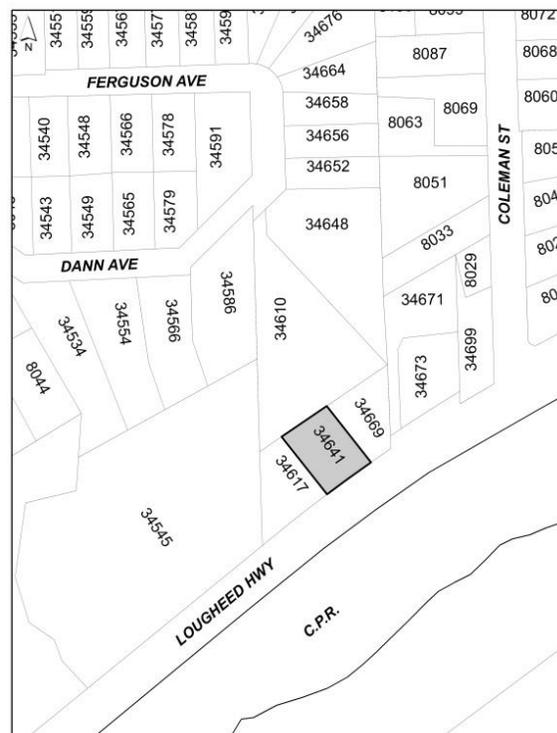
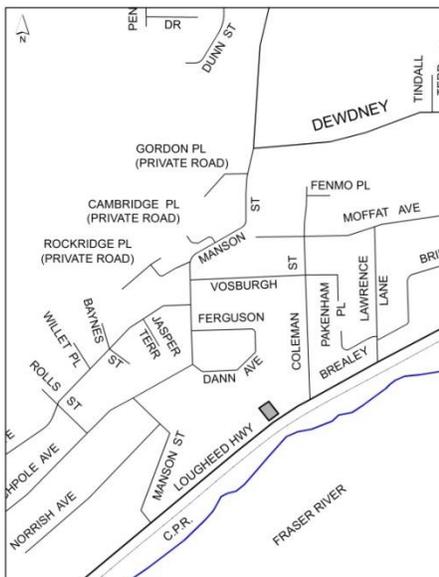


File Category: 3060 30  
P2015-046 - TP15-003

**DATE:** December 21, 2015  
**TO:** Mayor and Council  
**FROM:** Robert Publow, Planner  
**SUBJECT:** **Temporary Use Permit TP15-003 (Hope for Freedom Society) to allow a supportive recovery facility, for up to 15 persons, within an existing single family dwelling**  
**ATTACHMENT(S):** Appendix 1 – Information for Corporate Officer  
 Appendix 2 – Location Map  
 Appendix 3 – Applicant’s Proposal  
 Appendix 4 – Policy LIC.20 – Business Licence requirements – Supportive Recovery Homes  
 Appendix 5 – Draft Temporary Use Permit

**CIVIC ADDRESS:** 34641 Lougheed Highway  
**APPLICANT:** Hope for Freedom Society (Rob Thiessen)  
**OCP:** This application is in conformance with the property’s OCP designation of Urban Residential.  
**DATE APPLICATION COMPLETE:** November 4, 2015  
**LOCATION MAPS:**



## **RECOMMENDATION:**

Council consider and resolve:

That Temporary Use Permit TP15-003 to allow a supportive recovery home with sleeping accommodations for up to 15 persons, on the property located at 34641 Lougheed Highway subject to the conditions set out in the Permit appended to this report from the Planner dated December 21, 2015, be approved.

Staff support the application for a Temporary Use Permit for a term of 3 years and as such recommend that, following the public input meeting, Temporary Use Permit TP15-002 be listed for approval under the “Development Permits for Consideration” section of the agenda.

## **BACKGROUND**

A Supportive Recovery use means a Facility that is established within a single-family dwelling in which a supportive and structured environment in a home setting is provided for individuals recovering from drug and alcohol addiction, before they are ready to move into independent housing.

Prior to 2001, supportive recovery home operations required a licence under the province’s *Community Care and Assisted Living Act*. Changes to provincial policy in 2001 specifically exempted these operations from the requirement to obtain a provincial licence. Rather, current legislation only requires licensing for facilities providing higher levels of care, e.g., Peardonville House or Kinghaven in Abbotsford and the old Miracle Valley facility in Mission. In response, the District began managing supportive recovery home operations in 2009 by way of zoning and business licence regulations.

Department records indicate that there are currently four licensed supportive recovery homes operating in the community. While these operations have all been issued business licences by the Inspection Services department, there may be others in the community that are currently operating without bylaw enforcement’s knowledge.

Since 2009, at about the time the District began regulating these operations through the zoning bylaw, approximately three “unauthorized” operations have been shut down and numerous proposals to establish new ones have been rejected by staff due to their inability to comply with bylaw and business licence requirements. The District’s experience over the past few years has been that licensed homes are run relatively well and receive little to no complaints.

### *Expanded Notification and Public Input Meeting*

Given the potential interest and possible neighbourhood concerns that are typically associated with supportive recovery use applications, Council resolved, at the December 7, 2015 Regular Council Meeting, to expand the required notification radius for temporary use applications from 10 metres (33 feet) to 152 metres (500 feet). This increased public notification is more in keeping with a public hearing for a rezoning application. In addition, Council also resolved to schedule a Public Input Meeting for December 21, 2015 at the Regular Council meeting to ensure adequate opportunity for the public to provide their comments and concerns about the application to Council directly.

## **PROPOSAL DETAILS**

This report details a temporary use permit (TUP) application submitted by the Hope for Freedom Society for the property located at 34641 Lougheed Highway (refer to **Appendix 2**). The application seeks a TUP to allow an existing single-family dwelling to be used as a supportive recovery home

with sleeping accommodations for up to 15 persons. The property is located within an established neighbourhood area of Hatzic consisting primarily of larger single family residential lots.

Given that the operation is not permitted under the property's current zoning, the applicant has applied for a temporary use permit. A TUP allows a use of land, on a temporary basis, not otherwise permitted in a zoning bylaw. TUPs may be issued for a period up to three years from the date the permit was issued by Council. Temporary use permits may be renewed once, subject to Council approval.

The applicant has provided rational and an explanation of their proposal which is attached at **Appendix 3**. In brief, the proposal indicates that this operation will provide specialized care for female clients recovering from drug and alcohol addiction. While supportive recovery operations are restricted in the number of sleeping accommodations to 10 persons including staff, this application also seeks to expand the number of sleeping accommodations to 15. The applicant explains that this increase in accommodations is preferred as these additional persons are typically those in the latter stages of their recovery and from part of the complete recovery program in which trust and relationship building among the residents is an important aspect of patient recovery.

It should be noted that while the applicant intends to focus their programming primarily on female clients, the permit or business licence would not in any way regulate the type of client receiving treatment. As such, in the future the operation could change to provide service to male clients who are recovering from drug and alcohol addiction.

#### **ZONING BYLAW COMPLIANCE (Bylaw 5050-2009)**

The subject property is currently zoned Urban Residential 930 (R930) and is within the designated Urban Residential of Mission as identified within the Official Community Plan.

Supportive recovery uses are restricted to the Urban Residential designated areas of Mission and further limited to those properties zoned Urban Residential 558 (R558) Zone or Residential Two Unit (RT465) Zone. Within these zones, the Zoning Bylaw also establishes specific use and spatial restrictions to ensure that supportive recovery home facilities fit well within existing neighbourhood areas.

As the subject property is zoned R930, which does not permit a supportive recovery use, the applicant has applied for a TUP to allow the proposed use in this particular area and to seek relief from established spatial restriction established within the Zoning Bylaw.

Within zones that permit supportive recovery homes, the number of sleeping accommodations is limited to 10 (including site staffing). The applicant has proposed to increase the number of permitted sleeping accommodations from 10 to 15.

In addition, where supportive recovery homes are permitted the zoning bylaw stipulates that they must be located within 250 metres of a public transit stop. In this case, the subject property is located approximately 650 metres from the nearest public transit stop. To address this condition, the applicant has committed to providing transportation for the residents and confirms that they will not be reliant on public transportation for any activity including access to off-site programs and services.

#### *Supportive Recovery Houses Policy LIC.20*

The applicant has been provided with a copy of the Supportive Recovery Houses Policy (LIC.20) (**Appendix 4**) and has provided comment that they anticipate no concerns with fulfilling all of the requirements of the Policy.

## PLANNING ANALYSIS AND DISCUSSION

Rezoning the subject property to allow the supportive recovery home use outright is an alternative to the TUP; however a preliminary review indicates that the requirement to provide sanitary sewer to the property would make a rezoning cost prohibitive. As such, the TUP would allow the proposed land use, on a temporary basis, without having to rezone the property. The TUP application also seeks to increase the number of sleeping accommodations from 10 to 15. Currently, the Zoning Bylaw restricts sleeping accommodations to not more than 10 persons (including staff).

### *Building Permit Requirements*

As the existing dwelling on the subject property was constructed as a single-family dwelling a building permit is required to ensure the safety of occupants and conformance with the BC Building Code as a condition of the Temporary Use Permit.

The extent of improvements required under the BC Building Code is contingent on, among others, the number of sleeping accommodations within the residence. As the extent of the improvements required are significantly higher when the number of sleeping accommodations is greater than 10 and staff have some concerns that cost associated with the required improvements may be cost prohibitive, staff have included options within the TUP for a required Building Permit for both an operation with sleeping accommodations up to 10 and a separate building permit provisions for an operation for up to 15 sleeping accommodations.

For clarity, the applicant must complete a Building Permit prior as a condition of the Temporary Use Permit, however it will be at the owners discretion whether they pursue approval for the differing sleeping accommodations at time of building permit and business licence issuance.

Staff support the proposed supportive recovery home use on the subject property provided the conditions within the Permit (**Appendix 5**) are satisfied, and, as such, recommend that Council have the TUP listed under the “Development Permits for Consideration” section of the agenda.

In order to ensure that the proposed use of the property integrates well into the surrounding neighbourhood and to allow for reasonable oversight of the operation, conditions have been included within the Permit (**Appendix 5**) as detailed below:

- i. Upon expiry of this permit, the owner may apply for a one-time renewal;
- ii. A building permit, to ensure that the existing structure is suitable to accommodate the proposed 10 sleeping accommodations (including site staffing), is satisfactorily completed;
- iii. That, at the applicant’s discretion, a building permit, to ensure that the existing structure is suitable to accommodate up to 15 sleeping accommodations (including site staffing), is satisfactorily completed;
- iv. That as a component of the business licence application process, all requirements of the Supportive Recovery Houses Policy (LIC.20) are fulfilled;
- v. That the Supportive Recovery use be subject to a Housing Agreement;
- vi. That a Supportive Recovery use is not permitted in addition to a Residential Care Use, Boarding Use, or a Home Occupation Use;
- vii. That the building has no indication that the building is used for a purpose other than a Residential Use;

- viii. All business licenses issued to the occupant of the property will have expiry dates that will not exceed the term of this permit; and that
- ix. All proposed signage on the site must be in accordance with the District of Mission Sign Bylaw 1662-1987 and approved by the Development Services Department.

## **FINANCIAL IMPLICATIONS**

Any financial implications that may arise from the approval of this TUP are considered negligible.

## **COMMUNICATION**

As stipulated in the *Local Government Act*, the process for approving a Temporary Use Permit has specific notification requirements. Upon receipt of a Temporary Use Permit application, an advertisement (notice) is forwarded to the local newspaper stating:

- The purpose of the proposed permit;
- The lands on which the permit is proposed;
- The place, times and dates where the proposed permit may be reviewed; and
- The date, time and place where the resolution will be considered.

As per requirement, the notice has been published in a newspaper at least 3 and not more than 14 days before the adoption of the resolution to issue the permit.

The Land Use Application Fees and Procedures Bylaw 3612-2003, requires that all owners and tenants within 10 metres (33 feet) of the land that is the subject of the application, including those properties across dedicated right-of-way and highways will receive a notice in the mail with the above mentioned information. However, at the December 7, 2015 Regular Council Meeting, Council resolved to increase the required notification radius from 10 metres (33 feet) to 152 metres (500 feet); as such, the notification was sent to all owners and tenants within 152 metres (500 feet) of the subject property.

In addition Council also resolved to schedule a Public Input Meeting for the Regular Council meeting of December 21, 2015. A copy of the Temporary Use Permit has been made available for public viewing at the District of Mission Development Services Department and on the District's website.

### Response to public engagement

Planning staff have received feedback from only one member of the public to date. The respondent, whom is a residential property owner in the neighbourhood, acknowledges the need for supportive recovery homes within the community and does not specifically object to the location of the proposed facility within the neighbourhood. The respondent did however have concerns with the scale of the facility and suggested that the increase in scale carried an increase in the likelihood of conflict with surrounding property owners.

## **REFERRALS**

### Engineering Department

The Engineering Department requires that the owner engage a Registered Onsite Wastewater Practitioner (ROWP) to test the existing on-site sewage disposal system and install any necessary upgrades to accommodate the increase in the homes occupancy.

Inspection Services Division

The Inspection Services Division has commented that a Building Permit will be required for the proposed alterations, to ensure minimum Building Code Compliance.

**SIGN-OFFS:**



Robert Publow, Planner



Reviewed by:  
Director of Development Services

Comment from Chief Administrative Officer

## **Appendix 1**

### **Information for Corporate Officer**

Civic Address: 34641 Lougheed Highway

PID: 005-045-126

Legal: Lot 2 District Lot 6 Group 3 New Westminster District Plan 14228



## Appendix 3 (page 1 of 2)

### Applicant's Proposal

#### **Hope For Freedom Society**

3237 Liverpool St, Port Coquitlam, BC  
Tel 604-464-0475 Fax 604-464-0285  
info@hopeforfreedom.org



#### PROPERTY AND PROGRAM USE PROFILES

#### **34641 Lougheed Hwy, Mission, BC**

#### **History**

Hope for Freedom Society (HFFS) had its start offering drug and alcohol treatment in the Port Coquitlam area in the mid-90s. As of June 1998 HFFS incorporated under the Societies Act of British Columbia as a non-profit charitable corporation. Since then HFFS has successfully operated 7 residential recovery programs for the Port Coquitlam area housing 72 men and women who would otherwise not have an opportunity to experience changed lives. HFFS offers a men's recovery program as well as a women's program. Our programs require serious participation. We are dedicated to providing the best platform for those recovering to succeed. These programs have "zero tolerance" for drug use and mis-conduct. Our intake process is selective with checks and balances in place to ensure our surrounding community's remain safe. In the spring of 2006 HFFS became involved in homelessness outreach for the Tri-Cities and surrounding areas. We proudly started and operate a cold, wet weather shelter program in the fall/winter of 2007, partnering with area churches. Our success with housing homeless in our area is un-paralleled. During our 2013/2014 shelter season we served 176 individuals and transitioned 96 from homelessness to housing. According to the Coquitlam RCMP, based on our overall community strategy to combat addiction and homelessness that in 2014 survival crimes were reduced by 27%!

#### **Property Profile**

The subject dwelling, located at 34641 Lougheed Hwy is a 3600 sq. ft. Two-story wood frame building approximately 40 years old. (1973) The building sits off the Lougheed Hwy in Mission, BC. Dwelling is in an area of the city zoned, RS1. The building is constructed of wood frame and clad with vinyl siding, wood trim around windows. The roof system is constructed manufactured trusses and roofed with asphalt. The lower floor (1800 sq.ft. ) is slab on grade, the back portion is partial. Floor coverings are a combination of carpet in the bedrooms and ceramic tile in common areas and the bathroom. The main floor (1800 sq.ft.) has a wood floor, floor coverings consist of carpet, laminate and ceramic tile. This dwelling consists of two full bathrooms and two partial. There are two laundry rooms. One is located on the main floor off the kitchen. The second is on the lower floor in the full bathroom. One room on the lower floor is designated office space. (648 sq.ft.) Dwelling is heated with a natural gas forced air system, bathrooms mechanically ventilated. The yard is fully landscaped and fenced, back only.

## **Appendix 3 (page 2 of 2)**

### **Program Use Profile**

The above mentioned property will be used for the following activities:

- 1) We will be running first stage thru to third stage recovery programs on the premise. We propose 15 beds for clients in this dwelling. We will be conducting our full women's program from this residence. Our women's director and support staff will be present Monday to Friday during office hours and on call 24/7. One of the 15 residents will monitor this house after office hours. Office hours are from 8am to 4pm. Psychosocial supports includes: Private One on one drug and alcohol counselling, Relapse prevention program. Anger management program. Spirituality and recovery programs. Life skills including continuing education and re-entry into the work force. Residents may also be assisted, either by request or as deemed necessary, to access community based recovery, counseling, and mental health services in addition to the above. Our clients are assisted with transportation with our own vehicles, they are typically driven to their offsite appointments. We do not use public transportation for any of our activities.
  
- 2) The following is a room use description:  
Lower level 4 bedrooms: occupancy 8 clients. (2 per room)  
Lower level laundry: laundry  
Lower family room: group room  
Lower den: office space  
Lower level kitchen: storage  
  
Main floor 3 bedrooms: occupancy 6 clients. (2 per room)  
Main floor kitchen: food preparation and eating area for 15 residents  
Main floor living rooms: residents lounge and sometimes meeting room  
Main floor laundry: laundry  
Main floor den: single person monitor bedroom

The above described uses are what we propose to continue after re-zoning has been achieved.

**Rob C. Thiessen**

MANAGING DIRECTOR

Appendix 4 (page 1 of 2)

**Policy LIC.20 – Business Licence requirements – Supportive Recovery Homes**



## **LICENCES AND PERMITS**

### **BUSINESS LICENCE REQUIREMENTS - SUPPORTIVE RECOVERY HOUSES**

LIC.20



**POLICY**

Date Policy Adopted: August 18, 2008 Date Policy Amended: September 2, 2008 Date Policy Amended: July 20, 2009	Council Resolution Number: 08/689 Council Resolution Number: 08/756 Council Resolution Number: RC09/478
----------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------

An application for a business licence to operate a Supportive Recovery House in Mission must include all of the following:

1. The operator's organization chart, including contact numbers and email addresses.
2. The qualifications of the operator of the house, the supervisor of the supportive recovery house ("the house"), and the programs counsellors.
3. Authorization for the District to review payment records made to the operator by the Ministry of Housing and Social Development.
4. The work schedule of the supervisor, as well as after hours availability.
5. The provision of on site staffing 24 hours a day, 7 days a week.
6. If applicable, the storage, security and dispensing regime for medications prescribed to residents (no methadone stored or dispensed on site).
7. Copy of operator's policy regarding:
  - a. illicit drugs found on site; and
  - b. use of illicit drugs by a resident.
8. Copy of contract entered into between operator and residents of the house.
9. Copy of supportive house rules and guidelines issued to residents, including program of graduated off site privileges.
10. A copy of all policies of the operator related to the operation of the house.
11. Commitment to enter into, and follow, a good-neighbour agreement including a dispute resolution process.
12. Commitment to require criminal record checks for each resident, and to provide copies of same to the RCMP. Such criminal record cheques will be provided to the operator at no cost.

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*District of Mission*  
*Licences and Permits – Business Licence Requirements – Supportive Recovery Houses - LIC.20*

*Inspection Services*  
*Page 1 of 2*

## Appendix 4 (page 2 of 2)

### **Policy LIC.20 – Business Licence requirements – Supportive Recovery Homes**

13. The recovery counselling programs that are being offered to the residents, attendance requirements and record of attendance at the programs or transportation plan for residents to attend offsite counselling services.
14. The sleeping arrangements for the residents of the house, with a maximum of two per room.
15. The arrangements for laundering of bedding and the residents' personal clothing.
16. The menu of meals being provided to the residents (no less than three per day).
17. Description of in-house entertainment (television, books, radio).
18. A list of other goods and services being provided to the residents including such things as personal toiletries, off-site entertainment and spending money.
19. Security provisions to protect the residents' safety and security of property.
20. A fire safety plan approved by the District fire/rescue department.
21. Agreement to permit unscheduled inspections by District staff to verify all of the requirements are being met including inspection of the premises, operator's records and private interviews with residents.

**Appendix 5 (page 1 of 2)**

Temporary Use Permit

**DISTRICT OF MISSION  
TEMPORARY USE PERMIT TP15-003**

Issued to: Hope for Freedom Society, Inc. No. S38499  
(Owner as defined in the Local Government Act,  
hereinafter referred to as the Permittee)

Address: 3237 Liverpool Street, Port Coquitlam, BC V3B 3V5

1. This Temporary Use Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto, except as specifically varied or supplemented by this permit.
2. This Temporary Use Permit applies to and only to those lands within the Municipality legally described below, and any and all buildings, structures and development thereon:

Parcel Identifier: 005-045-126 Lot 2 District Lot 6 Group 3 New Westminster District Plan 14228

3. The said lands are zoned Urban Residential 930 Zone (R930) pursuant to "District of Mission Zoning Bylaw 5050-2009" as amended.

"District of Mission Zoning Bylaw" as amended is hereby supplemented in respect of the said lands as follows:

- (a) This permit allows for the addition of the following principal use and no other uses (as defined by "District of Mission Zoning Bylaw 5050-2099" as amended from time to time):
  - i. A supportive recovery home use with sleeping accommodations for not more than 10 persons (including site staffing) be permitted, and if condition (b).iii. is fulfilled the number of permitted sleeping accommodations (including site staffing) may be increased to up to 15.
- (b) The allowable use, outlined in this permit, shall be permitted to be conducted on the said lands for a maximum of three (3) years from the date of issuance of the permit and the use of the property for those purposes is subject to the following conditions:
  - i. Upon expiry of this permit, the owner may apply for a one-time renewal;
  - ii. A building permit, to ensure that the existing structure is suitable to accommodate the proposed 10 sleeping accommodations (including site staffing), is satisfactorily completed;
  - iii. That, at the owners discretion, a building permit, to ensure that the existing structure is suitable to accommodate up to 15 sleeping accommodations (including site staffing), is satisfactorily completed;
  - iv. That as a component of the business licence application process all requirements of the Supportive Recovery Houses Policy (LIC.20) are fulfilled;
  - v. That the use be subject to a Housing Agreement;
  - vi. That a supportive recovery home use not be permitted in addition to a Residential Care Use, Boarding Use, or a Home Occupation Use;

**Appendix 5 (page 2 of 2)**

- vii. That the building has no indication that the building is used for a purpose other than a Residential Use;
  - viii. All business licenses issued to the occupant of the property will have expiry dates that will not exceed the term of this permit; and,
  - ix. All proposed signage on the site must be in accordance with the District of Mission Sign Bylaw 1662-1987 and approved by the Development Services Department.
- (c) This permit shall lapse three (3) years after the date of issuance or upon breach of its terms and conditions.
- (d) The land described herein shall be developed strictly in accordance with the terms, conditions and provisions of this permit and any plans and specifications attached to this permit shall form a part hereof.

Minor changes to the aforesaid drawings that do not affect the intent of this permit and the general appearance of the buildings and character of the development may be permitted, subject to the approval of the Development Services Department.

- 4. The land described herein shall be developed strictly in accordance with the terms, conditions and provisions of this permit and any plans and specifications attached to this permit shall form a part hereof.
- 6. The terms of this permit, or any amendment to it, are binding on all persons who acquire an interest in the land affected by this permit.
- 7. This permit is not a building permit. A building permit(s) must be obtained for all buildings to be located on the property associated with this permit.

AUTHORIZING RESOLUTION NO. [Click here to type resolution number] passed by the Council on the [Click here to type day of the month] day of [Click here to type month] , [Click here to type year] .

IN WITNESS WHEREOF this Temporary Use Permit is hereby issued by the Municipality signed by the Mayor and Corporate Officer the \_\_\_\_ day of [Click here to type year] , [Click here to type year] .

\_\_\_\_\_  
Randy Hawes,  
MAYOR

\_\_\_\_\_  
Michael Younie,  
CORPORATE OFFICER

Temporary Use Permit TP15-003

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