

Staff Report to Council

Administrative Services

FILE: 01-0360-01

REPORT DATE: May 11, 2021

MEETING DATE:

May 18, 2021

TO: Mayor and Council

FROM: Kate Barchard, Corporate Officer

SUBJECT: Repeal of Obsolete MACAI Bylaw

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:



RECOMMENDATION(S): THAT Council:

- A. Grant first, second, and third readings to the MACAI Repeal Bylaw No. 2893, 2021; OR
- B. Other.

PURPOSE

To request Council's repeal of the MACAI Bylaw which is now obsolete and has been replaced by a terms of reference managed by the City of Maple Ridge.

☐ Information Report

☒ Decision Report

☐ Direction Report

DISCUSSION

In 2000, Pitt Meadows and Maple Ridge jointly established the 'Maple Ridge and Pitt Meadows Municipal Advisory Committee on Accessibility and Inclusiveness' (MACAI) to advise their respective Councils on the enhancement of diversity, accessibility and inclusivity within their respective communities. Following past practices, this advisory committee was originally established by bylaw (see **Attachment A** for the current version of the bylaw) which set the terms and operational procedures for the committee.

Since then, both the City of Pitt Meadows and the City of Maple Ridge have gone through governance reviews and transitioned to council policies and related 'terms of reference' to guide and govern their advisory committees.

In 2019, the City of Maple Ridge repealed their MACAI bylaw and replaced it with a Terms of Reference (**Attachment B**) that is embedded within their 'Committees of Council' policy which is now the governing document for the MACAI, for both Maple Ridge and Pitt Meadows committee members. As such, the City of Pitt Meadows MACAI Bylaw is now obsolete and needs to be repealed.

Pitt Meadows will continue to have representation on the MACAI through one Council Liaison (Councillor O'Connell), one Council Alternate (Councillor Meachen) and one Pitt Meadows resident.

As per section 137 of the Community Charter, a bylaw can only be repealed through the establishment of a new bylaw. Please see **Attachment C** for the MACAI Repeal Bylaw for Council's consideration.

COUNCIL STRATEGIC PLAN ALIGNMENT

☒ Principled Governance ☐ Balanced Economic Prosperity ☒ Corporate Excellence
☐ Community Spirit & Wellbeing ☐ Transportation & Infrastructure Initiatives

FINANCIAL IMPLICATIONS

☒ None ☐ Budget Previously Approved ☐ Referral to Business Planning

PUBLIC PARTICIPATION

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

KATZIE FIRST NATION CONSIDERATIONS

Referral ☐ Yes ☒ No

SIGN-OFFS

Written by: Kate Barchard, Corporate Officer

ATTACHMENT(S):

- A. MACAI current Bylaw No. 2769, 2017
- B. MACAI Terms of Reference (City of Maple Ridge)
- C. MACAI Repeal Bylaw No. 2893, 2021

**CITY OF PITT MEADOWS
MAPLE RIDGE AND PITT MEADOWS MUNICIPAL ADVISORY COMMITTEE
ON ACCESSIBILITY AND INCLUSIVENESS
BYLAW NO. 2769, 2017.**

A Bylaw to establish a Maple Ridge and Pitt Meadows Municipal Advisory
Committee on Accessibility and Inclusiveness

WHEREAS, the Councils of the City of Pitt Meadows and the City of Maple Ridge consider that it is in the public interest to have a Municipal Advisory Committee on Accessibility and Inclusiveness to advise their respective Councils on the enhancement of diversity, accessibility and inclusivity for present and future citizens of Pitt Meadows and Maple Ridge.

NOW THEREFORE, the Council of the City of Pitt Meadows in open meeting assembled, ENACTS AS FOLLOWS:

Citation

1. This Bylaw may be cited as the **"Pitt Meadows and Maple Ridge Municipal Advisory Committee on Accessibility and Inclusiveness Bylaw No. 2769, 2017".**

Definitions

2. For the purpose of this Bylaw, unless the context otherwise requires:

"Committee" means the Municipal Advisory Committee on Accessibility and Inclusiveness (MACAI).

"Council" means the Councils of Pitt Meadows and Maple Ridge.

"Maple Ridge" means the City of Maple Ridge.

"Mayors" means the elected Mayors of the City of Pitt Meadows and the City of Maple Ridge.

"Member" means the current member of the Pitt Meadows and Maple Ridge Municipal Advisory Committee on Accessibility and Inclusiveness, whether appointed by Council or elected as a Member-at-Large.

"Pitt Meadows" means the City of Pitt Meadows.

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Mandate

3. The purpose of the Committee is to advise and/or inform the Councils of Pitt Meadows and Maple Ridge, municipal departments, community agencies and general public on accessibility and inclusiveness.

Committee Composition and Appointment

5. The Committee shall be comprised of the following voting members:
 - a) One Council liaison from the City of Maple Ridge
 - b) One Council liaison from the City of Pitt Meadows
 - c) One member nominated by the School District #42 School Board
 - d) One member nominated by Fraser Health
 - e) One member nominated by Ministry of Children and Family Development
 - f) One member nominated by Ministry of Social Development and Innovation
 - g) One member nominated by Ridge Meadows Association for Community Living
 - h) One member nominated by Maple Ridge and Pitt Meadows Community Services
 - i) One member nominated by Pitt Meadows and Maple Ridge Family Education and Support Centre
 - j) One member nominated by BC Special Olympics (local representative)
 - k) One member representing service provision in the area of poverty reduction
 - l) One member representing Maple Ridge Youth
 - m) One member representing Pitt Meadows Youth

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- n) One member representing Ridge Meadows Seniors Society
 - o) One member representing the LGBTQ2S Community
 - p) A minimum of two members at large from each community, to a maximum of eight members at large.
6. The members at large shall be appointed by resolution of the Council of the City in which the member resides.
7. Council may choose to appoint members in a different configuration than listed if an applicant meeting the specific membership description cannot be found to fill a vacancy, or if an application is received from an alternate applicant without the specific membership description but who would be considered an asset to the Committee.
8. Other people who may attend meetings, to provide opinions, advice or information on other services are:
- a) The Mayors;
 - b) The Chief Administrative Officer or his/her designate; and
 - c) City Staff

Term of Appointment

9. The members at large shall serve for a term of two years commencing on January 1st and terminating two years later on December 31st.
10. In order to stagger the terms of appointment to the Committee, four of the first members-at-large will be appointed for a term of one year commencing on January 1st and terminating on December 31st of the same year. Subsequent appointments shall be for a term of two years.
11. Members at large may be appointed to not more than three consecutive terms totalling six (6) years of service.
12. The term of appointment for each member appointed by the governments, agencies and organizations listed in Section 5 above, is one year

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commencing on January 1st in the year they are appointed and termination one year later on December 31st.

Vacancy

13. A person appointed to a vacancy with more than one-half of the original term left will be considered to be serving a full term for the purpose of this bylaw.
14. Notwithstanding other sections of this bylaw, a vacancy created by death or resignation will be reported as soon as possible to the Mayor, who may appoint a replacement for the unexpired term of the former member.

Removal from the Committee

15. Council may choose to remove a member from the Committee for consecutive non-attendance at three meetings (unless previously approved by the Committee) or for any other reason Council believes warrants such removal.
16. The Chairperson shall advise Council immediately in writing of any member who has been absent from meetings of the Committee for three consecutive meetings without prior leave of absence having been granted by the Committee. A leave of absence greater than three consecutive meetings may through a majority vote from the Committee be granted; when the request for the leave of absence is received in writing, prior to the said leave taking place.

Remuneration

17. The members of the committee shall serve without remuneration.

Procedures

18. The Committee shall:
 - a) Appoint one of their members to act as Chair of the Committee and another member to act as Vice-Chair of the Committee on an

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annual basis. The Vice-Chair will act in the capacity of the Chairperson at any meeting where the Chairperson is absent; and

- b) Hold bi-monthly meetings, with no meetings in July or August, with additional meetings called at the discretion of the Chair;
 - c) Hold subcommittee meetings between regular committee meetings;
 - d) Operate in accordance with the standard operating procedures applicable to all Committees and Commissions of Council with regard to records keeping, holding closed meetings, conflict of interest, financial management and such other practices, policies and procedures which may be established by Council from time to time (including the Council Procedure Bylaws of each city).
19. The presence of a majority of voting members shall constitute a quorum.
20. The minutes of the proceedings of all meetings of the Committee will be maintained in a minute book and forthwith following each meeting of the Committee, a copy, when signed by the Chairperson or member presiding shall be forwarded to the Municipal Clerk of both Cities.
21. The meetings are open to the public.

Duties

22. The committee will:
- a) Advise and/ or inform Council, City departments, community agencies and organizations and the communities on accessibility and inclusiveness by:
 - i. Identifying best practices;
 - ii. Implementing a community wide survey on accessibility and inclusiveness once every three years (or as directed by Council); and
 - iii. Advising and/or informing Council of relevant legislation.

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- b) Provide leadership and advocacy through strategic city and community partnerships which emphasize community awareness of accessibility and inclusiveness by:
 - i. Responding and/or directing community enquiries and/or concerns; and
 - ii. Recognizing existing and/or future community barriers and respond accordingly.
- c) Recognize leadership, innovation and champions within the city, agencies, organizations and the community by:
 - i. Hosting annual “ Accessibility and Inclusiveness Awards”; and
 - ii. Providing annual community promotion pertaining to the Committee and accessibility and inclusiveness best practices.

Subcommittees

- 23. Time duration subcommittees can be established by the Chair focused on a specific purpose and is inclusive of individuals and representatives that bring an informed voice (local and external experts) to the subject matter being explored. The subcommittees will be designed to support specific bodies of work of the Committee and will report to the Committee on a regular basis.

Media Contact

- 24. Staff Liaison or Chairperson, or designate shall act as the spokesperson.

Severability

- 25. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

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Repeal

26. Maple Ridge – Pitt Meadows (Ridge Meadows) Municipal Advisory Committee on Accessibility Issues Bylaw No. 1986, 2000, as amended, is repealed.

READ a FIRST, SECOND and THIRD time the 18th day of July, 2017.

FINALLY CONSIDERED AND ADOPTED the 25th day of July, 2017.

Mayor

Corporate Officer

Municipal Advisory Committee on Accessibility and Inclusiveness Terms of Reference

Mandate

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

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

Membership Composition

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

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

Standing Invitation Members (non-voting):

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

Quorum

- Majority of voting members (5)

Meetings

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

Subcommittee

- Age-friendly Subcommittee

CITY OF PITT MEADOWS
MUNICIPAL ADVISORY COMMITTEE ON ACCESSIBILITY & INCLUSIVENESS
REPEAL BYLAW
No. 2893, 2021

WHEREAS the City of Pitt Meadows deems it expedient to repeal obsolete bylaws;

AND WHEREAS the Cities of Pitt Meadows and Maple Ridge have adopted the practice of governing their advisory committees through the use of Terms of Reference documents instead of bylaws;

AND WHEREAS the Municipal Advisory Committee on Accessibility and Inclusiveness (MACAI) is now governed through the City of Maple Ridge 'Committees of Council' Policy and MACAI Terms of Reference;

NOW THEREFORE the Council of the City of Pitt Meadows enacts as follows:

Citation/Title

1. This Bylaw may be cited as the **"MACAI Repeal Bylaw."**

Repeal

2. The 'Maple Ridge and Pitt Meadows Municipal Advisory Committee on Accessibility and Inclusiveness Bylaw No. 2769, 2017', and its amendments, are hereby repealed.

READ a FIRST, SECOND and THIRD time on [DATE].

ADOPTED on [DATE].

Bill Dingwall
Mayor

Kate Barchard
Corporate Officer