

City of Maple Ridge

COUNCIL WORKSHOP AGENDA

May 28, 2019

1:30 PM

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.

REMINDERS

DATE

Council Meeting

7:00 p.m.

1. APPROVAL OF THE AGENDA

2. ADOPTION OF MINUTES

2.1 Minutes of the May 21, 2019 Council Workshop Meeting

3. PRESENTATIONS AT THE REQUEST OF COUNCIL

4. UNFINISHED AND NEW BUSINESS

4.1 Economic Development Update

- Darrell Denton, Acting Director of Economic Development and Civic Property

4.2 Review of Select Committees of Council

Staff report dated May 28, 2019 providing information on select Committees of Council.

4.3 Update on Non-farm use applications for Cannabis Production in the Agricultural Land Reserve

Staff report dated May 28, 2019 recommending that non-farm use applications to the ALC for cannabis production within the ALR be cancelled, with refunds provided to the applicants and that staff be directed to prepare Zoning Bylaw Amendments for non-soils based cannabis production in the ALR.

5. **CORRESPONDENCE**

5.1 **Upcoming Events**

By Invitation to Mayor and Council – none

General Community Events

May 29, 2019 5:00 – 8:00 pm	Maple Meadows Green Drinks Black Rose Café <i>Details: Maple Meadows Green Drinks is an informal gathering of friends and neighbours who share an interest in sustainability. Everyone is welcome. Come join us to socialize, learn and connect.</i>
June 1, 2019 9:00 am – 2:00 pm	Haney Farmers Market Memorial Peace Park
June 2, 2019 12:00 – 4:00 pm	Pets in the Park Albion Fairgrounds

Open Houses – none

Maple Ridge School Graduation Ceremonies

May 30, 2019 1:00 pm	Meadowridge School Meadowridge Gym: 12224 240 Street, Maple Ridge
June 5, 2019 6:15 pm	Thomas Haney Secondary School Queen Elizabeth Theatre: 650 Hamilton Street, Vancouver
June 7, 2019 6:30 – 9:30 pm	Maple Ridge Secondary School Chandos Patterson Auditorium: 10238 168 Street, Surrey
June 13, 2019 5:00 pm	Garibaldi Secondary School Gateway Community Church: 2884 Gladys Avenue, Abbotsford
June 19, 2019 5:00 pm	Samuel Robertson Technical Hard Rock Casino: 2080 United Boulevard, Coquitlam
June 26, 2019 7:00 pm	Westview Secondary School Hard Rock Casino: 2080 United Boulevard, Coquitlam

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

7. **MATTERS DEEMED EXPEDIENT**

8. **ADJOURNMENT**

Checked by:

Date: May 23/19

2.0 Minutes

City of Maple Ridge

COUNCIL WORKSHOP MINUTES

May 21, 2019

The Minutes of the City Council Workshop held on May 21, 2019 at 3:18 p.m. in the Blaney Room at City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

PRESENT	Appointed Staff
<i>Elected Officials</i>	K. Swift, Acting Chief Administrative Officer
Mayor M. Morden	F. Quinn, General Manager Public Works & Development Services
Councillor J. Dueck	D. Boag, Acting General Manager Parks, Recreation & Culture
Councillor C. Meadus	L. Benson, Director of Corporate Administration
Councillor G. Robson	<i>Other Staff as Required</i>
Councillor R. Svendsen	C. Carter, Director of Planning
Councillor A. Yousef	D. Pollock, Municipal Engineer
	C. Nolan, Corporate Controller
ABSENT	J. Dingwall, Manager of Utility Engineering
Councillor Duncan	M. Canning, Manager of Infrastructure Development
	D. Olivieri, Research Technician

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

1. **APPROVAL OF THE AGENDA**

R/2019-300

It was moved and seconded

That the agenda of the May 21, 2019 Council Workshop Meeting be approved as circulated.

CARRIED

2. **MINUTES**

2.1 **Minutes of the May 14, 2019 Council Workshop Meeting**

R/2019-301

It was moved and seconded

That the minutes of the Council Workshop Meeting of May 14, 2019 be adopted as circulated.

CARRIED

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

4. **UNFINISHED AND NEW BUSINESS**

4.1 Fraser River Escarpment – Gap Assessment Update

Staff report dated May 21, 2019 recommending that staff be directed to prepare a text amendment to the Fraser River Escarpment Policies, to prepare a new bylaw requiring mandatory connection to storm sewers along River Road and to forward the Fraser River Escarpment Study and Management Program for consideration in the upcoming Financial Plan.

A slide presentation was provided by M. Canning.

R/2019-302

It was moved and seconded

That staff be directed to prepare a minor text amendment to the Fraser River Escarpment Policies to facilitate data sharing for consideration at a future Council Meeting; and

That staff be directed to prepare a new bylaw requiring mandatory connection to storm sewers along River Road for consideration at a future Council Meeting; and further

That staff be directed to forward the Fraser River Escarpment Study and Management Program for consideration in the upcoming Financial Plan

CARRIED

4.2 Albion Flats Drainage Review PowerPoint Presentation

A slide presentation was provided by J. Dingwall. No resolution was required.

4.3 Proposed UBCM and FCM Resolution Topics

Staff report dated May 21, 2019 recommending that staff work with individual Members to draft resolutions to be submitted to the Union of BC Municipalities and Federation of Canadian Municipalities as and when appropriate and that the draft resolutions be forwarded to the June 18, 2019 Council Workshop meeting for approval.

D. Olivieri provided a slide presentation and provided information on recent resolutions in the UBCM resolution database.

R/2019-303

It was moved and seconded

That staff work with individual Members to draft resolutions to be submitted to the Union of BC Municipalities and Federation of Canadian Municipalities as and when appropriate on the following topics:

- Local government autonomy

- Regional force funded through non-property taxation sources / Provincial police force established by B.C. government
- Single-use plastics ban, Province-wide
- Unregistered Tier 1 non-road diesel engine ban

That the draft resolutions be forwarded to the June 18, 2019 Council Workshop meeting for approval.

CARRIED

5. *CORRESPONDENCE*

5.2 Upcoming Events

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

7. *MATTERS DEEMED EXPEDIENT*

8. *ADJOURNMENT* - 4:15 p.m.

M. Morden, Mayor

Certified Correct

L. Benson, Corporate Officer

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Review of Select Committees of Council

MEETING DATE: May 28, 2019
FILE NO: 2207141
MEETING: Workshop Meeting

EXECUTIVE SUMMARY:

This report provides information on the existing Select Committees of Council, including their establishing bylaws, terms of reference, work plans, budget allocations and meeting minutes over the past year. This information is provided at the request of Council to allow for an opportunity to evaluate the alignment of these committees with Council's current Strategic Plan.

RECOMMENDATION – no resolution required. For information and discussion.

DISCUSSION:

a) **Background Context:**

In March 2019, Council endorsed the 2019 Council Matrix which lists specific workplan items that will work towards achieving Council's strategic direction established at the beginning of the year. One of the items on the 2019 Council Matrix is a review of Select Committees of Council to provide the opportunity to evaluate these committees and ensure they align with Council direction.

The most recent committee review was performed by a task force of three Council members in 2015. The recommendations from the task force can be found within the following agenda: [December 15, 2015 Special Council Workshop Agenda & Reports](#)

The minutes from that meeting reflect Council's decisions based upon the task force recommendations: [December 15, 2015 Special Council Workshop Minutes](#)

In early 2017, Bylaw 7311-2017 was introduced and adopted, allowing Council to make alternative appointments to committees and allow for flexibility in attracting and retaining committee members. That report can be located in the related [February 28, 2017 Council Meeting Agenda & Reports](#) package – see agenda item 1134.

b) **Functions and Expectations:**

Council Policy No. 3.11 outlines in general terms the functions of Committees of Council, along with expectations of both Council and of the Committees of Council. This policy has been included as Appendix A to this report for your reference.

Council Policy No. 3.10, Appendix B to this report, may also be of interest in performing a review. It outlines the roles of Council and staff liaisons. It should be noted that staff liaisons are employees at various pay levels of the organization whose liaison roles can take up to 25% of their working time.

A table of the Committees, their subcommittees and task forces, along with Council and Staff Liaisons is included as Appendix C.

Each committee has an establishing bylaw and terms of reference to further define operational and functional expectations. Furthermore, each committee is required to submit an annual business plan outlining future plans and reporting on performance in achieving prior years' commitments. In 2018, these plans were submitted for 2019-2023. They were published for prior Council's information but not formally approved due to the election in October. The exception to this is SPAC, for which the staff liaison has provided a workplan used at the SPAC committee table. Each set of items is attached to this report (Appendices D through K).

c) Committee Activity:

The committee bylaws specify a minimum of four mandated meetings per year, with the exception of MACAI and SPAC, which specify a minimum of five meetings per year. Additional committee meetings may be called at the discretion of the Chair. Subcommittee meetings are to be held in between mandated committee meetings.

The official Minutes of those meetings are a good source of information about committee activity and decision-making. Links to the most recent [12-months of Minutes](#) have been collated for easy reference online, rather than being reproduced as appendices to this report.

d) Financial Implications:

The City's financial commitments to Select Committees of Council is an annual budget allocation of \$2,000 per committee. The exception to this is the Public Art Steering Committee, which receives \$70,000 annually, which is intended to cover art installations in addition to committee operations. Unexpended funds are placed in a reserve for future projects.

In addition to these funds, there is a cost to the staff liaisons provided to support these committees, up to 25% of their time. A half-time Committee Clerk is also provided to assist the committee with administrative services.

e) Desired Outcome:

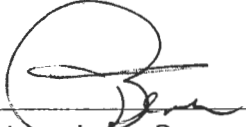
The desired outcome of this report is to provide Council with the information needed to evaluate the Select Committees of Council from the perspective of Council's Strategic Plan and the long-range vision for the City.

f) Citizen/Customer Implications:

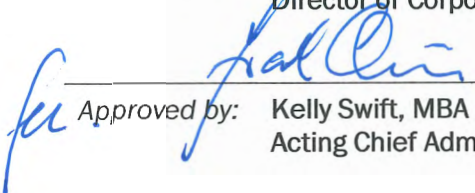
Committees of Council are intended to provide information and advice to Council and staff on issues of concern to the public and the City which Council considers in its own decision-making on behalf of citizens. They also represent an important opportunity for members of the community to engage with the City and contribute to the shaping of a socially and economically vibrant, diverse and welcoming city.

CONCLUSION:

This report and reference information provides some context for Council in a discussion relating to advisory committees. No recommendation is provided, as the information is for Council discussion.



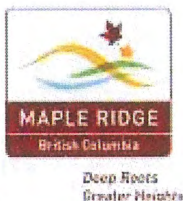
Prepared by: Laura Benson, CPA, CMA
Director of Corporate Administration



Approved by: Kelly Swift, MBA
Acting Chief Administrative Officer

Appendices:

- (A) Committees of Council Policy No. 3.11
- (B) Council and Staff Liaison Roles Policy No. 3.10
- (C) Select Committees of Council, their subcommittees, Council and Staff Liaisons
- (D) ATAC Bylaw No. 7201-2016, Terms of Reference and Business Plan 2019-2023
- (E) AAC Bylaw No. 6471-2017, Terms of Reference and Business Plan 2019-2023
- (F) CHC Bylaw No. 5908-2000, Terms of Reference and Business Plan 2019-2023
- (G) EDC Bylaw No. 7204-2016, Terms of Reference and Business Plan 2019-2023
- (H) EAC Bylaw No. 7202-2016, Terms of Reference and Business Plan 2019-2023
- (I) MACAI Bylaw No. 7344-2017, Terms of Reference and Business Plan 2019-2023
- (J) PASC Bylaw No. 6659-2009, Terms of Reference and Business Plan 2019-2023
- (K) SPAC Bylaw No. 7203-2016, Terms of Reference and reference to a workplan



POLICY MANUAL

Title: Committees of Council <i>See also Council and Staff Liaison Roles Policy No. 3.10</i>	Policy No : 3.11 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: January 26, 2011 Review Date: 2012
Policy Statement: Advisory committees/commissions/panels, and task forces provide opportunities for citizens to become more actively involved in their community, and for issues to be considered in depth. The Council of the District of Maple Ridge will appoint advisory committees/commissions/panels and task forces to: <ul style="list-style-type: none"> • Provide information and advice to Council and staff on issues of concern to the public and the District which Council will consider in its decision making • Educate and raise the awareness of Council and staff; and • Provide recommendations for consideration by Council and staff. Unless authority to make decisions has been delegated by Council to a Committee or Commission by bylaw, it is not the role of these bodies to establish policy, but to act in an advisory capacity to Council. The decision-making responsibility and authority remains with Council.	
Purpose: To establish guidelines for the formation and operation of Committees of Council.	
Definition: Committees – Advisory committees, commissions and panels that provide on-going advice of a policy nature. Committees may also include Task Forces that have responsibility to consider issues within a bounded time period. Once finished their work, through resolution of Council, task forces cease to exist. Selection Committee – A committee comprised of the Mayor and/or the applicable committee Council appointee(s) and staff liaison(s), if appointed, that reviews applications for committee positions, interviews selected applicants and makes recommendations to Council on appointed positions.	

KEY AREAS OF RESPONSIBILITY:	
Action to Take	Responsibility
<p>1. Functions The functions of the committees of Council are to:</p> <ul style="list-style-type: none"> a) respond to issues referred by Council and staff; b) listen to and report on the community's views; c) gather necessary facts, information, and opinions; d) educate and raise the awareness of Council and staff; e) in the case of advisory committees/commissions/panels, offer longer term visions of the community;; f) provide advice and recommendations to Council, staff and the public; g) raise issues to Council and staff that need to be addressed further. <p>2. Council Expectations Committees are expected to:</p> <ul style="list-style-type: none"> a) respond to the issues referred by Council and by staff; b) within their mandates, raise issues to Council and staff that committee members believe need to be addressed; c) give well-considered and timely responses to Council's need for advice; d) work within the strategic directions as outlined in Council's annual business plan; e) prepare an annual business plan (excluding task forces); f) carry out their work effectively, efficiently, and creatively. <p>3. Committee Expectations Committees can expect from Council and staff:</p> <ul style="list-style-type: none"> a) Sufficient information on the issues being addressed; b) consistent and effective staff support (where provided), within the budgetary limits of the district; c) orientation and training; d) prompt feedback on the outcomes of their advice and recommendation; e) a commitment from Council to refer issues for committee consideration as they arise. <p>4. Committee Opportunities Committees can expect opportunities to:</p> <ul style="list-style-type: none"> a) learn more about their community, and the issues that need to be addressed; b) engage with other people in dialogue and debate about the community and its issues; c) create broad visions of the community over the longer term; d) make recommendations to Council and staff. <p>Council acknowledges that it is vital that committee members feel that they are making a real difference in the life of their community.</p>	<p>Council</p> <p>Staff</p> <p>Council</p>

5. Governing Legislation

Committees will be governed by the bylaw (if any) of the particular committee, the Council Procedure Bylaw and applicable provincial and federal legislation.

6. New Committee

In considering a new committee, Council will ask:

- a) What work needs to be done, or what issues need to be considered by the committee?
- b) Is the work on-going, or of a more time limited nature? What are the timelines?
- c) Is there a need for public involvement? Why? Who needs to be involved?
- d) Are there existing groups within the District or the community who could undertake the work or consider the issues?
- e) What is the capacity for funding the committee and providing staff support?

In addition, Council will give consideration to the make up of the committee in terms of skills, expertise, and the diversity of interests required.

7. Membership

Membership of committees of Council will be diverse, and broadly reflective of the community (for example: age, gender, cultural background, occupation, and neighbourhood, where appropriate).

Membership of some committees will also reflect the desired experience, knowledge and expertise.

Unless otherwise specified in a Committee's bylaws or terms of reference, members at large must reside or be employed in the District and membership will be limited to no more than three terms to permit others the opportunity to contribute.

8. Appointment of Members at Large

Opportunities for citizen participation on the committees of Council will be advertised in a local newspaper, on the District web site, on any other media deemed appropriate by the Selection Committee and through community associations, where appropriate, so that any citizen who is interested can apply.

Candidates will be requested to submit an email or letter of application providing information on their qualifications for the position.

Even when a sitting member's term is up and they have indicated a willingness to continue their participation, others should be given the opportunity to apply and be considered alongside the sitting member. This is the only time that Committee/Commission members are evaluated in terms of their involvement and Council should have the opportunity to

Council

Clerk's Department

<p>determine if other citizens should be appointed because their background and skill set is more suitable to the upcoming work of the Committee/Commission.</p> <p>Members of Council may nominate individuals whom they know are interested in serving on a respective committee. Such nominees are to be advised that they will be required to follow the same application procedures as others and will be assessed against other candidates who have responded to the advertisings.</p> <p>The Clerk's Department will prepare an alphabetical list of applicants that will specify where an individual is a sitting member of another Committee. If an individual applies for more than one Committee, the Clerk's Department will identify with the applicant the most appropriate Committee.</p> <p>Applications will be reviewed by the Selection Committee to determine if an interview process is required and who will be interviewed. Generally an interview will be required even if there is only one candidate to ensure the candidate is suitable for the position. Interviews should also be conducted if a sitting member has reapplied and others have applied so that fair consideration can be given to all candidates. The Clerk's Department will arrange the interviews.</p> <p>Following the interviews, the Selection Committee will forward a report to a Closed meeting of Council with their recommendations for appointment to the Committee. The report is to be accompanied by resumes of the candidates under consideration. Council will vote to appoint members to the committee and announce the results at a subsequent Regular Council meeting. The term of the appointment will be specified in the resolution. A full orientation will be provided to new committee members.</p> <p>Council may remove a member at any time.</p> <p>In general, it is the policy of Council not to appoint any individual to serve on more than one committee simultaneously. It is the intent of Council to afford the opportunity for as many interested citizens as possible to serve on Committees.</p> <p>9. Conflict of Interest A conflict of interest exists where:</p> <ul style="list-style-type: none"> a) a committee member is a director, member or employee of an organization seeking a benefit from the District of Maple Ridge upon which the committee will make a recommendation; b) the committee member has a direct or indirect pecuniary interest in the outcome of committee deliberations. 	<p>Clerk's Department</p> <p>Selection Committee</p> <p>Clerk's Department</p> <p>Selection Committee</p> <p>Council</p>
--	--

<p>A conflict of interest does not exist if:</p> <ul style="list-style-type: none"> a) the pecuniary interest of the member is a pecuniary interest in common with members of the municipality generally, or b) the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter. <p>Where a conflict of interest exists, committee members:</p> <ul style="list-style-type: none"> a) are not entitled to participate in the discussion of the matter or to vote on a question in respect of the matter; b) must declare to the committee that a conflict exists; and c) must absent themselves from the meeting during consideration of the issue to which the conflict relates. <p>The member's declaration of a conflict and their exit from and return to the meeting shall be noted in the minutes.</p> <p>Where a perceived conflict of interest might exist, the member may note that a perception of conflict might exist but need not declare a conflict and exit the meeting if in the member's view there is no actual conflict of interest.</p> <p>Where in the opinion of a committee a member is in a conflict of interest and has not so declared, the committee may ask for a review of the matter by the Corporate Officer. The matter, if unresolved, may then be referred for Council review.</p>	<p>Committee Members</p>
<p>10. Council Appointee</p> <p>Council will appoint at least one Council member and an alternate to the Committee. The role of the appointee includes:</p> <ul style="list-style-type: none"> a) ensuring that Council is adequately briefed as to the development of issues; b) communicating Council's position and policy; c) facilitating a clear and open dialogue between Council and the community committee; d) clarifying when they are stating their personal opinions. <p><i>See also Council and Staff Liaison Roles Policy No. 3.10</i></p>	<p>Council Appointee</p>
<p>11. Staff Liaison</p> <p>The Chief Administrative Officer may provide staff support on a case-by-case basis. The role of staff in supporting committees of Council includes:</p> <ul style="list-style-type: none"> a) providing information and professional advice; b) supporting the chairperson in developing agendas, arranging meetings, and promoting effective committee functioning; 	<p>Staff Liaison</p>

<p>c) assisting with the preparation reports to Council; d) assisting with the creation of the annual Business Plan; e) providing an annual orientation to Committee members on the work of the committee, the structure of the District, and Council's annual Business Plan and budgeting process.</p> <p>12. Reporting The committees of Council are appointed by and report directly to Council.</p> <p>a) They are consultative groups. b) Council has the responsibility for making final decisions. c) Committee members will not misrepresent themselves as having any authority beyond that delegated by Council.</p> <p>13. Reporting to Council When responding to an issue that was referred by Council, committees will submit reports directly to Council. Committees will report to Council on their activities at least twice a year either in writing or by appearing as a delegation at a meeting of Council.</p> <p>14. Annual Business Reports The committees of Council, with the exception of Task Forces, will annually submit a Business Plan to Council that is in alignment with Council's strategic directions. The format of the plan and timelines for submissions will be provided to the committees.</p> <p>15. Minutes Committee minutes, which record the decisions made at meetings, will be submitted to the Clerk's Department. Council and the Chief Administrative Officer will consider providing clerical support on a case-by-case basis.</p>	<p>Committee</p>
---	-------------------------



Deep Roots
Greater Heights

POLICY MANUAL

Title: Council and Staff Liaison Roles		Policy No: 3.10
		Supersedes: New
Authority: <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational		Effective Date: April 14, 2010
Approval: <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager		Review Date: 2011
<p>Policy Statement:</p> <p><u>Liaison Role</u> Municipal Council will assign members of Council and/or Municipal Management will assign staff members to the role of municipal liaison to various community organizations where the relationship between the Municipality and the organization is deemed critical to achieving the Municipality's mandate and goals. The role of liaison is intended to facilitate excellent and ongoing communication on matters of mutual interest. The intent of doing so is to ensure a continuing dialogue on how the Municipality and organization can work together to better meet the community needs they each hope to address.</p> <p><u>Council Liaisons</u> Council members will only be assigned a liaison role where the liaison function is felt to be critical to achieving the Municipality's mandate and where ongoing communication and knowledge gained from that communication and shared with the rest of Council by the liaison would assist Council as a whole in considering matters of common interest with the organization with whom they have a liaison function.</p> <p><u>Staff Liaisons</u> A staff liaison may be more appropriately assigned where the organization to which they are assigned holds a fee for service contract with the municipality for the delivery of a Municipal service to citizens. While facilitating excellent on going communication is certainly part of a staff liaison role, monitoring performance to ensure delivery of agreed upon services is also part of the staff liaison function. Providing expert advice on effective organizational operations can also be part of the staff liaison function where that expertise may not exist within the organization itself.</p>		

Prioritizing requests for a Municipal liaison

There may be requests for a Council or staff liaison from community organizations which cannot be accepted in part because the time available simply does not permit such assignments to every group wishing a liaison. Where priorities need to be set for assigning liaisons a higher priority will be given to those organizations delivering services on behalf of the Municipality and, secondly, to those organizations or networks which are not represented already through a Municipal committee or Commission and which represent a network of groups and agencies which are critical to achieving community needs for which the Municipality also has some responsibility. For example the Municipality would assign a liaison to the Arts Council as well as a staff liaison because it holds a significant contract with the Municipality but may not assign a liaison to a minor sport organization because the Parks and Leisure Services Commission has been formed to consider all of the needs of the sports community.

Assigning Council Liaisons

There is some rationale for considering the availability of various Council members when choosing which member should be assigned to which group. Those with more flexible schedules may be more available for liaison responsibilities than others. A Council member's personal interests and expertise should also be considered in terms of making assignments along with their involvement in a particular subject (i.e. they may be involved with a group which is in the middle of an important initiative and, therefore, under these circumstances, a change in liaison may not be advisable).

Another consideration may be the notion of broadening every Council member's knowledge by rotating their responsibilities where that is felt to be beneficial. The benefit of such rotations to the groups with whom Council members liaise is that more members of Council become familiar with the organization and the issues it is an advocate for.

Since there are many factors involved in determining such assignments it is not felt appropriate to prescribe a process or a maximum term for service as a Council liaison. The only guidance to be offered by this policy statement would be to suggest all of the above be considered along with the basic principle that Council members should share liaison responsibilities as equitably as possible.

Purpose:

The purpose of this policy is to clarify the roles and responsibilities of Council and Staff liaisons to independent organizations. It is also intended to provide guidance to those organizations to whom liaisons have been assigned in terms of their responsibilities and the reasonable expectations they should have of assigned liaisons.

Definitions:

"Liaison" refers to a position assigned to a Council or Staff member where the primary objective is to maintain good communication and relationships between an outside, independently constituted organization and the District of Maple Ridge.

Key Areas of Responsibility	
Action to Take	Responsibility
<p><u>Responsibilities of Organizations to whom Council and staff liaisons are assigned</u></p>	
<p>Such groups should:</p>	
<p>a. Ensure assigned Council members and staff members are provided with sufficient advance notice of meetings and agendas, given their busy schedules. Establishing a regular meeting schedule is helpful, however, sending agendas out in advance is equally important since it will assist the Council or staff member in determining if their attendance and input would be helpful to the group and to Council. Sending agendas out at least four days in advance for regularly scheduled meetings is a minimum standard. Significantly greater advance notice and agenda distribution is required for special meetings outside the regular meeting schedule. Occasionally, despite regularly scheduled meetings, Council members in particular must choose between meetings which have been scheduled and other important community events and meetings which come up from time to time. Having an agenda in advance is an important tool in helping a Council liaison to make that determination and to be effective in their role.</p>	<p>Community Organization Chair or Representative</p>
<p>b. Provide advance notice for the Council or staff member to address a particular topic of interest to the group at an upcoming meeting. While not always possible advance notice of a particular question can be very helpful in ensuring the liaison has time to complete an appropriate level of investigation or research if the question happens to be on a subject with which they are not familiar.</p>	<p>Community Organization Chair or Representative</p>
<p>c. Be appropriately constituted, be in good standing with the Registrar of Societies and function in accordance with the guidelines which typically govern well functioning Societies. Such guidelines include sending agendas out in advance, maintaining minutes, managing meetings in accordance with appropriate rules of order, holding regular elections, maintaining proper financial records, etc.</p>	<p>Community Organization Chair or Representative</p>
<p>d. Welcome Council and staff liaisons to attend every meeting they choose to attend (save and except for meetings which are exclusive to the Board members only which deal with personnel or legal matters and other confidential matters such as negotiations with the municipality).</p>	<p>Community Organization Chair or Representative</p>

<p>e. Respect a Council liaison's time by moving those items which the liaison may need to address to as early a place in the agenda as possible and not expect the liaison to stay beyond dealing with that subject, unless the liaison chooses to stay (not to participate in the Board's further discussions but to learn more about the organization and what is important to the Board to further the relationship). The staff liaison in particular may wish to stay in order to fulfill their responsibility of monitoring the group's performance of contracted services.</p>	<p>Community Organization Chair or Representative</p>
<p>f. Appreciate a Council liaison should not be expected to attend every meeting of the organization. Of course a liaison should attend on a reasonably regular basis in order to fulfill the function as best as he or she can. However, attending every meeting is, in all probability, unrealistic given the number of liaison and committee responsibilities each Council member is assigned on top of their formal Council responsibilities. In addition, some Council members have career and professional responsibilities beyond their Council role. In some cases where it is felt that very regular representation from Council is required then an alternate may also be appointed. A staff liaison's attendance will likely be more consistent given the limitation on the number of groups for whom they have a liaison responsibility.</p>	<p>Community Organization Chair or Representative</p>
<p>g. Not expect a liaison to participate in group discussions as if they are just another member of the Board of Directors. The organization should definitely not give the staff or Council liaison a vote. Doing so may put the Council liaison in a conflict position with respect to matters which come before Council having to do with the group. A Council member cannot vote at Council on matters related to another organization with whom they have a fiduciary responsibility (voting at a Board meeting constitutes acceptance of such responsibility) and must not participate in any debates on such matters at Council. In fact they are required to declare the conflict and leave the meeting room when such conflicts occur while the matter in question is being discussed by the other members of Council.</p>	<p>Community Organization Chair or Representative</p>
<p><u>Responsibilities of Council and Staff Liaisons</u></p> <p>Assigned Council and staff liaisons should:</p> <p>a. Attend as many of the organization's meetings and functions as necessary to achieve the desired end result of good communications and a positive working relationship with the group. Recognizing regular monthly attendance may not be possible the Council liaison should discuss their intention to attend on whatever schedule makes sense with the group</p>	
	<p>Council Liaison Council Alternate Liaison Staff Liaison</p>

<p>President at the outset of their assignment, to ensure clarity and avoid higher than can be delivered expectations. Having a staff liaison in attendance may provide a greater sense by Council members who are assigned liaison responsibility that the Municipality's interests are being represented to some degree and may permit less frequent attendance by a Council liaison. If a staff and Council liaison have both been assigned to a group each should bring the other up to date on those matters of mutual interest to both the municipality and the organization which were discussed at a meeting their counterpart was unable to attend.</p>	
<p>b. Let the organization's President or Secretary know when they are unable to attend a meeting at which they might otherwise be expected, and, if an alternate has been appointed, notify the alternate Council representative they will be unable to attend and determine if the alternate is available to cover the meeting. If they are available forwarding the agenda to the alternate is also required.</p>	<p>Council Liaison Council Alternate Liaison Staff Liaison</p>
<p>c. Not vote and avoid participating in group debates as if they were a member of the organization's Board of Directors. (see "g" above)</p>	<p>Council Liaison Council Alternate Liaison Staff Liaison</p>
<p>d. Not make commitments on behalf of the Municipality which are not already covered by policy or a previously approved standard of service. Of course a Council liaison should be prepared to look into any request, passing that along to the appropriate senior staff member to investigate. The staff member's obligation is to ensure the Council liaison is informed as to the outcome and response to the request.</p>	<p>Council Liaison Council Alternate Liaison Staff Liaison</p>
<p><u><i>Council Committee and Commission Roles and Responsibilities (referenced here only to clarify the difference between liaison and committee roles and responsibilities)</i></u></p> <p>Council members will also be assigned to a variety of Municipally established committees and commissions whose role is to advance the Municipality's mandate in their various areas of responsibility.</p> <p>The role of a member of Council on such committees is very different than that of liaison to an independent organization.</p> <p>To be more specific Council members who are assigned to such groups are expected to participate fully in the discussion and debate on subjects before such committees and are generally expected to vote along with the other appointed members of the committee or commission. All such groups are duly constituted by bylaws of the Municipality to carry out the Municipality's business. In some cases they are advisory and in others they have been</p>	

delegated the authority to act independently within parameters established by Council and allowed by the Community Charter and Local Government Act.

In all cases the Council members assigned to these groups are expected to bring a Council perspective to the table.

The legal opinions we have available to us indicate there is no conflict of interest for a Council member who participates in debates and discussions and votes on matters at a municipal committee or commission meeting and then considers and votes on a recommendation from the committee or commission at Council. This is because the committee or commission is a child of the Municipal Government and the business being conducted is therefore being carried out by the Municipality for the Municipality and not by an independently constituted organization.

Role of Council members appointed by Council to legislatively constituted Boards involving organizations made up of several Municipalities collaborating on the delivery of services (referenced here only to clarify the difference between liaison and regional Board appointee responsibilities)

Members of Council can be appointed by Council or by the Mayor to represent the Municipality on Boards of Directors of agencies which have been duly constituted to deliver services on behalf of several Municipalities acting together. Examples of this include the Fraser Valley Regional Library or the Metro Vancouver Regional District. In such cases the appointed member participates fully on the Board to which they have been appointed and are generally tasked with the obligation to vote as they personally feel is appropriate on matters that come before that Board. That is because it is assumed that, due to their involvement, the Council member sitting at the Board table has a greater appreciation for the broad responsibility of the Board than other Councilors not on the Board whose context is only the services provided locally. It is understood that a Council cannot compel a member representing the municipality on this type Board to vote in accordance with Council's wishes expressed by a resolution of Council. With that said most of the Council members who serve as Board representatives to regional bodies do consult with the rest of Council to obtain their views before a particularly challenging subject is voted upon at a regional Board level.

We are advised by the District's legal advisors that despite the independence described above there is no conflict for a Council member who is appointed to sit on such a Board who then participates in debates and discussions at the Council table about the municipality's continuing involvement in such a regional function or any other debate related to Council's involvement with the regional body involved.

Committees and their Liaisons

Committees and sub-committees/task forces	Council Liaison And Alternate	Staff Liaison
Active Transportation Advisory Committee (ATAC)	Yousef Meadus (A)	Purvez Irani
Agricultural Advisory Committee (AAC) - Subcommittees/Task Forces: <ul style="list-style-type: none"> ○ Green Infrastructure Mgmt Strategy ○ Ecological Network Mgt Strategy (Wildlife & Healthy Ecosystem Mgmt Strategy) ○ Communications Strategy 	Two members: Robson Svendsen	Amanda Grochowich
Community Heritage Commission (CHC)	Svendsen Duncan (A)	Amelia Bowden
Economic Development Committee (EDC) - Subcommittees/Task Forces: <ul style="list-style-type: none"> ○ Tourism 	Yousef Meadus (A)	Darrell Denton
Environmental Advisory Committee (EAC) - Subcommittees/Task Forces: <ul style="list-style-type: none"> ○ Backyard Chickens ○ Education ○ Food Distribution ○ Food Garden ○ True North Fraser 	Dueck Svendsen (A)	Rodney Stott
Municipal Advisory Committee on Accessibility and Inclusiveness (MACAI)	Duncan Svendsen (A)	Petra Frederick
Public Art Steering Committee (PASC)	Svendsen Duncan (A)	Yvonne Chui
Social Policy Advisory Committee (SPAC)	Dueck Meadus (A)	Tony Cotroneo

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

1. Maple Ridge Committee Appointments – Alternates: Amending Bylaw No. 7311-2017

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

THE CITY OF MAPLE RIDGE

BYLAW NO. 7201-2016

A Bylaw to establish an Active Transportation Advisory Committee

WHEREAS Council is authorized to establish an Active Transportation Advisory Committee pursuant to the Community Charter;

AND WHEREAS Council considers that it is in the public interest to establish an Active Transportation Advisory Committee to advise Council on strategic priorities, planning, policies and mobility issues relating to transportation in Maple Ridge, using the Transportation Plan as a guide;

AND WHEREAS the Committee shall work towards creating, promoting, and improving an efficient, affordable, and safe transportation network that supports a variety of transportation choices;

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

CITATION

1. This Bylaw shall be cited for all purposes as "Maple Ridge Active Transportation Advisory Committee Bylaw No. 7201-2016.

DEFINITIONS

2. For the purposes of this Bylaw, unless the context otherwise requires,

"Maple Ridge" means the City of Maple Ridge;

"Committee" means Active Transportation Advisory Committee established under Section 3;

COMMITTEE COMPOSITION

3. The Committee shall be comprised of the following voting members:
 - One Council liaison, one alternate Council liaison
 - One member nominated by the Municipal Advisory Committee on Accessibility Issues
 - One member nominated by School District No. 42
 - One member at large with a cycling interest appointed by Council
 - One member representing the business community appointed by Council

- One member representing the seniors' community appointed by Council
- One member nominated by the Ridge Meadows RCMP
- Three members from the community at large appointed by Council
- One member at large (aged 25 years or under) representing the youth community appointed by Council

7311-2017

- Council may choose to appoint members in a different configuration than that listed here if an applicant meeting the specific membership description cannot be found to fill a vacancy and an application is received from an alternate applicant without the specific membership description but who would be an asset to the Committee
4. The members at large shall be appointed by resolution of Council and shall serve for a term of two years commencing on January 1st and terminating two years later on December 31st. In order to stagger the terms of appointment to the Committee, two of the members-at-large will be appointed for a term of one year commencing on January 1st and terminating on December 31st of the same year. Subsequent appointments shall be for a term of two years.
 5. Council may choose to remove a member from the Committee for consecutive non-attendance at three meetings (unless previously approved by the Committee) or for any other reason Council believes warrants such removal.
 6. The Chairperson shall advise Council immediately in writing of any member who has been absent from meetings of the Committee for three consecutive meetings without prior leave of absence having been granted by the Committee. Leaves of Absence greater than three consecutive meetings may, by a majority vote of the Committee, be granted when the request for the leave of Absence is received in writing, prior to the said leave taking place.
 7. The members of the Committee shall serve without remuneration.

PROCEDURES

8. The Committee shall:
 - a) appoint one of their number to act as Chair of the Committee and another member to act as Vice-Chair of the Committee on an annual basis; and
 - b) hold quarterly meetings, with additional meetings called at the discretion of the Chair;
 - c) hold subcommittee meetings between regular committee meetings;
 - d) operate in accordance with the standard operating procedures applicable to all Maple Ridge Committees and Commissions with regard to records keeping, holding closed meetings, conflict of interest, financial management and such other practices, policies and procedures which may be established by Council from time to time.
9. The presence of a majority of voting members shall constitute a quorum.

DUTIES

10. The Committee will:
 - a) Support the promotion of public education and awareness on the benefits, necessities and safety aspects of active transportation facilities.

- b) Advise on matters related to active transportation as it relates to: active workplace travel, active commuting, active recreation, and active destination-oriented trips.
- c) Support the promotion of improved pedestrian and multi-modal path networks for all ages and ranges of mobility throughout their daily activities within the community and with connectivity to neighbouring communities.
- d) Encourage regulations and policy changes that support and strengthen multi-modal active transportation and transit.
- e) Review and consider active transportation policy in a regional context as it affects Maple Ridge, and provide options on how to advance, promote, and improve the movement of people and goods within the region.
- f) Review and make recommendations to Council with regards to active transportation initiatives proposed by other levels of government and/or agencies.

SUBCOMMITTEES

- 11. Time-duration subcommittees may be established by the Chair or Council focused on a specific purpose and be inclusive of individuals and representatives that bring an informed voice (local and external experts) to the subject matter being explored. The subcommittees will be designed to support specific bodies of work of the Committee and will report to the Committee on a regular basis.

MEDIA CONTACT

- 12. The Chairperson or other person appointed by the Committee shall be the spokesperson for the media and other public information sources.

READ a first time the 12th day of January, 2016.

READ a second time the 12th day of January, 2016.

READ a third time the 12th day of January, 2016.

ADOPTED the 26th day of January, 2016.

PRESIDING MEMBER

CORPORATE OFFICER

Active Transportation Advisory Committee
January 2016
Terms of Reference

Annual Budget:

\$2,000, any additional budget requirements to be submitted through Business Planning

Number of Meetings Per Year:

Quarterly meetings of the Committee, additional meetings may be called by the Chair
Subcommittee meetings between main meetings

Meeting Date, Time and Location:

Third Wednesday of the month, 7:00 pm in the Blaney Room

Membership:

The Committee is comprised of the following 11 members:

- One Council liaison, one alternate Council liaison
- One member from Municipal Advisory Committee on Accessibility Issues
- One member from School District No. 42
- Three members from the community-at-large
- One member at large with a cycling interest
- One member representing the business community
- One member representing the seniors' community
- One youth representative (aged 25 years or under)
- One member from Ridge Meadows RCMP

Mandate:

The Active Transportation Advisory Committee is appointed for the purpose of advising Council on strategic priorities, planning, policies and mobility issues relating to transportation in Maple Ridge, using the Transportation Plan as a guide. The Committee shall work towards creating, promoting, and improving an efficient, affordable, and safe transportation network that supports a variety of transportation choices.

About the Committee:

The Active Transportation Advisory Committee will:

- Support the promotion of public education and awareness on the benefits, necessities and safety aspects of active transportation facilities.
- Advise on matters related to active transportation as it relates to; active workplace travel, active commuting, active recreation, and active destination-oriented trips.
- Support the promotion of improved pedestrian and multi-modal path networks for all ages and ranges of mobility throughout their daily activities within the community and with connectivity to neighbouring communities.
- Encourage regulations and policy changes that support and strengthen multi-modal active transportation and transit.

- Review and consider active transportation policy in a regional context as it affects Maple Ridge, and provide options on how to advance, promote, and improve the movement of people and goods within the region.
- Review and make recommendations to Council with regards to active transportation initiatives proposed by other levels of government and/or agencies.

Quorum:

50% + 1

City of Maple Ridge

Public Works & Development Services–Active Transportation Advisory Committee Business Plan 2019 – 2023

Committee Purpose

- The bylaw enacting the Active Transportation Advisory Committee was given final reading on January 26, 2016. The Active Transportation Advisory Committee was formed to advise Council on strategic priorities, planning, policies and mobility issues relating to transportation in Maple Ridge, using the Strategic Transportation Plan as a guide.

Committee Structure and Members

- The Active Transportation Advisory Committee is comprised of 11 members, which include: one Council liaison, one alternate Council liaison, one member from the Municipal Advisory Committee on Accessibility Issues, one member from School District No. 42, three members from the community-at-large, one member at large with a cycling interest, one member representing the business community, one member representing the seniors' community, one youth representative (aged 25 years or under) and one member from Ridge Meadows RCMP.

Ongoing Deliverables

- Provide input on Regional transportation issues as requested such as Mobility Pricing, B-Line bus expansion, and the development of an Area Transit Plan.

Prior Years' Deliverables

Action Item	Status or Outcome	% Complete (and ETA if not 100%)
The committee will review the current Strategic Transportation Plan and use the document to establish a Work Plan, and identify other issues that are of interest.	Complete	100%
ATAC will work on finalizing a Work Plan for 2018. Areas of interest include the consideration of pedestrian and bicycle infrastructure improvements throughout the City, considering areas where facilities are deficient.	Complete	100%

New Deliverables for 2019 (highlights only) – Any incomplete items from prior years may also form part of the 2019 workplan.

Action Item	Lead	ETA
Participate in the updated Area Transportation Plan for Maple Ridge and Pitt Meadows – Pedestrians, Cycling, Transit	Mgr Trans	Q3 2019
Develop Work Plan for 2019	Mgr Trans	Q2 2019

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

1. Maple Ridge Agricultural Advisory Committee Amending Bylaw No. 6667-2009
2. Maple Ridge Agricultural Advisory Committee Amending Bylaw No. 6797-2011
3. Maple Ridge Appointments – Alternates: Amending Bylaw No. 7311-2017

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

CORPORATION OF THE DISTRICT OF MAPLE RIDGE

BYLAW NO. 6471-2007

A Bylaw to establish an Agricultural Advisory Committee

WHEREAS Council is authorized to establish by bylaw an Agricultural Advisory Committee pursuant to Part 27 of the Local Government Act;

AND WHEREAS Council considers that it is in the public interest to establish an Agricultural Advisory Committee to advise the Council in respect of agricultural matters and to undertake and support activities in the District that promote farming and assist in the protection of agricultural lands.

NOW THEREFORE, the Council of the Corporation of the District of Maple Ridge in open meeting assembled, **ENACTS AS FOLLOWS:**

1.0 TITLE

This bylaw may be cited for all purposes as "Maple Ridge Agricultural Advisory Committee Bylaw No.6471-2007"

2.0 INTERPRETATION

"Committee" means the Agricultural Advisory Committee established under Section 3.

3.0 ESTABLISHMENT, COMPOSITION, AND APPOINTMENT OF COMMITTEE

3.1 There is hereby established an Agricultural Advisory Committee known as the Maple Ridge Agricultural Advisory Committee.

3.2 The Committee shall be composed of not less than 13 and not more than 16 members including non-voting members;

6667-2009
6797-2011

3.3 Membership on the Committee shall consist of:

Voting Members:

- a) Two members from Council;
- b) One member nominated by the Haney Farmer's Market;
- c) One member nominated by the Agricultural Fair Board;
- d) Five members actively involved in the agricultural sector appointed by Council;
- e) A maximum of 4 members-at-large appointed by Council with priority given to those who reside in Maple Ridge and are knowledgeable about agriculture;
- f) One member nominated from the Maple Ridge Economic Advisory Commission.

Non-Voting Members:

- g) One member from the Agricultural Land Commission who shall serve as a liaison and attend when available to do so;
- h) One member from the Ministry of Agriculture, Food, and Fisheries who shall serve as a liaison and attend when available to do so;

7311-2017

- i) Council may choose to appoint members in a different configuration than that listed here if an applicant meeting the specific membership description cannot be found to fill a vacancy and an application is received from an alternate applicant without the specific membership description but who would be an asset to the Committee

- 3.4 At the first meeting of the year, voting members will appoint a Chairperson and Vice Chairperson. The Vice-Chairperson will act in the absence of the Chairperson.

6667-2009

- 3.5 After initial appointments, Council appointed Members of the Committee shall be appointed pursuant to Section 3.3 for a two year term, in the month of September to commence their term of office on January 1st of the following year.
- 3.6 Subject to Section 3.7, all members shall hold office until the later of December 31st or until their successors are appointed. Members shall be eligible for re-appointment to a maximum of three (3) successive terms.
- 3.7 When the membership of the Committee falls below seven (7) any vacancy occurring in the membership of the Committee shall be filled forthwith by the Council for the unexpired term of vacancy. Any member appointed in mid-term shall be eligible upon conclusion of the term for reappointment to a maximum of three (3) successive terms.
- 3.8 The Council may terminate the appointment of any member of the Committee, and Council will provide notice and the reason for such termination in writing.
- 3.9 The Chairperson shall advise Council immediately in writing of any member who has been absent from meetings of the Committee for three (3) consecutive meetings without prior leave of absence having been granted by the Committee. Leaves of Absence greater than three (3) consecutive meetings may, by a majority vote of the Committee, be granted when the request for the Leave of Absence is received in writing, prior to the said Leave taking place.
- 3.10 No member of the Committee shall receive any remuneration for services, however, a member shall be reimbursed for any reasonable out of pocket expenses incurred on behalf of and previously approved by the Committee.

4.0 TERMS OF REFERENCE

- 4.1 The Committee is appointed for the purpose of advising the Council on agricultural matters and undertaking and providing support for such activities as benefit and provide for the advancement of agricultural activities in the District.

5.0 DUTIES OF COMMITTEE

- 5.1 The Committee will:
- i) advise Council on any matter referred to it by the Council;
 - ii) undertake and provide support for such agricultural activities as approved by Council;
 - iii) present an annual report to Council, setting out its activities and accomplishments for the previous year, and include any financial statements which Council requires;
 - iv) meet not less than once per quarter, each calendar year, unless otherwise directed by Council.
- 5.2 The Committee may:
- a) develop and implement educational and public awareness programs related to agriculture in the District;
 - b) support projects that promote local agriculture;
 - c) make recommendations on agricultural policies and advise Council on policy issues relating to agricultural land and appropriate land uses in agricultural areas.

6.0 OPERATIONS OF COMMITTEE

6667-2009

- 6.1 The Committee may adopt such rules for its procedures consistent with the provisions of the Community Charter, Council Procedures Bylaw No. 6472-2007 or this Bylaw as it may deem expedient and may alter, amend or vary the same as it may be required provided that copies of such rules and procedure and variations and amendments of the rules shall forthwith be forwarded to the Manager of Legislative Services.
- 6.2 The Committee shall hold regular meetings, at such time and place within the District as it may decide, and the presence of 50% +1 of the voting members in office shall constitute a quorum.
- 6.3 The Chairperson, or any two (2) members may summon a special meeting of the Committee by giving at least four (4) days notice in writing to each member stating the purpose for which the meeting is called.
- 6.4 The Chairperson may appoint sub-committees from within the Committee as he or she may deem necessary.
- 6.5 All members of the Committee, including the presiding member, may vote on questions before it, and in all cases where the votes of the members present are equal for and against the question, the question shall be negated. Any member

then present who abstains from voting shall be deemed to have voted in the affirmative.

- 6.6 The Chairperson shall preserve order and decide all points of order which may arise, subject to an appeal to the other members present. All such appeals shall be decided without debate.
- 6.7 All questions before the Committee shall be decided by a majority of the members present at the meeting.
- 6.8 No act or other proceedings of the Committee shall be valid, unless it is authorized by resolution at a meeting of the Committee.

6667-2009

- 6.9 All meetings of the Committee shall be open to the public except that a part of a meeting may be closed to the public where in accordance with the Community Charter the subject matter considered falls within those classes of matters that may be considered closed. Before a meeting or part of a meeting is to be closed the Committee must state, by resolution, the fact that the meeting is to be closed and the basis for such closure.
- 6.10 Staff of the District of Maple Ridge shall be assigned to provide the Committee with technical advice, and required secretarial and minute services.
- 6.11 The Council may include in its annual budget such sums as are necessary to defray the expenses of the Committee. The Committee shall provide a detailed budget proposal to Council on or before October 1st of the year preceding the budget.
- 6.12 Subject to District of Maple Ridge Purchasing Policy 5.45, the Committee may hire consultants based on its approved budget to assist in implementing the duties specified in Part 5.0 and subject to the District Purchasing Policy.

7. CONFLICT OF INTEREST

- 7.1 If a Committee member attending a meeting of the Committee considers that he or she is not entitled to participate in the discussion of a matter or to vote on a question in respect of a matter because the member has a direct or indirect pecuniary interest in the matter or for any other reason, the member must declare this and state the general nature of why the member considers this to be the case.
- 7.2 After making the declaration, the Committee member:
 - a) must not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter;
 - b) must immediately leave the meeting or that part of the meeting during which the matter is under consideration; and
 - c) must not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.

6667-2009

- 7.3 When the member's declaration is made, the person recording the minutes of the meeting must record the member's declaration, the reasons given for it, and times of

the member's departure from the meeting room, and if applicable, the member's return.

8. **MEDIA CONTACT**

The Chairperson or other person appointed by the Committee shall be the spokesperson for the media and other public information sources.

9. **INTERPRETATION**

Wherever the singular or the masculine are used in the Bylaw, the same shall be construed as meaning the plural or the feminine or the body politic or corporate where the context or the parties hereto so require.

READ a first time the 27th day of February, 2007

READ a second time the 27th day of February, 2007

READ a third time the 27th day of February, 2007

RECONSIDERED AND FINALLY ADOPTED the 13th day of March, 2007

MAYOR

CORPORATE OFFICER

Agricultural Advisory Committee
November 2015

Terms of Reference

Annual Budget:

2016 - \$10,000

2017 - \$2,000, any additional budget requirements to be submitted through Business Planning

Number of Meetings Per Year:

Quarterly meetings of the Committee, additional meetings may be called by the Chair
Sub-committee meetings between main meetings

Meeting Date, Time and Location:

Fourth Thursday of the month at 7:00 pm in the Blaney Room

Membership:

The Committee is comprised of the following members:

Voting Members:

- One Council liaison, one alternate Council liaison
- One member nominated by the Haney Farmer's Market
- One member nominated by the Agricultural Fair Board
- Five members actively involved in the agricultural sector appointed by Council
- A maximum of four members-at-large appointed by Council with priority given to those who reside in Maple Ridge and are knowledgeable about agriculture

Non-Voting Members:

- One member from the Agricultural Land Commission who shall serve as a liaison and attend when available to do so;
- One member from the Ministry of Agriculture, Food and Fisheries who shall serve as a liaison and attend when available to do so.

Mandate:

To be determined following completion of the prioritization of the goals of the Agricultural Plan.

Quorum:

7

City of Maple Ridge
Public Works & Development Services – Agricultural Advisory Committee
Business Plan 2019 – 2023

Committee Purpose

- The Agricultural Advisory Committee, established in June 2007, has been set up to advise Council on agricultural issues and to engage in activities to support the agricultural sector. The committee works in collaboration with related agencies and organizations involved in the promotion of agriculture, the protection of farmland and the recognition of the need for food security.

Committee Structure and Members

- The Agricultural Advisory Committee consists of between 13 and 16 members. Eight of these members are appointed by Council. Councillor Craig Speirs is the Council Liaison for this Committee. Councillor Kiersten Duncan is the alternate. The remaining representatives are nominated and appointed by their respective agencies, organizations and governments.

Ongoing Deliverables

- Provide Council with advice and direction on agricultural issues and projects.
- Organize Golden Harvest
- Support the Food Garden Contest
- Support the development of educational displays and speakers
- Produce web-based information linking consumers with local products
- Build Relationships in the following ways:
 - Continue Grant Application Process
 - Support Country Fest, 4H Clubs, and the Maple Ridge Garden Club
 - Support the Haney Farmers Market Society.
 - Hold Farmer Education Awards and Agricultural Recognition Awards
 - Receive updates from the Economic Development Department and the Economic Development Commission
 - Invited and active representation on the Metro Vancouver Agricultural Advisory Committee
 - Annual events with neighbouring Agricultural Advisory Committees and Metro Vancouver Agricultural Advisory Committee
 - Committee development through conferences, tours, and other events
 - Support and attend Intersections Networking Event
 - Connect with like-minded local agencies and non-profit organizations

Found Milestones

- N/A

Prior Years' Deliverables

Action Item	Status or Outcome	% Complete (and ETA if not 100%)
Complete Development Permit Area Guidelines to protect agricultural land.	In progress; AAC staff liaison in conjunction with the Planning Department	100% Q1 2019
Complete a Needs Assessment on the feasibility of a food hub. This assessment required the services of a consultant.	Consultant engaged and work is nearly complete; AAC staff liaison, and Food Hub sub-committee. Results will be reported to Council.	100% Q4 2018
Develop a backyard chickens program to permit the keeping of chickens in residential areas. Results will be reported to Council.	Engagement complete; AAC staff liaison. Results will be reported to Council.	100% Q2 2019
Continue to work with Economic Development and other organizations to develop an effective approach to continue use of the True North Fraser brand.	Incorporated review of the True North Fraser brand within the Food Hub Needs Assessment. AAC staff liaison and sub-committee to provide assistance following Food Hub Recommendations in 2018. Results will be reported to Council.	25% Q3 2019
Review and establish priorities for new projects in the development and implementation of the Agricultural Plan.	AAC staff liaison and AAC. Results will be reported to Council.	25% Q2 2019

New Deliverables for 2019 (*highlights only*) – Any incomplete items from prior years may also form part of the 2019 workplan.

Action Item	Lead	ETA
Food Hub Phase 2	AAC	Q4 2019
New Identified Priorities (when approved by Council)	AAC	Q4 2019

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

1. Maple Ridge Community Heritage Commission By-law No. 5908-2000
2. Maple Ridge Community Heritage Commission Amending By-law No. 5928-2000
3. Maple Ridge Community Heritage Commission Amending By-law No. 6356-2005
4. Maple Ridge Community Heritage Commission Amending Bylaw No. 7199-2016
5. Maple Ridge Committee Appointments – Alternates: Amending Bylaw No. 7311-2017

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

CORPORATION OF THE DISTRICT OF MAPLE RIDGE

BYLAW NO. 5908 - 2000

A Bylaw to establish a Community Heritage Commission

WHEREAS:

- A. The Council is authorized to establish by bylaw a community heritage commission pursuant to Part 27 of the Local Government Act; and
- B. The Council considers that it is in the public interest to establish a community heritage commission to advise the Council in respect of heritage conservation and to undertake and support activities that promote and assist in the conservation of the heritage of the District.

NOW THEREFORE IN OPEN MEETING ASSEMBLED, THE COUNCIL ENACTS AS FOLLOWS:

1. TITLE

This bylaw may be cited for all purposes as "Maple Ridge Community Heritage Commission Bylaw No. 5908-2000".

2. INTERPRETATION

"Commission" means the Community Heritage Commission established under Section 3.

3. ESTABLISHMENT, COMPOSITION AND APPOINTMENT OF COMMISSION

- 3.1 There is hereby established a Community Heritage Commission known as the Maple Ridge Community Heritage Commission.

6356-2005

- 3.2 The Commission shall be composed of not less than 7 persons.

5928-2000
6356-2005
7199-2016

- 3.3 The Commission shall be comprised of the following voting members:
- One Council liaison, one alternate Council liaison
 - Two members nominated by the Maple Ridge Historical Society
 - Four members from the community at large appointed by Council
 - As many other members from persons selected by Council, nominated by citizens or organizations as Council may choose to appoint with priority given to one youth member

7311-2017

- Council may choose to appoint members in a different configuration than that listed here if an applicant meeting the specific membership description cannot be found to fill a vacancy and an application is received from an alternate applicant without the specific membership description but who would be an asset to the Committee.

- 3.4 At the first meeting of the year, voting members will appoint a Chairperson and Vice-Chairperson. The Vice-Chairperson will act in the absence of the Chairperson.
- 3.5 Community-at-Large Members of the Commission shall be appointed pursuant to Section 3.3 for a two year term, in the month of September to commence their term of office on January 1st of the following year.
- 3.6 Subject to Section 3.7, all members shall hold office until the later of December 31st or until their successors are appointed. Members shall be eligible for re-appointment to a maximum of three (3) successive terms.
- 3.7 When the membership of the commission falls below five (5) any vacancy occurring in the membership of the Commission shall be filled forthwith by the Council for the unexpired term of vacancy. Any member appointed in mid-term shall be eligible upon conclusion of the term for reappointment to a maximum of three (3) successive terms.
- 3.8 The Council may terminate the appointment of any member of the Commission, and Council will provide notice and the reason for such termination in writing.
- 3.9 The Chairperson shall advise Council immediately in writing of any member who has been absent from meetings of the Commission for three (3) consecutive meetings without prior leave of absence having been granted by the Commission. Leaves of Absence greater than three (3) consecutive meetings may, by a majority vote of the Commission, be granted when the request for the Leave of Absence is received in writing, prior to the said Leave taking place.
- 3.10 No member of the Commission shall receive any remuneration for services, however, a member shall be reimbursed for any reasonable out of pocket expenses incurred on behalf of and previously approved by the Commission.

7199-2016

- 3.11 The Commission shall hold quarterly meetings, with additional meetings called at the discretion of the Chair; and hold subcommittee meetings between regular committee meetings.

4. TERMS OF REFERENCE

- 4.1 The Commission is appointed for the purpose of advising the Council on heritage conservation matters and undertaking and providing support for such activities as benefit and provide for the advancement of heritage conservation in the District.

5. DUTIES OF COMMISSION

- 5.1 The Commission will:

- a) advise Council on any matter referred to it by the Council;
- b) undertake and provide support for such heritage activities as directed by Council;
- c) present an annual report to Council, setting out its activities and accomplishments for the previous year, and include any financial statements which Council requires;
- d) meet not less than once per quarter, each calendar year, unless otherwise directed by Council.

- 5.2 The Commission may:

- a) develop and implement educational and public awareness programs related to heritage conservation in the District;
- b) support and raise funds for projects of local heritage significance;
- c) make recommendations on heritage policy and advise Council on policy issues relating to heritage property and neighbourhoods;
- d) provide information and advice to an individual or community group regarding heritage conservation and policy, upon receipt of a request from the individual or community group;
- e) establish and administer a grants in aid and financial assistance application process for organizations, institutions, or other groups requiring financial assistance to engage in activities:
 - (i) to conserve or relating to the conservation of heritage property or heritage resources;
 - (ii) to gain knowledge about the community's history and heritage;
 - (iii) to increase public awareness, understanding and appreciation of the community's history and heritage; and
 - (iv) necessary or desirable with respect to conservation of heritage property or heritage resources.

and to evaluate such applications received annually on or before October 31st of each year and recommend to Council grants and financial assistance that the Commission considers ought to be given.

6. OPERATIONS OF COMMISSION

- 6.1 The Commission may adopt such rules for its procedures consistent with the provisions of the Municipal Act or this Bylaw as it may deem expedient and may alter, amend or vary the same as it may be required provided that copies of such rules and procedure and variations and amendments of the rules shall forthwith be forwarded to the Municipal Clerk.
- 6.2 The Commission shall hold regular meetings, at such time and place within the District as it may decide, and four (4) members in office shall constitute a quorum.
- 6.3 The Chairperson, or any two (2) members may summon a special meeting of the Commission by giving at least four (4) days notice in writing to each member stating the purpose for which the meeting is called.

7199-2016

- 6.4 Time-duration subcommittees may be established by the Chair or Council focused on a specific purpose and be inclusive of individuals and representatives that bring an informed voice (local and external experts) to the subject matter being explored. The subcommittees will be designed to support specific bodies of work of the Commission and will report to the Commission on a regular basis.
- 6.5 All members of the Commission, including the presiding member, may vote on questions before it, and in all cases where the votes of the members present are equal for and against the question, the question shall be negatived. Any member then present who abstains from voting shall be deemed to have voted in the affirmative.
- 6.6 The Chairperson shall preserve order and decide all points of order which may arise, subject to an appeal to the other members present. All such appeals shall be decided without debate.
- 6.7 All questions before the Commission shall be decided by a majority of the members present at the meeting.
- 6.8 No act or other proceedings of the Commission shall be valid, unless it is authorized by resolution at a meeting of the Commission.
- 6.9 The minutes of the proceedings of all meetings of the Commission shall be maintained in a Minute Book and when signed by the Chairperson or member presiding shall be forwarded forthwith to the Municipal Clerk.
- 6.10 All meetings of the Commission shall be open to the public except that a part of a meeting may be closed to the public where in accordance with the Municipal Act the subject matter considered falls within those classes of matters that may be considered in-camera. Before a meeting or part of a meeting is to be closed the Commission must state, by resolution, the fact that the meeting is to be closed, and the basis for such closure.

- 6.11 The Council may by resolution authorize the Commission to consider any specific matter in-camera and hereby authorizes the Commission to consider all of the following general matters in-camera:
- a) acquisition or disposition of real or personal property or any interest in them;
 - b) personnel matters; or
 - c) legal advice, opinions and litigation matters
- 6.12 A member of the Planning Department shall serve the Commission as technical advisor.
- 6.13 The Council shall provide the Commission with a secretary to perform such secretarial duties as are required in the conduct of the meetings of the Commission.
- 6.14 The Council may include in its annual budget such sums as are necessary to defray the expenses of the Commission. The Commission shall provide a detailed budget proposal to Council on or before October 1st of the year preceding the budget.
- 6.15 The Commission may hire staff and consultants based on its approved budget to assist in implementing the duties specified in Part 5.0.

7. CONFLICT OF INTEREST

- 7.1 If a Commission member attending a meeting of the Commission considers that he or she is not entitled to participate in the discussion of a matter or to vote on a question in respect of a matter because the member has a direct or indirect pecuniary interest in the matter or for any other reason, the member must declare this and state the general nature of why the member considers this to be the case.
- 7.2 After making the declaration, the Commission member:
- a) must not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter;
 - b) must immediately leave the meeting or that part of the meeting during which the matter is under consideration; and
 - c) must not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.
- 7.3 When the member's declaration is made:
- a) the person recording the minutes of the meeting must record the member's declaration, the reasons given for it, and times of the member's departure from the meeting room, and if applicable, the member's return; and
 - b) the person presiding at the meeting must ensure that the member is not present at the meeting at the time of any vote on the matter.

8. CONDUCT OF MEMBERS

Members should be careful when speaking in public or to the media and should always regard themselves as being regarded by the public as members of the Commission.

9. INTERPRETATION

Wherever the singular or the masculine are used in the Bylaw, the same shall be construed as meaning the plural or the feminine or the body politic or corporate where the context or the parties hereto so require.

10. TRANSITION

10.1 Despite Section 3.5 the members of the Heritage Advisory Committee appointed pursuant to Bylaw No. 4217-1989, with terms in force at the time of the adoption of the Community Heritage Commission Bylaw No. 5908-2000, may continue to serve out the balance of their terms as Commissioners on the Community Heritage Commission. The term shall be considered a term for the purpose of any limitation on the maximum number of successive terms permitted by this Bylaw.

10.2 By-law No. 4217-1989, A Bylaw to Establish a Heritage Advisory Committee, and all amendments thereto are hereby repealed in their entirety.

READ A FIRST TIME this 22nd day of August, 2000.

READ A SECOND TIME this 22nd day of August, 2000.

READ A THIRD TIME this 22nd day of August, 2000.

RECONSIDERED AND FINALLY ADOPTED this 12th day of September, 2000.

Mayor

Clerk

Community Heritage Commission
January 2016

Terms of Reference

Annual Budget:

2016 - \$10,000

2017 - \$2,000, any additional budget requirements to be submitted through Business Planning

Number of Meetings Per Year:

Quarterly meetings of the Committee, additional meetings may be called by the Chair

Subcommittee meetings between main meetings

Meeting Date, Time and Location:

First Tuesday of each month at 7:00 pm in the Blaney Room

Membership:

The Commission is comprised of the following membership:

- One Council liaison, one alternate Council liaison
- Two members nominated by the Maple Ridge Historical Society
- Four members from the community-at-large appointed by Mayor and Council
- As many other members from persons selected by Council, nominated by citizens or organizations as Council may choose to appoint with priority given to one youth member

Mandate:

The Commission is appointed to advise Council on heritage conservation matters and undertakings and to provide support for such activities as benefit and provide for the advancement of heritage conservation in the City.

Quorum:

4

City of Maple Ridge

Public Works & Development Services - Community Heritage Commission

Business Plan 2019 – 2023

Committee Purpose

- The Community Heritage Commission (CHC) is appointed for the purpose of advising the Council on heritage conservation matters for the advancement of heritage conservation in the City.
- The CHC, as a Committee of Council, serves as interface between Council, City staff and the larger community, bringing diverse skills and heritage interests to the implementation of the CHC mandate.
- The CHC implements the Community Heritage Plan 2013 – 2020 with the mandate to:
 - Align the vision and work-plan of the CHC with the heritage policies in the Official Community Plan;
 - Define a clear pathway for the CHC to achieve a heritage vision;
 - Inspire community engagement in local heritage conservation;
 - Increase public awareness of the community benefits of heritage conservation and infrastructure;
 - Promote the development of heritage infrastructure; and
 - Identify the gaps in the existing heritage management program and using this to inform the CHC work plan.

Committee Structure and Members

- The CHC is made up of one member from Council, two members from the Maple Ridge Historical Society and members from the community-at-large (appointed by Council).

Business Perspective/Environmental Scan

- The CHC uses the Heritage Plan document, endorsed by Council in 2013, to help guide the work program for each year. While striving to achieve the community's goals for heritage, the plan does recognize that flexibility is important in order to take advantage of new opportunities that arise in any given year.
- The Plan continues to support the CHC's use of the strong framework that Maple Ridge has built for education and conservation. This year, the CHC Business Plan includes a provision to formally review the Heritage Plan in 2019. Meanwhile, the current Business Plan aligns with the Heritage Plan.
- CHC continues to advocate for the security of and access to the re-housed municipal historic archives. The CHC celebrates the successful move of the collection to interim housing.
- The CHC continues to develop an improved response to financial planning and constraints.
- The CHC intends to continue working towards an effective heritage communication strategy that will include providing City staff and the community with digital access to historic records of the CMR, such as early Council meeting minutes and municipal bylaws, and the updated Heritage Inventory.

Ongoing Deliverables

- Annual Heritage Week Celebration and Education (with community partners), third week in February, includes Heritage Awards event, workshop, walking tours, History Is...Conversation.
- Heritage Marker Inventory (with Parks, Recreation and Culture Department) database maintenance and promotion.
- Open Archives Digitization Project (with Clerks Department and community partners): Phase I - Inventory, and Phase II - Cataloguing

- Updates to Heritage documentation such as the Heritage Register.
- Communications including: heritage brochures and advertising, Heritage Here newsletter, participation in community events and projects.
- Local Voices - Neighbours Talking with Neighbours Program (in partnership with Maple Ridge Public Library).
- Liaison with Heritage organizations including: British Columbia Historical Federation, British Columbia Museums Association, and Heritage BC.

Found Milestones

- Collaboration with the Public Art Steering Committee provided funds to install a power box wrap outlining the Merkley family history.
- Participated in Family Literacy Day in partnership with Historical Society and Family History Group.
- Financial support to the Maple Ridge Library for the purchase of a new microfilm machine.
- Promotion of heritage through participation in local events including the History Goes to Market at the Haney Farmer's Market, Haney House restoration, Maple Ridge Park Play Box launch and Culture Days.

Prior Years' Deliverables

Action Item	Status or Outcome	% Complete (and ETA if not 100%)
Update the Heritage Inventory	Final updated Heritage Inventory document submitted by consultant.	100% Q3 2018
Encourage the production of Statements of Significance to support the maintenance of the Heritage Inventory and facilitate promotion of tangible and intangible heritage features to the Heritage Register	A consultant has been hired to prepare 10 new Statements of Significance that will be added to the Heritage Register.	75% Q4 2018
Having the updated Heritage Inventory available for use by interested parties and to restore its value as a community resource	The 2018 Heritage Inventory is available electronically on the City website.	100% Q3 2018
To partner with other community groups and agencies in the community to plan celebrations of Canada's 150 Anniversary in 2017.	Geocaches will be maintained by CHC for three years. Materials for restocking are in store.	90% Q4 2019
Heritage Marker Inventory Update	ACCESS database has been updated. Transfer to GIS for online mapping is ongoing.	80% Q4 2018
Open Access Digitization Project Phase I	Phase I is substantially completed. As archives have been moved, some double checking is still required.	80% Q2 2018

Action Item	Status or Outcome	% Complete (and ETA if not 100%)
Host CHC Networking Conference with Heritage BC	On hold pending Heritage BC Intentions.	2017- Q4 2019
Field Trip: Each year the CHC strives to sponsor and organize a field trip for CHC members, City Council and staff, Maple Ridge Historical Society, and community at large to broaden understanding and appreciation of heritage.	Cancelled	Q4 2018
Communications Strategy Task Force CHC is mandated in Year 1 (2013) of The Heritage Plan to develop and implement a Communications Strategy. CHC has yet to achieve this goal and will contact other committees of Council to see if they have similar needs and want to enter a partnership on this project.	To be included in 2019 Deliverables.	0% Q4 2018
British Columbia 160 CHC will identify opportunities to participate in provincial celebration of the declaration of the Colony of British Columbia in 1858 at Fort Langley.	On hold pending provincial plans.	0% Q4 2018
Maple Ridge 150 Celebration Planning Maple Ridge was incorporated as a municipality in 1874 and became a city in 2014. Both occasions are worthy of celebration and the CHC will start discussions on planning for community events.	On Hold pending civic plans.	0% Q4 2018
Heritage Incentives Review Supports for heritage property owners, including the City of Maple Ridge, will be reviewed and publicized to encourage tangible recognition and conservation of local heritage assets.	Scope of project and detailed work plan has been determined.	20% Q2 2019
Heritage Conservation Master Plan The Master Plan will provide a coherent management and development tool for municipally and privately owned heritage assets.	RFP drafted and planned for Fall 2018 release.	10% Q2 2019

New Deliverables for 2019 (highlights only) – Any incomplete items from prior years may also form part of the 2019 workplan.

Action Item	Lead	ETA
Review Heritage Plan	CHC	Q3 2019

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

1. Maple Ridge Economic Development Committee Bylaw No. 7204-2016
2. Maple Ridge Economic Development Committee Amending Bylaw No. 7531-2019

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

THE CITY OF MAPLE RIDGE

BYLAW NO. 7204-2016

A Bylaw to establish an Economic Development Committee

WHEREAS Council considers that it is in the public interest to have an Economic Development Committee to advise Council on matters relating to the long term economic health of the community;

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

CITATION

1. This Bylaw shall be cited for all purposes as "Maple Ridge Economic Development Committee Bylaw No. 7204-2016."

DEFINITIONS

2. For the purposes of this Bylaw, unless the context otherwise requires,

"Maple Ridge" means the City of Maple Ridge;

"Committee" means Economic Development Committee established under Section 3;

COMMITTEE COMPOSITION

3. The Committee shall be comprised of the following voting members:
 - One Council liaison, one alternate Council liaison
- 7531-2019
 - Eight community at large members appointed by Council
4. The members at large shall be appointed by resolution of Council and shall serve for a term of two years commencing on January 1st and terminating two years later on December 31st. In order to stagger the terms of appointment to the Committee, three of the first members-at-large will be appointed for a term of one year commencing on January 1st and terminating on December 31st of the same year. Subsequent appointments shall be for a term of two years.

5. Council may choose to remove a member from the Committee for consecutive non-attendance at three meetings (unless previously approved by the Committee) or for any other reason Council believes warrants such removal.
6. The Chairperson shall advise Council immediately in writing of any member who has been absent from meetings of the Committee for three consecutive meetings without prior leave of absence having been granted by the Committee. Leaves of Absence greater than three consecutive meetings may, by a majority vote of the Committee, be granted when the request for the leave of Absence is received in writing, prior to the said leave taking place.
7. The members of the Committee shall serve without remuneration.

PROCEDURES

8. The Committee shall:
 - a) appoint one of their number to act as Chair of the Committee and another member to act as Vice-Chair of the Committee on an annual basis; and
 - b) hold quarterly meetings, with additional meetings called at the discretion of the Chair;
 - c) hold subcommittee meetings between regular committee meetings;
 - d) operate in accordance with the standard operating procedures applicable to all Maple Ridge Committees and Commissions with regard to records keeping, holding closed meetings, conflict of interest, financial management and such other practices, policies and procedures which may be established by Council from time to time.
9. The presence of a majority of voting members shall constitute a quorum.

DUTIES

10. In coordination with the Economic Development Office the Economic Development Committee may:
 - Advise Council on matters related to strengthening our economy;
 - Provide strategic input for consideration of Council;
 - Contribute to an annual business plan and performance measures;
 - Act as an ambassador profiling economic opportunities in Maple Ridge.

SUBCOMMITTEES

11. Time-duration subcommittees may be established by the Chair or Council focused on a specific purpose and be inclusive of individuals and representatives that bring an informed voice (local and external experts) to the subject matter being explored. The subcommittees will be designed to support specific bodies of work of the Committee and will report to the Committee on a regular basis.

MEDIA CONTACT

12. The Chairperson or other person appointed by the Committee shall be the spokesperson for the media and other public information sources.

REPEAL

13. Economic Advisory Commission Bylaw No. 6179-2003, as amended, is repealed.

READ a first time the 12th day of January, 2016.

READ a second time the 12th day of January, 2016.

READ a third time the 12th day of January, 2016.

ADOPTED the 26th day of January, 2016.

PRESIDING MEMBER

CORPORATE OFFICER

Economic Development Committee
January 2016

Terms of Reference

Annual Budget

2016 - \$1,000

2017 - \$2,000, any additional budget requirements to be submitted through Business Planning

Meeting Date, Time and Location

Third Wednesday evening of the month in the Blaney Room

Number of Meetings Per Year

Quarterly meetings of the Commission, additional meetings may be called by the Chair
Subcommittee meetings between main meetings

Membership

The Committee is comprised of 7 members:

- One Council liaison and one alternate Council liaison
- Six Community at Large members

Mandate:

The Economic Development Committee is an advisory body to Council on matters relating to the long term economic health of the community. The EDC is focused on the retention and expansion of existing business and attracting new industrial and commercial investment to create high value, local jobs. In coordination with the Economic Development office the EDC may:

- Advise Council on matters related to strengthening our economy;
- Provide strategic input for consideration of Council;
- Contribute to annual business plan and performance measures;
- Act as an ambassador profiling economic opportunities in Maple Ridge.

Quorum

4

City of Maple Ridge
Corporate Services – Economic Development Committee
Business Plan 2019 – 2023

Committee Purpose

- The Economic Development Committee (EDC) advises Council on matters relating to the economic well-being of Maple Ridge and makes recommendations to further the economic development of Maple Ridge.

The EDC is focused on the retention and expansion of existing business and attracting new industrial and commercial investment to create high value, local jobs. In coordination with the Economic Development Office the EDC may:

- advise Council on matters related to strengthening our economy
- provide strategic input for consideration of Council
- contribute to annual business plan and performance measures
- act as an ambassador profiling economic opportunities in Maple Ridge

Committee Structure and Members

- The Economic Development Committee (EDC) is comprised of seven members, which include six members selected at large and one Council member.

Ongoing Deliverables

- The EDC will meet at least 4 times annually and will support the work of the Task Forces, which will meet as frequently as required to advance specific initiatives.
- The Technology task force will meet at least 6 times to identify key technology themes and develop strategies to encourage growth of technology in Maple Ridge.
- The Innovation Forum task force will meet at least 6 times to support the planning and organizing of the Innovation Forum.
- In 2017 other task forces included Tourism and Home Based Business. These have been wound down as their work has been completed.

Prior Years' Deliverables

Action Item	Status or Outcome	% Complete (and ETA if not 100%)
Deliver an Innovation Week Event, with the theme "Innovation in Emerging Cities." Three streams are being considered which would involve government, education and business. An incremental package has been included for this event.	The Innovation Forum: "Innovation in Emerging Cities" was successfully delivered on April 4, 2018 and was attended by approximately 175 people.	100%
Tourism Task Force – will support the ongoing development and implementation of a tourism program	The Tourism Strategy is complete and was endorsed by Council. Council directed staff to establish a new Tourism Advisory Committee to guide the	100%

Action Item	Status or Outcome	% Complete (and ETA if not 100%)
	implementation of the Tourism Strategy. The work of the Task Force is complete	
Tech Task Force – will assist in the development of a fibre strategy, clean tech, and coordination of Innovation Week	Work is on-going to support an RFEI for fibre, and exploration of a tech hub.	50%
HBB Task Force – will assist with communication relating to the role out of a new Home Occupation by-law, and advocate for home-based business	The Home-based Business (HBB) Task Force provided input to update of the new Home Occupation Bylaw, which was endorsed by Council. Their work is now complete	100%

New Deliverables for 2019 – Any incomplete items from prior years may also form part of the 2019 workplan.

Action Item	Lead	ETA
The Economic Development Committee will guide the organization of the Innovation forum to be held in 2019	<i>Business Retention and Expansion Officer</i>	Q2
The Economic Development will seek input from Council concerning new initiatives it wishes to pursue and will develop an action plan accordingly	<i>Director Economic Development</i>	Q3

Measures/Outcomes

- Successful delivery of the Innovation Forum and will seek input from Council on initiatives to pursue.

City of Maple Ridge
Corporate Services – Tourism Advisory Committee (TAC)
Business Plan 2019 – 2023

Committee Purpose

The Tourism Advisory Committee is appointed for the purpose of advising Council on strategic priorities, relating to delivery of the Tourism Strategy and issues relating to tourism in Maple Ridge. The Committee shall work towards creating, promoting, and developing tourism products for the benefit of residents and visitors alike.

In coordination with the Economic Development Office, the Tourism Advisory Committee may:

- Advise Council on matters related to the tourism sector;
- Provide strategic input for consideration of Council in relation to the delivery of the Tourism Strategy;
- Contribute to an annual business plan and performance measures relating to tourism;
- Act as an ambassador profiling tourism opportunities in Maple Ridge.

Committee Structure and Members

The Committee is comprised of the following 12 voting members:

- One Council liaison, one alternate Council liaison;
- Three accommodations providers representing the properties eligible for the Municipal and Regional District Tax, appointed by Council;
- Six members representing attractions including, arts and culture, heritage, festivals and events, retail and restaurants, destinations and activities, agri-tourism and sports tourism, appointed by Council;
- One representative nominated from the Katzie First Nation,
- One representative nominated from the Kwantlen First Nation.

The Committee shall also be comprised of the following non-voting members:

- One representative nominated from the Chamber of Commerce,
- One representative nominated from the Downtown Maple Ridge Business Improvement Association.

Ongoing Deliverables

- The TAC will meet at least 4 times annually and will support the work of any Task Forces, which will meet as frequently as required to advance specific initiatives.
- The TAC will support the on-going implantation of the Tourism Strategy

Prior Years' Deliverables

Action Item	Status or Outcome	% Complete (and ETA if not 100%)
Seek nominations from the community and recommend appointments by Council of the initial TAC	In progress	Q1 2019

New Deliverables for 2019

Action Item	Lead	ETA
Coordinate at least four meetings of the TAC	<i>Tourism Coordinator</i>	Q4
Establish a work plan for 2019 and deliver specific action plans identified in the Tourism Strategy	<i>Tourism Coordinator</i>	Q4

Measures/Outcomes

- Tourism product development and enhanced exposure for Maple Ridge, resulting in increasing visitation and spending.

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

1. Maple Ridge Committee Appointments – Alternates: Amending Bylaw No. 7311-2017

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

THE CITY OF MAPLE RIDGE

BYLAW NO.7202-2016

A Bylaw to establish an Environmental Advisory Committee

WHEREAS Council is authorized to establish an Environmental Advisory Committee pursuant to the Community Charter;

AND WHEREAS Council considers that it is in the public interest to establish an Environmental Advisory Committee to help provide local perspective and advice to Council with respect to achieving the City's goals, environmental objectives, and accompanying strategic recommendations and directions taken from the current Maple Ridge Official Community Plan and Environmental Management Strategy report, 2014.

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

CITATION

1. This Bylaw shall be cited for all purposes as "Maple Ridge Environmental Advisory Committee Bylaw No. 7202-2016".

DEFINITIONS

2. For the purposes of this Bylaw, unless the context otherwise requires,

"Maple Ridge" means the City of Maple Ridge;

"Committee" means Environmental Advisory Committee established under Section 3;

COMMITTEE COMPOSITION

3. The Committee shall be comprised of the following members:

Voting Members

- One Council liaison, one alternate Council liaison
- Two environmental professionals appointed by Council

- One member nominated by the Alouette River Management Society
- One member nominated by the Kanaka Education and Environmental Partnership Society
- One member nominated by the Community Education on Environment and Development Centre
- One member nominated by the Thornhill Aquifer Protection Study group
- One member nominated by the Ridge Meadows Recycling Society
- Three members from the community at large including at least one youth representative (aged 25 or under) appointed by Council

Non-Voting Members

- Member(s) of Parliament representing Maple Ridge
- Member(s) of the Legislative Assembly of British Columbia representing Maple Ridge
- One member nominated by Metro Vancouver
- One member nominated by the Katzie First Nation
- One member nominated by the Kwantlen First Nation
- One member nominated by the BC Conservation Officer Service

7311-2017

- Council may choose to appoint members in a different configuration than that listed here if an applicant meeting the specific membership description cannot be found to fill a vacancy and an application is received from an alternate applicant without the specific membership description but who would be an asset to the Committee
4. The members at large shall be appointed by resolution of Council and shall serve for a term of two years commencing on January 1st and terminating two years later on December 31st. In order to stagger the terms of appointment to the Committee, one of the first members-at-large will be appointed for a term of one year commencing on January 1st and terminating on December 31st of the same year. Subsequent appointments shall be for a term of two years.
 5. Council may choose to remove a member from the Committee for consecutive non-attendance at three meetings (unless previously approved by the Committee) or for any other reason Council believes warrants such removal.
 6. The Chairperson shall advise Council immediately in writing of any member who has been absent from meetings of the Committee for three consecutive meetings without prior leave of absence having been granted by the Committee. Leaves of Absence greater than three consecutive meetings may, by a majority vote of the Committee, be granted when the request for the leave of Absence is received in writing, prior to the said leave taking place.
 7. The members of the Committee shall serve without remuneration.

PROCEDURES

8. The Committee shall:
 - a) appoint one of their number to act as Chair of the Committee and another member to act as Vice-Chair of the Committee on an annual basis; and
 - b) hold quarterly meetings, with additional meetings called at the discretion of the Chair;
 - c) hold sub-committee meetings between regular committee meetings;

- d) operate in accordance with the standard operating procedures applicable to all Maple Ridge Committees and Commissions with regard to records keeping, holding closed meetings, conflict of interest, financial management and such other practices, policies and procedures which may be established by Council from time to time.

9. The presence of a majority of voting members shall constitute a quorum.

DUTIES

10. The Committee will:
- a) Provide advice to Council on a wide range of existing and emerging environmental issues, trends, and opportunities including strategic planning initiatives, bylaws, and policy development;
 - b) Provide a local perspective on the environment while giving due consideration to the balance between social, economic, and environmental aspects; and
 - c) Identify and advise on ways to build local environmental awareness, to enhance environmental programs, and to continue to promote strong environmental stewardship within the City.

SUBCOMMITTEES

11. Time-duration subcommittees may be established by the Chair or Council focused on a specific purpose and be inclusive of individuals and representatives that bring an informed voice (local and external experts) to the subject matter being explored. The subcommittees will be designed to support specific bodies of work of the Committee and will report to the Committee on a regular basis.

MEDIA CONTACT

12. The Chairperson or other person appointed by the Committee shall be the spokesperson for the media and other public information sources.

READ a first time the 12th day of January, 2016.

READ a second time the 12th day of January, 2016.

READ a third time the 12th day of January, 2016.

ADOPTED the 26th day of January, 2016.

PRESIDING MEMBER

CORPORATE OFFICER

**Environmental Advisory Committee
January 2016**

Terms of Reference

Annual Budget:

\$2,000, any additional budget requirements to be submitted through Business Planning

Number of Meetings Per Year:

Quarterly meetings of the Committee, additional meetings may be called by the Chair
Subcommittee meetings between main meetings

Meeting Date, Time and Location:

Second Wednesday of the month at 7:00 pm in the Blaney Room.

Membership:

The Committee is comprised of the following members:

Voting Members

One Council liaison, one alternate Council liaison
Two environmental professionals
A member from ARMS
A member from KEEPS
A member from the CEED Centre
A member from TAPS
A member from the Ridge Meadows Recycling Society
Three members-at-large including one youth member (aged 19 – 25 years)

Non-Voting Members

MP
MLAs
Metro Vancouver
Katzie First Nation
Kwantlen First Nation
Conservation Officer Service

Mandate:

The Maple Ridge Environmental Advisory Committee will help provide local perspective and advice to Council with respect to achieving the City's goals, environmental objectives, and accompanying strategic recommendations and directions taken from the current Maple Ridge Official Community Plan and Environmental Management Strategy report, 2014. Specific responsibilities of the Committee include, but are not limited to the following:

- Provide advice to Council on a wide range of existing and emerging environmental issues, trends, and opportunities including strategic planning initiatives, bylaws, and policy development;
- Provide a local perspective on the environment while giving due consideration to the balance between social, economic, and environmental aspects; and
- Identify and advise on ways to build local environmental awareness, to enhance environmental programs, and to continue to promote strong environmental stewardship within the City.

Quorum: 5

City of Maple Ridge
Public Works & Development Services – Environmental Advisory Committee
Business Plan 2019 – 2023

Committee Purpose

- The Environmental Advisory Committee (EAC), established in September 2017, has been set up to advise Council on relevant issues along with opportunities to help continue to invest in the protection, management, and enhancement of the natural environment. The EAC was set up to help prioritize and implement Environmental Management Strategy (EMS) recommendations. It was also set up to support environmental awareness and to promote the community's strong values associated with environmental conservationism, stewardship, and sustainability.

Committee Structure and Members

- The Environmental Advisory Committee is comprised of eleven voting members, seven non-voting members, and includes a Council liaison. Five of these members are appointed by Council. The remaining representatives are nominated and appointed by their respective agencies, organizations and governments.

Ongoing Deliverables

- Provide advice to Council on a wide range of existing and emerging environmental issues, trends, and opportunities including strategic planning initiatives, bylaws, and policy development including:
 - Environmental policies and bylaws as well as management strategies or action items;
 - Support any special project requests coming from Mayor and Council;
 - Review & recommend High Priority, Short Term Environmental Management Strategy and Action Items for Council's consideration
 - Support for environmental awareness and outreach opportunities at public events including development of educational displays, web based information, and speakers;

Continue to support and build important relationships in the following ways:

- Support ongoing communications and awareness about municipal environmental initiatives, provide greater clarity around environmental regulations and best practices, raise awareness about local environmental successes & stakeholders
- Support BCIT and UBC ecological design research and educational initiatives through Grant Application process
- Support community stewardship ethic & build connections by attending public events to such as Earth Day & River's Day to help raise local awareness
- Support mutually beneficial environmental initiatives with other municipal advisory committees, educational institutions, senior environmental agencies, non profit organizations, and local volunteers
- Committee development through conferences, tours, and other events

Found Milestones

- Review and support for new municipal Vector Bylaw to help improve waste management and disposal requirements to help minimize wildlife interface issues
- Review and support for Single Use Plastic Awareness Campaign
- Creation of new Subcommittees for EAC including Green Infrastructure and Natural Asset Committee, Sensitive Aquifer Mapping Update Committee, and Watercourse Protection Bylaw Update Committee;
- Commencement of BCIT Urban Forest Inventory Research and Development Project
- Commencement of UBC Urban Forestry Transect and Land Use Study
- Meetings with Public Arts Committee, Heritage Committee, and Agricultural Committee
- Review and endorsement of Soils Bylaw revisions and consultation updates going to Council
- Update membership for members at large and environmental consultants for EAC

Prior Years' Deliverables

Action Item	Status or Outcome	% Complete (and ETA if not 100%)
Develop a Committee Business Workplan and Incremental Report	Resulting action items for 2019 are listed in new deliverables table.	100
Scoping Report for Soils Bylaw	Endorsement by Council to move soils bylaw ahead with consultation program	100
Tree Protection Bylaw 1 Year Review	Successful adoption and review of Bylaw after first full year of implementation	100

New Deliverables for 2019

Action Item	Lead	ETA
Review and update the Watercourse Protection Bylaw Scoping Report for consultation and regulatory updates	EAC staff liaison	3Q – 4Q 2018
Update the OCP Vulnerable Aquifer Mapping and Natural Features Development Permit Guidelines	EAC staff liaison	4Q 2018
Develop a public events & social media outreach strategy including a creek naming, signage, and public art program with assistance of community stakeholders	EAC members AAC members Heritage Committee	1Q – 4Q 2019
Review ongoing Natural Asset inventory & Urban Forest evaluation program with UBC and BCIT. Leverage successful grant approval for \$45,000 for ongoing pilot studies from BCIT.	EAC staff liaison UBC & BCIT staff	1Q – 4Q 2019
Education Outreach and Training Program related to Business Plan deliverables.	EAC members	1Q - 4Q 2019
Exploration of existing language relating to climate targets 2020 and 2050.	EAC staff liaison	2Q 2019

CITY OF MAPLE RIDGE

BYLAW NO. 7344-2017

A Bylaw to establish a Maple Ridge Pitt Meadows Municipal Advisory Committee
on Accessibility and Inclusiveness

WHEREAS the Councils of the City of Maple Ridge and City of Pitt Meadows considers that it is in the public interest to have a Municipal Advisory Committee on Accessibility and Inclusiveness to advise Council on the enhancement of accessibility and inclusivity for present and future citizens of Maple Ridge and Pitt Meadows.

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

CITATION

1. This Bylaw shall be cited for all purposes as “Maple Ridge and Pitt Meadows Municipal Advisory Committee on Accessibility and Inclusiveness, Bylaw No. 7344-2017”.

DEFINITIONS

2. For the purpose of this Bylaw, unless the context otherwise requires,

“Maple Ridge” means the City of Maple Ridge;

“Pitt Meadows” means the City of Pitt Meadows;

“Council” means the Councils of Maple Ridge and of Pitt Meadows;

“Committee” means Municipal Advisory Committee on Accessibility and Inclusiveness.

MANDATE

3. The purpose of the Committee is to advise and/or inform the Council of Maple Ridge and Pitt Meadows, municipal departments, community agencies and general public on accessibility and inclusiveness.

COMMITTEE COMPOSITION AND APPOINTMENT

4. The Committee shall be comprised of the following voting members:
 - One Council liaison from the City of Maple Ridge
 - One Council liaison from the City of Pitt Meadows
 - One member nominated by School District No. 42 School Board
 - One member nominated by Fraser Health
 - One member nominated by Ministry of Children and Family Development
 - One member nominated by Ministry of Social Development and Innovation

- One member nominated by Ridge Meadows Association for Community Living
 - One member nominated by Maple Ridge and Pitt Meadows Community Services
 - One member nominated by Maple Ridge and Pitt Meadows Family Education and Support Centre
 - One member nominated by BC Special Olympics (local representative)
 - One member representing service provision in the area of poverty reduction
 - One member representing Maple Ridge Youth
 - One member representing Pitt Meadows Youth
 - One member representing Ridge Meadows Seniors Society
 - One member representing the LGBTQ2S Community
 - A minimum of two members at large from each community, to a maximum of eight members at large
5. The members at large shall be appointed by resolution of the Council of the City in which the member resides. They shall serve for a term of two years commencing on January 1 and terminating two years later on December 31. In order to stagger the terms of appointment to the Committee, four of the first members-at-large will be appointed for a term of one year commencing on January 1 and terminating on December 31 of the same year. Subsequent appointments shall be for a term of two years.
 6. Council may choose to appoint members in a different configuration than listed if an applicant meeting the specific membership description cannot be found to fill a vacancy, or if an application is received from an alternate applicant without the specific membership description but who would be considered an asset to the Committee.
 7. Council may choose to remove a member from the Committee for consecutive non-attendance at three meetings (unless previously approved by the Committee) or for any other reason Council believes warrants such removal.
 8. The Chairperson shall advise Council immediately in writing of any member who has been absent from meetings of the Committee for three consecutive meetings without prior leave of absence having been granted by the Committee. A leave of absence greater than three consecutive meetings may through a majority vote from the Committee be granted; when the request for the leave of absence is received in writing, prior to the said leave taking place.
 9. The members of the committee shall serve without remuneration.

PROCEDURES

10. The Committee will:
 - a) Appoint one of their members to act as Chair of the Committee and another member to act as Vice-Chair of the Committee on an annual basis;
 - b) Hold bi-monthly meetings, with no meetings in July or August, with additional meetings called at the discretion of the Chair;
 - c) Hold subcommittee meetings between regular committee meetings;

- d) Operate in accordance with the standard operating procedures applicable to all Committees and Commissions of Council with regard to records keeping, holding closed meetings, conflict of interest, financial management and such other practices, policies and procedures which may be established by Council from time to time (including the Council Procedure Bylaws of each City).
11. The presence of a majority of voting members shall constitute a quorum.
12. Meetings are open to the public.

DUTIES

13. The Committee will:
- a) Advise and/ or inform Council, City departments, community agencies and organizations and the communities on accessibility and inclusiveness by:
 - a. Identifying best practices;
 - b. Implementing a community wide survey on accessibility and inclusiveness once every three years (or as directed by Council);
 - c. Advising and/or informing Council of relevant legislation.
 - b) Provide leadership and advocacy through City and community partnerships which emphasize community awareness of accessibility and inclusiveness by:
 - a. Responding and/or directing community enquiries and/or concerns;
 - b. Recognizing existing and/or future community barriers and advise Council accordingly.
 - c) Recognize leadership, innovation and champions within the City, agencies and organizations and the community by:
 - a. Hosting annual “ Accessibility and Inclusiveness Awards”;
 - b. Providing annual community promotions pertaining to the MACAI committee and accessibility and inclusiveness best practices.

SUBCOMMITTEES

14. Time duration subcommittees can be established by the Chair focused on a specific purpose and is inclusive of individuals and representatives that bring an informed voice (local and external experts) to the subject matter being explored. The subcommittees will be designed to support specific bodies of work of the Committee and will report to the Committee on a regular basis.

MEDIA CONTACT

15. Staff Liaison or Chairperson, or designate shall act as the spokesperson.

REPEAL

16. Municipal Advisory Committee on Accessibility Issues Bylaw No. 5845-1999, as amended, is repealed.

READ a first time the 27th day of June, 2017.

READ a second time the 27th day of June, 2017.

READ a third time the 27th day of June, 2017.

ADOPTED the 11th day of July, 2017.

PRESIDING MEMBER

CORPORATE OFFICER

**Municipal Advisory Committee on Accessibility Issues
January 2016**

Terms of Reference

Note:

As the Municipal Advisory Committee on Accessibility Issues is a joint committee with the City of Pitt Meadows under the umbrella of the Joint Parks and Recreation Agreement, the Task Force is recommending that the amendments identified not be considered at this time. This committee will be included in the transitioning process to separate Parks and Recreation services.

Annual Budget

\$2,000, any additional budget requirements to be submitted through Business Planning

Meeting Date, Time and Location

Third Thursday of each month at 5:00 p.m.

Meetings alternate between the Blaney Room at Maple Ridge City Hall and the Meadows Room at Pitt Meadows City Hall.

Number of Meetings Per Year

Quarterly meetings of the Committee, additional meetings may be called by the Chair
Subcommittee meetings between main meetings

Membership

The Committee is comprised of 15 members:

- One Council liaison, one alternate Council liaison from the City of Maple Ridge
- One Council liaison, one alternate Council liaison from the City of Pitt Meadows
- One member from the School Board of School District No 42
- One member from the Ministry of Child and Family Development
- One member from the Ministry of Social Development & Social Innovation represented by a community service provider
- One member from the Ridge Meadows Association for Community Living
- One member from the Fraser Health Authority
- Six members-at-large who are residents of Maple Ridge, or employed in Maple Ridge or are eligible to be on the Municipal voters list for the City
- Two members-at-large who are residents of Pitt Meadows, or employed in Pitt Meadows, or are eligible to be on the Municipal voters list for the City.

Mandate:

The purpose of the Committee is to create a more inclusive City and to advise, inform and educate the Councils, municipal departments, community agencies and general public on accessibility and disability issues.

About the Committee:

The Municipal Advisory Committee on Accessibility Issues strives to remove the social, physical and psychological barriers that prevent people with accessibility issues from fully participating in all aspects of community life. The Committee's focus is to create equal access in the areas of employment, education, housing, transportation and recreation. Projects include sensitivity training for municipal staff and residents creating a greater awareness regarding accessibility issues, public facility design consultations and an annual award program.

Quorum: 7

City of Maple Ridge

Community Development, Parks & Recreation Services – Municipal Advisory Committee on Accessibility and Inclusiveness (MACAI)

Work Plan 2019

Vision

Two communities that are accessible to everyone all of the time and that are national leaders in advocating accessibility issues.

Mandate

The purpose of the Committee is to advise and/or inform the Council of Maple Ridge and Pitt Meadows, municipal departments, community agencies and general public on accessibility and inclusiveness.

Values

We commit to the following values when representing this committee:

Equality – Respect – Inclusiveness – Sensitivity – Empathy

Update on Incomplete Items from Prior Years

Deliverable	Status	% Completed
Hosted the Annual Accessibility awards adding a guest speaker to the event	Completed – very well received by all individuals involved	100%
Implemented 3 priority strategies from the AFI Implementation Plan	Completed – Dementia Friendly City; Accessible Senior Transportation Plan; Hosted two municipal walkability studies with key municipal staff and stakeholders.	95% - Final reports are in progress
Investigate and make recommendations for possible solutions to accessible parking within the downtown core: <ul style="list-style-type: none">• Time limits for accessible parking;• Potential parking exemptions for healthcare and homecare providers	MACAI committee met with Engineering and By laws and made a recommendation for parking limits increased, which has been completed and raised to 2 hours in most parts of the city core. Parking exemptions for healthcare providers is ongoing.	50% completed

Ongoing Deliverables:

- Prepare Council related reports regarding MACAI initiatives and/ or recommendations.
- Work with MACAI Chair to conduct orientation sessions as required.
- Host Annual Accessibility Awards.
- Provide annual updates to municipal departments regarding accessibility and inclusiveness, as required.
- Present updates to both Maple Ridge and Pitt Meadows Councils, as required/ requested.

Found Milestones:

- Applied for UBCM funding to be used for 'Place Making, wayfinding and mapping' project.
- Supported the Senior Network 'Dementia Friendly Communities' Initiative.
- Successfully planned a Travel Smart field trip for seniors in partnership with the Seniors Network.

- Successfully applied for and received funding through Travel Smart for a Transportation Initiative 2019, in partnership with Seniors Network
- Successfully applied for \$500 grant through SPARC BC to support the 2018 MACAI Community Awards.

Environmental Scan:

- Limited success in recruiting of Maple Ridge and Pitt Meadows Member at Large
- Limited success in recruiting Agency and Organizational representative's.
- Changes to agency responsibilities may impact future involvement in MACAI initiatives

Service Area Goal: Municipal Advisory Committee on Accessibility

To respond to Council and /or Municipal Department requests for information or recommendations concerning broad accessibility and inclusiveness within the municipalities of Maple Ridge and Pitt Meadows.

(Community Services and Relationships/Partnerships)

Objectives:

- To provide information on accessibility and inclusiveness and where necessary, recommendations to council and/or Municipal departments when requested.
- To identify gaps in community services and set priorities as required.
- To provide a communication link, ensuring open and collaborative communication channels among like service providers.
- To have committee representation that reflects our diverse communities.

Workplan Highlights – 2019 Deliverables

Action	Responsibility	Timeline
Continue to expand the annual Accessibility Awards to include the full scope of MACAI bylaw and celebrate community inclusion.	Staff Liaison (CMP and CPM), sub Committee	Q1
Create promotional material for MACAI, including the development of print and electronic material (ex. Rack card; Facebook page; webpage etc.)	Staff Liaison (CMR and CPM), Sub-committee, PRC Marcomm, CMR Communication Department, CPM Communication Department.	Q2
Review the financial accessibility policies in both City of Maple Ridge and City of Pitt Meadows and make recommendations are required.	Staff Liaison (CMR and CPM), Committee Members	Q3

Workplan Highlights – 2019 Deliverables (Maple Ridge Specific)

Action	Responsibility	Timeline
Implement 2 to 3 priority strategies from the AFI action plan (endorsed by council in May 2016)	Staff Liaison, Sub Committee	Q3
Complete the audit of public parks and facilities of the downtown core (as specified in the Plan H Grant)	Staff Liaison, Sub Committee	Q3

Workplan Highlights – 2019 Deliverables (Pitt Meadows Specific)

Action	Responsibility	Timeline

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

1. Maple Ridge Public Art Steering Committee Bylaw No. 6659-2009
2. Maple Ridge Public Art Steering Committee Amending Bylaw No. 7200-2016
3. Maple Ridge Committee Appointments – Alternates: Amending Bylaw No. 7311-2017

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

CORPORATION OF THE DISTRICT OF MAPLE RIDGE

BYLAW NO 6659- 2009

A Bylaw to delegate authority to a Public Art Steering Committee

WHEREAS the Council may, by bylaw, establish and delegate authority to a Public Art Steering Committee

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

Citation

1. This Bylaw shall be cited for all purposes as "Maple Ridge Public Art Steering Committee Bylaw No.6659 -2009."

Interpretation

2. For the purposes of this Bylaw, unless the context otherwise requires,
"Maple Ridge" means the Corporation of the District of Maple Ridge;
"Committee" means the Maple Ridge Public Art Steering Committee

Public Art Steering Committee

3. Council hereby delegates authority to the Maple Ridge Public Art Steering Committee to carry out the duties defined in Section 10 below.
4. The Committee shall be comprised of the following voting members:
 - a) two artists
 - b) an Arts Council staff member with the appropriate technical expertise to be appointed by the Arts Council Board
 - c) one Landscape Architect, Architect or Municipal Planner familiar with public art programs
 - d) one developer of residential or commercial properties who is active in the Municipality
 - e) one Council liaison, one alternate Council liaison
 - f) one community member

7311-2017

- g) Council may choose to appoint members in a different configuration than that listed here if an applicant meeting the specific membership description cannot be found to fill a vacancy and an application is received from an alternate applicant without the specific membership description but who would be an asset to the Committee.
- 5. The members of the Committee shall be appointed by resolution of Council and shall serve for terms of two years noting that Council may choose to remove a member from the Committee for consecutive non attendance at three meetings (unless previously approved by the Committee) or for any other reason Council believes warrants such removal.
- 6. In order to stagger the terms of appointment to the Committee one of the artists, the community member and one of either the developer or technical professional (Landscape Architect, Architect or Municipal Planner) will be appointed to serve a one year term beginning in May, 2009 and terminating in April 2010.
- 7. Committee members other than the community member may or may not be residents of Maple Ridge.
- 8. No member of the Committee shall serve for more than four consecutive terms.
- 9. The members of the Committee shall serve without remuneration.

Procedures

7200-2016

- 10. The Committee shall:
 - (a) appoint one of their number to act as Chair of the Committee and another member to act as Vice-Chair of the Committee on an annual basis; and
 - (b) hold quarterly meetings, with additional meetings called at the discretion of the Chair;
 - (c) hold sub-committee meetings between regular committee meetings;
 - (d) operate in accordance with the standard operating procedures applicable to all Maple Ridge Committees and Commissions with regard to records keeping, holding closed meetings, conflict of interest, financial management and such other practices, policies and procedures which may be established by Council from time to time.

Duties and Powers

- 11. The Committee shall:
 - (a) recommend criteria for the commission of public art installations to Maple Ridge Council
 - (b) have authority for entering into agreements and contractual obligations within the limitations of approved budgets for the commission of public art installations which meet the criteria noted above;
 - (c) have authority to spend money within an annual budget approved by the Maple Ridge Council.

- (d) submit an annual report to Maple Ridge Council by the end of May each year describing the activities of the previous year.

Other Committees

7200-2016

- 12. Time-duration subcommittees may be established by the Chair or Council focused on a specific purpose and be inclusive of individuals and representatives that bring an informed voice (local and external experts) to the subject matter being explored. The subcommittees will be designed to support specific bodies of work of the Committee and will report to the Committee on a regular basis.

READ a first time on the 14th day of April, 2009.

READ a second time on the 14th day of April, 2009.

READ a third time on the 14th day of April, 2009.

RECONSIDERED AND ADOPTED on the 28th day of April, 2009.

PRESIDING MEMEBER

CORPORATE OFFICER

**Public Art Steering Committee
January 2016**

Terms of Reference

Annual Budget:

\$70,000, annual budget established through Business Planning

Meeting Date, Time and Location:

Last Tuesday of the month at 3:00 pm in the Coho Room

Number of Meetings Per Year:

Quarterly meetings of the Committee, additional meetings may be called by the Chair
Subcommittee meetings between main meetings

About the Committee:

The purpose of the Committee is to:

- Recommend criteria for the commission of public art installations to Maple Ridge Council;
- Enter into agreements and contractual obligations within the limitations of approved budgets for the commission of public art installations which meet the criteria noted above;
- Have authority to spend money within an annual budget approved by the Maple Ridge Council;
- Submit an annual report to Maple Ridge Council by the end of May each year describing the activities of the previous year.

Membership:

The Committee shall be comprised of the following members:

- One Council liaison, one alternate Council liaison
- Two artists
- An Arts Council staff member with the appropriate technical expertise to be appointed by the Arts Council Board
- One Landscape Architect, Architect or Municipal Planner familiar with public art programs
- One developer of residential or commercial properties who is active in the Municipality
- One community member

Quorum

4

City of Maple Ridge
*Parks, Recreation & Culture –
Public Art Steering Committee (PASC)*
PASC Work Plan Items in 2019-2023 PRC Business Plan

Goal 4: Supportive Environment - Ensure the provision of supportive physical and social environments that encourage participation in recreation and build strong, caring communities.

Action Item	Lead	ETA
Work with Economic Development and Planning to support and develop collaborative placemaking activities in line with the Tourism Strategy and Culture Plan by providing public art opportunities for a variety of community partners, including Katzie and Kwantlen First Nations, to animate public spaces and neighbourhoods, celebrate a greater sense of place and foster an appreciation for local histories. Includes: <ul style="list-style-type: none">▪ Commissioning of 3-4 new public artworks through infrastructure projects▪ Temporary program opportunities.	Yvonne	Q4
Expand the Artists in Residence program to include three new artists in residence: two live-in opportunities at Fern Crescent and Port Haney, and one new studio residency at the Greg Moore Youth Centre with a focus on Maple Ridge's story and priorities in Parks, Recreation & Culture strategies.	Yvonne	Q3-Q4

Measures/Outcomes

- Enhance mental and social wellbeing by creating supportive social environments in the settings where people live, learn, work and play.
- Develop and implement targeted recreation education campaigns that increase knowledge about how recreation contributes to enjoyment and quality of life, and help people acquire the skills and attitudes they need to plan for making recreation a part of their lives.
- Adopt a strategic approach to community building that features alignment and collaboration with other community initiatives.

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

1. Maple Ridge Committee Appointments – Alternates: Amending Bylaw No. 7311-2017

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

THE CITY OF MAPLE RIDGE

BYLAW NO. 7203-2016

A Bylaw to establish a Social Policy Advisory Committee

WHEREAS Council considers that it is in the public interest to have a Social Policy Advisory Committee to advise Council on the enhancement of the social well-being of present and future citizens of Maple Ridge;

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

CITATION

1. This Bylaw shall be cited for all purposes as "Maple Ridge Social Policy Advisory Committee Bylaw No. 7203-2016".

DEFINITIONS

2. For the purposes of this Bylaw, unless the context otherwise requires,

"Maple Ridge" means the City of Maple Ridge;

"Committee" means Social Policy Advisory Committee established under Section 3;

COMMITTEE COMPOSITION

3. The Committee shall be comprised of the following voting members:
 - One Council liaison and one alternate Council liaison
 - One member nominated by the School District #42 School Board
 - One member nominated by Fraser Health
 - Two members nominated by the Maple Ridge Pitt Meadows Katzie Community Network (representing network agencies and special populations)
 - One member nominated by the Maple Ridge Pitt Meadows Katzie Seniors Network
 - One member from the business community appointed by Council
 - One member nominated by the Ridge Meadows RCMP
 - Three members from the community at large appointed by Council

- One member at large (aged 19 - 25 years) representing the youth population appointed by Council

7311-2017

- Council may choose to appoint members in a different configuration than that listed here if an applicant meeting the specific membership description cannot be found to fill a vacancy and an application is received from an alternate applicant without the specific membership description but who would be an asset to the Committee
4. The members at large shall be appointed by resolution of Council and shall serve for a term of two years commencing on January 1st and terminating two years later on December 31st. In order to stagger the terms of appointment to the Committee, one of the first members-at-large will be appointed for a term of one year commencing on January 1st and terminating on December 31st of the same year. Subsequent appointments shall be for a term of two years.
 5. Council may choose to remove a member from the Committee for consecutive non-attendance at three meetings (unless previously approved by the Committee) or for any other reason Council believes warrants such removal.
 6. The Chairperson shall advise Council immediately in writing of any member who has been absent from meetings of the Committee for three consecutive meetings without prior leave of absence having been granted by the Committee. Leaves of Absence greater than three consecutive meetings may, by a majority vote of the Committee, be granted when the request for the leave of Absence is received in writing, prior to the said leave taking place.
 7. The members of the Committee shall serve without remuneration.

PROCEDURES

8. The Committee shall:
 - a) appoint one of their number to act as Chair of the Committee and another member to act as Vice-Chair of the Committee on an annual basis; and
 - b) hold bi-monthly meetings, with no meetings in July or August, with additional meetings called at the discretion of the Chair;
 - c) hold subcommittee meetings between regular committee meetings;
 - d) operate in accordance with the standard operating procedures applicable to all Maple Ridge Committees and Commissions with regard to records keeping, holding closed meetings, conflict of interest, financial management and such other practices, policies and procedures which may be established by Council from time to time.
9. The presence of a majority of voting members shall constitute a quorum.

DUTIES

10. The Committee will:
 - a) Advise Council on the planning and development of municipal strategies and policies related to the social need, social well-being, and social development of a healthy and socially sustainable community;
 - b) Monitor and identify opportunities to recommend for Council to advocate for policy change and service enhancement to meet the social needs of the community based on

- research, community engagement, and monitoring of social indicators of a healthy community;
- c) Provide leadership that encourages partnerships and networks by promoting a collaborative framework that encourages community response to current and emerging social needs;
- d) Be fully aware of the regional context of social issues and advise Council accordingly.

SUBCOMMITTEES

11. Time-duration subcommittees may be established by the Chair or Council focused on a specific purpose and be inclusive of individuals and representatives that bring an informed voice (local and external experts) to the subject matter being explored. The subcommittees will be designed to support specific bodies of work of the Committee and will report to the Committee on a regular basis.

SOCIAL POLICY ENGAGEMENT WORKSHOPS

12. Social Policy Engagement Workshops, designed to encourage broad input and participation, will be held for the purpose of gathering input or feedback on priority topics related to the approved work of the Committee, or regarding emerging issues, for recommendation to the Committee as follows:
 - twice per year a workshop will be held that has decision makers from Provincial Ministries in attendance to discuss social service delivery, opportunities for integration of services at the local level, and potential for addressing emerging issues; and
 - twice per year a networking workshop with Community Network partners will be hosted on specific topics aligned with the Committee priorities.

MEDIA CONTACT

13. The Chairperson or other person appointed by the Committee shall be the spokesperson for the media and other public information sources.

REPEAL

14. Social Planning Advisory Committee Bylaw No. 5972-2001, as amended, is repealed.

READ a first time the 12th day of January, 2016.

READ a second time the 12th day of January, 2016.

READ a third time the 12th day of January, 2016.

ADOPTED the 26th day of January, 2016.

PRESIDING MEMBER

CORPORATE OFFICER

Social Policy Advisory Committee
January 2016

Terms of Reference

Annual Budget:

2016 - \$10,000

2017 - \$2,000, any additional budget requirements to be submitted through Business Planning

Number of Meetings Per Year:

Bi-monthly, no meetings in July or August, the Chair may call additional meetings

Subcommittee meetings between main meetings

Meeting Date, Time and Location:

First Wednesday of the month at 7:00 pm in the Blaney Room.

Membership:

The Committee is comprised of the following 12 voting members:

- One Council liaison and one alternate Council liaison
- A member from the School District #42 School Board
- A member from Fraser Health
- Two members from the MRPMK Community Network (representing network agencies and special populations)
- A member from the MRPMK Seniors Network
- A member from the business community
- A member from the Ridge Meadows RCMP
- Three members from the community at large
- One member at large from the representing the youth population (aged 19-25 years)

Mandate:

The Committee has the mandate to enhance the social well-being of present and future citizens of Maple Ridge by:

- a) Advising Council on the planning and development of municipal strategies and policies related to the social need, social well-being, and social development of a healthy and socially sustainable community;
- b) Monitoring and identifying opportunities to recommend for Council to advocate for policy change and service enhancement to meet the social needs of the community based on research, community engagement, and monitoring of social indicators of a healthy community;
- c) Providing leadership that encourages partnerships and networks by promoting a collaborative framework that encourages community response to current and emerging social needs.
- d) Being fully aware of the regional context of social issues and advising Council accordingly

Sub-Committee(s):

Time-duration Sub-Committees may be established by the Chair or Council focused on a specific purpose and be inclusive of individuals and representatives that bring an informed voice (local and external experts) to the subject matter being explored. The subcommittees would be designed to support specific bodies of work of SPAC and will report to SPAC on a regular basis.

Social Policy Engagement Workshops:

Social Policy Engagement Workshops would be designed to encourage broad input and participation, be held for the purpose of gathering input or feedback on priority topics related to the approved work of the committee, or regarding emerging issues for recommendation to SPAC.

- Twice per year a workshop will be held that has decision makers from Provincial Ministries in attendance to discuss social service delivery, opportunities for integration of services at the local level, and potential for addressing emerging issues.
- Twice per year a networking workshop with Community Network partners will be hosted on specific topics aligned with the Committee priorities.

Quorum:

6

City of Maple Ridge
Parks, Recreation & Culture –
Social Planning Advisory Committee (SPAC)
Work Plan

SPAC work items are located in the agenda of the March 6th Committee Meeting, which can be found on this webpage:

<https://www.mapleridge.ca/DocumentCenter/View/22185/Social-Policy-Advisory-Committee-Minutes-April-2018–March-2019>

City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Update on Non-farm use applications for Cannabis Production in the Agricultural Land Reserve

MEETING DATE: May 28, 2019
FILE NO: 2019-002-RZ
ATTN: Workshop

EXECUTIVE SUMMARY:

At the February 12, 2019 Council Workshop, a discussion paper was presented that outlined recent changes to cannabis regulations at the Federal and Provincial levels. In August 2018, Provincial regulatory changes to permitted cannabis related uses in the ALR established that new indoor cannabis production facilities would need to be soil based or pursue a non-farm use application if their plans included a poured concrete foundation. As a result of these regulatory changes, the accompanying recommendations within the February 12, 2019 Council Workshop report were as follows:

That staff be directed to prepare a policy on the processing of non-farm use applications where required by the Agricultural Land Commission for cannabis cultivation; and

That staff be directed to prepare amendments to the Zoning Bylaw to regulate the processing, cultivation, research, testing, and mail order sales on lands outside of the Agricultural Land Reserve.

On May 8, 2019, the ALC issued a revised bulletin that gave local governments the authority to regulate the types of structures that could be used for cannabis production. The bulletin emphasized that cannabis production was a legitimate farm use, and open field or production that occurred within a soil based structure could not be prohibited by a local government, provided that the facility was operating under federal license. These revisions eliminated the recent requirement to obtain non-farm use approval for a poured concrete foundation, and gave local governments the authority to decide appropriate structures for this use. The ALC also established thresholds for the placement of fill for residential and agricultural uses.

As a result of the recent ALC Bulletin (attached as Appendix A) a policy on the processing of non-farm use applications related to cannabis production is no longer needed. In light of this bulletin, Council may wish to consider amendments to regulate or prohibit non-soils based cannabis production facilities in the ALR.

Although local governments cannot prohibit lawful production in open fields or in entirely soil based structures, or in existing structures intended for growing crops, Council now has greater discretion over other types of structures that could be used for cannabis production within the Agricultural Land Reserve. Based on Council direction, the Zoning Bylaw can be amended to direct the type of structure for cannabis production, the conditions of use (for instance, if community water is required), and if some of these uses could be located outside of the ALR.

RECOMMENDATION:

- 1) That non-farm use applications to the ALC for cannabis production within the ALR be cancelled, with refunds provided to the applicants;
- 2) That staff be directed to prepare Zoning Bylaw amendments for non-soils based cannabis production in the ALR.

a) PLANNING ANALYSIS:

Cannabis legislation has evolved through a series of legislative changes and legal challenges. Cannabis production has been recognized in the Zoning Bylaw since 2014 as medical marihuana, in response to regulatory changes made at Federal and Provincial levels. More recent changes in senior government regulations have rendered the Zoning Bylaw obsolete. The language of the Zoning Bylaw was geared to larger scale facilities with significant setbacks. New licencing options now include more diverse as well as smaller scale operations. The scale and the types of specialized activities that are now possible do not align with the current language of the Zoning Bylaw. For this reason, a review and potential amendments should be reviewed for their appropriateness in the Zoning Bylaw. Some of these amendments could relate to uses within the Agricultural Land Reserve. Other possibilities could include lands designated Rural Residential or Industrial.

Changes to Provincial regulations now give Council the option to prohibit or regulate new non-soils based structures for cannabis production within the ALR. Council has expressed concerns about this use in the community. At the February 12, 2019 Council Workshop, the voiced concerns included light pollution, odours, and the use of groundwater for irrigation. Council also recognized the opportunities that this newly legalized use could bring to the community. Although the requirement for non-farm use approvals have been revised, the questions for directing these uses remain. With a goal to capture potential benefits while mitigating concerns, staff are preparing Zoning Bylaw amendments that will be before Council in the near future.

Two key questions before Council relating to cannabis production in the ALR are:

1. Should non-soils based cannabis production be prohibited, or
2. Should cannabis production be regulated with specific conditions of use?

The second resolution stemming from the February 12, 2019 Council workshop relates to Zoning Bylaw amendments on lands outside the ALR to recognize the diverse licence types now recognized by Health Canada in the production, processing, packaging, and testing functions of the cannabis industry. The appropriate municipal response to this change is consideration of zoning bylaw amendments for these new business activities as principal uses. This work is currently underway and will be before Council soon.

b) INTERGOVERNMENTAL ISSUES:

Agricultural Land Commission. On May 8, 2019, the ALC revised their bulletin initially issued in August 2018. The revised bulletin clarified that all forms of cannabis production under Federal authorization are farm uses although local governments may regulate or prohibit certain kinds of cannabis production. The use of the ALR for producing cannabis lawfully may not be prohibited if the cannabis is produced outdoors, or inside a structure that has a base consisting entirely of soil.

There are currently 3 non-farm use applications for cannabis production facilities. As this approval is no longer required, these applications will be closed with a full refund returned to the applicants. Applicants have been notified of these changes.

The Commission has also revised their rules for the placement of fill in the ALR and removal of soil from the ALR, even when necessary for a farm use. These rules apply to all agriculture including cannabis production. The permissible thresholds for the purpose of constructing a structure for farm use are now 1,000 m2 or less. Where these thresholds are exceeded, either a notice of intent or a non-farm use application will be required.

NEXT STEPS:

As noted previously in this report, two key questions before Council relating to cannabis production in the ALR are:

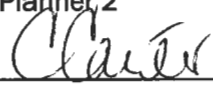
1. Should non-soils based cannabis production be prohibited, or
2. Should cannabis production be regulated with specific conditions of use?

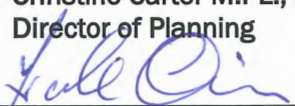
Based on Council discussion and feedback to these questions, staff will prepare zoning bylaw amendments for non-soil based cannabis production in the ALR. Pursuant to previous Council Resolution, a report on zoning options for regulating cannabis production outside of the ALR is also being prepared and is expected to be presented to council in June 2019.

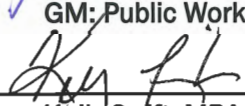
CONCLUSION:

Regulations around cannabis have been rapidly evolving for about a decade. The introduction of legal recreational cannabis has increased the specializations associated with the industry. The most recent change by the ALC has implications for the structure types that can be used for cannabis production purposes, and Council now has greater discretion in determining the structure types that can be used for this purpose. This latest report provided Council with an update of the most recent ALC regulation. Based on these new regulations, Council can prohibit or regulate non-soils based cannabis production facilities, and establish conditions of use within the ALR. Council dialogue on this matter will direct Zoning Bylaw amendments for non-soils based cannabis production facilities in the ALR. More work on Zoning Bylaw amendments for cannabis related activities is underway and will be before Council in the near future.


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


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


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


Concurrence: Kelly Swift, MBA
Acting Chief Administrative Officer

The following appendices are attached hereto:
Appendix A – ALC Information Bulletin # 4

https://www.alc.gov.bc.ca/assets/alc/assets/legislation-and-regulation/information-bulletins/information_bulletin_04_cannabis_production_in_the_alr.pdf



INFORMATION BULLETIN 04

CANNABIS PRODUCTION IN THE ALR

Revised: May 8, 2019
Issued: August 15, 2018

1. SCOPE OF THIS INFORMATION BULLETIN

This information bulletin provides guidance to assist in interpreting the *Agricultural Land Commission Act*, S.B.C. 2002, c. 36 (**ALCA**) and regulations in relation to cannabis production in the Agricultural Land Reserve (**ALR**). The ALCA and regulations will govern if inconsistent with this bulletin.

This information bulletin is directed only to interpretation of the ALCA and regulations. Compliance with the ALCA and regulations in relation to cannabis does not relieve persons from the need to comply with all other applicable laws, regulations and bylaws at the federal, provincial and local government levels.

2. RECENT CHANGES TO STATUTE AND REGULATIONS

Effective February 22, 2019, the ALCA and the Agricultural Land Reserve Use, Subdivision and Procedure Regulation (now the **ALR General Regulation**) were amended and the Agricultural Land Reserve Use Regulation (the **ALR Use Regulation**) was created. Though many concepts contained in the ALCA and regulations remain unchanged, there have been changes related to the use of ALR land for cannabis production. All references in this information bulletin to the ALCA and regulations are as of February 22, 2019, unless otherwise stated.

3. WHETHER CANNABIS PRODUCTION IS A FARM USE

In the past, certain forms of cannabis production, but not others, had been “designated” as farm use by regulation. This was the practice followed when s. 2(2.5) of the former regulation was introduced in July 2018. The fact that certain production required “designation” to be a farm use suggested that non-designated forms of cannabis production:

- were not a farm use; and
- as such, could only be engaged in if the Agricultural Land Commission (the **Commission**) approved a non-farm use application specific to that use.

On February 22, 2019, s. 2(2.5) of the former regulation was repealed and the ALR Use Regulation was created. The ALR Use Regulation addresses cannabis production in s. 8, in a part of the ALR Use Regulation that is entitled “Farm Uses”, and no longer “designates” a

subset of cannabis production as farm use. This regulatory change clarifies that all forms of cannabis production are a “farm use”.

Because all forms of cannabis production are a “farm use”, cannabis production in the ALR does not contravene the ALCA even if engaged in without the Commission’s approval.

However:

- the ALR Use Regulation specifically allows local governments to prohibit cannabis production in certain forms (see section A of this bulletin); **AND**
- certain other activities associated with cannabis production, such as fill placement or soil removal, may still require proponents to engage with the Commission (see section B of this bulletin).

A. Local Government Authority To Prohibit

Local governments play a significant role in determining what kind of cannabis production occurs in their community.

Local governments may regulate or prohibit certain kinds of cannabis production, though may not prohibit all forms of cannabis production.

Section 8 of the ALR Use Regulation provides:

- (1) The use of agricultural land for producing cannabis lawfully may not be prohibited as described in section 4 if the cannabis is produced
 - (a) outdoors in a field, or
 - (b) inside a structure that, subject to subsection (2), has a base consisting entirely of soil.
- (2) The use of agricultural land for producing cannabis lawfully may not be prohibited as described in section 4 if the cannabis is produced inside a structure that meets both of the following conditions:
 - (a) the structure was, before July 13, 2018,
 - (i) constructed for the purpose of growing crops inside it, including but not limited to producing cannabis lawfully, or
 - (ii) under construction for the purpose referred to in subparagraph (i), if that construction
 - (A) was being conducted in accordance with all applicable authorizations and enactments, and

- (B) continues without interruption from the date it began until the date the structure is completed, other than work stoppages considered reasonable in the building industry;
- (b) the structure has not been altered since July 13, 2018 to increase the size of its base or to change the material used as its base.

Section 4 of the ALR Use Regulation provides:

The farm uses referred to in this Part [which includes s. 8] may not be prohibited

- (a) by a local government enactment except a bylaw under section 552 [*farming area bylaws*] of the *Local Government Act*, or
- (b) by a first nation government law, if the activity is conducted on settlement lands.

B. Placing Fill In, And Removing Soil From, The ALR

There are strict rules regarding placement of fill in the ALR and removal of soil from the ALR, **even when necessary for a farm use**, unless limited exceptions are met.

Q. Do the rules on placement of fill in the ALR and removal of soil from the ALR apply to the construction of structures intended to be used for the production of cannabis?

A. Yes. These rules are found in ss. 35-36 of the ALR Use Regulation and apply generally, to the construction of structures for the production of cannabis, subject only to the limited exceptions summarized below.

Typically even where the fill placement or soil removal is for cannabis production, successful completion of a notice of intent and/or use application process is required before the activity can proceed. This is so unless all of the following conditions are met:

- the fill placement or soil removal are for the purpose of constructing a structure for farm use; AND
- the total area from which the soil is removed or on which fill is placed is 1,000 m² or less; AND
- if the area from which the soil is removed or on which the fill is placed is in a floodplain, the resulting elevation level is consistent with the minimum elevation level established under all applicable local government enactments and first nation government laws, if any, respecting flood protection in the floodplain; AND
- the fill **is not, and does not contain**, construction or demolition waste (including masonry rubble, concrete, cement, rebar, drywall and wood waste), asphalt, glass,

synthetic polymers, treated wood, or unchipped lumber, as none of these may be used as fill in the ALR: ALR Use Regulation, ss. 35-36.

See the Commission's Information Bulletin #7 – Soil or Fill Use in the ALR for more information.

4. CONSTRUCTION, MAINTENANCE AND OPERATION OF STRUCTURES NECESSARY FOR FARM USE

Subject to any limits and conditions set out in Part 2 of the ALR Use Regulation, the use of land in the ALR to construct, maintain or operate a structure (including a greenhouse), driveway or utility that is necessary for a farm use is designated as a farm use: ALR Use Regulation, s. 5. A designated farm use may be undertaken without making a use application to the Commission.

Q. What does "subject to any limits and conditions set out in Part 2 of the ALR Use Regulation" mean for the construction of structures intended to be used for cannabis production?

A. The construction of structures for cannabis production are limited by the specific limitations for cannabis production set out at s. 8 of the ALR Use Regulation.

In determining whether an activity is "necessary" for a farm use, consideration must be given to whether the nature and size of the activity is proportionate to the farm use. If a landowner claims that an activity is "necessary" for a farm use that has not yet commenced, issues may arise in respect of whether the proposed use is in fact going to occur, and whether the nature and size of activity characterized as "necessary" will in fact be necessary to that use.

5. STORING, PACKING, PREPARING AND PROCESSING FARM PRODUCTS

The ALR Use Regulation refers to certain other activities potentially related to cannabis that local governments may not prohibit, but may regulate, as described in s. 4 of the ALR Use Regulation, such as certain storing, packing, preparing and processing uses set out in s. 11.

The use of land in the ALR for storing, packing, preparing and processing farm products is designated as a farm use, and as such may be undertaken without application to the Commission, if at least 50% of the farm product is (a) produced either on that agricultural land or by an association (as that term is used in the *Cooperative Association Act*) to which the owner of the agricultural land belongs, or (b) feed required for farm use on that agricultural land: ALR Use Regulation, s. 11(2).