

City of Maple Ridge

COUNCIL MEETING AGENDA

November 12, 2019

7:00 p.m.

Council Chamber

MEETING DECORUM

Council would like to remind all people present tonight that serious issues are decided at Council meetings which affect many people's lives. Therefore, we ask that you act with the appropriate decorum that a Council Meeting deserves. Commentary and conversations by the public are distracting. Should anyone disrupt the Council Meeting in any way, the meeting will be stopped and that person's behavior will be reprimanded. *The meeting is live streamed and recorded by the City of Maple Ridge.*

Note: This Agenda is also posted on the City's Web Site at www.mapleridge.ca

The purpose of a Council meeting is to enact powers given to Council by using bylaws or resolutions. This is the venue for debate of issues before voting on a bylaw or resolution.

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- 100 **CALL TO ORDER**
- 200 **AMENDMENTS TO THE AGENDA**
- 300 **APPROVAL OF THE AGENDA**
- 400 **ADOPTION OF MINUTES**
- 401 Minutes of the Regular Council Meeting of October 29, 2019
- 500 **PRESENTATIONS AT THE REQUEST OF COUNCIL**
- 600 **DELEGATIONS**
- 601 **Agricultural Advisory Committee - Food Garden Contest**
- Carla Schiller, Committee Member

602 **Operation Red Nose**

- Nicky Tu, KidsSport, Coordinator, Operation Red Nose
- Kate Woochuk, Road Safety Coordinator, ICBC

603 **Maple Ridge-Pitt Meadows Arts Council Update**

- Ms. Curtis Pendleton, Artistic and Executive Director, The ACT Arts Centre

650 **QUESTIONS FROM THE PUBLIC**

Note: Questions from the Public are limited to 15 minutes unless extended by a motion approved by the majority of Council. Each speaker is limited to 2 minutes at a time.

700 **ITEMS ON CONSENT**

701 **Minutes**

701.1 Minutes of the Development Agreements Committee Meetings of October 30, 2019

701.2 Minutes of Meetings of Committees and Commissions of Council

- Agricultural Advisory Committee – June 27, 2019 and September 26, 2019

702 **Reports**

703 **Correspondence**

704 **Release of Items from Closed Council Status**

From the November 5, 2019 Closed Council Meeting

Item 04.02 Ridge Meadows Airport Society Board Appointment
- Appointment of Al Horsman, Chief Administrative Officer

800 ***UNFINISHED BUSINESS***

For the following items that refer to staff report earlier than this agenda date: the items were presented at Council Workshop and/or Audit and Finance Committee meetings typically a week prior, to provide Council with an opportunity to ask staff detailed questions. The items are now before the regular Council Meeting for debate and vote. Both meetings are open to the public.

Note: Item 801 was forwarded from the October 29, 2019 Council Workshop Meeting

801 **Advisory Committee Review**

801.1 **Advisory Committee Review – Final Recommendations**

Staff report dated October 29, 2019 recommending that the current Advisory Commission and Committee bylaws be repealed, that the Maple Ridge Community Heritage Commission Bylaw No. 7588-2019 be given first, second and third reading and that the Committees of Council Policy 3.11 be approved as amended.

801.2 **Addendum to Advisory Committee Review – Final Recommendations**

Addendum staff report dated November 5, 2019 recommending that Maple Ridge Repealing Bylaw No. 7590-2019 to repeal Advisory Committee and Commission bylaws be given first, second and third readings and that Schedule G Social Policy Advisory Committee Terms of Reference of Council Policy 3.11 be replaced.

900 ***CORRESPONDENCE***

901 **Metro Vancouver – Consent to Metro Vancouver Regional Parks Service Amendment Bylaw No. 1290**

Letter from Chris Plagnol, Corporate Officer, Metro Vancouver, dated November 4, 2019 requesting consent to the approval of the adoption of Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019 to amend the service area to add an extraterritorial area to the regional park function.

1000 **BYLAWS**

Bylaws for Adoption

- 1001 **Maple Ridge Safer Streets Bylaw No. 7581-2019**
To regulate and control aggressive solicitations
Adoption
- 1002 **Maple Ridge Highway and Traffic Amending Bylaw No. 7566-2019**
To align the City's bylaw with the Motor Vehicle Act and to ensure vehicle size and weight specifications are in alignment with the most recent version of the BC Commercial Transport Regulations
Adoption
- 1003 **Maple Ridge Intermunicipal Business Licence Scheme Amending Bylaw No. 7572-2019**
To add the City of Merritt and the Village of Harrison Hot Springs to the Fraser Valley Intermunicipal Business Licence Program and to expand the definition of who can purchase an Intermunicipal Business Licence
Adoption

1100 **COMMITTEE REPORTS AND RECOMMENDATIONS**

For the following items that refer to staff report earlier than this agenda date: the items were presented at a Committee of the Whole meeting typically a week prior on the date of the staff report, to provide Council with an opportunity to ask staff detailed questions. The items are now before the regular Council Meeting for debate and vote. Both meetings are open to the public. The reports are not reprinted again in hard copy, however; they can be found in the electronic agenda or in the Committee of the Whole agenda package dated accordingly.

Public Works and Development Services

1101 **2019-193-RZ, 12525 Blue Mountain Crescent, RS-3 to RS-2**

Staff report dated November 5, 2019 recommending that Maple Ridge Zone Amending Bylaw No. 7570-2019 to rezone from RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential) to permit subdivision into two 1 acre lots be given first reading and that the applicant provide further information as described on Schedules B, E, F, G and J of the Development Procedures Bylaw No. 5879-1999, along with the information required for a Subdivision application.

1102 Nil

2018-498-RZ, 21640 124 Avenue, RS-1 to RT-2 was referred back to staff at the November 5, 2019 Committee of the Whole Meeting.

1103 2019-317-DVP, 23870, 23878 and 23886 Dewdney Trunk Road and 23871 and 23863 119B Avenue

Staff report dated November 5, 2019 recommending that the Corporate Officer be authorized to sign and seal 2019-317-DVP to reduce minimum rear lot line setbacks.

1104 Award of Contract ITT-EN19-66: Installation of Pedestrian-Controlled Traffic Signal at 240 Street and McClure Avenue

Staff report dated November 5, 2019 recommending that Contract ITT-EN19-66: Installation of Pedestrian Controlled Traffic Signal at 240 Street and McClure Avenue be awarded to Fraser City Installation (1989) Ltd., that a project contingency be approval to address potential variations in field conditions and that the Corporate Officer be authorized to execute the contract.

Corporate Services

1131 Award of Contract for Audit Services

Staff report dated November 5, 2019 recommending that the contract for audit services be awarded to BDO Canada LLP for a term of 4 years with an option to renew for 3 additional 4-year terms and that the Corporate Officer be authorized to execute the contract.

Parks, Recreation & Culture

Administration (including Fire and Police)

Other Committee Issues

1200 STAFF REPORTS

1300 OTHER MATTERS DEEMED EXPEDIENT

1400 NOTICES OF MOTION AND MATTERS FOR FUTURE MEETING

1500 MAYOR AND COUNCILLORS' REPORTS

1501 Council Update – Q4

1600 ADJOURNMENT

QUESTIONS FROM THE PUBLIC

The purpose of the Questions from the Public session 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.

Council will not tolerate any derogatory remarks directed at Council or staff members.

Each person will be permitted 2 minutes to ask their question (a second opportunity is permitted if no one else is sitting in the chairs in front of the podium). Questions must be directed to the Chair of the meeting and not to individual members of Council. The total session is limited to 15 minutes.

Council reserves the right to defer responding to a question in order to obtain the information required to provide a complete and accurate response.

Other opportunities are available to address Council including public hearings, delegations and community forum. The public may also make their views known to Council by writing or via email and by attending open houses, workshops and information meetings. Serving on an Advisory Committee is an excellent way to have a voice in the future of this community.

For more information on these opportunities contact:

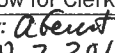
Clerk's Department at 604-463-5221 or clerks@mapleridge.ca.


Mayor and Council at mayorandcouncil@mapleridge.ca.

Checked by: 

Date: Nov. 7/19

Space below for Clerk's Department Use Only

Checked by: 
Date: Nov 7, 2019

Checked by: 
Date: Nov 7, 2019

400 Adoption and Receipt of Minutes

401 Minutes of Regular and Special Council Meetings

City of Maple Ridge

COUNCIL MEETING MINUTES

October 29, 2019

The Minutes of the City Council Meeting held on October 29, 2019 at 7:00 p.m. in the Council Chamber 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	K. Swift, Advisor to the Chief Administrative Officer
Councillor J. Dueck	D. Boag, Acting General Manager Parks, Recreation & Culture
Councillor K. Duncan	C. Carter, General Manager Planning & Development Services
Councillor C. Meadus	D. Pollock, General Manager Engineering Services
Councillor G. Robson	L. Benson, Director of Corporate Administration
Councillor R. Svendsen	T. Thompson, Chief Financial Officer
Councillor A. Yousef	Other Staff as Required
	C. Goddard, Director of Planning
	M. Orsetti, Manager of Bylaw and Licencing Services
	R. MacNair, Senior Advisor, Bylaw and Licencing Services

Note: These Minutes are also posted on the City's Web Site at www.mapleridge.ca
Video of the meeting is posted at media.mapleridge.ca/Mediasite/Showcase

Note: Councillor R. Svendsen attended the meeting via Go-to-Meeting.

100 **CALL TO ORDER**

200 **AMENDMENTS TO THE AGENDA**

Addition of Item 1007 "Maple Ridge Safer Street Bylaw No. 7581-2019;
Addition of an addendum report and amended bylaw for Item 1108;
Items 1109 and 1110 to be dealt with prior to Item 1101.

300 **APPROVAL OF THE AGENDA**

R/2019-604

It was moved and seconded

That the agenda of the October 29, 2019 Council Meeting be amended to add Item 1007 "Maple Ridge Safer Streets Bylaw No. 7581-2019"; to give consideration to the revised staff report and bylaw for Item 1108; and, to deal with Items 1109 and 1110 prior to Item 1101; and further,

That the agenda be approved as amended.

CARRIED

400 *ADOPTION AND RECEIPT OF MINUTES*

401 Minutes of the Regular Council Meeting of October 15, 2019

R/2019-605

It was moved and seconded

That the minutes of the Regular Council Meeting of October 15, 2019 be adopted as circulated.

CARRIED

402 Report of the Public Hearing of October 22, 2019

R/2019-606

It was moved and seconded

That the report of the Public Hearing of October 22, 2019 be adopted as circulated.

CARRIED

500 *PRESENTATIONS AT THE REQUEST OF COUNCIL – Nil*

600 *DELEGATIONS*

601 Presentation of the First Poppy of 2019

- Jim MacDonald, Royal Canadian Legion Branch 88 Maple Ridge
- Lynda McEwan, Membership Chair, Royal Canadian Legion Branch 88 Maple Ridge

Mr. MacDonald spoke on the protocol for the presentation of the first poppy and on how the donations received for poppies are spent. He provided history and background on the Royal Canadian Legion Branch 88 Maple Ridge, highlighting that the local branch is one of the largest, with over 2100 members. Mr. MacDonald also spoke on the 2020 Candlelight Tribute Ceremony.

602 Maple Ridge Bears

- Leah Cooke and Susan Zanders

Ms. Zanders and Ms. Cooke gave a presentation providing information on the work undertaken by themselves and other members to educate residents and create relations with stakeholders to deter bears from entering currently high bear areas. They requested consideration of the implementation of the Bylaw Enforcement Notification System (BEN), the

modification of Wildlife and Vector Control Bylaw No. 7438-2018 and the provision of a dedicated bylaw enforcement officer.

The Manager of Bylaw and Licencing Services advised that information on the implementation of the BEN system and the possible amendment of Bylaw No. 7348-2018 is to be included in the 2020-2024 Licences and Bylaws Department business plan.

650 *QUESTIONS FROM THE PUBLIC SESSION*

Chris Bossley

Ms. Bossley asked whether a community wellness and harm reduction grant from the Provincial was applied for.

Les Jourdain

Mr. Jourdain asked for an updated on the Lougheed Transit Corridor Study and asked when the study will be coming forward. He also asked whether a development application for Patterson Avenue and 203 Street will be brought forward at the same time as the Corridor Study.

700 *ITEMS ON CONSENT*

701 Minutes

701.1 Minutes of the Development Agreements Committee Meetings of October 17, 2019 (2).

701.2 Minutes of Meetings of Committees and Commissions of Council

- Advisory Design Panel – September 11, 2019 and September 18, 2019

702 Reports

702.1 Disbursements for the month ended September 30, 2019

Staff report dated October 29, 2019 providing information on Disbursements for the month ended September 30, 2019.

702.2 2019 Council Expenses

Staff report dated October 29, 2019 recommending that Council expenses recorded to September 30, 2019 be received for information.

703 Correspondence – Nil

704 Release of Items from Closed Council Status – Nil

R/2019-607

It was moved and seconded

That the items on the Consent Agenda be received into the record.

CARRIED

800 *UNFINISHED BUSINESS* – Nil

900 *CORRESPONDENCE* – Nil

1000 *BYLAWS*

Note: Items 1001 to 1006 are from the October 22, 2019 Public Hearing

Bylaws for Third Reading

1001 2017-185-RZ, 11143 Princess Street
Maple Ridge Zone Amending Bylaw No. 7362-2017
To rezone from RS-1 (One Family Urban Residential) to R-1 (Residential District). The current application is to permit a future subdivision of 2 lots.
Third reading

R/2019-608

It was moved and seconded

That Zone Amending Bylaw No. 7362-2017 be given third reading.

CARRIED

Councillor Duncan - OPPOSED

1002 2018-231-RZ, 28621 104 Avenue and 10455 287 Street
Maple Ridge Zone Amending Bylaw No. 7483-2018
To rezone from A-2 (Upland Agricultural) and A-1 (Small Holding Agricultural) to RS-3 (One Family Rural Residential). The current application is to permit a future subdivision of 4 lots.
Third reading

R/2019-609

It was moved and seconded

That Zone Amending Bylaw No. 7483-2018 be given third reading.

CARRIED

Councillor Duncan - OPPOSED

- 1003 2017-471-RZ, 11384 207 Street
Maple Ridge Zone Amending Bylaw No. 7404-2017
To rezone from RS-1 (One Family Urban Residential) to RT-2 (Ground-Oriented Residential Infill). The current application is to permit the future development of a four-plex.
Third reading

R/2019-610

It was moved and seconded

That Zone Amending Bylaw No. 7404-2017 be given third reading.

CARRIED

- 1004 2018-012-RZ, 23795 and 23831 Dewdney Trunk Road
Maple Ridge Zone Amending Bylaw No. 7432-2018
To rezone from RS-3 (One Family Rural Residential) to RM-1 (Townhouse Residential). The current application is to permit a future development of 29 units.
Third reading

R/2019-611

It was moved and seconded

That Zone Amending Bylaw No. 7432-2018 be given third reading.

CARRIED

- 1005 2017-306-RZ, 12149, 12131, 12127, 12117, 12097 and 12087 223 Street and 22229 Brown Avenue

- 1005.1 Maple Ridge Official Community Plan Bylaw No. 7577-2019
To amend Schedule 1 of the Town Centre Area Plan The current application is to amend the OCP designation from Single Family Residential to Low Rise Apartment.
Third reading

R/2019-612

It was moved and seconded

That Official Community Plan Amending Bylaw No. 7577-2019 be given third reading.

CARRIED

1005.2 Maple Ridge Zone Amending Bylaw No. 7366-2017

To rezone from CD-1-00 (Seniors Apartment and Private Hospital) and RS-1 (One Family Urban Residential) to RM-2 (Medium Density Apartment Residential). The current application is to permit a future development of three (3) 5-storey condominium buildings.

Third reading

R/2019-613

It was moved and seconded

That Zone Amending Bylaw No. 7366-2017 be given third reading.

CARRIED

1006 2017-061-RZ, 22255, 22289, 22295, 22323, 22337, 22351, 22359 Dewdney Trunk Road, 12021, 12026, 12027, 12034, 12042, 12043, 12052 Garden Street, 12002, 12032, 12038, 12051, 12061 223 Street and 12011 224 Street

1006.1 Maple Ridge Zone Amending Bylaw No. 7336-2017

To amend the text of the bylaw to create the CD-1-17 (Comprehensive Development) zone and to replace Schedule "G". To rezone from RS-1 (One Family Urban Residential), C-3 (Town Centre Commercial) and CS-1 (Service Commercial) and LUC No. 2435-1977 to CD-1-17 (Comprehensive Development). The current application is to permit a 7 phase mixed-use commercial/office and residential development in the Town Centre Area.

Third reading

R/2019-614

It was moved and seconded

That Zone Amending Bylaw No. 7336-2017 be given third reading.

CARRIED

1006.2 Maple Ridge Land Use Contract Termination Bylaw No. 7337-2017

To terminate LUC No. 2435-1977 for properties at 12051 and 12061 223 Street)

Third reading

R/2019-615

It was moved and seconded

That Land Use Contract Termination Bylaw No. 7337-2017 be given third reading.

CARRIED

- 1007 Maple Ridge Safer Streets Bylaw No. 7581-2019
 A bylaw to regulate and control aggressive solicitation.

R/2019-616

It was moved and seconded

That Maple Ridge Safer Streets Bylaw No. 7581-2019 be given first, second and third reading.

CARRIED

Councillor Duncan - OPPOSED

1100 *REPORTS AND RECOMMENDATIONS*

Public Works and Development Services

- 1101 2019-239-RZ, 12610 228 Street, RS-3 to R-1

Staff report dated October 22, 2019 recommending that Maple Ridge Zone Amending Bylaw No. 7574-2019 to rezone from RS-3 (One Family Rural Residential) to R-1 (Residential District) to permit a future subdivision of approximately 8 single family residential lots be given first reading and that the applicant provide further information as described on Schedule B of the Development Procedures Bylaw No. 5879-1999, along with the information required for a Subdivision application.

R/2019-617

It was moved and seconded

1. That Zone Amending Bylaw No. 7574-2019 be given first reading; and
2. That the applicant provide further information as described on Schedules B of the Development Procedures Bylaw No. 5879-1999, along with the information required for a Subdivision application.

CARRIED

- 1102 2019-268-RZ, 22340 and 22328 St. Anne Avenue and 11654 and 11664 223 Street, C-3 and RS-1 to RM-2

Staff report dated October 22, 2019 recommending that Maple Ridge Zone Amending Bylaw No. 7584-2019 to rezone from C-3 (Town Centre Commercial) and RS-1 (One Family Urban Residential) to RM-2 (Medium Density Apartment Residential) to permit future construction of an apartment building with 99 residential units be given first reading and that the applicant provide further information as described on Schedules C, D and E of the Development Procedures Bylaw No. 5879-1999.

MAIN MOTION

R/2019-618

It was moved and seconded

- 1 That Zone Amending Bylaw No. 7584-2019 be given first reading; and
2. That the applicant provide further information as described on Schedules C, D and E of the Development Procedures Bylaw No. 5879-1999, along with the additional requirements discussed in this report.

MOTION TO DEFER

R/2019-619

It was moved and seconded

That the motion that Zone Amending Bylaw No. 7584-2019 be given first reading be deferred to the next appropriate Council meeting pending staff discussion with the applicant.

MOTION TO DEFER CARRIED

1103 2018-105-RZ, 24145 and 24185 110 Avenue, RS-3 to RS-1d

Amended staff report dated October 22, 2019 recommending that Maple Ridge Official Community Plan Amending Bylaw No. 7582-2019 to adjust the areas designated Residential Low Density to amend the Conservation boundary be given first and second reading and be forwarded to Public Hearing and that Maple Ridge Zone Amending Bylaw No. 7466-2018 to rezone from RS-3 (One Family Rural Residential) to RS-1d (One Family Urban [Half Acre] Residential) to permit a future subdivision of approximately 18 residential lots be given second reading and be forwarded to Public Hearing. *(amended at the October 22, 2019 COW meeting)*

Note: Councillor Duncan left the meeting at 8:32 p.m.

R/2019-620

It was moved and seconded

- 1) That, in accordance with Section 475 of the Local Government Act, opportunity for early and on-going consultation has been provided by way of posting Official Community Plan Amending Bylaw No. 7582-2019 on the municipal website and requiring that the applicant host a Development Information Meeting (DIM), and Council considers it unnecessary to provide any further consultation opportunities, except by way of holding a Public Hearing on the bylaw;
- 2) That Official Community Plan Amending Bylaw No. 7582-2019 be considered in conjunction with the Capital Expenditure Plan and Waste Management Plan;

- 3) That it be confirmed that Official Community Plan Amending Bylaw No. 7582-2019 is consistent with the Capital Expenditure Plan and Waste Management Plan;
- 4) That Official Community Plan Amending Bylaw No. 7582-2019 be given first and second readings and be forwarded to Public Hearing;
- 5) That Zone Amending Bylaw No. 7 466-2018 be given second reading, and be forwarded to Public Hearing;
- 6) That the following terms and conditions be met prior to final reading:
 - i) Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;
 - ii) Amendment to Official Community Plan Schedule "A", Chapter 10.2 Albion Area Plan, Schedule 1: Albion Area Plan, Figure 1: Northeast Albion and Schedule "C";
 - iii) Road dedication on 110 Avenue as required;
 - iv) Park dedication as required, including construction of walkways; and removal of all debris and garbage from park land;
 - v) Consolidation of the subject properties;
 - vi) Registration of a Restrictive Covenant for the Geotechnical Report, which addresses the suitability of the subject properties for the proposed development;
 - vii) Registration of a Restrictive Covenant for the protection of the Environmentally Sensitive areas (wetlands) on the subject properties;
 - viii) Registration of a Statutory Right-of-Way plan and agreement for infrastructure;
 - ix) Registration of a Restrictive Covenant for Tree Protection; Stormwater Management Habitation and Restoration Plan and additional items that may be identified through the final processing of the rezoning;
 - x) Removal of existing buildings;
 - xi) In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject properties. If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site;
 - xii) That a voluntary contribution, in the amount of \$91,800.00 (\$5,100 per lot X 18 lots) be provided in keeping with the Council Policy with regard to Community Amenity Contributions; and
 - xiii) Payment of the Density Bonus provision of the Rs-1b (One Family Urban (Medium Density) Residential) zone and RS-1d (One Family Urban (Half Acre) Residential, in the amount \$55,800.00 (\$3,100 per lot X 18 lots)

CARRIED

1104 2016-246-RZ, 12111 and 12119 203 Street, RS-1 to RM-1

Staff report dated October 22, 2019 recommending that Maple Ridge Zone Amending Bylaw No. 7267-2016 to rezone from RS-1 (One Family Urban Residential) to RM-1 (Townhouse Residential) to permit the future construction of 10 townhouse units be given second reading and be forwarded to Public Hearing.

Note: Councillor Duncan returned to the meeting at 8:34 p.m.

R/2019-621

It was moved and seconded

- 1) That Zone Amending Bylaw No. 7267-2016 be given second reading and be forwarded to Public Hearing;
- 2) That the following terms and conditions be met prior to final reading:
 - i) Registration of a Rezoning Servicing Agreement as a Restrictive Covenant and receipt of the deposit of a security, as outlined in the Agreement;
 - ii) Approval from the Ministry of Transportation and Infrastructure;
 - iii) Road dedication on 203 Street, East/West lane, and the North/South new lane, as required;
 - iv) Consolidation of the subject properties;
 - v) Registration of a Restrictive Covenant for protecting the Visitor Parking;
 - vi) Registration of a Restrictive Covenant for Stormwater Management;
 - vii) Removal of existing buildings;
 - viii) Approval from Fortis BC for the proposed land alterations on the Fortis Right-of-way;
 - ix) In addition to the site profile, a disclosure statement must be submitted by a Professional Engineer advising whether there is any evidence of underground fuel storage tanks on the subject properties. If so, a Stage 1 Site Investigation Report is required to ensure that the subject property is not a contaminated site; and
 - x) That a voluntary contribution, in the amount of \$41,000.00 (\$4,100.00/unit) be provided in keeping with the Council Policy with regard to Community Amenity Contributions.

CARRIED

Councillor Svendsen - OPPOSED

1105 2019-333-DVP, 23840 River Road

Staff report dated October 22, 2019 recommending that the Corporate Officer be authorized to sign and seal 2019-333-DVP to reduce the minimum interior side lot line setback.

R/2019-622

It was moved and seconded

That the Corporate Officer be authorized to sign and seal 2019-333-DVP respecting property located at 23840 River Road.

CARRIED

1106 2018-508-DP, 23840 River Road

Staff report dated October 22, 2019 recommending that the Corporate Officer be authorized to sign and seal 2018-508-DP to allow a microbrewery and tasting lounge under the M-3 (Business Park) zone.

R/2019-623

It was moved and seconded

That the Corporate Officer be authorized to sign and seal 2018-508-DP respecting property located at 23840 River Road.

CARRIED

1107 2017-367-DP, 23702 132 Avenue, Wildfire Development Permit

Staff report dated October 22, 2019 recommending that the Corporate Officer be authorized to sign and seal 2017-367-DP to allow 16 single family lots for development within the Wildfire Development Permit Area.

R/2019-624

It was moved and seconded

That the Corporate Officer be authorized to sign and seal 2017-367-DP respecting property located at 23702 132 Avenue.

CARRIED

1108 Maple Ridge Highway and Traffic Amending Bylaw No. 7566-2019

Staff report dated October 22, 2019 recommending that Maple Ridge Highway and Traffic Amending Bylaw No. 7566-2019 to align the City's bylaw with the Motor Vehicle Act and to ensure vehicle size and weight specifications are in alignment with the most recent version of the BC Commercial Transport Regulations be given first, second and third readings.

R/2019-625

It was moved and seconded

That the Maple Ridge Highway and Traffic Amending Bylaw No. 7566-2019 be given first, second and third reading.

CARRIED

Councillor Duncan, Councillor Meadus - OPPOSED

Note: Items 1109 and 1110 were dealt with prior to Item 1101

1109 Maple Ridge Intermunicipal Business Licence Scheme Amending Bylaw No. 7572-2019

Staff report dated October 22, 2019 recommending that Maple Ridge Intermunicipal Business Licence Scheme Amending Bylaw No. 7572-2019 to add the City of Merritt and the Village of Harrison Hot Springs to the Fraser Valley Intermunicipal Business Licence Program and to expand the definition of who can purchase an Intermunicipal Business Licence be given first, second and third readings.

R/2019-626

It was moved and seconded

That Maple Ridge Intermunicipal Business Licence Scheme Amending Bylaw No. 7572-2019 be given first, second and third readings.

CARRIED

1110 Proposed New Cannabis Retail Store at 22222 Lougheed Highway

Staff report dated October 22, 2019 recommending that the application for a non medical cannabis retail store at 22222 Lougheed Highway not be supported and that a copy of the resolution be forwarded to the Liquor and Cannabis Regulation Branch with the legislative requirements.

Note: The original recommendation in the staff report was moved but not seconded.

MAIN MOTION

R/2019-627

It was moved and seconded

That the application for a non medical cannabis retail store by 1171712 BC Ltd., located at 22222 Lougheed Highway, Maple Ridge be supported based on the information contained in the Council report dated October 22, 2019; and

That a copy of the resolution be forwarded to the Liquor and Cannabis Regulation Branch in accordance with the legislative requirements.

MOTION TO DEFER

R/2019-628

It was moved and seconded

That the motion to support the application for a non medical cannabis retail store by 1171712 BC Ltd., located at 22222 Lougheed Highway, Maple Ridge be deferred until further information is received from staff.

CARRIED

Councillor Robson, Councillor Yousef - OPPOSED

1111 11830 240 Street – Request for Sanitary Service Connection Outside Urban Containment Boundary

Staff report dated October 22, 2019 recommending the request to provide a sanitary service connection to 11830 240 Street be supported and forwarded to the Greater Vancouver Sewerage and Drainage District Board for consideration.

R/2019-629

It was moved and seconded

That the request to provide a sanitary service connection to 11830 240 Street be supported and forwarded to the Greater Vancouver Sewerage and Drainage District Board for consideration.

CARRIED

Councillor Duncan - OPPOSED

Note: Councillor Svendsen left the meeting at 9:00 p.m.

1112 13179 224 Street – Request for Sanitary Service Connection Outside Urban Containment Boundary

Staff report dated October 22, 2019 recommending the request to provide a sanitary service connection to 13179 224 Street be supported and forwarded to the Greater Vancouver Sewerage and Drainage District Board for consideration.

R/2019-630

It was moved and seconded

That the request to provide a sanitary service connection to 13179 224 Street be supported and forwarded to the Greater Vancouver Sewerage and Drainage District Board for consideration.

CARRIED

Corporate Services – Nil

Parks, Recreation & Culture

- 1151 Maple Ridge Secondary School/Merkley Park Hammer and Discus Throw Facility Construction and Operating Agreements

Staff report dated October 22, 2019 recommending that the construction and operating agreements for Maple Ridge Secondary School/Merkley Park Hammer Throw Facility be approved and that the Corporate Officer be authorized to execute the contracts.

R/2019-631

It was moved and seconded

That the construction and operating agreements for Maple Ridge Secondary School/Merkley Park Hammer Throw Facility be approved; and

That the Corporate Officer be authorized to execute the agreements.

CARRIED

- 1152 Maple Ridge Secondary School (MRSS)/Merkley Park Hammer and Discus Throw Facility Construction - Award of Contract

Staff report dated October 22 2019 recommending that Contract ITT-PL19-51: Construction of Hammer and Discus Throw Facility at Merkley Park be awarded to Cedar Crest Lands (BC) Ltd., that a contingency be authorized and that the Corporate Officer be authorized to execute the contract.

R/2019-632

It was moved and seconded

That Contract ITT-PL19-51: Construction of Hammer and Discus Throw Facility at Merkley Park be awarded to Cedar Crest Lands (BC) Ltd. in the amount of \$350,541.00 excluding taxes, and that a contingency of \$40,000 be authorized; and,

That the Corporate Officer be authorized to execute the contract.

CARRIED

Administration (including Fire and Police) – Nil

Other Committee Issues – Nil

- 1200 STAFF REPORTS – Nil

1300 *OTHER MATTERS DEEMED EXPEDIENT – Nil*

1400 *NOTICES OF MOTION AND MATTERS FOR FUTURE MEETINGS – Nil*

1500 *MAYOR AND COUNCILLORS' REPORTS*

The Mayor and Councillors provided their reports on activities participated in during the past few weeks.

1600 *ADJOURNMENT – 9:24 p.m.*

M. Morden, Mayor

Certified Correct

L. Benson, Corporate Officer

700 *ITEMS ON CONSENT*

701 *Minutes*

701.1 Development Agreements Committee

CITY OF MAPLE RIDGE
DEVELOPMENT AGREEMENTS COMMITTEE

October 30, 2019
Mayor's Office

CIRCULATED TO:

Michael Morden, Mayor
Chair

Al Horsman, Chief Administrative Officer
Member

Catherine Schmidt, Recording Secretary

1. 2017-271-RZ

LEGAL: Parcel A Section 16 Township 12 New Westminster District Plan EPP93381
PID: 030-891-868
LOCATION: 11972/11974 Glenhurst Street
OWNER: 1200105 B.C. Ltd. (Harry Suchlandt)
REQUIRED AGREEMENTS: Stormwater Management Covenant
Release of Covenant (CA7684242)

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEEDING DOCUMENT AS IT RELATES TO 2017-271-RZ.

CARRIED

2. 18-117648 BG

LEGAL: Lot 1 Section 28 Township 12 New Westminster District Plan 11117
PID: 009-456-724
LOCATION: 23471 128 Avenue
OWNER: Christopher Gibson and Clifford Axten
REQUIRED AGREEMENTS: Temporary Residential Use Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEEDING DOCUMENT AS IT RELATES TO 18-117648 BG.

CARRIED

3. 18-116807 BG

LEGAL: Lot 1 Section 24 Township 12 New Westminster District Plan BCP49801

PID: 028-740-165

LOCATION: 26220 126 Avenue

OWNER: Brent and Ilsa Foster

REQUIRED AGREEMENTS: Temporary Residential Use Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEEDING DOCUMENT AS IT RELATES TO 18-116807 BG.

CARRIED

4. 19-106950 BG

LEGAL: Lot 9 Section 28 Township 12 New Westminster District Plan BCP29631

PID: 027-038-360

LOCATION: 23669 133 Avenue

OWNER: Adrian and Lynda Davies

REQUIRED AGREEMENTS: Temporary Residential Use Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEEDING DOCUMENT AS IT RELATES TO 19-106950 BG.

CARRIED

5. 19-101479 BG

LEGAL: Lot 24 Section 29 Township 12 New Westminster District Plan EPP65849

PID: 030-195-799


LOCATION: 23102 134 Loop

OWNER: Liam and Ryley Robinson

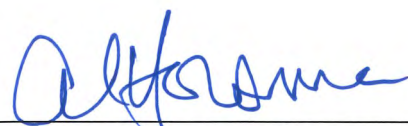
REQUIRED AGREEMENTS: Temporary Residential Use Covenant

THAT THE MAYOR AND CORPORATE OFFICER BE AUTHORIZED TO SIGN AND SEAL THE PRECEEDING DOCUMENT AS IT RELATES TO 19-101479 BG.

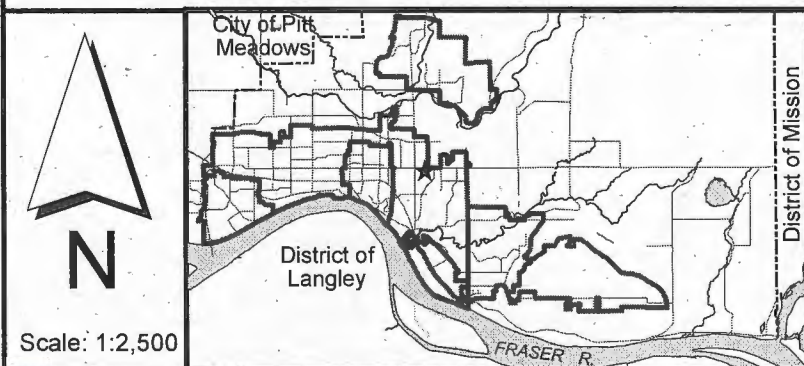
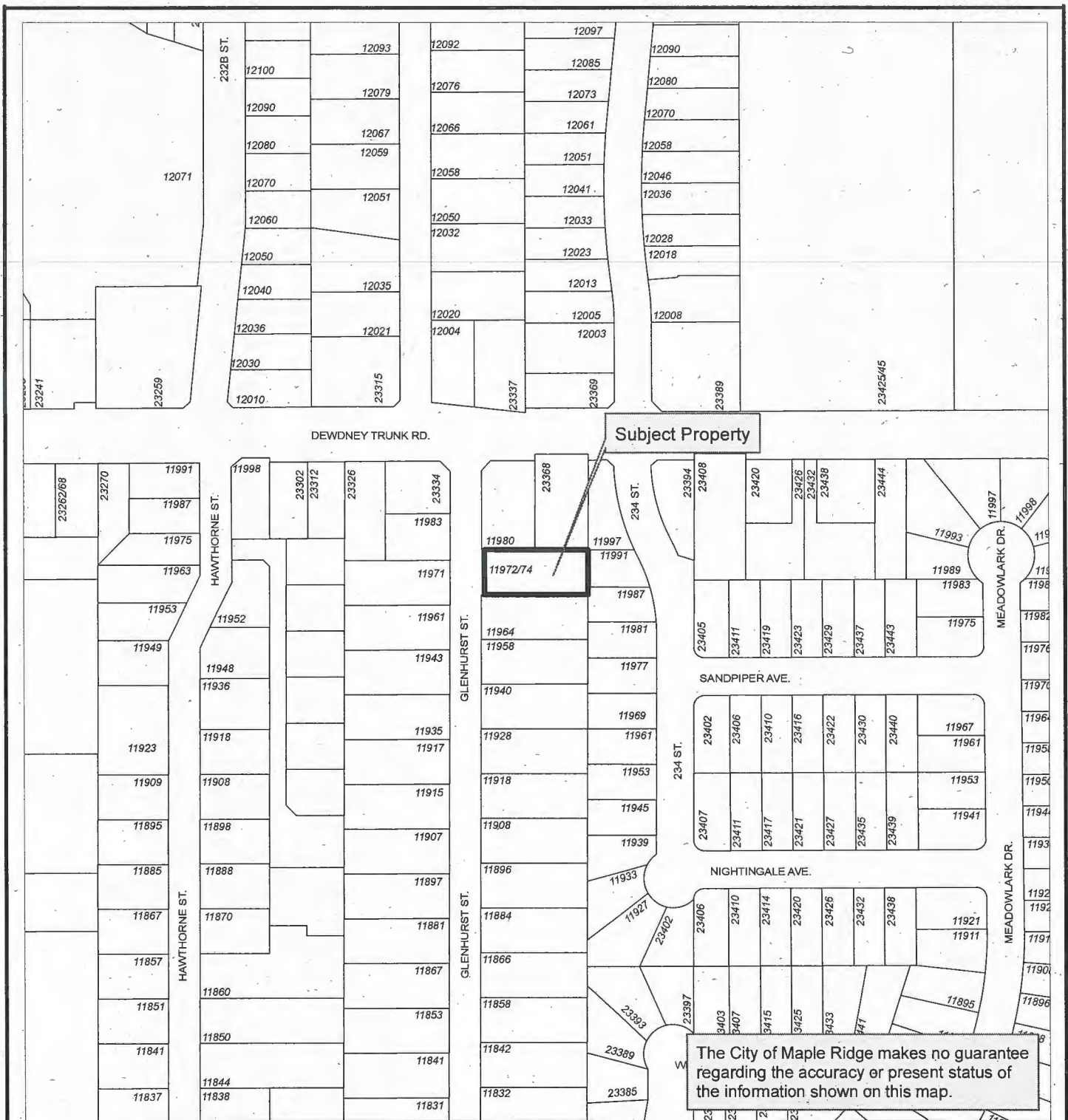
CARRIED



Michael Morden, Mayor
Chair



Al Horsman, Chief Administrative Officer
Member



Replaement of SWM Covenant EPP93381

LICENCES, PERMITS & BYLAWS DEPT.



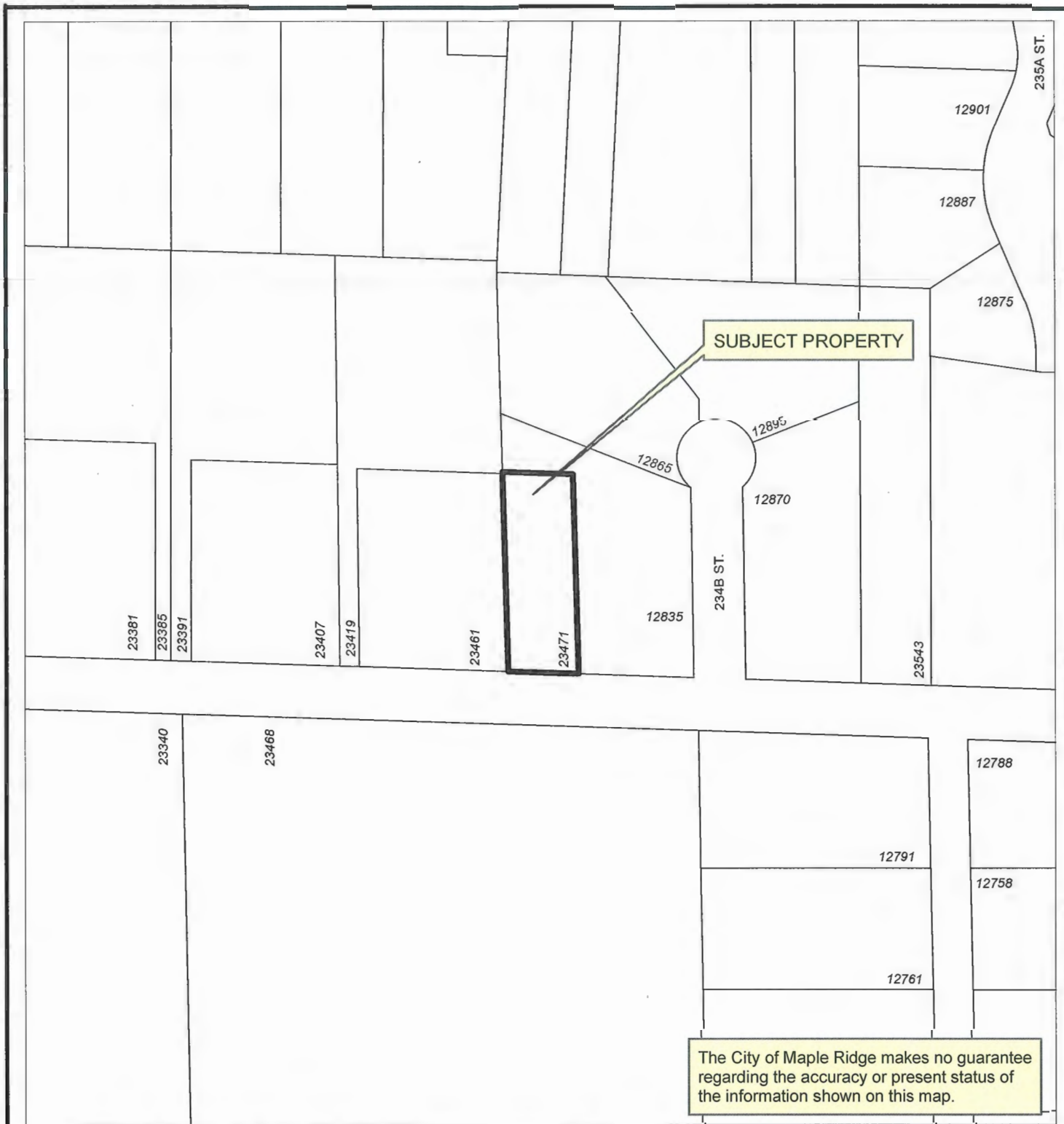
MAPLE RIDGE

British Columbia

mapleridge.ca

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DATE: Oct 23, 2019

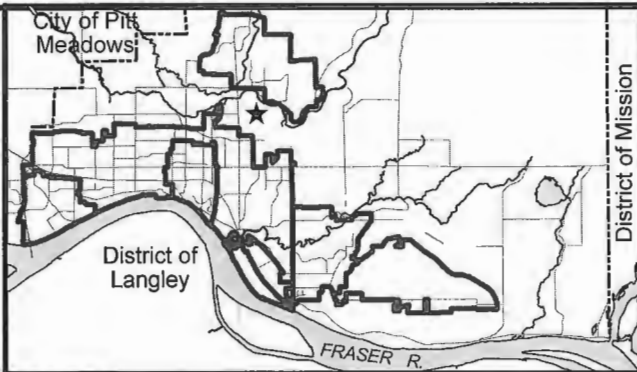
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The City of Maple Ridge makes no guarantee regarding the accuracy or present status of the information shown on this map.



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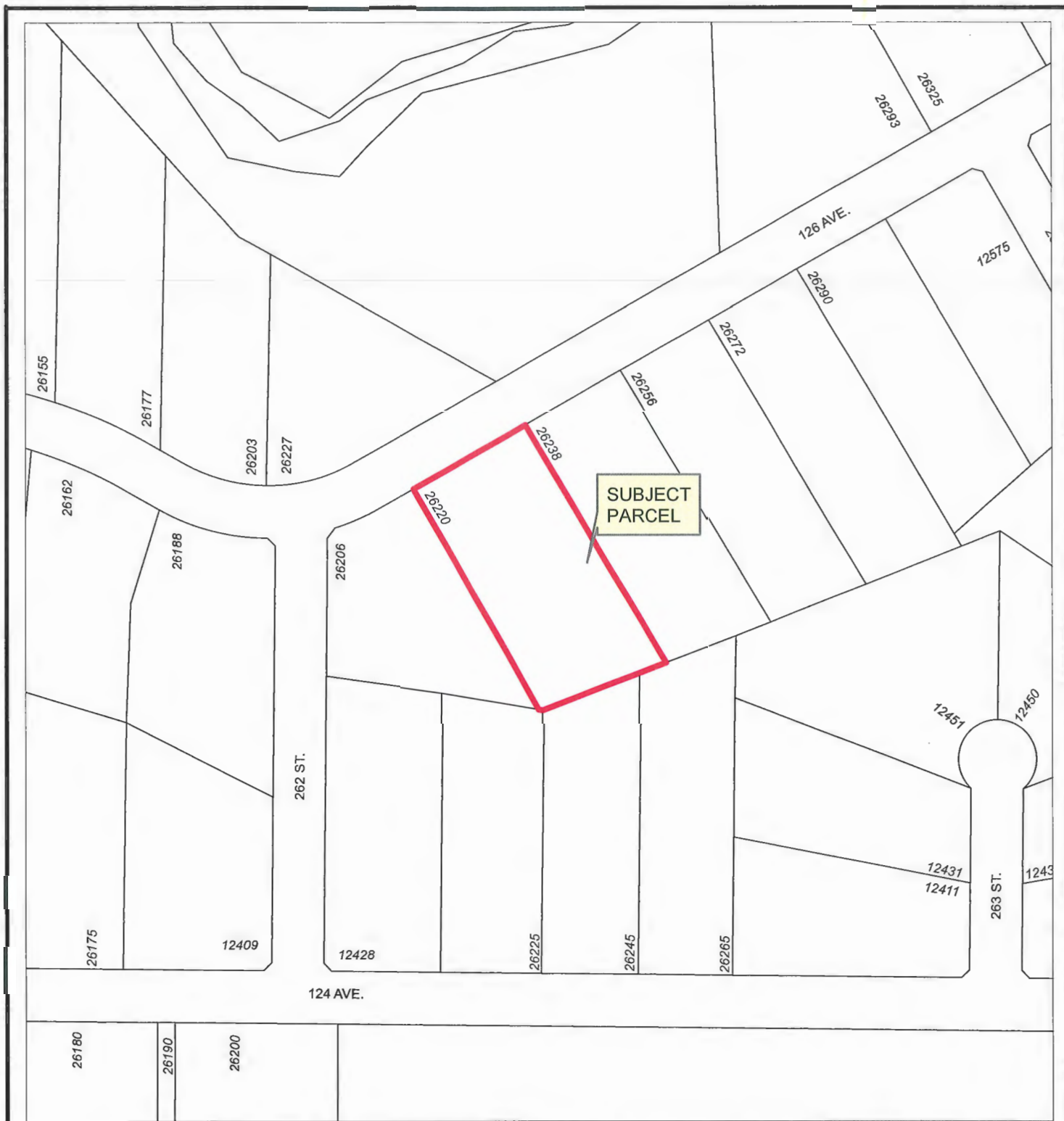


23471 128 Ave



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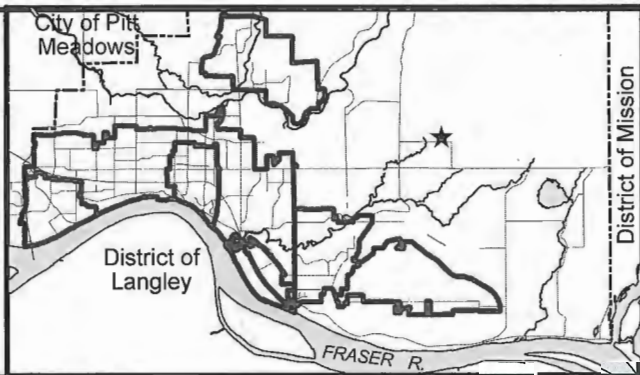
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SUBJECT
PARCEL



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District of Mission

26220 126 Ave

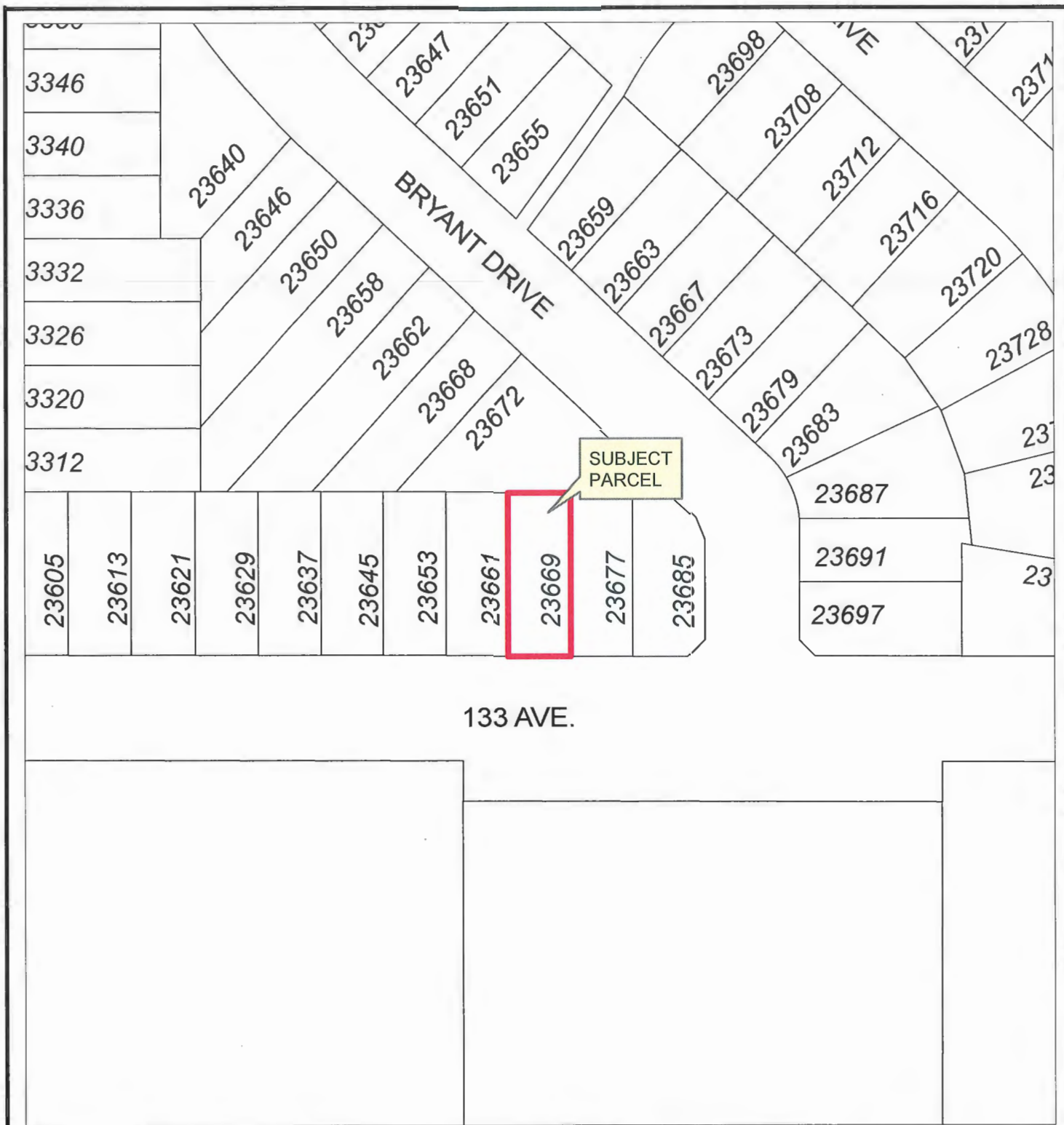
ENGINEERING DEPARTMENT

British Columbia

mapleridge.ca

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DATE: Oct 28, 2019

BY: C1



133 AVE.

23669 133 AVE

ENGINEERING DEPARTMENT



MAPLE RIDGE

British Columbia

mapleridge.ca

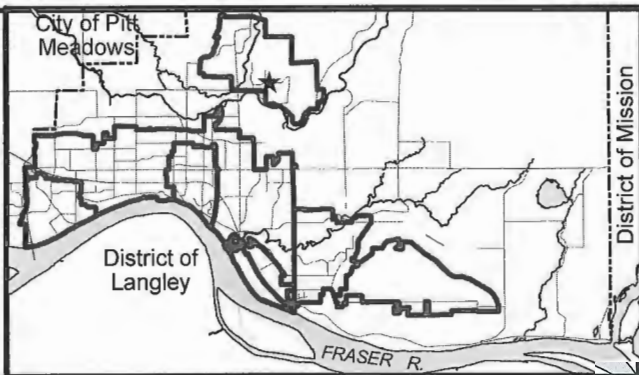
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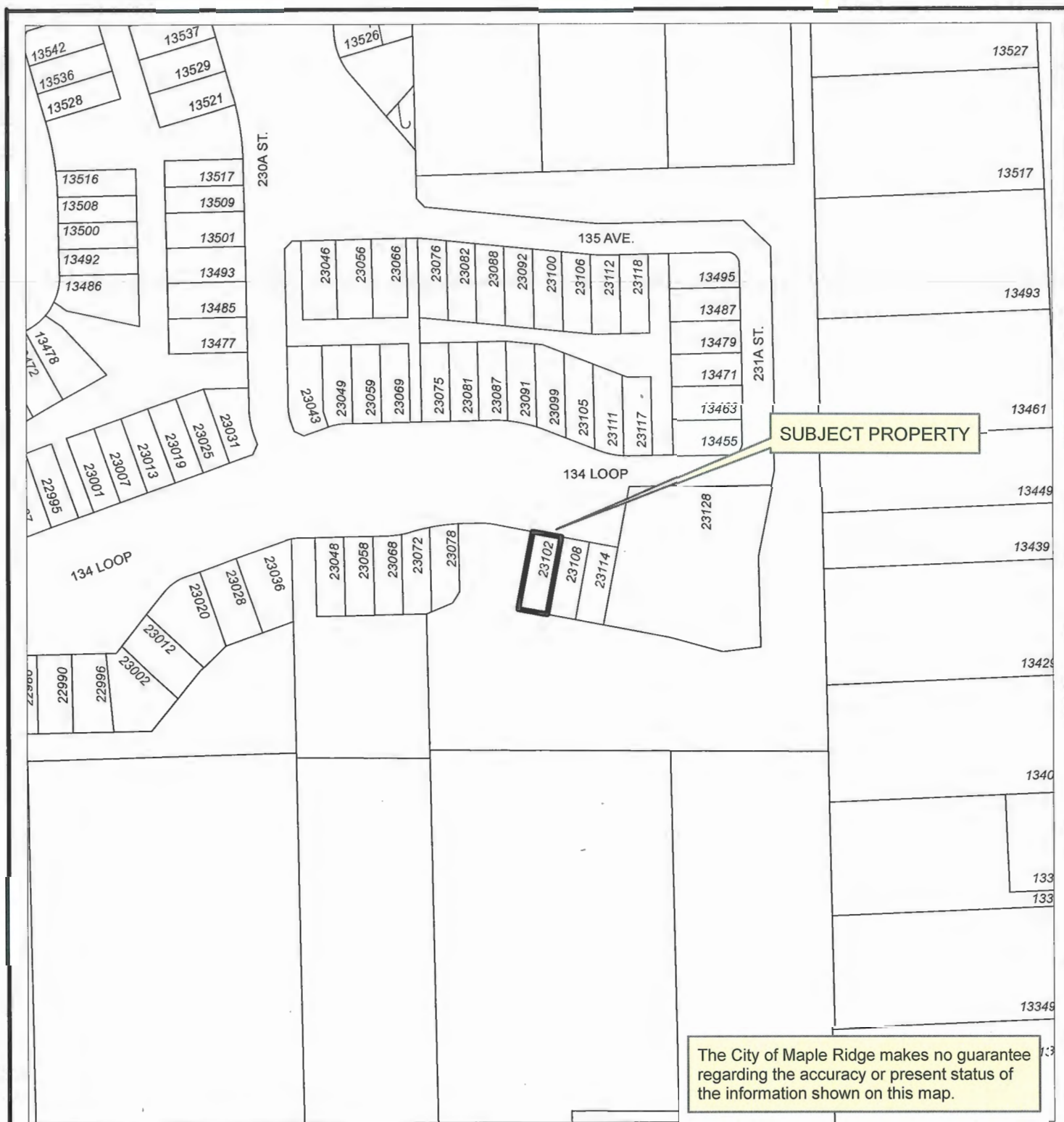
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BY: C1

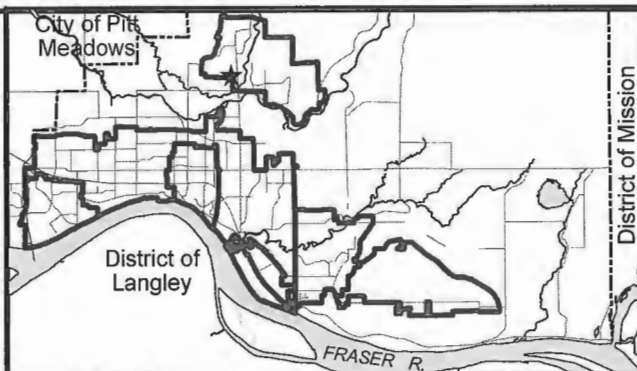


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23102 134 Loop

ENGINEERING DEPARTMENT



MAPLE RIDGE

British Columbia

mapleridge.ca

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DATE: Oct 28, 2019

BY: NV

701.2 Minutes of Meetings of Committees and Commissions of Council

City of Maple Ridge
AGRICULTURAL ADVISORY COMMITTEE
MEETING MINUTES

The Minutes of the Regular Meeting of the Agricultural Advisory Committee, held in the Blaney Room,
at Maple Ridge Municipal Hall on June 27, 2019 at 7:03 pm.

COMMITTEE MEMBERS PRESENT

Councillor Gordy Robson	City of Maple Ridge
Councillor Ryan Svendsen	City of Maple Ridge
Bill Hardy, Chair	Member at Large
Al Kozak, Vice Chair	Agricultural Sector
Andrew Pozsar	Member at Large
Candace Gordon	Haney Farmers Market Society
Carla Schiller	Agricultural Sector
Chris Zabek	Regional Agrologist, Ministry of Agriculture
Lorraine Bates	Agricultural Fair Board
Pascale Shaw	Agricultural Sector
Ryan Murphy	Agricultural Sector
James Zelinski	Economic Development Committee Rep

STAFF MEMBERS PRESENT

Amanda Grochowich	Staff Liaison / Planning Department
Debbie Pope	Administrative Assistant / Planning Department

GUESTS

Julie Saxton	Metro Vancouver
Esther Bérubé	Metro Vancouver
Kent Mullinix	Kwantlen Polytechnic University
Karen Hansen	Economic Development Department

ABSENT

Ian Brooks	Member at Large
Michelle Franklin	Member at Large

1. **CALL TO ORDER**

2. **APPROVAL OF THE AGENDA**

R/2019-024

It was moved and seconded

That the June 27, 2019 Agricultural Advisory Committee agenda be approved as circulated.

CARRIED

3. **ADOPTION OF THE MINUTES**

R/2019-025

It was moved and seconded

That the minutes of the Maple Ridge Agricultural Advisory Committee meeting dated May 23, 2019 be adopted.

CARRIED

Councillor Robson joined the meeting at 7:08 pm

4. **DELEGATIONS**

4.1 **Metro Vancouver – Options to regulate emissions from Cannabis Production Operations**

Julie Saxton & Esther Bérubé provided a presentation and answered questions from the Committee.

4.2 **Kwantlen Polytechnic University – Land Use Exemption Application Research**

Kent Mullinix provided a presentation and answered questions from the Committee.

5. **QUESTION PERIOD**

Karen Hansen shared information on the Fraser Valley Food Tour and sought volunteers to attend a future meeting to gather further feedback on the merits of the existing agri-tourism initiatives in Maple Ridge.

6. **NEW AND UNFINISHED BUSINESS**

6.1. **Maple Ridge Food Hub**

The Vice Chair provided an update on the developments of the Maple Ridge Food Hub.

6.2. **Funding Requests**

6.2.1 **Country Fest**

Lorraine Bates excused herself from the meeting.

R/2019-026

It was moved and seconded

That the AAC supports a grant in the amount of \$1,200.00 for Country Fest.

CARRIED

Ms. Bates re-entered room.

6.2.2 **KPU ISFS Research Support**

R/2019-027

It was moved and seconded

That the AAC supports a grant in the amount of \$3,000.00 to KPU for research project.

CARRIED

Councillor Robson left the meeting at 8:15 pm.

6.3. Incorporation of Agriculture on City's Website

The Vice Chair reported that he has been in touch with the City of Maple Ridge's IT Department and will meet with the Communications Department. Members expressed interest in a subcommittee.

R/2019-028

It was moved and seconded

That the AAC develop a subcommittee for the Promotion of Agriculture in Maple Ridge with Bill Hardy, Al Kozak, Pascale Shaw, and Chris Zabek as members.

CARRIED

7. SUBCOMMITTEE REPORTS

7.1. Backyard Chickens

Councillor Svendsen informed the Committee that Council has delayed this for approximately one year. There was discussion to determine if any additional information could be provided to Council. The Committee decided to take this item off the agenda for a few months.

7.2 Food Garden Contest

The staff liaison reported that submissions are open until end of June. To date, 8 submissions have been received; the Subcommittee is setting judging dates. Chair will provide donations for gift certificates.

7.3 Education

Booth in a box – Chair will work with other committee. They have \$2,250.00 for event.

8. CORRESPONDENCE - nil

9. ROUNDTABLE

Members provided verbal reports on local agricultural topics and activities.

10. ADJOURNMENT – 9:17 pm.



Bill Hardy, Chair

/dp

City of Maple Ridge
AGRICULTURAL ADVISORY COMMITTEE
MEETING MINUTES

The Minutes of the Regular Meeting of the Agricultural Advisory Committee, held in the Blaney Room,
at Maple Ridge Municipal Hall on September 26, 2019 at 7:02 pm.

COMMITTEE MEMBERS PRESENT

Councillor Gordy Robson	City of Maple Ridge
Councillor Ryan Svendsen	City of Maple Ridge
Bill Hardy, Chair	Member at Large
Al Kozak, Vice Chair	Agricultural Sector
Andrew Pozsar	Member at Large
Carla Schiller	Agricultural Sector
Chris Zabek	Ministry of Agriculture
Ian Brooks	Member at Large
Michelle Franklin	Member at Large
Pascale Shaw	Agricultural Sector
Ryan Murphy	Agricultural Sector

STAFF MEMBERS PRESENT

Amanda Grochowich	Staff Liaison / Planning Department
Erin Mark	Committee Clerk

ABSENT

Candace Gordon	Haney Farmers Market Society
James Zelinski	Economic Development Committee Rep
Lorraine Bates	Agricultural Fair Board
Shannon Lambie	Agriculture Land Commission

1. **CALL TO ORDER**

2. **APPROVAL OF THE AGENDA**

R/2019-029

It was moved and seconded

That the September 26, 2019 Agricultural Advisory Committee agenda be approved as circulated.

CARRIED

3. **ADOPTION OF THE MINUTES**

R/2019-030

It was moved and seconded

That the minutes of the Maple Ridge Agricultural Advisory Committee meeting dated June 27, 2019 be amended as follows:

- the last sentence under item 7.3 should be moved to item 7.2 and adopted as amended.

CARRIED

4. **DELEGATIONS** - Nil
5. **QUESTION PERIOD** - Nil
6. **NEW AND UNFINISHED BUSINESS**
- 6.1. **2020 Business Plan**

The staff liaison presented the AAC Business Planning 2020-2024 document for discussion.

Pascale Shaw inquired about the Backyard Hens program. The staff liaison confirmed this item was presented to Council on June 18, 2019 and the Council resolution was that no further exploration of keeping backyard hens in Maple Ridge take place at this time.

R/2019-031

That the Agricultural Advisory Committee direct the staff liaison to amend the 2020 Business Plan to include the following new deliverables:

1. Improve awareness and preparedness of Maple Ridge Agriculture with regard to climate change
2. Develop recommendations for reductions in taxation to make Maple Ridge more hospitable for farmers
3. Develop recommendations for reductions in water metering rates to make Maple Ridge more hospitable for farmers
4. Develop recommendations regarding land use and site coverage for agricultural zoned properties

CARRIED

7. **SUBCOMMITTEE REPORTS**

7.1. **Food Garden Contest**

Carla Schiller shared some highlights about the judging of the nominations. Ms. Schiller was pleased with the entries and suggested additional promotions next year to get more people involved. A presentation by the subcommittee will be made to Council in the near future.

7.2 **Education**

Al Kozak provided an update on the Education subcommittee, the subcommittee will be meeting with City Communications & IT staff this fall.

7.3 **Promotion of Agriculture**

The staff liaison confirmed that the Metro Vancouver Agriculture Awareness Grant for the Booth in the Box has been received and they intend to have the Booth ready to use at an upcoming community event.

8. **CORRESPONDENCE** - Nil

9. **ROUNDTABLE**

Members provided verbal reports on local agricultural topics and activities.

10. **ADJOURNMENT** – 8:35 pm.



Bill Hardy, Chair

/em

800 *Unfinished Business*

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Advisory Committee Review – Final Recommendations

MEETING DATE: November 12, 2019
FILE NO: 01-0540-01
MEETING: Council Meeting

EXECUTIVE SUMMARY:

In May 2019 the review of Council's advisory committees commenced in alignment with Council's Strategic Plan direction. Phase 1 recommendations in July 2019 to amend committee membership compositions and Council Policy 3.11 were approved. Phase 2 of the review focused on subcommittees and task forces, and further membership composition adjustments. This report contains Phase 2 recommendations for Council consideration, along with the enabling regulations.

RECOMMENDATIONS:

That the following advisory committee bylaws and their amendments be repealed:

- Maple Ridge Community Heritage Commission Bylaw No. 5908 – 2000
- Maple Ridge Agricultural Advisory Committee Bylaw No. 6471-2007
- Maple Ridge Public Art Steering Committee Bylaw No. 6659-2009
- Maple Ridge Active Transportation Advisory Committee Bylaw No. 7201-2016
- Maple Ridge Environmental Advisory Committee Bylaw No. 7202-2016
- Maple Ridge Social Policy Advisory Committee Bylaw No. 7203-2016
- Maple Ridge Economic Development Committee Bylaw No. 7204-2016
- Maple Ridge and Pitt Meadows Municipal Advisory Committee on Accessibility and Inclusiveness, Bylaw No. 7344-2017;

That Maple Ridge Community Heritage Commission Bylaw No. 7588-2019 be read a first, second and third time; and further

That Committees of Council Policy 3.11 be approved as amended.

DISCUSSION:**a) Background Context:**

Council's Strategic Plan 2019-2022 directed that a review be conducted on Council's advisory committees. The "Advisory Committee Review Task Force," comprised of Councillors Dueck and Yousef and the Director of Corporate Support, began the review in May 2019.

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

- That staff be directed to amend "Policy 3.11 Committees of Council" and associated bylaws and terms of reference to incorporate the recommendations in Attachments A and B of the July 23, 2019 Council report titled "Advisory Committee Review Recommendations - Phase 1",
- That the Advisory Committee Review Task Force be directed to undertake a "Phase 2" review of advisory committee subcommittees and task forces and bring back recommendations for Council consideration in the Fall of 2019, and further
- That finance work typically considered at Audit and Finance Committee meetings be permitted to be considered at Council Workshops or Committee of the Whole meetings as an alternative venue.

Phase 2 of the Task Force review built on Council's feedback from Phase 1 and included:

- further engagement with the advisory committee staff liaisons;
- a review of existing subcommittees, task forces, and selection panels;
- discussion of the role of subcommittees, task forces and selection panels;
- review of the existing committee bylaws, terms of reference and policies;
- proposed amendments to Committees of Council Policy 3.11;
- proposed amendments to the Community Heritage Commission bylaw to ensure consistency with Committees of Council Policy 3.11;
- recommendations to committee membership compositions of MACAI and SPAC, which were not considered as part of the Phase 1 review; and
- updates to Terms of Reference for committees and the commission.

Amendments contained in the Committee Terms of Reference include:

- establishment of a consistent Terms of Reference template;
- expansion of mandate to include duties from committee bylaws; and
- updating of committee membership structure for balance and diversity.

Amendments contained in the Committees of Council Policy 3.11 include:

- addition of a Council-directed committee review at least once per Council term;
- identification of the City's spokesperson and routing for media requests;
- process for committee formation and dissolution;
- updated recruitment requirements to convey the desire of Council to have a diverse and balanced membership on all committees and subcommittees;
- establishment of a membership term limitation of 4 consecutive years;
- establishment of a limitation that committee members serve on one committee at a time;
- clarification on the different member roles of each committee and the appointment or nomination process;
- adjustments to the leave of absence approval procedure;
- explanation of the non-voting "Standing Invitee" role for community partners;
- clarification on the roles of alternates for Council Liaisons and Community Partner representatives;
- reference to the Council Procedure Bylaw to guide committee procedures;
- descriptions of the role of the staff liaison and committee clerk;
- a revised order of business to better reflect the committee structure;

- definitions of subcommittees and task forces – the types of work they complete, who is involved, and the process for creation/dissolution; and
- reporting requirements adjusted from submitting a business plan during the fall to providing a presentation, work plan, and any financial statements required, to Council on an annual basis.

Due to its unique structure, membership, and function the Advisory Design Panel has been excluded from this review and no changes are recommended.

b) Desired Outcome:

The desired outcome of this review is to update the structure, policy and terms of reference of the City's committees to ensure they are designed to effectively serve the needs of Council and the community.

c) Policy Implications:

Council feedback received in July 2019 suggested that Council desired flexibility in adjusting the committees to align with Council priorities. Since the committees were originally established by bylaw, changes require the expense of newspaper advertising and the time required for readings and adoption. The Task Force recommends a formal policy structure rather than bylaws to afford Council future flexibility while saving time and expense. An amended Committees of Council Policy 3.11 is attached to this report and includes Terms of Reference for the following:

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

The Task Force recommends that the bylaws establishing these committees be repealed, and that the authority be granted by way of Policy 3.11, along with the policy schedules outlining the terms of reference for each committee.

One of Council's advisory bodies is the Community Heritage Commission, which must continue to operate under a bylaw pursuant to provincial legislation. As such, the Community Heritage Commission Bylaw will be repealed and replaced with a new bylaw that provides the Commission with policies and procedures consistent with the other advisory committees.

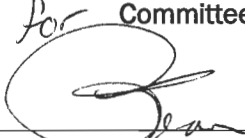
The Committees of Council will be required to review their existing subcommittees to ensure they are aligned with the proposed requirement in Policy 3.11 that subcommittees are formed only by Council Resolution.

CONCLUSION:

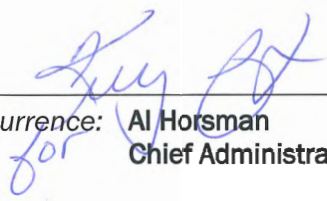
The Advisory Committee Review Task Force recommendations of July and October 2019 streamline and make consistent the structure, function and operations of committees and commissions by updating their operational processes, related policies, and bylaws. Changes to membership structure provide increased opportunities for Maple Ridge residents to have their voice heard as Members at Large, while ensuring the committees represent a range of viewpoints, and maintain balanced discussions and recommendations to Council.



Prepared by: **Erin Mark**
for **Committee Clerk**



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



Concurrence: **Al Horsman**
for **Chief Administrative Officer**

Attachments:

- (A) Committees of Council Policy 3.11 Rev. 10/2019
- (B) Maple Ridge Community Heritage Commission Bylaw No. 7588-2019

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: 2019
	Review Date: 2020
<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; each with a Terms of Reference document attached:</p> <p>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</p> <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 Maple Ridge City Council 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) 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 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 Community Engagement & Relations department.

2.0 Committee Formation & Dissolution

Establishment and dissolution of Committees require a Council resolution, or bylaw where required. 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

Committee membership 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. 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 committee meetings 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 the committee's majority vote, be granted when the request for the Leave of Absence is received in writing in advance of the leave. If the leave will exceed six months, a majority vote of Council is 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 advertisings.

- 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. These representatives are nominated by the community partner and should be knowledgeable about the work completed by the Committee. 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 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.

Should a Committee deviate from their regularly scheduled meeting time, clerical support may not be available. In this case, the Committee will be responsible for taking minutes and submitting them to the Legislative Services department.

5.7 Consultants

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

5.8 Reports to Council & Work Plans

When responding to an issue that was referred by Council, Committees will provide their response into a Report to Council that will be prepared by the staff liaison.

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.

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.

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 member nominated by the Haney Farmers Market (or alternate)
- One member nominated by the Agricultural Fair Board (or alternate)
- Four Members at Large appointed by Council, with a goal of appointing individuals whom are actively farming in Maple Ridge and represent the youth, senior and business communities

Standing Invitation Members (non-voting):

- One member nominated from the Agricultural Land Commission
- One member nominated 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 District;
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 Committee will be comprised of the following 7 voting members:

- One Council liaison (or alternate)
- Two members nominated by 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)
- Six 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 nominated by Metro Vancouver
- One member nominated by the Katzie First Nation
- One member nominated by the Kwantlen First Nation
- One member nominated by the BC Conservation Officer Service

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 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 member nominated by School District No. 42 (or alternate)
- One member nominated by Fraser Health (or alternate)
- One member nominated by 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 interest and/or 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 nominated by Ministry of Children and Family Development
- One member nominated by Ministry of Social Development and Innovation
- One member nominated by Ridge Meadows Association for Community Living
- One member nominated by 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 by the end of May each year 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 member nominated by School District No. 42 (or alternate)
- One member nominated by Fraser Health (or alternate)
- One member nominated by Maple Ridge Pitt Meadows Katzie Community Network (or alternate)
- Five 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 nominated by the Ridge Meadows RCMP
- Two additional members nominated by 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 member appointed from School District No. 42 (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

THE CITY OF MAPLE RIDGE

BYLAW NO. 7588-2019

A Bylaw to establish a Community Heritage Commission Bylaw No. 7588-2019

WHEREAS it is expedient to repeal Maple Ridge Community Heritage Commission Bylaw 5908-2000 in its entirety and all subsequent amendments;

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

1. Title

This Bylaw shall be cited for all purposes as "Maple Ridge Community Heritage Commission Bylaw No. 7588-2019";

2. Repeal

"Maple Ridge Community Heritage Commission Bylaw No. 5908 – 2000" in its entirety and all subsequent amendments are hereby repealed;

3. Terms of Reference

The Community Heritage Commission will operate in compliance with the Community Heritage Commission Terms of Reference, as attached as Schedule A and forming a part of this Bylaw.

4. Operations

Where not covered in this Bylaw, the Community Heritage Commission will follow Committees of Council Policy 3.11 as amended from time to time.

READ a first time the day of , 2019.

READ a second time the day of , 2019.

READ a third time the day of , 2019.

ADOPTED the day of , 2019.

PRESIDING MEMBER

CORPORATE OFFICER

Community Heritage Commission Terms of Reference

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 Commission may:

1. develop and implement educational and public awareness programs related to heritage conservation in the District;
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 Committee will be comprised of the following 7 voting members:

- One Council liaison (or alternate)
- Two members nominated by 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

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Advisory Committee Review – Final Recommendations **ADDENDUM**

MEETING DATE: November 12, 2019
FILE NO: 01-0540-01
MEETING: Council Meeting

EXECUTIVE SUMMARY:

At the October 29, 2019 Council Workshop meeting Council received an Advisory Committee Review report containing recommendations to repeal certain advisory committee bylaws and to approve an amended Committees of Council Policy 3.11.

As per Section 137(b) of the Community Charter (power to amend or repeal) the power to repeal the bylaws must be exercised by bylaw. This amendment to the Advisory Committee Review report contains the new bylaw necessary to repeal the advisory committee bylaws identified in the report as follows:

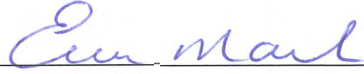
- Maple Ridge Community Heritage Commission Bylaw No. 5908-2000
- Maple Ridge Agricultural Advisory Committee Bylaw No. 6471-2007
- Maple Ridge Public Art Steering Committee Bylaw No. 6659-2009
- Maple Ridge Active Transportation Advisory Committee Bylaw No. 7201-2016
- Maple Ridge Environmental Advisory Committee Bylaw No. 7202-2016
- Maple Ridge Social Policy Advisory Committee Bylaw No. 7203-2016
- Maple Ridge Economic Development Committee Bylaw No. 7204-2016
- Maple Ridge and Pitt Meadows Municipal Advisory Committee on Accessibility and Inclusiveness, Bylaw No. 7344-2017

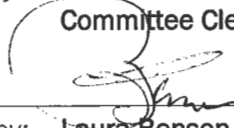
In addition, the Advisory Committee Review Task Force has requested an adjustment to the membership structure of the Social Policy Advisory Committee to include a dedicated voting membership for the Maple Ridge Pitt Meadows Katzie Seniors Network and the corresponding reduction of the Members at Large from five to four positions. This change is reflected in the revised Social Policy Advisory Committee Terms of Reference as attached.

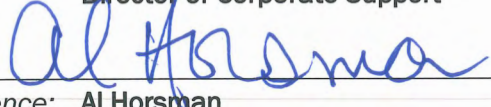
RECOMMENDATIONS:

That the Maple Ridge Repealing Bylaw No. 7590-2019, as attached to this report, be given first, second, and third reading.

That the Social Policy Advisory Committee Terms of Reference referred to as Schedule G of Council Policy 3.11 be replaced with Attachment B as attached.


Prepared by: **Erin Mark**
Committee Clerk


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


Concurrence: **Al Horsman**
Chief Administrative Officer

Attachments:

- (A) Maple Ridge Repealing Bylaw 7590-2019
- (B) Policy 3.11 Schedule G – Social Policy Advisory Committee Terms of Reference

THE CITY OF MAPLE RIDGE

BYLAW NO. 7590-2019

A Bylaw of the City of Maple Ridge to Repeal Certain Bylaws

WHEREAS it is deemed advisable for the Council of the City of Maple Ridge to repeal certain bylaws that have no further need, action or consequence and thus are redundant;

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

1. This Bylaw may be cited as Maple Ridge Repealing Bylaw No. 7590-2019.
2. That the following Bylaws be repealed:
 - Maple Ridge Community Heritage Commission Bylaw No. 5908-2000
 - Maple Ridge Agricultural Advisory Committee Bylaw No. 6471-2007
 - Maple Ridge Public Art Steering Committee Bylaw No. 6659-2009
 - Maple Ridge Active Transportation Advisory Committee Bylaw No. 7201-2016
 - Maple Ridge Environmental Advisory Committee Bylaw No. 7202-2016
 - Maple Ridge Social Policy Advisory Committee Bylaw No. 7203-2016
 - Maple Ridge Economic Development Committee Bylaw No. 7204-2016
 - Maple Ridge and Pitt Meadows Municipal Advisory Committee on Accessibility and Inclusiveness, Bylaw No. 7344-2017

READ a first time the day of , 2019.

READ a second time the day of , 2019.

READ a third time the day of , 2019.

ADOPTED the day of , 2019.

PRESIDING MEMBER

CORPORATE OFFICER

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 member nominated by School District No. 42 (or alternate)
- One member nominated by Fraser Health (or alternate)
- One member nominated by Maple Ridge Pitt Meadows Katzie Community Network (or alternate)
- One member nominated by 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 nominated by the Ridge Meadows RCMP
- Two additional members nominated by 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

900 *Correspondence*



metrovancover
SERVICES AND SOLUTIONS FOR A LIVABLE REGION

Board and Information Services
Tel. 604 432-6250 Fax 604 451-6686

File: CR-12-01
Ref: RD 2019 Nov 1

NOV 04 2019

Laura Benson, Corporate Officer
City of Maple Ridge
11995 Haney Place
Maple Ridge, BC V2X 6A9
VIA EMAIL: lbenson@mapleridge.ca

Dear Ms. Benson:

Re: Consent to Metro Vancouver Regional Parks Service Amendment Bylaw No. 1290

At its November 1, 2019 regular meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) gave three readings to *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019*; directed staff to seek consent of at least 2/3 of the participants to amend the service area to add an extraterritorial area to the regional park function, and following that, forward the Bylaw to the Inspector of Municipalities for approval.

Section 346 of the *Local Government Act* applies to municipal participating area approval and therefore a council may give participating area approval by consenting on behalf of the electors to the adoption of the Bylaw.

I respectfully ask that this matter be included on Council agenda. A sample resolution is set out below for your convenience:

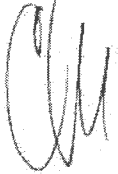
"The Council of _____ consents to the approval of the adoption of *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019* on behalf of the electors; and directs staff to notify the Metro Vancouver Regional District Board of its consent."

Please provide a response in the form of a Council resolution to my attention by Friday, December 6, 2019.

33388006

If you have any questions with respect to the proposed bylaw amendment, please contact me by email at Chris.Plagnol@metrovancover.org or by phone at 604-432-6338.

Sincerely,



Chris Plagnol
Corporate Officer

CP/KH/mp

cc: Ravi Chhina, General Manager, Parks and Housing
Mike Redpath, Director, Regional Parks, Parks and Housing

Encl: Report dated October 22, 2019, titled "Regional Parks Service Amendment Bylaw No. 1290"
(Doc# 33135580)



To: MVRD Board of Directors

From: Carol Mason, Chief Administrative Officer
Chris Plagnol, Corporate Officer

Date: October 22, 2019 Meeting Date: November 1, 2019

Subject: **Regional Parks Service Amendment Bylaw No. 1290**

RECOMMENDATION

That the MVRD Board:

- a) give first, second and third reading to *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019*; and
 - b) direct staff to seek consent of at least 2/3 of the participants to amend the service area to add an extraterritorial area to the regional park function, and following that, forward the *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019* to the Inspector of Municipalities for approval.
-

PURPOSE

To consider first, second and third reading of the *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019* that will initiate the inclusion of an extraterritorial area for a portion of Aldergrove Park located in the City of Abbotsford, and to direct staff to seek consent of at least 2/3 of the participants in the regional parks function in relation to the amendment.

BACKGROUND

The Province of British Columbia is expected to enact a Regulation to specifically authorize Metro Vancouver Regional District to establish and operate the regional parks service outside its boundaries for the portion of Aldergrove Park located in the City of Abbotsford. In anticipation of that Regulation and to facilitate the process in a timely fashion, it is advisable to amend the Regional Parks Service Bylaw to include this extraterritorial area in the defined boundaries of the parks service area.

This report brings forward the proposed bylaw amendment for the Board's consideration.

ABBOTSFORD PARTICIPATION IN REGIONAL PARKS

The City of Abbotsford was a long-standing participant in the MVRD Regional Parks function, but after a parks service review, discussions were initiated between Metro Vancouver and the City of Abbotsford that examined the boundaries of the service area and explored consideration of the potential withdrawal of the City of Abbotsford from the MVRD regional parks function. In 2018 the City withdrew from the parks service.

Parkland Transfer to Abbotsford

As part of the agreement for the City of Abbotsford to withdraw from the MVRD regional parks service, in May 2018, Metro Vancouver transferred all interests in parkland within the boundaries of the City of Abbotsford to the City of Abbotsford, including the Aldergrove Regional Park. However, since that regional park straddles the border of the Township of Langley and the City of Abbotsford, it was agreed that a single local government to own and operate it. Given the majority of visitors to the Aldergrove Regional Park originate from Metro Vancouver, Metro Vancouver agreed that it was the appropriate jurisdiction to continue to own and operate this park.

Extraterritorial Area – Aldergrove Regional Park East

This ownership model posed a problem because the portion of Aldergrove Regional Park located in Abbotsford was outside the boundaries of the Metro Vancouver Regional District. Section 333(4) of the *Local Government Act* requires that a service provided outside of regional district boundaries must be identified as a separate participating area for the service “as if it were located in the regional district”. Given the unique history and circumstances associated with Aldergrove Regional Park, Metro Vancouver requested a remedy from the Province to authorize an exemption to the statutory requirement.

The Province proposed a Regulation to the *Local Government Act* that would provide the requested exemption, as described below.

MVRD ALDERGROVE REGIONAL PARK REGULATION

Staff have been advised that the Province is preparing a new Regulation that will make an exception to section 333(4) of the *Local Government Act*, and authorize Metro Vancouver Regional District to establish and operate the portion of Aldergrove Regional Park in Abbotsford as an “extraterritorial area”. This extraterritorial area must be included in the defined boundaries of the parks service area, as set out in the Regional Parks Service Bylaw.

Land Transfer to Metro Vancouver

In anticipation of the provincial Regulation, the MVRD Board, at its meeting held May 24, 2019, approved the *Abbotsford Disposition of Eastern Portion of Aldergrove Park Land Agreement* between the Metro Vancouver Regional District and the City of Abbotsford for the sale and transfer of the eastern portion of the Aldergrove Regional Park lands within the municipal boundary of Abbotsford back to Metro Vancouver Regional District.

Once the conditions in this agreement are satisfied - a Regulation is in place allowing Metro Vancouver to own and operate the eastern portion of Aldergrove Regional Park without requiring the City of Abbotsford to be a member of the MVRD for regional park purposes - Metro Vancouver will be returned ownership and will continue operation of both the western and eastern portions of the Aldergrove Regional Park, with the eastern portion being an ‘extraterritorial area’.

MVRD REGIONAL PARKS AMENDING BYLAW

The adoption of a bylaw to amend the *Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005* (proposed in this report) is required to bring effect to the aforementioned Regulation. The required amendment to the Regional Parks Service Bylaw is to include the extraterritorial area in the defined boundaries of the parks service area.

In addition, two minor housekeeping amendments are proposed: two section references to the *Local Government Act* that appear in the Amending Bylaw were outdated, and have been updated to reflect the current numbering in the Act.

The Amending Bylaw is before the Board for first, second and third reading. Once third reading is given, the Amending Bylaw will be circulated to all service area participants to obtain their consent to the adoption of the Bylaw. Two-thirds consent of participants is required before the Amending Bylaw can be considered for adoption by the Board. Once consent is obtained, the Amending Bylaw will be forwarded to the Inspector of Municipalities for approval. If approved by the Inspector, the Amending Bylaw will be presented to the Board for consideration of final adoption.

ALTERNATIVES

1. That the MVRD Board:
 - a) give first, second and third reading to *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019*; and
 - b) direct staff to seek consent of at least 2/3 of the participants to amend the service area to add an extraterritorial area to the regional park function, and following that, forward the *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019* to the Inspector of Municipalities for approval.
2. That the MVRD Board receive for information the report dated October 22, 2019, titled "Regional Parks Service Amendment Bylaw No. 1290", and provide alternate direction.

FINANCIAL IMPLICATIONS

If the Board approves alternative one, there will be no additional financial impacts as staff previously anticipated approval of the provincial regulation when preparing the 2020 budget. Under an existing agreement between the MVRD and the City of Abbotsford that has been in place while awaiting Provincial regulatory approval, Metro Vancouver Regional Parks has operated and maintained both the Langley (West) and Abbotsford (East) portions of Aldergrove Regional Park. The operating costs for Aldergrove Park East are included in the 5-year financial plan.

SUMMARY / CONCLUSION

The Province of British Columbia is expected to enact a Regulation to authorize Metro Vancouver Regional District to operate the regional parks service outside its boundaries for the portion of Aldergrove Park located in the City of Abbotsford, without the City being a participant in the parks service. To bring effect to that Regulation, the *Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005* must be amended to include this extraterritorial area in the defined boundaries of the parks service area. This report brings forward the associated Amending Bylaw for consideration by the Board. Staff recommend Alternative One.

Attachments

1. Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019

33135580

**METRO VANCOUVER REGIONAL DISTRICT
BYLAW NO. 1290, 2019
A Bylaw to Amend Greater Vancouver Regional District
Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005**

WHEREAS:

- A. By Division V of Letters Patent issued January 13, 1972, as amended by further Supplementary Letters Patent, Metro Vancouver Regional District (formerly Greater Vancouver Regional District) was granted the function of operating regional parks (the “**Regional Parks Service**”), and the participating areas for the Regional Parks Service were deemed to include not only Metro Vancouver Regional District member municipalities, but also member municipalities of the former Vancouver-Fraser Park District;
- B. On July 25, 2005, the Board of Directors of the Metro Vancouver Regional District adopted “Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005”, a bylaw to convert the Regional Parks Service and to amend the participating areas;
- C. On April 27, 2018, the Board of Directors of the Metro Vancouver Regional District adopted “Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1260, 2018”, a bylaw to amend the participating areas to remove the City of Abbotsford as a municipal participating area for the Regional Parks Service;
- D. The Board of Directors of the Metro Vancouver Regional District has obtained approval from the Province of British Columbia to establish and operate the regional parks service in an extraterritorial area comprising that portion of Aldergrove Regional Park located within the boundaries of the City of Abbotsford;
- E. The Board of Directors of the Metro Vancouver Regional District wishes to amend “Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005”;

NOW THEREFORE the Board of the Metro Vancouver Regional District enacts as follows:

- 1. The “Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005” (the “**Bylaw**”) is hereby amended as follows:
 - a) In the preamble of the Bylaw, add new paragraphs G and H respectively, at the end of this section, as follows:
 - “G. On April 27, 2018, the Board of Directors of the Metro Vancouver Regional District adopted “Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1260, 2018”, a bylaw to amend the participating areas to remove the City of Abbotsford as a municipal participating area for the Regional Parks Service;

- H. Consent from at least two-thirds of the Service participants to add an extraterritorial area comprising that portion of Aldergrove Regional Park located within the boundaries of the City of Abbotsford was received;"
- b) In section 4 of the Bylaw, titled "Service Area", delete and replace the section in its entirety with the following:
- "4. The service area for the Service consists of:
- (a) all that land within the boundaries of the Participating Areas; and
- (b) all that land in the eastern portion of Aldergrove Regional Park, identified as Extraterritorial Area, as shown on the map in Schedule A, hereto affixed and forming part of the Bylaw."
- c) In section 5 of the Bylaw, titled "Cost Recovery", sub section (b), delete the words "Division 4.3" and replace them with the words "Part 11, Division 3".
- d) In section 6 of the Bylaw, titled "Cost Apportionment," delete the words "section 804(2)(a)" and replace them with "section 380(2)(a)".
2. This bylaw may be cited as "Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1290, 2019".

Read a first time this _____ day of _____, _____.

Read a second time this _____ day of _____, _____.

Read a third time this _____ day of _____, _____.

Approved by the <Inspector of Municipalities this _____ day of _____, _____.

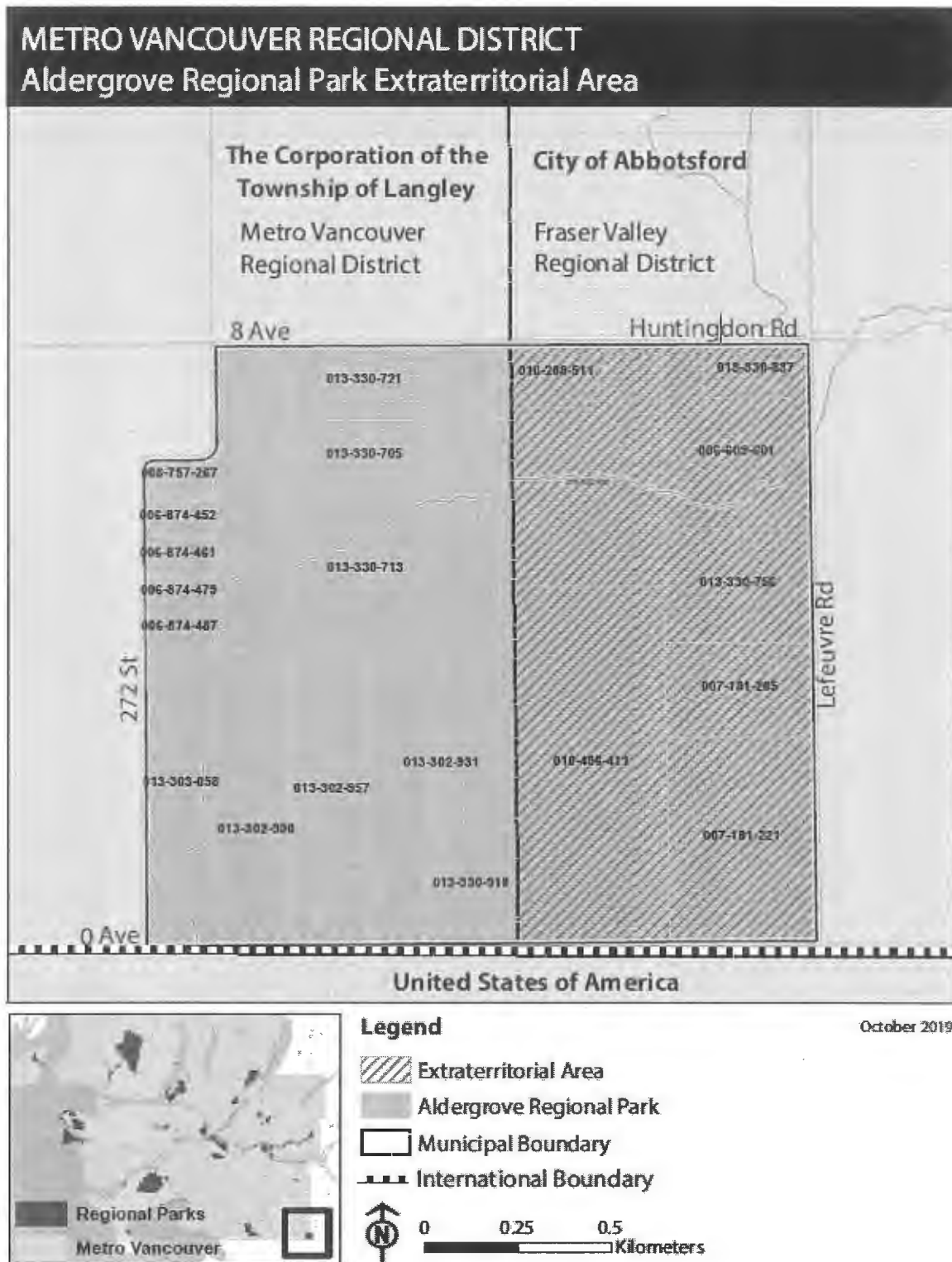
Passed and finally adopted this _____ day of _____, _____.

Sav Dhaliwal, Chair

Chris Plagnol, Corporate Officer

Schedule A

Aldergrove Regional Park Extraterritorial Area to be Added to Regional Parks Service



1000 Bylaws



City of Maple Ridge

Maple Ridge Safer Streets Bylaw

Bylaw No. 7581 - 2019

Effective Date:

City of Maple Ridge
Maple Ridge Safer Streets Bylaw No. 7581 - 2019

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City of Maple Ridge

Safer Streets Bylaw No. 7581-2019

A bylaw to Regulate and Control Aggressive Solicitation

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

AND WHEREAS it is deemed necessary to regulate, abate and prohibit aggressive solicitation in the City of Maple Ridge;

AND WHEREAS section 8 (3) (h) of the *Community Charter* provides authority to prevent, abate and prohibit nuisances for the protection and enhancement of the well-being of its community in relation to matters referred to in section 64 [nuisances, disturbances and other objectionable situations];

NOW THEREFORE, pursuant to section 64 of the *Community Charter*, the Council of the City of Maple Ridge, in open meeting assembled, **ENACTS AS FOLLOWS:**

Part 1 Citation

1.1 This bylaw may be cited as “Safer Streets Bylaw No. 7581 – 2019”

Part 2 Severability

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

Part 3 Definitions

3.1 In this bylaw:

Automated Bank Teller Machine means a device linked to a financial institution’s account records which is able to carry out transactions, including, but not limited to, account transfers, withdrawals, deposits, balance inquiries, and mortgage and loan payments;

Bus Stop means a section of the street which is reserved for the loading and unloading of buses and where parking and stopping of all other vehicles is prohibited;

Financial Institution includes a bank, credit union, cheque cashing business and trust company;

Solicit means to, without consideration, ask for money, donations, goods or other things of value whether by spoken, written or printed word or bodily gesture, for oneself or for another person, but excludes a person acting as a “solicitor for charity”, as that term is defined in the *Business Licencing and Regulation Bylaw No. 6815-2011*.

Street means any roadway, sidewalk, boulevard, place or way which the public is ordinarily entitled or permitted to use for the passage of vehicles or pedestrians and includes a structure located in any of those areas;

Traffic Control Signal means a traffic control signal as defined in the *Motor Vehicle Act*, RSBC 1996, c 318;

Part 4 Prohibitions

4.1 No person may **solicit** in a manner that causes an obstruction

4.2 For the purposes of 4.1 “cause an obstruction” means:

- a) To sit or lie on a street in a manner which obstructs or impedes the convenient passage of any pedestrian traffic in a street;
- b) To continue to **solicit** from or otherwise harass a pedestrian after that person has made a negative initial response to the solicitation or has otherwise indicated a refusal;
- c) To physically approach and solicit from a pedestrian as a member of a group of three or more persons.

4.3 No person shall **solicit** within 10 metres of:

- a) an entrance to a **financial institution**;
- b) an **automated teller machine**;
- c) a **bus stop**;
- d) a daycare centre;
- e) the entrance to a liquor store; or
- f) an entrance to a licensed non-medical cannabis retailer.

- 4.4 No person shall solicit from a driver or passenger of a motor vehicle:
- a) while the motor vehicle is parked;
 - b) while the motor vehicle is stopped at a traffic control signal;
 - c) while the driver or passenger is at a gas station and in the act of filling the motor vehicle with fuel; or
 - d) in a manner which obstructs or impedes the convenient passage of any vehicular traffic in a street.
- 4.5 No person shall solicit after sunset on any given day.

Part 5 Offence and Penalty

- 5.1 Every person who violates a provision of this bylaw, or who consents, allows or permits an act or thing to be done in violation of a provision of this bylaw, or who neglects to or refrains from doing anything required to be done by a provision of this bylaw, is guilty of an offence and is liable to the penalties imposed under this bylaw, and is guilty of a separate offence each day that a violation continues to exist.
- 5.2 Every person who commits an offence is liable on summary conviction to a fine or to imprisonment, or to both a fine and imprisonment, not exceeding the maximum allowed by the *Offence Act*.

READ A FIRST TIME this 29th day of October, 2019.

READ A SECOND TIME this 29th day of October, 2019.

READ A THIRD TIME this 29th day of October, 2019.

ADOPTED this day of , 2019.

PRESIDING MEMBER

CORPORATE OFFICER

City of Maple Ridge

Maple Ridge Highway and Traffic Amending Bylaw No. 7566-2019

A bylaw to amend Maple Ridge Highway and Traffic Bylaw No. 6704-2009

WHEREAS the Council of the City of Maple Ridge deems it expedient to amend Maple Ridge Highway and Traffic Bylaw No. 6704-2009;

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

1. This Bylaw may be cited as Maple Ridge Highway and Traffic Amending Bylaw No. 7566-2019.
2. Maple Ridge Highway and Traffic Bylaw No. 6704-2009 is amended by
 - a. removing Section 11.0 "Cycles, roller skates, skateboards and other conveyances" in its entirety, and by renumbering subsequent sections accordingly, and
 - b. revising the first line of Section 45.0 Vehicle Size and Weight, subsection 45.1 from

45.1 *The following are adopted as regulations under this bylaw*

to

45.1 *The following are adopted as regulations under this bylaw as amended from time to time.*

READ A FIRST TIME this 29th day of October, 2019.

READ A SECOND TIME this 29th day of October, 2019.

READ A THIRD TIME this 29th day of October, 2019.

ADOPTED this ____ day of _____, 2019.

PRESIDING MEMBER

CORPORATE OFFICER

CITY OF MAPLE RIDGE

Maple Ridge Intermunicipal Business Licence Scheme
Amending Bylaw No. 7572-2019

A bylaw to amend Maple Ridge Intermunicipal Business Licence Scheme Bylaw No. 6957-2012

WHEREAS the Council of The City of Maple Ridge deems it expedient to amend Maple Ridge Intermunicipal Business Licence Scheme Bylaw No. 6957-2012;

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

1. This bylaw may be cited as Maple Ridge Intermunicipal Business Licence Scheme Amending Bylaw No. 7572 -2019.
2. Maple Ridge Intermunicipal Business Licence Scheme Bylaw. No. 6957-2012 is amended under Part 4 definitions, "**Participating Municipality**" by adding the words "City of Merritt" before the words "District of Mission" and adding the words "Village of Harrison Hot Springs" after the words "City of Surrey" and changing the words "District of Maple Ridge" to "City of Maple Ridge".

READ A FIRST TIME this 29th day of October, 2019.

READ A SECOND TIME this 29th day of October, 2019.

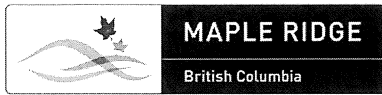
READ A THIRD TIME this 29th day of October, 2019.

ADOPTED this ____ day of _____, 2019.

PRESIDING MEMBER

CORPORATE OFFICER

1100 *Reports and Recommendations*



mapleridge.ca

City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: First Reading
Zone Amending Bylaw No. 7570-2019;
12525 Blue Mountain Crescent

MEETING DATE: November 5, 2019
FILE NO: 2019-193-RZ
MEETING: C o W

EXECUTIVE SUMMARY:

An application has been received to rezone the subject property, located at 12525 Blue Mountain Crescent, from RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential), to permit a future subdivision into two 1 acre lots. To proceed further with this application additional information is required as outlined below.

Pursuant to Council policy, this application is subject to the Community Amenity Contribution Program, where a voluntary contribution will be requested for one additional lot, as the original is exempt.

RECOMMENDATIONS:

1. That Zone Amending Bylaw No. 7570-2019 be given first reading; and
2. That the applicant provide further information as described on Schedules B, E, F, G, J of the Development Procedures Bylaw No. 5879-1999, along with the information required for a Subdivision application.

DISCUSSION:

a) Background Context:

Owner/Applicant: Sylvia Vanderkuip
Legal Description: Lot 4, District Lot 6881, New Westminster District Plan
NWP34391

OCP:

Existing: SUBRES (Suburban Residential)
Proposed: SUBRES (Suburban Residential)

Zoning:

Existing: RS-3 (One Family Rural Residential)
Proposed: RS-2 (One Family Suburban Residential)

Surrounding Uses:

North: Use: Single Family Residential
Zone: RS-3 (One Family Rural Residential)
Designation: Suburban Residential

1101

South:	Use:	Single Family Residential
	Zone:	RS-3 (One Family Rural Residential)
	Designation:	Suburban Residential
East:	Use:	Single Family Residential
	Zone:	RS-3 (One Family Rural Residential)
	Designation:	Suburban Residential
West:	Use:	Single Family Residential
	Zone:	RS-2 (One Family Suburban Residential)
	Designation:	Suburban Residential
Existing Use of Property:		Rural Residential
Proposed Use of Property:		Suburban Residential
Site Area:		1.14 HA. (2.81 acres)
Access:		Blue Mountain Crescent
Servicing requirement:		Rural Standard

b) Site Characteristics:

The subject property located at 12525 Blue Mountain Crescent is approximately 1.14 ha. (2.81 acres) in area, within the Rothsay neighbourhood. The subject property has several treed areas, moderate to steep slopes, with Cooper Creek running north-south in the rear (west), and a pond in the north-west corner. The area is a rural area, and the subject property is therefore not connected to city services.

c) Project Description:

The applicant is proposing to subdivide the property into two one acre properties, while dedicating parkland around the Creek (see Appendices A and B). The setbacks for Cooper Creek are determined to be 30m from top of bank for the main channel along the west side of the property, and 15m for the tributary along the north side of the property. The current survey does not correctly reflect the setback, as it appears to provide setback from the creek center line. A Qualified Environmental Professional (QEP) will be required to identify the correct location of top of bank, which should then be reflected on the survey.

When rezoning from RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential), the applicant, as a standard, will be required to connect to City Water. The engineered design will be submitted in the civil engineering plans after first reading, for a detailed analysis.

At this time the current application has been assessed to determine its compliance with the Official Community Plan (OCP) and provide a land use assessment only. Detailed review and comments will need to be made once full application packages have been received. A more detailed analysis and further reports will be required prior to second reading. Such assessment may impact proposed lot boundaries and yields, OCP designations and Bylaw particulars, and may require application for further development permits.

d) Planning Analysis:

Official Community Plan:

The development site is currently designated *Suburban Residential*. For the proposed development no OCP amendment will be required to allow the proposed RS-2 (One Family Suburban Residential) zoning.

Zoning Bylaw:

The current application proposes to rezone the property located at 12525 Blue Mountain Crescent from RS-3 (One Family Rural Residential) to RS-2 (One Family Suburban Residential) (see Appendix C) to permit future subdivision into two lots (see Appendix D). The minimum lot size for the current zone is 5 acres (2 ha. when on well water, and the minimum lot size for the proposed RS-2 zone is 1 acre (0.4 ha).

Any variations from the requirements of the proposed zone will require a Development Variance Permit application.

Development Permits:

Pursuant to Section 8.9 of the OCP, a Watercourse Protection Development Permit application is required for all developments and building permits within 50 metres of the top of bank of all watercourses and wetlands. The purpose of the Watercourse Protection Development Permit is to ensure the preservation, protection, restoration and enhancement of watercourse and riparian areas.

Pursuant to Section 8.10 of the OCP, a Natural Features Development Permit application is required for all development and subdivision activity or building permits for:

- All areas designated Conservation on Schedule "B" or all areas within 50 metres of an area designated Conservation on Schedule "B", or on Figures 2, 3 and 4 in the Silver Valley Area Plan;
- All lands with an average natural slope of greater than 15 %;
- All floodplain areas and forest lands identified on Natural Features Schedule "C"

to ensure the preservation, protection, restoration and enhancement of the natural environment and for development that is protected from hazardous conditions.

Pursuant to Section 8.12 of the OCP, a Wildfire Development Permit application is required for all development and subdivision activity identified in wildfire risk areas. The purpose of the Wildfire Development Permit is for the protection of life and property in designated areas that could be at risk for wildland fire; and where this risk may be reasonably abated through implementation of appropriate precautionary measures. The subject property is located within the Wildfire Development Permit Area, identified on Map 1 in Section 8.12 of the Official Community Plan. Prior to second reading a Registered Professional Forester's Report will be required to determine wildfire mitigation requirements.

e) Interdepartmental Implications:

In order to advance the current application, after first reading, comments and input, will be sought from the various internal departments and external agencies listed below:

- a) Engineering Department;
- b) Operations Department;
- c) Fire Department;
- d) Building Department;
- e) Parks Department;
- f) School District; and
- g) Canada Post.

The above list is intended to be indicative only and it may become necessary, as the application progresses, to liaise with agencies and/or departments not listed above.

This application has not been forwarded to the Engineering Department for comments at this time; therefore, an evaluation of servicing and site access requirements have not been undertaken. We anticipate that this evaluation will take place between first and second reading.

f) Development Applications:

In order for this application to proceed the following information must be provided, as required by *Development Procedures Bylaw No. 5879-1999* as amended:

1. A complete Rezoning Application (Schedule B);
2. A Development Variance Permit (Schedule E);
3. A Watercourse Protection Development Permit Application (Schedule F);
4. A Natural Features Development Permit Application (Schedule G);
5. A Wildfire Development Permit Application (Schedule J); and
6. A Subdivision Application.

The above list is intended to be indicative only, other applications may be necessary as the assessment of the proposal progresses.

CONCLUSION:

The development proposal is in compliance with the OCP, therefore, it is recommended that Council grant first reading subject to additional information being provided and assessed prior to second reading.

It is recommended that Council not require any further additional OCP consultation.

The proposed layout has not been reviewed in relation to the relevant bylaws and regulations governing subdivision applications. Any subdivision layout provided is strictly preliminary and must be approved by the Approving Officer.

"Original signed by Therese Melser"

Prepared by: **Therese Melser**
Planning Technician

"Original signed by Adrian Kopystynski" _____ for _____

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 & Development Services

"Original signed by Al Horsman"

Concurrence: **Al Horsman**
Chief Administrative Officer

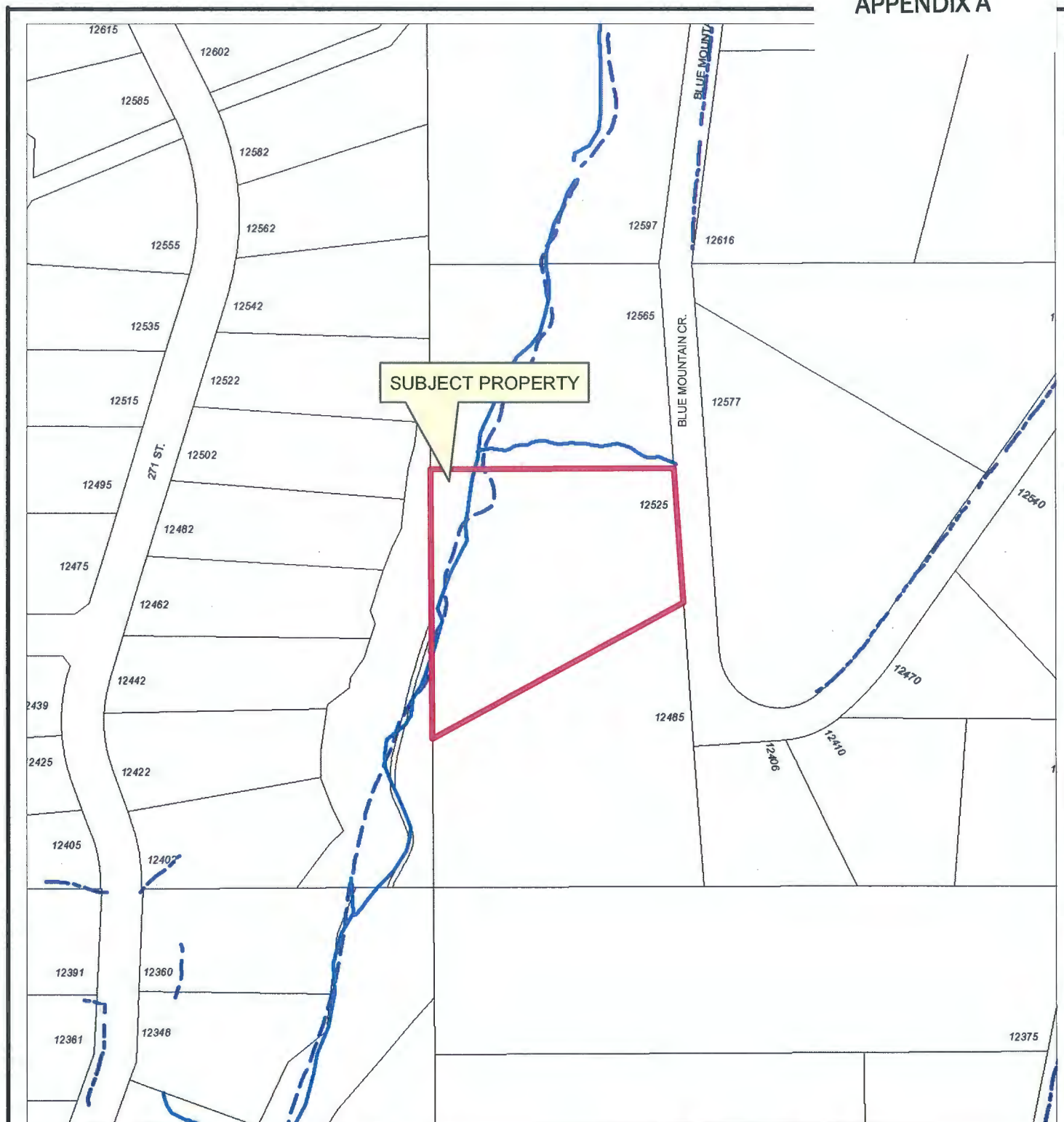
The following appendices are attached hereto:

Appendix A – Subject Map

Appendix B – Ortho Map

Appendix C – Zone Amending Bylaw No. 7570-2019

Appendix D – Proposed Site Plan



Scale: 1:2,500

Legend

- Stream
- Ditch Centreline
- ... Indefinite Creek

12525 BLUE MOUNTAIN CRESCENT
PID: 007-090-765

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

mapleridge.ca

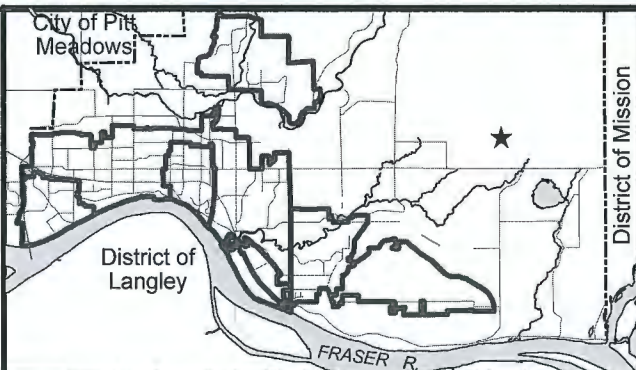
FILE: 2019-193-RZ
DATE: Jun 3, 2019

BY: PC

APPENDIX B



Scale: 1:2,500



12525 BLUE MOUNTAIN CRESCENT
PID: 007-090-765

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

mapleridge.ca

FILE: 2019-193-RZ

DATE: Jun 3, 2019

BY: PC

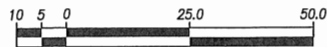
CORPORATE OFFICER

DRAFT PLAN OF PROPOSED SUBDIVISION OF LOT 4 D.L.6881 GP.1 N.W.D. PLAN 34391

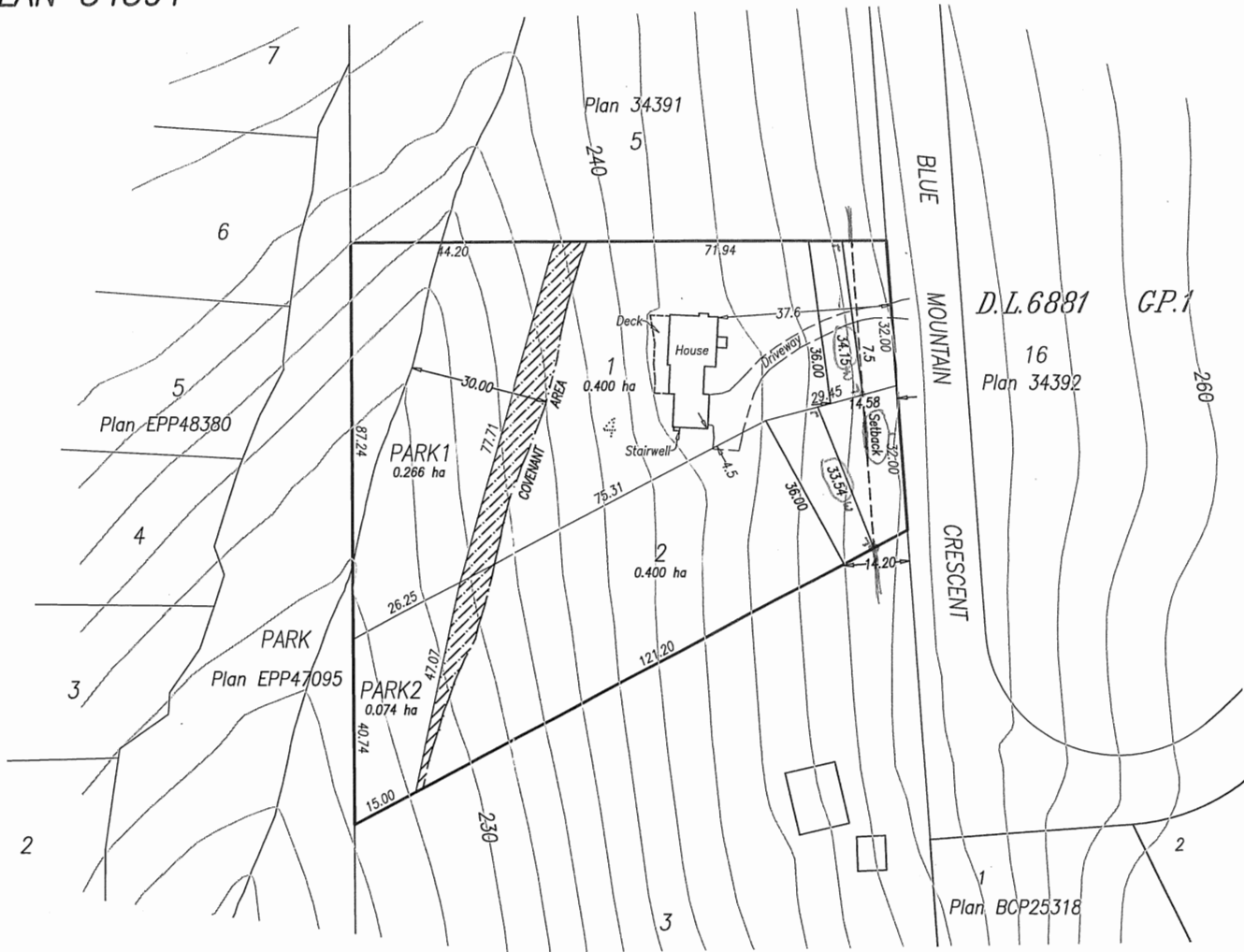
CITY OF MAPLE RIDGE FILE:

B.C.G.S. 92G.028
This plan lies within the
Greater Vancouver Regional District
City of Maple Ridge
Scale 1:500

All distances are in metres except where otherwise noted



Applicant: Silvia Vanderkuip



February 8, 2017.

Wade & Associates Land Surveying Ltd.
B.C. Land Surveyors
Maple Ridge and Mission
File: H3042-01 Phone 604-463-4753

Dimensioning and Contours according
to City of Maple Ridge mapping.

Existing Lot	Parcel Identifier	Civic Address	Area
Lot 4	007-090-765	12525 Blue Mountain Cr.	1.13 ha

NOTE: ITEM 1102 2018-498-RZ, 21630 124 AVENUE WAS REFERRED BACK TO STAFF AT THE NOVEMBER 5, 2019 COMMITTEE OF THE WHOLE MEETING

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
MEETING DATE: November 5, 2019
FILE NO: 2019-317-DVP
MEETING: C o W
SUBJECT: Development Variance Permit
23870, 23878, and 23886 Dewdney Trunk Road
23871 and 23863 119B Avenue

EXECUTIVE SUMMARY:

Development Variance Permit application 2019-317-DVP has been received for the subject properties, located at 23870, 23878 and 23886 Dewdney Trunk Road; and 23871 and 23863 119B Avenue. The requested variance is to:

- Reduce the minimum rear lot line setback for lots 1, 2, 3, 6 and 7 from 13 m (43 ft.) to 6 m (20 ft.).

Council granted final reading for rezoning application 2014-106-RZ on November 13, 2018.

It is recommended that Development Variance Permit 2019-317-DVP be approved.

RECOMMENDATION:

That the Corporate Officer be authorized to sign and seal 2019-317-DVP respecting properties located at 23870, 23878 and 23886 Dewdney Trunk Road; and 23871 and 23863 119B Avenue.

DISCUSSION:

a) Background Context

Applicant: Peter Hayes

Legal Descriptions: Lots 1, 2, 3, 6 and 7 Section 16 Township 12 New Westminster District Plan
EPP86997

OCP:

Existing: Urban Residential

Zoning:

Existing: R-2 (Urban Residential District)

Surrounding Uses:

North: Use: School Board Works Yard
Zone: P-6 (Civic Institutional)
Designation: Institutional

South:	Use:	Single Family Residential
	Zone:	R-2 (Urban Residential District)
	Designation:	Urban Residential
East:	Use:	Single Family Residential
	Zone:	R-2 (Urban Residential District)
	Designation:	Urban Residential
West:	Use:	Single Family Residential
	Zone:	RS-1b (One Family Urban (Medium Density) Residential)
	Designation:	Urban Residential
Existing Use of Properties:		Vacant (currently being serviced for construction of Single Family Residential)
Proposed Use of Properties:		Single Family Residential
Lot Sizes:		355 m ² (3,821 ft ²) to 423 m ² (4,553 ft ²)
Access:		119 B Avenue and Lane
Servicing requirement:		Urban Standard
Previous Applications:		2014-106-RZ, 2014-106-SD, 2014-106-DVP

b) Project Description:

The subject properties, located at 23870, 23878 and 23886 Dewdney Trunk Road; and 23871 and 23863 119B Avenue (see Appendices A and B), were part of a larger, recently approved, 11 lot rezoning and subdivision application. The R-2 (Urban Residential District) zoning regulations for lots with a rear lane must have a minimum 13 m (43 ft.) rear lot line setback from the principal building. The setback for an *Accessory Residential Use* and an *Accessory Off-Street Parking Use* in the R-2 zone is 1.0 m (3 ft.).

The variance to the rear lot line setback for lots 1, 2, 3, 6 and 7 is requested to allow the originally designed detached garages to become attached to the principal building. By attaching the garage to the house, the rear lot line setback decreases from 13 m (43 ft.) to 6 m (20 ft.) due to the increased footprint extending into the rear yard. Lots 4 and 5, which also back onto a rear lane, will remain as detached garages. Lots 8 through 11, which front onto 119B Avenue, have attached garages and meet the Zoning Bylaw criteria.

c) Variance Analysis:

The Zoning Bylaw establishes general minimum and maximum regulations for single family development. A Development Variance Permit allows Council some flexibility in the approval process.

The requested variance and rationale for support are described below (see Appendix C):

- *Maple Ridge Zoning Bylaw No 3510 -1985, Part 6, Section 601B, R-2 Urban Residential District, D. YARD REQUIREMENTS a) Regulations for the size, shape and siting of buildings and structures shall be: 1. a) To reduce the minimum rear lot line setback from 13 m (43 ft.) to 6 m (20 ft.) for lots 1, 2, 3, 6 and 7.*

The requested rear lot line reduction, from 13 m (43 ft.) to 6 m (20 ft.), is significant but supportable, as the applicant would like to provide a more useable rear yard for future homeowners. The current design includes detached garages that take up a significant portion of the useable rear yard. Lots 4

and 5 are not part of the variance application, and will retain the existing design of detached garages.

d) Citizen/Customer Implications:

In accordance with the *Development Procedures Bylaw No. 5879-1999*, notice of Council consideration of a resolution to issue a Development Variance Permit was mailed to all owners or tenants in occupation of all parcels, any parts of which are adjacent to the property that is subject to the permit.

CONCLUSION:

The proposed variance is supported because it creates a more useable rear yard for the subject properties.

It is therefore recommended that this application be favourably considered and the Corporate Officer be authorized to sign and seal Development Variance Permit 2019-317-DVP.

"Original signed by Adam Rieu"

Prepared by: **Adam Rieu**
Senior Planning Technician

"Original signed by Adrian Kopystynski" for

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 & Development Services

"Original signed by Al Horsman"

Concurrence: **Al Horsman**
Chief Administrative Officer

The following appendices are attached hereto:

Appendix A – Subject Map
Appendix B – Ortho Map
Appendix C – Site Plan

APPENDIX A



Scale: 1:1,800

Legend

 Active Applications (RZ/SD/DP/VP)

23870, 23878, 23886, Dewdney Trunk
23871, 23863 119B St
63180-0005-0, 63180-0006-0, 63180-0007-0
63180-0011-0, 63180-0010-0

PLANNING DEPARTMENT



MAPLE RIDGE

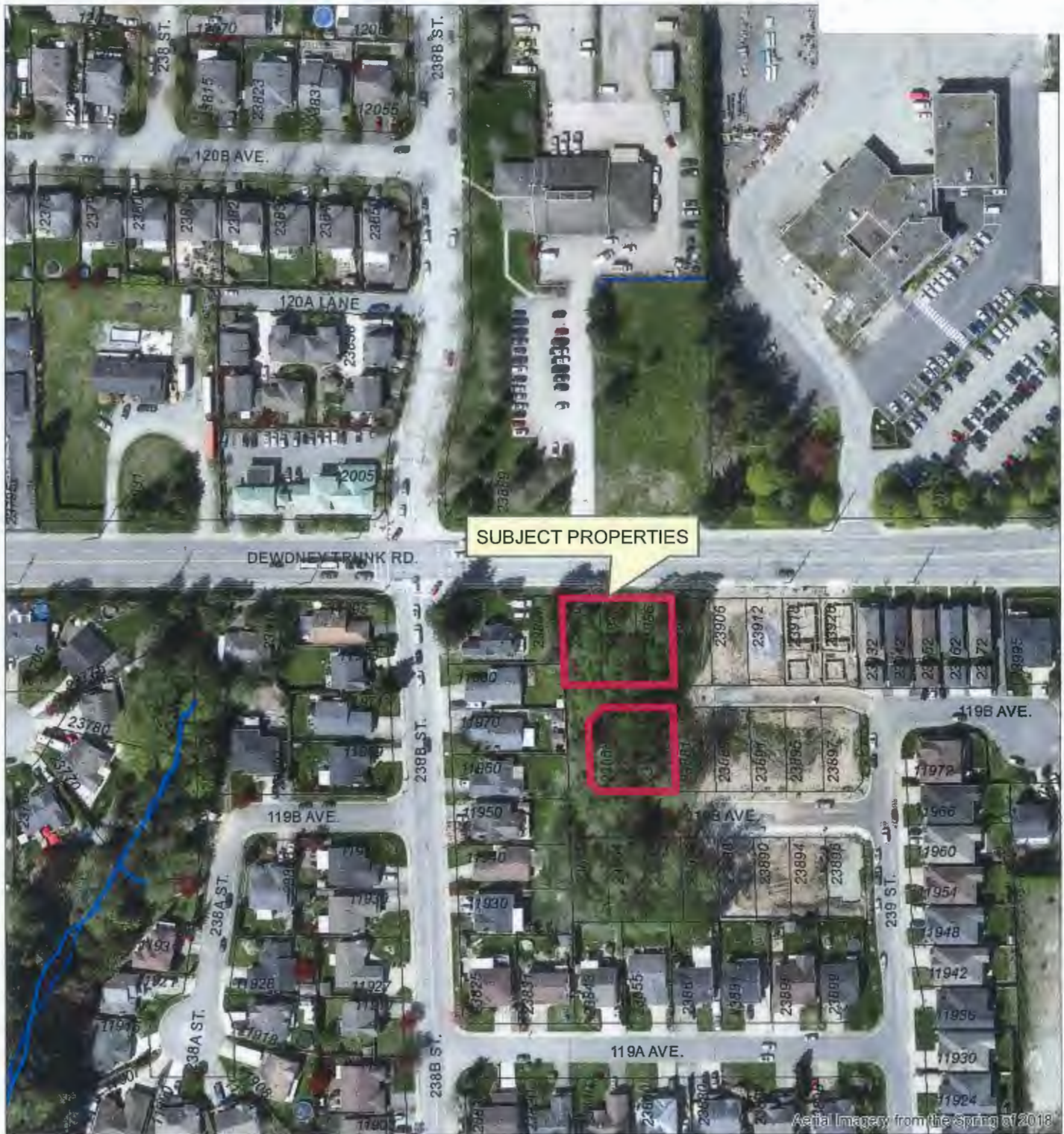
British Columbia

mapleridge.ca

2019-317-VP

DATE: Oct 21, 2019

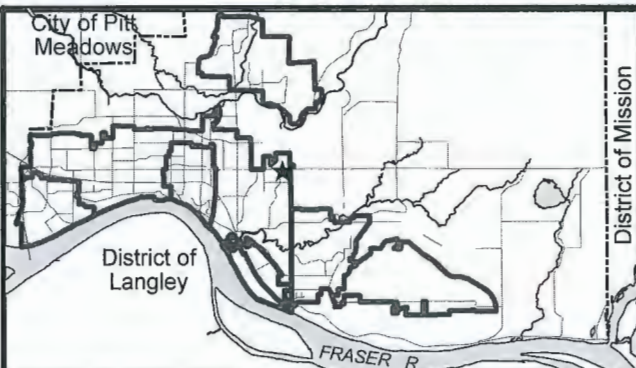
BY: MC



Aerial Imagery from the Spring of 2018



Scale: 1:1,800



23870, 23878, 23886, Dewdney Trunk
23871, 23863 119B St
63180-0005-0, 63180-0006-0, 63180-0007-0
63180-0011-0, 63180-0010-0

PLANNING DEPARTMENT



MAPLE RIDGE

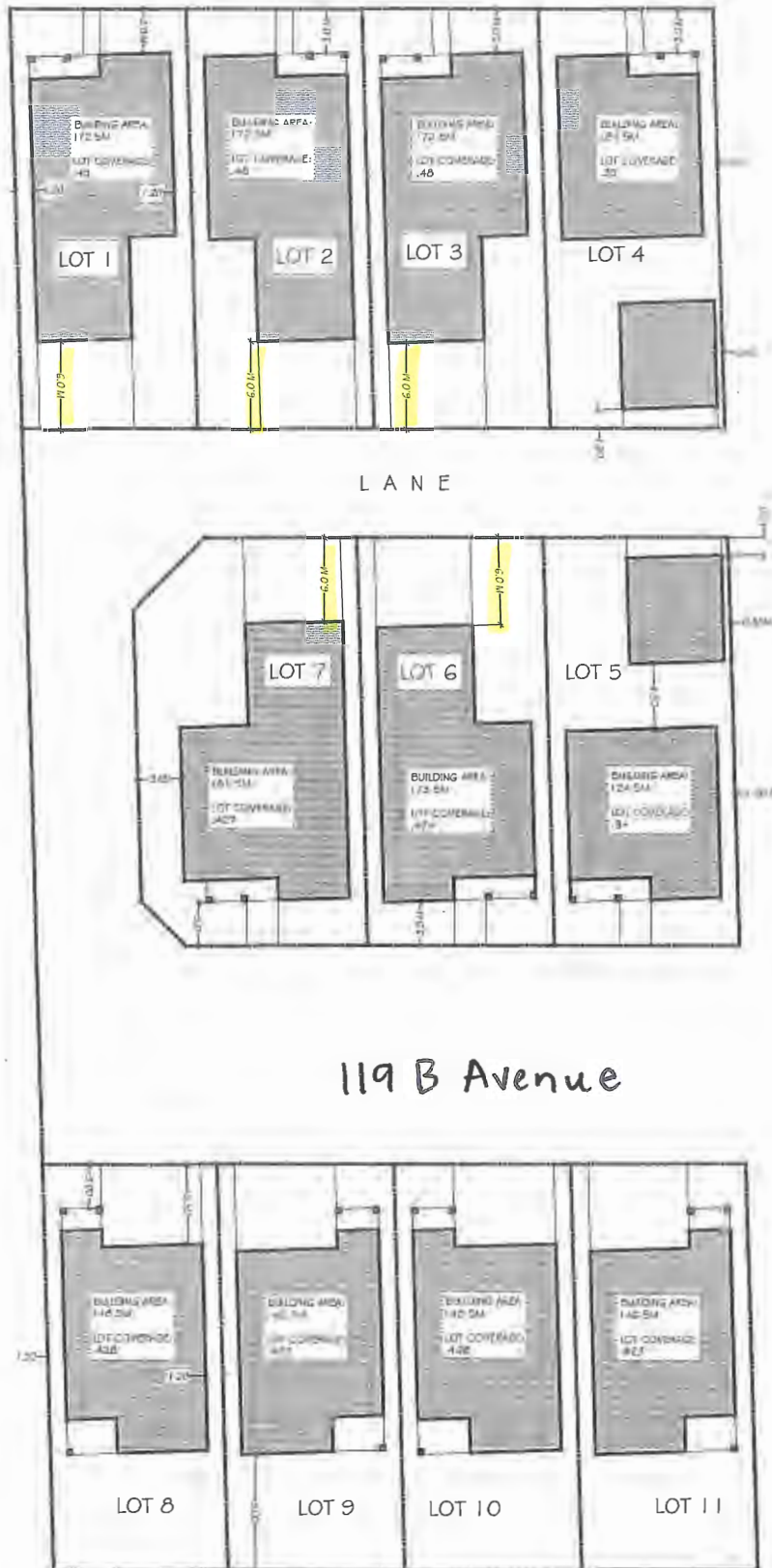
British Columbia

mapleridge.ca

2019-317-VP
DATE: Oct 21, 2019

BY: MC

DEWDNEY TRUNK ROAD



REVISED: OCT 16, 2019

City of Maple Ridge

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Award of Contract ITT-EN19-66: Installation of Pedestrian-Controlled Traffic Signal at 240 Street and McClure Avenue

MEETING DATE: November 5, 2019
FILE NO: 11-5255-40-225
MEETING: COW

EXECUTIVE SUMMARY:

In 2018, the City completed a pedestrian crossing warrant analysis for the intersection of 240 Street and McClure Avenue, resulting in the recommendation that a pedestrian-controlled traffic signal be installed at the intersection. This project was subsequently included in the 2019 Financial Plan.

The work generally consists of installation of a traffic signal, pavement restoration and markings, and intersection lighting. The City has pre-purchased the traffic controller cabinet to ensure the product arrived in time for construction, as delivery is 6-8 weeks.

An Invitation to Tender was issued on September 17, 2019 and closed on October 11, 2019. The lowest compliant tender price was submitted by Fraser City Installations (1989) Ltd. in the amount of \$167,100.00 (excluding taxes). There is sufficient funds under LTC 018061 and ICBC grant funding to complete this project.

Council approval to award the contract is required for the work to proceed.

RECOMMENDATION:

That Contract ITT-EN19-66: Installation of Pedestrian-Controlled Traffic Signal at 240 Street and McClure Avenue, be awarded to Fraser City Installations (1989) Ltd. in the amount of \$167,100.00 excluding taxes; and

That a project contingency of 15% or \$25,065.00 be approved to address potential variations in field conditions; and further

That the Corporate Officer be authorized to execute the contract.

DISCUSSION:

a) **Background Context:**

In 2018, the City completed a pedestrian crossing warrant analysis for the intersection of 240 Street and McClure Avenue, resulting in the recommendation that a pedestrian-controlled traffic signal be installed at the intersection. This project was subsequently included in the 2019 Financial Plan.

The work generally consists of installation of a traffic signal, pavement restoration and markings, and intersection lighting.

Tender Evaluation

An Invitation to Tender was issued on September 17, 2019 and closed on October 11, 2019 with four compliant bids received as noted below:

	<u>Tender Price (excluding taxes)</u>
Fraser City Installations (1989) Ltd.	\$ 167,100.00
Orion Electrical Systems Ltd.	\$ 177,408.00
Crown Contracting Limited	\$ 192,250.00
Standard Electric BC Ltd.	\$ 235,000.00

The lowest compliant bid was \$167,100.00 (excluding taxes) from Fraser City Installations (1989) Ltd. and staff have confirmed the company is suitably qualified for the works.

b) Desired Outcome:

The installation of a pedestrian-controlled traffic signal at 240 Street and McClure Avenue will enhance safety for all road users.

c) Strategic Alignment:

The installation of a pedestrian-controlled traffic signal at 240 Street and McClure Avenue supports the following key strategies identified in the City's Strategic Transportation Plan:

- Provide citizens with safe, efficient alternatives for the movement of individuals and goods
- Promote alternative modes of travel to reduce reliance on the automobile

d) Citizen/Customer Implications:

The estimated construction duration for the project is approximately eight weeks, starting in December, weather permitting. Single lane alternating traffic may be required during construction and flag persons will be on site during working hours. As well, the general public will be informed of the traffic alerts and the construction progress through the City's website and social media sources.

e) Interdepartmental Implications:

The Operations Department has provided input for the design and the procurement of the materials. The pre-purchase of the traffic controller cabinet was necessary to ensure the product arrived in time for construction, as delivery is 6-8 weeks.

f) Business Plan/Financial Implications:

The estimated project construction cost is \$257,265.00 including the consultant's design fee, the pre-purchase of supplies, construction costs and contingency. The projected costs and funding sources are as follows:

Projected Costs

Supply of Traffic Controller Cabinet, Cameras and UPS	\$ 60,000.00
Installation of Pedestrian-Controlled Signal	167,100.00
Consultant Services	5,100.00
Contract Contingency (15%)	25,065.00
Total Projected Project cost	\$ 257,265.00

Funding Sources

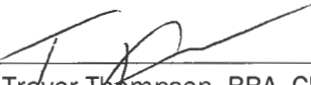
LTC 018061 (240 Street & McClure Avenue Traffic Signal)	\$ 250,000.00
Approved ICBC RIP Grant	20,000.00
Total Funding Sources	\$ 270,000.00

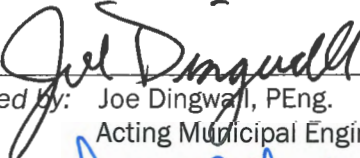
This project is funded through a combination of the approved 2019 Financial Plan and a \$20,000 ICBC grant. The project expenditures include a 15% contingency that will only be utilized if required to address unforeseen issues throughout construction.

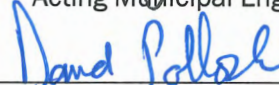
CONCLUSIONS:

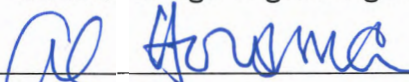
The tender price of \$167,100.00 (excluding taxes) by Fraser City Installations (1989) Ltd. for the Installation of a Pedestrian Controlled Traffic Signal at 240 Street and McClure Avenue is the lowest compliant tender. It is recommended that Council approve the award of the contract to Fraser City Installations (1989) Ltd. and that a contract contingency of \$25,065.00 be approved.


Prepared by: Maria Guerra, PEng., PMP
Acting Manager of Design & Construction

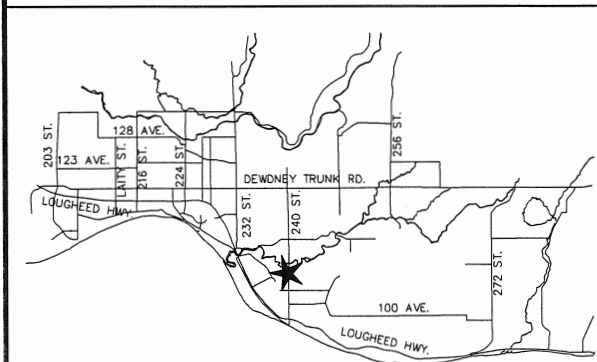
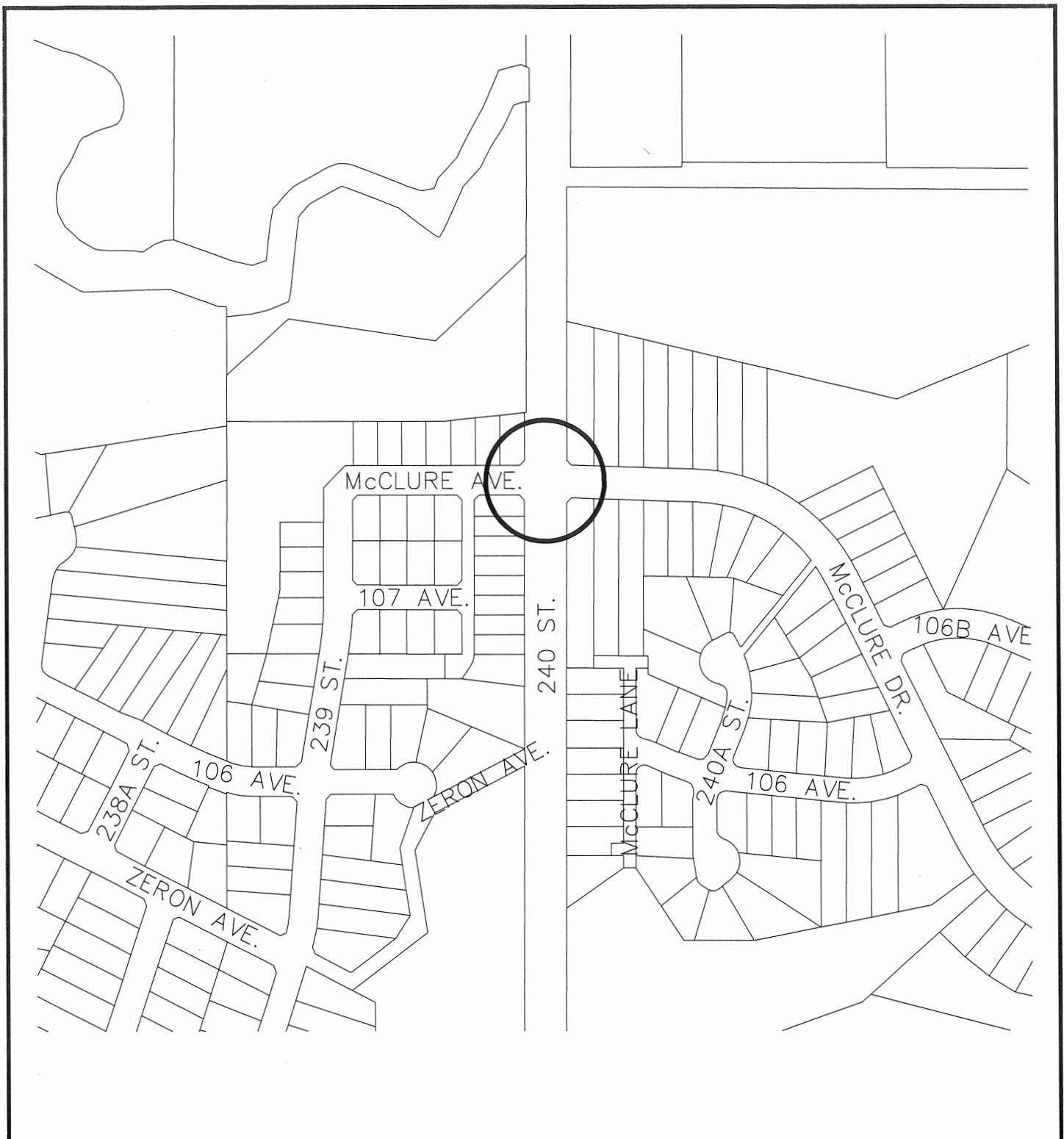

Financial: Trevor Thompson, BBA, CPA, CGA
Concurrence: Chief Financial Officer


Reviewed by: Joe Dingwall, PEng.
Acting Municipal Engineer


Approved by: David Pollock, PEng.
General Manager Engineering Services


Concurrence: Al Horsman
Chief Administrative Officer

Attachments:
(A) Map



SCALE:
N.T.S.



CITY OF MAPLE RIDGE
ENGINEERING
DEPARTMENT

INSTALLATION OF PEDESTRIAN-CONTROLLED SIGNAL
AT 240 STREET AND McCLURE AVENUE
ITT-EN19-66

DATE: OCTOBER 2019

FILE/DWG No SK0430



TO:	His Worship Mayor Michael Morden and Members of Council	MEETING DATE:	Nov 5, 2019
FROM:	Chief Administrative Officer	FILE NO:	234198
		MEETING:	CoW
SUBJECT:	Award of Contract for Audit Services		

EXECUTIVE SUMMARY:

On June 18, 2019 staff informed the Audit & Finance Committee that a Request for Proposals (RFP) would be issued for external audit services as the current contract had reached the end of its term. The RFP was issued on August 2, 2019 and 3 firms responded. The proposals were independently evaluated by the Chief Financial Officer, the Corporate Controller and the Manager of Revenue & Collections. All evaluators selected BDO Canada LLP as the top ranking proponent; accordingly the staff recommendation is to award the contract for audit services to BDO Canada LLP.

RECOMMENDATION:

That the contract for audit services be awarded to BDO Canada LLP for a term of 4 years with an option to renew for 3 additional 4-year terms; and

That the Corporate Officer be authorized to execute the contract.

DISCUSSION:

a) Background Context:

On June 18, 2019 staff provided the Audit & Finance Committee with a report advising them that the City's contract for audit services with BDO Canada LLP had reached the end of its term and that a Request for Proposals (RFP) would be issued this year.

The issuance of an RFP ensures that the selection of an external auditing firm is not based solely on price, but on a number of factors intended to ensure that the City of Maple Ridge selects a firm with the most relevant experience and team composition. This is intended to result in the selection of a firm offering the best value.

An RFP was issued on August 2, 2019, inviting firms to submit proposals detailing their firm's technical expertise, audit approach and costs. The RFP was publically advertised on the City's and BC Bid websites. Three firms responded prior to the closing date of September 12, 2019.

The evaluation criteria stipulated in the RFP focused on the following:

1. Qualifications and experience of both the audit firm and the proposed audit team,
2. Audit methodology
3. Financial

The proposals were independently evaluated by the Chief Financial Officer, the Corporate Controller and the Manager of Revenue and Collections and scored on the above criteria. The proposals were ranked as follows:

Proponent	Total proposed fees over four year (Exclusive of taxes)
BDO Canada LLP	\$171,800
KMPG LLP	\$172,400
Pricewaterhouse Coopers LLP	\$189,000

The top ranked proponent, BDO Canada LLP, is very experienced in public sector audit engagements, currently providing audit services to 22 public sector entities in BC, including Metro Vancouver. BDO Canada LLP has been providing audit services to the City of Maple Ridge since 2001.

The differentiating factor between the three firms was primarily in the experience of the proposed audit team. The evaluators determined that BDO's experience and approach would provide the city with the best overall value and a more efficient audit. This will in turn reduce the amount of additional work needed by City staff in all departments throughout the audit process.

b) Desired Outcome:

That the contract for audit services be awarded to the highest ranked proponent, BDO Canada LLP for a term of 4 years with an option to renew for 3 additional 4-year terms.

c) Interdepartmental Implications:

The work of the external auditors is increasingly focussing on work done by all municipal departments. It is not unusual for members of the audit team to spend significant amounts of time reviewing transactions in several departments, particularly Engineering, Recreation and Operations. A new audit firm would need to dedicate additional time to their work in departments as they would need to familiarize themselves with processes and systems as well as conduct their audit work. BDO Canada LLP is already familiar with City operations which would reduce the impact of a transition to a new audit firm on other departments.

d) Business Plan/Financial Implications:

The proposed fee is within the existing budget envelope for audit services. No other financial implications are anticipated.

e) Alternatives:

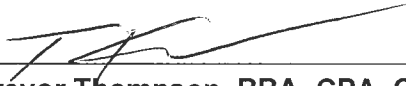
There is a school of thought suggesting that organizations should enforce some sort of audit rotation on a periodic basis. This can be accomplished through either changing audit firms or changing the lead engagement partner. Research on this subject suggests there is no benefit to the practice of mandated audit firm rotation when compared to the additional costs associated with a new firm undertaking the external audit role. While BDO Canada LLP has been the City's external auditor since 2001, the lead engagement partner has recently changed, so a form of audit rotation has been achieved without losing the benefit gained from continuity with a firm that is familiar with the City's operations.

CONCLUSION:

Under Provincial legislation the City is required to have its financial statements audited each year. In line with policy, an RFP for audit services was issued on August 2, 2019 which received three responses. The highest ranked proponent was BDO Canada LLP. Accordingly, staff recommend that they be awarded the contract for audit services as outlined in this report.



Prepared by: **Catherine Nolan, CPA, CGA**
Corporate Controller



Reviewed by: **Trevor Thompson, BBA, CPA, CGA**
Chief Financial Officer



Concurrence: **Al Horsman**
Chief Administrative Officer