

City of Maple Ridge

**COUNCIL WORKSHOP AGENDA**  
**September 10, 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**

**September 10, 2019**  
Council Meeting

7:00

1. **APPROVAL OF THE AGENDA**

2. **ADOPTION OF MINUTES**

2.1 Minutes of the July 23, 2019 Council Workshop Meeting

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

4. **UNFINISHED AND NEW BUSINESS**

4.1 **Options Report for Cannabis Licenses**

Staff report dated September 10, 2019 recommending that direction be provided to staff on options shown in a decision making chart to allow staff to commence bylaw introduction.

4.2 **Town Centre Area Plan Overview**

Presentation by L. Zosiak, Planner

#### 4.3 Housing Needs Assessment: UBCM Grant Application

Staff report dated September 10, 2019 recommending that a grant application to undertake a Housing Needs Assessment be submitted to the Union of British Columbia Municipalities ("UBCM").

#### 4.4 Maple Ridge Historical Society Operating Agreement Revision

Staff report dated September 10, 2019 recommending that the report titled "*Maple Ridge Historical Society Operating Agreement Revision*" be forwarded to the September 10, 2019 Council Meeting.

#### 4.5 Mussallem Residential Establishment at Maple Ridge Cemetery

Staff report dated September 10, 2019 recommending options for the future of the Mussallem Residence at Maple Ridge Cemetery.

### 5. CORRESPONDENCE

#### 5.1 Upcoming Events


##### By Invitation to Mayor and Council

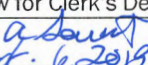

September 12, 2019 6:30 – 9:30 pm	Dinner & Dialogue – Community Dinner & Screening of Us & Them Documentary, Thomas Haney Secondary School, Maple Ridge Organizer: Maple Ridge Pitt Meadows Katzie Community Network
September 14, 2019 11:00 am to 3:00 pm	Phoenix Society Block Party, 13686 94A Avenue, Surrey Organizer: Phoenix Society & Downtown Surrey BIA
September 16, 2019 1:30 to 3:00 pm	Mayor's Business Walk – Valley Fair Mall, Maple Ridge Organizer: Maple Ridge Economic Development Department
September 17, 2019 11:00 am to 2:00 pm	Surrey Environment & Business Awards Lunch, Sheraton Vancouver – Guildford Hotel Organizer: Surrey Board of Trade

##### General Community Events

September 10, 2019 7:00 to 9:00 pm	Lobby Night – Songstage with Ivan Boudreau, The ACT Arts Centre, Maple Ridge
September 14, 2019 1:30 to 3:00 pm	Haney Farmers Market, Memorial Peace Park, Maple Ridge Organizer: Haney Farmers Market
September 15, 2019 2:00 to 4:00 pm	Social Bike Ride to Explore East Maple Ridge, Memorial Peace Park, Maple Ridge Organizer: HUB Cycling of Maple Ridge/Pitt Meadows

6. *BRIEFING ON OTHER ITEMS OF INTEREST/QUESTIONS FROM COUNCIL*
7. *MATTERS DEEMED EXPEDIENT*
8. *ADJOURNMENT*

Approved:   
Date: 2019-09-06

Space below for Clerk's Department Use Only	
Checked by: <u></u> Date: <u>Sept. 6, 2019</u>	Checked by: <u></u> Date: <u>September 6, 2019</u>

City of Maple Ridge

**COUNCIL WORKSHOP MINUTES**

July 23, 2019

The Minutes of the City Council Workshop held on July 23, 2019 at 1:37 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>	K. Swift, Acting Chief Administrative Officer
Mayor M. Morden	C. Carter, General Manager Planning & Development Services
Councillor J. Dueck	D. Pollock, General Manager Engineering Services
Councillor Duncan	D. Boag, Acting General Manager Parks, Recreation & Culture
Councillor C. Meadus	L. Benson, Director of Corporate Administration
Councillor G. Robson	T. Thompson, Chief Financial Officer
Councillor R. Svendsen	<i>Other Staff as Required</i>
Councillor A. Yousef	C. Goddard, Director of Planning
	B. Elliott, Manager of 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/2019-452

It was moved and seconded

That the agenda of the July 23, 2019 Council Workshop Meeting be amended with the addition of Item 7.1 Support for a Declaration of a Climate Emergency and that the agenda be approved as amended.

CARRIED

**2. MINUTES**

**2.1 Minutes of the July 9, 2019 and the July 16, 2019 Council Workshop Meeting**

R/2019-453

It was moved and seconded

That the minutes of the Council Workshop Meeting of July 9, 2019 and the July 16, 2019 be adopted as circulated.

CARRIED

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

4. *UNFINISHED AND NEW BUSINESS*

4.1 Agricultural Land Commission – Recent Legislative Changes and City Initiatives

- Jennifer Dyson, Agricultural Land Commission Chair
- Kim Grout, Chief Executive Officer

Note: Councillor Dueck left the meeting at 1:57 p.m. during the Agricultural Land Commission's presentation. She returned to the meeting at 2:15 p.m.

4.2 HousingHub Affordable Home Ownership Program

- Raymond Kwong, Provincial Director, HousingHub
- Ryan Chiew, Senior Development Manager, HousingHub

4.3 Community Amenity Contributions ("CAC") and Density Bonus Analysis and Outcomes

Staff report dated July 23, 2019 recommending that an amendment to the Community Amenity Contribution Policy 6.31 reflective of Council's preferred Community Amenity Contribution option be prepared and that a Zone Amending Bylaw to bring forward draft density zoning be prepared.

R/2019-454

It was moved and seconded

That the City's Community Amenity Contribution Policy 6.31 remain unchanged, leaving the status quo in place.

CARRIED

Councillor Duncan - OPPOSED

R/2019-455

It was moved and seconded

That staff prepare a Zone Amending Bylaw to bring forward draft density bonus zoning which removes the optional requirement to provide rental floor space in exchange for bonus density and increases the cash contribution rates to reflect the analysis identified in the staff report titled "CAC and Density Bonus Analysis and Outcomes", dated July 23, 2019.

CARRIED

Councillor Duncan - OPPOSED

#### 4.4 Albion Flats Land Use Concepts and Process – Next Steps

Staff report dated July 23, 2019 recommending that the draft Albion Flats Employment Land Use Concepts be forwarded to a community engagement process and that an Albion Flats Non-Farm Use application process to facilitate the expansion of the Planet Ice facility be initiated.

R/2019-456

It was moved and seconded

That staff develop a single Albion Flats land use concept plan in alignment with Council feedback received on July 23, 2019 with the intent of presentation to the Agricultural Land Commission for comment.

Councillor Duncan - OPPOSED

CARRIED

#### 4.5 Award of Contract – Maple Ridge Lawn Bowling Green Surface Replacement

Staff report dated July 23, 2019 recommending that the report dated July 23, 2019 titled "Award of Contract – Maple Ridge Lawn Bowling Green Surface Replacement" be forwarded to the July 23, 2019 Council Meeting.

Note: Councillor Duncan excused herself discussion of Item 4.5 at 4:46 p.m. as she lives in close proximity to the facility.

R/2019-457

It was moved and seconded

That the attachment to the July 23, 2019 Council Workshop report titled "Award of Contract – Maple Ridge Lawn Bowling Greens Surface Replacement" be forwarded to the next Council Meeting.

CARRIED

Note: Councillor Duncan returned to the meeting at 4:47 p.m.

#### 5. *CORRESPONDENCE* – Nil

#### 6. *BRIEFING ON OTHER ITEMS OF INTEREST/QUESTIONS FROM COUNCIL* – Nil

#### 7. *MATTERS DEEMED EXPEDIENT*

7.1 Support for a Declaration of a Climate Emergency

Councillor Yousef advised on a request for a declaration of a climate emergency. It was direction of Council that staff provide the current policy on proclamations at a future workshop for discussion.

8. *ADJOURNMENT* - 4:57 p.m.

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M. Morden, Mayor

Certified Correct

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L. Benson, Corporate Officer



**mapleridge.ca**

**City of Maple Ridge**

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Options Report for Cannabis Licenses

**MEETING DATE:** September 10, 2019  
**FILE NO:** 2019-002-RZ  
**ATTN:** Workshop

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**EXECUTIVE SUMMARY:**

The legislative framework around cannabis has been changing rapidly at federal and provincial levels. In response to these changes, in 2018, Council approved Zoning Bylaw amendments for recreational cannabis retail sales in specific commercial zones (in 2018).

In February and May 2019, staff provided an overview of legislative changes pertaining to cannabis including that local governments now have considerable autonomy in regulating standards for non-soil based structures for federally authorized cannabis activities.

For this reason, Council is tasked with considering Zoning Bylaw amendments for cannabis production and processing. With this direction, staff would then prepare bylaw amendments for Council consideration.

**RECOMMENDATION:**

That direction be provided on the options noted in the decision making chart, (Appendix A) in order for staff to commence bylaw introduction.

**DISCUSSION:**

**a) Planning Analysis:**

The history of cannabis legislation, from its start as medical marihuana, is summarized in Appendix B, along with staff responses to Council concerns expressed at the February 12, 2019 Council Workshop.

The most important consideration for Council at present is consideration of the diversified scale and range of cannabis related activities, and appropriate amendments to the Zoning Bylaw to recognize these new uses. Through this process, Council is advised to consider if there is support for permitting these uses within the community, and where these uses can go. This range of license types is illustrated in Figure 1 below.

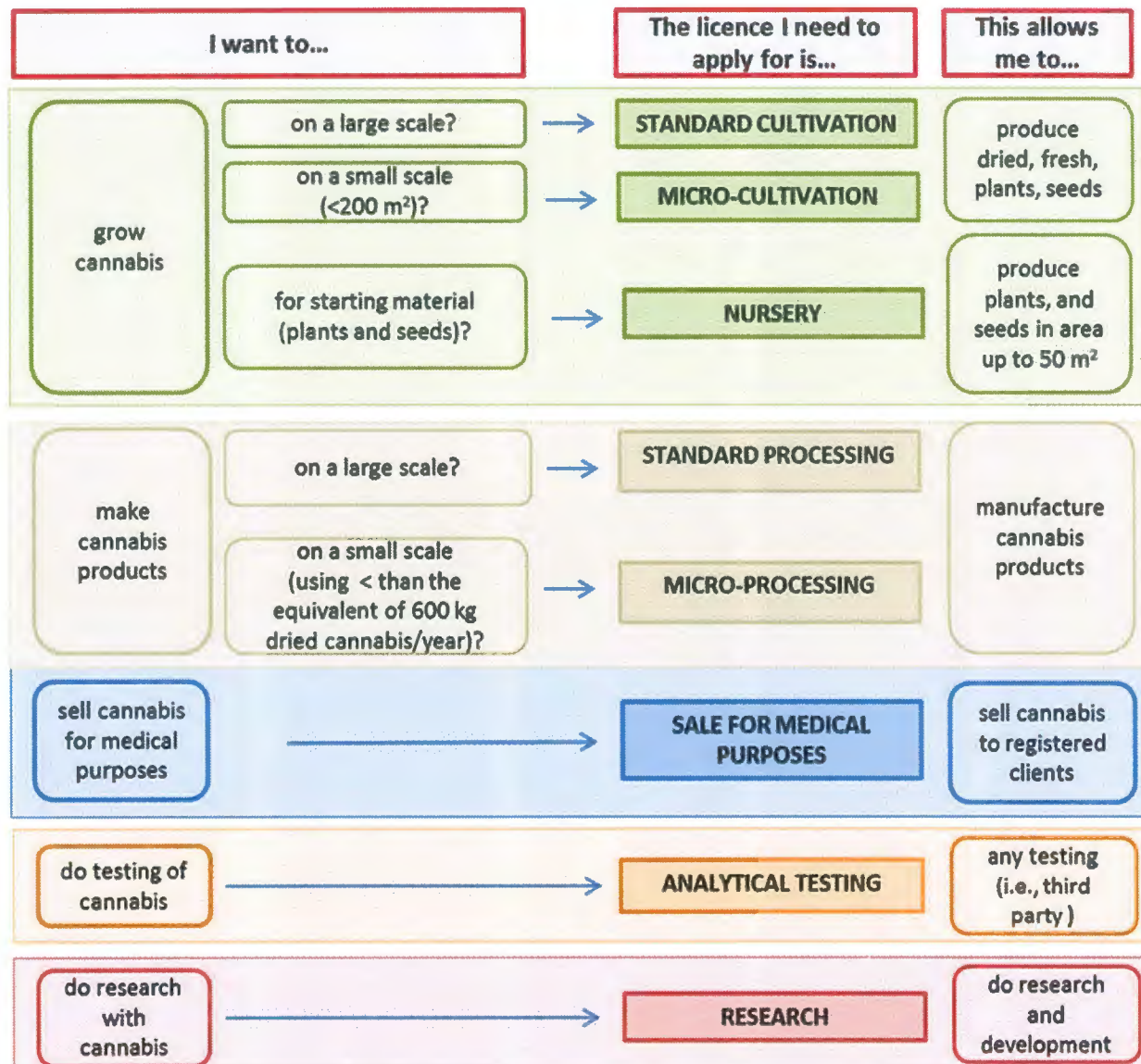


Figure 1 Range of Federal Cannabis License Categories.

Local governments cannot prohibit lawful production in open fields or in entirely soil based structures, or in existing structures intended for growing crops within the Agricultural Land Reserve. However, Council now has greater discretion over other types of structures that could be used for cannabis production. Based on Council direction, the Zoning Bylaw can be amended to direct the type of structure for cannabis production, the conditions of use (for instance, if community water is required), and if some of these uses could be located outside of the Agricultural Land Reserve.

Although outdoor cultivation is now permitted by Health Canada and the Province, the emphasis so far has been for indoor cultivation. It appears that this trend may be changing. By March 2019, Health Canada had received 191 applications for outdoor grow operations, with at least 46 based in British Columbia<sup>1</sup>. There is significant economic incentive to cultivate outdoors. The estimates

<sup>1</sup> <https://www.theleafnews.com/news/legal-outdoor-cannabis-poised-to-hit-canadian-market-506511702.html>

provided by the Financial Post indicate that the costs per gram for outdoor cultivation are 3 to 20 cents. For indoor cultivation, these costs range from 90 cents to 2 dollars per gram. There may be different markets for these different cultivation techniques. Outdoor cultivation may cater to the extracts market, which includes vaping. Indoor cultivation may have greater shelf appeal for dried product<sup>2</sup>.

Regardless of how cannabis is cultivated, a consistent theme throughout Council discussions about cannabis has been the recognition of both the economic benefits and need for mitigating the negative impacts associated with this industry. These comments were voiced at Council's most recent Workshop, held on May 28, 2019. At this meeting, Council stressed the importance of "good neighbour" practices concerning cannabis production, regardless of the scale of operation. Council noted that the small scale personal use and designated grower licenses authorized by federal authority could also be intrusive to neighbours, especially given that these may be located within residential areas and are exempt from municipal zoning.

Personal use and designated grower licenses are still in place, and continue to be options for prescription holders to obtain cannabis for medical purposes. An estimate has been provided of 800 of these facilities within Maple Ridges, but the exact numbers and locations of these facilities are not known, as these facilities do not require approval or notification to local authorities, and therefore may operate without the knowledge or consent of local governments. It is only upon receipt of a complaint that local governments can commence bylaw enforcement. The available redress would be limited to requirements for permits and inspection services, to ensure that all structures are safe for the intended use.

Specifically, cannabis production has generated considerable neighbourhood concerns which include groundwater and soil impacts, diversion of product to a criminal element, and offensive odour in neighbourhoods. For commercial production facilities, some of these concerns will be mitigated in the current regulatory context with adherence to building code and record keeping requirements. However, odour seems to be the most pervasive concern.

It is likely that odour would be a greater problem in an open soil based growing conditions. As noted, this use is permitted within the Agricultural Land Reserve, and local governments do not have the authority to prohibit outdoor cultivation. Although this may be changing, so far industry preferences lean towards cultivating cannabis within a structure with a concrete foundation. New structures for this use could be prohibited by Council.

A recent initiative is underway by Metro Vancouver out of concern for air quality. Research provided by this agency indicates that this use can have significant deleterious effects on air quality near cultivation or processing facilities. However, these impacts can be mitigated in these facilities through proper construction techniques on ventilation and filtering, which are proven and well established. They also align well with the work of the Maple Ridge Building Department in mitigating nuisance effects.

The Maple Ridge Building Department has the authority to require this mitigation in new or retrofitted structures based on Maple Ridge Grow Operation, Health, Nuisance and Safety Bylaw No. 6274-2004. This bylaw authorizes the need for inspection services for the construction or alteration of

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<sup>2</sup> <https://business.financialpost.com/cannabis/cannabis-can-be-grown-outdoors-for-pennies-on-the-dollar-so-why-is-hardly-anyone-doing-it>

structures, and related gas, plumbing, ventilation mechanical or electrical components to avoid nuisance effects. As noted, these considerations would also apply to requirements for personal use and designated grower licenses, which are exempt from the Zoning Bylaw, and due to their separate Federal Licensing, are not included in the commercial cannabis licence categories shown in Figure 1.

### **Agricultural Plan:**

The Maple Ridge Agricultural Plan, endorsed by Council in 2009, noted the presence of conflicts between residential and agricultural uses in the Agricultural Land Reserve. The Plan recommended that improved communications were needed to inform existing and prospective residential users of the presence of agriculture and the possible intrusions that this proximity could present, including noise, and odours. Maple Ridge Council has taken the initiative to reduce these conflicts where possible. For instance, the farm home plate regulations adopted in the Zoning Bylaw help to reduce residential incursions deep in to ALR properties, thereby separating potentially incompatible uses. In addition, restricting house size in the ALR has helped prevent residential estate development in the ALR, which could foster these conflicts to a greater extent.

The introduction of cannabis production as a legitimate farm use adds another potential conflict into ALR land. These conflicts may be exacerbated further if outdoor cultivation is feasible.

### **Zoning Bylaw:**

For local governments, the challenges related to the cannabis industry relate to being able to realize its economic benefits while mitigating potential concerns. For this reason, the City of Maple Ridge has taken a cautious approach with cannabis retail, with separation requirements from other retail outlets and schools. These regulations would effectively limit the number of retail outlets that could set up within municipal boundaries.

As for cannabis production, the Agricultural Land Commission has reviewed the draft Maple Ridge Zoning Bylaw, and provided comments dated July 29, 2019 for agricultural zoning, including cannabis. These comments are reflected in the bylaw considerations below. Outside of the Agricultural Land Reserve, Council has considerable discretion about where they wish to locate cannabis cultivation, and the conditions of use that they would wish to impose. One option for Council's consideration is to permit micro-cultivation uses on properties that are designated Rural Residential and zoned to permit Agriculture. Applicable zones are RS-3 One Family Rural Residential and Agricultural Zones. As these properties are not within the ALR, requirements could include indoor cultivation only in properly ventilated structures for odour control.

The new federal licensing regulations provide the option for stand alone business opportunities for product processing and packaging, as well as testing and research. As principal uses, these business activities could not occur within the Agricultural Land Reserve. The most appropriate zoning for this use is industrial. However, as there may also be concerns with odour for these uses, mitigation should also be a consideration.

It is understood that these uses are contentious, and at this point, more direction is needed to begin the process of preparing bylaw amendments for adoption. A decision making chart is appended to this report as Appendix A.

**b) Intergovernmental Issues:**

These proposed bylaw amendments are a response to legislative changes at the Federal and Provincial levels. Ongoing cooperation and coordination with these senior agencies is required within a continually evolving legal framework.

**c) Citizen/Customer Implications:**

The most significant concerns raised by Council based on community dialogue was about odours, light pollution, and groundwater impacts. Both light pollution and odours can be feasibly mitigated with appropriate building design, ventilation, and appropriate maintenance.

**Odours.** A Provincial Agency, the BC Farm Industry Review Board (FIRB) has been delegated the responsibility for hearing complaints from persons aggrieved by odour, noise, dust or other disturbances arising from agricultural operations, and through this process, can ensure that best management practices are being used. This conflict resolution process is in accordance with the Farm Practices Protection (Right to Farm) Act (FPPA). As complaints must be made directly by the aggrieved party, local governments cannot act on behalf of residents.

**Water Use.** A recent joint research project (May 2019) embarked on by the Province and Federal government concerned commercial cannabis production. Based on available research, the report notes that outdoor cultivation (which cannot be prohibited in the ALR) will use roughly 23 litres of water per day per plant. By contrast, indoor cultivation requires roughly 1-2 litres per day per plant or per square metre. A micro-cultivation facility of 200 square metres would therefore require between 200 to 400 litres of water per day. This should be compared with residential household use, which in MetroVancouver is estimated at 277 liters per day per person.

Re-use of irrigation water can help to improve these efficiencies. In addition, rainwater capture in cisterns could potentially provide most of the irrigation water needed, even during drier summer months. At the maximum usage rates noted above, a commercially available cistern could provide sufficient water capacity for several weeks of use for a micro-production facility.

There are a number of properties within the Agricultural Land Reserve that have municipal water service. This could be made a requirement of issuance of a building permit for cannabis production, particularly for the larger scale or standard cultivation facilities that are larger than 200 m<sup>2</sup>.

**Interdepartmental Implications:**

The involvement and collaboration of the Planning, Building, and License and Bylaws Departments will be required for inspection services and business licencing. The Planning Department will draft the bylaw amendments based on Council direction. The Building Department will monitor the appropriate construction standards are in place to mitigate impacts, and provide inspection services to ensure their installation. The Bylaws and Business Licencing Department will issue business licences and annual renewals. As a condition of renewal, protocols will be established to ensure regular maintenance of structures and their continued efficacy in mitigating impacts.

The long term impact on municipal staffing resources will need to be evaluated with times, but it should be noted that the new use entails new responsibilities and tasks for the current staff of various departments.

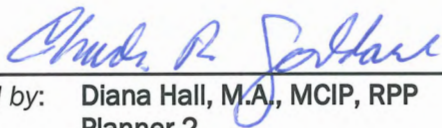
**d) Decision Matrix:**

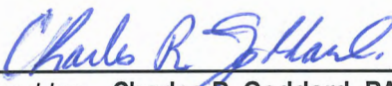
Council is not required to allow these uses outside of the Agricultural Land Reserve, or to exceed the minimum requirements of the ALC for this purpose. In this case any new applicant seeking to cultivate cannabis would need to comply with the outright permitted uses of the ALC.

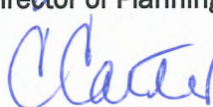
Council consideration of the options identified in this report and in the attached decision making chart will direct the next steps in this process, the possible amendments to existing bylaws, and the introduction of new bylaws for Council consideration. The Appendix A attached to the report provides options for regulating or prohibiting cannabis cultivation and related processing in Maple Ridge.

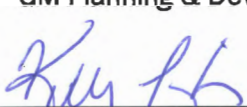
**CONCLUSION:**

This report focuses on the measures that Council can take in permitting the diverse federally authorized cannabis licenses within the community. Options for Zoning Bylaw amendments have been provided for Council's consideration in support of these new uses.

*per.*   
Prepared by: **Diana Hall, M.A., MCIP, RPP**  
**Planner 2**

  
Reviewed by: **Charles R. Goddard, BA, MA**  
**Director of Planning**

  
Approved by: **Christine Carter, M.P.L, MCIP, RPP**  
**GM Planning & Development Services**

  
Concurrence: **Kelly Swift, MBA**  
**Acting Chief Administrative Officer**

The following appendices are attached hereto:

Appendix A – Zoning Bylaw amendments decision making chart

Appendix B – Summary of Cannabis legislative context and Council comments from the February 12, 2019 Council Workshop meeting.

A. Growing Cannabis – Categories include Standard, Micro, or Nursery Production (non-soils based production only)					
Use	Provincial Regs	Concerns	Zoning	Options	Council decision
Standard Cultivation (greater than 200 m <sup>2</sup> )	1000 m <sup>2</sup> threshold for maximum placement of fill without applying for notice of intent.	Odour, Light pollution Water usage	Currently permitted in Zoning Bylaw existing setbacks: Front yard 60 m. Interior side 30 m Exterior side 60 m Wells and streams 30 m.	A. No change to Zoning Bylaw B. Industrial only C. Require municipal water D. Review setback requirements. E. prohibit	Option ____
Micro-cultivation (200 m <sup>2</sup> ) growing surface.	1000 m <sup>2</sup> threshold for maximum placement of fill without applying for notice of intent.	Odour, Light pollution Water usage	Residence: Currently permitted in Zoning Bylaw with same setbacks as Standard Cultivation.	A. No change to Zoning Bylaw B. Industrial only C. Require municipal water D. Review setback requirements. E. prohibit	Option ____
Nursery (50 m <sup>2</sup> growing surface)	1000 m <sup>2</sup> threshold for maximum placement of fill without applying for notice of intent	Odour, Light pollution Water usage	Currently permitted in Zoning Bylaw with same setback requirements as Standard Cultivation.	A. No change to Zoning Bylaw B. Industrial only C. Require municipal water D. Review setback requirements. E. prohibit	Option ____

<b>B. Processing- Categories include Standard or Micro-Processing, which are value added activities that prepare raw product for market, including drying, packaging, and labeling.</b>					
Use	Provincial requirements	Concerns	Zoning	Options	Council decision
Standard Processing (greater than 600 kg per year)	Only permitted in ALR as an accessory use to production facility	Should not locate in multi-tenanted structures, Requires odour control	Not currently permitted.	A. Prohibit B. allow in Industrial Zones (M-2 or M-3).	Option ____
Micro processing (less than 600 kg per year)	Only permitted in ALR as an accessory use to production facility	Should not locate in multi-tenanted structures, Requires odour control	Not currently permitted	A. Consider as accessory use outside of ALR B. Prohibit C. allow in Industrial Zones (M-2 or M-3).	Option ____

<b>A. Selling Cannabis for Medical Purposes (mail order to prescription holders only)</b>					
Use	Provincial Requirements	Concerns	Zoning	Options	Council decision
Sell cannabis for medical purposes	Only permitted in ALR as an accessory use to production facility	Should not locate in multi-tenanted structures, Requires odour control	Not currently permitted	A. Allow in M-2 or M-3 Industrial Zones B. Prohibit C. As an accessory use outside ALR where cannabis production is allowed	Option ____

B. Analytical Testing				
Use	Provincial Requirements	Concerns	Zoning	Options
Analytical Testing	Only permitted in ALR as an accessory use.	Should not locate in multi-tenanted structures, Requires odour control	Not currently permitted	A. Prohibit B. Allow this use as a non-medical testing laboratory in the M-3 Industrial Zone.
				Option ____

C. Research				
Use	Provincial Requirements	Concerns	Zoning	Options
Propagation and cultivation of cannabis for research purposes.	permitted in ALR	Odour, Light pollution Water usage	Currently permitted in Zoning Bylaw with same setback requirements as Standard Cultivation	A. No change to Zoning Bylaw B. ALR only. C. Industrial only D. Require municipal water E. Review setback requirements. F. prohibit
				Option ____

### Appendix B History of Cannabis regulations and Summary of February 12, 2019 Council Comments

**Federal and Provincial context.** Cannabis has been legal for prescription holders for several years. In 2001, the Federal government adopted guidelines under the Marihuana Medical Access Regulations (MMAR), and further revised these to allow prescription holders to obtain seeds. The current system of designated growers arose from these regulations. As this system was poorly regulated, there were a number of problems associated with this use, including diversion of product to illegal markets, unsafe structural modifications to residential buildings, and property damage. These problems were compounded by poor communication opportunities between licence holders and agencies such as local governments and emergency responders.

The Federal government sought to remedy these problems with the introduction of Marihuana for Medical Purposes Regulations, which were announced in late 2012. These new regulations required communications between local authorities and prospective licence holders, and gave local governments the ability to recognize the use in their land use bylaws.

In 2013, the ALC issued a bulletin stating that Medical Marihuana is considered a farm use that for that reason, could not be prohibited on lands within the ALR. The City of Maple Ridge responded by directing Medical Marihuana uses entirely to properties within the Agricultural Land Reserve, with substantial setbacks and separation requirements to minimize adverse neighbourhood impacts. These zoning bylaw amendments were geared to larger scale operations that combined medical marihuana production, product processing, storage, research and development, and mail order prescription sales.

The 2018 legislative changes that now recognize cannabis as a recreational use have brought with them new Federal Regulations for Cannabis Production and Product Development. These new regulations now include different licence categories. The previous emphasis on larger scale facilities with integrated functions has been replaced. Now there is a range of production and processing capacity (described as micro or standard). In addition, there is a separation of the previously combined functions of processing and distribution.

Provisions continue to exist for cannabis for medical purposes, through a prescription program and mail order sales for this purpose. These revised Federal regulations incorporate the current rules for access to cannabis for medical purposes, as set out in the previous Access to Cannabis for Medical Purposes Regulations. As a result, access to cannabis for medical purposes continues to be provided for patients on a prescription basis.

On May 8, 2019, the ALC issued a revised bulletin clarified that all forms of cannabis production under Federal authorization are farm uses, although local governments could regulate or prohibit certain kinds of cannabis production. The use of the ALR for producing cannabis lawfully may not be prohibited if the cannabis is produced outdoors, or inside a structure that has a base consisting entirely of soil.

The Commission has also revised their rules for the placement of fill in the ALR and removal of soil from the ALR, even when necessary for a farm use. These rules apply to all agriculture including cannabis production. The permissible thresholds for the purpose of constructing a structure for farm use are now 1,000 m<sup>2</sup> or less. Where these thresholds are exceeded, either a notice of intent or a non-farm use application will be required.

### February 12, 2019 Council Workshop:

Council comments and concerns raised at the February 12, 2019 Council Workshop included the following:

1. Tax implications
2. Loss of food producing agricultural lands
3. Allowing industrial lands to be used for cannabis production
4. Use of groundwater for cannabis production
5. Conflicts with residential users
6. Designated growers should be brought into compliance.
7. Opportunities for innovation, and to mitigate potential conflicts.

The following section relates to the above and is based on subsequent research.

1. **Tax implications.** In October, 2018, the Government of British Columbia amended the Classification of Land as a Farm Regulation (B.C. Reg. 411/95), as per the Assessment Act, to exclude the production of cannabis and cannabis products from qualifying for farm classification for property assessment and property taxation purposes. Cannabis facilities and production do not therefore qualify for farm classification effective for the 2019 Assessment Roll. The current Tantalus site is split classified residential and light industrial.

There is no reference to giving farm class status to cannabis production in the future. As the revised federal license categories now make a clear distinction between cannabis production and other related uses such as processing or packaging, it is possible that this decision by the Assessment Authority could be challenged, especially as other provincial agencies recognize this use as a farm use.

2. **Loss of food producing agricultural lands.** One of the concerns noted is the opportunity cost of using agricultural land to grow cannabis that could be or has previously been used for food production. This concern is also reflected in the comments made to the Ministry of Agriculture in the 2018 report on revitalizing farm land. It should be noted that the ALC regulations do not specifically require that agriculture in the ALR be restricted to food production. Christmas trees, ornamental plants, and fiber production are also a widespread use of the ALR and have been for decades.
3. **Allowing industrial lands to be used for cannabis production.** Council indicated some support for permitting this use outside of the ALR. The municipality has been noted to have a shortage of industrial land, and allowing the production of cannabis on industrial land could exacerbate this shortage. It should be noted that some of the license classes such as processing or testing would need to be located outside of the ALR as stand-alone uses. These uses would be consistent with industrial zoning.
4. **Use of groundwater for cannabis production.** In an article dated January 8, 2018 the Financial Post noted that the resources used for cannabis production were electricity and water. Outdoor production used far greater water while indoor production uses far greater electricity.
5. **Conflicts with residential users.** Concern for groundwater impacts and for odour control has been noted with this use. A number of concerns have been raised within the community. However, the Agricultural Land Commission recognizes this use as a farm use that local governments can regulate but not prohibit. In particular, open field production or production

within a soil based structure could not be prohibited within the Agricultural Land Reserve. These uses are likely to use the most water and could not effectively control odours.

6. **Designated growers should be brought into compliance.** Personal use and designated grower licences are exempt from the Zoning Bylaw and may be located on residential properties<sup>1</sup>. Some of these uses have been established without first consulting local governments. It is usually with bylaw enforcement of nuisance effects that these smaller scale operations become known in the community. Although exempt from the Zoning Bylaw, the City has an interest and a responsibility to ensure that buildings and structures within the community are safe for the use intended. A list of structural requirements and inspection services for this use has been prepared by the Building Department. These requirements include siting the use outside of a residential structure, and ensuring that required ventilation and electrical upgrades comply with the BC Building Code. The investigation of a complaint from within the community can trigger that the grower move towards compliance and mitigate the nuisance effect.
7. **Potential to be innovative, and to mitigate conflicts associated with this use.** It is generally recognized that there are significant business opportunities with this use. It is also understood that for indoor cultivation, technologies exist to mitigate nuisance effects such as odour. Generally, Council is aware of the implications for the decisions that they will be considering. For this reason, the attached decision making chart offers the opportunity to consider each of these uses separately.

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<sup>1</sup> Personal use and designated grower licences are issued by Health Canada for prescription use. Personal use growers are licenced to grow a prescribed number of plants for their personal use as a medical product. Designated growers are licenced to grow product for up to 4 prescription holders and are limited by the cumulative total number of plants specified by each prescription.

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Housing Needs Assessment: UBCM Grant Application

**MEETING DATE:** September 10, 2019  
**FILE NO:**  
**MEETING:** Workshop

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#### **EXECUTIVE SUMMARY:**

The Province is requiring that local governments develop a Housing Needs Report on a regular and recurring basis. These Housing Needs Reports are intended to strengthen the ability of local governments to understand what kinds of housing are most needed in their communities, and help inform local plans, policies and development decisions.

To assist local governments with the new requirements, the provincial government is providing a three-year \$5 million funding program. This funding will be administered by the Union of BC Municipalities. The application deadline is November 29, 2019. In order to submit an application to UBCM for funding, a Council Resolution indicating support for the proposed scope of work and willingness to provide overall grant management is required.

This intent of this report is to obtain a Council resolution indicating support of the Housing Needs Assessment preliminary scope of work and submission of the grant application to UBCM.

#### **RECOMMENDATION:**

**That staff be directed to submit a grant application to UBCM to undertake a Housing Needs Assessment, in consultation with community residents, stakeholders and neighbouring First Nations; noting the City of Maple Ridge's willingness to provide overall grant management for the Housing Needs Assessment.**

#### **BACKGROUND:**

##### **a) Housing Needs Assessment Program Overview**

The Provincial requirement for local governments to produce a Housing Needs Assessment took effect April 16, 2019. All local governments must collect data, analyze trends and present reports that describe current and anticipated housing needs in their communities by April 2022 and every 5 years after. A Housing Needs Report is intended to strengthen the ability of local governments to understand what kinds of housing are most needed in their communities, and help inform local plans, policies and development decisions. Housing needs reports are required to contain the following, based on an analysis of the information collected:

- Statements about key areas of local need, including affordable housing, rental housing, special needs housing, seniors housing, family housing, and shelters and housing for people at risk of homelessness;

- The number of housing units required to meet current and anticipated housing needs for at least the next five years, by housing type. Housing 'type' is defined as dwelling size (number of bedrooms); and
- The number and percentage of households in core housing need and extreme core housing need.

The intent of the Housing Needs Report is to provide an easily-comparable snapshot of housing needs in each jurisdiction. It provides space for local governments to identify other housing issues or needs that are not captured elsewhere.

Once complete, the Housing Needs Report must be received at a public Council meeting and made publically accessible on the City's website. The Housing Needs Report must be completed by April 2022 and every 5 years after.

#### **b) Work Completed To Date**

Previously, Staff have initiated similar work programs to the current provincial requirements.

In 2014, a Situation Report was put together to support the development of the City's Housing Action Plan. The Situation Report provided socio-economic data on the population and housing stock in Maple Ridge. The intention of the Situation Report was to provide a "snapshot" of population and housing across the Housing Continuum in order to create a baseline of information. Data from the Situation Report was collected from national, provincial, and local data sets from 2011, 2012, and 2013. The Situation Report was completed in November 2013 and submitted to Council with a report in February 2014.

In September 2014, Council endorsed the Housing Action Plan.

In July 2015, updated numbers for the Housing Action Plan were requested by Council. New data was then collected for 2014 and 2015 where possible. It was noted at that time that the trends contained in the Situation Report remained valid and continued to align with the policies in the OCP and the proposed strategies and actions in the Housing Action Plan.

In September 2015, the Housing Action Implementation Framework was endorsed by Council.

Incremental research and updates have been completed by staff on a project-by-project basis since 2015.

### **DISCUSSION:**

#### **a) UBCM Funding Opportunity**

To assist local governments with the new requirements, the provincial government is providing a three-year \$5 million funding program. This funding will be administered by the Union of BC Municipalities. The first round of applications closed on May 31, 2019; the remaining application deadline is November 29, 2019.

Costs of eligible activities that can be covered by the UBCM funding include: the development of a new or updated housing needs reports (as required by the *Local Government Act*) including project management, data collection, research specific to the development of housing needs reports, and community engagement; publication of housing needs reports (editing, proofing, graphic design); and presentation of housing needs reports to Council. Costs for consultants, administration, public

information and training and capacity building opportunities specific to developing housing needs reports for local government staff are also eligible.

The program can contribute a maximum of 100% of the cost of eligible activities to an identified funding maximum. For communities with a population between 50,000 and 99,999 people, the funding maximum is \$50,000. The City anticipates a funding request for \$50,000, subject to the scope of work identified below.

In order to submit an application to UBCM for funding, a Council Resolution indicating support for the proposed scope of work and willingness to provide overall grant management is required.

#### **b) Proposed Housing Needs Assessment Scope of Work**

The proposed Housing Needs Assessment scope of work is to be framed by provincial regulation and build on past and present housing related studies developed in the City as well as the Metro Vancouver region. The primary objectives of the Housing Needs Assessment is to prepare a report that will:

- Assess the local housing market conditions;
- Identify the current and emerging housing needs within the City of Maple Ridge;
- Compare housing supply with housing demand to determine the ability to meet future needs;
- Identify short, medium and long-term actions to meet the housing needs across the housing continuum in Maple Ridge; and
- Meet the provincial requirements for Housing Needs Reports.

It is expected that the findings of this report will be built on housing-related information from both quantitative and qualitative sources. As local governments are required to collect and report information on previous as well as current years, data will be sourced from Statistics Canada, BC Stats, CMHC as well as other relevant sources.

Consultation with residents and community stakeholders will be an integral part of the planning process; helping to identify the top housing issues in Maple Ridge and potential solutions to overcome housing challenges. Community consultation programs consist of various engaging and interactive consultation activities to reach community stakeholders and residents. The consultation program will be confirmed following confirmation of project funding but is anticipated to include:

- Engagement activities that involve going to where the public is (grocery stores, community centres, etc.),
- Community questionnaire(s);
- A series of mini workshops with targeted stakeholder groups, industry representatives, health authorities, and educational institutions; and
- Ongoing collaboration with neighbouring local governments, First Nations, health authorities and educational institutions.

The City anticipates a funding request for \$50,000 to the UBC Funding program to complete the identified preliminary scope of work. Should UBCM funding not be approved, staff will complete the Housing Needs Assessment under the regular business planning process, with typical expenses incurred. A more detailed scope of work will be presented at a future Council meeting for Council consideration and comment.

**c) Strategic Alignment:**

As part of the City of Maple Ridge Strategic Plan 2019 – 2022, under its Growth theme, the implementation of strategic plans related to local infrastructure and the economy is identified as a key priority of Council.

**d) Policy Implications:**

The City's Official Community Plan and Housing Action Plan (HAP) establishes as a key goal the creation of community capacity to innovate and improve access and opportunity for affordable housing and housing choice in Maple Ridge.

**e) Interdepartmental Implications:**

The Planning and Parks, Recreation & Culture Departments continue to collaborate on research and policy matters to help foster greater affordable housing in Maple Ridge. Other interdepartmental efforts to create greater housing choice and offer more affordable, rental, and special needs housing options are ongoing.

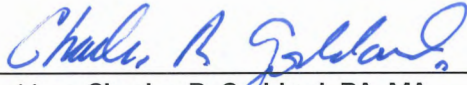
**f) Financial Implications:**


Should UBCM funding be approved, the allocated funding will be able to cover associated expenses, including an external consultant. However, should UBCM funding not be approved, staff will complete the Housing Needs Assessment under the regular business planning process, with typical expenses incurred. The Housing Needs Assessment is currently a part of the 2020 Workplan.

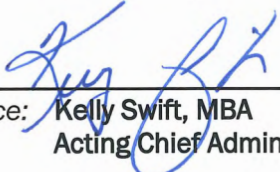
**CONCLUSION:**

Housing Needs Reports are intended to strengthen the ability of local governments to understand what kinds of housing are most needed in their communities, and help inform local plans, policies and development decisions. This report outlines a Housing Needs Assessment Scope of Work that meets the provincial requirement for Council consideration and endorsement.

  
Prepared by: **Amanda Grochowich, MCIP, RPP**  
Planner I

  
Reviewed by: **Charles R. Goddard, BA, MA**  
Director of Planning

  
Approved by: **Christine Carter, M.PL, MCIP, RPP**  
GM Planning and Development

  
Concurrence: **Kelly Swift, MBA**  
Acting Chief Administrative Officer



## City of Maple Ridge

**mapleridge.ca**

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Maple Ridge Historical Society Operating Agreement Revision

**MEETING DATE:** September 10, 2019  
**FILE NO:**  
**MEETING:** Council Workshop

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### EXECUTIVE SUMMARY:

The attached report is scheduled to be on the next 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 September 10, 2019 Council Workshop report titled *"Maple Ridge Historical Society Operating Agreement Revision"* be forwarded to the September 10, 2019 Council Meeting.

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*Approved by:* Deputy Corporate Officer

### Attachment:

- **Maple Ridge Historical Society Operating Agreement Revision** – staff report dated September 10, 2019

TO: His Worship Mayor Michael Morden      MEETING DATE: September 10, 2019  
and Members of Council      FILE NO: 2299744  
FROM: Chief Administrative Officer      MEETING: Council  
SUBJECT: Maple Ridge Historical Society Operating Agreement Revision

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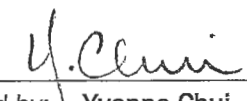
**EXECUTIVE SUMMARY:**

At the July 16, 2019 Council meeting, the Maple Ridge Historical Society Operating Agreement was approved. This agreement covers 2019-2022 and is for the provision of curatorial and interpretive services including the operation of the Haney House and Museum. At the time of signing, staff identified an error in the remuneration for year one of the agreement. A revised copy is attached to this report noting the correct grant amount of \$199,528 for 2019 instead of the previously stated amount of \$198,578. The revised amount is within the approved budgeted amount for the operating agreement.

**RECOMMENDATION:**


That the revised Maple Ridge Historical Society Operating Agreement attached to this report dated July 16, 2019 be approved for a three year term; and,

That the Corporate Officer be authorized to execute the agreement.

  
Prepared by: Yvonne Chui  
Arts and Community Connections Manager

  
Reviewed by: Danielle Pope  
Director of Recreation & Community Engagement

  
Approved by: David Boag  
Acting General Manager Parks, Recreation & Culture

  
Concurrence: Kelly Swift MBA  
Acting Chief Administrative Officer

**Attachments:**

- (A) Maple Ridge Museum Operating Agreement – dated July 16, 2019
- (B) Maple Ridge Historical Society Operating Agreement and Lease Agreements Renewal Report – dated July 16, 2019

## ATTACHMENT A

### MAPLE RIDGE HISTORICAL SOCIETY OPERATING AGREEMENT

THIS AGREEMENT made as of the 16th day of July, 2019

BETWEEN:

CITY OF MAPLE RIDGE 11995 Haney Place, Maple Ridge, B.C.V2X 6A9

(the "City")

OF THE FIRST PART

AND

MAPLE RIDGE HISTORICAL SOCIETY, a Society duly incorporated under the Societies Act of the Province of British Columbia, having its office in the Maple Ridge Museum at 22520 116th Avenue, Maple Ridge, B.C. V2X 0S4

(the "Society")

OF THE SECOND PART

WHEREAS:

- A. The City of Maple Ridge provides recreation services to residents through the Park, Recreation and Culture department and works with community partners to meet these needs;
- B. The City and Society have entered into a Lease dated for reference 16<sup>th</sup> day of July 2019 (the "Lease") with respect to the municipally owned buildings located at 22520 116 Avenue, Maple Ridge, B.C. The property is legally described as part of PID: 012-350-371, Lot 2 District Lot 401 Group 1 New Westminster District Plan 79665 and known as the Brickyard House and Brickyard Office and forms the Maple Ridge Museum and Community Archives.
- C. The City and Society have an understanding that curatorial and interpretative services will also be provided by the Society at the "Haney House" historic museum located at 11612 224 Street, Maple Ridge, B.C. See Schedule D addendum for details. The property is legally described as part of ; PID: 011-538-449, Lot 2 Except: Part Subdivided by Plan 14332, Block 2 District Lot 398 Group 1 New Westminster District Plan 155 (collectively the "Maple Ridge Museum");
- D. The City and the Society agree that : "the Brickyard House, the Brickyard Office and the Haney House including the Community Archives housed therein, will be referred to collectively herein as "THE MUSEUM" and both the City and the Society desire to provide for the co-ordination and provision of heritage and archival programs and services for the benefit of the residents of Maple Ridge and to provide for the operation of the Museum all as particularized in Part II of this Agreement (the "Operations");
- E. The Society should be a community leader that will play a key role to strengthen community heritage groups, researchers and the cultural sector; to build community wide connections and networks and to encourage an understanding of heritage and culture in creating a healthy, vibrant community.

- F. The Society operates as a not-for-profit member based organization governed by a Board of Directors and managed by a professional staff dedicated to promoting and encouraging appreciation for local history and historic preservation as stated and outlined in the Society's Constitution (attached hereto as Schedule A). It has the capacity to align activities, programs and operations with the Society's Constitution.
- G. The City is prepared to pay an operating grant to the Society for managing and operating the Museum in order to help broaden the community's awareness of local history and preservation as outlined in this Agreement for the benefit of Maple Ridge and area community and also made accessible to the public;

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the mutual covenants and agreements herein and of other good or valuable consideration provided for herein (the receipt and sufficiency whereof is hereby acknowledged by each of the parties), the parties hereto agree as follows:

#### PART I - LEASE

##### Grant

- 1. The parties confirm that the City of Maple Ridge as owner of all the historic sites referred collectively as the Museum has granted a Lease to the Society of the Museum to provide curatorial, collections and interpretative work and services to the public for a term of three years commencing the 16th day of July 2019.

##### Cross Default

- 1. IF and whenever the Society is in default of any of its covenants and agreements in Part II or Part III of this Agreement to the City, such default may be treated by the City of Maple Ridge, in its sole and unfettered discretion, to be a default by the Society under the Lease and the City may exercise all its rights and remedies for default pursuant to the Lease including, without limitation, termination and re-entry.

##### Parking

- 3. The City will negotiate with the Society to provide access to random (non-exclusive) parking on adjacent surface lots for staff and visitors pending availability and in accordance with its by-laws and guidelines set for similar locations and uses.

##### Termination

- 4. The parties agree that:
  - a. in addition to any terms of this Lease, termination of this Agreement whether by notice, effluxion of time or by operation of law shall operate as a termination of the Lease; or
  - b. if the Lease is terminated for any reason, the parties agree to negotiate a new Agreement to reflect the changed circumstances and reduced operating responsibilities for the Society under this Agreement, including reducing the amount of Operating Funds payable under this Agreement; or

- c. if this Agreement is terminated by either party, then any operating funds provided by the City pursuant to Section 5 of this Operating Agreement shall be pro-rated and any excess paid by the City shall be considered a debt due and owing to the City.

## PART II – OPERATIONS AND FUNDING

### Operating Funds

1. The City agrees to pay to the Society the following funds to manage and operate the Museum sites and towards the provision of heritage and archival programs and services in accordance with and subject to the terms and conditions outlined in the Agreement:
  - a. For the 2019 calendar year, an annual amount of \$199,528, to be paid in two equal installments on the first day of January and July;
  - b. For the 2020 calendar year, an annual amount of \$203,519, to be paid in two equal installments on the first day of January and July;
  - c. For the 2021 calendar year, an annual amount of \$207,589, to be paid in two equal installments on the first day of January and July.

(collectively, the “Operating Funds”)

For clarity, the calculation of the Operating Funds described above includes payment to offset the cost of storage rental for the Society’s artifacts and archives (may include a few larger Haney House artifacts from the collections) and utilities. Any new changes for the Society’s storage needs and utilities will be negotiated and approved by the City in advance of the calendar year and will be considered in the context of program priorities, budget, grant availability and other considerations. See section 6 below.

All Operating Funds payments shall be subject to deduction of any amounts paid by the City under this Agreement on behalf of the Society, and of any amounts owed by the Society to the City.

### Conditional Entitlement

6. The obligation of the City to pay the Operating Funds in any year is subject to the establishment of the City’s annual budget and approval by City Council. The City shall budget for the Operating Funds; however, it is understood and acknowledged that if the Operating Funds budgeted by the City are reduced, the City and the Society agree to review and proportionally reduce the level of operating responsibilities to be provided by the Society under this Agreement. The City will act in good faith and make all reasonable efforts to provide advance warning of funding reductions to the Society.

### City’s Covenants

7. The City agrees:
  - a. to assign a staff liaison (the “Staff Liaison”) designated by the City who shall attend the meetings of the Board of Directors of the Society and the general meetings of the

Society including strategic planning as a non-voting observer for the purpose of facilitating communication between the City and the Society;

- b. the Staff Liaison shall be the manager of this Agreement on behalf of the City;
- b. to also appoint one member of the Council selected by the Mayor as non-voting liaison to the Society's Board of Directors and permit the liaison to attend regular meetings of the Board of Directors on a quarterly basis;
- c. to provide to the Society advertising space in its Parks, Recreation & Culture Guide (the "Guide") equivalent to the space customarily provided for heritage programs and services in past issues of the Guide and such other space as may become available as determined by the City, without cost to the Society, and to do its utmost to promote and publicize the Society's programs and services through the distribution of the Guide and any other avenues that may be available and appropriate;
- d. to provide office space in the Museum for the Society to carry on the business of the museum and community archives.
- e. to provide access to all City parks, recreation and culture facilities for the Society's heritage and archival programs approved by the City on request of the Society at no cost, waiving base rent and pending availability. The Society will be responsible for any additional expenses incurred by the City beyond base rent. For uses other than heritage programs, the City will provide access to City parks and recreation facilities other than the museum sites in accordance with current booking and scheduling policies and procedures, and to charge the Society in accordance with the current fees and charges policy (see website [www.mapleridge.ca](http://www.mapleridge.ca)), noting that the Society shall be classified as a non-profit recreational group warranting the subsidies for facility rental contained in that policy for such groups. The Society will be responsible for any additional related expenses in operating a program from any of these facilities.
- f. to provide preventative maintenance and lifecycle replacement as outlined in the Museum Facility Preventative Maintenance and Lifecycle Service Guidelines, an operational guide for City assets.

#### Society's Covenants

- 8. The Society agrees with the City:
  - a. to manage and operate the Museum in accordance with this Agreement and the Lease for the intended purposes of the Museum including heritage programs, archives, displays, exhibitions, social gatherings, meetings, presentations, events, rentals, museum shop, and for no other purpose save and except that which may be approved by the City from time to time. The Society will establish operating policies and procedures for its operations in line with its strategic plan;
  - b. to provide the heritage, archives and cultural programs and services which will be functioning primarily within the City's geographic area of jurisdiction, within the limits of available resources including collecting, researching, exhibiting and preserving artifacts and archival materials pertaining to Maple Ridge as outlined in the Society's mission;
  - c. when developing history-based programs and services, to take into consideration community building and connections to provide member heritage groups, community

groups, school district, business and individuals the opportunities to connect, link, learn together, share assets and common interests, network and co-create through history and culture where possible;

- d. to actively participate in collaborative planning opportunities and city-wide initiatives related to heritage and culture (e.g. committees for heritage/programming, cultural planning, mapping, assessments and community development) that align with City's policies, vision and goals for the community and partners at large and the Society's goals within available resources;
- e. to operate the Museum and Archives and Haney House at a level of quality similar to other communities in the Province of British Columbia which provide similar services as are included in this Agreement including being an efficient, cost effective, professional and sustainable delivery system to the community. Further the City recognizes that funding beyond the Agreement is required to undertake all programs, operations and services, however other sources of funding will not be used to duplicate services already funded by the City;
- f. to conduct surveys and evaluations and compile and analyze statistics and data on programs, services and Operations to inform and meet strategic and business planning processes, monitoring and reporting requirements;
- g. to advertise the history-based programming in the City's Arts and Recreation Guide in accordance with all deadlines and standards established by the City for the production of the Guide in addition to utilizing other appropriate advertising methods;
- h. to keep the Museum sites open to the public for a minimum of 6 hours a week (depending on the season) on a year round basis and increasing hours open to the public to five days a week during peak tourist season pending availability of volunteers, students and/or contractors. An admission fee will be determined by the Society.
- i. to include provision for appropriate levels of training and professional development opportunities for the Board of Directors, staff and volunteers of the Society within available resources in the Society's annual budget as part of best practices for a non-profit organization and in accordance with the Society's governance policy;
- j. to use good board governance practices and procedures including understanding of fiduciary duties;
- k. to apply and maintain appropriate human resources management practices for non-profit organizations of similar size, scale and scope including:
  - (i) a criminal record check as a condition of employment for staff and volunteers working with vulnerable populations,
  - (ii) appropriate levels of supervision for all direct and partnered activities and programs,
  - (ii) fostering a culture of inclusivity by applying broad recruitment efforts, and professional services where appropriate.
- l. to seek funding from diverse sources including grants, sponsorships and fundraising endeavours to support operations, programs and services as part of best practices and sustainability;

- m. to acknowledge the City's support for the Society, its programs and activities as applicable in communications and promotional materials used to promote these activities and where space permits. The Society shall provide such acknowledgement by using the logos and/or names of the City of Maple Ridge in accordance with prescribed standards;
- n. to maintain the Museum and Haney House in a clean and safe condition at all times and in good working order, excepting normal wear and tear. The Society shall have exclusive and absolute care, custody and control of the Museum and the equipment contained therein during the terms of this Agreement. The Society's collection (excluding Haney House artifacts) and equipment will be disbursed as per its dissolution clause;
- o. To obtain and maintain during the term of this Agreement, at the Society's expense, with such company or companies and on such forms as are acceptable to the City, in the name of the Society, Comprehensive General Liability insurance coverage including, without limiting the foregoing, coverage for premises and operations liability, contingency liability with respect to the operations of contractors and subcontractors, completed operations liability, contractual liability and automobile liability for owned, non-owned and hired units. The limits of liability shall not be less than \$5,000,000 for each occurrence for bodily injury, including death, and property damage. Each policy shall provide that it may not be cancelled, lapsed or materially altered without at least 30 days' notice in writing to the City by registered mail, and shall name the City of Maple Ridge and the Board of Education of School District No. 42 (Maple Ridge Pitt Meadows) as additional insured parties and shall provide for cross liability and severability of interests, which means that the policy applies separately to each insured party. In the event such insurance lapses or is cancelled or any material alterations are made without the approval of the City, the City may at its option without notice forthwith terminate this Agreement or the City may, at its option and without obligation to do so, obtain and maintain such insurance at the expense of the Society and the Society hereby appoints the City as the Society's lawful attorney to do all things necessary for that purpose;
- p. To annually deliver a copy of each insurance policy required by this Agreement to the City prior to the commencement of this Agreement and deliver evidence of renewal of the insurance on request by the City;
- q. To maintain its status as a Society in good standing with the Registrar of Companies for the Province of British Columbia and to function in accordance with the policy attached hereto as Schedule "C";
- r. To maintain an open membership which will ensure all citizens of Maple Ridge may become members of the Society;
- s. Not to amend the Constitution or the bylaws of the Society without first informing the City of the intended amendment;
- t. Not to suffer, permit or allow any unlawful activities or conduct or any nuisance to exist nor suffer, permit or allow any conduct or activity that is in breach of the Human Rights Code;
- u. To possess, occupy, use and operate the Museum in accordance with all the terms and conditions of any licenses issued by any governmental authority;

- v. To obtain and keep current all permits and licenses required by law to be obtained to operate the Museum and to fulfill the Society's obligations; and
- w. To permit the Staff Liaison and the City's representative's to attend meetings of the Society's Board of Directors.

#### Business Plan and Financial Statements

- 9. The Society must provide to the City:
  - a. a detailed business plan and a budget each year in advance of the City's business planning process (fall), for the operation of the Museum, and for the delivery of the operations, programs and activities that the City is contributing resources towards for review by the Staff Liaison (attached as Schedule B). The strategic plan and budget will be in alignment with the City's vision and goals for community partners operating civic-owned facilities and will inform the City's annual business plans;
  - b. an Annual Report presentation following the Society's AGM to the City, if requested including, at minimum:
  - c. financial statements conducted as a review engagement, however, the City shall have the right at its sole discretion and expense to carry out an audit; and
  - d. annual statistics and summary on Museum use, program and participation attendance numbers for scope of programs and services offered, volunteer information and other relevant data;
  - e. Three year comparative statistics including projected year, based on the Society's fiscal year, provided to the Staff Liaison each fall for department business planning purposes; and
  - f. A projected three year budget (e.g. 2019-2021) at the time of renewal with updates provided in a timely manner.

#### Indemnity

- 10. The Society will:
  - a. release the City and agrees not to sue the City in respect of any matter arising out of or relating to this Agreement, except for any wrongful refusal of the City to perform its obligations under this Agreement; and
  - b. indemnify, defend and save harmless the City, their elected officials, officers, employees, agents, contractors and volunteers from and against any and all claims, suits, liability, demands, actions, proceedings, costs (including legal costs), damages and expenses whatsoever, by whomsoever brought arising from:
    - (i) any breach, violation, default or non-performance by the Society of any provision of this Agreement;
    - (ii) any act, omission, or negligence of the Society, its officers, directors, members, contractors, volunteers or others of the Society

- (iii) any death, personal injury, property damage, property loss, economic loss or other loss or harm suffered by any person, including the City, on or in relation to the Museum or the Operations of the Society.

The indemnity contained in this agreement survives the expiry or earlier termination of this Agreement.

### PART III – GENERAL PROVISIONS

11 The parties agree:

- a. this Agreement shall come into effect on upon execution by the parties hereto and shall expire and cease to be binding on the parties on June 30, 2022, provided that any party may terminate this Agreement upon giving 180 days' notice in writing to all parties of its intention to do so, at the address or addresses of the parties first above set out or at such address or addresses as the parties may advise each other in writing from time to time;
- b. the terms of this Agreement may be reviewed and revised with the mutual consent of all parties;
- c. that the City has not made any representations, covenants, warranties, guarantees, promises or agreements (oral or otherwise) with the Society other than those contained in this Agreement and the Lease Agreements;
- d. nothing contained or implied herein shall prejudice or affect the rights and powers of the City in the exercise of its functions under any public and private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised as if this Agreement had not been executed and delivered by the Society;
- e. wherever the singular or masculine is used herein, the same shall be construed as meaning the plural, feminine or the body corporate or politic where the context or the parties so require.
- f. the parties hereto shall do and cause to be done all things and execute and cause to be executed all documents which may be necessary to give proper effect to the intention of this Agreement;
- g. nothing herein contained shall be deemed or construed by the parties, nor by any third party, as creating the relationship of principal and agent or of partnership or of joint venture between the parties and no acts of the parties hereunder shall be deemed to constitute the Society as anything other than an independent contractor;
- h. no subsequent alteration, amendment, change, revision or addition to this Agreement shall be binding on the parties unless in writing and signed by the parties' authorized signatories;
- i. no provision herein requiring approval or consent of the City shall be deemed to have been fulfilled unless written consent or approval relating to the specific matter has first been obtained. No prior consent or approval and no condoning, excusing or overlooking by the City of Maple Ridge on previous occasions when such consent or approval was required shall be taken to operate as a waiver of the necessity for such consent or approval wherever required;

- j. if upon the expiry of the term of this Operating Agreement on June 30, 2022, the Society continues to occupy and operate the Museum, the City may, at its discretion, continue to pay the monthly Operating Fund amounts then in effect, and upon acceptance of the same by the Society each month, this Operating Agreement shall continue to be binding on the City and the Society on a month-to-month term, and during such over holding, the notice period shall be 30 days.
- k. time shall be of the essence of this Agreement; and
- l. this Agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the parties hereto have set their hands as of the day and year first above written.

THE CITY OF MAPLE RIDGE  
in the presence of:

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Corporate Officer  
Title

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Title

THE MAPLE RIDGE HISTORICAL SOCIETY  
in the presence of:

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Title

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Title

## Schedule "A"

### Society's Constitutional Purposes

#### CONSTITUTION

1 The name of the Society is the "Maple Ridge Historical Society".

2 The purposes of the Society are:

(a) to provide current, former and potential residents of our community with the means to make our history their own through the collection, preservation, and sharing of our historic images, documents and artifacts;

(b) to create a sense of identity and pride both within and outside our community, preserving the past and the present for the future.

[as filed with the Registrar of Societies, August 2018]

**Schedule "B"**

**STRATEGIC PLAN 2019-2021**

Strategic Plan 2019-2021 enclosed on the following page.

## Schedule "C"

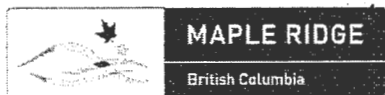
### CITY REQUIREMENTS FOR GROUPS WITH WHOM THE CITY ENTERS INTO AN OPERATING AGREEMENT

1. That the group maintain its status as a registered Society in good standing with the Provincial Registrar of Companies.
2. That the purposes of the Society listed in its Constitution encompass the programs and services for which the agreement is being entered into.
3. That the Society dissolution clause in its Bylaws identify that the assets of the Society shall go to a local organization with similar purposes or to the appropriate local government authority (the City of Maple Ridge) upon dissolution of the Society.
4. That the Society's Bylaws provide for any resident of Maple Ridge or Pitt Meadows of the appropriate age to become voting members of the organization at a reasonable annual cost.
5. That the Society's Bylaws provide for regular (annual) elections to the Board of Directors from the Membership (terms should be alternated between positions on the Board where the term of membership on the Board is longer than one year). It is also recommended that the bylaws should provide for a maximum number of terms a member may serve on the Board before stepping down for at least one term.
6. That a financial review statement be presented to the City on an annual basis if the operating grant is for an amount over \$75,000 annually. If the operating grant is for a smaller amount a statement must be presented which is subject to audit at the discretion and expense of the City.
7. That a detailed annual report of the programs and services provided to the community by the Society be provided to the City.
8. That the books and records of the Society are available to the City or its representatives for inspection at any time upon 24 hours' notice having been provided requesting such notice.
9. That any changes to the Constitution or Bylaws of the Society be provided to the City in advance of such changes being brought forward to the membership for consideration and adoption.
10. That the Society prepares and presents a three year financial plan for its operations to the City on an annual basis.

## Schedule "D"

### ADDENDEUM FOR HANEY HOUSE CURATORIAL AND INTERPRETATIVE SERVICES

1. Although the Haney House Museum collection is the property of the City, the Society will be responsible for its care, storage and display during the term of the agreement.
2. The Society will provide curatorial and interpretative services for the Haney House Museum that may include collections management, research, exhibit signage and public tours.
3. The hours of operation for Haney House Museum would follow section 8H in the Operating Agreement. However it is recognized that the House can be closed during the off season (eg. winter) for up to two months.
4. One room, off the kitchen, will be allocated for the Society to use as an office. Any furniture and equipment for staff and volunteer use will be the responsibility of the Society.
5. The Society will be responsible for telecommunications and recycling in respect of its use and occupancy of the site and day to day operations (caretaker's residence covers the garbage removal, electricity and power).
6. The City will maintain and repair or cause to be maintained, replaced or repaired Haney House Museum's structural membranes, foundations, roof, external and internal facades, flooring, windows, doors, fire alarms, alarm monitoring service, plumbing and electrical systems, lighting, HVAC systems (if applicable) and other capital items. The work may be carried out at the discretion of the City pending resources and availability.
7. This excludes any maintenance, repair or replacement as a direct or indirect result of the neglect, misuse, negligence, wrongful act or omissions of the Society and its members, officers, employees, contractors, agents, volunteers or other for whom the Society is responsible.
8. The City will be responsible to cut the grass on this heritage property and may perform other landscaping work as it sees fit and in its sole discretion.
9. The City will provide an on-site caretaker for this property with a residence in the north wing of the House.



**City of Maple Ridge**

**mapleridge.ca**

**TO:** His Worship Mayor Michael Morden  
and Members of Council  
**FROM:** Chief Administrative Officer  
**SUBJECT:** Maple Ridge Historical Society Operating and Lease Agreements Renewal

**MEETING DATE:** July 16, 2019  
**FILE NO:** 2245885  
**MEETING:** CoW

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**EXECUTIVE SUMMARY:**

The Operating Agreement and Lease Agreements attached for consideration are renewals to previous agreements between the City of Maple Ridge and the Maple Ridge Historical Society. The term of these agreements include three years to cover 2019 to 2022 for the operating agreement and for the leases from 2019 to 2022. The specific leases are:

- The Brick Yard House & Office (also known as the Museum site)
- St. Andrew's Church
- The Old Post Office

The Society continues to provide a valuable service to the community by making history, stories and archives accessible and collecting new stories, artefacts and photographs. Their work contributes towards Council's strategic goal for community spirit and pride.

**RECOMMENDATION:**

That the Maple Ridge Historical Society Operating Agreement dated July 16, 2019 for a three year term be approved; and,

That the Maple Ridge Historical Society Lease Agreement for the Brick Yard House & Office effective from July 16, 2019 for a three year term be approved; and,

That the Maple Ridge Historical Society Lease Agreement for St. Andrew's Church effective from July 16, 2019 for a three year term be approved; and,

That the Maple Ridge Historical Society Lease Agreement for The Old Post Office effective from July 16, 2019 for a three year term be approved; and further,

That the Corporate Officer be authorized to execute these agreements.

a) **Background Context:**

The Maple Ridge Historical Society is a non-profit, charitable organization that operates and manages our community's historic buildings: the Brickyard House and Office (also known as the Museum site), St. Andrew's Church and the Old Post Office. In addition, they provide the interpretative services for Haney House Museum. The Society has provided the community with museum exhibition, interpretation, and programming services along with archival collection and information since 1984. Their vision is to celebrate, honour, protect and promote the history of Maple Ridge through a mission to use the highest conservation and recording standards in their work to collect, display, and interpret our community's history. They continue to work with many community partners and the Community Heritage Commission on programs and initiatives that enhance our understanding and appreciation of the past, present and future.

The Society continues to improve their online presence and digital accessibility for its collections (artefacts, photographs, newspaper items) through their website, social media and Flickr which has over 6,000 images. Recently one photo and story garnered over 10,000 views and thousands of interactions. Currently there are over 17,000 objects, 16,700 photos and 3,500 archive files and counting. A highlight is the donation of the TIMES newspaper collection of hard copies from 1985 to 2015.

The current programs and services help to provide a higher profile and appreciation for heritage. Local history and family history continue to be growing areas of interest for new residents, tourists and businesses. Destination BC reports the fourth most popular activity for Canadian travelers is to visit historical, archaeological and world heritage sites.

Recently additional exterior conservation work completed at Haney House Museum was recognized by Heritage BC with a Recognition Award in the Heritage Conservation category. This is a milestone achievement of our collaborative heritage efforts with the Society.

A three year term for the operating agreement and the lease agreements is recommended by staff which is consistent with other agreements the City has entered into with community partners. In the meantime, the agreements have some minor proposed changes recommended by our legal counsel.

Highlights of these changes include the following:

1. Language in the agreements was updated for clarity purposes.
2. Development of preventative maintenance guidelines for Brickyard Museum site to further protect this registered heritage asset for future generations and support the Society to focus their expertise in programming, curatorial and interpretative services. Given the age and general condition of the heritage sties, the preventative maintenance guidelines will cover items identified as a gap in maintaining heritage assets. Preventative items are repair related and may include the roof, plumbing, electrical and fire systems, windows and doors at an operational level in addition to lifecycle replacement. During the upcoming Business Planning, the preventative maintenance guidelines will be presented to Council for consideration.

3. The operating amount was increased to \$198,578 for 2019, \$203,519 for 2020 and \$207,589 for 2021 (+7% on average from 2018) which will help to continue enhanced community outreach efforts, curriculum programming and address rising operating costs for a community museum and archives services. The increase is included in the funding allotment in the 2019-2023 approved financial plans.

b) **Desired Outcome:**

The desired outcome is to maintain accessible and affordable options for community engagement in culture, specifically growing heritage that contributes to a greater sense of community and pride, enhances local economic benefits, attracts tourists and newcomers, develops volunteerism and improves quality of life.

c) **Strategic Alignment:**

Recommendations align with the 2010 Parks, Recreation and Culture Master Plan directions (6.5 *Cultural Facilities, Arts Culture and Heritage*), Volunteer Policy, Culture Plan: Walking Together to Grow Community Connections Through Culture 2018-2028 and Tourism Plan 2018.

d) **Interdepartmental Implications:**

Various departments work with the Society including Economic Development and Tourism, Clerks, Planning, Information Technology and Communications.

e) **Business Plan/Financial Implications:**

The proposed agreement renewals are in keeping with the business plan goals. Funding for the operating agreement is included in the funding allotment in the 2019-2023 approved financial plans in 2019, 2020 and 2021. The additional preventative maintenance guidelines costs will be considered during the upcoming Business Planning process (estimated at \$25,000).

It is recommended that the Maple Ridge Historical Society continue to be provided with agreements to support their work in providing affordable, accessible and professional heritage programming to the community. The Society's responsibilities outlined in the agreements include the operation of the museum sites and providing heritage programming, curatorial and interpretative services.

## CONCLUSIONS:

The Maple Ridge Historical Society has been a valuable, long term operating and lease partner which provides much needed heritage services to the community at affordable and accessible levels. Heritage helps to tell the stories of this place, builds stronger community pride and identity and contributes towards cultural tourism. Renewing the Operating and Lease Agreements is recommended and is within the funding envelope identified within the 2019-2023 approved financial plans.

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*Prepared by:* Yvonne Chui  
Arts and Community Connections Manager

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*Reviewed by:* Danielle Pope  
Director of Recreation & Community Engagement

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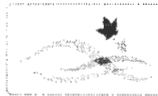
*Approved by:* David Boag  
Acting General Manager Parks, Recreation & Culture

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*Concurrence:* Kelly Swift MBA  
Acting Chief Administrative Officer

## Attachments:

- (A) Maple Ridge Museum Operating Agreement – July 16, 2019
- (B) Maple Ridge Historical Society – St. Andrew's Heritage Church Lease – July 16, 2019
- (C) Maple Ridge Historical Society – Callaghan Park Old Post Office – July 16, 2019
- (D) Maple Ridge Historical Society – Brickyard House – July 16, 2019



MAPLE RIDGE  
British Columbia

## City of Maple Ridge

**mapleridge.ca**

TO: His Worship Mayor Michael Morden  
and Members of Council  
FROM: Chief Administrative Officer  
SUBJECT: Mussallem Residence Establishment at Maple Ridge Cemetery

MEETING DATE: September 10, 2019  
FILE NO: 2274067  
MEETING: Workshop

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### EXECUTIVE SUMMARY:

The Mussallem Residence was offered to the City of Maple Ridge on April 2018 together with a financial contribution from BC Housing of \$250,000 towards the costs associated with the relocation of the house to the Maple Ridge Cemetery grounds. An anonymous donor also contributed an additional \$100,000 towards the relocation and restoration of the house. The house was relocated in May 2018, as there was an immediate need for the house to be removed to avoid any delay of the proposed construction at the house's original site.

It was noted in an April 24, 2018 Council Report that BC Housing had estimated the total cost to move, restore, service and repurpose the heritage house at \$375,000 to \$400,000. It was also noted in this report that City staff would have the opportunity to conduct a more in depth assessment of costs associated with this project in the weeks following, and that should there be a need for additional funding, a follow up report would be brought back to Council.

BC Housing has confirmed that they have already used \$214,000 of this budget to relocate the house to the cemetery, and the City has incurred costs of approximately \$50,000 for work carried out on 214<sup>th</sup> Street to permit moving the house along this entrance road. The City has also incurred an additional cost of \$47,000 for the Architectural design for the foundation, utilities and renovations to bring the house to a 'lock up' stage. The design work to date does not include repurposing the building for public occupancy. The Class A costing provided by the consultant team for the foundation, roof and exterior repair work to bring the House to a 'lock up' stage is estimated at \$335,100 and the site utility servicing is estimated at \$352,800.

### RECOMMENDATIONS:

That should Council wish to proceed with the Mussallem House foundation and utility installation (water, sanitary and storm sewer) work, a budget of \$687,900 excluding taxes and a contingency of \$103,200 for unforeseen site conditions be established; and further,

That the services of an Architect experienced in the repurposing of heritage buildings be retained at an estimated cost of \$100,000 to design the space to include a gathering space for cemetery services, a caretaker residence, washroom facilities and a small office for staff and cemetery clients; and further,

That the estimated costs associated with the building renovations necessary to obtain an occupancy permit be brought back to Council, noting that the costs to repurpose the building are preliminarily estimated to be in the region of \$900,000; and further,

That the next Financial Plan be amended to include \$891,100 from Accumulated Surplus for the Mussallem House foundation construction, utility installation and for the detailed design to repurpose the interior space for public gathering, caretaker residence and cemetery office;

OR ALTERNATIVELY,

That staff be directed to reach out to the community to determine if an individual or community group would accept the Mussallem House at no cost and undertake to remove the building from the Cemetery within three months; and further,

That should there be insufficient community interest to accept and remove the House from the Cemetery within a three month period, that staff be directed to demolish the building; and further,

That staff be directed to return the donation of \$100,000 received towards the house move and establishment at the cemetery.

#### DISCUSSION:

a) **Heritage Designation Context**

Through the Heritage Inventory review process initiated in 2016, the Mussallem Residence on Royal Avenue was identified as a site with heritage value, and after further research, was added to the Heritage Inventory. Although the house has been relocated to the Maple Ridge Cemetery, heritage value does remain in the connection to the Mussallem family, the period of house construction and the architect who designed the home.

In 2018, the Community Heritage Commission identified the Mussallem Residence for Heritage Registry consideration and obtained a Statement of Significance in support of this. Council resolved, in February 2019, to add the building to the Heritage Register and this process is underway with the Province of BC Heritage Branch.

b) **House Relocation and Establishment Background Context:**

On April 24, 2018, Council directed that staff accept the Mussallem Residence for relocation to the Maple Ridge Cemetery along with a contribution from BC Housing in the amount of \$250,000. BC Housing's contribution together with \$100,000 received from a private donor was anticipated to cover the majority of the costs associated with this move.

On May 08, 2018, the Mussallem Residence was raised from its foundation on Royal Crescent, relocated to the Maple Ridge Cemetery and placed on temporary shoring, with BC Housing undertaking this work.

In September 2018 following a public procurement process, the City retained an Architectural design team to prepare drawings and specifications for the house placement and to determine the servicing upgrades needed to support the proposed public gathering space, office and caretaker accommodation use.

The design of necessary foundation, roof and exterior repair work to bring the Mussallem Residence to a 'lock up' stage has been completed, with costs for this work estimated at \$335,100. The consultant team determined that the existing site utility services at the Cemetery are not sufficient for the Mussallem House's proposed uses and a design for the utilities, including water, sanitary and storm, which need to be supplied from new service connections on Dewdney Trunk Road, has also been completed, with the cost for this work estimated at \$352,800. It is important to note that this proposed work, at a combined

estimated cost of \$687,900, will not allow public or staff occupancy of the building and that this portion of the work does not include any heritage restoration or building remediation.

The funds contributed by BC Housing and the Anonymous Donor for this project have largely been exhausted due to the removal, transportation and street clearing work for moving the building from Royal Crescent to the Maple Ridge Cemetery, therefore additional funding is needed to establish the Mussallem House on site and to support the future use of this building.

**c) Desired Outcome:**

The desired outcome was to protect a heritage amenity that is tied to a very prominent family in the community while also enhancing services at the Maple Ridge Cemetery for the benefit of citizens and patrons who visit this site.

**d) Strategic Alignment:**

The 2008 Cemetery Master Plan recommends the installation of a customer service centre at the existing cemetery to better serve customers and visitors for administration and grave finding, as well as more effective liaison with the funeral service industry. Vandalism incidences and site security issues would also be reduced with an increased conspicuous presence at the cemetery.

The 2010 Parks, Recreation & Culture Master Plan also recommends encouraging and supporting the enhancement of the historical character of heritage sites. It further states that the benefits of protecting heritage sites and buildings includes preservation of the uniqueness of the community history in Maple Ridge, plus education and interpretation opportunities.

The 2013 Heritage Plan outlines recommendations for the 2014-2020 time period to proactively encourage the preservation and long-term viability of the City's heritage resources, for the benefit of the entire community.

**e) Citizen/Customer Implications:**

The restoration and recommissioning of this heritage house at the Maple Ridge Cemetery would enable a higher level of customer service at this site. The plan discussed previously with Council was to provide enhanced customer service through the provision of cemetery information, accommodating small cemetery gatherings and services indoors and using a portion of the building as a caretaker residence to provide site security when staff are not working at the site.

**f) Business Plan/Financial Implications:**

The initial budget in the amount of \$350,000 to move, restore, service and repurpose the heritage house has largely been exhausted with the house move from Royal Crescent to the Maple Ridge Cemetery, along with the foundation and utility design work. The remaining funds for this portion of the project is approximately \$41,400.

The budget of \$687,900 plus a contingency of 15% proposed in this report is required for the construction of the foundation, repairs to the roof and exterior of the building to bring the structure up to "lock up stage" and the connection of utilities. This estimate does not include any costs related to the renovation or repurposing of the interior of the house to accommodate a gathering place, caretaker residence or cemetery office. It is also anticipated that significant upgrades to the plumbing and electrical systems, as well as asbestos abatement, will be required. A preliminary estimate for the last phase of this work is estimated to cost \$900,000 excluding taxes and could be higher depending on when this phase of the project is initiated.

g) **Alternatives:**

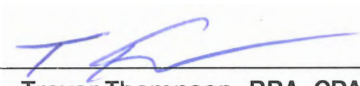
Council could reconsider the financial viability of this project as a result of the costs involved and should Council not wish to fund the foundation, utility and renovation work needed to repurpose this building, staff could then reach out to the community to determine if an individual or community group would accept the Mussallem House at no cost and undertake to remove the building from the Cemetery within a set timeframe. Should there be no interest, then the House would be demolished and the \$100,000 received from an anonymous donor would be returned.

**CONCLUSION:**

Staff understands that the current cost estimates are significantly higher than previously anticipated and are submitting this information for further consideration by Council.

  
Prepared by: Michael Millward, PE  
Facilities Operations Manager

  
Reviewed by: Valoree Richmond, MBCSLA  
Acting Director of Parks & Facilities

  
Reviewed by: Trevor Thompson, BBA, CPA, CGA  
Chief Financial Officer

  
Approved by: David Boag  
Acting General Manager of Parks, Recreation & Culture

  
for Concurrence: Kelly Swift, MBA  
Acting Chief Administrative Officer