

<b>Title:</b> Committees of Council		<b>Policy No:</b> 3.11  <b>Supersedes:</b> 3.11 (September 29, 2020)
<b>Effective Date:</b> September 29, 2020	<b>Amended Date:</b> April 8, 2025	<b>Review Date:</b> February 11, 2026
<b>Policy Statement:</b> Committees play an important role in the corporate decision-making process by providing Council and staff with advice and expertise from residents.		
<b>Purpose:</b> The purpose of this policy is to provide a consistent and transparent framework for the establishment, operation, dissolution and reporting of Committees of Council, including advisory committees, task forces, and commissions.		
<b>Scope:</b> This policy applies to the following Committees of Council: <ul style="list-style-type: none"> <li>A. Climate and Environment Advisory Committee</li> <li>B. Diversified, Thriving Economy Advisory Committee</li> <li>C. Engaged Healthy Community Advisory Committee</li> <li>D. Livable Community Advisory Committee</li> <li>E. Municipal Advisory Committee on Accessibility and Inclusiveness (MACAI)</li> </ul> and should be read in conjunction with the City's Council Procedure Bylaw.		
<b>Definitions:</b> <p>"<b>CAO</b>" means the Chief Administrative Officer of the City.</p> <p>"<b>Chair/Vice Chair</b>" means the individual appointed by a Committee to act as the chair at all meetings of the Committee.</p> <p>"<b>Committee Clerk</b>" means the City staff member appointed by the Corporate Officer who provides administrative support to a committee.</p> <p>"<b>Commission</b>" means a municipal commission established under section 143 of the <i>Community Charter</i>.</p> <p>"<b>Committee</b>" means a committee created by Council, to report to Council on a specific subject.</p> <p>"<b>Staff Liaison</b>" means the City staff member(s) appointed by the CAO who provides subject matter expertise and support to a committee.</p>		

**"TOR"** means Terms of Reference.

**1. Administration:**

- a) Unless otherwise specified, any reference to "committee" within this document shall also be deemed to include "commission".
- b) It is the role of a Committee to act in an advisory capacity to Council, not to establish policy. The decision-making responsibility and authority remains with Council.
- c) Council may assign a specific task to a Committee, provided it aligns with the Committee's TOR. Alternatively, Council may refer a motion raised during a meeting to a Committee for further research, discussion, and recommendations.
- d) When a matter has been assigned by Council to a Committee, the Committee's findings and opinions, with or without recommendations, will be reported back to Council in a staff report [see Reporting Section].
- e) Committees do not have the authority to direct the work of City staff or make budgetary decisions (except where otherwise noted in legislation or TOR).
- f) A Committee and its members must adhere to the following guidelines as well as the applicable processes and regulations in the City's Council Procedure Bylaw.
  - i) serve Council to the best of its ability;
  - ii) keep the welfare of the community foremost;
  - iii) operate in a transparent and collaborative manner;
  - iv) provide timely, meaningful input into matters to be considered by Council;
  - v) operate in a manner which makes the most efficient and effective use of the Committee's and staff's time; and
  - vi) respect diversity of opinion.

**2. Establishing a Committee:**

The following shall be considered prior to Council establishing a new Committee:

- a) Is the Committee required by legislation/regulation?
- b) Is the Committee's mandate relevant, achievable, measurable, and unique?
- c) Is there an existing Committee, other body or alternative practice that could deal with the associated objectives and/or proposed mandate?
- d) Is the issue of sufficient public interest to merit the Committee?
- e) Does the Committee support the priorities contained in the City's Strategic Plan?
- f) Are there sufficient City staff resources to support the new Committee?

### **3. Dissolution of a Committee:**

- a) With the exception of the Municipal Advisory Committee on Accessibility and Inclusiveness, which is automatically continued for each term of Council to meet the City's obligations under the *Accessible British Columbia Act*, all Committees will dissolve at the end of each Council term.
- b) Council may dissolve a Committee at its sole discretion and without prior notice.

### **4. Recruitment and Appointment of Members:**

- a) The Corporate Officer will recruit persons to serve on a Committee either annually when member terms are about to expire, or as vacancies arise.
- b) The Corporate Officer may use whatever means the Corporate Officer determines necessary to obtain quality applications for each Committee based on the respective TOR.
- c) Any person wanting to serve as a Committee member must submit an application to the Corporate Officer using the applicable form which may include a resume, CV, and/or proof of qualifications from a recognized Canadian accredited body
- d) The Corporate Officer, along with the Council and Staff Liaisons, will:
  - i) review all applications received by the deadline;
  - ii) schedule and conduct interviews as deemed appropriate; and
  - iii) bring applications to Council for discussion and appointment.
- e) In making appointments, Council will consider the following criteria:
  - i) the person's knowledge, skills and abilities in relation to the TOR of the Committee;
  - ii) the person's past behaviour while previously serving on a Committee;
  - iii) the potential for conflict of interest between the person and the subject matters considered by the Committee in accordance with the Committee's TOR;
  - iv) diverse representation to ensure the Committee reflects a broad cross-section of individuals; and
  - v) the composition of the Committee in terms of knowledge, skills, and abilities.
- f)

### **5. Membership**

- a) If a specific position, as identified in any terms of reference attached to this policy, cannot be filled by a candidate who meets the established criteria after appropriate advertising, the position may be filled by an additional member-at-large.

### **6. Community Partner Representatives**

- a) Committees may include members from local community partners, as outlined in their TOR. These representatives should have relevant knowledge of the Committee's work and, where applicable, be a board member of the organization they represent. To ensure continuity, representatives are encouraged to attend Committee meetings regularly.

## **7. Council Liaison**

- a) In accordance with the Committee TOR, each Committee shall have at least one Council representative, who will act as Council Liaison for that Committee.
- b) The Mayor is considered an ex-officio member of all Committees, other than those to which the Mayor has been appointed as a member. As an ex-officio member, the Mayor may participate on a Committee but not vote nor affect quorum.
- c) Council representatives shall be cognizant of their participation when there is a potential for a quorum of Council to be in attendance at a Committee meeting.
- d) A Council Liaison is a positive resource to support the Committee in its work in the TOR.

## **8. Term and Length of Service**

- a) Once a newly elected Council has completed its Strategic Plan, Council may, if necessary, direct City staff to prepare new or amended TOR for Committees that align with their strategic priorities. Once the TOR are confirmed or endorsed by Council, recruitment will begin [see Recruitment and Appointment of Members Section]
- b) With the exception of the MACAI, all appointments will expire in September of each general election year, unless the Committee is dissolved earlier.
- c) Appointments to the MACAI will be staggered, so that the terms of half of the members expire on December 31 every two (2) years.
- d) To transition from the current Committee Structure to the newly adopted structure that aligns with Council's strategic priorities in 2025, members whose appointments extend beyond December 31, 2024 will be offered a position with the closest aligned Committee and an extension to their appointment until September 2026.
- e) To encourage broad community involvement and introduce fresh ideas and perspectives, a Committee member may serve a maximum of two (2) consecutive terms, but may serve a subsequent term(s) on a Committee with a different main subject matter.
- f) Despite the maximum term set out in section 8e), an incumbent may apply for a third or subsequent, but will only be considered in special circumstances, such as when an insufficient number of eligible and qualified applications have been received.
- g) When an appointment is made to fill a vacancy during the last half of the term of the appointment, the balance of the term shall not count toward the maximum length of service on the Committee.
- h) Despite the terms set out in sections 4 and 5 above, all members are appointed at the pleasure of Council and Council retains the right to remove any appointed member at any time and for any reason, unless legislation provides otherwise.
- i) Further to section 8(h) if Council removes an appointed member from a Committee, Council will provide the reason to the member in writing.

## **9. Committee Member Responsibilities**

- a) Committee members are expected to prepare for and attend all regularly scheduled Committee meetings.
- b) Committee members are expected to comply with the City's Council Procedure Bylaw and Code of Conduct Policy.
- c) The Committee will nominate, elect and appoint a Chair and Vice Chair from among its voting membership.

## **10. Election of Chair/Vice Chair**

- a) Annually, the first Committee meeting of the year shall be called to order by the Committee Clerk who will conduct the election of the Committee Chair and Vice Chair by simple nomination and vote.
- b) Chair and Vice Chair terms shall be for one (1) year, or until a successor is elected.
- c) Resignations of Chairs or Vice Chairs shall result in the election of a replacement Chair or Vice Chair for the remainder of their term.
- d) An appointment of Chair or Vice Chair may be rescinded at any time with a majority vote of all committee members.

## **11. Chair/Vice Chair**

- a) In addition to the applicable portions of the Council Procedure Bylaw, the Chair shall advise Council immediately in writing of any member who has been absent from three (3) consecutive meetings of the Committee without prior approval from the Committee.
- b) Only the Chair and Vice Chair may speak for the Committee outside of a Committee meeting unless designated to do so by both the Chair and Vice Chair.

## **12. Leave of Absence**

- a) 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 (6) months, a majority vote of Council is required.

## **13. Remuneration**

- a) No Committee member will receive any remuneration for services.

## **14. Meeting Schedule**

- a) The Corporate Officer will determine the regular schedule of days and times and the location for the Committee meeting.

- b) In consultation with the Committee members, the Chair of the Committee may request the Corporate Officer alter the days and times of the Committee meetings, either temporarily or permanently.

### **15. Workplans**

- a) Committees should use workplans to ensure that goals and objectives set out in the TOR are aligned with Council's strategic priorities, and City staff workplans.
- b) Committee workplan development shall be a collaboration of the Committee Staff Liaison and members.
- c) Committee workplan accomplishments may be incorporated into the Committee's annual report to council.

### **16. Reporting**

- a) All City staff and information reports presented to Council on topics where a Committee has provided advice shall include all relevant Committee resolutions and feedback, without alteration, other than for terminology or procedural reasons.
- b) Committee reports shall be prepared by the staff liaison.
- c) Committees report to Council through City staff and their recommendations to Council are advisory only (except where otherwise noted in legislation or TOR).
- d) All Committees shall submit an annual report to Council in the second quarter on a date and time to be determined by the Corporate Officer.
- e) The annual report will be prepared by the Staff Liaisons with the assistance of the Chair and Vice Chair and Administrative support. The annual report shall be approved by the Committee and shall include:
  - a) the name of the Committee;
  - b) a review of the Committee's TOR and any recommended changes or amendments;
  - c) key successes;
  - d) any trends or issues the Committee believes Council should be aware of;
  - e) number of meetings held; and
  - f) any other relevant information.

### **17. Staff Resources**

- a) Staff Liaison – All Committees have a Staff Liaison(s) appointed by the CAO. The Staff Liaison is responsible for:
  - i) attending all Committee meetings of the Committee they have been appointed to;

- ii) providing orientation to new Committee members with support from the Committee Clerk;
  - iii) setting meeting agendas, with consultation and approval from the Chair before finalizing the agenda;
  - iv) incorporating all recommendations and advice from the Committee into staff reports where appropriate while refraining from intervening in the process of Committee work, so long as the work undertaken is within the Committee's TOR;
- b) Committee Clerk – All Committees have a Committee Clerk appointed by the Corporate Officer. The Committee Clerk is responsible for:
- i) preparing and distributing meeting agendas;
  - ii) arranging meetings;
  - iii) providing procedural advice to the Chair of the Committee;
  - iv) taking, preparing, and distributing minutes; and
  - v) assisting the Staff Liaison in providing orientation to new Committee members.

<b>(Administration Only)</b>	<b>Signature</b>	<b>Date Signed</b>
<b>Resolution No.:</b>	_____	_____

# Climate and Environment Advisory Committee

## Terms of Reference

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### 1. Introduction

This document outlines the terms of reference for the Climate and Environment Advisory Committee (CEAC) which has been established to provide strategic advice, guidance, and recommendations to Council on matters related to mitigating and adapting to the impacts of climate change, reducing municipal and community greenhouse gas (GHG) emissions aligning with targets, and enhancing and protecting the health of natural environments. The committee serves in an advisory capacity to support the Maple Ridge Council in achieving its strategic priorities.

### 2. Purpose

The purpose of the CEAC is to:

- Provide advice and recommendations on policies, programs, regulations and strategies pertaining to environmental sustainability through the following actions:
  - Contributing to the development of policies, programs, regulations and strategies that address environment and climate action matters.
  - Reviewing and providing feedback to staff and making recommendations to Council on services, programs, events and capital projects concerning climate change, green technology, renewable energy and energy efficiency.
  - Monitoring and assessing ongoing performance indicators related to environmental issues providing feedback for continuous improvement.
  - Representing community perspective on climate and environmental issues.
- Ensure that Climate and Environment strategic goals are being considered in the organization's decisions.

### 3. Objectives

The key objectives of the CEAC are to foster environmental stewardship and promote sustainable practices within the community through informed advice and strategic recommendations to Council. The CEAC will also assist in identifying potential challenges, risks, or opportunities.

### 4. Membership Composition

The CEAC will be comprised of the following members:

- 3 Environmental Professionals actively working in the community as any of the following (wherever possible):
  - Qualified Environmental Professional specializing in Habitat



- Certified Professional with an Agriculture, Hydrology, Arborist or Horticulture background
- Landscape Architect
- Certified Professional with water and/or fish-based background
- 4 members at large with the goal of representation from at least one youth member, and where possible, at least one member who is an Indigenous person.
- 2 members of council (non-voting)

## **5. Quorum**

Quorum of the CEAC is three (3) voting members.

## **6. Frequency of Meetings**

The CEAC will meet on the second Wednesday of every month at 7:00 pm except in August and December. Additional meetings may be called at the discretion of the Chair for urgent matters provided that administrative and Staff Liaison support are available.

## **7. Decision-Making and Reporting**

The CEAC operates in an advisory capacity. A vote will be taken on recommendations. The result and general contextual comments will be reported to Council through the staff report. Should the CEAC wish to present to Council outside of the staff reporting process, the Chair or a member representative may apply to make a delegation to Council through the Corporate Officer.

# Diversified, Thriving Economy Advisory Committee

## Terms of Reference

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### 1. Introduction

This document outlines the terms of reference for the Diversified, Thriving Economy Advisory Committee (DTEAC) which has been established to provide strategic advice, guidance, and recommendations to Council on matters related to attracting, retaining and expanding business investment to diversify the tax base and increase local employment, expanding training and education options to build the workforce that attracts innovative businesses, and exploring and maximizing tourism opportunities, all while promoting and protecting agricultural lands and uses. The committee serves in an advisory capacity to support the Maple Ridge Council in achieving its strategic priorities.

### 2. Purpose

The purpose of the DTEAC is to:

- Provide advice and recommendations on policies, programs, regulations and strategies pertaining to a diversified, thriving economy through the following actions:
  - Contributing to the development of policies, programs, regulations and strategies that:
    - promote business investment in the City of Maple Ridge;
    - lead to expanded training and education opportunities;
    - maximize tourism opportunities;
    - promote agricultural activity and protection agricultural lands.
  - Advocating for the interests of both business and agriculture regarding City initiatives proposed by staff that affect economic development and/or agriculture.
  - Monitoring, assessing, and providing feedback on ongoing performance indicators related to economic development and agriculture to support continuous improvement efforts.
- Ensure that Diversified, Thriving Economy strategic goals are being considered in the organization's decisions.

### 3. Objectives

The key objectives of the DTEAC are to support economic growth and agricultural vitality by providing informed advice and strategic recommendations to Council. The DTEAC will also assist in identifying potential challenges, risks, or opportunities.

#### **4. Membership Composition**

The DTEAC will be comprised of the following members:

- 1 representative from the Downtown Maple Ridge Business Improvement Association;
- 1 representative from the Ridge Meadows Chamber of Commerce;
- 2 representatives with lived experience in agriculture;
- 5 members at large with the goal of representation from youth, senior, and business communities and interest in the mandate subject matter, and where possible, at least one member who is an Indigenous person.
- 2 members of council (non-voting)

#### **5. Quorum**

Quorum of the DTEAC is four (4) voting members.

#### **6. Frequency of Meetings**

The DTEAC will meet on the 1<sup>st</sup> Wednesday of every month at 7:00 pm except in August and December. Additional meetings may be called at the discretion of the Chair for urgent matters provided that administrative and Staff Liaison support are available.

#### **7. Decision-Making and Reporting**

The DTEAC operates in an advisory capacity. A vote will be taken on recommendations. The result and general contextual comments will be reported to Council through the staff report. Should the DTEAC wish to present to Council outside of the staff reporting process, the Chair or a member representative may apply to make a delegation to Council through the Corporate Officer.

# Engaged Healthy Community Advisory Committee

## Terms of Reference

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### 1. Introduction

This document outlines the terms of reference for the Engaged Healthy Community Advisory Committee (EHCAC) which has been established to provide strategic advice, guidance, and recommendations to Council on matters related to:

- the diversity and accessibility (economic, informational and social barriers [not physical]) of recreation opportunities;
- community pride and sense of belonging in the community;
- arts and culture;
- safety and well-being of residents; and
- community engagement.

The committee serves in an advisory capacity to support the Maple Ridge Council in achieving its strategic priorities.

### 2. Purpose

The purpose of the EHCAC is to:

- Provide advice and recommendations on policies, programs, regulations and strategies pertaining to a healthy, engaged community through the following actions:
  - Contributing to the development of policies, programs, regulations and strategies that promote sense of community, belonging, social well-being, and enhance community engagement.
  - Contributing to the development of programs, policies, regulations and strategies that support arts and culture initiatives.
  - Providing a voice for community members, especially underrepresented groups, to ensure equitable access to services and resources.
- Ensure that Engaged Healthy Community strategic goals are being considered in the organization's decisions.

### 3. Objectives

The key objectives of the EHCAC are to enrich community life, foster cultural vibrancy, and ensure inclusive access to recreational opportunities through informed advice and strategic recommendations to Council. They EHCAC will also assist in identifying potential challenges, risks, or opportunities.

#### **4. Membership Composition**

The EHCAC will be comprised of the following members:

- 2 members with lived experience and/or in-depth knowledge of the needs of and connections to communities that have historically experienced exclusion, discrimination and oppression;
- 2 artists;
- 1 member of the Maple Ridge commercial property development community;
- 1 School District No. 42 Board Trustee;
- 1 member representing the Maple Ridge Pitt Meadows & Katzie Community Network (or alternate);
- 1 member representing the Maple Ridge Pitt Meadows Family Education & Support Centre (or alternate);
- 3 members at large with the goal of representation from youth, senior, and business communities and interest in the mandate subject matter, and where possible, at least one member who is an Indigenous person.
- 2 members of council (non-voting)

#### **5. Quorum**

Quorum of the EHCAC is five (5) voting members.

#### **6. Frequency of Meetings**

The EHCAC will meet on the first Thursday of every month at 7:00 pm except in August and December. Additional meetings may be called at the discretion of the Chair for urgent matters provided that administrative and staff liaison support are available.

#### **7. Decision-Making and Reporting**

The EHCAC operates in an advisory capacity. A vote will be taken on recommendations. The result and general contextual comments will be reported to Council through the staff report. Should the EHCAC wish to present to Council outside of the staff reporting process, the Chair or a member representative may apply to make a delegation to Council through the Corporate Officer.

# **Municipal Advisory Committee on Accessibility and Inclusiveness**

## **Terms of Reference**

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### **1. Introduction**

This document outlines the terms of reference for the Municipal Advisory Committee on Accessibility and Inclusiveness (MACAI) which has been established to provide strategic advice, guidance, and recommendations to Council that will identify, remove and prevent barriers in or interacting with the City of Maple Ridge for individuals with impairments.

The committee serves in an advisory capacity to support the Maple Ridge Council.

### **2. Purpose**

The purpose of the MACAI is to:

- Provide advice and recommendations on identifying, removing and preventing barriers to individuals with disabilities in or interacting with the City of Maple Ridge by;
  - advising on best practices;
  - implementing a community wide survey on accessibility and once every three years or as directed by Council;
  - advising and/or informing Council of relevant legislation.
- Provide leadership and advocacy through City and community partnerships which emphasize community awareness of accessibility by:
  - Responding and/or directing community enquiries and/or concerns; and
  - Recognizing existing and/or future community barriers and advising Council accordingly.
- Recognize leadership, innovation and champions within the City, agencies and organizations and the community by:
  - hosting the annual "Accessibility and Inclusiveness Awards", and
  - providing annual community promotions pertaining to the MACAI committee and accessibility and inclusiveness best practices.

### **3. Objectives**

The key objectives of the MACAI are to enrich community life and ensure inclusive access for individuals with disabilities and impairments through informed advice and strategic recommendations to Council. The MACAI will also assist in identifying potential challenges, risks, or opportunities.

#### **4. Membership Composition**

The MACAI will be comprised of the following members, with the goal of at least half of the members being persons with disabilities or individuals who support, or are from organizations that support persons with disabilities:

- 1 member representing Fraser Health (or alternate);
- 1 member representing the Ridge Meadows Association for Community Living (or alternate);
- 1 member representing the Maple Ridge, Pitt Meadows, Katzie, Seniors Network (or alternate);
- 1 School District No. 42 Board Trustee;
- 3 members at large with the goal of representation from youth and senior communities, and expertise in accessibility and inclusivity matters, and where possible, at least one member who is an Indigenous person.
- 1 member of council (non-voting)

#### **5. Quorum**

Quorum of the MACAI is three (3) voting members.

#### **6. Frequency of Meetings**

The MACAI will meet on the third Thursday of January and every other month thereafter at 7:00 pm except in June (committee will not meeting in June, July or August). Additional meetings may be called at the discretion of the Chair for urgent matters provided that administrative and staff liaison support are available.

#### **7. Decision-Making and Reporting**

The MACAI operates in an advisory capacity. A vote will be taken on recommendations. The result and general contextual comments will be reported to Council through the staff report. Should the MACAI wish to present to Council outside of the staff reporting process, the Chair or a member representative may apply to make a delegation to Council through the Corporate Officer.

# Liveable Community Advisory Committee

## Terms of Reference

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### 1. Introduction

This document outlines the terms of reference for the Liveable Community Advisory Committee (LCAC) which has been established to provide strategic advice, guidance, and recommendations to Council on matters related to housing diversity and supply, improved mobility through transportation and infrastructure. The committee serves in an advisory capacity to support the Maple Ridge Council in achieving its strategic priorities.

### 2. Purpose

The purpose of the LCAC is to:

- Provide advice and recommendations on policies, programs, regulations and strategies pertaining to housing diversity and supply, as well as transportation and infrastructure projects aimed at enhancing community livability, through the following actions:
  - Contributing to the development of policies, programs, regulations and strategies that address housing diversity and supply.
  - Providing a voice for community members, particularly those facing challenges in obtaining affordable housing.
  - Providing input to staff and making recommendations to Council on transportation and infrastructure issues affecting the broader community.
  - Providing feedback to staff and making recommendations to Council on the development of policies, programs, regulations and strategies, and other matters concerning heritage conservation.
- Ensure that Liveable Community strategic goals are being considered in the organization's decisions.

### 3. Objectives

The key objectives of the LCAC are to promote a sustainable and inclusive community through informed advice and strategic recommendations to Council on housing, transportation, and heritage conservation initiatives. They LCAC will also assist in identifying potential challenges, risks, or opportunities.



#### **4. Membership Composition**

The LCAC will be comprised of the following members:

- 1 member nominated by the Maple Ridge Historical Society
- 1 member of the Maple Ridge development community
- 1 School District No. 42 Board Trustee (or alternate)
- 1 BC Housing representative
- 3 individuals with knowledge of transportation, accessibility and/or interest in community transportation issues
- 4 members at large with the goal of representation from those with lived experience struggling to obtain affordable housing, youth, senior and a general interest in the mandate subject matter, and where possible, at least one member who is an Indigenous person.
- 2 members of council (non-voting)

#### **5. Quorum**

Quorum of the LCAC is five (5) voting members.

#### **6. Frequency of Meetings**

The LCAC will meet on the fourth Thursday of every month at 7:00 pm except in August and December. Additional meetings may be called at the discretion of the Chair for urgent matters provided that administrative and staff liaison support are available.

#### **7. Decision-Making and Reporting**

The LCAC operates in an advisory capacity. A vote will be taken on recommendations. The result and general contextual comments will be reported to Council through the staff report. Should the LCAC wish to present to Council outside of the staff reporting process, the Chair or a member representative may apply to make a delegation to Council through the Corporate Officer.