

COUNCIL WORKSHOP AGENDA

April 3, 2018

6:00 p.m.

Blaney Room, 1st 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.

1. **ADOPTION OF THE AGENDA**
2. **ADOPTION OF MINUTES** – Nil
3. **PRESENTATIONS AT THE REQUEST OF COUNCIL**
4. **UNFINISHED AND NEW BUSINESS**
 - 4.1 **Parks & Recreation Facility Infrastructure Project Updates**
 - David Boag, Director of Parks & Facilities
 - 4.2 **BC Housing Offer of Existing House on Royal Crescent**

Staff report dated April 3, 2018 recommending that staff be directed to accept the Mussallem Residence for relocation to the Maple Ridge Cemetery, on the condition that BC Housing provide sufficient funds for such move, and to restore, service and repurpose the building as outlined in “BC Housing Offer of Existing House on Royal Crescent” dated April 3, 2017.

- 4.3 **2018 Local Government Election Approach and Budget**

Staff report dated April 3, 2018 recommending that staff enhance voting opportunities in the 2018 Local Government Election beyond those of 2014, that a City-wide mail-out with election information be contracted and that funding for enhancements be allocated from accumulated surplus.

5. ***CORRESPONDENCE***

5.1 ***Upcoming Events***

April 6, 2018 4:00 p.m.	Chief and Council Inauguration – 19700A Salish Road, Pitt Meadows, BC Organizer: Katzie First Nation
April 21, 2018 6:00 p.m.	Celebrate Local Culinary Arts Students – Thomas Haney Secondary, Maple Ridge, BC Organizer: BC Agriculture in the Classroom Foundation

6. ***MAYOR AND COUNCILLORS' REPORTS***

7. ***BRIEFING ON OTHER ITEMS OF INTEREST/QUESTIONS FROM COUNCIL***

8. ***MATTERS DEEMED EXPEDIENT***

9. ***ADJOURNMENT***

Checked by: _____
Date: _____

City of Maple Ridge

TO: Her Worship Mayor Nicole Read
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: BC Housing Offer of Existing House on Royal Crescent

MEETING DATE: April 3, 2018
MEETING: Workshop

EXECUTIVE SUMMARY:

The Province of BC recently purchased three properties on Royal Crescent in the Town Centre with the intention of constructing 55 modular units on the site as temporary supportive homes for those currently homeless within the community, including those living at the Anita's Place camp in Port Haney.

The existing house on the site has been identified as having heritage value and BC Housing has offered to donate the house to the City. Additionally, BC Housing has offered to provide the funds it would have cost to demolish the building, if Council chooses to accept and move the building to a new location. Work on the site is slated to begin very soon and BC Housing has stated they want the existing house removed by May 15, 2018.

RECOMMENDATIONS:

THAT staff be directed to accept the Mussallem Residence for relocation to the Maple Ridge Cemetery, on condition that the funds provided by BC Housing are sufficient to move, restore, service and repurpose the building, as outlined in the report titled "BC Housing Offer of Existing House on Royal Crescent", dated April 3, 2017; and

THAT should BC Housing not provide the necessary funds to move, restore, service and repurpose the building that the offer be respectfully declined.

1.0 BACKGROUND:

BC Housing recently purchased a development site intended for temporary supportive housing at 22534, 22548, and 22556 Royal Crescent (Appendix A). They have informed the City that the existing house will need to be removed by May 15, 2018 in order to get construction underway and completed by the end of August 2018. In communications with City staff, BC housing inquired if the existing house has heritage status. The house is listed on the draft update to the Heritage Resources of Maple Ridge (aka heritage inventory), which will be brought to Council for endorsement within the next month or so. However, it is worth noting that the house has no legal protection (which would be provided through a bylaw), nor is it on the Community Heritage Register. BC Housing has offered to donate the house to the City for relocation and also to contribute the funds it would have cost to have the house demolished.

With this offer, potential locations for moving and repurposing the house were explored. One site that could accommodate the building is the Maple Ridge Cemetery. At this location the house could be repurposed as a caretaker residence, small funeral gathering space, community space, and customer service centre, with the basement for a storage/workshop area.

Both the 2008 Cemetery Master Plan and 2010 Parks, Recreation and Culture Master Plan contain the following recommendations that would support repurposing the heritage house on the Cemetery site:

- The Cemetery Master Plan recommends that; “a customer service center be established on the lands immediately to the north of the existing cemetery. This would allow administrative and field staff to serve customers from the same location and would help with grave finding for visitors, friends and family of decedents and allow for more effective liaison with the funeral service industry. Vandalism reduction and site security would also be enhanced if there was a consistent conspicuous presence at the cemetery. The option of adapting one of the existing residences to a customer service building should be considered although this may not meet programming and design criteria”.
- In alignment with the Cemetery Master Plan, the Parks, Recreation and Culture Master Plan (PRCMP) also recommends enhanced service delivery at the cemetery, by improving management of the cemetery and adding customer service and communications/marketing functions. It further recommends that there be a provision of a computer on site for tracking burial records.
- The PRCMP also acknowledges that Maple Ridge has inventoried heritage features, including residences, farms, schools, manses, churches, businesses, cemeteries, post offices, and in some cases, trees. The Plan recommends that the City acquire and restore heritage buildings, identify appropriate public uses and incorporate interpretive programs and ensure that heritage buildings are properly maintained and managed.

The existing house was constructed by the Mussallem family in 1937 and the exterior façade has largely remained unchanged over time. It is identified as the Mussallem Residence in the heritage inventory update and in keeping with this historical reference, it is referred to in this manner within this report.

2.0 COST IMPLICATIONS

If Council is interested in relocating the Mussallem Residence, it will need to be determined if BC Housing will provide additional funds to cover the expenses for moving, restoring, servicing, and repurposing the building, which could be substantial.

In addition, a decision on whether to accept the house (and if so, under what terms) will need to be made quickly, as BC Housing intends to start construction on the Royal Crescent site very soon and they have stated they want the house removed by May 15, 2018.

3.0 RECOMMENDATION AND ALTERNATIVE RESOLUTION

Based on the cost implications discussed in Section 2.0 above, the recommendation provided in this report is for Council to accept the Mussallem Residence under the condition that BC Housing provide the funds needed to move, restore, service, and repurpose the building.

If Council chooses to not accept the building, an alternative resolution is provided below.

Alternative Resolution:

THAT the offer from BC Housing to relocate the Mussallem Residence, as discussed in the report titled “BC Housing Offer of Existing House on Royal Crescent”, dated April 3, 2018, be respectfully declined.

4.0 INTERDEPARTMENTAL IMPLICATIONS

If Council directs staff to proceed with the accepting the Mussallem Residence, with a condition that sufficient funding from the Province be provided, those involved in next steps will include staff from the Parks & Facilities, Building, and Planning departments.

5.0 CONCLUSION:

Retaining the Mussallem Residence through relocation to the Maple Ridge Cemetery would provide benefit to the community through the conservation of this heritage resource and also by providing improved cemetery operations. However, the anticipated cost of relocation could be substantial and the City has not been given much time to assess and respond. While BC Housing’s offer to provide some funding for the relocation is positive, significantly more funds from the Province will be needed for a relocation project. Given costs and time pressures, this may not be feasible. Regardless, the suggested resolution provides BC Housing with the opportunity to relocate the Mussallem House if they wish to do so.

It is recommended that acceptance of BC Housing’s offer of the Mussallem Residence for relocation be contingent on sufficient funds being provided by the Province.

“Original signed by Lisa Zosiak”

Prepared by: Lisa Zosiak, MRM, MCIP, RPP
Planner

“Original signed by David Boag”

Approved by: David Boag
Director of Parks & Facilities

“Original signed by Kelly Swift”

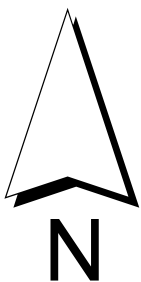
Approved by: Kelly Swift, MBA, BGS
GM: Parks, Recreation & Culture

“Original signed by Paul Gill”

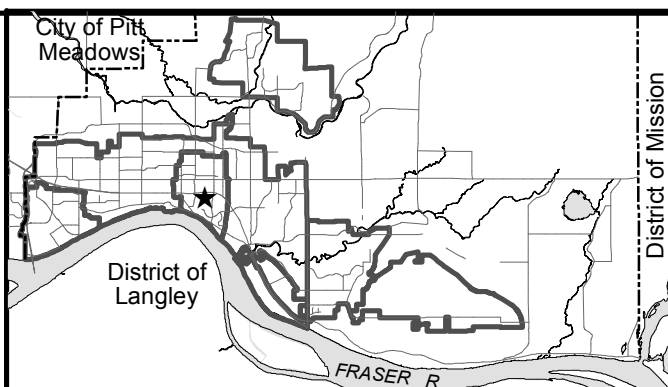
Concurrence: Paul Gill, CPA, CGA
Chief Administrative Officer

The following appendices are attached hereto:

Appendix A: Mussallem Residence Site Map – Current Location on Royal Crescent



Scale: 1:2,000



22534, 22548, 22556 Royal Crescent

PLANNING DEPARTMENT



MAPLE RIDGE

British Columbia

mapleridge.ca

FILE: 22534,22548,22556 Royal Crescent
DATE: Mar 22, 2018

BY: LP

TO: Her Worship Mayor Nicole Read
and Members of Council
FROM: Chief Administrative Officer
SUBJECT: 2018 Local Government Election Approach and Budget

MEETING DATE: April 3, 2018
FILE NO: 09-4200-20
MEETING: Council Workshop

EXECUTIVE SUMMARY:

Local Government Election Day is October 20, 2018. To better serve our growing community, it is recommended that the number of advance voting opportunities be doubled and hours be extended in order to provide more flexibility for citizens. Further, it is recommended that mail notifications to all homes and businesses be distributed in advance of the election, to enhance the City's other marketing efforts. As previously directed by Council, the ballot is slated to include a non-binding public opinion question relating to the issue of solid waste pickup.

RECOMMENDATIONS:

That staff enhance voting opportunities in the 2018 Local Government Election beyond those of 2014 by: a) doubling advance voting opportunities from six to twelve; b) extending all voting opportunities to span from 8:00 am to 8:00 pm; and c) introducing Sunday advance voting,

That a City-wide mail-out be contracted, providing citizens with election information, and further,

That \$19,000 be allocated from accumulated surplus to fund these election enhancements.

DISCUSSION:

a) Background Context:

The 2018 Local Government Election Day is October 20, 2018 and the City is responsible for conducting the election for City Council and the School Board. The purpose of this report is to review information regarding 2014 election, and have Council endorse changes for 2018.

2014 Election

The most recent election was held in November 2014. There were close to 54,000 citizens on the voters list, and turnout was about 17,000 (31%). Voting opportunities were offered at seven locations on election day, and six advance polls were held at various locations, spread over three days. The 31% turnout was a marginal improvement over prior elections, despite a regional "Get out and Vote" campaign that was heavily advertised locally, plus videos on how to vote and pop-up information tables held in malls and grocery store foyers. This outcome is similar to most other municipalities in the Lower Mainland.

2018 Landscape

Four years have gone by since the last election, and staff anticipate growth of about 11% in eligible voters, considering the growth in the Town Centre, Silver Valley and Albion. Furthermore, a non-binding public opinion question on solid waste (garbage and organics) pick-up is slated to go on the ballot as directed by Council, and typically these draw a higher-than-average voter turnout.

The trends in most recent Federal and Provincial elections have been more voting options including more advance voting date. Maple Ridge's 2014 election offered six advance opportunities over three days. 9% of those who voted did so at an advance opportunity.

Proposed 2018 Election Highlights

Staff recommend doubling the advance voting opportunities to twelve, spread over seven days. This would include four locations across the City on the Saturday preceding the election, and a further three locations on Sunday. Five advance polling opportunities are proposed for City Hall. Advance polls would all be extended to range from 8:00 am to 8:00 pm, whereas in 2014 some locations were a half-day.

In addition to the City's advertising efforts, staff also recommend a City-wide mass mail-out to ensure eligible voters and those who are not registered to vote have all the information they need in order to make informed choices.

Staff recommend seven voting opportunities on election day. This matches what was provided in 2014.

b) Citizen/Customer Implications:

This approach and suggested enhancements align with the City's desire for excellent customer service, and provides opportunities for citizens to participate in the City's governance.

c) Interdepartmental Implications:

Information Technology will be providing an on-call staff person to assist on Election Day. Communications will be utilized for promotional material and signage.

d) Business Plan/Financial Implications:

Spending on the 2014 election was about \$92,000. This election is estimated to cost \$119,000. This includes scope changes of the six additional advance voting opportunities, extending the remainder to 12 hours, the City-wide mail-out, and inflationary increases of about \$8,000 over the four years since the last election. The budget allocated in the financial plan is \$100,000, leaving \$19,000 unfunded. Staff recommend a one-time withdrawal from accumulated surplus. Consideration to an annual budget increased should be considered during business planning to cover future years.

e) Alternative:

Should Council wish to stay within the budgeted amount, the election could be achieved following the approach taken in 2014. The enhancements of additional advance voting opportunities and City-wide mail-out would be eliminated, but inflationary increases would be covered off.

Should Council wish to add five additional advance voting opportunities at City Hall, the cost is \$1,300 per day for a total additional cost of \$6,500.

CONCLUSIONS:

The Local Government Election Day is October 20, 2018. The community has grown, and trends indicate a need for more voting opportunities over more days. Further, it is recommended that the City delivers mail notifications to all homes and businesses City-wide in advance of the election, to enhance other marketing efforts.

"Original signed by Laura Benson"

Prepared by: **Laura Benson, CPA, CMA**
Corporate Officer

"Original signed by Paul Gill"

Concurrence: **Paul Gill, CPA, CGA**
Chief Administrative Officer

LB:tp