

City of Maple Ridge

COUNCIL WORKSHOP AGENDA

October 19, 2021

9:00 a.m.

PLEASE NOTE THE CHANGE IN TIME

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: Committee of the Whole Meeting – October 19, 2021 – 1:30 p.m.
Public Hearing – October 19, 2021 at 7:00 p.m.**

- 1. APPROVAL OF THE AGENDA**
- 2. ADOPTION OF MINUTES**
 - September 28, 2021
- 3. PRESENTATIONS AT THE REQUEST OF COUNCIL**
- 4. UNFINISHED AND NEW BUSINESS**

4.1 Committees of Council 2022 Work Plan Review

Staff report dated October 19, 2021 providing Committees of Council work plans for review and feedback.

4.2 Parking Bylaw Amendment - Payment-In-Lieu Rates Parking Rate Off-Street Parking and Loading Amending Bylaw No. 7795-2021

Staff report dated October 19, 2021 recommending that draft Off-Street Parking and Loading Amending Bylaw No. 7795-2021 be forwarded to a future Committee of the Whole Meeting including revisions as directed.

RECESS (1 HOUR)

4.3 Committee Task Force Review – Revised Committees of Council Policy 3.11

Staff report dated October 19, 2021 recommending that Committees of Council Policy No. 3.11 be forwarded to a future Committee of the Whole Meeting including revisions as directed.

4.4 Proposed Amendments to Council Procedure Bylaw No. 7700-2021

Staff report dated October 19, 2021 recommending that the proposed changes to Maple Ridge Council Procedure Bylaw No. 7700-2021 be forwarded to a future Committee of the Whole Meeting in the form of an amending bylaw including revisions as directed.

4.5 Proposed Revisions to Code of Conduct Bylaw No. 7637-2020

Staff report dated October 19, 2021 recommending that proposed changes to Council Conduct Bylaw No. 7637-2020 be forwarded to a future Committee of the Whole Meeting in the form of a new or amending bylaw including revisions as directed.

5. CORRESPONDENCE

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

7. MATTERS DEEMED EXPEDIENT

8. NOTICE OF CLOSED COUNCIL MEETING

9. ADJOURNMENT

APPROVED BY:


DATE:


PREPARED BY

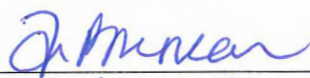
DATE:

CHECKED BY:

DATE:


Oct. 15, 2021


Oct. 15, 2021


Oct 15, 2021

City of Maple Ridge

COUNCIL WORKSHOP MINUTES

September 28, 2021

The Minutes of the City Council Meeting held on September 28, 2021 at 10:00 a.m. held virtually and hosted in the Council Chambers of the City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

PRESENT	Appointed Staff
Elected Officials	A. Horsman, Chief Administrative Officer
Mayor M. Morden	S Hartman, General Manager Parks, Recreation & Culture
Councillor J. Dueck	C. Carter, General Manager Planning & Development Services
Councillor K. Duncan	C. Crabtree, General Manager Corporate Services
Councillor G. Robson	D. Pollock, General Manager Engineering Services
Councillor R. Svendsen	P. Hlavac-Winsor, General Counsel and Executive Director,
Councillor A. Yousef	Legislative Services
	S. Nichols, Corporate Officer
ABSENT	T. Thompson, Chief Financial Officer
Councillor C. Meadus	
	Other Staff as Required
	L. Benson, Program Manager, Corporate Planning and
	Consultation
	C. Goddard, Director of Planning
	D. Olivieri, Manager of Corporate Planning and Consultation

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

Note: Due to the COVID-19 pandemic, Councillor Robson and Councillor Yousef participated electronically. The Mayor chaired the meeting from Council Chambers.

Note: Councillor Duncan was absent at the start of the meeting

1. APPROVAL OF THE AGENDA

R/2021-WS-070

It was moved and seconded

That the agenda of the September 28, 2021 Council Workshop Meeting be approved as circulated.

CARRIED

2. **ADOPTION OF MINUTES**

2.1 **Minutes of the September 7, 2021 Council Workshop Meeting**

R/2021-WS-071

It was moved and seconded

That the minutes of the Council Workshop Meeting of September 7, 2021 be adopted as circulated.

CARRIED

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

4. **UNFINISHED AND NEW BUSINESS**

4.1 **Alouette-Stave-Ruskin Water Use Plan Order Review**

Presentation by BC Hydro

Staff report dated September 28, 2021 providing background information prepared by BC Hydro outlining issues which may be considered in development of a new Water Use Plan (WUP) Order.

The General Manager of Engineering Services introduced the item. M. Ramos, Community Relations BC Hydro, introduced the presenters. K. Miltimore, Strategic Lead, provided a detailed presentation on the review of existing orders and outlined the next steps in the process.

Note: Councillor Duncan entered the meeting electronically at 10:07 a.m. during the presentation.

BC Hydro representatives responded to questions from Council.

The Mayor requested clarification on the requirement of the Order and First Nation consultation. It was clarified that the Order sets out how BC Hydro needs to operate within confines of a water licence under the *Water Sustainability Act*.

4.2 **Maple Ridge Social Services: Outcomes of the Gap Analysis**

Staff report dated September 28, 2021 recommending that housing related priority areas and community safety related priority areas identified in the findings of the Maple Ridge Housing and Mental Health, and Substance Use Research Project be reviewed and recommendations be provided for consideration.

The Director of Planning introduced the item. He also introduced Monica Petek, Researcher, Social Planning and Research Council of British Columbia.

Ms. Petek provided a detailed presentation on the City of Maple Ridge Housing, Mental Health and Substance Use Research Project.

The Chief Administrative Officer clarified that the results of the presentation are consistent with the Terms of Reference of the CSSI program. Staff advised that the 2020 scooping report had formed the basis for this report.

Note: Councillor Yousef left the meeting at 11:36 a.m. and returned at 11:40 during the discussion.

R/2021-WS-072

Moved and seconded

That the staff report dated September 28, 2021 titled "Maple Ridge Social Services: Outcomes of the Gap Analysis" be received into the record and be referred back to staff for further consideration.

CARRIED

Note: The meeting recessed at 11:53 a.m. and reconvened at 11:59 a.m.

Councillor Duncan and Councillor Robson were not in attendance when the meeting reconvened and joined electronically at 12:03 p.m.

4.3 **Business Planning Fall Check-In**

Staff report dated September 28, 2021 introducing educational videos and a presentation providing additional context as part of the business planning Fall check-in to ensure alignment with business planning in November 2021.

The Chief Administrative Officer spoke on the purpose of the presentation and introduced the Chief Financial Officer. The Manager of Corporate Planning and Consultation provided a presentation and video titled "How Your Tax Dollars Are Spent" and outlined the financial planning process.

The Chief Administrative Officer advised on the proposed 3.6% tax rate increase. Staff responded to questions from Council.

4.4 Follow-up Report: Options for Reducing GHG Emissions from Buildings and Transportation

Staff report dated September 28, 2021 providing additional information to a report provided at a Council Workshop Meeting held on April 27, 2021.

The Program Manager, Corporate Planning and Consultation, provided a detailed presentation outlining the history of information provided to Council pertaining to GHG Emissions and providing additional information on ways in which the City could take action to reduce community greenhouse gas emissions from buildings and transportation.

5. ***CORRESPONDENCE*** – Nil

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

7. ***MATTERS DEEMED EXPEDIENT*** – Nil

8. ***ADJOURNMENT*** – 3:55 p.m.

M. Morden, Mayor

Certified Correct

S. Nichols, Corporate Officer

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

MEETING DATE: October 19, 2021
FILE NO: 01-0110-01
MEETING: Workshop

SUBJECT: Committee of Council - Work Plan Review

EXECUTIVE SUMMARY:

In alignment with the City's corporate planning cycle, Committees of Council develop work plans to guide their efforts for the coming year. The Committees of Council policy review has identified that Council prefers to provide more in depth direction on the work undertaken by committees. Proposed work plans are attached to this report for Council review and consideration.

RECOMMENDATION:

For information.

DISCUSSION:

a) Background Context:

Committees of Council have historically followed the same work plan development timeline as City departments. However, the ongoing review of Council's committee policy has indicated that greater direction is desired on the scope of work undertaken by committees of Council.

Attached to this report are committee work plans for Council's review. Staff liaisons will be available to provide clarity on proposed deliverables and receive feedback. Work plans will be modified based on Council's direction and included for endorsement during corporate business planning in November.

CONCLUSION:

Council's direction ensures alignment between the scope of committee work and Council's expectations for the coming year.



Prepared by: **Dan Olivieri**
Manager of Corporate Planning & Consultation


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


Approved by: **Christine Carter**
General Manager of Planning & Development Services


Approved by: **David Pollock**
General Manager of Engineering Services


Approved by: **Scott Hartman**
General Manager of Parks, Recreation & Culture


Concurrence: **Al Horsman**
Chief Administrative Officer

Attachments:

- (A) Agricultural Advisory Committee
- (B) Community Heritage Committee
- (C) Environmental Advisory Committee
- (D) Economic Development Committee
- (E) Municipal Advisory Committee on Accessibility and Inclusion
- (F) Public Art Steering Committee
- (G) Parks, Recreation & Culture Committee
- (H) Social Planning Advisory Committee
- (I) Transportation Advisory Committee

2022 Agricultural Advisory Committee Work Plan

Committee Overview

The Agricultural Advisory Committee (AAC) is involved in and supports projects aimed at promoting public awareness and protecting agricultural activities. The Committee is actively involved in the implementation of the Agricultural Plan to support agriculture in the future.

The Agricultural Advisory Committee (AAC) will 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 Committee works in collaboration with related agencies and organizations involved in the promotion of agriculture, the protection of farmland and the recognition of the need for food security.

Progress Report

Action Item	Update & Next Steps	Planning Tier	Status
		Priority	
Research the potential of a joint Metro Vancouver 'Agriculture Land Trust' feasibility study	Researched and met with Metro Vancouver (MV). This item has not been explored with any level of detail at MV level as resources have been used elsewhere to help support agriculture. An already identified workplan, feasibility and staff resources are some items preventing a land trust from being explored at MV level until at least 2023.	Business Plan	Complete 100 % Q4 2021
		Deliverable	
		Growth	
Explore the potential of Maple Ridge becoming an official 'Bee City'	Will no longer pursue this item and will instead promote overall pollinator health through our education and speaker series as well as the community gardens and food garden contest.	Business Plan	Complete 100 % Q4 2021
		Deliverable	
		Environment	
Implement a Booth In a Box (resource kit for special events)	Public engagement opportunities have been impacted by COVID-19, therefore, other opportunities have been identified as part of 2022 workplan to reach out and engage with the public. No further work required for Booth in a Box.	Business Plan	Complete 100 % Q4 2021
		Deliverable	
		Pride	
New identified priorities (when approved by Council)	Presentation by AAC Chair upcoming; priorities to be determined with the 2022 Business Plan	Business Plan	In Progress 50 % Q4 2021
		Deliverable	
		Environment	
Develop recommendations for reductions in water metering rates to make Maple Ridge more hospitable for farmers	Researched and compared other municipalities in Metro Vancouver to see if any reductions are being provided (none). Item was also brought up with Metro Vancouver at the regional level with no further action required.	Business Plan	Complete 100 % Q4 2021
		Deliverable	
		Environment	
Develop recommendations regarding land use and site coverage for agricultural zoned properties	Researched and compared CMR zoning bylaw to surrounding municipalities for lot coverage of agricultural and residential zoned properties. No further action required.	Business Plan	Complete 100 % Q4 2021
		Deliverable	
		Environment	

Progress Report

Action Item	Update & Next Steps	Planning Tier	Status
		Priority	
Improve awareness and preparedness of Maple Ridge agriculture with regard to climate change	Climate change is seen as a high level policy item. The theme of climate change will continue into 2022 workplan under education and awareness through the presentation / speaker series and food security.	Business Plan Deliverable Environment	In Progress 25% Q4 2022
Review and establish priorities for new projects in the development and implementation of the Agricultural Plan	Research ongoing	Business Plan Deliverable Environment	In Progress 25% Q4 2022
Support the development of Community Gardens in the City of Maple Ridge	Researched current locations and updated contact list. Future work to involve further research on best practices and more educational opportunities for the public.	Business Plan Deliverable Pride	In Progress 40% Q4 2022
Implementation of a presentation / speaker series on agriculture related items.	Presentations provided from experts to the public (online) on various agriculture-related topics including pollination and composting. Educational opportunities in this form have been identified as part of the 2022 workplan.	Business Plan Found Milestone Pride	In Progress 50% Q4 2021
Implementation of a Garden Contest	Garden contest had over 60 participants with judges determining the 'winners' through photo submission. Each participant received some type of prize for participating through donations from local businesses and support from the AAC. Food security and education have been identified as part of the 2022 workplan	Business Plan Found Milestone Pride	Complete 90% Q4 2021

New 2022 Workplan Deliverables

Action Item	Priority	ETA
Provide opportunities for the public to participate in learning about and contributing to food security through the development of community gardens	Pride	Q4 2022
Provide opportunities for the public to participate in learning about and contributing to food security through the implementation of a food garden contest	Pride	Q4 2022
Provide opportunities for education and public engagement through a presentation / speaker series on agriculturally-related topics.	Pride	Q4 2022
Explore alternative options for underutilized fallow lands within the City.	Environment	Q4 2022
Provide education and awareness of farm vehicles on City roads.	Safety	Q4 2022
Review and establish priorities for new projects in the development and implementation of the Agricultural Plan.	Environment	Q4 2022

2022 Community Heritage Commission Work Plan

Committee Overview

The Commission is appointed to advise Council on the conservation of cultural heritage resources in the community and to guide Maple Ridge in the conservation of it's cultural heritage through planning, education, and stewardship.

Progress Report

Action Item	Update & Next Steps	Planning Tier	Status
		Priority	
Heritage Incentives Review Explore incentives for heritage property owners, to encourage tangible recognition and conservation of local heritage assets.	Consultant presented background report to Council. Next step is to prepare incentives options specific to Maple Ridge for further direction.	Corporate Plan	In Progress 75% Q4 2021
		Deliverable	
		Pride	
Hold Annual Heritage Awards event during Heritage Week (third week in February).	Celebrates conservation of Maple Ridge's heritage resources and community members successes.	Business Plan	Complete 100% Q1 2021
		Deliverable	
		Pride	
Heritage Plan Review and Update Review Community Heritage Commission Heritage Plan and update Heritage Plan for the next ten years	Guides the Community Heritage Commission's work program each year.	Business Plan	In Progress 40% Q4 2021
		Deliverable	
		Pride	
Developed and Installed Hammond Cedar Mill Plaque	The heritage sign was installed in the Hammond Neighbourhood adjacent to the Hammond Mill Site	Business Plan	Complete 100% Q2 2021
		Deliverable	
		Pride	
Open Archives Digitization Project (with Clerks Department).	Early documents (such as the City's first Bylaws) are professional digitized and uploaded to the City's website.	Business Plan	Complete 100% Q2 2021
		Deliverable	
		Pride	
Tolmie Park Heritage Sign Replacement	The heritage sign had deteriorated. A new sign of same design was installed in original location.	Business Plan	Complete 100% Q2 2022
		Found Milestone	
		Pride	

New 2022 Workplan Deliverables

Action Item	Priority	ETA
Hold Annual Heritage Awards event during Heritage Week (third week in February).	Pride	Q1 2022
Replace damaged or weathered plaques or heritage signs previously installed by the CHC	Pride	Q4 2022

New 2022 Workplan Deliverables

Action Item	Priority	ETA
Research and develop youth heritage grant	Pride	Q4 2022
Research and develop heritage plaque/sign guidelines	Pride	Q4 2022
Complete municipally owned Heritage Conservation Master Plan	Pride	Q4 2022
If requested by Council, advise Council on various planning and development applications that may impact recognized or potential heritage resources (i.e. heritage bylaws)	Pride	Q4 2022
Participate and/or attend cultural events, festivals, workshops, and conferences	Pride	Q4 2022
Update publically accessible documentation such as the Heritage Register and Heritage Inventory	Pride	Q4 2022
Liaises with the following heritage organizations: BC Historical Federation, BC Museums Association, Heritage BC, Maple Ridge Historical Society, Maple Ridge Family History Group	Pride	Q4 2022

2022 Environmental Advisory Committee Work Plan

Committee Overview

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

Progress Report

Action Item	Update & Next Steps	Planning Tier	Status
		Priority	
Develop a Scoping Report and RFP for a Municipal Green Infrastructure Management Strategy	Completed and endorsed by Council with unanimous support in Q2 2021.	Corporate Plan Deliverable Environment	Complete 100% Q2 2021
Conduct Green Infrastructure Strategic Framework Study and initiate internal Task Force between departments for feedback	Interviews completed with round table discussions which included various guest expert speakers, reviews of findings and recommendations from consultant.	Corporate Plan Deliverable Environment	Complete 100% Q3 2021
Establish new EAC Sub-Committee for Green Infrastructure GISC with subject matter experts from development & business community	Council endorsed sub-committee was successfully involved with review and input into Green Infrastructure study, in addition to providing input into local area plans and Council special projects related to EV infrastructure and Step Code timing.	Business Plan Deliverable Environment	Complete 100% Q2 2021
Undertake the study and provide feedback and recommendations on GI Strategy from Municipal Task Force Group, EAC, GISC, and Consultant EcoPlan	Consultant's report will be presented to Council for feedback in Q4 of 2021. Final report will be presented to Council in Q1 or Q2 of 2022.	Corporate Plan Deliverable Environment	Complete 90% Q3 2021
Report to Council with Final Recommendations and Update on Aquifer Mapping within OCP	Recommendations will be presented to Council in Q4 2021. This will include an amendment to remove the Provincial aquifer map from the Official Community Plan and move it to the City's website.	Corporate Plan Deliverable Environment	In Progress 85% Q4 2021
Update To Council on EAC Activities and Deliverables for 2021	Dates pending with an update from the EAC and GISC Chairperson.	Corporate Plan Deliverable Environment	In Progress 85% Q4 2021
Review & Feedback of EV Policy and Step Code Timing by GISC	Completed and submitted to Council as requested by GISC members.	Business Plan Deliverable Governance & Service Delivery	Complete 100% Q4 2021

Progress Report

Action Item	Update & Next Steps	Planning Tier	Status
		Priority	
Review and Feedback of ISMP Plans for Kanaka and Alouette River	No further steps are required until recommended implementation items are supported by Council in the future.	Business Plan Deliverable Governance & Service Delivery	Complete 100% Q3 2021
Develop a Scoping Report for Ecological Network Management Strategy - Municipal Best Management Design/Practices for supporting Healthy Urban Ecosystems & Wildlife Habitat - Understanding Critical Connections & Metrics for Management of EcoSystem Health, & Natural Capital Evaluation	Pending potential endorsement of the Green Infrastructure Management Strategy for the City, this scoping report will be coming forward for Council's consideration.	Corporate Plan Deliverable Environment	Not Started 10% Q2 2022
Update Municipal GIS Mapping and Natural Asset Inventory including Metrics on Tree Canopy Cover using Lidar	Ongoing efforts to improve information and technology to help with decision making for various departments.	Corporate Plan Deliverable Governance & Service Delivery	In Progress 85% Q4 2022
Review and Update Environmental Communications Tools	Update on communications efforts for environment initiatives and requirements pending.	Corporate Plan Deliverable Environment	In Progress 50% Q2 2022
Update for Council on Improvements for Communications and Outreach related to Environment Section	Update on communications efforts for environment initiatives and requirements are pending.	Corporate Plan Deliverable Environment	In Progress 50% Q3 2022
Implementation of a Guest Expert Speaker Series for Green Infrastructure on topics of Urban Design, Urban Landscaping, Urban Forestry, and Natural Capital Evaluation	Completed five different presentations by international, national and local experts on various subjects related to green infrastructure and innovative urban design opportunities. There is further interest to continue this speaker series.	Corporate Plan Deliverable Environment	In Progress 80% Q2-Q4
Establish new EAC Sub-Committee for Green Infrastructure (GISC) feedback from development & business community with subject matter experts on sustainable design and green building	Six months of one year term is near completion with an interest in renewal and possible expansion to incorporate new subject matter experts. Requirement for Council endorsement to continue and expand this sub-committee.	Business Plan Found Milestone Governance & Service Delivery	In Progress 85%

Progress Report

Action Item	Update & Next Steps	Planning Tier	Status
		Priority	
Implementation of a Guest Expert Speaker Series for Green Infrastructure on topics related to innovative design including consideration for Urban Design, Urban Landscaping, Urban Forestry, and Natural Capital Evaluation	Five guest speakers have presented with international reputations and work experience also with connections to Maple Ridge through previous studies, work, and projects in the community. Presentations done remotely due to COVID measures with Q&A afterwards. Focus on both EAC and GISC members, along with municipal staff. Mayor and Council were also invited to attend or welcome to view the presentations.	Business Plan Found Milestone Governance & Service Delivery	In Progress 85%
Update and assistance with Municipal GIS Mapping and Natural Asset Inventory including Metrics on Tree Canopy Cover using Lidar. Also presentations by BCIT and Foresite Forestry on local pilot studies, findings and field investigations.	Volunteer Pilot studies completed by private/academic partnerships with EAC & City including BCIT Grant monies. Results were successful in showing how new Lidar technology and GIS software/remote sensing techniques can be utilized by local governments to help inventory municipal forests in an accurate, timely, and much more cost effective manner. Presentations to EAC members and support for updates to municipal inventory & mapping R&D.	Business Plan Found Milestone Governance & Service Delivery	Complete 100%
Review & feedback of EV Policy and Step Code Timing at request of Council by Green Infrastructure Sub-Committee members	Feedback requested by Council from GISC members on some elements associated with Electric vehicles and Step Code.	Business Plan Found Milestone Governance & Service Delivery	Complete 100%
Review and feedback from EAC members about environmental questions or concerns related to proposed draft Integrated Stormwater Management Plans (ISMPs) for Kanaka and Alouette River as part of Engineering Department consultation process	Presentation by Engineering Dept. and Consultant of Record on draft ISMP plans and reports. Feedback provided by EAC members.	Business Plan Found Milestone Governance & Service Delivery	Complete 100%
Recruitment of new EAC members due to completion of term of serving members. Appreciation evening with thanks for members that have served the community.	Pending interviews by Council Liaison member and Staff Liaison and review by Council of new EAC members they will start their term this Fall 2021.	Business Plan Found Milestone Governance & Service Delivery	In Progress 50%

New 2022 Workplan Deliverables

Action Item	Priority	ETA
Review any specific special requests, project review, or directives from Council for EAC members	Environment	Q4 2022
Develop a scoping report for Ecological Network Management Strategy: - Municipal Best Management Design/Practices for supporting Healthy Urban Ecosystems & Wildlife Habitat - Understanding Critical Connections & Metrics for Management of EcoSystem Health & Natural Capital Evaluation	Environment	Q4 2022

New 2022 Workplan Deliverables

Action Item	Priority	ETA
Potential Next Steps for Green Infrastructure Management Framework - focusing on potential high priority short term implementation items associated with CMR Green Infrastructure for consideration by Council as part of 2022/23 business planning review. The EAC would also provide recommendations on high priority short term implementation items for Council's consideration.	Environment	Q3 2022
Provide opportunities for green infrastructure integration into urban design through design charrettes for green streets, sites, and pilot studies. How to promote more vibrant, resilient, pedestrian friendly options for urban infill areas. Includes input from various subject matter experts including local expertise from the Development, Building, and Business Community.	Environment	Q4 2022
Provide opportunities for education and public engagement through a presentation / speaker series on environmental related topics.	Environment	Q4 2022
Ongoing participation and coordination with other Municipal Advisory Committees in working with them on community based projects and initiatives including tree planting opportunities, stewardship initiatives, and urban ecology projects - pollinator species, song birds, & bio-diversity in back yards.	Governance & Service Delivery	Q4 2022

2022 Economic Development Committee Work Plan

Committee Overview

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.

Progress Report

Action Item	Update & Next Steps	Planning Tier	Status
		Priority	
Determine next steps in recruiting a new hotel once the Hotel Feasibility Study is updated	This work is a result of the Hotel Feasibility Study.	Business Plan Deliverable Growth	Complete 100%
Create Task Force to support development of the Economic Development Strategy	Input from different sectors is required to ensure the Economic Development Strategy fits our city.	Business Plan Deliverable Growth	Complete 100%
Develop a Business Friendly Task Force	Task force wants to ensure the local businesses and customers to City Hall have a voice with regard to making recommendations that will improve business friendliness.	Business Plan Deliverable Relations	Complete 100%
Restart Business Walks	To promote connectivity with the business community Businesses may be more responsive to members of the committee as fellow business owners. Due to COVID, this item was delayed.	Business Plan Deliverable Relations	Delayed 0%
Policies, Strategies and New Programs	Advice from committee is invaluable to ensure the perspective of the local businesspeople is included.	Business Plan Deliverable Growth	Complete 100%
Investigate Blue Clay	Maple Ridge could be a leader in extraction of blue clay which could be prosperous for new developments rather than costly.	Business Plan Deliverable Environment	Not Started 0%
Attended seminars and information sessions related to the creation of the Economic Development Strategic Plan	The Economic Development Strategic Plan completed at the end of October and recommendations were presented to Council.	Business Plan Found Milestone Growth	Complete 100%

New 2022 Workplan Deliverables

Action Item	Priority	ETA
Advise implementation tactics of new Economic Development Strategic Plan	Growth	Q4 2022
Support the development of the updated Tourism Strategy	Pride	Q2 2022
Provide advice on policies, strategies and new programs that promote or relate to economic development	Relations	Q4 2022

2022 Municipal Advisory Committee on Accessibility and Inclusion Work Plan

Committee Overview

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

Progress Report

Action Item	Update & Next Steps	Planning Tier	Status
		Priority	
Develop and deliver a Community Educational Series promoting accessibility and inclusiveness.	In partnership with Qmunity (Metro Vancouver's LGBTQ2S+ Hub), the Community Network delivered an Educational Series in Q2 and Q3 2021.	Business Plan Deliverable Growth	Complete 100% Q2 2021
Deliver a presentation on Municipal Advisory Committee on Accessibility and Inclusiveness role in the community to all Committees of Council.	The MACAI delivered presentations to all Committees of Council in 2021.	Business Plan Deliverable Relations	Complete 100% Q4 2021
Successfully supported the Senior Network in applying for the New Horizons Grant, Community Based COVID Response project to support isolated seniors in acquiring and using technology.	Successfully received \$25,000 in grant funding to create a local intergenerational technology program that supports isolated seniors to e-connect with family and friends through the Covid pandemic in 2021.	Business Plan Deliverable Pride	Complete 100% Q1 2021
Supported the Dementia Friendly Community Initiative	Applied for and received the Plan H grant to support the 'Creating Connections: Visual Arts Program' for people with dementia.	Business Plan Found Milestone Pride	Complete 100% Q2 2021
Applied for the Social Planning and Research Council of BC Grant	Successfully received funding in the amount of \$500.00 to support MACAI in delivering their annual awards celebration.	Business Plan Found Milestone Pride	Complete 100% Q2 2021

New 2022 Workplan Deliverables

Action Item	Priority	ETA
Update community organizations on MACAI's mandate and projects	Growth	Q4 2022
Evaluate and make recommendations regarding the MACAI Accessibility and Inclusiveness award program	Pride	Q2 2022

2022 Public Art Steering Committee Work Plan

Committee Overview

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.

Progress Report

Action Item	Update & Next Steps	Planning Tier	Status
		Priority	
Develop six public art commissioning projects with artists, including First Nations artists, youth and young adults for public facilities and civic events	Completed six new public artworks including: the Leisure Centre mosaics, Telosky Stadium Fieldhouse, new poetry stamps on the Lougheed corridor, the Polygon Provenance development sculpture, and new art murals in the downtown.	Business Plan Deliverable Relations	Complete 100 % Q1 2021
Develop and complete up to four new public art commissioning projects for approved sites, Planning Department developments and Metro Vancouver Regional Parks	New artwork was installed at the Polygon Provenance site, the Hammond Cedar development, and new murals in the downtown. The concept design for the St. Anne Ave development has been approved with the installation to start in 2022. The concept design for the exterior of the Hammond Community Centre has been completed, and the Art Mural Guidelines was developed to support the City's sign bylaw.	Business Plan Deliverable Pride	Complete 100 % Q4 2021
Initiate the new Kanaka Creek Regional Park interpretive art mural project. The project will gain new partnership opportunities with Metro Vancouver, KEEPS, SD42, Kwantlen First Nation and Pacific Parklands Foundation	The new public artwork will be located on the fish fence at the 240 Street bridge and will serve as a pilot prototype for other regional parks. Agreements, processes and timelines have been developed with Metro Vancouver. With community engagement, the project is anticipated to be awarded in the fall of 2021 and completion in spring of 2022.	Business Plan Deliverable Pride	In Progress 40 % 2021-2022

New 2022 Workplan Deliverables

Action Item	Priority	ETA
Develop and/or complete up to five new public art commissioning projects for approved sites and a new cultural crawl map; update the public art policy and procedures; award artist or team for the Fern Crescent Artist in Residence 2022-2025; and investigate potential Artist in Residence opportunities at the Albion Community Centre. Commissioning projects include the Albion Community Centre, MacLean Homes Edge 3 development, Kanaka Regional Park, 132 Ave/Fern Crescent Corridor, storm drains and CPR pedestrian tunnel, new street banner designs, and enhanced the community public art grant program to support reopening, recovery and placemaking	Pride	Q4 2022

2022 Parks, Recreation and Culture Committee Work Plan

Committee Overview

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 provides community perspective on emerging needs and policies, makes recommendations on strategic planning initiatives, and advise on matters referred to the Committee by Council.

New 2022 Workplan Deliverables

Action Item	Priority	ETA
Support the development of PRC's Master Plan	Growth	Q4 2022
Develop methods to increase partnership opportunities to support enhancing programs, services and amenities	Growth	Q3 2022
Support truth and reconciliation by collaborating and connecting with our indigenous communities through program partnerships and culture/event opportunities	Relations	Q1 2022
Seek opportunities to bring neighbourhoods together through programs, engagement and purpose	Pride	Q2 2022

2022 Social Policy Advisory Committee Work Plan

Committee Overview

The Social Policy Advisory Committee (SPAC) advises Council on matters relating to social planning and the social needs, social well-being and social development of the community. How we plan our cities and neighbourhoods affects the health and well-being of individuals and community in the following ways: Our ability to get around; Where and in what type of housing we live; What food we have access to; Access to income; How much and what kind of green space we can play and rest in; How safe, connected and included we feel in our neighbourhoods; and Engagement and sense of belonging.

Progress Report

Action Item	Update & Next Steps	Planning Tier	Status
		Priority	
Support the community engagement process for the Food Security Needs Assessment Project	The community engagement process was completed in Q3 2021.	Business Plan Deliverable Safety	Complete 100% Q3 2021
Partner with the Youth Planning Table and the Senior's Network to deliver community based initiatives related to social connections, mental wellness and resilience of priority groups	The City's partnership with the Foundry BC resulted in three events that were delivered in 2021: 1) Training session with PRC Youth staff to recognize, support and refer youth as they return to activity. 2) A Virtual Art Gallery recognizing youth's work during the pandemic. 3) Sponsored three 'Movie Night's at the Greg Moore Youth Centre for youth.	Business Plan Deliverable Safety	Complete 100% Q4 2021
Work with the City's Community Safety Team to update service providers with a Community Safety Plan	The update and presentation are anticipated to occur at the next SPAC meeting in Q4 2021. In partnership with the Maple Ridge Community Action Team, the Strengthen Resilience Workshop was delivered in Q2 2021.	Business Plan Deliverable Safety	In Progress 90% Q4 2021
Supported Family Education's 2020 Poverty Reduction Planning & Assessment application to the Union of British Columbia Municipalities (UBCM)	Phase 1 of the application process was submitted in Q2 2020, and the application for Phase 2 was submitted in Q2 2021.	Business Plan Deliverable Safety	Complete 100% Q2 2021

New 2022 Workplan Deliverables

Action Item	Priority	ETA
Support Family Education in delivering their report concerning the Food Security Needs Assessment and the Poverty Reduction Assessment to the Community Network	Growth	Q1 2022
Conduct a SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats) at a regular scheduled SPAC meeting in 2022 to review and refresh the work of the committee	Safety	Q2 2022
Support the Uplan in delivering a presentation regarding their role in the Youth Strategy implementation process	Relations	Q4 2022

2022 Transportation Advisory Committee Work Plan

Committee Overview

The Transportation Advisory Committee (TAC) advises Council on transportation planning, policies and mobility issues in Maple Ridge. The Transportation Advisory Committee may:

- provide a community perspective on emerging needs, regional initiatives and policy, corporate policies and initiatives for Council consideration as it relates to transportation in Maple Ridge;
- review and consider transportation policy in a regional context as it affects Maple Ridge;
- review and provide feedback to Council with regards to transportation initiatives proposed by other levels of government and/or agencies.

Progress Report

Action Item	Update & Next Steps	Planning Tier	Status
		Priority	
Present ICBC Road Improvement Program	Engaged with ICBC Road Safety and Community Coordinator on key initiatives and educational programs undertaken by ICBC for advancements in road safety.	Business Plan Deliverable Safety	Complete 100% Q2 2021
Highlight Engineering Transportation Project Updates	Updates on transportation projects, policies and initiatives throughout the year.	Business Plan Deliverable Governance & Service Delivery	Complete 100% Q4 2021
Discuss Engineering Project Map Overview	Provided an overview of 2021 Engineering construction projects and upcoming projects in various levels of planning and design overlaid in a map format.	Business Plan Deliverable Governance & Service Delivery	Complete 100% Q1 2021
Present Transport 2050 Overview	TransLink provided the Committee with an update on Phase 2 of the Transport 2050 engagement process.	Business Plan Deliverable Growth	Complete 100% Q2 2021
Develop an Educational Plan for Active Transportation to Schools	Received final report from TAC Task Force on Active School Travel.	Business Plan Deliverable Safety	Complete 100% Q3 2021
Develop Strategic Transportation Plan (STP) Update and provide committee feedback to Engineering	Phase 1 and 2 are complete. Phase 3 is in progress and TAC will continue to serve as the stakeholder advisory committee for all five phases of plan development.	Business Plan Deliverable Growth	In Progress 50% Q2 2022

New 2022 Workplan Deliverables

Action Item	Priority	ETA
Provide input on development of Strategic Transportation Plan	Growth	Q2 2022

New 2022 Workplan Deliverables

Action Item	Priority	ETA
Present ICBC Road Improvement Program	Growth	Q4 2022
Highlight Engineering Transportation Project Updates	Growth	Q4 2022
Discuss Engineering Project Map Overview	Growth	Q1 2022
Provide input on Lougheed Transit Corridor Area Plan	Growth	Q1 2022
Provide input on Town Centre Parking Strategy	Growth	Q1 2022



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City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: **Parking Bylaw Amendment – Payment In-Lieu Parking Rate
Off-Street Parking and Loading Amending Bylaw No. 7795-2021**

MEETING DATE: October 19, 2021
FILE NO: 2021-494-RZ
MEETING: Workshop

EXECUTIVE SUMMARY

The Maple Ridge Off-Street Parking and Loading Bylaw No. 4350-1990 (Parking Bylaw) contains a provision that allows a payment in-lieu option for the required number of parking stalls on a property zoned for multi-family, commercial, or institutional use and located within a 930m radius of City Hall (in the Town Centre Area). The payment in-lieu rate per off-street parking stall has not been updated since 2008 when the Town Centre Area Plan was adopted.

A comprehensive review of the Parking Bylaw is scheduled to commence in 2022. However, Council recently raised a concern that the payment in-lieu rate may be too low and directed staff to bring a report forward in advance of the comprehensive Parking Bylaw review. For this reason, the proposed amendment to the payment in-lieu rate is viewed as an interim amendment, as further work on the appropriate valuation of constructing a parking stall in multi-family, commercial, and institutional forms of development within Maple Ridge will occur in 2022 as a component of the comprehensive review. Additionally, in 2022 staff will look at the area where the payment in-lieu option is permitted and the potential for application in other high-density areas of Maple Ridge, particularly the Lougheed Transit Corridor.

The purpose of this report is to provide a recommendation for an interim parking in-lieu rate increase, based on preliminary research of other local municipalities. A draft amendment to the Parking Bylaw has been prepared (see Appendix A) and the proposed amendment would change the current parking rate from \$12,500 per parking stall (non-residential use) and \$8,000 per parking stall (residential use) to \$20,000 per stall, for both residential and non-residential uses. Currently, the Parking Bylaw excludes single-detached residential and two-unit residential uses within the residential in-lieu option and it is proposed in the draft Parking Bylaw amendment to expand the in-lieu exclusion to include triplex, fourplex, and courtyard uses. Should Council direct staff to bring forward an amending bylaw to increase the payment in-lieu rate, it is suggested the new rate only apply to new and existing applications that have not received second reading at the time the amending bylaw is adopted.

RECOMMENDATION

That the draft Off-Street Parking and Loading Amending Bylaw No. 7795-2021 be forwarded to a future Committee of the Whole Meeting including revisions as directed during the October 19, 2021 Council Workshop Meeting.

1.0 BACKGROUND

The City of Maple Ridge's Off-Street Parking and Loading Bylaw No. 4350-1990 was originally adopted in 1990. The payment in-lieu parking alternative regulations were established in 1992, with an update in 2008 in conjunction with the adoption of the Town Centre Area Plan. Recently, Council directed that the Parking Bylaw, including the payment in-lieu rate, be reviewed, and updated. Council subsequently directed that staff fast track the payment in-lieu rate review due to a growing increase in the use of the payment in-lieu option in development applications.

The current provisions within the Parking Bylaw permit a payment in-lieu option for the required number of parking stalls on a property zoned for multi-family, commercial, or institutional use located within a 930m radius of City Hall. The details of the regulatory requirements within the Bylaw are discussed further in Section 1.1 of this report.

Through Section 525 of the *Local Government Act*, local governments are permitted to establish off-street parking space requirements, as well as an alternative to complying with the off-street parking requirement through an in-lieu parking stall option with a specified rate that is set in a bylaw.

In Section 188 (d) of the *Community Charter* it is stated that any money received under Section 525 (2) [parking space requirements] of the *Local Government Act*, must be placed to the credit of a reserve fund for the purpose of providing:

- i. off-street parking spaces, or
- ii. transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation.

Currently, the monies that are collected under the Maple Ridge parking stall payment in-lieu regulation are put into a restricted reserve fund called "Parking Reserve", which is specifically for supporting development and maintenance of municipal off-street parking spaces and structures. As of July 31, 2021, the Parking Reserve Fund held \$923,164.

1.1 Existing Parking Payment In-Lieu Regulations

The current Parking Bylaw permits the owner of a property zoned for multi-family, commercial, or institutional use and located within 930 metre radius of the boundary of the municipally owned and operated parking lot at City Hall to pay the City money in-lieu of providing the required off-street parking stalls. Properties that are zoned for a Single Detached Residential use or Two-Unit Residential use are not permitted to exercise the payment in-lieu option. The specified payment amount is:

- Application Fee: \$100
- Per off-street parking space for non-residential use: \$12,500/per parking stall
- Per off-street parking space for residential use off site: \$8,000/per parking stall

The Parking Bylaw states that when an owner has paid money to the City of Maple Ridge in-lieu of providing off-street parking spaces, Council must, by resolution, acknowledge receipt of such payment and the resolution must state the number of off-street parking spaces of which payment was received.

2.0 DISCUSSION

The Official Community Plan provides the policy framework for creating pedestrian-oriented, compact, and high-density neighbourhoods within the Urban Area Boundary, particularly in the Town Centre Area (which is a Regional City Centre) and the Lougheed Transit Corridor. The Town Centre Area, as a Regional City Centre, is intended to take on the greatest percentage of growth to become the highest density neighbourhood in Maple Ridge, followed by the Lougheed Transit Corridor Area, wherein an Area Plan Bylaw will soon be brought to Council and is intended to become a Frequent Transit Development Area within the Metro Vancouver 2050 Regional Growth Strategy. By concentrating growth and density in key urban areas it is more likely that transportation alternatives such as transit, cycling, and walking will become more viable and attractive. The payment in-lieu parking alternative allows for increased densification to occur where parking stall requirements cannot be easily met on-site and for the collected funds to be used to support the creation and maintenance of a municipal off-street parking facility.

Payment in-lieu rates are typically determined based on a formula utilizing the cost of construction of a parking space, the area of a parking space, annual maintenance costs, and the ability to share spaces between various uses. The rate of payment in-lieu should not be so high that it discourages use of the option and possible non-development/renovation or under-development/renovation of a property. Parking in-lieu is intended to provide a viable option for development projects in urban areas that are challenged to meet the parking requirements, so that the highest permitted density with effective site design is feasible and contributes to the formation of a compact community.

2.1 Jurisdictional Scan of Payment In-Lieu Rate

A scan of thirteen local government parking bylaws was conducted. The thirteen jurisdictions include municipalities in Metro Vancouver and the Fraser Valley. The majority of municipalities (9 of 13) included within this jurisdictional scan permit payment in-lieu as an alternative option to providing the required off-street parking spaces. Table 1 provides an overview of each municipality's payment in-lieu rate, along with the current payment in-lieu rate in Maple Ridge.

Table 1: Payment Per Off-Street Parking Space

Jurisdiction	Rate Amount	Year Rate Was Updated
City of Abbotsford	\$3,000 per parking stall	2014
City of Burnaby	\$25,000 per parking stall	2021
City of Chilliwack	No Payment In-Lieu Alternative	
City of Coquitlam	\$20,000 per parking stall (min) \$35,000 per parking stall (max)	2021
City of Delta	\$3,200 per parking stall	2013
City of Langley	No Payment In-Lieu Alternative	
Township of Langley	\$12,000 per parking stall	2011
City of Maple Ridge	\$12,500 per parking stall (non-residential use)	2008
	\$8,000 per parking stall (residential use)	2008
City of Mission	No Payment In-Lieu Alternative	
City of Pitt Meadows	No Payment In-Lieu Alternative	
City of Port Coquitlam	\$40,000 per parking stall	2019
City of Richmond	\$25,000 per parking stall	2009
City of Surrey	\$20,000 per parking stall	2019
City of Vancouver	\$24,700 per parking stall	2018

Out of the nine municipalities that permit a payment in-lieu parking alternative, the average rate per off-street parking stall is \$20,044.

2.2 Proposed Payment In-Lieu Rate and Next Steps

A draft amendment to the Parking Bylaw has been prepared (see Appendix A) and it is proposed to change the parking rate from \$12,500 per parking stall (non-residential use) and \$8,000 per parking stall (residential use) to \$20,000 per stall, for both residential and non-residential uses (except for single-detached, duplex, triplex, fourplex, and courtyard uses, which will not be permitted to utilize the in-lieu option). The proposed rate is the average of the nine in-lieu rates within the municipal scan provided in Table 1 above and the combining of the residential and non-residential uses is aligned with how the nine municipalities that offer an in-lieu option apply their rates.

This draft amendment to the Parking Bylaw (see Appendix A) is an interim amendment, as further work on the value of the payment in-lieu rate will occur in 2022 as a component of the comprehensive review and a report will be brought to Council regarding the findings and recommendations on the:

- Parking in-lieu rate; and
- Extent of area(s) where the parking in-lieu rate could be applied (such as the Town Centre Area and the Lougheed Transit Corridor and possibly other areas).

3.0 STRATEGIC ALIGNMENT

An update to the payment in-lieu parking alternative provisions to become a better utilized alternative aligns with the Growth pillar of the 2019-2022 City of Maple Ridge Strategic Plan.

4.0 CONCLUSION

The City of Maple Ridge Off-Street Parking and Loading Bylaw No. 4350-1990 (Parking Bylaw) currently permits a payment in-lieu option to property owners within a 930m radius of City Hall (within the Town Centre), as an alternative to providing the required number of vehicle parking spaces on site. The rate per off-street parking stall has not been updated since 2008, when the Town Centre Area Plan was adopted.

The payment in-lieu parking alternative allows for increased densification to occur where all parking stall requirements cannot be easily met on-site and for the collected funds to be used to support municipal off-street parking.

Should Council direct staff to bring forward an amending bylaw to increase the payment in-lieu rate, it is suggested the new rate only apply to new and existing applications that have not received second reading at the time of the amending bylaw is adopted.

A draft amendment to the Parking Bylaw has been prepared (see Appendix A) and the amendment proposes to change the parking rate from \$12,500 per parking stall (non-residential use) and \$8,000 per parking stall (residential use) to \$20,000 per stall, for both residential and non-residential uses. The draft amendment to the Parking Bylaw (Appendix A) is viewed as an interim amendment, as further work on the value of the payment in-lieu rate will occur in 2022 as a component of the comprehensive review.

"Original signed by Krista Gowan"

Prepared by: **Krista Gowan, HBA, MA**
Planner 1

"Original signed by Chuck Goddard"

Reviewed by: **Charles R. Goddard, BA, MA**
Director of Planning

"Original signed by Christine Carter"

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

"Original signed by Christine Carter" for

Concurrence: **Al Horsman**
Chief Administrative Officer

The following appendix is attached hereto:
Appendix A – Draft amending bylaw to the Parking Bylaw

APPENDIX A

CITY OF MAPLE RIDGE BYLAW NO. 7795-2021

A Bylaw to amend the text of the
Maple Ridge Off Street Parking and Loading Bylaw No. 4350-1990 as amended

WHEREAS, it is deemed expedient to amend Maple Ridge Off Street Parking and Loading Bylaw No. 4350-1990 as amended;

This Bylaw may be cited as "Maple Ridge Off-Street Parking and Loading Amending Bylaw No. 7795-2021."

2. That PART III OFF STREET PARKING REQUIREMENTS, Section 3.4, is amended by deleting item 3.4 a) i) entirely and replacing with the following:
 - i) The Payment-in-lieu option does not apply to Single Detached Residential Use, Two-Unit Urban Residential Use, or Ground-Oriented Residential Infill Use.
3. That SCHEDULE "C" is amended by deleting items 2 and 3, and replacing with the following:
 2. Per off-street parking space that is required under this bylaw, but which is not provided \$20,000.
3. Maple Ridge Off Street Parking and Loading Bylaw No. 4350-1990 as amended is hereby amended accordingly.

READ a first time the day of , 20

READ a second time the day of , 20

READ a third time the day of , 20

ADOPTED, the day of , 20

PRESIDING MEMBER

CORPORATE OFFICER

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Committee Task Force Review – Revised Committees of Council Policy 3.11

MEETING DATE: October 19, 2021
FILE NO: 01-0540-01
MEETING: Workshop

EXECUTIVE SUMMARY:

In May 2019 the review of Committees of Council commenced by a Council Task Force comprised of Councillor Dueck and Councillor Yousef and staff to ensure the committees were in alignment with Council's Strategic Plan direction.

During the previous three phases the following changes to the policies were approved:

- Phase 1 – recommendations to make amendments to Committees of Council Policy No. 3.11 based on engagement from staff and committee members
- Phase 2 – revisions to Policy No. 3.11 including additional language pertaining to subcommittees and task forces, membership composition adjustments, and committee bylaws were rescinded and incorporated into the Policy 3.11
- Phase 3 – creation of three new Standing Committees - Audit and Finance Committee, Corporate Governance and Human Resources Committee, and Community Development & Enterprise Services Committee, and one new Select Committee – Parks, Recreation and Culture Advisory Committee, and revised Council and Staff Liaison Roles Policy No. 3.10 and Committees of Council Policy No. 3.11 were approved.

This report contains a revised Committees of Council Policy No. 3.11 for Council consideration that includes all City Committees/Commissions and Boards, a defined work plan process for Select Committees, and additional guidance for Select and Standing Committees of Council.

RECOMMENDATIONS:

That the Committees of Council Policy No. 3.11 attached to the staff report dated October 19, 2021 be approved.

DISCUSSION:

a) Background Context

Committees of Council Policy No. 3.11 was originally structured to provide guidance for Council's Select Committees, after a review of the Policy and of the requirements of the Committees it was determined that all Committees including Standing Committees, Municipal Commissions and Statutory Committees and Boards should be included.

These inclusions required a significant structure change of the Policy including moving some Committee specific information to Committee's Terms of Reference documents and the addition of the Terms of Reference for the Standing Committees.

Select Committee Work Plans

The City currently has eight active Select Committees and one Municipal Commission that are commonly referred to as the "Advisory Committees". These Advisory Committees are largely comprised of community Members at Large and community partners representatives. A more defined committee work plan process has been developed and incorporated into the proposed revisions to Policy 3.11 to accomplish the following:

- To provide committee members with engaging and valued work that retains and attracts committee volunteers;
- To utilize committee resources on projects that are Council endorsed and are in alignment with the committee's mandate, the City's Corporate Business Plans, and Council's Strategic Priorities; and
- To provide updated committee mandates that are reflective of what items benefit from committee involvement and to inform Council as to what types of items can be referred to the Committees

To achieve these objectives the Advisory Committees will follow an updated process that mirrors and works in conjunction with the City's Corporate Business Planning. Proposed committee work plans for the following year will be considered by Council in the fall, with time-sensitive items forwarded for Council consideration on an as-needed basis. Select committees will continue to provide annual reports to Council via a delegation presentation during a regular Council meeting to recognize their accomplishments and their volunteer contributions.

Committee Terms of References

All Committees that operate under a Terms of Reference have had their Terms of Reference reviewed by the Staff Liaison and in some cases, adjustments were made to provide a more current mandate reflective of Council's directives and of staff requirements.

In addition, there were several Standing Invitation members positions removed that have been vacant for multiple years. It should be noted that both Select and Standing Committee meetings are open to the public and provide opportunity for participation during the Public Question Period or a delegation presentation coordinated through the Staff Liaison. Often community partners may not have the resources to dedicate an individual to attend all Committee meetings but prefer to provide a presentation to a Committee when resources are available.

Select Committee Subcommittee and Task Forces

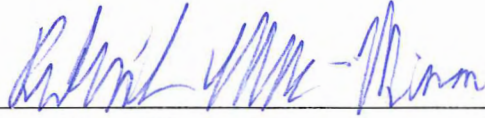
Clarification pertaining to the role of Select Committees Subcommittees and Task Forces has been updated in Policy 3.11 to provide additional guidance to the committees. Select Committee Task Forces are intended to allow for a subset of committee members, under the guidance of the staff liaison, to complete a Council approved work plan item outside of regular committee meetings. Select Committee Subcommittees continue to require Council approval and membership appointments.

b) Business Plan/Financial Implications

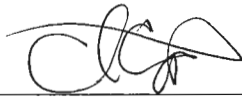
The new Select Committee Work Plan process will be incorporated into the 2022-2026 Business Planning Guidelines and will include Committee specific business plans.

CONCLUSION:

This revisions to the Committees of Council Policy 3.11 incorporate and provide guidance to all Committees of Council. These revisions will provide a solid base for Committees of Council to begin their 2022 business planning and also provide clarification during the select committee membership recruitment currently underway.



Prepared by: **Patrick Hlavac-Winsor**
General Counsel and Executive Director
Legal and Legislative Services



Concurrence: **Al Horsman**
Chief Administrative Officer

Attachments:

Appendix A – Policy 3.11 – Committees of Council Rev. October, 2021

Appendix B – Policy 3.11 – Committees of Council Rev. September 29, 2020



POLICY MANUAL

Committees of Council	Policy No: 3.11 Supersedes: Sept. 29, 2020
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: Next Review: 2023

Purpose

This policy guides the creation of and provides procedures for Committees of Council including Select Committees, Standing Committees, Municipal Commissions, and Statutory Committees or Boards established by the City of Maple Ridge pursuant to a specific enabling statute in the Local Government Act or Community Charter. This Policy does not apply to Committee of the Whole.

Committees will be governed by the provisions in Provincial Legislation, the current Maple Ridge Council Procedure Bylaw, Maple Ridge Policy No. 3.10 - Council and Staff Liaison Roles, and this Policy.

Definitions

Committees	Includes Standing Committees, Select Committees, Municipal Commissions and Statutory Committees or Boards. Excludes Committee of the Whole
Member	A member of a Committee as described in the Committee, Commission or Boards Terms of Reference or Bylaw

1. Select Committees

- 1.1. Council may establish a select committee to consider and enquire into any manner and receive advice from persons other than council members and staff. Once established a select committee is in effect until Council dissolves the committee.
- 1.2. When a select committee is established to be advisory in nature they are often referred to as an Advisory Committee.
- 1.3. In accordance with the Community Charter at least one member of a select committee must be a council member.
- 1.4. Select committees have a membership composition conducive to its mandate and effective committee management that is endorsed and appointed by Council.
- 1.5. Opportunities for member at large positions will be widely advertised so that all interested individuals may apply. A selection committee composed of staff and the committee's council liaison and council liaison alternate will provide member appointment recommendations to Council for consideration.

- 1.6. Council may terminate the appointment or involvement of any member of a Select Committee and will provide notice and the reason for such termination in writing.
- 1.7. Membership appointments will strive to reflect the diversity of the community and include representation from under-heard voices while taking into consideration the experience, community knowledge and expertise applicable to the committee.
- 1.8. Select committee members, whom are not members at large, may have an alternate representative attend a committee meeting in their absence.
- 1.9. All work executed by a select committee must be approved by Council. A concise annual work plan for the upcoming year identifying goals and outcomes will be developed by staff that aligns with the committee's mandate, Corporate Business Plans and Council's Strategic Priorities, and provided to Council for endorsement during the business planning process each fall.
- 1.10. Committee recommendations for new committee work plan items that are substantively different than Council approved work plan items, but within the mandate of the committee, may be forwarded to Council for consideration mid-year if the matter is deemed time-sensitive due to emergent conditions, partnership or funding opportunities. If an item is not time-sensitive it must be included in the proposed committee work plan for the following year.
 - 1.10.1. Before a committee makes a recommendation to Council it is expected that the committee have considered background information from staff to obtain a fuller understanding of existing policies and programs and any projects or initiatives underway, and to help identify any impacts.
- 1.11. Regular select committee agendas are developed by the staff liaison with input from the council liaison and committee chair and distributed to committee members a minimum of five days prior to the meeting. Select committee agendas follow a standardized template:
 1. Call to Order
 2. Adoption of Minutes
 3. New and Unfinished Business
 4. Subcommittee and Task Force Updates
 5. Question from the Public
 6. Member Updates
 7. AdjournmentTime limits for agenda items may be included at the discretion of staff to ensure the meeting agenda is completed.
- 1.12. The first committee meeting of the year will be chaired by the Council Liaison until after the election of the Chair and Vice-Chair. During this inaugural meeting the Council Liaison will review the role of the committee in achieving Council's Strategic Objectives and the completion of the City's Corporate Business Plans.
- 1.13. Regular select committee meetings will be scheduled for a maximum of two hours and time limits for agenda items may be included at the discretion of staff to ensure the meeting agenda is completed.
- 1.14. The Questions from the Public portion of the agenda provides the members of the public an opportunity to ask the Committee questions about topics within the mandate of the Committee. Each person will be permitted 2 minutes to ask their question, with a second opportunity permitted if time allows, to a maximum session of 10 minutes. Questions must be directed to the Chair of the meeting.

- 1.15. Resolution based minutes of the meeting will be taken and provided to Council on the Regular Council agenda once adopted by the committee to keep Council apprised of the activities of the committee.
- 1.16. A select committee may recommend to Council that a subcommittee be formed to complete work on a larger item in the committee's Council approved work plan under the guidance of a staff liaison.
- 1.16.1. Subcommittees should only be established for larger work plan items that benefit from non-committee member involvement.
- 1.16.2. At their discretion Council shall endorse the subcommittee's terms of reference and appoint members to the subcommittee. The subcommittee's terms of reference should include:
- Scope of work including the timeline, specific mandate and objectives
 - Composition and terms of membership
 - At least two subcommittee members must be current members of the committee and one of those members must serve as chair of the subcommittee;
 - 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
 - Staff liaison and any other resources required
- 1.16.3. Subcommittees should provide regular updates to their parent committee during committee meetings.
- 1.16.4. Upon the completion of the subcommittee's work or the end of the approved timeline the subcommittee must provide a presentation to Council accompanied by a staff report, and a Council resolution passed to conclude the subcommittee.
- 1.16.5. Subcommittees conclude at the end of their approved timeline identified in their terms of reference regardless of the state of completion. Requests for extensions to a subcommittee's timeline must be submitted to Council for consideration.
- 1.17. A select committee may establish a task force to allow for a subset of committee members, under the guidance of the staff liaison, to complete a Council approved work plan item outside of regular committee meetings.
- 1.17.1. Task forces are formed by committee resolution, are short-term in nature, do not involve non-committee members, and must conclude within the calendar year regardless of the state of completion.
- 1.17.2. Task forces can make recommendations to their parent committee for endorsement and should provide updates to their establishing committee during regular committee meetings.
- 1.18. When providing advice or response to Council the staff liaison will provide a staff report including all relevant background information, the direction from the committee in the form of a committee recommendation, and a staff recommendation if required.

- 1.19. Once per year the committee will provide an update on the committee's accomplishments, activities and upcoming initiatives by appearing as a delegation at a Council meeting. Staff liaisons may also schedule additional presentations as required.

2. Standing Committees

- 2.1. Standing committees are established for matters the Mayor considers would be better dealt with by committee.
- 2.2. Standing committees can provide a more informal forum to discuss high-level strategic policy decisions.
- 2.3. In accordance with the Community Charter at least half of the members of a standing committee must be council members. The Mayor determines the composition of the committee and appoints members.
- 2.4. The Mayor is an ex-officio and voting member of all standing committees but does not count toward quorum, except where the Mayor is present and can contribute to establishing quorum.
- 2.5. Agendas are developed by the Chief Administrative Officer, or designate, with input from the committee chair, and distributed to committee members a minimum of three days prior to the meeting.
- 2.6. Regular standing committee agendas follow a standardized template:
 1. Call to Order
 2. Approval of Agenda
 3. Adoption of Minutes
 4. New and Unfinished Business
 5. Questions from the Public
 6. Notice of Closed Meeting
 7. Adjournment
- 2.7. Amendments to the agenda are limited to the order of business not to adding late items.
- 2.8. The Questions from the Public portion of the agenda provides the members of the public an opportunity to ask the Committee questions about topics within the mandate of the Committee. Each person will be permitted 2 minutes to ask their question, with a second opportunity permitted if time allows, to a maximum session of 10 minutes. Questions must be directed to the Chair of the meeting.
- 2.9. Resolution based minutes of the meeting will be taken and provided to Council on the Regular Council agenda once adopted by the committee to keep Council apprised of the activities of the committee.

3. Municipal Commissions

- 3.1. Council may establish and appoint a commission to do one or more of the following:
 - 3.1.1. operate services;
 - 3.1.2. undertake operation and enforcement in relation to the council's exercise of its authority to regulate, prohibit and impose requirements;
 - 3.1.3. manage property and licences held by the municipality.
- 3.2. Items 1.4 through to and including 1.17 of this Policy apply to the Community Heritage Commission.

4. Statutory Committees and Boards

- 4.1. Statutory committees and boards are created and regulated through provincial legislation and operate in accordance with their enabling legislation and bylaw.
- 4.2. Statutory committee membership is determined by the committee or board's enabling legislation and appointed by Council.

5. Authority

- 5.1. A committee terms of reference or bylaw will be established to outline the mandate, authority and membership composition of the committee and is approved by the establishing authority.
- 5.2. Unless stated in the committee's terms of reference or enabled by bylaw, committees do not have the authority to make decisions on behalf of the City, but instead act in an advisory role to Council and/or staff.
- 5.3. Committees will only advise on matters within their mandate outlined in their terms of reference.
- 5.4. It is not the role of committees to advocate for individuals, individual businesses, community partners, or special interest groups, nor to speak on behalf of Council or the municipality.
- 5.5. Members do not have the authority to communicate with other levels of government, to pledge the credit of the City, or to authorize any expenditure to be charged against the City, except as may be provided in their enabling statutes or establishment bylaws.
- 5.6. Members will not misrepresent themselves as having any authority beyond that delegated to them by their establishing body.
- 5.7. Members will not be appointed as representatives of the committee to outside organizations without the approval of Council.

6. Resources

- 6.1. A committee is to work within the administrative, technical and liaison support identified in their terms of reference or bylaw. Committees do not direct staff nor can they request additional staff resources.
- 6.2. A committee may be allocated funding by Council and Council may delegate its authority to authorize the expenditure of that funding in accordance with City policies.
- 6.3. All committee members, including Council members, serve on a voluntary basis and do not receive remuneration for participation on the Committee.
- 6.4. Committee members shall be reimbursed for any reasonable out of pocket expenses incurred on behalf of and previously approved by the committee within the committee's allocated budget.
- 6.5. Committees are assigned a staff liaison to provide information and professional advice.
- 6.6. Committees are assigned a clerk to provide procedural advice, support the staff liaison in developing and distributing agendas, arranging meetings, and taking and distributing minutes.
- 6.7. Additional staff may be assigned to support the committee at the discretion of the Chief Administrative Officer or General Manager.

6.8. Staff are not permitted to vote, but may provide guidance and participate in discussion.

7. Procedural

7.1. The Council Procedure Bylaw shall apply to committee meetings as far as is practical and as noted in this policy, and the number of times that committee members may speak on a motion shall not be limited.

7.2. The proceedings of committees are to be conducted in public, unless the subject matter being considered falls within an applicable subsection of Section 90 of the Community Charter.

7.3. Committee meetings are not video or audio recorded.

7.4. Committee meetings may allow electronic participation in accordance with the Council Procedure Bylaw.

7.5. A Committee Chair and Vice-Chair (if required) will be elected from the membership at the first meeting of the year.

7.5.1. Committee members whom are members of Council are eligible to become Chair/Vice-Chair.

7.5.2. The Committee Chair will preside over committee meetings, ensuring procedural rules are followed, maintaining respectful discussion and encouraging participation of members and allowing for a variety of opinions to be heard.

7.5.3. If the Chair or Vice-Chair resigns or is removed from their role, an election will be held at the next committee meeting to fill the role for the remainder of the term.

7.6. Staff will develop an annual meeting schedule which will be provided to the committee at the first meeting of the year. The meeting schedule is subject to change due to unforeseen circumstances.

7.7. Committees will meet on a minimum quarterly basis and staff may schedule special meetings to address items that require urgent attention. The Chair or Vice-Chair of a committee may not schedule additional committee meetings without the consent of the Corporate Officer for which consent may not be unreasonably denied.

7.8. Requests to appear as a delegation at a committee will be approved by the staff liaison to ensure the subject matter falls within the jurisdiction of the municipality and the mandate of the committee and is not an issue which is before the courts or on which Council has authorized legal action.

7.9. Correspondence addressed to the committee will be responded to by the staff liaison and will be acknowledged within 14 days.

7.10. Quorum is the majority of voting members of the committee.

7.11. Where quorum is not present after fifteen minutes from the time established for the meeting, such meeting is deemed to have been cancelled. If quorum is lost during the meeting, the meeting will be temporarily adjourned until quorum is present, if the meeting does not reconvene within 15 minutes the meeting will be adjourned.

7.12. Individuals that are not members of the committee are not permitted to participate in discussion during committee meetings unless called upon by the Chair.

7.13. Only voting members as identified in the committee terms of reference or bylaw may vote on committee matters.

7.14. If a member alternate is in attendance in addition to the primary member, the member alternate is not permitted to vote or participate in discussion.

8. Communications and Community Engagement

8.1. 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 committees.

8.2. Committee members are not authorized to speak directly to the media on any topic under consideration by any committee.

8.3. All media enquiries, committee promotions and committee communications (ex. social media) must be directed through the City's Corporate Communications department.

9. Committee Membership

9.1. Committee membership information is detailed in the committee terms of reference or enabling bylaw or legislation.

9.2. The appointing body for a committee has the authority to rescind membership.

9.3. Committee members, whom are not members of Council, may only serve on one committee and one subcommittee at a time.

10. Member Responsibilities

10.1. Members must adhere to the Council Procedure Bylaw, Council Conduct Bylaw and any applicable conduct related policies adopted from time to time.

10.2. All members are expected to act in a respectful, constructive and professional manner. Members who behave in a disrespectful or threatening manner towards fellow committee members or staff may be exposing themselves to appropriate disciplinary action including removal from the committee.

10.3. Members should plan to attend all committee meetings and be prepared for the meetings by reading agenda materials prior to the meeting.

10.4. Members who are absent from three consecutive meetings without permission or satisfactory reason will cease to be a member of the committee.

10.5. Members who believe they have a conflict of interest in a matter will inform the committee chair of the conflict and leave the meeting while the item is being considered. Once the matter is concluded the member shall return to the meeting.

10.5.1. 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.

10.5.2. 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.

10.5.3. 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.

10.6. Members must not use committee member contact information for personal or non-City related business purposes.

10.7. If a committee member wishes to resign written notice should be provided to the staff liaison.

Council has established the following Select Committees. Terms of Reference for each committee are attached as schedules to, and form a part of this policy.

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

The Mayor has established the following Standing Committees. Terms of Reference for each committee are attached as schedules to, and form a part of this policy.

Schedule J	Audit and Finance Committee
Schedule K	Community Development & Enterprise Services Committee
Schedule L	Corporate Governance & Human Resources Committee

Agricultural Advisory Committee Terms of Reference

Authority

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. *Community Charter (142)(1)*

Mandate

The Agricultural Advisory Committee (AAC) will 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:

- review and provide recommendations on policy issues relating to agricultural land and appropriate land uses in agricultural areas; and
- develop, implement and/or support educational and public awareness activities that promote farming and agriculture and/or assist in the protection of agricultural lands.

Annual Work Plan

Council must approve a concise annual work plan for the Committee that identifies goals and desired outcomes prior to the work commencing. The work plan must be in line with the Committee's mandate and support the current Corporate Business Plan and Council's Strategic Priorities.

It is recognized that items may arise during the year due to emergent conditions or partnership or funding opportunities and that those time-sensitive items may be referred to the Committee by Council or recommended by the Committee to Council for consideration.

Membership Composition

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

- One Council Liaison (or alternate)
- One Board Member of the Fraser North Farmers Market Society Board (or alternate)
- One Board Member of the Agricultural Fair Board (or alternate)
- Four Members at Large appointed by Council
 - Must be a Maple Ridge resident or business owner/manager who are actively farming or engaged in the agricultural industry in Maple Ridge
 - Should represent the diversity of the community – including youth, seniors and the business community
 - Appointments will be either one or two year terms to ensure staggering of membership terms and continuity of the committee
 - May serve for up to four continuous years
- 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 (four)

Meetings

- Meetings are typically scheduled for the fourth Thursday of the month at City Hall
- Meetings will be held on a minimum quarterly basis

Subcommittees

- N/A

Community Heritage Commission Terms of Reference

Authority

- 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.*Community Charter (143)(1)*
- In addition to the authority under section 263 (1) (f) [*regional district commissions*] of this Act or section 143 [*municipal commissions*] of the *Community Charter*, a local government may designate an existing organization to act as a community heritage commission. (2) In relation to an organization designated under subsection (1),
 - (a) when the organization is acting as a community heritage commission, the organization is deemed to be a commission established under the applicable provision referred to in subsection (1), and
 - (b) when a member of the organization is acting as a member of a community heritage commission, the member is deemed to be a member of a commission established under the applicable provision referred to in subsection (1).*Local Government Act (597)(1)*
- Maple Ridge Community Heritage Commission Bylaw 7588-2019

Mandate

The Community Heritage Commission (CHC) will advise Council on the conservation of heritage resources in the community and guide Maple Ridge in the conservation of its heritage through planning, education, and stewardship.

The Community Heritage Commission may:

- make recommendations and comment on all matters relating to heritage as referred to the Commission by Council;
- advise Council on policies related to the conservation of heritage resources;
- advise Council on various planning and development applications and/or proposals which may impact recognized or potential heritage resources;
- develop, install, restore, and/or support educational and public installations related to heritage resources in the City;
- develop and implement educational programs and events that raise awareness and celebrate the City's heritage;
- provide information and advice to an individual or community group regarding heritage conservation and policy, upon request;
- support and raise funds for projects, programs, or events that celebrate the City's heritage;
- establish and administer a grants application process for organizations, institutions, or other groups requiring financial assistance to engage in activities with the intent to:
 - conserve or support the conservation of heritage resources;
 - gain knowledge about the community's history and heritage;
 - increase public awareness, understanding and appreciation of the community's history and heritage; and
 - provide Council with an evaluation and recommendations of grant applications received.

Annual Work Plan

Council must approve a concise annual work plan for the Community Heritage Commission that identifies goals and desired outcomes prior to the work commencing. The work plan must be in line with the CHC's mandate and support the current Corporate Business Plan and Council's Strategic Priorities.

It is recognized that items may arise during the year due to emergent conditions or partnership or funding opportunities and that those time-sensitive items may be referred to the CHC by Council or recommended by the CHC to Council for consideration.

Membership Composition

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

- One Council Liaison (or alternate)
- Two representatives from the Maple Ridge Historical Society (or alternate)
- Four Members at Large appointed by Council
 - Must be a Maple Ridge resident with interest and/or expertise in heritage matters
 - Should represent the diversity of the community – including youth, seniors and the business community
 - Appointments will be either one or two year terms to ensure staggering of membership terms and continuity of the committee
 - May serve for up to four continuous years

Quorum

- Majority of voting members (four)

Meetings

- Meetings are typically scheduled on the second Thursday of the month at City Hall
- Meetings will be held on a minimum quarterly basis

Subcommittees

- N/A

Economic Development Advisory Committee Terms of Reference

Authority

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. *Community Charter (142)(1)*

Mandate

The Economic Development Advisory Committee (EDC) will advise Council on matters relating to the long-term economic health of the community including the retention and expansion of existing business and attracting new industrial and commercial investment to create high value jobs in the City of Maple Ridge.

The Economic Development Advisory Committee may:

- advise on matters related to strengthening the City's local economy; and
- review and provide feedback on City strategic planning initiatives and policies under development by staff that relate to improving the economic health of the community.

Annual Work Plan

Council must approve a concise annual work plan for the Committee that identifies goals and desired outcomes prior to the work commencing. The work plan must be in line with the Committee's mandate and support the current Corporate Business Plan and Council's Strategic Priorities.

It is recognized that items may arise during the year due to emergent conditions or partnership or funding opportunities and that those time-sensitive items may be referred to the Committee by Council or recommended by the Committee to Council for consideration.

Membership Composition

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

- One Council Liaison (or alternate)
- One Board Member of the Maple Ridge Pitt Meadows Chamber of Commerce (or alternate)
- One Board Member of the Downtown Maple Ridge Business Improvement Association (or alternate)
- Four Members at Large appointed by Council
 - Must be a resident of Maple Ridge or own or manage a property or business in Maple Ridge
 - Must have an interest and/or expertise in the development of the local economy
 - Should represent the diversity of the community – including youth, seniors and the business community
 - Appointments will be either one or two year terms to ensure staggering of membership terms and continuity of the committee
 - May serve for up to four continuous years

Quorum

- Majority of voting members (four)

Meetings

- Meetings are typically scheduled on Thursdays at City Hall
- Meetings will be held on a minimum quarterly basis

Subcommittees

- N/A

Environmental Advisory Committee Terms of Reference

Authority

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. *Community Charter (142)(1)*

Mandate

The Environmental Advisory Committee (EAC) will help provide local perspective and advice to Council with respect to achieving the City's goals, environmental objectives, and accompanying strategic recommendations and directions taken from the current Maple Ridge Official Community Plan and Environmental Management Strategy report.

The Environmental Advisory Committee may:

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

Membership Composition

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

- One Council Liaison (or alternate)
- Two Environmental Professionals appointed by Council
 - Must be actively working in the community
- Four Members at Large appointed by Council
 - Must be a resident of Maple Ridge and have an interest and/or expertise in environmental matters
 - Should represent the diversity of the community – including youth, seniors and the business and development communities
 - Appointments will be either one or two year terms to ensure staggering of membership terms and continuity of the committee
 - Members at Large may serve for up to four continuous years

Annual Work Plan

Council must approve a concise annual work plan for the Committee that identifies goals and desired outcomes prior to the work commencing. The work plan must be in line with the Committee's mandate and support the current Corporate Business Plan and Council's Strategic Priorities.

It is recognized that items may arise during the year due to emergent conditions or partnership or funding opportunities and that those time-sensitive items may be referred to the Committee by Council or recommended by the Committee to Council for consideration.

Quorum

- Majority of voting members (4)

Meetings

- Meetings are typically scheduled on the second Wednesday of the month at City Hall
- Meetings will be held on a minimum quarterly basis

Subcommittee

- Green Infrastructure Management Strategy Subcommittee – endorsed January 19, 2021, expires December 31, 2021
 - Mandate - To assist the EAC and Council on the topic of Green Infrastructure (GI) with input from various private sectors, disciplines, and experts working in or with the City of Maple Ridge. The expertise, knowledge, and feedback from this Subcommittee can help provide a balanced perspective on the subject of Green Infrastructure. This includes input for the initial Green Infrastructure Management Strategy (GIMS) process and work that is underway.

Municipal Advisory Committee on Accessibility and Inclusiveness

Terms of Reference

Authority

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. *Community Charter (142)(1)*

Mandate

The Municipal Advisory Committee on Accessibility and Inclusiveness (MACAI) will advise Council on the enhancement of accessibility and inclusivity for present and future citizens of Maple Ridge and Pitt Meadows.

The Municipal Advisory Committee on Accessibility and Inclusiveness may:

- participate in the review and development of City policies, strategies and action plans to identify ways to enhance accessibility and inclusivity, provide best practices and advise of relevant legislation;
- provide leadership and advocacy to improve community awareness of accessibility and inclusiveness by:
 - implementing a community wide survey on accessibility and inclusiveness;
 - contributing knowledge and expertise on community enquiries or concerns brought to the Committee by City staff;
 - collaborating with other Committees of Council and community partners on public engagement activities;
 - identifying existing and/or future community barriers and advising Council accordingly;
- recognize leadership, innovation and champions within the City, agencies and organizations, and the community by:
 - hosting the annual "Accessibility and Inclusiveness Awards"; and
 - assisting with related event promotions.

Annual Work Plan

Council must approve a concise annual work plan for the Committee that identifies goals and desired outcomes prior to the work commencing. The work plan must be in line with the Committee's mandate and support the current Corporate Business Plan and Council's Strategic Priorities.

It is recognized that items may arise during the year due to emergent conditions or partnership or funding opportunities and that those time-sensitive items may be referred to the Committee by Council or recommended by the Committee to Council for consideration.

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
 - Must be a resident of Maple Ridge
 - Must have an expertise in accessibility and inclusivity matters
 - Should represent the diversity of the community – including youth, seniors and the business community

- Appointments will be either one or two year terms to ensure staggering of membership terms and continuity of the committee
 - May serve for up to four continuous years
- One Member at Large from Pitt Meadows, appointed by City of Pitt Meadows Council
 - Must be a resident of Pitt Meadows
 - Must have an expertise in accessibility and inclusivity matters
 - May serve for up to four continuous years

Quorum

- Majority of voting members (5)

Meetings

- Meetings are typically held on the third Thursday of the month and alternate meeting locations between Maple Ridge City Hall and Pitt Meadows City Hall
- Meetings will be held on a minimum quarterly basis

Subcommittee

- Age-friendly Initiative Subcommittee – City of Maple Ridge endorsed July 27, 2021, expires January 30, 2024
 - Mandate – To provide stewardship for the implementation of the Age-friendly Initiative (AFI) Action plan endorsed by Council in 2016.

Parks, Recreation and Culture Committee Terms of Reference

Authority

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. *Community Charter (142)(1)*

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 Parks, Recreation and Culture Committee may:

- provide a community perspective and input on emerging needs that would enhance parks, recreation and culture in the community;
- make recommendations during the development of Parks, Recreation and Culture department's strategic planning initiatives; and
- review and provide feedback on Parks, Recreation and Culture policies under consideration by staff.

Annual Work Plan

Council must approve a concise annual work plan for the Committee that identifies goals and desired outcomes prior to the work commencing. The work plan must be in line with the Committee's mandate and support the current Corporate Business Plan and Council's Strategic Priorities.

It is recognized that items may arise during the year due to emergent conditions or partnership or funding opportunities and that those time-sensitive items may be referred to the Committee by Council or recommended by the Committee to Council for consideration.

Membership Composition

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

- One Council liaison (or alternate)
- One School District No. 42 Board Trustee (or alternate)
- Five Members at Large appointed by Council
 - Must have knowledge and/or expertise in parks, recreation and culture
 - Must be a resident of Maple Ridge
 - Should represent the diversity of the community – including youth, seniors and the business community
 - Appointments will be for either one or two year terms to ensure staggering of membership terms and continuity of the committee
 - May serve for up to four continuous years

Quorum

- Majority of voting members (four)

Meetings

- Meetings are typically held the last Wednesday of the month at City Hall
- Meetings will be held on a minimum quarterly basis

Subcommittee

- N/A

Public Art Steering Committee Terms of Reference

Authority

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. *Community Charter (142)(1)*

Mandate

The Public Art Steering Committee (PASC) Committee may:

- recommend criteria for the commission of public art installations to Council;
- 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;
- have authority to spend money within an annual budget approved by Council; and
- develop, review and update related policies;
- develop plans, strategy and guidelines for public art program;
- create and participate in Selection Panels for approved projects;
- approve art murals as per Sign Bylaw;
- review and approve community public art grant and other grant opportunities that will be developed by the Committee;
- review and update the Artist in Residence Program; and
- play a leadership role in cultural planning and cultural networks to strengthen artists, cultural sector, community pride and sense of belonging.

Annual Work Plan

Council must approve a concise annual work plan for the Committee that identifies goals and desired outcomes prior to the work commencing. The work plan must be in line with the Committee's mandate and support the current Corporate Business Plan and Council's Strategic Priorities.

It is recognized that items may arise during the year due to emergent conditions or partnership or funding opportunities and that those time-sensitive items may be referred to the Committee by Council or recommended by the Committee to Council for consideration.

Membership Composition

The Committee will be comprised of the following seven 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
 - Must work in Maple Ridge or have knowledge of the community
 - Appointments will be for either one or two year terms to ensure staggering of membership terms and continuity of the committee
 - May serve for up to four continuous years
- One Developer of residential or commercial properties in Maple Ridge, appointed by Council
 - Must work in Maple Ridge or have knowledge of the community
 - Appointment will be for either one or two year terms to ensure staggering of membership terms and continuity of the committee
 - May serve for up to four continuous years
- One Architect/Landscape Architect/Municipal Planner familiar with public art programs, appointed by Council
 - Must work in Maple Ridge or have knowledge of the community
 - Appointment will be for either one or two year terms to ensure staggering of membership terms and continuity of the committee
 - May serve for up to four continuous years

- One Member at Large appointed by Council
 - Must have knowledge and/or expertise with public art projects
 - Must be a resident of Maple Ridge
 - Appointment will be for either one or two year terms to ensure staggering of membership terms and continuity of the committee
 - May serve for up to four continuous years

Quorum

- Majority of members (four)

Meetings

- Meetings are typically held the first Thursday of the month at 4:00 pm at City Hall
- Meetings will be held on a minimum quarterly basis

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.

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

Authority

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. *Community Charter (142)(1)*

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 Social Policy Advisory Committee may:

- 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;
- 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;
- provide leadership that encourages partnerships and networks by promoting a collaborative framework that encourages community response to current and emerging social needs; and
- 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.

Annual Work Plan

Council must approve a concise annual work plan for the Committee that identifies goals and desired outcomes prior to the work commencing. The work plan must be in line with the Committee's mandate and support the current Corporate Business Plan and Council's Strategic Priorities.

It is recognized that items may arise during the year due to emergent conditions or partnership or funding opportunities and that those time-sensitive items may be referred to the Committee by Council or recommended by the Committee to Council for consideration.

Membership Composition

The Committee will be comprised of the following nine 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
 - Must have knowledge and/or expertise in social policy matters
 - Must be a resident of Maple Ridge
 - Should represent the diversity of the community – including youth, seniors and the business community

- Appointment will be for either one or two year terms to ensure staggering of membership terms and continuity of the committee
- May serve for up to four continuous years

Standing Invitation Members (non-voting)

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

Quorum

- Majority of voting members (five)

Meetings

- Meetings are typically held the first Wednesday of the month at City Hall
- Meetings will be held on a minimum quarterly basis

Subcommittee

- N/A

Transportation Advisory Committee Terms of Reference

Authority

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. *Community Charter (142)(1)*

Mandate

The Transportation Advisory Committee (TAC) advises Council on transportation planning, policies and mobility issues in Maple Ridge.

The Transportation Advisory Committee may:

- provide a community perspective on emerging needs, regional initiatives and policy, corporate policies and initiatives for Council consideration as it relates to transportation in Maple Ridge;
- review and consider transportation policy in a regional context as it affects Maple Ridge;
- review and provide feedback to Council with regards to transportation initiatives proposed by other levels of government and/or agencies.

Annual Work Plan

Council must approve a concise annual work plan for the Committee that identifies goals and desired outcomes prior to the work commencing. The work plan must be in line with the Committee's mandate and support the current Corporate Business Plan and Council's Strategic Priorities.

It is recognized that items may arise during the year due to emergent conditions or partnership or funding opportunities and that those time-sensitive items may be referred to the Committee by Council or recommended by the Committee to Council for consideration.

Membership Composition

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

- One Council Liaison (or alternate)
- One School District No. 42 Board Trustee (or alternate)
- Five Members at Large appointed by Council
 - Must have knowledge and/or expertise in transportation accessibility or community transportation matters
 - Must be a resident of Maple Ridge
 - Should represent the diversity of the community – including youth, seniors and the business community
 - Appointments will be for either one or two year terms to ensure staggering of membership terms and continuity of the committee
 - May serve for up to four continuous years

Quorum

- Majority of voting members (four)

Meetings

- Meetings are typically held the last Wednesday of the month at City Hall
- Meetings will be held on a minimum quarterly basis

Subcommittee

- N/A

Audit and Finance Standing Committee Terms of Reference

Authority

- 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. *Community Charter (141)(1)*
- 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.

Mandate

- Meet with the external auditors appointed by Council and with the Finance Department staff to review 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;
 - 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.
- Review interim financial reports as deemed appropriate by the Committee Chair.
- Recommend to Council the reappointment or appointment of external auditors.
- Review the Business Planning framework.
- Review organizational metrics.
- Inquire into any matters referred to it by Council.

Membership Composition

- At least half of the members of a standing committee must be council members; persons who are not council members may be appointed to a standing committee. *Community Charter (141)(2)(3)*
- The Committee will be comprised of the Mayor and two Councillors appointed annually by the Mayor.
- The Chief Administrative Officer, or designate, and the Director of Finance and Deputy Director of Finance, or designate, will attend meetings to provide input and answer questions.

Quorum

- Majority of members (two)

Meetings

- Meetings will be held on a minimum quarterly basis

Community Development & Enterprise Services Standing Committee Terms of Reference

Authority

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. *Community Charter (141)(1)*

Mandate

The Community Development & Enterprise Services Committee (CDES) was established to develop strategies to diversify the City's revenue sources through:

- attracting investment in non-residential property tax classes;
- generating non-property-tax revenues; and
- creating the conditions necessary to attract high-value local jobs.

Membership Composition

- At least half of the members of a standing committee must be council members; persons who are not council members may be appointed to a standing committee. *Community Charter (141)(2)(3)*
- The Committee will be comprised of three members of Council appointed annually by the Mayor.
- The Mayor is an ex-officio and voting member of the committee but does not count toward quorum, except where the Mayor is present and can contribute to establishing quorum.
- The Chief Administrative Officer, or designate, the General Manager Planning and Development Services, and the Senior Policy and Sustainability Analyst, will attend meetings to provide input and answer questions.

Quorum

- Majority of members (two)

Meetings

- Meetings will be held on a minimum quarterly basis

Corporate Governance & Human Resources Standing Committee Terms of Reference

Authority

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. *Community Charter (141)(1)*

Mandate

The Corporate Governance and Human Resources Committee (CGHR) 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.

Membership Composition

- At least half of the members of a standing committee must be council members; persons who are not council members may be appointed to a standing committee. *Community Charter (141)(2)(3)*
- The Committee will be comprised of three members of Council appointed annually by the Mayor.
- The Mayor is an ex-officio and voting member of the committee but does not count toward quorum, except where the Mayor is present and can contribute to establishing quorum.
- The Chief Administrative Officer, or designate, and the Executive Director of Human Resources will attend meetings to provide input and answer questions.

Quorum

- Majority of members (two)

Meetings

- Meetings will be held on a minimum quarterly basis



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: Sept. 29, 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

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)
- Four 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

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Proposed Amendments to Council Procedure Bylaw No. 7700-2021

MEETING DATE: October 19, 2021
FILE NO: 01-0530-01
MEETING: Council Workshop

EXECUTIVE SUMMARY:

On March 30, 2021, Council adopted Council Procedure Bylaw No. 7700-2021. Since the adoption of the bylaw, electronic meetings have become a permanent option for holding Council meetings, Public Hearings and Committees of Council meetings under provincial amendments in Bill 10 – 2021, *Municipal Affairs Statutes Amendment Act*. These amendments were enacted under S. 128-128.3 of the *Community Charter* on September 29, 2021.

This report outlines proposed amendments to Council Procedure Bylaw No. 7700-2021, highlighting a comparison of the initial Bylaw and redrafted language to be brought included in an amending bylaw.

RECOMMENDATIONS:

That the proposed changes to Council Procedure Bylaw No. 7700-2021 be brought forward to a future Committee of the Whole meeting in the form of an amending bylaw including revisions as directed.

DISCUSSION:

a) Background Context

The proposed amendments to the current Council Procedure Bylaw contain additional options to hold meetings through electronic means, which is defined as being conducted through the use of videoconferencing technology enabling real-time bidirectional video feeds in a manner that allows meeting participants to see and hear the other meeting participants.

Conduct of Electronic Meetings

Under the proposed bylaw amendments, a Council or Council Committee meeting may be conducted through electronic means, in-person, or a hybrid of both. The Chair shall determine if in-person attendance is a requirement at a Council meeting, subject to members being provided with five (5) days advance notice of the requirement to attend in person.

The way in which the meeting is to be conducted will be noted in the agenda package distributed to members and posted on the City Website to provide the public how they may attend to hear, or watch and hear, the proceedings.

Changes to Acting Mayor Rotation

In the current Bylaw, the acting Mayor rotation is set out annually in November from amongst all Members. The proposed amendments to the bylaw, incorporate conduct matters into the process of selecting those Members for rotation not subject of a disciplinary action under the most current Council Conduct Bylaw. The term of the designate Councillors acting in the place of the Mayor is not required to be equal amongst all Councillors. If a member has been the subject of a disciplinary action under the most current Council Conduct Bylaw, that member may be excluded from an Acting Mayor rotation for the following year or duration of the term.

Lateness and Absences

The proposed amendments set out a process for managing the arrival of members participating electronically not in attendance at the start of a meeting by placing those Members into a holding cue in a virtual waiting room and preventing them from voting on or discussing items at the meetings, for which they were not present at their introduction.

Specific sections dealing with lateness and absences can be found in the following sections:

11 (7) If a member of Council participating in a meeting of Council by Electronic Means:

(a) is not present at the start of the meeting, the Chair shall keep the member in the virtual waiting room until the current item has concluded as to not interrupt the proceedings;

31 (4) Members not present during the introduction of the matter under debate shall not be recognized by the presiding member until after the debate on the matter is concluded and the matter is dealt with by Council. Members not present during the introduction of the matter under debate shall not discuss that matter when recognized by the presiding member.

b) Policy Implications

The proposed bylaw amendments incorporate provincial guidance for electronic meetings of Council and address issues related to conduct during meetings. The amendments also references specific implications for Acting Mayor selections based on Member conduct under the most current version of the Council Conduct Bylaw. Incorporating this concept in an amended bylaw helps extend conduct consistency across multiple pieces of legislation.

CONCLUSION:

The proposed amendments to Council Procedure Bylaw No. 7700-2021 incorporate options to hold Council meetings, Public Hearings, and Committees of Council meetings electronically and provide guidance on procedural matters dealing with late attendance by Council Members and the implications on a Council Member's Acting Mayor rotation based on breaches of the most current Council Conduct Bylaw.



Prepared by: **Patrick Hlavac-Winsor**
General Counsel and Executive Director,
Legal and Legislative Services



Concurrence: **Al Horsman**
Chief Administrative Officer

Attachments:

- Appendix A – *Community Charter* S. 124, 128
- Appendix B – Council Procedure Bylaw No. 7700-2021 with markups
- Appendix C – Council Procedure Bylaw No. 7700-2021 as adopted

COMMUNITY CHARTER

COMMUNITY CHARTER

CHAPTER 26 [SBC 2003]

[includes 2021 Bill 10, c. 16 (B.C. Reg. 236/2021) amendments (effective September 29, 2021)]

Procedure bylaws

124. (1) A council must, by bylaw, establish the general procedures to be followed by council and council committees in conducting their business.
- (2) Without limiting the matters that may be dealt with under this section, a council must, by bylaw, do the following:
- (a) establish rules of procedure for council meetings, including the manner by which resolutions may be passed and the manner by which bylaws may be adopted in accordance with Division 3 [*Bylaw Procedures*] of this Part;
 - (b) establish rules of procedure for meetings of council committees;
 - (c) provide for the taking of minutes of council meetings and council committee meetings, including requiring certification of those minutes;
 - (d) provide for advance public notice respecting the time and date and, if applicable, the place of council committee meetings and establish the procedures for giving that notice;
 - (e) identify places that are to be public notice posting places for the purposes of section 94 [*public notice*];
 - (f) establish the procedure for designating a person under section 130 [*designation of member to act in place of the mayor*];
 - (g) establish the first regular council meeting date referred to in section 125 (1) [*council meetings*] as a day in the first 10 days of November following a general local election.
- (3) A bylaw under this section must not be amended, or repealed and substituted, unless the council first gives notice in accordance with section 94 [*public notice*] describing the proposed changes in general terms.

(SUB)
Sep
29/21

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2003-26-124; 2014-19-174; 2021-16-1 (B.C. Reg. 236/2021).

(SUB) Electronic regular council meetings

Sep
29/21

128. (1) If authorized by a procedure bylaw and the requirements of subsection (2) are met, regular council meetings may be conducted by means of electronic or other communication facilities.
- (2) The following rules apply in relation to a regular council meeting referred to in subsection (1):
- (a) the meeting must be conducted in accordance with the applicable procedure bylaw;
 - (b) in the procedure bylaw, a council must
 - (i) provide for advance public notice of the following:
 - (A) the way in which the meeting is to be conducted by means of electronic or other communication facilities;
 - (B) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public, and
 - (ii) establish the procedures for giving that notice;

COMMUNITY CHARTER

- (c) the facilities must
 - (i) enable the meeting's participants to hear, or watch and hear, the meeting,
 - (ii) except for any part of the meeting that is closed to the public, enable the public to hear, or watch and hear, the meeting, and
 - (iii) except for any part of the meeting that is closed to the public, enable the public to hear, or watch and hear, the meeting at the specified place, and a designated municipal officer must be in attendance at the specified place.
- (3) Members of council who are participating in a meeting conducted in accordance with this section are deemed to be present at the meeting.
2021-16-2 (B.C. Reg. 236/2021).

(ADD)Electronic special council meetings

Sep
29/21

- 128.1 (1) If authorized by a procedure bylaw and the requirements of subsection (2) are met, special council meetings may be conducted by means of electronic or other communication facilities.
- (2) The following rules apply in relation to a special council meeting referred to in subsection (1):
 - (a) the meeting must be conducted in accordance with the applicable procedure bylaw;
 - (b) the notice under section 127 (2) must include notice of the way in which the meeting is to be conducted by means of electronic or other communication facilities and the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public;
 - (c) the facilities must
 - (i) enable the meeting's participants to hear, or watch and hear, the meeting, and
 - (ii) except for any part of the meeting that is closed to the public, enable the public to hear, or watch and hear, the meeting at the specified place, and a designated municipal officer must be in attendance at the specified place.
- (3) Members of council who are participating in a meeting conducted in accordance with this section are deemed to be present at the meeting.
2021-16-3 (B.C. Reg. 236/2021).

(ADD)Electronic council committee meetings

Sep
29/21

- 128.2 (1) If authorized by a procedure bylaw and the requirements of subsection (2) are met, council committee meetings may be conducted by means of electronic or other communication facilities.
- (2) The following rules apply in relation to a council committee meeting referred to in subsection (1):
 - (a) the meeting must be conducted in accordance with the applicable procedure bylaw;
 - (b) in the procedure bylaw, a council must provide for advance public notice of the way in which the meeting is to be conducted by means of electronic or other communication facilities and establish the procedures for giving that notice;
 - (c) the facilities must enable the meeting's participants to hear, or watch and hear, the meeting;
 - (d) except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the meeting.
- (3) Members of a council committee who are participating in a meeting conducted in accordance with this section are deemed to be present at the meeting.

COMMUNITY CHARTER

2021-16-3 (B.C. Reg. 236/2021).

(ADD) Electronic participation by members in council and council committee meetings

Sep
29/21

- 128.3** (1) If authorized by a procedure bylaw and the requirements of subsection (2) are met, a member of council or a council committee who is unable to attend in person at a regular council meeting, a special council meeting or a council committee meeting may participate in the meeting by means of electronic or other communication facilities.
- (2) The following rules apply in relation to a meeting referred to in subsection (1):
- (a) the meeting must be conducted in accordance with the applicable procedure bylaw;
 - (b) the facilities must enable the meeting's participants to hear, or watch and hear, the participation of the member;
 - (c) except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the participation of the member.
- (3) Members of council or a council committee who are participating under this section in a meeting conducted in accordance with this section are deemed to be present at the meeting.

2021-16-3 (B.C. Reg. 236/2021).



City of Maple Ridge
Council Procedure Bylaw No. 7700-2021

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City of Maple Ridge

Bylaw No. 7700-2021

**A Bylaw to regulate the proceedings of Council, Council Meetings
and other Council reporting bodies**

WHEREAS pursuant to the *Community Charter*, Council must by bylaw, establish general procedures to be followed by Council and committees in conducting their business;

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

PART 1 – INTRODUCTION

1. Title

(1) This Bylaw may be cited as the “Maple Ridge Council Procedure Bylaw No. 7700-2021”.

2. Repeal

(1) Maple Ridge Council Procedure Bylaw No. 6472-2007 and all amendments thereto are hereby repealed upon adoption of this bylaw.

3. Definitions

(1) In this Bylaw,

“Acting Mayor” the Council member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant;

“Agenda” is the list of items and order of business for any meeting of Council or its Committees;

“Chair” means the Mayor, Acting Mayor or presiding officer appointed under the *Community Charter* or this Bylaw, who is chairing a meeting;

“City” means the Corporation of the City of Maple Ridge;

“City Hall” means Maple Ridge City Hall located at 11995 Haney Place, Maple Ridge, British Columbia;

“City Website” means the information resource found at an internet address provided by the City, the current home landing page located at www.mapleridge.ca;

“Commission” means a municipal commission established under s.143 of the *Community Charter*;

“Committee” means a Select or Standing committee of Council, an Authority, an Advisory committee, a Board and any other committee established by Council or authorized by statute and excludes the Committee of the Whole;

"Committee of the Whole" [CoW] is a committee of all members of Council established to consider but not to decide on matters of the City's business with its primary purpose being the initial review of information to ensure Council can debate and vote on issues at a future Council Meeting;

"Community Charter" means Chapter 26 [SBC 2003];

"Corporate Officer" means the municipal employee appointed as Corporate Officer to carry out duties as defined in section 148 of the *Community Charter* or a designate;

"Council" means the Council of the City of Maple Ridge;

"Council Meeting" means any gathering to which members of Council have been invited, whereby quorum is obtained, at which discussion could be seen to be making decisions or moving towards making decisions, and is a material part of council's decision-making process;

"Councillor" means a member of Council other than the Mayor;

"Council Workshop" means a Council meeting which primary purpose is the receipt of information, review and discussion of policies and other matters of interest to Council, and to make decisions related as required;

"Electronic Means" means through the use of videoconferencing technology enabling real-time bidirectional video feeds in a manner that allows meeting participants to see and hear the other meeting participants;

"Inaugural Meeting" means the meeting at which members elected at the most recent general local election are sworn in;

"Local Government Act" means Chapter 1 [RSBC 2015]

"Mayor" means the duly elected Mayor of the City of Maple Ridge;

"Member" means the Mayor or a Councillor in relation to Council, or an appointed individual of a committee or commission, in relation to a committee or commission;

"Motion" means a formal proposal made by a Member at a meeting of Council or committee that directs an approval or a specified course of action (see also Resolution);

"Point of information" means the procedure pursuant to which a member may raise their hand and ask the Chair to require further information on the subject being debated;

"Point of order" means a procedure by which a member interrupts another speaker to ask the Chair to rule on a procedural matter immediately;

"Public Notice Posting Place" for the purpose of giving notices under section 94 of the *Community Charter*, means:

- (1) the window in the west entrance to the lobby of the City Hall; and,
- (2) the City Website.

"Question" means the subject matter of a motion except where referring to public question period;

"Quorum" means:

- (1) In the case of Council meetings, a majority of the number of members of which the Council consists under the *Community Charter*; and,
- (2) In the case of a committee or other body, a majority of the voting members appointed.

"Resolution" means a formal determination made by Council or Committee that approves or orders a specified course of action (see also Motion);

"Tabled" means to lay on the table whereby an item will be dealt with within the current meeting or on next meeting agenda as unfinished business;

"Urgent Business" means business that requires the urgent attention of Council in connection with public health or safety, a financial or legal matter of significance to the City, or a request for a leave of absence.

4. Incorporation of Definitions

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

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5. Application of Rules of Procedure

- (1) The provisions of this Bylaw govern the proceedings of Council Workshop, Regular Council, Committee of the Whole, Closed Council, all standing and select committees of Council, and Commissions.
- (2) In cases not provided for under this Bylaw, then the most current version of Robert's Rules of Order applies to the proceedings of Council, Committee of the Whole, and Council committees to the extent that those Rules are:
 - (a) applicable in the circumstances; and
 - (b) not inconsistent with provisions of this Bylaw or the *Community Charter*.
- (3) The rules of procedure contained in this bylaw, except those that are governed by statutory provisions, may be temporarily suspended by two-thirds vote of all members present.

6. Public Notice Posting Place

- (1) The Public Notice Posting Place is to be used for the purpose of giving notices under Section 94 of the *Community Charter*.

PART 2 – COUNCIL MEETINGS

7. Inaugural Meeting

- (1) Following a general local election, the first meeting of Council must be held within the first ten (10) days of November in accordance with section 124(2)(g) of the *Community Charter* in the year of the general local election.

- (2) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

8. Time and Location of Meetings

- (1) All Council meetings must take place within City Hall except when Council resolves to hold meetings elsewhere, ~~or through Electronic Means~~. Except in the case of a meeting outside of City boundaries, Council may pass the resolution to hold a meeting outside of City Hall at the commencement of that meeting.
- (2) Council must establish prior to December 31, by resolution, a schedule of Regular Meetings. The Regular Council meetings will typically:
- (a) be held on the second and fourth Tuesday of each month unless otherwise scheduled by Council resolution; and,
 - (b) begin at 7:00 pm.
- (3) Other Meetings of Council:
- (a) Committee of the Whole will be held on the first and third Tuesday of each month; and
 - (b) Council Workshop will be held on the second and fourth Tuesday of each month.
- (4) Rescheduling/Changing Meetings of Council:
- Council may by resolution:
- (a) reschedule or cancel meetings;
 - (b) change the time or location for holding meetings;
 - (c) recess for a short period with a statement of approximate time a meeting will be reconvened; and,
 - (d) call an additional meeting(s) at the time and place stipulated in the Council resolution.

The Corporate Officer may, in accordance with the Mayor and the Chief Administrative Officer or by a resolution of Council, cancel, postpone, or reschedule any meeting of Council, and establish a different day, time or place for that meeting.

9. Notice of Council Meetings

- (1) In accordance with section 127 of the *Community Charter [notice of council meetings]*, Council must prepare, annually on or before December 31 a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public at least once a year in accordance with section 94 of the *Community Charter*, and by posting it at the Public Notice Posting Places.
- (2) Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.
- (3) The Corporate Officer must give public notice of a cancelled or rescheduled meeting in respect of which Council has resolved to exclude the public.

(4) In the event a meeting open to the public or Public Hearing is held through Electronic Means, the Corporate Officer must give public notice of the link to allow participation in the meeting.

10. Calling and Notice of Special Council Meetings

- (1) The Mayor may call a special Council Meeting at any time by sending a written notice of the date, time, place and nature of the meeting to all Council members and to the Corporate Officer.
- (2) Two or more Council Members may, in writing, request that the Mayor call a Special Council Meeting.
- (3) Two or more Council Members may request that the Mayor call a Special Council Meeting by sending a Special Council Meeting Notice to all Council Members and to the Corporate Officer if:
 - (a) within 24 hours after receiving a request pursuant to Section 10(2), the Mayor has not made arrangements for a Special Council Meeting to be held within the next 7 days; or
 - (b) the Mayor and the Acting Mayor are absent or otherwise unable to call a Special Council Meeting.
- (4) Except where notice of a special meeting is waived by unanimous vote of all council members under section 127(4) of the *Community Charter*, a notice of the date, hour, and place of a special Council meeting must be given at least 24 hours before the time of meeting, by:
 - (a) posting a copy of the notice at the regular council meeting place;
 - (b) posting a copy of the notice at the Public Notice Posting Place; and
 - (c) leaving one copy of the notice for each Council member in the Council member's mailbox at City Hall and providing an electronic copy for each member through the City's eAgenda.
- (5) The notice under subsection (4) must describe in general terms the purpose of the meeting and be signed by the Corporate Officer or designate.
- (6) Before the time of a special Council meeting, the person or persons calling the meeting may by notice:
 - (a) cancel the meeting; or
 - (b) postpone the meeting and reschedule it to a different day and time.

11. Electronic Meeting Participation by Council Members

- (1) A Council or Council Committee meeting may be conducted through Electronic Means, as an In-person Meeting, or a hybrid of both.
- (2) The Chair shall determine if in-person attendance is a requirement at a Council meeting, subject to members being provided with five (5) days advance notice of the requirement to attend in person.

(3) Advance public notice of a meeting of Council will be posted on the City Website and will include:

(a) the way in which the meeting is to be conducted by Electronic Means, In-person, or a hybrid of both; and

(b) the ways in which the public may attend to hear, or watch and hear, the proceedings.

(4) A member of council or a council committee who is unable to attend a meeting of Council in person at a regular council meeting, a special council meeting or a council committee meeting may participate in the meeting by electronic or other communication facilitiesElectronic Means if:

(a) the facilities enable the other members of Council or Council Committee to hear and be heard by the Council or Council Committee Members;

(b) except for any part of the Council or Council Committee meeting that is closed to the public, the facilities enable the public to hear, or watch and hear, the Council or Council Committee member; and,

(c) the Council member attending virtually uses one of the corporate approved backgrounds or their natural environment so that it is clear that they are not in Council Chambers.

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(1) Members of council and council committee who are participating in a meeting conducted in accordance with this section are deemed to be present at the meeting.

(2) The member presiding as Chair at a meeting must not participate electronically and must be present in person at the place where the public may attend to hear, or watch and hear the meeting. The Corporate Officer must also be present in person.

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(3) (1) If a member of Council participates in a meeting of Council by electronic or other communication facilitiesElectronic Means:

(a) is not present at the start of the meeting the Chair shall advise-keep the member in the virtual waiting room until the current item has concluded as to not interrupt the proceedings:

(a)(b) the Chair shall announce when Council when members join the meeting;

(b)(a) the MemberCouncil member shall advise when they leave the meeting and shall state the reason why if associated with an item up for discussion; and

(c)(b) the Chair shall repeat the results of each vote, including the names of Council members voting in favour and opposition, immediately following each vote.

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(4) (1) Members participating in a Closed Council meeting electronically are required to verbally acknowledge that they are in a secure area where no one else can hear them and that they will maintain that confidentiality for the duration of the meeting; through Electronic Means are required to:

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(a) verbally acknowledge that they are in a secure area where no one else can hear them; and

(b) that they will maintain that confidentiality for the verbal duration of the meeting.

(a) The Corporate Officer will record this acknowledgement will be recorded in the minutes of the Closed Council meeting.

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(5) (1) In the case of an interruption in the communication link to the member(s) participating electronically through Electronic Means at Council meetings:

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(a) The Chair or Council member will notify technical support staff.
~~(b)~~(a) Should the member be disconnected while speaking, the Chair may move on to the next speaker.

~~(e)~~(b) Once communications are re-established, the Council member will be provided another opportunity to speak so long as the current item is being considered.

~~(d)~~(1) The meeting will continue without the electronic-participant(s) attending through Electronic Means so long as there is quorum present.

(1) Members shall provide the Corporate Officer with a confirmation of their planned method of attendance at a meeting (if the meeting is held through Electronic Means, in-person, or through a hybrid of both) no later than the end of day the day before the meeting.

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12. Public Hearings

- (1) Public Hearings will be held on the third Tuesday of each month (unless stated in the current Council Meeting Schedule published before December 31 each year) and will begin at 7:00 pm.
- (2) Public Hearings are to be held in Council Chambers except when the scope of a Public Hearing may warrant holding it in a larger location and may be held by Electronic Means, as an In-person Meeting, or a hybrid of both.
- (3) Public Hearings must be held after the after second reading of a bylaw and before third reading.
- (4) More than one item for consideration that is the subject of a bylaw may be included in a Notice of Public Hearing and more than one bylaw may be considered at a Public Hearing.
- (5) A written report of each Public Hearing item containing a summary of the nature of the representations respecting the bylaw that were made at the Public Hearing, must be prepared and maintained as a public record.
- (6) The report under subsection 12(5) must be signed by the Presiding Member and be certified as being fair and accurate by the Corporate Officer or the delegate.
- (7) A Public Hearing may be adjourned and no further notice of the hearing is necessary if a time and place for the resumption of the hearing is stated to those present at the time that the hearing is adjourned.
- (8) Despite Section 135(3) of the *Community Charter* [at least one day between third reading and adoption] a Council may adopt an official community plan or zoning bylaw at the same meeting at which the bylaw(s) passed third reading.

(9) Members shall provide the Corporate Officer with a confirmation of their planned method of attendance at a Public Hearing (if the meeting is held through Electronic Means, in-person, or through a hybrid of both) no later than the end of day the day before the Public Hearing.

PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

13. Acting Mayor

- (1) Annually, in November, Council must from amongst all its members not subject to a disciplinary action under the most current Council Conduct Bylaw, designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant. The term of the designate Councillors acting in the place of the Mayor is not required to be equal amongst all Councillors. If a member has been the subject of a disciplinary action under the most current Council Conduct Bylaw, that member may be excluded from an Acting Mayor rotation for the following year or duration of the term.
- (2) The Acting Mayor shall chair the Committee of the Whole meeting.
- (3) Should the Acting Mayor be absent or 15 minutes late at the start of the meeting the next member in line for Acting Mayor will preside.
- (4) Each Councillor designated under this section must fulfill the responsibilities of the Mayor in his or her absence.
- (5) The member designated under this section has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 – COUNCIL PROCEEDINGS

14. Application of Rules to Other Bodies

- (1) In addition to applying to Council meetings, sections 15, 16 and 17 also apply to meetings of the following (note: other Parts of this Bylaw may also apply to these bodies as applicable):
 - (a) Committee of the Whole (CoW);
 - (b) Standing committees;
 - (c) Select committees;
 - (d) An advisory body established by Council;
 - (e) A municipal commission;
 - (f) A body that under the *Community Charter* or other Act may exercise the powers of the City or Council;
 - (g) The Parcel Tax Roll Review Panel; and
 - (h) A body prescribed by Provincial Regulation.

15. Attendance of Public at Meetings

- (1) Except where the provisions of section 90 of the *Community Charter [meetings that may or must be closed to the public]* apply, all Council meetings must be open to the public.
- (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter [requirements before Council meeting is closed]*, which includes the reason for the closed meeting as described in section 90 of the *Community Charter*.
- (3) The presiding member may expel or exclude from a Council meeting any person in accordance with section 133 of the *Community Charter*.

16. Attendance at Closed Meetings

- (1) Council may allow City staff to attend, or may choose to exclude them from attending closed meetings, as it considers appropriate.
- (2) Council may allow a person other than a City staff to attend closed meetings, if Council considers it necessary and if the person already has knowledge of confidential information or is a lawyer attending to provide legal advice in relation to the matter.
- (3) The minutes of closed meetings must record the names of all persons in attendance and when they entered and left the meeting.

17. Resolution Required Before Closed Meeting

Before a closed meeting is held, Council must state by resolution passed in a public meeting, the fact that the meeting or part thereof is to be closed, and the basis under the applicable sections of the *Community Charter* under which the meeting or part thereof is to be closed.

18. Closed Meetings and Bylaws

Council must not vote on the reading or adoption of a bylaw at a closed meeting.

19. Confidentiality

All Members must keep in confidence information that was considered, or is scheduled to be considered, at any closed meeting, until and unless Council by resolution agrees to make the confidential information available to the public.

20. Meeting Minutes

- (1) Minutes of the proceedings of Council must be:
 - (a) legibly recorded;
 - (b) certified as correct by the Corporate Officer; and
 - (c) signed by the Mayor or other member presiding at the meeting.
- (2) The minutes of previous meetings, by resolution of Council, shall be adopted.

- (3) In accordance with section 97(1)(b) of the *Community Charter* [other records to which public access must be provided] minutes of the proceedings of Council must be open for public inspection at City Hall during its regular office hours.
- (4) Subsection 21(3) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter* [meetings that may be closed to the public].

21. Calling Meeting to Order

- (1) As soon as possible after the time specified for the commencement of a Council meeting, if there is a quorum present:
 - (a) The Mayor, if present, must take the Chair and call the meeting to order; or
 - (b) If the Mayor is absent, the Acting Mayor must be the Chair and call the meeting to order.
- (2) If a quorum of Council is present but neither the Mayor nor the Acting Mayor are present at the time at which the meeting is scheduled to begin:
 - (a) the Corporate Officer must call to order the members present, and
 - (b) those members in attendance must appoint a member to preside for that meeting.

22. Adjourning Meeting Where No Quorum

- (1) If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:
 - (a) record the names of the members present, and those absent; and
 - (b) adjourn the meeting until the next scheduled meeting.
- (2) If a quorum of Council is lost during a meeting the Corporate Officer must record the names of the Members present and those absent, and temporarily adjourn the meeting until a quorum is present. If a quorum does not reconvene within 15 minutes, the Corporate Officer must adjourn the meeting until the next scheduled meeting.

23. Agenda

- (1) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- (2) Business at a Council meeting must in all cases be taken up in the order in which it is listed in section 24 unless otherwise resolved by Council.
- (3) The Corporate Officer must make the agenda available to the members of Council and the public on the Friday prior to the meeting.

24. Order of Proceedings and Business

(1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below, however, where appropriate for timing or other reasons, Council may by resolution, determine an alternative order or variation in the agenda:

- a. Call to Order;
- b. Amendments to the Agenda¹;
- c. Approval of Agenda;
- d. Adoption of Minutes;
- e. Presentations at the Request of Council;
- f. Delegations;
- g. Items on Consent;
- h. Unfinished Business;
- i. Bylaws;
- j. Committee Reports and Recommendations;
- k. Staff Reports;
- l. Other Matters Deemed Expedient²
- m. Public Question Period;
- n. Mayor and Councillor Reports³;
- o. Notices of Motions and Matters for Introduction at Future Meetings⁴;
- p. Adjournment.

25. Consent Agenda Items

- (1) Items listed under "Items on Consent" are considered for approval in one motion, unless a Member of Council wishes to debate an item and requests that it be excluded. The rule of order establishing a consent agenda provides that consent agenda items may be considered in total and without debate or amendment.
- (2) Once moved and seconded, if any member may request that an item be removed from the consent agenda and discussed and decided separately, the balance of the items would be voted on together for approval.
- (3) If an item is excluded from the "Items on Consent", the item will be considered as an agenda item under the appropriate section at the discretion of the Corporate Officer and without resolution, to discuss such items in more detail or to provide motion on the item(s) excluded. Each item removed from the Consent Agenda will be debated and voted on by Council separately.
- (4) Items will be listed in the Consent Agenda section that, in the opinion of the Chief Administrative Officer and/or Corporate Officer, require little or no discussion.

¹ Amendments to the agenda are limited to the order of business not to adding late items.

² See Section 26 – Other Matters Deemed Expedient.

³ Mayor and Councillor reports will not be recorded into the Minutes.

⁴ Council must not consider matters raised under this section at the same meeting the matter is introduced.

26. Other Matters Deemed Expedient

- (1) An item of business not included on the agenda must not be considered at a meeting unless introduction of the item is approved by Council resolution at the time allocated on the agenda under Other Matters Deemed Expedient;
- (2) A member must, when making a request, inform Council of the nature of the business and the reason for urgent consideration;
- (3) If the Council makes a resolution under section 26(1), information pertaining to such items must be distributed to members and to the public as soon as possible.
- (4) Non-urgent items shall be dealt with through the Notice of Motion process.

27. Public Question Period

- (1) At the end of Council business, the public will be afforded an opportunity to address Council.
- (2) Questions or statements in response to a Temporary Use Permit notice shall be addressed through a scheduled Public Hearing and not during a regularly scheduled Council meeting.
- ~~(2)~~(3) The purpose of the Public Question Period is to provide the public with an opportunity to ask questions of Council on items that are of concern to them, with the exception of Public Hearing bylaws which have not yet reached conclusion.
- ~~(3)~~(4) Each question must be limited to two (2) minutes, with a total of 15 minutes per Public Question Period. Public Question Period may be extended with approval of Council through an affirmative vote.

28. Voting at Meetings

- (1) The following procedures apply to voting at Council meetings:
 - (a) When debate on a matter is closed the presiding member must put the matter to a vote of Council members;
 - (b) when the Council is ready to vote, the presiding member must put the matter to a vote by stating something similar to:
"All those in favour raise your hands." and then "All those opposed raise your hands."
 - (c) when the presiding member is putting the matter to a vote under paragraphs (a) and (b) a member must not:
 - (i) cross or leave the room, unless excused as a result of not being entitled to vote under the *Community Charter* or if excused by Council;
 - (ii) make a noise or other disturbance; or
 - (iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order.
 - (d) if requested by a member, Council must vote separately on each distinct part of a motion that is under consideration;

- (e) after the presiding member finally puts the question to a vote under paragraph (b), a member must not speak to the question or make a motion concerning it, except to move to postpone to a certain time or postpone indefinitely, or to refer the item back to staff which will supersede the main motion and must be voted on first;
- (f) the presiding member's decision about whether a question has been finally put is conclusive;
- (g) whenever a vote of Council on a matter is taken, each member present must signify their vote by raising their hand. Failure for a member to raise their hand in favour or opposed, abstaining from voting, is considered to be a vote in favour (affirmative);
- (h) if the votes of the members present at a council meeting at the time of the vote are equal for and against a motion, the motion is defeated;
- (i) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative and the result will be recorded in the Minutes as "CARRIED UNANIMOUSLY", "CARRIED" or "DEFEATED" as circumstances dictate;
- (j) the names of those who vote negative, against a question, shall be entered into the Minutes;
- (k) the names of those who are in attendance at the meeting but absent at the time of the vote on a matter shall be entered into the Minutes.

29. Delegations

- (1) Requests to appear as a delegation before a meeting of Council, Advisory Committee or Advisory Commission, must be submitted to the office of the Corporate Officer at least one week prior to the preferred meeting.
- (2) Requests must be in the form of the "Appear as a Delegation to Council" online application form on the City's website.
- (3) Delegations will not be heard at regular meetings of Council on the following:
 - (a) Official Community Plan Bylaws, [Temporary Use Permits](#) or Zoning Bylaws, including amendments to either such bylaws, which have received first reading and which have not yet been adopted, defeated, or abandoned;
 - (b) matters on which the City has commenced prosecution and on which judgement has not been rendered;
 - (c) the promotion of commercial products or services which have no connection to the business of the City; and,
 - (d) publicly tendered contracts or proposal calls for the provision of goods and services for the City, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by Council or City staff.
- (4) The provisions of section 3(a) do not apply where a second or subsequent Public Hearing is to be held on an Official Community Plan, [Temporary Use Permits](#) or Zoning Bylaw or amendments to such bylaws, whichever is the case.
- (5) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the

Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.

- (6) If the request is granted by the Corporate Officer the Corporate Officer will contact the delegation to confirm attendance at the requested meeting or make alternate arrangements.
- (7) A maximum of three delegations will be permitted at any Council or Committee meeting.
- (8) If a delegation wishes to appear at consecutive meetings, the delegation will be approved only if no more than two delegations are scheduled for the later meeting.
- (9) Delegations will be required to abide by the following general rules:
 - (a) Delegations will be allowed a maximum of 10 minutes to make their presentation, excluding the time taken for questions posed by Council, unless Council or the Committee agrees to extend the time limit.
 - (b) A delegation intending to use audio and/or audio-visual equipment must advise the Corporate Officer prior to the Council meeting, on the understanding that the City will assist with, but not be responsible for, the provision of the necessary equipment;
 - (c) A delegation to Council must not speak disrespectfully of any person, and where in the opinion of the Chair, a delegation has done so, the Chair may ask the delegation to withdraw the offensive remarks;
 - (d) If the delegation refuses to withdraw remarks considered by the Chair to be offensive, or refuses to abide by the rules for delegations, or the instructions of the Chair, the Chair may terminate the presentation and direct the delegation to vacate the speaker's podium and return to the public seating area;
 - (e) Where a delegation refuses to comply with such direction, the Chair may order the expulsion and exclusion of the delegation from the meeting, as permitted in section 133(1) of the *Community Charter*.
 - (f) If the offending delegation apologizes, Council may permit the delegation to either continue their presentation or to remain in the public seating area whichever Council considers appropriate in the circumstances.

30. Points of Order

- (1) Without limiting the Chair's duty under the *Community Charter*, a Member may raise a Point of Order at any time.
- (2) When a Point of Order is raised, the Chair must:
 - (a) interrupt a matter of consideration on the agenda;
 - (b) interrupt a Member who had been speaking, until the Point of Order is ruled upon;
 - (c) ask the Member raising the Point of Order to state the substance of and the basis for the Point of Order; and
 - (d) rule on the Point of Order without debate.
- (3) The Member who raised the Point of Order:
 - (a) must, upon request by the Chair, state the substance of and the basis for the Point of Order; and

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- (b) may, once the Chair has ruled on the Point of Order, appeal the Chair's ruling. If the ruling of the Chair is appealed, the Chair must put the appeal to a vote, pursuant to the *Community Charter*.

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- (4) If a Member puts a question to the Chair regarding any matter connected to the affairs of Council or the City, the Chair may respond, or may:

- (a) require the Member to put the question in writing; and
- (b) take the question on notice and respond during the next regular meeting.

31. Conduct and Debate

- (1) During a Council meeting, a person must not engage in bullying or harassing behaviour in respect of a Council Member, Government Official or a City employee, which includes but is not limited to:

- (a) expressing a negative opinion about the personality or character of a Council Member, Government Official or City employee;
- (b) speaking disrespectfully about a Council Member, a Government Official or a City employee;
- (c) speaking or acting aggressively towards a Council Member, a Government Official or a City employee;
- (d) using offensive gestures or signs;
- (e) questioning the motives of a Council Member, Government Official or City employee;
- ~~(f)~~ using rude or offensive language or engaging in rude or offensive conduct; ~~or~~
- ~~(f)(g)~~ engaging in conduct under the definition of "Harass" in the most current Council Conduct Bylaw; or
- ~~(g)(h)~~ disrupting or unnecessarily delaying the conduct of business at the Council Meeting.

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- (2) During a Council meeting, a person must:

- (a) not speak on electronic communication devices when a person or Council Member is speaking, except in the case of emergencies;
- (b) cease speaking, if called to order by the person presiding over the meeting;
- ~~(c)~~ adhere to the provisions of this Bylaw; ~~and,~~
- ~~(e)(d)~~ adhere to "Respectful Debate" as defined in the most current Council Conduct Bylaw; and,
- ~~(d)(e)~~ adhere to any rulings or decisions made pursuant to this Bylaw.

- (3) Members wishing to speak shall be recognized by the presiding member in the order in which the members indicate their request, preference being given to the mover and to the seconder should either or both wish to speak. If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.

- ~~(4) Members not present during the introduction of the matter under debate shall not be recognized by the presiding member until after the debate on the matter is concluded and the matter is dealt with by Council. Members not present during the introduction of the matter under debate shall not discuss that matter when recognized by the presiding member.~~

(4)(5) Members are addressed, as appropriate, in the following manner: the Mayor as "Mayor (here use the surname)"; a presiding member who is not the Mayor as Chair; and a Councillor as "Councillor (here use the surname)".

(5)(6) A member wishing to speak for the purpose of speaking directly and concisely on the matter under debate, may do so after being recognized by the presiding member. Speaking times are limited to:

	1 st Round	2 nd Round	Amendment
CoW	Up to 10 minutes	Up to 10 Minutes	Additional 5 minutes
Council Workshop	Up to 10 minutes	Up to 10 Minutes	Additional 5 minutes
Regular Council	Up to 10 minutes	Up to 5 minutes	Up to 5 minutes

however, the presiding member may extend the speaking time where deemed necessary, or Council may do so by motion.

(6)(7) No member must interrupt a member who is speaking except to raise a point of order.

(7)(8) Members who are called to order by the presiding member

- (a) must immediately stop speaking;
- (b) may explain their position on the point of order; and
- (c) may appeal to Council for its decision on the point of order in accordance with section 132 of the *Community Charter [authority of presiding member]*.
- (d) If a member appeals the decision of the presiding member [appeal the decision of the chair], the question of whether the presiding members' decision will stand must be asked by the presiding member and voted on without debate and without the presiding member voting. A tie vote in this situation passes in the affirmative.

(8)(9) Members speaking at a Council meeting

- (a) must use respectful language;
- (b) must not use offensive gestures or signs;
- (c) must speak only in connection with the matter being debated;
- (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded or reconsidered; and
- (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.

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

32. Expulsion from Council Meetings

- (1) A person who contravenes the general rules of conduct, "Respectful Debate" or "Accountability" as defined in the most current Council Conduct Bylaw may be ordered expelled from the meeting.

- (2) If a member is of the opinion that a person has contravened the general rules of conduct, the member must state on the record how the general rules of conduct were contravened.
- (3) If the presiding member is of the opinion that the named person did not contravene the general rules of conduct, the presiding member must state on the record why they believe the rules of conduct were not contravened.
- (4) If a member alleges a contravention of the general rules of conduct and the presiding member is of the opinion that the named person contravened the general rules of conduct, the presiding member shall:
 - (a) permit the person to apologize immediately to the governing body for the conduct that contravened the Bylaw; or
 - (b) order the person to leave the Council Meeting immediately.
- (5) If a person who has contravened the general rules of conduct is permitted to apologize and does so apologize, the person presiding shall:
 - (a) permit the person to remain in the meeting; or
 - (b) order the person to leave the meeting immediately if the presiding member is of the opinion that the apology was inadequate.
- (6) If a person does not voluntarily comply with an order to leave the meeting, that person may be removed from the meeting by a peace officer, pursuant to s.133 (2) of the *Community Charter*.

33. Motions Generally

- (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (2) A member wishing to make a motion may do so after being recognized by the presiding member and shall immediately state the motion in the form "I move that".
- (3) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's approval through the notice of motion process per section 35 below.
- (4) A Council member may make only the following motions, when the Council is considering a question:
 - (a) to refer (to committee or back to staff);
 - (b) to amend;
 - (c) to lay on the table;
 - (d) to postpone indefinitely;
 - (e) to postpone to a certain time (date);
 - (f) to move the previous question;
 - (g) to adjourn.
- (5) A motion may be withdrawn by the mover if done so before the presiding member states the question. A motion may be withdrawn by the mover and seconder of a motion only with consent of all members present.

(6) A motion made under subsections (4)(c) to (g) is not amendable or debatable.

(7) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

34. Notice of Motion Process

(1) A Notice of Motion resulting from an item of business that is not listed as being for Council action on the Council Meeting agenda must be provided to the Corporate Officer prior to the meeting. The Corporate Officer will circulate the Notice of Motion to the rest of Council, if time permits, prior to the meeting.

(2) A copy of the motion will appear in the minutes of meeting referred to in Section 25(1)(o) above as a Notice of Motion.

(3) Upon the member being acknowledged by the Chair the member will read aloud the motion.

(4) The Corporate Officer shall place the motion and any supporting materials, which the member presenting the motion should provide, on the agenda of the next Council meeting for consideration.

35. Motion to Commit

Until it is decided, a motion made at a Council meeting to refer to committee precludes an amendment of the main question.

36. Motion for the Main Question

(1) In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Council.

(2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:

(a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and

(b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the question, or proceed to other business.

37. Amendments Generally

(1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.

(2) An amendment may propose removing, substituting for, or adding to the words of an original motion.

(3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.

- (4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (5) An amendment may be amended once only.
- (6) An amendment that has been defeated by a (negative) vote of Council cannot be proposed again.
- (7) A Council member may propose an amendment to an adopted amendment.
- (8) The presiding member must put the main question and its amendments in the following order for the vote of Council:
 - (a) a motion to amend a motion amending the main question;
 - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (a) is positive;
 - (c) the main question.

38. Reconsideration by Council Member

- (1) Subject to subsection (5), a Council member who voted with the majority either for or against a motion may, at the next Council meeting:
 - (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken;
 - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption; and
 - (c) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (2) Council has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.
- (3) A vote to reconsider can be debated but must not be reconsidered.
- (4) Council may only reconsider a matter that has not
 - (a) had the approval or assent of the electors and been adopted;
 - (b) been reconsidered under subsection (1) or section 131 of the *Community Charter* [mayor may require Council reconsideration of a matter]; or
 - (c) been acted on irreversibly by an officer, employee, or agent of the City.
- (5) If a motion to reconsider is defeated, the subject matter of the resolution or proceeding may not be open for consideration by the Council within six months except by way of a new and substantially different motion.
- (6) Subject to applicable enactments, the Council may by resolution, rescind the most recent reading of a proposed bylaw, other than first reading, and then give the proposed bylaw that reading with or without amendment.
- (7) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- (8) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or section 131 of the *Community Charter* [Mayor may require Council reconsideration of a matter] is as valid and has the same effect as it had before reconsideration.

39. Privilege

- (1) In this section, a matter of privilege refers to any of the following motions:
 - (a) fix the time to adjourn;
 - (b) adjourn;
 - (c) recess;
 - (d) raise a question of privilege of the Council; and,
 - (e) raise a question of privilege of a member of Council.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.
- (3) For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

40. Reports from Committees

- (1) Council may take any of the following actions in connection with a resolution it receives from any committee or other body appointed by Council:
 - (a) agree or disagree with the resolution, support or deny support;
 - (b) amend the resolution;
 - (c) refer the resolution back to committee, etc.;
 - (d) postpone its consideration of the resolution.

41. Adjournment

- (1) A Council may continue a Council meeting
 - (a) after 10:30 pm only by an affirmative vote of the members present; and
 - (b) after 11:00 pm only by a unanimous vote of the members present.
- (2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.
- (3) Subsection (2) does not apply to either of the following motions:
 - (a) a motion to adjourn to a specific day; or
 - (b) a motion that adds an opinion or qualification to a preceding motion to adjourn.

PART 5 – BYLAWS

42. Copies of Proposed Bylaws to Council Members

A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

43. Form of Bylaws

- (1) A bylaw introduced at a Council meeting must:
 - (a) be printed;
 - (b) have a distinguishing name;
 - (c) have a distinguishing number;
 - (d) contain an introductory statement of purpose; and
 - (e) be divided into sections if applicable.

44. Bylaws to be Considered Separately or Jointly

- (1) Council must consider a proposed bylaw at a Council meeting either:
 - (a) separately when directed by the presiding member or requested by another Council member; or
 - (b) jointly with other proposed bylaws in the sequence determined by the presiding member.

45. Reading and Adopting Bylaws

- (1) The presiding member of a Council meeting may:
 - (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws; and then
 - (b) request a motion that the proposed bylaw or group of bylaws be read.
- (2) The only motion required for the reading of a bylaw shall be:

"That (short title of bylaw) be given first reading (or first and second readings, or first, second and third readings)."
- (3) The only motion required for the adoption of a bylaw shall be:

"That (short title of bylaw) be adopted."
- (4) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter* and, if amended, a motion at third reading shall be "to give the bylaw third reading as amended".
- (5) Subject to section 477 of the *Local Government Act* [OCP adoption procedures], each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- (6) In accordance with section 135 of the *Community Charter* [requirements for passing bylaws], Council may give two or three readings to a proposed bylaw at the same Council meeting.
- (7) Despite section 135(3) of the *Community Charter* [requirements for passing bylaws], and in accordance with section 477 and 480 of the *Local Government Act* [public hearings], Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.
- (8) The Corporate Officer is hereby authorized to consolidate one or more of the bylaws of the municipality pursuant to Section 139 [consolidation of bylaws] of the *Community Charter* and to make minor corrections to bylaws at third reading and adoption of bylaws, such as spelling mistakes and sequential numbering errors.

46. Bylaws Must be Signed

- (1) After a bylaw is adopted, and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the City's records for safekeeping and endorse upon it:
 - (a) the City's corporate seal, the dates of its readings and adoption; and
 - (b) the date of Ministerial approval or approval of the electorate if applicable.

PART 6 - RESOLUTIONS

47. Form of Resolution

A resolution shall be dealt with on a motion put by a member and seconded by another member.

48. Introducing Resolutions

- (1) The presiding member of a meeting may:
 - (a) have the corporate officer read the resolution; and
 - (b) request a motion that the resolution be introduced.

PART 7 - COMMITTEE OF THE WHOLE (CoW)

49. Meeting Procedures

- (1) The Committee of the Whole meetings will be held in the Council Chambers on the first and third Tuesday of each month, except August, unless otherwise resolved by Council.
- (2) Annually Council must make available to the public a schedule of the dates, times, and places of regular Committee of the Whole meetings in the same manner as is required for regular council meetings. The Committee of the Whole meeting schedule may be combined and made available with the annual notice of regular Council meetings.
- (3) A special meeting of the Committee of the Whole may be called in the same manner as for a special council meeting as provided for in the *Community Charter* and notice for this special committee meeting must be given in the same manner as for a special council meeting.
- (4) At any time during a regular or special Council meeting for which proper notice has been given Council may resolve to go into Committee of the Whole without further notice. Upon the Committee of the Whole rising and reporting, the regular or special Council meeting resumes with the first order of business thereafter being Council considering the report of the Committee of the Whole.

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50. Minutes of CoW Meeting to be Maintained and Available to Public

- (1) Minutes of the proceedings of CoW must be
 - (a) legibly recorded;
 - (b) certified by the Corporate Officer; and
 - (c) open for public inspection in accordance with section 97(1)(c) of the *Community Charter* [other records to which public access must be provided].

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51. Presiding Members at CoW Meetings and Quorum

- (1) The Mayor or Acting Mayor shall preside in CoW.
- (2) The quorum of CoW is the majority of Council members.

PART 8 – COMMITTEES

52. Committees of Council

- (1) Council shall appoint all representatives on committees and all boards, commissions, or other bodies to which the City is entitled to appoint representatives except standing committees.
- (2) Council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to Council. At least one member of a select committee must be a Council member and persons who are not council members may be appointed. Council may dissolve a select committee at any time.
- (3) 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. At least half of the members of a standing committee must be Council members and persons who are not council members may be appointed.
- (4) The Mayor may dissolve a standing committee at any time.
- (5) The authority to appoint persons to committee includes the authority to rescind the appointment at any time.

53. Duties and Authority of Standing Committees

- (1) Standing committees must consider, inquire into, report, and make recommendations to Council about matters that are referred by the Mayor or Council or on matters set out on the committee's terms of reference.
- (2) Standing committees should report their findings and opinions to Council as required or at the next Council meeting if a time is not specified.
- (3) Standing committees are advisory in nature unless enabled by bylaw.

54. Duties and Authority of Select Committees

- (1) Select committees must consider, inquire into, report, and make recommendations to Council about matters that are referred by Council or on matters set out on the committee's terms of reference.
- (2) Select committees should report their findings and opinions to Council as required or at the next Council meeting if a time is not specified.
- (3) Select committees are advisory in nature unless enabled by bylaw.

55. Schedule of Committee Meetings

- (1) At its first meeting after its establishment or the first meeting of the year, a committee must establish an annual schedule of meetings to be held at City Hall unless otherwise stated in the terms of reference for the committee.
- (2) Standing and select committees should meet at minimum on a quarterly basis.

- (3) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

56. Notice of Committee Meetings

- (1) Subject to subsection (2), after the committee has established the annual schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:
 - (a) posting the meeting dates, time and places on the City's website; and
 - (b) providing a copy of the schedule to each member of the committee.
- (2) Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as possible, update the City's website with any revisions to the date, time and place or cancellation of a committee meeting.

57. Attendance at Committee Meetings

- (1) Except where the provisions of section 90 of the *Community Charter* [meetings that may or must be closed to the public] apply, all committee meetings are open to the public.
- (2) Before closing a committee meeting or part of a committee meeting to the public, the committee must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter*, which includes the reason for the closed meeting as described in section 90 of the *Community Charter*.
- (3) Individuals that are not members of the committee are not permitted to participate in discussion during committee meetings unless called upon by the Chair. If a member alternate is in attendance in addition to the primary member the member alternate is not permitted to participate in discussion unless called upon by the Chair.
- (4) Only voting members as identified in the committee terms of reference may vote on committee matters. If a member alternate is in attendance in addition to the primary member the member alternate is not permitted to vote.
- (5) Members shall provide the Committee Clerk with a confirmation of their planned method of attendance at a committee meeting (if the meeting is held through Electronic Means, in-person, or through a hybrid of both) no later than the end of day the day before the committee meeting.

58. Quorum

The quorum for a committee is a majority of all of its members unless otherwise noted in the terms of reference for that committee.

59. Conduct and Debate

The rules and procedures of Council defined in this bylaw must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.

60. Minutes of Committee Meetings to be Maintained and Available to Public

- (1) Minutes of the proceedings of a committee must be
 - (a) legibly recorded;
 - (b) certified as correct and signed by the Chair once approved by the committee; and

- (c) available for public inspection at City Hall and on the website, other than a meeting or part of a meeting that is closed to the public.

(2) Sections (a), (b) and (c) shall only apply to meetings of the following, unless this bylaw provides for other procedures for taking of minutes by one or more bodies referred to in this subsection, the body is exempted by regulation, or to the extent they are modified by regulations:

- (a) a standing or select committee established by Council;
- (b) a municipal commission established under section 143 of the *Community Charter*;
- (c) a body that under the *Community Charter* or any other Act may exercise the powers of Council;
- (d) a parcel tax review panel established under section 204 of the *Community Charter*; and,
- (e) a body prescribed by regulation.

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PART 9 – GENERAL

61. Severance

- (1) If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
- (2) This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter* [public notice].

62. Modifications

(1) This bylaw shall be reviewed by Council on each 12-month anniversary of its adoption to determine if amendments are required. In the event that Council determines through a resolution that amendments are required, amendments to this bylaw shall be presented to Council within three (3) months of that resolution, with final adoption of amendments within five (5) months of that resolution.

READ a first time the 30th day of March, 2021.

READ a second time the 30th day of March, 2021.

READ a third time the 30th day of March, 2021.

NOTICE of intention to proceed with adoption published in the Maple Ridge-Pitt Meadows News, on April 16, 2021 and April 23, 2021, pursuant to Section 124(3) of the *Community Charter*.

ADOPTED, the 11th day of May, 2021.

PRESIDING MEMBER

CORPORATE OFFICER



City of Maple Ridge

Council Procedure Bylaw No. 7700-2021

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City of Maple Ridge

Bylaw No. 7700-2021

A Bylaw to regulate the proceedings of Council, Council Meetings and other Council reporting bodies

WHEREAS pursuant to the *Community Charter*, Council must by bylaw, establish general procedures to be followed by Council and committees in conducting their business;

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

PART 1 – INTRODUCTION

1. Title

- (1) This Bylaw may be cited as the "Maple Ridge Council Procedure Bylaw No. 7700-2021".

2. Repeal

- (1) Maple Ridge Council Procedure Bylaw No. 6472-2007 and all amendments thereto are hereby repealed upon adoption of this bylaw.

3. Definitions

- (1) In this Bylaw,

"Acting Mayor" the Council member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant;

"Agenda" is the list of items and order of business for any meeting of Council or its Committees;

"Chair" means the Mayor, Acting Mayor or presiding officer appointed under the *Community Charter* or this Bylaw, who is chairing a meeting;

"City" means the Corporation of the City of Maple Ridge;

"City Hall" means Maple Ridge City Hall located at 11995 Haney Place, Maple Ridge, British Columbia;

"City Website" means the information resource found at an internet address provided by the City, the current home landing page located at www.mapleridge.ca;

"Commission" means a municipal commission established under s.143 of the *Community Charter*;

"Committee" means a Select or Standing committee of Council, an Authority, an Advisory committee, a Board and any other committee established by Council or authorized by statute and excludes the Committee of the Whole;

"Committee of the Whole" [CoW] is a committee of all members of Council established to consider but not to decide on matters of the City's business with its primary purpose being the initial review of information to ensure Council can debate and vote on issues at a future Council Meeting;

"Community Charter" means Chapter 26 [SBC 2003];

"Corporate Officer" means the municipal employee appointed as Corporate Officer to carry out duties as defined in section 148 of the *Community Charter* or a designate;

"Council" means the Council of the City of Maple Ridge;

"Council Meeting" means any gathering to which members of Council have been invited, whereby quorum is obtained, at which discussion could be seen to be making decisions or moving towards making decisions, and is a material part of council's decision-making process;

"Councillor" means a member of Council other than the Mayor;

"Council Workshop" means a Council meeting which primary purpose is the receipt of information, review and discussion of policies and other matters of interest to Council, and to make decisions related as required;

"Inaugural Meeting" means the meeting at which members elected at the most recent general local election are sworn in;

"Local Government Act" means Chapter 1 [RSBC 2015]

"Mayor" means the duly elected Mayor of the City of Maple Ridge;

"Member" means the Mayor or a Councillor in relation to Council, or an appointed individual of a committee or commission, in relation to a committee or commission;

"Motion" means a formal proposal made by a Member at a meeting of Council or committee that directs an approval or a specified course of action (see also Resolution);

"Point of information" means the procedure pursuant to which a member may raise their hand and ask the Chair to require further information on the subject being debated;

"Point of order" means a procedure by which a member interrupts another speaker to ask the Chair to rule on a procedural matter immediately;

"Public Notice Posting Place" for the purpose of giving notices under section 94 of the *Community Charter*, means:

- (1) the window in the west entrance to the lobby of the City Hall; and,
- (2) the City Website.

"Question" means the subject matter of a motion except where referring to public question period;

"Quorum" means:

- (1) In the case of Council meetings, a majority of the number of members of which the Council consists under the *Community Charter*; and,
- (2) In the case of a committee or other body, a majority of the voting members appointed.

"Resolution" means a formal determination made by Council or Committee that approves or orders a specified course of action (see also Motion);

"Tabled" means to lay on the table whereby an item will be dealt with within the current meeting or on next meeting agenda as unfinished business;

"Urgent Business" means business that requires the urgent attention of Council in connection with public health or safety, a financial or legal matter of significance to the City, or a request for a leave of absence.

4. Incorporation of Definitions

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

5. Application of Rules of Procedure

- (1) The provisions of this Bylaw govern the proceedings of Council Workshop, Regular Council, Committee of the Whole, Closed Council, all standing and select committees of Council, and Commissions.
- (2) In cases not provided for under this Bylaw, then the most current version of Robert's Rules of Order applies to the proceedings of Council, Committee of the Whole, and Council committees to the extent that those Rules are:
 - (a) applicable in the circumstances; and
 - (b) not inconsistent with provisions of this Bylaw or the *Community Charter*.
- (3) The rules of procedure contained in this bylaw, except those that are governed by statutory provisions, may be temporarily suspended by two-thirds vote of all members present.

6. Public Notice Posting Place

- (1) The Public Notice Posting Place is to be used for the purpose of giving notices under Section 94 of the *Community Charter*.

PART 2 – COUNCIL MEETINGS

7. Inaugural Meeting

- (1) Following a general local election, the first meeting of Council must be held within the first ten (10) days of November in accordance with section 124(2)(g) of the *Community Charter* in the year of the general local election.

- (2) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

8. Time and Location of Meetings

- (1) All Council meetings must take place within City Hall except when Council resolves to hold meetings elsewhere. Except in the case of a meeting outside of City boundaries, Council may pass the resolution to hold a meeting outside of City Hall at the commencement of that meeting.
- (2) Council must establish prior to December 31, by resolution, a schedule of Regular Meetings. The Regular Council meetings will typically:
 - (a) be held on the second and fourth Tuesday of each month unless otherwise scheduled by Council resolution; and,
 - (b) begin at 7:00 pm.
- (3) Other Meetings of Council:
 - (a) Committee of the Whole will be held on the first and third Tuesday of each month; and
 - (b) Council Workshop will be held on the second and fourth Tuesday of each month.
- (4) Rescheduling/Changing Meetings of Council:

Council may by resolution:

 - (a) reschedule or cancel meetings;
 - (b) change the time or location for holding meetings;
 - (c) recess for a short period with a statement of approximate time a meeting will be reconvened; and,
 - (d) call an additional meeting(s) at the time and place stipulated in the Council resolution.

The Corporate Officer may, in accordance with the Mayor and the Chief Administrative Officer or by a resolution of Council, cancel, postpone, or reschedule any meeting of Council, and establish a different day, time or place for that meeting.

9. Notice of Council Meetings

- (1) In accordance with section 127 of the *Community Charter [notice of council meetings]*, Council must prepare, annually on or before December 31 a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public at least once a year in accordance with section 94 of the *Community Charter*, and by posting it at the Public Notice Posting Places.
- (2) Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.
- (3) The Corporate Officer must give public notice of a cancelled or rescheduled meeting in respect of which Council has resolved to exclude the public.

10. Calling and Notice of Special Council Meetings

- (1) The Mayor may call a special Council Meeting at any time by sending a written notice of the date, time, place and nature of the meeting to all Council members and to the Corporate Officer.
- (2) Two or more Council Members may, in writing, request that the Mayor call a Special Council Meeting.
- (3) Two or more Council Members may request that the Mayor call a Special Council Meeting by sending a Special Council Meeting Notice to all Council Members and to the Corporate Officer if:
 - (a) within 24 hours after receiving a request pursuant to Section 10(2), the Mayor has not made arrangements for a Special Council Meeting to be held within the next 7 days; or
 - (b) the Mayor and the Acting Mayor are absent or otherwise unable to call a Special Council Meeting.
- (4) Except where notice of a special meeting is waived by unanimous vote of all council members under section 127(4) of the *Community Charter*, a notice of the date, hour, and place of a special Council meeting must be given at least 24 hours before the time of meeting, by:
 - (a) posting a copy of the notice at the regular council meeting place;
 - (b) posting a copy of the notice at the Public Notice Posting Place; and
 - (c) leaving one copy of the notice for each Council member in the Council member's mailbox at City Hall and providing an electronic copy for each member through the City's eAgenda.
- (5) The notice under subsection (4) must describe in general terms the purpose of the meeting and be signed by the Corporate Officer or designate.
- (6) Before the time of a special Council meeting, the person or persons calling the meeting may by notice:
 - (a) cancel the meeting; or
 - (b) postpone the meeting and reschedule it to a different day and time.

11. Electronic Meeting Participation by Council Members

- (1) A Council member who is unable to attend a meeting of Council in person may participate in the meeting by electronic or other communication facilities if:
 - (a) the facilities enable the other members of Council to hear and be heard by the Council Members;
 - (b) except for any part of the Council meeting that is closed to the public, the facilities enable the public to hear, or watch and hear, the Council member; and,
 - (c) the member attending virtually uses one of the corporate approved backgrounds or their natural environment so that it is clear that they are not in Council Chambers.

- (2) The member presiding as Chair at a meeting must not participate electronically and must be present in person at the place where the public may attend to hear, or watch and hear the meeting. The Corporate Officer must also be present in person.
- (3) If a member of Council participates in a meeting of Council by electronic or other communication facilities:
 - (a) the Chair shall advise Council when members join the meeting;
 - (b) the Member shall advise when they leave the meeting and shall state the reason why if associated with an item up for discussion; and
 - (c) the Chair shall repeat the results of each vote, including the names of Council members voting in favour and opposition, immediately following each vote.
- (4) Members participating in a Closed Council meeting electronically are required to verbally acknowledge that they are in a secure area where no one else can hear them and that they will maintain that confidentiality for the duration of the meeting;
 - (a) the verbal acknowledgement will be recorded in the minutes of the Closed Council meeting.
- (5) In the case of an interruption in the communication link to the member(s) participating electronically:
 - (a) The Chair or member will notify technical support staff.
 - (b) Should the member be disconnected while speaking, the Chair may move on to the next speaker.
 - (c) Once communications are re-established, the member will be provided another opportunity to speak.
 - (d) The meeting will continue without the electronic participant(s) so long as there is quorum present.

12. Public Hearings

- (1) Public Hearings will be held on the third Tuesday of each month (unless stated in the current Council Meeting Schedule published before December 31 each year) and will begin at 7:00 pm.
- (2) Public Hearings are to be held in Council Chambers except when the scope of a Public Hearing may warrant holding it in a larger location.
- (3) Public Hearings must be held after the after second reading of a bylaw and before third reading.
- (4) More than one bylaw may be included in a Notice of Public Hearing and more than one bylaw may be considered at a Public Hearing.
- (5) A written report of each Public Hearing item containing a summary of the nature of the representations respecting the bylaw that were made at the Public Hearing, must be prepared and maintained as a public record.
- (6) The report under subsection 12(5) must be signed by the Presiding Member and be certified as being fair and accurate by the Corporate Officer or the delegate.

- (7) A Public Hearing may be adjourned and no further notice of the hearing is necessary if a time and place for the resumption of the hearing is stated to those present at the time that the hearing is adjourned.
- (8) Despite Section 135(3) of the *Community Charter* [at least one day between third reading and adoption] a Council may adopt an official community plan or zoning bylaw at the same meeting at which the bylaw(s) passed third reading.

PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

13. Acting Mayor

- (1) Annually, in November, Council must from amongst all its members designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- (2) The Acting Mayor shall chair the Committee of the Whole meeting.
- (3) Should the Acting Mayor be absent or 15 minutes late at the start of the meeting the next member in line for Acting Mayor will preside.
- (4) Each Councillor designated under this section must fulfill the responsibilities of the Mayor in his or her absence.
- (5) The member designated under this section has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 – COUNCIL PROCEEDINGS

14. Application of Rules to Other Bodies

- (1) In addition to applying to Council meetings, sections 15, 16 and 17 also apply to meetings of the following (note: other Parts of this Bylaw may also apply to these bodies as applicable):
 - (a) Committee of the Whole (CoW);
 - (b) Standing committees;
 - (c) Select committees;
 - (d) An advisory body established by Council;
 - (e) A municipal commission;
 - (f) A body that under the *Community Charter* or other Act may exercise the powers of the City or Council;
 - (g) The Parcel Tax Roll Review Panel; and
 - (h) A body prescribed by Provincial Regulation.

15. Attendance of Public at Meetings

- (1) Except where the provisions of section 90 of the *Community Charter [meetings that may or must be closed to the public]* apply, all Council meetings must be open to the public.
- (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter [requirements before Council meeting is closed]*, which includes the reason for the closed meeting as described in section 90 of the *Community Charter*.
- (3) The presiding member may expel or exclude from a Council meeting any person in accordance with section 133 of the *Community Charter*.

16. Attendance at Closed Meetings

- (1) Council may allow City staff to attend, or may choose to exclude them from attending closed meetings, as it considers appropriate.
- (2) Council may allow a person other than a City staff to attend closed meetings, if Council considers it necessary and if the person already has knowledge of confidential information or is a lawyer attending to provide legal advice in relation to the matter.
- (3) The minutes of closed meetings must record the names of all persons in attendance and when they entered and left the meeting.

17. Resolution Required Before Closed Meeting

Before a closed meeting is held, Council must state by resolution passed in a public meeting, the fact that the meeting or part thereof is to be closed, and the basis under the applicable sections of the *Community Charter* under which the meeting or part thereof is to be closed.

18. Closed Meetings and Bylaws

Council must not vote on the reading or adoption of a bylaw at a closed meeting.

19. Confidentiality

All Members must keep in confidence information that was considered, or is scheduled to be considered, at any closed meeting, until and unless Council by resolution agrees to make the confidential information available to the public.

20. Meeting Minutes

- (1) Minutes of the proceedings of Council must be:
 - (a) legibly recorded;
 - (b) certified as correct by the Corporate Officer; and
 - (c) signed by the Mayor or other member presiding at the meeting.
- (2) The minutes of previous meetings, by resolution of Council, shall be adopted.

- (3) In accordance with section 97(1)(b) of the *Community Charter* [other records to which public access must be provided] minutes of the proceedings of Council must be open for public inspection at City Hall during its regular office hours.
- (4) Subsection 21(3) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter* [meetings that may be closed to the public].

21. Calling Meeting to Order

- (1) As soon as possible after the time specified for the commencement of a Council meeting, if there is a quorum present:
 - (a) The Mayor, if present, must take the Chair and call the meeting to order; or
 - (b) If the Mayor is absent, the Acting Mayor must be the Chair and call the meeting to order.
- (2) If a quorum of Council is present but neither the Mayor nor the Acting Mayor are present at the time at which the meeting is scheduled to begin:
 - (a) the Corporate Officer must call to order the members present, and
 - (b) those members in attendance must appoint a member to preside for that meeting.

22. Adjourning Meeting Where No Quorum

- (1) If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:
 - (a) record the names of the members present, and those absent; and
 - (b) adjourn the meeting until the next scheduled meeting.
- (2) If a quorum of Council is lost during a meeting the Corporate Officer must record the names of the Members present and those absent, and temporarily adjourn the meeting until a quorum is present. If a quorum does not reconvene within 15 minutes, the Corporate Officer must adjourn the meeting until the next scheduled meeting.

23. Agenda

- (1) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- (2) Business at a Council meeting must in all cases be taken up in the order in which it is listed in section 24 unless otherwise resolved by Council.
- (3) The Corporate Officer must make the agenda available to the members of Council and the public on the Friday prior to the meeting.

24. Order of Proceedings and Business

- (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below, however, where appropriate for timing or other reasons, Council may by resolution, determine an alternative order or variation in the agenda:
 - a. Call to Order;
 - b. Amendments to the Agenda¹;
 - c. Approval of Agenda;
 - d. Adoption of Minutes;
 - e. Presentations at the Request of Council;
 - f. Delegations;
 - g. Items on Consent;
 - h. Unfinished Business;
 - i. Bylaws;
 - j. Committee Reports and Recommendations;
 - k. Staff Reports;
 - l. Other Matters Deemed Expedient²
 - m. Public Question Period;
 - n. Mayor and Councillor Reports³;
 - o. Notices of Motions and Matters for Introduction at Future Meetings⁴;
 - p. Adjournment.

25. Consent Agenda Items

- (1) Items listed under "Items on Consent" are considered for approval in one motion, unless a Member of Council wishes to debate an item and requests that it be excluded. The rule of order establishing a consent agenda provides that consent agenda items may be considered in total and without debate or amendment.
- (2) Once moved and seconded, if any member may request that an item be removed from the consent agenda and discussed and decided separately, the balance of the items would be voted on together for approval.
- (3) If an item is excluded from the "Items on Consent", the item will be considered as an agenda item under the appropriate section at the discretion of the Corporate Officer and without resolution, to discuss such items in more detail or to provide motion on the item(s) excluded. Each item removed from the Consent Agenda will be debated and voted on by Council separately.
- (4) Items will be listed in the Consent Agenda section that, in the opinion of the Chief Administrative Officer and/or Corporate Officer, require little or no discussion.

¹ Amendments to the agenda are limited to the order of business not to adding late items.

² See Section 26 – Other Matters Deemed Expedient.

³ Mayor and Councillor reports will not be recorded into the Minutes.

⁴ Council must not consider matters raised under this section at the same meeting the matter is introduced.

26. Other Matters Deemed Expedient

- (1) An item of business not included on the agenda must not be considered at a meeting unless introduction of the item is approved by Council resolution at the time allocated on the agenda under Other Matters Deemed Expedient;
- (2) A member must, when making a request, inform Council of the nature of the business and the reason for urgent consideration;
- (3) If the Council makes a resolution under section 26(1), information pertaining to such items must be distributed to members and to the public as soon as possible.
- (4) Non-urgent items shall be dealt with through the Notice of Motion process.

27. Public Question Period

- (1) At the end of Council business, the public will be afforded an opportunity to address Council.
- (2) The purpose of the Public Question Period is to provide the public with an opportunity to ask questions of Council on items that are of concern to them, with the exception of Public Hearing bylaws which have not yet reached conclusion.
- (3) Each question must be limited to two (2) minutes, with a total of 15 minutes per Public Question Period. Public Question Period may be extended with approval of Council through an affirmative vote.

28. Voting at Meetings

- (1) The following procedures apply to voting at Council meetings:
 - (a) When debate on a matter is closed the presiding member must put the matter to a vote of Council members;
 - (b) when the Council is ready to vote, the presiding member must put the matter to a vote by stating something similar to:
"All those in favour raise your hands." and then "All those opposed raise your hands."
 - (c) when the presiding member is putting the matter to a vote under paragraphs (a) and (b) a member must not:
 - (i) cross or leave the room, unless excused as a result of not being entitled to vote under the *Community Charter* or if excused by Council;
 - (ii) make a noise or other disturbance; or
 - (iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order.
 - (d) if requested by a member, Council must vote separately on each distinct part of a motion that is under consideration;
 - (e) after the presiding member finally puts the question to a vote under paragraph (b), a member must not speak to the question or make a motion concerning it, except to

move to postpone to a certain time or postpone indefinitely, or to refer the item back to staff which will supersede the main motion and must be voted on first;

- (f) the presiding member's decision about whether a question has been finally put is conclusive;
- (g) whenever a vote of Council on a matter is taken, each member present must signify their vote by raising their hand. Failure for a member to raise their hand in favour or opposed, abstaining from voting, is considered to be a vote in favour (affirmative);
- (h) if the votes of the members present at a council meeting at the time of the vote are equal for and against a motion, the motion is defeated;
- (i) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative and the result will be recorded in the Minutes as "CARRIED UNANIMOUSLY", "CARRIED" or "DEFEATED" as circumstances dictate;
- (j) the names of those who vote negative, against a question, shall be entered into the Minutes;
- (k) the names of those who are in attendance at the meeting but absent at the time of the vote on a matter shall be entered into the Minutes.

29. Delegations

- (1) Requests to appear as a delegation before a meeting of Council, Advisory Committee or Advisory Commission, must be submitted to the office of the Corporate Officer at least one week prior to the preferred meeting.
- (2) Requests must be in the form of the "Appear as a Delegation to Council" online application form on the City's website.
- (3) Delegations will not be heard at regular meetings of Council on the following:
 - (a) Official Community Plan Bylaws or Zoning Bylaws, including amendments to either such bylaws, which have received first reading and which have not yet been adopted, defeated, or abandoned;
 - (b) matters on which the City has commenced prosecution and on which judgement has not been rendered;
 - (c) the promotion of commercial products or services which have no connection to the business of the City; and,
 - (d) publicly tendered contracts or proposal calls for the provision of goods and services for the City, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by Council or City staff.
- (4) The provisions of section 3(a) do not apply where a second or subsequent Public Hearing is to be held on an Official Community Plan or Zoning Bylaw or amendments to such bylaws, whichever is the case.
- (5) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.

- (6) If the request is granted by the Corporate Officer the Corporate Officer will contact the delegation to confirm attendance at the requested meeting or make alternate arrangements.
- (7) A maximum of three delegations will be permitted at any Council or Committee meeting.
- (8) If a delegation wishes to appear at consecutive meetings, the delegation will be approved only if no more than two delegations are scheduled for the later meeting.
- (9) Delegations will be required to abide by the following general rules:
 - (a) Delegations will be allowed a maximum of 10 minutes to make their presentation, excluding the time taken for questions posed by Council, unless Council or the Committee agrees to extend the time limit.
 - (b) A delegation intending to use audio and/or audio-visual equipment must advise the Corporate Officer prior to the Council meeting, on the understanding that the City will assist with, but not be responsible for, the provision of the necessary equipment;
 - (c) A delegation to Council must not speak disrespectfully of any person, and where in the opinion of the Chair, a delegation has done so, the Chair may ask the delegation to withdraw the offensive remarks;
 - (d) If the delegation refuses to withdraw remarks considered by the Chair to be offensive, or refuses to abide by the rules for delegations, or the instructions of the Chair, the Chair may terminate the presentation and direct the delegation to vacate the speaker's podium and return to the public seating area;
 - (e) Where a delegation refuses to comply with such direction, the Chair may order the expulsion and exclusion of the delegation from the meeting, as permitted in section 133(1) of the *Community Charter*.
 - (f) If the offending delegation apologizes, Council may permit the delegation to either continue their presentation or to remain in the public seating area whichever Council considers appropriate in the circumstances.

30. Points of Order

- (1) Without limiting the Chair's duty under the Community Charter, a Member may raise a Point of Order at any time.
- (2) When a Point of Order is raised, the Chair must:
 - (a) interrupt a matter of consideration on the agenda;
 - (b) interrupt a Member who had been speaking, until the Point of Order is ruled upon;
 - (c) ask the Member raising the Point of Order to state the substance of and the basis for the Point of Order; and
 - (d) rule on the Point of Order without debate.
- (3) The Member who raised the Point of Order:
 - (a) must, upon request by the Chair, state the substance of and the basis for the Point of Order; and
 - (b) may, once the Chair has ruled on the Point of Order, appeal the Chair's ruling. If the ruling of the Chair is appealed, the Chair must put the appeal to a vote, pursuant to the Community Charter.

- (4) If a Member puts a question to the Chair regarding any matter connected to the affairs of Council or the City, the Chair may respond, or may:

- (a) require the Member to put the question in writing; and
- (b) take the question on notice and respond during the next regular meeting.

31. Conduct and Debate

- (1) During a Council meeting, a person must not engage in bullying or harassing behaviour in respect of a Council Member, Government Official or a City employee, which includes but is not limited to:
- (a) expressing a negative opinion about the personality or character of a Council Member, Government Official or City employee;
 - (b) speaking disrespectfully about a Council Member, a Government Official or a City employee;
 - (c) speaking or acting aggressively towards a Council Member, a Government Official or a City employee;
 - (d) using offensive gestures or signs;
 - (e) questioning the motives of a Council Member, Government Official or City employee;
 - (f) using rude or offensive language or engaging in rude or offensive conduct; or
 - (g) disrupting or unnecessarily delaying the conduct of business at the Council Meeting.
- (2) During a Council meeting, a person must:
- (a) not speak on electronic communication devices when a person or Council Member is speaking, except in the case of emergencies;
 - (b) cease speaking, if called to order by the person presiding over the meeting;
 - (c) adhere to the provisions of this Bylaw; and,
 - (d) adhere to any rulings or decisions made pursuant to this Bylaw.
- (3) Members wishing to speak shall be recognized by the presiding member in the order in which the members indicate their request, preference being given to the mover and to the seconder should either or both wish to speak. If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- (4) Members are addressed, as appropriate, in the following manner: the Mayor as "Mayor (here use the surname)"; a presiding member who is not the Mayor as Chair; and a Councillor as "Councillor (here use the surname)".
- (5) A member wishing to speak for the purpose of speaking directly and concisely on the matter under debate, may do so after being recognized by the presiding member. Speaking times are limited to:

	1 st Round	2 nd Round	Amendment
CoW	Up to 10 minutes	Up to 10 Minutes	Additional 5 minutes
Council Workshop	Up to 10 minutes	Up to 10 Minutes	Additional 5 minutes
Regular Council	Up to 10 minutes	Up to 5 minutes	Up to 5 minutes

however, the presiding member may extend the speaking time where deemed necessary, or Council may do so by motion.

- (6) No member must interrupt a member who is speaking except to raise a point of order.
- (7) Members who are called to order by the presiding member
 - (a) must immediately stop speaking;
 - (b) may explain their position on the point of order; and
 - (c) may appeal to Council for its decision on the point of order in accordance with section 132 of the *Community Charter [authority of presiding member]*.
 - (d) If a member appeals the decision of the presiding member [appeal the decision of the chair], the question of whether the presiding members' decision will stand must be asked by the presiding member and voted on without debate and without the presiding member voting. A tie vote in this situation passes in the affirmative.
- (8) Members speaking at a Council meeting
 - (a) must use respectful language;
 - (b) must not use offensive gestures or signs;
 - (c) must speak only in connection with the matter being debated;
 - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded or reconsidered; and
 - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- (9) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.

32. Expulsion from Council Meetings

- (1) A person who contravenes the general rules of conduct may be ordered expelled from the meeting.
- (2) If a member is of the opinion that a person has contravened the general rules of conduct, the member must state on the record how the general rules of conduct were contravened.
- (3) If the presiding member is of the opinion that the named person did not contravene the general rules of conduct, the presiding member must state on the record why they believe the rules of conduct were not contravened.
- (4) If a member alleges a contravention of the general rules of conduct and the presiding member is of the opinion that the named person contravened the general rules of conduct, the presiding member shall:
 - (a) permit the person to apologize immediately to the governing body for the conduct that contravened the Bylaw; or
 - (b) order the person to leave the Council Meeting immediately.
- (5) If a person who has contravened the general rules of conduct is permitted to apologize and does so apologize, the person presiding shall:
 - (a) permit the person to remain in the meeting; or
 - (b) order the person to leave the meeting immediately if the presiding member is of the opinion that the apology was inadequate.

- (6) If a person does not voluntarily comply with an order to leave the meeting, that person may be removed from the meeting by a peace officer, pursuant to s.133 (2) of the *Community Charter*.

33. Motions Generally

- (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (2) A member wishing to make a motion may do so after being recognized by the presiding member and shall immediately state the motion in the form "I move that".
- (3) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's approval through the notice of motion process per section 35 below.
- (4) A Council member may make only the following motions, when the Council is considering a question:
 - (a) to refer (to committee or back to staff);
 - (b) to amend;
 - (c) to lay on the table;
 - (d) to postpone indefinitely;
 - (e) to postpone to a certain time (date);
 - (f) to move the previous question;
 - (g) to adjourn.
- (5) A motion may be withdrawn by the mover if done so before the presiding member states the question. A motion may be withdrawn by the mover and seconder of a motion only with consent of all members present.
- (6) A motion made under subsections (4)(c) to (g) is not amendable or debatable.
- (7) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

34. Notice of Motion Process

- (1) A Notice of Motion resulting from an item of business that is not listed as being for Council action on the Council Meeting agenda must be provided to the Corporate Officer prior to the meeting. The Corporate Officer will circulate the Notice of Motion to the rest of Council, if time permits, prior to the meeting.
- (2) A copy of the motion will appear in the minutes of meeting referred to in Section 25(1)(o) above as a Notice of Motion.
- (3) Upon the member being acknowledged by the Chair the member will read aloud the motion.
- (4) The Corporate Officer shall place the motion and any supporting materials, which the member presenting the motion should provide, on the agenda of the next Council meeting for consideration.

35. Motion to Commit

Until it is decided, a motion made at a Council meeting to refer to committee precludes an amendment of the main question.

36. Motion for the Main Question

- (1) In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Council.
- (2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
 - (a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
 - (b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council may again debate the question, or proceed to other business.

37. Amendments Generally

- (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.
- (4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (5) An amendment may be amended once only.
- (6) An amendment that has been defeated by a (negative) vote of Council cannot be proposed again.
- (7) A Council member may propose an amendment to an adopted amendment.
- (8) The presiding member must put the main question and its amendments in the following order for the vote of Council:
 - (a) a motion to amend a motion amending the main question;
 - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (a) is positive;
 - (c) the main question.

38. Reconsideration by Council Member

- (1) Subject to subsection (5), a Council member who voted with the majority either for or against a motion may, at the next Council meeting:
 - (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken;
 - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption; and
 - (c) Council must not discuss the main matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (2) Council has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.
- (3) A vote to reconsider can be debated but must not be reconsidered.
- (4) Council may only reconsider a matter that has not
 - (a) had the approval or assent of the electors and been adopted;
 - (b) been reconsidered under subsection (1) or section 131 of the *Community Charter* [mayor may require Council reconsideration of a matter]; or
 - (c) been acted on irreversibly by an officer, employee, or agent of the City.
- (5) If a motion to reconsider is defeated, the subject matter of the resolution or proceeding may not be open for consideration by the Council within six months except by way of a new and substantially different motion.
- (6) Subject to applicable enactments, the Council may by resolution, rescind the most recent reading of a proposed bylaw, other than first reading, and then give the proposed bylaw that reading with or without amendment.
- (7) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- (8) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or section 131 of the *Community Charter* [Mayor may require Council reconsideration of a matter] is as valid and has the same effect as it had before reconsideration.

39. Privilege

- (1) In this section, a matter of privilege refers to any of the following motions:
 - (a) fix the time to adjourn;
 - (b) adjourn;
 - (c) recess;
 - (d) raise a question of privilege of the Council; and,
 - (e) raise a question of privilege of a member of Council.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.
- (3) For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

40. Reports from Committees

- (1) Council may take any of the following actions in connection with a resolution it receives from any committee or other body appointed by Council:
 - (a) agree or disagree with the resolution, support or deny support;
 - (b) amend the resolution;
 - (c) refer the resolution back to committee, etc.;
 - (d) postpone its consideration of the resolution.

41. Adjournment

- (1) A Council may continue a Council meeting
 - (a) after 10:30 pm only by an affirmative vote of the members present; and
 - (b) after 11:00 pm only by a unanimous vote of the members present.
- (2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.
- (3) Subsection (2) does not apply to either of the following motions:
 - (a) a motion to adjourn to a specific day; or
 - (b) a motion that adds an opinion or qualification to a preceding motion to adjourn.

PART 5 – BYLAWS

42. Copies of Proposed Bylaws to Council Members

A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

43. Form of Bylaws

- (1) A bylaw introduced at a Council meeting must:
 - (a) be printed;
 - (b) have a distinguishing name;
 - (c) have a distinguishing number;
 - (d) contain an introductory statement of purpose; and
 - (e) be divided into sections if applicable.

44. Bylaws to be Considered Separately or Jointly

- (1) Council must consider a proposed bylaw at a Council meeting either:
 - (a) separately when directed by the presiding member or requested by another Council member; or
 - (b) jointly with other proposed bylaws in the sequence determined by the presiding member.

45. Reading and Adopting Bylaws

- (1) The presiding member of a Council meeting may:
 - (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws; and then
 - (b) request a motion that the proposed bylaw or group of bylaws be read.
- (2) The only motion required for the reading of a bylaw shall be:

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

“That (short title of bylaw) be adopted.”
- (4) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter* and, if amended, a motion at third reading shall be “to give the bylaw third reading as amended”.
- (5) Subject to section 477 of the *Local Government Act* [OCP adoption procedures], each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- (6) In accordance with section 135 of the *Community Charter* [requirements for passing bylaws], Council may give two or three readings to a proposed bylaw at the same Council meeting.
- (7) Despite section 135(3) of the *Community Charter* [requirements for passing bylaws], and in accordance with section 477 and 480 of the *Local Government Act* [public hearings], Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.
- (8) The Corporate Officer is hereby authorized to consolidate one or more of the bylaws of the municipality pursuant to Section 139 [consolidation of bylaws] of the *Community Charter*.

46. Bylaws Must be Signed

- (1) After a bylaw is adopted, and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the City’s records for safekeeping and endorse upon it:
 - (a) the City’s corporate seal, the dates of its readings and adoption; and
 - (b) the date of Ministerial approval or approval of the electorate if applicable.

PART 6 - RESOLUTIONS

47. Form of Resolution

A resolution shall be dealt with on a motion put by a member and seconded by another member.

48. Introducing Resolutions

- (1) The presiding member of a meeting may:
 - (a) have the corporate officer read the resolution; and
 - (b) request a motion that the resolution be introduced.

PART 7 - COMMITTEE OF THE WHOLE (CoW)

49. Meeting Procedures

- (1) The Committee of the Whole meetings will be held in the Council Chambers on the first and third Tuesday of each month, except August, unless otherwise resolved by Council.
- (2) Annually Council must make available to the public a schedule of the dates, times, and places of regular Committee of the Whole meetings in the same manner as is required for regular council meetings. The Committee of the Whole meeting schedule may be combined and made available with the annual notice of regular Council meetings.
- (3) A special meeting of the Committee of the Whole may be called in the same manner as for a special council meeting as provided for in the Community Charter and notice for this special committee meeting must be given in the same manner as for a special council meeting.
- (4) At any time during a regular or special Council meeting for which proper notice has been given Council may resolve to go into Committee of the Whole without further notice. Upon the Committee of the Whole rising and reporting, the regular or special Council meeting resumes with the first order of business thereafter being Council considering the report of the Committee of the Whole.

50. Minutes of CoW Meeting to be Maintained and Available to Public

- (1) Minutes of the proceedings of CoW must be
 - (a) legibly recorded;
 - (b) certified by the Corporate Officer; and
 - (c) open for public inspection in accordance with section 97(1)(c) of the Community Charter [other records to which public access must be provided].

51. Presiding Members at CoW Meetings and Quorum

- (1) The Mayor or Acting Mayor shall preside in CoW.
- (2) The quorum of CoW is the majority of Council members.

PART 8 – COMMITTEES

52. Committees of Council

- (1) Council shall appoint all representatives on committees and all boards, commissions, or other bodies to which the City is entitled to appoint representatives except standing committees.

- (2) Council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to Council. At least one member of a select committee must be a Council member and persons who are not council members may be appointed. Council may dissolve a select committee at any time.
- (3) 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. At least half of the members of a standing committee must be Council members and persons who are not council members may be appointed.
- (4) The Mayor may dissolve a standing committee at any time.
- (5) The authority to appoint persons to committee includes the authority to rescind the appointment at any time.

53. Duties and Authority of Standing Committees

- (1) Standing committees must consider, inquire into, report, and make recommendations to Council about matters that are referred by the Mayor or Council or on matters set out on the committee's terms of reference.
- (2) Standing committees should report their findings and opinions to Council as required or at the next Council meeting if a time is not specified.
- (3) Standing committees are advisory in nature unless enabled by bylaw.

54. Duties and Authority of Select Committees

- (1) Select committees must consider, inquire into, report, and make recommendations to Council about matters that are referred by Council or on matters set out on the committee's terms of reference.
- (2) Select committees should report their findings and opinions to Council as required or at the next Council meeting if a time is not specified.
- (3) Select committees are advisory in nature unless enabled by bylaw.

55. Schedule of Committee Meetings

- (1) At its first meeting after its establishment or the first meeting of the year, a committee must establish an annual schedule of meetings to be held at City Hall unless otherwise stated in the terms of reference for the committee.
- (2) Standing and select committees should meet at minimum on a quarterly basis.
- (3) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

56. Notice of Committee Meetings

- (1) Subject to subsection (2), after the committee has established the annual schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:
 - (a) posting the meeting dates, time and places on the City's website; and
 - (b) providing a copy of the schedule to each member of the committee.
- (2) Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as possible, update the City's website with any revisions to the date, time and place or cancellation of a committee meeting.

57. Attendance at Committee Meetings

- (1) Except where the provisions of section 90 of the *Community Charter* [meetings that may or must be closed to the public] apply, all committee meetings are open to the public.
- (2) Before closing a committee meeting or part of a committee meeting to the public, the committee must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter*, which includes the reason for the closed meeting as described in section 90 of the *Community Charter*.
- (3) Individuals that are not members of the committee are not permitted to participate in discussion during committee meetings unless called upon by the Chair. If a member alternate is in attendance in addition to the primary member the member alternate is not permitted to participate in discussion unless called upon by the Chair.
- (4) Only voting members as identified in the committee terms of reference may vote on committee matters. If a member alternate is in attendance in addition to the primary member the member alternate is not permitted to vote.

58. Quorum

The quorum for a committee is a majority of all of its members unless otherwise noted in the terms of reference for that committee.

59. Conduct and Debate

The rules and procedures of Council defined in this bylaw must be observed during committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.

60. Minutes of Committee Meetings to be Maintained and Available to Public

- (1) Minutes of the proceedings of a committee must be
 - (a) legibly recorded;
 - (b) certified as correct and signed by the Chair once approved by the committee; and
 - (c) available for public inspection at City Hall and on the website, other than a meeting or part of a meeting that is closed to the public.

(2) Sections (a), (b) and (c) shall only apply to meetings of the following, unless this bylaw provides for other procedures for taking of minutes by one or more bodies referred to in this subsection, the body is exempted by regulation, or to the extent they are modified by regulations:

- (a) a standing or select committee established by Council;
- (b) a municipal commission established under section 143 of the Community Charter;
- (c) a body that under the Community Charter or any other Act may exercise the powers of Council;
- (d) a parcel tax review panel established under section 204 of the Community Charter;
- and,
- (e) a body prescribed by regulation.

PART 9 – GENERAL

61. Severance

- (1) If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
- (2) This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter* [public notice].

READ a first time the 30th day of March, 2021.

READ a second time the 30th day of March, 2021.

READ a third time the 30th day of March, 2021.

NOTICE of intention to proceed with adoption published in the Maple Ridge-Pitt Meadows News, on April 16, 2021 and April 23, 2021, pursuant to Section 124(3) of the *Community Charter*.

ADOPTED, the 11th day of May, 2021.



PRESIDING MEMBER

CORPORATE OFFICER

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Proposed Revisions to Code of Conduct Bylaw No. 7637-2020

MEETING DATE: October 19, 2021
FILE NO: 01-0530-01
MEETING: Workshop

EXECUTIVE SUMMARY:

On April 28, 2020, Council adopted Council Conduct Bylaw No. 7637-2020. Since the adoption, various areas that lacked clarity have arisen and staff have documented areas of the bylaw requiring revision.

This report provides a comparison of the initial Council Conduct Bylaw and proposed redrafted language.

RECOMMENDATIONS:

That the proposed changes to Council Conduct Bylaw No. 7637-2020 be brought forward to a future Committee of the Whole meeting in the form of a new or amending bylaw including revisions as directed.

DISCUSSION:

a) Background Context

The proposed revisions pertain to several new areas which had not been contemplated in the drafting of the original bylaw, including: applying the Council Conduct Bylaw to committee appointees and volunteers, defining confidential information, specifying conduct that is deemed to harass staff, volunteers and members of the public, providing a definition of what it means to participate diligently in meetings and what it means to engage in respectful debate.

These inclusions require a significant redrafting of the Council Conduct Bylaw including the addition of an informal resolution process for conduct breaches of committee appointees, and a detailed procedure for member communication of Council positions and directives.

Interaction of Council and Committee Appointed Members ("Member") with Staff

The current bylaw does not detail the delineation between the Chief Administrative Officer and Members giving direction to staff or staff performing tasks for a Member. The redrafted document sets out a clear structure in which City staff do not take instruction from Members. Additionally, the revised draft sets out conduct expectations from Members to staff, including prohibitions on a Member to:

- (i) Maliciously or falsely injure the professional or ethical reputation of staff;

- (ii) Compel staff to engage in partisan political activities or be subjected to threats or discrimination for refusing to engage in such activities; or
- (iii) Use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any staff with the intent of interfering in staff's duties.

To achieve these objectives the revised draft contains an expanded informal and formal complaint process, as well as the ability to compel witness testimony and prohibit the destruction of evidence.

Factors for Determining Council Response to Breach of Conduct

Upon the conclusion of an investigation, the revised draft sets out various factors to be considered by Council in determining the appropriate measure in response:

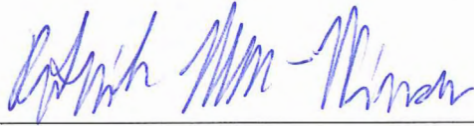
- (i) the degree and nature of the conduct;
- (ii) whether the contravention was a single or repeated act;
- (iii) whether the Member was told that the conduct was unwelcome or offensive, and nonetheless continued the conduct;
- (iv) the nature of the work relationship of the complainant and the respondent, and whether the Member was in a position of authority over the complainant, such that the degree and nature of the conduct was thereby exacerbated by an abuse of power;
- (v) the impact of the contravention on the complainant;
- (vi) the Member's acknowledgment of wrongdoing; and
- (vii) the Member's history of other contraventions.

b) Policy Implications

The proposed revisions to the Council Conduct Bylaw set out a code of conduct for Council members and committee appointees to follow, along with a procedure for enforcing that conduct and implications for breaching the acceptable conduct. Amendments to the Committees of Council Policy 3.11 as well as Council Procedure Bylaw No. 7700-2021 are also being brought forward for Council consideration to incorporate the proposed concepts and help extend conduct consistency across multiple pieces of legislation.

CONCLUSION:

The proposed revisions to the Council Conduct Bylaw incorporate and provide guidance to all members of Council and Committee Appointees of Council. The proposed revisions will provide a more complete guide to acceptable conduct and repercussions for breaching same. The framework will help support procedural fairness and consistency in dealing with conduct enforcement of Council members and Committee Appointees, and should be incorporated into a new bylaw.



Prepared by: **Patrick Hlavac-Winsor**
General Counsel and Executive Director,
Legal and Legislative Services



Concurrence: **Al Horsman**
Chief Administrative Officer

Attachments:

Appendix A – Council Conduct Bylaw No. 7637-2020 with revisions

Appendix B – Council Conduct Bylaw No. 7637-2020 as adopted



City of Maple Ridge

Council Conduct Amending Bylaw No. 7637-20207798-2021

A bylaw to govern the conduct of City of Maple Ridge elected officials and political appointees to Committees

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WHEREAS the public expects elected representatives to be held to a professional standard of conduct with accountability mechanisms to motivate compliance with that standard;

AND WHEREAS the conduct required and expected of Council Members and Committee Appointees is defined within numerous enactments passed by various legislative authorities;

AND WHEREAS the City of Maple Ridge Council desires to be open, transparent and comprehensive in communicating conduct-related requirements to the public and its Members; and Committee Appointees;

NOW THEREFORE pursuant to the above-recited rationale, the Council of the City of Maple Ridge, in open meeting assembled, enacts as follows:

Part 1 -

Part 1 - INTRODUCTORY ELEMENTS

~~1. Name of Bylaw~~

1. Title

(1) This Bylaw may be cited as "Council Conduct Bylaw No. 7798-2021".

2. Repeal

Maple Ridge Council Conduct Bylaw No. 7637-2020", and all amendments thereto are hereby repealed upon adoption of this bylaw.

~~1.3. Purpose~~

2. Purpose

(1)(a) To set standards of conduct for Council Members and Committee Appointees, set out how complaints of misconduct can be made, how complaints will be investigated and the sanctions that can be imposed. This bylaw allows for complaints by Council ~~members, staff~~ Members, Staff, Volunteers and contracted service providers. The purpose is to:

- (a) Establish and identify existing standards of conduct for ~~members~~ Members of Council and Committee Appointees relating to their duties and obligations as elected or appointed representatives of the City,
- (b) Establish a process for making and investigating misconduct complaints, and
- (c) Outline a set of sanctions to deter misconduct and maintain public confidence.

(2)(b) The process and sanctions established in this Bylaw may be in addition to penalties imposed by other government authorities for contraventions of provincial and federal enactments.

3.1 Definitions

~~3.~~

"Accountability" – means an obligation and willingness to accept responsibility or to account for ones actions. Conduct under this principle is demonstrated when Council Members, individually and collectively, accept responsibility for their actions and decisions.

"Administration" – means the collective body of City employees, those providing municipal services and contractors hired to provide municipal services under the leadership of the Chief Administrative Officer.

"Benefit" means an item, gift, or service of value that is received by a Council Member for their personal use, including, but is not limited to money, gift cards, tickets to events, clothing, jewelry, pens, food or beverages, discounts/rebates on personal purchases, free or subsidized drinks or meals, entertainment, participation in sport and recreation activities, and invitations to social functions.

"City" means the City of Maple Ridge.

"Code of Conduct" means Bylaw No. 7637-2020 as amended or replaced.

"Committee" – means a municipal committee, including standing committee of Council, select committee of Council and municipal commissions under Part 5 Division 4 of the *Community Charter*.

"Committee Appointee" means an appointee to a municipal committee, including standing committee of Council, select committee of Council and municipal commissions under Part 5 Division 4 of the *Community Charter* who is not also a Member of the municipal council, regional district board or improvement district board, as applicable.

"Complainant" – means a Member who makes a complaint under the Formal Complaint Process or the Informal Complaint Process.

"Confidential Information" means information or a record that is marked confidential by Council or Staff, that is Personal Information, that could reasonably harm the interests of individuals or organizations including the City if disclosed to persons who are not authorized to access the information, or information or a record to which section 117 of the *Community Charter* applies including, without limitation, any:

- a) decisions, resolutions or report contents forming part of the agenda for or from an in-camera (closed) meeting of Council until a Council decision has been made for the information to become public or otherwise released;
- b) details on Council's in-camera (closed) deliberations or specific detail on whether an individual Council Member voted for or against a matter;
- c) information in the possession of, or received in confidence by the City, that it is prohibited from disclosing, or has decided to refuse to disclose, under the *Freedom of Information and Protection of Privacy Act* (FIPPA);
- d) Personal Information;
- e) information concerning litigation, negotiation, or personnel matters; and
- f) reports of consultants, draft documents and internal communications, which, if disclosed may prejudice the reputation of the City, its officers and employees, or its effective operation.

"Formal Complaint Process" – means the process outlined in ~~Schedule 2~~, Schedule 2, attached to and forming part of this bylaw.

"Harass" means discriminatory, sexual, or personal harassment, which may include but is not limited to:

- (a) any unwelcome or objectionable conduct or comment that would be considered discriminatory under the *Human Rights Code* if the conduct or comment was in respect of any of the following prohibited grounds:
 - (i) race,

- (ii) conviction for an offence,
- (iii) colour,
- (iv) ancestry,
- (v) physical disability,
- (vi) place of origin,
- (vii) mental disability,
- (viii) political belief,
- (ix) sex,
- (x) religion,
- (xi) gender identity or expression
- (xii) age,
- (xiii) marital status,
- (xiv) sexual orientation,
- (xv) family status;

(b) Sexual Harassment:

- (c) any other unwelcome or objectionable conduct or comment by a Member or Committee Appointee toward another Council Member, a Committee Appointee, Volunteer or Staff that causes that individual to be humiliated or intimidated, including verbal aggression or insults, making derogatory comments, including questioning the professional competence of an Committee Appointee, Volunteer or Staff, calling someone derogatory names, hazing or initiation practices, vandalizing personal belongings or spreading malicious and untrue rumours;

“Informal Complaint Process” – means the process outlined in Appendix B, Appendix B, attached to this bylaw for reference and convenience.

“Integrity” – means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable.

"Investigator" – means Council or the individual or body appointed by Council to investigate and report on complaints through the **Formal Complaints Process**.

"Legislative Authority" – means the statutory authority of the order of government referenced.

"Medical Professional" – means a physician registered with the College of Physicians and Surgeons of British Columbia who is the treating physician or specialist.

"Member" – means the Mayor or a Councillor of the City of Maple Ridge.

"Participate Diligently" means that a Member must read agenda materials in advance of a Council or Committee meetings and that a Member must not be absent from meetings of Council or Committee meetings, or from those of other bodies to which they are appointed by virtue of their status as a Member, without reasonable justification (such as illness of the Member, family circumstance, regional government business) for more than four consecutive scheduled meetings, or for a period of 60 consecutive days, unless Council has approved a longer period of leave.

"Personal Information" has the same meaning as in the *Freedom of Information and Protection of Privacy Act*.

"Respect" – means having due regard for others' perspectives, wishes and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct under this principle is demonstrated when a **Member** fosters an environment of trust by demonstrating due regard for the perspectives, wishes and rights of others and an understanding of the role of the local government.

"Respectful Debate" means a polite discussion in which different positions on a topic are outlined and deliberated. Although the act of discussing opposing viewpoints or ideas regarding a particular matter can be uncomfortable, such discussions are permitted provided that they are conducted in a dignified and respectful manner. Personal attacks do not constitute Respectful Debate.

"Subject" – means the **Member** who is the subject of a complaint made under the **Formal Complaint Process**.



Part 2 -

CONDUCT AND EXPECTATIONS

4.1. Adherence to the Law

Members ~~"Staff"~~ means a Municipal Officer or employee, a contractor, consultant or other service provider;

"Volunteer" means a person serving the City including a Committee Appointee, who is a not a Member, or Staff, and who freely offers to take part in an activity, body or undertake a task on behalf of and sanctioned by the City, including advisory committees, sub-committees, task force, and working groups.

"Workplace" includes, but is not limited to, work sites owned, operated or controlled by the City, including the municipal hall, operations centers, fire halls, parks locations and buildings, construction or maintenance sites, business related social functions, work locations away from the foregoing venues, work-related conferences and training sessions, work-related travel, telephone conversations, voice mail or electronic messaging, electronic meetings, and video conferencing.

4. Committee and Volunteer Code of Conduct

~~(1)(a)~~ Volunteers shall comply with the law applicable to ~~Members and Council~~ Volunteers established by Government of Canada, including but not limited to the Canadian Charter of Rights and Freedoms, and the Criminal Code of Canada. ~~Canadian Charter of Rights and Freedoms, and the Criminal Code of Canada.~~

~~(2)(b)~~ Members Volunteers shall comply with the law applicable to ~~Members and Council~~ Volunteers established by Government of British Columbia, including but not limited to the Community Charter, the Local Government Act and the Freedom of Information and Protection of Privacy Act. ~~Community Charter, the Local Government Act, British Columbia Human Rights Code and the Freedom of Information and Protection of Privacy Act.~~

~~(3)(c)~~ Members Volunteers shall comply with the bylaws and policies applicable to ~~Members and Council~~ Volunteers established by the City of Maple Ridge, including those referenced within this Bylaw, and all other bylaws, policies ~~bylaws, policies~~ and Council resolutions that remain unrepealed.

~~(4)(d)~~ If a discrepancy between a bylaw or policy exists between the City's website version and the official records, the latter shall prevail.

~~(5)(e)~~ Members Volunteers shall recognize that any inconsistency between a provision of this Bylaw and Provincial enactments will be subject to section 10 of the Community Charter. ~~Community Charter [Relationship with Provincial Laws].~~

4.1 Respect and Dignity

- (1) Volunteers have a duty to treat members of the public, one another, and Staff with respect and without abuse, bullying or intimidation.
- (2) Volunteers will ensure their work environment is free from discrimination and harassment.
- (3) Volunteers will conduct themselves according to legislative requirements, including the City's Respectful Workplace Policy.
- (4) Volunteers will observe decorum and conduct themselves as outlined in Committees of Council Policy No. 3.11, as amended from time to time.
- (5) Volunteers will refrain from public criticism that questions the professional reputation, competence, and credibility of a Member, other Volunteers, Staff or any other person.
- (6) Volunteers will protect and not divulge Personal Information and Confidential Information obtained or encountered in the course of volunteering.

4.2 Conduct Respecting Staff

- (1) Volunteers acknowledge that only a meeting of Members, in a duly called meeting with a quorum present, has the capacity to direct Staff.
- (2) Volunteers will be respectful of the fact that Staff work for the City and are charged with making recommendations and provide advice based on political neutrality that reflects their professional expertise and objectivity.
- (3) Volunteers will not:
 - (a) Maliciously or falsely injure the professional or ethical reputation of Staff;
 - (b) Use, or attempt to use, their influence for the purpose of intimidating, threatening, coercing, commanding or influencing any Staff with the intent of interfering in Staff's duties.

4.3 Conduct Respecting Committees

Volunteers shall, when conducting Committee business, preparing written correspondence, interacting with Members, the media, the public or Staff, act in a manner that:

- (1) Fulfills the mandate and terms of reference of the Committee;
- (2) Respects due process and the authority of the Chair and City Council;
- (3) Demonstrates respect for all Volunteers, Members, the public, and Staff;
- (4) Respects and gives fair consideration to diverse and opposing viewpoints;
- (5) Represents the community and works with community members to bring forward their views;
- (6) Demonstrates professionalism, transparency, accountability, and timeliness in completing any tasks or projects undertaken by the Committee;
- (7) Conforms with all relevant legislation, bylaws, policies, and guidelines;
- (8) Contributes in a meaningful manner, offering constructive comments to Members, Staff, and fellow Volunteers; and

(9) Supports Committee recommendations.

4.4 Committee and Volunteer Code of Conduct Complaint Protocol

(1) Informal Complaint:

Any individual who identifies or witnesses behaviour or activity by a Volunteer that appears to breach the Code of Conduct may pursue the following informal complaint process or proceed directly to filing a formal complaint as defined in section 4.4(2):

- a) Advise the Volunteer that the behaviour or activity appears to breach the Council Conduct Bylaw;
- b) Encourage the Volunteer to acknowledge and agree to stop the prohibited behaviour or activity and to avoid future occurrences of the prohibited behaviour or activity;
- c) Document the incidents including dates, times, locations, other persons present, and any other relevant information;
- d) Request the Chair of the body, Member or designated representative of City Council to assist in informal discussion of the alleged complaint with the Volunteer in an attempt to resolve the issue;
- e) If applicable, confirm satisfaction with the response of the Volunteer, or if applicable, advise the Volunteer of dissatisfaction with the response; and
- f) Consider the need to pursue the matter in accordance with the formal complaint procedure outlined in section 4.4(2).

(2) Formal Complaint:

Any individual who identifies or witnesses behaviour or an activity by a Volunteer that they believe is in contravention of the Council Conduct Bylaw may file a formal complaint in accordance with the following:

- a) All formal complaints shall be made in writing either by providing all of the information requested therein, originally signed and filed with the Corporate Officer. All complaints filed with the Corporate Officer will be forwarded directly to the Mayor.
- b) The complaint must set out reasonable and probable grounds for the allegation that the Volunteer has contravened the Council Conduct Bylaw.
- c) The identity of the complainant shall be protected.
- d) The Mayor shall follow a process similar to that described in the formal process for Member investigations in section 26.
- e) A meeting of Members will review the report of the Mayor in an in-camera (closed) session of City Council due to personal matters about an identifiable individual being the complainant.
- f) Determination of any reprimand will be completed in an open session. City Council will report out in an open session and Council will state its reasons for the decision. If City Council decides there was a breach in the Council Conduct Bylaw, City Council will decide if there will be a penalty.

Part 2 - CONDUCT AND EXPECTATIONS OF MEMBERS

5. Adherence to the Law

- (a) Members shall comply with the law applicable to Members and Council established by Government of Canada, including but not limited to the Canadian Charter of Rights and Freedoms, and the Criminal Code of Canada.
- (b) Members shall comply with the law applicable to Members and Council established by Government of British Columbia, including but not limited to the Community Charter, the Local Government Act, British Columbia Human Rights Code and the Freedom of Information and Protection of Privacy Act.
- (c) Members shall comply with the bylaws and policies applicable to Members and Council established by the City of Maple Ridge, including those referenced within this Bylaw, and all other bylaws, policies and Council resolutions that remain in effect.
- (d) If a discrepancy between a bylaw or policy exists between the City's website version and the official records, the latter shall prevail.
- (e) Members shall recognize that any inconsistency between a provision of this Bylaw and Provincial enactments will be subject to section 10 of the Community Charter [Relationship with Provincial Laws].

5.6. Oath of Office (and see ~~Appendix A~~Appendix A)

Members shall, for their full term of office, uphold their ~~Oath of Office~~Oath of Office.

6.7. Code of Conduct of a Member (and see ~~Schedule 1~~Schedule 1)

- (1)(a) Members shall comply with the provisions in Schedule 1 - ~~Council Code of Conduct~~Council Code of Conduct.
- (a) A Council Member shall not:
 - (a) contravene this Bylaw, as amended or replaced;
 - (b) contravene any other City bylaw or policy, as amended or replaced;
 - (c) breach their oath sworn upon taking office as a Member;
 - (d) Bully or Harass another person;
 - (e) defame another person;
 - (f) abuse their office.
- (b) A Member shall treat other Members, Staff, Committee Appointee, Volunteers, and the public with respect and dignity.
- (2) Within the first three months of each Council term of office, Council will review and endorse
- (c) Schedule 1 - ~~Council Code of Conduct~~Council Code of Conduct or an amended version thereof.
- (d) For certainty, Respectful Debate between Members on matters of City business does not constitute a breach of this bylaw.

8. Election Activities

- (a) A Member must not participate in any civic events requiring them to perform official ceremonial duties between the last day of the nomination period and general voting day, unless authorized by a resolution of Council.

7.9. Interactions with Administration

- ~~(1)(a)~~ Members shall not involve themselves in matters of Administration or issue instructions or directions to Staff, Volunteers, and Committee Appointee except where Council or the Chief Administrative Officer has approved the involvement or where there is Legislative Authority for it.
- (a) A Member must not interfere with, hinder, or obstruct Staff, a Volunteer or a Committee Appointee in the exercise or performance of their roles, responsibilities, powers, duties or functions.
- ~~(2)(b)~~ Members are to direct inquiries regarding departmental issues and questions to the Chief Administrative Officer and refrain from contacting other staffStaff without first obtaining the approval from the Chief Administrative Officer.
- ~~(3)(c)~~ Members shall comply with the requirements established by WorkSafeBCWorkSafeBC under the authority of the Workers' Compensation ActWorkers' Compensation Act to provide a healthy and safe workplaceWorkplace for employees.Staff.
- ~~(4)(d)~~ Members shall comply with the requirements established by the City's Respectful Workplace Policy No. 30.11 to provide a respectful work environment.Respectful Workplace Policy No. 30.11 to provide a respectful work environment.

- (e) Members will be respectful of the fact that Staff work for the City and are charged with making recommendations and advice based on political neutrality that reflects their professional expertise and objectivity, without undue influence from any individual Member or group of Members.
- (f) A Members will not:
 - (i) Maliciously or falsely injure the professional or ethical reputation of Staff;
 - (ii) Compel staff to engage in partisan political activities or be subjected to threats or discrimination for refusing to engage in such activities; or
 - (iii) Use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any Staff with the intent of interfering in Staff's duties.

8.10. Council Meetings and Attendance

- ~~(1)(a)~~ Members shall comply with the provisions of *Council Procedure Bylaw No. 6472-2007*, the most current version of the Council Procedure Bylaw.
- ~~(2)(b)~~ Members requesting an exemption from disqualification from holding office under *Community Charter Community Charter* section 125(5) due to consecutive absences relating to illness or injury must produce a note to ~~Council Member~~the Mayor, who shall provide it to the rest of Council:
 - (a) on or before the disqualifying period of absences expire, and
 - (b) from a "Medical Professional" indicating
 - (i) that the Member is ill or has suffered an injury; and
 - (ii) the expected date upon which the Member may resume their duties on Council.

9.11. Committees of Council

- (a) Members shall comply with the provisions of the City's most current *Council and Staff Liaison Roles Policy No. 3.10*.
- ~~(1)(b)~~ Members shall comply with the provisions of the City's most current *Council and Staff Liaison Roles Policy No. 3.10-Committees of Council Policy No. 3.11*.
- ~~(2)~~ Members shall comply with the provisions of the City's most current *Committees of Council Policy No. 3.11*.

10.12. Communication

- (a) Members shall comply with the provisions of the City's most current *Communication Policy No. 5.41-Communication Policy No. 5.41*.
- (b) Council may appoint the spokesperson on City business. Once a spokesperson has been appointed, a Member that is not appointed as the spokesperson shall ensure that inquiries from the public and media on the City's position are directed to the spokesperson. A Member communicating their own opinion shall ensure that the communication clearly indicates that it is the Member's own position. Nothing in this section prevents Council from appointing multiple spokespersons or changing the appointed spokesperson. Where no spokesperson has been appointed, the Mayor shall act as the spokesperson.

- (c) A Member shall accurately communicate the decisions of the Council, even if they disagree with the majority decision of Council.
- (d) When discussing the fact that they did not support a decision, or voted against the decision, or that another Member did not support a decision or voted against a decision, a Member shall refrain from making disparaging comments about other Members or about Council's processes and decisions.
- (e) Nothing in this Bylaw is intended to affect rights under the *Charter of Rights and Freedoms*.

11.13. Social Media

- (a) Members shall comply with the provisions of the City's most current ~~Social Media Policy No. 30.10~~ Social Media Policy No. 30.10.
- (b) A Member shall not publish Confidential Information or Personal Information on social media.
- (c) A Member shall not publish information or an opinion on social media about City business, unless the publication republishes the information that has been released by the City without alteration or the opinion includes a statement to the effect that the "opinion expressed is my own and does not necessarily reflect the view or opinions of the City of Maple Ridge or other members of Maple Ridge City Council".
- (d) Without limiting any other obligation imposed by this Bylaw, a Council member shall not use or allow the use of their social media account for purposes that include content that:
 - (a) Bullies and Harasses another Member, an Committee Appointee, a Volunteer, Staff or a member of the public;
 - (b) evidences bias or a reasonable apprehension of bias in relation to a matter that is the subject of a statutory or other public hearing;
 - (c) promotes or constitutes illegal activity;
 - (d) may compromise the safety or security of the public.
- (e) A Member shall forthwith take steps to remove from their social media account any publication by another person of content that violates this Bylaw.

12.14. Mayor and Council Correspondence

Members shall comply with the provisions of the City's most current ~~Mayor and Council Correspondence Policy No. 3.08~~ Mayor and Council Correspondence Policy No. 3.08.

13.15. Training, Conference and Association-Building

- (1)(a) Members shall comply with the provisions of the City's most current ~~Training, Conference and Association Building Policy No. 3.07~~ Training, Conference and Association Building Policy No. 3.07.
- (2)(b) Members new to serving on Council shall make every effort to attend the ~~Local Government Leadership Academy's~~ Local Government Leadership Academy's annual Local Government Forum in the first year of their term of office.

14.16. Council Expenses

Members shall comply with the provisions of the City's most current [Expense Policy for Council, Employees & Other Authorized Persons No. 5.35](#); [Expense Policy for Council, Employees & Other Authorized Persons No. 5.35](#).

15.17. Duty to Respect Confidentiality

- (1) ~~Members shall comply with the requirements of Part 5, Division 1, of the Community Charter, including section 117, "Duty to Respect Confidentiality."~~
- (2)(a) Administration shall take steps to ensure Council is provided with the processes, devices and materials to support Members' compliance with this section-, and Members shall only use City owned devices for City business.

16. Conflict of Interest and Gifts

- (b) Members shall comply with the requirements of Part 5, Division 1, of the Community Charter, including section 117, "Duty to Respect Confidentiality."
- (c) A Member must not release any Confidential Information unless the Council member is specifically authorized to release it by:
- (a) a resolution of Council to use or release the Confidential Information, and then only to the extent of the Council authorization;
 - (b) authorized discussion of the Confidential Information at a meeting that is open to the public; or
 - (c) lawful authorization under separate legal authority.
- (d) A Member must not discuss or disclose Personal Information of others to any person, except in a manner that complies with the duty to protect Personal Information under the Freedom of Information and Protection of Privacy Act.
- (e) A Member must take reasonable care to prevent unauthorized access to Confidential Information or Personal Information by unauthorized persons.
- (f) If a Member learns of unauthorized access to Confidential Information or Personal Information, the Member must report the details of the unauthorized access to the Chief Administrative Officer as soon as possible.
- (g) A Member must comply with the directions of the Corporate Officer respecting the use of the City's record system, if applicable.

18. Employment Matters

- (a) Council is responsible for personnel decisions regarding the position of Chief Administrative Officer.
- (b) Except as required by Section 152 of the Community Charter and section 4.4(2) above, a Member must not attempt to influence personnel decisions regarding the decision to hire, transfer, promote, demote, discipline, or terminate any Volunteer or Staff. This prohibition includes giving references to any person applying for a position at the City and forwarding copies of an applicant's resume to any person hiring for any position at the City.

19. Conflict of Interest and Gifts

- (a) In respect of each matter before Council, a Member must:
 - (a) assess whether they have a conflict of interest; and
 - (b) determine whether it is necessary to seek independent legal advice, at their own cost except where the Chief Administrative Officer approves the cost if concerned about the validity of an affected bylaw or resolution, with respect to any situation which may result in a conflict of interest.
- (b) If a Member believes they have, or may reasonably be perceived to have, a conflict of interest in respect of a matter in a Council or Committee meeting, the Member must:
 - (a) notify the Mayor or the Chair of the meeting that the Member has a conflict of interest prior to the matter being considered, and the Member must restate the conflict of interest each time the matter arises before Council;
 - (b) refrain from discussing the matter with any other Member publicly or privately; and
 - (c) leave the meeting room if the matter is discussed and not return until discussion has ended or voting on the matter has been concluded.
- (c) Members may accept tokens, mementoes, souvenirs, or such gifts or Benefits up to and including a value of \$300.00 that are received as a result of the responsibilities of the office. Tokens, mementoes, souvenirs or gifts with a value greater than \$300.00 shall be the property of the City. Exceptions outlined to this section must be reported to the Corporate Officer by the Member in writing. These exceptions will be reported to Council on an annual basis, at the end of the year.
- (1)(d) Members shall comply with the requirements of the Community Charter, Part 4, Division 6, "Conflict of Interest," and the ~~Conflict of Interest Exceptions Regulation~~ Conflict of Interest Exceptions Regulation BC Regulation 91/2016.
- (2)(e) ~~Members may reference related resources such as the Union of BC Municipalities' Fact Sheet on Conflict of Interest; however, Members~~ are subject to the conflict of interest provisions in the ~~Community Charter~~ Community Charter and the common law that interprets them.

17-20. Use of City Assets and Services

- (1)(a) Members must read ~~Information Security Policy No. 5.47~~ Information Security Policy No. 5.47 and associated Procedure document, then sign and return "Acknowledgment of Information Security Policy and Procedures" to the Human Resources Department prior to receiving City-owned devices and accounts.
- (2)(b) Members acknowledge the difference between City business and political or campaigning activity, and shall refrain from using city resources and devices for such activities.

- (c) A **Member** shall not use, or permit the use of, City land, facilities, equipment, supplies, services, property, employees or other resources for activities other than City business unless the use or the permission is on the same terms and conditions that the land, facilities, equipment, supplies, services, property, employees or other resources are available to the general public. Accordingly, a **Member** shall not obtain personal gain from the use or sale of City-developed intellectual property, including all discoveries, inventions, know-how, improvements, developments, processes, technology, compositions, designs, techniques, methods, industrial designs, compositions, prototypes, models, literary work, research, drawings, software and trade secrets whether or not capable of patent, industrial design, copyright or trademark protection, or any other type of protection. Members acknowledge and do not dispute that all such property that a **Member** may prepare, use or encounter while holding office will be and remains the City's exclusive property.
- (d) A **Member** shall not request Staff to undertake personal or private work on behalf of the **Member**, nor shall a **Member** accept such work from Staff.
- (e) A **Member** asking for a copy of a staff report or resolution understands that this information will be shared with all of Council in a response from Staff.

18.21. Election Proceedings

- (1) Members shall comply with the requirements of the ~~Local Government Act~~, Local Government Act, Part 3 Electors and Elections, including:
 - (a) Division 8, Campaign Financing, and
 - (b) Division 17-18, Election Offences.
- (2) (b) Members shall comply with the ~~Local Elections Campaign Financing Act~~, Local Elections Campaign Financing Act.
- (3) (c) Members shall comply with the ~~Financial Disclosure Act~~, Financial Disclosure Act.

19.22. Use of City Legal Counsel

- (1) (a) Members requiring specific legal advice about whether the **Member** is compliant with this Bylaw may request, through the Chief Administrative Officer, permission to receive advice from the City's legal counsel.
- (2) (b) Advice from the City's legal counsel belongs to the City and not the **Member**, and may be released to Council at the Chief Administrative Officer's discretion.

Part 3 COMPLAINT PROCESS

20.23. Informal Initiation of Complaint Process (and see Appendix B) Against a Member

(1) Any **Member** who has identified or witnessed conduct by another **Member** that they believe to be noncompliant ~~with this Bylaw is encouraged to use the Informal Complaint Process as a first step.~~ or if a **Member**, a **Committee Appointee** or **Staff** considers that they have been subjected to a contravention of this Council Conduct Bylaw by a **Member**, they may initiate, at their sole discretion, one of the following resolution processes within six months of the alleged contravention:

(a) Individual Resolution;

(b) Informal Complaint Process (and see Appendix B); or

(c) Formal Complaint Process (and see Schedule 2).

24. Sequence of Complaint Steps

(1) Once the complainant selects a resolution process, the selected resolution process must be completed before the complainant may proceed to the next resolution process.

25. Submission of Complaint to Chief Administrative Officer

(1) Any person who has witnessed or experienced conduct by a Member which they believe to be in contravention of this Bylaw or another City policy governing conduct of a Member may submit a complaint to the Chief Administrative Officer. In such circumstances, the Chief Administrative Officer will determine the appropriate form of resolution for the complaint.

24.26. Formal Complaint Process (and see Schedule 2)

~~(1)(a)~~ **Members** shall participate as required in the **Formal Complaint Process** outlined in Schedule 2.

(2) If a **Member** is the **Subject** of a Formal Complaint, that **Member** may request Council indemnify him or her for the costs of legal advice and representation in responding to the **Formal Complaint Process** outlined in this Bylaw, provided that all of the following are met:

(a) section 740 of the ~~Local Government Act~~ Local Government Act authorizes the indemnification;

(b) it is the **Member's** first **Formal Complaint Process**;

(c) Council, in its sole discretion, has agreed to indemnify the **Member** for the costs of legal advice and representation in responding to the **Formal Complaint Process**, ~~and provided that:~~

(i) An Investigator ultimately does not determine that the Member acted with dishonesty, gross negligence, or malicious or willful misconduct; or

(ii) in any event, if Council so resolves after considering all the circumstances; and

(d) the indemnification amount will not exceed \$10,000.

- (3) If Staff is a complainant under this Bylaw, the Chief Administrative Officer may authorize the Staff to be reimbursed for legal fees reasonably incurred if the complaint was meritorious and a written request for reimbursement is filed with the Chief Administrative Officer within three months of any final disposition of a complaint under this Bylaw.

22.27. Compliance and Enforcement (and see ~~Schedule 3~~Schedule 3)

- (1)(a) **Members** shall acknowledge the high standards of public office and the spirit and intent of this Bylaw to hold **Members** accountable and foster public trust.
- (2) **Members** shall cooperate fully and in good faith to remain in compliance with this Bylaw.
- (3) Should a **Member** become the **Subject** of an informal or formal investigation, they shall cooperate fully in bringing a complaint to a satisfactory conclusion.
- (4) A **Member** who is the **Subject** of a complaint shall not
- (a) undertake any act or threat of reprisal against a **Complainant** or witness to the investigation, or
- (b) obstruct Council, the **Investigator** or any other person, in carrying out the spirit and intent of the **Informal Complaint Process** or **Formal Complaint Process**.
- (5) If Council determines a **Member** has not complied with this Bylaw, any of the sanctions outlined in ~~Schedule 3~~Schedule 3 may be imposed by a majority vote of **Members**.

Part 4 - GENERAL PROVISIONS

~~28. Review~~

28. Review

This Bylaw shall be brought forward for review by Council after each local government election, and at any other time deemed necessary by Council, to ensure that it accurately reflects the current standards of conduct and expectations of Council **Members**.

~~23.29.~~ Severability

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

~~24.30.~~ No Offences

Section 5 of the ~~Offence Act~~ Offence Act does not apply to this Bylaw.

READ a first time the ~~28th~~ day of ~~April, 2020~~, 2021.

READ a second time the ~~28th~~ day of ~~April, 2020~~, 2021.

READ a third time the ~~28th~~ day of ~~April, 2020~~, 2021.

ADOPTED, the ~~12th~~ day of ~~May, 2020~~, 2021.

PRESIDING MEMBER

CORPORATE OFFICER

Part 5 – SCHEDULES and APPENDICES

Schedules 1, 2 and 3 form part of this Bylaw.

— Appendices A and B are provided for convenience only and do not form part of this Bylaw.

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

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

Standards of Conduct for Working with Each Other

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

To this end, we commit to:

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

Standards of Conduct for Interacting With the Public

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

To this end, we commit to:

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

These commitments will be supported by City staff who will:

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

Schedule 2 – Formal Complaints Process

Bylaw No. 7637-2020

This **Formal Complaints Process** is intended for the purpose of one or more Council **Members** to file a formal complaint against one or more Council **Members**.

- a) A formal complaint by a Member shall be provided in document form addressed to “Mayor and Council, Bylaw No. 7637-2020” and shall include:

- i) date of complaint;

- ii) printed name and signature of **Complainant**;

- iii) name of the Council **Member** who is the **Subject** of the complaint;

- iv) reference(s) to the section(s) of this Bylaw and/or other enactments for which the **Subject** is alleged to be non-compliant; and

- v) reasonable and probable grounds for the allegation(s).

- The **Subject** shall be provided with a copy of the complaint, with written instructions informing the **Subject** that they have 14 days within which to respond to the **Investigator**.

- The **Subject** shall provide a written, signed and dated response to the allegation(s) of the complaint, addressed to the **Investigator** within 14 days of receiving the complaint.

- The **Investigator** shall review the complaint and the **Subject**'s response, and determine whether to proceed further with the investigation.

- vii) Where a complaint is deemed by the **Investigator** to be frivolous, vexatious, not made in good faith, or based on insufficient grounds, the **Investigator** may decide to terminate the investigation and the complaint process.

- viii) The **Investigator** will provide the recommended next steps to Council.

- For continuing investigations, the **Investigator** shall take steps deemed appropriate which may include seeking legal advice.

If the Member fails to respond, the Mayor at the request of the Investigator may compel witnesses pursuant to the provisions of the Community Charter.

- The **Investigator** shall issue a final report of the results of the investigation process to Council and provide a copy of the report to the Chief Administrative Officer, for Council to determine whether the Subject has contravened this Bylaw. The report must, at a minimum contain a description of the allegations, a summary of the evidence of the parties and the witnesses, and a determination of whether a contravention occurred. The report may also provide recommendations with respect to the potential outcome.

Schedule 2 – Formal Complaints Process

Bylaw No. 7637-2020

1. Responsibilities of the Chief Administrative Officer:

- (a) If the **Investigator** concludes that a contravention has occurred, the Chief Administrative Officer must consider reasonable action to protect the complainant from any subsequent action or reprisal.
- (b) The Chief Administrative Officer must also consider reasonable action to protect the rights of the subject Member and to see that no reprisal takes place beyond the measure determined by Council.
- (c) If the **Investigator** finds that the original complaint was initiated in bad faith, with willful misconduct, or intent to harm:
 - i. where the complainant is a Member, Council may consider appropriate measures in respect of the complainant; and
 - ii. where the complainant is Staff or a Volunteer, the Chief Administrative Officer may consider appropriate measures in respect of the complainant.

A copy of the Investigator's report and the Council decision will be retained in a confidential file maintained by the Chief Administrative Officer, except when all or part of the decision is disclosed to the public in accordance with the *Freedom of Information and Protection of Privacy Act*.

If approved by Council, the Chief Administrative Officer will consider implementing administrative changes to City policies or procedures recommended by the Investigator's report.

2. Following receipt of the **Investigator**'s final report, Council may choose to proceed with ~~a Motion of Censure Hearing~~ taking an appropriate measure:

- (a) In determining the appropriate measure, Council will consider the following factors:
 - i. the degree and nature of the conduct;
 - ii. whether the contravention was a single or repeated act;
 - iii. whether the Member was told that the conduct was unwelcome or offensive, and nonetheless continued the conduct;
 - iv. the nature of the work relationship of the complainant and the respondent, and whether the Member was in a position of authority over the complainant, such that the degree and nature of the conduct was thereby exacerbated by an abuse of power;
 - v. the impact of the contravention on the complainant;
 - vi. the Member's acknowledgment of wrongdoing; and
 - vii. the Member's history of other contraventions.
- (b) Council may, by resolution, impose one or more of the following measures on a Member after considering the factors outlined in section 2(a) taking into account and considering what is appropriate in the circumstances, after reviewing the report of the Investigator and conducting a closed meeting in accordance with the process described herein:
 - i. a written apology from the Member;
 - ii. removal of the Member from appointments such as chairperson, committees, commissions or other Committee;

Schedule 2 – Formal Complaints Process

Bylaw No. 7637-2020

- iii. seizure of City owned device;
- iv. motion of censure;
- v. mandatory training on City business, the *Community Charter*, or this Bylaw;
- vi. referral to a prosecutor or police;
- vii. any other action recommended by the Investigator; and
- viii. any other measure permitted by the *Community Charter*, the *Local Government Act*, the *Local Elections Campaign Financing Act* and the *Charter of Rights and Freedoms*.

- 3. Should Council vote to proceed with a hearing of the motion of censure against the **Subject**, the **Subject** shall be afforded procedural fairness including:
 - (a) an opportunity to respond further in writing to the allegations and the Complaint **Investigator's** final report,
 - (b) a minimum of two weeks to prepare their formal response, and
 - (c) the opportunity to be represented by legal counsel or another representative at the council meeting where a decision on the motion of censure and other accompanying sanctions in ~~Schedule 3~~ Schedule 3 may be imposed.
- 4. The Motion of Censure Hearing will be scheduled for an open Council meeting within 30 days of the Council's decision to proceed, provided section 90 of the ~~Community Charter~~ Community Charter does not require or permit the meeting to be a closed meeting.

Schedule 2 – Formal Complaints Process

Bylaw No. 7637-2020

5. At the Council meeting where the hearing of the motion of censure takes place, the following will occur:

- ii)(a) The **Complainant** may make a statement, setting out the rationale for the complaint.
- iii)(b) The **Investigator** shall provide a verbal summary of the facts and findings expressed in the final report.
- iv)(c) The **Subject** of the complaint or their legal counsel or other representative may make a statement, responding to the complaint allegations and the Complaint **Investigator's** final report.
- v)(d) — Council will discuss, propose debate and vote on whether to make a motion of censure, including the sanctions referenced in ~~Schedule 3~~ Schedule 3.

6. ~~Schedule 3 – Accountability Measures~~ Mandatory Training

If the Investigator recommends mandatory training for a **Member**, and if Council resolves to accept the recommendation, then the **Member** must attend the training.

7. Obstruction

It is a contravention of this Bylaw to obstruct the Investigator in the carrying out of their responsibilities, as for example, by the destruction of documents, the erasing of electronic communications relevant to a complaint, or by refusing to participate in the investigation.

8. Fairness Procedures Applicable to Council Determination of Measures

- (1) Section 26 applies if the complaint is not resolved under Appendix B of this Bylaw and if Council is considering measures under section 27.
- (2) The Mayor, or the Corporate Officer if the Mayor is alleged to have contravened this Bylaw, will notify the affected Member in writing that Council will be considering their conduct at a closed meeting. The notice and form of resolution where a breach is believed to have been proved must be delivered at least seven business days in advance of the closed meeting at which Council will consider the measure, if any, that it will impose in accordance with section 27 of this Bylaw. The Corporate Officer will ensure that the matter is placed on the agenda of the closed meeting. At the closed meeting, the affected Member may be represented by legal counsel, which may be reimbursed in accordance with section 26 of this Bylaw.
- (3) If Council determines a **Member** has contravened this Bylaw, it may choose to impose any of the following sanctions, providing they do not prevent the **Member** from fulfilling the **Members'** legislated duties of elected office.

[NTD: consider revising by deleting this duplicate list]

Possible sanctions:

- a. Formal warning letter to the **Member**
- b. Written pledge from the **Member** promising to immediate and ongoing compliance with the Council Conduct Bylaw
- c. A letter of reprimand to the **Member**
- d. A letter of apology from the **Member**
- e. Publication of a letter of reprimand or request for apology, and the **Member's** response
- f. Requirement to attend training
- g. Suspension or removal of the appointment of the **Member** as Acting Mayor, including the loss of related remuneration if applicable
- h. Suspension or removal from some or all internal and external committees and bodies to which Council or the Mayor has the right to appoint **Members**, including the loss of related remuneration if applicable
- i. Imposing limits on travel and expenses

Schedule 3 – Accountability Measures

Bylaw No. 7637-2020

- j. Requiring the return of municipal property provided for convenience
- k. Limiting access to certain municipal facilities or portions thereof
- l. Restricting how and when documents are provided to the **Member**, and
- m. Any other sanctions Council deems reasonable and appropriate.

(1) Signatures to be deleted
for bylaw schedule

Appendix A – Oath of Office

Provided for convenience – not part of Bylaw

~~Provided for convenience – not part of Bylaw~~

~~Oath of Office~~

I do solemnly affirm that:

I am qualified to hold the office of [Mayor/Councillor] for the City of Maple Ridge to which I have been elected;

~~I have not, by myself or any other person, knowingly contravened the *Local Government Act* respecting vote buying or intimidation in relation to my election to the office;~~

I will faithfully perform the duties of my office and will not allow any private interest to influence my conduct in public matters;

As required by the *Community Charter*, I will disclose any direct or indirect pecuniary interest I have in a matter and will not participate in the discussion of the matter and will not vote in respect of the matter.

Appendix B – Informal Complaint Process *Provided for convenience – not part of Bylaw*

Provided for convenience – not part of Bylaw

~~Appendix B – Informal Complaint Process~~

- 1. Any **Member** who has identified or witnessed conduct by another **Member** that they believe to be noncompliant with this Bylaw may take the following steps:
 - ii) (a) Advise the **Member** of the alleged noncompliance and follow up on the facts.
 - iii) (b) If the noncompliance occurred, encourage the **Member** to come into compliance with this Bylaw; or
 - iv) (c) Request the Mayor to speak to the **Member** to follow up on the facts and if the noncompliance occurred, encourage the Member to come into compliance with this Bylaw.
 - v) (d) If the **Subject** of the complaint is the Mayor, the complaining **Member** may request that the Acting Mayor follow up on the facts and if the noncompliance occurred, encourage the Member to come into compliance.
- 2. **Members** are encouraged to use this **Informal Complaint Process** as a first step in resolving a complaint.
3. ~~A Member who is unsatisfied with the outcome of the~~ If the complaint is resolved through Informal Complaint Process ~~may escalate, a written report noting~~ the complaint ~~and the resolution will be given~~ to the complainant, the Subject, and the Chief Administrative Officer. The report including the resolution and recommendations, must be kept in confidence, unless all parties agree in writing to disclose the information.
- 4. If the complaint is not resolved through Informal Complaint Process, a written report documenting the complaint, the mediation process, and the reasons why the involved parties were unable to reach to reach an agreement will be given to the complainant, the Subject, and the Chief Administrative Officer. The complainant may, within 10 business days of receiving the report, file in writing with the Chief Administrative Officer a request to proceed with Formal Complaint Process.
- 5. Despite paragraph ~~b), 2.~~ a **Member** may refer a complaint directly to the **Formal Complaint Process** without undertaking the **Informal Complaint Process**.

For interpretation, bolded words in this appendix use definitions equivalent to those defined in Council Conduct Bylaw No. 7637-2020.



City of Maple Ridge

Council Conduct Bylaw No. 7637-2020

A bylaw to govern the conduct of City of Maple Ridge elected officials

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WHEREAS the public expects elected representatives to be held to a professional standard of conduct with accountability mechanisms to motivate compliance with that standard;

AND WHEREAS the conduct required and expected of Council Members is defined within numerous enactments passed by various legislative authorities;

AND WHEREAS the City of Maple Ridge Council desires to be open, transparent and comprehensive in communicating conduct-related requirements to the public and its Members;

NOW THEREFORE pursuant to the above-recited rationale, the Council of the City of Maple Ridge, in open meeting assembled, enacts as follows:

Part 1 - INTRODUCTORY ELEMENTS

1. Name of Bylaw

This Bylaw may be cited as "Council Conduct Bylaw No. 7637-2020".

2. Purpose

- (1) To set standards of conduct for Council Members, set out how complaints of misconduct can be made, how complaints will be investigated and the sanctions that can be imposed. This bylaw allows for complaints by Council members, staff and contracted service providers. The purpose is to:
 - (a) Establish and identify existing standards of conduct for members of Council relating to their duties and obligations as elected representatives of the City,
 - (b) Establish a process for making and investigating misconduct complaints, and
 - (c) Outline a set of sanctions to deter misconduct and maintain public confidence.
- (2) The process and sanctions established in this Bylaw may be in addition to penalties imposed by other government authorities for contraventions of provincial and federal enactments.

3. Definitions

"Accountability" – means an obligation and willingness to accept responsibility or to account for ones actions. Conduct under this principle is demonstrated when Council Members, individually and collectively, accept responsibility for their actions and decisions.

"Administration" – means the collective body of City employees, those providing municipal services and contractors hired to provide municipal services under the leadership of the Chief Administrative Officer.

"Complainant" – means a **Member** who makes a complaint under the **Formal Complaint Process** or the **Informal Complaint Process**.

"Formal Complaint Process" – means the process outlined in Schedule 2, attached to and forming part of this bylaw.

"Informal Complaint Process" – means the process outlined in Appendix B, attached to this bylaw for reference and convenience.

"Integrity" – means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable.

"Investigator" – means Council or the individual or body appointed by Council to investigate and report on complaints through the **Formal Complaints Process**.

"Legislative Authority" – means the statutory authority of the order of government referenced.

"Medical Professional" – means a physician registered with the College of Physicians and Surgeons of British Columbia who is the treating physician or specialist.

"Member" – means the Mayor or a Councillor of the City of Maple Ridge.

"Respect" – means having due regard for others' perspectives, wishes and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct under this principle is demonstrated when a **Member** fosters an environment of trust by demonstrating due regard for the perspectives, wishes and rights of others and an understanding of the role of the local government.

"Subject" – means the **Member** who is the subject of a complaint made under the **Formal Complaint Process**.

Part 2 - CONDUCT AND EXPECTATIONS

4. Adherence to the Law

- (1) **Members** shall comply with the law applicable to **Members** and Council established by Government of Canada, including but not limited to the Canadian Charter of Rights and Freedoms, and the Criminal Code of Canada.
- (2) **Members** shall comply with the law applicable to **Members** and Council established by Government of British Columbia, including but not limited to the Community Charter, the Local Government Act and the Freedom of Information and Protection of Privacy Act.
- (3) **Members** shall comply with the bylaws and policies applicable to **Members** and Council established by the City of Maple Ridge, including those referenced within this Bylaw, and all other bylaws, policies and Council resolutions that remain unrepealed.
- (4) If a discrepancy between a bylaw or policy exists between the City's website version and the official records, the latter shall prevail.
- (5) **Members** shall recognize that any inconsistency between a provision of this Bylaw and Provincial enactments will be subject to section 10 of the Community Charter.

5. Oath of Office (and see Appendix A)

Members shall, for their full term of office, uphold their Oath of Office.

6. Code of Conduct (and see Schedule 1)

- (1) **Members** shall comply with the provisions in Schedule 1 – Council Code of Conduct.
- (2) Within the first three months of each Council term of office, Council will review and endorse Schedule 1 - Council Code of Conduct or an amended version thereof.

7. Interactions with Administration

- (1) **Members** shall not involve themselves in matters of **Administration** except where Council or the Chief Administrative Officer has approved the involvement or where there is **Legislative Authority** for it.
- (2) **Members** are to direct inquiries regarding departmental issues and questions to the Chief Administrative Officer and refrain from contacting other staff without first obtaining the approval from the Chief Administrative Officer.
- (3) **Members** shall comply with the requirements established by WorkSafeBC under the authority of the Workers' Compensation Act to provide a healthy and safe workplace for employees.
- (4) **Members** shall comply with the requirements established by the City's Respectful Workplace Policy No. 30.11 to provide a respectful work environment.

8. Council Meetings and Attendance

- (1) **Members** shall comply with the provisions of Council Procedure Bylaw No. 6472-2007.
- (2) **Members** requesting an exemption from disqualification from holding office under Community Charter section 125(5) due to consecutive absences relating to illness or injury must produce a note to Council **Members**:
 - (a) on or before the disqualifying period of absences expire, and
 - (b) from a "**Medical Professional**" indicating
 - (i) that the **Member** is ill or has suffered an injury; and
 - (ii) the expected date upon which the **Member** may resume their duties on Council.

9. Committees of Council

- (1) **Members** shall comply with the provisions of the City's most current Council and Staff Liaison Roles Policy No. 3.10.
- (2) **Members** shall comply with the provisions of the City's most current Committees of Council Policy No. 3.11.

10. Communication

Members shall comply with the provisions of the City's most current Communication Policy No. 5.41.

11. Social Media

Members shall comply with the provisions of the City's most current Social Media Policy No. 30.10.

12. Mayor and Council Correspondence

Members shall comply with the provisions of the City's most current Mayor and Council Correspondence Policy No. 3.08.

13. Training, Conference and Association-Building

- (1) **Members** shall comply with the provisions of the City's most current Training, Conference and Association Building Policy No. 3.07.
- (2) **Members** new to serving on Council shall make every effort to attend the Local Government Leadership Academy's annual Local Government Forum in the first year of their term of office.

14. Council Expenses

Members shall comply with the provisions of the City's most current Expense Policy for Council, Employees & Other Authorized Persons No. 5.35.

15. Duty to Respect Confidentiality

- (1) **Members** shall comply with the requirements of Part 5, Division 1, of the Community Charter, including section 117, "Duty to Respect Confidentiality."
- (2) **Administration** shall take steps to ensure Council is provided with the processes, devices and materials to support **Members'** compliance with this section.

16. Conflict of Interest and Gifts

- (1) **Members** shall comply with the requirements of the Community Charter, Part 4, Division 6, "Conflict of Interest," and the Conflict of Interest Exceptions Regulation BC Regulation 91/2016.
- (2) **Members** may reference related resources such as the Union of BC Municipalities' Fact Sheet on Conflict of Interest; however, **Members** are subject to the conflict of interest provisions in the Community Charter and the common law that interprets them.

17. Use of City Assets and Services

- (1) **Members** must read Information Security Policy No. 5.47 and associated Procedure document, then sign and return "Acknowledgment of Information Security Policy and Procedures" to the Human Resources Department prior to receiving City-owned devices and accounts.
- (2) **Members** acknowledge the difference between City business and political or campaigning activity, and shall refrain from using city resources for such activities.

18. Election Proceedings

- (1) **Members** shall comply with the requirements of the Local Government Act, Part 3 Electors and Elections, including:
 - (a) Division 8, Campaign Financing, and
 - (b) Division 17, Election Offences.
- (2) **Members** shall comply with the Local Elections Campaign Financing Act.
- (3) **Members** shall comply with the Financial Disclosure Act.

19. Use of City Legal Counsel

- (1) **Members** requiring specific legal advice about whether the **Member** is compliant with this Bylaw may request, through the Chief Administrative Officer, permission to receive advice from the City's legal counsel.
- (2) Advice from the City's legal counsel belongs to the City and not the **Member**, and may be released to Council at the Chief Administrative Officer's discretion.

Part 3 - COMPLAINT PROCESS

20. Informal Complaint Process (and see Appendix B)

Any **Member** who has identified or witnessed conduct by another **Member** that they believe to be noncompliant with this Bylaw is encouraged to use the **Informal Complaint Process** as a first step.

21. Formal Complaint Process (and see Schedule 2)

- (1) **Members** shall participate as required in the **Formal Complaint Process** outlined in Schedule 2.
- (2) If a **Member** is the **Subject** of a Formal Complaint, that **Member** may request Council indemnify him or her for the costs of legal advice and representation in responding to the **Formal Complaint Process** outlined in this Bylaw, provided that all of the following are met:
 - (a) section 740 of the Local Government Act authorizes the indemnification;
 - (b) it is the **Member's** first **Formal Complaint Process**;
 - (c) Council, in its sole discretion, has agreed to indemnify the **Member** for the costs of legal advice and representation in responding to the **Formal Complaint Process**, and
 - (d) the indemnification amount will not exceed \$10,000.

22. Compliance and Enforcement (and see Schedule 3)

- (1) **Members** shall acknowledge the high standards of public office and the spirit and intent of this Bylaw to hold **Members** accountable and foster public trust.
- (2) **Members** shall cooperate fully and in good faith to remain in compliance with this Bylaw.
- (3) Should a **Member** become the **Subject** of an informal or formal investigation, they shall cooperate fully in bringing a complaint to a satisfactory conclusion.
- (4) A **Member** who is the **Subject** of a complaint shall not
 - (a) undertake any act or threat of reprisal against a **Complainant** or witness to the investigation, or
 - (b) obstruct Council, the **Investigator** or any other person, in carrying out the spirit and intent of the **Informal Complaint Process** or **Formal Complaint Process**.
- (5) If Council determines a **Member** has not complied with this Bylaw, any of the sanctions outlined in Schedule 3 may be imposed by a majority vote of **Members**.

Part 4 - GENERAL PROVISIONS

23. Review

This Bylaw shall be brought forward for review by Council after each local government election, and at any other time deemed necessary by Council, to ensure that it accurately reflects the current standards of conduct and expectations of Council **Members**.

24. Severability

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

25. No Offences

Section 5 of the Offence Act does not apply to this Bylaw.

READ a first time the 28th day of April, 2020.

READ a second time the 28th day of April, 2020.

READ a third time the 28th day of April, 2020.

ADOPTED, the 12th day of May, 2020.



PRESIDING MEMBER

CORPORATE OFFICER

Part 5 – SCHEDULES and APPENDICES

Schedules 1, 2 and 3 form part of this Bylaw.

Appendices A and B are provided for convenience only and do not form part of this Bylaw.

Schedule 1 – Council Code of Conduct

Bylaw No. 7637-2020

Schedule 1 – Code of Conduct

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

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

Standards of Conduct for Working with Each Other

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

To this end, we commit to:

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

Standards of Conduct for Interacting With the Public

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

To this end, we commit to:

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

These commitments will be supported by City staff who will:

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

Schedule 2 – Formal Complaints Process

Bylaw No. 7637-2020

Schedule 2 – Formal Complaints Process

This **Formal Complaints Process** is intended for the purpose of one or more Council **Members** to file a formal complaint against one or more Council **Members**.

- a) A formal complaint by a Member shall be provided in document form addressed to "Mayor and Council, Bylaw No.7637-2020" and shall include:
 - i) date of complaint;
 - ii) printed name and signature of **Complainant**;
 - iii) name of the Council **Member** who is the **Subject** of the complaint;
 - iv) reference(s) to the section(s) of this Bylaw and/or other enactments for which the **Subject** is alleged to be non-compliant; and
 - v) reasonable and probable grounds for the allegation(s).
- b) The **Subject** shall be provided with a copy of the complaint, with written instructions informing the **Subject** that they have 14 days within which to respond to the **Investigator**.
- c) The **Subject** shall provide a written, signed and dated response to the allegation(s) of the complaint, addressed to the **Investigator** within 14 days of receiving the complaint.
- d) The **Investigator** shall review the complaint and the **Subject's** response, and determine whether to proceed further with the investigation.
 - i) Where a complaint is deemed by the **Investigator** to be frivolous, vexatious, not made in good faith, or based on insufficient grounds, the **Investigator** may decide to terminate the investigation and the complaint process.
 - ii) The **Investigator** will provide the recommended next steps to Council.
- e) For continuing investigations, the **Investigator** shall take steps deemed appropriate which may include seeking legal advice.
- f) The **Investigator** shall issue a final report of the results of the investigation process to Council, for Council to determine whether the **Subject** has contravened this Bylaw.
- g) Following receipt of the **Investigator's** final report, Council may choose to proceed with a Motion of Censure Hearing.
- h) Should Council vote to proceed with a hearing of the motion of censure against the **Subject**, the **Subject** shall be afforded procedural fairness including:
 - i) an opportunity to respond further in writing to the allegations and the Complaint **Investigator's** final report,
 - ii) a minimum of two weeks to prepare their formal response, and
 - iii) the opportunity to be represented by legal counsel or another representative at the council meeting where a decision on the motion of censure and other accompanying sanctions in Schedule 3 may be imposed.
- i) The Motion of Censure Hearing will be scheduled for an open Council meeting within 30 days of the Council's decision to proceed, provided section 90 of the Community Charter does not require or permit the meeting to be a closed meeting.

Schedule 2 – Formal Complaints Process

Bylaw No. 7637-2020

- j) At the Council meeting where the hearing of the motion of censure takes place, the following will occur:
 - i) The **Complainant** may make a statement, setting out the rationale for the complaint.
 - ii) The **Investigator** shall provide a verbal summary of the facts and findings expressed in the final report.
 - iii) The **Subject** of the complaint or their legal counsel or other representative may make a statement, responding to the complaint allegations and the Complaint **Investigator's** final report.
 - iv) Council will discuss, propose debate and vote on whether to make a motion of censure, including the sanctions referenced in Schedule 3.

Schedule 3 – Accountability Measures

Bylaw No. 7637-2020

Schedule 3 – Accountability Measures

If Council determines a **Member** has contravened this Bylaw, it may choose to impose any of the following sanctions, providing they do not prevent the **Member** from fulfilling the **Members'** legislated duties of elected office.

Possible sanctions:

- a) Formal warning letter to the **Member**
- b) Written pledge from the **Member** promising to immediate and ongoing compliance with the Council Conduct Bylaw
- c) A letter of reprimand to the **Member**
- d) A letter of apology from the **Member**
- e) Publication of a letter of reprimand or request for apology, and the **Member's** response
- f) Requirement to attend training
- g) Suspension or removal of the appointment of the **Member** as Acting Mayor, including the loss of related remuneration if applicable
- h) Suspension or removal from some or all internal and external committees and bodies to which Council or the Mayor has the right to appoint **Members**, including the loss of related remuneration if applicable
- i) Imposing limits on travel and expenses
- j) Requiring the return of municipal property provided for convenience
- k) Limiting access to certain municipal facilities or portions thereof
- l) Restricting how and when documents are provided to the **Member**, and
- m) Any other sanctions Council deems reasonable and appropriate.

Appendix A – Oath of Office

Provided for convenience – not part of Bylaw

Oath of Office

I do solemnly affirm that:

I am qualified to hold the office of [Mayor/Councillor] for the City of Maple Ridge to which I have been elected;

I have not, by myself or any other person, knowingly contravened the *Local Government Act* respecting vote buying or intimidation in relation to my election to the office;

I will faithfully perform the duties of my office and will not allow any private interest to influence my conduct in public matters;

As required by the *Community Charter*, I will disclose any direct or indirect pecuniary interest I have in a matter and will not participate in the discussion of the matter and will not vote in respect of the matter.

Appendix B – Informal Complaint Process

Provided for convenience – not part of Bylaw

Appendix B – Informal Complaint Process

- a) Any **Member** who has identified or witnessed conduct by another **Member** that they believe to be noncompliant with this Bylaw may take the following steps:
 - i) Advise the **Member** of the alleged noncompliance and follow up on the facts.
 - ii) If the noncompliance occurred, encourage the **Member** to come into compliance with this Bylaw; or
 - iii) Request the Mayor to speak to the **Member** to follow up on the facts and if the noncompliance occurred, encourage the Member to come into compliance with this Bylaw.
 - iv) If the **Subject** of the complaint is the Mayor, the complaining **Member** may request that the Acting Mayor follow up on the facts and if the noncompliance occurred, encourage the Member to come into compliance.
- b) **Members** are encouraged to use this **Informal Complaint Process** as a first step in resolving a complaint.
- c) A **Member** who is unsatisfied with the outcome of the **Informal Complaint Process** may escalate the complaint to the **Formal Complaint Process**.
- d) Despite paragraph b), a **Member** may refer a complaint directly to the **Formal Complaint Process** without undertaking the **Informal Complaint Process**.

For interpretation, bolded words in this appendix use definitions equivalent to those defined in Council Conduct Bylaw No. 7637-2020.