

City of Maple Ridge

COUNCIL WORKSHOP AGENDA

September 29, 2020

11:00 a.m.

Virtual Online Meeting including Council Chambers

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

REMINDER: September 29, 2020 Council Meeting 7:00 p.m. Virtual including Council Chambers

1. APPROVAL OF THE AGENDA

2. ADOPTION OF MINUTES

2.1 Minutes of the September 8, 2020 Council Workshop Meeting

3. PRESENTATIONS AT THE REQUEST OF COUNCIL

4. UNFINISHED AND NEW BUSINESS

4.1 Committee Task Force Review – Phase 3 Recommendations

Staff report dated September 29, 2020 recommending that proposed amendments to Policies 3.10 and 3.11 be approved, that the proposed 2021 Council Appointment Schedule structure be approved, that Advisory Committee members receive a one year term extension, that the Audit and Finance Committee begin meeting in January 2021, and that the Corporate Governance and Human Resources Committee Terms of Reference be approved.

4.2 Economic Development Committee Update

Staff report dated September 29, 2020 providing an update on work carried out by the Economic Development Committee.

4.3 Tourism and Film Sector Update

Staff report dated September 29, 2020 providing an update on Maple Ridge's tourism and film activities.

4.4 New Boulevard Maintenance Bylaw

Staff report dated September 29, 2020 recommending that the report titled "Maple Ridge Boulevard Maintenance Bylaw No. 7666-2020" be forwarded to the October 13, 2020 Council Meeting.

5. CORRESPONDENCE

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

7. MATTERS DEEMED EXPEDIENT

8. NOTICE OF CLOSED COUNCIL MEETING

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

Section 90(1)(a) Personal information about an identifiable individual who holds a position appointed by the municipality.

Section 90(1)(b) Personal information about an individual who is being considered for a municipal award.

Section 90(1)(e) The disposition of land if the council considers that disclosure might reasonably be expected to harm the interests of the municipality.

Section 90(2)(d) A matter that under another enactment is such that the public must be excluded from the meeting - under the *Freedom of Information and Protection of Privacy Act* Section 16(1)(a)(ii)

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

9. ADJOURNMENT

APPROVED BY:


DATE:

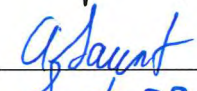
PREPARED BY

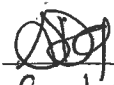
DATE:

CHECKED BY:

DATE:


Sept 28, 2020


Sept. 28, 2020


Sept. 28, 2020

COUNCIL WORKSHOP MINUTES

September 8, 2020

The Minutes of the City Council Workshop held on September 8, 2020 at 11:00 a.m. in the Council Chambers at City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

<i>PRESENT</i>	<i>Appointed Staff</i>
<i>Elected Officials</i>	A. Horsman, Chief Administrative Officer
Mayor M. Morden	D. Boag, General Manager Parks, Recreation & Culture
Councillor J. Dueck	C. Carter, General Manager Planning & Development Services
Councillor K. Duncan	C. Crabtree, Acting General Manager Corporate Services
Councillor C. Meadus	D. Denton, Deputy Corporate Officer
Councillor G. Robson	D. Pollock, General Manager Engineering Services
Councillor R. Svendsen	T. Thompson, Chief Financial Officer
Councillor A. Yousef	<i>Other Staff as Required</i>
	C. Goddard, Director of Planning
	D. Olivieri, Research Technician
	J. Mickleborough, Director of Engineering
	K. Gowan, Planner 1
	L. Zosiak, Manager of Community Planning
	M. Van Dop, Deputy Fire Chief
	M. Vogel, Computer Support Specialist
	W. Dupley, Director, Economic Development and Tourism

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

Note: Due to the COVID-19 pandemic, Councillor Yousef participated electronically.

1. APPROVAL OF THE AGENDA

R/2020-353

It was moved and seconded

That the agenda of the September 8, 2020 Council Workshop Meeting be approved as circulated.

CARRIED

2. ADOPTION OF MINUTES

2.1 Minutes of the July 28, 2020 Council Workshop Meeting

R/2020-354

It was moved and seconded

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

CARRIED

3. PRESENTATIONS AT THE REQUEST OF COUNCIL – Nil

4. UNFINISHED AND NEW BUSINESS

4.1 Community Wildfire Protection Plan Update

Presentation by B.A. Blackwell & Associates Ltd.

- Bruce Blackwell, Principal

Staff report dated September 8, 2020 providing the background of the Community Wildfire Protection Plan update.

Bruce Blackwell, Principal, B.A. Blackwell & Associates provided a presentation and Mr. Blackwell and M. Van Dop, Deputy Fire Chief, responded to questions from Council.

4.2 Commercial and Industrial Strategy: Overview of Industrial Lands for Employment

Staff report dated September 8, 2020 providing a background on the Commercial and Industrial Strategy's recommendations regarding industrial lands and an overview of the work underway to increase industrial designated lands in Maple Ridge.

K. Gowan, Planner 1, provided a detailed presentation and staff responded to questions from Council.

4.3 2020 Citizen Survey Review

Staff report dated September 8, 2020 providing an overview of the draft 2020 Citizen Survey.

D. Olivieri, Research Technician, Corporate Planning & Consultation, provided a detailed presentation and responded to questions from Council.

4.4 Community Leaders Forum

Staff report dated September 8, 2020 providing details on the Community Leaders Forum virtual event being held on October 14, 2020.

W. Dupley, Director Economic Development and Tourism, provided a detailed presentation and staff responded to questions from Council.

5. CORRESPONDENCE

5.1 Municipal Insurance Association of B.C. ("MIABC") Voting Delegate

E-mail dated July 23, 2020 from Claudia Chan, Office, Communications and Systems Administrator, MIABC requesting appointment of a representative and two alternates to represent and vote the interests of the City of Maple Ridge at the September 21, 2020 MIABC 33rd Annual General Meeting.

R/2020-355

It was moved and seconded

That the Executive Director of Legislative Services be nominated as the representative, the Corporate Officer as the first alternate and the Deputy Corporate Officer as the second alternate for the Municipal Insurance Association of B.C. 2020 Annual General Meeting.

CARRIED

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

7. MATTERS DEEMED EXPEDIENT – Nil

8. NOTICE OF CLOSED COUNCIL MEETING

R/2020-356

It was moved and seconded

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

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

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

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

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

CARRIED

9. ADJOURNMENT

M. Morden, Mayor

Certified Correct

D. Denton, Deputy Corporate Officer

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Committee Task Force Review – Phase 3 Recommendations

MEETING DATE: September 29, 2020
FILE NO: 01-0540-01
MEETING: Workshop

EXECUTIVE SUMMARY:

In May 2019 the review of Council's Advisory Committees commenced in alignment with Council's Strategic Plan direction. Phase 1 recommendations in July 2019 to amend committee membership compositions and Council Policy 3.11 were approved. Phase 2 of the review resulted in the implementation of the amendments to Council Policy 3.11 that focused on defining requirements for subcommittees and task forces, and membership composition adjustments.

This report contains Phase 3 recommendations for Council consideration including a revised Policy 3.10 – Council and Staff Liaison Roles and the related Council Appointment Schedule for 2021, amendments to Policy 3.11 – Committees of Council including a new proposed Parks, Recreation and Culture Advisory Committee, and terms of reference for two new Standing Committees of Council - the Audit and Finance Committee and the Corporate Governance and Human Resources Committee.

RECOMMENDATIONS:

1. That Policy 3.10 - Council and Staff Liaison Roles be approved as amended; and
2. That the proposed structure for the 2021 Council Appointment Schedule be approved; and
3. That Policy 3.11 - Committees of Council be approved as amended; and
4. That all Advisory Committee and Commission Members receive a one year extension to their current membership term due to work plan delays related to COVID; and
5. That the Audit and Finance Committee begin meeting in January 2021 in accordance with the revised Terms of Reference; and further
6. That the Corporate Governance and Human Resources Committee Terms of Reference be approved and the Committee begin Fall 2020.

DISCUSSION:

a) Background Context

Council's Strategic Plan 2019-2022 directed that a review be conducted on Council's Advisory Committees. The Advisory Committee Review Task Force (Task Force) comprised of Councillor Dueck, Councillor Yousef and staff began the review in May 2019.

The following Advisory Committees and Commissions are included in this review:

- Agricultural Advisory Committee,
- Community Heritage Commission,
- Economic Development Committee,
- Environmental Advisory Committee,
- Maple Ridge Pitt Meadows Municipal Advisory Committee on Accessibility and Inclusiveness,
- Public Art Steering Committee,
- Social Policy Advisory Committee, and;
- Transportation Advisory Committee.

Due to its unique membership and function the Advisory Design Panel has been excluded from this review.

Phase 1 staff report dated July 23, 2019 outlined the work undertaken, including a survey of existing committee members to understand whether the committees had the resources needed to carry out their mandates, and examined how closely their mandates aligned with Council's strategic priorities.

Phase 2 staff report dated October 29, 2019 detailed further engagement with the Advisory Committee staff liaisons to develop amendments to the Committees of Council Policy 3.11 which were approved by Council. Amendments included the standardization of the Terms of Reference templates and updates to the committee membership structure for balance and diversity. Related Advisory Committee Bylaws were updated/repealed and all Advisory Committees, with the exception of the Community Heritage Commission, now operate under Policy 3.11.

During Phase 3 staff were directed to update Policy 3.10 – Council and Staff Liaison Roles, complete a review of Council appointments including Council's Standing and Select Committees, and connect with the Advisory Committee staff liaisons for a one year check-up on the revised Policy 3.11. The Task Force revisited the Audit and Finance Committee and explored the creation of two new Committees to assist in achieving Council's Strategic Objectives.

1. Review of Policy 3.10 – Council and Staff Liaison Roles

Council Policy 3.10 was last updated in 2010 and required significant updates to clearly define the roles and responsibilities of Council and staff that are appointed or assigned to Regional Government Boards, Advisory Committees and Commissions, Select or Standing Committees, and Outside Agencies. The purpose of the Policy was changed to be instructive to members of Council and staff and to define obligations.

One of the most significant amendments to the Policy is the introduction of the term “Council Delegate” which refers to a member of Council appointed to an Outside Agency to facilitate ongoing discussions between the group and Council. This terminology has been added to clearly differentiate from a Council Liaison role due to the restrictions surrounding a Council member’s role while participating at an Outside Agency’s meeting. To avoid conflicts of interest Council Delegates should provide a Council update and respond to any questions the group may have at the beginning of a meeting; it is imperative that members of Council do not participate in group discussion and must not vote on any matters. It is the intent that this new role will clarify not only the responsibilities of the member of Council but also the expectations of the Outside Agency.

In unique circumstances a Council Liaison may be appointed to an external Committee. Currently the only instance of this is the Youth Planning Table which is a committee of the Maple Ridge Pitt Meadows Katzie Community Network and reports to the City’s Social Policy Advisory Committee.

Council Delegate	Council Liaison
Outside Agency e.g. Chamber of Commerce	Outside Agency e.g. Youth Planning Table
Non-Voting Guest	Full Voting Member in accordance with the Committee’s Terms of Reference
Provides a Council update and answers questions that are not related to personnel, legal matters or other confidential matters	Participates in discussions and voting

The proposed Policy 3.10 containing the following amendments is attached as Appendix A.

Proposed Amendments to Policy 3.10 - Council and Staff Liaison Roles
Additions
New policy statement and definition section
New term “Council Delegate”
Chart illustrating the groups/roles/appointments
Clarification
Metro Vancouver Committee appointments are completed by Metro Vancouver
Restructuring of information for clarity and intent
Items Removed
Wording directing Outside Agencies and/or organizations

2. Review of Schedule for Council Appointments to Regional Government Boards, Advisory Committees and Commissions, Select and Standing Committees, and Outside Agencies

In accordance with Policy 3.10, on an annual basis Council members are appointed to Regional Government Boards, Advisory, Select and Standing Committees and Outside Agencies. The Schedule listing the current 2020 Appointments has been reviewed and updated to mirror the terminology used in the proposed Policy 3.10, to reflect the addition of three new Committees and one Outside Agency, and remove several Outside Agencies that no longer exist. The proposed Schedule for the 2021 Council Appointments is attached as Appendix C.

Should Council approve the proposed Terms of Reference for the Corporate Governance and Human Resources Committee the Mayor will be required to appoint members of Council to allow the Committee to begin in Fall 2020.

<u>Proposed Amendments Schedule for 2021 Council Appointments</u>	
<u>Additions</u>	
Parks, Recreation and Culture Advisory Committee - Council Liaison and Council Liaison Alternate	New Committee of Council
Corporate Governance and Human Resources Committee – three members of Council	New Standing Committee of Council
Audit & Finance Committee – Mayor and three Councillors	New Standing Committee of Council
Parcel Tax Review Panel – Mayor and two Councillors	Addition of one Councillor appointment in accordance with legislative requirements
Kanaka Education & Environmental Partnership Society – Council Delegate	New Outside Agency
References to applicable Community Charter legislation	
<u>Items Removed</u>	
Fraser Basin Council (FBC) Board	FBC Board appointments are regional, ie. Metro Vancouver appoints one individual from a member municipality
Maple Ridge & Pitt Meadows Policing Task Force	The Joint Police Liaison Committee was put on hold and is not currently active
Fraser Regional Correctional Centre Community Advisory Board	The FRCC does not have an active Community Advisory Board currently
Ridge Meadows Youth Justice Advocacy Association	The Association transferred services to Maple Ridge Pitt Meadows Community Services in 2016 and dissolved
<u>Clarification</u>	
Renaming of appointment groupings to correlate with the proposed revised Policy 3.10	Alignment of documents
Reclassification of Metro Vancouver Mayors' Committee from Regional Government Board Appointment to Metro Vancouver Committee	Correction to grouping

3. Review of Policy 3.11 – Committees of Council

During Phase 2 a thorough review and amendments to Policy 3.11 occurred and in Phase 3 the Task Force revisited the Policy to do a one year check-up on the Advisory Committees and Commissions and the impacts of the amendments. Feedback from Advisory Committee Staff Liaisons and the Committee members was considered and resulted in a few minor proposed adjustments to the Policy as attached in Appendix D.

The Task Force recommends the creation of a new Parks, Recreation and Culture Committee to begin in January 2021. The proposed Committee would provide a local perspective on parks, recreation and culture programs and services and would be structured similarly to most Advisory Committees with 7 members including a Council Liaison, School District 42 Board Trustee and 5 Members at Large. The proposed Committee is an Advisory Committee to Council and does not have the delegated authority of the former Parks and Leisure Services Commission, which dissolved in October 2016.

Proposed Amendments to Policy 3.11 - Committees of Council include:	
<u>Additions</u>	
Proposed new Parks, Recreation and Culture Committee	
Extension to member term limits if another applicant cannot be found	
Requirement that members who are Committee Partner Representatives be a Board member of the organization they represent (when applicable)	
Process for how Council receives Advisory Committee minutes	
Process of how items originating at Advisory Committees are presented to Council	
Procedure for appointing Committee members as delegates to other Committees	
<u>Amendments</u>	
Agricultural Advisory Committee Terms of Reference – Updated to reflect new organization naming “Fraser North Farmers Market”	
Reallocation of two existing Member at Large Economic Development Committee membership roles to a Board Member from both the Chamber of Commerce and Downtown Maple Ridge Business Improvement Association	
Amendment to the Public Art Steering Committee annual report deadline	
Clarification of member requirements for the Agriculture Advisory Committee and the Municipal Advisory Committee on Accessibility and Inclusiveness	
Terms of Reference with Community Partner representatives – Revisions to reflect community partner members are a “representative”, not “nominated by”	

4. Committees of Council Membership Term Extension

Since the middle of March when the COVID related City Hall closure began Advisory Committee meetings have continued in a virtual format to continue the work of the Committees. Unfortunately a number of initiatives have had to be postponed, modified or cancelled due to COVID and members have expressed an interest to finish the projects they had slated for this year.

In recognition of the unprecedented challenges of 2020 the Task Force proposes a one year extension to all Advisory Committee membership terms to allow members to continue the work they began this year. By adding one additional year to all members we are able to retain the staggering of membership terms created during the recruitment phase.

5. Audit and Finance Committee

Council directed that the Audit and Finance Committee be considered as part of the Committee review and during Phase 1 the approved recommendation was "That finance work typically considered at Audit and Finance Committee meetings be permitted to be considered at Council Workshops or Committee of the Whole meetings as an alternative venue" to increase the efficiency of the meetings as all members of Council had been participating on the Audit and Finance Committee.

After approximately one year since the stand alone Audit and Finance Committee meetings concluded it has been noted that due to the complexity of the work there are challenges with integrating the finance work into Council Workshop or Committee of the Whole meetings. The Task Force recommends that the City revert to the previous structure with the Audit and Finance items reviewed at an Audit and Finance meeting dedicated to the items and, as has been done by previous Councils, that the Committee be reduced from all members of Council to the Mayor and three members of Council. The intent of the proposed structure is to provide the time to pursue a level of detail that may have been problematic in a full Council setting.

The proposed Terms of Reference (Appendix E) are the Terms of Reference from 2019 with modifications to reflect the new membership structure. In accordance with Policy 3.10 appointments to the Audit and Finance Committee would be completed by the Mayor and the Committee would begin meeting in January 2021. Staff support for the Committee would be provided by the Corporate Controller and Committee Clerk.

6. Corporate Governance and Human Resources Committee

The Task Force is recommending a new Standing Committee of Council to further Council priorities. The Corporate Governance and Human Resources Committee would begin in the Fall 2020 and examine issues and make recommendations to Council related to Council governance policies, election policies, Committees of Council, and inter-governmental resolutions (ie. UBCM, FCM). The Committee would also provide key stakeholder support, advice and consultation for key strategic human resource initiatives and policies.

The proposed Committee consists of three members of Council, appointed by the Mayor in accordance with Policy 3.10, and would be supported by the Chief Administrative Officer, Director of Human Resources and Committee Clerk.

7. Council Direction

During this review several items have been raised that staff require direction from Council on:

i. Community Development & Enterprise Services

ii. Community Safety Committee

iii. Youth Planning Table

The Youth Planning Table was established in 2018 to support the implementation of the Youth Strategy. The Youth Planning Table is a committee of the Maple Ridge Pitt Meadows Katzie Community Network and there currently is a City of Maple Ridge Council Liaison (and alternate) and a City of Maple Ridge Staff Liaison appointed as members. The Terms of Reference for the Youth Planning Table are attached as Appendix G.

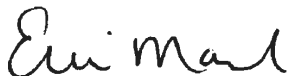
b) Business Plan/Financial Implications

Consistent with all other Advisory Committees the proposed Parks, Recreation and Culture Committee would require an annual budget of \$2,000.

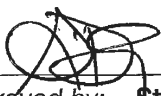
Consideration of Staff Liaison and Clerk support for the proposed Parks, Recreation and Culture Advisory Committee, Corporate Governance and Human Resources Committee, the Audit and Finance Committee, and any other additional Committees will need to be considered during the business planning and budgeting process.

CONCLUSION:

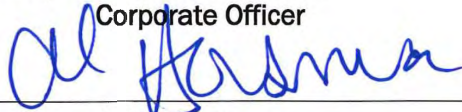
This report serves as a progress report on the review completed on Committees of Council and related policies and schedules. Additional work remains in Council's main priorities of Community Safety and Growth and we look to Council for direction on the items noted in the report.



Prepared by: **Erin Mark**
Clerk 3



Approved by: **Stephanie Nichols**
Corporate Officer



Concurrence: **Al Horsman**
Chief Administrative Officer

Attachments:

- Appendix A – Policy 3.10 Council and Staff Liaisons Roles Rev. 2020
- Appendix B – Policy 3.10 Council and Staff Liaisons Roles Rev. 04/2010
- Appendix C – Schedule of Council Appointments to Regional Government Boards, Advisory, Select and Standing Committees, and Outside Agencies – 2021 Proposed Structure
- Appendix D – Policy 3.11 Committees of Council Policy Rev. 2020
- Appendix E – Audit and Finance Committee Terms of Reference Rev. 2020
- Appendix F – Corporate Governance and Human Resources Committee Terms of Reference
- Appendix G – Youth Planning Table Terms of Reference



POLICY MANUAL

Title: Council and Staff Liaison Roles	Policy No: 3.10 Supersedes: April 14, 2010
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: 2020 Review Date: 2021

Policy Statement:

The City of Maple Ridge may assign a member of Council or staff as a Committee Member, Liaison, Council Delegate, or Board Appointee to Regional Government Boards, Advisory Committees and Commissions, Select, Standing or Statutory Committees, and Outside Agencies when the group's mandate is aligned with Council's Strategic Plan and goals.

Purpose:

To establish guidelines for how members of Council and staff are assigned to Regional Government Boards, Advisory Committees and Commissions, Select, Standing or Statutory Committees, and Outside Agencies, and to clarify their roles and responsibilities.

Definitions:

Advisory Committees and Commissions – Committees and Commissions formed by Council that provide ongoing advice of a policy nature to Council.

Outside Agency – An external community group, organization or non-profit society that delivers services on behalf of the City or represents a network of groups and agencies that help achieve the community needs and for which the City has some responsibility.

Regional Government Board – Agencies that have been duly constituted to deliver services on behalf of several cities/municipalities (e.g. Metro Vancouver).

Select Committee – A Committee established by Council and whose members are appointed by Council to consider or enquire into any matter and to report its findings and opinion to the Council.

Standing Committee – Committees that are established by the Mayor for matters the Mayor considers would be better dealt with by Committee and whose appointments are made by or decided by the Mayor.

Statutory Committee – A Committee or Board created and regulated pursuant to applicable provincial or federal legislation (e.g. Parcel Tax Review Panel).

1. APPOINTMENTS

Group	Role	Appointed By
Advisory Committees and Commissions	Council Liaison	Council
	Staff Liaison (non-voting)	CAO
Outside Agencies (roles vary and are determined by applicable legislation and/or the terms of reference)	Board Appointee	Council
	Council Delegate (non-voting)	Council
	Council Liaison	Council
	Metro Vancouver Committee Member	Metro Vancouver
	Staff Liaison (non-voting)	CAO
Regional Government Board	Board Appointee	Council
Select Committee	Committee Member	Council
	Staff Liaison (non-voting)	CAO
Standing Committee	Committee Member	Mayor
	Staff Liaison (non-voting)	CAO

1.1 Appointments – Members of Council

The Mayor will bring forward recommendations to Council respecting Council member appointments on Advisory Committees, Outside Agencies, Boards, and Select and Statutory Committees. Appointments to Standing Committees and Metro Vancouver Committees are determined by the Mayor and Metro Vancouver respectively.

The Mayor may consider factors including: schedule availability, personal interest, expertise or education, continuation of the work, conflicts of interest, or broadening a Councillor's knowledge base when determining the appointment recommendations. Council appointments will be shared between Council members.

1.2 Appointment Duration

Appointments are generally annual and are approved by Council as required. There is not a maximum term for service for appointments and it may not be advisable to change in the middle of an important initiative to ensure continuity of the work.

1.3 Confirmation of Appointments

The Corporate Officer will provide confirmation of the appointment to the requesting organization.

1.4 Requests for Council Delegates

Outside agencies that would like to request a Council Delegate should be appropriately constituted and be in good standing with the Registrar of Societies or equivalent governing body. Requests should be sent in writing to the attention of the Corporate Officer and include the most current Terms of Reference.

Requests for Council Delegates will be reviewed to ensure alignment with Council's Strategic Plan and goals. Priority will be given to those organizations delivering services on behalf of the City and secondly to those organizations or networks which are not represented already through an Advisory Committee and represent a network of groups or agencies which are critical to services the City provides. Due to the time restrictions of Council and staff, requests may not be filled.

2. ROLES AND RESPONSIBILITIES

2.1 Board Appointees – Regional Government Boards and Outside Agencies

A member of Council or staff that is appointed to a Regional Government Board (e.g. Metro Vancouver) or Board of Directors (e.g. Pitt Meadows Airport Society) will participate fully on the Board of Directors. 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 City's continuing involvement in such a regional function or any other debate related to Council's involvement with the Board involved.

2.2 Metro Vancouver Committee Members

A member of Council that is appointed by Metro Vancouver to a Metro Vancouver Committee will participate fully on the Committee. There is no conflict for a Council member who is appointed to sit on such a Committee who then participates in debates and discussions at the Council table about the City's continuing involvement in such a regional function or any other debate related to Council's involvement with the Board involved.

2.3 Committee Members – Standing/Select Committee

A member of Council that is appointed to a Standing or Select Committee will participate fully on the Committee in accordance with the Committee's Terms of Reference.

2.4 Council Delegates – Outside Agencies

A member of Council may be appointed to an Outside Agency to facilitate ongoing communication between Council and the outside agency on matters of mutual interest.

Council Delegates will attend outside agency's meetings as a non-voting guest. To avoid putting the City in a position of conflict Council Delegates should not participate in any voting and avoid participating in group debates. It is recommended that Council Delegates provide a Council update and participate in any relevant agenda items at the beginning of the meeting, in consideration that a Council Delegate may not be able to stay the entire meeting.

Council Delegates must not participate at meetings that deal with personnel, legal matters or other confidential matters such as negotiations with the City. Doing so may put the Council Delegate and/or the City in a position of conflict with respect to matters that come before Council having to do with the group.

Council Delegates must not make commitments on behalf of the City that are not in alignment with Council's Strategic Plan or already covered by policy or a previously approved standard of service. The Council Delegate should look into requests by passing them along to the CAO to delegate to the appropriate senior staff member and following up on the outcome and response to the request.

At their discretion Council Delegates will provide a verbal update regarding the Outside Agency at a regular Council meeting during Item 1500 - Mayor and Councillor Reports.

2.5 Council Liaisons – Advisory Committees and Outside Agencies

A member of Council will be appointed as a Council Liaison to each of the City of Maple Ridge Advisory Committees to bring a Council perspective to the meetings and facilitate a clear and open dialogue between Council and the Committee.

The Council Liaison is a member of the Advisory Committee and will participate fully in discussions at the meetings and be expected to vote. Council Liaisons may hold the role of Chair or Vice-Chair if elected by the Advisory Committee.

In unique cases a Council Liaison may be appointed to an external Committee to bring a Council perspective to the meetings and facilitate a clear and open dialogue between Council and the Committee. Council Liaisons appointed to external Committees follow the Terms of Reference for the Committee which must be endorsed by Council.

At their discretion Council Liaisons will provide a verbal update regarding the Advisory Committee or Outside Agency at a regular Council meeting during Item 1500 - Mayor and Councillor Reports.

Advisory Committees follow the guidelines for formation and operation detailed in Council Policy 3.11 – Committees of Council.

2.6 Staff Liaisons – Advisory/Standing/Select Committees and Outside Agencies

Staff Liaisons are non-voting members of Committees and Outside Agencies. The Staff Liaison may participate in discussions and provide their expertise but should not participate at meetings that deal with personnel, legal matters or other confidential matters such as negotiations with the City.

2.7 Meeting Attendance

Members of Council and staff are required to attend all meetings for which they are appointed and must notify the meeting organizer and make arrangements for their alternate to attend if applicable.



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 Approval: <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	Effective Date: April 14, 2010 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 data-bbox="190 413 922 474"><u>Responsibilities of Organizations to whom Council and staff liaisons are assigned</u></p> <p data-bbox="190 510 444 541">Such groups should:</p> <ol style="list-style-type: none"> <li data-bbox="190 577 1010 1167">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. <li data-bbox="190 1203 1010 1434">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. <li data-bbox="190 1470 1010 1696">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. <li data-bbox="190 1732 1010 1896">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 data-bbox="1026 569 1333 630">Community Organization Chair or Representative</p> <p data-bbox="1026 1199 1333 1260">Community Organization Chair or Representative</p> <p data-bbox="1026 1461 1333 1522">Community Organization Chair or Representative</p> <p data-bbox="1026 1724 1333 1785">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>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>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>Community Organization Chair or Representative</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.

City of Maple Ridge

Appointments to Regional Government Boards, Advisory Committees and Commissions, Standing and Statutory Committees, and Outside Agencies - 2021 PROPOSED STRUCTURE

Regional Government Boards	2020 Board Appointees	2021 Board Appointees
Fraser Valley Regional Library	Councillor Svendsen Alternate: Councillor Yousef	
Metro Vancouver Regional District Board of Directors	Mayor Morden Alternate: Councillor Dueck	
Mayors' Council on Regional Transportation	Mayor Morden Alternate: Councillor Dueck	
Advisory Committees and Commissions	2020 Council Liaison Appointments	2021 Council Liaison Appointments
Agricultural Advisory Committee	Councillor Robson Alternate: Councillor Svendsen	
Community Heritage Commission	Councillor Svendsen Alternate: Councillor Robson	
Economic Development Committee	Councillor Yousef Alternate: Councillor Meadus	
Environmental Advisory Committee	Councillor Dueck Alternate: Councillor Svendsen	
Municipal Advisory Committee on Accessibility and Inclusiveness	Councillor Meadus Alternate: Councillor Svendsen	
Parks, Recreation and Culture Advisory Committee	N/A	
Public Art Steering Committee	Councillor Svendsen Alternate: Councillor Meadus	
Social Policy Advisory Committee	Councillor Dueck Alternate: Councillor Meadus	
Transportation Advisory Committee	Councillor Yousef Alternate: Councillor Meadus	
Standing Committees	2020 Appointments	2021 Appointments
Audit & Finance Committee	N/A	Mayor Morden Councillor Councillor Councillor
Corporate Governance & Human Resources Committee	N/A	Councillor Councillor Councillor
Statutory Committee	2020 Appointments	2021 Appointments
Parcel Tax Review Panel (formerly Court of Revision or Frontage Tax)	Mayor Councillor Yousef	Mayor Morden Councillor Councillor

City of Maple Ridge
Appointments to Regional Government Boards, Advisory Committees and Commissions,
Standing and Statutory Committees, and Outside Agencies – 2021 Proposed Structure

Outside Agency	2020 Council Delegate Appointments	2021 Council Delegate Appointments
Alouette River Management Society	Councillor Meadus Alternate: Councillor Robson	
Business Improvement Association	Councillor Robson Alternate: Councillor Yousef	
Chamber of Commerce	Councillor Dueck Alternate: Councillor Meadus	
Fraser Health Authority	Mayor Morden Alternate: Councillor Dueck	
Kanaka Education & Environmental Partnership Society	N/A	
Ridge Meadows Seniors Society	Councillor Yousef Alternate: Councillor Duncan	
Malcolm Knapp Research Forest Community Advisory Board	Councillor Duncan	
Maple Ridge Pitt Meadows Arts Council	Councillor Meadus Alternate: Councillor Svendsen	
Ridge Meadows Recycling Society	Councillor Meadus Alternate: Councillor Robson	
Outside Agency	2020 Board Appointees	2021 Board Appointees
Pitt Meadows Airport Society Board of Directors	Mayor Morden Councillor Robson Chief Administrative Officer	
Outside Agency	2020 Council Liaison Appointments	2021 Council Liaison Appointments
Youth Planning Table	Councillor Meadus Alternate: Councillor Duncan	

Standing Committees of Council – Community Charter S. 141

- (1) The mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees.
- (2) At least half of the members of a standing committee must be council members.
- (3) Subject to subsection (2), persons who are not council members may be appointed to a standing committee.

Select Committees of Council – Community Charter S. 142

- (1) A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.
- (2) At least one member of a select committee must be a council member.
- (3) Subject to subsection (2), persons who are not council members may be appointed to a select committee.

Municipal Commissions – Community Charter S. 143

- (1) A council may establish and appoint a commission to do one or more of the following:
 - a) operate services;
 - b) undertake operation and enforcement in relation to the council's exercise of its authority to regulate, prohibit and impose requirements;
 - c) manage property and licences held by the municipality.

Authority to rescind appointment – Community Charter S. 144

The authority to appoint under this Division includes the authority to rescind the appointment at any time and appoint another person in place of the person whose appointment was rescinded.

Highlighted items indicate amendments



POLICY MANUAL

Title: Committees of Council	Policy No: 3.11 Supersedes: January 26, 2011
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: 2020 Review Date: 2021
<p>Purpose: The purpose of this policy is to establish guidelines for the formation and operation of Committees of Council, including advisory committees, commissions and subcommittees that provide ongoing advice of a policy nature. Committees of Council will be governed by the provisions in Provincial Legislation, the City's Council Procedure Bylaw, Council and Staff Liaison Roles Policy No. 3.10, and the Terms of Reference for each Committee.</p>	
<p>This policy applies to the following Committees of Council:</p> <ul style="list-style-type: none"> A. Agricultural Advisory Committee B. Economic Development Committee C. Environmental Advisory Committee D. Municipal Advisory Committee on Accessibility and Inclusiveness E. Public Art Steering Committee F. Social Policy Advisory Committee G. Transportation Advisory Committee H. Community Heritage Commission I. Parks, Recreation and Culture Advisory Committee <p>Terms of Reference for each committee are attached as schedules to, and form a part of this policy, with the exception of Schedule B, which is enabled by Maple Ridge Community Heritage Commission Bylaw No. 7588-2019.</p>	

1.0 KEY AREAS OF RESPONSIBILITY

1.1 Functions

Advisory committees, commissions, and subcommittees provide opportunities for citizens to become more actively involved in their community, and for issues to be considered in depth. The Council of the City of Maple Ridge may establish advisory committees, commissions, and subcommittees to:

- 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) offer longer term visions of the community;
- f) provide advice and recommendations to Council, staff and the public; and
- g) raise issues to Council and staff that need to be addressed further.

It is the role of these bodies to act in an advisory capacity to Council, not to establish policy. The decision-making responsibility and authority remains with Council.

1.2 Council Expectations

Committees are expected to:

- 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 Strategic Plan and annual Business Plan;
- e) prepare an annual work plan; and
- f) carry out their work effectively, efficiently, and creatively.

Committees will be reviewed at least once per Council term to ensure that the Committee is still fulfilling the needs of Council and the community and are operationally viable.

1.3 Committee Expectations

Committees can expect from Council and staff:

- a) sufficient information on the issues being addressed;
- b) consistent and effective staff support within the budgetary limits of the City;
- c) orientation and training;
- d) prompt feedback on the outcomes of their advice and recommendation; and
- e) a commitment from Council to refer issues for committee consideration as they arise.

1.4 Committee Opportunities

Committee members can expect opportunities to:

- 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; and
- d) make recommendations to Council and staff.

Council acknowledges that it is vital that committee members feel that they are making a real difference in the life of their community.

1.5 Media Contact

The Mayor is the City's chief spokesperson and is responsible for informing the public on Council policies, priorities and decisions, including the work completed by the Committees of Council. All media enquiries must be directed through the City's Communication Engagement & Relations department.

2.0 Committee Formation & Dissolution

Committees are formed and dissolved by Council resolution.

In considering a new committee, Council will consider:

- a) What work needs to be done, or what issues need to be considered by the committee?
- b) Is the work ongoing 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 City 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.

3.0 Committee 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 and where possible) and will also reflect the desired experience, knowledge and expertise.

Council may choose to appoint members in a different configuration than listed in the Committee's Terms of Reference if an applicant meeting the specific membership description cannot be found to fill a vacancy.

3.1 Membership Terms

Members appointed by resolution of Council to a Member at Large role will serve a term of two years commencing on January 1st that will terminate two years later on December 31st. In order to stagger the terms of appointment to the Committee, Members at Large may be appointed for a term of one year.

Near the end of a sitting member's term the upcoming vacancy will be advertised to the public. The sitting member may re-apply for the position provided they have not already served the maximum number of terms permitted.

Members may serve no more than four consecutive years to permit others the opportunity to contribute **unless another applicant cannot be found to fill a vacancy**. The member may serve again after a period of one year. Members appointed prior to this policy's adoption may continue to serve out the balance of their terms as outlined in their appointment letter.

3.2 Membership Vacancies

Any vacancy occurring in the membership of the Committee shall be filled forthwith by the Council for the unexpired term of vacancy. An appointment of less than 6 months does not accrue toward the maximum consecutive term outlined in 3.1. A Committee that is not well attended by its full membership on a regular basis may require a review to consider whether it is able to achieve Council's need for balanced and diverse advice.

3.3 Attendance

Committee Chairpersons 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. If the leave will exceed six months, a majority vote of Council will be required.

3.4 Membership Termination

Council may terminate the appointment of any member of a Committee, and will provide notice and the reason for such termination in writing.

3.5 Membership Remuneration

No Committee member will 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 Committee Roles

Each Committee of Council is unique and has a composition conducive to its mandate. Committee membership compositions are listed in their Terms of Reference.

4.1 Members at Large

All Committees of Council have Members at Large that provide opportunities for citizen participation.

Members at Large are not permitted to have an alternate individual take their place as a Committee member in their absence.

Unless otherwise specified in a Committee's Terms of Reference, Members at Large must reside in the City. If appointed to represent the business community a Member at Large must own or manage a business in Maple Ridge.

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.

4.1.1 Members at Large - Appointment Procedure

- a) A Selection Committee comprised of the Mayor and/or the applicable Council liaison and staff liaison will be assembled.
- b) Recruitment for Members at Large vacancies will utilize creative marketing techniques to attract candidates that help achieve a diverse membership including those in the youth, seniors and business communities. Some techniques may include: advertisements on the City's website, local newspaper, targeted advertisements to professional organizations and/or community groups, or on any other media deemed appropriate by the Selection Committee.
- c) Candidates will be requested to submit an online application or letter of application providing information on their qualifications for the position.
- d) 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 advertisements.

- e) The Legislative Services Department will prepare an alphabetical list of applicants that will specify where an individual is a sitting member of another Committee.
- f) 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 Legislative Services Department will arrange the interviews.
- g) 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 the applications 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.

4.2 Community Partner Representatives

Committees may have members identified in their Terms of Reference who represent local community partners. Representatives should be knowledgeable about the work completed by the Committee and be a Board Member of the organization they are representing (when applicable). For consistency of presence it is ideal if the representative is able to attend Committee meetings on a regular basis.

Community partners should identify an alternate that can attend in the place when the primary member cannot attend. Alternates who attend a meeting in which the primary member is also attending must attend as a member of the public, to observe from the gallery, not participate, and refrain from voting.

4.3 Standing Invitees (non-voting)

Recognizing the importance of allowing a broader range of community groups to be involved with the Committee, some Committees may have Standing Invitation members. These members will receive agenda packages and participate in discussions, however, will not have a vote.

4.4 Council Liaison

Council will appoint one Council member and one alternate Council member to each Committee. The role of the Council Liaison includes:

- 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; and
- d) clarifying when they are stating their personal opinions.

The Council Liaison alternate is permitted to attend any meetings attended by the primary appointee; however, the alternate will attend as a member of the public, to observe from the gallery, not participate, and refrain from voting. See also Council and Staff Liaison Roles Policy No. 3.10.

5.0 Operations

5.1 Operations of Committee

Committees of Council will follow the procedures outlined in the Maple Ridge Council Procedure Bylaw.

5.2 Staff Liaison

All Committees of Council have a staff liaison appointed by the CAO. The role of staff in supporting committees of Council includes:

- a) providing information and professional advice;
- b) supporting the chairperson in developing agendas, and promoting effective committee functioning;
- c) assisting with the preparation of reports to Council;
- d) assisting with the creation of the annual work plan;
- e) providing an annual orientation to Committee members on the work of the committee, the structure of the City, and Council's annual Business Plan and budgeting process.

The staff liaison is not a member of the Committee and does not have a vote.

5.3 Committee Clerk

All Committees of Council have a Committee Clerk available to:

- a) provide procedural advice; and
- b) support staff liaison in developing and distributing agendas, arranging meetings, taking and distributing minutes, and recruitment of members.

The committee clerk is not a member of the Committee and does not have a vote.

5.4 Meeting Schedule

The Committee will prepare a schedule of dates and times for the calendar year at the first meeting of the year. A copy of that schedule will be distributed to all Committee members.

5.5 Agenda and Order of Business

An agenda will be distributed to members of the Committee (not including alternates) one week prior to the meeting. Agendas will follow a standardized template:

1. Call to Order
2. Approval of the agenda
3. Adoption of minutes
4. Delegations
5. Questions from the Public
6. New and Unfinished Business
7. Staff Liaison Updates
8. Subcommittee & Task Force Updates
9. Roundtable
10. Adjournment

5.6 Minutes

A Committee Clerk will take summary minutes. Roundtable minutes may be abbreviated at the discretion of the Committee Clerk if not considered to be germane to the committee's mandate.

After the meeting minutes are approved by the Committee they are included on the next regular Council meeting agenda under Items on Consent.

Should a Committee deviate from their regularly scheduled meeting time the Committee will be responsible for taking their own minutes and submitting them to the Legislative Services department.

5.7 Consultants

Subject to City of Maple Ridge Purchasing Policy 5.45, the Committee may hire consultants based on its approved budget to assist with items identified in the work plan, subject to the City's Purchasing Policy.

5.8 Reports to Council & Work Plans

The staff liaison will prepare a Report to Council when responding to an issue that was referred to the Committee or when the Committee is providing recommendations to Council.

Committees will report to Council on their progress, accomplishments, and work plan, including any financial statements Council requires, at least once a year by appearing as a delegation at a meeting of Council.

5.9 Conflict of Interest

A conflict of interest exists where:

- a) a committee member is a director, member or employee of an organization seeking a benefit from the City of Maple Ridge upon which the committee will make a recommendation; or
- b) the committee member has a direct or indirect pecuniary interest in the outcome of committee deliberations.

A conflict of interest does not exist if:

- 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.

Where a conflict of interest exists, committee members:

- 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.

The member's declaration of a conflict and their exit from and return to the meeting shall be noted in the minutes. 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.

5.10 Committee Delegates

Committee members can be appointed by Committee resolution as a Committee delegate on an internal Advisory Committee, Regional Government Subcommittee (ex. Metro Vancouver) or Community Outside Agency. Committee delegates act in an advisory capacity and all decision making responsibility and authority remains with Council.

6.0 Subcommittees and Task Forces

6.1 Subcommittees

Committees may require the use of subcommittees to complete larger objectives contained in their work plans. Subcommittees complete work that is directed by and reports to the parent Committee.

Committee membership composition and members are selected by Council deliberately to achieve balanced advice. Since subcommittees have the potential to change this balance, the formation of subcommittees must be approved by Council resolution. A consideration of the cost of the subcommittee, including increased demand on staff support will form part of Council's decision.

Terms of Reference required to form a subcommittee by Council resolution:

- Scope of Work including the timeline, specific mandate and functions
- Roles and composition of membership
 - At least 2 of the subcommittee members must be current members of the standing Committee
 - The Chair of the subcommittee must be a member of the standing committee
 - Non-committee members may form part of the subcommittee and should be inclusive of individuals and representatives that bring an informed voice (local and external experts) to the subject matter being explored
 - Non-committee members may only participate on one subcommittee at a time
 - Terms of members
- Meeting schedule
- Quorum requirements
- Reporting schedule back to the standing committee

Upon the completion of the subcommittee's work a report should be presented to the Committee and Council, and a Council resolution passed to conclude the subcommittee.

6.2 Task Forces

Committees may form a task force to complete items in their work plan that are of limited duration and specific in focus. Task forces are directed by and report to the parent Committee.

To form a task force Committees should pass a resolution at their meeting including:

- the parameters for the work;
- clear outcomes to achieve;
- timeline – all work should be completed within the calendar year to align with membership appointments;
- funding; and
- members – all members must be current members of the parent Committee.

Task forces are not required to be formed by Council resolution.

Upon the completion of the work assigned to the task force a report should be presented to the Committee and a resolution passed to conclude the task force.

Schedules:

- A – Agricultural Advisory Committee Terms of Reference
- B – Community Heritage Commission Terms of Reference
- C – Economic Development Committee Terms of Reference
- D – Environmental Advisory Committee Terms of Reference
- E – Municipal Advisory Committee on Accessibility and Inclusiveness Terms of Reference
- F – Public Art Steering Committee Terms of Reference
- G – Social Policy Advisory Committee Terms of Reference
- H – Transportation Advisory Committee Terms of Reference
- I – Parks, Recreation and Culture Committee Terms of Reference

Agricultural Advisory Committee Terms of Reference

Mandate

To advise Council on agricultural matters and to undertake and support activities in the City that promote farming and assist in the protection of agricultural lands.

The Agricultural Advisory Committee (AAC) Committee may:

1. develop and implement educational and public awareness programs related to agriculture in the City;
2. support projects that promote local agriculture; and
3. make recommendations on agricultural policies and advise Council on policy issues relating to agricultural land and appropriate land uses in agricultural areas.

Membership Composition

The Committee will be comprised of the following 7 voting members:

- One Council Liaison (or alternate)
- One representative from the Fraser North Farmers Market Society Board (or alternate)
- One representative from the Agricultural Fair Board (or alternate)
- Six Members at Large appointed by Council, with a goal of appointing individuals whom are actively farming or engaged in the agricultural industry in Maple Ridge and represent the youth, senior and business communities

Standing Invitation Members (non-voting):

- One representative from the Agricultural Land Commission
- One representative from the Ministry of Agriculture, Food, and Fisheries

Quorum

- Majority of voting members (4)

Meetings

- Typically meetings are scheduled for the fourth Thursday each month at 7:00 pm in the Blaney Room, City Hall, 11995 Haney Place
- Meetings are typically held from January to June and September to November

Subcommittees

- N/A

Community Heritage Commission Terms of Reference

This Schedule is provided for information purposes only; the Terms of Reference for the CHC is enabled through Maple Ridge Community Heritage Commission Bylaw 7588-2019.

Mandate

To advise Council in respect of heritage conservation matters and to undertake and provide support for activities that benefit and provide for the advancement of heritage conservation in the City.

The Community Heritage Commission (CHC) Commission may:

1. develop and implement educational and public awareness programs related to heritage conservation in the City;
2. support and raise funds for projects of local heritage significance;
3. make recommendations on heritage policy and advise Council on policy issues related to heritage property and neighbourhoods;
4. 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;
5. establish and administer a grants application process for organizations, institutions, or other groups requiring financial assistance to engage in activities:
 - a. to conserve or relating to the conservation of heritage property or heritage resources;
 - b. to gain knowledge about the community's history and heritage;
 - c. to increase public awareness, understanding and appreciation of the community's history and heritage; and
 - d. necessary or desirable with respect to conservation of heritage property or heritage resources.

And to evaluate such applications and recommend to Council grants and financial assistance that the Commission considers ought to be given.

Membership Composition

The Commission will be comprised of the following 7 voting members:

- One Council Liaison (or alternate)
- Two members representing the Maple Ridge Historical Society (or alternate)
- Four Members at Large appointed by Council, with interest and/or expertise in heritage matters and a goal of representation from the youth, senior and business communities

Quorum

- Majority of voting members (4)

Meetings

- Meetings are typically the second Thursday of each month at 7:00 pm in the Blaney Room at City Hall, 11995 Haney Place, Maple Ridge
- Meetings are typically held from January to June and September to November

Subcommittees

- N/A

Economic Development Committee Terms of Reference

Mandate

To advise Council on matters relating to the long term economic health of the community.

The Economic Development Committee (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 Economic Development Committee may:

1. advise Council on matters related to strengthening our economy;
2. provide strategic input for consideration of Council; and
3. act as an ambassador, profiling economic opportunities in Maple Ridge.

Membership Composition

The Committee will be comprised of the following 7 voting members:

- One Council Liaison (or alternate)
- One member representing the Maple Ridge Pitt Meadows Chamber of Commerce Board
- One member representing the Downtown Maple Ridge Business Improvement Association Board
- Four Members at Large appointed by Council, with a goal of having representation from the youth, senior and business communities, and interest and/or expertise in the development of the local economy

Members at Large must be a resident of Maple Ridge and/or own or manage a property or business in Maple Ridge.

Quorum

- Majority of voting members (4)

Meetings

- Meetings are held at City Hall, 11995 Haney Place, Maple Ridge on a quarterly basis

Subcommittees

- N/A

Environmental Advisory Committee Terms of Reference

Mandate

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.

The Environmental Advisory Committee (EAC) Committee will:

1. 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;
2. provide a local perspective on the environment while giving due consideration to the balance between social, economic, and environmental aspects; and
3. 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.

Membership Composition

The Committee will be comprised of the following 7 voting members:

- One Council Liaison (or alternate)
- Two Environmental Professionals, appointed by Council
- Four Members at Large appointed by Council, with a goal of representation from the youth, senior, and development communities and interest and/or expertise in environmental matters

Members at Large must be a resident of Maple Ridge. The Environmental Professionals are not required to be residents of Maple Ridge but must be actively working in the community.

Standing Invitation Members (non-voting):

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

Quorum

- Majority of voting members (4)

Meetings

- Meetings are typically held on the second Wednesday of every other month at 7:00 pm in the Blaney Room, City Hall, 11995 Haney Place
- Meetings are typically held in: January, March, May, September and November

Subcommittees

- N/A

Municipal Advisory Committee on Accessibility and Inclusiveness Terms of Reference

Mandate

To advise Council on the enhancement of accessibility and inclusivity for present and future citizens of Maple Ridge and Pitt Meadows. The MACAI Committee will:

1. 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); and
 - c) advising and/or informing Council of relevant legislation.
2. 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; and
 - b) recognizing existing and/or future community barriers and advising Council accordingly.
3. Recognize leadership, innovation and champions within the City, agencies and organizations and the community by:
 - a) hosting the annual "Accessibility and Inclusiveness Awards"; and
 - b) providing annual community promotions pertaining to the MACAI committee and accessibility and inclusiveness best practices.

Membership Composition

The Committee will be comprised of the following 9 voting members:

- One Council Liaison from the City of Maple Ridge (or alternate)
- One Council Liaison from the City of Pitt Meadows (or alternate)
- One School District No. 42 Board Trustee (or alternate)
- One member representing Fraser Health (or alternate)
- One member representing Maple Ridge and Pitt Meadows Family Education and Support Centre (or alternate)
- Three Members at Large from Maple Ridge, appointed by City of Maple Ridge Council, with a goal of representation from the youth and seniors communities, and expertise in accessibility and inclusivity matters
- One Member at Large from Pitt Meadows, appointed by City of Pitt Meadows Council, with a goal of representation from the youth and seniors communities, and interest and/or expertise in accessibility and inclusivity matters

Standing Invitation Members (non-voting):

- One member representing the Ministry of Children and Family Development
- One member representing the Ministry of Social Development and Innovation
- One member representing the Ridge Meadows Association for Community Living
- One member representing the BC Special Olympics

Quorum

- Majority of voting members (5)

Meetings

- MACAI typically meets on the third Thursday of every other month and alternates meeting locations between Maple Ridge City Hall and Pitt Meadows City Hall
- Meetings are typically held in: January, March, May, September and November

Subcommittee

- Age-friendly Subcommittee

Public Art Steering Committee Terms of Reference

Mandate

The Public Art Steering Committee (PASC) Committee will:

1. recommend criteria for the commission of public art installations to Maple Ridge Council;
2. 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;
3. have authority to spend money within an annual budget approved by the Maple Ridge Council; and
4. submit an annual report to Maple Ridge Council each **Spring** describing the activities of the previous year.

Membership Composition

The Committee will be comprised of the following 7 voting members:

- One Council Liaison (or alternate)
- One Arts Council staff member with the appropriate technical expertise, to be appointed by the Arts Council Board (or alternate)
- Two Artists, appointed by Council
- One Developer of residential or commercial properties in Maple Ridge, appointed by Council
- One Architect/Landscape Architect/Municipal Planner familiar with public art programs, appointed by Council
- One Member at Large that is familiar with public art projects, appointed by Council,

The Member at Large appointed by Council must be a resident of Maple Ridge. Other Committee members appointed by Council do not need to reside in Maple Ridge but must work in Maple Ridge or have knowledge of the community.

Quorum

- Majority of members (4)

Meetings

- The Public Art Steering Committee typically meets the first Thursday of every other month at 4:00 pm in the Blaney Room, City Hall, 11995 Haney Place
- Meetings are typically held in: January, March, May, September and November

Public Art Selection Panels

The Public Art Steering Committee shall perform the duties in the selection process; however, a designate panel may be formed at the discretion of the Committee. External guests to a panel are chosen for specific areas of expertise or knowledge including those with heritage expertise, local artists in the neighbourhood where the work will be sited, and community members who are regular users of the space. At least two members of the panel will be members of the PASC. PASC members rotate on the Selection Panels to ensure different perspectives are captured and appropriate for each site/location.

...cont

Public Art Steering Committee Terms of Reference (continued)**Selection Panel Goals**

The goals of the artist selection process are threefold:

- to implement the agreed upon goals of the project through an appropriate art selection;
- to seek quality and integrity in the artwork; and
- to choose an artist(s) who will best respond to the distinctive characteristics of the site with suitable materials.

Selection Panel

Selection Panel members must be well informed about the project for which they are selecting an artist. It is important that members be provided with the submission qualifications of all the artists for review prior to shortlisting. They should also be provided with written materials and drawings on the specific areas for which the selected artist could be working.

Panelists will have one vote and no member should have the right of veto. The Panel will base the selection of an artist on a consensus vote. If a consensus cannot be reached, then the majority vote carries the decision. The Selection Panel will have the option to make no selection if there is not a submission that warrants consideration.

In some instances groups that might have a special interest in the project will be invited to appoint non-voting advisors to the adjudication process. The Selection Panel prior to making a final decision would solicit the comments of these advisors and/or public feedback as needed.

The Selection Panel forwards its recommendations to PASC for approval at the completion of the selection process. PASC reviews and approves the Selection Panel's recommendations or alternative.

Social Policy Advisory Committee Terms of Reference

Mandate

The Social Policy Advisory Committee (SPAC) will advise Council on the enhancement of the social well-being of present and future citizens of Maple Ridge.

The Committee will:

1. 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;
2. 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;
3. provide leadership that encourages partnerships and networks by promoting a collaborative framework that encourages community response to current and emerging social needs; and
4. be fully aware of the regional context of social issues and advise Council accordingly.

Social Policy Engagement Workshops, designed to encourage broad input and participation, will be held to gather 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.

Membership Composition

The Committee will be comprised of the following 9 voting members:

- One Council Liaison (or alternate)
- One School District No. 42 Board Trustee (or alternate)
- One member representing Fraser Health (or alternate)
- One member representing Maple Ridge Pitt Meadows Katzie Community Network (or alternate)
- One member representing Maple Ridge Pitt Meadows Katzie Seniors Network (or alternate)
- Four Members at Large appointed by Council, with the goal of representation from youth, senior, and business communities and interest and/or expertise in social policy matters

Standing Invitation Members (non-voting)

- One member representing the Ridge Meadows RCMP
- Two additional members representing Fraser Health, representing different streams of the organization

Quorum

- Majority of voting members (5)

Meetings

- First Wednesday of every second month at 7:00 pm in the Blaney Room, City Hall, 11995 Haney Place
- Meetings are typically held in: January, March, May, September and November

Subcommittees

- N/A

Transportation Advisory Committee Terms of Reference

Mandate

The Transportation Advisory Committee (TAC) 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 will work towards creating, promoting, and improving an efficient, affordable, and safe transportation network that supports a variety of transportation choices.

The Committee will:

1. support the promotion of public education and awareness on the benefits, necessities and safety aspects of transportation facilities;
2. advise on matters related to active transportation as it relates to: active workplace travel, active commuting, active recreation, and active destination-oriented trips;
3. 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;
4. encourage regulations and policy changes that support and strengthen multi-modal active transportation and transit;
5. review and consider 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; and
6. review and make recommendations to Council with regards to transportation initiatives proposed by other levels of government and/or agencies.

Membership Composition

The Committee will be comprised of the following 7 voting members:

- One Council Liaison (or alternate)
- One School District No. 42 Board Trustee (or alternate)
- Five Members at Large appointed by Council, with a goal of representation from: youth, business, seniors, individuals with knowledge about transportation accessibility, and interest and/or expertise in community transportation matters

Quorum

- Majority of voting members (4)

Meetings

- Meetings are held on the last Wednesday of every other month at 7:00 pm in the Blaney Room, City Hall, 11995 Haney Place
- Meetings are typically held in: January, March, May, September, and November

Subcommittees

- N/A

Parks, Recreation and Culture Committee

Terms of Reference

Mandate

The Parks, Recreation and Culture Committee (PRCC) will advise Council on the enhancement of parks, recreation and culture to deliver services and programs that best meet the needs of present and future citizens of Maple Ridge.

The Committee will:

1. Provide a community perspective and input on emerging needs that would enhance parks, recreation and culture in the community;
2. Make recommendations during the development of Parks, Recreation and Culture department's strategic planning initiatives;
3. Review and provide feedback on Parks, Recreation and Culture policies under consideration by staff;
4. Advise on matters referred to the Committee by Council.

Membership Composition

The Committee will be comprised of the following 7 voting members:

- One Council liaison (or alternate)
- One School District No. 42 Board Trustee (or alternate)
- Five Members at Large appointed by Council, with the goal of representation from youth, senior, and business communities and interest in parks, recreation and culture

Quorum

- Majority of voting members (4)

Meetings

- Committee meets quarterly
- Last Wednesday of the month at 4:00 pm in the Blaney Room, City Hall

Subcommittees

- N/A

City of Maple Ridge Audit and Finance Committee Terms of Reference

Composition

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

Authority

- The Committee has the authority to investigate any activity of the City.
- The Committee may retain persons having special expertise to assist it in fulfilling its responsibilities.

Meetings

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

Reporting

- Minutes of the meetings of the Committee will be signed by the Chair, submitted to Council and open for public inspection.
- Supporting schedules and information reviewed by the Committee will be available for examination by any Council member.

Responsibilities

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

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

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

City of Maple Ridge Corporate Governance and Human Resources Committee Terms of Reference

Composition

- The Corporate Governance and Human Resources Committee will consist of three members of Council.
- Members will be appointed annually by the Mayor.
- Quorum for the Committee will be two members.
- The Committee Chair will be elected by the Committee members.
- The Chief Administrative Officer, or designate, and the Executive Director of Human Resources will attend meetings to provide input and answer questions.

Meetings

- The Committee meets on a quarterly basis. Additional meetings may be held as deemed necessary by the Chair of the Committee or the Chief Administrative Officer/Executive Director of Human Resources.
- The Chair of the Committee will constitute a meeting as per the requirements of the Community Charter.
- The Committee Chair will be included in the agenda setting process.
- The person designated by the Committee to act as Secretary will prepare minutes for all meetings.
- Meetings will follow the procedures outlined in the Council Procedures Bylaw.

Reporting

- Minutes of the meetings of the Committee will be signed by the Chair, submitted to a regular Council meeting as an Item on Consent, and open for public inspection.
- Supporting schedules and information reviewed by the Committee will be available for examination by any Council member.
- Recommendations to Council will come in the form of a report.

Responsibilities

- The Corporate Governance and Human Resources Committee will examine issues related to:
 - City Council Governance Policies;
 - City Election Policies;
 - City Operational Policies; and
 - Committees of Council.
- Recommend inter-governmental resolutions for UBCM, FCM, and LGMA.
- Inquire into any matters referred to it by Council.

Maple Ridge Youth Planning Table

Terms of Reference

Vision

The vision of the Maple Ridge Youth Planning Table (YPT) is the achievement of the goals outlined in the Maple Ridge Youth Strategy through collaboration with youth, their families and local agencies to foster a community that supports and engages youth in nurturing their mental, social and physical health and wellbeing.

Mission

The mission of the YPT is to act as a responsive, goal-oriented, project-based work group focused on accomplishing the goals and recommendations of the Maple Ridge Youth Strategy to support the resilience of all children, youth and emerging adults in Maple Ridge now and in the future.

Functions

- Prioritize the recommendations in the Maple Ridge Youth Strategy to develop a draft implementation schedule.
- Inventory current community resources and programs to identify those that align with recommendations in the Maple Ridge Youth Strategy.
- Identify funding sources to implement actions from the Maple Ridge Youth Strategy.
- Ensure the following surveys are conducted every 3 years, beginning in 2019, to track local trends pertaining to youth needs and ensure the continued relevance of the Youth Strategy recommendations.
 - Children, Youth & Emerging Adults Survey
 - Parents, Legal Guardians, Caregivers & Service Providers Survey
- Meet with District School Advisory Committee annually.
- Report to the Social Planning Advisory Committee biannually.
- Report to Maple Ridge City Council annually.
- Report to School District No. 42 Board of Education annually.
- Report to the Maple Ridge Pitt Meadows Katzie Community Network annually.

Member Duties

- Attend meetings as required and actively participate in the group's work.
- Represent the interests of Maple Ridge Youth Planning Table members.
- Act as an advocate for the Maple Ridge Youth Strategy.

Membership

The YPT shall consist of Executive members and members at large. The Executive will act as the Selection Committee for member at large applicants and may perform additional administrative roles including dispute resolution.

Community service providers that are members at large shall provide a commitment letter confirming their agency's ongoing membership on an annual basis.

Executive members:

- City of Maple Ridge Council liaison
- City of Maple Ridge staff liaison (non-voting)
- School District No. 42 Board of Education liaison
- School District No. 42 staff liaison (non-voting)
- Maple Ridge Pitt Meadows Katzie Community Network (CN) Coordinator (non-voting)
- YPT Chair

Members at large:

- Youth representing the areas of:
 - Sports, recreation and/or culture
 - Emerging adults (18-24 years)
 - Youth with lived experience
- Other interest groups as defined by Council (Schedule A)

Membership Terms

The members at large shall serve for a term of two years commencing at their time of appointment. In order to stagger the terms of appointment to the Table, half of the first members will be appointed for a term of one year. Subsequent appointments shall be for a term of two years.

YPT Executive members may choose to remove a member from the Table for consecutive non-attendance at three meetings (unless previously approved by the Table) or if a member is unable to perform member duties.

Meetings

- YPT will operate with a standing agenda and special agenda items will be forwarded to the CN Coordinator and YPT Chair a minimum of five days in advance of the next scheduled meeting.
- YPT will meet a minimum of 6 times per year or at the call of the Chair.
- The role of Chair will rotate on an annual basis through election by YPT members and shall not be held by municipal or SD 42 staff.
- The CN Coordinator will take minutes and distribute them within a minimum of five days in advance of the next scheduled meeting.



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City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer

MEETING DATE: September 29, 2020
FILE NO: 1-0540-30-04
MEETING: Council Workshop

SUBJECT: Economic Development Committee Update

EXECUTIVE SUMMARY:

The Mandate for the Economic Development Committee (EDC) is to advise Council on matters relating to the long term economic health of the community. Specifically, the Economic Development Committee may advise Council on matters related to strengthening our economy, provide strategic input for consideration of Council, and act as an ambassador, profiling economic opportunities in Maple Ridge.

Over the past few years, the EDC has been involved with the creation and running of three task forces: the Home-Based Business Task Force that succeeded in amending the Home-Based Business By-law for which the City received an award; the Tourism Task Force which was responsible for driving the Five Year Tourism Strategy currently being implemented; and, most recently, the Technology Task Force which has worked on several projects including helping to develop the City's RFEI for a Fibre Connectivity Strategy.

In the last two years, the Committee has been involved with the planning of the Innovation in Emerging Cities events, including the Leaders Forum, which have been well received.

More recently, the EDC has provided input with regard to the plans for the economic recovery of the City of Maple Ridge.

RECOMMENDATION:

Receive for information only.

DISCUSSION:

a) Background Context:

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, and act as an ambassador, profiling economic opportunities in Maple Ridge. The current members at large include a member from the Maple Ridge and Pitt Meadows Chamber of Commerce and also a member from the Downtown Maple Ridge Business Improvement Association, however, this representation is not currently mandated within the Terms of Reference of the EDC. It may be a consideration, due to these organizations representing key stakeholder groups, to adjust the Terms of Reference in future to consistently include representation from each of these organizations within future committees.

Over the past couple of years, the EDC has supported the Economic Development Department with the planning of the Innovation in Emerging Cities events including the Leaders forum, Tech industry events and the main forum held at the Arts Centre Theatre. These events will not take place this year in the full format but there will be a scaled down version of the Leaders Forum leveraging a virtual platform in October.

More recently, the EDC supported the recommendation of purchasing a GIS-based economic development site selector planning tool that combines geographic, census, real estate and business information. A demonstration of this tool, called the ZoomProspector, took place at the March 5 meeting of the EDC. Members felt the tool would be beneficial for businesses looking to expand, locate or relocate to Maple Ridge. A proposal from GIS Planning Inc., the company that owns the ZoomProspector platform, has been received and is being considered for 2021 implementation.

On April 9, the EDC met to discuss planning for the recovery phase of the COVID-19 pandemic. Several ideas came out of this meeting and most of them have been addressed either federally, provincially or municipally over the past few months. Some of the ideas included:

- Have the mayor appear on social media with a challenge that will benefit local businesses and to talk in general about supporting local business. Continue to promote Shop Local.
- Extensions to property tax payments deadlines. Perhaps a couple months past the July deadline was suggested.
- Leaving property tax as is (no reduction) so that the City has money to start larger projects that employ more people.
- Development – no charges on extensions of development permits past one year.
- Ask BIA to encourage landlords to speak to their tenants individually about options.
- Look into other communities and who we can model after.
- Initiate a municipal grant fund matching program to support resiliency in Maple Ridge small businesses (less than 10 employees). The grant would provide matching funds to support businesses developing a much stronger website presence website with e-commerce capabilities. When a similar situation occurs again they can easily switch from storefront to online. Ongoing, it would provide another option for revenue generation for these small operations.

At the same meeting on April 9, the EDC received a delegation, a presentation from Carla Guerrero of Purpose Driven Development and Planning with regard to ideas on how to develop the waterfront area of Maple Ridge or utilize her organization's processes and expertise to explore possibilities with other challenging lots. The topic of developing the Maple Ridge waterfront has been studied in the past and could be brought to Council again however, currently the City of Maple Ridge does not own any waterfront property.

Over the longer term, the EDC recommends the development of an Economic Development Strategy for Maple Ridge led by staff and an external consulting team, with input from the business community, residents and local elected officials. The new Economic Development Strategy will complement the City's current Commercial & Industrial Strategy by providing a framework for how existing employment lands and land strategies could be built upon to create additional economic opportunities and job creation. The Strategy should take a long-term, holistic view of the community and will provide a road-map for attracting new investment and ensuring long-term sustainable growth in our community.


Additionally, the EDC would like to encourage the City to begin the planning and consultation process to develop an area plan for the Thornhill neighbourhood as the community is rapidly nearing 100,000 population threshold.

CONCLUSION:

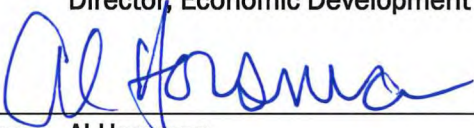
The Economic Development Committee has assisted the City over the past number of years by providing their time, advice, experience and knowledge. Many successful projects and events have been completed in collaboration with this committee and the businesses and organizations that they represent from across our community.



Prepared by: Karen Hansen
Economic Development



Approved by: Wendy Dupley,
Director, Economic Development



Concurrence: Al Horsman
Chief Administrative Officer

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer

MEETING DATE: September 29, 2020
FILE NO: 1-0540-30-04
MEETING: Council Workshop

SUBJECT: Tourism and Film Sector Update

EXECUTIVE SUMMARY:

Tourism and Film Production are both integral parts of the City's Economic Development (ED) Department. Each area has its own responsibilities but both focus on economic activity and investment, local employment opportunities, trade for local businesses and increasing a sense of community pride, spirit and vibrancy in the community, all of which aligns with priorities identified in Council's current Strategic Plan.

The tourism and film industries provide considerable benefit and positive economic impacts to Maple Ridge citizens and local businesses. Maple Ridge has much to offer to both these sectors in terms of geographic location, spectacular scenery, arts, culture and heritage assets, agricultural and eco-tourism locations, and more. Having these attributes greatly supports the Economic Development Department's endeavours.

Progress and success is achieved in the tourism and film sectors by fostering and developing marketing strategies, forming strong connections and relationships, and working in collaboration with funding partners, government agencies, local citizens and businesses. With Maple Ridge's natural assets and its diverse and inspirational locations, filming and tourism are growing into two of our most valuable industry sectors.

RECOMMENDATION:

Receive for information.

DISCUSSION:

a) Background Context:

Maple Ridge Council's Strategic Plan provides direction for Tourism and Film under its Growth and Community Spirit pillars. ED staff are focused on growing these sectors to increase economic prosperity and vibrancy in our community. These sectors are demanding and, therefore, the provision of excellent customer service with a focus on smooth and efficient operations is paramount. This coupled with community and industry knowledge, participative decision-making, and the removal of barriers helps these two industries to prosper; encouraging production teams and visitors to return.

Tourism

Following the creation of the 2017 Five Year Tourism Strategy, the tourism coordinator has worked closely with the Tourism Maple Ridge community-based task team, and regional and provincial government agencies to play an active role in the Maple Ridge tourism sector. Tourism is a new focus for the City of Maple Ridge and great strides have been made in the first two years of the coordinator position being in place.

The Tourism Coordinator leverages external funding sources and partnerships, wherever possible, to amplify the department's core budget and extend our marketing reach. Success is achieved by working with a strong sense of collaboration and jointly building community pride through engagement and support from key partners and stakeholders.

GLOW Maple Ridge:

This month long initiative is fast becoming our premier tourism event.

Destination marketing assets such as GLOW Maple Ridge have been analyzed to determine the economic impact of the Town Centre activation. A regionally used calculation was applied to each day of the event using an estimated number of attendees made up of both local citizens (75% of attendees) and out-of-town visitors (25% of attendees). It was conservatively estimated that local attendees would spend approximately \$10 per day and visitors would spend \$100 per day in Maple Ridge. In addition to direct spending that occurs, there is the incremental secondary economic impact that can be measured through partnering with others to create an "experience" that extends a visitor's time and local spending while in the community.

Using the economic impact calculator, the GLOW Maple Ridge Town Centre activation and events that took place between December 7 and January 5 (Christmas Festival and Santa Parade and 12 community concerts in Memorial Peace Park) achieved an economic impact of approximately \$438,570, with benefits that were felt by local retailers, restaurants and local services both in terms of revenue from increased traffic and marketing exposure.

Other measures of the GLOW Maple Ridge's program were reflected in statistics that measured the social and print media reach. For example, the City Facebook media analytics recognized 120,000 users who came across GLOW Maple Ridge content in their Facebook feed. In addition, positive citizen and visitor reviews and the overall family-friendly atmosphere reflected the favourable economic, social and cultural impact of the initiative.

Scenic 7

Maple Ridge is one of the cities participating in this growing collaborative initiative which is partially funded by Destination British Columbia through its annual Co-operative Marketing Partnership application process. Scenic7 is a tourism-based marketing partnership for the communities situated along Highway 7 (Lougheed Highway) from Coquitlam to Hope that offers a touring route that highlights the unique tourism based opportunities available. The primary focus is to increase customer expenditure by creating and marketing day trips, events, seasonal opportunities and overnight visitation, through marketing multi-destination trip itineraries and leveraging User Generated Content on social media.

Covid-19:

Through the Covid-19 pandemic, the Tourism Coordinator has supported the local tourism industry with information, updated marketing collateral and access to resources and tools, webinars, program modifications and insights for enterprises in our key industries. Complex efforts, supporting inter-governmental activities together with a greater focus on domestic “at home” tourism marketing, removal of barriers to change, and coordinated messaging, have helped drive resiliency and support for the Maple Ridge Tourism and Hospitality Industry to reopen, operate safely and to meet customer demand and consumer sentiments during extremely challenging times. Some events such as Car Free Day and the proposed Farm to Fork event had to be put on the back-burner this year due to the number of people expected to attend these types of events, but, we’re hopeful we can bring them back in 2021.

We are not yet out of the woods with this pandemic and our businesses are still extremely vulnerable. According to Deloitte Canada Chief Economist Craig Alexander, the B.C. economy is expected to contract by about 5 per cent in 2020 before experiencing just over 6% growth in 2021. However, the road to a full recovery, defined as economic activity reaching its pre-COVID-19 level, will take at least six quarters. This is due to continued health risks and the gradual nature of the economy reopening.

Future Vision:

A key deliverable for tourism includes commencing the development or updating of a new Five Year Tourism Strategy. This work will commence in late 2021. This will be a collaborative piece of work completed in conjunction with local elected leaders, the Tourism Task Force and community members. Additionally, there will be regional and provincial participation with First Nations through partnerships with Destination BC, Indigenous BC, Vancouver, Coast and Mountains, the Tourism Industry Association of BC and consortium collaborations with neighbouring municipalities.

With an updated hotel feasibility study also tentatively scheduled for early 2021, it will position staff and our community to be ready to explore new opportunities for investment.

The Economic Development Team plans to continue exploring support from the accommodation sector for the Municipal and Regional District Tax (MRDT) and possible AirBnB near term opportunities. For the meantime, with the support of Council, staff will continue to invest in tourism services and opportunities that provide strong synergies with the culture, geography, agriculture, and artisan food/beverage appreciations, all of which attract a variety of explorers to Maple Ridge.

Filming

Maple Ridge is a popular destination for filmmakers and is an important source of revenue and employment for the community. Data obtained through Creative BC indicates the industry employs on average over 1,000 Maple Ridge residents, and in 2018 over \$48m was earned in wages for our residents working within this industry sector. This statistic does not include crew members working on commercials, reality/unscripted television documentaries or independent low-budget projects as they don't have access to that information yet.

According to the Association of Film Commissioners International, filming in Maple Ridge contributes approximately \$20,000 per shoot day to our community's economy. Productions spend locally on property and business rentals, accommodations, catering, equipment supplies and more.

Movies of the Week (MOW) and TV series with budgets averaging between \$2M - \$3M, are attracted to our location for a number of reasons:

- Geographical location and proximity to central locations for studios and crew in Vancouver
- Film production eligibility for the Regional 6% Tax Credit
- Diversity of locations and rental properties in close proximity
- Competitive fees and streamlined processes
- Film friendly and helpful City staff, businesses and neighbourhoods

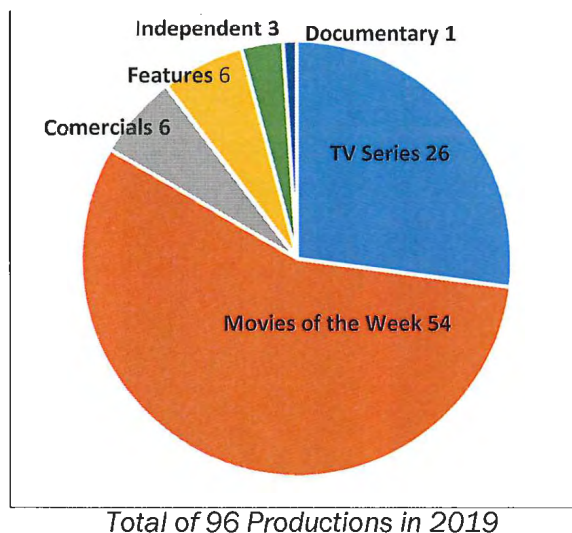
Some examples of economic impacts from this sector include annual revenue generation such as:

The ACT - \$127,000

E-One Moli Energy - \$200,000 to \$300,000

MR Baptist Church - \$ 44,000 (Parking only)

Types of Productions in 2019



Filming continues to be an important revenue generator for the economy. Between 2006 and 2019, direct revenue to the City from 985 film productions was \$1.6 million over the course of 4,646 shoot days. With additional studio facilities opening locally we do not anticipate any reduction in activity over the short term.

Downtown Film Liaison

Due to the volume of filming in the downtown core and the challenges faced by both the film productions and businesses in the area, a Downtown Film Liaison was contracted by the City at the end of 2017 to manage filming in the area. John Rollins is a long time resident of Maple Ridge and past Location Manager so is well suited to balancing the requirements of the film industry with the needs of the businesses. He has developed a strong working relationship with the businesses here, opening up the lines of communication and quickly reacting to any issues that arise. His services have proven invaluable to the film productions, City and of course business owners, creating a very positive outcome for all parties. 100% of Mr. Rollins' fees are covered by the individual production companies.

Reel Green Initiative

Sustainable production efforts in British Columbia were formalized 10 years ago through the Reel Green initiative, a resource centre with a collection of best practices to help productions reduce their environmental impacts and improve their overall environmental footprint.

A Clean Energy Committee was formed earlier this year to create resources and provide guidance for clean energy initiatives in the motion picture industry. The Committee is comprised of various industry stakeholders as well as outside organizations such as Sim International and BC Hydro. One of their first tasks is to collect data and work towards identifying potential sites across the lower mainland for clean power hookups. We have identified several areas in Maple Ridge where generators are frequently placed and we hope to start phasing out diesel generators in 2021.

FilminBC Film Portal

The film production liaison has been working with Creative BC to pilot a regional film portal called 'FilmInBC'. This application portal will be a centralized location for film productions to submit and track film requests, and permitting authorities to review, track and create reports on filming requests. This will greatly streamline and expedite the film process for all parties involved. Being innovative and concentrating on providing the best service possible are keys to our success moving forward, particularly with such high competition worldwide. With the pandemic this work was temporarily suspended however, it is expected to resume in 2021.

Covid-19 Impacts

The Covid-19 pandemic had a significant impact on Film and TV production in mid-March when production was halted for twelve productions. As shown in Appendix 'A' the numbers dropped drastically. Although we're comparing past yearly totals to the end of August of this year, it's clear that the economic impact to our community will be significant. Having said that, the industry has quickly put together safeguards and protocols to resume filming in a safe manner. Changes on set include dedicated safety protocol personnel (Covid Captains), sanitation stations, social distancing, masks and fewer background performers.

Maple Ridge was one of the first municipalities to welcome back film production with new Worksafe BC and Creative BC health and safety protocols in place. Making up for lost time, July was a particularly busy month with 8 productions and a 42% increase over 2019 in the number of production days for the same month. Although there was some levelling off in August, as of early September we have 23 productions lined up to film here over the next few months.

b) Desired Outcome:

To provide and update to Council on Filming and Tourism sectors.

c) Strategic Alignment:

Maple Ridge Council's strategic plan provides direction for tourism and film under its Growth and Community Spirit pillars. The City of Maple Ridge tourism activities and services are aligned with the Maple Ridge Five-Year Tourism Strategy and the Maple Ridge Ten-Year Cultural Plan.

d) Interdepartmental Implications:

Tourism and Film activities and services are supported by cross-collaboration between various City departments including Parks, Recreation and Culture, Engineering, Business Licensing, Marketing and Communications. Bringing these different perspectives, knowledge, expertise,

and experience to the table has been an effective way to improve and streamline processes and deliver innovative services.

e) Business Plan

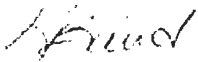
The 2021 Business Plan will propose including a number of projects focused on continuing to support and grow both these sectors, promoting responsible travel to natural areas, and participation in farm activities, food and drink opportunities, cultural activities, film tourism and sports tourism marketing.

f) Financial Implications:


There are no current financial implications related to this report.

CONCLUSION:

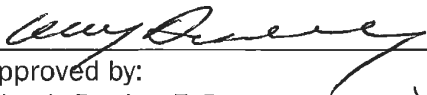
The report is provided for information to Council on Maple Ridge's Tourism and Film activities. These sectors continue to make progress and staff will be regularly reporting updates to Council as evidence of the progress and results achieved.



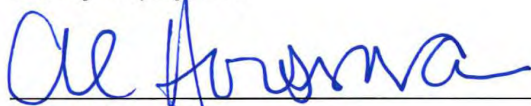
Prepared by:
Kathryn Baird, Tourism Coordinator



Prepared by:
Marg Johnson, Film Production Liaison



Approved by:
Wendy Duplex, EcD



Concurrence by:
Al Horsman, Chief Administrative Officer

Attachments:

(A) Film Statistics

Maple Ridge Annual Film Stats
Comparison with current YTD
Period Ending August 31, 2020

	2020 YTD (Aug)	2019	Variance	2018	2017	2016
# of Productions	34	96	-65%	123	105	104
# of Permits	105	254	-59%	352	263	295
Permit & Licence Revenue	\$54,736	\$138,054	-60%	\$215,481	\$139,819	\$173,487
"Shoot" Days	137	318	-57%	465	401	408
*Economic Impact	\$2.74M	\$6.36M	-57%	\$9.30M	\$8.02M	\$8.16M

Notes:

*Economic Impact estimated at \$20,000 per 'shoot day'

Impacts on film:

2020

Pandemic shut down film production mid March until mid June.

2019

Film production leveling off. Some 'film fatigue' in the lower mainland area. More productions choosing Vancouver Island and interior of BC for film locations. New studios built in Kelowna and Parksville.

2018

Very busy pilot season in April/May increased film activity. Productions preferring to film in Maple Ridge due to ease and expediency of film processing compared to neighbouring municipalities.

2017

Threat of writer's strike mid year temporarily slowed down film production. Low Canadian dollar and tax credits contribute to the industry's sustainability. Lack of filming in municipal facilities greatly decreased film revenue.

2016

Low Canadian dollar, coupled with sustainable tax incentives has had a huge impact on the film industry.

Use of municipal facilities, including Fire Dept. and Operations Centre, increased permit and licence revenue significantly

Political uncertainty in US steering more projects up to Canada



mapleridge.ca

City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Maple Ridge Boulevard Maintenance Bylaw No. 7666-2020

MEETING DATE: September 29, 2020
FILE NO: 09-4560-20
MEETING: Council Workshop

EXECUTIVE SUMMARY:

The attached report is scheduled to be on the October 13, 2020 Council Meeting agenda for discussion and consideration of the recommendation. The Council Workshop forum provides an extended opportunity for Council to seek additional information if required, prior to decision-making.

RECOMMENDATION:

That the attachment to the September 29, 2020 Council Workshop report titled *"Maple Ridge Boulevard Maintenance Bylaw No. 7666-2020"* be forwarded to the Council Meeting on October 13, 2020.

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

Approved by: Corporate Officer

Attachment:

- Maple Ridge Boulevard Maintenance Bylaw No. 7666-2020
– Staff report dated September 29, 2020

TO:	His Worship Mayor Michael Morden and Members of Council	MEETING DATE:	October 13, 2020
FROM:	Chief Administrative Officer	FILE NO:	09-4560-20
SUBJECT:	Maple Ridge Boulevard Maintenance Bylaw No. 7666-2020		

EXECUTIVE SUMMARY:

In late 2019, the Bylaw and Licensing Services department observed that numerous City boulevards fronting real property throughout the City were not being maintained; had accumulations of unauthorized materials and grass was not being trimmed to reasonable community standards.

Boulevards are the section of the land between private property lines and the edge of the pavement or curb of the roadway. In the majority of municipalities, property owners and residents are required to maintain the City boulevards bordering their properties, whether they be the front, back or sides of the property. In addition, owners are also required to maintain the separated boulevards, which is the area between the curb and the sidewalk.

Currently the City's Untidy and Unsightly Premises Bylaw No. 6533-2007 does not address boulevards, only real property. Although the Highway and Traffic Bylaw No. 6704-2009 does restrict signage and other materials on boulevards, it does not regulate maintenance or require property owners to cut the grass on boulevards fronting their properties.

In keeping with Council's Strategic Plan regarding Community Safety, and Pride and Spirit, the proposed Boulevard Maintenance Bylaw No. 7666-2020 would enhance public perception of a clean and safe City and contribute to the vibrancy of the community at large. The Boulevard Maintenance Bylaw No. 7666-2020, would be an effective regulatory tool for Bylaw Compliance Officers to encourage property owners to maintain their boulevards, thus contributing to beautiful streetscapes, safe passage for pedestrian and vehicular traffic, and to the general well-being of the community.

This bylaw would be in addition to, and would not impede with any Engineering boulevard maintenance programs initiated by the City.

RECOMMENDATION:

That Maple Ridge Boulevard Maintenance Bylaw No. 7666-2020 be given first, second and third reading.

DISCUSSION:

Boulevards are public spaces and as mentioned above, are the section of land between property lines and the edge of the pavement or curb of the roadway. Boulevards are important municipal attributes as their appearance affects the overall look and feel of the City's landscape. Overgrown vegetation can also contribute to pedestrian and vehicular sight line obstructions and prohibit citizens from utilizing wheelchairs or strollers safely.

By having property owners and occupiers maintain City boulevards bordering their properties, this will help to ensure sight lines are protected, pedestrians have safe access, utility companies and City staff have unobstructed access to maintain underground utilities, water mains, storm drains, as well as prune and preserve City maintained trees and vegetation.

a) Background Context:

In a survey of nine local municipalities; four have adopted stand-alone boulevard maintenance bylaws, three regulate boulevards within other bylaws, and two currently do not have any bylaws to compel owners to maintain their boulevards. Of the three municipalities where boulevards are regulated by other bylaws, two are included in highway traffic bylaws, and one is within an unsightly property bylaw. Direct enforcement and City remedies for clean up are permitted within the unsightly bylaw, however ticketing and long form prosecutions under the *Offence Act*, are the only remedies allowed under the highway traffic bylaw.

SURVEY OF LOCAL MUNICIPALITIES

MUNICIPALITY	BOULEVARD MAINTENANCE BYLAW
City of BURNABY	No
City of COQUITLAM	Yes
City of LANGLEY	Yes – included in another bylaw
Township of LANGLEY	Yes – included in another bylaw
District of MISSION	No
City of PITT MEADOWS	Yes
City of PORT COQUITLAM	Yes
City of PORT MOODY	Yes
City of SURREY	Yes – included in another bylaw

In addition, many residents do maintain their boulevards and this can be a source of conflict and frustration in some neighbourhoods where others do not maintain regularly or at all. The proposed Boulevard Maintenance Bylaw would allow ticketing under the Bylaw Notice and the Municipal Ticket Information programs, as well as City remedies to maintain the boulevard on the property owner's behalf should they fail to comply.

b) Desired Outcome:

To effectively reduce the negative impacts of overgrown and unsightly boulevards and enhance the beautification of the overall City landscape.

c) Strategic Alignment:

The proposed Boulevard Maintenance Bylaw No. 7666-2020 would be a tool for Bylaw Compliance Officers to deal with unkempt and unsightly boulevards, sight-line obstructions, illegal construction, and to ensure boulevards are maintained to a reasonable community standard. This is in line with Council's Strategic Priorities.

d) Business Plan/Financial Implications:

The Licences & Bylaw Department currently has the ability to administer this bylaw under current resources. Bylaw Compliance Officers continue to deal with unsightly properties,


however are unable to address unkempt boulevards that border these properties. This proposed bylaw will increase efficiencies and contribute to an aesthetically pleasing landscape.

e) Alternatives:


At this time, the City cannot require owners or occupiers to maintain boulevards fronting their properties. Certain restrictions including illegal signs and the accumulation of rubbish, are currently regulated under the Highway and Traffic Bylaw No. 6704-2009, however, this bylaw does not address maintenance, the removal of noxious weeds, the cutting of grass, or a City remedy for clean up.

CONCLUSIONS

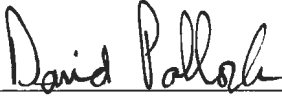
The intention of a Boulevard Maintenance Bylaw is to deal with problematic property owners who do not cut their grass, maintain their boulevards, or erect, plant or install offending materials. Overall, the gracious residents of Maple Ridge do take pride and do maintain their boulevards along with their properties. This bylaw is meant to deal with owners or occupiers who fail or refuse to maintain their boulevards to neighbourhood or community standards.



Prepared by: Michelle Orsetti
Director: Bylaw & Licensing Services



Approved by: Christine Carter, MCIP, M.PI.
General Manager: Planning and Development Services



Approved by: David Pollock, P.Eng.
General Manager: Engineering Services



Concurrence: Al Horsman
Chief Administrative Officer

Attachments:

Appendix I: Maple Ridge Boulevard Maintenance Bylaw No. 7666-2020



City of Maple Ridge

Boulevard Maintenance Bylaw No. 7666 - 2020

Effective Date:

City of Maple Ridge

Boulevard Maintenance Bylaw No. 7666 - 2020

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City of Maple Ridge

Boulevard Maintenance Bylaw No. 7666 - 2020

A bylaw to Regulate Prohibited Construction and the Maintenance of Boulevards within the City of Maple Ridge

WHEREAS the Council of the City of Maple Ridge wishes to exercise its authority pursuant to the *Community Charter* [SBC] 2003, c.26;

AND WHEREAS the *Community Charter* authorizes Council by bylaw, to regulate prohibit and impose requirements in relation to public places;

AND WHEREAS the Council deems it expedient to provide a bylaw respecting the maintenance of boulevards within the City;

NOW THEREFORE, pursuant to sections 8(3)(b), 16, 17, 62 and 194 of the *Community Charter*, the Council of the City of Maple Ridge, in open meeting assembled, Enacts as follows:

Part 1 Citation

- 1.1 This bylaw may be cited as the Boulevard Maintenance Bylaw No. 7666 - 2020.

Part 2 Severability

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

Part 3 Definitions

- 3.1 In this bylaw:

Boulevard means the area from the edge of pavement or curb of a highway, or where there is no pavement or curb from the edge of the traveled portion of the highway to the property line, and includes the space below and above the surface of the land, but excludes the sidewalk.

City means the City of Maple Ridge.

Highway means every highway within the meaning of the *Transportation Act* and amendments thereto; every road, street, lane or right of way designed or intended for or used by the general public for the passage of vehicles and every private place or passageway to which the public, for the purpose of parking or servicing of vehicles, has access or is invited and includes disabled zones and the roadway, shoulder

boulevard, ditch and sidewalk and whatever lands lie between the property lines of the highway.

Noxious weeds has the same meaning prescribed in the *Weed Control Act, RSBC, 487*, as amended.

Officer means a Bylaw Officer, the Director of Bylaws & Licensing Services for the City or designate, and shall include any members of the Maple Ridge Fire Department and the Royal Canadian Mounted Police.

Owner, in addition to any other meaning, includes:

- (i) the registered owner of the land, premises or **Property**;
- (ii) any **Person** residing on or in land, premises or **Property**;
- (iii) the **Person** entitled to the possession of land, premises or **Property** if there is no **Person** residing on or in the land, premises or **Property**; and
- (iv) a leaseholder;

and shall include the agent of any such **Person**.

Person includes natural persons of either sex, associations, corporations, bodies politic, co-partnerships, whether acting by themselves or by a servant, agent or employee, and the heirs, executors, administrators, successors and assigns or other legal representative of such persons.

Rubbish means decaying or non-decaying solid and semi-solid wastes, including but not limited to both combustible and non-combustible wastes, such as paper, trash, refuse, cardboard, waste material, cans, wood, glass, mattresses, crates, rags, barrels, boxes, lumber, scrap metal, scrap paving material, discarded appliances, discarded furniture, dry vegetation, yard clippings, noxious weeds, overgrown vegetation and grass, and piles of earth mixed with any of the above, or any other unauthorized substance.

Sidewalk means every structure designed primarily for pedestrian use including without limitation any footpath made of gravel, asphalt, limestone, dirt or other material and the unpaved edge adjoining any asphalt road surface where no finished sidewalk exists.

Part 4 Boulevard Regulations

4.1 Boulevard Construction:

- 4.1.1 No **Owner** or occupier of real property adjacent to a **Boulevard** shall:
- (a) plant any tree, hedge, bush, shrub or any other vegetation other than grass, on the **Boulevard**, unless authorized by the City;
 - (b) construct any impervious surface on the **Boulevard** including, without limitation, any fence, wall, retaining wall or rockery;
 - (c) erect any signage on the **Boulevard**;

4.2 Boulevard Maintenance:

- 4.2.1 Every **Owner** or occupier of real property shall maintain in a clean, tidy and well kept condition every **Boulevard** abutting on real property and without limiting the generality of the foregoing shall:
- (a) remove accumulations of filth, **Rubbish**, discarded materials, hazardous objects and other materials which obstruct a drainage facility;
 - (b) keep grass areas trimmed to a maximum of 30 centimetres in height, and free of **Noxious Weeds**;
 - (c) keep landscaping trimmed so that driveway and intersection sight distances are unobstructed; and
 - (d) keep landscaping from encroaching over paved roadways or gravel shoulders.

Part 5 Prohibitions

- 5.1.1 No **Person** shall dispose of any vegetation cuttings, **Rubbish**, discarded materials or any liquid or solid waste on any **Boulevard**.
- 5.1.2 Notwithstanding the requirement to maintain landscaping on the **Boulevard** pursuant to section 4.2.1, no **Person** may cut down or prune any tree, shrub, brush or hedge on any **Boulevard** without first obtaining written permission of the **City**.

Part 6 Notices and City Action at Defaulter's Expense

- 6.1.1 **Officers** may issue in writing such notices as may be necessary to notify a **Person** of a violation or contravention of this bylaw and may order such **Person** to comply with this bylaw within a specified time, to discontinue any work or activity in contravention of this bylaw, to remove items or

things, or refrain from doing such other actions and things that are in violation or contravention of this bylaw.

6.1.2 A notice issued under this bylaw may be delivered:

- a) by hand to the person who is the addressee of the notice;
- b) by regular mail to the occupier or registered **Owner** of the real **Property** to which the violation or contravention relates; or
- c) by posting it on the real **Property** to which the violation or contravention relates.

6.1.3 If a **Person** to whom a notice has been issued fails to comply with such notice, the **City** may do or cause to be done such acts and things as are necessary to fulfill the requirements of the notice (including entering on the real property, if required) and may take such other measures as may be necessary to protect the public, all at the expense of such **Person**, and recover the costs incurred from that **Person** as a debt.

6.1.4 Any costs incurred by the **City** pursuant to section 6.3 may be collected in the same manner and with the same remedies as property taxes and if any such costs remain unpaid by December 31 of the year incurred, are deemed to be taxes in arrears.

Part 7 Inspection

7.1 An **Officer** may, in accordance with section 16 of the *Community Charter*, enter on any property at any reasonable time to ascertain whether the requirements of this bylaw, or any order issued pursuant to this bylaw, are being observed.

Part 8 Offence and Penalty

8.1 Any **Person** who violates any of the provisions of this bylaw or who suffers or permits any act or thing to be done in contravention of or neglects to do or refrains from doing any act or thing required to be done pursuant to any provision of this bylaw or any notice issued pursuant hereto, commits an offence and shall be liable to the penalties hereby imposed and each day that such violation is permitted to exist shall constitute a separate offence.

8.2 Any **Person** who commits an offence is liable on summary conviction to a fine or to imprisonment, or to both a fine and imprisonment, not exceeding the maximum allowed under the *Offence Act*.

READ A FIRST TIME on [Date]

READ A SECOND TIME on [Date]

READ A THIRD TIME on [Date]

ADOPTED by the Council on [Date]

PRESIDING MEMBER

CORPORATE OFFICER

DRAFT