

City of Maple Ridge

COUNCIL WORKSHOP AGENDA

March 9, 2021

11:00 a.m.

Virtual Online Meeting including Council Chambers

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

The meeting is live streamed and recorded by the City of Maple Ridge.

REMINDER: Council Meeting – March 9, 2021 at 7:00 p.m.

1. APPROVAL OF THE AGENDA

2. ADOPTION OF MINUTES

2.1 Minutes of the February 23, 2021 Council Workshop Meeting

3. PRESENTATIONS AT THE REQUEST OF COUNCIL

4. UNFINISHED AND NEW BUSINESS

4.1 Maple Ridge Council Procedure Bylaw No. 7700-2021

Presentation and staff report dated March 9, 2021 recommending that the attachment to the staff report titled "Maple Ridge Council Procedure Bylaw No. 7700-2021" be forwarded to the Committee of the Whole Meeting of March 23, 2021.

Attendance by: Kathryn Stuart, Stewart McDannold Stuart Barristers & Solicitors

4.2 Quarter 4, 2020 Preliminary Financial Update

Presentation and staff report dated March 9, 2021 providing a preliminary financial update on operating results to the end of 2020.

4.3 Quarterly Corporate Update – Q4 2020

Presentation and staff report dated March 9, 2021 providing a corporate update on the advancements to Council's strategic priorities during the fourth quarter of 2020.

4.4 Council Workplan Matrix – March 9, 2021

Presentation and staff report dated March 9, 2021 recommending that the updated Council Workplan Matrix dated March 9, 2021 be endorsed.

4.5 2021 Lower Mainland LGA Resolutions for UBCM

Staff report dated March 9, 2021 recommending that a resolution to ban the use of shock collars on pets be submitted to the 2021 Lower Mainland LGA Annual General Meeting & Conference for consideration.

5. CORRESPONDENCE

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

7. MATTERS DEEMED EXPEDIENT

8. NOTICE OF CLOSED COUNCIL MEETING

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

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

Section 90(1)(f) law enforcement, if the council considers that disclosure might reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

Section 90(1)(m) a matter, that under another enactment, is such that the public may be excluded from the meeting; and

under the enactment of the Freedom of Information and Protection of Privacy Act:

Section 15(1)(a) the head of a public body may refuse to disclose information to an applicant if the disclosure could reasonably be expected to harm a law enforcement matter; and

Section 22(1) the head of a public body must refuse to disclose personal information to an applicant if the disclosure would be an unreasonable invasion of a third party's personal privacy.

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

9. ADJOURNMENT

APPROVED BY:



DATE:

Mar 4, 2021

PREPARED BY:

Emi Maud

DATE: March 4/21

CHECKED BY:



DATE:

March 4, 2021

City of Maple Ridge

COUNCIL WORKSHOP MINUTES

February 23, 2021

The Minutes of the City Council Meeting held on February 23, 2021 at 11:02 a.m. held virtually and hosted in the Council Chambers of the City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

PRESENT	Appointed Staff
Elected Officials	A. Horsman, Chief Administrative Officer
Mayor M. Morden	D. Boag, General Manager Parks, Recreation & Culture
Councillor J. Dueck	C. Carter, General Manager Planning & Development Services
Councillor C. Meadus	C. Crabtree, General Manager Corporate Services
Councillor G. Robson	S. Nichols, Corporate Officer
Councillor R. Svendsen	D. Pollock, General Manager Engineering Services
Councillor A. Yousef	T. Thompson, Chief Financial Officer
ABSENT	Other Staff as Required
Councillor K. Duncan	C. Goddard, Director of Planning
	A. Grochowich, Planner 2
	L. Zosiak, Manager Community Planning
	J. Mickleborough, Director of Engineering
	R. Ollenberger, Manager of Infrastructure Development
	M. Vogel, Computer Support Specialist

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

Note: Councillor Yousef and Councillor Robson were absent at the start of the meeting.

Due to COVID, Councillor Robson and Councillor Yousef participated virtually.
The Mayor chaired the meeting from Council Chambers.

1. **APPROVAL OF THE AGENDA**

R/2021-WS-015

It was moved and seconded

That the agenda of the February 23, 2021 Council Workshop Meeting be approved as circulated.

CARRIED

2. **ADOPTION OF MINUTES**

R/2021-WS-016

It was moved and seconded

That the Council Workshop minutes of February 9, 2021 be adopted as circulated.

CARRIED

Note: Councillor Yousef entered the meeting at 11:02 a.m.

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

4. **UNFINISHED AND NEW BUSINESS**

4.1 **Stormwater Management Presentation**

The Director of Engineering presented an overview of the types of storm ponds used in storm water management including temporary erosion and sediment control ponds, detention/retention ponds, and constructed natural ponds.

Note: Councillor Robson entered the meeting at 11:08 a.m. during the staff presentation.

Staff responded to questions from Council.

4.2 **Town Centre Visioning: Public Engagement Outcomes**

Staff report dated February 23, 2021 recommending that recommendations in the Growing Together Public Engagement Outcomes and for Maple Ridge's Town Centre Report be assessed to advance ideas for ways to foster an inclusive, vibrant and welcoming Town Centre.

L. Zosiak, Manager of Community Planning introduced the item.

Emily Rennalls, Associate and Project Manager with DIALOG provided a presentation on the purpose, process and outcomes of the public engagement process for the Town Centre Visioning process that took place from August – October 2020. Council provided feedback on the report and staff and Ms. Rennalls responded to questions from Council.

R/2021-WS-017

It was moved and seconded

That staff assess the recommendations, and take into consideration Council feedback, in the Growing Together Public Engagement Outcomes and Recommendations for Maple Ridge's Town Centre Report to advance ideas for ways to foster an inclusive, vibrant, and welcoming Town Centre.

CARRIED

5. ***CORRESPONDENCE***

5.1 **Single-Use Item Reduction Advocacy for Consistent Regional Regulation**

Correspondence dated February 5, 2021 from City of New Westminster Mayor Jonathan X. Cote regarding development of a region-wide single-use items reduction strategy including regulation.

R/2021-WS-018

It was moved and seconded

That staff acknowledge receipt of correspondence and advise that no further action will be taken.

CARRIED

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

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

8. ***NOTICE OF CLOSED COUNCIL MEETING***

R/2021-WS-019

It was moved and seconded

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

Section 90(1)(c) labour relations or employee negotiations; and

Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

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

CARRIED

9. **ADJOURNMENT** – 1:08 p.m.

M. Morden, Mayor

Certified Correct

S. Nichols, Corporate Officer

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

MEETING DATE: March 9, 2021
FILE NO: 0530-01
MEETING: Council Workshop

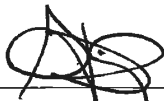
SUBJECT: Maple Ridge Council Procedure Bylaw No. 7700-2021

EXECUTIVE SUMMARY:

The attached report is scheduled to be on the March 23, 2021 Committee of the Whole agenda for discussion and consideration of the recommendation. The Council Workshop forum provides an extended opportunity for Council to seek additional information if required, prior to decision-making.

RECOMMENDATION:

That the attachment to the March 9, 2021 Council Workshop report titled "*Maple Ridge Council Procedure Bylaw No. 7700-2021*" be forwarded to the Committee of the Whole Meeting of March 23, 2021.



Approved by: **Corporate Officer**

Attachment:

- **First, Second and Third Reading, Maple Ridge Council Procedure Bylaw No. 7700-2021**
 - Staff report dated March 23, 2021

TO: His Worship Mayor Michael Morden
and Members of Council

MEETING DATE: March 23, 2021
FILE NO: 0530-01

FROM: Chief Administrative Officer

MEETING: CoW

SUBJECT: First, Second and Third Reading
Maple Ridge Council Procedure Bylaw No. 7700-2021

EXECUTIVE SUMMARY:

The attached bylaw has been amended to reflect comments received from Council at the January 26, 2021 Council Workshop and includes recommendations received by legal counsel.

RECOMMENDATION:

That Council Procedure Bylaw No. 7700-2021 be given first, second and third reading; and further,

That notice of the amending bylaw be posted in accordance with Section 94 of the *Community Charter*.

DISCUSSION:

a) Background Context:

There are a number of provisions in the procedure bylaw template that are required by the *Community Charter* and there are others which can be included should a Council choose to do so. The lists below provide responses from staff to feedback received from members of Council at the January 26, 2021 Council Workshop and the response and advice from legal counsel based on their review of the bylaw as presented. Legal counsel has also provided additional advice on sections which can be included, revised or deleted from the bylaw as originally brought forward.

Feedback from Members of Council

1. Section 8 [Time and Location] has been revised to include only dates of scheduled meetings with reference to the start time of a meeting for Regular Council only.
2. Section 11 [Electronic Meeting Participation by Council Members] subsection (5) has been revised to remove reference to a recess should a member of Council become electronically disconnected during a meeting.
3. Section 31 [Conduct and Debate] subsection (4) has been revised to remove the term "Your Worship" when addressing the Mayor, and replace it with the term "Mayor (here use the surname)".
4. Section 31 [Conduct and Debate] subsection (5) has been revised to reflect speaking times as noted by several members of Council.

5. Section 21 [Calling Meeting to Order] subsection (2) has been revised to keep the appointed Presiding Member as Chair after the Mayor or Acting Mayor enters the meeting.

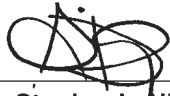
Recommendations from Solicitor

1. Notice Advertising – the legislated notice for amendments to a Council Procedure Bylaw by way of advertising in the local newspaper occurs after third reading to allow the public to see the final draft of the bylaw prior to adoption;
2. Amend the definition of “Committee” to exclude reference to Committee of the Whole (CoW). CoW is a meeting of Council and therefore is not a committee, such as a standing or select committee, and should be subject to the rules governing council meetings;
3. Add definitions of the “Community Charter” and “Local Government Act”;
4. Remove “City Clerk” from the definition of “Corporate Officer”;
5. Amend the definition of “Public Notice Posting Place” to include only the west entrance to the lobby of City Hall and the City Website;
6. Amend section 6 [Public Notice Posting Place] to read “The Public Notice Posting Place is to be used for the purpose of giving notices under section 94 of the *Community Charter*”;
7. Amend section 9 [Notice of Council Meetings] subsection (1) to replace “make available” with “prepare” to be consistent with Section 127 of the *Community Charter*;
8. Provide clarification to the reference “to providing electronic copies” in section 10 [Calling and Notice of Special Council Meetings] subsection (4)(c) by adding “providing an electronic copy for each member through the City’s eAgenda.”;
9. Amend section 12 [Public Hearings] subsection (6) to read “must be signed by the Presiding Member” as we do not delegate the holding of public hearings to a Council member under section 469 of the *Local Government Act*;
10. Remove section 14 [Community Charter Provisions] as it is not necessary;
Note: the bylaw section numbers have now been renumbered and their new number will be reflected in the comments below.
11. Amend section 14 [Application to Rules to Other Bodies] to clarify which sections of the bylaw also apply to other bodies;
12. Amend section 15 [Attendance of Public at Meetings] subsection (3) to align with section 133 of the *Community Charter* to include expulsion of any person in attendance;
13. Clarify section 21 [Calling Meeting to Order] to either have the Mayor or Acting Mayor take the Chair back from the presiding member or keep the presiding member as Chair for the remainder of that meeting (See Council comment #5);
14. Amend section 22 [Adjourning Meeting Where No Quorum] subsection (2) by replacing the words “must proceed in accordance with section 23 [Agenda] subsection (1)” with “must adjourn the meeting until the next scheduled meeting.”;
15. Amend section 24 [Order of Proceedings and Business] to provide clarification to (b) Amendments to the Agenda; (l) Other Matters Deemed Expedient; and, (o) Notices of Motions and Matters for Introduction at Future Meetings. The practice of adding agenda items to a published agenda should be discontinued as members of Council and staff are unprepared to discuss and respond to these late items. Additions should only be permitted for urgent or emergent items. Items arising from Notices of Motion and Matters for Introduction at Future Meetings should be dealt with at the next regular council meeting.
16. Amend the Council Workshop agenda to mirror the order of proceedings and business in the Regular Council agenda;
17. Remove reference to the delegations and petitions policies. Amend the delegations section to include wording in previous consolidated bylaw. Remove the Petitions section in its entirety;

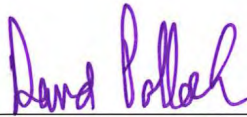
18. Amend section 31 [Conduct and Debate] to remove the reference to the Council Conduct Bylaw as the Courts want bylaws to stand on their own; add back in the current wording under Conduct and Debate.

CONCLUSION:

The proposed Council Procedure Bylaw reflects recommendations from legal counsel and accounts for comments received from members of Council for which there appeared to be a consensus. Staff recommend that the attached bylaw be forwarded to the March 30, 2021 Council Meeting for three readings.



Prepared by: **Stephanie Nichols**
Corporate Officer



Concurrence: **Al Horsman**
Chief Administrative Officer



Attachments:

- (A) Revised Council Procedure Bylaw No. 7700-2021
- (B) Applicable sections of the *Community Charter* and *Local Government Act* for reference

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

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The Corporation of the City of Maple Ridge

Bylaw No. 7700-2021

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

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

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the City of Maple Ridge, in open meeting assembled ENACTS AS FOLLOWS:

PART 1 – INTRODUCTION

1. Title

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

2. Repeal

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

3. Definitions

(1) In this Bylaw,

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

"Quorum" means:

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

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

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

4. Incorporation of Definitions

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

5. Application of Rules of Procedure

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

6. Public Notice Posting Place

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

PART 2 – COUNCIL MEETINGS

7. Inaugural Meeting

- (1) Following a general local election, the first meeting of Council must be held within the first ten (10) days of November in accordance with section 124(2)(g) of the *Community Charter* in the year of the general local election.
- (2) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

8. Time and Location of Meetings

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

Council may by resolution:

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

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

9. Notice of Council Meetings

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

10. Calling and Notice of Special Council Meetings

- (1) The Mayor may call a special Council Meeting at any time by sending a written notice of the date, time, place and nature of the meeting to all Council members and to the Corporate Officer.

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

11. Electronic Meeting Participation by Council Members

- (1) A Council member who is unable to attend a meeting of Council in person may participate in the meeting by electronic or other communication facilities if:
 - (a) the facilities enable the other members of Council to hear and be heard by the Council Members;
 - (b) except for any part of the Council meeting that is closed to the public, the facilities enable the public to hear, or watch and hear, the Council member; and,
 - (c) the member attending virtually uses one of the corporate approved backgrounds or their natural environment so that it is clear that they are not in Council Chambers.
- (2) The member presiding as Chair at a meeting must not participate electronically and must be present in person at the place where the public may attend to hear, or watch and hear the meeting. The Corporate Officer must also be present in person.
- (3) If a member of Council participates in a meeting of Council by electronic or other communication facilities:
 - (a) the Chair shall advise Council when members join the meeting;

- (b) the Member shall advise when they leave the meeting and shall state the reason why if associated with an item up for discussion; and
 - (c) the Chair shall repeat the results of each vote, including the names of Council members voting in favour and opposition, immediately following each vote.
- (4) Members participating in a Closed Council meeting electronically are required to verbally acknowledge that they are in a secure area where no one else can hear them and that they will maintain that confidentiality for the duration of the meeting;
- (a) the verbal acknowledgement will be recorded in the minutes of the Closed Council meeting.
- (5) In the case of an interruption in the communication link to the member(s) participating electronically:
- (a) The Chair or member will notify technical support staff.
 - (b) Should the member be disconnected while speaking, the Chair may move on to the next speaker.
 - (c) Once communications are re-established, the member will be provided another opportunity to speak.
 - (d) The meeting will continue without the electronic participant(s) so long as there is quorum present.

12. Public Hearings

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

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

13. Acting Mayor

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

PART 4 – COUNCIL PROCEEDINGS

14. Application of Rules to Other Bodies

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

15. Attendance of Public at Meetings

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

16. Attendance at Closed Meetings

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

17. Resolution Required Before Closed Meeting

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

18. Closed Meetings and Bylaws

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

19. Confidentiality

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

20. Meeting Minutes

- (1) Minutes of the proceedings of Council must be:
 - (a) legibly recorded;
 - (b) certified as correct by the Corporate Officer; and
 - (c) signed by the Mayor or other member presiding at the meeting.
- (2) The minutes of previous meetings, by resolution of Council, shall be adopted.
- (3) In accordance with section 97(1)(b) of the *Community Charter* [other records to which public access must be provided] minutes of the proceedings of Council must be open for public inspection at City Hall during its regular office hours.
- (4) Subsection 21(3) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter* [meetings that may be closed to the public].

21. Calling Meeting to Order

- (1) As soon as possible after the time specified for the commencement of a Council meeting, if there is a quorum present:
 - (a) The Mayor, if present, must take the Chair and call the meeting to order; or
 - (b) If the Mayor is absent, the Acting Mayor must be the Chair and call the meeting to order.

- (2) If a quorum of Council is present but neither the Mayor nor the Acting Mayor are present at the time at which the meeting is scheduled to begin:
 - (a) the Corporate Officer must call to order the members present, and
 - (b) those members in attendance must appoint a member to preside for that meeting.

22. Adjourning Meeting Where No Quorum

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

23. Agenda

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

24. Order of Proceedings and Business

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

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

² See Section 26 – Other Matters Deemed Expedient.

- n. Mayor and Councillor Reports³;
- o. Notices of Motions and Matters for Introduction at Future Meetings⁴;
- p. Adjournment.

25. Consent Agenda Items

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

26. Other Matters Deemed Expedient

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

27. Public Question Period

- (1) At the end of Council business, the public will be afforded an opportunity to address Council.
- (2) The questions must be about items that are on the current agenda.
- (3) Each question must be limited to two (2) minutes, with a total of 15 minutes per Public Question Period. Public Question Period may be extended with approval of Council through an affirmative vote.

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

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

28. Voting at Meetings

(1) The following procedures apply to voting at Council meetings:

- (a) When debate on a matter is closed the presiding member must put the matter to a vote of Council members;
- (b) when the Council is ready to vote, the presiding member must put the matter to a vote by stating something similar to:
"All those in favour raise your hands." and then "All those opposed raise your hands."
- (c) when the presiding member is putting the matter to a vote under paragraphs (a) and (b) a member must not:
 - (i) cross or leave the room, unless excused as a result of not being entitled to vote under the *Community Charter* or if excused by Council;
 - (ii) make a noise or other disturbance; or
 - (iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order.
- (d) if requested by a member, Council must vote separately on each distinct part of a motion that is under consideration;
- (e) after the presiding member finally puts the question to a vote under paragraph (b), a member must not speak to the question or make a motion concerning it, except to move to postpone to a certain time or postpone indefinitely, or to refer the item back to staff which will supersede the main motion and must be voted on first;
- (f) the presiding member's decision about whether a question has been finally put is conclusive;
- (g) whenever a vote of Council on a matter is taken, each member present must signify their vote by raising their hand. Failure for a member to raise their hand in favour or opposed, abstaining from voting, is considered to be a vote in favour (affirmative);
- (h) if the votes of the members present at a council meeting at the time of the vote are equal for and against a motion, the motion is defeated;
- (i) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative and the result will be recorded in the Minutes as "CARRIED UNANIMOUSLY", "CARRIED" or "DEFEATED" as circumstances dictate;
- (j) the names of those who vote negative, against a question, shall be entered into the Minutes;
- (k) the names of those who are in attendance at the meeting but absent at the time of the vote on a matter shall be entered into the Minutes.

29. Delegations

- (1) Requests to appear as a delegation before a meeting of Council, Advisory Committee or Advisory Commission, must be submitted to the office of the Corporate Officer at least one week prior to the preferred meeting.

- (2) Requests must be in the form of the "Appear as a Delegation to Council" online application form on the City's website.
- (3) Delegations will not be heard at regular meetings of Council on the following:
 - (a) Official Community Plan Bylaws or Zoning Bylaws, including amendments to either such bylaws, which have received first reading and which have not yet been adopted, defeated, or abandoned;
 - (b) matters on which the City has commenced prosecution and on which judgement has not been rendered;
 - (c) the promotion of commercial products or services which have no connection to the business of the City; and,
 - (d) publicly tendered contracts or proposal calls for the provision of goods and services for the City, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by Council or City staff.
- (4) The provisions of section 3(a) do not apply where a second or subsequent Public Hearing is to be held on an Official Community Plan or Zoning Bylaw or amendments to such bylaws, whichever is the case.
- (5) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.
- (6) If the request is granted by the Corporate Officer the Corporate Officer will contact the delegation to confirm attendance at the requested meeting or make alternate arrangements.
- (7) A maximum of three delegations will be permitted at any Council or Committee meeting.
- (8) If a delegation wishes to appear at consecutive meetings, the delegation will be approved only if no more than two delegations are scheduled for the later meeting.
- (9) Delegations will be required to abide by the following general rules:
 - (a) Delegations will be allowed a maximum of 10 minutes to make their presentation, excluding the time taken for questions posed by Council, unless Council or the Committee agrees to extend the time limit.
 - (b) A delegation intending to use audio and/or audio-visual equipment must advise the Corporate Officer prior to the Council meeting, on the understanding that the City will assist with, but not be responsible for, the provision of the necessary equipment;
 - (c) A delegation to Council must not speak disrespectfully of any person, and where in the opinion of the Chair, a delegation has done so, the Chair may ask the delegation to withdraw the offensive remarks;
 - (d) If the delegation refuses to withdraw remarks considered by the Chair to be offensive, or refuses to abide by the rules for delegations, or the instructions of the Chair, the Chair may terminate the presentation and direct the delegation to vacate the speaker's podium and return to the public seating area;
 - (e) Where a delegation refuses to comply with such direction, the Chair may order the expulsion and exclusion of the delegation from the meeting, as permitted in section 133(1) of the *Community Charter*.
 - (f) If the offending delegation apologizes, Council may permit the delegation to either continue their presentation or to remain in the public seating area whichever Council considers appropriate in the circumstances.

30. Points of Order

- (1) Without limiting the Chair's duty under the Community Charter, a Member may raise a Point of Order at any time.
- (2) When a Point of Order is raised, the Chair must:
 - (a) interrupt a matter of consideration on the agenda;
 - (b) interrupt a Member who had been speaking, until the Point of Order is ruled upon;
 - (c) ask the Member raising the Point of Order to state the substance of and the basis for the Point of Order; and
 - (d) rule on the Point of Order without debate.
- (3) The Member who raised the Point of Order:
 - (a) must, upon request by the Chair, state the substance of and the basis for the Point of Order; and
 - (b) may, once the Chair has ruled on the Point of Order, appeal the Chair's ruling. If the ruling of the Chair is appealed, the Chair must put the appeal to a vote, pursuant to the Community Charter.
- (4) If a Member puts a question to the Chair regarding any matter connected to the affairs of Council or the City, the Chair may respond, or may:
 - (a) require the Member to put the question in writing; and
 - (b) take the question on notice and respond during the next regular meeting.

31. Conduct and Debate

- (1) During a Council meeting, a person must not engage in bullying or harassing behaviour in respect of a Council Member, Government Official or a City employee, which includes but is not limited to:
 - (a) expressing a negative opinion about the personality or character of a Council Member, Government Official or City employee;
 - (b) speaking disrespectfully about a Council Member, a Government Official or a City employee;
 - (c) speaking or acting aggressively towards a Council Member, a Government Official or a City employee;
 - (d) using offensive gestures or signs;
 - (e) questioning the motives of a Council Member, Government Official or City employee;
 - (f) using rude or offensive language or engaging in rude or offensive conduct; or
 - (g) disrupting or unnecessarily delaying the conduct of business at the Council Meeting.
- (2) During a Council meeting, a person must:
 - (a) not speak on electronic communication devices when a person or Council Member is speaking, except in the case of emergencies;
 - (b) cease speaking, if called to order by the person presiding over the meeting;
 - (c) adhere to the provisions of this Bylaw; and,
 - (d) adhere to any rulings or decisions made pursuant to this Bylaw.

- (3) Members wishing to speak shall be recognized by the presiding member in the order in which the members indicate their request, preference being given to the mover and to the seconder should either or both wish to speak. If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- (4) Members are addressed, as appropriate, in the following manner: the Mayor as "Mayor (here use the surname)"; a presiding member who is not the Mayor as Chair; and a Councillor as "Councillor (here use the surname)".
- (5) A member wishing to speak for the purpose of speaking directly and concisely on the matter under debate, may do so after being recognized by the presiding member:
 - (a) the first time on the matter for up to 10 minutes;
 - (b) for up to 10 minutes the second time; and
 - (c) for up to an additional 5 minutes to speak to any amendment;however, the presiding member may extend the speaking time where deemed necessary, or Council may do so by motion.
- (6) No member must interrupt a member who is speaking except to raise a point of order.
- (7) Members who are called to order by the presiding member
 - (a) must immediately stop speaking;
 - (b) may explain their position on the point of order; and
 - (c) may appeal to Council for its decision on the point of order in accordance with section 132 of the *Community Charter [authority of presiding member]*.
 - (d) If a member appeals the decision of the presiding member [appeal the decision of the chair], the question of whether the presiding members' decision will stand must be asked by the presiding member and voted on without debate and without the presiding member voting. A tie vote in this situation passes in the affirmative.
- (8) Members speaking at a Council meeting
 - (a) must use respectful language;
 - (b) must not use offensive gestures or signs;
 - (c) must speak only in connection with the matter being debated;
 - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded or reconsidered; and
 - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- (9) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.

32. Expulsion from Council Meetings

- (1) A person who contravenes the general rules of conduct may be ordered expelled from the meeting.
- (2) If a member is of the opinion that a person has contravened the general rules of conduct, the member must state on the record how the general rules of conduct were contravened.

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

33. Motions Generally

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

34. Notice of Motion Process

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

35. Motion to Commit

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

36. Motion for the Main Question

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

37. Amendments Generally

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

- (7) A Council member may propose an amendment to an adopted amendment.
- (8) The presiding member must put the main question and its amendments in the following order for the vote of Council:
 - (a) a motion to amend a motion amending the main question;
 - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (a) is positive;
 - (c) the main question.

38. Reconsideration by Council Member

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

39. Privilege

- (1) In this section, a matter of privilege refers to any of the following motions:
 - (a) fix the time to adjourn;
 - (b) adjourn;

- (c) recess;
- (d) raise a question of privilege of the Council; and,
- (e) raise a question of privilege of a member of Council.

(2) A matter of privilege must be immediately considered when it arises at a Council meeting.

(3) For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

40. Reports from Committees

(1) Council may take any of the following actions in connection with a resolution it receives from any committee or other body appointed by Council:

- (a) agree or disagree with the resolution, support or deny support;
- (b) amend the resolution;
- (c) refer the resolution back to committee, etc.;
- (d) postpone its consideration of the resolution.

41. Adjournment

(1) A Council may continue a Council meeting

- (a) after 10:30 pm only by an affirmative vote of the members present; and
- (b) after 11:00 pm only by a unanimous vote of the members present.

(2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.

(3) Subsection (2) does not apply to either of the following motions:

- (a) a motion to adjourn to a specific day; or
- (b) a motion that adds an opinion or qualification to a preceding motion to adjourn.

PART 5 – BYLAWS

42. Copies of Proposed Bylaws to Council Members

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

43. Form of Bylaws

(1) A bylaw introduced at a Council meeting must:

- (a) be printed;
- (b) have a distinguishing name;
- (c) have a distinguishing number;
- (d) contain an introductory statement of purpose; and
- (e) be divided into sections if applicable.

44. Bylaws to be Considered Separately or Jointly

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

45. Reading and Adopting Bylaws

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

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

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

46. Bylaws Must be Signed

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

PART 6 - RESOLUTIONS

47. Form of Resolution

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

48. Introducing Resolutions

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

PART 7 - COMMITTEE OF THE WHOLE (CoW)

49. Meeting Date and Time

- (1) The Committee of the Whole meetings will commence at 1:30 p.m. in the Council Chambers on the first and third Tuesday of each month, except August, unless otherwise resolved by Council.
- (2) Annually Council must make available to the public a schedule of the dates, times, and places of regular Committee of the Whole meetings in the same manner as is required for regular council meetings. The Committee of the Whole meeting schedule may be combined and made available with the annual notice of regular Council meetings.
- (3) A special meeting of the Committee of the Whole may be called in the same manner as for a special council meeting as provided for in the Community Charter and notice for this special committee meeting must be given in the same manner as for a special council meeting.
- (4) At any time during a regular or special Council meeting for which proper notice has been given Council may resolve to go into Committee of the Whole without further notice. Upon the Committee of the Whole rising and reporting, the regular or special Council meeting resumes with the first order of business thereafter being Council considering the report of the Committee of the Whole.

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

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

51. Presiding Members at CoW Meetings and Quorum

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

PART 8 – COMMITTEES

52. Committees of Council

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

53. Duties and Authority of Standing Committees

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

54. Duties and Authority of Select Committees

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

55. Schedule of Committee Meetings

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

56. Notice of Committee Meetings

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

57. Attendance at Committee Meetings

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

58. Quorum

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

59. Conduct and Debate

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

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

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

COMMUNITY CHARTER

COMMUNITY CHARTER

CHAPTER 26 [SBC 2003]

[includes 2020 Bill 10, c. 1 amendments (effective March 5, 2020)]

General rule that meetings must be open to the public

89. (1) A meeting of a council must be open to the public, except as provided in this Division.
- (2) A council must not vote on the reading or adoption of a bylaw when its meeting is closed to the public.

2003-26-89.

Requirements before meeting is closed

92. Before holding a meeting or part of a meeting that is to be closed to the public, a council must state, by resolution passed in a public meeting,
- (a) the fact that the meeting or part is to be closed, and
- (b) the basis under the applicable subsection of section 90 on which the meeting or part is to be closed.

2003-26-92.

Application of rules to other bodies

93. In addition to its application to council meetings, this Division and section 133 [expulsion from meetings] also applies to meetings of the following:

- (a) council committees;
- (b) a municipal commission established under section 143;
- (c) a parcel tax roll review panel established under section 204;
- (d) a board of variance established under Division 15 of Part 14 of the *Local Government Act*;
- (e) an advisory body established by a council;
- (f) a body that under this or another Act may exercise the powers of a municipality or council;
- (g) a body prescribed by regulation.

2003-26-93; RS2015-1-RevSch (B.C. Reg. 257/2015).

(AM)
Jan
01/16**Requirements for public notice**

94. (1) If this section applies, the applicable notice must be
- (a) posted in the public notice posting places, and
- (b) published in accordance with this section.
- (2) Subject to subsection (4), publication under subsection (1) (b)
- (a) must be in a newspaper that is distributed at least weekly
- (i) in the area affected by the subject matter of the notice, and
- (ii) if the area affected is not in the municipality, also in the municipality, and

COMMUNITY CHARTER

- (b) unless otherwise provided, must be once each week for 2 consecutive weeks.
- (3) The obligation under subsection (2) may be met by publication of the notice in more than one newspaper, if this is in accordance with that subsection when the publications are considered together.
- (4) If publication under subsection (2) is not practicable, the notice may be given in the areas by alternative means as long as the notice
 - (a) is given within the same time period as required for publication,
 - (b) is given with the same frequency as required for publication, and
 - (c) provides notice that the council considers is reasonably equivalent to that which would be provided by newspaper publication if it were practicable.
- (5) As an exception, subsection (4) (b) does not apply in relation to an area if the alternative means is by individual distribution to the persons resident in the area.
- (6) If the same matter is subject to 2 or more requirements for publication in accordance with this section, the notices may be combined so long as the requirements of all applicable provisions are met.
- (7) A council may provide any additional notice respecting a matter that it considers appropriate, including by the Internet or other electronic means.

2003-26-94.

Other records to which public access must be provided

97. (1) The following municipal records, or copies of them, must be available for public inspection:
- (a) all bylaws and all proposed bylaws that have been given first reading;
 - (b) all minutes of council meetings, other than a meeting or part of a meeting that is closed to the public;
 - (c) all minutes of meetings of bodies referred to in section 93 [*application of rules to other bodies*], other than a meeting or part of a meeting that is closed to the public;
 - (d) the annual municipal report under section 98;
 - (e) all disclosure statements under section 106 [*disclosure of gifts*];
 - (f) the report under section 168 [*council remuneration, expenses and contracts*];
 - (g) the written disclosures referred to in section 6 (1) [*disclosures by council members and nominees*] of the *Financial Disclosure Act*;
 - (h) any applicable agreements under section 9 (5) [*concurrent authority agreements*].
- (2) The obligation under subsection (1) is met if the record is made available at the municipal hall within 7 days after it has been requested.

2003-26-97.

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CHAPTER 26 [SBC 2003]

[includes 2020 Bill 10, c. 1 amendments (effective March 5, 2020)]

Procedure bylaws

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

2003-26-124; 2014-19-174.

(SUB)
Jan
01/16

Council meetings

125. (1) The first regular council meeting following a general local election must be on the day set by procedure bylaw under section 124 (2) (g).
- (2) If a quorum of council members elected at the general local election has not taken office by the time referred to in subsection (1), the first regular council meeting must be called by the corporate officer and held as soon as reasonably possible after a quorum has taken office.
- (3) After the first regular meeting, a council must meet
- (a) regularly in accordance with the applicable procedure bylaw, and
 - (b) as it decides and as provided in this Act.
- (4) A special council meeting is a council meeting other than a regular meeting or an adjourned meeting.
- (5) Subject to subsection (7), if a council member is absent from council meetings for
- (a) a period of 60 consecutive days, or
 - (b) 4 consecutive regularly scheduled council meetings,

(ADD)
May
29/14

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whichever is the longer time period, the council member is disqualified from holding office in accordance with subsection (6).

(ADD)
May
29/14

- (6) Disqualification under subsection (5) is disqualification from holding office
- (a) on a local government,
 - (b) on the council of the City of Vancouver or on the Park Board established under section 485 of the *Vancouver Charter*, or
 - (c) as a trustee under the *Islands Trust Act* until the next general local election.
- (7) The disqualification under subsection (5) does not apply if the absence is because of illness or injury or is with the leave of the council.

2003-26-125; 2014-19-14.

Calling of special council meetings

126. (1) The mayor may call a special council meeting in his or her discretion.
- (2) Two or more council members may, in writing, request that the mayor call a special council meeting.
- (3) Two or more council members may themselves call a special council meeting if,
- (a) within 24 hours after receiving a request under subsection (2), no arrangements are made under subsection (1) for a special council meeting to be held within the next 7 days, or
 - (b) both the mayor and the person designated under section 130 [*designation of member to act in place of mayor*] are absent or otherwise unable to act.
- (4) If a special council meeting is called under subsection (3), the council members calling the meeting or the corporate officer must sign the notice under section 127 [*notice of council meetings*] in place of the mayor.

2003-26-126.

Notice of council meetings

127. (1) A council must
- (a) make available to the public a schedule of the date, time and place of regular council meetings, and
 - (b) give notice of the availability of the schedule in accordance with section 94 [*public notice*] at least once a year.
- (2) Subject to subsection (4), notice of a special council meeting must be given at least 24 hours before the time of meeting by
- (a) posting a copy of the notice at the regular council meeting place,
 - (b) posting a copy of the notice at the public notice posting places, and
 - (c) leaving one copy for each council member at the place to which the member has directed notices be sent.
- (3) The notice under subsection (2) must include the date, time and place of the meeting, describe in general terms the purpose of meeting and be signed by the mayor or the corporate officer.
- (4) Notice of a special council meeting may be waived by unanimous vote of all council members.

2003-26-127.

Electronic meetings and participation by members

128. (1) If this is authorized by procedure bylaw and the requirements of subsection (2) are met,
- (a) a special council meeting may be conducted by means of electronic or other communication facilities, or
 - (b) a member of council or a council committee who is unable to attend at a council meeting or a council committee meeting, as applicable, may participate in the meeting by means of electronic or other communication facilities.
- (2) The following rules apply in relation to a meeting referred to in subsection (1):
- (a) the meeting must be conducted in accordance with the applicable procedure bylaw;
 - (b) the facilities must enable the meeting's participants to hear, or watch and hear, each other;
 - (c) for a special council meeting referred to in subsection (1) (a),
 - (i) the notice under section 127 (2) [*notice of special meetings*] must include notice of the way in which the meeting is to be conducted and the place where the public may attend to hear the proceedings that are open to the public, and
 - (ii) except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the meeting at the specified place, and a designated municipal officer must be in attendance at the specified place;
 - (d) for a meeting referred to in subsection (1) (b), except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the participation of the member.
- (3) Members of council or a council committee who are participating under this section in a meeting conducted in accordance with this section are deemed to be present at the meeting.
- 2003-26-128.

Quorum for conducting business

129. (1) Subject to an order under subsection (3) or (4), the quorum is a majority of the number of members of the council provided for under section 118 [*size of council*].
- (2) The acts done by a quorum of council are not invalid by reason only that the council is not at the time composed of the number of council members required under this Act.
- (3) If the number of members of a council is reduced to less than a quorum, the minister may either
- (a) order that the remaining members of the council constitute a quorum until persons are elected and take office to fill the vacancies, or
 - (b) appoint qualified persons to fill the vacancies until persons are elected and take office to fill them.
- (4) The municipality may apply to the Supreme Court for an order under subsection (5) if, as a result of section 100 [*disclosure of conflict*], the number of council members who may discuss and vote on a matter falls below
- (a) the quorum for the council, or
 - (b) the number of council members required to adopt the applicable bylaw or resolution.
- (5) On an application under subsection (4), the court may
- (a) order that all or specified council members may discuss and vote on the matter, despite sections 100 [*disclosure of conflict*] and 101 [*restrictions on participation*], and

COMMUNITY CHARTER

- (b) make the authority under paragraph (a) subject to any conditions and directions the court considers appropriate.
- (6) An application under subsection (4) may be made without notice to any other person.

2003-26-129.

Designation of member to act in place of mayor

- 130.** (1) The council must, in accordance with its applicable procedure bylaw, provide for the designation of a councillor as the member responsible for acting in the place of the mayor when the mayor is absent or otherwise unable to act or when the office of mayor is vacant.
- (2) If both the mayor and member designated under subsection (1) are absent from a council meeting, the members present must choose a member to preside.
- (3) The member designated under subsection (1) or chosen under subsection (2) has the same powers and duties as the mayor in relation to the applicable matter.

2003-26-130.

Mayor may require council reconsideration of a matter

- 131.** (1) Without limiting the authority of a council to reconsider a matter, the mayor may require the council to reconsider and vote again on a matter that was the subject of a vote.
- (2) As restrictions on the authority under subsection (1),
- (a) the mayor may only initiate a reconsideration under this section
 - (i) at the same council meeting as the vote took place, or
 - (ii) within the 30 days following that meeting, and
 - (b) a matter may not be reconsidered under this section if
 - (i) it has had the approval of the electors or the assent of the electors and was subsequently adopted by the council, or
 - (ii) there has already been a reconsideration under this section in relation to the matter.
- (3) On a reconsideration under this section, the council
- (a) must deal with the matter as soon as convenient, and
 - (b) on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.
- (4) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

2003-26-131.

Authority of presiding member

- 132.** (1) The mayor or the member presiding at a council meeting must preserve order and decide points of order that may arise, subject to an appeal under this section.
- (2) On an appeal by a council member from a decision of the presiding member under subsection (1), the question as to whether the chair is to be sustained must be immediately put by the presiding member and decided without debate.
- (3) As exceptions to section 123 [*general voting rules*],
- (a) the mayor or other presiding member may not vote on a motion under subsection (2),

COMMUNITY CHARTER

- (b) the motion passes in the affirmative if the votes are equal, and
- (c) the mayor or other presiding member must be governed by the result.
- (4) If the mayor or presiding member refuses to put the question under subsection (2),
 - (a) the council must immediately appoint another member to preside temporarily,
 - (b) that other member must proceed in accordance with subsection (2), and
 - (c) a motion passed under this subsection is as binding as if passed under subsection (2).

2003-26-132; 2003-52-543.

Expulsion from meetings

- 133.** (1) If the person presiding at a council meeting considers that another person at the meeting is acting improperly, the person presiding may order that the person is expelled from the meeting.
- (2) If a person who is expelled does not leave the meeting, a peace officer may enforce the order under subsection (1) as if it were a court order.

2003-26-133.

Requirements for passing bylaws

- 135.** (1) Before a bylaw is adopted by a council, it must be given 3 readings by the council.
- (2) Subject to this section and the applicable procedure bylaw, a bylaw may be given up to 3 readings at one meeting of council.
- (3) There must be at least one day between the third reading and the adoption of a bylaw.
- (4) If this or another Act requires that a bylaw receive
- (a) approval of the Lieutenant Governor in Council, a minister or the inspector, or
 - (b) approval of the electors or assent of the electors,
- the approval or assent must be obtained after the bylaw has been given third reading and before it is adopted.
- (5) If a bylaw is subject to both requirements referred to in subsection (4), the approval referred to in subsection (4) (a) must be obtained before the bylaw is submitted for the approval or assent referred to in subsection (4) (b).
- (6) Once a bylaw is adopted,
- (a) the council member presiding at the meeting at which it was adopted, and
 - (b) the corporate officer
- must sign the bylaw.

2003-26-135.

Standing committees of council

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

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2003-26-141.

Select committees of council

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

2003-26-142.

Municipal commissions

- 143.** (1) A council may establish and appoint a commission to do one or more of the following:
- (a) operate services;
 - (b) undertake operation and enforcement in relation to the council's exercise of its authority to regulate, prohibit and impose requirements;
 - (c) manage property and licences held by the municipality.
- (2) *Repealed.* [2012-29-50 (B.C. Reg. 170/2013)]

(REP)
May
30/13

2003-26-143; 2003-52-544; 2012-29-50 (B.C. Reg. 170/2013).

Application of procedure rules to other bodies

- 145.** (1) Subject to subsection (2), the rules established by procedure bylaw respecting the taking of minutes at council committee meetings apply to meetings of other bodies referred to in section 93 [*application of open meeting rules to other bodies*].
- (2) The rules referred to in subsection (1) do not apply
- (a) if a procedure bylaw provides for other procedures for the taking of minutes by one or more bodies referred to in that subsection,
 - (b) if the body is exempted by regulation, or
 - (c) to the extent they are modified by regulation.

2003-26-145.

Corporate officer

- 148.** One of the municipal officer positions must be assigned the responsibility of corporate administration, which includes the following powers, duties and functions:
- (a) ensuring that accurate minutes of the meetings of the council and council committees are prepared and that the minutes, bylaws and other records of the business of the council and council committees are maintained and kept safe;
 - (b) ensuring that access is provided to records of the council and council committees, as required by law or authorized by the council;
 - (c) administering oaths and taking affirmations, affidavits and declarations required to be taken under this Act or any other Act relating to municipalities;
 - (d) certifying copies of bylaws and other documents, as required or requested;
 - (e) accepting, on behalf of the council or municipality, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the council or municipality;
 - (f) keeping the corporate seal, if any, and having it affixed to documents as required.

COMMUNITY CHARTER

2003-26-148.

LOCAL GOVERNMENT ACT

CHAPTER 1 [RSBC 2015]

[includes 2019 Bill 17, c. 19 (B.C. Reg. 161/2020) amendments (effective February 1, 2021)]

Delegation of public hearings

- 469.** (1) If a local government makes a delegation in relation to one or more public hearings,
- (a) that delegation does not apply to a hearing unless the notice of hearing under section 466 includes notice that the hearing is to be held by a delegate, and
 - (b) the resolution or bylaw making the delegation must be available for public inspection along with copies of the bylaw referred to in section 466 (2) (e).
- (2) If the holding of a public hearing is delegated, the local government must not adopt the bylaw that is the subject of the hearing until the delegate reports to the local government, either orally or in writing, the views expressed at the hearing.

RS2015-1-469 (B.C. Reg. 257/2015).

Procedure after public hearing

- 470.** (1) After a public hearing, the council or board may, without further notice or hearing,
- (a) adopt or defeat the bylaw, or
 - (b) alter and then adopt the bylaw, provided that the alteration does not
 - (i) do any of the following:
 - (A) alter the use;
 - (B) increase the density;
 - (C) without the owner's consent, decrease the density of any area from that originally specified in the bylaw, or
 - (ii) alter the bylaw in relation to residential rental tenure in any area.
- (2) A member of a council or board who
- (a) is entitled to vote on a bylaw that was the subject of a public hearing, and
 - (b) was not present at the public hearing
- may vote on the adoption of the bylaw if an oral or written report of the public hearing has been given to the member in accordance with subsection (3).
- (3) The report referred to in subsection (2) must be given to the member by
- (a) an officer or employee of the local government, or
 - (b) if applicable, the delegate who conducted the public hearing.
- (4) After a public hearing under section 464 (1) or third reading following notice under section 467 *[notice if public hearing waived]*, a court must not quash or declare invalid the bylaw on the grounds that an owner or occupier
- (a) did not see or receive the notice under section 466 or 467, if the court is satisfied that there was a reasonable effort to mail or otherwise deliver the notice, or
 - (b) who attended the public hearing or who can otherwise be shown to have been aware of the hearing, did not see or receive the notice, and was not prejudiced by not seeing or receiving it.

RS2015-1-470 (B.C. Reg. 257/2015); 2018-26-3.

Adoption procedures for official community plan

LOCAL GOVERNMENT ACT

477. (1) An official community plan must be adopted by bylaw in accordance with this section.
- (2) Each reading of a bylaw under subsection (1) must receive,
- (a) in the case of a municipal bylaw, an affirmative vote of a majority of all council members, and
 - (b) in the case of a regional district bylaw, an affirmative vote of a majority of all directors entitled under Division 3 *[Voting and Voting Rights]* of Part 6 *[Regional Districts: Governance and Procedures]* to vote on the bylaw.
- (3) After first reading of a bylaw under subsection (1), the local government must do the following in the indicated order:
- (a) first, consider the proposed official community plan in conjunction with
 - (i) its financial plan, and
 - (ii) any waste management plan under Part 3 *[Municipal Waste Management]* of the *Environmental Management Act* that is applicable in the municipality or regional district;
 - (b) next, if the proposed official community plan applies to agricultural land in the agricultural land reserve, refer the plan to the Provincial Agricultural Land Commission for comment;
 - (c) next, hold a public hearing on the proposed official community plan in accordance with Division 3 *[Public Hearings on Planning and Land Use Bylaws]* of this Part.
- (4) In addition to the requirements under subsection (3), a local government may consider a proposed official community plan in conjunction with any other land use planning and with any social, economic, environmental or other community planning and policies that the local government considers relevant.
- (5) The minister may make regulations in relation to subsection (3) (b)
- (a) defining areas for which and describing circumstances in which referral to the Agricultural Land Commission under that subsection is not required, and
 - (b) providing that an exception under paragraph (a) is subject to the terms and conditions specified by the minister.
- (6) Despite section 135 (3) *[at least one day between third reading and adoption]* of the *Community Charter*, a council may adopt an official community plan at the same meeting at which the plan passed third reading.

RS2015-1-477 (B.C. Reg. 257/2015); 2018-56-48 (B.C. Reg. 30/2019).

Adoption of municipal zoning bylaw

480. Despite section 135 (3) *[at least one day between third reading and adoption]* of the *Community Charter*, a council may adopt a zoning bylaw at the same meeting at which the bylaw passed third reading.

RS2015-1-480 (B.C. Reg. 257/2015).

(AM)
Feb
22/19

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

MEETING DATE: March 9, 2021
FILE NO: 05-1830-20
MEETING: Workshop

SUBJECT: Quarter 4, 2020 Preliminary Financial Update

EXECUTIVE SUMMARY:

The purpose of this report is to provide a preliminary financial update on operating results to the end of 2020. It should be noted that at the time of writing this report, results for 2020 were not finalized. Consequently, the schedule to this report contains a number of estimates and final results will differ.

The fourth quarter saw public health officials declare that BC was experiencing a second wave of the virus as the number of daily cases began to increase. This led to further changes in restrictions in place to help control the health crisis and staff reacted once again to work safely within such a dynamic situation.

In November, the City received Safe Restart funding of \$6.4 million from the Province to help offset the impacts of COVID-19. Approximately \$4.1 million of this funding has been used to offset 2020 revenue losses as well as increased expenses. The balance has been transferred to Reserves to help offset the continued impacts in 2021.

Early in the year, TransLink announced that 2020 municipal funding for road maintenance would be deferred; this was followed by an announcement in December that the payments were in fact cancelled. This resulted in approximately \$1.6 million less funding than expected. The City has been able to mitigate this shortfall by drawing down previously deferred revenues.

Based on estimated year-end results, we anticipate that the operating accumulated surplus will increase by approximately \$4.6 million, after transfers for capital and to Reserves, to provide for work already underway and that will continue in 2021. This will result in an accumulated surplus of approximately \$35 million. Due to the preliminary nature of this report, final results will differ. An update will be provided when the City's Consolidated Financial Statements are presented.

RECOMMENDATION:

For information only

DISCUSSION:

a) Background Context:

The purpose of this report is to provide a preliminary financial update to the end of 2020, focusing on operating results for the City. At the time of writing, results for the year were not finalized and a

number of estimates have been incorporated into the schedule accompanying this report. Final results are expected to differ.

In Q4, public health officials declared that BC was officially experiencing a second wave of the virus and there were a number of changes to restrictions implemented throughout the quarter. Staff continued to adapt to the dynamic situation to ensure that we could continue to operate safely to the extent possible. We continued to quantify the impact of the current health crisis to the City, recognizing that in some instances the impact would likely be felt more in future years than in the current year and that we would continue to experience the impact to our operations into 2021.

Local Governments were identified as an essential service early in the health crisis and for the most part City operations have continued, although our customer service delivery method has looked different. During the third quarter there was a focus on putting Worksafe BC compliant plans in place to allow us to safely reopen facilities. The fitness facilities in the Leisure Centre reopened in a limited capacity in July while the aquatics area remained closed until late September. While the facility is now open, capacity is constrained to 30% of normal.

We continue to adapt our operations in response to an ever-evolving situation to ensure our employees stay safe and that business continuity plans are in place.

Revenues:

Under current accounting guidelines we recognize revenues as they are earned, which is often at a different point in time than when the related cash is received. In this section, we have included information about both revenues and impacts to cash flows where appropriate.

As a result of COVID-19, it is challenging to predict what that impact will be with any certainty and it is likely that the impact will extend beyond the current year. For example, revenues such as investment income are likely to be impacted for an extended period of time due to a reduction in the rates available to us.

The following provides some information on each of the City's revenue sources:

- **Property taxes:** The Community Charter sets the due date for property taxes at July 2 each year and any amounts unpaid at that time are subject to penalty. The legislation includes a provision allowing local governments to set an alternate penalty date. As a measure intended to provide some relief to citizens, Council adopted Bylaw No. 7640-2020 to amend the penalty date to October 1, 2020 which provided people the latitude to take until September 30 to pay without penalty if they needed to.

Property taxes are the City's primary revenue source and from an accounting perspective are recognized when levied with cash collection following in the subsequent months. As at the end of the year the City has collected just over 97% of the overall property tax levy. This is similar to our experience in a more typical year.

- **User fees & other revenues:** This revenue category includes items, such as building permit revenues, planning fees and the sewer and water levies in addition to recreation fees. In previous updates we had estimated that the City would receive between \$42 and \$44.5 million from user fees in 2020. Preliminary numbers indicate we will see \$45.4 million.

Building permit revenues are recognized on a different fiscal year to the rest of the organization, with revenues recognized from November 1 to October 31. In previous reports we were cautiously optimistic that revenues would meet financial plan targets of \$2.6

million and preliminary results show that we realized approximately \$3 million, exceeding financial plan estimates.

Overall planning fees for 2020 appear to be similar to amounts realized in 2019. This is consistent with the trend we saw throughout the year and reflects a continued interest in development in the City.

In the recreation area, revenues were forecast to miss financial plan targets by approximately \$2 million as a result of the operational disruption related to the pandemic. Preliminary results show a shortfall of approximately \$2.1 million.

- Government Transfers: Grants are received from other levels of government and are typically linked to a specific program or service delivery area. In some instances, the City will receive funding in advance of incurring expenses and may be able to defer the timing of revenue recognition to align with the timing of the related expenses. One example of this is the annual funding the City receives from TransLink to maintain the Major Road Network.

In 2020, the City expected to receive approximately \$1.8 million in funding from TransLink for the maintenance and rehabilitation of the Major Road Network. Early in the health crisis, they announced that any payments to municipalities would be deferred. This decision was amended later in the year with TransLink announcing that 2020 funding would be cancelled. The City received approximately \$275,000 prior to the emergence of the health crisis. At the end of 2019, the City had approximately \$2.8 million in deferred funding for the Major Road Network therefore the decrease in funding this year will be offset by recognizing previously deferred revenues.

As a measure to assist municipalities manage the impact of the pandemic the Province provided funding through the BC Safe Restart program. The City received approximately \$6.4 million and has applied the funding as follows:

Offset Recreation Revenue losses	\$2.1 million
Offset Gaming Revenue losses	\$1.2 million
Costs to support remote work	\$0.3 million
Other	\$0.5 million
Reserved for 2021	\$2.3 million

- Development Revenues: Much of the revenue included in this category is a recognition of previously collected amounts and variances to budget are offset by delays in expenditures.
- Interest and investment income: The City invests any cash not immediately needed to settle its obligations in accordance with policy that prioritizes safety, liquidity and returns. The budget for this income stream is set conservatively as the ability to generate returns is dependent on both available rates and timing of expenditures, particularly for capital. By the end of Q3 the City had already exceeded budget expectations and preliminary year-end results indicate we will realize \$1.86 million in excess of our financial plan target for the year. It should be noted that interest rates have declined significantly since the start of the pandemic and we expect that the full impact of the economic downturn on investment earnings will be experienced in future years.
- Gaming revenues: Under an agreement with the Province, the City receives a share of the net revenues from the local Chances Casino. The facility was closed in March due to the pandemic and according to the BC Restart Plan will not reopen until we move into Phase 4 of that plan, the timing of which is uncertain. Under policy, the majority of gaming revenues are used as a funding source for capital and infrastructure renewal. At the end of 2019,

we had \$2.7 million of reserved gaming revenues meaning a shortfall in this revenue stream can be offset in the short term but a protracted facility closure will have an impact in future years. As noted above, some of the BC Safe Restart funding was used to offset this revenue shortfall.

Expenses

On the expense side, City operations have largely continued without interruption throughout the public health crisis and for the most part are comparable to our experience in 2019. Overall, preliminary expenses are at approximately 83% of financial plan targets. While these numbers will change once results are finalized it appears they will be consistent with previous forecasts ranging between 85% and 91%. There are a number of staffing vacancies throughout the organization that will contribute to overall saving and, as noted in previous updates, physical distancing protocols have resulted in changes to the delivery methods of events such as conferences and training that will also result in some savings. As in other years, there are a number of deferred work plan items and while this will result in some savings compared to budget we will likely see some of those savings transferred to Reserves to allow those deferred work plans to proceed in 2021.

The following provides information on each reporting segment included on the Statement of Operations:

- **General Government**: Preliminary expenses in this area are at approximately 85% of budget, resulting in estimated savings of \$2.6 million. Savings related to deferred work plan items will be transferred to Reserves to allow the work to move forward in 2021.
- **Protective Services**: Estimated expenses at the end of the year are at approximately 89% of budget resulting in savings of approximately \$4.8 million. Of this amount approximately \$2.7 million is the result of savings from the RCMP contract and, in line with past practice, this has been transferred to the Police Services Reserve to provide for future RCMP initiatives. Additional savings of approximately \$1.1 million can be attributed to staffing vacancies with the balance coming from multiple areas within the departments that make up this reporting segment.
- **Transportation**: Preliminary expenses at the end of 2020 are approximately 70% of budget with estimated savings of \$4.1 million. This can be attributed to both staffing vacancies and to various studies and projects that are underway but unlikely to be completed this year. Given the information available at this time estimated savings from vacancies are \$1.1 million. Unspent funding of approximately \$2.9 million for studies and projects will be transferred to Reserves to allow work to continue in 2021.
- **Planning, Public Health & Other**: Preliminary 2020 expenses in this reporting segment are at approximately 88% of budget with estimated savings of \$900 thousand with approximately 1/3 of those savings attributed to vacancies. The majority of the balance is from savings related to deferred work and has been transferred to Reserves for work to continue in 2021.
- **Parks, Recreation & Culture**: The City's recreation division has experienced the greatest impact from the current health crisis with prolonged facility closures and current operations experiencing capacity restrictions. At this time, we anticipate the current restrictions being in place through the duration of the health crisis. Overall expenses in the recreation area are estimated at \$16.8 million at this time with savings compared to budget of approximately \$5.2 million. Approximately \$2 million of this is the result of salary savings,


a further \$1 million can be attributed to deferred work items, \$600 thousand to debt that had not been entered into at the end of the year, approximately \$700 thousand in costs that were reclassified as tangible capital assets with the balance coming from multiple areas in the division.

- Sewer: Preliminary 2020 expenses in the Sewer Utility are in line with previously forecast estimates for the year at 82% of budget which translates to savings of approximately \$1 million. The majority of this amount can be attributed to studies and projects in progress and has been transferred to Reserves to allow work to continue in 2021.
- Water: Preliminary expenses in the Water Utility are at approximately 80% of the annual budget, with estimated savings compared to budget of \$2.8 million. Approximately \$400 thousand of this is related to savings on salaries, \$500 thousand to the cost of water purchases compared to budget, \$325 thousand that has been reclassified as tangible capital assets and approximately \$1 million for deferred projects that has been transferred to Reserves.

CONCLUSION:

In conclusion, the intent of this report is to provide a preliminary update on the City's financial results in the operating funds. As noted throughout the report, a number of estimates have been incorporated as, at the time of writing, results were not finalized. Final results will differ from those described in this report. Updated information will be provided when the City's 2020 Consolidated Financial Statements are presented.


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


Reviewed by: **Trevor Thompson, BBA, CPA, CGA**
Director of Finance


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

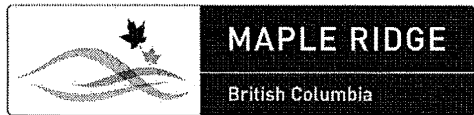

Concurrence: **Al Horsman**
Chief Administrative Officer

Attachments: Quarter 4 Statement of Operations (Preliminary)

City of Maple Ridge
Quarter 4 Statement of Operations
Updated to December 31, 2020 (preliminary)

	Ytd Actual	Annual Budget	%
Revenues			
Taxes for municipal purposes	94,914,905	94,680,030	100%
User fees and other revenue	45,433,301	47,142,875	96%
Government transfers	10,182,704	3,446,265	295%
Development revenue	626,996	1,356,621	46%
Interest and investment income	3,727,268	1,867,988	200%
Gaming revenues	323,738	1,500,000	22%
Total Revenue	155,208,913	149,993,779	103%
Expenses (excluding amortization)			
General Government	15,862,443	18,149,774	87%
Protective Services	38,678,759	43,499,397	89%
Transportation	9,959,252	13,988,777	71%
Planning; Public Health & Other	6,454,740	7,304,274	88%
Recreation	16,357,636	22,071,087	74%
Sewer	10,159,354	12,329,795	82%
Water	12,457,887	14,740,619	85%
Total Expenses	109,930,071	132,083,723	83%
Annual Surplus	45,278,842	17,910,056	
Internal transfers & principal payments			
Principal Payments	2,614,854	3,218,773	
Estimated transfers to(from) reserves	34,800,000	5,313,949	
Estimated transfers to capital	3,219,000	14,152,027	
Total Internal transfers & principal payments	40,633,853	22,684,749	
Increase (decrease) in operating accumulated surplus	4,644,988	- 4,774,693	
Accumulated surplus - beginning of year	30,357,265	30,357,265	
Estimated Accumulated surplus as at December 31, 2020	35,002,253	25,582,572	

* Accumulated surplus is the balance of revenues in excess of expenses and net transfers to Reserves that accumulates over time; it is not the result of one year of operations.



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CITY OF MAPLE RIDGE

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: Quarterly Corporate Update – Q4 2020

MEETING DATE: March 9, 2021
FILE NO: 2697658
MEETING: Workshop

EXECUTIVE SUMMARY:

The Directors' Working Group (DWG) was established as part of the organizational realignment that took place in spring of 2020. The intent of the DWG is to facilitate effective communication between departments to ensure the provision of efficient, streamlined service to the community. One of the tasks assigned to the DWG is a quarterly corporate update on the advancement of Council's strategic priorities:

- Community Safety
- Community Pride & Spirit
- Growth Management
- Inter-Government Relations
- Natural Environment

This report and accompanying presentation will provide Council with an update on key initiatives delivered to date, including relevant performance measures.

RECOMMENDATION:

For information only.

DISCUSSION:

a) Background Context:

The purpose of this report is to provide a corporate update for the fourth quarter of 2020, focusing on advancements to Council's strategic priorities. During Q4, we continued to navigate operations and service delivery through public health orders pertaining to the ongoing Covid-19 pandemic. Although service delivery has looked different, we continue to adapt in response to ensure our employees and customers are safe and able to continue operating and serving the community.

Support Services

The backbone of City operations is a number of support services teams including: Finance; Human Resources; Information Technology; Communications and Corporate Planning; and, Consultation Departments.

Key initiatives undertaken by support services in Q4 include: ongoing support from Information Technology to ensure business continuity through online applications for meetings and consultations. On average, over 1,500 people per month attended meetings (79/day) averaging over 1,400 hours/month! Office 365 continues to be rolled out to staff groups, which will provide employees with alternate online meeting options. As part of the continued service improvement

model, all departments review website navigation, content and access to information regularly and work with the Communications team to ensure accessible information for residents and improved application processes.

The Organization has passed the Worksafe BC certificate of recognition (COR) audit for the 9th year in a row – this year achieving a 94% in both occupational health and safety and disability resulting in a \$90,000 rebate for 2021.

2021 business planning was packaged and presented to Council with a focus on the strategic priorities and included two full days of staff presentations and Council discussions. 2021 deliverables meeting Council's priorities have been included in the matrix, providing staff and Council with a roadmap for the year ahead. Included in the business planning presentations was the introduction of a new set of performance measures that align with Council's strategic priorities.

Community Pride & Spirit

As event organizers looked at ways to proceed with much loved holiday community events, additional Provincial Health orders put further constraints on gatherings and events. For the first time ever, the annual Remembrance Day event at the cenotaph was cancelled to support community health and safety. In its place was a virtual event that took place out of the local legion. The annual Celebrate the Night, hosted in Memorial Peace Park, was re-imagined as a lights and lasers drive-in experience at the Albion Fairgrounds. The evening was enjoyed by more than 800 attendees on site and there were more than 8,000 views of the *Said the Whale* livestreamed concert. GLOW Maple Ridge realized its second annual takeover of Memorial Peace Park and the town centre creating a winter wonderland enjoyed by many in the community and abroad. Sponsorship for GLOW more than doubled in 2020 which allowed the event to expand to additional City buildings including RCMP, City Hall and Bylaws.

The Organization's 'digital first' approach continued with the creation of holiday video content and social media photo galleries for the community to enjoy. The FDI Alliance (Foreign Direct Investment) International publication, which promotes economic development, published a feature article on Maple Ridge that highlights our City's diversity and inclusion; the article received 248,000 views within ten days of publication.

Although the 2020 BC Games were cancelled due to Covid-19, the Games Society was still able to provide \$120,000 in legacy funds to support the City's local non-profit sports organizations (LSO's). A sub-committee made up of former directors from the 2020 society, with support from a City staff liaison, has been struck and applications are currently open. A recreation facilities gap analysis was undertaken in consultation with the LSO's to get a better understanding of current and future needs. This was received by Council in Q4 and will be taken in to consideration during the 2021 Master Plan process.

Community Safety

Advancement of the Community Social Safety Initiative continues through monthly stakeholder meetings with internal staff, local experts and key community service agencies. Some of the 'on the ground' work includes joint patrols by Community Safety Officers and the RCMP's UCRU team, naloxone training was also provided to Officers and the recruitment of a fourth officer was completed.

Phase two of the Business Engagement Plan with Ridge Meadows RCMP is underway, in addition to launching the Lock Out Through Environmental Design (LOCTED) program in conjunction with the Downtown Meadow Ridge Business Improvement Association. To date over \$6,000 has been granted under the program towards the costs of improvements.

City Hall re-opened for in-person business in Q4 which required policy and guideline development, installation of plexi-glass barriers, directional and social distancing signage, increased sanitization routines and the expansion of the Ambassador program. Through November and December, Bylaw Compliance Officers conducted site inspections for restaurants, pubs and other liquor establishments, fitness facilities and places of worship to ensure Covid-19 compliance was obtained. Overall in 2020, more than 350 Covid-19 inspections took place.

Council approval was received on new regulation for supportive recovery homes in residential areas and on the boulevard maintenance bylaw, which requires all owners of real property to maintain their boulevards and prohibits construction. In addition, it also grants Bylaw Compliance Officers, Fire and RCMP the authority to compel owners to maintain their boulevards.

Lastly, some news and advancements from Fire Services. In the area of labour relations, the IAFF collective agreement was approved and ratified, successful recruitments were completed including an Emergency Program Assistant Chief and the second round of 2020 paid on call and career hires. Furthermore, the procurement of the Fire Services and Operations dispatch contract was completed as well as an update to the City's flood plan.

Growth

Design guidelines for ground-oriented residential units, including triplex, fourplex and courtyard housing developments were developed and presented to Council for adoption in to the Official Community Plan (OCP). Additionally, Council endorsed the Yennadon Land Use Plan and Loughheed Corridor Concept Plan. Area plan policies and development permit guidelines are underway and will be brought forward through OCP amending bylaws in the future.

A comprehensive review and update of the zoning bylaw, which prescribes the use of every parcel of land across Maple Ridge, was undertaken. A review of this nature has taken place only three times in the City's history, the last being in 1985. This has resulted in a more relevant, modernized and user-friendly document to support sustainable growth in Maple Ridge.

A general overview of short-term rentals was provided to Council in November. It included potential impacts and common practices as well as the regulatory framework being implemented by other municipalities in British Columbia. Council endorsed a recommendation that staff implement specific options for short-term rentals and prepare a regulatory and enforcement framework for Maple Ridge.

Investments in infrastructure continues, including detailed design work for: a new server room and re-cabling project at the Operations Centre; an emergency generator for the Operations Centre; and, a second squash court at the Maple Ridge Leisure Centre. The community was consulted on a number of amenities, including a new park at 241A and 112 Street, Silver Valley Gathering Place, and playground lifecycle replacements at Holly Park, Creek's Crossing Park, South and North Country Lane Parks. The Abernathy Way extension study has been completed and a strategic transportation plan study was kicked off.

Inter-Government Relations

In October, a report was brought forward outlining the general process for terminating land use contracts between the City and landowners, and a strategy to meet the province's deadline of eliminating such contracts. A land use contract outlines the use and development permitted on a property and is similar to those found in a zoning bylaw. The legislation authorizing Land Use Contracts was repealed in 1978; however, Land Use Contracts approved prior to this date remain

in force. Within the City of Maple Ridge, there are 29 Land Use Contracts still in effect that are required to be transitioned to zoning bylaws by June 2022.

The Metro Vancouver Regional Industrial Strategy's recommendations were visited by Council, including the City's role in these recommendations. The information received also summarized the challenges, trends and opportunities to achieve the vision for sufficient industrial lands within the region by 2050.

The Ministry of Agriculture introduced changes to Bill 15 which affect application fees, soil removal, fill placement and application processes. The most noteworthy change is elimination of the option for landowner exclusion applications; it is now up to local government to make the application.

Natural Environment

As part of ongoing work to update the integrated storm water management plan, public consultation took place using online methods. Council received a status report on the green infrastructure management strategy and approved selection of a consultant to undertake a quantitative risk assessment of the Fraser River Escarpment area.

In an effort to support builders with environmental building improvements and to encourage improvements to building practices, a new tool was introduced that determines airtightness in current construction projects.

b) Desired Outcome:

To provide Council and the community with regular updates on City initiatives that deliver on Council's strategic priorities and contribute to a well-balanced community.

c) Interdepartmental Implications:

Many of the initiatives and projects completed include collaboration between multiple departments as reflected in this report and accompanying presentation.

CONCLUSION:

Work continues to advance Council's key strategic priorities to make the City of Maple Ridge a great place to live, work and play.



Prepared by: **Danielle Pope**
Director, Recreation & Community Engagement



Concurrence: **Al Horsman**
Chief Administrative Officer

Attachments:
Appendix A - Performance Indicators

Performance Indicators

All statistics represent January to December of the indicated year.

Community Safety

	Calls to Fire Dep.	Medical Calls to Fire Dep.	MVA Calls to Fire Dep.	Structure Fire Calls to Fire Dep.	Business Licences Issued	Dog Tags Issued	Calls for Service - New Files Created
2020	3,820	1,524	388	150	5,051	7,233	4,318
2019	3,501	1,876	297	91	5,168	7,784	3,920
2018	3,246	1,697	367	76	5,019	7,785	3,618

Community Pride & Spirit

	Facebook Followers	Grant Funding Received	MRLC Admissions	Program Participants	Media Releases	Film Permits
2020	10,762	\$290,921	64,750	6,977	75	190
2019	9,774*	\$1,475,422	101,216	15,143	72	254
2018	8,650*	\$412,823	150,167	19,622	75	352

*Total annually

Growth

	Planning Reports to Council	Active Applications In House	Planning Public Inquiries	Operations Dep. Completed Service Requests	Facilities Work Requests
2020	102	572	Telephone: 3,343 Counter: 1,239	5,624	1,815
2019	n/a	394	Telephone: 4,427	n/a	1,959
2018	n/a	n/a	n/a	n/a	1,954

Building Department Stats

	Permits Issued	Inspections Performed	Construction Value	Units
2020	5,196	20,950	\$337.4 M	658
2019	4,684	20,106	\$222.5 M	594
2018	5,301	23,360	\$174.0 M	376

Engineering Department Stats

	Rezoning	Subdivisions	Building Permits	Servicing Requests
2020	37	18	284	125
2019	26	13	263	132

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

MEETING DATE: March 9 2021
FILE NO: 01-550-01
MEETING: Workshop

SUBJECT: Council Workplan Matrix – March 9, 2021

EXECUTIVE SUMMARY:

Council last adopted an update to the Workplan Matrix on July 28, 2020. Following direction provided during the business and financial planning process, the Council Workplan Matrix has been updated to reflect progress on key items and provide a schedule for forthcoming projects. The Matrix does not represent an exhaustive list of the work undertaken by departments, but a snapshot of key priority projects identified by Council.

RECOMMENDATION:

That the Council Workplan Matrix – March 9, 2021 be endorsed.

DISCUSSION:

a) Background Context:

In January 2019, Council developed a framework that captured their strategic direction for the next four years. Based on this framework, staff prepared a detailed matrix that listed specific workplan items. Following feedback from Council, at the April 9, 2019 Council Meeting, the 'City of Maple Ridge Strategic Plan 2019-2022' and 'Council Workplan Matrix - March 19, 2019', were adopted.

At the October 1, 2019 Council Meeting, Council reaffirmed the 'City of Maple Ridge Strategic Plan 2019-2022' and approved the revised 'Council Workplan Matrix - September 17, 2019', which established target dates for the following few months.

At its Workshop of February 3, 2020, Council conducted a facilitated check-in of the 2019-2022 Strategic Plan where the strategic priorities were reaffirmed and directions for 2020 were identified. On March 24, 2020, Council adopted a revised matrix that reflected these decisions. Additional items were added during a mid-year check-in on July 28, 2020.

Since that time, Council has undertaken another business and financial planning process that highlighted the work accomplished to date and identified new priority deliverables, including:

Report Title	Date
Thornhill Background Report	Mar -30
Energy Step Code	Apr-27
Town Centre Parking Strategy	Oct-12

The attached Council Workplan Matrix is not an exhaustive list of items that Council will address over the course of the final months of 2021. Work items included in the Matrix relate directly to Council's Strategic Plan and priorities.

CONCLUSION:

The attached Council Workplan Matrix – March 9, 2021 captures when strategically aligned work items will be presented to Council through the end of 2021.


Prepared by: **Dan Olivieri**
Research Technician


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


Concurrence: **Al Horsman**
Chief Administrative Officer

Attachments:

(A) Council Workplan Matrix – March 9, 2021

Community Safety

Council Workplan Matrix – March 9, 2021

Date est.	Meeting	Action Item/Report Title	Dept	Outcome/Next Steps	Status
9-Feb-21	Workshop	Community Social Safety Initiative	All Depts	<ul style="list-style-type: none"> - Consultation outcomes report targeting July 27, 2021 - Quarterly Council updates - Developed public CSSI performance dashboard Jan 26, 2021 - Action Plan 85% operationalized - Partners Meetings June 22, 2020 & Jan 13, 2021 - Reinvigorated CSET - Established Action Team with monthly meetings - Established Advisory Team July 2, 2019 - Process report Feb 12, 2019 	In Progress
27-Apr-21	Workshop	Cannabis Regulation Options Report	Planning	<ul style="list-style-type: none"> - Background report on production and processing regulations Feb 12, 2019 - Review of options for the regulation of retail cannabis operations 	In Progress
13-Jul-21	Workshop	Social Services Gap Analysis	Planning	Review of gap analysis results by SPARC consulting	In Progress
Q4 2021	Workshop	Integrated Court	Bylaw	<ul style="list-style-type: none"> - Presentation from Crown Counsel representatives - Update from Provincial Crown Council on community court initiative Mar 12, 2019 	In Progress
Complete					
22-Jan-19	CoW	Maple Ridge Sport and Physical Activity Strategy Implementation Plan	Park/Fac	Implementation plan review by Council	Endorsed Jan 29, 2019
12-Mar-19	Council	Social Housing Plan – Presentation	Planning	Introduce a draft plan for submission to the Province	Adopted Mar 12, 2019
16-Apr-19	CoW	Social Policy Advisory Committee Update	RCE	Report on SPAC work plan	Complete
23-Apr-19	Workshop	Fire Department Update	Fire	Overview of current services and outcomes	Complete
9-Jul-19	Workshop	RCMP Update	Police	Overview of current services and outcomes	Complete
1-Oct-19	Workshop	Cycling on Sidewalks Review	Eng	Initial discussion regarding cycling on sidewalks and changes to Highways and Traffic Bylaw for consideration	Complete
1-Oct-19	Workshop	RCMP Update	Police	Update on community policing efforts in Maple Ridge	Complete

*Dates are estimated. Please check meeting agendas at mapleridge.ca/640 as adjustments are to be expected.

Community Safety

Date est.	Meeting	Action Item/Report Title	Dept	Outcome/Next Steps	Status
15-Oct-19	Workshop	Safer Streets Bylaw	Bylaws	Bylaw prohibiting and establishing fines for panhandling	Adopted Nov 12, 2019
14-Apr-20	Council	Maple Ridge Bylaw Notice Enforcement Bylaw No. 7626-2020	Bylaws	<ul style="list-style-type: none"> - Adopted bylaw to allow the City of Maple Ridge staff to issue tickets more efficiently and address disputes in a fair and equitable manner - Background and options for the adoption of new ticketing process Mar 10, 2020 	Adopted April 14, 2020
12-May-20	Council	Presentation - RCMP Metrics	Admin	RCMP to provide update on 2019 metrics	Complete
10-Nov-20	Council	Supportive Recovery Bylaw 7651-2020	Planning	<ul style="list-style-type: none"> - Amended existing bylaw to clarify zones of permitted use and density bonus language - Review partnership opportunities Oct 22, 2019 - Background and presentation of options May 14, 2019 	Adopted Nov 10, 2020
9-Feb-21	Council	2020-031-RZ, Vape Retail Prohibition	Planning	<ul style="list-style-type: none"> - Proposed bylaw for second reading prior to public hearing - First reading September 15, 2020 - Discussion paper presented in May 26, 2020 	Public Hearing

Inter-Governmental Relations

Date est.	Meeting	Action Item/Report Title	Dept	Outcome/Next Steps	Status
14-Jan-19	Other	City of Pitt Meadows Joint Meeting	Corp Support	- Due to COVID-19, meetings held as needed - North Lougheed and Related Infrastructure	Ongoing
5-Feb-19	Workshop	2019 Community to Community Forum	CPC	- Awaiting easing of COVID-19 regulations to host in-person forum	Delayed
25-Feb-19	Other	MLAs Joint Meeting (bi-monthly)	LLS	Regularly scheduled bi-monthly meetings	Ongoing
3-Dec-19	Workshop	Alouette River Ecological Partnership (AREP)	Eng	Status update on AREP initiative with Kwantlen First Nation, Katzie First Nation and ARMS	Ongoing
As Required	Other	School District No.42 Joint Meeting	LLS	- Due to COVID-19, meetings held as needed	Ongoing
Q2 2021	Other	CSSI Partner Meeting	Bylaws	- Host third meeting of CSSI Partner Group - Regular meetings will occur semi-annually	In Progress
Complete					
9-Apr-19	Workshop	Metro Vancouver Katzie Pump Station Upgrades & North Langley Sewage Treatment Plant Update	Eng	MV presentation of MV plans for improvements to the Katzie Pump Station and future re-routing of sewage to North Langley	Complete
23-Apr-19	Workshop	Urban Development Institute - Building Communities	Admin	Presentation from the UDI regarding best practices for community building	Complete
14-May-19	Council	Great Canadian Gaming Corp & BC Lottery Corp	Admin	Verbal update from administrative representative of gaming corporations	Complete
23-Jul-19	Workshop	Agricultural Land Commission	Planning	- Joint meeting between ALC & City to discuss recent legislative changes and City initiatives - Jennifer Dyson-Commission Chair and Kim Grout-CEO attended	Complete
28-Jan-20	Workshop	Fraser Basin Council	Eng	Presentation by the Fraser Basin Council and discussion on regional dyking issues	Complete

Growth

Date est.	Meeting	Action Item/Report Title	Dept	Outcome/Next Steps	Status
28-Apr-20	Workshop	Fire Master Plan	Fire	<ul style="list-style-type: none"> - Update on the Fire Master Plan review process - Currently developing first draft for review in 2021 	In Progress
9-Mar-21	Workshop	Purchasing Policy	Finance	<ul style="list-style-type: none"> - Initial review and recommendations to Council Mar 31, 2020 - Draft policy for review by Council (based on feedback in 2020) 	In Progress
22-Mar-21	CDES	Maple Ridge Fees & Charges Bylaw - Development Fee Schedule	CPC	<ul style="list-style-type: none"> - Bylaw adopted July 14, 2020 - Proposed fee schedules for Planning, and Building department fees 	In Progress
22-Mar-21	CDES	Fibre Strategy	IT	Status update on Fibre Strategy project	In Progress
22-Mar-21	Workshop	Yennadon Area Plan	Planning	<ul style="list-style-type: none"> - Progress update prior to first reading - Public consultation report & draft OCP amendment Dec 8, 2020 - Initial scoping report & suitability assessment Apr 16, 2019 	In Progress
30-Mar-21	Workshop	Civic Land and Property Strategy Update	LLS	Report providing an inventory of City lands and recommendations for future dispositions and acquisitions	In Progress
30-Mar-21	Workshop	Strategic Transportation Plan	Eng	<ul style="list-style-type: none"> - Identify project milestones, reporting and engagement plan - Project introduction, feedback and direction - Area Transportation Plan final draft presentation by Translink Oct 8, 2019 - Initial presentation for Council information Feb 12, 2019 	In Progress
30-Mar-21	CDES	Thornhill Background Report	Planning	Initial background report as requested by Council during business planning	New
6-Apr-21	CoW	City Hall Renovation	Park/Fac	Space planning update and request to advance capital	In Progress
13-Apr-21	CoW	Tandem Parking Standards	Planning	<ul style="list-style-type: none"> - Present options report outlining opportunities to review Off-Street Parking and Loading Bylaw standards - Presentation of public consultation data and regulatory options May 12, 2020 Initial discussion with Council on parking requirements May 7, 2019 	In Progress
20-Apr-21	CoW	Property Tax Rates Bylaw	Finance	Presentation of proposed Tax Rate Bylaw informed by Council direction	In Progress
20-Apr-21	CoW	Financial Plan Amending Bylaw	Finance	Present a bylaw informed by Council direction	In Progress

*Dates are estimated. Please check meeting agendas at mapleridge.ca/640 as adjustments are to be expected.

Growth

Date est.	Meeting	Action Item/Report Title	Dept	Outcome/Next Steps	Status
11-May-21	Workshop	Albion Flats Area	Eng	<ul style="list-style-type: none"> - Detailed presentation of agricultural, environmental, and operational findings - Endorsement of Land Use concept Nov 12, 2019 - Presentation of land use concepts July 23, 2019 - Review of drainage constraints and options May 21, 2019 Report on process and next steps Jan 22, 2019 	In Progress
22-Jun-21	CoW	DCC Bylaw Amendment-minor rate update	Finance	Annual minor amendment to ensure alignment with capital program	In Progress
13-Jul-21	Workshop	Assessment of Residential Water Metering	Eng	<ul style="list-style-type: none"> - Review of Business case for Maple Ridge and Metro Vancouver meter analysis tool. - Initial report outlining business case on Metro-Vancouver tool Dec 8, 2020 	In Progress
Q3 2021	Workshop	Town Centre Implementation Strategy		Presentation of implementation plan based on Town Centre Visioning recommendations	In Progress
12-Oct-21	Workshop	Sanitary Sewer Inflow & Infiltration Reduction Strategy	Eng	Mandated by Metro Vancouver, discussion on the City's ongoing efforts to reduce inflow and infiltration	In Progress
12-Oct-21	Workshop	Town Centre Parking Strategy	Eng	<ul style="list-style-type: none"> - Identify project milestones, reporting and engagement plan - Project introduction, feedback and direction 	New
19-Oct-21	CoW	Lougheed Corridor Area Plan - OCP Amendment	Planning	<ul style="list-style-type: none"> - Proposed OCP Amendment resulting from Lougheed Corridor concept planning process - Council endorsement of the proposed concept plan Nov 10, 2020 - Updated draft concept plans based on Council feedback May 12, 2020 - Presentation of draft concept plan options Dec 3, 2019 - Update on public consultation results June 25, 2019 - Summary presentation by Metro Vancouver Feb 26, 2019 	In Progress
9-Nov-21	Workshop	North East Albion Plan	Planning	Scoping report outlining the process for reviewing land use and servicing requirements was presented on Jan. 22	In Progress
16-Nov-21	Workshop	Post-Secondary Demand	Ec Dev	With School District 42 and Provincial partners, develop/implement an action plan to secure funding for demand analysis research in support of a business case for local post-secondary education offerings	In Progress

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Growth

Date est.	Meeting	Action Item/Report Title	Dept	Outcome/Next Steps	Status
29-Nov-21	Special Council Meeting	2022-2026 Business Planning	Fin	Day 1 of staff presentations and Council review	In Progress
30-Nov-21	Special Council Meeting	2022-2026 Business Planning	Fin	Day 2 of staff presentations and Council review	In Progress
Q1 2022	Workshop	Emergency Provision of Drinking Water	Eng	<ul style="list-style-type: none"> - Council update will occur in early 2022, once regional review is complete - Report on post-disaster potable water supply. - Currently collaborating with Water Subcommittee of REAC and IPREM to complete regional analysis - Initial discussion paper May 21, 2019 	In Progress
Q1 2022	Workshop	Implications of Climate Change on Storm Water Management	Eng	<ul style="list-style-type: none"> - Discussion regarding the implications of climate change - Report based on findings of Storm Water Management Plans completing in 2021 	In Progress
Complete					
25-Jun-19	Workshop	Secondary Suites Regulatory Review	Planning	<ul style="list-style-type: none"> - Occupancy requirements for owners removed Jan 26, 2021 - Report back research and outline possible zoning options June 25, 2019 	Adopted Jan 26, 2021
29-Jan-19	Workshop	Grant Monitoring Presentation	SCP	Overview of staff tools, practices and sources of information - for Council information	Complete
12-Feb-19	Workshop	Regulations for the Production & Processing of Cannabis - Discussion Paper	Planning	Background and options report on the production and processing of cannabis. Staff to bring back policy and bylaw options.	Complete
26-Feb-19	Workshop	2019 Property Assessments Review	Finance	Report highlighting residential and commercial growth and market changes by geographic area	Complete
5-Mar-19	CoW	Maple Ridge Business Licencing and Regulation Amending Bylaw	Bylaws	<ul style="list-style-type: none"> - Amendments adopted April 9, 2019 - Provincial applications for Cannabis use subject to City review - New fee for application review - Established new category for Cannabis services 	Adopted April 9, 2019
19-Mar-19	Workshop	Single Family Residential Building Permit Frontage Improvements Policy	Eng	Policy discussion on proposed criteria to govern requirements for frontage upgrades, specifically for building permit applications.	Adopted April 9, 2019

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Growth

Date est.	Meeting	Action Item/Report Title	Dept	Outcome/Next Steps	Status
2-Apr-19	CoW	Maple Ridge Filming Fees Amending Bylaw No. 7538-2019	Ec Dev	Review and update the current filming process and associated fees	Adopted May 1, 2019
16-Apr-19	Workshop	Commercial Industrial Strategy - Employment Lands Update	Planning	Report back on process background and next steps for Yennadon Area	Complete
16-Apr-19	AFC	Property Tax Rates Bylaw	Finance	Present a bylaw informed by Council direction	Complete
16-Apr-19	AFC	Financial Plan Amending Bylaw	Finance	Present a bylaw informed by Council direction	Complete
7-May-19	CoW	Award of Contract for Hammond Community Centre Renovation Design Services	Park/Fac	Contract awarded renovation design	Awarded May 7, 2019
21-May-19	CoW	Award of Contract for Phase One of the Albion Community Centre	Park/Fac	Contract awarded for Phase 1 of project including ground works	Awarded May 28, 2019
21-May-19	CoW	Water Quality Report	Eng	Annual report on the quality of water throughout the City water distribution system	Complete
28-May-19	Workshop	Economic Development Update	Ec Dev	<ul style="list-style-type: none"> - Post-Secondary Task Force meetings concluded in Q4 2018 - Report seeking further Council direction in Q2 2019 - Update on Mayor's Business Walk and other items 	Complete
25-Jun-19	Workshop	Capital Plan Update	Finance	Summary of process and funding of Capital Program including current key projects.	Complete
8-Oct-19	Workshop	Business, Industrial & Farm Property Tax Comparisons	Finance	Informed of relative tax burden between classes for different municipalities. Consideration for adjustments to tax policy	Complete
22-Oct-19	CoW	Maple Ridge Highway and Traffic Amending Bylaw No. 7566-2019	Eng	Revisions to Highway and Traffic Bylaw removing Section 11 including cycles and other conveyances	Adopted Nov 12, 2019
22-Oct-19	Workshop	Official Community Plan Development Permit Exemptions	Planning	OCP DP Exemptions Report and Delegation	Complete
5-Nov-19	CoW	Business Planning - Capital Plan	Admin	Capital Program - 5-year project / financial overview	Complete
19-Nov-19	CoW	2020 – 2024 Financial Plan Summary & Presentation	Finance	Overview includes changes from prior year and potential resourcing for incremental changes to service levels and Capital Plan update	Complete
19-Nov-19	Workshop	Business Planning	Admin	Business Planning Session 2 Note: Session 1 is scheduled for November 18	Complete

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Growth

Date est.	Meeting	Action Item/Report Title	Dept	Outcome/Next Steps	Status
26-Nov-19	Workshop	Financial Plan Incremental Request Discussion	Admin	Follow up discussion from annual Business Planning process regarding incremental service request increases	Complete
3-Dec-19	CoW	Traffic Calming Policy 2019 Update	Eng	Review of amended existing policy for adoption at a future Council meeting	Complete
3-Dec-19	Workshop	Lougheed Corridor	Planning	Present draft concept options with community consultation to follow	Complete
10-Dec-19	Workshop	Fibre Strategy	IT	Report recommending development of a Fibre Strategy	Complete
10-Dec-19	Workshop	New Property Nuisance Bylaw 7569-2019	Bylaws	Bylaw preventing, abating and prohibiting nuisances	Adopted Jan 28, 2020
14-Jan-20	Workshop	Access Management Policy 9.14	Eng	- Amendments to policy designating major and minor arterial roadways - Identifies when access can be considered or alternatives required -	Adopted April 28, 2020
25-Feb-20	Workshop	Maple Ridge Wildlife and Vector Control Amending Bylaw No. 7619-2020 and Maple Ridge MTI Amending Bylaw No. 7621-2020	Bylaws	- Update to Vector Control Bylaw to secure receptacles from attracting wildlife - Update to MTI Bylaw to clarify placement of solid waste bins and increase fine amounts for violations	Adopted April 28, 2020
14-Apr-20	Council	Sign Bylaw No. 7630-2020	Building	- First review of recommendations Mar 10, 2020 - Update to requirements for development signage -	Adopted April 28, 2020
14-Apr-20	Workshop	DGS Pilot Project Outcomes	Planning	- Options report to Council Jan 14, 2019 - Review of outcomes from Detached Garden Suite pilot developments	No Further Direction
9-Jun-20	Council	Community Child Care Space Creation Action Plan	RCE	- Action Plan endorsed by Council June 9, 2020 - Community Child Care Space Creation Action Plan presented May 12, 2020	Endorsed June 9, 2020
28-Jul-20	Council	Award of Contract - Albion Community Centre Construction Phase 2	Park/Fac	- Phase 1 awarded May 21, 2019 - Phase 2 awarded July 28, 2020	Complete
8-Sep-20	Workshop	Community Leaders Forum	Ec Dev	Detailing annual program to bring together community leaders to discuss topical issues within Maple Ridge	Complete
15-Sep-20	CoW	Quarter 2, 2020 Financial Update	Finance	Quarterly financial review	Complete
29-Sep-20	Council	Quarter 2, 2020 Financial Update	Finance	Quarterly financial update	Complete

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Growth

Date est.	Meeting	Action Item/Report Title	Dept	Outcome/Next Steps	Status
10-Nov-20	Workshop	Recreation and Facilities Gap Analysis	Park/Fac	Council requested staff report back with recreation and facility gaps through community feedback process	No Further Direction
24-Nov-20	Special Council Meeting	2021-2025 Business Planning	Finance	<ul style="list-style-type: none"> - Completed business planning presentations - Forwarded recommendations to be included in Financial Plan 	Complete
24-Nov-20	Council	Abernethy Way Extension Study (240 Street to 256 Street Study Update)	Eng	<ul style="list-style-type: none"> - Endorsed route for the alignment of Abernethy Way Extension from 240 Street to 256 Street - Project now in capital planning stage 	Endorsed Nov 24, 2020
8-Dec-20	Council	2018-394-RZ, Maple Ridge Zoning Bylaw	Planning	<ul style="list-style-type: none"> - Review of recommended changes July 21, 2020 - Initial introduction to recommended updates Apr 9, 2019 - Review and update of the Zoning Bylaw to improve usability, reflect Provincial legislation, include market trends and address the City's sustainability goals and vision- 	Adopted Dec 8, 2020
23-Feb-21	Workshop	Town Centre Visioning Public Engagement Outcomes (consultant presentation)	Planning	<ul style="list-style-type: none"> - Report on outcomes from public consultation process - Initial scoping report and process outline Mar 31, 2020 	Complete

Community Pride & Spirit

Date est.	Meeting	Action Item/Report Title	Dept	Outcome/Next Steps	Status
9-Mar-21	Workshop	Council Procedure Bylaw	LLS	<ul style="list-style-type: none"> - Legal review of proposed changes - Update of bylaw to reflect changes directed by Council May 14, 2019 - Follow up to prior presentation, major re-write of bylaw required Dec 3, 2019 	In Progress
9-Mar-21	Workshop	Council Strategic Plan & Workplan Matrix Update	CPC	<ul style="list-style-type: none"> - Workplan Matrix update endorsed July 28, 2020 - Workplan Matrix update endorsed March 31, 2020 - Strategic Plan & Matrix endorsed March 19, 2019 	In Progress
27-Jul-21	Workshop	Council Workplan Matrix Update	CPC	Update of Matrix for Q3 & Q4 2021	In Progress
Q4 2021	Workshop	Committee Review	LLS	<ul style="list-style-type: none"> - Overview of council advisory committees, special committees & task forces May 28, 2019 - Phase 1 & 2 complete, commencing review of Policy 3.10 Sep 29, 2020 - Presented terms of reference and established Audit & Finance, Community Development & Enterprise Services, Corporate Governance & Human Resources committees Oct 27, 2020 - Update to Council on the final phase of review process 	In Progress
Complete					
29-Jan-19	Workshop	Maple Ridge Community Heritage Register Update: Additional Statements of Significance	Planning	Report identifying properties for inclusion in the Heritage Registry	Approved Feb 12, 2019
5-Feb-19	Workshop	Leisure Centre Renovation Update (and Tour)	Park/Fac	M. Millward, Facilities Operations Manager, presented a time lapsed video of the site over the last 9 months of renovations.	Complete
12-Feb-19	Council	Culture Plan Implementation Framework	RCE	Implementation schedule presented to Council	Endorsed Feb 12, 2019
2-Apr-19	Workshop	Council Engagement Program Recommendations	Comms	2019-2022 Engagement Program endorsed by Council	Endorsed Apr 2, 2019
16-Apr-19	Workshop	Open Government Portal Development Tracking	IT	<ul style="list-style-type: none"> - Land Development Application Viewer enhancements - Complete - Building Department Check Daily Inspection Schedule - Complete - Building 'Hand Holder' application – Nearing completion 	Complete

Community Pride & Spirit

Date est.	Meeting	Action Item/Report Title	Dept	Outcome/Next Steps	Status
7-May-19	CoW	Award of Contract for Maple Ridge Secondary School Track Facility Upgrades Design Services	Park/Fac	Award Contract for the Detailed Design for the Spectator seating, washroom, change room facility and track lighting	Awarded May 14, 2019
14-May-19	Workshop	Council Procedures Bylaw Discussion	Clerks	Discussion on opportunities to refine existing bylaw	Complete
4-Jun-19	Workshop	Open Government Portal - enhancements for families and seniors	IT	Currently scoping/refining deliverables. Early wins: seniors-friendly version of WHAM, mock-up of a youth engagement initiative, and pilot for the Lougheed Corridor Study. Investigating the viability to pilot Chat Bot.	Complete
2-Jul-19	CoW	2019 Community Grants Awards	Finance	Grant awarded	Awarded July 9, 2019
15-Oct-19	Workshop	Mayor and Council Correspondence Policy	RCE	Update to Policy 3.08 to reflect current processes and demands	Adopted Feb 25, 2020
19-Nov-19	CoW	Petitions to Council Policy	Corp Support	Petitions to Council Policy 3.13 to establish requirements and a process for handling public petitions	Adopted Nov 26, 2019
26-Nov-19	Workshop	Maple Ridge Festival Update	RCE	Presentation on the activities and events supported by the City's Festival services	Complete
28-Jan-20	Workshop	Heritage Incentives	Planning	Don Luxton presented on heritage incentives study in Maple Ridge	No Further Direction
10-Mar-20	Workshop	Mayor & Council Recognition Program Recommendations	Comms	Parks Gift Program expanded to include Mayor and Council Honour component to celebrate accomplishments of citizens	Endorsed Mar 10, 2020
28-Jul-20	Council	Mayor's Quarterly Update	Admin	Verbal update from Mayor and staff	Complete
26-Jan-21	Workshop	2020 Citizen Survey	CPC	<ul style="list-style-type: none"> - Presentation by Sentis Research on survey results - Review of draft survey and invitation letter Sep 8, 2020 - Options report for statistically significant community survey Apr 14, 2020 	Complete

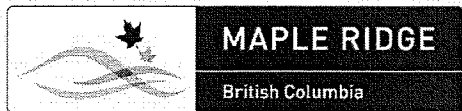
Natural Environment

Date est.	Meeting	Report Title	Dept	Outcome/Next Steps	Status
6-Apr-21	CoW	Greenhouse Gas Targets - OCP Amending Bylaw	CPC	<ul style="list-style-type: none"> - Present of findings from public consultation process, OCP Amending Bylaw and identification of publicly supported actions - Community Energy & Emissions Scoping Report with first reading of new GHG reduction targets Sep 29, 2020 - Metro Vancouver 2040 amendments to GHG targets and request for comments Jan 14, 2020 	In Progress
27-Apr-21	Workshop	Energy Step Code (Building Bylaw)	CPC	Overview of BC Energy Step Code and options for adoption	In Progress
27-Apr-21	Workshop	Electric Vehicle (EV) Charging Infrastructure Requirements (Parking Bylaw)	CPC	<ul style="list-style-type: none"> - Review of EV charging requirements and impacts since adoption - Adoption of EV charging infrastructure requirements including 'rough-in' electric June 25, 2019 - Report on costing and other questions from Council Mar 12, 2019 	In Progress
11-May-21	Workshop	Ecological Network Management Strategy	Planning	Identify existing/potential municipal ecosystem health and wildlife management priorities for watersheds, green corridors, and major hubs	In Progress
27-Jul-21	Workshop	Integrated Stormwater Management Plans	Eng	<ul style="list-style-type: none"> - Update on reports, public consultation, context and process for approval of plans - Draft ISMP for initial review and feedback Mar 31, 2020 - Required by Province, briefing and discussion of ISMPs June 11, 2019 	In Progress
26-Oct-21	Workshop	Aquifer Mapping	Planning	<ul style="list-style-type: none"> - Review of mapping discussion with Council - Council direction to use existing provincial map Mar 19, 2019 - EAC recommendation for OCP Amending Bylaw 	In Progress
9-Nov-21	Workshop	Fraser River Escarpment Review	Eng	<ul style="list-style-type: none"> - Draft consultant report for review - Award of Contract for Risk Assessment Dec 1, 2020 - Review of existing gap analysis data and recommendations May 5, 2019 	In Progress
Q4 2021	Workshop	Environmental Communications	Planning	Report on communication tools to clarify environmental permitting process and why it is required	In Progress
Complete					
19-Mar-19	Council	Environmental Advisory Committee (EAC) Update	Planning	Green infrastructure- Update on Committee projects	Complete

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Natural Environment

Date est.	Meeting	Report Title	Dept	Outcome/Next Steps	Status
19-Mar-19	Workshop	Tree Appeal Process – Liability Reduction Findings for Tree Permit Appeal – 12238 Creston Street	Planning	<ul style="list-style-type: none"> - Liability reduction findings presented & Council decision to issue Tree Cutting Permit for 12238 Creston Street - Review of Tree Cutting Permit process and details of application Jan 14, 2019 	Approved Mar 19, 2019
9-Apr-19	Workshop	Draft Farm Protection Development Permit Area Guidelines (FPDP) and Consultation Process	Planning	Report to introduce new Development Permit requirements for the protection of farm use properties	No Further Direction
11-Jun-19	Workshop	Agri-Food Hub: Update	Planning	Report identifying implementation plan for Agri-Food Hub	Complete
11-Jun-19	Workshop	Backyard Hens: Options Report	Planning	Report back on regulatory zoning options	No Further Direction
8-Oct-19	CoW	Agri-tourism and Eco-tourism Strategies Implementation	Ec Dev	Review of actions related to agri- and eco-tourism from the Tourism Strategy	Complete
12-Nov-19	Workshop	Green Infrastructure Strategy	Planning	Policy review process for endorsement	Endorsed Nov 12, 2019
3-Dec-19	CoW	Ridge Meadows Recycling Society Partnership and Licence Agreements	Eng	Direction to execute Fee for Service Agreement and License of Use Agreement with Metro Vancouver Dec 10, 2019	Approved Dec 10, 2019
31-Mar-20	Workshop	Maple Ridge Tree Permit Survey Update	Planning	<ul style="list-style-type: none"> - Present summary of survey findings - Council endorsement of survey process to develop amendments to bylaw based on feedback Apr 2, 2019 	Complete



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CITY OF MAPLE RIDGE

TO: His Worship Mayor Michael Morden
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: 2021 Lower Mainland LGA Resolutions for UBCM

MEETING DATE: March 9, 2021
FILE NO: 01-0230-08
MEETING: Council Workshop

EXECUTIVE SUMMARY:

The Union of British Columbia Municipalities (UBCM) urges members to submit resolutions to their Area Association, which in our case is the Lower Mainland LGA (LMLGA) for consideration instead of proceeding directly to the UBCM. Each resolution must include a separate backgrounder that is a maximum of 3 pages and specific to a single resolution. The backgrounder may include links to other information sources and reports.

Resolutions endorsed at the LMLGA meeting are automatically submitted to the UBCM for consideration. In order for resolutions to be submitted to the 2021 LMLGA Virtual AGM and Conference they must first be endorsed by Council. The deadline for submission to the LMLGA is March 26, 2021.

Staff provided Council with the following schedule for the consideration of resolutions:

Status	Date	Process
√	February 12, 2021	Deadline for Council members to submit their resolutions to the Corporate Officer
√	February 22, 2020	Review of resolutions by the Corporate Governance and HR Committee
	March 9, 2021	Consideration of resolutions at Council Workshop
	March 23, 2021	Resolutions and backgrounder, if endorsed, to be presented at Committee of the Whole
	March 23, 2021	Resolutions and backgrounder, if endorsed, forwarded to LMLGA

RECOMMENDATION:

That the following resolution be submitted to the 2021 Lower Mainland LGA Virtual AGM and Conference for endorsement on behalf of the City of Maple Ridge:

Banning Shock Collars

WHEREAS Shock collars also known as electronic collars or e-collars are considered inhumane by the SPCA and other animal welfare organizations in BC for causing both physical and psychological pain for pets by delivering up to 6,000 volts of electricity or spraying noxious chemicals to control an animals behavior,

AND WHEREAS Shock collars have been banned in other countries around the world including many countries in Europe as well as parts of Australia because alternative positive training methods free from pain that do not cause an animal unnecessary harm and suffering are readily available to everyone free of charge,

THEREFORE BE IT RESOLVED THAT The Province of British Columbia immediately ban the use of shock collars across the province as a tool for training and or punishment for pets.

DISCUSSION:


Staff received one resolution from Council by the deadline of February 12, 2021. Backgrounder information required by the LMLGA has not been received.

ALTERNATIVES:


Council may wish to support or amend the resolution presented herein.

CONCLUSIONS:

Municipal Council resolutions presented for debate at the UBCM Convention can drive change in legislation and policy at the Federal and Provincial level.



Reviewed by: Stephanie Nichols
Corporate Officer



Concurrence: Al Horsman
Chief Administrative Officer