

***COUNCIL WORKSHOP AGENDA
November 20, 2018
1:30 p.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.

1. ***APPROVAL OF THE AGENDA***

2. ***ADOPTION OF MINUTES***

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

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

4.1 **Cannabis Retail Processing and Evaluation Criteria - Discussion Paper**

Staff report dated November 20, 2018 recommending that Council Policy “Cannabis Retail Store Processing and Evaluation Criteria” be forwarded to the next Regular Council meeting for consideration of adoption.

4.2 **Update on Alouette River Ecosystem Partnership**

Staff report dated November 20, 2018 providing an overview of work done to date in response to a notification by BC Hydro of its intention to review a water use licence related to the Alouette-Stave-Ruskin hydroelectric system.

4.3 **2018-409-RZ, Residential Infill Policy and Bylaw Introduction**

Staff report dated November 20, 2018 recommending that Maple Ridge Official Community Plan, No. 7493-2018, Maple Ridge Zone Amending Bylaw No. 7504-2018 and Subdivision and Development Servicing Amending Bylaw No. 7507-2018 be forwarded to the November 27, 2018 Council Meeting for first and second reading.

4.4 Council Procedure Bylaw Discussion

Staff report dated November 20, 2018 recommending that staff prepare a Council Procedure Bylaw based upon input from Council.

5. *CORRESPONDENCE*

5.1 Upcoming Events

November 22, 2018 7:00 p.m.	Maple Ridge Community Foundation Grants Presentation Ceremony, the ACT Arts Centre, 11144 Haney Place, Maple Ridge, BC Organizer: Maple Ridge Community Foundation
November 24, 2018 9:00 a.m. to 2:00 p.m.	Christmas Bazaar, Golden Ears United Church, 22165 Dewdney Trunk Road, Maple Ridge, BC Organizer: Golden Ears United Church
November 24, 2018 11:00 a.m. to 2:00 p.m.	The Hive Children's Clothing Freecycle, Eric Langton Elementary, 12138 Edge Street, Maple Ridge, BC Organizer: The Hive Neighbourhood Centre
November 24, 2018 1:30 p.m. to 3:00 p.m.	16 th Annual Christmas Country Benefit Concert for Meals on Wheels, the ACT Arts Centre, 11144 Haney Place, Maple Ridge, BC Organizer: Maple Ridge Pitt Meadows Community Services
November 26-30, 2018 7:30 p.m. to 9:30 p.m.	Mamma Mia, Garibaldi Secondary Theatre, 24789 Dewdney Trunk Road, BC Organizer: Garibaldi Secondary School
November 28, 2018 7:30 a.m. to 9:30 a.m.	7 th Annual Dignity Breakfast, South Bonson Community Centre, 10932 Barnston View Road, Pitt Meadows, BC Organizer: The Salvation Army and Ridge Meadows Ministries
November 29, 2018 7:00 p.m.	Elvis: A Christmas Special, the ACT Arts Centre, 11144 Haney Place, Maple Ridge, BC Organizer: The ACT
November 30, 2018 8:30 a.m. to 9:30 p.m.	Operation Red Nose Kickoff, Maple Ridge Towing, 23283 McKay Avenue, Maple Ridge, BC Organizer: KidSport Maple Ridge/Pitt Meadows

6. ***BRIEFING ON OTHER ITEMS OF INTEREST/QUESTIONS FROM COUNCIL***
7. ***MATTERS DEEMED EXPEDIENT***
8. ***MAYOR AND COUNCILLORS' REPORTS***
9. ***ADJOURNMENT***

Checked by: _____
Date: _____

City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Cannabis Retail Processing and Evaluation Criteria - Discussion Paper

MEETING DATE: November 20, 2018
FILE NO:
MEETING: Workshop

EXECUTIVE SUMMARY:

With Cannabis becoming a legally controlled substance on October 17, 2018, Maple Ridge Council has approved amendments to the Zoning Bylaw and Business Licencing and Regulation Bylaw to allow for cannabis retail stores. On October 2, 2018 Council passed the following resolution:

“That staff prepare a policy and formalized procedures for reviewing, evaluating and approving applications for cannabis retail stores.”

Given that the Federal, Provincial and City of Maple Ridge Zoning framework for Cannabis Retail sales is better understood, it is timely to consider how the City will evaluate applications received from the Liquor and Cannabis Regulation Branch (LCRB). The purpose of this report is to present a draft Council Policy establishing evaluation criteria.

The “Cannabis Retail Store Processing and Evaluation Criteria” Council Policy (Appendix A) is intended to ensure that all applications for a Private Cannabis Retail Store will be processed in a fair and transparent manner, and that Council will have all relevant information, before being asked to deliberate on an application. Key to the draft policy is knowing the location of proposed Government Cannabis Retail Stores prior to reviewing private applications, and noting a preference for Government Stores given the Provincial Governments proven track record in distributing a controlled substance; commitment to staff training; and support for the creation of stable, well paying jobs in the community.

RECOMMENDATION:

That Council Policy “Cannabis Retail Store Processing and Evaluation Criteria” be forwarded to the next Regular Council meeting for consideration of adoption.

BACKGROUND:

a) History

Cannabis became a legal controlled substance on October 17, 2018, when applicable Federal laws came into full effect. Similar to other Lower Mainland municipalities, Maple Ridge has taken

a measured approach to date. On March 27, 2018, Council adopted Bylaw No. 7428-2018 to prohibit the retail sale of cannabis in all zones in Maple Ridge (under application # 2018-022-RZ). This measure was considered to be prudent and an interim step prior to eventual legalization of recreational cannabis. It effectively prevented illegal dispensaries from becoming legally non-conforming upon legalization. The intention was to later consider bylaw amendments once the use was legal and Federal and Provincial regulations were in place.

On September 4, 2018, Council directed staff to prepare bylaw amendments to direct the retail sales of non-medical cannabis. The zones that were considered appropriate for this use were CS-1 Highway Commercial, C-2 Community Commercial, and C-3 Town Centre Commercial with prescribed separation requirements from schools and other cannabis retail outlets. The Zone Amending Bylaw was granted first and second Readings at the September 18, 2018 Council meeting, and was presented at the October 9, 2018 Public Hearing. The Bylaw received third and final Reading on October 16, 2018.

Council also directed staff to prepare amendments to the Business Licence and Regulation Bylaw to provide definitions, a category, and establish a fee for a Cannabis Retail store business licence. This Bylaw was granted final reading and approved on October 16, 2018. On October 2, 2018, Council passed the following Resolution:

“That staff prepare a policy and formalized procedures for reviewing, evaluating and approving applications for cannabis retail stores.”

b) Federal, Provincial and Municipal Jurisdiction

A summary of responsibilities as they involve Federal, Provincial and Local governments is provided below.

i. Government of Canada

Under the new legislation, the Federal Government is responsible for establishing and maintaining a comprehensive and consistent national framework for regulating production, setting standards for health and safety, and establishing criminal prohibitions.

ii. Province of British Columbia: Application Process for Cannabis Retail

Through the Liquor and Cannabis Regulation Branch (LCRB), the Provincial Government will be issuing licences for non-medical cannabis retail stores. Licence applications for private retail stores are first submitted to the LCRB, who will then notify the local government of the area where the proposed store will be located. From the outset, the proposed retail store must be a stand alone business. The issuance of any Provincial licence will require the input and a positive recommendation from the affected local government. City staff have been advised that Government owned and operated stores will not be referred to local governments for review and comment. Although the Province has immunity from local government zoning regulations, Provincial staff have further advised that it is their intention to comply with local zoning bylaws, and seek zoning approvals if necessary.

If the local government chooses to make comments and recommendations on a licensee's application to the LCRB, it must gather the views of residents (the City of Maple Ridge has an established practice in place for the issuance of liquor licence retail stores). If the local government makes a positive recommendation, the LCRB has discretion whether or not to issue the licence, but

must consider the local government's recommendation. The local government has the ability to charge an application fee for cost recovery for the purpose of assessing applications.

Required information for the Provincial Licence includes:

- Background checks
- Company information and names of partners, shareholders, directors/officers and/or senior management
- Proposed location information, including addresses, parcel identification, proof of ownership or a fully executed lease and floor plan; and
- Proposed store name, which must be approved by the LCRB. Advertising and promotion must comply with Federal Legislation and regulations, and any names linked with selling medicines (i.e. pharmacy, dispensary) are not permitted.

In terms of store operations, Provincial requirements include applicants providing information on floor plan requirements, physical security, store exterior, signage and storage. Refer to Appendix B for the summary of Provincial licencing requirements.

City staff has been in discussion with the LCRB and have been advised that the Province is interested in opening one or two government cannabis stores in Maple Ridge, with a preference for operating 2 stores (one in the Town Centre and the other in West Maple Ridge). They have retained the services of a Realtor to assist with the location of a suitable site and Economic Development is actively working with the Province in the search for appropriate sites. Once the locations of potential stores have been confirmed, the Province will submit a letter of intent advising the City of the selected sites.

The LCRB have provided the City with the following information:

- "Store staffing"
 - stores in larger municipalities will have approx. 12-20 employees (manager, assistant manager, approximately 8 full time Cannabis Consultants, 8 part time Cannabis Consultants)
 - stores in smaller municipalities will have approx. 6-12 employees (manager, assistant manager, approximately 6 full time Cannabis Consultants, 6 part time Cannabis Consultants)
- Manager salary range: \$46,000 - \$75,400 per annum
- Assistant store manager salary range: \$46,337.21-\$52,488.28 per annum
- Cannabis Consultant hourly wage range: \$20.40 - \$23.63 hourly
- All staff is required to complete 1 day training (Keep It Safe) which covers best practices for dealing with unruly customers or violent situations, understanding cannabis related laws and strategies for maintaining a safe environment for employees and customers. For example, there must be at least 2 employees in the store at all times.
- BC Cannabis Stores have a 2 ID policy. Customers must show two pieces of ID, one of which must be issued by a government agency and includes their name, birth date, and picture. The second must include an imprint of their name, signature and/or picture. Staff are provided training on conducting ID checks and identifying signs of altered ID documents.
- All cannabis products carried by BC Cannabis Stores are sourced from federally licenced cannabis producers that are required to meet Health Canada's guidelines for quality control, production practices, and inventory management."

i. Local Governments:

Within their geographical limits, British Columbia municipalities have regulatory powers in permitting cannabis retail stores. These powers include: zoning bylaw restrictions regarding the location and siting of cannabis retail stores, business licencing bylaws that can limit the hours of operation, or sign bylaws to specify signage requirements.

As noted earlier in this report, on October 16, 2018 Maple Ridge Council approved a Zone Amending Bylaw that will allow for Cannabis Retail sales in the C-2 Community Commercial, C-3 Town Centre Commercial and CS-1 Service Commercial zones, subject to satisfying minimum distances established in the Bylaw. Specifically, a cannabis retail use is not permitted within 1000 metres of another cannabis retail location, nor 200 metres from an elementary or secondary school. The 1000 metre separation could effectively place a cap on the number of Cannabis Retail operations in the Town Centre to 1 or 2 stores.

Now that the land use framework is better understood, it is timely to consider options for receiving and processing application referrals for Cannabis Retail Sales, as received from the Province.

DISCUSSION:

To date, there have been numerous inquiries by prospective cannabis retail operators, and the City has received 3 formal applications. Pursuant with the Provincial process, the City has provided comment on compliance or non-compliance with zoning, and is awaiting the Provincial analysis of these applications prior to conducting further municipal review. If the number of inquiries is indicative of the number of applications that will be forwarded by the Province, our best guess is that Council may be in receipt of 3 to 10 referrals. It is noted that despite an application's compliance with the City Zoning Bylaw, Council is not obligated to support any application.

a) Timing of Commencement of Referrals

Throughout the legalization period, there have been concerns raised regarding security, level of Provincial over-sight, and quality of operator in terms of dealing with nuisances and being a good neighbour – most of which are very difficult for local Bylaw enforcement to address. As a response to such concerns, the City of Burnaby adopted Zoning Bylaw amendments which will only permit government operated cannabis stores, noting that the City wants to ensure cannabis is distributed in a responsible manner and does not fall into the hands of minors; and the Provincial Government has experience in handling a controlled substance and a strong track record of checking identification.

The City of Maple Ridge Zoning Bylaw does not distinguish between Government and privately operated cannabis stores. However, in reviewing the information provided by the LCRB regarding staff training, track record and paying employees a living wage, there appears to be a benefit to having Government operated stores in the community. For this reason, the draft Council Policy notes a preference for Government Cannabis Stores.

As noted earlier in the report, the LCRB been advised that the Province is interested in opening one or two Government Cannabis Retail Stores in Maple Ridge. They have retained the services of a Realtor to assist with the location of a suitable site and Economic Development is actively working with the Province in the search for an appropriate site. Given the possibility that the Provincial sites may not be appropriately zoned, it is important that Council know of their location when reviewing referrals from the Province for Private Cannabis Stores. For this reason, staff recommends that the review of referrals from the LCRB not commence until the LCRB have confirmed the location of

Government Cannabis Retail Stores in the community. The draft policy states that reviews of referrals from the LCRB will not commence until the City has received a Letter of Intent from the Province advising of the location(s) of proposed Government Cannabis Retail Stores. This approach is considered advantageous because:

- It gives preference to Government operated stores which have a proven track record in handling a controlled substance;
- Supports the creation of stable and well paying jobs in the community; and
- It would allow for Private stores in locations where a Government Operated store is not being located.

The Alternative to this approach would be to not require information regarding the location of Government Stores prior to commencing a review of referrals from the LCRB for Private Cannabis Retail Stores. While this could be a more timely approach for applicants, it is not recommended because it could eliminate the potential of having a Government Cannabis Retail Store in the community.

b) Processing:

A municipal scan of other local governments has identified that there are two approaches to the processing of applications: reviewing them in the order that they are received; or reviewing them as a group.

Staff recommends all applications be reviewed as a group. Under this scenario, staff would hold all applications for a specified period of time and present all applications as a group for Council consideration. The advantages of this approach include:

- Allows for a comparison of all applications at once;
- Provides applicants time to submit a thorough application; and
- Gives staff the ability to compare and analyze the advantages and disadvantages of each application for Council consideration.

The Alternative would be to bring applications forward as they are received. It is not recommended because: the first application supported may be approved by the Province, and becomes the only store allowed within 1000 metres; does not allow Council to compare applications; and the application process becomes a race for time, as opposed to having a focus on a quality submission.

c) Cannabis Retail Store Evaluation Criteria Policy:

As noted earlier in this report, despite an applications compliance with the City Zoning Bylaw, Council is not obligated to support an application for cannabis retail store use, and other matters may be taken into consideration. A scan of other local governments across the Country identified that many municipalities have established a set of criteria that will be used to evaluate Cannabis Retail applications. In order to ensure that all applications are dealt with consistently, and that Council has a formal process for approval, staff has drafted a Council Policy that establishes process and evaluation criteria for applications. The Policy is attached as Appendix A but the Procedure is as follows:

Procedure Overview:

1. The review of applications for Private Cannabis Retail Stores will commence upon receipt of a Letter of Intent from the LCRB confirming their intention to operate a Government Cannabis Retail Store at a specific civic address/location.
2. Application/referral for a Private Cannabis Retail Store is received from the LCRB.
3. Application is checked for Zoning and Official Community Plan compliance.
 - a. If the application is not compliant with Zoning, the LCRB will be advised the application is denied. The applicant will further be advised that, where compliant with OCP designation, a rezoning application could be made to rezone the property to permit the use.
 - b. If the application is compliant with Zoning:
 - i) the LCRB will be advised the application is compliant with zoning and be requested to proceed with their analysis of the application. The City will do no further review of the application until the LCRB analysis is complete and is referred back to the City; and
 - ii) applicants will be advised that “Private Cannabis Retail Store Business Plan and Community Impact Overview” section of the Policy must be completed by the applicant and received by the City before further review of the application occurs.
4. Letters will be mailed to all property owners within 200 metres of the proposed store.
5. Referral to RCMP for input.
6. Once all information is received, a staff Cannabis Application Review Panel comprising of representatives from various City Departments, will evaluate each application based on Sections 9 and 10 of this Policy. Other pertinent information may also be considered.
7. A Council report will be prepared including an assessment of the applications in regards to the policy, a location map, the location of intended Government Cannabis Retail Store(s), and other pertinent information.
8. Council will make a recommendation to the LCRB for each application

Evaluation Criteria:

The Evaluation criteria is a list of items that will be considered when evaluating the merits of each application. It is noted that the policy and procedures do not include regulations that are in the purview of the Provincial Government regulation, rather the policy focuses on municipal concerns. For example, the policy criteria include land use, public and RCMP input and compliance history. Refer to Section 9 and 10 in the policy for details.

INTERGOVERNMENTAL ISSUES:

The introduction of this policy and procedure is not meant to supersede the regulations and enforcement done by the Liquor and Cannabis Regulations Branch.

CITIZEN/CUSTOMER IMPLICATIONS:

This policy will include a notification to the surrounding properties and ensure that all affected parties will have input into the review process. The Policy ensures that all applications will be processed in a fair, transparent and consistent manner.

INTERDEPARTMENTAL IMPLICATIONS:

A Cannabis Review Panel is being formed which will be comprised of representatives from various City Departments.

CONCLUSION:

The adoption of the Cannabis Retail Store Processing and Evaluation Criteria Policy will establish a formalized process for the review of Private Cannabis Retail Store applications. This policy will include a notification to the surrounding properties and ensure that all affected parties will have input into the review process. The intent of the Policy is to ensure that all applications will be processed in a fair, transparent and consistent manner, and that Council will have all relevant information before being asked to deliberate on an application. Key to this is receiving confirmation from the LCRB regarding the location(s) of Government cannabis retail stores; noting a preference for the Government stores given a proven track record in distributing a controlled substance, staff training, and the creation of stable, well paying jobs in the community.

“Original signed by Robin McNair”

Prepared by: Robin McNair
Senior Advisor, Bylaw and Licencing Services

“Original signed by Christine Carter”

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

“Original signed by Frank Quinn”

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

“Original signed by Paul Gill”

Concurrence: Paul Gill, BBA, CPA, CGA
Chief Administrative Officer

The following appendices are attached hereto:

Appendix A - Draft Council Policy - Cannabis Retail Store Processing and Evaluation Criteria

Appendix B - Province of British Columbia – Cannabis Licencing Summary



POLICY MANUAL

Title: Cannabis Retail Store Processing & Evaluation Criteria	Policy No: 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: TBD
<p>Policy Statement:</p> <p>This policy applies to all referrals from the Liquor and Cannabis Regulation Branch (LCRB) regarding applications for Private Cannabis Retail Stores.</p> <ul style="list-style-type: none"> A. That the location of Government Operated Cannabis Store(s) be confirmed by receipt of a Letter of Intent from the LCRB before commencing a review of Private Cannabis Retail Stores. B. All applications for Private Cannabis Retail Stores referred from the LCRB will be reviewed as a group. The Initial Intake of application referrals will be held until Section A is satisfied; and for a period of 90 days following receipt of the first complete application from the LCRB. Referrals received after the initial intake period may be held if the LCRB advises there are other applications under review that will be referred to the City. If no other applications are being reviewed by the Province, the applications may be reviewed, on a case by case basis, at the discretion of Council. C. In the event of a Government Cannabis Retail Store and Private Cannabis Retail Store being proposed within 1000 metres of each other, preference will be given to the Provincial store in recognition of Provincial immunity to local land use regulation; a strong track record of handling a controlled substance and checking identification to ensure that cannabis does not fall into the hands of minors; and support for the creation of stable, well paying jobs in the community. D. Regardless of compliance with City Zoning Bylaw regulations, Council is not obligated to support an application for a Private Cannabis Retail Store. <p>Procedure Overview:</p> <ul style="list-style-type: none"> 1. The review of applications for Private Cannabis Retail Stores will commence upon receipt of a Letter of Intent from the LCRB confirming their intention to operate a Government Cannabis Retail Store at a specific civic address/location. 2. Application/referral for a Private Cannabis Retail Store is received from the LCRB. 3. Application is checked for Zoning and Official Community Plan compliance. <ul style="list-style-type: none"> a. If the application is not compliant with Zoning, the LCRB will be advised the application is denied. The applicant will further be advised that, where compliant with OCP designation, a rezoning application could be made to rezone the property to permit the use. b. If the application is compliant with Zoning: <ul style="list-style-type: none"> i) the LCRB will be advised the application is compliant with zoning and be requested to proceed with their analysis of the application. The City will do no further review of the 	

- application until the LCRB analysis is complete and is referred back to the City; and
- ii) applicants will be advised that “Private Cannabis Retail Store Business Plan and Community Impact Overview” section of the Policy must be completed by the applicant and received by the City before further review of the application occurs.

4. Letters will be mailed to all property owners within 200 metres of the proposed store.
5. Referral to RCMP for input.
6. Once all information is received, a staff Cannabis Application Review Panel comprising of representatives from various City Departments, will evaluate each application based on Sections 9 and 10 of this Policy. Other pertinent information may also be considered.
7. A Council report will be prepared including an assessment of the applications in regards to the policy, a location map, the location of intended Government Cannabis Retail Store(s), and other pertinent information.
8. Council will make a recommendation to the LCRB for each application

9. Private Cannabis Retail Store Business and Community Impact Overview:

In addition to Provincial requirements, applications for Private Cannabis Retail Stores will be evaluated on the viability of the business operation. The City is committed to ensuring each retail store will be an appropriate fit, and a good community partner.

Applicants must provide a thorough submission in order for the City to conduct its review. This submission must include:

- a) Business overview. Please provide a business description, number of staff, how the business will operate and be in compliance with all provincial regulations; how minors will be prevented from purchasing cannabis; and how provincial identification requirements will be met.
- b) Details of signage to demonstrate compliance with Provincial and Municipal regulations.
- c) Information regarding availability of parking on the site and adjacent to the store.
- d) Community benefit. Please provide details of contributions or supports to non-profit organizations or local community groups etc. Demonstrate how your business will be a good community partner.
- e) Details of mitigation plan to minimize community impact.

10. APPLICATION REVIEW CRITERIA: To be completed by Cannabis Review Committee**Requirement**

Zoning Bylaw Requirements*:

Check Appropriate Box/ Note Zone

Complies

☐

Zoning Map – prepared at a scale of 1:2000

Surrounding Land Use:

North:

South:

East:

West:

Include the location of any site being considered by the LCRB for a Government Store**Public Input**

or %

Comments

Number of letters mailed

Number of responses received of total number of letters mailed

Percentage supportive of total number of letters mailed

Percentage non-supportive of total number of letters mailed

RCMP Input

Y/N

Comments

No issues

Issues: Comments

Parking Details

Y/N

Details

On Site

On Street

Compliance History

Y/N

Details

Compliant

Non-Compliant: Details

Business Plan

Y/N

Details

Not Submitted

Submitted: Details

Community Benefit – applicant has identified contribution to the community

Y/N

Details

No

Yes: Details

Community Impacts – applicant has identified possible negative impacts and provided a plan to mitigate impacts

Y/N

Details

No

Yes: Details

Definitions:

Private Cannabis Retail Store: means a retail use devoted to sales of non-medical cannabis products in accordance with Federal and Provincial Regulations, which is operated by any individual, partnership, corporation or Indigenous nation that holds a British Columbia cannabis licence.

Government Cannabis Retail Store: means a retail use devoted to sales of non-medical cannabis products in accordance with Federal and Provincial Regulations, which is operated by the Province of British Columbia.

LCRB Letter of Intent: means correspondence from the Provincial Government advising of the Provincial intent to open and operate a Government Cannabis Retail store at an identified location(s).

Exemptions: Government Cannabis Retail Stores are not subject to this policy.

Key Areas of Responsibility:**Action to Take**

Staff Cannabis Application Review Committee will review all applications to determine compliance with the Cannabis Retail Store Processing and Evaluation Criteria Policy.

Responsibility

Bylaw & Licencing Services
Planning Department



(<http://www2.gov.bc.ca/>)

Cannabis Licensing

Beta

Location Requirements

Applicants must submit the following information about the proposed store location to make sure it meets local and provincial requirements.

Parcel Identifier (PID)

A PID is used to identify the parcel of real property where a store is located. It is either a nine-digit number or a legal description of the property.

The property's PID is found on:

- The title to the property
- Through the [B.C. Land Title and Survey Authority \(https://ltsa.ca/\)](https://ltsa.ca/)
- The tax assessment notice from BC Assessment
- [BC Assessment's e-valueBC website \(https://www.bcassessment.ca/\)](https://www.bcassessment.ca/)
- The municipal tax notice
- The property lease

Property in the area of an Indigenous nation may not have a PID. In this case, parcel identifying information from the registry used for that land by the Indigenous nation must be provided.

Full Street Address

The address must include:

- Suite or apartment numbers (if applicable)
- Postal code

Local governments and Indigenous nations may have local requirements with respect to the location of cannabis retail stores and, particularly, their proximity to other cannabis retail stores and areas where young people may commonly congregate. For example, they might not allow cannabis retail stores to operate in close proximity to one another or schools.

Property Ownership or Lease

Applicants must declare that they either:

- Own the property or have an agreement to buy it if they are approved for a licence, or
- Have a lease on the property or have an agreement to lease it if they are approved for a licence, or
- Have a different property arrangement in place (for example, a sublease or a property owned or leased in the name of one of the applicant's business partners)

Leases or other arrangements must be for at least 12 months from the time a licence is issued.

Applicants are not required to commit to purchasing or leasing a property when submitting an application. Applicants must purchase or lease the property after receiving conditional approval. ([policy document/approval-in-principle](#)) The licence will not be issued until the applicant provides evidence of the purchase or lease.

Self-Contained Business

The store must be a self-contained business. Licensees must not operate a cannabis retail store as part of another business, such as a pharmacy, restaurant or a liquor store.

Shopping Malls

If a store is located in a shopping mall or if the Province approves a store to have another shared common area outside of the store, the store must:

- Have a public entrance that is separate and distinct from the entrances to other businesses
- Not have any direct doorways to other businesses
- Have solid, fixed, immovable and non-transparent floor-to-ceiling walls separating the store from other businesses and shared areas
- Not share common storage areas with other businesses

Vestibules

If the Province approves a store to share a vestibule (such as a foyer) with another business, the store must:

- Have a public entrance that is separate and distinct from the entrances to other businesses
- Not have any direct doorways to other businesses
- Have solid, fixed, immovable and non-transparent floor-to-ceiling walls separating the store from other businesses and shared areas
- Not share common storage areas with other businesses
- Not carry on any commercial activities in the shared vestibule (other business with which the store shares the vestibule also cannot carry on any commercial activities in the vestibule)

In addition, the other business may not:

- Offer most of its goods or services to minors
- Be licensed to serve liquor by the glass

Floor Plan & Site Plan

The floor plan, site plan and photos of the exterior of the store must show that it meets the requirement for a self-contained cannabis store, a store in a shopping mall or a store that shares a vestibule with another business.

Floor plan requirements

The floor plan must show:

- All doors leading into/out of the sales area
- All entrances to the store (including back doors)
- The locations of all fixed shelving or display cases
- The locations of all cash registers
- Which areas are public and which are for staff only
- The locations of all storage areas

Site plan requirements

The site plan must show:

- The location of the building and where it's located on the property
- The location of all entrances to the store
- The locations of other buildings and businesses nearby, the entrances to those buildings, and their names or a description of what they are (e.g. gas station, office building)
- Relevant street names nearby
- Road access to the property, including the locations of any driveways and parking spots

Physical Security Requirements

Physical security requirements are under development and will be posted here when available.

Submitting floor & site plans

The floor and site plans must reflect what the store and site will look like. After an applicant receives conditional approval, the Province will inspect the store to make sure it matches the information submitted in the application.

The plans must be clear and legible, and in PDF format that is still legible when zoomed in.

Naming the Store

A store's name cannot mislead the public about what kind of business it operates. The name cannot imply a licensee is selling medical cannabis, and cannot include words in any form or combination or manner the words "apothecary", "pharmacy", "medicines", "drugs", "drug store", "drug department", "dispensary" or any other words of similar meaning that imply licensing under the Pharmacy Operations and Drug Scheduling Act.

Additionally, a store name cannot imply an association with another business. This applies to signs, trademarks and any type of branding.

Store names will be reviewed for approval during the application process.

Store Exterior

Cannabis products cannot be visible from outside the store. Applicants must submit pictures or renderings

of the store exterior to show that they meet this requirement.

Pictures must have been taken for the purpose of the application and must not be more than six months old at the time the application is submitted.

Both printed and hand-drawn renderings are accepted, as long as the rendering is clear, legible and shows all the required components.

Signage

Applicants must submit pictures of proposed signage or renderings of what the signage will look like. The sign must show the name of the store. Signage cannot contain any pictures, images or symbols that imply the sale of medical cannabis. For example, signage cannot include a green cross.

Additionally, signage cannot imply an association with another business. This applies to the store name, trademarks and any type of branding.

Both printed and hand-drawn renderings are accepted. Pictures and renderings must be clear, legible and identify all words and images used in the signage.

Storage

A licensee's entire cannabis inventory must be stored onsite. In addition, licensees are not allowed to share any storage areas with other businesses.

Floor plans must show that these requirements for storage are met.

TO: His Worship Mayor Michael Morden
and Members of Council
MEETING DATE: November 20, 2018
FILE NO: 2072788
FROM: Chief Administrative Officer
MEETING: Workshop
SUBJECT: Update on Alouette River Ecosystem Partnership

EXECUTIVE SUMMARY:

Earlier this year, BC Hydro notified the City of Maple Ridge and other stakeholders of its intention to apply to renew a water use licence related to the Alouette-Stave-Ruskin hydroelectric system.

In response, the City of Maple Ridge, Katzie First Nation, Kwantlen First Nation and the Alouette River Management Society formed the Alouette River Ecosystem Partnership (AREP) to prepare a strong and aligned request to BC Hydro regarding this application, the intent of which is outlined in the attached Memorandum of Understanding (MOU). The Mayor's position was previously identified as the City's representative on this group.

The purpose of this report is to provide Council with a brief overview of the work done to date.

RECOMMENDATION:

For information [no recommendation].

DISCUSSION:

a) Background Context:

On May 25, 2018, an initial meeting was held between the City of Maple Ridge, Katzie First Nation, Kwantlen First Nation and the Alouette River Management Society (ARMS) regarding BC Hydro's intention to apply for a renewed water licence in the Alouette Watershed. Following that meeting, each body sought approval from their Council or Board to enter into a Memorandum of Understanding that would create a strong and aligned response to BC Hydro's licence renewal application.

On August 31, 2018, BC Hydro and the Ministry of Forests, Lands, Natural Resource Operations & Rural Development were advised in writing that the AREP group had formed and to express the Partnership's desire to see the restoration of the Alouette River ecosystem through the water licence application process. Both letters are attached for information. On September 28, 2018, the AREP signed an MOU that was subsequently shared with BC Hydro, the media and community.

In response to the Partnership's letter, BC Hydro indicated a willingness to begin discussions with the AREP, and a workshop is now being planned to inform all involved of the work done to date by each agency and Nation so that everyone understands what will need to happen in

order to be successful. This will include presentations by Katzie First Nation and Kwantlen First Nation on traditional knowledge, by ARMS on their work to date, and by BC Hydro on the various studies and projects that they have conducted or which are in progress. It is anticipated that this workshop will take place in early 2019.

b) Desired Outcome:

The desired outcome is to secure an agreement with BC Hydro and the Province of BC and to establish a set of recommendations that serve to create a functioning watershed ecosystem in the Alouette Watershed, including a scientifically-sound permanent fish passage that reconnects, in as natural a manner as possible, the watershed above and below the Alouette Dam for all species of salmon and freshwater species; enhances wildlife resources; and collaboratively develop recreational and education opportunities.

c) Citizen/Customer Implications:

The Alouette River Management Society has been actively involved in negotiations with BC Hydro on these matters for many years, and represents a highly engaged segment of citizens on this matter. In addition, the AREP recognizes the larger community's interest in protecting the Alouette River ecosystem, and has worked to ensure public awareness of the formation of the AREP and the purpose of the MOU. Continued updates to the public will be made as this work progresses.

Business Plan/Financial Implications:

The City of Maple Ridge agreed to provide the financial and human resources support required to engage a contracted project facilitator and legal counsel in the event that advice on this front would be beneficial. Costs are anticipated to be in the range of \$10,000 – \$15,000. In addition, Kwantlen First Nation and Katzie First Nation have hosted significant gatherings that included the provision of meals to the AREP group and to BC Hydro to support a positive beginning to this work together.

CONCLUSIONS:

The City of Maple Ridge has a vested interest in the preservation, protection and improvement of the Alouette Watershed, and has recognized the importance of the watershed to Katzie First Nation, Kwantlen First Nation, and the larger community. Updates will be provided to Council and the community as the water licence renewal process moves forward.

“Original signed by Kelly Swift”

Prepared by: **Kelly Swift, MBA**
General Manager Parks, Recreation & Culture

“Original signed by Paul Gill”

Concurrence: **Paul Gill, BBA, CPA, CGA**
Chief Administrative Officer

Attachments:

- (1) 2018-09-28 Alouette River Ecosystem Partnership Memorandum of Understanding
- (2) 2018-08-31 Letter to Dave Hunter, BC Hydro
- (3) 2018-08-31 Letter to Ted White, Ministry of Forests, Lands, Natural Resource Operations



MEMORANDUM OF UNDERSTANDING
Among
Katzie First Nation,
Kwantlen First Nation,
The Alouette River Management Society (ARMS)
and
The City of Maple Ridge
(Hereafter the "Parties")



WHEREAS:

For nearly 100 years, the Alouette Lake Reservoir and Dam have contributed to the provision of hydroelectric power to the Province of British Columbia's electrical supply;

BC Hydro and the province of British Columbia have significantly profited from the generation of hydroelectric power at the Alouette Lake Reservoir and Dam;

BC Hydro has acknowledged that the construction of Alouette hydroelectric infrastructure has had deleterious effects on native fish and wildlife resources;

BC Hydro and their affiliated provincial programs have not committed the appropriate level of funding or action toward the achievable restoration of what has been lost;
BC Hydro is in the process of engaging the Parties in the Alouette Water Licence Renewal process as part of the Water Use Plan Order Review.

AND WHEREAS :

The Alouette Lake Reservoir and Dam are within the traditional territories of the Katzie First Nation and the Kwantlen First Nation;

The Alouette River Management Society (ARMS) is dedicated to proactively protecting and improving the Alouette Watershed and surrounding areas;

The City of Maple Ridge has a vested interest in the preservation, protection and improvement of the Alouette Watershed.

Therefore, the Parties hereto agree with each other to the following:

Purpose

The purpose of this Memorandum of Understanding (MOU) is for the parties to:

- Collaborate to prepare an aligned and strong shared position to the BC Comptroller of Water Rights, the provincial and federal governments and BC Hydro through the water licence renewal process,
- Develop a set of recommendations for BC Hydro, the Province of British Columbia and the Government of Canada to provide sufficient funding for creating a functioning watershed ecosystem in the Alouette Watershed, including a scientifically-sound permanent fish passage that reconnects, in as natural a manner as possible, the watershed above and below the Alouette Dam for all species of salmon and freshwater species, protecting and enhancing the current freshwater species; enhancing wildlife resources; and collaboratively developing recreational and educational opportunities with BC Parks and others.
- Secure direction from the BC Comptroller of Water Rights to include a requirement for the construction of permanent fish passage as a water licence condition.
- Secure an agreement with BC Hydro and the Province of British Columbia regarding the Alouette River ecosystem.

Implementation

The MOU will be implemented through:

- Creation of a Steering Committee composed of representatives from the Parties.
- Retaining contracted project support to research this issue and prepare agreed upon recommendations and communications materials for presentation to BC Hydro and senior governments.
- Hold regular meetings of the Steering Committee to ensure project timelines and objectives remain on track and are being executed.

Signatory Agencies & Representatives

Contact Information

Partner name Peter James
Partner representative Katzie First Nation
Position Councillor
Address 10946 Katzie Road, Maple Ridge, BC
Telephone 604-465-8961
E-mail peter@katzie.ca

Partner name Tumia Knott
Partner representative Kwantlen First Nation
Position Councillor
Address 23690 Gabriel Lane, Langley, BC
Telephone 604-888-2488
E-mail tumia.knott@seyemquantlen.ca

Principles

The parties acknowledge their willingness to share information, processes and tools required to develop a coordinated and shared response to BC Hydro's water renewal licence consultation process and be guided by the following principles:

- A water licence granted in perpetuity is not acceptable for the Alouette River system.
- The creation or re-creation of a functional watershed ecosystem, including the permanent fish passage and other fish, wildlife and recreational enhancement being sought, will not be in lieu of or replace, in whole or in part, existing funding being provided by BC Hydro and other levels of government. The Parties acknowledge, however, that through negotiations, the existing funding may form a portion of the total funding required to re-create a functional ecosystem.
- All parties will endeavor to speak with a uniform voice with the Comptroller and BC Hydro for the purposes of implementing this MOU. On matters pertaining to this MOU, the Parties commit to share information gathered through communication with BC Hydro or other government entities.
- This MOU is not to be interpreted as creating, recognizing, denying or amending legally enforceable rights of the Parties, including rights under s. 35 of the *Constitution Act, 1982*.
- No party will either during the term of this MOU or at any time after its termination, divulge any confidential information disclosed to it as such by the other parties to any one person without prior consent of the disclosing party.
- The parties commit to preparing a response to BC Hydro within the timeframe identified through the Water Licence Renewal Process.
- Nothing in this MOU or subsequent agreement is meant to impact or fetter any current or future government to government discussions, negotiations or agreements between the Katzie First Nation or the Kwantlen First Nation and other levels of government.

Resources & Budget

While this MOU does not represent a commitment of funding by any of the involved parties, the City of Maple Ridge has dedicated the financial and human resources required to engage the contracted project support.

The contracted project support may recommend that legal counsel be sought. Should that be approved by the Steering Committee, the financial implications of such a decision will be researched in order to determine the appropriate course of action.

Communications

For matters relating to the Alouette Watershed Restoration Project, the project support team will be the principal point of contact for all communications from the parties of the MOU. The project support team will update the representatives of the Parties on an ongoing basis.

Duration

This MOU is at-will and may be modified by mutual consent of all authorized officials from the Parties. This MOU shall become effective upon signature by the authorized officials from the Parties and will remain in effect until modified or terminated. Any party may, at its own discretion and at any time, terminate its participation in this agreement. In the absence of an agreement by all of the authorized officials from the parties, this MOU shall end upon completion of the Water Licence Renewal Process

Partner name Cheryl Ashlie
Partner representative Alouette River Management Society
Position President
Address 24959 Alouette Road, Maple Ridge, BC
Telephone 604-467-6401
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Partner name Mayor Nicole Read
Partner representative City of Maple Ridge
Position Mayor
Address 11995 Haney Place, Maple Ridge, BC
Telephone 604-463-5221
E-mail enquiries@mapleridge.ca


September 28, 2018
Katzie First Nation


September 28, 2018
Kwantlen First Nation


September 28, 2018
Alouette River Management Society


September 28, 2018
City of Maple Ridge



August 31, 2018

Office of the Mayor

Mr. Dave Hunter
Senior Environmental Coordinator, BC Hydro
333 Dunsmuir Street
Vancouver, BC V6B 5R3

Dear Mr. Hunter,

Re: ALU Final Water Licence No. 124724

On behalf of the Alouette River Ecosystem Partnership (AREP), we are writing to ask you for a meeting to discuss ways to work together to improve the ecosystem of the Alouette River and restore the salmon runs that were impacted by the construction of the Alouette Dam 60 years ago.

AREP is a partnership between the Katzie and Kwantlen First Nations, the City of Maple Ridge and the Alouette River Management Society (ARMS). Collectively, we are seeking a working partnership with BC Hydro and the Provincial Government on a number of issues that will improve the Alouette River ecosystem today, and for generations to come.

AREP recognizes the importance of the Alouette River system to BC Hydro and its ratepayers. We understand the strategic importance of having hydroelectric generation facilities close to large population centres and that BC Hydro continues to recognize the Alouette and Stave River systems as critical components of its overall generation system.

While ratepayers have benefitted from the sixty-plus years of affordable hydroelectric power, there have been significant impacts on the ecosystem and the people who live, work and play there. As an example, the Katzie and Kwantlen First Nations were the first stewards of the river systems and the fish that lived there. With the construction of the dam, the salmon were all but extirpated, causing economic, social and cultural hardship for the two Nations.

AREP is looking to secure a long-lasting partnership with BC Hydro and the Provincial Government that would provide funding to:

- Create a functional watershed ecosystem in the Alouette River area
- Provide a scientifically sound and functional fish passage that reconnects the watershed above the dam with the river for all species of salmon and freshwater fish
- Protect and enhance the current freshwater species
- Enhance wildlife resources in the ecosystem, and
- Develop recreational and educational opportunities with BC Parks and other stakeholders

AREP understands that BC Hydro intends to seek a perpetual water licence for Water Licence No. 124724 from the provincial Comptroller of Water Rights. AREP recognizes the value of this water licence to BC Hydro, and under the right circumstances, would support a time-limited licence.

However, in the absence of a significant and sustainable improvement to the ecosystem and restoration of the salmon species, AREP does not believe that a water licence granted in perpetuity to be in the public interest. A true, long-lasting partnership between all interests and values in the Alouette River ecosystem must be established in order to ensure the right balance between economic and environmental values.

Thank you for your consideration of this very important request and matter. We look forward to a response at your earliest convenience to find ways to collectively improve the Alouette River ecosystem for the benefit of all British Columbians.

Yours truly,



Nicole Read, Mayor
City of Maple Ridge

cc: Katzie First Nation
Kwantlen First Nation
Honourable Lisa Beare, MLA Maple Ridge-Pitt Meadows
Bob D'Eith, MLA Maple Ridge-Mission
Alouette River Management Society



August 31, 2018

Office of the Mayor

Mr. Ted White
Director and Comptroller of Water Rights
Water Management Branch
Ministry of Forests, Lands, Natural Resource Operations
PO BOX 9340 STN PROV GOVT
Victoria, BC V8W9M1

Re: ALU Final Water License No. 124724

Dear Mr. White,

Please find attached a letter that has been transmitted to BC Hydro with respect to the Alouette River ecosystem on behalf of the Alouette River Ecosystem Partnership (AREP).

AREP is comprised of the Katzie First Nation, Kwantlen First Nation, Alouette River Management Society (ARMS) and the City of Maple Ridge. Its purpose is to secure long lasting and appropriate rehabilitation of the Alouette River ecosystem, including the restoration of all salmon species, following the disruption of the river by the construction of the dam and generating facilities by BC Hydro decades ago.

AREP will be formally submitting a letter outlining our position to you in the coming days.

Our letter to BC Hydro generally outlines the approach we hope will be taken by BC Hydro with respect to restoration of the Alouette River ecosystem and the provision of fish passage above the Alouette Dam.

For decades, BC Hydro and the ratepayers of British Columbia have benefited from the hydro-electricity generated by the Alouette River system. We believe that it is appropriate that the overall ecosystem be considered during the upcoming water licence application by BC Hydro.

Yours truly,

Nicole Read

Nicole Read, Mayor
City of Maple Ridge

cc: Katzie First Nation
Kwantlen First Nation
Honourable Lisa Beare, MLA Maple Ridge-Pitt Meadows
Bob D'Eith, MLA Maple Ridge-Mission
Alouette River Management Society

Doc #2014593
2018-08-30

City of Maple Ridge

11995 Haney Place, Maple Ridge, British Columbia V2X 6A9 CANADA
Telephone: 604-463-5221 • Fax: 604-467-7329 • Email: enquiries@mapleridge.ca • www.mapleridge.ca

City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
MEETING DATE: November 20, 2018
FILE REFERENCE: 2018-409-RZ
MEETING: Workshop
SUBJECT: Residential Infill Policy and Bylaw Introduction

EXECUTIVE SUMMARY:

In July 2018 Council passed the following resolution:

That staff be directed to prepare amendments to the Official Community Plan and Zoning Bylaw to create a new single family infill zone with a minimum lot area of 450 m² and a minimum lot width of 12 m, in conjunction with rezoning application 2016-411-RZ.

This work forms part of the implementation of the Housing Action Plan and follows a series of reports and presentations to Council. The purpose of this report is to provide Council with the background analysis and proposed new R-4 (Single Detached (Infill) Urban Residential) zoning regulations for review and discussion prior to introducing the necessary bylaw amendments to Council at the November 27, 2018 Council meeting. In order to implement the new zone, amendments to the OCP, Zoning Bylaw and Subdivision and Development Servicing Bylaw are required (see Appendix A,B and C for the draft amending bylaws).

In anticipation of the new R-4 zone, this report also notes that a rezoning application (2016-411-RZ) for 21188 Wicklund Avenue to create two single-family lots has requested first reading consideration. Rezoning application 2016-411-RZ is the first development to propose the new R-4 (Single Detached (Infill) Urban Residential) zone.

RECOMMENDATION:

That Official Community Plan Amending Bylaw 7493-2018, Zone Amending Bylaw No. 7504-2018, and Subdivision and Development Servicing Amending Bylaw No. 7507-2018 be forwarded to the next Council meeting scheduled for November 27, 2018, to be considered for first and second reading.

BACKGROUND:

The adopted Housing Action Plan implementation program recommends amending bylaws to facilitate further infill in residential areas. Since the adoption of the Housing Action Plan, staff have been bringing forward a series of reports and presentations to further housing choice in the community. Furthermore, staff were given additional direction in April 2017 to analyze the implications of allowing the subdivision of lots with areas and widths less than 80% of the existing neighbourhood, as prescribed in OCP Policy 3-19 for *Urban Residential - Neighbourhood Residential* designated properties. At a Council Workshop held on July 17, 2018, staff presented its analysis undertaken as part of the infill policy review. The outcome of that policy review was the following resolution directing staff to move forward with OCP and Zone Amending Bylaws:

That staff be directed to prepare amendments to the Official Community Plan and Zoning Bylaw to create a new single family infill zone with a minimum lot area of 450 m² and a minimum lot width of 12 m, in conjunction with rezoning application 2016-411-RZ.

DISCUSSION:

With the intent to inform Council of the residential infill work undertaken to date, this report presents below the purpose of OCP Policy 3-19, the intent of the Council directed infill research, and the proposed R-4 (Single Detached (Infill) Urban Residential) zoning regulations. If Council is supportive of the proposed new zone, the staff recommendation is to bring forward the necessary amendments to the Official Community Plan, Zoning Bylaw and Subdivision and Development Servicing Bylaw to create the new R-4 (Single Detached (Infill) Urban Residential) zone at the following November 27, 2018 Council meeting.

Planning Analysis:

The City's OCP infill policies for *Urban Residential - Neighbourhood Residential* designated properties are designed to permit properties that are larger in area and width in relation to surrounding properties on the street to subdivide into smaller parcels. OCP Policy 3-19 establishes the extent to which larger lots may subdivide; namely, that such subdivision must maintain lot areas and widths that are not less than 80% of those prescribed in the neighbourhood's predominant zoning. In most cases, the predominant zone in mature areas of Maple Ridge is the RS-1 (One Family Urban Residential) zone, with a lot size of 668 m². Under the current OCP Policy 3-19, larger lots can rezone and subdivide into RS-1b (One Family (Medium Density) Residential) lots, with a lot size of 557 m². This reduction in lot size represents 80% of the RS-1 (One Family Urban Residential) zoned lots.

The next lot size down from the RS-1b (One Family (Medium Density) Residential) sized lots is the R-1 (Residential District) zone. This zone has a lot size of 371 m², which represents a 56% reduction to the predominant RS-1 (One Family Urban Residential) zone. Discussions with Council concluded that the R-1 (Residential District) zone lot size did not meet the neighbourhood compatibility requirements. To support OCP compatibility criteria and ensure neighbourhood fit of infill development, a new zone with a larger minimum lot size than R-1 (Residential District) was proposed.

The proposed R-4 (Single Detached (Infill) Urban Residential) zone (see Appendix B) will be equivalent to 80% of the RS-1b (One Family (Medium Density) Residential) zone, with a minimum lot area of 450m² and a minimum lot width of 12 m, consistent with the existing transition between the RS-1 (One Family Urban Residential) and RS-1b (One Family (Medium Density) Residential) zones. The creation of an additional single-family zone will fill the existing gap in the suite of zones; and could offer a sensitive transition option for infill development. A scan of the infill areas indicates that there are approximately 111 eligible properties for subdivision using the R-4 (Single Detached (Infill) Urban Residential) zone.

The proposed OCP amendment to Policy 3-19 (see Appendix A), if approved, would permit properties that do not have sufficient area and lot width for two RS-1b (One Family (Medium Density) Residential) lots to subdivide under the new R-4 (Single Detached (Infill) Urban Residential) zone. Further, the proposed amendment to the Subdivision and Development Servicing Bylaw would ensure that any infill development delivers a consistent standard of servicing as other urban forms of development.

Lastly, the R-4 (Single Detached (Infill) Urban Residential) zone would also address some of the typical concerns raised by neighbours in proximity to an infill development. As new construction can often maximize the allowable height permitted under the zoning requirements, the new infill zone would have a lower height maximum of 9.5 m compared to the typical 11 m to ensure better compatibility with existing (and often smaller) developments. A maximum height of 9.5 m would still permit a two storey home to be constructed. Additionally, front yard and side yard setbacks would also be enlarged to reflect RS-1 (One Family Urban Residential) zone requirements, so that the siting of the homes is more consistent with existing homes.

Rezoning Application 2016-411-RZ

In anticipation of the new R-4 zone, this report also notes that a rezoning application (2016-411-RZ) for 21188 Wicklund Avenue to create two single-family lots has requested first reading consideration. Rezoning application 2016-411-RZ is the first development to propose the new R-4 (Single Detached (Infill) Urban Residential) zone. Council's consideration of this application was part of the impetus to advance consideration of a new zone.

CONCLUSION:

In July 2018, Council directed staff to create a new R-4 (Single Detached (Infill) Urban Residential) zone to further create new housing choices for the City's *Urban Residential – Neighbourhood Residential* designated properties. This report summarizes the background policy work conducted to date, as directed by Council; and outlines the proposed R-4 (Single Detached (Infill) Urban Residential) zone. The next step in the creation of the new zone is to bring forward necessary OCP, Zoning Bylaw, and Subdivision and Development Servicing Bylaw amendments. It is therefore recommended that Council forward Official Community Plan Amending Bylaw No. 7493-2018, Zone Amending Bylaw No. 7504-2018, and Subdivision and Development Servicing Amending Bylaw No. 7507-2018 to the November 27, 2018 Council meeting for consideration.

'Original signed by Amelia Bowden'

Prepared by: Amelia Bowden, M.Urb, MCIP, RPP
Planner 1

'Original signed by Christine Carter'

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

'Original signed by Frank Quinn'

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

'Original signed by Paul Gill'

Concurrence: Paul Gill, CPA, CGA
Chief Administrative Office

Appendix A – Official Community Plan No. 7493-2018

Appendix B – Zone Amending Bylaw No. 7504-2018

Appendix C – Subdivision and Development Servicing Amending Bylaw No. 7507-2018

**CITY OF MAPLE RIDGE
BYLAW NO. 7493-2018**

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

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

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

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

1. This Bylaw may be cited for all purposes as "Maple Ridge Official Community Plan Amending Bylaw No. 7493-2018"
2. Schedule "A" is hereby amended by inserting the following clause into Policy 3-19 after item 1) a) i., and renumbering subsequent clauses accordingly:
 - ii. notwithstanding item i above, RS-1 (One Family Urban Residential) zoned parent parcels that are unable to satisfy the 80% requirement may be eligible for R-4 (Single Detached (Infill) Urban Residential) zoning subject to satisfying Policy 3-21
3. Appendix C – Zoning is hereby amended by adding the following zone in the Urban Residential Designation: Neighbourhood Residential – Infill category following CD-1-93 Amenity Residential:

R-4 (Single Detached (Infill) Urban Residential)
4. Maple Ridge Official Community Plan Bylaw No. 7060-2014 is hereby amended accordingly.

READ a first time the _____ day of _____, 20_____

READ a second time the _____ day of _____, 20_____

PUBLIC HEARING held the day of , 20

READ a third time the _____ day of _____, 20_____

ADOPTED, the day of , 20 .

PRESIDING MEMBER

CORPORATE OFFICER

CITY OF MAPLE RIDGE

BYLAW NO. 7504-2018

A Bylaw to amend the text of Zoning Bylaw No. 3510 - 1985 as amended

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

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

1. This Bylaw may be cited as "Maple Ridge Zone Amending Bylaw No. 7504-2018."
2. That PART 3 BASIC PROVISIONS, SECTION 302 ZONES (1) is amended by inserting the following between "R-3 Special Amenity Residential" and "CD-1-93 Amenity Residential District" and renumbering accordingly:

R-4 (Single Detached (Infill) Urban Residential)

3. That Part 6 RESIDENTIAL ZONES Section 601 ONE FAMILY AND TWO FAMILY RESIDENTIAL ZONES Subsection A. PERMITTED USES OF LAND, BUILDINGS AND STRUCTURES is amended by the addition of the following bolded column after R-3:

	R-4
Agriculture	
One Family Residential	✓
Two Family Residential	
Boarding	✓
Accessory Residential	✓
Accessory Home Occupation	✓
Accessory Off-Street Parking	✓
Accessory Employee Residential	
Accessory Produce Sales	
Elderly Citizens Residential	
Temporary Residential (subject to Section 402)	✓
Rental Stable	
Temporary Tourist Accommodation	✓
Secondary Suite Residential	✓
Hobby Kennel	
Neighbourhood Daycare	
Detached Garden Suite	
Hobby Beekeeping Use (subject to Section 402)	
Density Bonus Option (subject to Section 402)	
Medical Marihuana, Commercial Production	

4. That Part 6 RESIDENTIAL ZONES Section 601 ONE FAMILY AND TWO FAMILY RESIDENTIAL ZONES is amended by inserting the following after Section 601C “R-3 Special Amenity Residential District” and renumbering accordingly:

601D R-4 (Single Detached (Infill) Urban Residential)

A. PERMITTED USES

Subject to the regulations of Section 401 and Section 601, the following uses and no others shall be permitted in the R-4 (Single Detached (Infill) Urban Residential) zone:

1. One Family Residential (limited to one per lot)
2. Boarding use (Section 401 and 601)
3. Accessory residential use
4. Accessory home occupation use (Section 402)
5. Accessory off-street parking use
6. Temporary tourist accommodation use (Section 601)
7. Temporary residential use (Section 402)
8. Secondary suite residential (Section 402)

B. DENSITY

1. No building or structures containing floor area enclosed within the building or structures shall exceed a floor space ratio of 0.6 times the net lot area.
2. Buildings and structures together shall not exceed a lot coverage of 40%.

C. AREA AND DIMENSIONS

1. Lot Area
 - a) No person shall create a lot which is less than 450.0 square metres.
2. Lot Dimensions
 - a) Width:
 - (i) No person shall create a lot which is less than 12.0 metres in width.
 - (ii) For a lot on a street corner, no person shall create a lot which is less than 13.5 metres in width.
 - b) Depth:
 - (i) No person shall create a lot which is less than 24.0 metres in depth.

D. HEIGHT

1. All buildings and structures for a one family residential use shall not exceed a height of 9.5 metres.
2. All buildings and structures for an accessory building or structure shall not exceed a building height of 4.5 metres.

E. YARD REQUIREMENTS

1. Regulations for the size, shape and siting of a one family residential building shall be sited not less than:
 - (a) 6.0 metres from a front and rear lot line
 - (b) 1.5 metres from an interior side lot line
 - (c) 3.0 metres from an exterior side lot line
2. Regulations for buildings and structures for Accessory Residential Use and Accessory Off-Street Parking Use shall be sited not less than:
 - (a) 6.0 metres from a front lot line
 - (b) 1.0 metre from a rear lot line and interior side lot line
 - (c) 3.0 metres from an exterior side lot line
 - (d) 1.5 metres from a building for a residential use

F. OTHER REGULATIONS

1. Off-street parking spaces shall be provided in accordance with "*Maple Ridge Off Street Parking and Loading Bylaw No. 4350 - 1990.*"
2. A residential use shall be permitted only if the site is serviced to the standard set out in *Maple Ridge Subdivision and Development Servicing Bylaw No. 4800 - 1993* as amended.

5. That Schedule "D" MINIMUM LOT AREA AND DIMENSIONS be amended by adding the following after "R-3"

R-4	12 m	24 m	450 m ²
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6. Maple Ridge Zoning Bylaw No. 3510 - 1985 is hereby amended accordingly.

READ a first time the _____ day of _____, 20_____

READ a second time the _____ day of _____, 20_____

PUBLIC HEARING held the day of , 20

READ a third time the _____ day of _____, 20_____

ADOPTED, the day of , 20

PRESIDING MEMBER

CORPORATE OFFICER

CITY OF MAPLE RIDGE

BYLAW NO. 7507 - 2018

A Bylaw to amend the text of Maple Ridge Subdivision and Development Servicing By-law No. 4800 - 1993 as amended.

WHEREAS, it is deemed expedient to amend Maple Ridge Subdivision and Development Servicing By-law No. 4800 - 1993 as amended;

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

1. This Bylaw may be cited as "Maple Ridge Subdivision and Development Servicing Amending Bylaw No. 7507-2018".
2. Schedule "A" Services and Utilities, is hereby replaced with Schedule "A" Services and Utilities, attached hereto containing new R-4 zone notations.
3. Maple Ridge Subdivision and Development Servicing By-law No. 4800 - 1993 as amended is hereby amended accordingly.

READ a first time the day of ,20

READ a second time the day of ,20

READ a third time the day of ,20

RECONSIDERED AND FINALLY ADOPTED, the day of ,20

PRESIDING MEMBER

CORPORATE OFFICER

SCHEDULE "A"
SERVICES AND UTILITIES

All parcels within a proposed subdivision or development shall be provided with services in accordance herewith and all highways within, or immediately adjacent to a proposed subdivision or development shall be constructed in accordance herewith.

6479-2007
6589-2008

ZONE				STREETS				SERVICES				LANES	
(See Note 5)													
A-1				SD	A							TB	
A-2				SD	A							TB	
A-3				SD	A							TB	
A-4				SD	A							TB	
A-5				SD	A							TB	
R-1 - Note 3		ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
R-3 - Note 3		ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
R-4 - Note 3		ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RS-1 - Note 3		ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RS-1a - Note 3		ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RS-1b - Note 3		ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RS-1c - Note 3		ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RS-1d - Note 3 & 4		ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RS-2			W		SD	A			BT		SL	TB	A
RS-3 - Note 1			W		SD	A			BT		SL	TB	A
SRS - Note 3		ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RE		ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RST		ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RT-1		ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RG		ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RG-2		ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RG-3		ST			SD	A	C	UW	BT	SW	SL	TB	A
RMH		ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RM-1		ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RM-2		ST	W	SS	S D	A	C	UW	BT	SW	SL	TB	A
RM-3		ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RM-4		ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RM-5		ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
RM-6		ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
C-1		ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
C-2		ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
C-3		ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
C-4		ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
C-4a		ST			SD	A					SL	TB	
C-5		ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
C-6		ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
H-1		ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CRM		ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A

CS -1 - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CS-2 - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CS-2a - Note 2	ST	W	SS	SD	A		UW	BT		SL	TB	A
CS-3 - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CS-4 - Note 2	ST	W	SS	SD	A	C					TB	A
CS-5 - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-2-85	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-1-86	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-1-87	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-2-87 - Note 1		W		SD	A			BT		SL	TB	A
CD-3-87	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-2-88	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-3-88	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-4-88 - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-5-88	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-6-88	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-1-89	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-2-90	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-3-90	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-5-90	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-1-92	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-2-92	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-3-92	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-1-93	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-2-93	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
CD-3-93	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
M-1 - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
M-2 - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
M-3 - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
M-4 - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
M-5 - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
P-1 - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
P-2 - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
P-3 - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
P-4 - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
P-4a - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
P-5 - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A
P-6 - Note 2	ST	W	SS	SD	A	C	UW	BT	SW	SL	TB	A

LEGEND

W	Water Distribution System
SS	Sanitary Sewer
SD	Storm Drainage System
A	Asphalt
C	Curbs and Gutters
UW	Underground Wiring
BT	Boulevard Treatment
SW	Sidewalks
SL	Street Lighting
TB	Transit Bays
ST	Street Tree Planting

Note 1 Parcels of at least 2.0 ha. in area located in the RS-3 zone may be exempted from the requirements to provide a water distribution system.

Note 2 Subdivisions and development in the P-1, P-2, P-3, P-4, P-4a, P-5, P-6, CS-1, CS-2, CS-2a, CS-3, CS-4, CS-5, M-1, M-2, M-3, M-4, M-5 and CD-4-88 zones which are located in the rural area as designated on the Official Community Plan may be exempted from the

- requirement to provide sanitary sewer systems, underground wiring, boulevard treatment, street tree planting, sidewalks, curbs, and/or street lighting.
- 7093-2014**
Note 3 Parcels created abutting highway rights-of-way serviceable by an existing above ground utility system may be exempted from the requirement to provide underground wiring. This exemption shall not apply when road upgrading of the fronting street to an urban standard as part of the subdivision or development.
- 5195-1994**
Note 4 Subdivisions in the RS-1d zone may be exempted from some of the servicing requirements, provided it is subject to a comprehensive design scheme.
- 5595-1997**
7093-2014
Note 5 Parcels abutting highway rights-of-way serviced by an existing above ground utility system are exempted from the requirement to convert the existing utility system to underground wiring on the abutting highway, provided that the parcel is located within the area identified as the Existing Urban Area as shown on the attached map labeled Schedule "B" and the parcel is serviced by an underground dip connection.

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Council Procedure Bylaw Discussion

MEETING DATE: November 20, 2018
FILE NO: Doc # 2081580
MEETING: Council Workshop

EXECUTIVE SUMMARY:

A Council Procedure Bylaw is required by Provincial legislation and certain elements are mandatory. Council has the authority to customize specified elements required in the bylaw and allows for some discretion in adding other elements. The bylaw content should allow for an efficient meeting process, while serving to enhance the transparency and accountability of Council's decision-making process.

This report outlines proposed amendments for consideration. Following Council feedback on the proposed amendments, a new Council Procedure Bylaw will be brought to the December 4, 2018 Committee of the Whole meeting.

RECOMMENDATION:

That staff prepare a Council Procedure Bylaw based upon input from the Council Workshop discussion of November 20, 2018.

DISCUSSION:

Council meetings are gatherings where Council members make decisions or move toward making decisions. Most meetings are open to the public to facilitate transparency and accountability. Transparency and fairness of meetings and the decision-making process of elected officials are central to the principles of accountable government. To uphold these principles, provincial rules and the Maple Ridge Council Procedure Bylaw govern how meetings are administered.

The *Local Government Act* (LGA) and *Community Charter* (CC) provide local governments with the authorities needed to hold and conduct various types of meetings. Councils must establish procedures for the conduct of their meetings and for the general conduct of their business. Council may include other matters in a procedure bylaw, provided they do not conflict with other procedures or requirements set out in the Community Charter, other legislation or otherwise established by law.

The current Council Procedure Bylaw is attached to this report. It has been annotated to highlight specific content that Council may wish to amend. Explanations for those annotations are repeated below:

- A. The current bylaw was established in 2007 as Bylaw No. 6472-2007. It has subsequently been revised seven times since then. The bylaw you see attached to this report is not the official bylaw, but rather a consolidated version that represents the original 2007 bylaw and the seven amending bylaws that were subsequently adopted. These consolidated bylaws are often

produced for convenience. In the absence of it, a reader would need to sift through all the amendments and mark up the original 2007 bylaw to understand the entirety of Council's intent. Throughout the bylaw in the left margin, the bylaw amendments are noted beside the paragraphs that were amended.

- B. The 2007 bylaw replaced a 1999 bylaw. It is recommended that the 2007 bylaw and subsequent amendments also be replaced with a new version that incorporates all changes desired by Council, rather than putting through another amendment to the 2007 bylaw. This will allow for some reformatting.
- C. The "Moment of Reflection" is no longer included as part of the order of business and therefore the definition should be removed.
- D. The bylaw specifies the current edition of Robert's Rules of Order as the default parliamentary authority, if a procedure is not spelled out in the bylaw or in other legislation. Provincial legislation is a higher authority than the bylaw, which itself is a higher authority than the default Robert's Rules. The current edition is Robert's Rules of Order Newly Revised, 11th edition, commonly referred to as RONR.
- E. The bylaw should reflect our now-standard practice of also posting to the website.
- F. Council Workshop is considered a regular Council meeting and covered under Part 2 of this consolidated bylaw. The same procedures apply. Committee of the Whole is covered under Part 20 along with other standing and select committees of Council, including advisory committees.
- G. Electronic participation in Council meetings can be accommodated. If a Council member wishes to participate electronically, there are guidelines related to providing advance notice and how to use the recommended technology that has been selected in order to provide the best audio and/or video production for the current meeting and recording. The onus is on elected officials to ensure they know the guidelines, and staff are available to provide practice sessions to ensure the best possible outcome. The Chair must make allowances to ensure the member is "present" electronically before taking a vote.
- H. The Community Charter outlines public notice requirements before a meeting can be held. That includes developing a schedule of regular meetings and annually providing a "section 94 public notice" which for Maple Ridge includes publishing it in the weekly newspaper over two consecutive weeks.

Special Council meetings that were not published in the schedule are sometimes required. These can be requested by the Mayor, or at least two Council members. Public notice of 24 hours is required by posting a notice at the posting place outlined in the Council Procedure Bylaw. If a 24-hour notice period cannot be achieved, unanimous approval by all seven Council members is required.

- I. The bylaw should reflect that minutes of Council meetings include only the resolutions and the names of Council members opposed to the resolutions.
- J. The business of Council cannot occur unless quorum is present. It is important that Council members let the Mayor and Corporate Officer know as early as possible if they intend to be absent or may be absent from all or a portion of a Council meeting. If quorum unexpectedly occurs, business may not begin (or must stop immediately), causing an inconvenience to

Council members, staff and the public in attendance. Council's Code of Conduct reflects the importance of respectful behaviour, and an element of that includes punctuality, attendance and advance notice of absences.

- K. A consistent set and order of categories of business on each agenda ("order of business") is helpful to Council, staff and the public, and aids in the efficient advance preparation of the agenda package. However, from time-to-time Council may wish to change the order. The bylaw should include a provision to do this by resolution.

The section "Mayor's and Councillors' Reports" should be added to the order of business for regular Council meetings and eliminated from Council Workshop.

- L. The bylaw should include consistent procedures for Question Period, such as how a citizen should identify themselves, and what to do if they don't wish to be identified.
- M. The bylaw should be amended to reflect a release of the resolution only as a default, unless otherwise resolved by Council.
- N. The bylaw should make reference to the additional guidelines established in a Council-adopted Code of Conduct, as applicable.
- O. The bylaw should establish the procedure to be used by elected officials to bring forth their own motion. For example, the bylaw might specify the motion must be in writing and included as an agenda package item as a "notice of motion" at a meeting prior to the one during which it would be considered by Council.
- P. The list of topics specified in the bylaw that will not be entertained by delegations includes the business promotion. This is intended to discourage business people from circumventing the City's purchasing policy. The reference to connection to City business is intended to keep topics to areas where Council has a level of influence.

The above list highlights some of the bylaw content Council may wish to amend. In addition, staff will do some reformatting and look for opportunities to enhance the readability of the bylaw.

General Information for Reference - Required Content:

Section 124 of the CC requires a Council Procedure Bylaw to include the following components:

- the manner in which resolutions may be passed and bylaws adopted in accordance with Division 3 [Bylaw Procedures];
- establish rules of procedure for Council meetings;
- provide for the taking of minutes of Council and committee meetings, including requiring certification of those minutes;
- provide for advance public notice regarding the time, place and date of Council committee meetings and establish the procedures for giving that notice;
- identify places that are to be public notice posting places for the purposes of CC section 94 [public notice];
- establish the procedure for designating a person under section 130 [designation of a member to act in place of the Mayor]; and

- establish the first regular Council meeting date referred to CC section 125(1) [Council meetings] as a day in the first 10 days of November following a general local election.

General Information for Reference - Optional Content:

In addition to the required content outlined above, the Council Procedure Bylaw could include other content that would govern meetings of Council. The existing bylaw contains a number of these optional elements. The Province has provided a sample bylaw for reference at:

https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/community_charter_council_procedure_bylaw.pdf

CONCLUSIONS:

The Council Procedures Bylaw is due for an update. Following a discussion, Council feedback will be incorporated into a new Council Procedures Bylaw that will come to Committee of the Whole on December 4, 2018 for approval to be forwarded for consideration at a future Council meeting. Following the required public notice including newspaper notifications over two consecutive weeks, the bylaw will be on the first agenda of 2019.

"Original signed by Laura Benson"

Prepared by: **Laura Benson, CPA, CMA**
Director of Corporate Support

"Original signed by Paul Gill"

Concurrence: **Paul Gill, BBA, CPA, CGA**
Chief Administrative Officer

Attachment:
Maple Ridge Council Procedures Bylaw (consolidated)

THE FOLLOWING DOCUMENT HAS BEEN REPRODUCED FOR CONVENIENCE ONLY and is a consolidation of the following:

1. Maple Ridge Council Procedure Bylaw No. 6472-2007
2. Maple Ridge Council Procedure Amending Bylaw No. 6514-2007
3. Maple Ridge Council Procedure Amending Bylaw No. 6777-2010
4. Maple Ridge Council Procedure Amending Bylaw No. 7149-2015
5. Maple Ridge Council Procedure Amending Bylaw No. 7174-2015
6. Maple Ridge Council Procedure Amending Bylaw No. 7263-2016
7. Maple Ridge Council Procedure Amending Bylaw No. 7301-2016
8. Maple Ridge Council Procedure Amending Bylaw No. 7411-2017

Individual copies of any of the above bylaws can be obtained by contacting the Clerk's Department.



A. The current bylaw was established in 2007 as Bylaw No. 6472-2007. It has subsequently been revised seven times since then. The bylaw you see attached to this report is not the official bylaw, but rather a consolidated version that represents the original 2007 bylaw and the seven amending bylaws that were subsequently adopted. These consolidated bylaws are often produced for convenience. In the absence of it, a reader would need to sift through all the amendments and mark up the original 2007 bylaw to understand the entirety of Council's intent. Throughout the bylaw in the left margin, the bylaw amendments are noted beside the paragraphs that were amended.

7263-2016

**CITY OF MAPLE RIDGE
BYLAW NO. 6472-2007**

A Bylaw to Govern the Meetings of the Council and Committees of Council
of the City of Maple Ridge

WHEREAS section 124(1) of the *Community Charter* requires Council, by bylaw, to establish the general procedures to be followed by Council and Council committees in conducting their business;

AND WHEREAS Council has given notice of this Bylaw, pursuant to section 124(3) of the *Community Charter*;

7263-2016 NOW THEREFORE, pursuant to the above-recited and other authority, the Council of the City of Maple Ridge, in open meeting assembled, enacts as follows:

PART 1 - INTRODUCTION

Name of Bylaw

1. This Bylaw may be cited for all purposes as **"Maple Ridge Council Procedure Bylaw No. 6472-2007"**.

Repeal

2. Maple Ridge Council Procedure Bylaw No. 5871 – 1999, as amended, is hereby repealed in its entirety and Council policy number 3.07 (Delegation Policy) is hereby repealed.



B. The 2007 bylaw replaced a 1999 bylaw. It is recommended that the 2007 bylaw and subsequent amendments also be replaced with a new version that incorporates all changes desired by Council, rather than putting through another amendment to the 2007 bylaw. This will allow for some reformatting.

Definitions

3. In this Bylaw:

“Corporate Officer” means the municipal employee appointed as the Corporate Officer under section 148 of the *Community Charter*;

“Committee” means a standing, select or other committee of Council, and includes the Committee of the Whole, whether or not the word is capitalized;

7263-2016 **“Council”** means the Council of the City of Maple Ridge;

7263-2016 **“City”** means the Corporation of the City of Maple Ridge;

7263-2016 **“Mayor”** means the Mayor of the City of Maple Ridge.

6777-2010 **“Moment of Reflection”** means a prayer, a blessing, a reading, a thought, or a moment of silence.



C. The “Moment of Reflection” is no longer included as part of the order of business and therefore the definition should be removed.

Incorporation of Definitions

4. Unless otherwise defined in this Bylaw, the definitions used in the *Community Charter* and the *Local Government Act* and the *Interpretation Act* apply to this Bylaw.

Application of Bylaw

5. The provisions of this Bylaw govern the proceedings of Council and each Committee, as applicable.

Robert’s Rules of Order

6. In cases not provided for under this Bylaw, the then most-current edition of Robert’s Rules of Order applies to the proceedings of Council and each Committee, to the extent that those Rules are:
 - (a) applicable in the circumstances; and
 - (b) not inconsistent with provisions of this Bylaw or the *Community Charter*.



D. The bylaw specifies the current edition of Robert's Rules of Order as the default parliamentary authority, if a procedure is not spelled out in the bylaw or in other legislation. Provincial legislation is a higher authority than the bylaw, which itself is a higher authority than the default Robert's Rules. The current edition is Robert's Rules of Order Newly Revised, 11th edition, commonly referred to as RONR.

Public Notice Posting Place

7. For the purpose of giving notices under section 94 of the *Community Charter*, the public notice posting place is the window in the west entrance to the lobby of the Municipal Hall.

E. The bylaw should reflect our now-standard practice of also posting to the website.



PART 2 – REGULAR COUNCIL MEETINGS

First Regular Council Meeting

7263-2016
7411-2017

8. Following a general local election, the first regular Council meeting must be held within the first ten (10) days in November in the year of the election..
9. Regular Council meetings for each year must be held in accordance with the schedule of dates and times adopted by Council prior to December 31st of the preceding year.

Cancellation, Rescheduling and Postponement of Regular Council Meetings

10. Before the time of a regular Council meeting, Council may:
- (a) cancel the meeting, or
 - (b) postpone the meeting and reschedule it to a different day and time.

Council Workshop

11. A regular Council meeting may be a Council Workshop which has as its primary purpose the review and discussion of policies and other matters of interest to Council, and the provisions of this Bylaw on regular Council meetings apply to Council Workshops.



F. Council Workshop is considered a regular Council meeting and covered under Part 2 of this consolidated bylaw. The same procedures apply. Committee of the Whole is covered under Part 20 along with other standing and select committees of Council, including advisory committees.

PART 3 – SPECIAL COUNCIL MEETINGS

Cancellation of Special Council Meeting

12. Before the time of a special Council meeting, the person or persons calling the meeting may by notice:
 - (a) cancel the meeting, or
 - (b) postpone the meeting and reschedule it to a different day and time.

PART 4 – ELECTRONIC COUNCIL MEETINGS

Electronic Special Council Meetings

13. A special Council meeting may be conducted by means of electronic or other communication facilities in compliance with the statutory requirements for that meeting and notice of that meeting.

Member Participation by Electronic Communication

14. One or more members of Council who are unable to attend a Council meeting may participate in the meeting by means of electronic or other communication facilities in compliance with the statutory requirements for that meeting, but the member presiding at that Council meeting must not participate electronically.
- G. *Electronic participation in Council meetings can be accommodated. If a Council member wishes to participate electronically, there are guidelines related to providing advance notice and how to use the recommended technology that has been selected in order to provide the best audio and/or video production for the current meeting and recording. The onus is on elected officials to ensure they know the guidelines, and staff are available to provide practice sessions to ensure the best possible outcome. The Chair must make allowances to ensure the member is “present” electronically before taking a vote.*



PART 5 – LOCATION OF COUNCIL MEETINGS

Council Meetings at Municipal Hall

7263-2016

15. All Council meetings must take place within Municipal Hall except when Council resolves to hold a meeting elsewhere within the City.

Council Meetings Within Boundaries

7263-2016

16. All Council meetings must take place within the boundaries of the City except when Council resolves to hold a Council meeting outside the boundaries.

PART 6 – PUBLIC NOTICE OF COUNCIL MEETINGS

Public Notice of Regular Council Meetings

17. The schedule of dates, times and places of regular Council meetings for each calendar year shall be posted on the Public Notice Posting Place and published prior to December 31st of the preceding year.

Council Waiver of Public Notice of Special Council Meeting

18. Public notice of a special Council meeting may be waived by unanimous vote of all Council members.



H. The Community Charter outlines public notice requirements before a meeting can be held. That includes developing a schedule of regular meetings and annually providing a "section 94 public notice" which for Maple Ridge includes publishing it in the weekly newspaper over two consecutive weeks.

Special Council meetings that were not published in the schedule are sometimes required. These can be requested by the Mayor, or at least two Council members. Public notice of 24 hours is required by posting a notice at the posting place outlined in the Council Procedure Bylaw, (the west entrance door). The City also posts the notice on the website, although this isn't specified in the bylaw.

If 24-hour notice is notice provided, unanimous approval by all seven Council members is required.

Public Notice of Changes to Council Meetings

19. Where a regular Council meeting or a special Council meeting is cancelled or rescheduled, the Corporate Officer must, as soon as possible, whether before or after the time of the planned meeting, post a notice of such at the Public Notice Posting Place.

PART 7 – COUNCIL NOTICE OF COUNCIL MEETINGS

Council Notice of Changes to Council Meetings

20. Where a regular Council meeting or special Council meeting is cancelled or rescheduled, the Corporate Officer must, as soon as possible, whether before or after the time of the planned meeting, post a notice of such at the regular Council meeting place, and leave a notice of such for each Council member at the place to which the member has directed notices be sent.

PART 8 – MINUTES OF COUNCIL MEETINGS

Minutes of Council Meetings

21. Minutes of the proceedings of Council must be
 - (a) legibly recorded,
 - (b) certified as correct by the Corporate Officer, and
 - (c) signed by the Mayor or other member who presided at the meeting.

I. The bylaw should reflect that minutes of Council meetings include only the resolutions and the names of Council members opposed to the resolutions.

Minutes of Electronic Meetings

22. The Corporate Officer shall record in the minutes the members present including those participating electronically.

Minutes Available to the Public

23. Minutes or portions of minutes of Council meetings that are available to the public must be open for public inspection at Municipal Hall during its regular office hours.

PART 9 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

7174-2015
7263-2016

Annual Designation of Member to Act in Place of Mayor

24. Council must, from amongst its members, designate for defined periods of each year, members to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
25. Each Councillor designated under section 24 must fulfill the responsibilities of the Mayor in the Mayor's absence.

Absence of Mayor

26. The Mayor shall preside at Council meetings and if the Mayor is absent, the member designated to act in place of the Mayor shall preside at the meeting and if that member should be absent, the meeting shall be presided over by the next member, following the rotation established in section 24, who is present at the meeting.

PART 10 – CALLING MEETING TO ORDER

Calling Meeting to Order

27. As soon after the time specified for a Council meeting a quorum is present, the Mayor, or other member presiding at the meeting under section 26, shall call the Council meeting to order.

PART 11 – QUORUM

Continued Meeting where No Quorum

28. If there is no quorum of Council present within fifteen minutes of the scheduled time for a Council meeting, or a quorum is lost during a meeting, the Corporate Officer must record the names of the members present, and those absent, and all business on the agenda for that meeting not dealt with at that meeting is incorporated in the agenda for the next meeting.

- J. *The business of Council cannot occur unless quorum is present. It is important that Council members let the Mayor and Corporate Officer know as early as possible if they intend to be absent or may be absent from all or a portion of a Council meeting. If quorum unexpectedly occurs, business may not begin (or must stop immediately), causing an inconvenience to Council members, staff and the public in attendance. Council's Code of Conduct reflects the importance of respectful behaviour, and an element of that includes punctuality, attendance and advance notice of absences.*

PART 12 – AGENDA AND ORDER OF BUSINESS

Preparation of Agenda

29. Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out the items for consideration at that meeting.

Distribution of Agenda

30. The Corporate Officer must make the agenda available to the members of Council at least twenty-four hours prior to a regular Council meeting.

7149-2015
6777-2010
7263-2016
7411-2017

Order of Proceedings and Business

31. (a) Call to order
(b) Amendments to the agenda
(c) Approval of the agenda
(d) Adoption of minutes

- (e) Presentations at the request of Council
- (f) Delegations
- (g) Questions from the public – Maximum 15 minutes unless extended by motion approved by majority of Council
- (h) Items on consent
- (i) Unfinished business
- (j) Bylaws
- (k) Committee reports and recommendations
- (l) Staff reports
- (m) Other matters deemed expedient
- (n) Notices of motions and matters for introduction at future meetings
- (o) Adjournment



K. A consistent set and order of categories of business on each agenda (“order of business”) is helpful to Council, staff and the public, and aids in the efficient advance preparation of the agenda package. However, from time-to-time Council may wish to change the order. The bylaw should include a provision to do this by resolution.

The section “Mayor’s and Councillors’ Reports” should be added to the order of business for regular Council meetings and eliminated from Council Workshop.

L. The bylaw should include consistent procedures for Question Period, such as how a citizen should identify themselves, and what to do if they don’t wish to be identified.

PART 13 – VOTING AT COUNCIL MEETINGS

Voting at Closure of Debate

32. When debate on a matter is closed, the presiding member must put the matter to a vote of Council members.

Voting By Show of Hands

33. When the Council is ready to vote, the presiding member must ask for a show of hands of Council members, indicating those in favour and those opposed.

Prohibited Actions During Voting

34. After the presiding member finally puts the question to a vote, a member must not speak to the question or make a motion concerning it.
35. The presiding member's decision about whether a question has been finally put is conclusive.

Results of Voting

36. The presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.

Recording of Votes

37. The Corporate Officer must record in the minutes of a meeting the name of any member who voted in the negative on any question.

- 7301-2016 37.1 When a resolution is released by Council from Closed status, and unless otherwise resolved by Council, the names of any members who voted in the negative will be released as decided on a case by case basis.



M. The bylaw should be amended to reflect a release of the resolution only as a default, unless otherwise resolved by Council.

PART 14 – CONDUCT

Interruptions

38. No member may interrupt a member who is speaking except to raise a point of order.
39. If more than one member begins to speak at the same time, the presiding member must call on the member who, in the presiding member's opinion, first spoke.



Respectful Behaviour

40. Members speaking at a Council meeting
- (a) must use respectful language,
 - (b) must not use offensive gestures or signs,
 - (c) must speak only in connection with the matter being debated,
 - (d) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member, subject to section 132 of the *Community Charter*;
 - (e) who are called to order by the presiding member must immediately stop speaking.

N. The bylaw should make reference to the additional requirements of a Code of Conduct, where applicable and adopted by Council.

PART 15 – DEBATE

Reading of Question

41. A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.

Motions Generally

42. Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.

Motions During Consideration of a Question

43. A Council member may make only the following motions, when the Council is considering a question:
- (a) to defer consideration;
 - (b) to refer to committee;
 - (c) to amend;
 - (d) to withdraw; or
 - (e) to adjourn.
44. A motion made under clause 43(a) is not amendable and debate is limited to setting the meeting at which the motion will be considered.

Separate Votes

45. Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member and agreed to by the majority of members present.

Amendments

46. A proposed amendment must be decided or withdrawn before the main motion being considered is put to a vote.

PART 16 – POINTS OF ORDER

Raising Points of Order

47. A member may raise a point of order at any time, whereupon the presiding member must:
- (a) interrupt the matter under consideration;
 - (b) interrupt a member who had been speaking;
 - (c) ask the member raising the point of order to state the substance of and the basis for the point of order; and
 - (d) rule as to whether or not the Point of Order is valid.

PART 17 – RECONSIDERATION OF A MOTION

Council Member Request for Reconsideration

7263-2016

48. (a) A member who voted with the prevailing side may, at any time within one month of the vote, introduce a motion to reconsider the resolution, motion or proceeding, including the defeat of a motion, if the resolution, motion or proceeding has not been acted upon irreversibly by an officer, employee or agent of the municipality.
- (b) If a motion to reconsider is defeated, the subject matter of the resolution or proceeding may not be open for consideration by the Council within 6 months except by way of a new and substantially different motion.

0. The bylaw should establish the procedure to be used by elected officials to bring forth their own motion. For example, the bylaw might specify the motion must be in writing and included as an agenda package item as a “notice of motion” at a meeting prior to the one during which it would be considered by Council.



PART 18 – DELEGATIONS

6514-2007

Delegations

49. Requests to appear as a delegation before a meeting of Council, Advisory Committee or Advisory Commission, must be submitted to the office of the Corporate Officer at least one week prior to the preferred meeting.
50. Requests must be in writing, by email, fax or mail, and include the subject matter and the name of the spokesperson(s).
51. Delegations will not be heard at regular meetings of Council on the following:

- (a) Official Community Plan Bylaws or Zoning Bylaws, including amendments to either such bylaws, which have received first reading and which have not yet been adopted, defeated, or abandoned;

7263-2016

- (b) matters on which the City has commenced prosecution and on which judgement has not been rendered;

7263-2016

- (c) the promotion of commercial products or services which have no connection to the business of the City; and

P. The list of topics specified in the bylaw that will not be entertained by delegations includes the business promotion. This is intended to discourage business people from circumventing the City's purchasing policy. The reference to connection to City business is intended to keep topics to areas where Council has a level of influence.

7263-2016

- d) publicly tendered contracts or proposal calls for the provision of goods and services for the City, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by Council or City staff.
52. The provisions of Section 51(a) do not apply where a second or subsequent Public Hearing is to be held on an Official Community Plan or Zoning Bylaw or amendments to such bylaws, whichever is the case.
53. The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.
54. If the request is granted by the Corporate Officer, or by Council in the case of a consultation, the Corporate Officer will contact the delegation to confirm attendance at the requested meeting or make alternate arrangements.
55. A maximum of three delegations will be permitted at any Council or Committee meeting.



56. If a delegation wishes to appear at consecutive meetings, the delegation will be approved only if no more than two delegations are scheduled for the later meeting.

57. Delegations will be required to abide by the following general rules:

(a) Delegations will be allowed a maximum of 10 minutes to make their presentation, excluding the time taken for questions posed by Council, unless Council or the Committee agrees to extend the time limit.

7263-2016

(b) A delegation intending to use audio and/or audio-visual equipment must advise the Corporate Officer prior to the Council meeting, on the understanding that the City will assist with, but not be responsible for, the provision of the necessary equipment;

(c) A delegation to Council must not speak disrespectfully of any person, and where in the opinion of the Chair, a delegation has done so, the Chair may ask the delegation to withdraw the offensive remarks;

(d) If the delegation refuses to withdraw remarks considered by the Chair to be offensive, or refuses to abide by the rules for delegations, or the instructions of the Chair, the Chair may terminate the presentation and direct the delegation to vacate the speaker's podium and return to the public seating area;

(e) Where a delegation refuses to comply with such direction, the Chair may order the expulsion and exclusion of the delegation from the meeting, as permitted in Part 5, Div 2, Sec 133(1) of the *Community Charter*.

(f) If the offending delegation apologizes, Council may permit the delegation to either continue their presentation or to remain in the public seating area whichever Council considers appropriate in the circumstances.

58. Delegations will be allowed a maximum of 10 minutes to make their presentation unless Council or the Committee agrees to extend the time limit.

7149-2015
6777-2010

PART 19 – BYLAWS

Form of Bylaws

59. Every bylaw must be presented in written form before it is introduced for consideration by Council.

Three Readings

60. Unless there is a statutory requirement for an approval or other act to be completed before a reading of a bylaw, a bylaw may be given up to 3 readings at one meeting of Council.

Form of Bylaw Readings

61. The only motion required for the reading of a bylaw shall be:
- “THAT (short title of bylaw) be given first reading (or first and second readings, or first, second and third readings).”
62. The only motion required for the adoption of a bylaw shall be:
- “THAT (short title of bylaw) be adopted.”

Storage of Bylaws

7263-2016

63. After a Bylaw is signed, the Corporate Officer must have it placed in the City’s records for safekeeping.

PART 20 – COMMITTEE OF THE WHOLE, STANDING & SELECT COMMITTEES

Appointments to Standing Committees

64. The Mayor shall appoint the members of each standing committee that the Mayor establishes.

Committee of the Whole

65. All members of the Committee of the Whole must be Council members and all members of Council are members of the Committee of the Whole.

7174-2015

Presiding Member of Committee of the Whole Meetings

66. The Mayor is the presiding member of the Committee of the Whole. On or before January 1 of the year, the Mayor will from amongst its members, designate for defined periods of that year, members to serve on a rotating basis as the member responsible for acting as the presiding member.

Chairperson of Standing Committees

67. The members of each standing committee shall appoint a chairperson and vice-chairperson to preside at meetings in the absence of the chairperson and in the event of the absence of both the chairperson and vice-chairperson, the committee members in attendance shall choose one of their members to preside at that meeting.

Calling Committee Meetings

68. Committee of the Whole meetings for each year must be held in accordance with the schedule of dates and times adopted by the Committee prior to January 1st of each year.
69. A meeting of a standing and select committee may be called by the chairperson, or in the absence of the chairperson, by the vice-chairperson, or by a majority of the members of the committee.

Committee Member Notice of Committee Meetings

70. If a standing or select committee has established a regular schedule of committee meetings, a copy of that schedule must be provided to each member of the committee, by email or other manner that the member has directed that notices be sent.
71. If a special meeting of a standing or select committee has been called or if there is a change to a regular meeting, the meeting may not be held unless at least 24 hours advance notice of that meeting has been sent to each committee member, by email or other manner that the member has directed that notices be sent.
72. Notice of a committee meeting may be waived by unanimous consent of all the members of that committee.

Public Notice of Committee Meetings

73. For Committee of the Whole and any other committee that has established a regular schedule of committee meetings, the chairperson of the committee must give public notice of the schedule, including the times, dates and places of the committee meetings, by posting a copy of the schedule at the Public Notice Posting Place.
74. If a special meeting of a committee has been called or if there is a change to a regularly scheduled committee meeting, the chairperson is responsible to give at least 24 hours advance public notice, including the time, date, place and general purpose in the case of a special meeting by posting at the Public Notice Posting Place.
75. Public notice of a committee meeting may be waived by unanimous consent of all the members of that committee.

Committee Meetings Within Boundaries

7263-2016

76. Committee meetings may take place outside the boundaries of the City.

Electronic Attendance at Committee Meetings

77. Sections 13 and 14 of this Bylaw apply to committee meetings.

Voting Rules for Committee Meetings

78. A motion on a resolution, or on any other question before a committee, is decided by a majority of the committee members present at the meeting.
79. Each committee member has one vote on any question.
80. Each committee member present at the time of a vote must vote on the matter.
81. If a committee member does not indicate how he or she votes, the member is deemed to have voted in the affirmative.

82. If the votes of the members present at a committee meeting at the time of the vote are equal for and against a motion, the motion is defeated.
83. Council members attending a meeting of a committee of which they are not a member must not vote on a question unless the Council member is an alternate to a committee member.

Reconsideration

84. Committees are not limited in their ability to reconsider resolutions or other proceedings.

Minutes of Committee Meetings to be Maintained and Available to Public

85. The provisions of this Bylaw respecting minutes of a Council meeting apply to minutes of the proceedings of a Committee, except that minutes of a Committee meeting must be certified and signed by the person who chaired that meeting.

Quorum

86. The quorum for a committee is a majority of all of its members unless otherwise stated in the bylaw establishing the committee.

Conduct and Debate

87. The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw or in the bylaw establishing the committee.

PART 21 – GENERAL

Severance

88. If any section, subsection, clause or other part of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.

READ A FIRST TIME this 8th day of May, 2007.

READ A SECOND TIME this 8th day of May, 2007.

READ A THIRD TIME this 8th day of May, 2007.

ADOPTED this 22nd day of May, 2007.

MAYOR

CORPORATE OFFICER