

City of Maple Ridge
COUNCIL WORKSHOP
AGENDA
FEBRUARY 25, 2020
11:00 a.m.
Blaney Room, 1st Floor, City Hall

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.

REMINDER: February 25, 2020 Council Meeting 7:00 p.m. Council Chambers

1. APPROVAL OF THE AGENDA

2. ADOPTION OF MINUTES

2.1 Minutes of the February 11, 2020 Council Workshop Meeting

3. PRESENTATIONS AT THE REQUEST OF COUNCIL – Nil

4. UNFINISHED AND NEW BUSINESS

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

Staff report dated February 25, 2020 recommending that the attachment to the February 25, 2020 report titled “Maple Ridge Wildlife and Vector Control Amending Bylaw No. 7619-2020 and Maple Ridge MTI Amending Bylaw No. 7621-2020” be forwarded to the March 10, 2020 Council Meeting.

4.2 Maple Ridge-Pitt Meadows Area Transport Plan: Additional Tasks Proposed by TransLink

Staff report dated February 25, 2020 for information.

4.3 Community Emergency Preparedness Fund – ESS Application

Staff report dated February 25, 2020 recommending that staff be authorized to submit an application to the Union of British Columbia Municipalities 2020 Community Emergency Preparedness Fund for \$23,951.12 toward the “ESS Modernization” project.

4.4 Mayor and Council Correspondence Policy

Staff report dated February 25, 2020 recommending that the Mayor and Council Correspondence Policy No. 3.08 be repealed in its entirety and replaced with the policy attached to the February 25, 2020 staff report titled “Mayor and Council Correspondence Policy”.

4.5 Code of Conduct – Accountability Mechanisms

Staff report dated February 25, 2020 for information only.

5. CORRESPONDENCE – Nil

5.1 UPCOMING EVENTS

General Community Events:

Festival of Light & Lantern Parade
Friday, February 28, 4:00 – 8:00 pm
Haney Place Mall, Centre Court
Host: Maple Ridge Festival of Light Society

Childcare & Education Assistant Career Fair
Saturday, February 29, 10:30 am – 2:30 pm
Greg Moore Youth Centre

Fashion “fur” Friends of Australia clothing Swap and Shop Fundraiser
Saturday, February 29, 11:00 am – 3:00 pm
CEED Centre

Little Shop of Horrors – the Musical!
Monday, March 2, 7:00 – 9:30 pm
Thomas Haney Secondary Sightlines Theatre

Little Shop of Horrors – the Musical!
Tuesday, March 3, 7:00 – 9:30 pm
Thomas Haney Secondary Sightlines Theatre

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)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality


Section 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public

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:


2020-02-11

APPROVED BY:

DATE:


Feb 20/20

CHECKED BY: _____

DATE: _____

2.0 Adoption of Minutes

City of Maple Ridge

COUNCIL WORKSHOP MINUTES

February 11, 2020

The Minutes of the City Council Workshop held on February 11, 2020 at 11:00 a.m. in the Blaney Room at City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

<i>PRESENT</i>	<i>Appointed Staff</i>
<i>Elected Officials</i>	A. Horsman, Chief Administrative Officer
Mayor M. Morden	L. Benson, Director of Corporate Administration (Corporate Officer)
Councillor J. Dueck	C. Carter, General Manager Planning & Development Services
Councillor K. Duncan	C. Crabtree, General Manager Corporate Services
Councillor A. Yousef	D. Pollock, General Manager Engineering Services
	D. Pope, Acting General Manager Parks, Recreation & Culture
<i>ABSENT</i>	T. Thompson, Chief Financial Officer
Councillor C. Meadus	
Councillor G. Robson	<i>Guest:</i> Tom Barnes, Chief Executive Officer, Municipal Insurance
Councillor R. Svendsen	Association of British Columbia

Note: These Minutes are posted on the City Web Site at www.mapleridge.ca

1. APPROVAL OF THE AGENDA

R/2020-037

It was moved and seconded

That the agenda of the February 11, 2020 Council Workshop Meeting be approved as circulated.

CARRIED

2. ADOPTION OF MINUTES

2.1 Minutes of the January 28, 2020 Council Workshop Meeting

R/2020-038

It was moved and seconded

That the minutes of the Council Workshop Meeting of January 28, 2020 be adopted as circulated.

CARRIED

3. PRESENTATIONS AT THE REQUEST OF COUNCIL

3.1 Municipal Insurance Association of British Columbia (MIABC)

Presentation by Thomas (Tom) Barnes, LLB; Chief Executive Officer,
Municipal Insurance Association of British Columbia.

PowerPoint presentation and overview by Thomas (Tom) Barnes, LLB; Chief Executive Officer, covering MIABC/City of Maple Ridge history, performance, and membership benefits.

4. UNFINISHED AND NEW BUSINESS

4.1 2020 MIABC Insurance Renewal

Staff report dated February 11, 2020 recommending that the City's annual property and liability insurance premiums with Municipal Insurance Association of British Columbia for the combined sum of \$660,124 be approved.

R/2020-039

It was moved and seconded

That the City's annual property and liability insurance premiums with Municipal Insurance Association of British Columbia for the combined sum of \$660,124 be approved.

CARRIED

4.2 Lower Mainland Local Government Association (LMLGA) – 2020 Call for Resolutions - Annual General Meeting

Verbal report, Director of Corporate Administration. informing that no draft resolutions were received by the process and deadline established by Council.

5. CORRESPONDENCE – Nil

5.1 UPCOMING EVENTS

By Invitation to Mayor and Council

Meadow Sports Heroes Society – Hometown Heroes

Tuesday, February 11, 5:00 – 8:00 pm

Host & Location: Pitt Meadows Secondary School

General Community Events

Family Day 2020: Ravenous Raptors

Sunday, February 16, 1:00 – 4:00 pm

Kanaka Creek Watershed Stewardship Centre

11450 256 Street, Maple Ridge

Host: Metro Vancouver Regional Parks, BC Government & Government of Canada

Winter Family Fun Day

Monday, February 17, 10:00 am – 3:00 pm

Albion Fairgrounds

Host: Maple Ridge Lions Club

Winter Family Fun Day 2020

Monday, February 17, 10:00 am – 3:00 pm

Albion Fairgrounds

Host: Maple Ridge Lions Club

Family Day at The ACT

Monday, February 17, 11:00 am – 3:00 pm

Host & Location: The ACT Arts Centre

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

7. MATTERS DEEMED EXPEDIENT – Nil

8. NOTICE OF CLOSED COUNCIL MEETING

R/2020-040

It was moved and seconded

That 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 and other employee relations

Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose

Section 90(1)(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*]

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

9. *ADJOURNMENT* – 11:45 a.m.

M. Morden, Mayor

Certified Correct

L. Benson, Corporate Officer



City of Maple Ridge

mapleridge.ca

TO: His Worship Mayor Michael Morden
and Members of Council
MEETING DATE: February 25, 2020
FILE NO: 09-4560-20
FROM: Chief Administrative Officer
MEETING: Council Workshop
SUBJECT: Maple Ridge Wildlife and Vector Control Amending Bylaw No. 7619-2020 and
Maple Ridge MTI Amending Bylaw No. 7621-2020

EXECUTIVE SUMMARY:

The attached report will be on the next Council Meeting agenda for discussion and consideration of the recommendation. The Council Workshop forum provides an earlier opportunity for Council to seek additional information if required, prior to decision-making.

RECOMMENDATION:

That the attachment to the February 25, 2020 report titled *"Maple Ridge Wildlife and Vector Control Amending Bylaw No. 7619-2020 and Maple Ridge MTI Amending Bylaw No. 7621-2020"* be forwarded to the March 10, 2020 Council Meeting.

A handwritten signature in black ink, appearing to be "J. S.", written over a horizontal line.

Approved by: Deputy Corporate Officer

Attachment:

- Maple Ridge Wildlife and Vector Control Amending Bylaw No. 7619-2020 and Maple Ridge MTI Amending Bylaw No. 7621-2020 report - date February 25, 2020



mapleridge.ca

City of Maple Ridge

TO:	His Worship, Michael Morden and Members of Council	MEETING DATE:	March 10, 2020
FROM:	Chief Administrative Officer	FILE NO:	09-4560-20
		MEETING:	Council
SUBJECT:	Maple Ridge Wildlife and Vector Control Amending Bylaw No. 7619-2020 and Maple Ridge MTI Amending Bylaw No. 7621-2020		

EXECUTIVE SUMMARY:

On June 12, 2018, the Maple Ridge Wildlife and Vector Control Bylaw No. 7437-2018 was adopted. The current Bylaw includes provisions to reduce the incidents of human/wildlife interaction and for measures to ensure the protection of wildlife, public safety, as well as prevent against the spread of infectious diseases by animals and vectors throughout the City.

The current Wildlife and Vector Control Bylaw did alleviate some of these activities and encouraged the public to reduce attractants. However, there now appears to be an increase in bears and other wildlife entering populated areas of the City, which is causing serious public safety issues within these neighbourhoods. Unfortunately, in most cases this has resulted in wildlife being destroyed, especially within the bear population. The proposed amendments include higher fine amounts, and requirements to secure receptacles from attracting wildlife and will provide Bylaw Compliance Officers with additional tools to reduce these interactions. Furthermore, definitions have been amended for clarification.

RECOMMENDATION(S):

1. That Maple Ridge Wildlife and Vector Control Amending Bylaw No.7619-2020 be given first, second and third readings; and
2. That Maple Ridge MTI Amending Bylaw No.7621-2020 be given first, second and third readings.

DISCUSSION:

a) Background Context:

The City of Maple Ridge continues to grow and develop east and northward, which is affecting the wildlife habitat. With new residents moving into these areas, ongoing education and compliance action are required. The goal is to raise awareness on how to avoid potential wildlife conflict and how to manage attractants.

Currently the Provincial Conservation Office, Bylaw Compliance Officers, WildsafeBC and the Ridge Meadows Recycling Society work together to target interface areas with regular inspections. These inspections focus on the education component of the Bylaw by providing verbal information and providing literature on how to achieve compliance. In the case of repeat offenders, BC Conservation Officers and Bylaw Compliance Officers have issued warning notices including tickets.

From 2012 to 2017 there had been a decrease in the number of bears destroyed with Council's implementation of Wildsafe programs. Notwithstanding, since early 2019 there appears to be an increase in the number of bear and human interfaces, regardless of the Bylaw.

According to Daniel Mikolay of WildsafeBC, there were three times the bears destroyed in 2019 compared to previous years. Some external factors included bears coming out early from hibernation, a cold February and a lack of proper food sources. Moreover, the attractants caused by humans have enticed bears to enter into residential neighbourhoods at an alarming rate. As a result we have been collaborating with the BC Conservation Office, WildsafeBC, and a local Bear Group to make positive changes to the Bylaw and to create strategies to reduce attractants through education, public awareness and community support.

For your information, some Silver Valley residents were so concerned they created a group called "Maple Ridge Bears" in the spring of 2019. These citizens took to the streets and attempted to educate their neighbourhoods on reducing attractants to help save the bear population. To their credit, this group also organized volunteers and created a Glean Team, where they diverted over 600 pounds of fruit to Critter Care, which subsequently helped feed eighteen orphaned bear cubs.

Over the course of 2019, the BC Conservation Office received 694 complaints of wildlife, mainly of bears, in the City of Maple Ridge. Due to attractants, these animals are becoming habituated into populated areas and unfortunately the result was the destruction of thirteen bears, and four more were hit and killed by vehicles. As well, the Bylaw & Licensing Department received forty-nine complaints of attractants, including people allegedly feeding wildlife and purposely enticing these animals onto their properties. We have also conducted numerous night time patrols with BC Conservation Officers and WildsafeBC to educate the public on reducing attractants and early garbage set outs. During the tours, it was evident that the majority of residents are not complying and placing at the curb, garbage and recycling containers the night before, and not on the scheduled morning as required under the Bylaw.

Along with the proposed amendments, our plan of action for 2020 includes continued collaboration with WildsafeBC, the BC Conservation Office, City Park's staff, Recycle BC, Maple Ridge Bear Groups as well as local residents. We intend on educating and promoting compliance through continued evening enforcement, literature, media blitzes, the City Website and written warnings and tickets for non-compliance.

b) Amending Bylaws

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

The Wildlife and Vector Control Amending Bylaw is intended to reduce attractants, and the amendments fall under two general categories. Firstly, the Bylaw amends a number of definitions to line up with Provincial regulations; clarifies receptacles and containers; and eliminates birds as wildlife, as birds are regulated separately under the Bylaw. Secondly, the Amending Bylaw requires the use of wildlife resistant containers in high conflict areas and prescribes when receptacles are to be housed within a structure.

Maple Ridge MTI Amending Bylaw No. 7621-2020

The MTI Amending Bylaw raises some of the fine amounts relating to wildlife attractants, and introduces a new fine for receptacles and containers not enclosed within a structure.


c) Desired Outcome(s):

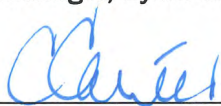
The City of Maple Ridge is very close to obtaining a Bear Smart Community designation. The proposed amendments to the Bylaw, and our ongoing inter-agency educational campaigns, will bring the City in line with the Ministry of Environment, the BC Conservation Foundation and UBCM programming.

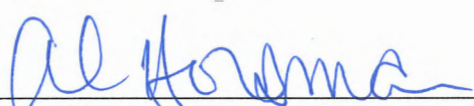
The amendments, which include further stringent controls and higher fine amounts should deter and provide less opportunity for garbage and wildlife attractants to accumulate throughout the City, as well as minimize the chances of potentially dangerous animals from entering residential areas. Due to the recent rise in bear/human interfaces, and destroyed bears, the City will continue to work with BC Conservation, WildsafeBC, and local Bear Groups to promote education and will be diligent in pursuing compliance with the Bylaw.

CONCLUSIONS:

The proposed amendments to the Wildlife and Vector Control Bylaw and the MTI Bylaw should not seriously inconvenience Maple Ridge residents. These changes will help to eliminate attractants, reduce conflicts with wildlife, and decrease the amount of bears being habituated and subsequently put down in our community.


Prepared by: **Michelle Orsetti**
Manager, Bylaw & Licensing Services


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


Concurrence: **Al Horsman**
Chief Administrative Officer

Appendix I - Maple Ridge Wildlife and Vector Control Amending Bylaw No.7619-2020
Appendix II - Maple Ridge Wildlife and Vector Control Bylaw No.7437-2018
Appendix III - Maple Ridge MTI Amending Bylaw No.7621-2020
Appendix IV - MTI Amendments at a glance

City of Maple Ridge

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

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

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

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

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

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

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

Wildlife resistant container means a solid waste container with a device for securing and locking the lid, whose material and construction has been tested or otherwise approved by the British Columbia Conservation Foundation as being bear resistant.
5. Maple Ridge Wildlife and Vector Control Bylaw No. 7437-2018 is amended under **Part 3 Definitions** by deleting the definition of **Wildlife Resistant Container** in its entirety and replacing it with the following:

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

4.5.4 grease containers shall be closed securely and made inaccessible to **Wildlife**;

APPENDIX I

7. Maple Ridge Wildlife and Vector Control Bylaw No. 7437-2018 is amended **under Part 4 Prohibitions**, section 4.5, by removing 4.5.5 in its entirety and replacing it with:

4.5.5 outdoor refrigerators or freezers shall be closed securely and made inaccessible to **Wildlife**;

8. Maple Ridge Wildlife and Vector Control Bylaw No. 7437-2018 is amended **under Part 4 Prohibitions**, section 4.5, by removing 4.5.7 in its entirety and replacing it with:

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

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

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

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

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

READ A FIRST TIME this ____ day of _____, 2020.

READ A SECOND TIME this ____ day of _____, 2020.

READ A THIRD TIME this ____ day of _____, 2020.

ADOPTED this ____ day of _____, 2020.

PRESIDING MEMBER

CORPORATE OFFICER

APPENDIX II



City of Maple Ridge

Wildlife and Vector Control Bylaw No. 7437 - 2018

Effective Date:

City of Maple Ridge

Wildlife and Vector Control Bylaw No. 7437 - 2018

A bylaw to provide for prevention of wildlife attractants and vector control against spread of diseases.

WHEREAS the Council of the City of Maple Ridge deems it expedient to provide for a bylaw to provide for prevention of wildlife attractants and vector control against spread of diseases within the municipal boundaries of the City;

And **WHEREAS** paragraph 8 (3) (i) of the *Community Charter*, SBC 2003, c. 26 provides general authority to regulate requirements by bylaw in relation to public health;

And **WHEREAS** paragraph 8 (3) (k) of the *Community Charter*, SBC 2003, c. 26 provides general authority to regulate, prohibit and impose requirements by bylaw in relation to animals;

AND WHEREAS Council considers that it is desirable to protect the health of the public by requiring owners and occupiers of property in the City to prevent their property from becoming infested by vectors that may spread disease;

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

Part 1 Citation

1.1 This bylaw may be cited as the Wildlife and Vector Control Bylaw No. 7437 – 2018

Part 2 Severability

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

Part 3 Definitions

3.1 In this bylaw:

Attractant means any substance which could reasonably be expected to attract Wildlife or does attract Wildlife including but not limited to household refuse, kitchen waste, food products, beverage containers, barbecue grills, pet food, bird feed, diapers, grease barrels, fruit, oil and other petroleum products and chemical products;

City means the City of Maple Ridge;

Collection day means the day scheduled for collection of solid waste, food scraps and recyclable material from a Property in accordance with the schedule produced annually by the Recycling Society or other delegate appointed by Council or a private contractor providing such service to the Property;

Owner means any person who is the registered owner, or owner under agreement, of real property, and includes any person in actual or apparent possession of real property under a lease, licence or other agreement with another owner;

Parcel means any lot, block or other area in which land is held or into which it is subdivided, but does not include a highway;

Pathogen means an organism capable of causing disease in humans, animals or plants;

Property means any parcel of land in the City;

Receptacle means a household, light commercial, municipal, yard waste or special receptacle;

Vector means a carrier organism that is capable of transmitting a pathogen from one facility, waste source, product or organism to another facility, waste source, product or organism including but not limited to mice, rats and mosquitoes;

Wildlife means birds and any mammal not normally domesticated, including but not limited to bears, bobcats, cougars, coyotes, foxes, raccoons, deer and skunks.

Wildlife resistant container means a solid waste container and device whose material and construction is of sufficient strength and design so as to prevent access by Wildlife during storage and which has been accepted as such by the British Columbia Conservation Foundation;

Wildlife resistant enclosure means a fully enclosed structure consisting of walls, roof and door(s) made of sufficient design and strength so as to prevent access by Wildlife and for clarity includes garage, shed or other structure that is inaccessible to Wildlife.

Part 4 Prohibitions

4.1 No **Owner** or **Occupier of Property** within the **City** shall cause, permit or allow a nuisance to be caused by the presence of **Wildlife** or **Vectors** on that **Property**.

4.2 No **Owner** or **Occupier of Property** shall cause, permit or allow:

- 4.2.1 any building or improvement;
- 4.2.2 any brush, trees, weeds or other growths;
- 4.2.3 any water, whether moving or standing; or
- 4.2.4 any other condition;

on that **Property** to provide food, shelter, or breeding conditions that could attract **Wildlife** or a **Vector**.

4.3 Except as provided in section 4.4, no person shall knowingly or willingly feed, or in any manner provide or furnish access to food or any other edible substance, to any **Wildlife**.

4.4 Bird feeders must be suspended on a cable or other device and in such a manner that they are inaccessible to **Wildlife** other than birds. The area below a bird feeder shall be kept free of the accumulation of seed and debris from the bird feeder at all times.

4.5 Every **Owner** or **Occupier of Property** within the **City** shall ensure that:

- 4.5.1 all fruit on trees or bushes be harvested immediately upon ripening;
- 4.5.2 all fallen fruit from trees or bushes be removed immediately;
- 4.5.3 bee hives are inaccessible to **Wildlife**;
- 4.5.4 grease containers are inaccessible to **Wildlife**;
- 4.5.5 outdoor refrigerators or freezers are inaccessible to **Wildlife**;
- 4.5.6 dairy products and proteins are not put into compost piles;
- 4.5.7 garbage and organic containers are inaccessible to **Wildlife**;
- 4.5.8 **Wildlife** resistant containers that are stored outside on the **Property** are locked except when set out for collection; and
- 4.5.9 all latching devices on **Wildlife** resistant containers are unlatched by 5:00 am on designated **Collection days** and re-locked by 7:00 pm on **Collection day** and kept locked until the following designated **Collection day**.

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

4.6 Every Owner or Occupier of Property within the City shall prevent or cause to be prevented the infestation by vermin or other destructive insects or animals.

Part 5 Offence and Penalty

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

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

READ A FIRST TIME this ____ day of _____, 2020.

READ A SECOND TIME this ____ day of _____, 2020.

READ A THIRD TIME this ____ day of _____, 2020.

ADOPTED this ____ day of _____, 2020.

PRESIDING MEMBER

CORPORATE OFFICER

APPENDIX III

City of Maple Ridge

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

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

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

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

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

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

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

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

APPENDIX III

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

READ A FIRST TIME this ____ day of _____, 2020.

READ A SECOND TIME this ____ day of _____, 2020.

READ A THIRD TIME this ____ day of _____, 2020.

ADOPTED this ____ day of _____, 2020.

PRESIDING MEMBER

CORPORATE OFFICER

APPENDIX IV

MTI Amendments at a Glance

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

	Section	Current Fine	Proposed Fine
Attract Wildlife	4.2	\$200	\$400
Provide food to Wildlife	4.3	\$200	\$500
Permit accumulation of seed	4.4	\$100	\$300
Fail to harvest fruit	4.5.1	\$100	\$100
Fail to remove fallen fruit	4.5.2	\$100	\$300
Bee hives accessible to Wildlife	4.5.3	\$100	\$100
Grease containers accessible to Wildlife	4.5.4	\$200	\$400
Refrigerator accessible to Wildlife	4.5.5	\$200	\$400
Dairy and proteins placed in compost	4.5.6	\$200	\$300
Garbage containers accessible to Wildlife	4.5.7	\$200	\$400
Unlocked resistant container	4.5.8	\$200	\$250
Place receptacles prior to 5:00 am	4.5.10	\$200	\$500
NEW Receptacles and containers not enclosed	4.5.11	-	\$500
Fail to prevent infestation by vermin	4.6	\$200	\$300

Maple Ridge Solid Waste and Recycling Regulation Bylaw No. 6800 – 2011

	Section	Fine
Place solid waste prior to 5:00 am	11	\$100
Place Receptacles prior to 5:00 am	11	\$500

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Maple Ridge–Pitt Meadows Area Transport Plan: Additional Tasks Proposed by TransLink

MEETING DATE: February 25, 2020
FILE NO: 16-8330-20
MEETING: Workshop

EXECUTIVE SUMMARY:

TransLink is the regional authority for Metro Vancouver responsible for planning, developing and operating the public transportation system. Through the development of Area Transport Plans (ATP), TransLink ensures local context and concerns are understood and reflected in the planning of the regional multi-modal transportation system. Commencing in 2018 and through 2019, TransLink worked with municipal partners and stakeholders to develop an ATP incorporating transit service and infrastructure, walking, cycling, driving and goods movement through and within Maple Ridge and Pitt Meadows, as well as inter-municipal connections.

The Draft ATP was presented at Council Workshop on October 08, 2019 at which time Council sought clarification on a number of issues, namely:

- Congestion on Golden Ears Way, including expansion to four lanes
- Consideration of a West Coast Express (WCE) station in Albion
- Improved bus service to Albion, including RapidBus
- RapidBus transit priority measures
- Parking in and around Haney Place Exchange, including a parkade.

City staff have had ongoing dialogue with senior TransLink staff and it has been agreed that additional tasks will be undertaken to address Council's concerns.

Golden Ears Way

TransLink has agreed to undertake a corridor study of Golden Ears Way to review current traffic volumes, the degree of congestion and the development of options based upon the findings. There may be opportunities to identify a phased approach to any anticipated corridor improvements.

West Coast Express

The last WCE review was in 2013 and TransLink has indicated that a further review of the WCE will be upcoming. TransLink has been asked to look comprehensively at the entire WCE corridor, considering other improvements to rapid transit in the North-East Sector such as the Evergreen Skytrain

Improved Bus Service to Albion, including RapidBus

The draft ATP does include an increase in the overall service in the Albion area by increasing bus frequencies, improved transit service to the existing WCE stations and expansion of the transit service as growth occurs in the area. TransLink has agreed to designate the Lougheed Highway as a future priority transit corridor and incorporate into the ATP.

RapidBus Transit Priority Measures

TransLink has committed to the design of transit priority measures on Lougheed Highway at the 203 Street intersection, working with the City and MoTI. The design will commence in 2020 and funding accessibility will be determined by the extent of the measures identified.

Parking at Haney Place

Consistent with regional practice, TransLink has stated clearly an unwillingness to be involved in the construction and ownership of a parkade, although they did note however a willingness to contemplate a partnership agreement for use within a parkade.

The consideration of a parkade at Haney Place, potentially including the transit exchange would require the development of a comprehensive business case that may extend beyond parking to include potential land uses. As an interim step, staff are evaluating the potential of utilizing one, or multiple undeveloped lots in the Town Centre that could be considered for public parking under a lease agreement.

Should the initiatives proposed by TransLink be supported by Council, staff will then work with TransLink to modify the draft ATP as necessary and have TransLink present it to Council for endorsement.

RECOMMENDATION:

This report is submitted for information.

DISCUSSION:

a) Background Context:

The current North East Sector Area Transit Plan is outdated, having been created in 2003, well before the Mayors Vision was developed in 2014. TransLink committed to updating and revising the existing document in 2018, to be known as the Maple Ridge-Pitt Meadows Area Transport Plan. The most significant shift in the document is that it now considers all modes of transportation rather than just transit, hence the change in title.

Through 2018 and 2019 TransLink worked with municipal partners including the cities of Maple Ridge and Pitt Meadows, stakeholder groups, MoTI, and the public to develop an ATP incorporating transit service and infrastructure, walking, cycling, driving and goods movement through and within Maple Ridge and Pitt Meadows, as well as inter-municipal connections,

The Draft ATP was presented at Workshop on October 08, 2019 at which time Council sought clarification on a number of issues, namely:

- Congestion on Golden Ears Way, including expansion to four lanes
- Consideration of a West Coast Express (WCE) station in Albion
- Improved bus service to Albion, including RapidBus
- RapidBus transit priority measures
- Parking in and around Haney Place Exchange, including a parkade.

City staff have had ongoing dialogue with senior TransLink staff and it has been agreed that additional tasks will be undertaken to address Council's concerns.

Golden Ears Way

TransLink has agreed to undertake a corridor study of Golden Ears Way to review current traffic volumes, the degree of congestion and the development of options based upon the findings. There may be opportunities to identify a phased approach to any anticipated corridor improvements. The analysis will also consider the potential impact of the contemplated North Lougheed Connector.

TransLink has indicated that there are currently no funds allocated to an expansion of Golden Ears Way at this time but also expressed a willingness to consider funding options in an expeditious manner, including potentially accessing MRN funding.

West Coast Express

The last WCE review was in 2013 and TransLink has indicated that a further review of WCE will be upcoming. TransLink has been asked to look comprehensively at the entire WCE corridor, considering other improvements to rapid transit in the North-East Sector such as the Evergreen Skytrain. As an example, in Coquitlam and Port Coquitlam there are stations that service both WCE and Evergreen Skytrain, and two WCE stations in close proximity at Maple Meadows Way and Harris Road in Pitt Meadows – there may be an opportunity to optimize the distribution of admittedly limited track availability that would factor in to addressing Council's desire for consideration of a station in Albion.

Improved Bus Service to Albion, including RapidBus

The draft ATP does include an increase in the overall service in the Albion area by increasing bus frequencies, improved transit service to the existing WCE stations and expansion of the transit service as growth occurs in the area. There are parameters that TransLink considers in moving to higher performing transit including the density of persons and jobs per hectare and while it is recognized that a RapidBus service is not justified at this time TransLink has agreed to designate the Lougheed Highway east of the Town Centre as a future priority transit corridor and incorporate this into the ATP.

RapidBus Transit Priority Measures

TransLink has committed to the design of transit priority measures on Lougheed Highway at the 203 St. intersection, working with the City and MOTI. The design will commence in 2020 and funding accessibility will be determined by the extent of the measures identified.

Implementation of transit priority intersection improvements are critical to the ongoing success of the RapidBus program and City staff will continue to stress to TransLink that this should be pursued along the entire Lougheed Corridor in Maple Ridge, acknowledging that it will require partnerships and agreement with MoTI.

Parking at Haney Place

TransLink has stated clearly an unwillingness to be involved in the construction and ownership of a parkade, noting that such structures are not provided anywhere else in Metro Vancouver. They did note however a willingness to contemplate a partnership agreement for use within a parkade, citing River Rock Casino in Richmond.

The consideration of a parkade at Haney Place, potentially including the transit exchange would require the development of a comprehensive business case that may extend beyond parking to include potential land uses. Such an evaluation is complex and it is recommended that a project cope be developed for inclusion in the next Financial Plan considerations. As an interim step staff are evaluating the potential of utilizing one, or multiple undeveloped lots in the Town Centre that could be considered for public parking under a lease agreement.

Should the initiatives proposed by TransLink be supported by Council, staff will then work with TransLink to modify the draft ATP as necessary and have TransLink present it to Council for endorsement.

b) Desired Outcome:

The ATP lays out strategies to improve transit and multi-modal transportation in Maple Ridge over the next 10 to 15 years in a way that is responsive to local needs and consistent with regional objectives as outlined in Metro Vancouver's Regional Growth Strategy.

c) Strategic Alignment:

The ATP aligns with Council's priority focus on "Growth" by implementing strategic plans related to infrastructure, transportation corridors, transit and key amenities.

d) Citizen/Customer Implications:

The ATP incorporates multi-modal transportation elements and will enhance the scope and scale facilities available to residents – transit, cycling, walking as well as goods movement.

e) Interdepartmental Implications:

The ATP will be built into the City's transportation capital projects and will serve as a reference document in updating the City's Strategic Transportation Plan. Transportation goals are embedded within the OCP to assist in land use planning.

f) Business Plan/Financial Implications:

The City receives annual allocated funding from TransLink for capital projects on the Major Road Network as well as grant programs in support of providing pedestrian and cycling facilities throughout the City. In addition, the City receives funding from TransLink for the operation and maintenance of the MRN corridors.

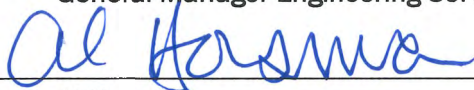
CONCLUSION:

There are a number of regional key transportation-related planning initiatives that guide the Region's long-term vision, overall goals and investment priorities such as the 2014 Mayors Vision and the currently underdevelopment, Transport 2050.

At the City level, the Maple Ridge-Pitt Meadows ATP lays out recommendations for a true multi-modal transportation system in conjunction with the directions established in the Strategic Transportation Plan. The ATP has a 10-15 year planning horizon incorporating transit service and infrastructure, walking, cycling, driving and goods movement through and within Maple Ridge and Pitt Meadows, as well as inter-municipal connections.



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



Concurrence: Al Horsman
Chief Administrative Officer

TO: His Worship Mayor Michael Morden
and Members of Council
MEETING DATE: February 25, 2020
FROM: Chief Administrative Officer
FILE NO:
MEETING: Workshop
SUBJECT: Community Emergency Preparedness Fund – ESS Application

EXECUTIVE SUMMARY:

The Province of BC is undertaking a program to modernize its Emergency Support Services by implementing an electronic registration system for those that require aid due to emergencies. In support of this, the Government will issue grants through UBCM to assist cities in obtaining equipment to participate in the new program. Maple Ridge's Emergency Support Services is applying to UBCM for a grant to purchase portable computer equipment that can be deployed in emergency situations to help the citizens of Maple Ridge.

RECOMMENDATION:

That staff be authorized to submit an application to the Union of British Columbia Municipalities 2020 Community Emergency Preparedness Fund for \$23,951.12 toward the 'ESS Modernization' project

DISCUSSION:

a) Background Context:

The Community Emergency Preparedness Fund (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments and their residents in responding to emergencies. Funding is provided by the Province of BC and is administered by UBCM.

The City of Maple Ridge grant application is to attain the required inventory and training to support the proposed Provincial ESS Modernization Project for 2020.

Emergency Support Services

The requested equipment, in this grant application, includes portable laptops, tablets, printers and required components. The 2020 grant application provides details on the proposed inventory to purchase and required training needs for its volunteers.

b) Desired Outcome:

That Council approve the Community Emergency Preparedness Fund grant application.

c) Strategic Alignment:

Work completed with the grant funding will support a safe and resilient community. The modernization stream will allow a more efficient and effective delivery of ESS services to citizens in need of support.

d) Citizen/Customer Implications:

The new equipment and training will ensure the City of Maple Ridge's Emergency Program is current with the Province's goal of modernizing the ESS. This will allow ESS to be more efficiently provided to Maple Ridge citizens in the event of a disaster.

e) Interdepartmental Implications:

The project includes an education component intended to increase awareness among first responders and City staff (e.g., Recreation Facilities Staff and IT Department) on the capabilities and required resources at facilities to aid citizens more efficiently.

f) Business Plan/Financial Implications:

The grant amount would cover the full cost of proposed project activities.

CONCLUSION:

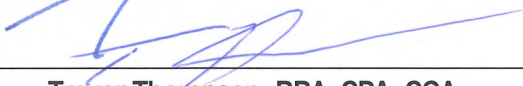
The City's ESS Program needs to upgrade its abilities to remain current with the Provincial Modernization Project. The funding required for technology and training to upgrade can be offset by the successful application of a UBCM grant. It is recommended that Council support this grant application.



Prepared by: **James Clelland**
Assistant Chief, Fire Prevention and Emergency Program



Reviewed by: **Howard Exner**
Fire Chief



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



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



Concurrence: **Al Horsman**
Chief Administrative Officer

TO:	His Worship Mayor Michael Morden and Members of Council	MEETING DATE:	February 25, 2020
FROM:	Chief Administrative Officer	FILE NO:	01-0340-50
SUBJECT:	Mayor & Council Correspondence Policy	MEETING:	Council Workshop

EXECUTIVE SUMMARY:

As our community has grown, there has been an increase in the amount of correspondence, requests for official representation, attendance at community events and enquiries from local and regional media directed at Mayor & Council. Further, citizens route correspondence to Council and individual Council members in various ways.

This new policy proposes to replace Mayor & Council Correspondence Policy No. 3.08. The Mayor & Council Correspondence Policy establishes a formal process to ensure that all communication interactions are addressed in a consistent, transparent and timely manner.

RECOMMENDATION:

That Mayor & Council Correspondence Policy No 3.08 be repealed in its entirety and replaced with the policy attached to the February 25, 2020 staff report titled Mayor & Council Correspondence Policy.

DISCUSSION:

a) Background Context:

A formal Mayor & Council Correspondence Policy was established in October of 2009. As the community continues to grow, so does the amount of correspondence received by Mayor and Council. Throughout 2019 and to date in 2020, staff provided 1,809 responses on behalf of Mayor and Council. This equates to approximately 140 emails per month.

Staff have reviewed the current policy and conducted a review of eight neighbouring municipalities to learn from their current practices around the handling of correspondence, requests for official representation and attendance at community events and enquiries from local and regional media which were not previously addressed through the existing policy.

Through the best practice review, it was determined that the current policy requires an update to ensure a defined process for handling the full range of enquires being received.

The updated policy:

- Establishes a clear protocol for incoming correspondence to ensure efficient processing and distribution to Mayor & Council;
- Provides a process to ensure members of Council are informed on the responses being provided on their behalf;
- Establishes a framework for requests for official representation and attendance at community events to ensure efficient processing and confirmation of participation of Mayor & Council;
- Establishes a clear protocol for media enquiries and interview requests to ensure efficient processing and responses;
- Clarifies the timeframe for responses to correspondence and enquiries received; and
- Authorizes staff to establish a procedure for routing correspondence addressed to Mayor & Council.

b) Desired Outcome:

This policy will provide the public and Council with clear expectations on the procedure for reviewing and responding to correspondence, invitations for participation at community events and enquiries from the media to ensure an efficient approach with timely and consistent responses.

c) Strategic Alignment:

The Mayor & Council Correspondence Policy will increase transparency, citizens' access to information, and provide a high level of customer service. Further, it aligns with our Customer Service Commitment of "fair, friendly and helpful."

d) Citizen/Customer Implications:

This updated approach to handling correspondence will result in greater transparency for citizens. The framework ensures that there are guidelines to align the expectations of our citizens on the timing of responses to correspondence as well as accountability for staff members relating to the development and posting of responses. In addition, the process to address requests for attendance and media enquiries will provide organizers and media with a defined process including timely and accurate responses.

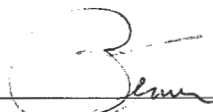
e) Interdepartmental Implications:

Administration will continue to oversee public enquiries, including ensuring staff responses are sent in an effective manner and within the prescribed timelines outlined the policy. The Community Engagement & Relations team will act as the liaison for media enquiries and requests for interviews which will be coordinated through the Mayor's office.

CONCLUSION:

The proposed Mayor & Council Correspondence Policy establishes a consistent process to ensure that:

- All correspondence, both paper and digital, is reviewed and responded to in accordance with City standards and that staff responses are provided to Council.
- All requests for Mayor & Council representation at community events are processed and responses are sent to event organizers.
- All media enquiries and interview requests are responded to in a timely and consistent manner.



Prepared by: **Laura Benson**
Director of Corporate Administration



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



Concurrence: **Al Horsman**
Chief Administrative Officer

Attachments:

- (A) Draft Mayor and Council Correspondence Policy
- (B) For repeal: Mayor and Council Correspondence Policy No. 3.08



POLICY MANUAL

Title: Mayor & Council Correspondence Policy	Policy No : Supersedes:
Authority: <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational Approval: <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	Effective Date: Review Date:
Policy Statement: The City of Maple Ridge is committed to providing the public with timely, accurate and comprehensive responses to enquiries, media requests and appearances at community events. The Mayor & Council Correspondence Policy establishes a formalized process to ensure all Council related interactions are addressed consistently and efficiently in accordance with City Standards. <i>"The City of Maple Ridge will take the initiative in being a reliable source of credible information, consistent to our mission and value statements."</i>	
Purpose: To establish protocols to ensure Mayor & Council correspondence is addressed in a consistent, transparent and timely manner.	
Definitions: Email Correspondence: all digital correspondence addressed to Mayor & Council sent to mayorcouncilandcaol@mapleridge.ca or enquiries@mapleridge.ca , or email addressed to all individual Council members, or email that has been forwarded to the Mayor's office for response. <ul style="list-style-type: none"> This does not include email sent to individual Council members, or sent to some but not all Council members, unless that email was also sent, or was forwarded to, the Mayor's office for response. Paper Correspondence: all hardcopy correspondence addressed to Mayor & Council, including correspondence received via Canada Post, fax and hand delivery. <ul style="list-style-type: none"> This does not include correspondence addressed only to the Mayor or individual members of Council. Media: accredited staff representatives of print or broadcast media. Writer: any person writing to Maple Ridge City Council, including but not limited to citizens, non-residents, representatives of businesses and other organizations.	

Outcomes:

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

Roles/Responsibilities:**Mayor**

1. The Mayor is the City's chief spokesperson and is responsible for informing the public on Council policies, priorities and decisions.
2. All invitations for official representation from Mayor & Council will come to the Mayor's Office. The Mayor, or a designate, will be assigned for any formal speaking role.
3. The Mayor may provide letters of support, as related to grant applications, award applications and requests that align with City policies and strategic plans on behalf of Council when requested.

Council

1. Councillors will confirm their availability to attend events to the Mayor's office, who will provide a collective RSVP to event organizers.
2. Individual members of Council shall not express opinions on behalf of Council.
3. The decisions of Council shall be reflected as collective corporate decisions.
4. All Media enquiries shall be directed through the Community Engagement & Relations department for follow-up and response in coordination with the Mayor's Office.

General

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

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



POLICY MANUAL

Title: Mayor and Council Correspondence		Policy No : 3.08 Supersedes: New
Authority: <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational Approval: <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager		Effective Date: <u>October 6, 2009</u> Review Date: January 2012
Policy Statement: Correspondence addressed to Mayor and Council will be responded to in a consistent manner.		
Purpose: To establish a protocol for response to correspondence addressed to Mayor and Council.		
Definitions: CORRESPONDENCE: Correspondence received via Canada Post, faxed, hand-delivered and e-mail.		
Key Areas of Responsibility Action to Take <ul style="list-style-type: none"> ▪ All hard copy and e-mail correspondence will be reviewed by the Executive Assistant for one or more of the following actions: <ul style="list-style-type: none"> ▪ Acknowledge receipt of general volume correspondence and provide any available information at point of receiving ▪ Forward via e-mail to the Mayor and all members of Council if not received directly ▪ Request that the Mayor respond to the writer and copy Council with the response ▪ Request that the Corporate Officer add the correspondence to a Council agenda if necessary, and advise Mayor and Council, and the writer ▪ Forward to the appropriate member of the Corporate Management Team or a Manager/Director for action and response and advise Mayor and Council, and the writer ▪ Forward to Mayor and Council for "information only" if no action is required 		Responsibility Executive Assistant

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Code of Conduct - Accountability Mechanisms

MEETING DATE: February 25, 2020
FILE NO: 2400759
MEETING: Workshop

EXECUTIVE SUMMARY:

Council adopted its Code of Conduct in late 2018, establishing standards of conduct for Council in working with each other, and interacting with the public. Council resolved to review the document annually to ensure it is supporting effective governance through responsible conduct. At the one-year check-in, it was determined that the Code of Conduct is lacking in accountability mechanisms. This report provides options relating to accountability, for Council discussion.

RECOMMENDATION:

No recommendation provided – for discussion purposes.

DISCUSSION:

a) Background Context:

Council adopted a Code of Conduct to define shared expectations for responsible conduct following their inaugural meeting in late 2018. That document is attached. At the time of adoption, Council also resolved to review the policy on an annual basis. Since its adoption, Council has had discussions around the efficacy of the Code of Conduct. At a recent annual check-in, Council determined that the Code could be strengthened with the inclusion of accountability mechanisms.

Accountability Mechanisms

The Community Charter has long been the guiding document for expectations and accountability mechanisms for council members across the province, as it supersedes municipal authority. However, the Charter presents a narrow scope of legislation that encompasses conflicts of interest and breaches of confidentiality. Repercussions for such violations include recuperation of damages and disqualification from holding office. (see Community Charter, sections 117, 100-113.)

Beyond the Charter's scope are standards of conduct that would normally be articulated through a respectful workplace policy. Although the City has such a policy, its reach is limited to governing the behaviours of staff employed by the City, exclusive of elected officials. Acknowledging the benefit of a set of shared expectations, Council developed and unanimously approved a Code of Conduct. This aligns with recommendations from the Union of British Columbia Municipalities' "Working Group on Responsible Conduct."

In addition to documented standards, some municipalities have gone an extra step and have integrated procedures within their policy documents that specify mechanisms for holding members accountable for their actions.

Most frequently, the process adopted is an act of censure. In essence this is a public reprimand. It requires a motion in a closed meeting which must be seconded, debated, amended as necessary, and a majority vote.

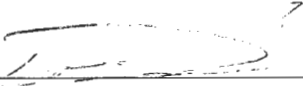
Key to sustaining the legal grounds of a motion of censure is ensuring procedural fairness, which requires that the accused be given due notice of the alleged misconduct and have an opportunity to explain their actions. A third party investigator who also evaluates if the misconduct is in violation of accepted standards normally undertakes the process. The investigator's report determines the basis for a council to approve the censure.

An approved motion to censure may or may not come with sanctions on the censured member. Some of the options include reassigning internal or external committee appointments, removing an acting mayor term along with the additional remuneration that comes with this service, and reassigning conference appointments.

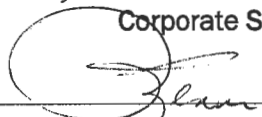
The provisions available to BC municipalities differ from provisions available in other provinces. In Ontario, for example, authority to adopt policies and mechanisms for guiding councils is delegated to local governments. The City of Toronto has adopted codes of conduct for members of its city council and local boards and appointed an Integrity Commissioner with the authority to investigate and report on breaches of conduct. A reprimand or suspension of remuneration for a period of up to 90 days can be levied against any contravening councillor.

CONCLUSION:

Council's Code of Conduct has been in place for just over a year and is due for a review to ensure it is supporting effective governance through responsible conduct.



Prepared by: **Dan Olivieri**
Corporate Support Coordinator



Reviewed by: **Laura Benson**
Director of Corporate Administration



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



Concurrence: **Al Horsman**
Chief Administrative Officer



City of Maple Ridge

Council Code of Conduct

The City of Maple Ridge Council Code of Conduct details the shared expectations for responsible conduct as determined by the City of Maple Ridge Council for the 2018-2022 municipal term. Responsible conduct is grounded in conducting oneself with honesty, integrity, and in a way that furthers the City's ability to provide good governance to the community. Outcomes of responsible conduct include transparency, accountability, effective and efficient decision-making, and a safe and welcoming environment for everyone.

It is each Council member's individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other members, staff, and the public.

Standards of Conduct for Working With Each Other

As elected representatives of the City of Maple Ridge, we have a responsibility to listen, to consider, and to communicate respectfully with each other, staff, and members of the public to make decisions that shape our community. By working together with professionalism, respect, and open minds, we can be successful in our role as community leaders, regardless of differences of opinion.

To this end, we commit to:

- Demonstrating respect through:
 - Fostering a safe and welcoming space for debate and decision-making;
 - Professional and respectful verbal and body language;
 - Seeking to understand, and asking questions rather than making assumptions;
 - Arriving prepared for Council meetings and specific agenda items;
 - Approaching issues with an open mind to consider new information;
 - Directing critique at the issue, and not the individual that raises it;
 - Providing direct, honest and timely feedback to questions and concerns; and
 - Being sensitive to others' emotions when they are feeling very passionate about an issue.
- Ensuring commentary at Council meetings remains focused on the issues, avoiding repetition.
- Chairing meetings in a consistent manner that keeps the meeting on task, respects everyone's time, and ensures each member of Council has an equal opportunity to be heard.
- Attending all Council and assigned Committee meetings regularly and punctually, and providing the Chair with as much notice as possible when unable to attend a meeting due to extraordinary circumstances.
- Making a collective effort to ensure a united voice for Council by:
 - Respecting the collective decision of Council when representing Council in other public forums and in intergovernmental relations;
 - Working together for effective governance; and
 - Holding each other accountable for our conduct.



City of Maple Ridge

Council Code of Conduct

Standards of Conduct for Interacting With the Public

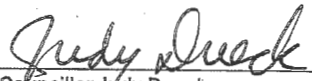
As elected officials, our role is to listen to a wide variety of community stakeholders, deliberate as a Council, and make decisions on behalf of the City of Maple Ridge in a manner that is professional, inclusive, and maintains public confidence. Ensuring a fair, consistent, and professional process at Council meetings will support a welcoming environment in which all members of the community feel safe to share their views with Council.

To this end, we commit to:

- Maintaining a safe, professional and welcoming tone at the Council table through:
 - Respectful verbal and body language, making few interjections;
 - Seeking to understand, and asking questions in an inquiring tone;
 - Directing critique at the issue, and not the individual that raises it, understanding that speakers may be representing the view of their organization, not their own;
 - Avoiding repetition or re-stating what was just said;
 - Acknowledging how speakers are feeling, and recognizing the vulnerability that speakers may feel when presenting their issues to Council; and
 - Giving acknowledgement and thanks to members of the public for their contribution to the meeting.
- Fostering public confidence by:
 - Leading by example through respectful and professional conduct and an open mind;
 - Explaining meeting guidelines as appropriate;
 - Ensuring all members of the public are treated in the same manner and in accordance with this Code of Conduct;
 - Ensuring that the public feels heard by avoiding inflammatory comments;
 - Ensuring that Council is heard by those present and watching online by speaking clearly and at a moderate volume;
 - Diffusing elevated situations to promote a safe and respectful environment; and
 - Keeping the meeting on task, listening to all opinions and summarizing what was heard around the table when acting as Chair.


These commitments will be supported by City staff who will:

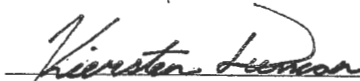
- Ensure high quality presentations are brought to the Council table;
- Invite members of the public to state their name and municipality of residence before addressing Council; and
- Set speakers up for success by providing them with an orientation to the technology, the Council forum and time limits.

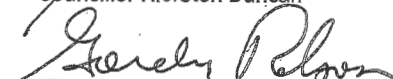

Councillor Judy Dueck


Councillor Chelsea Meadus


Councillor Ryan Svendsen


Mayor Michael Morden


Councillor Kiersten Duncan


Councillor Gordy Robson


Councillor Ahmed Yousef

2018-12-12
Date Signed