

City of Maple Ridge

**COUNCIL WORKSHOP AGENDA**

October 13, 2020

11:00 a.m.

Virtual Online Meeting including Council Chambers

**ADDENDUM**

**4.4 Council Appointments to New Committees of Council**

Staff report dated October 13, 2020 recommending that Councillor Svendsen be appointed as Council Liaison to the Parks, Recreation & Culture Advisory Committee and Councillor Meadus be appointed as alternate and that Councillor Dueck, Councillor Duncan, and Councillor Meadus be appointed to the Corporate Governance and Human Resources Committee.

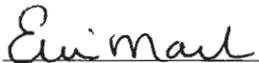
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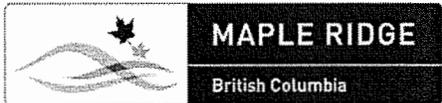
  
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DATE: Oct. 9, 2020

PREPARED BY

  
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DATE: Oct. 9, 2020

CHECKED BY:

  
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DATE: Oct 9/20



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**CITY OF MAPLE RIDGE**

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Council Appointments to New Committees of Council

**MEETING DATE:** October 13, 2020  
**FILE NO:** 01-0540-01  
**MEETING:** Workshop

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**EXECUTIVE SUMMARY:**

During the Council Workshop meeting of September 29, 2020 Council approved the creation of a Parks, Recreation & Culture Advisory Committee and a Corporate Governance and Human Resources Committee as part of the Phase 3 Committee Task Force Review. Council appointments for the new committees are required to enable work to begin on these committees in 2020.

A staff report on the 2021 Council appointments to all other Committees of Council, including the Audit and Finance Committee, will be provided at a November Council meeting.

**RECOMMENDATIONS:**

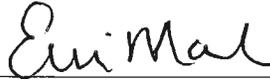
1. That Councillor Ryan Svendsen be appointed as the Council Liaison to the Parks, Recreation & Culture Advisory Committee for a term commencing October 13, 2020 and expiring December 31, 2021 and that Councillor Chelsa Meadus be appointed as the alternate; and
2. That Councillor Judy Dueck, Councillor Kiersten Duncan, and Councillor Chelsa Meadus be appointed to the Corporate Governance and Human Resources Committee for a term commencing October 13, 2020 and expiring December 31, 2021.

**DISCUSSION:**

1. Parks, Recreation & Culture Advisory Committee  
The Parks, Recreation & Culture Advisory Committee will begin in early 2021. The City is currently advertising for member at large positions on the Committee and the Council appointments are required to allow the Council liaison and Council liaison alternate to be involved in the recruitment and nomination process.
2. Corporate Governance and Human Resources Committee  
The Corporate Governance and Human Resources Committee is a new Standing Committee of Council that will begin the fall of 2020. The membership of the Committee consists of three members of Council appointed by the Mayor.

**CONCLUSION:**

These Council appointments allow work to begin on the Parks, Recreation & Culture Advisory Committee and the Corporate Governance and Human Resources Committee immediately.



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Prepared by: **Erin Mark**  
Clerk 3



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Approved by: **Stephanie Nichols**  
Corporate Officer



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Concurrence: **Al Horsman**  
Chief Administrative Officer

**Attachments:**

- Appendix A – Parks, Recreation and Culture Advisory Committee Terms of Reference
- Appendix B – Corporate Governance and Human Resources Committee Terms of Reference

## **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  
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.