



POLICY MANUAL

Title: Committees of Council	Policy No: 3.11 Supersedes: January 26, 2011
Authority: <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational Approval: <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	Effective Date: Sept. 29, 2020 Review Date: 2021
<p>Purpose: The purpose of this policy is to establish guidelines for the formation and operation of Committees of Council, including advisory committees, commissions and subcommittees that provide ongoing advice of a policy nature. Committees of Council will be governed by the provisions in Provincial Legislation, the City’s Council Procedure Bylaw, Council and Staff Liaison Roles Policy No. 3.10, and the Terms of Reference for each Committee.</p>	
<p>This policy applies to the following Committees of Council:</p> <ul style="list-style-type: none"> A. Agricultural Advisory Committee B. Economic Development Committee C. Environmental Advisory Committee D. Municipal Advisory Committee on Accessibility and Inclusiveness E. Public Art Steering Committee F. Social Policy Advisory Committee G. Transportation Advisory Committee H. Community Heritage Commission I. Parks, Recreation and Culture Advisory Committee <p>Terms of Reference for each committee are attached as schedules to, and form a part of this policy, with the exception of Schedule B, which is enabled by Maple Ridge Community Heritage Commission Bylaw No. 7588-2019.</p>	

1.0 KEY AREAS OF RESPONSIBILITY

1.1 Functions

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

- a) respond to issues referred by Council and staff;
- b) listen to and report on the community's views;
- c) gather necessary facts, information, and opinions;
- d) educate and raise the awareness of Council and staff;
- e) offer longer term visions of the community;
- f) provide advice and recommendations to Council, staff and the public; and
- g) raise issues to Council and staff that need to be addressed further.

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

1.2 Council Expectations

Committees are expected to:

- a) respond to the issues referred by Council and by staff;
- b) within their mandates, raise issues to Council and staff that committee members believe need to be addressed;
- c) give well-considered and timely responses to Council's need for advice;
- d) work within the strategic directions as outlined in Council's Strategic Plan and annual Business Plan;
- e) prepare an annual work plan; and
- f) carry out their work effectively, efficiently, and creatively.

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

1.3 Committee Expectations

Committees can expect from Council and staff:

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

1.4 Committee Opportunities

Committee members can expect opportunities to:

- a) learn more about their community, and the issues that need to be addressed;
- b) engage with other people in dialogue and debate about the community and its issues;
- c) create broad visions of the community over the longer term; and
- d) make recommendations to Council and staff.

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

1.5 Media Contact

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

2.0 Committee Formation & Dissolution

Committees are formed and dissolved by Council resolution.

In considering a new committee, Council will consider:

- a) What work needs to be done, or what issues need to be considered by the committee?
- b) Is the work ongoing or of a more time limited nature? What are the timelines?
- c) Is there a need for public involvement? Why? Who needs to be involved?
- d) Are there existing groups within the City or the community who could undertake the work or consider the issues?
- e) What is the capacity for funding the committee and providing staff support?

In addition, Council will give consideration to the make-up of the committee in terms of skills, expertise, and the diversity of interests required.

3.0 Committee Membership

Membership of Committees of Council will be diverse and broadly reflective of the community (for example: age, gender, cultural background, occupation, and neighbourhood, where appropriate and where possible) and will also reflect the desired experience, knowledge and expertise.

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

3.1 Membership Terms

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

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

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

3.2 Membership Vacancies

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

3.3 Attendance

Committee Chairpersons shall advise Council immediately in writing of any member who has been absent from meetings of the Committee for three consecutive meetings without prior leave of absence having been granted by the Committee. Leaves of Absence greater than three consecutive meetings may, by a majority vote of the Committee, be granted when the request for the Leave of Absence is received in writing, prior to the said Leave taking place. If the leave will exceed six months, a majority vote of Council will be required.

3.4 Membership Termination

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

3.5 Membership Remuneration

No Committee member will receive any remuneration for services, however, a member shall be reimbursed for any reasonable out of pocket expenses incurred on behalf of and previously approved by the Committee.

4.0 Committee Roles

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

4.1 Members at Large

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

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

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

It is the policy of Council not to appoint any individual to serve on more than one committee simultaneously. It is the intent of Council to afford the opportunity for as many interested citizens as possible to serve on Committees.

4.1.1 Members at Large - Appointment Procedure

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

required to follow the same application procedures as others and will be assessed against other candidates who have responded to the advertisements.

- e) The Legislative Services Department will prepare an alphabetical list of applicants that will specify where an individual is a sitting member of another Committee.
- f) Applications will be reviewed by the Selection Committee to determine if an interview process is required and who will be interviewed. Generally an interview will be required even if there is only one candidate to ensure the candidate is suitable for the position. Interviews should also be conducted if a sitting member has reapplied and others have applied so that fair consideration can be given to all candidates. The Legislative Services Department will arrange the interviews.
- g) Following the interviews, the Selection Committee will forward a report to a Closed meeting of Council with their recommendations for appointment to the Committee. The report is to be accompanied by the applications of the candidates under consideration. Council will vote to appoint members to the committee and announce the results at a subsequent Regular Council meeting. The term of the appointment will be specified in the resolution.

4.2 Community Partner Representatives

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

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

4.3 Standing Invitees (non-voting)

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

4.4 Council Liaison

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

- a) ensuring that Council is adequately briefed as to the development of issues;
- b) communicating Council's position and policy;
- c) facilitating a clear and open dialogue between Council and the community committee;
and
- d) clarifying when they are stating their personal opinions.

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

5.0 Operations

5.1 Operations of Committee

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

5.2 Staff Liaison

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

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

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

5.3 Committee Clerk

All Committees of Council have a Committee Clerk available to:

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

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

5.4 Meeting Schedule

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

5.5 Agenda and Order of Business

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

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

5.6 Minutes

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

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

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

5.7 Consultants

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

5.8 Reports to Council & Work Plans

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

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

5.9 Conflict of Interest

A conflict of interest exists where:

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

A conflict of interest does not exist if:

- a) the pecuniary interest of the member is a pecuniary interest in common with members of the municipality generally, or
- b) the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter.

Where a conflict of interest exists, committee members:

- a) are not entitled to participate in the discussion of the matter or to vote on a question in respect of the matter;
- b) must declare to the committee that a conflict exists; and
- c) must absent themselves from the meeting during consideration of the issue to which the conflict relates.

The member's declaration of a conflict and their exit from and return to the meeting shall be noted in the minutes. Where a perceived conflict of interest might exist, the member may note that a perception of conflict might exist but need not declare a conflict and exit the meeting if in the member's view there is no actual conflict of interest.

5.10 Committee Delegates

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

6.0 Subcommittees and Task Forces

6.1 Subcommittees

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

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

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

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

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

6.2 Task Forces

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

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

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

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

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

Schedules:

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

Agricultural Advisory Committee Terms of Reference

Mandate

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

The Agricultural Advisory Committee (AAC) Committee may:

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

Membership Composition

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

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

Standing Invitation Members (non-voting):

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

Quorum

- Majority of voting members (4)

Meetings

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

Subcommittees

- N/A

Community Heritage Commission Terms of Reference

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

Mandate

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

The Community Heritage Commission (CHC) Commission may:

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

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

Membership Composition

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

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

Quorum

- Majority of voting members (4)

Meetings

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

Subcommittees

- N/A

Economic Development Committee Terms of Reference

Mandate

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

The Economic Development Committee (EDC) is focused on the retention and expansion of existing business and attracting new industrial and commercial investment to create high value, local jobs. In coordination with the Economic Development Office, the Economic Development Committee may:

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

Membership Composition

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

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

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

Quorum

- Majority of voting members (4)

Meetings

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

Subcommittees

- N/A

Environmental Advisory Committee Terms of Reference

Mandate

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

The Environmental Advisory Committee (EAC) Committee will:

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

Membership Composition

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

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

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

Standing Invitation Members (non-voting):

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

Quorum

- Majority of voting members (4)

Meetings

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

Subcommittees

- N/A

Municipal Advisory Committee on Accessibility and Inclusiveness Terms of Reference

Mandate

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

1. advise and/or inform Council, City departments, community agencies and organizations, and the communities on accessibility and inclusiveness by:
 - a) identifying best practices;
 - b) implementing a community wide survey on accessibility and inclusiveness once every three years (or as directed by Council); and
 - c) advising and/or informing Council of relevant legislation.
2. Provide leadership and advocacy through City and community partnerships which emphasize community awareness of accessibility and inclusiveness by:
 - a) responding and/or directing community enquiries and/or concerns; and
 - b) recognizing existing and/or future community barriers and advising Council accordingly.
3. Recognize leadership, innovation and champions within the City, agencies and organizations and the community by:
 - a) hosting the annual "Accessibility and Inclusiveness Awards"; and
 - b) providing annual community promotions pertaining to the MACAI committee and accessibility and inclusiveness best practices.

Membership Composition

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

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

Standing Invitation Members (non-voting):

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

Quorum

- Majority of voting members (5)

Meetings

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

Subcommittee

- Age-friendly Subcommittee

Public Art Steering Committee Terms of Reference

Mandate

The Public Art Steering Committee (PASC) Committee will:

1. recommend criteria for the commission of public art installations to Maple Ridge Council;
2. have authority for entering into agreements and contractual obligations within the limitations of approved budgets for the commission of public art installations which meet the criteria noted above;
3. have authority to spend money within an annual budget approved by the Maple Ridge Council; and
4. submit an annual report to Maple Ridge Council each Spring describing the activities of the previous year.

Membership Composition

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

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

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

Quorum

- Majority of members (4)

Meetings

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

Public Art Selection Panels

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

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Public Art Steering Committee Terms of Reference (continued)

Selection Panel Goals

The goals of the artist selection process are threefold:

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

Selection Panel

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

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

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

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

Social Policy Advisory Committee Terms of Reference

Mandate

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

The Committee will:

1. advise Council on the planning and development of municipal strategies and policies related to the social need, social well-being, and social development of a healthy and socially sustainable community;
2. monitor and identify opportunities to recommend for Council to advocate for policy change and service enhancement to meet the social needs of the community based on research, community engagement, and monitoring of social indicators of a healthy community;
3. provide leadership that encourages partnerships and networks by promoting a collaborative framework that encourages community response to current and emerging social needs; and
4. be fully aware of the regional context of social issues and advise Council accordingly.

Social Policy Engagement Workshops, designed to encourage broad input and participation, will be held to gather input or feedback on priority topics related to the approved work of the Committee, or regarding emerging issues, for recommendation to the Committee as follows:

- twice per year a workshop will be held that has decision makers from Provincial Ministries in attendance to discuss social service delivery, opportunities for integration of services at the local level, and potential for addressing emerging issues; and
- twice per year a networking workshop with Community Network partners will be hosted on specific topics aligned with the Committee priorities.

Membership Composition

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

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

Standing Invitation Members (non-voting)

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

Quorum

- Majority of voting members (5)

Meetings

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

Subcommittees

- N/A

Transportation Advisory Committee Terms of Reference

Mandate

The Transportation Advisory Committee (TAC) is appointed for the purpose of advising Council on strategic priorities, planning, policies and mobility issues relating to transportation in Maple Ridge, using the Transportation Plan as a guide. The Committee will work towards creating, promoting, and improving an efficient, affordable, and safe transportation network that supports a variety of transportation choices.

The Committee will:

1. support the promotion of public education and awareness on the benefits, necessities and safety aspects of transportation facilities;
2. advise on matters related to active transportation as it relates to: active workplace travel, active commuting, active recreation, and active destination-oriented trips;
3. support the promotion of improved pedestrian and multi-modal path networks for all ages and ranges of mobility throughout their daily activities within the community and with connectivity to neighbouring communities;
4. encourage regulations and policy changes that support and strengthen multi-modal active transportation and transit;
5. review and consider transportation policy in a regional context as it affects Maple Ridge, and provide options on how to advance, promote, and improve the movement of people and goods within the region; and
6. review and make recommendations to Council with regards to transportation initiatives proposed by other levels of government and/or agencies.

Membership Composition

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

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

Quorum

- Majority of voting members (4)

Meetings

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

Subcommittees

- N/A

Parks, Recreation and Culture Committee

Terms of Reference

Mandate

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

The Committee will:

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

Membership Composition

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

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

Quorum

- Majority of voting members (4)

Meetings

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

Subcommittees

- N/A