

Minutes of the **SPECIAL MEETING** of the **DISTRICT OF MISSION COUNCIL** held in the Conference Room of the Municipal Hall, 8645 Stave Lake Street, Mission, British Columbia, on July 19, 2011 commencing at 8:00 a.m.

**Council Members Present:** Mayor James Atebe  
Councillor Terry Gidda  
Councillor Danny Plecas  
Councillor Mike Scudder  
Councillor Jenny Stevens  
Councillor Heather Stewart

**Council Members Absent:** Councillor Paul Horn

**Staff Members Present:** Glen Robertson, Chief Administrative Officer  
Paul Gipps, Deputy Chief Administrative Officer  
Stacey Crawford, Economic Development Officer  
Sharon Fletcher, Director of Planning  
Christine Brough, Acting Executive Assistant

**Economic Development Select Committee Members Present:**  
Remco Bergman  
Rex Blane  
Oleen Herman  
Grace Saris  
Ann Senae  
Steve Sharpe

**Economic Development Select Committee Members Absent:**  
Carlo Billinger  
Eric Davis  
Sean Melia  
Jason Roessle  
Ray Szabada

## **1. TOPICS FOR DISCUSSION**

SC2011/042  
JUL 19/11

### **Update on the District of Mission's Interdepartmental Development Application Process Enhancement Team / Pilot Project**

Mayor Atebe welcomed the Economic Development Select Committee (EDC) members and Council.

Staff provided a brief update on the District of Mission's Interdepartmental Development Application Process Enhancement Team / pilot project, noting the following:

- The team is headed by the Deputy Chief Administrative Officer (DCAO) and is comprised of District of Mission staff from several departments.
- The goal is to examine new and existing development applications for impediments and determine the best way to facilitate projects and streamline processes.
- The team will develop strategies for dealing with both interdepartmental and cross jurisdictional challenges to development within the District of Mission.

- The intention is to foster a positive, problem-solving environment while still ensuring that standards are maintained.
- The Economic Development Officer's (EDO) input is available to the team as needed and regular communication takes place between the EDO and the DCAO.
- While the team will focus their efforts on the more complex and challenging development applications, a variety of applications will be examined and everyone will ultimately benefit from the process improvements.
- Information about the team and its objectives is being disseminated in a variety of ways.
- One of the defined deliverables is improved communication/information materials which will assist all developers, regardless of experience level, in navigating the system.

SC2011/043  
JUL 19/11

#### **Review of Annual Work Plan**

The EDO provided a brief recap of the June 29, 2011 meeting and reviewed the annual work plan, noting that the Economic Development strategic plan requires updating.

SC2011/044  
JUL 19/11

#### **Strategic Vision: General discussion of Goals and Objectives Discussion about Vision for Next 12, 24, 36 Months**

The EDO stated that he would like feedback from the EDC members and Council on their vision and priorities for the Economic Development Office for the next 12 to 36 months so that he can incorporate this information into a draft strategic plan. He noted that a clear strategic vision is necessary in order to ensure that the District focuses its resources and is ready to take advantage of opportunities as they arise.

Discussion ensued and the following summarized comments were provided:

- The Economic Development Office currently consists of just the Economic Development Officer and is both understaffed and at risk of losing continuity and momentum should Mr. Crawford decide to leave his position for any reason. Adequate resourcing and succession planning is integral to the long-term development and survival of the economic development function in the District of Mission. It represents an investment in the future.
- It is important to promote/project a positive image of the community both internally and throughout the region.
- It will take consistent effort to change negative perceptions where they exist but doing so is essential to the District's ability to attract development.
- Customer service and improved communication is of paramount importance.
- There is value in identifying, promoting and protecting the strengths already inherent in the community.
- The District needs to be proactive in targeting specific types of development in order to shape the character and economic future of the community.
- The EDC is a valued advisory committee and its input/feedback is both welcome and necessary.

Mayor Atebe and the EDC Chair, Mr. Blane, recommended that the committee and Council meet more than once a year.

At the request of the EDC members, the Chief Administrative Officer and Deputy Chief Administrative Officer confirmed the following:

- that staff will provide updates on the District of Mission's Interdepartmental Development Application Process Enhancement Team / pilot project at EDC meetings; and
- that one or two members of the team will be selected to attend an EDC briefing on the pilot project so that the committee can directly communicate its enthusiasm and support for the project.

## 2. ADJOURNMENT

SC2011/045  
JUL 19/11

Moved by Councillor Scudder, seconded by Councillor Plecas, and

RESOLVED: That the meeting be adjourned.

CARRIED

The meeting was adjourned at 9:50 a.m.



JAMES ATEBE  
MAYOR



PAUL GIPPS  
DEPUTY CHIEF ADMINISTRATIVE OFFICER