proposed zone will require a Development Variance Permit application.

As this is a bareland strata development, a range of strata lots is proposed, with no individual strata lot being less than 1000 m². In addition, there are common areas under conservation covenants that will be part of this development. The proposed lot dimensions that accompany this rezoning text amendment include a minimum lot width of 20 metres, and a minimum lot depth of 30 metres. These dimensions in the RS-2 Zone are respectively, 36 metres, and 60 metres.

Any variances from the requirements of the RS-2 Zone will be required to obtain approvals prior to proceeding.

iii) **Off-Street Parking And Loading Bylaw:**

The Off-Street Parking And Loading Bylaw identifies a minimum of 2.0 parking spaces for a one family residential use. This can readily be accommodated on the proposed lots.

iv) **Development Permits:**

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

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

- All areas designated *Conservation* on Schedule "B" or all areas within 50 metres of an area designated *Conservation* on Schedule "B", or on Figures 2, 3 and 4 in the Silver Valley Area Plan;
- All lands with an average natural slope of greater than 15 percent;
- All floodplain areas and forest lands identified on Schedule "C"

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

v) **Development Information Meeting:**

A Development Information Meeting was held at Meadowridge School on January 29, 2019. A total of 20 people signed the signup sheet at the meeting. This had been the third public information meeting held by the applicant. This latest meeting was to provide updates with the proposal and how it would be integrated with the site preparations for the 240th Street Bridge Crossing. No comments were made by the public at this meeting.

A previous meeting, held on May 15, 2018, was held at Meadowridge School, with 45 people signing in. A total of 10 comment sheets were provided, with 6 comments sheets noting concerns about impacts to fish habitat, loss of trees, flood impacts, and potentially incompatibility between the future bridge and residential development. There were 4 positive comment sheets, and one of these emphasized the potential for improved equestrian trail development with this proposal.

For municipal purposes, the applicant has addressed concerns by securing qualified consultant services for riparian compensation, hydrological assessments, and by providing additional developable land for park development.

vi) **Parkland Requirement:**

For this project, there is sufficient land that is proposed to be dedicated as park on the subject properties and this land will be required to be dedicated as a condition of Final Reading. This parkland requirement will be met with a combined dedication of Forest and Conservation areas, totaling 5.1 hectares (12.6 acres).

4) **Environmental Implications:**

The proposed new Alouette crossing has necessitated a revised application to the Ministry of Environment due to the required infilling within the 240th Street Right of Way. The new bridge involves a change in restoration works proposed with the first reading report. The current proposal is to utilize these areas and restoration and enhancement works as compensation. Clay fill deposited on the slope at the east end of the slope during the development of upslope Academy Park (about 30 years ago) may have resulted in these flows being cut off, impeding fish movement. The current proposal is to remove the deposited clay-based material to create a direct connection to the Alouette River at its east end. The proposed works will increase the area utilized by fish providing direct fish habitat all year round. Further, it will allow for the contribution of oxygenated, nutrient rich flow to downstream fish populations.

A habitat balance report provided by the environmental consultant indicates a net gain of riparian habitat proposed with this development.

5) **Interdepartmental Implications:**

i) **Engineering Department:**

In addition to works required for the proposed bridge crossing, the Engineering Department has outlined the development considerations in support of this proposal. These include road construction, servicing the site with water and sewer, decommissioning any existing septic disposal systems, and street trees. This development may be eligible for latecomers fees.

ii) Parks & Leisure Services Department:

The Parks and Leisure Services Department reviewed this proposal and expressed the following:

- Retention of the equestrian trail along 240th is retained in the current road allowance and not disturbed.
- Development of a formal trail connection along the Alouette river connecting to 241 St to the east, along with a reduction of the existing informal trails being used along the south bank of the Alouette river, in order to minimize compaction and disturbance of the shore area.

These priorities will need to be addressed with the proposed bridge, and will be considered in the future as the project develops.

iii) Building Department:

The Building Department will require municipal standards to be applied to this strata development, with the inclusion of sidewalks, lighting, and street trees.

iv) Fire Department:

The Fire Department has established standards for emergency access, private fire hydrants, and residential addresses.

6) Intergovernmental Issues:

i) Local Government Act:

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

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

7) Citizen/Customer Implications:

The applicant has hosted 3 information meetings in support of this project. Additional opportunities for public input will be provided at the required public hearing, which will be scheduled should second reading be granted.

CONCLUSION:

It is recommended that first and second reading be given to OCP Amending Bylaw No. 7538-2019, that second reading be given to Zone Amending Bylaw No. 7343-2017, and that application 2017-124-RZ be forwarded to Public Hearing.

"Original signed by Diana Hall"

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

"Original signed by Christine Carter"

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

"Original signed by Frank Quinn"

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

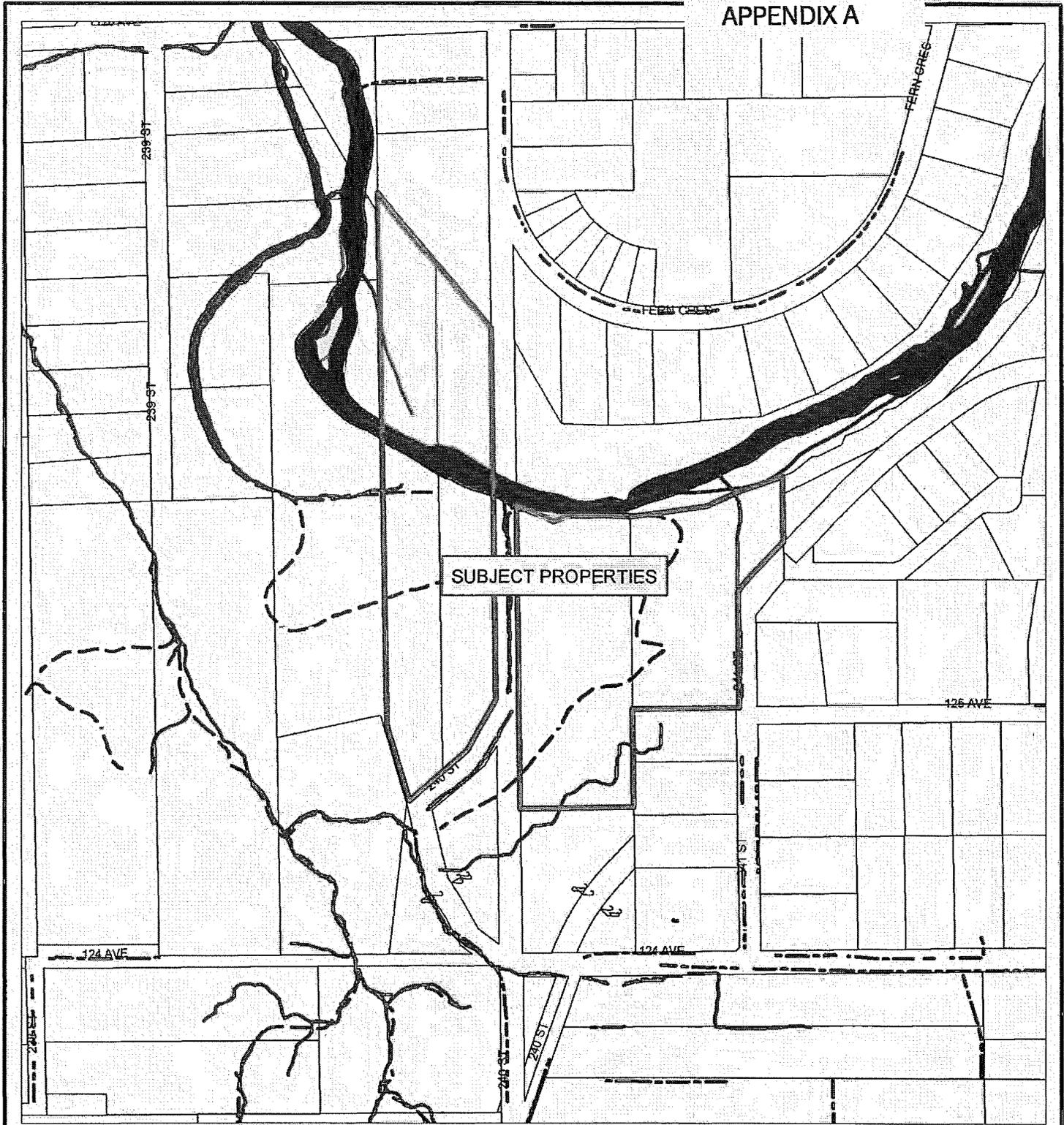
"Original signed by Kelly Swift"

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

The following appendices are attached hereto:

- Appendix A – Subject Map
- Appendix B – Ortho Map
- Appendix C – OCP Amending Bylaw No. 7537-2019
- Appendix D – Zone Amending Bylaw No. 7343-2017
- Appendix E – Site Plan

APPENDIX A



Legend

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

12516/12555/12599 240 ST
12511 241 ST

ENGINEERING DEPARTMENT



MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: 2017-124-RZ
DATE: Mar 31, 2017

BY: LM

Scale: 1:4,500

APPENDIX B



12516/12555/12599 240 St
12511 241 St

ENGINEERING DEPARTMENT



MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: 2017-124-RZ
DATE: Mar 14, 2019

BY: MC

**CITY OF MAPLE RIDGE
BYLAW NO. 7537-2019**

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 expedient to amend Schedules "B" & "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. 7537-2019

2. Schedule "B" is hereby amended for that parcel or tract of land and premises known and described as:

Lot 2 of the North West Quarter of Section 22 Township 12 Group 1 New Westminster Plan LMP22485;

Lot "A" Except: Parcel "One" (Explanatory Plan 13720) Section 21 Township 12 New Westminster District Plan 9912;

Parcel "One" (Explanatory Plan 13720) Lot A Section 21 Township 12 New Westminster District Plan 9912;

Lot A Section 22 Township 12 New Westminster District Plan LMP9379;

and outlined in heavy black line on Map No. 999, a copy of which is attached hereto and forms part of this Bylaw, is hereby designated/amended as shown.

3. Schedule "C" is hereby amended for that parcel or tract of land and premises known and described as:

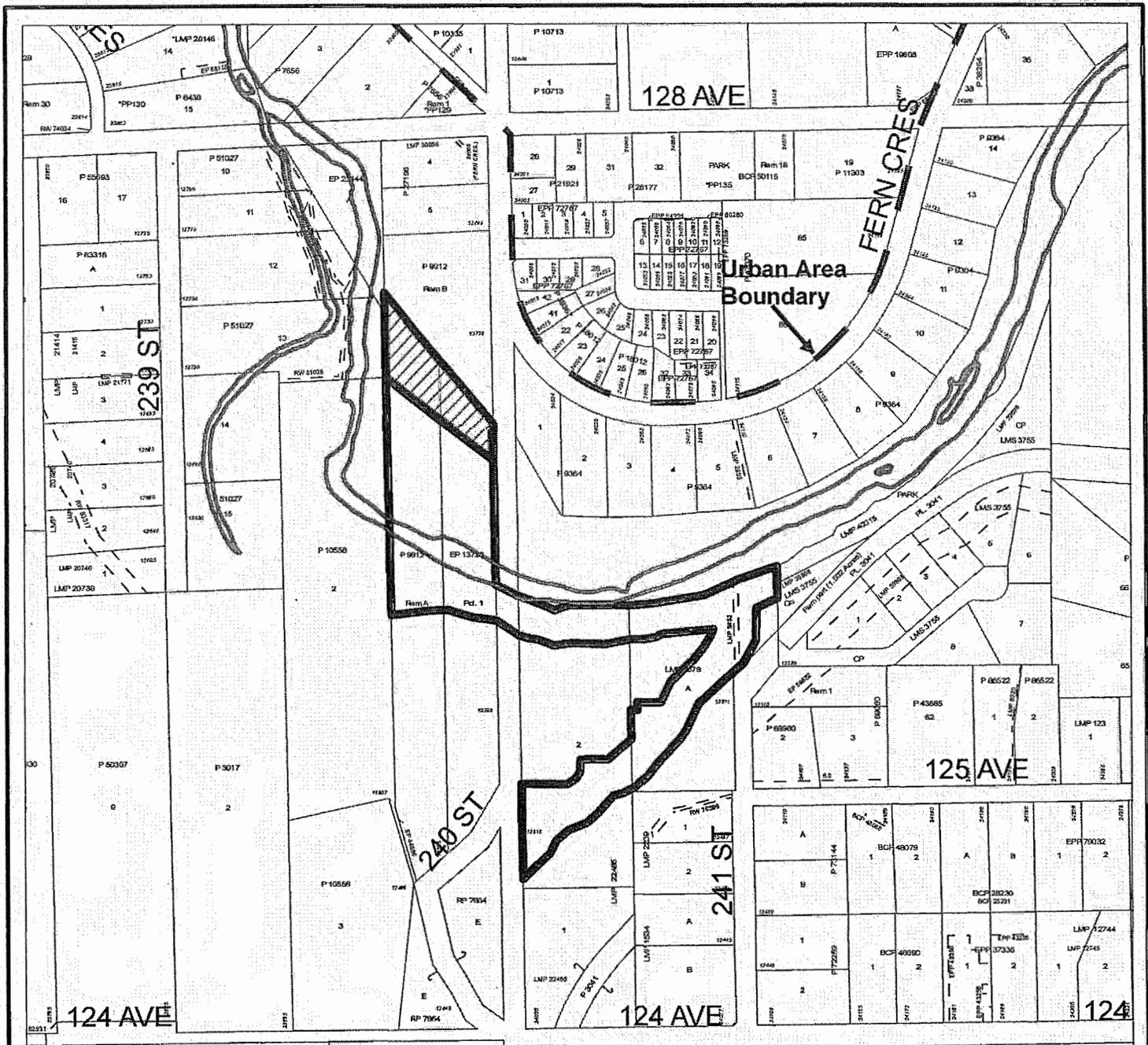
Lot 2 of the North West Quarter of Section 22 Township 12 Group 1 New Westminster Plan LMP22485;

Lot "A" Except: Parcel "One" (Explanatory Plan 13720) Section 21 Township 12 New Westminster District Plan 9912;

Parcel "One" (Explanatory Plan 13720) Lot A Section 21 Township 12 New Westminster District Plan 9912;

Lot A Section 22 Township 12 New Westminster District Plan LMP9379;

and outlined in heavy black line on Map No. 1000, a copy of which is attached hereto and forms part of this Bylaw, is hereby amended by adding Conservation and Forest.



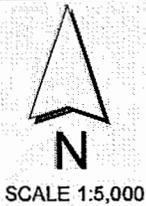
MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7537-2019
 Map No. 1000
 Purpose: To Amend Schedule C As Shown

To Add To Conservation
 To Add To Forest



--- Urban Area Boundary



**CITY OF MAPLE RIDGE
BYLAW NO. 7343-2017**

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

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

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7343-2017."
2. Those parcels or tracts of land and premises known and described as:

Lot 2 of the North West Quarter of Section 22 Township 12 Group 1 New Westminster Plan LMP22485;

Lot "A" Except: Parcel "One" (Explanatory Plan 13720) Section 21 Township 12 New Westminster District Plan 9912;

Parcel "One" (Explanatory Plan 13720) Lot A Section 21 Township 12 New Westminster District Plan 9912;

Lot A Section 22 Township 12 New Westminster District Plan LMP9379;

and outlined in heavy black line on Map No. 1715 a copy of which is attached hereto and forms part of this Bylaw, is/are hereby rezoned to RS-2 (One Family Suburban Residential).

3. Section 601 ONE FAMILY AND TWO FAMILY RESIDENTIAL ZONES (R-1, R-2, R-3, RS-1, RS-1a, RS-1b, SRS, RS-1c, RS-1d, RS-2, RS-3, RT-1, RE, CD-1-93) Subsection C. REGULATION FOR THE SIZE, SHAPE AND SITING OF BUILDINGS AND STRUCTURES of Maple Ridge Zoning Bylaw No. 3510 - 1985 is amended by adding the following as item 19:

"(19) DENSITY BONUS REGULATIONS

- (a) A Density Bonus is permitted on the parcels or tracts of land and premises known and described as:

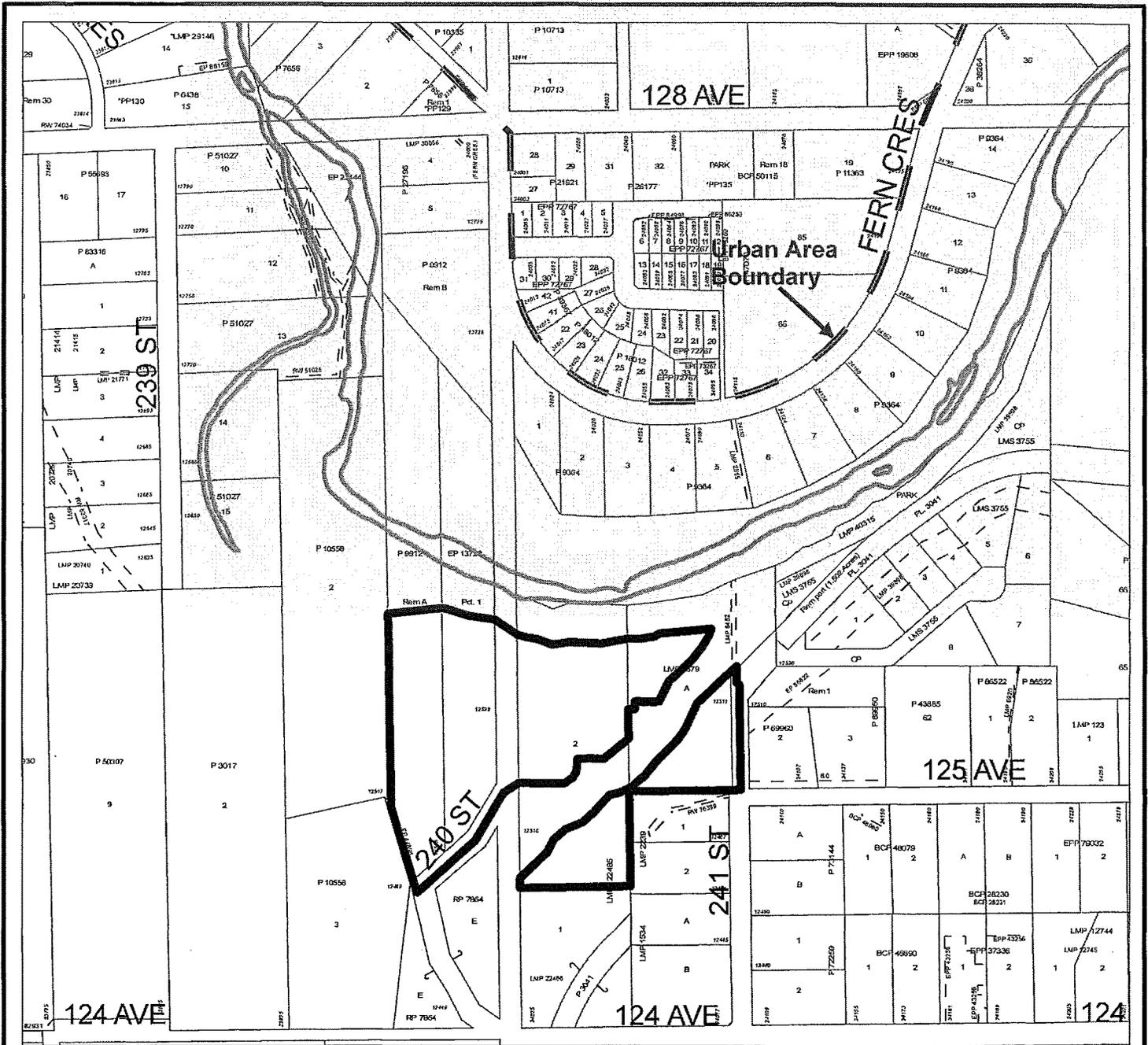
Lot 2 of the North West Quarter of Section 22 Township 12 Group 1 New Westminster Plan LMP22485;

Lot "A" Except: Parcel "One" (Explanatory Plan 13720) Section 21 Township 12 New Westminster District Plan 9912;

Parcel "One" (Explanatory Plan 13720) Lot A Section 21 Township 12 New Westminster District Plan 9912;

Lot A Section 22 Township 12 New Westminster District Plan LMP9379;

Provided that in addition to park land dedication required by Local Government Act Section 510, the owner dedicates park land for the purpose of protection of environmentally sensitive lands and recreational purposes.

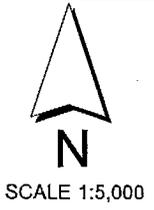


MAPLE RIDGE ZONE AMENDING

Bylaw No. 7343-2017
 Map No. 1715
 From: RS-3 (One Family Rural Residential)
 To: RS-2 (One Family Suburban Residential)



— — Urban Area Boundary



WEST	SUBJECT SITES	EAST
12555 240 STREET, REM A 12599 240 STREET, PCL. 1 APPROX. AREA 4.05HA	12516 240 STREET, LOT 2 APPROX. AREA 2.35Ha	12511 241 STREET, LOT A APPROX. AREA 1.85Ha

APPENDIX E

TOTAL SITE AREA 8.19 HA.

TABLE 1 GREENSPACE CALCULATION CONSERVATION / GREEN SPACE AREAS:

ALOUETTE RIVER + WEST CHANNEL	1.418 HA
RIPARIAN SETBACKS BY PARK	1.205 HA
BONUS PARK AREA	2.052 HA
B.L.S. RESTRICTIVE COVENANT INC FEE SIMPLE COV AREA	4.848 HA, 60.42% OF TOTAL SITE AREA
SUB TOTAL CONSERVATION / GREEN SPACE AREAS	0.173 HA
ADDITIONAL ON LOTS TREE COVENANTED GREEN SPACE	

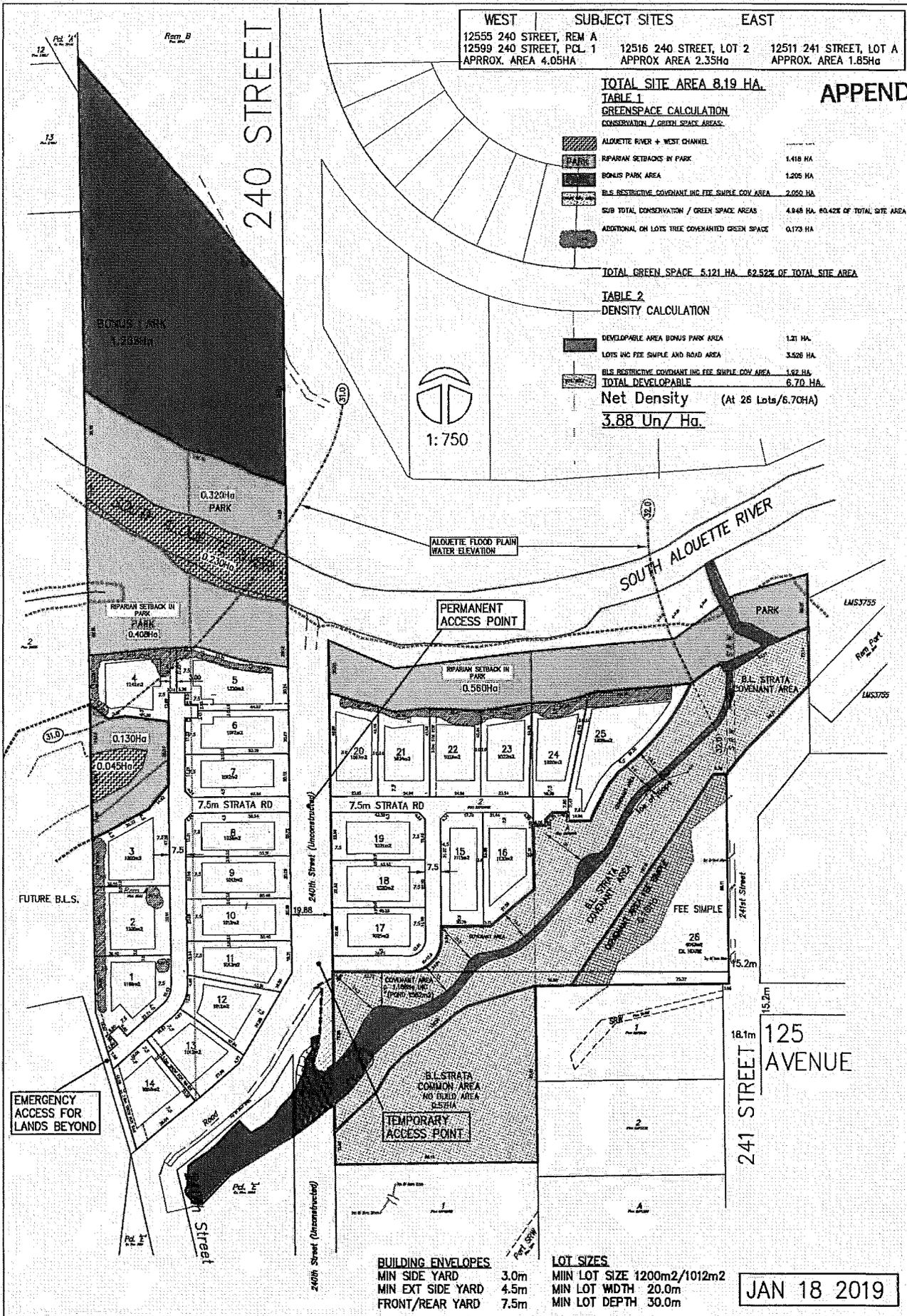
TOTAL GREEN SPACE 5.121 HA, 62.52% OF TOTAL SITE AREA

TABLE 2 DENSITY CALCULATION

DEVELOPABLE AREA BONUS PARK AREA	1.21 HA
LOTS INC FEE SIMPLE AND ROAD AREA	3.526 HA
B.L.S. RESTRICTIVE COVENANT INC FEE SIMPLE COV AREA	1.92 HA
TOTAL DEVELOPABLE	6.70 HA

Net Density (At 26 Lots/6.70HA)

3.88 Un/ Ha.



BUILDING ENVELOPES
 MIN SIDE YARD 3.0m
 MIN EXT SIDE YARD 4.5m
 FRONT/REAR YARD 7.5m

LOT SIZES
 MIN LOT SIZE 1200m²/1012m²
 MIN LOT WIDTH 20.0m
 MIN LOT DEPTH 30.0m

JAN 18 2019

No.	Date	Revision	BY

D.K. BOWINS & ASSOCIATES INC.
 8835 EMERY STREET, MISSISSAUGA, ONT. L4V 1A3
 FAX: 905-884-2474, TEL: 905-884-2015
 EMAIL: dkb@dwkinc.com



CITY OF MAPLE RIDGE
 ENGINEERING DEPARTMENT
SUBDIVISION PLAN
 Date: FEB 2018
 SHEET: 1 OF 5
 Draw No.: 00

This drawing and design is the property of D.K. BOWINS & ASSOCIATES INC. and cannot be used, copied or reproduced without the written consent of said company.

1000 Bylaws

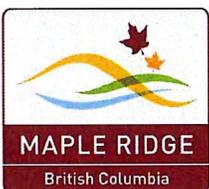
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MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7733-2021
 Map No. 1036
 From: Suburban Residential

 To: Agricultural





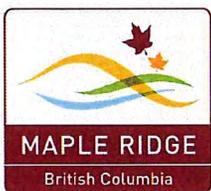
MAPLE RIDGE ZONE AMENDING

Bylaw No. 7672-2020

Map No. 1848

From: RS-2 (Single Detached Suburban Residential)

To: RS-3 (Single Detached Rural Residential)



SCALE 1:2,500

**CITY OF MAPLE RIDGE
BYLAW NO. 7724-2021**

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 expedient to amend Schedules "B" & "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. 7724-2021.

2. That Section 10.4 Town Centre Area Plan, 3.3 Land Use Designations, Low-Rise Apartment policies be amended by adding to the existing policy 3-22 the following sentence:

In instances where it is demonstrated that shadowing, neighbourhood character, view obstruction, and other negative impacts are sufficiently mitigated, the height may be increased to six (6) storeys.

3. Schedule "B" is hereby amended for that parcel or tract of land and premises known and described as:

Parcel "A" (Reference Plan 13279) Lot 1 Section 17 Township 12 New Westminster District Plan 12316;

Lot 1 Except: Firstly: Parcel "B" (Explanatory Plan 12951) Secondly: Parcel "A" (Reference Plan 13279) Section 17 Township 12 New Westminster District Plan 12316;

Lot 2 Section 17 Township 12 New Westminster District Plan 12316;

and outlined in heavy black line on Map No. 1032, a copy of which is attached hereto and forms part of this Bylaw, is hereby designated/amended as shown.

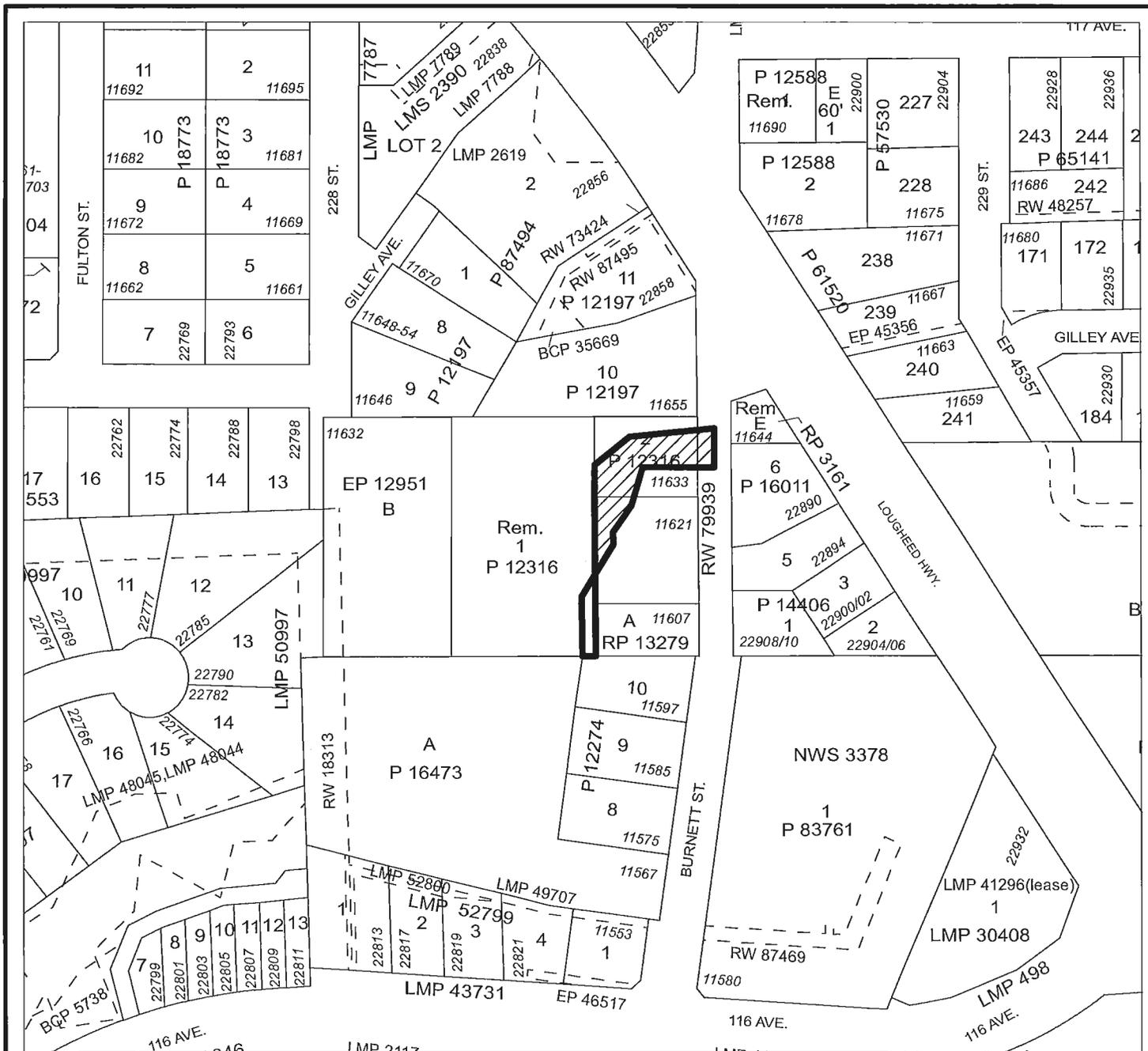
4. Schedule "C" is hereby amended for that parcel or tract of land and premises known and described as:

Parcel "A" (Reference Plan 13279) Lot 1 Section 17 Township 12 New Westminster District Plan 12316;

Lot 1 Except: Firstly: Parcel "B" (Explanatory Plan 12951) Secondly: Parcel "A" (Reference Plan 13279) Section 17 Township 12 New Westminster District Plan 12316;

Lot 2 Section 17 Township 12 New Westminster District Plan 12316;

and outlined in heavy black line on Map No. 1033, a copy of which is attached hereto and forms part of this Bylaw, is hereby amended by adding and removing Conservation.



MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7724-2021

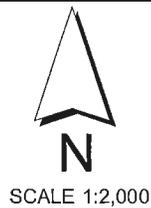
Map No. 1032

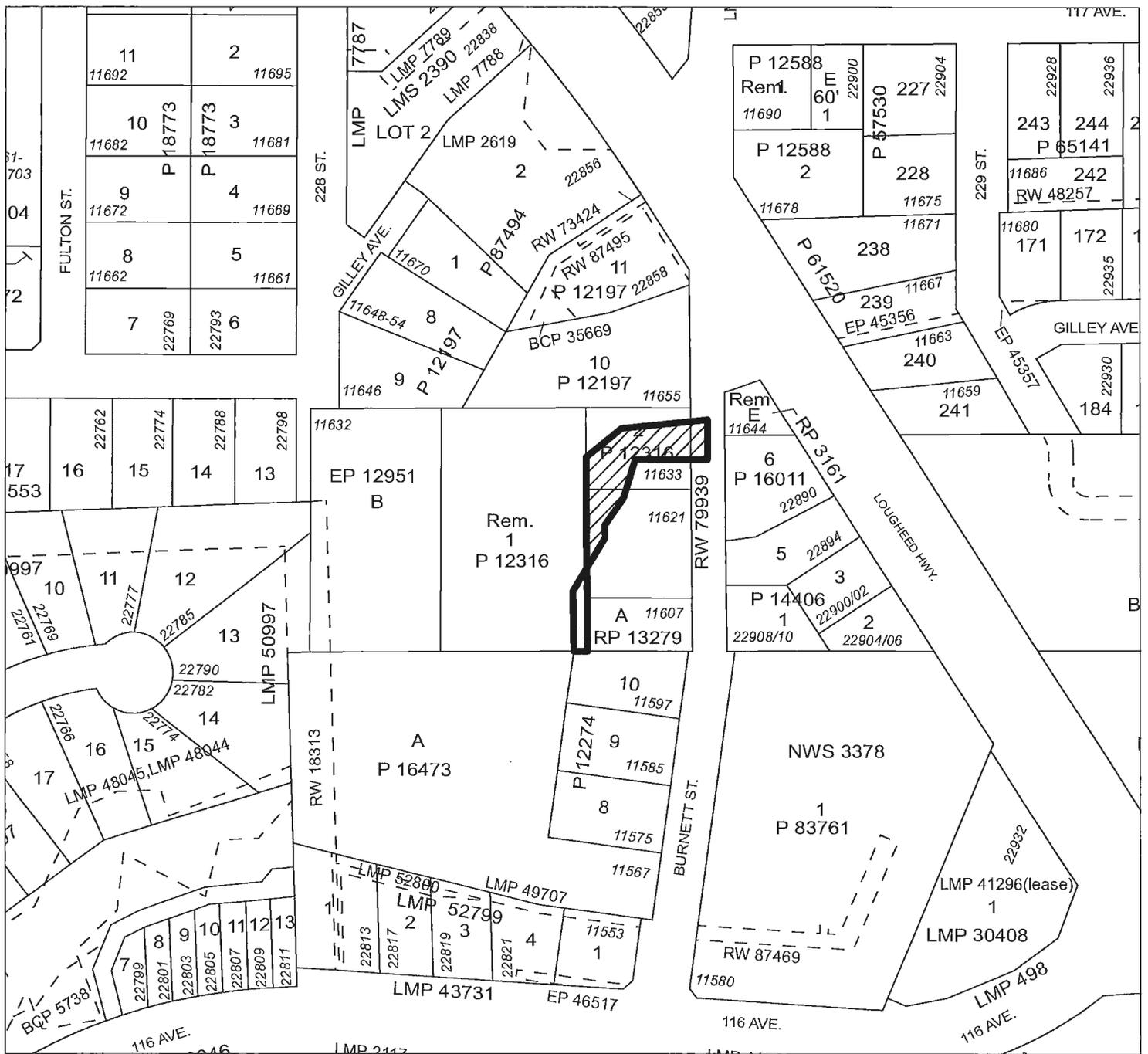
Purpose: To Amend Town Centre Area Plan Schedule 1

From: Low-Rise Apartment and Conservation

To:  Conservation

 Low-Rise Apartment





MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

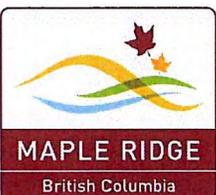
Bylaw No. 7724-2021

Map No. 1033

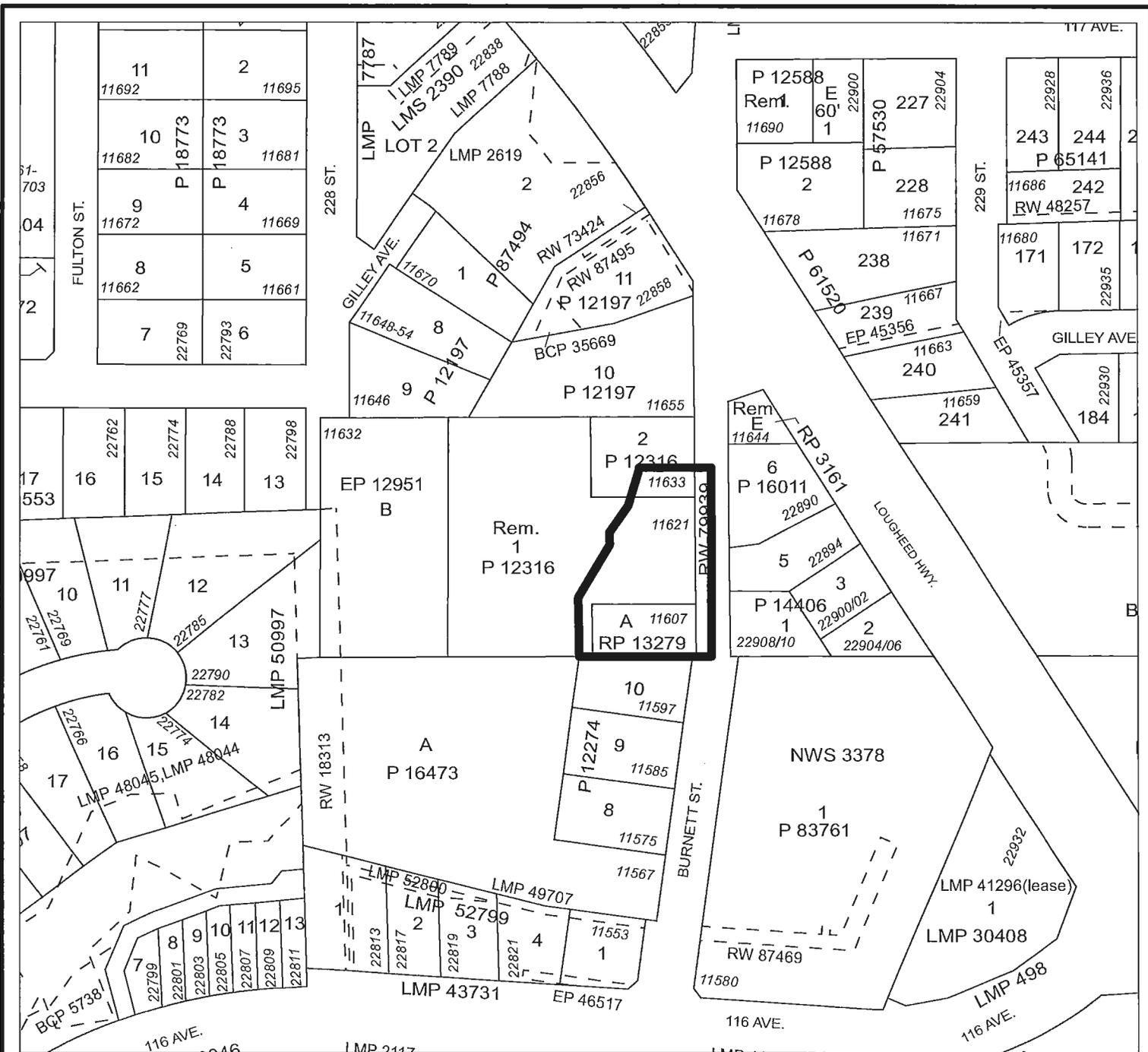
Purpose: To Amend Schedule C as shown

 To Add to Conservation

 To Remove from Conservation



SCALE 1:2,000



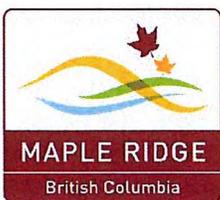
MAPLE RIDGE ZONE AMENDING

Bylaw No. 7444-2018

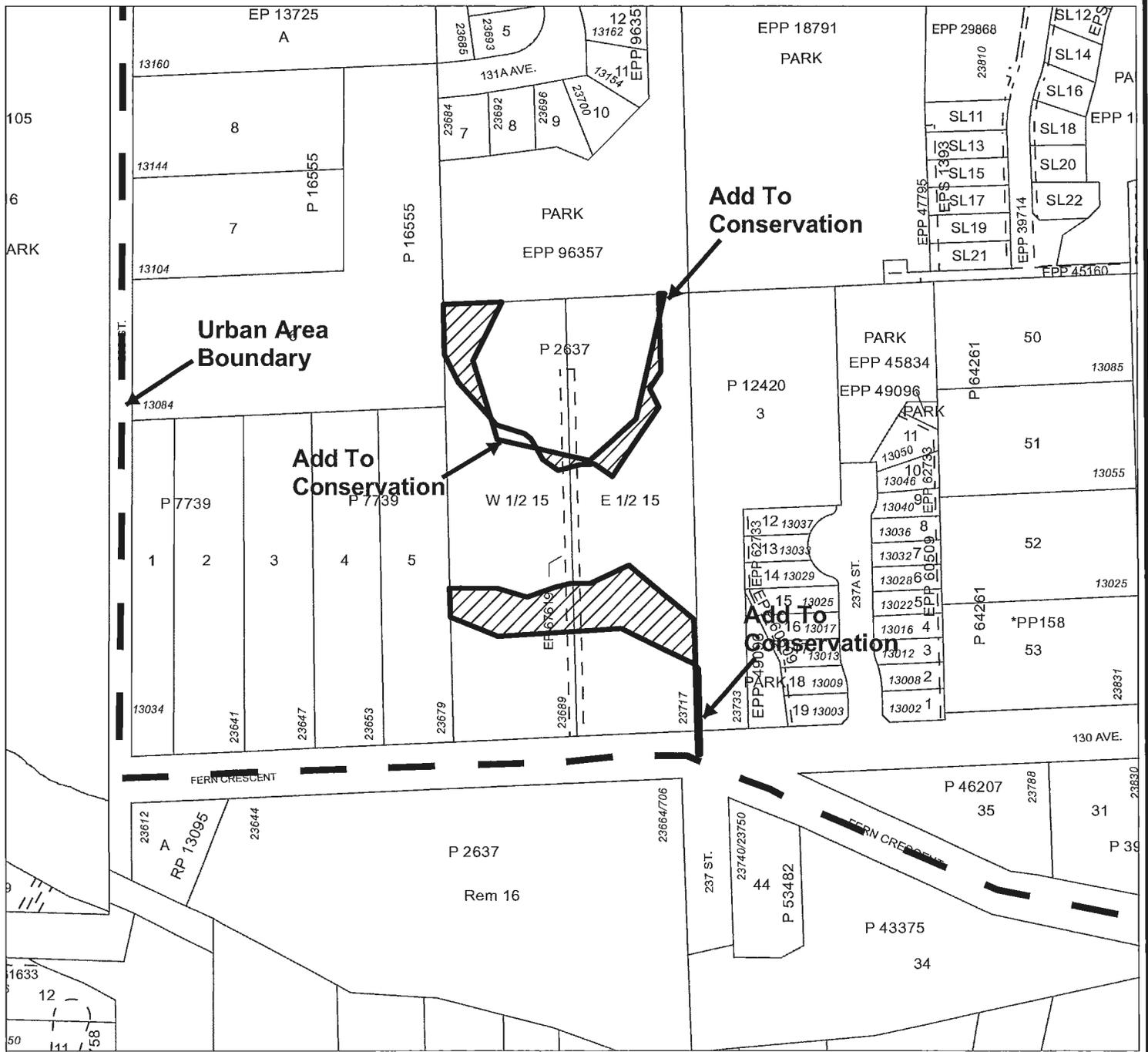
Map No. 1754

From: RS-1 (Single Detached Residential)

To: RM-2 (Medium Density Apartment Residential)



SCALE 1:2,000



MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7730-2021

Map No. 1035

Purpose: To Amend Figure 4 - Trails/Open Spaces of the Silver Valley Area Plan as shown

 To Remove From Conservation

 To Add To Conservation



 Urban Area Boundary

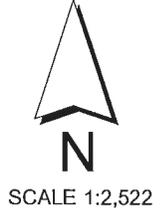


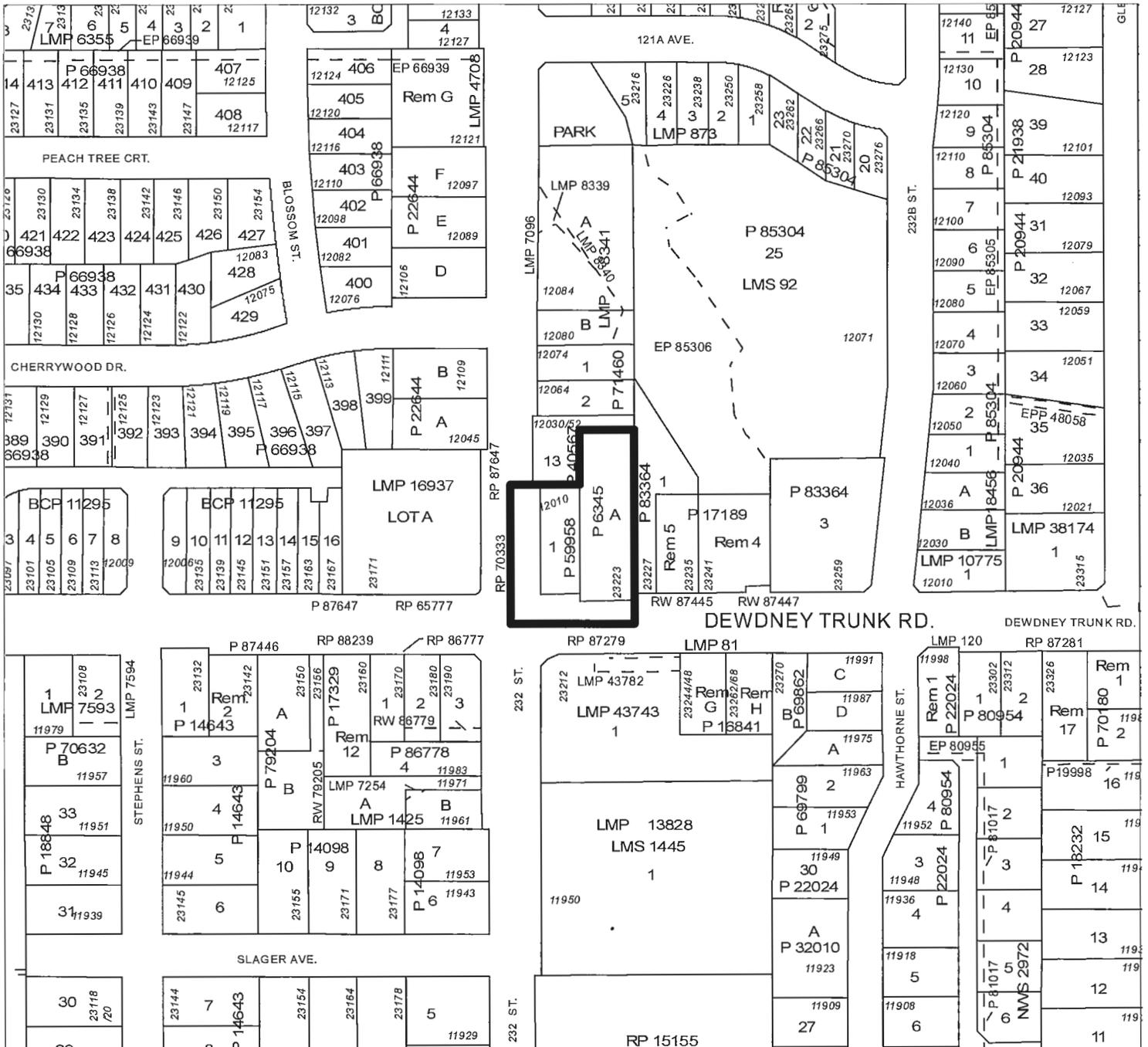
SCALE 1:2,500



MAPLE RIDGE ZONE AMENDING

Bylaw No. 7520-2018
 Map No. 1786
 From: RS-2 (Single Detached Suburban Residential)
 To: RM-1 (Low Density Townhouse Residential)





MAPLE RIDGE ZONE AMENDING

Bylaw No. 7501-2018
 Map No. 1776
 From: C-1 (Neighbourhood Commercial)
 RS-1 (One Family Urban Residential)
 To: C-2 (Community Commercial)



**CITY OF MAPLE RIDGE
BYLAW NO. 7688-2020**

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

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

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

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

1. This Bylaw may be cited for all purposes as "Maple Ridge Official Community Plan Amending Bylaw No. 7688-2020."
2. Schedule "A", Chapter 5, Natural Features, Section 5.6 Preparing for Climate Change, Policy 5-45 is amended by replacing it in its entirety from:

The District of Maple Ridge has a goal to reduce community greenhouse gas emissions by 33% below 2007 levels by 2020 and 80% by 2050.

To the following:

The City of Maple Ridge has a goal to reduce community greenhouse gas emissions to net zero by 2050 from 2010 levels, with an interim target of 45% reduction by 2030, in alignment with the Intergovernmental Panel on Climate Change.

3. Maple Ridge Official Community Plan Bylaw No. 7060-2014 is amended accordingly.

READ a first time the 8th day of December, 2020.

READ a second time the 27th day of April, 2021.

PUBLIC HEARING held the 18th day of May, 2021.

READ a third time the day of , 2021.

ADOPTED, the day of , 2021.

PRESIDING MEMBER

CORPORATE OFFICER

**CITY OF MAPLE RIDGE
BYLAW NO. 7723-2021**

A Bylaw to amend Zoning Bylaw No. 7600 - 2019 as amended

WHEREAS, it is deemed expedient to amend Maple Ridge Zoning Bylaw No. 7600 - 2019 as amended;

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7723-2021."
2. That in PART 2 INTERPRETATIONS AND DEFINITIONS, Section 202 Definitions, that the definition of "Classes of Assisted Living Residences" is inserted between "CIVIC" and "COMMERCIAL":

CLASSES OF ASSISTED LIVING RESIDENCES are as follows: (a) mental health, for adults receiving assisted living services due primarily to a mental disorder; (b) seniors and persons with disabilities, for adults receiving assisted living services due primarily to chronic or progressive conditions linked to the aging process or a disability; and (c) supportive recovery and transitional housing, for adults receiving assisted living services due primarily to alcohol and drug substance use or for transitioning from temporary to permanent housing, and where assisted living services are as defined in the *Community Care Assisted Living Act*.

3. That in PART 2 INTERPRETATIONS AND DEFINITIONS, Section 202 Definitions, the definition of "DENSITY BONUS" is amended by removing "supportive recovery housing or transitional housing" and adding the words identified in bold text:

DENSITY BONUS means permitting a density on a lot that is greater than shown in the corresponding zone in exchange for an Amenity Contribution or in exchange for **special needs housing** and a Housing Agreement prescribed by section 483 of the *Local Government Act*."

4. That in PART 2 INTERPRETATIONS AND DEFINITIONS, Section 202 Definitions, that the definition of "RESIDENTIAL, ELDERLY CITIZENS" is amended by removing the text identified by strikethrough and adding the words identified in bold text:

RESIDENTIAL, ELDERLY CITIZENS means ~~an Assisted Living Residence for the Residential accommodation of elderly persons.~~

5. That in PART 2 INTERPRETATIONS AND DEFINITIONS, Section 202 Definitions, that the definition of "SPECIAL NEEDS HOUSING" is amended by removing the text identified by strikethrough and adding the words identified in bold text:

SPECIAL NEEDS HOUSING includes ~~Supportive Recovery Housing, and Transitional Housing~~ **for the following classes of Assisted Living Residences: Mental Health, Seniors and Persons with Disabilities, Supportive Recovery and Transitional Housing.**

6. That PART 4 GENERAL REGULATIONS, SECTION 402 REGULATIONS FOR PERMITTED USES OF LAND, BUILDINGS & STRUCTURES, Sub-section 402.9 Density Bonus Regulations for the provision of Assisted Living Residences is amended by adding the bold text and removing the text identified by strikethrough:

402.9 Density Bonus Regulations for the provision of Assisted Living Residences

2. A Density Bonus of up to a maximum of ten (10) residents per building shall be permitted for ~~Supportive Recovery Housing or Transitional Housing~~ all Classes of Assisted Living Residences in the RS-1, RS-1a, RS-1c, RS-1d, RS-2 and RS-3 zones, where the Lot Area is not less than 668.0 square metres, subject to the following provisions:
 - a) the owner shall enter into a Housing Agreement with the City of Maple Ridge, in accordance with Section 483 of the *Local Government Act*, which shall be executed and delivered to the Municipality including all appendices prior to the issuance of any building permit or business license for the land in relation to which the use is permitted;
 - b) shall have a maximum of 10 residents including staff;
 - c) shall be contained within a Single Detached Residential Building;
 - d) shall not be permitted where there is a Boarding, Detached Garden Suite Residential, or Temporary Residential Use on the lot;
 - e) shall provide proof satisfactory to the Building Official that notification has been provided to the applicable Fraser Health Authority if located on a lot which is not serviced by Community Sanitary Sewer System;
 - f) shall not be permitted on a lot situated within a Floodplain Area unless the underside of the finished floor system of the Assisted Living Residence Use is above the established minimum Flood Construction Level;
 - g) shall not be strata-titled or subdivided; and
 - h) shall not be permitted unless permitted by the provisions of Section 1 above.

7. That PART 6 RESIDENTIAL ZONES, SECTION 605 ZONE: RS-1 SINGLE DETACHED RESIDENTIAL, 605.2 PRINCIPAL USES be amended by removing the text identified by strikethrough:
 - c) Assisted Living Residence (~~Supportive Recovery Class~~); and

8. That PART 6 RESIDENTIAL ZONES, SECTION 606 ZONE: RS-1a SINGLE DETACHED (AMENITY) RESIDENTIAL, 606.2 PRINCIPAL USES be amended by removing the text identified by strikethrough:
 - b) Assisted Living Residence (~~Supportive Recovery Class~~).

9. That PART 6 RESIDENTIAL ZONES, SECTION 608 ZONE: RS-1c SINGLE DETACHED (LOW DENSITY) RESIDENTIAL, 608.2 PRINCIPAL USES be amended by removing the text identified by strikethrough:
 - c) Assisted Living Residence (~~Supportive Recovery Class~~).

10. That PART 6 RESIDENTIAL ZONES, SECTION 609 ZONE: RS-1d SINGLE DETACHED (HALF ACRE) RESIDENTIAL, 609.2 PRINCIPAL USES be amended by removing the text identified by strikethrough:
 - c) Assisted Living Residence (~~Supportive Recovery Class~~).

11. That PART 6 RESIDENTIAL ZONES, SECTION 610 ZONE: RS-2 SINGLE DETACHED SUBURBAN RESIDENTIAL, 610.2 PRINCIPAL USES be amended by removing the text identified by strikethrough:
 - c) Assisted Living Residence (~~Supportive Recovery Class~~); and

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
MEETING DATE: May 25, 2021
FILE NO: 2019-425-RZ
MEETING: COUNCIL
SUBJECT: Final Reading
Official Community Plan Amending Bylaw No. 7605-2020
Zone Amending Bylaw No. 7606-2020
25057, 25123 and 25171 112 Avenue

EXECUTIVE SUMMARY:

Official Community Plan Amending Bylaw No. 7605-2020 and Zone Amending Bylaw No. 7606-2020 for the subject properties, located at 25057, 25123, and 25171 112 Avenue (see Appendix A) have been considered by Council and at Public Hearing and subsequently were granted third reading. The applicant has requested that final reading be granted.

Official Community Plan Amending Bylaw No. 7605-2020, as amended, is to amend the Albion Area Plan Schedule 1 and Figure 1 Land Use Designation from *Low/Medium Density Residential* to *Single Family Residential and Conservation*. Zone Amending Bylaw No. 7606-2020, as amended, is to rezone from the RS-3 (One Family Rural Residential) zone to the R-1 (Residential District), R-2 (Urban Residential District) and R-3 (Special Amenity Residential District) zones.

Council granted first reading for Zone Amending Bylaw No. 7606-2020 on March 10, 2020. Council granted first and second reading for Official Community Plan Amending Bylaw No. 7605-2020 and second reading for Zone Amending Bylaw No. 7606-2020 on July 28, 2020 (see Appendices B and C). This application was presented at Public Hearing on September 15, 2020, and Council granted third reading on September 29, 2020. The purpose of the rezoning is to permit the future subdivision into approximately 19 R-1 (Residential District) zoned lots, 28 R-2 (Urban Residential District) zoned lots and 36 R-3 (Special Amenity Residential District) zoned lots, for a total of approximately 83 single-family lots (see Appendix D).

RECOMMENDATIONS:

1. That Official Community Plan Amending Bylaw No. 7605-2020, as amended, be adopted;
and
2. That Zone Amending Bylaw No. 7606-2020, as amended, be adopted.

DISCUSSION:

a) Background Context:

Council considered this rezoning application at a Public Hearing held on September 15, 2020. On September 29, 2020 Council granted third reading to Official Community Plan Amending Bylaw No. 7605-2020 and Zone Amending Bylaw No. 7606-2020 with the stipulation that the following conditions be addressed:

- i) Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;

A signed Servicing Agreement and securities have been received with a Letter of Undertaking to register the restrictive covenant at the Land Titles Office.

- ii) Amendment to Official Community Plan Schedule "A", Chapter 10.2 Albion Area Plan, Schedule 1: Albion Area Plan, Figure 1: Northeast Albion and Schedule "C";

Official Community Plan Schedule "A", Chapter 10.2 Albion Area Plan, Schedule 1: Albion Area Plan, Figure 1: Northeast Albion and Schedule "C" will be amended with final approval of these bylaws.

- iii) Road dedication on 112 Avenue and a traffic circle at the corner of 252 Street and 112 Avenue, as required;

A Road Dedication Plan for 112 Avenue and 252 Street has been provided with a Letter of Undertaking to register the plan at the Land Titles Office. The traffic circle at the corner of 252 Street and 112 Avenue will be determined at the subdivision stage for the Phase 2 subdivision.

- iv) Park dedication as required, including security for the construction of multi-purpose trails; and removal of all debris and garbage from park land;

A Park Dedication Plan has been provided for the majority of the Single Family Subdivision, with a Letter of Undertaking to register the plan at the Land Titles Office. Additional park dedication will be required at the subdivision stage. Assurance that all debris and garbage has been removed from park land has been provided.

- v) Registration of a Restrictive Covenant for the Geotechnical Report, which addresses the suitability of the subject properties for the proposed development;

A Restrictive Covenant for the Geotechnical Report has been received with a Letter of Undertaking to register the restrictive covenant at the Land Titles Office.

- vi) Registration of a Statutory Right-of-Way plan and agreement for the sanitary sewer over the properties proposed for townhouses to the west;

A Statutory Right-of-Way plan and agreement for the sanitary sewer across the properties for proposed townhouses to the west has been received with a Letter of Undertaking to register the plan and agreement at the Land Titles Office.

- vii) Registration of a Restrictive Covenant for Stormwater Management;

The Stormwater Management Covenant is being deferred until the Subdivision Stage to allow for the developer to provide additional details on how the objectives of the North East Albion Area Plan enhanced stormwater management features are being met.

- viii) Removal of existing buildings;

The existing buildings have been removed.

- ix) Notification to the Department of Fisheries and Oceans and the Ministry of Environment and approvals for in-stream works as required;

Any work associated with the watercourses on the subject properties and within Kanaka Creek require Senior government review. Staff are working with the applicant to ensure the necessary work requirements are included in the submissions to the Senior government agencies.

- x) A Professional Engineer's certification that adequate water quantity for domestic and fire protection purposes can be provided and a sanitary servicing analysis has been provided and accepted;

A water and sanitary servicing analysis has been provided to, and accepted by, the Engineering Department.

- xi) In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject properties. If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site; and

A letter submitted by a Professional Engineer has been provided, advising that there is no evidence of underground fuel storage tanks on the subject properties.

- xii) That a voluntary contribution, in the amount of \$5,100.00 per lot be provided in keeping with the Council Policy with regard to Community Amenity Contributions.

The Community Amenity Contribution, based on 83 lots at \$5,100.00 per lot, for a total of \$423,300.00 has been provided.

The following were additional conditions required after third reading as a result of the progression of development.

- i) Registration of a No-Build/No-Disturb Restrictive Covenant over the subject properties and the properties proposed for townhouses to the west until the servicing drawings have been accepted;

A No Build/No Disturb Restrictive Covenant has been received with a Letter of Undertaking for the covenant to be registered at the Land Titles Office, for the subject properties and the properties proposed for townhouses to the west until the servicing drawings have been accepted.

- ii) A Third Party Review of the Arborist Report to confirm feasibility of tree retention in the North-West and North-East corners of the development servicing areas;

A Third Party Review of the developer's arborist report has been provided and paid for by the developer.

b) Additional Information:

Minor amendments have been made to the conservation area boundaries for the Official Community Plan Amending Bylaw No. 7605-2020 and to the zoning line boundaries for Zone Amending Bylaw No. 7606-2020 to reflect the most up to date surveyed subdivision layout.

CONCLUSION:

As the applicant has met Council's conditions, it is recommended that final reading be given to Official Community Plan Amending Bylaw No. 7605-2020, as amended, and Zone Amending Bylaw No. 7606-2020.

"Original signed by Mark McMullen" for

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

"Original signed by Chuck Goddard"

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

"Original signed by Christine Carter"

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

"Original signed by Al Horsman"

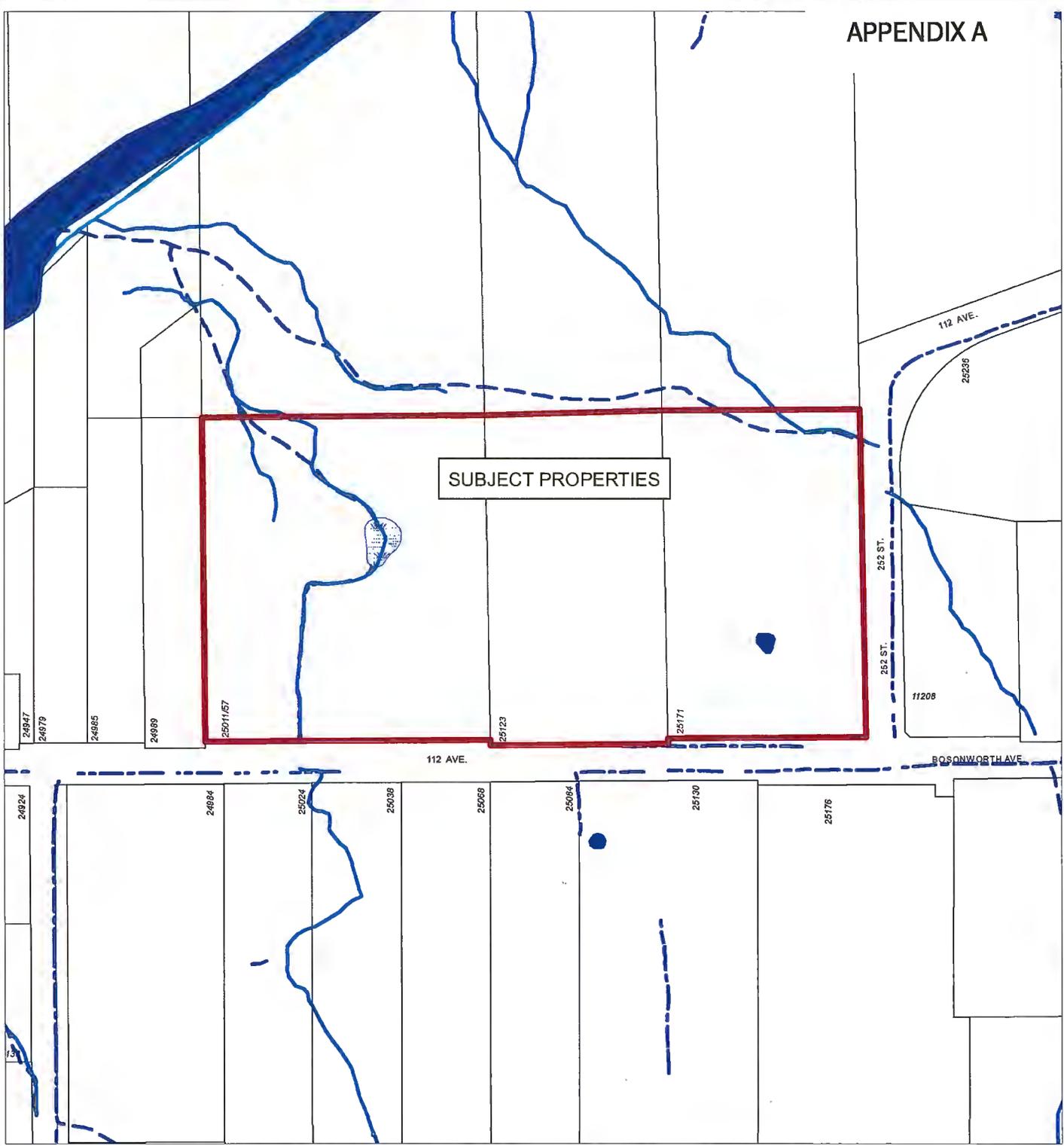
Concurrence: **Al Horsman**
Chief Administrative Officer

The following appendices are attached hereto:

- Appendix A – Subject Map
- Appendix B – OCP Amending Bylaw No. 7605-2020
- Appendix C – Zone Amending Bylaw No. 7606-2020
- Appendix D – Proposed Subdivision Plan

APPENDIX A

SUBJECT PROPERTIES



Scale: 1:3,000

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

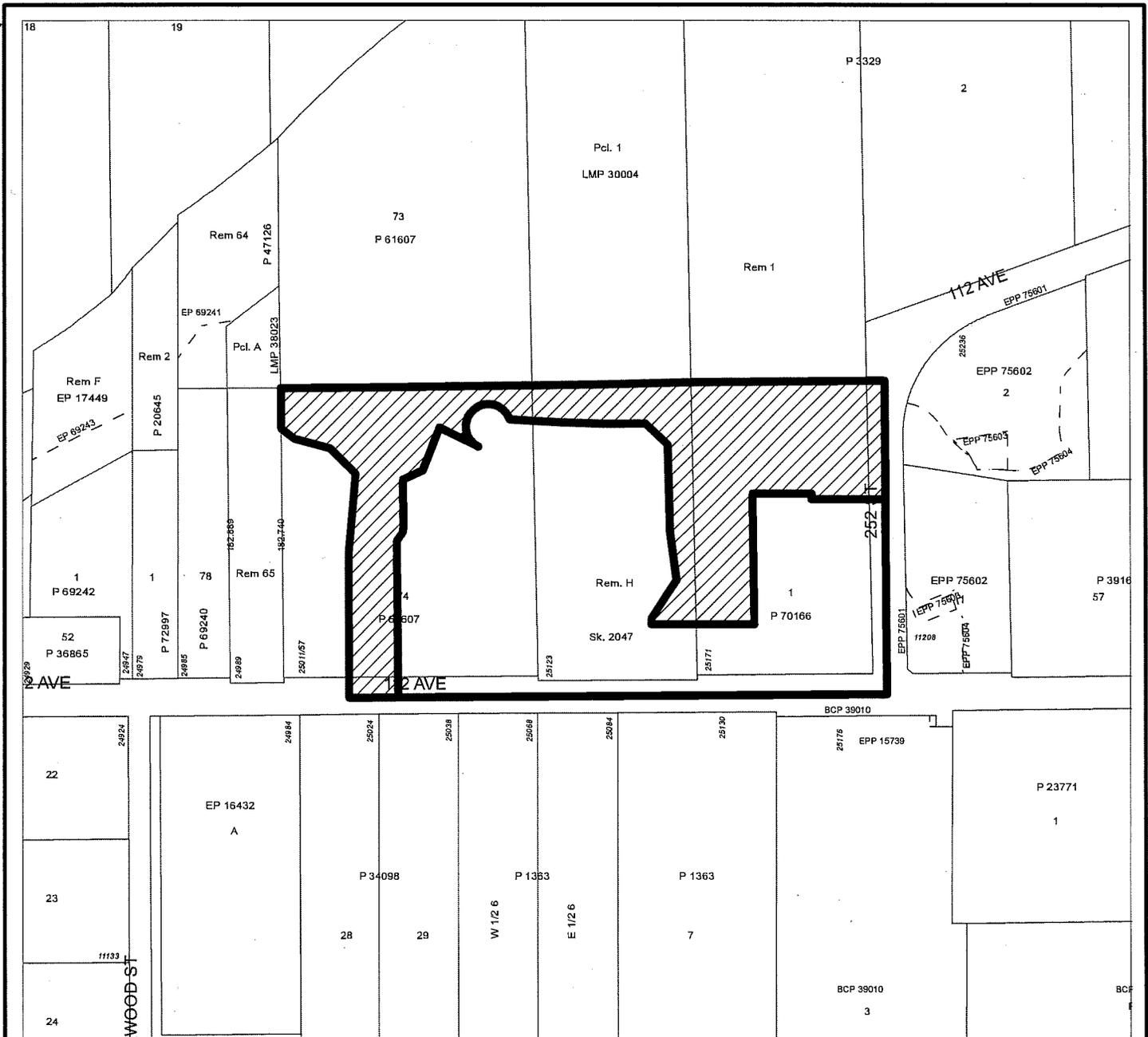
25057, 25123/71 112 AVENUE
 PID'S: 002-806-517, 013-303-171 &
 002-267-802

PLANNING DEPARTMENT

mapleridge.ca

FILE: 2019-425-RZ
 DATE: Dec 19, 2019

BY: PC



MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7605-2020

Map No. 1012

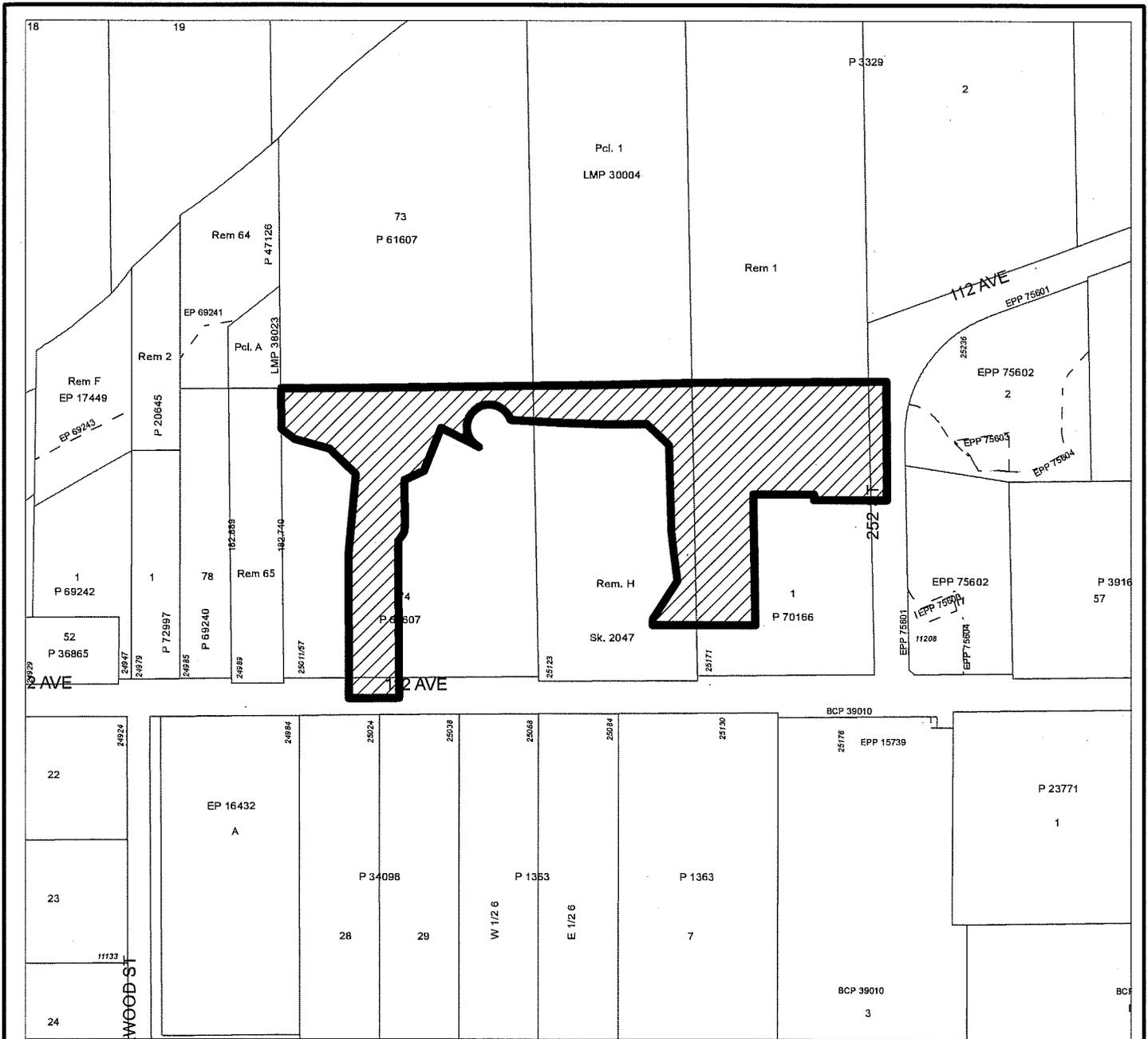
Purpose: To Amend Albion Area Plan Schedule 1 and Figure 1

From: Low/Medium Density Residential

To:  Single Family Residential  Conservation



SCALE 1:3,500



MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7605-2020
 Map No. 1013
 Purpose: To Amend Schedule C As Shown

 To Add To Conservation



**CITY OF MAPLE RIDGE
BYLAW NO. 7606-2020**

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

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

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7606-2020."

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

Lot 74 Section 14 Township 12 New Westminster District Plan 61607;
Parcel "H" (Reference Plan 2047), Except Part in Statutory Right of Way Plan LMP30004 South West Quarter Section 14 Township 12 New Westminster District; and
Lot 1 Section 14 Township 12 New Westminster District Plan 70166

and outlined in heavy black line on Map No. 1822, a copy of which is attached hereto and forms part of this Bylaw, are hereby rezoned to R-1 (Residential District), R-2 (Urban Residential District) and R-3 (Special Amenity Residential District).

3. Maple Ridge Zoning Bylaw No. 3510-1985 as amended and Map "A" attached thereto are hereby amended accordingly.

READ a first time the 10th day of March, 2020.

READ a second time the 28th day of July, 2020.

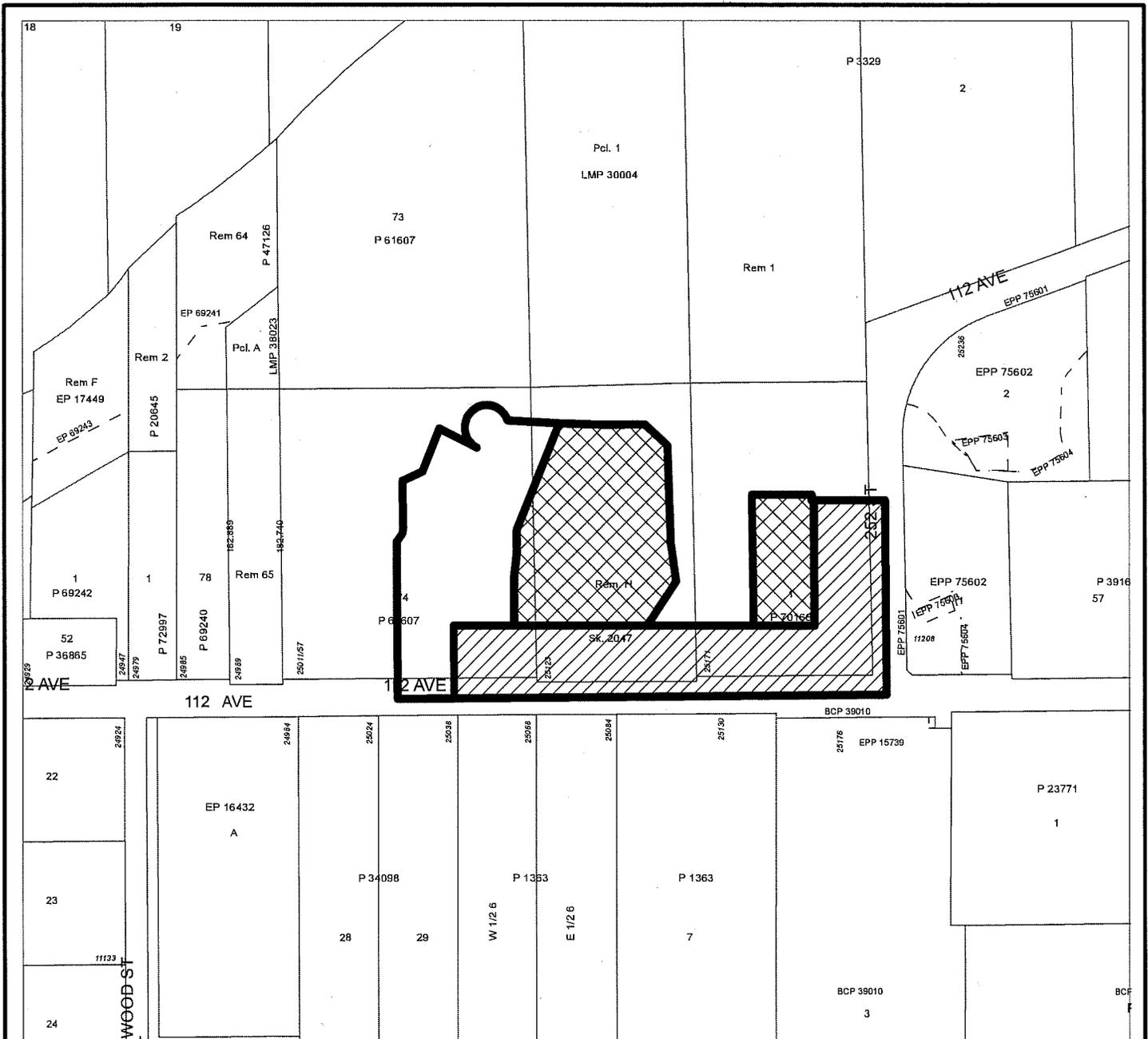
PUBLIC HEARING held the 15th day of September, 2020.

READ a third time the 29th day of September, 2020.

ADOPTED, the day of , 20

PRESIDING MEMBER

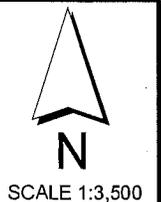
CORPORATE OFFICER



MAPLE RIDGE ZONE AMENDING

Bylaw No. 7606-2020
 Map No. 1822
 From: RS-3 (One Family Rural Residential)

To:  R-1 (Residential District)  R-2 (Urban Residential District)
 R-3 (Special Amenity Residential District)





112th Avenue

SCALE 1 : 500



Client: EPIC Homes
Project: 25057, 25123, and 25171 112th Avenue
Maple Ridge, BC

Drawing Title: Proposed 84 Lot Subdivision

Notes:
R-1 Lots: 1-17, 40-41,
R-2 Lots: 18-39, 78-83
R-3 Lots: 42-77.
DVPs indicated by asterisk (*).
DVP for depth for Lot 28 (from 27 m to 26.17 m).
Preliminary subdivision plan and subject to changes.

Paper Size: 22" x 34"
Date: March 15, 2021
Revised: May 10, 2021
File: MR17-827xSUB_rev12

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 ENACTS AS FOLLOWS:

Part 1: Interpretation

1. Name of Bylaw

This Bylaw may be cited for all purposes as the "Maple Ridge 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 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 the 11th day of May, 2021.

READ a second time the 11th day of May, 2021.

READ a third time the 11th day of May, 2021.

ADOPTED, the day 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.



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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.

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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 potential 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).

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.

CITY OF MAPLE RIDGE

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 11th day of May, 2021.

READ a second time the 11th day of May, 2021.

READ a third time the 11th day of May, 2021.

ADOPTED, the day of , 2021.

PRESIDING MEMBER

CORPORATE OFFICER

1100 *Committee Reports and Recommendations*



mapleridge.ca

City of Maple Ridge

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

MEETING DATE: May 18, 2021
FILE NO: 2020-350-AL
MEETING: C o W

**SUBJECT: Non-Farm Use Application
22673 132 Avenue**

A Non-Farm Use Application (ALC Application 61456) has been received to allow a play area of approximately 232m² (2,500 ft²) within the existing farm use on the subject property, located at 22673 132 Avenue. The subject property has Farm Status and currently farms blueberries, chickens, turkeys, ducks, pumpkins, and rhododendrons. The Non-Farm Use application is required as the playground would be considered a permanent facility, which is not permitted by the Agricultural Land Commission's Policy L-04 on *Agri-Tourism Activities in the Agricultural Land Reserve*, therefore the Non-Farm Use Application is required.

The subject property is zoned RS-3 (Single Detached Rural Residential) and is designated *Agricultural* in the Official Community Plan (OCP). The RS-3 (Single Detached Rural Residential) zone permits the Agricultural use and the proposed playground is not intended as a commercial component, but only to supplement the educational Agri-Tourism activities that are already taking place on the property, which are secondary to the agricultural production activities.

RECOMMENDATION:

That the Non-Farm Use Application 2020-350-AL, respecting the property located at 22673 132 Avenue, be authorized to proceed to the Agricultural Land Commission.

DISCUSSION:

a) Background Context:

Applicant:	D. Robinson
Legal Description:	Lot 2, Section 29, Township 12, New Westminster District Plan 9387
OCP :	
Existing:	Agricultural
Zoning:	
Existing:	RS-3 (Single Detached Rural Residential)
Surrounding Uses	
North:	Use: Single Family Residential Zone: RS-3 (Single Detached Rural Residential) Designation: Agricultural and Conservation
South:	Use: Single Family Residential Zone: RS-3 (Single Detached Rural Residential) Designation: Agricultural
East:	Use: Single Family Residential Zone: RS-3 (Single Detached Rural Residential) Designation: Agricultural

1101

West:	Use:	Single Family Residential
	Zone:	RS-3 (Single Detached Rural Residential)
	Designation:	Agricultural
Existing Use of Property:		Single Family Residential, Agricultural, Agri-Tourism
Proposed Use of Property:		Single Family Residential, Agricultural, Agri-Tourism
Site Area:		4.0 ha (10.0 acres)
Access:		132 Avenue

a) Project Description:

The applicant is proposing to add a playground to the existing farm operation on the subject property, located at 22673 132 Avenue, which would be associated with the current agri-tourism operation. The subject property is approximately 10.0 acres in size, and currently farms blueberries, chickens, turkeys, ducks, pumpkins, and rhododendrons (see Appendices A and B).

As the subject property is located within the Agricultural Land Reserve (ALR), the Agricultural Land Reserve Use Regulations apply. Agricultural Land Commission (ALC) Policy L-04 on *Agri-Tourism Activities in the Agricultural Land Reserve* does not allow permanent facilities to be constructed for an Agri-Tourism activity (see Appendix C), therefore the Non-Farm Use Application is required.

b) Planning Analysis:

Official Community Plan:

The subject property is within the ALR and therefore is designated *Agricultural*. The subject property has Farm Status and is not proposing the playground use as part of a commercial use, but to supplement the educational Agri-Tourism activities that are already taking place on the property, which are secondary to the agricultural production activities.

Under Sustainable Agriculture, OCP Policy 6-12 of the OCP states the following:

Maple Ridge will protect the productivity of its agricultural land by:

- a) *Adopting a guiding principle of "positive benefit to agriculture" when making land use decisions that could affect the agricultural land base; with favourable recognition of initiatives including but not limited to supportive non-farm uses,...*

Under Additional Employment Generating Opportunities, Policy 6-68 states the following:

Maple ridge will promote agricultural tourism opportunities by:

- a) *Aligning land use bylaws to permit supportive non-farm uses such as agri-tourism, bed and breakfasts, and on-farm sales;*
- b) *Assisting agricultural landowners to identify and develop agricultural opportunities (e.g. value added, agri-tourism, bed and breakfast, recreation).*

The applicant states that they educate the public on sustainable living and that the play area will allow for children to stay actively engaged throughout their farm experience.

Zoning Bylaw:

The subject property is zoned RS-3 (Single Detached Rural Residential) and is designated *Agricultural* in the Official Community Plan (OCP). The RS-3 (Single Detached Rural Residential) zone allows for the Agricultural use, and the Agri-Tourism activities are designated by the Agricultural Land Use Regulations as a farm use, and as such may not be prohibited by Local Government. However,

permanent facilities, such as those proposed by the applicant for the playground (see Appendix D), are not permitted for the Agri-Tourism activities, therefore, the Non-Farm Use application is required.

c) Interdepartmental Implications:

The applicant currently has two Business Licenses for the agricultural activities; one for crop farming for the farm stand, and one for tourism for the farm tours.

The Environmental Section has indicated that the proposed playground is not impacting Cattell Brook to the north, nor the North Alouette River to the south, therefore a Watercourse Protection Development Permit is not required.

The Engineering Department has indicated that the two existing accesses to the property can remain.

d) Alternative:

The recommendation is to forward the application to the ALC for consideration. Should Council not support the proposed playground for the Agri-Tourism use, Council may elect not to forward this application to the ALC.

CONCLUSION:

This Non-Farm Use application is required to permit the proposed permanent playground structures for the Agri-Tourism use at the subject property. The recommendation is to forward this application to the ALC for their determination.

“Original signed by Michelle Baski”

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

“Original signed by Chuck Goddard”

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

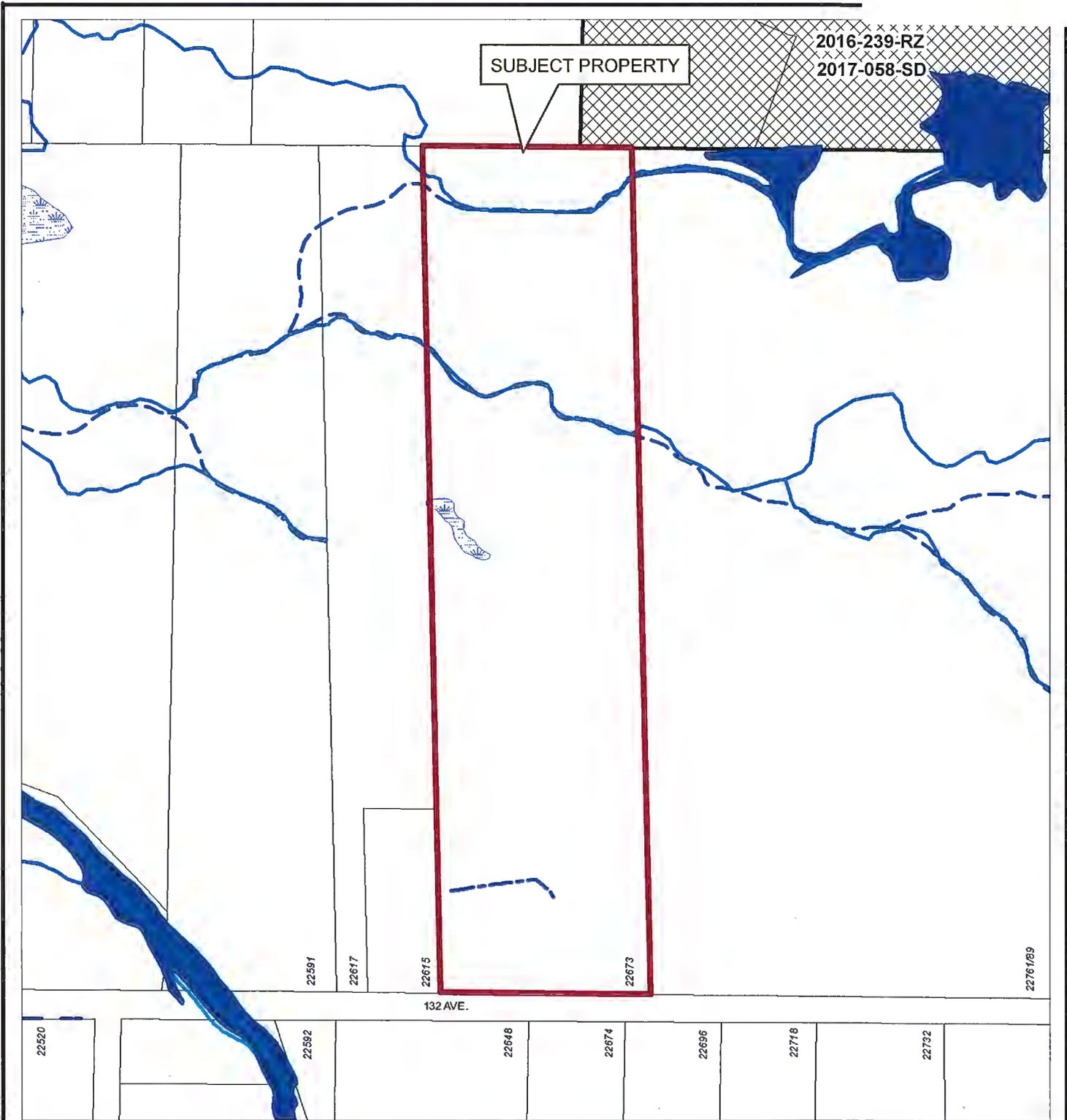
“Original signed by Christine Carter”

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 – ALC Policy L-04 on Agri-Tourism Activities in the ALR
Appendix D – Site Plan with Proposed Playground



Scale: 1:2,500

Legend

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

22673 132 AVENUE
PID: 000-600-130

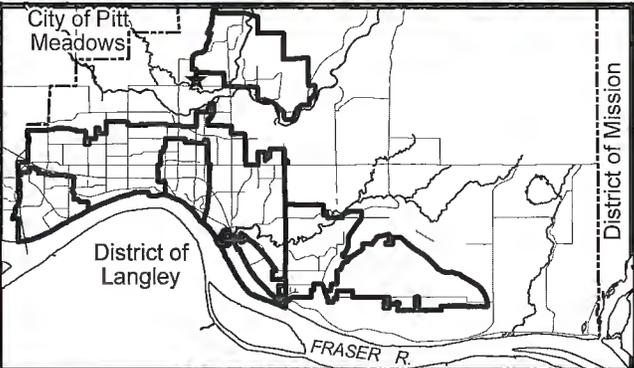
PLANNING DEPARTMENT

MAPLE RIDGE
British Columbia

mapleridge.ca

FILE: 2020-350-AL
DATE: Oct 13, 2020

BY: PC



22673 132 AVENUE
PID: 000-600-130



FILE: 2020-350-AL
DATE: Oct 13, 2020

BY: PC

 <p>Agricultural Land Commission Act</p>	<p>ACTIVITIES DESIGNATED AS FARM USE:</p> <p>AGRI-TOURISM ACTIVITIES IN THE ALR</p>	<p>POLICY L-04</p> <p>Amended April 2019 Amended April 2018 October 2016</p>
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This policy is intended to assist in the interpretation of the Agricultural Land Commission Act, 2002, (the "ALCA") and BC Regulation 30/2019 (Agricultural Land Reserve Use Regulation), (the "Use Regulation"). In case of ambiguity or inconsistency, the ALCA and Use Regulation will govern.

INTERPRETATION:

The highest priority is the agricultural activity that takes place on the farm. Agri-tourism uses shall be secondary, incidental and compatible with the agricultural production activities. The agri-tourism activity must also be similar to the types of activities identified as farm use in the ALCA.

If the definitions in section 1(1) of the Use Regulation apply, agri-tourism activities (other than agri-tourism accommodation) are designated by the Use Regulation as farm uses, and as such, may not be prohibited by a local government bylaw.

The Use Regulation allows agri-tourism activities in the ALR provided the land is assessed as "farm" under the Assessment Act. If the assessment changes, the use is no longer permitted. The farm may be comprised of one or several parcels of land owned or operated by a farmer as a farm business. The farm parcels should be contiguous or in the same general geographic area. Agri-tourism activities include both fee and non-fee based activities.

Permanent facilities must not be constructed or erected for any agri-tourism activity. Permanent facilities include, but are not restricted to, any permanent structure, hard surfacing such as asphalt, concrete or other hard surface paths or parking areas, concrete pads, structural foundations, retaining walls, permanent tents (erected for more than 90 days) and permanent alteration to the landscape (permanent fill, gravel, berms, hills, dugouts, amphitheatres). The conversion of existing buildings and the construction associated with bringing them up to public assembly building code is also interpreted as a permanent facility. If permanent facilities are required, an application and approval of the Agricultural Land Commission (the "Commission") is necessary.

For the purposes of this policy, parking areas must not be permanent (asphalt, concrete, gravel, etc) and parking must not interfere with the farm's agricultural productivity. All vehicles visiting the farm for the agri-tourism activity must be parked on site. To minimize impacting farm land, parking should be along field edges, adjacent to internal farm driveways and roads and in farm yard areas or immediately adjacent to farm buildings and structures.

Services ancillary to the agri-tourism activities are services that support or enhance the activity including services such as food product sales (temporary concessions or temporary food trucks/stands), portable washrooms, ticket booths, temporary stages, eating areas. All of the foregoing must be temporary for the event only.

Bistros, cafes and restaurants are not agri-tourism activities and are considered non-farm uses in the ALR. Commercial kitchens are not permitted except those used for processing farm products (but not for food service). An application and approval of the Commission is required for bistros,

cafes and restaurants except for food and beverage service lounges permitted by section 13 of the Use Regulation for wineries, cideries, breweries, distilleries or meaderies.

The following are agri-tourism activities specified in section 12 of the Use Regulation:

- an agricultural heritage exhibit displayed on a farm (e.g. farm equipment displays);
- a tour of the farm, an educational activity or demonstration in respect of all or part of the farming operations that take place on the farm, and activities ancillary to any of these (e.g. milking barn tour, cheese making demonstration, harvest demonstration, farm crafts such as wreath making or garlic braiding);
- cart, sleigh and tractor rides on the land comprising the farm;
- activities that promote or market livestock (e.g. cattle, horses, sheep, goats, poultry) from the farm, whether or not the activity also involves livestock from other farms, including shows, cattle driving and associated domestic livestock petting zoos;
- dog trials held at a farm (e.g. agility and stock dog events);
- harvest festivals and other seasonal events on a farm for the purpose of promoting or marketing farm products produced on the farm (e.g. pumpkin patch, garlic festival, blueberry festival)
- Corn mazes prepared using corn planted on the farm.

Agri-tourism uses that are not listed in the Use Regulation or do not meet the conditions established in the Use Regulation (such as uses that are not taking place on land assessed as farm, that do not promote or market livestock from the farm, that do not promote or market farm products produced on the farm or that require permanent facilities), must make an application for non- farm use and seek approval from the Commission.

Activities that are not considered agri-tourism events include, but are not limited to, paint ball, dirt bike/atv trails, mini-train parks, model aircraft runways, rodeos, helicopter tours, activities operated as a commercial business, permanent food service facilities, permanent mazes, non-domestic animal pettings zoos, etc.

If a farm building (existing or new) is used for an agri-tourism activity and it does not meet the Use Regulation or other regulatory requirements or it has not been approved by the Commission, it will be considered in contravention of the ALCA.

Local governments have the authority to regulate agri-tourism activities with regard to structures and building occupancy (including determining if an existing farm building is appropriate for a gathering or requires upgrades for public assembly), parking, lighting, hours of operation, health and safety, noise, access for police, fire and emergency vehicles, etc.

This policy does not address gathering for an event. See Related Policies.

This policy does not address agri-tourism accommodation, which in some circumstances is a permitted use under section 33 of the Use Regulation for the purpose of the Commission unless prohibited by a local bylaw. See Information Bulletin 06 – Accommodation for Tourists in the ALR.

Farm retail sales are addressed separately under section 11(3) of the Use Regulation and

may qualify as a designated farm use if the specified conditions are met. See Related Policies.

TERMS:

ancillary means subordinate or supplementary to the primary farm use

seasonal means a use or activity that fluctuates according to one or more seasons (spring, summer, fall and winter) (but not all seasons) or available or taking place during one or more seasons (but not all seasons) or at a specific time of the year.

Unless defined in this policy, terms used herein will have the meanings given to them in the ALCA or the Use Regulation.

RELATED POLICIES:

ALC Policy L-02 Activities Designated as Farm Use: Farm Retail Sales in the ALR

ALC Policy L-22 Activities Designated as a Permitted Non-Farm Use in the ALR: Gathering for an Event in the ALR

REFERENCE:

Agricultural Land Reserve Use Regulation (BC Reg. 30/2019), Sections 1, 3, 4, 5(1), 12,

Definitions

Section 1 In this regulation:

"agri-tourism activity" means an activity referred to in section 12 [agri-tourism];

"farm product" means a commodity that is produced from a farm use but does not include water;

If farming extends over multiple parcels

Section 3 Unless a contrary intention appears, a reference to a use of agricultural land includes all of the agricultural land on which a single farm operation is conducted, regardless of

(a) whether activities are conducted over one parcel or multiple parcels, or

(b) whether, in the case of multiple parcels, the parcels are adjacent.

Farm uses that may not be prohibited

Section 4 The farm uses referred to in this Part may not be prohibited

(a) by a local government enactment except a bylaw under section 552 [farming area bylaws] of the Local Government Act, or

(b) by a first nation government law, if the activity is conducted on settlement lands.

Necessary structures and ancillary services

Section 5 (1) Subject to any limits and conditions set out in this Part, the use of agricultural land to construct, maintain or operate any of the following is designated as a farm use and may not be prohibited as described in section 4:

- (a) a structure, other than a residential structure, that is necessary for a farm use;
- (b) a driveway or utility that is necessary for a farm use

Agri-tourism

Section 12 (1) The use of agricultural land for conducting an agri-tourism activity described in subsection (2) of this section is designated as a farm use and may not be prohibited as described in section 4 if all of the following conditions are met:

- (a) the activity is conducted on agricultural land that is classified as a farm under the Assessment Act;
 - (b) members of the public are ordinarily invited to the activity, whether or not a fee or other charge is payable;
 - (c) no permanent facilities are constructed or erected in connection with the activity.
- (2) The following are agri-tourism activities for the purposes of subsection (1):
- (a) an agricultural heritage exhibit displayed on the agricultural land;
 - (b) a tour of the agricultural land, an educational activity or demonstration in respect of all or part of the farm operation conducted on that agricultural land, and activities ancillary to any of these;
 - (c) cart, sleigh and tractor rides on the agricultural land;
 - (d) subject to section 9 [horse facilities], activities that promote or market livestock raised or kept on the agricultural land, whether or not the activity also involves livestock raised or kept elsewhere, including shows, cattle driving and petting zoos;
 - (e) dog trials held on the agricultural land;
 - (f) harvest festivals and other seasonal events held on the agricultural land for the purpose of promoting or marketing farm products produced on that agricultural land;
 - (g) corn mazes prepared using corn produced on the agricultural land on which the activity is taking place.

Agricultural Land Commission Act, S.B.C. 2002, c. 36, Section 1.

Definitions

Section 1(1)

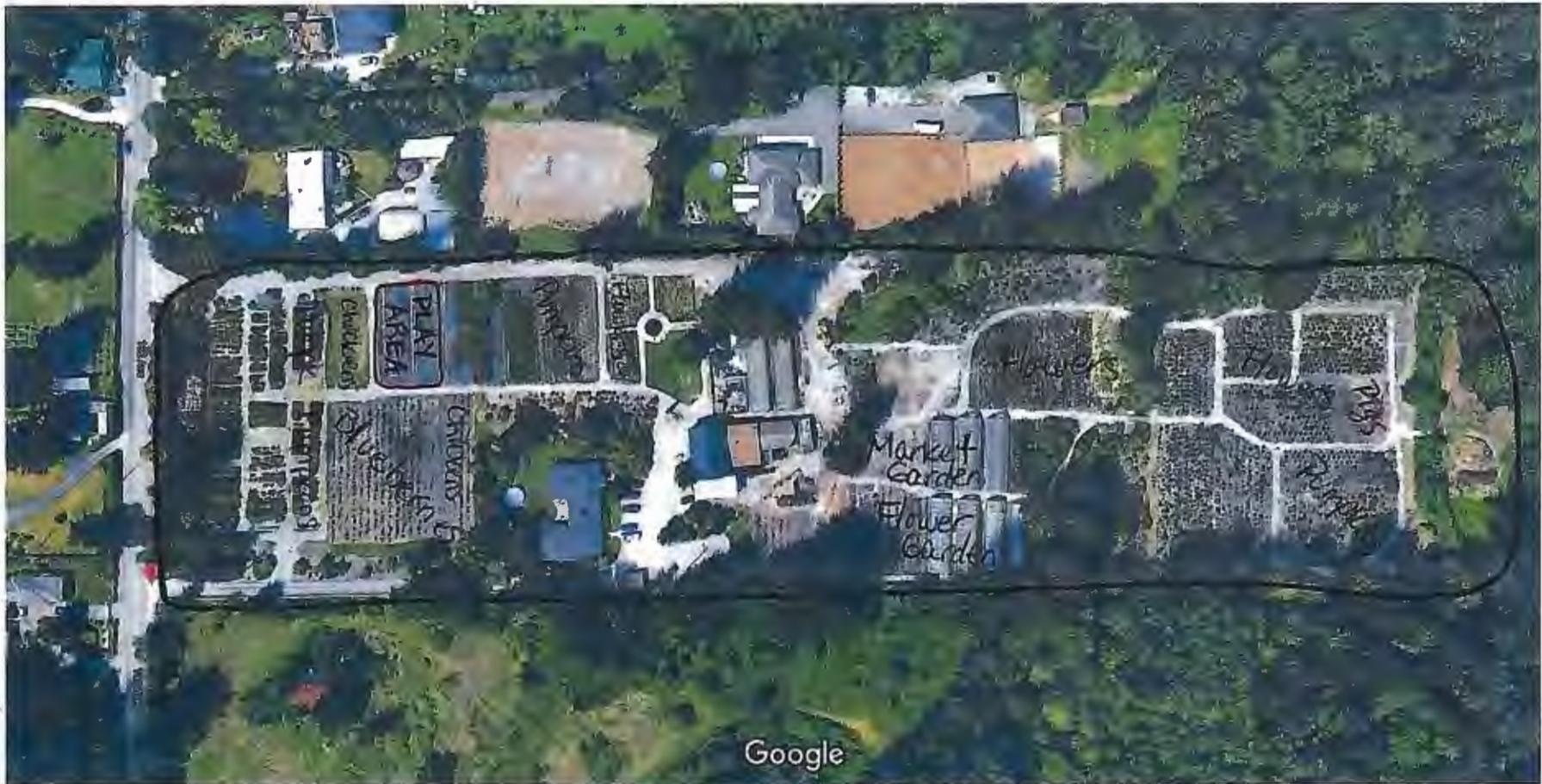
"agricultural land" means land that

- (a) is included in the agricultural land reserve under section 15 (1.1), 17(3.1) or 45(1) of this Act, or
- (b) was included under a former Act as agricultural land or land in an agricultural land reserve, unless the land has been excluded from the agricultural land reserve under this Act or from an agricultural land reserve under a former Act;

"farm use"

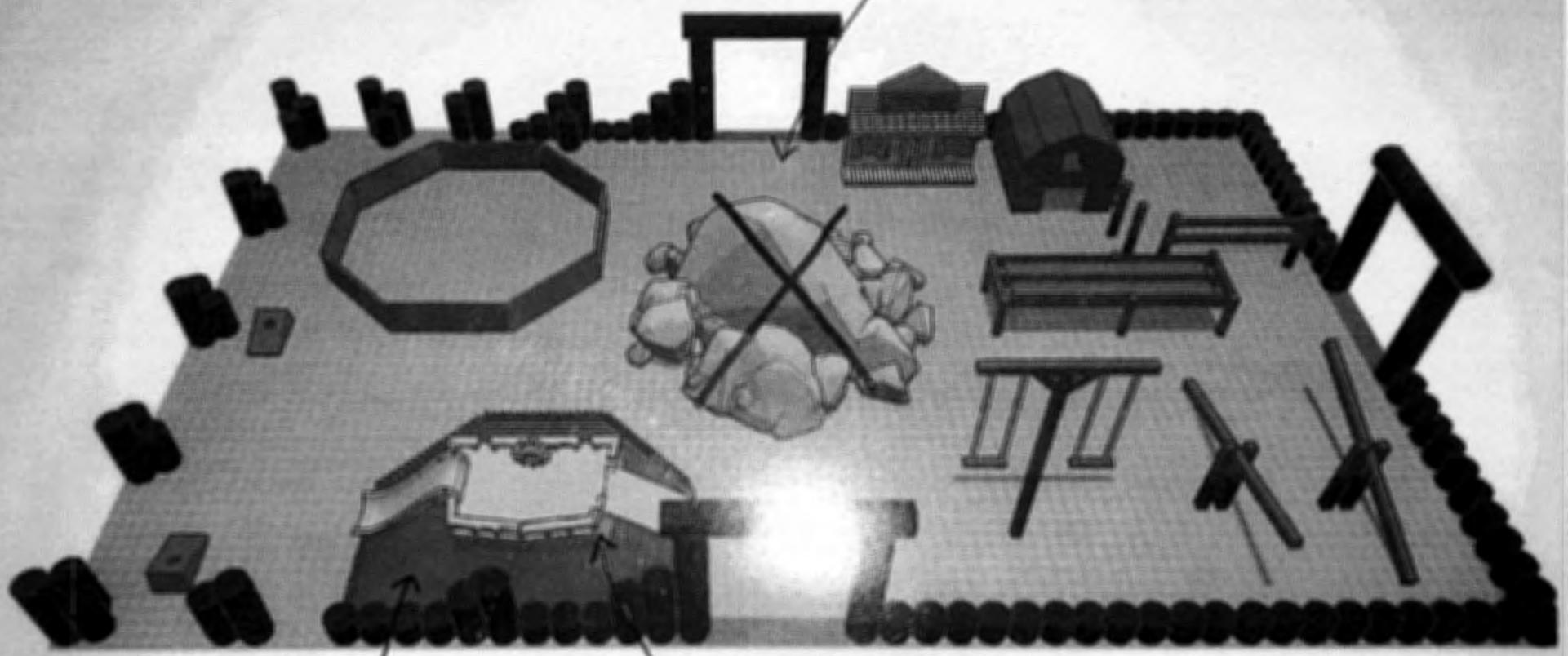
- (a) means an occupation or use of agricultural land for
 - (i) farming land, plants, mushrooms, truffles or animals,
 - (ii) a farm operation as defined in the Farm Practices Protection (Right to Farm) Act, or
 - (iii) a purpose designated as a farm use by regulation, and
- (b) does not include a residential use or a soil or fill use;

Google Maps 22673 132 Ave



Imagery ©2020 Google, Imagery ©2020 CNES / Airbus, IMTCAN, Maxar Technologies, Map data ©2020 20 m

not doing this as we want open space here



blue flowers

pirate ship playhouse



mapleridge.ca

City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: **First and Second Reading**
Official Community Plan Amending Bylaw No. 7739-2021;
Second Reading
Zone Amending Bylaw No. 7662-2020;
13960 232 Street, 13897 and 14027 Silver Valley Road

MEETING DATE: May 18, 2021
FILE NO: 2020-168-RZ
MEETING: C o W

EXECUTIVE SUMMARY:

An application has been received to rezone the subject properties located at 13960 232 Street, 13897 and 14027 Silver Valley Road from (RS-3 Single Detached Rural Residential) to R-1 (Single Detached (Low Density) Urban Residential), R-2 (Single Detached (Medium Density) Urban Residential) and RST (Street Townhouse Residential), to permit a future subdivision of approximately 64 lots which includes 51 single-family lots and 13 street townhouse units. Council granted first reading to Zone Amending Bylaw 7662-2020 and considered the early consultation requirements for the Official Community Plan (OCP) amendment on September 8, 2020.

The proposed development is in compliance with the policies of the Silver Valley Area Plan of the Official Community Plan (OCP). Ground-truthing of the site with applicant's environmental consultants and City staff has established the developable areas and environmentally sensitive areas. As a result, an OCP amendment is required to revise the boundaries of the land use designations to fit the site conditions.

Pursuant to Council policy, this application is subject to the Community Amenity Contribution Program at a rate of \$4,100.00 per townhouse dwelling unit; or \$5,100.00 per single family lot, for an estimated amount of \$53,400.00 for the 13 townhouse dwelling units and \$260,100.00 for the 51 single family lots for an estimated amount of \$313,400.00.

Zone Amending Bylaw No. 7662-2020 is proposed to be given second reading as amended and will include revisions that include wording and referencing to the new Zoning Bylaw 7600-2019.

RECOMMENDATIONS:

- 1) That, in accordance with Section 475 of the *Local Government Act*, opportunity for early and on-going consultation has been provided by way of posting Official Community Plan Amending Bylaw No. 7739-2021 on the municipal website and requiring that the applicant host a Development Information Meeting (DIM), and Council considers it unnecessary to provide any further consultation opportunities, except by way of holding a Public Hearing on the bylaw;
- 2) That Official Community Plan Amending Bylaw No. 7739-2021 be considered in conjunction with the Capital Expenditure Plan and Waste Management Plan;

- 3) That it be confirmed that Official Community Plan Amending Bylaw No. 7739-2021 is consistent with the Capital Expenditure Plan and Waste Management Plan;
- 4) That Official Community Plan Amending Bylaw No. 7739-2021 be given first and second readings and be forwarded to Public Hearing;
- 5) That Zone Amending Bylaw No. 7662-2020 be given second reading, as amended, and be forwarded to Public Hearing; and,
- 6) That the following terms and conditions be met prior to final reading:
 - i) Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;
 - ii) Amendment to Official Community Plan Schedule "A", Chapter 10.3, Part VI, A – Silver Valley, Figure 2 - Land Use Plan, and Figure 4 - Trails / Open Space,
 - iii) Road dedication as required;
 - iv) Park dedication as required, including construction of walkways, multi-purpose trails; and removal of all debris and garbage from park land;
 - v) Consolidation of the subject properties;
 - vi) Registration of a Restrictive Covenant for the Geotechnical Report, which addresses the suitability of the subject properties for the proposed development;
 - vii) Registration of a Restrictive Covenant for the protection of the Environmentally Sensitive areas (wetlands) on the subject properties;
 - viii) Registration of a Statutory Right-of-Way plan and agreement for Sanitary Sewer Line and Watermain Line;
 - ix) Registration of Restrictive Covenants for Tree Protection and Stormwater Management;
 - x) Removal of existing buildings;
 - xi) In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject properties. If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site.
 - xii) That a voluntary contribution, in the amount of \$313,400.00 (\$4,100.00/townhouse unit and \$5,100.00/single family lot) be provided in keeping with the Council Policy with regard to Community Amenity Contributions.

DISCUSSION:

1) Background Context:

Applicant: Morningstar Homes Ltd.

Legal Description: Lot 1 Block "C" Section 33 Township 12 New Westminster District Plan 2409;
Lot 15 Section 33 Township 12 New Westminster District Plan 26732;
Parcel "A" (Explanatory Plan 11340) Lot 10 Section 33 Township 12 New Westminster District Plan 7757;

Within Urban Area Boundary: Yes
Area Plan: Silver Valley Area Plan
OCP Major Corridor: Yes

OCP:
Existing: Conservation, Open Space, and Eco Clusters
Proposed: Conservation and Eco Clusters

Zoning:
Existing: RS-3 Single Detached Rural Residential
Proposed: R-1 Single Detached (Low Density) Urban Residential;
R-2 Single Detached (Medium Density) Urban Residential;
RST Street Townhouse Residential

Surrounding Uses:
North: Use: Single Family Residential
Zone: RS-3 Single Detached Rural Residential
Designation: Eco Cluster and Conservation
South: Use: Park
Zone: RS-3 Single Detached Rural Residential
Designation: Open Space
East: Use: Single Family Residential
Zone: RS-3 Single Detached Rural Residential
Designation: Eco Cluster and Conservation
West: Use: Single Family Residential
Zone: R-1 Single Detached (Low Density) Urban Residential,
R-2 Single Detached (Medium Density) Urban Residential
Designation: Eco Cluster

Existing Use of Property: Single Family Residential
Proposed Use of Property: Multi-Family Residential and Single Family Residential
Site Area: 5.78 ha (14.28 acres)
Access: 232 Street and Silver Valley Road
Servicing requirement: Urban Standard

2) Project Description:

The applicant is proposing to rezone the subject properties from RS-3 Single Detached Rural Residential to the R-1 Single Detached (Low Density) Urban Residential, R-2 Single Detached (Medium Density) Urban Residential and RST Street Townhouse Residential zones to facilitate a mixture of 51 single family homes and 13 street townhouse units.

The development will incorporate a trail as identified on the Silver Valley Area Plan as well as, provide watercourse, view and wildlife corridors.

3) Planning Analysis:

i) Official Community Plan:

The subject properties are designated *Eco-Cluster; Conservation* and *Open Space* (see Appendix B). The *Eco-cluster* designation refers to the developable portions of the site. Some adjustments in the designations have been made in response to ground – trothing as noted above. These have been adjusted as shown in Appendix C. Section 5.4.6 of the Silver Valley Area Plan speaks to Eco-Cluster densities, as follows:

- a) Densities and housing types should be diversified within and between Eco-Clusters.
- b) The densities of Eco-Clusters in the eastern sector should be lower than other Eco-Clusters due to limited access and the requirements for accommodating equestrian activities, i.e. pastures and stables.
- c) An Eco-Cluster includes varying levels of density, ranging from 5 to 15 units per hectare, in the form of single and/or multi-family units, dependent on proximity to a Hamlet centre, slope constraints, view impacts, and existing development.
- d) Residential areas should be developed in a manner to allow a gradual and natural increase in density over time.

The *Eco-Cluster* designation is intended to provide development opportunities in sparsely developed or rural areas, in a cluster form which supports sensitive integration of housing into a natural forest setting. *Eco-clusters* are located in areas where topography is difficult and the existing rural character should be retained. The specific areas including steep slopes and watercourse corridors are proposed to be designated as *Conservation* and dedicated to the City as park.

ii) Zoning Bylaw:

The application is a mixture of R-1 Single Detached (Low Density) Urban Residential, R-2 Single Detached (Medium Density) Urban Residential and RST Street Townhouse Residential zones (see Appendix D). The table below details the minimum parcel sizes for each zone.

Zone	Minimum Lot Area
R-1 Single Detached (Low Density) Urban Residential	371m ²
R-2 Single Detached (Medium Density) Urban Residential	315m ²
RST Street Townhouse Residential	Ranges from 195m ² to 234m ² based on end or interior lot location.

iii) Off-Street Parking and Loading Bylaw:

Each of the residential zones requires two (2) off-street parking stalls to be provided per lot. The R-1 Single Detached (Low Density) Urban Residential) zone permits a secondary suite as an accessory use; an additional parking stall would be required if a secondary suite was developed in those homes.

iv) Development Permits:

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

- All areas designated *Conservation* on Schedule “B” or all areas within 50 metres of an area designated *Conservation* on Schedule “B”, or on Figures 2, 3 and 4 in the Silver Valley Area Plan;
- All lands with an average natural slope of greater than 15 percent;
- All floodplain areas and forest lands identified on Schedule “C”

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

v) Development Information Meeting:

A Development Information Meeting was conducted via the Public Comment Opportunity process from March 15, 2021 to March 24, 2021. The applicant Morningstar received 40 comment cards from the public in which 33 supported, 5 neutral and 2 against the proposed development. A summary of the main comments and discussions with the attendees was provided by the applicant (Appendix E) and include the following main points:

- 18 comments: “Great addition to the neighbourhood”
- 17 comments: “Good balance of natural space/conservation and homes”
- 12 comments: “Looking forward to the new trail extension”
- 10 comments: “Morningstar makes quality neighbourhoods/homes”
- 4 comments: “Silver Valley needs schools, shops, churches etc.”
- 4 comments: “Negative impacts the wildlife / trees in the area”
- 4 comments: “Morningstar has a good / professional reputation”
- 3 comments: “New developments create employment opportunities”
- 3 comments: “Increased traffic”
- 3 comments: “Duplex/triplex not needed”
- 2 comments: “Consideration of affordable housing”
- 2 comments: “Proposal brings needed services/road upgrades to the area”
- 2 comments: “Reduce truck noise/pollution”
- 1 comment: “Disagreement with Environmental Reporting”

The following comments were provided by the applicant in responses to the issues raised by the public:

- *For many of the participants, Morningstar representatives had the opportunity to discuss the project over the phone. The public's questions were answered then and there, and Morningstar representatives encouraged the public to add the same questions on their comment cards so the City could see as well.*
- *For the public who emailed, Morningstar representatives provided email responses to direct questions.*
- *Morningstar representatives always encourage the neighbourhood residents to reach out to Morningstar directly by phone or email or text message if they have concerns or questions for any Morningstar Projects at any point.*

vi) Parkland Requirement:

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

For this project, there is sufficient land that is proposed to be dedicated as park, amounting to approximately 2.7 ha. (6.75 acres) or 47% of the site being required to be dedicated as park as a condition of Final Reading.

4) Interdepartmental Implications:

i) Engineering Department:

The Engineering department has identified that all the services required in support of this development do not yet exist on the site. It will therefore be necessary for the owner to enter into a Rezoning Servicing Agreement and post securities to do the work identified in the agreement prior to Final reading. Comments provided by Engineering include:

- The existing water system in this area is not sufficient to support this development and the owner will be required to provide significant upgrades to this system. The extent will be identified through a water servicing analysis report.
- Storm and sanitary sewers will need to be extended to the site. The systems will need to be evaluated for condition and capacity and the owner will be required to complete any upgrades identified to support the proposal.
- Urban upgrades to both 232 Street to Arterial Standard and Silver Valley Road to Collector Standard will be required.

ii) Parks, Recreation and Culture Department:

The Silver Valley Area Plan identifies a trail through the development site. The dedication and development of this trail as well as, park dedication is a condition of rezoning.

A landscaped feature is required at the entrance of the development site from Silver Valley Road. This feature will be located on private land within a covenant area so consideration for appropriate landscaping, future maintenance and safe site lines is required.

iii) Environmental Implications:

The proposed site plan has been considered through an extensive review with the Environmental Section and the applicant's Environmental Professionals. The site plan reflects this collaborative approach in site design. The site design included the recommendations of the Environmental Impact Assessment, the Arborist Report, the Geotechnical Report, the Wildfire Hazard Assessment, and the Stormwater Management Plan to achieve the objectives of the Silver Valley Area Plan.

During the City review of the WPDP, NFDP and subdivision applications, there will be further work with the applicant's consultants on the development site and park areas on:

- Assessment of trees which need to be removed to ensure windfirmness.
- Planting of replacement trees as required.
- Coordination with engineering and environmental requirements for stormwater management.

5) Intergovernmental Issues:

i) Local Government Act:

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

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

6) Citizen/Customer Implications:

The applicant has conducted a Developers information meeting which is a City requirement. There is a statutory public hearing required as part of the rezoning process for this application.

CONCLUSION:

It is recommended that first and second reading be given to OCP Amending Bylaw No. 7739-2021, that second reading be given to Zone Amending Bylaw No. 7662-2020 and that application 2020-168-RZ be forwarded to Public Hearing.

"Original signed by Mark McMullen"

Prepared by: **Mark McMullen, MA, MCIP, RPP**
Manager of Development & Environmental Services

"Original signed by Chuck Goddard"

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

"Original signed by Christine Carter"

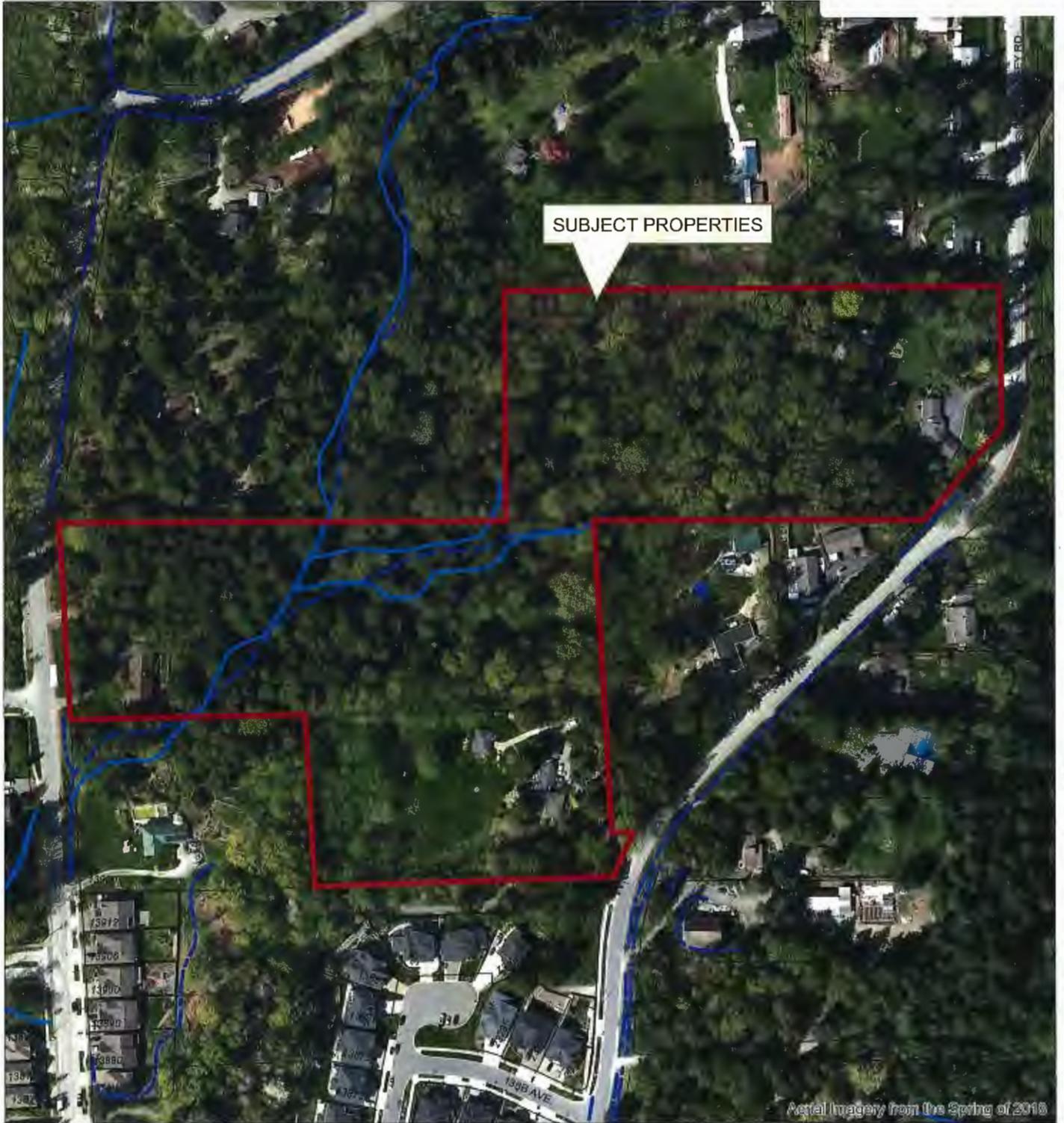
Approved by: **Christine Carter, M.PL, MCIP, RPP**
GM Planning & Development Services

"Original signed by Al Horsman"

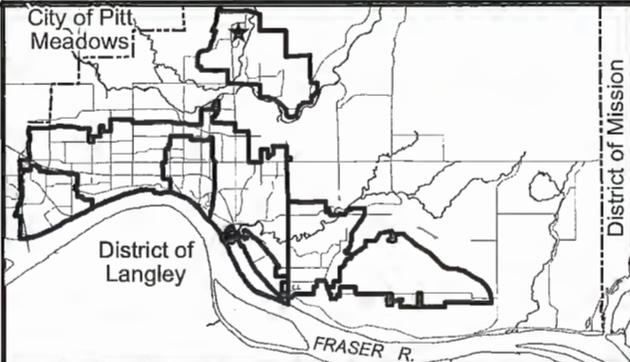
Concurrence: **Al Horsman**
Chief Administrative Officer

The following appendices are attached hereto:

- Appendix A – Subject Map
- Appendix B – Ortho Map
- Appendix C – OCP Amending Bylaw No. 7739-2021
- Appendix D – Zone Amending Bylaw No. 7662-2020
- Appendix E – DIM Summary by Applicant
- Appendix F – Site Plan



Scale: 1:2,500



13960 232 STREET, 13897, 14027 SILVER VALLEY ROAD
PID'S 012-642-223, 000-615-722,
011-260-840

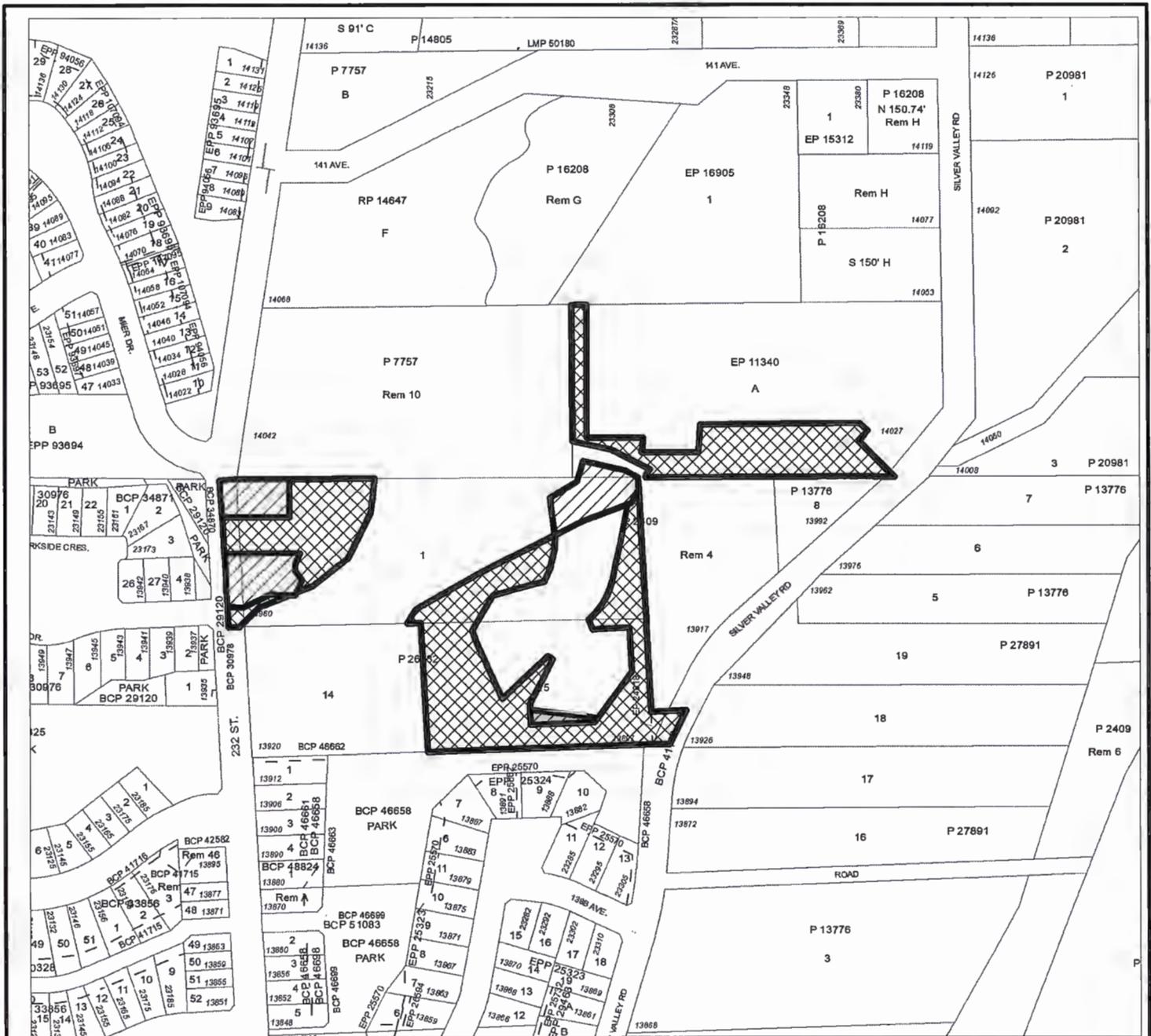
PLANNING DEPARTMENT



mapleridge.ca

FILE: 2020-168-RZ
DATE: Jun 3, 2020

BY: PC



MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7739-2021

Map No. 1040

Purpose: To Amend Figure 2 and Figure 3A of the Silver Valley Area Plan

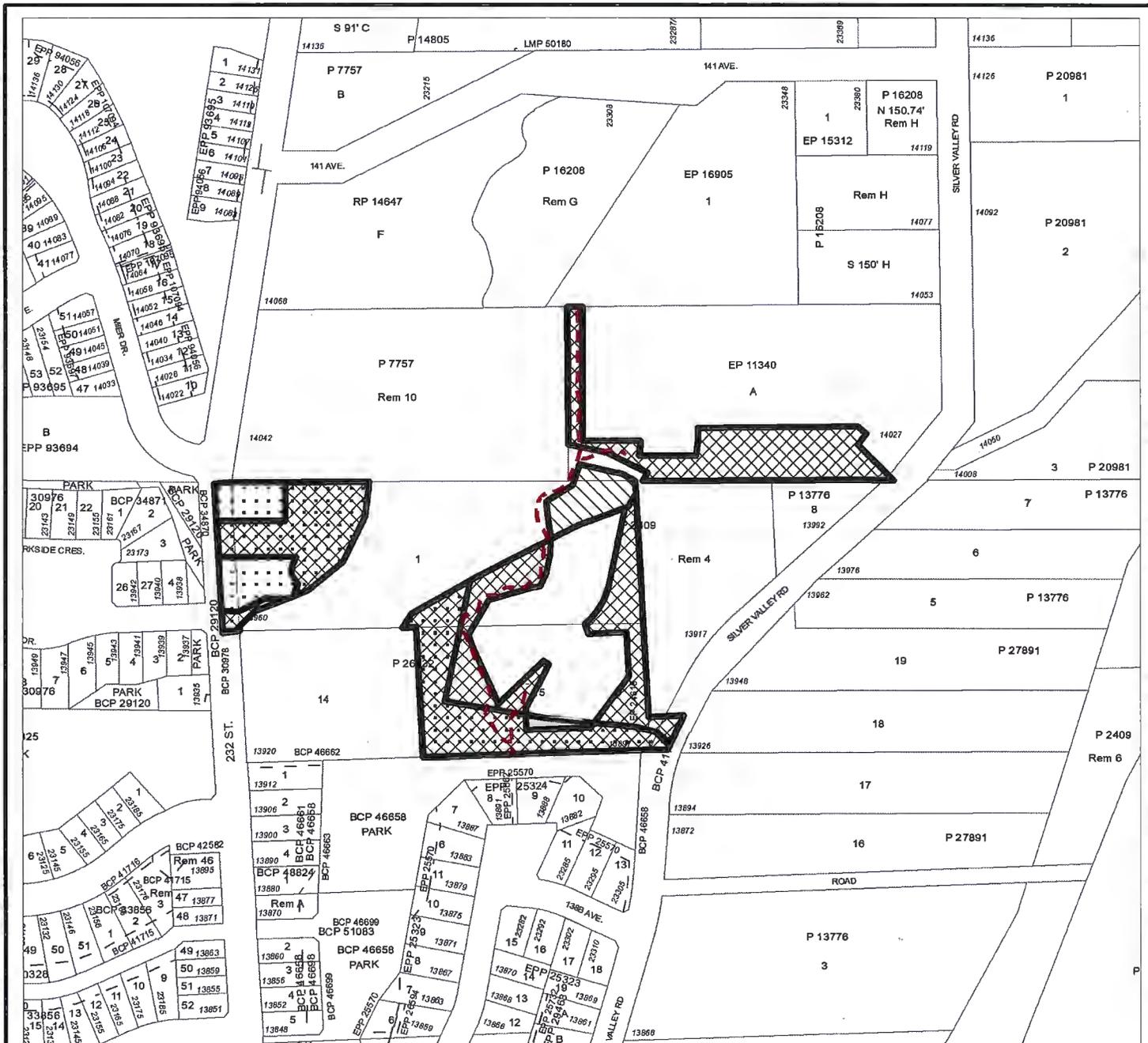
From: Eco-Cluster, Open Space, and Conservation

To:  Conservation

 Eco-Cluster



SCALE 1:3,493



MAPLE RIDGE OFFICIAL COMMUNITY PLAN AMENDING

Bylaw No. 7739-2021

Map No. 1041

Purpose: To Amend Figure 4 Trails/Open Space as shown

- - - - To Add to Trail
- ▨ To Remove from Conservation
- ▩ To Add to Conservation
- ⋯ To Remove from Open Space



**CITY OF MAPLE RIDGE
BYLAW NO. 7662-2020**

A Bylaw to amend Map "A" forming part of Zoning Bylaw No. 7600-2019 as amended

WHEREAS, it is deemed expedient to amend Maple Ridge Zoning Bylaw No. 7600-2019 as amended;

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7662-2020."
2. Those parcel (s) or tract (s) of land and premises known and described as:

Lot 1 Block "C" Section 33 Township 12 New Westminster District Plan 2409;
 Lot 15 Section 33 Township 12 New Westminster District Plan 26732;
 Parcel "A" (Explanatory Plan 11340) Lot 10 Section 33 Township 12 New Westminster District Plan 7757;

and outlined in heavy black line on Map No. 1846 a copy of which is attached hereto and forms part of this Bylaw, are hereby rezoned to R-1 Single Detached (Low Density) Urban Residential, R-2 Single Detached (Medium Density) Urban Residential, RST Street Townhouse Residential.

3. Maple Ridge Zoning Bylaw No. 7600-2019 as amended and Map "A" attached thereto are hereby amended accordingly.

READ a first time the 8th day of September, 2020.

READ a second time, as amended, the day of , 20

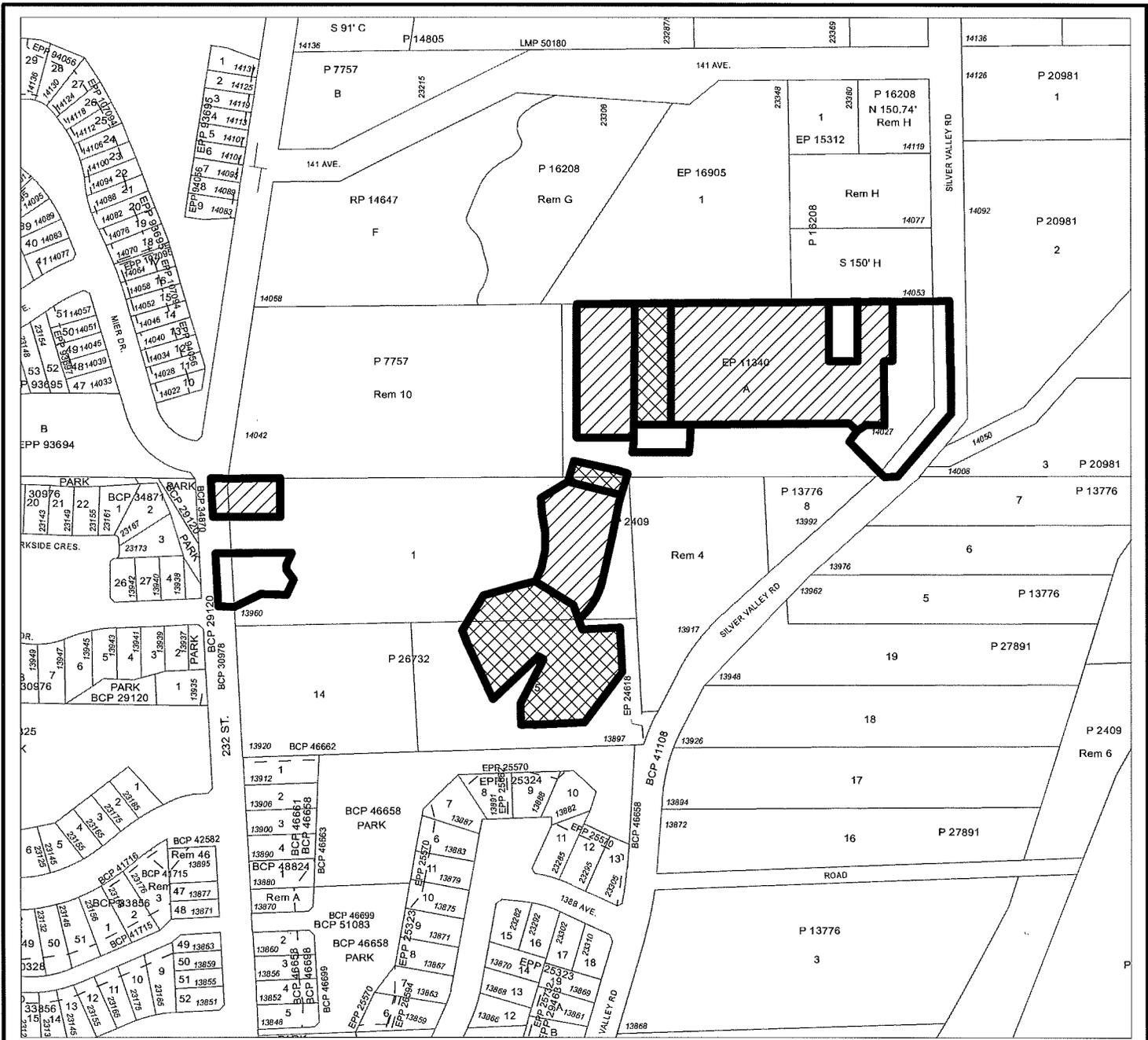
PUBLIC HEARING held the day of , 20

READ a third time the day of , 20

ADOPTED, the day of , 20

PRESIDING MEMBER

CORPORATE OFFICER



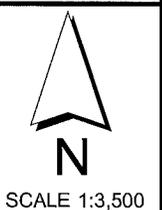
MAPLE RIDGE ZONE AMENDING

Bylaw No. 7662-2020

Map No. 1846

From: RS-3 (Single Detached Rural Residential)

- To:
-  R-1 (Single Detached (Low Density) Urban Residential)
 -  R-2 (Single Detached (Medium Density) Urban Residential)
 -  RST (Street Townhouse Residential)





Public Comment Opportunity Summary

The Public Comment Opportunity for 2020-168-RZ was held during March 15-24th 2021 inclusive. Comments were collected mainly through emails to aanderson@mstarhomes.com, some by phone (which were recorded and approved to submit), and by comment card provided.

The following documents were provided to notify the public, per DIM policy:

1. Posted update to the Development Information Signs, (March 5th)
2. Ads in the Maple Ridge Pitt Meadows News (March 5th and 12th)
3. Invitation Letter delivered to neighbourhood residents (March 10th)

Summary of Feedback:

40 responses were collected:

- 33 responses were in support.
 - 5 responses were neutral.
 - 2 responses were against.
-

Summary of Comments:

18 comments: "Great addition to the neighbourhood"

17 comments: "Good balance of natural space/conservation and homes"

12 comments: "Looking forward to the new trail extension"

10 comments: "Morningstar makes quality neighbourhoods/homes"

4 comments: "Silver Valley needs schools, shops, churches etc."

4 comments: "Negative impacts the wildlife / trees in the area"

4 comments: "Morningstar has a good / professional reputation"

3 comments: "New developments create employment opportunities"

3 comments: "Increased traffic"

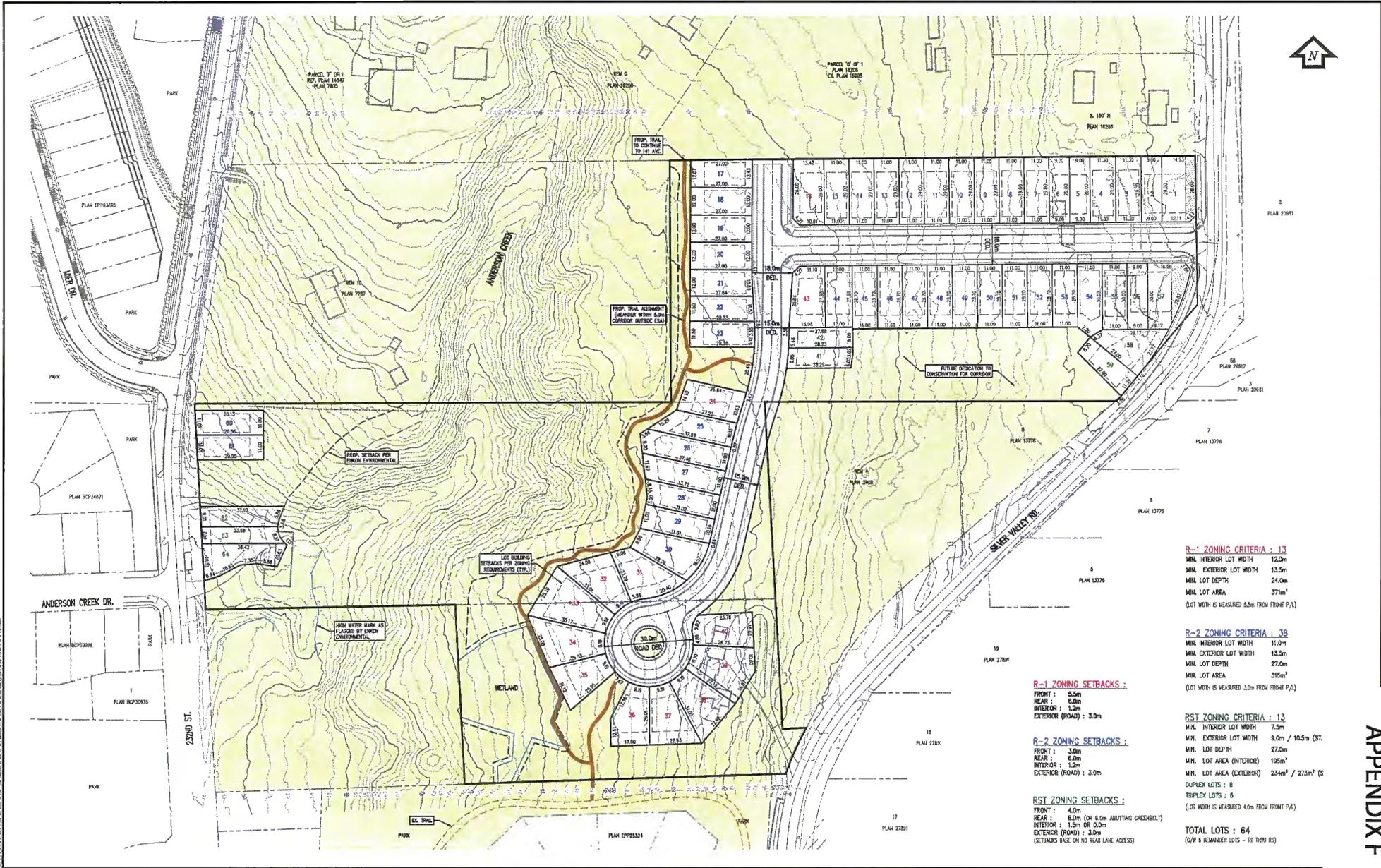
3 comments: "Duplex/triplex not needed"

2 comments: "Consideration of affordable housing"

2 comments: "Proposal brings needed services/road upgrades to the area"

2 comments: "Reduce truck noise/pollution"

1 comment: "Disagreement with Environmental Reporting"

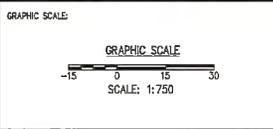


APPENDIX F

BENCHMARK
 ELEVATIONS WERE DERIVED FROM OCM 8460091 LOCATED AT THE INTERSECTION OF 232nd ST. AND SILVER VALLEY RD.
 ELEVATION = 66.514m

SEAL:

CoreGroup CONSULTANTS
 LAND DEVELOPMENT SERVICES
 330-8988 FRASERTON COURT
 BURNABY, BC V5J 5H6
 Tel. (604)299 0885 - fax. (604)299 0829



CHECK BEFORE YOU DIG
 INFORMATION ON EXISTING UTILITIES MAY NOT BE COMPLETE OR ACCURATE. PRIOR TO CONSTRUCTION CONTRACTOR SHALL EXPOSE LOCATIONS OF ALL EXISTING UTILITIES AND ADVISE THE ENGINEER OF POTENTIAL CONFLICTS. THIS DRAWING TO BE READ IN CONJUNCTION WITH ALL OTHER DRAWINGS FOR UTILITIES, SERVICE LOCATIONS, AND DETAILS. THE EXACT LOCATION OF THESE UTILITIES SHALL BE DETERMINED ON SITE.

REV'D	DATE(Y/M/D)	DRN	DTD
5	2021/05/03	BC	CN
5	2021/04/13	BC	CN
4	2021/02/11	BC	CN
3	2021/02/05	BC	CN
2	2021/01/19	BC	CN
1	2020/10/27	BC	CN
0	2020/04/01	BC	CN

REVISED PER C.O.M.R. COMMENTS
 PRELIMINARY LAYOUT

CITY OF MAPLE RIDGE		Engineering Dep
DESIGNED - BC	FILE #:	
DRAWN - BC	CONSULT. DWG No.:	
METRIC SCALE - 1 : 750	CITY DOC. No.:	
APPROVED - CN	SHEET 1 of 1	
DATE - MAY 3, 2021	13560 232nd ST. & 13897/14027 SILVER VALLEY RD., MAPLE RIDGE, BC	

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: **First Reading**
Zone Amending Bylaw No. 7754-2021
12414 216 Street

MEETING DATE: May 18, 2021
FILE NO: 2021-092-RZ
MEETING: C o W

EXECUTIVE SUMMARY:

An application has been received to rezone the subject property, located at 12414 216 Street, from RS-1 (Single Detached Residential) to R-1 (Single Detached (Low Density) Urban Residential), to permit a future subdivision of approximately two (2) lots. To proceed further with this application additional information is required as outlined below.

As per Council Policy 6.31, which was updated December 12, 2017, this application is subject to the Community Amenity Contribution (CAC) Program, at a rate of \$5,100 per lot. However, because the application is proposing for less than three (3) lots, the original lot is exempt. Therefore, an estimated CAC amount of only \$5,100.00 would be required.

RECOMMENDATIONS:

1. That Zone Amending Bylaw No. 7754-2021 be given first reading; and
2. That the applicant provide further information as described on Schedule B the Development Procedures Bylaw No. 5879-1999, along with the information required for a Subdivision application.

DISCUSSION:

a) Background Context:

Applicant: Mayur Mehta

Legal Description: Lot 1, District Lot 244, New Westminster District Plan 1092

OCP:
Existing: Urban Residential
Proposed: Urban Residential

Within Urban Area Boundary: Yes
Area Plan: OCP - General Land Use Plan
OCP Major Corridor: Yes

Zoning:

Existing: RS-1 (Single Detached Residential)
Proposed: R-1 Single Detached (Low Density) Urban Residential

Surrounding Uses:

North: Use: Residential Single-Family
Zone: RS-1 (Single Detached Residential)
Designation: Urban Residential

South: Use: Residential Single-Family
Zone: RS-1 (Single Detached Residential)
Designation: Urban Residential

East: Use: Residential Single-Family
Zone: RS-1 (Single Detached Residential)
Designation: Urban Residential

West: Use: Residential Single-Family
Zone: RS-1a (Single Detached (Amenity) Residential)
Designation: Urban Residential

Existing Use of Property: Residential Single-Family
Proposed Use of Property: Residential Single-Family
Site Area: 0.121 ha (0.3 acres)
Access: 216 Street
Servicing requirement: Urban Standard

b) Site Characteristics:

The subject property is 0.121 ha (0.3 acres) in area and is bounded by single family residential lots on all sides (see Appendices A and B). The subject property is relatively flat. There are trees and other vegetation located mainly on the peripheries of the subject property. There is an existing house on the site that will require removal as a condition of final reading.

c) Project Description:

The applicant proposes to rezone the subject property from RS-1 (Single Detached Residential) to R-1 (Single Detached (Low Density) Urban Residential) to permit future subdivision into two (2) residential single-family lots (See Appendix D). Proposed Lot 1 will be 557.0m² and proposed Lot 2 will be 545.0m²; both will be accessed from 124 Avenue.

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 OCP designates the subject property as Urban Residential. Development of the property is subject to the *Major Corridor Residential Infill* Policies 3.20 and 3.21 of the OCP. These policies require that development be compatible with the surrounding neighbourhood, with particular attention given to site design, setbacks and lot configuration with the existing pattern of development in the area. Furthermore, the aforementioned policies support both multi-family developments as well as the creation of smaller single-family lots. After reviewing the lot dimensions of the proposed subdivision, it has been concluded that the proposal meets Policy 3.20 and compliments the existing neighbourhood context. Although adjacent properties do not share the same zoning classification as the R-1 zone, they are comparable in size.

The application to rezone the property to the R-1 Residential zone is compliant with the OCP infill policies and is, therefore, supportable.

Zoning Bylaw:

The current application proposes to rezone the property located at 12414 216 Street from RS-1 (Single Detached Residential) to R-1 (Single Detached (Low Density) Urban Residential) (see Appendix C) to permit a two (2) lot subdivision (see Appendix D). The minimum lot size for the current RS-1 zone is 668m², and the minimum lot size for the proposed R-1 zone is 371m². The proposed lots exceed the proposed R-1 zone lot size. Any variations from the requirements of the proposed zone will require a Development Variance Permit application.

Development Information Meeting:

A Development Information Meeting is not required for this application as the proposal is creating less than five (5) dwelling units and there is no change in use as per 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; and
- g) Canada Post.

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

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

f) Development Applications:

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

1. A complete Rezoning Application (Schedule B); and
2. A Subdivision Application.

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

CONCLUSION:

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

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

“Original signed by Tyson Baker”

Prepared by: **Tyson Baker, B.Pl.
Planning Technician**

“Original signed by Mark McMullen” for

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

“Original signed by Christine Carter”

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

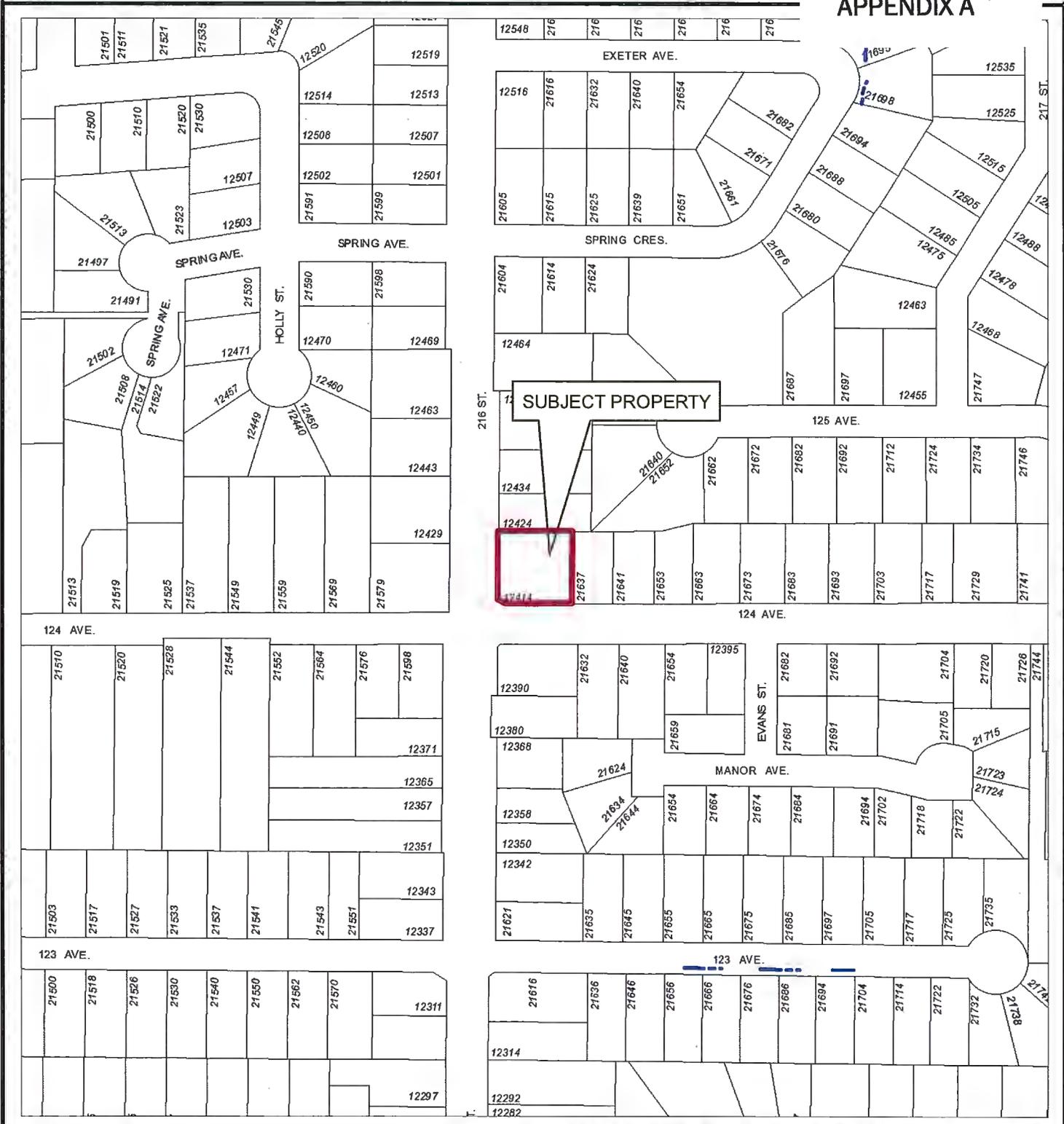
“Original signed by Al Horsman”

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. 7754-2021
- Appendix D – Proposed Site Plan

APPENDIX A



Scale: 1:2,500

Legend

 Ditch Centreline

12414 216 ST
 PID: 009-437-487

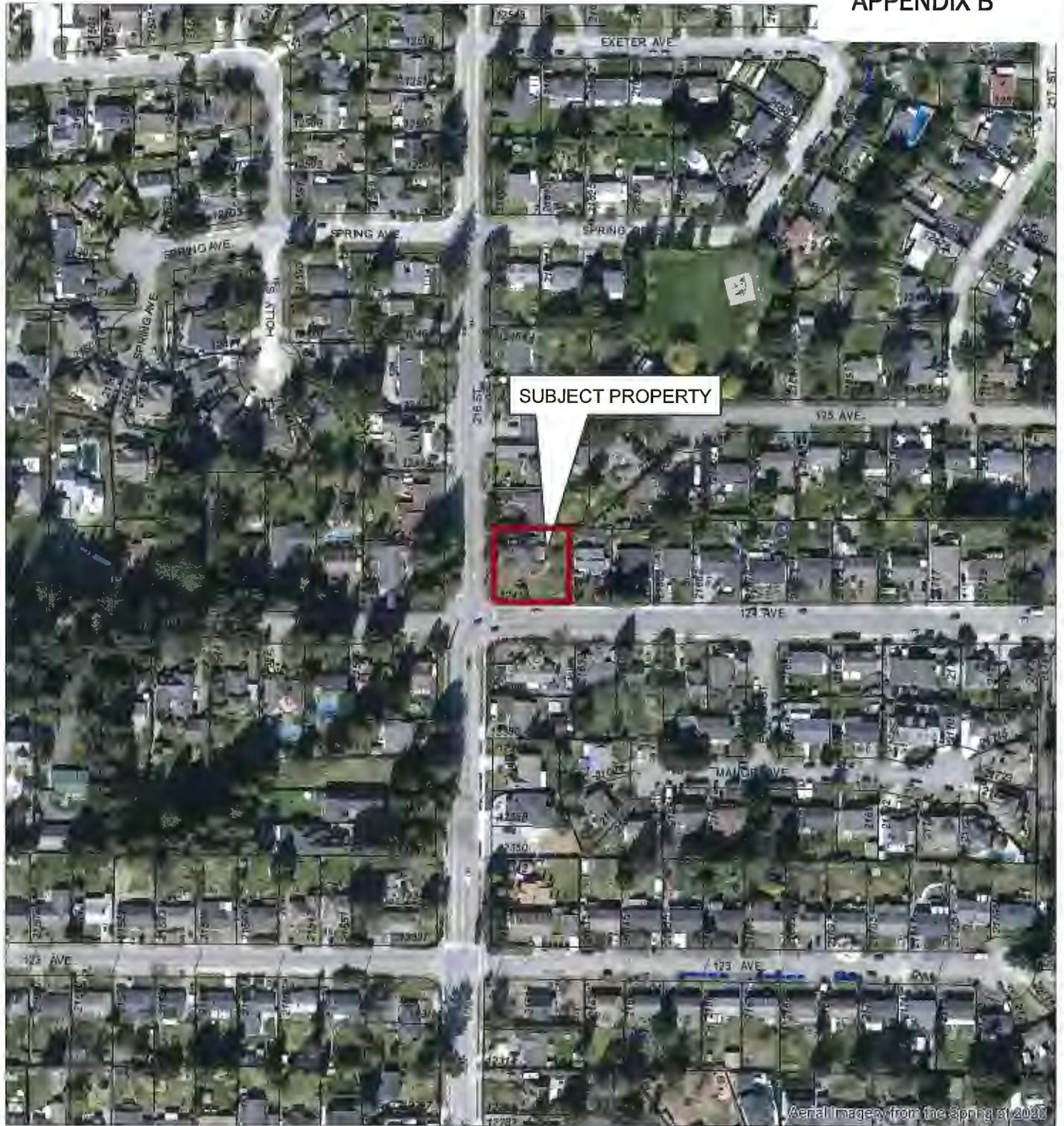
PLANNING DEPARTMENT

 **MAPLE RIDGE**
 British Columbia

mapleridge.ca

FILE: 2021-092-RZ/SD
 DATE: Feb 17, 2021

BY: AY

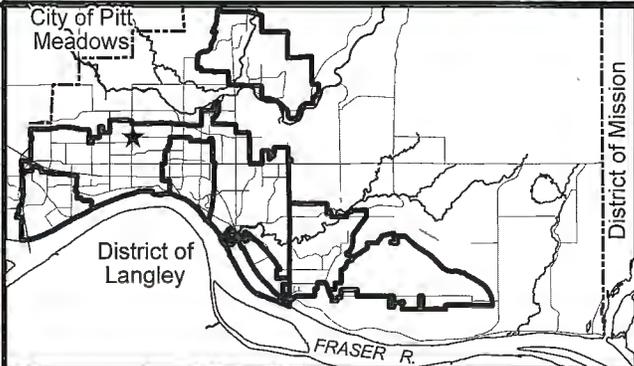


SUBJECT PROPERTY

Aerial Imagery from the Spring of 2020



Scale: 1:2,500



District of Mission

12414 216 ST
PID: 009-437-487

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

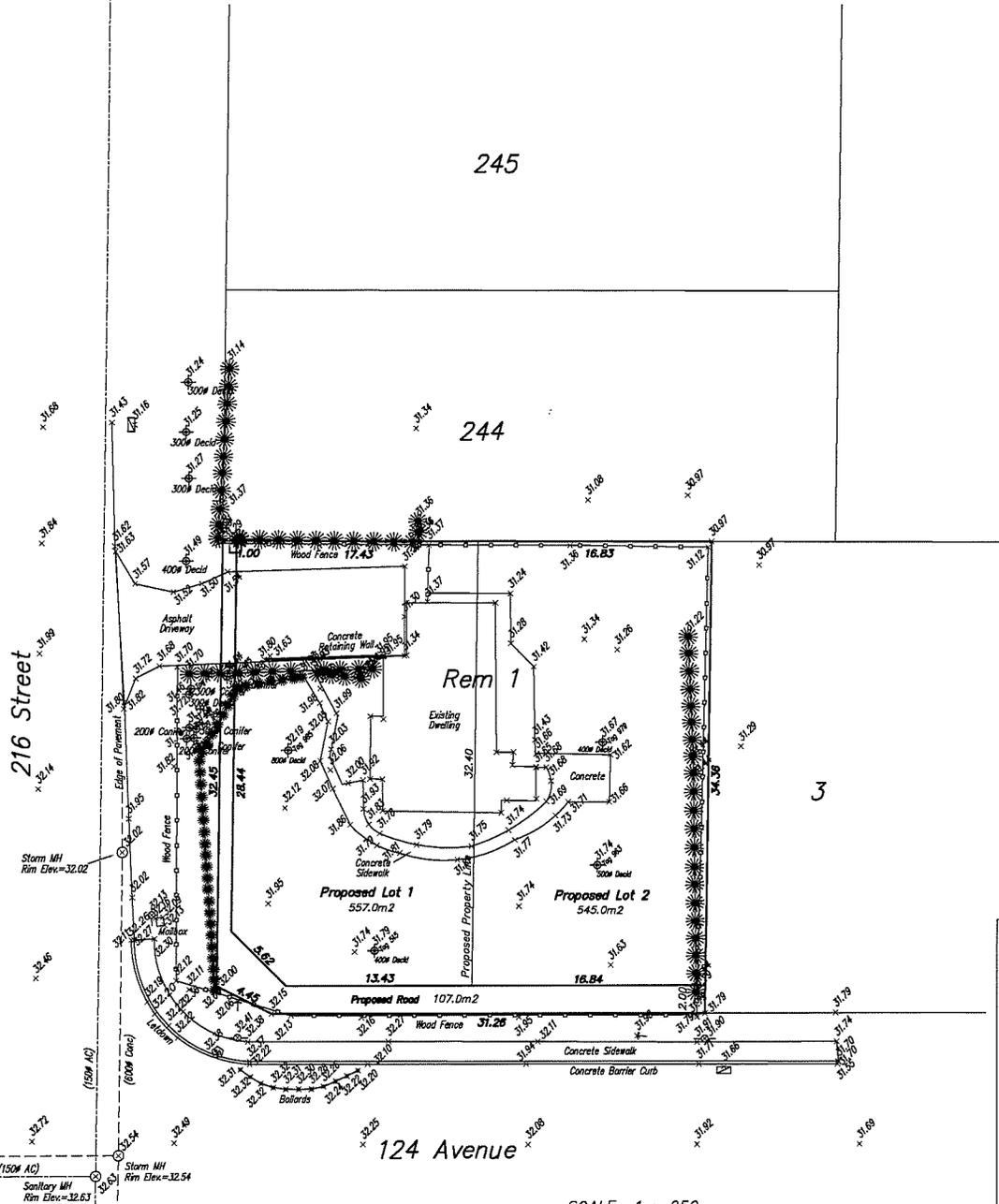
mapleridge.ca

FILE: 2021-092-RZ/SD
DATE: Feb 17, 2021

BY: AY



Sanitary MH
Rim Elev.=32.62



Notes:
Storm and Sanitary Pipe Sizes shown are taken from the Asbuilts as shown on the City of Maple Ridge GIS map.

SCALE 1 : 250



Benchmark Notes:

Elevations Are Geodetic
Referred to Monument: 84H9993
Monument Elevation: 32.268m
Located At: the center of intersection of
124 Avenue and 216 Street
Vertical Datum: CVD28GVRD2018

Lot dimensions are based on plan 10924 and
may change with a current legal survey.

Current Zoning: RS-1
Proposed Zoning: RS-1b



Terra Pacific

Land Surveying Ltd
22371 St. Anne Avenue, Maple Ridge, BC
Phone: 604-463-2509 Fax: 604-463-4501

Client:

Mayur Mehta

Project:

12414 216th St,
Maple Ridge, BC

Drawing Title:

Topographic Survey Plan
of Lot 1 (Except: Part
in Plan LMP16459)
District Lot 244 Group 1
New Westminster District
Plan 10924

Certified Correct
This 17th Day Of December, 2020

Mike Bernemann, BCLS

Legend:

- Survey Control Monument
- Tree (Tied At Point Of Entry Into The Ground)
- Ground Elevation
- Catch Basin
- Ditch (Swale)
- Edge Of Asphalt
- Fire Hydrant
- Guy Wire
- Inspection Chamber
- Lawn Drain
- Lamp Standard
- Manhole
- Power Pole
- Power Pole With Light
- Water Valve
- Sign
- Gas Valve
- Gas Meter
- Water Meter
- Junction Box

APPENDIX D

Scale: 1:250

Date: Dec. 17th, 2020

File: MR20-711 TOPO

1
Of
1

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: First Reading
Zone Amending Bylaw No. 7752-2021
12203 Forest Place

MEETING DATE: May 18, 2021
FILE NO: 2021-188-RZ
MEETING: C o W

EXECUTIVE SUMMARY:

An application has been received to rezone the subject property, located at 12203 Forest Place, from RS-1 (Single Detached Residential) to RT-1 (Two-Unit Urban Residential), to permit the future construction of a duplex. To proceed further with this application additional information is required as outlined below.

As per Council Policy 6.31, this application is subject to the Community Amenity Contribution (CAC) Program, at a rate of \$4,100.00 per dwelling unit. Section 3(e) of Council Policy 6.31 stipulates that only the first dwelling unit is exempt. Therefore, an estimated CAC amount of \$4,100.00 would be required.

RECOMMENDATIONS:

1. That Zone Amending Bylaw No. 7752-2021 be given first reading

DISCUSSION:

a) Background Context:

Applicant:	Ali Aynehvand
Legal Description:	Lot 138 District Lot 242 Group 1 NWD Plan 48094
OCP:	
Existing:	Urban Residential
Proposed:	Urban Residential
Within Urban Area Boundary:	Yes
Area Plan:	OCP – General Land Use Plan
OCP Major Corridor:	No
Zoning:	
Existing:	RS-1 (Single Detached Residential)
Proposed:	RT-1 (Two-Unit Urban Residential)

Surrounding Uses:

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

Existing Use of Property:	Residential Single-Family
Proposed Use of Property:	Duplex
Site Area:	842m ² (0.2 acres)
Access:	Forest Place and 122 Avenue
Servicing requirement:	Urban Standard

b) Site Characteristics:

The subject property and adjacent properties are flat. There is an existing single-family dwelling and an accessory building on the site. Existing vegetation includes adolescent and mature trees that are located on the periphery of the site.

c) Project Description:

The applicant proposes to rezone the subject property from RS-1 to RT-1 to permit the construction of a duplex (See Appendices A, B, and D) as discussed above. The proposed duplex will be three (3) storeys in height with separate garages accessed from driveways off of Forest Place and 122 Avenue. Unit 1, with access off of Forest Place, will contain four (4) bedrooms, three (3) bathrooms, one (1) living space, one (1) kitchen and one (1) patio. Unit 2, with access off of 122 Avenue, will contain two (2) bedrooms, one (1) bathroom, one (1) kitchen and one (1) living space. The applicant states that the proposal will be utilizing modern and sustainable materials for construction.

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 OCP designates the subject property as Urban Residential, and development of the property is subject to the Neighbourhood Residential Infill Policies 3.19 and 3.21 of the OCP. These policies require that development be compatible with the surrounding neighbourhood, with particular attention given to site design, setbacks and lot configuration with the existing pattern of development in the area. Specifically, Policy 3.19(b) emphasizes that different unit types such as duplexes and triplexes, are scaled and designed to integrate characteristics that resemble a single-family dwelling with an emphasis on street-oriented buildings.

The proposed rezoning of the subject property to RT-1 (Two-Unit Urban Residential), to support the development of a duplex, aligns with the intent of these OCP and neighbourhood residential infill policies and is therefore supportable.

Zoning Bylaw:

The current application proposes to rezone the 842m² property located at 12203 Forest Place from RS-1 to RT-1 (see Appendix C) to permit the construction of a duplex (see Appendix D). The minimum lot size for the current RS-1 zone is 668m², and the minimum lot size for the proposed RT-1 zone for this site outside of the Town Centre Area Plan is 750m². Any variations from the requirements of the proposed zone will require a Development Variance Permit application.

Development Permits:

A development permit is not required for the proposed development. However, the City will be requiring a form and character covenant to be registered to ensure the proposal compliments adjacent residential single-family uses.

Advisory Design Panel:

This application does not require a report to the ADP.

Development Information Meeting:

A Development Information Meeting is not required for this application as there will be less than five (5) dwelling units.

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; and
- g) Canada Post.

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

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

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 Tyson Baker”

Prepared by: **Tyson Baker, B.Pl.
Planning Technician**

“Original signed by Mark McMullen” for

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

“Original signed by Christine Carter”

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

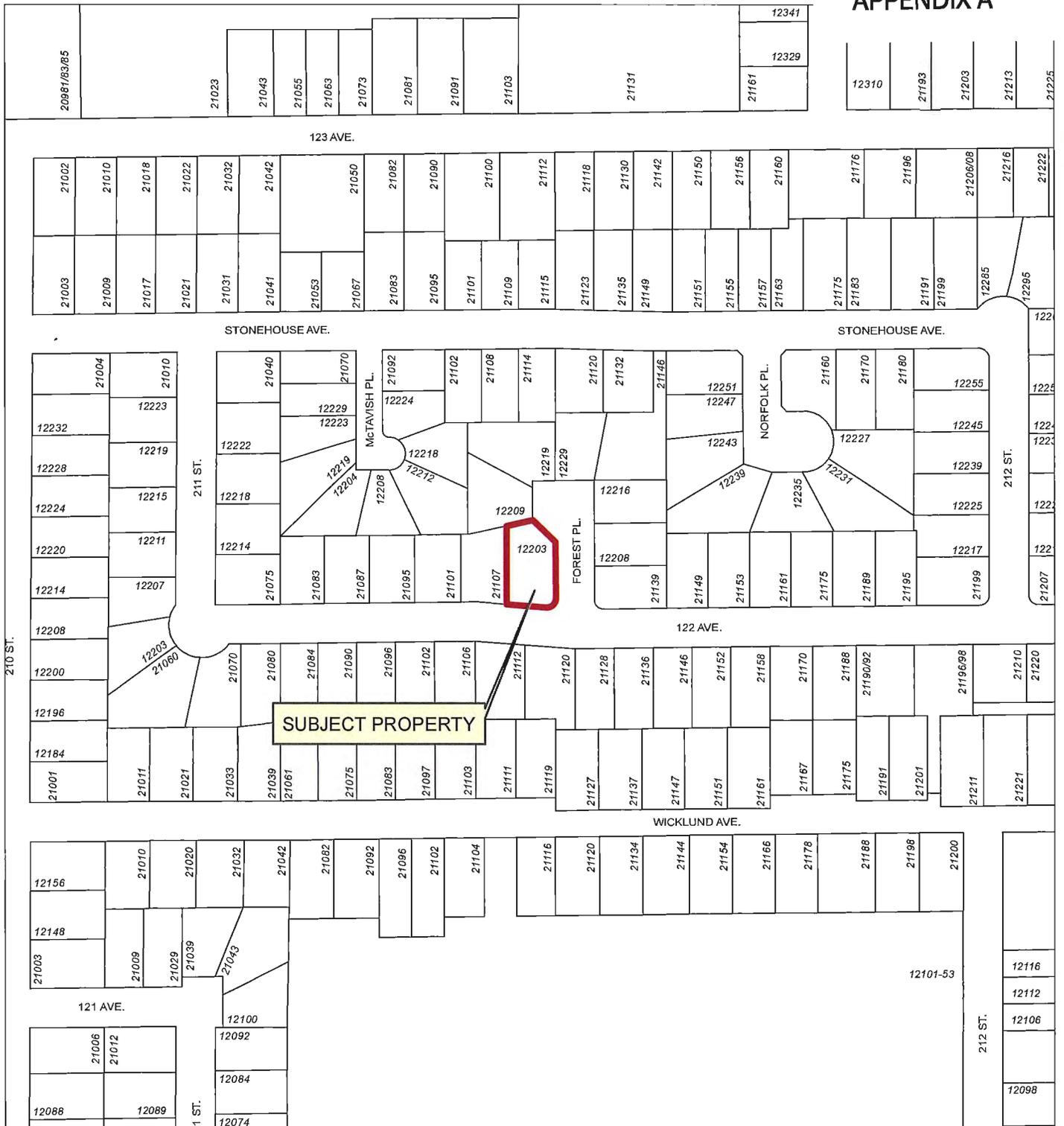
“Original signed by Al Horsman”

Concurrence: **Al Horsman
Chief Administrative Officer**

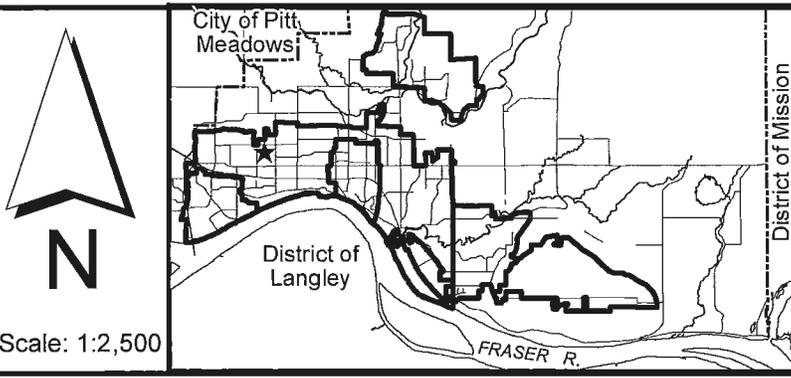
The following appendices are attached hereto:

- Appendix A – Subject Map
- Appendix B – Ortho Map
- Appendix C – Zone Amending Bylaw No. 7752-2021
- Appendix D – Proposed Site Plan

APPENDIX A



SUBJECT PROPERTY



Scale: 1:2,500

12203 FOREST PLACE
PID#: 001-461-681

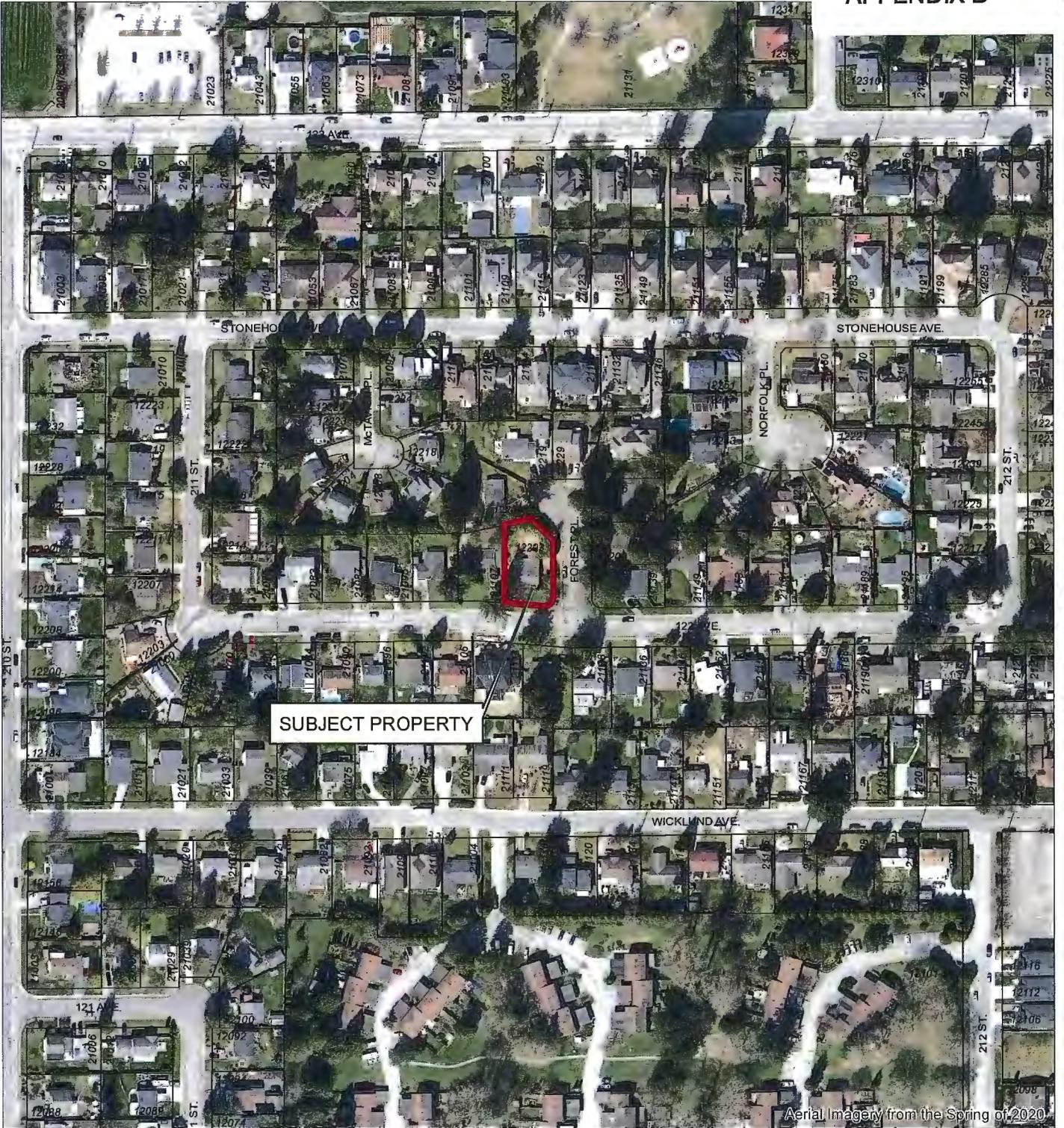
PLANNING DEPARTMENT



mapleridge.ca

FILE: 2021-188-RZ
 DATE: Apr 13, 2021

BY: BD



SUBJECT PROPERTY

Aerial Imagery from the Spring of 2020



Scale: 1:2,500

12203 FOREST PLACE
PID#: 001-461-681

PLANNING DEPARTMENT

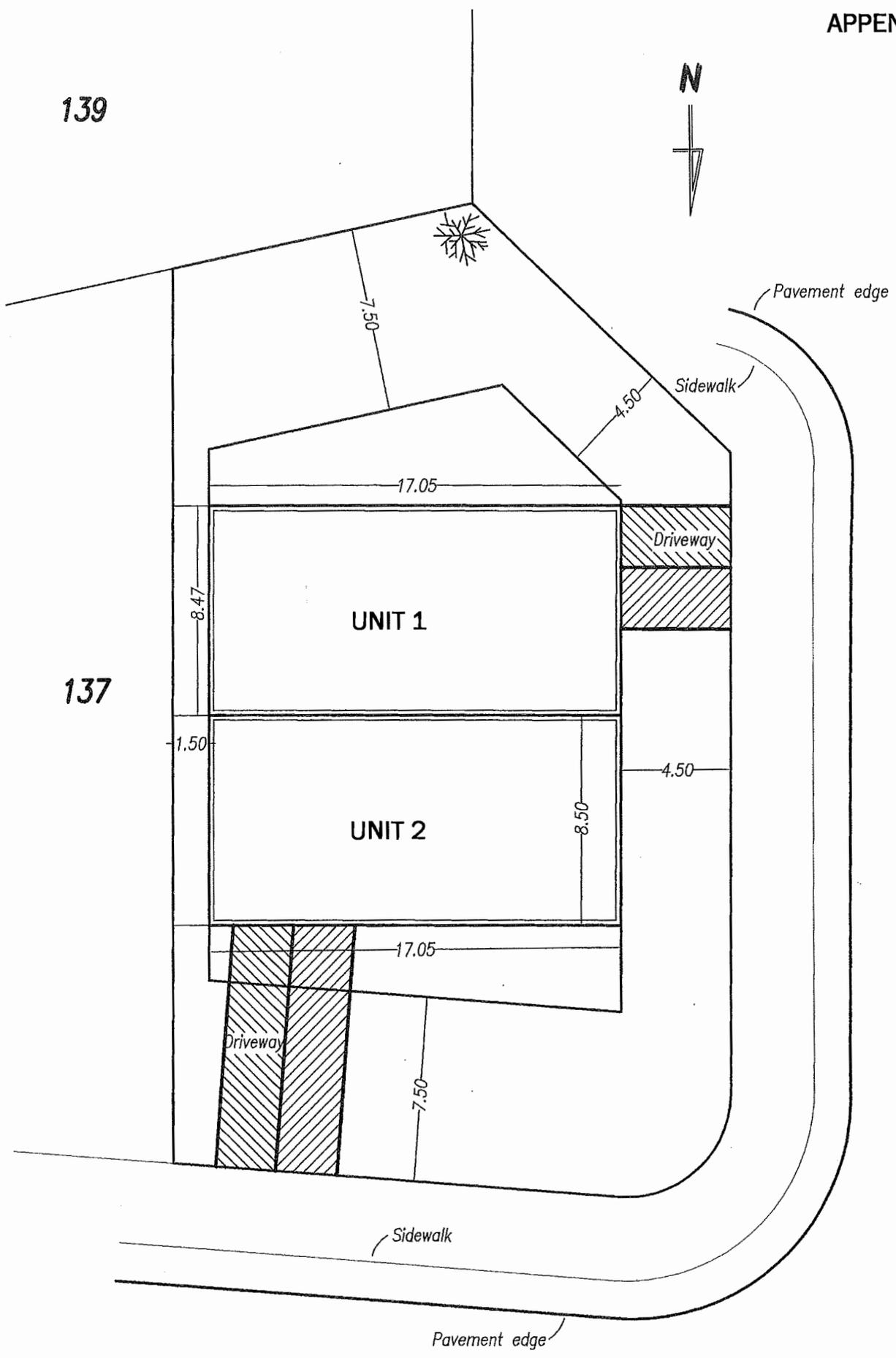


mapleridge.ca

FILE: 2021-188-RZ
DATE: Apr 13, 2021

BY: BD

139



137

UNIT 1

UNIT 2

Driveway

Driveway

FOREST PLACE

122 AVENUE

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

MEETING DATE: May 18, 2021
FILE NO: 01-0110-01
MEETING: CoW

SUBJECT: Development Services Fee Review

EXECUTIVE SUMMARY:

The City of Maple Ridge last completed a review of its development application fees in 2007. Increases at that time were phased in over four years, and new rates have not been adopted for development application fees since 2011, and building rates since 2012. Over that time, internal costs, the development environment, market rates and the standard fee model for municipalities have changed.

Proposed rates bring the City in alignment with fees charged by other municipalities and reflect increases to labour costs. Next steps include a consultation with the development community between first and second reading of the Bylaw. A four-year schedule with two (2) percent increases has been included within the Fees and Charges Bylaw for Planning and Engineering fees. Annual rate increases will be included in the Building Bylaw schedules as amendments to the Bylaw come forward.

RECOMMENDATION:

That Fees & Charges Amending Bylaw No. 7755-2021 be given first reading; and further

That Building Amending Bylaw No. 7756-2021 be given first reading.

DISCUSSION:

a) Background Context:

The processing of development applications is a resource-intensive service requiring a coordinated approach involving the Building, Engineering, and Planning Departments. Fees are collected for the services provided through three bylaws: the Building Bylaw, Development Application Fee Bylaw, and the Subdivision and Development Servicing Bylaw. As such, it is crucial to view all bylaws that govern their work as 'Development Services'.

Over the past several years, the development environment in Maple Ridge has become increasingly complex. Applications such as the Era development, which will bring significant density to the Town Centre, are greater in scope and require greater resources throughout the development process. Simultaneously, the number of applications has also increased. Notably, between 2019 and 2020, the City experienced an increase of 178 (45%) active Planning applications, 512 (11%) Building Permits, and 37 (12%) Engineering referrals.

Although the data demonstrates the direct impact of increased volumes on each department, cumulatively there is an unseen compounding effect that impacts the demands on staff and processing times.

To improve the level of customer service and better resource development services departments, four new positions were adopted during the business planning process for 2021 into the Financial Plan as noted in Table 1. The integration of these roles is contingent on the review and adoption of new development fees.

Table 1 - New Development Positions

Role	Department	Budgeted Salary
Development Supervisor Major Project	Planning	\$143,000
Permits Coordinator	Building	\$86,000
Building Inspector 1	Building	\$110,000
Infrastructure Development Major Projects	Engineering	\$143,000

The City's last review of its development application fees and charges was in 2007. Increases at that time were phased in over four years, and rates have not changed since 2011 for the Development Application Fee Bylaw and 2012 for the Building Bylaw. Since that time, costs related to providing this service have steadily increased, and as a result, the burden for this cost has been shifting from development to general taxation. A review has therefore been conducted to compare the City's current rates to those of other jurisdictions, as prescribed by Policy No. 9.0 of the Financial Sustainability Plan.

The data used for analysis was collected by City staff and has not been verified by the respective local governments. Two different methodologies were used to identify proposed rates. In the case of the Development Application Fee Bylaw, a broader group of municipalities was chosen as it was identified early in the review that a key recommendation would be to follow the industry standard and transition from a flat fee to variable rate model for rezoning and development permit fees. Since the analysis would not be a like for like comparison, a larger sample allows for better understanding of where the City should position its rates

For the Building Bylaw, a straight comparison to building permit rates was conducted as the fee model was not proposed to change. Only municipalities that utilize a tiered cost model for building permits were used for analysis to ensure the most accurate comparison. A full listing of sample municipalities used for comparison are listed in Table 2.

Table 2 - Comparison Municipalities

Development Application Bylaw	Building Bylaw
Coquitlam	Coquitlam
City of North Vancouver	Port Moody
Mission	City of North Vancouver
New Westminister	District of North Vancouver
Pitt Meadows	New Westminister
Port Coquitlam	Surrey
Port Moody	Township of Langley
Richmond	Mission
Surrey	
Township of Langley	

Two statistical markers are used to compare the rates, the median and mean. The two markers were chosen to identify mid-range fees and establish a statistical anchor by which new rates could be determined.

A third marker, 17%, is the compounded labour rate increases since fees were last reviewed. This benchmark highlights that while the cost of labour to deliver the services has increased, rate adjustments have not been levied to match. The marker was used during analysis but will not form part of the results. Results of the review are separated by each bylaw for simplicity.

Development Application Fee Bylaw

As identified earlier, the Development Application Fee Bylaw predominantly governs land development processes managed by the Planning Department with support from Engineering. A comparison of current to recommended rates is included as Attachment A – Recommended Development Application Fees. Processes fall into four categories: Rezoning, Subdivision, Development Permits and Administrative Fees.

Rezoning & Development Permit Fees

The fee model utilized by municipalities has changed since 2007. Where previously a flat-fee charge was standard, cities have transitioned to a variable rate structure that includes a base rate plus a per-unit or per-square metre cost. This approach ensures that the costs are relative to the scale of the application and corresponding demand on municipal resources. Of the development bylaws reviewed, only the District of Mission maintains a flat-fee model for rezoning and development permits.

A 20% increase for base development permit rates will bring the value to average rates and a \$100 variable rate increase brings the recommended fees in line with average values. Reductions from the full rate are provided for environmental and development variance permits, where single-family rates are reduced to 25% and 50%, respectively.

Heritage permits and agreements are recommended to increase up to \$500 for each, which still represents a reduction of up to 75% from market rates. The intent is to offer an incentive for those undertaking heritage work to obtain permits.

Subdivision Fees

Fees under this category are already levied as a variable model. Recommended increases mostly align with the average rate identified in the analysis. The exceptions are the Subdivision Review fee (ties back to labour rate increases), Subdivision Extensions (ties back to application fees), and PRL extension and Plan Stale Dated Approvals (which are levied a \$250 processing fee).

Administrative Fees

The recommended fee schedule includes the removal of the Administration Charge, the addition of a Development Information Meeting, legal document processing, a pre-application meeting, environmental investigation map, and telecommunications tower report fees. Recommended rates are calculated based on the hours of burdened staff time.

Additionally, it has become more prevalent in the industry for municipalities to recoup costs borne from the review of development documents by legal representation. Some municipalities that have implemented this practice include Pitt Meadows, Port Coquitlam, and the Township of Langley. It is recommended that a cost recovery provision be included in the new rate schedule. With the pending recruitment of internal legal counsel, this provision could eventually be a fee for service instead of cost-recovery.

Scenario Comparison

In order to properly evaluate the cumulative effect of each increase to a specific development, we have modeled four different in-stream development applications to understand how much the City would have collected for larger scale applications, had the new rate structure been in place, and how the City would now compare to its counterparts. A subset of the full sample of municipalities was used for the calculation. The cities selected for this comparison, including Maple Ridge, form the top five fastest growing municipalities, as calculated by the 2011-2016 population growth rate. All data was calculated by City staff and has not been verified by representatives at the listed municipalities.

Scenario 1- Single Family Development

This development scenario includes fees for subdivision and rezoning of three lots into 63 single-family lots, an Official Community Plan amendment, a public hearing and a pre-application review meeting.

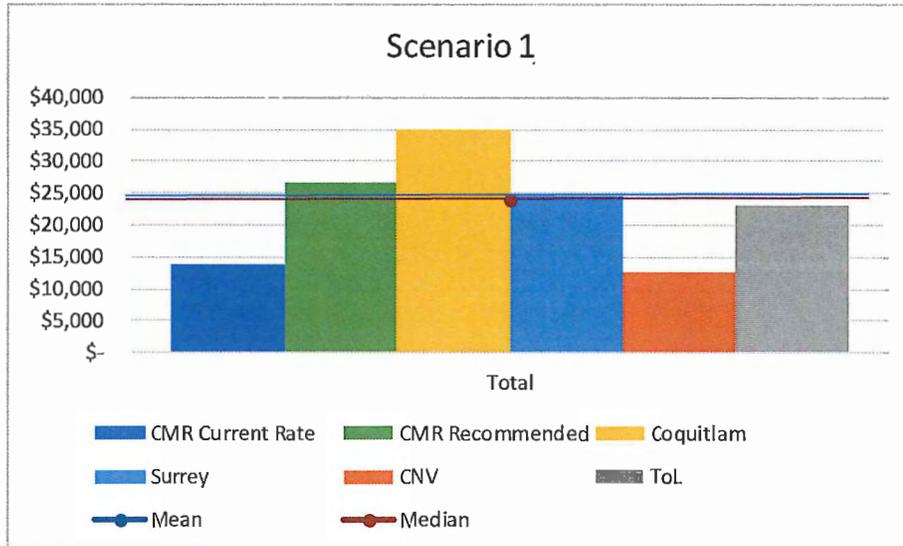


Figure 1 - Scenario 1

As noted in Scenario 1, current development application rates are 42% lower than the average. Recommended rates would increase revenue by approximately \$13,000 and bring the total within range of the average.

Scenario 2- Single Family & Townhouse

This development includes a subdivision from 11 lots to 89 including 89 R-2 lots and 262 townhouse units. Development permits, development variance, amendments, a public hearing and pre-application are also required.

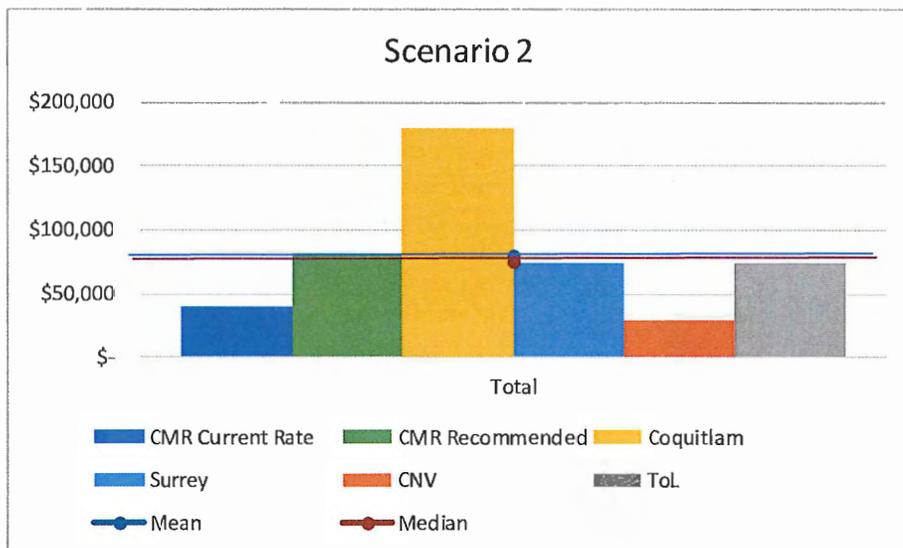


Figure 2 - Scenario 2

The results of Scenario 2 demonstrate that recommended rates would bring the City of Maple Ridge in line with the average total development application costs and within close range of both Surrey and the Township of Langley. Approximately \$42,000 of revenue would be generated based on the recommended fee structure.

Scenario 3 – Comprehensive Development including Apartment & Commercial

This development includes subdivision into three lots of Comprehensive Development including 192 residential units and 700 square metres of commercial space. Development permits, development variance, amendments, a public hearing and pre-application are also required.

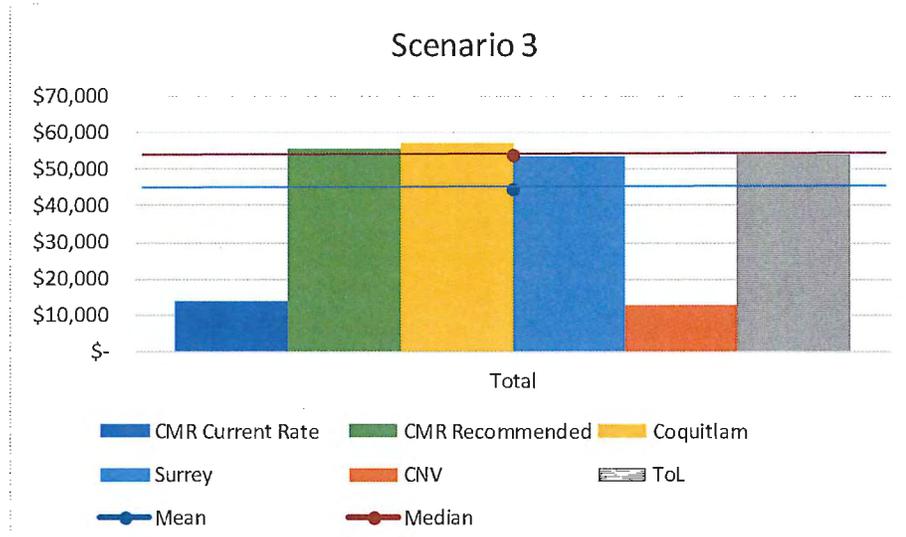


Figure 3 - Scenario 3

In the third scenario, the City's recommended rates would rank second highest and represents an increase of approximately \$42,000 in development fees from current levels.

Scenario 4 - Apartment

This development includes rezoning to Comprehensive Development for 244 units and development permits, development variance, amendments, a public hearing and pre-application are required.

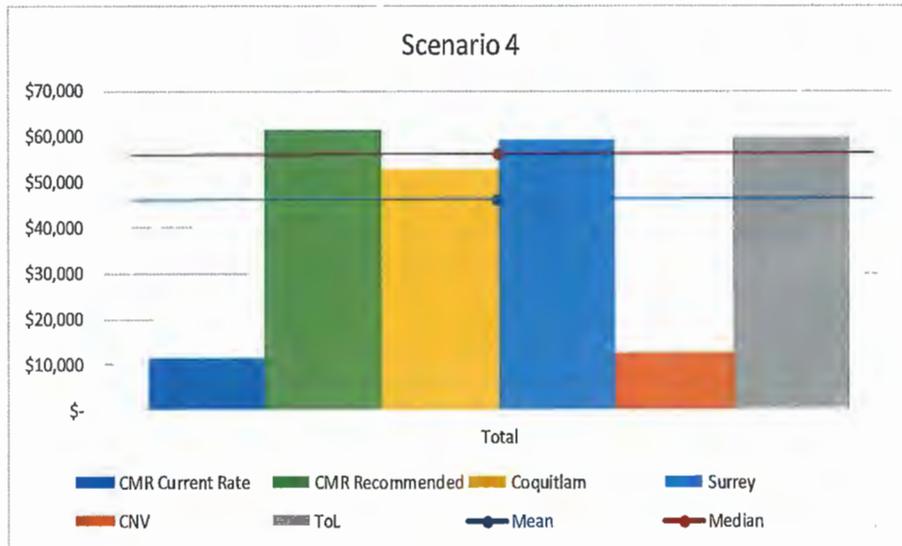


Figure 4 - Scenario 4

The final scenario results in the City's recommended rates coming in above the average and the median. However, total costs are within 5% of Surrey and Township of Langley fees.

Overall, the scenario analysis indicates that the recommended fees would bring Maple Ridge in line with other municipalities and generally within the range of average costs of our peers.

Table 3 - Revenue Comparison

Scenario	Current	Recommended	Change
1	\$13,774	\$26,750	\$12,926
2	\$39,206	\$80,879	\$41,673
3	\$13,674	\$55,599	\$41,924
4	\$11,252	\$61,650	\$50,398

Building Bylaw

The fees embedded in the Maple Ridge Building Bylaw have not been revised since 2012. Unlike the Development Application Fee Bylaw, the fee structure in the industry has not changed since rates were last reviewed. As a result, a straight fee to fee comparison was conducted with other jurisdictions, as noted earlier in Table 2.

Where development application fees are levied on an area or per-unit basis, building permits reference construction value. Many jurisdictions implement a tiered model whereby as construction values increase, the amount per \$1,000 charged decreases. Only Pitt Meadows and Port Coquitlam have a single non-tiered rate, of \$10 per thousand. To match the City's structure, these two jurisdictions were not used for the comparison. Current Maple Ridge rates are listed in Table 4.

The review of rates has identified that the current base rate falls in line with the average, as noted in Figure 5 – Base Rates. Therefore, the recommendation is to maintain the current rate.

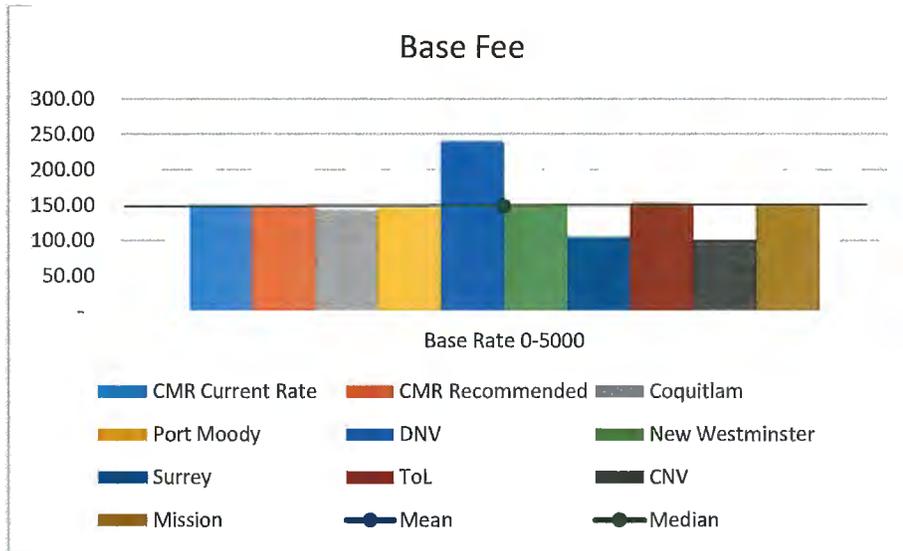


Figure 5 - Base Rates

Current rates for the remaining tiers vary from 40% to 68% below the average. As is evident in Figures 1-4 in Attachment B – Building Permit Tier Charts, there is significant variance between the highest and lowest values. Therefore, median rates, the value directly in the middle of highest and lowest, were used to guide the recommended rates.

Table 4- Building Bylaw Rate Comparison

Fee Name	Current	Recommended
Base Rate 0-5000	150.00	150.00
for each additional \$1,000.00 or part thereof up to \$25,000.00	8.95	13.75
for each additional \$1,000.00 or part thereof up to \$50,000.00	8.65	13.10
for each additional \$1,000.00 or part thereof up to \$75,000.00	8.10	10.50
for each additional \$1,000.00 or part thereof up to \$100,000.00	7.60	10.00
for each additional \$1,000.00 or part thereof up to infinite	6.30	9.75

All other rates are recommended to increase by the proposed and applied labour increases since 2012, which is 17%, rounded to the nearest dollar. Exceptions to this recommendation are base electrical and gas permits. For these permits, we are recommending they be maintained at current levels to promote attainment of these permits, as well as permit assignments and transfers. The City is already at the top end of the range for these permits.

Subdivision and Development Services Fees

A scan of other municipalities' development application, building, and engineering bylaws have not identified additional fees that are administered consistently across jurisdictions to collect

revenue for development engineering, aside from fees that are already being charged. City staff have identified processes for which additional fees should be collected, as set out in Table 5.

Table 5 - Proposed Engineering Fees

Proposed Fee	Amount
Building Permit Engineering Service Review	\$50
Yards Inspection – Single Family	\$50
Yards Inspection – MF/Commercial/Industrial	\$100
Yards Re-inspection if work not complete	\$250

Consultation

Staff have engaged the development community regarding the upcoming increase in fees through the Maple Ridge Municipal Liaison Committee. Representatives from the Urban Development Institute, Homebuilders Association Vancouver, and local developers acknowledged that current rates are low. Proposed rates will be forwarded to the group for further consultation between first and second reading.

Performance Measures

Council has communicated a strong desire to quantify the performance of the City and its operational departments using metrics. Under Growth, the Strategic Performance Dashboard enables the public and Council to monitor key performance indicators related to development service processes: rezoning processing time from application to first reading; Building Permit processing time for commercial and residential applications; and Engineering Department referral processing time. In addition, the Quarterly Report expands on the metrics to provide year over year file volumes for development applications, building permits, and referrals to Engineering.

Additional measures will be identified during the Building Department review and, pending grant funding, the broader development services process review. These measures will be monitored closely to understand the impact of additional staffing.

Local Government Development Approvals Program

The Province of BC has launched a grant program to support local governments identify efficiencies within the development approvals process. Funding can be used to engage a consultant to assess current practices and suggest improvements based on a best-practices guide developed by the Province. A staff report detailing a proposed scope of work expanding on the current Building Department review was presented at Council Workshop on April 27, 2021. A recommended outcome of the project funded by the grant is a third-party assessment of fees, across the region, to guide the one-year review of any updated fees adopted by Council.

b) Desired Outcome:

Fees for development services are being revised to reflect increases in staff costs since rates were last updated and new services provided by the departments. In order to maintain rates over time, a four-year schedule has been included to ensure rates reflect inflationary costs until the next review is conducted. However, a one-year review will be conducted to evaluate the impacts of the new fees.

c) Strategic Alignment:

Growth remains a strategic priority for Council. Updating fees for development services supports Council's effort to resource the development service departments with sufficient staffing to deliver housing and amenities in a timely manner.

d) Citizen/Customer Implications:

The broader development community has been advised that the City is reviewing its fees. Further consultation with development groups and representatives will take place between first and second reading. In addition, proposed rates will come into effect in September 2021, which allows for three months of notice from first reading to implementation.

e) Business Plan/Financial Implications:

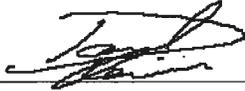
Council approved additional staffing resources for Building, Engineering, and Planning departments pending the update of development fees. Once the new rates have been adopted, recruitment for the new staff members will commence.

f) Alternatives:

Council could opt to delay adopting new fees until the current Building Department review and development approvals review conclude. However, the City will continue to collect less than standard development fees and recruitment of additional staff to assist with increased service demands will be delayed until such time that new fees are adopted. Therefore, this approach is not recommended.

CONCLUSION:

Staff resources for Building, Engineering, and Planning Departments were approved during Business Planning, contingent on increasing fees. Proposed fees align the City of Maple Ridge with rates charged by other municipalities. The development community is supportive of increasing fees to fund additional staff. Feedback from Community Development and Enterprise Services Committee will be incorporated prior to presentation of the proposed increases at Committee of the Whole.



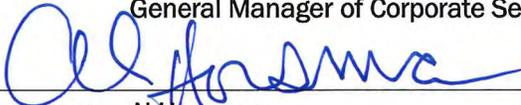
Prepared by: Dan Olivieri
Research Technician



Reviewed by: Chuck Goddard
Director of Planning



Approved by: Christina Crabtree
General Manager of Corporate Services



Concurrence: Al Horsman
Chief Administrative Officer

Attachments:

- (A) Recommended Development Application Fees
- (B) Building Permit Tier Charts
- (C) Recommended Building Bylaw Fees
- (D) Fees & Charges Amending Bylaw No. 7755-2021
- (E) Building Amending Bylaw No. 7756-2021

Attachment A – Recommended Development Application Fees

REZONING FEES	Current Fees	Recommended
Single family- plus:	\$2,578	\$3,000
(per lot fee)		\$100
Multi-family- plus:	\$4,708	\$3,800
(per unit fee)		\$80
Commercial- plus:	\$4,708	\$3,500
(per 100 sq. m. fee)		\$100
Industrial- plus:	\$4,708	\$3,500
(per 100 sq. m. fee)		\$50
CD Zone	\$4,708	\$5,000
	\$2,035	
Residential/unit		\$100
Commercial/ 100 sq. m.		\$100
Industrial/ 100 sq. m.		\$100
Rezoning Extension Fee at 1st and 3rd Reading	\$678	50% of Rezoning Application Fee
Zoning Bylaw Text Amendment Fee	\$1,913	\$3,500
OCP Amendment Fee	\$3,608	\$4,000
OCP Extension at 1st or 3rd Reading Fee	\$0	50% of Rezoning Application Fee
OCP Text Amendment Fee	\$0	\$2,500
Public Hearing Fee	\$882	\$1,200
Letter of Inquiry Fee	\$136	\$250

Table 6 - Rezoning Fees

Attachment A – Recommended Development Application Fees

SUBDIVISION FEES	Current Fee	Recommended
Subdivision Base:	\$2,442	\$2,500
(per lot fee)	\$68	\$100
Subdivision Review (Lot-line adjustment & consolidation)	\$1,085	\$1,270
Phases Strata Plan – plus:	\$346	\$1,000
(each phase review)		\$500
Form P Approval	\$0	\$500
Strata Title Conversions	\$0	\$2,400
Phased Strata Plan Amendments	\$346	\$500
Subdivision Extension Fee	\$346	50% of Subdivision Application
PRL Extension Fee	\$0	\$250
Subdivision Plan Stale Dated Approval	\$0	\$250

Table 7 - Subdivision Fees

Attachment A – Recommended Development Application Fees

DEVELOPMENT PERMITS	Current Fees	Recommended
Multi-family Residential/Intensive infill – plus:	\$2,492	\$3,000
(per unit fee)		\$100
Commercial – plus:	\$2,492	\$3,000
(per 100 sq. m.)		\$100
Industrial - plus	\$2,492	\$3,000
(per 100 sq. m.)		\$100
Environmental	\$2,492	\$3,000
- Single Family	\$692	\$750
Development Variance Permit	\$2,492	\$3,000
- Single Family		\$1,500
DP Minor Amendments	\$336	\$500
Heritage Revitalization Agreement	\$50	\$500
Heritage Alteration Permit Agreement	\$0	\$500
Heritage Alteration Permit	\$68	\$500

Table 8 - Development Permit Fees

Attachment A – Recommended Development Application Fees

ADMINISTRATIVE FEES	Current Fees	Recommended
Temporary Use Permit	\$2,103	\$2,500
Temporary Use Permit extension	\$2,103	\$2,500
Development Information Meeting Fee	\$0	\$500
Board of Variance Fee - (Illegal work penalty)	\$250 \$0	\$500 \$250
Document Registration, Discharge or Modification w/ Council Approval	\$0	\$200 \$400
Legal Document Review Fee	\$0	Reimbursement of City costs
Advisory Design Panel Submission Fee	\$0	\$150
Landscape Inspection Request Fee	\$0	\$150
Landscape Design Review and Inspection	2% of Landscape Value	2% of Landscape Value
Minimum	\$280	\$300
Maximum	\$2,799	\$3,000
Environmental Lidar Investigation Map Fee	\$0	\$50
Pre-Application Meeting Fee	\$0	\$350
Tree Permit	\$50	\$75
Per tree in Urban area and Urban Reserve and Rural parcels less than .5 ha	\$25	\$25
Per tree in Urban area and Urban Reserve and Rural parcels greater than .5 ha		\$25
Development & Large Scale Clearing	\$200	\$300
Tree Replacement	\$425	\$600
Parcels With Active Farm Use	\$0	\$0
Telecommunication Tower/Antennae Report		\$3,000

Table 9 - Administrative Fees

Attachment B – Building Permit Tier Charts

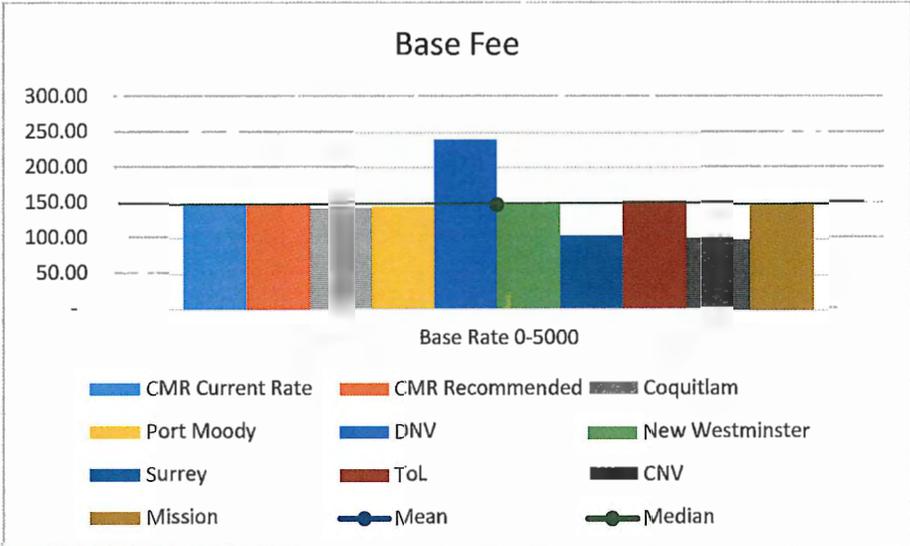


Figure 6 - Base Fee Comparison

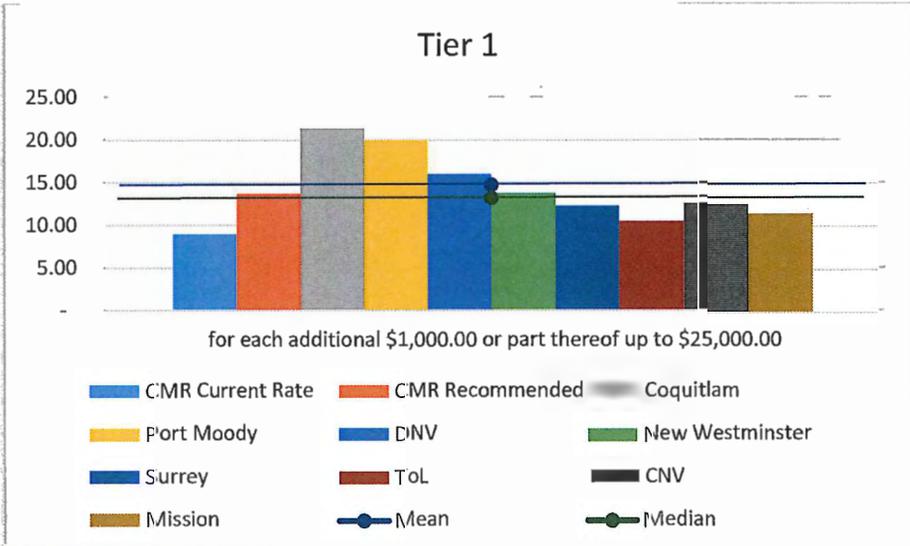


Figure 7 - Tier 1 Comparison

Attachment B – Building Permit Tier Charts

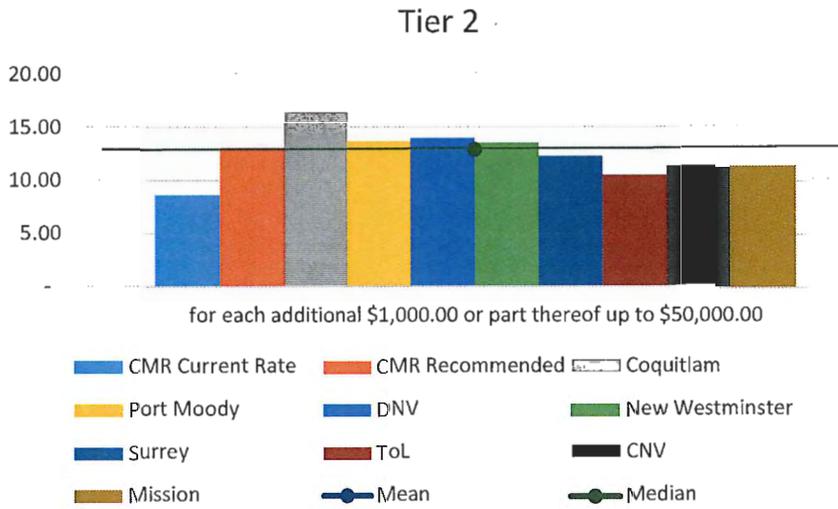


Figure 8 - Tier 2 Comparison

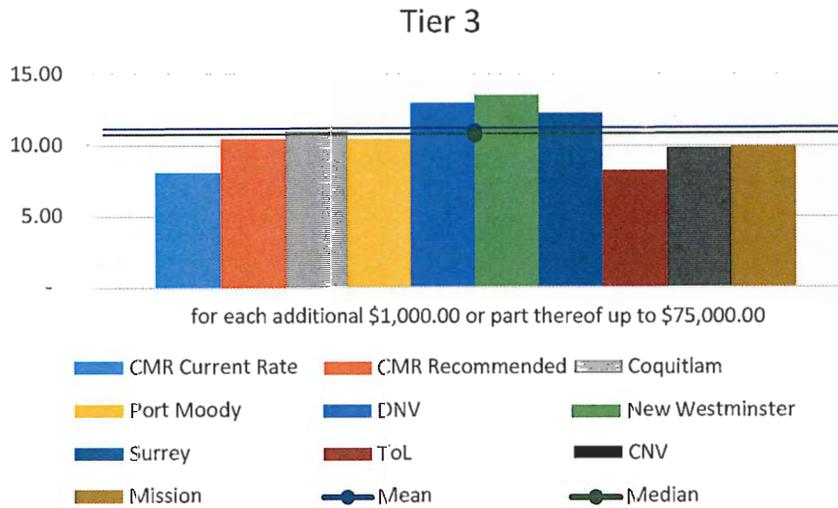


Figure 9 - Tier 3 Comparison

Attachment B – Building Permit Tier Charts

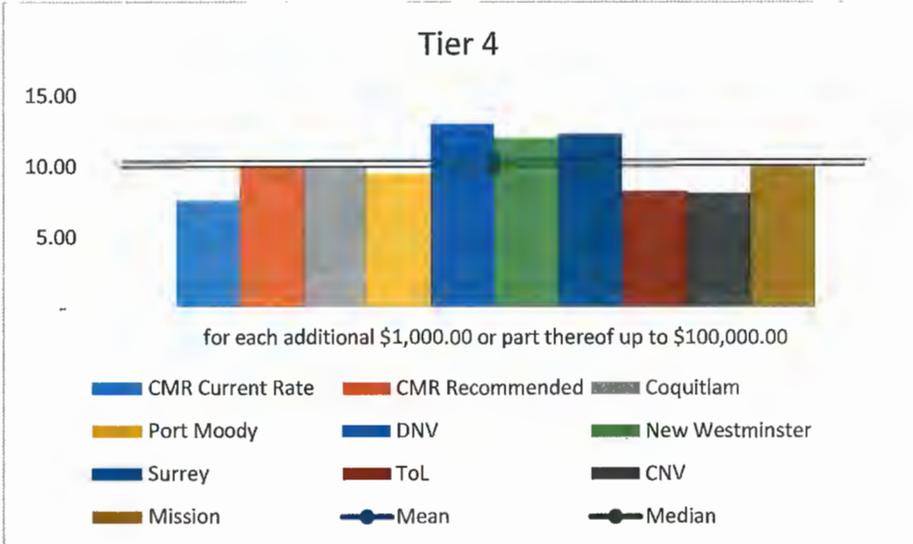


Figure 10 - Tier 4 Comparison

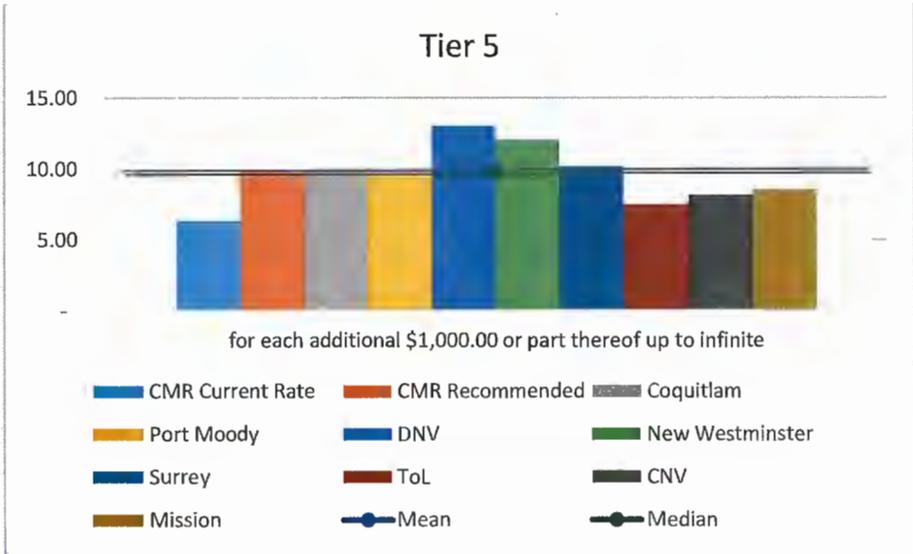


Figure 11 - Tier 5 Comparison

Attachment C – Recommended Building Bylaw Fees

Building Permit Fee	Current	Recommended
Base Rate 0-5000	150.00	150.00
for each additional \$1,000.00 or part thereof up to \$25,000.00	8.95	13.75
for each additional \$1,000.00 or part thereof up to \$50,000.00	8.65	13.10
for each additional \$1,000.00 or part thereof up to \$75,000.00	8.10	10.50
for each additional \$1,000.00 or part thereof up to \$100,000.00	7.60	10.00
for each additional \$1,000.00 or part thereof up to infinite	6.30	9.75
Building Permit Application Fees		
for other than Single Family Detached Dwellings	85.00	100.00
for other than Single Family & Duplex	500.00	585.00
for Single Family & Duplex	150.00	175.00
to erect a retaining wall - first 20m or portion thereof	100.00	117.00
for each additional 10m or portion thereof	45.00	53.00
to install a fireplace, stove or chimney	100.00	117.00
to install a Dry Chemical Fire Extinguishing System	100.00	117.00
Building demolition (per building)	150.00	175.00
Temporary Building permit (see Bylaw for additional securities)	150.00	175.00
Temporary Second Dwelling (see Bylaw for additional securities)	150.00	175.00
Provisional Occupancy Permit		
Single Family Dwelling		
90 day maximum period	250.00	250.00
renewal (90 day maximum period)	125.00	125.00
Multi Family Dwelling		
120 day maximum period	120.00	120.00
renewal (60 day maximum)	60.00	60.00
Other than Residential		
60 day maximum period	500.00	585.00
Renewal (60 day maximum)	250.00	250.00
Change of Occupancy or use (where permit is not required)	150.00	175.00
Permit Assignment or Transfer fee	150.00	150.00
Permit Renewal Fee	150.00	150.00
Re-inspection Fee where more than 1 re-inspection is required due to the fault of the holder of a Building Permit	150.00	175.00
Address Changes and Additional Unit Numbers		
if Permit has been issued but no occupancy Permit issued	150.00	175.00
Permit application in process but Permit not issued	75.00	88.00
Additional fee for any inspection performed outside the boundaries of the Municipality per total km traveled, measured from the Municipal Hall to the site of the inspection along the shortest available highway route and return travel back to Municipal Hall	0.50	0.58
Miscellaneous, House Move and Special Inspections		
during normal working hours	90.00	105.00
outside normal working hours	120.00	140.00

Attachment C – Recommended Building Bylaw Fees

Fee per page for plans for micro film charge or digitization of data over and above the Building Permit Fee. 50 page minimum for single family and duplexes and 300 page minimum for multi residential, commercial, industrial and institutional	5.00	5.85
Charges as shown below will be applicable for examination of alternate solutions, plans and specifications:		
Plan Check Fee including up to two hours; and	150.00	175.00
per hour thereafter	75.00	87.50
Single or Two Family - minimum per unit	150.00	175.00
Other than Single or two Family - minimum per Building	150.00	175.00
Initial review of each alternate solution;	400.00	468.00
and per revision thereof	200.00	200.00
Fee for each submission for minor revisions being requested to plans issued in support of a building permit. Any major revisions or revisions requiring structural modifications will be assessed and additional plan check fee as specified above	150.00	150.00
Building record search for legal purposes per parcel or file; plus	200.00	200.00
Supporting documentation per page	10.00	11.69
Business Licence Inspection fee - minimum	75.00	87.50
Business Licence Inspection fee - maximum	150.00	175.00
Environmental inspection		
for each residential unit with a value in excess of \$20,000.00	75.00	87.50
for each non residential unit with a value in excess of \$40,000.00	75.00	87.50

Table 10 - Building Permit Fees

Attachment C – Recommended Building Bylaw Fees

Plumbing Permit Fees		
Minimum fee for any Plumbing Permit or inspections	100.00	100.00
Plumbing Construction which involves the installation of fixtures:		
for the first fixture; plus	20.00	23.00
for each additional fixture	18.50	22.00
for each roughed in fixture location	10.00	12.00
Additional fee (per dwelling unit) for Plumbing Permit application for other than single family detached dwelling	40.00	47.00
Permit fees for finishing Plumbing only (installation of fixtures where rough-in Plumbing exists) shall be 50% of the above fees		
For Plumbing Construction which involves the connection of hydraulic equipment or the installation of vacuum breakers, backflow prevention devices or similar equipment (per item connected or installed)	40.00	47.00
For Plumbing Construction which involves the installation of lawn irrigation systems	65.00	75.00
For Plumbing construction which involves the installation of fire sprinkler systems:		
For up to fifteen (15) sprinkler heads	150.00	150.00
For each additional sprinkler head	1.00	1.20
For Plumbing Construction which involves the installation of sandpipes, Fire Department connections, fire hose connections and fire hydrants (for each hydrant or hose connection)	35.00	41.00
For Plumbing Construction which involves the replacement of a building's water piping system or portion thereof:		
in multi-family residential buildings, hotels and motels (per unit)	24.00	28.00
in all other buildings:		
first 30 metres or part thereof (each)	60.00	70.00
each additional 30 metres or part thereof	30.00	35.00
For Plumbing Construction which involves the installation of storm sewers, perimeter foundation drains, sanitary sewers or water service lines:		
for single or two-family dwellings (each)	60.00	70.00
For other than single or two-family dwellings:		
first 30 metres or part thereof (each)	60.00	70.00
each additional 30 metres or part thereof	30.00	35.00
each sump, catch basin, rock pit, dry well or manhole	30.00	35.00
Re-inspection Fee where more than 1 re-inspection is required due to the fault of the Permit holder (for each extra re-inspection required)	150.00	175.00
Permit assignment or transfer fee	150.00	150.00
Permit renewal	75.00	85.00
Miscellaneous and Special Inspections:		
during normal working hours	90.00	105.00
outside normal working hours	120.00	140.00

Attachment C – Recommended Building Bylaw Fees

Charges as shown below will be applicable for examination of plans and specifications:		
Plan Check Fee including up to two hours and;	150.00	175.00
per hour thereafter	75.00	87.50
Single or Two Family Dwellings (minimum, per unit)	150.00	175.00
Other than Single or two Family - minimum per Building	150.00	175.00
Additional fee for any inspection performed outside the boundaries of the Municipality, per total km traveled, measured from the Municipal Hall to the site of the inspection along the shortest available highway route and return travel back to Municipal Hal	0.50	0.58
Business License Inspection Fee:		
minimum, per inspection	75.00	87.50
maximum, per inspection	150.00	175.00

Table 11 - Plumbing Permit Fees

Attachment C – Recommended Building Bylaw Fees

Gas Permit Fees	Current	Recommended
For gas Construction which involves the replacement of an appliance or the installation of a new gas appliance	Minimum	100.00
For single or Multi-Family Dwellings:		
per appliance (\$100.00 minimum)	40.00	47.00
for other than Single or Multi-Family Dwellings:		
up to 102,000 BTU/hr per appliance (\$150.00 minimum)	60.00	70.00
102,001-409,000 BTU/hr per appliance (\$150.00 minimum)	70.00	82.00
Additional fee per dwelling unit for other than single family detached dwellings	40.00	47.00
Gas Heated Buildings - Building heat loss calculation review:		
per Single Family Dwelling	75.00	87.50
per unit for Multi Family Use (not less than \$75.00 per Building/cluster)	15.00	18.00
per Building for other than Residential	150.00	175.00
For gas construction which involves the installation of vents or furnace plenums only (each)	75.00	87.50
For gas construction which involves the installation of house piping:		
for single or two family dwellings (per unit)	75.00	87.50
for other than single or two family dwellings:		
first 30 metres or part thereof (per unit plus)	60.00	70.00
each additional 30 metres or part thereof (per unit)	30.00	35.00
For each extra re-inspection where more than one (1) inspection is required due to faulty workmanship or materials	150.00	175.00
Permit Renewal	75.00	75.00
Permit Transfer	150.00	150.00
Miscellaneous and special inspections:		
Per hour during normal working hours	90.00	105.00
Per hour outside normal working hours	120.00	140.00
Charges as shown below will be applicable for examination of plans and specifications on application of Gas Permit:		
Plan Check Fee per hour including up to two hours	150.00	175.00
per hour thereafter	75.00	87.50
Single or Two Family Dwellings - minimum per unit	150.00	175.00
Other than Single or Two Family Dwellings - minimum per Building	150.00	175.00
Additional fee for any inspection performed outside the boundaries of the Municipality per total km traveled, measured from the Municipal Hall to the site of the inspection along the shortest available highway route and return travel back to municipal hall	0.50	0.58
Business Licence Inspection Fee:		
minimum per inspection	75.00	87.50
maximum per inspection	150.00	175.00

Table 12 - Gas Permit Fees

Attachment C – Recommended Building Bylaw Fees

Electrical Permit Fees	Current	Recommended
For one and two Family Dwellings including additions, the Permit fee shall be 15% of the Building Permit fee or the minimum electrical Permit fee, which ever is greater		
The following additional charges are applicable to one and two family dwelling when the electrical Permit is taken out in conjunction with a building permit:		
Each hot tub or spa	15.00	18.00
Each hydro massage tub bath	15.00	18.00
Electrical Heating or based on the value of electrical heating contract, which ever is greater	75.00	87.50
Air Conditioning/Heat Pumps (per unit)	15.00	18.00
Each sub panel	15.00	18.00
For market value of Electrical Equipment, including costs of installation of \$0.00 - \$1000.00	150.00	150.00
For each additional \$1000.00 or part thereof up to \$10,000 plus	23.00	27.00
for each additional \$1000.00 or part thereof up to \$100,000.00 plus	10.00	12.00
for each additional \$1000.00 or part thereof up to \$250,000.00 plus	7.00	8.00
for each additional \$1000.00 or part thereof up to \$300,000.00 plus	5.00	6.00
for each additional \$1000.00 or part thereof over \$300,000.00 to infinite.	4.00	5.00
Underground Service Duct	75.00	87.50
Temporary to permanent connection conversion	75.00	87.50
Temporary Service connection	75.00	87.50
Temporary current Permit for uses other than carnivals		
Initial six (6) month period	200.00	200.00
Each additional six (6) month renewal period	150.00	150.00
Movie Location Fee		
One location – valid for 180 days from issuance	150.00	175.00
Two locations – valid for 180 days	210.00	245.00
Three locations – valid for 180 days	270.00	315.00
Four locations – valid for 180 days	300.00	350.00
Five locations – valid for 180 days	360.00	420.00
Six locations – valid for 180 days	420.00	490.00
Seven locations – valid for 180 days	480.00	560.00
Eight locations – valid for 180 days	540.00	630.00
Nine locations – valid for 180 days	600.00	700.00
Annual Permit – unlimited locations	660.00	770.00
Additional fee: Inspections outside normal work hours	206.00	240.00

Attachment C – Recommended Building Bylaw Fees

Annual Permit for residential, commercial or industrial facilities		
Per KVA of service capacity	0.15	0.25
minimum fee	150.00	175.00
maximum fee	2,500.00	2,800.00
Animal Permit for educational or institutional facilities for each classroom, shop, laboratory, office, etc.	7.50	9.00
Permit for the installation of rough-in low voltage or finish of a previously installed and permitted rough-in installation only for single family & duplex's		
first \$1000.00 in contract value	75.00	87.50
Pool Grounding Permit	100.00	117.00
Re-inspection fee where more than one (1) re-inspection is required due to faulty workmanship or materials		
for each extra re-inspection required	150.00	175.00
Permit Transfer	150.00	150.00
Permit Renewal	75.00	75.00
Miscellaneous and special inspections		
During normal working hours - per hour	90.00	105.00
Outside normal working hours-per hour	120.00	140.00
Additional fee for any inspection performed outside the boundaries of the Municipality per total km traveled, measured from the Municipal Hall to the site of the inspection along the shortest available highway route and return travel back to municipal hall.	0.50	0.58
Charges as shown below will be applicable for examination of plans and specifications		
Plan Check Fee		
minimum including up to two hours	150.00	175.00
and per hour thereafter	75.00	87.50
Single or Two Family Dwellings - minimum per unit.	150.00	175.00
Other than Single or Two Family Dwellings - minimum per Building.	150.00	175.00
Business License Inspection Fee		
minimum per inspection	75.00	87.50
maximum per inspection	150.00	175.00

Table 13 - Electrical Permit Fees

**CITY OF MAPLE RIDGE
BYLAW NO. 7755-2021**

A bylaw to amend Maple Ridge Fees & Charges Bylaw No. 7575-2019

WHEREAS it is deemed expedient to amend Maple Ridge Fees & Charges Bylaw No. 7575-2019;

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 Fees & Charges Amending Bylaw No. 7755-2021".
2. Maple Ridge Fees & Charges Bylaw No. 7575-2019 be amended as follows:

By removing the Table of Contents in its entirety, and replacing it with following named schedules and descriptions:

TABLE OF CONTENTS

FEES	DESCRIPTION
Schedule A ENGINEERING FEES	Subdivision & Development Servicing Fees
Schedule B PARKS, RECREATION & CULTURE FEES	Recreation Admission & Facility Fees
Schedule C PLANNING FEES	Development Application Fees

3. By adding a new "Schedule A - Engineering Fees", which replaces any previous Schedule A, as attached hereto and forming part of this bylaw.
4. By renaming Schedule A - Parks, Recreation & Culture Fees to "Schedule B - Parks, Recreation & Culture Fees", with attachments thereto and forming part of this bylaw.
5. By adding a new "Schedule C - Planning Fees", with attachments hereto and forming part of this bylaw.
6. By amending Part 5 by removing reference to Schedule A and replacing with the new "Schedule A - Engineering Fees, Schedule B - Parks, Recreation & Culture Fees, Schedule C - Planning Fees".

Schedule "A" – Engineering Fees

Note:

1. All fees are exclusive of tax, which will be added, if applicable.
2. Rate increases come into effect April 1 of each year.

Subdivision & Development Servicing	2021	2022	2023	2024
Building Permit Engineering Service Review	\$ 50	\$ 51	\$ 52	\$ 53
Yards Inspection - Single Family	\$ 50	\$ 51	\$ 52	\$ 53
Yards Inspection - MF/Commercial/Industrial	\$100	\$ 102	\$ 104	\$ 106
Yards Re-inspection, If Work Incomplete	\$250	\$ 255	\$ 260	\$ 265

Schedule "B" – Parks, Recreation & Culture Fees

Note:

1. All fees are exclusive of tax, which will be added, if applicable.
2. Non-Prime time rates will be a 50% reduction of the regular rates and applied to all hours outside of the prime time windows listed below:

Days	Hours
Monday – Friday	5:00 pm – 9:00 pm
Saturday/Sunday (Year Round)	8:00 am – 9:00 pm

Admissions

Children	
Single	\$ 2.90
10 Pass	\$ 26.10
20 Pass	\$ 46.40
1 Month	\$ 26.10
3 Months	\$ 69.60
6 Months	\$ 130.50
1 Year	\$ 261.00

Youth/Senior	
Single	\$ 3.90
10 Pass	\$ 35.10
20 Pass	\$ 62.40
1 Month	\$ 35.10
3 Months	\$ 93.60
6 Months	\$ 175.50
1 Year	\$ 351.00

Adult	
Single	\$ 5.70
10 Pass	\$ 51.30
20 Pass	\$ 91.20
1 Month	\$ 51.30
3 Months	\$ 136.80
6 Months	\$ 256.50
1 Year	\$ 513.00

Family	
Single	\$ 10.44
10 Pass	\$ 98.46
20 Pass	\$ 167.04
1 Month	\$ 98.46
3 Months	\$ 262.56
6 Months	\$ 492.30
1 Year	\$ 984.60

Drop-In Skating - Single	Single
Child	\$ 2.60
Youth/Senior	\$ 3.50
Adult/Parent & Tot	\$ 4.73
Family	\$ 8.33

Outdoor Pool Admission	Single	Season Pass
Child	\$ 1.76	\$ 31.68
Youth/Senior	\$ 2.37	\$ 42.66
Adult	\$ 3.03	\$ 54.54
Family	\$ 6.68	\$ 120.24

Arenas (Hourly)

Ice - Prime Time	
Youth/Senior Non-Profit	\$ 110.34
Adult Non-Profit	\$ 165.50
Private	\$ 275.84
Commercial	\$ 304.99
Non-Resident	\$ 295.04

Ice - Non-Prime Time	
Youth/Senior Non-Profit	\$ 82.76
Adult Non-Profit	\$ 124.13
Private	\$ 206.88
Commercial	\$ 228.74
Non-Resident	\$ 221.28

Dry Floor - Prime Time	
Youth/Senior Non-Profit	\$ 44.03
Adult Non-Profit	\$ 66.05
Private	\$ 110.08
Commercial	\$ 139.61
Non-Resident	\$ 131.85

Fairgrounds (Hourly)

Stage included at no-charge when booking grounds
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Barns Beef, Exhibition, Commercial	
Youth/Senior Non-Profit	\$ 8.16
Adult Non-Profit	\$ 12.24
Private	\$ 20.40
Commercial	\$ 22.44
Non-Resident	\$ 24.48

Grounds & Show Rings	
Youth/Senior Non-Profit	\$ 7.14
Adult Non-Profit	\$ 10.71
Private	\$ 17.85
Commercial	\$ 19.64
Non-Resident	\$ 21.42

Sports Fields (Hourly)			
	CLASS A	CLASS B	CLASS C
Youth/ Senior Non-Profit			
Commercial Use	\$ 22.07	\$ 16.44	\$ 5.49
Fundraising	\$ 11.04	\$ 8.22	\$ 2.75
Special Event	\$ 5.52	\$ 4.11	\$ 1.37
Regular Use	\$ 0.00	\$ 0.00	\$ 0.00
Adult Non Profit			
Commercial Use	\$ 22.07	\$ 16.44	\$ 5.49
Fundraising	\$ 22.07	\$ 16.44	\$ 5.49
Special Event	\$ 17.07	\$ 11.44	\$ 2.75
Regular Use	\$ 12.70	\$ 6.65	\$ 0.00
Local, Private or Political Groups			
Fundraising	\$ 33.11	\$ 24.66	\$ 8.24
Special Event	\$ 27.59	\$ 20.55	\$ 6.86
Regular Use	\$ 22.07	\$ 16.44	\$ 5.49
Local Commercial			
Fundraising	\$ 35.31	\$ 26.30	\$ 8.78
Special Event	\$ 29.79	\$ 22.19	\$ 7.41
Regular Use	\$ 24.28	\$ 18.08	\$ 6.04
Non Resident Group			
Fundraising	\$ 37.52	\$ 27.95	\$ 9.33
Special Event	\$ 32.00	\$ 23.84	\$ 7.96
Regular Use	\$ 26.48	\$ 19.73	\$ 6.59
Sports Field User Annual Contribution			
Fall/Winter Clubs	\$30 per registration		
Spring/Summer Clubs	\$15 per registration		

Class A
Synthetic Fields at Samuel Robertson Secondary, Westview Secondary, Golden Ears, Karina LeBlanc, Telosky; Hammond Stadium; Merkley Grass Throw Area; Albion Sports Complex (grass); Cliff Park, Upper Albion

Class B
Jordan Park; Selvey Park; Tolmie Park

Class C
Ruskin; All weather fields at Albion Sports Complex

Halls

Non-Prime time rates will be a 50% reduction of the regular rates.
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Hammond Hall (Hourly)	
Youth/Senior Non-Profit	\$ 25.46
Adult Non-Profit	\$ 38.20
Private	\$ 63.66
Commercial	\$ 83.17
Non-Resident	\$ 78.12

Whonnock Lake Centre (Hourly)	
Youth/Senior Non-Profit	\$ 83.18
Adult Non-Profit	\$ 124.77
Private	\$ 207.95
Commercial	\$ 232.68
Non-Resident	\$ 232.68

Kitchen (Daily)	
Youth/Senior Non-Profit	\$ 34.16
Adult Non-Profit	\$ 51.25
Private	\$ 85.41
Commercial	\$ 120.30
Non-Resident	\$ 120.30
<ul style="list-style-type: none"> • Fairgrounds • Hammond Hall • Whonnock Lake Centre • Greg Moore Youth Centre 	

Pools (Hourly)

Competition and Teach Pool (Per Lane)	
Swim Club	
Competition Pool	\$ 5.96
Teach Pool	\$ 5.07
Youth/Senior Non-Profit	\$ 9.88
Adult Non-Profit	\$ 14.82
Private	\$ 24.70
Commercial	\$ 31.38
Non-Resident	\$ 29.28

Hammond Pool (Whole Pool)	
Youth/Senior Non-Profit	\$ 26.75
Adult Non-Profit	\$ 40.13
Private	\$ 66.88
Commercial	\$ 70.54
Non-Resident	\$ 68.14

Rooms (Hourly)

Non-Prime time rates will be a 50% reduction of the regular rates.

Multi-Purpose Room (capacity 1-15)

Youth/Senior Non-Profit	\$ 4.51
Adult Non-Profit	\$ 6.76
Private	\$ 11.27
Commercial	\$ 13.84
Non-Resident	\$ 13.84
<ul style="list-style-type: none"> • Whonnock Lake Centre – Meeting Room 	

Multi-Purpose Room (capacity 15-30)

Youth/Senior Non-Profit	\$ 9.01
Adult Non-Profit	\$ 13.52
Private	\$ 22.53
Commercial	\$ 27.67
Non-Resident	\$ 27.67
<ul style="list-style-type: none"> • Leisure Centre - Training Studio • Hammond Hall – Preschool • Library - Alouette Room • Planet Ice - Meeting Room • Whonnock Lake Centre – Preschool 	

Multi-Purpose Room (capacity 40-60)

Youth/Senior Non-Profit	\$ 11.83
Adult Non-Profit	\$ 17.75
Private	\$ 29.58
Commercial	\$ 35.57
Non-Resident	\$ 32.62
<ul style="list-style-type: none"> • Leisure Centre - Preschool 	

Multi-Purpose Room (capacity 60-80)	
Youth/Senior Non-Profit	\$ 13.94
Adult Non-Profit	\$ 20.91
Private	\$ 34.85
Commercial	\$ 48.36
Non-Resident	\$ 45.36
<ul style="list-style-type: none"> • Leisure Centre - Multipurpose Room • Greg Moore Youth Centre - Lounge & Multipurpose Room • Library - Fraser Room 	

Gymnasium	
Youth/Senior Non-Profit	\$ 49.35
Adult Non-Profit	\$ 74.02
Private	\$ 123.37
Commercial	\$ 154.31
Non-Resident	\$ 132.64
<ul style="list-style-type: none"> • Leisure Centre - Gymnasium • Greg Moore Youth Centre - Active Area 	

Miscellaneous

Miscellaneous Fees	
Park Shelter (up to a full day)	\$ 70.00
Event Trailer (day rate)	\$ 147.31
Tennis/Sport Court (Commercial use only)	\$ 15.00

Schedule "C" – Planning Fees

Note:

1. All fees are exclusive of tax, which will be added, if applicable.
2. Rate increases come into effect April 1 of each year.
3. Notwithstanding anything in the bylaw contained, where an applicant has paid to the Corporation of the City of Maple Ridge a Subdivision or Rezoning fee contained within this schedule and thereafter:
 - a. the applicant withdraws the application; or
 - b. the Council of the City determines not to proceed with the application or with any proposed bylaw resulting therefrom;
 then in either case above (hereinafter referred to as a "refund event") the applicant shall be entitled to a refund of the fee actually paid determined as follows:
 - c. where a refund even occurs prior to fourteen (14) days after submission 90% of fees paid shall be refunded;
 - d. where a refund event occurs after fourteen (14) days has lapsed since the submission date and prior to statutory notice pursuant to the Local Government Act having been given the amount refunded shall be no greater than the Public Hearing fee;
 - e. where a refund event occurs after an application has been given statutory notice pursuant to the Local Government Act, advertised to proceed to Public Hearing, there shall be no refund of fees paid;
4. There shall be no refund event permitted for a development application that does not require public hearing (subdivision, development variance permit, development permit, temporary commercial or industrial permits, soil permits and tree cutting permits).

Subdivision	2021	2022	2023	2024
Subdivision Base:	\$ 2,500	\$ 2,550	\$ 2,601	\$ 2,653
Per Lot	\$ 100	\$ 102	\$ 104	\$ 106
Subdivision Review (Lot-line adjustment & consolidation)	\$ 1,270	\$ 1,295	\$ 1,321	\$ 1,348
Phased Strata Plan Approval	\$ 1,000	\$ 1,020	\$ 1,040	\$ 1,061
Each Phase Review	\$ 500	\$ 510	\$ 520	\$ 531
Phased Strata Plan Amendments	\$ 500	\$ 510	\$ 520	\$ 531
Form P Approval	\$ 500	\$ 510	\$ 520	\$ 531
Strata Title Conversions	\$ 2,400	\$ 2,448	\$ 2,497	\$ 2,547
Phased Strata Plan Amendments	\$ 500	\$ 510	\$ 520	\$ 531
Subdivision Extension Fee	50% of Subdivision Application Fee			
PRL Extension Fee	\$ 250	\$ 255	\$ 260	\$ 265
Subdivision Plan Stale Dated Approval	\$ 250	\$ 255	\$ 260	\$ 265

Rezoning	2021	2022	2023	2024
Single Family - plus:	\$ 3,000	\$ 3,060	\$ 3,121	\$ 3,184
Per Lot	\$ 100	\$ 102	\$ 104	\$ 106
Multi-Family - plus:	\$ 3,800	\$ 3,876	\$ 3,954	\$ 4,033
Per Lot	\$ 80	\$ 82	\$ 83	\$ 85
Commercial - plus:	\$ 3,500	\$ 3,570	\$ 3,641	\$ 3,714
Per 100 sq. m.	\$ 100	\$ 102	\$ 104	\$ 106
Industrial - plus:	\$ 3,500	\$ 3,570	\$ 3,641	\$ 3,714
Per 100 sq. m.	\$ 50	\$ 51	\$ 52	\$ 53
Comprehensive Development - plus:	\$ 5,000	\$ 5,100	\$ 5,202	\$ 5,306
Residential - Per Unit:	\$ 100	\$ 102	\$ 104	\$ 106
Commercial - Per 100 sq. m.:	\$ 100	\$ 102	\$ 104	\$ 106
Industrial - Per 100 sq. m.:	\$ 100	\$ 102	\$ 104	\$ 106
Rezoning Extension at 1st and 3rd Reading	50% of Rezoning Application Fee			
Zoning Bylaw Text Amendment	\$ 3,500	\$ 3,570	\$ 3,641	\$ 3,714
Official Community Plan Amendment	\$ 4,000	\$ 4,080	\$ 4,162	\$ 4,245
Official Community Plan Amendment Extension at 1st or 3rd Reading	50% of Rezoning Application Fee			
Official Community Plan Text Amendment	\$ 2,500	\$ 2,550	\$ 2,601	\$ 2,653

Development Permits	2021	2022	2023	2024
Multi-family Residential/Intensive Infill - plus:	\$ 3,000	\$ 3,060	\$ 3,121	\$ 3,184
Per unit	\$ 100	\$ 102	\$ 104	\$ 106
Commercial - plus:	\$ 3,000	\$ 3,060	\$ 3,121	\$ 3,184
Per 100 sq. m.	\$ 100	\$ 102	\$ 104	\$ 106
Industrial - plus:	\$ 3,000	\$ 3,060	\$ 3,121	\$ 3,184
Per 100 sq. m.	\$ 100	\$ 102	\$ 104	\$ 106
Environmental Development Permit	\$ 3,000	\$ 3,060	\$ 3,121	\$ 3,184
Single-family Environmental Development Permit	\$ 750	\$ 765	\$ 780	\$ 796
Development Variance Permit	\$ 3,000	\$ 3,060	\$ 3,121	\$ 3,184
Single-Family Development Variance Permit	\$ 1,500	\$ 1,530	\$ 1,561	\$ 1,592
Development Permit Minor Amendment	\$ 500	\$ 510	\$ 520	\$ 531
Heritage Revitalization Agreement	\$ 500	\$ 510	\$ 520	\$ 531
Heritage Alteration Permit Agreement	\$ 500	\$ 510	\$ 520	\$ 531
Heritage Alteration Permit	\$ 500	\$ 510	\$ 520	\$ 531

Other Fees	2021	2022	2023	2024
Temporary Use Permit	\$ 2,500	\$ 2,550	\$ 2,601	\$ 2,653
Temporary Use Permit Extension	\$ 2,500	\$ 2,550	\$ 2,601	\$ 2,653
Development Information Meeting	\$ 500	\$ 510	\$ 520	\$ 531
Board of Variance	\$ 500	\$ 510	\$ 520	\$ 531
Illegal Work Penalty	\$ 250	\$ 255	\$ 260	\$ 265
Legal Document Registration, Discharge or Modification	\$ 200	\$ 204	\$ 208	\$ 212
With Council Approval	\$ 400	\$ 408	\$ 416	\$ 424
Legal Document Review	Reimbursement of City Costs			
Advisory Design Panel Submission	\$ 150	\$ 153	\$ 156	\$ 159
Lidar Investigation Map	\$ 50	\$ 51	\$ 52	\$ 53
Landscape Inspection Request	\$ 150	\$ 153	\$ 156	\$ 159
Landscape Design Review and Inspection	2% of Landscape Value			
Minimum	\$ 300	\$ 306	\$ 312	\$ 318
Maximum	\$ 3,000	\$ 3,060	\$ 3,121	\$ 3,184
Letter of Inquiry	\$ 250	\$ 255	\$ 260	\$ 265
Public Hearing	\$ 1,200	\$ 1,224	\$ 1,248	\$ 1,273
Pre-Application Meeting	\$ 350	\$ 357	\$ 364	\$ 371
With Engineering Participation	\$ 500	\$ 510	\$ 520	\$ 531
Telecommunication Tower/Antennae Report	\$ 3,000	\$ 3,060	\$ 3,121	\$ 3,184

Tree Cutting Permit (see Bylaw 7133-2015)	2021	2022	2023	2024
Trees in Urban Area and Urban Reserve and Rural parcels less than 0.5 ha	\$75 for first tree + \$25 each additional tree			
Trees in Urban area and Urban Reserve and Rural parcels greater than 0.5 ha	\$75 for 11th tree + \$25 each additional tree			
Development & Large Scale Clearing	\$300 base fee + \$25 per tree			
Tree Replacement	\$600			
Parcels With Active Farm Use	\$0			

SCHEDULE "A" – Building Permit Fees

Effective September 1, 2021

The following fees shall be paid by the applicant for a *Permit* to construct a Building or a *Pool plus taxes where applicable*:

BASE FEES

For market value of Building or *Pool* or *Construction* to be done thereon of up to \$5000.00 - \$150.00

For market value of *Building* or *Pool* or *Construction* to be done thereon of \$150.00 plus:

\$13.75	for each additional \$1000.00 or part thereof up to \$25,000.00, plus
\$13.10	for each additional \$1000.00 or part thereof up to \$50,000.00, plus
\$10.50	for each additional \$1000.00 or part thereof up to \$75,000.00, plus
\$10.00	for each additional \$1000.00 or part thereof up to \$100,000.00, plus
\$9.75	for each additional \$1000.00 or part thereof up to infinite.

NOTE: Building Values shall be based upon current estimated *Construction* costs. The current edition of the Marshall Valuation Service, the Marshall and Swift Residential Cost Handbook or other valuation tables may be used by the *Chief Building Official* to determine the market value for the purpose of assessing *Permit* fees.

OTHER FEES

Where an application is made for a Building *Permit* for other than Single Family Detached Dwellings, there will be an additional fee of \$100.00 per dwelling unit.

In addition to the above, the following fees shall be paid by the applicant for a *Permit* pursuant to this Bylaw:

1. *Permit* application fee of:
 - a. \$585.00 per permit for other than single family & duplex
 - b. \$175.00 per permit for other than single family & duplex
2. *Permit* to erect a retaining wall - first 20m or portion thereof \$117.00 for each additional 10m or portion thereof - \$53.00
3. *Permit* to install a fireplace, stove or chimney - \$117.00 for each fireplace, stove or flue.
4. *Permit* to install a Dry Chemical Fire Extinguishing System - \$117.00

SCHEDULE "A" – Building Permit Fees

Effective September 1, 2021

5. Building Demolition *Permit* - \$175.00 per building
6. *Temporary Building Permit* \$175.00 (see bylaw for additional securities)
7. *Temporary Second Dwelling Permit* - \$175.00 (see bylaw for additional securities)
8. Provisional Occupancy *Permit* -
 - (a) SINGLE FAMILY DWELLING
 - (i) \$250.00 (90 day maximum period)
 - (ii) \$125.00 renewal (90 day maximum period)
 - (b) MULTI FAMILY DWELLING
 - (i) \$120.00 per unit (120 day maximum period)
 - (ii) \$60.00 renewal per unit (60 day maximum)
 - (c) OTHER THAN RESIDENTIAL
 - (i) \$585.00 per unit (60 day maximum period)
 - (ii) \$250.00 renewal per unit (60 day maximum)
9. For Change of Occupancy or use where a Building *Permit* is not required - \$175.00
10. *Permit* Assignment or Transfer Fee - \$150.00
11. *Permit* Renewal Fee - \$150.00
12. Re-inspection Fee where more than 1 re-inspection is required due to the fault of the holder of a Building *Permit* - \$150.00 for each extra re-inspection required.
13. Address Changes and Additional Unit Numbers:
 - (i) If *Permit* has been issued but no occupancy *Permit* issued - \$175.00 per unit;
 - (ii) *Permit* application in process but *Permit* not issued - \$87.50 per unit
 - (iii) Occupancy *Permit* issued or existing buildings, follow fee schedule in accordance with Maple Ridge Building Numbering Bylaw
14. Additional fee for any inspection performed outside the boundaries of the *Municipality* \$0.58 per total km traveled, measured from the Municipal Hall to the site of the inspection along the shortest available highway route and return travel back to municipal hall.
15. Miscellaneous, House Move and Special Inspections:
 - (a) during normal working hours - \$105.00 per hour;
 - (b) outside normal working hours - \$140.00 per hour;
 - (c) minimum charge - 1 hour or as determined by collective agreement

SCHEDULE "A" – Building Permit Fees

Effective September 1, 2021

16. A fee of **\$5.85** per page, for plans for micro film charge or digitization of data over and above the Building *Permit* Fee. 50 page minimum for single family and duplexes and 300 page minimum for multi residential, commercial, industrial and institutional.
17. Charges as shown below will be applicable for examination of alternate solutions, plans and specifications:
 - (a) Plan Check Fee - **\$175.00** including up to two hours and **\$87.50** per hour thereafter
 - (b) Single or Two Family - minimum **\$175.00** per unit
 - (c) Other than Single or Two Family - minimum **\$175.00** per Building
 - (d) Initial review of each alternate solution - **\$468.00** and **\$235.00** per revision thereof
18. For each written Building record search, for legal purposes a fee of **\$200.00** per parcel or file is applicable plus a fee of **\$12.00** per page for supporting documentation.
19. Business License Inspection Fee - minimum **\$87.50** per inspection, maximum **\$175.00** per inspection.
20. Where *Construction* is started prior to obtaining a *Permit*, the applicable *Permit* fee shall be doubled but in no case shall the penalty amount doubled, exceed **\$2,500.00** per Building.
21. If the applicant makes an erroneous declaration on the *Permit* application to obtain a lesser *Permit* fee, the *Permit* shall be revoked and a new *Permit* issued using the corrected value. The new *Permit* shall be calculated according to the corrected *Permit* value and a 50% administrative fee shall be added to the calculated fee.
22. A fee of **\$87.50** for environmental inspection shall be paid for each residential unit with a value in excess of **\$20,000.00**. For each non residential unit a fee of **\$87.50** per unit shall be paid where the value exceeds **\$40,000.00**.
23. A fee of **\$150.00** is required for each submission for minor revisions being requested to plans issued in support of a building permit. Any major revisions or revisions requiring structural modifications will be assessed and additional plan check fee as specified in item 16 of schedule "A".
24. Notwithstanding the permit fees set out in Schedule "A", a building permit fee may be reduced or waived should the application for the works be made under a City initiated revitalization program. The amount or percentage of reduction applicable will be that value as expressed within the most current revitalization report endorsed by the council of the City. Should a dispute as to the amount of reduction arise the form as retained by the City's Clerks Department will be the enforceable copy.

SCHEDULE "D" – Plumbing Permit Fees

Effective September 1, 2021

The following fees shall be paid by the applicant for a *Permit* to install, alter or repair *Plumbing plus taxes where applicable*:

1. Minimum fee for any *Plumbing Permit* or inspections - **\$100.00**
2. For *Plumbing Construction* which involves the installation of fixtures:
 - \$23.00** for the first fixture plus
 - \$22.00** for each additional fixture
 - \$12.00** for each roughed in fixture location

For the purpose of this Bylaw, "fixtures" shall include *Pools*, interceptors, hot water storage tanks, automatic washers, roof drains, rainwater leaders, floor drains, radiant heating loops, solar panels, geothermal and built-in dishwashers.

Where an application is made for a *Plumbing Permit* for other than single family detached dwellings, there will be an additional fee of **\$47.00** per dwelling unit.

Permit fees for finishing *Plumbing* only (installation of fixtures where rough-in *Plumbing* exists) shall be 50% of the above fees.

3. For *Plumbing Construction* which involves the connection of hydraulic equipment or the installation of vacuum breakers, backflow prevention devices or similar equipment - **\$47.00** per item connected or installed.
4. For *Plumbing Construction* which involves the installation of lawn irrigation systems - **\$75.00**
5. For *Plumbing Construction* which involves the installation of fire sprinkler systems:
 - (a) for up to fifteen (15) sprinkler heads - **\$150.00**
 - (b) for each additional sprinkler head - **\$ 1.20**
6. For *Plumbing Construction* which involves the installation of standpipes, Fire Department connections, fire hose connections and fire hydrants - **\$41.00** for each hydrant or hose connection.
7. For *Plumbing Construction* which involves the replacement of a buildings water piping system or portion thereof:
 - (a) in multi-family residential buildings, hotels and motels - **\$28.00** per unit
 - (b) in all other buildings;
 - (i) first 30 metres or part thereof - **\$70.00** each
 - (ii) each additional 30 metres or part thereof - **\$35.00** each

SCHEDULE "D" – Plumbing Permit Fees

Effective September 1, 2021

8. For **Plumbing Construction** which involves the installation of storm sewers, perimeter foundation drains, sanitary sewers or water service lines:
 - (a) for single or two-family dwellings - **\$70.00** each
 - (b) for other than single or two-family dwellings:
 - (i) first 30 metres or part thereof - **\$70.00** each
 - (ii) each additional 30 metres or part thereof - **\$70.00** each
 - (iii) each sump, catch basin, rock pit, dry well or manhole - **\$35.00**
9. Re-inspection fee where more than 1 re-inspection is required due to the fault of the **Permit** holder - **\$175.00** for each extra re-inspection required.
10. **Permit** assignment or transfer fee - **\$150.00**
11. **Permit** renewal - **\$75.00**
12. Miscellaneous and special inspections:
 - (a) During normal working hours - **\$105.00** per hour;
 - (b) Outside normal working hours - **\$140.00** per hour;
 - (c) Minimum Charge - 1 Hour or as determined by collective agreement.
13. Charges as shown below will be applicable for examination of plans and specifications:
 - (a) Plan Check Fee - **\$175.00** including up to two hours and **\$87.50** per hour thereafter
 - (b) Single or Two Family Dwellings - minimum **\$175.00** per unit.
 - (c) Other than Single or Two Family Dwellings - minimum **\$175.00** per Building.
14. Additional fee for any inspection performed outside the boundaries of the **Municipality \$0.58** per total km traveled, measured from the Municipal Hall to the site of the inspection along the shortest available highway route and return travel back to municipal hall.
15. Business License Inspection Fee - minimum **\$87.50** per inspection, maximum **\$175.00** per inspection.
16. Where **Construction** is started prior to obtaining a **Permit**, the applicable **Permit** fee shall be doubled, but in no case shall the penalty amount doubled, exceed **\$2,500.00** per Building.
17. If the applicant makes an erroneous declaration on the **Permit** application to obtain a lesser **Permit** fee, the **Permit** shall be revoked and a new **Permit** issued using the corrected information. The new **Permit** shall be calculated according to the corrected **Permit** value and a 50% administrative fee shall be added to the calculated fee.

SCHEDULE "E" – Gas Permit Fees

Effective September 1, 2021

The following fees shall be paid by the applicant for a *Permit* to install or alter gas *Construction plus taxes where applicable*:

1. For gas *Construction* which involves the replacement of an appliance or the installation of a new gas appliance.

(a) for Single or Multi-Family Dwellings:

(i) \$47.00 per appliance, \$100.00 minimum

(b) for other than Single or Multi-Family Dwellings:

(i) up to 102,000 BTU/hr \$70.00 per appliance, \$150.00 minimum

(ii) 102,001 - 409,000 BTU/hr \$82.00 per appliance, \$150.00 minimum

NOTE: Fees for additional appliances are calculated on BTU rating.

2. Where an application is made for a *Permit* for other than single family detached dwellings, there will be an additional fee of \$47.00 per dwelling unit.

3. Gas Heated Buildings - Building heat loss calculation review

(i) \$87.50 per Single Family Dwelling.

(ii) \$18.00 per unit for Multi Family Use - not less than \$87.50 per Building/cluster

(iii) \$175.00 per Building for other than Residential.

4. For gas *Construction* which involves the installation of vents or furnace plenums only - \$87.50 each

5. For gas *Construction* which involves the installation of house piping:

(a) for single or two family dwellings - \$87.50 per unit

(b) for other than single or two family dwellings:

(i) first 30 metres or part thereof - \$70.00 per unit plus

(ii) each additional 30 metres or part thereof - \$35.00 per unit

6. Re-inspection fee where more than one (1) inspection is required due to faulty workmanship or materials - \$175.00 for each extra re-inspection required.

7. *Permit* Renewal - \$75.00

8. *Permit* Transfer - \$150.00

SCHEDULE "E" – Gas Permit Fees

Effective September 1, 2021

9. Miscellaneous and special inspections:
 - (a) During normal working hours - **\$105.00** per hour;
 - (b) Outside normal working hours - **\$140.00** per hour;
 - (c) Minimum charge - 1 hour or as determined by collective agreement
10. Charges as shown below will be applicable for examination of plans and specifications on application of Gas *Permit*.
 - (a) Plan Check Fee - **\$175.00** per hour including up to two hours and **\$87.50** per hour thereafter
 - (b) Single or Two Family Dwellings - minimum **\$150.00** per unit
 - (c) Other than Single or Two Family Dwellings - minimum **\$150.00** per Building.
11. Additional fee for any inspection performed outside the boundaries of the *Municipality* **\$0.58** per total km traveled, measured from the Municipal Hall to the site of the inspection along the shortest available highway route and return travel back to municipal hall.
12. Oil and Propane Fee Schedule would follow the Gas Fee Schedule "E" in its entirety.
13. Business Licence Inspection Fee - minimum **\$87.50** per inspection, maximum **\$175.00** per inspection.
14. Where *Construction* is started prior to obtaining a *Permit*, the applicable *Permit* fee shall be doubled, but in no case shall the penalty amount doubled, exceed **\$2,500.00** per Building.
15. If the applicant makes an erroneous declaration on the *Permit* application to obtain a lesser *Permit* fee, the *Permit* shall be revoked and a new *Permit* issued using the corrected information. The new *Permit* shall be calculated according to the corrected *Permit* value and a 50% administrative fee shall be added to the calculated fee.

SCHEDULE "F" – Electrical Permit Fees

Effective September 1, 2021

The following fees shall be paid by the applicant for a *Permit* to install *Electrical Equipment plus taxes where applicable*:

For one and two Family Dwellings including additions, the *Permit* fee shall be 15% of the building *Permit* fee or the minimum electrical *Permit* fee, which ever is greater.

The following additional charges are applicable to one and two family dwelling when the electrical *Permit* is taken out in conjunction with a building permit:

- | | | |
|----|---|------------------|
| 1. | a) Each hot tub or spa | \$18.00 |
| | b) Each hydro massage tub bath | \$18.00 |
| | c) Electrical Heating or based on the value of electrical heating contract, which ever is greater | \$87.50 minimum |
| | d) Air Conditioning/Heat Pumps | \$18.00 per unit |
| | e) Each sub panel | \$18.00 |

Fees for all other work not included above

For market value of *Electrical Equipment*, including costs of installation of \$0.00 - \$1000.00 - \$150.00 plus:

- | | |
|----------|--|
| \$ 27.00 | for each additional \$1000.00 or part thereof up to \$10,000.00 plus |
| \$ 12.00 | for each additional \$1000.00 or part thereof up to \$100,000.00 plus |
| \$ 8.00 | for each additional \$1000.00 or part thereof up to \$250,000.00 plus |
| \$ 6.00 | for each additional \$1000.00 or part thereof up to \$300,000.00 plus |
| \$ 5.00 | for each additional \$1000.00 or part thereof over \$300,000.00 to infinite. |

NOTE: Market values shall be based upon current estimated electrical installation costs.

Where an application is made for an Electrical *Permit* for other than Single Family Detached Dwellings, there will be an additional fee of \$30.00 per dwelling unit.

Note: Low Voltage Electrical Permits are exempted from this unit charge.

In addition to the above, the following fees shall be paid by the applicant for a *Permit* to install *Electrical Equipment*.

- | | | |
|----|---|---------|
| 2. | Underground Service Duct - | \$87.50 |
| 3. | <i>Temporary</i> : | |
| | (a) <i>Temporary</i> to permanent connection conversion | \$87.50 |
| | (b) <i>Temporary</i> Service connection | \$87.50 |

SCHEDULE "F" – Electrical Permit Fees

Effective September 1, 2021

4. **Temporary** current **Permit** for uses other than carnivals:
- (a) Initial six (6) month period - **\$200.00**
 - (b) Each additional six (6) month renewal period - **\$150.00**
5. Special Event Permit Including Carnivals:
- Each Location: **\$87.50** and minimum fee **\$175.00**
6. Movie Location Fee:
- (a) One location – valid for 180 days from issuance **\$175.00**
 - (b) Two locations – valid for 180 days **\$245.00**
 - (c) Three locations – valid for 180 days **\$315.00**
 - (d) Four locations – valid for 180 days **\$350.00**
 - (e) Five locations – valid for 180 days **\$420.00**
 - (f) Six locations – valid for 180 days **\$490.00**
 - (g) Seven locations – valid for 180 days **\$560.00**
 - (h) Eight locations – valid for 180 days **\$630.00**
 - (i) Nine locations – valid for 180 days **\$700.00**
 - (j) Annual Permit – unlimited locations **\$770.00**
 - (k) **Additional fee: Inspections outside normal work hours** **\$240.00** minimum or as determined by collective agreement
7. Annual **Permit**:
- (a) for residential, commercial or industrial facilities:
 - (i) per KVA of service capacity **.25**
 - (ii) minimum fee **\$175.00**
 - (iii) maximum fee **\$2,800.00**
 - (b) for educational or institutional facilities - **\$9.00** for each classroom, shop, laboratory, office, etc.

SCHEDULE "F" – Electrical Permit Fees

Effective September 1, 2021

8. Permit for the installation of rough-in low voltage or finish of a previously installed and permitted rough-in installation only for single family & duplex's
 - (a) **\$87.50** for first \$1000.00 in contract value
9. **Pool Grounding Permit - \$117.00**
10. Re-inspection fee where more than one (1) re-inspection is required due to faulty workmanship or materials - **\$175.00** for each extra re-inspection required.
11. **Permit Transfer - \$150.00**
12. **Permit Renewal - \$75.00**
13. Miscellaneous and special inspections:
 - (a) During normal working hours - **\$105.00** per hour;
 - (b) Outside normal working hours - **\$140.00** per hour;
 - (c) Minimum charge - One (1) hour or as determined by collective agreement
14. Additional fee for any inspection performed outside the boundaries of the **Municipality \$0.58** per total km traveled, measured from the Municipal Hall to the site of the inspection along the shortest available highway route and return travel back to municipal hall.
15. Charges as shown below will be applicable for examination of plans and specifications:
 - (a) Plan Check Fee - minimum **\$175.00** including up to two hours and **\$87.50** per hour thereafter
 - (b) Single or Two Family Dwellings - minimum **\$175.00** per unit.
 - (c) Other than Single or Two Family Dwellings - minimum **\$175.00** per Building.
16. Business License Inspection Fee - minimum **\$87.50** per inspection, maximum **\$175.00** per inspection.
17. Where **Construction** is started prior to obtaining a **Permit**, the applicable **Permit** fee shall be doubled, but in no case shall the penalty amount doubled, exceed **\$2,500.00** per Building.
18. If the applicant makes an erroneous declaration of the **Permit** value to obtain a lesser **Permit** fee, the **Permit** shall be revoked and a new **Permit** issued using the corrected value. The new **Permit** shall be calculated according to the corrected **Permit** value and a 50% administrative fee shall be added to the calculated fee.