

City of Maple Ridge

**COUNCIL WORKSHOP AGENDA**  
**October 29, 2019**  
**1:30 p.m.**  
**Blaney Room, 1<sup>st</sup> Floor, City Hall**

*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.*

**REMINDERS**

October 29, 2019  
Council Meeting

7:00 p.m.

1. **APPROVAL OF THE AGENDA**
2. **ADOPTION OF MINUTES**
  - 2.1 Minutes of the October 22, 2019 Council Workshop Meeting
3. **PRESENTATIONS AT THE REQUEST OF COUNCIL**
4. **UNFINISHED AND NEW BUSINESS**
  - 4.1 **BC Hydro – Alouette Lake Reservoir Update**
    - Jerry Muir, Community Relations Manager
  - 4.2 **Community Social Safety Plan Update**

Staff report dated October 29, 2019 recommending the appointments of Rob Thiessen and Fraser MacRae as consultants to provide expertise, that the City's procurement policy be waived to be able to retain Fraser Valley University to conduct a community safety survey and analysis under the direction of Dr. Irwin Cohen, that \$100,000 be allocated from the community safety reserve for consulting and research fees and that staff proceed with public consultation.

4.3 Advisory Committee Review – Final Recommendations

Staff report dated October 29, 2019 recommending that the report dated November 12, 2019 titled “Advisory Committee Review – Final Recommendations” be forwarded to the November 12, 2019 Council Meeting.

5. CORRESPONDENCE

5.1 Upcoming Events

By Invitation to Mayor and Council

- |                                           |                                                                                                                                                 |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Saturday, November 2<br>2:00 pm – 4:00 pm | Diwali: Festival of Lights, Maple Ridge Public Library, 22470 Dewdney Trunk Rd, Maple Ridge, BC<br>Host: Maple Ridge Public Library             |
| Sunday, November 3<br>5:30 pm – 8:30 pm   | 2019 BCEDA Minister’s Dinner, Sheraton Vancouver Airport Hotel, 7551 Westminster Hwy, Richmond, BC<br>Host: BC Economic Development Association |

General Community Events

- |                                           |                                                                                                                                 |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Tuesday, October 29<br>6:30 pm – 8:30 pm  | Recycling Do’s and Don’ts, Bean Around Books Café, 22626 Lougheed Hwy, Maple Ridge, BC<br>Host: Ridge Meadows Recycling Society |
| Saturday, November 2<br>9:00 am – 2:00 pm | Haney Farmers Market, Memorial Peace Park, Maple Ridge, BC<br>Host: Haney Farmers Market                                        |

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

7. MATTERS DEEMED EXPEDIENT

8. ADJOURNMENT

Approved:   
Date: Oct. 24, 2019

Space below for Clerk’s Department Use Only	
Checked by: <u>Em</u> Date: <u>Oct 24/19</u>	Checked by: <u>P. J. Smith</u> Date: <u>Oct 24, 2019</u>

## 2.0 Adoption of Minutes

**COUNCIL WORKSHOP MINUTES**

October 22, 2019

The Minutes of the City Council Workshop held on October 22, 2019 at 3:00 p.m. in the Blaney Room at City Hall, 11995 Haney Place, Maple Ridge, British Columbia for the purpose of transacting regular City business.

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<i>PRESENT</i>	<i>Appointed Staff</i>
<i>Elected Officials</i>	A. Horsman, Chief Administrative Officer
Mayor M. Morden	K. Swift, Advisor to the Chief Administrative Officer
Councillor J. Dueck	D. Boag, Acting General Manager Parks, Recreation & Culture
Councillor C. Meadus	C. Carter, General Manager Planning & Development Services
Councillor G. Robson	D. Pollock, General Manager Engineering Services
Councillor R. Svendsen	L. Benson, Director of Corporate Administration
Councillor A. Yousef	<i>Other Staff as Required</i>
	V. Richmond, Acting Director of Parks and Facilities
<i>ABSENT</i>	L. Zosiak, Manager of Community Planning
Councillor K. Duncan	D. Hall, Planner, Development and Environmental Services
	R. MacNair, Senior Advisor, Bylaw and Licensing Services
	A. Grochowich, Planner, Community Planning

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Note: These Minutes are posted on the City Web Site at [www.mapleridge.ca](http://www.mapleridge.ca)  
Video of the meeting is posted at [media.mapleridge.ca/Mediasite/Showcase](http://media.mapleridge.ca/Mediasite/Showcase)

1. **APPROVAL OF THE AGENDA**

R/2019-593

It was moved and seconded

**That the agenda of the October 22, 2019 Council Workshop Meeting be approved as circulated.**

CARRIED

2. **MINUTES**

- **October 8, 2019**
- **October 15, 2019 Council**

R/2019-594

It was moved and seconded

**That the minutes of the Council Workshop Meetings of October 8, 2019 and October 15, 2019 be adopted as circulated.**

CARRIED

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

4. **UNFINISHED AND NEW BUSINESS**

4.1 **Supportive Recovery Housing Proposed Regulator Approach**

Staff report dated October 22, 2019 recommending that a Zone Amending Bylaw to regulate supportive recovery housing and facilities be prepared.

The General Manager of Planning and Development Services provided a summary on the item and introduced the requirements for the zoning process.

A. Grochowich, Planner, gave detailed presentation and responded to questions from Council.

R/2019-595

It was moved and seconded

**That further work take place on supportive recovery housing and that an update be brought back to a future Council Workshop.**

CARRIED

4.2 **St. Anne Camp Remediation**

- Presentation by the Acting Director, Parks and Facilities

The Acting Director of Parks and Facilities provided a presentation and responded to questions from Council. Ms. Richmond advised that the remediation costs would be approximately \$366,000 and that the cost to develop a park would be approximately \$360,000.

4.3 **Proposed Revisions to the Development Permit Process**

Staff report dated October 22, 2019 recommending that amendments be made to bylaws to improve specific development permit processes.

The General Manager of Planning and Development Services provided a summary of the item and explained the proposed simplified and expedited process of reporting to Council.

R/2019-596

It was moved and seconded

**That staff prepare bylaw amendments as outlined in the report "Proposed Revisions to the Development Permit Process" dated October 15, 2019.**

CARRIED

5. **CORRESPONDENCE** - Nil
  
6. **BRIEFING ON OTHER ITEMS OF INTEREST/QUESTIONS FROM COUNCIL**- Nil
  
7. **MATTERS DEEMED EXPEDIENT** - Nil
  
8. **ADJOURNMENT** - 4:59 p.m.

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M. Morden, Mayor

Certified Correct

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L. Benson, Corporate Officer

**TO:** His Worship Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Community Social Safety Plan Update

**MEETING DATE:** October 29, 2019  
**FILE NO:**  
**MEETING:** Workshop

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**EXECUTIVE SUMMARY:**

At the September 17, 2019 Workshop, Council endorsed a proposed process to undertake the Community Social Safety Initiative (CSSI). The timeline for this project is approximately one year, although the work on key priority items has already started and will continue throughout the duration of the project. The project scope contains the following components:

- Project framework, consisting of three focus areas:
  - Citizens feel safe & engaged
  - Citizens are protected
  - Citizens' well-being is supported
- A Community Social Safety Project Management Team, that includes local subject matter experts
- An inter-departmental Action Group tasked with addressing immediate action items to achieve short and medium term goals
- A Task Force of internal and external decision-makers to address longer term initiatives
- A robust public and key-stakeholder consultation process, including businesses, seniors and youth and those with no fixed address
- A robust communications program to keep the community informed and engaged
- A multi-year Community Social Safety Plan
- Key performance indicators to measure, monitor and report out on progress

This report provides:

- An update on the CSS Action Plan
- Background on the local subject matter experts who have been identified to work with the Project management team and the estimated costs to retain these experts
- A detailed outline of the proposed public and key-stakeholder group consultation process, including Public and Business Safety Surveys

## **RECOMMENDATION:**

That further to the “Community Social Safety Plan Update” report dated October 29, 2019, the following be endorsed to support the development and implementation of the Community Social Safety Initiative:

- That Rob Thiessen be appointed as a consultant to provide expertise;
- That Fraser MacRae be appointed as a consultant to provide expertise;
- That Council waive the City’s procurement policy requirement to obtain three separate quotes for service and retain Fraser Valley University to conduct a community safety survey and analysis under the direction of Dr. Irwin Cohen;
- That \$100,000 be allocated from the community safety reserve for consulting and research fees; and
- That staff proceed with public consultation as outlined in Appendix B.

## **1.0 BACKGROUND**

Council endorsed an undertaking for a community social safety initiative at the February 12, 2019 Workshop. This project is intended to engage stakeholders in a collaborative process to assess existing conditions and identify opportunities, challenges, and gaps in services and programs; conduct public consultation; and, prepare a plan that includes measures for ongoing monitoring and reporting of plan implementation.

Community safety is also a core component of the 2019-2022 Council Strategic Plan, which was endorsed at the April 9, 2019 Workshop. As a result, on July 2, 2019 Council passed resolutions to provide funding for an interim staff resource and to act immediately on action items that have been identified as priority issues. A Community Social Safety Action Plan (CSS Action Plan) was developed to address the priority issues and an interim staff resource was confirmed.

An update on the progress being made on immediate action items identified by Council (see CSS Action Plan in Appendix A) was presented at the September 17, 2019 Workshop. In addition, resolutions were passed to endorse the overall process, including establishing an inter-departmental Action Group and the terms of reference for the multi-jurisdictional Task Force.

## **2.0 CSSI UPDATE**

The Project Management Team will oversee two groups working on various aspects of the Initiative, plus the development of the Community Social Safety Plan, as shown in the reporting structure diagram below.

**Diagram 1: CSSI Reporting Structure**



The CSS Action Group, primarily comprised of City departments, RCMP and with the support of the CSS Project Management Team are focused on immediate action. The CSS Action Group's first formal meeting was on October 17, 2019. The City has developed a CSS Action Plan to address the short and medium term objectives of the CSSI. This immediate Action Plan is comprised of several work items, being carried out simultaneously by various City departments. Examples of these work plan items include a new and coordinated approach to engagement and enforcement services, social housing action plans, downtown vibrancy and clean streets programs, and focused efforts to increase the participation in alternative forms of justice. Staff continue to work through the CSS Action Plan and provide regular updates to Council. The CSS Action Plan is attached as Appendix A to this report. It is important to note that this action plan is fluid and new and emerging issues requiring attention will be added to this plan as appropriate.

The second group is the Community Social Safety Task Force (CSS Task Force). The CSS Task Force will be comprised of key decision makers both within the City, RCMP, and community partner agencies. We will bring together the CSS Task Force in the coming weeks.

### **3.0 EXPERT PROJECT SUPPORT**

#### **3.1 Local Subject Matter Experts**

An effective and comprehensive Community Social Safety Initiative is a complex undertaking and we will need the advice and expertise of many in order to achieve success. In this regard, we have identified two specific individuals to complement the CSS Project Management Team. The inclusion of these two local subject matter experts, with their varied backgrounds and experience, will broaden the skillset of the project management team, as both of these individuals have had long-term careers in the field of community safety and well-being.

- 1) Rob Thiessen brings many years of experience in supporting individuals struggling with homelessness and addiction, both in the Tri-Cities area, and in Maple Ridge with the Hope for Freedom Society (HFFS). After retiring from private business in 2000, Mr. Thiessen started working with HFFS as the Managing Director, operating a society that offers long-term residential

drug and alcohol recovery programs for men and women. In 2006 Mr. Thiessen started the first provincially funded homeless outreach program in the Tri-Cities area, with a MAT program in area church facilities. He continued to run these programs until his recent retirement earlier this year. In addition to his work in recovery programs, Mr. Thiessen has volunteered around the world, working on various projects, including dams, reservoirs, clean drinking water and house building. While he has recently retired from his work with the HFFS, his passion and commitment to this field will make him an excellent fit in supporting the CSSI project.

- 2) Fraser MacRae, a long-time resident of Maple Ridge, brings vast experience in policing with a career that spans over 35 years. Mr. MacRae served at Ridge Meadows Detachment three times during his career, including as the Operations Support NCO and as the Officer in Charge of our local detachment from 2002 to 2004. In 2004 Mr. MacRae moved to the Officer in Charge position at the Surrey Detachment, serving there until his retirement in 2012. Surrey is the largest detachment in Canada, with the largest youth population in the province. As the Officer in Charge at Surrey Detachment he was responsible for over 661 Mounties and 275 support staff. In 2010 Mr. MacRae was invested into the Order of Merit of the Police Forces by Governor General Michaëlle Jean. As a local resident of Maple Ridge, Mr. MacRae appreciates this opportunity to assist and support the project team in moving forward with the development of a Community Social Safety Plan.

### **3.2 A Community Safety Survey to be Conducted by Fraser Valley University**

In addition to the aforementioned subject matter experts we will be conducting broad community and key stakeholder engagement as part of the CSSI. This will allow us to collect, compile and analyze information and data so that we are able to identify, prioritize and understand the concerns of our citizens.

Dr. Irwin Cohen, Associate Professor of Criminology and Criminal Justice at the University of the Fraser Valley and Director for the Centre for Public Safety and Criminal Justice is an expert in the field of community safety and criminal research. Dr. Cohen has worked with many communities in the region, as they have developed their community safety plans, and applied best practice approaches. Dr. Cohen is uniquely positioned to support this effort as he has a high level of security clearance with the RCMP, allowing him access to data that most individuals and groups do not. This level of access will be instrumental when analyzing surveys from our public and key stakeholder engagement; analyzing these surveys against existing RCMP data, ensuring a robust plan; accurate representation of current baselines; and, in developing meaningful measures.

Dr. Cohen will conduct the research and analysis for this initiative at the Centre for Public Safety and Criminal Justice Research. The Centre for Criminal Justice Research is firmly established as the place for independent data analysis, program and policy evaluations, and criminal justice/public safety technology assessments. An additional feature of the Centre for Public Safety and Criminal Justice Research is that it also has a Crime Lab. A unique feature of this lab is its designation as a secure lab by the RCMP. As part of this designation, the lab can handle police data to the standard expected by the RCMP. Only individuals cleared by the RCMP to the level of Enhanced Security or higher are permitted to enter the lab. The work conducted in the lab has played a critical role in the success of British Columbia's crime reduction strategies.

RCMP is also planning to carry out similar work with Dr. Cohen and we are working closely with RCMP to ensure alignment, wherever possible, to minimize costs and maximize value.

The recommended approach through our discussions with Dr. Cohen, Mr. Rob Thiessen and Mr. Fraser MacRae will be to develop two community safety surveys simultaneously. The first survey will be focused on the public, while the second will be focused on businesses.

The public survey will be mailed out to 10,000 random Maple Ridge homes. This random sampling will allow us to both understand the concerns of Maple Ridge citizens and how those concerns may differ from one neighbourhood to the next. In addition to the mail out, the Project Management Team will reach out specifically to community partners, seniors, youth, and persons with no fixed address to ensure we have captured the voice of all citizens. Working with community partners, a concerted effort will be made to capture the voices of vulnerable populations.

For the business survey, the strategy is to send surveys to the entire business community. In addition, the Project Management Team will reach out directly to the BIA and Chambers to get as many responses as possible.

Due to the unique combination of skills and expertise of the individuals identified above, staff are recommending that Council endorse a funding allocation to retain local expertise and affirm that Mr. Rob Thiessen and Mr. Fraser MacRae be retained as local subject matter experts on the CSS Project Management Team, Action Group and Task Force. In addition, other experts may be required from time to time to support the development of the plan and the funding allocation will extend to these additional experts if required.

In consideration of Dr. Cohen's local expertise in the public safety domain, his high level of security clearance when accessing RCMP data, the unique attributes of the Crime Lab, potential synergies with other upcoming work carried out by RCMP, and in order to move forward with the public consultation and data analysis process as quickly as possible, staff are recommending that Council waive the City's requirement in the procurement policy to obtain three separate quotes from other agencies or institutions that may offer similar services if they exist, and engage the University of the Fraser Valley for a consultation and data analysis project, led by Dr. Cohen.

Staff are recommending a funding allocation, from the Community Safety Reserve, of \$100,000 to cover the cost associated services provided by local expertise and to conduct public consultation, research and analysis through University of the Fraser Valley University, led by Dr. Cohen.

#### **4.0 OUTLINE OF THE PUBLIC CONSULTATION PROCESS**

The main deliverable of the CSSI is the development of a Community Social Safety Plan, in a manner that engages citizens. Planning for community safety is a broad mandate that involves several municipal departments and outside agencies with varied areas of expertise including enforcement, outreach, housing, recreation programs, social safety net, urban design, emergency services and transportation management.

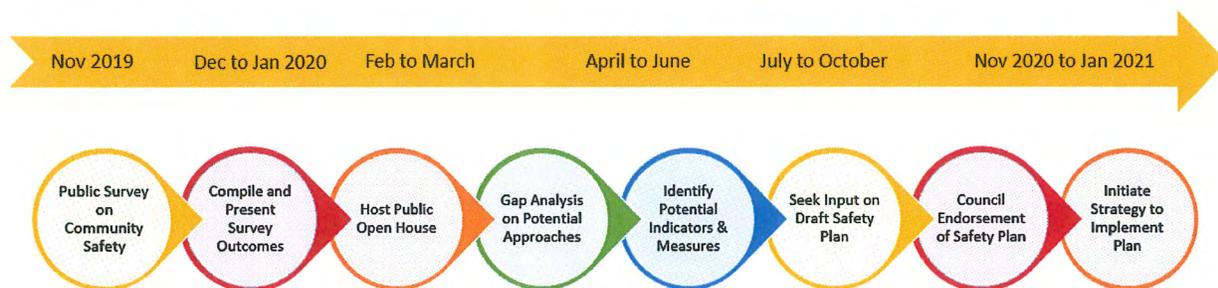
Because of this broad context in preparing a community social safety plan, it is anticipated that some stakeholders may need to be engaged separately at certain points in the process. For example, prior to starting the public consultation process, staff intend to engage with the business community, seniors, youth, community services, and outreach agencies to help create an awareness of this planning process.

It should be noted that engagement with stakeholder groups, the Action Group, and the Task Force will be ongoing throughout the public consultation process. Both the Action Group and Task Force will continue with regularly scheduled meetings to work collaboratively on key issues identified for each group. Additionally, if more engagement with stakeholder groups is determined to be of benefit to the planning process, this will be undertaken to ensure all who want to participate in this process have the opportunities to do so.

#### 4.1 Community Social Safety Plan Public Consultation Process

The diagram below outlines the proposed steps for the public consultation process and includes a timeline that will commence within the next month and deliver a plan for Council’s endorsement in the Fall of 2020. Updates to Council will be made frequently throughout the process to ensure ongoing opportunities for input and direction.

Diagram 2: Public Consultation Process (see Appendix B)



The details involved for each step of the process identified in the above diagram are discussed in Appendix B.

## 5.0 COMMUNICATIONS STRATEGY

The City is developing a robust communications strategy for the public consultation process. The strategy will engage all media options and include printed materials and an online City website presence through an interactive communications hub. Social media campaigns will also be created and updated regularly to help keep citizens informed as the process evolves. A series of videos informing local citizens of the CSSI and public consultation process will also be launched in a timely sequence and posted on the communications hub and YouTube. An introductory video will be presented to Council on October 29, 2019.

## 6.0 FINANCIAL IMPLICATIONS

A Community Safety Reserve of 1.6M has been established to fund the development and implementation of the CSSI. The budget allocated from that initiative to date is \$255,000, as outlined in Table 1 below.

**Table 1: Community Social Safety Initiative Funding Allocations**

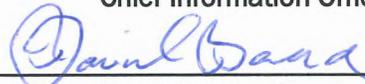
Resolution	Date	Amount	Funding Source
That \$100,000 be funded from the Community Safety Plan budget for a dedicated resource to support the development of the Community Safety Plan.	July 2, 2019 Workshop	\$100,000	Community Safety Reserve
That \$155,000 be funded from the Community Safety Plan budget to fund immediate actions in support of Community Safety Plan goals	July 2, 2019 Workshop	\$155,000	Community Safety Reserve

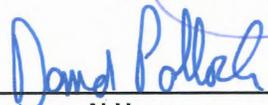
**7.0 CONCLUSION:**

While work has been underway on the CSS Action Plan since July 2019, Council endorsement of this report will initiate work with the local subject matter experts (including undertaking a community safety survey) and commence the public consultation process. These are three large pieces of work that will begin to move the CSSI along very quickly. It is anticipated that the outcomes of the community survey will be reported out to Council in early 2020. As indicated in this report, regular updates will continue to be provided to Council at each step in the public consultation process to develop the CSS Plan. These CSS Plan updates will be in addition to the more regular project updates that will continue to report out on the Action Plan items, work of the Action Group, and progress of the Task Force.

  
 Prepared by: **Lisa Zosiak, MRIM, MCIP, RPP**  
**Manager of Community Planning**

  
 Prepared by: **Christina Crabtree**  
**Chief Information Officer**

  
 Approved by: **David Boag**  
**Acting General Manager**

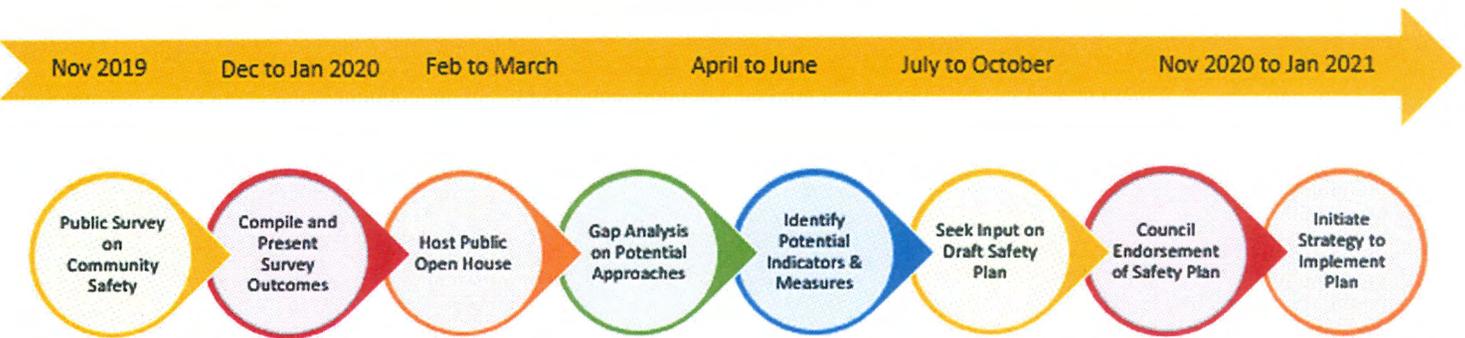
  
 Concurrence: **Al Horsman**  
**Chief Administrative Officer**

- Appendices:*  
 Appendix A: Community Social Safety Action Plan (October update)  
 Appendix B: Public Consultation Process

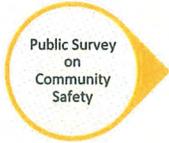
Focus Area	Program	Update	Status
Clean Streets & Walkways	Pilot Program to Expand Early Morning Cleanup	An additional resource has been added to perform early morning cleanup that focuses on the removal of needles and solid waste in the Town Centre. These duties are performed before businesses open so as to provide a clean environment for customers. This program addresses feedback from business owners who have identified that the presence of needles makes themselves and their customers feel unsafe. Results of this program are being tracked.	✓
	Additional Needle Removal Training	Continue to incorporate this training as necessary.	✓ And Ongoing
	Expand Façade Program	Exploring the feasibility of expanding the Façade Program to include improvements that are in alignment with Crime Prevention Through Environmental Design principles.	Initial Scoping Stage
Vibrant Downtown	Pilot Program for Activation	Implemented the Happenings in the Park program which supplemented and enhanced summer programming. New events were added in and around Memorial Peace Park to activate the area on Wednesday, Thursday, Friday and Saturday evenings. This program has received lots of positive feedback and we are currently reviewing successes.	✓
	Program Vulnerable Areas	Additional focus on programming of the corridor between Greg Moore Youth Centre and the Haney Place Mall over the summer months, including basketball and ping pong games introduced on an ad hoc basis. Currently developing a strategy for programming in this area that will address various vulnerable spaces on a seasonal basis.	✓ And Ongoing
	Light Alleyways	Staff are currently planning to identify areas for improved lighting.	Initial Scoping Stage
Enhance Volunteer Programs	Community Safety Tours	Community Safety tours is one of many of the RCMP volunteer programs. This new volunteer program was introduced in the Summer.	✓ And Ongoing
	Enhanced Block Watch Communications	Implemented enhancements to existing online applications to incorporate additional information and notifications for the Block Watch program and its volunteers.	✓ And Ongoing
	Ambassador program	Currently assessing where this type of volunteer program may compliment existing efforts.	Initial Scoping Stage
Visibility and Response	Coordinated and Tiered Approach to Enforcement and Engagement Services	Bylaws has taken responsibility for overseeing the coordination and communication of security, bylaws and RCMP	✓
		Bylaws has hired a CSO (Community Safety Officer) to manage the coordinated efforts and review logs and incident reports from Security, Youth, etc.	✓
	RCMP Proactive Foot-beat file	Short term and stop gap strategies have been employed to alleviate pressure on urgent issues: - additional security guards and reallocation of existing security resources - reinvigoration of security group to identify issues and develop a plan to move forward - finalizing a RFP for engagement and security services - obtaining & compiling incident data to identify priorities, trends and measures - identifying gaps in approach with security and drafting RFP to redefine services	✓ ✓ ✓ ✓
		An operational file that logs when members pro-actively engage in foot patrols in the downtown area and talk with businesses and citizens enhancing police presence.	✓
		While doing computer or paperwork officers choose strategic locations to increase police visibility.	✓
		RCMP employ a seasonal bike patrol that is deployed in both the downtown and parks, which allows for increased visibility and community engagement.	✓
	Safe Streets Bylaw	Bylaws presented a draft bylaw to Council at October 15, 2019 Workshop. The proposed bylaw will be forwarded to the October 29, 2019 for 1st, 2nd, and 3rd Readings.	In progress
	Additional Bylaw Officers	Hiring of these positions has been completed. These two bylaw officers will be incorporated into the coordinated approach to enforcement and engagement.	In progress

Focus Area	Program	Update	Status
<b>Visibility and Response</b>	Improved Radio Communications	This project is well underway - strategy has been defined - equipment has been identified and sourced - currently developing implementation strategy	In progress
<b>Protective Services</b>	RCMP Service Level Review	A review of the existing model is underway. An update to Council will occur this Fall.	In progress
	Explore Bylaw Officers Authorities	Bylaws will provide Council with an update on departmental work and resource needs in October 2019.	✓
<b>Alternative Forms of Justice</b>	Port Coquitlam Integrated Court	Supporting efforts to implement Integrated Court in Port Coquitlam. Working on strategies to support local access to this Court.	In progress
	Restorative Justice/Diversion	RCMP works directly with Community Services regarding Restorative Justice, to make referrals for business and schools on lower level incidents. This is a volunteer program that allows for accountability with non-court options. Currently working to determine where additional support can be provided.	In progress
<b>Corrections</b>	Transitional Services		Initial Scoping Stage
<b>Housing</b>	Housing Action Plan	Currently exploring potential use of density bonus as means of delivering affordable housing options. Zone (RT-2) adopted for new ground-oriented residential infill (triplex, fourplex and courtyard). Zone work completed for R-4 infill single-family use (permits 450m <sup>2</sup> /4,843ft <sup>2</sup> lots) and waiting for rezoning/subdivision application to initiate zone adoption process. Review of secondary suite (SS) and detached garden suite (DGS) regulations to help increase rental unit opportunities.	In progress ✓ ✓ In progress
	Social Housing Plan	Established Social Housing Plan and currently exploring partnerships. Currently working with BC Housing, Fraser Health and other outside non-profit agencies to undertake affordable housing project assessments and social services mapping to identify key trends, strengths, and opportunities related to mental health, substance use, and housing. Pursuing a regulatory approach for supportive recovery homes and transitional facilities, including potential operating terms, in order to regulate such services in Maple Ridge.	In progress In progress In progress

COMMUNITY SOCIAL SAFETY PLAN  
PUBLIC CONSULTATION PROCESS



**Step 1: Public Survey on Community Safety**



Upon Council endorsement, two community safety surveys, discussed in Section 3.0 above, will be prepared with one being mailed out to 10,000 random Maple Ridge homes and a second to all local businesses. Follow up phone calls will be made to encourage survey completion. In addition to the mail outs, the project management team will be reaching out to community groups, including businesses, seniors, youth and those without fixed addresses to increase the number of participants completing the survey. The survey will be posted on the City’s CSSI webpage so that anyone who is interested in completing the survey has the opportunity to do so. In addition to the public community engagement notifications, a letter will be included in the survey mail-out that will provide information on the public consultation process, the City webpage, and the date, time and place of the first open house event;

**Step 2: Compile and Present Survey Outcomes**



Once the survey responses have been compiled, the outcomes will be presented to Council for information. The outcomes and raw data will then be shared with the Action Group and Task Force, as well as key stakeholder groups for their information and feedback. Both of these groups will be asked to share their knowledge and expertise on recommending potential approaches to address the community’s priority issues identified through the survey outcomes. The recommendations may include approaches that are easy fixes, as well as approaches that are more complicated to implement but considered by experts to be the most effective solution.

Preparation for the first public open house will be underway and the survey outcomes are an important component of the information that will be shared with the community.

**Step 3: Host Public Open House**



All public notification components, outlined in Section 4.1 above, will be employed to notify of the public open house event. The format for this event will be to provide a venue where the community may engage with City staff, become informed on the process and intent of the plan, and share their input on the various safety concerns identified. The open house will involve several City departments, including:

- Licences & Bylaws
- Fire Department
- Parks, Recreation and Culture
- Planning
- Engineering
- Information Technology

Additionally, community partner agencies will also be invited participate in the event, collaborate on the above open house format and provide information in alignment with the survey outcomes and open house objectives.

The information presented by the above departments will include:

- Outlining the intent of the Community Social Safety Plan;
- Introduction to the Community Social Safety Action Plan and progress on the items currently underway;
- Outcomes of community safety survey, including the top community safety issues identified through the survey;
- Data and statistics relevant to safety and priorities.

The Open House will serve multiple purposes, including information, education and further engagement. Participants at the open house event will be asked to provide their feedback on the information presented and what they think will be the most effective and feasible approach for addressing each of these. Also, those who want to receive regular updates will have the opportunity to sign-up.

The opportunity for community feedback on the open house content will be made available on the CSSI webpage immediately after the event. The deadline for providing feedback will be approximately two to three weeks.

The outcomes of the public open house will be presented to Council and shared on the CSSI website.

#### **Step 4: Undertake Gap Analysis on Potential Safety Issue Approaches**



Analysis on the outcomes of the public open house will be invited from the Action Group and the Task Force. Both of these groups will be invited to participate in a workshop format to discuss the preferred approaches for community safety. The workshop will focus on consideration of the potential community safety approaches and step the participants through a service and program gap analysis. The workshop will aim to clarify which agencies have jurisdiction with each approach, where major or minor changes are needed to implement a particular approach, and what is needed to potentially implement a particular approach (i.e. funding, additional staff resources, policy change, multi-jurisdictional collaboration, or other).

The outcomes of the workshop will be presented to Council for information and input.

#### **Step 5: Identify Potential Indicators & Measures**



A second workshop will be scheduled for the Action Group and Task Force to identify the most effective and feasible approaches to community safety and to then identify measurable indicators of success for each. This exercise will help refine potential approaches into identifying those that are the most realistic to undertake and/or plan for and ensure that appropriate measures are identified.

A final update will be presented to Council at this stage, just prior to drafting of the Community Social Safety Plan.

**Step 6: Seek Input on Draft Community Social Safety Plan**



The information compiled to date will be utilized in drafting the Community Social Safety Plan. The draft will be shared with the Action Group and the Task Force for feedback. The draft plan will be presented to Council for input.

A second public open house event will be scheduled to invite the community to comment on the draft plan. The draft will be posted on the CSSI webpage with an opportunity to provide feedback for approximately two to three weeks after the open house.

**Step 7: Council Endorsement of Community Social Safety Plan**



The outcomes of the second open house will be shared with Council, along with any recommended changes to the draft plan following the event. A final Community Social Safety Plan will be presented to Council for endorsement.

**Step 8: Initiate Strategy to Implement Community Social Safety Plan**



Work will continue with the Action Group and the Task Force to create an implementation strategy for Council endorsement. The implementation strategy will aim to:

- Ensure a program is in place to measure indicators and report out on a regular basis to Council and the community;
- Prompt actions to implement and/or plan for policies, services, programs that are identified in the Plan for the short, medium, and long-term;
- Maintain a process for ongoing communication and collaboration amongst Task Force members.



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

**MEETING DATE:** October 29, 2019  
**FILE NO:** 01-0540-01  
**MEETING:** Council Workshop

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**EXECUTIVE SUMMARY:**

The attached report is scheduled to be on the November 12, 2019 Council Meeting 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 October 29, 2019 report titled “Advisory Committee Review – Final Recommendations” be forwarded to the November 12, 2019 Council Meeting.

Approved by: Corporate Officer

Attachment:

- Advisory Committee Review – Final Recommendations – staff report dated November 12, 2019



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

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

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**EXECUTIVE SUMMARY:**

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

**RECOMMENDATIONS:**

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

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

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

**That Committees of Council Policy 3.11 be approved as amended.**

**DISCUSSION:**

**a) Background Context:**

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

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

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

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

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

Amendments contained in the Committee Terms of Reference include:

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

Amendments contained in the Committees of Council Policy 3.11 include:

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

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

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

**b) Desired Outcome:**

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

**c) Policy Implications:**

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

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

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

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

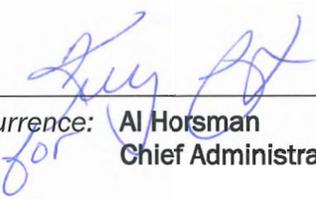
The Committees of Council will be required to review their existing subcommittees to ensure they are aligned with the proposed requirement in Policy 3.11 that subcommittees are formed only by Council Resolution.

**CONCLUSION:**

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

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

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

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

**Attachments:**

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



## POLICY MANUAL

<b>Title: Committees of Council</b>	<b>Policy No : 3.11</b>  <b>Supersedes: January 26, 2011</b>
<b>Authority:</b> <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational <b>Approval:</b> <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	<b>Effective Date: 2019</b>  <b>Review Date: 2020</b>
<p><b>Purpose:</b> The purpose of this policy is to establish guidelines for the formation and operation of Committees of Council, including advisory committees, commissions and subcommittees that provide ongoing advice of a policy nature. Committees of Council will be governed by the provisions in Provincial Legislation, the City’s Council Procedure Bylaw, Council and Staff Liaison Roles Policy No. 3.10, and the Terms of Reference for each Committee.</p>	
<p>This policy applies to the following Committees of Council; each with a Terms of Reference document attached:</p> <p><b>Schedules:</b>          A – Agricultural Advisory Committee Terms of Reference          B – Community Heritage Commission Terms of Reference          C – Economic Development Committee Terms of Reference          D – Environmental Advisory Committee Terms of Reference          E – Municipal Advisory Committee on Accessibility and Inclusiveness Terms of Reference          F – Public Art Steering Committee Terms of Reference          G – Social Policy Advisory Committee Terms of Reference          H – Transportation Advisory Committee Terms of Reference</p> <p>Terms of Reference for each committee are attached as schedules to, and form a part of this policy, with the exception of Schedule B, which is enabled by Maple Ridge Community Heritage Commission Bylaw No. 7588-2019.</p>	

## **1.0 KEY AREAS OF RESPONSIBILITY**

### **1.1 Functions**

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

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

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

### **1.2 Council Expectations**

Committees are expected to:

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

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

### **1.3 Committee Expectations**

Committees can expect from Council and staff:

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

### **1.4 Committee Opportunities**

Committee members can expect opportunities to:

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

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

### **1.5 Media Contact**

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

### **2.0 Committee Formation & Dissolution**

Establishment and dissolution of Committees require a Council resolution, or bylaw where required. In considering a new committee, Council will consider:

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

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

### **3.0 Committee Membership**

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

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

#### **3.1 Membership Terms**

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

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

Members may serve no more than four consecutive years to permit others the opportunity to contribute. The member may serve again after a period of one year. Members appointed prior to this policy's adoption may continue to serve out the balance of their terms as outlined in their appointment letter.

#### **3.2 Membership Vacancies**

Any vacancy occurring in the membership of the Committee shall be filled forthwith by the Council for the unexpired term of vacancy. An appointment of less than 6 months does not accrue toward the maximum consecutive term outlined in 3.1. A Committee

that is not well attended by its full membership on a regular basis may require a review to consider whether it is able to achieve Council's need for balanced and diverse advice.

### **3.3 Attendance**

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

### **3.4 Membership Termination**

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

### **3.5 Membership Remuneration**

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

## **4.0 Committee Roles**

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

### **4.1 Members at Large**

All Committees of Council have Members at Large that provide opportunities for citizen participation. Members at Large are not permitted to have an alternate individual take their place as a Committee member in their absence.

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

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

#### **4.1.1 Members at Large - Appointment Procedure**

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

be required to follow the same application procedures as others and will be assessed against other candidates who have responded to the 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. These representatives are nominated by the community partner and should be knowledgeable about the work completed by the Committee. For consistency of presence it is ideal if the representative is able to attend Committee meetings on a regular basis.

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

#### **4.3 Standing Invitees (non-voting)**

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

#### **4.4 Council Liaison**

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

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

The Council Liaison alternate is permitted to attend any meetings attended by the primary appointee; however, the alternate will attend as a member of the public, to observe from the gallery, not participate, and refrain from voting.

See also Council and Staff Liaison Roles Policy No. 3.10.

## **5.0 Operations**

### **5.1 Operations of Committee**

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

### **5.2 Staff Liaison**

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

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

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

### **5.3 Committee Clerk**

All Committees of Council have a Committee Clerk available to:

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

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

### **5.4 Meeting Schedule**

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

### **5.5 Agenda and Order of Business**

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

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

## **5.6 Minutes**

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

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

## **5.7 Consultants**

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

## **5.8 Reports to Council & Work Plans**

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

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

## **5.9 Conflict of Interest**

A conflict of interest exists where:

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

A conflict of interest does not exist if:

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

Where a conflict of interest exists, committee members:

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

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

## **6.0 Subcommittees and Task Forces**

### **6.1 Subcommittees**

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

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

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

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

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

### **6.2 Task Forces**

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

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

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

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

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

## **Agricultural Advisory Committee Terms of Reference**

### **Mandate**

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

The Agricultural Advisory Committee (AAC) Committee may:

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

### **Membership Composition**

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

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

Standing Invitation Members (non-voting):

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

### **Quorum**

- Majority of voting members (4)

### **Meetings**

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

### **Subcommittees**

- N/A

## Community Heritage Commission Terms of Reference

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

### Mandate

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

The Community Heritage Commission (CHC) Commission may:

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

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

### Membership Composition

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

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

### Quorum

- Majority of voting members (4)

### Meetings

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

### Subcommittees

- N/A

## Economic Development Committee Terms of Reference

### **Mandate**

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

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

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

### **Membership Composition**

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

- One Council liaison (or alternate)
- Six Members at Large appointed by Council, with a goal of having representation from the youth, senior and business communities, and interest and/or expertise in the development of the local economy

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

### **Quorum**

- Majority of voting members (4)

### **Meetings**

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

### **Subcommittees**

- N/A

## Environmental Advisory Committee Terms of Reference

### Mandate

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

The Environmental Advisory Committee (EAC) Committee will:

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

### Membership Composition

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

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

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

Standing Invitation Members (non-voting):

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

### Quorum

- Majority of voting members (4)

### Meetings

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

### Subcommittees

- N/A

## Municipal Advisory Committee on Accessibility and Inclusiveness Terms of Reference

### Mandate

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

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

### Membership Composition

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

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

Standing Invitation Members (non-voting):

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

### Quorum

- Majority of voting members (5)

### Meetings

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

### Subcommittee

- Age-friendly Subcommittee

## Public Art Steering Committee Terms of Reference

### Mandate

The Public Art Steering Committee (PASC) Committee will:

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

### Membership Composition

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

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

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

### Quorum

- Majority of members (4)

### Meetings

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

### Public Art Selection Panels

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

...cont

**Public Art Steering Committee Terms of Reference (continued)****Selection Panel Goals**

The goals of the artist selection process are threefold:

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

**Selection Panel**

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

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

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

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

## Social Policy Advisory Committee Terms of Reference

### Mandate

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

The Committee will:

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

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

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

### Membership Composition

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

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

Standing Invitation Members (non-voting)

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

### Quorum

- Majority of voting members (5)

### Meetings

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

### Subcommittees

- N/A

## Transportation Advisory Committee Terms of Reference

### Mandate

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

The Committee will:

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

### Membership Composition

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

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

### Quorum

- Majority of voting members (4)

### Meetings

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

### Subcommittees

- N/A

**THE CITY OF MAPLE RIDGE**

**BYLAW NO. 7588-2019**

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

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

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

**1. Title**

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

**2. Repeal**

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

**3. Terms of Reference**

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

**4. Operations**

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

**READ** a first time the day of \_\_\_\_\_, 2019.

**READ** a second time the day of \_\_\_\_\_, 2019.

**READ** a third time the day of \_\_\_\_\_, 2019.

**ADOPTED** the day of \_\_\_\_\_, 2019.

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**PRESIDING MEMBER**

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**CORPORATE OFFICER**

## Community Heritage Commission Terms of Reference

### Mandate

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

The Commission may:

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

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

### Membership Composition

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

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

### Quorum

- Majority of voting members (4)

### Meetings

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

### Subcommittees

- N/A