



**City of Maple Ridge
Audit and Finance Committee
MEETING AGENDA**

Monday July 12, 2021 from 1:00 – 2:30 pm
Virtual online meeting including the Blaney Room

Participants are asked to join the meeting using the following Zoom access information:

Meeting ID: 967 0803 0440 Passcode: 742636 Phone: 778-907-2071

<https://mapleridge-ca.zoom.us/j/96708030440?pwd=bmpQN1I4WEkwL2lmVXUybG9yTkNiZz09>

1. **CALL TO ORDER**
2. **APPROVAL OF THE AGENDA**
3. **ADOPTION OF MINUTES** – June 14, 2021
4. **DELEGATIONS** – Nil
5. **NEW AND UNFINISHED BUSINESS**
 - 5.1. **Business and Financial Planning Guidelines 2022-2026**

Staff report dated July 12, 2021 providing information on the proposed Business and Financial Plan Guidelines for 2022-2026.
6. **QUESTION PERIOD**
7. **NOTICE OF CLOSED MEETING** – Nil
8. **ADJOURNMENT**

Next Audit and Finance Committee Meeting – September 13, 2021 at 1:00 pm

<p>QUESTION PERIOD</p> <p>Question Period provides the public with the opportunity to ask questions or make comments on agenda items. Each person will be given 2 minutes to speak. Up to ten minutes in total is allotted for Question Period.</p>
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**City of Maple Ridge
Audit and Finance Committee
Terms of Reference**

Composition

- The Audit and Finance Committee will be comprised of the Mayor and two Councillors.
- Quorum for the committee will be two members.
- Members will be appointed annually by the Mayor.
- The Committee Chair will be elected by the Committee Members.
- The Chief Administrative Officer, or designate, and the Chief Financial Officer will attend meetings to provide input and answer questions.

Authority

- The Audit and Finance Committee is a standing committee appointed by the Mayor.
- The proceedings of the Committee are to be conducted in public, unless the subject matter being considered falls within an applicable subsection of Section 90 of the Community Charter.
- The Committee has the authority to investigate any activity of the City.
- The Committee may retain persons having special expertise to assist it in fulfilling its responsibilities.

Meetings

- The Committee meets at least twice per year. The meetings are scheduled to permit timely review of the annual financial statements and reports. Additional meetings may be held as deemed necessary by the Chair of the Committee or as requested by the external auditors.
- The Chair of the Committee will constitute a meeting as per the requirements of the Community Charter.
- The Committee Chair will be included in the agenda setting process.
- The person designated by the Committee to act as Secretary will prepare minutes for all meetings.

Responsibilities

- To meet with the external auditors appointed by Council and with the Finance Department Staff to review that:
 - The City has implemented appropriate systems to identify, monitor and mitigate significant business risks;
 - The City has implemented appropriate systems of internal control to ensure compliance with legal, ethical and regulatory requirements and that these systems are operating effectively;
 - The City has implemented appropriate systems of internal control to ensure compliance with its policies and procedures and these systems are operating effectively;
 - The City has implemented appropriate systems of internal control over financial reporting and that these systems are operating effectively;

**City of Maple Ridge
Audit and Finance Committee
Terms of Reference cont'd**

- The City's annual financial statements are fully presented in all material respects in accordance with generally accepted accounting principles, the selection of accounting policies is appropriate and the annual financial statements should be approved by Council;
- The information contained in the City's annual report and other disclosures is accurate, complete and fairly presents the financial position and the risks of the organization; and
- The external audit function has been effectively carried out and any matter that the external auditors wish to bring to the attention of Council has been given adequate attention.
- To review interim financial reports as deemed appropriate by the Chair of the Committee.
- To recommend to Council the reappointment or appointment of external auditors.
- To review the Business Planning framework.
- To review organizational metrics.
- To inquire into any matters referred to it by Council.



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**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 June 14, 2021 at 1:00 pm

COMMITTEE MEMBERS PRESENT

Mayor Morden, Chair
Councillor Dueck
Councillor Robson*

STAFF MEMBERS PRESENT

Al Horsman*	Chief Administrative Officer
Christina Crabtree	General Manager Corporate Services
Christine Carter	General Manager Planning and Development Services
Catherine Nolan	Deputy Director of Finance
Trevor Thompson	Director of Finance
Scott Hartman*	General Manager Parks, Recreation & Culture
Chuck Goddard	Director of Planning
Lisa Zosiak	Manager of Community Planning
Erin Mark	Clerk 3

*Participated remotely due to the COVID-19 pandemic.

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

R/2021-AFC-010

It was moved and seconded

That the agenda for the June 14, 2021 Audit & Finance Committee Meeting be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

R/2021-AFC-011

It was moved and seconded

That the minutes of the May 3, 2021 Audit & Finance Committee Special Meeting be adopted as circulated.

CARRIED

4. DELEGATIONS – Nil

5. NEW AND UNFINISHED BUSINESS

5.1. Fee for Service Agreements

C. Nolan, Deputy Director of Finance, provided a presentation detailing the review of the Fee for Service Agreement related policies and proposed next steps. Ms. Nolan noted the Fee for Service Agreement policy review was referred by Council to the Audit and Finance Committee on January 12, 2021 and discussed during the January 20, 2021 Audit and Finance Committee meeting.

Proposed next steps of the policy review include:

- Update the Financial Support Process Policy No. 5.49 with new definitions for Grants and Fee for Service and update the decision trees to clarify intent and to correspond with current organizational structure and policies;
- Update the Community Grants Policy No. 5.56 with updated eligibility criteria including reference to Council's strategic priorities, include repayment information when the recipient is unable to use the funding, and update reporting requirements;
- Rescind Partnerships Agreement - Leases and Fee-for-Service Proposals Policy No. 4.15 and replace with a new policy with a broader operational focus; and
- Draft a new policy to address Fee for Service Agreements.

Committee members provided feedback and discussed the management of community grants and the processing of community grant applications received while the policies are under review. Ms. Nolan indicated that the policies will be brought back to the Audit and Finance Committee in Q4 2021 and will be presented for Council consideration afterwards.

R/2021-AFC-012

It was moved and seconded

That the recommendations in the staff report dated June 14, 2021 to update the Financial Support Process Policy No. 5.49, update Community Grants Policy No. 5.56, rescind Partnership Agreements - Leases and Fee-for-Service Proposals Policy No. 4.15, and draft a new policy to address Fee for Service Agreements be supported.

CARRIED

5.2. Review of Community Amenity Contributions Programs

T. Thompson, Director of Finance, provided a verbal overview of the existing community amenity contribution programs and spoke about the collections, commitments, and exemptions for provision of specific amenities and uses associated with the programs:

- Albion Area Density Bonus Program
- Community-Wide Community Amenity Contribution Program
- Community-Wide Density Program

Committee members discussed: the need to identify what projects funds are going towards, a City-wide density bonus program, current rates of amenity contributions and the consultation involved with amending the rates.

5.3. 2021 Investment Report – Quarter 1

T. Thompson, Director of Finance, provided a verbal overview on the results of the City's investment portfolio for the period ending March 31, 2021 which included a Return on Investment (ROI) of 1.1%, exceeding the benchmark of negative 0.1%.

Mr. Thompson noted the Municipal Finance Authority (MFA) has increased the number of pooled funds offered and that an internal policy review may need to occur following the release of these funds.

Committee members discussed the restrictions on the City's investments, other investment strategies, and enquired about the new MFA fund parameters.

6. QUESTION PERIOD – Nil

7. NOTICE OF CLOSED MEETING – Nil

8. ADJOURNMENT at 2:15 pm

Mayor Mike Morden, Chair
/em

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Business and Financial Planning Guidelines 2022-2026

MEETING DATE: July 12, 2021
FILE NO: 01-0110-01-2021
MEETING: Audit & Finance

EXECUTIVE SUMMARY:

Over the next few months, staff will be preparing the 2022-2026 Corporate Plan, including work plans and Financial Plan, for Council's consideration in December. The Business and Financial Plan Guidelines serve as direction to staff and identify the necessary property tax increase to move forward on Council's strategic priorities. They also provide the community with an indication of service level commitments and anticipated property tax and fee increases. The property tax increases adopted by Council may be different from the Guidelines depending on Council approved service level adjustments or subsequent direction provided by Council.

RECOMMENDATION:

Receive for information.

DISCUSSION:

a) Background Context:

There are a number of reasons for consideration of the proposed Business & Financial Planning Guidelines for 2022-2026 (Attachment A), as follows:

- Provide an open and transparent overview of the key assumptions used in the development of the Financial Plan.
- Provide the community with an early indication of proposed property and fee increases.
- Allow for a lengthy public input period, before Council receives the formal Financial Plan that will incorporate these guidelines.
- Provide guidance to staff so that the Financial Plan that is presented to Council in December meets with Council's direction.

The rationale for the tax increases is covered in detail in the 2021-2025 Financial Plan Overview Report that was provided to Council last November and is available on our website at <https://www.mapleridge.ca/2162/Financial-Overview-Report>.

The proposed annual property tax increase is broken into the following elements for the sake of transparency:

- General Purpose: This covers the cost of existing services, and depending on how the assumptions of cost increases materialize, may provide a small amount to address incremental adjustments.
- Infrastructure Replacement: This increase goes towards the rehabilitation and replacement of the City's existing assets. Over the next few decades, this will close the infrastructure funding deficit. Our infrastructure is fairly young, but aging, and we are currently spending just over a third of what is required annually to maintain it.
- Parks, Recreation & Culture Improvements: This increase was introduced to fund the Parks & Recreation Master Plan and funds new parks and facilities that are not funded through development. These costs include capital, operating and debt servicing. The Community Amenity Charges (CACs) are also used to fund these amenities. The report on approved borrowing, associated property tax increases and planned use of the CACs is attached in Appendix B.
- Drainage Improvements: These funds are used to improve the drainage system and recently funded the Storm Water Management Plan.

Property Tax Increase	2022	2023	2024	2025	2026
General Purpose	2%	2%	2%	2%	2%
Infrastructure	0.9%	0.9%	0.9%	1%	1%
Parks, Rec. & Culture	0.6%	0.6%	0.6%	0.4%	0.25%
Drainage	0.1%	0.1%	0.1%	0.1%	0.1%
Total Tax Increase	3.6%	3.6%	3.6%	3.5%	3.35%

An assumption of new revenue due to growth or new development is included in the budget, which generates over \$1.6 million each year. Due in large part to the impacts of the COVID-19 pandemic, growth revenue in 2021 was one-third below forecasts. The Financial Plan has been adjusted to reflect a catch-up of growth as projects in the development process currently are completed.

Increased operating costs associated with growth have also been factored into the Financial Plan accounting for just under half of new revenue. These operating costs are to maintain existing service levels. The balance of the growth revenue is used to keep the General Purpose component of the property tax increase to 2%.

In addition to property taxes, property owners also receive utility user fees. User fee increases are required to fund water, sewer and recycling operations and associated capital costs. There is a reserve or fund balance in each of these areas to assist with rate smoothing.

The majority of rate increase pressures in water and sewer user fees come from the region due to large investments in infrastructure, such as treatment plants. The Water Revenue Fund

has the most flexibility to manage a temporary pause in rate increases. This will cause a slight delay in the funding of the infrastructure deficit for the water utility.

ALTERNATIVES:

If no additional significant Parks and Recreation facilities are planned and future Community Amenity Contributions are used to fund currently planned projects, the Parks, Recreation & Culture Improvement element of the property tax increase could be less.

The original approval of the borrowing was associated with a 0.35% property tax increase for seven years and the use of \$6 million of CACs, which is detailed in Appendix B.

The CAC's collected to the end of 2020 were approximately \$2 million more than is currently committed, as indicated in the report attached in Appendix C. The CAC Policy is included in the Appendix as well, indicating the permitted uses of these funds.

When discussing using CACs to reduce property tax increases, we need to convert one-time CAC funding into an annual debt servicing amount and then into a single year's property tax impact. The annual debt servicing costs on \$1.7 to \$2.0 million, with a 25-year amortization period, is roughly \$100,000 or 0.1% of a single year's property tax increase.

CONCLUSION:

A significant amount of work on Business Planning will be done over the coming months and into the fall. The Guidelines attached to this report will allow staff to develop a plan aligned with Council direction.


Prepared by: **Dan Olivieri**
Research Technician


Reviewed by: **Trevor Thompson**
Chief Financial Officer


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


Concurrence: **Al Horsman**
Chief Administrative Officer

Attachments:

- (A) Attachment A – Business & Financial Planning Guidelines 2022-2026
- (B) Attachment B – Loan Authorization Bylaws Report – September 17, 2017
- (C) Attachment C – Review of Community Amenity Contributions Programs – June 14, 2021

Attachment A – Business & Financial Planning Guidelines 2022-2026

1. Guidelines for Financial Planning:

- 1.1. General Purposes Property Tax Increase, 2.0% per year.
- 1.2. Infrastructure Replacement Property Tax Increase, 0.9% in 2022 increasing to 1% by 2025.
- 1.3. Parks, Recreation and Culture Property Tax Increase, 0.60% through 2024, 0.4% in 2025 and 0.25% in 2026.
- 1.4. Storm Water Property Tax Increase, 0.10% per year.
- 1.5. Water Levy Increase, 4.5% per year.
- 1.6. Sewer Levy Increase, 8.5% per year.
- 1.7. Recycling Levy Increase, 2.75% per year.
- 1.8. Growth in Property Tax Revenue Assumption between 1.70% and 1.80% per year.
- 1.9. Provision for costs associated with growth, subject to available funding.
- 1.10. Budgets include operating and capital components for a five-year period.
- 1.11. The Financial Plan reflects policies embedded in the Financial Sustainability Plan, including financial management tools utilized for Business Planning.
- 1.12. The Financial Plan needs to include sufficient capacity to address labour and collective agreement costs.
- 1.13. The Financial Plan allows for sufficient flexibility to take advantage of grant opportunities to deliver programs, services, and infrastructure projects.
- 1.14. Staff continue to monitor the ongoing financial pressures posed by the COVID-19 pandemic and phased restart.
- 1.15. That revenues from development support the required municipal infrastructure.
- 1.16. Assess utility charges regularly in order to smooth large annual fluctuations using rate stabilization.
- 1.17. That operating impacts of the Capital Plan are factored into operating budgets.

2. Guidelines for Business Planning:

- 2.1. The Corporate Management Team and staff leverage a set of management tools embedded within operational processes to ensure the sustainability of the City's financial health and human capital. These considerations represent fundamentals of good business practice, many of which are embedded in the City's Financial Sustainability Plan Policy.
- Changes to the organizational structure of operations should be considered to determine whether the current format adequately delivers the desired level of service. Additional consideration should be given for contract and consulting services, staff vacancies, staff development and succession planning.
 - Requests for new programs, projects, staff, and increased service levels must be supported by a business case formally documented as an Incremental Package submission. Scope of work, project activities, desired outcomes, performance measures and funding sources should be identified.
 - Service level reductions are considered by senior staff annually. Reduction Packages should reflect changes to an area's operations that result in a shift in whether services continue or how they are delivered. Proposed reductions, and their impacts, should be considered divisionally and with thought to cross-functional impacts.
 - Review property tax rates annually for comparability with other lower mainland municipalities.
- 2.2. Critical to the advancement of community initiatives is the alignment between Council direction and department work plans. Council-raised issues and actions that advance priorities within Council's Strategic Plan 2019-2022 should be considered while allowing for capacity to react to opportunities and challenges that arise throughout the year.
- 2.3. Components of the municipal business and financial planning process are guided by the Community Charter and Local Government Act. These include requirements to:
- Conduct public consultation on the proposed Financial Plan.
 - Measure municipal performance using established indicators which are reported to Council in open meetings and published in the City's Annual Report.
- 2.4. Technology has become ever more critical to providing fundamental municipal services. Business applications and tools should be reviewed annually to identify upgrades or end-of-life requirements. Information Technology resources should also be requested and assigned for future year projects.



City of Maple Ridge

TO:	Her Worship Mayor Nicole Read and Members of Council	MEETING DATE:	September 12, 2017
FROM:	Chief Administrative Officer	FILE NO.	05-1825-02
SUBJECT:	Loan Authorization Bylaws	MEETING:	COUNCIL

EXECUTIVE SUMMARY:

Parks and Recreational facilities have been under consideration by Council after extensive public consultation. Staff has been directed to move forward with the following projects:

- Maple Ridge Leisure Centre Renovation
- Telosky Stadium Synthetic Fields
- Albion Community Centre
- Silver Valley Neighbourhood Gathering Places
- Hammond Community Centre Renovation
- Whonnock Lake Canoe and Kayak Facility Improvements
- Maple Ridge Secondary School Track Facility Upgrades
- Ice Sheet Addition

In addition, Council has directed staff to gather more detailed information to move forward on an outdoor pool.

The funding required for the above noted projects is \$55.5 million (details below) of which \$6 million can be supported from existing revenue streams. Council has directed that the remaining sum of \$49.5 million be borrowed, with the approval of the electors. With Council directing staff to proceed with obtaining further details on an outdoor pool at an estimated cost of \$6 million, the borrowing requirements increase back up to \$55.5 million.

This borrowing will require electoral approval, which can be achieved through the Alternative Approval Process (AAP) (full borrowing process is described below). At the July 11, 2017 Council meeting, staff was directed to prepare a separate bylaw for each project to allow the public to oppose one, some, or all of the projects.

The purpose of this report is to provide the information for Council to give consideration to three readings of the associated loan authorization bylaws (7370-2017 to 7378-2017, Attachments A-I). Should Council approve the bylaw readings, staff also recommend approval of the Alternative Approval Process Elector Response Forms (Attachments J-R) and approval of the AAP advertisement (Attachment S) to enable the process for the AAP to move forward once approval has been obtained from the Inspector of Municipalities.

RECOMMENDATION(S):

1. That Maple Ridge Leisure Centre Renovation Loan Authorization Bylaw No. 7370-2017 be given first, second and third readings;
2. That Telosky Stadium Synthetic Fields Loan Authorization Bylaw No. 7371-2017 be given first, second and third readings;
3. That Albion Community Centre Loan Authorization Bylaw No. 7372-2017 be given first, second and third readings;
4. That Silver Valley Neighbourhood Gathering Places Loan Authorization Bylaw No. 7373-2017 be given first, second and third readings;
5. That Hammond Community Centre Renovation Loan Authorization Bylaw No. 7374-2017 be given first, second and third readings;
6. That Whonnock Lake Canoe and Kayak Facility Improvements Loan Authorization Bylaw No. 7375-2017 be given first, second and third readings;
7. That Maple Ridge Secondary School Track Facility Upgrades Loan Authorization Bylaw No. 7376-2017 be given first, second and third readings;
8. That Ice Sheet Addition Loan Authorization Bylaw No. 7377-2017 be given first, second and third readings;
9. That Outdoor Pool Construction Loan Authorization Bylaw No. 7378-2017 be given first, second and third readings;
10. That the Corporate Officer be directed to submit Bylaw Nos. 7370-2017, 7371-2017, 7372-2017, 7373-2017, 7374-2017, 7375-2017, 7376-2017, 7377-2017 and 7378-2017 to the Ministry of Community Services for review and approval by the Inspector of Municipalities;
11. That following approval of the bylaws by the Inspector of Municipalities, approval of the electors be sought through the Alternative Approval Process in relation to Bylaw Nos. 7370-2017, 7371-2017, 7372-2017, 7373-2017, 7374-2017, 7375-2017, 7376-2017, 7377-2017 and 7378-2017.
12. That the Alternative Approval Process Elector Response Forms be approved (Attachments J-R of the report dated September 12, 2017); AND
13. That the advertisement for the Alternative Approval Process be approved (Attachment S of the report dated September 12, 2017).

DISCUSSION:

Council has directed staff to proceed with the following projects, with a portion of the funding coming from debt:

1. Maple Ridge Leisure Centre Renovation	An additional \$3.5 million
2. Telosky Stadium Synthetic Fields	\$10 million
3. Albion Community Centre	\$10 million
4. Silver Valley Neighbourhood Gathering Places	\$1 million
5. Hammond Community Centre Renovation	\$2.5 million
6. Whonnock Lake Canoe and Kayak Facility Improvements	\$1 million
7. Maple Ridge Secondary School Track Facility Upgrades	\$2.5 million
8. Ice Sheet Addition	\$25 million
9. Outdoor Pool	\$6 million

Public consultation will be undertaken to gather input to the design criteria for each facility, this step is complete for the Maple Ridge Leisure Centre Renovations. Further descriptions of each project are noted below:

1. **Maple Ridge Leisure Centre Renovation** \$3.5 million

The Maple Ridge Leisure Centre has served the community for 37 years, and key infrastructure replacements and repairs are needed to ensure continued service. The project will fully upgrade the pool tanks and supporting systems including mechanical, electrical and chlorination and renovate the change rooms, lobby and reception areas. The total project is estimated to cost \$9 million with \$5.5 million already allocated towards it from existing sources.

2. **Telosky Stadium Synthetic Fields** \$10 million

This project proposes to redevelop the Telosky Stadium/Thomas Haney Secondary School field complex to a synthetic sports surface and add lighting and reorient other fields at this site. This will help address the acute shortage of field time for minor sports organizations in Maple Ridge.

3. **Albion Community Centre** \$10 million

This project proposes a new community gathering centre to replace the original Albion Hall that was demolished several years ago. The new community centre will be co-located on the same site as a new elementary school and neighbourhood learning centre that is proposed for the area. The vision for the Centre is for a facility that fosters a connection to the forested site, existing trails and wetland. Programming at this site will benefit both the students and the community.

4. **Silver Valley Neighbourhood Gathering Places** \$1 million

The two proposed outdoor pavilions will be more fully defined through consultation with the neighbourhoods. The intent is to support Silver Valley by connecting the neighbourhoods. These facilities will encourage activities such as barbeques, community gardening and outdoor gatherings.

5. **Hammond Community Centre Renovation** \$2.5 million

This project will provide a significant upgrade to the Hammond Community Centre. Renovations to the hall, daycare, lobby and building envelope are included. Landscaping and new support buildings for the sports fields and outdoor pool are also included. The existing sport court will be resurfaced and food truck infrastructure will be added to serve the outdoor pool and fields.

6. **Whonnock Lake Canoe and Kayak Facility Improvements** \$1 million

This project will improve the canoe and kayak facility at Whonnock Lake, primarily in terms of training space, boat storage and access to the lake.

7. **Maple Ridge Secondary School Track Facility Upgrades** \$2.5 million

Planned upgrades will improve track and field facilities, including lighting, additional seating capacity and storage. These upgrades will also help prepare this venue for the 2020 BC Summer Games.

8. **Ice Sheet Addition** \$25 million

This project adds an additional sheet of ice to address the shortage of ice and dry floor time for minor sports organizations in the community.

9. **Outdoor Pool Construction** \$6 million

At the August 1, 2017 Council meeting, staff were directed to proceed with an outdoor pool, adjacent to the Thomas Haney Secondary School. Staff recommend that this project be funded using the framework approved for the other projects.

Funding Model

The funding model approved by Council uses \$6 million in existing revenue streams to reduce the debt required. This stream includes Community Amenity Charges and Albion Density Bonus Amenity Charges. For the purpose of the borrowing bylaws, these funds have been allocated as follows:

Albion Community Centre	\$1.5M
Ice Sheet Addition	\$1.5M
Telosky Field	\$3.0M
	<u>\$6.0M</u>

As outlined in the funding model discussed at the July 18, 2017 Audit & Finance Committee meeting, the long term debt is amortized over 25 years. An additional property tax increase of 0.35% each year for 7 years will be required to fund the debt and cover the operating costs. Subsequently on August 1st, Council provided direction to also proceed with an outdoor pool for \$6 million. The operating and debt servicing costs from that project will result in an additional 0.10% tax increase, making the total tax increase 0.45% each year for 7 years.

Spending on these projects, for costs to be funded by debt, can occur only after the borrowing is approved and the Financial Plan Bylaw has been amended.

The following are the basic steps for the City to complete the borrowing for these matters:

- Complete three readings of each of the Loan Authorization Bylaws.
- Submit Bylaws and Liability Servicing Limit Certificate (signed by the Chief Financial Officer) to the applicable Ministry for review and approval.
- Seek elector approval through the Alternative Approval Process. Two public notices in subsequent weeks are required, after which time the forms will be available to the public at City Hall or on the City's web site. Electorate will have 30 days after the second publication to submit original forms to the Corporate Officer.
- Adopt the Loan Authorization Bylaws for those Bylaws that did not receive opposition of 10% or greater of the electorate. The Provincial provisional number of registered voters as of May 9, 2017 is 60,618 making the 10% threshold of electors 6,062.
- Subsequent to the thirty day quashing period as required by S. 760 of the Local Government Act, application for the Certificate of Approval by the Ministry, which upon receipt the City may borrow funds.

The Alternative Approval Process requires Council to approve the question(s) and format of the form that the public will be asked to consider (attached for each project in Attachments J-R) and Council is asked to approve the advertisement for the Alternative Approval Process (Attachment S). The questions will follow the example below for each specific project:

I am OPPOSED to the City of Maple Ridge proceeding with the borrowing of \$3.5 million as set out in the City of Maple Ridge Leisure Centre Renovations Loan Authorization Bylaw No. 7370-2017, unless it is approved by Assent of the Electors.

CONCLUSIONS:

As directed by Council, a separate bylaw is being brought forward for each of projects which will allow the public to have a say on each of the projects, rather than considering them as a bundle. We will seek Ministry approval and approval from the electorate using the Alternative Approval Process, for those bylaws that receive three (3) readings.

“original signed by Laurie Darcus”

Prepared by: Laurie Darcus, Manager of Legislative Services

“original signed by Trevor Thompson”

Prepared by: Trevor Thompson, Manager of Financial Planning

“original signed by Paul Gill”

Approved by: Paul Gill, General Manager,
Corporate & Financial Services

"original signed by Kelly Swift"

Approved by: Kelly Swift, General Manager,
Parks, Recreation & Cultural Services

"original signed by Frank Quinn"

Approved by: Frank Quinn, General Manager,
Public Works & Development

"original signed by Ted Swabey"

Approved by: E.C. Swabey
Chief Administrative Officer

Attachments:

A – I Bylaws 7370 to 7378, 2017, for each project
J – R Alternative Approval Process Elector Response Forms for each project
S Proposed Advertisement for the Alternative Approval Process

CITY OF MAPLE RIDGE

BYLAW NO. 7370-2017

A bylaw to authorize the borrowing of a portion of the estimated cost to renovate the Maple Ridge Leisure Centre

WHEREAS, it is deemed desirable and expedient to renovate and improve the Maple Ridge Leisure Centre.

AND WHEREAS the sum of \$3,500,000 is the amount of debt intended to be borrowed by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the renovation and improvement of the Maple Ridge Leisure Centre generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$3,500,000.
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the renovation of the said Leisure Centre.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty-five years.
3. This bylaw may be cited as "Maple Ridge Leisure Centre Renovation Loan Authorization Bylaw No. 7370-2017.

READ a first time the day of , 2017.

READ a second time the day of , 2017.

READ a third time the day of , 2017.

RECEIVED the approval of the Inspector of Municipalities this day of , 2017.

RECEIVED the approval of the electors of the City of Maple Ridge on the day of , 2017.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this day of , 2017.

PRESIDING MEMBER

CORPORATE OFFICER

CITY OF MAPLE RIDGE

BYLAW NO. 7371-2017

A bylaw to authorize the borrowing of the estimated cost of constructing synthetic fields at Telosky Stadium

WHEREAS, it is deemed desirable and expedient to construct synthetic fields at Telosky Stadium.

AND WHEREAS the sum of \$7,000,000 is the amount of debt intended to be borrowed by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction of synthetic fields at Telosky Stadium generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$7,000,000.
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the construction of said synthetic fields at Telosky Stadium.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty-five years.

This bylaw may be cited as "Telosky Stadium Synthetic Fields Loan Authorization Bylaw No. 7371-2017.

READ a first time the day of , 2017.

READ a second time the day of , 2017.

READ a third time the day of , 2017.

RECEIVED the approval of the Inspector of Municipalities this day of , 2017.

RECEIVED the approval of the electors of the City of Maple Ridge on the day of , 2017.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this day of , 2017.

PRESIDING MEMBER

CORPORATE OFFICER

CITY OF MAPLE RIDGE

BYLAW NO. 7372-2017

A bylaw to authorize the borrowing of the estimated cost of constructing the Albion Community Centre

WHEREAS, it is deemed desirable and expedient to construct the Albion Community Centre.

AND WHEREAS the sum of \$8,500,000 is the amount of debt intended to be borrowed by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction of the Albion Community Centre generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$8,500,000.
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the construction of said Albion Community Centre.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty-five years.
3. This bylaw may be cited as "Albion Community Centre Loan Authorization Bylaw No. 7372-2017.

READ a first time the day of , 2017.

READ a second time the day of , 2017.

READ a third time the day of , 2017.

RECEIVED the approval of the Inspector of Municipalities this day of , 2017.

RECEIVED the approval of the electors of the City of Maple Ridge on the day of , 2017.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this day of , 2017.

PRESIDING MEMBER

CORPORATE OFFICER

CITY OF MAPLE RIDGE

BYLAW NO. 7373-2017

A bylaw to authorize the borrowing of the estimated cost of constructing Silver Valley Neighbourhood Gathering Places

WHEREAS, it is deemed desirable and expedient to construct Silver Valley Neighbourhood Gathering Places.

AND WHEREAS the sum of \$1,000,000 is the amount of debt intended to be borrowed by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction of Silver Valley Neighbourhood Gathering Places generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$1,000,000.
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the construction of said Silver Valley Neighbourhood Gathering Places.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty-five years.
3. This bylaw may be cited as "Silver Valley Neighbourhood Gathering Places Loan Authorization Bylaw No. 7373-2017.

READ a first time the day of , 2017.

READ a second time the day of , 2017.

READ a third time the day of , 2017.

RECEIVED the approval of the Inspector of Municipalities this day of , 2017.

RECEIVED the approval of the electors of the City of Maple Ridge on the day of , 2017.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this day of , 2017.

PRESIDING MEMBER

CORPORATE OFFICER

CITY OF MAPLE RIDGE

BYLAW NO. 7374-2017

A bylaw to authorize the borrowing of the estimated cost to renovate the Hammond Community Centre

WHEREAS, it is deemed desirable and expedient to renovate and improve the Hammond Community Centre.

AND WHEREAS the sum of \$2,500,000 is the amount of debt intended to be borrowed by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the renovation and improvement of the Hammond Community Centre generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$2,500,000.
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the renovation of said Hammond Community Centre.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty-five years.
3. This bylaw may be cited as "Hammond Community Centre Renovation Loan Authorization Bylaw No. 7374-2017.

READ a first time the day of , 2017.

READ a second time the day of , 2017.

READ a third time the day of , 2017.

RECEIVED the approval of the Inspector of Municipalities this day of , 2017.

RECEIVED the approval of the electors of the City of Maple Ridge on the day of , 2017.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this day of , 2017.

PRESIDING MEMBER

CORPORATE OFFICER

CITY OF MAPLE RIDGE

BYLAW NO. 7375-2017

A bylaw to authorize the borrowing of the estimated cost of improving the Whonnock Lake Canoe and Kayak Facility

WHEREAS, it is deemed desirable and expedient to improving the Whonnock Lake Canoe and Kayak Facility.

AND WHEREAS the sum of \$1,000,000 is the amount of debt intended to be borrowed by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the improvement of the Whonnock Lake Canoe and Kayak Facility generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$1,000,000.
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the improvement of said Whonnock Lake Canoe and Kayak Facility.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty-five years.
3. This bylaw may be sited as "Whonnock Lake Canoe and Kayak Facility Improvement Loan Authorization Bylaw No. 7375-2017.

READ a first time the day of , 2017.

READ a second time the day of , 2017.

READ a third time the day of , 2017.

RECEIVED the approval of the Inspector of Municipalities this day of , 2017.

RECEIVED the approval of the electors of the City of Maple Ridge on the day of , 2017.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this day of , 2017.

PRESIDING MEMBER

CORPORATE OFFICER

CITY OF MAPLE RIDGE

BYLAW NO. 7376-2017

A bylaw to authorize the borrowing of the estimated cost of constructing the Maple Ridge Secondary School Track Facility Upgrades

WHEREAS, it is deemed desirable and expedient to upgrade the Maple Ridge Secondary School Track Facility.

AND WHEREAS the sum of \$2,500,000 is the amount of debt intended to be borrowed by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction of the Maple Ridge Secondary School Track Facility Upgrades generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$2,500,000.
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the construction of said Maple Ridge Senior Secondary Track Facility.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty-five years.
3. This bylaw may be cited as "Maple Ridge Secondary School Track Facility Loan Authorization Bylaw No. 7376-2017."

READ a first time the day of , 2017.

READ a second time the day of , 2017.

READ a third time the day of , 2017.

RECEIVED the approval of the Inspector of Municipalities this day of , 2017.

RECEIVED the approval of the electors of the City of Maple Ridge on the day of , 2017.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this day of , 2017.

PRESIDING MEMBER

CORPORATE OFFICER

CITY OF MAPLE RIDGE

BYLAW NO. 7377-2017

A bylaw to authorize the borrowing of the estimated cost of adding an ice sheet

WHEREAS, it is deemed desirable and expedient to add an ice sheet and associated improvements.

AND WHEREAS the sum of \$23,500,000 is the amount of debt intended to be borrowed by this bylaw;

NOW THEREFORE, the Council for the City of Maple Ridge in open meeting assembled, enacts as follows:

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the addition of an ice sheet and associated improvements generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$23,500,000.
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the addition of said Ice Sheet and associated improvements.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty-five years.
3. This bylaw may be cited as "Ice Sheet Addition Loan Authorization Bylaw No. 7377-2017.

READ a first time the day of , 2017.

READ a second time the day of , 2017.

READ a third time the day of , 2017.

RECEIVED the approval of the Inspector of Municipalities this day of , 2017.

RECEIVED the approval of the electors of the City of Maple Ridge on the day of , 2017.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this day of , 2017.

PRESIDING MEMBER

CORPORATE OFFICER

CITY OF MAPLE RIDGE

BYLAW NO. 7378-2017

A bylaw to authorize the borrowing of a portion of the estimated cost to construct an Outdoor Pool

WHEREAS, it is deemed desirable and expedient to construct an Outdoor Pool.

AND WHEREAS the sum of \$6,000,000 is the amount of debt intended to be borrowed by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction of an Outdoor Pool generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$6,000,000.
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the construction of the said Outdoor Pool.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty-five years.
3. This bylaw may be cited as "Outdoor Pool Construction Loan Authorization Bylaw No. 7378-2017.

READ a first time the day of , 2017.

READ a second time the day of , 2017.

READ a third time the day of , 2017.

RECEIVED the approval of the Inspector of Municipalities this day of , 2017.

RECEIVED the approval of the electors of the City of Maple Ridge on the day of , 2017.

RECONSIDERED AND FINALLY PASSED AND ADOPTED this day of , 2017.

PRESIDING MEMBER

CORPORATE OFFICER



ALTERNATIVE APPROVAL PROCESS ELECTOR RESPONSE FORM

I am **OPPOSED** to the City of Maple Ridge proceeding with the borrowing as set out below, unless it is approved by Assent of the Electors:

- Maple Ridge Leisure Centre Renovation Loan Authorization Bylaw No. 7370-2017 for \$3.5 Million

I, the undersigned, hereby certify that:

- I am eighteen (18) years of age or older; and
- I am a Canadian citizen; and
- I have resided in British Columbia for at least six (6) months; and
- I have resided in, OR have been the registered owner of real property (and have been designated as the elector in regard to that property) in, the City of Maple Ridge for at least thirty (30) days; and
- I am not disqualified by the *Local Government Act* or any other enactment or otherwise disqualified by law from voting in local elections; and
- I am entitled to sign this alternative approval process Elector Response Form and have not previously signed an Alternative Approval Process Elector Response Form for the proposed Bylaw.

The Community Charter of the Province of British Columbia requires that in order for an Elector's Response to be valid:

1. The person signing the Elector Response Form is an eligible elector of the City of Maple Ridge as identified above ("I, the undersigned, hereby certify that:...").
2. The form must include full name, residential address and signature.
3. If signing as a Property Elector (non-resident), full residential address of property in Maple Ridge must be entered, as well as your residential address.

All alternative approval process elector response forms containing original signatures must be received before 4:00 p.m. _____, 2017 by the

Corporate Officer
Corporation of the City of Maple Ridge
11995 Haney Place, Maple Ridge, BC V2X 6A9

ELECTOR'S FULL NAME (Print – NO Initials)	RESIDENTIAL ADDRESS (and address of real property in Maple Ridge owned by elector if not resident)	SIGNATURE OF ELECTOR
EXAMPLE : Jane Smith	12345 Main Street	<i>Jane Smith</i>

NOTE: A person must not sign any alternative approval process elector response form more than once and may not withdraw his or her name from the alternative approval process elector response form after the deadline for submission of the petitions has passed.

The number of electors of the City of Maple Ridge is estimated to be 60,618. If 10% (6,062) of the estimated number of electors of the City of Maple Ridge sign an alternative approval process elector response form opposing the noted transactions without assent of the electors, Municipal Council will not be able to proceed without then receiving the assent of the electors by voting.

1777660



ALTERNATIVE APPROVAL PROCESS ELECTOR RESPONSE FORM

I am **OPPOSED** to the City of Maple Ridge proceeding with the borrowing as set out below, unless it is approved by Assent of the Electors:

- Telosky Stadium Synthetic Fields Loan Authorization Bylaw No. 7371-2017 for \$7 Million

I, the undersigned, hereby certify that:

- I am eighteen (18) years of age or older; and
- I am a Canadian citizen; and
- I have resided in British Columbia for at least six (6) months; and
- I have resided in, OR have been the registered owner of real property (and have been designated as the elector in regard to that property) in, the City of Maple Ridge for at least thirty (30) days; and
- I am not disqualified by the *Local Government Act* or any other enactment or otherwise disqualified by law from voting in local elections; and
- I am entitled to sign this alternative approval process Elector Response Form and have not previously signed an Alternative Approval Process Elector Response Form for the proposed Bylaw.

The Community Charter of the Province of British Columbia requires that in order for an Elector's Response to be valid:

1. The person signing the Elector Response Form is an eligible elector of the City of Maple Ridge as identified above ("I, the undersigned, hereby certify that...").
2. The form must include full name, residential address and signature.
3. If signing as a Property Elector (non-resident), full residential address of property in Maple Ridge must be entered, as well as your residential address.

All alternative approval process elector response forms containing original signatures must be received before 4:00 p.m. _____, 2017 by the

Corporate Officer
Corporation of the City of Maple Ridge
11995 Haney Place, Maple Ridge, BC V2X 6A9

ELECTOR'S FULL NAME (Print – NO Initials)	RESIDENTIAL ADDRESS (and address of real property in Maple Ridge owned by elector if not resident)	SIGNATURE OF ELECTOR
EXAMPLE : Jane Smith	12345 Main Street	<i>Jane Smith</i>

NOTE: A person must not sign any alternative approval process elector response form more than once and may not withdraw his or her name from the alternative approval process elector response form after the deadline for submission of the petitions has passed.

The number of electors of the City of Maple Ridge is estimated to be 60,618. If 10% (6,062) of the estimated number of electors of the City of Maple Ridge sign an alternative approval process elector response form opposing the noted transactions without assent of the electors, Municipal Council will not be able to proceed without then receiving the assent of the electors by voting.

1777671



ALTERNATIVE APPROVAL PROCESS ELECTOR RESPONSE FORM

I am **OPPOSED** to the City of Maple Ridge proceeding with the borrowing as set out below, unless it is approved by Assent of the Electors:

- Albion Community Centre Loan Authorization Bylaw No. 7372-2017 for \$8.5 Million

I, the undersigned, hereby certify that:

- I am eighteen (18) years of age or older; and
- I am a Canadian citizen; and
- I have resided in British Columbia for at least six (6) months; and
- I have resided in, OR have been the registered owner of real property (and have been designated as the elector in regard to that property) in, the City of Maple Ridge for at least thirty (30) days; and
- I am not disqualified by the *Local Government Act* or any other enactment or otherwise disqualified by law from voting in local elections; and
- I am entitled to sign this alternative approval process Elector Response Form and have not previously signed an Alternative Approval Process Elector Response Form for the proposed Bylaw.

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1. The person signing the Elector Response Form is an eligible elector of the City of Maple Ridge as identified above ("I, the undersigned, hereby certify that:...").
2. The form must include full name, residential address and signature.
3. If signing as a Property Elector (non-resident), full residential address of property in Maple Ridge must be entered, as well as your residential address.

All alternative approval process elector response forms containing original signatures must be received before 4:00 p.m. _____, 2017 by the

Corporate Officer
Corporation of the City of Maple Ridge
11995 Haney Place, Maple Ridge, BC V2X 6A9

ELECTOR'S FULL NAME (Print – NO Initials)	RESIDENTIAL ADDRESS (and address of real property in Maple Ridge owned by elector if not resident)	SIGNATURE OF ELECTOR
EXAMPLE : Jane Smith	12345 Main Street	<i>Jane Smith</i>

NOTE: A person must not sign any alternative approval process elector response form more than once and may not withdraw his or her name from the alternative approval process elector response form after the deadline for submission of the petitions has passed.

The number of electors of the City of Maple Ridge is estimated to be 60,618. If 10% (6,062) of the estimated number of electors of the City of Maple Ridge sign an alternative approval process elector response form opposing the noted transactions without assent of the electors, Municipal Council will not be able to proceed without then receiving the assent of the electors by voting.



ALTERNATIVE APPROVAL PROCESS ELECTOR RESPONSE FORM

I am **OPPOSED** to the City of Maple Ridge proceeding with the borrowing as set out below, unless it is approved by Assent of the Electors:

- Silver Valley Neighbourhood Gathering Places Loan Authorization Bylaw No. 7373-2017 for \$1 Million

I, the undersigned, hereby certify that:

- I am eighteen (18) years of age or older; and
- I am a Canadian citizen; and
- I have resided in British Columbia for at least six (6) months; and
- I have resided in, OR have been the registered owner of real property (and have been designated as the elector in regard to that property) in, the City of Maple Ridge for at least thirty (30) days; and
- I am not disqualified by the *Local Government Act* or any other enactment or otherwise disqualified by law from voting in local elections; and
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2. The form must include full name, residential address and signature.
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All alternative approval process elector response forms containing original signatures must be received before 4:00 p.m. _____, 2017 by the

Corporate Officer
Corporation of the City of Maple Ridge
11995 Haney Place, Maple Ridge, BC V2X 6A9

ELECTOR'S FULL NAME (Print – NO Initials)	RESIDENTIAL ADDRESS (and address of real property in Maple Ridge owned by elector if not resident)	SIGNATURE OF ELECTOR
EXAMPLE : Jane Smith	12345 Main Street	Jane Smith

NOTE: A person must not sign any alternative approval process elector response form more than once and may not withdraw his or her name from the alternative approval process elector response form after the deadline for submission of the petitions has passed.

The number of electors of the City of Maple Ridge is estimated to be 60,618. If 10% (6,062) of the estimated number of electors of the City of Maple Ridge sign an alternative approval process elector response form opposing the noted transactions without assent of the electors, Municipal Council will not be able to proceed without then receiving the assent of the electors by voting.

1777681



ALTERNATIVE APPROVAL PROCESS ELECTOR RESPONSE FORM

I am **OPPOSED** to the City of Maple Ridge proceeding with the borrowing as set out below, unless it is approved by Assent of the Electors:

- Hammond Community Centre Renovation Loan Authorization Bylaw No. 7374-2017 for \$2.5 Million

I, the undersigned, hereby certify that:

- I am eighteen (18) years of age or older; and
- I am a Canadian citizen; and
- I have resided in British Columbia for at least six (6) months; and
- I have resided in, OR have been the registered owner of real property (and have been designated as the elector in regard to that property) in, the City of Maple Ridge for at least thirty (30) days; and
- I am not disqualified by the *Local Government Act* or any other enactment or otherwise disqualified by law from voting in local elections; and
- I am entitled to sign this alternative approval process Elector Response Form and have not previously signed an Alternative Approval Process Elector Response Form for the proposed Bylaw.

The Community Charter of the Province of British Columbia requires that in order for an Elector's Response to be valid:

1. The person signing the Elector Response Form is an eligible elector of the City of Maple Ridge as identified above ("I, the undersigned, hereby certify that:...").
2. The form must include full name, residential address and signature.
3. If signing as a Property Elector (non-resident), full residential address of property in Maple Ridge must be entered, as well as your residential address.

All alternative approval process elector response forms containing original signatures must be received before 4:00 p.m. _____, 2017 by the

Corporate Officer
Corporation of the City of Maple Ridge
11995 Haney Place, Maple Ridge, BC V2X 6A9

ELECTOR'S FULL NAME (Print – NO Initials)	RESIDENTIAL ADDRESS (and address of real property in Maple Ridge owned by elector if not resident)	SIGNATURE OF ELECTOR
EXAMPLE: Jane Smith	12345 Main Street	Jane Smith

NOTE: A person must not sign any alternative approval process elector response form more than once and may not withdraw his or her name from the alternative approval process elector response form after the deadline for submission of the petitions has passed.

The number of electors of the City of Maple Ridge is estimated to be 60,618. If 10% (6,062) of the estimated number of electors of the City of Maple Ridge sign an alternative approval process elector response form opposing the noted transactions without assent of the electors, Municipal Council will not be able to proceed without then receiving the assent of the electors by voting.

1777686



ALTERNATIVE APPROVAL PROCESS ELECTOR RESPONSE FORM

I am **OPPOSED** to the City of Maple Ridge proceeding with the borrowing as set out below, unless it is approved by Assent of the Electors:

- Whonnock Lake Canoe and Kayak Facility Improvement Loan Authorization Bylaw No. 7375-2017 for \$1 Million

I, the undersigned, hereby certify that:

- I am eighteen (18) years of age or older; and
- I am a Canadian citizen; and
- I have resided in British Columbia for at least six (6) months; and
- I have resided in, OR have been the registered owner of real property (and have been designated as the elector in regard to that property) in, the City of Maple Ridge for at least thirty (30) days; and
- I am not disqualified by the *Local Government Act* or any other enactment or otherwise disqualified by law from voting in local elections; and
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The Community Charter of the Province of British Columbia requires that in order for an Elector's Response to be valid:

1. The person signing the Elector Response Form is an eligible elector of the City of Maple Ridge as identified above ("I, the undersigned, hereby certify that:...").
2. The form must include full name, residential address and signature.
3. If signing as a Property Elector (non-resident), full residential address of property in Maple Ridge must be entered, as well as your residential address.

All alternative approval process elector response forms containing original signatures must be received before 4:00 p.m. _____, 2017 by the

Corporate Officer
Corporation of the City of Maple Ridge
11995 Haney Place, Maple Ridge, BC V2X 6A9

ELECTOR'S FULL NAME (Print – NO Initials)	RESIDENTIAL ADDRESS (and address of real property in Maple Ridge owned by elector if not resident)	SIGNATURE OF ELECTOR
EXAMPLE : Jane Smith	12345 Main Street	Jane Smith

NOTE: A person must not sign any alternative approval process elector response form more than once and may not withdraw his or her name from the alternative approval process elector response form after the deadline for submission of the petitions has passed.

The number of electors of the City of Maple Ridge is estimated to be 60,618. If **10% (6,062)** of the estimated number of electors of the City of Maple Ridge sign an alternative approval process elector response form opposing the noted transactions without assent of the electors, Municipal Council will not be able to proceed without then receiving the assent of the electors by voting.

1777691



ALTERNATIVE APPROVAL PROCESS ELECTOR RESPONSE FORM

I am **OPPOSED** to the City of Maple Ridge proceeding with the borrowing as set out below, unless it is approved by Assent of the Electors:

- Maple Ridge Secondary School Track Facility Upgrades Loan Authorization Bylaw No. 7376-2017 for \$2.5 Million

I, the undersigned, hereby certify that:

- I am eighteen (18) years of age or older; and
- I am a Canadian citizen; and
- I have resided in British Columbia for at least six (6) months; and
- I have resided in, OR have been the registered owner of real property (and have been designated as the elector in regard to that property) in, the City of Maple Ridge for at least thirty (30) days; and
- I am not disqualified by the *Local Government Act* or any other enactment or otherwise disqualified by law from voting in local elections; and
- I am entitled to sign this alternative approval process Elector Response Form and have not previously signed an Alternative Approval Process Elector Response Form for the proposed Bylaw.

The Community Charter of the Province of British Columbia requires that in order for an Elector's Response to be valid:

1. The person signing the Elector Response Form is an eligible elector of the City of Maple Ridge as identified above ("I, the undersigned, hereby certify that:...").
2. The form must include full name, residential address and signature.
3. If signing as a Property Elector (non-resident), full residential address of property in Maple Ridge must be entered, as well as your residential address.

All alternative approval process elector response forms containing original signatures must be received before 4:00 p.m. _____, 2017 by the

Corporate Officer
Corporation of the City of Maple Ridge
11995 Haney Place, Maple Ridge, BC V2X 6A9

ELECTOR'S FULL NAME (Print – NO Initials)	RESIDENTIAL ADDRESS (and address of real property in Maple Ridge owned by elector if not resident)	SIGNATURE OF ELECTOR
EXAMPLE : Jane Smith	12345 Main Street	Jane Smith

NOTE: A person must not sign any alternative approval process elector response form more than once and may not withdraw his or her name from the alternative approval process elector response form after the deadline for submission of the petitions has passed.

The number of electors of the City of Maple Ridge is estimated to be 60,618. If **10% (6,062)** of the estimated number of electors of the City of Maple Ridge sign an alternative approval process elector response form opposing the noted transactions without assent of the electors, Municipal Council will not be able to proceed without then receiving the assent of the electors by voting.

1777693



ALTERNATIVE APPROVAL PROCESS ELECTOR RESPONSE FORM

I am **OPPOSED** to the City of Maple Ridge proceeding with the borrowing as set out below, unless it is approved by Assent of the Electors:

- Ice Sheet Addition Loan Authorization Bylaw No. 7377-2017 for \$23.5 Million

I, the undersigned, hereby certify that:

- I am eighteen (18) years of age or older; and
- I am a Canadian citizen; and
- I have resided in British Columbia for at least six (6) months; and
- I have resided in, OR have been the registered owner of real property (and have been designated as the elector in regard to that property) in, the City of Maple Ridge for at least thirty (30) days; and
- I am not disqualified by the *Local Government Act* or any other enactment or otherwise disqualified by law from voting in local elections; and
- I am entitled to sign this alternative approval process Elector Response Form and have not previously signed an Alternative Approval Process Elector Response Form for the proposed Bylaw.

The Community Charter of the Province of British Columbia requires that in order for an Elector's Response to be valid:

1. The person signing the Elector Response Form is an eligible elector of the City of Maple Ridge as identified above ("I, the undersigned, hereby certify that:...").
2. The form must include full name, residential address and signature.
3. If signing as a Property Elector (non-resident), full residential address of property in Maple Ridge must be entered, as well as your residential address.

All alternative approval process elector response forms containing original signatures must be received before 4:00 p.m. _____, 2017 by the

Corporate Officer
Corporation of the City of Maple Ridge
11995 Haney Place, Maple Ridge, BC V2X 6A9

ELECTOR'S FULL NAME (Print – NO Initials)	RESIDENTIAL ADDRESS (and address of real property in Maple Ridge owned by elector if not resident)	SIGNATURE OF ELECTOR
EXAMPLE : Jane Smith	12345 Main Street	Jane Smith

NOTE: A person must not sign any alternative approval process elector response form more than once and may not withdraw his or her name from the alternative approval process elector response form after the deadline for submission of the petitions has passed.

The number of electors of the City of Maple Ridge is estimated to be 60,618. If 10% (6,062) of the estimated number of electors of the City of Maple Ridge sign an alternative approval process elector response form opposing the noted transactions without assent of the electors, Municipal Council will not be able to proceed without then receiving the assent of the electors by voting.

1777695



ALTERNATIVE APPROVAL PROCESS ELECTOR RESPONSE FORM

I am **OPPOSED** to the City of Maple Ridge proceeding with the borrowing as set out below, unless it is approved by Assent of the Electors:

- Outdoor Pool Construction Loan Authorization Bylaw No. 7378-2017 for \$6 Million

I, the undersigned, hereby certify that:

- I am eighteen (18) years of age or older; and
- I am a Canadian citizen; and
- I have resided in British Columbia for at least six (6) months; and
- I have resided in, OR have been the registered owner of real property (and have been designated as the elector in regard to that property) in, the City of Maple Ridge for at least thirty (30) days; and
- I am not disqualified by the *Local Government Act* or any other enactment or otherwise disqualified by law from voting in local elections; and
- I am entitled to sign this alternative approval process Elector Response Form and have not previously signed an Alternative Approval Process Elector Response Form for the proposed Bylaw.

The Community Charter of the Province of British Columbia requires that in order for an Elector's Response to be valid:

1. The person signing the Elector Response Form is an eligible elector of the City of Maple Ridge as identified above ("I, the undersigned, hereby certify that:...").
2. The form must include full name, residential address and signature.
3. If signing as a Property Elector (non-resident), full residential address of property in Maple Ridge must be entered, as well as your residential address.

All alternative approval process elector response forms containing original signatures must be received before 4:00 p.m. _____, 2017 by the

Corporate Officer
Corporation of the City of Maple Ridge
11995 Haney Place, Maple Ridge, BC V2X 6A9

ELECTOR'S FULL NAME (Print – NO Initials)	RESIDENTIAL ADDRESS (and address of real property in Maple Ridge owned by elector if not resident)	SIGNATURE OF ELECTOR
EXAMPLE : Jane Smith	12345 Main Street	Jane Smith

NOTE: A person must not sign any alternative approval process elector response form more than once and may not withdraw his or her name from the alternative approval process elector response form after the deadline for submission of the petitions has passed.

The number of electors of the City of Maple Ridge is estimated to be 60,618. If 10% (6,062) of the estimated number of electors of the City of Maple Ridge sign an alternative approval process elector response form opposing the noted transactions without assent of the electors, Municipal Council will not be able to proceed without then receiving the assent of the electors by voting.

1777697

NOTICE OF ALTERNATIVE APPROVAL PROCESS**City of Maple Ridge****City of Maple Ridge Loan Authorization Bylaws**

Notice is hereby given that, pursuant to the following *Community Charter* and the *Local Government Act*, the City of Maple Ridge proposes to adopt the following Loan Authorization Bylaws to fund the projects listed:

1.	Maple Ridge Leisure Centre Renovation	An additional \$3.5 million
2.	Telosky Stadium Synthetic Fields	\$10 million
3.	Albion Community Centre	\$10 million
4.	Silver Valley Neighbourhood Gathering Places	\$1 million
5.	Hammond Community Centre Renovation	\$2.5 million
6.	Whonnock Lake Canoe and Kayak Facility Improvement	\$1 million
7.	Maple Ridge Secondary School Track Facility Upgrades	\$2.5 million
8.	Ice Sheet Addition	\$25 million
9.	Outdoor Pool	\$6 million

The purpose of the bylaws is to authorize the City of Maple Ridge to borrow upon the credit of the municipality the sums listed above and a total not exceeding \$55 million, in order to undertake and carry out or cause to be carried out the project listed above by these Bylaws.

The City of Maple Ridge Council may proceed with the adoption of the bylaws unless, by the deadline set out below, at least 10% (6,062) of the electors of the City of Maple Ridge indicate their opposition to any or all of the Bylaws and that the Council must obtain the assent of the electors before proceeding. Each Bylaw will be considered separately and electors may oppose any, some or all of the Bylaws. Elector response forms must be given in the form established by Council and available at the Maple Ridge City Hall and on our web site at www.mapleridge.ca. Copies of the Elector Response Forms as well as the proposed Bylaws are available Monday to Friday 8:00 am to 4:00 pm, at City Hall or from the Maple Ridge web site. Originals of completed Elector Response Forms must be received by the Corporate Officer at Municipal Hall at the address listed above **no later than 4:00 pm on , 2017.**

The only persons entitled to sign the Elector Response Forms are the electors of Maple Ridge who meet the following criteria:

- Eighteen years of age or older; and
- A Canadian citizen; and
- Have resided in British Columbia for at least six months; and
- Have resided in, OR have been the registered owner of real property (and have been designated as the elector in regard to that property) in, the City of Maple Ridge for at least thirty days; and
- Are not disqualified by the *Local Government Act* or any other enactment or otherwise disqualified by law from voting in local elections; and
- Are entitled to sign this Alternative Approval Process Elector Response form and have not previously signed an Alternative Approval Process Elector Response Form for the proposed Bylaw.

The number of Elector Responses required to prevent the Council from proceeding without Assent of the Electors is 10% of eligible voters or 6,062 voters, based on the most recent provisional Provincial Voters' list.

For more information:

Contact: Laurie Darcus, Corporate Officer (604) 467-7482

Email: ldarcus@mapleridge.ca



CITY OF MAPLE RIDGE

TO: His Worship Mayor Michael Morden
 and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Review of Community Amenity Contributions Programs

MEETING DATE: June 14, 2021
FILE NO: 01-0110-01-2021
MEETING: Audit & Finance

EXECUTIVE SUMMARY:

Maple Ridge currently has the following three Community Amenity Contribution (CAC) programs in place and each were introduced with varying approaches and goals in mind:

- Albion Area Plan Density Bonus Program;
- Community-Wide CAC Program; and
- Community-Wide Density Bonus Program.

The City's first foray into CAC's was through the adoption of a Density Bonus Program in the Albion Area Plan, which Council adopted on October 8, 2013. Subsequently, on March 14, 2016, Council established the Community-Wide CAC Program, through the endorsement of Council Policy No. 6.31 Community Amenity Contribution Program that was adopted on March 14, 2016.

As part of the City's ongoing commitment to transparency and to assure Council that the community is benefitting from the collection of CACs, the purpose of this report is to provide:

- background on the City's CAC programs;
- a financial update on all of the amenity contributions collected; and
- which amenities these funds have been allocated towards to date.

RECOMMENDATION:

For information.

DISCUSSION:a) **Background:**

First, a brief overview of Community Amenity Contributions:

What are they?

Community Amenity Contributions (CACs) are enabled through Section 482(1) and (2) of the *Local Government Act*, as a voluntary in-kind or cash amenity contribution agreed to by a

developer and local government for a development application, typically obtained at the rezoning stage.

There are two approaches that may be taken when creating a CAC program within a municipality:

- 1) **Direct cash or amenity contribution**, based on a per unit or per square metre rate; and
- 2) A **density bonus**, which is an incentive-based tool to allow developments a level of density greater than what the property is currently zoned for in exchange for in-kind cash or an amenity. The density bonus approach is built upon the fact that a base density for each property/parcel of land is defined for each zone in the City's Zoning Bylaw. Developers then have the option to either retain the existing density permitted in the zone, or provide a contribution (cash or amenity) proportionate to the increase of the bonus density.

The key difference between a direct cash/amenity CAC and a density bonus is that a direct CAC is facilitated solely through the rezoning application process and a density bonus may occur through a rezoning or through a development application on a property that is already appropriately zoned.

What are the permitted uses of CACs?

CACs are able to be received in two forms, cash-in-lieu payment or the direct provision of an amenity.

1. **Funds** contributed may be used in whole or in part for:
 - civic Facilities;
 - public art;
 - acquisition of land for the provision of affordable or special needs housing, parks, trails, and significant ecological features;
 - park or trail construction and/or maintenance;
 - affordable or special needs housing units;
 - heritage conservation; and
 - conservation of significant ecological features.
2. **Amenities** contributed may be used in whole or in part for:
 - public art;
 - heritage conservation;
 - land for the provision of affordable or special needs housing, parks, trails, and significant ecological features;
 - affordable or special needs housing units; and
 - park or trail construction or improvements.

What is the difference between CACs and Development Cost Charges (DCCs)?

Two essential differences between CACs and DCCs are: 1) existing legislative support, and 2) the purposes for which the funds are collected. Under the Local Government Act, DCC Bylaws must be approved by the Inspector of Municipalities before they can be legally adopted, which is not the case with CACs.

DCCs are monies that are collected from land developers by a municipality to offset the infrastructure expenditures incurred and to service the needs of new development. Imposed by bylaw, the charges are stringently allocated for roads, drainage, sewers, water and parkland. On the other hand, although CACs are permitted under the current provincial and local

government legislation, there is no legal requirement for developers to make contributions. Municipalities are increasingly establishing CAC programs to deliver community amenities that are not otherwise allowable through the collection of DCCs.

Key Highlights of CAC Programs In Maple Ridge

Density Bonus in Albion Area Plan

On October 8, 2013, Council adopted amendments to the OCP and the Zoning Bylaw to establish the Albion Area Density Bonus Program, which, wherein a per lot cash contribution is made for each new single-detached lot created or townhouse density increase achieved using the density bonus option, as shown in Table 1 below.

Table 1: Albion Area Plan Density Bonus Options

Designation in Albion Area Plan	Corresponding Existing Zone	Density Bonus	Contribution Amount
Low Density	RS-1d – (Min. 1/2 acre lot)	Min. 557m ² SF lot (similar to RS-1b zone)	\$3,100 per lot less than 2,000m ² (not permitted to be less than 557m ²)
Low/Medium Density	RS-1b – (Min. 557m ² SF lot)	Min. 371m ² SF lot (similar to R-1 zone)	\$3,100 per lot less than 2,000m ² (not permitted to be less than 371m ²)
Medium Density	RM-1 – Max. 0.6 FSR	Max 0.75 Floor Space Ratio (FSR) (similar to RM-4 Zone)	\$3,100 for each unit where the FSR is more than 0.6 (not permitted to be more than 0.75)

Amenity funds received from the Albion Density Bonus Program may be applied in whole or in part towards:

- park construction;
- park maintenance;
- multi-use trail construction;
- multi-use trail maintenance;
- civic facility/community gathering place construction; and
- civic facility/community gathering place maintenance.

City-wide CAC Program

A City-wide CAC Program was approved by Council resolution on March 14, 2016, through Council Policy No. 6.31 Community Amenity Contribution Program (Appendix A), which established an amenity contribution framework, that includes:

- where and for what forms of development the contributions will be applied;
- the contribution rate; and
- the types of amenities the contribution may fund through a cash contribution or a specific amenity contribution.

At the March 2016 Council meeting, Council directed staff to provide a report on integrating the newly established Policy No. 6.31 Community Amenity Contribution Program with the existing Albion Density Bonus Program.

A review of the City-wide CAC Program and exploration of a City-wide Density Bonus Program continued through 2018 and while no further changes have been made to Policy No. 6.31, a City-wide Density Bonus Program was adopted into the Zoning Bylaw on December 10, 2019.

City-Wide Density Bonus Program

Table 2 below shows the residential components of the Density Bonus Program adopted into the Zoning Bylaw on December 10, 2019.

Table 2: Residential Components of City-Wide Density Bonus Program

Zone	Housing Form Eligible for Bonus	Base Density	Maximum Density Bonus	Cash Contribution Rate
RM-1 RM-4 RM-5	Townhouse	0.60 FSR 0.75 FSR 0.80 FSR	0.75 FSR 0.90 FSR 0.95 FSR	\$344.34 m ² (\$32 ft ²)
RM-2	Apartment	1.8 FSR	2.4 FSR	\$161.46 m ² (\$15 ft ²)
RM-3	Apartment	1.2 FSR	2.8 FSR*	\$161.46 m ² (\$15 ft ²)
RM-6	Apartment	1.6 FSR	3.65 FSR*	\$161.46 m ² (\$15 ft ²)
* Other existing density bonus options included				

Table 3 below shows the density bonus components of the City-wide Density Bonus Program adopted into the Zoning Bylaw in December 2019.

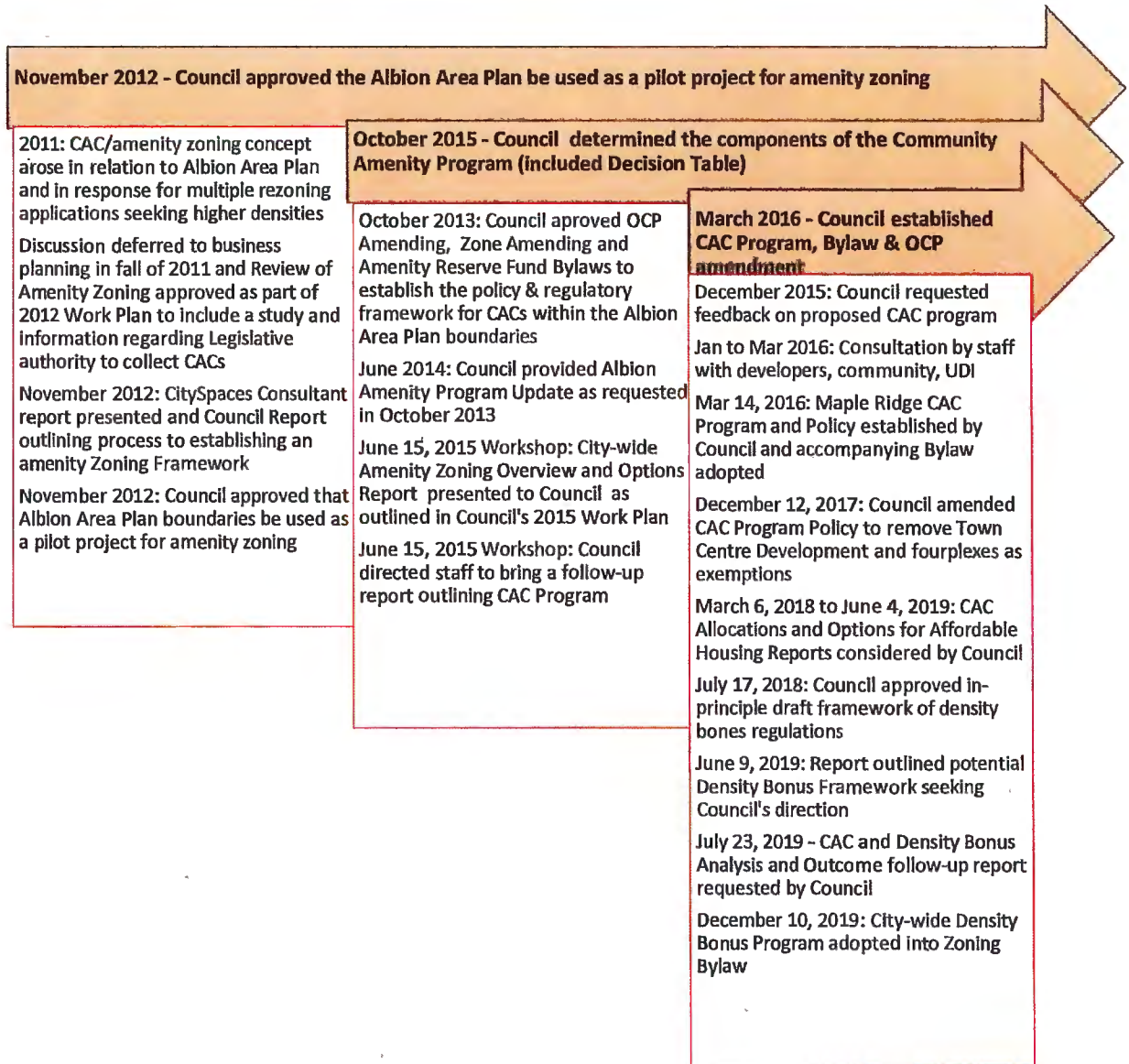
Table 3: Commercial Components of City-Wide Density Bonus Program

Zone	Housing Form Eligible for Bonus	Base Density	Maximum Density Bonus	Cash Contribution Rate
C-2	Townhouse	Measured in terms of height, with 7.5 m or 1 storey maximum	Base height is increased to permit 1 extra storey (2 storey maximum), to a maximum height of 10 m.	\$161.46 m ² (\$15 ft ²)
C-3	Apartment	1.0 FSR with existing density bonus provisions for underground parking and building height above 2 storeys. **	2.8 FSR outside of Port Haney	\$161.46 m ² (\$15 ft ²)
** This replaces the prior bonus provisions for affordable housing.				

It should be noted that if a development application falls within the parameters of both the CAC and density bonus programs, both contribution rates will apply. Also of note is that any project geared towards the permanent provision of rental housing is exempt from paying the CAC charges if they enter into a Housing Agreement.

Evolution of CAC Programs in Maple Ridge

The graphic below details many of the steps undertaken by Council over the past several years to establish the three CAC Programs currently in place today.



Status of CAC Funds

A summary of the funds collected and the authorized draws to the end of November 2020 was provided at the March 8, 2021 Audit and Finance Committee meeting.

The table below is the updated figures to end of April 2021.

	Community (CACs)	Albion (AAC)	Affordable Housing
Collections			
2015	-	210,800	
2016	229,500	64,400	
2017	958,200	148,800	
2018	3,605,300	291,000	
2019	1,852,500	86,800	256,000
2020	2,021,300	55,800	326,400
2021 (to April)	328,300	34,100	60,900
Total Collections	8,995,100	891,700	643,300
Interest	220,704	39,630	21,560
Total Collections and Interest	9,215,804	931,330	664,860
Authorized Draws			
Albion Community Centre	(2,600,000)	(1,000,000)	
Telosky Stadium Synthetic Turf and Fieldhouse	(3,000,000)		
Additional Sheet of Ice	(1,500,000)		
Total Authorized Draw	(7,100,000)	(1,000,000)	-
Unencumbered Balance (Funds Available)	2,115,804	(68,670)	664,860

b) Desired Outcome:

The Audit & Finance Committee discussed the desire to discuss potential amendments to the CAC programs. This report is designed to inform the Committee of the current CAC context to assist with these discussions.

c) Strategic Alignment:

CACs are a tool used to have development help pay for community amenities that will help support growth. This aligns with the focus area of Growth in the Strategic Plan and helps deliver on the philosophy that growth should pay for the infrastructure required for growth.

d) Citizen/Customer Implications:

CACs are a valuable tool wherein development can be leveraged to help provide community amenities that cannot be covered through Development Cost Charges. Prior to the relatively recent introduction of CACs in Maple Ridge, these amenity costs would have been covered primarily through property taxation. Any changes to the CAC programs would likely have implications to the development community.

e) Interdepartmental Implications:

While the Planning Department created the CAC programs and implements the collection of CACs, the use of the funds from the CAC Reserves involves various departments. Most of the amenities approved to date have been utilized for recreation facilities and community centres.

f) Business Plan/Financial Implications:

Collection of CACs is tied to development that is either taking advantage of the density bonus provisions or requires Council approval of rezoning. In addition, collection only occurs upon final reading of the development bylaw. As such, the collections vary for any time period.

As of the end of April 30, 2021, the funds collected for Affordable Housing totalled approximately \$665,000; funds collected for the Albion Density Program collections totalled approximately \$930,000 and the City-wide CACs has generated \$9,200,000.

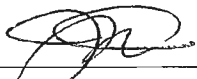
The total historic and planned draws from CACs both City-wide and the Albion Density total \$8.1 million. This leaves approximately \$2 million available to fund projects that fit into the categories noted in Policy No. 6.31 itemized earlier in this report. This, along with future collections, can either fund new initiatives or further subsidize previously approved projects, reducing the reliance on property taxation. The use of CACs will be highlighted for discussion as Council considers the 2022-2026 Business Plans and the associated Financial Plan.


g) Policy Implications:

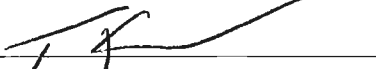
CACs are set in policy and bylaw. Changes to rates, exemptions or allowable expenses would require amendments to the policies and accompanying bylaws.

CONCLUSION:

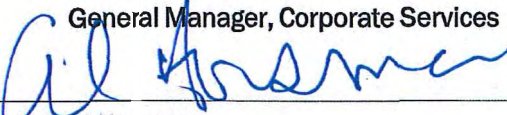
Community Amenity Programs have become an important element in ensuring that development funds more of the development related amenity needs of the community. CAC programs have evolved over time and it is worthwhile reflecting on these programs and considering if any fine tuning or larger adjustments are required.


Prepared by: **Jennifer Dieckmann**
Executive Assistant, Corporate Services


Reviewed by: **Lisa Zosiak**
Manager of Community Planning

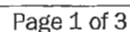

Reviewed by: **Trevor Thompson**
Director of Finance (CFO)


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


Concurrence: **Al Horsman**
Chief Administrative Officer

Attachments:

- (A) Policy No. 6.31 Community Amenity Contribution Program
- (B) 2020 Amenity Contributions Report to Audit & Finance Committee (March 8, 2020)



Policy 6.31

Title:	Community Amenity Contribution Program	Policy No: 6.31
		Supersedes: AMENDED December 12, 2017
Authority:	<input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational	Effective Date: December 13, 2017
Approval:	<input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	Review Date: December 2017
Policy Statement:		
<p>The City of Maple Ridge is committed to providing a variety of amenities throughout the municipality, including the provision of affordable and special needs housing, in a financially sustainable manner.</p> <p>The Community Amenity Contribution Program (CAC Program) is comprised of the following components:</p> <ol style="list-style-type: none"> 1. The CAC Program will apply city-wide. 2. Each CAC will be based on a contribution rate as follows: <ol style="list-style-type: none"> a) \$5100 per single family lot created; b) \$4100 per townhouse or other attached ground-oriented dwelling unit; c) \$3100 per apartment dwelling unit. 3. The CAC Program applies to the development of all residential dwellings, including those that are included in a mixed-use development (such as commercial and residential) with the following exceptions: <ol style="list-style-type: none"> a) Affordable and special needs housing that are secured through a Housing Agreement as established in Section 483 of the <i>Local Government Act</i>; b) Rental housing units that are secured through a Housing Agreement established under Section 483 of the <i>Local Government Act</i> will also be subject to a covenant enacted under Section 219 of the <i>Land Titles Act</i>; c) Single family residential subdivisions proposing fewer than 3 lots – only the original lot is exempt, after which the CAC program applies to each additional lot; d) Accessory dwelling units, such as a secondary suite or detached garden suite; e) Duplex, triplex and fourplex dwelling units, where only one building is being constructed - only the first dwelling unit is exempt, after which the CAC program applies to each additional dwelling unit; 		

- f) Courtyard dwelling units, located on a single property – only the first dwelling unit is exempt, after which the CAC program applies to each additional dwelling unit.
- 4. The Density Bonus Framework established in the Albion Area Plan will continue to apply, in addition to the city-wide CAC Program.
 - a) For developments that take advantage of the density bonus provisions included in the Maple Ridge Zoning Bylaw for the Albion Area Plan, the amenity contribution rate will be:
 - i) \$5100 per single family lot created;
 - ii) \$4100 per townhouse or other attached ground-oriented dwelling unit;
 - iii) \$3100 per apartment dwelling unit;in addition to the \$3100 density bonus rate.
 - b) For developments that do not take advantage of the density bonus provisions included in the Maple Ridge Zoning Bylaw, the CAC rate will be the rate established in Section 2 of this policy.
- 5. The Official Community Plan may also establish additional or alternative community amenity contribution policies, guidelines and density bonus provisions for each Area Plan.
- 6. Development applications that are in process (in-stream) at the time of enactment of the CAC Program Council Policy, will:
 - a) be subject to the provisions of this Policy unless the applicable Official Community Plan or Zoning Bylaw amending bylaw has received Third Reading; OR
 - b) be subject to the provisions of this Policy if a condition for the Policy to apply was included in the first or second reading report of the applicable Official Community Plan or Zoning Bylaw amending bylaw.
- 7. All development applications that are seeking an extension under Development Procedures Bylaw No. 5879-1999 (as amended), may be subject to the city-wide community amenity contribution program at the discretion of Council.
- 8. Council will establish one or more Reserve Funds and identify those amenities that may benefit from the community amenity contributions.
- 9. Community Amenity Contribution funds received will contribute to any of the following eligible amenities:
 - a) Civic facility;
 - b) Public art;
 - c) Acquisition of land for the provision of:
 - o Affordable or special needs housing;
 - o Parks
 - o Trails
 - o Significant ecological features
 - d) Park or trail construction and/or maintenance;
 - e) Affordable or special needs housing units;
 - f) Heritage conservation; or
 - g) Conservation of significant ecological features.

10. The provision of a specific amenity, rather than a cash-in-lieu contribution may also be considered by Maple Ridge Council. If Council determines that the provision of an amenity is more desirable, the following list is to be used as a general guide for determining the type of community amenity:

- a) Public art;
- b) Heritage conservation;
- c) Land for the provision of:
 - o Affordable or special needs housing;
 - o Parks
 - o Trails
 - o Significant ecological features
- d) Affordable or special needs housing units; or
- e) Park or trail construction or improvements.

Purpose:

To provide direction on the implementation of a city-wide community amenity contribution (CAC) program, including the process to determine the contribution amount.

Definitions:

- **"Community Amenity"** means any public amenity that provides a benefit to the residents of the city or a specific neighbourhood as the result of increased residential density.

Key Areas of Responsibility

Action to Take

Responsibility



CITY OF MAPLE RIDGE

mapleridge.ca

TO: Audit & Finance Committee

FROM: Chief Administrative Officer

SUBJECT: 2020 Amenity Contributions

MEETING DATE: March 8, 2021

FILE NO: 05-1880-20

MEETING: Audit & Finance Committee

EXECUTIVE SUMMARY:

This report provides a summary of the Amenity Contributions and the authorized uses of these funds for specific projects. It should be noted that at the time of writing the financial results for 2020 were not finalized. The 2020 Contributions shown reflect those made from January 1, 2020 to the end of November 2020.

The City has three amenity programs: Albion Area, Community Wide and Housing Affordability. Annual collections and interest earned on these funds are summarized. Collections to date are sufficient to cover the planned draws to fund the projects previously approved by Council. Future collections can be directed towards initiatives within the parameters of the amenity program. Community Amenity Contributions (CACs) spending has been focused on Parks and Recreation Infrastructure.

CACs advanced new parks and recreation infrastructure to better serve citizens' needs. CACs assist with funding infrastructure that cannot be funded through Development Cost Charges (DCCs). DCCs and the rate update process will be reported on at a future Audit & Finance Committee meeting.

RECOMMENDATION:

For information only.

DISCUSSION:

a) Background Context:

This report focuses on the financial results of the Amenity Programs. The amenity programs' design and rates are best informed through Planning Policy.

The following table shows Amenity Contributions since the inception of these programs. These contributions assist with funding of projects specifically authorized by Council. In each case, the project is only partially funding through Amenity Contributions.

	Community (CACs)	Albion (AAC)	Affordable Housing
Collections			
2015	-	210,800	
2016	229,500	64,400	
2017	958,200	148,800	
2018	3,605,300	291,000	
2019	1,852,500	86,800	256,000
2020 (to Nov.)	669,600	55,800	159,000
Total Collections	7,315,100	857,600	415,000
Interest	211,040	30,902	19,758
Total Collections and Interest	7,526,140	888,502	434,758
Authorized Draws			
Albion Community Centre	(2,600,000)	(1,000,000)	
Telosky Stadium Synthetic Turf and Fieldhouse	(3,000,000)		
Additional Sheet of Ice	(1,500,000)		
Total Authorized Draw	(7,100,000)	(1,000,000)	-
Unencumbered Balance (Funds Available)	426,140	(111,498)	434,758

Community Amenity Contributions by Area

When the CACs were initiated, it was asked that the area of collections be tracked. The rationale at the time was likely a desire by the developers to ensure that over time the areas that contribute benefit from the amenities.

CACs by Collection Area

Albion	1,229,000	17%
Central Haney	257,900	4%
Central Maple Ridge	355,300	5%
Cottonwood	2,839,900	39%
East Maple Ridge	6,200	0%
Rothsay	5,100	0%
Silver Valley	1,515,600	21%
Spilsbury	5,100	0%
Thornhill	10,200	0%
Town Centre	828,600	11%
Websters Corners	20,400	0%
West Haney	117,300	2%
West Maple Ridge	83,700	1%
Whonnock	40,800	1%
Total Collections	7,315,100	100%

Future Contributions and Uses

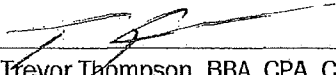
The annual value of CACs will fluctuate with development. CACs will continue to be a significant funding source as we are a growing community. Other than the projects already mentioned, that are already funded with existing CAC funds, there are no further draws on the CACs included in the 5 year Financial Plan (2021-2026).

Development currently under application represents Amenity Contributions of approximately \$16.5 million. The vast majority of the applications are at first or second reading. A portion of the applications will not proceed and others may take several years.

Discussing the future use of CACs would be useful prior to setting the 2022-2026 Business Planning Guidelines and refining the Capital Program. CACs could be committed to fund a larger portion of existing debt funded recreation projects. This could reduce the property tax increase needed to service the debt. Alternatively, the funds could be used to advance additional investments in Parks and Recreation or in other areas permitted within the CAC program.

CONCLUSION:

Amenity Contributions are a relatively new funding source in Maple Ridge and provide funding for amenities that cannot be funded through Development Cost Charges. During the Business Planning sessions, there was significant discussion about the rate of collections and where the funds were allocated. This report provides additional clarity on what has been collected to date and the projects that Council authorized spending CACs on. Future amenity contributions provide Council with some flexibility to consider additional amenities or reduce the debt servicing costs of previously approved projects.


Prepared by: Trevor Thompson, BBA, CPA, CGA
Director of Finance


Approved by: Christina Crabtree
General Manager: Corporate Services


Concurrence: Al Horsman
Chief Administrative Officer