

City of Maple Ridge
COMMUNITY HERITAGE COMMISSION
AGENDA
Thursday, May 10, 2018, 7:00 pm
Blaney Room, Maple Ridge City Hall

1. **CALL TO ORDER**
2. **APPROVAL OF THE AGENDA**
3. **ADOPTION OF MINUTES** – April 12, 2018
4. **DELEGATIONS**
5. **FINANCE**
- 5.1. **Financial Update**
6. **CORRESPONDENCE**
- 6.1. **Heritage Branch Fact Sheets**

Email dated March 19, 2018 from Judith Cook, Heritage Planner – Information & Promotions Ministry of Forests, Lands & Natural Resource Operations and Rural Development, recommending the out of date Heritage Branch fact sheets be removed from the City of Maple Ridge website.

- 6.2. **Mussallem Residence Donation**

Staff report to Council dated April 17, 2018 recommending the acceptance of the Mussallem Residence for relocation to the Maple Ridge Cemetery.

7. **NEW AND UNFINISHED BUSINESS**
- 7.1. **Haney House Conservation Work**
- 7.2. **Heritage Conservation Master Plan**
- 7.3. **Heritage Resources Program**
8. **SUBCOMMITTEE REPORTS**
- 8.1. **Communications**
- 8.2. **Recognitions**
- 8.3. **Education**
- 8.3.1. **Local Voices**
- 8.3.2. **Reminisce Kits**
- 8.4. **Heritage Marker Inventory Information**
- 8.5. **Heritage Inventory Project**
- 8.6. **Robertson Family Cemetery Project**

- 8.7. **Hammond Cedar Mill Plaque**
- 8.8. **Plaque Placement Request**
- 9. **LIAISON UPDATES**
 - 9.1. **BC Historical Federation**
 - 9.2. **Heritage BC**
 - 9.3. **Maple Ridge Historical Society**
 - 9.4. **Council Liaison**
- 10. **QUESTION PERIOD**
- 11. **ROUNDTABLE**
- 12. **ADJOURNMENT**

QUESTION PERIOD

Question Period provides the public with the opportunity to ask questions or make comments. Each person will be given 2 minutes to speak. Up to ten minutes in total is allotted for Question Period.

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The Minutes of the Regular Meeting of the Community Heritage Commission, held in the Blaney Room, Maple Ridge City Hall, 11995 Haney Place, Maple Ridge, British Columbia, on April 12, 2018 at 7:04 pm.

COMMISSION MEMBERS PRESENT

Councillor Craig Speirs	Council Liaison
Brenda Smith, Chair	Maple Ridge Historical Society
Lindsay Foreman, Vice Chair	Member at Large
Eric Phillips	Member at Large
Julie Koehn	Maple Ridge Historical Society
Kevin Bennett	Member at Large
Len Pettit	Member at Large
Russell Irvine	Member at Large
Steven Ranta	Member at Large

STAFF PRESENT

Amelia Bowden	Staff Liaison, Planner 1
Amanda Allen	Committee Clerk

GUESTS

Erica Williams	President, Maple Ridge Historical Society
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1. ***CALL TO ORDER***

Note: Councillor Speirs joined the meeting at 7:05 pm.

2. ***APPROVAL OF THE AGENDA***

R/2018-015

It was moved and seconded

That the April 12, 2018 Community Heritage Commission agenda be approved as circulated.

CARRIED

3. ***ADOPTION OF MINUTES***

R/2018-016

It was moved and seconded

That the minutes of the March 8, 2018 Maple Ridge Community Heritage Commission meeting be amended to replace the text of the resolution in Item 11 "That the Hammond Cedar Mill plaque subcommittee also reviews a replacement of the "Welcome to Hammond" sign located at Tolmie Park." with the text "That the Hammond Cedar Mill plaque subcommittee also review a replacement of the "Tolmie Park" sign located at Tolmie Park."; and that the minutes as amended be adopted.

CARRIED

4. ***DELEGATIONS - Nil***

Note: Julie Koehn joined the meeting at 7:10 pm.
Eric Phillips joined the meeting at 7:12 pm.

5. ***FINANCE***

5.1. **Financial Update – 2018 Business Plan**

Russell Irvine provided a review of the overall budget. Discussion was held on the 2018 fundraising to date and the staff liaison will determine if the funds raised at the 2018 Heritage Awards have been deposited into the account. The staff liaison will contact the Finance Department regarding the anticipated roll over amount of \$26,059.00 and will provide an update at the next meeting.

R/2018-017

It was moved and seconded

That CHC Financial Report dated April 9, 2018 be received for information.

CARRIED

5.2. **2018 Conference Registration**

There was discussion on the budget allocation for CHC conferences in 2018.

6. ***CORRESPONDENCE***

6.1. **Draft Heritage Vegetation Assessment Report – Planning File No. 2017-088-RZ**

Email dated March 28, 2018 from Chee Chan, Planner 1, City of Maple Ridge, providing an update on the draft report for the Haney House vegetation and the next steps of the process. The Chair acknowledged and thanked the subcommittee for their work in reviewing the draft heritage vegetation assessment report.

7. ***NEW AND UNFINISHED BUSINESS***

7.1. **Membership**

7.1.1. **Calendar of Events**

The Chair reviewed the calendar of events and noted that CHC will be reporting to Council on May 8, 2018. Members were encouraged to attend the April 17, 2018 Council Workshop meeting to support the Heritage Inventory presentation and the update on the Cultural Plan. The staff liaison invited members to attend and participate in the discussion for the second open forum “Working with Developers and not against” hosted by Heritage BC on April 13, 2018 from 12:00-1:00pm in the Coho Room, City Hall.

7.1.2. Committee Assignments

The Chair and Committee Clerk reported on disseminating member contact information and advised that an authorization form will be forthcoming for members to review for consent to share their contact information amongst other Commission members.

7.2. Haney House Conservation Work

Julie Koehn advised that information on Haney House conservation work will follow in her report at item 9.4.

7.3. Heritage Conservation Master Plan

The Chair and staff liaison met with the Facilities Operations Manager on April 4, 2018. The Chair, Russell Irvine, and the staff liaison have begun the process of drafting an RFP to find a consultant to prepare a conservation master plan. The staff liaison is compiling the various conservation plans from City departments as they will form part of the RFP.

8. *SUBCOMMITTEE REPORTS*

8.1. Communications Subcommittee

The Chair noted that the Geocaching brochure is up for renewal. Kevin Bennett is awaiting receipt of the brochure from the Recreation Manager Arts & Community Connection so that the Canada 150 branding can be removed from brochure and then released to the public.

8.1.1. Request to Council for Communications Support - Nil

8.2. Recognitions Subcommittee

The Chair reported on discussion with the creator of the Heritage Awards brochure and advised that updates to the brochure are estimated at \$100.00. Kevin Bennett reported that the plaque has been delivered to Meridian Meats.

8.3. Education Subcommittee

8.3.1. Local Voices

Lindsay Foreman provided a report on the Local Voices event of April 9, 2018. The session was well attended and the event is developing a good following in the community. Ms. Foreman noted that speakers are being sought for the final session of the season, scheduled for May 7, 2018. The new season of Local Voices will start again in October, 2018. Sign up to the Local Voices email distribution list at <http://mapleridgemuseum.org/local-voices/>

8.4. Digitization Project Subcommittee

The Chair reported the subcommittee is moving closer to reassembling as staff turnover at City Hall is complete.

8.5. Open Government Portal and Heritage Marker Inventory Information

The Chair reported that Kevin Bennett will be working to enhance the data in the Heritage Marker Inventory as it is meant to house information on all the different markers in the community. The Chair, Mr. Bennett, the staff liaison and committee clerk met on April 3, 2018 to discuss the Inventory database and develop a process to review the current information in the Inventory and compile missing data. The staff liaison reported on discussions with the Parks Department and the Information Technology Department around different uses of the database.

8.6. Heritage Inventory Project Update

The Heritage Inventory Project is on the agenda for the April 17, 2018 Council Workshop meeting. There was discussion on the document and members appreciated the level of detail given to the feedback provided to the consultant. The Chair advised that moving forward this document will be regularly scheduled for updates and will become a 'living document'.

R/2018-018

It was moved and seconded

That the Heritage Resources of Maple Ridge Inventory be accepted and that the document be recommended to Council for endorsement.

CARRIED

8.7. Heritage Register Update

The staff liaison advised that a meeting with Donald Luxton is scheduled for April 16, 2018 and that the scope of work has been developed. The Chair noted that the Heritage Register update could begin once Heritage Resources of Maple Ridge is endorsed by Council.

R/2018-019

It was moved and seconded

That a Heritage Register Review subcommittee be formed including Russell Irvine, Brenda Smith, Lindsay Foreman and Amelia Bowden to conduct the heritage register review.

CARRIED

8.8. Robertson Family Cemetery Project

The staff liaison reported that the prepared paperwork is waiting for a procedural review by the Clerk's Department prior to submitting documents at the Land Titles Office.

8.9. Hammond Cedar Mill Plaque Subcommittee

Len Pettit provided an update on the project and subcommittee meeting. There was subcommittee discussion on changing the information, purpose and theme of the plaque and the subcommittee is considering a meeting with the Mill manager to review the plaque. The Council liaison advised of the opportunity to work with the Public Art Steering Committee to create a standardized stanchion guideline.

9. **LIAISON UPDATES**

9.1. **BC Historical Federation**

The Chair noted the Conference scheduled for May 24-27, 2018 in Nakusp.

R/2018-020

It was moved and seconded

That \$200.00 from the Community Heritage Commission budget be used towards the registration fee for Brenda Smith to attend the BC Historical Federation conference on May 24-27, 2018.

CARRIED

9.2. **Heritage BC**

The Chair reported that the notes and audio recording from the January 26, 2018 open forum are posted on the Heritage BC website. The next open forum is scheduled April 13, 2018 at Noon in the Coho Room, and the final open forum is set for June 8, 2018.

The annual Conference is scheduled May 10-12, 2018 at the New Westminster Quay.

R/2018-021

It was moved and seconded

That \$200.00 from the Community Heritage Commission budget be used towards the registration fee for Brenda Smith to attend the Heritage BC conference on May 10-12, 2018.

CARRIED

9.3. **BC Museums Association**

Lindsay Foreman provided a report on BC Museums Association regional workshop 'Caring for your Collections: The Long Road to Deaccessioning' on March 19, 2018 at the Gur Sikh Temple and Sikh Heritage Museum in Abbotsford. Luc Demarais was the keynote speaker and gave a presentation on how to clean up museum collections and his deaccessioning projects. Ms. Foreman advised that BCMA hosts monthly educational webinars.

9.3.1. **BCMA Visit**

The Chair reported on coordinating the visit with opening of Haney House, tentatively on June 3, 2018.

9.4. **Maple Ridge Historical Society**

Julie Koehn reported on the Maple Ridge Historical Society AGM held March 22, 2018 and noted that the Haney Family project was on display at the meeting. Ms. Koehn provided an update on Museum staff turnover. Window renovations continue at the Haney House and its opening is scheduled June 3, 2018.

9.5. **Council Liaison**

The Council liaison reported the plan to relocate the Mussallem residence from the Royal Crescent site BC Housing purchased for temporary modular supportive housing to the Maple Ridge Cemetery. At the Cemetery, the house could be repurposed as a caretaker residence, a customer service centre and small community gathering space.

10. ***QUESTION PERIOD*** - Nil

11. ***ROUNDTABLE*** - Nil

12. ***ADJOURNMENT*** – 9:04 pm.

B. Smith, Chair

/aa

CHC Budget Update for FY 2018 May 2018

Program Areas:

Education	\$7,500
Member Support Programs	\$1,500
Communications & Outreach	\$2,100
Heritage Recognition	\$10,500
Open Access Digitization Phase III	\$6,000
Program Support	\$2,000

Total allocation	\$29,600

Source of Funding

Carryover from 2017 GPA	\$26,058.60
Core Funding 2018	\$2,000

Total funds available	\$28,058.60

Balance in program funding (\$1,541.40)*

*May be covered by reduced program costs

Projects FY2018

Heritage Inventory 2017 & 2018

Final billing	\$7,300
Project Balance Available	\$10,000 carryover to 2018

Heritage Register

Phase I	\$10,000
Source of funds 2017 Carry over	\$10,000
Phase II	\$10,000
Source of funds – link with 2018 Incentives Project	\$10,000

CHC 2018 Budget Overview (Continued)

Heritage Register Phase III	\$10,000
Continue linkage with	
Incentives Program	\$10,000

Total project funds assigned	\$30,000
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Heritage Conservation Plan	\$30,000
RFP being developed	
Source of funding	
New allocation for 2018	\$30,000

<u>CHC Revenue Account 2018</u>	
In Place	\$138.00

Draft A – April 25 2018
CHC Budget Update

From: Brent Elliott
Sent: Tuesday, March 20, 2018 5:35 PM
To: Lisa Zosiak; Amelia Bowden
Subject: Fwd: Heritage Branch fact sheets

Hi Amelia

Can you based on the below message see what can be done about updating the heritage website.
This seems to have a sense of urgency to it.

Thanks!
Brent.

----- Forwarded message -----

From: "**Cook, Judith FLNR:EX**" <Judith.Cook@gov.bc.ca>
Date: Mon, Mar 19, 2018 at 2:58 PM -0700
Subject: Heritage Branch fact sheets
To: "Brent Elliott" <belliott@mapleridge.ca>

Hi Brent. Susan Green, Provincial Registrar asked me to contact you regarding Heritage Branch fact sheets that are posted [here](#) on the Maple Ridge corporate website. I wanted to let you know that these fact sheets were last updated in 2011, and are now quite out of date. While some of the theoretical information about heritage conservation best practices is still relevant, other details on the sheets, such as URLs, contact info and references to rebate programs are no longer current; the sheets were retired from our branch website a few years ago. We recommend that the fact sheets are removed from the Maple Ridge website so as not to confuse members of the public.

Please let me know if you have any questions, best regards,
Judith

Judith Cook, MA

Heritage Planner – Information & Promotions
Ministry of Forests, Lands & Natural Resource Operations and Rural
Development
Office: 778.698.4180 www.gov.bc.ca/bcheritage

TO:	Her Worship Mayor Nicole Read and Members of Council	MEETING DATE:	April 17, 2018
FROM:	Chief Administrative Officer	DOC NO:	1927940
		MEETING:	Workshop
SUBJECT:	Mussallem Residence Donation		

EXECUTIVE SUMMARY:

On April 3, 2018, Council directed that staff accept the Mussallem Residence for relocation to the Maple Ridge Cemetery, on condition that the funds provided by BC Housing are sufficient to move, restore, service and repurpose the building. Since that decision, BC Housing has offered to contribute \$250,000.00 toward this purpose, and an anonymous donor has offered an additional \$100,000.00. This equals a \$350,000.00 contribution which will cover the majority if not all of the costs associated with this work.

RECOMMENDATION:

That staff be directed to accept the Mussallem Residence for relocation to the Maple Ridge Cemetery along with a \$250,000.00 contribution from BC Housing and an additional \$100,000.00 from an anonymous donor.

DISCUSSION:

a) Background Context:

The Province of BC recently purchased three properties on Royal Crescent in the Town Centre to construct modular temporary housing for people who are currently homeless within the community. The existing house on site has heritage value and is listed on the Heritage Resources of Maple Ridge inventory. The house has no legal protection, and is not on the Community Heritage Register.

BC Housing initially offered to donate the house to the City for relocation and also to contribute the funds it would have cost to have the house demolished. The recommendation endorsed by Council, was that the City accept the Mussallem Residence for relocation to the Maple Ridge Cemetery, on condition that the funds provided by BC Housing are sufficient to move, restore, service and repurpose the building.

BC Housing has since increased their offer of support (outlined in the attached letter) up to \$250,000.00. In addition, an anonymous donor has offered a \$100,000.00 contribution toward this relocation project, including servicing, restoring and re-adapting the house for its new use.

Per BC Housing's offer, they will:

- Directly procure the services associated with the disassembly and reassembly of Mussallem House and associated shoring, as well as the transport of the house and utility sweep along the route to the destination;
- Make application for a housing relocation permit and the demolition permit;
- Procure heritage consultation advice.

BC Housing has committed up to \$250,000.00 towards the relocation of the house on the understanding that funds not spent directly by BC Housing for the above work will be provided to the City of Maple Ridge towards the remaining scope of work. This is currently estimated to be approximately \$50,000. In combination with the donor's contribution, this will bring the total budget for the City's work to approximately \$150,000.00.

The City's scope of work includes:

- Expediting water and sewer disconnections as part of the demolition permit and any required work in association with the relocation of the house including route clearance and permit;
- Site preparation at the destination, foundations, any demolition or hazardous material remediation and any retrofit requirements to the house once in place;
- Providing access to the cemetery through the external entry as tree and gate removal may be required to accommodate the house size.

BC Housing requires that the house be relocated to the destination site by May 15, 2018 and that the City waive all associated permit fees.

b) Desired Outcome:

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

c) Strategic Alignment:

The 2008 Cemetery Master Plan and the 2010 Parks, Recreation and Culture Master Plan contain recommendations that support repurposing the heritage house on the Cemetery site.

d) Citizen/Customer Implications:

The relocation of this heritage house to the Maple Ridge Cemetery will enable a higher level of customer service at this site. Details are yet to be finalized, but it is anticipated that the house may accommodate a small public gathering space and perhaps a caretaker that would enhance on-site duties and customer service.

e) Business Plan/Financial Implications:

BC Housing has estimated the total cost to move, restore, service and repurpose the heritage house at \$375,000.00 to \$400,000.00. Between BC Housing and the donor contributions, funding in the amount of \$350,000.00 is available to do this work, which will cover the bulk of the costs. No additional funds have been planned at this time. City staff will have the opportunity to do a more in depth assessment of costs associated with this work in the coming weeks. If there is a need for additional funding, a report will be brought back to Council. Having said that, all efforts will be made to work within the funding currently provided.

CONCLUSIONS:

The contribution that BC Housing and an anonymous donor have offered toward the relocation and retrofit of the Mussallem House will address the majority of costs associated with this donation. It is anticipated that siting the house at the cemetery will provide an enhanced level of service to people that visit the cemetery site.

“Original signed by Kelly Swift”

Prepared by: Kelly Swift, MBA, BGS
General Manager Parks, Recreation & Culture

“Original signed by Paul Gill”

Approved by: **Paul Gill, CPA, CGA**
Chief Administrative Officer

Attachments:

- (1) 2018-04-13 Letter from BC Housing RE: Mussallem House
- (2) 2018-04-16 Letter from Donor's Law Firm RE: Mussallem House

Kelly Swift
General Manager Community Development, Parks and Recreation
City of Maple Ridge
11995 Haney Place,
Maple Ridge, BC, V2X 6A9

April 13, 2018

Dear Kelly,

Further to our discussion regarding Mussalem House, BC Housing will require the heritage house to be relocated to the destination site by May 15, 2018.

To meet these deadlines, BC Housing will directly procure the services associated with the disassembly and reassembly of Mussalem House and heritage consultation, transportation of the house and utility sweep along the route to the destination location. BC Housing commits to shoring Mussalem House at the destination location as per the direction of the City of Maple Ridge to allow for ease to be moved to permanent foundations.

BC Housing will allow access to the house by City of Maple Ridge consultants and will apply for the housing relocation permit and the demolition permit. BC Housing requests that the City of Maple Ridge expedite the following work: water and sewer disconnections as part of the demolition permit and any required work in association with the relocation of the house including route clearance and permit. BC Housing requests the waiving of all associated permit fees.

The City of Maple Ridge will be responsible for the destination site preparation, foundations, any demolition or hazardous material remediation and any retrofit requirements to the house once placed. In addition, the City of Maple Ridge will ensure access to the cemetery through the external entry as tree and gate removal maybe required to accommodate the house size.

BC Housing commits up to \$250,000 towards the relocation of Mussalem House. Any portion of this funding not spent directly by BC Housing, will be provided to the City of Maple Ridge towards their scope of work. This is currently estimated to be approximately \$50,000.

BC Housing looks forward to the City of Maple Ridge's response to this offer to maintain and repurpose this heritage community asset.

Sincerely,



Naomi Brunemeyer
Director Regional Development, Lower Mainland
Direct: 604-456-8849
Cell: 604-813-9744

McEACHERN HARRIS & WATKINS

BARRISTERS & SOLICITORS

DARREL E. McEACHERN, B.Ap.Sc., LL.B. τ
ROBERT L. HARRIS, B.A., LL.B. τ
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April 16, 2018

Kelly Swift
General Manager Parks,
Recreation & Culture
11995 Haney Place
Maple Ridge, B.C. V2X 6A9

Dear Madam:

**Re: Letter of Commitment for Relocation of Residence at
22548 Royal Crescent, Maple Ridge, B.C. to City Property**

Further to your email of April 13, 2018 and our several recent telephone conversations, our office confirms that we act for an anonymous client (the "Donor") who is seriously considering making a \$100,000.00 donation to the City's cost of accepting the above Residence, relocating it to a City property, and servicing, restoring and re-adapting it (the "Project"). The City would be responsible to own, operate and maintain and supervise the use of the Residence after the relocation.

Our client is currently in the process of liquidating a security so that the \$100,000.00 can be placed in our trust account. We will forward the \$100,000.00 to the City upon the City agreeing in writing to the following Conditions:

- 1) The City will maintain the Donor's anonymity, unless otherwise advised by our office or the client;
- 2) The City will apply the \$100,000.00 to the Project as previously described;
- 3) B.C. Housing will make a contribution of \$250,000.00 to the City for the Project;
- 4) The City will be responsible for all costs above and beyond the contributions of B.C. Housing and the Donor;
- 5) In the event that the Project does not proceed and instead the Residence is demolished, then the Donor's \$100,000.00 contribution will be returned in full to our office in trust;


- 6) In the event that the total cost of the Project is less than \$350,000.00, in trust the difference between the \$350,000.00 and the total cost will be returned to our office to a maximum of \$100,000.00;
- 7) That the City is a qualified CRA Donee, and the City will provide our office, with a tax receipt for the \$100,000.00 contribution (or less as above described);
- 8) That the City advise us in writing its intended location for the Residence and how it will be used by the Maple Ridge Community.

We realize that the City must make a decision quickly if this Project is to proceed and we will address your concerns about this Letter of Commitment promptly.

You may contact me or on my cell phone at 604-240-9690.

Yours truly,

McEACHERN HARRIS & WATKINS

A handwritten signature in black ink, appearing to read 'Darrel E. McEachern', written over the firm name.

DARREL E. McEACHERN

DEM/ct

Encls.

REQUEST FOR PROPOSAL

Project:

The City of Maple Ridge is seeking consultant services for the preparation of a Heritage Conservation Master Plan for the Community Heritage Commission and the City of Maple Ridge.

The complete Request for Proposal document is available for download from BC Bid at: www.bcbid.gov.bc.ca.

Proposal response to be submitted on or before:

RFP Closing Date:

RFP Closing Time: 2:00 pm local time

RFP Deposit Place: Proposal submissions are to be uploaded electronically to the City's file transfer service accessed at the following link: [RFP-PLA16-32 - Proposal Submission](#)

The file name should be your "**Company Name**" followed by the "**Project Number**" of this opportunity.

1. Upload files in pdf format and send.
2. System will automatically acknowledge successful upload.

Submissions will be deemed successfully received when displayed as a new email in the inbox of the City email address.

The City will not be liable for any delay for any reason including technological delays, or issues by either party's network or email program, and the City will not be liable for any damages associated with Submissions not received.

If Proposals arrive after this deadline, the City reserves the right, entirely at its discretion, to give or not give such Proposals consideration.

There will be no public opening for this Request for Proposal.

Should a contract result from this RFP the name(s) of the successful Proponent(s) will be available to anyone upon request. All submissions become the property of the City of Maple Ridge and are subject to the Freedom of Information and Privacy Legislation.

Enquiries regarding this Request for Proposal are to be directed to:

Daniela Mikes, SCMP, CRM
Manager of Procurement
Tel: 604-466-4343; Fax: 604-466-4328
Email: dmikes@mapleridge.ca

1. INTRODUCTION

The City of Maple Ridge stands out among BC communities that recognize the value of built and intangible heritage. However, in the absence of a coherent framework for the conservation and maintenance of even the city-owned assets, staff and contractors have been able to only perform routine maintenance without the advantage of an integrated pro-active maintenance program. Such a program would establish a conservation framework for all municipal heritage assets and identify a maintenance program intended to assist in short, medium, and long-term planning of maintenance needs.

CMR is commended for commissioning conservation plans for some city-owned heritage properties. Additional expert support is assembled on an ad-hoc basis. That approach does not represent the best or even basic measures that these sites require for continued security and function.

To create a comprehensive planning and management framework to ensure the conservation and development of Maple Ridge heritage assets.

In order to maintain an effective heritage management program, a HRMR update is needed.

Phase I

Develop an overview of the scope of work, assess existing assets and prepare conservation work plans.

2. BACKGROUND

Heritage Management in Maple Ridge has been established primarily through policies in the Official Community Plan. When the plan was adopted in 2006, a number of policies were included to help strengthen heritage management within the community. The following heritage policy speaks specifically to the benefits of heritage conservation:

Policy 4-40:

Maple Ridge will encourage the conservation and designation of significant heritage structures, and natural and cultural landscape features in each neighbourhood.

In December 2013, Maple Ridge Council endorsed the Community Heritage Commission's Heritage Plan, which outlines a work program for the Commission to 2020. Each year of the plan focuses on a specific project aimed at adding strength and vitality to the existing heritage management program.

3. GOAL & OBJECTIVES

Key objectives of the project are to: (same as scope)

- **Will support the ongoing support and functionality on St. Andrews Church and Haney House.**

4. SCOPE OF WORK:

The project scope is broken out into the three project phases, as follows:

Phase I

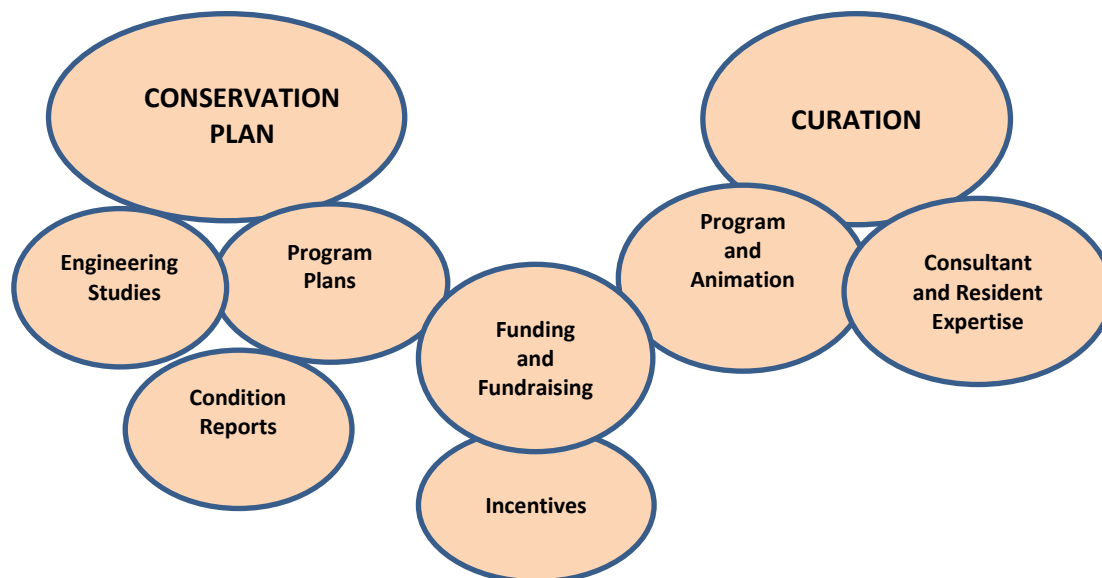
1. Host Stakeholders meeting
2. Draft report/plan
3. Host Stakeholders meeting for review of draft plan
4. Subcommittee reviews final draft
5. Council presentation for endorsement

5. CONSULTANT REQUIREMENTS

This project requires a consultant with significant education, skills and experience in Heritage Planning. The consultant will have significant knowledge of and experience with research and evaluation of heritage sites as well as extensive experience in the preparation of Heritage Strategic Plans and Statements of Significance for Community Heritage Registers. Previous experience in the preparation of heritage conservation master plans for other municipalities is an asset. Working knowledge of the community of Maple Ridge is desirable.

6. DELIVERABLES

1. An overarching plan for heritage conservation in Maple Ridge taking into consideration the following categories:
2. The project will be initiated using the city owned properties
3. Using current National and Provincial standards and best practices (ie: life cycle management)
4. Specifics as outlined in the Conservation Plan and Curation:



5. Consultation program with identified stakeholders
6. Published report

7. SUBMISSION

Proponents should provide the following information with their submissions:

- a. Corporate profile – an outline of the company, its history and financial viability;
- b. The firm's experience and qualifications;
- c. Team composition – a listing of personnel who will be assigned to this project, a brief description of each person's role, and whether any have recent experience/expertise in this area;
- d. Provide examples of recent similar work as well as the name and contact information for these references. Provide a minimum of three;
- e. Discuss how your firm will achieve the City objectives outlined in Section 3 Goals and Objectives;
- f. Discuss how your firm will meet the requirements outlined in Section 5 Consulting Requirements;
- g. A detailed fee schedule that consists of a lump sum upset price and hourly rates for

- extras;
- h. Any other benefits or “selling points” of your Proposal.

All submissions become the property of the City and will not be returned to the Proponent.

8. EVALUATION CRITERIA

Proposals will be evaluated to determine the best value offered to the City based on the following criteria:

- a. Quality and clarity of proposal – thorough, clearly detailed approach and solution which addresses the consulting services requirements, demonstrates a clear understanding of project objectives and desired outcome;
- b. Project methodology – tasks and resources identified, tasks outlined, and projected effort and timeline identified;
- c. The value of the proposed costs. Costs are clearly identified, itemized and complete;
- d. Corporate profile – financial viability, delivery of successful projects of a similar size and nature in the past, familiarity with the Maple Ridge context;
- e. Team composition – appropriate qualifications, experience, skills and abilities;
- f. References and (if conducted) results from interviews of shortlisted Proponents; and
- g. Potential to advance social, economic and environmental goals of the City of Maple Ridge.

9. ACCEPTANCE/REJECTION OF PROPOSALS

Terminology such as, “must”, “shall”, “should” or “may” identify the criticality of the requirement. The term “must” and “shall” is a mandatory requirement. “Should” or “may” are preferred, but less desirable, and may affect the overall rating of the Proposal submission.

The City is under no obligation to select a Proponent and may modify the terms of, or cancel, this RFP at any time for whatever reason and without liability to the Proponents. Interested Proponents are solely responsible for their own expenses in preparing and submitting a proposal, and in preparing and undertaking demonstrations, in the RFP process.

The City reserves the right to accept the proposed offer in total or in part, to reject any or all offers, to waive any minor informalities, irregularities, or technicalities, and to accept the offer deemed most favourable to the City.

The City is not under any obligation whatsoever to any party submitting a response to this Request for Proposal. No “Contract A” is formed as a result of this Request for Proposal invitation.

Once all the information received has been reviewed, the City of Maple Ridge may decide to:

- Pursue one, some, or all of the options submitted through the Request for Proposals
- Take other courses of action as solely determined by the City of Maple Ridge

If the City of Maple Ridge decides that one or more of the submissions is worth pursuing in an effort to establish a contract, the City reserves the right to negotiate terms, scope, timelines, costs and any other matters of the contract with any or all respondents independently without having any duty to advise any other respondent who submits through this process, and without liability to any respondent not awarded a contract. The City may also choose not to proceed further with this process.

10. FREEDOM OF INFORMATION

The City is subject to the provisions of the Freedom of Information and Protection of Privacy Act. As a result, while Section 21 of the Act does offer some protection for third party business interests, the City cannot guarantee that all information provided to the City can be held in confidence.

11. ACCURACY OF INFORMATION

The City of Maple Ridge makes no representation or warranty, either express or implied, with respect to the accuracy or completeness of any information contained or referred to in this RFP.

12. SELECTED CONTRACT CLAUSES

By submission of a proposal, the Proponent agrees that, should it be identified as the successful Proponent, it is willing to enter into a Contract with the City that may include the following clauses:

(a) Laws of British Columbia

Any Contract resulting from this Request for Proposal will be governed by and will be construed and interpreted in accordance with the laws of the Province of British Columbia.

(b) Arbitration

All disputes arising out of or in connection with the Contract will, unless the parties otherwise agree, be referred to and finally resolved by arbitration pursuant to the Commercial Arbitration Act.

(c) Indemnity

Any Contract resulting from this Request for Proposal will require that the Contractor indemnify and save harmless the City, its employees and agents from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by the City at any time or times (either before or after the expiration or sooner termination of this Contract) where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Contractor or by any servant, employee, officer, director or sub-Contractor of the Contractor pursuant to the Contract excepting always liability arising out of the independent acts of the City.

(d) Insurance

Any Contract resulting from this Request for Proposal may require that the Contractor, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, the following insurances with insurers licensed in British Columbia in forms acceptable to the City. All required insurance will be endorsed to provide the City with 30 days' advance written notice of cancellation or material change. The Contractor will provide the City with evidence of the required insurance, in the form of a completed Certificate of Insurance, immediately following execution and delivery of the Contract.

Comprehensive General Liability in an amount not less than \$5,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the contract. The City is to be added as an additional insured and the policy shall contain a cross liability clause.

Professional Liability in an amount not less than \$1,000,000 insuring the Contractor's liability resulting from errors and omissions in the performance of professional services under the Contract.

Automobile Liability on all vehicles owned, operated or licensed in the name of the Contractor in an amount not less than \$3,000,000.

(e) Intellectual Property Rights

The City will be the owner of the intellectual property rights, including patent, copyright, trademark, industrial design and trade secrets in any product developed through a Contract. Licensing and marketing rights to the developed product will not be granted in the Contract. Proposals regarding these rights shall not be submitted in response to this Request for Proposal and will not be considered in evaluating responses.

If, in the future, the City elects to commercialise the developed product, the licensing and marketing rights will be negotiated separately.

13. TIMING AND BUDGET

It is anticipated the process will commence upon the awarding of the contract with a projected completion date within 6 months of award of contract. We anticipate the total cost for this work will be in the range of \$30,000, including taxes, disbursements, printing and all other costs and charges. Our objective will be to obtain the valuable assistance we require at the lowest overall cost.

14. RELATED MATERIALS

The following related materials are available for viewing online:

- Maple Ridge Community Heritage Commission Heritage Plan, November 2013
<http://www.mapleridge.ca/239/Heritage-Plan>
- The Maple Ridge Official Community Plan Bylaw No. 6425-2006
<http://www.mapleridge.ca/316/Official-Community-Plan>
- The Heritage Resources of Maple Ridge
<http://www.mapleridge.ca/241/Heritage-Inventory-Resources>
- The Maple Ridge Community Heritage Register
<http://www.mapleridge.ca/817/Heritage-Register>
- Maple Ridge: A Community of Communities (2003) – Heritage Discussion Paper
<http://www.mapleridge.ca/1172/Heritage-Discussion-Paper>
 - Conservation Plan for Haney House and associated materials (ask MM)
 - Conservation Plan for St Andrews Church
 - Conservation Plan for Spencer Milk House
 - Conservation Plan for MR Museum

15. REGISTRATION OF INTENT TO RESPOND

Proponents are asked to complete and IMMEDIATELY return the form titled “Registration of Intent to Respond” appearing at the end of this section. Failure to do so may result in your company not receiving addenda and other correspondence related to this Request for Proposal. All addenda issued will be posted on BC Bid and is the sole responsibility of the Proponent to ensure they have received all associated addenda.

16. INQUIRIES

Inquiries should be directed to the individual noted No. 17 below. The City may require that an inquiry be submitted in writing. Inquiries and responses may be distributed to all Respondents at

the City's option.

17. MUNICIPAL CONTACT

All inquiries to be made in writing to:

Daniela Mikes, SCMP, CRM
Manager of Procurement
dmikes@mapleridge.ca
Tel: (604) 466-4343
Fax: (604) 466-4328

Questions will be received up to the end of **DATE**. Responses to these questions will be sent by the end of day **DATE**. The City will not be responsible for questions received after **DATE**.

18. DISCREPANCIES OR OMISSIONS

Proponents finding discrepancies or omissions in the Request for Proposal documents, or having any doubts as to the meaning or intent of any part thereof, should immediately notify the Municipal Contact noted above, in writing, who may send written instructions or explanations to all Proponents on record with the City. No responsibility will be accepted for oral instructions. Addenda or correspondence issued during the Request for Proposal period shall be considered part of this document and become part of the final Contract documents.

End of Section:
Instructions to Proponents

REGISTRATION OF INTENT TO RESPOND

Project: RFP-PLA-16-32 Consulting Services –Maple Ridge Heritage Inventory Review & Update

To ensure that your company receives any addenda and other correspondence related to the Request for Proposal this form should be completed and returned to Daniela Mikes, Manager of Procurement.

Registration's of Intent to Respond should be uploaded electronically to the City's file transfer service accessed at the following link: [RFP-PLA16-32- Intent to Respond](#).

1. The file name should be your "Company Name" followed by "Intent to Respond".
2. Upload files in pdf format and send.
3. The system will automatically acknowledge successful upload.

Submissions will be deemed successfully received when displayed as a new email in the inbox of the City email address.

The City will not be liable for any delay for any reason including technological delays, or issues by either party's network or email program, and the City will not be liable for any damages associated with Submissions not received.

Please provide the following information: (please print):

Company Name: _____

Address: _____

Contact Name: _____

Title or Position: _____

Area Code: _____ Phone Number: _____ Facsimile: _____

Email Address: _____

Date: _____

We have received a copy of the above noted RFP, and

- ☐ We will be submitting a Proposal
- ☐ We will not be submitting a Proposal

End of Section:
Registration of Intent to Respond Form