

City of Maple Ridge

**COUNCIL WORKSHOP AGENDA**

**July 14, 2020**

**11:00 a.m.**

**Virtual Online Meeting**

*The purpose of the Council Workshop is to review and discuss policies and other items of interest to Council. Although resolutions may be passed at this meeting, the intent is to make a consensus decision to send an item to Council for debate and vote or refer the item back to staff for more information or clarification. The meeting is live streamed and recorded by the City of Maple Ridge.*

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**REMINDER: July 14, 2020 Council Meeting 7:00 p.m. Virtual Online Meeting**

**1. APPROVAL OF THE AGENDA**

**2. ADOPTION OF MINUTES**

2.1 Minutes of the June 23, 2020 Council Workshop Meeting

**3. PRESENTATIONS AT THE REQUEST OF COUNCIL**

**4. UNFINISHED AND NEW BUSINESS**

**4.1 Employment Lands: Preliminary Concepts for the Yennadon Lands**

Presentation by Michael von Hausen, MVH Urban and Design Inc.

Staff report dated July 14, 2020 recommending that staff proceed with the Yennadon Lands Redesignation public consultation.

**4.2 Accountability Mechanisms for Secondary Suites and Detached Garden Suites**

Staff report dated July 14, 2020 recommending to prepare amendments to the Business Licencing and Regulation Bylaw to require a Good Neighbour Agreement for rental units and amendments to the Zoning Bylaw to remove the owner occupancy requirement for secondary suites and detached garden suites, and that enforcement of the owner occupancy requirement continue to be held in abeyance.

**4.3 Maple Ridge Social Services: Gap Analysis Scope of Work**

Staff report dated July 14, 2020 recommending that staff begin a gap analysis to identify key trends, strengths and opportunities related to social services in Maple Ridge.

4.4 Business and Financial Planning Guidelines 2021-2025

Staff report dated July 14, 2020 recommending that the report titled "Business and Financial Planning Guidelines 2021-2025" be forwarded to the July 28, 2020 Regular Council Meeting.

5. CORRESPONDENCE

6 BRIEFING ON OTHER ITEMS OF INTEREST / QUESTIONS FROM COUNCIL

7. MATTERS DEEMED EXPEDIENT

8. NOTICE OF CLOSED COUNCIL MEETING

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

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

Section 90(1)(e) the acquisition or disposition of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality.

Section 90(1)(d) The security of property of the municipality.

Section 90(2)(b) The consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

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

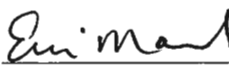
9. ADJOURNMENT

APPROVED BY: 

DATE: July 9, 2020

PREPARED BY: A. Saunt

DATE: July 9, 2020

CHECKED BY: 

DATE: July 9/20

**COUNCIL WORKSHOP MINUTES**

June 23, 2020

The Minutes of the City Council Workshop held on June 23, 2020 at 11:00 a.m. as an online virtual meeting hosted at City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

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<i>PRESENT</i>	<i>Appointed Staff</i>
<i>Elected Officials</i>	A. Horsman, Chief Administrative Officer
Mayor M. Morden	D. Boag, General Manager Parks, Recreation & Culture
Councillor J. Dueck	C. Carter, General Manager Planning & Development Services
Councillor K. Duncan	C. Crabtree, Acting General Manager Corporate Services
Councillor C. Meadus	D. Pollock, General Manager Engineering Services
Councillor G. Robson	T. Thompson, Chief Financial Officer
Councillor R. Svendsen	S. Nichols, Corporate Officer
Councillor A. Yousef	<i>Other Staff as Required</i>
	F. Armstrong, Manager of Corporate Communications
	C. Goddard, Director of Planning
	A. Grochowich, Planner
	L. Zosiak, Manager of Community Planning

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Note: These Minutes are posted on the City Web Site at [www.mapleridge.ca](http://www.mapleridge.ca)

Note: Due to the COVID-19 pandemic, Council members participated electronically. Mayor Morden chaired the meeting from Council Chambers.

1. **APPROVAL OF THE AGENDA**

R/2020-270

It was moved and seconded

**That the agenda of the June 23, 2020 Council Workshop Meeting be amended by adding the following to Item 8 Notice of Closed Council Meeting:**

**Section 90(1)(j) Information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act; and further,**

**That the agenda be approved as amended.**

CARRIED

2. ***ADOPTION OF MINUTES***

2.1 **Minutes of the June 9, 2020 Council Workshop Meeting**

R/2020-271

It was moved and seconded

**That the minutes of the Council Workshop Meeting of June 9, 2020 be adopted as circulated.**

CARRIED

3. ***PRESENTATIONS AT THE REQUEST OF COUNCIL*** – Nil

4. ***UNFINISHED AND NEW BUSINESS***

4.1 **Draft Corporate Communication & Community Engagement Policy**

Staff report dated June 23, 2020 recommending that feedback received on the draft “Corporate Communication & Community Engagement Policy” be incorporated into the document for consideration at a future Council meeting.

The Manager of Corporate Communications spoke to the staff report, providing background on the current policy and proposed amendments. Staff responded to questions from Council.

Note: Councillor Meadus left the meeting at 11:12 a.m. and returned at 11:40 a.m. during comments from Council.

Note: Councillor Yousef left the meeting at 11:51 a.m. and returned at 11:55 a.m. during comments from Council.

R/2020-272

Moved and seconded

**That feedback received on the draft “Corporate Communications & Community Engagement” policy be incorporated for further consideration and adoption at a future Regular Council Meeting.**

CARRIED

4.2 **Supportive Recovery Housing: Draft Zoning Bylaw Amendments**

Staff report dated June 23, 2020 recommending that a Zone Amending Bylaw be prepared to permit supportive recovery homes.

The Manager of Community Planning provided a brief background and introduction on the item. The Planner provided a detailed presentation and staff responded to questions from Council.

4.2.1

R/2020-273

Moved and seconded

**That staff prepare a Zone Amending Bylaw to permit supportive recovery homes as outlined in the staff report titled "Supportive Recovery Housing: Draft Zoning Bylaw Amendments" and including comments received by Council.**

CARRIED

4.2.2

R/2020-274

Moved and seconded

**That the recovery homes Zone Amending Bylaw be expanded to include seniors and persons with disabilities, and mental health residences as a density bonus subject to the Housing Agreement.**

CARRIED

Councillor Duncan, Councillor Robson, Councillor Yousef – OPPOSED

5. ***CORRESPONDENCE*** – Nil

6. ***BRIEFING ON OTHER ITEMS OF INTEREST/QUESTIONS FROM COUNCIL*** – Nil

7. ***MATTERS DEEMED EXPEDIENT*** – Nil

8. ***NOTICE OF CLOSED COUNCIL MEETING***

R/2020-275

Moved and seconded

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

**Section 90(1)(a) Personal information about an identifiable individual who holds a position as an officer, employee or agent of the municipality or another position appointed by the municipality.**

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

- Section 90(1)(e) The disposition of land or improvements, if the council considers that disclosure might reasonably be expected to harm the interests of the municipality.
- Section 90(1)(i) The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- Section 90(1)(j) Information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.
- Section 90(2)(b) The consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government.

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

CARRIED

Councillor Duncan – OPPOSED

9. *ADJOURNMENT* – 1:32 p.m.

Certified Correct

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M. Morden, Mayor

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S. Nichols, Corporate Officer

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Employment Lands: Preliminary Concepts for the Yennadon Lands

**MEETING DATE:** July 14, 2020  
**FILE NO:** 2016-195-CP  
**MEETING:** Workshop

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**EXECUTIVE SUMMARY:**

At the March 31, 2020 Council Workshop Meeting, staff provided an update on the Yennadon Lands Redesignation process, including the proposed community engagement process that was postponed due to the Covid-19 pandemic. At that meeting, Council directed that the previously endorsed Yennadon Lands process be revised and that staff work with the consultant to prepare some preliminary land use concepts for Council to review prior to proceeding with public consultation.

This report presents three preliminary land use concepts for Council to review and provide comments:

- Concept #1: Mixed Employment and Clustered Housing
- Concept #2: Neighbourhood Innovations Village
- Concept #3: Small / Large Lot Employment and Clustered Housing

All three concepts respond in some fashion to comments previously expressed by Council. This report seeks Council input on the preliminary concepts, as well as direction to proceed with the public consultation process.

**RECOMMENDATION:**

**That staff be directed to proceed with the Yennadon Lands Redesignation public consultation.**

**1.0 CONTEXT:**

**1.1 Background**

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

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

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

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

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

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

## **1.2 Site Description**

The Yennadon Lands are comprised of 13 properties. They range in size from 0.5 ha (1.5 acres) to 4 ha (10 acres). The total land area is 25.4 hectares (63 acres). The subject properties are located outside of and adjacent to the City's Urban Area Boundary, but are largely within the Region's Urban Containment Boundary (see Section 5.1 for additional details and Appendix B for a map of the area).

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

Currently, the subject properties are designated Agricultural in the OCP and are zoned RS-3 (One Family Rural Residential) and RS-2 (One Family Suburban Residential). All of the properties, except one property located near the northeast corner of the area, are located outside the Agricultural Land Reserve (see Section 5.2 for additional details). The majority of these properties are designated General Urban in the Regional Growth Strategy.

## **1.3 Work-to-Date**

With increasing interest in the Yennadon Lands Redesignation process, staff have been fielding questions from interested community members, relevant professionals and landowners since fall 2019. An e-mail distribution list is established for interested community members to register, who will receive regular updates throughout the process.

Throughout early 2020, staff have been reviewing background information relevant to the Yennadon Lands Redesignation process. MVH Urban Planning & Design Inc. has been contracted to assist with the community engagement process, originally endorsed to consist of two workshops, a charrette, and a public open house with a community questionnaire. Staff have set up an Interdepartmental Working Group (IWG) to inform this planning process and to assist the consultant with the community engagement activities.

The IWG and consultant team have met to review the initial site assessment and to construct the framework that will form the preliminary concepts. Following further work by the Land Use consultant, the IWG have reviewed and provided feedback on the preliminary concepts. To assist with the development of these concepts, the City has engaged Rollo & Associates to conduct a high-level feasibility study of the preliminary concepts, as well as ENKON Environmental to assist with some environmental reconnaissance work of the Yennadon Lands.



## 2.0 DISCUSSION:

### 2.1 Analysis

In order to construct the framework for the preliminary land use concepts, the consultant conducted an analysis of the Yennadon Lands in order to examine the potential of the area for sensitive infill employment uses. The work conducted provides a “snapshot” analysis of the site, surrounding land uses, environmental areas, servicing in the vicinity, and summary land use policies that are proposed to apply to the site. From this analysis, a number of opportunities and challenges facing the site were extrapolated. The “snapshot” analysis by MVH Urban Planning & Design, including images, graphics, and maps, is available in Appendix C.

In brief, a number of the key highlights and initial recommended directions include:

#### Transportation & Access

Both 128 Ave and 232 Street are part of the Major Road Network of Maple Ridge and are classified as Arterial Roads within the Transportation Plan. As such, each of these roads will provide limited access to the site and no direct single-property access. Road-widening, involving dedication and improvements, will also be required on both of these major roads as a condition of development.

The west side of the site has newer residential homes on urban lots. Any development will require a Transportation Study to address traffic flows as well as assessing needs for any road upgrades as a condition of development.

#### Sanitary Sewer Servicing

The sanitary sewer gravity main lines are located on the east and north edge of the property, flowing north along 232 Street and then west along 128 Avenue. Smaller sanitary sewer lines flow west from the cul-de-sacs on 126B Avenue, 127 Place, and 127B Avenue at the west edge of the site.

Further feasibility work will be required to determine the capacity and design of the sanitary sewer system on the property based on potential uses, densities, and additional demand that were not considered in earlier studies.

#### Water

Potable water lines are located along 128 Avenue and 232 Street. In addition, local water lines are provided along 126B Avenue, 127 Place, and 127B Avenue at the west edge of the site.

Further investigation is required to determine the capacity, size, looping requirements, and design of the water system depending on the extent of development.

#### Views, Forested Area, and Topography

The open parts of the property have views north to the Golden Ears mountain peaks, but much of the potential views are obscured by the existing forested area. The site is relatively flat, but is punctuated by mounds and lower wet areas. It appears that the site has poorly drained soils reflective of a sub-clay layer.

The majority of the site is covered with dense mixed forest of deciduous and coniferous trees. There are a few clusters of what appear to be significant Western Red Cedar and Hemlock tree stands near the west edge of the property. There could also be further specimens, but a detailed tree inventory and management plan would be required to confirm their value and condition. The *Tree Protection and Management Bylaw* will apply to the tree retention, removal, and replacement requirements.

The larger business lots could provide opportunities to conserve larger stands of trees as part of sensitive site development, creating more wildlife support and less possibility for tree blow-down impacts due to storm events. In addition, residential clustered development on the west edge of the site could also retain some significant groups of trees (see *Concept 1*). Pursuant to Section 8.10 of

the Official Community Plan, a *Natural Features Development Permit* application would be required for all development and subdivision to ensure the protection, restoration, and enhancement of this natural environment.

#### Coho Creek and Tributaries

Coho Creek and its tributaries run east to west through the property along the south and central part of the property. Coho Creek is fish-bearing and therefore requires a 30-meter setback and two tributaries connecting from the east and from the north require a 15-meter setback. The Creek also acts as a wildlife corridor through the property and connects east and west as part of a larger watershed area.

The Coho Creek conservation area is estimated to be 5 hectares (13 acres), reducing the gross development area to 20 hectares (50 acres) or 80% of the gross land area.

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

#### Wetlands

A portion of the development area has been confirmed to contain a series of wetlands contiguous with Coho Creek and its tributary channels. Subsequent environmental review will delineate these protected habitat features as required under the Water Sustainability Act. Once the habitat assessments are completed, the Yennadon Lands Development Concept plans will be adapted to accommodate these habitat features while maximizing development potential. Staff are working to meet with senior levels of government to discuss relevant strategies in the near future.

#### Stormwater Management

Coho Creek will be the major recipient of stormwater runoff on the site. As a fish-bearing watercourse, any stormwater flow should be filtered and scrubbed via biofiltration and detention pond system in the proposed development.

Since the business park will generally have larger lots than a typical urban residential development, there is an opportunity for more significant lot biofiltration areas and bio-swailes to convey the stormwater and clean it on site and in transit to Coho Creek. Similarly, if clustered residential development is considered on the west edge of the site, this form of development would permit potential larger areas for stormwater detention and biofiltration before entering Coho Creek.

Further study will be required to ensure that the stormwater system on the property will be properly designed to minimize impacts on Coho Creek's health and capacity. Any development would need to demonstrate compliance with the City's stormwater management requirements, following the three tier on-site source controls within the Provincial and Metro Vancouver design standards. Stormwater management strategies need to be coordinated with geotechnical recommendations, environmental protection areas, and tree retention plans.

#### Trails, Open Space, Parks and Recreation

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

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

## Summary

The consultant was provided with the information in Section 2.1 above to guide development of three preliminary concepts with various options for future uses, as follows:

- Concept #1: Cluster residential development on the west edge of the property with the balance being employment uses;
- Concept #2: Smaller lot innovation employment uses and an eco-business approach; and
- Concept #3: A combination of smaller (west area) and larger lot (east area) employment uses with some clustered residential housing.

## **2.2 Concepts**

Being mindful of Council's vision for the Yennadon Lands, the "big idea" that has established a framework for the preliminary Concepts is to create a complete neighbourhood where residents and future business owners can live, work and play within a five to ten minute walk or bicycle ride of their residence. The employment area should be uniquely smaller scale to fit with the surrounding neighbourhood, offering a variety of smaller lots.

Residential uses will be limited to the west edge of the area, clustered so as to retain significant tree stands, and provide a diversity of housing. The community can be linked by trails and natural open spaces.

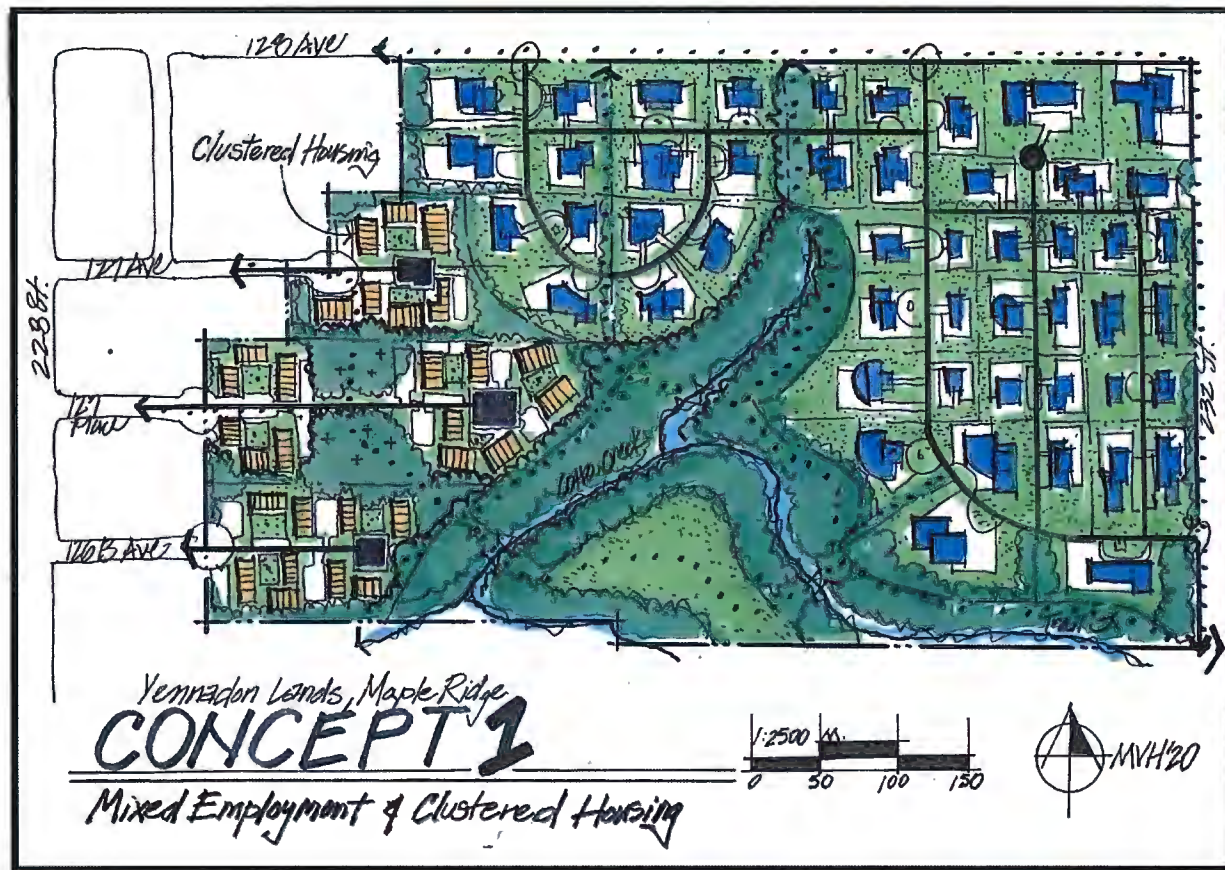
The three preliminary Concepts were also informed by the outcomes of the site analysis, discussed in Section 2.1 above, on transportation/access, site servicing, environmental features, stormwater management, and parks/trails/recreation requirements for future development within the area.

The potential land uses and development forms have been prepared for Council discussion and comment. Additional details regarding these three preliminary concepts, including larger maps and illustrative concepts, are available in Appendix C.

Staff note that these are preliminary, high level concepts that will likely change as more detailed assessments are conducted. The development application process will further refine the land use boundaries.

### Concept #1: Mixed Employment and Clustered Housing

Concept #1 follows Council direction from 2016 that completes the residential development on the west edge of the Yennadon Lands. This design integrates the existing property line patterns and logical subdivision pattern of properties.



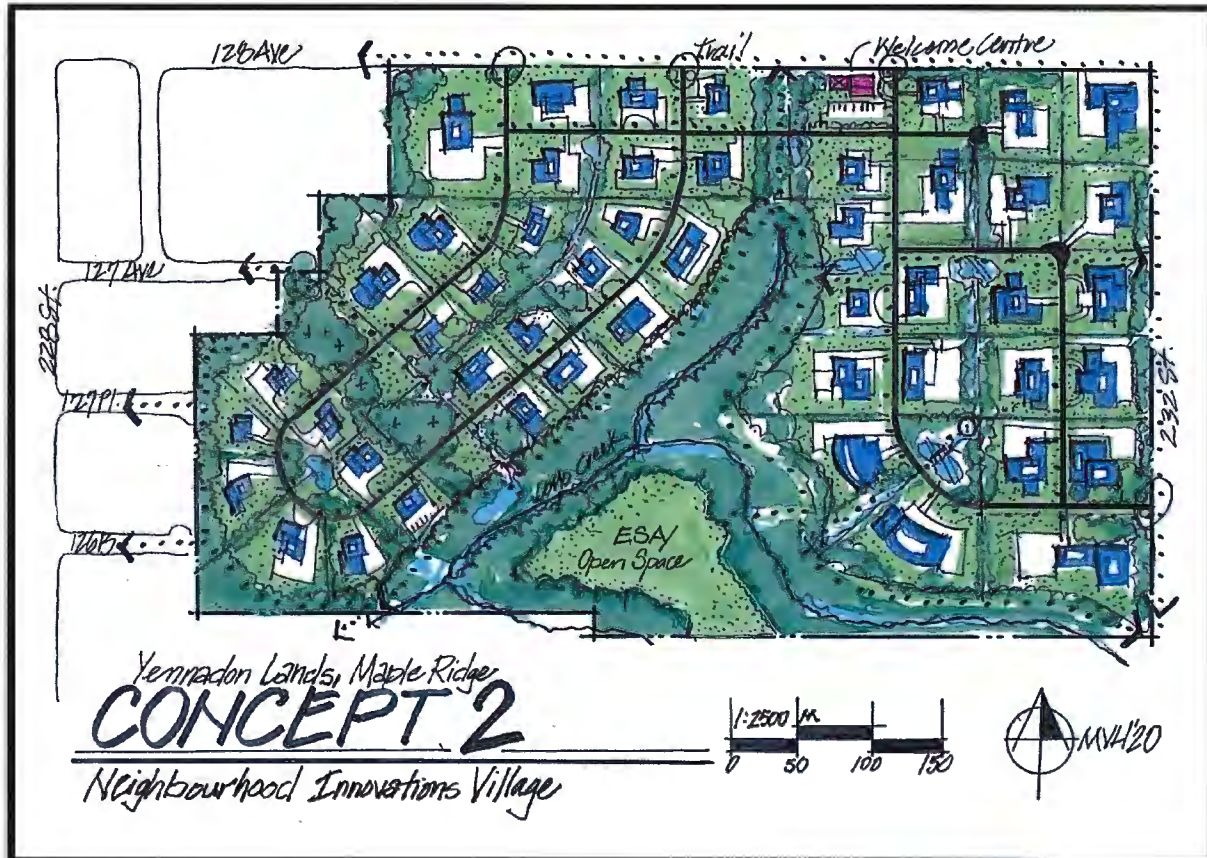
Residential Employment

This Concept illustrates clustered residential development on the majority of the three western properties with a few employment lots on the northern most parcel extension (on to 127 Ave). These clustered residential developments could take a form that integrates a central common area as well as peripheral outdoor parking. These units would cater to a more mature adult or single / young family market, as there are large gaps for these users in the housing market. The clustered nature of the housing would also allow for the conservation of open space as well as tree strands resulting in a central nature conservation park feel.

For Concept #1, approximately 20% of the land use is residential and 80% employment.

## Concept #2: Neighbourhood Innovations Village

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



 Employment

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

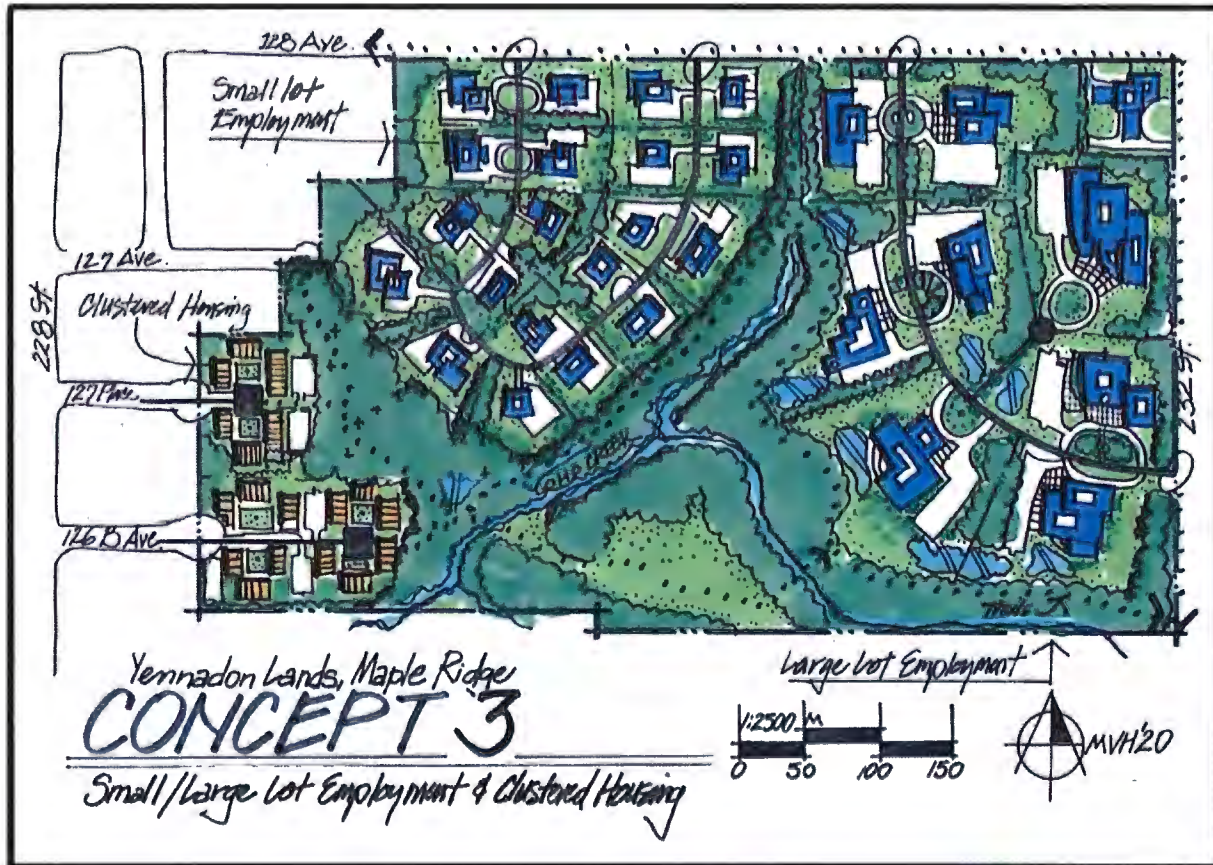
The smaller flex-lot configuration (with lots range in size from 0.1 to 0.4 ha (.25 - 1.0 ac)) extends through the development and similar to Concept 1 provides an appropriate scale and size of building that matches the residential scale of the surrounding neighbourhoods.

The interconnected trail network (common to all concepts) is punctuated by a welcome/interpretative centre along the south side of 128 Avenue, which can highlight the “green” eco-business practices that develop here and steward the area’s natural assets.

For Concept #2, approximately 100% employment, other than the Welcome Centre.

### Concept #3: Small / Large Lot Employment and Clustered Housing

Concept #3 is the hybrid concept, since it provides some clustered housing on the west edge, creates small lot employment use in the west sector, and includes more conventional large lot employment in the east area (less sensitive to traffic and circulation). The concept development does not follow the existing lot pattern and would probably need to be assembled by one or more developers.



Residential Employment

The employment lot sizes vary from 0.2 – 1.6 ha (0.5 – 4.0 ac) with the larger employment parcels in the east sector.

The larger employment parcels provide an option for more extensive building footprints and greater concentration of uses on the Yennadon lands. The extensive building areas would normally require larger parking areas that could accommodate daily parking needs, as well as loading for tandem truck traffic that, in this case, has a separate street network with access from only 232 Street and 128 Avenue.

For Concept #3, approximately 12% of the land use is residential with 32% 'small lot' employment and 56% 'large lot' employment..

### 2.3 High Level Economic Analysis

In order to determine if any or all of the proposed preliminary concepts were economically feasible, the City engaged Rollo & Associates.

Given the economic uncertainty of the world, due to the COVID-10 pandemic, the consultants felt they were able to assess the site's marketability. Overall, Rollo & Associates has determined that each of the Concepts demonstrates the capacity to support a land value in excess of what is considered fair market value for the site. In other words, all of the concepts are economically feasible.

It is worth noting that at this time, the market for a six-storey office / light industrial development has yet to emerge in Maple Ridge. However, the market for this form could evolve over the next decade as the availability of industrial lands grow increasingly scarce. At this point, this form is not proposed in any of the three preliminary concepts included with this report.

The economic analysis will be refined following the development of a specific land use concept for the Yennadon Lands.

### 2.4 Next Steps

Following Council comments on the preliminary concepts, the consultant team will make any necessary adjustments prior to beginning the proposed consultation process. As discussed in earlier reports, the general steps of the Yennadon Lands Redesignation process would be to review suitable and sensitive employment land uses, discuss possible employment visions with the community, and outline the potential land use policy and regulatory amendments necessary to implement the Yennadon Lands concept.

**Figure 1 – Revised Yennadon Lands Employment Redesignation Process**



Once the preliminary concept plan amendments are complete, the following community engagement activities are anticipated to take place over an approximate one to two month period, beginning in late September: Workshop with Landowners; Workshop with Community Members; and the Public Open House to review Concepts. Orders from Provincial Health Officer will ultimately dictate the form of the proposed community engagement activities. It is anticipated that these activities will be able to be conducted in a physically distant and safe manner.

The next steps in the engagement process will be to announce the engagement dates and open the registration process, likely in September. Public notification will involve regular City of Maple Ridge communication channels, including posting advertisements in the local newspaper, providing social media and online announcements, a mail-out through Canada Post, as well as sending invites and updates to those on the e-mail distribution list. The City's Employment-related webpages will also be kept up-to-date to keep the community informed of the process.

### 3.0 STRATEGIC ALIGNMENT

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

## **4.0 POLICY IMPLICATIONS**

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

Any future employment development in this area would also be required to undergo a municipal rezoning process, at which time an applicant would need to undertake more detailed studies of the area. Such studies may include, but not be limited to, geotechnical assessments, servicing and infrastructure studies, agricultural impact assessments, significant tree and habitat assessments, etc.; all to ensure that any future proposed land uses do not negatively impact existing soils, groundwater, and habitats. As well, future applicants may also be required to obtain a development permit to regulate the form and character of new buildings.

## **5.0 INTERGOVERNMENTAL IMPLICATIONS**

### **5.1 Metro Vancouver**

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

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

### **5.2 Agricultural Land Commission**

In 2004, the Agricultural Land Commission permitted 12 of the 13 Yennadon Land properties to be removed from the Agriculture Land Reserve. This was a voluntary process, so only those property owners that chose to participate went through the exclusion process. As such, one property in the northeast corner of the Yennadon Lands area will need to go through the ALC exclusion process to permit employment uses on that site.

## **6.0 INTERDEPARTMENTAL IMPLICATIONS**

Community Planning staff have been working collaboratively with our Development & Environment colleagues as well as with Engineering, Parks, Recreation & Culture, Building and Economic



Development staff, on the pursuit of employment opportunities at the Yennadon Lands. It is anticipated that these departments will continue to be involved throughout the Yennadon Lands Redesignation process. Additionally, staff from the Communications Department will continue to provide support with community outreach and communication initiatives.

## 7.0 FINANCIAL IMPLICATIONS

The ongoing pursuit of employment lands, specifically with the Yennadon Lands, is included in the Planning Department 2020 Work Program. While it is expected that much of the planning work will be completed in-house, outside consultant resources will be required to assist with the engagement efforts and the creation of the land use concepts. Such consultant work will be accommodated through existing internal budgets.

### CONCLUSION:

This report presents three preliminary land use concepts for Council to review and provide comments:

- Concept #1: Mixed Employment and Clustered Housing
- Concept #2: Neighbourhood Innovations Village
- Concept #3: Small / Large Lot Employment and Clustered Housing

All three concepts respond in some fashion to comments previously expressed by Council. This report seeks Council input on the preliminary concepts as well as direction to proceed with the public consultation process.

“Original signed by Amanda Grochowich”

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

“Original signed by Chuck Goddard”

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

“Original signed by Christine Carter”

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

“Original signed by Al Horsman”



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

Appendix A: Map: Yennadon Lands  
Appendix B: Map: Regional Urban Containment Boundary for Yennadon Lands  
Appendix C: Yennadon Lands Concept Plan – Analysis and Design Concepts by MVH



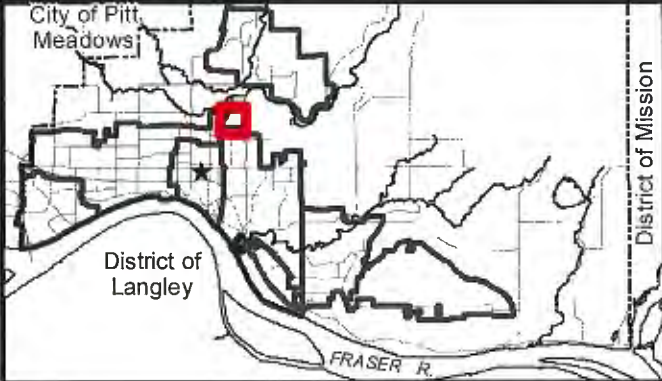
**Legend**

-  Agricultural Designation OCP
-  ALR

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Scale: 1:4,000



**Land Use**

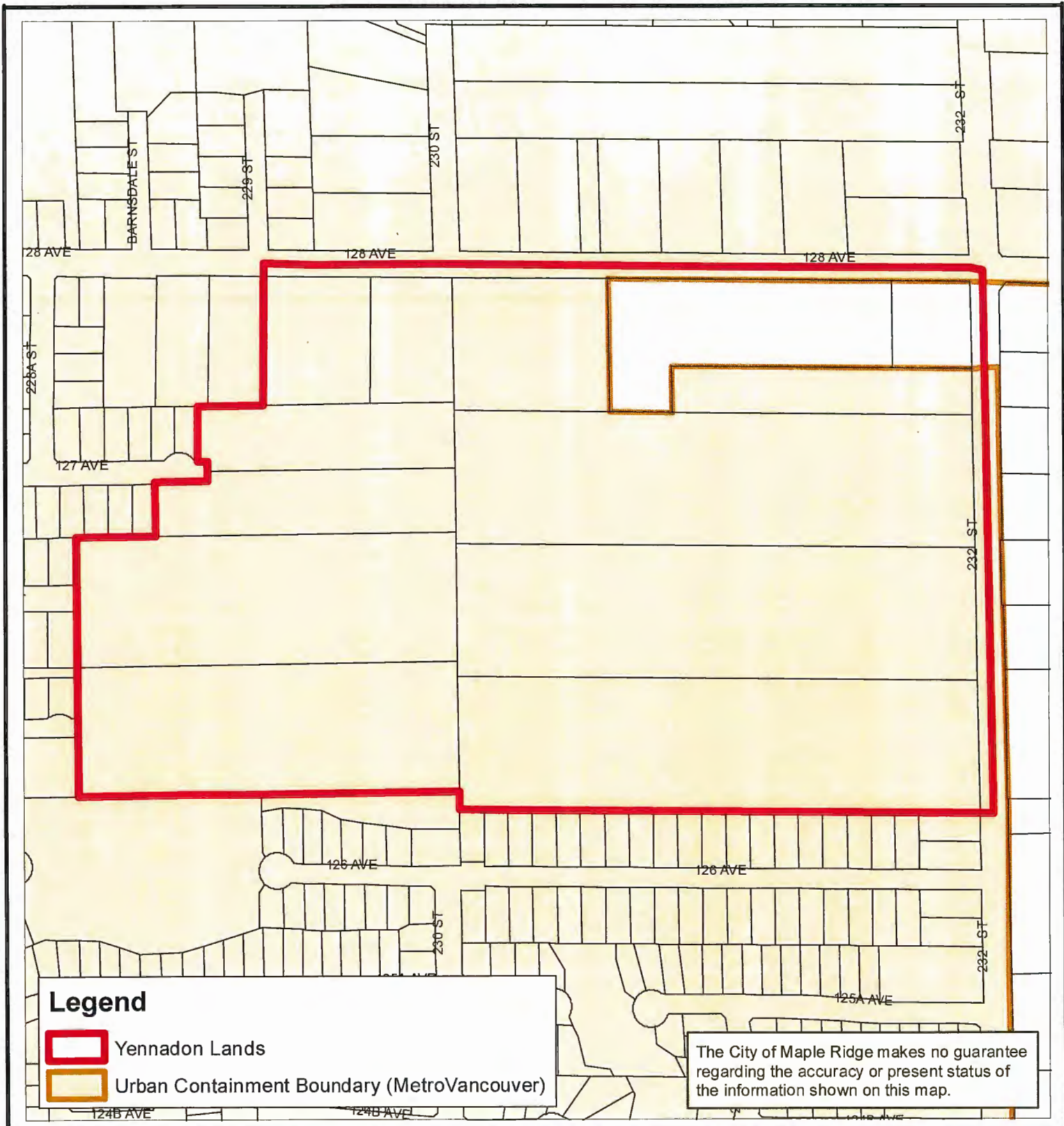
PLANNING DEPARTMENT





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DATE: Mar 19, 2020

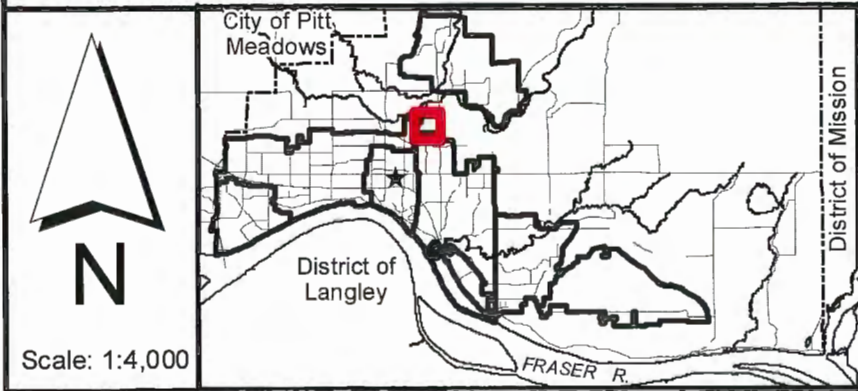
BY: DT



**Legend**

-  Yennadon Lands
-  Urban Containment Boundary (MetroVancouver)

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



Scale: 1:4,000

**Urban Containment Boundary (Metro Van)**

PLANNING DEPARTMENT



**MAPLE RIDGE**  
British Columbia

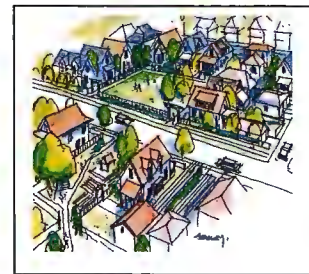
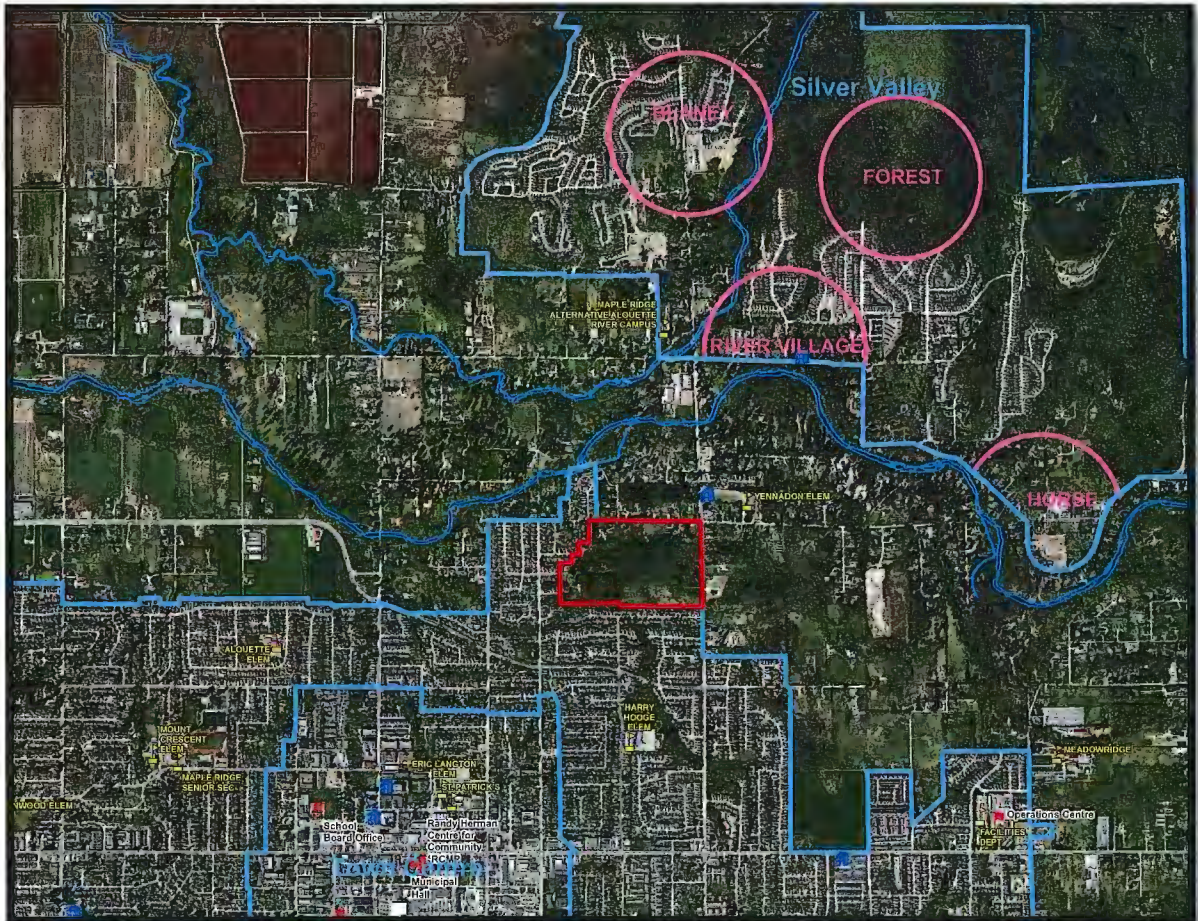
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FILE: YennadonLands.mxd  
DATE: Mar 19, 2020

BY: DT

# YENNADON LANDS CONCEPT PLAN

## City of Maple Ridge



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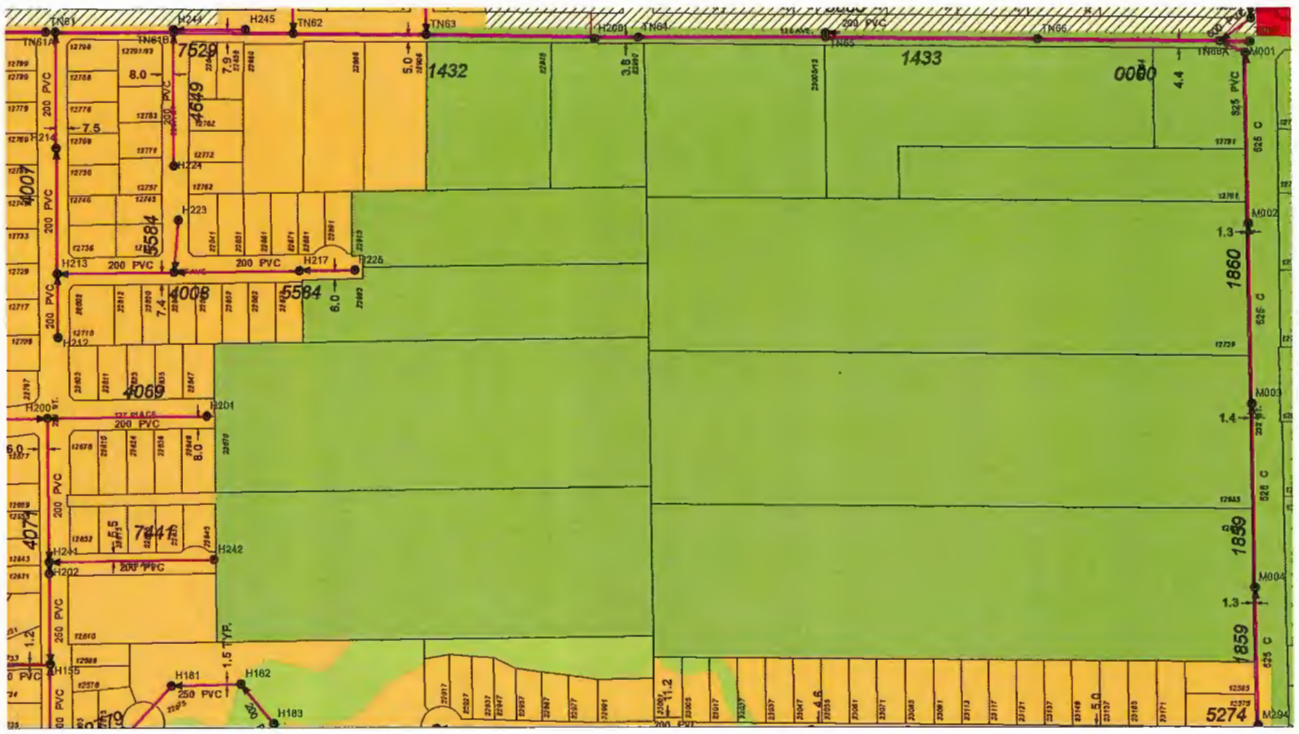
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## 1. Purpose and Process

The purpose of this preliminary *Yennadon Lands Concept Plan* report is to analyze and examine the potential of the site (hereafter referred to also as *Yennadon Lands*) for sensitive infill employment uses. It provides preliminary analysis and concept plan alternatives for the site.

This report provides a preliminary “snapshot” analysis of the site, its surroundings, current uses, environmental areas, servicing in the vicinity, and summary land use policies that apply to the site. In addition, a number of precedent images are included in the land use concepts section that reference the intended “neighbourhood scale” and character for development.

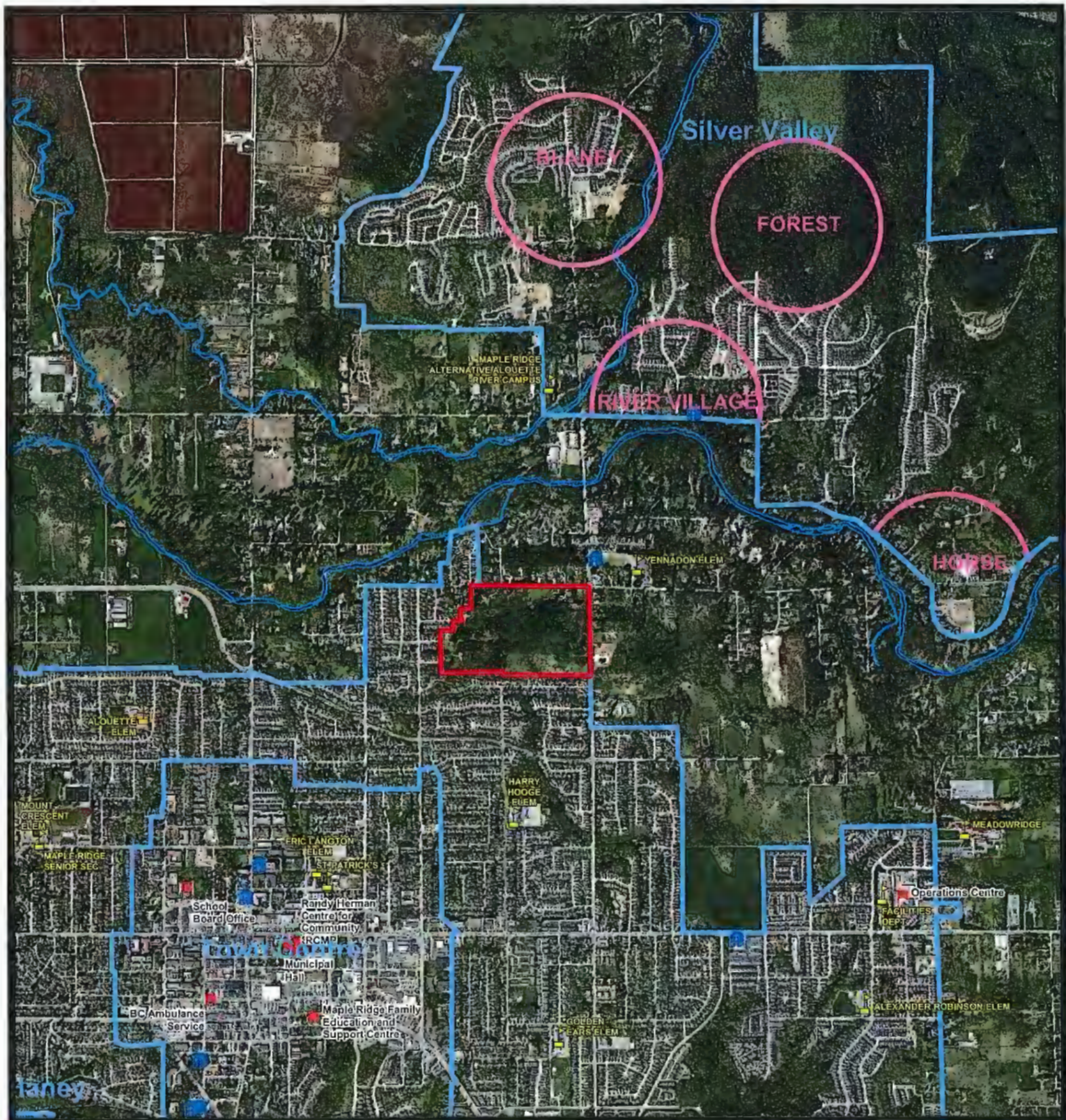
Following internal review and refinement of the report contents and concepts with staff and Council, next steps will be defined that may include a public open house. The public open house format will be used to present the concept development process and preferred concept. Finally, a report back to Council will make recommendations as to the preferred concept and next steps in the land use employment designation process.



*The Site covers 25.4 hectares (63 acres) and consists of 13 Landowners*

## 2. Size and location

The site is 25.4 hectares (63 acres) consisting of 13 properties ranging in size from 0.5 ha (1.5 acres) to 4 acres (10 acres). The properties are outside but adjacent to the *City of Maple Ridge's Urban Area Boundary* but within the *Region's Urban Containment Boundary* in the north-central part of Maple Ridge.



Site Location in north-central Maple Ridge

### 3. Analysis

#### 3.1 Access and Contextual Uses

The site is located northeast of the Town Centre and directly south 128 Avenue on the west side of 232 Street. Both 128 Avenue and 232 Street are part of the Major Road Network of Maple Ridge and classified as Arterial Roads within the Transportation Plan. 128 Avenue connects to the Golden Ears bridge to the west and 232 Street connects south to Dewdney Trunk Road. Each of these roads will provide limited access to the site and no direct single-site access. Further road-widening dedication and improvements will be required as a condition of development.

On the west side of the site, the 228 Street links north to 128 Avenue and south to Dewdney Trunk Road. 127 Avenue, 127 Place, and 126B Avenue provide potential accesses from the west edge of the site, currently terminating in cul-de-sacs. Any development will require a Transportation Study and adjoining road upgrading as a condition of development.

The west side of the site has newer urban residential homes on standard lots. On the southwest edge of the site, set back from Coho Creek, are clusters of townhomes. Along the south side of the site are older urban residential lots adjoining the south edge of Coho Creek. East of the site along 232 Street are large lot homes built on the Agricultural Land Reserve. North of the site on 128 Avenue are older estate lot homes. On the northeast corner of 232 Street and 128 Avenue is a Petro Canada Service Station and associated commercial uses. The Yennadon Elementary School is also located in behind the Service Station northeast of 128 Avenue and 232 Street.



*232 Avenue looking south along the east border of the site*



*128 Street looking east along north border of site*





*Older urban homes on southeast corner of site adjoining Coho Creek*



*Urban residential houses in neighbourhood west of site*



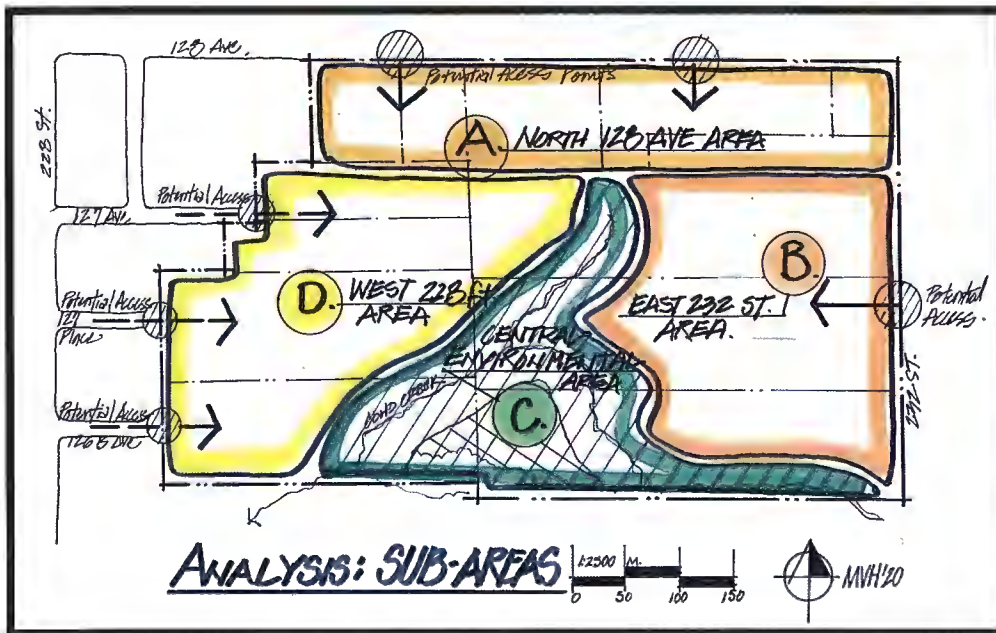
*Petro Canada Service Station located at the northeast corner of 128 Ave. and 232 Street*

### 3.2 Current Site Uses

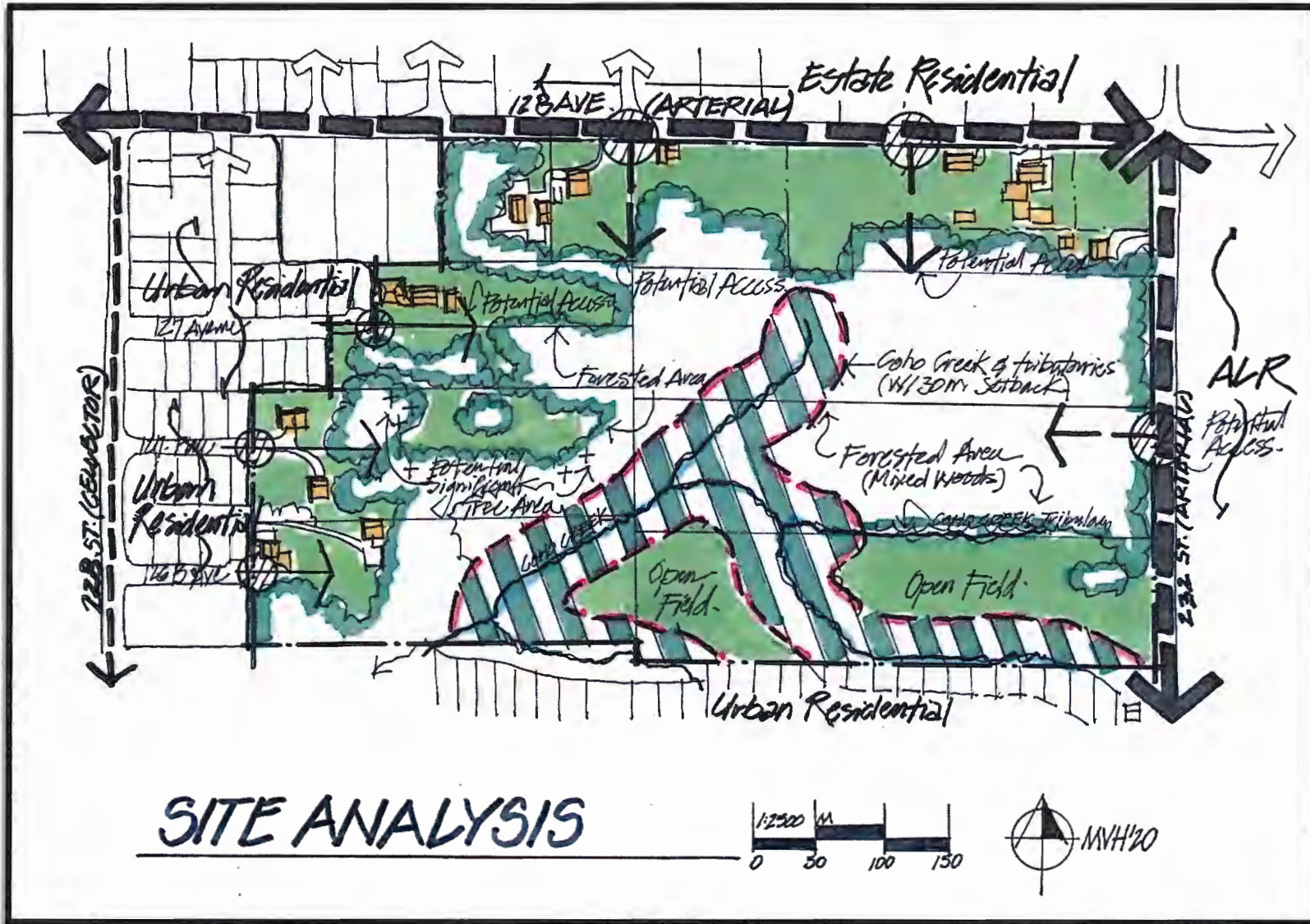
The northern and western edges of the site have current large lot residential uses. One small farm is located in the northeast corner of the site. The balance of the site is vacant, treed, or open fields with Coho Creek and its tributaries running through the south and central part of the site (see Sub-Area "C" on map at bottom of page and Site Analysis hatched green area on next page).



Orthographic photo of site and adjoining uses



The site can be divided into four sub-areas for analysis and concept development



### 3.3 Views, Forested Area, and Topography

The open parts of the site have views north to the Golden Ears mountain peaks but much of the potential views are obscured by the existing forested area. The site is relatively flat but is punctuated by mounds and lower wet areas. It appears that the site has poorly drained soils reflective of a sub-clay layer.

The majority of the site is covered with dense mixed forest of deciduous and coniferous trees. There are a few clusters of what appear to be significant Western Red Cedar and Hemlock tree stands near the west edge of the site. There could also be further specimens, but a detailed tree inventory and management plan would be required to confirm their value and condition. The *Tree Protection and Management Bylaw* will apply to the tree retention, removal, and replacement requirements.



*Significant tree stands on west edge of site as part of existing large lot conservation measures*

The larger business lot development concepts could provide opportunities to conserve larger stands of trees as part of sensitive site development, creating more wildlife support and less possibility for tree blow-down impacts due to storm events. In addition, residential clustered development on the west edge of the site could also retain some significant groups of trees (see *Concept 1*). Pursuant to Section 8.10 of the Official Community Plan, a *Natural Features Development Permit* application would be required for all development and subdivision to ensure the protection, restoration, and enhancement of this natural environment.

### 3.4 Coho Creek and Tributaries

Coho Creek and its tributaries run east to west through the site along the south and central part of the site. Coho Creek is fish-bearing and therefore requires a 30-meter setback and a 15-meter setback along the one eastern tributary on the site. The Creek also acts as a wildlife corridor through the site and connects east and west as part of a larger watershed area.

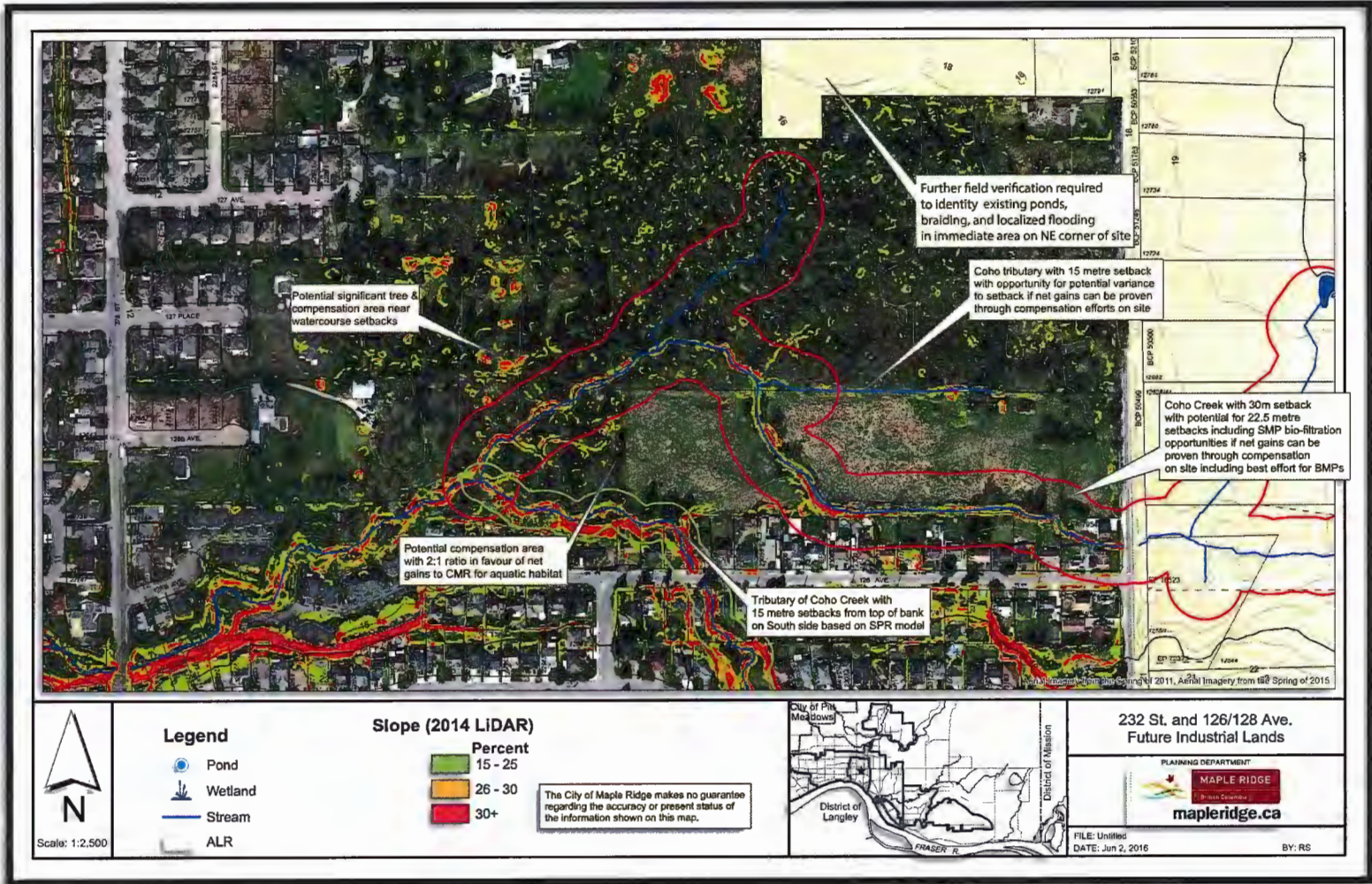
This conservation area is estimated to be 5 hectares (13 acres), reducing the gross development area to 20 hectares (50 acres) or 80% of the gross land area.



*Coho Creek is a fish bearing stream and requires setbacks as part of development considerations*

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

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



### 3.5 Trails, Open space, Parks and Recreation

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



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

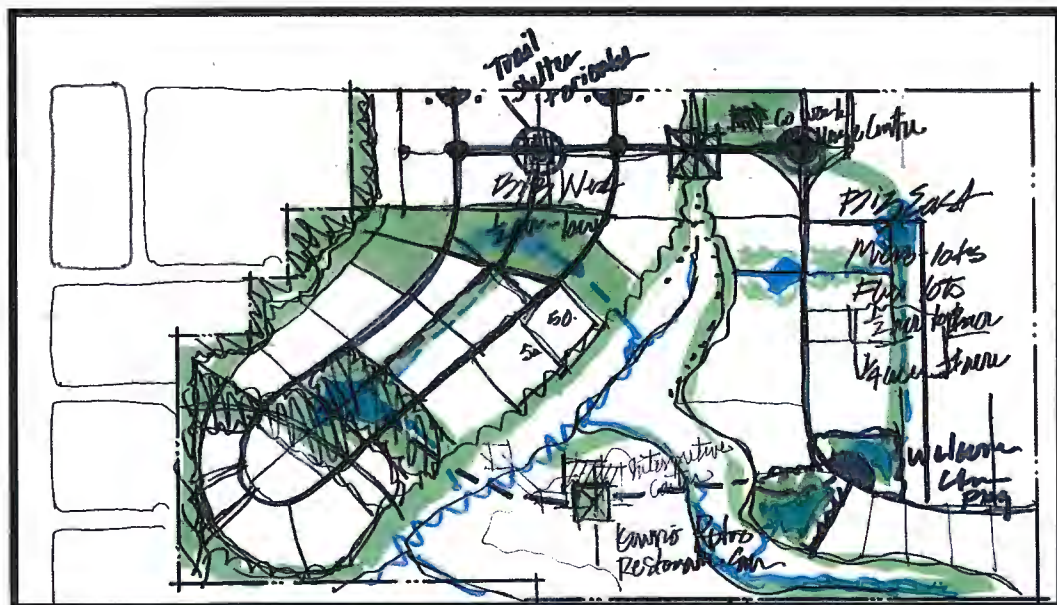
A natural interconnected pathway and trail system is recommended for the site that connects to the surrounding neighbourhoods. The trails should be slightly elevated to avoid flooding and may require elevated boardwalk sections in some of the riparian areas near the stream or in particularly low wet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

In addition, at least two to three pedestrian bridges will be required to span Coho Creek. These bridges should be designed and constructed so that they create minimum disturbance in the riparian areas.



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

In the *Eco-business Park Concept 2*, a trailhead, welcome/nature interpretative centre, and parking lot is illustrated as an option at the connection of the extended greenway area that meets 128 Avenue. This welcome centre can also showcase the green business practices and site planning sensitivities in the employment area. In addition, and as an optional idea, a wildlife and eco-system restoration centre could be located on the central “island” at the south end of Coho Creek. Here the eco-business park community members could show how they are helping enhance the natural systems in partnership with the surrounding community.



*Early sketch concept ideas to develop a comprehensive trail and linear park network for the site*



### 3.6 Servicing

#### **Sanitary Sewer**

The sanitary sewer gravity main lines are located on the east and north edge of the site flowing north along 232 Street and then west along 128 Avenue. Smaller sanitary sewer lines flow west from the cul-de-sacs on 126B Avenue, 127 Place, and 127B Avenue at the west edge of the site.

Further feasibility work should be done to determine the capacity and design of the sanitary sewer system on the site based on potential uses, densities, and additional demand that were not considered in earlier studies.

#### **Water**

Potable water lines are located along 128 Avenue and 232 Street. In addition, local water lines are provided along 126B Avenue, 127 Place, and 127B Avenue at the west edge of the site.

Further investigation is required to determine the capacity, size, looping requirements, and design of the water system depending on the extent of development.

#### **Stormwater Management**

Coho Creek will be the major recipient of stormwater runoff on the site. As a fish-bearing water course, any stormwater flow should be filtered and scrubbed via biofiltration and detention pond system in the proposed development.

Since the business park will generally have larger lots than urban residential development, there is an opportunity for more significant lot biofiltration areas and bio-swales to convey the stormwater and clean it on site and in transit to Coho Creek. Similarly, if clustered residential development is considered on the west edge of the site, this form of development would permit potential larger areas for stormwater detention and biofiltration before entering Coho Creek.

Further study will be required to ensure that the stormwater system on the site will be properly designed to minimize impacts on Coho Creek's health and capacity. Any development would need to demonstrate compliance with the City's stormwater management requirements following the three tier on-site source controls using Provincial and Metro Vancouver design standards. Stormwater management strategies need to be coordinated with geotechnical recommendations, environmental protection areas, and tree retention plans.

### 3.7 Land Use Policies and Amendments

#### **Regional Policies**

The subject properties are located within the *Region's Urban Containment Boundary*, but are outside the Region's Fraser Valley Sewage Area, which defines properties that are able to connect to the regional sanitary system. An application to the Greater Vancouver Sewage & Drainage District Board would be required to achieve regional approval.

#### **Official Community Plan (OCP) Policies**

To accommodate the employment uses on this site, the OCP would have to change the designation from "Agriculture" to some form of employment use designation as per Section 6 of the OCP. The subject properties align with the OCP policies 6-41 and 6-42 as the properties are generally flat, have access to arterial or collector roadways, and servicing is adjacent to the site.

#### **Agricultural Land Reserve Property**

One property along 128 Avenue is designated "Agricultural Land Reserve" (ALR) and is currently used as a small farm. The ALR designation will require an application to the Provincial Agricultural Land Commission to be taken out of the ALR.

#### **ALR Interface**

Any future development of the Yennadon Lands will require an *Agricultural Impact Assessment* considering that the development is adjacent to the Agricultural Land Reserve.

#### **Urban Area Boundary Amendment**

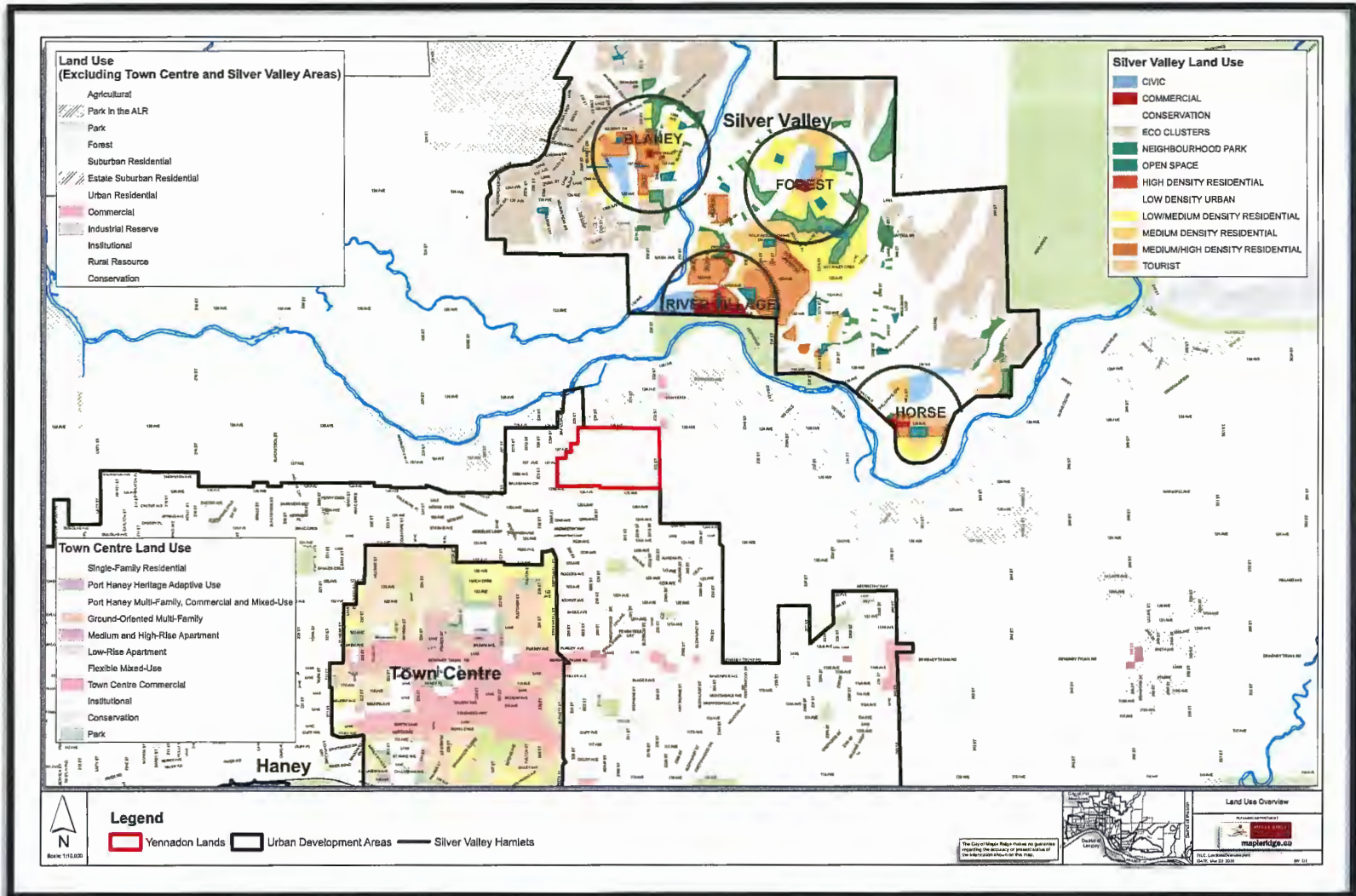
In tandem with this re-designation to "Employment", the inclusion of this area within the City's *Urban Area Boundary* could also be a consideration to upgrade the servicing to an urban level. This move would also support the 2016 Council resolution to extend the Urban Residential uses on the western edge of the site.

#### **Employment Permitted Uses and Development Permit Guidelines**

Permitted uses should be determined to be neighbourhood "friendly" so that the traffic and associated activities are compatible with adjoining residential uses to the extent possible.

The *Commercial & Industrial Strategy (2012-2042)* envisioned a light industrial/office park or campus. The Strategy specifically suggested restricting uses to ones that can be contained within buildings and would not create noise, odour, or other negative impacts.

It is also suggested, that the existing *Industrial Development Permit (DP) Guidelines* be more customized in building form, character, and site planning directions for this neighbourhood-scale employment area. Desirable building form transitions, amenity buffers, uses, and limited access should be considerations among others for development approvals.



### Comprehensive Development Zone

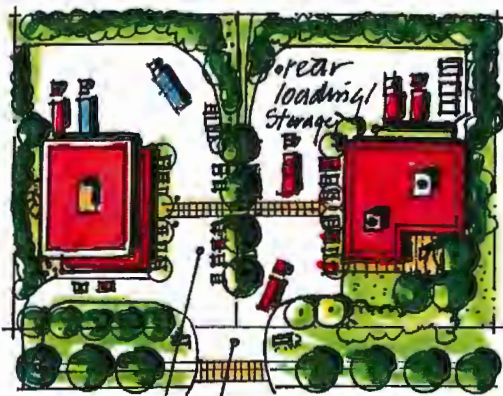
A *Comprehensive Development (CD) Zone* may be the best way to implement a customized site plan for land uses and locations, maximum parcel sizes, building height, site coverage, landscape and environmental stewardship, and a trail network among other components.

The *Yennadon Employment District CD Zone* could describe in detail the sub-districts and associated requirements regarding use, height, coverage, parking, parcel size, and special considerations. For example, the employment uses and parcel sizes closer to the existing western residential area may include work/live units and the parcel sizes may be smaller along with building height to match the existing residential heights (see *Concepts 1 and 2*).

Any development will require a rezoning process that includes more detailed studies and conformance to the *CD Zone* requirements and *Development Permit Guidelines*.



### ▷ BUILDING MASSING & FORM



### ▷ PARKING & LOADING

Sample design guidelines for Delta River Road business area. Similar *Development Permit Guidelines* could create specific directions for the Yennadon employment neighbourhood.

(credit: Michael von Hausen sketch guidelines)

#### 4. Summary of Opportunities and Challenges

Opportunities	Challenges
<p><b>1. Complete Neighbourhood</b> The unique mix of uses could create a completer and more convenient live, work, and play neighbourhood.</p>	<p><b>1. Complete Neighbourhood</b> The mix of uses could create some incompatibility between uses if not designed sensitively.</p>
<p><b>2. Sensitive Western Edge</b> The existing residential edge and street connections could be completed and not connect to the employment area.</p>	<p><b>2. Sensitive Western Edge</b> The transition from employment to residential is particularly sensitive and could create undesirable impacts.</p>
<p><b>3. Coho Creek</b> The creek is an important environmental asset and amenity for the site.</p>	<p><b>3. Coho Creek</b> The Creek and associated setbacks reduce the gross development area by approximately by 20 percent.</p>
<p><b>4. Transportation and Access</b> The site is located adjoining two arterial roadways and local streets to the west.</p>	<p><b>4. Transportation and Access</b> The site streets connections to the west could create impacts to these residential streets.</p>
<p><b>5. Servicing</b> Adjoining water and sanitary sewer are adjacent to the site. Storm drainage runs naturally overland through the site.</p>	<p><b>5. Servicing</b> Water, sewer, and storm capacity shall be investigated, along with other services.</p>
<p><b>6. Eco-Business</b> The potential of sensitive eco-development that enhances Coho Creek, associated wildlife and use "green" business practices, could be a model program for Maple Ridge.</p>	<p><b>6. Eco-Business</b> There needs to be a supporting organization, funding, and a viable business case before a specific Eco-business approach can proceed.</p>
<p><b>7. Parks, Trails, and Recreation</b> The suggested trail system and associated linkage north to 128 Avenue could be a significant community gain.</p>	<p><b>7. Parks, Trails, and Recreation</b> The proposed regional trail network could affect the location, security, and design of land uses.</p>
<p><b>8. Mix of Housing and Business</b> A mix of cluster housing and business lots sizes could cater to the changing needs of the neighbourhood.</p>	<p><b>8. Mix of Housing and Business</b> New housing and business lot types, and tenures could be risky and delay sale and lease of properties.</p>

## 5. Concepts Framework

### 5.1 Complete Neighbourhood Vision: Live, Work, and Play

The *BIG IDEA* is to create a complete neighbourhood where residents and business owners can live, work and play within a five to ten-minute walk or bicycle ride of their residence.

This employment area should be uniquely smaller scaled to fit with the surrounding neighbourhood, offering a variety of smaller lots while limited building heights and sizes.

Residential uses will be limited to the west edge of the site, clustered so to retain significant tree stands, and provide a diversity of housing.

The community will be linked by trails and natural open spaces.

### 5.2 Guiding Neighbourhood Employment Principles

1. **Mixed Uses:** The development of this site may include a mix of employment uses (including consideration for work/live units and co-working space, especially in the western area). Residential uses will be limited to the west edge of the site.
2. **Neighbourhood Business Scale and Character:** The design of the employment area will be limited to business activities inside the building to eliminate nuisance noise, odour, and other negative impacts.

The building form will be more of a residential height and massing in the western area with generous landscape retention and reduced parking if possible.

3. **Innovative Incubator Businesses:** The business sector of the neighbourhood will offer a number of opportunities to work and live, share space with others, or have a small business to medium-sized business within walking distance of home.
4. **Suitable Mix of Employment Uses:** The employment area will need to have an appropriate mix of employment uses to generate suitable levels of job creation while still affording a sensitive transition to the surrounding residential uses.
5. **Residential Cluster Form:** Any residential development limited to the west edge will be developed in compact clusters so that significant stands of trees may be retained and a necessary – diverse type of housing is provided in the community.

6. **Environmental Sensitivity:** Coho Creek will be protected and enhanced with the appropriate setbacks and a progressive stormwater management system on site.
7. **Trail Network:** A comprehensive trail network will connect to the adjoining communities and provide a rich amenity for both the businesses and residents to enjoy, promoting a healthy and walking/biking culture.
8. **Resilience and Responsibility:** This neighbourhood will be designed and planned so that there is diversity and choice in the housing units, business parcels and units so they can adopt over time.
9. **Climate-Change Ready:** The infrastructure and servicing will be designed for increased storm flows and special events, so the neighbourhood has the ability to weather through extreme climatic conditions with additional precautionary measures, including floodways and dry pond areas for emergency stormwater storage.

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

## 6.0 Land Use Concept Plan Options

The following are three preliminary development options that explore the following:

1. *Concept 1:* Cluster residential development on the west edge of the site with the balance employment uses;
2. *Concept 2:* Smaller lot innovation employment uses and an eco-business approach without any housing considered; and
3. *Concept 3:* A combination of smaller lot (west area) and larger lot (east area) employment uses with some clusters of housing on the western edge.

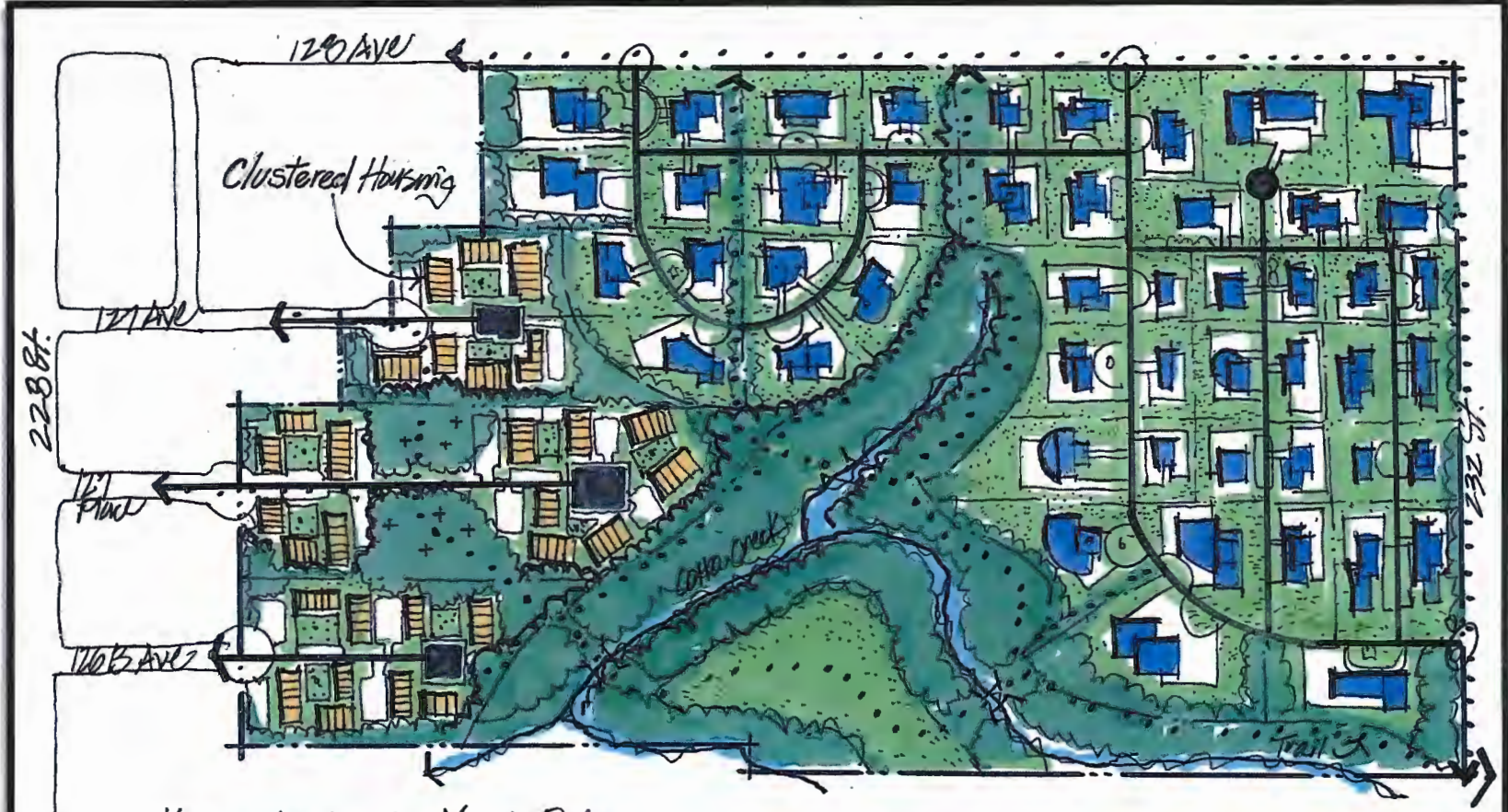
### Concept 1: Mixed Employment and Clustered Housing

- Concept 1 follows Council direction of 2016 and completes residential development on the west edge of the site.
- The Concept illustrated clustered residential development on the majority of the three western properties with a few employment lots on the northern most parcel extension (127 Avenue).
- Design integrates property line patterns and logical subdivision of properties.
- The clustered residential development consists of clustered housing which provides a central common area and peripheral outdoor parking.
- These housing units cater to more mature adults or singles/young families – a large gap in the housing market.
- The compact nature of the housing clusters also allows for a significant conservation of open space and significant tree stands resulting in a central nature conservation park.



Clustered housing type (credit: Cal Srigley with MVH)





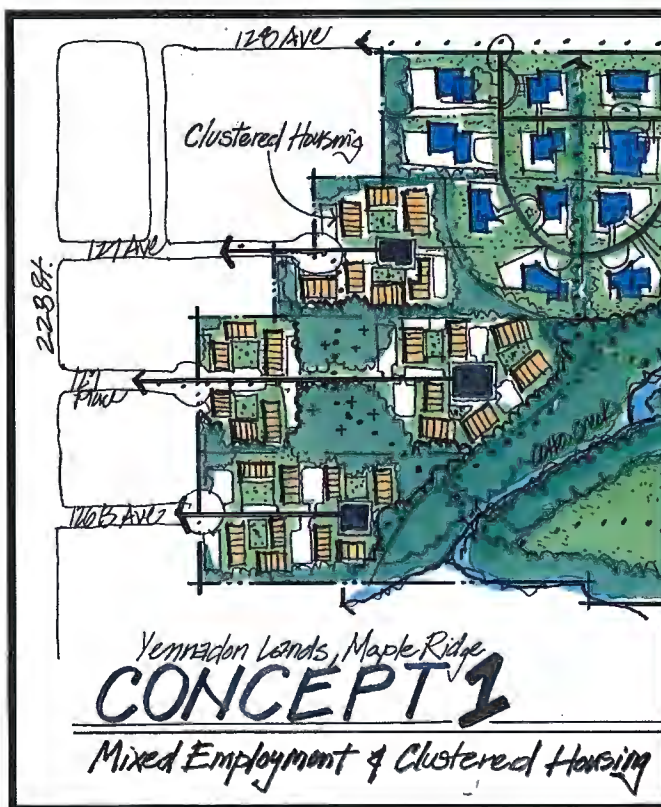
Yennadon Lands, Maple Ridge  
**CONCEPT 1**

Mixed Employment & Clustered Housing





Photographic image of the smaller bungalow housing types in clustered Housing



Detail of west edge of Concept 1. This concept creates a residential transition to the adjoining employment area. This Concept also clusters the housing to conserve valuable treed areas and provides a diversity of housing in the area.

The clustering concept creates a central nature park that retains some of the significant Western Red Cedar trees in the area and connects the neighbourhood by a new trail network to the valued Coho Creek Conservation Area and beyond.

## Concept 2: Neighbourhood Innovations Village (flex-lots/eco-businesses)

- Concept 2 illustrates an employment development concept without any housing but with an eco-business emphasis that conserves additional green spaces and significant trees.
- The concept is buffered from the existing residential homes on the west edge and shows a looped street with smaller business lots and a nature park that connects to the adjoining west community.
- The concept properties attempt to align with existing property subdivisions where possible.
- The smaller flex-lot configuration 0.1-0.4 ha (.25 – 1.0 ac) extend through the development, similar to Concept 1 – providing an appropriate scale and size of building that better matches the residential scale of the surrounding neighbourhoods.
- The interconnected trail network (common to all concepts) is punctuated by a potential *welcome/interpretative centre* along the south side of 128 Avenue and an *eco-restoration centre* on the “South Island” surrounded by Coho Creek adjoining the south boundary. Both highlight the “green” eco-business practices that could develop and steward the area’s natural assets.

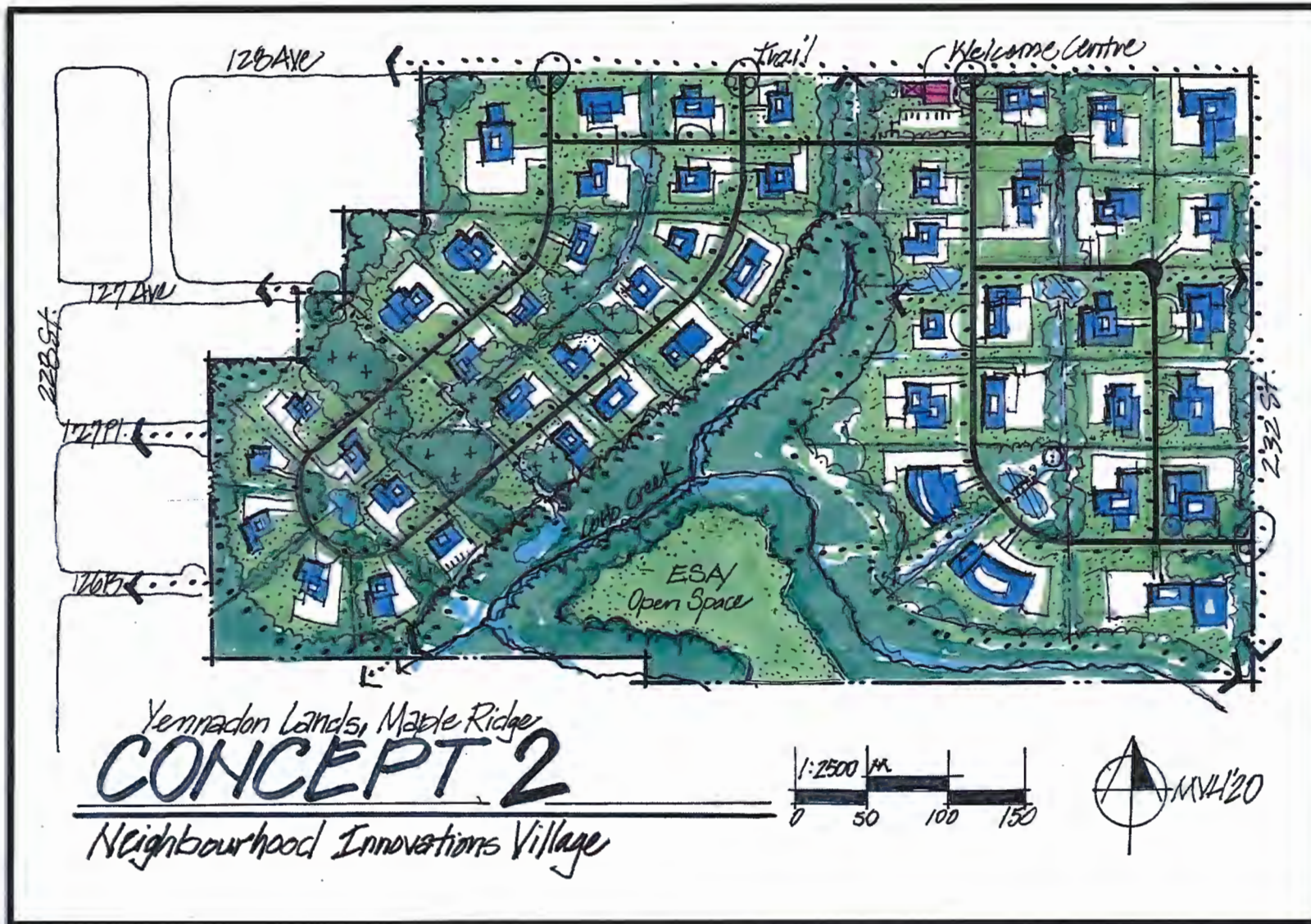


*TwispWorks Site in Twisp, Washington is an inviting business cluster with park, interpretive, and gathering spaces for the community. Below is the co-working space built at a residential scale, especially suited for the west portion of the site adjoining the west residential neighbourhood.*





TwispWorks Native Garden (top) and Interpretive Centre (above)

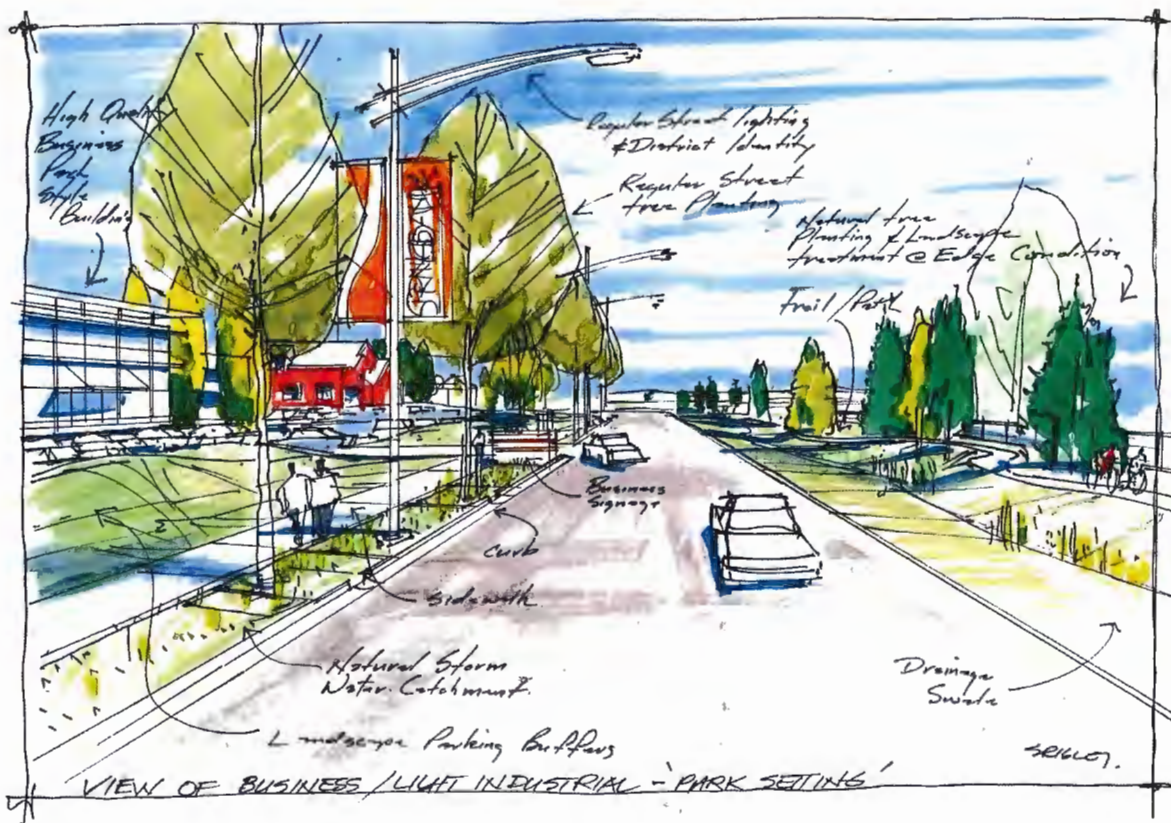




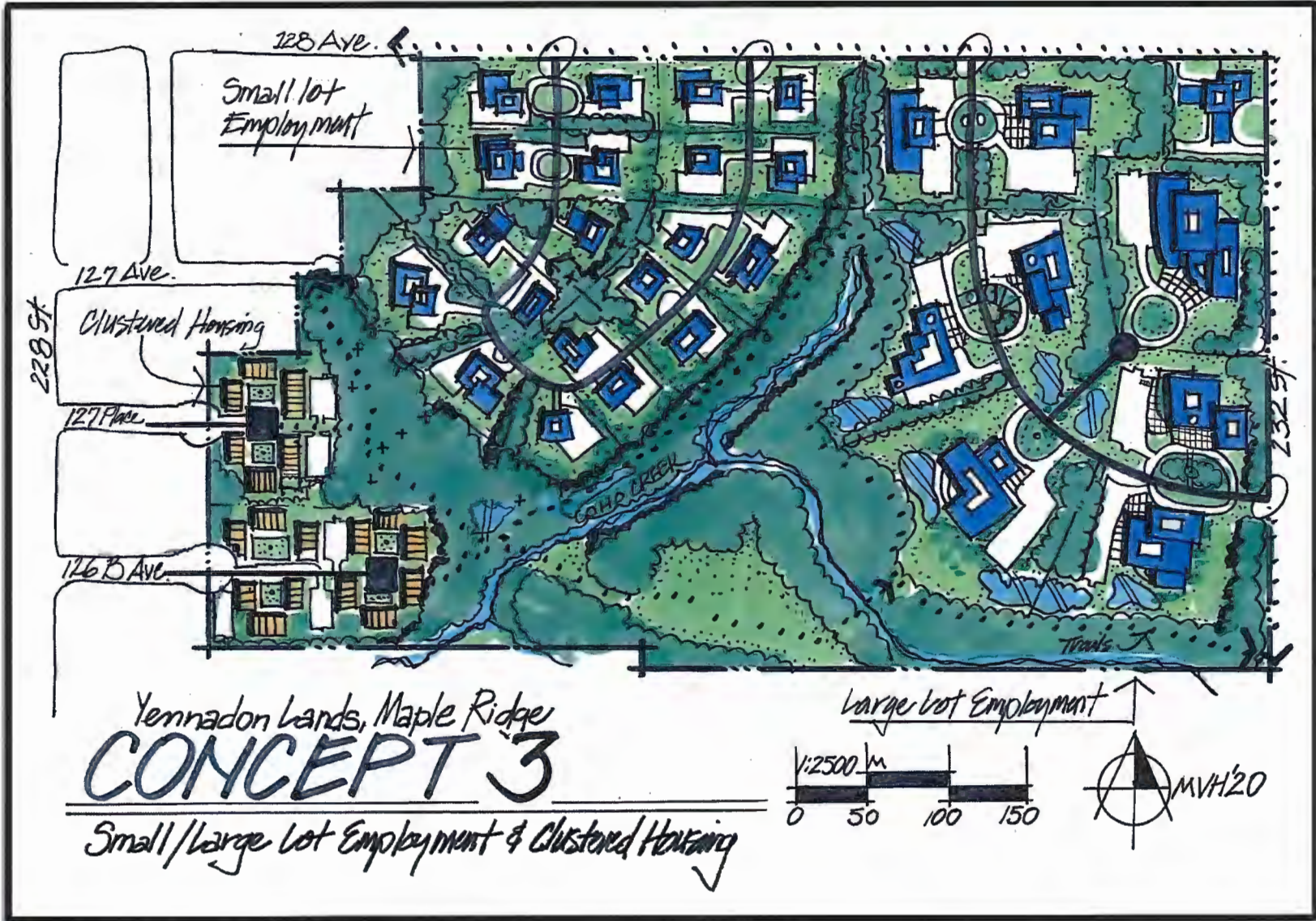
*Following with Concept 2, the photos above from Campbell Heights Business Park in Surrey, B.C., illustrate the potential for more traditional business park buildings on larger lots, especially in the eastern portion of the site.*

### Concept 3: Small/Large Lot Employment and Clustered Housing

- Concept 3 is the hybrid concept since it provides some clustered housing on the west edge, creates smaller lot employment lots in a separate area in the west sector, and includes more conventional large lot employment sites in a separate east area (less sensitive to traffic and circulation).
- The development does not follow the existing lot pattern and would probably need to be assembled by one of more developers.
- The employment lots are vary from 0.2 – 1.6 ha (0.5 – 4.0 ac) and have larger employment parcels in the east sector.
- The larger employment parcels provide an option for larger footprint buildings and employment concentrations on the Yennadon lands.
- The larger building areas would normally require larger parking areas and could have larger tandem truck traffic that, in this case, has a separate street network that has access from only 232 Street and 128 Avenue.



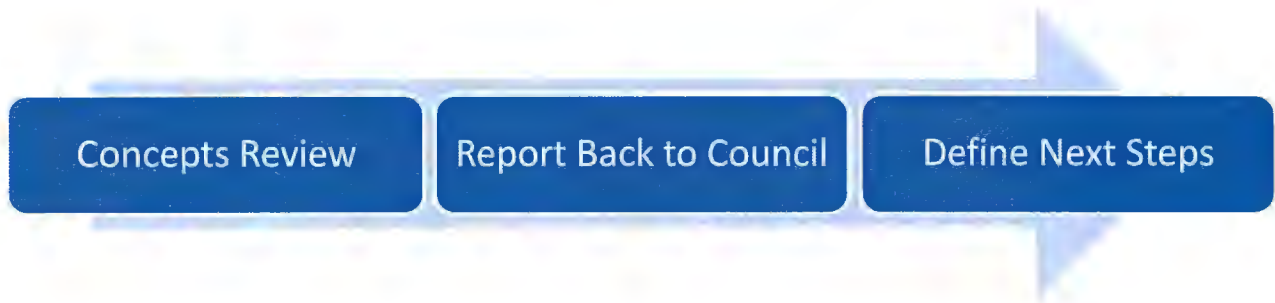
A comprehensive trail and pathway system, as well as a bio-swale stormwater cleaning system, are important public green infrastructure elements that should be included in the preferred land use concept. (credit: Cal Srigley with MVH)





## 7. Next Steps

The following description is simply an outline of potential steps forward to be confirmed and amended with the City of Maple Ridge Staff and Council. Note that a modified version may be chosen as the preferred direction forward.



### 7.1 Concepts Review and Refinements with Staff and Council

- Discuss background report including analysis, precedents, and concepts.
- Determine supported land use and mix
- Refine concepts and select alternative(s)
- Discuss next steps, timing, and expectations

### 7.2 Report Back to Council

- Finalize Project Report
- Staff write report to Council
- Present report to Council

### 7.3 Define Next Steps (including consideration for the following)

- Notifications to the community
- Refine display and working materials (comment sheets and presentation)
- Hold open house (online option) with community and online survey by Staff
- Debrief and refine preferred concept(s)
- Summarize feedback
- Determine if second open house is necessary
- Report back to Council on open house results



**mapleridge.ca**

**City of Maple Ridge**

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**MEETING DATE:** July 14, 2020

**FROM:** Chief Administrative Officer  
**MEETING:** Workshop

**SUBJECT:** **Accountability Mechanisms for Secondary Suites and Detached Garden Suites**

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#### **EXECUTIVE SUMMARY:**

The review of current regulations for Secondary Suites (SS) and Detached Garden Suites (DGS) has been underway since Council has directed staff to explore opportunities to expand housing choice and encourage more rental units while also implementing mechanisms for ensuring accountability on the part of property owners. Options for potential accountability mechanisms were presented at the September 17, 2019 Council Workshop, wherein Council passed the following resolution:

*That staff report back on secondary suite options as outlined in Items 1-5 in Appendix B of the staff report titled "Secondary Suite Regulatory Review Accountability Mechanisms" dated September 17, 2019.*

During the September 2019 Workshop, Council expressed interest in the Good Neighbour Agreement option that would be enforced through the Business Licencing and Regulation Bylaw. The approach of incorporating the Good Neighbour Agreement as a condition of the Business Licence for rental units is discussed and proposed in this report. If Council chooses to proceed with this option, the proposed approach would increase the property owner's (with two or more rental units) level of accountability as the tenants action could directly result in the property owners Business Licence being suspended or cancelled and no longer permitting the rental units on the property. This report provides an overview of how a Good Neighbour Agreement would be applied within the Business Licencing and Regulation Bylaw along with what the Agreement is proposed to include and the impact to the current Business Licencing process.

This report also proposes the removal of the owner occupancy regulatory requirement that has been in effect since 1999. Through a Council resolution passed on May 7, 2019 and subsequently renewed during the June 25, 2019 Council Workshop meeting, staff were directed to not enforce on this part of the bylaw. As the Good Neighbour Agreement approach would increase the property owner's level of accountability, it would thereby enable Council's consideration of permanent removal of the owner occupancy requirement. The intent of a proposed removal of the owner occupancy regulation is to help facilitate an increase in registered SS and DGS units with the City.

Also included in this report are details on recent changes in the BC Building Code (BCBC) aimed at encouraging more SS units throughout the province. It is anticipated that the removal of the owner occupancy requirement along with implementing the BCBC changes will help encourage registration of more of SS units within Maple Ridge, and result in an increase of rental stock in the community.

#### **RECOMMENDATIONS:**

- 1. That staff be directed to prepare amendments to the Business Licencing and Regulation Bylaw to require the Good Neighbour Agreement as a condition of a Business Licence for rental units; and**

2. That staff be directed to prepare amendments to the Zoning Bylaw to remove the owner occupancy requirement for secondary suites and detached garden suites; and further
3. That enforcement of the owner occupancy requirement continue to be held in abeyance until the Zoning Bylaw and Business Licencing and Regulation Bylaw amendments are adopted by Council.

#### 1.0 BACKGROUND:

The review of current regulations for SS and DGS units has been underway since Fall 2017. More recently at the May 7, 2019 Workshop, Council passed the following resolution:

*That staff bring back the consideration of removing the requirement for owner occupancy in homes with secondary suites, along with appropriate accountability mechanisms, on June 25, and further*

*That the current bylaw enforcement issue related to this item be held in abeyance until after the matter is considered on June 25, 2019.*

At the June 25, 2019 Workshop, a number of options for potential expansion of the SS regulations were presented for Council's consideration, including the removal of the owner occupancy requirement. During this meeting, Council indicated the desire to explore removal of the owner occupancy requirement if there were accountability mechanisms for the property owner. Additionally, Council expressed a desire to increase the number of rental units, but also stated concerns with illegal suites, short-term tourist rentals (such as Air BnB), and limitations on enforcing property owner accountability. Council passed the following resolution at the June 25th Workshop:

*That staff bring back a report exploring accountability mechanisms related to the Social Housing Plan and the matter of owner occupancy for secondary suites; and further*

*That the May 7th, 2019 Council motion directing the abeyance of a current bylaw enforcement issue related to the requirement of owner occupancy of a secondary suite be renewed.*

On September 17, 2019, staff brought a report to Workshop titled "Secondary Suite Regulatory Review Accountability Mechanisms", which took an in-depth look the advantages and disadvantages of Housing Agreements, a Good Neighbour Agreement in the Business Licencing and Regulation Bylaw, review of Private Home Tourist Lodging and an Enforcement Program with Notification Period. The following eight options were presented to Council for consideration at the September 17, 2019 Workshop meeting:

1. Removal of Owner Occupancy Requirement
2. Housing Agreement Bylaw
3. "Good Neighbour" Agreement in Business Licence Bylaw
4. Review of Private Home Tourist Lodging
5. Enforcement Program with Notification Period
6. Enforcement Program to commence immediately
7. Other Options identified by Council
8. None of the Above

During this meeting, Council discussed accountability options for rental units and expressed interest in the option of incorporating a Good Neighbour Agreement into the Business Licence and Regulation Bylaw.

Staff noted to Council that a report focused on private home tourist lodging would be coming in the Fall of 2020 (at that time the BC Summer Games were scheduled to take place in Maple Ridge in July 2020).

## **2.0 DISCUSSION:**

At the September 17, 2019 Council Workshop, Council expressed interest in creating a Good Neighbour Agreement that would be designed to increase the level of accountability for property owners with rental units who did not reside on the same property. As discussed in the September 2019 report, a Good Neighbour Agreement would be created as a condition of obtaining a Business Licence for property owners with two or more rental units.

### **2.1 Current Zoning Bylaw Regulations**

Under current Zoning Bylaw requirements, property owners with a SS or a DGS must reside on the site, either within the principal dwelling unit or the Accessory Dwelling Unit (ADU). Final occupancy of a SS or DGS is not be approved until Restrictive Covenants are registered on the property title confirming that the property owner will reside on the site and provide one onsite parking space for the occupant(s). The Restrictive Covenants remains on title if the property is sold and the new owner automatically becomes party to the Covenants and the conditions contained therein.

Currently, the owner occupancy requirement is not being enforced as directed by Council resolution passed on May 7, 2019 and subsequently renewed during the June 25, 2019 Council Workshop. Not enforcing sections of the bylaw could be problematic and cause frustration among residents. If a complaint is submitted, it could be seen that those who are non-compliant with the bylaw are facing no consequences and cause frustration among those who are compliant with the bylaw. Also, the lack of enforcement on this part of the bylaw can cause confusion around SS and DGS requirements.

### **2.2 Good Neighbour Agreement & Business Licence and Regulation Bylaw**

The intent of a Good Neighbour Agreement is to set out reasonable responsibilities for the Licensee (property owner) and the rental unit tenants that promotes being a 'good neighbour'. This Agreement would set out the City's expectations for the tenants and state that the property owner is responsible for ensuring that tenants are abiding by the Agreement. This would require that the property owner makes their tenants aware of the Good Neighbour Agreement's expectations and be prepared to immediately address any complaints received by the City. The Agreement can also outline how the City will deal with complaints, including legal action.

A Good Neighbour Agreement would be enforced through the Business Licencing and Regulation Bylaw and be a condition of obtaining a Business Licence.

#### **2.2.1 How does a Good Neighbour Agreement enable City Bylaw enforcement?**

The City of Maple Ridge already has numerous bylaws that can be enforced in residential neighbourhoods and a ticket or fine can be given to the property owner and/or the individual who is non-compliant with City bylaws. Also, currently Business Licences have the condition that the Licensee must be in compliance with all City bylaws. However, the City is only able to suspend or cancel a Business Licence if the Licensee fails to comply with a term or condition of the Business Licence or if the Licensee is convicted of an offence under any Municipal Bylaw or Provincial or Federal enactment in respect of the Business for which the Licensee is licensed.

The Good Neighbour Agreement, which would be a condition of the Business Licence, could list specific bylaws or other requirements that the Licensee and tenants must adhere to. By including that the tenant's must also be in compliance with all City bylaws in the Good Neighbour Agreement, it enables the City to suspend or cancel the Business Licence associated with the property.

### **2.2.2 What happens to the tenant and the SS or DGS once the Business Licence is suspended or cancelled?**

The process of tenant eviction and decommissioning a SS or DGS is not impacted by the adoption of the Good Neighbour Agreement. By adopting the Good Neighbour Agreement into the Business Licencing and Regulation Bylaw, with conditions that the requirements of the Agreement must be met, the City is essentially expanding the ways in which a Business Licence for rental units can be suspended or cancelled.

Currently, under the Residential Tenancy Act:

- a landlord must have an acceptable reason to serve the tenant with an approved notice to end tenancy; and
- a landlord can give one month notice if the rental unit must be vacated in order to comply with an order from a federal, provincial, regional or municipal government authority.

Therefore, when a Business Licence is suspended, the rental units are no longer be permitted by the City, which gives the landlord reasonable cause to give a one month eviction notice. However, until the Business Licence is cancelled, the City does not request eviction.

Prior to cancelling a Business Licence and requesting eviction, the City attempts to work with the Licensee to become in compliance of City bylaws. If the City has tried to achieve compliance and has not succeeded, the City can require the decommissioning of the SS or the DGS, which triggers the need for a building permit. For a SS or a DGS to be deemed decommissioned by the City the hood fan, overhead kitchen cabinets, and kitchen sink must be removed. Also, the SS and DGS covenant registered against title would need to be discharged.

Although the incorporation of the Good Neighbour Agreement does not change the process, the one benefit of the Good Neighbour Agreement expanding the ways in which a Business Licence can be suspended or cancelled is that it may enable landlords to give 1 month eviction notice sooner.

### **2.2.3 Reconsideration of a Suspended or Cancelled Business Licence**

If the Licensee wishes for the City to reconsider the cancellation or suspension of a Licence, the applicant or licence holder must, within ten (10) business days of the date of the suspension or cancellation, deliver to the Corporate Officer a written request stating the grounds upon which the request is based. Then the Corporate Officer would refer the request to Council and notify the applicant or Licence holder of the time and place at which Council will reconsider the Licence Inspector's decision.

## **2.3 Proposed Removal of the Owner Occupancy Requirement**

At the May 7, 2019 Council Workshop, Council directed:

*That staff bring back the consideration of removing the requirement for owner occupancy in homes with secondary suites, along with appropriate accountability mechanisms, on June 25 and further*

*That the current bylaw enforcement issue related to this item be held in abeyance until after the matter is considered on June 25, 2019.*

At the June 25 Council Workshop, the abeyance was renewed indefinitely and permanent removal of the requirement is included as a recommendation in this report. As previously mentioned in this report, not enforcing sections of the bylaw could cause frustration among those who are complying with the bylaw and result in confusion around SS and DGS requirements. If Council pursues the removal of the owner occupancy requirement, abeyance of enforcement may be held until after bylaw amendments are brought forward to Council for first and second reading.

As of May 2020, approximately 571 SS's and 62 DGS's were registered in Maple Ridge and Table 1 below provides a quick snapshot of the different types.

Table 1 –SS's and DGS's Registered in Maple Ridge

Year	# of total Dwelling Units (approx.)	Type of ADU's		# of total complaints associated with SS's and DGS's
		# of SS's	# of DGS's	
2020	32,994	571	62	7 (YTD)*
2019	N/A	535	58	28*

\*\* This number reflects the total number of complaints received, some of these complaints may be associated with the same property.

Table 1 also shows the number of complaints associated with SS's & DGS's, suggesting that there is a very small number of complaints associated with either of these ADU's in general. While there may be perceived benefits to retaining the owner occupancy requirement, there are three key advantages in removing the owner occupancy requirement that are worth considering:

- An increase in the number of registered suites, as property investors will be more likely to purchase rental properties in Maple Ridge,
- A decrease in the number of illegal suites, as some property investors will not be deterred from purchasing and renting out a house with two unregistered rental units; and
- Clarity on SS or DGS requirements; as this part of the bylaw is not currently being enforced.

## 2.4 BCBC Changes to Expand Options for Secondary Suites

### **Expanded Unit Size and Building Type:**

In December 2019, the BC Ministry of Municipal Affairs and Housing issued changes to the BC Building Code (BCBC) in order to remove barriers to the creation of more affordable housing, specifically for SS's. These changes, which came into effect December 12, 2019, allows for the construction of SS's in duplexes and row housing, which is a large departure from previous codes. However, the most notable change is removal of the size restriction. The City of Maple Ridge's Zoning Bylaw currently states that a SS shall have a minimum floor area of 37 m<sup>2</sup> and a maximum floor area of 90 m<sup>2</sup>, not to exceed 40% of the total floor area of the building.

These BCBC changes are anticipated to result in the construction of more SS units through the province. Details on these changes are attached as Appendix B. These BCBC changes will be the subject of a future report to Council.

### **Alternate Compliance Methods**

The Province has also included an 'Alternate Compliance Methods for Alterations to Existing Buildings to Add a Secondary Suite'. These alternative compliance methods only apply to existing buildings that

do not currently contain a SS. The aim of the alternative methods is to offer a greater range of design solutions for the construction of SS units that is more cost-effective and still meets building code requirements. Some of the alternative compliance methods are related to: ceiling height, doorway openings, and fire protection. This proposed approach is similar to the one used for Heritage Properties in BC that are on a Community Heritage Register or protected through a Heritage Designation Bylaw.

The alternate compliance methods are intended to encourage more property owners to construct SS units in existing buildings that do not currently contain a SS and ensure they are inspected by local building officials and meet Provincial safety standards. The BCBC has left open the ability for local governments to develop their own criteria for existing SS's in existing buildings provided they develop this criteria using documentation similar to NFPA 101A "Guide on Alternative Approaches to Life Safety" produced by the National Fire Protection Association. These BCBC changes will be the subject of a future report to Council.

### 3.0 NEXT STEPS

If Council were to proceed with the proposed recommendations, the next steps would involve:

- **Preparation of a bylaw amendment to the Business Licencing and Regulation Bylaw to include the Good Neighbour Agreement as a condition of the Business Licence.** The bylaw amendment and a Good Neighbour Agreement template would be prepared for presentation at the Committee of the Whole. The Good Neighbour Agreement template would not form part of the bylaw amendment, but would be available for Council's review. If Council moves the bylaw amendment to the Business Licencing and Regulation Bylaw forward, the bylaw amendment would proceed to first and second reading.
- **Preparation of a bylaw amendment to the Zoning Bylaw to remove the owner occupancy requirement.** If Council moves the bylaw amendment to remove the owner occupancy requirement within the Zoning Bylaw forward, the bylaw amendment would proceed to first and second reading.

Staff are also preparing a report that specifically addresses short term rentals (i.e. Air BnB) and Private Home Tourist Lodging regulations. This report will be coming in the Fall.

### CONCLUSION:

The approach for achieving accountability mechanisms for rental units, outlined in this report, is proposed through a Good Neighbour Agreement being incorporated within the Business Licensing and Regulation Bylaw. The Good Neighbour Agreement, as a condition of a Business Licence, would apply to all pre-existing and future SS and DGS units that require a Business Licence. This approach would enable the City to suspend or cancel a rental Business Licence if the Licensee or the tenant have continually disregarded City Bylaws.

This report also proposes permanent removal of the owner occupancy requirement for SS and DGS properties, which is currently in abeyance under Council resolution. The removal of owner occupancy requirement is likely to have a positive impact on the number of registered suites in Maple Ridge. Also, if Council wishes to pursue incorporating the BCBC changes discussed in this report into the Zoning Bylaw, this could also encourage the registration of more SS units.

The requirement for property owners to enter into a Good Neighbour Agreement, as a condition of obtaining a Business Licence, combined with the removal of the owner occupancy requirement help facilitate an increase in registered SS and DGS units with the City, while also implementing an effective mechanism for ensuring accountability on the part of property owners and tenants.

If Council pursues removal of the owner occupancy requirement and the addition of a Good Neighbour Agreement as a condition of Business Licences for rental units, amendments to the Zoning Bylaw and the Business Licence and Regulation Bylaw would be required.

"Original signed by Krista Gowan"

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*Prepared by:* **Krista Gowan**  
**Planner 1**

"Original signed by Chuck Goddard"

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

"Original signed by Michelle Orsetti"

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*Reviewed by:* **Michelle Orsetti**  
**Director of Bylaw & Licensing Services**

"Original signed by Christine Carter"

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

"Original signed by Al Horsman"

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


The following appendices are attached hereto:

Appendix A – Business Licence Process

Appendix B – BC Ministry of Municipal Affairs and Housing Bulletin No. B19-04



# Business Licence Process

What requires a Business Licence (BL)	Conditions of BL	Cause for BL Suspension or Cancellation	Licence Suspension	Licence Cancellation
<p><i>*If owner occupancy requirement is removed</i></p>  <p><b>Unchanged with GNA</b></p>	<p>Licensee must be in-compliance with all City Bylaws</p> <p style="text-align: center;">+</p> <p>Be in 'Good Standing' with their GNA</p> <p><b>GNA includes tenants behaviour as a condition of the BL</b></p>	<p>Not complying with their GNA</p> <p style="text-align: center;">=</p> <p>The Licensee failing to comply with a term or condition of the Business Licence</p> <p><b>A BL can be suspended or cancelled if the tenants are not in compliance with City bylaws</b></p>	<ul style="list-style-type: none"> <li>Rental units associated with BL no longer permitted</li> <li>Landlord can give 1 month eviction notice</li> <li>City and Licensee try to work together to become in-compliance</li> </ul> <p><b>A GNA quickens the BL suspension process to enable landlords to give a 1 month eviction notice sooner</b></p>	<ul style="list-style-type: none"> <li>If compliance is not achieved, the City can request eviction, <u>forcing</u> the landlord can give 1 month eviction notice (if not given already)</li> <li>The City can require the decommissioning of the SS or the DGS (if applicable)</li> </ul> <p><b>Unchanged with GNA</b></p>

BL - Business Licence  
 GNA - Good Neighbour Agreement



No. B19-04  
December 12, 2019

## Changes to the BC Building Code for Secondary Suites

The Province of British Columbia is working to remove barriers to the creation of more affordable housing including secondary suites. Previously, secondary suites could only be built in single detached homes and could not exceed a certain size. Effective December 12, 2019, the BC Building Code will allow the construction of new secondary suites in more types of houses, such as duplexes and row housing. Size restrictions for secondary suites have also been removed. This will provide local governments with more options for land use planning.

This bulletin provides further information about Revision 2 of the BC Building Code 2018 (BC Code) for the design and construction of new secondary suites in more building types. Local governments are encouraged to share this information with local builders and property owners.

### Background

Allowing the construction of secondary suites in more building types helps to create more affordable housing units while still providing an acceptable level of health and fire safety to occupants. Secondary suites help provide more affordable housing options by expanding a community's rental stock. By making more efficient use of land and infrastructure, secondary suites facilitate low-impact densification that supports community vitality and sustainability. Secondary suites can be integrated within mature neighbourhoods with limited visual impact on the street, which helps communities retain neighbourhood character while providing more options for rental housing.

The BC Code historically limited the size of secondary suites and only permitted them in single detached houses. Land use bylaws were often based on these requirements. Mid-cycle revisions to the BC Code increase the options for the design and construction of new secondary suites in a wider range of building types and remove the restrictions on size.

The introduction of new requirements for the design and construction of secondary suites in the BC Code does not allow owners to contravene existing land use bylaws. The changes only provide acceptable design and construction solutions of a technical nature.

Local governments are encouraged to review their bylaws to determine if the BC Code changes will have any impacts. Local governments may wish to amend their bylaws to remove any previous code references or if they decide to permit secondary suites in more building types.

### Changes to the BC Building Code 2018

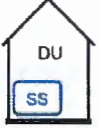
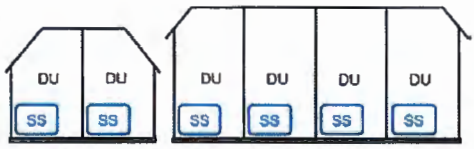
The BC Code **previously** defined a *secondary suite* as "a dwelling unit

- having a total floor space of not more than 90 m<sup>2</sup> in area,
- having a floor space less than 40% of the habitable space of the *building*,
- located within a *building of residential occupancy* containing only one other *dwelling unit*, and
- located in and part of a *building* which is a single real estate entity."

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The approved mid-cycle revision **discontinues the prescribed floor space amounts and percentage distribution**. The BC Code does not require the building owner to occupy either of the units, but the two units must be a single real estate entity.

### Comparison of Changes

Provision	Previous BC Code 2018	BC Code 2018 Revision 2 Change
<b>Total floor area of the secondary suite</b>	A secondary suite shall have a total floor space of not more than 90 m <sup>2</sup> in area.	<b>No limit</b> to floor space of a secondary suite.
<b>Percentage distribution of the floor space of the secondary suite to the habitable space of the building</b>	A secondary suite shall have a floor space less than 40% of the habitable space of the building.	<b>No limit</b> to the percentage distribution of the secondary suite to the habitable space of the building.
<b>Building type where secondary suites are permitted</b>	A secondary suite shall be located within a building of residential occupancy containing only one other dwelling unit. 	The building may contain other dwelling units or occupancies that are horizontally adjacent; they may not be located above or below each other. 
<b>Real estate entity</b>	A secondary suite shall be located in, and part of, a building which is a single real estate entity.	<b>No change:</b> the secondary suite and the other dwelling unit in the house constitute a single real estate entity; the secondary suite may not be separately strata-titled or otherwise subdivided from the other dwelling unit.

The new definition states that a *secondary suite* means “a self-contained *dwelling unit* located within a *building* or portion of a *building*;

- completely separated from other parts of the *building* by a vertical *fire separation* that has a *fire-resistance rating* of not less than 1 hour and extends from the ground or lowermost assembly continuously through or adjacent to all *storeys* and spaces including *service spaces* of the separated portions,
- of only *residential occupancy* that contains only one other *dwelling unit* and common spaces, and
- where both *dwelling units* constitute a single real estate entity.”

The change adopts and adapts permissions in the National Building Code to **allow construction of secondary suites in a building that may contain more than one dwelling unit or other occupancy**. These permissions are limited and only apply where a dwelling unit and its secondary suite are completely separated from other parts of the building with continuous vertical fire-rated construction. These permissions do not allow

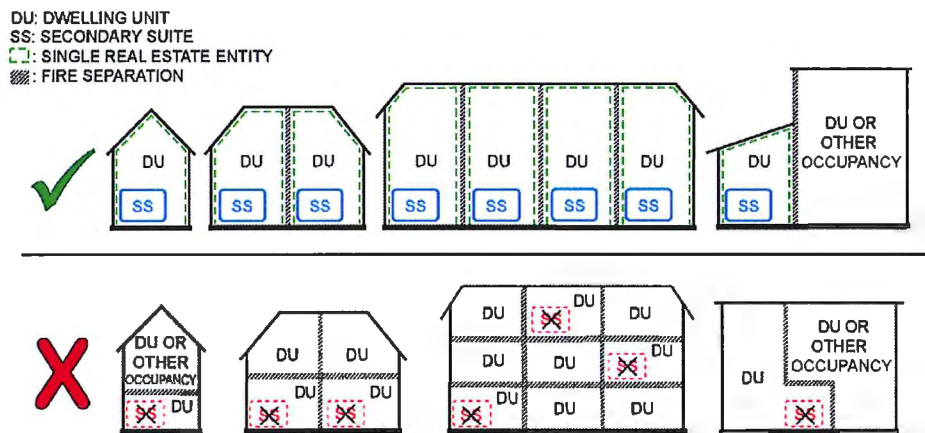
The contents of this Bulletin are not intended to be provided as legal advice and should not be relied upon as legal advice. For further information, contact the Building and Safety Standards Branch.

secondary suites to be constructed in dwelling units that are above or below multiple dwelling units or other occupancies.

Examples where secondary suites are now permitted include side-by-side duplexes and row houses where a vertical fire separation separates the secondary suite from the remainder of the building.

Examples where secondary suites are not permitted are up/down duplexes and apartment buildings where dwelling units are above or below other dwelling units.

Figure 1: Examples of permissible and non-permissible secondary suites



## Resources

The new BC Code definition of “secondary suite” is included in the Appendix to this bulletin.

## More Information

[Technical Bulletin B19-05](#) provides information about the Revision 2 changes to the BC Code for the design and construction of new secondary suites.

Please direct any questions about land use bylaws to:

Ministry of Municipal Affairs and Housing  
Planning and Land Use Management Branch  
Telephone: 250-387-3394  
Email: [PLUM@gov.bc.ca](mailto:PLUM@gov.bc.ca)

Please direct any questions about technical code requirements to:

Ministry of Municipal Affairs and Housing  
Building and Safety Standards Branch  
Telephone: 250-387-3133  
Email: [Building.Safety@gov.bc.ca](mailto:Building.Safety@gov.bc.ca)

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## Appendix: Definition of “Secondary Suite” (from BC Building Code 2018 Revision 2)

**Secondary suite** means a self-contained *dwelling unit* located within a *building* or portion of a *building*

- completely separated from other parts of the *building* by a vertical *fire separation* that has a *fire-resistance rating* of not less than 1 h and extends from the ground or lowermost assembly continuously through or adjacent to all *storeys* and spaces including *service spaces* of the separated portions,
- of only *residential occupancy* that contains only one other *dwelling unit* and common spaces, and
- where both *dwelling units* constitute a single real estate entity.

(See Note A-1.4.1.2.(1) of Division B.)

### A-1.4.1.2.(1) Defined Terms.

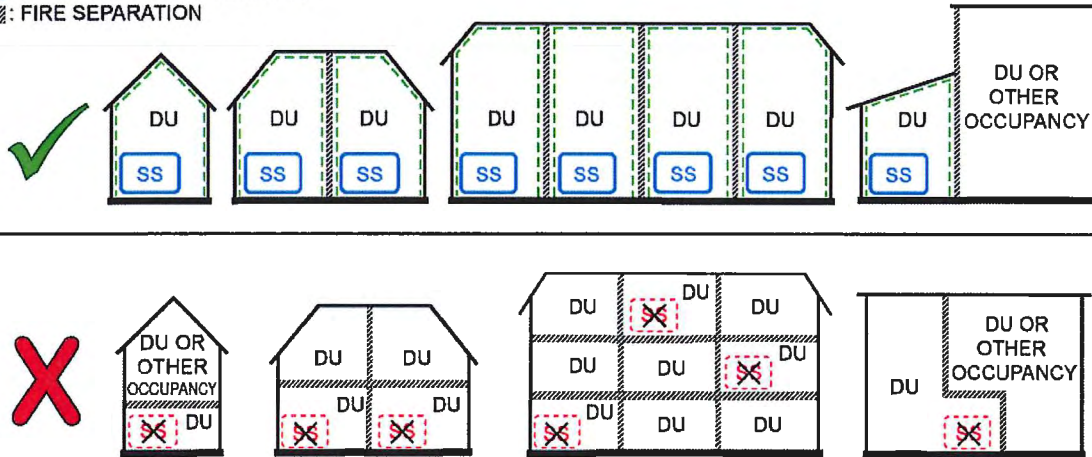
#### Secondary Suite

A secondary suite is a self-contained dwelling unit that is part of a house containing not more than two dwelling units (including the secondary suite) and any common spaces such as common storage, common service rooms, common laundry facilities or common areas used for egress. Secondary suites are typically created within an existing single dwelling building (house) either constructed as an addition or an alteration to an existing house or incorporated during the construction of a new house. A secondary suite may have more than one storey and may be on the same level as the other dwelling unit of the house or be above or below it.

Examples of buildings where secondary suites are permitted include individual detached houses, or where the secondary suite is located in a portion of a building, semi-detached houses (half of a double and also known as a side-by-side) and row houses where a vertical fire separation separates the portion from the remainder of the building.

Where a building has multiple vertically separated occupancies, the secondary suite can only be created in a vertically separated portion of the building that is of residential occupancy. A vertical fire separation that extends continuously through all crawlspaces, storeys and attic spaces of the building is required to vertically separate portions of a building. Apartment buildings have dwelling units above and below others that share a horizontal assembly and are therefore not permitted to have secondary suites. Figure A-1.4.1.2.(1)-C shows building types where secondary suites are permitted as well as building types where other dwelling units or other occupancies are located above or below such that secondary suites are not permitted.

DU: DWELLING UNIT  
SS: SECONDARY SUITE  
□: SINGLE REAL ESTATE ENTITY  
▨: FIRE SEPARATION



**Figure A-1.4.1.2.(1)-C**  
Building Types where Secondary Suites are Permitted

Neither the secondary suite nor the other dwelling unit in a house can be strata-titled or otherwise subdivided from the remainder of the house under provincial or territorial legislation. This means that both dwelling units are registered under the same title.



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**City of Maple Ridge**

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**MEETING DATE:** July 14, 2020  
**FROM:** Chief Administrative Officer  
**FILE NO:**  
**MEETING:** Workshop  
**SUBJECT:** **Maple Ridge Social Services: Gap Analysis Scope of Work**

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#### **EXECUTIVE SUMMARY:**

In the fall of 2019, the City engaged the Social Planning and Research Council of BC (SPARC BC) to provide an update on the social services available in Maple Ridge in order to advance work with key community partners, including Fraser Health and BC Housing. Through several in-person and video workshop meetings, the results of the 2020 Inventory were developed and tested. The 2020 Inventory was presented to Council in May 2020.

The next step in the project is proposed to build on the successes of SPARC BC's recently completed 2020 Social Service Inventory and accompanying 2016 to 2020 comparison report. This report provides Council with the anticipated Scope of Work for the Social Services Gap Analysis, which is proposed to include:

- online surveys of service providers;
- phone interviews with service providers and other key stakeholders in the community;
- three virtual workshops with partners from the City of Maple Ridge, BC Housing, and Fraser Health, to elicit input and guidance on the research work and to facilitate action planning;
- Staff led municipal scan of comparable social services available to Maple Ridge residents within a particular geographic radius; and
- A Summary Report for Council consideration.

#### **RECOMMENDATION:**

**That staff be directed to begin a gap analysis, based on the scope of work identified in the report dated July 14, 2020, in order to identify key trends, strengths, and opportunities related to social services in Maple Ridge.**

#### **1.0 BACKGROUND:**

##### **1.1. Context**

As part of the Maple Ridge Resilience Initiative in 2016, the City of Maple Ridge embarked on a process to review the delivery of social services in the community, particularly within the context of mental health, substance use, homelessness and housing. The Social Services Delivery Research Project was developed to:

1. Gain a clear understanding of the current service delivery and funding models in the areas of mental health, substance use, and housing supports for marginal populations.

2. Assess and analyze the effectiveness of current delivery and funding models in meeting the community's needs, and preparing to meet future/growing needs.
3. Develop recommendations designed to position Maple Ridge to advocate for improved service delivery, enhanced funding, increased resources and better coordination and service delivery models.
4. Design metrics, as well as an ongoing mechanism, to measure the collective impact of service delivery and funding models at the local level.

On September 20, 2016, the Social Services Delivery Research Project Final Report was endorsed.

Over the summer of 2019, Council expressed interest in a similar scope and scale initiative to the 2016 Social Services Delivery Research Project in order to advance work with key community partners.

## **1.2 Work To-date**

In the fall of 2019, the City engaged the Social Planning and Research Council of BC (SPARC BC), the original authors of the 2016 Inventory, to refine the project methodology and provide an update on the social services available in Maple Ridge.

Several in-person and video meetings took place between the consultant team, City staff, from the Planning, Recreation & Community Engagement, and Licences & Bylaws Departments, and key staff from the Fraser Health Authority and BC Housing. Through these meetings, the results of the 2020 Inventory were developed and tested.

While the 2020 Inventory is based on the 2016 Social Services Delivery Research Project Final Report, it also incorporates information from the [Pathways Community Service Directory for Maple Ridge – Pitt Meadows](#), websites of major social services providers in the City, and information directly provided by staff from BC Housing and Fraser Health. Once a draft Inventory was developed, each service provider was contacted by phone to verify the information listed about their programs.

The 2020 Inventory offers an updated snapshot of social services from the original analysis completed in 2016. The 2020 Inventory has been developed to help the City and key stakeholders identify trends, strengths, and opportunities related to the service system in Maple Ridge.

Most of these services provide intervention and support to individuals in acute need. However, as acknowledged by project partners, prevention and early intervention also play important roles when addressing these challenges in the community. It is beyond the scope of this particular inventory to capture the full range of social services and supports that may impact mental health, substance use, and housing.

The 2020 Inventory identifies a range of information regarding each service, including program category (mental health, substance use, housing), name & address, service description, target population, as well as other information.

The results of the social mapping project, originally undertaken by the Recreation & Community Engagement Department in 2016, indicated there were 100 active programs at that time. Through the 2020 update, the results indicate an increase in active programs with a total of 145.

On May 26, 2020, SPARC BC presented the 2020 Inventory to Council. At that meeting, Council received the Inventory as information and requested that the Gap Analysis Scope of Work return for Council consideration and comment.



## **2.0 DISCUSSION:**

### **2.1 Proposed Scope of Work**

The next step in this project is proposed to build on the successes of the Social Service Delivery Research Project conducted by SPARC BC for the City of Maple Ridge in 2016. SPARC BC's recently completed 2020 Social Service Inventory and accompanying 2016 to 2020 comparison report demonstrates an increased diversity and volume of services in Maple Ridge in 2020, particularly in high-priority areas, such as mental health and substance use services for youth.

The main purpose of this project is two-fold:

- 1) Assess current strengths and gaps in social services related to housing, mental health, and substance use in the City of Maple Ridge, and
  
- 2) Facilitate collaboration between the City of Maple Ridge, BC Housing, Fraser Health, and other community partners to plan actions to further support areas of strength and address gaps in service.

To complete this work, the SPARC team proposes to conduct an online survey of service providers and up to 15 phone interviews with service providers and other key stakeholders in the community. Key stakeholders are anticipated to include, but not be limited to, Alouette Addictions Services, Coast Mental Health, and the Friends in Need Food Bank. On-going collaboration with the City's Community Social Safety Initiative Team and consultant experts will be interwoven at pivotal points throughout the interview process.

The consultant will also facilitate three virtual workshops with partners from the City of Maple Ridge, BC Housing, and Fraser Health, to elicit their input and guidance on the research work and to facilitate action planning. The results of this work will be summarized in a final project report, with technical appendices outlining key findings from the survey, interviews, and workshops.

Complementing this work, staff will put together a municipal scan of comparable social services available regionally. This work will take a closer look at the services available to certain target populations, as requested by Council. Where possible, results from comparable studies conducted for other regional municipalities will be included and cross-referenced with the technical outcomes.

The results of the gap analysis will be shared with the project partners, Community Social Safety Initiative Team as well as presented to the Municipal Advisory Committee on Accessibility (MACAI) and Social Policy Advisory Committee (SPAC).

Staff would also work on refining our online presence as it relates to social services in Maple Ridge and will continue to provide easy access to information on the various social services initiatives underway in the City. Through Pathways, the goal would be to provide an accurate and meaningful picture of current available services. As such, staff will share information with the Pathways coordinator, as well as update the information available on the City's website (including the Open Government Portal) to act as a portal to Pathways. Staff would ensure this information portal is engaging and accessible by the general public.

### **2.2 Next Steps**

The 2020 Inventory offers an updated snapshot of social services in Maple Ridge. The next step in the process is for the consultant team, city staff and key stakeholders to conduct a gap analysis in order to identify key trends, strengths, and opportunities related to the service system in Maple Ridge. This will help the City and service providers establish consistent, innovative and coordinated service delivery and improve accessibility of services.

Figure 1 - Proposed Process



**3.0 Strategic Alignment:**

As part of the City of Maple Ridge Strategic Plan 2019 – 2022, under its Community Safety theme, that people who need services can access them easily is identified as a key priority of Council.

**4.0 Policy Implications:**

This work aligns with the Implementation Strategy of the City’s Housing Action Plan, the City’s Social Housing Plan and with the goals of the Maple Ridge Youth Strategy.

**5.0 Interdepartmental Implications:**

The Planning, Parks, Recreation Culture, and Bylaws & Licensing Services Departments, along with the Community Social Safety Initiative Team, continue to collaborate on research and policy matters to help implement social services in Maple Ridge. Other interdepartmental efforts to address issues related to community safety and to create greater housing choice as well as to offer more affordable, rental, and special needs housing options are ongoing.

**6.0 Financial Implications:**

The Maple Ridge Social Service Inventory is currently a part of the 2020 Workplan.

## CONCLUSION:

This next step in the Social Services Inventory project is proposed to build on the successes of the Social Service Delivery Research Project conducted by SPARC BC for the City of Maple Ridge in 2016. SPARC BC's recently completed 2020 Social Service Inventory and accompanying 2016 to 2020 comparison report demonstrate that the work conducted in 2016 contributed to increased diversity and volume of services in Maple Ridge in 2020, particularly in high-priority areas, such as mental health and substance use services for youth. This report provides Council with the anticipated Scope of Work for the Social Services Gap Analysis.

"Original signed by Amanda Grochowich"

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

"Original signed by Chuck Goddard"

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

"Original signed by Christine Carter"

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

"Original signed by Al Horsman"

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



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## City of Maple Ridge

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Business and Financial Planning Guidelines 2021-2025

**MEETING DATE:** July 14, 2020  
**FILE NO:**  
**MEETING:** Council Workshop

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### EXECUTIVE SUMMARY:

The attached report is scheduled to be on the July 28, 2020 Council Meeting agenda for discussion and consideration of the recommendation. The Council Workshop forum provides an extended opportunity for Council to seek additional information if required, prior to decision-making.

### RECOMMENDATION:

That the attachment to the July 14, 2020 Council Workshop report titled *"Business and Financial Planning Guidelines 2021-2025"* be forwarded to the Council Meeting on July 28, 2020.

Approved by: **Corporate Officer**

### Attachment:

- **Business and Financial Planning Guidelines 2021-2025** – staff report dated July 28, 2020

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**MEETING DATE:** July 28, 2020  
**FILE NO:** 05-1825-02  
**FROM:** Chief Administrative Officer  
**MEETING:** Council  
**SUBJECT:** Business and Financial Planning Guidelines 2021-2025

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**EXECUTIVE SUMMARY:**

Over the next few months, staff will be preparing the 2021-2025 Business Plans and Financial Plan for Council's consideration in December. The Business and Financial Plan Guidelines serve as direction to staff and identify the property tax increase acceptable 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.

Typically, the guidelines are approved in the spring, however, they were delayed this year to gain more clarity of how quickly COVID-19 related restrictions and the resulting economic implications would be eased.

The purpose of this report is to have Council review and endorse the guidelines in order for revisions to be made to existing 5 year plans to ensure that staff align work plans to Council's direction.

**RECOMMENDATION:**

**That the 2021-2025 Business and Financial Plan Guidelines be approved.**

**DISCUSSION:**

**a) Background Context:**

The proposed Business & Financial Planning Guidelines for 2021-2025 are attached and there are a number of reasons for early consideration of these:

- 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 expectations.

The rationale for the tax increases is covered in detail in the 2020-2024 Financial Plan Overview Report that was provided to Council last December and is available on our website at <https://www.mapleridge.ca/2162/Financial-Overview-Report>.

The proposed annual property tax increase of 3.6% is broken into elements for the sake of transparency:

- **General Purpose** – this covers the cost of existing services, and depending on how the assumptions of costs increases materialize, may provide a small amount to address incremental adjustments.
- **Infrastructure Replacement** – this increase goes towards the rehabilitation and replacement of our 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 the new parks and facilities that are not funded through development. These costs include capital, operating and debt servicing. The Community Amenity Charges are also used to fund these amenities.
- **Drainage Improvements** – these funds are used to improve the drainage system and recently funded the Storm Water Management Plan. This levy does not increase in the later years of the Financial Plan, and depending on how quickly drainage improvements are desired, we may need to revisit this increase in the future.

Property Tax Increase	2021	2022	2023	2024	2025
General Purpose	2.0%	2.0%	2.0%	2.0%	2.0%
Infrastructure	0.7%	0.9%	0.9%	1.0%	1.0%
Parks, Rec. & Culture	0.6%	0.6%	0.6%	0.6%	0.6%
Drainage	0.3%	0.1%	0.1%	-	-
<b>Total Tax Increase</b>	<b>3.6%</b>	<b>3.6%</b>	<b>3.6%</b>	<b>3.6%</b>	<b>3.6%</b>

An assumption of new revenue due to growth or new development is included in the budget, which generates over \$1.6 million each year. Increased operating costs associated with growth have also been factored into the Financial Plan accounting for just under half of this 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%.

**ALTERNATIVES:**

If Council would like to increase service levels or see strategic priorities implemented more quickly, additional investments would likely be required. A one percent property tax increase equates to about \$22 on the average home and generates about \$900,000 revenue.


With the exception of the General Purpose component, other elements of the property tax increase could be reduced or deferred without impacting current service levels. This would also mean that progress on the initiative is impacted and may result in the cancelation of planned capital.

If no additional significant Parks and Recreation facilities are planned and future Community Amenity Contributions (CACs) are used to fund currently planned projects, the Parks, Recreation & Culture Improvement element of the property taxes could be reduced in later years of the financial plan or the magnitude of the annual increase could be slightly reduced in all years. The timing of CACs are dependent on development and as there are other variables in the funding model, future financial plans may need refinement.


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.

**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.

  
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*Prepared by:* **Trevor Thompson, BBA, CPA, CGA**  
**Chief Financial Officer**

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

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

- Attachments:
- (A) Appendix A - Business & Financial Planning Guidelines 2021-2025
  - (B) Appendix B -Impact on the Average Home for 2021

## Appendix A – Business & Financial Planning Guidelines 2021-2025

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### **1. Guidelines for Financial Planning:**

- 1.1. General Purposes Property Tax Increase, 2.0% per year.
- 1.2. Infrastructure Replacement Property Tax Increase, 0.7% in 2021 increasing to 1% by 2025.
- 1.3. Parks, Recreation and Culture Property Tax Increase, 0.60% per year.
- 1.4. Storm Water Property Tax Increase, 0.30% in 2021 decreasing to no increase by 2025.
- 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 reflect the intent of Council's strategic Financial Sustainability Plan policies approved in October 2004.
- 1.12. Collective Agreements – the financial plan needs to include sufficient financial capacity to address collective agreement settlements or the emerging patterns.
- 1.13. Grants – Targeted grant funding sources should be reflected in the financial plan, along with the associated project costs.
- 1.14. Community Amenity Charges will be used to fund the Parks & Recreation projects that borrowing was approved for. This will reduce the amount of debt financing required.



## Appendix A – Business & Financial Planning Guidelines 2021-2025

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### **2. Guidelines for Business Planning:**

- 2.1. Consider Council-raised issues in developing work plans, respecting the criteria for establishing priorities and recognizing that capacity is needed for opportunities or issues that might be discovered throughout the year.
- 2.2. Review property tax rates annually to ensure we are competitive with other lower mainland municipalities. The 2020/2021 Farm Class adjustment is included.
- 2.3. Review utility charges with a view towards using rate stabilization practices to smooth out large fluctuations in rates.
- 2.4. Develop and initiate a public consultation plan.
- 2.5. Evaluate services to ensure alignment with Council direction.
- 2.6. Identify and measure outputs/outcomes. Performance measures will be published in the Annual Report and on the website and where possible will leverage data used in the Maple Ridge Open Government Portal.
- 2.7. Performance reports are to be presented to Council at open Council meetings, both with consideration of Council priorities and departmental commitments.
- 2.8. Identify potential new revenue sources (i.e. be creative). The increased revenues from existing sources should align with the cost increases for those services.
- 2.9. Used as a management tool, service level reductions are explored and kept confidential with the Corporate Management Team. Reduction packages should reflect significant changes to an area's operation that results in a fundamental shift in what or how services are delivered. Given the degree of cross-functional projects and service delivery, departments should consider collaborative reduction packages in partnership with other departments.
- 2.10. Incremental packages must include a business case to support new programs/projects/staff.
- 2.11. Organizational/structural change considerations should include whether the current structure is adequate to deliver the service. Are there better options? Should we contract for services, or bring services in-house where and when it makes sense organizationally and financially.
- 2.12. Succession planning – review organization charts in relation to service delivery with a view to long-term planning. What positions do you see as potentially becoming vacant by retirement and what organizational options may be available as a result? What training or overlap is required to provide sufficient knowledge transfer to ensure resilient service levels?
- 2.13. Vacant position review and management – all positions that become vacant are subject to a detailed review prior to being refilled.
- 2.14. Contracting/Consulting review – all consulting work should undergo a review at not only budget time, but also when services are being contracted to determine the best way to acquire services. This will involve potentially contracting out where it makes sense and contracting in where there are available staff resources.
- 2.15. Technology – review business applications and technology tools to identify upgrade or obsolescence issues. Ensure work plans, budgets and Information Services work plans/projects reflect the resources necessary to support the changes if required.
- 2.16. Work plans will identify short-term, medium and longer-term action items that Council may consider, as we work towards carbon neutrality.

## Appendix B - Impact on the Average Home for 2021

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Property Taxes on Residence assessed at \$ 699,462

	2020	2021	Increase	
<b>Municipal Property Taxes:</b>				
General & Infrastructure	\$ 2,093.70	\$2,152.78	\$59.08	
Drainage Improvement	42.39	48.95	6.56	
Parks & Recreation Improvements	51.97	65.10	13.13	
<b>Subtotal Property Taxes</b>	<b>\$ 2,188.06</b>	<b>\$2,266.83</b>	<b>\$78.77</b>	<b>3.60%</b>
<b>User Fees:</b>				
Water	\$ 631.40	\$659.80	\$28.40	4.50%
Sewer	397.25	428.05	30.80	7.75%
Recycling	74.57	76.62	2.05	2.75%
<b>Municipal Subtotal</b>	<b>\$ 3,291.28</b>	<b>\$3,431.30</b>	<b>\$140.02</b>	<b>4.25%</b>